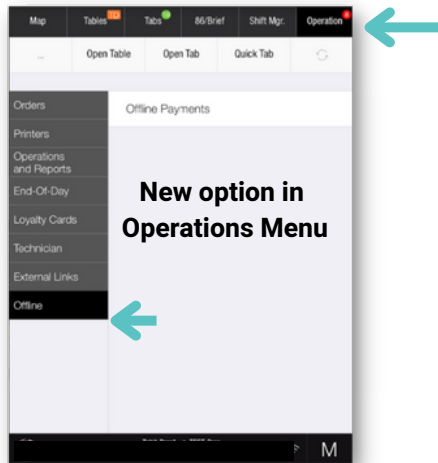
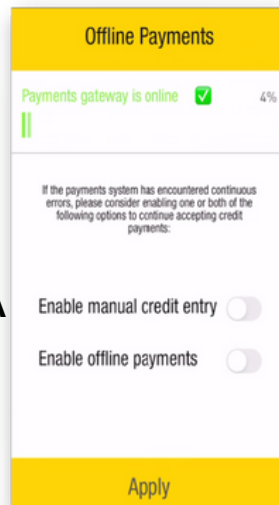


OFFLINE PAYMENTS

1. Log into the PAD under a Manager Job Function select Operations > Offline

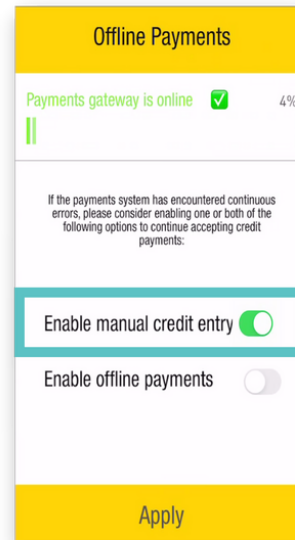


2. An Offline Payments box will popup with the status of the payments gateway

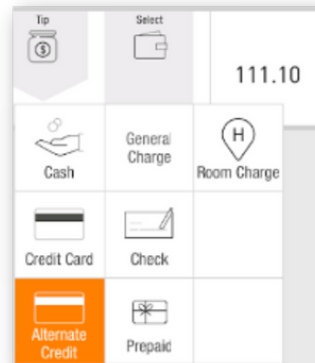


3. Choose the applicable solution
 - A. Enable manual credit entry
 - B. Enable offline payments
 - C. Enable both methods

- A. Manual Credit "Alternative" is enabled**
Manual Credit = Live approvals and declines via a secondary credit account

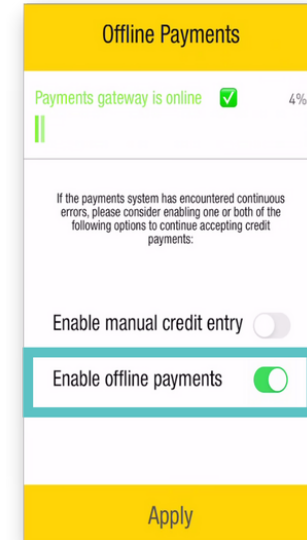


When Manual Credit is enabled, a new orange icon will be available to process payment

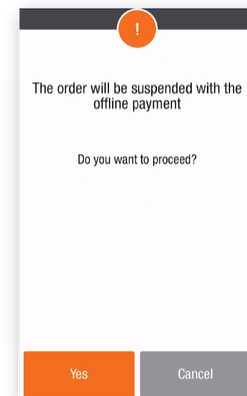


Payment Flow: Alternate Credit > Manual Entry > Submit

- B. "Alternate" Credit is not available**
Offline payments = No live approvals and declines. Orders will be suspended until payments are back online



When Offline Payments are enabled continue to use credit card icon.



Payment Flow: Client Tip > Sign > Receipt > Thank You > Customer Phone Number and Name > Credit Card Capture > Print > Suspend Order

***If you do not have the ability to enable manual entry it will be greyed out and unavailable**