



**TRANSACTIONS**

If your business offers AIR MILES points, you will see a prompt for the following transactions:

- Purchase
- Pre-Authorization/Tab (Create/Open and Complete/Close)
- Refund (All)

<b>AIR MILES</b>	<b>Swipe/Enter Air Miles Card</b>	<b>Swipe or manually enter</b> the AIR MILES card. <b>OR</b> Press <b>OK</b> to bypass entering AIR MILES and skip the rest of these steps.
[Single Base Offer]	<b>Select Base Offer</b> <b>Offer #</b> <b>OK?</b>	Press <b>OK</b> to continue.
[Optional]	<b>Enter Partial Amount</b> \$ __, __.00	Enter the partial amount and press <b>OK</b> .
[Multiple Base Offer - Optional]	<b>Select Base Offer</b> <b>1-Offer 1</b> <b>2-Offer 2</b> <b>3-Offer 3</b> <b>4-Offer 4</b> <b>5-Offer 5</b>	Enter the number for the desired base offer and press <b>OK</b> . This screen will redisplay to allow multiple selections. To stop entering base offers, press <b>OK</b> to continue to next section.
	<b>Offer #</b> <b>Enter Net Amount</b> \$ __, __.00	Enter the net amount for the selected base offer and press <b>OK</b> .
[Multiplier Factor - Optional]	<b>Select Multiplier Factor</b> <b>F1 - None</b> <b>F2 - 2X</b> <b>F3 - 3X</b>	Select the multiplier factor and press <b>OK</b> .
[Bonus Codes - Optional]	<b>Enter Bonus Offer Code</b> ----	Enter the bonus code and press <b>OK</b> . This screen will redisplay these options to allow multiple selections. Press <b>OK</b> to continue to next section.
[Bonus Quantity]	<b>Code = ####</b> <b>Enter Quantity</b> -	Enter the bonus quantity and press <b>OK</b> .
[Manual Override]	<b>Manual Override</b> <b>Enter Bonus Points</b> ---	Enter the number of AIR MILES points and press <b>OK</b> .

**FEATURES / REPORTS**

The following features and reports allow you to manage and monitor AIR MILES functionality.

**Navigation**

F -> Air Miles

**Transaction Upload**

This function sends the stored AIR MILES transactions to the gateway for processing. This is also done as part of the End of Day functionality.

**Parameter Download**

This function downloads the AIR MILES parameter setup from the AIR MILES gateway. This is also done as part of the End of Day functionality.

**Parameter Report**

Provides a report on the parameters setup for the AIR MILES program on the AIR MILES server.

**Day Totals Report**

Provides a report on the AIR MILES totals for the current business day.

**TERMINAL MESSAGES**

You may see the following messages when using AIR MILES.

**AIR MILES Parameters Not Updated**

The terminal was unable to update the AIR MILES parameters, so please try again. If it's still unsuccessful, contact your Head Office.

**AIR MILES Subtotals Out Of Balance**

Contact your Head Office to reconcile with the AIR MILES gateway.

**Unable To Upload AIR MILES**

AIR MILES transactions cannot be uploaded at this time. Please try again later.