



## DOCKET DISCOUNT % ON DPOS

T Jacobs Help Desk

### **SOLUTION:**

#### **Step 1:**

Once you have scanned all the items.

#### **Step 2:**

Click **Options** and select **Docket Discount %**. If you have typed incorrectly, click the backspace key to clear what you have typed.

#### **Step 3:**

Enter **Manager Code** and **Fingerprint** and press **Enter**.

#### **Step 4:**

Select the **Discount Reason Code** from the list.

#### **Step 5:**

Enter the **Docket Discount %** and click OK.

#### **Step 6:**

Click **Sub Total [F1]** to finalize the transaction.

#### **Step 7:**

Select the relevant Tender Type and complete the transaction as per normal.

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