

# Pairing and Transaction User Guide

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# System Requirements

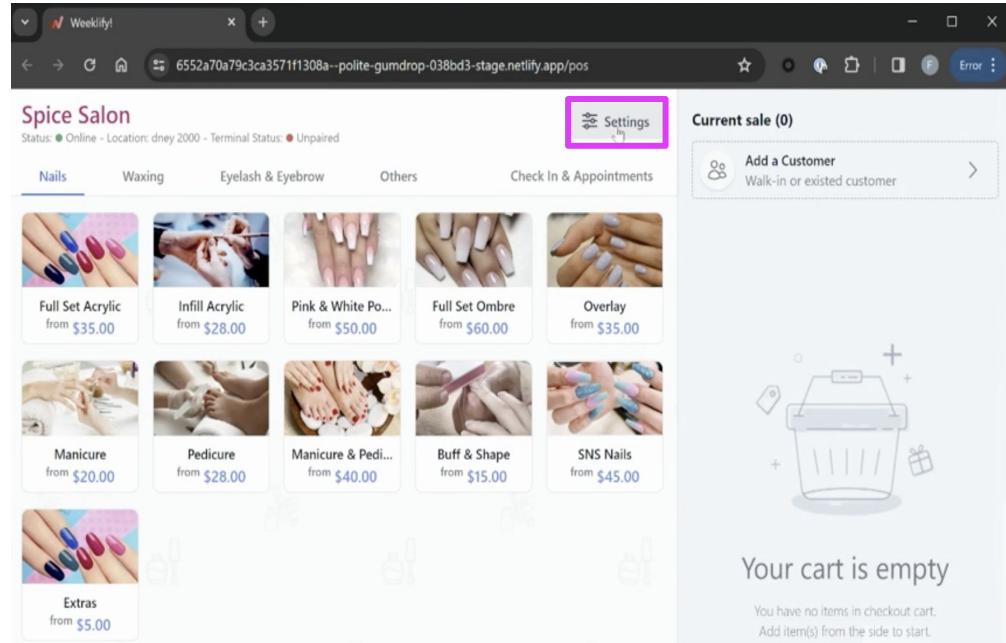
Systems	Requirements
Connectivity	Both the Point-of-sale (POS) system and EFTPOS Terminal need to be connected to the <b>same Local Area Network</b>
POS Version	1.5.58 and above
POS Operating System	Browser
Integration Type	SPI

# Pairing the POS to the EFTPOS Terminal - *POS configuration (1 of 3)*

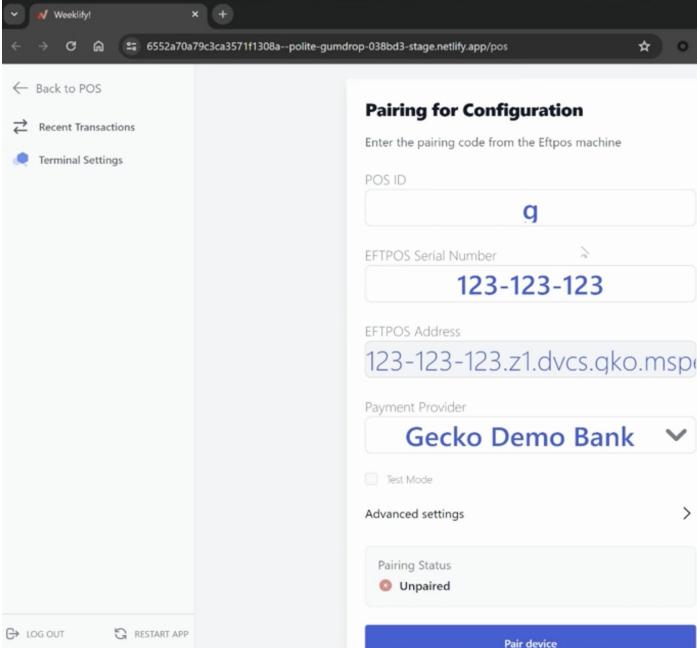
## Steps

1. Login to [Weeklify! POS](#) on a browser
2. Select [Settings](#)

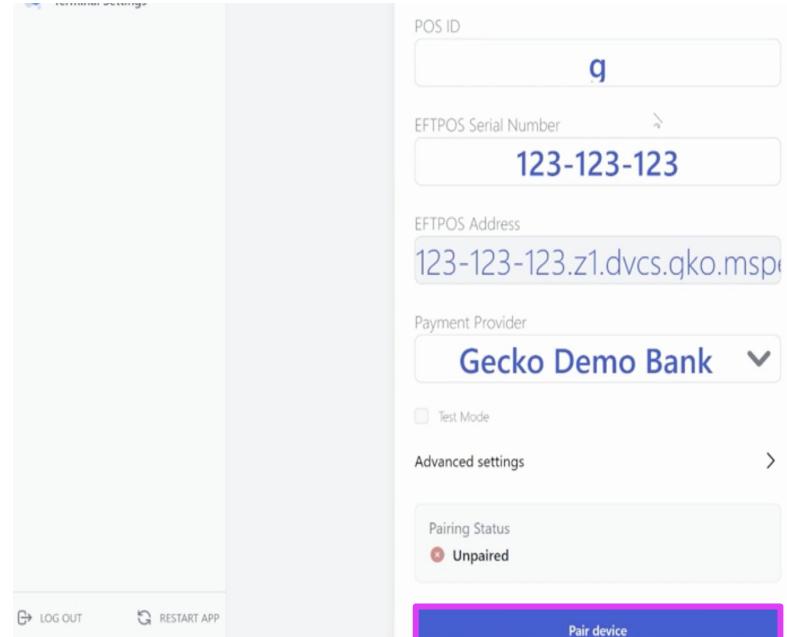
## Example Screens



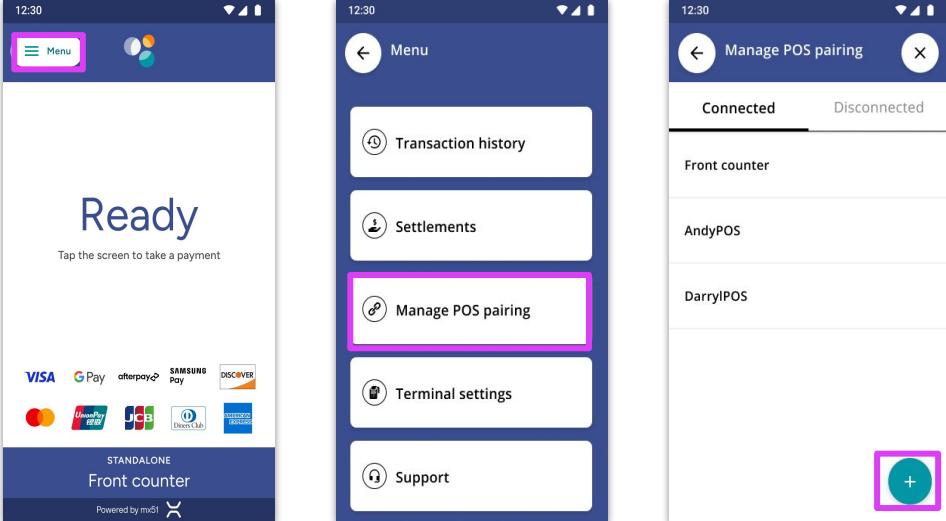
# Pairing the POS to the EFTPOS Terminal - *POS configuration (2 of 3)*

Steps	Example Screens
3. Select the <b>POS ID</b> , <b>EFTPOS Serial Number</b> and select your <b>Payment Provider</b> from the dropdown list	 <p>Weeklify! screen</p>

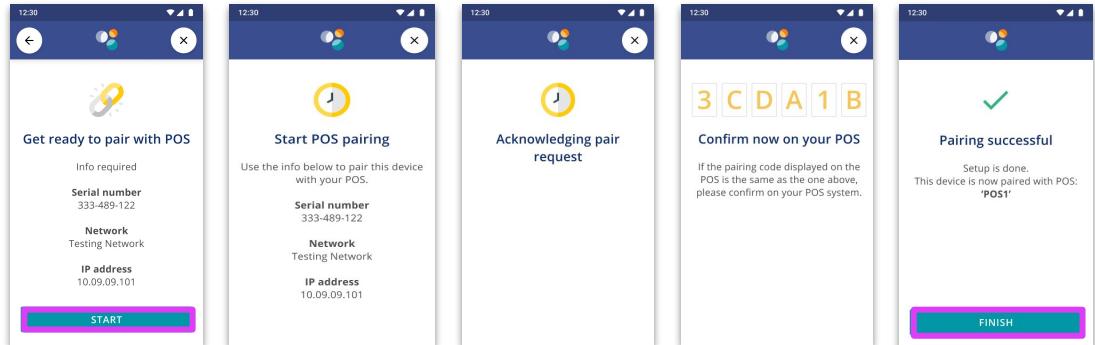
# Pairing the POS to the EFTPOS Terminal - *POS configuration (3 of 3)*

Steps	Example Screens
4. Select <b>Pair device</b>	 <p>Weeklify! screen</p>

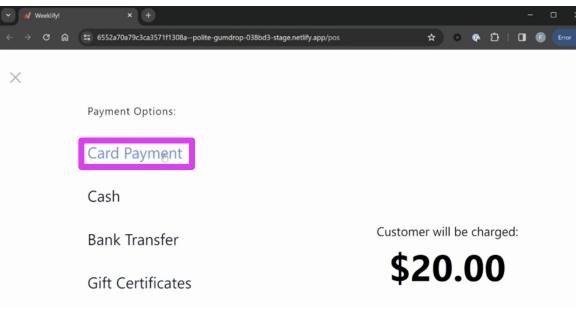
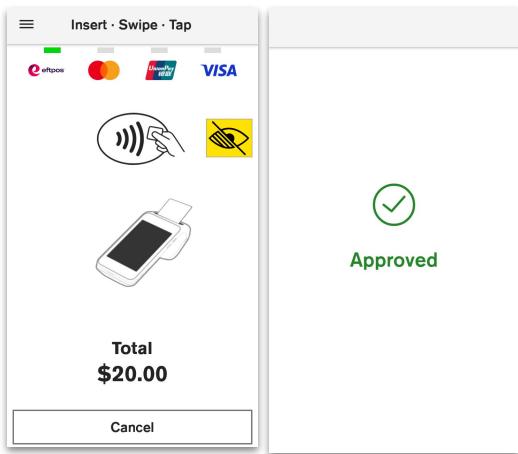
# Pairing the POS to the EFTPOS Terminal - *EFTPOS Terminal* (1 of 2)

Steps	Example Screens
<ol style="list-style-type: none"><li>1. On the <b>EFTPOS terminal</b>, Select Menu  <i>Note: If there is no existing pairing, the "Manage POS pairing" button will show</i></li><li>2. Select <b>Manage POS pairing</b></li><li>3. Select <b>+</b></li></ol>	 <p>EFTPOS Terminal screens</p>

# Pairing the POS to the EFTPOS Terminal - *EFTPOS Terminal* (2 of 2)

Steps	Example Screens
<p>4. On the <b>EFTPOS Terminal</b>:</p> <ul style="list-style-type: none"><li>○ Select <b>START</b></li><li>○ Ensure the code displayed matches what is displayed on POS and select <b>YES</b></li><li>○ Select <b>FINISH</b></li></ul>	 <p>EFTPOS Terminal screens</p>

# Perform a Test Purchase Transaction

Steps	Example Screens
<p>To perform a test <b>Purchase Transaction</b> to ensure that the integrated solution is working:</p> <ol style="list-style-type: none"><li>1. Select the <b>Product</b></li><li>2. Select <b>Charge customer</b></li><li>3. Select <b>Card Payment</b>. The transaction will be sent to the eftpos terminal for payment.</li></ol>	 <p>Payment Options:</p> <ul style="list-style-type: none"><li>Card Payment</li><li>Cash</li><li>Bank Transfer</li><li>Gift Certificates</li></ul> <p>Customer will be charged: <b>\$20.00</b></p>  <p>Weeklify! screen</p> <p>EFTPOS Terminal screens</p>

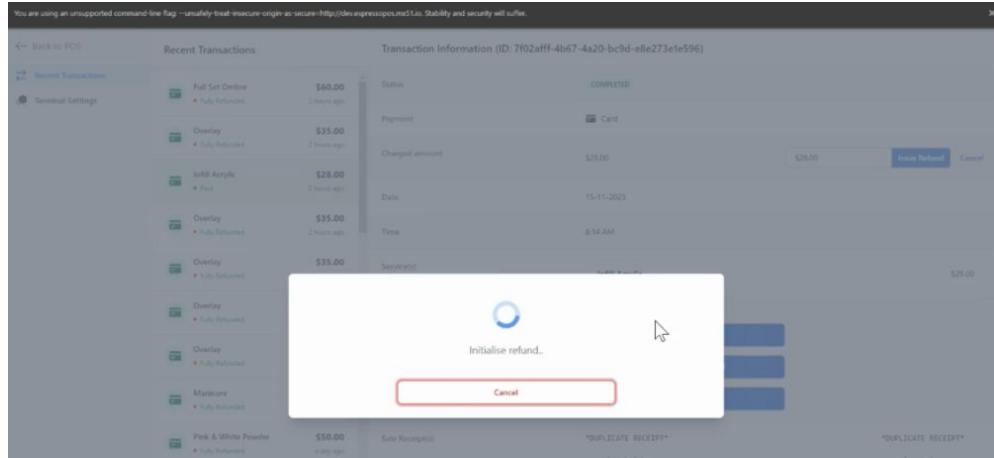
# Perform a Test Refund Transaction - (1 of 2)

## Steps

To Refund the test purchase transaction:

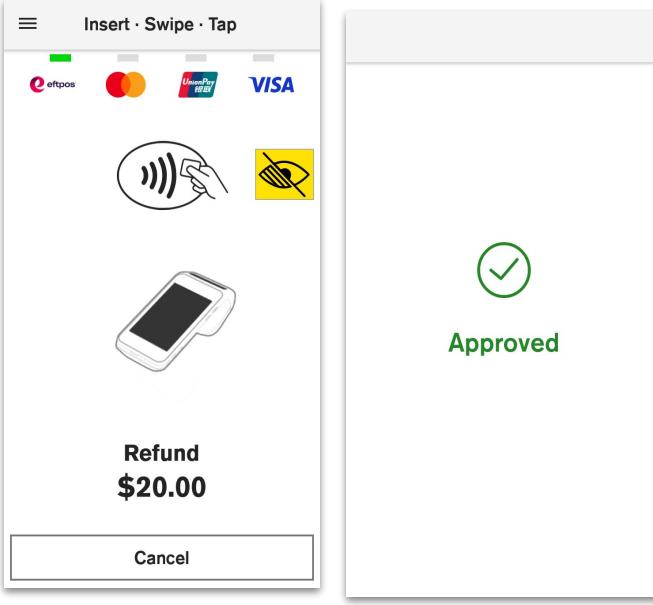
1. Select **Settings** followed by **Recent transactions**
2. Select the **Transaction** to be refunded followed by **Refund**
3. Enter **Manager PIN**. Select **Issue Refund**. The transaction will be sent to the eftpos terminal for payment.

## Example Screens



Weeklifly screen

## Perform a Test Refund Transaction - (2 of 2)

Steps	Example Screens
4. On the eftpos terminal, enter the <b>manager</b> passcode	 <p>The image displays two screenshots of an EFTPOS terminal. The left screenshot shows the transaction screen with the following details: 'Insert · Swipe · Tap' at the top, payment method icons for eftpos, MasterCard, UnionPay, and VISA, a 'Refund \$20.00' button, and a 'Cancel' button at the bottom. The right screenshot shows an approval message with a green checkmark icon and the word 'Approved'.</p> <p>EFTPOS Terminal screens</p>