

The Clover Go mobile app

- Download the Clover Go app from the Apple App Store or Google Play Store on the smartphone or tablet your Girl Scout will use for selling cookies.
- If you already have the Clover Go mobile app, make sure you have the latest version by checking for updates in your phone's app store.
- **Before Booth Sales:** create a unique email address and add it to the Clover dashboard via the Employees tab.

Login and Setup

Select "Login"

Enter the email the Clover welcome email was sent to

Enter password created in the Clover Dashboard

First time users will need to accept Terms of Service

Allow push notifications

When prompted, share location - if not shared, app may not work properly

Pair your Clover card reader. You can "skip for now" and access it later in the menu.

Create a 4 digit passcode. Remember it for future use.

Tracking Booth Sales

Enable/Disable Touch ID for login purposes.

Set default screen to "new sale".

Configure Payment Note options.

Optional carbon copy receipts, which auto-sends receipts to 3 emails.

Issue a Refund or Resend Receipt

Access transaction history to see transactions and summary of \$ # of orders.

Select an order to issue a refund or resend a receipt.

Refunds can only go to the original card.

Transaction History shows 7 days. If you need more, use the caret ^ to select date range and select order for refund or receipt reissue.

Refunds should be issued for mistake entries or charged the wrong card.

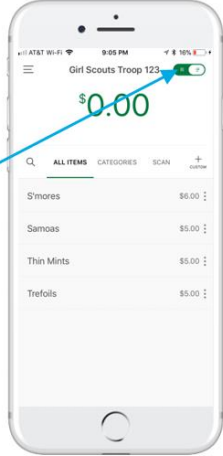
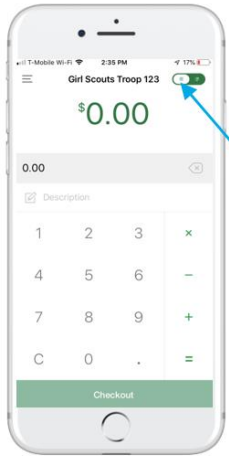
If customer has quality complaint, they should contact the GS Council.

Prep for Order →

Take an Order →

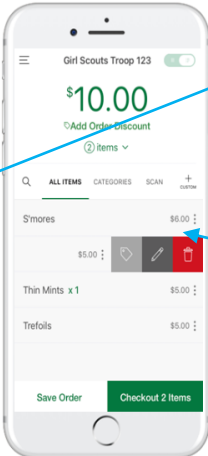
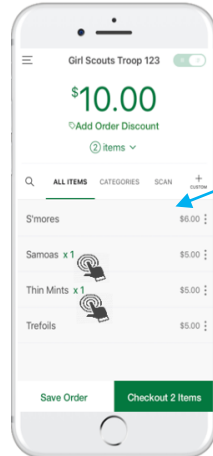
Quick Mode

Inventory Mode



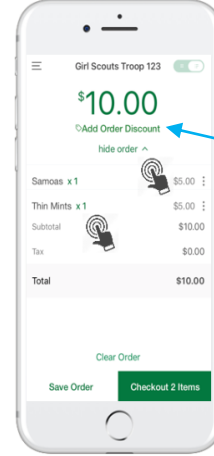
Toggle

Switch to Inventory Mode. The app will remember this selection.

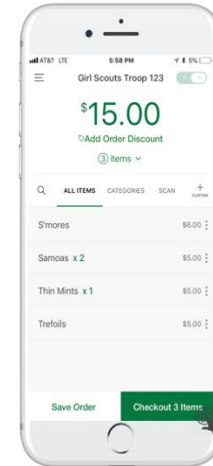


Add items to the order by tapping the item. Tap multiple times to add multiple items.

Swipe left to edit quantity or remove items. Helpful for large orders.

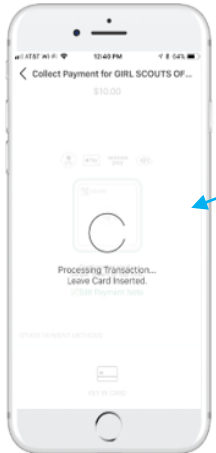


Or tap the caret ^ to edit the current order.

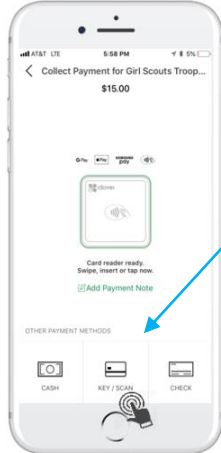


Clover Go Card Read: to accept a swipe, chip, or mobile payment from this screen. The green halo around the device on the screen means it's charged and connected.

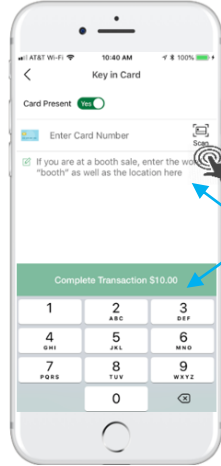
Without Clover Go device: in the app on this screen tap "Key / Scan."



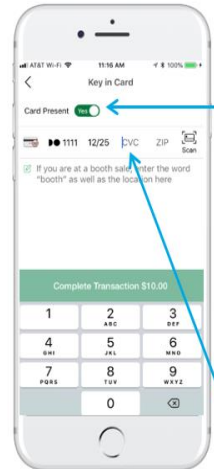
Swipe or Insert card. Or tap phone/card/watch for mobile payment.



If you don't have the Clover Go device or you're receiving a "transaction failed" notification, use the "Key In Card" function.



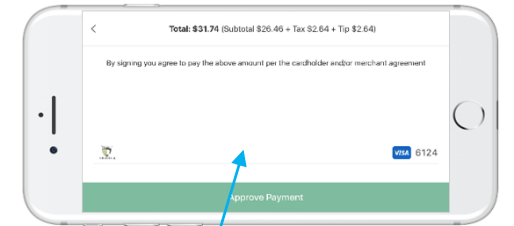
Key in card number by hand or with the camera feature.



You can only use OCR Card Scan if it's set to "Card Present".

For security purposes, only run transactions when the card is present. No payments should be taken over the phone or online.

The card number can be scanned, but CVV and Zip will need to be keyed in.



Once the transaction completes, if signature is required, the screen will present a signature screen for the customer.