P.O.S system quick start guide

for BMO offline POS client version 2437XX onwards
guide version 200314

www.bizcloud.asia | www.posmarket.com.my

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What is in this Guide?

This BMO Point of Sales Guide will help you quickly start to use the BMO Point of Sales Offline System, and helps you to explore the power of computerized system.

How this User Guide Help?

This BMO Point Of Sale user guide will provide guidance with samples, scenarios, procedures and graphic to help user master the BMO Point Of Sale system in a short period.
We have provide another quick and easy way for user to find help, users can access our POSMarket website for more details online guide.
Online User Guide - Please refer to Wiki Guide at http://posmarket.com.my.

Frequently Used Terms

Transaction	A process of purchase items in Point Of Sales System
Customer contact	Customer contact details
Receipt list	A list of receipt or transaction records

Getting the software

You can get the POS software from www.posmarket.com.my or visit our web site at http://bizcloud.asia. The software comes with 30 days full trial. Within the 30 days trial, you will be able to use the full software online and offline. After you have downloaded the software, please follow the instructions below to get started.

Create an online account

After the installation you will need to register an account at POS Market by accessing the website http://www.posmarket.com.my

1. Click to Login / Register
2. Enter your details in the register form.
3. Activate your account by clicking on the activation link in the activation email that send by POS Market.
4. If you have made the purchase, please continue to register the software by clicking register.
5. Any questions please contact us.

Installation

Installation of dot Net Framework

The POS client run on dot NET environment. Therefore, we need to install dot NET framework 4 for the POS software to work.

1. Go Under POS Drivers, POS Market Download Page. Microsoft .NET Framework 4 (Web Installer) and click "Visit Website". Alternatively you can go to dot NET Framework website directly.
2. Click “download”.

3. Click “Run” when security warning appear.
4. Then, Tick “I have read and accept the license terms” and click “Install”
5. At this stage the .Net Framework installation is complete.

Installation of SQLite Framework

The POS client uses SQLite as database engine.

1. Go to POS Market Download Page. Click “Downloads” at the top navigation menu. Under POS Drivers, choose SQLite Framework 4.0 and click download. Save the file.
2. When the security warning appear click “Run”
3. Then Welcome screen will appear click “Next”
4. Save the file and click “Next”
5. Choose “Full installation and click “Next”
6. Continue by clicking “Next”
7. Choose “Generate native images for the assemblies and install the images in the native image cache.” and click “Next”
8. The last step click “Install”.

Installation of Thumbprint Reader

The POS client supports thumbprint reader for login, attendance and authentication.

1. Go to POS Market download page,
2. Download the U.are.U 4500 Thumbprint Reader
3. Unzip the file.
4. Find the install executable and execute it.
5. Follow the instructions.

Installation of BMO client (POS software)

1. Visit www.postmarket.com.my to download the latest version of the software.
2. If you have any older version, please update the software for additional features or bug fix.
3. Download BMO offline terminal with the latest version
4. Unzip the folder, then double-click on setup.
5. Run the setup.exe, if an error messages prompts you to install.Net Framework 4 in your computer, please install it first before you installing BMO Offline POS Terminal.
6. After .NET Framework is installed, please run the POS setup exe file
7. After verifying, click “Install”. The application will prompt you to begin the installation process.
8. Once the BMO offline POS Terminal has been installed completely, click “OK” until proceed to the setting window.
9. Fill in all the information on the left, after finish filling it click “Apply”.
10. You can use the full software for 30 days.
11. After that must purchase our offline POS Terminal software before you can continue using the application. Otherwise, you will not be able to activate successfully. After clicking "OK", you will be returned to the main POS Client login window
12. f you have paid for the offline POS Terminal prior setup, the software will be activated successfully and shows the message below instead.
13. Fill in your username and password, then click login

Software Activation

You have 30 days full trial, if expired, you may not able to log into the BMO Offline POS. please provide us the activation code and made the payment. Once the payment confirmation is verified, we will activate the software for you, then you will just have to click activate button to get it activated.
Every activation code of the software is only valid for the same computer. If you plan to use multi-stations system please purchase licenses for each computer.

Update BMO Offline POS

We will always update, enhanced and improved our BMO Offline POS to meet the needs and requirement of customer. User can get the free upgrade version through our website at POSMarket.com.my. If user encounter any error, try download and update the latest software in POSMarket website, if the problem could not fix, try calling our customer support at 1300 73 7389.

1. Backup all your data, normally, copying the whole c:\BMO folder will contain all your data.
2. Uninstall the BMO POS client at remove software
3. Then reinstall the latest version downloaded from the http://posmarket.com.my
4. Please contact us if you have any problems.

Check Software Version

1. Start the POS Client Software.
2. On the top left of the client, below POS Client Login, it show “Last sync : mm/dd/yyyy 4:43:19 PM 2.4.3.415”.
3. “2.4.3.415” represent the current software version.
4. Alternatively, you can login to POS client and click “Info” button.

Initial POS Configuration

Initially, users are required to do some simple setting in POS Offline System before using it. Click Setting button to insert the user information.

1. At this point, you had registered an account online, and are able to login to the online account using your admin username and password.

Setting folder	Default is C:\BMO
Database folder	Default is C:\BMO, if you use multi-stations, this database folder will be the centralize database folder
Company id	Login online, go to company info, find the company id.
Company code	At the company info, you will found the company code, it is the same through out the whole branches.
Admin username	The root admin that you registered
Admin Password	The root admin password.
Branch ID	Click branches button at company info, the found the branch ID.
Next receipt No	Decide the next integer for the receipt.
Prefix	The prefix for receipt, can use alphanumeric
API Key	Can be found in company info page

Currency	Indicate your currency

After that, make the save. Please make sure you have internet connected for initial data synchronization.

Operating POS system

Make Cash sales

1. Simply select the item and make cash sales
2. There is an exact payment shortcut button if necessary
3. Cash sales amount will be entered to petty cash
4. The petty cash can then be checked out, or checked in

Make partial payment

1. If your customer make a partial payment, you can enter it to the tendered amount accordingly then click order.
2. For next payment, click the calculator icon beside tendered text box to enter the amount.
3. You can do this a few times until the exact amount has been paid

Make order

1. When order is made, you can print the receipt without payment.
2. This is suitable for Food and Beverage flow.
3. When the customer wants to make payment, you may key in the receipt no at “Receipt” text box. If the system found multiple receipts, it will pop up a screen for you to choose the correct one.
4. You can select the receipt from receipt form too. Click the receipt button, find the receipt and then click “make payment/open”

Find a receipt

1. At any time, click the receipt button to open receipt form.
2. Filter the receipt accordingly, then click “Make payment/open” to open the receipt for further action.
3. You can print the receipt again too.
4. The filtered receipt can be send to report printer by clicking the various report buttons beside the receipt filter.

Split pay

1. Firstly you start by making an order.
2. After a moment, assume the customer want to make payment for each person.
3. Then there is a need to make split payment, you can check the item and then click “Split pay”. Key in the tendered amount into the text box and it shows amount to change.
4. The order will be complete once the payment is done.

Service by

1. If you have multiple items serviced by different people, then you may want to indicate the service personnel at the item list.
2. Select the item row, and click the service by column, a box will pop up for you to choose the employee that serve the customer.

3. You can view the service by report at receipt form.

Tables / order

1. Most F&B (food and beverage) cafe needs to setup table layout, you can do so by clicking the layout button at POS screen.
2. Then you can select the table to retrieve a receipt
3. Also, you can add “PAX” at the text box which normally refer to how many people are in the table

Void receipt

1. Open the receipt form, find the receipt you want to void.
2. Select it and click void.
3. The item quantity will return to inventory if you need.
4. The payment will checked out from petty cash as well.

Return or refund a receipt

1. Just void the receipt will do.

Return and re-open a receipt

1. Find the receipt, and open it.
2. Go to return tab and click re-open the receipt.
3. The receipt will void automatically and the re-copy all the items to the new receipt.
4. Then continue to make payment and close the new receipt.

Discount

1. You can perform discount at each item or for total receipt.
2. Permission setting can authorize an employee to perform discount or vice-verse.

Service charge

1. Service charge setting can be found at setting page.
2. Once set, it will perform service charge to the whole receipt.

Tax / GST / VAT

1. There are multiple tax type available, you can set it online or offline
2. You can check the report at receipt form

Exclusive Amount	The tax value will be added to the receipt after total amount.
Exclusive Percent	The tax value will be added to the receipt after total amount according to percentage.
Inclusive Amount	The tax value already included inside the amount of the item.
Inclusive Percent	The tax value already inside item price, using percentage.
Per Item	The tax value will be calculated by item.

Round up

1. By default the round up is to nearest 0.05
2. You may set the round up figure at setup.

Shortcut keys

F1	Info
F2	Order
F3	Exact
F4	Cash

Insert Warranty,Service,Pickup Date

1. Login Offline POS Terminal
2. Click “receipt info” tab.
3. Change the date in the appropriate field by clicking the action button (+1hour/+1day/-1hour/-1day)
4. Click “order” button after finish select items.

Setup Warranty,Service,Pickup Date for Category

1. Login Offline POS Terminal
2. Click “stock” button
3. Under the setup menu, click item category.
4. Select any item category available in the list.
5. Notice that on the right hand side, there are check boxes enable option for “Warranty Date”, “Service Date” and “Pickup Date” enable together with the days value.
6. Check the options that apply to the category and enter values.
7. Click “update” button.

Alert Pickup date

1. System will automatically alert when pickup date is 15 minutes approaching.
2. You can search for the dates within the receipt form.

Petty Cash Configuration

You will need to create 2 accounts code for Cash In and Cash Out. If you have more counters, you will need to create more account codes to separate each petty cash in and out.

1. Login to the online account with your registered username, password and company code.
2. Go to Ledger → Chart of Account → New Account Code.
3. Select 100000 - Petty Cash for the Parent Acc Code.
4. Create your own General Ledger Acc(numeric).
5. Key In Cash In at the Acc Description.
6. Choose Cash for Acc Type.
7. Click on Save button to save the new account code.
8. Click on New Acc Code for create another account code.
9. Repeat step 3 to step 7 to create an account code for Cash Out.
10. Change the Acc Description to Cash Out for cash out account code.
11. Go to P.O.S → POS Setting → Petty Cash setting for your HQ.
12. Click Add Petty Cash Account button.
13. Select Cash In acc code for Pay In, and Cash Out for Pay Out.
14. Save the setting.

After done the configuration part, login in to application with your username and password, and

do an initial synchronization by clicking on the Sync button. After the initial synchronization, restart the application.

Navigate in Point Of Sale Main Screen

Log into POS Point of Sale

1. Double click on the icon of BMO Offline POS (after done installation a BMO Offline POS icon will be created on desktop)
2. Enter your Username and Password to login. Your username and pasword are the same as during registration to POSMarket.
3. When you log into BMO Offline POS , the BMO Offline POS main screen is appeared.

On the main screen of your POS Offline System, there are buttons which have different functions.

Sync	Synchronize all information online. The admin then can view all data from web site by login to www.posmarket.com.my, also they can view full information via mobile phones or tablets.
Receipt	Show receipt lists, filter and receipt related reports.
Petty Cash	For cash in and cash out, use the operations here.
Contact	For contact database, memberships and etc.
Stock	For stock in, out, stock count, barcode and stock related functions.
PIN	Use for selling reload cards
Camera	Surveillance using web cam.
Credit	Coming soon.
Layout	Bird view of your outlet, suitable for restaurant.
ISMS	Send SMS to your contact database using http://iSMS.com.my API.
Info	Shows application details, version and permission setting.
Alert	Re-order alert, membership activation, expires and all other important information.
New	Clear the receipt information to start a new one.
Delete	Delete the item row
Status	For food and beverage usage. User can select such as take away or dine in. The order that send to kitchen will show the status.
Check All	Select all the items in the transaction list.
Split pay	Split the group bill for individual payment.
Order	Make order without payment. The receipt will be created but the payment will only be recorded after completing the receipt.
Other	The POS system accept other payment types such as vouchers, credit cards and etc.
Exact	For those customer who had pay the exact amount of the transaction.
Cash	Complete the transaction.

Shop icon	Preview layout of shop to choose a table
Pax	Number of people in this receipt
Contact button	Search customer using Name, Phone No, Custom Mem No, Member RefNo, Member Card Swipe.
Service By	Choose the employee servicing the customer
Grand total	Total price
Extra Disc	Give extra discount manually or using calculator.
Before Tax	Total price before tax
Srvc / Tax	Service charge, setting can be found at “Setting”
Round up	Total price after rounding
Tendered	Payment
Done Button	Done Button will display the total amount on the customer display
Print full	Print full receipt immediately, only for existing receipt
Print Item	Print items only, only for existing receipt
Category / home	For category navigation
Set button	Show item sets only

There are a few tabs for receipt operations.

Receipt info tab

Pickup date	Set date to pickup items
Warranty date	Set warranty date for purchased items
Service date	Set date to service

Return Tab

Void Button	Void a receipt if customers want to refund or return.
Re-open	Void and reopen a receipt
Copy	Copy current item list to a new receipt

Receive Deposit for an order

All receipt that is not paid in full is consider as deposit.

1. Open Offline POS Terminal, login with username and password
2. Select some item and add to order list.
3. Enter amount pay to the “tender” field
4. Click on “Order” button
5. Please make sure that the amount enter is not equal to or greater than the total amount of the order, else an message will pop up and request user to click on “Cash” Button.
6. Press “OK” to confirm the order.
7. Later you can retrieve the receipt to complete the payment.

Make Additional Payment on Unpaid Order / Deposit

1. Click “Receipt” button.
2. Search for the receipt that going to make payment.
3. There are many filter functions available, so user can enter the filter information and click “search” button.
4. Click the receipt and make sure the receipt information is displayed in bottom part.
5. Click the “make payment” button.
6. The system will be directed to the order list form together with the receipt information.
7. Now enter the total amount paid in tender field, you can use the calculator button to assist you.
8. Once the full payment receive, the receipt is done and cannot be edited.

Contacts

Add Contact

1. Login to BMO offline system.
2. Click on the “contact” button
3. Click the “new” button on the bottom
4. Enter the information in the general tab and also membership tab
5. user can set the credit limit of the particular contact by changing the value in limit field, (-1 indicate unlimited)
6. Click on the “save” button
7. New record will be displayed in the contact drop down list and also under the search table.

Edit Contact

1. Firstly, search for the contact through the contact table.
2. User can filter the search result by entering appropriate name, phone no and etc.
3. Click on the contact.
4. The contact information will be displayed in the relevant tab and the “update” button will be activated now.
5. Change the information in appropriate field or click on “Reset” Button to clear all the information in all text field.
6. Click on the update button.

Delete Contact

Delete contact function is not available in offline BMO system, therefore user are required to delete it in online POS website and sync it to offline POS terminal

1. Navigate to contact → contact list
2. Find the contact information
3. Click and expand the action list
4. Click on “del” link.
5. Now login to offline POS terminal and click “sync” button.

Search Contact from POS screen

1. Click “contact” button from POS screen
2. A list of existing customer information will be displayed under the search field.
3. Enter the filter information and click “search” button to find customer.

4. Click on the customer (highlighted) and the information will be displayed immediately

Search Contact from Contact form

1. Open contact form, fill in the information and click search.

Credit Limit

1. Click Contact button
2. Select a contact that you created. If you do not have any contact, create a contact first.
3. By default the limit field is -1, which means that your credit limit is unlimited.
4. Credit limit means that the debt limit they can reach.
5. You can set a credit limit by enter the credit limit amount, and then click save/update button to save/updates the changes.
6. If your current credit is exceeded limit that you set, the error is prompt when you order certain items that exceeded limit.

Prepaid Credit

Any contact can have prepaid credit. The prepaid credit is limited to offline station only.
Prepaid credit is assumed 1 credit to 1 dollar.

1. Click contact button
2. Select any contact that available.
3. Notice bottom left corner has a “credit limit” section, there is a field name “current prepaid credit”
4. The value indicate that particular customer prepaid credit balance.

Reload Prepaid Credit

1. You must have an item that supply prepaid credit to customers. So you must create that item for customer to purchase first.
2. Firstly, click on the “stock” button.
3. Check the new item check box and clear all the text field.
4. Enter new item information and remember to set some value in “reload credit” field.
5. Click “new item” button and save the record.
6. Now close the stock form and try to select the item created and add it into order.
7. Take note that user have to select contacts by clicking at the “contacts” button, else an message will pop up to request contacts information.
8. Enter paid amount in “tender” field and click “cash” button to confirm the order.
9. The “reload credit” amount will entered into the customer's prepaid credit.

Create prepaid credit item Online

1. login to online with proper username and password.
2. Navigate through item → item → new item
3. Fill in all the necessary field and make sure enter value to the reload credit field.
4. Click “save” button.
5. The item then synced down to the POS system when syncing process.

Use Prepaid Credit

1. Select some item in the order list.
2. Click on the “other” button.

3. Choose “prepaid credit” option in the drop down list.
4. Select the contact that going to use the prepaid credit from the list.
5. Enter the amount to pay
6. Click the “tick” button.
7. A new prepaid type item will be added in the order with negative price.
8. If the customer do not have enough prepaid credit, they can pay the balance with cash or other payment method. Click the calculator button beside the tender text box for assistance.
9. Once used, the prepaid credit is deducted.
10. Receipt paid with prepaid credit is not refundable.

Memberships

Memberships category can be created in either online or offline POS.

Create membership category offline

1. Login to Offline POS terminal
2. Click contact button.
3. Select setup → membership category on the top menu.
4. Click “new” button
5. enter new category name
6. Click “save” button.

Create membership category online

1. Login to www.posmarket.com.my
2. Navigate through membership → members → membership category
3. Fill in information to all necessary fields.
4. Click add button.
5. Take note that there are more information can be entered by user in online form

Delete Memberships Category.

1. Login to www.posmarket.com.my.
2. Navigate through membership → members → membership category.
3. Choose any membership category and click “delete” link that attached to the row.
4. All member in that particular category no longer holding any membership status.

Edit Membership category

1. Login to www.posmarket.com.my
2. Navigate through membership → members → membership category
3. Choose any membership category and click “delete” link that attached to the row.
4. Make changes to appropriate fields.
5. Click “update” button.

Employee commissions

The POS system is able to calculate 1 level of commissions to employee. We call it service by commission. You can decide which item will provide commission, and who is the employee that will get the commission.

Create Item with commissions

1. Login to Offline POS terminal.
2. Click “stock” button.
3. Check “new item” check box and select “yes” option to reset all text field.
4. Fill in all necessary field such as cost and name
5. make sure the “Sales Agent Comm” check box is checked, this check box is located at the bottom of the form.
6. Click “new item” button.

Update item with Commissions

1. Click “stock” button.
2. Select any item from the list and make sure the information of the stock is displayed to the form in left hand side.
3. Now check the “Sales Agent Comm” check box.
4. Click “update” button.

Set Employee Commission (offline)

You can only do the setting at HRM module. Therefore, we have to switch to HRM first.

1. Go to “setting”
2. Login with user name and password.
3. Navigate to “Login” tab
4. Check the “Human Resource Management Client” module.
5. Click apply and restart the POS system.
6. Login again with user and password.
7. Under the employee tab, click employee list.
8. Select any employee by clicking on the row, make sure the row is highlighted.
9. Click “Edit” Button.
10. Click “Agent commissions” tab.
11. Enter or edit the value in commissions field.
12. Click “save” button.

Set Employee Commissions (online)

1. Login to www.posmarket.com.my
2. Navigate through employee → employee list.
3. Choose any employee and expand the action tab.
4. Click the “edit” button on the same row.
5. Go to Agent commission tab
6. Change the value in the commission field.
7. Click save button.

Make Sales That Give Commissions

1. Login to offline POS terminal with username and password.
2. Select any item and add to the order list.
3. To add a service by information to a specific item, click on the “Serv By” field that corresponding to the item.
4. A list of employee will be displayed.
5. Click an employee name.
6. Make sure the item property is allow “sales agent comm” option and the selected employee commission rate is greater than zero.
7. Enter the tendered amount.

8. Click “cash” button and confirm the receipt.
9. The commission is calculated and you may view the report at receipt page.
10. Go to receipt, select the service by or service detail report.
11. You can print it or export it for further actions.

Vouchers

Type of Voucher

There are 2 type of voucher which is online voucher and offline voucher.
The property of the voucher can be configured in the online system

1. Admin –> permission setting –> group permission
2. Select the group of staff to change the permission by click on the “edit” link
3. Look for P.O.S → Point of Sales
4. Click the “+ menu” link
5. Search for POS Terminal and click on “+func” link.
6. Voucher become online voucher by checking on the “Voucher Online” option and un-checked the option to make the voucher to become localized to each offline BMO.

Online Voucher	The voucher will be considered used and immediately updated on the online POS even though user doesn't sync the information. This is perfect for multiple branches voucher share.
Offline Voucher	The Voucher can be used at the same time in different BMOs which have their own local database. The voucher will remain exist in the online POS if user doesn't sync it. The voucher is stored at local database, hence the voucher status is not updated online until synced.

How to create voucher

At the time of writing, the voucher can only be created in the online POS System

1. Create the voucher category
2. Create the Item with the voucher category
3. Receive the voucher with different serial number
4. Or generate the voucher with serial number

Voucher category

1. An item is a voucher when the item category stated that it is a voucher
2. Go to item → setup → item category at online
3. Click new category
4. Fill in the details of new category.
5. Then, tick the “POS Display” box and “Voucher” box.
6. You can set minimum usage condition for the voucher.
7. Click on the “Save” button.

Item with the Voucher Category

1. Go to item → item → new item at online
2. Fill all the detail of the new item and remember to select the category of the item to become the voucher category that has just created.
3. Click on the save button and notification will be pop up.

4. Another Form will be display and required to fill in the price and cost detail of the particular voucher.
5. Click on the save button again to insert the new record.

Receive Voucher

1. In order to create the voucher, you will need to have a list of voucher serial number. The serial number can be generated or “received” at online.
2. Go to item → item → item list at online.
3. Click the receive item link in the action column
4. Fill in all the necessary information such as quantity received, receive location and total cost.
5. Next user can either manually add the vouchers by using manually add or import from a CSV folder.
6. Click on the “add line” button and enter the serial number, user can enter multiple line at once.
7. Or click the choose file button, browse to the file and click OK.
8. Click save button and the vouchers information will be added in the POS.
9. all the voucher information can be used either in online or offline by perform synchronization.

To use the voucher

User can make payment by using voucher that are coming with valid serial number.

1. Under the receipt tab, click the 'Other' button above the calculator.
2. Select Voucher option from the drop down list.
3. A new window will be displayed below the drop down menu.
4. Enter the serial number of the voucher in the text field and press the search button
5. If the serial number is valid, appropriate voucher with the price will be display in the table. Else error message will be displayed.
6. Press the “tick” button to add the voucher in the order.
7. The voucher will be added in the order with a negative value.

Take note that the voucher involved in the receipt cannot be void or refund.

Stocks

Inventories form shows full stock lists. Within the form, you can create items, maintain stock balance, set price, option groups and etc.

Creating Category

1. Click the Setup menu.
2. Click Item Category.
3. In order to create a new category, double-click on the Empty Text Box and type in the name of new category.
4. Close the window and a new category is created.

Unlimited level of categories

1. You can set parent category to each category.
2. The level can be unlimited. It is presented as category button at the item panel.

Creating Type

1. Click the Setup menu → Item Type.
2. Click on the New button and you can enter a new item type.
3. Click Save after you have done typing the new item type.

Creating Unit

1. Click the Setup menu → Item Unit.
2. Click on the New button and you can enter a new item Unit.
3. Click Save after you have done typing the new item unit.

Creating Item

1. Tick the New Item below the Reports button in the Inventory window.
2. Insert Item name and description.
3. Create a MFG (manufacturer) code or Barcode for the item. (optional)
4. Choose the category and type.
5. Choose Unit for the item.
6. Set price for the item.
7. The Re-Order will alert when the specific item's balance reached.
8. If re-order is configured, please make sure Physical Check is ticked.
9. Click the New Item button to save it.

Creating Options

Due to special order, you can create Options to handle it.

1. Click the Setup menu → Item Options.
2. Click New and you can start creating options.
3. Save it by clicking Save button to prevent options lost.
4. Each options will add to selling price if price are set.

Creating Sets

1. Click the Setup menu → Item Set.
2. Click New to create new set of items.
3. Enter the name of set.
4. Browse corresponding Item List by clicking on '…' button.
5. Make sure the Status is Active and Save it.
6. Select an item that you want to add into set from the item list and click the Set tab below the Setup button in inventory window.
7. Choose a set that you want to add item into from the Available Set Drop Down Menu.
8. You can adjust the Quantity of the item that you want to add into the set by changing the numeric value in Qty (Quantity).
9. Then press Insert Button under the Set tab to insert the set to the selected item.

Member Discount

1. Select the item from the item list that user want to give discount.
2. Member tab can be found in the Inventory window beside the Item tab.
3. Discount can be given to different customers according to their member category.
4. Select the member category that you want to give discount.
5. Discount type can be chosen whether is in Percentage or Amount.
6. After that, insert the value that want to be discount and press Insert button.

7. Discount also can be remove.

Set recurrence of membership on item

Typically, this can be use for member fees, or daily pass, weekly pass and etc.

1. Select an item use for recurrence membership.
2. Choose the Payment Type for the selected item which is the membership duration.
3. Set Initiate Action and the Expiry Action
4. Mem category to perform action can be set depends on the which membership that users want to assign the setting .
5. After a customer buying a recurring item, their membership category and status will be changed based on the setting in Inventory window under Recurr tab.
6. Membership duration can be check in the Contact window.

Consignment

1. If you have items that is consignment from your vendor or you pay to the vendor after the item sold, you can check the “consignment” check box to differentiate it.

Receive Items

Receive items from vendor and add the quantity in to stock.
Receive

1. Select the item to receive quantity.
2. Click on the Receive button that can be found under the item list in Inventory window.
3. Key in the received quantity from vendor into the text box.
4. Click Receive Button.
5. The on hand quantity changed

Quick Receive

1. Click on the Quick Receive button, users can receive items quickly by just entering and scan the item MFG Code .
2. After that item name will be shown and user just key in the amount of quantity received from vendor.

Update Existing Item

1. Update button is just right beside the New Item button.
2. Users can click on any item that wanted to be updated.
3. Edit information of the item at the left column.
4. Once finish modifying the information, press Update to save the update (once any transaction or synchronization have been done, the item name can't be change or edit).

Capture photos

1. POS system is capable of accessing your web cam and help you capture item photo.
2. Select the item
3. Click the camera button
4. Start the camera
5. Take a photo
6. Save as item photo
7. You can set the photo to sync online automatically or manually.

Adjustment

Any item lost or damage , user can adjust the quantity in the system.

1. Select the quantity that user want to make adjustment.
2. Click on the Adjustment button.
3. Key in the value that want to deduct from the on hand quantity and putting a “-” minus sign before the value.
4. Place description (if necessary) and serial number (for serial controlled item).
5. Click adjustment button to save the change.

Stock Count

1. When you need to do stock count, select the stock count button to show a stock count windows.
2. You may use scanners to assist you or print the list for manual counting.
3. Later you may update the quantity accordingly.
4. The process can be saved for any interruptions.

Barcode

There are two types of barcode system available. One is the manufacturing code, or any typical barcode. With the barcode you can select the item directly to the POS system. However, there is another type of barcode where within the barcode itself, it contains price, quantity and etc. In our POS system we designed a barcode SET where you store all the barcode setting for this kind of barcode. One example is the barcode generated by weighing machine.

Barcode Set

1. Click stock button.
2. At the top left of stock window, under setup option select barcode setup.
3. Click the new button to set for the barcode.
4. Scan the product barcode in Text field.
5. Start from the Manufacturer code start and Manufacture Code End.
6. For Example the barcode is 2 280786 003381, the count of the barcode is start from 0.
7. The manufacture code start is 1 and the manufacture code end is until 6, which means that 280786 is manufacture code.
8. The price start is start from 7 and the price end is at 11, which means that 00338 is price code, the price is 3.38 if user enter 2 in decimal field.
9. Click save button to save the changes.
10. Create new item or select the existing item, enter the manufacture code inside the MFG code field, the manufacture code we key in just now is 280786, so just key in the same manufacture code in MFG code field.
11. After that select the barcode setup field, select the barcode names that you created.
12. Click new item or update button to save the changes.

Print barcode using image

1. At the bottom of Inventory window, there are few Barcode related buttons.
2. Barcode image is generated based on the value entered into the MFG Code text box.
3. The Barcode image is right beside the Save Barcode button .
4. Click on the Save Barcode button, choose a directory and the barcode image will be saved.
5. Another Barcode button with a printer icon on it will print out image of barcode once user click on it.

6. If you connect the system to barcode printer, the POS system will be able to print barcode accordingly.

Print barcode using barcode printer

1. Login to BMO Offline System.
2. Click on the “stock” button.
3. Click on an item with mfgcode (there will be a barcode image beside the “sync” button)
4. Click “Barcode” button.
5. Fill in the appropriate setting such as paper size and click on the “print” button.
6. User can save the different print format by clicking the “save setting” button, this setting will be loaded by choosing the option in “setting name” field
7. Please make sure that computer is connected to printer selected in the setting, else the printing process cannot be proceeded.

Setup Barcode printer

1. Start Offline BMO system
2. Click on the setting button and enter the username password
3. Click on the “general tab” and search for barcode printer text field
4. Click the browse button and select the printer that use to print the barcode
5. Click apply, and click apply again in setting form
6. Wait for reload of new setting and system will be restarted automatically

Receipts

1. Click on the Receipt button beside the Sync button at the top row of buttons, a Receipt window will prompt out.
2. Transaction records can be found at the middle of the Receipt window.
3. Users can sort those transactions based on Number, Transaction Number, Date and other information.
4. There are various type of filter function provided to user to filter their transaction records under the Receipt filter section.
5. When user select or click on an receipt, the receipt details will be shown at the bottom section.
6. User can also select the receipt that they want to print out. After that, click on the Preview button in the receipt window, another print preview window prompt up, click on the Print button to print the receipt.
7. You can open a pending receipt for continue payment or voiding.

Receipt Report

1. There are various kind of receipt reports have been provided. You can use the filter function to filter the data.
2. After filter, you can view the report by clicking on the various report buttons.
3. Receipt report will be exported into .csv (comma separated values) file type and user can be view and analyze those reports in Microsoft Excel.

Setting form

Firstly, you need to open your "BMO offine pos" and click "Setting".
An Authentication box will pop out and fill in your "User Name" and "Password". After completed, click "Submit" button.

There are various settings to fill your needs

Receipt Tab

Receipt Setting	Define how the receipt send to customers, by printer, SMS or both. If SMS, you will need internet and http://isms.com.my account.
Receipt Header	Shows company details in receipt heading. Details should be set at online account.
Receipt Detail	Shows details of an item.
Group same item	If this option is chosen, when the items are identical, it will be group together, add up to the quantity.
Single item only	Each item will be one line in receipt
Receipt footer	Shows payment related information
Receipt Contact	Select which customer contact details to be shown
Price before discount	Show price before discount in receipt
Price after discount	Show price after discount in receipt
Split/Combine receipt	Operations after split or combine receipt
Receipt Layout	Choose is printing with receipt printer or A4 size receipt
Receipt Header	Define custom header for the receipt. You can choose a logo or letterhead for your receipt here.
Use image	Check to use the image as receipt header.
Use header	If checked, the receipt will show this customized header text.
Receipt Footer	The footer you want to put inside the receipt. Terms can conditions can insert here.
Footer at print item	Normally, print item is use to print out the items only, for kitchen or to prepare the order. However due to different scenario, you can choose to print the footer together with items too.
Footer at receipt	If you want to show or hide footer at receipt.
Footer at order receipt	If you want to show or hide footer at order receipt.

General Tab

Printer Group

Order Print	When make an order, the system will print the receipt automatically
Receipt with Barcode	Print a barcode on top of the receipt. It is the receipt number, it will retrieve the correct receipt once scan on it. Best for order and payment.
Print item separately	If ticked, system will print out the receipt and items separately in two paper.
Font size	Font size for receipt
Receipt printer	Define which printer for receipt printing
Item Printer	Define which printer for item printing. It can be separated printer.

	Sometimes, the printer can be located in the kitchen.
2nd Item Printer	Under some circumstances, you may need extra item printer.
Copy	Select the number of copies you want to print for each individual printer.
Barcode Printer	Define the default barcode printer. POS client is capable of working with most windows based barcode printers.
Report Printer	Define the report printer. Normally the report needs A4 printer due to large amount of data.
Cut Item Category	If there are needs to separate items according to category and print it in different paper, select this option.
Item Font Size	The font size set for item printer.

Cash Drawer Trigger Group

Auto Open Cash Drawer	Tick to enable cash drawer open automatically after printing receipt
Enable Cash Drawer Trigger	By default, the cash drawer is connected to the printer. Once the printing job is started, the cash drawer will open (based on printer setting). However, by installing a cash drawer trigger, you can trigger the cash drawer separately.
Port	Select the port used by cash drawer trigger
Baud	By default it is 9600, please set it to 9600

Overall Service Charge Control

Srvc Charge Control Online	Control service charge online
Service charge enabled	It enables service charge feature on this POS
Charge Type	It can be percentage or amount, inclusive or exclusive
Charge Amount	Set the value or amount to be charged.

Overall Tax (GST) Control

Tax Control Online	Control Tax value online
Tax Enable	It enables the tax feature on this POS
Tax Type	It can be percentage or amount, inclusive or exclusive
Tax Amount	Set the value or amount to be charged.

Item Image Synchronization

Auto	Automatically sync all images with online account
Manual	Manually upload or download an image via inventory window
None	Don't sync

Display Tab

Dual Screen	To enable dual monitor system
Screen Image/Video	Browse image/video for second screen
Enable Stand Display	Enable the pole display which is for customer viewing
Port	Choose the correct port
Baud	By default, it is 9600, please set it accordingly.
Characters per line	The numbers of characters per line to be displayed.
Line 1 & line 2	The default welcoming message to show at the stand display.
Enable Stand display 2	Enable it if you need 2 stand display. Normally you will need to use two different drivers and manufacturers for two stand display to prevent driver crashed.
Port	Select the correct port
Baud	By default, it is 9600, please set it accordingly.
Characters per line	The numbers of characters per line to be displayed.
Reset Layout	The POS main screen remembers the last location. If you happen to change the monitors, location or etc, please reset the layout to bring back the POS screen.

Second screen size group
This define the second screen size

1024 * 768	Your desktop size is 1024 * 768
1366 * 768	Your desktop size is 1366 * 768
Max window	Set the default windows size

SMS

1. POS client allows users to send SMS using iSMS.com.my API.
2. Go to www.isms.com.my to create an account.
3. Make sure you have enough credits inside.
4. Go back to offline pos system and key in information(username and password).
5. Click apply button then you are ready to use the ISMS
6. Now you can send SMS via contact form inside the POS system.

Interface

POS Interface group

List	Show the items in list format
Buttons	Show the items using buttons
Button Image	Enable image display inside button

Login Alternative group

Finger Print Login	Use fingerprint reader to login to system. Please remember to install the URU driver from http://posmarket.com.my
Username Login	Use default way to login, based on username and password
Magnetic card login	Use magnetic card to login. This need card reader

You can make login alternative combination for ease of use.

Attendance

Capture Attendance	To track the employee attendance. The data can be view from human resource management login.

Log out without transactions group
If there are no activities, the system should logout within preset variables.

Until log out	System won't log automatically log out until user manually log out
30 minutes	Log out every 30 minutes without transaction.
5 minutes	Log out every 5 minutes without transaction.
Every payment	Log out after every payment.
1 hour	Log out every 1 hour without transaction.
15 minutes	Log out every 15 minutes without transaction.
Every transaction	Log out every transactions

Screen Size group

1024*768	For small screen, or typical touch screen size
1366*768	For bigger screen, LCD or laptop
Max Window	By default maximize the POS main screen

Discount Buttons
You can modify the discount buttons to suit your needs

Payment Buttons
You can modify the payment buttons to suit your needs.

Order button	To enable or disable the button
Cash button	To enable or disable the button
Other button	To enable or disable the button

Conditions tab

This function will alert the user when selling price less than cost.

Order tab

“must enter table no” to ensure user have to enter table number will creating order and receipt.

Pin Reload tab

PIN reload is securely stored (offline/online mode) in encrypted format in the POS terminals. It is an electronic top up module added by BMO POS System. This PIN Reload module provides immediate top up of mobile prepaid credit at point of sale.

Convenient to the your customers as they just need to visit your shop. With the integrated Pin reload module, you can easily key in all the coupon serial numbers and provide it to the customer upon payment received. Of course, this module is not just limited to mobile credit reloads.

Fill in the details of the "Reload PIN", such as "Username" and "Password" into the POS Client.

After that, login to your POS client and click on "PIN" button.
Select "Provider", "Denomination" and "Tendered". Then, click "Enter".
Finally, you can reload your mobile phone with the PIN number provided in the receipt.

Magnetic Card Reader tab

Install Magnetic Card Reader.

1. Plug-in Card Swipe Machine.
2. Make sure a beep sound is heard
3. A pop up appears on screen (for first-time installation only) which notifies that installation of card swipe device is done.

Configure Magnetic Card Reader at POS Terminal

1. First, user need to run Offline BMO POS Terminal and click “Setting”. Log in with user User Name and Password.
2. Plug in the magnetic card reader (any model) to cpu or laptop.
3. In the Setting page, go to "Magnetic Card" section. Then, move the mouse cursor to "Test String" column and click on the text area with the digit "0" if any.
4. Swipe your magnetic card by using the magnetic card reader. A string of code will appear on Test String column.
5. Choose a username and password for your company employee from the code (But DO NOT fill in the Username and Password column).
6. Continue by following the steps below:
7. Change the number beside "Username" (from -1 to 0).
8. Change the number beside "Password" (from -1 to 1).
9. Select column "Use this setting for login".
10. Click "Test". The system will automatically fill in Username and Password for you.
11. After clicking "Test", values of user last entered username and password should appear. Finally, click "Apply".

Below is the example of Username and Password that the system processed. Click "Apply" if everything is correct.

1. Go to POS Market Login Page and login with your username and password.
2. In your POS Market account, mouse over at "Employee" and click "New Employee".
3. Under the "PERSONAL" tab, fill your employee details, especially columns marked with *.
4. Click the "SYSTEM ACCOUNT" tab, click the select box at UserType column and choose "EMPLOYEE".
5. Click the select box at *Grp Permission column and choose "Admin".
6. Fill in the same Username and Password that you have filled at BMO Offline POS

Terminal setting page (Step 5).
7. Click the "EMPLOYMENT" tab, go to "Employee Type" select box and choose "Permanent staff". After completed, click "Save" to save the info.
8. Your employees can now login to the POS Client by swiping their employee magnetic card at the magnetic card reader.

Backup tab

Reports, data and records are important for all business establishments. Creating a backup copy of your business information is an important and necessary step to help your business grow successfully. The backup copy can be used to recover your data if your computer is stolen, deleted data accidentally or system is corrupted. You are able to create multiple backup copies via our Offline and Online POS system. Our Offline POS Terminal backup function is able to backup your company's important records.

you can manually backup data or restore the data from this tab. Please do backups frequently.

Manual Backups

You can manually create backups in our Offline POS System within a few simple steps:
1. Click the Setting button at the lower left corner of your Offline POS System login screen.
2. Key in your POS admin username and password.
3. Go to Backup Tab,check auto backup and click Apply button. Then your data will be automatically saved into your computer's C drive.

Auto Backup when Sync (Online POS System)

1. There is a Cloud Backup function in our Offline POS system. You will be able to create another backup into BMO cloud system by clicking the Synchronize button.
2. After you have login to our offline POS system, the synchronise button is located at the upper section of the main screen.

Copy Data

You can also make another copy of your business data and save it into your thumb drives, external drives or another computer by clicking the Copy Data button.
Your valuable data will be saved in a zip file

Change PC

If you are facing a problem such as CPU failure and need to change to a new CPU, you can restore your data into your new computer using the backup data file.

Quick steps to restore:
1. Go to the backup folder zip file > extract the zip file > open the folder until you reach the files as shown below.
2. Select all the files and folders and copy them.
3. Create a folder named bmo in C drive and paste all the copied file into this folder.
4. Now you can start to use your Offline POS Terminal again.

Weight tab

Weight is the setting for the weight machine. For example select an item then measure the weight. The weight will appear on the display.
1. Firstly enable it

2. Choose the port
3. Normally baud is 9600
4. After complete all the step and click apply
5. You are ready to use it

Login tab

Default Location	Set a default location for the POS terminal.
Refresh	Refresh the branch location
Kiosk	Kiosk mode
Window	Windows mode

Initial Login BizCloud Sub Module group
The BMO client is able to login to different modules.

1. Human Resource Management Client
2. Inventory Management
3. Point Of Sales Client
4. Attendance Clock

Fingerprint

Installation

1. Go to www.posmarket.com.my and click "Download" at the top navigation menu.
2. At the Download page, scroll down to POS Drivers and download 'U.are.U 4500 Thumbprint Reader' driver.
3. After downloading the file, you have to right-click the file and click "Extract File" to unzip the file.
4. Double-click the "Setup" file in URU4500-framework inside RTE folder.
5. When InstallShield Wizard box pops up, click "Next" to proceed.
6. Click "I accept the terms in the license agreement" after reading through the license agreement and click "Next" to proceed.
7. Click "Next" until the page ask for “Install”. Click on "Install".
8. A window pops up, shows the installing status bar . You have to wait till the process completes when the status bar is fully change to green colour.
9. When Window RTE installation is completed, click 'Finish' to exit the wizard.
10. After installing the program, you need to restart your computer. Click "Yes" to restart it.

Setup

1. In the Settings page, go to Login section and select "Human Resource Management Client" as your BizCloud module and click "Apply".
2. Login to your POS Client account.
3. Plug in fingerprint reader to your computer.
4. At the Human Resource Management Client window, go to Employee section and click "Employee List".
5. Select the employee and click "Finger Print Enroll".
6. When the Finger Print Enrollment box pops up, your employees can start to put their thumb on the finger print reader to scan the finger print.
7. The POS system will read the finger print that captured automatically.

8. NOTE: You have to repeat step 7 for 3 times until the finger print template is ready for you to save.
9. You need to run your "BMO Offline POS" again and login to "Setting" page.
10. In the Settings page, go to Login section and change back your Initial BizCloud Login module to "Point Of Sales Client".
11. Then, go to Interface section, add "Finger Print Login" as login alternative and click "Apply".
12. Now, your employee can scan his thumb by using finger print reader to log in the POS Client account.

User Permission

By default, once you create an account, 3 employees will be created with different group permission. Please change the permission accordingly on the web site. The permission will be sync to offline and the system will grant the access according to the group permission.

Permission set for employee

1. Go to www.bmo.my and login with user details
2. Hover on “Admin”, a drop down list will appear
3. Hover on “Permission Setting”
4. Next, click on “Group Permission”
5. A group named Admin will appear on the list, click on “Duplicate” on the Action column
6. Admin_COPY will be the name of the new list, click on “Edit” on the Action column
7. \On the Edit Position Permission box, change the group name and description followed by user needs.
8. Below the Edit Permission box, there is a list of permission that can be set for employee. User can customize it.
9. After done customizing it, scroll back up to the top, there is a Deliver / sales person from branch box, user must select one branch in order to succeed on the following permission.
10. Click on “Submit” after done on everything.

Table below shows some of the permissions available at the POS terminal menu.

Change Price	Cash Display on Button	Disable receipt report item
Setting	Export Receipt	Receipt report category
Sync Button	Open Cash Drawer	Modify Reorder
Petty Cash	Receipt Button	Adjustment Button
Inventory	Modify Credit Limit	Disable receipt report Print Item
Pin Reload	Void Receipt	Receipt report customer
isms	Voucher online	Disable receipt report payment type
Cost	Perform Discount	Disable receipt report service by
Receipt List Total	Disable receipt report daily summary	Disable receipt report service by detail
Disable receipt report profit	Item Serial Online	Profit Button

	Petty Cash Total	

Hardware supported

Receipt printer	The software supports 80mm, 58mm receipt printer. Basically all window based receipt printer will be compatible.
Typical printer	If you need to print A4 size receipt, you can use any typical printers. Just select the A4 receipt will do.
Cash drawer trigger	Normally, cash drawer will open once print receipt. If the action has to be separated, you need to use a cash drawer trigger.
Cash drawer	A cash drawer can be connected to printer or cash drawer trigger.
Barcode scanner	POS system is capable of connecting to barcode scanner. All windows based barcode scanner will work.
Barcode printer	The POS system can connect to barcode printer to print barcode directly from the system.
Card reader	A card reader is use to read credit cards, membership card and etc. You can use it to login to the system as well.
Customer display	Customer display shows the price to customers. You can set the characters in setting.
Dual monitor	The system can support dual monitor, the second monitor will just show the item purchased by customer.
Finger print reader	You can use the finger print reader to login to the system, it can record the attendance as well.
Weight machine	Any weight machine is able to plug into the system
Touch screen monitor	The POS support all kinds of windows based monitor.
Barcode weight machine	The POS software is able to support barcode weight machine. Each item can attach to different set of barcode setup.
Camera	Any camera that is supported by windows can use to capture item image and do surveillance.

Surveillance

Setup Surveillance

1. Click setting button, enter username and password.
2. Navigate surveillance tab
3. A list of camera available in computer will be displayed in a list.
4. To set a camera into system, click any camera from the list (make sure it is highlighted) and click on either “camera 1” button or “camera 2” button.
5. Make sure the text field beside the camera button is displaying the selected camera
6. The duration of data capture that will store in database can be selected in capture setting.
7. Click the “apply” button to save the setting.

Save Surveillance record

1. Login to Offline BMO System.
2. Click on the “camera” button.
3. Change the path of the camera data will be saved to.
4. Click on the “save” button.

Watch Surveillance Record in Offline

1. Click “camera” button
2. Click “watch” button
3. System will play the .avi file with appropriate player available in computer

Watch Surveillance from web

1. Login to online BMO
2. navigate to P.O.S → Surveillance.
3. The surveillance image will be updated every 10 second and it can only update the image if the offline camera window is opened as well.
4. No recording is perform online, all video is stored offline only.

Watch Surveillance with Android Apps

1. Install the application “bizcloud”
2. Navigate pos → surveillance
3. View the camera record.

Attendance

The BMO can work as a standalone attendance station or hybrid POS and attendance station.

Work as standalone attendance station

1. Start offline BMO POS Terminal and click “Setting”. Log in with user User Name and Password.
2. Click interface tab
3. Check the capture attendance check box.
4. Choose a selection in the “check in From Pos” field, this option setting will only apply to the attendance list in the POS View
5. Apply the setting

Disabled	Not recording any attendance
FingerPrint only	Record attendance when user login with fingerprint
Username only	Record attendance when use login with username
Both	Record the attendance whenever user login to POS

Work as hybrid POS attendance

1. Record attendance whenever POS user login
2. Also able to record any users using attendance form with the POS screen.

View the Attendance List in Human Resource Management

1. Click setting and login with appropriate username and password
2. Navigate to login tab
3. Choose the “Human Resource Management Client”
4. Click apply and restart the system.
5. Re-login to the system and navigate attendance → attendance list
6. A full attendance list will be displayed.
7. User can click on the “summarize” button to view the earliest login time and latest logout time, filter the result by entering the date time.
8. You can print or export the data into CSV to open in EXCEL.

Create Station

Station setting is used to define a specific id to every login portals (finger print login / username login) so that system able to identify which user is login or punch in through which finger print reader. At the time of writing, you can only create staton online.

1. Go to posmarket.com.my
2. Login with username, password and company code
3. Navigate to employee → attendance → location setting
4. Click “add station” button and a new field will displayed in below.
5. Enter new station name to the field
6. Users can repeat step 4 and 5 depends on how many stations
7. Click “save” button.
8. Now open offline POS terminal and login.
9. Click “sync” button and wait for the changes apply.
10. The station information will be imported to offline POS terminal.

Check Station

1. Click “setting” Button and login.
2. Go to “login” tab.
3. Check “Human Resource Management Client”
4. Click “apply” button.
5. Restart the POS terminal and login with username and password.
6. Navigate attendance → attendance station.
7. A list of available station will be displayed.

Set Station to a POS terminal.

1. Login to offline POS terminal, make sure the initial login submodule is “Human Resource Management Client”.
2. Go to attendance → attendance station.
3. Click any station available in the list, make sure it is highlighted.
4. Click “set station” button.
5. The selected station name will be displayed in the “current station” field.

Delete Station

1. Login to www.posmarket.com.my
2. Navigate to navigate to employee → attendance → location setting
3. Choose the station to delete and click “delete” link that next to it.
4. A message will pop up to show successful action.

5. To apply the same changes to offline POS terminal, user have to login to offline POS terminal and click “sync” button.

Appointment

Create Event Category

1. Login to POS Client.
2. Go to Appt → Setup → Event Category.
3. In the Event Category box, click 'New' and insert new category name.
4. Then click 'Save' to save the new event category.

Create New Appointment

1. Login to POS Client.
2. Click on the “Appt” button on top menu list.
3. Click 'New' button to create new appointment.
4. Select Customer, Event Category, Date Start and Date End.
5. Insert Event Title and Description (Make sure you do not leave it blank as it need to be showed at event calendar).
6. Select event Reminder.
7. Click 'Save' to apply.

Update Appointment Detail

1. Select an appointment from event calendar.
2. Edit the appointment detail.\
3. Click 'Update' to save the new detail.
4. To create another new event, click 'Reset' button and 'New' button.

Delete / Cancel Appointment

1. Select an appointment from event calendar.
2. Click 'delete' button from your pc keyboard.

Select Appointment Time

1. Select an appointment time from event calendar.
2. Double-click and insert the appointment description in the appointment calendar.
3. An appointment box will be created in event calendar.
4. Select the appointment box, the appointment information will be shown in the 'New/ Edit' section.
5. Select Customer, Event Category, Date Start and Date End.
6. Insert Event Title and event Reminder.
7. Click 'Update' to save the new detail.

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