ADILAS

Retail Dashboard and Mini Scan Cart Transactions

TABLE OF CONTENTS

1. Retail Dashboard - Button Functions

Mini Scan Cart

Invoice Homepage

Customer Homepage

Time Homepage

2. Mini Scan Cart Function - Simple

Split Cart

Side Menu with Favorites Buttons

Adding an Item to the Cart

Checkout

3. Payment Options

Quick Cash – Exact Change

Cash with Change Due

Swipe Card Option

External Card Payment

Gift Card Payment

Advanced Payment Options

4. Mini Scan Cart Function - Advanced

Adding Multiple Items

Changing Quantity

Removing an Item

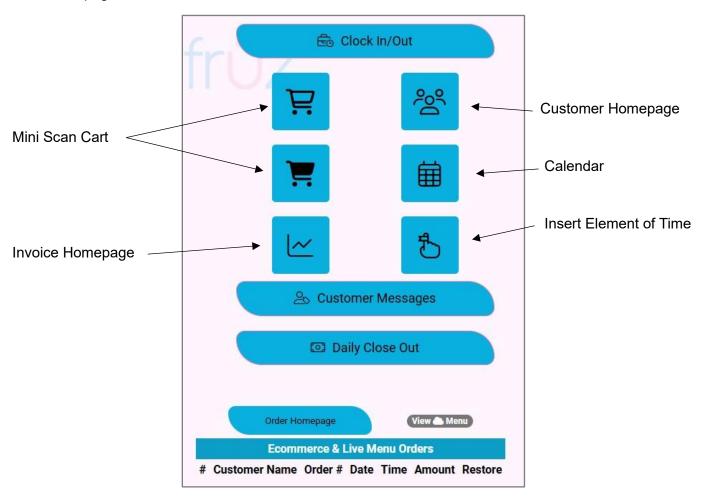
Adding a Loyalty Member Customer

Checkout Using Multiple Payment Types, including Loyalty Points

1. Retail Dashboard - Button Functions

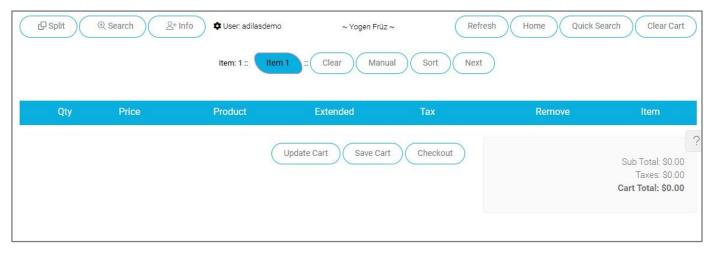
This illustration shows where six of the buttons will take you.

Those webpages will be shown below.



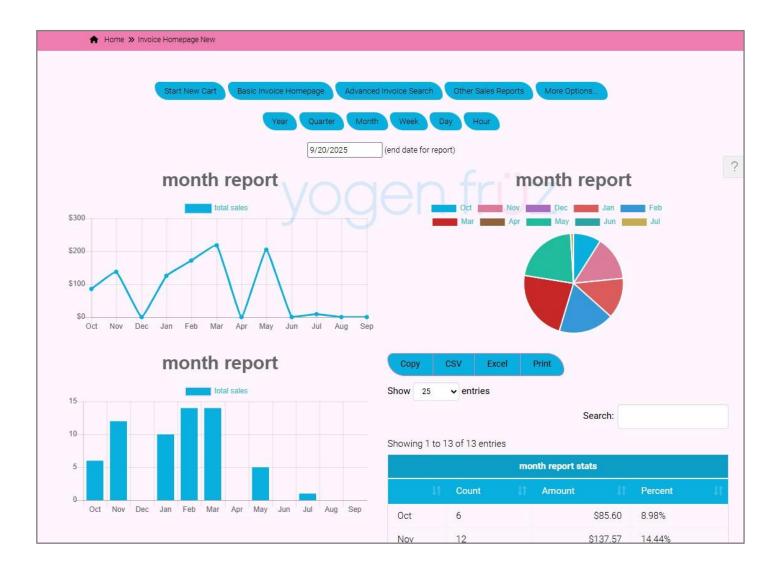
Mini Scan Cart

The function of the Mini Scan Cart will be shown in a separate section.



Invoice Homepage

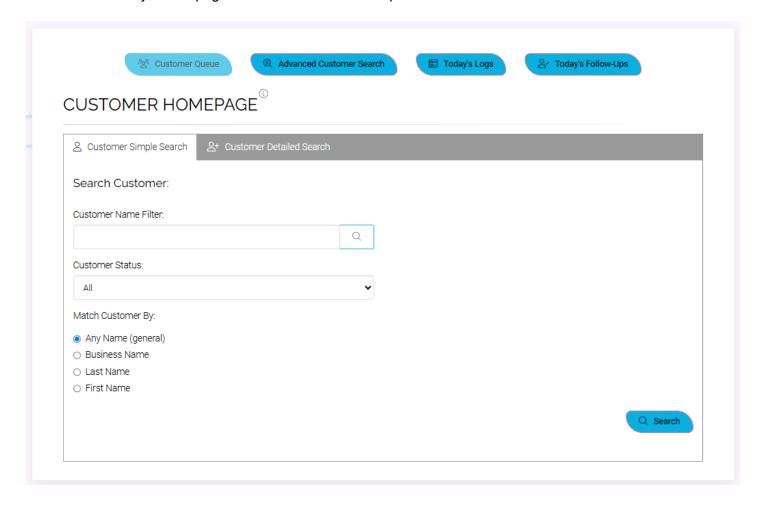
The details and functionality of this page will be shown in a separate document.



Customer Homepage

This page allows you to add new customers or search for existing customers.

The functionality of this page will be discussed in a separate document.



Time Homepage

This feature allows various types of scheduling and notifications.

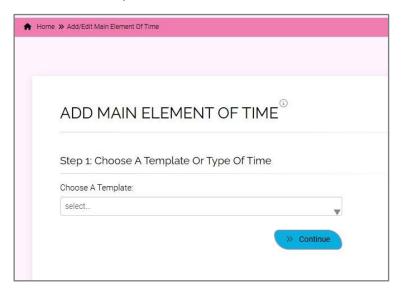
The functionality of this page will be discussed in a separate document.



Add Element of Time

This feature allows you to schedule items in the Time Homepage calendar.

The functionality will be discussed in a separate document.



2. Mini Scan Cart Function - Simple

Split Cart

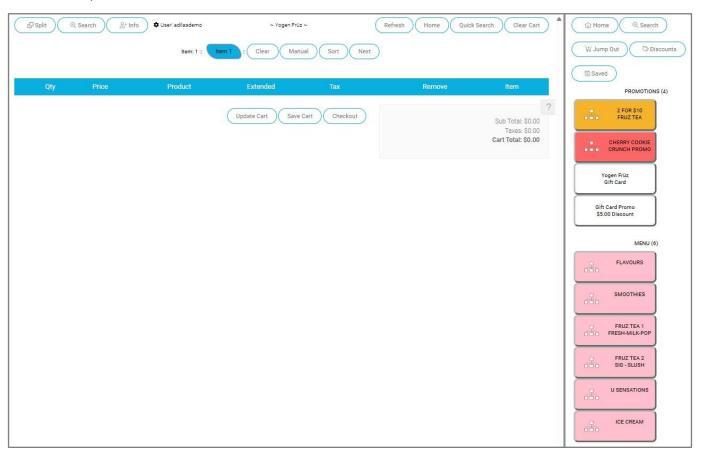
Open the Mini Scan Cart.

Click the Split Cart button to open the split cart. The button is on the top-left, as shown below.

The Favorites buttons will be on one side, and the cart will be on the other. This will depend on your cart settings.



This is the Split Cart.



Side Menu with Favorites Buttons

The side menu on the right shows the previously created Favorites Buttons used for the products being sold. The cart is on the left.

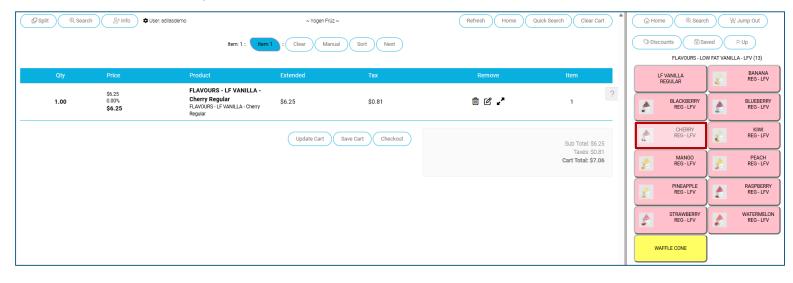
When the menu buttons are clicked, products can be added to the cart.



Adding an Item to the Cart

The Regular Cherry Low Fat Vanilla frozen yogurt has been selected and added to the cart.

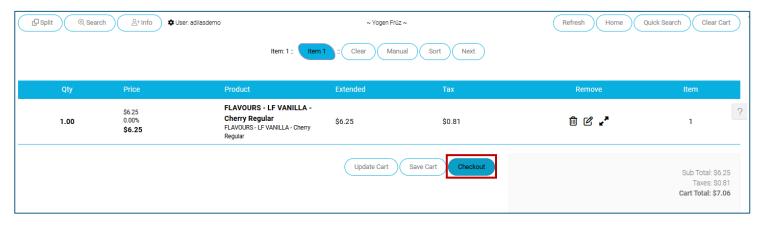
You can see the Quantity, the sales price, and the tax.

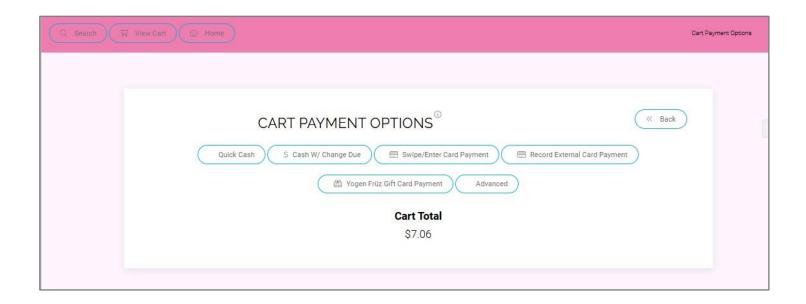


Checkout

After the desired items have been added to the cart, click the **Checkout** button.

This will take you to the Cart Payment Options page.

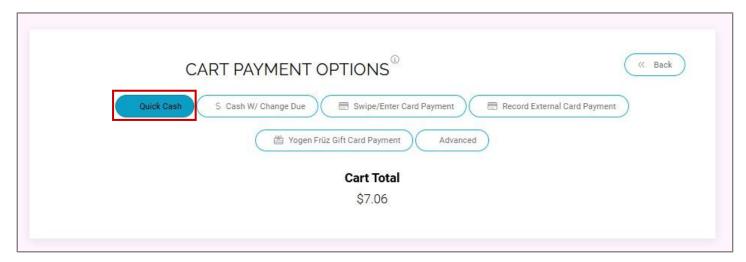


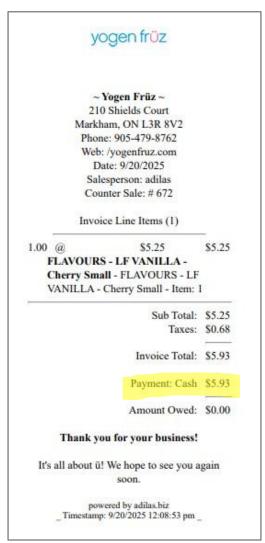


3. Payment Options

Quick Cash – Exact Change

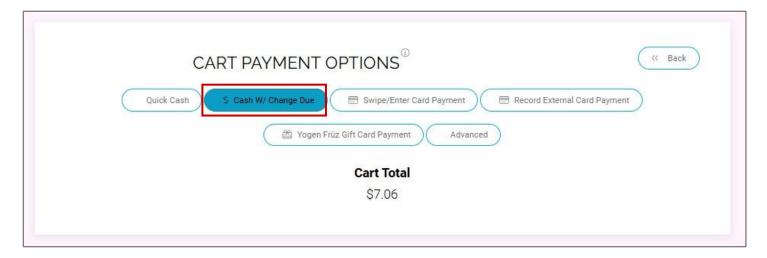
Selecting the Quick Cash button will finalize the transaction and take you to Receipt printing.





Cash with Change Due

Selecting the **Cash W/Change Due** button will open a menu where you can select the amount being paid, and the change due will be calculated for you.

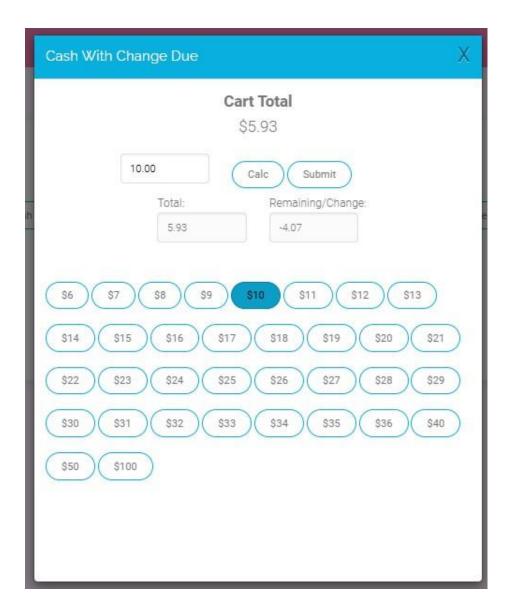


Here is the menu.



If the customer pays \$10, select the \$10 button and Calculate the change due.

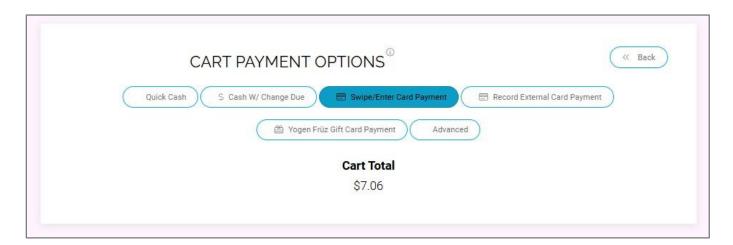
Click, Submit, and you will be taken to the Receipt for printing.

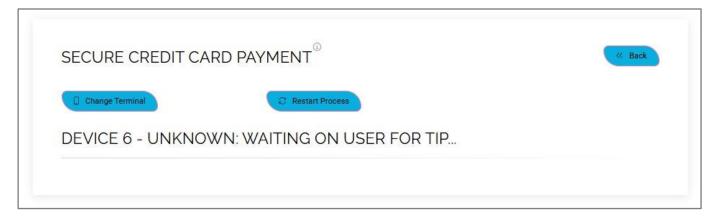


Swipe Card Option

The Swipe/Enter Card Payment button will take you to the Secure Credit Card Payment page.

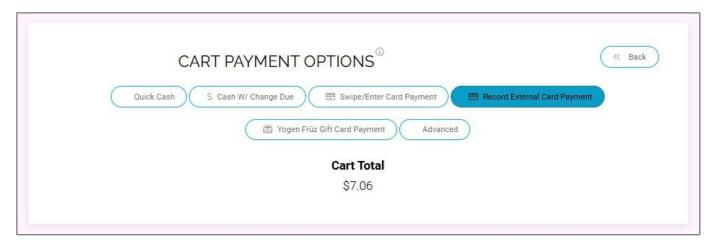
This feature requires that you have previously set up a Payment Processor.



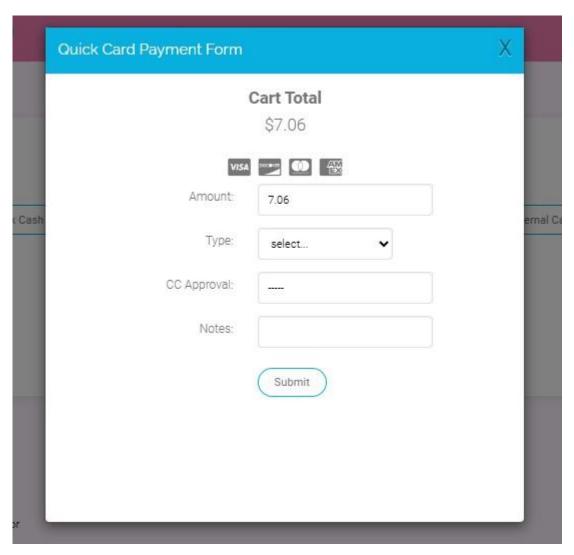


External Card Payment

Selecting the **Record External Card Payment** button will take you to the Quick Card Payment Form menu.



Select the **Type:** dropdown menu.

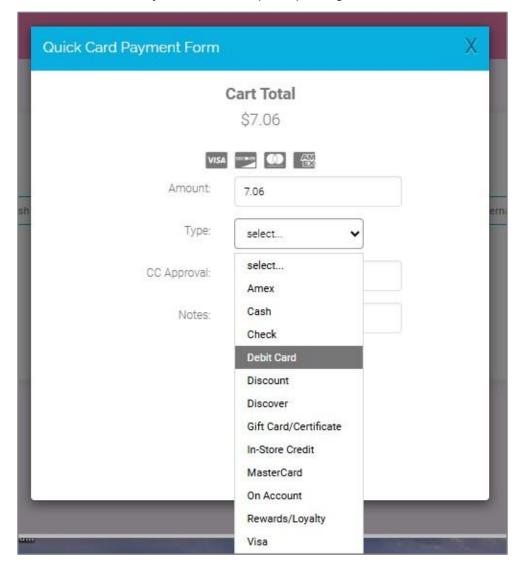


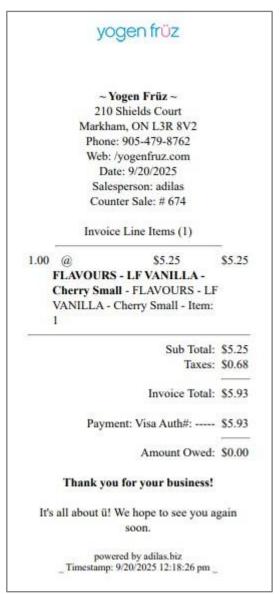
From the Type dropdown, click on the correct card type. Debit Card is selected here.

You will need the CC (credit card) Approval number to run the credit card.

Once you have completed the Form, select the Submit button.

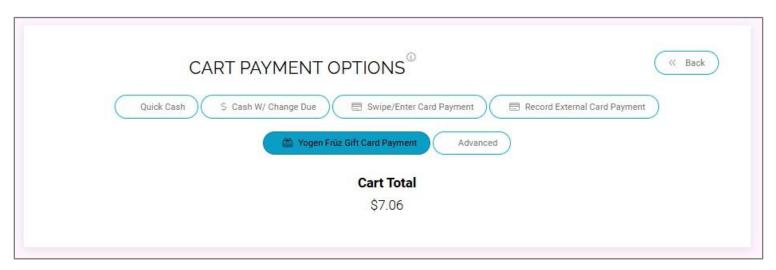
This will take you to the Receipt for printing.





Gift Card Payment

The Company Gift Card Payment button will open the Gift Card Payment page for your company.



If someone is paying with a gift card, enter the Gift Card number by Scanning or Entering the Number manually. Then, click the **Submit** button.

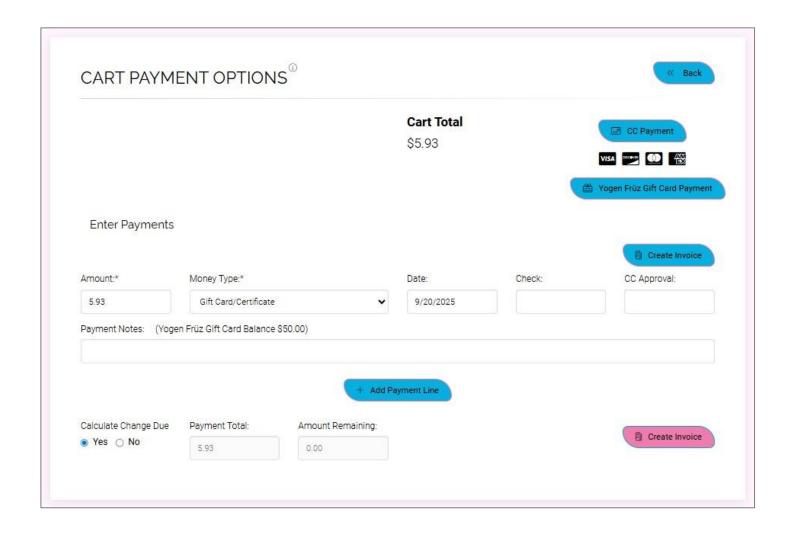
This will take you to the Cart Payment Options page.





This shows the total Amount being paid with the Gift Card.

The Gift Card Balance, before this transaction, is \$50.00. The balance is shown below the Amount and Money Type line.

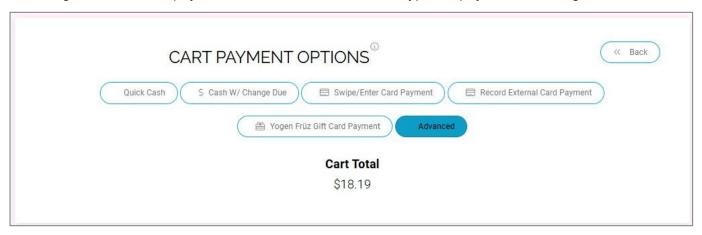


Here is the receipt from the transaction paid with the Gift Card.

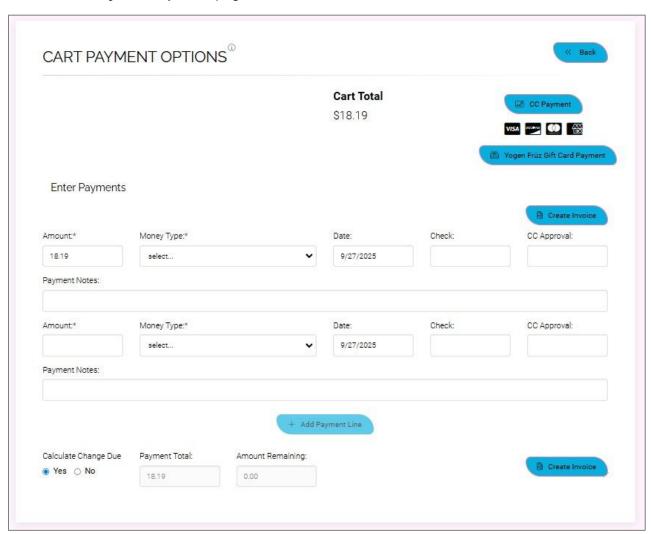
yogen früz ~ Yogen Früz ~ 210 Shields Court Markham, ON L3R 8V2 Phone: 905-479-8762 Web: /yogenfruz.com Date: 9/20/2025 Salesperson: adilas Counter Sale: # 675 Invoice Line Items (1) 1.00 (a) \$5.25 \$5.25 FLAVOURS - LF VANILLA -Cherry Small - FLAVOURS - LF VANILLA - Cherry Small - Item: Sub Total: \$5.25 Taxes: \$0.68 Invoice Total: \$5.93 Payment: Gift Card/Certificate \$5.93 Amount Owed: \$0.00 Thank you for your business! It's all about ü! We hope to see you again soon. powered by adilas.biz _Timestamp: 9/20/2025 12:39:50 pm _

Advanced Payment Options

Selecting the **Advanced** payment button to use two or more types of payment for a single order.

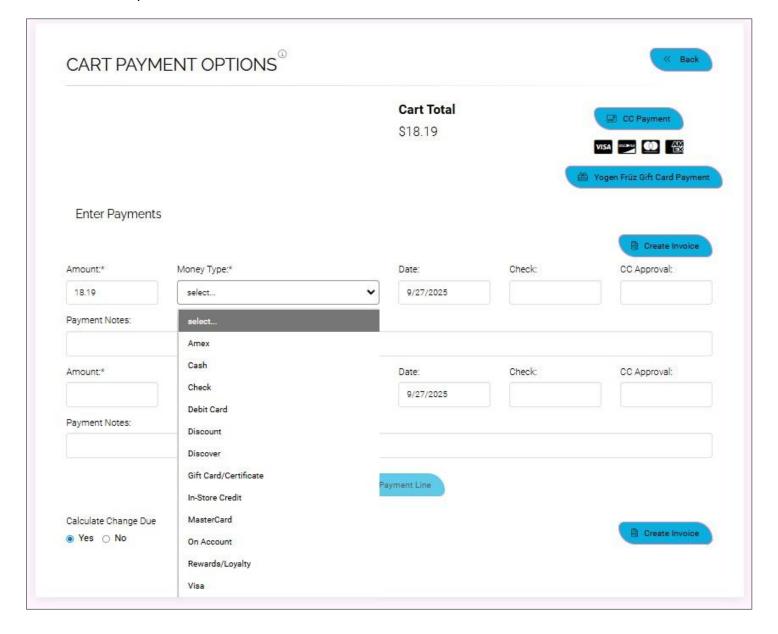


This is the **Cart Payment Options** page. You can see the total order **Amount**.



This shows all the selections in the **Money Type** dropdown menu.

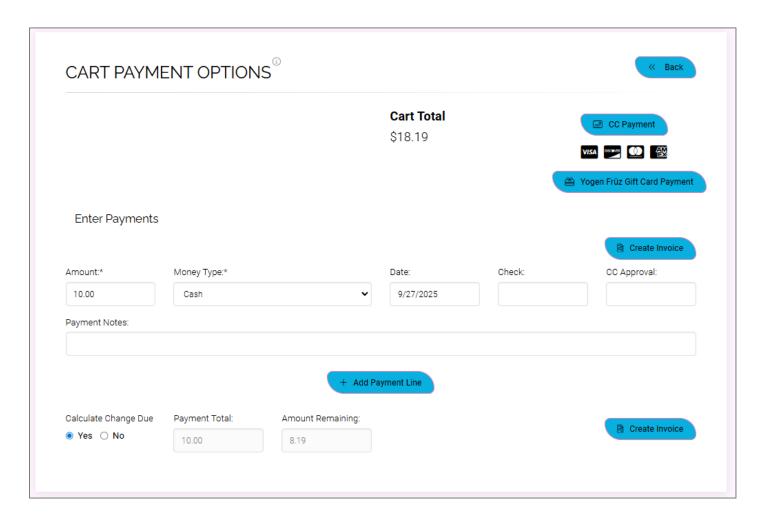
For this example, we will use Cash and Debit card.



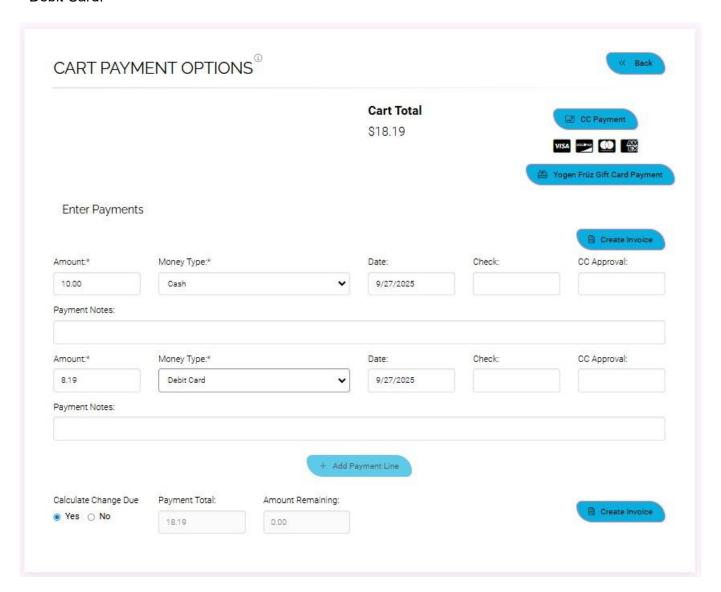
This shows that the customer is paying \$10.00 in Cash.

At the bottom, we can see that they owe \$8.19.

Click the +Add Payment Line to add an additional payment type.



This shows the customer paid \$10.00 Cash and the remaining about of \$8.19, was paid with a Debit Card.



Select the **Create Invoice** button to complete the transaction.

Here is the receipt from the Advanced Payment Options transaction.



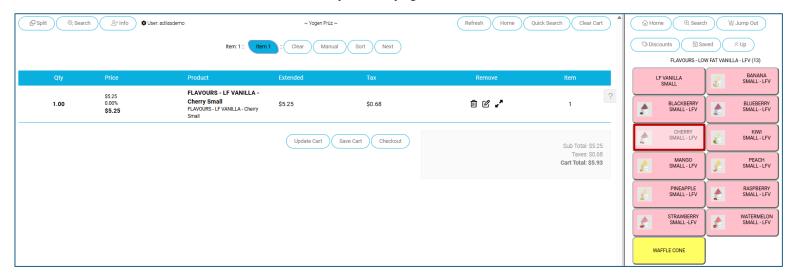
4. Mini Scan Cart Function - Advanced

Adding Multiple Items

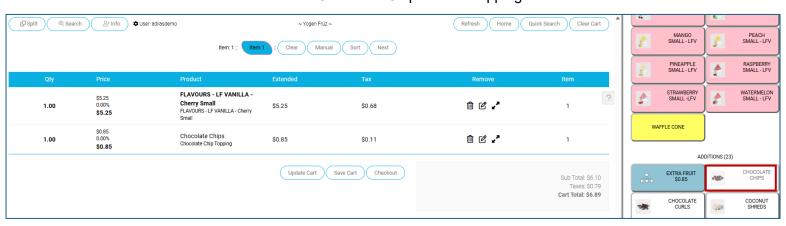
Open the Mini Scan cart. Click the Split button to split the screen.

Click into the side menu to find the first item your customer wants to purchase.

We will select a Small Low-fat Vanilla Cherry frozen yogurt.



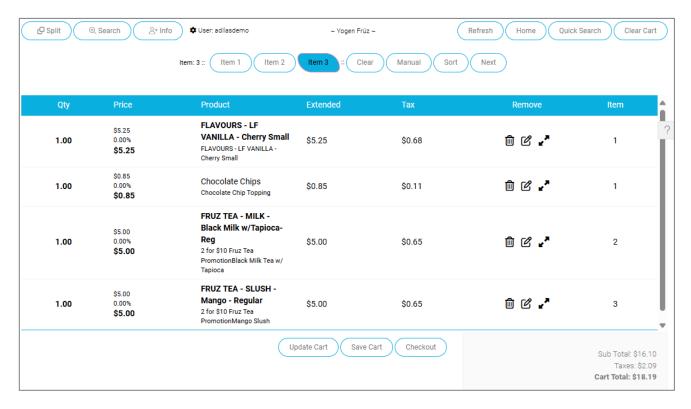
Scroll down in the side menu and select Chocolate Chips for the topping.



Click the Up-arrow button to return to the previous menu. Repeat until you reach the top menu.

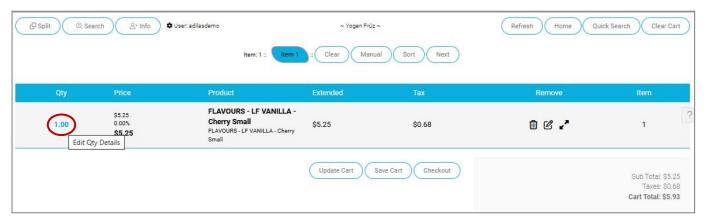


Select any additional items the customer requests, then Checkout.

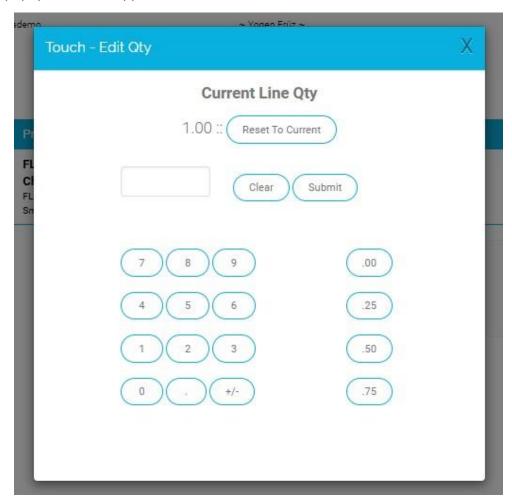


Changing Quantity

Click the Qty that you would like to change.

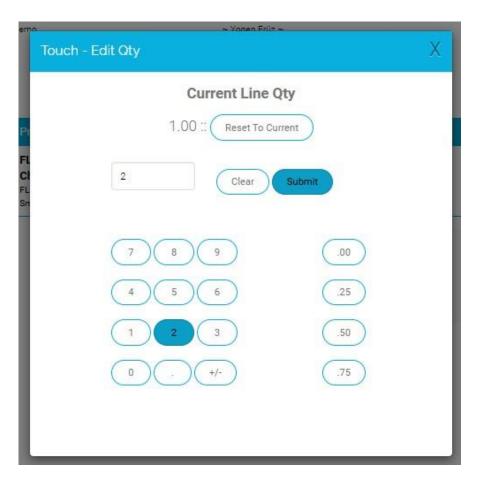


The Edit Qty popup menu will appear.



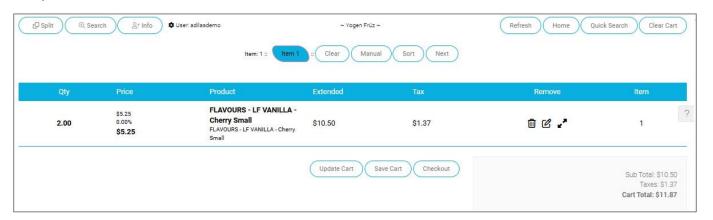
Select 2 to increase the quantity from 1 to 2.

Then, click the **Submit** button.



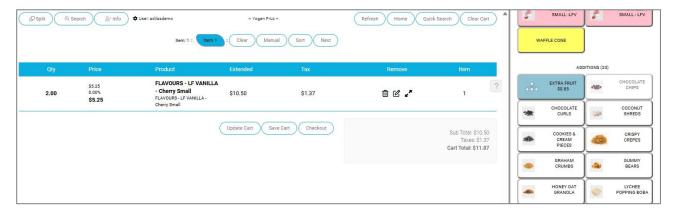
The **Qty** is now 2.

The price and Tax have increased.



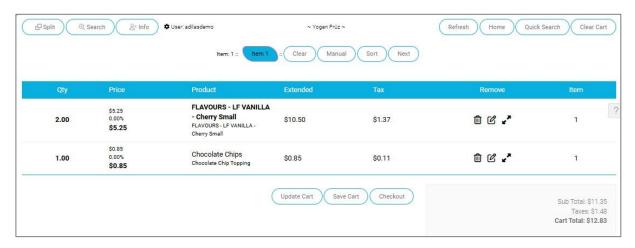
Removing an Item

In this scenario, the customer has requested 2 Small, Low-fat, Cherry Vanilla frozen yogurts.



The customer decides they would like a topping on one of the yogurts.

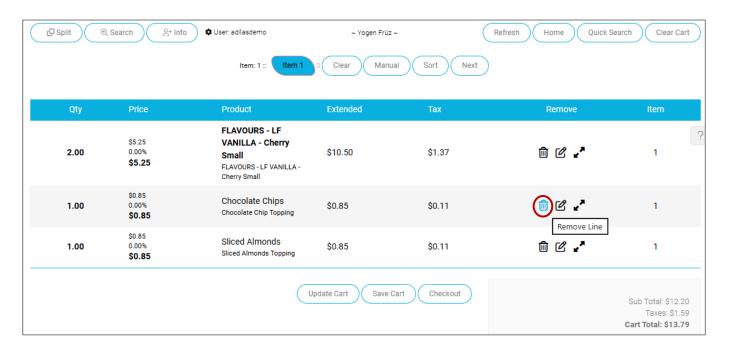
First, they order Chocolate Chips.



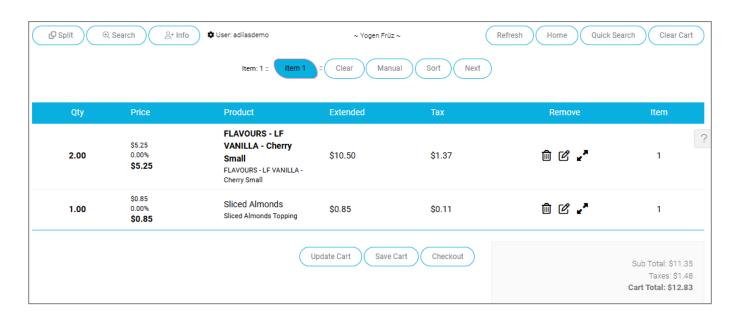
Then, they change their mind and request Sliced Almonds instead. You add the Almonds to the order.



To remove the Chocolate Chips, click the Trash Can Icon to the right of the Chocolate Chips.



Now you can complete the order.



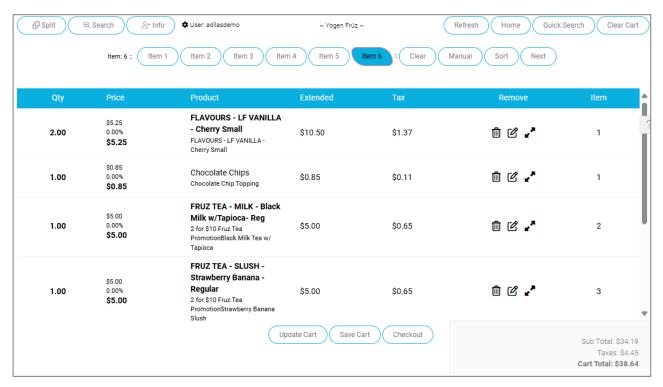
Adding a Loyalty Member Customer

A customer comes in and orders several items.

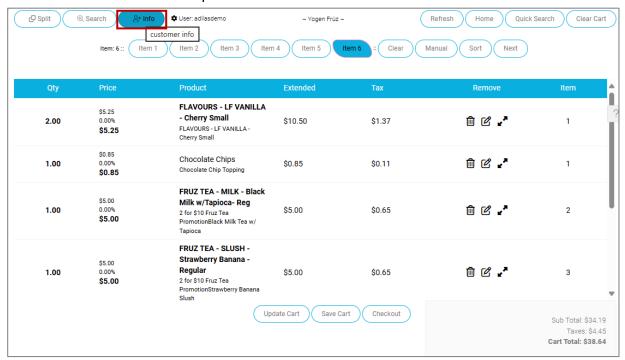
After you add their items to the cart, you find out they are a Loyalty Customer.

A Loyalty Customer is someone who has joined your company's loyalty program, and they earn points with every purchase that can be used as money.

You will conduct a search to locate the customer and add them to the cart.

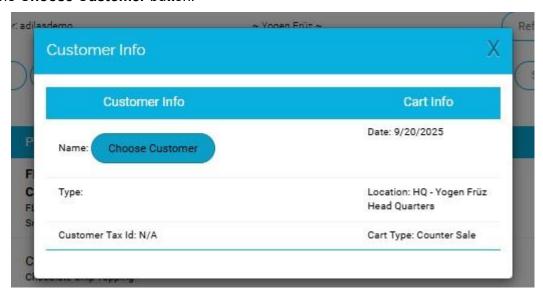


Click the **Info** button on the top left of the cart.

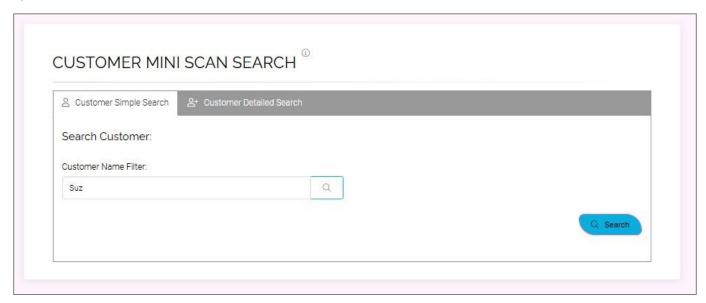


The Customer Info popup will appear.

Click the **Choose Customer** button.



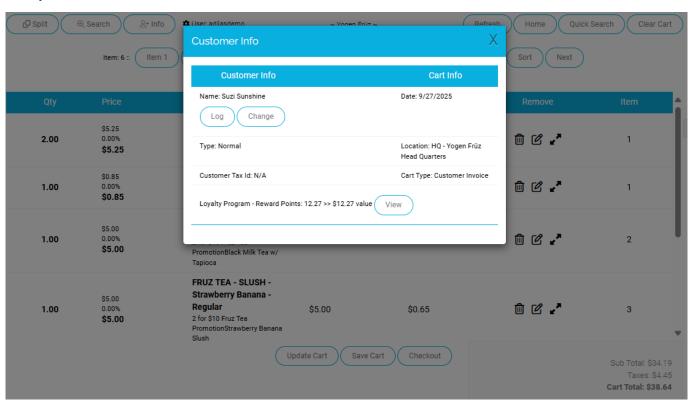
Type a few letters of the customer's name and click the **Search** button.



When you locate the customer, click the **Assign To Cart** button to add them to the cart.

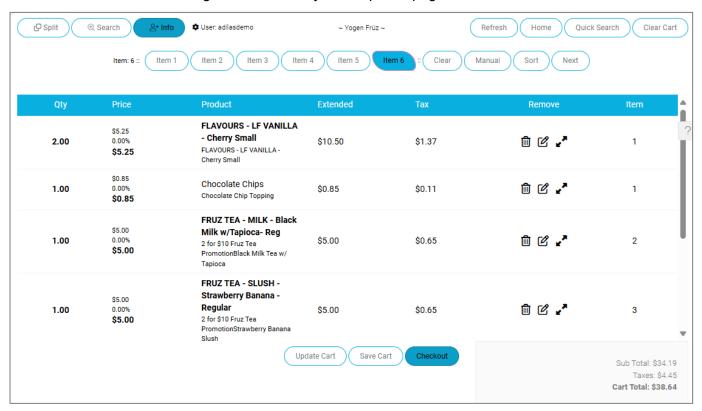


Now you will see their Name and Reward Points information.

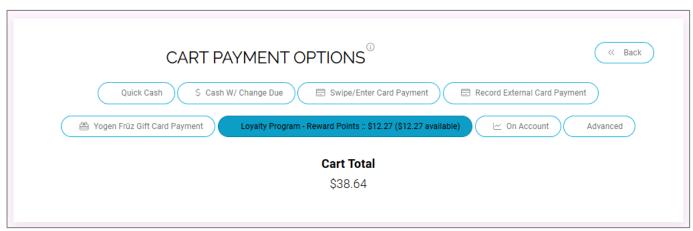


Checkout Using Multiple Payment Types, including Loyalty Points

Click the **Checkout** button to go to the Cart Payment Options page.



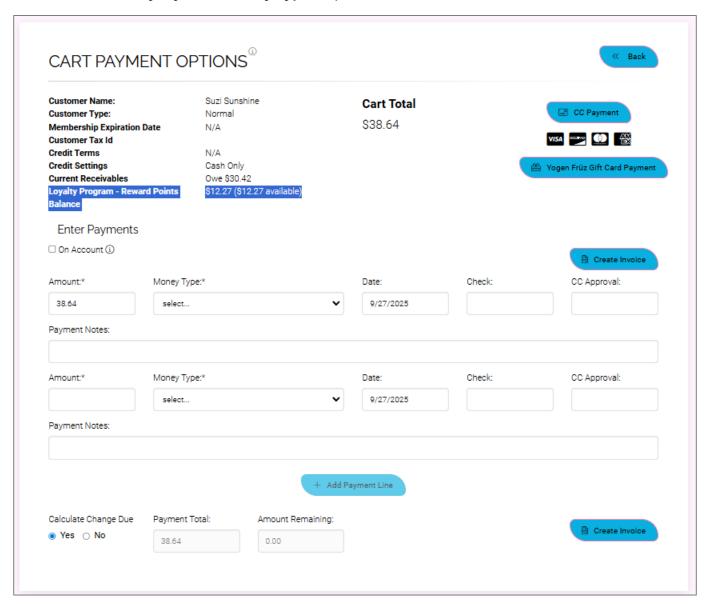
Select the **Loyalty Points Reward Points** button. This will take you to an Advanced Payment Options page which will include the Loyalty Point information.



The Customer information, including the Rewards Point Balance is shown in the top, left corner.

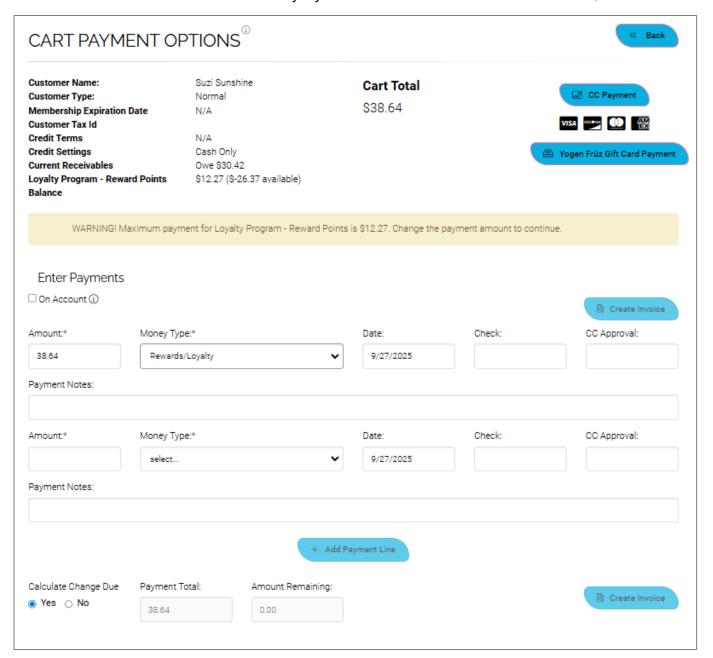
The total amount owed is shown in the **Amount** box.

Select Rewards / Loyalty in the Money Type dropdown menu.



You will see a message in the middle of the page stating that the customer does not have enough Rewards to pay for the entire order.

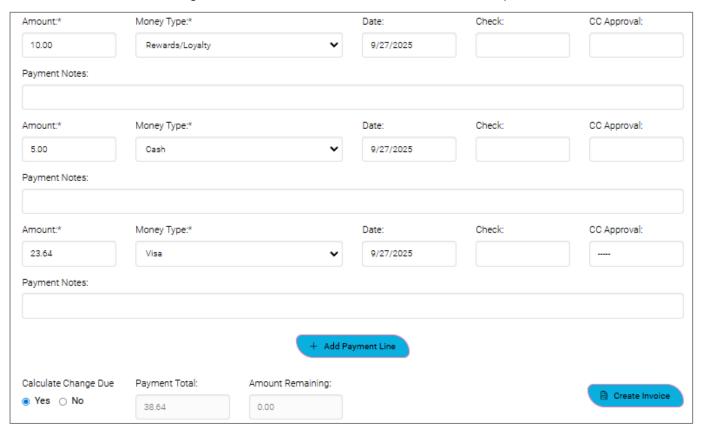
Go to the Amount Box for the Rewards / Loyalty and enter a smaller amount. We will add \$10.00.



The **Amount Remaining** is shown at the bottom.

The customer will pay the remainder with \$5 Cash and \$23.64 on their Visa card.

Once the Amount Remaining is zero, click the **Create Invoice** button to complete the transaction.



Here is the receipt for the Loyalty Reward Points, Cash, and Credit Card payments.

yogen früz
~ Yogen Früz ~
210 Shields Court
Markham, ON L3R 8V2 Phone: 905-479-8762
Web: /yogenfruz.com
Date: 9/27/2025
Customer: Suzi Sunshine Salesperson: adilas
Customer Invoice: # 682
Invoice Line Items (7)
2.00 @ \$5.25 \$10.50
FLAVOURS - LF VANILLA -
Cherry Small - FLAVOURS -
LF VANILLA - Cherry Small - Item: 1
1.00 @ \$0.85 \$0.85
Chocolate Chips - Chocolate
Chip Topping - Item: 1 1.00 @ \$5.00 \$5.00
FRUZ TEA - MILK - Black
Milk w/Tapioca- Reg - 2 for \$10
Fruz Tea PromotionBlack Milk
Tea w/ Tapioca - Item: 2 1.00 @ \$5.00 \$5.00
FRUZ TEA - SLUSH -
Strawberry Banana - Regular -
2 for \$10 Fruz Tea PromotionStrawberry Banana
Slush - Item: 3
1.00 @ \$4.49 \$4.49
ICE CREAM - Cookies and Cream - 1 scoop - ICE CREAM
- Cookies and Cream - 1 scoop -
Item: 4
1.00 @ \$7.50 \$7.50 SMOOTHIE - Tropical Storm -
Large - SMOOTHIE - Tropical
Storm - Large - Item: 6
1.00 @ \$0.85 \$0.85 Aloe Vera - Aloe Vera - Tea
Addition - Item: 6
8.1. Thu. 1. 224.10
Sub Total: \$34.19 Taxes: \$4.45
Invoice Total: \$38.64
Payments Made (3)
9/27/2025 Rewards/Loyalty \$10.00
9/27/2025 Cash \$5.00
9/27/2025 Visa Auth#: \$23.64
Total Payments: \$38.64
Amount Owed: \$0.00
Loyalty Program - Reward Points: 4.69 (as of print date 9/27/2025 3:47 pm)
Thank you for your business!
It's all about ü! We hope to see you again soon.
powered by adilas.hiz _ Timestamp: 9/27/2025 3:47:46 pm _