O G C

QUICK REFERENCE GUIDE

WHAT TO DO WHEN...

THE GREEN LIGHT BECOMES RED?
THE "$" SYMBOL STAYS RED FOR MORE THAN 10 MINUTES?

› In both cases, go into OGC, Additional Modules, Transaxion, Statuses.

› Verify if both statuses are active and if the "Last transaction sent" numbers match with "Maximal number of transactions".

› If one or both statuses are not active, use Options 4 and 5 to restart them.

› If the problem persists, please ask your supervisor or manager to contact Customer Service – see contact information below.

HOW TO...

INCREASE A PRODUCT QUANTITY?
Enter your product code, select the line of the product you have just added, and enter the appropriate quantity in the Item field. Then, click on X (multiply) on the number pad.

APPLY A DISCOUNT?
Enter your product code, select the line of the product you have just added, and enter the appropriate discount percentage in the Item field. Then, select the F10 – Discount button.

CHANGE A UNIT PRICE?
Enter the product code, select the line of the product you just have added, and enter the new unit price in the Item field. Then, select the F11 – Unit Price button.

QUICKLY RECALL AN ORDER?
In the Detail section, enter a dash (-) in the Item field, followed by the order number (e.g.: -123456). If your order has a bar code, simply scan it, without adding the (-).

REMOVE AN ALREADY ADDED PRODUCT?
Click and hold the product line to be deleted until a message pops up, asking if you wish to remove the line you are currently on. Then, confirm deletion.

MAINTENANCE IN OGC AND ITS TRANSAXION POS

CREATION OR MODIFICATION OF A PAYMENT METHOD
Create or modify the payment method in OGC first, then do the same in the Transaxion POS Configurator.

CREATION AND MODIFICATION OF A CASHIER OR CLERK
Create or modify the cashier or clerk in OGC first, then do the same in the Transaxion POS Configurator.

Transaxion
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