

## auctionpay

# Event Cheat Sheet

## Registration

**Express Pay Transactions** – Express Pay allows your guests to swipe a credit card at registration, thus eliminating the need to see the cashier at the end of the event. Receipts for Express Pay guests will reflect a \$0 amount. Final purchase amounts for Express Pay guests are entered into the Master terminal after the event.

- Greet guest and ask them if they are using a credit card to pay for auction items. If so, swipe credit card for Express Pay
- Key in the bidder number, press **[Enter]**
- “**Verify number**”, re-key bidder number, press **[Enter]**
- Merchant receipt prints, press **[OK]** or **[Enter]**
- Customer receipt prints

**Manual Credit Card Entry** – if the terminal cannot read the credit card, enter the card information manually

- Key in the credit card number, press **[Enter]**
- Key in expiration date, press **[Enter]**
- Key in the bidder number, press **[Enter]**
- “**Verify number**”, re-key bidder number, press **[Enter]**
- Merchant receipt prints, press **[OK]** or **[Enter]**
- Customer receipt prints

**Void** – deletes bidder number and transaction data. This function can also be used to clear any test data residing in the terminal.

- Press **[Tools] [Void]**
- Key in the bidder number, press **[Enter]**
- “**Void this transaction**”, press **[Yes]** or **[Enter]**
- Merchant receipt prints, press **[OK]** or **[Enter]**
- Customer receipt prints

**Reprint** – reprints receipt of a bidder in the terminal

- Press **[Reprint]**
- Key in the bidder number, press **[Enter]**
- Merchant receipt prints, press **[OK]** or **[Enter]**
- Customer receipt prints



At the close of registration, print Credit and Bidder reports from the Master terminal.  Refer to the Auctionpay **Quick Start Guide** for detailed instructions.



**Cashiering** – Cashiering, or check-out, which is set up once registration has closed, is where payments are taken from guests who did not swipe their credit cards at registration. Additionally, guests may want to adjust a previous payment, or split their payment between multiple credit cards.

### Sales Transactions

- Press [Cashiering]
- Swipe card
- Key in the bidder number, press [Enter]
- “Verify number”, re-key bidder number, press [Enter]
- Key in the purchase amount, press [Enter]
- Merchant receipt prints, press [OK] or [Enter]
- Customer receipt prints

**Adjustments** – allows user to override the current dollar amount in the terminal and replace it with a new amount.

- Press [Tools] [Adjustment]
- Key in the bidder number, press [Enter]
- “Enter Amount”, key in dollar amount, press [Enter]
- Merchant receipt prints, press [OK] or [Enter]
- Customer receipt prints



Adjustments cannot be made to Split Pay transactions. If an adjustment is necessary, void the transaction and re-swipe the credit card to begin the transaction again.

**Split Pay** – allows users to swipe multiple credit cards for one bidder number. This function can only be performed on a bidder number currently in the terminal.

- Press [Tools] [More] [Reports] [Split Pay]. You will be prompted to enter an administrator password. Please refer to the administrator password listed in the Quick Start Guide that was included with your terminal shipment.
- Key in the bidder number, press [Enter]
- Key in the dollar amount for credit card currently in the terminal, press [Enter]
- Merchant receipt prints, press [OK] or [Enter]
- Customer receipt prints
- “Add Another Card?”, press [Yes] or [No]
- Swipe second credit card
- “Enter Amount”, key in the dollar amount, press [Enter]
- Merchant receipt prints, press [OK] or [Enter]
- Customer receipt prints
- “Add Another Card?”, select [Yes] or [No] as appropriate



At cashiering close, run a final Credit report from the Master before shutting down terminals.

**Shutting Down the Terminals** – once reports have been run, you can shut down terminals.

- On the main screen, press **[Shut Down]**
- **“All Data Has Been Saved, Would You Like To Proceed With Shut Down?”**, press **[Yes]**
- Remove A/C adapter
- Return equipment to packing case