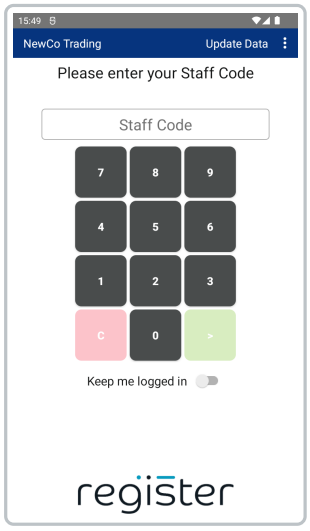
Making a Card Sale

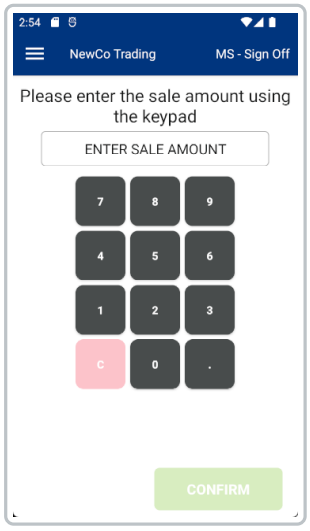
Last Modified on 17/09/2026 3:10 pm BST

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

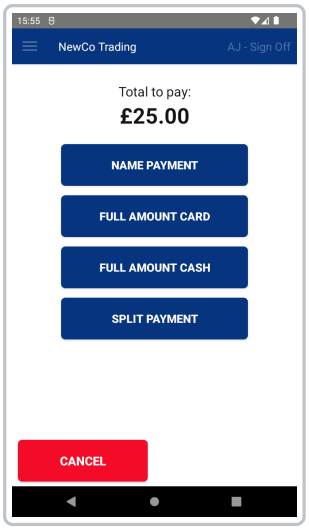
1. **Log In**
   Enter your **Staff Code** and tap the **Next (>)** button.



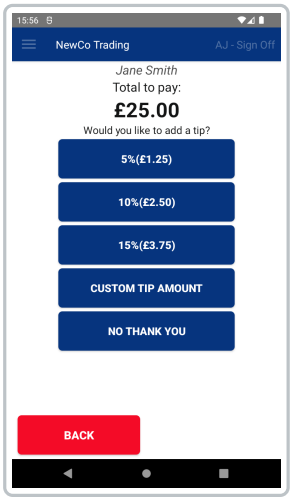
2. **Enter the Sale Amount**
   Use the keypad to enter the total amount for the sale, then tap **CONFIRM**.



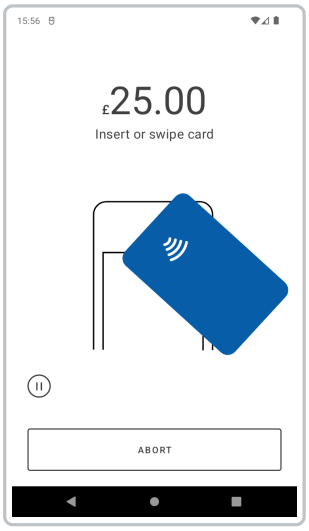
3. **Select Payment Method**
   Tap the **FULL AMOUNT CARD** button to proceed with a card payment.



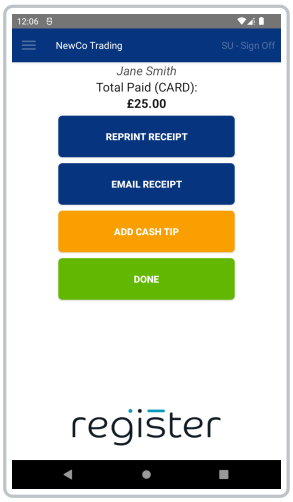
4. **(Optional) Add Gratuity**
   Depending on your setup, you may be prompted to add a gratuity:
   - Tap a gratuity amount to include it.
   - Or tap **NO THANK YOU** to skip this step.



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