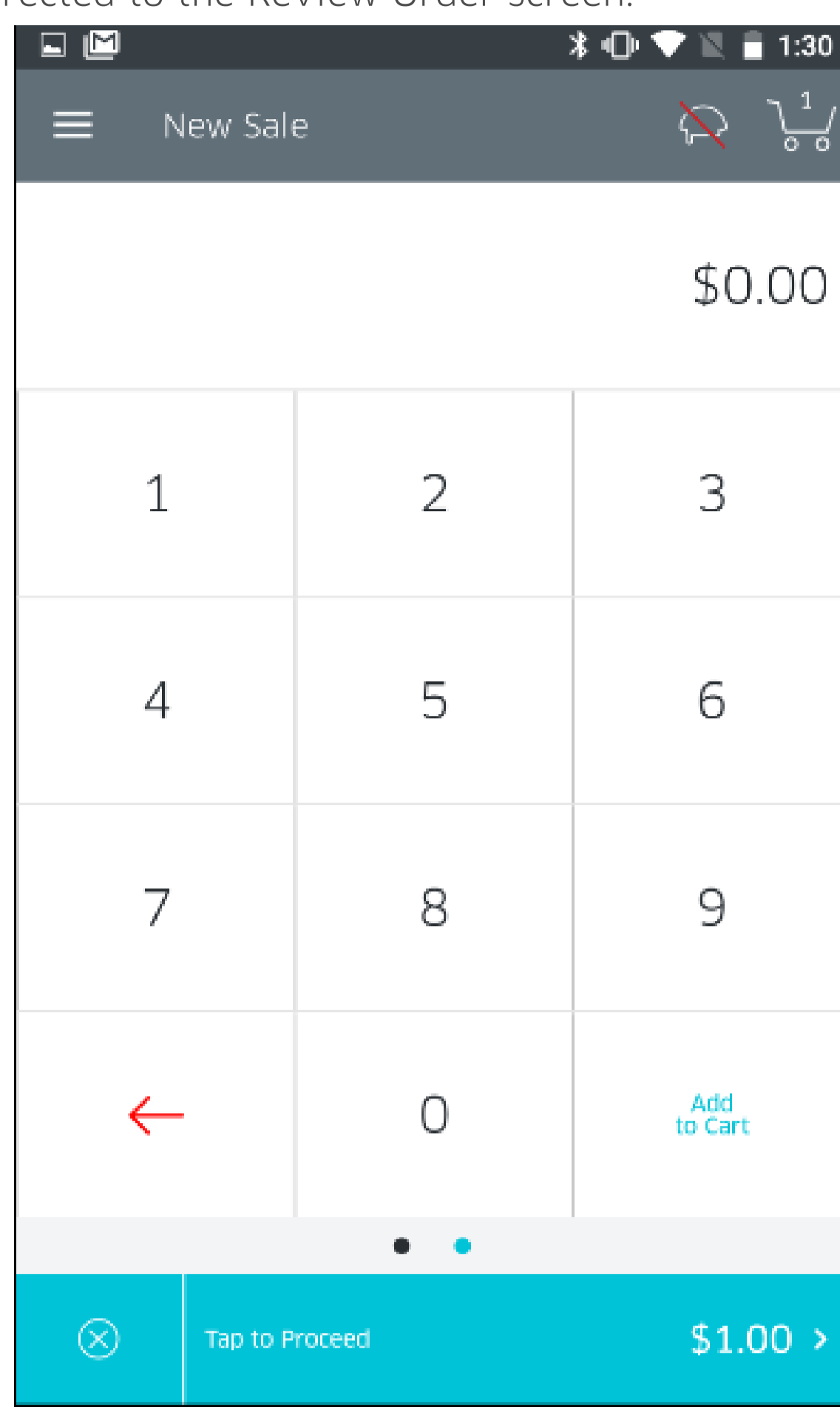


## How do I run a swiped transaction?

Posted: Oct 20, 2016

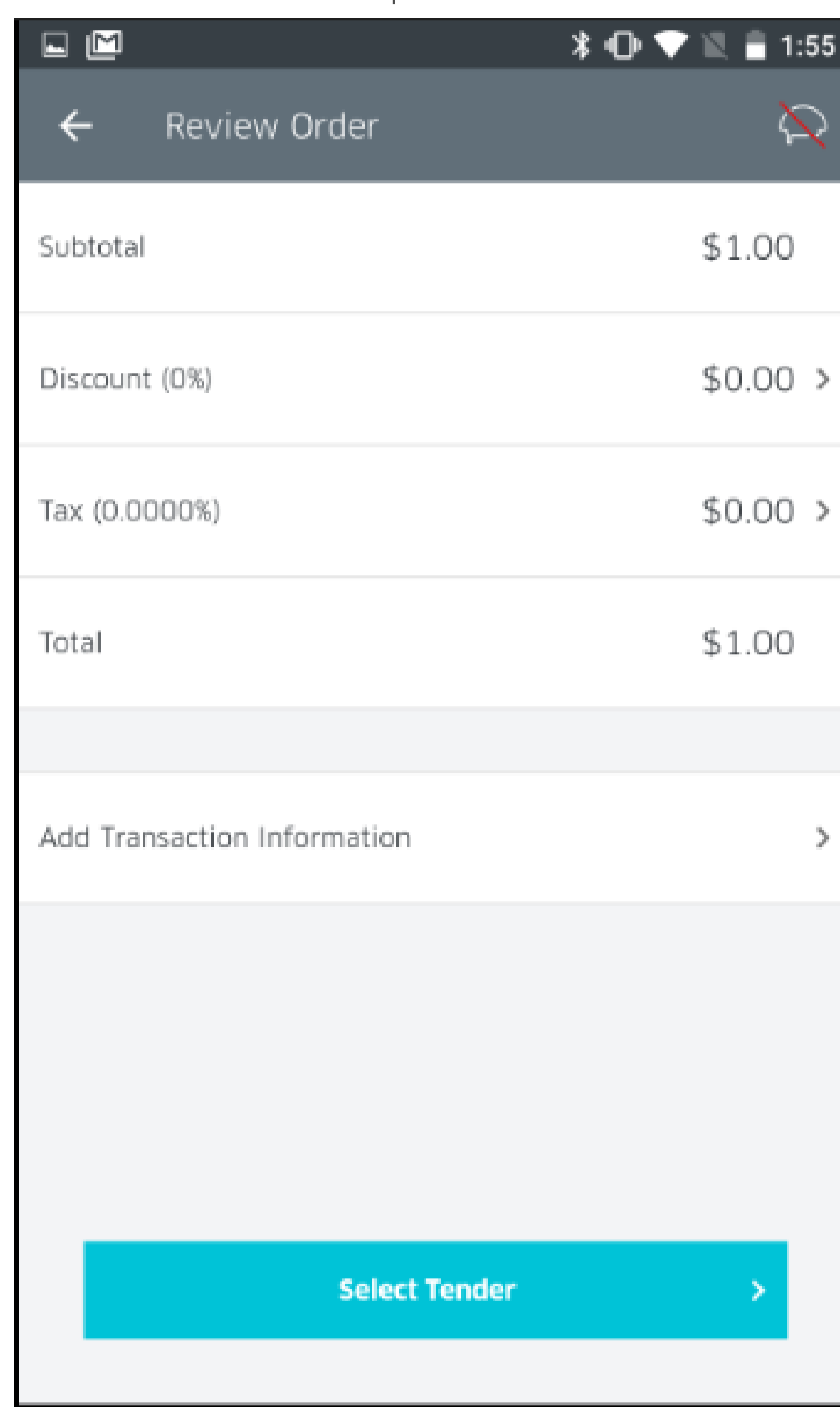
1. [Add items to your cart.](#)

2. Use the **Tap to Proceed** button to be directed to the Review Order screen.

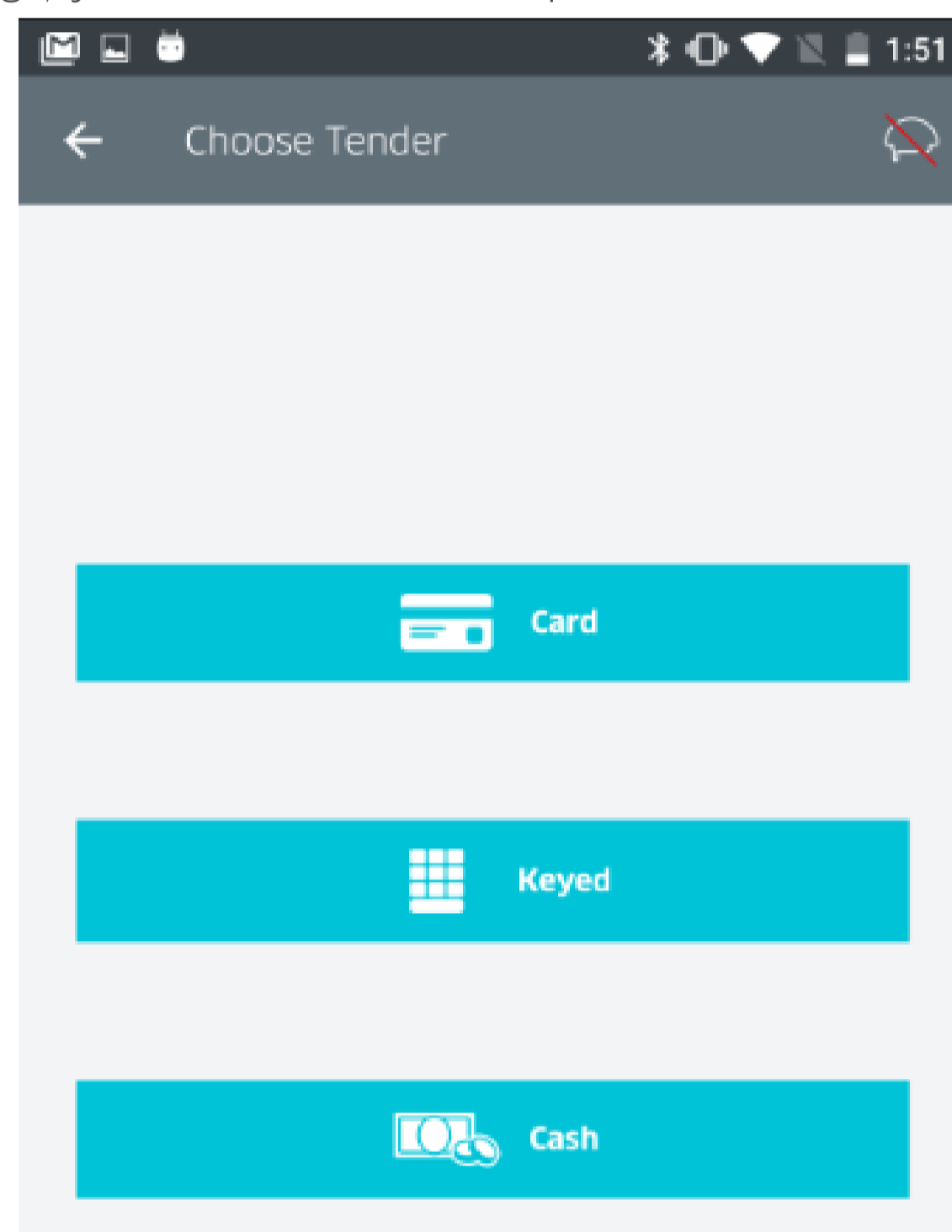


3. Review your order.

4. Tap the **Select Tender** button at the bottom of the screen to proceed with the transaction.

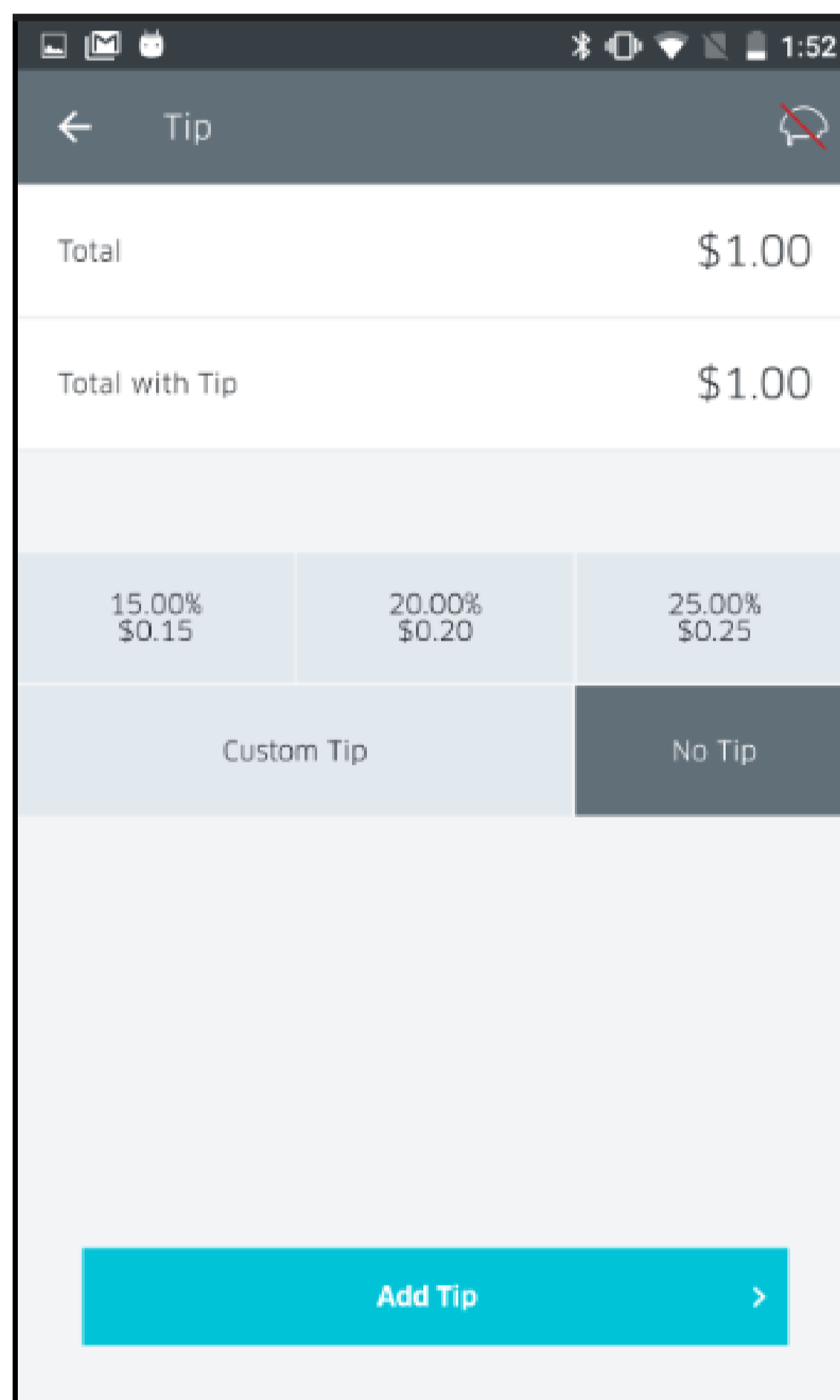


5. Tap **Card**. If tips are enabled in app settings, you will now see the Tip screen.

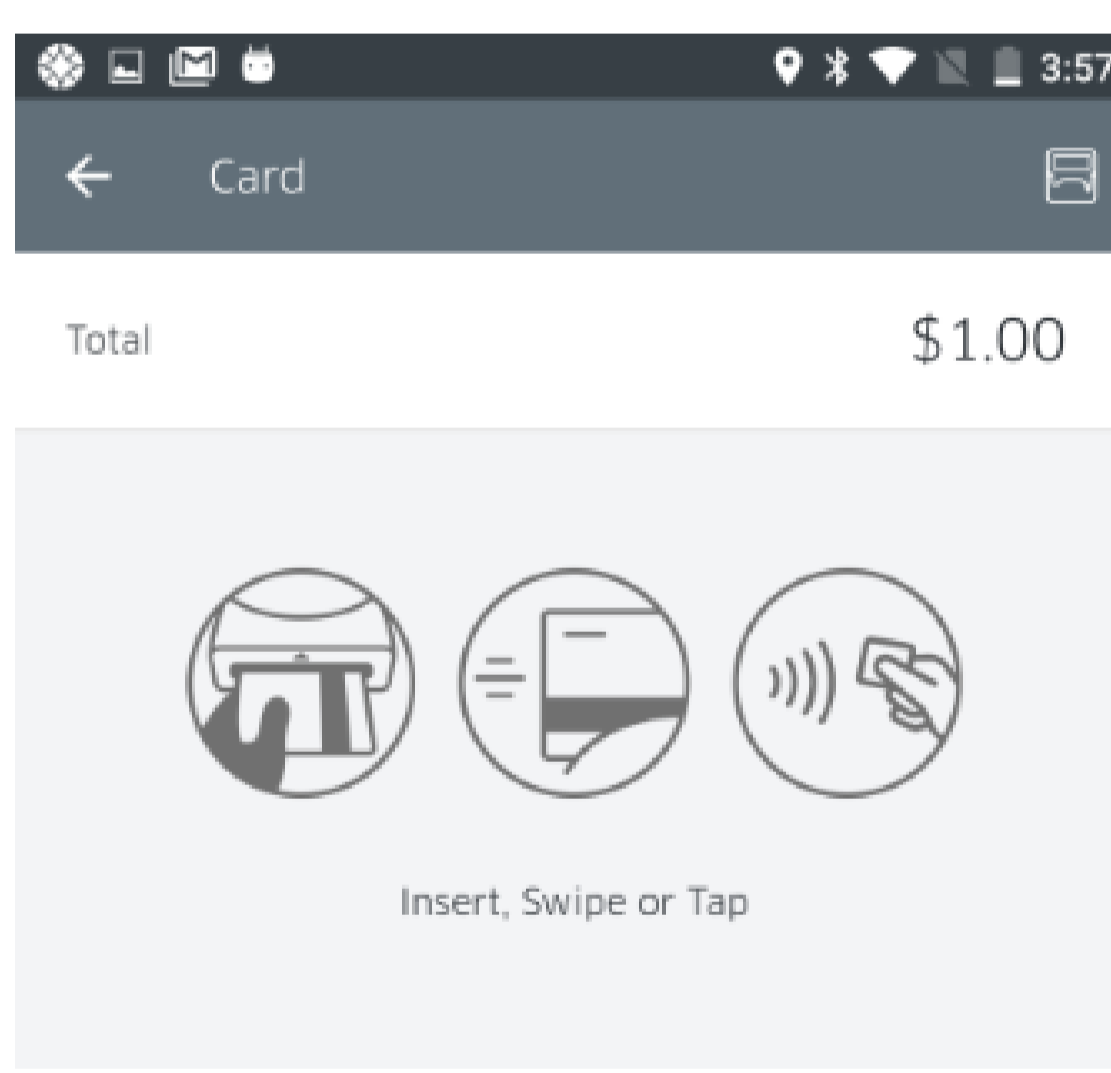


6. Allow the customer to input the tip amount. If you need to enter a **Custom** amount, tap **Custom** and perform the following:
  - Tap the \$ to toggle between USD currency and percentage (%).
  - Enter the tip amount, as provided by the customer
  - Tap OK
  - Tap the **check-mark** in the upper right hand corner to go to return to the tip screen.

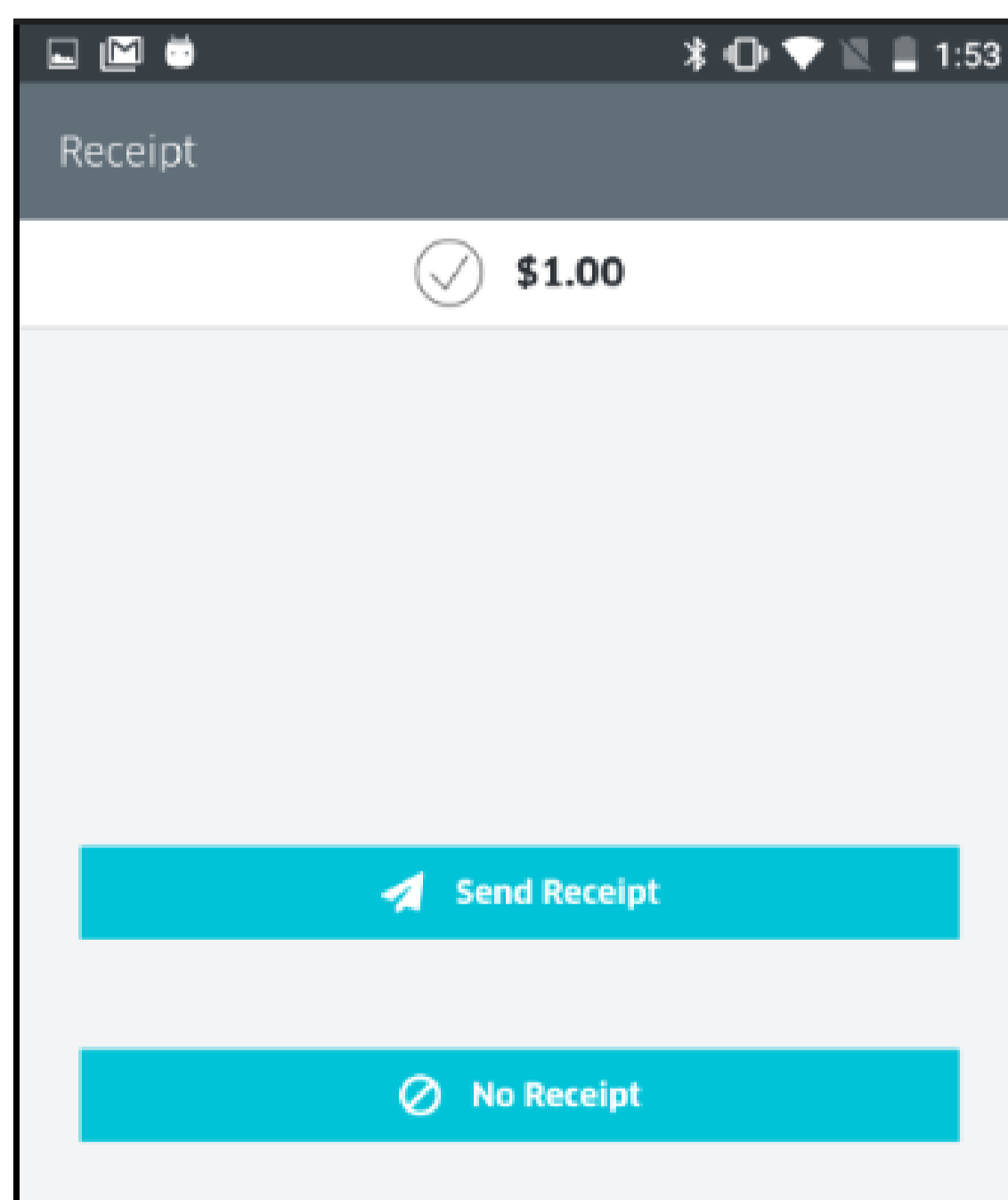
7. Tap **Add Tip** to proceed.



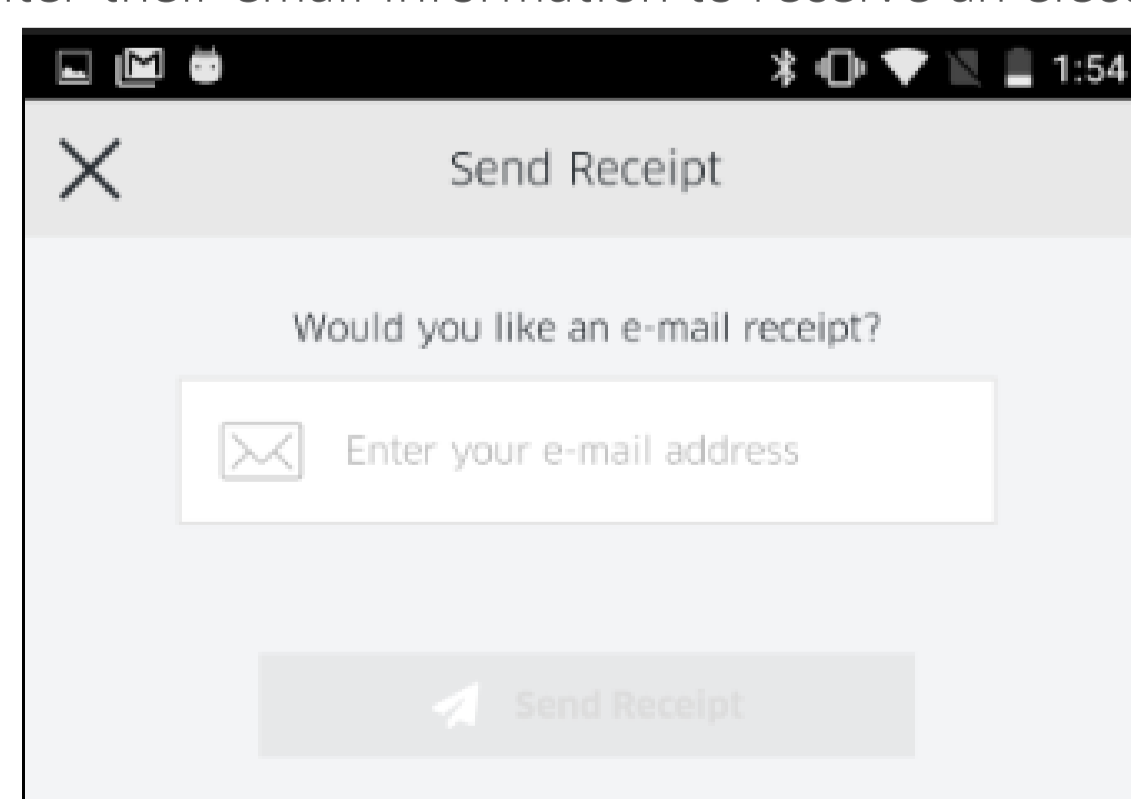
8. You will now be presented with the Payment screen. You can now swipe the card against the thicker side of the reader.



9. The payment will process and the customer can now select whether they would like to receive a receipt or not. If yes, tap on **Send Receipt**.



10. The customer will now be prompted to enter their email information to receive an electronic receipt.



11. At this point the transaction is complete. You should see a confirmation page, with the option to begin a new sale.

