

## Starting

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

## A Sale

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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>.

You can also **insert Special Orders** by pressing **PgUp**, you can **complete Special Orders** by pressing **PgDown**. You can apply an **occasional discount** by pressing **Ctrl-D**.

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

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- 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

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

## Cancelling current transaction

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

## Cancelling a Ticket (transaction)

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

## Reprint Tickets

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

## Price Checker

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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 Available in drawer

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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

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

## Cash In

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

## Locking Screen

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If you need a break and need to secure your terminal you can lock the screen pressing **Ctrl-Space**.

## Suspending a Sale

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To suspend momentary a sale to let you start a new one you can press **Ctrl-Backspace**.

## Resume Sale

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To continue a suspended sale you can press **Ctrl-R**. This will populate all products and information of selected suspended sale.

## Change Special Order Status

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To change a special order status you can press **Ctrl-PgUp**.

## Balance

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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

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

## Log in / log out

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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.