



DataCandy Application Installation & Activation Guide

for Clover Flex, Clover Mini and Clover Station

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If you need help with any these steps, please call us at 1-877-630-0478.



STEP 1: INSTALL THE DATACANDY APPLICATION

Follow these steps to upload the DataCandy application to your First Data Clover terminal through the **Clover App Marketplace**.

BEFORE YOU BEGIN: Make sure that your terminal is connected to the Internet.

1. Select More Tools
2. Search for **DATACANDY**
3. Connect and Download the app

STEP 2: ACTIVATE THE DATACANDY APPLICATION

Follow these steps to link your Clover terminal to your DataCandy account.

BEFORE YOU BEGIN: Have on hand the **initialization code** and **merchant password** that DataCandy sent you by email.

PLEASE NOTE: If you incorrectly enter your credentials or if you're inactive for 40 seconds or more, the terminal will bring you back to the DATACANDY menu.

1. From the main menu, select **DATACANDY**.
2. Select **ACTIVATE** and press **OK**.
3. Enter your initialization code and press **OK**.
4. Enter your merchant password and press **OK**.

You can now use your Clover terminal for DataCandy gift or loyalty card transactions.

STEP 3: ACTIVATE THE INTEGRATION TO YOUR PAYMENT APPLICATION (OPTIONAL)

Follow these steps to get the DataCandy option in your Clover payment application.

NOTE 1: This is **OPTIONAL** and might not be available if your terminal is directly integrated with your POS.

NOTE 2: These steps will have to be completed on each of your terminals to display this option.

1. From the "Swipe card" screen, select **CANCEL**
2. Select **ADMIN**
3. Enter the admin password **12345**
4. Select **CONFIG**
5. Select **PAYMENT INTEGRATION** and **YES**

You can now use the SALE application on your Clover device to do gift card redemptions and loyalty redemptions/accumulation transactions.

STEP 4: SET EMPLOYEE IDS

By default, transactions are assigned to a generic employee ID (99). Follow these steps to assign an employee ID to each of your employees or to change the default employee ID.

1. From the main menu, select **DATA CANDY**.
2. If prompted, enter your **SUPER PASSWORD** (or the default password, 1234) and press **OK**.
3. The screen will display the **EMPTY EMPLOYEE LIST** option. Press **OK**.
4. Select **ADMIN**. If ADMIN is not displayed, select the **down arrow** or **MORE** to scroll through the menu.
5. Enter your **ADMIN PASSWORD** (or the default password, 12345) and press **OK**.
6. Select **CONFIG**.
7. Select **EMPLOYEE LIST**. If EMPLOYEE LIST is not displayed, select the **down arrow** or **MORE** to scroll through the menu.

To add a new employee ID

- a. Select **ADD**.
- b. Enter the **EMPLOYEE ID** and press **OK**.
- c. Enter the **EMPLOYEE PASSWORD** and press **OK**.
- d. Confirm the **EMPLOYEE PASSWORD** and press **OK**.
- e. Repeat these steps for each employee.

To print a list of existing employee IDs

- a. Select **PRINT**.

To remove an employee ID

- a. Select **REMOVE**.
- b. Enter the **EMPLOYEE ID** and press **OK**.

PLEASE NOTE: Once you set one or more employee IDs, the **EMPLOYEE ID** and **EMPLOYEE PASSWORD** prompts will be displayed at each transaction. To stop seeing this prompt, set a default employee.

Changing the default employee ID

1. From the main menu, select **DATA CANDY**.
2. If prompted, enter your **SUPER PASSWORD** (or the default password, 1234) and press **OK**.
3. Enter the **EMPLOYEE ID** you want to set by default and press **OK**.
4. Enter the **EMPLOYEE PASSWORD** and press **OK**.
5. Select **ADMIN**. If ADMIN is not displayed, select the **down arrow** or **MORE** to scroll through the menu.
6. Enter your **ADMIN PASSWORD** (or the default password, 12345) and press **OK**.
7. Select **CONFIG**.
8. Select **DEFLT EMPLOYEE**. If DEFLT EMPLOYEE is not displayed, select the **down arrow** or **MORE** to scroll through the menu.
9. Enter the **EMPLOYEE ID** you want to set as the default for all transactions and press **OK**.