How to start

1) System Assembly

As soon as you receive your POS system your first task would be to assemble the system All Enlite systems are sent to our customers fully installed and tested before shipment.

In order to help our customers connect the wires and power the system we color code all the wires placing a particular color at the end of the wire to correspond to where they need to go at the back of the computer or the printer making it extremely simple to set-up.

2) System set-up and Testing.

In order to access Enlite it is required to have a password the default password for all new systems is 1 (Numeric).
Leave the default password as it is for the moment you can change to your own password and assignee other passwords to your employees once you have completed all your setups.

A) Customer set-up

- Enter password 1
- Enter 10 digit phone # (new customer)
- Select add customer
- Enter customer last and first name (required)
- Set customer starch level.
- Look carefully at all the fields and enter as much information about the customer as is needed.
- Then SAVE.
- As soon as you save the customer information his/her account becomes reedy for transaction.

B) Invoicing

- From the customer account select **detail invoicing**.
- Select a few items and click print.
- Look carefully at your Tag and Invoice to see if information printed is correct.

3) Racking

(Please attach the barcodes (sent to you with your equipment) to your conveyer-belt)

- Go to main menu→ choose **Racking.**
- Scan the barcode on your conveyer-belt then scan all the invoices that you wish to place on that rack number.

4) Pick to Pay,

From customer account screen select **Pay for Pickup,** and then select the invoices the customer wishes to pay for.

Select the type of payment and enter amount.

Manager Access

b) Setup Garment Prices.

- Go to Main Menu→ Manager Access → Item Price
- Click Basic Price, Extra Price, and Special Price to set different price lists.
- Repeat the same process line by line till all your prices are set
- **Coupons,**
- Indicate discount price based on issued coupons which will be set if you have given coupons to customer.
- **P,**
- Indicates if an item price is to be included in your customer price list.
- **Tax,**
- Indicates if the particular Item is taxable.
- **ESC,**
- Indicates environmental tax.(please set if applicable)

(If you have more than one station, make changes on Main computer. On station computer, open Manager, Item & Price screen to refresh station prices)

C) Setup Environment Tax and Sales Tax?

- First set the rates at: Main Menu→ Manager Access → Option Change → Program → Detail Invoice.
  - Sales Tax: Tax Rate (percentage), enter 0.05 for 5%, enter 0.065 for 6.5%
  - Environmental Tax:
    - *Environmental Surcharge Method*: enter number 0 to 4 (0-None, 1-By Garment Pieces, 2-By Ticket 3-Percentage 4-By Tag Pieces)
    - *Environmental Surcharge Amount*: enter 0.10 for 10 cents or 0.10 for 10%, enter 0.05 for 5 cents or 5%.
- Go to Manager Access → Item & Price. Checkmark the column Tax and ESC for each garment that you want to apply taxes.
- (if you have more than one station, make changes on Main computer. On station computer, open Item & Price screen to refresh station setting)

D) Setup the up-charge options?

- Go to Main Menu→ Manager Access → Item Price
- Click on garment id 1 (M-SUIT), click on the first garment, click Up-charge.
- Add up-charges on Color, Material, Extra and Designer as you wish.
- Restart Enlite program and the up-charges will start to show.

(if you have more than one station, make changes on Main computer. On station computer, open Item & Price screen to refresh local prices)

Back Office

5) Employee setup.

Go to back office→ click on **Employee** button.

- Enter employee information
- Assign Employee password

- Set correct security setting. Go to the main menu→ select **cashier logout**→ enter password → enter **Ending Amount**.

6) Reporting

A) Cashier Logout
Go to the main menu→ select **cashier logout**→ enter password → enter **Ending Amount** → the report will be printed.

B) Daily sales,
Go to back office→ click on report → select date from and date to→ select sales by pickup & term→ choose daily sales→ and click on Generate Report