

neto



YOUR NETO JOURNEY

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YOUR NETO JOURNEY

Neto POS is a leading cloud-based point-of-sale solution designed to close the loop for modern retailers. You can now process physical sales at multiple locations from the same platform that manages your online and eBay store. We enable anyone to sell anything, anywhere.

This guide has been designed to steer you through the steps of setting up Neto POS. Our aim is to make setup as simple and stress-free as possible.

Let's get started!

DIY OR DONE FOR YOU

We want to empower our merchants with the strength and guidance required to achieve their dreams. To this end, we offer you the choice of setting up your store yourself, leveraging our professional services, or utilising a Neto-certified partner.

DO IT YOURSELF

Neto has been designed to be a self-service SaaS platform. Our Neto Docs include hundreds of comprehensive articles and videos to guide you through each step of setup in detail.

Neto Docs: <https://www.neto.com.au/docs>

Helpline: 1300 730 300

NETO MANAGED SERVICES

We offer a range of cost-effective setup services designed to cover each and every step of this guide. We take the guesswork out of setting up your store so that you have time to grow your business.

Managed services: <https://www.neto.com.au/managed-services>



ADD YOUR BUSINESS AND STAFF DETAILS

To get your POS solution up and running, you'll need to complete a couple of steps before you start to enter your product details:

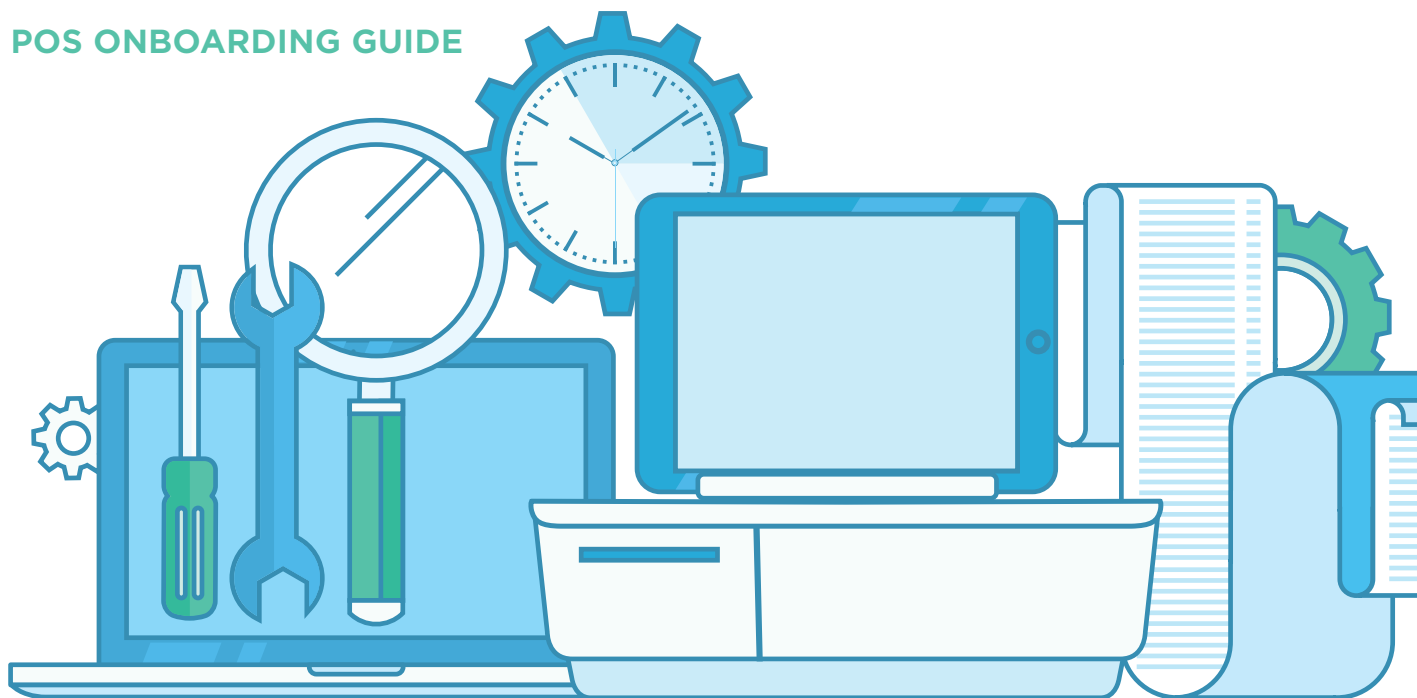
1. Enter your business details
2. Set up staff users

DO IT YOURSELF

- [Setting up business details on receipts](#)
- [Setting up staff users](#)

Upon signup for your Neto POS trial, we asked for some of your business details. We have already used these details to populate your store and set your currency and tax rules. You can choose to edit these details at any time by clicking on the **Setup & tools** link located at the bottom left of any page in your Neto control panel.

So that your staff users can log in to your register(s) to process sales, you must set up staff user accounts. We recommend assigning each staff user their own account and photo so that you can report on sales by user. You can set up your staff accounts at any time by selecting **Setup & tools > Staff users** link located at the bottom left of any page in your Neto control panel.



CONFIGURE YOUR HARDWARE

Neto POS supports selling through multiple registers. Registers are the physical devices (e.g. iPads) in each of your outlets/stores. Each register you sell through must be set up in your Neto control panel.

To set up a new register, go to **Point of Sale > Manage registers** in your Neto control panel. Once configured in your control panel, you can then set up the register to its related hardware device.

Neto POS supports a range of hardware devices including PC, Mac, Windows Surface, and Apple iPad.

[Check out the full list of recommended hardware.](#)

DO IT YOURSELF

- [Neto POS recommended hardware](#)
- [Setting up a POS register \(Windows, Mac & iPad\)](#)
- [Installing barcode scanners](#)
- [Installing Dymo 450 label printers](#)
- [Installing a Epson printer and cash drawer](#)
- [Installing a Star printer and cash drawer](#)



CONNECTING YOUR ACCOUNTING PLATFORM

Visit the Add-on Store and install the Neto Connect module (optional) to connect Neto with popular accounting platforms such as Xero, MYOB, Quickbooks, and Saasu.

DO IT YOURSELF

- [Xero integration](#)
- [MYOB integration](#)
- [MYOB Live integration](#)
- [Saasu integration](#)



Need some expert help? Our Professional Services Team specialise in connecting and configuring your compatible accounting platform for you. [Find out more](#)

OUR PREFERRED ACCOUNTING PLATFORMS





ADD YOUR PRODUCTS

Adding products through your Neto POS register is incredibly easy. While your register is online, tap on the menu and tap the 'Add Product' option.

Alternatively, you can add products through the Neto control panel by navigating to **Products > Add new product**.

If your products are in a spreadsheet, you can import your spreadsheet of products by selecting **Setup & tools > Import Data**.

DO IT YOURSELF

- [Creating products](#)
- [Importing products](#)
- [Importing variation products](#)

NETO MANAGED SERVICES

- [Data migration service](#)
- [Product data setup](#)
- [Product category setup](#)



Migrating from another platform? Our Professional Services Team specialise in transferring data from your existing ecommerce platforms to Neto. [Find out more](#)

POS ONBOARDING GUIDE



MAKE YOUR **FIRST SALE**

Great! You've made it this far and it looks like you are ready to make your first sale. You can add products to a sale from the sales screen in three easy ways:

- Scan a product's barcode (if your products have barcodes)
- Select product thumbnail
- Search > Select search result

DO IT YOURSELF

- [Logging into a POS register](#)
- [Adding products to a sale](#)
- [Applying payments a sale](#)
- [Printing receipts](#)
- [Using Neto POS](#)

Neto POS supports barcode scanning throughout the POS app. To add a product to a sale using a barcode scanner, simply scan a product's barcode while you have the sales screen open. The system will auto-detect the scan and add the product to the sale.

You can add any product displayed to a sale by clicking on or tapping on the product thumbnail. For each tap or click, another unit will be added to the sale.

You can also search for products to add to a sale by name, SKU, barcode or category. Enter your search term in the search input box and a list of results will be displayed. Click or tap to add the product to the sale.

Once you have completed adding products to a sale, you can apply payments to the sale. Click the **Pay Now** button and select your payment method.



**SELL EVERYWHERE
MANAGE EVERYTHING**

For more information, visit
www.neto.com.au

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