

Order Time and Card Readers

Last Modified on 02/28/2024 12:50 pm EST

Overview

Order Time is capable of supporting your standard Bluetooth and USB card readers with magnetic stripes. This will help speed up the process of data entry to take Charge Card payments in Order Time.

How To

In Order Time open the Payment screen from the Customer Profile, Sales Order or Ship Doc. Select a **payment method** with a tender type of Credit Card. Normally the Credit Card No. field will already be selected when you open this window. If it isn't, select that field BEFORE your swipe.

The screenshot shows a 'Payment' window with the following fields and values:

- Payment Method: Credit Card
- Date: 2/22/2022
- Memo: (empty)
- Check / Ref #: SD-177
- Deposit Account: Bank
- A/R Account: (empty)
- Amount Due: 117.70
- Amount: 117.70
- Payment Gateway: Charge Cards
- Credit Card No.: (empty)
- Exp. MM/YYYY: (empty)
- Name on Card: (empty)
- Credit Card Address: (empty)
- Credit Card Zip/Postal: (empty)
- Security Code: (empty)
- Email: (empty)
- Update customer's credit card info.
- Transaction Type: Authorize
- Unapplied: 0.00

Buttons at the bottom: Save, Cancel, Refund

Now you are ready to swipe your card. When you do you should see the Name, Card Number and Expiration Dates get filled in.

Payment [Close]

Payment Method: Credit Card

Amount Due: 117.70

Date: 2/22/2022

Amount: 117.70

Memo: [Text Area]

Payment Gateway: Charge Cards

Check / Ref #: SD-177

Credit Card No. [Red Box]

Exp. MM/YYYY [Red Box]

Name on Card [Red Box]

Deposit Account: Bank

Credit Card Address: [Text Field]

A/R Account: [Text Field]

Credit Card: [Text Field]

Zip/Postal: [Text Field]

Security Code: [Text Field]

Email: [Text Field]

Update customer's credit card info.

Transaction Type: Authorize

Unapplied: 0.00

[Save] [Cancel] [Refund]

Card Reader

We've run tests on this card reader and **it works with the Order Time Payment screen**. Any super-basic 3-track USB or Bluetooth credit card reader should work.

