Sell in the shop

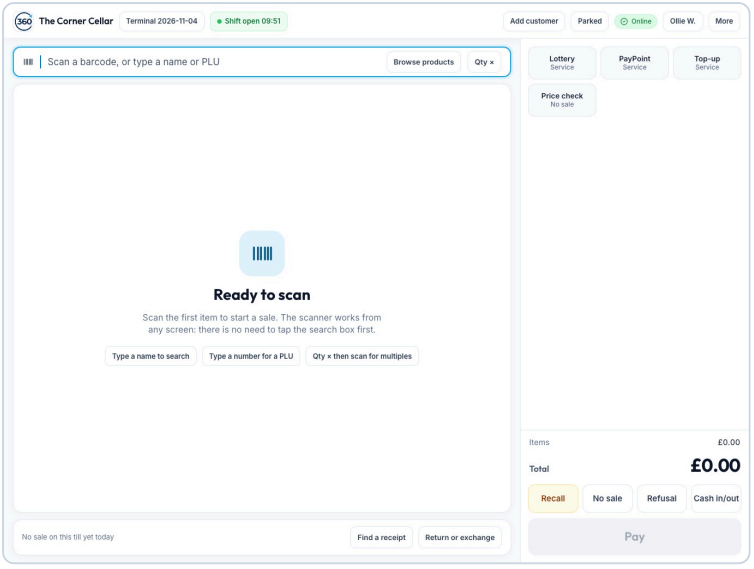
Scan or search for items, sell several at once, and take cash or card.

For Shop staff · **Takes** 1 minute

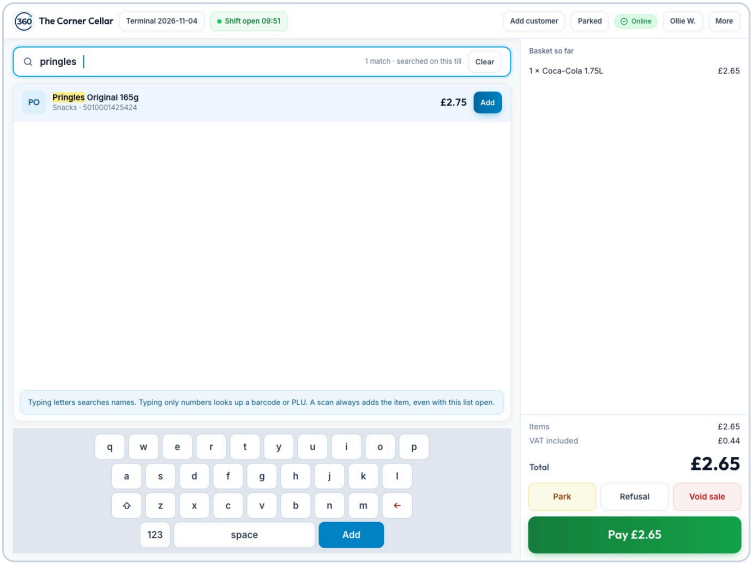
Watch the video
360navtech.com/pos/help/v/retail-sell

Steps

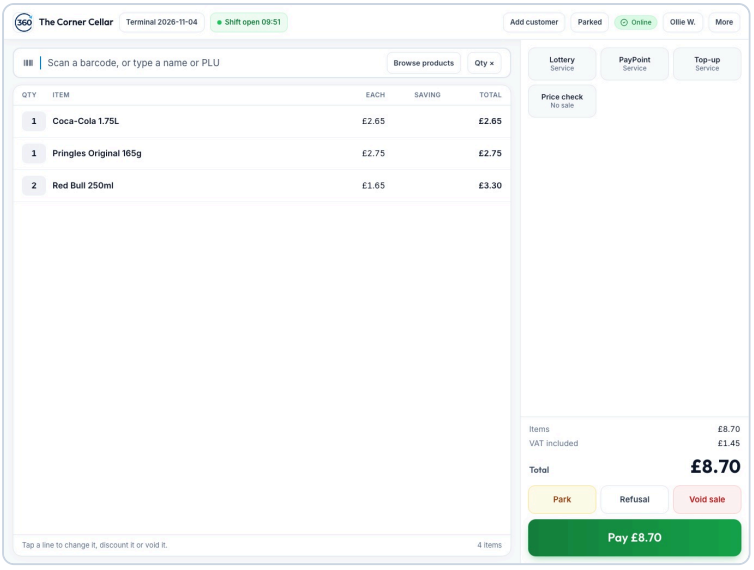
1. **Sign in with your PIN.** Every sale, age check and refusal is recorded against you.
2. **Scan the first item.** The scanner works from any screen, so there's no need to tap the search box first.



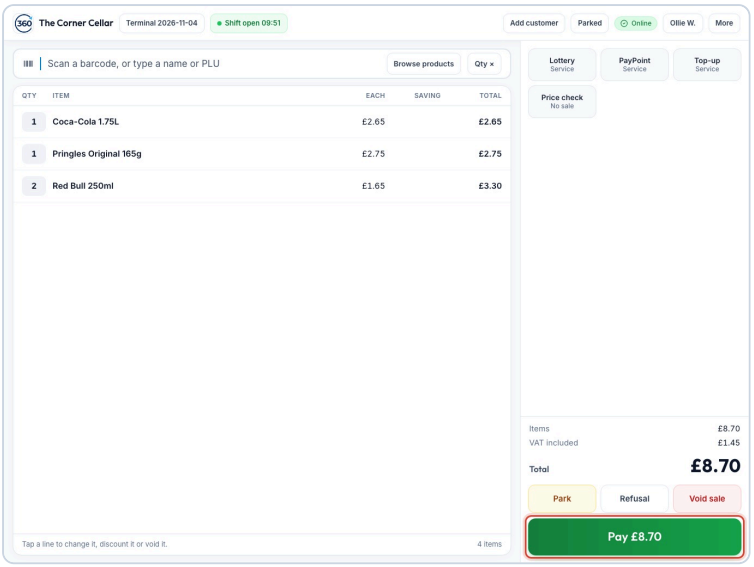
3. **No barcode? Search.** Type the name and pick the item. You can also type a PLU number, or tap **Browse products**.



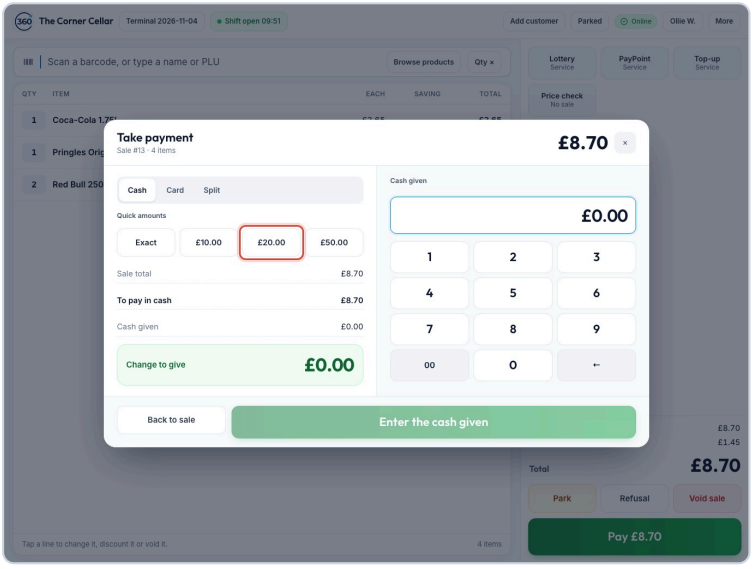
4 **Keep scanning.** Scan the same item again for another one. For a lot of the same, use **Qty ×** then scan once.



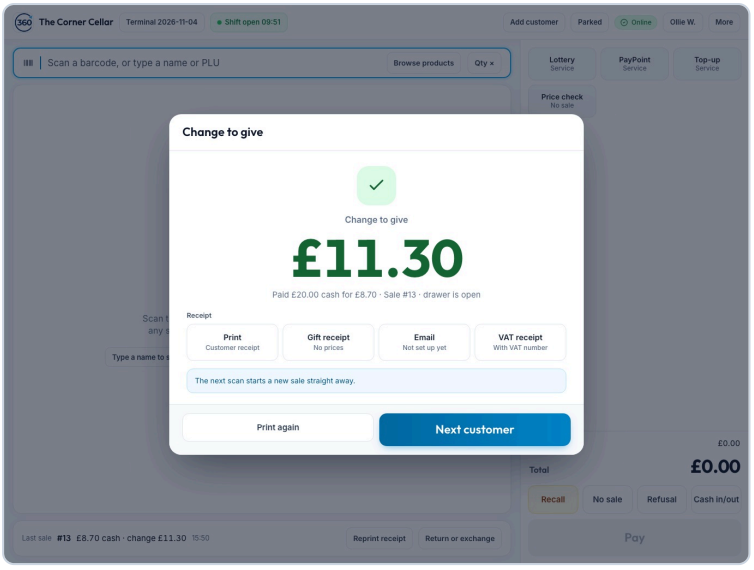
5 **Tap Pay.**



6 **Take the money.** For cash, tap the note given (or **Exact**), then **Take … and open drawer**. For card, tap **Card**. **Split** takes part in each.



7 **Give the change and receipt.** The screen shows the change to give. Print a receipt, a gift receipt or a VAT receipt if asked, then **Next customer**. The next scan also starts a new sale.



Tips

- Tap a line in the basket to change its quantity, discount it or void it.
- **Park** puts a sale aside to serve the next customer; **Recall** brings it back.
- **Price check** looks up a price without starting a sale.