

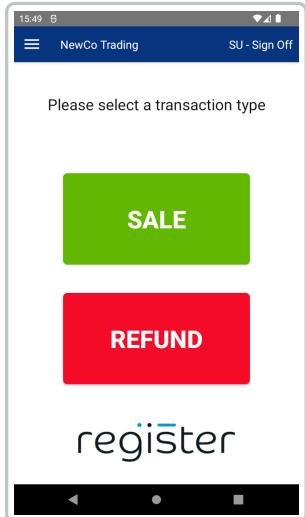
Making a Card Sale

Last Modified on 06/01/2026 11:46 am GMT

Making a sale with your payment terminal is quick and simple. Just follow these steps:

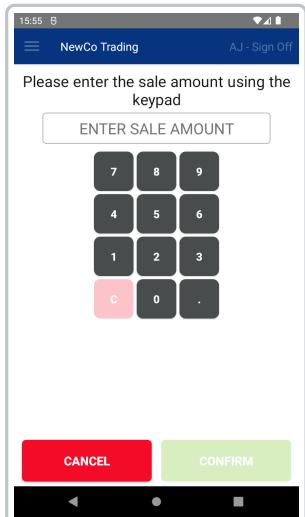
1. Log In and tap **SALE**

Once you're logged in, tap the **SALE** button on the home screen.



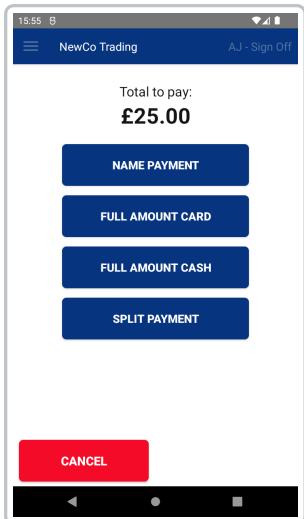
2. Enter the Sale Amount

Use the keypad to enter the total amount for the sale, then tap **CONFIRM**.



3. Select Payment Method

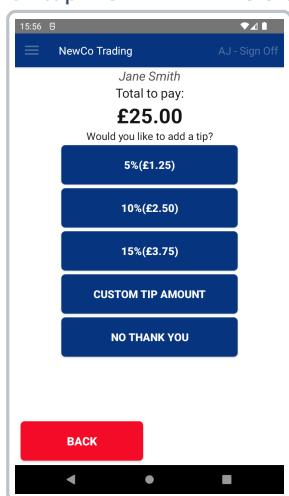
Tap the **FULL AMOUNT CARD** button to proceed with a card payment.



4. (Optional) Add Gratuity

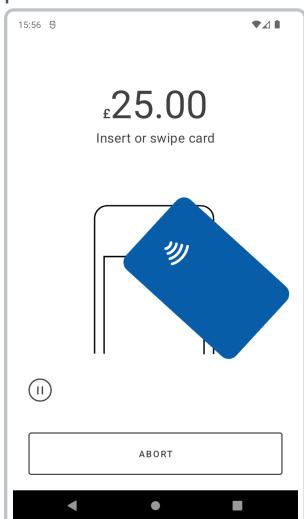
Depending on your setup, you may be prompted to add a gratuity:

- Tap a gratuity amount to include it.
- Or tap **NO THANK YOU** to skip this step.



5. Complete the Payment

The terminal will now launch the **payment application** and guide the customer through the card payment process.

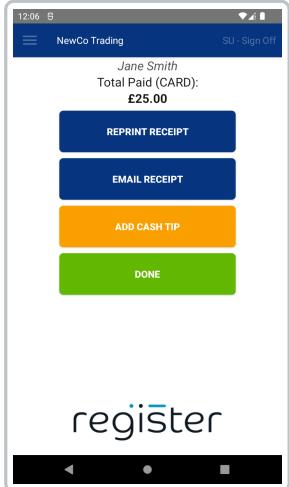


6. View Transaction Summary

After payment is successful, you'll see the **Transaction Summary** screen.

Depending on your configuration, you may have the option to:

- Print a receipt
- Email a receipt
- Record a cash tip



7. Finish the Sale

Tap **DONE** to finalize the transaction and return to the main screen.



The **DONE** button will display a **60-second countdown timer**.

If no action is taken, once the countdown reaches 0, the system will automatically select **DONE** and return you to the **main screen**, ready for the next transaction. This helps keep the device ready to use and avoids it being left on the summary screen.

Learn more about:

- [Configuring gratuity options](#)
- [Making a cash sale](#)
- [Splitting a bill](#)
- [Naming a transaction](#)