

How to Select Sales Staff in POS

There are two ways to select sales staff in POS system:

1. Click on the Sales Staff drop down at the top of POS system and select the sales staff

The screenshot shows the 'Point of Sale Entry' window. At the top, there are fields for Date (14/03/2016), Receipt (<-AUTO-GENERATED->), Cash Register (RE-04 - Elvy Laptop), and Ticket Register (TR-000011). Below these, there are fields for Cashier (SI06 - Elvy) and Customer. A red box highlights the 'Sales Staff' dropdown menu, which is open, showing a list of staff members: EM01 Christopher, EM02 Amanda, EM03 Jessica, EM04 Tony, EM05 Elvy Ee, EP07 Jessica, SI01 Steve Jameson, SI02 Jeff, SI03 Chris W, SI04 Jessica, SI05 Johnny, and SI06 Elvy. At the bottom of the dropdown is a 'Select None' option. The main area of the window contains a table for items with columns: #, Barcode, Description, Unit Price, Discount, Nett Price, Total Amt, and Add Points. Below the table is a 'Payment Means' section with a table for Payment Means and Amount. At the bottom right, there are fields for Sales Amt, Sales Returns Amt, Total Qty, Total Amt, Total Tax, and Discount. A 'Grand Total' field is also present. At the very bottom, there is a row of buttons: Recall (Ctrl R), Sales History, Customer (F7), Sales Staff (F9), Cash Book (Ctrl T), Gift Voucher (Ctrl G), Stock (F10), Close POS (Ctrl O), Pay (F5), Print (F3), Hold/Create (Ctrl N), Lock (Ctrl F12), and Delete (F4).

2. Click on the Sales staff box at the bottom of POS system, select the sales person and click **"OK"** button.

The screenshot shows the same 'Point of Sale Entry' window. In this view, the 'Sales Staff' dropdown menu is closed, and the 'Sales Staff' button at the bottom of the window is highlighted with a red box. The button is labeled 'Sales Staff (F9)'. The rest of the interface, including the top fields, the main item table, the payment means section, and the bottom buttons, remains the same as in the previous screenshot.

Point of Sale Entry

Date
14/03/2016

Cashier
SJ06 - Elvy

Customer

Sales Returns

1

Barcode

Payment Means

Cash Received

Change Amount

Recall
(Ctrl R)

Sales History

Customer
(F7)

Sales Staff
(F8)

Cash Book
(Ctrl T)

Gift Voucher
(Ctrl G)

Stock
(F10)

Close POS
(Ctrl O)

Pay
(F5)

Print
(F3)

Hold/Create
(Ctrl N)

Lock
(Ctrl F12)

Delete
(F4)

Employee

Select employee from the following table.

Employee Code A	Employee Name
A01	Admin
EM01	Christopher
EM03	Jessica
EM04	Tony
EM05	Elvy Ee
EP07	Jessica
SI01	Steve Jameson
SI02	Juff
SI03	Chris W
SI04	Jessica
SI05	Johnny
SI06	Elvy

OK

Cancel

Ticket Register

TR-000011

Select Last Line Remove Item(s)

YES

Nett Price

Total Amt

Add Points

Sales Returns Amt:

0

Total Amt:

Discount: