

# Vital Mobile

## Click Icon to Download

### Adding Items

1. From the home screen, select **Items**.
2. Select **Add Item**.
3. Enter the item name and press **Next**.
4. Enter the unit price and cost (optional), then select **Next**.
5. Choose the position in the **Item Library** by selecting the **Category** (required), **Subcategory** (optional), and **Group** (optional).
6. Choose where the item will appear in the app.
7. Review and save changes to finish adding the item.

### Closing Batches

1. From the home screen, select **Management**.
2. Select **End of Day**, then press **Close Register**.
3. Select **Yes** to close the register or select **No** to return to the End of DOVation ay screen.

### Processing a Card Sale

1. From the homepage, select **Order**.
2. Key enter the amount, then **select Add to Cart**.
3. Select **Checkout**.
4. Tap the **arrow** to choose a payment type.
5. Insert or swipe the card.
6. Press **Confirm** to approve the amount.
7. Select **Continue** or **Cancel** to return to the checkout screen.

8. Enter an email address to send a receipt or select **Complete Order** to finish the transaction.

### **Processing a Refund**

1. From the homepage, select **History**. The history page is in chronological order, starting with the most recent sale.
2. Select a transaction to show you more information.
3. Press **Full Refund** to issue a refund.
4. Select **Refund** to process the refund or **Cancel** to return to the transaction screen.

### **Viewing Transaction History**

1. From the homepage, select **History**. The history page is in chronological order, starting with the most recent sale.
2. Select a transaction to show you more information.