



## **How to Guide: Offline Till Quick Scan Items.**

*Aug 2020*

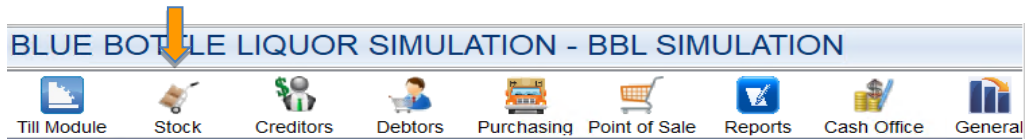


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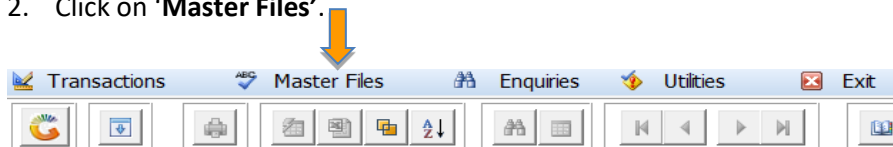
## How to do Offline- Till Quick Scan Items.

This document is to Guide you through the process on how to do Offline Till Quick Scan Items.

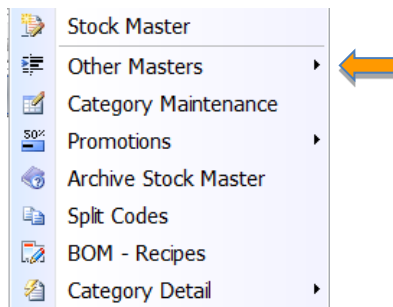
1. Go to Genesis Menu: **'Stock'**



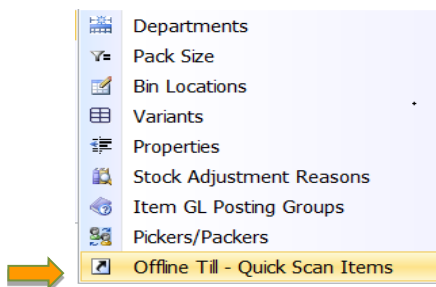
2. Click on **'Master Files'**.



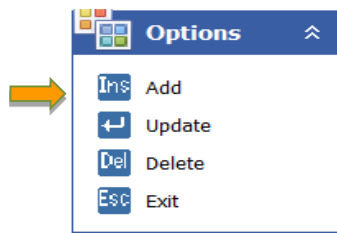
3. Go to **'Other Masters'**.



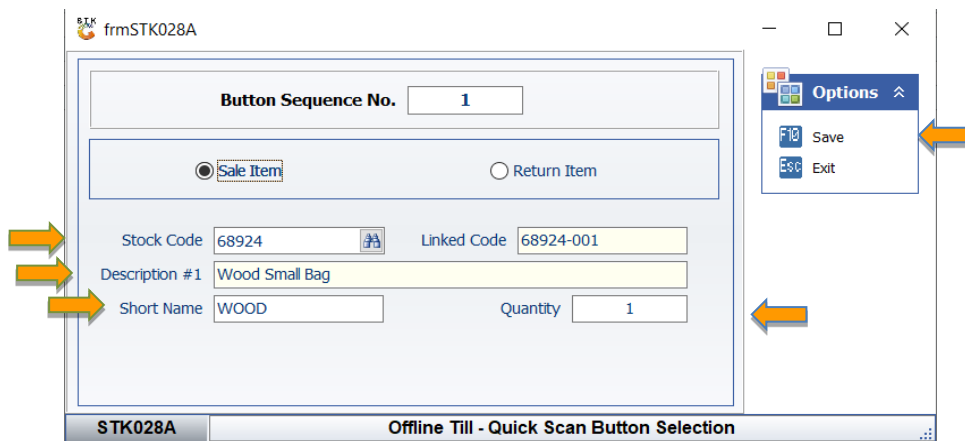
4. Click on **'Offline Till- Quick Scan Items'**.



5. Click on 'Add'/Ins to add items.



6. Add Stock Code, Description, Short Name and Quantity. Click Save/F10



*That concludes the User guide.*