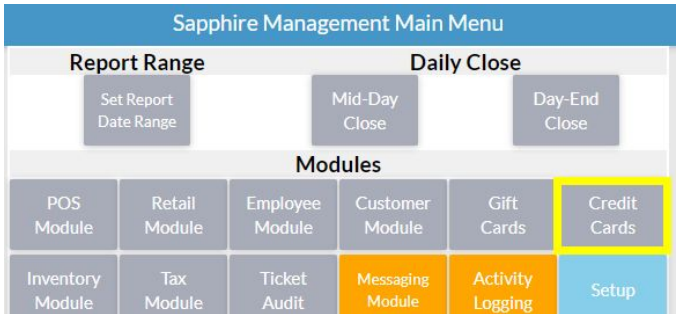
Enabling and Using Save for Later

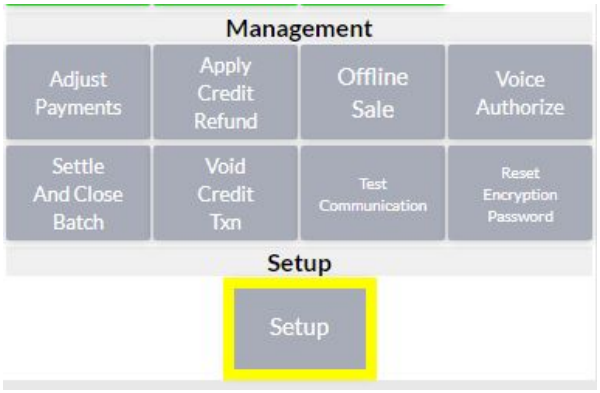
Save for later does not guarantee customer funds until the time of authorization

Setup

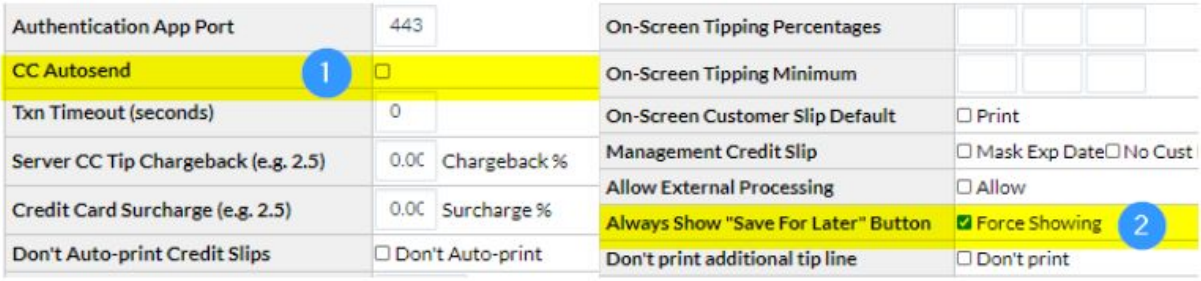
1. Login to **Manage System**
2. Select the Credit Card Module



3. Select **Setup**



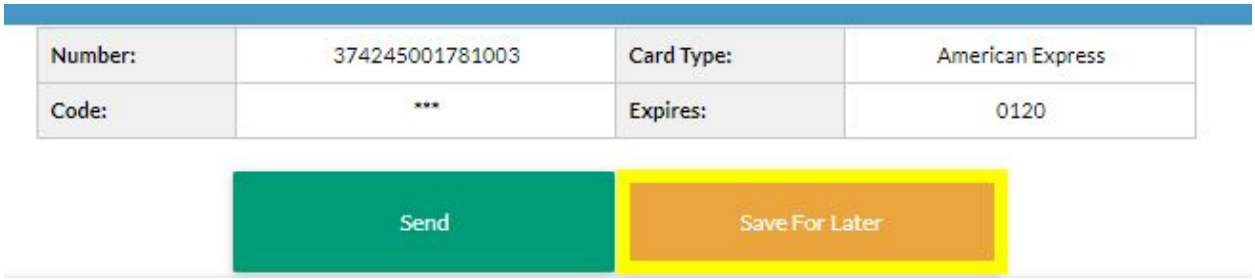
4. Scroll through the settings on this page and **Uncheck "CC Auto Send"** and **Check "Force Showing Save for Later"** make sure to select **Update** at the bottom of the page to save your changes.



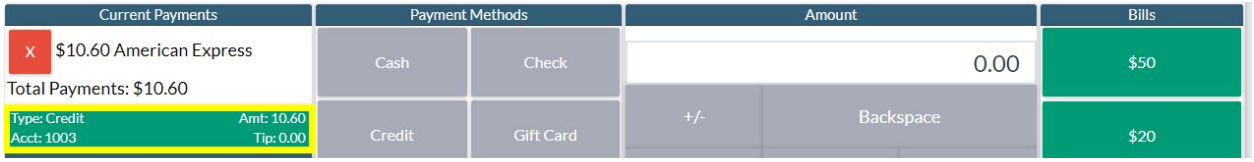
Using While on Tickets

1. Swipe the card
    a. **Note**: Save for Later can only be used with swiped cards, you are not able to manually enter a card and save it's data

2. Select **Save for Later**



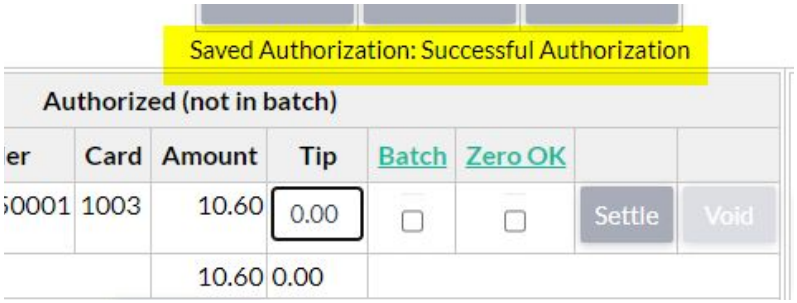
3. Tip adjust the ticket by selecting the green box on the screen
    a. **Note:** You are only able to tip adjust while on the payment screen, until the payment is authorized



Getting Authorizations

1. Navigate to the **Credit Card Module** as before
2. Select **Adjust Payments**
3. Choose **Get Auth**

4. Wait for the **Successful Authorization** or **Declined Authorization** Response



If you receive a **Declined Authorization.** You can wait a day and try to authorize at a later point. Or you can delete that transaction and move forward with closing your batch. We cannot bring back deleted save for later transactions.

If you have any questions please call the support line at 208-345-2250