

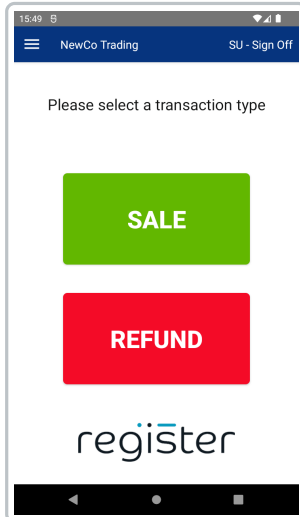
# Making a Card Sale

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:

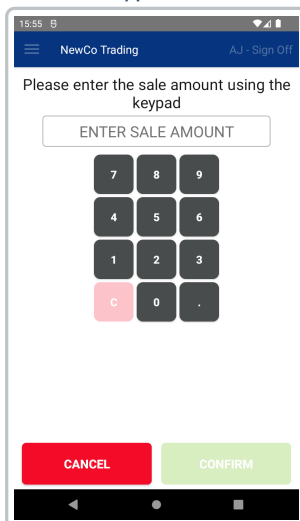
## 1. Log In and tap **SALE**

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



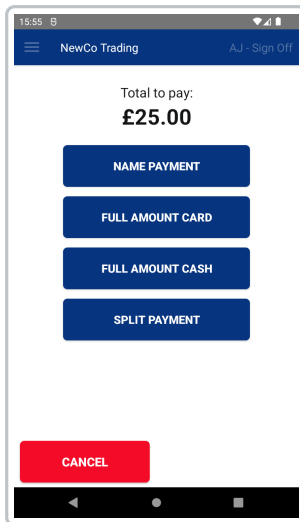
## 2. Enter the Sale Amount

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



## 3. Select Payment Method

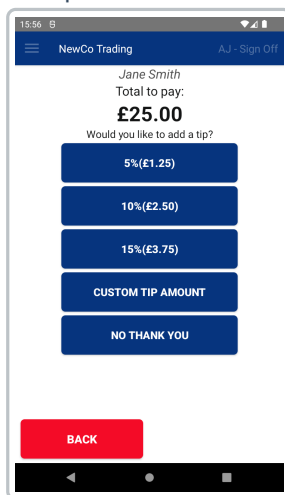
Tap the **FULL AMOUNT CARD** button to proceed with a card payment.



#### 4. (Optional) Add Gratuity

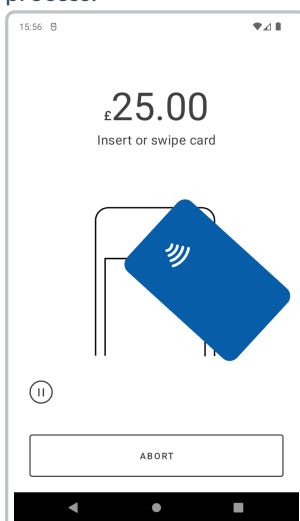
Depending on your setup, you may be prompted to add a gratuity:

- 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.

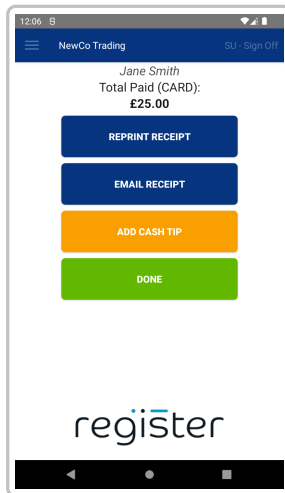


## 6. View Transaction Summary

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](#)