

# Ovation

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### Adding Items

1. From the Point-of-Sale screen, select **Items**.
2. Select **Manage Items**.
3. Select **Create Item** at the bottom of the screen.
4. Enter the Item Name and Item Description, then select **Continue**.
5. Enter the Unit Price or select Open Amount, then select **Continue**.
6. Enter the Item Code (optional) and select **Continue**.
7. Edit the Discounts and Open Amount (both optional) and select **Continue**.
8. Select a Category and select **Place Item Here**. Select **Continue** and then select **Save**.

### Closing Batches

1. From the Point-of-Sale screen, select **Batch**.
2. Select **Close Register**.
3. Select **Yes** to close the register.

### Processing a Quick Sale Manually

1. From the Point-of-Sale screen, select **Quick Sale**.
2. Enter the amount of the sale and select **Manual Entry**.
3. Type in the card number, CVV, exp date, address and zip, select **Next**.
4. Select **Confirm**.

### Processing a Quick Sale with the Card Reader

1. From the Point-of-Sale screen, select **Quick Sale**.
2. Enter the amount of the sale and select **Card**.
3. Insert, tap or swipe the card.
4. Select **Email** or **Print** for a receipt.
5. Select **Complete Sale**.

### **Processing a Refund**

1. From the Point-of-Sale screen, select **History**. The history page is in chronological order, starting with the most recent sale.
2. Select the transaction you want to refund.
3. Select **Refund**.
4. Select **Entire Sale** to refund the full transaction, **Select Items** to refund certain items, or **Entire Amount** to refund a partial amount.
5. Select **Refund**.
6. Select **Email** to email a receipt, or Complete Refund.