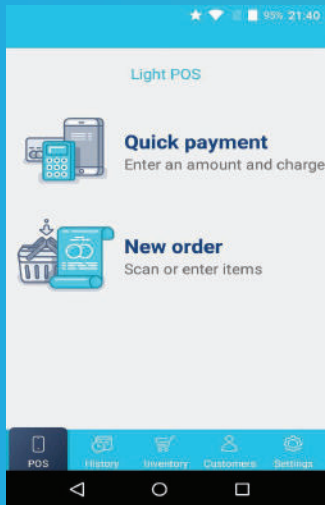


NETEVIA LIGHT MPOS QRG



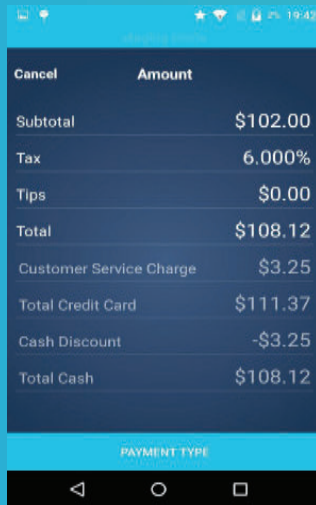
BASIC QUICK PAYMENT

STEP 1



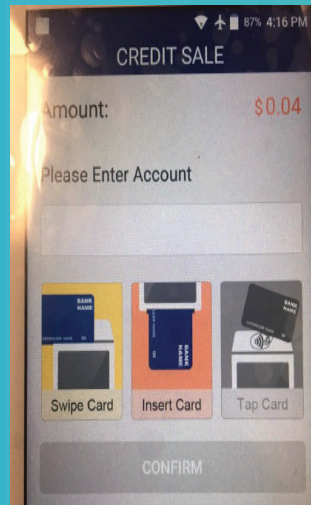
Select *Quick Payment*.

STEP 2



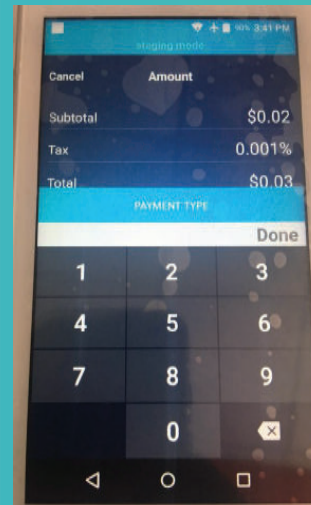
Click on the Amount \$0.00 next to subtotal.

STEP 3



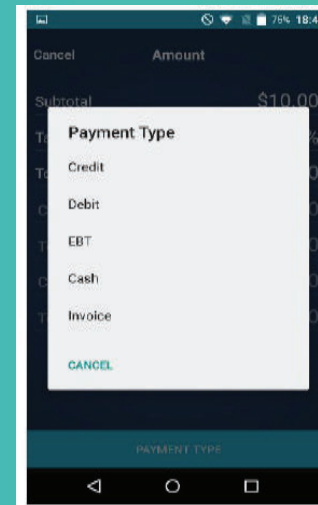
Add the amount of the sale (If tips or cash discount was suppose to be on please adjust in the settings).

STEP 4



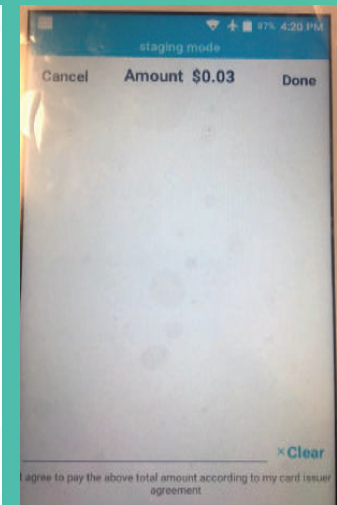
Select the *Payment* type (Tips could be adjusted only for Credit. EBT and Debit do not support tip adjustment).

STEP 5



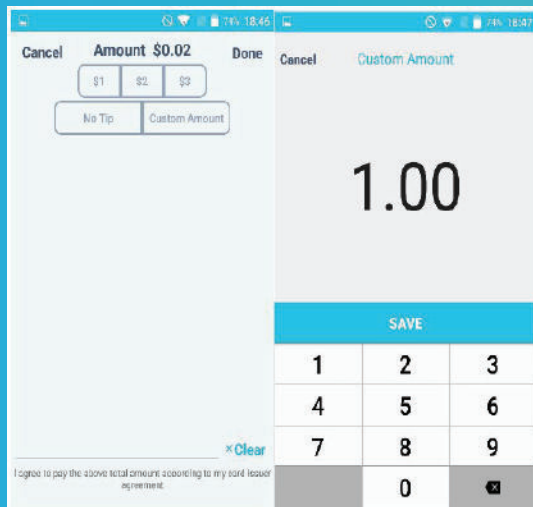
Insert chip card, swipe non-chip card or enter card number manually.

STEP 6



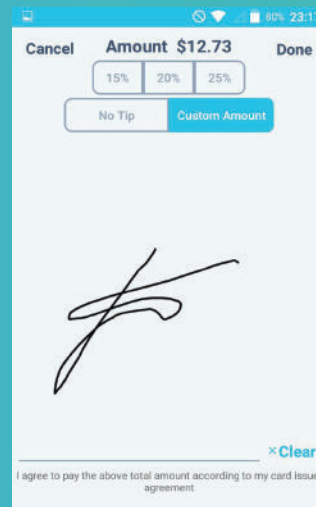
Once sale has processed customer will sign on screen and press *Done*.

STEP 7



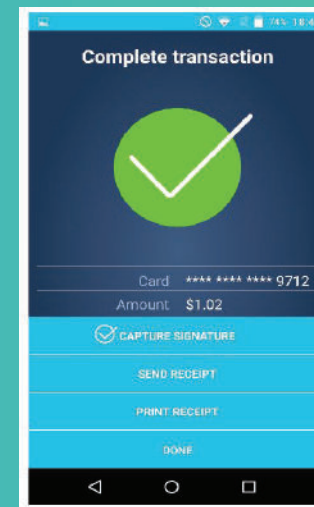
If Tip was turned on Customer would have to select tip amount or custom tip.

(You can modify your tip suggestion vial the app settings or thru your MPOS dashboard)



Here customer will sign on screen.

STEP 8

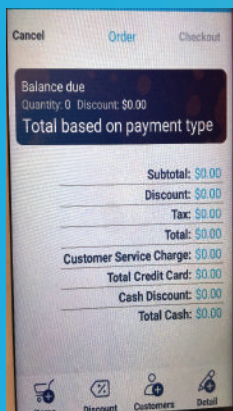


Here you have options on how the customer will receive the receipt.(Paper receipt,email or Done)

If you are finishing running all transactions and are done with your business day you can proceed to CLOSE BATCH .

NEW ORDERS

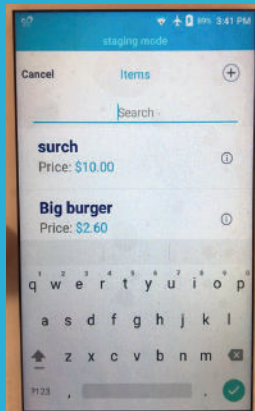
Items



Here you can apply an existing item that you have added to your inventory or create a new item for the order.

Press *Item* button.

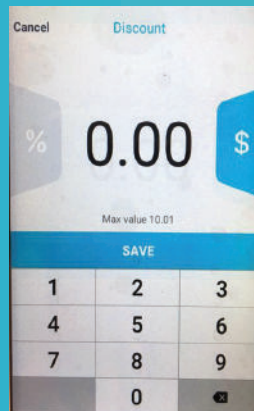
Items



You can then add a new item by pressing the + sign on the right hand side.

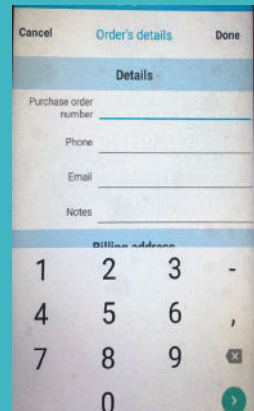
You can then put the item details (See inventory instructions).

Discount



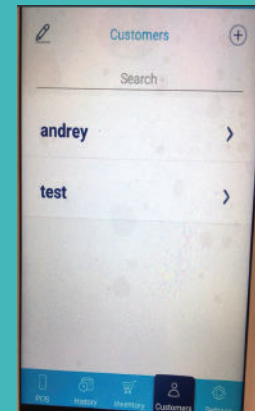
Here you can apply a discount to the order by amount or by %, by clicking the option.

Order Details



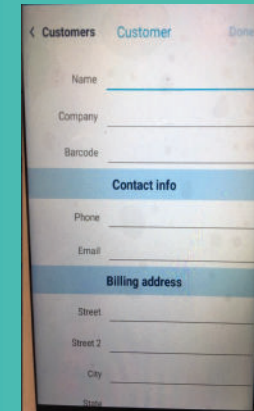
You can add order details such as purchase order number, billing and shipping address.

Customers



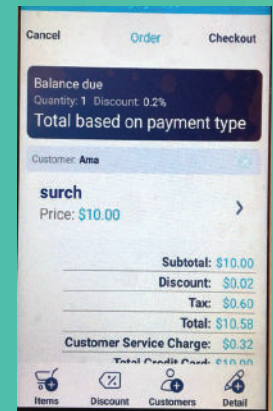
You can add a customer to the order by pressing the plus sign.

Customers



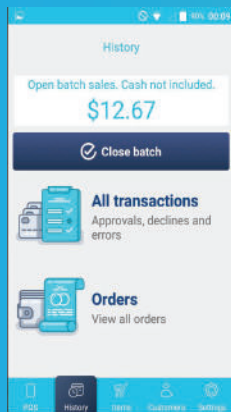
You can add the customer details

Customers



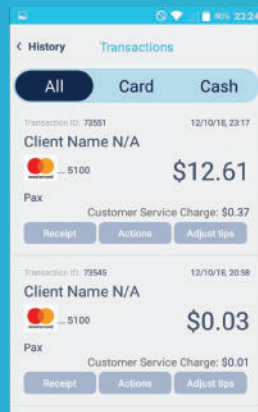
Once you have added all items you wish on your order, you can then proceed to *Checkout* the order and choose the appropriate payment type of hold the order.

Close Batch



Here you can the batch when you have ended your business day.

Transactions

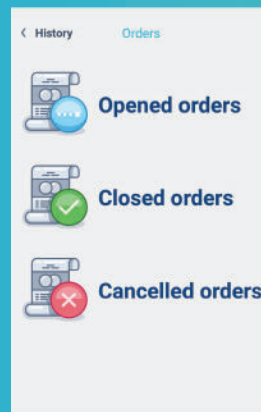


Here you can view your current transactions.

Adjust the tips.

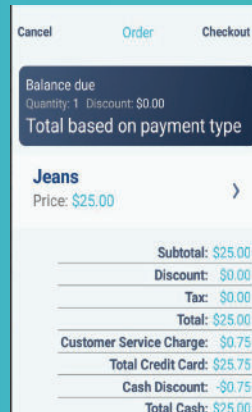
You can also make adjustment to open transactions such as voids, refunds thru the *Actions* button.

Orders



Here you have the ability to view *Open*, closed and cancelled orders.

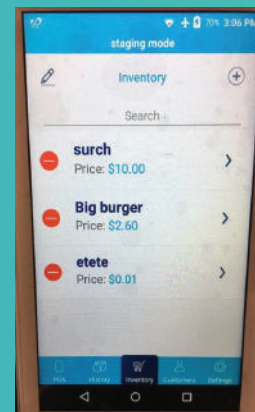
Orders



Open orders can be modified thru the checkout option.

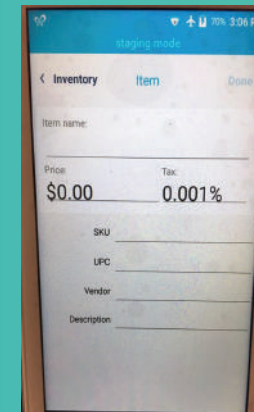
You can *Cancel* or *Continue* to hold an open order or complete the order by charging with the appropriate payment type.

Inventory



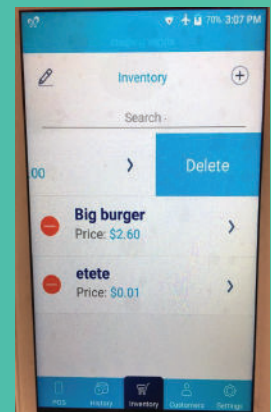
Here you can add items, make adjustments or delete existing items.

Inventory



Here you can add the item name, price, taxes, sku, upc, vendor, description.

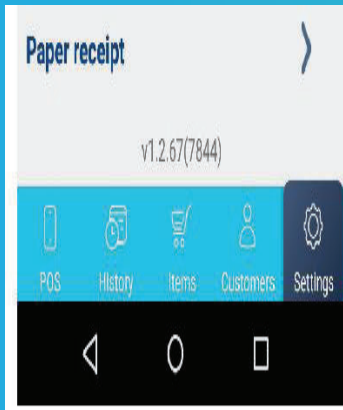
Inventory



You can *Delete* existing inventory by placing figure on item and swiping left, once delete option shows press *Delete*.

SETTINGS

Tip Settings

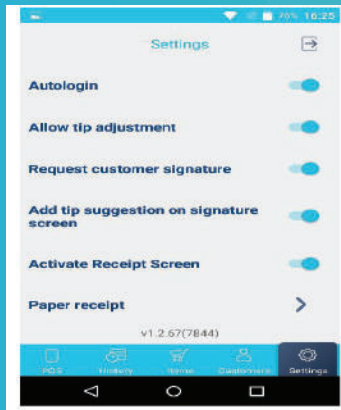


Allow Tip adjust - This enables you to turn on or off the tip adjust.

Add tip suggestion on signature screen- enable tip suggestion on signature screen.

Activate receipt screen option - If option on *Options* screen is enabled receipt screen will be opened by default after successful transaction.

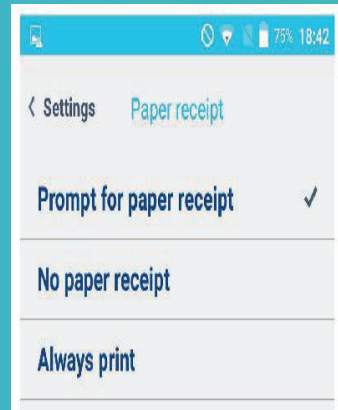
Paper Receipts



Here you can turn on your paper options.

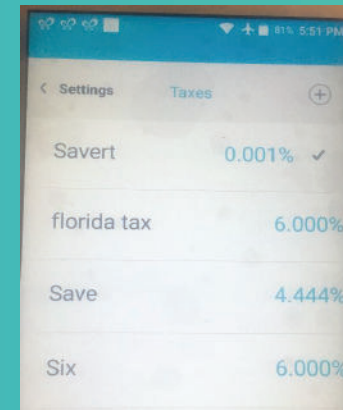
There are three options: *Prompt for paper receipt*, *No paper receipt* and *Always print*.

Paper Receipts



If option *Prompt for paper receipt* is enabled there will be question about print receipt or not after pressing *Done*.

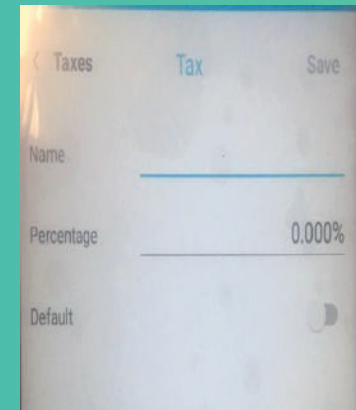
Taxes



Here you can add taxes by selecting the + sign on top right.

If you had any previously saved taxes it will display and the selected one will have a check mark next to it.

Taxes



Here you can add the name of the tax and the amount and then save.

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