



iSOLUTIONS

POINT OF SALE

CASHIER/SALES PERSON

USER MANUAL

**CASHIER/SALES
PERSON USER
MANUAL**

LOGGING IN TO THE ISOLUTIONS POS

1. Open the “Point of Sales (iSolutions)” shortcut from your desktop.
2. Enter **username** and **password** on the boxes provided.
3. Press **enter** key or click the **OK** button.
4. After logging in the system will **ask** for the **change fund** and is ready to accept sales orders.

ENTERING OR SELECTING ITEMS (OPTION 1: MOUSE OR TOUCH SCREEN MODE)

1. Using your mouse or touch screen monitor, click the category of the item you wish to select from the upper right side of your window.
2. Click the specific item from the mid right section of the window
3. Enter the quantity as required by the system.

ENTERING OR SELECTING ITEMS (OPTION 2: USING KEYBOARD)

1. Press **Enter** key any time. A search box will appear.
2. Type any part of the description of the item you want and press enter.
3. You can select or highlight an item using up and down arrow, when decided which item you will add, press **F2** key.
4. Enter the quantity of the item and press **Enter** key.

CREATING A NEW TRANSACTION OR NEW SALE

1. Using keyboard you can press **F2** key. Or you can click the “Create New” button when using mouse or touch screen monitor.

DELETING AN ORDER FOR WRONG ENTRY (OPTION 1: TOUCH SCREEN OR MOUSE)

1. Click the item you wish to delete.
2. Click the “Delete Line” button.

DELETING AN ORDER FOR WRONG ENTRY (OPTION 2: USING KEYBOARD)

1. Select item you wish to delete using the up and down arrow.
2. Press **F5** key on your keyboard.

CANCELLING A TRANSACTION AND DISCONTINUE

1. Using keyboard, press **F4** key on your keyboard. When using mouse or touch screen, click the “Cancel” button.

APPLYING DISCOUNTS

1. Press **F8** key when using keyboard. Or click “Disc” button when using mouse or touch screen monitor.
2. Select discount value. Or click “Open Discount” to apply discount amount. Then press enter or click OK button.

APPLYING SENIOR CITIZEN/PWD DISCOUNT

1. Double Click the line which is applicable for senior citizen or PWD.
2. This will automatically apply senior citizen discount.

Note: Senior citizen discount computation is Non VAT amount – 20% Discount

PAUSE OR SUSPEND CURRENT TRANSACTION

1. Click the “Suspend” button.

RESUME A SUSPENDED TRANSACTION

1. Click the “Resume” button.

VOID A TRANSACTION

1. Click “Void” button
2. Enter the void reason and press enter or click OK button.

CHANGE THE CUSTOMER

1. Click the “Select Customer” button and select the appropriate customer

CHANGE SALES PERSON

1. Click the “Sales Person” button and select the sales person from the employee list.

INSERTING ITEM SALE REMARKS

1. To insert a remarks line next to the selected item click “Remarks Between” button and type the remarks.
2. To insert a remarks line at the bottom, click “Remarks Below” button and type the remarks.

FIND AN ITEM

1. Click “Search Item” button and type the description of the item you wish to find.

APPLYING PAYMENTS

1. Click “Save” button.
2. Enter the amount tendered and press enter if cash (Default) or Select the payment mode at the “Pay Type” drop down list and input all fields applicable then enter the amount and press enter key.
3. Press F2 key or click save collection to finalize payment.

CLOSING THE SHIFT AND PRINTING CASH COUNT

1. Close the sales or POS window.
2. Answer yes to the question “Close Shift?”
3. Enter the denominations.
4. Click “OK” button.
5. This will automatically print the report.

PRINTING TERMINAL READING

1. Press **CTRL + SHIFT + F12**

2. Select date. Click on show and print button.

PRINTING ITEMIZED SALES REPORT

1. Press **SHIFT + F12**.

2. Select date. Click on show and print button.