



X-Charge Offline Processing

When you are attending an outside sale, you can configure X-Charge Credit Card software to process credit cards in an Offline mode and process credit card transaction at a later time. However, remember, when accepting credit cards in the offline mode, the credit cards are not approved and may be declined when they are processed. To set X-Charge to Offline processing mode, following the instructions below.

Set X-Charge to Off-line Processing

1. Double-click on X-Charge to open. Click on **File > XCharge Server**. Click on **File > Enable Offline Processing**.
2. The X-Charge Server screen opens, put a check mark in **Enable Offline Processing** and click **I Agree**.
3. A message box appears stating Offline processing has been enabled and any credit card transactions will be saved for processing at a later time click OK.

Processing Offline Transactions

When you are finished with your outside sale, you will need to process those offline transactions. To do this, you will need to connect to your modem or IP and disable the Offline processing. Follow the instructions below to process your transactions.

1. Double-click on X-Charge to open. Click on **File > X-Charge Server**. Click on **File > Disable Offline Processing**.
2. The **X-Charge Server** screen opens, remove the check mark in **Enable Offline Processing** and click OK.
3. The X-Charge screen appears requesting to Process all pending Offline transactions click yes to process your transactions.
4. A screen will appear showing you that your transactions were approved. Close back to the desktop.