



Version 1

# Web Terminal – Capturing A Line Item Sale

THE LOYALTY BOX is a combination of world-class technology, backed by a professional support team ensuring that your program is a success.

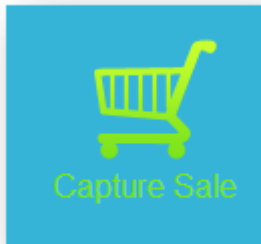
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## Capturing A Line Item Sale

1. Log onto the web terminal using your Location ID  
<https://webterminal.theloyaltybox.com/>

2. Click “Capture Sale”



2. Select “Line Item Capture”

## Capture Sale

Amount Capture  LineItem Capture

Account Number:

3. Enter the customer’s card/cell number registered to your loyalty program to continue
4. On the right hand side of the screen the following will appear:

Quantity:


Stock Code:

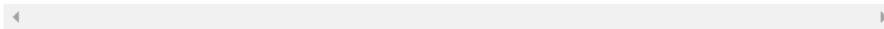
Description:

Unit Price:

- a. Enter the stock code or description of the item
- b. Enter the unit price if not automatically entered already
- c. Click “Add Items”

5. Your items will now have been added to the left hand screen as seen below

SKU	Description	Qty	Price	Discount	Total
1023	Double bacon and cheese burger with avo	1	50.00	0.00	50.00 



Sub Total: 50.00  
 Discount: 0.00  
 Total: 50.00


[Check For Discount](#)

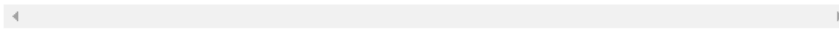
6. Click "Check For Discount" and the following will appear on your screen

### Capture Sale

Amount Capture  LineItem Capture

Account Number:

SKU	Description	Qty	Price	Discount	Total
1023	Double bacon and cheese burger with avo	1	50.00	0.00	50.00 



Sub Total: 50.00  
 Discount: 0.00  
 Total: 50.00

[Check For Discount](#) [Commit Sale](#)

7. Click "Commit Sale" to finish the transaction.

## Capture Sale

### Balance Enquiry

Sam's Demo Store

420620562271300

Trans #: 19252277

Date: 2015-10-15 14:11

Type	Adjustment	Total
Points	0.00	0.00

Print

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8. The customer's balance will appear as above, indicating how many points they have accumulated from the sale if applicable

## Support

If you have any questions, please contact The Loyalty Box.

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