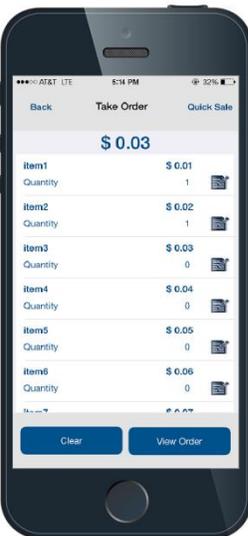# Make a sale on your MRL Pay Mobile App

Login -Enter the username and password in the respective fields in order to login to MRL Pay mobile application. Your username and password will be given to you by your merchant service provider.

Note: The Password field is case sensitive.

Take order - This is the home page for the mobile app. This is where you start taking an order from your customer. You have the ability to select the items from the preset menu or you can choose the **Quick Sale** button to directly enter the amount you want to charge your customer. You can edit the quantity of the item by touching the edit icon next to the quantity or you can simply tap on the item to increase the quantity. After you are done taking the order you can touch **View Order** on the bottom right of the screen. To reset the order touch clear on the bottom left of the screen.
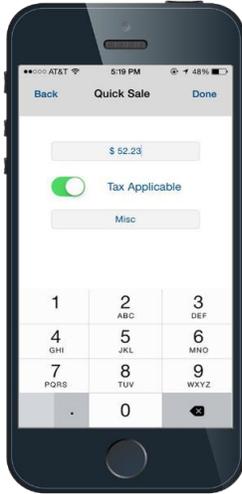
Quick Sale - Make a quick sale by overriding your preset menu and entering an amount directly in the quick sale screen. You can also select whether you want tax to be applied to your quick sale item or not. You can also provide a description (Optional) of the merchandise being sold. After you enter the details, click done on the top right and you will go back to the **Take Order** page. When the order is complete, click **View Order** to proceed.
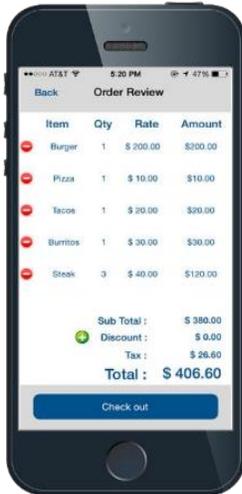
Order Review - This is where the order is reviewed. You can delete line items by pressing the red delete icon next to each line item. To add a discount, touch the green icon next to **Discount**. Once complete, you can proceed to checkout.

**Note:** To add items, click back on the top left of the screen.
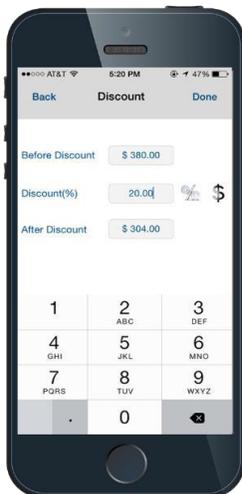
Discount - You can apply discounts in either % or $ value. Simply enter the number in the discount field, and select if you want this number to be a % or a $ value by touching the respective icons next to the discount field. After you enter the details, click done on the top and you will go back to the **Order Review** page. Then proceed to checkout.

Note: The discount percentage cannot be more than 100% and the discount amount cannot be more than the item value.
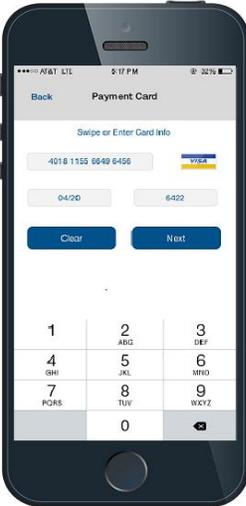
Payment Card - You can either swipe the card through the attached card reader or enter the card information manually. You will need to enter the card number, expiration date, and CVV in order to process the transaction. Then click **Next**.
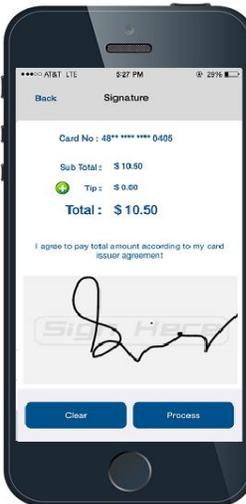
Signature -This is where the customer signs the receipt of the transaction. Customers can also add a Tip if it is enabled in **Manage** settings. Press clear to re-sign or press process to complete the transaction. You can also click **Back** if you want to change the card details you have entered.
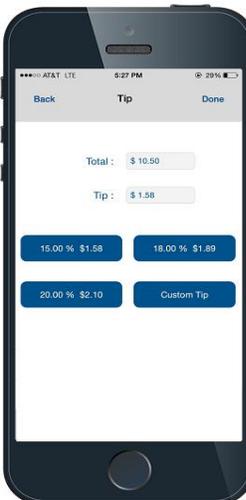
Tip - The customer can select from the 3 customized tip percentages or they can enter their own tip amount by selecting Custom Tip. Click **Done** to go back to the **Signature** page & then press **Process** to complete the transaction.

Note: The default tip percentages (15%, 18% and 20%) can be edited in **Manage Settings**.
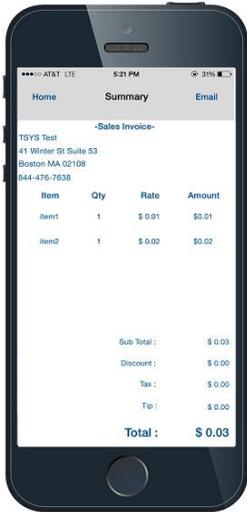
Summary - This means that your transaction was successful. Here you will see a full summary of the sale, which includes the Item name, Quantity, Rate, Amount, Subtotal, Discount added, Tax added, Tip amount and the total for the transaction.
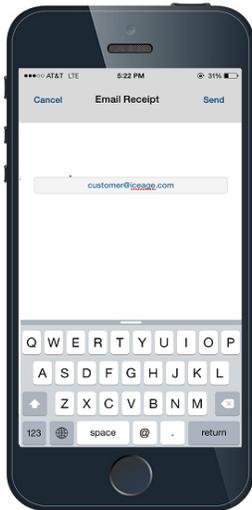
Email Receipt - From the summary screen, click on Email to enter the email address of the customer. If you do not wish to send the receipt you can navigate back to the **Take Order** page by touching **Cancel** on the upper left of the screen.