



Get to know PayAnywhere 3.0

Welcome to PayAnywhere 3.0! We've refreshed our payments platform to make customer interactions faster and easier than ever.

Making a Sale

Check out the new look of the Sell screen. Learn how to make quick sales with Swipe to Sell and Express Sale. Find out how to add both item and cart-level discounts to a transaction.

Inventory

Refer to this section on how to organize your inventory with Categories and Favorites, customize each item with Multiple Prices, and create Discounts.

PayPal photo check-in

Offer your customers more payment options with PayPal photo check-in. Learn how to configure your PayPal settings and accept payments with PayPal photo check-in.

Reporting and Settings

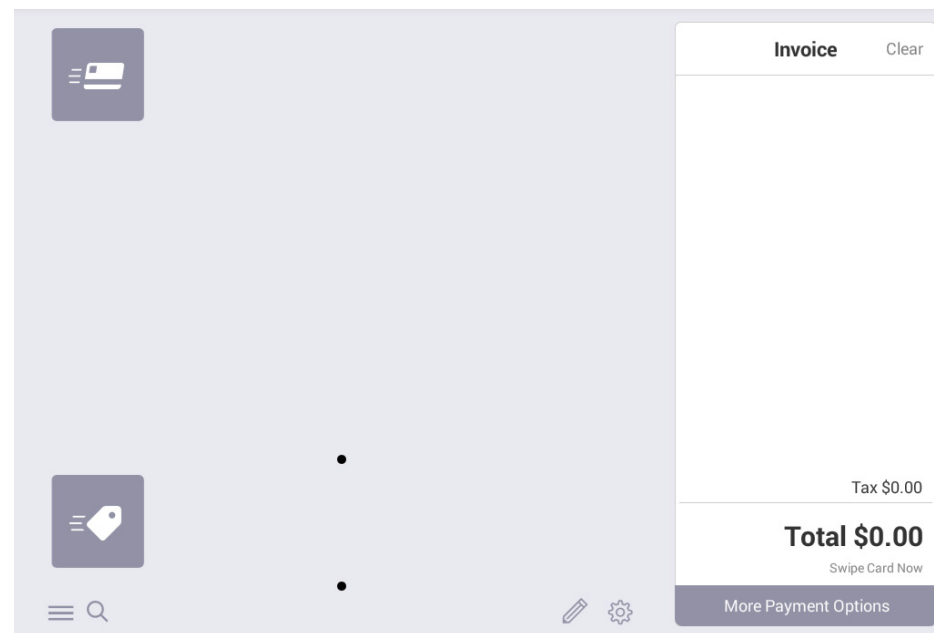
Access your reporting dashboard and app settings by clicking on the gear icon.

Support

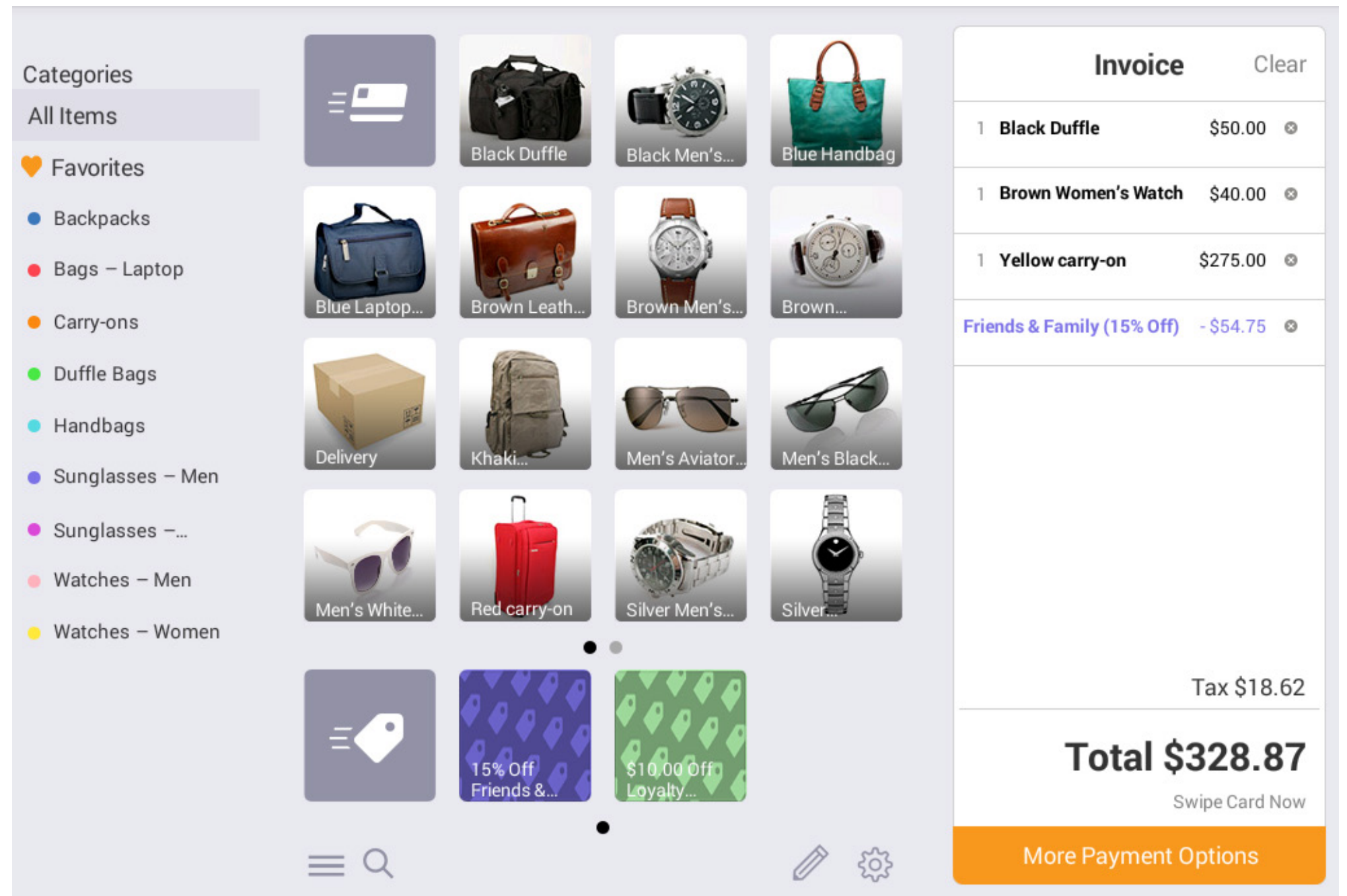
Useful links and phone numbers for PayAnywhere.

Hello there!

If you are a first time user or you do not have inventory loaded, the Sell screen will be clean and simple. Start swiping to initiate a transaction. Or, enter Edit mode to load inventory prior to use.



This is the Sell screen, the first page you'll land on once logged in. From here, you can make a sale, get into Edit mode for inventory, adjust app settings, or launch into your reporting.



If you'd like to set up your inventory, tap on the pencil icon. In Edit mode, you'll be able to add and organize categories, items, and discounts.

To change your app settings and view reporting, tap on the gear icon for the Dashboard screen.

Making a Sale

Swipe to Sell

To quickly make a sale, just swipe the card, enter the amount, and follow the prompts to complete the sale.



Discounts – Express and Item-Level

To add an Express Discount, just tap the tag icon, and add the discount amount. Express Discounts apply to all items in the cart.

To add an item-level discount, tap an item from the cart to apply a discount.

Express Sale

To make an Express Sale, tap on the credit card icon. Enter a custom amount for a one-off item. Follow the prompts to complete the sale.

The screenshot shows a retail application interface. On the left is a 'Categories' menu with options: All Items, Favorites, Backpacks, Bags – Laptop, Carry-ons, Duffle Bags, Handbags, Sunglasses – Men, Sunglasses – ..., Watches – Men, and Watches – Women. The main area is a grid of items, each with a small image and a label. The 'Express Sale' icon (a credit card) and the 'Discounts' icon (a tag) are highlighted with yellow boxes. The bottom navigation bar includes a menu icon, a search icon, and a settings icon. On the right is an 'Invoice' section with a 'Clear' button. The invoice lists items: 1 Black Duffle (\$50.00), 1 Brown Women's Watch (\$40.00), 1 Yellow carry-on (\$275.00), and a 'Friends & Family (15% Off)' discount of -\$54.75. The total is \$328.87, with tax of \$18.62. A 'More Payment Options' button is at the bottom right.

Invoice		Clear
1	Black Duffle	\$50.00 ✕
1	Brown Women's Watch	\$40.00 ✕
1	Yellow carry-on	\$275.00 ✕
Friends & Family (15% Off)		-\$54.75 ✕
Tax		\$18.62
Total \$328.87		Swipe Card Now

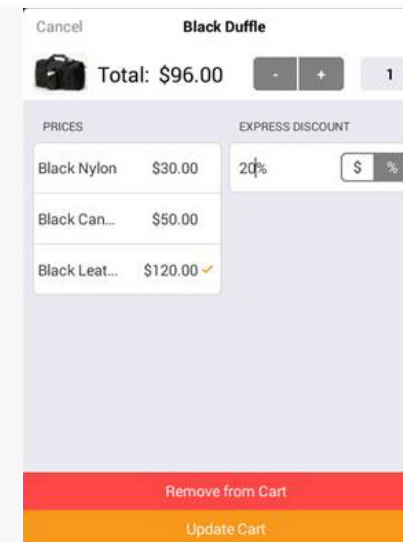
Expand or collapse the Categories menu by tapping here.

Inventory

Access your inventory by hitting the pencil icon at the bottom of the Sell screen. You will now be in Edit mode. Built into the app is a "What's New" guide to help familiarize you with the Inventory section.

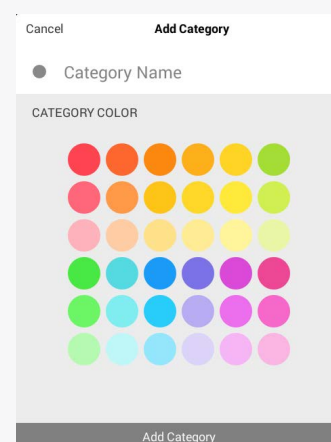
Add/Edit Items

Tap on the "+" symbol in the upper left of the Item grid to add an item. When adding an item you can add Options and Multiple Prices to a single item listing. For example: if you are selling a duffle bag that you stock in three different colors and fabrics, you can list each available style by name along with its corresponding price.



Categories

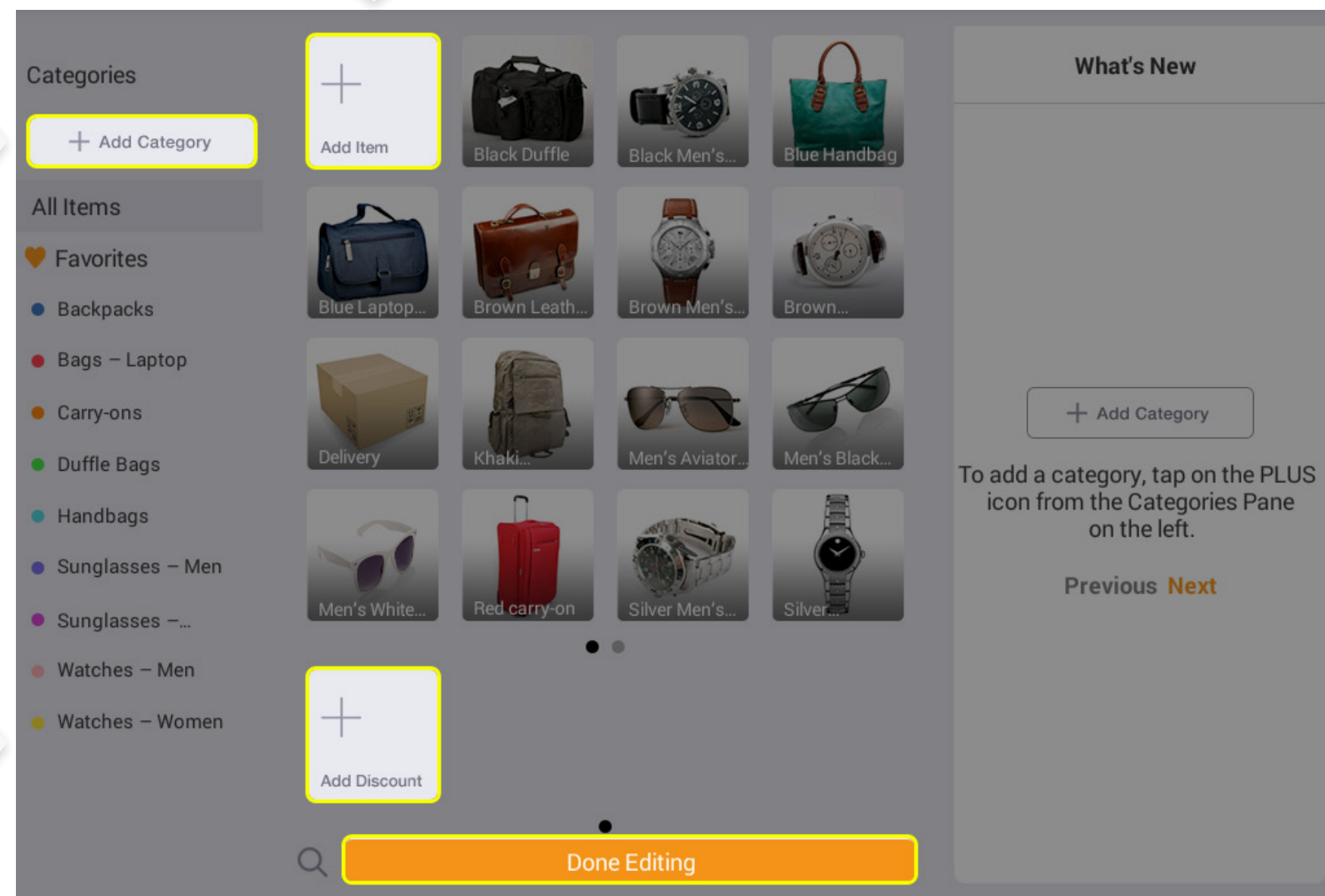
Group your items in Categories that are organized by both a color and name. Tap the "+" symbol in the upper left of the Category pane to add a category. If you're in the Edit Item view, you can group your favorites by tapping the heart icon next to the item.



Discounts

Tap on the "+" symbol in the lower left of the Item grid. Specify a dollar amount or percentage, name the discount, and attach a color for identification. Discounts are created just like you would an inventory item.

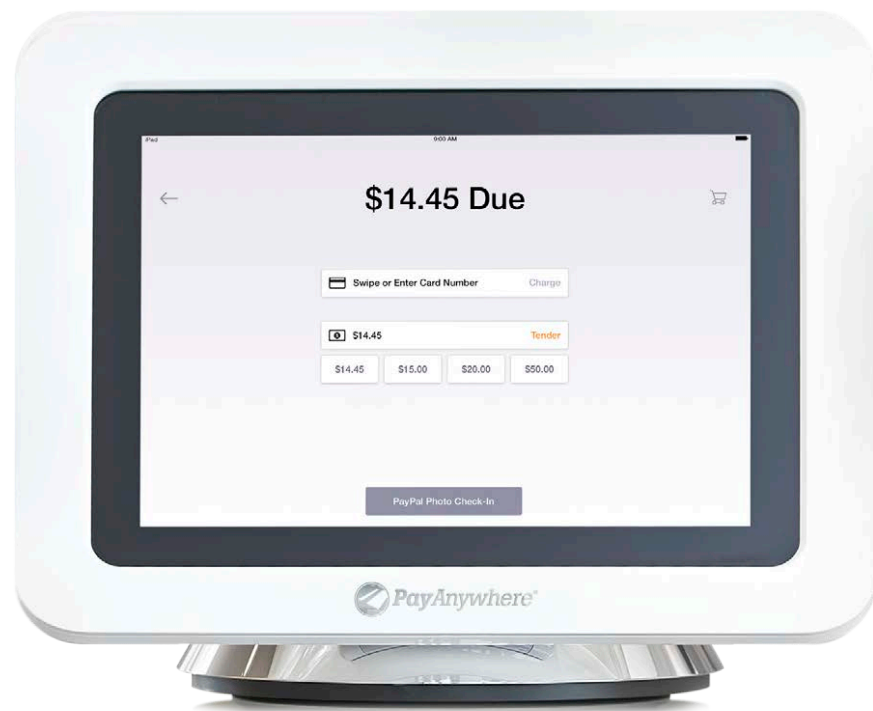
When you're back in the Sell screen, you'll see a colored discount tile that you can add to the cart on any transaction. This discount will apply to all items in the cart.



If you're done setting up your inventory, tap "Done Editing."

PayPal photo check-in

PayAnywhere 3.0 automatically enables the PayPal photo check-in functionality. Customers launch the PayPal app on their smartphone, locate your business within the "Shop" tab, and check-in to pay at the point of sale with PayPal.

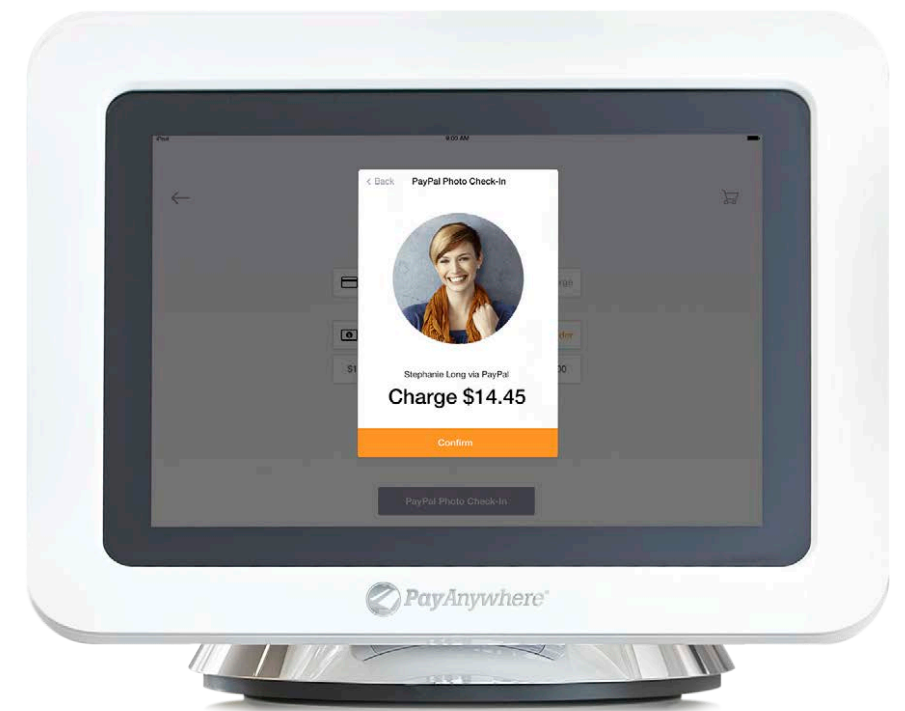


Accepting payments with PayPal photo check-in

Ring up the sale as you would with any other transaction. When a customer lets you know they are paying with PayPal, tap "More Payment Options" and just tap "PayPal Photo Check-In" as the payment method.




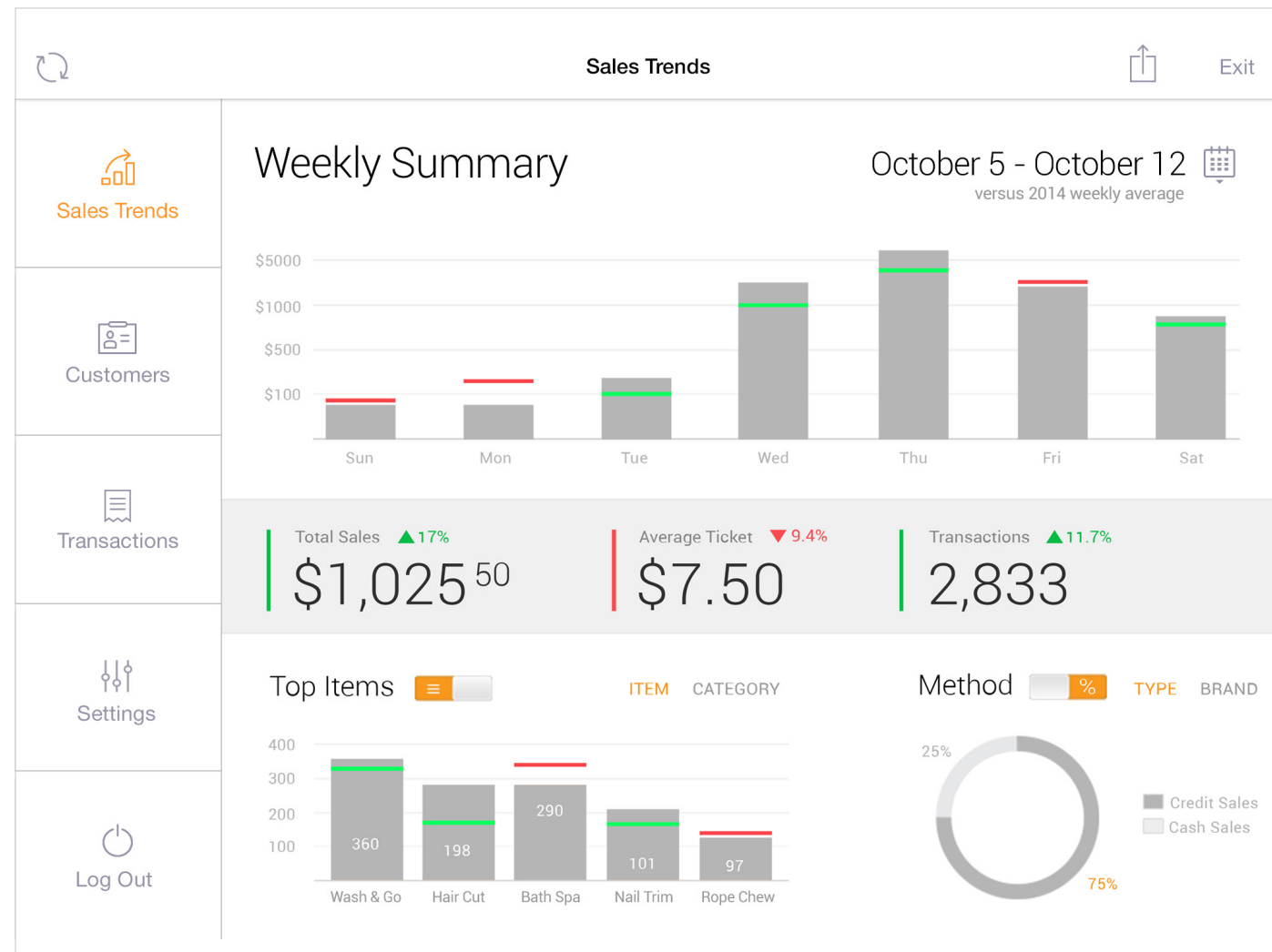
Select your customer's photo from the list of checked-in customers.



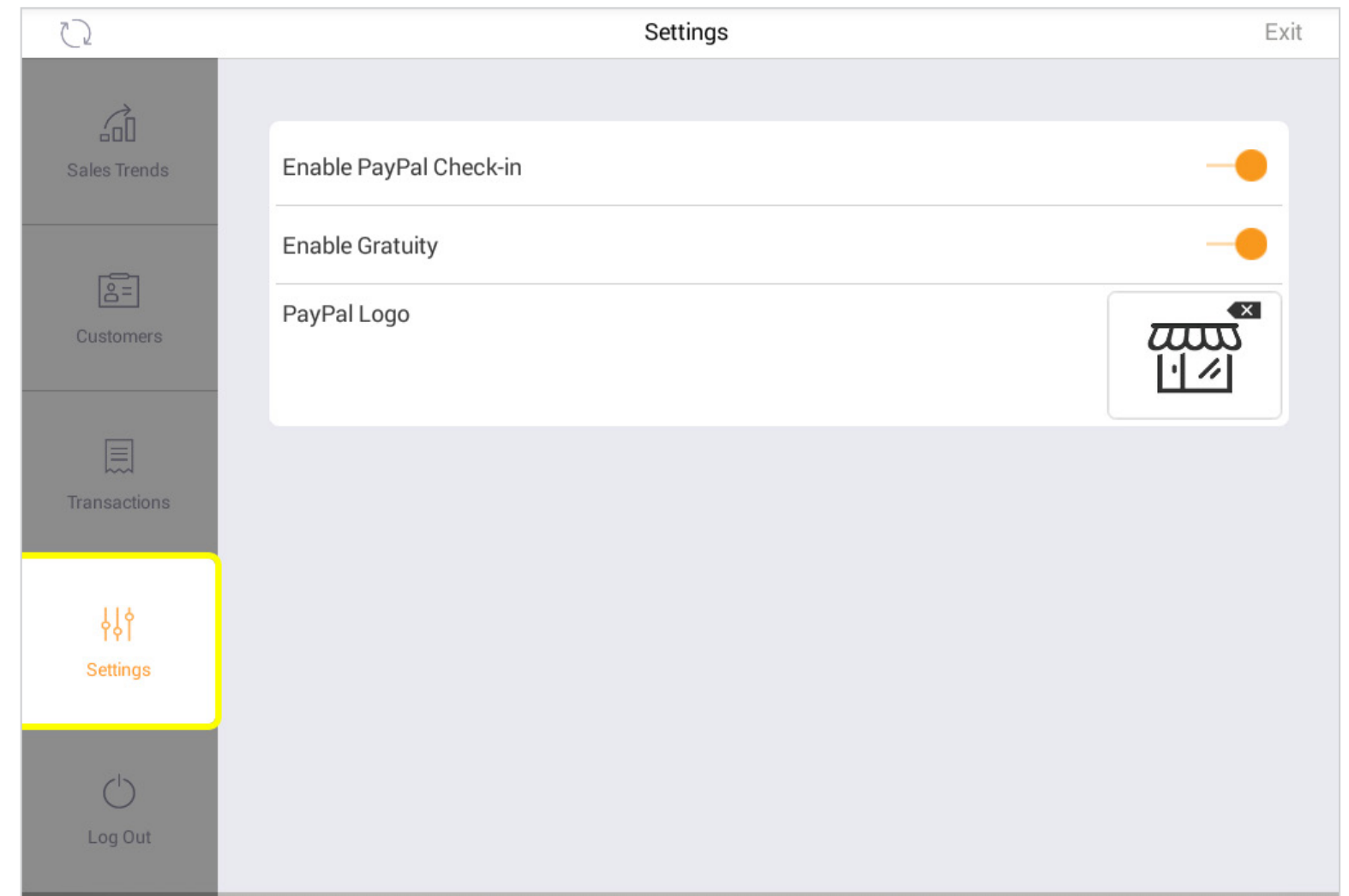
Tap "Confirm" to complete the transaction.

Reporting and Settings

Hit the gear icon to visit the Dashboard. 



The Dashboard provides easy access to your Sales Trends, Customers, and Transactions.



You can also edit your app Settings here, including PayPal photo check-in. Enable or disable the functionality, turn on gratuity, or add the logo your customers will see for you store within the PayPal app.

Support

Knowledge base

Visit PayAnywhere.com/faq

Customer service & technical support

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