Special Orders

IN KEYBOARD SALES MODE:
To create special orders, you must go to Manager Mode.
1. Select Show More Options Button (F2)
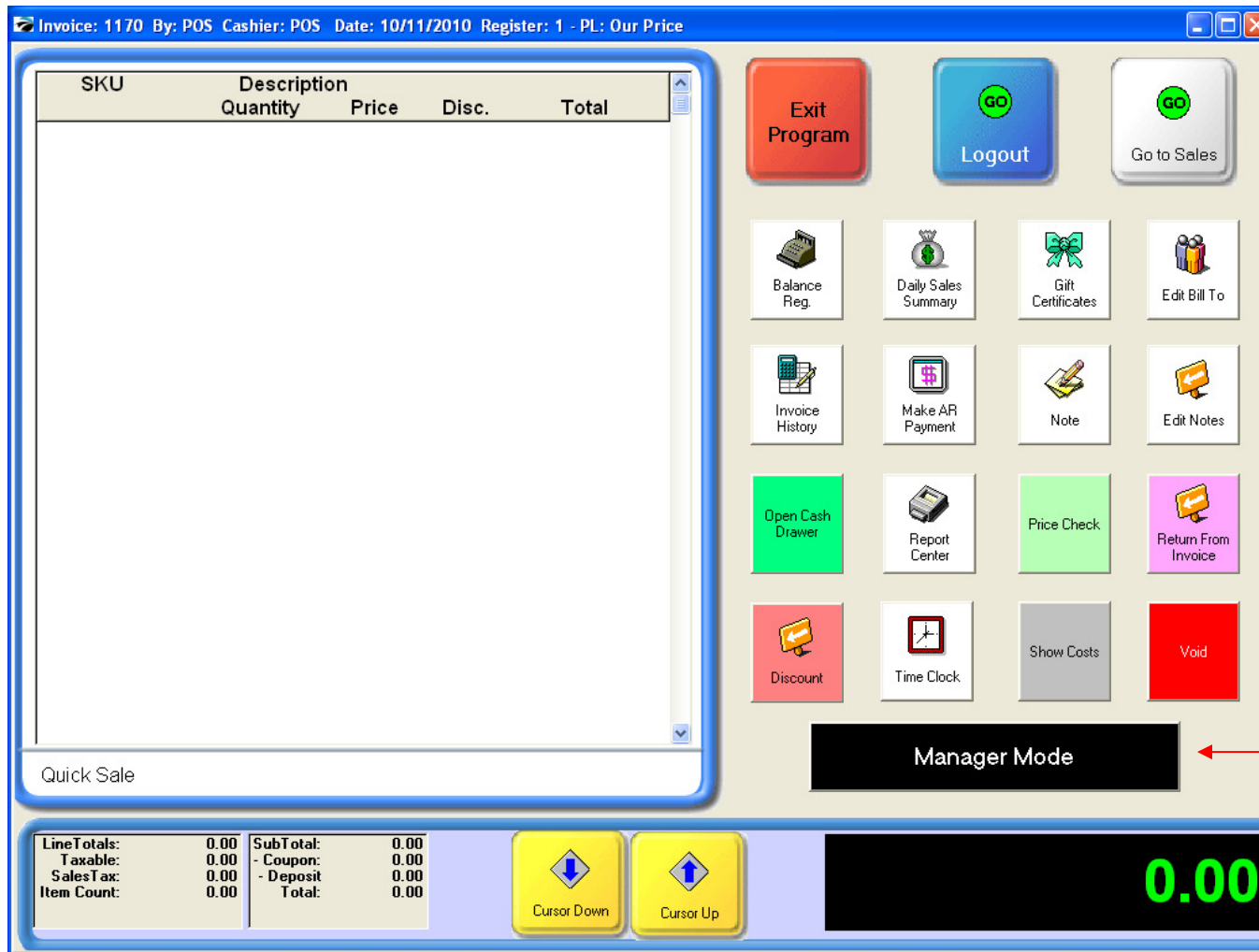2. Select Manager Mode Button(F9)
(NOTE: Only Teachers & Managers will have access to Manager Mode)

Special Orders

IN TOUCH SCREEN SALES MODE:
To create special orders, you must go to Manager Mode.
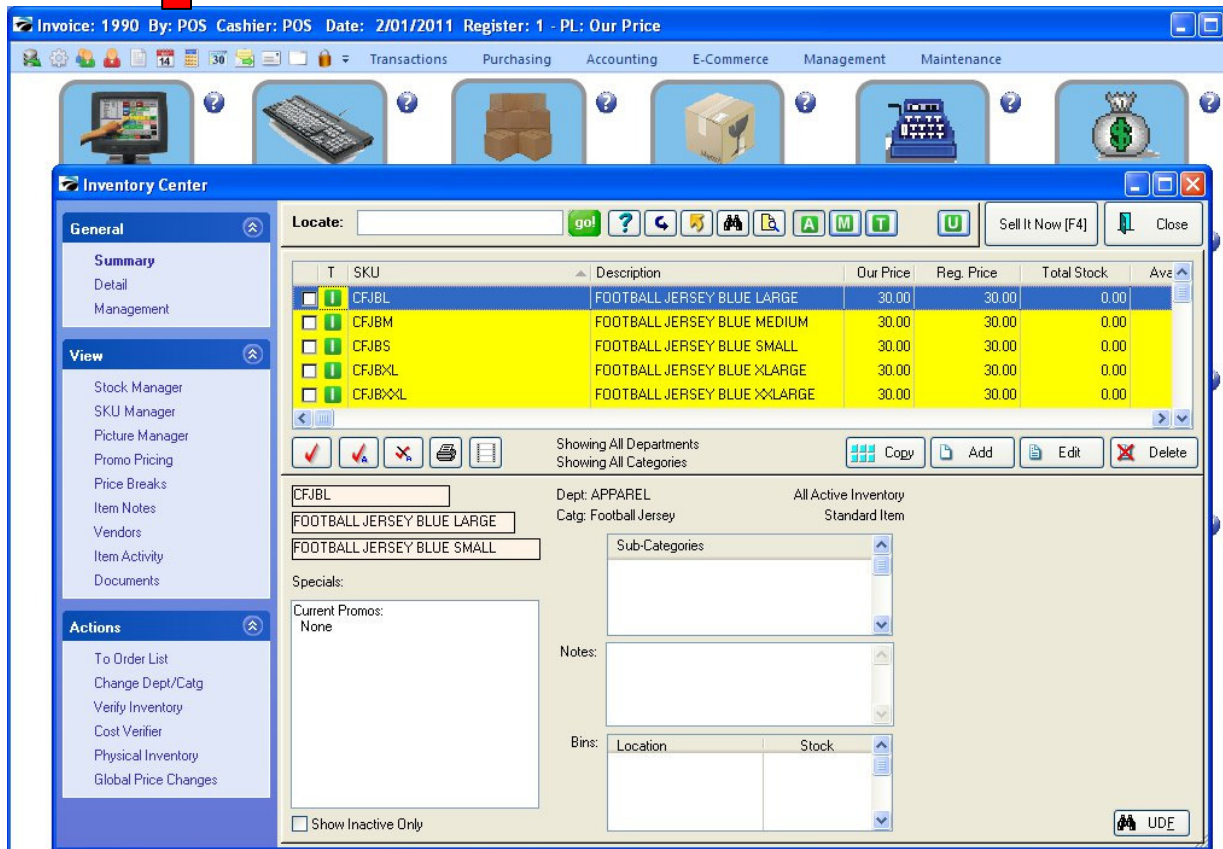1. Touch Manager Button

Special Orders

ON MANAGER BUTTON SCREEN:
1. Select Manager Mode Button
(NOTE: Only Teachers & Managers will have access to Manager Mode)

Special Orders

SPECIAL ORDER CENTER:

Typically if you are selling a one-time special order item such as a yearbook, varsity jacket, or an apparel item personalized for a specific customer, then Orders fit the bill perfectly.

A second use for the Order function will be with sales from a "Satellite" location, such as an athletic venue, the cafeteria, a hallway, or any location outside of your store without using your POS station(s) for sales.

Before ringing in a custom order, you need to add the item to your inventory. See the Inventory PDF (Or use Misc. Apparel button w/notes detail underneath.)

Special Orders
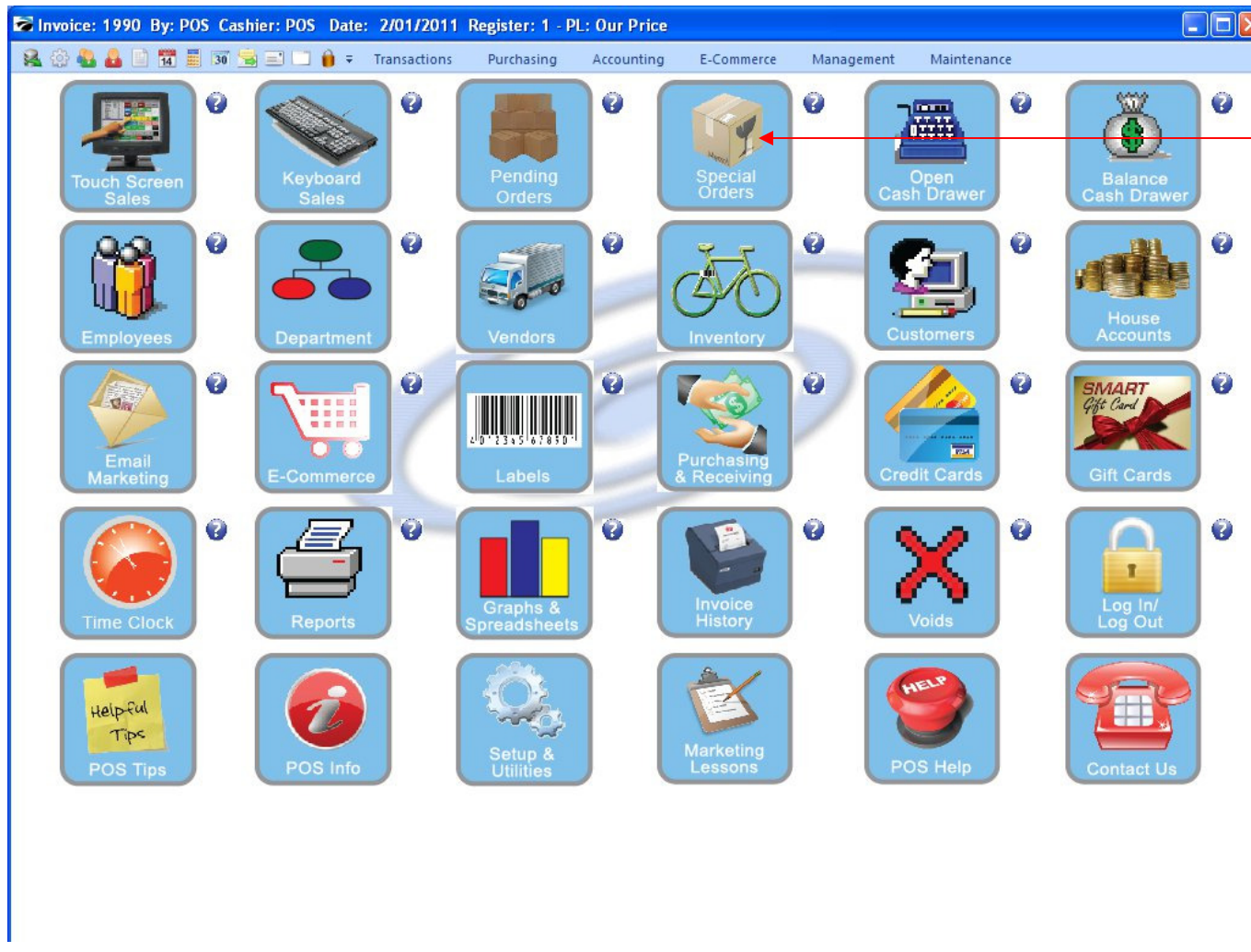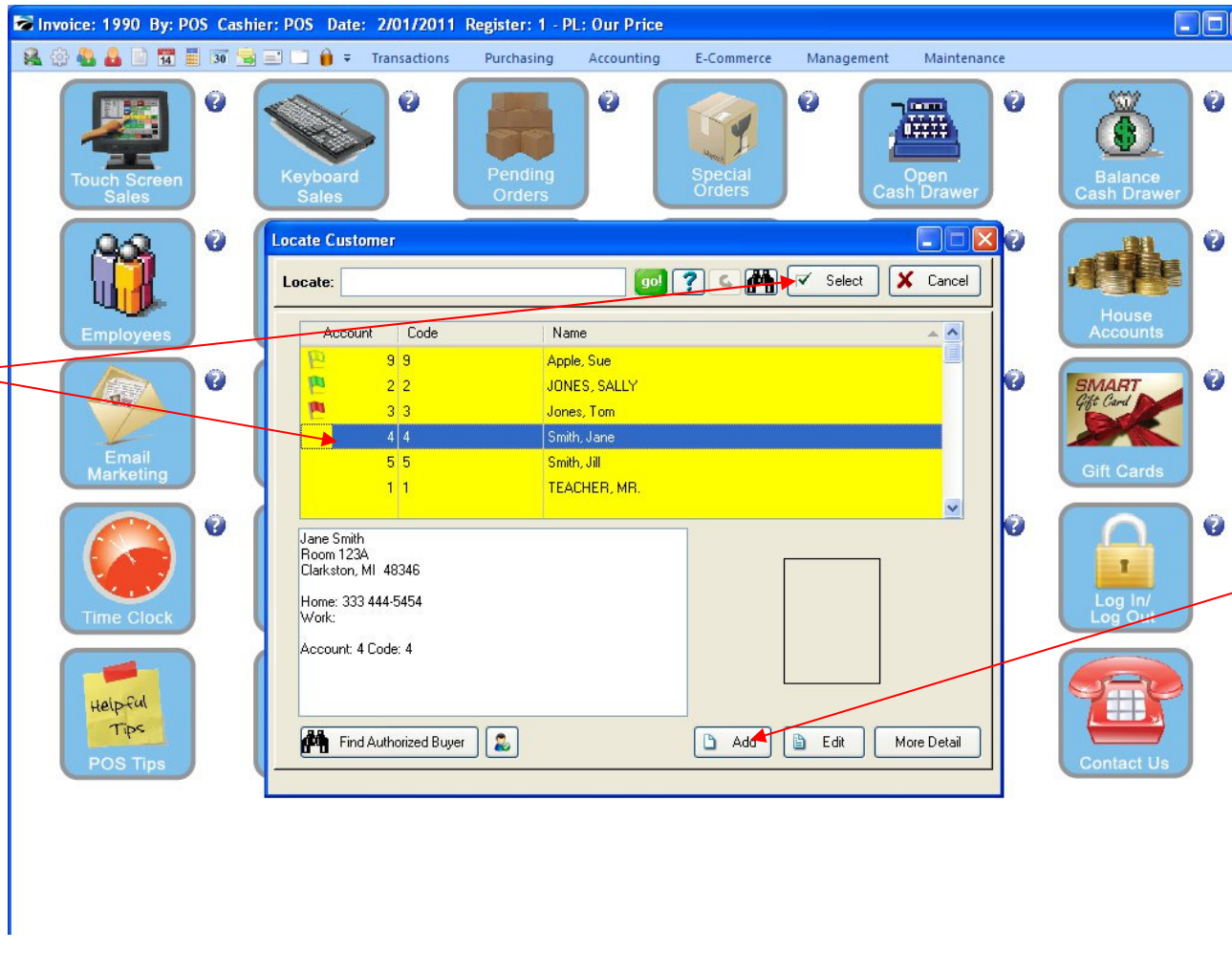

Manager Mode

IN MANAGER MODE:
To create New Orders, go to Special Orders

1. Select Special Orders Button

Note: For Touch Screen users, we will be using the keyboard sales order screen.

Special Orders

SPECIAL ORDER CENTER:
Your Customer List will appear…

1. Locate the Current Customer from the list and click the Select button.
2. If the Customer is new, click the Add button to add them to your list.

Special Orders

SPECIAL ORDER CENTER:
On the Order Screen

1. The Customer Name appears in the blue area on the lower left.

Special Orders

SPECIAL ORDER CENTER:
On the Order Sales Screen:

1. Scan or type in the Special Order Items SKUs for the Order
2. Add a Note (Ctl N) to list the specifics for any line item such as the jersey number or name to appear on the back of the customer's order.

Special Orders

SPECIAL ORDER CENTER:
On the Order Sales Screen:

1. Details for the Special Order now appear on the Invoice.
2. Touch the Save button or the F10 key to save and place the order

Special Orders

SPECIAL ORDER CENTER:
A calendar will pop up with the current month. Future months are also available to select from.

1. Project a Delivery Date and highlight it in yellow.
2. Select it by touching the OK button or F10 key.

Special Orders

SPECIAL ORDER CENTER:
A Positive Alert will Appear asking to Apply a Payment. Most schools require a partial or full payment at the time of the order..

1. Select Yes to Apply Payment

SPECIAL ORDER CENTER:

A Positive Alert will Appear asking to Apply a Payment. Most schools require a partial or full payment at the time of the order..

1. When Prompted Enter the Deposit Amount
2. Click OK to accept the deposit amount.

Special Orders

SPECIAL ORDER CENTER:
If you take a Deposit the Tender screen appears.

1. Select the tender type from the list presented. Click until the tender line appears blue and yellow.
2. Click Enter to accept the default tender amount, or enter the amount if different.
3. Click OK F10 to accept the tender.

Special Orders

SPECIAL ORDER CENTER:
When the Print option appears.

1. Click Yes to Print 2 Receipts - one for the customer and one for your records.

Special Orders

SPECIAL ORDER CENTER:

Note: It is best to have a special policy statement which pertains to Special Orders. See Policy Statements PDF.