How to Ring Up a Basic Sale

1. Open the Register and confirm **Sale** is selected.
2. Ask for the customer’s phone number and select the matching record, or keep Walk-In Customer.
3. Scan an identifier or type the product name.
4. Select the correct product and verify any required serial or IMEI.
5. Confirm quantity and price, then select **Add**.
6. Review every cart line, discount, tax, notes, and the amount due.
7. Continue to checkout, select the payment method, and complete payment.
8. Give the customer the receipt.

Pause before checkout: the customer, merchandise, serial numbers, prices, and payment method should all be correct.

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