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TILL SHORTCUT TIPS

CASH SALE:
- Log on
- Scan OTC Item(s)
- If sale includes prescriptions press the **Fred Dispense Script** hotkey to add prescriptions, select the patient from list and press **Enter**
- Press the **Cash** hotkey
- Press **+** to finalise the sale with the exact money given
- OR type the amount tendered & press **Enter**

CHEQUE SALE:
- Log on
- Scan OTC Items(s)
- If sale includes prescriptions press the **Fred Dispense Script** hotkey to add prescriptions, select the patient from list and press **Enter**
- Press the **Cheque** hotkey
- Press **+** to finalise the transaction

VOIDING AN ITEM:
- Whilst the cursor (rectangle box) is below the item to void
- Press the **Void Item** hotkey

OR

- Use the mouse or arrow keys on keyboard to place the cursor (rectangle box) over the **Item Lookup Code** of the item to void
- Press the **spacebar** on the keyboard

VOIDING AN ENTIRE SALE:
- Press the **Void Sale** hotkey

RETURNING A SALE:
- Log on
- Press the **Return Item** hotkey
- Scan the item(s) being returned
- The item(s) will appear in red
- Select the Tender Type method for the refund

DISCOUNT A SINGLE ITEM:
- Scan item to be discounted
- Ensure the cursor (rectangle box) is <u>below</u> the item to be discounted
- Press the **Discount Item** hotkey **(or Shift+F3)**
- Ensure **Discount Percentage from Retail** is selected (on the right side of the window)
- Type the **Discount Percentage** in the box & press **Enter**
- Press **Enter** or the **Down Arrow** to ensure the cursor is on the next available line
- Proceed with the transaction

DISCOUNT THE ENTIRE SALE:
- Scan items to be discounted
- Ensure the cursor (rectangle box) is <u>below</u> the items scanned
- Press the **Discount Sale** hotkey **(or Shift+F3)**
- Ensure **Discount from Retail price** is selected (on the right side of the window)
- Type the **Discount Percentage** in the box & press **Enter**
- Proceed with the transaction

CREDIT CARD SALE:
<u>NON-INTEGRATED EFTPOS</u>
- Log on
- Scan OTC Items(s)
- If the sale includes prescriptions press the **Fred Dispense Script** hotkey to add prescriptions, select the patient from list and press **Enter**
- Press the **Credit card/Eftpos** hotkey
- Press **+** to finalise the transaction

CASH OUT WITH PURCHASE:
<u>NON-INTEGRATED EFTPOS</u>
- Log on
- Add items and/or prescriptions to the sale
- Press the **Cash** hotkey
- Type the Cash Amount as a negative amount then press **Enter,** eg -50.00 for a fifty dollar cash out
- Arrow down to **Credit Card/EFTPOS** and press **+** to finalise the transaction

TEMPORARY PRICE OVERRIDE:
- Use the mouse or arrow keys on the keyboard to place the cursor (rectangle box) <u>over</u> the Price field of the item to be changed
- Type the price of the item
- Press **Enter** or the **Down Arrow** to ensure the cursor (rectangle box) is on the next available line before scanning any additional items

NO SALE:
- Log on
- Press the **NO Sale** hotkey
- Press **Logon** to ensure the till is secured before walking away

CUSTOMER ACCOUNT SALES:
- Log on
- Press **Find Customer** hotkey
- Type the first few letters of surname to search
- Highlight the correct customer & press **Enter** to select
- If sale includes prescriptions press the **Fred Dispense Script** hotkey to add prescriptions, select the patient from list and press **Enter**
- Scan OTC item(s)
- Press the **Account** hotkey
- Press **+** to finalise the transaction

CUSTOMER ACCOUNT PAYMENTS:
- Log on
- Press **Find Customer** hotkey
- Type the first few letters of surname to search
- Highlight the correct customer & press **Enter** to select
- Press **Acct P/ment** to go to the account payment screen
- Press **TAB** and type the payment received amount in dollars
- Press **OK** then press **+** to finalise the transaction

Note: DO NOT make a purchase and a payment on the same transaction

For further assistance please contact Fred Help on 1300 731 888 or help@fred.com.au

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TILL SHORTCUT TIPS

REPRINT A RECEIPT FOR PREVIOUS SALE:

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

CREATING A LAY-BY:

- Log on
- Press the **Find Customer** hotkey
- Type the first few letters of surname & click **Find Now** to search for the customer

If the customer is listed

- Highlight the correct customer & press **Enter** to select

If the customer is not listed

- Press **ESC**
- Press the **New Customer** hotkey
- Type the customer's **Firstname**, **Surname**, **Address**, & **Phone Number**
- Ensure "Layby Customer" is selected in the **Name** tab
- Click **Create and Select**
- Scan item(s) to be put on Lay-by
- Press the **Lay-by** hotkey **(or Ctrl+F8)** to activate the Lay-by
- Press **Shift+F9** to go to the Lay-by Details
- Tick the **Override Deposit box**, type the deposit amount & press **Enter**
- Press **Enter**
- Select the correct tender type for the lay-by deposit & finalise the transaction

LAY-BY INTERIM PAYMENT:

- Log on
- Press the **Lay-by Recall** hotkey
- Highlight the correct Lay-by & press **Enter**
- Press **Acc P/ment** hotkey **(or Shift+F4)** to show the Lay-by Payment window
- Type the Lay-by Payment amount & press **Enter**
- Select the correct Tender Type for the lay-by interim payment & finalise the transaction

LAY-BY FINAL PICKUP:

- Log on
- Press the **Lay-by Recall** hotkey
- Highlight the correct Lay-by & press **Enter**
- Press **Enter (or F12)** to go the Layaway Options
- Select **Pick Up Entire Layaway** & press **Enter**
- Select the correct Tender Type for the lay-by balance remaining & finalise the transaction

REPRINT A RECEIPT THAT OCCURRED DURING ANY DATE RANGE:

- Log on
- Press **F4** to view the Journal
- Click **Batch** & select the required date range
- Press **Num Lock** to activate the **Page Up** & **Page Down** keys
- Use the **Page Up** and **Down** keys to scroll through receipts in order.
- Click **Print** to print the receipt once in view

CREATING A WORK ORDER:
(SHORT TERM ACCOUNT / SPECIAL ORDER)

- Log on
- Scan Items(s) to be purchased
- Press **Ctrl+F2** to activate Work Order
- Press **Shift+F9** to go to Work Order Details
- Type the Customer Name & Contact Details in the **Comment** field
- Click **Override Deposit**, type the deposit amount (if any given) & press **Enter**
- Press **Enter**
- Select the correct tender type for the work order deposit & finalise the transaction

RETRIEVING A WORK ORDER:
(SHORT TERM ACCOUNT / SPECIAL ORDER)

- Log on
- Press the **Recall** hotkey **(or F11)**
- Highlight the option **Recall a Work Order** & press **Enter**
- Highlight the correct Work Order & press **Enter**
- Press **Enter**
- Select **Pickup Entire Work Order** & press **Enter**
- Select the correct Tender Type for the Work Order & finalise the transaction

END OF DAY (ON EACH TILL):

- Log on
- Press the **No Sale** hotkey to open the draw
- Log on
- Press the **End Day** hotkey
- Highlight **Print Z Report** & press **Enter**
- Press **Y(es)** to the question
- Remove takings from the Till & put with the Z-Report
- Log on again to start backup process
- Click **OK** once backup has finished
- Press **Exit** to close the Till program
- Ensure no programs are still running & turn the computer monitor off

Note: The Sales & Banking Summary Report consolidates z-Reports for all Tills

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