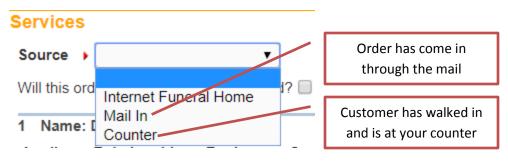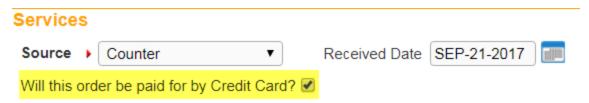# Using D.A.V.E. Point of Sale

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

Order has come in through the mail

Customer has walked in and is at your counter

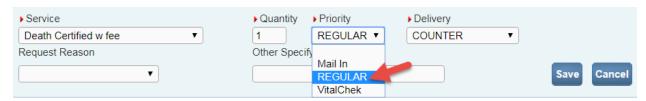***Ignore other selections in this dropdown***

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.'
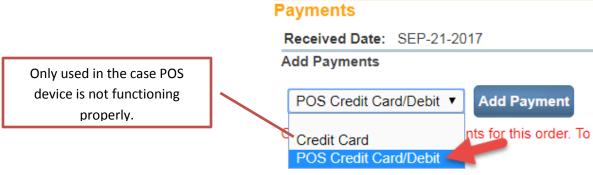

If form of payment is not a credit card <u>DO NOT</u> check off the check box.

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.

2. To use the POS Device for credit card payment select 'POS Credit Card/Debit' from the 'Add Payments' dropdown.
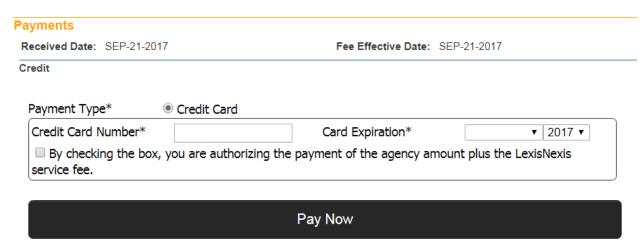
Only used in the case POS device is not functioning properly.

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.

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

Other form of Payment

1. If using a form of payment other than Credit Card <u>DO NOT</u> 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.