

Using D.A.V.E. Point of Sale

1. On the Services page select whether the order is coming from the Counter or Mail.

Services

Source ▾

Will this order be paid for by Credit Card? ☐

1 Name: [Name] [Address] [City] [State] [Zip]

Internet Funeral Home
Mail In
Counter

Order has come in through the mail

Customer has walked in and is at your counter

Ignore other selections in this dropdown

2. If the customer is paying by credit card (swiping card/provided credit card number in the application) check off the box 'Will this order be paid for by Credit Card.'

Services

Source ▾ Counter Received Date SEP-21-2017

Will this order be paid for by Credit Card? ☒

If form of payment is not a credit card DO NOT check off the check box.

Credit Card Available

1. When adding a service, from the 'Priority' dropdown select '**REGULAR**' this informs the system there is a card present for you to swipe.

Service ▾ Death Certified w fee Quantity 1 Priority ▾ REGULAR Delivery ▾ COUNTER

Request Reason ▾ Other Specify ▾

Mail In
REGULAR
VitalChek

Save Cancel

2. To use the POS Device for credit card payment select 'POS Credit Card/Debit' from the 'Add Payments' dropdown.

Payments

Received Date: SEP-21-2017

Add Payments

Only used in the case POS device is not functioning properly.

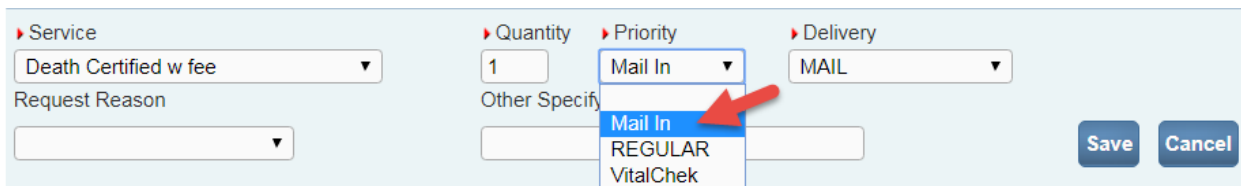
POS Credit Card/Debit ▾ Add Payment

Credit Card
POS Credit Card/Debit

Payments for this order. To

Credit Card Not Available (number provided on application) – Mail in

1. When adding a service, from the 'Priority' dropdown select '**Mail In**' this informs the system there is a card number available for you to enter.



The screenshot shows a form with four main sections: Service, Quantity, Priority, and Delivery. The Service dropdown is set to 'Death Certified w fee'. The Quantity is '1'. The Priority dropdown is open, showing options: 'Mail In' (highlighted with a red arrow), 'REGULAR', and 'VitalChek'. The Delivery dropdown is set to 'MAIL'. There is also a 'Request Reason' dropdown and a 'Save' button.

2. You will receive the following payments page where you can enter the credit card number provided for payment.

Payments

Received Date: SEP-21-2017

Fee Effective Date: SEP-21-2017

Credit

Payment Type*

☒ Credit Card

Credit Card Number*

Card Expiration*

 2017

☐ By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee.

Pay Now

Other form of Payment

1. If using a form of payment other than Credit Card DO NOT select the 'Will this order be paid for by Credit Card.'
2. Once complete with the 'Services' page you will select the form of payment from the 'Payments' page.



ARIZONA DEPARTMENT
OF HEALTH SERVICES

LICENSING

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