









The ClickPOS **Main menu** design, consists of large buttons to cater for easier access.




Sale

- Sell Product
- Search Old Sale
- Lay-By Payment
- Search Price
- Quotes

 Sale

-  Sell Product 
-  Search Old Sale
-  Lay-By Payment
-  Search Price
-  Quotes 

You will find a sub-menu located within the main frame or just below the main menu.

 Sale

-  Sell Product  
-  Search Old Sale
-  Lay-By Payment 
-  Search Price
-  Quotes 



**Sale**











- Sell Product
- Search Old Sale
- Lay-By Payment
- Search Price
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**Sale**











- Sell Product
- Search Old Sale
- Lay-By Payment
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 **Stock**

-  Product Maintain
-  Orders
-  Search Order
-  Add To Stock
-  Search Stock
-  Incoming
-  Transfer
-  Change Prices
-  Stocktake
-  Stock Confirmation



 **Stock**

-  Product Maintain
-  Orders
-  Search Order
-  Add To Stock
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-  Stocktake
-  Stock Confirmation





### Repair/DOA

- OBF - Out of Box Failure
- Repairs/Service



### Branch Reports

- Sales
- Stock
- Finance
- Accounts
- Maintenance
- Mailout
- Performance
- Report Generator



### Branch Reports

- Sales
- Stock
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### Accounts

- Receivables
- Payment
- Daily Reconciliation



### Accounts



Receivables



Payment



Daily Reconciliation



### Maintain



Tariff Plan



Card File



Stock maintain



System Admin



Time Sheet



Global Reports





### Maintain



Tariff Plan



Card File



Stock maintain



System Admin



Time Sheet



Global Reports



### System Administration



User Groups



Employees



Logout Current Users



Company Details



Store Details



Transaction Log for Audit



Payment Type



Maintain Sale Reference



Options



Network address restriction

Back



Click your user name, To change the user or log off.  
For example; if you are going on a lunch break or away from your desk.




# System Administration

- User Groups
  - Employees
  - Logout Current Users
  - Company Details
  - Store Details
  - Transaction Log for Audit
  - Payment Type
  - Maintain Sale Reference
  - Options
  - Network address restriction
- [Back](#)



ClickPOS Login


Select Username and enter Password or Logout to signoff

 Username: JSmith Password:

You have now logged out.  
Select your name, then enter your password to log back into the system

ClickPOS Login

Select Username and enter Password or Logout to signoff

 Username: JSmith Password:



ClickPOS Login

Select Username and enter Password or Logout to signoff

 Username : JSmith   
Password :



ClickPOS Login

Select Username and enter Password or Logout to signoff

 Username : JSmith   
Password :



Click the branch name to switch between accessible branches



## Change Branch

Please click the **Branch Name** you wish to login to:

Branch Code	Branch Name	Contact Name	Branch Address
102	<a href="#">Brisbane</a>		121 Mayfield Road, Brisbane QLD
100	<a href="#">Head Office</a>		200 Bay Street, Melbourne VIC
800	<a href="#">London</a>		88 Manchester Road, London
700	<a href="#">Los Angeles</a>		433 Market Street, Haymarket CA
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Each branch can be assigned with a different menu colour for identification.

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You can also change the colour of the **menu buttons** to help reflect your company colour concept. This function is available in **Maintain**, then **Company Setup**.



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## Change

Please click

Branch Co

102  
100  
800  
700  
105  
900  
106

Help - Windows Internet Explorer  
http://www.clickpos.com/default.aspx?Page=Help

**Click POS™**



**help**

Welcome to help and user training guide.  
This document contains instructions on training all levels of your company staff,  
organising systems implementation, setting up your PC & staff training.

**Video Training**

Staff roles & duties within the company. Click on the appropriate role for short video training lessons.  
To play any video training, you must have SOUND on the PC and Flash Player installed. [Clicking here to install Flash Player](#)

Done Trusted sites 100%



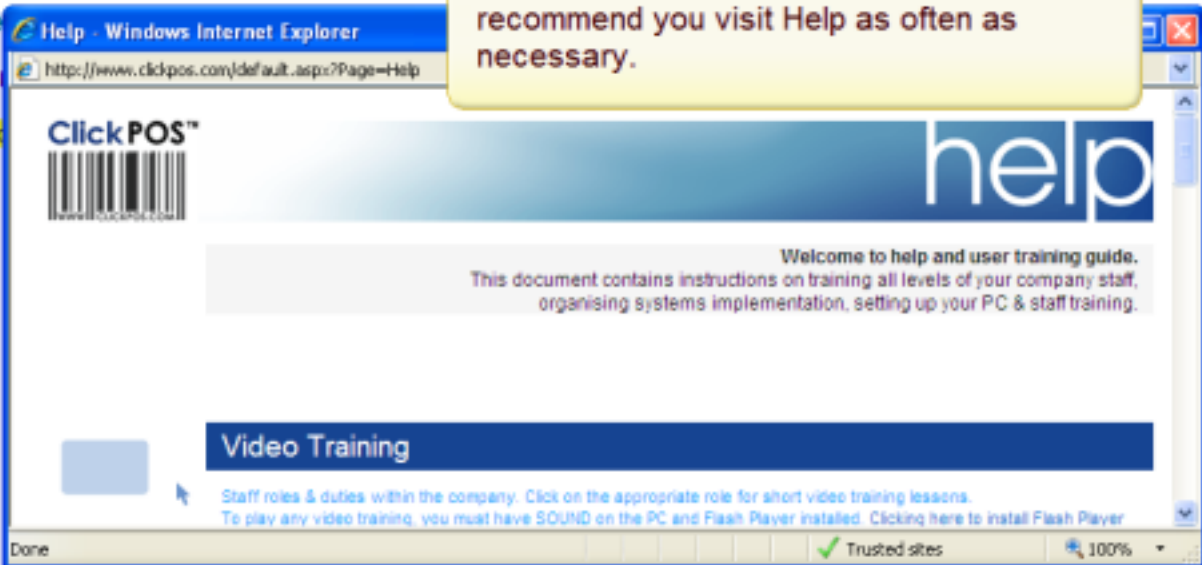
ClickPOS Help offers video tutorials, application forms, upgrade notices and hardware installation downloads. We recommend you visit Help as often as necessary.

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## Branch Code

102  
100  
800  
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Click Logout, to exit the system.





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## Tutorial Complete



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 www.clickpos.com  
 Modified : Jan 2009

**My Company Pty Ltd**

JSmith (Administrator) Head Office 100 - training

ClickPOS

Home Sale Stock Repairs Reports Accounts Maintain Logout

SMS Web Sales Change Password

Change

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Branch Co

- 102
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