CASH SALE:

- Log on
- Scan OTC Item(s)
- If sale includes prescriptions, touch the **Waiting Scripts** hotkey to add prescriptions, select the patient/s from the list & touch **Select**
- Touch **$5, $10, $20, $50, $100**
- Or touch **Exact Cash** or press **Enter** or **F12** to go to the Tender Screen
- Type the amount tendered & press **Enter**

EFTPOS/CREDIT CARD SALE:

- Log on
- Scan OTC Item(s)
- If the sale includes prescriptions, touch the **Waiting Scripts** hotkey to add prescriptions, select the patient/s from the list & touch **Select**
- Touch **EFTPOS**
- Press **Enter** to finalise the transaction

CHEQUE SALE:

- Log on
- Scan OTC Items(s)
- If sale includes prescriptions, touch the **Waiting Scripts** hotkey to add prescriptions, select the patient from the list & touch **Select**
- Touch **Cheque**
- Press **Enter** to finalise the transaction

TEMPORARY PRICE OVERRIDE:

- Scan OTC Item
- Touch the **Set Price** button
- Type the price of the item
- Press **Enter**

VOID AN ITEM:

- Select the Item on the screen
- Press the **Delete** key on the keyboard

VOID AN ENTIRE SALE:

- Press the **Esc** key
- Touch **Yes** to confirm
- The entire sale is cancelled

ⓘ Pressing the Esc key will Exit the Till if there is no transaction on the screen

NO SALE:

- Log on
- Touch **No Sale** hotkey or Press **F8**
- Transaction screen will return to the login screen

DISCOUNT AN ENTIRE SALE:

- Scan OTC Item(s)
- Touch **Discounts Menu,** then touch **Discount Sale %**
- Type the Discount Percentage in the box & press **Enter**
- Proceed with the transaction

DISCOUNT A SINGLE ITEM:

- Scan item to be discounted
- Select the Item on the screen
- Touch **Discounts Menu,** then touch **Discount Item %**
- Type the Discount Percentage in the box & press **Enter**
- Proceed with the transaction

RETURN A SALE:

- Log on
- Touch the **Return/Void Menu**
- Touch **Return Item**
- Scan the item(s) being returned, they will appear in red
- Press **Enter** or **F12** & select the Tender Type method for the refund

REPRINT A RECEIPT FOR A PREVIOUS SALE:

- Log on
- Touch **Reprint Last Receipt**
- This will reprint a receipt for the last transaction on this register

REPRINT A RECEIPT THAT OCCURRED DURING ANY DATE RANGE:

- Log on
- Touch the **End of Day Menu** hotkey then touch **View Journal**
- Touch **Search** or press **F4,** then touch **Lookup**
- Enter the **From Date** and **To Date,** then touch **OK**
- Press the **Home key** to start at the first receipt
- Press the **Page Up & Page Down** keys to scroll through receipts in order or use the onscreen options to navigate through the receipts
- Touch **Select** to preview the receipt
- Press **Print** to print once the required receipt is visible

CUSTOMER ACCOUNT SALES:

- Log on
- Touch **Customer Menu** Hotkey, then touch **Find Customer**
- Type the first few letters of the surname
- Highlight the correct customer & touch **Select**
- Scan OTC item(s).
- If sale includes prescriptions, touch **Waiting Scripts** hotkey to add prescriptions, select the patient from list and touch **OK**
- Touch **Account** button and press **Enter** to finalise the transaction

CHECK CUSTOMER ACCOUNT BALANCES:

- Log on
- Touch **Customer Menu** Hotkey, then touch **Find Customer**
- Type the first few letters of the surname to search
- Highlight the correct customer & touch **Select**

ⓘ Store balance will appear in the top of the screen where the customer's name is located

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CUSTOMER ACCOUNT PAYMENTS:

- Log on
- Touch **Customer Menu** Hotkey, then touch **Find Customer**
- Type the first few letters of the surname to search
- Highlight the correct customer & touch **Select**
- Touch **Account Payment**
- Type the Payment Amount in the **Payment Received** box and touch **OK** to continue
- Select the Tender type method for the payment and finalise the transaction

END OF DAY ON EACH TILL

- Log on
- Touch **End of Day Menu**
- Touch **Print Z Report**
- Touch **Yes** to the question **Opening amounts have not been entered. Would you like to close this batch anyway?**
- Remove takings from the Till & put them with the Z-Report
- Log on again to start backup process
- Touch **OK** once backup has finished
- Touch **ESC** to close the Till program
- Ensure no programs are still running & turn the computer monitor off

Refer to your Bank or Integrated EFTPOS provider for EOD instructions for your EFTPOS

Consolidation of EOD takings are completed after the End of Day process in Fred Office > Activity > Batch Entry. Please refer to the F1 Help for further details of this procedure (including Reporting of Tax/Non-Tax figures).