

# How Do I Suspend and Resume a Transaction?

This lesson will teach you how to suspend a transaction to free up your register. You will also learn how you can resume a suspended transaction.

## Sale In Progress



If you have a **Sale in Progress** that you are not yet ready to tender, but you need to wait on other customers, you can place this transaction in a suspended state until you are able to finish it.

## Suspend Sale



Touch the "**Suspend Sale**" button.

## Register Status



You will notice

- (1) The register **Status** has changed from **Sale in Progress** to **Idle**.
- (2) The date and time have been replaced by **Suspended Sale**. This indicates that you currently have one or more **Suspended Sales**.

You can now perform other transactions. The transaction will remain suspended until you are ready to resume it.

It is important to note that you will not be able close out your shift on the register if you have a suspended sale.

## Resume Sale



When you are ready to return to the suspended transaction touch the "**Resume Sale**" button.

## Resume Sale

ID	CUST NO.	ITEMS	SALE AMOUNT	FUEL AMOUNT
1	NO CUST	1	\$ 1.99	\$ 0.00
2	NO CUST	1	\$ 2.49	\$ 0.00
3	NO CUST	1	\$ 3.99	\$ 0.00

**SELECT**

**CANCEL**

(1) Touch the transaction you want to resume.

(2) Touch the **"Select"** button.

## Sale In Progress

09.01.02-D09R

Status: Sale in Progress

NTWK: MWS/SC/CCL/FFS

X Quantity - 1

001 - John Doe

Shift - 1

03/29/2012 01:02:42 PM

The transaction has now been returned to a **Sale in Progress** and is ready to be tendered.

For more information on tendering a transaction see the following lessons:

[-How Do I Process A Transaction If The Customer Is Paying With Cash?](#)

- [-How Do I Process A Transaction If The Customer Is Paying With A Credit Card?](#)
- [-How Do I Process A Transaction If The Customer Is Paying With A Debit Card?](#)
- [-How Do I Process A Transaction If The Customer Is Paying With A Check?](#)
- [-How Do I Process A Transaction If The Customer Is Using A Coupon?](#)
- [-How Do I Charge A Transaction To A House Account If I Know The Customer's Account Number?](#)
- [-How Do I Process A Transaction To A House Account If I Do Not Have Customer's Account Number?](#)
- [-How Do I Use The "Quick Cash" Buttons?](#)