

Apparel21

Pairing and Transaction User Guide

Updated on, by: 31/01/2025 ML

Reviewed on, by: 05/02/2025 TB

mx51



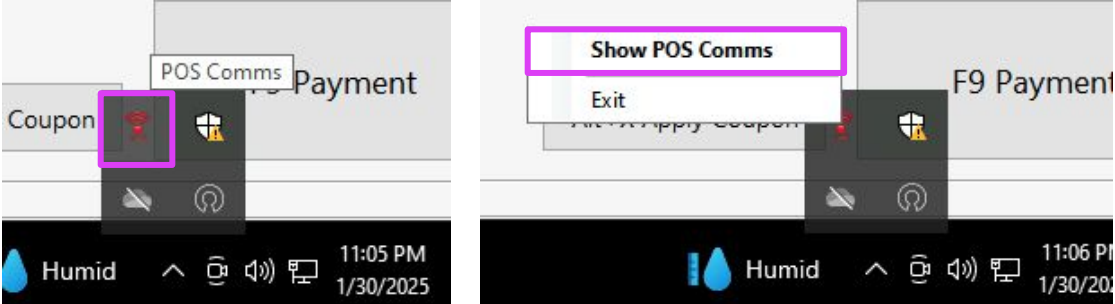
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System Requirements

Systems	Requirements
Connectivity	Both the Point-of-sale (POS) system and EFTPOS Terminal need to be connected to the same Local Area Network
POS Version	2022.2 Build 17567 and above
POS Operating System	Windows 10 and above
Integration Type	SPI

Pairing the POS to the EFTPOS Terminal - *POS configuration* (1 of 4)

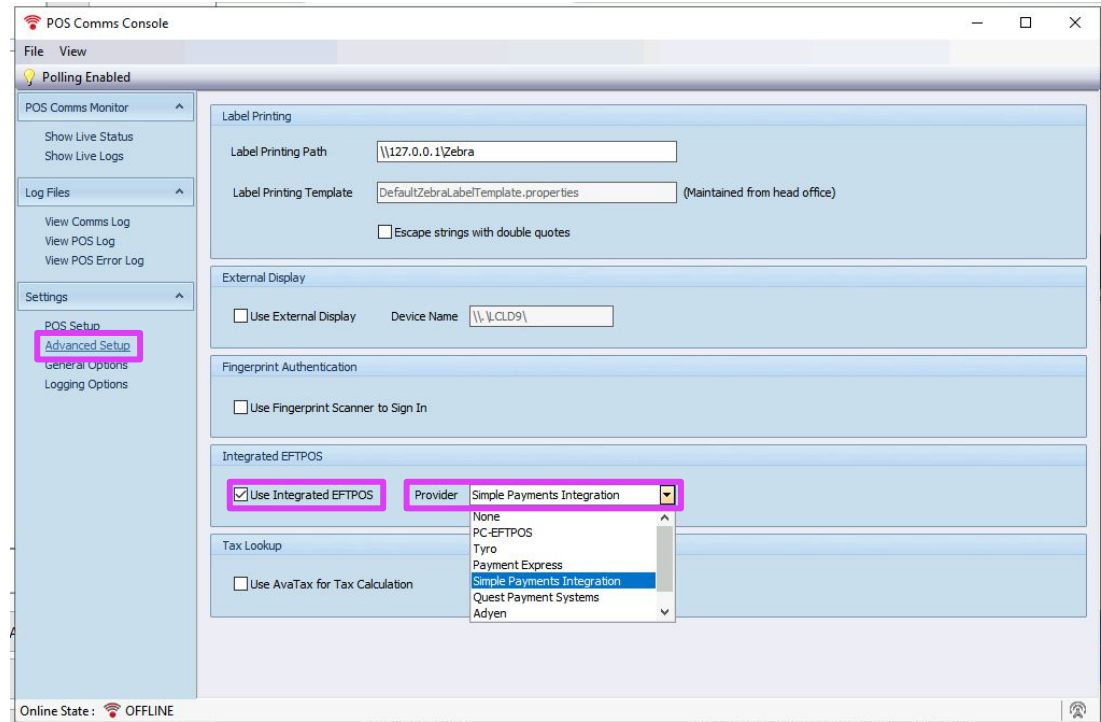
Steps	Example Screens
1. Locate the POS Comms toolbar icon 2. Right click the icon and select Show POS Comms	 The left screenshot shows a toolbar with a red POS Comms icon highlighted by a pink box. The right screenshot shows the context menu that appears after right-clicking the icon, with the 'Show POS Comms' option highlighted by a pink box.

Pairing the POS to the EFTPOS Terminal - *POS configuration (2 of 4)*

Steps

3. Navigate to [Advanced Setup](#)
4. Ensure 'Use Integrated EFTPOS' is ticked and the [Provider](#) is set to [Simple Payments Integration](#)

Example Screens

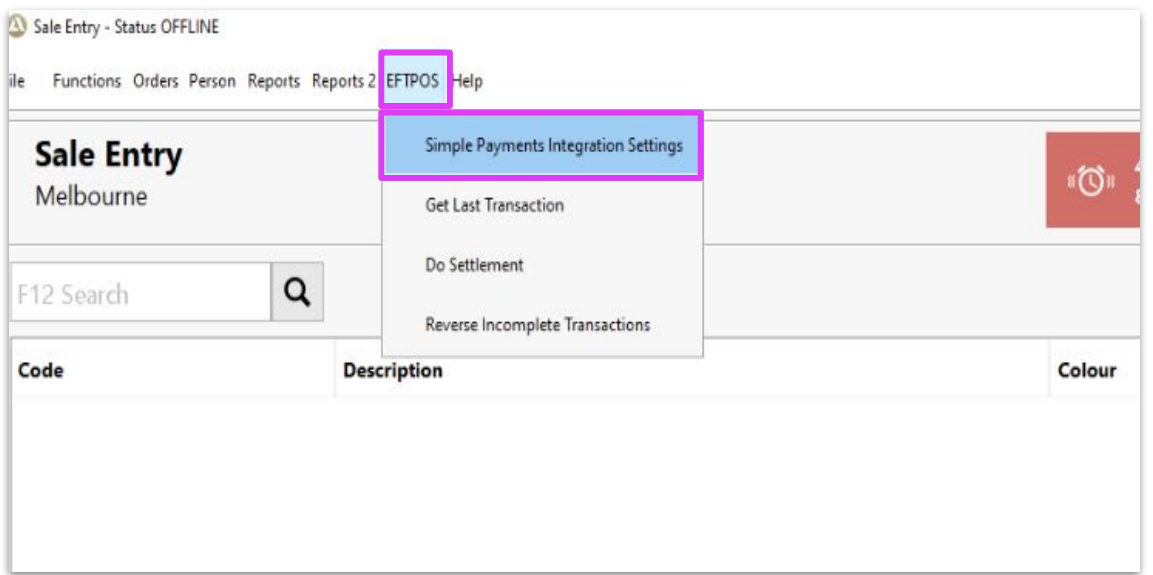


Pairing the POS to the EFTPOS Terminal - *POS configuration* (3 of 4)

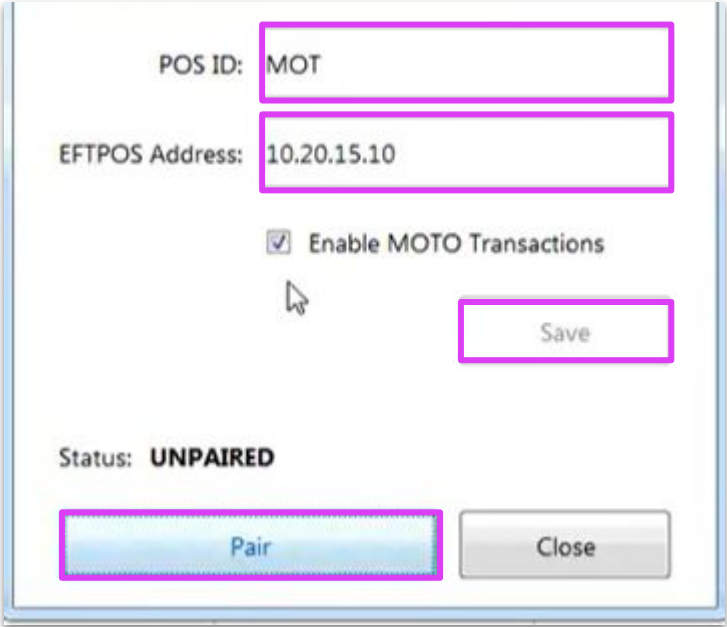
Steps

- 5. Log into Apparel21
- 6. Select EFTPOS
- 7. Select Simple Payments Integration Settings

Example Screens



Pairing the POS to the EFTPOS Terminal - *POS configuration* (4 of 4)

Steps	Example Screens
8. Enter a POS ID 9. Enter an EFTPOS Address 10. Select Save 11. Select Pair	 The screenshot shows a configuration window with the following elements: POS ID: A text field containing "MOT". EFTPOS Address: A text field containing "10.20.15.10". Enable MOTO Transactions: A checkbox that is checked. Buttons: A "Save" button, a "Pair" button (highlighted with a blue border), and a "Close" button. Status: A label indicating "Status: UNPAIRED".

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

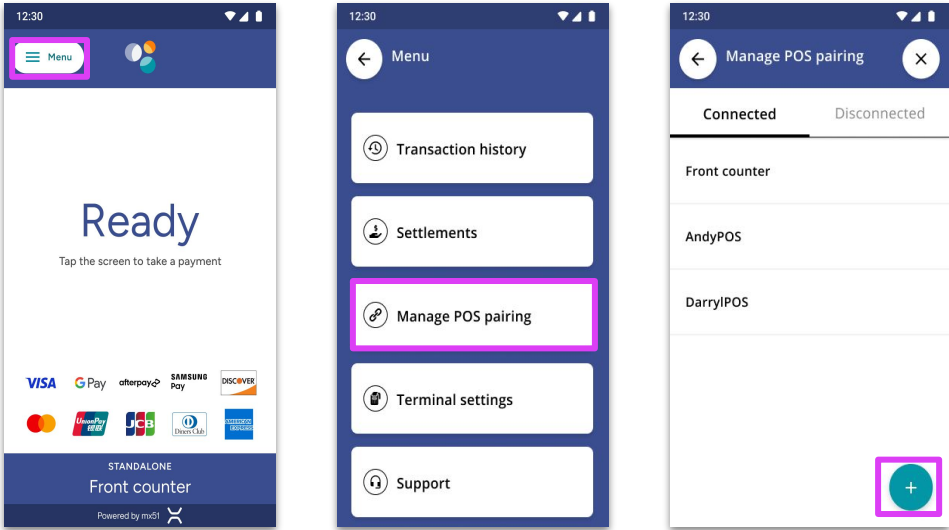
Steps	Example Screens
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1. On the **EFTPOS terminal**, Select **Menu**

Note: If there is no existing pairing, the "Manage POS pairing" button will show

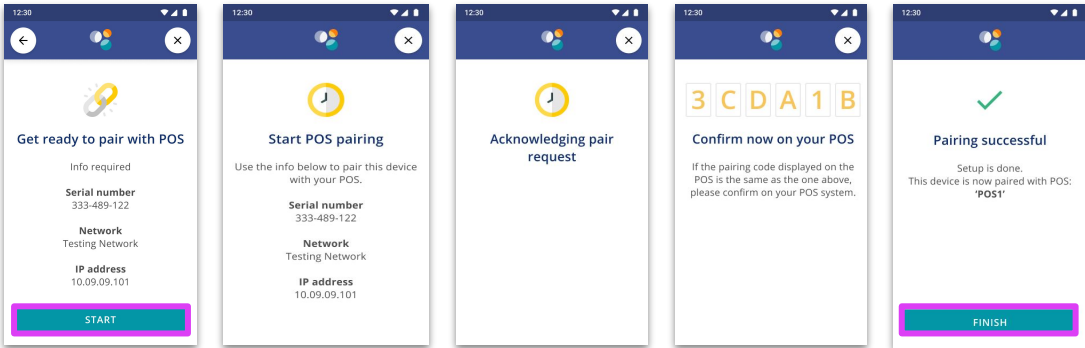
2. Select **Manage POS pairing**

3. Select **+**



EFTPOS Terminal screens

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

Steps	Example Screens
4. On the EFTPOS Terminal: ○ Select START ○ Ensure the code displayed matches what is displayed on POS and select YES ○ Select FINISH	 The five screenshots show the following steps: Get ready to pair with POS: Displays required info (Serial number: 333-489-122, Network: Testing Network, IP address: 10.09.09.101) and a START button. Start POS pairing: Instructs to use the info below to pair the device with the POS. Acknowledging pair request: A confirmation screen with a clock icon. Confirm now on your POS: Shows the pairing code 3 C D A 1 B and asks for confirmation on the POS system. Pairing successful: Shows a green checkmark and states 'Setup is done. This device is now paired with POS: POS1'. A FINISH button is at the bottom.

EFTPOS Terminal screens

Perform a Test Purchase Transaction - (1 of 2)

Steps

To perform a test [Purchase Transaction](#) to ensure that the integrated solution is working:

1. Select item
2. Select [Payment](#)

Example Screens

The screenshot displays the 'Sale Entry' window in the 'Southgate' application. The interface includes a menu bar at the top with options: File, Functions, Person, Reports, Reports 2, EFTPOS, and Help. On the right, there is a user profile for 'Mike S' with a 'Sign Out' button and an 'OFFLINE' status indicator. A blue notification box at the top center shows '13 orders to pack' with a 'Show' button. Below this is an 'F12 Search' input field with a magnifying glass icon. The main area contains a table with the following data:

Code	Description	Colour	Size	Qty	Price	Disc	Net
0022P	DRESS MADE IN BANGLADESH PURPLE	008	M	1	59.99		59.99

At the bottom of the table, a 'Total' row shows a quantity of '1' and a net amount of '59.99'. Below the table, the text 'Sales Rep: Mike S' is displayed. A grid of function buttons is located at the bottom left, including 'F5 New Special Order', 'Alt+S Change Sales Rep', 'F8 Payment History', 'F6 New Layby', 'F7 Return', 'Alt+R Hold Sale', 'Alt+Z Reserve', 'F4 Discount', 'F3 Reset', 'F2 Delete', and 'Alt+C Attach Person'. A blue button labeled 'F9 Payment' is highlighted with a red rectangle on the right side. At the very bottom, a prompt reads 'Enter the payment details to complete this transaction'.

Perform a Test Purchase Transaction - (2 of 2)

Steps

3. Select the **EFTPOS** payment type
4. Select **Complete**
5. Complete transaction on EFTPOS terminal

Example Screens

The screenshot shows a 'Payment' window with a title bar. Inside, the word 'Payment' is at the top left. On the top right, 'Total Due' is displayed next to a text box containing '59.99'. Below this is a table with three columns: 'Tender', 'Details', and 'Amount'. The first row has a yellow question mark icon in the 'Tender' column, 'EFTPOS' in the 'Details' column, and '59.99' in the 'Amount' column. Below the table are several buttons: 'F5 Insert', 'F2 Delete', 'F7 Set Change', 'F8 Payment History', 'Cancel', 'F6 Print Gift', 'F3 Account Payment', and a 'Complete' button which is highlighted with a red border. On the bottom right, 'Balance Due' is shown next to a text box containing '0.00'.

Tender	Details	Amount
?	EFTPOS	59.99

Buttons: F5 Insert, F2 Delete, F7 Set Change, F8 Payment History, Cancel, F6 Print Gift, F3 Account Payment, Complete (highlighted)

Balance Due: 0.00

The screenshot shows an EFTPOS terminal screen. At the top, there are logos for eftpos, Mastercard, UnionPay, and VISA. Below these are icons for contactless payment (a hand holding a card over a symbol) and a yellow 'No Cash' symbol. In the center is an illustration of a smartphone being used for payment. Below the illustration, the text 'Total \$59.99' is displayed in large, bold letters. At the bottom, there is a 'Cancel' button.

Logos: eftpos, Mastercard, UnionPay, VISA

Icons: Contactless payment, No Cash

Illustration: Smartphone payment

Total \$59.99

Cancel

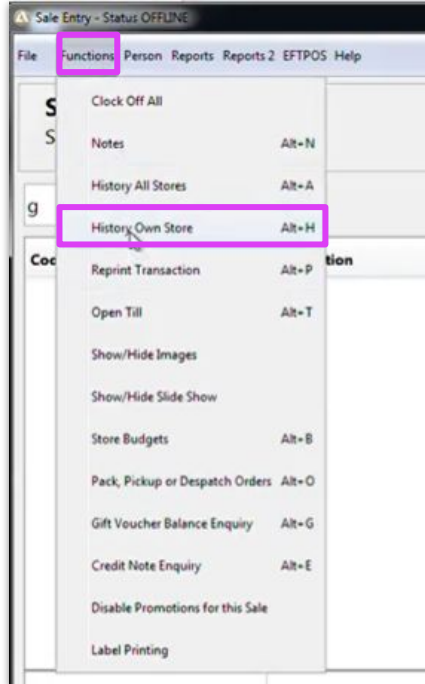
Perform a Test Refund Transaction - (1 of 4)

Steps

To Refund the test purchase transaction:

1. Select Functions
2. Select History Own Store

Example Screens



Perform a Test Refund Transaction - (2 of 4)

Steps

- 3. Select the order to be refunded
- 4. Select **Return**

Example Screens

File Functions Person Reports Reports2 EFTPOS Help

Sale Entry
Southgate

13 orders to pack Show

Mike S Sign Out
OFFLINE

F12 Search Sale D15900000732 Offline

Code	Description	Colour	Size	Qty	Price	Disc	Net
0011	Sleeveless Onesie Suit Multi Stuff Original Price: 600.00 Savings: 100.00	001	6	1	500.00		500.00

Total 1 500.00

Sales Rep: Mike S

F5 Special Orders Alt+S Change Sales Rep F8 Payment History
F6 New Layby **F7 Return** Alt+R Hold Sale Alt+Z Reserve
F4 Discount F3 Reset F2 Delete Alt+C Attach Person F9 Payment

Scan items to sell, or docket for enquiries

Perform a Test Refund Transaction - (3 of 4)

Steps

5. Select the **Return Reason**
6. Select **Payment** to complete the refund

Example Screens

The screenshot displays the 'Sale Entry' interface for 'Southgate'. A modal window titled 'Return Reason : 0011' is open, showing a list of retail return reasons: 1 Faulty, 2 Don't like it, and 3 Size Change. The 'F9 Payment' button is highlighted in the bottom right corner. The main interface shows a table with columns: Code, Description, Size, Qty, Price, Disc, and Net. The table contains one row for 'Sleeveless Onesie Suit Multi Stuff' with a quantity of 1 and a price of 500.00. The total amount is 500.00. The sales rep is Mike S.

Code	Description	Size	Qty	Price	Disc	Net
0011	Sleeveless Onesie Suit Multi Stuff Original Price: 600.00, Savings: 100.00	6	1	500.00		500.00

Total: 1 500.00

Sales Rep: Mike S

Buttons: F5 Special Orders, Alt+S Change Sales Rep, F8 Payment History, F6 New Layby, F7 Return, Alt+R Hold Sale, Alt+Z Reserve, F4 Discount, F3 Reset, F2 Delete, Alt+C Attach Person, F9 Payment

Perform a Test Refund Transaction - (4 of 4)

Steps	Example Screens
7. Complete payment on EFTPOS terminal	