

EPOS till System

Till1		Mr. Administrator Administrator		16/01/2007 17:55:19	
Product Code (F1):		<input type="text"/>	<input type="button" value="Search"/>	Qty: <input type="text" value="1"/>	<input type="button" value="Misc"/>

SrNo	Product Code	Description	Unit Of Sale	Quantity	Unit Price	Promotional Discount	Discount	Total Price
1	37 - 4	AFSDDFSA/Extra Large/Azure	Each	1	30.000			30.00

F5: Last Row

Product Details

Size: **Extra Large**

Color: **Azure**

Brand: **GILLY**

Total Items

1

Payment

Totals Summary

Total Amount	30.00
Line Discount	0.00
Overall Discount (%) (F2)	0.00
Products Total	30.00

Amount to Pay

30.00

EMPERIUM

E P O S

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

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

The product can be searched by entering **name** or **description** or **category** (**enter any one**) in the below picture and click search.

Product Search

Product Search
Stock Search (F6)

Enter Your Search Criteria

F1 Bar Code

F2 Name

F3 Product Code

F4 Description

F5 Category

Sr.No.	Product Code	Bar Code	Name	Description	Unit Of Sale	Main Category

0

1

2

3

4

5

6

7

8

9

BACK

Q

W

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K

L

SPACE

Close

Z

X

C

V

B

N

M

CLEAR

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

Product Search

Enter Your Search Criteria

F1 Bar Code

F2 Name

F3 Product Code

F4 Description

F5 Category

Search Select Show Stock Clear

Sr.No.	Product Code	Bar Code	Name	Description	Unit Of Sale	Main Category
52	62 - 2	6202	NIKE AIR MAX TOTAL 365	NIKE AIR MAX TOTAL 365/Medium/Azure	Each	SHOES
53	62 - 3	6206	NIKE AIR MAX TOTAL 365	NIKE AIR MAX TOTAL 365/Large/Azure	Each	SHOES
54	62 - 4	6207	NIKE AIR MAX TOTAL 365	NIKE AIR MAX TOTAL 365/Extra Large/Azure	Each	SHOES
55	63 - 1	6301	NIKE AIR MAX TOTAL 365	NIKE AIR MAX TOTAL 365/Small/green	Each	SHOES
56	63 - 2	6302	NIKE AIR MAX TOTAL 365	NIKE AIR MAX TOTAL 365/Medium/green	Each	SHOES
57	63 - 3	6306	NIKE AIR MAX TOTAL 365	NIKE AIR MAX TOTAL 365/Large/green	Each	SHOES

0 1 2 3 4 5 6 7 8 9 BACK

Q W E R T Y U I O P

A S D F G H J K L SPACE

Close Z X C V B N M CLEAR

Till1 Mr. Administrator Administrator 16/01/2007 18:17:24

Product Code (F1): Search Qty: 1 Misc

SrNo	Product Code	Description	Unit Of Sale	Quantity	Unit Price	Promotional Discount	Discount	Total Price
1	37 - 4	AFSDDFSA/Extra Large/Azure	Each	1	30.000			30.00
2	63 - 1	NIKE AIR MAX TOTAL 365/Small/green	Each	1	15.000			15.00

F5: Last Row

Log Out Delete

Hold UnHold

Activate Discount Deactivate Discount

Product Details

Size: **Small**

Color: **green**

Brand: **CROCS**

Total Items 2

Payment

Totals Summary

Total Amount 45.00

Line Discount 0.00

Overall Discount (%) (F2) 0.00

Products Total 45.00

Amount to Pay 45.00

Close New Sales Customer Refunds/Returns Sales Enquiry

EMPERIUM EPOS

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,

Till1 Mr. Administrator Administrator 16/01/2007 18:23:45

Product Code (F1): Search Qty: 1 Misc

SrNo	Product Code	Description	Unit Of Sale	Quantity	Unit Price	Promotional Discount	Discount	Total Price
1	37 - 4	AFSDDFSA/Extra Large/Azure	Each	1	30.000			30.00
2	63 - 1	NIKE AIR MAX TOTAL 365/Small/green	Each	1	15.000			15.00

Emperium Till From E-Novations

Please confirm the current Order before Unholding any order.

OK

F5: Last Row

Product Details

Size: **Small**

Color: **green**

Brand: **CROCS**

Totals Summary

Total Amount: **45.00**

Line Discount: **0.00**

Overall Discount (%) (F2): **0.0000**

Products Total: **45.00**

Amount to Pay

45.00

Log Out Delete Hold UnHold Activate Discount Deactivate Discount

Close New Sales Customer Refunds/Returns Sales Enquiry

EMPERIUM EPOS

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

Till1 Mr. Administrator Administrator 16/01/2007 18:42:16

Product Code (F1): Search Qty: 1 Misc

SrNo	Product Code	Description	Unit Of Sale	Quantity	Unit Price	Promotional Discount	Discount	Total Price
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UnHold Sales Orders

Sr.No.	Order Ref	Till No	Order Date Time
1	1	Till1	16/01/2007 18:42

Exit Delete Select

F5: Last Row

Product D

Brand:

Totals Summary

Total Amount: **0.00**

Line Discount: **0.00**

Overall Discount (%) (F2): **0.00**

Products Total: **0.00**

Amount to Pay

0.00

Log Out Delete Hold UnHold Activate Discount Deactivate Discount

Close New Sales Customer Refunds/Returns Sales Enquiry

EMPERIUM EPOS

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**

Till1
Mr. Administrator Administrator
16/01/2007 18:46:13

Product Code (F1):

Qty :

SrNo	Product Code	Description	Unit Of Sale	Quantity	Unit Price	Promotional Discount	Discount	Total Price
1	37 - 4	AFSDDFSA/Extra Large/Azure	Each	1	30.000			30.00
2	63 - 1	NIKE AIR MAX TOTAL 365/Small/green	Each	1	15.000			15.00

Add Miscellaneous Item

Description

Adidas Shoes Size 12 black

Price

44.99

Close

Done

Brand:
GILLY

Payment

Amount to Pay

45.00

F5 : Last Row

Log Out

Delete

Hold

UnHold

Activate Discount

Deactivate Discount

Close

New Sales

Customer

Refunds/Returns

Sales Enquiry

Totaals Summary

Total Amount

45.00

Line Discount

0.00

Overall Discount (%) (F2)

0.0000

Products Total

45.00

EMPERIUM
EPOS

Till1
Mr. Administrator Administrator
16/01/2007 18:48:20

Product Code (F1):

Qty :

SrNo	Product Code	Description	Unit Of Sale	Quantity	Unit Price	Promotional Discount	Discount	Total Price
1	37 - 4	AFSDDFSA/Extra Large/Azure	Each	1	30.000			30.00
2	63 - 1	NIKE AIR MAX TOTAL 365/Small/green	Each	1	15.000			15.00
3	9999	Adidas Shoes Size 12 black	Each	1	44.990			44.99

Product Details

Size:
Small

Color:
Azure

Brand:
AMERICAN RETRO

Total Items

3

Payment

Amount to Pay

89.99

F5 : Last Row

Log Out

Delete

Hold

UnHold

Activate Discount

Deactivate Discount

Close

New Sales

Customer

Refunds/Returns

Sales Enquiry

Totaals Summary

Total Amount

89.99

Line Discount

0.00

Overall Discount (%) (F2)

0.0000

Products Total

89.99

EMPERIUM
EPOS

Change qty for any product click under **Quantity** on the selected product line and enter the amount and click **OK**

Till1 Mr. Administrator Administrator 16/01/2007 18:50:43

Product Code (F1): Search Qty: 1 Misc

SrNo	Product Code	Description	Discount	Discount	Total Price
1	37 - 4	AFSDDFSA/Extra Large/Azure			30.00
2	63 - 1	NIKE AIR MAX TOTAL 365/Small			15.00
3	9999	Adidas Shoes Size 12 black			44.99

QUANTITY OF THE PRODUCT

1	2	3	4
5	6	7	8
9	0	.	00
£	%	CLEAR	BKP
CLOSE		O.K	

F5: Last Row

Log Out	Delete
Hold	UnHold
Activate Discount	Deactivate Discount

Product Details

Size: Extra Large

Color: Azure

Brand: GILLY

Totals Summary

Total Amount	89.99
Line Discount	0.00
Overall Discount (%) (F2)	0.0000
Products Total	89.99

Amount to Pay

89.99

EMPERIUM EPOS

Till1 Mr. Administrator Administrator 16/01/2007 18:51:23

Product Code (F1): Search Qty: 1 Misc

SrNo	Product Code	Description	Unit Of Sale	Quantity	Unit Price	Promotional Discount	Discount	Total Price
1	3707	AFSDDFSA/Extra Large/Azure	Each	10	30.000			300.00
2	63 - 1	NIKE AIR MAX TOTAL 365/Small/green	Each	1	15.000			15.00
3	9999	Adidas Shoes Size 12 black	Each	1	44.990			44.99

F5: Last Row

Log Out	Delete
Hold	UnHold
Activate Discount	Deactivate Discount

Product Details

Size: Extra Large

Color: Azure

Brand: GILLY

Total Items

12

Payment

Totals Summary

Total Amount	359.99
Line Discount	0.00
Overall Discount (%) (F2)	0.0000
Products Total	359.99

Amount to Pay

359.99

EMPERIUM EPOS

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**.

Till1 Mr. Administrator Administrator 16/01/2007 18:52:43

Product Code (F1): Search Qty: 1 Misc

SrNo	Product Code	Description	Unit Of Sale	Quantity	Unit Price	Promotional Discount	Discount	Total Price
1	3707	Discount Against Product						300.00
2	63 - 1	<input type="text" value="10"/> %						15.00
3	9999							44.99

F5: Last Row

1 2 3 4

5 6 7 8

9 0 . 00

£(F1) %(F2) CLEAR BKP

CLOSE O.K

Discount Reason (F5)

Customer Type Disc

Regular Customer

Special Customer

359.99

0.00

0.0000

359.99

Amount to Pay

359.99

Log Out Hold Activate Discount Deactivate Discount

Close New Sales Customer Refunds/Returns Sales Enquiry

EMPERIUM EPOS

Till1 Mr. Administrator Administrator 16/01/2007 18:57:33

Product Code (F1): Search Qty: 1 Misc

SrNo	Product Code	Description	Unit Of Sale	Quantity	Unit Price	Promotional Discount	Discount	Total Price
1	3707	AFSDDFSA/Extra Large/Azure	Each	10	30.000		10 %	270.00
2	63 - 1	NIKE AIR MAX TOTAL 365/Small/green	Each	1	15.000			15.00
3	9999	Adidas Shoes Size 12 black	Each	1	44.990			44.99

F5: Last Row

Log Out Delete

Hold UnHold

Activate Discount Deactivate Discount

Product Details

Size: **Extra Large**

Color: **Azure**

Brand: **GILLY**

Total Items

12

Payment

Totals Summary

Total Amount 359.99

Line Discount 30.00

Overall Discount (%) (F2) 0.0000

Products Total 329.99

Amount to Pay

329.99

Close New Sales Customer Refunds/Returns Sales Enquiry

EMPERIUM EPOS

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

Till1 Mr. Administrator Administrator 16/01/2007 18:59:42

Product Code (F1): Search Qty: 1 Misc

SrNo	Product Code	Description	Unit Of Sale	Quantity	Unit Price	Promotional Discount	Discount	Total Price
1	3707	AFSDDFSA/Extra Large/Azure	Each	10	30.000		10 %	270.00
2	63 - 1	NIKE AIR MAX TOTAL 365/Small/green	Each	1	15.000			15.00
3	9999	Adidas Shoes Size 12 black	Each	1	44.990			44.99

F5: Last Row

Log Out
 Delete
 Hold
 UnHold
 Activate Discount
 Deactivate Discount

Product Details

Size: **Extra Large**

Color: **Azure**

Brand: **GILLY**

Total Items

12

Payment

Totals Summary

Total Amount 359.99

Line Discount 30.00

Overall Discount (%) (F2) 0.0000

Products Total 329.99

Amount to Pay

329.99

Close New Sales Customer Refunds/Returns Sales Enquiry

EMPERIUM E P O S

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 Details CLOSE 19:56

Qty: 1 Misc

Sr.No	Payment Type	Paid Amt
1	Card	300.00

Total Amount 329.99

Paid Amount 300.00

Balance 29.99

Change 0.00

CASH £ 29.99

CARD

CHEQUE

VOUCHER

ACCOUNT

BANK TRANSFER

£5 £10 £20 £50

7 8 9 CLEAR

4 5 6 BKP

1 2 3 33 0

0 00 .

Total Items 12

Payment

Totals Summary

Total Amount 359.99

Line Discount 30.00

Overall Discount (%) (F2) 0.0000

Products Total 329.99

Amount to Pay

329.99

EMPERIUM E P O S

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.**