

## Using the “Payment” screen in the POS (Credit Card)

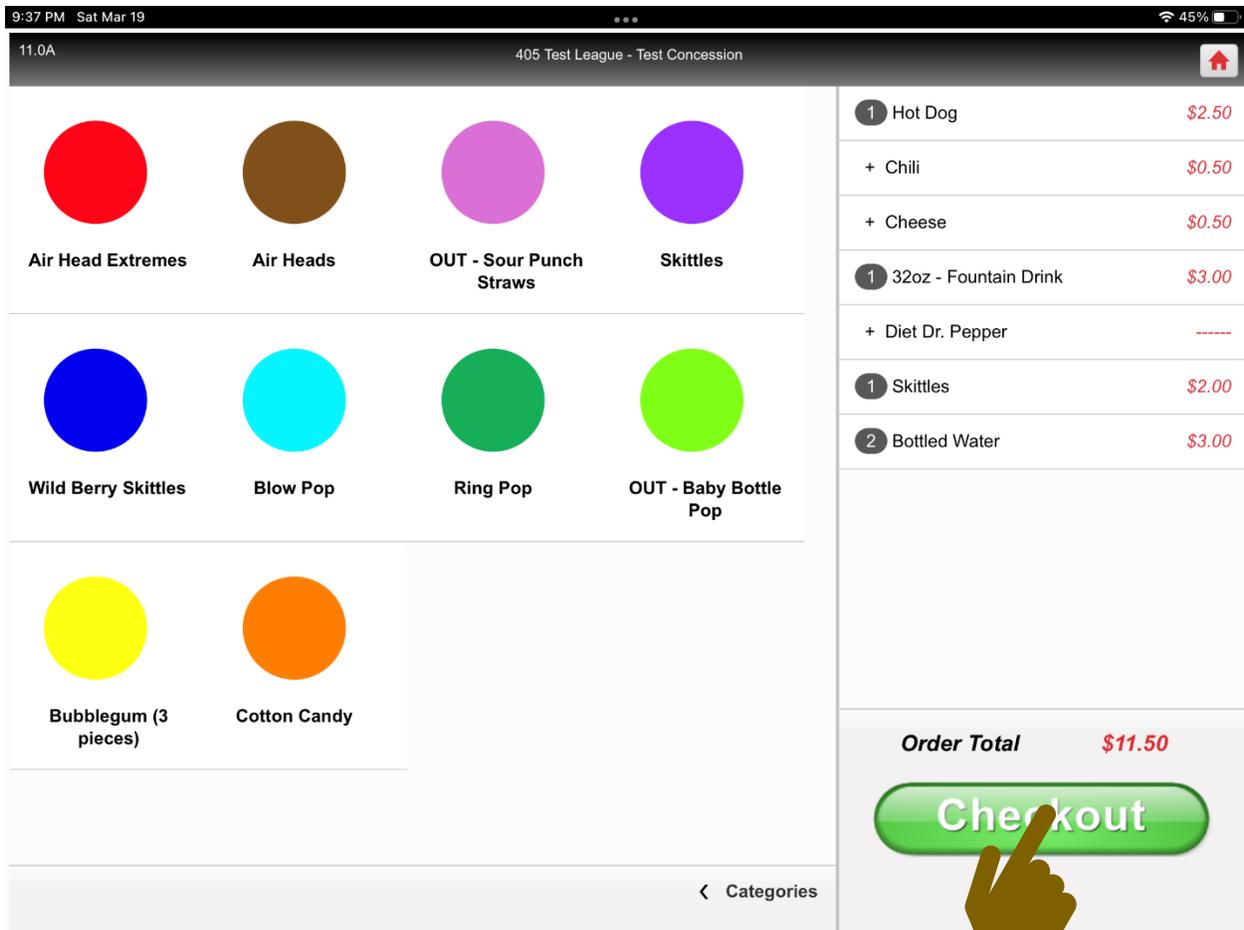
There are three main functions that can be performed from the “Payment” screen in the POS. These are:

1. Cash sale
2. Credit Card sale
3. Discounts

Here we will walk through the procedure for a “Credit Card” sale.

### Credit Card Payment Transaction:

1. Once an order has been rung up, tap the green “Checkout” button.



4. The "Payment" screen will appear. Tap the "Card" button.

The screenshot shows a mobile POS application interface. At the top, the status bar displays "9:37 PM Sat Mar 19" and "45%" battery. The app header shows "11.0A" and "405 Test League - Test Concession". The main screen is titled "Order # 259943".

On the left side, there is a summary table:

Due	11.50
Received	0.00
Short	11.50

Below this table is a calculator interface. A hand icon points to the "Card" button. The calculator shows a total of "\$11.50" and includes buttons for "+ \$1", "+ \$5", "+ \$10", and "+ \$20". There are also buttons for "+ .10¢", "+ .25¢", and "+ .50¢". At the bottom of the calculator are buttons for "7", "8", "9", "4", "5", "6", "1", "2", "3", "CE", "0", and "+".

On the right side, there is an order list:

- 1 Hot Dog \$2.50
- + Chili \$0.50
- + Cheese \$0.50
- 1 32oz - Fountain Drink \$3.00
- + Diet Dr. Pepper -----
- 1 Skittles \$2.00
- 2 Bottled Water \$3.00

At the bottom right, the "Order Total" is displayed as "\$11.50".

At the bottom of the screen, there are two buttons: "Back to Order" and "Done".

5. The "Credit Card" screen will appear. *Note: If no cursor appears in the "Swipe card" box, tap it.*

11:23 PM Sat Mar 19 405 Test League - Test Concession 21%

11.0A

**Amount: \$11.50, Convenience Fee: \$0.00, Charge: \$11.50**

*Swipe card*



*CVC*

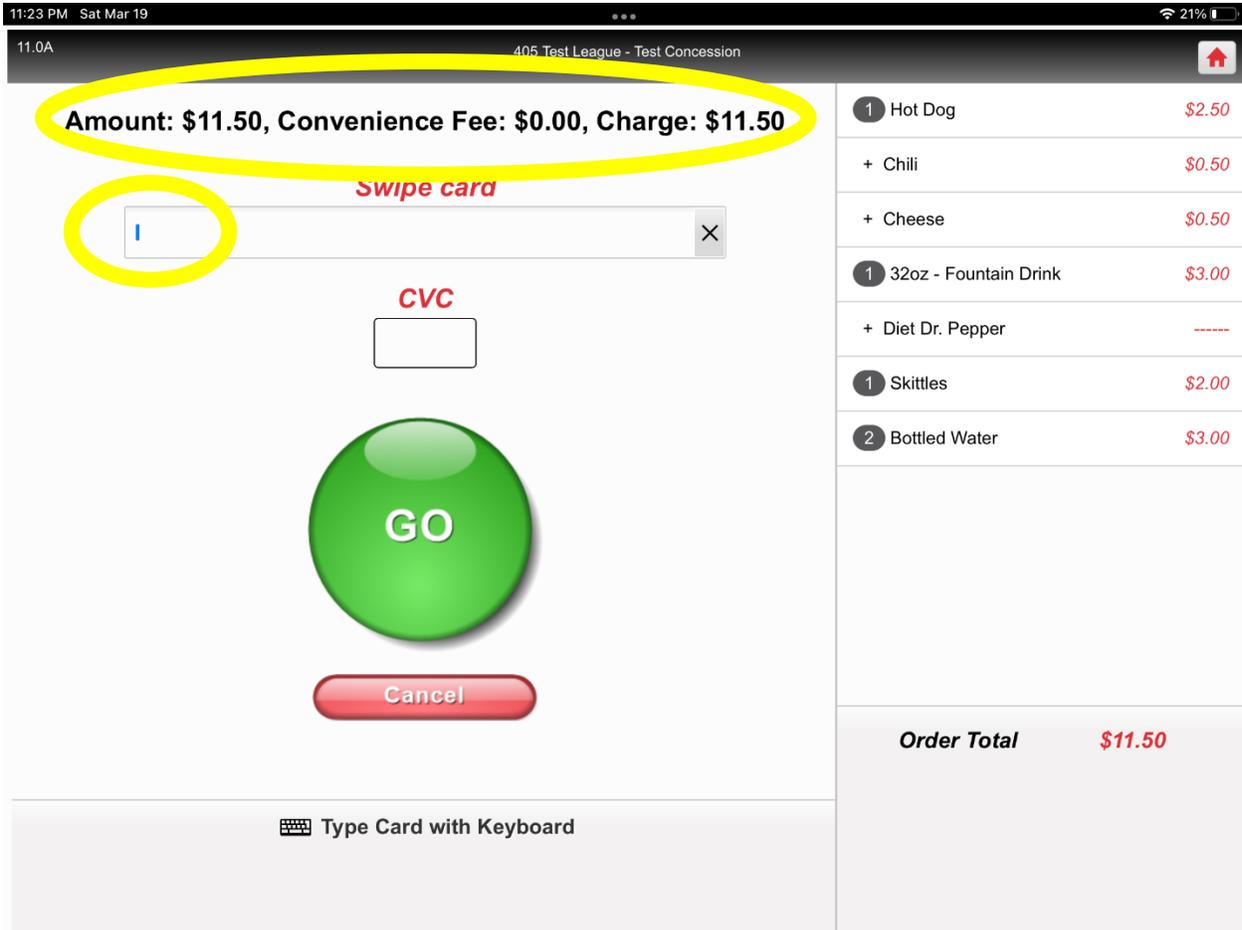
**GO**

**Cancel**

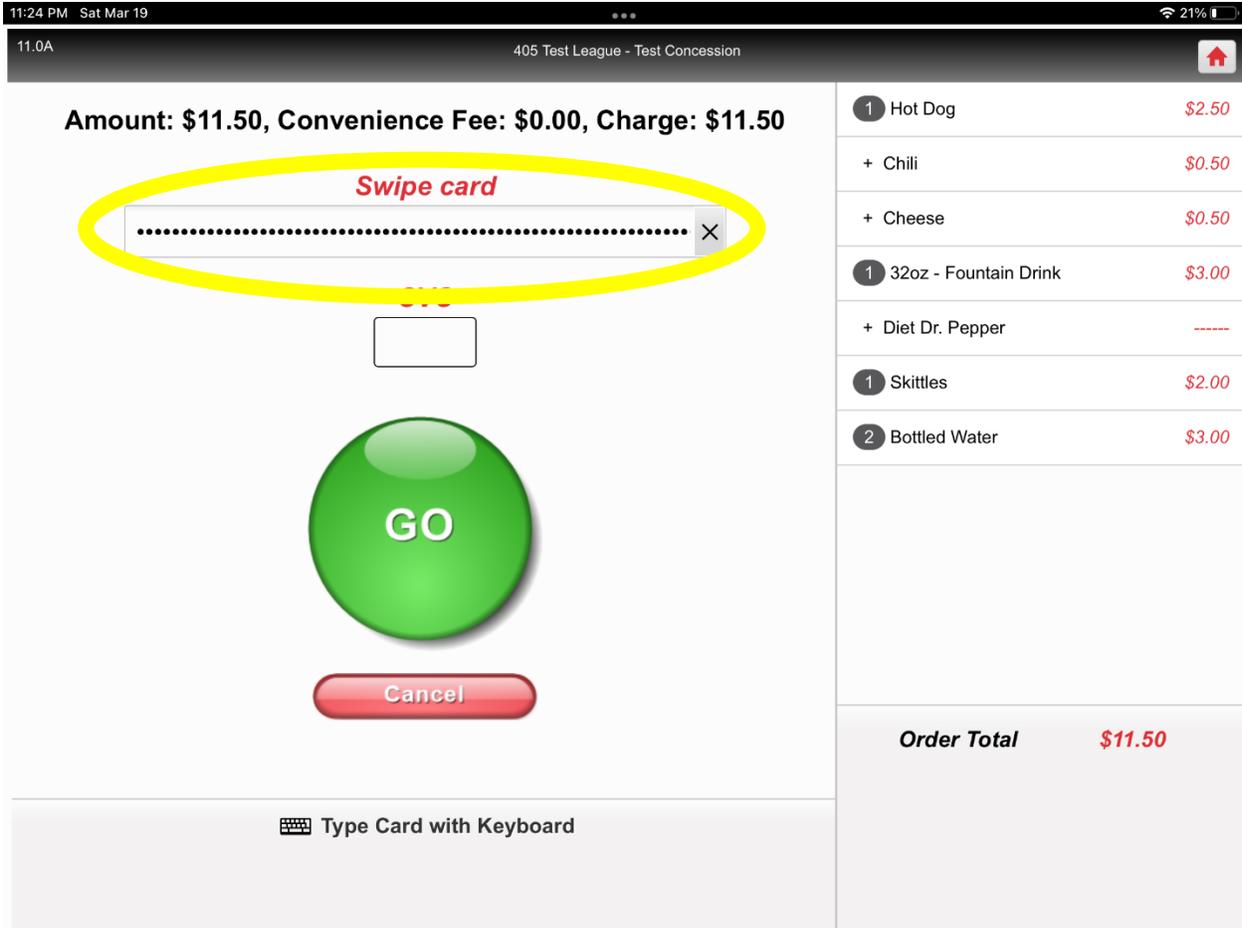
 Type Card with Keyboard

1 Hot Dog	\$2.50
+ Chili	\$0.50
+ Cheese	\$0.50
1 32oz - Fountain Drink	\$3.00
+ Diet Dr. Pepper	-----
1 Skittles	\$2.00
2 Bottled Water	\$3.00
<b>Order Total</b>	<b>\$11.50</b>

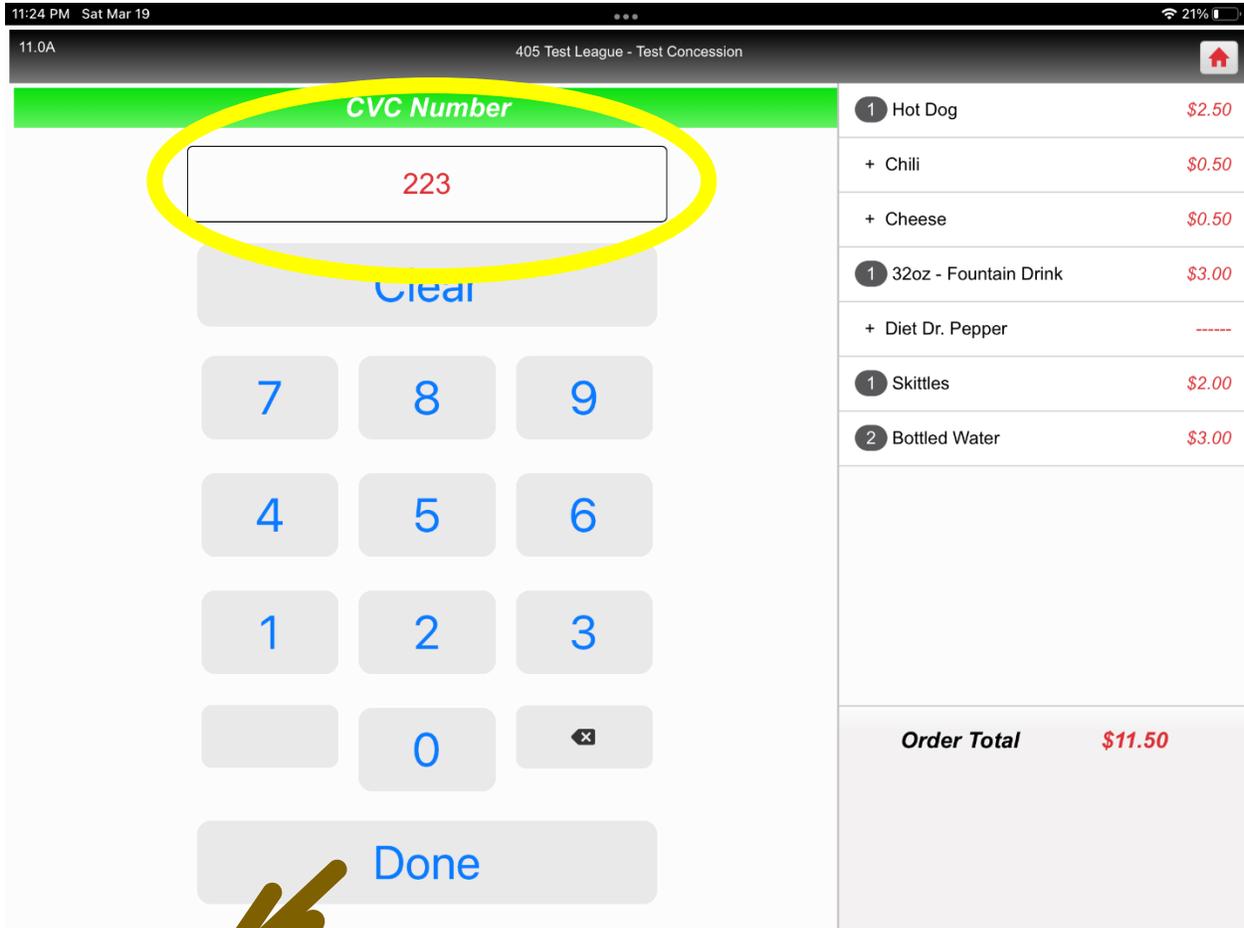
6. Once the cursor appears, you are ready to swipe the credit card. **NOTE: This screen also tells you the amount being charged, including the "Convenience Fee" or "Percentage", if there is one. Every location is different.**



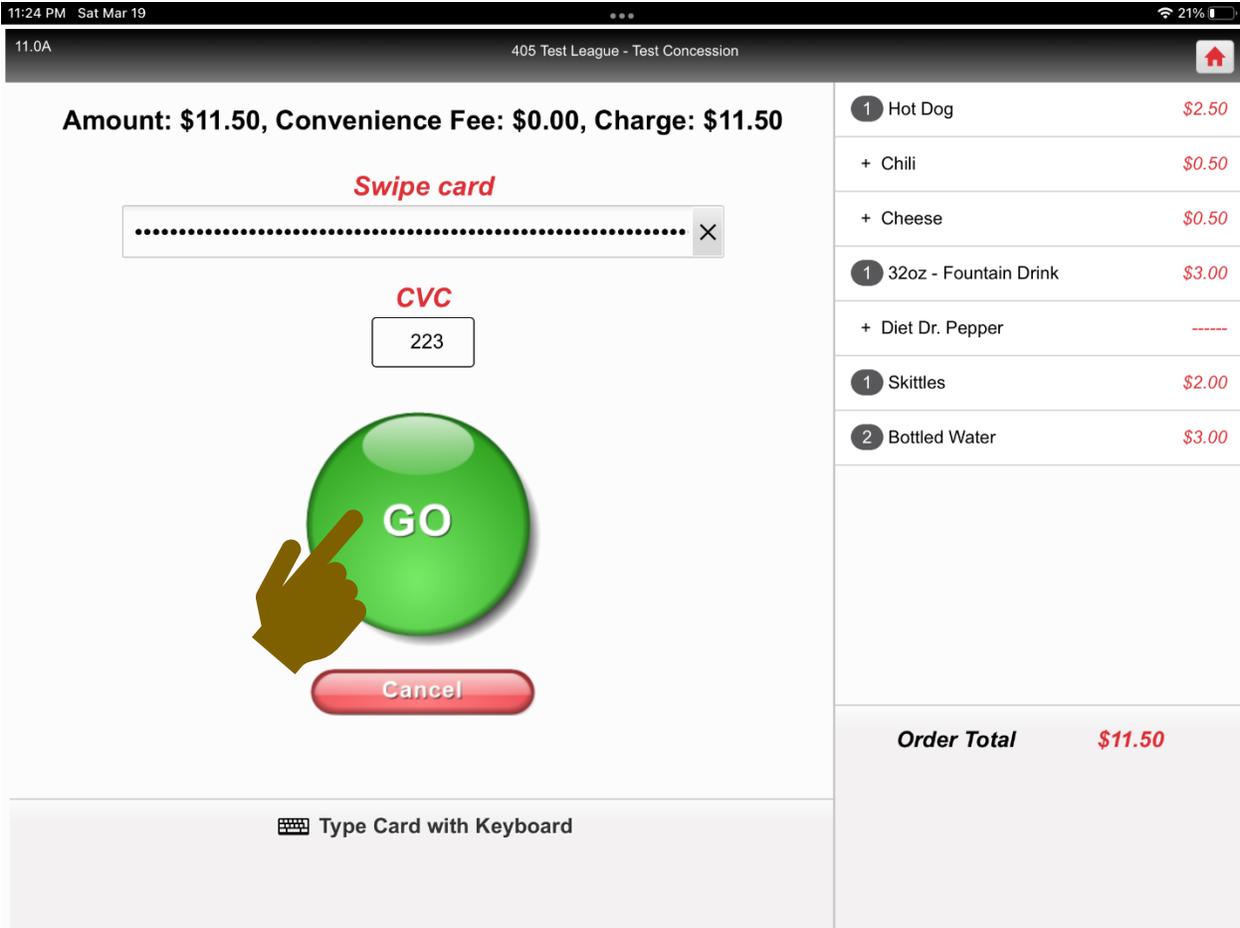
7. You will see the 16-digit card number populate the "Swipe card" box as encrypted dots.



8. The “CVC” screen will automatically appear. You will type in the “CVC” number. **NOTE: Usually found on the back of the card.** Once complete, tap the “Done” button at the bottom of the screen.



9. The “Credit Card” screen will automatically re-appear with all the information to process the transaction. Tap the green “GO” button.



10. A screen will flash up automatically letting you know the transaction is being processed.

11:58 PM Sat Mar 19 11.0A 405 Test League - Test Concession

**Processing card...**



1 Hot Dog	\$2.50
+ Chili	\$0.50
+ Cheese	\$0.50
1 32oz - Fountain Drink	\$3.00
+ Diet Dr. Pepper	-----
1 Skittles	\$2.00
2 Bottled Water	\$3.00
<b>Order Total</b>	<b>\$11.50</b>

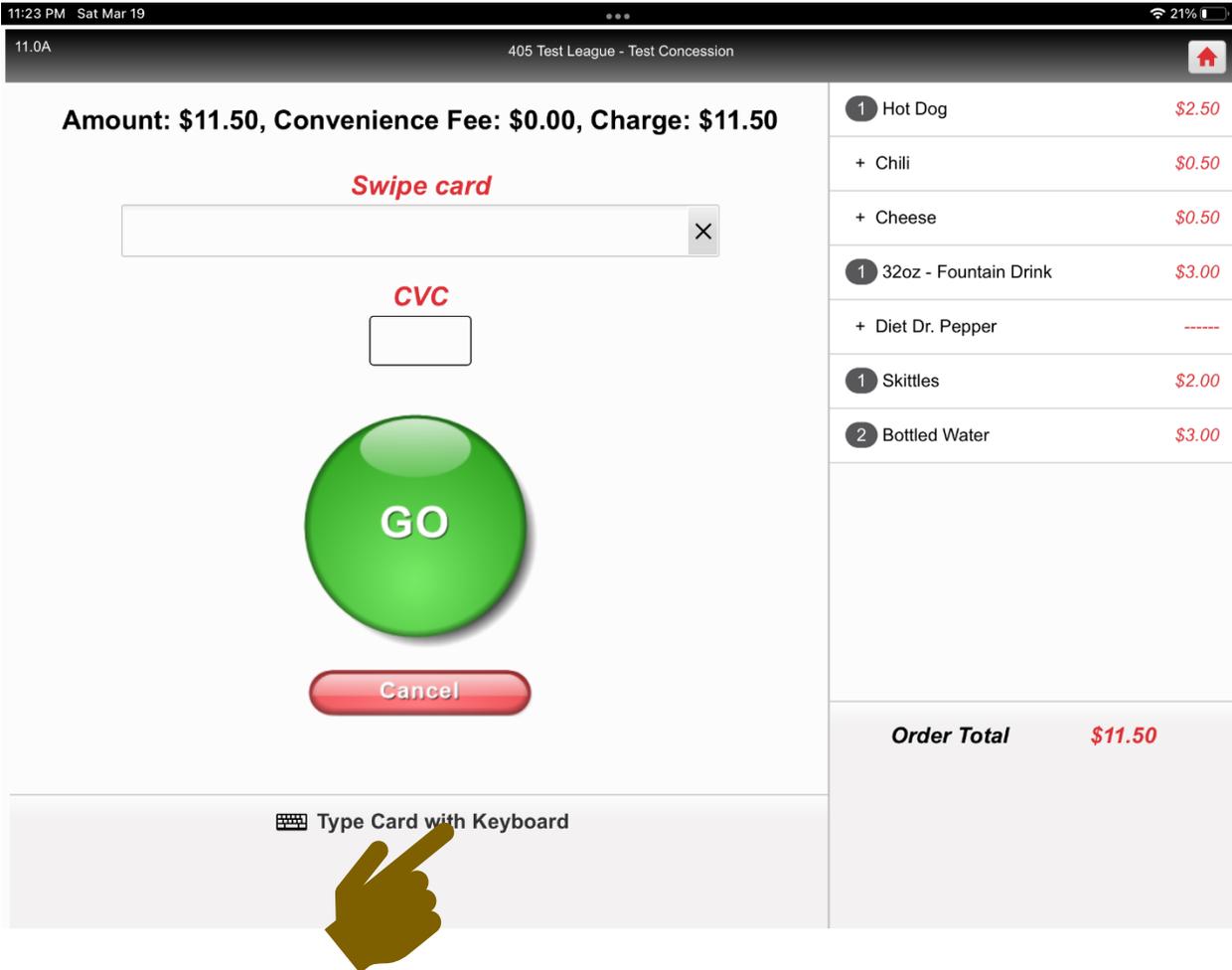
Type Card with Keyboard

11. When it is done, one of two screens will appear. The **“delivery screen”** or a message telling you the card did not process and the reason why. It could say a number of different things. Common issues are a **“bad swipe”** on your part, a **“declined”** card, a mis-typed **“CVC”** number etc. Below is an example of what one of those screens look like. If you see a screen like this, tap the **“OK”** button.

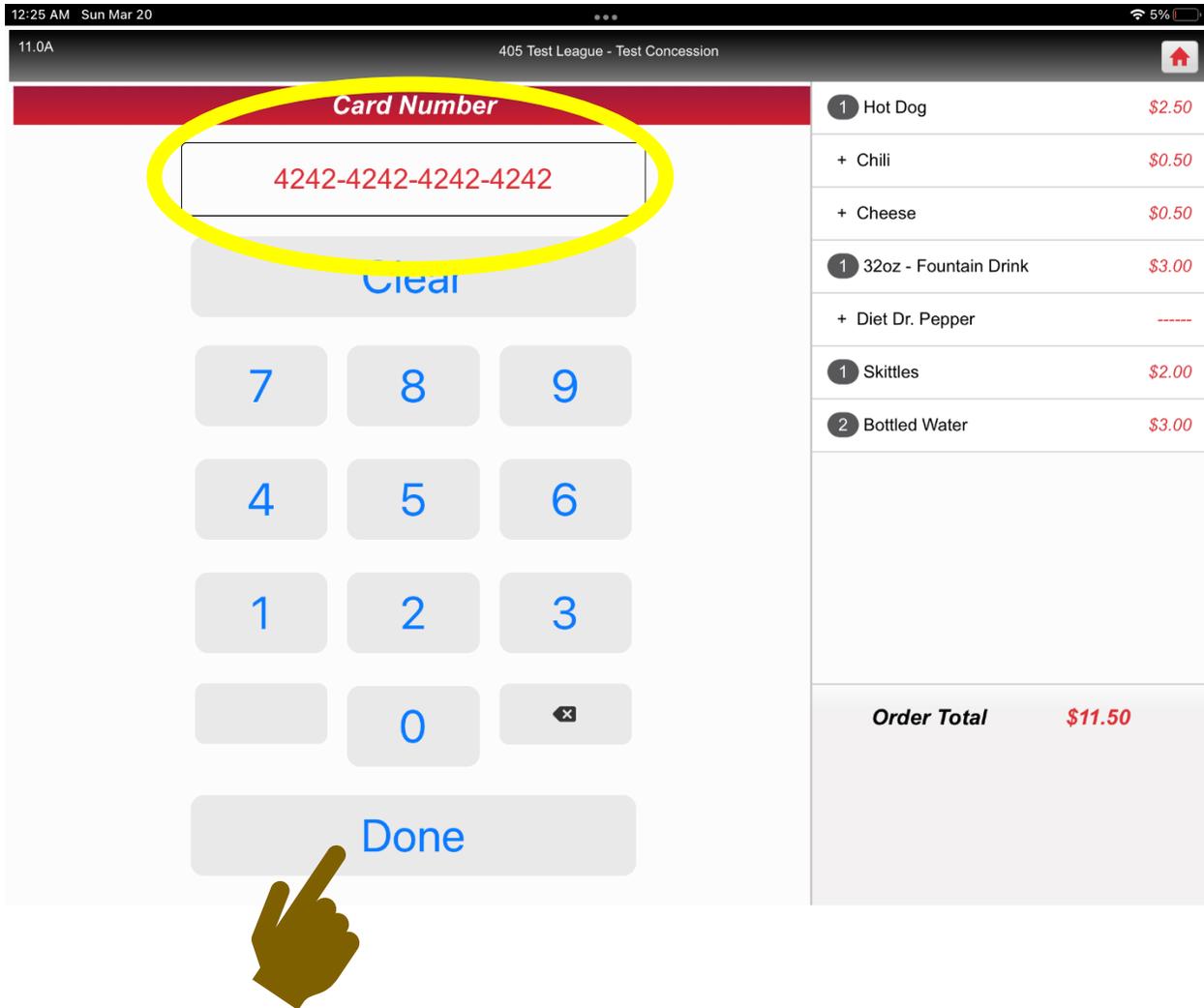
The screenshot shows a mobile application interface. At the top, the status bar displays '12:11 AM Sun Mar 20' and '9%' battery. Below the status bar, the app header shows '11.0A' and '405 Test League - Test Concession' with a home icon on the right. The main content area is split into two columns. The left column contains a large, bold, black text message: 'Attention' followed by 'Bad swipe. Swipe the card again!' Below this message is a grey rectangular button with the text 'OK' and a hand icon pointing to it. The right column displays an order list with items and their prices. The items are: 1 Hot Dog (\$2.50), + Chili (\$0.50), + Cheese (\$0.50), 1 32oz - Fountain Drink (\$3.00), + Diet Dr. Pepper (-----), 1 Skittles (\$2.00), and 2 Bottled Water (\$3.00). At the bottom of the order list, the 'Order Total' is shown as \$11.50.

Item	Price
1 Hot Dog	\$2.50
+ Chili	\$0.50
+ Cheese	\$0.50
1 32oz - Fountain Drink	\$3.00
+ Diet Dr. Pepper	-----
1 Skittles	\$2.00
2 Bottled Water	\$3.00
<b>Order Total</b>	<b>\$11.50</b>

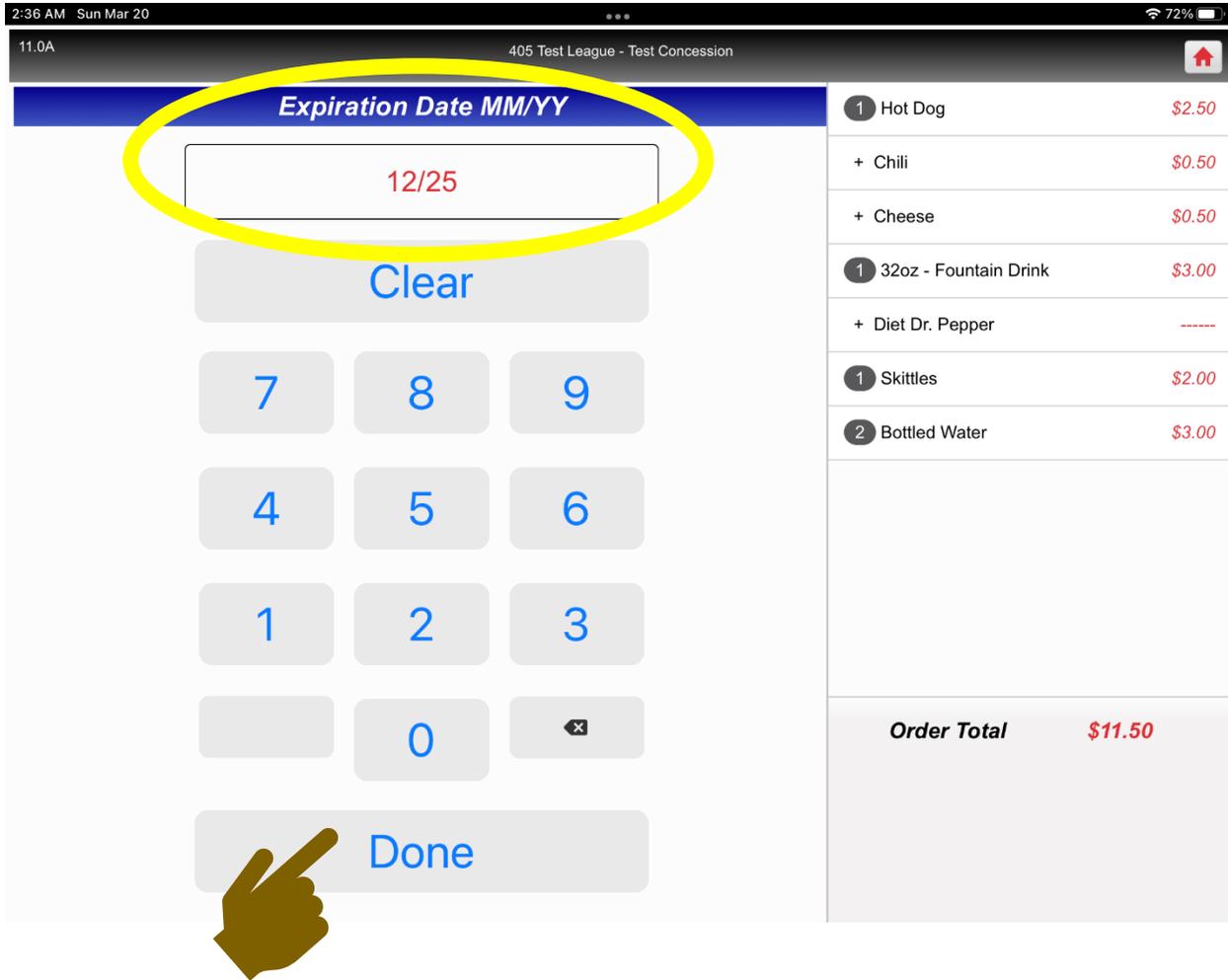
12. The **“Credit Card”** screen will automatically re-appear. You can try the process again. Occasionally you may have to hand type a card in. This usually occurs because the magnetic strip on the back of the card is damaged or worn out. At the bottom of the **“Credit Card”** screen, you will tap **“Type Card with Keyboard.”**



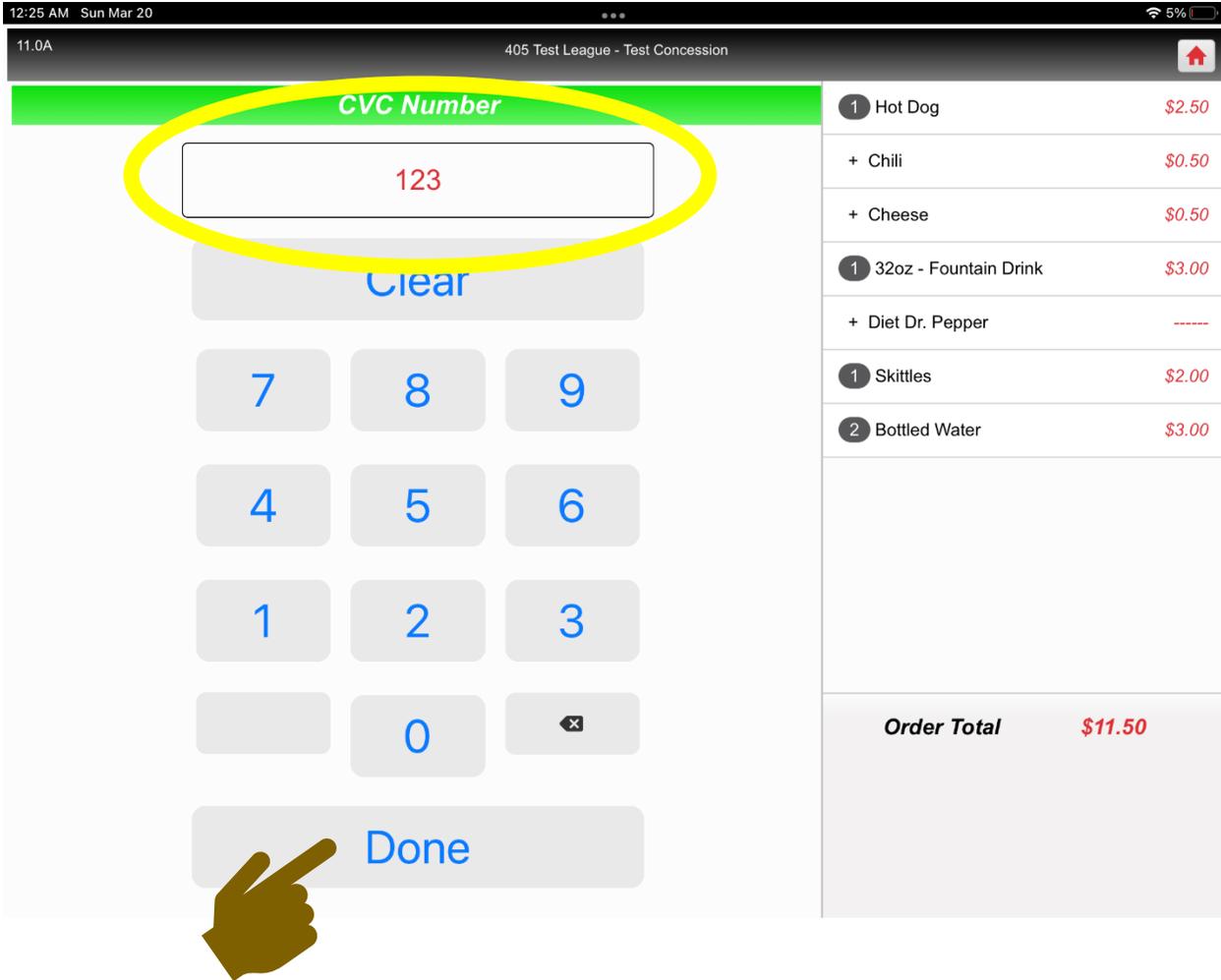
13. The “Credit Card” number screen will automatically appear. Type the “Card Number” in the box and tap “Done.”



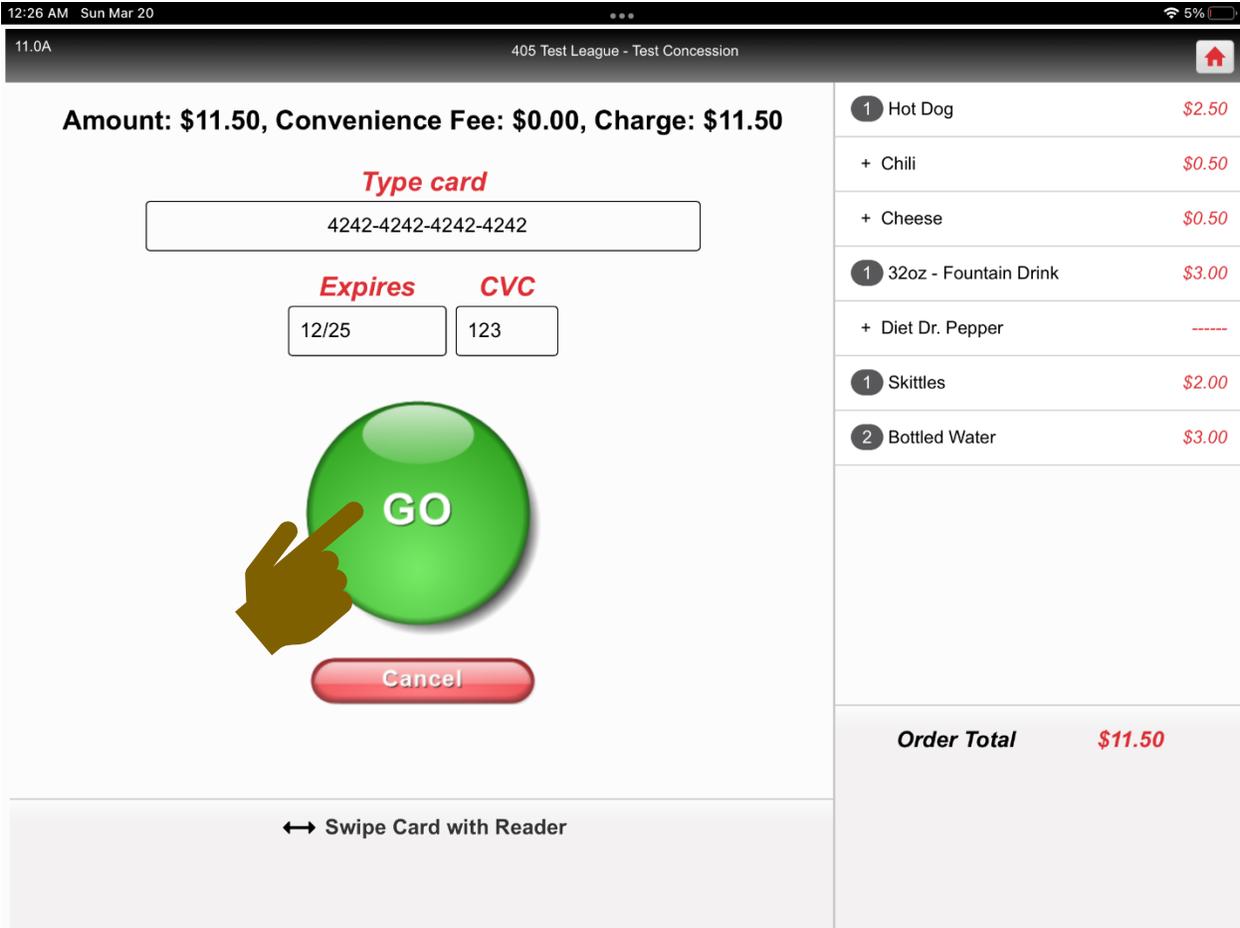
14. The “Expiration Date” screen will automatically appear. Type the “Expiration Date” in the box and tap “Done.”



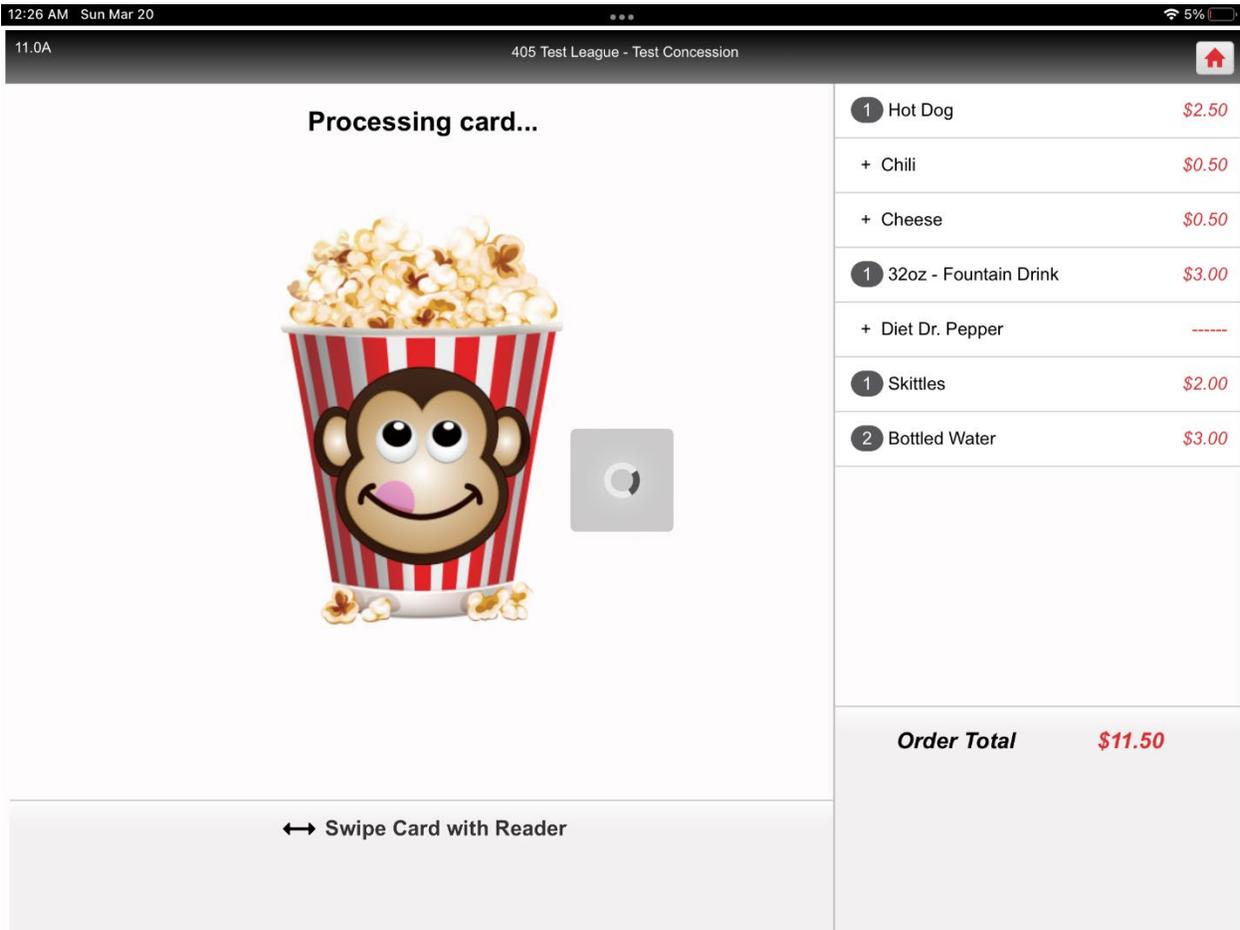
15. The “CVC Number” screen will automatically appear. Type the “CVC Number” in the box and tap “Done.”



16. The “Credit Card” screen will automatically re-appear with all the information to process the transaction. Tap the green “GO” button.



17. A screen will flash up automatically letting you know the transaction is being processed.



18. The “Delivery” screen will automatically appear.

9:38 PM Sat Mar 19 45%

11.0A 405 Test League - Test Concession

*Name On Order*  *Text Receipt to Number (optional)*

**Queue**

Order #	259943
Amount Due	11.50
Received	20.00
Change	-8.50

**- OR -**

**Deliver Now**

1 Hot Dog \$2.50  
+ Chili \$0.50  
+ Cheese \$0.50  
1 32oz - Fountain Drink \$3.00  
+ Diet Dr. Pepper -----  
1 Skittles \$2.00  
2 Bottled Water \$3.00

**Order Total \$11.50**

19. You have a decision to make on this screen. The operation of this screen is covered in the document titled “Using the Payment screen in the POS (CASH).”