

How to: Make a take an Integrated - EFTPOS payment for a booking

The workstation you are trying to do this from needs to be setup to sell tickets via 'Quick Ticket' if the POS option in step 1 is not visible. Please contact IT and request for access.

Currently the booking made will not receive a Carriage Allocation. Please confirm there is room on a carriage prior to booking.

1. Make a booking.
2. Click Receipt and the Receipt Booking window will pop up.

The screenshot displays a software interface for managing bookings. The main window shows details for a booking on 24/07/2026 from 11:00 to 13:15. A 'Receipt' button is highlighted with a red arrow. A 'Receipt Booking # 182742' pop-up window is open, showing 'Balance Owing' of \$1.50 and 'New Balance Owing' of \$1.50. The 'Payment Type' is set to 'EFTPOS - Integrated'. The 'Process on Pindpad' option is selected. The 'Receipt Booking' window also includes fields for 'Amount', 'Ref #', and buttons for 'OK' and 'Cancel'.

3. Select Payment Type - **EFTPOS - Integrated** and confirm that Process on Pindpad is selected and click **OK**

Receipt Booking # 182616

Receipt Details

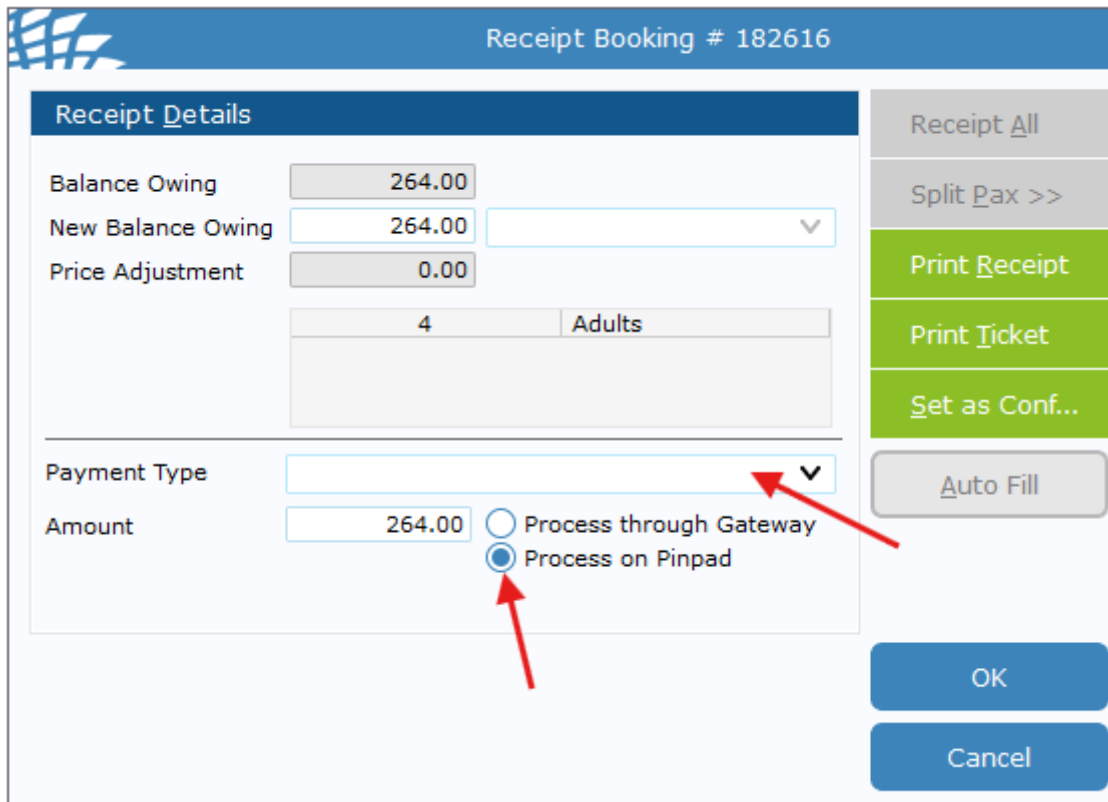
Balance Owing	264.00	
New Balance Owing	264.00	▼
Price Adjustment	0.00	

4	Adults
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Payment Type ▼

Amount 264.00 Process through Gateway
 Process on Pinpad

Receipt All
Split Pax >>
Print Receipt
Print Ticket
Set as Conf...
Auto Fill
OK
Cancel



- The connected EFTPOS terminal should now prompt for payment. Complete payment.
- Once complete, click Ticket to Printer - **The ticket will NOT have a seating allocation on it.**

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