

How to Find and Recall a Held Invoice

When one or more carts are held, a Held Invoice navigation item appears with a badge showing the number of held carts.

1. Select the held-invoice navigation item.
2. Identify the cart by date, customer, item count, total, or description.
3. Select the item count if you need to view its hold ticket.
4. Select **Sell** to recall the cart to the register.
5. Review the entire cart, then continue the sale.

If your current register cart is not empty, the system asks whether to preserve it while recalling the held cart or overwrite it. Read the choices carefully to avoid losing work.

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