

Starting

To start operations press **Ctrl+N** or click the icon <icon>

A Sale

1. Enter code and press enter. You can enter quantities in the code input box as **10x1234**, meaning that 10 products which code is **1234** will be inserted. To activate the code input box use **F2** or click the icon <icon>. Repeat for each item.
2. Select the payment method, using **TAB key**, or **Alt+S** for Cash, **Alt+R** for Card.
3. If pay in cash, select the payment quantity inputbox using **TAB key** once or more, or **Alt+A** and press **Enter**.
4. If pay with card, enter the *Card number* and *Authorization number* and press **Enter**.

Searching products

- Launch the search panel pressing **F3** and select the kind of filter you need.
- Use the products grid pressing **Ctrl+P**, or clicking on the icon <icon>.

Deleting a product from buy list

Select the desired product and press **Ctrl+-** (**Ctrl+minus**) click on the icon <icon>.

Cancelling current transaction

Press **F10** or click on the icon <icon>.

Cancelling a Ticket (transaction)

Press **F11** or click on the icon <icon> and enter the *ticket number* to cancel.

Reprint Tickets

Press **F5** or click the icon <icon>, then select the ticket you want to print again and click the button <image>.

Price Checker

Press **F9** or select the icon <icon>, the price checker dialog will be shown, enter a product code and press enter or use a barcode reader.

Cash in drawer

Press **F6** or select the icon <icon>, a little message will be shown on the bottom of the screen showing the amount in the drawer.

Cash Out

Press **F7** or select the icon <icon> and enter the *amount* and the *reason* for the money out.

Cash In

Press **F8** or select the icon <icon> and enter the *amount* and the *reason* for the money in.

Balance

Press **CTRL-B** or select the icon <icon>, a dialog with balance information will be shown, depending on configuration the report will be printed.

End of day report

Press **Ctrl-W** or select the icon <icon>, depending on configuration the report will be printed.

Log in / log out

Press **CTRL-L** or click the icon <icon> to change from user (vendor). A Balance for the logged user will be done if any user is logged in.