



# USER GUIDE

Squareup

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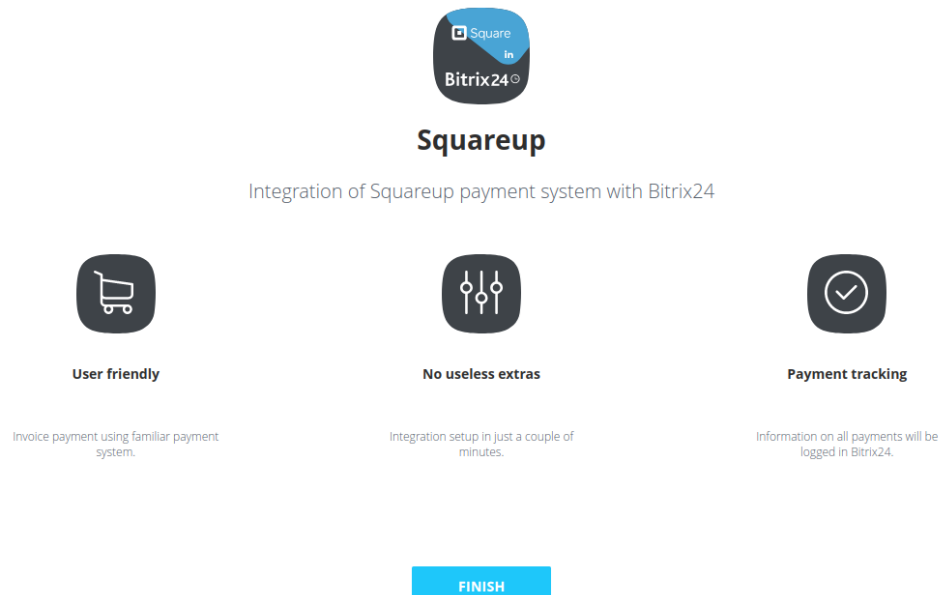
# OVERVIEW

Now you can use Squareup to pay for Bitrix24-generated invoices!

It's simple: create an invoice and send link to client for transaction via familiar and convenient payment system. No limits or hassle: create and pay an invoice within 10 minutes.

# INSTALLATION

Launch the standard installation procedure the at the Bitrix24.Market application page by clicking "Install" button. When installation is complete, click "Finish": the application will automatically forward you to the authorization page (screenshot No.1)



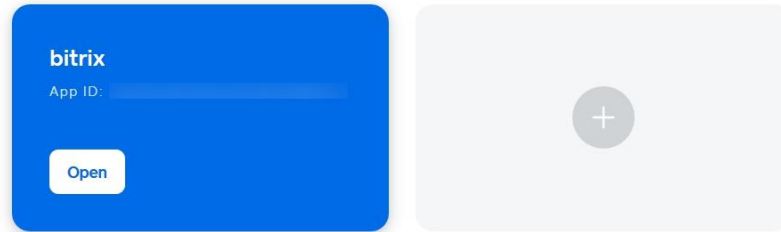
*screenshot No.1*

# AUTHORIZATION

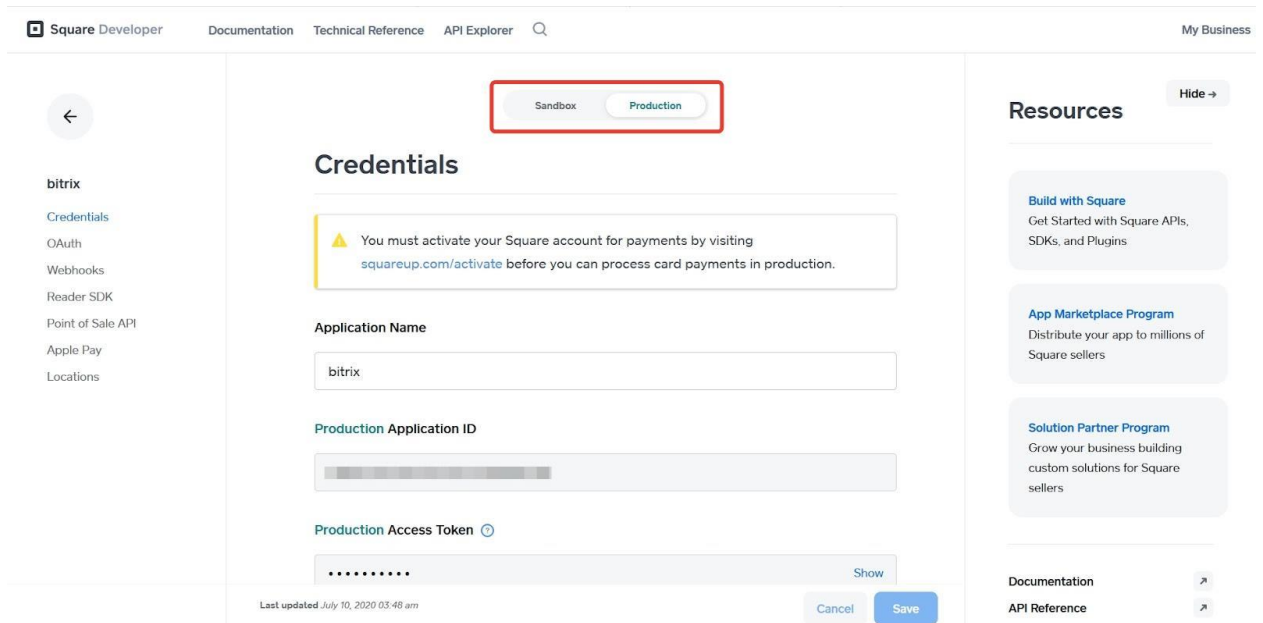
First, register an account at the Square official website (<https://developer.squareup.com/>), then (<https://developer.squareup.com/apps>) select an option to create a new application (screenshot No.2) or open an existing app. Enter the app page (screenshot No.3) with a switch for "Sandbox" and "Production" modes.

# Applications

Each application provides a unique set of API keys and configuration settings needed for making requests to Square APIs.



screenshot No.2

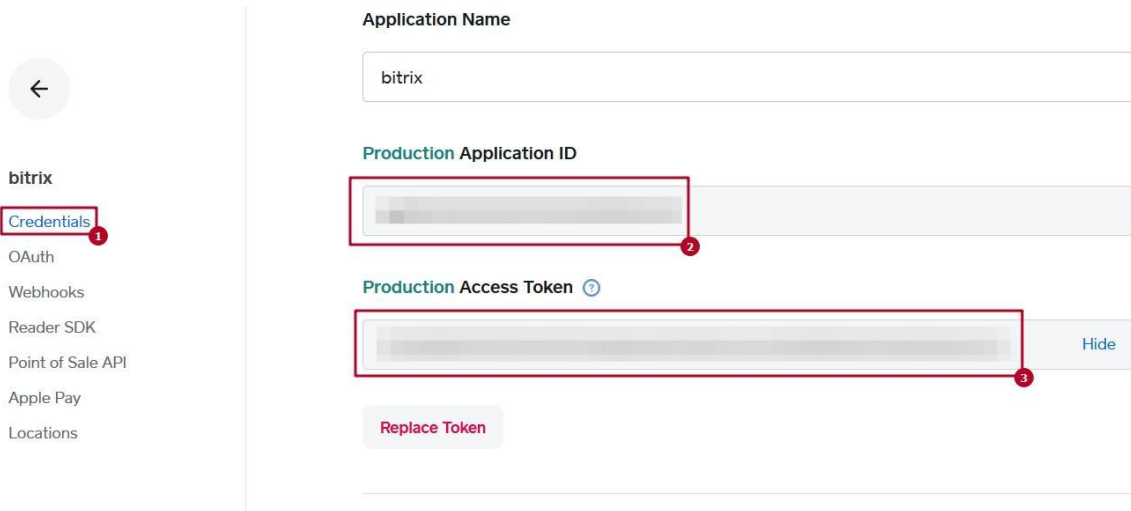


screenshot No.3

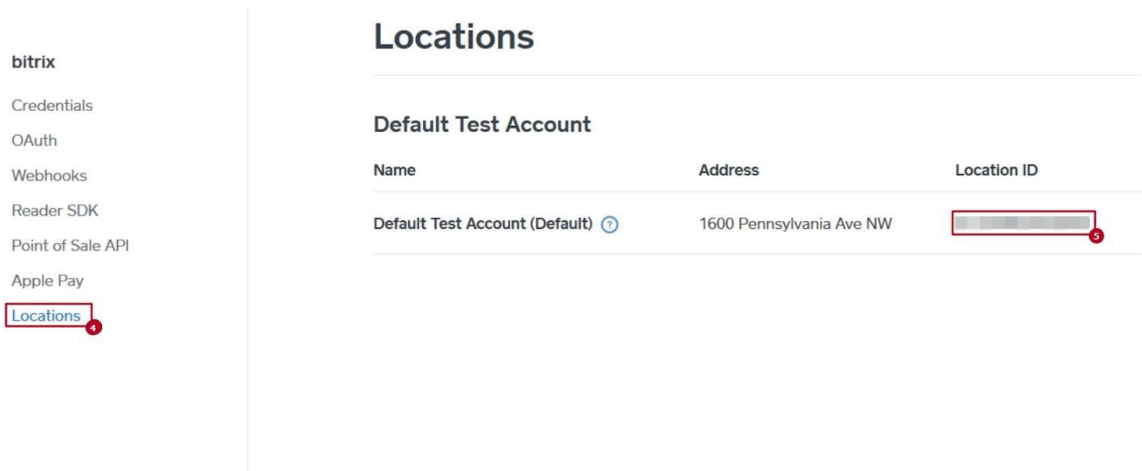
The “Sandbox” mode is a test mode for exploring the available features and payment procedures. At the same time, the “Production” mode is a fully featured operational Squareup mode. Select the “Production” mode.

Next, fill out the Credentials menu with name and save data from two fields: “Application ID” and “Access Token” (screenshot No.4). You will use this data later at the app authorization page.

Proceed to Locations menu on the left panel (screenshot No.5), indicate and save “Location ID”.



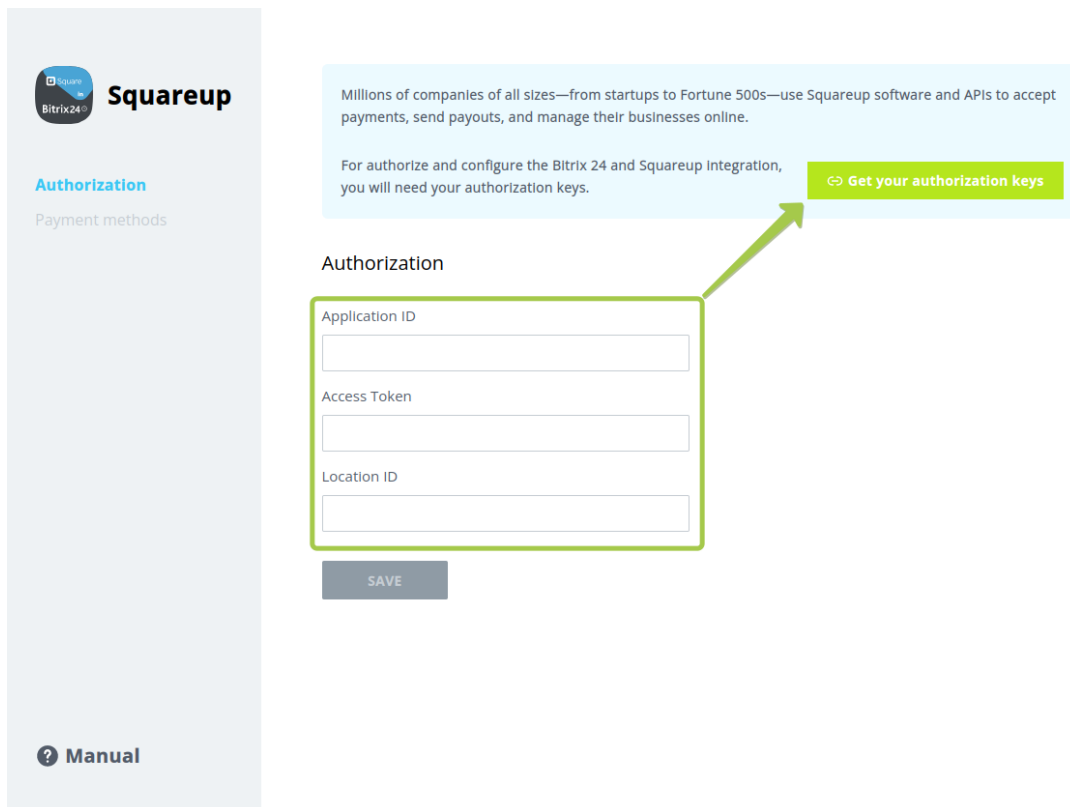
screenshot No.4



screenshot No.5

At the authorization page will have to complete the fields with the corresponding data you copied (“Application ID”, “Access Token” and “Location ID”).

Also, to get all the necessary data for app authorization, you can click at “Get your access token” (screenshot No.6) to get into your Squareup account.



screenshot No.6

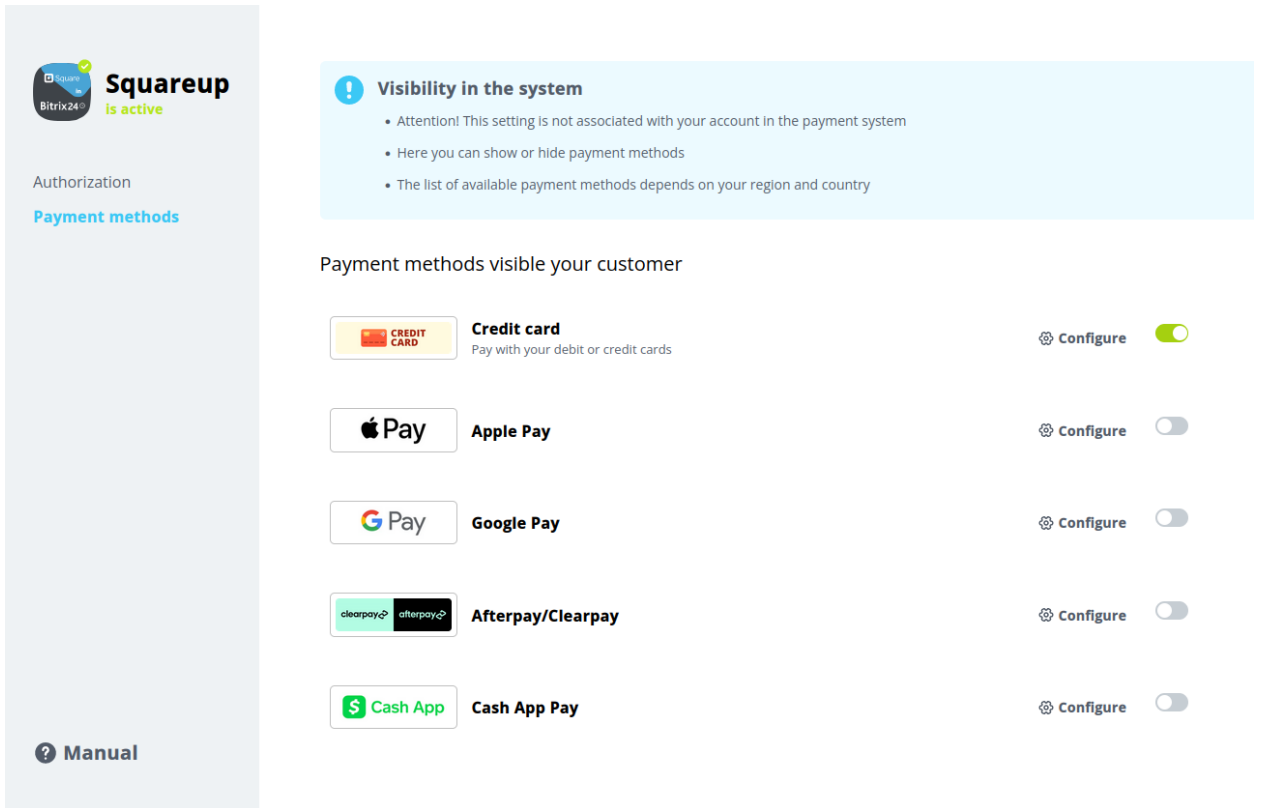
After entering all the necessary data at the authorization page, click “Save” and continue the app config.

On successfully saved settings, the application becomes active and automatically forwards you to the payment method selection page.

Slider with detailed payment method settings will become available (screenshot No.3). At any moment you can switch between pages with authorization and payment method settings using the left-side menu. In case you accidentally saved incorrect data in the authorization settings, just click “Disable Integration” button that appears at the authorization page after settings are saved. Then, proceed to re-enter the correct data.

## GENERAL SETTINGS

You can overview all the available payment methods at the general payment methods page. Select or de-select individual specific payment method subtypes at this page (screenshot No.7).



screenshot No.7

You can select subtypes for each payment method at the detail settings slider.

## DETAIL SETTINGS

You can open slider with detail settings by clicking the gear symbol or “Configure” caption at the payment method settings page right next to each specific payment method (screenshot No.8).



screenshot No.8

You can select subtypes for each payment method at the detail settings slider. Such subtypes determine which user categories and invoices will be visible for the payment method (screenshot No.9).

**CREDIT CARD** **Credit card**

Title  
Credit card

Description  
Pay with your debit or credit cards

Company (Invoice)  
 Contact (Invoice)  
 Company (Order)  
 Contact (Order)

SAVE CANCEL

screenshot No.9

**Contact (Invoice)** and **Company (Invoice)** are used exclusively in the legacy invoice types for contacts and companies respectively.

**Contact (Order)** and **Company (Order)** will be used in contacts and companies, respectively, for the new invoice types (issued from deals) as well as for online orders at your online stores.

At this page, you can also edit the Title and Description for all four payment method subtypes.

Click the “Save” button to save your changes or “Cancel” button otherwise.

## DOWNLOAD

Squareup can be installed to your Bitrix24 account **via public marketplace**.



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## UNINSTALL

To uninstall the application from your Bitrix24 account, go to the Applications → My Apps → Squareup and click on “Delete”.

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## FEEDBACK

If you have any questions or proposals for adding new features, please contact us at [info@bitrix24.com](mailto:info@bitrix24.com).