

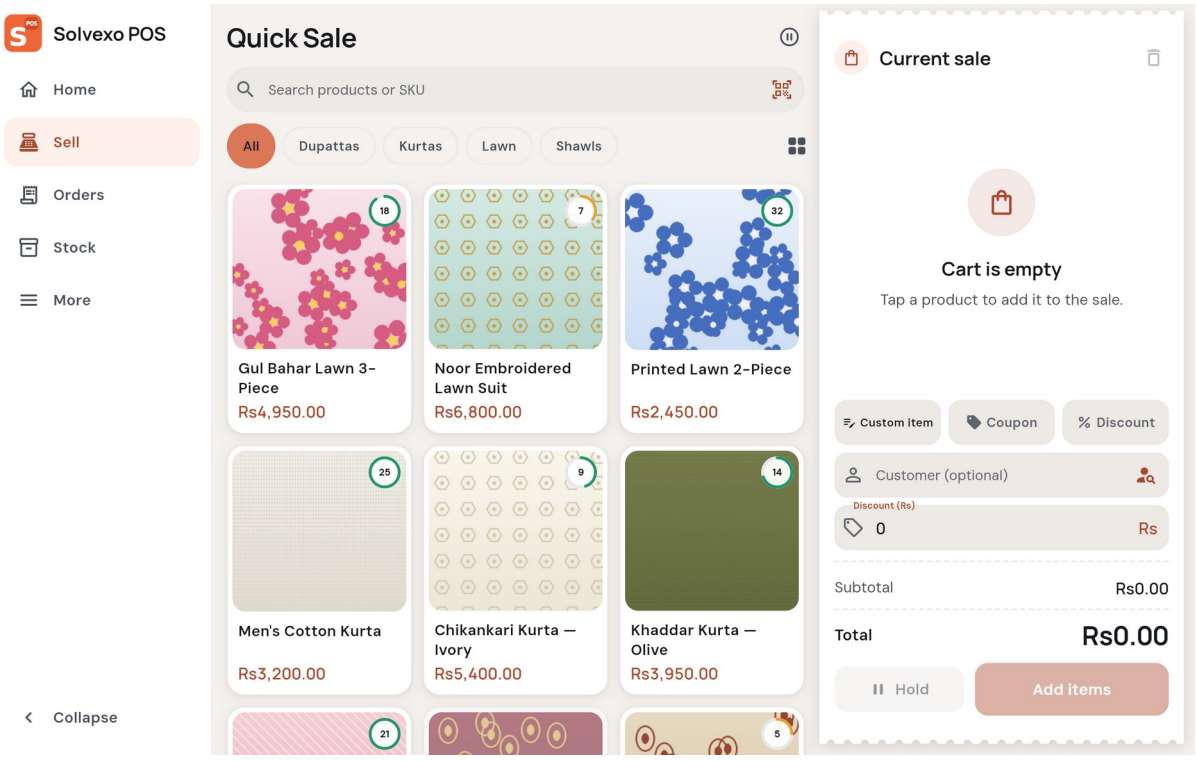
Chapter 5: Make a sale

The **Sell** tab is where you ring up sales. On a tablet the products are on the left and the cart (**Current sale**) on the right. On a phone, the cart opens from the bar at the bottom.

Screen 5.1: The sale screen

Use case: find products and add them to the sale.

Who: everyone with an open shift.



Quick Sale screen with search, category chips, the product grid and an empty cart

Add products in any of these ways:

1. **Tap a product.** Each tap adds one more. If it has sizes or colours, choose one in **Select variant**.
2. **Search:** type a name, SKU or barcode in **Search products or SKU**.
3. **Category:** tap a category chip to see only those products.
4. **Barcode scanner:** with a USB or Bluetooth scanner, just scan while on this screen.

5. **Camera:** tap the scan icon, then **Scan with camera**, or type the **Barcode number**.

> Tip: press and hold a product to see its details and stock before adding it.

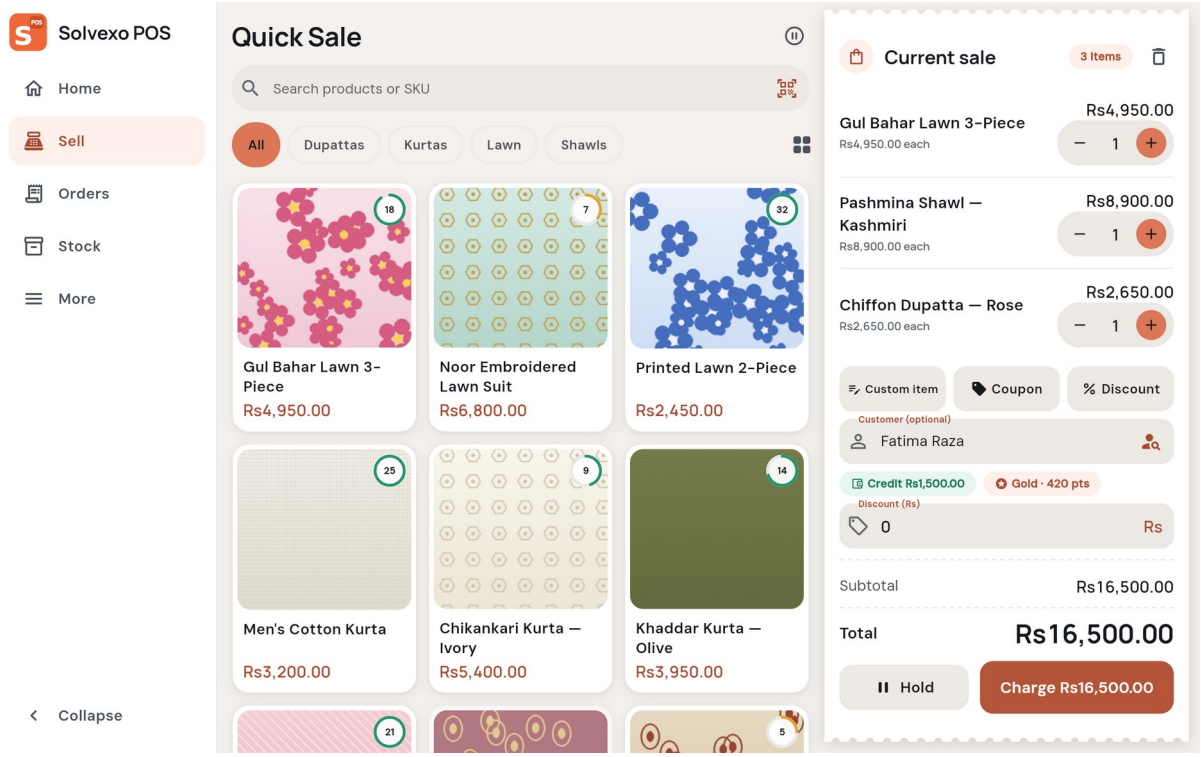
Custom item: for something not in your catalogue (for example alterations), tap **Custom item**, type the **Item name**, **Price** and **Quantity**, and tap **Add to sale**. A manager may be asked to approve it.

> Note: products that are sold out can't be added. "No product found for that barcode." means the barcode isn't on any product yet; a manager can add it in **Catalog** (Screen 8.2).

Screen 5.2: The cart and the customer

Use case: check the items, change quantities and attach the customer.

Who: everyone.



Current sale with three items, a customer attached and the totals

1. Use **−** and **+** to change a quantity. Swipe a line to the left to remove it (tap **Undo** if you didn't mean to).
2. To attach a customer, tap the search icon in **Customer (optional)**, find them in **Select customer**, and tap their name. Leave it empty for a **Walk-in** customer.
3. Check **Subtotal**, **Tax** and **Total**.

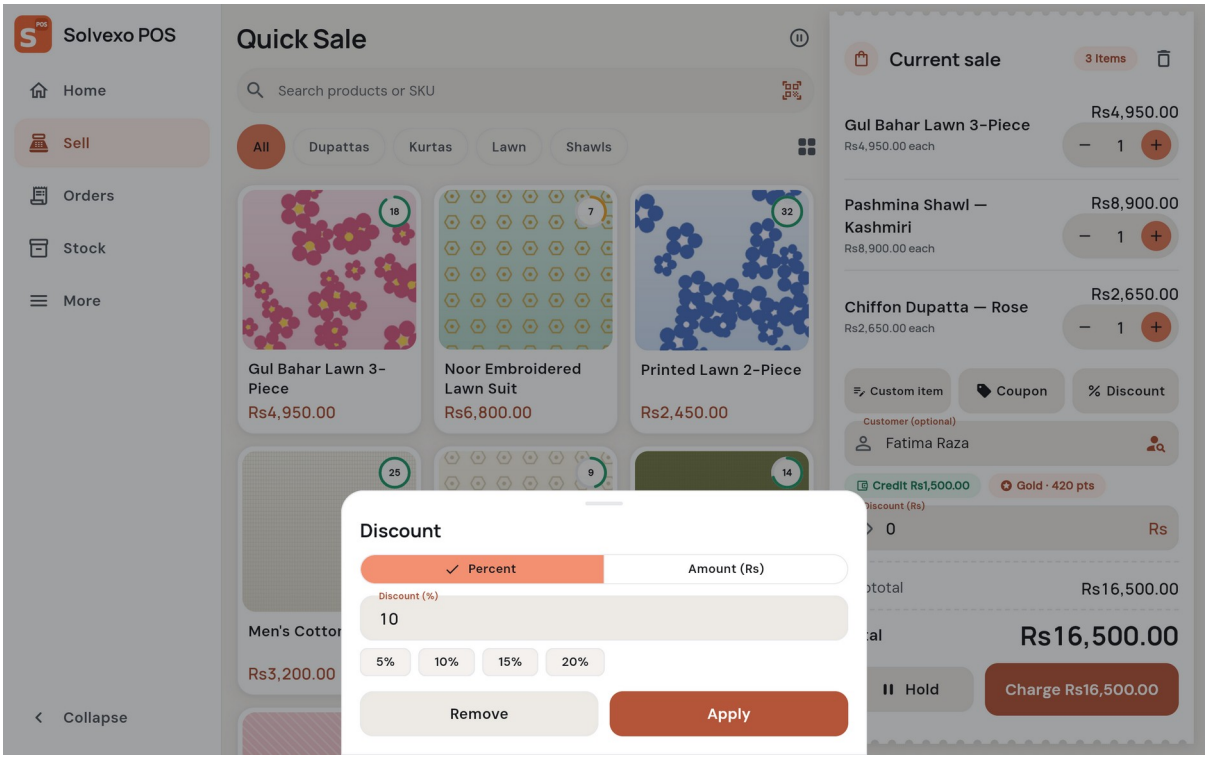
Once a customer is attached you can see their store credit and loyalty points. To add a new customer here, tap **Add customer** in the customer list (needs internet).

> Tip: the cart is saved as you go. If the app closes, the cart is still there when you open it again.

Screen 5.3: Discounts and coupons

Use case: take money off the whole sale.

Who: discounts: **managers only**. Coupons: everyone.



The Discount box with Percent or Amount and the quick 5%, 10%, 15% and 20% chips

To give a discount (manager):

1. Tap **Discount**.
2. Choose **Percent** or **Amount**.
3. Type the discount, or tap **5%**, **10%**, **15%** or **20%**.
4. Tap **Apply**.

To use a coupon:

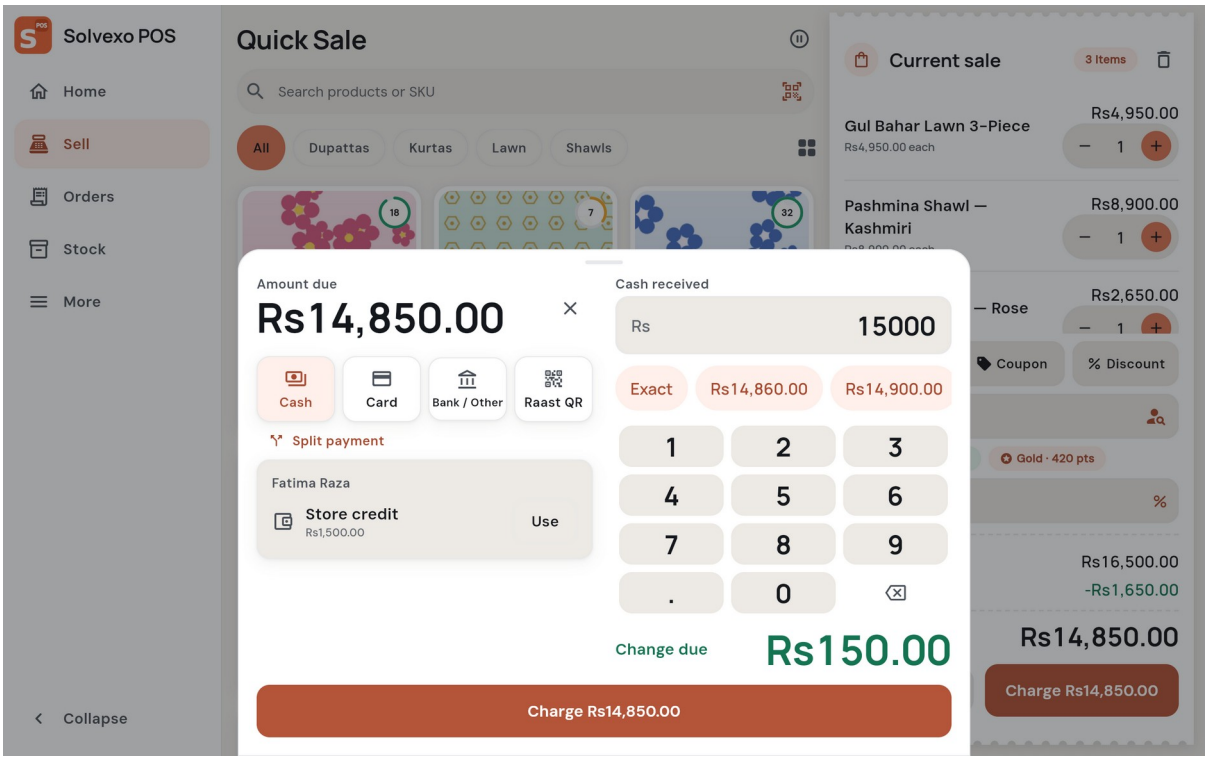
1. Tap **Coupon**.
2. Type the **Coupon code** and tap **Apply coupon**.

> Note: a discount is for the whole sale; there is no discount on a single line. A coupon and a discount can't be used on the same sale. Coupons need an internet connection. A cashier who needs a discount must ask a manager to sign in.

Screen 5.4: Take payment

Use case: take the customer's money and finish the sale.

Who: everyone.



Payment with Amount due, the Cash, Card, Bank / Other and Raast QR tiles and the cash keypad

1. Tap **Charge** (the button shows the total, for example **Charge Rs 7,350**).
2. Choose how the customer pays:
   - **Cash:** type the cash you were given, or tap **Exact** or a rounded amount. The till shows **Change due**.
   - **Card:** take the payment on your card machine first, then type the **Card auth code** if you want to record it.
   - **Bank / Other:** for a bank transfer or wallet; type the **Reference** if you have one.
   - **Raast QR:** shows a QR code that the customer scans with their banking app. The sale finishes only after the payment is confirmed (needs Business verification, Screen 2.6, and internet).
3. Tap **Charge** at the bottom.

What you'll see: Sale complete (Screen 5.6). The receipt prints, and the cash drawer opens on cash sales, if you turned these on in Screen 3.5.

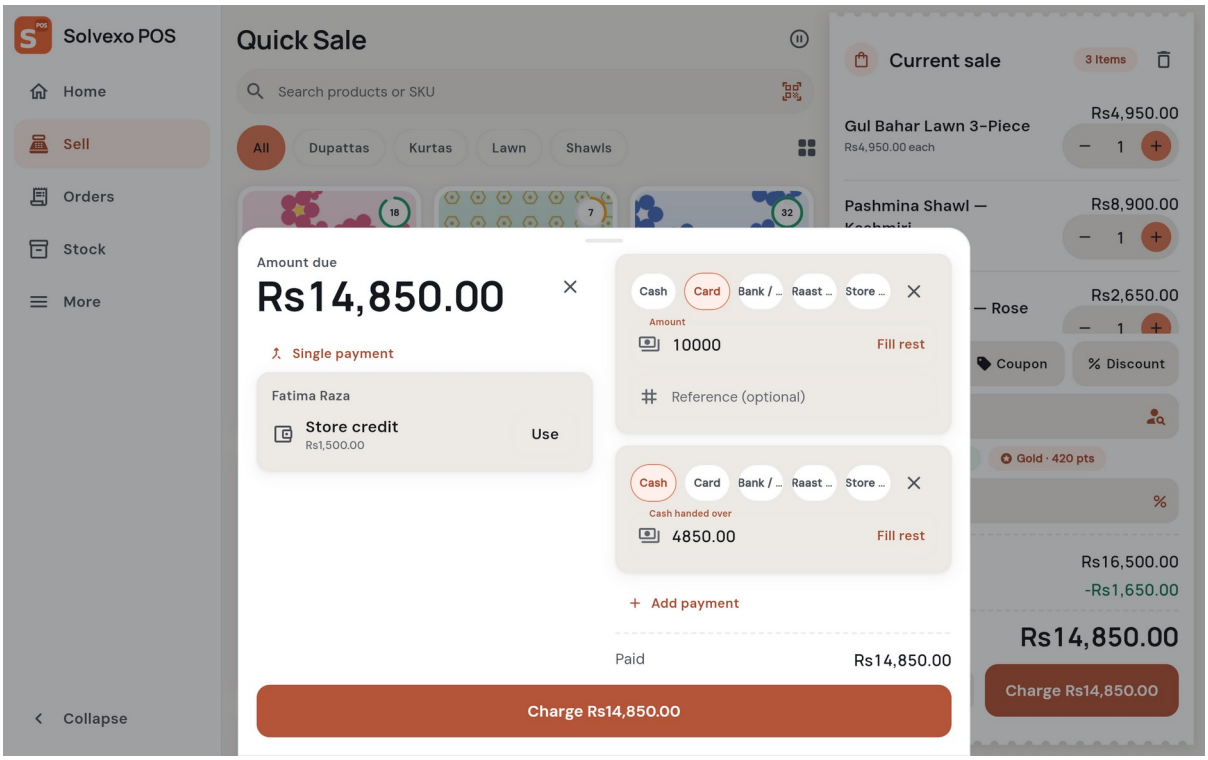
> Note: if prices or tax changed since the till last loaded them, the till asks "Total updated … Charge this amount?". Check the new total with the customer, then tap **Charge**.

> Tip: if Charge fails, tap it again. The till sends the same sale again, so the customer is never charged twice.

Screen 5.5: Split payment, store credit and points

Use case: the customer pays with more than one method, for example part card and part cash, or uses their store credit or points.

Who: everyone.



Split payment with a Card row, a Cash row, Paid and Change due

1. In the payment screen, tap **Split payment**.
2. In each row, choose the method and type the **Amount**. Tap **Fill rest** to put the remaining amount in that row.
3. To add another method, tap **Add payment**.
4. When **Remaining** is zero, tap **Charge**.

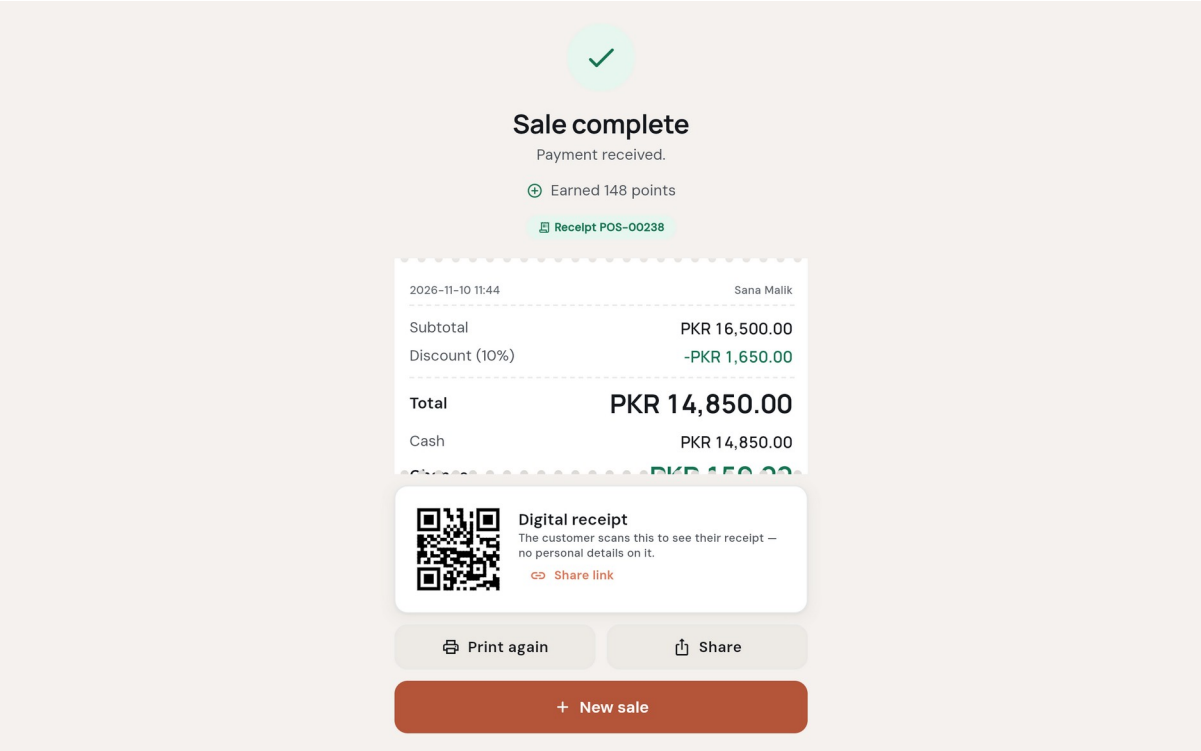
Store credit: if the customer has credit, tap **Use** next to **Store credit**. **Points:** use the stepper next to **Redeem points**; the till shows how much it takes off.

> Note: card and other payments can't be more than the total; only cash can be more (the rest is change). Store credit and points need internet, and points can't be used together with a coupon or discount.

Screen 5.6: Sale complete

Use case: give the customer their receipt and start the next sale.

Who: everyone.



Sale complete with the receipt, the digital receipt QR and the Print again, Share and New sale buttons

- **Print again:** print another copy.
- **Share:** send the receipt as a PDF (WhatsApp, email and so on).
- **Digital receipt:** the customer scans the QR code to see the receipt on their phone, or tap **Share link**.
- **New sale:** clear the screen for the next customer.

If you're offline: the screen says **Saved offline** and the receipt number starts with **OFF-**. The sale uploads by itself when the internet is back. Do not ring it up again.

باب 5: فروخت کریں

اسکرین 5.1: فروخت کی اسکرین — پروڈکٹ پر ٹیپ کریں (ہر ٹیپ پر ایک اور)، **Search products or SKU** میں تلاش کریں، کیٹیگری چنیں، بارکوڈ اسکینر سے اسکین کریں یا کیمرے سے **Scan with camera**۔ کیٹلاگ سے باہر چیز کے لیے **Custom item**۔

اسکرین 5.2: کارٹ اور گاہک — **−** اور **+** سے مقدار بدلیں، لائن کو بائیں سوائپ کر کے ہٹائیں۔ **Customer (optional)** میں گاہک تلاش کر کے لگائیں، ورنہ **Walk-in**۔

اسکرین 5.3: ڈسکاؤنٹ اور کوپن — ڈسکاؤنٹ صرف مینیجر دے سکتا ہے: **Discount** دبائیں، **Percent** یا **Amount** چنیں اور **Apply**۔ کوپن کے لیے **Coupon** میں کوڈ لکھ کر **Apply coupon**۔ کوپن اور ڈسکاؤنٹ ایک ساتھ نہیں لگتے، اور کوپن کے لیے انٹرنیٹ ضروری ہے۔

اسکرین 5.4: ادائیگی — **Charge** دبائیں، پھر **Cash** (ملی ہوئی رقم لکھیں، **Change due** نظر آئے گا)، **Card**، **Bank / Other** یا **Raast QR** چنیں اور نیچے **Charge** دبائیں۔ اگر Charge ناکام ہو تو دوبارہ دبائیں؛ گاہک سے دو بار رقم نہیں کٹتی۔

اسکرین 5.5: Split payment — **Split payment** دبا کر ہر قطار میں طریقہ اور **Amount** لکھیں، **Fill rest** سے باقی رقم بھریں۔ گاہک کا **Store credit** (Use) یا **Redeem points** بھی استعمال ہو سکتا ہے؛ ان کے لیے انٹرنیٹ چاہیے۔

اسکرین 5.6: **Sale complete** — **Print again**، **Share** (PDF)، ڈیجیٹل رسید کا QR یا **New sale**۔ آف لائن ہونے پر **Saved offline** اور رسید نمبر **OFF-** سے شروع ہوتا ہے؛ انٹرنیٹ آنے پر خود اپ لوڈ ہو جاتی ہے، دوبارہ فروخت نہ کریں۔