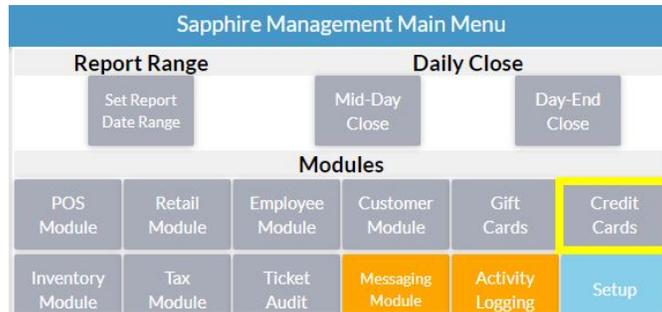


Enabling and Using Save for Later

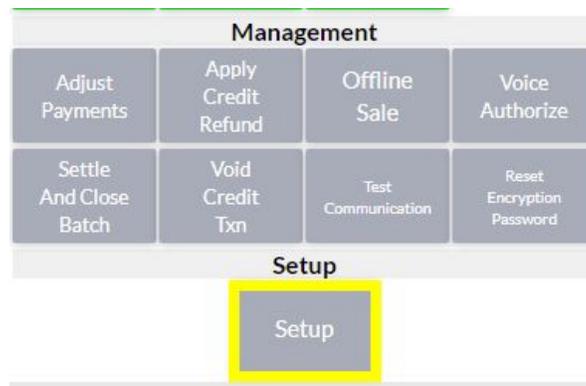
Save for later does not guarantee customer funds until the time of authorization

Setup

1. Login to **Manage System**
2. Select the Credit Card Module



3. Select **Setup**



4. Scroll through the settings on this page and **Uncheck "CC Auto Send"** and **Check "Force Showing Save for Later"** make sure to select **Update** at the bottom of the page to save your changes.

Authentication App Port	443	On-Screen Tipping Percentages	<input type="text"/>	<input type="text"/>	<input type="text"/>
CC Autosend	<input type="checkbox"/>	On-Screen Tipping Minimum	<input type="text"/>	<input type="text"/>	<input type="text"/>
Txn Timeout (seconds)	0	On-Screen Customer Slip Default	<input type="checkbox"/> Print		
Server CC Tip Chargeback (e.g. 2.5)	0.00 Chargeback %	Management Credit Slip	<input type="checkbox"/> Mask Exp Date <input type="checkbox"/> No Cust		
Credit Card Surcharge (e.g. 2.5)	0.00 Surcharge %	Allow External Processing	<input type="checkbox"/> Allow		
Don't Auto-print Credit Slips	<input type="checkbox"/> Don't Auto-print	Always Show "Save For Later" Button	<input checked="" type="checkbox"/> Force Showing		
		Don't print additional tip line	<input type="checkbox"/> Don't print		

Using While on Tickets

1. Swipe the card
 - a. **Note:** Save for Later can only be used with swiped cards, you are not able to manually enter a card and save it's data

2. Select **Save for Later**

Number:	374245001781003	Card Type:	American Express
Code:	***	Expires:	0120

Send
Save For Later

3. Tip adjust the ticket by selecting the green box on the screen

- a. **Note:** You are only able to tip adjust while on the payment screen, until the payment is authorized

Current Payments	Payment Methods	Amount	Bills
<div style="display: flex; align-items: center;"> X \$10.60 American Express </div> <div style="font-size: small; margin-top: 5px;"> Total Payments: \$10.60 Type: Credit Amt: 10.60 Acct: 1003 Tip: 0.00 </div>	<div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> Cash Check </div> <div style="display: flex; justify-content: space-around;"> Credit Gift Card </div>	<div style="text-align: right; font-size: large;">0.00</div> <div style="display: flex; justify-content: space-around; font-size: small; margin-top: 5px;"> +/- Backspace </div>	<div style="background-color: #008080; color: white; text-align: center; padding: 5px;">\$50</div> <div style="background-color: #008080; color: white; text-align: center; padding: 5px; margin-top: 5px;">\$20</div>

Getting Authorizations

1. Navigate to the **Credit Card Module** as before
2. Select **Adjust Payments**
3. Choose **Get Auth**

Saved Transactions (not yet authorized)							
Txn Id	Server	Order	Card	Exp	Amount	Tip	
2.	Khamu	2010298177	1003	mo: 01, yr: 20	10.60	0.00	<div style="display: flex; justify-content: space-between; font-size: small;"> Reference Get Auth Delete (Permanent) </div>

4. Wait for the **Successful Authorization** or **Declined Authorization** Response

Saved Authorization: Successful Authorization

Authorized (not in batch)							
er	Card	Amount	Tip	Batch	Zero OK		
50001	1003	10.60	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Settle	Void
		10.60	0.00				

If you receive a **Declined Authorization**. You can wait a day and try to authorize at a later point. Or you can delete that transaction and move forward with closing your batch. We cannot bring back deleted save for later transactions.

If you have any questions please call the support line at 208-345-2250

