



- 1. When you've added all the necessary items to the order, tap the Pay button.
  - a. Note: When a guest has loyalty, and you would like to add it to an order please note that it is important to **have the whole order added to the check BEFORE** adding in the loyalty. If you do not, the reward process may not show all rewards that might be applicable to the order.
- 2. After tapping Pay, you will be prompted to enter a customer's loyalty information.
  - a. If your POS station has a Customer Display, the guest can enter their information themselves



- 3. 2. Enter the guests phone number or email address, or scan the QR code on their phone with your iPad camera.
- 4. Now you will see the rewards summary page, where you can see their total rewards points and any available rewards they might have. It will show up two ways. The first picture is if they have no reward to add, and the second is if they have an applicable reward. In both instances, you need to hit "Attach" in the upper right corner to add the rewards account to the order.

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Guido e	Loyalty Customer		Kendra Melamed		Online Regular of Yogurt	Loyalty Customer		Kendra Melamed	IOBA TEA
	Loyalty ID		787		16 oz - Brownie	Loyalty ID		787	Boba Tea
	Total Points		0		Alex Charles	Total Points		0	_1
	Birthday		No information		24 oz - Chocola Shake	Birthday		No information	
	CONDITIONAL REWARDS					APPLICABLE REWARDS			trawberry
	Sign Up Bonus					Sign Up Bonus		1 Available	
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5. If a guest has an applicable reward, you will be able to check it and then "Attach" to the order to redeem, and then continue closing the order out as normal on the payment screen.

