

How to Use the Handheld QuickSale POS terminal

This manual explains how to use the Quicksale Q2 Premium POS system.

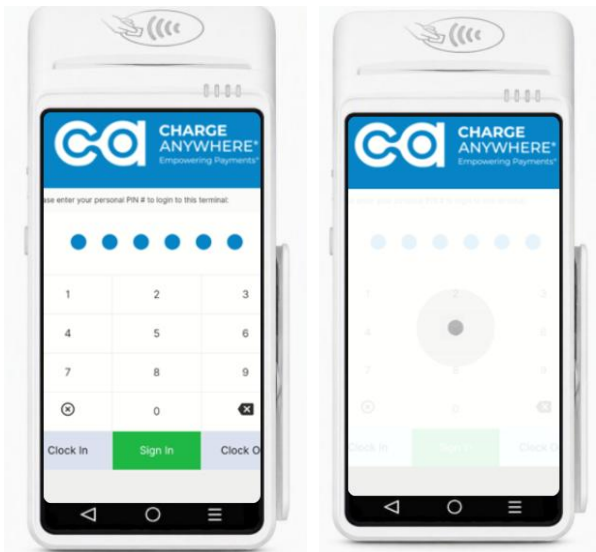
1. How to Log In

Follow these steps to access the POS system:

1. Open the **Charge Anywhere POS** app.
2. A screen will appear asking you to enter your personal PIN.



3. Enter your PIN.
4. Click **Sign In**.



- Once you sign in successfully, the main screen will appear, displaying the available product categories and items.

You are now ready to use the POS system.

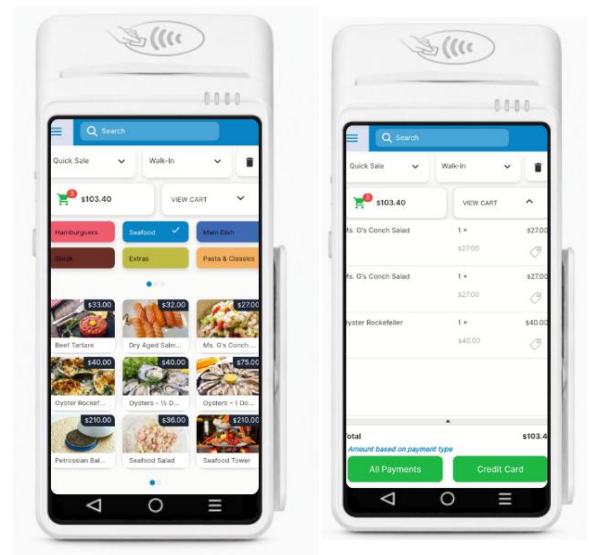
2. How to Process a Sale

Follow these steps to process a customer purchase:

- On the main screen, select the **category** of the product you want to sell.



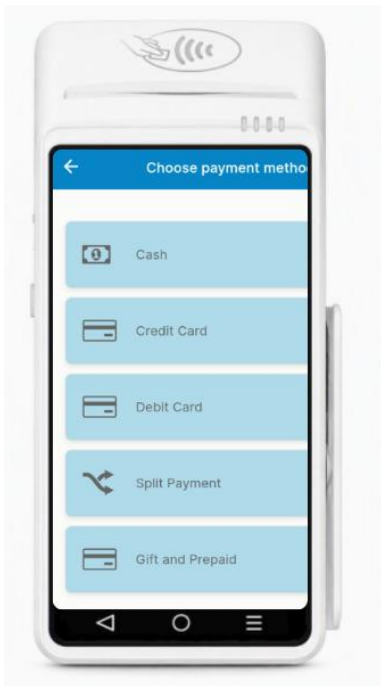
- Select the desired **item** from the category.
- Each time you select an item, it will automatically be added to the checkout.
- Once you have selected all the items, click **View Cart** to review the products in the order.
- Verify that all selected items are correct.
- To view the available payment options, click **All Payments**.



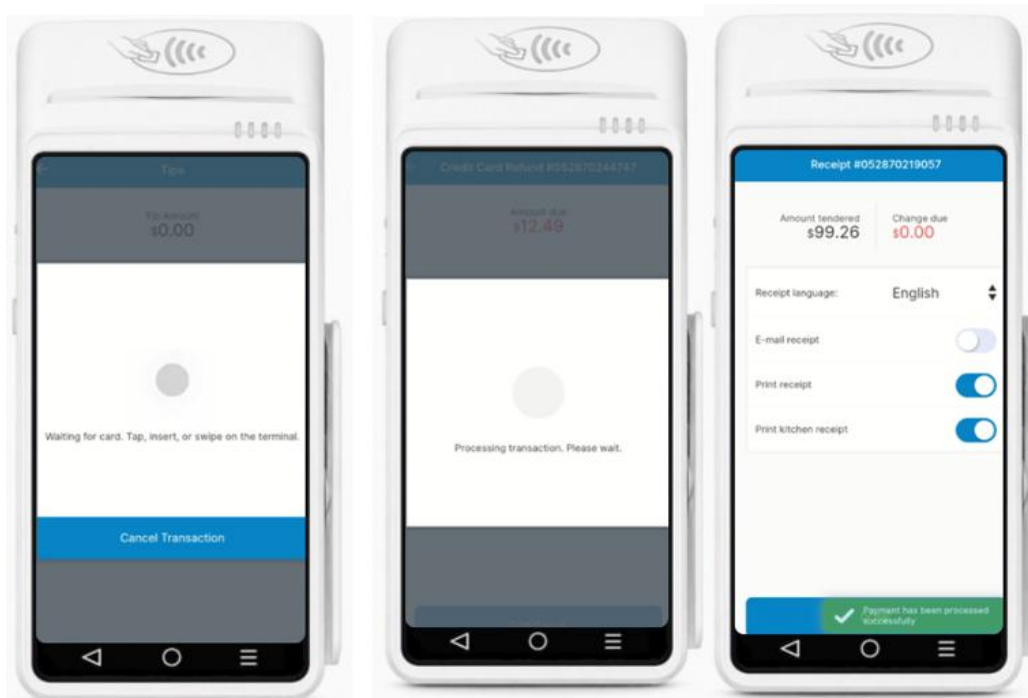


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7. Select the customer's preferred payment method.



8. Follow the on-screen instructions to complete the payment.
9. Once the sale is processed, select whether you want to print or email the receipt.

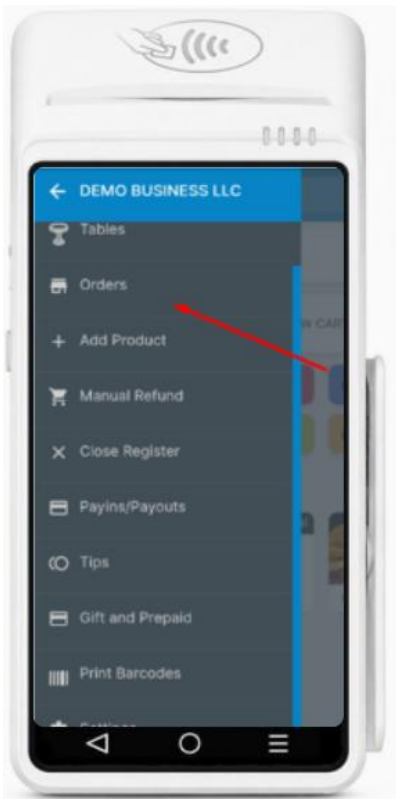


Important: Always review the items in the cart before completing the payment to ensure the order is correct.

3. How to Void a Sale

Follow these steps to void an entire sale:

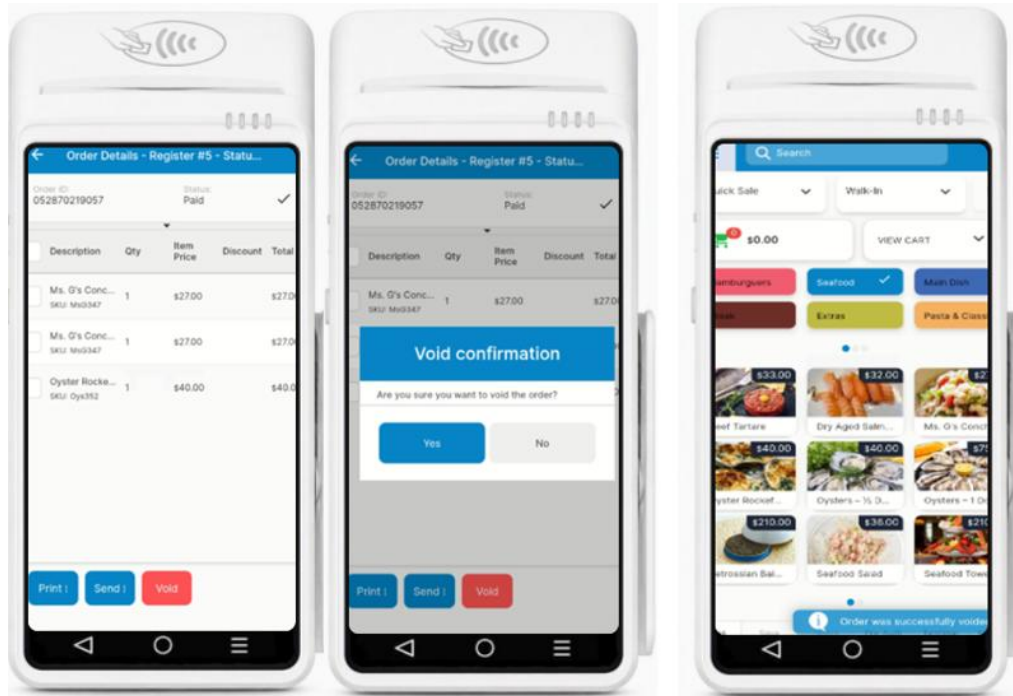
1. Click the **three-line menu** in the POS app.
2. Navigate to **Orders**.



3. Locate and select the order you want to void.
4. Click **Void**.
5. A confirmation screen will appear asking you to confirm the void.
6. Click **Yes** to confirm.
7. A message will appear confirming that the order was successfully voided.



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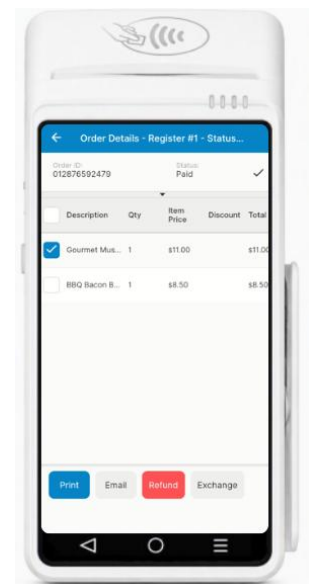


8. Return to the **Orders** section to verify that the voided order appears in the order list.

4. How to Void or Refund an Individual Item from a Sale

If you need to remove or refund a specific item from an existing sale, follow these steps:

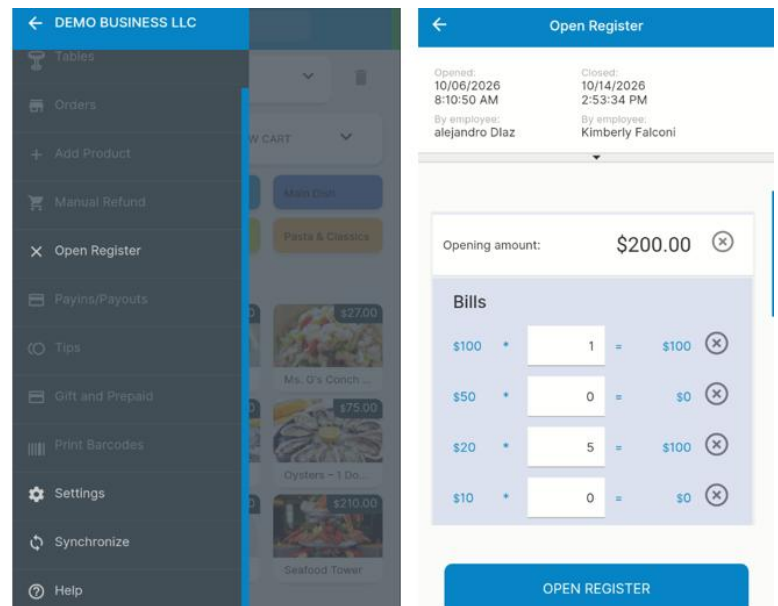
1. Click the **three-line menu** in the POS app.
2. Navigate to **Orders**.
3. Locate and select the order containing the item.
4. Select the specific item you want to refund.
5. Click **Refund**.
6. Click **Continue** to proceed.



How to Open the Cash Register

Follow these steps to open the cash register at the beginning of your shift:

1. Click **Open Register**.
2. Enter the opening cash amount in the designated field.
3. Verify that the amount entered is correct.
4. Click **Open Register** to confirm.
5. Once the register opens successfully, the main POS screen will appear.



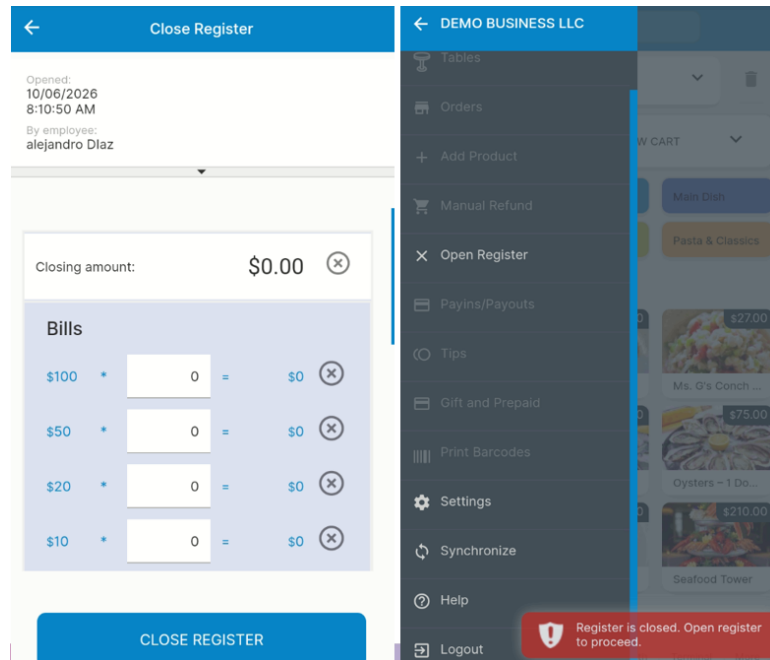
The cash register is now ready for transactions.

Important: Always count the cash in the register and enter the correct opening amount.

6. How to Close the Cash Register

Follow these steps to close the register at the end of your shift:

1. Click the **three-line menu**.
2. Select **Close Register**.
3. Enter the required closing amount.
4. Verify that the amount entered is correct.
5. Click **Close Register**.
6. A confirmation message will appear indicating that the register is closed. The message may state: *"Register is closed. Open register to proceed."*



The cash register is now closed.

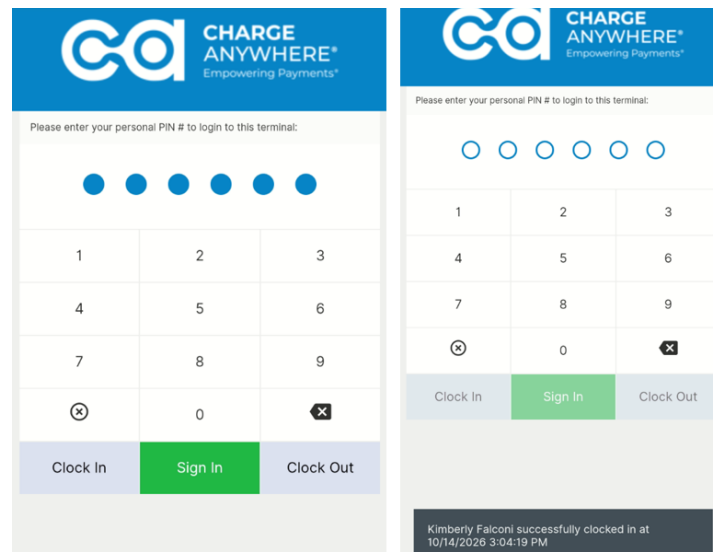
Important: Verify the cash amount before closing the register.

7. How to Clock In

Follow these steps to record the start of your shift:

1. Open the **Quicksale POS** app.
2. Enter your personal PIN when prompted.
3. Click **Clock In**.
4. A confirmation message will appear displaying the employee's name, date, and time.

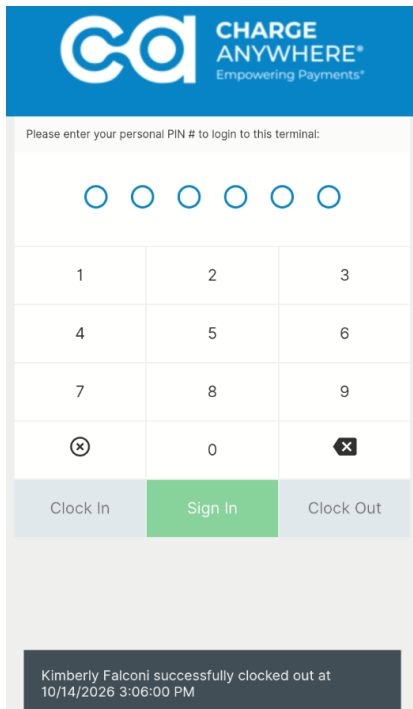
Verify that your information is correct to ensure your shift has been recorded.



8. How to Clock Out

Follow these steps to exit the POS system at the end of your shift:

1. Click the **three-line menu**.
2. Scroll down until you find **Exit**.
3. Click **Exit**.
4. The app will return to the screen where you can enter your personal PIN.
5. Put your PIN and clock out.



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Please enter your personal PIN # to login to this terminal:

○ ○ ○ ○ ○ ○

1	2	3
4	5	6
7	8	9
ⓧ	0	ⓧ

Clock In Sign In Clock Out

Kimberly Falconi successfully clocked out at 10/14/2026 3:06:00 PM

General Reminders

- Keep your personal PIN confidential.
- Always verify the items and payment method before completing a sale.
- Make sure you select the correct order or item before processing a void or refund.



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- Enter the correct opening and closing cash amounts.
- Confirm that your clock-in and clock-out actions have been recorded.
- If an unexpected message appears or a transaction cannot be completed, notify your supervisor or manager.