

Quick Start Manual

New Service



Issue Quick Slip Ticket and let users add new customers.

Function Key - F9

Detail Marking



User can mark dropped item in great detail and sort them in order.

Function Key - F10

Pickup Service



Customer can pickup their garments and pay for service in Pickup Service Menu, user can credit balance or give some discounts.

Function Key - F11

Location



Location function will record all garment locations in conveyor. Make sure scan rack number first before scan invoice number. Function keys are disabled while this function is active.

Function Key - F12



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User Log In

Users must login to the system in order to utilize full functions of Enlite.

Users can skip login by using function keys (F9, F10, F11, F12)





2. Display station number.

Note: Valid for only multi-user Enlite licensee.



- 3. Enter Starting Amount.
- 4. Press button to login system.



Change User Password

Users can change their password at system login. To view other users password or make some changes, go to Enlite Back Office function.

😕 eCounter		_ <u>8</u> ×
Station: 0	Cashier Login	3:24:35 PM
	Cashier Login Date / Time: Wednesday, April 15, 2009	
	Employee Password: *	
	Owner Store	
	New Password:	
	Confirm:	
	Cancel	
QWER		$\textcircled{1}23 \circledast$
ASDF	GADRL	456-
		0000
Caps (2)	Space <- Del	
Change Password	1	Exit

- 1. Enter user password.
- 2. Select "Change Password".
- 3. Enter new password, and confirm the change.
- 4. Update the change, and activate the new password.



Cashier Log Out



When users want to end the system and leave or let other users use the system, they can log out the system at Cashier Logout





2. Select "Cashier Logout" button.



1-4

Cashier Log Out



When cashier is alternated or finish work, Cashier can Logout. After Logout, Simply Payments Report will be printed in today.



- 3. Shows logout date.
- 4. Enter user password.
- 5. Display station number.

Note: Valid for multi-user EnlitePOS system.



- 6. Check ending amount in cash drawer and confirm the amount.
- 7. Logout Enlite.



New Service



Issue Quick Slip Ticket and let users add new customers. Users can also schedule the pickup time.

Function Key - F9





1 Enter user password.

2. Enter a customer number.

(If the customer bring ticket, just scan it)

Note: Most often the last four digit or full customer phone number can be used for the customer number.

I-5



New Service



Issue Quick Slip Ticket and let users add new customers. Users can also schedule the pickup time.

Function Key - F9



3. The message box will ask the customer address in case users haven't put the customer address into system.



4. Window pop-up to search for customer name.



New Service



Customer can Pick up his garments and Drop garments off at the same time.



5. Enter number of items.



6 Issue a quick ticket.

Note: Quick ticket is highly recommended during the busy time. Users can issue a detail invoice, if time is not critical.



New Service



We can change default pick up date & time for alteration, shoes repair, outsides ...etc.



7. To schedule pickup time, select "Pickup Calendar" button.

		(Calende	r _{Ap}	r. 15 (Wed	l) 5:30 PM	Lock Pickup Date
Apr 2009							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	8
29	30	31	1	2	3	4	Select
5	6	7	8	9	10	11	Capcel
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	1	2	
3	4	5	6	7	8	9	
Earlier	7:30 am	9:00 am	1:00 pm	4:00 pm	6:00 pi	n Later	

8. Select desired date and time, then select. Press cancel button to cancel.



New Service



Add a new customer

Add a new customer to system. All the customer information can be edited.



1. If a new customer come, system will automatically ask to users that whether save the new customer into system or not.

eCounter							_ 8 ×
Quick Add Customer							
Areacode:	770 (2)· Pt	ione	3 📉	Phone	-	Save	ิด
Last/First Name	(Ð/ 🗌 📃		Price Level R	egular 📐		
Spouse Name:		Membershi	pHD.	0		More In	fo
Address				🗖 Billi	ng	more <u>i</u> n	
Subdivision			•	E Rou	ute	Capoo	
City/St/Zip	Alpharetta	• /GA /300)05-	Store Name	arge	Cance	·
Note				ScanQ	•		
[Shirt Starch]	5			[Packing]			
	ht Medium	□ _{Heavy} □ _E	ktra Heavy	^I Hanger	□ _{Box}		
					6		
	500		9				
AS	DF	GH	JK		4 5	6	
			MC	Created	A G		
			M	Special			Į.
Caps 🧹		Space		<- Del		Del	P
	- U. F.C.I		1	ime i i			
Add Cust Rec	all			Card Invoic	e Kack	PICK	Mehu

- 2. Enter area code.
- 3. Enter phone number.
- 4. Enter name.
- 5. Select starch option.
- 6 Save the customer information.



New Service



Edit a customer information

Users can update or correct wrong customer information.



1. Select to	access	customer	infor-
mation.			

- 2. Correct the changes then press "Close" button to save.
- 3. If you want to see Drop & Pick up history of the customer, Click 'History' on the bottom of screen.
 (It's same function with 'Ticket History' in Menu)

2 eCounter			(6) ×
Owner Store Employee	Log Location I	Pickup Lookup (Close
EnliteXP, SCANQ 240-9090	(D)	ක ක	
Ticket PCs Drop Date / Time	Invoice Inv. Date Due Date Rack PCs Left Amount	Date: Pickup & Paid Balance	
4/15/09 2:56 PM Change	10003-1 047)5/09 2:55 PM 04/18/09 1112 9 9 \$44.85	5:00 PM \$44.85	Print
10003 9 Store, Owner 04/15/09 2:54 PM Change	5		
10002 10 Store, Owner 04/15/09 2:51 PM <u>Change</u>	\square		
10001 7 Store, Owner 04/15/09 2:05 PM <u>Change</u>	Invoice Garment CPCs Starch Detail	Price Amount Discour Upchrge	
	10003-1 Jump Suit D 1 Purple	\$9.95 \$9.95 \$0.00 \$0.00	🗖 Split
	10003-1 Pants D 2 Dark Gray, Black	\$8.00 \$8.00 \$0.00 \$0.00	🗖 Split
	10003-1 Dry clean shirt D 4	\$13.00 \$13.00 \$0.00 \$0.00	🗖 Split
	D 2 Black, Blue	\$13.90 \$13.90 \$0.00 \$0.00	🗖 Split
	\bigvee		
		Auto Split	Menu

- 4. Click One Ticket Number of them.
- 5. Make sure that Invoice Number, Drop Date, Pickup Date & Time, etc...
- 6. After finish check, Click "Close" button.