

**SOFTCORE TECHNOLOGY**

# **EPOS Suite**

**Software Manual**

**V 1.0**

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# System Requirements

## Hardware Requirements

The system can work on any stand alone PC or in any touch screen terminal (minimum requirements 1GHz processor, 1GB RAM, 1074x768 display resolution). The system supports to barcode scanner, pos printer, pole display and cash drawer.

### Barcode scanner

The barcode scanner inputs the barcode to the computer, as same like keyboard inputs. So there is no special issue in barcode scanner.

### POS Printer

The pos printer or receipt printer should be wide enough to print a typical receipt or report. We recommend using a printer, which supports 80mm or similar width rolls. And the printer should have the capability to drive the cash drawer.

### Pole Display

The software is well designed to support a display type, which has 20 column x2 lines. So we recommend using this type of display. And the software supports only COM port interface. However you can use different type of hardware interface displays (such as USB), with virtual com port support.

### Cash Drawer

The system supports the cash drawer, which can be connected to pos printer through RJ11 or RJ12 connectors.

## Software Requirements

The system can run on Windows xp/vista/2000. And the system needs Java Runtime Environment installed in computer. The system using the MySQL database. So MySQL database and MySQL ODBC driver should also installed in the computer prior to this software installation.

## Settings (Setting up the system)

The “Settings” screen is used to do some initial hardware and software settings, those are required to operate the system. To go to settings screen, press “Settings” button from manager functions screen. The settings screen will be displayed as shown below.

### Settings

Admin Password

Admin Password

Confirm Password

Save

YESPay Credit Card Processing

Credit Card

Yes

Save

IP Address

127.0.0.1

Port No

Cash Back

Cash Back

Yes

Save

Virtual Keyboard

Virtual Keyboard

Yes

Save

Pole Display Settings

COMM Port No

1

Baud Rate

9600

Parity

N

Data Bits

8

Stop Bits

1

Defaults

Save


Cash Drawer


Cash Drawer Code

Port Name

Save

Defaults

 Advanced Settings

 Close

When you login first time to the system, you need to login with “admin” username. The password for this username is your license key, if you did not specify any license key, password is blank. After that, you can change the password through settings screen.

If you using the “YESPay” credit/debit card processing system, change the “Credit Card” field to “Yes” and save it. And then specify the IP address and port

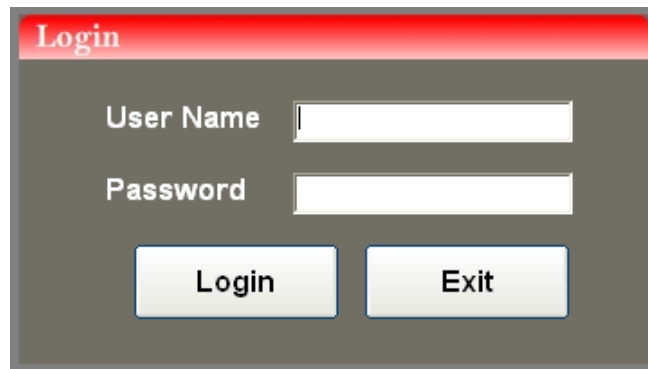
number of the “YESPay” server software installed in your terminal. If you would like to use “YESPay” credit/debit card processing system, contact “YESPay International” through their website <http://www.yes-pay.com/>. And if you use the cash back feature as well, change the “Cash Back” field to “Yes” and save it.

At default, the on screen keyboard will be enabled. But if you don’t need that keyboard, change “Virtual Keyboard” field to “No” and save it.

The system currently supporting barcode scanner, pos printer, cash drawer and pole display. The barcode scanner inputs all the data as a keyboard input. And after you installed the pos printer, please make sure that pos printer is set as the default printer. The cash drawer should be connected to printer using RJ11 or RJ12 connector. The only settings you need to do are the pole display settings and few printer settings. Because some pole displays have different com port communication settings from each other. You can find the com port communication parameters in the hardware manual. Please note the system supports only com port interface to pole display. However if you press “Default” button, the system will change the values to default. The values assigned to default are used by majority of pole display in the market. You must press save if you change any value. And you must specify the cash drawer kick codes for your printer model (refer Appendix A), and the name of the port the printer connected (Eg - COM3). The port should be a COM port or Virtual COM port or LPT port.

You need to do some advanced settings such as MySQL settings, receipt settings and till float settings by pressing “Advanced Settings” button. If you press advanced settings button, the system will display new frame to do those settings. You must specify mysql settings, otherwise when you login, the system will show database connection error and take you again to this settings screen. If you set the “Auto Receipt” field to “Yes”, the receipt will be printed automatically, on after each point of sale transaction completed. In the advanced settings screen, you can specify the business name and address as well. The name and address will be printed in receipt. And in the advertisement textbox, you can type some advert sentences to print in bottom of the customer receipt. And you must specify till float money to calculate the cash in drawer, in X, Z and daily reports.

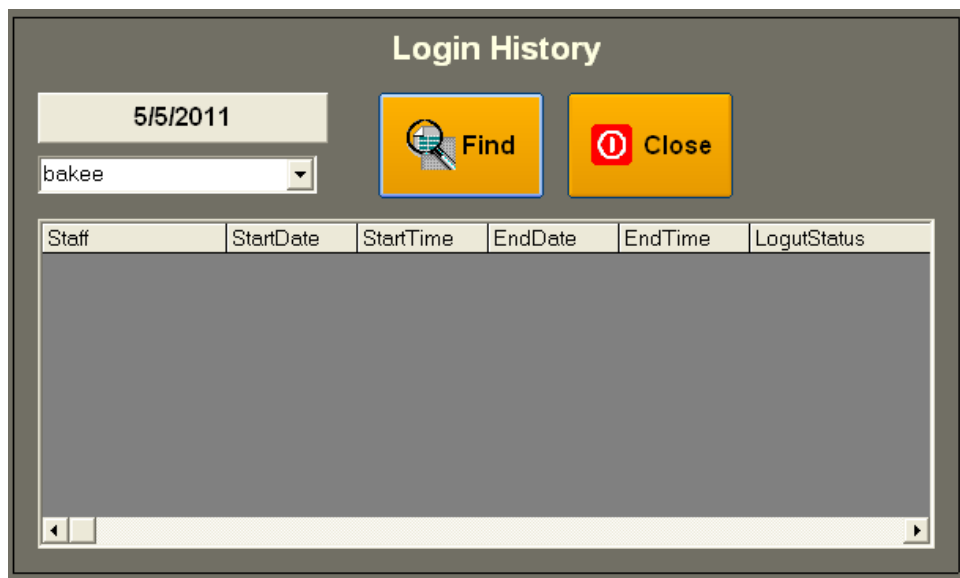
# Login



A screenshot of a login window titled "Login" with a red header bar. It contains two input fields: "User Name" and "Password". Below the fields are two buttons: "Login" and "Exit".

Whenever the user opens the software, the system shows the login screen to the user. The user can login with his username and password. On successful login, the system load the "Main Menu" screen, and the privileges assigned to that user. This username and password is assigned to the user when his details entered into the system through "Staff" screen. For the first time use, the username will "admin" and the password is the license key or blank. But the user can change the Admin password through the settings screen.

## Viewing login history

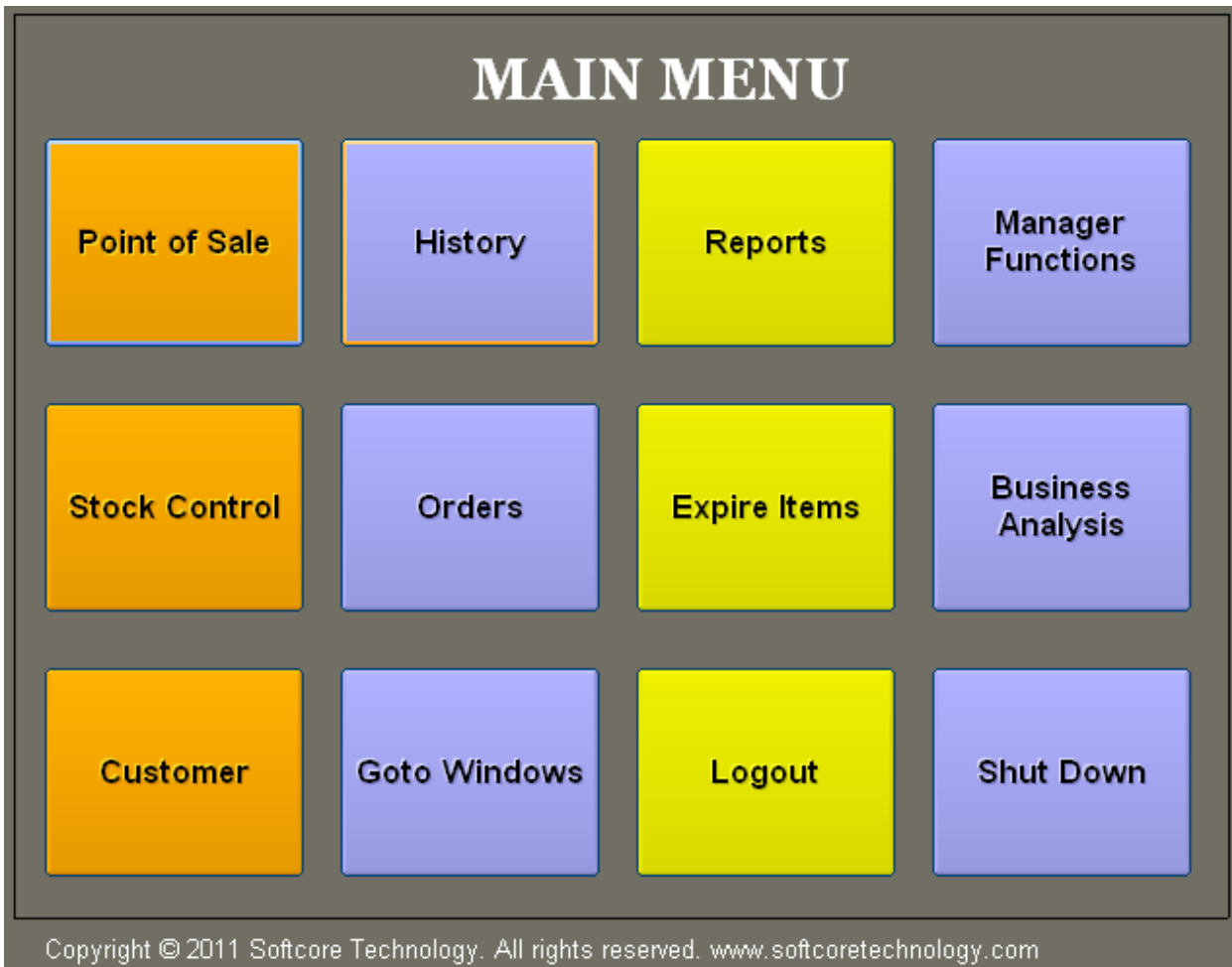


A screenshot of a "Login History" window. It features a date selector showing "5/5/2011", a dropdown menu with "bakee" selected, and two buttons: "Find" (with a magnifying glass icon) and "Close" (with a red stop icon). Below these is a table with the following headers: Staff, StartDate, StartTime, EndDate, EndTime, and LogoutStatus. The table body is currently empty.

| Staff | StartDate | StartTime | EndDate | EndTime | LogoutStatus |
|-------|-----------|-----------|---------|---------|--------------|
|-------|-----------|-----------|---------|---------|--------------|

To view login history for a day, press "Manager Function" button from main menu screen, the "Manager Function" screen will appear. Then press "Login History" button from manager function screen. The "Login Screen" will appear. In this screen, select the staff name from drop down list, and choose the date by pressing date button and then press "Find" button. The history will appear in table below.

## Main menu




On successful login, the system let the user to go to main menu screen. According to the privileges of the user, main menu buttons will be in enabled state or disabled state.

| Button        | Usage   |
|---------------|---|
|               |   |
| Point of Sale | Navigate to point of sale or checkout screen.                                     |
| History       | Navigate to history screen with refund buttons disabled in history screen.        |
| Report        | Navigate to report screen to get X, Z, Daily, Weekly, Monthly and Annual reports. |



|                   |   |
|-------------------|---|
| Manger functions  | Navigate to manager function screen to do admin level operations such as creating promotional offers, tax settings and privileges assigning etc.                                  |
| Stock Control     | Navigate to stock control screen to manage product and stock details such as add, edit remove product details and set the taxes for product. And adding, updating stock details.  |
| Order             | Navigate to stock ordering screen.  |
| Expire items      | Navigate to expire items screen to manage expire items such as finding expiring items those expires in next specific days and update the waste count of already expired products. |
| Business analysis | Navigate to business intelligence tool to analyze and view past sale details in graphical and tabular format such as bar chart, pie chart, line chart and tables.                 |
| Customer          | Navigate to customer screen, to manage customer details.  |
| Logout            | Logout from system.   |
| Goto windows      | Minimize to taskbar.  |
| Shut down         | Exit system without logout or break out.  |

## Point of Sale

|  |               |                     |                |             |                    |      |   |    |
|--|---------------|---------------------|----------------|-------------|--------------------|------|---|----|
| Grocery  | Alcohol       | 50.00               | SUB TOTAL 0.00 |             |                    |      |   |    |
| Tobacco  | Soft Drinks   | 20.00               |                |             |                    |      |   |    |
| Confectionary  | News Magazine | 10.00               |                |             |                    |      |   |    |
| Oyster   | Pay Zone      | 5.00                |                |             |                    |      |   |    |
| ITEMS MODE   |               | MORE DEPARTMENTS >> |                | No Sale     | Coupon             | X    | C | %  |
|  |               |                     |                | Void        | Credit Card Charge | 7    | 8 | 9  |
|  |               |                     |                | Cancel      | Discount           | 4    | 5 | 6  |
|  Home | Price Reduct  | Customer            | RECEIPT        | Payment Due | Layaway            | 1    | 2 | 3  |
| Price Inquiry  | Stock Inquiry | Suspend             | Resume         | Cash Back   | CARD               | <    | 0 | 00 |
|  |               |                     |                | NET TOTAL   |                    | CASH |   |    |

This is the system's checkout screen. It got 25 (8 + 17 hidden) buttons for 25 departments, 4 currency note buttons, a keypad and the necessary buttons for checkout operations. The retailer can change the name of departments through "Department Settings" menu and also can change the name and value of currency notes through "Currency Settings" menu. Those menus can be found under "Manager Functions" in main menu. The retailer do not need any external keypad to operate this system. And press "Home" button to go back to main menu screen.

### Adding items by scanning

To add new item to invoice , just scan the barcode of the product. To add more than 1 quantity in same scan, first type the quantity in keypad, then press "X" key and then scan. Then the product and quantity will appear as a list screen.

Eg – You would like to add 3 coke cans into invoice. Now type 3 in keypad then scan the product.

## Operating in Item Mode/Department Mode

You can use the department buttons in department mode or item mode. In the department mode, you can use the department buttons to add a non barcode product just with the price. In this mode, the item name will not appear in the invoice. Only the department name will appear in the invoice. In the item mode, you can use the department buttons to navigate to a sub menu, which (sub menu) contains quick buttons for some selected items under that specific department. So you can add the item to invoice from that sub menu without scanning barcode. But in this mode, the item name will appear in the invoice and its barcode also automatically retrieved from database. The same button is used to switch between department mode and item mode. While the checkout screen works in department mode the button label will appears like "Item Mode", as same while the checkout screen works in item mode the button label will appears like "Department Mode". So if you press "Item Mode", you can switch to item mode. And if you press "Department Mode", you can switch to department mode.

### Adding item in department mode

To add the product in department mode, type the price in keypad and touch (or click) the department, the item will be added to invoice. To add multiple items, type the quantity and then press "X" key. Then type the price in keypad and touch (or click) the department, the item will be added to invoice. And if you touch that department again without type price, the same item will added to invoice again.

Eg – You would like to add a grocery item priced 1.49. Now type 149 and touch "Grocery" button. The item will be added and displayed on invoice list. If you would like to add 3 items same time, type 3 and press "X" key. Now type 149 and touch "Grocery" button. The item will be added and displayed on invoice list.

### Adding item in item mode

To add an item from item mode, first you have to add the item to checkout screen. To add an item to checkout screen, go to "Stock Details" screen, then find the item using barcode or name, and then load the item details into relevant textboxes. Then set the "Add to POS" field to "Yes" and save the details. Now you can add that item in item mode. Now switch the checkout screen to item mode, then press the relevant department button, a sub menu will be displayed with the item name as shown below.

|                        |               |  |        |
|------------------------|---------------|--|--------|
| Deep heat - Heat spray | Nurofen 200mg |  |        |
|                        |               |  |        |
|                        |               |  |        |
|                        |               |  |        |
|                        |               |  |        |
|                        |               |  |        |
|                        |               |  |        |
|                        |               |  |        |
|                        |               |  |        |
|                        |               |  | <<BACK |

Now touch (or click) that item. It will be displayed in and added to invoice list. To add more than 1 quantity, type the quantity and press “X” in keypad. Then you add the item as describe earlier.

## Void a product from list

To void a product, touch or click the product in the list, then press “Void” button. The item will be voided and removed from invoice and the list. The voided record still kept in database, when you view the sale history, the voided item also appears in the list with void mark.

## Canceling current invoice

To cancel current invoice, just press “Cancel” button, system will show a confirm message. Then press “yes” to cancel the current invoice. However the canceled invoice record will still kept on database. You can view it from “History” menu.

## No Sale

To open the drawer just press “No Sale” button.

## Suspend current invoice

To suspend the current invoice, press the “Suspend” button. The invoice will be suspended. Please note, you can suspend only one invoice at a time.

## Resume a suspended invoice

To resume a suspended invoice press “Resume” button. Before you resume the suspended invoice, please make sure that you have completed (paid and finished the transaction) the current invoice.

## Price inquiry

To find out the price of an item, press the “Price Inquiry” button and then scan the item. Now you can view the price on the screen.

## Stock inquiry

To find out the stock count of an item, press the “Stock Inquiry” button and then scan the item. Now you can view the stock count on the screen.

## Price reduction

You can reduce the original price of an item while adding to invoice. Press “Price Reduct” button and then scan the item. A small keypad will appear. Type the reduced price and press enter. The item will added to invoice. If you need to reduce more than 1 quantity, press “Price Reduct” button, then type the quantity in keypad and press “X” button. Now scan the product. Then type reduced price in the appeared small keypad. The item will be added to invoice. Once you press price reduct button, the next scanning item will be account to price reduction. But if you press price reduct button again before scan next item, the price reduction will be canceled.

## Payment methods

The system supports most of the payment methods used in retail industry. The system supports cash in hand, credit/debit card, coupon (voucher) and layaway. The customer can use combination (more than one) of payment methods for same invoice. Please note you must press the “Net Total” button to activate payment buttons and to view actual amount the customer need to pay.

### Cash payment

Cash payment can be done by two different methods. You can use the keypad to enter the amount of the cash, or you can use the currency note buttons to enter the amount. If you use the keypad, type the amount in keypad (type 250 for 2.50) and press “Cash”. You can do cash amount entry more the one time. Every time when you enter amount, the amount will displayed in invoice list and added with cash payment amounts already you entered. If the total payment is enough for invoice total, system show the balance due and open the drawer. Please note, if the cash button is not enabled, you must press “Net Total” button to enable it.

Alternatively you can use currency note buttons (yellow buttons with note value) to enter payment. For example, an invoice total is 17.55. Customer pay you a 20.00 value note. So you can press 20.00 value currency button straightaway. The system will show the balance and open the drawer. Another example, the total is 35.75. The customer pay two 20.00 value notes. So you can press 20.00 value currency buttons two times. Again the system will show the balance and open the drawer. Please make sure if the currency note buttons is not enabled, you must press “Net Total” button to enable those.

To clear any cash payment amount you entered, touch (or click) the cash payment entry from the invoice list and press “Void” button.

### Credit/Debit card payment

The system is integrated with “YESPay” credit/debit card processing system (chip and pin). Even though you don’t use “YESPay” payment solution, you still can use the card payment button. Type the amount in keypad and press “Card” button. If you disabled YESPay payment feature (through “Settings” menu screen), straightaway the amount will be displayed in invoice list and will be added to total payment. If you enabled the YESPay payment feature, the system will connect to YESPay payment solution software through TCP/IP port and will send a request to process the credit/debit card of the customer. The YESPay software will deal with the credit/debit card and the pin pad connected with the terminal. If the transaction is successful, the payment will be displayed in invoice list and will be added to total payment. Please contact YESPay International Ltd

(<http://www.yes-pay.com/>), if you would like to add YESPay payment processing system. And you need to do few settings through “Settings” screen, if you use this payment feature.

If the payment is successfully approved by YESPay system, it cannot be voided. But if you disabled YESPay feature, you can void the card payment by touch (or click) payment entry in invoice list and by pressing void button.

### Coupon/Voucher payment

To do a coupon payment, press “Coupon” button, the small keypad will appear on the screen. Type the amount of the coupon and press enter. To clear the amount, press coupon button, the small keypad will appear on the screen. Type 0 and press enter.

### Layaway payment

Layaway is letting the customer to owe some money from invoice total. Normally retailer allows layaway to few regular and trusted customers. Before you set the layaway amount, you must inform the system about which customer belongs to that purchase. How to set a customer for current invoice is explained in following pages. Now press “Layaway” button, the small keypad will appear on the screen. Type the amount and press enter. To clear the amount, press “Layaway” button, the small keypad will appear on the screen. Type 0 and press enter. Please note, if you do paper allocation through “Stock Control” screen, all allocated papers are added to separate invoice. And the payment method set to layaway.

### Discounts

Discount can be given to total of the invoice. The discount can given in two different ways. It can be a % of total or just an amount. To give the % of total, press “Discount” button, the small keypad will appear on screen. Now type how much % you going to give and then press “%” key. For example if you want to give 12.5%, type 125 and press %. You can give the discount just as an amount as well. To do this, press “Discount” button, the small keypad will appear on screen. Now type the amount and press enter. To clear the amount press “Discount” button on the appeared keypad, type 0 and press enter.

Please note the discount will automatically cleared if you add any item to the list.

## Customer's payment due

To find out how much customer yet need to pay, just press "Payment Due" button.

## Receipt

Receipt can be printed in two ways. You can set the system to print the receipt automatically on every time invoice completed, or if you press "Receipt" button, system will print the last invoice. To set system to print receipt automatically, go to the settings menu and change the "Receipt Printing" settings to "Automatic".

## Add the customer details for current invoice

There are two different ways to set a customer for current invoice. First way is just scan the barcode of customer loyalty card (the specification of customer loyalty card is explained later). If the customer does not have loyalty card, press "Customer" button. The customer management screen will appear on the screen.

### Customer

|              |                      |                  |                      |
|--------------|----------------------|------------------|----------------------|
| Customer ID  | <input type="text"/> | Email            | <input type="text"/> |
| First Name   | <input type="text"/> | Telephone        | <input type="text"/> |
| Sur Name     | <input type="text"/> | Address          | <input type="text"/> |
| Credit Limit | <input type="text"/> |                  |                      |
| Credit       | <input type="text"/> |                  |                      |
| Barcode      | <input type="text"/> | LAY/PAID HISTORY | SET CUSTOMER PAID IN |

New

Save

Find

Delete

Clear

Close

| ID | First Name | Sur Name | Address | Email | Tel |
|----|------------|----------|---------|-------|-----|
|----|------------|----------|---------|-------|-----|



Please make sure, you already recorded customer details into the system. Now you can search the customer details by name. Enter few characters of first name or last name of customer in text box and press “Find” button. Now you can see some matched customer records in the table. Select any record by touching or clicking. Now you can see the record loaded into the textboxes. Now press “Set Customer” button. Now the customer screen disappears, and now you back to checkout screen.

## View/Refund past invoices

The retailer can search and refund past invoices from “History” menu. To do this press “History” button from main menu screen, the history screen will appear. But if you go this way, you can only view past invoices. You cannot refund any past invoices. If you need to refund past invoices, go to manager functions screen, press the “Refund” button on the manager function menu, now the history screen will appear with refund buttons activated.

History

Refund Item

Refund Offer

Refund All

First

Prev

Next

Last

Invoice ID

Staff

Date - Time

Customer ID

Discount

Credit Card Charge

Cash

Card

Coupon

Layaway

SUB TOTAL

NET TOTAL

5/4/2012

Start Time

End Time

HH  MM

HH  MM

| Invoice ID | Staff | Date | Time |
|------------|-------|------|------|
|            |       |      |      |

Print

Find

Close

To search an invoice you need to select the date first. The date selection button is in top right corner. Press that button and select date. Now you can search invoices by two ways. You can use the 4 arrow buttons to navigate the invoice. Another way is type the range of time (that means starting hour, minute and ending hour, minute) in the top right corner and press find button. Now you can view some matched invoices in the table below. Touch or click the invoice from list. Now you can view the invoice details. To print current invoice, press "Print" button.

## Refund item

To refund an item, search the relevant invoice, then press the "Refund Item" button. Now another small screen will appear. Now scan the item. The system will show a small keypad. Then type the quantity in keypad and press enter. The item will be refunded and the amount will be displayed as message.

## Refund offer

To refund an offer, search the relevant invoice, then press the "Refund Offer" button. Now another small screen will appear. Now scan any item included in offer. The system will show the related offers as a list. Then select the offer and press enter. The offer will be refunded and the amount will be displayed as message.

## Refund total invoice

If you need to refund invoice completely, press "Refund All" button. The whole invoice will be refunded and the due amount should paid to customer will be displayed.

## Viewing Sales/Profit Reports

Report

Sale

5/4/2012

X Report

Z Report

Daily Report

Weekly Report

Monthly Report

Annual Report

Print

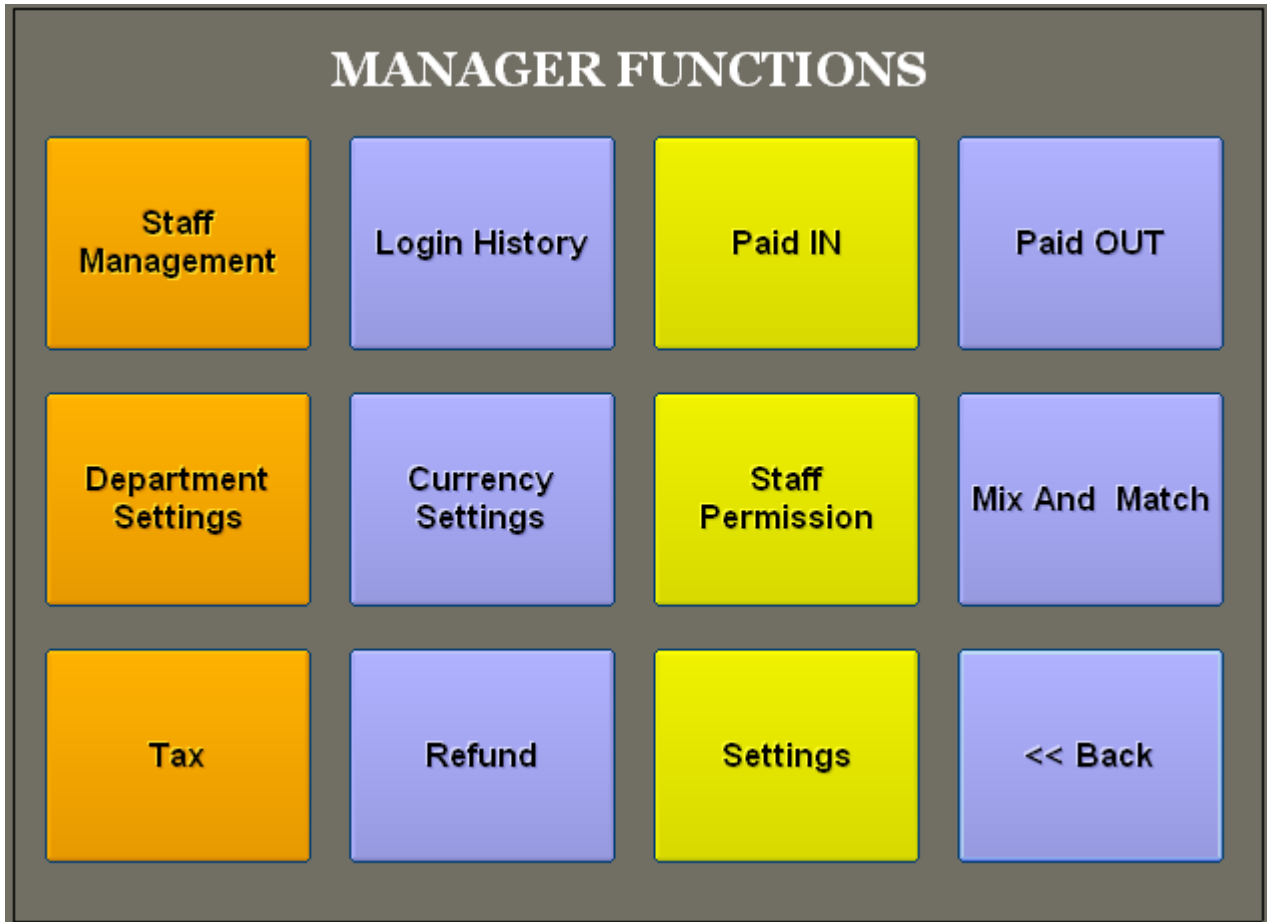
Close

| Description | Units | Amount |
|-------------|-------|--------|
|-------------|-------|--------|

The system supports retailer to get X report, Z report and daily, weekly, monthly and annual reports for sale or profit (do not get Z report for profit) and the “YESPay” card transactions (only X and Z reports). First you must select a date to get any report. To select the date press the top first button and select the date. All the daily, weekly, monthly and annual reports are processed from that selected date. For example if you choose date 14/06/2011 and if you get monthly report, the report period will from 14/06/2011 to 13/07/2011. And then choose the report type (whether sale report or profit report or card transaction report) from the drop down list. Then press “Daily Report” button to get daily report, as like same, press other relevant buttons to get the X, Z, Monthly, Weekly and Annual reports. Press “Print” button to print the report.

## Manager functions

The “Manager Functions” screen contains buttons to perform some management level operations such as setting permissions to staff and setting promotions and so on. To go to this screen press the “Manager Functions” button in main menu screen. The buttons are enabled according to privileges.



| Button           | Usage   |
|------------------|---|
| Staff Management | Navigate staff screen to manage the staff details. Such as create delete staff and set username and password etc. |
| Login History    | Navigate to login history screen to view past login records.  |
| Paid In          | Navigate to Paid In/Out the screen to enter paying in amount.   |
| Paid Out         | Navigate to Paid In/Out the screen to enter paying out amount.  |
| Department       | Navigate to Department settings screen to change the  |

|                   |  |
|-------------------|--|
| Settings          | department name and its default price.   |
| Currency Settings | Navigate to Currency settings screen to change the Currency note name and its value.             |
| Staff Permission  | Navigate to Staff permission screen, to set the permissions to each staff.                       |
| Mix and Match     | Navigate to Mix and Match screen to create and manage promotional offers.                        |
| Tax               | Navigate to Tax settings screen to create and manage tax names and values.                       |
| Refund            | Navigate to History screen with refund buttons enabled.  |
| Settings          | Navigate to Settings screen to manage the hardware settings and card payment settings and so on. |
| Back              | Navigate to main menu screen.  |

# Tax

The system allows the retailer to define the tax and its details. Then this tax will be assigned to appropriate products. The tax will be defined and managed through “Tax” screen. To go to tax screen, press “Tax” button from “Manager Functions” screen. The tax screen will be displayed as shown below.

Tax

Tax ID

Description

Value

New

Save

Find

Clear

Delete

Close

| TaxID | Description | Value |
|-------|-------------|-------|
|-------|-------------|-------|

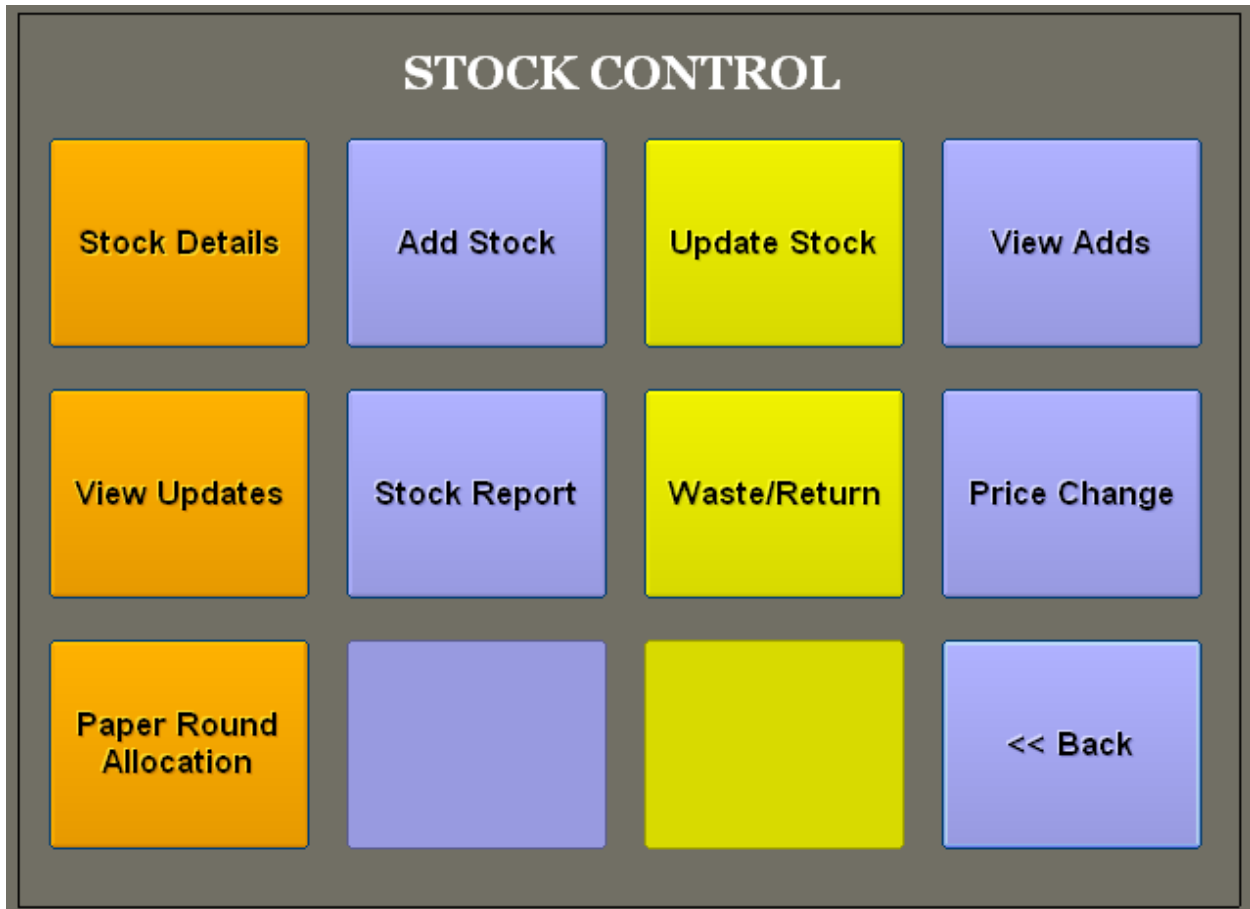
To define a new tax, press “New” button. The system will generate new tax id and will display in “Tax ID” textbox. Now you enter the description in “Description” textbox (eg- Vat 20%). Then touch or click the “Value” textbox to enter the value. The small keypad will be displayed. Now type the tax value (eg- 20) and press enter. Now press the “Save” button.

To find a tax details, enter some characters of tax description and press “Find” button. The system will display matched tax details in the table below. Now you touch or click on a record in table. The related tax details will be loaded into textboxes. If you need to edit that specific tax details, just edit the description and value and press “Save” button.

To remove a tax details, find and load the tax details into relevant textboxes as explained earlier. And press “Delete” button.

## Stock Control

To go to “Stock Control” menu screen, press “Stock Control” button from main menu screen. The system will display stock controlling menu as shown below.



| Button        | Usage   |
|---------------|---|
|               |   |
| Stock Details | Navigate stock details menu screen. You can manipulate individual items' details through stock details menu.              |
| Add Stock     | Navigate to add stock screen, to add new stock details for existing items.  |
| Update Stock  | Navigate to update stock screen to update current stock details, gathered from stock taking procedure for existing items. |
| View Adds     | Navigate to view adds screen, to view the past stock adding history.  |
| View Updates  | Navigate to view updates screen, to view the past stock   |

|               |   |
|---------------|---|
|               | updating history.   |
| Stock Report  | To view current stock report, according to departments.                                       |
| Waste/Returns | Navigate to waste/returns screen to update the wastage or returns details for existing items. |
| Price Change  | Navigate to price change screen to do change the price for group of similar items.            |
| Back          | Navigate to main menu screen.   |



## Stock Details

The entire product details manipulation functions are made through Stock Details screen. To reach the stock details screen, press the “Stock Details” button from stock control menu screen.

### Stock Details

|             |                                      |               |                                  |
|-------------|--------------------------------------|---------------|----------------------------------|
| Stock ID    | <input type="text"/>                 | Unit Price    | <input type="text"/>             |
| Description | <input type="text"/>                 | Profit Margin | <input type="text"/>             |
| Category    | <input type="text" value="Grocery"/> | PK Cost Price | <input type="text"/>             |
| PLU Code    | <input type="text"/>                 | PK Units      | <input type="text"/>             |
| Barcode     | <input type="text"/>                 | Expireable    | <input type="text" value="Yes"/> |
| Supplier    | <input type="text"/>                 | Days of Alert | <input type="text"/>             |
| Location    | <input type="text"/>                 | Stock Qty     | <input type="text"/>             |
| Add To POS  | <input type="text" value="NO"/>      | Least Stock   | <input type="text"/>             |
|             |                                      | PK Order Amt  | <input type="text"/>             |

Manage Taxes

Print Label

New

Save

Find

Clear

Delete

Close

| StockID | Description | Category | PLUCode | Barcode | UnitPrice | ProfitMargin | PKCostPrice | PKUr |
|---------|-------------|----------|---------|---------|-----------|--------------|-------------|------|
|---------|-------------|----------|---------|---------|-----------|--------------|-------------|------|

You must know the usage of each text box, before you using the Stock screen. Here in most cases the term stock refers to a product. To type in a text box, touch or click on it. The curser will appear on it.

**Stock Id** – It uniquely identifies each product. This means every product has its own unique stock id. This field is automatic, and cannot be modified by user.

**Description** – It refers the name of the product. For example “Pepsi 2L bottle”. This field is mandatory.

**Category** – It identifies, in which category or department the product is fall into. For example pepsi bottle fall into “Soft Drinks” category. This field is mandatory.

**PLU Code** – It identifies the PLU Code of product. This field is optional (not necessary).

**Barcode** – The product barcode will be scanned into this text box. To scan barcode, touch it or click it. The cursor will appear on it. Then scan the barcode. To clear the barcode, double touch or double click the text box. This field is mandatory.

**Supplier** – It identifies the supplier for the product. To set the supplier, touch or click the textbox. The “Supplier” screen will appear. From the screen find the supplier by entering few characters of supplier name and pressing “Find” button. The matched supplier details will appear below the table. Touch or click the supplier record. The supplier details will appear on the textboxes. Now click “Set Supplier” button. Now the Stock screen will appears and the supplier id will appears in the text box. This field is optional (not necessary).

**Location** – In large shops, the product may have a location id, to easily find the location. You can specify the location id in this text box. This field is optional (not necessary).

**Add To POS** – Some products are non barcode products. So they cannot be scanned by checkout screen to add to an invoice. In this case you have to create the item details to that product from “Stock Details” screen, and assign your own 4 digit barcode to that product. Now you set the “add to pos” field to “yes” for that product. Now it will be added in checkout screen’s item submenu under its department. Now you can add this item in invoice, while checkout screen operates in item mode. 35 items can be added in checkout screen for each department.

**Unit Price** – It identifies the unit price for the product. This field is mandatory. This price is fixed by retailer. And set the “Active price” field to “Normal”, if you use this price.

Profit Margin - It identifies the margin of the profit. The margin is fixed by the retailer. Whenever you change the value of this textbox, it will affect the value in unit price textbox as well. This field is mandatory.

PK Cost Price – You must enter the cost price of the pack includes taxes you paid (and not the cost price of single unit, because normally retailer buy the product as pack from whole seller). Type cost price of single unit, if you purchase this item as single units from whole seller. This field is mandatory.

PK Units – You must specify how many single units each pack contains. Type 1 in text box, if you purchase this item as single units from whole seller. This field is mandatory.

Expireable – The system can find and alert about expiring items if you specify the expire date when you add the new stock into system. If you like to use this feature for this product, select “Yes” otherwise select “No”. This field is mandatory.

Days of Alert – If you use “Expireable” feature for this product, you must specify, how many days before, the system need to alert you from the expiring date.

Stock Qty – The system displays the current quantity of stock in this text box. You cannot modify it.

Least Stock – You must specify the minimum quantity the stock should have. If the current quantity goes below this amount, the system consider this product on ordering process. This field is mandatory.

PK Order Amount – You must specify, how many packs (not single units), the system need to order, when the ordering process taking place. This field is mandatory.

## Adding new product details

To add new product into system, press the “New” button. It automatically generates an Id for product and displays on the “Stock Id” textbox. Now you enter the description, scan barcode into textbox and enter other product details into all mandatory (and optional textboxes if you required) textboxes and press “Save” button. The product details will be saved into database.

## Finding an existing product

You can find the existing product using the barcode or name. To find using the barcode, scan the barcode into the “Barcode” textbox. The product details will be loaded into the related textboxes automatically.

To find the product using the description, enter few characters of the description into the “Description” textbox and press “Find” button. The system will display matched products in bottom table. Touch or click required record in table. The product details will loaded into related textboxes.

### Editing the product details

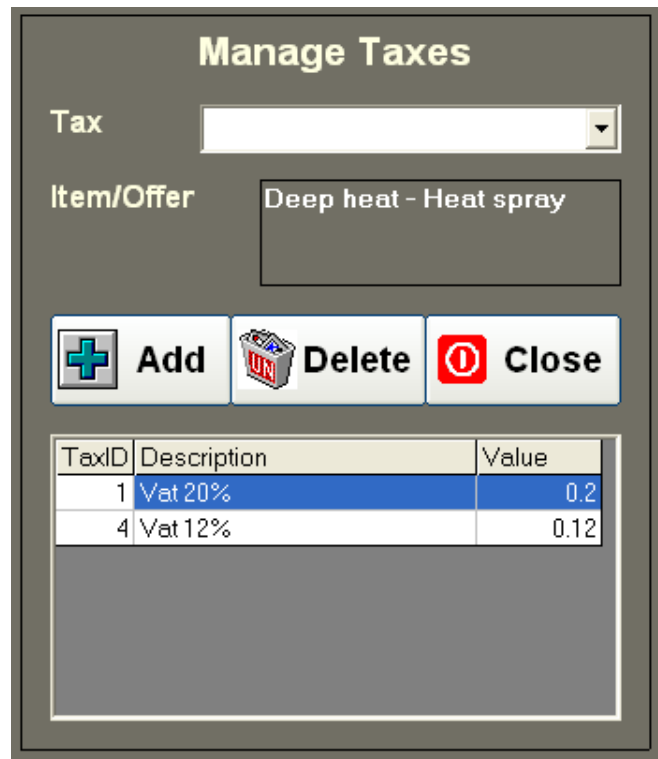
To edit the product details, find the product and load the product details into related textboxes as explained above. Then you edit required fields and press “Save” button. Now product details will be saved into database.

## Printing shelf edge labels

To print a shelf edge label for a product, find the product and load the product details into relevant textboxes. In most cases the barcode type (EAN13 or EAN8 or UPC-A or UPC-E) is detected automatically. But if the system find difficult to recognize the barcode, it will show error. Then press “Print Label” button.

## Managing taxes for a product

To manage tax for a product, find the product and load the product details into related textboxes as explained above. Now press “Manage Taxes” button. A new screen called “Manage Taxes” will appear with the product name.



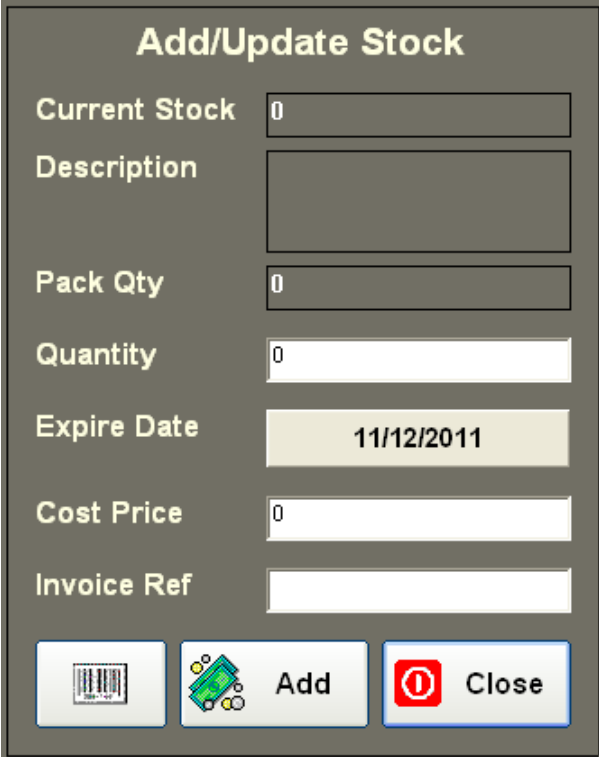
| TaxID | Description | Value |
|-------|-------------|-------|
| 1     | Vat 20%     | 0.2   |
| 4     | Vat 12%     | 0.12  |

The bottom table will display all the tax details you entered into the system using the “Tax” screen. Please note the “Tax” screen and “Manage Taxes” screen are used for different purposes. The “Tax” screen is used to enter all of the tax details related to retail industry. But the “Manage Taxes” screen used to setup the necessary taxes for each product.

The “Tax” combo box will list all of the taxes you applied to the specific product. To set the tax to the product, select the tax from the table by touching or clicking the record, and then press “Add” button. Now the tax will be set to the product and will appear in the combo box list. To remove the tax from the product just select the tax from “Tax” combo box and press “Delete” button.

## Adding new stock for a product

To add new stock for a product, go to “Stock Control” menu screen, and from there press “Add Stock” button. A new screen called “Add/Update Stock” will appear as shown below.



**Add/Update Stock**

Current Stock 0

Description




Pack Qty 0

Quantity 0

Expire Date 11/12/2011

Cost Price 0


Invoice Ref

  Add  Close

Now scan the product barcode, and enter the quantity of each single units (not pack), that you are going to add into stock. To enter the quantity, just touch or click the “Quantity” textbox. The small keypad will appear. Then type quantity and press enter. Set the expire date of items, If you activated the “Expireable” feature for this product. To do it, touch or click “Expire Date” button. Then set the date in appeared date chooser. The cost price of single item is automatically calculated and displayed in “Cost Price” textbox. If you need to change cost price, just touch or click on textbox. The small keypad will appear. Type the cost price and enter. And you must enter the invoice id of the supplier’s (or whole seller’s) invoice into the “Invoice Reference” textbox. Now press “Add” button to add the quantity into stock. To add the stock for next product, just scan the next product’s barcode.

## Updating current stock quantity for a product

To update stock quantity for a product, go to “Stock Control” menu screen, and from there press “Update Stock” button. A new screen called “Add/Update Stock” will appear as shown below. This feature is used in stock taking process.

The image shows a software interface titled "Add/Update Stock". It contains several input fields: "Current Stock" with the value "0", "Description" (empty), "Pack Qty" with the value "0", "Quantity" with the value "0", "Expire Date" with the value "11/12/2011", "Cost Price" with the value "0", and "Invoice Ref" (empty). At the bottom, there are three buttons: a barcode icon, an "Update" button with a green icon, and a "Close" button with a red icon.

Now scan the product barcode, and enter the new quantity of each single units (not pack), that you are going to update into stock. To enter the quantity, just touch or click the “Quantity” textbox. The small keypad will appear. Then type quantity and press enter. Now press “Update” button to update new quantity into stock. To update the stock quantity for next product, just scan the next product’s barcode.

## Viewing the stock report

Press “Stock Report” button from “Stock Control” menu screen to view current stock values by department. The report will display the total value of current stock, and the total stock values of each department. To view advanced stock related reports, you need to use “Business Intelligence” tool. To open business intelligence tool, press “Business Intelligence” button in main menu screen.

## Viewing added stock details

The system has the feature to view the history of added stocks. You can view the added stock history for a selected date range. To view the added stocks, press “View Adds” button from Stock Control menu screen. The “View Adds” screen will be displayed as shown below.

View Stock Adds

Start Date

End Date

Invoice Ref

30/4/2012

30/4/2012

| InvoiceRef | Item | Quantity | Date | Staff |
|------------|------|----------|------|-------|
|------------|------|----------|------|-------|

◀

▶

Cancel

Find

Close

You can search the history using the invoice reference or a date period. To search by invoice number, enter the supplier’s invoice id in “Invoice Reference” textbox, and press “Find” button. The system will display the added stock details belongs to the invoice id. To search using the date period, select the start date and end date by pressing relevant buttons, and then press “Find” button. The system will display the added stock details within those date period.



## Viewing stock update history

The system has the feature to view the history of stock updations. You can view the updated stock history for a selected date range. To view the updated stock history, press “View Updations” button from Stock Control menu screen. The “View Updations” screen will be displayed as shown below.

### View Stock Updates

Start Date

End Date

16/1/2012

16/1/2012

| Item | Date | CurrentQty | NewQty | Difference | Staff |
|------|------|------------|--------|------------|-------|
|------|------|------------|--------|------------|-------|

Find

Close

In this screen, select the start date and end date by pressing relevant buttons, and then press “Find” button. The system will display the updated stock history, within those date period.

## Changing price for group of products

To change the price for group of similar products in same department, press “Price Change” button from stock control menu screen. The system will display the “Price Change” screen as shown below.


### Price Change


CategoryGrocery


Current Price

Keywords

New Price

 Set Price

 Find

 Close

| StockID | Description | Barcode | CurrentPrice |
|---------|-------------|---------|--------------|
|---------|-------------|---------|--------------|

First you need to find and list the group of similar products in the table. Then specify the new price in “New Price” textbox. And then press “Set Price” button. You can find the group of products by its current price or by some keywords of product description (or name) or by both.

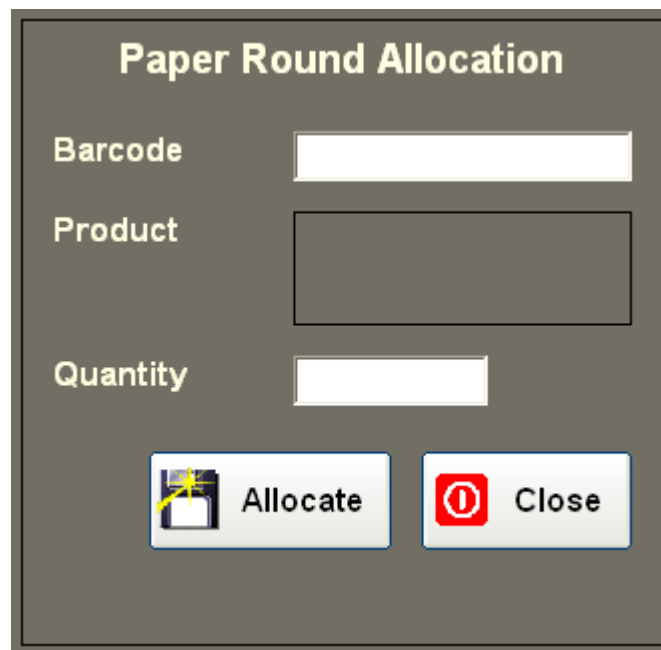
To find the products with current price, first choose the department from drop down list. Then touch or click “Current Price” textbox. A small keypad will appear. Type the price and enter. The price will be displayed in textbox. Now press “Find” button. Now all the items with same price of the department is listed. To change

the price, touch or click “New Price” textbox. A small keypad will appear. Type the price and enter. The price will be displayed in textbox. Now press “Set Price” button. The price and profit margin will be changed to all items listed in table.

To find the products with keywords, type the keywords in keywords textbox, and separate keywords by comma (,). For example, if you need to find all “Marlboro” brand 10 in pack cigarettes, select cigarette department and type “Marlboro,10” and press find button. All the Marlboro brand 10 in pack cigarettes will be listed. Now type the new price and press “Set Price” button. And you can find with both keywords and current price together as well.

## Allocating paper round news papers

If you do paper round in your shop, you must reduce the news paper quantity allocated to paper round, from the stock. Otherwise the stock controlling function may not work properly. You can reduce the news paper quantities from “Paper Round Allocation” screen. To reach this screen press “Paper Round Allocation” button from Stock Control menu screen. The following screen will appear.



The image shows a software interface titled "Paper Round Allocation". It features three input fields: "Barcode" with a small white text box, "Product" with a larger grey text box, and "Quantity" with a small white text box. At the bottom, there are two buttons: "Allocate" with a blue icon of a document and a yellow star, and "Close" with a red icon of a stop sign.

Now scan the barcode from news paper, the name will be displayed in the text box. Touch or click the “Quantity” text box. Enter the quantity in the displayed keypad. Please note, that all the news paper details allocated for paper round, will be added to separate and automatically and newly created invoices every day.

## Finding expiring items

The system has the feature to find and alert about expiring stock, for retailer specified products. To enable this feature for a product, go to “Stock Details” screen, from there search the product and load the product details into textboxes. Then set the “Expireable” field to “Yes”, then enter the number of days the system need to alert you before the product expire, in the “Days of Alert” field. The system will alert you each time you login, if any stock’s expire date is closing to the current date related to number of days you given for this product.

### Expire Items

Expire Qty

Remove

Days

Print

Edit

Generate List

Close

| ItemCode | Description  | ExpDate   | DaysLeft | ExpQty | Remove |
|----------|--------------|-----------|----------|--------|--------|
| 5        | Ponds powder | 14-9-2011 | 6        | 0      | No     |

To find further details about expiring stock, press the “Expire Items” button in main menu screen. Now the “Expire Items” screen will appear as shown above. Press “Generate List” button. The expiring item details will appear on the table below. The list will be generated according to the number of days you specified on “Stock” screen. If you need the list of expiring items in specific days, enter the number of days in “Days” field and press “Generate List”. For example you would like to know which items going to expire in 5 days. So enter 5 in “Days” field and press Generate List button.

If you would like to remove a expiring item's record from the list, select the record and press "Edit" button. Next time it will not appear. But if the system found a same product with different expire date another time, it will be shown in the list.

And if you found an already expired product in the list, select the record from table and enter the count of the expired products in the "Expire Qty" textbox and press "Edit" button. If you need a printable version of the list, press "Print" button.

## Ordering the stock

The system has the feature to generate the ordering list automatically. If a product's current quantity becomes lesser than its minimum quantity limit (the minimum quantity of product, those must in the stock), the system will add that product to ordering list. To set the minimum quantity level for a product, go to "Stock" screen and find the product and load the product details into textboxes. Then enter the minimum quantity level into "Least Stock" textbox and enter the quantity of pack (not single units), the system need to order, into "PK Order Amt" textbox.

Orders

Order Qty (PK)

Confirm

Yes

Supplier

All

Print

Print As Receipt

Edit

Generate List

Item Sales Analysis

Close

| Barcode | Description | CurrentQty | OrderQty(Pack) | PackUnits | Supplier | Confirm |
|---------|-------------|------------|----------------|-----------|----------|---------|
|---------|-------------|------------|----------------|-----------|----------|---------|

To generate the order list, press “Orders” button from main menu screen. The “Orders” screen will appear as shown above. Press “Generate List” button. The order list will be generated. If you need to change a ordering pack quantity for a product, select the product from table by touching or clicking on record, the ordering quantity will appear in the “Order Qty” text box. To edit this quantity, touch or click the text box. The small keypad will appear on screen. Type the new amount and press enter. Now the amount will appear in the textbox. Now press “Edit” button. The quantity will be changed for the product. If you decide, the system should not include any product (such as newspapers and magazines) in the order generation processes, type 0 in “PK Order Amt” text box in “Stock Details” screen for that product and save.

If you need to add product, which is not listed on ordering list, just scan the barcode of the product. The product will now listed on the table. And if you need to remove a product from ordering list, select the product in the table, and change the “Confirm” field to “No” and press “Edit” button.

The system has the feature to analyze the past sales history of each product, when generating the ordering list. You can find how much quantity sold in last 10 days as day by day, and you can find how much quantity sold in last 10 weeks as week by week for a product. To analyze the sale history of a product, select the product in the table, and then press “Item Sales Analysis” button. The system will show the sales history of that product in graphical format. Use back buttons to come back to ordering screen.

You can get different printable version of the order list for different suppliers, or you can a single printable version of the order list for all suppliers together. If you need different individual ordering sheet for different suppliers, select the supplier number from “Supplier” field and press “Print” button. If you need to print the ordering sheet for all suppliers together, change “Supplier” field to “All” and press print button. If you don’t have the standard printer facility, press “Print As Receipt” button to print through receipt printer as a receipt.

## Business analysis

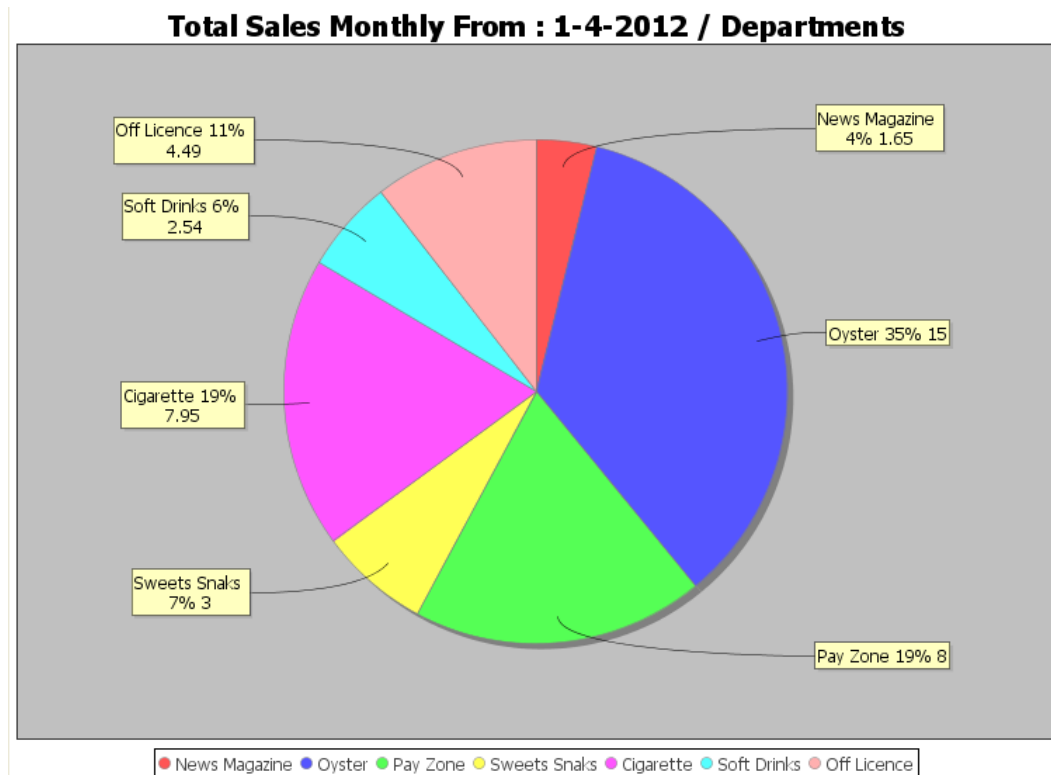
Press “Business Analysis” button from main menu to reach business analysis screen. Here you can analyze your historical sale data.

**EPOS Suite Business Analysis**

**Selection Panel**

Monthly Sales By Department - Pie Chart

**Generate**      **EPOS Suite**      **Exit**



## Creating promotional offers (Mix and Match)

The system allows retailer to setup promotions with unlimited products. To go to mix and match screen. Go to “Manager Function” screen from main menu screen. Then press “Mix and Match” button. The Mix and Match screen will appear as shown below.

### Mix and Match

Offer ID

Name

No of Groups

0

Activate

Yes

New

Save

Find

Delete

Clear

Close

Group

Amount

0.00

Required Qty

0

Amount Type

Amount

Save

Delete

Product

Group No

Add

Remove

| OfferID | Name |
|---------|------|
|---------|------|

| Barcode | Description | Group |
|---------|-------------|-------|
|---------|-------------|-------|

Before you create an offer, you must understand what is the product groups and dividing total amount between groups and the field called “Amount Type”. In a promotional offer, all the items prefixed by “Any” are fallen under same group. For example we look an offer called “Any coke or coke diet or coke zero bottles 2 for 2.00”. This offer means if buy any 2 of these bottles, the cost will be 2.00. Here all of the bottles are falling under same group. Another example “Any of



coke bottles and any of chocolates for 1.50". This offer says if you choose a coke bottle (regular or diet or zero) and any chocolate (eg mars or snikers or twix or etc), the cost will be 1.50. Here all the coke bottles falling under one group, and all the chocolates falling under another group. So two groups are involving here. When you create the offer, first you must create the group, and then you must specify the required quantity of any item included in that group, then you must specify the amount (the dividend amount for that group from total amount) should be charged to that group. And finally you must add the products to relevant group.

When more than one group involves in an offer, you may need to divide the offer prices between groups. Let say an example, "Any bottle of drink and any of chocolate is 1.50". So here two groups are involving. First group is for drink and second group is for chocolate. So you need to divide 1.50 between 2 groups. Here you can assign 1.00 for drink and 0.50 for chocolate. Then you must assign these amounts to groups through "Amount" textbox.

Next you must understand the field called "Amount Type". The "amount type" field decides, how the value specified in "Amount" field should be treated. The amount type field has 4 selections. Those are "Amount", "% Of Unit Price", "Off" and "% Off". If the selection is "Amount", the value specified in "Amount" textbox is treated just as an amount for that group (eg- if the value in amount textbox is 1.00 and required quantity is 2. And let say 1.09 priced coke bottle is added to this group. If you scan 2 coke bottles in checkout screen, only 1.00 will be charged for that two coke bottles and rest 1.18 will be deducted from invoice sub total). If the selection is "% Of Unit Price", the value is treated as % value of each single items' unit price (eg- if the value is 75.00 and required quantity is 2. And let say 1.00 priced coke bottle is added to this group. If you scan 2 coke bottles in checkout screen, 1.50 will be charged for that two coke bottles and rest 0.50 will be deducted from invoice sub total). So value should be between 0 – 100. If the selection is "Off", the value will be deducted from sub total while process offer (eg- if the value in amount textbox is 1.00 and required quantity is 2. And let say 1.09 priced coke bottle is added to this group. If you scan 2 coke bottles in checkout screen, only 1.18 will be charged for that two coke bottles and the value 1.00 will be deducted from invoice sub total). If the selection is "% Off", the value is treated as % deduction of each single items' unit price (eg- if the value is 35.00 and required quantity is 2. And let say 1.00 priced coke bottle is added to this group. If you scan 2 coke bottles in checkout screen, 1.40 will be charged for that two coke bottles and rest 0.60 will be deducted from invoice sub total). So value should be between 0 – 100.

## Creating an offer

It is better to explain how to create an offer, using some examples.

Eg1 - Any of beer cans (Foster, Stella, Heineken, Carlsburg, Carling) 6 for 5.00

Now press “New” button. A new id will be generated and displayed in offer id textbox.

Now specify an offer name. The name should short. It will printed in receipt.

Here we need only one group. So touch or click “No Of Groups” textbox. A keypad will be displayed. Type 1 and enter.

Leave the “Activate” field to “Yes”

Now press save button. Now the offer will be created. In next step, we need to create the group.

In the “Group” drop down list, the group number starting from 1 – n (n = number of groups) will be listed. In this case only “1” will be listed in that drop down list.

Touch or click the “Group” drop down list and select the group number.

Here required quantity is 6. So touch or click “Required Qty” textbox. A keypad will be displayed. Type 6 and enter.

Now the amount is fixed and it is 5.00. So touch or click “Amount” textbox. A keypad will be displayed. Type 500 and enter.

In the “Amount Type” drop down list, select “Amount”.

Now press save group button. The group will be saved. In next step we need to add products for group.

Now select the group number from “Group No” drop down list. In this case only “1” will be listed in that drop down list.

Now touch the “Product” textbox. The curser will set to that textbox. Now scan any beer can. The name will be displayed in screen.

Now press “Add” button. The product will be added to that group. In same way, add other products as well.

Now the offer is completely created.

Eg2 – Any Sandwich and any can of drink and any chocolate is 2.50

Now press “New” button. A new id will be generated and displayed in offer id textbox.

Now specify an offer name.

Here we need 3 groups. One for sandwich, and one for drink and one for chocolate So touch or click “No Of Groups” textbox. A keypad will be displayed. Type 3 and enter.

Leave the “Activate” field to “Yes”

Now press save button. Now the offer will be created. In next step, we need to create the group.

Before that we need to divide the total offer amount 2.50 between groups. Assume we going to assign 1.50 for sandwich group, 0.50 for drink group and 0.50 for chocolate group.

In the “Group” drop down list, the group number starting from 1 – n (n = number of groups) will be listed. In this case “1”, “2” and “3” will be listed in that drop down list.

Touch or click the “Group” drop down list and select the group number 1.

Here required quantity for group number one is 1. So touch or click “Required Qty” textbox. A keypad will be displayed. Type 1 and enter.

Now the divided amount is fixed and it is 1.50. So touch or click “Amount” textbox. A keypad will be displayed. Type 150 and enter.

In the “Amount Type” drop down list, select “Amount”.

Now press save group button. The group 1 will be saved. In next step we need to add products for group.

Now select the group number 1 from “Group No” drop down list.

Now touch the “Product” textbox. The curser will set to that textbox. Now scan any sandwich. The name will be displayed in screen.

Now press “Add” button. The product will be added to that group. In same way, add other sandwiches as well.

Now touch or click the “Group” drop down list and select the group number 2.

Here required quantity for group number two is 1. So touch or click "Required Qty" textbox. A keypad will be displayed. Type 1 and enter.

Now the divided amount is fixed and it is 0.50. So touch or click "Amount" textbox. A keypad will be displayed. Type 50 and enter.

In the "Amount Type" drop down list, select "Amount".

Now press save group button. The group 2 will be saved. In next step we need to add products for group.

Now select the group number 2 from "Group No" drop down list.

Now touch the "Product" textbox. The curser will set to that textbox. Now scan any can of drink. The name will be displayed in screen.

Now press "Add" button. The product will be added to that group. In same way, add other can drinks as well.

Now touch or click the "Group" drop down list and select the group number 3.

Here required quantity for group number three is 1. So touch or click "Required Qty" textbox. A keypad will be displayed. Type 1 and enter.

Now the divided amount is fixed and it is 0.50. So touch or click "Amount" textbox. A keypad will be displayed. Type 50 and enter.

In the "Amount Type" drop down list, select "Amount".

Now press save group button. The group 3 will be saved. In next step we need to add products for group.

Now select the group number 3 from "Group No" drop down list.

Now touch the "Product" textbox. The curser will set to that textbox. Now scan any chocolate. The name will be displayed in screen.

Now press "Add" button. The product will be added to that group. In same way, add other chocolates as well.

Now the offer is completely created.

Eg3 - Buy Any 2L bottle drink and get any 500ml bottle drink free.

Now press “New” button. A new id will be generated and displayed in offer id textbox.

Now specify an offer name.

Here we need 2 groups. So touch or click “No Of Groups” textbox. A keypad will be displayed. Type 2 and enter.

Leave the “Activate” field to “Yes”

Now press save button. Now the offer will be created. In next step, we need to create the group.

In the “Group” drop down list, the group number starting from 1 – n (n = number of groups) will be listed. In this case “1” and “2” will be listed in that drop down list.

Touch or click the “Group” drop down list and select the group number 1.

Here required quantity for group number one is 1. So touch or click “Required Qty” textbox. A keypad will be displayed. Type 1 and enter.

Now the amount is the actual price of any 2L drink. So touch or click “Amount” textbox. A keypad will be displayed. Type 10000 and enter (it is for 100.00%).

In the “Amount Type” drop down list, select “% Of Unit Price”.

Now press save group button. The group will be saved. In next step we need to add products for group.

Now select the group number 1 from “Group No” drop down list. In this case “1” and “2” will be listed in that drop down list.

Now touch the “Product” textbox. The curser will set to that textbox. Now scan any 2L bottle drink. The name will be displayed in screen.

Now press “Add” button. The product will be added to that group. In same way, add other 2L drinks as well.

Now touch or click the “Group” drop down list and select the group number 2.

Here required quantity for group number two is 1. So touch or click “Required Qty” textbox. A keypad will be displayed. Type 1 and enter.

Now the amount is 0.00, because we going to give 500ml bottle free. So touch or click “Amount” textbox. A keypad will be displayed. Type 0 and enter.

In the “Amount Type” drop down list, select “Amount”.

Now press save group button. The group will be saved. In next step we need to add products for group.

Now select the group number 2 from “Group No” drop down list. In this case “1” and “2” will be listed in that drop down list.

Now touch the “Product” textbox. The curser will set to that textbox. Now scan any 500ml bottle drink. The name will be displayed in screen.

Now press “Add” button. The product will be added to that group. In same way, add other 500ml drinks as well.

Now the offer is completely created.

Eg4 - Buy any 500ml drink of 5 quantity and get 2.00 off.

Now press “New” button. A new id will be generated and displayed in offer id textbox.

Now specify an offer name.

Here we need only one group. So touch or click “No Of Groups” textbox. A keypad will be displayed. Type 1 and enter.

Leave the “Activate” field to “Yes”

Now press save button. Now the offer will be created. In next step, we need to create the group.

In the “Group” drop down list, the group number starting from 1 – n (n = number of groups) will be listed. In this case only “1” will be listed in that drop down list.

Touch or click the “Group” drop down list and select the group number.

Here required quantity is 5. So touch or click “Required Qty” textbox. A keypad will be displayed. Type 6 and enter.

Now the off amount is fixed and it is 2.00. So touch or click “Amount” textbox. A keypad will be displayed. Type 200 and enter.

In the “Amount Type” drop down list, select “Off”.

Now press save group button. The group will be saved. In next step we need to add products for group.

Now select the group number from “Group No” drop down list. In this case only “1” will be listed in that drop down list.

Now touch the “Product” textbox. The curser will set to that textbox. Now scan any 500ml drink. The name will be displayed in screen.

Now press “Add” button. The product will be added to that group. In same way, add other 500ml drinks as well.

Now the offer is completely created.

## Finding and editing an offer

You can search an offer by its name, or barcode of any item included by this offer. To find any offer by its name, type few characters of the offer name and press find button. The system will display related offers in the table in left bottom side. If you touch or click any record, the offer details will be loaded into relevant textboxes. And the items included in that offer are listed in the table in right bottom side. Then you can do necessary changes in that offer. If you change name or number of groups or activate fields, you must press save button. To find any offer by barcode of, any item included by the offer, touch or click barcode textbox then the cursor will set to that text. Now scan barcode into that textbox and press find button. The system will display related offers in the table in left bottom side.

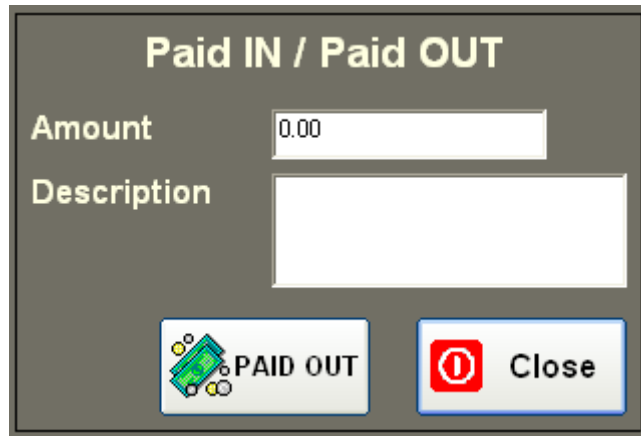
If you need to deactivate (offer end) an offer, change the activate field to “No”. and press save button.

Please note :- If you include same product in more than one offer, the system may confuse, in which offer the item should be included. So you may need to process the offer one by one in checkout screen. Look at example below.

Eg- let say you have offers “500ml coke bottle 2 for 2.00”, “Any 500ml bottle and chocolate 1.50”. And customer buying two coke bottles one sprite bottle and a chocolate. If system includes the coke bottle in “Any 500ml bottle and chocolate 1.50” offer, the customer will miss “500ml coke bottle 2 for 2.00” offer. To resolve this problem first scan sprite bottle and chocolate and press “Net Total” button, the first offer will be processed. Then scan two coke bottles, then again press net total button. The second offer also will be processed. Please note, that only when you press net total button, the offers are processed in checkout screen.

## Paying out the money

To payout the money for any invoices or salary or etc, go to manager functions screen and press “Paid Out” button. A screen called “Paid In/Paid Out” will appear as shown below.

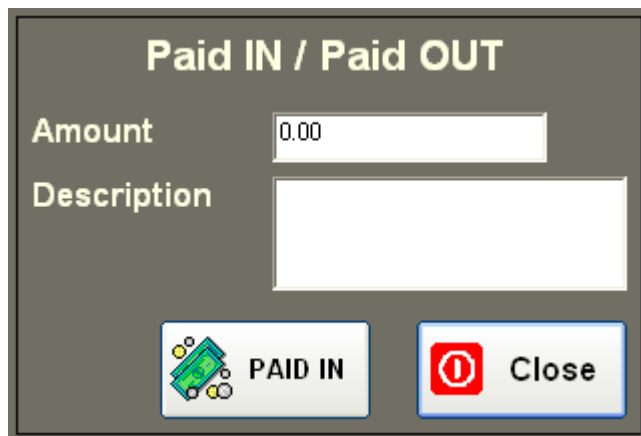


The screenshot shows a mobile application interface titled "Paid IN / Paid OUT". It features two input fields: "Amount" with the value "0.00" and "Description" which is empty. At the bottom, there are two buttons: "PAID OUT" with a green bill icon and "Close" with a red stop icon.

Touch or press “Amount” textbox, the small keypad will appear. Type the amount and press enter, and type the reason of paying out money, in the “Description” textbox. And now press “Paid Out” button.

## Paying in the money

To pay in the money, go to manager functions screen and press “Paid In” button. A screen called “Paid In/Paid Out” will appear as shown below.



The screenshot shows a mobile application interface titled "Paid IN / Paid OUT". It features two input fields: "Amount" with the value "0.00" and "Description" which is empty. At the bottom, there are two buttons: "PAID IN" with a green bill icon and "Close" with a red stop icon.

Touch or press “Amount” textbox, the small keypad will appear. Type the amount and press enter, and type the reason of paying in money, in the “Description” textbox. And now press “Paid In” button.



## Customer management

The system has the feature to record customers' details and supports to loyalty cards. The system can track the purchase activities of customer and can produce analysis charts. To go to customer management screen press "Customer" button from main menu screen. The screen will appear as shown below.

The screenshot displays a software interface titled "Customer". It features several input fields for customer information: Customer ID, Email, First Name, Telephone, Sur Name, Address, Credit Limit, Credit, and Barcode. To the right of these fields are three buttons: "LAY/PAID HISTORY", "SET CUSTOMER", and "PAID IN". Below the input fields is a row of six action buttons: "New" (with a document icon), "Save" (with a floppy disk icon), "Find" (with a magnifying glass icon), "Delete" (with a trash can icon), "Clear" (with a computer monitor icon), and "Close" (with a red stop sign icon). At the bottom of the screen is a table with columns for ID, First Name, Sur Name, Address, Email, and Tel. The table is currently empty, showing only the header row.

| ID | First Name | Sur Name | Address | Email | Tel |
|----|------------|----------|---------|-------|-----|
|----|------------|----------|---------|-------|-----|

To add new customer, press "New" button. The system will generate new ID and will display in "Customer ID" textbox. Enter the basic details in relevant textboxes and press "Save" button. Here barcode, email, telephone and address are optional. But these are necessary, if you provide loyalty card for customers. The "Credit Limit" identifies, how much maximum money, the customer can owe to the shop. This field affects the layaway feature in checkout screen. You cannot modify the "Credit" textbox. This textbox displays how much money, the customer owe to the shop so far.

You can find the customer details in two ways. If you scan the barcode of the loyalty card, system will display the customer details in relevant textboxes. The next way is, type few characters of first name or last name or address in related textboxes and press "Find" button. The system will display matched customer

records in table below. Touch or click required record in the table. The customer's details will loaded in relevant textboxes.

To edit the customer's details, find and load the customer's details in relevant textboxes as explained earlier. Then edit required fields and press "Save" button. To delete a customer's details, find and load the customer's details in relevant textboxes as explained earlier. And then press "Delete" button.

If the customer would like to pay the money that he owed to the shop, it can be done through this Customer screen. To do this, find and load the customer's details in relevant textboxes as explained earlier. Then press the "Paid In" button. The small keypad will appear on screen. Type the amount that he would like to pay, and then press enter. The system will update the payment and will display any remain owe amount in "Credit" textbox.

The system supports the customer loyalty card. Current version of the software only supports to barcode feature in the card not magnetic reading or any other technologies. To avoid conflicts with current retail barcode types such as EAN 13 and UPC -A, the card must contain at least minimum 16 digit of barcode.

## Managing staffs

The system provides all necessary functionalities to manage the staff details and their permissions on the system. To reach the staff management screen, press “Staff Management” button from the manager functions screen. Now “Staff Management” screen will appear as shown below.

### Staff

|              |                      |           |                      |
|--------------|----------------------|-----------|----------------------|
| Staff ID     | <input type="text"/> | Email     | <input type="text"/> |
| First Name   | <input type="text"/> | Telephone | <input type="text"/> |
| Sur Name     | <input type="text"/> | Address   | <input type="text"/> |
| Display Name | <input type="text"/> |           |                      |
| Salary       | <input type="text"/> | Password  | <input type="text"/> |
| Username     | <input type="text"/> | Confirm   | <input type="text"/> |

 **New**  **Save**  **Find**  **Clear**  **Delete**  **Close**

| ID | FirstName | SurName | DisplayName | Address | Email | Telephone | Username | Salary |
|----|-----------|---------|-------------|---------|-------|-----------|----------|--------|
|----|-----------|---------|-------------|---------|-------|-----------|----------|--------|

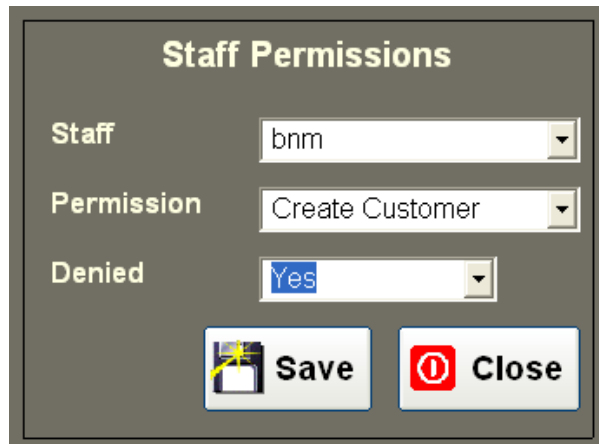
To add new staff, press “New” button. The system will generate new ID and will display in “Staff ID” textbox. Enter the basic details in relevant textboxes and press “Save” button. Here email is optional field. Both display name and user name are unique for each staff. The username is used to login into system and the display name is used to display the staff name on pole display, receipt and on reports and so on.

You can find the staff details by type few characters of first name or last name or address in related textboxes and press “Find” button. The system will display matched staffs records in table below. Touch or click required record in the table. The staff’s details will loaded in relevant textboxes.

To edit the staff's details, find and load the staff's details in relevant textboxes as explained earlier. Then edit required fields and press "Save" button. To delete a staff's details, find and load the staff's details in relevant textboxes as explained earlier. And then press "Delete" button.

## Restricting permissions to staff

The system supports to do restriction for each staff on the system. It can be done by "Staff Permission" screen. To go to this screen, press "Staff" button from manager function screen. The "Staff Permission" screen will appear as shown below.

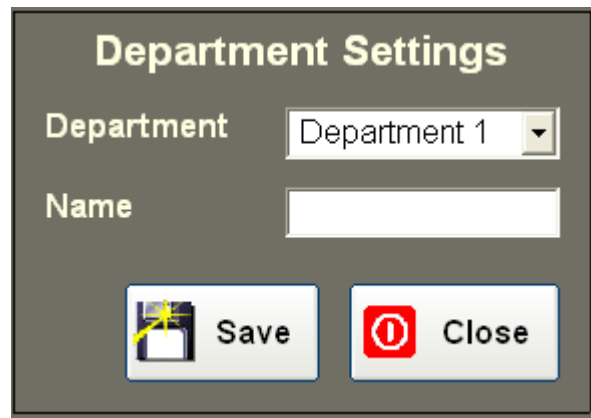


The screenshot shows a window titled "Staff Permissions". Inside the window, there are three dropdown menus. The first is labeled "Staff" and has "bnm" selected. The second is labeled "Permission" and has "Create Customer" selected. The third is labeled "Denied" and has "Yes" selected. At the bottom of the window, there are two buttons: "Save" with a floppy disk icon and "Close" with a red stop sign icon.

In this screen, the "Staff" combo box displays all staffs' names as a list. And "Permission" combo box displays all the supported permissions on this system, as a list. To deny a permission to a staff, select staff's name from the staff list and select permission from the permission list and change "Denied" field to "Yes". And then press "Save" button. To release a denied permission to a staff, select staff's name from the staff list and select permission from the permission list and change "Denied" field to "No". And then press "Save" button.

## Department settings

The system supports 25 departments. The system assigned 25 default names for each 25 departments. You can use those names if you wish to use them. Or you can assign different name for required departments through “Department Settings” screen. To go to department settings screen, press “Department Settings” button from manager function screen. The “Department Settings” screen will appear as shown below.



The screenshot shows a window titled "Department Settings". Inside the window, there are two labels: "Department" and "Name". The "Department" label is next to a dropdown menu that currently shows "Department 1". The "Name" label is next to an empty text input field. At the bottom of the window, there are two buttons: "Save" with a floppy disk icon and "Close" with a red stop sign icon.

From this screen, select the department from drop down list, and enter the name in “Name” textbox and press “Save” button. Now you must close and open the application again to evaluate the name change.

## Currency note settings

The system supports 4 currency note buttons in checkout screen, the currency note button is set to the value of any currency note (eg- 50 for 50 pound note or 50 dollar note). So if any customer give that specific currency note (you don't need to type the amount of that currency note), you just need to press that button for add amount to cash payment in checkout screen. The system assigned 50, 20, 10 and 5 as default values to currency note buttons. But the user can change these values and the name of currency note buttons through "Currency Settings" screen. To go to currency settings screen, press "Currency Settings" button from manager function screen. The "Currency Settings" screen will appear as shown below.

The image shows a "Currency Settings" dialog box with a dark gray background. At the top, the title "Currency Settings" is displayed in a bold, yellow font. Below the title, there are three labels: "Currency", "Description", and "Value". The "Currency" label is followed by a dropdown menu showing "Currency 1". The "Description" and "Value" labels are followed by empty text input boxes. At the bottom of the dialog, there are two buttons: "Save" with a yellow star icon and "Close" with a red stop icon.

Here "Currency" drop down list identify the button among 4 buttons. "Description" identify the name of currency note (eg £50 or \$20). And "Value" identifies the value (eg 50, 20). To customize the currency note button, select the button from drop down list, enter the name in description textbox, and enter the value in value textbox and press "Save" button.

# Appendix A

## Receipt Printer Control Codes to Open Cash Drawers

| Model Number                                    | Operation Mode | Open drawer #1  | Open drawer #2  | Full cut | Partial cut |
|---|----------------|-----------------|-----------------|----------|-------------|
| Citizen CBM-210<br>Citizen CBM-220              | CBM            | 7               | .               | .        | .           |
| Citizen CBM-230                                 | ESC-POS        | 27,112,0,50,250 | 27,112,1,50,250 | .        | .           |
| Citizen CBM-231                                 | ESC-POS        | 27,112,0,50,250 | 27,112,1,50,250 | 27,105   | 27,109      |
| Citizen CBM-232                                 | ESC-POS        | 27,112,0,50,250 | 27,112,1,50,250 | .        | .           |
| Citizen CBM-233                                 | ESC-POS        | 27,112,0,50,250 | 27,112,1,50,250 | 27,105   | 27,109      |
| Citizen CBM-253                                 | ESC-POS        | 27,112,0,50,250 | 27,112,1,50,250 | 27,105   | .           |
| Citizen CBM-262                                 | ESC-POS        | 27,112,0,50,250 | 27,112,1,50,250 | 27,105   | 27,109      |
| Citizen CBM-291<br>Citizen CBM-293              | ESC-POS        | .               | .               | 27,105   | 27,109      |
| Citizen CBM-1000                                | ESC-POS        | 27,112,0,50,250 | .               | .        | .           |
| Citizen iDP-460                                 | CBM            | 7               | .               | .        | 27,109      |
| Citizen iDP-3210                                | ESC-POS        | 27,112,0,50,250 | 27,112,1,50,250 | 27,105   | 27,109      |
| Citizen iDP-3240                                | ESC-POS        | 27,112,0,50,250 | 27,112,1,50,250 | .        | 27,109      |
| Citizen iDP-3310<br>Citizen iDP-3410<br>Citizen | ESC-POS        | 7<br>or<br>7,27 | .               | .        | .           |

|  |         |                 |                 |        |        |
|--|---------|-----------------|-----------------|--------|--------|
| iDP-3420<br>Citizen<br>iDP-3421<br>Citizen<br>iDP-3423<br>Citizen<br>iDP-3530<br>Citizen<br>iDP-3535<br>Citizen<br>iDP-3540<br>Citizen<br>iDP-3541<br>Citizen<br>iDP-3545<br>Citizen<br>iDP-3546<br>Citizen<br>iDP-3550<br>Citizen<br>iDP-3551 |         |                 |                 |        |        |
| Citizen<br>CBM-1000<br>Citizen<br>CBM-1000 II  | ESC-POS | 27,112,0,50,250 | 27,112,1,50,250 | .      | 27,109 |
| Citizen<br>PPU-231   | ESC-POS | .               | .               | 27,105 | 27,109 |

| Manufacturer | Model                | Drawer Codes                             | Cutter Codes                      |
|--------------|----------------------|--|-----------------------------------|
| Axiom        | A715<br>A756<br>A794 | 27,112,0,48,251<br>OR<br>27,112,1,49,251 | 27,105 - Full<br>27,109 - Partial |
| Bixolon      | SRP-275              | 27,112,48,55,121                         | .                                 |
| Epson        | ?                    | 27,112,48,55,121                         | .                                 |
| Epson        | M51PD                | 27,112,0,25,250                          | .                                 |
| Epson        | TM-T60               | 27,112,32,25                             | .                                 |
| Epson        | TM-L60II             | 27,70,0,50,50                            | .                                 |
| Epson        | TM-T70               | 27,112,48,55,121                         | 27,109                            |
| Epson        | TM-T80P              | 27,112,0,25,250                          | .                                 |
| Epson        | T88iii<br>TM-U200D   | 27,112,0,25,250                          | 27,109                            |
| Epson        | T88iiiP              | 27,112,0,64,240                          | 27,109                            |



|        |                       |   |                                 |
|--------|-----------------------|---|---------------------------------|
|        | TM-U200D              |   |                                 |
| Epson  | TM-88IV               | 27,112,48,55,121                          | 27, 109                         |
| Epson  | TM-88V                | 27,112,48,55,121                          | .                               |
| Epson  | M188D                 | 27,112,48,55,121                          | 27,112,0, 5,250                 |
| Epson  | M192C                 | 27,112,48,55,121                          | 27,109                          |
| Epson  | TM-U200               | 27,112,0,25,250<br>OR<br>27,112,0,64,240  | .                               |
| Epson  | TM-U200B              | 27,112,48,25,250                          | .                               |
| Epson  | TM-U200D              | 27,112,0,64,240                           | .                               |
| Epson  | TM-U210PD<br>TM-U210D | 27,112,0,25,250                           | 27,112,0,75,250                 |
| Epson  | TM-U220A<br>TM-U220PD | 27,112,0,25,250<br>OR<br>27,112           | 27,112,0,75,250<br>OR<br>27,105 |
| Epson  | TM-U295               | 27,112,48,55,121                          | .                               |
| Epson  | ADP 300               | 27,112,0,25,250                           | .                               |
| Epson  | TM-300D               | 27,112,0,25,250                           | 27,105                          |
| Epson  | TM-U950P              | 27,112,0,50,250                           | .                               |
| Epson  | LX-300+               | 27,112,0,25,250<br>OR<br>27,112,48,55,121 | .                               |
| Epson  | TM-U300PD             | 27,112,0,25,250                           | .                               |
| Epson  | TM-U325D              | 27,112,0,25,250                           | .                               |
| Epson  | TM-U375               | 27,112,0,25,250                           | .                               |
| Epson  | M665A                 | 27,112,48,55,121                          | .                               |
| Epson  | TM-T883P              | 27,112,0,50,250                           | 27,109                          |
| Epson  | TM-U950P              | 27,112,0,50,250                           | .                               |
| Epson  | TM-H5000II            | 27,113,0,25,250<br>OR<br>27,25,247        | .                               |
| Epson  | TM-H6000              | 27,112,48,55,121                          | .                               |
| IBM    | 4610                  | 7   | .                               |
| IBM    | 4610                  | 27,112,0,50,250                           | 2,12                            |
| Ithaca | PcOS 51               | 27,112,0,25,250                           | .                               |
| Ithaca | PcOS 52               | 27,112,0,25,250                           | .                               |
| Ithaca | POSjet                | 27,112,0,25,250                           | .                               |
| Ithaca | 80 PLUS               | 27,120,1                                  | 27,118                          |
| Ithaca | SERIES 90             | 27,120,1                                  | .                               |
| Ithaca | 150                   | 27,120,1                                  | .                               |

|             |             |  |                    |
|-------------|-------------|--|--------------------|
| Ithaca      | POSjet 1000 | 27,120,1   | .                  |
| NCR         | 7167        | Drawer #1<br>27,112,0,55<br>Drawer #2<br>27,112,1,55 | 27, 105<br>27, 109 |
| Olivetti    | PRT-100     | 27,112,0,25,250                                      | 27,12,0,25,250     |
| POS-X       | XR-200      | 27,112,0,25,250                                      | 27,105             |
| POS-X       | XR-500      | 27,112,0,25,250                                      | 27,105             |
| Posiflex    | CR 4200     | 27,112,80,25,250<br>OR<br>27,112,0,25,250            | .                  |
| Posiflex    | AURA 5600   | 27,112,0,25,250<br>or<br>27,112,80,25,250            | .                  |
| Posiflex    | PP6000/7000 | 27,112,0,25,250                                      | .                  |
| Samsung     | STP 131     | 27,112,0,48,50                                       | .                  |
| Samsung     | SRP 270     | 27,112,0,25,250<br>OR<br>27,112,0,60,240             | .                  |
| Samsung     | SRP 270A    | 27,112,0,64,240                                      | .                  |
| Samsung     | SRP 270     | 27,112,48,55,121                                     | 27,109,0,25,250    |
| Samsung     | SRP 350     | 27,110,0,25,250                                      | .                  |
| Star        | All?        | 27,7,11,55,7   | .                  |
| Star        | TSP 100     | 7  | 27,100             |
| Star        | SP212       | 27,7,11,55,7   | .                  |
| Star        | TSP200      | 27,7,11,55,7   | 27,100,48          |
| Star        | SP500       | 27,122,49,7<br>OR<br>27,7,11,55,7                    | 27,100,48          |
| Star        | TSP-600     | 7<br>OR<br>27,7,10,50,7                              | 27,100,51          |
| Star        | TSP-700     | 27,07,11,55,07                                       | 27,100,51          |
| Star        | SP2000      | 27,122,49,7  | 27,100,48          |
| TEC         | RKP300      | 27,112,0,100,250                                     | 27,105             |
| TEC         | TRST-53     | 27,112,0,100,250                                     | 27,105             |
| Toshiba     | SX2100      | 27,112,32,55,255                                     | .                  |
| TOSHIBA TEC | DRJST-51    | 27,112,0,100,250                                     | 27,105             |
| Unisys      | EF4272      | 27,112,0,100,250                                     | .                  |
| WASP        | WTP-100     | 27,112,49,48,48                                      | 27,105             |

|         |      |   |    |
|---------|------|---|----|
| WESTREX | 4200 | 7 | 20 |
|---------|------|---|----|