



Gift & Loyalty: Transaction Guide

For AXIUM DX8000

NOTE 1: If the transaction option you're looking for is not displayed on the screen, select **DOWN ARROW** or **MORE** to scroll down through the menu.

NOTE 2: When opening the DATACANDY app on your terminal, you may be prompted to enter the SUPER PASSWORD (1234).

NOTE 3: To access the DATACANDY MENU, select **CANCEL** from the SWIPE CARD screen.

Getting Started

1. Select the **DATACANDY** app.
2. If prompted, enter the SUPER PASSWORD (1234) and press **OK**.
3. You may be prompted to enter an EMPLOYEE ID and an EMPLOYEE PASSWORD.
 - a. Enter your EMPLOYEE ID and press **OK**.
 - b. Enter your EMPLOYEE PASSWORD and press **OK**.
4. You are now on the Swipe card screen.

Accessing the Prepaid or Loyalty menu

From the swipe card screen, select **BARCODE SCANNER**

- If you select BARCODE SCANNER the camera will be activated for you to scan the barcode.

Swipe or scan the card when prompted.

OR

From the swipe card screen, select **CANCEL** then select **PREPAID** or **LOYALTY**.

If you accessed the menu manually, select the correct transaction type in the menu and swipe or scan the card when prompted.

Checking the balance of a gift or loyalty card

Verifies the balance on a card.

1. Swipe or Scan the card
2. Select **BALANCE**.
3. The balance is displayed on the screen.
4. A receipt will print displaying the card balance.

Activating a gift card

Activates a gift/prepaid card with a specific amount.

1. Swipe or Scan the card
2. Select **ACTIVATE**.
3. Enter the transaction amount and press **OK**.
4. Enter an invoice number or press **OK** to generate a generic invoice number automatically.
5. Two receipts are printed.
 - * Use the **REPRINT** function from the DataCandy menu if you want to print a copy of the customer's receipt.

Reloading a gift card

Adds an amount to a previously activated gift card. This function is only available on prepaid/gift cards that are rechargeable.

1. Swipe or Scan the card
2. Select **RELOAD**.
3. Enter the transaction amount and press **OK**.
4. Enter an invoice number or press **OK** to generate a generic invoice number automatically.
5. A receipt will be printed displaying the new card balance.

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Reimbursing a gift card balance

Where required by law (Ex. Province of Quebec). Cardholders with a remaining balance of 5.00\$ or less who request it, must be reimbursed in cash. This transaction will empty the card.

1. Swipe or Scan the card
2. Select **CASH REMITTANCE**.
3. A receipt will be printed.

Adding loyalty points

Accumulates points on a loyalty card.

1. Swipe or Scan the card
2. Select **ACCUMULATE**.
3. Enter the transaction amount **before taxes** and press **OK**.
4. Enter the invoice number and press **OK**.
5. A receipt will be printed.

Paying with a gift or loyalty card

Allows a cardholder to pay for a purchase with the amount on the prepaid/gift card or to pay with their accumulated dollar/point.

1. Swipe or Scan the card
2. Select **REDEEM**.
3. Enter the transaction amount and press **OK**.
4. Enter the invoice number and press **OK**.
5. A receipt will be printed.

Paying with a gift or loyalty card AND another form of payment

Allows customers to pay using more than one card.

1. Swipe or Scan the card
2. Select **PAY INVOICE**.
3. Enter the **TOTAL** invoice amount and press **OK**.
4. Enter the first transaction amount and press **OK**.
5. Enter the invoice number and press **OK**.
6. A receipt will be printed.
7. **If the full balance was not paid**, the remaining balance is printed on the receipt and the terminal will display “**CONTINUE WITH NEW CARD**”.
8. Select **YES** to continue, or **NO** to make other payment arrangements.
9. If you selected **YES**, swipe the next card when prompted. **Both Prepaid and Loyalty** are accepted.
10. Repeat steps 4 – 9 as required.

Cancelling part of a transaction

Partially cancel a previous gift or loyalty card transaction.

NOTE: You must have the original receipt with the Confirmation and Invoice Numbers

1. Swipe or Scan the card
2. Select **PARTIAL CANCEL**.
3. Enter the partial transaction amount and press **OK**.
4. Enter the Confirmation Number found on the original receipt and press **OK**.
5. Enter the Invoice Number of the transaction found on the original receipt and press **OK**.
6. A receipt will be printed.



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Canceling an entire transaction

Completely cancel a previous gift or loyalty card transaction.

NOTE: You must have the original receipt with the Confirmation and Invoice Numbers

1. Swipe or Scan the card
2. Select **COMPLETE CANCEL**.
3. Enter the transaction amount and press **OK**.
4. Enter the Confirmation Number found on the original receipt and press **OK**.
5. Enter the Invoice Number of the transaction found on the original receipt and press **OK**.
6. A receipt will be printed.

Daily Reports

These reports are organized by employee. They allow employees to balance their cash at the end of their workday.

1. Select **DAILY REPORTS** from the DataCandy menu.
2. Select the desired report.
 - **Employee Summary:** includes a total amount for each transaction type.
 - **Employee Details:** includes all the transactions for the employee logged into the terminal, including any made on other terminals.
 - **Merchant Summary:** includes the transactions for all employees on all the terminals.
3. Select the desired period of the report.
4. A receipt will be printed.

*All reports are based on a 24-hour day running from 00:00:00 to 23:59:59.

Reconnecting to the WIFI

Allows to reconnect to the WIFI if you lose connection.

1. From the main screen of your terminal, select the **SETTINGS** icon.
2. Select **NETWORK SETTING**.
3. Under **PREFERENCES**, select **WiFi**
4. Select your **NETWORK** to choose the network.
5. Enter the network password.
6. Once connected successfully, Press the **HOME** icon on your terminal to go back to the main screen.