## **:::**tevalis

## Operating Instructions for E-Vouchers







## **Redeeming a NowBookIt Voucher**

Sell the items required or open the table that needs to be paid. Press Tender to process the payment(s) and select E-Voucher from the list of tenders.

Select Payment Method		Bill Total \$14.20		
Cash	Uber		Tender Type	Amount
EFTPOS	Invoice			
Mobile EFTPOS	Account Charge			
Gift Voucher				
E-Voucher				
Paper Vouchers OLD				> 🔁 Tevalis
Online - Pickup				
				Cancel

Enter the last 4 digits of the NowBookIt E-Voucher and press OK.

Type Card Number							ок					
									Clear			
` 1	2	3	4	5	6	7	8	9	0	-	=	Back
Tab	q	w	е	r	t	У	u	i	0	р	[	] Entor
Caps Lock	a	s	d	f	g	h	j	k	I	;	'	Tevals
Shift	\	z	k (	: \	/ k	o r	n r	n,	,	. /	′	Shift
	Space									Alt Gr		

If the voucher is valid and not expired, then the EPOS system will redeem the full value of the voucher. If the value of the voucher is greater than the total due to be paid, then the guest will receive a NEW voucher with the remaining balance from NowBookIt.



## **Checking the Balance of a NowBookIt Voucher**

You can check the balance of a NowBookIt Voucher from the Tevalis Point of Sale system. Select the FUNCTION button on the POS and chose the **Integrated Voucher Balance Enquiry** button.

Manager Functions									
Cancel Order	Cancel All Discounts	Cash In							
Cash Out	No Sale	Deposits							
Float Amount	New Voucher	View Vouchers							
Integrated Voucher Balance Enquiry	Past Transactions	Product Search							
Product Information	Re-Send To Kitchen	Set Item Price							
Set Item Stock	Reset Stock	Table Times							
Refund	Training	Edit Attendance Log							
Message All POS	Operations Dashboard	Reports							
Terminal Z Report									
Cancel									

Please note, depending on the functions configured on your system this button may appear in a different location but will always be under the functions button.

Enter the last 4 digits of the NowBookIt E-Voucher and press OK.

Type Card Number								ок				
EFTPOS Involce									Clear			
` 1	2	3	4	5	6	7	8	9	0	-	=	Back
Tab	q	w	е	r	t	У	u	i	0	р	[	]
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Shift		z )	(	: V	/ k	o r	n r	n,				Shift
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The balance of the E-Voucher will then be displayed for your reference.