Steps
1 | Configure Online POS Terminal
2 | Administration - General
3 | Administration - Transactions
4 | Administration - Receipts
5 | Administration - Settlement
6 | Administration - Device Management
7 | Configuration Complete

Step 1
Configure Online POS Terminal

Select Administration to configure Online POS Terminals.
Step 2
Administration - General

Use the General link to set or re-set your Default Merchant ID #.
Step 3

Administration – Transactions

Use the Transactions link to select:
4. Purchase Card Information 5. Cashback
Step 4

Administration - Receipts

Use the Receipts link to configure your receipt information, and include your logo:

1. Upload Receipt Image
2. Receipt Header Information
3. Receipt Footer Information

Insert image of the Administration interface with three sections:

1. Receipt Image: An area to upload an image file.
2. Header: A section to input text lines, such as:
   - Line 1: "Your Company"
   - Line 2: "Better Pizza"
   - Line 3: "4301 Independent Ave, Fairway"
   - Line 4: "Tampa, FL 33610"
3. Footer: An area to input thank you messages, such as:
   - Line 1: "Thank you for your business"
   - Line 2: "Like us on Facebook"
   - Line 3: "See you again"
   - Line 4: ""
Step 5

Administration - Settlement

Use the Settlement link to:
1. Enable Auto Settlement
2. Set Time to Auto Settle
3. Set Time Zone
Step 6
Administration - Device Management

If you use a PIN pad, create a **Device Name** if you have more than one. Select **Update** if you receive an alert to update your PIN Pad’s parameters.
Steps
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Step 7
Configuration Complete
Select Home to return to the Home screen.