

Print a Receipt From the Card Capture—Perform Card Transaction Page

To print a paper receipt from Card Processing, the *Card Capture—Perform Card Transaction* page, complete the following steps:

1. Enter the pertinent card details to process a card payment.
2. Under Terminal Controls, click **Print Receipt** as shown in Figure 1. An **Approved Receipt** prints for the approved transaction.

Figure 1. Card Processing Card Capture – Perform Card Transaction, Print Receipt

The screenshot displays the 'Card Processing' interface. At the top, it says 'Card Capture - Perform Card Transaction'. Below this, a warning message states: 'Please do not enter Personally Identifiable Information (PII), or any piece of information which can potentially be used to uniquely identify, contact, or locate a single person, such as Social Security Numbers, Passport Numbers, Driver's License Numbers, etc., when processing card payments.' A green message below reads: 'Transaction was processed successfully. Card Invoice ID: 51aZUbj5y7mJ, Amount \$25.00'.

The 'Transaction Data' section prompts the user to 'Please enter the following card processing information.' and shows an 'Amount: *' field with a red border. To the right, the 'OTC Endpoint' section lists: 'Short name: FS3', 'Description: Credit and Debit #2', and 'ALC: 20180031'.

The 'Card Processing Information' section lists: 'Chain Code: 0V3951', 'Division: 001', 'Merchant ID: 4445035000216', and 'Card Terminal Serial Number: 284741275'.

The 'Terminal Controls' section contains several buttons: 'Process Payment', 'Print Receipt' (highlighted with a red box), 'Manual Card Entry', 'Cancel Transaction', and 'Clear'. A 'Return Home' button is located at the bottom right of the interface.



Application Tips

- **Print Receipt** remains enabled to allow you to print additional receipts.
- You have about 4-6 seconds to click **Print Receipt**.
- If **Print Receipt** is not clicked within the allotted time, it grays out. If a receipt is still needed, access the **Card Transaction Query** function.