Sale Manual

(2015)

Contents

Sale Window

1. Product ID text field
2. Product quantity text field
3. Add the item to the basket
4. Register a customer
5. Remove a selected item from the basket
6. Add a purchase discount or a member discount
7. Clears all items from the basket
8. Adds the cash tendered
9. Adds the card payment details
10. Finalises the payment
11. Shows the details about the transaction
12. Logs the user out
13. Shows the help options available.

Discount Window

1. Text field to enter a purchase discount
2. Text field to enter the member number for member discount
3. Cancels the discount entry
4. Applies the discount to the sale

Credit Card Window

1. Text Fields for card details
2. Cancel credit card entry
3. Verifies credit card and adds payment details to the purchase

Cash Payment Window
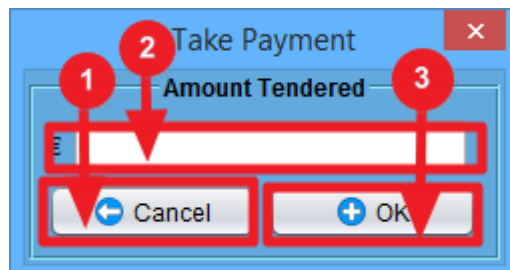
1. Cancels the cash payment window
2. Text field for the cash tendered
3. Ok to add the cash to the sale

Make a sale

Enter the product number and quantity in the labelled text fields.

Click the add item button to add it to the basket

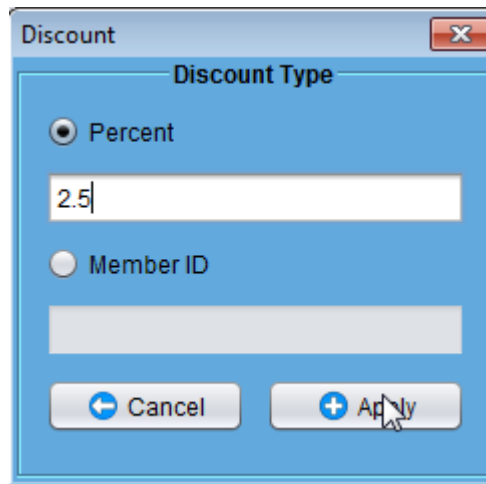Repeat the above steps until all items have been added

Discount
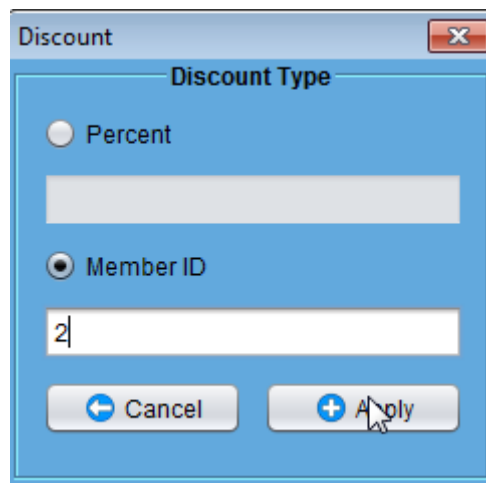
Click on the discount button if there is a discount to be added to the sale

Click the percent radio button and enter the percentage discount for the sale.

Click the apply button to apply the discount or the cancel button to cancel adding a discount

Alternatively..

Click the Member ID radio button and enter the members ID

Click the apply button to apply the discount or the cancel button to cancel adding the discount

Cash

Click the cash radio button to add a cash payment

Enter the amount of cash tendered and click the ok button

Click cancel to cancel the cash payment and close the cash payment window

Credit Card

Click the credit card radio button to add a credit card payment

Enter the card details and click the ok button.

Click cancel to cancel credit card payment and close the window

When all details have been entered click the checkout button to complete the transaction.
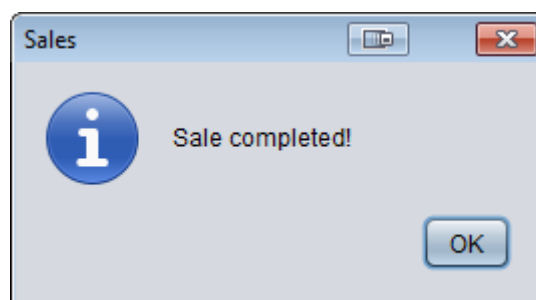
The window will prompt a successful transaction

The sale window will be refreshed and ready for another transaction

Void Sale

Should a transaction be cancelled, the void sale will clear all details

This will refresh the window, ready to begin another transaction

Register a user

Click Register to register a customer as a member

Enter all the details about the customer in the fields provided and click ok.

Click cancel to cancel the registration and close the window

Log Out

Click the log out button