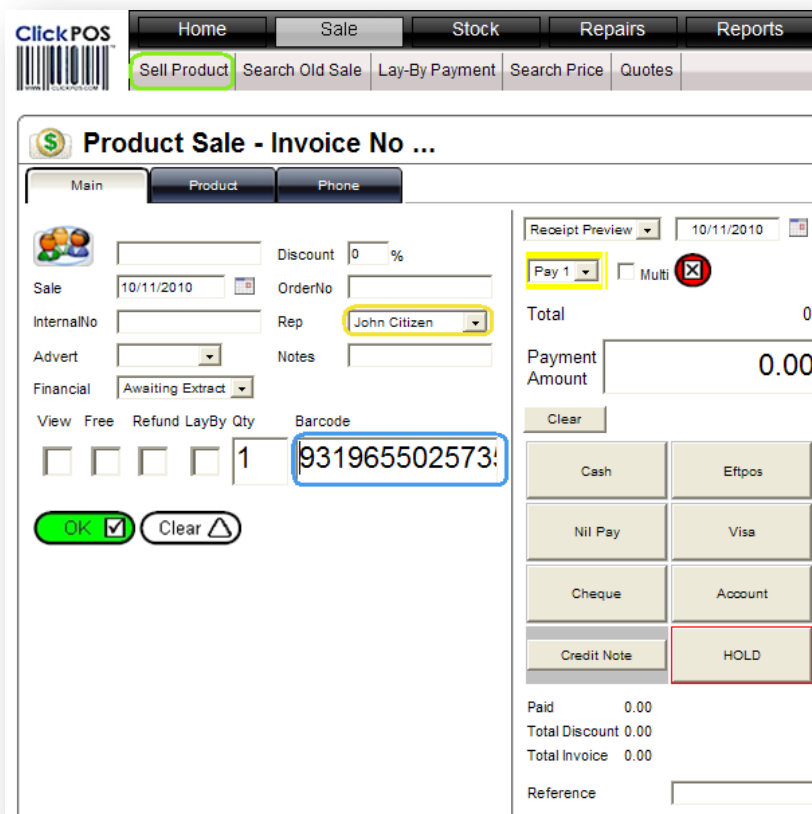


## Basic Product Sale

- Selling out a product that doesn't have a specific serial number and that has a barcode would be considered a basic sale.

Creating a Basic Sale – Video Tutorial 

1. Navigate to the “Sale” Tab & click on “Sell Product”.
2. Drop down from the “Rep” list and choose a Sales Representative.
3. Scan the products barcode in the barcode field.



The screenshot shows the ClickPOS software interface for creating a product sale. The top navigation bar includes 'Home', 'Sale', 'Stock', 'Repairs', and 'Reports'. The 'Sale' tab is active, and the 'Sell Product' button is highlighted in green. Below the navigation bar, the 'Product Sale - Invoice No ...' window is open. It features a 'Main' tab and a 'Product' sub-tab. The 'Product' sub-tab is selected, and the 'Barcode' field contains the value '931965502573!', which is highlighted with a blue box. The 'Rep' dropdown menu is set to 'John Citizen'. The 'Pay 1' dropdown menu is highlighted in yellow. The 'HOLD' button is highlighted with a red box. The interface also shows fields for 'Sale' date (10/11/2010), 'InternalNo', 'Advert', 'Financial' (Awaiting Extract), 'Discount' (0%), 'OrderNo', 'Notes', and 'Payment Amount' (0.00). The 'Total' field is also 0.00. The 'Reference' field is empty.

4. The product will be displayed on the invoice with the sale price and quantity.

**Product Sale - Invoice No 310950**

Main Product Phone

Discount  %  
 Sale  OrderNo   
 InternalNo  Rep   
 Advert  Notes   
 Financial

View Free Refund LayBy Qty Barcode

Product	Qty	Item	Sale
<a href="#">Leather Case Force Nokia 6120</a>	1	19.95	19.95 <a href="#">Delete</a>

- Finalise the sale by clicking on the payment type (E.g. Cash, Eftpos, and Amex).