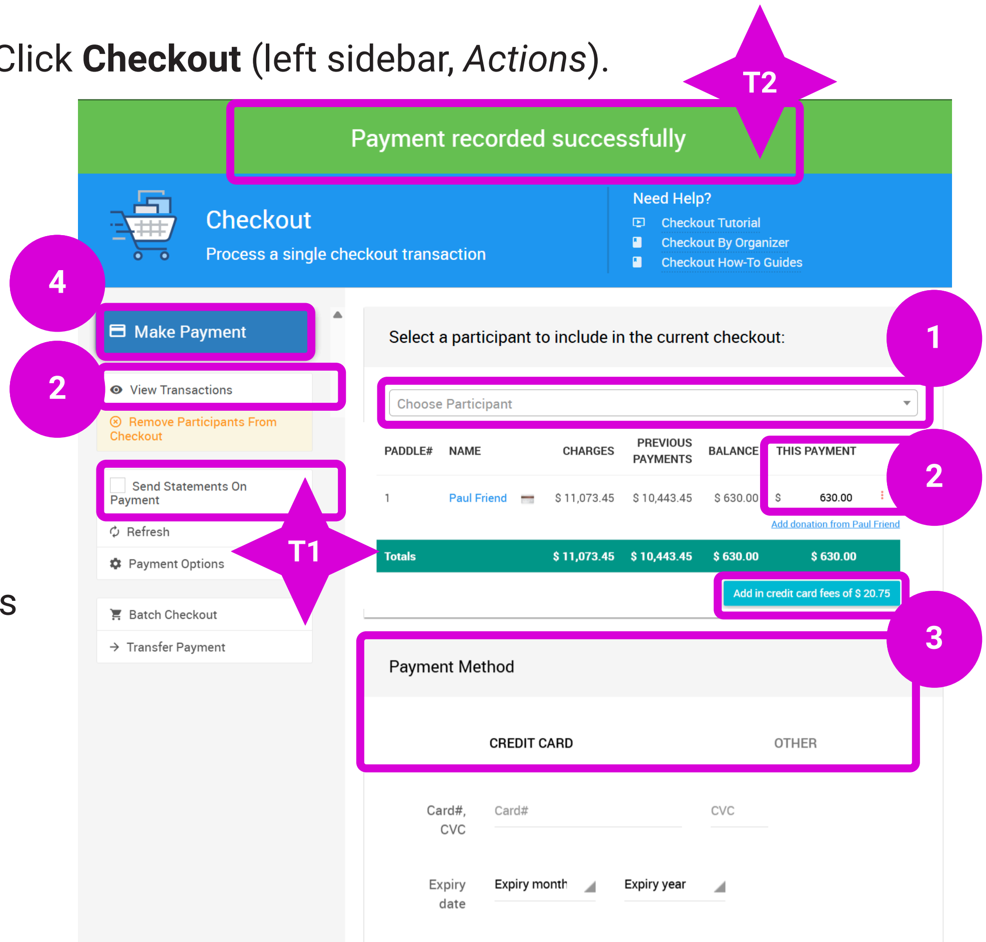
Auctria Dashboard

How to Check Out Guests

Open Checkout: Click **Checkout** (left sidebar, *Actions*).



1. Find the Participant

- Use the search bar at the top.
- **Only one** profile should appear.

2. Review Charges

- **View Transactions** shows charges, payments, and balance.
- Unpaid totals will be displayed under ***This Payment***.

3. Select Payment Method

- Choose Credit Card, Cash, Check, etc.
- If available, click **Add Fees** if the guest wants to cover credit card fees.

4. Complete Checkout

- Click **Make Payment**.

T1

Tip 1: Send Receipts

Check **Send Statements on Payment** to send receipts. (*This only needs to be set once per device!*)

T2

Tip 2: Confirmation Banner

Payment Recorded Successfully means the transaction was completed!