Add Server/Clerk ID



Step 1

II Dashboard	VALOR		VALOR SUPPORT			
K User Management						
🛪 Merchant Management						
+* Transactions						_
Remote Diagnostics						ion 👻
A Device Management	Michaels Test Store	EPI: 2104626362	VER : 1.2.26	Processor : TSYS SIERRA	% (516) 503-6500	:
Valor Shield RT	Store Michaels Test Store	DeviceName	Pin Pad Test	DeviceType ValorPos 110	1	
A Contact Us	AppDownload; ENABLE DISABLE	ParamDown	oad: ENABLE DISABLE	SerialNo:125201305556		
5 6	ParamDownloaded:02/16/21 01:09 PM (EST) AppDownloa	ded.02/15/21 05:49 PM (EST)	LastTxnDate:02/16/21 01	1:13 PM (EST)	
- support	V# / TID:75009549,75021670	Status:Activ	e	Assigned App Version:1.2	2.26	
• My Setting						
Reports	Randall's Test Store	EPI: 2032977754	VER : 1.2.26	Processor : TSYS SIERRA	L (718) 581-9674	:
2 Downloads	Store Randall's Test Store	DeviceName	Randalls	DeviceType ValerPos 110	1	
	AppDownload: ENABLE DISABLE	ParamDown	oad: ENABLE DISABLE	SerialNo:125203804341		
	ParamDownloaded 02/16/21 12:03 PM (EST) AppDownloa	ded 02/12/21 03:31 PM (EST)	LastTmDate 02/16/21 12	2:05 PM (EST)	
	SIM1:8931089519039775680	SIM1 Provide	er:t-mobile	V# / TID:75009549,75021	1670	
	Status:Active	Assigned Ap	p Version:1.2.22			
	Michaels Test Store	EPI: 2100691202	VER : V1.0.0	Processor : TSYS SIERRA	الله (516) 503-6500	:
	Store:Michaels Test Store	DeviceName	Front Counter	DeviceType:ValorPos 500)	
				SerialNo:0001411937288	1758	

Log into the Merchant Portal and select **Device Management** from the sidebar menu.

Step 2

Dashboard	VALOR	V	ALOR SUPPORT			
User Management						
Merchant Management						
Transactions						
mote Diagnostics					- Act	ion +
e Management	Michaels Test Store	EPI : 2104626362	VER : 1.2.26	Processor : TSYS SIERRA	\$ (516) 503-6500	:
id RT	Store Michaels Test Store	Davina Nama Pi	n Pad Tast	DeviceTurne MalerBase 110	,	·
	AppDownload ENABLE DISABLE	ParamDownioa	C ENABLE DISABLE	SerialNo:125201305556		
-3	ParamDrwnloaded 02/16/21 01:09 PM (EST)	AppDownloade	102/15/21 05:49 PM (EST)	LastTxnDate/02/16/21 01:13	PM (EST)	
	V# / TID:75009549,75021670	Status:Active	contract and a set of the (contract)	Assigned App Version:1.2.26	(car)	
	(
	Randall's Test Store	EPI : 2032977754	VER : 1.2.26	Processor : TSYS SIERRA	د (718) 581-9674	:
is .	Store Randall's Test Store	DeviceName Ra	indalls	DeviceType ValorPos 110		
	AppDownload: ENABLE DISABLE	ParamDownloa	ENABLE DISABLE	SerialNo:125203804341		
	ParamDownloaded 02/16/21 12:03 PM (EST)	AppDownloade	d:02/12/21 03:31 PM (EST)	LastTxnDate:02/16/21 12:05	PM (EST)	
	SIM1:8931089519039775680	SIM1 Provident	mobile	V# / TID:75009549,75021670	1	
	Status:Active	Assigned App V	fersion:1.2.22			
	(=					
	Michaels Test Store	EPI : 2100691202	VER : V1.0.0	Processor : TSYS SIERRA	% (516) 503-6500	:
	Store Michaels Test Store	DeviceName Fr	ont Counter	DeviceType:ValorPos 500		

Select the ellipsis (:) on the right hand side of the device snapshot and select **Edit Parameters.**

Step 3

E Dashboard	VALØR	AM	💻 o -	
45. User Management				Remove ×
Transactions Virtual Terminal	EPL2104710739	Store:Amani's Salon#1	DeviceName:Device1	DeviceType:ValorPos 110
A Device Management	↑ TIP, TAX & FEE			
Engage My Customers Promotions	TIP	YES	NO TAX	YES NO
 Valor Shield RT Contact Us 	SMART TIP	YES	NO 0.600	
My Tickets	PAY @ TABLE	YES OPTION A	NO	
 My Setting Reports 	<u>15 %</u> <u>20</u>	% <u>22</u> % <u>25</u>	<u>*</u>	
± Downloads	350 %			
	SERVER/CLERK SETUP	YES	ND	
	ADD SERVER/CLERK DETAILS	÷		

You must Enable Tips in the **Tip, Tax & Fee Section** to display the Server/Clerk Setup. Then **Enable Server/Clerk Setup** so you can add **Servers/Clerks** to your device.

Step 4

Transactions	EPI-2104710739	Store: Ama	ani's Salon#1	DeviceName Device1	DeviceType ValorPos 110
Virtual Terminal					ective (pper team of the
Device Management	↑ TIP, TAX & FEE				
Engage My Customers		_		_	
Promotions	TIP	Server/Clerk label *			VES NO
valor Shield RT	SMART TIP	OLERK			
Contact Us		CI EDV ID	CI EDV NAME		
My Tickets	PAY @ TABLE	GLERKID	GLERK RAME		
My Setting	OPTION 1 O			÷	
Reports	13 % 2				
Downloads	MAX TIP 350 %			SAVE CANCEL	
	SERVER/CLERK SETU	UP	YES NO		
	ADD SERVER/CLERK D	DETAILS 🗭			
	HOD GENTER GEDITED				

By selecting the + next to Add Server Clerk Details a window will appear allowing you to:

- 1. Change the Title from Clerk to any other title you choose
- 2. Add clerks by entering a 3 digit code under Clerk ID and type their name (6 letter max) under clerk name. By pressing + you can additional clerks, and once you are done press the save button.

Step 5

E Dashkowd 2: Uner Maragament * Tapaactions	ALØR		VALOR TEST		Change Logo
2 Vintel Terminal 6. Device Management	EP12100567939	Store Valor Test	DeviceName Device1	DeviceType ValorPos 110	
Engage My Customers Promotiona	 TIP, TAX & FEE 				
© viaintantan A Connartha Di Potana U Ang bering B Reprin E Deminada	тя SMART TAR Pric & TABLE OFTICK1 100 100 100 100 100 100 100 1	010x3 010x4 5 22 5 25			1
	 RECEIPT TERMANAL & TRANSACTION VALUE ADEED SERVICES 				
	* SUPPORT				

Once you have completed your updates press save at the bottom of the parameter screen to save your parameter changes.

Step 6



To update your terminal a you must initiate a parameter download. To do so, locate the associated device and press the \star key in the lower left hand corner on your touch screen, then **press 6** on your screen or keypad, and press the green ok button on screen or keypad to download the update.



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