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Wanda POS

USER'S GUIDE

Africa's Gift To The World



Wanda POS



User's Guide



Wanda POS



User's Guide

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User's Guide Authorization Memorandum



I have carefully assessed the User's Guide for Wanda POS. This document has been completed in accordance with the appropriate requirements.

MANAGEMENT CERTIFICATION – please check the appropriate statement

_____ The document is accepted

_____ The document is accepted pending the changes noted

_____ The document is not accepted

X

Redhuan D. Oon
Project Guru

X

Dr. Ing Stanley Mungwe
Project Leader / Manager

Revision sheet

<i>Release No.</i>	<i>Date</i>	<i>Revision Description</i>
Rev. 0	Wednesday, September 17, 2014	User's manual template and checklist
Rev. 1	Sunday, September 22, 2014	First complete User's Guide
Rev. 2	Monday, September 23, 2014	Cover page added. Pending approval.
Rev. 3	Friday, October 17, 2014	First release

System requirements

Minimum system requirements

Java Runtime Environment [JRE1.6]

Recommended requirements

Java Runtime Environment [JRE 1.8 or higher]

iDempiere

POS Integration Plugin for iDempiere

Downloading the Software

Just in case you don't have the software yet and want to download it.

Visit the Wanda POS source forge page by clicking on the link below.

[Wanda POS Source forge page](#)

Or download directly by clicking on the download link below.

[Click to download Wanda POS](#)

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1. GENERAL INFORMATION

a. System Overview

Wanda POS is a Point of Sale. It keeps track of all cash coming into or going out of a business by monitoring purchase of supplies and raw materials and sales of finished products. This system is extensible and suitable for all sorts of businesses, be them restaurants, stores, malls or supermarkets. It can be configured to meet the particular needs of the business in question.

b. Product References

<i>Reference</i>	<i>Description</i>	<i>Link</i>
Wanda POS Support	For users who seek support on certain issues concerning Wanda POS	http://wandaapos.com/support.html
Wanda POS Download	Link to download the latest version of Wanda POS	http://sourceforge.net/projects/wandaposdapos/files/latest/download?source=files
Wanda POS Developers Support	For developers who are interested in working on Wanda POS	http://wiki.idempiere.org/Cm:Cameron
Support Libraries for Wanda POS	For other libraries needed for smooth operation of Wanda POS	http://sourceforge.net/projects/wandaposdapos/files/
Wanda POS Site	For users who want to visit the Wanda POS website	http://www.wandaapos.com
Wanda POS wiki	For those who want to meet the real gurus behind the success of Wanda POS	http://sourceforge.net/p/wandaposdapos/wiki/Home/

c. Authorized Use Permission

Wanda POS is a free and open source project. It is governed by the GNU Public license. As such, anybody is free to copy any part or all of the code and modify as they please. However, whatever development made as such must be uploaded and made open source for the world to benefit from.

d. Points of Contact

i. Help Desk

<i>Contact Name</i>	<i>Contact Type</i>	<i>Department</i>	<i>Telephone</i>	<i>E-mail/Web</i>
Redhuan D. Oon	Project guru	ERP Systems	76781554	red1@red1.org

Dr. Stanley Mungwe	Project leader	Medical Surgery	79910862	sales@itkamer.com
Eyog Yvon Leonce	Developer & Tester	Software Engineering	72469067	grandeyl@gmail.com
Tatioti Mbogning Raoul	Developer & Project Manager	Software Engineering	70043657	tatiotir@itkamer.com
Sondi Michael Raphael	Developer & Support	Networks Engineering	76724430	mikaelsondi@gmail.com
Fonyuy Taryuni Isidore	Developer, Support & Documentation	Software Engineering	77952965	isidore@itkamer.com

ii. Coordination

This is a point of sale. Hence, Wanda POS alone cannot perform any accounting operations. To get this ability to perform various accounting tasks such as tracking profits and losses and providing business/managerial advice and predictions. Wanda POS works hand-in-glove with iDempiere. iDempiere is an ERP system which Wanda POS uses to be able to perform accounting operations.

e. Acronyms and Abbreviations




















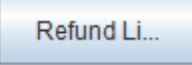
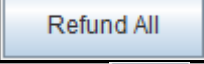
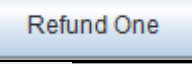














<i>Abbreviation / Acronym</i>	<i>Meaning</i>
POS – Point Of Sale	Software system that tracks all inflow and outflow of cash, how the cash moves, by whom, where, when etc.
ERP – Enterprise Resource Planning	Planning all financial resources well ahead of time. Takes care of all financial calculations, predictions based on present data and does all the accounting.
FOSS – Free and Open Source Software	Software that you can obtain free of charge and also have unlimited access to its source code. Governed by the GNU public license. E.g. iDempiere, OpenBravo POS, Wanda POS, VLC etc.


f. Document Conventions

<i>Convention</i>	<i>Explanation</i>
Bold	Buttons and links that appear the same as shown in the demo
[This is a comment]	Any text that appears within square bracket is an aside, a comment or an explanation of the preceding concept.

New chapter	This is the font for all new chapters.
Main heading	This is a main heading.
Sub – heading	This is a sub-heading.
<i>Example</i>	This is an example.
<u>Aside</u>	This is an aside.

g. Buttons and Icons

<i>Button Name</i>	<i>Button Display</i>	<i>Button Usage</i>
Asterisk Plus Equal Minus	   	Use these to perform special operations on the currently open ticket
Cancel OK	 	Cancel is used to abort an ongoing operation. OK is used to effect it.
CE Attributes	 	CE is used to clear a text field for new input. Attributes is used to display the properties of an item.
Edit Search	 	Edit pops up a window for edit. Search opens a filter window.
Execute Reset	 	Execute displays items that fulfill the specified conditions. Reset enforces default values.
Exit Logout	 	Exit closes your session. Logout brings you back to the welcome screen.
NO, Yes Save	  	No denies an option. Yes accepts it. Save saves changes.
Print		Print instructs the printer to print the current receipt.
Refund	   	Refund opens the refund window. Refund one refunds one unit of an item, refund line refunds all units, refund all refunds all items.
Remove New Sale Drop Sale	  	Remove drops an item from a ticket. New sale starts a new entry. Drop sale discards the current ticket from the ticket display.
Customers New Customer	 	Displays a customer list filter. New customer adds a new customer
Take all Take one Send one Send all	   	Used to split a bill, transferring items from one part to the other. Take all moves all units from right to left, Take one moves one unit from right to left, Send one moves one unit from left to right, Send all moves all units from left to right.
Calculator	    	Use calculator buttons to specify the number of units of a particular item you want

	6	7	8	9	.	
	0					
Others	%					

h. Wanda Documentation

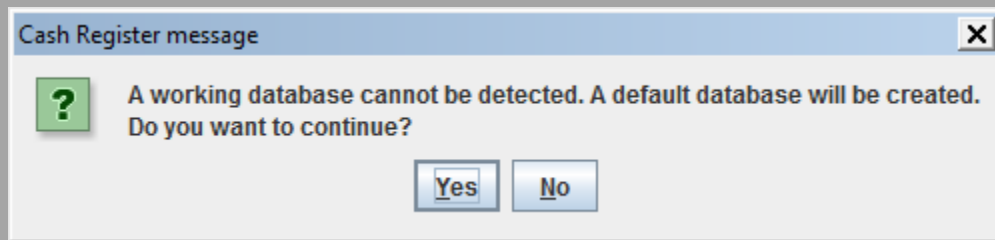
The documentation of Wanda POS comprises the documents listed below

- ❖ Wanda POS Installation Guide
- ❖ Wanda POS User's Guide
- ❖ Wanda POS Administrator's Guide
- ❖ Wanda POS Implementer's Guide
- ❖ Wanda POS Quick Start Guide

2.GETTING STARTED

Logging On

When you launch Wanda POS for the first time you will receive a message prompting you to create a database. Just click on Yes and let the software handle the database creation.



With subsequent launches your screen will be similar to the one shown below.



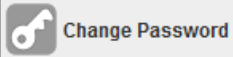
User Access Levels

There are four types of users who have different access levels.



- **Guest:** Any user in this category is able to place an order by raising a new ticket.
- **Employee:** Added to the abilities of a Guest user, any user in this category is able to Edit sales and make/record payments. They can also change their password.
- **Manager:** Added to the abilities of an Employee, any user in this category is able to manage customers, close cash, view closed cash, manage stock and manage sales.
- **Administrator:** Added to the abilities of a Manager, any user in this category is able to do maintenance, configurations and printer settings.

NB: When you log in your information is displayed on the bottom right corner of the screen

Changing User ID and Password

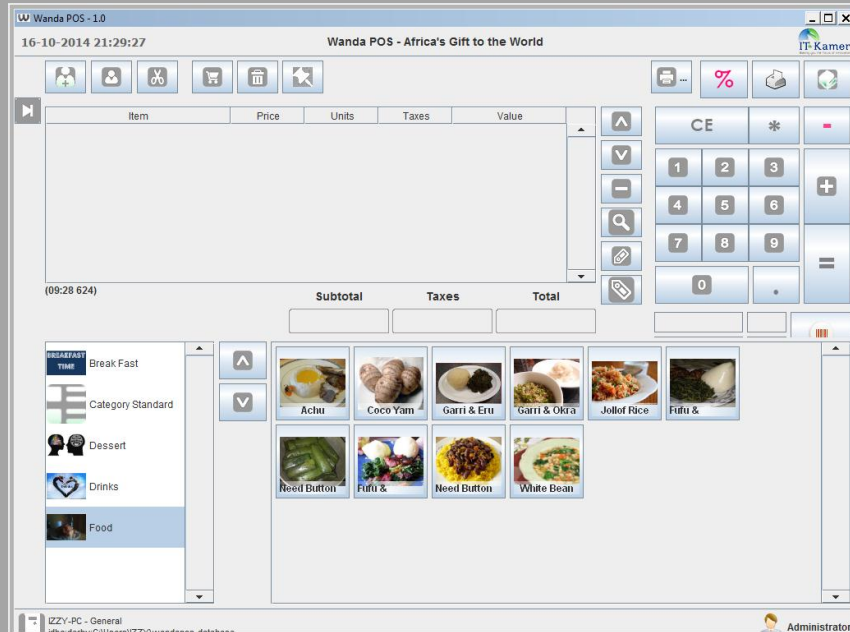
To change passwords a user must login to their account. On the system panel [left side of the screen], click on .

Exit System

Click on  to get back to the welcome screen. It's in the System panel on the left side of the screen. Click on  to exit the system. It's at the bottom right corner of the window.

3.USING THE SYSTEM

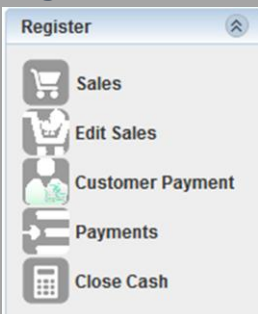
Quick Tour



Horizontal Menu



Register Panel



Ticket Display

Item	Price	Units	Taxes	Value
heineken	\$1,300.00	x8	0%	\$10,400.00
top	\$500.00	x5	0%	\$2,500.00
pepsi cola	\$500.00	x3	0%	\$1,500.00
coca cola	\$500.00	x8	0%	\$4,000.00
Taxes				\$0.00
Subtotal				\$18,400.00
Total				\$18,400.00

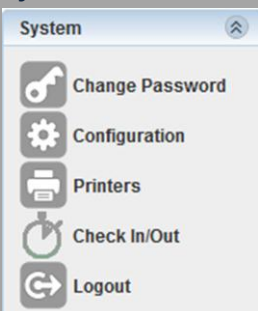
Calculator



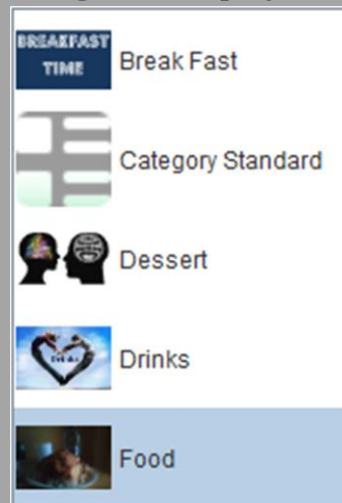
Vertical Menu



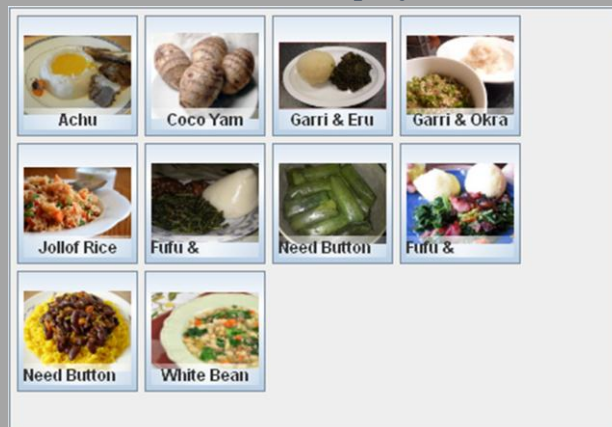
System Panel



Categories Display



Items Display




NB: This user guide will be approached from a user access level perspective. i.e. For any feature or functionality under demonstration, we illustrate using a user with the minimum access levels required.


Placing an order

To make an order you either use an existing ticket (layaway) or start a new sale.

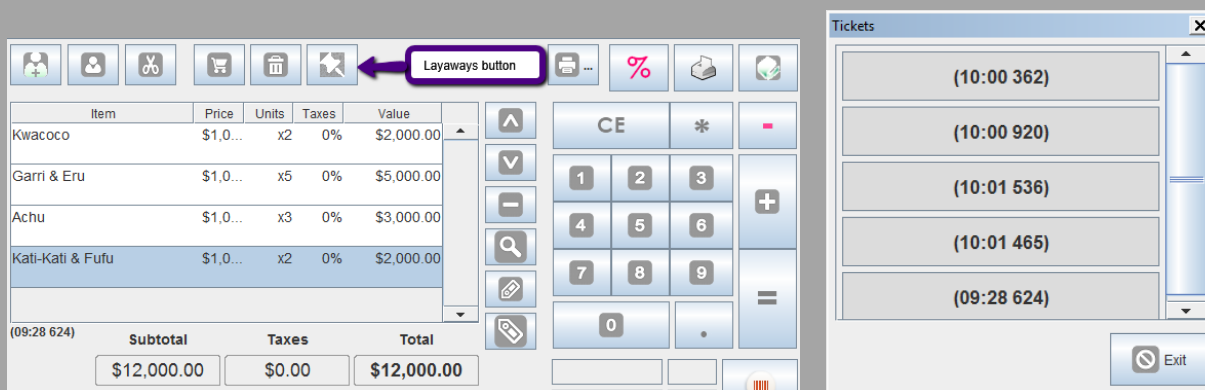
While placing an order, if you have any doubts as to what particular item you are picking, select the item

on your ticket and click on the Attributes button  on the Vertical Menu. If the item comes in different types or flavors they are displayed in a pop-up window for you to specify exactly which one you want.

➤ Using an existing ticket


To place an order using an existing ticket click on the layaways button  in the horizontal menu. A new dialogue box pops up showing a list of all recent tickets. Click on the ticket you want to use.

Example: Using an existing ticket to place an order



➤ Starting a new ticket

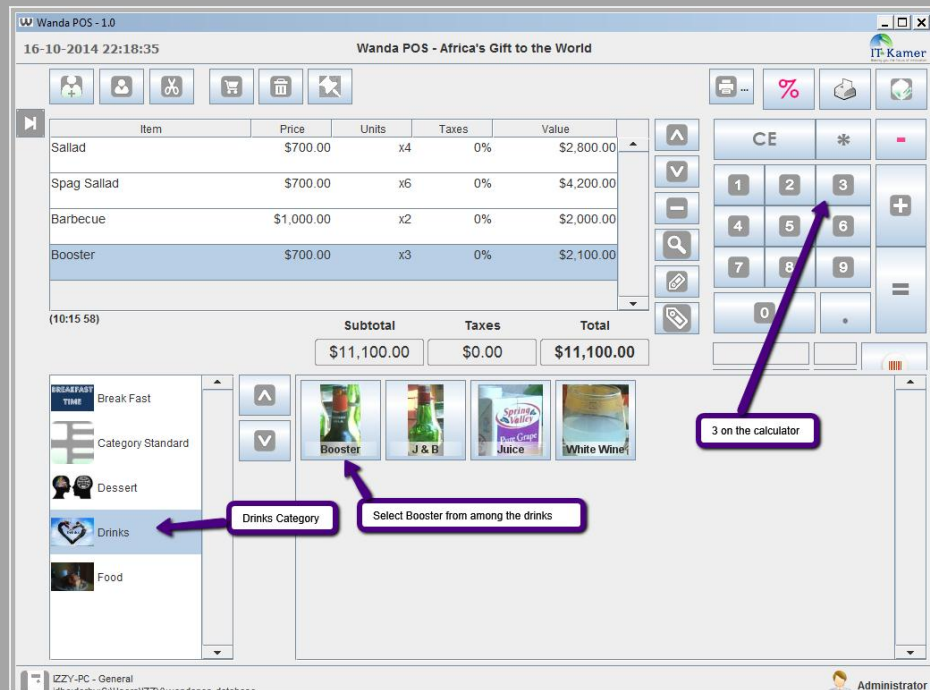
Most of the time, you'll have to start your own ticket. To do this, follow the steps shown below.

- Click on the **New Sale** button  [third button from the right of the horizontal menu]. The Ticket Display area is cleared out for you to start your order.
- Click on the category to which your item belongs [the item you want to add to your order]. All items in this category are displayed in the Item Display area.
- Click on a number on the calculator. [the number of items you want]
- Then click on the particular item you want to order.
- Repeat (b.), (c.) and (d.) until you've added everything you need unto your ticket.

NB: If you mistakenly order too much of a particular item and you want to make changes to it, call an employee to help [If you have just a guest account it might be hard for you to edit an item on the ticket. That's why you need help]

Example, starting a new ticket




Let's order 3 boosters. Booster is a drink. So we'll click on the **drinks** category to display all drinks. We'll click on 3 in the Calculator and select booster from the Items Display Area.



Adding ID to your ticket




NB: this applies only to people with customer accounts. If you are a regular (and trust worthy) customer, it is very likely that you'll be given a customer account.

After placing your order you may want to add identification to your ticket. To do this,

- Click on the **Show Customers**  [first icon on the horizontal menu, to the right of the Time Display]. A customers list pops up.
- Enter your Tax ID, Search key or Name. *[NB: it is case sensitive e.g. if your name is Stephanie and you write Stephanie instead, it won't work]*
- Click on . A list of all customer accounts with the same filter options is displayed.
- Select your name from the list and click . Your name is added to your ticket [to the left of the timestamp in the Time Display]

Searching for a particular item in stock

To search for a particular item to add to your ticket proceed as shown below.




- Click on the **Search** button  on the Vertical Menu. A product list pops up.
- You can search for an item by Barcode, Name, Category, Buy Price or Sell Price. Put in the search conditions you want.
- Once you're done click on . A list of all items which fulfill your conditions will be displayed.
- From the list select the item you want. Use the Calculator to specify the quantity you want.
- Click on  to add the item to your ticket.



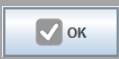
OR [for more experienced user and/or customers]

- Click on the rectangular text box below the calculator.
- Enter the Barcode for the particular item you are searching for.
- Click on the Barcode icon to add the item to your ticket.

Example, searching for a particular item.




Let's search for all items sold for \$1000 or less and whose names have a **c** in it. Let's say the item that's the first to 'pass our test' we'll buy 2.

- Click on the Search Icon  to display the product list. In the text field labeled **Name**, type in the letter **c**.
- Click on the drop down menu labeled **Sell price**. Select **Less or equals** from the drop down list.
- In the text field to the right of it, type in the amount **1000**.
- Click on  to display all items that fulfill the specified conditions.
- Select the first item on the list displayed and click . The item is added to your ticket.

- f. Click on the edit button  on the Vertical Menu beside the Calculator. An Edit line pops up.
- g. Use the buttons on the Calculator to specify the quantity you want. In case you make any mistake click on  and specify the quantity to want.
- h. When you are done click on  to effect the changes you've made.



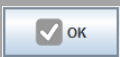
Making changes to items on your ticket






Every now and then you'll make a mistake. It's very easy to correct this.

- a. Click on the item you want to Edit, and then click on the Edit button  on the Vertical Menu. An edit screen pops up.
- b. Use the Calculator to make the necessary corrections on the quantity you want to order.
- c. In case you still make a mistake while on this screen click on  on the Calculator and enter a new value for the quantity.
- d. Once you are done click on  to effect the changes.

Example: making changes to items on your ticket

You might accidentally add 20 boosters to your ticket instead of the 2 you intended. This is how to correct it.

- a. Click on the Edit button  on the Vertical Menu.
- b. Use the Calculator on the Edit Screen that pops up to make the necessary changes. Click on  on the Calculator, and then click on  to effect the changes. The quantity of booster on your ticket now changes from 20 to 2.
- c. Repeat the process for each item you want to edit.


NB: for ease of use a few extra buttons are provided on the Vertical Menu. These include the UP  and DOWN  Arrows for switching between items on your ticket, an Attributes icon  to show you the properties, picture and description of the selected item, an Edit icon  to change to quantity of a particular item on your ticket and a Search icon  to search for a particular item or set of items to select from.

NB: So far we have been using the system as a Guest user would. A guest user has everything (s)he needs to make an order. However, only some with Employee access ^{*1} can print a receipt or delete an existing receipt.

^{*1} Different types of users have access to different levels of information on the system. Only the 'chief' Administrator has access to everything. (S)He can create other Administrators and limit their access as (s)he wishes.


Removing an item from your ticket

To remove an item from your ticket

- Click on the item you want to remove
- Click on the Remove button  to drop the item

Example: Removing an item from your ticket

Let's say we ordered 1 Top, 3 Champagnes and 2 Boosters. We decide we don't to drink Champagne anymore. We want to remove it from the ticket.

- Click on Champagne [in the Ticket Display section of your window]
- Click on the Remove button  to drop it.

Item	Price	Units	Taxes	Value
top	\$500.00	x1	0%	\$500.00
champagne	\$3,000.00	x3	0%	\$9,000.00
booster	\$800.00	x2	0%	\$1,600.00




Before Removing

Item	Price	Units	Taxes	Value
top	\$500.00	x1	0%	\$500.00
booster	\$800.00	x2	0%	\$1,600.00

After Removing

Splitting a bill





You may want to pay part of another person's bill OR someone may make the offer to pay part of your bill. It is possible with the Split Bill feature. Proceed as follows

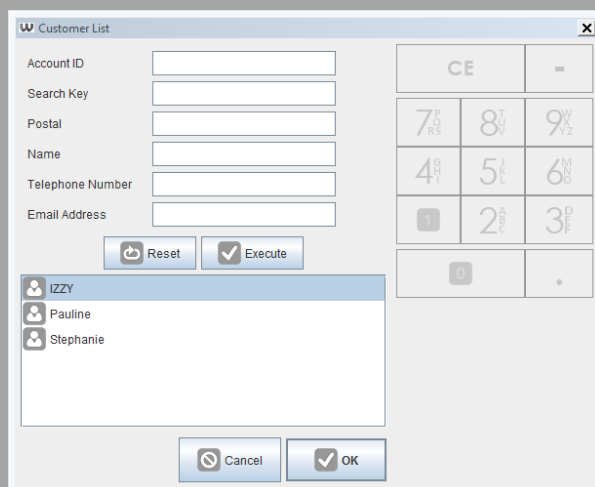
- After placing items of the ticket click on the Split Bill button  [pair of scissors –second button from the left on the Horizontal Menu]
- Use the buttons at the center of the pop up window to split the bill as desired
- Click on  OK to effect the changes OR  Cancel to Cancel.

Example: Splitting a bill

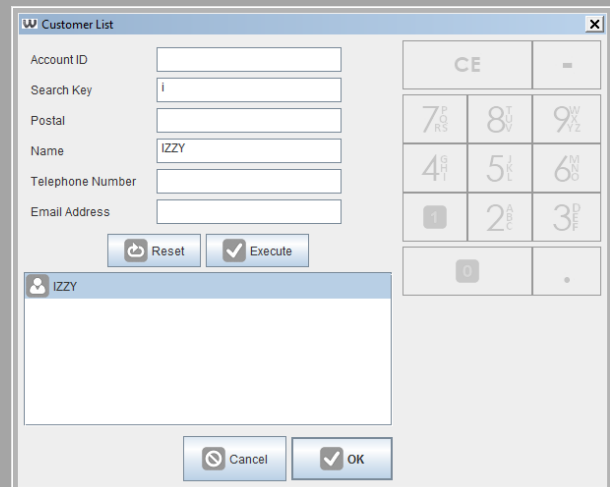
Let's say Paola orders 9 Tops, 2 Boosters, 4 Malt Ups, 3 Champagnes and 2 Whiskies. She doesn't have enough to pay and Izzy offers to settle part of the bill. Izzy is willing to pay for all the Whiskies, 1 Champagne and 2 Tops. Proceed as follows

- Click on the Split Bill button 





- b. On the right side of the pop up window click on the Customers button  to display the Customer List.
- c. Use the pop up window that appears to pick the customer who will pay the other part of the bill. [in our case the Customer is Izzy].
- d. To empty the list click on the test field labeled **Name** and then click on . Do the same for all other fields.
- e. Click on  to display a list of all customers OR
- f. Search for a particular customer by entering their **Tax ID**, **Search key** or **Name** or a combination of them, then click on .



The screenshot shows the 'W Customer List' window. On the left, there are input fields for Account ID, Search Key, Postal, Name, Telephone Number, and Email Address. Below these are 'Reset' and 'Execute' buttons. On the right, there is a numeric keypad with letters assigned to numbers (e.g., 7 has P, Q, R, S). At the bottom, there is a list of customer names: IZZY, Pauline, and Stephanie. The 'Execute' button is highlighted with a blue border.



This screenshot is similar to the previous one, but the 'Name' field now contains the text 'IZZY'. The 'Execute' button remains highlighted.

- g. Select the customer's name from the list and click on . The customer whose name was selected is appended to his section of Split Bill window.
- h. Select **Whisky** from the list and click on the **Send All** button  to transfer all Whiskies to Izzy's section of the bill.
- i. Select **Champagne** from Paola's section [left] and click on the **Send One**  button to transfer 1 Whisky to Izzy's section [right] of the bill.
- j. Select **Top** from Paola's section and click twice on the **Send One**  button to transfer 2 Tops to Izzy's section of the bill.

Split Receipt

(11:14 263) (11:14 743)

Item	Price	Units	Taxes	Value
Kwacoco	\$1,...	x2	0%	\$2,000...
Kati-Kati & Fufu	\$1,...	x2	0%	\$2,000...
Achu	\$1,...	x3	0%	\$3,000...
Garri & Eru	\$1,...	x5	0%	\$5,000...

Subtotal: \$12,000.00
Taxes: \$0.00
Total: \$12,000.00

Cancel OK


Split Receipt

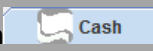
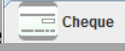
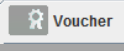
(11:14 263) (11:14 743)

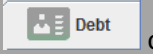
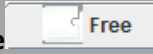
Item	Price	Units	Taxes	Value
Kwacoco	\$1,...	x2	0%	\$2,000...
Garri & Eru	\$1,...	x3	0%	\$3,000...
Kati-Kati & Fufu	\$1,...	x2	0%	\$2,000...

Subtotal: \$7,000.00
Taxes: \$0.00
Total: \$7,000.00


Cancel OK


k. Click on  to effect the changes. The focus is shifted to Izzy's section of the bill.

l. Selected the mode of payment [**Cash** , **Cheque** , **Voucher** , **Card**

, **Debt**  or **Free** ] ^{*3}. Perform the transaction ^{*4}.

m. Once the transaction is done click on the **Print** button to print the receipt, and then click on

 to record the transaction.

n. To record Paola's part of the transaction, click on the **Equal** button  on the Calculator.

o. Select the mode of payment and perform the transaction [collect the money from Paola]

***3**



A customer can pay by Cash, Debt (burrow), Cheque, Voucher, Card or get a Free

***4**

Get the money from the customer depending on the mode of payment selected

Making payments


Each time an **Employee** receives money or gives out money it must be recorded. To do this proceed as follows

- Click on **Payments**, located on the **Main** Panel on the left side of the screen.
- Click on the **New** button  to start a new payment.
- Click on the drop down menu labeled **Reason** and select the appropriate option.
 - If you're receiving money select **(in)Cash** from the drop down list. OR
 - If you're paying out money select **(out)Cash** from the drop down list.
- Click on the text field labeled **Total** and use the Calculator to enter the amount.
- Click on the **Save** button  to save.

Example: Making payments

Let's say we've just made another sale for 50000 and later we refund 5000 to the customer. We'll record this as follows.

- Click on **Payments**, located on the **Main** Panel on the left side of the screen.

- b. Click on the **New** button  to start a new payment.
- c. Click on the drop down menu labeled **Reason** and select the appropriate option.
- d. From the drop down list select (in)Cash.
- e. Enter the amount [in our case it's 50000] and click on the **Save** button to save.


Payments

☑ * / 0 << < ▾ > >> + 🏦 📄

Reason (In) Cash ▾

Amount \$50,000.00

New **Save**

- f. To make the refund later, click on **Payments** on the **Main** panel
- g. Click on the New button 
- h. Click on the drop down menu labeled **Reason** and select the appropriate option.
- i. From the drop down list select (out)Cash.
- j. Enter the amount [in our case it's 5000] and click on the **Save** button to save.

Payments

2 / 2 << < ▾ > >> + 🏦 📄

Reason (Out) Cash ▾


Amount \$25,000.00

Cancel

- k. You can click on the Cancel button to undo the operation in case you made a wrong entry.

Printing a receipt

We print a receipt only after a transaction has been made or a sale recorded. To print a receipt, proceed as follows.

- ❖ Do all prerequisites like placing the order, making the payment and collecting the money
- ❖ Click on the **Print** button  to the right of the Horizontal Menu.

Example: Printing a receipt

The screenshot shows the Wanda POS interface with a receipt displayed. A purple arrow points to the 'Print' button in the top right corner. The receipt table is as follows:

Item	Price	Units	Taxes	Value
Sallad	\$700.00	x1	0%	\$700.00
Barbecue	\$1,000.00	x1	0%	\$1,000.00
Barbecue	\$1,000.00	x1	0%	\$1,000.00
Sallad	\$700.00	x1	0%	\$700.00
Spag Sallad	\$700.00	x1	0%	\$700.00

Below the table, the Subtotal is \$4,800.00, Taxes are \$0.00, and the Total is \$4,800.00. The time (09:32 526) is shown in the bottom left corner.

House Keeping

Everybody makes. You may accidentally print a wrong receipt, over order OR a customer might need a refund. Don't be alarmed if any such thing happens. You can make all the necessary corrections. **Edit sales** [on the **Main** panel on the left sidebar of the screen] is where to do all such House Keeping.




The screenshot shows the Wanda POS interface with the 'Edit Sales' button highlighted in the left sidebar. The sidebar also includes 'Sales', 'Customer Payment', 'Payments', 'Close Cash', 'Administration', and 'Customers'. The main area displays a receipt similar to the one in the first screenshot. A purple arrow points to the 'Edit Sales' button.

And this is what it looks like

The screenshot shows the Wanda POS interface with the 'Search' button highlighted in the top right corner. The sidebar on the left includes 'Sales', 'Edit Sales', 'Customer Payment', 'Payments', and 'Close Cash'. The main area is mostly blank, with a search bar and a magnifying glass icon. A purple arrow points to the 'Search' button.


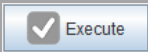

Searching for a particular receipt

To search for the receipt you want to edit, proceed as follows

- Click on the **Search** button  on the Horizontal Menu.
- Use the pop up window to locate the particular receipt you want to edit, then click  to display all receipts that satisfy the conditions you gave above.
- Select the receipt from the list and click .
- The receipt is displayed for you to see the details of the transaction. Then you can either print the receipt refund it or search for a different receipt.

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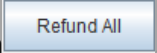

Making refunds

To make a refund you have to find the receipt you want to refund. Proceed as follows.


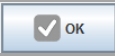

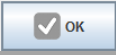
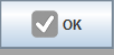

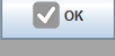
- Search for the receipt you want to refund [search as shown above] and select the receipt.

Example: Making refunds


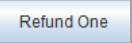

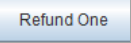
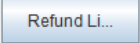



Let's say Stephanie ordered 3 Boosters, 6 Tops, 2 Whiskies and 4 Heinekens. She couldn't pay for all and Maurice offered to pay for 1 Whisky and 1 Heineken. Maurice falls short of cash and asks for a refund, but he wants to collect the money he spent on whisky and let Stephanie get the rest [for 1 Heineken].

- Search for the receipt you want to refund [search as shown above] and select the receipt ^{*5}.
- Click on the **Refund** button .
- On the refund window that shows up click on the Refund All button .
- Once the items are added to Ticket Display sections of your screen click on the **Split Bill** button .

^{*5}
After finding the receipt you either refund it or print it out.


- Click on the **Customers** button  on the right half of the new window that pops up.
- Use the various filters to find the particular customer ^{*6} you are looking for [in our case, Stephanie]. Select the customer's name and click  to append the name to the ticket.
- Click on Heineken and click on the **Send One** button  to transfer it to Stephanie's section of the bill.
- Click on , select the means of refund [Cash, Cheque, Voucher, Card] and click on , and then give out the cash to Stephanie.
- The rest of the transaction has to do with Maurice. Click on  on the Calculator, select the refund medium and click on .

Let's say when Maurice walks out we realize Stephanie had been playing games and just wanted to get some of his money. She decides she wants to refund 2 Heinekens, 1 Top and all 3 Booster. This is how to go about it.

- Search for that particular receipt and open it.
- Once the receipt is displayed click on .
- Select **Heineken** from the list and click on , and then click on the Plus button  to add 2 Heinekens to the refund list.
- Select **Top** from the list and click on  to add 1 Top to the refund list.
- Select **Booster** from the list and click on  to add all 3 Boosters to the refund list.
- Now that all items all items we want to refund have been added to the refund list let's get done.
Click on the Equal button on the Calculator .
- Select the mode of payment and click on . Click on the **Print** button  above the **Calculator** to print a receipt for the Customer [Stephanie].

Deleting a receipt




To cancel a receipt, proceed as follows.

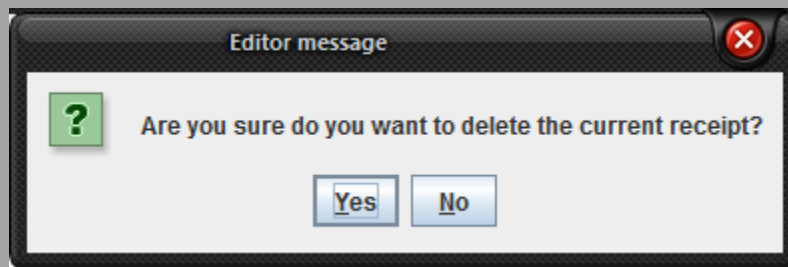
- Select the ticket which corresponds to that receipt.
- Click on the **Delete** button  which is located on the Horizontal Menu [second from the right].

- A dialog box pops up with the question “Are you sure you want to delete the current receipt?” Select **Yes** to delete or **No** to cancel.

Example: Deleting a receipt

Let’s say we’ve made our order by creating a ticket, and now we want to delete it.

- Select the ticket which corresponds to that receipt.
 - Click on the **Delete** button  which is located on the Horizontal Menu [second from the right].
- ❖ Select  to delete. OR
 - ❖ Select  to cancel.



4.REPORTING

This can only be done by users with Manager and Administrator access. As such it's been left out and included in the Administrator's Guide.

Check out the Administrator's Guide for details.