

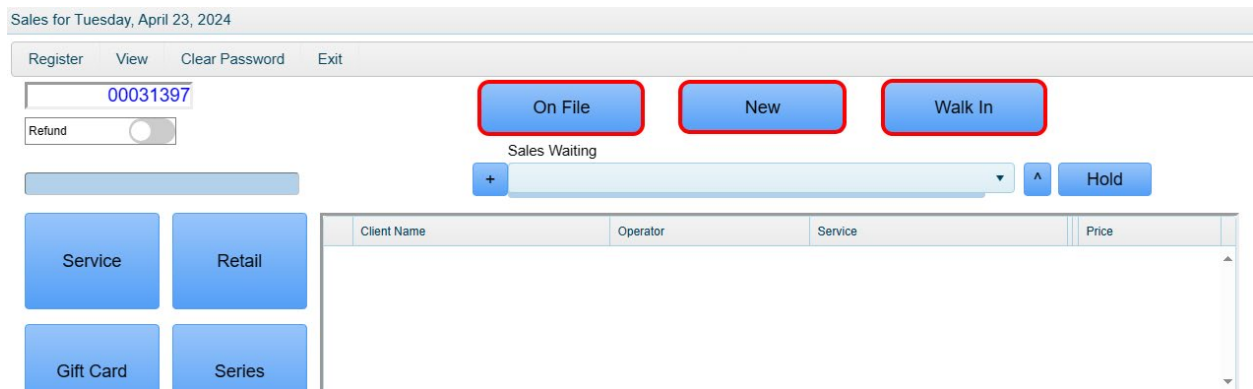
# Retail Sale

## Creating a retail ticket without an appointment

1. Click the Sales button from the main screen.



2. Click 'On File' if the customer you are checking out already exists in your database. This will bring up the client selection screen. Click 'New' if you are going to add this client into your software before checking them out. Click 'Walk In' if you do not plan on tracking any of this client's information or history.



3. Click 'Retail.'

Sales for Tuesday, April 23, 2024

Register View Clear Password Exit

00031397

Refund

On File

Sales Waiting

+

Service Retail

Client Name	Opera
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4. You have several options when trying to locate a product to sell. The first is to type or scan the SKU, UPC or Vendor numbers into the 'Product Number' field. Note that if you are using a barcode scanner you will need to have 'UPC' selected.

PRODUCT SALE

Sku  
 Upc  
 Vendor

Add To Cart Checkout

Search

Product Number Qty Price Sale By

→    Salon Sale ▼

Manufacturer  ▼

Category  ▼

Products  ▼

5. The second option would be to use the Manufacturer, Category and Products dropdowns to narrow down your search to products that only meet the criteria you've chosen.

The screenshot shows a 'PRODUCT SALE' interface. At the top, there are radio buttons for 'Sku' (selected), 'Upc', and 'Vendor'. To the right are 'Add To Cart' and 'Checkout' buttons. Below these are a 'Search' button and the text 'Peachy Keen Butter' and 'QOH = 50'. A table-like structure shows 'Product Number' (3650), 'Qty' (1), 'Price' (25.00), and 'Sale By' (Salon Sale). A red box highlights three dropdown menus: 'Manufacturer' (Aveda), 'Category' (Skin Care), and 'Products' (Peachy Keen Butter).

6. The third option is to click the 'Search' button which will bring up a search box where you can locate the product by name.

The screenshot shows the 'PRODUCT SALE' interface with a 'PRODUCT SEARCH' modal open. The modal has a 'Search String' input field and a 'Start Search' button. The 'Search' button on the main interface is highlighted with a red box.

7. Once you have located your product, enter the quantity and who this product was sold by (for commission purposes if applicable).

PRODUCT SALE

Sku  
 Upc  
 Vendor

Peachy Keen Butter QOH = 50

Product Number	<b>Qty</b>	Price	<b>Sale By</b>
<input type="text" value="3650"/>	<input type="text" value="1"/>	<input type="text" value="25.00"/>	<input type="text" value="Salon Sale"/>

Manufacturer

Category

Products

8. Click 'Add to Cart' to clear the screen and search for another product or 'Checkout' to proceed to your payment.

PRODUCT SALE

Sku  
 Upc  
 Vendor

Peachy Keen Butter
QOH = 50

Product Number: 
 Qty: 
 Price: 
 Sale By:

Manufacturer:

Category:

Products:

6. Click the Payment button

REGISTER1, DRAWER1 ON TUESDAY, APRIL 23, 2024 OPENED

Refund 
Sales Waiting

Client Name	Operator	Service	Price
			Services: \$ 0.00
			Products: \$ 25.00

Client Name	Sold By	Description	Qty	Price	Total
One-Time	Salon Sale	0010 Nail Polish	1	25.00	25.00

Client Info

History

Set Popup

Appointments

Notes

Duplicate Receipt

Pre-Print

SUB-TOTAL	25.00
TAX	2.06
TOTAL	27.06
AMT PAID	0.00
BALANCE	27.06

Receipt +

Service

Gift Card

Memberships

Professional

Payment

Retail

Series

Gratuity

Clear

Discounts

Modify Price

Remove Item

7. Select a payment type. In this example we will choose Credit Card.



8. If this customer wishes to charge a credit card they already have on file with you, select 'Card on File' before clicking the 'Process' button, otherwise just click 'Process.'

Payee Change




Wiggins, Stephen

Card On File  Info

Amount Tendered

27.06

PROCESS

9. Follow the prompts on your credit card device to charge the card.



10. Once you receive the on-screen approval code, click the Accept button.



11. Lastly, click the 'Accept' button to finalize the transaction.

REGISTER1, DRAWER1 ON TUESDAY, APRIL 23, 2024 OPENED

Register View Clear Password Exit

00031397

Refund

On File New Walk In

Sales Waiting

+ [Dropdown]

Client Name	Operator	Service	Price

Services: \$ 0.00  
Products: \$ 25.00

Client Name	Sold By	Description	Qty	Price	Total
One-Time	Salon Sale	0010 Nail Polish	1	25.00	25.00

Payment

Discounts Modify Price Remove Item

SUB-TOTAL	25.00
TAX	2.06
TOTAL	27.06
AMT PAID	27.06

Receipt +

ACCEPT

12. Note\* If the customer will be paying by multiple payment types, you will be brought back to the payment type window after applying each method of payment until the full balance owed is paid at which time you will be taken back to the final sales window where you can then click the 'Accept' button.