



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

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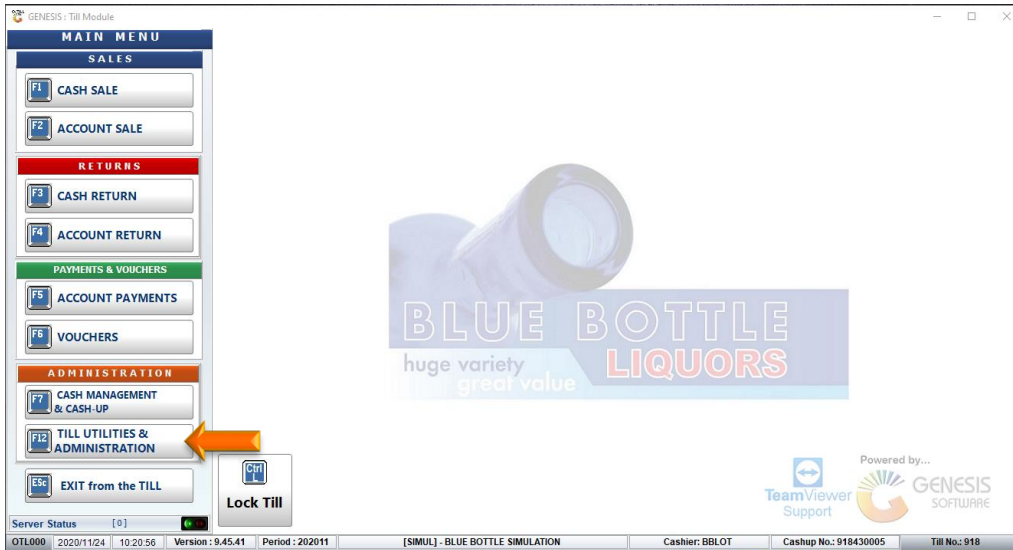
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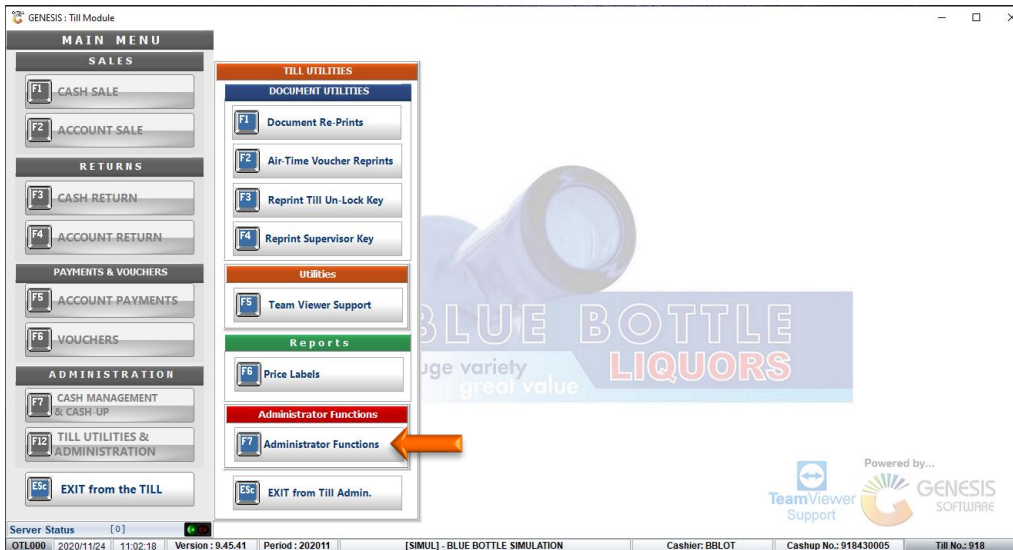


How to Update the Offline Till Stock Items and Selling prices

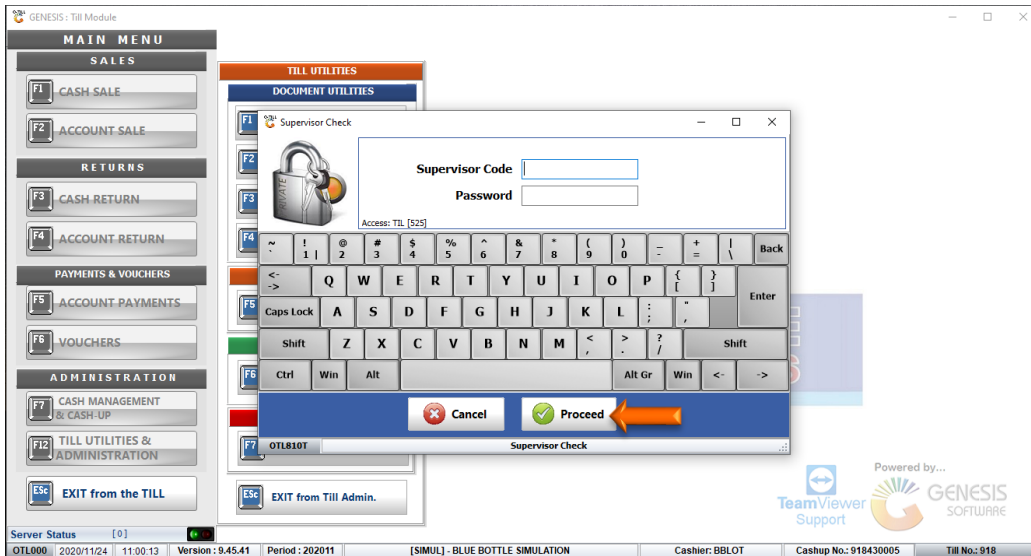
1. Log into the Genesis Offline Till and press **F12** on your keyboard or click on **TILL UTILITIES & ADMINISTRATION** button under the Administration menu.



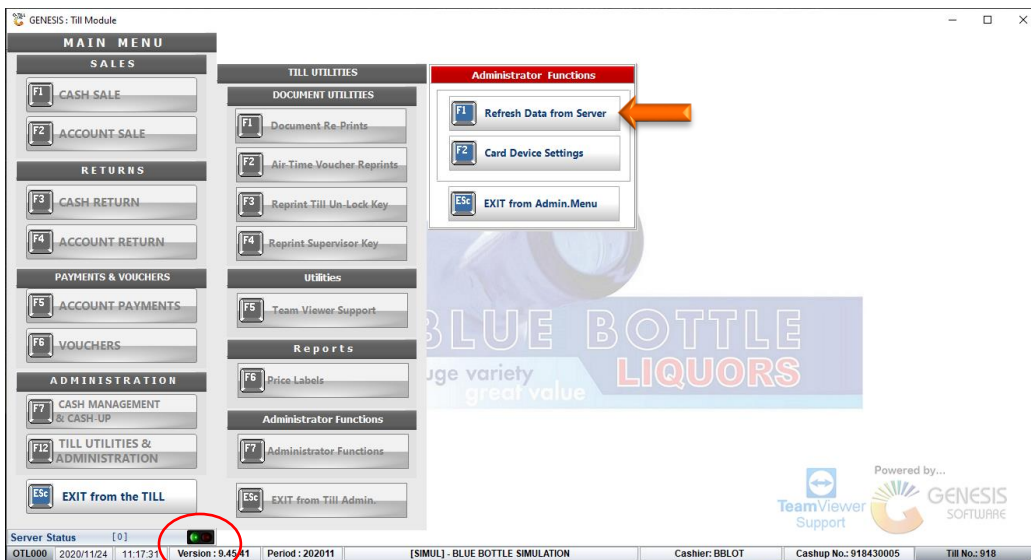
2. Press **F7** on your keyboard or click on **Administrator Functions** under the Administrator Functions menu



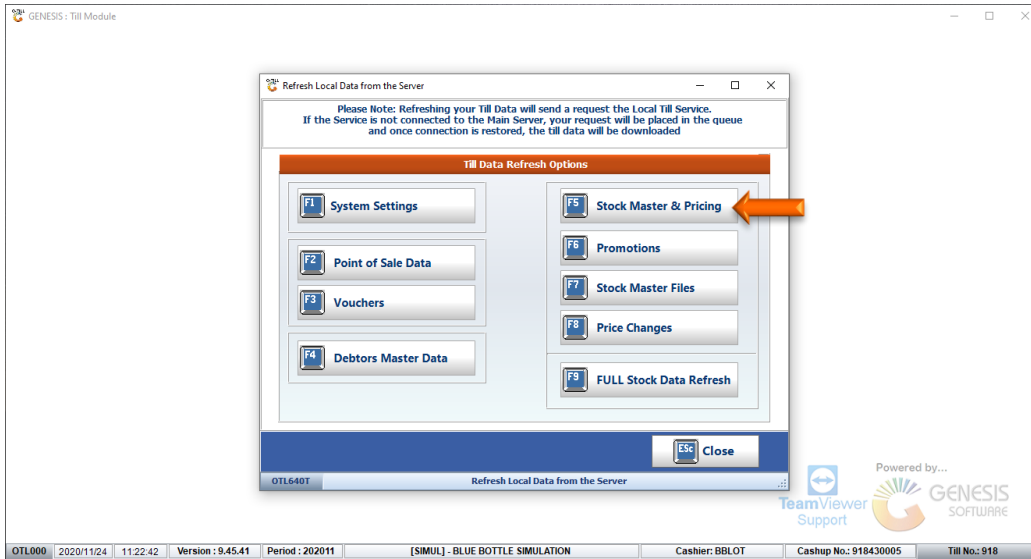
- Depending on the Till security settings and the user that is logged in, the system might require a supervisor login for the Administration function.
- Capture the **Supervisor Code** and **Password** and press **Enter** on your keyboard or click on the **Proceed** button.



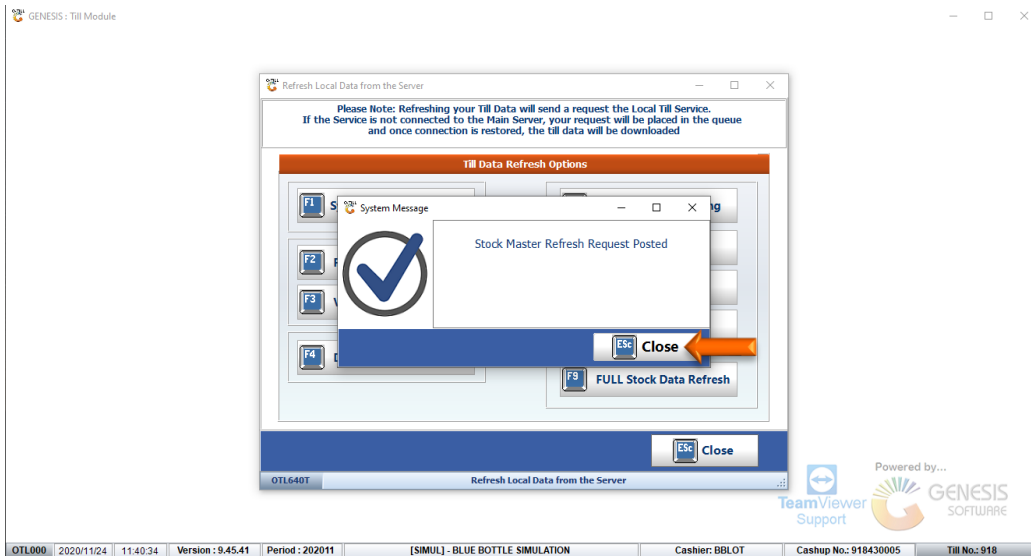
- Please ensure that the **Light** at the bottom of the screen is **Green** before you proceed.
- Press **F1** on your keyboard or click on the **Refresh Data from Server** button



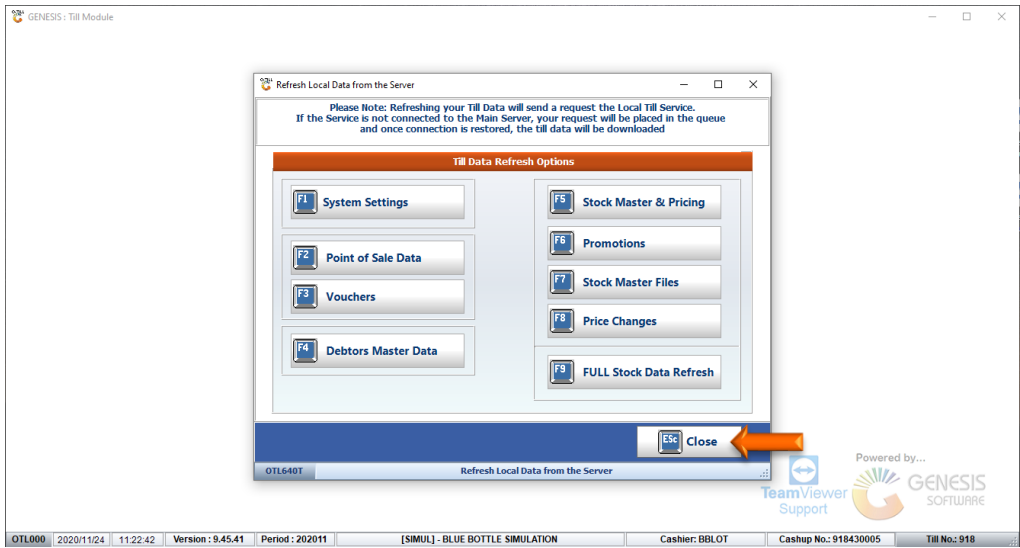
7. Press **F5** on your keyboard or left click on the **Stock Master & Pricing** button.



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



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



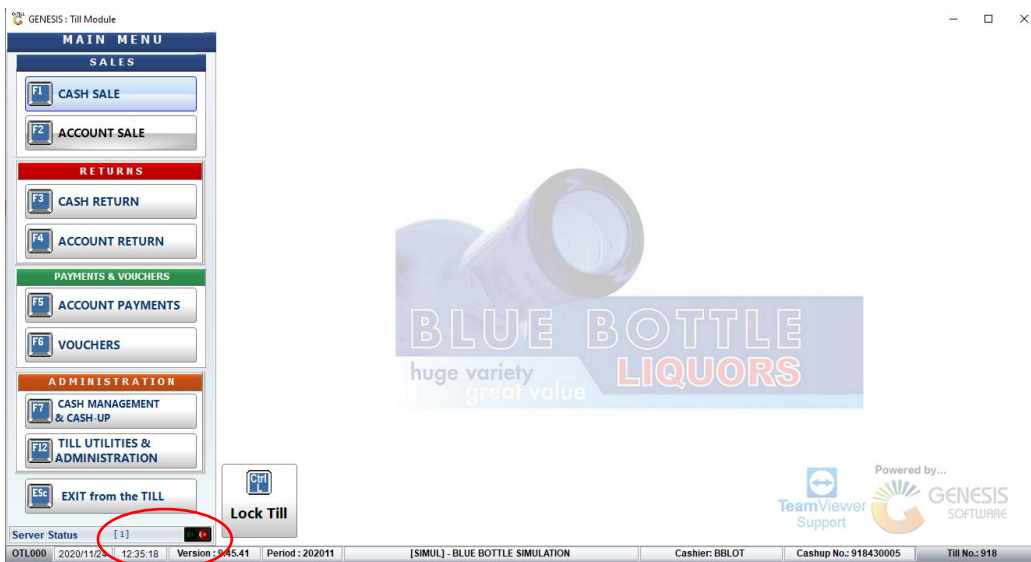
10. Press the **Esc** on your keyboard or click on the **EXIT from Admin.Menu** button.



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 😊