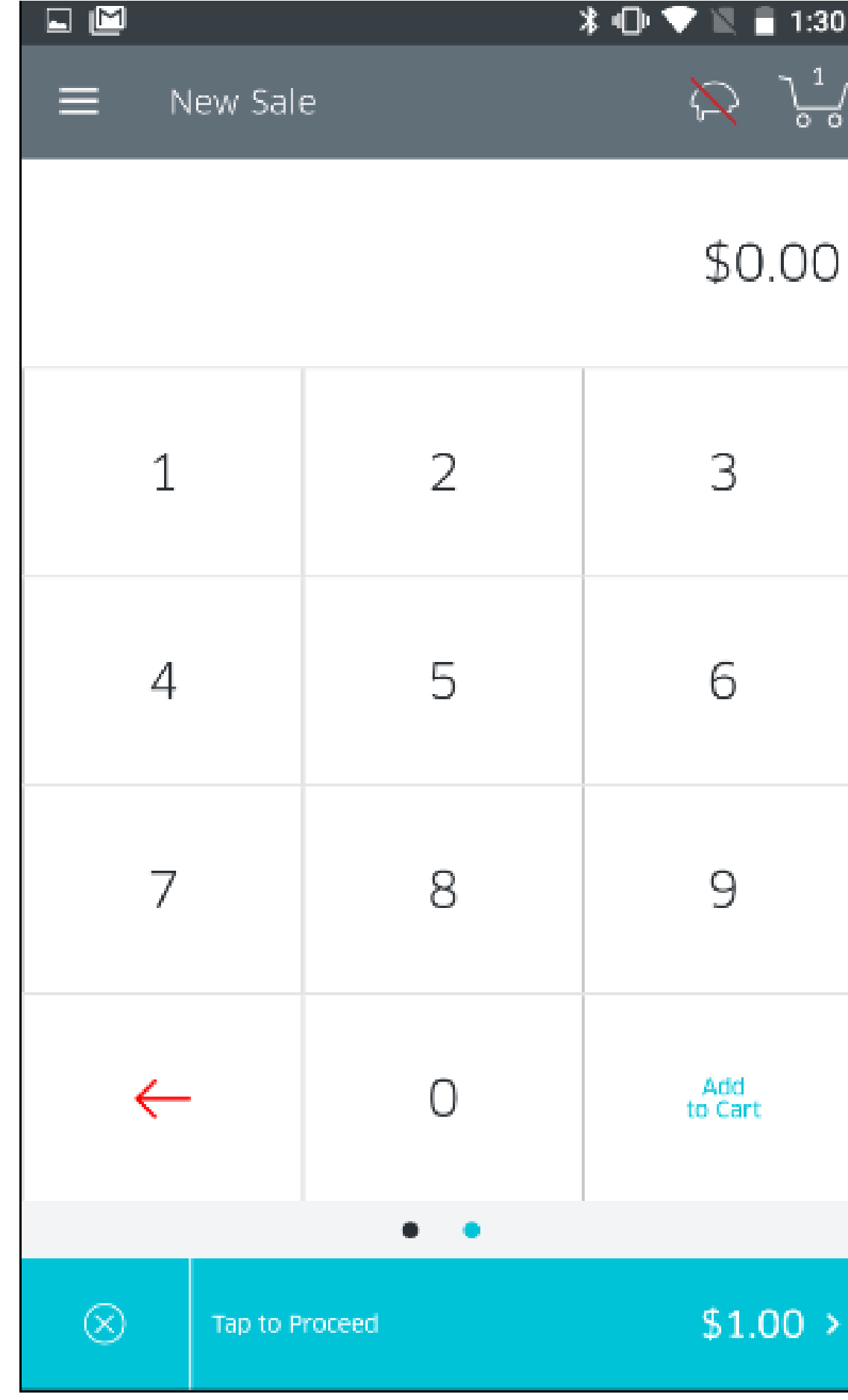


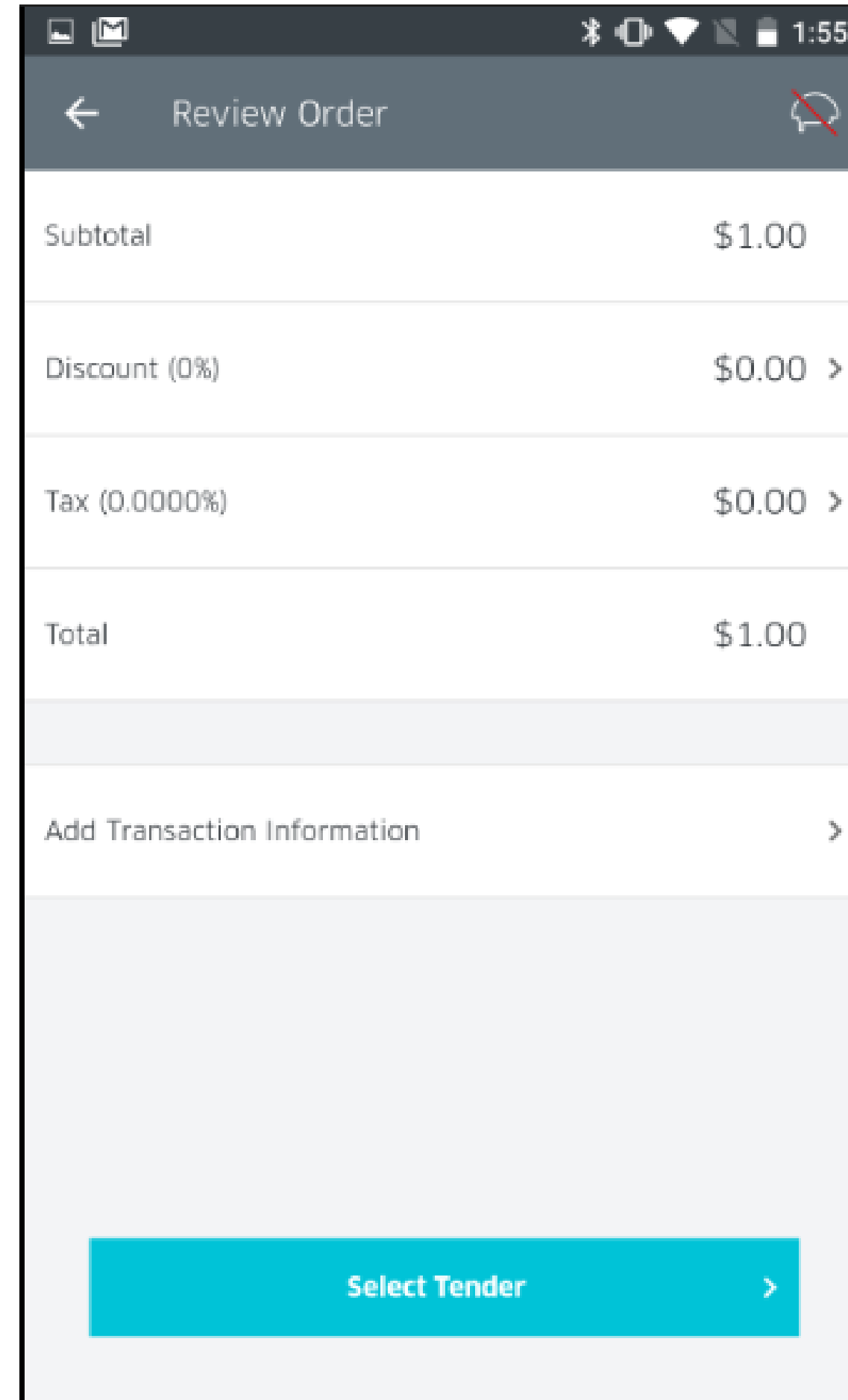
How do I run a transaction by manually entering card information?

Posted: Oct 20, 2016

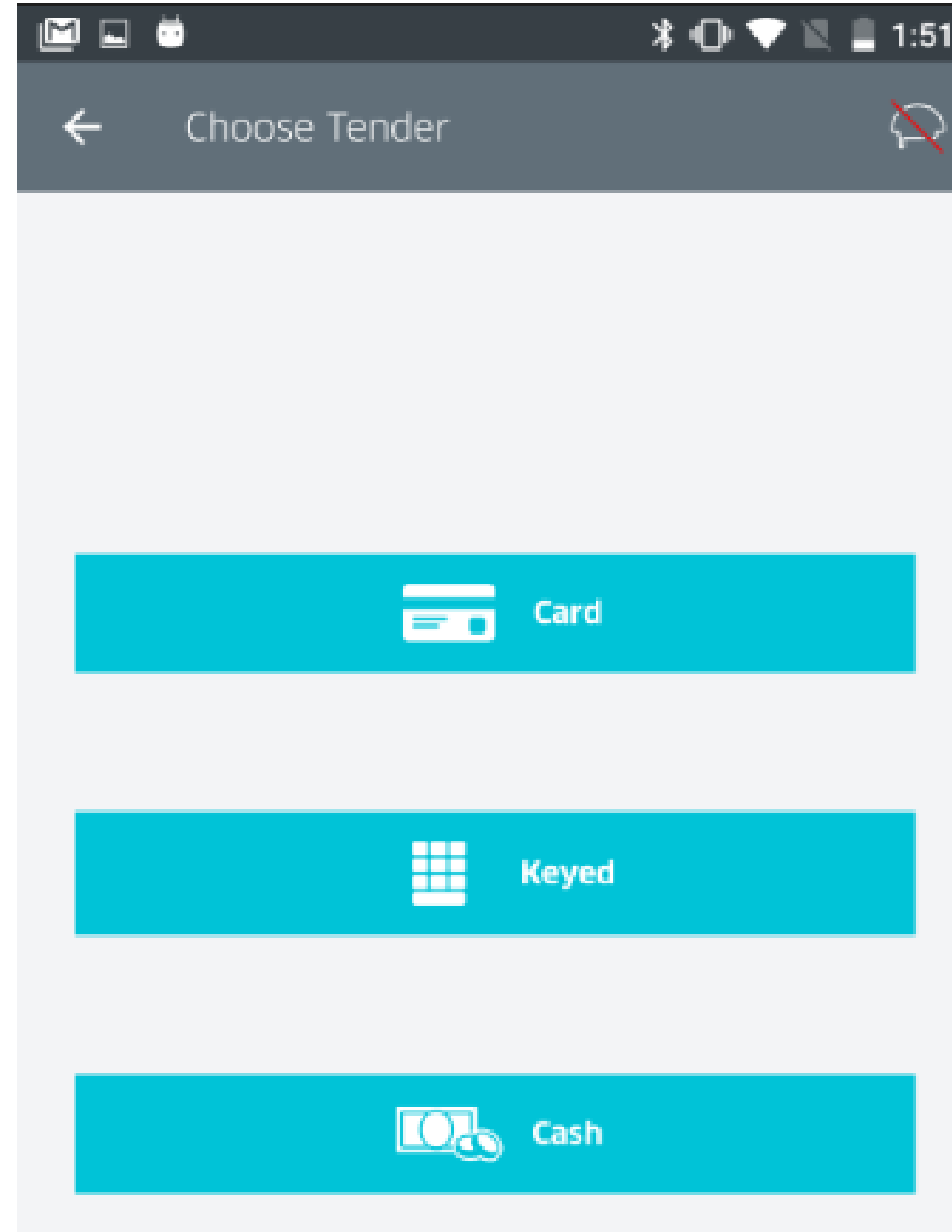
1. [Add items to your cart](#).
2. Use the **Tap to Proceed** button to be directed to the Review Order screen.



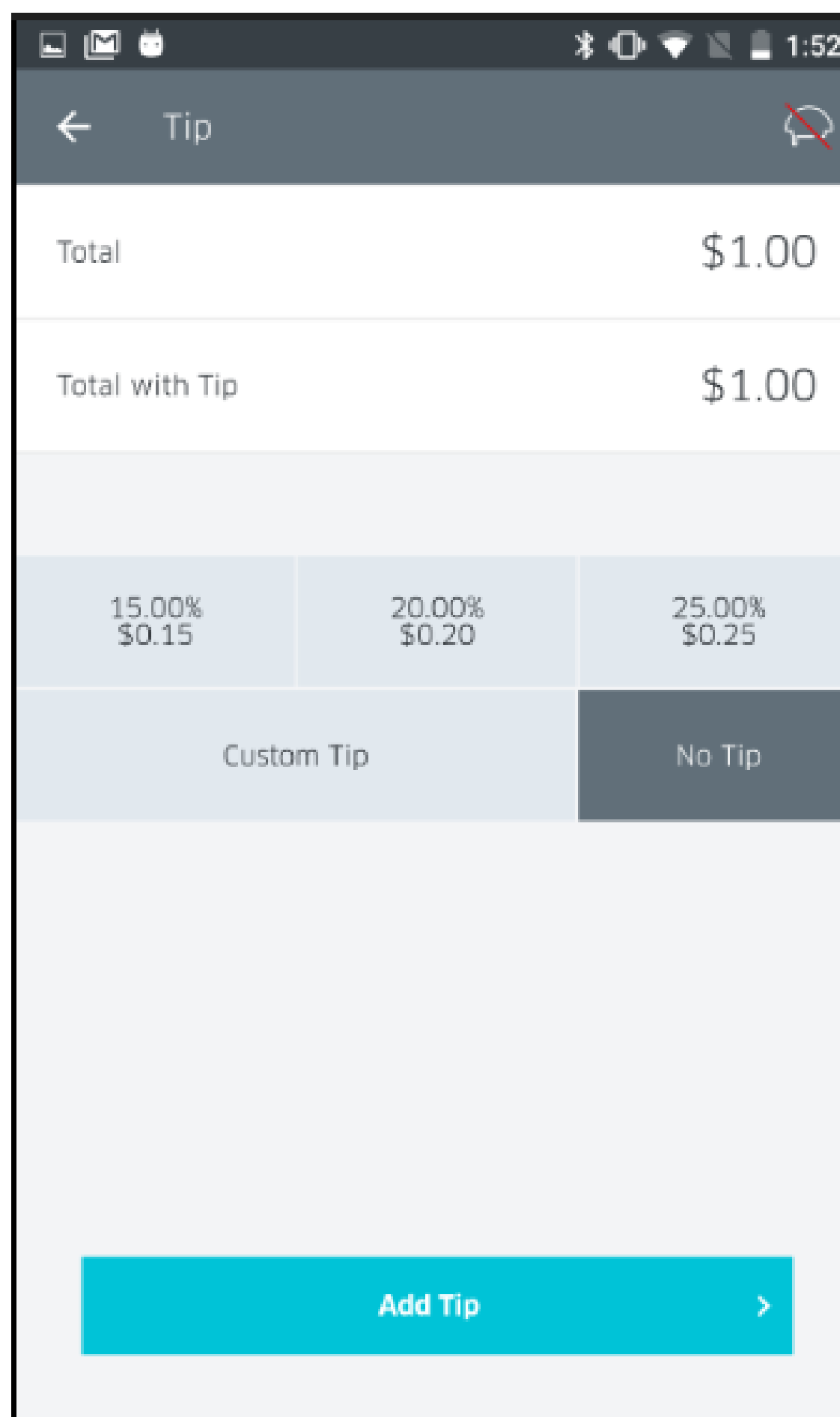
3. Review your order.
4. Tap the **Select Tender** button at the bottom of the screen to proceed with the transaction.



5. Tap **Keyed**.



6. If tips are enabled, you should now see the tip screen.



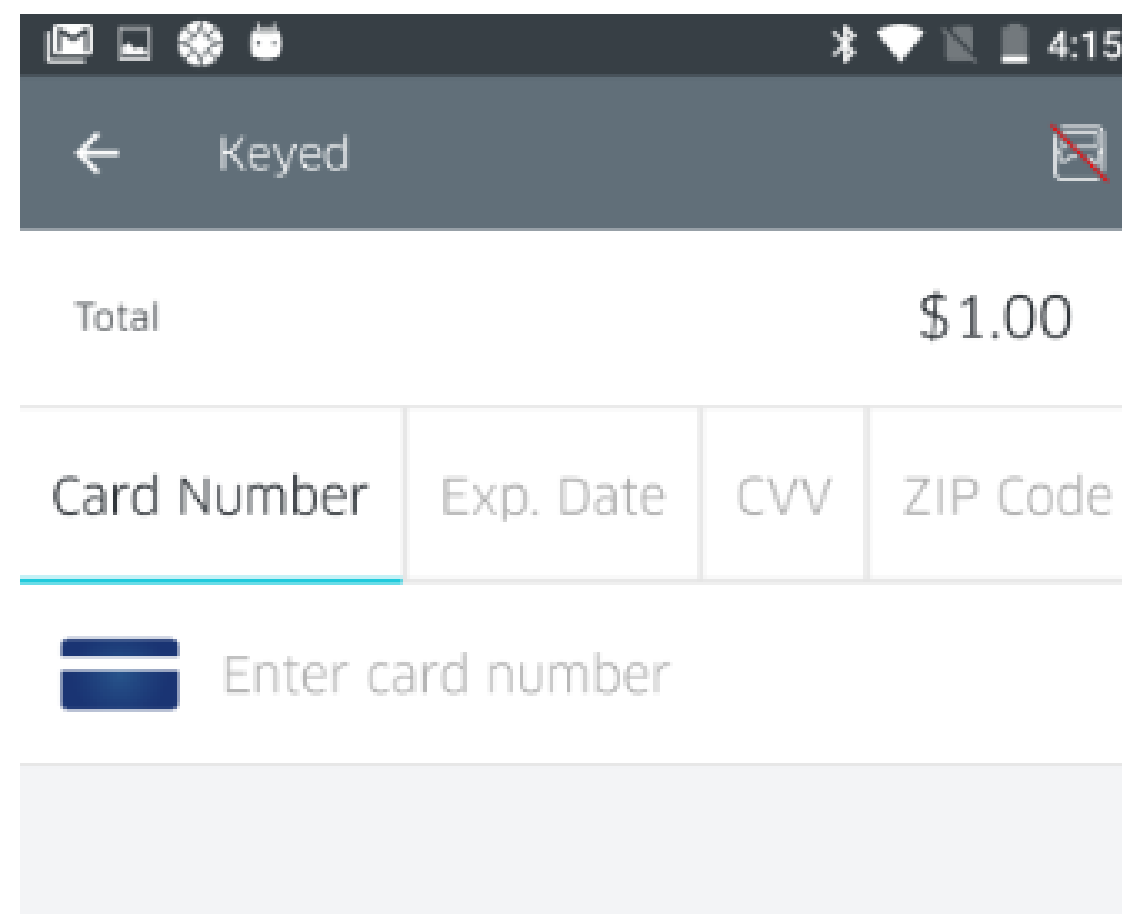
7. Allow the customer to input the tip amount. If you need to enter a **Custom** amount, tap **Custom** and perform the following:

- 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.

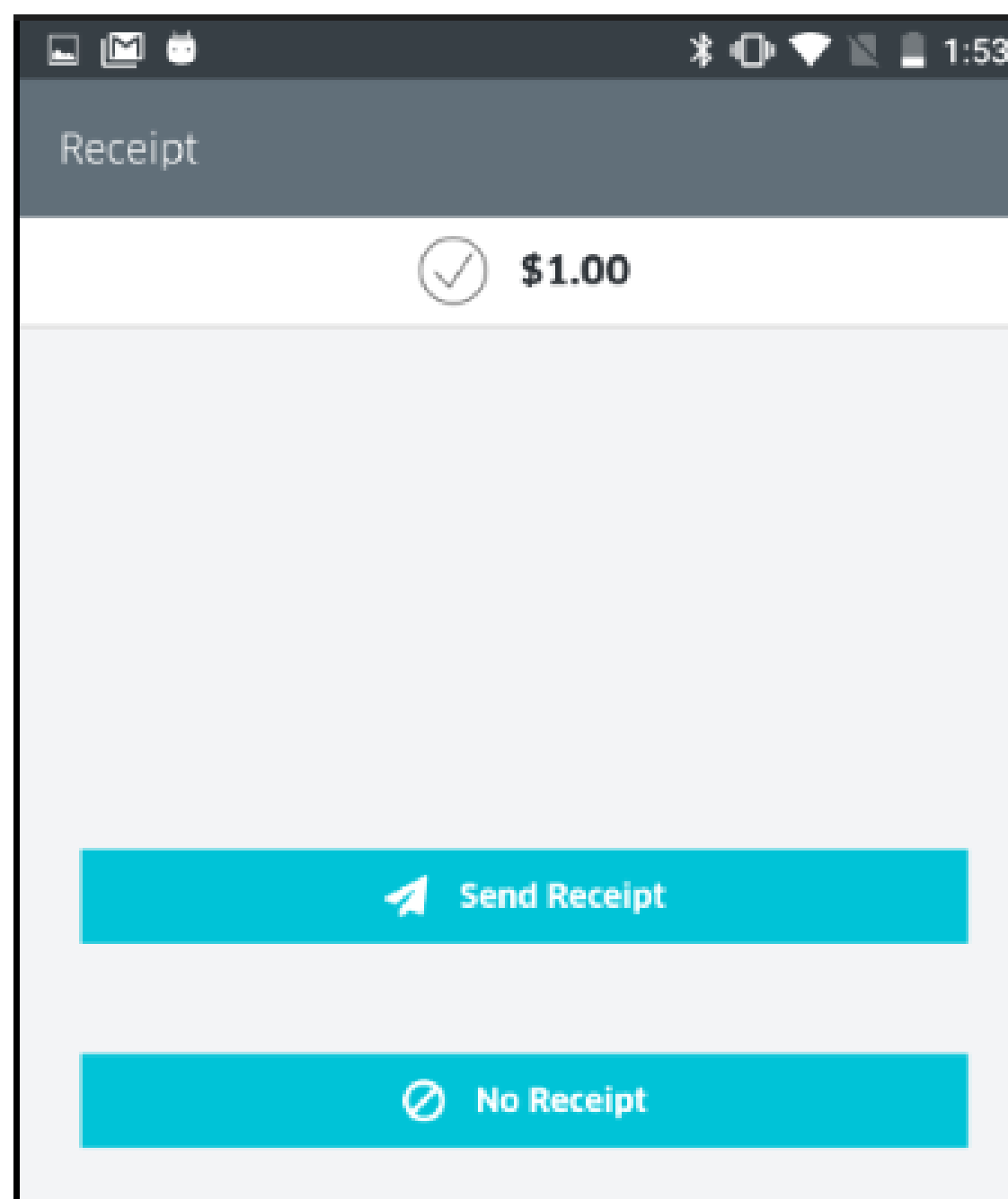
8. Tap **Add Tip** to proceed.

9. You will now be presented with the Payment screen. Using the keypad, enter the following information. Once the information is correctly entered, tap **Charge**.

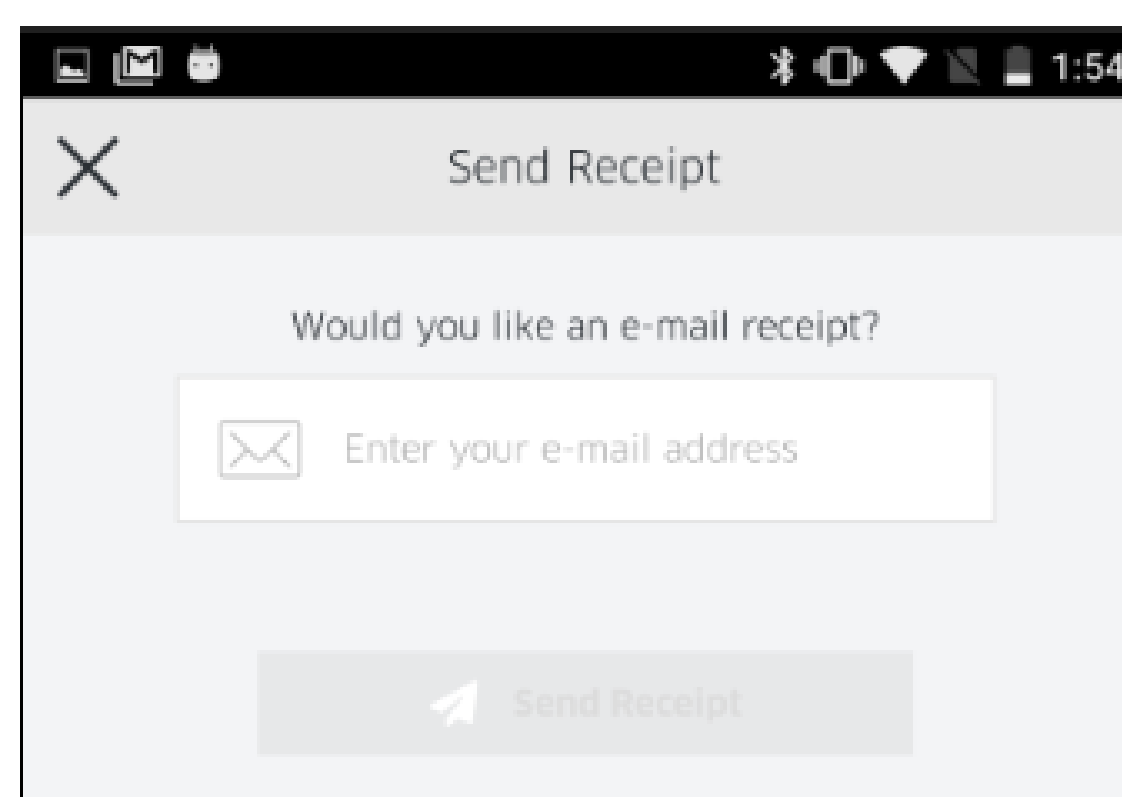
- Card Number
- Card Expiration Date
- CVV (If enabled in app settings)
- Zip Code (if enabled in app settings)



10. Once the transaction is completed, 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**.



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



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

