

Eddyfast Point of Sale (POS) User Guide

HOW TO ADD/CREATE NEW PRODUCT

1. Click on **PRODUCTS** menu
2. Click on **Add New Product** sub-menu
3. Type the **Product Name**
4. Type the **Unit Selling Price**
5. Type the **Unit Cost Price**
6. Click on the **Save** button or Press the **Enter key**

HOW TO SEARCH AND EDIT PRODUCT DETAILS (changing prices and/or adjusting quantities)

1. Click on **PRODUCTS** menu
2. Click on **Product List** sub-menu
3. Type the **Product Name** in the **Search Text** field and Click on the **Search** button or Press the **Enter key**
4. If the **Product** is found, click on the **Edit icon**, make your changes and save.

HOW TO RECORD CREDIT SALES

1. Click on **POINT OF SALE** menu
2. Click on **Sell item(s)** or **New Credit Sales** sub-menu
3. Make sure the **Date** and **Time** selected for the sales is correct
4. Click on **Choose Customer** and Click on **Customer List** Drop-down list to select the customer or select **Add New Record** to fill new customer details
5. Click on **Link Invoice to This Customer** button
6. Scan the **Barcode** or Type a keyword in the **Product Name** into the **Search** field and Press the **Enter key**

7. If the Product is found, Click on **Sell** or Press the **Tab key** to select your preferred Product from the search result and Press the **Enter key**
8. Adjust the **Quantity** and Press the **Enter key**
9. Repeat Steps 6 to 8 until you have sold the last Product.
10. **Add Discount** (if applicable)
11. **Receive Payment** (if applicable)
12. Repeat Steps 2 to 11 to **Serve New Customer**

HOW TO RECORD CASH SALES

1. Click on **POINT OF SALE** menu
2. Click on **New Cash Sales** sub-menu
3. Make sure the **Date** and **Time** selected for the sales is correct
4. Scan the **Barcode** or Type a keyword in the **Product Name** into the **Search** field and Press the **Enter key**
5. If the Product is found, Click on **Add** or Press the **Tab key** to select your preferred Product from the search result and Press the **Enter key**
6. Adjust the **Quantity** and Press the **Enter key**
7. Repeat Steps 4 to 6 until you have added the last Product.
8. Click on **Save / Confirm**
9. **Add Discount** (if applicable)
10. **Receive Payment**
11. Repeat Steps 2 to 10 to **Serve New Customer**