

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.





Created – the date and time that the remote sale was created

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.

FastTraxDirector_UI	×
Sale Description:	ОК
	Cancel

Add Item

- 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.

	Description	2	ul		
UPC	Description	Dept	Cost	Price	_
511269012804	RED BULL COLA 12 OZ 4/PK	12	\$4.24	\$5.99	
611269020472	RED BULL COLA 12 OZ	12	\$1.06	\$1.69	
511269051438	RED BULL COLA 8 OZ	12	\$0.83	\$1.29	
611269101713	RED BULL ENERGY DRINK SUGAR FREE	12	\$1.34	\$2.29	
611269108026	RED BULL ENERGY DRINK 4/PK	12	\$5.34	\$7.99	
611269109009	RED BULL SUGAR FREE 4/PK	12	\$5.34	\$7.99	
611269124576	RED BULL SLIVER DRINK 8.3 OZ	12	\$1.34	\$2.29	
611269124606	RED BULL SLIVER DRINK 8.3 OZ 4PK	12	\$5.34	\$7.99	
611269133448	RED BULL ENERGY DRINK 19.2 OZ	12	\$2.96	\$4.49	
511269133455	RED BULL ENERGY SF DRINK 19.2 OZ	12	\$2.96	\$4.49	
611269235685	RED BULL BLUE 8.3 OZ	12	\$1.34	\$2.29	
611269357011	RED BULL RED 8.3 OZ	12	\$1.34	\$2.29	
611269357042	RED BULL RED DRINK 8.3 OZ 4PK	12	\$5.34	\$7.99	
611269394443	RED BULL ENERGY SHOT 2 OZ	12	\$1.58	\$2.99	
511269394450	RED BULL ENERGY SHOT SF 2 OZ	12	\$1.58	\$2.99	>

7. Enter the Qty to		to Sell in the box and select OK.		FastTraxDirector_UI	×
				Qty To Sell	OK
					Cancer
8.	Repeat steps 6 a	nd 7 until all items are	added to	emote Sale Details	
	the remote sale.			Remote Sale Description: Example Sale Items: 2 Items / 7 Pieces Items In Remote Sale	
				UPC Description 012300000123 WINSTON FF 85 BX PK 004160128901 RED HOT DOLLAR THEATER BOX	Qty 5 2
				Add item Remove item	Close
0		PO	SICA	(POS	
9.	Remote Sales De	tails Screen.	ight of the	Close	
10.	You're now ready	y to finish the sale at t	he POS.		
		Continue to the r	ext portion of this do	ocument for POS completion!	

Resuming a Remote Sale at the POS

- 1. After logging into POS, Select open POS.
- 2. Within the POS Screen, press the Resume Sale button.
- From the **pos | RESUME SALE** screen, locate the remote sale and tap it to select 3.

dos RESUME SALE					×
Suspended	[Description			
12/10/2015 10:53 AM	te	est			
12/10/2015 7:35 AM		xample 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



