

POS User Manual

This manual is targeted to users of the Aidacare POS system.

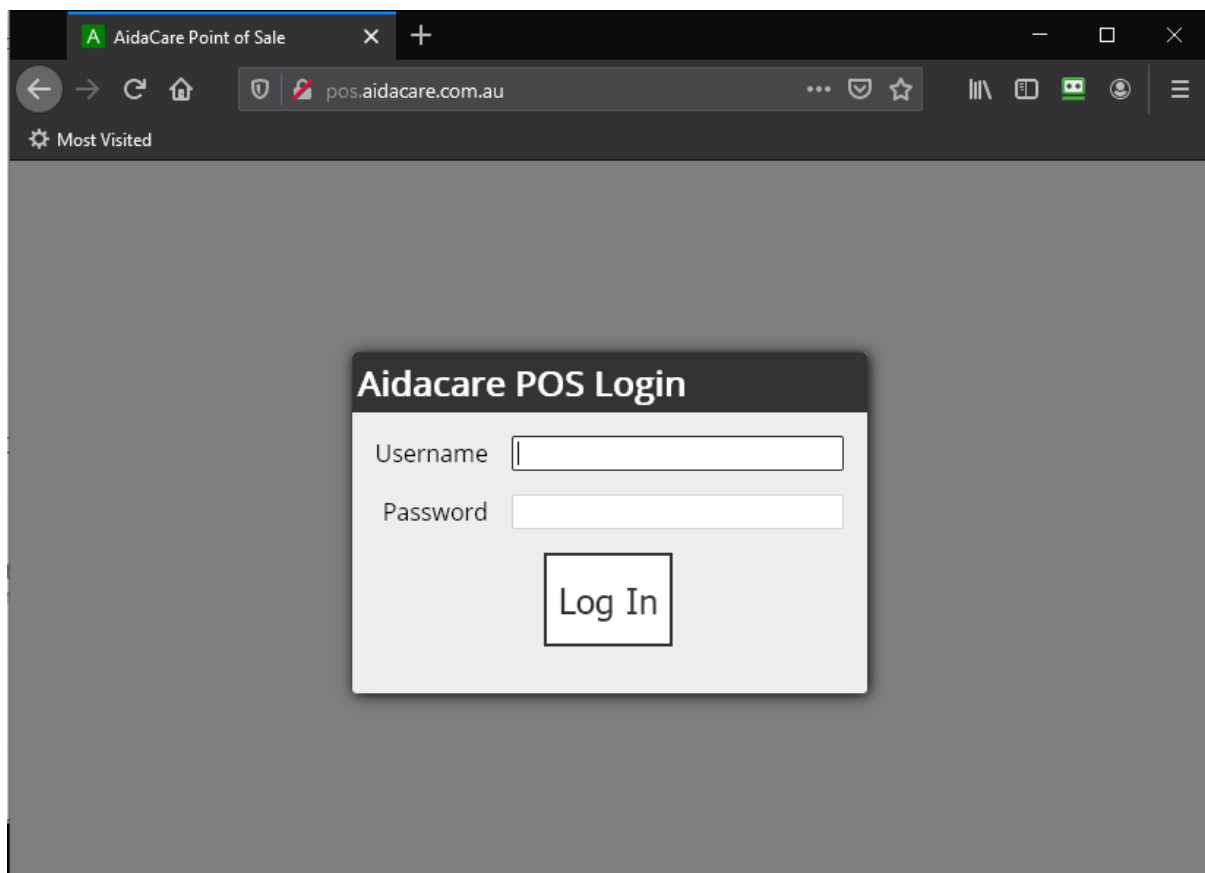
For general enquiries, contact gpsupport@aidacare.com.au

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Website and Log In

1. Go to Google Chrome and enter <http://pos.aidacare.com.au>
2. The below screen will appear
Enter the Username and Password given to you for your site's log in.

A screenshot of a web browser window showing the AidaCare Point of Sale login page. The browser's address bar displays "pos.aidacare.com.au". The login form is centered on a dark gray background and has a title "Aidacare POS Login". It contains two input fields: "Username" and "Password", each with a white text box. Below these fields is a "Log In" button with a black border and white text. The browser's tab bar shows "AidaCare Point of Sale" and the "Most Visited" section is visible at the bottom of the browser interface.

Basic Guide

Creating an Invoice

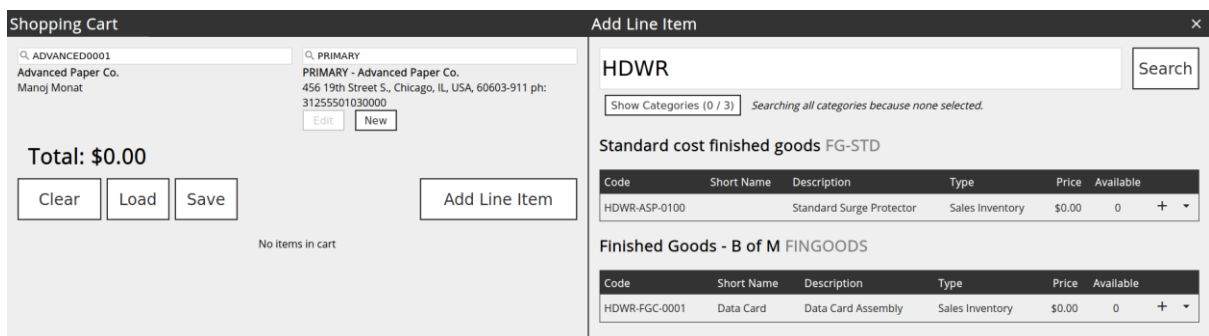
Firstly, navigate to the Shopping Cart page.



Adding a Line

You can add items to the cart in any of three ways:

1. Scan an item with the barcode scanner.
2. Click **Add Line Item** to open an *Inventory Search* in the right pane.



Code	Short Name	Description	Type	Price	Available
HDWR-ASP-0100		Standard Surge Protector	Sales Inventory	\$0.00	0

Code	Short Name	Description	Type	Price	Available
HDWR-FGC-0001	Data Card	Data Card Assembly	Sales Inventory	\$0.00	0

3. If you know the exact code of the item, you can also press ****, and input directly, pressing **Enter** or **Esc** to confirm or cancel.

Modifying a Line

After the line is added it will show up below the *Invoice* header.

If the item requires tracking numbers (serial numbers or lot numbers), it will show that it is missing.

Invoice (NORTH - North store)			Total: \$0.00	Confirm Invoice
Code	Short Name	Quantity	Price	
CAP100	Capacitor	1 (0 lot numbers)	\$0.00	Make Order  

To update details about the lineItem, click the edit () button. This will open the *Line Item Details* in the right pane.

Here you can update the quantity and price, add tracking numbers and transfer stock.

Confirming the Invoice

To confirm the invoice, click the **Confirm Invoice** button.

Total: \$275.94
Confirm Invoice

Confirm Invoice

Confirming will add the transaction to Dynamics GP.

In order to modify it after this, you will need to use Dynamics GP.

Confirm
Cancel

If any markdowns were applied, manager permission may be required.

Confirm Invoice

Confirming will add the transaction to Dynamics GP.

In order to modify it after this, you will need to use Dynamics GP.

A manager password is required due to a price being overridden.

Confirm

Cancel

After confirming the invoice, the *Invoice Details* will show where the line items were previously.

Transaction Details

Subtotal	Total (With Tax)
\$0.00	\$0.00

Code: STDINV2380

Location Code: NORTH

Date: 25/06/2020

Shipping Location:
11403 45 St. South, Chicago, IL, USA, 60603-0776 ph: 31255501020000

Report

Email Report

Items

Item Name	Item Number	Unit Price	Quantity	Subtotal	With Tax
Control Interface/Memory	HDWR-CIM-0001	\$0.00	3	\$0.00	\$0.00
Capacitor	CAP100	\$0.00	3	\$0.00	\$0.00

Payments

Amount	Type	Status
No payments		

Adding Payments

To add a payment, click the **Add Payment** button in the transaction details section.

Add Payment

After clicking, the payment pane will open. *This section will look different depending on if your site has eftpos enabled.*

Payment ×

Payment of \$100.00

Change Amount

Reset Amount

\$ Pay by Cash

Card payment is currently unavailable.

You can make a payment manually and enter it as cash.

Payment

×

Payment of \$100.00

Change Amount

Reset Amount

\$ Pay by Cash

☐ Pay by Card

After adding a payment, it should show against the transaction with a tick if successfully inserted into GP.

Payments		
Amount	Type	Status
\$1.00	Cash Payment	✓
Add Payment		

Paying with cash (or with eftpos disabled)

This section applies to paying by cash, and also to manually inserting payments that were made manually using a terminal.

Click the pay cash button and insert the amount of cash the customer has given.

The POS will automatically calculate change against the remaining price of the item, and insert only up to the remaining price as a payment

Cost:	\$50.00 (\$50.00)
Change:	\$20.00

In the above image, the cost is in the format Actual Cost (Cost rounded to 5 cents), for example, a cost of \$50.02 would be rounded to \$50.00 for a cash payment.

Cost:	\$50.02 (\$50.00)
-------	-------------------

If you enter a payment amount that is less than the remaining amount, a payment of the input amount will be made.

Payment

←

Cost: \$100.00 (\$100.00)

Change: -

\$50.75

7

8

9

4

5

6

1

2

3

0

.

✕

OK

Switch Input Mode

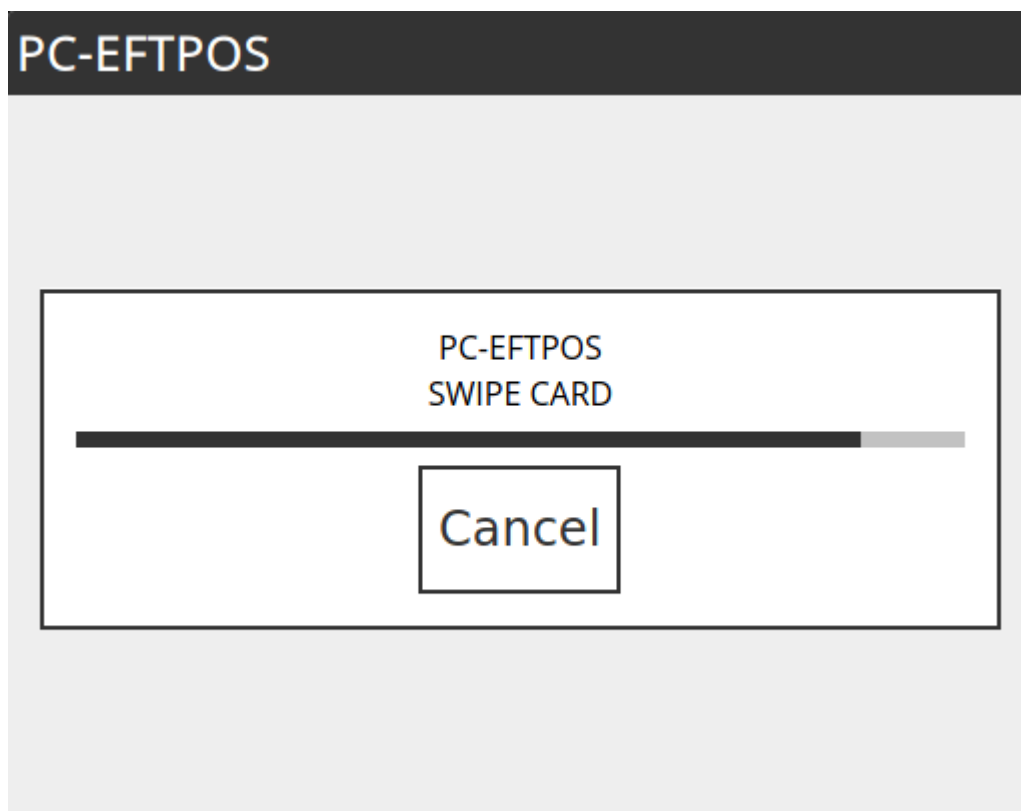
Paying with card

To pay with a card, click the **Pay By Card** button on the payment page.

Note: This button will not be present until eftpos has been enabled. You can still input manual eftpos payments as cash payments.

A PC-EFTPOS modal should pop up and automatically ask the terminal to receive a payment.

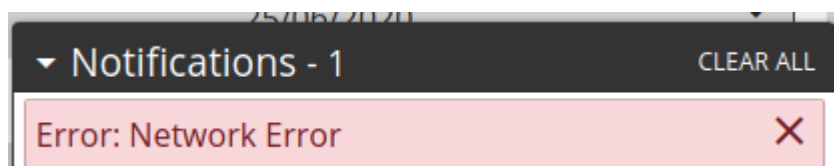
The modal should show the same text as the terminal itself.

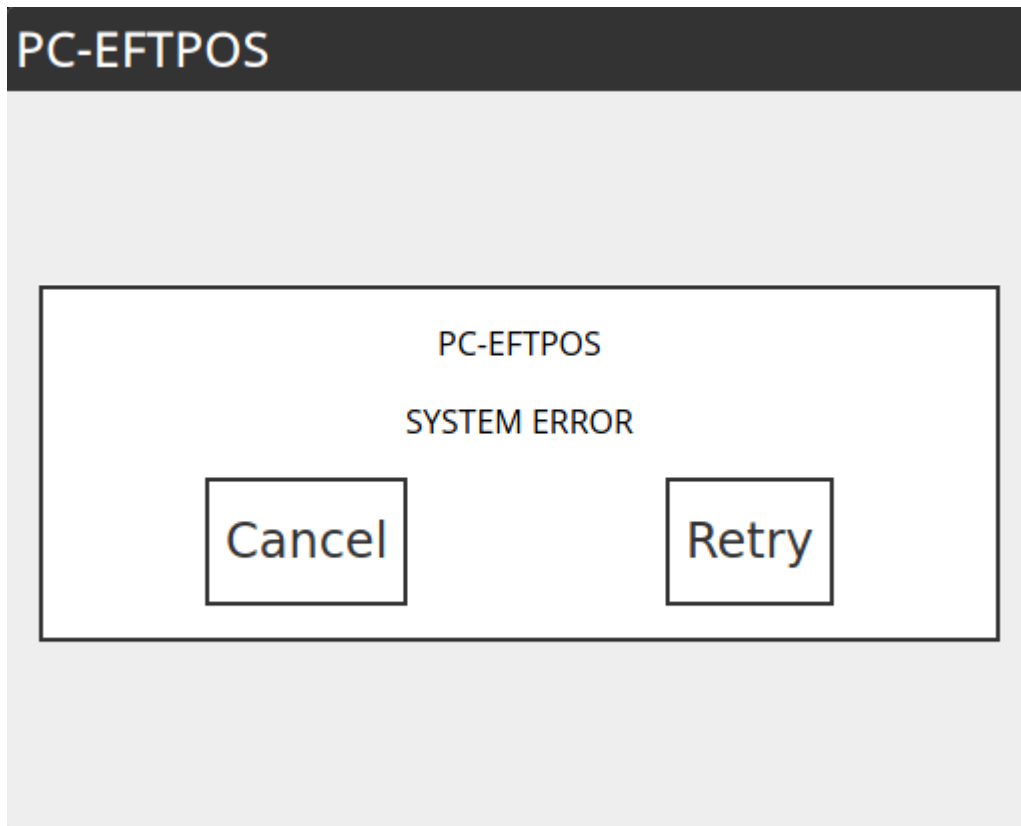


Dealing with issues

If the terminal does not complete payment, such as being cancelled, the status will be shown and a payment will not be made.

If there is an issue, you may see an error message in the notifications section.





If the POS is unsure of the status of a payment, it will mark it as unknown.

It is possible to recover information by pressing **Get status from terminal**, to retrieve the result of the payment from the terminal.

Payments			
Amount	Type	Status	
\$1.00	Card Payment	?	Get status from terminal

It is also possible to see all payment issues by navigating to **Terminal Options** in the navbar.

Terminal Options				
Pending payments at NORTH ?				
Transaction	Amount	Type	Status	
STDINV2332 (Invoice)	\$203.25	Card Payment	?	Get status from terminal
STDINV2334 (Invoice)	\$193.17	Card Payment	?	Get status from terminal

If a payment was successful, but not able to be inserted into GP (e.g. if the transaction was being modified by another user) it will show with a red symbol.

You can re-attempt to insert the payment by clicking **Put status into GP**.

\$1.00

Cash Payment

Put status into GP

taSopHdrRecalc returned an error

Paying a smaller amount (split payments or deposits)

If you would like to make a payment that is not the full remaining amount, you can click the **Change Amount** button on the payment screen.

For cash payments, the POS will then calculate change to that amount and only insert a payment up to that amount.

For card payments, the POS will attempt a payment of the specified amount.

Change Payment Amount

×

\$0

⬆ ⬇ ⬆

×

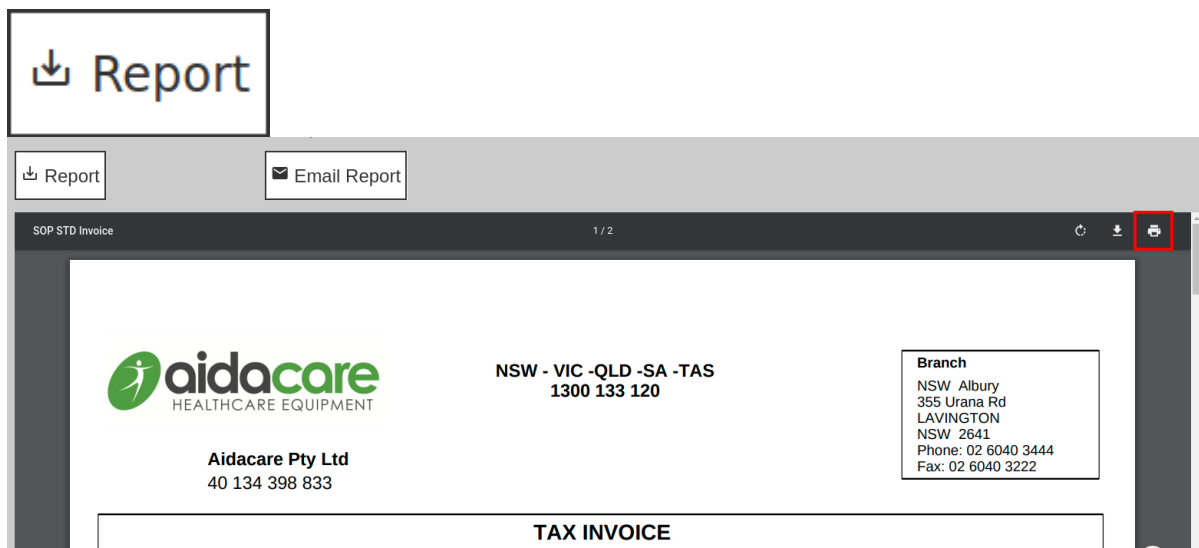
7	8	9
4	5	6
1	2	3
0	.	✕

Cancel

OK

Printing the Invoice

To print the invoice, click the **Report** button to generate the report, then click the print option in the pdf viewer.



Creating an Order

Creating an order is useful when a customer would like an item but it is not in stock.

By default, an item cannot be placed on an invoice if it is out of stock, and will automatically be placed on an order document.

Invoice (NORTH - North store)				Total: \$275.94	Confirm Invoice
Code	Short Name	Quantity	Price		
PHON-ATT-5354	Attr. 5354	1	\$275.94	Make Order	 
Order (WAREHOUSE - Main Site)				Total: \$0.00	Confirm Order
Code	Short Name	Quantity	Price		
3-C2786A	Cabinet	1	\$0.00	Make Invoice	 

Moving Line Items Between Document Types

To move an invoiced item onto an order, click the **Make Order** button.

To move an order item onto an invoice, click the **Make Invoice** button.

If you have already confirmed an invoice, you will not be able to move lines to invoice or make new invoice lines. The same applies for confirming an order.

Total: \$275.94

Confirm Invoice

Price

\$275.94

Make Order

Total: \$0.00

Confirm Order

Price

\$0.00

Make Invoice

This change can also be made in the *Line Item Details* pane.

Transaction Type:

Invoice

Adding Customer Information

Generally when making an order you will want to update the customer / location information. This can be done through the section at the top of the shopping cart.

Shopping Cart

ADVANCED0001

Advanced Paper Co.

Manoj Monat

PRIMARY

PRIMARY - Advanced Paper Co.

456 19th Street S., Chicago, IL, USA, 60603-9111 ph: 31255501030000

Edit

New

The left section is to change GP Customers, and the right is to change addresses. When creating invoices and order, by default they will be applied to the showroom customer and location.

To add new customers, it is recommended to create a new shipping location against the showroom customer, by clicking **New** and filling in the details.

To search for an existing customer or location, use the customer or location search bars and search by customer number or address code respectively.

Create Shipping Location

Address Code

NEWADDRESS

Ship To Name

John Smith

Phone Number

0412 345 678

Address Line 1

123 Asphalt St

Address Line 2

Address Line 3

City

Sydney

State

NSW

Country

AUSTRALIA

Zip

2000

Email

Add Shipping Location

Creating a Stock Transfer

1. Navigate to the *Inventory Search* page by clicking the **Inventory** button.

TRANSACTIONS

Shopping Cart

Transactions

INVENTORY

Inventory

RENTALS

New Rental Agreement

Rental Agreement List

v2.0.2

TestUser

Sign Out

Support

Show/Hide Menu

Shopping Cart

SHOWNSWALB

CASH ONLY - Showroom NSW ALB

AIDACARE ALBURY

PRIMARY

355 Urana Road, LAVINGTON, NSW, Australia, 2641 ph: 02 60403 444

Edit

New

Total: \$0.00

Clear

Load

Save

Add Line Item

No items in cart

2. Search for the item you wish to transfer, then click the arrow to show more details.

Store Inventory

Search:

Show Categories (0 / 2) Searching all categories because none selected.

Daily Living Dressing DLD

Code	Short Name	Description	Type	Price	Available
DLD269040	PAT-A6983	Dressing Stick	Sales Inventory	\$37.40	0
DLD269310	PAT-AA4680	Dressing Stick ^	Sales Inventory	\$23.32	6
DLD269410	EZ07177	Shoe Horn/Dressing Stick - E-Z Dress 24in	Discontinued	\$19.80	0

No Contract Price Validation NCV

Code	Short Name	Description	Type	Price	Available
DVA-AU04-GST	BUY	non contracted Dressing Stick	Sales Inventory	\$0.00	0
DVA-AU04-NOGST	BUY	non contracted Dressing Stick	Sales Inventory	\$0.00	0

All stock loaded

3. Click the **Transfer** button. Note that you can only transfer stock from certain warehouses.

Store Inventory

Search:

Show Categories (0 / 2) Searching all categories because none selected.

Daily Living Dressing DLD

Code	Short Name	Description	Type	Price	Available
DLD269040	PAT-A6983	Dressing Stick	Sales Inventory	\$37.40	0
DLD269310	PAT-AA4680	Dressing Stick ^	Sales Inventory	\$23.32	6

Stock Details

Short Name: PAT-AA4680
 Location: NSW ALB - NSW Albury
 List Price: \$21.20 per EACH
 Class: Daily Living Dressing (DLD)
 Description: Dressing Stick ^
 Manufacturer Code(s): 5028318468003, PAT-AA4680

Product Page



Stock

Location	Stock
NSW ALB - NSW Albury	6
NSW ING - NSW Moorebank	9
TAS HOB - TAS Kingston	9
SA ADE - SA Adelaide	5
QLD BRI - QLD Brisbane	4
NSW SEV - NSW Seven Hills	4
SA PLY - SA Plympton	4
QLD HER - QLD Hervey Bay	3
NSW COF - NSW Coffs Harbour	2
NSW BAL - NSW Ballina	2
QLD MYL - QLD Mylestones	2
NSW PMQ - NSW Port Macquarie	2
VIC GEE - VIC Geelong	2
VIC BRU - Vic Brunswick Whse Tinning St	2

Transfer

4. Select the source bin, if applicable.

Inventory Transfer - DLD269310

Bins at NSW ING (NSW Moorebank)

☒ I09001

12 available

Quantity

Destination Bin

*DEFAULT

Transferring from NSW ING I09001 to NSW ALB *DEFAULT

Cancel

Transfer

5. Input the desired quantity to transfer.

Inventory Transfer - DLD269310

Bins at NSW ING (NSW Moorebank)

☒ I09001

12 available

Quantity

Destination Bin

*DEFAULT

Transferring from NSW ING I09001 to NSW ALB *DEFAULT

Cancel

Transfer

6. Select the destination bin, if applicable. Typically, there won't be an choice.

Inventory Transfer - DLD269310

Bins at NSW ING (NSW Moorebank)

I09001

12 available

Quantity

5

Destination Bin

*DEFAULT

Transferring from NSW ING I09001 to NSW ALB *DEFAULT

Cancel

Transfer

7. Click the confirm button to confirm the transfer.

Inventory Transfer - DLD269310

Bins at NSW ING (NSW Moorebank)

I09001

12 available

Quantity

5

Destination Bin

*DEFAULT

Transferring from NSW ING I09001 to NSW ALB *DEFAULT

Cancel

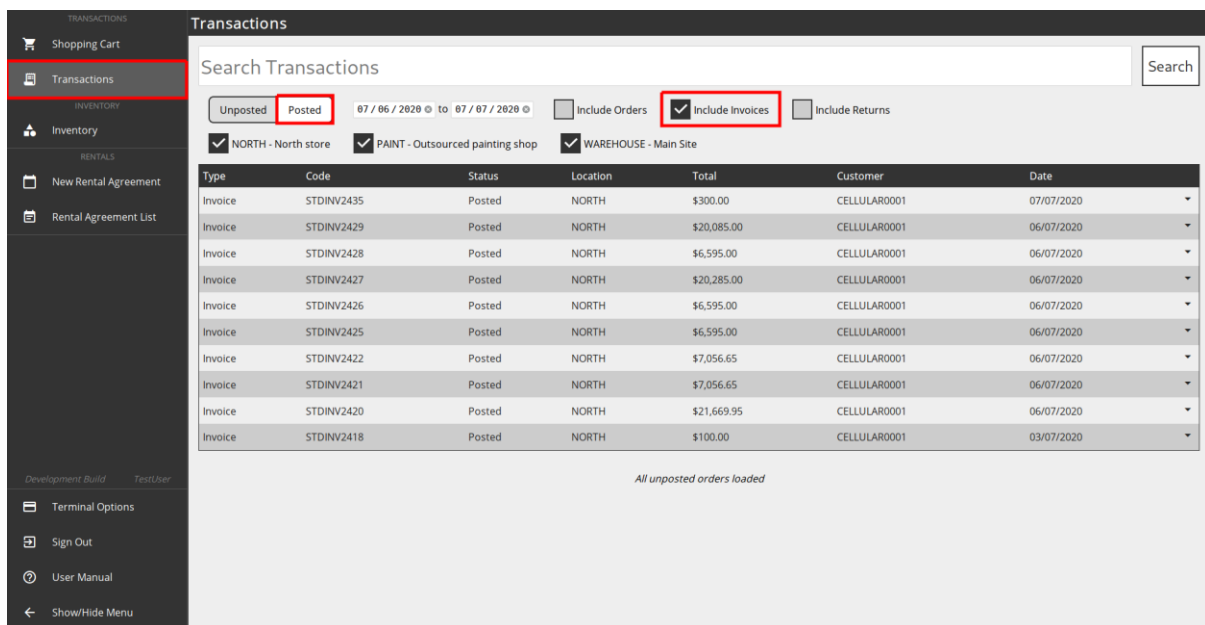
Transfer

Creating a Return

Returns can only be created on posted invoices.

To begin creating a return, navigate to the transactions page and set the search parameters for posted transactions.

You may also find it useful to set the search parameters to only display invoices, or to search for the transaction you wish to create a return on by entering its SOPNUMBE (its "Code" in the sales transaction table) in the search field and pressing **Enter** or clicking the **Search** button.



Transactions

Search Transactions

Unposted **Posted** 07 / 06 / 2020 to 07 / 07 / 2020 Include Orders ☒ Include Invoices Include Returns

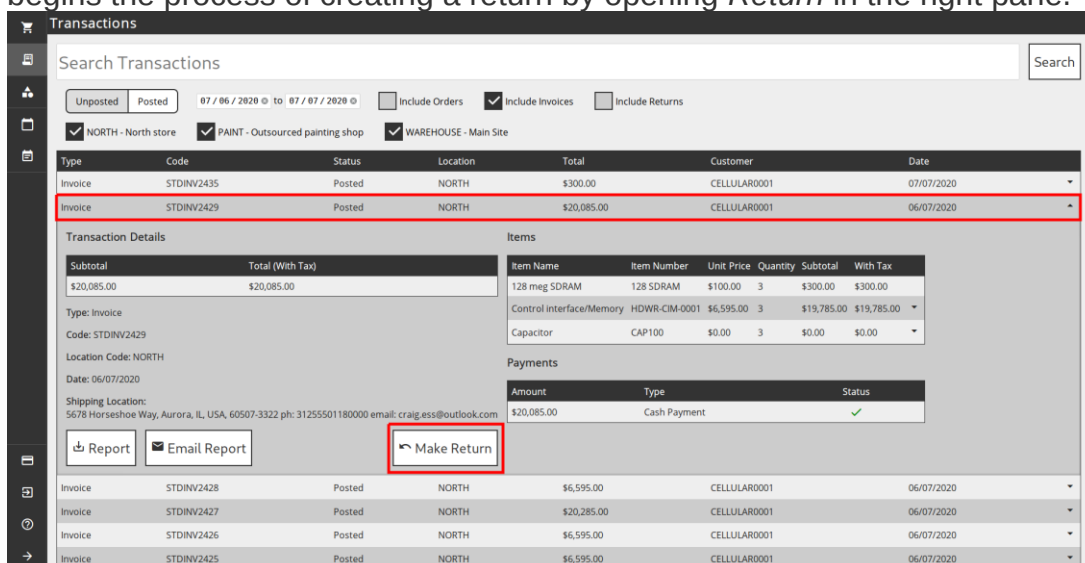
☒ NORTH - North store ☒ PAINT - Outsourced painting shop ☒ WAREHOUSE - Main Site

Type	Code	Status	Location	Total	Customer	Date
Invoice	STDINV2435	Posted	NORTH	\$300.00	CELLULAR0001	07/07/2020
Invoice	STDINV2429	Posted	NORTH	\$20,085.00	CELLULAR0001	06/07/2020
Invoice	STDINV2428	Posted	NORTH	\$6,595.00	CELLULAR0001	06/07/2020
Invoice	STDINV2427	Posted	NORTH	\$20,285.00	CELLULAR0001	06/07/2020
Invoice	STDINV2426	Posted	NORTH	\$6,595.00	CELLULAR0001	06/07/2020
Invoice	STDINV2425	Posted	NORTH	\$6,595.00	CELLULAR0001	06/07/2020
Invoice	STDINV2422	Posted	NORTH	\$7,056.65	CELLULAR0001	06/07/2020
Invoice	STDINV2421	Posted	NORTH	\$7,056.65	CELLULAR0001	06/07/2020
Invoice	STDINV2420	Posted	NORTH	\$21,669.95	CELLULAR0001	06/07/2020
Invoice	STDINV2418	Posted	NORTH	\$100.00	CELLULAR0001	03/07/2020

All unposted orders loaded

Next click on the posted invoice that you wish to create the return on (in the list of transactions) to expand it.

Once it has loaded, the **Make Return** button will become accessible. Selecting this begins the process of creating a return by opening *Return* in the right pane.



Transactions

Search Transactions

Unposted **Posted** 07 / 06 / 2020 to 07 / 07 / 2020 Include Orders ☒ Include Invoices Include Returns

☒ NORTH - North store ☒ PAINT - Outsourced painting shop ☒ WAREHOUSE - Main Site

Type	Code	Status	Location	Total	Customer	Date
Invoice	STDINV2435	Posted	NORTH	\$300.00	CELLULAR0001	07/07/2020
Invoice	STDINV2429	Posted	NORTH	\$20,085.00	CELLULAR0001	06/07/2020

Transaction Details

Subtotal: \$20,085.00 Total (With Tax): \$20,085.00

Type: Invoice
Code: STDINV2429
Location Code: NORTH
Date: 06/07/2020
Shipping Location: 5678 Horseshoe Way, Aurora, IL, USA, 60507-3322 ph: 31255501180000 email: craig.ess@outlook.com

Items

Item Name	Item Number	Unit Price	Quantity	Subtotal	With Tax
128 meg SDRAM	128 SDRAM	\$100.00	3	\$300.00	\$300.00
Control interface/Memory	HDWR-CIM-0001	\$6,595.00	3	\$19,785.00	\$19,785.00
Capacitor	CAP100	\$0.00	3	\$0.00	\$0.00

Payments

Amount	Type	Status
\$20,085.00	Cash Payment	✓

Buttons: Report, Email Report, **Make Return**

Selecting What is Being Returned

Once *Return* has been opened in the right pane you will be presented with an interface for selecting which parts of which line items on the original transaction are being returned.

On untracked line items (line items that do not use serial numbers or lot numbers) you may directly input the quantity that is being returned.

For tracked line items (line items that use either serial numbers or lot numbers) you may only adjust the quantity by adjusting the included serial numbers or lot numbers (and, for lot numbers, their included quantities). To do so, click the row of the tracked line item to expand it.

Regardless of the tracking method of the line item, the tag icon on the left hand side of it's row will indicate whether or not there are any items from that line being included in the return. If the tag is just an outline then no part of the corresponding line item is currently selected to be returned, otherwise if it is filled in then at least part of the corresponding line item is currently selected to be returned.

Return

Creating return on the Invoice STDINV2429

Item Name	Item Number	Unit Price	Quantity	Subtotal	With Tax
 128 meg SDRAM	128 SDRAM	\$100.00	0 3/3	\$300.00	\$300.00
 Control interface/Memory	HDWR-CIM-0001	\$6,595.00	3/3	\$19,785.00	\$19,785.00
 Capacitor	CAP100	\$0.00	3/3	\$0.00	\$0.00

Confirm Return

Selecting Serial Numbers to Return

When a serial-tracked line item is expanded, you will be able to select the serial numbers to include in the return by clicking on the corresponding check-boxes. The included quantity on the line item will automatically update.

Item Name	Item Number	Unit Price	Quantity	Subtotal	With Tax
128 meg SDRAM	128 SDRAM	\$100.00	3/3	\$300.00	\$300.00
Control interface/Memory	HDWR-CIM-0001	\$6,595.00	2/3	\$19,785.00	\$19,785.00
Serial Numbers					
☒	7				
☐	18				
☒	16				
Capacitor	CAP100	\$0.00	3/3	\$0.00	\$0.00

Selecting Lot Numbers to Return

When a lot-tracked line item is expanded you will be able to adjust the included quantity for each lot number on the original line item. The included quantity on the line item will automatically update.

As with the whole line items, the tag icon on the left hand side of the lot number row will indicate whether or not there are any items from that lot number currently selected to be returned. Similarly to the line item tags there, the tag being just an outline indicates that no items using that lot on this line item are selected to be returned, and being filled in means that at least some items using that lot on this line item are selected to be returned.

Item Name	Item Number	Unit Price	Quantity	Subtotal	With Tax
128 meg SDRAM	128 SDRAM	\$100.00	3/3	\$300.00	\$300.00
Control interface/Memory	HDWR-CIM-0001	\$6,595.00	3/3	\$19,785.00	\$19,785.00
Capacitor	CAP100	\$0.00	1/3	\$0.00	\$0.00
Lot Numbers					
☒	LOT A:	1/2			
☐	LOT B:	0/1			

Confirming a Return

To confirm a return after you have selected which parts of which line items you would like it to include, click the **Confirm Return** button at the bottom of the *Return* right pane. It will be disabled if you have input any invalid quantities, or currently have no parts of any line items selected.

Return

Creating return on the Invoice STDINV2429

Item Name	Item Number	Unit Price	Quantity	Subtotal	With Tax
128 meg SDRAM	128 SDRAM	\$100.00	0/3	\$300.00	\$300.00
Control interface/Memory	HDWR-CIM-0001	\$6,595.00	3/3	\$19,785.00	\$19,785.00
Capacitor	CAP100	\$0.00	3/3	\$0.00	\$0.00

Confirm Return

After clicking the **Confirm Return** button you will be presented with a modal to check that you are definitely ready to confirm the return. If you are ready, click the **Confirm Return** button on this modal, and click the **Cancel** button on this modal if you are not ready.

Confirm Return

Confirming this Return will add it as a transaction to Dynamics GP.

In order to modify it after confirming it, you will need to use Dynamics GP.

Confirm

Cancel

Once the return has been submitted you will receive a notification informing you that it has been successfully created, along with the SOPNUMBE (its "Code" in the sales transaction table) of the newly created return, which can be used to find it using the search on the *Transactions* page. This may be useful if you wish to create a payment on the return.

Notifications - 1

CLEAR ALL

Successfully created return RTN1038

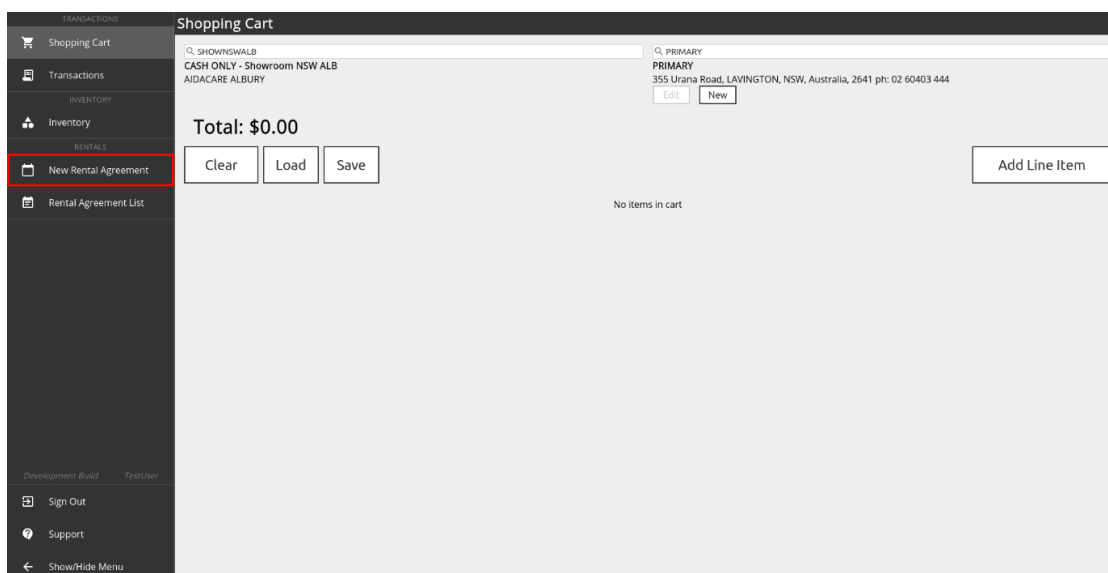
X

Adding Payments to a Return

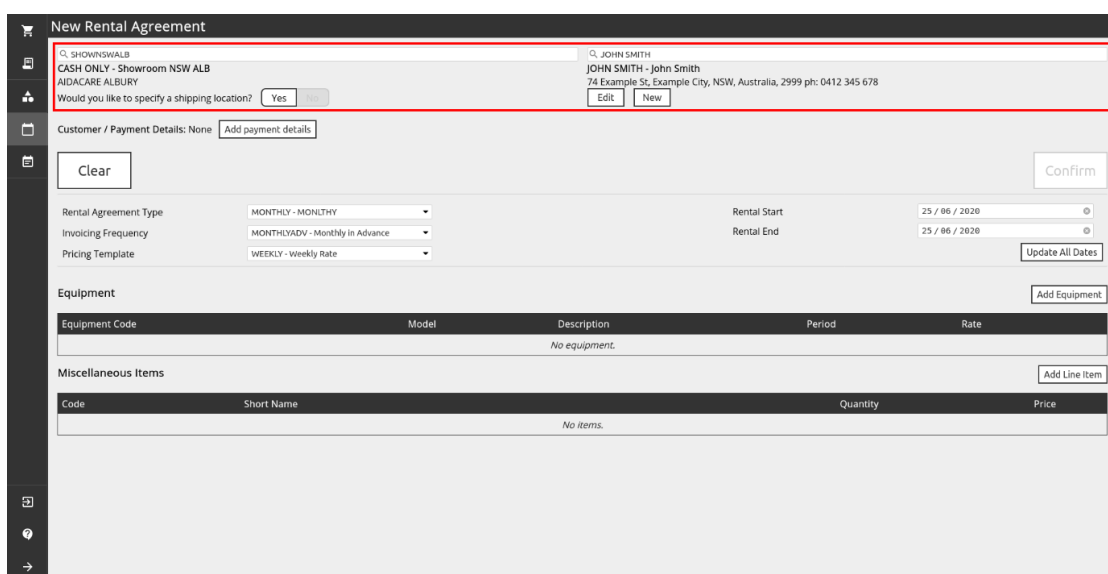
Adding payments to a return indicates refunding money to a customer. You add these refunds in the same way you add payments to a normal transaction. See [this section](#) for how to add a payment.

Creating a Rental Agreement

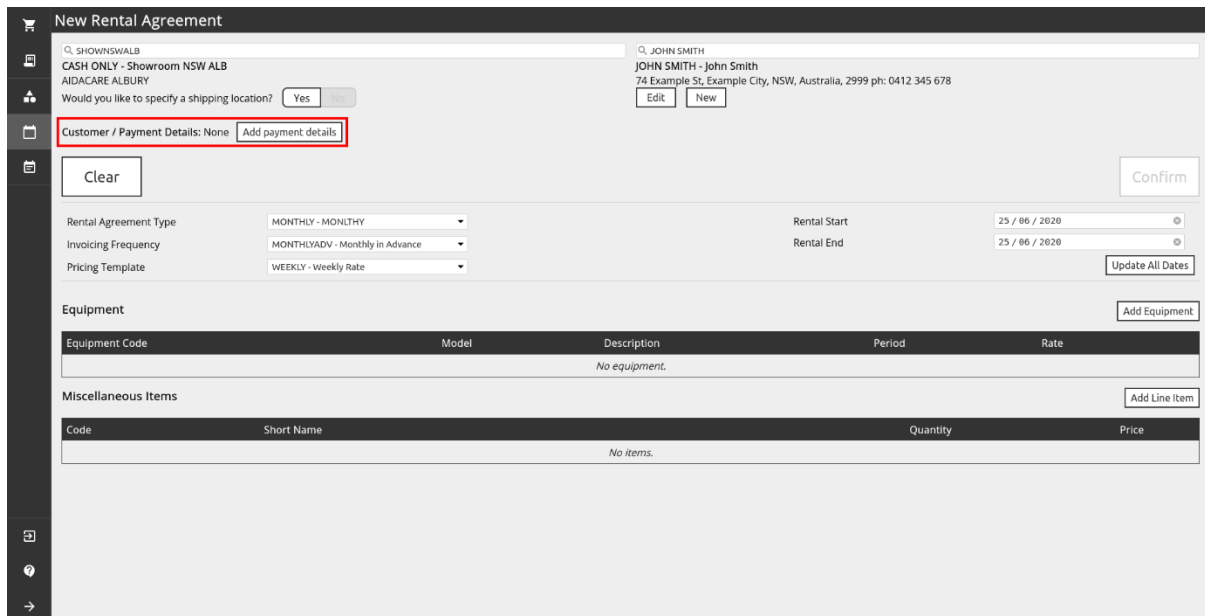
1. Navigate to the *New Rental Agreement* page by clicking the **New Rental Agreement** button in the sidebar.



2. Select the customer and location for the rental.



3. Verify the customer's card details.



New Rental Agreement

SHOWNSWALB
CASH ONLY - Showroom NSW ALB
AIDACARE ALBURY
Would you like to specify a shipping location?

JOHN SMITH
JOHN SMITH - John Smith
74 Example St, Example City, NSW, Australia, 2999 ph: 0412 345 678

Customer / Payment Details: None

Rental Agreement Type: MONTHLY - MONTHLY
Invoicing Frequency: MONTHLYADV - Monthly in Advance
Pricing Template: WEEKLY - Weekly Rate

Rental Start: 25 / 06 / 2020
Rental End: 25 / 06 / 2020

Equipment

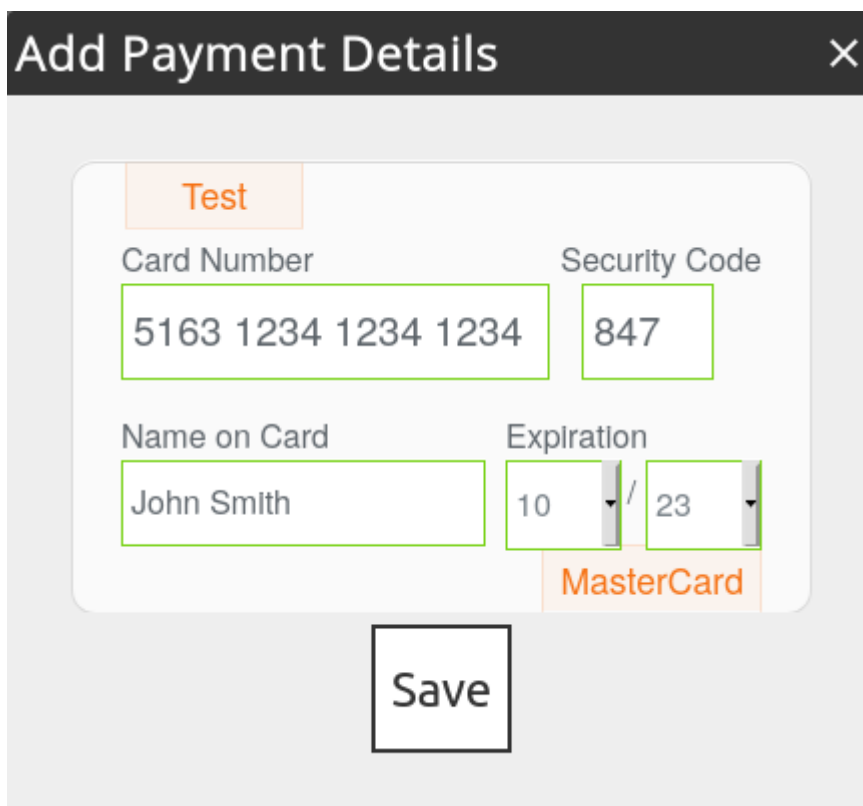
Equipment Code	Model	Description	Period	Rate
No equipment.				

Miscellaneous Items

Code	Short Name	Quantity	Price
No items.			

3a. If the payment details don't exist or are incorrect, use **Edit payment details** to update them.

3b. Enter the card details into the provided form.



Add Payment Details

Card Number: 5163 1234 1234 1234
Security Code: 847

Name on Card: John Smith
Expiration: 10 / 23

MasterCard

4. Set the rental agreement type, invoicing frequency, and pricing template.

New Rental Agreement

SHOWNSWALB
CASH ONLY - Showroom NSW ALB
AIDACARE ALBURY

Would you like to specify a shipping location?

Customer / Payment Details: Mastercard ending in 234 with expiry 10/23

JOHN SMITH
JOHN SMITH - John Smith
74 Example St, Example City, NSW, Australia, 2999 ph: 0412 345 678

Rental Agreement Type: MONTHLY - MONTHLY
Invoicing Frequency: MONTHLYADV - Monthly in Advance
Pricing Template: WEEKLY - Weekly Rate

Rental Start: 25 / 06 / 2020
Rental End: 25 / 06 / 2020

Equipment

Equipment Code	Model	Description	Period	Rate
No equipment.				

Miscellaneous Items

Code	Short Name	Quantity	Price
No items.			

Notifications - 1
Successfully created user

5. Set the overall rental start and end period.

New Rental Agreement

SHOWNSWALB
CASH ONLY - Showroom NSW ALB
AIDACARE ALBURY

Would you like to specify a shipping location?

Customer / Payment Details: Mastercard ending in 234 with expiry 10/23

JOHN SMITH
JOHN SMITH - John Smith
74 Example St, Example City, NSW, Australia, 2999 ph: 0412 345 678

Rental Agreement Type: MONTHLY - MONTHLY
Invoicing Frequency: MONTHLYADV - Monthly in Advance
Pricing Template: WEEKLY - Weekly Rate

Rental Start: 25 / 06 / 2020
Rental End: 25 / 06 / 2020

Equipment

Equipment Code	Model	Description	Period	Rate
No equipment.				

Miscellaneous Items

Code	Short Name	Quantity	Price
No items.			

Notifications - 1
Successfully created user

6. Press the **Add Equipment** button to search for equipment to rent out.

New Rental Agreement

SHOWNSWALB
CASH ONLY - Showroom NSW ALB
AIDACARE ALBURY

Would you like to specify a shipping location?

Customer / Payment Details: Mastercard ending in 234 with expiry 10/23

Rental Agreement Type: MONTHLY - MONTHLY
Invoicing Frequency: MONTHLYADV - Monthly in Advance
Pricing Template: WEEKLY - Weekly Rate

Rental Start: 25 / 06 / 2020
Rental End: 25 / 06 / 2020

Equipment

Equipment Code	Model	Description	Period	Rate
No equipment.				

Miscellaneous Items

Code	Short Name	Quantity	Price
No items.			

Notifications - 1

7. Search for the equipment and add it using the + button.

New Rental Agreement

SHOWNSWALB
CASH ONLY - Showroom NSW ALB
AIDACARE ALBURY

Would you like to specify a shipping location?

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Rental Agreement Type: MONTHLY - MONTHLY
Invoicing Frequency: MONTHLYADV - Monthly in Advance
Pricing Template: WEEKLY - Weekly Rate

Rental Start: 25 / 06 / 2020
Rental End: 25 / 06 / 2020

Equipment

Equipment Code	Model	Description	Period	Rate
No equipment.				

Miscellaneous Items

Code	Short Name	Quantity	Price
No items.			

Equipment Search

wheelchair

☒ NSW ALB - NSW Albury ☐ NSW ING - NSW Moorebank

Equipment Code	Model	Description	
DMO0002125	MWC427039	TLSTD	+ ▼
DMO0002239	MWC427510	ZTS	+ ▼
HRE0003445	PWC652060	Power Wheelchair Jazzy 1420	+ ▼
HRE0010635	MWC427440	480F53-40000-50	+ ▼
HRE0011792	MWS444600	MM18B	+ ▼
HRE0012881	PWC652220	Q600	+ ▼
HRE0015745	MWC427440	480F53-40000-50	+ ▼
HRE0018235	MWS449199	BQ1529470-AF	+ ▼
HRE0023593	PWC652220	Q600	+ ▼
HRE0027397	MWC449260	Wheelchair - Start M6 jun 14"	+ ▼
HRE0029326	MWS442900	Wheelchair Push/Pull 50cm Lever	+ ▼
HRE0029787	WCA859422	Stump Support-Right-16-18in	+ ▼

8. Set the rental period for the piece of equipment.

New Rental Agreement

SHOWNSWALB
CASH ONLY - Showroom NSW ALB
AIDACARE ALBURY

Would you like to specify a shipping location?

Customer / Payment Details: Mastercard ending in 234 with expiry 10/23

JOHN SMITH
JOHN SMITH - John Smith
74 Example St, Example City, NSW, Australia, 2999 ph: 0412 345 678

Rental Agreement Type: MONTHLY - MONTHLY
Invoicing Frequency: MONTHLYADV - Monthly in Advance
Pricing Template: WEEKLY - Weekly Rate
Cannot update type, frequency or template when lines are present.

Rental Start: 25 / 06 / 2020
Rental End: 25 / 07 / 2020

Equipment

Equipment Code	Model	Description	Period	Rate
DMO0002125	MWC427039	TLSTD	25 / 06 / 2020 - 25 / 07 / 2020	\$0.00 / Week

Miscellaneous Items

Code	Short Name	Quantity	Price
No items.			

9. Set the rental rate for the equipment.

New Rental Agreement

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CASH ONLY - Showroom NSW ALB
AIDACARE ALBURY

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JOHN SMITH
JOHN SMITH - John Smith
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Rental Agreement Type: MONTHLY - MONTHLY
Invoicing Frequency: MONTHLYADV - Monthly in Advance
Pricing Template: WEEKLY - Weekly Rate
Cannot update type, frequency or template when lines are present.

Rental Start: 25 / 06 / 2020
Rental End: 25 / 07 / 2020

Equipment

Equipment Code	Model	Description	Period	Rate
DMO0002125	MWC427039	TLSTD	25 / 06 / 2020 - 25 / 07 / 2020	\$0.00 / Week

Miscellaneous Items

Code	Short Name	Quantity	Price
No items.			

10. Repeat steps 6-7 for each extra piece of equipment to rent.

11. If there is a shipping charge, press the **Add Line item** button.

New Rental Agreement

SHOWNSWALB
CASH ONLY - Showroom NSW ALB
AIDACARE ALBURY

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Rental Agreement Type: MONTHLY - MONTHLY
Invoicing Frequency: MONTHLYADV - Monthly in Advance
Pricing Template: WEEKLY - Weekly Rate
Cannot update type, frequency or template when lines are present.

Rental Start: 25 / 06 / 2020
Rental End: 25 / 07 / 2020

Equipment

Equipment Code	Model	Description	Period	Rate
DMO0002125	MWC427039	TLSTD	25 / 06 / 2020 - 25 / 07 / 2020	\$35.00 / Week

Miscellaneous Items

Code	Short Name	Quantity	Price
No items.			

12. Search for the shipping charge, then press + to add it.

New Rental Agreement

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CASH ONLY - Showroom NSW ALB
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Rental Agreement Type: MONTHLY - MONTHLY
Invoicing Frequency: MONTHLYADV - Monthly in Advance
Pricing Template: WEEKLY - Weekly Rate
Cannot update type, frequency or template when lines are present.

Rental Start: 25 / 06 / 2020
Rental End: 25 / 07 / 2020

Equipment

Equipment Code	Model	Description	Period	Rate
DMO0002125	MWC427039	TLSTD	25 / 06 / 2020 - 25 / 07 / 2020	\$35.00 / Week

Miscellaneous Items

Code	Short Name	Quantity	Price
No items.			

Inventory Search

express

Searching Category AAF

Freight - Delivery & Pick Up AAF

Code	Short Name	Description	Type	Price	Available
AAF000002	AAF030L1P24HR	Postage - National Express (500gm) (Next day)	Services	\$13.20	- +
AAF000003	AAF030L1P3EXP	Postage - National Express (3kg bag) (Next day)	Services	\$17.60	- +

All stock loaded

13. Repeat steps 11-12 for any extra shipping charges.

Scanner Set Up

1. Connect scanner dock to PC via USB
2. Dock scanner in cradle to turn on
3. Undock scanner and scan Barcode at the back of the dock



4. Scan barcode below

