



How to use DINETA.pos? Tutorial

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1 START OF THE PROGRAM

Double click on icon „DINETA.pos“ that is on your Desktop. On the opened window enter your username and password, then click **OK**.

Registration

DINETA.pos

User:

Password:

 OK

 Cancel

2 PUT IN MONEY

You need to press **F5** button for the input of money. On the opened window you see fields:

- 1) *Total in a cash desk* – it shows the total money that is in a cash desk
- 2) *Put in* – it shows an amount of money that you are preparing to put in a cash desk.
- 3) *Remain* – it shows how much money is at a cash desk in total after your input.

If you need to confirm an operation, click on „Put in“, or if you want to cancel this operation, then click on „Cancel“ button.

After you confirm money input operation, at the new opened window click **OK**.

Put in money

Total in a cashdesk	118.12
Put in:	0.00
Remain:	118.12

3 DINETA.POS MAIN WINDOW

The main window of the DINETA.pos program:

Version – version of DINETA.pos program.

Cash desk – the number of the POS in a system.

Last date exchange – the last date and time when last exchange of the prices and product cards was.

At the left side of the window you can see a name of the user that is logged in to that POS. Then you can see a number of the voucher, date and time.

At the right side of the window is shown full list of sold goods and products with all the dependent information – barcode, item description, quantity, price, sum, discount and code.

At the beginning of your work this list here is empty.

3.1 BUTTONS

F1 – price changing

CTRL + F1 – re-register. If this button was pressed accidentally, you need to re-enter your register no one more time and press “OK”.

F2 – Item list.

F3 – check list. Here you can see all or annulled checks.

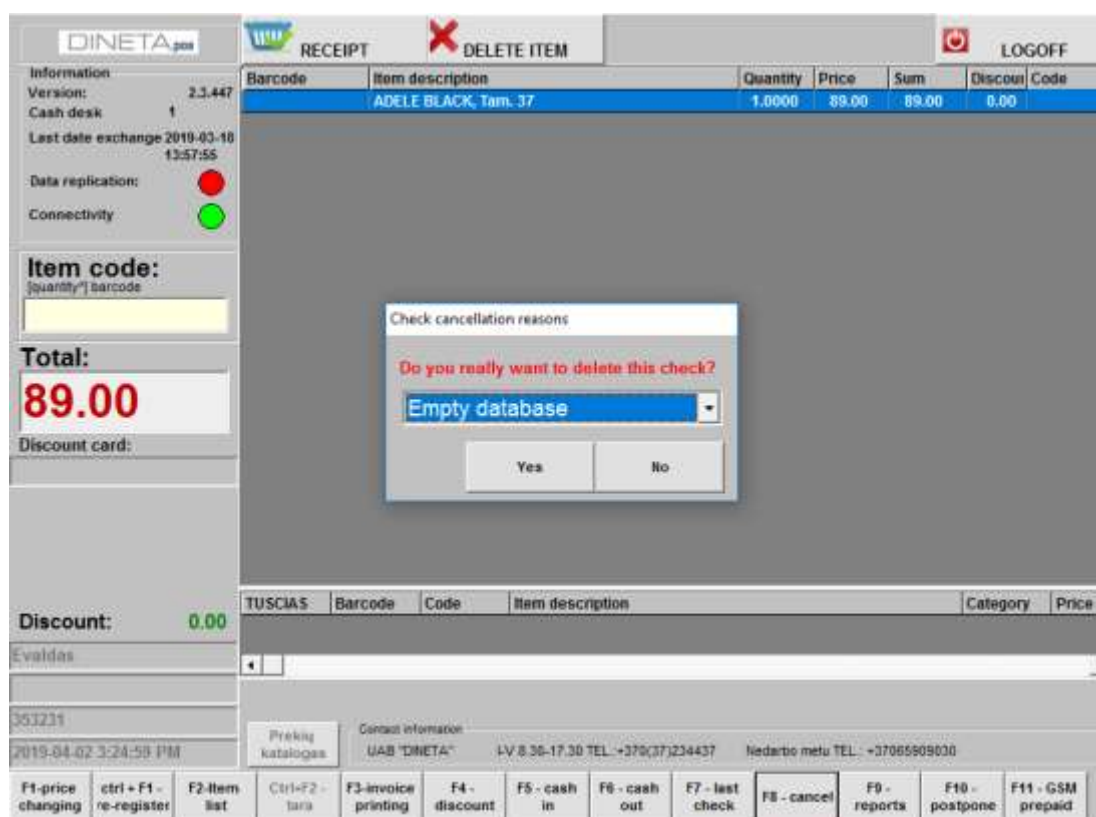
F4 – discounts

F5 – cash in. This button are used only for cash in to cash desk. For other reasons using this button is prohibited.

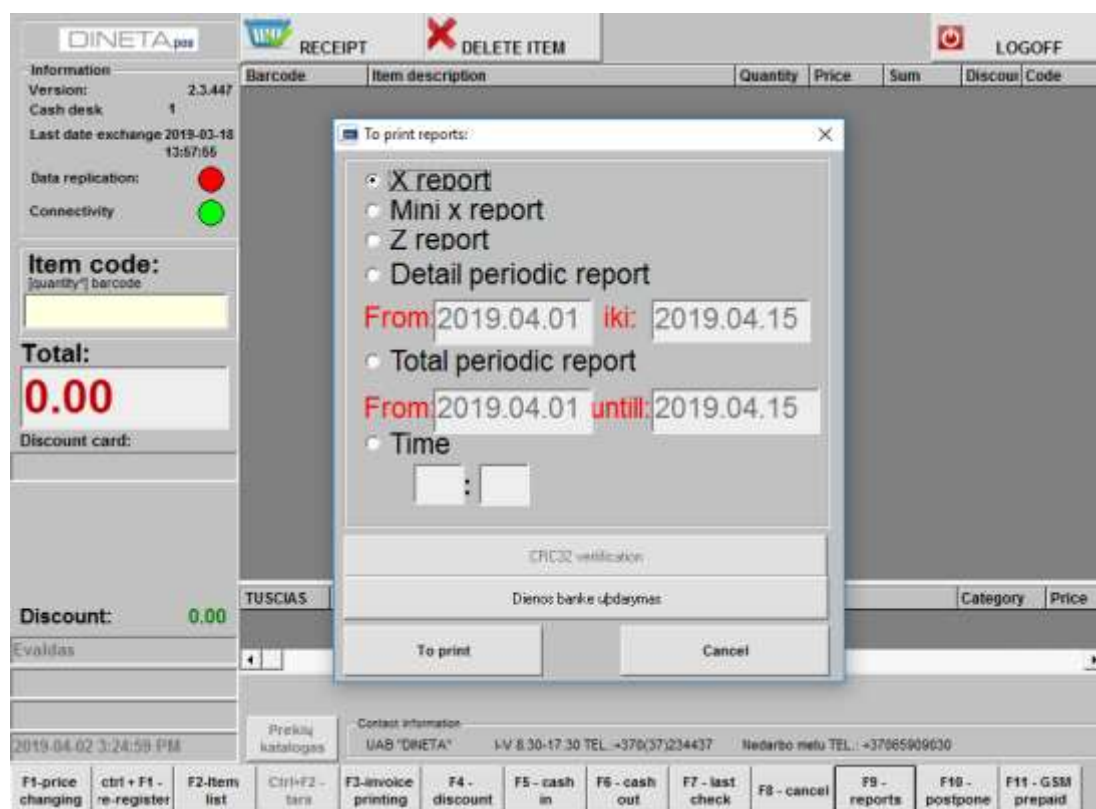
F6 – cash out from cash desk.

F7 – the last check.

F8 – annulment of a check.



F9 – reports. With this function you can print X report, mini X report, Z report or detailed periodical report.



F10 – postpone of the check.

DINETA.pos RECEIPT DELETE ITEM LOGOFF

Information: Version: 2.3.447
Cash desk: 1
Last date exchange: 2019-03-18 13:57:55
Data replication: ●
Connectivity: ●

Item code: [quantity] barcode

Total:
89.00

Discount card:

Discount: 0.00

Evaldas

353232

2019-04-02 3:24:59 PM

Prekių katalogas

Contact information: UAB "DINETA" I-V 8.30-17.30 TEL.: +370(37)234437 Nedarbo metu TEL.: +37065909030

F1-price changing ctrl + F1 - re-register F2-item list Ctrl+F2 - tara F3-invoice printing F4 - discount F5 - cash in F6 - cash out F7 - last check F8 - cancel F9 - reports F10 - postpone F11 - GSM prepaid

Attention: Ar tikrai norite atidėti i kvita?
Taip Ne

Barcode	Item description	Quantity	Price	Sum	Discount	Code
	ADELE BLACK, Tam. 37	1.0000	89.00	89.00	0.00	

Barcode	Code	Item description	Category	Price
---------	------	------------------	----------	-------

If you like to come back to this check later, you need to press **F3** button and choose postponed check. Then click "Finish post. recipe" or **F10** button.

The list of the checks (invoice writing)

Cheks No. Search (F2) Rodyti visus kvitus (Ctrl+F2) Nulinti PVM (F8)

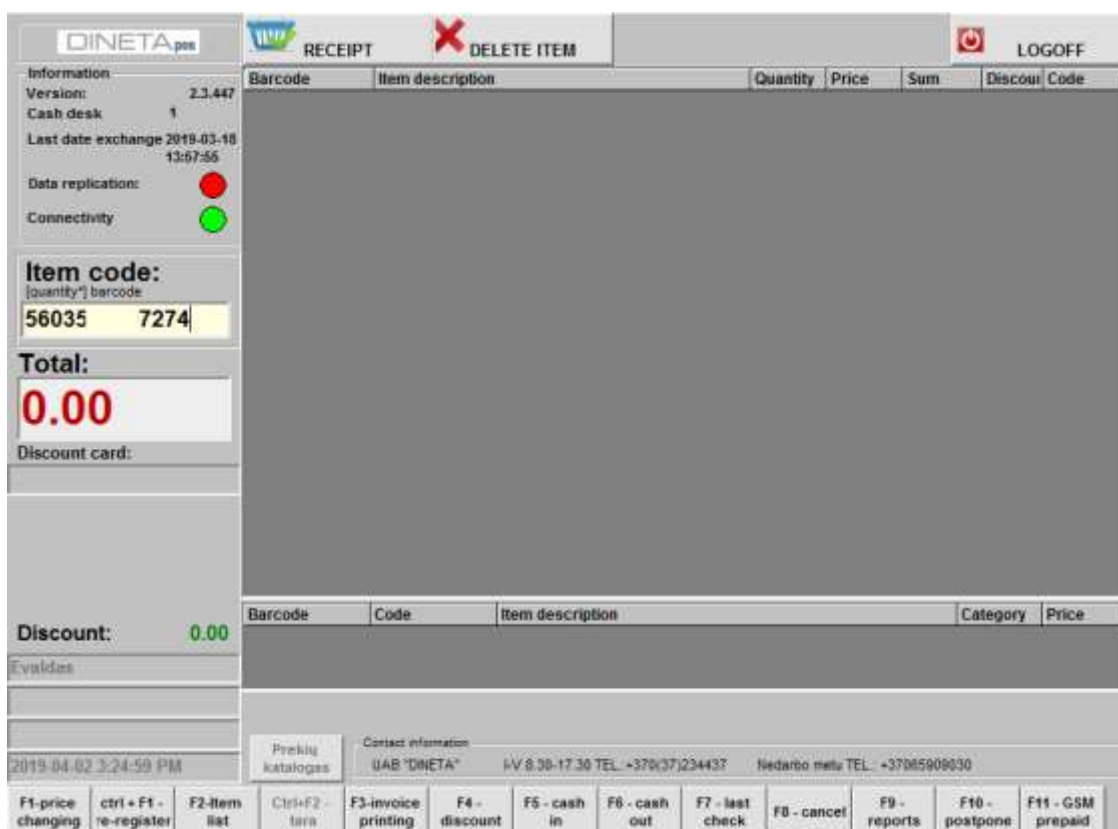
ID	Check No.	Date, time	Sum with VAT	VAT	Status	Invoices No.	Buyer
▶ 353232	353232	2019-04-02 3:36:	89	15.45	Atid?tas		

Fisk. kvito kopija (F3) Spausdinti papildymus (F4) Print invoice (F5) returning (F6)
Copy of bank receipt (F7) Receipt copy (F9) Finish post.recipe (F10) Close (Esc)

F11 - prepaid

4 SALE OF GOODS

Scan items. The field **Item code** will show its barcode.



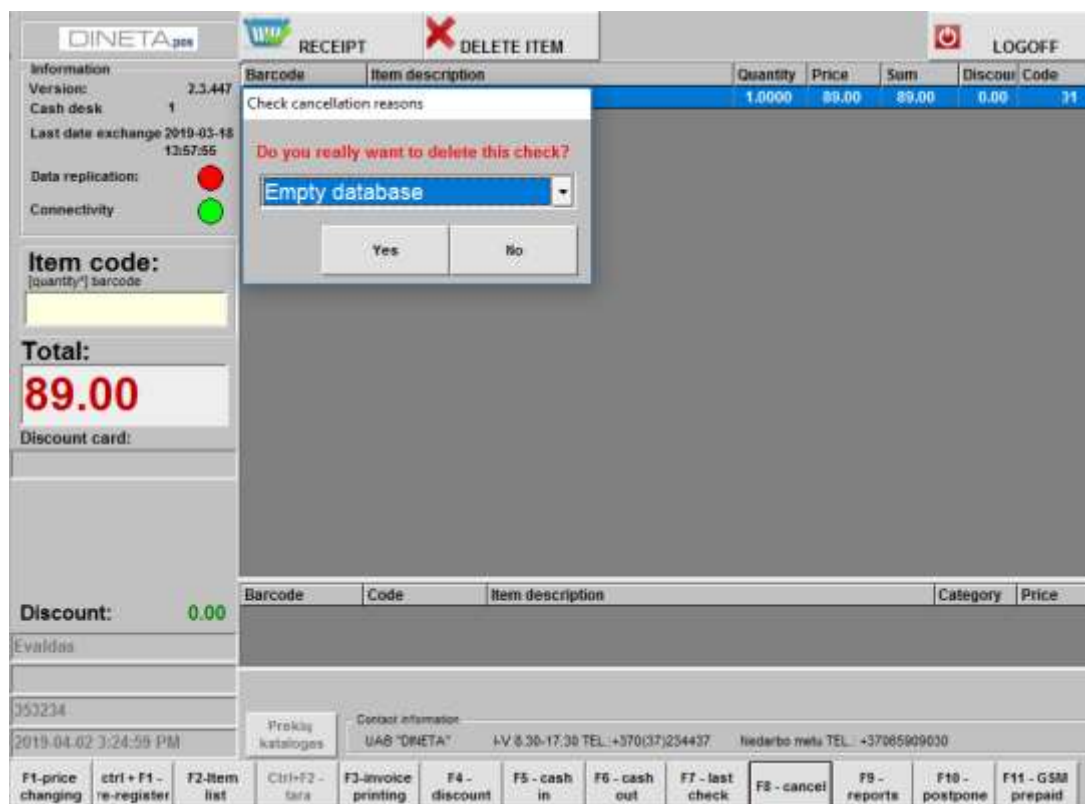
Barcode	Item description	Quantity	Price	Sum	Discou	Code

Barcode	Code	Item description	Category	Price

If you want to sell more items just scan their barcodes over again or you can find its barcode in an „Item list“ by pressing **F2** button.

5.2 REVIEW OF PRICES

For reviewing the prices of items at the POS, you need to scan product's barcode and at the main window you will see its price. After reviewing it do not forget for annulment of the check (press **F8** button).



5.3 GRANTING DISCOUNTS FOR ITEMS

If necessary you can apply discount for the price of an item at the POS. After scanning the barcode press **F4** button. At opened window choose the type of your discount. Add a value of the discount at the "Size" field and click **Count** button.

RECEIPT

DELETE ITEM

LOGOFF

Information

Version: 2.3.447

Cash desk: 1

Last date exchange: 2019-03-10 13:57:55

Data replication: ●

Connectivity: ●

Item code:
[quantity]* barcode

Total:

89.00

Discount card:

Barcode	Item description	Quantity	Price	Sum	Discount	Code
		1.0000	89.00	89.00	0.00	... 01

Discounts

Nuolaidų kortelė (F2)

Balance

0.00

Discount cards

Action

-Not specified--

Type

2. Percentage

Discount

1. For row

Size

15

Lyginės kortelė

Count

Cancel

Barcode	Code	Item description	Category	Price

Prekių katalogas

Contact information

UAB "DINETA" ĮV 8.30-17.30 TEL. +370(37)234437 Nedarbo metu TEL. +37065909030

F1-price changing

ctrl + F1 - re-register

F2-item list

Ctrl+F2 - tara

F3-invoice printing

F4 - discount

F5 - cash in

F6 - cash out

F7 - last check

F8 - cancel

F9 - reports

F10 - postpone

F11 - GSM prepaid



 RECEIPT
  DELETE ITEM

 LOGOFF

Information

Version: 2.3.447

Cash desk: 1

Last date exchange: 2019-03-18 13:57:65

Data replication: ●

Connectivity: ●

Item code:
[quantity] barcode

Total:
75.65

Discount card:

Discount: 13.35

Evaldas

053234

2019-04-02 3:24:59 PM

Barcode	Item description	Quantity	Price	Sum	Discoun	Code
	ADELE BLACK, Tam. 37	1.0000	89.00	75.65	15.00	31






Prekių katalogas

Contact information

UAB "DINETA" I-V 8.30-17.30 TEL: +376(37)234437 Nedarbui metu TEL: +37065009030

F1-price changing

ctrl + F1 - re-register

F2-item list

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F3-invoice printing

F4 - discount

F5 - cash in

F6 - cash out

F7 - last check

F8 - cancel

F9 - reports

F10 - postpone

F11 - GSM prepaid

5.4 LOYALTY CARDS ACTIVATION

For activating loyalty cards you need to press **F4** button after scanning an item. The cursor will be at the field „Size“ by default. Then press *Enter* (or with the mouse at the „Loyalty card“ field). Scan your loyalty card's number or enter it manually, then press **Enter**.

If you need to add a loyalty program to your current check, scan the card. At the opened window you'll see its loyalty points and an information about an exact amount for using it. You could not use more than it is in the card.

5.5 THE SECOND SALE PRICE

After products are scanned, you will see basic prices of items. If you'd like to apply its second price you need to press **F1**. If there is a second price in a product card at DINETA.web it will be applied at the POS, if not, you'll get a notification about it.

5.6 SALE OF AN ITEM

After scanning items you need to press Spacebar at your keyboard. At the opened window you'll see sales information.

The screenshot shows the DINETA POS interface. A 'Payment:' window is open, allowing the user to select a payment method. The 'Paid:' section includes input fields for Cash, Credit card, Gift cards, Credit no.3, Kreditas nr.4, and Cash back, all currently set to 0.00. Below these fields, the 'Change:' is calculated as -89.00 EUR. A green button labeled 'PRINT RECEIPT' and a red button labeled 'CLOSE' are visible. The background interface shows a receipt with a total of 89.00 and a discount of 0.00. The bottom of the screen features a keyboard layout with function keys F1 through F11 and their corresponding actions.

Depending on the payment enter the price at the field:

- 1) Cash
- 2) Credit card
- 3) Gift cards

After entering the price, you will see how much change you need to give.

The screenshot shows the DINETA POS interface. On the left, there's a sidebar with 'Information' (Version: 2.3.447, Cash desk: 1, Last date exchange: 2019-03-18 13:57:55, Data replication: red dot, Connectivity: green dot), 'Item code:' (quantity barcode), 'Total: 89.00', 'Discount card:', 'Discount: 0.00', 'Evalidas', '353236', and '2019-04-03 9:01:30 AM'. At the bottom is a function key bar. The main area has a 'RECEIPT' button and a 'DELETE ITEM' button. A 'Payment:' window is open, showing 'Paid:' with 'Cash' (100) and 'Credit card' (0.00). Below are 'Gift cards: 0.00', 'Credit no.3: 0.00', 'Kreditas nr.4: 0.00', and 'Cash back: 0.00'. A 'Change: 11.00 EUR' is displayed. There are 'PRINT RECEIPT' and 'CLOSE' buttons. A table on the right shows 'Quantity', 'Price', 'Sum', 'Discount', and 'Code' with one row: 1.0000, 89.00, 89.00, 0.00, 01.

If the customer wants to pay by credit card, just enter the price at the “Credit card” field or press **F2**. Customer will put the credit card into a credit card reader and when the confirmation arrives (the receipt will print), a payment’s window will close itself. The receipt will print.

The screenshot shows the DINETA POS interface. On the left, there's a sidebar with 'Information' (Version: 2.3.447, Cash desk: 1, Last date exchange: 2019-03-18 13:57:55, Data replication: red dot, Connectivity: green dot), 'Item code:' (quantity barcode), 'Total: 89.00', 'Discount card:', 'Discount: 0.00', 'Evalidas', '353236', and '2019-04-03 9:01:30 AM'. At the bottom is a function key bar. The main area has a 'RECEIPT' button and a 'DELETE ITEM' button. A 'Payment:' window is open, showing 'Paid:' with 'Cash' (0) and 'Credit card' (89). Below are 'Gift cards: 0.00', 'Credit no.3: 0.00', 'Kreditas nr.4: 0.00', and 'Cash back: 0.00'. A 'Change: 0.00 EUR' is displayed. There are 'PRINT RECEIPT' and 'CLOSE' buttons. A table on the right shows 'Quantity', 'Price', 'Sum', 'Discount', and 'Code' with one row: 1.0000, 89.00, 89.00, 0.00, 01.

A customer may pay in two ways: by credit card and cash at one time. Enter its sums in a different fields.

If you need to change cashier bar, just change it at any moment. You do not need to press anything in a POS system. Don't restart your computer as well. Press **Spacebar** at your keyboard. The check will be printed. This action is the same if the payment was by credit card. Just follow instructions at the POS system.

Moreover, the amount of receipts for approved transactions must match Z report and Bank report which is printed when you do X report.

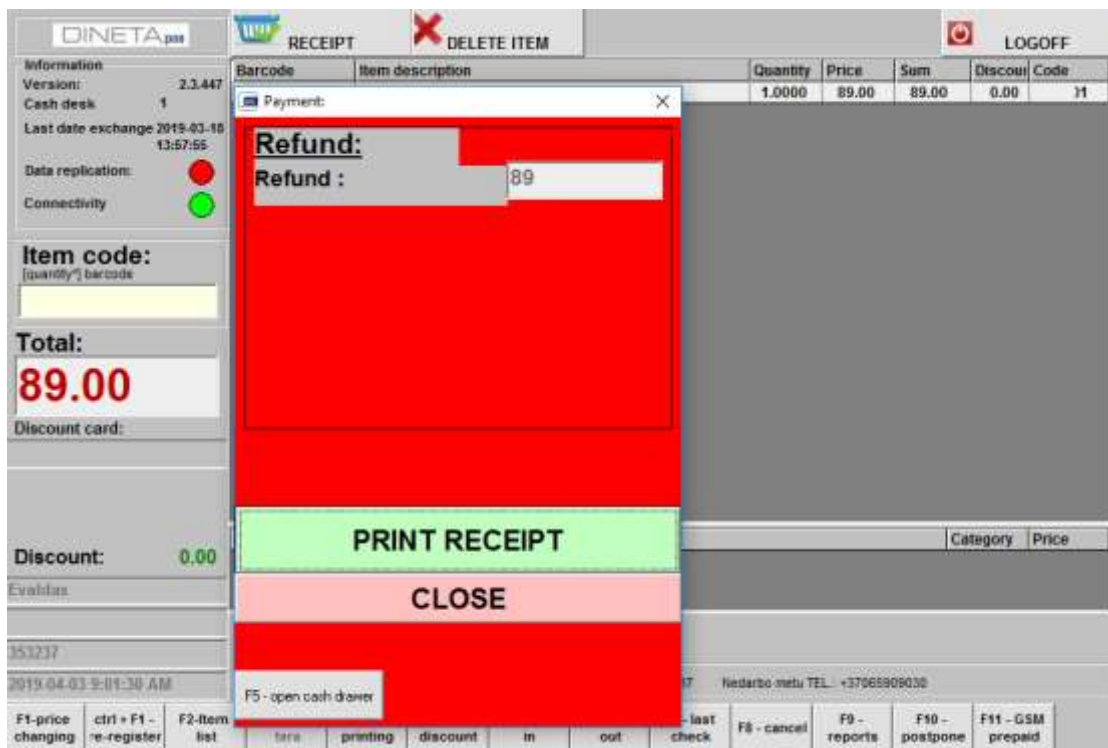
If a customer refuses to buy then you need to press **F8** and check will be annulled. If a customer wants to pay by cash, you need to scan an item one more time and at the payment window add the sum of an item at the „Cash“ field.

6 REFUND

How to return money?

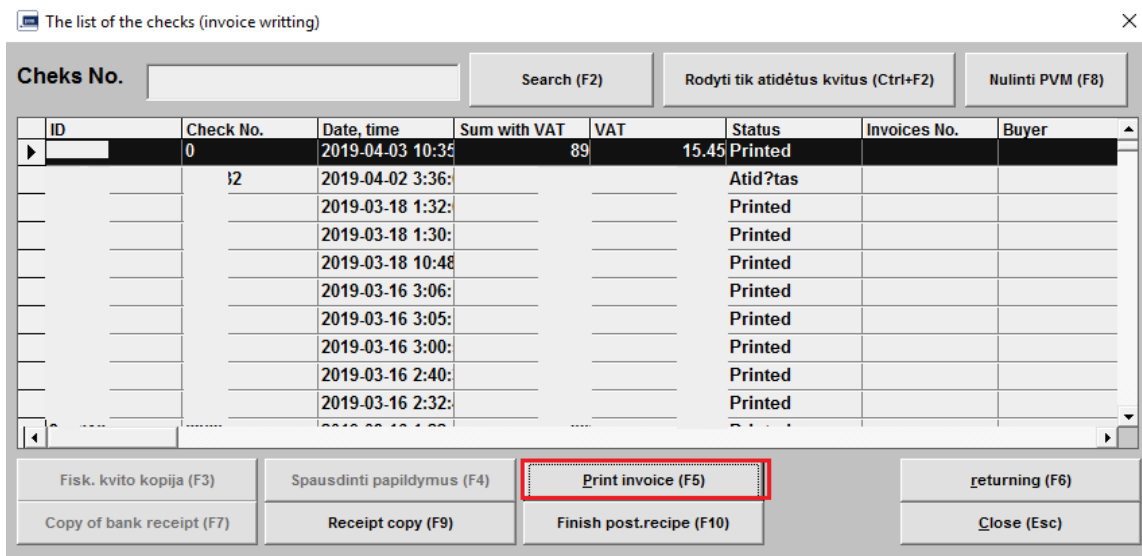
1. Scan item.
2. Press **Spacebar** on your keyboard.
3. If you want to return money for customer, when payment window is opened press **F6** (the red window will open).

You may return money for customer only in cash. There is no need to enter anything else. The program automatically fills cash field that is equal to the sum. When **Spacebar** is pressed the check will be printed.



7 PRINTING INVOICE

After items are sold then you can write an invoice. Press **F3** button. At opened window you'll see all checks. Choose the one you need to print invoice and press **F5** or "Print invoice". Enter all information you need.



8 ANNULMENT OF A CHECK

If you want to cancel the check press **F8**. Then press **Yes**.

Check cancellation reasons

Do you really want to delete this check?

Empty database

Yes No

If you want to cancel just one item from the list then mark it and press **Delete**. An item will be deleted from the list.

9 MONEY TAKING OUT

For cashing out press **F6**. At the opened window in a field "Total in a cash desk" is shown amount of money in total. At the field "Take out" enter the sum of money you want to take out. Then press **Withdraw** or **Cancel**.

The screenshot displays the DINETA POS application interface. A 'Money taking out' dialog box is centered on the screen. The dialog box contains three input fields: 'Total in a cashdesk' with the value 296.12, 'Take out' with the value 0.00, and 'Remain' with the value 296.12. Below these fields are two buttons: 'Withdraw' and 'Cancel'. The background interface includes a top bar with 'RECEIPT', 'DELETE ITEM', and 'LOGOFF' options. A left sidebar shows system information (Version: 2.3.447, Cash desk: 1, Last date exchange: 2019-03-18 13:57:55) and a 'Total' field showing 0.00. The main area displays a table of items with columns for Barcode, Item description, Quantity, Price, Sum, Discount, and Code. At the bottom, there is a menu bar with function keys F1 through F11, each with a corresponding action (e.g., F1-price changing, F2-item list, F3-invoice printing, F4-discount, F5-cash in, F6-cash out, F7-last check, F8-cancel, F9-reports, F10-postpone, F11-GSM prepaid).

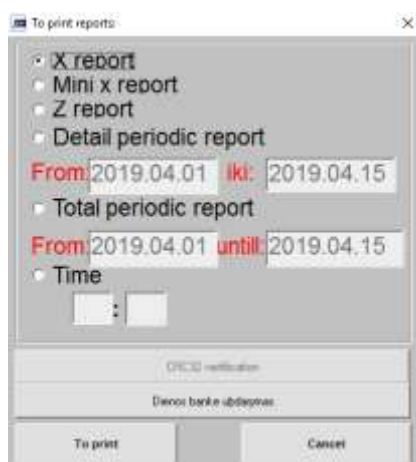
For checking an amount of money in a cash desk use X report.

10 REPORTS

10.1 X REPORT

X report is a non-fiscal receipt printed on the cash register in which you can see total data accumulated after printing the last day (shift) fiscal report (Z). For printing X report press **F9**.

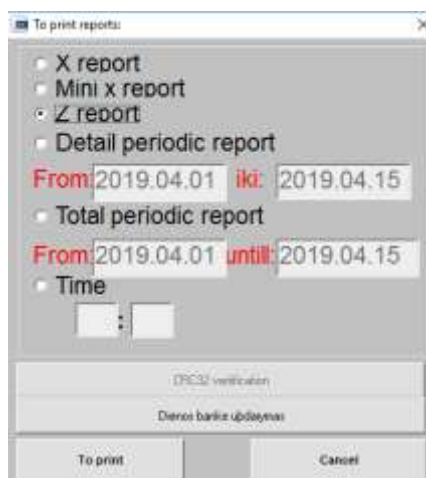
Reports window will show up only when the list of items is empty.



10.2 Z REPORT

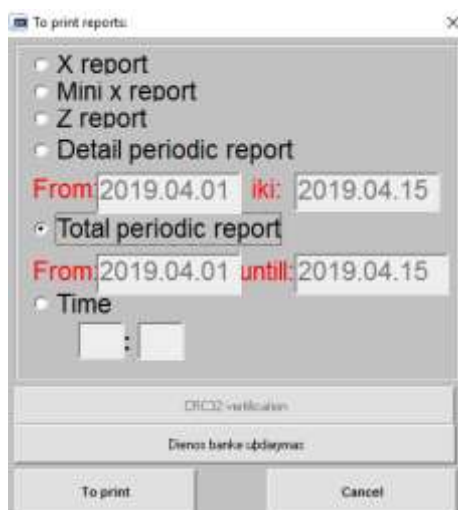
Z report is a fiscal receipt printed by the cash register, which contains the total fiscal data accumulated in the irrevocable electronic memory. When printing a report, these data comes from the fiscal memory.

Before printing Z report you must print X report.



10.3 TOTAL PERIODIC REPORT

To print the total periodic report, press **F9**. At the "To print reports" window select Total periodic report, specify report's period in the "From to until" field and click "To print" button.



11 CLOSING THE PROGRAM

If you like to close the program, press on a “Logoff” button.

