

*Passport tender keys make the checkout process faster by giving the cashier handy pre-set keys for cash, card, check or other.*  
**HERE'S HOW TO SETUP YOUR TENDER OPTIONS WITH PASSPORT®.**



## FROM THE MANAGER WORKSTATION:

1. Select "Set Up"

Set Up

2. Then "Store"

Store

3. Then "Tender Maintenance"

Tender Maintenance

4. Select the "Add" button.

5. Give your Tender a description.

6. The most important thing is to start on the General tab and select the tender group you want to set up. This classifies the basic business rules that pertain to the tender. It drives the process and reporting that Passport® uses to complete the tender in the transaction.

7. Then, on the Functions tab, check the boxes under Application Functions where you want to allow acceptance of the tender you are configuring.

8. Also important, make sure on the "Register Groups" tab that you check the register group where this tender is valid and the functions where this tender is valid for the selected Register Group. Lastly, complete the rest of the fields for the various tabs as required and select "Save".

*THAT'S ALL THERE IS TO IT... NOW YOUR PAYMENT MANAGEMENT IS READY FOR SMOOTH SAILING.*