

# Special Orders

1

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1373 By: POS Cashier: POS Date: 11/08/2010 Register: 1 - PL: Our Price

SCAN:

<  >

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total

Bill To | Ship To | Note

Quick Sale

↑ Show More Options [F2] ← Make AR Payment [F3] Return From Invoice [F4] Open Cash Drawer [F5]

↓ Exit Program [F6] Balance Register [F7] Show Slides [F8] Manager Mode [F9]

LineTotals: 0.00 SubTotal: 0.00  
Taxable: 0.00 - Coupon: 0.00  
SalesTax: 0.00 - Deposit: 0.00  
Item Count: 0.00 Total: 0.00

0.00

Tender [F10]



1

2

## IN KEYBOARD SALES MODE:

To create special orders, you must go to Manager Mode.

1. Select Show More Options Button (F2)

2. Select Manager Mode Button(F9)

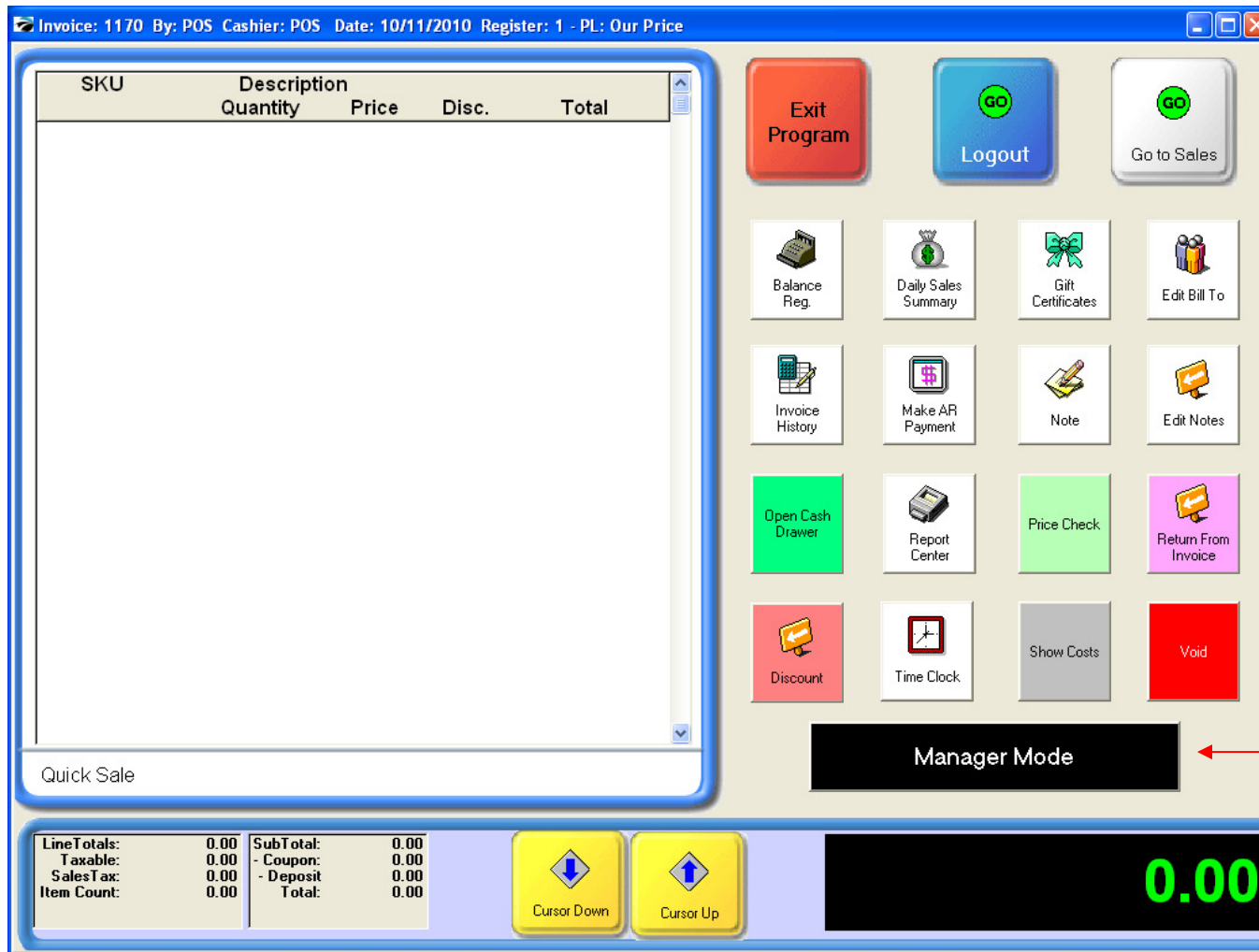
(NOTE: Only Teachers & Managers will have access to Manager Mode)



To create special orders, you must go to **Manager Mode**.

## 1. Touch Manager Button

# Special Orders

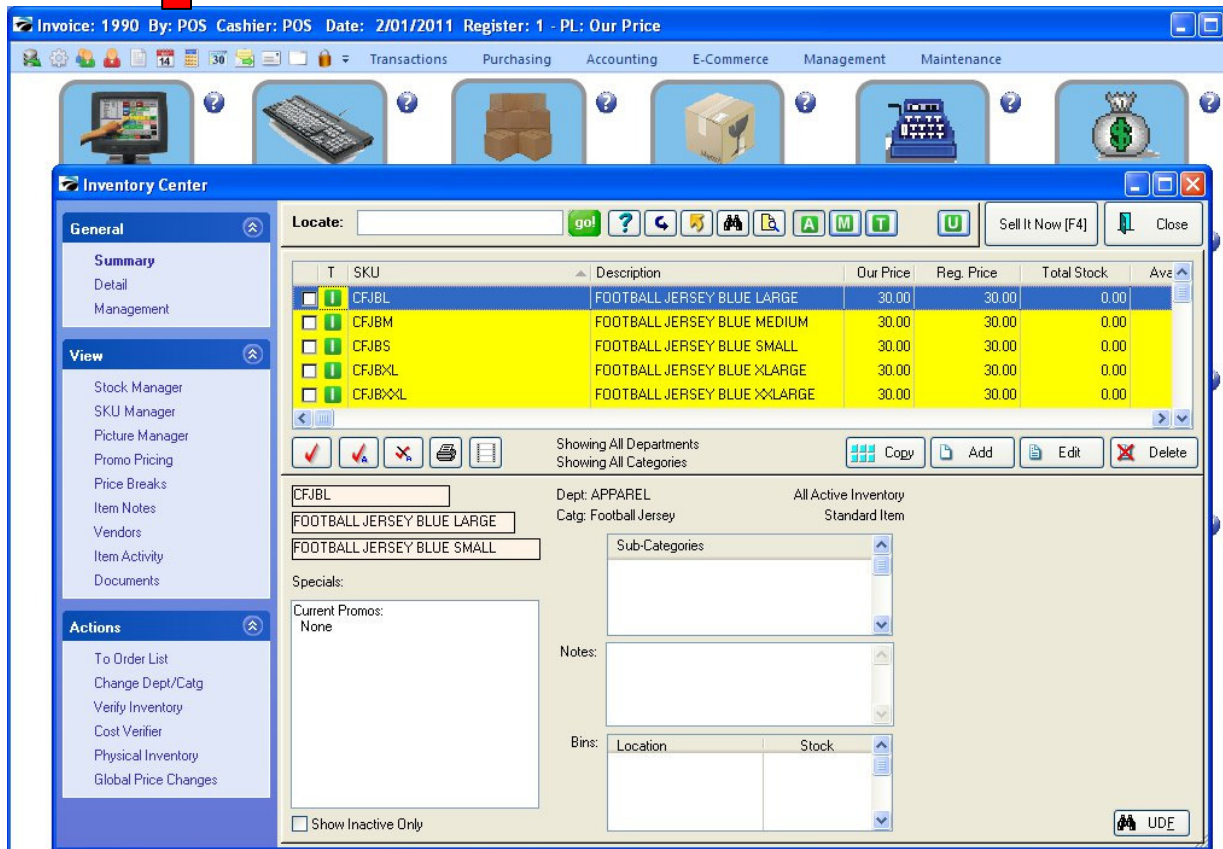


## ON MANAGER BUTTON SCREEN:

1. Select Manager Mode Button

(NOTE: Only Teachers & Managers will have access to Manager Mode)

# Special Orders



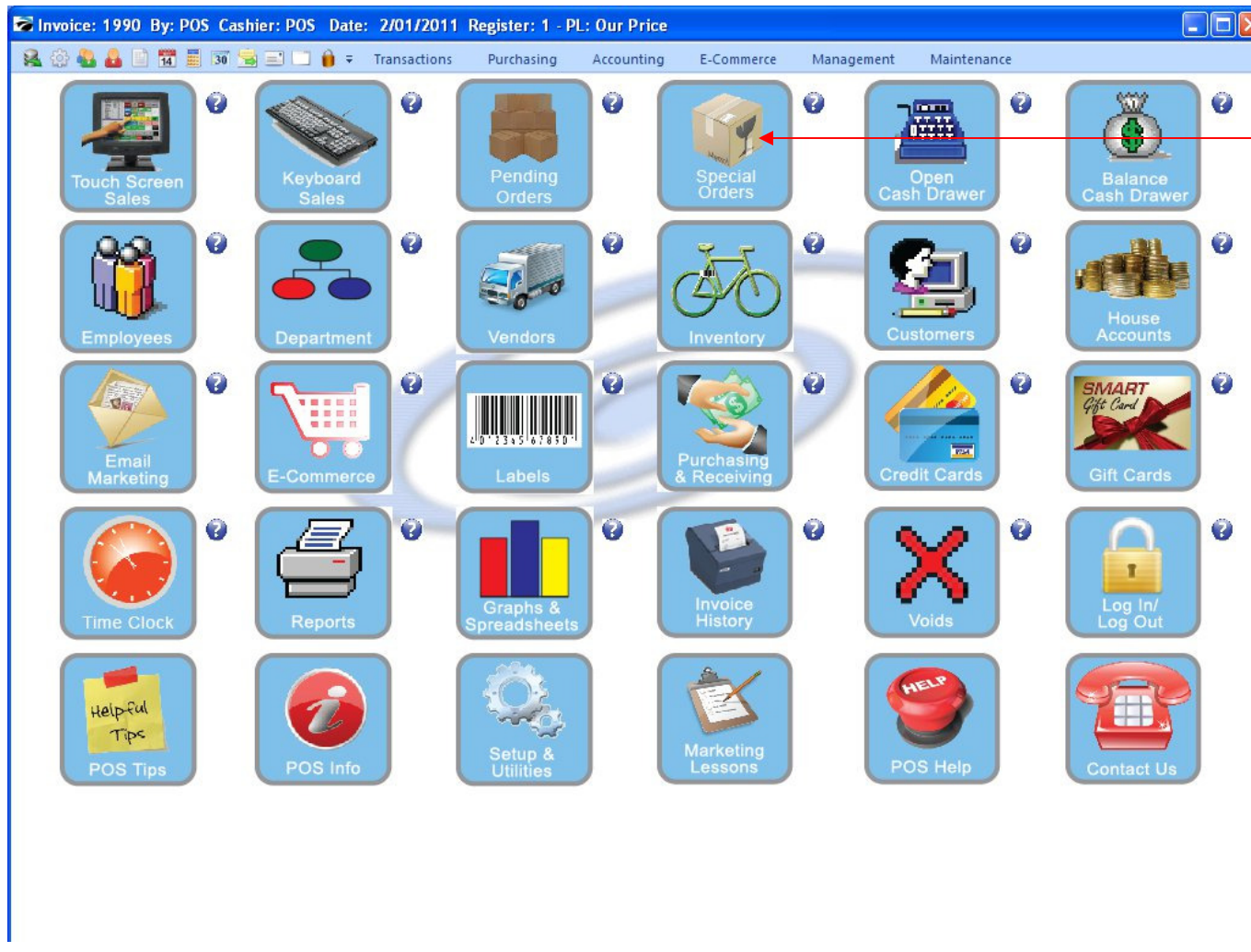
## SPECIAL ORDER CENTER:

Typically if you are selling a one-time special order item such as a yearbook, varsity jacket, or an apparel item personalized for a specific customer, then Orders fit the bill perfectly.

A second use for the Order function will be with sales from a "Satellite" location, such as an athletic venue, the cafeteria, a hallway, or any location outside of your store without using your POS station(s) for sales.

Before ringing in a custom order, you need to add the item to your inventory. See the Inventory PDF (Or use Misc. Apparel button w/notes detail underneath.)

# Special Orders



## IN MANAGER MODE:

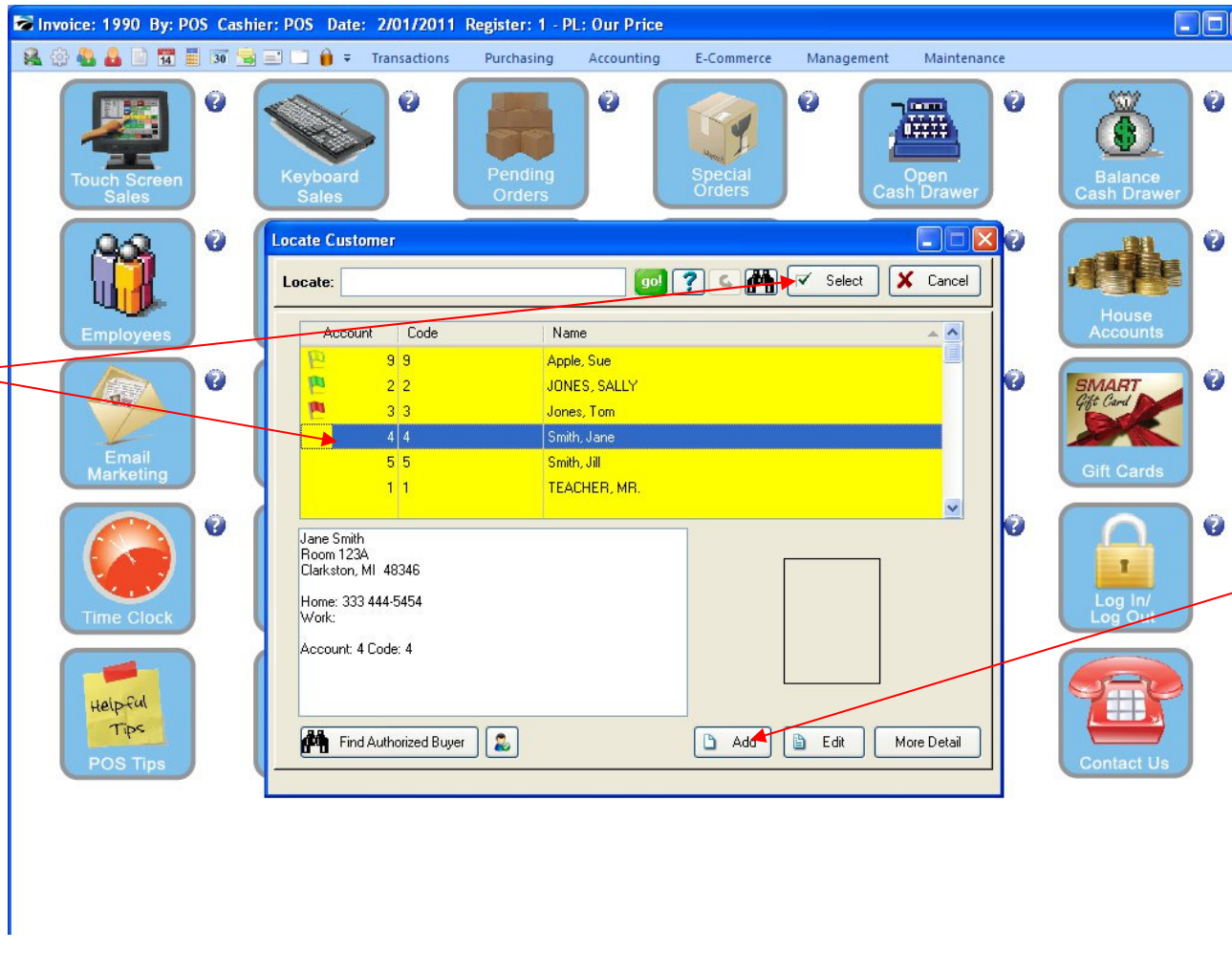
To create New Orders, go to Special Orders

1. Select Special Orders Button

Note: For Touch Screen users, we will be using the keyboard sales order screen.



# Special Orders



**SPECIAL ORDER CENTER:**  
Your Customer List will appear...

1. Locate the Current Customer from the list and click the Select button.
2. If the Customer is new, click the Add button to add them to your list.



1. The Customer Name appears in the blue area on the lower left.

# Special Orders

Invoice: 1990 By: POS Cashier: POS Date: 2/01/2011 Register: 1 - PL: Our Price

Order: 526 By: POS Date: 2/01/2011 Register: 1 - PL: Our Price

SCAN:

Stock: 0.00 | Held: 0.00 | Available: 0.00

Locate Item [INS] Menu [ESC]

SKU	Description	Quantity	Price	Dsc. %	Total	T
CFJBL	FOOTBALL JERSEY BLUE LARGE	1.00	30.00	0.00	30.00	Y
CNFB	CUSTOM NUMBER FRONT & BACK	1.00	6.00	0.00	6.00	Y

Enter Note

Customer Number 26

OK [F10] Cancel

Bill To | Ship To | Note

Jane Smith  
Room 123A  
Clarkston, MI 48346  
Home: 333 444-5454  
Work:  
Account: 4 Code: 4

Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals:	36.00	Sub Total:	38.16
Taxable:	36.00	- Coupon:	0.00
Sales Tax:	2.16	- Deposit:	0.00
Item Count:	2.00	Total:	38.16

38.16

Save [F10]

1

2



## SPECIAL ORDER CENTER: On the Order Sales Screen:

1. Scan or type in the Special Order Items SKUs for the Order
2. Add a Note (Ctl N) to list the specifics for any line item such as the jersey number or name to appear on the back of the customer's order.



# Special Orders

Invoice: 1990 By: POS Cashier: POS Date: 2/01/2011 Register: 1 - PL: Our Price

Order: 526 By: POS Date: 2/01/2011 Register: 1 - PL: Our Price

SCAN:

Locate Item [INS] Menu [ESC]

SKU	Description	Quantity	Price	Dsc. %	Total	T
CFJBL	FOOTBALL JERSEY BLUE LARGE	1.00	30.00	0.00	30.00	Y
CNFB	CUSTOM NUMBER FRONT & BACK	1.00	6.00	0.00	6.00	Y
CNAME	CUSTOM NAME BACK	1.00	6.00	0.00	6.00	Y
	Name Lewis					

Bill To | Ship To | Note

Jane Smith  
Room 123A  
Clarkston, MI 48346  
Home: 333 444-5454  
Work:  
Account: 4 Code: 4

↑ Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]  
↓ Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals:	42.00	SubTotal:	44.52
Taxable:	42.00	- Coupon:	0.00
Sales Tax:	2.52	- Deposit:	0.00
Item Count:	3.00	Total:	44.52

44.52

Save [F10]

1

2



Special  
Orders

## SPECIAL ORDER CENTER: On the Order Sales Screen:

1. Details for the Special Order now appear on the Invoice.
2. Touch the Save button or the F10 key to save and place the order

# Special Orders

Invoice: 1990 By: POS Cashier: POS Date: 2/01/2011 Register: 1 - PL: Our Price

Order: 527 By: POS Date: 2/01/2011 Register: 1 - PL: Our Price

SCAN:

**Calendar**

View: Monthly

Display:  Date Placed ☒ Date Due

Technician: All Status: All

OK [F10] Cancel

Date Selected: 2/18/2011

January - March, 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 Febru	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1 Marcl	2	3	4	5

Reference By Placed Due Total

History Edit

Work: Fax:

SKU Description

Taxable: 42.00 - Coupon: 0.00  
SalesTax: 2.52 - Deposit: 0.00  
Item Count: 3.00 Total: 44.52

**44.52**

Save [F10]

1

2



Special  
Orders

## SPECIAL ORDER CENTER:

A calendar will pop up with the current month. Future months are also available to select from.

1. Project a Delivery Date and highlight it in yellow.
2. Select it by touching the OK button or F10 key.

# Special Orders

Invoice: 1990 By: POS Cashier: POS Date: 2/01/2011 Register: 1 - PL: Our Price

Order: 527 By: POS Date: 2/01/2011 Date Due: 2/18/2011 Register: 1 - PL: Our Price

SCAN:

Locate Item [INS] Menu [ESC]

SKU	Description	Quantity	Price	Dsc. %	Total	T
CFJBL	FOOTBALL JERSEY BLUE LARGE	1.00	30.00	0.00	30.00	Y
CNFB	CUSTOM NUMBER FRONT & BACK	1.00	6.00	0.00	6.00	Y
	Customer Number 26					
CNAME	CUSTOM NAME BACK	1.00	6.00	0.00	6.00	Y
	Name Lewis					

**POSitive Alert**

? Apply Payment?

Yes No Cancel

Bill To | Ship To | Note |

Jane Smith  
Room 123A  
Clarkston, MI 48346  
Home: 333 444-5454  
Work:  
Account: 4 Code: 4

Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals: 42.00 SubTotal: 44.52  
Taxable: 42.00 - Coupon: 0.00  
Sales Tax: 2.52 - Deposit: 0.00  
Item Count: 3.00 Total: 44.52

**44.52**

Save [F10]

1



Special  
Orders

## SPECIAL ORDER CENTER:

A Positive Alert will Appear asking to Apply a Payment. Most schools require a partial or full payment at the time of the order..

1. Select Yes to Apply Payment

# Special Orders

Invoice: 1990 By: POS Cashier: POS Date: 2/01/2011 Register: 1 - PL: Our Price

Order: 527 By: POS Date: 2/01/2011 Date Due: 2/18/2011 Register: 1 - PL: Our Price

SCAN:

Locate Item [INS] Menu [ESC]

SKU	Description	Quantity	Price	Dsc. %	Total	T
CFJBL	FOOTBALL JERSEY BLUE LARGE	1.00	30.00	0.00	30.00	Y
CNFB	CUSTOM NUMBER FRONT & BACK	1.00	6.00	0.00	6.00	Y
CNAME	CUSTOM NAME BACK	1.00	6.00	0.00	6.00	Y
	Name Lewis					

Payment Amount

Enter the total amount to be paid. This amount cannot exceed the total amount due.

Total To Pay:

OK Cancel

Bill To | Ship To | Note

Jane Smith  
Room 123A  
Clarkston, MI 48346  
Home: 333 444-5454  
Work:  
Account: 4 Code: 4

Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals: 42.00 SubTotal: 44.52  
Taxable: 42.00 - Coupon: 0.00  
Sales Tax: 2.52 - Deposit: 0.00  
Item Count: 3.00 Total: 44.52

44.52

Save [F10]

1

2



Special  
Orders

## SPECIAL ORDER CENTER:

A Positive Alert will Appear asking to Apply a Payment. Most schools require a partial or full payment at the time of the order..

1. When Prompted Enter the Deposit Amount
2. Click OK to accept the deposit amount.

# Special Orders

Invoice: 1990 By: POS Cashier: POS Date: 2/01/2011 Register: 1 - PL: Our Price

Order: 527 By: POS Date: 2/01/2011 Date Due: 2/18/2011 Register: 1 - PL: Our Price

SCAN:

Locate Item [INS] Menu [ESC]

SKU	Description
CFJBL	FOOTBAL
CNFB	CUSTOM
CNAME	Customer
	CUSTOM
	Name Lew

Invoice Tender

Currency [F2] Gift Cert. [F3] Balance [F7] OK [F10]

	Amount
Cash	44.52
Check	0.00
Visa	0.00
MasterCard	0.00
Discover	0.00
American Express	0.00

Balance Due: 44.52

Total: 44.52

- Credits: 0.00

- Gift Cert: 0.00

Total Due: 44.52

Paid: 0.00

Use Credit Card On File [F8]

Press ESCAPE To Cancel

Bill To | Ship To | Note |

Jane Smith  
Room 123A  
Clarkston, MI 48346  
Home: 333 444-5454  
Work:  
Account: 4 Code: 4

Line Totals: 42.00 SubTotal: 44.52  
Taxable: 42.00 - Coupon: 0.00  
Sales Tax: 2.52 - Deposit: 0.00  
Item Count: 3.00 Total: 44.52

44.52

Save [F10]

Special Orders

## SPECIAL ORDER CENTER:

If you take a Deposit the Tender screen appears.

1. Select the tender type from the list presented. Click until the tender line appears blue and yellow.
2. Click **Enter** to accept the default tender amount, or enter the amount if different.
3. Click **OK F10** to accept the tender.



# Special Orders

Invoice: 1990 By: POS Cashier: POS Date: 2/01/2011 Register: 1 - PL: Our Price

Order: 527 By: POS Date: 2/01/2011 Date Due: 2/18/2011 Register: 1 - PL: Our Price

SCAN:

Locate Item [INS] Menu [ESC]

SKU	Description	Quantity	Price	Dsc. %	Total	T
CFJBL	FOOTBALL JERSEY BLUE LARGE	1.00	30.00	0.00	30.00	Y
CNFB	CUSTOM NUMBER FRONT & BACK	1.00	6.00	0.00	6.00	Y
CNAME	Customer Number 26	1.00	6.00	0.00	6.00	Y
	CUSTOM NAME BACK	1.00	6.00	0.00	6.00	Y
	Name Lewis					

Transaction finalizing...

Printing Options

Print [F7] Preview [F9] Cancel [ESC]

Bill To | Ship To | Note

Jane Smith  
Room 123A  
Clarkston, MI 48346  
Home: 333 444-5454  
Work:  
Account: 4 Code: 4

Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals: 42.00 SubTotal: 44.52  
Taxable: 42.00 - Coupon: 0.00  
Sales Tax: 2.52 - Deposit: 0.00  
Item Count: 3.00 Total: 44.52

44.52

Save [F10]

1



Special  
Orders

**SPECIAL ORDER CENTER:**  
When the Print option appears.

1. Click Yes to Print 2 Receipts - one for the customer and one for your records.

# Special Orders

Invoice: 1990 By: POS Cashier: POS Date: 2/01/2011 Register: 1 - PL: Our Price

Order: 528 By: POS Date: 2/01/2011 Date Due: 2/18/2011 Register: 1 - PL: Our Price

SCAN:

Locate Item [INS] Menu [ESC]

SKU	CFJBL	CNFB	CNAME
1	1.00	CUSTOM NAME B	6.00 6.00
Name Lewis			

SubTotal: 42.00  
 DD SalesTax: 2.52  
 Total: 44.52  
 Total Deposit: 44.52  
 Balance: 0.00

All Special Orders must be paid in full 30 days prior to receiving the item. No returns accepted on any special orders.

Bill To | Ship To | Note

Jane Smith  
 Room 123A  
 Clarkston, MI 48346  
 Home: 333 444-5454  
 Work:  
 Account: 4 Code: 4

Customer story [F4] Logout [F5]  
 Void Transaction [F9]

LineTotals:	42.00	SubTotal:	44.52
Taxable:	42.00	- Coupon:	0.00
SalesTax:	2.52	- Deposit:	0.00
Item Count:	3.00	Total:	44.52

44.52

Save [F10]



Special Orders

## SPECIAL ORDER CENTER:

Note: It is best to have a special policy statement which pertains to Special Orders. See Policy Statements PDF.