



# Office - POS - Setting Terminal Value (ETS)

2018 - Fall Edition

User Guide - Table of Contents

[Overview](#)

[Use Case\(s\)](#)

[Accessing the Tool](#)

[Setting Terminal Value](#)

# Overview

The Office System allows for payments to be processed at the POS through third party vendors, specifically ETS Transvault. Its necessary for the POS to communicate with the ETS Transvault software to process credit card transactions. The Terminal Value allows sync with the Payment Processing software, and the value itself is typically determined by the Payment Processor.

## Use Case(s)

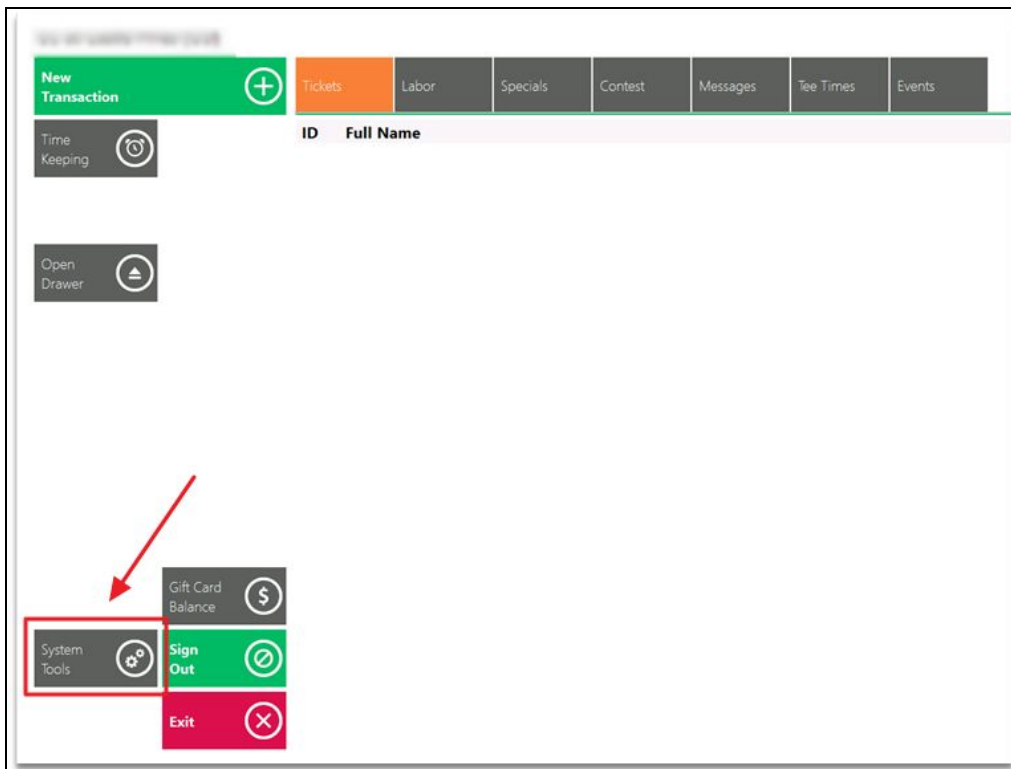
Club or Clubs Local IT need to set up a Club POS system to allow credit card transactions exclusively with ETS Transvault.

**Please Note:** If Club is NOT hosted, the process outlined below will need to be completed for each individual POS.

## Accessing the Tool

To access **POS Utilities**:

- 1) Launch the POS system.
- 2) Select **System Tools** at the bottom left.



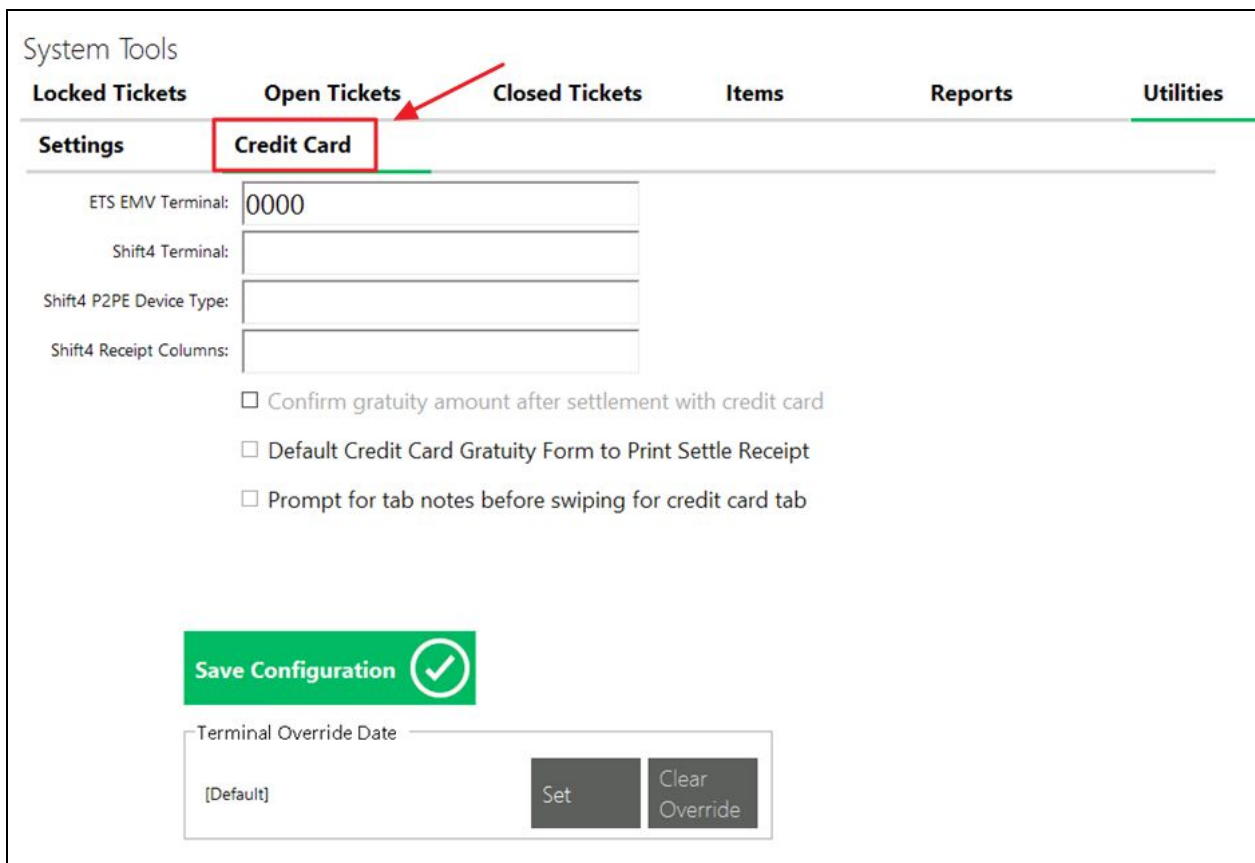
3) Select **Utilities** from the top menu.



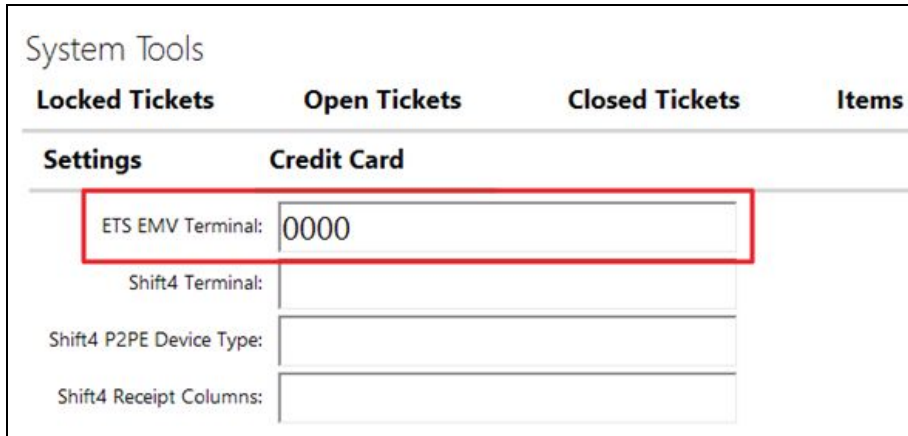
## Setting Terminal Value

To set the Terminal Value:

Within the **Utilities** Menu, Navigate to the **Credit Card** sub-menu.



Set the ETS EMV Terminal to 0000.



System Tools

Locked Tickets    Open Tickets    Closed Tickets    Items

Settings    Credit Card

ETS EMV Terminal: 0000

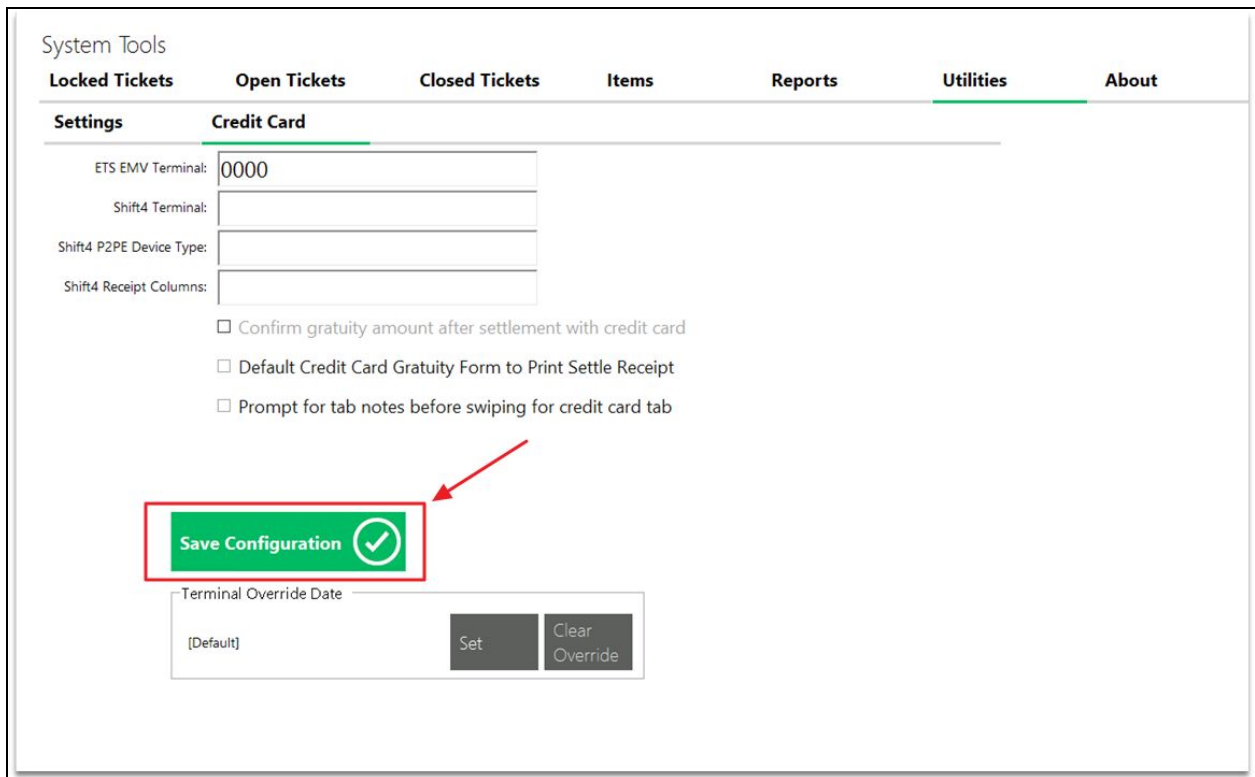
Shift4 Terminal:

Shift4 P2PE Device Type:

Shift4 Receipt Columns:

**Please Note:** If there is other information entered into this menu, it should be deleted. Make sure the ETS Value is set at 0000 and everything else blank.

**Save** Configuration.



System Tools

Locked Tickets    Open Tickets    Closed Tickets    Items    Reports    Utilities    About

Settings    Credit Card

ETS EMV Terminal: 0000

Shift4 Terminal:


Shift4 P2PE Device Type:

Shift4 Receipt Columns:

Confirm gratuity amount after settlement with credit card

Default Credit Card Gratuity Form to Print Settle Receipt

Prompt for tab notes before swiping for credit card tab

**Save Configuration** 

Terminal Override Date

[Default]    Set    Clear Override

**Please Note:** This process will set up the ETS Terminal. If, after completing these steps, there are issues, a newer version of ETS Transvault needs to be installed. Please contact your CE Support Team for assistance in updating your version of ETS.