

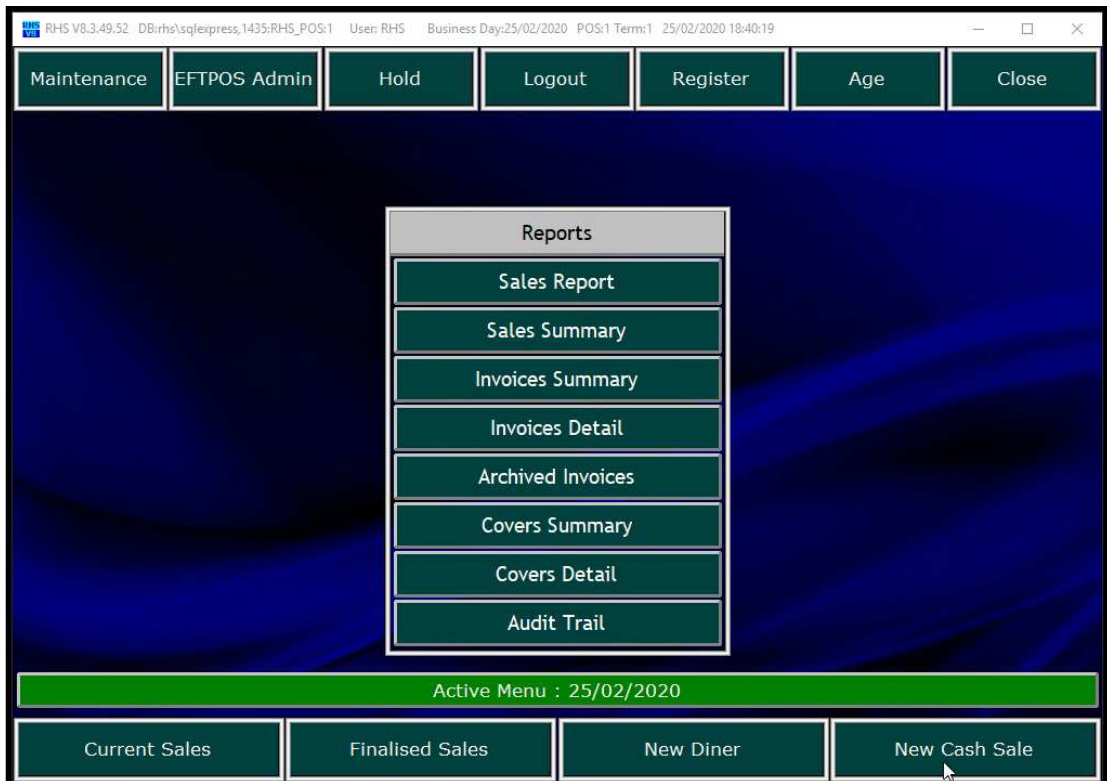


RHS V8 POS Quick Reference Guide Making Sales

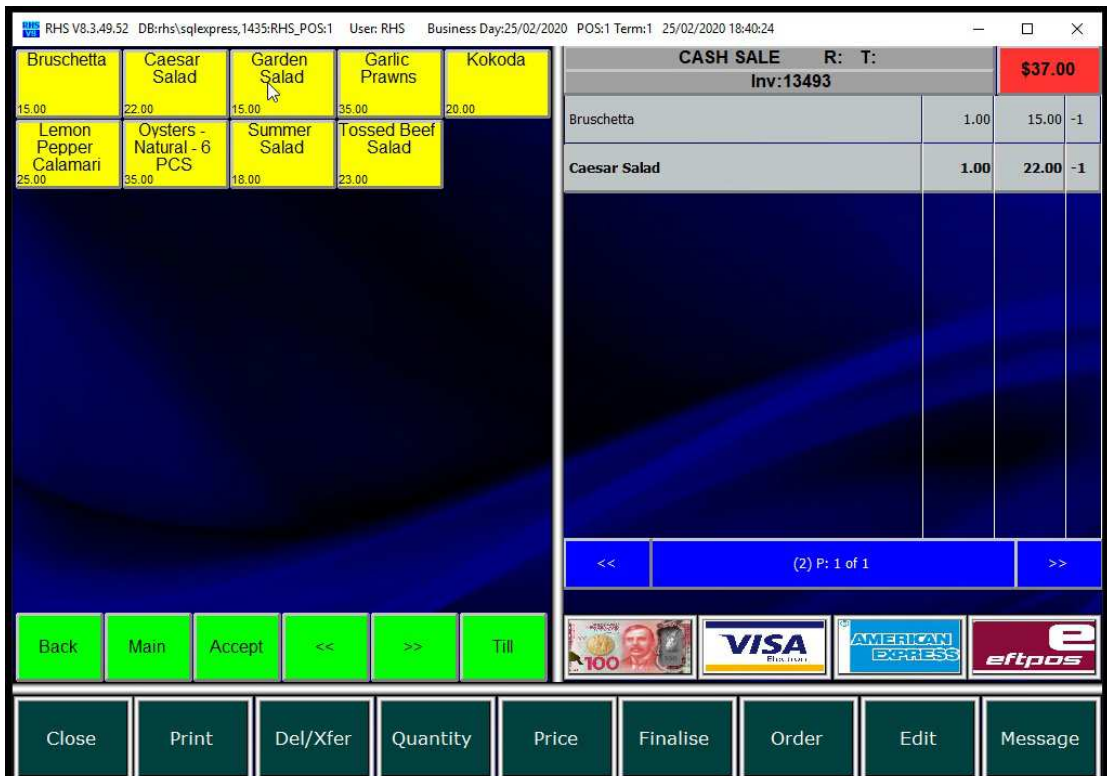
V1.1

1. Single Payment Sale

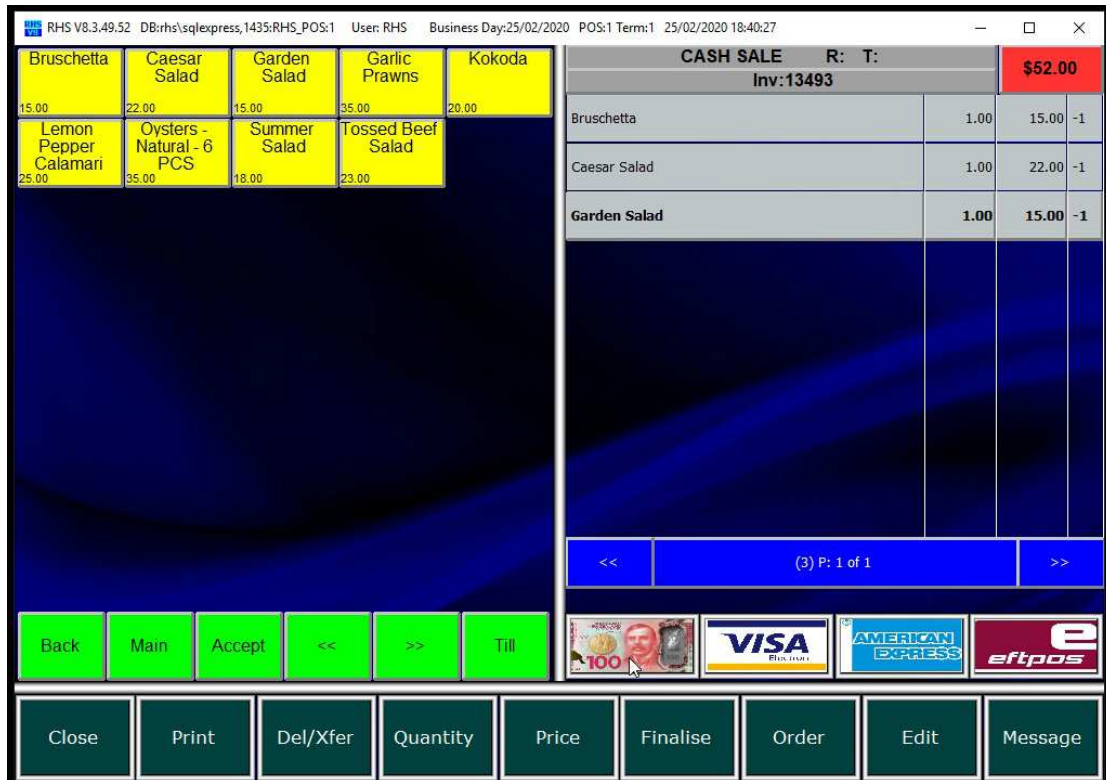
1.1 Click on “New Cash Sale”



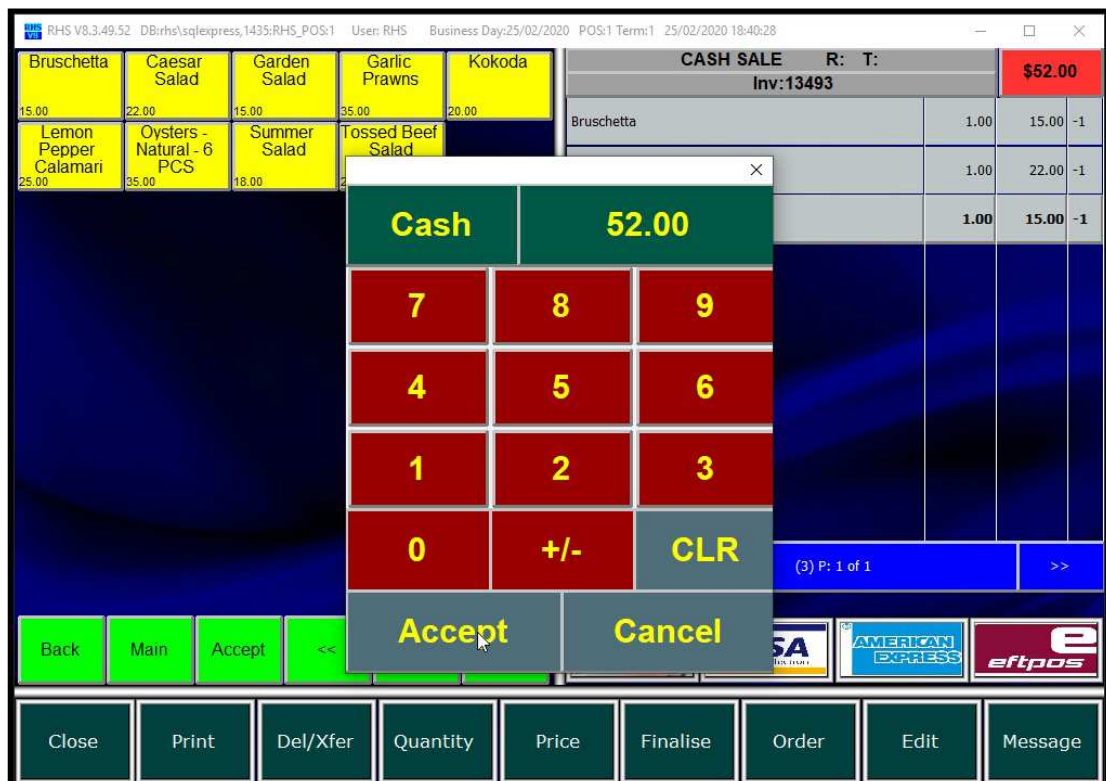
1.2. Select the items.



1.3. Click on the payment method button.



1.4. Press accept to confirm the amount being paid.



1.5. Confirm whether you want to print the invoice/docket (this option can be customised). Any kitchen or other order slips will be also printed automatically.

The screenshot shows the RHS V8 POS interface. At the top, the title bar reads: "RHS V8.3.49.52 DBirhs\sql\express,1435:RHS_POS:1 User: RHS Business Day:25/02/2020 POS:1 Term:1 25/02/2020 18:40:29".

The main interface is divided into several sections:

- Menu Grid (Top Left):** A grid of food items with prices:

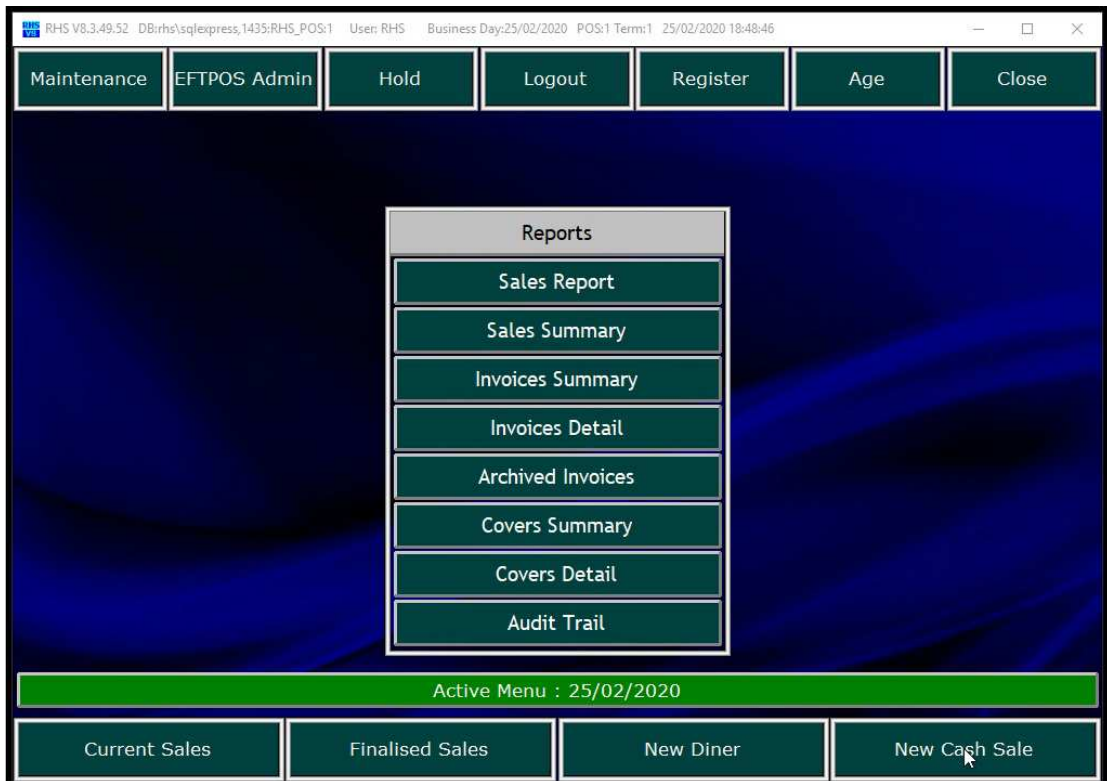
Bruschetta 15.00	Caesar Salad 22.00	Garden Salad 15.00	Garlic Prawns 35.00	Kokoda 20.00
Lemon Pepper Calamari 25.00	Oysters - Natural - 6 PCS 35.00	Summer Salad 18.00	Tossed Beef Salad 23.00	
- Receipt (Top Right):**

CASH SALE R: T: \$0.00
Inv:13493

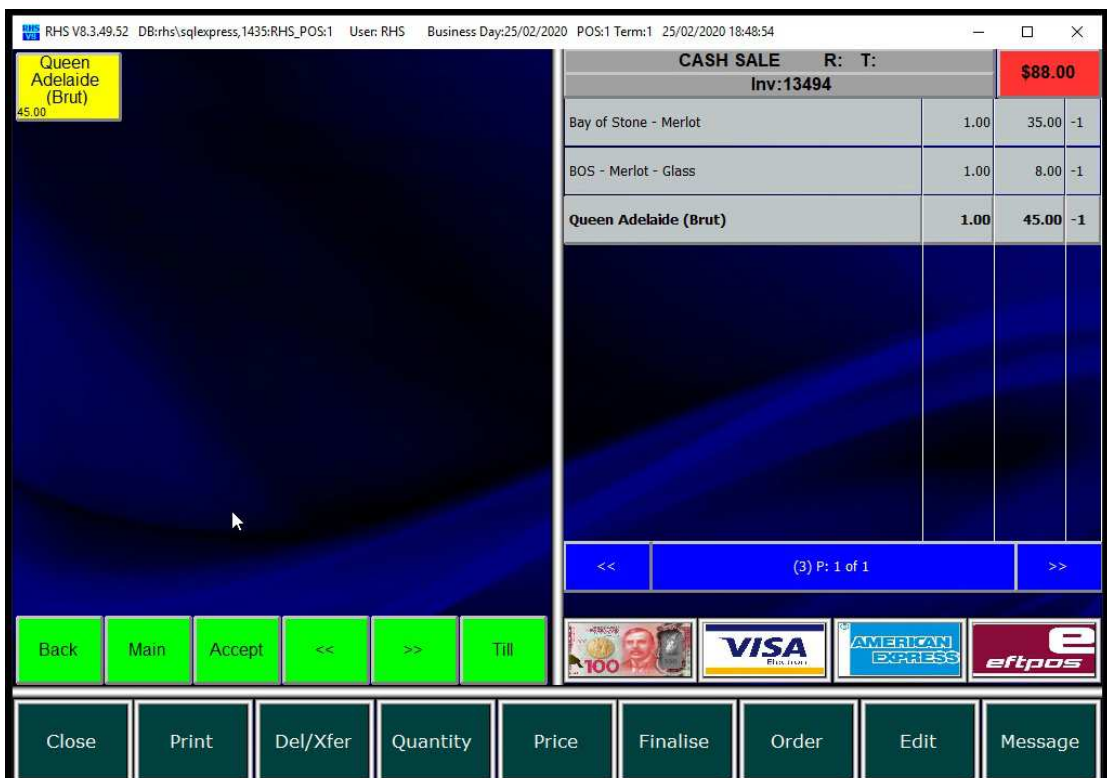
Bruschetta	1.00	15.00	-1
Caesar Salad	1.00	22.00	-1
Garden Salad	1.00	15.00	-1
Cash	1.00	-52.00	-1
- Dialog Box (Center):** A small white dialog box titled "RHS82" with a yellow warning icon and the text "Print Invoice?". It has two buttons: "Yes" and "No".
- Toolbar (Bottom):** A row of buttons: "Back", "Main", "Accept", "<<", ">>", and "Till". Below this is a row of payment logos: "100", "VISA", "AMERICAN EXPRESS", and "eftpos". At the very bottom is a row of function buttons: "Close", "Print", "Del/Xfer", "Quantity", "Price", "Finalise", "Order", "Edit", and "Message".

2. Split Payment

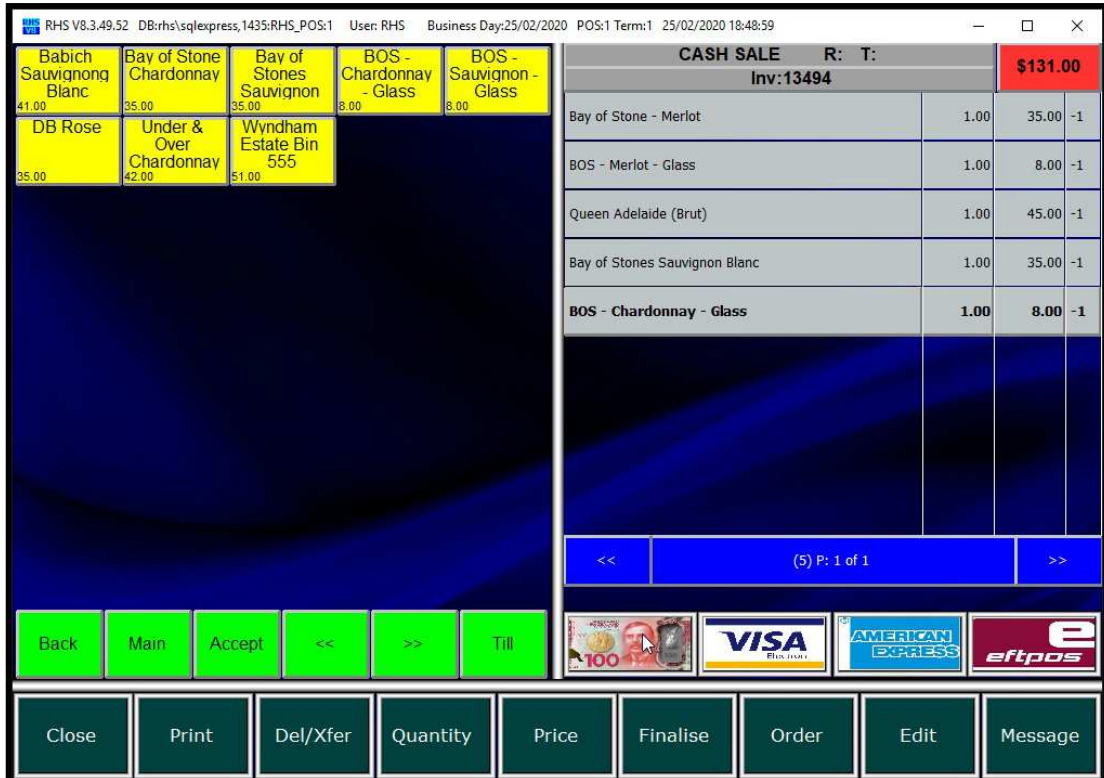
2.1 Click on “New Cash Sale”



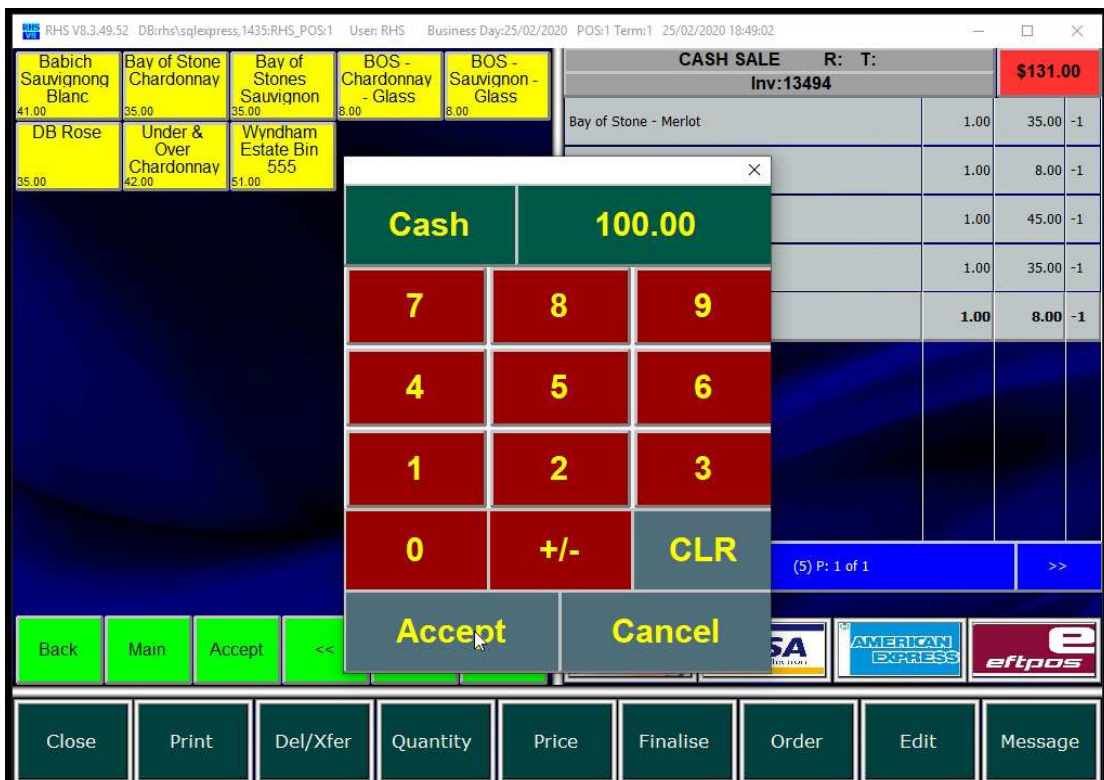
2.2 Add items to the invoice.



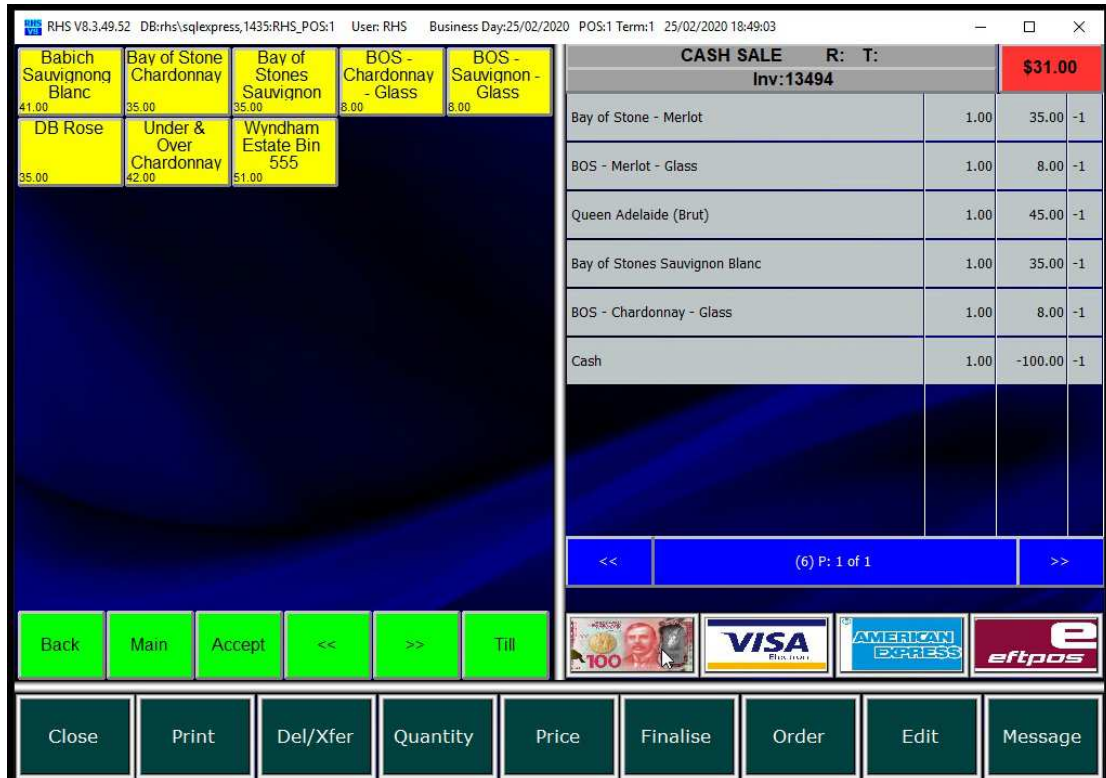
2.3 Select the first payment method (e.g. cash)



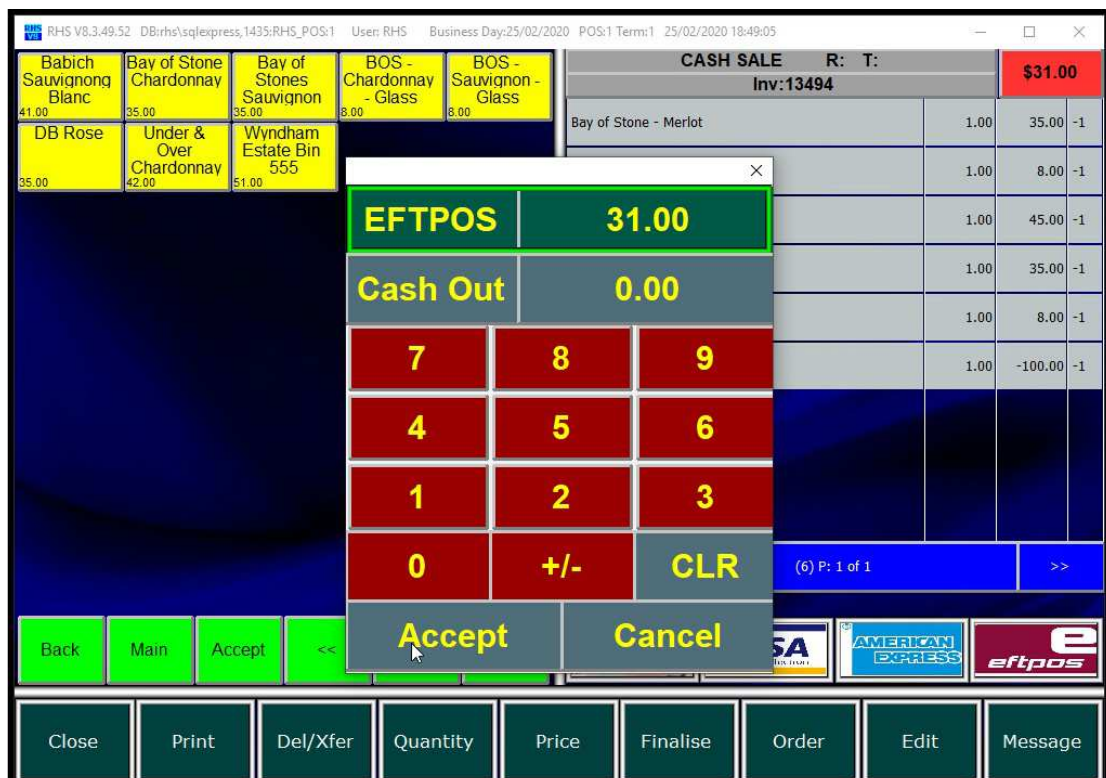
2.4 Click on CLR to clear the amount and enter the amount to be paid.



2.5 The amount is shown on the invoice.



2.6 Click on the second payment method icon (e.g. EFTPOS). Click accept to confirm remaining amount or press CLR and enter different amount.



2.7 Print the invoice (if required).

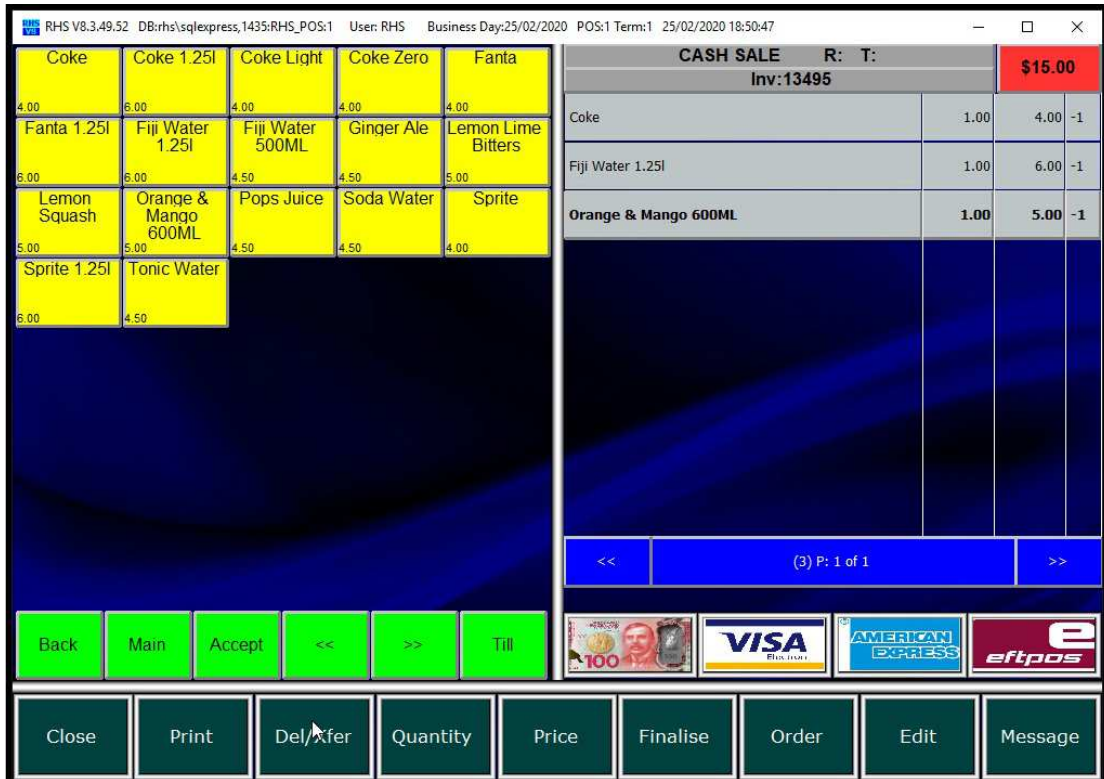
The screenshot displays the RHS V8 POS interface. At the top, the window title bar shows 'RHS V8.3.49.52 DBirhs\sql\express,1435:RHS_POS:1 User: RHS Business Day:25/02/2020 POS:1 Term:1 25/02/2020 18:49:06'. The main screen is divided into several sections:

- Product Grid (Top Left):** A grid of product buttons with names and prices. Visible items include Babich Sauvignon Blanc (41.00), Bay of Stone Chardonnay (35.00), Bay of Stones Sauvignon (35.00), BOS - Chardonnay - Glass (8.00), BOS - Sauvignon - Glass (8.00), DB Rose (35.00), Under & Over Chardonnay (42.00), and Wyndham Estate Bin 555 (51.00).
- Transaction Summary (Top Right):** A box labeled 'CASH SALE R: T:' with a total of '\$0.00' and 'Inv:13494'.
- Item List (Middle Right):** A table listing items with their quantities, prices, and adjustments.

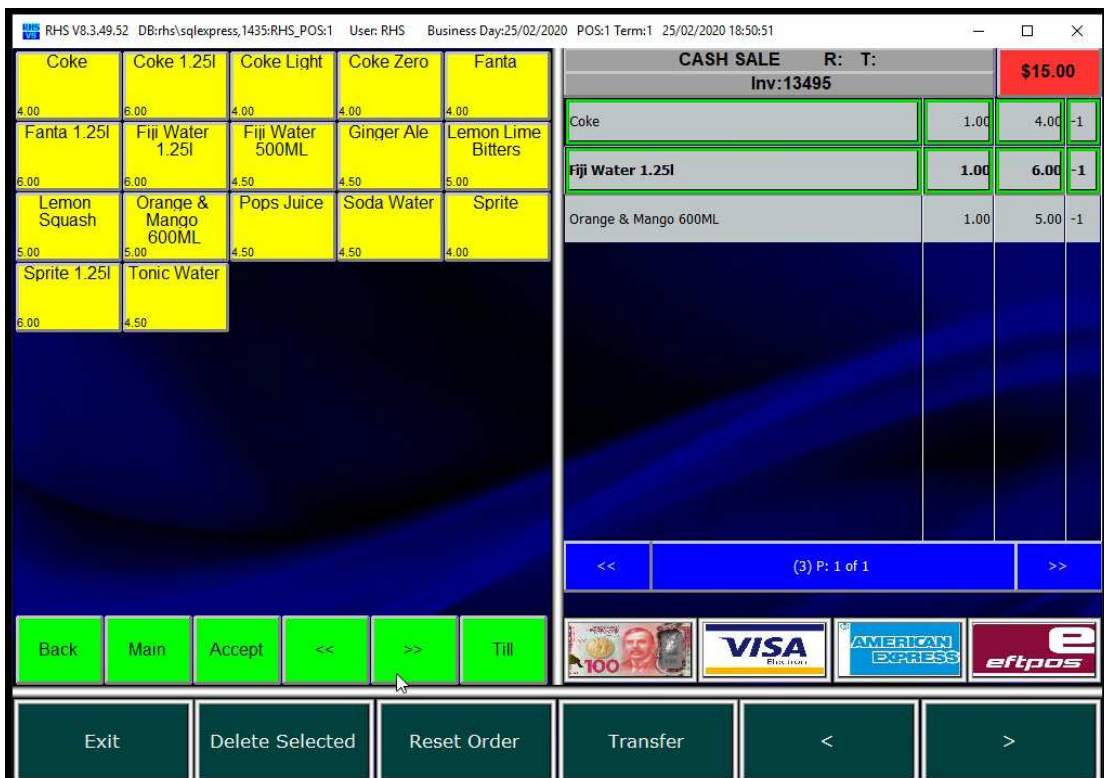
Item	Qty	Price	Adj
Bay of Stone - Merlot	1.00	35.00	-1
BOS - Merlot - Glass	1.00	8.00	-1
Queen Adelaide (Brut)	1.00	45.00	-1
Bay of Stones Sauvignon Blanc	1.00	35.00	-1
BOS - Chardonnay - Glass	1.00	8.00	-1
	1.00	-100.00	-1
	1.00	-31.00	-1
- Dialog Box (Center):** A small window titled 'RHS82' with a warning icon and the text 'Print Invoice?'. It has 'Yes' and 'No' buttons.
- Navigation (Bottom):** A row of buttons including 'Back', 'Main', 'Accept', '<<', '>>', and 'Till'. Below this is a row of payment logos: '100', 'VISA', 'AMERICAN EXPRESS', and 'eftpos'. At the very bottom is a row of function buttons: 'Close', 'Print', 'Del/Xfer', 'Quantity', 'Price', 'Finalise', 'Order', 'Edit', and 'Message'.

3. Deleting Items

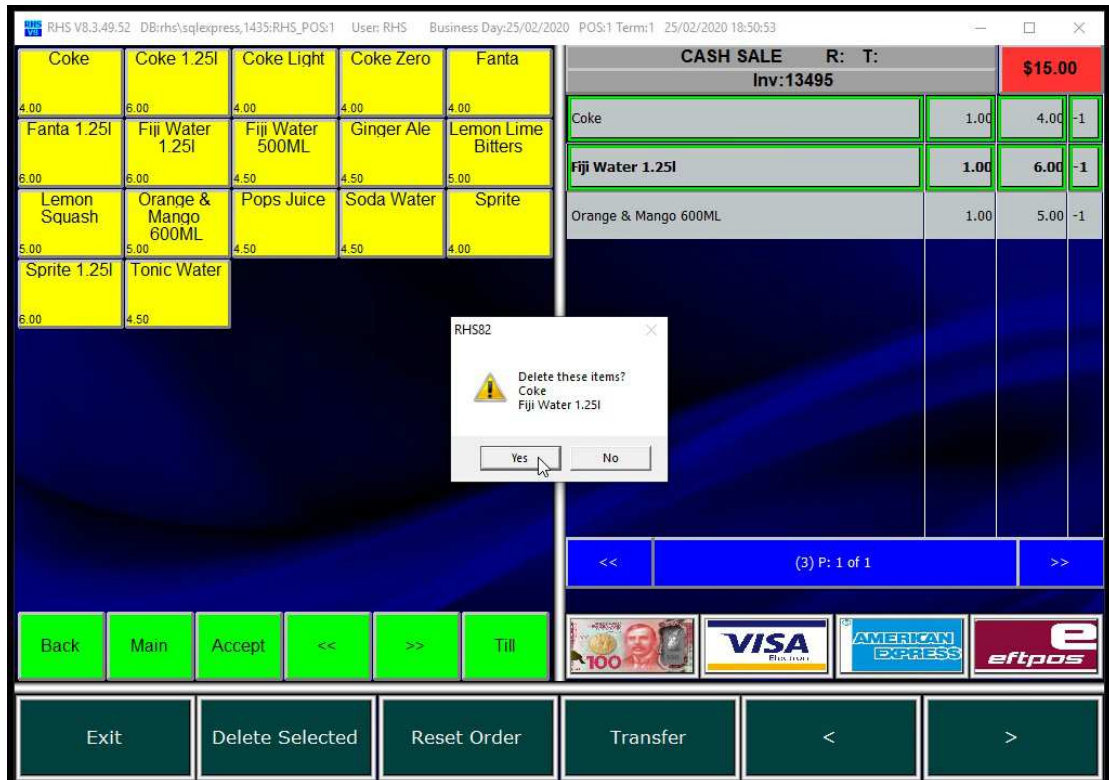
3.1. Click on Del/Xfer button



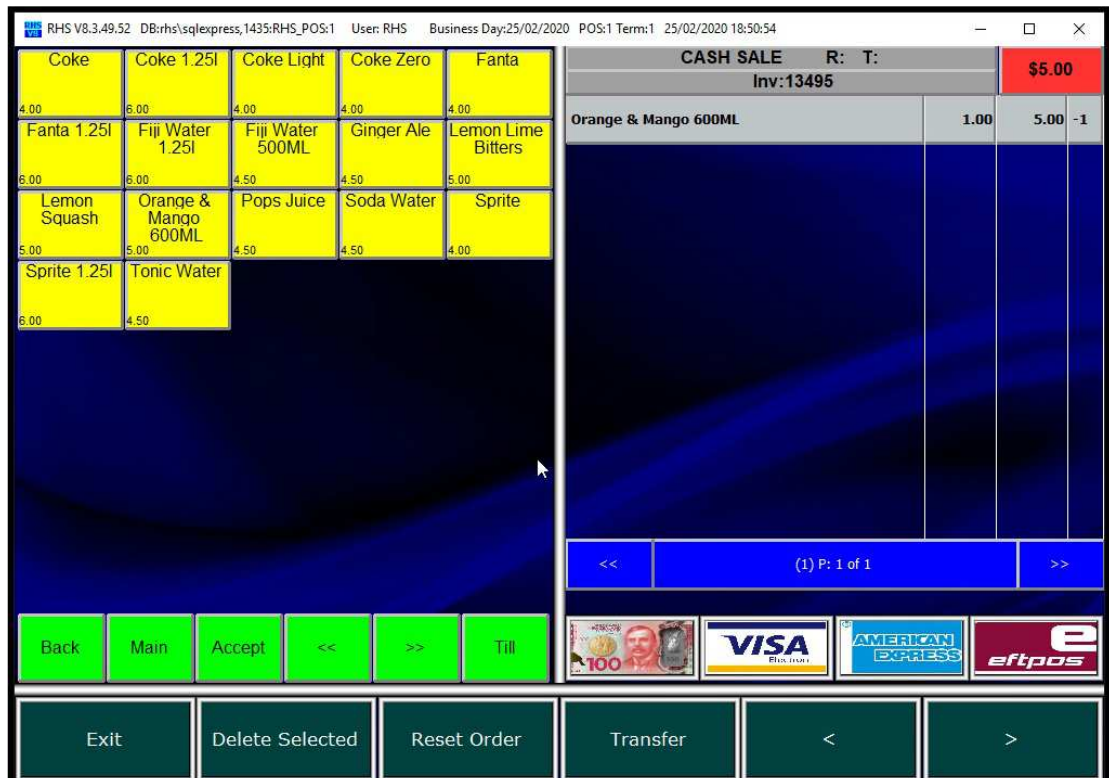
3.2 Select items to be deleted.



3.2. Click on “Delete Selected” and confirm deletion.

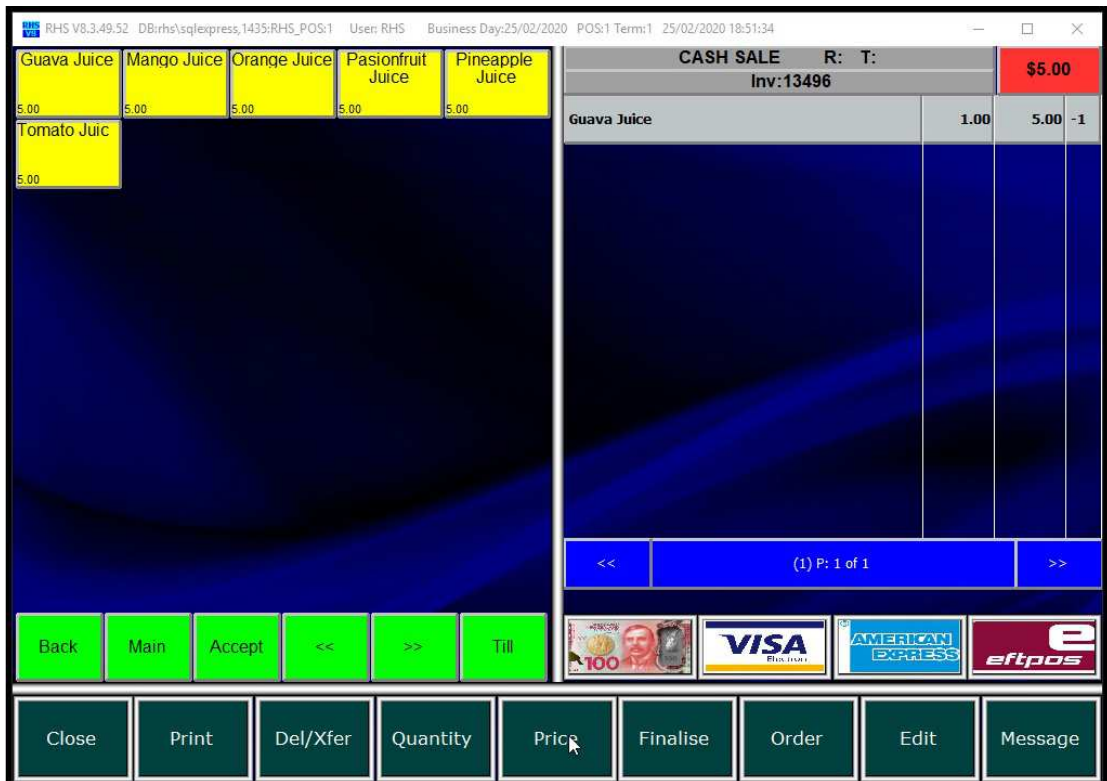


3.3. The items are deleted.

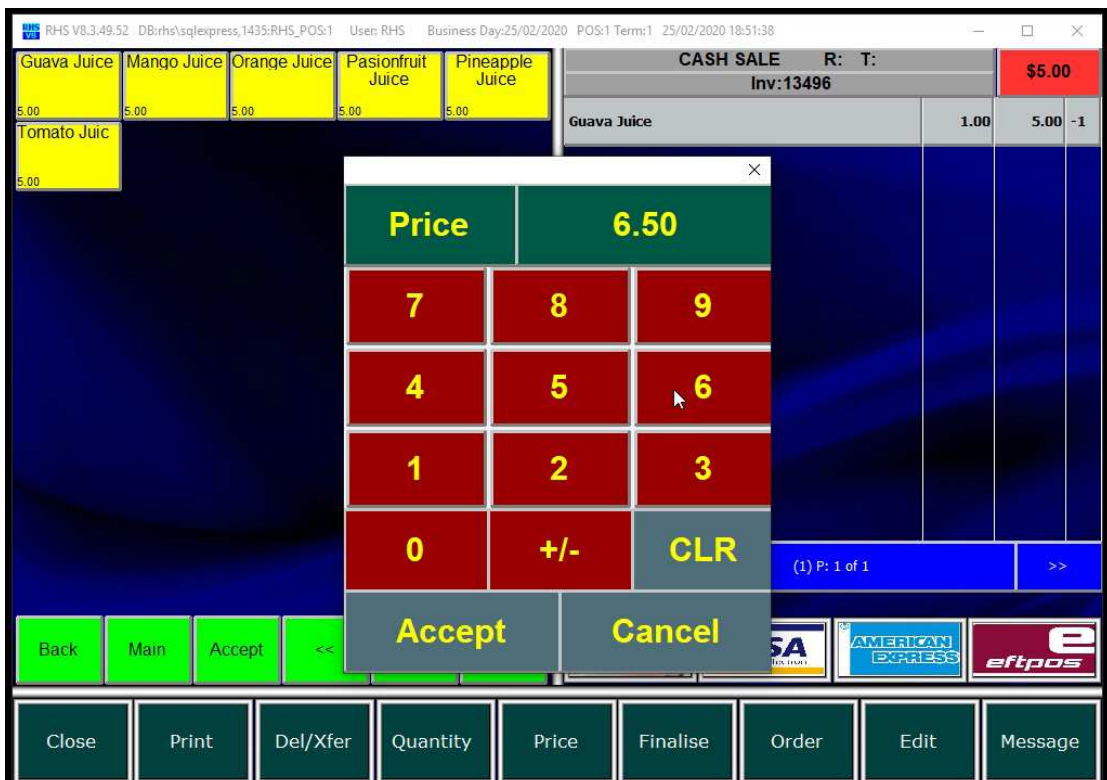


4. Changing Price

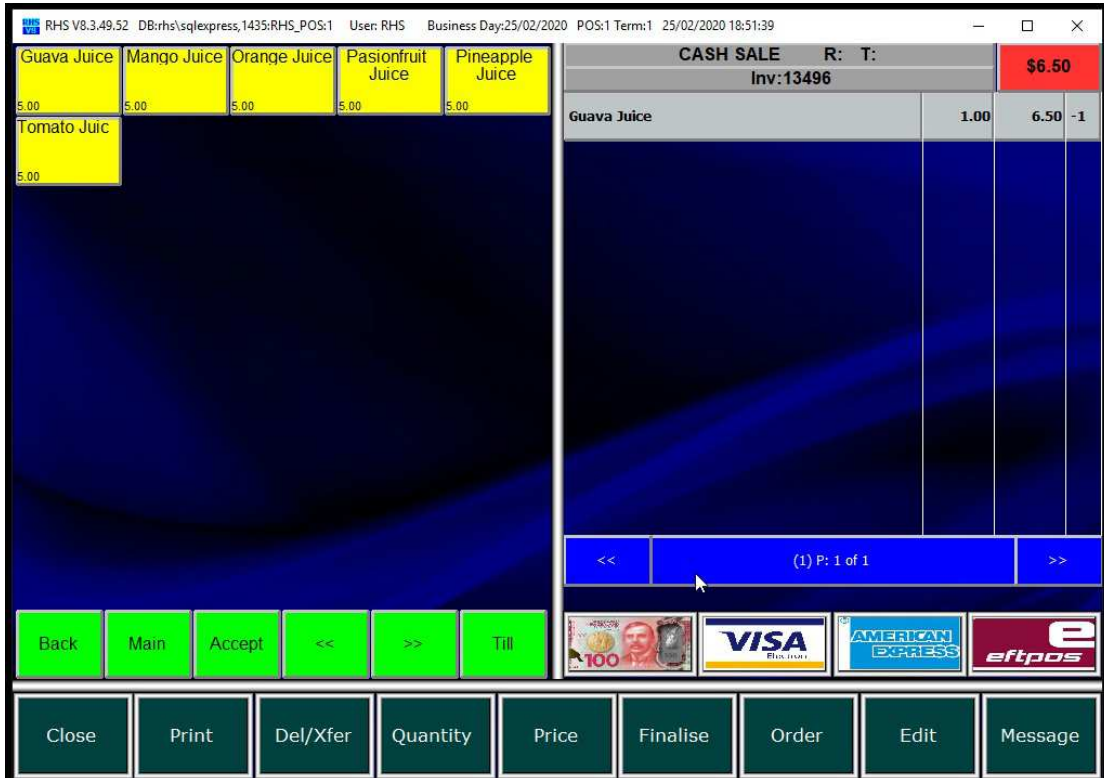
4.1. Select the item you want to change price.



4.2. Click CLR to clear the price and enter a new one.

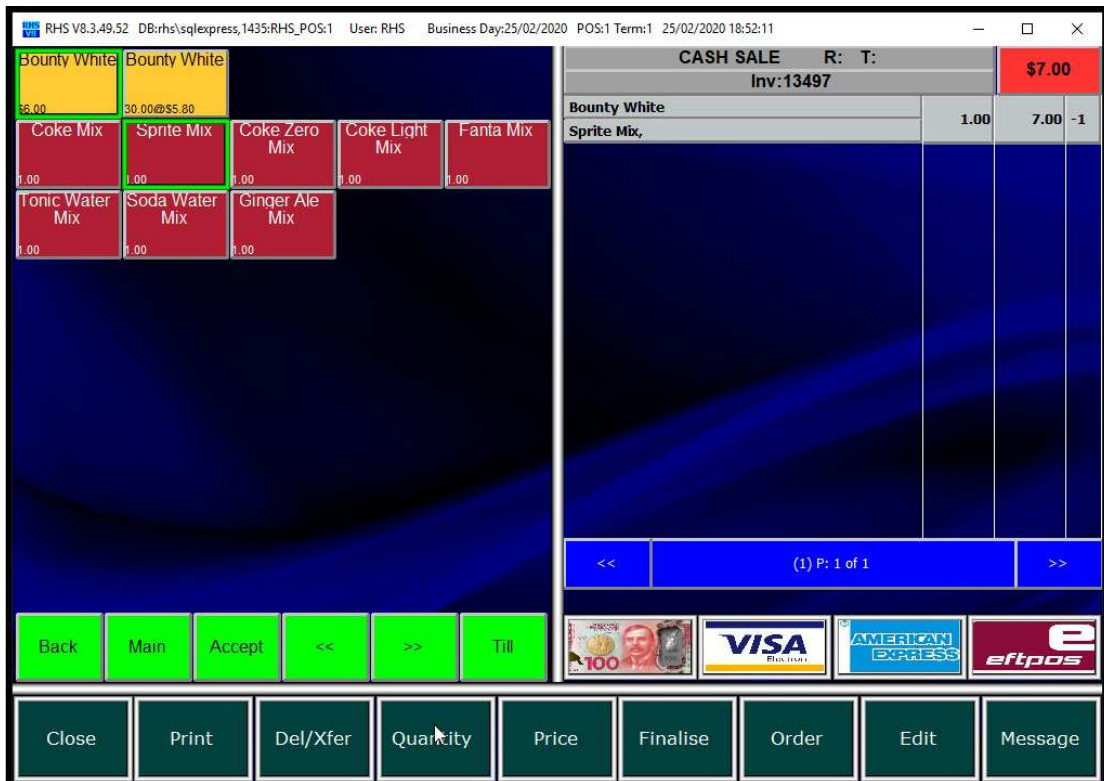


4.3.The price is changed.

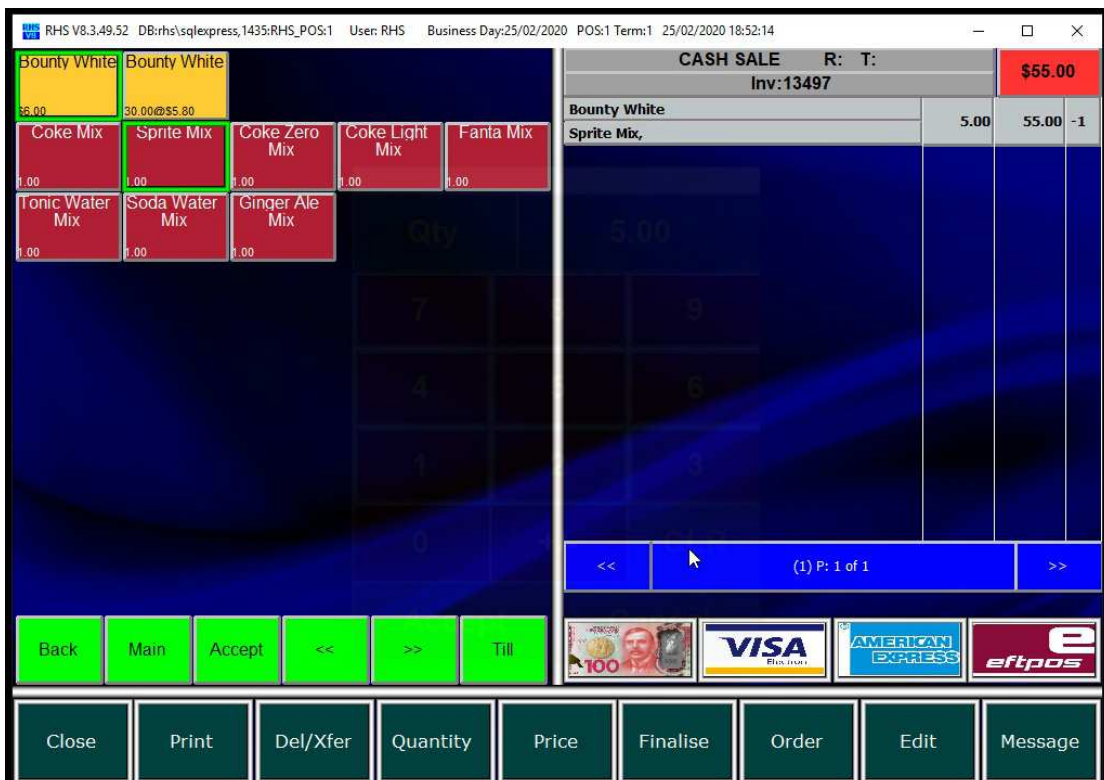


5. Changing Quantity

5.1. Select the item you want to change quantity.



5.2. Click CLR to clear the quantity and enter a new one.

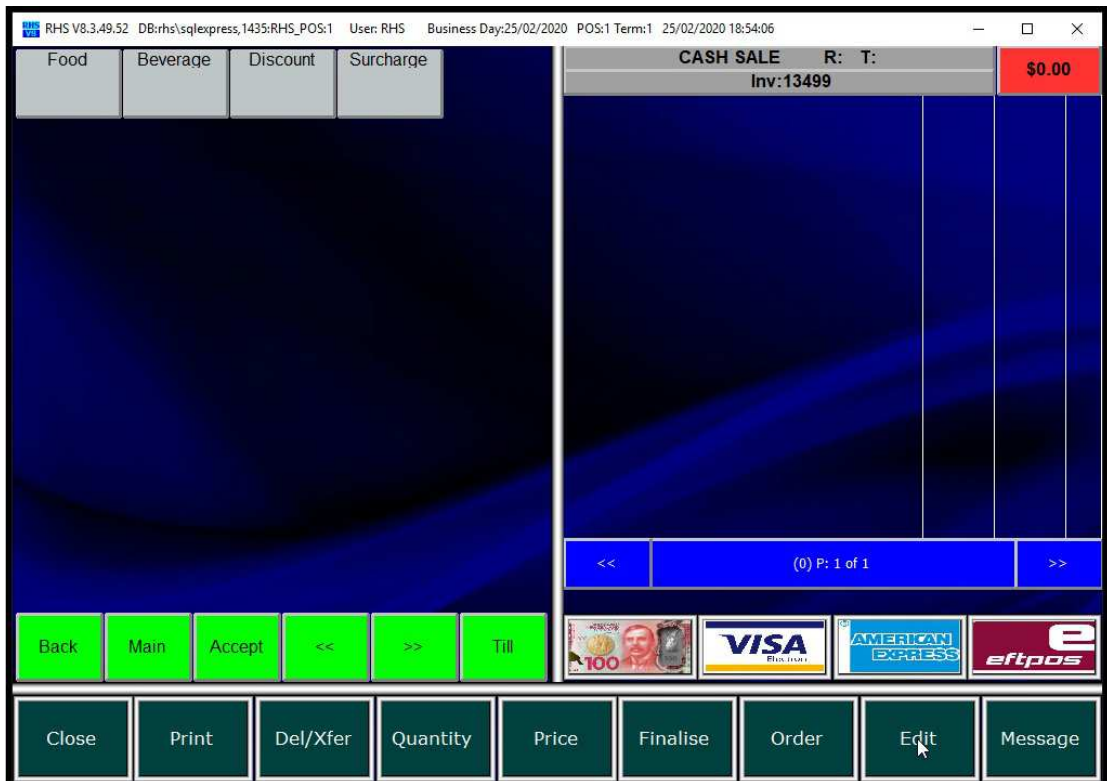


5.3.The quantity is changed.

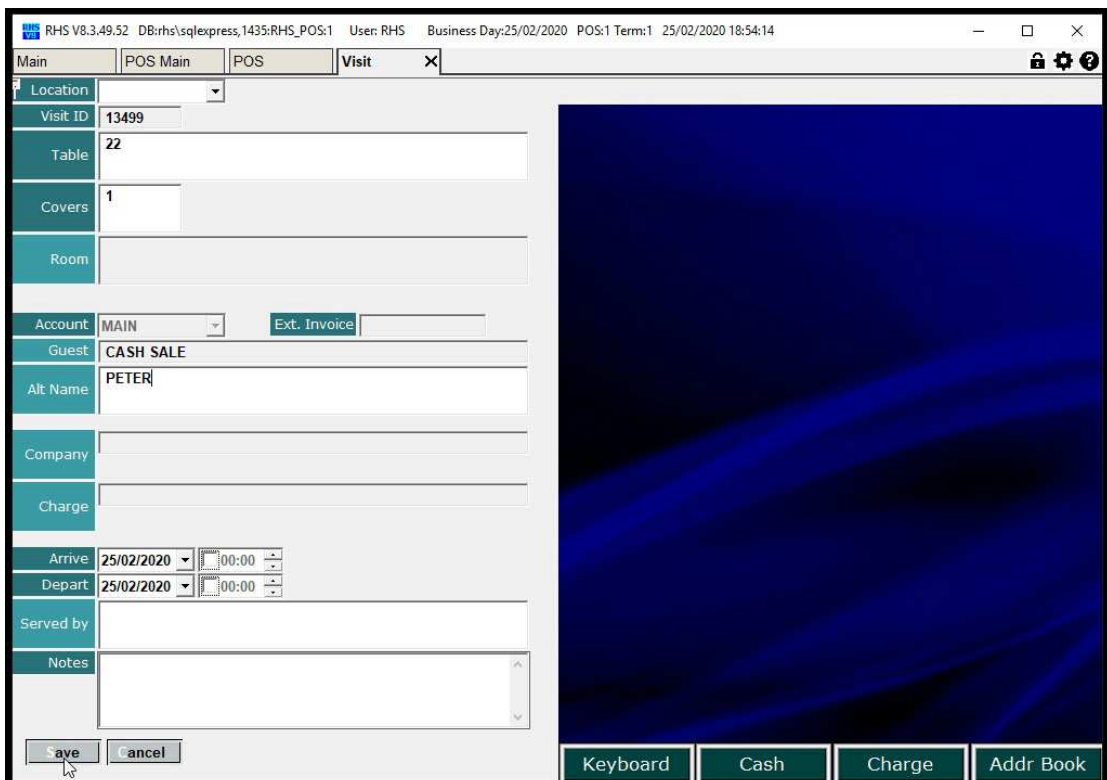


6. Guest Details

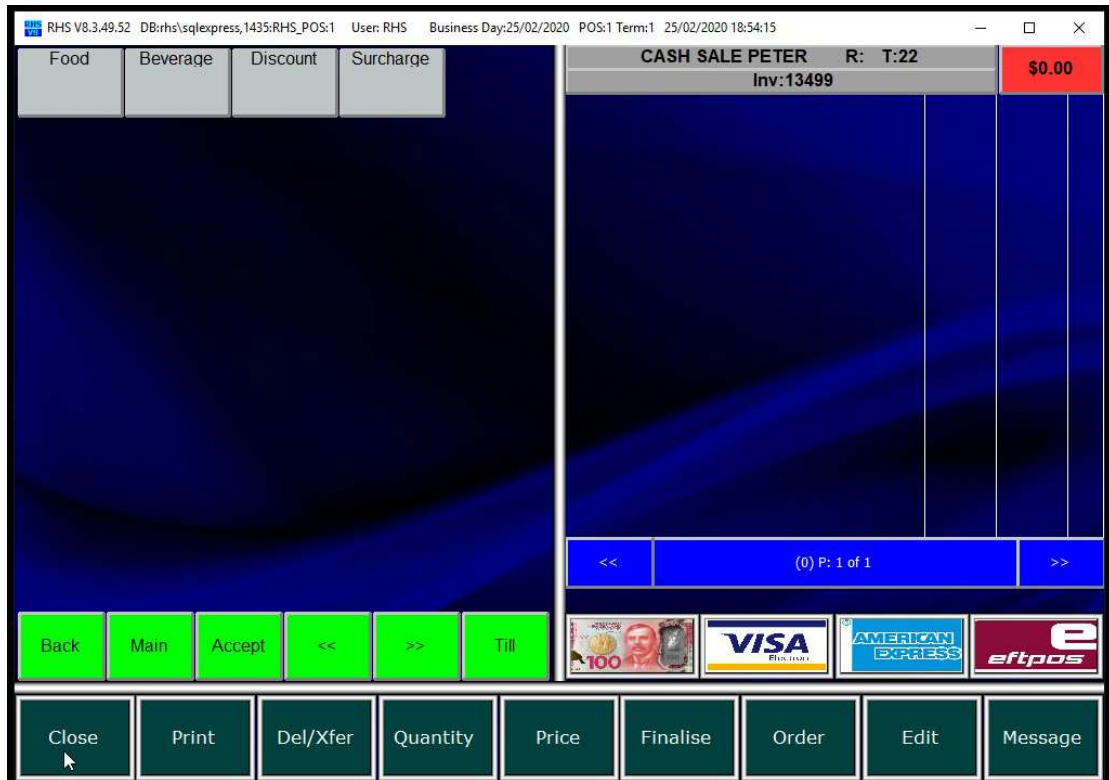
6.1. Click on “Edit” button.



6.2. Enter guest details (e.g. table/name/notes) end click “Save”.

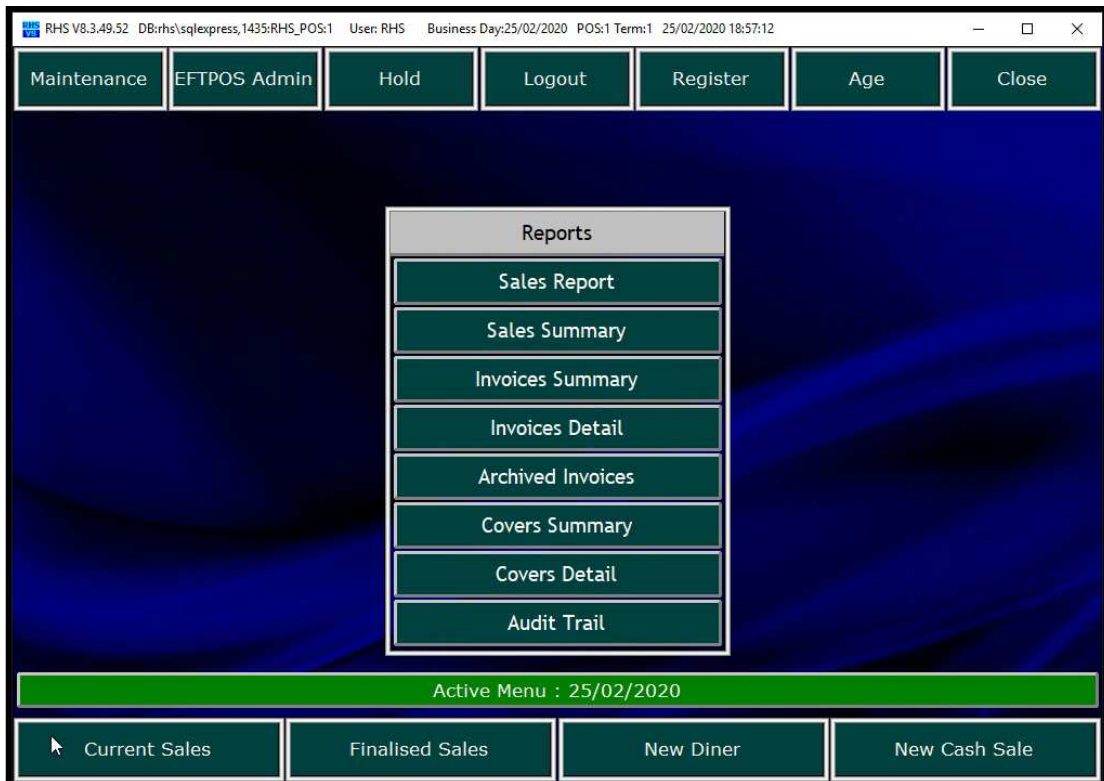


6.3. The guest details are displayed on the sales screen.



7. Resuming Sale

7.1. Click on the “Current Sales” button.



7.2. Search for the invoice to resume (you can filter by different criteria) and click to open the invoice.

The screenshot shows the "Search Invoices" dialog box. It contains a table with the following columns: "ID", "Room", "Table", "Guest Name", "Arrival", "Departure", and "Terminal". The table has one row of data with the following values: "13503", "", "", "", "25/02/2020 18:56:57", "25/02/2020 18:56:57", and "1". The row is highlighted in green. At the bottom of the dialog box, there is a status bar with the following information: "(1) P: 1 of 1", "Clear", "Add", "Close", "KBD", and ">>".

ID	Room	Table	Guest Name	Arrival	Departure	Terminal
13503				25/02/2020 18:56:57	25/02/2020 18:56:57	1

7.3. The invoice is open and you can resume the sale.

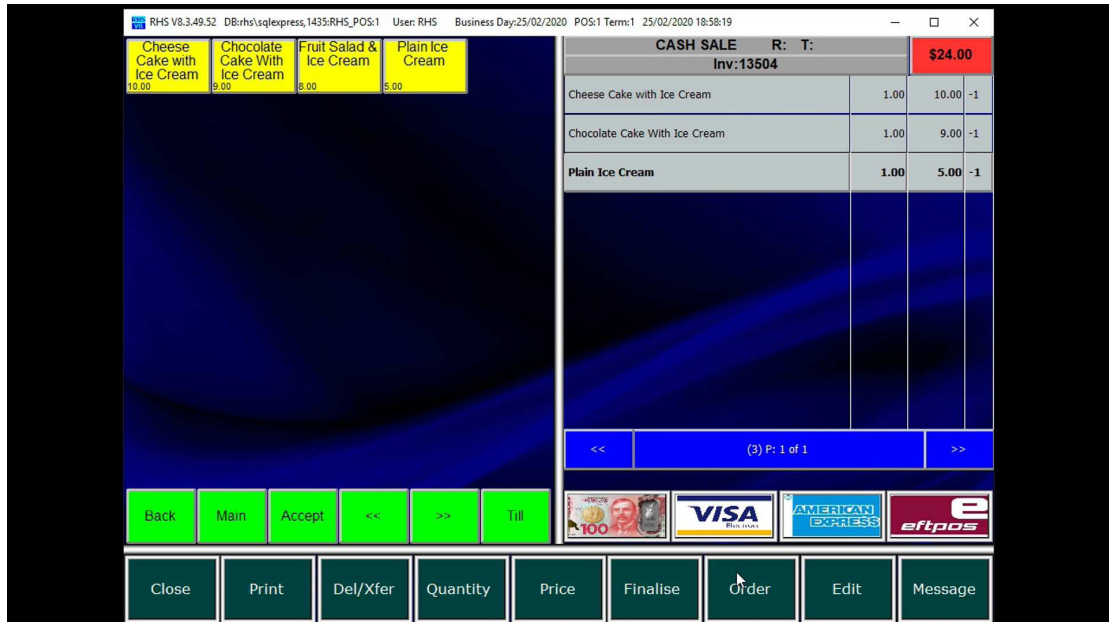
The screenshot displays the RHS V8 POS interface during a cash sale. The top status bar shows the version (RHS V8.3.49.52), database path, user (RHS), business day (25/02/2020), and POS terminal (1) with a timestamp of 18:57:16. The main interface is divided into several sections:

- Top Menu:** A row of buttons for 'Food', 'Beverage', 'Discount', and 'Surcharge'.
- Invoice Table:** A table showing the current sale items and their prices. The total amount is \$21.00.

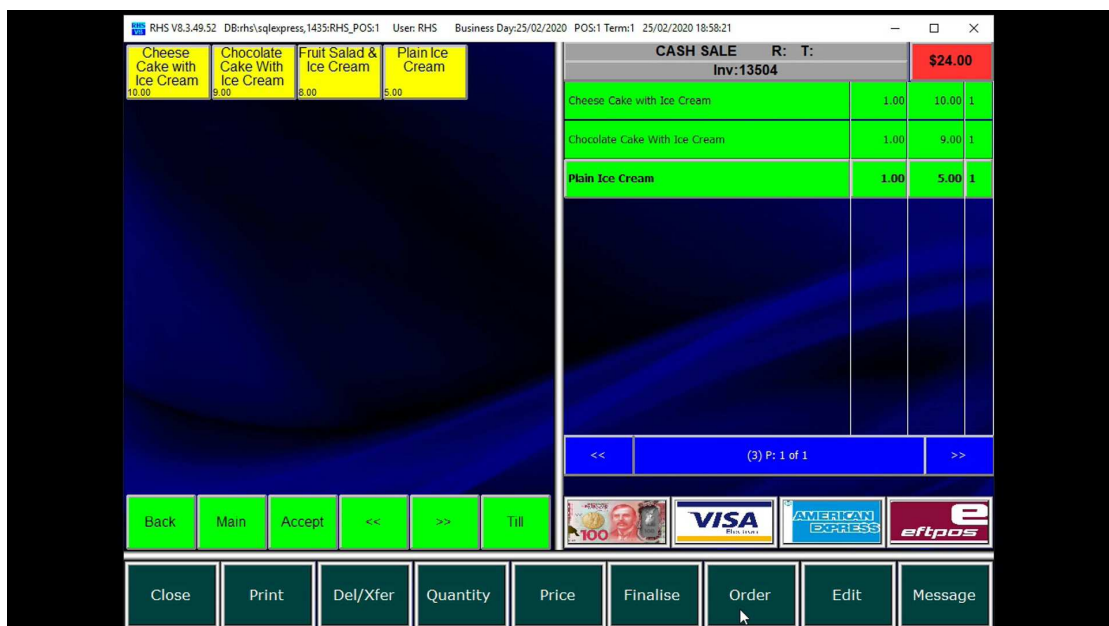
CASH SALE R: T:		\$21.00	
Inv:13503			
Bounty Dark	2.00	14.00	-1
Sprite Mix,			
Regal Gin	1.00	7.00	-1
Sprite Mix,			
- Navigation Bar:** A row of green buttons: 'Back', 'Main', 'Accept', '<<', '>>', and 'Till'. To the right are logos for '100', 'VISA Plus', 'AMERICAN EXPRESS', and 'eftpos'.
- Footer Bar:** A row of dark green buttons: 'Close', 'Print', 'Del/Xfer', 'Quantity', 'Price', 'Finalise', 'Order', 'Edit', and 'Message'.

8. Placing Order

8.1. Food or beverage (or any other type) order can be printed on slips at the nominated destination (e.g. kitchen, bar etc). Order number will show “-1” in the rightmost column until it is placed. The items not ordered are shown in gray colour (colours can be customised).

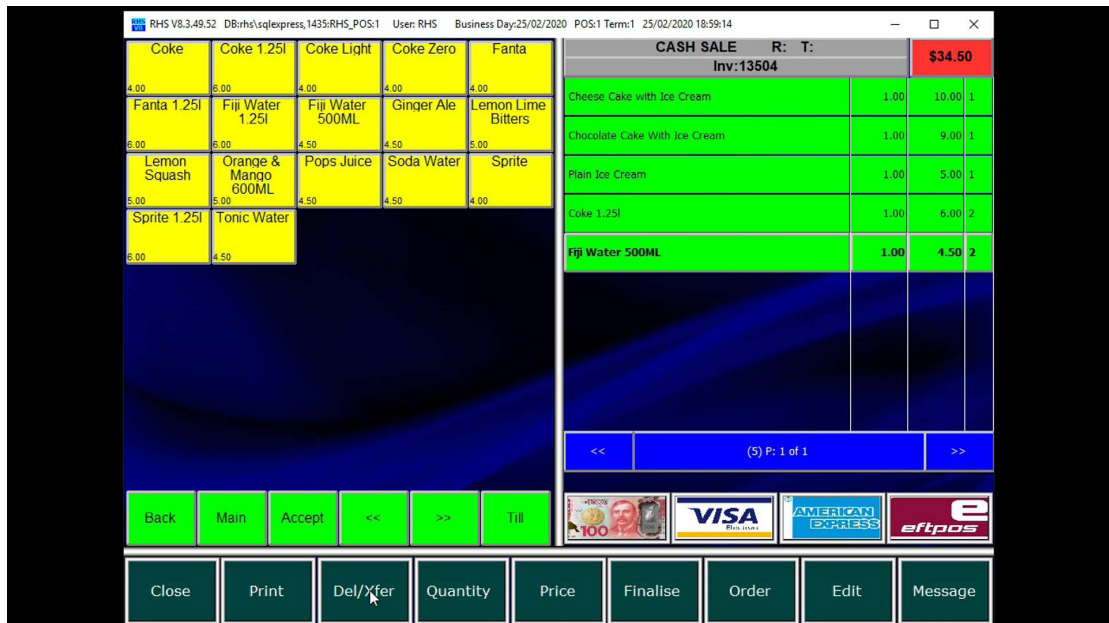


8.2. Click on the order to place it. The order number will be shown and the items ordered will be colour coded accordingly. Orders can also be placed automatically, based on the settings – either on full payment or exiting the sales screen.



9. Splitting Invoice

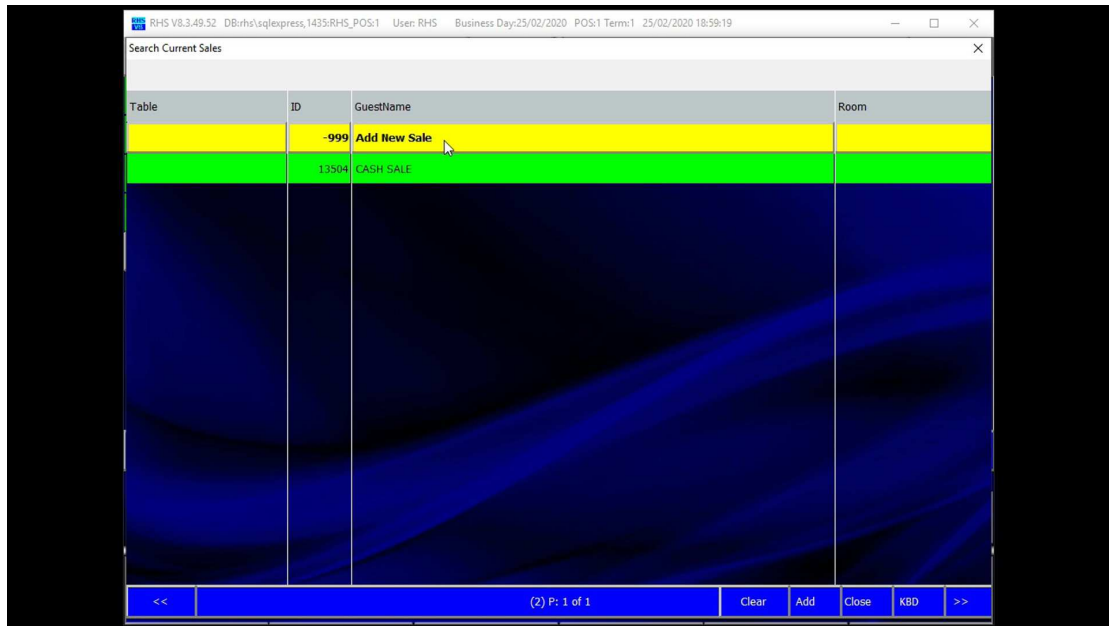
9.1. Click on “Del/Xfer” button.



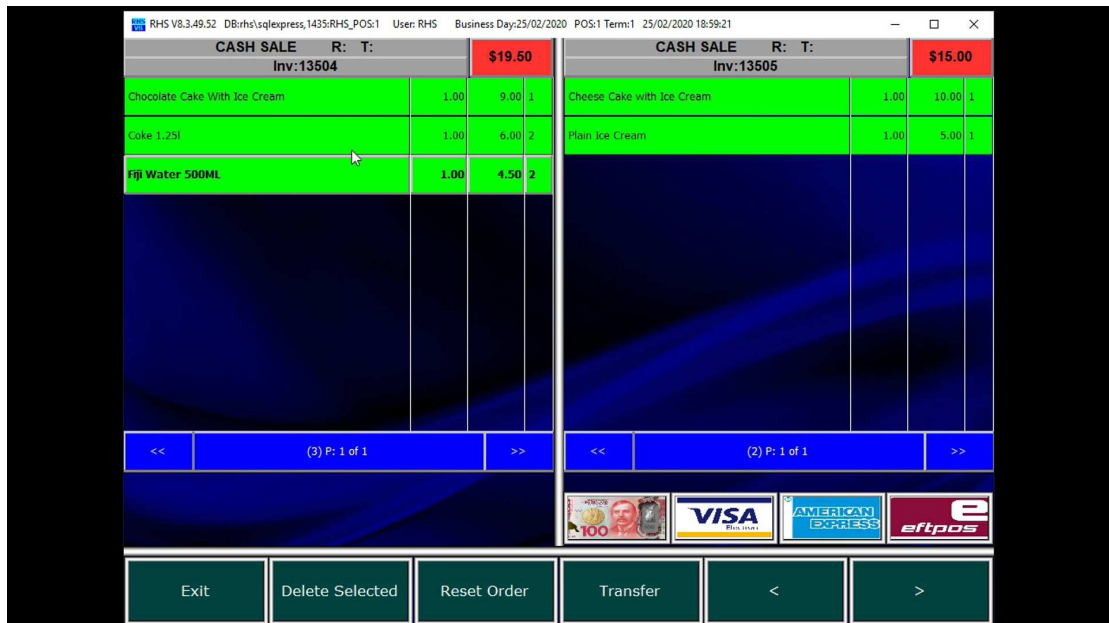
9.2. Click on “Transfer”.



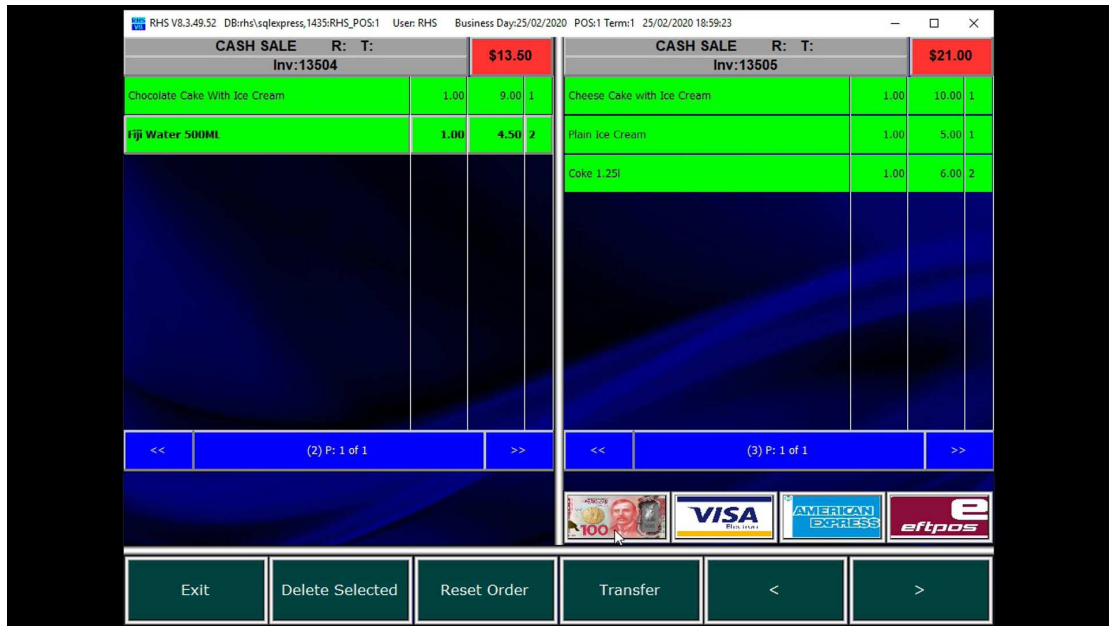
9.3. Click on “Add New Sale” to create a new invoice or select an existing one.



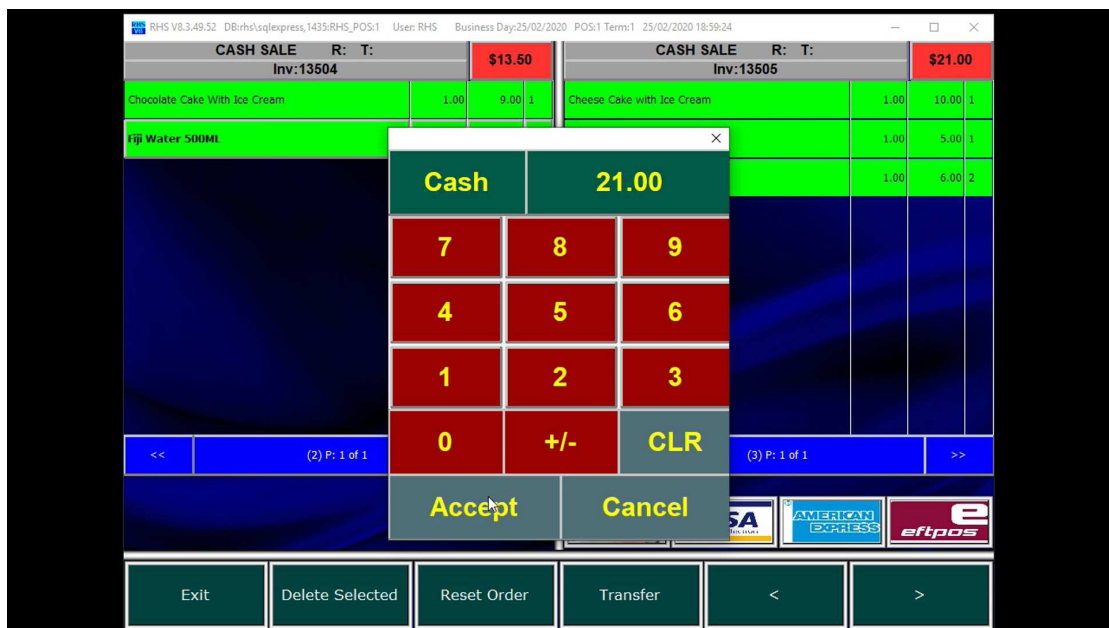
9.4. Screen is split into original invoice on the left and current invoice on the right.



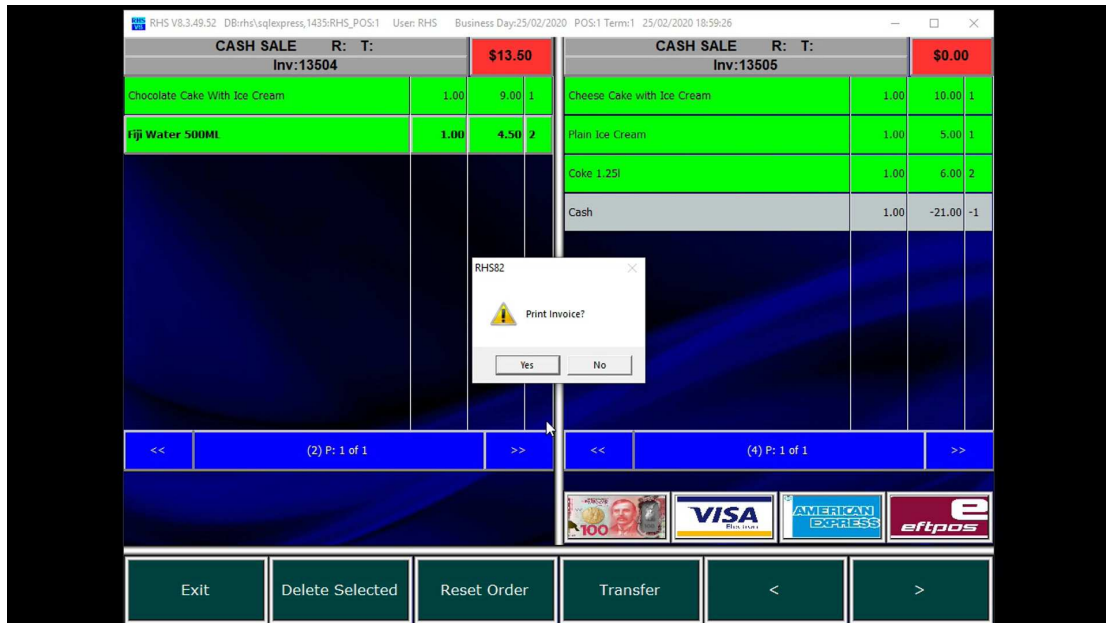
9.5. Click on either invoice to move items across.



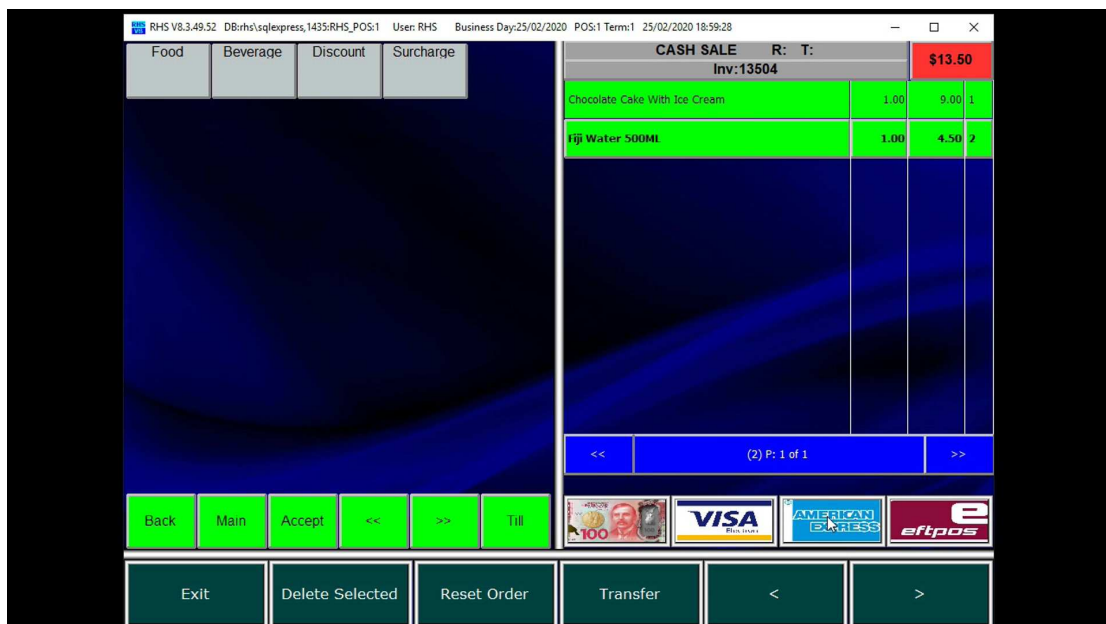
9.6. Once the items are all selected for the right (current) invoice click on the payment method item and confirm it.



9.7. Print (if requested) the current (right) invoice.



9.8. The remainder of the items is shown as the current invoice.



9.9.Process the payment for the last invoice.

