Changing the Payment Method

When you take an order for delivery, inTouch will assume that the customer is paying in cash unless you change the **Payment Method**.

image-1681290573646.png

If you touch the above button, it will change to

image-1681290618152.png

When you touch it again, it will change to

image-1681290638291.png

And if you touch it again, it changes back to

image-1681290585634.png

If you take an order and leave the payment method as **Cash**, or change it to **Cheque**, the program will expect the driver to collect payment from the customer. If you change the payment method to **C/Card**, the program will understand that the customer has paid for the order in advance and will not expect the driver to collect payment.

If you change the payment method to **C/Card**, then when you touch **Finished** to complete the order, the screen will change to

image-1681290662846.png

Use the keypad on screen to enter the customer's credit card details. Don't worry about spaces, inTouch will add them automatically. The **Enter** button will move the pointer to the next field or you can simply touch the next field. Use the **Delete** button, which will remove the figure to the left of the pointer, if you make a mistake and then re-type.

Touch **Accept** when you have finished typing in the customer's credit card details and the program will print a receipt and return to the Main Menu. If you touch **Cancel**, the program will return to the payments section of the Order screen.

The payment method is always displayed on the Assign to Driver screen and printed on the

receipt. There is an option to print the customer’s credit card number on the receipt and also highlight “Credit Card Payment” in red (see Management > Occasional Menu > Options > Receipt Printer).

Note: inTouch does not store a customer’s credit card details.

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