# NETEVIA LIGHT MPOS QRG



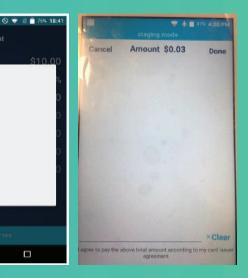
# **BASIC QUICK PAYMENT**

STEP 1	STEP	2	STEP 3
* 🗢 2 📕 955 21 40		♥ < <u>0</u> /% 1942	♥ ★ 🖬 67% 4:16 PM
Light POS	Cancel Amount		CREDIT SALE
<b>—</b>	Subtotal	\$102.00	Amount: \$0.04 s
Quick payment Enter an amount and charge	Тах	6.000%	Please Enter Account
	Tips	\$0.00	Please Enter Account
New order	Total	\$108.12	
Scan or enter items	Customer Service Charge	\$3.25	
	Total Credit Card	\$111.37	
	Cash Discount	-\$3.25	
	Total Cash	\$108.12	
			Swipe Card Insert Card Tap Card
C C C C C C C C C C C C C C C C C C C	PAYMENT TYPE		CONFIRM

**STEP 4** 

### \$0.02 Payment Type 0.001% Credit \$0.03 Debit Done EBT 3 Cash Invoice 6 CANCEL 9 × $\triangleleft$

**STEP 6** 



Select Quick Payment.

Click on the Amount \$0.00 next to

Add the amount of the sale (If tips or cash discount was

Select the *Payment* Credit. EBT and Debit do not support

2

5

8

0

0

4

7

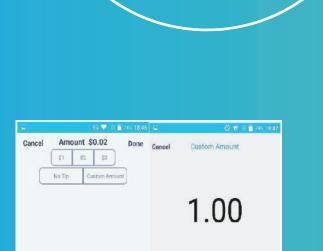
⊲

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

**STEP 5** 

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





1

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9

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

×Clear

I agree to pay the above total amount according to my earl leave

agreement.

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

## **STEP 7**

Cancel	Amo	unt \$1	2.73	Done
	15%	20%	25%	
	No Tip	Cu	stom Ame	ount
		,		
	4	/	/	
C	ŧ	1/1	/	
C	ŧ	1	/	
	ŧ	1	<u> </u>	
	ŧ	2	/	
	ŧ	17		×Clea

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**

**Order Details** 

Order's details

Details

3

6

9

63

Done

Cance

Purchase order

Phone

Email

Notes

1

4

7

2

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8

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Items	Items
Cancel Order Checkout	92 ♥ ★ 🛚 M staging mode
Balance due	Cancel Items
Quantity: 0 Discount: \$0.00 Total based on payment type	Search
Total based on payment type	surch
Subtotal: \$0.00	Price: \$10.00
Discount: \$0.00	Big burger
Tax: \$0.00 Total: \$0.00	Price: \$2.60
Customer Service Charge: \$0.00	
Total Credit Card: \$0.00	g'wertyui
Cash Discount: \$0.00	y werty ut
Total Cash: \$0.00	as dfghji
	★ z x c v b n r
Discourt Quatemers Detail	7123 ,

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

Press Item button.

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

the item details ( See inventory instructions).

You can then put

Here you can apply a discount to the order by by clicking the option.

Discount

Discount

0.00

Max value 10 01

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You can add order details such as purchase order number, billing

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

**Customers** 

Search

andrey

test

0

You can add the customer details

**Customers** 

Customer

Contact info

**Billing address** 

Customers

Barcode

Cancel Order Checkout uantity: 1 Discount 0.2%

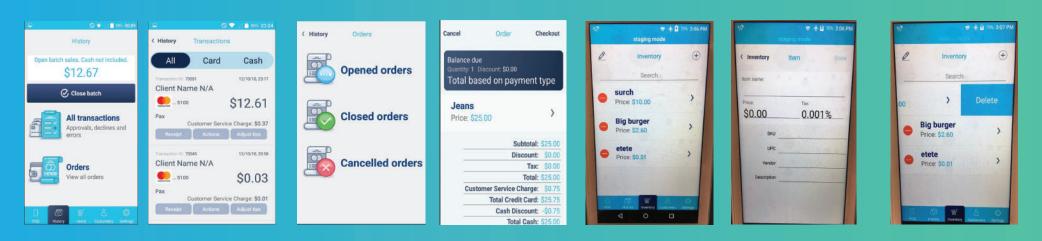
**Customers** 

Balance due Total based on payment type Customer Ama surch > Price: \$10.00 Subtotal: \$10.00 Discount: \$0.02 Tax: \$0.60 Total: \$10.58 Customer Service Charge: \$0.32 Total Condit O (%) å

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



#### **Close Batch Transactions Orders Orders** Inventory Inventory Inventory



Here you can the batch when your business day.

Here you can view your current you have ended transactions. Adjust the tips.

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

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

Here you can add adjustments or delete existing

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

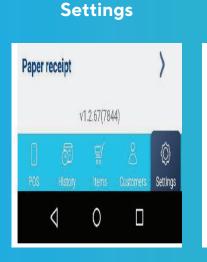
You can *Delete* by placing figure swiping left, once shows press Delete.



# **SETTINGS**

Paper

**Receipts** 



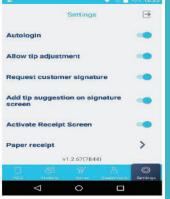
Tip

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

Add tip suggestion on signature screenenable 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.

2	0 🗸	18:42
〈 Settings	Paper receipt	
Prompt fo	or paper receipt	<b>v</b>
No paper	receipt	
Always pr	int	

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

92 92 92 <b>11</b>	💎 🛧 🛢 815 551 PM
< Settings	Taxes (+)
Savert	0.001% 🗸
florida tax	6.000%
Save	4.444%
Six	6.000%

**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

Taxes	Tax	Save
Name		
Percentage		0.000%
Default		

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



# NETEVIA

