

# BILLING

CREDIT CARD TERMINAL

FOR IPHONE, IPOD TOUCH AND IPADS



[WWW.SPARTADATA.COM](http://WWW.SPARTADATA.COM)

MANUAL

# WELCOME

Already have a merchant account  
with Authorize.net or Quantum gateway?

Yes, Go To API Login

Demo Mode

Apply Now

Signing up is quick, safe and secure. There are  
no hidden fees, no commitment, and no surprises!

**\$10** monthly **.30¢** per transaction

**1.75%** qualified rate

The very first time you launch Billing app you will be presented with the following Welcome screen. This screen is intended to easily perform one of three actions as follows:

**Yes, Go to API Login:** This action will take you to the gateway credentials screen where you will select the gateway and then enter your credentials.

**Demo Mode:** The Demo mode simply enabled the demo configuration which allows you to fully use the app as if you were already setup. All features work and help learn the innovative workflow and features. This is also helpful for training staff.

**Apply Now:** Apply now will open the safari mobile browser and allow you to apply for a merchant account and gateway package right from your mobile browser.

Billing app is one of the only apps that support non merchant customers to freely use our app at no additional cost. It is truly a Free open standard Billing solution for anyone accepting payments in the US with any of the various supported gateways.

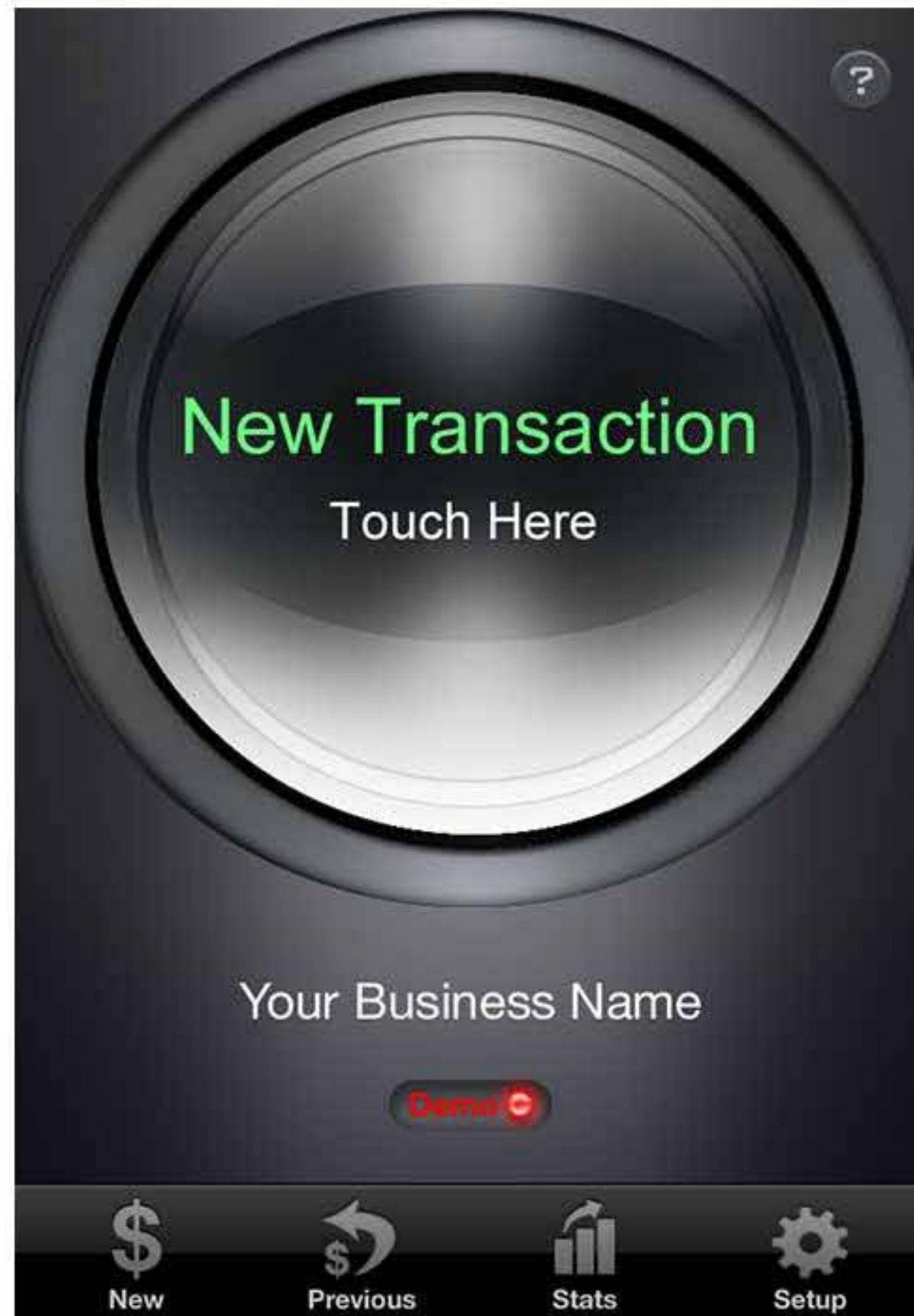


Account setup is the first and most important step in setting up Billing App to function with your merchant account. The only requirement is that you have one of our supported gateways assigned to your merchant account.

The gateways we support are as follows:

- Quantum
- Authorize.net
- Authorize.net Card Present
- Authorize.net Emulator

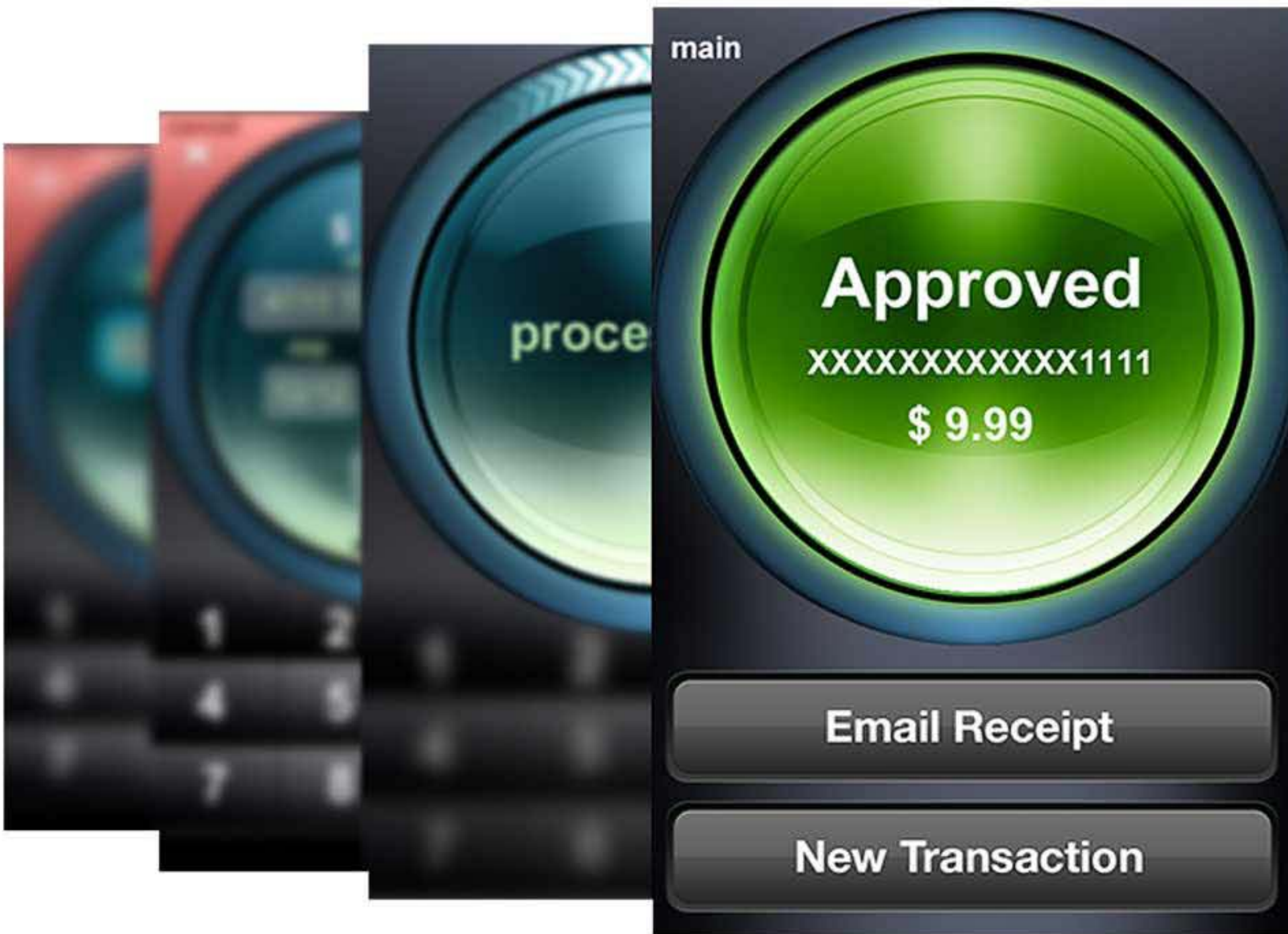
You do not need to board through our merchant signup in order to use or setup Billing app however we do invite and encourage everyone to review and consider our excellent merchant programs and packages as we feel our strong merchant partnerships will result in real monthly savings and added features and support. We ask you this: If you enjoy our app and technology why not try our merchant services program with no commitment or term period.



The main screen for Billing App is truly one of a kind and this is no mistake. We designed every aspect to conform to the truly flexible and fun workflow for all merchant types. The traditional Point of Sale terminals as well as other apps are all pretty much a plain calculator experience and thus does very little to captivate the user experience or customer interaction. We feel capturing your customers attention is just as important as making the transaction process functional and easy to use.

From the main screen you will have access to all the different areas of the Billing app as follows:

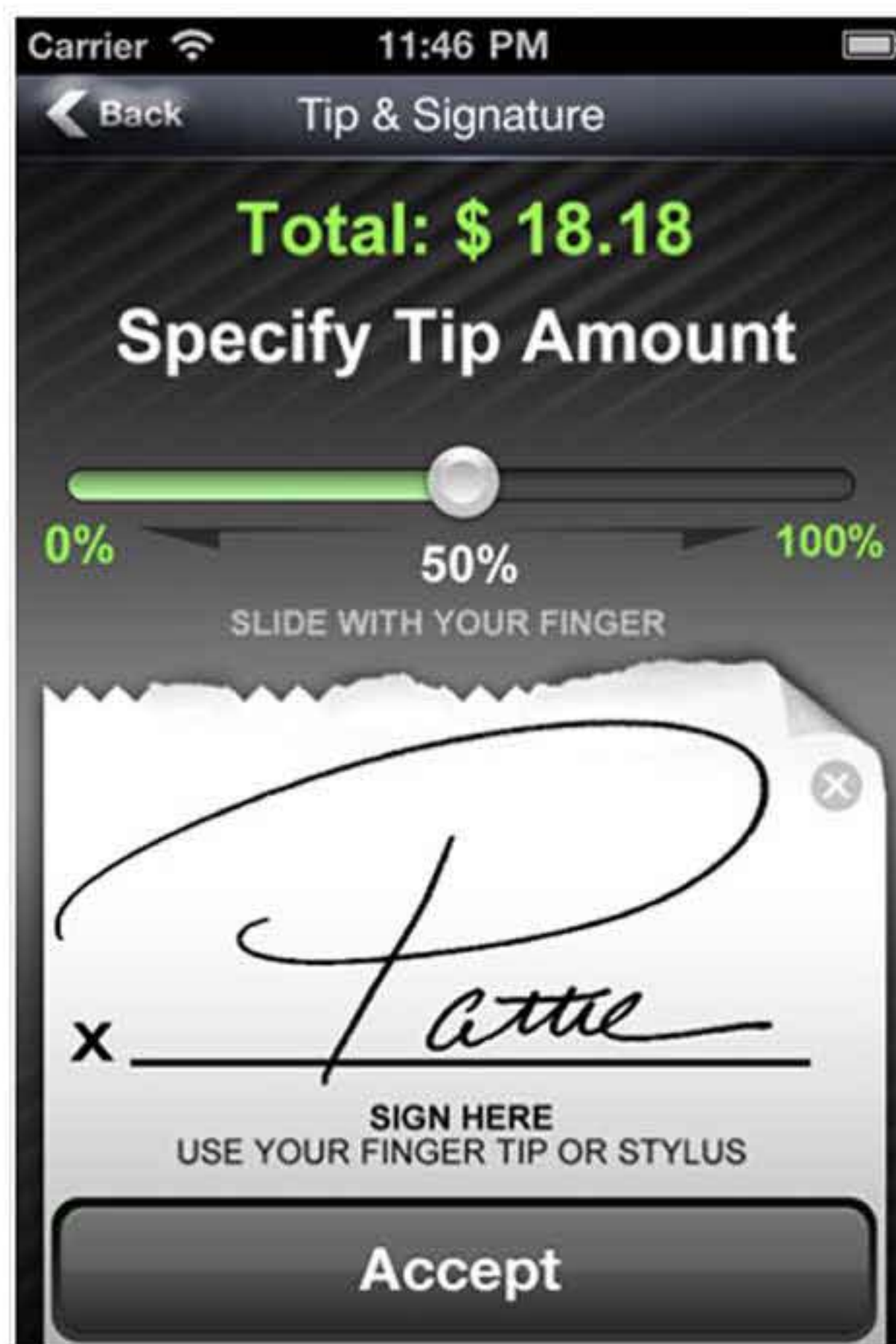
- |                               |  |
|-------------------------------|--|
| <b>New Sale:</b>              | This is where all transactions begin, followed by the amount screen and then the credit card screen... |
| <b>Previous Transactions:</b> | Easily view and manage previously processed transactions   |
| <b>Stats:</b>                 | Monitor sales by specific periods and view transactions  |
| <b>Setup:</b>                 | This is where you configure your account, setup the particular settings to your business needs         |
| <b>?:</b>                     | The Support section includes important resources that can be accessed via a simple touch               |



The transaction workflow behind Billing App is unique and original from the ground up. You will always begin a transaction from within the main screen. Followed by the “Enter Amount” screen. Then followed by the “Credit Card” screen where one would enter all the basic credit card details manually or via swipe. Then the next screen would complete the workflow and send the transaction to the gateway securely via HTTPS protocol. Instantly you will be greeted by a neat animation and then the actual response for the transaction as follows:

**Approved** = This means that the funds have been approved and in route to settle to your bank account.

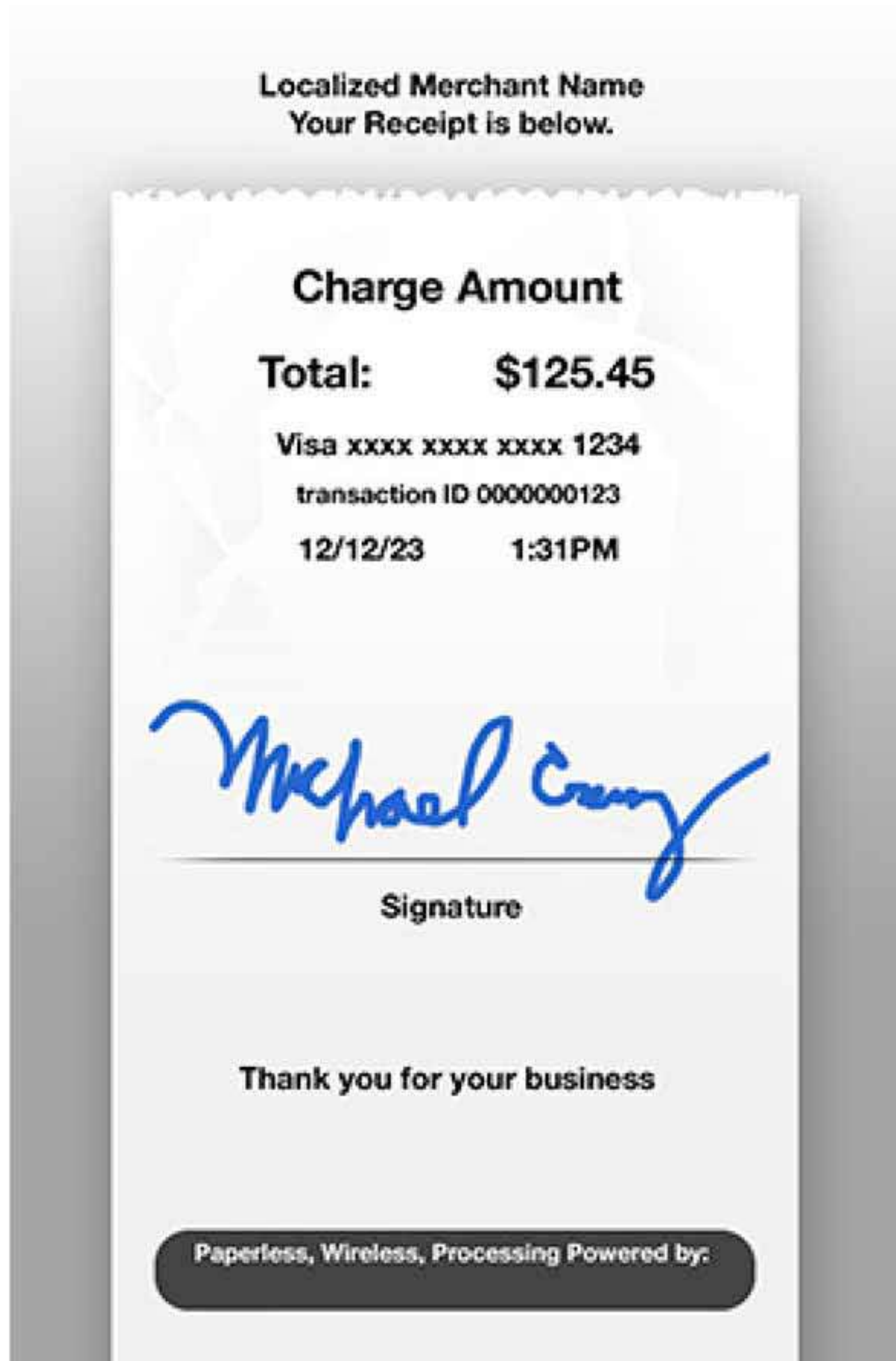
**Declined** = This will showcase a declined transaction and its error code and reason.



Gratuity or Tip is a feature that many businesses depend on for each transaction. Allowing merchants to enable or disable this feature makes it flexible and customized for each business type. Spartadata pioneered this innovative feature in the app store through our initial release. We have since enhanced many new features to ensure the app conforms to every merchant and business needs.

This feature is intended to be an interactive customer action, as in the customer would have the iPhone or iPod touch and adjust the tip slider along with drawing his/her signature and accepting the total.

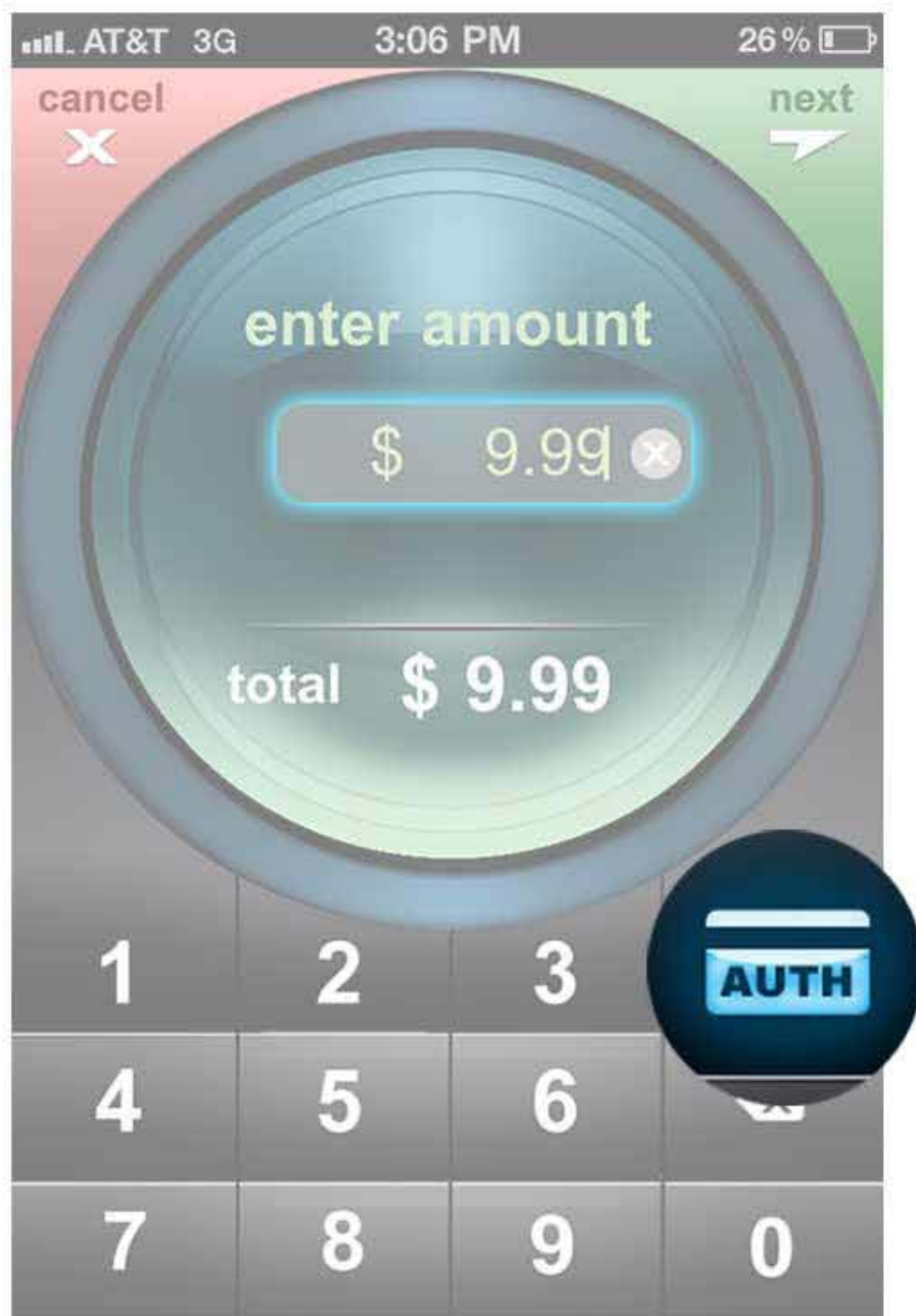
For signature perfect entries consider one of our stylus devices. Your customers will surely enjoy this feature.



We created the first in-app signature capture based receipt and so we felt it was only right we made it look as authentic and realistic as the physical version of a standard receipt. After all both customers and merchants rely on this key asset for many things including auditing, record keeping, taxes, and returns.

Future enhancement and innovation will lead to new and more advanced capabilities and we hope to be in the forefront with regard to receipts and record keeping through added services and technologies we develop for our customers.

When sending a receipt one can CC or BCC as many people as you would like. Additionally each transaction that is logged into the transaction history can be emailed at any time on-demand. If there is no signature in a particular transaction then the rest of the receipt will still display excluding the signature image/



To verify and confirm a customer is able to pay for goods or services there is a particular transaction type called an "Authorization" that allows the merchant to query the card holder available funds electronically for the transaction amount in question. The return response will confirm that a particular amount will or will not go through.

Processing an Authorization is easy and quick. Located in the keypad area of both the amount screen and the credit card screen is an "AUTH" icon. To enable this transaction type simply touch it and it will change to a blue glow tone indicating it is enabled. You can turn it off by simply touching it a second time to toggle it to off.

Once a transaction has been processed as an Auth it will be added with a visual flag icon indicating it was an AUTH transaction type in the history for easy auditing and record keeping.



Billing app now supports “Card Present” Swiper support. Located within the Settings section accessible via the “Setup” icon on the main screen. Intended for the newly supported Authorize.net Card Present Gateway account type however anyone can use a swiper even if their account is not set to “Card Present” at the merchant side. This is a unique and original feature only found on Billing app. Swiper support allows for any number of supported credit card readers to be used for quick and secure credit card info entry via swipe vs manual keyed entry.

By Enabling the Swiper setting to “ON” the home screen sphere will highlight with a ring in two different colors to indicate swiper connectivity status as follows:

**Green** = Devices is connected

**Red** = Device is not connected or connection is not detected



Within the setup screen under the “Swiper” section one can now Browse and purchase supported Credit Card Swipers and Devices easily right from within the app.

Currently we are showcasing two different swipers and a stylus.

Purchase will direct over to our ebay listings. We have excellent ebay rating and so we aim to build a good trust via customer loyalty and feedback.

We hope to include future ebay support into the app so this is merely the beginning of future features and enhancements to come...

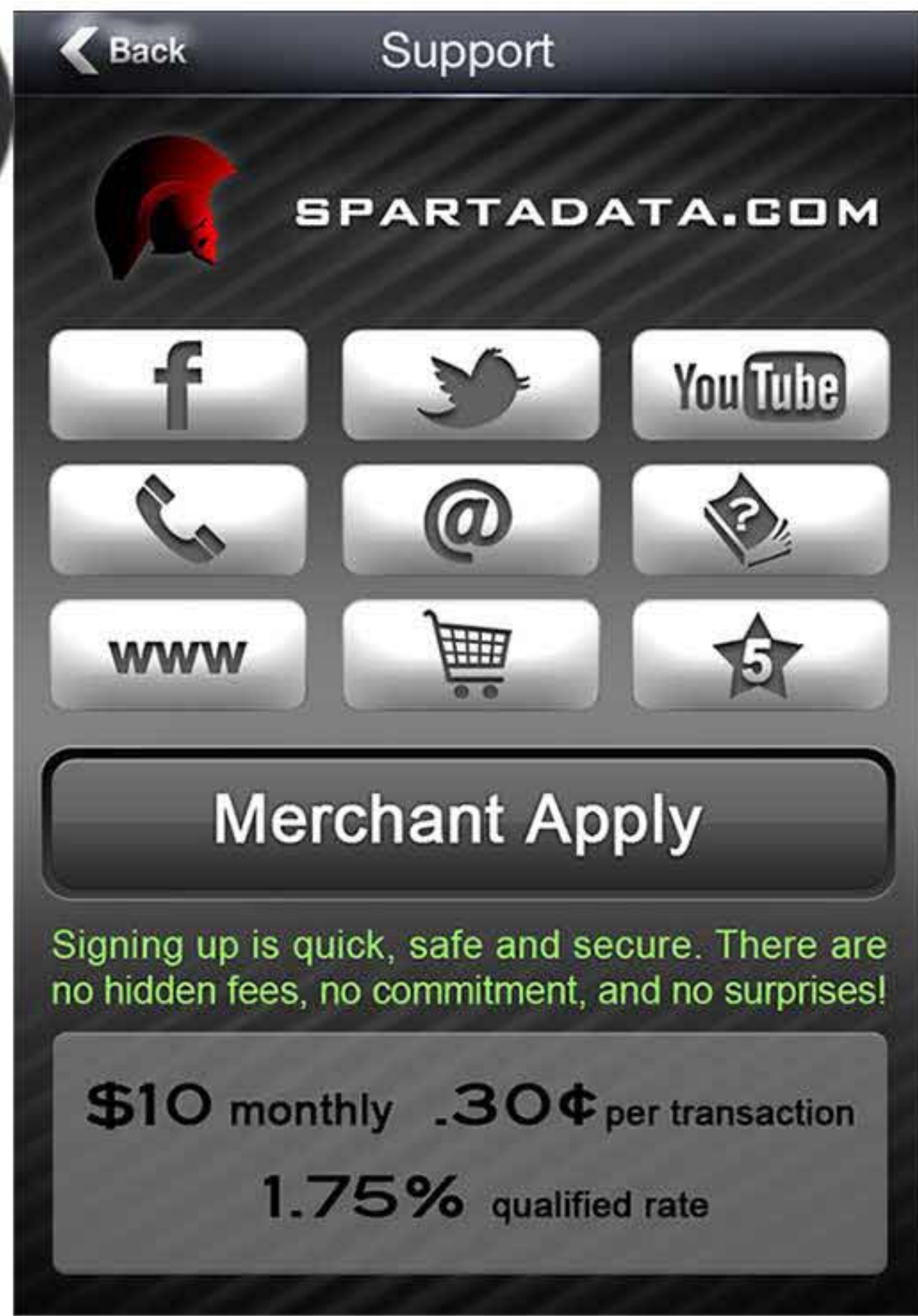


Viewing “Previous” Transactions is accessible from the main screen via the “Previous” Icon on the bottom of the screen. This will showcase all previous transaction history in a visual and easy to follow layout. Touching on any particular transaction will reveal the transaction details in a new view. The transaction detail will show signature along with other important information. This view also includes action items such as email receipt and perform a refund.

There are various types of transactions that can be displayed in any combination:

- Sale:** An actual live transaction showcased with a green “\$” symbol.
- AUTH:** An Authorization is simply a query to the card holders account which verifies if there are sufficient funds available for any given transaction amount.
- Refund / Void:** This action can be done right after a transaction is made and within the previous view detail screen. If a transaction has not yet batched or settled it will be pushed as a void and if it did settle it will be pushed as a refund. The Process is transparent to the users
- ?:** This is typical for declined and demo refund transactions.
- Demo:** When Demo is enabled all transactions will process with this flag
- Swipe:** This is to show when a transaction was made via Swipe





Access from the main screen can be reached through the “?” icon on the top right. Once in the support screen you will notice an arrangement of icons along with a Merchant Apply button. In order from top right to left here are the specific links:

**Facebook:** <http://www.facebook.com/billingapp>

**Twitter:** <http://www.twitter.com/spartadata>

**YouTube:** <http://www.youtube.com/spartadata>

**Phone:** 1-800-267-8642

**Email:** [info@spartadata.com](mailto:info@spartadata.com)

**Manual:** Links to this document

**www:** <http://www.spartadata.com>

**Shop:** Links to the Swiper and Devices section within the app

**Rate:** <http://itunes.com/apps/billingcreditcardterminal>

**Merchant Apply:** <http://www.spartadata.com/merchant/apply/>

All links are touch based thus making it easier to access important resources right from within the support screen. This is completely revised and new as of 1.7