

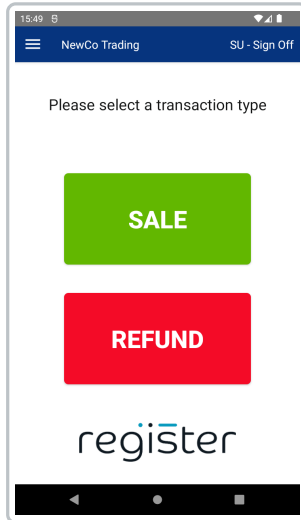
Taking Card Payments

Last Modified on 06/01/2026 11:43 am GMT

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:

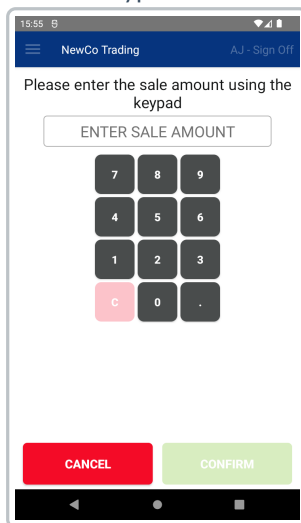
1. Log In and Start a Sale

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



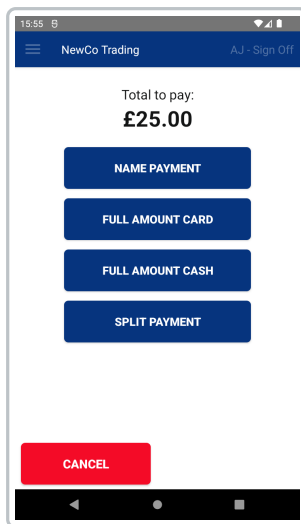
2. Enter the Sale Amount

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



3. Select Payment Method

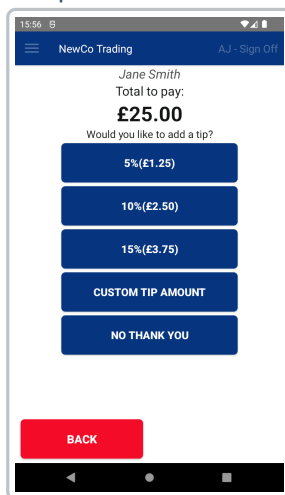
Tap **FULL AMOUNT CARD** to proceed with a card payment.



4. (Optional) Add Gratuity

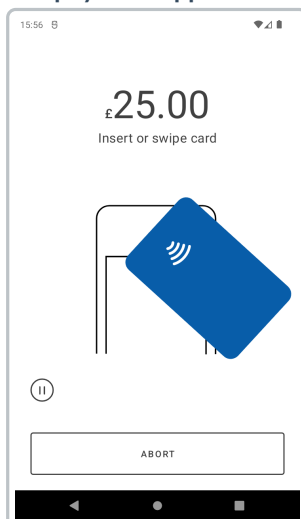
Depending on your configuration, you may be prompted to add a tip:

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



5. Complete the Payment

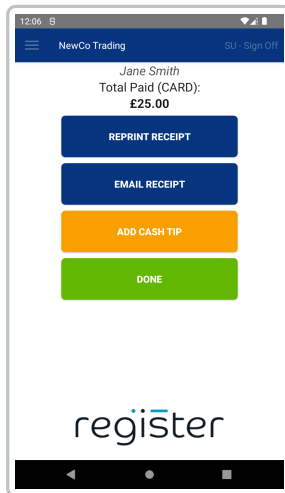
The payment application will guide the customer through the card payment process.



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](#)