Remote

Sales

Guide

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Overview of Remote Sales

Remote sales provide a way to create a sale from the back office that can be tendered out in the POS. This allows for orders to be taken over the phone, or from an email without disrupting the flow of business at the register.

Remote Sales are created as suspended sales, so they can be resumed at any time, on any register.

1 **Created** – the date and time that the remote sale was created
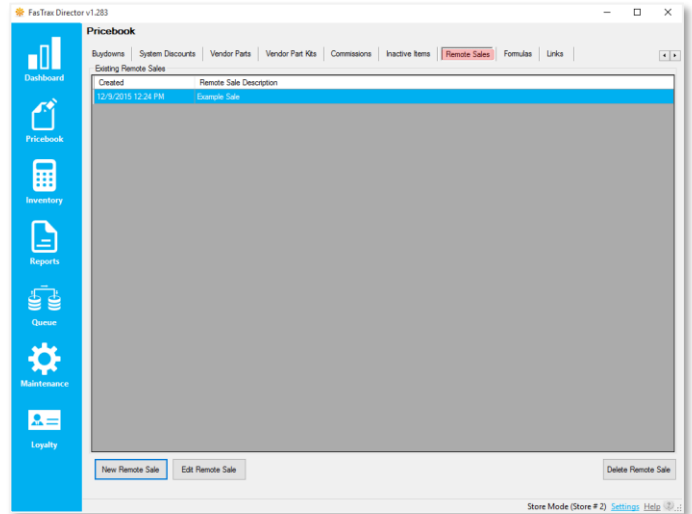**2** **Remote Sale Description** – description used to identify the sale at the POS
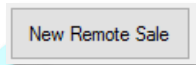
Creating a Remote Sale

1. In **Director**, choose the **Pricebook** module.

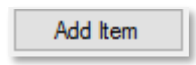
2. Then, choose the **Remote Sales** option from the menu ribbon.

3. Choose the **New Remote Sale** button.

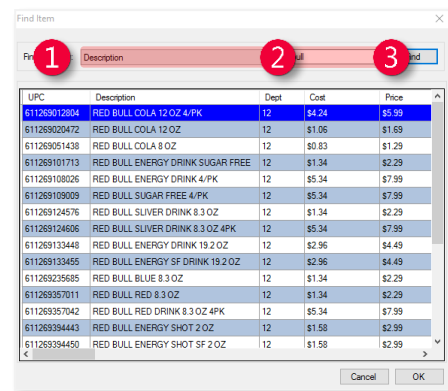4. Enter A **Sale Description** and select **OK**.

5. In the **Remote Sales Details** window, click the **Add Item** button.
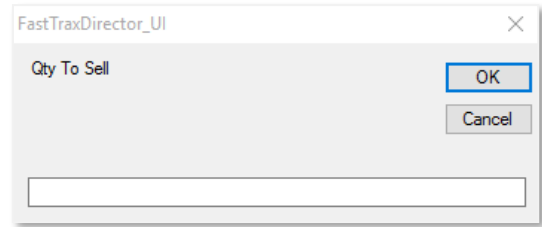

6. Add an item to the sale using the Find Item window.
   1. Choose **UPC, Description,** or **Vendor Part** from the **Find Items By** dropdown.
   2. Enter the **UPC Description** or **Vendor Part** into the search box.
   3. Click **Find** to search for the item, select the correct item from the search results, and click **OK**.
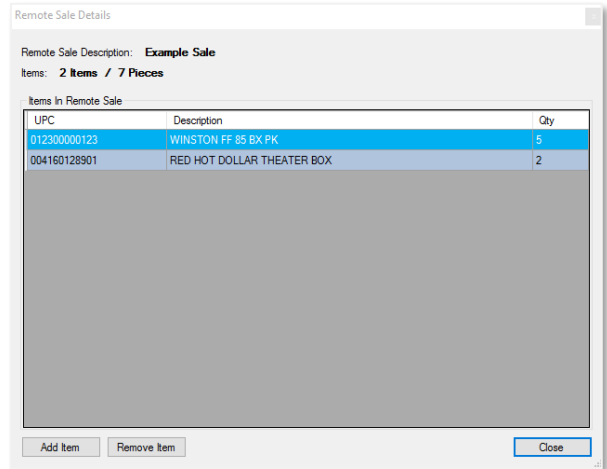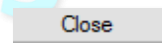
7. Enter the **Qty to Sell** in the box and select **OK**.

8. Repeat steps 6 and 7 until all items are added to the remote sale.

9. Click the **Close Button** on the bottom right of the Remote Sales Details Screen.
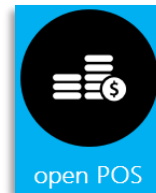
10. You're now ready to finish the sale at the POS.

Continue to the next portion of this document for POS completion!
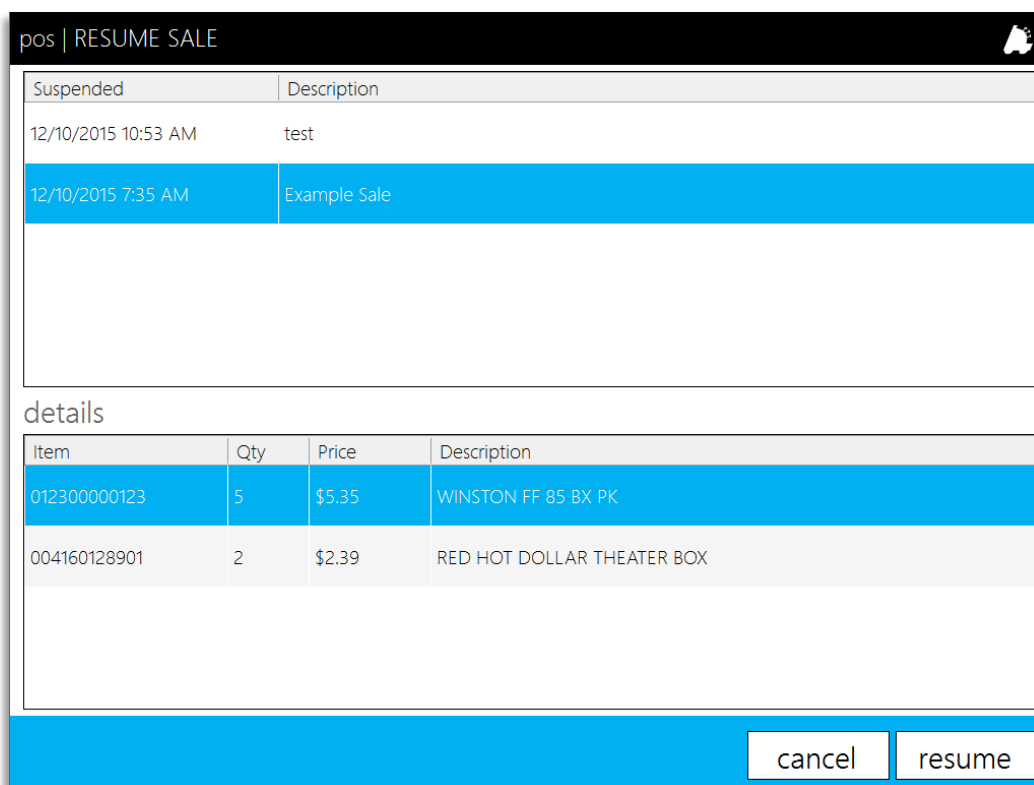
Resuming a Remote Sale at the POS

1. After logging into **POS,** Select **open POS**.

open POS

2. Within the **POS Screen**, press the **Resume Sale** button.

RESUME SALE

3. From the **pos | RESUME SALE** screen, locate the remote sale and tap it to select

.

pos	RESUME SALE	
Suspended	**Description**
12/10/2015 10:53 AM	test
12/10/2015 7:35 AM	Example Sale

details

Item	Qty	Price	Description
012300000123	5	$5.35	WINSTON FF 85 BX PK
004160128901	2	$2.39	RED HOT DOLLAR THEATER BOX

cancel   resume

4. Tap **resume** to resume the sale.

5. Finish just like a normal sale at the POS

For assistance with configurations, please contact Technical Support at Support@FasTraxPOS.com