



# Coupon Manager User Guide

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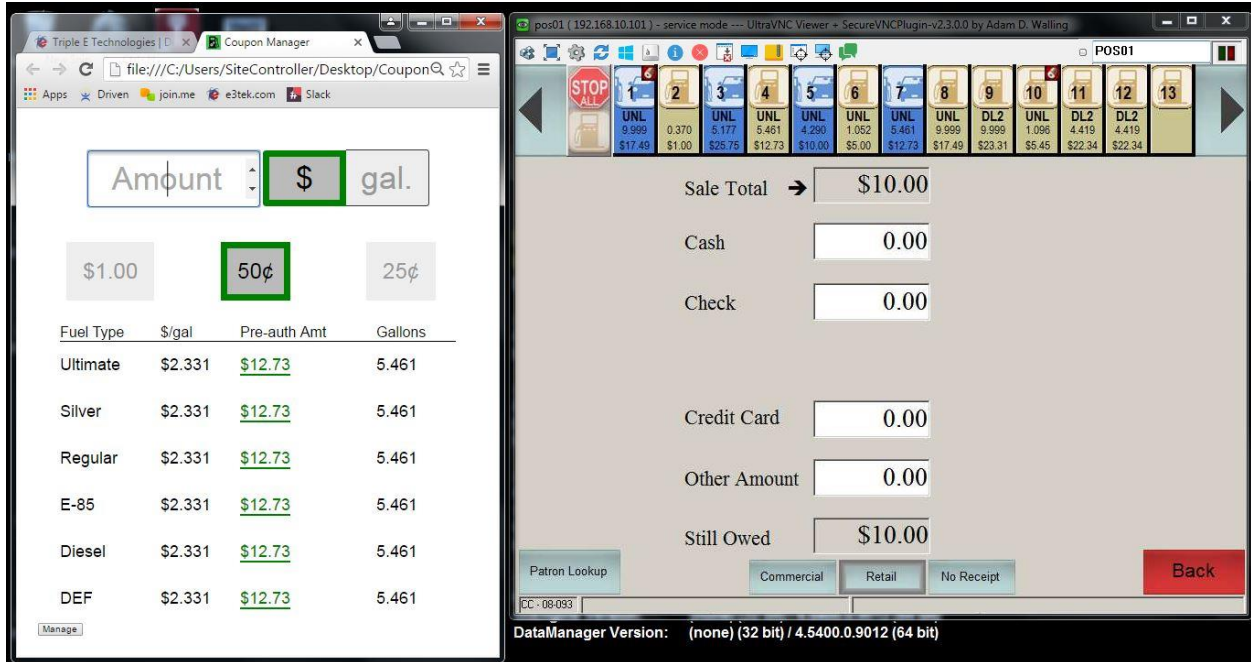
Comments, questions, or concerns? Please email all inquiries to [helpdesk@e3tek.com](mailto:helpdesk@e3tek.com).

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# Introduction

Coupon Manager is an application designed to assist you with preauthorizing pumps while taking gas coupons. You can input fuel types and prices, as well as different levels of discounts, and the Coupon Manager application will calculate pre-authorization amounts accordingly.



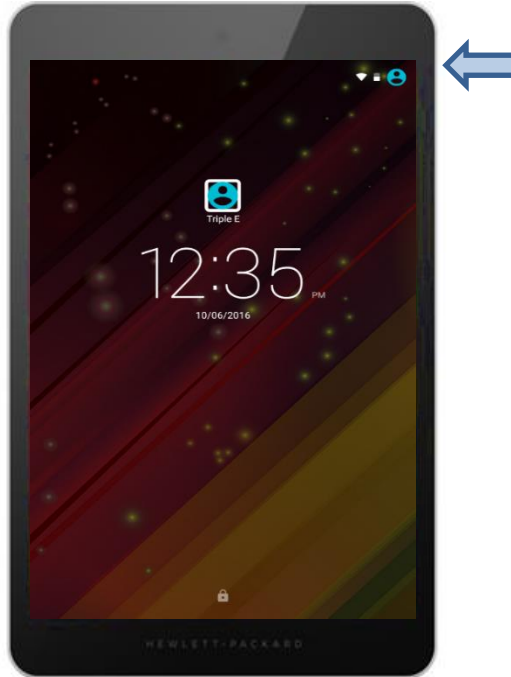
## Accessing the Tablet


You can access the Coupon Manager application from the **Cashier** user profile. This profile does not require a password by default.

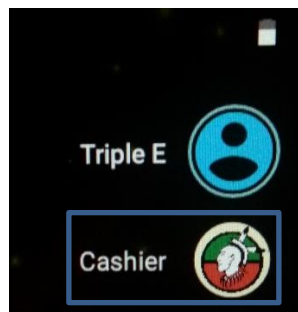
### Powering on the Tablet

To power on the tablet:

1. Press the **Sleep/Power** button on the top-right side of the device to power it on.



2. Touch the **User** icon  on the top right corner of the screen, then select **Cashier** from the dropdown menu.








3. Swipe up on the screen to unlock the tablet.



## Basic Tablet Functions

The following table lists key tablet icons and their functions.

Icon	Description
	<b>All apps</b> – Displays a list of all apps.
	<b>Back</b> – Opens the previous screen.
	<b>Home</b> – Opens the central Home screen. <ul style="list-style-type: none"> <li>To quickly return to the Home screen from an open window or application, touch this icon.</li> </ul>
	<b>Overview</b> – Opens a list of apps that you have used recently.
	<b>Menu</b> – Displays a list of additional options relevant to your current activity.

# Using Coupon Manager

Once you've signed in to the **Cashier** user profile, you can access the Coupon Manager application.

## Calculating Coupon Amounts

To calculate the amount for a coupon:

1. Touch the **Coupon Manager** icon on the **Home** screen to launch the application.



2. Input the transaction price or gallon amount and select the appropriate unit accordingly.

10.00 \$ gal.

3. Select the coupon discount per gallon amount. The values in the **Pre-auth Amt** column will be automatically updated.

\$1.00 50¢ 25¢

4. Enter the **Pre-auth Amt** for the appropriate fuel type in the point of sale transaction.

20.00 \$ gal.

\$1.00 50¢ 25¢

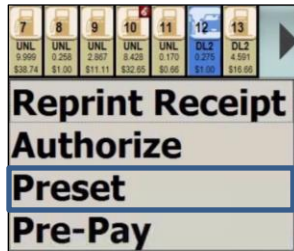
Fuel Type	\$/gal	Pre-auth Amt	Gallons
Regular	\$2.331	\$12.73	5.461

## Accepting Coupons at the POS

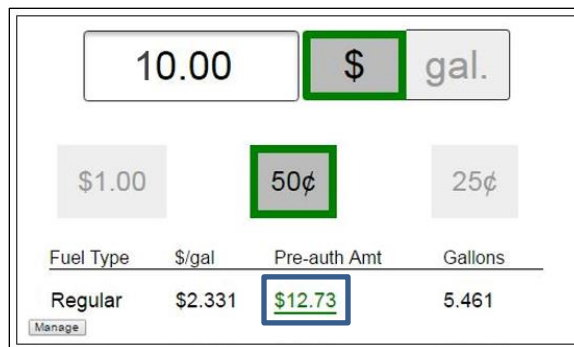
When accepting coupons at the point of sale in conjunction with Coupon Manager, you should always run fuel transactions as Presets, as opposed to Pre-Pays, in case the customer mistakenly fuels the wrong grade.

### To preset with a coupon:

1. Touch a pump icon, then touch **Preset**.



2. Perform the steps in the **Calculating Coupon Amounts** section above to identify the pre-authorization amount.



3. On the **Enter Preset Amount** screen on the register, enter the preauthorization amount.



4. Wait for the customer to finish fueling.



## Completing a Sale After Fueling

To complete a fuel sale:

1. Touch the appropriate pump, then select **Finish Sale**.



2. Add the coupon to the sale by selecting the quick menu button for the appropriate discount.



3. Enter the quantity based upon the quantity of gallons pumped, unless over the limit stated on the coupon. In that case, input the coupon limit.



4. Add any other purchases, then press **Done** and finish the sale as normal.



## Proper Hardware Setup

The Coupon Manager tablet should be positioned on the provided base, as shown below, to minimize any damage to the device. Incorrectly positioning the tablet can cause unnecessary strain on the charging cord, and removing the tablet from the base can make it more prone to damage from day-to-day occurrences.

