



January 2010 Basic Receipt Layout Editing

1. Get into the receipt form view by clicking on POS → Receipts → New

Receipts > December/2009

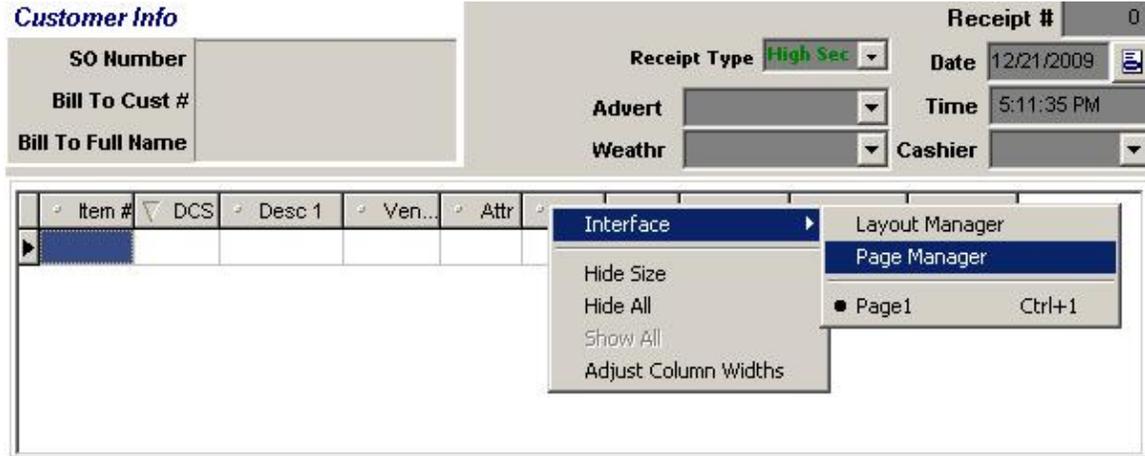
Customer Info		Receipt # <input type="text" value="0"/>
SO Number <input style="width: 100%;" type="text"/>	Receipt Type <input type="text" value="High Sec"/>	Date <input type="text" value="12/21/2009"/>
Bill To Cust # <input style="width: 100%;" type="text"/>	Advert <input type="text"/>	Time <input type="text" value="5:11:35 PM"/>
Bill To Full Name <input style="width: 100%;" type="text"/>	Weathr <input type="text"/>	Cashier <input type="text"/>

Item #	DCS	Desc 1	Ven...	Attr	Size	Qty	Disc %	Rcpt P\$	Ext P\$
▶									

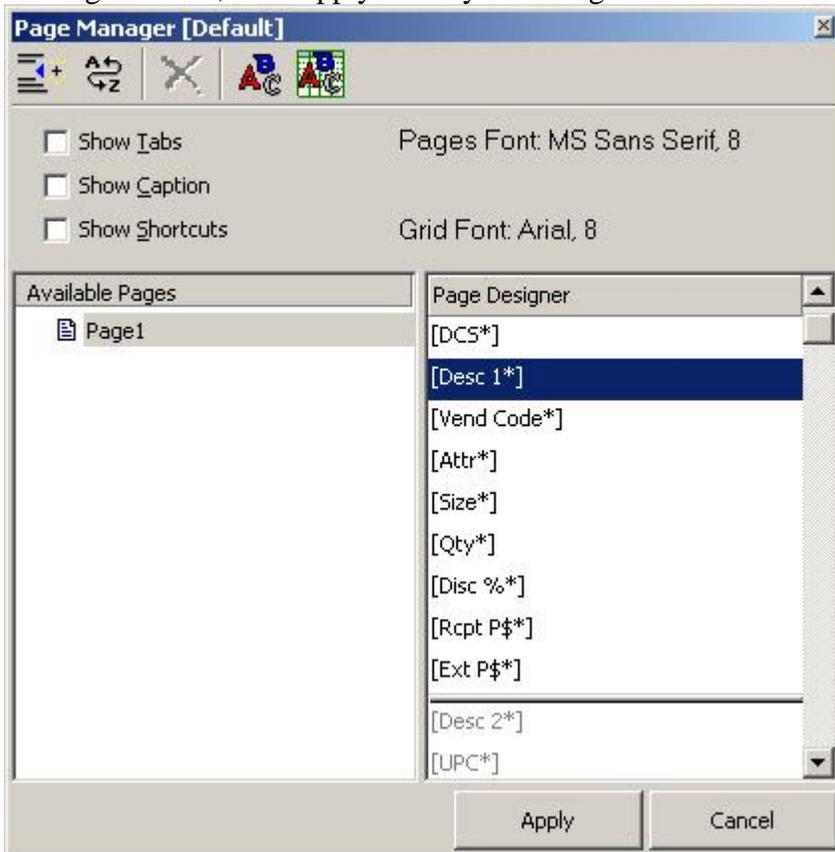
Total Qty Sold	<input type="text" value="0"/>	SubTotal	<input type="text" value="0.00"/>
No of Items	<input type="text" value="0"/>	Disc %	<input type="text" value="0.0000"/>
Tax Area	<input type="text"/>	Tax %	<input type="text" value="0.000"/>
		SHIPPING	<input type="text" value="0.00"/>
		Fee Type	<input type="text" value="0.00"/>
		Total	<input type="text" value="(1.00)"/>

Receipt

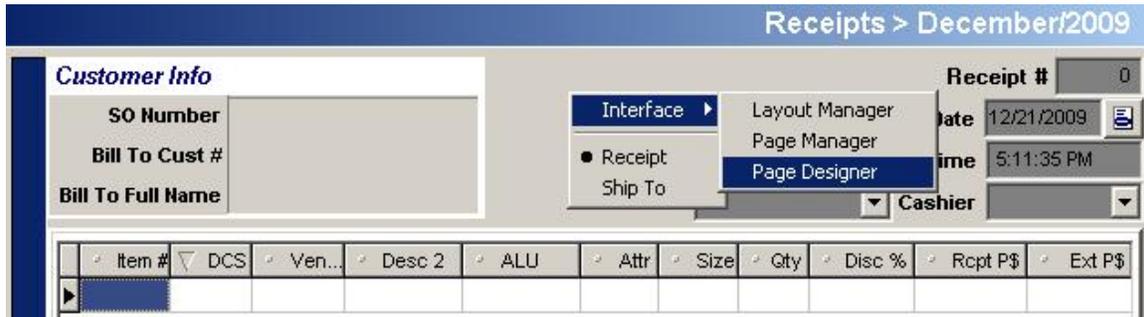
2. Right click on any of the column headers, Select interface and then page manager.



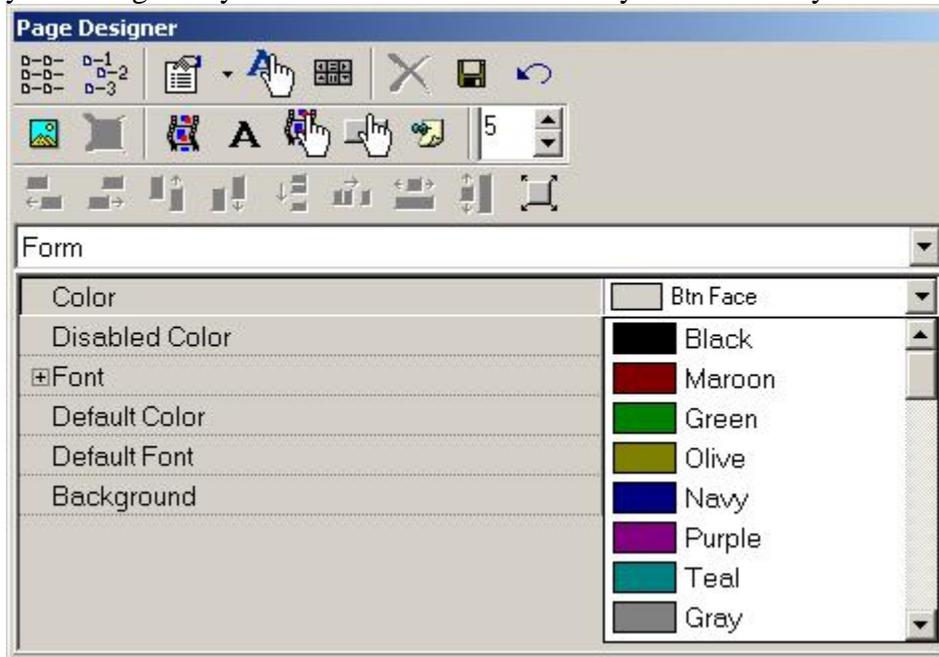
3. In Page Manager you will see a list of all available columns that can be added to the receipt item section. The column on the right hand side of page manger is broken into 2 halves; those grayed out are columns that are not currently active. You can double click on active columns to remove them from the receipt item section or double click on the grayed out columns to add them to the receipt item section. You can even move the currently active columns around to arrange in a different order if you like, just left click and drag to the position you want it to be in. When you're done adding, removing and moving columns, click apply to see your changes.



4. Next we will change the color of the background. Right click on an empty gray space of the background. Select Interface and then left click on Page Designer.

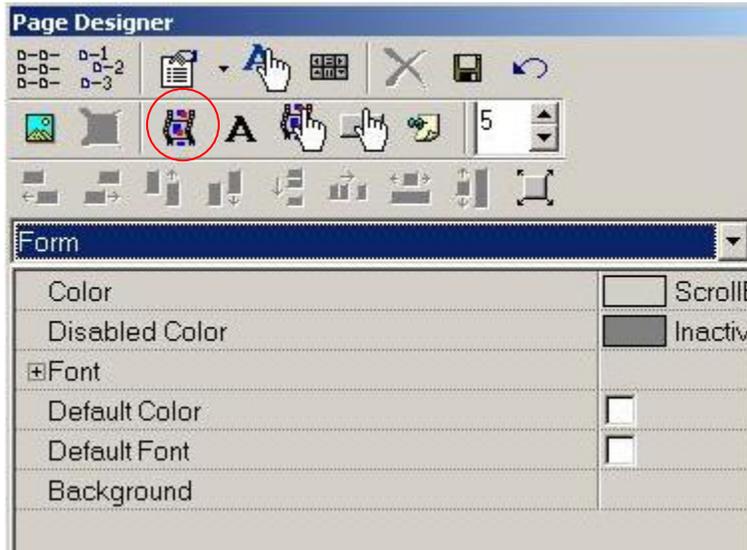


5. In the Page designer, the drop down menu should default to “Form” this is the background for the layout, select the color you want from the drop down of colors, or double click on the current color and you will be able to use a color palate to make selections. When done click on the little picture of a disk at the top of the screen to save your changes. If you double click on the Colors you can create your own.

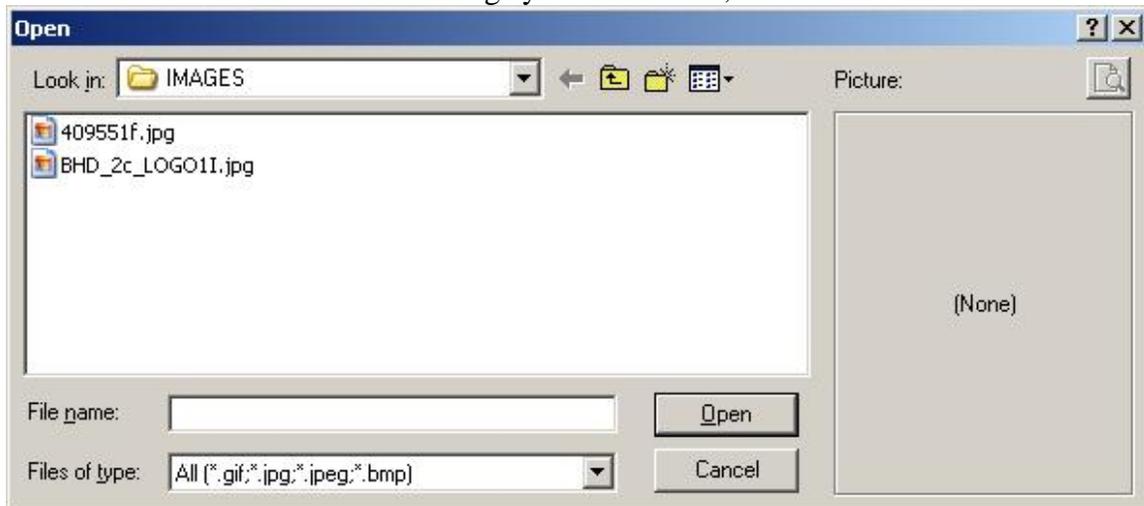


6. To add an image to the layout we need to go back into Page Designer, Right click on a blank space, Select interface and then left click on Page Designer.

7. Back in Page Designer, We're going to Select the add image button and left click on it



8. You will be asked to select the image you want to use, browse to it and hit ok



9. You can now Left click and drag the image where you want it, and resize it by placing the mouse on one the corners, left clicking and dragging to shrink or increase the size.

Receipts > December/2009

Customer Info			Receipt # <input type="text" value="0"/>		
SO Number	<input type="text"/>	Receipt Type	<input type="text" value="High Sec"/>	Date	<input type="text" value="12/21/2009"/>
Bill To Cust #	<input type="text"/>	Advert	<input type="text"/>	Time	<input type="text" value="5:11:35 PM"/>
Bill To Full Name	<input type="text"/>	Weathr	<input type="text"/>	Cashier	<input type="text"/>

Item #	DCS	Ven...	Desc 2	ALU	Attr	Size	Qty	Disc %	Rcpt P\$	Ext P\$
▶										



Total Qty Sold	<input type="text" value="0"/>	SubTotal	<input type="text" value="0.00"/>
No of Items	<input type="text" value="0"/>	Disc %	<input type="text" value="0.0000"/>
Tax Area	<input type="text"/>	Tax %	<input type="text" value="0.000"/>
		SHIPPING	<input type="text" value="0.00"/>
		Fee Type	<input type="text"/>
		Total	<input type="text" value="(1.00)"/>

Receipt