

How to Guide Update Offline -Till Stock Items & Selling Prices

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How to Update the Offline Till Stock Items and Selling prices

1. Log into the Genesis Offline Till and press **F12** on your keyboard or click on **TILL UTILITIES & ADMINISTRATION** button under the Administration menu.



2. Press **F7** on your keyboard or click on **Administrator Functions** under the Administrator Functions menu



- 3. Depending on the Till security settings and the user that is logged in, the system might require a supervisor login for the Administration function.
- 4. Capture the **Supervisor Code** and **Password** and press **Enter** on your keyboard or click on the **Proceed** button.

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RETURNS 3 CASH RETURN	© Supervisor Check	Supervisor Code		
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- 5. Please ensure that the **Light** at the bottom of the screen is **Green** before you proceed.
- 6. Press F1 on your keyboard or click on the Refresh Data from Server button

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MAIN MENU			
S A L E S TILL UTILITIES Administrator Functions			
CASH SALE DOCUMENT UTILITIES			
COUNT SALE			
RETURNS			
CASH RETURN			
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PAYMENTS & VOUCHERS Utilities			
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CASH MANAGEMENT Administrator Functions			
TILL UTILITIES & Administrator Functions	Powered by		
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OTL000 2020/11/24 11:17:31 Version : 9.4541 Period : 202011 [SIMUL] - BLUE BOTTLE SIMULATION Cashier: BBLOT Cashup No	.: 918430005 Till P	No.: 918	

7. Press **F5** on your keyboard or left click on the **Stock Master & Pricing** button.

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8. Press Esc on your keyboard or click on the Close button

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Please Note: Refreshing your Till Data will send a request the Local Till Service. If the Service is not connected to the Main Server, your request will be placed in the queue and once connection is restored, the till data will be downloaded X	
Ill Data Refresh Options Image Image	
OTL640T Refresh Local Data from the Server ::	Powered by GENESIS Support
OTL000 2020/11/24 11:40:34 Version : 9:45:41 Period : 202011 [SIMUL] - BLUE BOTTLE SIMULATION Cashier: BBLOT	Cashup No.: 918430005 Till No.: 918

9. Press **Esc** on your keyboard or left click on the **Close** button.

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Till Data Refresh Options Image: System Settings Image: System Setting Setting Settings I			
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10. Press the **Esc** on your keyboard or click on the **EXIT from Admin.Menu** button.

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MAIN MENU		
SALES TILL UTILITIES	Administrator Functions	
FI CASH SALE DOCUMENT UTILITIES		
ACCOUNT SALE	Refresh Data from Server	
RETURNS Air-Time Voucher Reprint	Card Device Settings	
CASH RETURN	EXIT from Admin.Menu	
ACCOUNT RETURN		
PAYMENTS & VOUCHERS Utilities		
ACCOUNT PAYMENTS Team Viewer Support		7570 3
F6 VOUCHERS Reports		
ADMINISTRATION	Jge variety	UORS
E77 CASH MANAGEMENT & CASH-UP Administrator Functions		
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EXIT from the TILL		
Server Status [1]		ching DDI OT Cachup No - 019/130005 Till No - 019

11. Press the Esc on your keyboard or click on the EXIT from Admin button



12. It is important that no sales should take place or the Till must not be closed until the process is completed. The number in brackets will turn to [0] and the light Green



And that concludes the User Guide 🤨