

FAQ | Reception

Process Sales of Pro Shop Articles

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1. Log on to the Albatros Reception and click on "Customers".



2. Search and select the customer you want to sell an article from the pro shop to.



- 3. Then click on "Account sale" or "Cash sale", depending on the desired payment method.
- 4. A new window will appear. Click on "Article" to see a selection of all available articles.



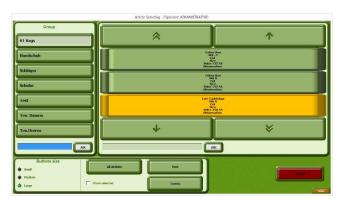


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5. A new window will appear. Choose the group of the desired article from the left side and select the relevant article. You will get back to the previous window and see the details of your article. Enter the desired quantity and click on "+" in order to add it to the shopping cart. Repeat the process until all desired articles are listed in the cart.



6. To complete the process with the payment, click on "Pay".



- 7. The total amount will be automatically displayed in the window on the bottom left. If you want to change the payment method, click on the method and you will see a selection on the right side from which you can choose the desired payment method.
- 8. Click on the printer icon to finish the process and print a receipt.

