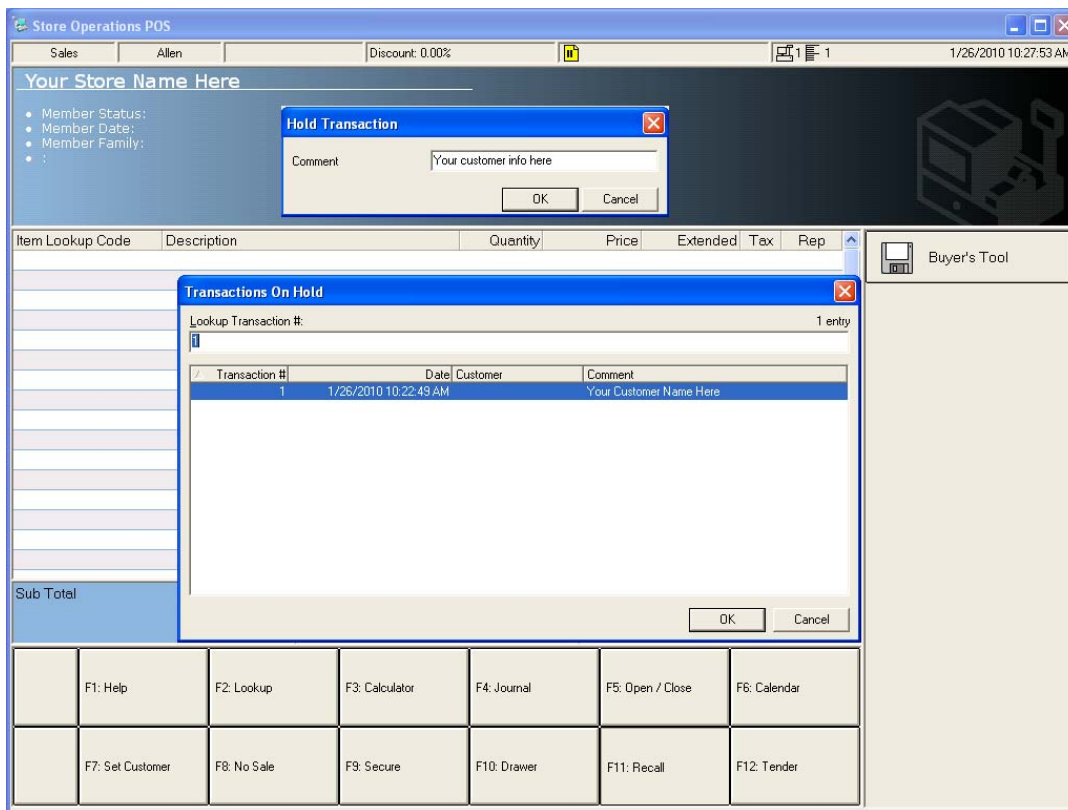


STG Microsoft RMS Tip: Using the Hold Feature To place a transaction on hold

1. After you ring up the item(s) on the transaction screen, press **Ctrl-F12**. The **Hold Transaction** window appears.
2. In the **Comment** box, enter an applicable comment by which the transaction can be recalled (i.e. the customer's driver's license number or name), and then press **Enter**.
3. After you place the transaction on hold, you can [recall](#) it any time.



Note: Whenever you place a transaction on hold, Store Operations will display a notification icon at the top of the transaction screen.

For Any Questions...Contact STG's Help Desk!
1-800-811-5803



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