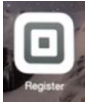



Garden Club of York

Directions for Processing **Credit Card** Sales Using the Square

1. If using the iPad mini, type **1922** to unlock the screen.
2. Find this icon  and click on it.
3. You should now see the screen shown in **Figure 1**. If not, touch on icon found in the red box shown in **Figure 1**.
4. First complete paper Sales Slip. Now enter TOTAL amount of customer's purchase into the iPad/iPhone. If you entered the correct amount, go to set 5; if you entered the wrong total, follow the following steps a to d.
 - a. See **Figure 2**. At top of screen touch on . See red arrow.
 - b. Touch **Custom Amount**.
 - c. At bottom of screen touch **Remove Amount** and then touch **Confirm Remove Item**.
 - d. To return to the register screen, touch **No Sale** found at top of screen.
5. Swipe the customer's credit card using the Square.
6. Have customer sign using their finger on the iPad/iPhone. When they finish signing, touch the **Done Signing** button.
7. On the next screen touch on **All Done**.
8. To prepare for the next sale, touch on the blue number found in the lower left. See **Figure 1** red arrow.
9. See **Figure 3**. Now touch **Register** to return to the screen found in **Figure 1** so ready for next credit sale.

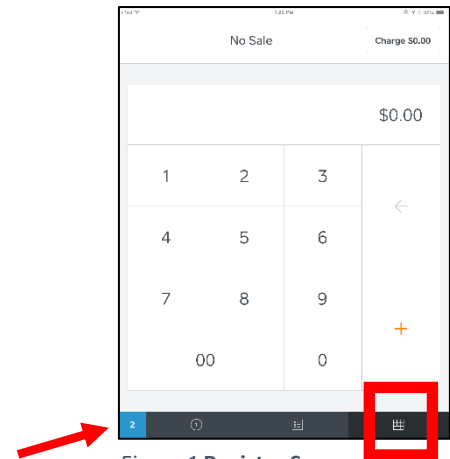


Figure 1 Register Screen

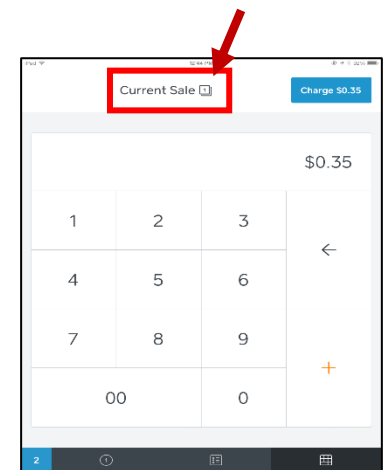


Figure 2 Correcting Wrong Sales Total

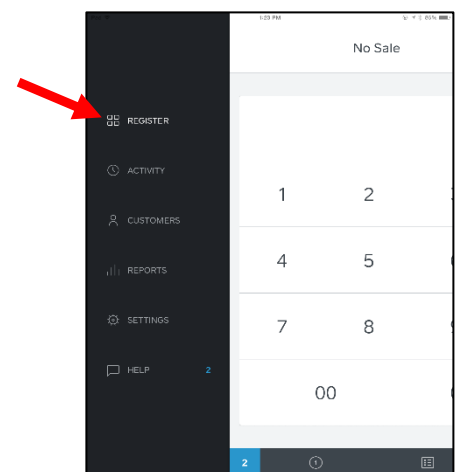


Figure 3 Menu

NOTE: Refund--If you need to undo/refund/cancel the sale for any reason, do it immediately by following the directions steps 10 to 17 on the next page of these directions.

Garden Club of York

Directions for CANCELLING a Credit Card Sales Using the Square

- To undo/refund/cancel, touch on the blue number found in the lower left.
- Touch the word **Activity** found on the left side of screen.
- See **Figure 4**. Under **CARD PAYMENT** section you will see the type of credit card and the last 4 digits of the customer's credit card. It may take a few seconds for the sale to go through. Just wait.
- Touch **Issue Refund** button.
- Enter amount of refund.
- Touch **Canceled Order**.
- Touch the blue **Refund \$---.---** button found on top right.
- To prepare for the next sale, touch the blue number found in the lower left. Now touch **Register** to return to the screen found in **Figure 1**.

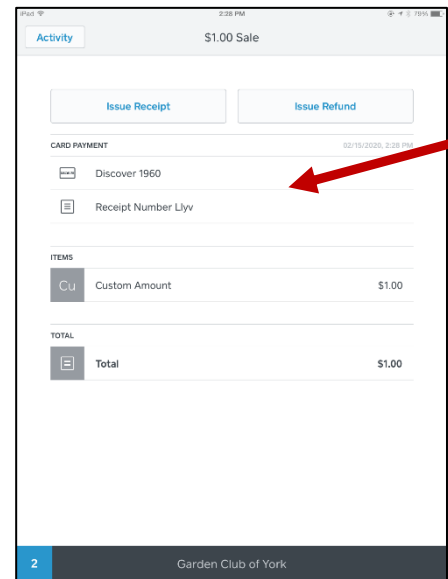


Figure 4 Amount to Refund

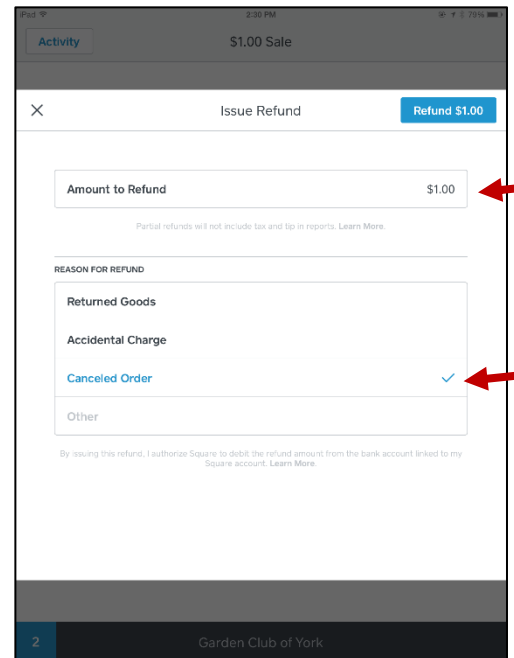


Figure 5 Refund