



## How to Manually Batch your SwipeSimple Device

From the **Current Batch** screen in the SwipeSimple application, you have the option to manually close your batch by tapping on **Close Batch** on the bottom of the screen.

### If your account is enabled for Manual Batching:

Tapping the **Close Batch** button is the only way that you can close your batch in SwipeSimple.

To manually close your batch:

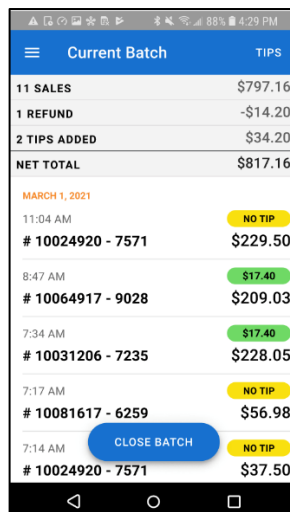
1. Open the SwipeSimple App
2. Navigate to the **Current Batch** screen from the side menu
3. Click on **Close Batch** at the bottom of the screen

### If your account is enabled for Automatic Batching:

You can choose to close your batch before your scheduled batch time by tapping **Close Batch** at the bottom of the **Current Batch** screen.

If you close your batch early, SwipeSimple will attempt to close your batch again at your scheduled batch time. If you have taken additional transactions since manually closing the batch, those will settle at the set automatic batch time.

To set up **Batch Receipt** printing in SwipeSimple, check out the article on **Batch Receipts**.



## Manual Batching in BroadPOS

These are the steps you can take to manually close your batch through the BroadPOS application:

1. Tap on the circle button at the bottom of the screen to go to the device's home screen
2. Tap on the BroadPOS app (TSYS Sierra)
3. Tap on **FUNC**
4. Tap of **BATCH**
5. Enter Operator Password (todays date, ex: 07112023)
6. Tap on **Batch Close**
7. If prompted with "**Close w/ Untipped**", tap **Yes**
8. Wait for the batch to fully close and settle
9. Once a receipt is printed and/or you get a "**Batch Close Success**" message, the batch has successfully closed
10. Tap on the circle button at the bottom of the screen to go to the device's home screen
11. Tap on **SwipeSimple**

Have questions about how your account batches? Contact your Wind River Representative at 1-800-704-7253.