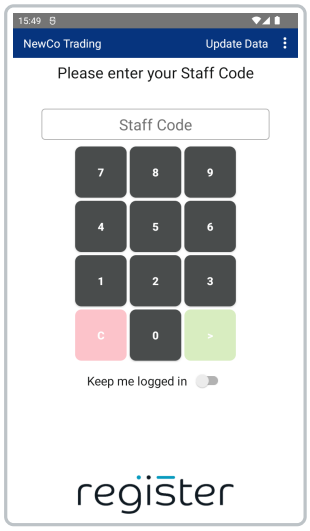
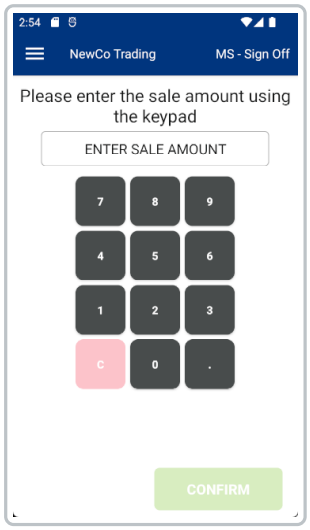
Taking Card Payments

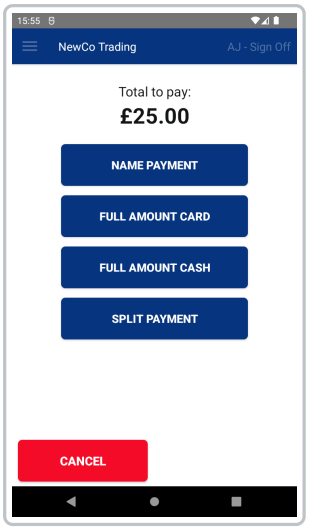
Last Modified on 17/09/2026 3:16 pm BST

Your solution is fully integrated with the payment application on your terminal, making card payments quick and easy. Follow the steps below to process a sale:

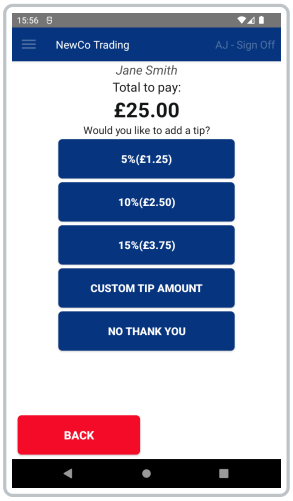
1. **Log In**
   Enter your **Staff Code** and tap the **Next (>)** button.
   

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

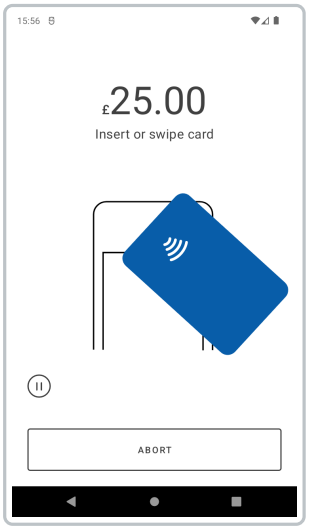
3. **Select Payment Method**
   Tap **FULL AMOUNT CARD** to proceed with a card payment.



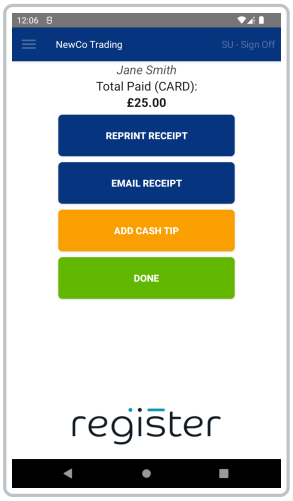
4. **(Optional) Add Gratuity**
   Depending on your configuration, you may be prompted to add a tip:
   - Tap a gratuity amount to include it,
   - or tap **NO THANK YOU** to skip this step.



5. **Complete the Payment**
   The **payment application** will guide the customer through the card payment process.



6. **Review the Transaction Summary**
   Once payment is complete, the **Transaction Summary** screen will appear. Depending on your setup, you can:
   - **Print** or **email a receipt**
   - **Record a cash tip**



7. **Finish the Transaction**
   Tap **DONE** to 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:

- Making a cash sale
- Splitting a bill
- Naming a transaction
- Adding gratuity