Cajun Cash Off-Campus

OTC Procedures

Welcome to the Cajun Cash Off-Campus Program! In order to provide secure and accurate transactions there are a few procedures that should be followed.

Login to OTC:

1. Press [Login]
2. Enter username under "One Card Operator"
3. Enter password under "Password"
4. Press [Login]

Sales:

1. Type in amount. Example: $12.99 would be entered as 1299.
2. Press [Total]
3. Swipe Cajun Card or enter Cajun Card number manually.
4. Press [Proceed]
5. Press [OK]
6. Press [Last Receipt] for customer receipt.
7. Press [Last Receipt] again if store copy is desired.

Refunds:

1. Type in amount to be refunded. Example: $12.99 would be entered as 1299.
2. Press [Refund]
3. Swipe Cajun Card or enter Cajun Card number manually.
4. Press [Proceed]
5. Press [OK]
6. Press [Last Receipt] for customer receipt.
7. Press [Last Receipt] again if store copy is desired.

Check Balance:

1. Press [INQ]
2. Swipe Cajun Card or enter Cajun Card number manually.
3. Press [Proceed]
4. Cajun Cash balance will display.
5. Press [OK] to dismiss balance.

End of Shift/Day report:

1. Press [REPORT]
2. Press Printer Icon.
3. Shift report will print
4. Press [End of Shift]
5. On confirmation screen press [YES]. Totals have now been zeroed out.
6. Press back arrow at top right of screen to return to main screen.

Logout of OTC:

1. Press [Logout]
2. Press [Yes] to confirm logout
3. Press [OK]
4. If a shift report is required, Press [Report]
5. Press Printer Icon, Report will print.
6. Press [End of Shift] to close shift
7. Press [Yes]
8. Press back arrow at top right of screen to return to main screen.
9. You will need to login before you can start processing transactions again.