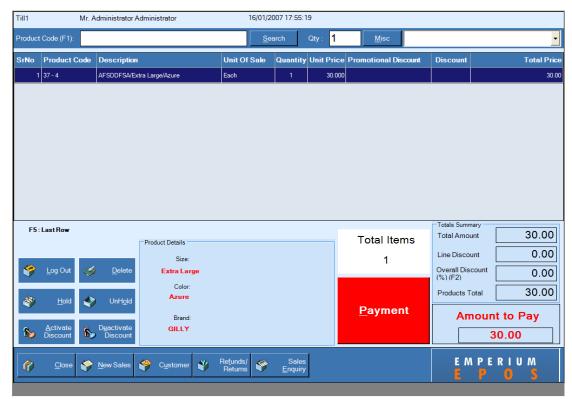
EPOS till System



To choose a product:

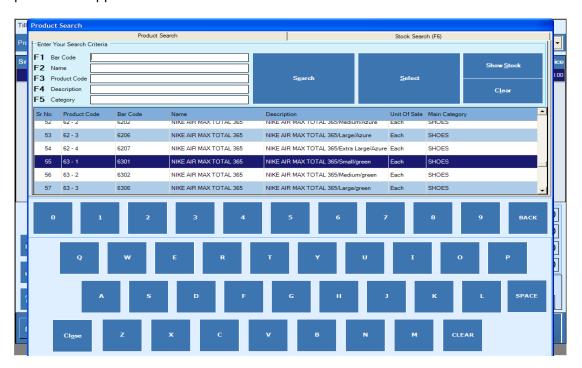
Scan the barcode of a product or enter the product code in the white box next to **product code (F1)** in the above picture

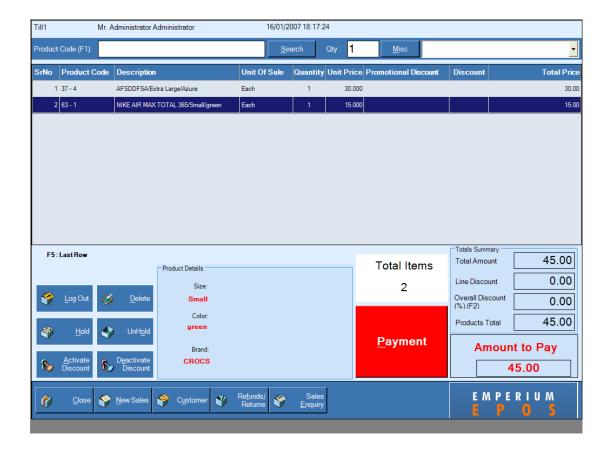
The product can be searched by entering name or description or category

Also you can click on **search** button to manually search for a product

| Close | Z | X | C | V | B | N | M | CLEAR | Close |

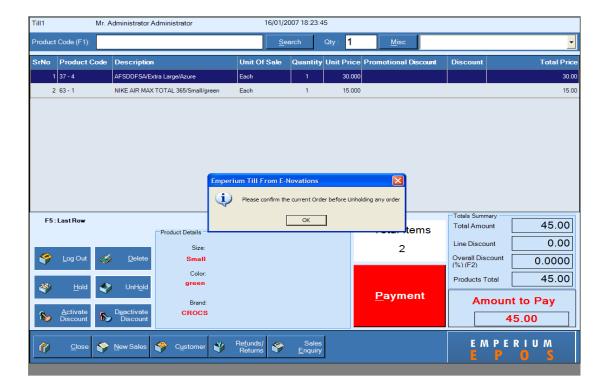
Once you chose the product, click on the line and click on select button for the product to appear on the sales screen.



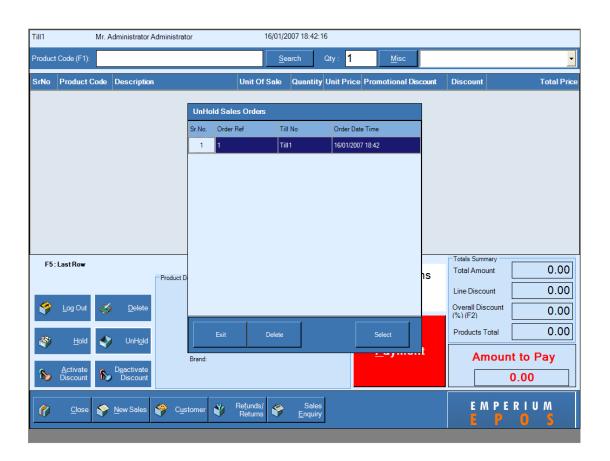


To delete a line, click on the line to be deleted and click on **delete** button.

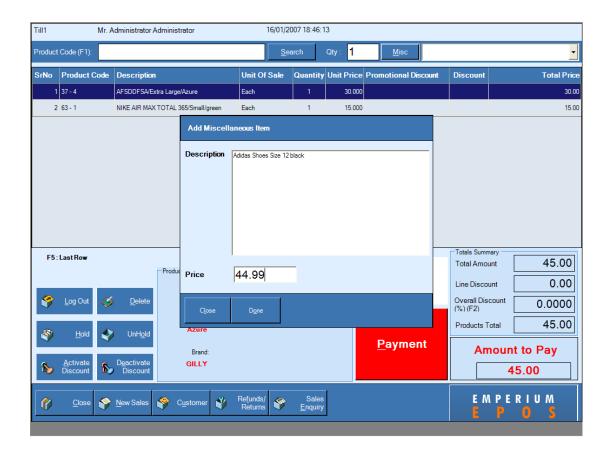
To hold a sales order Click on Hold button,

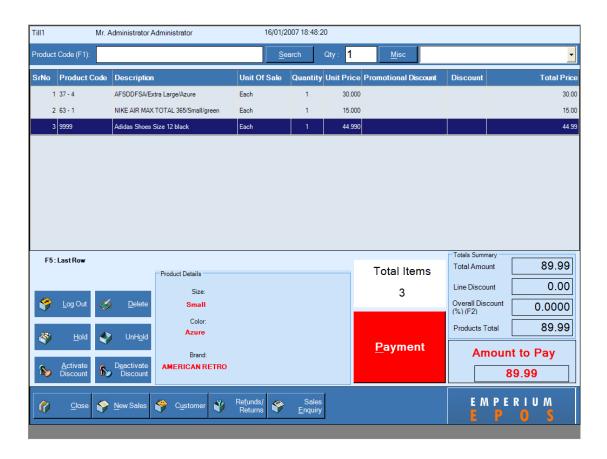


To un hold the sales order, click on **Unhold** button, and click on **select.**

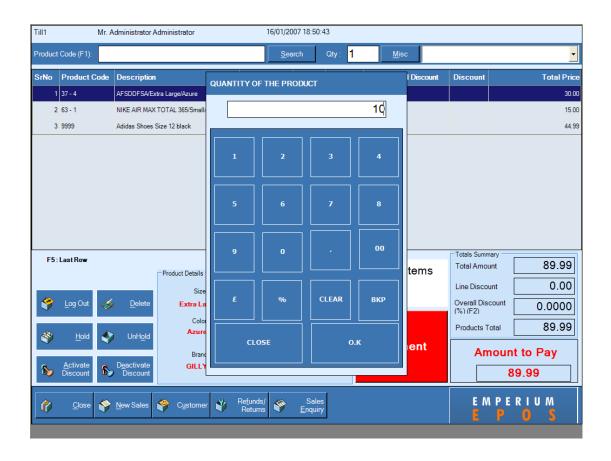


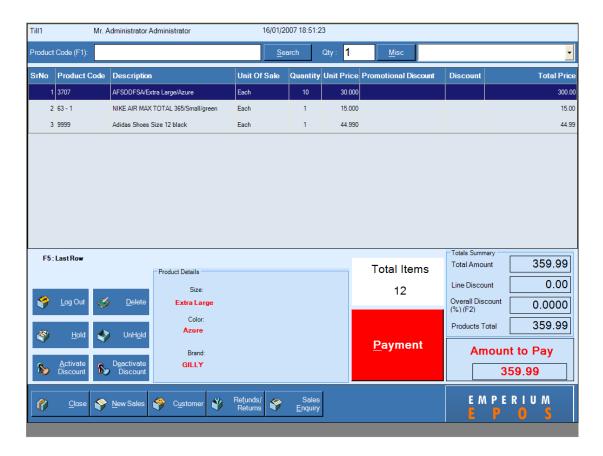
To Sell a miscellaneous product or a product not in the system, click on **Misc** button and type in the product details in **Description** and enter the selling price next to **Price** and click on **Done**



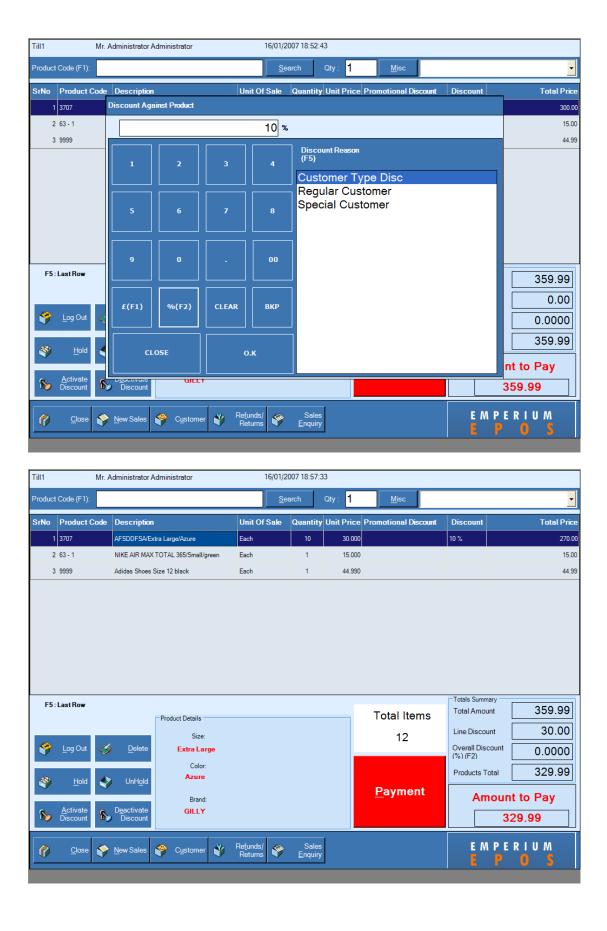


Change qty for any product click under ${\bf Quantity}$ on the selected product line and enter the amount and click ${\bf OK}$

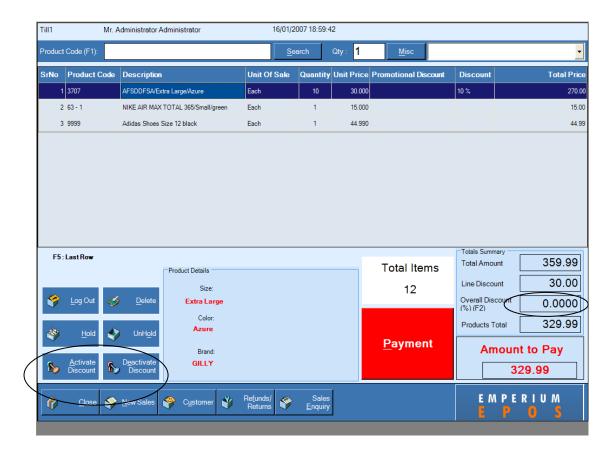




To provide a line discount click under **Discounts** on the selected line, choose £ (F1)or % (F2), enter the amount for discount and then choose the **discount** reason (F5) and click **OK**.

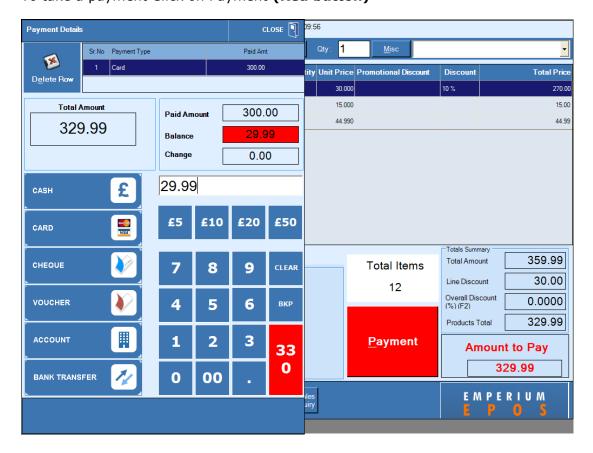


To give overall discount click in **Overall Discount** (refer the picture below) and follow the same described for Line discount.



If the staff / Cashier doesn't have access to discount the manager can authorise the staff to give discount by clicking on **Activate Discount** (refer the above picture). Any activation of discount should follow by **Deactivating** of discount after the sales transaction.

To take a payment Click on Payment (Red button)



Payment can be taken by Cash, Card, Cheque, Voucher, Account etc.

To take a payment enter the amount and click on the buttons **card / cash / cheque etc.**

For any part payment by card & cash; first enter the amount paid by card and click on card (refer above picture for £ 300) and enter the outstanding balance as cash amount (£ 29.99) and click on cash.

If it is only a cash payment, you also can click on £5, £10, £20, £50 etc buttons to enter the payment received and click on cash

On a successful payment, the screen will close and receipt will print.

In case of wrong entry click on **Delete Row**

To close the payment screen click on Close

Please refer from Page 89 to 96 for the following features.

- Refunds
- Petty cash
- End of the day balancing
- Cash Draw
- Till Settings
- Customer payments

Important:

• IF YOU ARE DOING END OF THE DAY BALANCING (Z REPORT) FOR THE FIRST TIME, PLEASE MAKE SURE THAT YOU CALL US ON 08707 605 100 FOR SUPPORT.