

F1 – Quick Cash Sale

1. Press <F1> key and enter the pump no for quick cash payoff , if only one transaction is outstanding on the pump, you will now be prompted to enter the amount tendered to you by the customer and press <Enter>, If the right amount was tendered you just have to press enter.
2. If more than one transaction is outstanding for this pump follow the instruction as in point 4 below.
3. If you want to remove the pump request screen from the bottom of your screen just press <F1> again.
4. If you do not know the pump number just press <Enter> when requested for a pump number.
5. Scroll <Up> And <Down> with <Arrow Keys> to the transaction you want.
6. Press <Enter> on the selected transaction to move to tendered amount screen as in point one of this section.
7. Next you will be prompted for a cash slip, use the <Left> and <Right> <Arrow Keys> and press enter on the Yes or No as to the selection to be made.

F2 – Quick Card Sale

1. Press <F2> key and enter the pump no for quick card payoff , if only one transaction is outstanding on the pump you can move to point 7.
2. If more than one transaction is outstanding for this pump follow the instruction as in point 4 below.
3. If you want to remove the pump request screen from the bottom of your screen just press <F2> again.
4. If you do not know the pump number just press <Enter> when requested for a pump number.
5. Scroll <Up> And <Down> with <Arrow Keys> to the transaction you want.
6. Press <Enter> on the selected transaction..
7. Next you will be prompted for a cash slip, use the <Left> and <Right> <Arrow Keys> and press enter on the Yes or No as to the selection to be made.

Ctrl + F2 – Open Cash Draw

F3 – View All Outstanding Transactions:

1. Scroll <Up> And <Down> with <Arrow Keys> to the transaction you want.
2. Press <Enter> on the selected transaction to move to that transactions payoff screen.
3. Then Scan in the item barcode, you want to sell with this transaction. nb. To Scan for a quantity of eg. 3 item first type in <3*> and then scan the item, or just scan the item if single. You can also use the <+> key on the numeric key pad to repeat your last entered item.
4. At this point you can use </> For the lookup screen.
 - a. Type in the description of the item you are searching for.
 - b. Press <enter> if you can see the item in the grid below the place you are typing.

- c. Scroll up and down with the <up> and <down> arrow keys to highlight the item you are seeking.
 - d. If you are on the selected item press <enter>.
 - e. Then press <Enter> on the item to accept the code filled in for you.
 - f. At any time while in search screen you can press <ESC> to abort and return to normal screen.
5. You can also type in /P to do a price check on a item.
 - a. Scan the item to see the price.
 - b. Press <ESC> to return to normal screen.
 6. After this you must select a pay method eg enter </C> for cash payment.
 7. Enter the registration of the vehicle if the customer asks else leave blank and press <Enter>.
 8. You will now be prompted to enter the amount tendered to you by the customer and press <Enter>, If the right amount was tendered you just have to press enter.

F4 – Pay off pump :

1. Enter the <pump No> for the transaction you want to pay off and press <Enter>.
2. Select the transaction you want to payoff by pressing the <F1> to <F5> key twice first time to select second time to confirm selection.
3. Then Scan in the item barcode, you want to sell with this transaction. Nb. To Scan for a quantity of eg. 3 item first type in <3*> and then scan the item, or just scan the item if single. You can also use the <+> key on the numeric key pad to repeat your last entered item.
4. At this point you can use </> For the lookup screen.
 - a. Type in the description of the item you are searching for.
 - b. Press <enter> if you can see the item in the grid below the place you are typing.
 - c. Scroll up and down with the <up> and <down> arrow keys to highlight the item you are seeking.
 - d. If you are on the selected item press <enter>.
 - e. Then press <Enter> on the item to accept the code filled in for you.
 - f. At any time while in search screen you can press <ESC> to abort and return to normal screen.
5. You can also type in /P to do a price check on a item.
 - a. Scan the item to see the price.
 - b. Press <ESC> to return to normal screen.
6. After this you must select a pay method eg enter </C> for cash payment or /Q For cheque payment.
7. Enter the registration of the vehicle if the customer asks else leave blank and press <Enter>.
8. You will now be prompted to enter the amount tendered to you by the customer and press <Enter>, If the right amount was tendered you just have to press enter.

F5 – Switches to POS Screen. (Transaction with no fuel).

1. Select the transaction you want to payoff by pressing the <F1> to <F5> key twice first time to select second time to confirm selection.

2. Then Scan in the item barcode, you want to sell with this transaction. Nb. To Scan for a quantity of eg. 3 item first type in <3*> and then scan the item, or just scan the item if single. You can also use the <+> key on the numeric key pad to repeat your last entered item.
3. At this point you can use </> For the lookup screen.
 - a. Type in the description of the item you are searching for.
 - b. Press <enter> if you can see the item in the grid below the place you are typing.
 - c. Scroll up and down with the <up> and <down> arrow keys to highlight the item you are seeking.
 - d. If you are on the selected item press <enter>.
 - e. Then press <Enter> on the item to accept the code filled in for you.
 - f. At any time while in search screen you can press <ESC> to abort and return to normal screen.
4. You can also type in /P to do a price check on a item.
 - a. Scan the item to see the price.
 - b. Press <ESC> to return to normal screen.
5. To Cancel a single item :
 - a. While you are busy with the transaction press the <Down Arrow>.
 - b. All Items will then be listed, Press <Del/Delete> on the item you want to delete.
 - c. You will then be prompted if you want to delete that item, just press <Enter> if correct else select <no> if wrong item.
 - d. Will return to sales screen automatically.
 - e. Press <ESC> to return to normal screen if you do not want to delete an item.
6. To Cancel Whole Transaction :
 - a. Press <Page Down> Key.
 - b. You will then be prompted if you really want to remove whole transaction.
 - c. Press <Enter> if correct or select <No> to return to the current transaction.
7. After this you must select a pay method eg enter </C> for cash payment or /Q For cheque payment.
8. Enter the registration of the vehicle if the customer asks else leave blank and press <Enter>.
9. You will now be prompted to enter the amount tendered to you by the customer and press <Enter>, If the right amount was tendered you just have to press enter.

F6 – Switches back the Fuel Sales Screen.

F7 – Cash Drop :

1. Press <Down ARROW> Key to select cash drop.
2. Enter to amount you want to drop.
3. Press <Enter>.

4. The screen will then return to normal and a slip will print which must be signed and attached to your drop.
5. At any time before completion you can press <ESC> to cancel.

F8 – Payout :

1. Enter the company description or reason for the drop.
2. Enter the document no eg. Invoice no, if any else just press <Enter>.
3. Enter the amount for the payout and press <Enter>.
4. A slip will print and the person taking the money must sign acceptance of receipt on the slip.
6. At any time before completion you can press <ESC> to cancel.

F9 – Shift End :

1. Enter your password and press <Enter>.
2. Press <Enter> to continue with shift end.
3. The clear shift marker can be unselected and then a shift will print but totals will continue as if normal. (Interim Shift).
4. The next screen will be the Sign on screen for the next Cashier, enter your (new cashier) password and press <enter> 2x (twice).

F10 – Approve Pump :

1. Enter the pump no for approval (Only if no tagging installed or tagging disabled). And press <Enter>.

F11 – Reprint Receipt :

1. If Pressed from main screen will allow you to select a item to reprint form the POS sales, alternately press <F4> and enter the pump no you want to reprint for and then only you can Press <F11> for reprint of that pumps transactions.
2. Scroll up and down with your <Up> and <Down> arrow keys to highlight the item you want to reprint.
3. Press <Enter> on selected item you want to reprint.
4. Select <Y> or <N> to reprint.