# Thank you for choosing Smartpay

### Getting Started Guide | Till2Go

Till2Go is a free point-of-sale app. It turns your smartphone or tablet into a tool for tracking sales, processing payments and e-mailing receipts. For integrated card payments, you can link your compatible Smartpay EFTPOS terminal through the app. **Before you begin,** download Till2Go from the iTunes or Android Play store for free.

## 1. Signing up

The first time you use the app you'll need to create an account. Tap **Sign Up** and fill out your details.

Tip: The Till2Go Business ID is your business name and your unique identifier. It can't be changed later so be sure to double check it is correct.

Open the app and enter your business details and password, then tap **Login**.



till 2 go

Reset Password

Business Name

\*\*\*\*\*\*

joe.bloggs@email.com

Remember me

Sign Up

Check your inbox for an email with the subject line 'Your Till2Go verification link'. Click on the **verify email** link to complete your account set up.



The first time you log in, help screens introduce you to the main elements of the app.

Swipe through the help screens, or start using the app by tapping **Open My Store**.



2. Set up your products

Tap on the **menu** icon  $\equiv$  to expand the menu.

Tap **Inventory** to begin setting up your products.



Touch the + to add a department.

Enter a department name, choose a tax rate (eg. the GST rate or zero if you are not GST registered).

Select a colour to help you recognise which products are in which department.

Tap **Create** to finish.



## 2. Set up your products

To add a product, tap the **department name**.

Tap '+'. (Tip: The tax rate is set at the rate set for the department.)



Tap + to add another product to the department, or tap < to return to list of departments.



Fill in product name and price (code is optional). Tap **Create** 



To edit or delete a Department or a Product, **swipe left** to reveal the icons.

Tap the **pencil icon** to edit.



Update the details and click 'Save'.



Tap on the **menu** icon and tap **Main Screen**.

From this Main Screen you can see all your items ready for sale.





Tip! Don't have inventory or standard products?

Just create a single department and product. You'll still be able to manually edit the price to reflect the appropriate amount when you make a sale. If you are a trade or service you could simply create one product for labour, and another for materials.

# 3.Connect your terminal

Tap on the **menu** -> **Settings** -> **Payment Terminal**.



Terminal is not paired,

pair it now?

YES

Tap on **change** (top right) and then select **SmartConnect** on the bar below.

Note: If you need SmartLink Lite visit **smartpay.co.nz/guides** for instructions.

Enter the pairing code on the Till2Go app and tap **Pair**.



≡ till**2**go

000.000.000.000

SmartLink

**Power on the terminal**. If the terminal has not been paired previously it will display "terminal is not paired, pair it now?" If you do not see this screen, refer to the full integration guide at **smartpay.co.nz/guides** for instructions.

**Select YES** and an 8-digit pairing code will display.

# Need help?

#### New Zealand

Get help online at: **smartpay.co.nz/help** 

Call our Technical Helpdesk on: 0800 476 278

Contact your bank to enable/disable card types or contactless.

Contact Paymark to change your business name on your EFTPOS receipt.

#### Australia

Get help online at: **smartpay.com.au/help** 

Call our Technical Helpdesk on: 1800 433 876



# Thank you for choosing Smartpay

Quick Reference Guide | Till2Go

# 1. Log in

Enter your Business ID, username and password. You'll find your Business ID in the Welcome to Till2Go email we sent you. If you can't remember your password use the Forgot Password button in the app.

Tip! Tick Remember Me to save your email address so you'll only need to enter your password next time.

## 2. Make a sale

If you're using a tablet the products for sale and the cart are both visible on the main screen.

If you're using a mobile, use the menu to get to the Main Screen. From there you can **swipe left/right** to switch between the main screen and the Cart.

≡ till2go	≡ till2go	,	≡ till <b>2</b> go	
Burgers		Cart (0 products)	Cart (0 products)	ā
Hawaiian burger 16.50	rger			
Vegetarian burger 15.75	urger			
Low Carb Chicken burger	icken burger			
Sides				
Chips 2.50		Subtotal Tax Teted	Subtotal Tax	0.00
Onion rings	ר	Proceed to payment	Proceed to payment	0.00
3.00		Pi	Pay	

Tap a product to add it to the cart.

You can swipe the cart to the right to go back to add more.

≡ ti	ll2go
Burgers	
Ŷ	Hawaiian burger 16.50
Ŷ	Vegetarian burger 15.75
Ŷ	Low Carb Chicken burger 12.50
Sides	
Ŷ	Chips 2.50
Ŷ	Onion rings 3.00
	3.00

To edit an item in the cart, simply **tap on a product** in the cart and edit the price or quantity, or apply a discount.

Tap on the item name to save your changes.



## 3. Take a payment

When your customer is ready to pay, tap **Pay**.

To send the transaction to your connected payment terminal, tap **Card**.

G		
	≡ till <b>2g</b> o	
	Cart (3 products)	ă
		X1 12.50
		X1 2.50
		X1 Discount 25% 3.75
)		~
ed	Invoice ID:	Reg1-00000007
	Subtotal Tax Total	16.30 2.45 18.75
	Pay:	\$18.75
	Payment Method:	Cont.
	Cash	Cârd

You'll see the green tick when the payment goes through.



ACCEPTED

The receipt can be emailed to your customer. To email a receipt:

- Tap Email
- Enter email address
- Tap OK
- Tap Close

GST # 11111112345	
Tashmart Ltd	
Register:	
Date: 14/09/18 Time: 11:02	2.50
	2.30
CASH PAYMENT	
	1.00
Amount to pay:	1.00
Cash:	1.00
Rounding:	0.00
Email Close	
Citos	