



POS Portal Training Reference

Main Screen



Username Signed On →

Menu →

Sign On /Off →

Sign On

1. Hit the Sign On button on the main screen
2. Enter your Username and Password
3. Hit the Accept Button
4. You should then see your name on one of the user buttons

Sign Off

1. Hit your Username
2. Hit the Sign Off button
3. Your name should not be seen on any user button

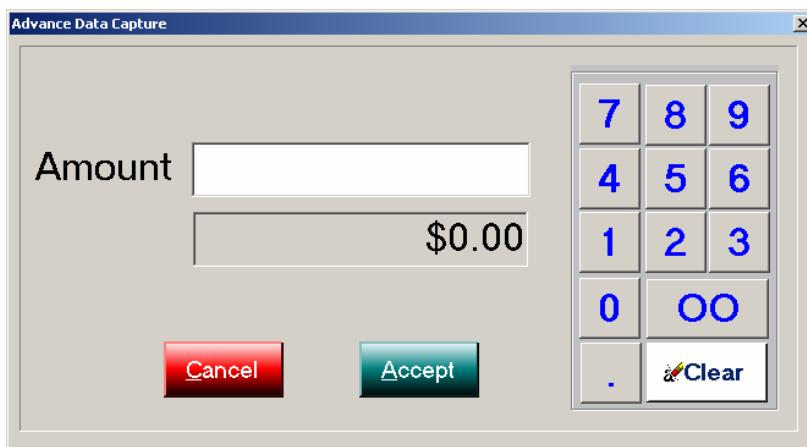


Handover /
Advance
buttons

Advance

1. Hit on your Username (Main Screen)
2. Hit the Menu button (Main Screen)
3. Hit the Advance button
4. The Advance screen will then show

Advance Screen

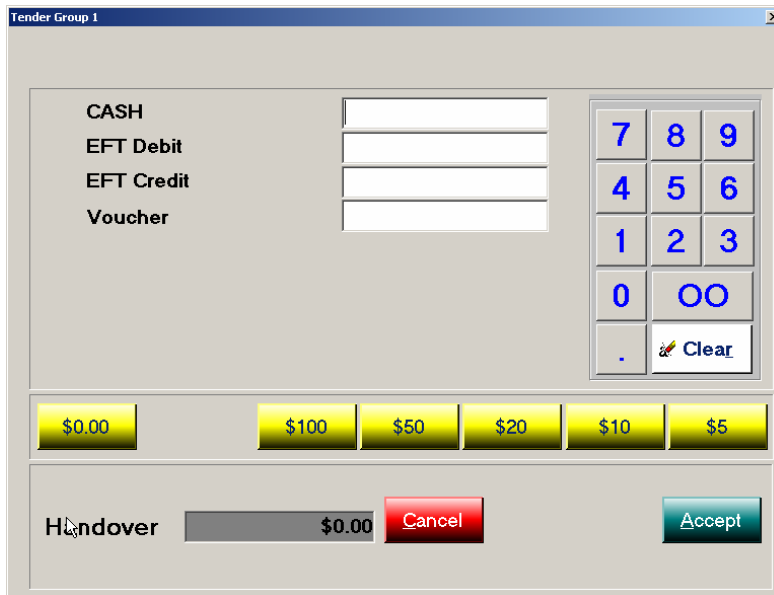


5. Enter the amount in the amount field
6. Hit Accept if its correct and you want to process the advance OR
7. Hit Cancel

Handover

1. Hit on your Username (Main Screen)
2. Hit the Menu button (Main Screen)
3. Hit the Handover button
4. The Handover screen will then show

Handover Screen

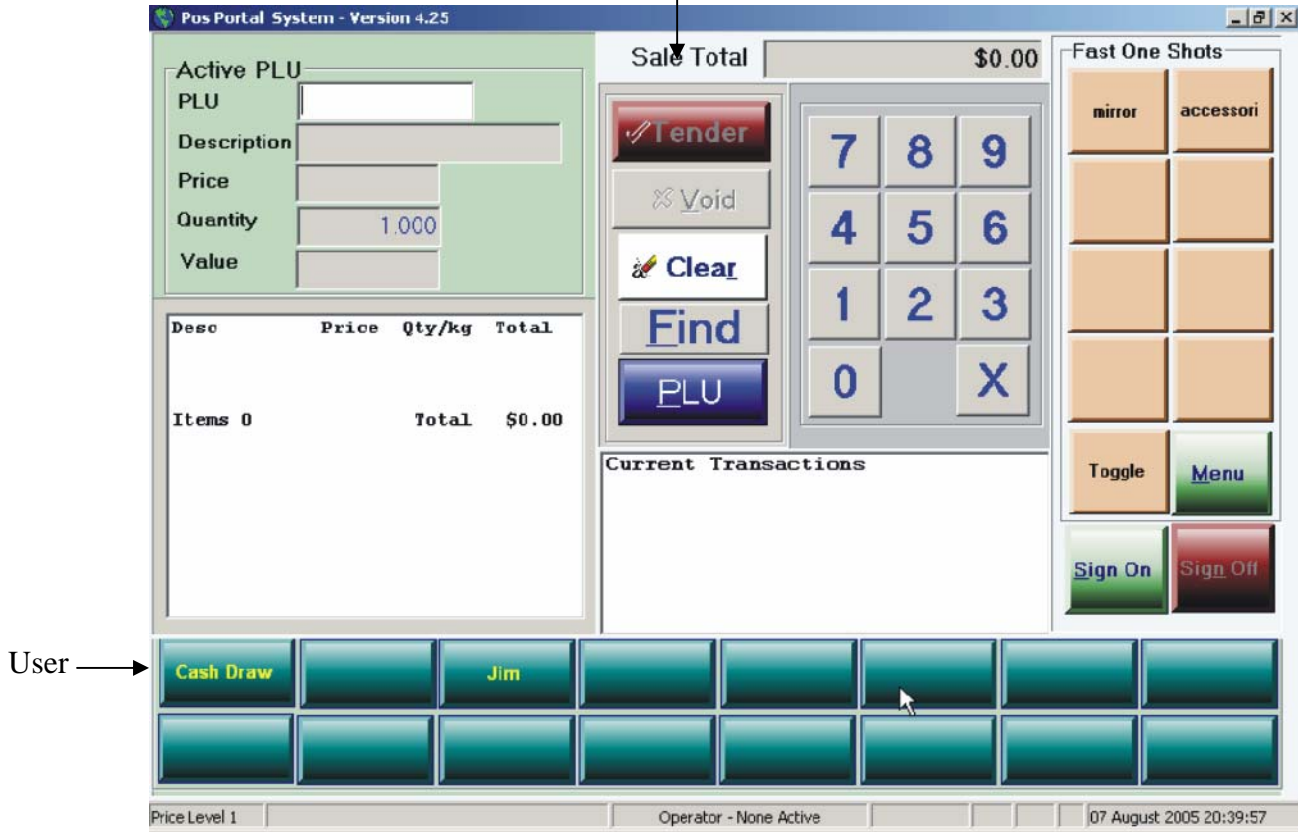


The screenshot shows a software window titled "Tender Group 1". On the left, there are four input fields labeled "CASH", "EFT Debit", "EFT Credit", and "Voucher". To the right of these fields is a numeric keypad with buttons for digits 0-9, a decimal point, and a "Clear" button. Below the keypad is a row of six yellow buttons labeled "\$0.00", "\$100", "\$50", "\$20", "\$10", and "\$5". At the bottom, there is a "Handover" label, a grey box containing "\$0.00", a red "Cancel" button, and a green "Accept" button.

5. Enter the amount in the correct tender field
6. Hit Accept if its correct and you want to process the handover OR
7. Hit Cancel

Sale Process

Tender



1. Select User
2. Scan Item/s
3. Hit Tender – The tender screen will then be displayed

Tender Screen

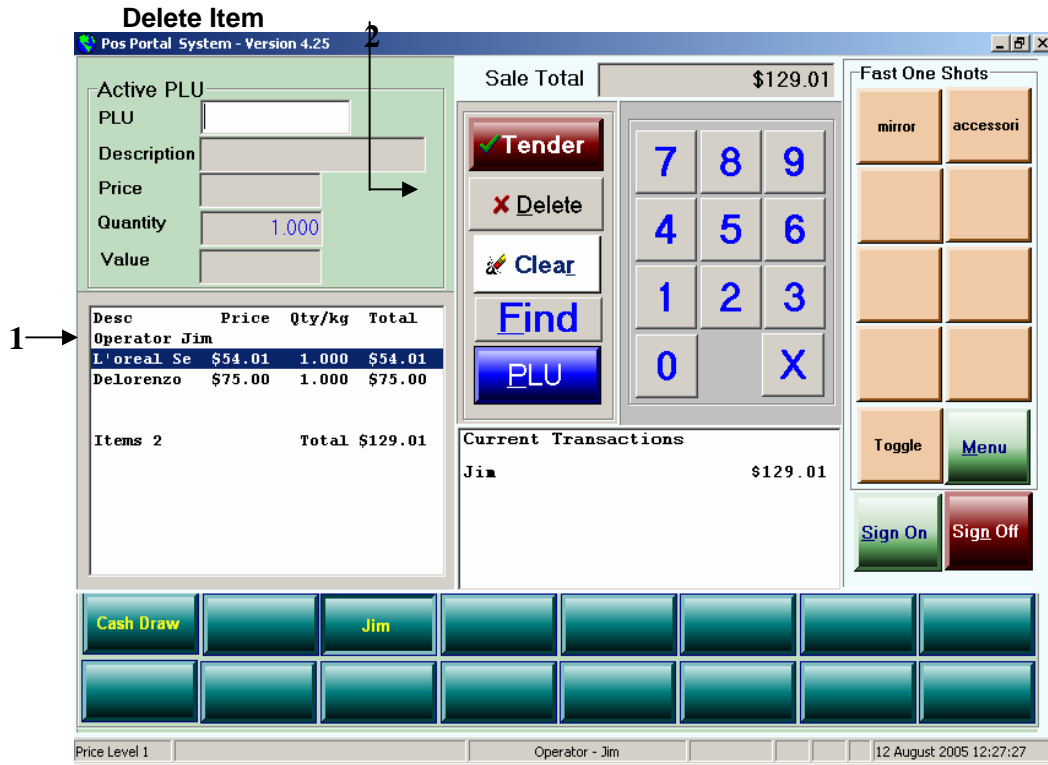


4. Select payment option
5. Enter money given
6. Hit Accept
7. Give customer change if any

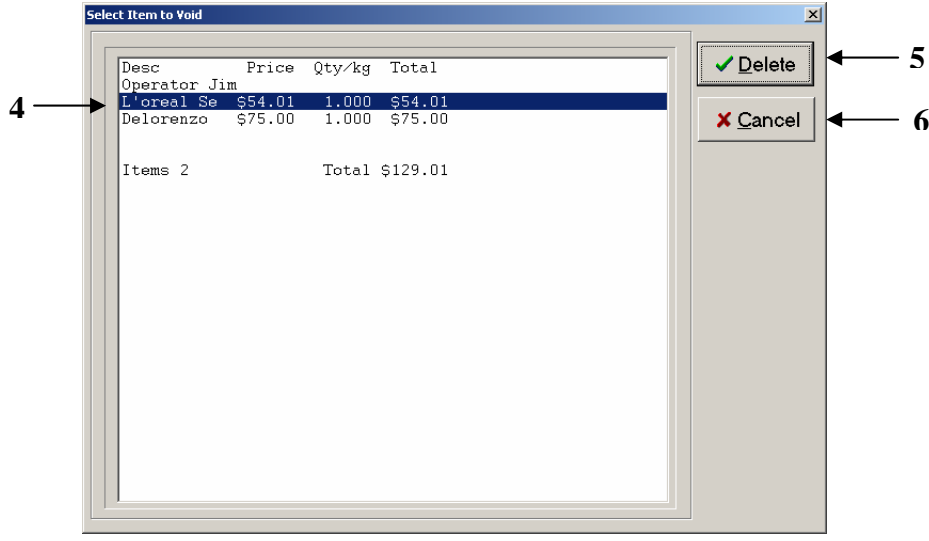
Void Sale



1. Hit the Void button
2. There should now be no items listed



2. Hit the Delete button
3. The Void an item screen will then be displayed



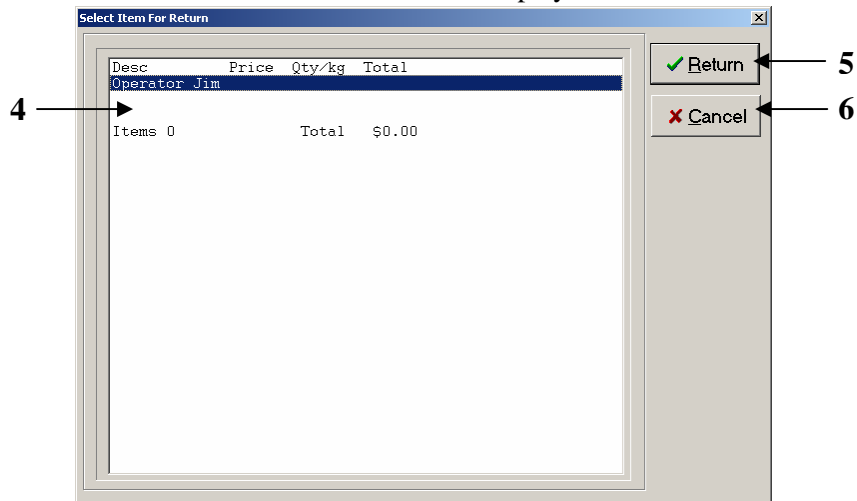
4. Select the item you want to Delete
5. Hit the Delete button OR
6. Hit Cancel to close the screen

The item should now be removed from the transaction

Return an Item/s

1. Scan Item/s
2. Hit the Menu button (Main Screen)

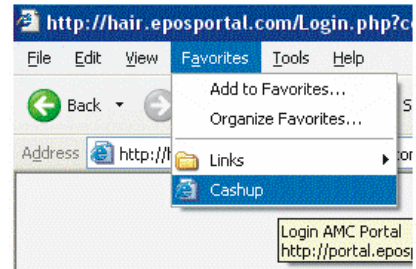
3. Hit the Return button on the Menu Screen
4. The return screen will then be displayed



5. Select the item to be returned
6. Hit the Return button OR
7. Hit the Cancel button to close the screen

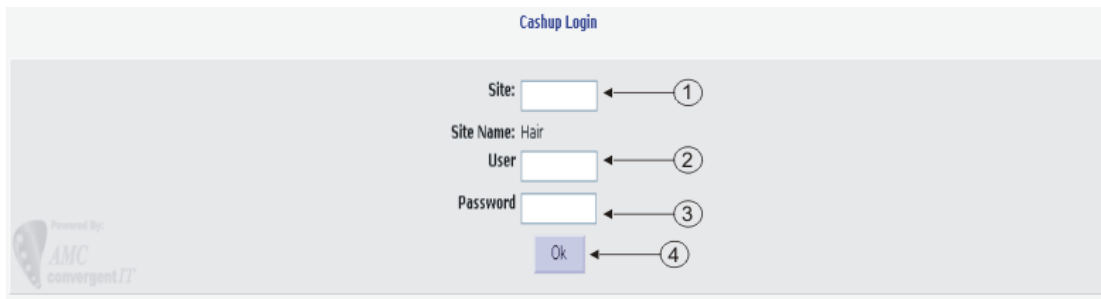
Cash Up

- Open Internet Explorer
- Go to Favorites at the top of the page and select Cashup



or type <http://portal.eposportal.com:443/Hair/PosCashupLogin.php?site=> here
place your site code number in the address bar

Once you have done that the login screen seen below should load.



Cashup Login

Site: ← ①


Site Name: Hair

User: ← ②

Password: ← ③

Ok ← ④

1. Enter your site code in the site field if it is blank or incorrect
2. Enter your User. This user should be 1
3. Enter the password you have given to user 1
4. If all the details are correct press the Ok button to proceed



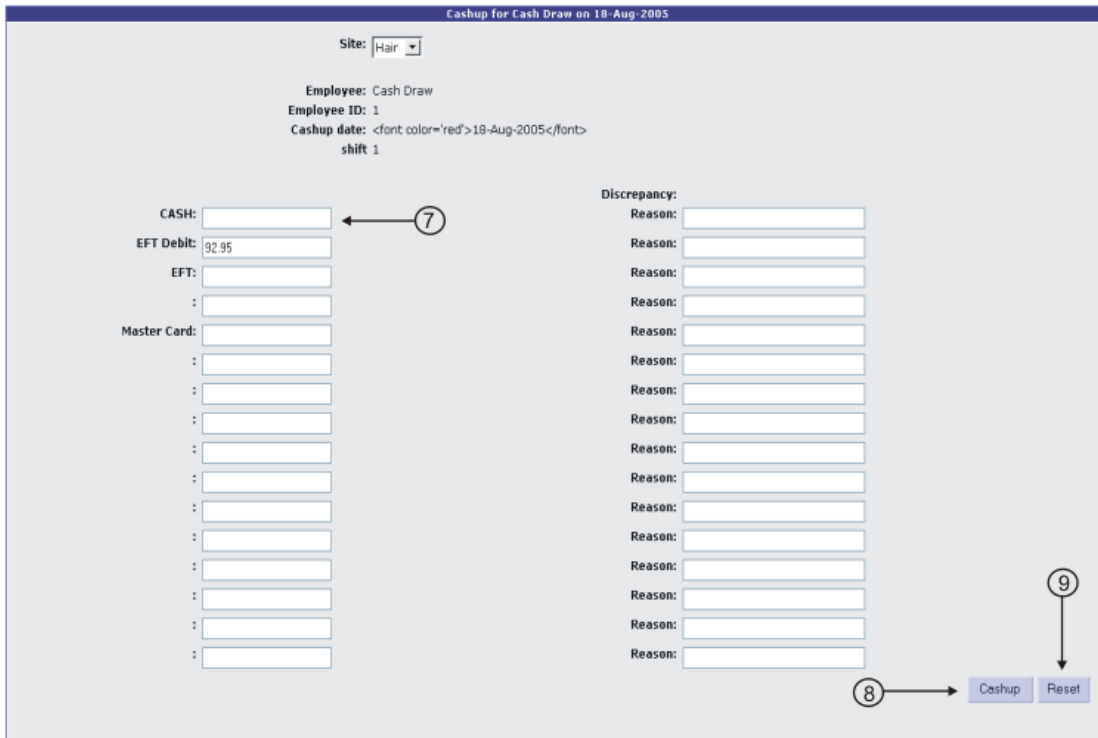
Report Options

Site: Hair ← ⑤

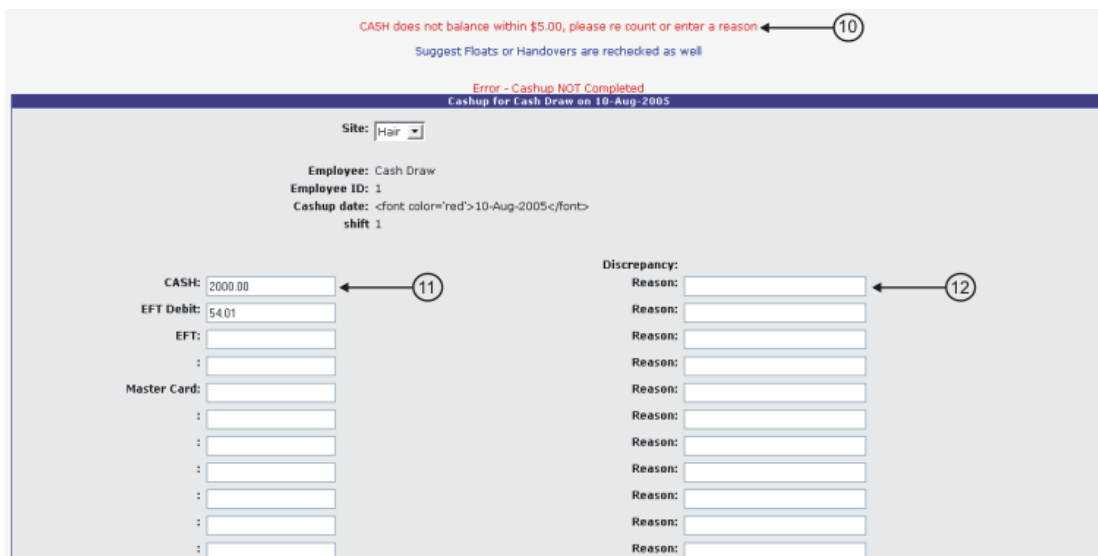
Selection of Cashup

Date	Name	Shift	Login
07-Aug-2005 ← ⑥	Cash Draw	1	1
10-Aug-2005	Cash Draw	1	1
18-Aug-2005	Cash Draw	1	1

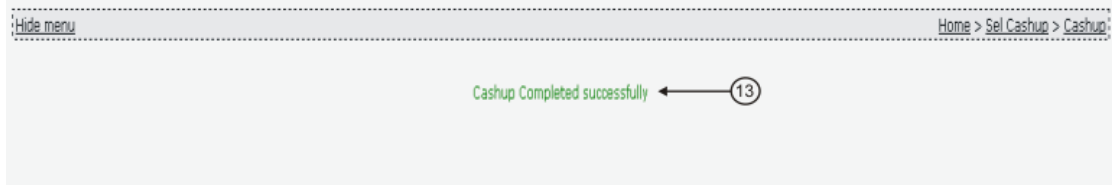
5. Check that your are on the correct site
6. Select the date you wish to cashup



7. Enter the amount you are declaring in each tender e.g. Cash, EFT
8. If the amounts are correct press the Cashup button
9. If you would like to reset all the fields on the page to blank press the Reset button



10. If the amount/s you entered were incorrect by ± 5 you will receive an error at the top of the page for each tender that is incorrect
11. You can change the amount in the tender field if you wish AND OR
12. Type a reason next to the incorrect tender field and press the Cashup button

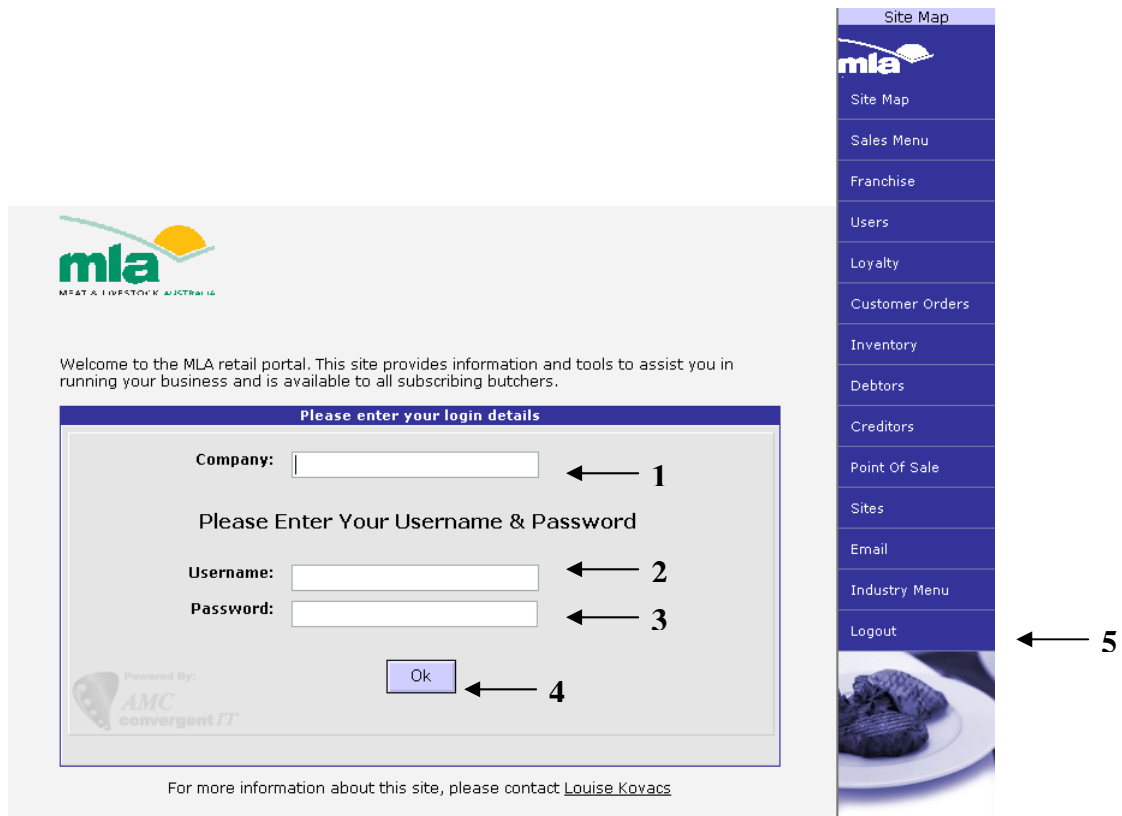


13. If the tender amounts were correct within ± 5 or you left a reason next to the incorrect tender/s you should see the above screen with message **“Cashup completed successfully”**

PORTAL

Login / Logout

Portal URL address: <http://mlas.systraq.com/Login.php?company=> _____ Write your company number

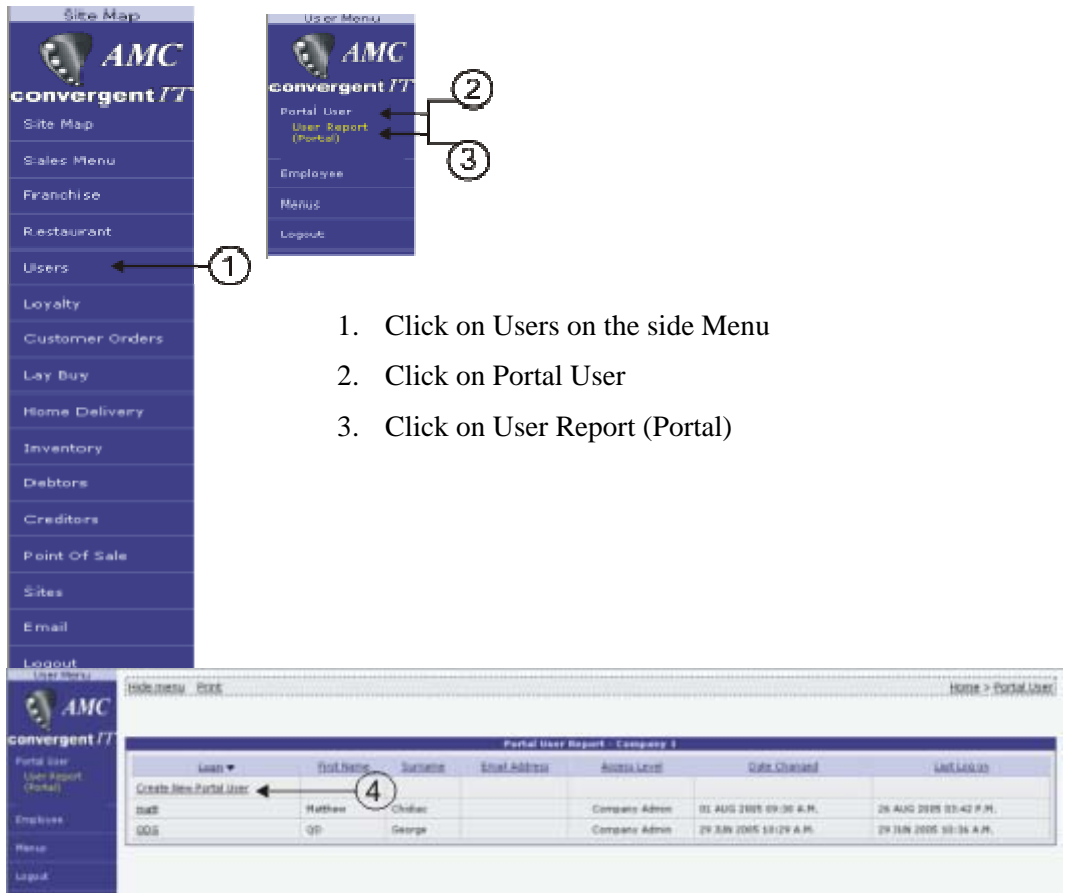


The screenshot shows the MLA retail portal login interface. At the top left is the MLA logo (Meat & Livestock Australia). Below it is a welcome message: "Welcome to the MLA retail portal. This site provides information and tools to assist you in running your business and is available to all subscribing butchers." The main content area is titled "Please enter your login details" and contains three input fields: "Company:", "Username:", and "Password:". Below these fields is an "Ok" button. To the right of the main content is a vertical side menu with various navigation options: Site Map, Sales Menu, Franchise, Users, Loyalty, Customer Orders, Inventory, Debtors, Creditors, Point Of Sale, Sites, Email, Industry Menu, and Logout. The "Logout" option is highlighted with a blue background and an arrow pointing to it from the number 5. Arrows from numbers 1, 2, 3, and 4 point to the respective input fields and the "Ok" button.

1. Type the name company and your company number in the company field. E.g. company 1. Please note if you have entered the URL address as shown above with the correct company number you will not have to perform this step.
2. Type your user name _____
3. Type your password
4. Click the Ok button
5. On the side Menu shown above click on the Logout button to logout. This should always be done when you are finished using the Portal.

Users

Portal User



1. Click on Users on the side Menu

2. Click on Portal User

3. Click on User Report (Portal)

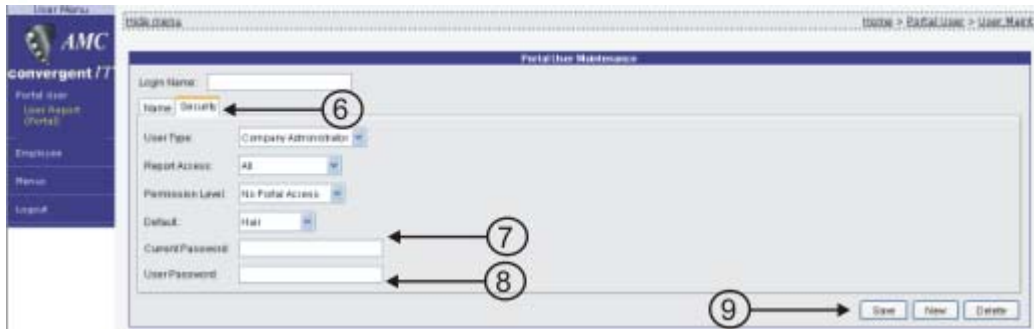
Load	First Name	Surname	Email Address	Access Level	Date Created	Last Login
Create New Portal User						
000	Matthew	Chilker		Company Admin	01 AUG 2005 09:30 A.M.	26 AUG 2005 03:42 P.M.
005	GE	George		Company Admin	29 JUN 2005 10:29 A.M.	29 JUN 2005 10:36 A.M.

This report allows you to create a new portal user, view and edit existing portal users

4. To create a new Portal user click on Create New Portal User. Once you have done that the screen below will load.

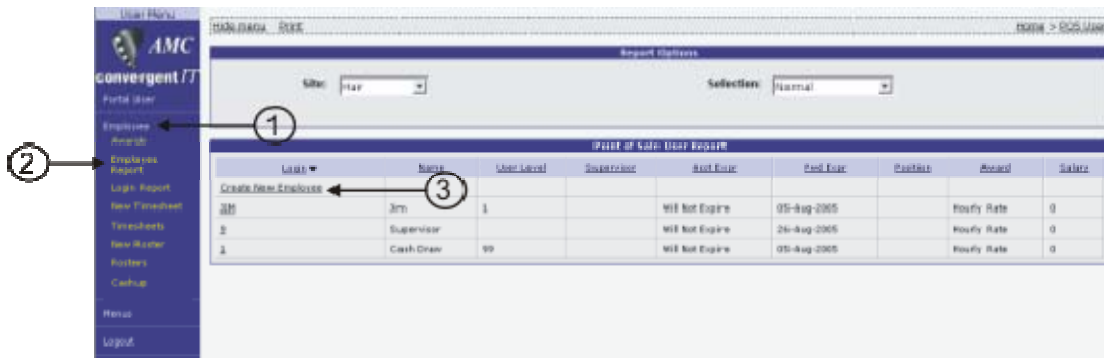


5. Enter a Login name for the new user; you can also fill in the details below if applicable.

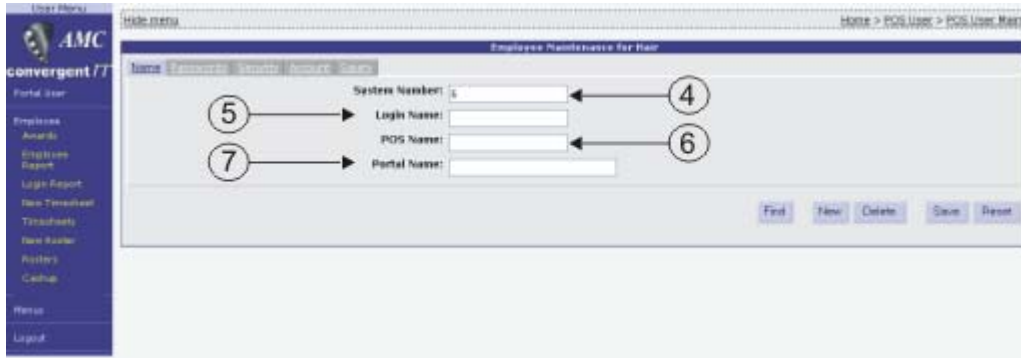


6. Click on the security Tab. This page allows you to set the rights the user will have on the portal.
7. After you have set the rights. Click on the Current Password field and enter YOUR PASSWORD
8. Then click on the User Password field and type a password for the user
9. Click Save. You will now be able to see the user in the Portal User Report.

Employee



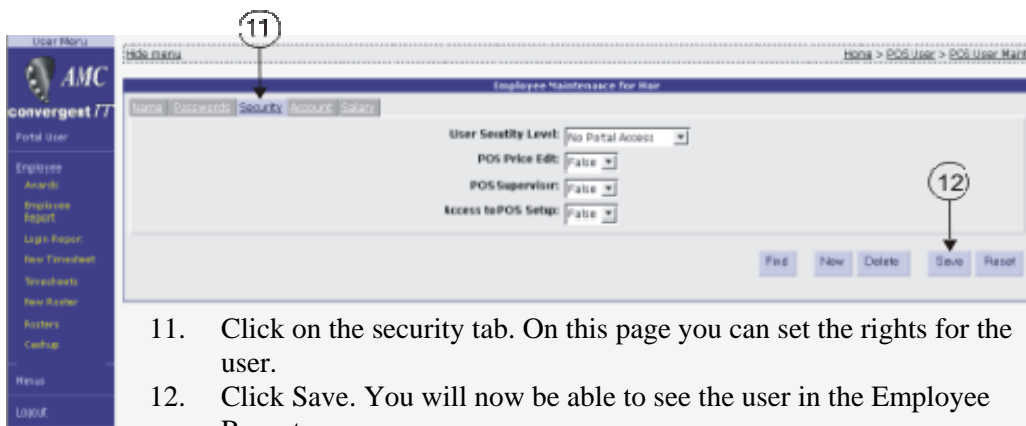
1. Click on Employee on the side Menu
2. Click on Employee Report
This report allows you to create a new employee, view and edit existing employees. These users are for the point of sale.
3. To create a new employee click on Create New Employee



4. The system will generate a system number which you don't need to edit
5. Enter a Login name. This is usually a number as it is quicker and easier for the user when they are signing onto the point of sale system. ****PLEASE NOTE** User 1 and 9 cannot be used as they are already reserved by the system.
6. Enter a POS name. This name will be seen on the point of sale system
7. Enter a Portal name. This name will be seen on the Portal.

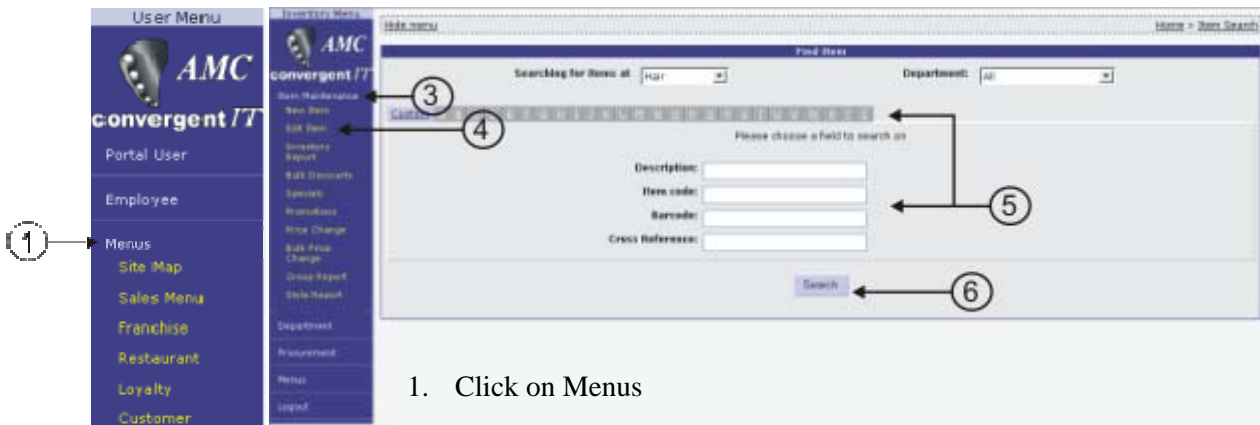


8. Click on the Passwords tab
9. Enter a password for the user. This is usually four numbers e.g. 2323
10. Change the Password Expiry by clicking on the field



11. Click on the security tab. On this page you can set the rights for the user.
12. Click Save. You will now be able to see the user in the Employee Report.

Inventory

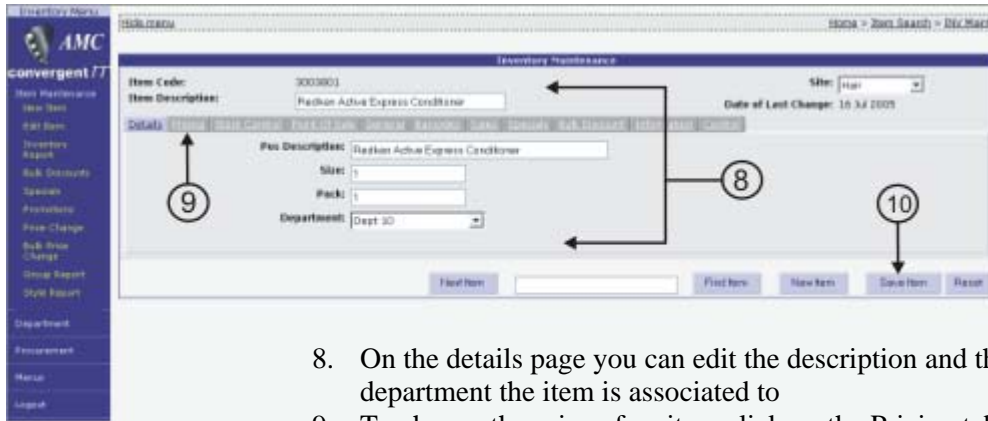


1. Click on Menus
2. Click on Inventory
3. Click on Inventory Maintenance
4. Click on Edit Item
5. This page allows you to search in alphabetical order or you can perform a Custom search by entering a Description or an Item code or Barcode.
6. If you perform a custom search click on the search button once you have entered the details on the page



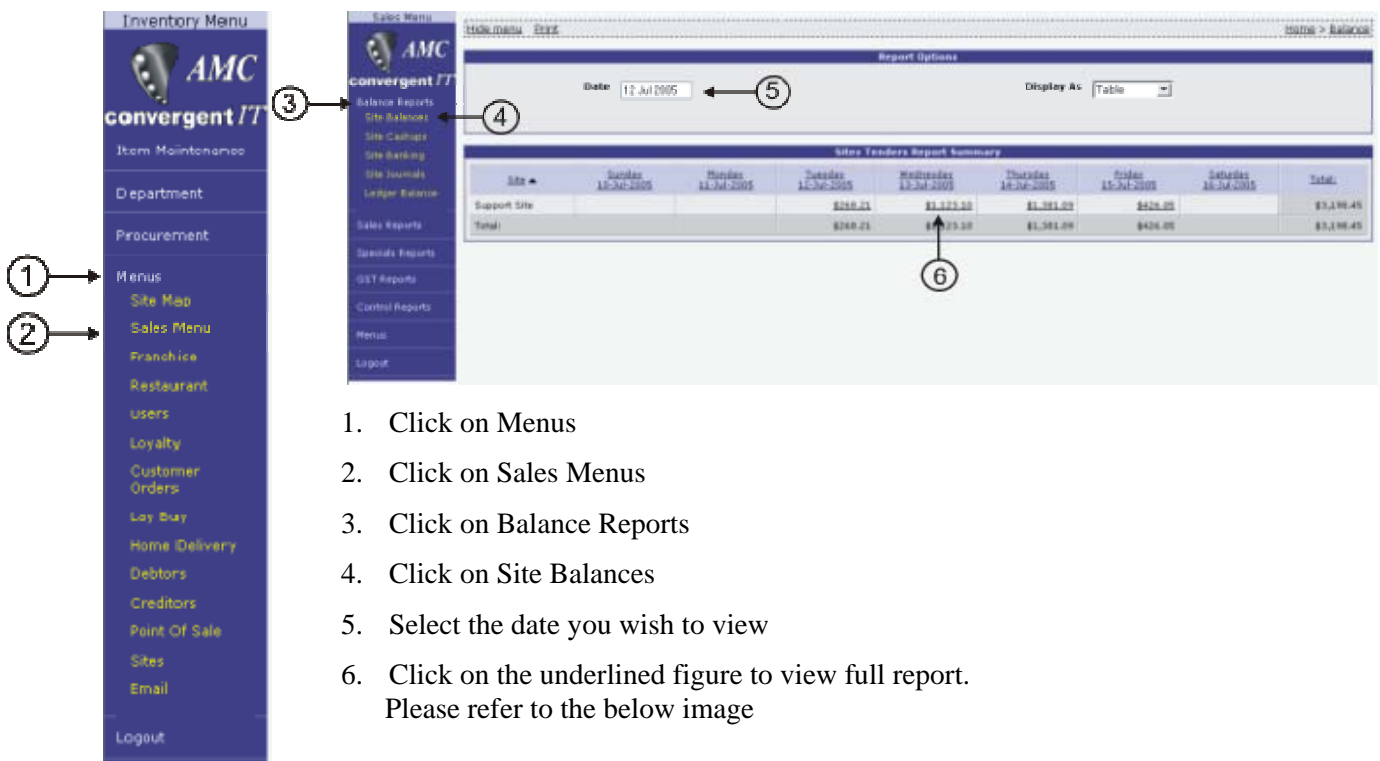
Once you have performed a search either by alphabetical order or custom, a list will generate as shown in the diagram above

7. Click on the item you wish to edit



8. On the details page you can edit the description and the department the item is associated to
9. To change the price of an item click on the Pricing tab and change the Retail Price
10. If you are a *butcher* there will be an INDUSTRY REF tab, this is where you must set up the MLA industry reference for the item. You cannot save a changed item until this is set up. To obtain the MLA industry reference number consult the Portal under Industry Menu then Xref.
11. Once you have finished editing the item Click the Save Item button.

Balance Reports



Site	Sunday 12-Jul-2005	Monday 13-Jul-2005	Tuesday 14-Jul-2005	Wednesday 15-Jul-2005	Thursday 16-Jul-2005	Friday 17-Jul-2005	Saturday 18-Jul-2005	Total
Support Site			<u>\$249.21</u>	<u>\$1,323.20</u>	<u>\$1,381.09</u>	<u>\$426.05</u>		\$3,196.45
Total			\$249.21	\$1,323.20	\$1,381.09	\$426.05		\$3,196.45

1. Click on Menus
2. Click on Sales Menus
3. Click on Balance Reports
4. Click on Site Balances
5. Select the date you wish to view
6. Click on the underlined figure to view full report. Please refer to the below image

Stack Menu: **AMC convergent IT**

- Balance Reports
- Site Balance
- Site Cashless
- Site Banking
- Site Summary
- Ledger Balance
- Sales Reports
- Special Reports
- QST Reports
- Control Reports
- Home
- Logout

Stack Menu: **Stack Menu** **Stack** **Report Options** **Home > Balance > Site Balance**

Site: **Support Site** Date: **13 Jul 2005**

Sales			
Reference	Customers	Sales	Debit Total
<u>Cash LD</u>	47	\$2,096.81	\$2,096.81

Tenders			
Takings	Amount	Sub Total	Total Credit
CASH	\$195.10		
SET	\$7.00		
Other Voucher	\$36.00		
Amount Customers	\$466.00	\$1,123.00	
Pending	\$963.71		
Rounding	\$0.00	\$963.71	\$2,096.81

Information		
Reference	Customers	Amount
<u>Start Customers</u>	04	
Endless per Customer		\$20.04
Sale Voids		\$307.26
Item Voids		\$31.82
Refunds		-\$6.36

Banking / Cash	
Reference	Amount
Money Banked - Not Declared	
Daily Item / Department Sales	\$2,096.81
Net Sales (Sales - Discount)	\$2,096.81
Net Takings	\$1,123.00
Rounding	\$0.00

To examine in detail any area of interest, click on the figure of interest (if underlined) and the supporting information is shown.

Control Reports

Time Hour

Time	Sunday 10-Jul-2005	Monday 11-Jul-2005	Tuesday 12-Jul-2005	Wednesday 13-Jul-2005	Thursday 14-Jul-2005	Friday 15-Jul-2005	Saturday 16-Jul-2005	Total
9:00 - 9:59				0	0	4		23
10:00 - 10:59				14	1	2		17
11:00 - 11:59			3	5	3	9		16
12:00 - 12:59			12	5	4	10		31
13:00 - 13:59			4	3	2	6		15
14:00 - 14:59			3	4	2			9
15:00 - 15:59			8	3	9			20
16:00 - 16:59			6	11	2			19
17:00 - 17:59					4			4
18:00 - 18:59			1	1				2
19:00 - 19:59				1				1
Total:			37	59	32	29		157

**Please note we are still in Sales Menu

1. Click on Control Reports
2. Click on Time Hour
3. To view sales between each hour Click on the Filters tab

Time	Sunday 10-Jul-2005	Monday 11-Jul-2005	Tuesday 12-Jul-2005	Wednesday 13-Jul-2005	Thursday 14-Jul-2005	Friday 15-Jul-2005	Saturday 16-Jul-2005	Total
9:00 - 9:59				-\$250.16	\$299.00	\$127.00		\$176.84
10:00 - 10:59				\$546.97	\$45.00	\$112.49		\$704.46
11:00 - 11:59			\$54.73	\$7.00	\$45.00	\$212.76		\$319.49
12:00 - 12:59			\$85.76	\$244.00	\$129.00	\$323.14		\$668.90
13:00 - 13:59			\$49.25	\$94.00	\$501.74	\$49.95		\$725.95
14:00 - 14:59			\$125.76	\$277.00	\$142.00			\$444.76
15:00 - 15:59			\$132.00	\$69.00	\$199.20			\$460.20
16:00 - 16:59			\$7.80	\$309.00	\$19.70			\$326.50
17:00 - 17:59				\$827.00				\$827.00
18:00 - 18:59			\$35.00	\$35.00				\$70.00
19:00 - 19:59				\$49.00				\$49.00
Total:			\$577.01	\$1,096.01	\$1,382.04	\$626.00		\$4,182.79

Note: Money values include non item-related sales or transactions

4. Click on the Type drop down menu and select Sales
- The sales will then be displayed between each hour as shown above.

Clerk Transactions / Users

1. Click on Clerk Transactions

2. Click on the employee you wish to view

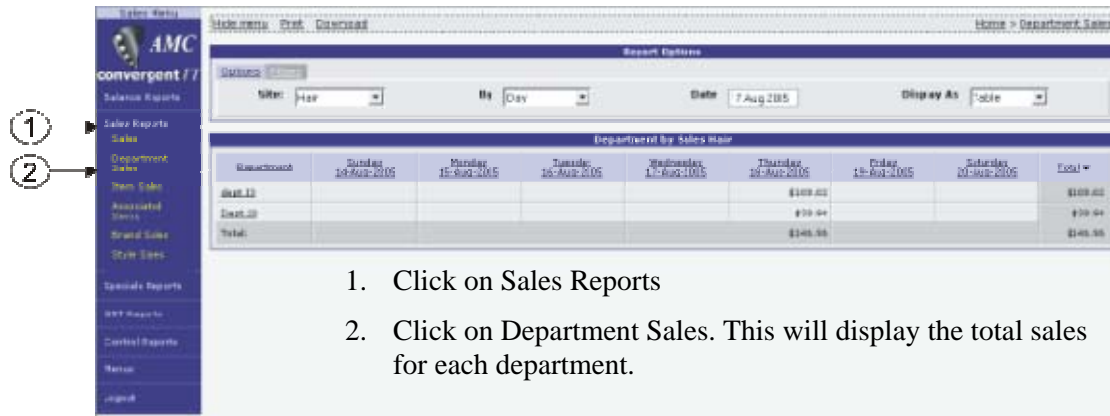
Once you have clicked on the employee a report will load as shown below listing each transaction.

3. To view the transaction Click on a journal number

CLERK	Sunday 10-Jul-2005	Monday 11-Jul-2005	Tuesday 12-Jul-2005	Wednesday 13-Jul-2005	Thursday 14-Jul-2005	Friday 15-Jul-2005	Saturday 16-Jul-2005	Total
ADMINISTRATOR			36	00	00	00	29	100
Total:			37	00	00	00	29	104

Transaction	Sunday 10-Jul-2005	Monday 11-Jul-2005	Tuesday 12-Jul-2005	Wednesday 13-Jul-2005	Thursday 14-Jul-2005	Friday 15-Jul-2005	Saturday 16-Jul-2005	Total
1			\$15.74 1	\$70.00 2	\$19.00 3	\$20.50 10	\$40.00 10	\$4-110.00
			\$15.74 2	\$70.00 3	\$19.00 4	\$20.50 11	\$40.00 11	
			\$15.74 3	\$70.00 4	\$19.00 5	\$20.50 12	\$40.00 12	
			\$15.74 4	\$70.00 5	\$19.00 6	\$20.50 13	\$40.00 13	
			\$15.74 5	\$70.00 6	\$19.00 7	\$20.50 14	\$40.00 14	
			\$15.74 6	\$70.00 7	\$19.00 8	\$20.50 15	\$40.00 15	
			\$15.74 7	\$70.00 8	\$19.00 9	\$20.50 16	\$40.00 16	
			\$15.74 8	\$70.00 9	\$19.00 10	\$20.50 17	\$40.00 17	
			\$15.74 9	\$70.00 10	\$19.00 11	\$20.50 18	\$40.00 18	
			\$15.74 10	\$70.00 11	\$19.00 12	\$20.50 19	\$40.00 19	
			\$15.74 11	\$70.00 12	\$19.00 13	\$20.50 20	\$40.00 20	
			\$15.74 12	\$70.00 13	\$19.00 14	\$20.50 21	\$40.00 21	
			\$15.74 13	\$70.00 14	\$19.00 15	\$20.50 22	\$40.00 22	
			\$15.74 14	\$70.00 15	\$19.00 16	\$20.50 23	\$40.00 23	
			\$15.74 15	\$70.00 16	\$19.00 17	\$20.50 24	\$40.00 24	
			\$15.74 16	\$70.00 17	\$19.00 18	\$20.50 25	\$40.00 25	
			\$15.74 17	\$70.00 18	\$19.00 19	\$20.50 26	\$40.00 26	
			\$15.74 18	\$70.00 19	\$19.00 20	\$20.50 27	\$40.00 27	
			\$15.74 19	\$70.00 20	\$19.00 21	\$20.50 28	\$40.00 28	
			\$15.74 20	\$70.00 21	\$19.00 22	\$20.50 29	\$40.00 29	
			\$15.74 21	\$70.00 22	\$19.00 23	\$20.50 30	\$40.00 30	
			\$15.74 22	\$70.00 23	\$19.00 24	\$20.50 31	\$40.00 31	
			\$15.74 23	\$70.00 24	\$19.00 25	\$20.50 32	\$40.00 32	
			\$15.74 24	\$70.00 25	\$19.00 26	\$20.50 33	\$40.00 33	
			\$15.74 25	\$70.00 26	\$19.00 27	\$20.50 34	\$40.00 34	
			\$15.74 26	\$70.00 27	\$19.00 28	\$20.50 35	\$40.00 35	
			\$15.74 27	\$70.00 28	\$19.00 29	\$20.50 36	\$40.00 36	
			\$15.74 28	\$70.00 29	\$19.00 30	\$20.50 37	\$40.00 37	
			\$15.74 29	\$70.00 30	\$19.00 31	\$20.50 38	\$40.00 38	
			\$15.74 30	\$70.00 31	\$19.00 32	\$20.50 39	\$40.00 39	
			\$15.74 31	\$70.00 32	\$19.00 33	\$20.50 40	\$40.00 40	
			\$15.74 32	\$70.00 33	\$19.00 34	\$20.50 41	\$40.00 41	
			\$15.74 33	\$70.00 34	\$19.00 35	\$20.50 42	\$40.00 42	
			\$15.74 34	\$70.00 35	\$19.00 36	\$20.50 43	\$40.00 43	
			\$15.74 35	\$70.00 36	\$19.00 37	\$20.50 44	\$40.00 44	
			\$15.74 36	\$70.00 37	\$19.00 38	\$20.50 45	\$40.00 45	
			\$15.74 37	\$70.00 38	\$19.00 39	\$20.50 46	\$40.00 46	
			\$15.74 38	\$70.00 39	\$19.00 40	\$20.50 47	\$40.00 47	
			\$15.74 39	\$70.00 40	\$19.00 41	\$20.50 48	\$40.00 48	
			\$15.74 40	\$70.00 41	\$19.00 42	\$20.50 49	\$40.00 49	
			\$15.74 41	\$70.00 42	\$19.00 43	\$20.50 50	\$40.00 50	
			\$15.74 42	\$70.00 43	\$19.00 44	\$20.50 51	\$40.00 51	
			\$15.74 43	\$70.00 44	\$19.00 45	\$20.50 52	\$40.00 52	
			\$15.74 44	\$70.00 45	\$19.00 46	\$20.50 53	\$40.00 53	
			\$15.74 45	\$70.00 46	\$19.00 47	\$20.50 54	\$40.00 54	
			\$15.74 46	\$70.00 47	\$19.00 48	\$20.50 55	\$40.00 55	
			\$15.74 47	\$70.00 48	\$19.00 49	\$20.50 56	\$40.00 56	
			\$15.74 48	\$70.00 49	\$19.00 50	\$20.50 57	\$40.00 57	
			\$15.74 49	\$70.00 50	\$19.00 51	\$20.50 58	\$40.00 58	
			\$15.74 50	\$70.00 51	\$19.00 52	\$20.50 59	\$40.00 59	
			\$15.74 51	\$70.00 52	\$19.00 53	\$20.50 60	\$40.00 60	
			\$15.74 52	\$70.00 53	\$19.00 54	\$20.50 61	\$40.00 61	
			\$15.74 53	\$70.00 54	\$19.00 55	\$20.50 62	\$40.00 62	
			\$15.74 54	\$70.00 55	\$19.00 56	\$20.50 63	\$40.00 63	
			\$15.74 55	\$70.00 56	\$19.00 57	\$20.50 64	\$40.00 64	
			\$15.74 56	\$70.00 57	\$19.00 58	\$20.50 65	\$40.00 65	
			\$15.74 57	\$70.00 58	\$19.00 59	\$20.50 66	\$40.00 66	
			\$15.74 58	\$70.00 59	\$19.00 60	\$20.50 67	\$40.00 67	
			\$15.74 59	\$70.00 60	\$19.00 61	\$20.50 68	\$40.00 68	
			\$15.74 60	\$70.00 61	\$19.00 62	\$20.50 69	\$40.00 69	
			\$15.74 61	\$70.00 62	\$19.00 63	\$20.50 70	\$40.00 70	
			\$15.74 62	\$70.00 63	\$19.00 64	\$20.50 71	\$40.00 71	
			\$15.74 63	\$70.00 64	\$19.00 65	\$20.50 72	\$40.00 72	
			\$15.74 64	\$70.00 65	\$19.00 66	\$20.50 73	\$40.00 73	
			\$15.74 65	\$70.00 66	\$19.00 67	\$20.50 74	\$40.00 74	
			\$15.74 66	\$70.00 67	\$19.00 68	\$20.50 75	\$40.00 75	
			\$15.74 67	\$70.00 68	\$19.00 69	\$20.50 76	\$40.00 76	
			\$15.74 68	\$70.00 69	\$19.00 70	\$20.50 77	\$40.00 77	
			\$15.74 69	\$70.00 70	\$19.00 71	\$20.50 78	\$40.00 78	
			\$15.74 70	\$70.00 71	\$19.00 72	\$20.50 79	\$40.00 79	
			\$15.74 71	\$70.00 72	\$19.00 73	\$20.50 80	\$40.00 80	
			\$15.74 72	\$70.00 73	\$19.00 74	\$20.50 81	\$40.00 81	
			\$15.74 73	\$70.00 74	\$19.00 75	\$20.50 82	\$40.00 82	
			\$15.74 74	\$70.00 75	\$19.00 76	\$20.50 83	\$40.00 83	
			\$15.74 75	\$70.00 76	\$19.00 77	\$20.50 84	\$40.00 84	
			\$15.74 76	\$70.00 77	\$19.00 78	\$20.50 85	\$40.00 85	
			\$15.74 77	\$70.00 78	\$19.00 79	\$20.50 86	\$40.00 86	
			\$15.74 78	\$70.00 79	\$19.00 80	\$20.50 87	\$40.00 87	
			\$15.74 79	\$70.00 80	\$19.00 81	\$20.50 88	\$40.00 88	
			\$15.74 80	\$70.00 81	\$19.00 82	\$20.50 89	\$40.00 89	
			\$15.74 81	\$70.00 82	\$19.00 83	\$20.50 90	\$40.00 90	
			\$15.74 82	\$70.00 83	\$19.00 84	\$20.50 91	\$40.00 91	
			\$15.74 83	\$70.00 84	\$19.00 85	\$20.50 92	\$40.00 92	
			\$15.74 84	\$70.00 85	\$19.00 86	\$20.50 93	\$40.00 93	
			\$15.74 85	\$70.00 86	\$19.00 87	\$20.50 94	\$40.00 94	
			\$15.74 86	\$70.00 87	\$19.00 88	\$20.50 95	\$40.00 95	
			\$15.74 87	\$70.00 88	\$19.00 89	\$20.50 96	\$40.00 96	
			\$15.74 88	\$70.00 89	\$19.00 90	\$20.50 97	\$40.00 97	
			\$15.74 89	\$70.00 90	\$19.00 91	\$20.50 98	\$40.00 98	
			\$15.74 90	\$70.00 91	\$19.00 92	\$20.50 99	\$40.00 99	
			\$15.74 91	\$70.00 92	\$19.00 93	\$20.50 100	\$40.00 100	
			\$15.74 92	\$70.00 93	\$19.00 94	\$20.50 101	\$40.00 101	
			\$15.74 93	\$70.00 94	\$19.00 95	\$20.50 102	\$40.00 102	
			\$15.74 94	\$70.00 95	\$19.00 96	\$20.50 103	\$40.00 103	
			\$15.74 95	\$70.00 96	\$19.00 97	\$20.50 104	\$40.00 104	
			\$15.74 96	\$70.00 97	\$19.00 98	\$20.50 105	\$40.00 105	
			\$15.74 97	\$70.00 98	\$19.00 99	\$20.50 106	\$40.00 106	
			\$15.74 98	\$70.00 99	\$19.00 100	\$20.50 107	\$40.00 107	
			\$15.74 99	\$70.00 100	\$19.00 101	\$20.50 108	\$40.00 108	
			\$15.74 100	\$70.00 101	\$19.00 102	\$20.50 109	\$40.00 109	
			\$15.74 101	\$70.00 102	\$19.00 103	\$20.50 110	\$40.00 110	
			\$15.74 102	\$70.00 103	\$19.00 104	\$20.50 111	\$40.00 111	
			\$15.74 103	\$70.00 104	\$19.00 105	\$20.50 112	\$40.00 112	
			\$15.74 104	\$70.00 105	\$19.00 106	\$20.50 113	\$40.00 113	
			\$15.74 105	\$70.00 106	\$19.00 107	\$20.50 114	\$40.00 114	
			\$15.74 106	\$70.00 107	\$19.00 108	\$20.50 115	\$40.00 115	
			\$15.74 107	\$70.00 108	\$19.00 109	\$20.50 116	\$40.00 116	
			\$15.74 108	\$70.00 109	\$19.00 110	\$20.50 117	\$40.00 117	
			\$15.74 109	\$70.00 110	\$19.00 111	\$20.50 118	\$40.00 118	
			\$15.74 110	\$70.00 111	\$19.00 112	\$20.50 119	\$40.00 119	
			\$15.74 111	\$70.00 112	\$19.00 113	\$20.50 120	\$40.00 120	
			\$15.74 112	\$70.00 113	\$19.00 114	\$20.50 121	\$40.00 121	
			\$15.74 113	\$70.00 114	\$19.00 115	\$20.50 122	\$40.00 122	
			\$15.74 114	\$70.00 115	\$19.00 116	\$20.50 123	\$40.00 123	
			\$15.74 115	\$70.00 116	\$19.00 117	\$20.50 124	\$40.00 124	
			\$15.74 116	\$70.00 117	\$19.00 118	\$20.50 125	\$40.00 125	
			\$15.74 117	\$70.00 118	\$19.00 119	\$20.50 126	\$40.00 126	
			\$15.74 118	\$70.00 119	\$19.00 120	\$20.50 127	\$40.00 127	
			\$15.74					

Sales Reports



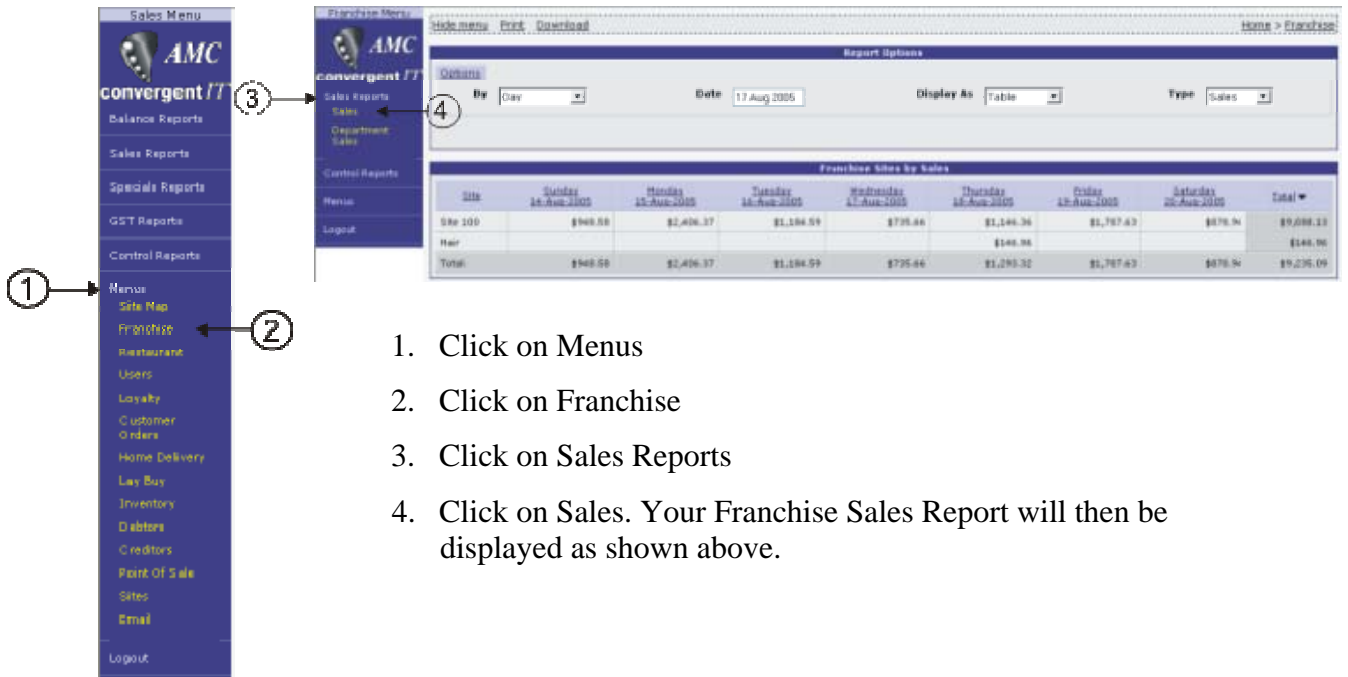
① → Sales Reports
② → Department Sales

Department	Sunday 14-Aug-2005	Monday 15-Aug-2005	Tuesday 16-Aug-2005	Wednesday 17-Aug-2005	Thursday 18-Aug-2005	Friday 19-Aug-2005	Saturday 20-Aug-2005	Total
Dept. 11						\$109.02		\$109.02
Dept. 22						\$79.94		\$79.94
Total:						\$188.96		\$188.96

1. Click on Sales Reports
2. Click on Department Sales. This will display the total sales for each department.

To view item sales click on Item Sales below Department Sales.

Franchise Report



① → Menu
② → Franchise
③ → Sales Reports
④ → Sales

Site	Sunday 14-Aug-2005	Monday 15-Aug-2005	Tuesday 16-Aug-2005	Wednesday 17-Aug-2005	Thursday 18-Aug-2005	Friday 19-Aug-2005	Saturday 20-Aug-2005	Total
Site 100	\$948.58	\$2,406.37	\$1,184.59	\$725.44	\$1,144.36	\$1,787.43	\$876.94	\$9,098.13
Hair								\$148.96
Total:	\$948.58	\$2,406.37	\$1,184.59	\$725.44	\$1,144.36	\$1,787.43	\$876.94	\$9,235.09

1. Click on Menu
2. Click on Franchise
3. Click on Sales Reports
4. Click on Sales. Your Franchise Sales Report will then be displayed as shown above.

