

Get to know
PayAnywhere 4.0

Hello there!

If you are first time user or you do not have an item library, the Sell screen will be clean and simple. Either tap Express Item or start swiping to initiate a transaction. Or, to load items, tap Edit Mode.

Quickly find an item with the search bar.

Switch between grid and list view by tapping here.

Expand or collapse the Categories panel by tapping here.

Tap on the Navigation Menu to access your settings, reporting, and edit your item library. You can also create a pre-authorization and force transaction here.

The screenshot displays the iPad app interface. The top status bar shows 'iPad' and '9:00 AM'. The main screen is titled 'All Items' and features a navigation menu (hamburger icon) on the left, a search bar, and view toggles (list and grid icons). Below the title, there are three sections: 'ITEM LIBRARY', 'EXPRESS ITEM', and 'DISCOUNTS'. The 'ITEM LIBRARY' section contains a grid of items with images, titles, and prices. The 'EXPRESS ITEM' section has a green button labeled 'Eu' for 'European Plug...' at \$7.95. The 'DISCOUNTS' section has a blue button labeled 'De' for 'Delivery' at \$9.95. To the right, an 'Invoice' panel shows a list of items with their prices and a total of \$47.59. A 'Swipe Card Now' prompt is visible at the bottom of the invoice panel.

ITEM LIBRARY	EXPRESS ITEM	DISCOUNTS
Aviator Sunglas... \$79.95	Backpack \$49.95	Carry-On \$249.95
Duffle Bag \$29.95	Earbuds \$29.95	Checked Suitcase \$249.95
Leather Briefcase \$125.95	Men's Chrono... \$79.95	Handbag \$299.95
Passport Cover \$19.95	Men's Shaving... \$29.95	Laptop Case \$79.95
Women's Trav... \$34.95	Smartphone Case \$24.95	Tablet Case \$34.95
Women's Watch \$149.95	Zip Jacket \$59.95	Wallet \$19.95
		Women's Over... \$89.95

Invoice		Clear
Mi	Mini Umbrella	\$19.95
	Smartphone Case	\$24.95
	5.5" Screen	\$29.95
	Stitched Leather	\$5.00
	Subtotal	\$34.95
	Express Discount	-\$10.00
	Subtotal	\$44.90
	Tax	\$2.69
	Total	\$47.59

Making a sale

Express Item/Swipe to Sell

For an Express Item, tap on Express Item, and enter an amount. For Swipe to Sell, just swipe the card, enter the amount, and follow the prompts to complete the sale.

The screenshot shows an iPad app interface. At the top, it says 'iPad' and '9:00 AM'. The main screen is titled 'All Items' and features a grid of items categorized into 'ITEM LIBRARY', 'EXPRESS ITEM', and 'DISCOUNTS'. The 'ITEM LIBRARY' includes items like Backpack (\$49.95), Earbuds (\$29.95), Men's Chrono... (\$79.95), Smartphone Case (\$24.95), and Women's Watch (\$149.95). The 'EXPRESS ITEM' category shows a red Carry-On (\$249.95), a green European Plug... (\$7.95), and a pink Zip Jacket (\$59.95). The 'DISCOUNTS' section includes Checked Suitcase (\$249.95), Handbag (\$299.95), Men's Sport Su... (\$99.95), and Women's Over... (\$89.95). On the right side, an 'Invoice' is displayed, listing items like Mini Umbrella (\$19.95) and Smartphone Case (\$24.95) with a subtotal of \$44.90 and tax of \$2.69. A 'Proceed to Checkout' button is visible at the bottom right with a total of \$47.59.

Category	Item Name	Price
ITEM LIBRARY	Backpack	\$49.95
ITEM LIBRARY	Earbuds	\$29.95
ITEM LIBRARY	Men's Chrono...	\$79.95
ITEM LIBRARY	Smartphone Case	\$24.95
ITEM LIBRARY	Women's Watch	\$149.95
EXPRESS ITEM	Carry-On	\$249.95
EXPRESS ITEM	European Plug...	\$7.95
EXPRESS ITEM	Zip Jacket	\$59.95
DISCOUNTS	Checked Suitcase	\$249.95
DISCOUNTS	Handbag	\$299.95
DISCOUNTS	Men's Sport Su...	\$99.95
DISCOUNTS	Women's Over...	\$89.95

Invoice	
Mini Umbrella	\$19.95
Smartphone Case	\$24.95
5.5" Screen	\$29.95
Stitched Leather	\$5.00
Subtotal	\$34.95
Express Discount	-\$10.00
Subtotal \$44.90	
Tax \$2.69	

Discounts

Previously created discounts and Express Discounts are located in Discounts. To create an Express Discount, simply enter in the amount and hit Add to Cart.

Split tender

Split tender allows you to accept multiple forms of payment on a single transaction.

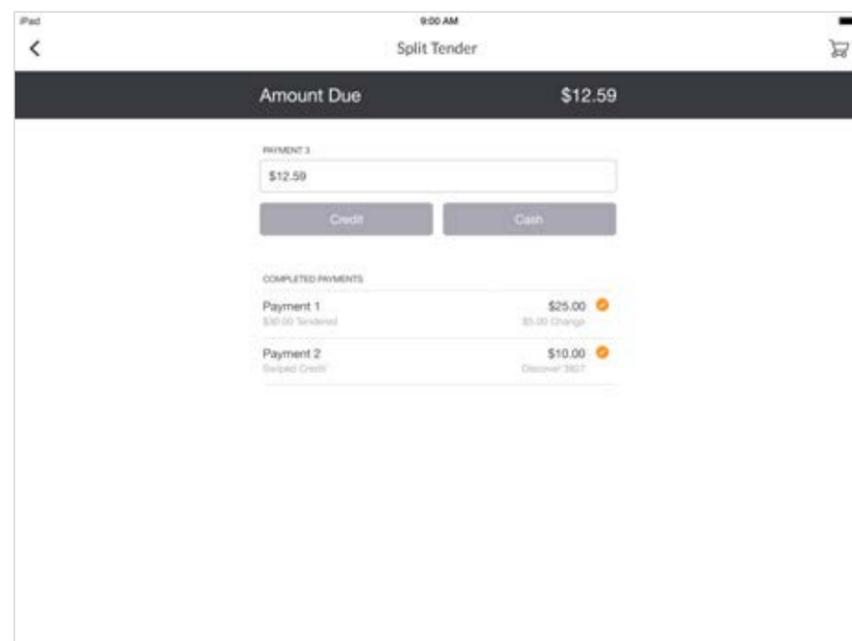
1. Ring up a sale then tap Split Tender.



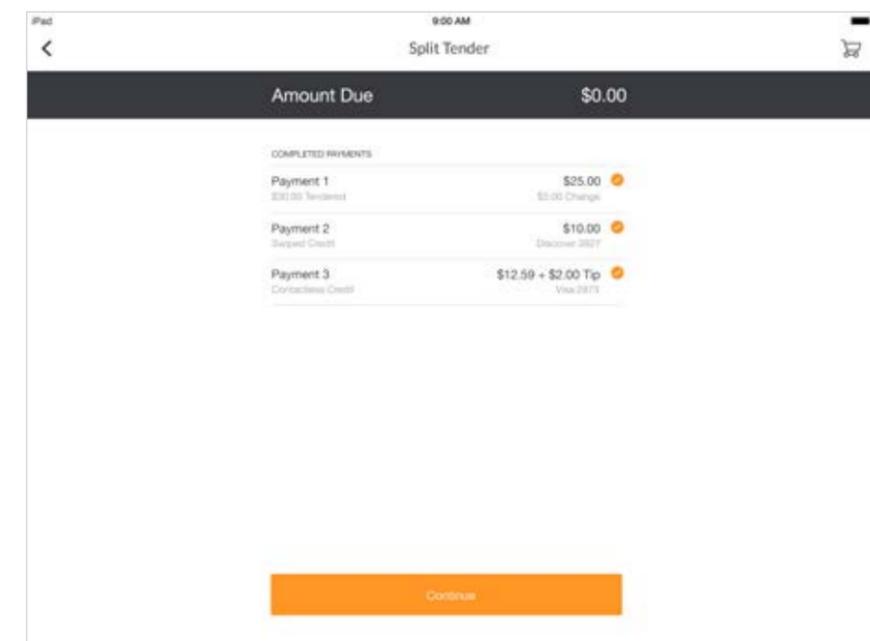
2. Enter in the first payment amount, along with the method of payment.



3. After the first payment the app will calculate the amount still owed to you. Continue by entering in the second payment amount and method.



4. Continue as needed until amount due is \$0. Tap Continue to complete the transaction.



Item library

Access your item library by tapping on the Navigation Menu and selecting "Edit Mode." Tab through Items, Categories, Discounts, and Modifiers, depending on what you need to add or edit.

Discounts

Tab to Discounts. Tap on the "+" symbol to add a discount. Specify a dollar amount or percentage, name the discount, and attach a color for identification.

Modifiers

Modifiers are useful for customizing items, such as changing colors, fabric, or add ons. Tab to Modifiers. Tap on the "+" symbol. Create a Modifier Set and then the individual modifiers themselves.

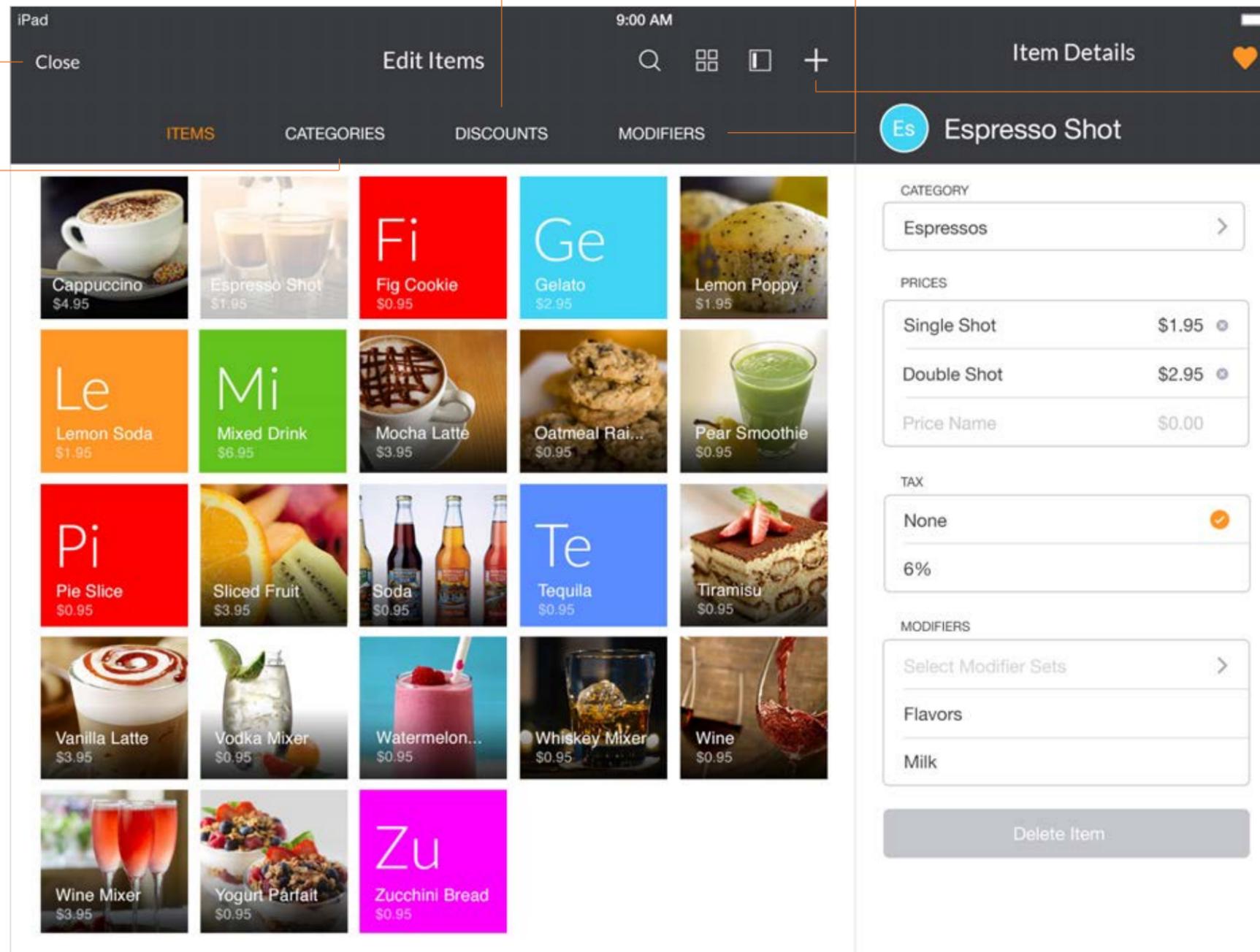
Tap Close when you are finished with your item library.

Categories

Group your items in Categories that are organized by both a color and name. Tab to Categories. Tap the "+" symbol to add a category. Tap the heart icon next to an item to add it to your Favorites category.

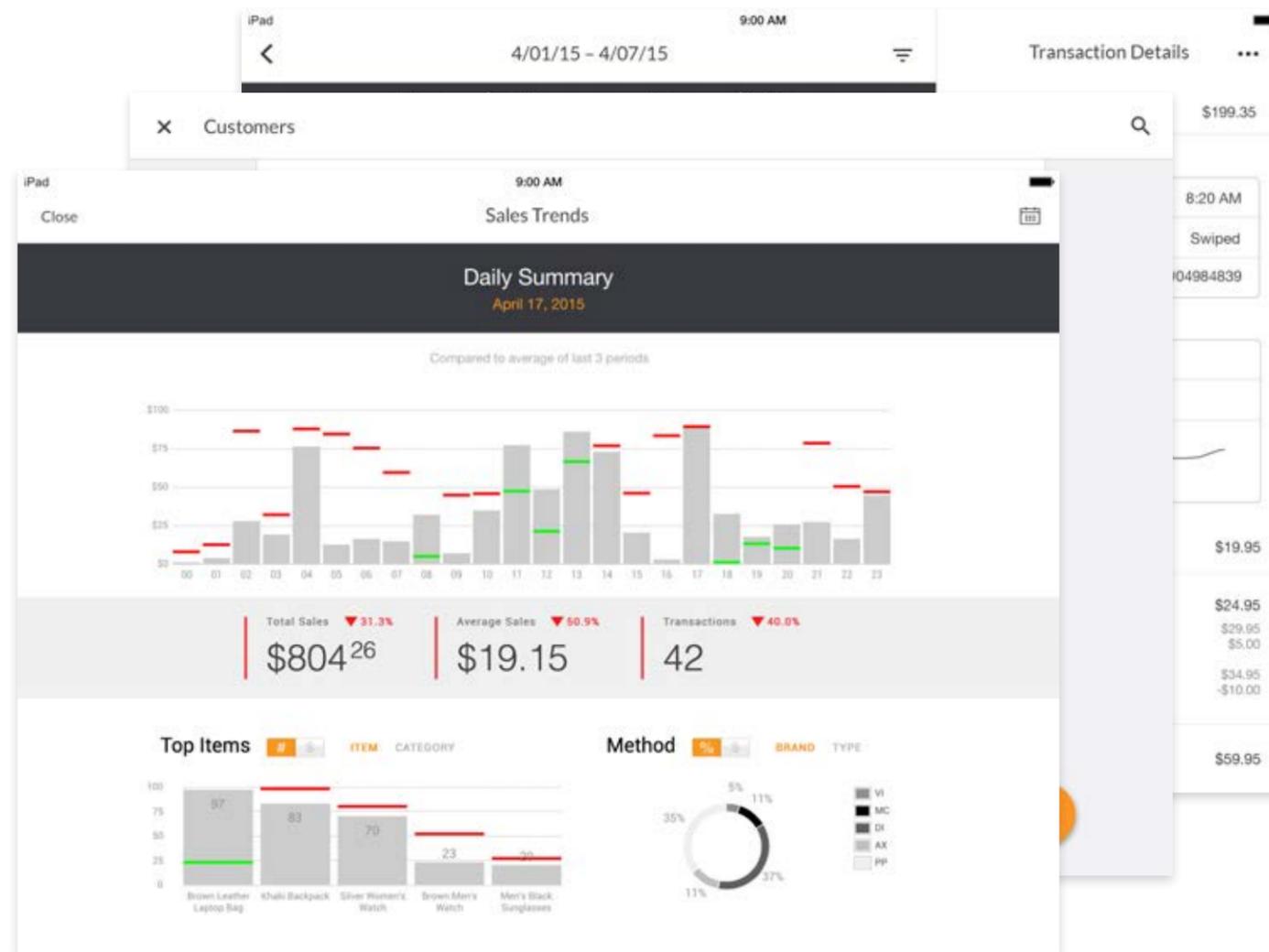
Add/Edit Items

Tab to Items. Tap on the "+" symbol to add an item. When adding an item, you can add Multiple Prices or Modifiers to a single item listing.

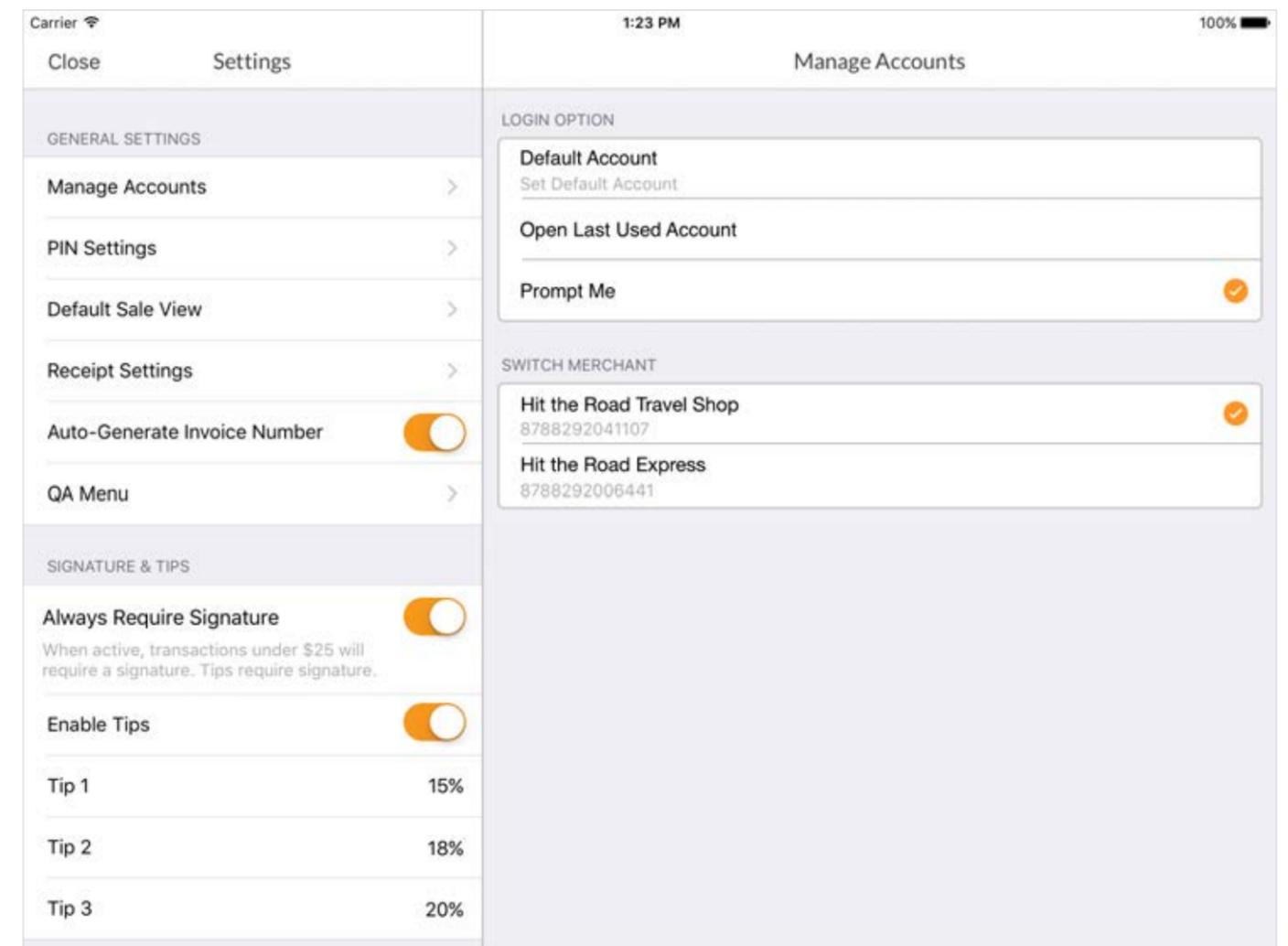


Reporting and Settings

Go to the Navigation Menu for reporting and settings.



View your Transactions, Sales Trends, and Customer reports here. Refunds and voids can be made through Transactions.



Under Settings, you can customize the app to fit your needs. Edit your receipt, set tax, include tips, or configure your printer here.

Support

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