

Starting

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

A Sale

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 

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

- Launch the search panel pressing **F3** or  and select the kind of filter you need.
- Use the products grid pressing **Ctrl+P**, or clicking on the icon 

Deleting a product from buy list

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

Cancelling current transaction

Press **F10** or click on the icon 

Cancelling a Ticket (transaction)

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

Reprint Tickets

Press **F5** or click the icon  then select the ticket you want to print again and click  the button *reprint selected ticket*.

Price Checker

Press **F9** or select the icon , the price checker dialog will

be shown, enter a product code and press enter or use a barcode reader.

Cash Available in drawer

Press **F6** or select the icon  a little message will be shown on the bottom of the screen showing the amount in the drawer.

Cash Out

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

Cash In

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

Locking Screen

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

Suspending a Sale

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

Resume Sale

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

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

Balance

Press **CTRL-B** or select the icon  a dialog with balance information will be shown, depending on configuration the report will be printed.

End of day report

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

Log in / log out

Press **CTRL-L** or click the icon  to change from user (vendor). A Balance for the logged user will be done if any user is logged in.

