

POS PORTAL CUSTOMER ORDERS MANUAL



*Incorporating the Butcher
modifications and Sales Assistant Point
of Service.*

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Procedures

1. New Customer Order

Click Clerk Key

Click Menu

Click Functions

Click 'New Order'

Checking Portal For Customers

Search

Customer	Cust #	Phone	Address	Suburb

Close

Select

Selection

Loyalty Card

Name

Account

Find

1 2 3 4 5 6 7 8 9 0

Q W E R T Y U I O P

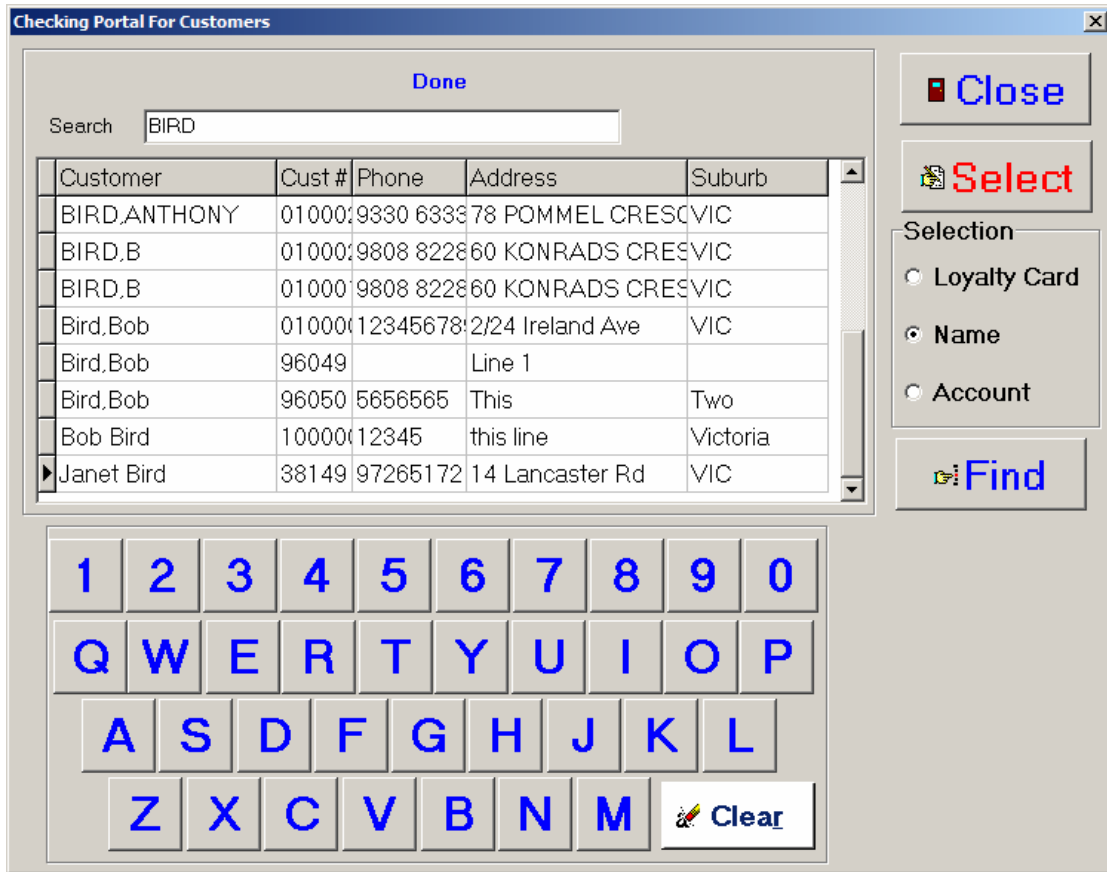
A S D F G H J K L

Z X C V B N M Clear

Most convenient is to scan a loyalty card, however, Customer Name or Account may be selected to search by.

All search selections support partial search, i.e. bird will return all customers with the concurrent letters bird any where in the name.

Click find to find the client(s). Loyalty scans should return only one client.



Touch the customer required, which will move the small arrow on the left to the selected customer.

Click Select

Customer Orders - Version 1.00

Customer **Janet Bird**

Account **38149**

Phone: **97265172**

Address **14 Lancaster Rd, VIC, 3138**

Deposit: **\$10.00**

Order Date **Saturday 13 November 2004**

Due Date **Saturday 20 November 2004**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Selection

As Per Calendar 23rd December

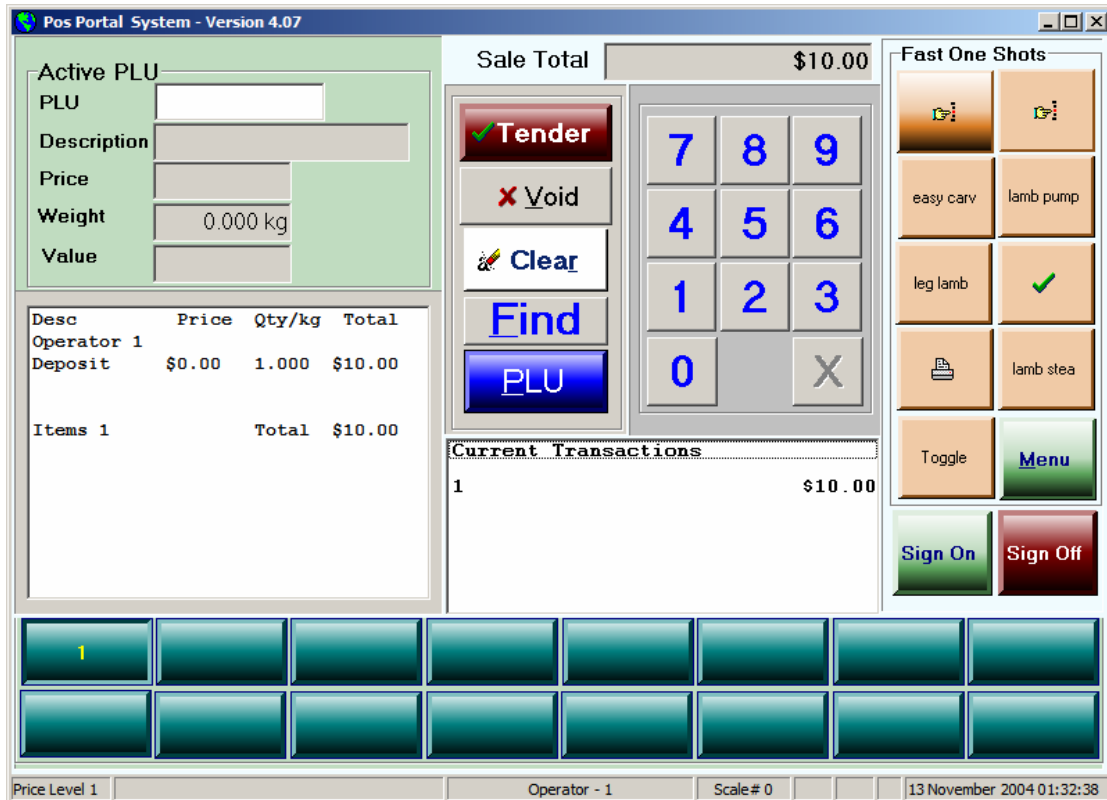
21st December 24th December

22nd December

Buttons: Close, Create, Find, Clear, 0-9, Up/Down arrows

The system returns to the last part of the selection. Enter in the deposit if required, select the date the order is due. If its is the 24th December, then touch / click the 24th December. The up and down arrows move the calendar one month in the respective direction.

When happy, click Create, which will then pass the details to the Portal, create an order, return the Order number and lodge the deposit.



Tender the transaction as normal, or add other items to the sale.

The system then prints out two extra dockets. One is to be handed to the customer, the other is to be stapled to the order form that the client filled out. This will then be sent for data entry.

Dockets :

Please Staple This Copy to Order

MERCHANT COPY

Customer Order

Order # 2600000019
 Name Janet Bird
 Account 38149
 Address 14 Lancaster Rd, VIC, 3138
 Phone 97265172
 Deposit \$10.00
 Due Date Saturday 20 Nov 2004

Please retain your receipt as proof of purchase for refunds and exchanges

OPERATOR: 1
 ITEMS: 1
 TERMINAL: 99
 JOURNAL: 00273 13-Nov-2004 01:35

NORMAL Company HEADER

Customer Copy

Customer Order

Order # 2600000019
Name Janet Bird
Account 38149
Address 14 Lancaster Rd, VIC, 3138
Phone 97265172
Deposit \$10.00
Due Date Saturday 20 Nov 2004

Please retain your receipt as proof of
purchase for refunds and exchanges

OPERATOR: 1
ITEMS: 1
TERMINAL: 99
JOURNAL: 00273 13-Nov-2004 01:35

2. Customer Order Collect

- Click on Clerk
- Click On Menu
- Click on Function
- Click on Customer Orders

The system will collect all Ready Orders by default

Checking Portal For Orders

Done

Customer	Order	Amount	Date Due	Deposit	Status
▶ Bird, Bob	3	\$25.09	8/11/2004	\$15.00	Ready

Select

Cancel

Selection

Closed Open All

Select the correct order using either the name or order number



If you are happy that you have the correct order, then click Collect. The system then loads the order into the selling screen ready to tender or to add other items to. Proceed as normal. On loading to sales screen, the portal is informed that the order is collected.

