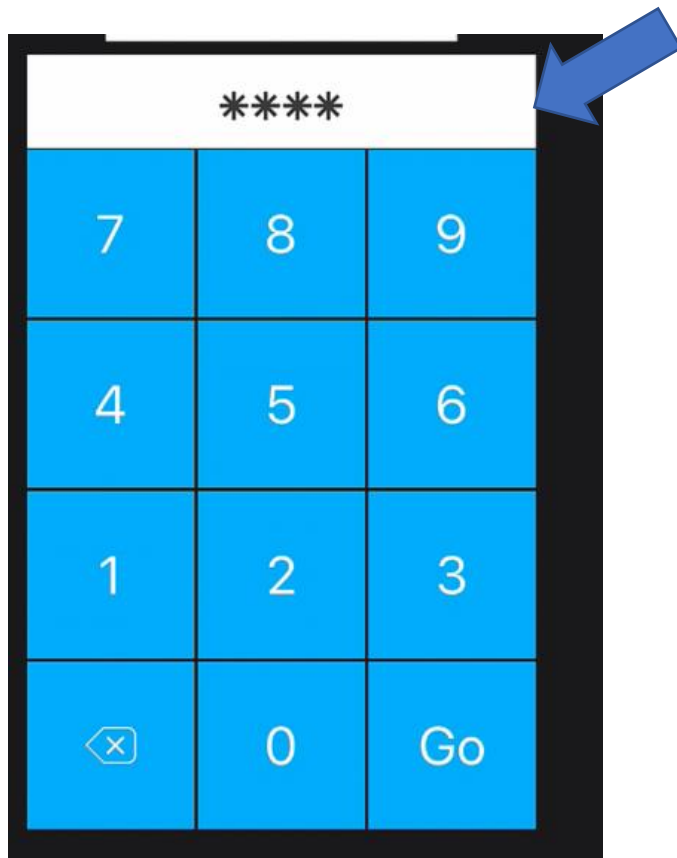
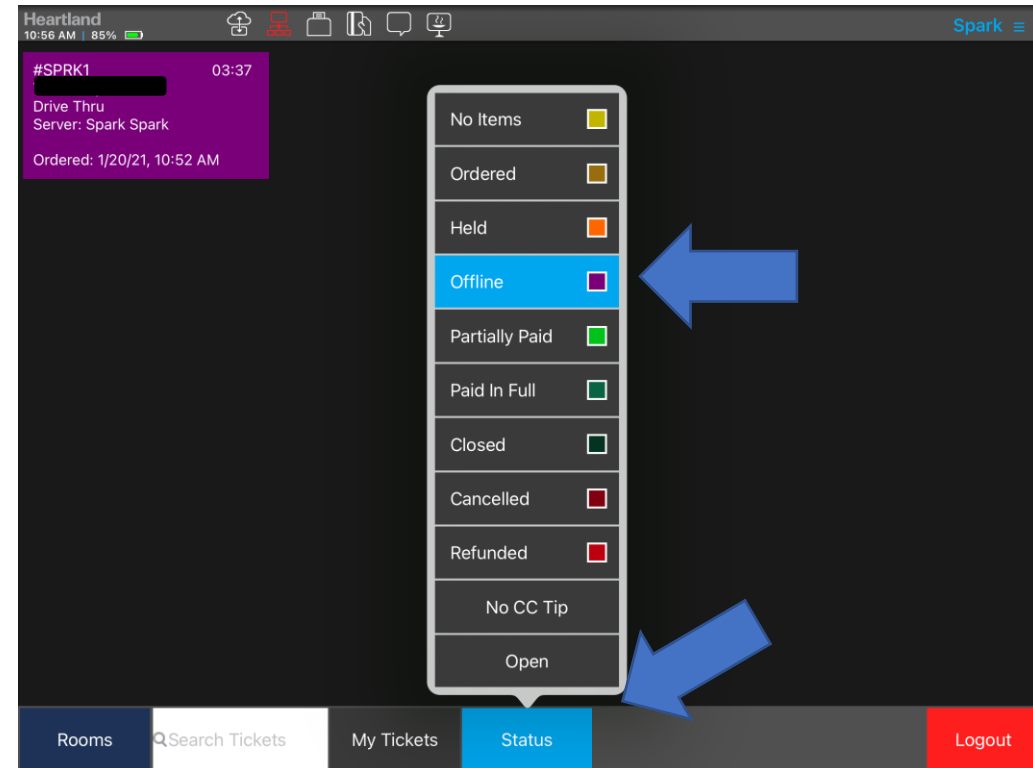


# How to Authorize Pending Transactions

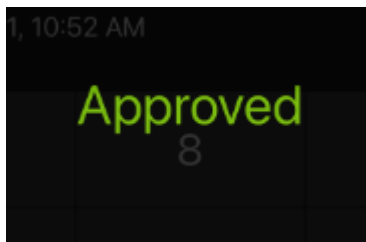
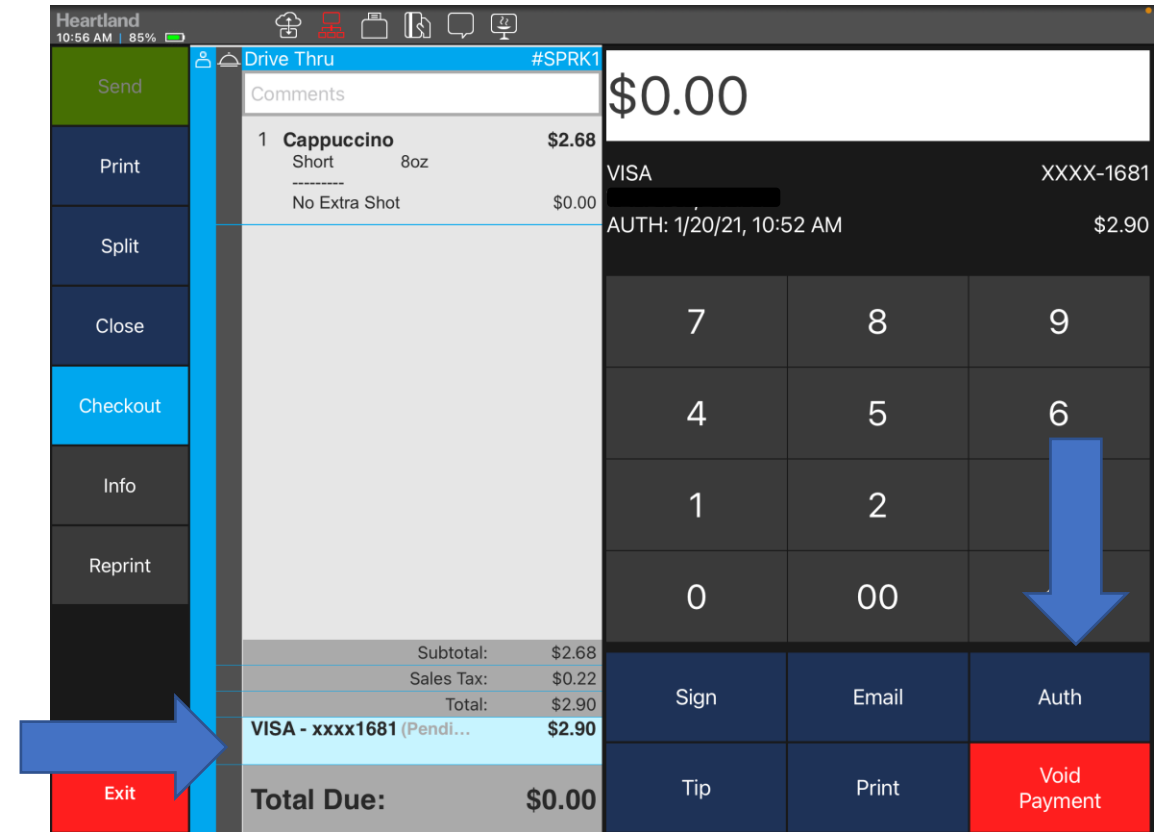
1. Confirm that your POS network is Online and then enter your **Login PIN** on **Heartland Restaurant**



2. Tap on the Search button, then Status and select "Offline"



3. Once you have selected the applicable ticket, it will show a payment line that shows that the transaction is still “pending” – tap on the payment line and then tap on “Auth”



4. A green “Approved” message means the transaction has gone through. If the transaction declines, you can continue to attempt to Authorize it on subsequent days, VOID the payment & ticket or VOID & close it to a Custom Tender