

Z Register Quick Guide

help.zsoftware.com.au/hc/en-us/articles/360022743792-Z-Register-Quick-Guide

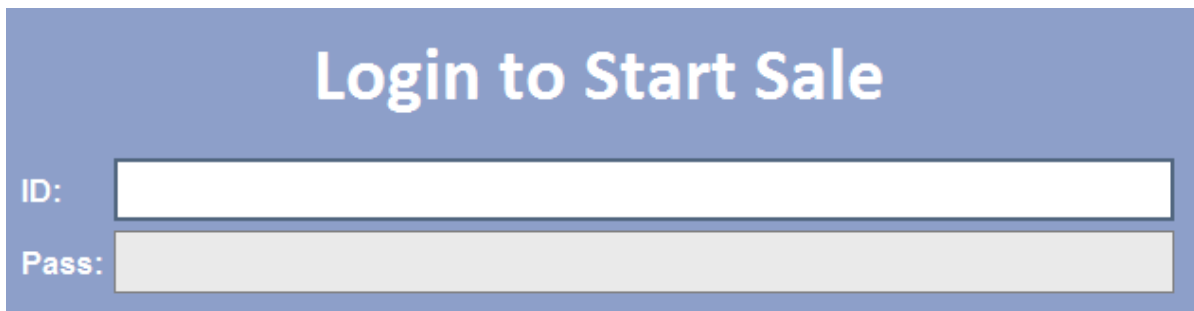
The Z Register program is used to process sales. This guide aims to cover the basics of the Z Register program. Please note that register layouts can be changed so your screen, buttons and hotkeys may be different.

To open Z Register

1. Double-click the Z Register icon  on the desktop

To process a sale

1. Go to Z Register
2. Ensure that you have a staff ID and if required, password set up in Z Office. Input these in and press ENTER to login



Login to Start Sale

ID:

Pass:

3. Once logged in, your staff name should appear on the right top panel:



Staff Details: Z Support

4. Select the items to enter into the sale via the top left bar by either:

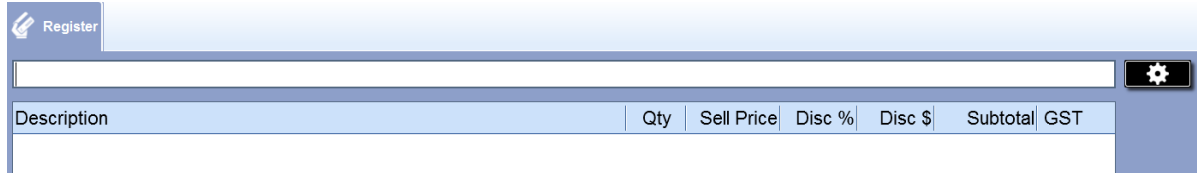
Scanning the barcode of the product

OR

Typing in the PDE

OR

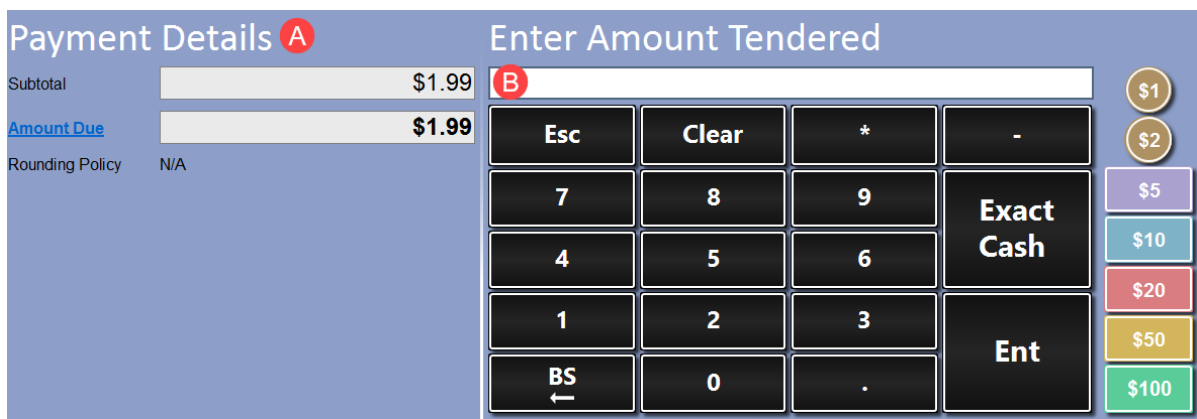
Searching the name of the product



5. Once all the items have been added into the sale, press or the ' + ' key on the keyboard to bring up the payment window



6. For Cash Transactions:



- a. **Payment Details** - This panel will show you the subtotal/amount due of the sale
 b. **Enter Amount Tendered** - Enter the amount tendered in this screen through either:

TYPE in the value in the field using your keyboard

OR

Use the onscreen number keyboard to enter in the value

OR

Use the onscreen cash buttons to tender that amount (e.g. \$1, \$2, \$5 etc)

Note

If the exact amount in cash is given, press **Exact Cash** to complete sale OR the ' + ' key on the keyboard to complete the sale without the need to enter the amount tendered

7. The Finish Sale window prompt should appear:



Re-Print Receipt (F1) - Press this to Re-Print the Receipt

Same Clerk (ENTER) - Continue the next sale with the same staff member

New Clerk (ESC) - Continue the next sale with a new staff member (requires new login)

To add scripts to a sale

1. Press or F3 (Default) on the keyboard to print up the Select Script window:



Select Scripts

Patient Scripts: Select the scripts

Patient #.	Last Rx Date	Surname	First Name	Address	Suburb	State	PCode	Scripts
16123501	17/05/18 16:46	Smith	John	123 Test St	SYDNEY	NSW	2000	25
13642	03/05/18 09:37	Test	General	123 Test St	Sydney	NSW	2000	119
13670	27/04/18 11:09	Test	Concessional RF	123 TEST ST	SYDNEY	NSW	2000	53
16123500	27/04/18 09:24	Test	Regression 260418	123 TEST ST	ASHFIELD	NSW	2131	6

Selected Patients: John Smith

Rx #	Rx Date	Surname	First Name	Description	Qty	Price	Type	PBS
✓ 60955	17/05/18 16:46	Smith	John	Janumet Tablets 50mg-85	1	\$5.40	CN	R
✓ 60954	17/05/18 16:46	Smith	John	Janumet Tablets 50mg-85	1	\$5.40	CN	OK
✓ 60953	17/05/18 16:45	Smith	John	Fosamax Plus Tablets 70	1	\$10.40	CN	OK
✓ 60952	17/05/18 16:44	Smith	John	Micardis Plus Tablets 80n	1	\$9.10	CN	OK
✓ 60950	17/05/18 12:35	Smith	John	Chlorsig Eye Drops 0.5%	1	\$6.40	CN	OK
✓ 60949	17/05/18 12:22	Smith	John	Panafcort Tablets 25mg 3	1	\$6.40	CN	OK
✓ 60944	15/05/18 16:42	Smith	John	Nexium Tablets 20mg 30	1	\$6.40	CN	W


q w e r t y u i o p BS 7 8 9 -


CL a s d f g h j k l Enter 4 5 6 .


Shift z x c v b n m space Ctrl 1 2 3 0

Close

2. Search for the patient or go down the list to find the patient(s)
3. Select the required patient to highlight them and view the list of scripts they have waiting at the till.

By default, all their scripts will be marked  to indicate that they have been selected to add to the sale.

To deselect a script to add to the sale, select the medication and the system should mark them with a .

4. Press on the green tick  or enter on the keyboard once ready to add the prescriptions to the sale

To process a refund

1. Log in to Z Register
2. Press **Refund** or 'F10' key on the keyboard

The item selection field should now have **Refund** in front of it to indicate that items scanned will be refunded.



Refund

3. Scan or select the product into the refund
4. The refunded item will appear red to indicate it's going to be refunded:

Description	Qty	Sell Price	Disc %	Disc \$	Subtotal	GST
PANAMAX TAB 500MG 100	-1	\$1.99	0.00	\$0.00	-\$1.99	✕

5. Finish the sale with the desired payment method

To zero a till

1. Go to Z Register > Till Report

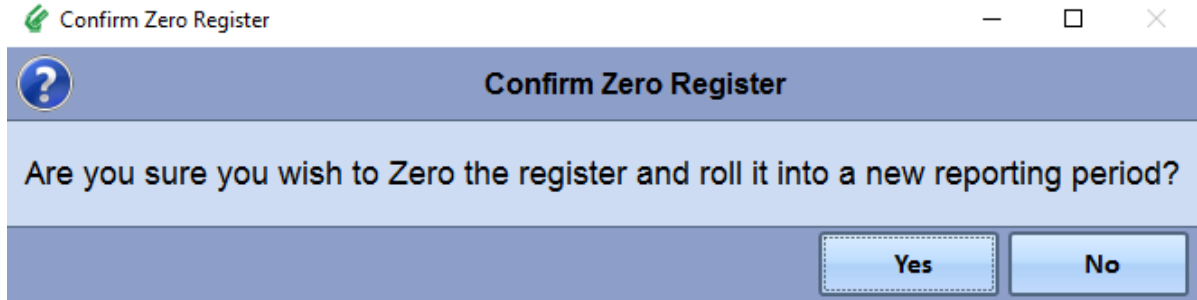
2. The Login Required prompt should appear:



- 3. The Current Period Till Report should appear:
- 4. Press or to zero the till

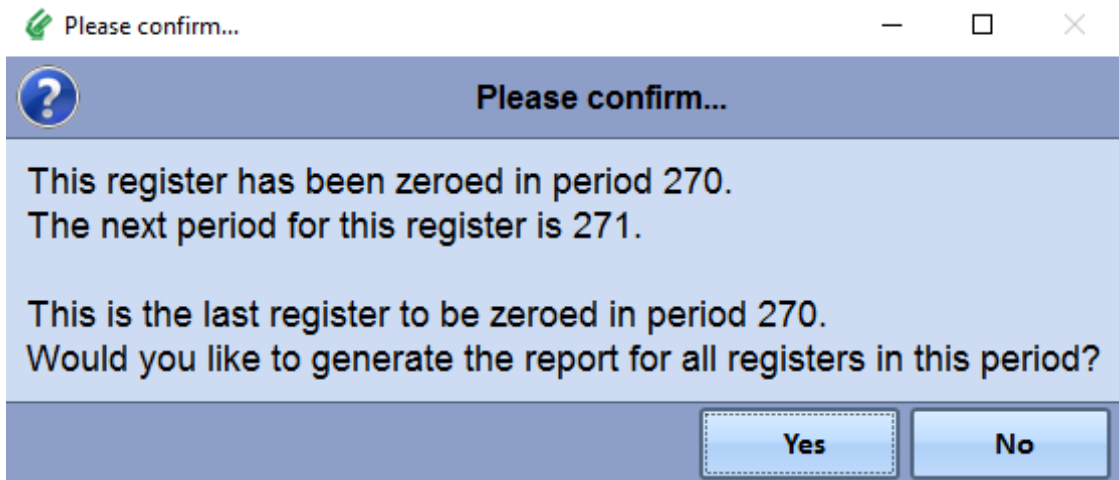


- 5. The confirmation prompt should appear:



Press Yes to continue.

- 6. Once ALL the tills have been zeroed in the till period, you should get this prompt as well:



Press Yes to print a **combined** report of all the tills zeroed.