Adelante
# Adelante App
User Manual

Version 1.0

Adelante App User Manual

1. Introduction

The Adelante App is a user-friendly mobile application that brings together the core functionality of the Go2Pay and ConnectPay apps within a single, unified platform. By consolidating these tools, the app provides a more streamlined and consistent experience for users who manage or process payments on the move.

This guide is designed to help you understand the structure of the app and make effective use of its features. It outlines key functions, and provides practical guidance to support day-to-day use of the Adelante App.

2. Registration Screen
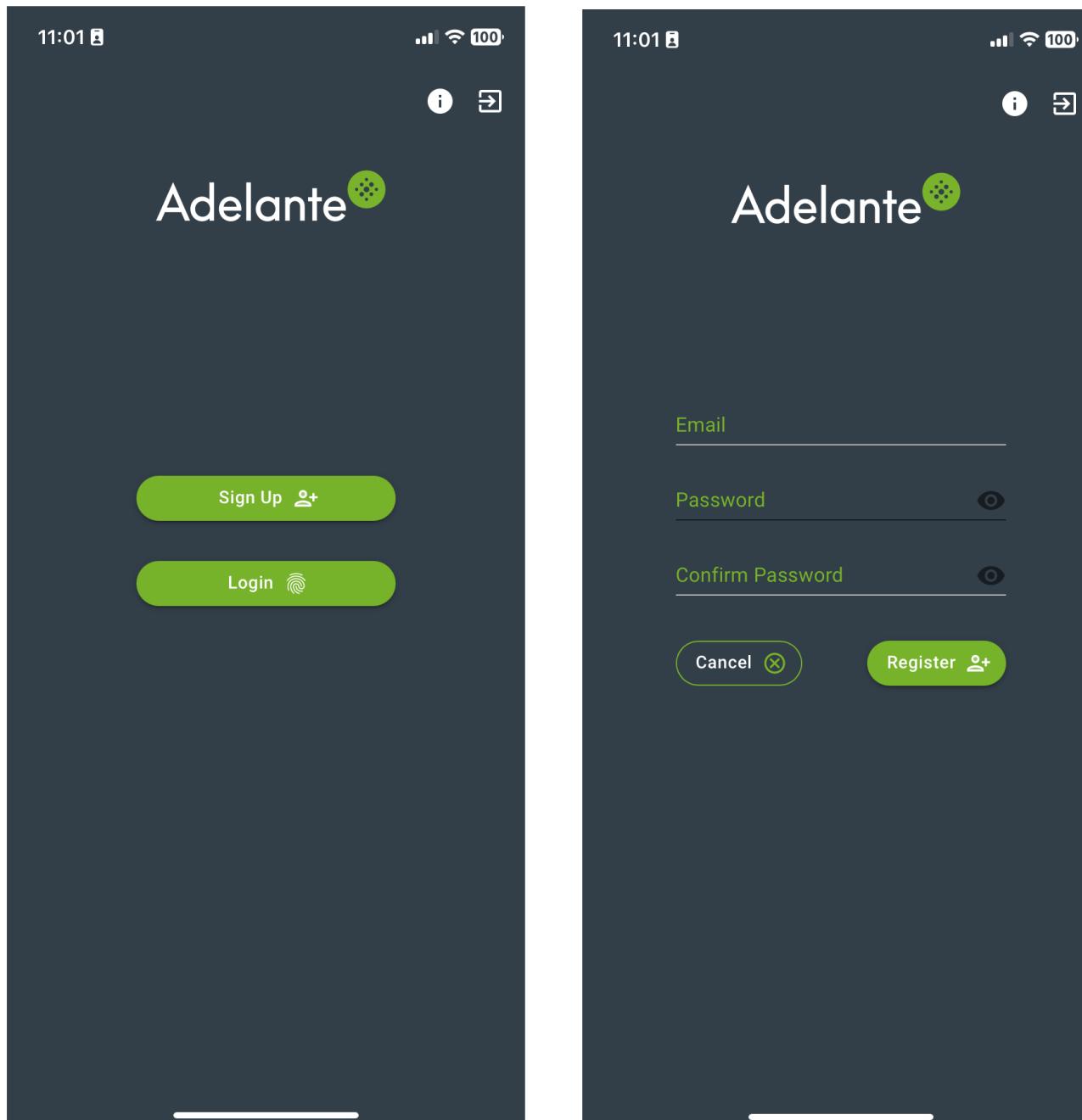
- When using the Adelante mobile app for the first time, you'll need to register an app account. This allows you to switch between multiple Adelante/ClearAccept accounts within the app if you have them.

- You will receive an email with a confirmation link that you need to click, sent to the address you provided.

- After registering, you will be able to login.

Adelante

Email

Password

Cancel ⊗   Login 👆

Forgotten your password?
Click here to request a reset link.

Didn't receive your confirmation email?
Click here to resend.

If you did not receive a confirmation email, you can resend it.

3. Login Screen

09:16

Adelante

Account

🏛 App Test ▾

Login 👆

Add Accounts ☑

Logout 🔒
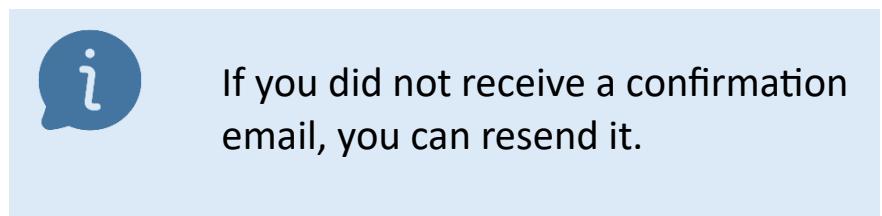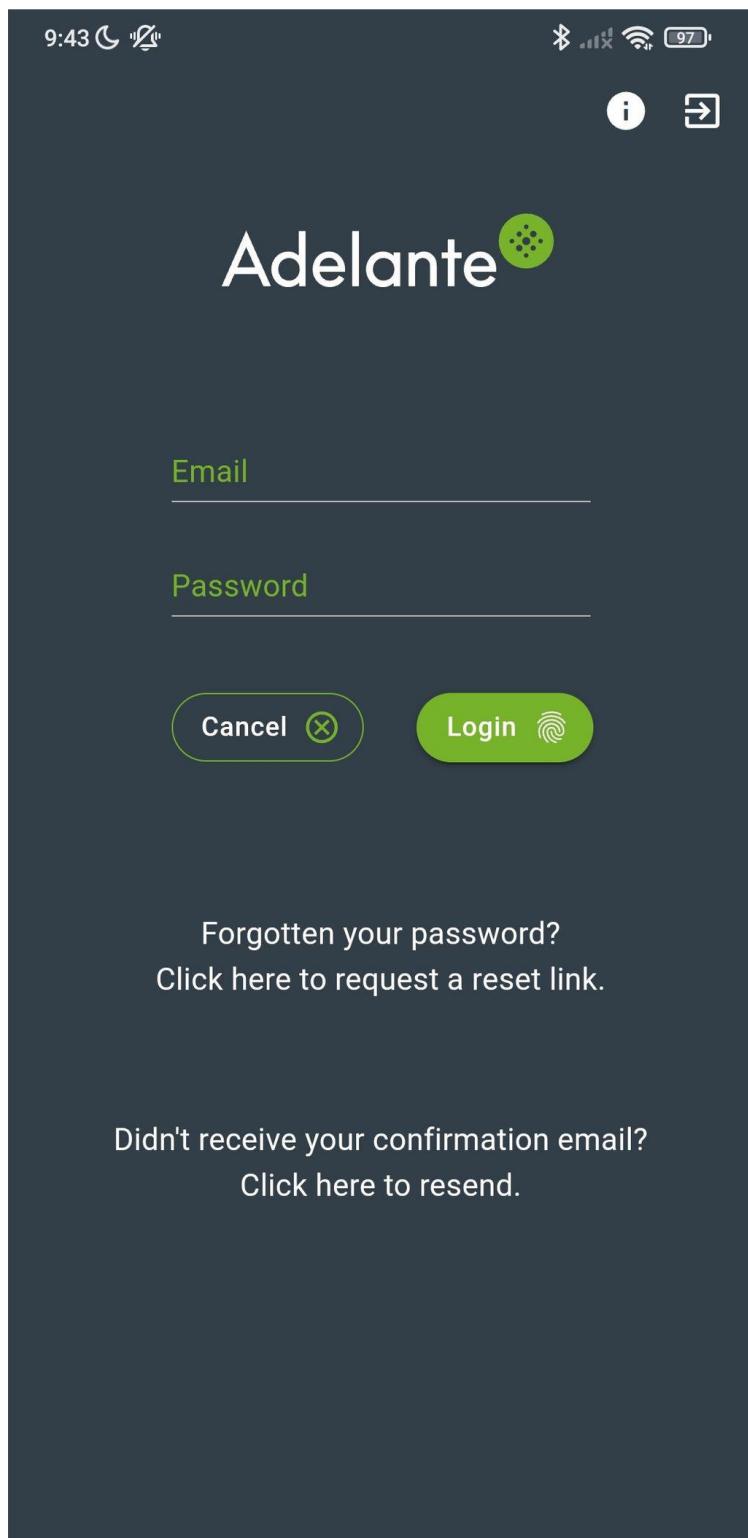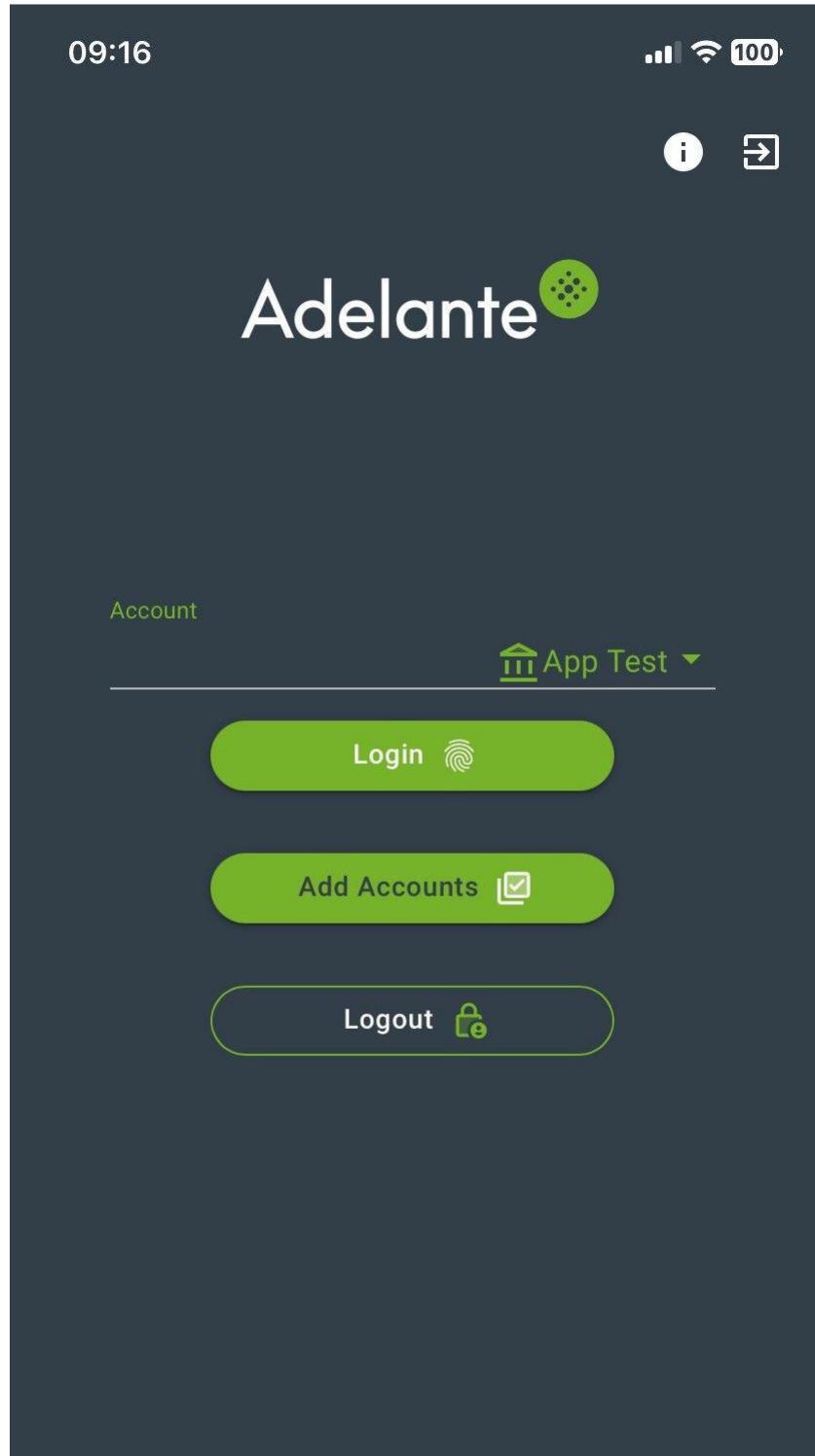
- Account Selection: Select your desired account from the dropdown menu.

- Login Button: Press the "Login" button to access the app using Touch ID or Face ID, depending on your device.

- Add Accounts: Use the "Add Accounts" button to add a new account.

4. Home Screen
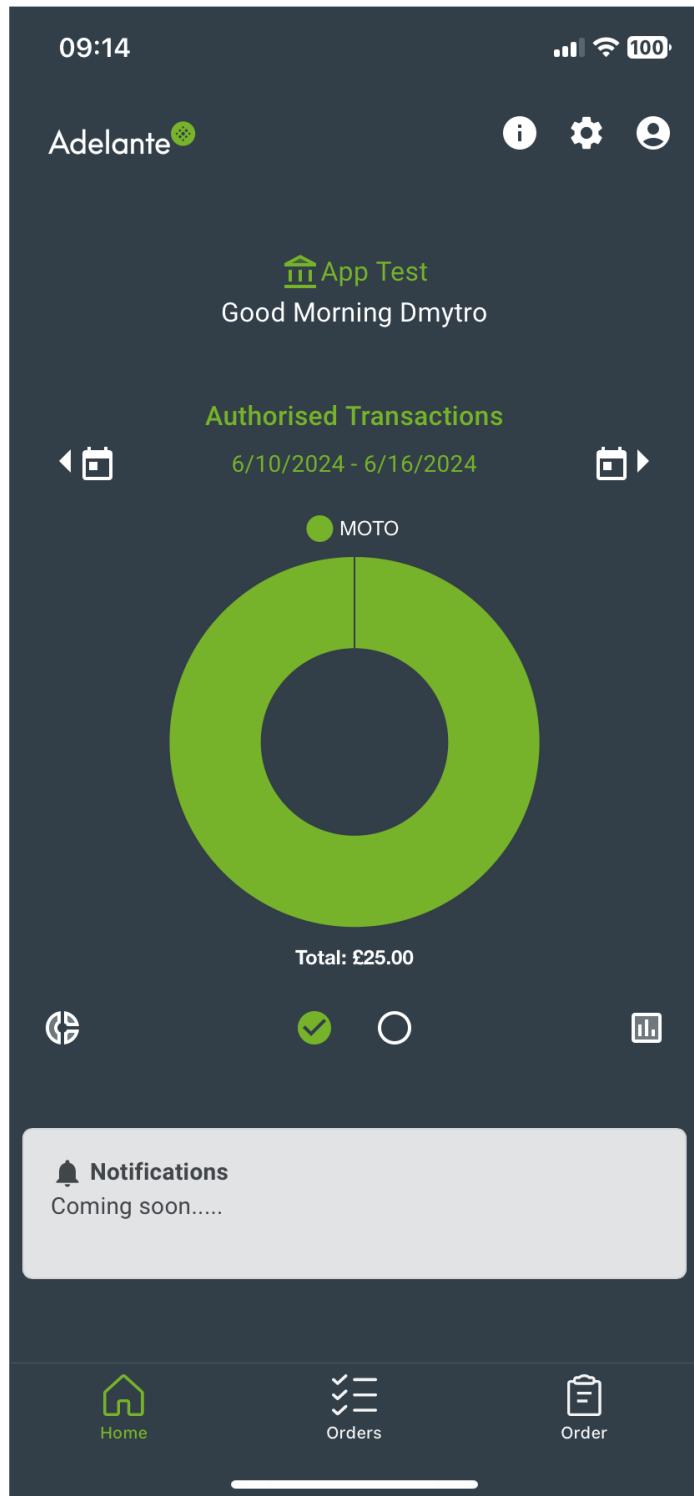
After logging in, you will be directed to a home screen displaying a summary of your authorized transactions, represented in a pie or bar chart.
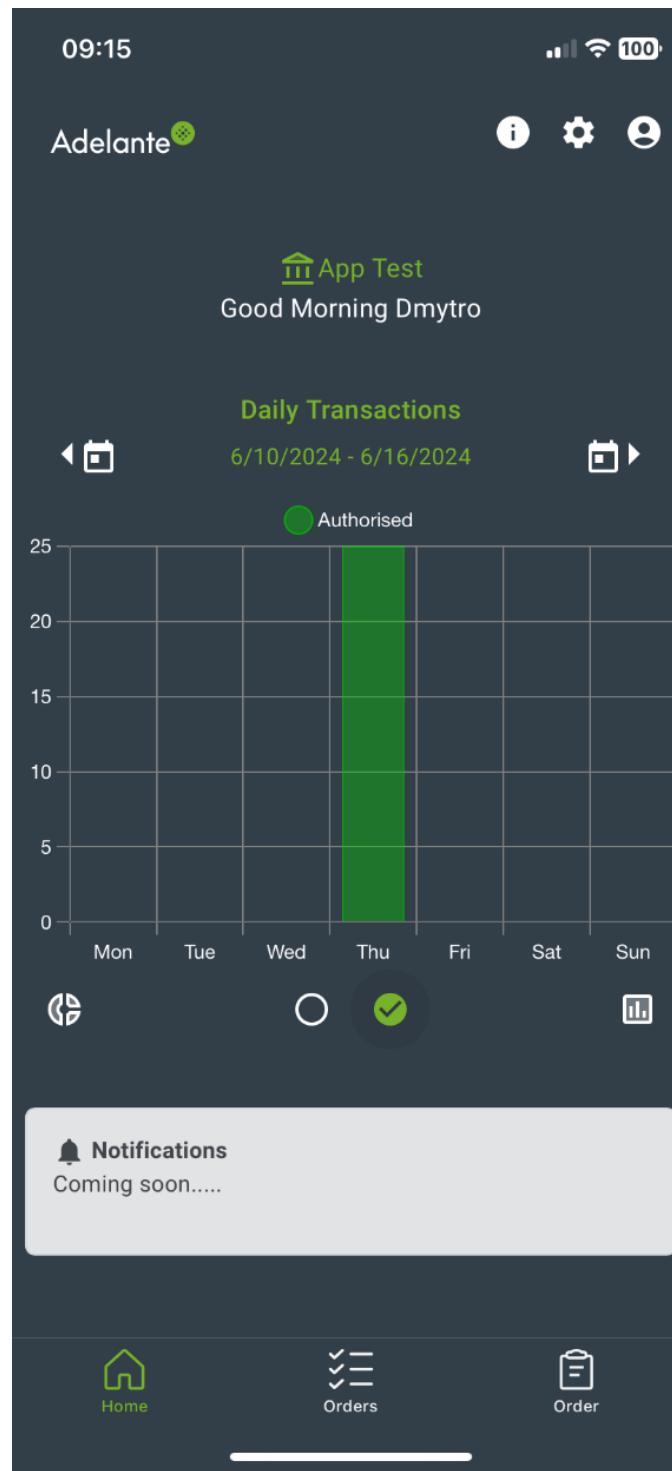
5. Orders List
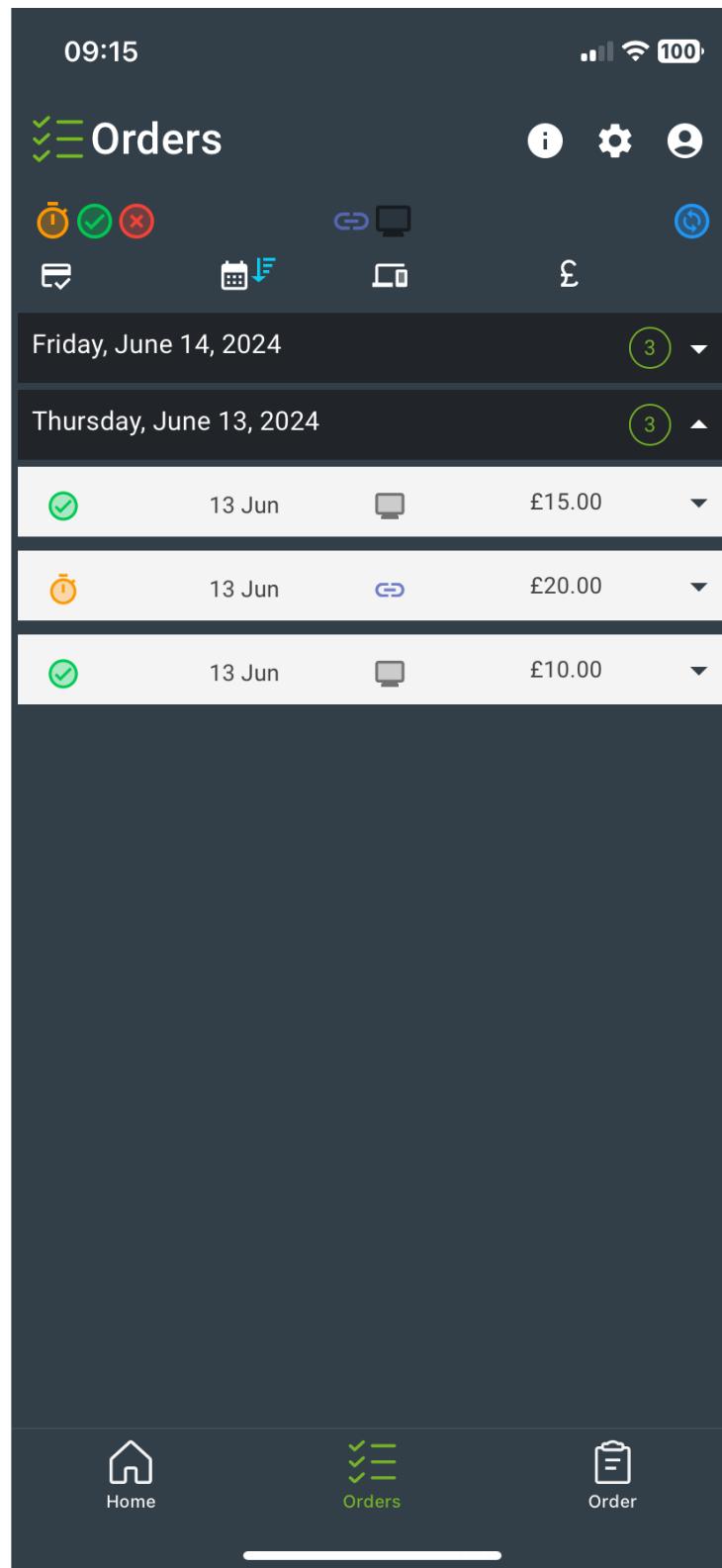
In the Orders section, you can view your transaction history.

Here you can:

- Sort your transactions

- Filter your transactions

- See the details of each transaction

6. Creating a new Payment Order
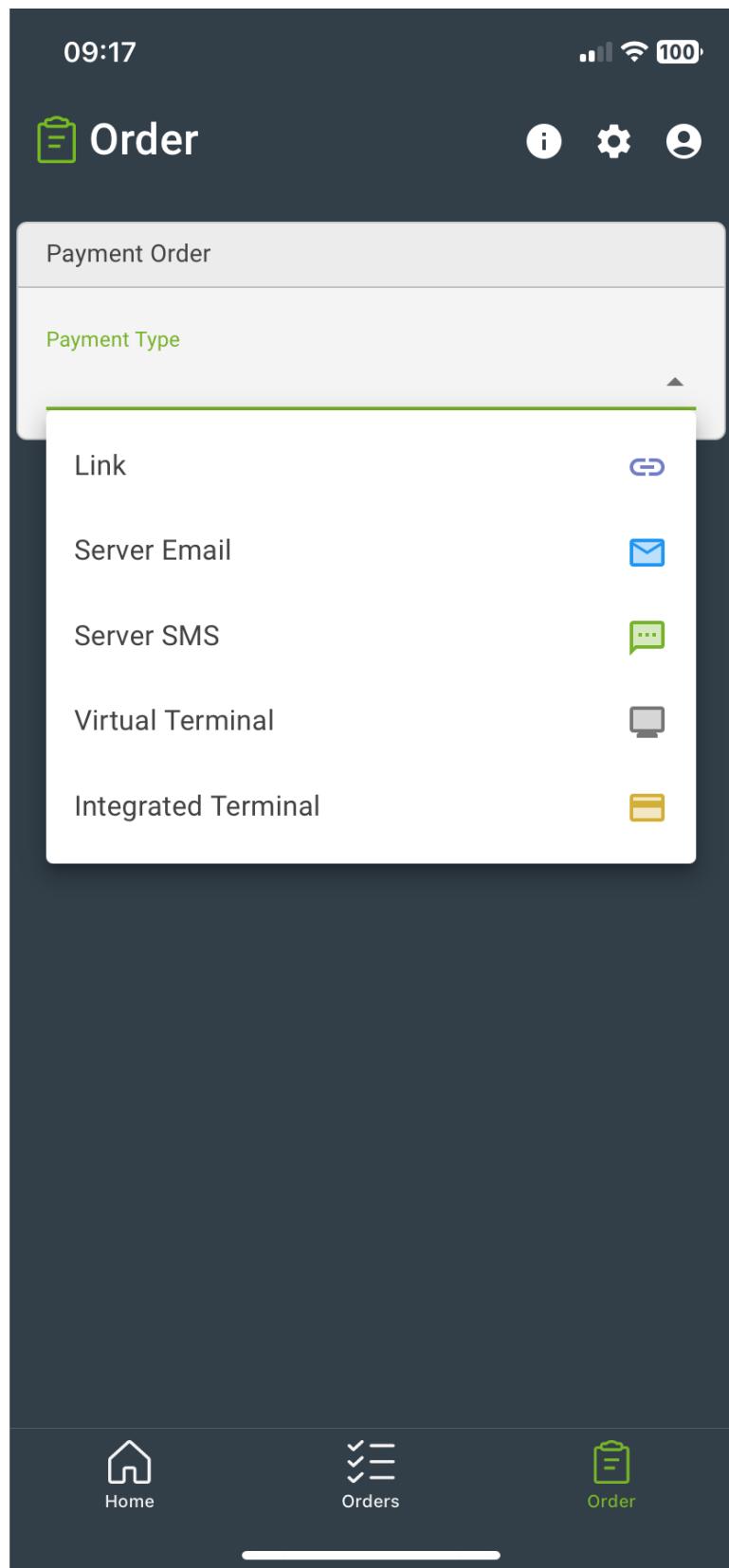
To create a new payment order:

1. Navigate to Order: Tap the "Order" button on the bottom menu to go to the Order tab.

2. Payment Type: Select the desired payment type from the dropdown menu:

Link

Server Email

Server SMS

Virtual Terminal (Moto)

Integrated Terminal (EPOS)

Payment Types
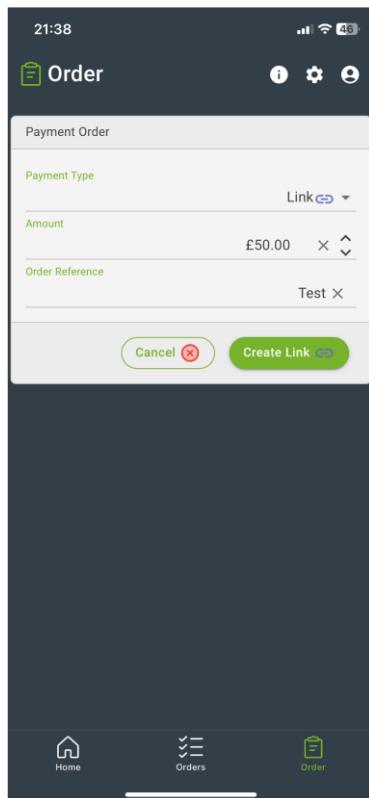
Link Payment

This option lets you create a payment link that can be shared across various channels.

Customers can use the link to securely enter their own card details.

⚠️ If you need to enter the customer's card details yourself, please use the virtual terminal option.
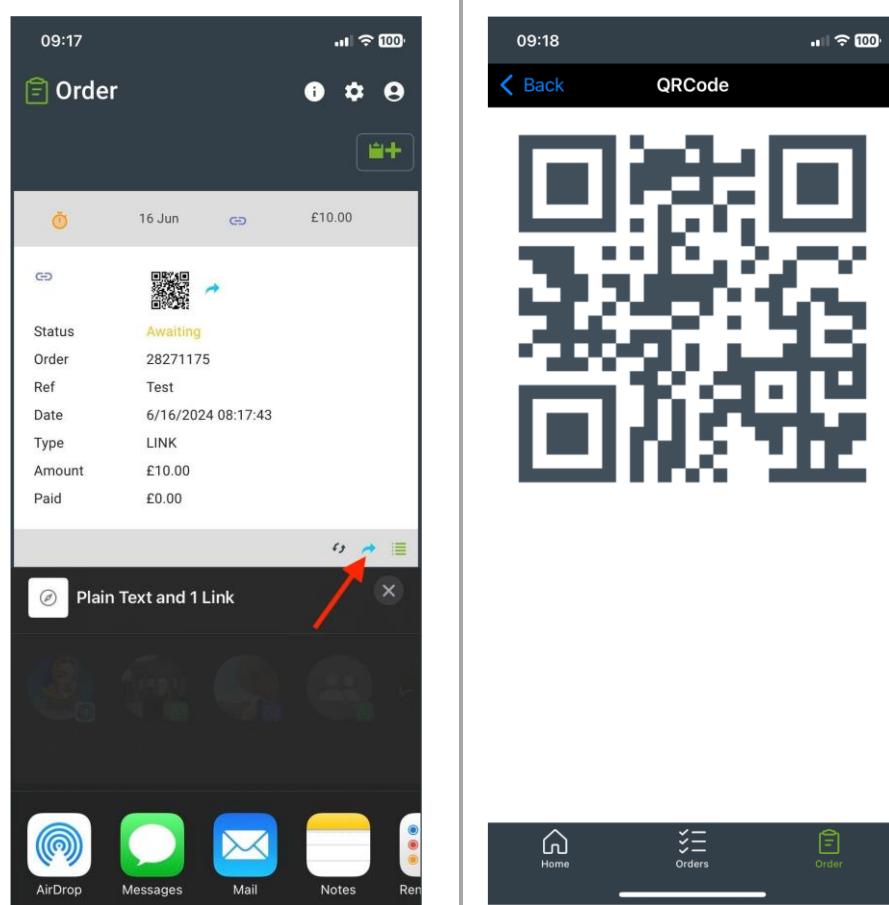
Sharing a Payment Link

To share your payment link, tap the blue sharing button in the payment details. You will be presented with various sharing options.

Alternatively, you can generate a QR code by clicking on its icon in the payment details.
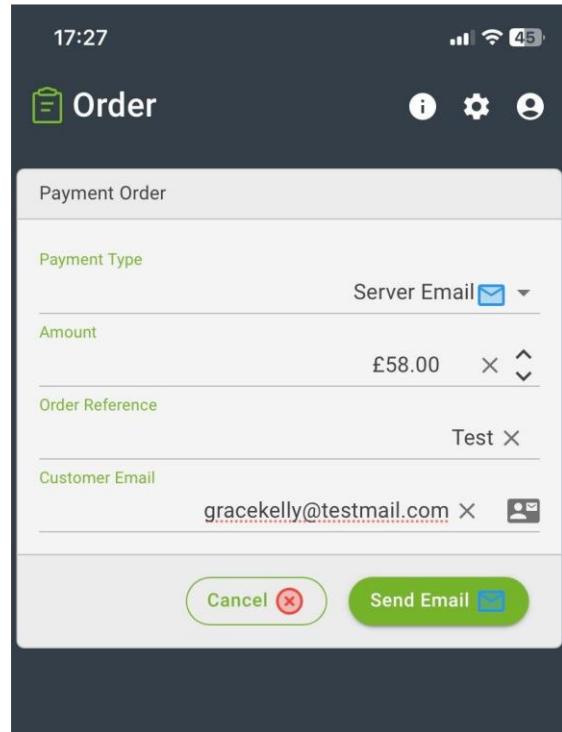
	Server Email This option allows you to share a payment link via SMS sent by Adelante.
	Server SMS This option allows you to share a payment link via SMS sent by Adelante. ℹ️ This service is billable and needs to be activated by the merchant
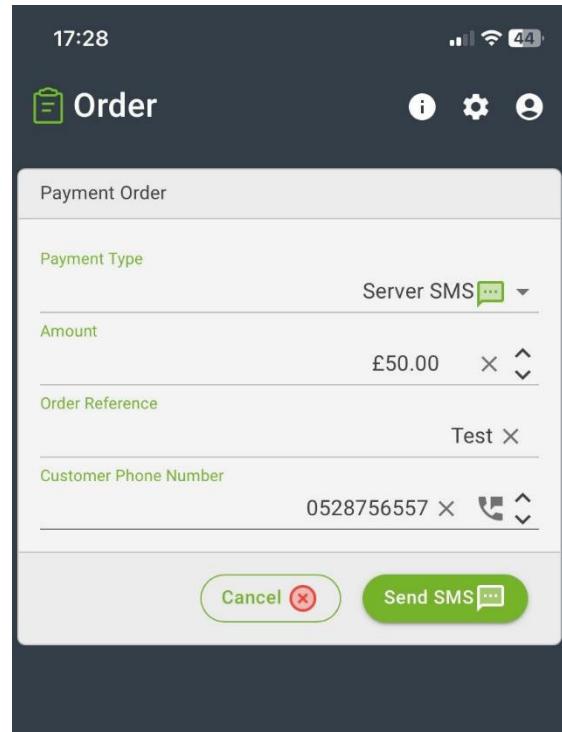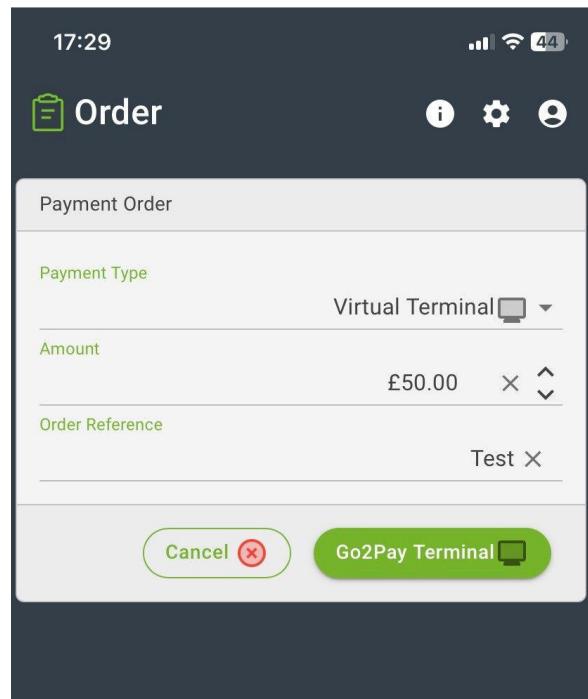
Virtual Terminal

This option allows your customers to pay through a virtual Go2Pay (MOTO) terminal.
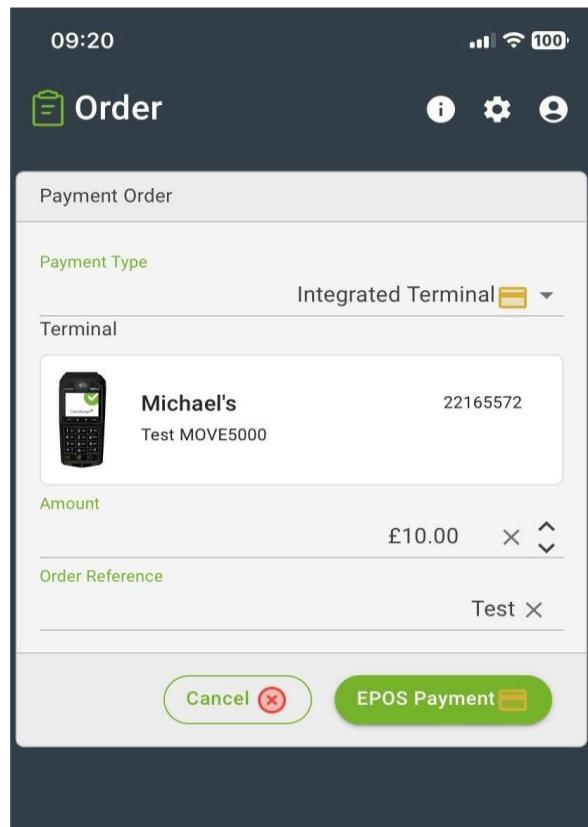

Integrated Terminal

This option allows your customers to pay via an integrated Chip & PIN terminal.

7. Help & Support
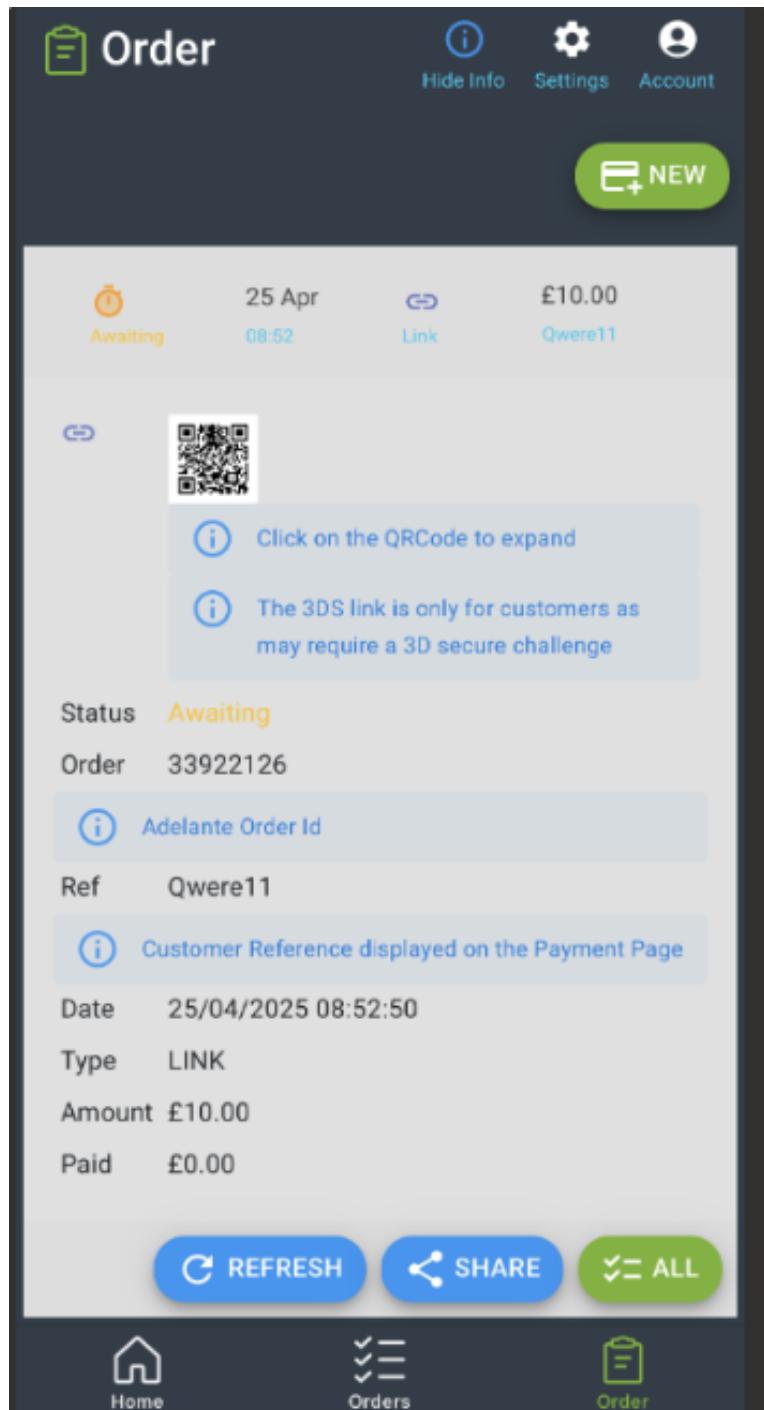
You can get more details about the application elements by tapping the (i) info button

If you need any support with the Adelante App, please contact us at support@adelante.co.uk and our team will be happy to help.

When contacting the Support Team, please include as much detail as possible about the issue you are experiencing, along with any relevant screenshots, to help us resolve your query more efficiently.

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