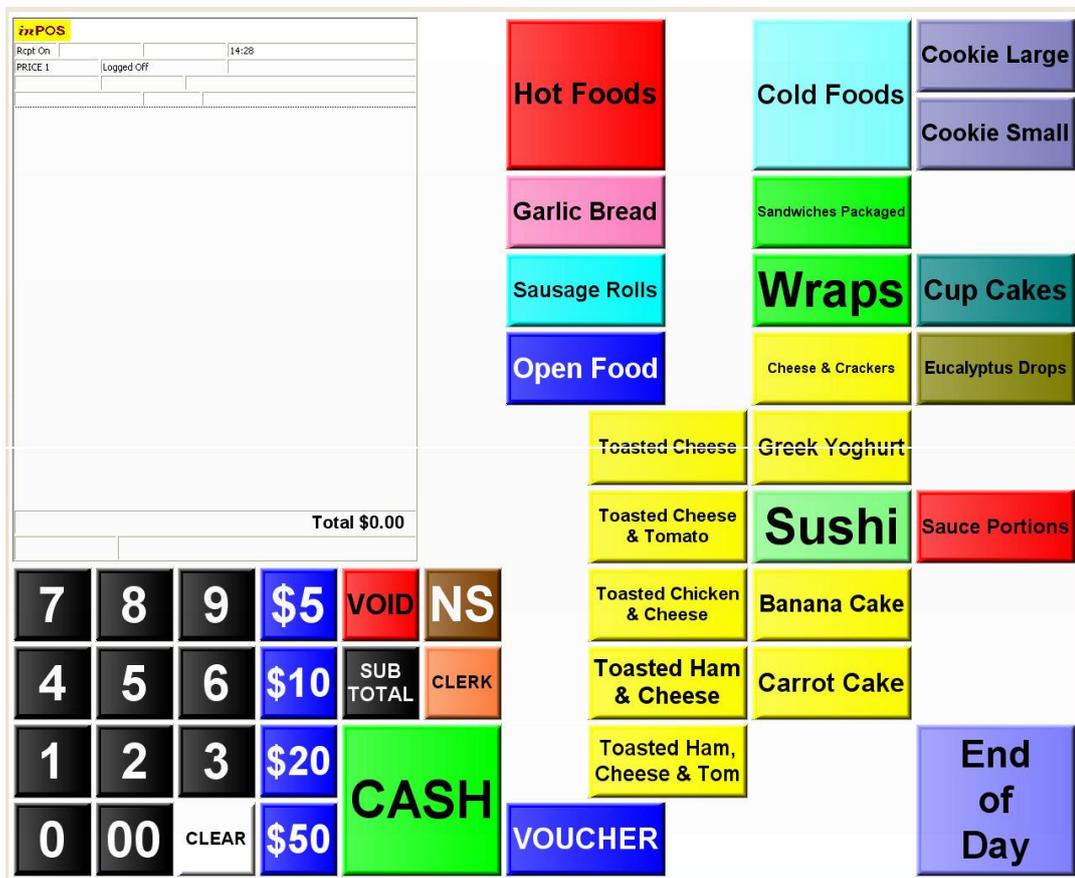# flexischools

POINT OF SALE (POS) TERMINAL USER GUIDE

1. Launching inPOS Terminal

If your terminal does not automatically start inPOS terminal, double click the inPOS terminal icon on your desktop

When inPOS has launched, you should see the terminal screen below:

2. Logging in as an Operator

Before performing any transactions, you need to log in as an operator.
Press the "1" button and click "Login":

You are now ready to perform transactions.

3. Making a Sale

a. Entering Items Using the Scanner

To sell an item, simply scan the barcode and the item will appear in the items list.

You can continue to add more items, by scanning each item.
The total sale value appears at the bottom of the items list.

b. Entering Items Using the Keypad

If the item does not have a barcode, it may have a
button assigned to it on the keypad. Some items appear
on the main screen, while others are shown within
category screens.

Click the item button to add it to the sale, eg:

Otherwise, click a category button, and then select the item, eg:
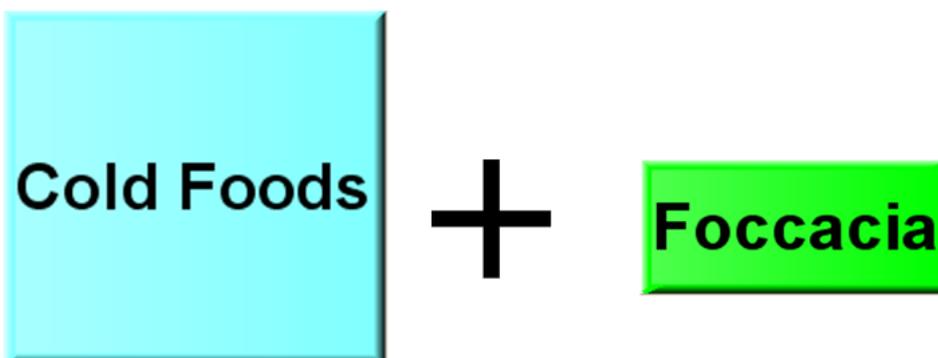
You will see the item added to the item listing for the sale:

*in*POS				
Rcpt On			14:51	
PRICE 1	Manager			
Foccacia				
	1		$2.70	$2.70

To return to the main screen, press "Main Screen" in the bottom right

c. Entering Items That Don't Have a Button or Barcode

If the item does not have a barcode or a button, it must be entered as "Open Food". Enter the value of the item and then press "Open Food". For example, to enter a $2.50 item, press:


Tip: If you can't see the "Open Food" button, you might need to press "Main Screen" first

Tip: If you make a mistake when entering the value, press the "Clear" button. You will see the item appear in the item list:

inPOS			
Rcpt On			15:14
PRICE 1	Manager		
Open Food			
	1	$2.50	$2.50

d. Voiding Items (Removing from the Sale)

If you accidentally add an item to the sale, you can remove it by clicking the item on the list, and clicking void:

inPOS			
Rcpt On			14:54
PRICE 1	Manager		
Foccacia			
	1	$2.70	$2.70

+ **VOID**
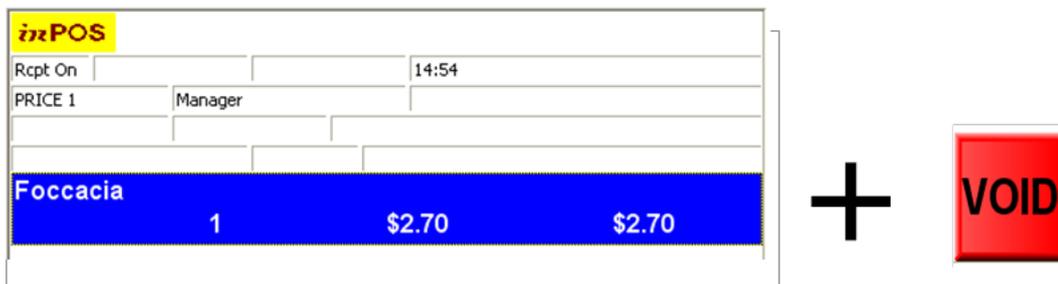
4. Accepting Cash Payments

Once the sale is entered, ask the customer for the total sale value.

a. Accepting a Note

If the customer hands over a note, simply click one of the note buttons, eg:

The amount of change is automatically calculated and the drawer is opened:

inPOS			
Rcpt On		15:01	
PRICE 1	Manager		
Foccacia			
	1	$2.70	$2.70
	Invoice Total		$2.70
	GST		$0.00
	Paid CASH		$5.00
	Change		$2.30

b. Accepting Exact Change

If the exact change is provided, simply press the "Cash" button:

c. Accepting another Value

If another cash value is provided by the customer, enter the amount prior to clicking the "cash" button. For example, to accept $3.50, press:

The transaction will be completed.

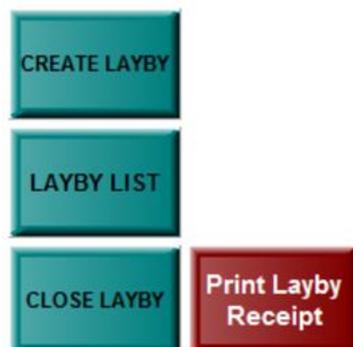If you make a mistake while entering the value, press "Clear"

d. Accepting EFTPOS

To accept EFTPOS or Cheque, press the relevant button: You can also part pay by EFTPOS or Cheque by entering the amount, as you did above with the Cash button.


5. Using Layby
The Layby function use the following buttons.

Once the sale items are entered you have two options, accept a deposit and place the items on layby. Or just put the items on layby. To put the items on layby hit the "Create Layby" button. You will be presented with the following screen, enter a description for the layby (the customer's name & phone number (please note there is a 16 character limit, Jane0400000000 is sufficient)).

This helps to quickly identify the correct layby for future reference. Once you have entered the description click the "OK" button.
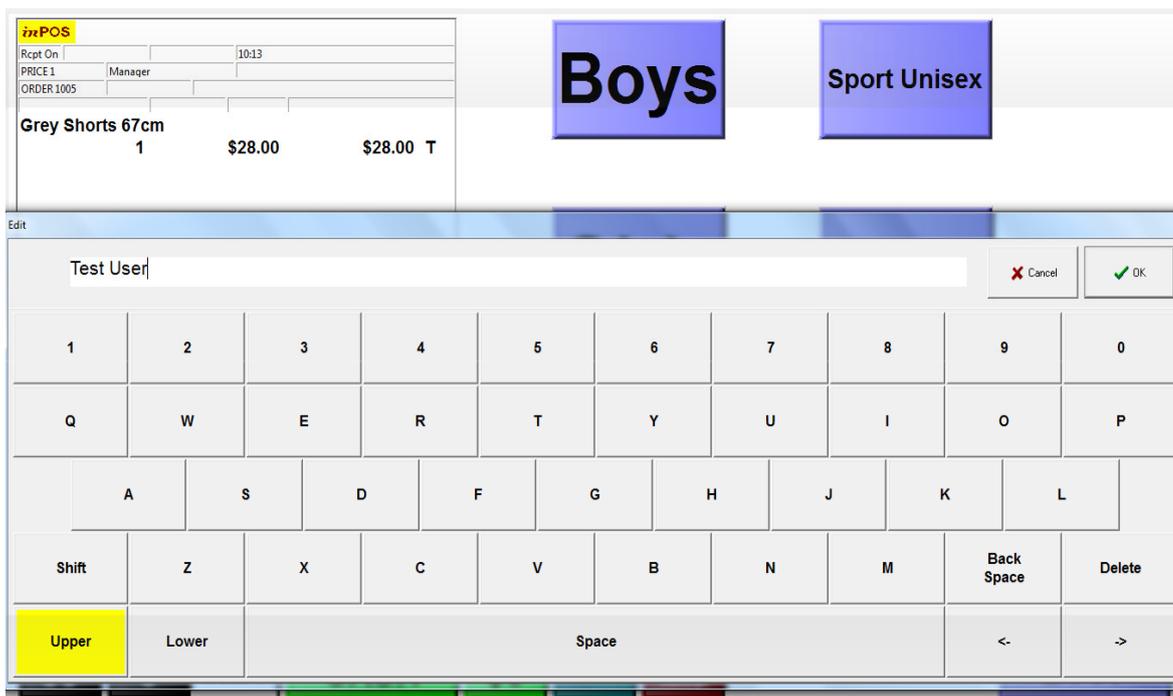
Since the sale has not been finalised the layby will not print a receipt. To print a receipt click the "Print Layby Receipt" button. Once you have finished with the layby click the "Close Layby" button to close it.

When the customer returns to pay off the sale, to select the layby click the "Layby List" button, this will bring up a list of all the current layby sales. Select the correct one and click "Open Order". You may then finish the sale as per normal.
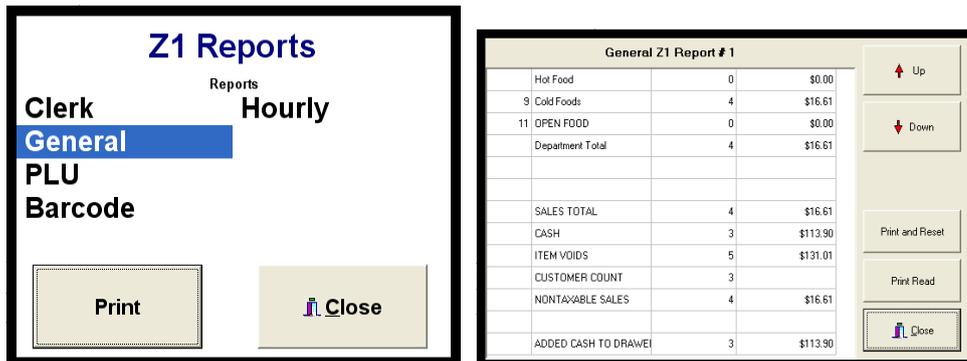
6. **End of Day**
   When you have completed operation for the day, click "End of Day" and then "Close Terminal":
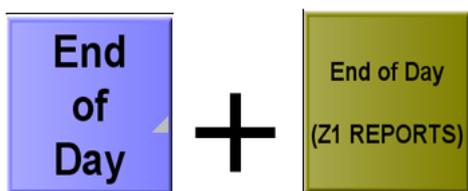
Tip: If you press "End of Day" and see "Entry Error", it means you have not finalised the last sale. You need to go back to "Main Screen" and either complete the sale by accepting some cash, or void the items in the list. Once the transaction is complete, press "End of Day" again.

Select "Print" and then "Print and Reset" to notify the system that you have completed sales for the day.

If you are asked to "Clear Report", click "Yes".
When the reset is complete, you can then perform the inPOS Stock Manager end of day process to collect your sales data.

Need Help?
For help call the Customer Services Team on 1300 361 769.