Adding A Donation In POS

1. In the **POS** screen click on the **Customer Search** icon at the top of the screen.
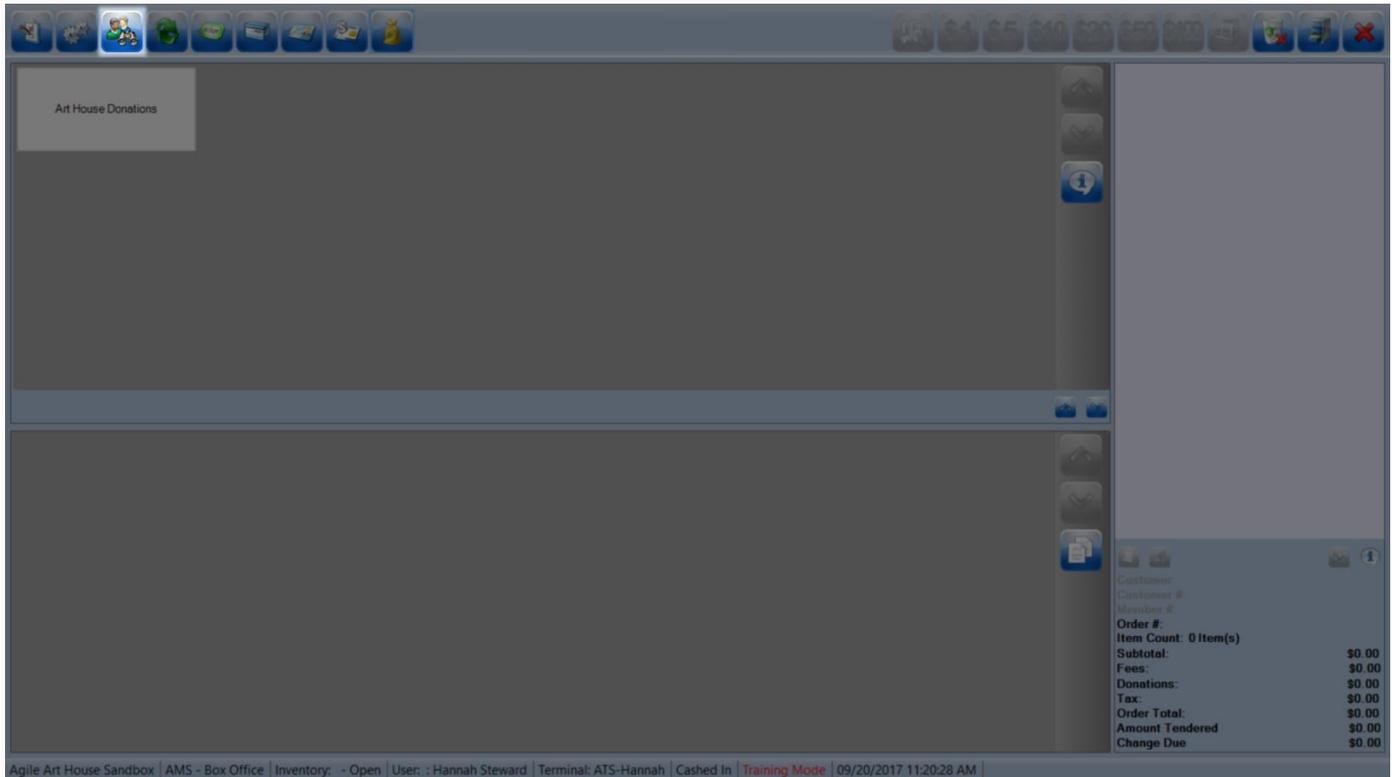
2. Search for the **Customer** or **Add a New Customer.**

Customer Search

Last		Member #	
First		Program	

Search ☐ Exact ☐ Business ☐ Disabled

Quick Add Customer

General | Question/Answer

☐ Business

Prefix		First* Abradolf	Middle	Last* Lincler	Suffix

Email goodorevil@noreply.com ☐ Receive email related to Agile Art House Sandbox.

☐ Tax Exempt Federal Tax ID [ ] State Tax ID [ ]

Billing Address
Country* United States
Address 1* 1100 Place Dr.
Address 2
City* New York
State / Province * New York
Zip* 10011

Phone Number Primary
(555) 222 - 3333 ext. [ ]

Add With Incomplete Information   OK   Cancel

3. Click on the **Donation Button**.

4. Click on the **Donation Program** the customer is giving to.

5. Click on the amount of the donation. You can enter in the amount the customer would like to donate or select one of the predetermined amount buttons.

6. The **Donation** amount will appear in the right-hand column.

Art House Donations : $1,000,000.00

Customer: Abradolf Lincler
Customer #: 95365
Member #:
Order #: 138975
Item Count: 0 Item(s)
Subtotal: $0.00
Fees: $0.00
Donations: $1,000,000.00
Tax: $0.00
Order Total: $1,000,000.00
Amount Tendered $0.00
Change Due $0.00

7. Click on the Cash Register to enter in the **Payment** method. If you have a credit card swipe connected to your station you can swipe the card at this time.

$1 $5 $10 $20 $50 $100

8. Once the payment has gone through the order information in the bottom right corner will turn orange.