Hold Here to Pay

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SIGNAPAY

iPOSGo!

Quick Reference Guide
iPOSGo! App for iPhone and Android

Quick Reference Guide for:
Dejavoo iPOSGo! Mobile App

Getting started with iPOSGo!

1. Download iPOSGo! From your device's app store.
2. Enter your provided TPN number.
3. Enter your one-time password.
4. Start selling!

Performing a Sale

1. Enter the amount of the sale, then tap **OK**.
2. On the next screen, select **Tap to Pay**.
3. The cardholder should now tap their 🔊 NFC card or mobile phone wallet to the top of your device. Some cards work better when tapped directly on the back of your smartphone.
4. Once the sale is successful, tap **OK**.
5. If the customer wants a receipt, select the option for **Email** or **SMS**.
6. Enter the customers email address or mobile phone number.
7. Once enter, tap **OK**.

Refund a Transaction

1. At the top left of the screen, tap on ☰.
2. Tap **Refund**, then enter the device password.
3. Enter the amount that is being refunded.
4. Next, select **Tap to Pay**.
5. The amount will be refunded to the card tapped with your device.
6. Once the refund is complete, tap **OK**.

Void a Transaction

1. At the top right of the screen, select ☰.
2. Tap **Void**.
3. Select the transaction you wish to void.
4. Select **Yes** to complete the void.

## Device and System Requirements

iPhone: Requires iPhone XS or later and iOS 16 or later.

Android: Requires Android phone with NFC capability. Requires Android 9 or later.

Performing a QR Code Sale

1. For cardholders without an 🔊 NFC card, you can create a ▦ QR Code for the customer to scan to complete payment.
2. Enter the amount of the sale, then tap **OK**.
3. On the next screen, tap **QR Pay**.
4. Present the ▦ QR Code to the customer, who will then scan the ▦ QR Code with their own device.
5. On their device, a web page will open for the customer to enter their card details.
6. Once the sale is successful, the customer will receive confirmation on their device.

Settling a Batch

1. By default, all transactions will automatically batch at 1 AM.
2. To manually settle a batch, tap the ★ icon.
3. Tap on the **Show Batch** or **Settle** option.
4. At the top right of the screen, tap **Settle**.
5. Once completed, tap **Done** to exit.

Adding a Tip

1. Enter the sale amount, then tap **OK**.
2. If setup for tipping, the next screen will ask for amount to tip. Ask the card holder to select a tip amount.
3. To complete the sale, follow the steps for **Performing a Sale** or **Performing a QR Code Sale.**