How to Guide
How to do Empties Returns on the mobile applications

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1. On your mobile device open the Empties application.

2. Once in you will have to put your user code and password in. This is the same login credentials used on your Genesis login. Once all the information has been inputted Press submit to proceed.
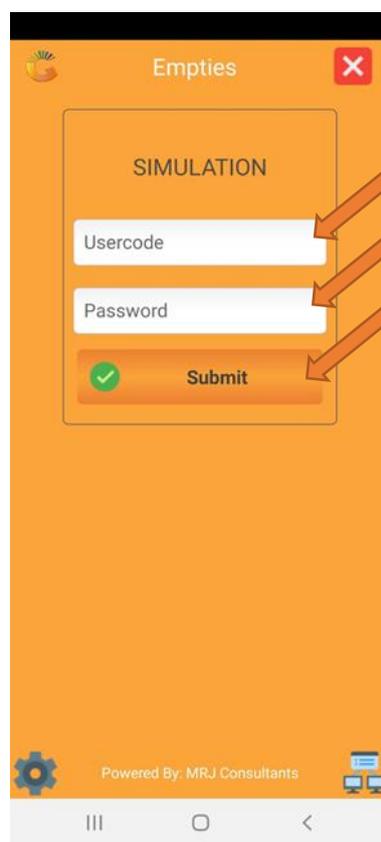
3. Once opened you will be prompted to the Main menu, here you can select any option, firstly we will be discussing the Cash returns (bottles & Crates).

When you do a return, you go to the returns department and offload or handover your returns, you will then be given a voucher with the quantity and amount on it, you can then use this voucher to purchase you next items.

Select the cash returns option. On the next screen you can scan or enter in the stock code for the item that you will be doing a return on. Once you have selected the item put in a quantity and press on save.

If you have the integrated printer, you can instantaneously print the voucher.
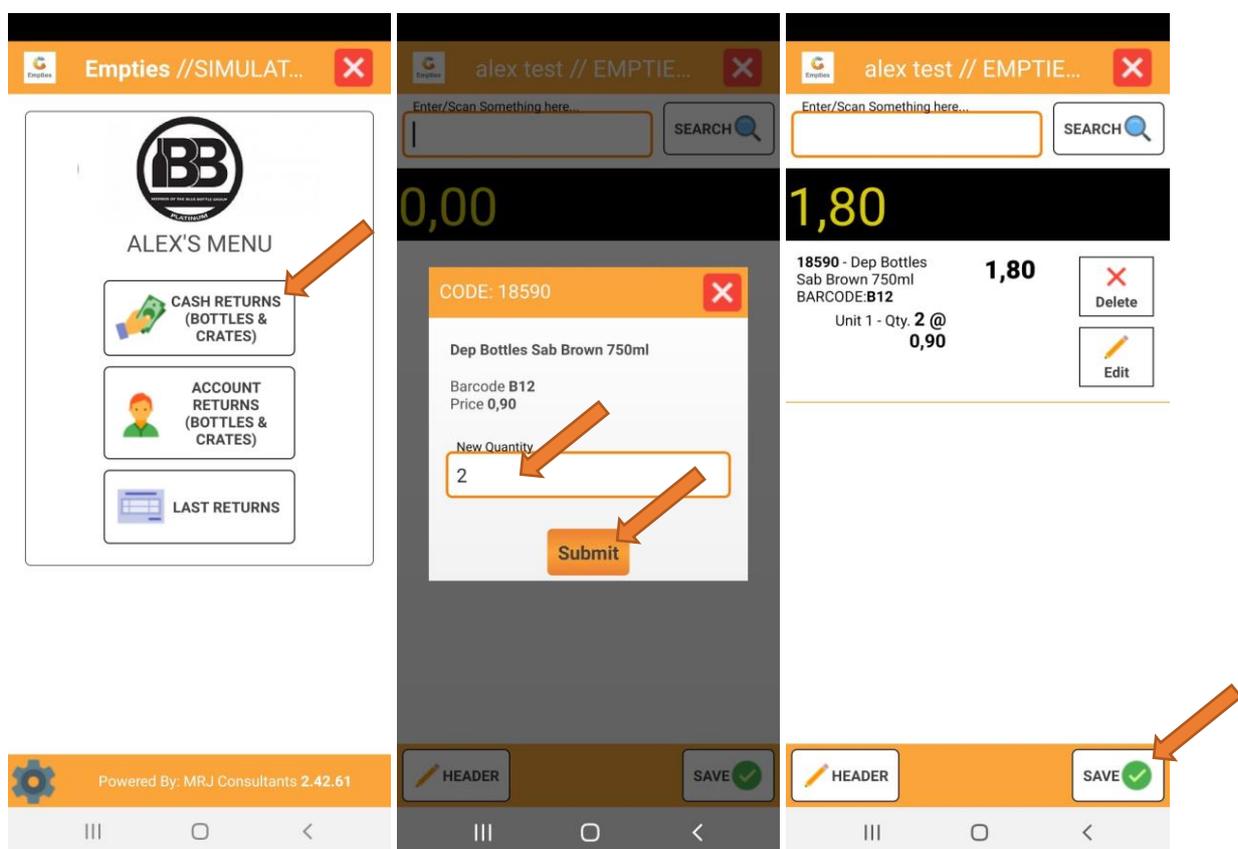
4. On your main menu select the Account returns(bottle & crates) option.

   You will then be prompted to select the desired Debtor. Once you have selected the debtor. On the next screen you can scan or enter in the stock code for the item that you will be doing a return on. Once you have selected the item put in a quantity and press on save.
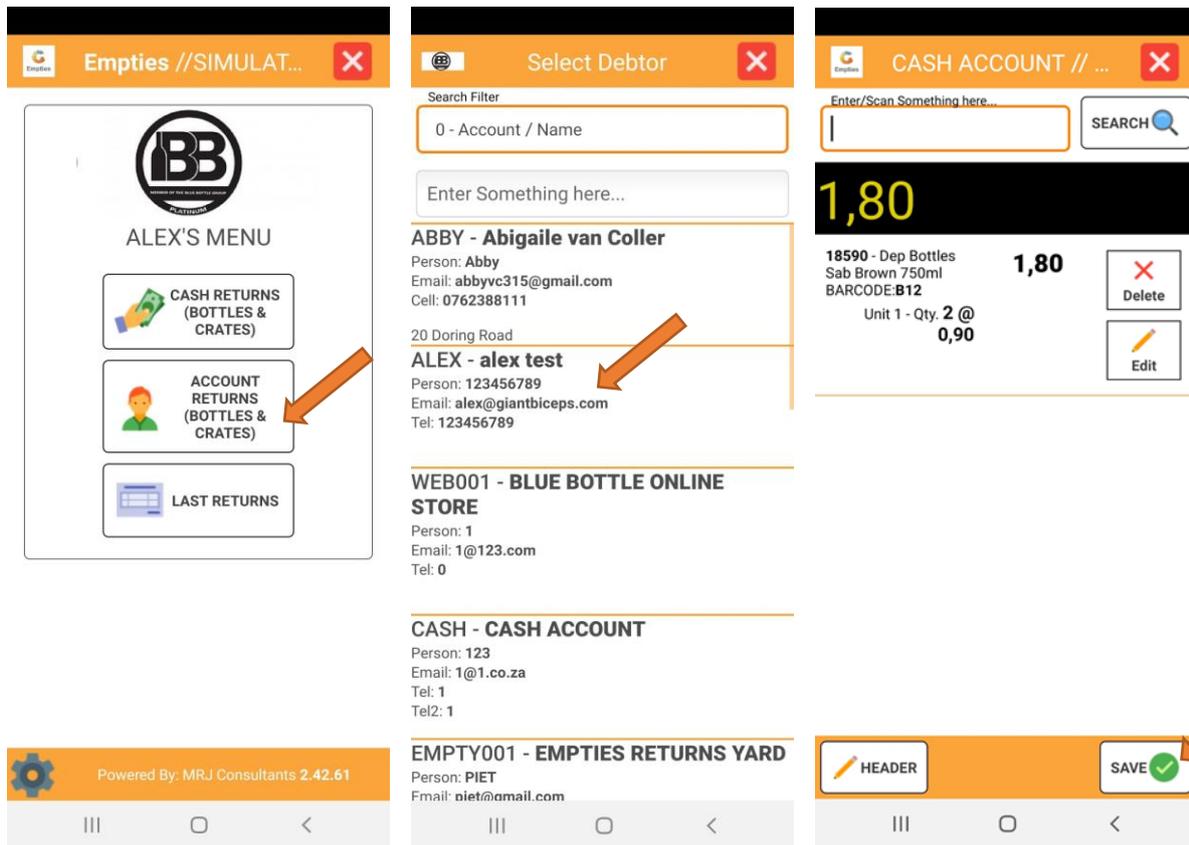
5. Once you have done the returns you can go to the main menu and select last returns You will then be prompted to the following screen where you can see the returns that have been done. There is also an option to print the return.