

Using Tablet POS 2.0

Using Tablet POS 2.0 allows you to take your check out to your customers.

In this course we will go over the signing in and launching process review how to search for Inventory and Customers, and the steps needed to ring up a transaction.

Tap the Tablet POS icon to start the application.

The sign-on screen displays.

Enter your Eagle 'Username' and 'Password'.

And then tap 'Login'.

If you are using 'Quick Launch', the following screen displays.
Select the appropriate task

You can open 'Point of Sale', use the 'Item Lookup', 'Add a Customer and Checkout', or open 'Customer Lookup and Checkout'.

We will open 'Item Lookup'.

Enter the item description and press 'Search'.

If you wish to see additional information then press the button on the far right.

If the item has an Image on Eagle, it will display here.

You can also view the Quantity Available by store.

Quantity on Hand, Quantity on Order and Quantity Committed figures are also available.

The extended retail is available and will adjust as the Quantity to be sold is increased or decreased.

You can apply a discount to the item by pressing the 'Discount' button.

You can adjust the retail by a 'Percent', indicate a specific 'Price' or offer an 'Amount Off'.

Tap 'Apply' to update the retail or tap outside of the popup window to cancel the discount.

Tap 'Post' to add the item to your transaction.

To void an item on an unsaved or unpaid transaction, simply swipe the line in question to the left.

The line now displays 'Delete' in red.

You can adjust the quantity of an item by using the Plus or Minus buttons.

If the quantity goes below zero you will be asked if you want to Remove the Item.

Total your transaction when complete and accept the correct method of payment.

Now let's choose 'Add Customer & Checkout'

Here you can add a new customer record along with their Phone Number, Address, Email and Loyalty ID number.

The Name field is mandatory as indicated by the red asterisk.

Press 'Cancel' to return to Quick Launch or 'Add' to begin a transaction for this account.

Search and add SKUS as you normally would and Total the sale when finished.

If you select Customer Lookup & Checkout you are presented with ability to search your current customer file.

Enter the name and press 'Search.

Tap the correct account.

Add items and complete the transaction with the correct method of payment.

The Point of Sale screen has several icons at the bottom that trigger various related functions.

The Person icon on the far right opens the Customer Lookup feature.

Press Back to return to the main menu.

The Trash Can icon allows you to void the transaction.

The Arrow icon gives you the option to Sign Out.

And the Save icon permits you to save a transaction in process.
The 'Total' button takes you to the Checkout screen.

The items purchased are listed along with the subtotal and sales tax amount.

Here you can charge the items to the customer's account or take a credit card payment.

Dependent on your type of credit card processing you will need to swipe or manually enter credit card information.

The customer will sign on your tablet.

When they are done, press the 'Pay' button to authorize the transaction.

You can also 'Save' the transaction as an Order.

The Order number is displayed and you have the option to print a receipt.

This is helpful for 'Line Busting' when checkout lanes become congested.

The customer can take the receipt to any cash register in the store and complete the sale.

Using Tablet Point of Sale 2.0 is very easy and quite similar to using Point of Sale on your Eagle system.

Review this course as many times as needed so that you are comfortable with Signing On and Launching Tablet POS,

Browsing Inventory and Viewing Images, Adding and Looking Up
Customer records and processing transactions in Point of Sale.

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