

## **Cash Generator – In-store POS ticket Instructions**

### **A4 Standard Ticket**

1. Double click on the A4 ticket PDF icon.
2. Once the file has opened you will be presented with a blank ticket, click on the product title, when you do this a 'Cannot save information' pop-up will appear, click close to continue.
3. Click again on the product title line and fill in the required details. (You may be required to delete the words 'product title')
4. Once this has been completed – TAB down to features and fill in details (if required). To move to the next line down on the features section hit RETURN.
5. Once you have finished in this section, TAB down to the price, fill in the price (if pence isn't required just press TAB. Depending on the value of the product the ticket will automatically fill in the deposit and spreading the cost aspects.
6. After hitting TAB you will be taken to the type of item description. Please select from the list.
7. The ticket can now be printed, please ensure before doing this that your printer is set to the correct settings (see supplied file relating to this). Please click the print button on the toolbar in the top left hand corner.

### **A5 Standard Ticket**

1. Double click on the A5 ticket PDF icon.
2. Once the file has opened you will be presented with a blank ticket, click on the product title, when you do this a 'Cannot save information' pop-up will appear, click close to continue.
3. Click again on the product title line and fill in the required details. (You may be required to delete the words 'product title')
4. Once this has been completed – TAB down to features and fill in details (if required). To move to the next line down on the features section hit RETURN.
5. Once you have finished in this section, TAB down to the price, fill in the price (if pence isn't required just press TAB. Depending on the value of the product the ticket will automatically fill in the deposit and spreading the cost aspects.
6. After hitting TAB you will be taken to the type of item description. Please select from the list.
7. To move onto the next ticket hit TAB, this will then take you directly to the 'product title' on the next ticket.
8. The ticket can now be printed, please ensure before doing this that your printer is set to the correct settings (see supplied file relating to this). Please click the print button on the toolbar in the top left hand corner.

## **A6 Standard Ticket**

1. Double click on the A6 ticket PDF icon.
2. Once the file has opened you will be presented with a blank ticket, click on the product title, when you do this a 'Cannot save information' pop-up will appear, click close to continue.
3. Click again on the product title line and fill in the required details. (You may be required to delete the words 'product title')
4. Once this has been completed – TAB down to features and fill in details (if required). To move to the next line down on the features section hit RETURN.
5. Once you have finished in this section, TAB down to the price, fill in the price (if price isn't required just press TAB. Depending on the value of the product the ticket will automatically fill in the deposit and spreading the cost aspects.
6. After hitting TAB you will be taken to the type of item description. Please select from the list.
7. To move onto the next ticket hit TAB, this will then take you directly to the 'product title' on the next ticket. Repeat these steps for the following tickets on the sheet.
8. The ticket can now be printed, please ensure before doing this that your printer is set to the correct settings (see supplied file relating to this). Please click the print button on the toolbar in the top left hand corner.

## **A7 Standard Ticket**

1. Double click on the A7 ticket PDF icon.
2. Once the file has opened you will be presented with a blank ticket, click on the product title, when you do this a 'Cannot save information' pop-up will appear, click close to continue.
3. Click again on the product title line and fill in the required details. (You may be required to delete the words 'product title')
4. Once this has been completed – TAB down to features and fill in details (if required). To move to the next line down on the features section hit RETURN.
5. Once you have finished in this section, TAB down to the price, fill in the price (if price isn't required just press TAB. Depending on the value of the product the ticket will automatically fill in the deposit and spreading the cost aspects.
6. After hitting TAB you will be taken to the type of item description. Please select from the list.
7. To move onto the next ticket hit TAB, this will then take you directly to the 'product title' on the next ticket. Repeat these steps for the following tickets on the sheet.
8. The ticket can now be printed, please ensure before doing this that your printer is set to the correct settings (see supplied file relating to this). Please click the print button on the toolbar in the top left hand corner.

## **A8 Standard Ticket**

1. Double click on the A8 ticket PDF icon.
2. Once the file has opened you will be presented with a blank ticket, click on the product title, when you do this a 'Cannot save information' pop-up will appear, click close to continue.
3. Click again on the product title line and fill in the required details. (You may be required to delete the words 'product title')
4. Once this has been completed – TAB down to features and fill in details (if required). To move to the next line down on the features section hit RETURN.
5. Once you have finished in this section, TAB down to the price, fill in the price (if price isn't required just press TAB. Depending on the value of the product the ticket will automatically fill in the deposit and spreading the cost aspects.
6. After hitting TAB you will be taken to the type of item description. Please select from the list.
7. To move onto the next ticket hit TAB, this will then take you directly to the 'product title' on the next ticket. Repeat these steps for the following tickets on the page.
8. The ticket can now be printed, please ensure before doing this that your printer is set to the correct settings (see supplied file relating to this). Please click the print button on the toolbar in the top left hand corner.