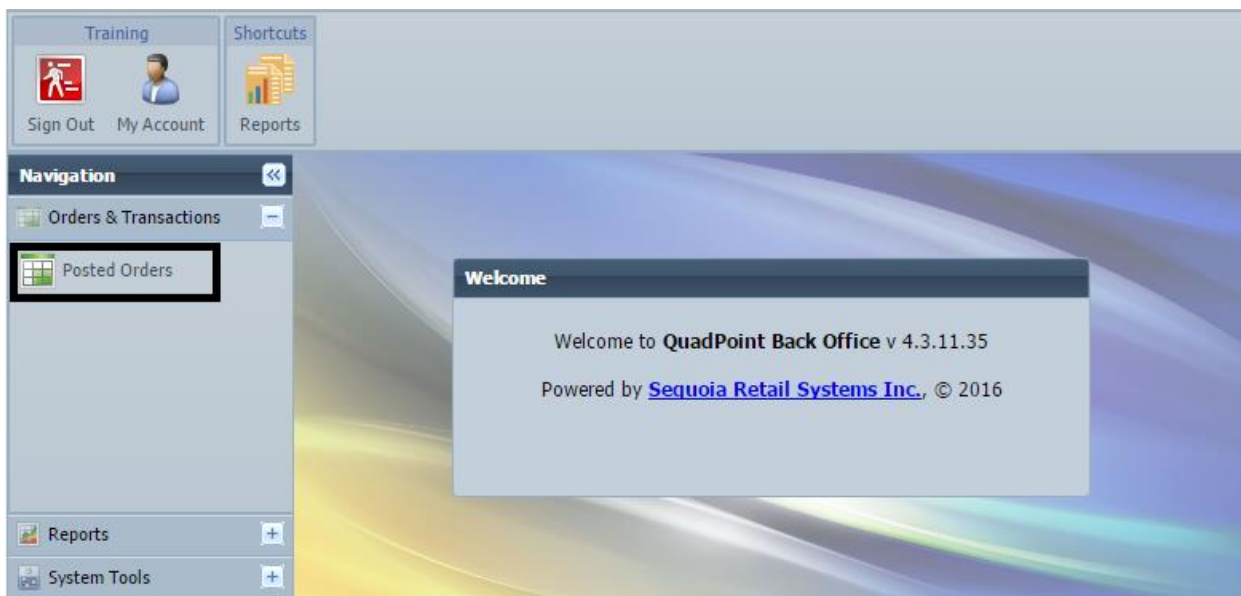


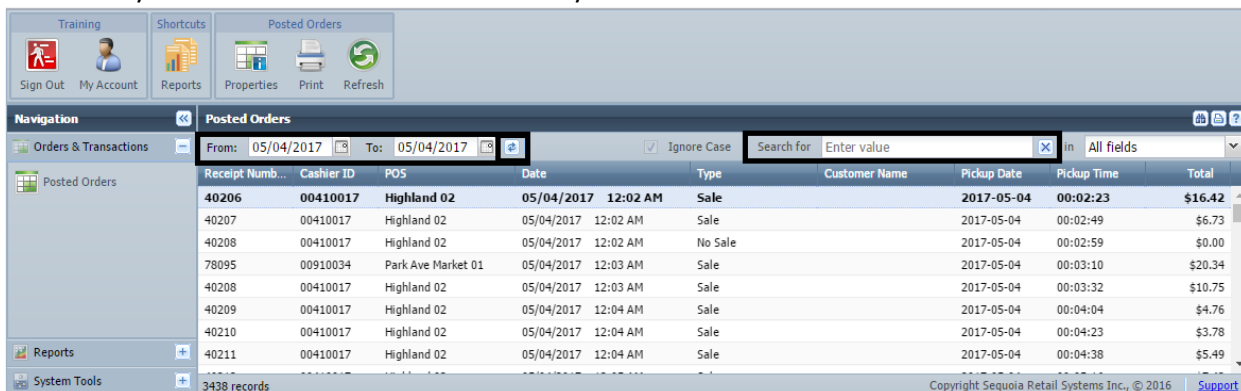
How to Reprint a Receipt

Before printing the receipt, the following data is required: date and time of the transaction, last four of the card number (as applicable), name on the card (as applicable) and the total. If you are unable to locate the receipt or if the customer does not provide all of the data, use the Journal by Tender report to assist in locating the receipt. It displays all of the transactions without having to open up each receipt to locate the transaction.

1. Log into QuadPoint BackOffice
2. Go to Orders & Transactions
3. Go to Posted Orders



4. Select the date or date range desired by adjusting the **From** and **To** fields. To select a single day, make the From and To dates the same
5. Click on the Refresh icon next the **To** date field to apply the date changes
6. Narrow the search by entering the register name (ex. Highland) in the **Search for** field
7. Click on any of headers of the columns to sort by that column



How to Reprint a Receipt

- Once the receipt has been located, click on Properties in the top tool bar or right click on the receipt and select Posted Order Properties
- A window with the transaction details will popup. Click on the receipt button and a copy of the receipt will pop up.

Posted Order Detail

General

Customer

Order ID: 0

Receipt #: 22154

Cashier ID: 009000135

Order Source: Touch Screen Register

Pickup Time: 05/05/2017 12:01:04 AM

POS Name: Highland 01

Order Type: Sale

Transaction ID:

File Name: t20170505.000104_277

Total Tax: \$0.16

Order Total: \$9.43

Order Items

Item #	Description	Qty	Total Pr...
7391	Cok LandL BDay	1	\$3.59
9739	WAT ALPINE SRING GAL BE...	1	\$2.99
942519	Blackberry Lemonade	1	\$2.69

3 records Total: \$9.27

Order Tenders

Type	Name	Card	Approval Code	Entered	Amount
CASH	Cash			\$20.00	\$9.43
Online, Taxable, Customer Name:					

1 record Total: \$9.43

< Previous Next > Receipt Close...

- Click on print on the button to print the receipt.

Receipt #22154

Date: 05/05/2017 Time: 00:01

Transaction #: 22154

Register Name: Highland 01

Cashier Name: Alvin T.

Sale

Cok LandL BDay	3.59
WAT ALPINE SRING GAL BEVB	2.99
Blackberry Lemonade	2.69T

Subtotal	9.27
Tax	0.16
Total	9.43

Cash	20.00
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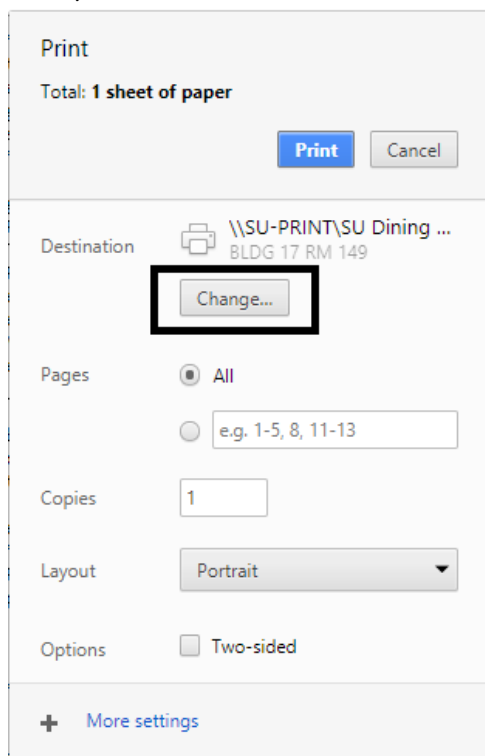
Change Due	10.57
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Thank you!

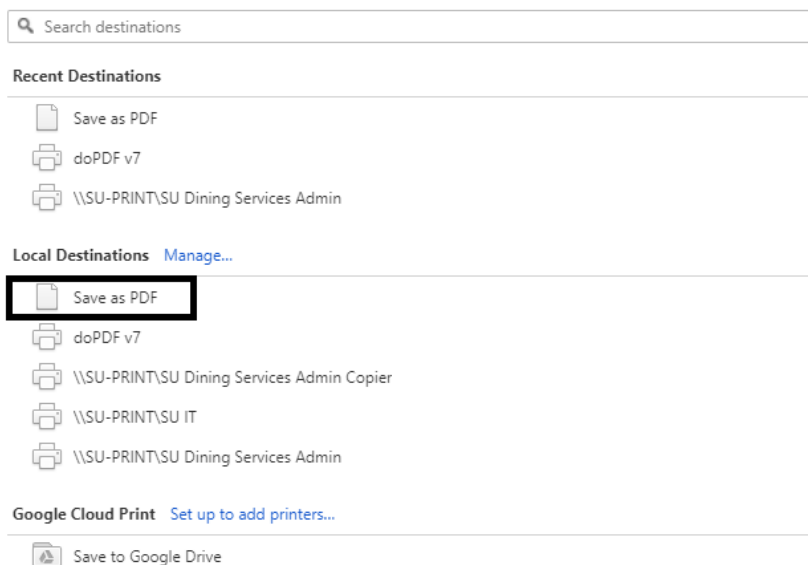
Print Recei... Close Recei...

How to Reprint a Receipt

11. At the prompt, select the print and the receipt can be printed by clicking on the blue Print button or click on **Change...** and select **Save a PDF** to save it as a PDF and have the ability to print it and/or attach it in an email to the customer



The image shows a 'Print' dialog box. At the top, it says 'Print' and 'Total: 1 sheet of paper'. There are 'Print' and 'Cancel' buttons. Below that, the 'Destination' is set to '\\SU-PRINT\\SU Dining ... BLDG 17 RM 149'. A 'Change...' button is highlighted with a black rectangle. Below the destination, there are options for 'Pages' (All or e.g. 1-5, 8, 11-13), 'Copies' (1), 'Layout' (Portrait), and 'Options' (Two-sided). At the bottom, there is a '+ More settings' link.



The image shows a window for selecting destinations. At the top is a search bar labeled 'Search destinations'. Below it is a section titled 'Recent Destinations' with a list of destinations: 'Save as PDF', 'doPDF v7', and '\\SU-PRINT\\SU Dining Services Admin'. Below that is a section titled 'Local Destinations' with a 'Manage...' link. The 'Save as PDF' option is highlighted with a black rectangle. Below it are other local destinations: 'doPDF v7', '\\SU-PRINT\\SU Dining Services Admin Copier', '\\SU-PRINT\\SU IT', and '\\SU-PRINT\\SU Dining Services Admin'. At the bottom is a section titled 'Google Cloud Print' with a 'Set up to add printers...' link. Below it is a 'Save to Google Drive' option.

Any issues or questions? Please email Su-DiningRequests@email.arizona.edu