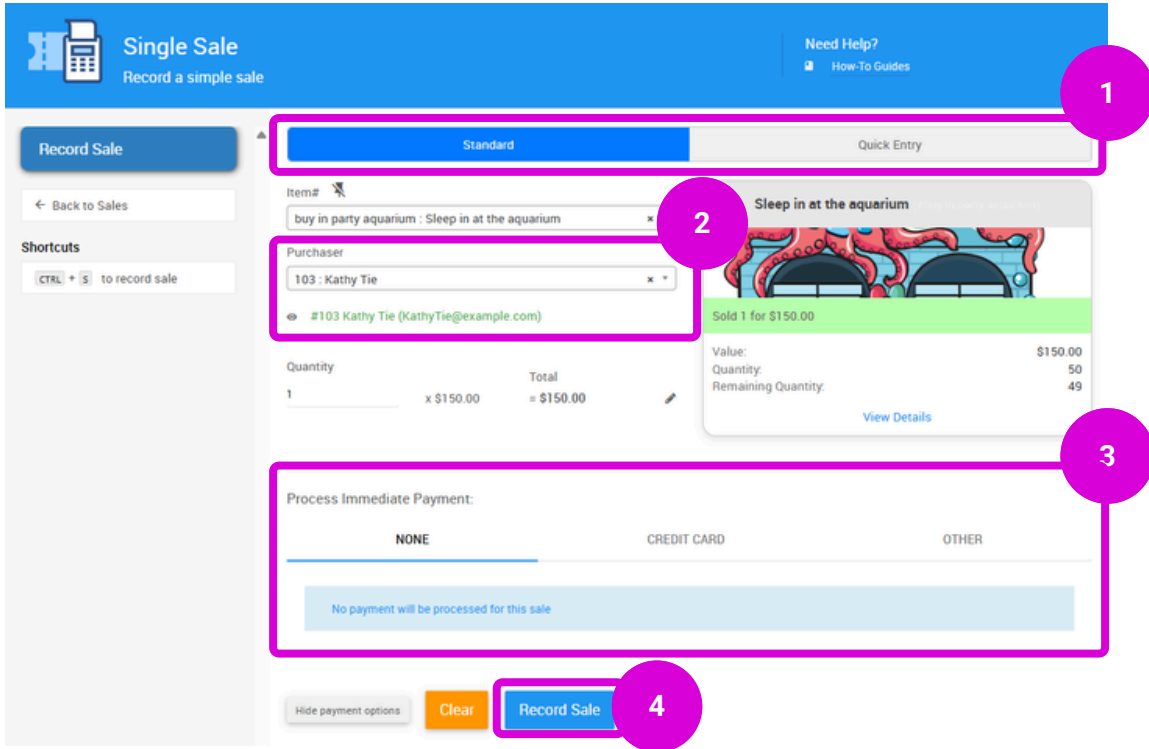


How to Record A Sale

Open Quick Sales: Click **Sales** (left sidebar, *Actions*), then click the **Quick Sales** tile.



The screenshot shows the 'Single Sale' form with the following elements highlighted by numbered callouts:

- 1:** The 'Standard' and 'Quick Entry' tabs at the top of the form.
- 2:** The 'Item#' search field containing 'buy in party aquarium : Sleep in at the aquarium'.
- 3:** The 'Purchaser' field containing '103 : Kathy Tie' and the 'Process Immediate Payment' section with 'NONE', 'CREDIT CARD', and 'OTHER' options.
- 4:** The 'Record Sale' button at the bottom right.

1. Choose Entry Mode

- **Standard Entry:** Search by *Item name*
- **Quick Entry:** Enter *Item#* and *Paddle#* directly

T1

Tip 1. Pin the Item

Use the **Pin** if you are selling the same item repeatedly!

Item# 

2. Select the Purchaser

- The participant name will appear below

T2

Tip 2. Remove a Sale

Made a mistake? Use the **×** button to **remove** a sale.

buy in party aquarium : Sleep in at the aquarium



3. Select Payment Method

- Click **Show payment options**
- Leave payment as **None** to add the total to the purchaser's account

4. Click Record Sale