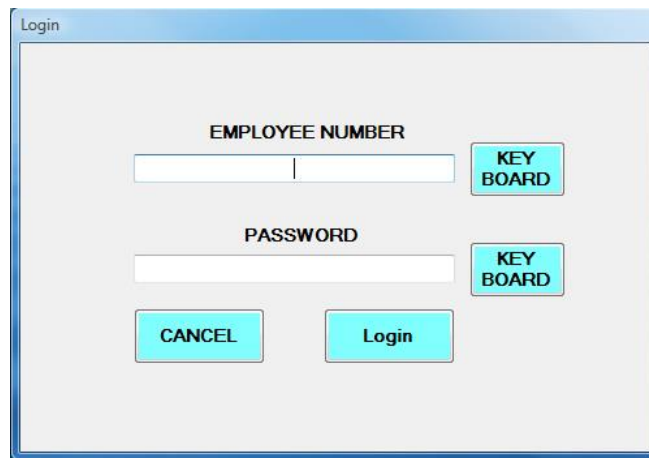


Version 1.2.1

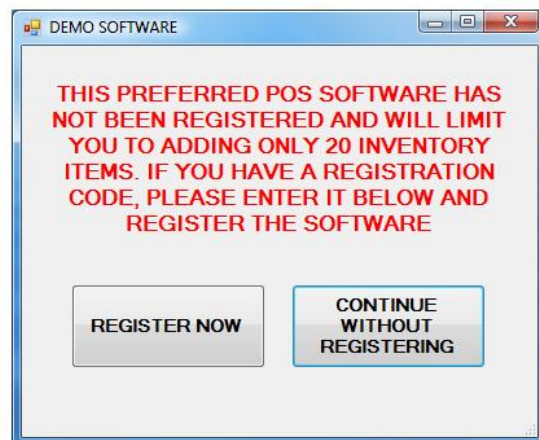
LOG IN

The first thing you will need to do with Preferred POS is set up all your information. Log into the software using your Employee Number and Password. Your login information will be e-mailed to you when you purchase the software.



A login dialog box titled "Login". It contains two input fields: "EMPLOYEE NUMBER" and "PASSWORD". To the right of each input field is a "KEY BOARD" button. Below the input fields are two buttons: "CANCEL" and "Login".

If you are using a demo version of the software you will not need to log in. You will just need to click "CONTINUE WITHOUT REGISTERING".



A window titled "DEMO SOFTWARE" with a red warning message: "THIS PREFERRED POS SOFTWARE HAS NOT BEEN REGISTERED AND WILL LIMIT YOU TO ADDING ONLY 20 INVENTORY ITEMS. IF YOU HAVE A REGISTRATION CODE, PLEASE ENTER IT BELOW AND REGISTER THE SOFTWARE". At the bottom are two buttons: "REGISTER NOW" and "CONTINUE WITHOUT REGISTERING".

Once you have opened the software you will see the sales screen. But first you must set up everything you need before you start making sales. This is the default screen that will always appear when you open the software, so you're always ready to make a sale!

First click on SETTINGS and enter your business information. If you are using a touch screen computer, with no keyboard, click on KB button next to the text boxes.

Store Information

STORE NAME		REGISTRATION CODE	
<input type="text" value="Store Name"/> KB		<input type="text" value="DEMO"/> KB	
ADDRESS ONE		ADDRESS TWO	
<input type="text" value="Address One"/> KB		<input type="text" value="Address Two"/> KB	
CITY	STATE	ZIP CODE	
<input type="text" value="Anywhere"/> KB	<input type="text" value="NY"/> KB	<input type="text" value="11768"/> KB	
MAIN PHONE	ALTERNATE PHONE	FAX NUMBER	
<input type="text" value="6315557676"/> KB	<input type="text" value=""/> KB	<input type="text" value="6315558989"/> KB	

WARNING

Changing any of this information will require a new registration code. If you have already registered this software, please contact Preferred POS before making any changes.

REGISTER COLORS SAVE DONE

When you have entered your information click SAVE.

REGISTRATION

Once you have purchased the software, you will receive an e-mail on how to continue with your registration process. Once you receive your registration code via e-mail you can then register your version of Preferred POS. You can enter your registration code two ways. When you are finished entering the registration code or changing other settings, click DONE.

- 1) When the software is already open click on ADMIN TOOLS (F8) and click on SETTINGS. Enter your registration information, such as the store name and address and registration code. When you are finished entering this information click SAVE then REGISTER.
- 2) When you start up Preferred POS when using the demo version, you will have a window that will ask you if you want to register now, or continue without registering. Click on REGISTER NOW, to enter your registration information. You will now be on the screen pictured below. Enter your information and registration code. When finished, click SAVE then REGISTER. Now you are registered and ready to start using Preferred POS.

Store Information

STORE NAME
 KB

REGISTRATION CODE
 KB

ADDRESS ONE
 KB

ADDRESS TWO
 KB

CITY
 KB

STATE
 KB

ZIP CODE
 KB

MAIN PHONE
 KB

ALTERNATE PHONE
 KB

FAX NUMBER
 KB

WARNING
 Changing any of this information will require a new registration code. If you have already registered this software, please contact Preferred POS before making any changes.

REGISTER **COLORS** **SAVE** **DONE**

Please note the warning on this page. If you change the store name or address at any time without contacting us your registration code will become inactive and the software will revert back to a demo version. If you are changing the store name or the address you will need to purchase a license transfer to receive a new registration code for the new information.

CHANGE COLORS

You can also customize the look of the software by changing some of the colors. To do this, go to ADMIN TOOLS (F8) on the top of the application and then click on SETTINGS. On the new window click on COLORS. From this new window you can change the colors of the buttons in Preferred POS.

Application Settings

DEPARTMENT BACK COLOR ACTIVE **CHANGE COLOR**

DEPARTMENT BACK COLOR INACTIVE **CHANGE COLOR**

SUB DEPARTMENT BACK COLOR ACTIVE **CHANGE COLOR**

SUB DEPARTMENT BACK COLOR INACTIVE **CHANGE COLOR**

ACTIVE ITEMS COLOR **CHANGE COLOR**

INACTIVE ITEMS COLOR **CHANGE COLOR**

BUTTONS BACK COLOR **CHANGE COLOR**

BUTTONS TEXT COLOR **CHANGE COLOR**

DONE / EXIT **SAVE CHANGES**

To change the color of an item, click on CHANGE COLOR on the box on the right. A color window will come up where you can select the new color. When you are done selecting your colors, click SAVE CHANGES, and then DONE/EXIT to leave this window, you will need to restart the software for the new colors to show up.

ADD/EDIT EMPLOYEES

To add employees go to ADMIN TOOLS or hit the F8 key, and click on EMPLOYEES.

Last Name	First Name	Employee #
Doe	John	1002
system	admin	1001

Employee	
FIRST NAME	John
MIDDLE NAME	
LAST NAME	Doe
ADDRESS	12 Main Street
ADDRESS 2	
CITY	Anywhere
STATE	USA
POSTAL CODE	12345
EMAIL	JohnDoe@abc.com
EMPLOYEE NUMBER	1002
USER NAME	JohnD
PASSWORD	*****
EMPLOYEE GROUP	ADMIN
DATE OF BIRTH	1/13/1980
PRIMARY PHONE	555-555-5555
ALTERNATE PHONE	666-666-6666
MOBILE PHONE	777-777-7777

ADD NEW EMPLOYEEEDIT SELECTED EMPLOYEESAVE CHANGES
ADD/EDIT EMPLOYEE GROUPSDELETE SELECTED EMPLOYEESET SECURITY SETTINGSDONE

Here is a list of your employees. When you first register the software you will have two default names. You can edit these names to your real employee names.

ADD A NEW EMPLOYEE

To add a new employee click on ADD NEW EMPLOYEE. The area will now clear and you are able to enter your employees information.

The EMPLOYEE NUMBER is used for when your employees clock in and out, it is used like a user name. This can be numbers or letters or a combination of both.

The EMPLOYEE GROUP is used for security purposes. You can set different security settings in Preferred POS to what you want your employees to be able to do.

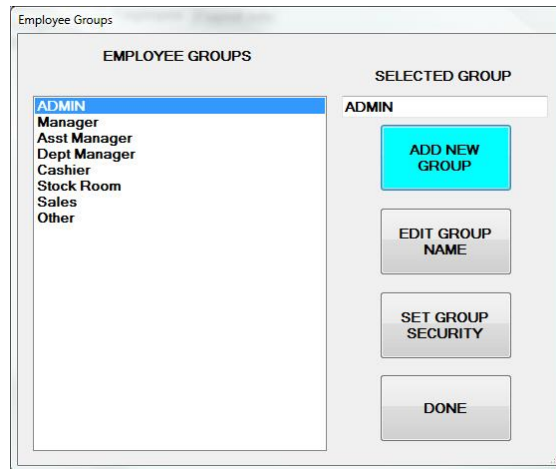
Click SAVE CHANGES when you are finished entering the employees information.

EDIT AN EMPLOYEE

Select a pre-existing employee and click EDIT SELECTED EMPLOYEE. Now you can edit or change the information. Click SAVE CHANGES when you are finished. You will get an alert saying “Employee Update complete”.

ADD/EDIT EMPLOYEE GROUP

Employee groups are used with security settings. You may not want some of your employees to access certain features. By default some groups are included for you.



The screenshot shows a dialog box titled "Employee Groups". It is divided into two main sections. The left section, labeled "EMPLOYEE GROUPS", contains a list of groups: ADMIN (highlighted), Manager, Asst Manager, Dept Manager, Cashier, Stock Room, Sales, and Other. The right section, labeled "SELECTED GROUP", shows "ADMIN" in a text box. Below this text box are four buttons: "ADD NEW GROUP" (highlighted in blue), "EDIT GROUP NAME", "SET GROUP SECURITY", and "DONE".

ADD NEW GROUP

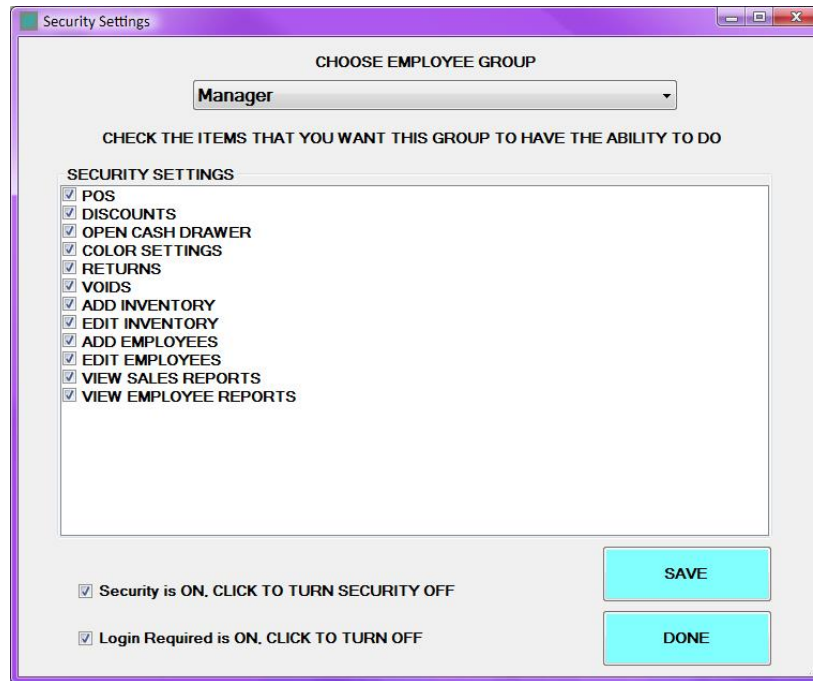
To add new employee groups click on ADD NEW GROUP. You can then type the name of the new group in the text box to the right. Click SAVE CHANGES when you are done typing in the name of the new employee group. Click DONE when you are finished adding your employee groups to exit this screen.

EDIT GROUP NAME

To edit an employee group, select the group you want to edit on the left and click on EDIT GROUP NAME. Enter the new group name in the text box to the upper right. Click SAVE CHANGES when you are done.

SECURITY

To change the security for your employees click on ADMIN TOOLS or hit the F8 key, click on EMPLOYEES and on the employee screen click on SET SECURITY SETTINGS



On this screen you will select an employee group from the drop down box. In the middle part of this screen you will choose what abilities you want your employee groups to have. When you have selected which abilities you want your employee groups to have click on SAVE.

Check the abilities that you want the employee group to have access to.

Also on this screen you can turn the security off completely. All employees will then have the same security settings and will be allowed to access everything. Check the box on the bottom if you want the security function turned off.

You can also turn the login function of from this screen. When this option is turned off, you will not have to log into the software when opening it. Check the box on the bottom if you want this function turned off.

When you are done making any changes click SAVE then DONE to exit this screen.

DISCOUNTS AND COUPONS

To set up discounts and coupons in the software click on ADMIN TOOLS or hit the F8 Key. then click on DISCOUTNS AND COUPONS. Currently this section is still being worked on.

Then on the right bottom hand side you will need to select the printer that will print your receipts and one that will print your reports.

The cash drawer code and cut paper code can be found at the link below. On this webpage find the model printer you have in and copy the code exactly how it is written on the website.

<http://pages.prodigy.net/daleharris/popopen.htm>

You can also select when you want receipts to print and how many to print. You have the option to Never print, prompt to print receipt or always print.

You also can add a tip line to your receipts.

When you are done selecting your printers, selecting receipt settings and adding the codes click SAVE CHANGES.

RECEIPT MESSAGE

With Preferred POS you are able to personalize the message that will display on your receipts. To change this message go to ADMIN TOOLS (F8) and click on RECEIPTS. On the next screen click RECEIPT MESSAGE.

RECEIPT MESSAGE

SELECT WORKSTATION

ALL STATIONS

Thank you for your purchase KB

Preferred POS Software KB

Sales@PreferredPOS.com KB

631-503-7801 KB

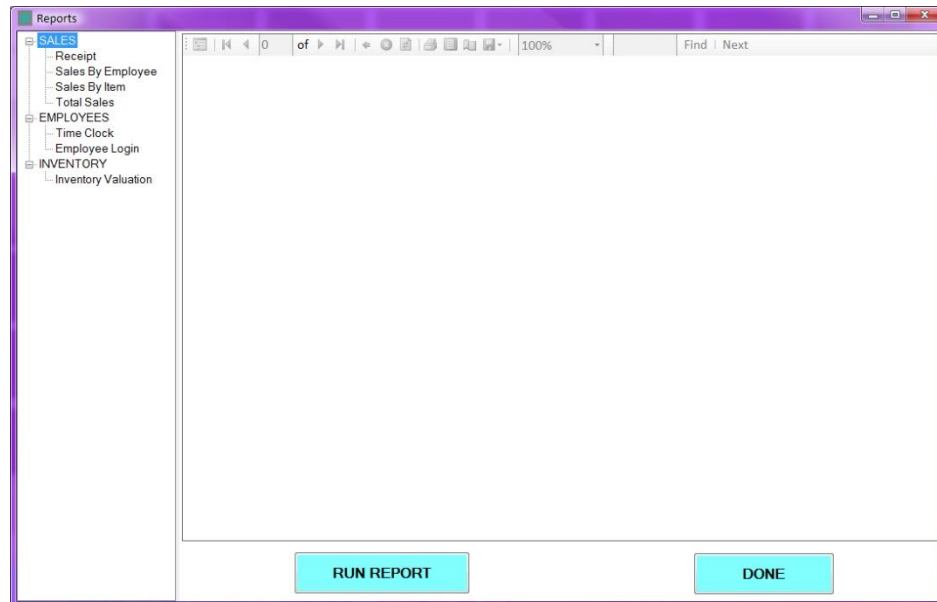
HAVE A NICE DAY KB

SAVE DONE / CANCEL

Here you can type the message that you want to appear at the end of your receipts. If you want different messages to appear at different workstations, select the workstation from the drop down box and enter your message. When you are done entering your message click SAVE then DONE/CANCEL to exit.

REPORTS

With Preferred POS you can print some reports to gather your daily sales totals, and pull employee time records. To print reports you can either, click on REPORTS F9 on the top of Preferred POS or go into ADMIN SETTINGS F8 then click on REPORTS. To run a report click on the + next to a category, then select the report you wish to run, then click on RUN REPORT on the bottom of the screen.



INVENTORY

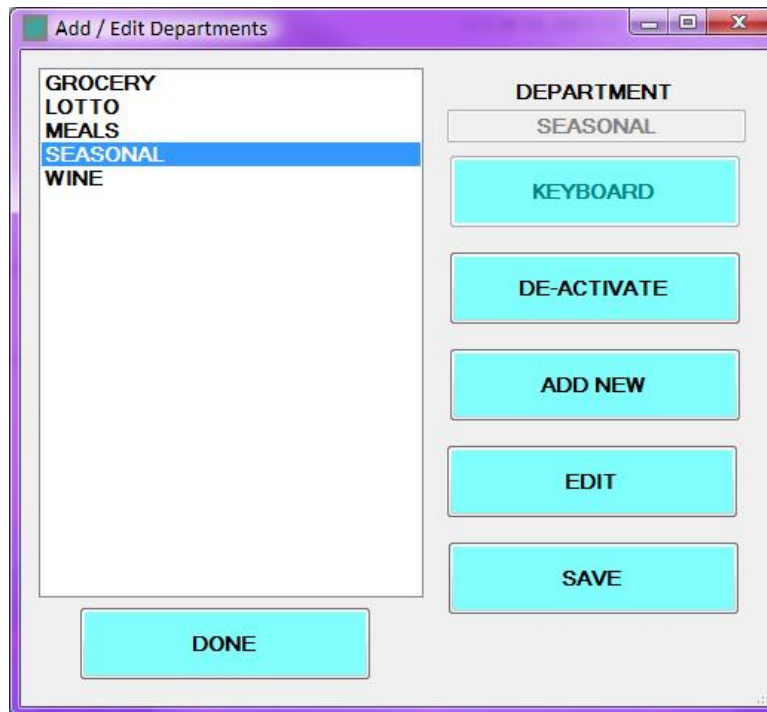
To start entering your inventory items go to ADMIN TOOLS F8 and click on INVENTORY on the next screen.

The screenshot shows a window titled "Inventory Items" with a purple header. On the left is a tree view with categories: GROCERY (expanded), LOTTO, MEALS, SEASONAL, and WINE. The main area contains a form with the following fields: DEPARTMENT (dropdown menu), SUB DEPARTMENT (dropdown menu), SALE DESCRIPTION (text field), RECEIPT DESCRIPTION (text field), ITEM NUMBER (text field), RETAIL PRICE (text field), TAX RATE (dropdown menu), and SECONDARY TAX RATE (dropdown menu). There are checkboxes for "Display as Popular Item" and "Manually enter retail price". Below these is an "ON HAND" text field. On the right side, there is a "DEPARTMENT" dropdown menu, two "N/A" buttons, and a "DESCRIPTORS" text area. At the bottom are several buttons: "ADD NEW ITEM", "EDIT CURRENT ITEM", "SAVE CHANGES", "Add/Edit Items For This Group", "DELETE SELECTED ITEM", "ADD INVENTORY", "INVENTORY SETTINGS", and "DONE".

On this screen you will be able to add new inventory items, edit inventory items, add/edit departments, add/edit sub departments, and add/edit taxes. The first thing you will need to do is enter your Departments. Every item you put into the software will need a department and sub department, so these should be set up first.

ADD/EDIT DEPARTMENTS

To start adding Departments click on INVENTORY SETTINGS then on ADD/EDIT DEPARTMENTS. You can add a maximum of 10 Departments.



You can edit the demo departments to what you want them to say. To edit a department name, select the name on the left hand side and click EDIT, now enter the name you want that department to be. When you are finished click SAVE.

To add a new department click ADD NEW, and enter the name of the department in the text box, click SAVE when you are done.

When you are done adding and editing your departments click DONE to exit this screen. You will need to restart the software for the changes to take place.

ADD/EDIT SUB DEPARTMENTS

After you have added departments you can now add sub departments. To start adding sub departments click on ADD/EDIT SUB DEPARTMENTS.

Edit Sub Departments

DAIRY
PRODUCE

CHOOSE A DEPARTMENT
GROCERY

SUB DEPARTMENT
DAIRY

KEYBOARD

ADD SUB DEPT

DELETE SUB DEPT

EDIT SUB DEPARTMENT

MARK AS INACTIVE

SAVE CHANGES

DONE

To add a sub department, click on ADD SUB DEPT

First select a department the sub department will be under, and click CONTINUE.

Select Department

SELECT A DEPARTMENT
Beer

ADD NEW DEPARTMENT CANCEL CONTINUE

Now you will enter the name of your sub department, if using a touch screen click on Keyboard, to pull up a keyboard on the screen. When finished entering a sub department, click CONTINUE.

The dialog box is titled "Enter Description". Inside, it says "ENTER SUB DEPARTMENT" in bold. Below this is a text input field. To the right of the input field is a button labeled "Key Board". At the bottom of the dialog are two buttons: "CANCEL" and "CONTINUE".

EDIT A SUB DEPARTMENT

To edit a sub department go to ADMIN TOOLS (F8) and click on INVENTORY – INVENTORY SETTINGS then click ADD/EDIT SUB DEPARTMENTS.

The window is titled "Add/Edit Sub Departments". It features a large empty list box on the left. On the right, there is a section titled "CHOOSE A DEPARTMENT" with a dropdown menu labeled "SELECT A DEPARTMENT". Below this is a text field labeled "SUB DEPARTMENT". Further down are four buttons: "ADD NEW SUB DEPT", "EDIT SUB DEPARTMENT", "DELETE SUB DEPARTMENT", and "SAVE CHANGES". At the very bottom is a "DONE" button.

First select the department from the drop down box that contains the sub department you want to edit. Then select the sub department from the left hand side and click EDIT SUB DEPARTMENT. Now type the name of the sub department in the text box or click the Keyboard button if you do not have a keyboard. When you are done making changes click SAVE CHANGES.

DELETE A SUB DEPARTMENT

To delete a sub department, select a department from the drop down box then highlight the sub department you want to delete on the left hand side. Then click DELETE SUB DEPARTMENT.

When done making changes to sub departments click DONE to exit this screen.

ADD A GROUP

This section is currently being worked on.

ADD/EDIT TAXES

To add or edit taxes click on ADD/EDIT TAXES.

Description	Tax Rate
NYC Tax	7.500 %
Retail Sales Tax	8.654 %
Sports Tax	12.000 %

Buttons: ADD NEW TAX, EDIT TAX, SAVE, DELETE, CANCEL / DONE

Input Fields:
 DESCRIPTION: NYC Tax
 TAX RATE: 7.500 %

Here you can add the taxes that need to be applied to your items.

ADD A NEW TAX

To add a new tax, select ADD NEW TAX. In the text box below enter the name for the tax under “description” and the tax rate under “tax rate”. Click SAVE when done.

EDIT A TAX

To edit a tax, highlight the tax on the left side and click EDIT TAX. Change the description or the tax rate on the bottom and click SAVE when done.

DELETE A TAX

To delete a tax, highlight the tax on the left side and click DELETE. Your tax will then be removed and deleted from the software.

When you are done editing and adding taxes click CANCEL/DONE to exit this screen

ADDING INVENTORY

Once you have set up all of your departments, sub departments and taxes you can then begin adding inventory items to the system.

To add an inventory item go to ADMIN TOOLS (F8) then INVENTORY.

The 'Inventory Items' window features a sidebar on the left with a tree view containing 'GROCERY', 'LOTTO', 'MEALS', 'SEASONAL', and 'WINE'. The main area is divided into several sections:

- DEPARTMENT**: A dropdown menu currently set to 'GROCERY'.
- SUB DEPARTMENT**: A dropdown menu currently set to 'DAIRY'.
- SALE DESCRIPTION**: A text input field.
- RECEIPT DESCRIPTION**: A text input field.
- ITEM NUMBER**: A text input field.
- RETAIL PRICE**: A text input field.
- TAX RATE**: A dropdown menu set to 'NONE(0.00 %)'.
- SECONDARY TAX RATE**: A dropdown menu set to 'NONE(0.00 %)'.
- ITEM TYPE**: A dropdown menu.
- DEPARTMENT**: A dropdown menu.
- DESCRIPTORS**: A text area.
- ON HAND**: A checkbox.
- Display as Popular Item**: A checkbox.
- Manually enter retail price**: A checkbox.

 At the bottom, there are two rows of buttons: 'ADD NEW ITEM', 'EDIT CURRENT ITEM', 'SAVE CHANGES', 'Add/Edit Items For This Group' in the first row, and 'DELETE SELECTED ITEM', 'ADD INVENTORY', 'INVENTORY SETTINGS', 'DONE' in the second row.

To begin click on ADD NEW ITEM. You will now be brought through a series of windows to add your inventory item.

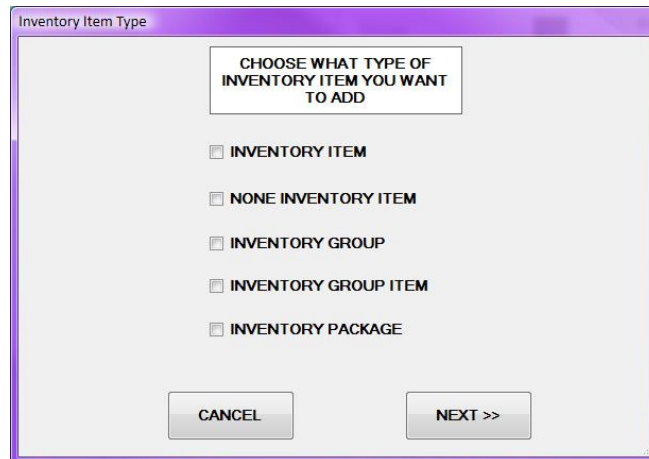
The first thing you will select is the Department where this item will be under. Select the department from the drop down box and click CONTINUE. You can also add the department from this screen (see ADD/EDIT DEPARTMENTS to see how to add a department).

The 'Select Department' dialog box has a title bar 'Select Department'. Inside, it says 'SELECT A DEPARTMENT' above a dropdown menu that currently shows 'Clothing'. At the bottom, there are three buttons: 'ADD NEW DEPARTMENT', 'CANCEL', and 'CONTINUE'.

Next you will need to select a sub department to which this item belongs. Select the sub department from the drop down box and click CONTINUE. You can also add the sub department from this screen (see ADD/EDIT SUB DEPARTMENTS to see how to add a sub department).

The 'Select Sub Department' dialog box has a title bar 'Select Sub Department'. Inside, it says 'SELECT A SUB DEPARTMENT' above a dropdown menu that currently shows 'Woman's Clothing'. At the bottom, there are three buttons: 'ADD SUB DEPARTMENT', 'CANCEL', and 'CONTINUE'.

Now you will need to choose what type of inventory item it is. Select the type of inventory item it is from the list and click NEXT >>



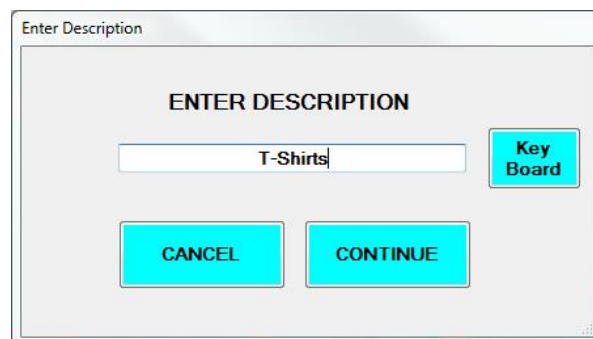
Inventory Item Type

CHOOSE WHAT TYPE OF INVENTORY ITEM YOU WANT TO ADD

- ☐ INVENTORY ITEM
- ☐ NONE INVENTORY ITEM
- ☐ INVENTORY GROUP
- ☐ INVENTORY GROUP ITEM
- ☐ INVENTORY PACKAGE

CANCEL NEXT >>

Now you will be able to enter the description of your item. Type in the text box or use the keyboard button to enter your items description. Click CONTINUE when finished entering the item description.



Enter Description

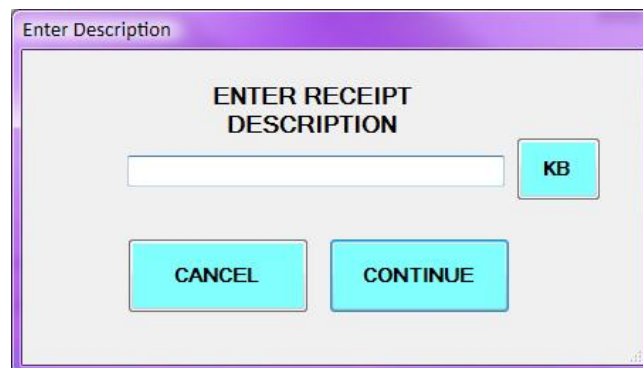
ENTER DESCRIPTION

T-Shirts

Key Board

CANCEL CONTINUE

Next you will be able to enter how that item will show up on the receipt. Enter the receipt description, then hit CONTINUE.



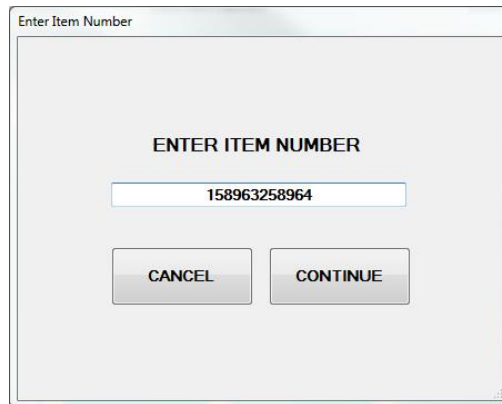
Enter Description

ENTER RECEIPT DESCRIPTION

KB

CANCEL CONTINUE

Now you will need to enter an item number for your item. Enter the number in the text box and click CONTINUE when finished.



A dialog box titled "Enter Item Number" with a light gray background. In the center, the text "ENTER ITEM NUMBER" is displayed. Below it is a text input field containing the number "158963258964". At the bottom, there are two buttons: "CANCEL" on the left and "CONTINUE" on the right.

Next you will need to enter a price for your item. Enter the price of your item in the text box and click CONTINUE when finished.



A dialog box titled "Enter Price" with a purple border and a light gray background. It features a numeric keypad with buttons for digits 1-9, 0, 00, and a decimal point (.). Below the keypad, the text "ENTER PRICE" is displayed above a text input field. At the bottom, there are three buttons: "CANCEL" on the left, "CLEAR" in the center, and "CONTINUE" on the right.

Next you will enter the tax rate that will be applied to this item, or a secondary tax rate. Select the tax rates from the drop down box. If you have not set up your tax rates, you can add them here (See ADD/EDIT TAXES to see how to add tax rates). When finished selecting the tax rates click CONTINUE.

Select Tax Rate

SELECT PRIMARY TAX RATE

NONE(0.00 %) ▼

SELECT SECONDARY TAX RATE

NONE(0.00 %) ▼

ADD NEW TAX RATE CANCEL CONTINUE

Next you will enter the amount you have on hand of this item. If you do not have any inventory of the item yet you can click SAVE & EXIT, you can add inventory later. Enter the amount on hand in the first box. How much it was purchased for in the second box. How much shipping charges were, if any. And select a date. When finished click SAVE & EXIT.

Add Inventory

Adding inventory for T-Shirts

COUNT	COST	SHIPPING	TOTAL COST
24	10.00	5.23	\$ 245.23

DATE

1/ 8/2010 ▼

SAVE & EXIT CANCEL

Now you have entered your inventory item. You can do a quick check of your item details by selecting it from the left. Use the plus signs (+) to open a department and use the minus signs (-) to collapse a section.

Inventory Items

- GROCERY
- LOTTO
- MEALS
- SEASONAL
- WINE

DEPARTMENT: GROCERY

SUB DEPARTMENT: DAIRY

SALE DESCRIPTION: NONE(0.00 %)

RECEIPT DESCRIPTION: NONE(0.00 %)

ITEM NUMBER: []

RETAIL PRICE: []

TAX RATE: NONE(0.00 %)

SECONDARY TAX RATE: NONE(0.00 %)

ITEM TYPE: DEPARTMENT

DEPARTMENT: N/A

DESCRIPTORS: N/A

☐ Display as Popular Item

ON HAND: []

☐ Manually enter retail price

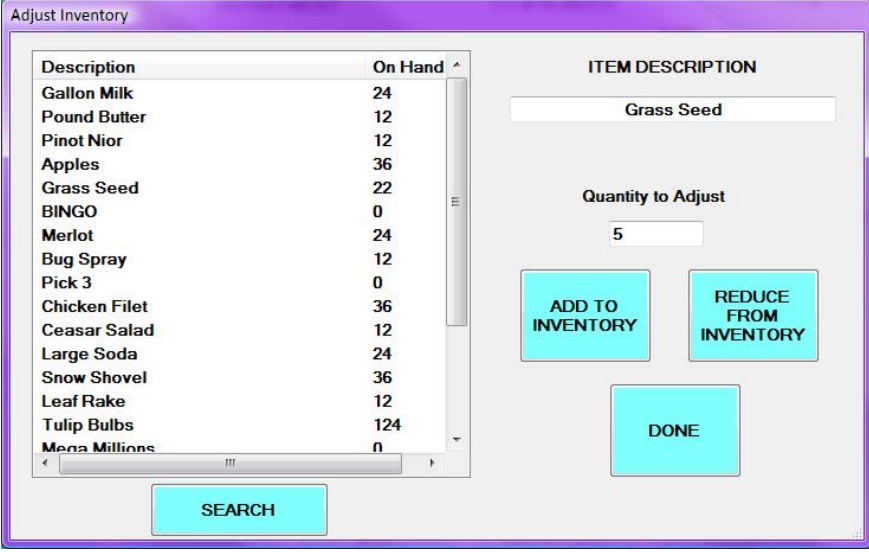
ADD NEW ITEM EDIT CURRENT ITEM SAVE CHANGES Add/Edit Items For This Group

DELETE SELECTED ITEM ADD INVENTORY INVENTORY SETTINGS DONE

If you need to edit this item click EDIT CURRENT ITEM. You will be able to edit the item directly on this screen. Make sure to click SAVE CHANGES when you are done.

ADJUST INVENTORY

To add/edit inventory click on ADMIN TOOLS – INVENTORY- INVENTORY SETTINGS – ADJUST INVENTORY. On the next screen you can select an item you currently have in your inventory. The items description will show up in the text box to the right. Enter the quantity to adjust and click ADD TO INVENTORY. If you need to take away from an item, select the item so it shows up in the item description box, put in the amount to take away from the on hand and click REDUCE FROM INVENTORY.

A screenshot of a software window titled "Adjust Inventory". On the left is a list table with two columns: "Description" and "On Hand". The list includes items like "Gallon Milk", "Pound Butter", "Pinot Nior", "Apples", "Grass Seed", "BINGO", "Merlot", "Bug Spray", "Pick 3", "Chicken Filet", "Ceasar Salad", "Large Soda", "Snow Shovel", "Leaf Rake", "Tulip Bulbs", and "Mega Millions". A "SEARCH" button is at the bottom left. On the right, the "ITEM DESCRIPTION" section shows "Grass Seed" in a text box. Below it, "Quantity to Adjust" is set to "5". There are three buttons: "ADD TO INVENTORY", "REDUCE FROM INVENTORY", and "DONE".

Description	On Hand
Gallon Milk	24
Pound Butter	12
Pinot Nior	12
Apples	36
Grass Seed	22
BINGO	0
Merlot	24
Bug Spray	12
Pick 3	0
Chicken Filet	36
Ceasar Salad	12
Large Soda	24
Snow Shovel	36
Leaf Rake	12
Tulip Bulbs	124
Mega Millions	0

When you are finished click DONE.

ADD/EDIT DESCRIPTORS

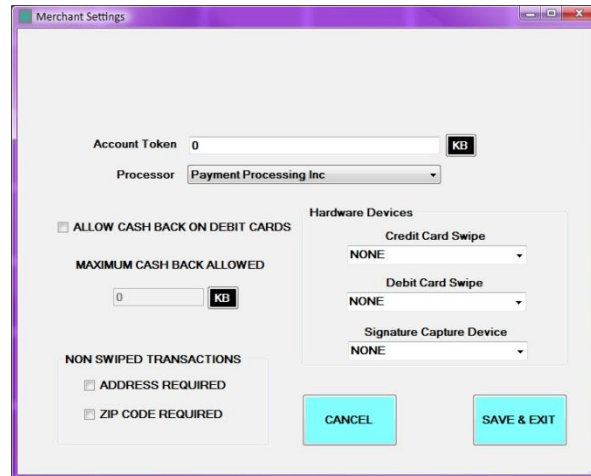
Coming soon!

ADD/EDIT PACKAGES

Coming soon!

MERCHANTS

To add your merchant info go to ADMIN TOOLS (F8) then to MERCHANT. With this screen you will enter your merchant information, which will be given to you when you open your merchant account. When you are done making changes click SAVE & EXIT.



Merchant Settings

Account Token: 0 KB

Processor: Payment Processing Inc

☐ ALLOW CASH BACK ON DEBIT CARDS

MAXIMUM CASH BACK ALLOWED: 0 KB

NON SWIPED TRANSACTIONS

☐ ADDRESS REQUIRED

☐ ZIP CODE REQUIRED

Hardware Devices

Credit Card Swipe: NONE

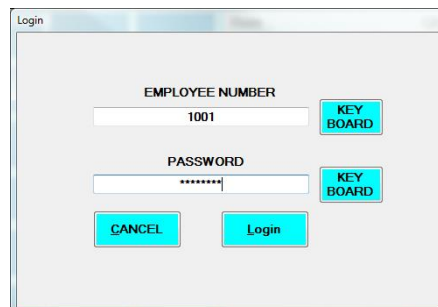
Debit Card Swipe: NONE

Signature Capture Device: NONE

CANCEL SAVE & EXIT

LOG IN/OUT

To log in and out of the software select LOG IN/OUT (F2) on the main screen. Then enter your user id and password to log in, select LOGIN when finished entering your information. This feature is mainly used for security purposes. If you restrict your employees to only a few actions, then you would want them logged in under their own user id while using the software.



Login

EMPLOYEE NUMBER

1001 KEY BOARD

PASSWORD

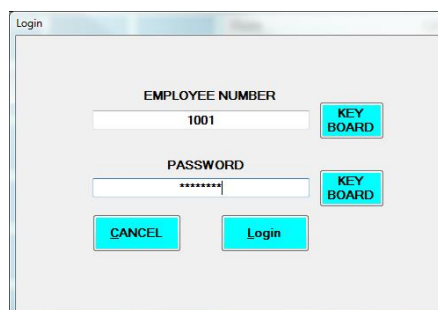
***** KEY BOARD

CANCEL Login

You can also log out of the software by selecting the button on the main screen at the bottom that says LOG OUT.

CLOCK IN/OUT

To clock in and out of the software select CLOCK IN/OUT (F3) on the main screen. Enter your employee number and password and select CHECK IN.



Login

EMPLOYEE NUMBER

1001 KEY BOARD

PASSWORD

***** KEY BOARD

CANCEL Login

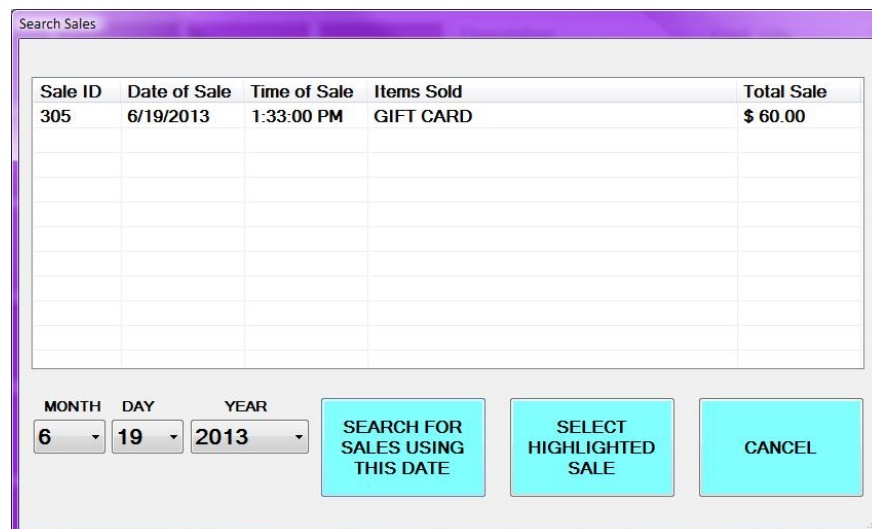
VOID

If at any time you need to void a sale that was completed click on VOID or hit F7 to start the voiding process. You will need to have the sale ID handy, or you could search for the sale.



A dialog box titled "Get Transaction ID" with a light gray background and a purple border. It contains the text "ENTER SALE ID OR SEARCH" at the top. Below the text is a white rectangular input field. At the bottom, there are three cyan buttons with black text: "CANCEL", "SEARCH", and "CONTINUE".

When you search for the sale you can choose a date to search for. Then select the sale from the search results so it is highlighted and click SELECT HIGHLIGHTED SALE.



A dialog box titled "Search Sales" with a light gray background and a purple border. It contains a table with the following data:

Sale ID	Date of Sale	Time of Sale	Items Sold	Total Sale
305	6/19/2013	1:33:00 PM	GIFT CARD	\$ 60.00

Below the table, there are three dropdown menus for "MONTH", "DAY", and "YEAR". The "MONTH" dropdown is set to "6", the "DAY" dropdown is set to "19", and the "YEAR" dropdown is set to "2013". To the right of these dropdowns are three cyan buttons with black text: "SEARCH FOR SALES USING THIS DATE", "SELECT HIGHLIGHTED SALE", and "CANCEL".

You will then get an alert if the sale was voided properly.

GIFT CARDS

ACTIVATE A NEW GIFT CARD

To activate or check a balance of a gift card select GIFT CARDS (F10) on the main screen.

A screenshot of a software interface titled "GIFT CARDS". It contains four rectangular buttons stacked vertically. The first button is labeled "ACTIVATE NEW CARD", the second "ADD FUNDS TO EXISTING CARD", the third "CHECK BALANCE OF GIFT CARD", and the fourth "DONE".

To activate a new card select **ACTIVATE NEW CARD**. You will then need to swipe or enter the gift card number, and how much to be added. First scan or type in the gift card number in the first text box. Then type the amount that will be added to the third text box, labeled **AMOUNT TO BE ADDED**. You can also use the number pad displayed on this screen

A screenshot of a software interface titled "GIFT CARD ACTIVATION / REPLENISH". It features a "SWIPE CARD" button on the left and a "KEY BOARD" button on the right. Below these is a text input field for "GIFT CARD NUMBER". Underneath is a label "AMOUNT REMAINING ON THIS CARD" followed by another text input field. Below that is a label "AMOUNT TO BE ADDED" followed by a third text input field. A numeric keypad is displayed below the input fields, with buttons for digits 1-9, 0, 00, and a decimal point (.). At the bottom are "CANCEL" and "CONTINUE" buttons.

Select **CONTINUE** when finished.

You will then have a confirmation screen for the amount being applied to the card. Click **OK** if the total is correct or **CANCEL** to correct the amount.

A screenshot of a software interface titled "CONFIRM". It displays the text "ACTIVATE THIS CARD FOR \$ 500.00". At the bottom, there are two buttons: "CANCEL" on the left and "OK" on the right.

Next you will be brought to the check out screen for the order. Put in the amount that the person is giving you then select the payment type. Click CONTINUE when you have entered the payment amount and method.

Check Out

AMOUNT DUE	AMOUNT RECEIVED	REMAINING DUE	CHANGE DUE
\$ 60.00	\$ 0.00	\$ 60.00	\$ 0.00

EXACT CASH	EXACT CREDIT CARD	EXACT DEBIT CARD	EXACT CHECK	EXACT GIFT CARD	PRE AUTH C. C.
CASH	CREDIT CARD	DEBIT CARD	CHECK	GIFT CARD	CAPTURE C. C.
\$ 1	\$ 5	\$ 10	\$ 20	\$ 50	\$ 100
1 ¢	5 ¢	10 ¢	25 ¢	50 ¢	75 ¢

AMOUNT TENDERED

UNASSIGNED

CASH \$ 0.00

CHECK \$ 0.00

CREDIT CARD \$ 0.00

DEBIT CARD \$ 0.00

GIFT CARD \$ 0.00

1	2	3
4	5	6
7	8	9
0	00	.

CONTINUE

CLEAR

CANCEL

You will receive a message that the funds have been added to the gift card.

MESSAGE

FUNDS ADDED TO GIFT CARD SUCCESSFULLY

OK

ADDING FUNDS TO AN EXISTING CARD

To add funds to an existing card select ADD FUNDS TO EXISTING CARD. You will see the same screen as when you activated a card. Simply put in the card number of the existing card and select the amount to be added. The rest of the steps you can view under ACTIVATING A NEW GIFT CARD.

MAKING A SALE

To start selling you will need to be on the main screen

Search Items

SEARCH BY DESCRIPTION

SEARCH BY ITEM NUMBER

SEARCH BY SUB DEPARTMENT

SEARCH BY DEPARTMENT

Description	Item Number	OH	Price

CANCEL

SELECT THIS ITEM

Select one of the searching criteria to search for an item. You will now have a text box to enter the description of an item. When you are done typing select continue.

CHANGE QUANTITY

If you need to change the quantity of an item by highlighting it on the right hand side of the screen and selecting CHANGE QUANTITY on the action buttons on the bottom of the screen. The right hand side of the screen will now turn to a number pad so you can type in the quantity.

	7	8	9	
	4	5	6	
	1	2	3	
	CLEAR		ENTER	
TURNS	CHANGE QUANTITY	CANCEL SALE	OPEN CASH DRAWER	LO

Select the total quantity and hit CONTINUE

COMPLETEING A SALE

After all the items have been added to the sale you can now check out. To continue the check out process select CHECK OUT on the bottom right of the screen. You will now be brought to the currency screen.

Check Out

AMOUNT DUE	AMOUNT RECEIVED	REMAINING DUE	CHANGE DUE
\$ 60.00	\$ 0.00	\$ 60.00	\$ 0.00

EXACT CASH	EXACT CREDIT CARD	EXACT DEBIT CARD	EXACT CHECK	EXACT GIFT CARD	PRE AUTH C. C.
CASH	CREDIT CARD	DEBIT CARD	CHECK	GIFT CARD	CAPTURE C. C.
\$ 1	\$ 5	\$ 10	\$ 20	\$ 50	\$ 100
1 ¢	5 ¢	10 ¢	25 ¢	50 ¢	75 ¢

AMOUNT TENDERED

UNASSIGNED		1	2	3	CONTINUE	
CASH	\$ 0.00	4	5	6		CLEAR
CHECK	\$ 0.00	7	8	9		
CREDIT CARD	\$ 0.00	0	00	.		CANCEL
DEBIT CARD	\$ 0.00					
GIFT CARD	\$ 0.00					

Enter the amount you are receiving then select the method of payment. You can use the quick add dollar amounts or the number pad near the bottom. Once you have added the right amount click CONTINUE.

REMOVE AN ITEM FROM A SALE

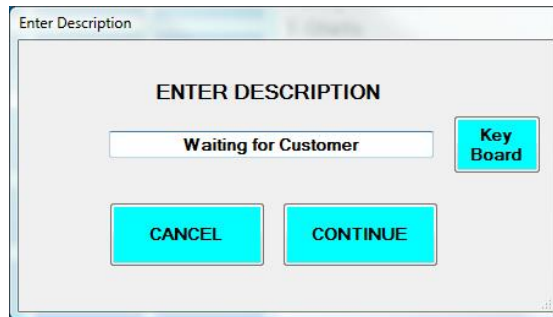
To remove an item from the sale, select the item on the right side and click REMOVE ITEM at the bottom of the sales screen. The item will then be removed from the sale.

CANCEL A SALE

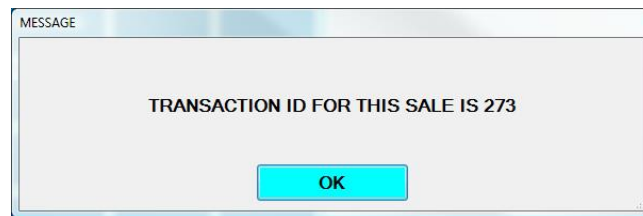
If you need to cancel the sale when it has not been completed (meaning you did not check out) click CANCEL SALE at the bottom of the screen.

SAVE A SALE

If you need to save a sale that has not been checked out click on SAVE THIS SALE. You will need to enter a description for the sale.



You will then get a message that will tell you the transaction number so you can look it up later.



OPEN CASH DRAW

If there is ever a time you need to open the cash draw select OPEN CASH DRAW from the main screen.

APPLY DISCOUNT

Coming soon!

PRINT RECEIPT

If you ever need to print a double of a receipt select PRINT RECEIPT at the bottom of the main screen. You will then need to put in a transaction ID or search for the receipt you would like to print.



EXITING THE SOFTWARE

You can exit the software from the main screen by selecting EXIT, or by clicking the X in the top right corner of the software, or by clicking EXIT (F4).