

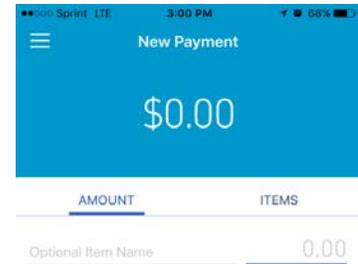
Intuit Card Reader Cheat Sheet

New Payment

This is where items are added to a purchase.

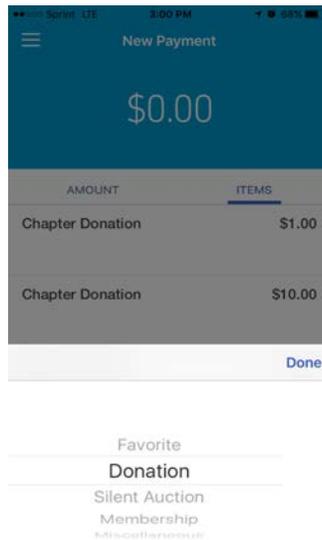
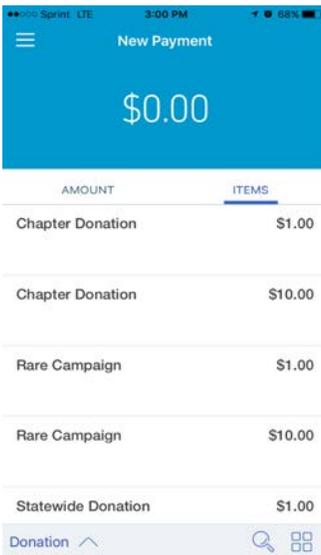
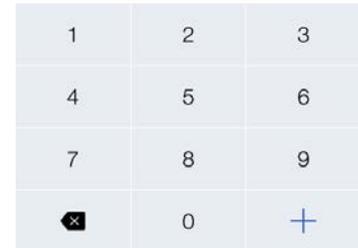
AMOUNT

Custom items can be added.
Enter item name (optional, but helpful for tracking) and total (including sales tax).
Hit the PLUS for a new item line.



ITEMS

Pre-loaded items can be added.
(See below for more details.)



Items

Tap ITEMS to view and select pre-loaded items.

These items are grouped by category. Tap the arrow at the bottom to view all categories.

Details

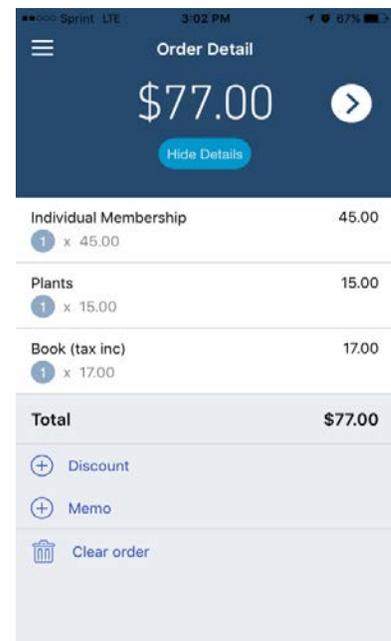
Once items are entered, an icon will appear under the total that says VIEW DETAILS. This is where the total order can be viewed.

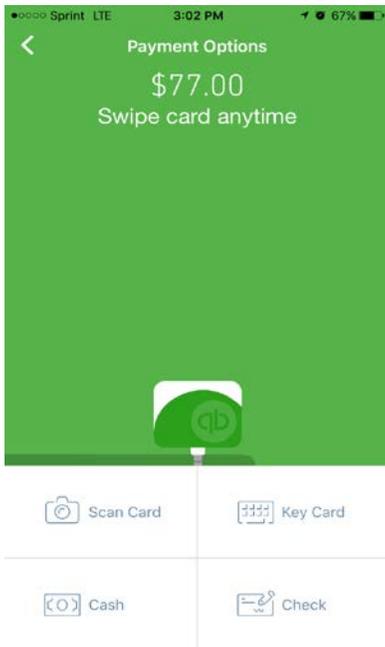
Quantities can be edited by tapping on each item.

Tap HIDE DETAILS to return to the New Payment screen to add more items. All items will save until the order is either processed or cleared.

Tap the arrow at the top to proceed to the Payment screen.

The order can be cleared at the bottom.





Run Payment

This is where the actual payment is processed

There are three options for running a card: Swipe, Scan, or Key

- Swipe the card with the card reader attached.
- Scan the card by taking a picture of it with or without the card reader attached.
- Key the card with or without the card reader attached.
NOTE: Fees for keying the card information are twice as much as they are for swiping.

Cash or check payments do not need to be recorded in the app.

FAQs

- **PLAY WITH THE APP BEFORE YOUR EVENT!** Until a card is run, everything can be deleted or undone. Practice adding items (both manually and from the item list), editing the quantities, clearing the order, etc.
- Only one person can reliably be logged into a single account at a time. It has worked in the past to have multiple people logged in at one time, but don't count on it. The system may see multiple users as a security threat and boot you out without warning.
- As an added security measure, the app will require a unique PIN for every new login. Be prepared for that every time you log into the app. Each new PIN will be sent to the login email address. Make sure someone at the event has access to the associated email.
- Use of the app requires: internet connection, volume turned up all the way, and Bluetooth off.
- Your first troubleshooting tool is always to delete the app and reinstall. This will reset it on your phone, but *will not* affect any payments already run on that device.
- Both Intuit customer support and the CNPS state office are closed on Sundays. Try to get your questions answered before your event. Google can be a valuable resource for troubleshooting on a Sunday.

Have a successful plant sale!