Making a sale in involves:

1. Opening a sale
2. Adding items to the sale
3. Processing a payment

# 1. Opening a sale

To begin, you can either start a new sale or continue an in-progress sale that hasn't been completed.

**New sale**

To start a new sale, from the main menu, click Sales > New Sale.

**In-progress sale**

1. From *Sales* on the main menu, you can continue an in-progress sale in four different ways:
2. Click Continue Sale if it's the most recent sale that you started.
3. Click Sales history followed by the Continue sale button associated with the in-progress sale.
4. Under *In Progress*, click the shopping cart icon associated with the in-progress sale.
5. Under *Today's Transactions*, click View All to find and continue a less recent in-progress sale.

# 2. Adding items to the sale

The general workflow of adding items to a sale involves the following actions, all of which can be performed from the register:

1. Locating the items
2. Selecting or creating serial numbers (if required)
3. Adjusting the quantity of each item (optional)
4. Removing items (optional)

## 1. Locating the items

During a sale, you can add existing items, create new items or sell or recharge gift cards.

**Existing items**

You can locate an existing item by using search filters or entering searchable details.

1. In the Item field, scan or enter your item's searchable details.
2. Click Search. Your item will attach to the sale if your searchable details have a unique match.
3. If the searchable details don't have a unique match, click the +Add button next to your item.
4. To locate an existing item using search filters:
5. To the right of the Item field, click Search.
6. Use the available filters to narrow your search results.
7. Click the +Add button next to your item.

If you're adding multiple items at a time, select their checkboxes and click + Add Selected at the bottom of the search results instead.

NOTE: To view a item's images, click the item in the sale and click its description to go to the item's details. This is useful if you want to confirm that you added the correct item to the sale.

**New items**

1. To the right of the Item field, click the + New menu button
2. Enter your item's details.
3. Click Add to Sale.

**Gift cards**

1. To the right of the Item field, click the Gift Card menu button
2. Enter an Amount.
3. Scan or enter the gift card number.
4. Click Create Gift Card. The amount will be added to the new or existing gift card once the sale is completed.

## 2. Selecting or creating serial numbers (if required)

1. If you added a serialized item to the sale, under its description, choose one of its existing serial numbers or create a new serial number.
2. Existing serial number: From the Choose Serial Number drop-down, select an existing serial number.
3. Create a new serial number: Click Add New Serial and scan or enter a Serial Number, a Color and a Size.

## 3. Adjusting the quantity of each item (optional)

Optionally, adjust the quantity of the items in the sale by:

* scanning each additional item individually.
* scanning one of the additional items multiple times.
* entering the quantity in the item's QTY. field.

## 4. Removing items (optional)

If you need to remove items from the sale, click the trash icon to left of their descriptions.

# 3. Processing a payment

You can use any of the following payment types configured in Settings > Payment Types section of your account to process a payment:

* Credit/Debit
* All other payment types:
* Cash
* Check
* Gift Card
* Credit Account
* Custom

For customers who want to pay for their entire sale in cash or with a credit or debit card, you can also process a Cash payment or a Card payment with Quick Pay. it’s also important to note that the cash drawer could automatically open once your sale is finished.