



DUBTEL 8050 Beckett Center Drive West Chester Township, Ohio 45069 (866) 229-1605 www.dubtel.com

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Getting Started

Login

Power on – POS

1. To Switch on the POS click on the power button on the right side of the device (Samsung Note) and when asked to enter your PIN number. It will take you to the home page.

Charging – POS

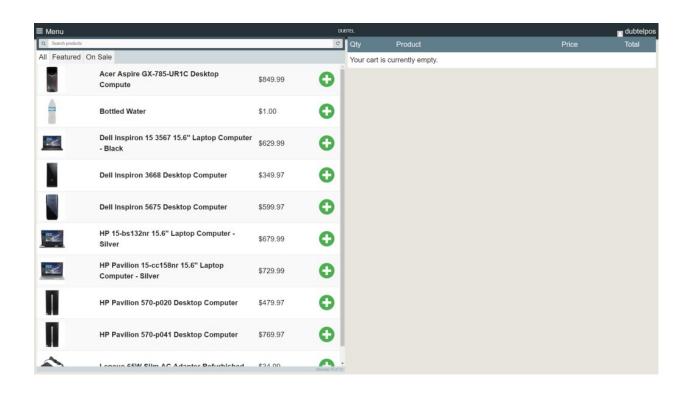
- 1. Plug the supplied USB connector into the power/accessory interface connector on the bottom of your device.
- 2. Plug the wall charger into an electrical outlet.
- 3. To ensure your device is fast charging, open the Notification Panel by swiping from the top of the screen to the bottom.

Sign In via POS

- 1. To sign into the POS using your Samsung Note, open the Dubtel POS app already installed in your device.
- 2. The Login page will be displayed. Enter your user name and password and click login as shown below.
- 3. It will take you to the home page.

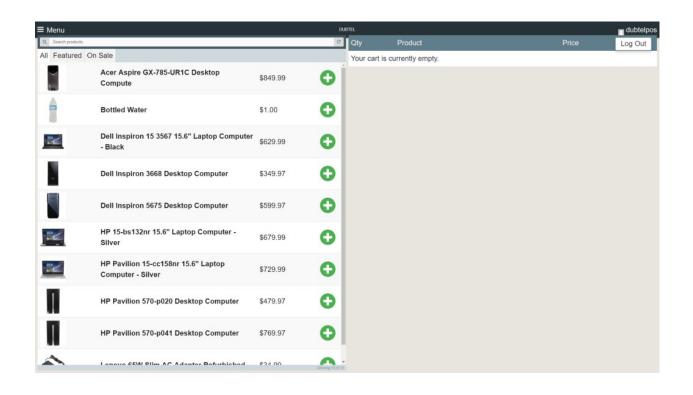






Logout

- To Log out click on the user icon on top right of the home page. Logout option will display.
- 2. Click log out as shown below.



Setup Receipt Printer

Selecting Printer

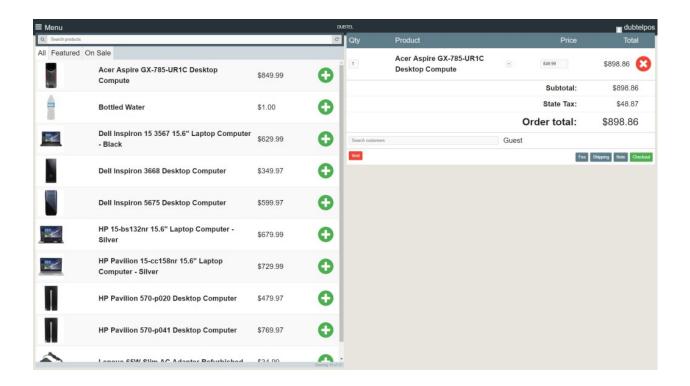
- 1. Open the pre-installed DUBTEL Print Service app.
- 2. Select the printer in the list to use it for future orders.

© ≽ ❶ · DUBTEL Print Service		🖻 🖇 🔌 🗟 24% 🗎 12:29 PM
DUBTEL Print Service		
	Restart	
Printer List		
Star		
USB:SN:2550618041101732		

Process a Sale

Add to cart

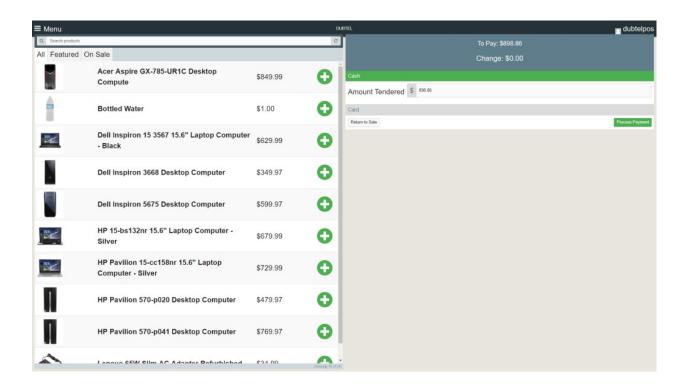
1. To Add product to cart click on the green plus button. The items selected will be displayed as shown below.



Check out – POS

Checkout via Cash

- 1. To check out via cash click on the checkout button and it will take you to the check out page.
- 2. The default tab will be cash.
- 3. The total amount will be shown on the 'Amount Tendered' box.
- 4. Once you collect the cash, click 'Process Payment' button.
- 5. It will take you to receipt page.
- 6. To continue shopping click 'New order' button.
- 7. Receipt can be printed out and sent via email. See pictures below.



Check out via Card

- 1. To check out via card click on the checkout button and it will take you to the check out page.
- 2. Click on the card tab.
- 3. If you need any cashback, enter the amount.
- 4. Click process payment button.
- 5. It will take you to the assigned card reader on the machine.
- 6. Once the payment is processed, it will take you to the receipt page.
- 7. To continue shopping, click 'New Order' button.
- 8. Receipt can be printed out and sent via email. See pictures below.

Q Search products			C	BTEL				dubtelp
II Featured	On Sale		C			To Pay: \$898.86		
	Acer Aspire GX-785-UR1C Desktop Compute	\$849.99	0	Cash Card Cashback	\$ 0.00			
A	Bottled Water	\$1.00	0	Return to Sale				Process Paym
2	Dell Inspiron 15 3567 15.6" Laptop Computer - Black	\$629.99	0					
	Dell Inspiron 3668 Desktop Computer	\$349.97	0					
	Dell Inspiron 5675 Desktop Computer	\$599.97	0					
	HP 15-bs132nr 15.6" Laptop Computer - Silver	\$679.99	0					
2	HP Pavilion 15-cc158nr 15.6" Laptop Computer - Silver	\$729.99	0					
0	HP Pavilion 570-p020 Desktop Computer	\$479.97	0					
1	HP Pavilion 570-p041 Desktop Computer	\$769.97	0					
~	Lanava 65111 Slim AC Adantar Baturhichad	¢24.00	Strowing 10 of 12					
Menu				BTEL				dubtel
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), Search products	Acer Aspire GX-785-UR1C Desktop Compute Bottled Water Dell Inspiron 15 3567 15.6" Laptop Computer	\$1.00		Qty 1 Add Tip	Acer Aspire GX-78		\$898.86 Subtotal: Service Fee: State Tax:	Tc \$898 \$898 \$35 \$48 \$934
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Search products	Acer Aspire GX-785-UR1C Desktop Compute Bottled Water Dell Inspiron 15 3567 15.6" Laptop Computer - Black Dell Inspiron 3668 Desktop Computer Dell Inspiron 5675 Desktop Computer HP 15-bs132nr 15.6" Laptop Computer -	\$1.00 \$629.99 \$349.97		Qty 1 Add Tip	Acer Aspire GX-78		\$898.86 Subtotal: Service Fee: State Tax:	To \$898 \$898 \$35 \$48 \$934
Seach product Featured Featured Control Contro Control Control Control Cont	Acer Aspire GX-785-UR1C Desktop Compute Bottled Water Dell Inspiron 15 3567 15.6" Laptop Computer - Black Dell Inspiron 3668 Desktop Computer Dell Inspiron 5675 Desktop Computer HP 15-bs132nr 15.6" Laptop Computer - Sliver HP Pavilion 15-cc158nr 15.6" Laptop	\$1.00 \$629.99 \$349.97 \$599.97 \$679.99		Qty 1 Add Tip	Acer Aspire GX-78		\$898.86 Subtotal: Service Fee: State Tax:	Tc \$898 \$898 \$35 \$48
Search products	Acer Aspire GX-785-UR1C Desktop Compute Bottled Water Dell Inspiron 15 3567 15.6" Laptop Computer - Black Dell Inspiron 3668 Desktop Computer Dell Inspiron 5675 Desktop Computer HP 15-bs132nr 15.6" Laptop Computer - Sliver	\$1.00 \$629.99 \$349.97 \$599.97		Qty 1 Add Tip	Acer Aspire GX-78		\$898.86 Subtotal: Service Fee: State Tax:	To \$898 \$898 \$35 \$48 \$934
Seach products	Acer Aspire GX-785-UR1C Desktop Compute Bottled Water Dell Inspiron 15 3567 15.6" Laptop Computer - Black Dell Inspiron 3668 Desktop Computer Dell Inspiron 5675 Desktop Computer HP 15-bs132nr 15.6" Laptop Computer - Sliver HP Pavilion 15-cc158nr 15.6" Laptop	\$1.00 \$629.99 \$349.97 \$599.97 \$679.99		Qty 1 Add Tip	Acer Aspire GX-78		\$898.86 Subtotal: Service Fee: State Tax:	To \$898 \$898 \$35 \$48 \$934
Seach products	Acer Aspire GX-785-UR1C Desktop Compute Bottled Water Dell Inspiron 15 3567 15.6" Laptop Computer - Black Dell Inspiron 3668 Desktop Computer Dell Inspiron 5675 Desktop Computer HP 15-bs132nr 15.6" Laptop Computer - Silver HP Pavilion 15-cc158nr 15.6" Laptop Computer - Silver	\$1.00 \$629.99 \$349.97 \$599.97 \$679.99 \$729.99		Qty 1 Add Tip	Acer Aspire GX-78		\$898.86 Subtotal: Service Fee: State Tax:	To \$898 \$898 \$35 \$48 \$934

Printing

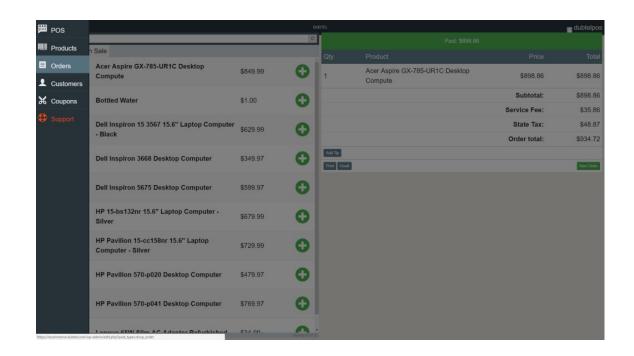
- 1. Press the "Print" button.
- 2. A preview will show up and the printer icon can be pressed to confirm.
- 3. The first time you print, the device will ask
- 4. "Allow the app DUBTEL Print Service to access the USB device?
- 5. * Use by default for this USB device"
- 6. Press OK

s: 01 Paper size: Let	ter	
The Vintage Gyps	NV.	
The vintage Gyps	, y	
Order		
Number 13071		
Order January 9th 2019,	4:26:24 pm	
Cashier DubtelPOS		
Payment Cash		
Method		
Product Qty	Price	
CADLY STED LIEM	\$68.00	
JEANS	\$20.00	
Subtotal:	\$68.00	
Discount: State Tax:	- \$48.00 \$1.15	
Order total:	\$21.15	
Amount Tendered:	\$21.15	
Change:	\$0.00	

Refund – POS

Refund orders through cash

- 1. To refund, Click on the Menu on the top left of the screen.
- 2. Click 'Orders' from the Menu as shown below.



3. It will take you to the orders list as shown below.

Orde	ers Add order			Dolly'll never go away again	Screen Options * Help
All (420	7) Pending payment (24) Processing (51) Completed (317) Co	ncelled (3) Refunded (5) Failed (20) POS (279) Online (138)			Search or
Bulk A	Actions Apply All dates S	arch for a customer • All orders types • Filter		420 items	a ← 18 of 21 →
	Order	Date	Status	e	T
	#5252 2	 Jul 17, 2018 	Completed		\$81
	#5245 IIII	- Jul 17, 2018	Completed		\$79
	*5238 III	• Jul 17, 2018	Completed		\$79
	#5231 100	- Jul 17, 2018	Completed		\$79
	#5224 [11]	 Jul 17, 2018 	Completed		\$79
	#5217 🕮	• Jul 17, 2018	Completed		\$81
	#5210 (88	Jul 17, 2018	Completed		\$37
	#5203 [11]	Jul 17, 2018	Completed		\$79
	#5196 開	 Jul 17, 2018 	Completed		\$79
	#51899 JIII	- Jul 17, 2018	Completed		\$71
	#5882 JIII	Jul 17, 2018	Completed		573
	#5175 Jill	Jul 17, 2018	Completed		\$71
	#5168 (000	 Jul 17, 2018 	Completed		\$71
	#5154 (201	• Jul 17, 2018	Completed		\$71
	#5340 🕅	- Jul 17, 2018	Completed		\$63
	#5126 JIII	- Jul 17, 2018	Completed		\$63
	#5119 JIII	- Jul 17, 2018	Completed		\$7
	#5049 PB	- Jul 17, 2018	Completed		\$63
	#5042 (11)	- Aul 17, 2018	Completed		\$52

- 4. Select the order to refund.
- 5. Edit order page is shown. Scroll down to order details
- 6. Click on the refund button.
- 7. Enter the refund amount and reason for refund which is optional as shown below.

1 dt DUBTEL + New				Howdy, dubtelpos 🔲 🕯
Dashboard	Payment via Cash. Paid on July 17, 2018 @ 10:25 pm			Choose an action
wooCommerce	General	Billing	P Shipping P	
	Date created:	Guest	Address: No shipping address set.	Move to train Update
Orders 💿	2018-07-17 0 22 25	Ernail address:	the making and the set	
Coupors Subscriptions	Status Completed *	Phone:		Refer a Friend Data
Send Store Credit	Customer *			No referral data.
Notifications	Guest *			
Reports	Order type			Order notes *
Settings	POS *			POS Transaction completed. Order status
Status				changed from Pending payment to
Extension ()	Item		Cost Qty Total State Tax	Completed. added on Ady 17 2018 at 1925 or Delete name
Products POS	HP Pavilion 570-s041 Desktop Computer Saus 209181		\$769.97 = 1 \$769.97 \$44.27 0 0 0 0	Order status changed from Pending payment to Processing.
Profile Collapse menu				anticled on July 17, 2018 at 10/25 one Delete note
	Canot		Resci velvade kens Annon ti kensky reknade Annon ti kensky reknade Statu St	Add note 11
	Custom Fields Add New Custom Field			•
	Name		Value	
	- Select			
	Enter new		h	
	Add Custom Field			
	Custom fields can be used to add extra metadata to a post that you can use in your theme			
	Revolution Slider Options			
	Choose Side Template default *			
	Downloadable product permissions $\underline{r}_{\underline{\ell}}$			

- 8. Click 'Refund \$Amount manually' button.
- 9. A dialogue box will appear to confirm the refund. Click OK.

+ New Payment via Cash. Paid on July 17, 2018 @ 10:25 pm		ubtel.com says	Howey, dub Choose an action
		a wish to process this refund? This action cannot be	
General Date created:	Billing undone. Guest	9	Maxe to total
2018-07-17 0 22 25		OK Cancel ping address set.	Look in the same
Status	Email address		Refer a Friend Data
Completed	Phone:		No referral data.
Customer			No reternal data
Guest	*		Order notes
Ovder type.			Citize hours
POS			POS Transaction completed. Order s changed from Pending payment to
Item		Cost Qty	Total State Tax added on July 17 2016 at 1025 on Delate
HP Pavilion 570-a041 Desktop Computer SND 200181		\$769.97 - 1 0	S769.97 S44.27 Order status changed from Pending payment to Processing.
			added on July 17, 2018 at 15/25 pm Delete
		Restock refi	unded items
		Amount alread	
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		Refl	amount 800
		Y'# Reason for refur	d (optional) Private note Add
Cancel		Setund \$800.00 mar	
Carlo			
		You will need to manually a refund through your pa	
Custom Fields		gateway after using th	10. A
Add New Custom Field:			
Name		Value	
- Select	*		
Enter new			A
Add Custom Field			
Custom fields can be used to add extra metadata to a post that you can use in you	ur there.		
Revolution Slider Options			*
Choose Slide Template			
default *			

10. The order detail page will show the refunded amount in red.

Refund orders though card

- 1. Follow the same as Refund through cash from steps 1 through 10.
- 2. To refund payments through card, once you click OK, It will redirect you to the assigned card reader and follow the steps to refund as per the card reader.
- 3. Once refund processed successfully, the refunded amount will be displayed in red.

Manage Your Store

Sign in to POS from PC

- 1. Go to the wp-admin URL of your store. Login page will be displayed.
- 2. Enter email and password. Click Login.
- 3. It will take you to the store.

🛞 🏦 DUBTEL + N	em					How	dy, dubtelpas 🔲
Dashboard	Dashboard				You're still goin' strong	Screen Options *	Help ¥
WooCommerce Products	Activity Recently Published		WordPress Events and News Attend an upcoming event near you.				
POS Profile Collapse menu	Dec 4th 2017, 12:14 pm Prepar Mar 10th 2015, 9:57 am Don't i Mar 10th 2015, 9:56 am A day	miss our next event at the office	WordCamp Pittsburgh PA USA Pittsburgh PA USA How to Speed Up Your WordPress Site	Saturday, Sep 22, 2018 Monday, Sep 24, 2018			
U Colquerreno	Mar 10th 2015, 953 am Just a WordPress Guides/Tutorials	simple post	Springfield, OH, USA	600 pm Wednenday, Sep 26, 2018 10:00 am			
	11 How to Embed a YouTube 11 How to Embed a YouTube 10 55 11 Common WordPress My 11 True! 11 Domain Extensions: An Est 11 Why	e Wordhest Webshe for Your Business E Subscribe Button on Wordhess (2 Easy yob Dispelled (Here's Why They Aem't seential Guide – How to Choose Dire and Ehens Settings How to Configure Your Site	The Month in Wandhees August 2018 Part Statu: Workers and Blockson Willnerm Workfamp Wilmington Cannelled D Willfarem Workfamp Kill (Wand Gutenberg B Meetups 🛱 Workfamps 🗗 News 🛱				
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	Thank you for creating with <u>Wordfree</u>	25					Version 498

Add products to your store

- 1. In the menu on the left sidebar, click Products.
- 2. To view product list, click 'All Products'.

	(14) P	ublished	(12) Drafts (2) Trash (64)								Searc	th pro
Bu	JIk Actio	ns *	Apply Select a category * Filter by product type * Filter by st	ock status 🔻 Filter								
			Name	SKU	Stock	Price	Categories	Tags	*	٠	Date	
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5		6	Perrier	074780439961	In stock	\$2.00	Uncategorized		合	٢	Published 2018/07/26	
0		ŧ.	Bottled Water ID: 5707 Edit Quick Edit Tresh View Duplicate	011110816405	in stock	\$1.00	Uncategorized				Published 2018/07/24	
		1	Woocommerce quickbooks integration – do not edit or delete this product — $Draft$		in stock	\$1.00	Uncategorized		\$	٢	Last Modified 2018/07/12	
C			Dell Inspiron 5675 Desktop Computer	762625	in stock	\$599.97	Uncategorized, Dell, Desktop, Desktops				Published 2018/07/05	
0		1	HP Pavilion 570-p020 Desktop Computer	278820	in stock	\$479.97	Uncategorized, Desktop, Desktops, HP		介	۲	Published 2018/07/05	
0			Acer Aspire GX-785-UR1C Desktop Compute	395384	in stock	\$849.99	Uncategorized, Acer, Desktop, Desktops		台	۲	Published 2018/07/05	
0		1	HP Pavilion 570-p041 Desktop Computer	289181	in stock	\$769.97	Uncategorized, Desktop, Desktops, HP		合	۲	Published 2018/07/05	
5	1	24	Dell Inspiron 15 3567 15.6" Laptop Computer – Black	734418	In stock	\$629.99	Uncategorized, Dell Laptops, Laptops		合	۲	Published 2018/07/05	
			Dell Inspiron 3668 Desktop Computer	742239	In stock	\$349.97	Uncategorized, Dell, Desktop, Desktops		습		Published 2018/07/05	
	1	ie.	HP Pavilion 15-cc158nr 15.6" Laptop Computer – Silver	395814	in stock	\$729.99	Uncategorized, HP, Laptops, Laptops		合	٠	Published 2018/07/05	
	1	Sec.	Lenovo IdeaPad 320 15 15.6" Laptop Computer - Grey	449611	in stock	\$649.99	Uncategorized, Laptops, Laptops, Lenovo		4	۲	Published 2018/07/05	
0	1	te:	HP 15-bs132nr 15.6" Laptop Computer - Silver	395622	in stock	\$679.99	Uncategorized, HP, Laptops, Laptops		台	۲	Published 2018/07/05	
C	•	•	Lenovo 65W Slim AC Adapter Refurbished	400077	In stock	\$34.99	Uncategorized, Lenovo		合	۲	Published 2018/07/05	
			Name	SKU	Stock	Price	Categories	Tags	*	٠	Date	

- 3. On the top you can see the buttons: 'Add New', 'Import' and 'Export'.
- 4. To add a single product, click the 'Add New' button.
- 5. Enter Product Name, Description, Product Categories, Product Data, Product Tags and Product Gallery.

Image: Second Secon	1 de DUBTEL + Ne	w later and the second s	Howdy, dubtelpos 🔲 🚔
Poduct name Poduct name Poduct name	Dashboard	Add new product	a room swayler Screen Options * Help *
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		Coore Side Template datauit • Memberships	Product tags A Add Separate tags with common

- 6. Click Publish. Product will be displayed on the cart.
- 7. To add multiple products, you can use import button.

Edit product – Product Category

- 1. In the store from menu on left click products.
- 2. To view product list, click 'All Products'.
- 3. Click Edit link on the product you need to Edit.

🕅 🔠 DUBTEL 🕂 N	ew View product						ly, dubtelpos 🔲			
Dashboard	Edit product Add New				You're still goin' strong	Screen Options *	Help *			
WooCommerce	Dell Inspiron 5675 Desktop Computer									
Products	Permalink: https://ecommerce.dubtel.com/shop/uncateg	crized/dell-inspiron-56de	sktop-computer/ tot							
Il Products										
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ligs			A connect a							
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	UL > LI Word count: 63	Last edited by	y mcasswell on July 5, 2018	at 5:25 pm						
	Publish									
	Puters									
	Product data — Simple product *	Virtual: Downloada	ble:							
	⊁ General	Regular price (\$)	599.97							
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	Shipping									
	P Linked Products	Tex status	Taxable	* 0						
	C Attributes	Tax class	Standard	* 0						
	Advanced									
	✤ Price per unit									
	Product categories									

- 4. To change categories, scroll right to Product Categories section.
- 5. Update from predefined category sections.

🚯 街 DUBTEL 🕂 New	View product Publish			Howdy, dubtelpo	1
Dashboard	Publish				
🔤 WooCommerce	Product data — Simple product *	Virtual: Downloads	sble:		
Products	✗ General	Regular price (5)	599.97		
All Products Add New	• Inventory	Sale price (\$)		Schedule	
Categories	Shipping				
Tags Attributes	P Linked Products	Tax status	Taxable	0	
Attributes	C Attributes	Tax class	Standard	0	
	Advanced				
Profile Collapse menu	✤ Price per unit				
	Product categories All categories Most Used Uncategories Acer Datapos Deltops Uptops Uptops Latds nex category				
	Product tags Add Separate tags with commons Choose from the most used lags Product gallery				
	Product short description				

Edit product – Product Price

- 1. In the store from menu on left click products.
- 2. To view product list, click 'All Products'.
- 3. Click Edit link on the product you need to Edit.
- 4. To update price, scroll right to product data section.
- 5. Click General tab which will show the fields to enter Regular price, Sales Price etc.
- 6. Update the regular price as needed.

UBTEL + New View product Microsof	Windows 10 Home			Howdy, dubtel
oard • DVDRW	Drive			
• 5-in-1 Ca	d Reader			
ommerce 10/100/1	000 Network			
ts 2x2 802.	1ac Wireless			
Bluetootl				
• Display ?	ot Included			
Designed to sh	man the same. The Inspires rear samina deal	ten enmuter (esturing en AMD Peren 51100 prese	sor, AMD Radeon RX 570 graphics ready for VR, LED lighting and a meticulous	design for optimal scaling
Designed to ch	inge the game, the inspiron 50/5 gaming desk	top computer reaturing an AMD Kyzen 5 1400 proces	sor, AsiD Kaueon KA 5/0 graphics ready for VR, LED lighting and a meticulous	jesign for optimal cooling
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Product data	Simple product Virtual: Do			
e menu Product data —	Simple product • Virtual: Do	wmodoable		
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V Desktop				

Edit product – Manage stock

- 1. In the store from menu on left click products.
- 2. To view product list, click 'All Products'.
- 3. Click Edit link on the product you need to Edit.
- 4. To manage stock, scroll down to product data section.
- 5. Click on the Inventory tab.
- 6. There you will see option to manage SKU, Manage stock option, Stock status etc.

8 DURIER + M	 View product Microsoft Windows 10 Home 			Howdy, dubtelpo
shboard	DVDRW Drive			
	 5-in-1 Card Reader 			
ooCommerce	 10/100/1000 Network 			
oducts	 2x2 802.11ac Wireless 			
ducts	 Bluetooth 4.1 			
	 Display Not Included 			
	Designed to change the game. The Inspiror	5675 gaming desktop	computer featuring an AMD Ryzen 5 1400 processor, AMD Radeon RX 570 graphics ready for VR, LED light	ing and a meticulous design for optimal cooling
		0,000 0 1		
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	Word count: 63			Last edited by mcasswell on July 5, 2018 at 5:25 pm
rs	Publish			
ofile	- General			
	Product data — Simple product	Virtual: Downlo	stable	
napse menu	annpre provace			
	⊁ General	SKU	762625	
	Inventory			
		Manage stock?	Enable stock management at product level	
	Shipping	Stock quantity	0	
		store diment	•	
		Allow backorders?	Do not allow	
	Attributes			
	Advanced	Sold individually	Enable this to only allow one of this item to be bought in a single order	
	✤ Price per unit			
	Product categories			
	All categories Most Used			
	✓ Uncategorized			
	Acer			
	Desktops			
	Laptops			
	Dell			
	Desktops			
	Laptops			
	Desktop			

Delete Product

- In the store from menu on left click products.
 To view product list, click 'All Products'.
 Click Trash link on the product you need to Delete

ashboard	0.0								You're lookin' swell, I	bolly	Screen Options 🔻	Help *
ashboard	Prod	ucts /	dd New Import Export									
ooCommerce	You h	ave activate	ed Orbit Fox plugin! Go to the <u>Dashboard Page</u> to get started with the est	ra features.								0
oducts	All ctabil	Deblehad	(12) Drafts (2) Trash (64)								Sea	sich products
ew	Bulk Ad		Apply Select a category * Filter by product type * F	iter by stock status * Filter								14 iter
xies			Name	SKU	Stock	Price	Categories	Tags	*	٠	Date	
Aes .		8	computer — Draft		In stock				合	۲	Last Modified 2018/08/06	
is		٥	Perrier	074780439961	In stock	\$2.00	Uncategorized		合	۲	Published 2018/07/26	
ofile Napse menu		÷.	Bottled Water	011110816405	In stock	\$1.00	Uncategorized		☆	۲	Published 2018/07/24	
		8	Woocommerce quickbooks integration – do not edit or delete this product — Draft		In stock	\$1.00	Uncategorized			۲	Last Modified 2018/07/12	
			Dell Inspiron 5675 Desktop Computer	762625	in stock	\$599.97	Uncategorized, Dell, Desktop, Desktops			•	Published 2018/07/05	
		П	HP Pavilion 570-p020 Desktop Computer	278820	In stock	\$479.97	Uncategorized, Desktop, Desktops, HP			۲	Published 2018/07/05	
I			Acer Aspire GX-785-URIC Dasktop Compute ID: 4811 Edit Quick Edi Tresh liew Duplicate	395384	In stock	\$849.99	Uncategorized, Acer, Desktop, Desktops			۲	Published 2018/07/05	
		П	HP Pavilion 570-p041 Desktop Computer	289181	In stock	\$769.97	Uncategorized, Desktop, Desktops, HP		合	٢	Published 2018/07/05	
		20	Dell Inspiron 15 3567 15.6" Laptop Computer – Black	734418	in stock	\$629.99	Uncategorized, Dell, Laptops, Laptops		습	۲	Published 2018/07/05	
			Dell Inspiron 3668 Desktop Computer	742239	In stock	\$349.97	Uncategorized, Dell, Desktop, Desktops		合	۲	Published 2018/07/05	
		26	HP Pavilion 15-cc158nr 15.6" Laptop Computer – Silver	395814	in stock	\$729.99	Uncategorized, HP, Laptops, Laptops		습	۲	Published 2018/07/05	
		26	Lenovo IdeaPad 320 15 15.6" Laptop Computer – Grey	449611	In stock	\$649.99	Uncategorized, Laptops, Laptops, Lenovo		습	۲	Published 2018/07/05	
		24	HP 15-bs132nr 15.6° Laptop Computer – Silver	395822	in stock	\$679,99	Uncategorized, HP, Laptops, Laptops		☆	•	Published 2018/07/05	
		\$	Lenovo 65W Slim AC Adapter Refurbished	400077	In stock	\$34.99	Uncategorized, Lenovo			۲	Published 2018/07/05	

View orders

- 1. In the store from menu on left click WooCommerce
- 2. To view order list, click 'Orders'.
- 3. It will take you to the orders list.

QuickBooks

- 1. Login to your QuickBooks account.
- 2. Go to the Sales tab.
- 3. Various Sales Transaction data can be found here and other reports.

iales	Sales Transa	ctions						Import Trans	New transaction
xpenses			Unbilled Last 365 Days	Unpaid Las	t 365 Dwys		Pwid		
lorkers	\$0		\$750	\$5,2		\$5,282	\$0		
eports	0 ESTIMATE		2 UNBILLED ACTIVITY	20 CVE	RDUE	20 OPEN INVOICES	0 PAID LAST 30 DAYS		
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ccounting	Filter 👻 La	st 365 Days							
	↓ Batch act	ions 👻							- C «
	DATE *	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTIO
	05/16/2018	Payment		Freeman Sporting Goods:096	05/16/2018	\$0.00	\$-387.00	Closed	
	05/16/2018	Invoice	1037	Sonnenachein Family Store	06/15/2018	\$362.07	\$362.07	Overdue	Receive payment
	05/16/2018	Invoice	1036	Freeman Sporting Goods:096	06/15/2018	\$477.50	\$477.50	Overdue	Receive payment
	05/16/2018	Invoice	1035	Mark Cho	06/15/2018	\$314.28	\$314.28	Overdue	Receive payment 👻
	05/16/2018	Payment		Cool Cara	05/16/2018	\$0.00	\$-1,675.52	Closed	
	05/15/2018	Payment		Trevia Weldron	05/15/2018	\$0.00	5-81.00	Closed	
	05/15/2018	Invoice	1034	Rondonuwu Fruit and Vegi	06/14/2018	\$78.60	\$78.60	Overdue	Receive payment 👻
	05/15/2018	Invoice	1033	Geeta Kalapatapu	06/14/2018	\$629.10	\$629.10	Overdue	Receive payment +
	05/15/2018	Payment		Amy's Bird Senctuary	05/15/2018	\$0.00	\$-220.00	Closed	
	05/14/2018	Time Charge		Rondonuwu Fruit and Vegi	05/14/2018	\$0.00	\$30.00	Closed	
	05/14/2018	Invoice	1015	Paulsen Medical Supplies	06/13/2018	\$954.75	\$954,75	Overdue	Receive payment