

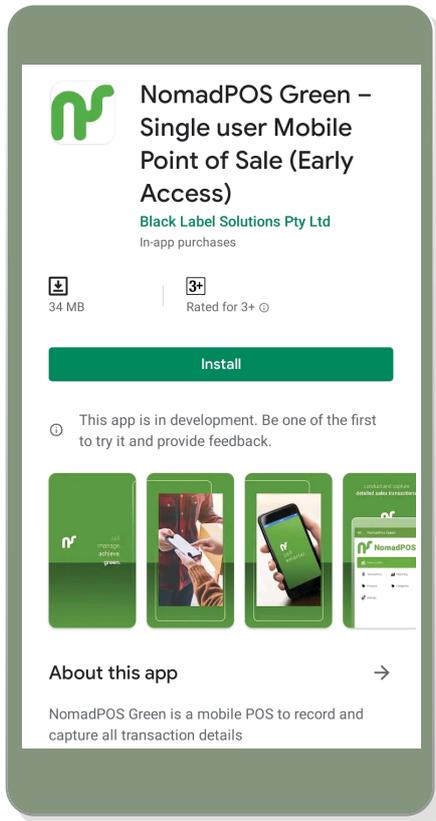


QUICK **START** GUIDE



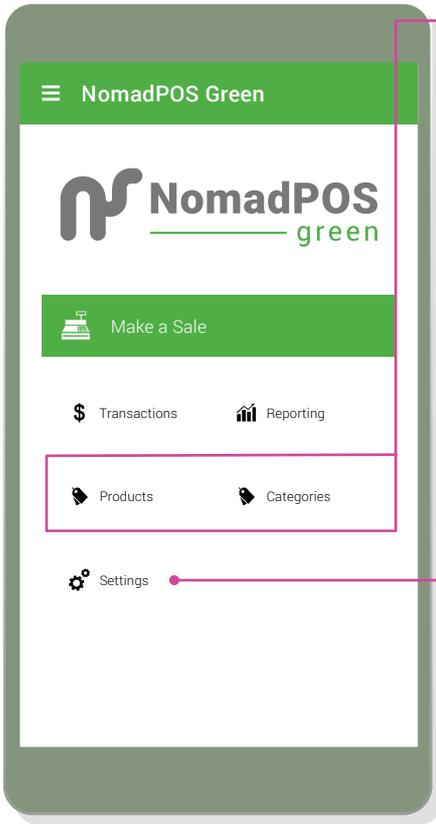
STEP 1 DOWNLOAD

Download the app from google Play store on your Android device



Create a new Enterprise ID and sign up with an email address of your choice. We will send a verification code to this email address.

STEP 2 ADD



Add Products

Learn how to Input each product you're going to sell.

You can add Product name, code, price and more.

You will add the applicable tax %.

You can also add product Categories. Learn how Categories can help you with reporting and looking up products.

Add Receipt details

Create your own header and footer for your customer receipts. Receipts are emailed to customers.

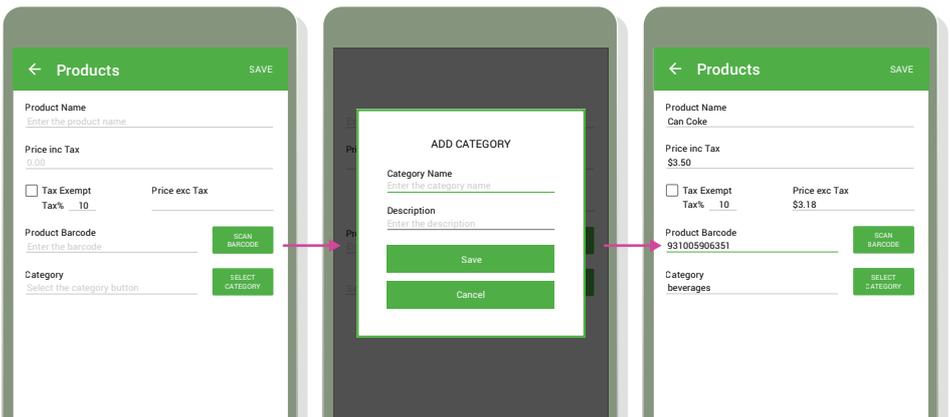
Add your business address (or ABN) and phone number in the header. Add a customer message in the footer.

When you email a receipt to a customer, they will receive it as a pdf attachment.

PDF name: Specify the name of the pdf file.
Eg: Your Receipt

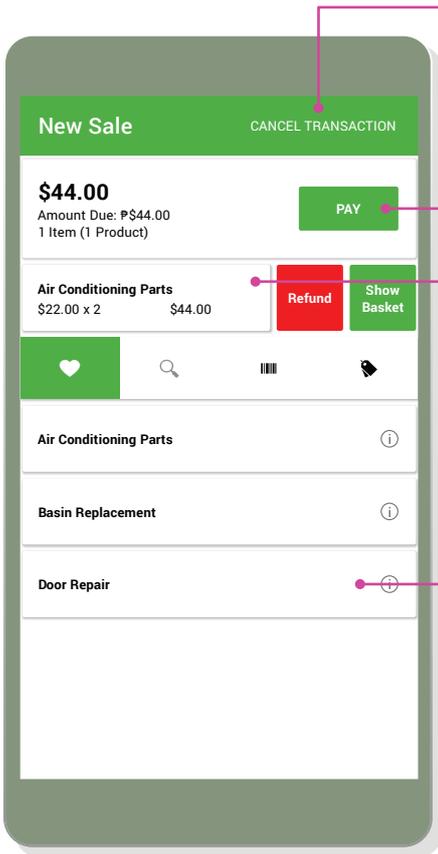
Subject line: Specify the subject line of the email.
Eg: Receipt from <Business name>

Then press 'Make a Sale' button



STEP 3 MAKE A SALE

Add items to the basket, then total the transaction and enter payment option



Cancel or Pause

Go to Transactions to continue a paused sale or refund..

Pay

The Amount Due includes any tax which applies. The Total Items ignores any refund items.

Pay with any combination of cash and manual eft. If the customer can't complete a partial payment, 'cash' the sale off and follow the store process to issue refund in the app.

Review

Tap the last item added to easily update the sale options.

Click Show Basket to see all items added, and to update, refund, or remove an item. Items of the same type (product and price) are grouped together.

Add Items

Choose items from Favourites, Search, Scan Barcode with the built-in camera, or browse your selling categories.

Tap ⓘ for more options, before adding an item. If you need to quickly add multiple units, apply discounts, or remove all units.

STEP 4 PAYMENT

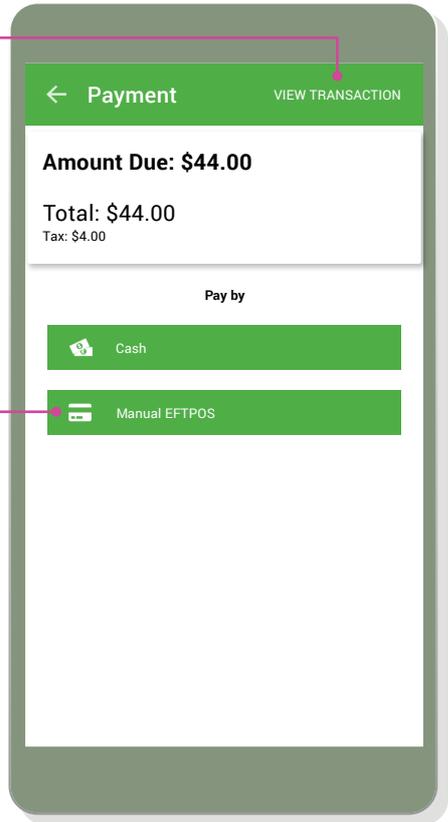
Make a payment by cash or Manual EFTPOS.

Review Transaction

Go back to review the transaction details.

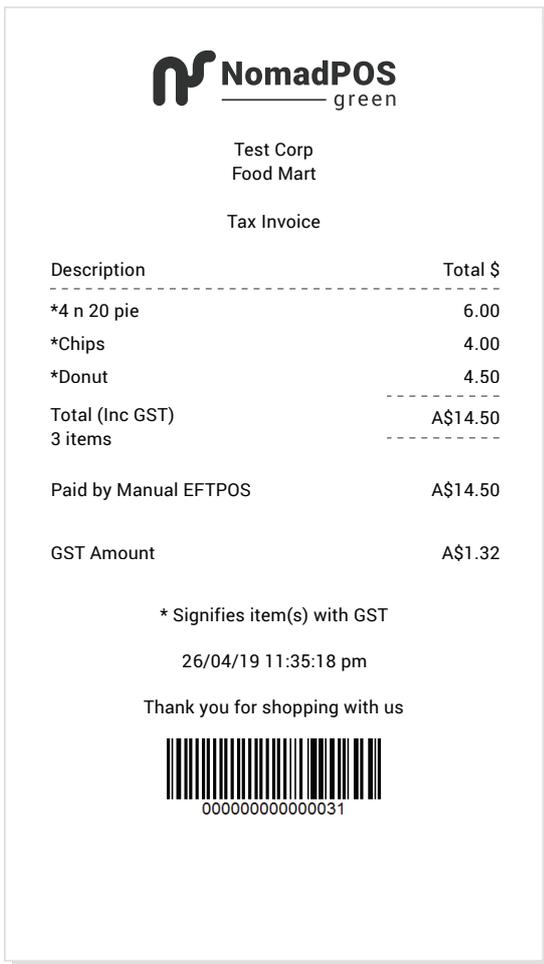
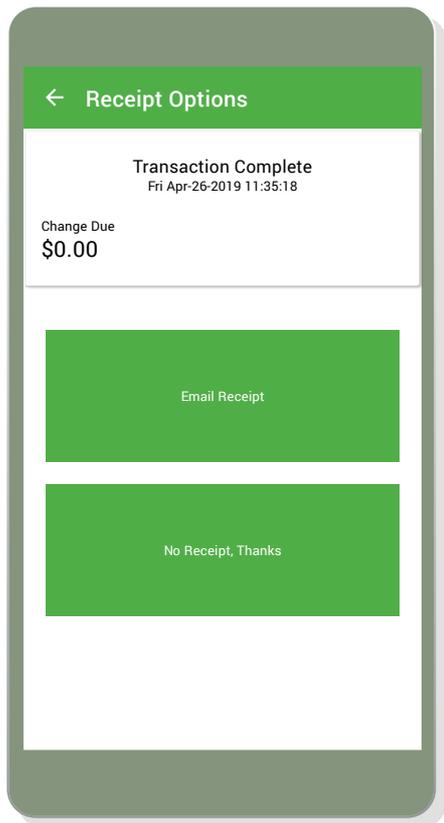
Manual EFTPOS

Use this when you take payment using card on which customer information will be collected manually.



STEP 5 RECEIPT

Email receipt to customers



*receipt image might look different than the actual receipt

OTHER FUNCTIONS

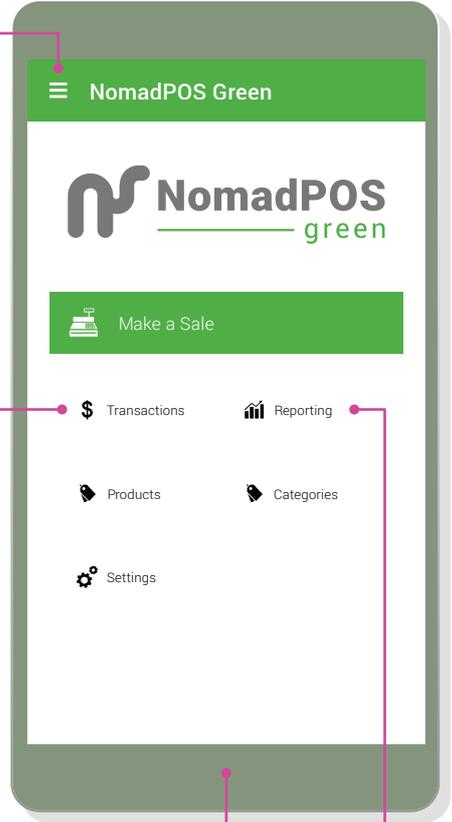
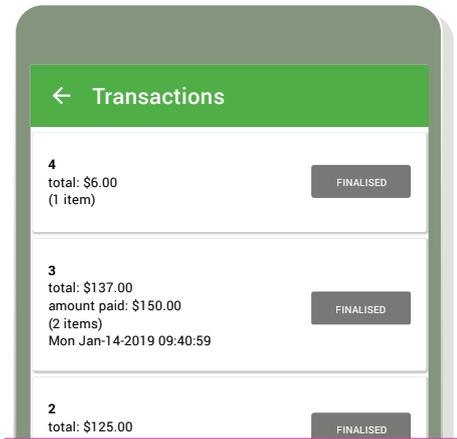
Menu

Contains enterprise ID and options to sync data and switch account.

Find Past Activity

Use Transactions to see all purchases and refunds done on this device.

To email a sales receipt again, tap on a past 'Finalised' transaction.



Close the App

Tap the Home or multi-task button on your device.

Sales Analytics

Track sales by tender type, selling category, hourly totals, transaction listing for detailed analysis.



<https://nomadpos.com/green>