Quick Start User Guide
P.O.S System
Workshop System
Optical Module System
Express Waiter Mobile Ordering

For BMO Offline POS Client (Updated Version 250380)
Guide Version 250416

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

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What is in this User Guide?

This BMO Point of Sales System User Guide will educate users about BMO Point of Sales System's feature while guide them how to use those features effectively.

How this User Guide Help?

This BMO Point of Sales System User Guide will provide guidance with samples, scenarios and procedures to help users get familiar with the system in a short period.

We have provided another quick and easy way for users to access to this user guide. Users can access to the online user guide at our POSMarket website, www.posmarket.com.my/pos-system-quick-guide/.

Getting the software

Users can get our BMO POS Client software from www.posmarket.com.my/downloads/ or visit our web site at www.bizcloud.asia. The software comes with 30 days full trial. Within the 30 days trial, user will be able to use the full software online and offline. After the software is downloaded, kindly follow the instructions below to get started.

Installation

The method to install the BMO Offline POS Client version 250261 below (older version before 250261) are slightly different.

POS Client Version Before 250261

Before installing the BMO Offline POS software, there are two essential drivers which are Microsoft .NET Framework and Visual Basic Power Packs need to be installed in your computer first. User can download the setup files from our official website, www.posmarket.com.my.

1. Go to www.posmarket.com.my.
2. Navigate to Download > Software, Drivers & Brochures.
3. Download Microsoft .NET Framework and Visual Basic Power Packs under POS Drivers list.

Installation Of Microsoft .NET Framework

To run the BMO Offline POS Client (POS Software), user is required to install Microsoft .NET framework as it is one of the system development platform.

1. Go under POS Drivers, find for “Microsoft .NET Framework 4 (Web Installer)”, then click "Visit Website". Otherwise, user can directly access to Microsoft .NET Framework official website.
2. Choose a language and click “Download”.
3. Click “Run” when open file-security warning window prompt is appeared.
4. Then, Tick “I have read and accept the license terms” and click “Install”.
5. Click “Finish” to complete the Microsoft .NET Framework installation.

Installation Of Visual Basic Power Packs

To run the BMO Offline POS Client, user is also required to install Visual Basic Power Packs.

1. Go under “POS Drivers” and download “VisualBasicPowerPacksSetup”.

2. Unzip the file.
3. Double click on “VisualBasicPowerPacksSetup.exe” to install.
4. Follow on screen instructions until the installation is done.

Installation Of BMO Offline POS Client (POS Software) Before Version 250261

1. Go under “Offline POS Terminal Installer” at www.posmarket.com.my/downloads.
2. Download “BMO Offline POS Client” with the latest version.
3. Unzip the folder, then double-click to run setup.exe. (Proceed to step 6 if no error message prompts out)
4. If an error message prompts out to require user installs Microsoft .NET Framework 4, please install it first before proceed to BMO Offline POS Client installation.
5. After Microsoft .NET Framework is installed, run the setup.exe file again.
6. After verifying, click “Install”. It will prompt to begin the installation process.
7. Follow on screen instructions until the installation is done.

POS Client Version 250261 Onward

Installation of BMO Offline POS Client (POS Software) 250261 Onward

User can download BMO Offline POS Client at www.posmarket.com.my/downloads.

1. Go to www.posmarket.com.my.
2. Navigate to Download > Software, Drivers & Brochures.
3. Download “BMO Offline POS Client” with the latest version.
4. Unzip the folder, then double-click to run pos_xxxxxx_AL_setup.exe.
5. Click “Install”. It will prompt to begin the installation process.
6. Follow on screen instructions until the installation is done.

Registration And Configuration Of BMO Client (POS Software)

There are two methods to register for the POS software. The first method is for the user who does not register an account with PosMarket yet. User need to create an new account in the POS software during the installation. While the second method is for the user who has already registered at http://www.posmarket.com.my/loginregister/.

Registration For First Time User Without Register Account Online

1. Run the pos_xxxxxx_AL_setup.exe.
2. Click “Install”. It will prompt to begin the installation process.
3. During installation, system will request user to create a 30 days trial account if user does not have any account yet.
4. Fill in the registration form completely. (Please set Admin Password which does not contain the Admin Username and more than 6 characters.)
5. Click “Register as new terminal for 30 days trial” to proceed.
6. After successfully registered, a window will prompt out and user will receive a message regarding the phone code at mobile phone.
7. Restart the BMO POS Client.
8. Enter the phone code which has received by user's mobile phone.
9. After phone code is verified, now user can restart the BMO POS Client once again.
10. Fill in user name and password, then click “login”.
11. Click “Sync” to do synchronization for first time login. User must first sync to start use BMO Offline POS Client because there are some important information such as unit, payment type, cash in, cash out need to be download online.

Configuration And Setting For User Already Registered Online

1. Run the pos_xxxxxx_AL_setup.exe.
2. Click “Install”. It will prompt to begin the installation process.
3. During installation, system will request user to create a new 30 days trial account.
4. Click “Cancel” to skip the registration since user has registered an trial account via online.
5. Click “OK” until it comes to the System Setting form.
6. Click “Login” at the POSMarket website, www.posmarket.com.my to login into BMO Online Cloud.
7. Go to Admin > Company Info to refer the information which need to fill in for the setting of BMO POS Client.

Setting Folder	Default folder is located in C:\BMO
Database Folder	Default folder is located in C:\BMO. For multi-stations in a premise, this folder will be used as a centralized database folder.
Company ID	Go to Admin > Company Info on BMO Online Cloud to refer Company ID information.
Company Code	Can be found in online BMO system which in the same page with company ID. Navigate to Admin → Company Info Company code is the same throughout the whole branches.
Admin Username	The root admin that is registered.
Admin Password	The root admin password.
Branch ID	Navigate to Admin → Branches → Branch List. The Branch ID is inside the form.
Next receipt No.	Decide the next integer for the receipt. For example 1001
Prefix	The prefix for receipt, can use alphanumeric. For example REC.
API Key	Can be found in online BMO system Navigate to Admin → Company Info The API Key can be found inside.
Currency	Function : Indicate currency User may need to set-up the currency setting when first-time installation or after synchronization including Currency Title , Currency code and Currency Rate.

8. After that, save the configuration.
9. Please make sure internet connection is available for initial data synchronization.

Software Activation

User has 30-days full trial, if the license expired, user may not be able to log into the BMO Offline POS. Please provide us the activation code and make the payment. Once the payment confirmation is verified, we will activate the software, then user will just have to click the activate button to get it activated.

Every activation code of the software is only valid for the same computer. If user plan to use

multi-stations system please purchase licenses for each computer.
When the software in PC is paid, user can use the previous database which was already expired formed into a new bmo folder.

Support / Request / Suggestion

User can send support request to us in the POS system interface. In the login window, Click “Support / Suggestion” in the login window. Fill in the contact information and the support / request / suggestion and click “Send Support Request” to submit.

Pay

User can do the payment by click “Pay” button in the login window to link online payment. User can purchase POS terminal license after the free trial expired.

After Sale Support

We provide one free installation within Penang and KL and 1 time training when installation. Online support is free of charge.

Update BMO Offline POS

We will always update, enhance and improve our BMO Offline POS to meet the needs and requirements of our customer. User can get the free upgrade version through our website at www.posmarket.com.my/downloads. If user encounters any error, try to download from POS Market website and update the software to the latest version, if the problem still could not fix, try calling our customer support at 1300 73 7389 or 1800 87 7061.

1. Backup all data, normally, copying the whole C:\BMO folder contains all of the data.
2. Uninstall the BMO POS client at remove software.
3. Then re-install the latest version downloaded from the www.posmarket.com.my
4. Please contact us if facing 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 2.50.26.1”.
3. “2.50.26.1” represent the current software version.
4. Alternatively, user can login to POS client and click “Info” button.

Others Extra Configuration

1. For Windows 8 and above, some setting need to adjust in order to get better performance.
2. Right click “My Computer” > properties > Advanced System Setting.
3. Go to Performance setting > Choose the Adjust for best performance.
4. After clear all ticked, just tick the enable peek, show thumbnails instead of icons, smooth edges of the screen fonts, smooth-scroll list boxes and use drop shadows for icon labels on the desktop.
5. Click Apply and OK.
6. Done.

Petty Cash

Function: To check and trace in and out money from to POS system.

Petty Cash is actually the standby money that will be put the cashier for running daily business.

Petty Cash Configuration

Function: To configure the setting of the petty cash

User should set the pretty cash setting when first-time usage. Failed to save the setting for the petty cash will cause the pretty cash setting may disappear after synchronized, ledger may not tally and cannot be viewed online.

1. Login to P.O.S offline, select Petty Cash on menu bar and then click on the “P.T Cash”.
2. Click “Setting” button in the petty cash window.
3. Select Petty Cash Account code for Pay In, and Cash Out Account for Pay Out.
4. Click “Save” to save the setting.
5. After done the configuration part, login to application with username and password, and do an initial sync by clicking on the Sync button. After the initial sync, restart the application.

View Petty Cash Transaction

Function: To check the transaction cash in and cash out tally and track the financial report.

User can view the petty cash transaction in petty cash window. The detail of the cash in and cash out will record.

User can preview the petty cash in the printed mode by click “Preview” button and also export the CSV excel file in petty cash window by clicking “Export” button. When open the drawer is needed, user can click “Open Drw” button.

Cash In / Cash Out

Function: To deposit or withdraw the money from the drawer.

Example: User may need to deposit some cash when start business of the day or withdraw some money from the drawer for the urgent use. User can manually cash in and cash out in petty cash window.

1. Go to P.O.S offline, click on the “P.T Cash” button.
2. Click “Cash In” for the deposit some money or click “Cash out” for withdraw money.
3. Fill the description of petty cash operation and its amount.
4. Click “Apply” to save the petty cash operation.

Petty Cash Limit

Function: To limit the Petty cash

1. Login to POS System.
2. Click “POS Setting” under the System tab.
3. Under the System tab, tick the Enable Petty Cash Limit.

4. Set the limit and then click “Save” to finish the setting.

Quick start POS

User can start first transaction with just a few steps:

1. Create an item
2. Create a contact
3. Make a cash sale
4. Make order
5. View transaction history.

Create An Item

Function: To store items in the POS database for sale or service purpose.

User can create any items or services in store or shop to start doing transaction.

1. Login to POS system by using user name and password.
2. Click “Inventory” button and select Inventory List.
3. Select New Item in the Inventory window.
4. Insert Item Name and Description.
5. Create a MFG code or Barcode for the item. (optional)
6. Choose the category and type.
7. Choose Unit for the item.
8. Set price for the item.
9. Set the re-order level, it will alert when the specific item's balance reached.
10. If re-order is configured, please make sure Physical Check is ticked to make sure user have enough quantity on hand.
11. Click the Save as New Item button to save it.
12. Click “Close” button to back POS main screen.

Create A Contact

Function: To store the information of customer in database and trace customers' purchase. Memberships, point collection and promotion can be applied to customers by using various feature of contacts and memberships.

1. Click “New Contact” under the Contact tab on the Menu Bar.
2. Enter the information in the general tab and also membership tab.
3. Click on the “Save” button to finish the settings.

Make Cash Sales

Function: To make a transaction by using cash payment.

1. Choose an item from the Item Menu.
2. Select a contact from the Contact dropdown list on the left.
3. Key in the Tender amount and click “Cash” button to finish the transaction, or click “Exact” button if the customer pays with the exact amount.

Make Order

Function: To make an order for the items.

User also can make an order and pay later.
Example: The feature can be used in the restaurant which need to make order and pay later.

1. Choose an item from the Item Menu.
2. Click the “Order” button.
3. Click “OK” to create a new order.
4. Transaction information will show the items that have not been paid.
5. Click “Receipts” tab then select Receipt list.
6. Tick “Unpaid Receipt” check box and click the “Search” button to search the unpaid receipts.
7. The receipts that have not been pay are then showed in the list.
8. Select order and click “Open Receipt” button.
9. The order will show in the transaction form.
10. Key in the Tender amount and click “Cash” button to finish the transaction, or click “Exact” button if the customer pays with the exact amount.

View Transaction History

Function: To view the transactions that have been made.

1. Navigate to Receipt tab, then click on the Receipt List.
2. Choose any filter for more specific result and click “Search” button.

User can explore more functions and features of the POS system by using the various setting and tool such as membership, promotion, affiliate model and etc.

Setting Form

Function: To set the custom feature and function for the POS system.

1. Open POS Offline Client and click "Setting" button.
2. Log in with the username and password.

System Tab

<u>*System*</u>

Standalone	Function: If selected, POS system can be used in simple standalone workstation.
Client and Server	Function: If selected, POS system can be used in client server network. Client server network can support real-time update to headquarters which is suitable to supermarket, food and beverage and retail store with multiple POS Terminals. Example: A supermarket with 10 counter, a server with 101 client-server base software connected using network cable internally is required.

Setting Folder

Setting folder	By default is C:\bmo Function: The setting of the POS system will store in the folder.

Database

Server IP	Define IP address for the client server POS system.
Port	Define port number for the database POS system.
Username	Define username for the database POS system.
Password	Define Password for the database POS system.
Database Folder	By default is C:\bmo The database folder POS system.

Special Reporting

We can define excel CSV report format which need to export.

Function: To configure the export format of excel CSV. The exported excel CSV file can use to manipulate the data in the excel format.

Prefix	Define the prefix for the CSV report
POS ID	Define the POS ID in CSV
Machine ID	Define the machine ID in CSV
CSV Separator	Define the type of separator in CSV
Text Delimiter	Define the text delimiter in CSV

Auto Sync

Automatically synchronize the database at the time that user have selected.
It can also be delayed by ticking the “Allow Delay”.

Tendered Limit

Set the limit of the tendered amount in every transaction.
Choose wisely at the actions as it could be prompting a confirmation or block the transaction.

Language

The default language for this system is English.
User can also choose Malay as the language.

Petty Cash Button

To configure the petty cash limit and report.

Data Migration

If the version is 24x , can migrate the date to the 25x.
Please backup data before proceed.

Item Tab

Inventory

Auto	Function: Automatically sync all images with online account. The image from the online account will synchronize every time when user login into the account.
Manual	Function: Manually upload or download an image inside the Inventory window.
None	Don't sync
Load Inventory Automatically	Tick to load the inventory list automatically when open the Inventory windows.
Strict Item Name Control	If selected, the item name cannot be changed.
Loose Item Name Control	If selected, only the new created item name can be changed.
No Item Name Control	If selected, there is no item name control.

Set Items

To allow user to delete items inside a set.

Units

User can choose the default unit for every new item that has been created.
For example: pcs, unit, kg, oz, batch.

Alert

User can choose to allow the system alert when selling price less than cost and reject if the selling price less than cost.

Others

Unique Mfg Code	Allow user to set the unique Mfg code.
Allow Negative Quantity	Tick to allow negative quantity for the item.
Auto Hide Empty Item Category	Auto hide the empty item category on the POS interface.

Receipt Tab

Receipt Setting	Define how the receipt send to customers, by printer, SMS or both. If SMS, user will need to access internet and go to www.isms.com.my for creating an account.
Receipt Header	Shows the company details such as company name, address, phone number etc. in receipt heading.

	Details should be set at online account. User can choose a logo or letterhead for the receipt here.
Use Image	Tick on it to use the image as receipt header.
Use Header	If ticked, the receipt will show this customized header text.
Receipt Contact	Select which contact details to be shown
Receipt Detail	Shows details of an item such as unit, manufacturing code etc.
Group Same Items	If this option is chosen, when the items are identical, it will be grouped together which add up to the quantity in the receipt.
Single Item Only	Each item will be displayed one line in receipt
Price Before Discount	Show the price before discount in receipt
Price After Discount	Show the price after discount in receipt
Configure POS compulsory field	Can configure the compulsory field like service by, option, remark, serial, select contact, table no., Appointment and job sheet.
Configure POS visible filed	Can configure POS visible fields like no., item name, price, quantity and etc.
Receipt Attached Tag	If checked, it is able to attach information after fully paid
Receipt Footer	Shows payment related information such as total, discount, tax, etc.
Footer at print item	User can choose to print the footer together with items as well.
Footer at receipt	If user want to show or hide footer at receipt.
Logo	Can change the logo at cash or order receipt.

Printer Tab

Function: To configuration different settings of Printer.

Multi Printer

We support 14 printers in our POS software for example kitchen, barcode, item, receipt, A4 and others. User can choose the default printer for the different type of printer and how many copy will be printed each time.

Copy	Select the number of copies user want to print for each individual printer.
Receipt Printer(80mm/A4)	Function: Define which printer for receipt printing User can print the receipt in 80mm format or A4 format.
Item Printer	Function: Define which printer for item printing. It can be separated printer. Sometimes, the printer can be located in the kitchen. Item printer can print in the 80mm format.
2nd -6th Item Printer	Function: Under some circumstances, user may need extra item printer. Example: In a restaurant, it may have many different counters for the drink, desert , food and etc.

Barcode Printer	Function: Define the default barcode printer. POS client is capable of working with most windows based barcode printers. Barcode printer is used to print out the barcode from POS system.
Report Printer	Function: Define the report printer. Normally the report needs A4 printer due to large amount of data.
JobSheet Printer	Function: Define the JobSheet Printer. Usually the Job Sheet printer is for optical store to print out the job sheets.
Queue No. Printer	Function: Define the Oueue No. Printer. To print the queue number for each order or transactions, user needs to enable the Queue Manager inside the Queue tab. Example: The restaurant may need the queue no for the long queue of customer.
Order Sticker Printer	Function: Define the order sticker printer.
Item Sticker Printer	Function: Define the item sticker printer.

Printer Options

Exact / Cash Print	Automatically print out the receipt when receive payments by exact or cash.
Order Print	When make an order, the system will print the receipt automatically
Full Item Print	System will print out full items in the receipt.
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 Another Item List Separately(Cash)	If ticked, system will print out the receipt and item list separately in two paper during after transaction.
Print Another Item List Separately (Order)	If ticked, system will print out the receipt and item list separately in two paper during when making order.
Print Appended Item Only	If ticked, system will print the appended item only.
Items List with Barcode	If ticked, system will print items list with barcode.
Print Item Separately	If ticked, system will print out the each items separately.
Print Items Normally	If ticked, system will print out the items normally.
Cut Item Category To Different Printers	If there are needs to separate items according to category and print it in different paper, select this option.
Print to Kitchen After Void	Will generate void receipt order to kitchen.
Print Order Sticker	Automatically print out the order sticker.
Print Customer Locker In Separate Receipt	Print out the receipt along with the customer locker in separate receipt.

Print Split Pay Info	Split Pay info is printed out inside the receipt.
Print Item Sticker	Will print out the item sticker.

Other Printer Setting

JobSheet	Enable to print out the jobsheet summary and details
Appointment	Enable to print out the appointment summary and details
Vehicle	Enable to print out the vehicle summary and details
Report	Configure sub category for the report If ticked, sub category report will not enable.
Font size	Font size for receipt

Category Printer Settings Using Item Printer

Configure printer for different category of item inside inventory.
User can print out the category of can drink for drink, category snack for snack by using category printer feature and tick the “Item Separately During Cash” and “Item Separately During Order”.

Devices Tab

Cash Drawer Trigger

Auto Open Cash Drawer When Order	Tick to enable cash drawer open automatically when take an order.
Auto Open Cash Drawer When Exact / Cash	Tick to enable cash drawer open automatically when clicking exact or cash.
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

Customer Display (Stand Display)

Enable Stand Display 1	Enable the pole display which is for customer viewing
Display Item Info	Enable display item info in the Stand Display 1
Display Roundup	Enable display item info in the Stand Display 1
Port	Choose the correct port
Baud	Please set it to 9600.
Show Discounted Price	Showing the discounted price inside the stand display.

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 user need 2 stand display. Normally user will need to use two different drivers and manufacturers for two stand display to prevent driver crashed.
Display Item Info	Enable display item info in the Stand Display 2
Display Roundup	Enable display item info in the Stand Display 2
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.

Second Monitor

This define the second screen size

Dual Screen	To enable dual monitor system
Screen Image / Video	Browse image / video for second screen
1024 * 768	Set when the desktop size is 1024 * 768
1366 * 768	Set when the desktop size is 1366 * 768
Max window	Set the default windows size

Keyboard Tab

Key Binds

Function: To define the keyboard shortcut function.
There have the keyboard shortcut for the function, item and set.

Weight Scale Tab

Weight Scale RS232

Enable	Tick to use of weighing scale
Port	Select the port used by weight scale
Baud	By default it is 9600, please set it to 9600
Data bits	Data bits for the weight scale
Stop bits	Stop bits for the weight scale
Parity	Parity for weight scale
Flow Control	Flow Control for weight scale
Header to skip	Define the header to skip

Weight Scale Default Unit	Define the default kg for the weight scale. By default, it is kg.

Email / SMS Tab

Function: Set the system to automatically send user the report every day for the regular checkup.

Email

To select reports for sending to user everyday.
User can choose the reports to be sent weekly, everyday, yesterday's.
Click “Setup Email / iSMS” button to navigate to iSMS Email setting.

Login Tab

Default Location

Function: Set the default location for the POS Client.

Kiosk

Function: Set the POS Client to either windows mode or kiosk mode.

Windows	It will operate as usual. By default, this is selected.
Kiosk	The screen will concentrate on the POS Client as the other windows cannot be shown unless the POS Client is closed.
Top Most	Set the POS Client on top of all of windows. It is also more concentrating besides Kiosk mode. By default, it is ticked.

Initial Login BizCloud Sub Module Group

The BMO client is able to login to different modules.

1. Human Resource Management Client
2. Computer Telephony Interface
3. Inventory Management
4. Customer Relation Management
5. Accounting
6. Barcode Printing
7. Point Of Sales Client
8. Item Scanner Kiosk
9. Attendance Clock
10. Queue Manager
11. Queue Display
12. Kitchen Queue
13. Workshop system

Digital Clock Format

Function: Set the format of digital clock. We can set either 24 hours or AM/PM

Permissions

User can change the permission of access and view the menu to different group of the user.
For example, user can prevent the employee from seeing the items cost.

Manage Username / Password

User can update the username and password.
There are 10 default admin at POS. User name and password of all admin can be change except the master admin. The change of master admin will change the API key.

Login Alternative

Finger Print Login	Use fingerprint reader to login to system. Please remember to install the URU-4500 Fingerprint Reader driver from www.posmarket.com.my.
Username Login	Login using the username and password. By default this is ticked.
Magnetic card login	Use magnetic card to login. The card reader is needed to use this feature.

User can make login alternative combination for ease of use.

Log Out Without Transaction

If there are no activities, the system should logout within preset variables.

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

Logout Authentication

Tick the “Requires Authentication During Logout” to enable authentication when logging out from the POS Client.

Queue Tab

Queue Manager

Function: To set the queue setting. When enable the setting, user can print the queue number when make or order or cash sale.

Enable	Click “Enable” to enable the queue manager
Counter Name	Set the name of counter

Update Frequency	The frequency of update the queue.
Display Queue No	If ticked, it will display the queue no. When display the queue no, there is the option to reset the no everyday and choose the initial no. start from.
Automatically Display Next In Queue	If ticked, the next queue no. will be automatically displayed.
Layout	User can choose either to display the layout for “4 counters display” or “1 counter with 2 history”.
Print Queue Slip	If ticked, the queue slip will be printed everytime when generated.
Print Queue No. In Receipt	If ticked, the queue no. will be printed along the receipt.
Print Queue No. In Item Sticker	If ticked, the queue no. will be printed along the item sticker.
Print Queue No. In Kitchen List	If ticked, the queue no. will be printed along the kitchen list.

POS Tab

POS Setting

Click to navigate to the POS Setting.

Receipt Layout

Click to navigate to the Receipt Layout Setting.

Split / Combine Receipt

User can choose to print after split or don’t print after split the receipt.

Outlet Layout Setting

Layout Theme	User can choose the design of the shop layout. User can also change the name of the order. By default it is Tbl/Order.
Configurations	User can set whether to show the table layout first after login, or keep the layout open.

Others

Must Enter Table No	Tick to set the table no compulsory for every receipt.
Scroll Bar Width	User can select the width of the scroll bar such as 1.0x, 1.5x or 2.0x.
While Making Order / Change Price	User can choose to show the Customer Purchase History of Item while making order or changing price.
Load Contact List Automatically	If ticked, the contact list will load automatically when open the contact list windows.

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 needs to run Offline BMO POS Terminal and click “Setting” button.
2. Plug in the magnetic card reader (any model) to CPU or laptop.
3. In the Setting page, go to "Magnetic Card" tab. Then, click on the "Test String" text area with the digit "0" if any.
4. Swipe the 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 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. Tick "Use this setting for login".
10. Click "Test". The system will automatically fill in Username and Password for user.
11. After clicking "Test", values of user last entered username and password should appear.
12. Click "Save" to finish the setting.

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 username and password.
2. In POS Market account, mouse over at "Employee" and click "New Employee".
3. Under the "PERSONAL" tab, fill up 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 user 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. The 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 business information is an important and necessary step to help the business grow successfully. The backup copy can be used to recover data if computer is stolen, deleted data accidentally or system is corrupted. User is able to create multiple backup copies via our Offline and Online POS system. Our Offline POS Terminal backup function is able to backup the company's important records. By default, our backup file will be stored inside setting folder. It will automatically backup when exit the software.

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

Manual Backups

User 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 POS Offline Client login screen.
2. Go to Backup tab, tick Auto Backup and click Save button. Then the data will be automatically saved into the computer's C drive.

Auto Backup When Sync (Online POS System)

1. There is a Cloud Backup function in our Offline POS system. User will be able to create another backup into BMO cloud system by clicking the Synchronize button.
2. After user has login to our offline POS system, the synchronise button is located under the System tab on the menu bar.

Copy Data

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

Change PC

If user is facing a problem such as CPU failure and need to change to a new CPU, user can restore the data into 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.
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 user can start to use your Offline POS Terminal again.

Extra Backup

User can choose a destination folder to save the backup files. The backup will automatically duplicated into 2, one of them is saved inside the bmo under C: drive, one is saved inside the destination file that user has been created.

For example, user can create a “Backup” folder inside Desktop, and then select the Extra Backup file destination to the “Backup” folder, so whenever the POS Offline Client is closed, it will automatically backup 2 copies.

Rewards Tab

Redemption

Allow Partial Redemption	If ticked, partial redemption will be allowed.
Set Redemption expiry	If ticked, set redemption expiry is enable

Reset Point More Than	Define the duration and date which to reset the point.
Expire With Membership	The redemption will be expired along with the membership if ticked.
Reset Points More Than	The system will reset the point more than the period that user has been selected.

Auto Discount For Receipt

Enable For Members	If ticked, auto discount will enable for the members.
Enable For Non-Members	If ticked, auto discount will enable for the non-member
Discount when sales reaches	Set the amount to reach for receive a discount for different option like for same receipt , same day,same week or same month.
Category	Choose the category for the auto discount and the minimum quantity that has to be purchase for the same receipt.
Discount Type	Type of Discount include percentage or amount.

Minimum Quantity Conditions

All items follow new price	If ticked, every items purchase will followed the new price.
Only item that reached minimum	If ticked, only item that reached minimum will be discount. For example, the minimum quantity is 2, the third items will be discount.

Coupons

Function: Set the availability of the coupon usage.

If ticked, only coupons that attached along with the receipt can be used.

TAX/VAT/GST Tab

Overall Service Charge Control

Function: To perform service charge to the whole receipt.

Srvc Charge Control Online	If ticked, service charge control only can change online. If remain unticked, service charge able control offline.
Srvc Charge Enable	If ticked, service charge will be enable offline.
Charge Type	There are 2 type of charge. Percentage charge type depend on the certain percent from the total amount. Amount is certain amount from the each receipt.

Charge Amount	Function: To define the charge amount in percentage or amount.

Overall Tax Control

Function: To Control Tax value online. User can add the tax on the receipt of the Tax include GST tax.

Tax Control Online	If ticked, the tax control can only change online. If remain unticked, tax is able to control offline.
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.
Tax Label	Set the label of the tax to be charged. For example GST. It will show as GST in receipt menu and when print out receipt will show as GST.
Tax Code	Set the default tax code for the new items that will be created after on.

Web Cam Tab

Camera Setting

This function is set the camera setting. We can set 2 camera in camera setting.

Camera 1	Click to set the camera1
Camera 2	Click to set the camera2
Clear	Clear the camera setting
Auto On Camera	If ticked, the camera will automatically on when initializing POS

Capture Setting

Keep data for	Set the duration for keep the records of camera captured.
Stream Online	If ticked, stream online for the video will be enable. The video will uploaded every 10 seconds.

Attendance Tab

Attendance

Capture Attendance	To track the employee attendance. The data can be view from human resource management login.
Check In From POS	Select the option of check in .

Daily End Hour

User can set the daily end hour or even force the system to end when the ending hour has reached.

Start Of Week

User can select the starting day for every week.
The default starting day is Sunday.

Android Tab

Xpress Waiter Setting

Set the port of the Xpress Waiter setting. The port has to be match with the port inside Xpress Waiter.

CTI Tab

CT1(For Yeastar U100)

MySQL Server

Host IP	Define the host IP for server.
UserName	Define the username for server.
Password	Define the password for server
Port	Define the port for server

SSH Server

Host IP	Define the host IP for server.
UserName	Define the username for server.
Password	Define the password for server
Port	Define the port for server

Prepaid Tab

Reload Pin

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 customers as they just need to visit the shop. With the integrated PIN reload module, user 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 POS client and click on "PIN" button.
Select "Provider", "Denomination" and "Tendered". Then, click "Enter".
Finally, user can reload mobile phone with the PIN number provided in the receipt.

Prepaid Credit Control Online / Offline

Allow control prepaid credit online but internet connection must be needed.

Receipt Paid With Prepaid Credit Void

Allow void receipt paid with prepaid credit	If ticked , void receipt allowed to void when paid with prepaid credit
Credit return	The credit return can be choose with option ask for user confirmation a automatically refund credit and no credit refunded.

Refund Prepaid Credit

User can choose either refund prepaid credit with cash, or prompt refund, or clear credit without refund or not allow to return the credit.

Item Setting

Click the “Extra” button to navigate to Item Setting.

Selling Price Alert	It will alert the user when the selling price is lesser than cost.
Overall Serice Charge Control	Choose to enable the service charge, the type, and the amount.
Overall Tax Control	Choose to enable tax, the type, the amount and the label.
Membership/ Promotion	Change the setting of the Items whether to group same item together or single item only.
Minimum Quantity Condition	To set the minimum quantity condition for the promotions.
Set Items	Tick to allow delete items inside the set.
Accounting	Tick to set the compulsory to select GL, select Purchase GL, or select COG GL.
Unique Mfg Code	Allow user to set the unique Mfg code.
Auto Hide Empty Item Category	Auto hide the empty item category on the POS interface.

Alert Tab

Alert

User can choose to pop up the alert automatically when login by ticking “Auto Pop Up Alert When Login”.

Runner Tab

Main Settings

Set the Runner Username and Password with current username and password.

Prepaid Credits Reset Settings

Enable	Tick to enable the reset setting.
Reset When Membership Expires	Tick to reset the prepaid credits when membership expires.
Frequency	Select how frequent is it to reset the prepaid credits.
Credit	Set the starting credit.

Auto Backup Timer

Tick enable to allow auto database backup for every period that user has selected.

Birthday Reminder

Enable the birthday reminder for each contact.

Scheduler

The scheduler will repeat the schedule for a period of time that user selected.
The task can be set, refresh and delete.

FTP Tab

FTP Upload

Function : To upload the some report to company's server by File Transfer Protocol (FTP).

Example : Some company will need send the report to the server automatically in the specific time. User can provide the FTP address ,port number , username and password. POS will send the required report in the specific time everyday.

The setting can be done by going through this few configuration steps:

1. Login to POS system.
2. Click “Reports” under the Receipt tab on the menu bar.
3. Click “Setting” inside the Reports windows.
4. In the section of FTP upload, ticked the “Enable”.
5. Fill in the FTP Address, Port number, Username, Password.
6. Choose the type of report that need upload. There are 9 types of report that can be upload.
7. Choose the date and time for the report upload.
8. Click “Save” button to save the report.

Enable	Ticked to enable the FTP upload.
FTPAddress	The user FTP address to upload
Port	FTP Port which to upload
Username	Username for the FTP
Password	Password for the FTP
SQL Database	SQL Database for the FTP upload.

Report	Type of report to send
Upload	Define which days of report to send
Everyday At	The time of the report to send everyday
Save Copy At	The destination folder to save the copy at.
Trigger When POS Shutdown	Automatically trigger when shutting down the POS client.

POS Setting

POS Setting windows can be found under the “POS” tab inside the setting before login to the client, and it can be found under the “System” tab after logging in to the client.

System Tab

Auto Sync

Function: Automatically synchronize the database at the time that user has selected.

It can also be delayed by ticking the “Allow Delay”.

Tendered Limit

Function: Set the limit of the tendered amount in every transaction.

Choose wisely at the actions as it could be prompting a confirmation or block the transaction.

Petty Cash

Enable Petty Cash Limit (Alert Popup)	Tick to enable the alert popup when the petty cash exceeds its limit that has been previously set by user.
Block Transaction If Limit Reached	Only tick if blocking the transaction is necessary if the limit has reached.

Interface Tab

POS Interface

Button Image	Enable image display inside button
Rounding	Define how much rounding of the button image
Order Button	To enable or disable the order button
Other Button	To enable or disable the other button
Exact/Cash Button	To enable or disable the exact/cash button
Disable Make New Order	If ticked, function make new order will be disable.
Hide All Categories	To hide all of the categories.

Item Buttons	To configure the Item Buttons inside the system.

Payment Types

Function: Users can configuration the visibility of the payment type on the interface of offline POS to suit their needs.

Change Menu Buttons Label

Function: Users can configure the name of label of the menu buttons to suit their needs

Alert

Function: User can choose to show transaction form and also auto pop up alert when login.

Layout Theme

Function: Allow user to select layout theme and preferred name.

Currency

Function: Allow user to set new currency or choose the existing currency as default currency.

Permissions

Function: To change the permission of the employees.

Discount Buttons

Function: User can modify the discount buttons to suit the needs

Payment Buttons

Function: User can modify the payment buttons to suit the needs.

Buttons Permission

Select the user to modify his/her permission (enable/disable) on those buttons:
Sync Button, Receipt Button, Stock Button, Petty Cash Button, Contact Button, Drawer Button, Camera disable, Appointment Button, Layout Button, iSMS button, Attendance Button, Alert Button, Split Payment Button, Printing Button, Operation Button.

Set Items

Function: Allow to delete items in set.

Customer Price History

Function: Show the customer purchase history. If ticked, it will enable show of customer purchase history of item.

Others

Function: Can choose to Hide Layout, Hide Table, Hide Pax, Hide OpenBy, Hide SplitPay, and allow to Save As New Item if Mfg Code Not Found.

Receipt Tab

Receipt Setting	Define how the receipt send to customers, by printer, SMS or both. If SMS, user will need to access internet and go to www.isms.com.my for creating an account.
Receipt Header	Shows the company details such as company name, address, phone number etc. in receipt heading. Details should be set at online account. User can choose a logo or letterhead for the receipt here.
Use Image	Tick on it to use the image as receipt header.
Use Header	If ticked, the receipt will show this customized header text.
Receipt Contact	Select which contact details to be shown
Receipt Detail	Shows details of an item such as unit, manufacturing code etc.
Group Same Items	If this option is chosen, when the items are identical, it will be grouped together which add up to the quantity in the receipt.
Single Item Only	Each item will be displayed one line in receipt
Price Before Discount	Show the price before discount in receipt
Price After Discount	Show the price after discount in receipt
Configure POS compulsory field	Can configure the compulsory field like service by, option, remark, serial, select contact, table no., Appointment and job sheet.
Configure POS visible filed	Can configure POS visible fields like no., item name, price, quantity and etc.
Receipt Attached Tag	If checked, it is able to attach information after fully paid
Receipt Footer	Shows payment related information such as total, discount, tax, etc.
Footer at print item	User can choose to print the footer together with items as well.
Footer at receipt	If user want to show or hide footer at receipt.
Logo	Can change the logo at cash or order receipt.
TAX/VAT/GST No.	Key in the Tax number to be shown inside the receipt with the “Print in Receipt” ticked.

Printer Tab

Function: To configuration different settings of Printer.

Multi Printer

We support 14 printers in our POS software for example kitchen, barcode, item, receipt, A4 and others. User can choose the default printer for the different type of printer and how many copy will be printed each time.

Copy	Select the number of copies user want to print for each individual printer.
Receipt Printer(80mm/A4)	Function: Define which printer for receipt printing

	User can print the receipt in 80mm format or A4 format.
Item Printer	Function: Define which printer for item printing. It can be separated printer. Sometimes, the printer can be located in the kitchen. Item printer can print in the 80mm format.
2^{nd} -6^{th} Item Printer	Function: Under some circumstances, user may need extra item printer. Example: In a restaurant, it may have many different counters for the drink, desert , food and etc.
Barcode Printer	Function: Define the default barcode printer. POS client is capable of working with most windows based barcode printers. Barcode printer is used to print out the barcode from POS system.
Report Printer	Function: Define the report printer. Normally the report needs A4 printer due to large amount of data.
JobSheet Printer	Function: Define the JobSheet Printer. Usually the Job Sheet printer is for optical store to print out the job sheets.
Queue No. Printer	Function: Define the Oueue No. Printer. To print the queue number for each order or transactions, user needs to enable the Queue Manager inside the Queue tab. Example: The restaurant may need the queue no for the long queue of customer.
Order Sticker Printer	Function: Define the order sticker printer.
Item Sticker Printer	Function: Define the item sticker printer.

Printer Options

Exact / Cash Print	Automatically print out the receipt when receive payments by exact or cash.
Order Print	When make an order, the system will print the receipt automatically
Full Item Print	System will print out full items in the receipt.
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 Another Item List Separately(Cash)	If ticked, system will print out the receipt and item list separately in two paper during after transaction.
Print Another Item List Separately (Order)	If ticked, system will print out the receipt and item list separately in two paper during when making order.
Print Appended Item Only	If ticked, system will print the appended item only.
Items List with Barcode	If ticked, system will print items list with barcode.
Print Item Separately	If ticked, system will print out the each items separately.
Print Items Normally	If ticked, system will print out the items normally.
Cut Item Category To	If there are needs to separate items according to category and print it in

Different Printers	different paper, select this option.
Print to Kitchen After Void	Will generate void receipt order to kitchen.
Print Order Sticker	Automatically print out the order sticker.
Print Customer Locker In Separate Receipt	Print out the receipt along with the customer locker in separate receipt.
Print Split Pay Info	Split Pay info is printed out inside the receipt.
Print Item Sticker	Will print out the item sticker.

Other Printer Setting

JobSheet	Enable to print out the jobsheet summary and details
Appointment	Enable to print out the appointment summary and details
Vehicle	Enable to print out the vehicle summary and details
Report	Configure sub category for the report If ticked, sub category report will not enable.
Font size	Font size for receipt

Category Printer Settings Using Item Printer

Configure printer for different category of item inside inventory.
User can print out the category of can drink for drink, category snack for snack by using category printer feature and tick the "Item Separately During Cash" and "Item Separately During Order".

Receipt List / Layout Tab

Receipt Layout

Function: Choose to print either in 80mm or A4 size receipt.

Configure Button: configure the receipts size, detail, and layout used

Column Hide

Function: To hide the column inside the receipt layout.

Others

Show Payment Type of First Payment Made	Shows the payment type that has been used for the first payment in that receipt.
Print Receipt Directly In Receipt List	Enable to print out the receipt when viewing receipt list.
Void Receipt	Determine the level of authentication when voiding a receipt.

Authentication Level	The default value for this is 1.

TAX / VAT / GST Tab

Overall Service Charge Control

Function: To perform service charge to the whole receipt.

Srvc Charge Control Online	If ticked, service charge control only can change online. If remain unticked, service charge able control offline.
Srvc Charge Enable	If ticked, service charge will be enable offline.
Charge Type	There are 2 type of charge. Percentage charge type depend on the certain percent from the total amount. Amount is certain amount from the each receipt.
Charge Amount	Function: To define the charge amount in percentage or amount.

Overall Tax Control

Function: To control Tax value online. User can add the tax on the receipt of the Tax include GST tax.

Tax Control Online	If ticked, the tax control can only change online. If remain unticked, tax is able to control offline.
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.
Tax Label	Set the label of the tax to be charged. For example GST. It will show as GST in receipt menu and when print out receipt will show as GST.
Tax Code	Set the default tax code for the new items that will be created after on.

Rewards Tab

Redemption

Allow Partial Redemption	If ticked, partial redemption will be allowed.
Reward Point After Item Discount	If ticked, the points will be rewarded after the item discount.
Set Redemption Expiry	If ticked, set redemption expiry is enabled
Expire With Membership	The redemption will be expired along with the membership expiry date.
Reset Points More Than	Define the duration and date which to reset the point.

Auto Discount

Enable For Members	If ticked, auto discount will enable for the members.
Enable For Non-Members	If ticked, auto discount will enable for the non-member
Discount when sales reaches	Set the amount to reach for receive a discount for different option like for same receipt, same day, same week or same month.
Category	Set the quantity of certain item category to reach for receiving a discount for different option like for same receipt, same day, same week or same month.
Discount Type	Type of Discount include percentage or amount.

Minimum Quantity Conditions

All items follow new price	If ticked, every items purchase will followed the new price.
Only item that reached minimum	If ticked, only item that reached minimum will be discount. For example, the minimum quantity is 2, the third items will be discount.

Coupons

Function: Set the availability of the coupon usage.

If ticked, only coupons that attached along with the receipt can be used.

Company Info Tab

Company

Function: Fill in the detail of the company.

Branch

Function: Fill in the detail of the branch.

Shift Period Tab

Shift Periods

Function: Set the preset period name and time.

For example, a restaurant can have two shifts which is Lunch and Dinner.
So the Lunch period is from 11.30am – 2pm, while the Dinner period can be 6pm – 8.30pm.

Payment Setting

Payment Setting windows can be found under the “System” tab after logging in to the client.

Payment Types

Function: Allows user to show, hide and populate the payment types.

Room

Function: Allows user to insert, update and delete rooms.

Allowance

Function: Allows user to insert the auto discount percent when using OC and Entertainment.

Credit Cards

Function: Allows user to insert the credit card charges percentage.

Prepaid Credits

Prepaid Credits Control Online

Function: Prepaid credits can only be controlled online.

Credit Card Types

Function: Allows user to insert, update or delete the credit card type.

For example, it could be Mastercard.

Credit Card Banks

Function: Allows user to insert, update or delete the credit card bank.

For example, it could be Maybank.

Other Payment Types

Function: Allows user to insert, update or delete the other payment type that doesn't exist in system.

Default Payment Type

Function: Allows user to define the default payment type for every transactions.

Inventory Settings

Inventory Setting windows can be found under the “System” tab after logging in to the client, and under the “System” tab inside Inventory List.

Inventory Tab

Inventory

Function : To control the changeable of item's name in the inventory.

Strict Item Name Control	If ticked, item name cannot be change. The item name is not changeable once created to prevent anyone from changing the name of items.
Loose Item Name Control	If ticked, only newly created item name can be changed. Name of items is changeable if it had not been purchased.
No Item Name Control	If ticked, item name is changeable. Name of items is changeable at whatever conditions.
Load Inventory Automatically	If ticked, the item list is loading automatically when opened. Untick to prevent loading item everytime item list is opened.

Alert

Alert When Selling Price Less Than Cost	If ticked, system will alert user whenever the selling price is lesser than the selling cost.
Reject If Selling Price Less Than Cost	If ticked, the system will straight away reject the transaction when the selling price is lesser than selling cost.

Other

Stock Reorder Level Email Alert	If ticked, the system will send email to user when the item reached the reorder level. Note: To enable this feature, user need to subscribe online account.

Units

Function: User can choose the default unit for every new item that has been created.
For example: pcs, unit, kg, oz, batch.

Edit Item On The Fly

Function: User can choose to display the item price only when editing the item on the fly.

Discount

Function: If ticked, discounted item will be automatically selected.

Cost Type

Function: User can set the default cost type for every new item that has been created, whether it can be Fixed Cost, Average Cost, Percent Cost, or none.

Item Image Synchronization

Function: Define how to show the inventory in the POS system. User can set the item image synchronization and load inventory automatically.

Auto	Function: Automatically sync all images with online account. The image from the online account will synchronization every time login into the account.
Manual	Function : Manually upload or download an image via inventory window Upload and download image 1. Login to POS system. 2. Click “Inventory” button. 3. Select the item which user need to upload or download the image
None	Don't sync

Service Charge Tab

<u>*Overall Service Charge Control*</u>

Function : To perform service charge to the whole receipt.

Srvc Charge Control Online	If ticked, service charge control can only be changed online. If unticked, service charge is able to control offline.
Srvc Charge Enable	If ticked, service charge will be enabled.
Charge Type	There are 2 type of charge. Percentage charge type depend on the certain percent from the total amount. Amount is certain amount from the each receipt.
Charge Amount	Define the charge amount in percentage or amount.

GST / VAT / TAX Tab

<u>*Overall Tax Control*</u>

Function: To add in the Tax information and apply the tax charges in transaction.

Tax Control Online	If ticked, the tax control can only change online. If remain unticked, tax is able to control offline.
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.
Tax Label	Set the label of the tax to be charged. For example GST. It will show as GST in receipt menu and when print out receipt will show as GST.
Tax Code	Set the default tax code for the new items that will be created after on.

Prepaid Credit Item Tab

Allow Void Receipt	If ticked, the transaction that paid by prepaid credit can be voided.

Paid With Prepaid Credit	
Credit Return	Choose the action when doing receipt voiding whether the system should ask for user's confirmation, automatically refunds credit, or no credit refunded.
Prepaid Name	Set the name of this payment type to be appeared on the receipt. By default, the name is “Prepaid”.
Prepaid Credit Control Online/Offline	If ticked, the prepaid credit can only be controlled online.

Inventory List Tab

Column Hide Item Details	Choose to hide the specific details about the item from the receipt.
Vendor	Choose to show or hide the vendor.

Receipt Configurations

Receipt Configurations windows can be found under the “System” tab after logging in to the client, and under the “Receipt List/Layout” tab inside POS Setting.

General Tab

Prepaid Credit	If ticked, the prepaid credit amount will appear inside the receipt with the preset name “Prepaid Credit”. The name can be changed.
Redeem Point	If ticked, the redeem point left will appear inside the receipt with the preset name “Redeem Left”. The name can be changed.

80/50mm Width Tab

Function: To configure 80/50mm width settings and layout.

Title	Set the title label for the receipts. By default, it is Tax Invoice.
Title Font Size	Change the title font size of the receipt. The default value is 12.
Receipt No.	Set the receipt number label for the receipts. By default, it is Receipt No.
Header Align	Set the header align to either left, center, or right.
Receipt Layout	Choose the layout for the receipt. Different layout has different definitions, some are suitable for restaurant, some are suitable for shops without GST.
Logo Size	Set the size of the logo. By default it is 150.
Left/Right Margin for 80mm	Set the left and right margin for receipt with 80mm width.

Left/Right Margin for 50mm	Set the left and right margin for receipt with 50mm width.
Receipt Detail	If ticked, the Item Desc will show in the receipt.
Payment Info Align	Set the alignment for the Payment Info inside the receipt. By default it is Left.
Limit Receipt Reprint	If ticked, the system will limit the receipt reprinting to the amount of copies that has been set by user.

A4/Other Width Tab

Function: To configure A4/other width settings and layout.

Title	Set the title label for the receipts. By default, it is Tax Invoice.
Title Font Size	Change the title font size of the receipt. The default value is 12.
Receipt No.	Set the receipt number label for the receipts. By default, it is Receipt No.
Contact	Set the contact label for the receipts. By default, it is Contact.
A4 Receipt Layout	Choose the layout for the receipt. Different layout has different definitions, some are suitable for restaurant, some are suitable for shops without GST.
Logo Size	Set the size of the logo. By default it is 150.
Left/Right Margin	Set the left and right margin for receipt.
Receipt Detail	If ticked, the Item Desc will show in the receipt.

Item Printer Tab

Function: To configure item printer setting.

Title	Set the title label for the print item.
Title Font Size	Change the title font size of the print item.
Layout	Choose the layout for the print item.
Use Logo	Use company logo to be in the print item.
Footer	Type in the footer to be in print item.
Footer at Print Item	Tick to show the footer at the print item.
Use Logo (Footer)	Tick to use the logo in the footer.
General Font Size	Set the general font size of the print item.
Table/Pax	Set the table or pax for the print item.
Service Date	If ticked, the service date will appear in print item with the name that has

	been set.
Service Done Date	If ticked, the service done date will appear in print item with the name that has been set.
Move Receipt Status To Footer	If ticked, the receipt status will be moved to footer area inside the print item.
Hide Category Name	Tick to hide the category name inside the print item.
Hide Set Name In Kitchen List	Tick to hide the name of the set when printing in kitchen list.

Report Setting

Report Setting windows can be found in "Report" under the "Receipt" tab after logging in to the client.

FTP Setting Tab

Special Reporting

Prefix	Define the prefix for the CSV report.
POS ID	Define the POS ID for the CSV report.
Machine ID	Define the machine ID for the CSV report.
CSV Separator	Define the separator for the CSV report. The default separator is , .
Text Delimiter	Define the text delimiter for the CSV report. The default delimiter is " .
Line Feed	To advance downward to the next line.
Carriage Return	To return to the beginning of the current line without advancing downward.

Report

No Sub Category	If ticked, the sub category will be disabled from the category report.

FTP Upload

Function: To upload the some report to company's server by File Transfer Protocol (FTP).

Example: Some company will need send the report to the server automatically in the specific time. User can provide the FTP address, port number, username and password. POS will send the required report in the specific time everyday.

The setting can be done by going through this few configuration steps:

1. Login to POS system.
2. Click "Reports" under the Receipt tab on the menu bar.

3. Click “Setting” inside the Reports windows.
4. In the section of FTP upload, ticked the “Enable”.
5. Fill in the FTP Address, Port number, Username, Password.
6. Choose the type of report that need upload. There are 9 types of report that can be upload.
7. Choose the date and time for the report upload.
8. Click “Save” button to save the report.

Enable	Ticked to enable the FTP upload.
FTPAddress	The user FTP address to upload
Port	FTP Port which to upload
Username	Username for the FTP
Password	Password for the FTP
SQL Database	SQL Database for the FTP upload.
Report	Type of report to send
Upload	Define which days of report to send
Everyday At	The time of the report to send everyday
Save Copy At	The destination folder to save the copy at.
Trigger When POS Shutdown	Automatically trigger when shutting down the POS client.

Manual Trigger

Function: To trigger the FTP upload whenever user wants to.

Report Header Tab

Report Header

Function : To use the header inside the reports.

Time

Function : To set the time for breakfast, lunch, dinner.

Shift Period Tab

Shift Periods

Function: Set the preset period name and time for the Report.

For example, a restaurant can have two shifts which is Lunch and Dinner.
So the Lunch period is from 11.30am – 2pm, while the Dinner period can be 6pm – 8.30pm.

Contact Setting

Contact Setting windows can be found under the “Setup” tab inside the “”Contact List” after logging into client.

CRM Tab

Load Contact List	If ticked, the contact will be loaded automatically everytime the contact list is opened.

Email Tab

Use SSL	If checked, the data sent will be encrypted for safety purposes.
SMTP host	Depending on users email host such as gmail, yahoo and Microsoft Outlook, the SMTP host will be different. For gmail users, user has to key in “smtp.gmail.com” For yahoo users, user has to key in “smtp.yahoo.com” For outlook user, user has to key in “smtp-mail.outlook.com”
SMTP username	Enter email address
SMTP password	Enter password of the email
Recipient	Enter a default recipient of the email/reports
CC:	Enter email address of other recipients. They will received the exact email as recipient and their addresses are visible to all recipient
BCC:	Enter email address of recipient. They will received the exact email as recipient but the other recipient does not know about it.

1. Select the report type then choose "yes" on item and click “save” button if user want that report to be emailed to the recipient based on setting above.
2. Choose from “Today's,Yesterday's or weekly” on “Sent the Above .. report” option.
3. If the user select weekly, user have to set the day and time the report should be sent to the recipient based on setting above.
4. Click save button at the upper part after make changes
5. User may now login to POS offline

Prepaid Tab

Receipt Paid With Prepaid Credit Void

Allow void receipt paid with prepaid credit	If ticked , void receipt allowed to void when paid with prepaid credit
Credit return	The credit return can be choose with option ask for user confirmation a automatically refund credit and no credit refunded.

Refund Prepaid Credit

User can choose either refund prepaid credit with cash, or prompt refund, or clear credit without refund or not allow to return the credit.

Rewards Tab

Redemption

Allow Partial Redemption	If ticked, partial redemption will be allowed.
Set Redemption expiry	If ticked, set redemption expiry is enable
Reset Point More Than	Define the duration and date which to reset the point.

Auto Discount

Enable For Members	If ticked, auto discount will enable for the members.
Enable For Non-Members	If ticked, auto discount will enable for the non-member
Discount when sales reaches	Set the amount to reach for receive a discount for different option like for same receipt, same day, same week or same month.
Include Current Unpaid Receipt	Tick to include current unpaid receipt.
Discount Type	Type of Discount include percentage or amount.

Minimum Quantity Conditions

All items follow new price	If ticked, every items purchase will followed the new price.
Only item that reached minimum	If ticked, only item that reached minimum will be discount. For example, the minimum quantity is 2, the third items will be discount.

iSMS Email Setting

iSMS Email Setting windows can be found under the “System” tab on the menu bar, the “Setting” button inside the Email windows, or the “Setting” button inside the SMS Marketing windows

SMS / Whatsapp Tab

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 user has enough credits inside.
4. Go back to offline POS system and key in information (username and password).
5. Click apply button then user is ready to use the ISMS
6. Now user can send SMS via contact form inside the POS system.

SMS Header	Define the SMS header
iSMS	Configure the username and password

Airtime Reload	If click to enable airtime reload, and key in the reload key.
Default Country Code	Define the default country code.

Email Tab

Use SSL	If ticked, the use of SSL will enable.
SMTP host	Configure the SMTP host
SMTP Username	Configure the SMTP Username. Example : example@gmail.com
SMTP Password	Configure the SMTP Password

Attendance Clock Setting

Attendance Clock Setting windows can be found under the "Attendance" tab after logging into client, and click the "Setting" button inside the Attendance Clock module.

Capture Attendance	Tick to capture the attendance
Check In From POS	User can choose the way to capture the attendance by checking in with either username only, fingerprint only, or both.
Attendance Time	Choose the time to follow either online or offline. By default, it is offline time.

Door Access Control

User can use the Fingerprint reader or RFID Card reader to activate the magnetic door.

Enable Door Access	If ticked, the door access will be enabled.
Port / Baud	Set the port and baud of the door access device to work with.

Current Station

Function: Show the current attendance station.

Set Station And Device

Function: Click to navigate to attendance station setting.

<u>Attendance Station</u>

Name	Set the name of the station
Reader Source	Read the input for the attendance either by thumbprint or RFID card.
Add Station	Add the station with the name and reader source.
Set Station	Set the selected station as current station for capturing the attendance.

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 the Username and Password to login. The username and pasword are the same as during registration to POS Market.
3. When user log into BMO Offline POS , the BMO Offline POS main screen is appeared.

Menu Bar

System Tab

Shop Layout Design	To design the shop layout inside the POS system.
Sync Now	To sync the data with online account.
Backup Now	To backup the bmo folder.
Sync History	Show a list of sync that has been done along with the date and details.
POS Setting	Navigate user to POS Setting window.
Payment Setting	Navigate user to Payment Setting window.
Inventory Setting	Navigate user to Inventory Setting window.
SMS Email Setting	Navigate user to iSMS Email Setting window.
Key Bindings	Navigate user to Key Binds window.
Receipt Config	Navigate user to Receipt Configuration window.
Update Database	Update the database with current database.
Exit	Logout from the Client.

Petty Cash Tab

P.T. Cash	To show the petty cash records.
Petty Cash Out Type	Create, edit, or delete the petty cash out custom types.
Close Shift	Close the current shift. By default, the option is not available until it is activated inside the setting.

Receipts Tab

Reports	To view various type of reports.

Payment Types	To search for the receipts using the payment type and date filter.
Receipt List	To view the receipts in a list.
Today's Receipt	It will indicate how many receipt opened inside ( ) before you click it. For example: Today's Receipt (3) It shows that today already have 3 receipts opened.
Make Bulk Payment	To make bulk payment.
Bulk Receipt List	Show a list of bulk receipt inside a form.
Change Receipt Status	Change the status of the receipt such as Dine In, Take Away and etc. Usually used by the restaurant.
Printing	Print the receipt in many different forms. It will only work if the receipt is already opened or paid.
Copy Current Receipt	Copy the opened receipt that is currently inside the transaction form.
Edit Current Receipt No	Edit the receipt number of the current receipt that is inside the transaction form.
Re-Open Current Receipt	Void and re-open the same receipt again.
Void Current Receipt	Void the current receipt.
Split Receipt	Split the receipt into two, or split the items between two receipts.
Combine Receipt	Combine two receipts into one receipt.

Contact Tab

New Contact	Create a new contact.
Contact List	View the contact in the list.
Edit Selected Contact	Edit the contact that is selected inside the contact dropdown list on the left. It will only work when a contact is selected.
View Contact Purchase History	View the purchase history of the contact that is selected inside the contact dropdown list on the left. It will only work when a contact is selected.
View Contact Job Sheet	View the job sheet list of the contact.
Appointments	Open the appointment list in calendar form.
Reset Contact Prepaid Credit	Reset the prepaid credit of the contact that is selected inside the contact dropdown list on the left. It will only work when a contact is selected.
Extra Personal Information	The personal information of the user.

Contact Source	To create, edit, or remove a contact source that can be used to create a contact.
Terms	To create, edit, or remove the term of the debtor.

Inventory Tab

Vendor	To create, edit, remove, or view vendor in a list. Purchase order can also be created inside this option.
Quick Receive	Quick Receive window is opened, user can do quick receive with this by scanning the Mfg code.
Inventory List	To view the inventory in a list.
New Item	To create a new item.
Item Scanner	Scan item into the white textbox and it will appear the appropriate details like item name and price.
Vehicle	To create, edit, remove, or view the vehicle in a list. It is usually for workshop.
Edit Selected Item	Edit the information of the item that is selected inside the transaction form. It will only work when an item is selected.
Coupon (Offline)	Add, update, or delete the coupons. Customer can use this coupon to purchase the items. User can use this coupon by clicking the “Other” button on the sidebar , and then choose Coupon as the payment type when making payment.
Print Barcode	Print the barcode according to the user's setup.
Coupon Usage List	To check the usage history of the coupon in a list within the date selected by the user.

ISMS / Email Tab

SMS Marketing	Send the SMS via iSMS. Before using iSMS feature, please make sure that user is having the iSMS account already, if not, then visit www.isms.com.my.
Email	Send an email to customers.
Preset Email/ SMS	Preset the contact's name, phone number, and preset emails. It can help to save the time when sending the email or SMS to contacts.

Operation Tab

Camera	View the record of the surveillance camera.
Open Drawer	Open the cash drawer.
Receipt Status	Check the details of the receipts.
Queue Manager	Display the queue list inside the window.
Pay with RFID	Pay with the RFID card. The RFID Magnetic card reader has to be plugged into the computer.

Attendance Tab

Attendance Clock	To view the attendance clock and capture the attendance.
Attendance List	To show a record of the employee's attendance. User can print the record by clicking the “Summarized” after clicking the “Report” button.
Attendance Setting	Navigate user to Attendance Setting window.

Help Tab

Index	POS Guidebook for user.
System Info	To check the system information .

Sidebar For Sale And Receipt

Receipt Tab

Date	The date of the receipt
Receipt	It will show the receipt number for the receipt. Alternatively, user can also search for the previous receipt there.
Contact	It will show the contact's name for the receipt. Alternatively, user can also select or search for the contact there when making transaction. In advance, user can also search for the contact by using Name, Phone No., Custome Member No., Member RefNo., and Member Card Swipe.
Grand Total	It will show the gross price before discounted, service charge, and taxes.
Extra Disc	Discount the amount that user key in for the grand total. In advance, user can click into the calculator button for more accurate calculating or option to discount by percentage.
Srvc	The service charge percentage or amount. Service charge is previously defined by user.
Before GST	The total price before applying tax.
GST	The GST amount of the user. It is previously set by user.
Round Up	The total price after rounding up.
Balance	The total amount for the transaction. The balance may subject to the transaction that has already partially paid. For example: A book for RM30, customer paid RM20, so the Balance will show RM10 when the receipt is opened.
Paid Hist	The amount that has been paid beforehand, but not full payment.

	For example: A book for RM30, customer paid RM20, so the Paid Hist will show RM20 when the receipt is opened.
Tendered	The place where user key in the amount that customer tendered.
Change	The change for the tendered amount.
Clear Button	Clear the Tendered amount where the user keyed in.
Edit Button	Apply edit after modifying the previous receipt.
Order Button	Place order for the current transaction. It could be receiving no payments or partial payments. Order is usually placed along with table number if user is operating restaurant or cafe.
Other	Use other payment besides cash.
Exact	A perfect shortcut button for user when receiving the exact amount as shown in transaction. User just have to make sure receiving the exact amount.
Cash	It will finish the transaction with cash. Use this button when receiving the amount that is more than the total amount for the transaction.
Top Menu Button	To show or hide the menu bar.
Items Button	Navigate user to a form for searching items in advance.
Key Pad Button	Navigate user to a form for some features such as alert and split pay.
Transaction Remark	Set the remark for the transaction to be included in pay history.

Receipt Info Tab

Pickup Date	Function: To set the pickup date for the item in the receipt. Change the date in the field and click “Order” button for confirmation.
Warranty Date	Function: To set the warranty date for the item in the receipt.
Service Date	Function: To set the service date for the item in the receipt.
Installment	Tick to enable installment for that particular receipt.
Reminder and Alert	To remind and alert when certain date has reached.

Other Tab

Current Receipt No.	The current receipt number.
Appointment	To search for the appointment and open the receipt.
Job Sheet	To search for and attach the job sheet for the receipt.
Vehicle	To search for and attach the vehicle for the receipt.

Attach Tab

Sometimes, user will need to attach some informations to the POS receipt. User can attach serial numbers, items name, and etc. Some of users who run the playground use it to attach wristband's serial, some users who do car wash use it to attach items inside the car before wash. User can then select to print out the attachment together.

Add attachment info to receipt

1. Before confirm the order, user can attach some number to that particular order/receipt.
2. Click “Attach” tab at the side bar.
3. Enter some number in “Tag” field and click “Attach”.
4. The number in “Tag” field will be added to the table below.

Detach attachment info from receipt

1. Select any receipt from receipt list and click “Open Receipt” button.
2. Now click “Attach” tab at the side bar.
3. Click any attach number that going to be removed and click “Detach” button.
4. Now noticed that the detach information's background color will changed to indicate that the particular number is detached.

Keypad Button

The button is placed in the below part of the sidebar.

Sync

Function: Synchronise the settings and database with the online account.

Alert

Function: To show the Alert windows.

Tbl / Order

Function: Choose the table for the receipt. Suitable for restaurant.

Pax

Function: Key in the Pax number for that particular table.

Opened By

Function: Select the employee that opened the receipt.

Status

Function: Choose the status for the receipt.
The receipt status will be sent along to the kitchen queue.

Split Pay

Function: To split pay the amount in the single receipt.

1. Log into POS Client.

2. Select at least 2 items for the receipt.
3. Tick at least 1 item(s) from the transaction.
4. Click “Split Pay” button after clicking on “Key Pad” button.
5. A window will pop up to ask user to key in the amount for that particular item(s).
6. After keyed in the amount, press the “Cash” button to finish the partial transaction.

Advance Search

Function: To search for the items in an advanced way. It will show up an inventory list to select the item that user wants to key in.

Item Information

Function: To show the specific information for the selected item.

Items Button

The button is placed in the below part of the sidebar.

Sync

Function: Synchronise the settings and database with the online account.

Status

Function: Choose the status for the receipt.
The receipt status will be sent along to the kitchen queue.

Item Information

Function: To show the specific information for the selected item.

Item Dropdown List

Function: To show a list of items in dropdown form to add into transaction.

MFG/Serial Search

Function: To search for the item Mfg code or serial number by either typing or using the barcode scanner.

Navigation Bar

The bar is placed in the center part of the POS main screen.

Grey Box

Function: To show the path of the categories.

Category Button

Function: To navigate to previous page in items menu.

Home Button

Function: To navigate to home page in items menu.

Set Button

Function: To navigate to set menu in items menu.

Layout Button

Function: To navigate to shop layout to select the tables for more action like Open Receipt and Void Receipt.

This button is mainly for restaurant, hair salon, car wash, or massage centre user.

New Button

Function: To reset the transaction form.
User usually use this button the clear the items and information inside the transaction form.

Delete Button

Function: To remove 1 or more items from the transaction form.

MFG/Serial Search

Function: To search for the item Mfg code or serial number by either typing or using the barcode scanner.

Transaction Form

Item	A panel to show item name inside the form.
Price	A panel to show the price of the item inside the form. User can also change the price of the item by clicking the price, but before that the "Price Changeable" has to be ticked for certain items inside the Item Info.
Qty	A panel to show the quantity of the item inside the form. User can also change the quantity of the item by clicking the quantity and set the quantity.
Amount	A panel to show the total price of the item inside the form. User can also change the total price of the item by clicking the price, but by changing the total price, the price per unit will also be changed.
Disc	A panel to show the discount amount for the item inside the form. User can set the discount percentage for the item by clicking the box.
%	A panel to show the discount percentage for the item inside the form. User can set the discount percentage for the item by clicking the box.

Tax	A panel to show the tax type that has been charged for the item inside the form. The tax type for each item is defined by user when creating the item. For example: Some of the user would set all of the items to 6% inclusive, so the panel will show “6% incl” for that particular item.
Checkbox	A checkbox to tick when you wants to select more than 1 items to take action with. For example: Tick items to do split pay, or delete the items from the form.
Unit	A panel to show the unit of the item. The unit of the item can be defined by user when creating the item. For example: pcs, oz, batch, kg, yearly.

Inventory

Function: To shows full stock lists. Within the form, user can create items, maintain stock balance, set price, option groups and etc.

Search Item

Function: Search and view the items in the inventory window.

1. Click “Inventory” button, then inventory list.
2. On the search tab, insert the details of the items
3. Click “Search” to search the items.

Creating Item

Function: Create any items or service in store or shop .

Example: Car washing service in the car washing company,typical good in the grocery such as bread, lunch set in the restaurant and any other items user wants to sell.

1. Click “New Item” under the “Inventory” tab after logging in to POS Offline System.
2. Insert Item name and description.
3. Create a MFG (manufacturing) 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. Set the re-order level, it will alert when the specific item's balance reached.
8. If re-order is configured, please make sure Physical Check is ticked to make sure user has quantity on hand.
9. Click the New Item button to save it.

Item Info Tab

Image	Function: Image will show on the inventory of the main screen of POS system. User can easily identify the the item by image. 2 methods to add the items photo : <u>Capture photos</u> POS system is capable of accessing the web cam and help user capture item photo. 1. Click the camera button. 2. Start the camera 3. Take a photo 4. Save as item photo 5. User can set the photo to sync online automatically or manually. <u>Select Photos from the File</u> 1. Click the 4th button below the image. 2. Select Photos from the file 3. Click “Open” button to select the image
Item Name	Name of the item
Nickname	The nickname of the item, usually the shorter one comparing to the item name.
Description	Description of the item
MFG Code	Function: The manufacture code for the item will use in generate the barcode
Category	Function: To group the same items in a same group Example: Category “Drink”, “Food” or etc in a restaurant . For a retail shop, categories like tin food, sweet, biscuit can be created. Any other categories can be created based on user's need and creativity. User creates a new category in Inventory List → Item Setup → Category.
Type	Function: Different type of items. Example: In a restaurant, there will be various type of foods and different tastes. Item Type can be created such as Spicy or Less Spicy. User creates a new type in Inventory List → Item Setup → Type.
Unit	Function: To define the unit for the items Example: There are some default unit like batch, kg , ml for the basic unit of the items. User also can create the unit like cup , bowl , glass or other units. User creates a new unit in Inventory List → Item Setup → Units.

Order	Function : Control view of the items in the inventory Select -1 to place the item in front inside the items menu. Select -2 to hide the item from items menu. By default, it is 0.
On hand	Function : Define quantity of items on hand User can set the current quantity on hand of the items.
Re-Order	Set the re-order level for Inventory Alert. The system will generate alert if the item stock less than the value of re-order.
Price	Set Price of item. <u>Set Negative Price</u> Put a “-” in front of the value that going to set.
Price Title	Price title for the item
Cost	Cost for the item
Cost Type	There are 3 type of cost, which is fix cost, average cost, percent cost. <u>Fix Cost</u> Function: To use it when the cost of the item is constant. Every time receive the items, the cost will be same. When user receives the items with fix cost, the price of cost can not be change. <u>Average Cost</u> Function: To use it when the item has different cost range depending on the item quantity received. When user receives the items with average cost user can change the total cost of the item. Cost of each item will be having the average of the total cost of receive. <u>Percentage Cost</u> Function: To use it when the cost of the item equals to a certain percentage of the selling price. When user receives the item, user can not change the total cost of the receive items because the cost is calculate by the percentage of the selling price.
Initial on hand	Initial quantity of item on hand
Physical Check	If ticked, system will check the quantity on hand. Tick “Physical check” to generate alert when the selling quantity is out of

	stock or has reached the reorder level.
Price Changeable	If ticked, the user is able to change the selling price inside the transaction form.
Serial Control	If ticked, the serial list of the item will be available. Each time when receiving the stock with serial number, it has to be received 1-by-1 by key in the serial number by typing or with barcode scanner. Everytime when selecting the item into transaction, it will prompt to select the serial number that are matched with the item that are selling.
Serial Control Online	If ticked, the serial control can only be done online.
Customer Check	Tick to enable alert to include customer's name for the transaction that is having this item.
Mfg Expiry Control	If ticked, the manufacturing expiry control will be enabled. When the item expired, the alert will generate.
Consignment product	If user has items that is consignment from the vendor or user pays to the vendor after the item sold, user can check the “consignment” check box to differentiate it.
Custom Expiry Control	If ticked, the expiry control will be enabled. When the item expired, the alert will generate.
Display at posmarket.com.my	If ticked, the items will display at posmarket.com.my.
Redeemable using points	If ticked, the item is redeemable using points. Price of the items can pay by the points by RM1 to 1 point.
Provide 1st level employee comm	Use to enable commission for the employee, the employee will collect the commission when sell or service the item.
Available to all branches	If ticked , the item will show to all branches.
Available to all member categories	If ticked, the price will available to all member categories. If only specific member category can buy the items, untick it to set the price to specify member category.
Must Change Price On The Fly	If ticked, the windows will pop up whenever the item has been selected from items menu into transaction.
Calculate Quantity From Receipt Issue Time	If ticked, the quantity will be counted by hour since the time issued. This is usually for those shop who sell the service and receive payment by hours.
Remark	Remark of item to be attention.
Barcode Set	Barcode set which saved before. User can select from the list of the barcode set.
Properties	Properties of book. For example: Books.
Reload Credit	Reload prepared credit.

	This is used to create an item which can reload the prepare credit.
Batch	Choose the flow of the stock inside the inventory. Auto FIFO (First-In-First-Out) and Manual Select can also be selected as batch setting for the item.
Status	The status of the item. Active – Show the item on the item menu. Inactive – The item will not shown on the item menu.

Tax Tab

Function: User can change the tax type, tax amount, and tax code for the item.

Output Tax

Tax Type	The tax type of the item. It can be Inclusive Percentage, Inclusive Amount, Percentage, or Amount.
Tax Enabled	Tick to enable the tax for this item.
Tax Value	Set the value for the tax.
Tax Code	Choose the tax code for the item.

Prices Tab

Function: User can make promotion prices and member prices for the item.

General

Mem Category	Choose the category of the member who will get the lower price for this item.
Min Qty To Qualify	Set the minimum quantity in single receipt to have the special member price.
Allow Qty Chg	Choose to allow the quantity to be changed either increase or decrease.
Available to All Branches	If ticked, the member price will be available to all branches.
Available to All Member Categories	If ticked, the member price will be available to all categories of member.

Pricing

Price Title	The price title of the promotion
Price	The total price for the promotion before applying discount.
Quantity	The quantity of the item included in the promotion.
Unit	The unit of the item.
Disc Type	The discount type of the promotion, either it can be Amount or

	Percentage.
Discount	The amount or percentage applied into this promotion.
Fix and Force Display Price	If ticked, the price will be displayed as the amount that user set below. The price is per unit. It will also hide the discount percentage inside the transaction.

<u>Promotion Time</u>

Function: Set the promotion period to either time range or daily.

Time Range – The promotion will start from the date and last until a certain date.

Daily – The promotion will start daily from a time until a time.

<u>Sets Tab</u>

Function: User can set item into the items sets available

Example: User can sell a computer set with 10 free gift or sell a lunch set with 3 difference items. User also can use the same items as sub item for different set.

<u>Options Tab</u>

Function: The item options can be created to handle the special order.

Example: For a desert , some topping will be add as a option such like option “Add pearl” ,”Add milk” and other item option. For a T-shirt, add some accessory like scarf will be an item option. User can create unlimited option for 1 items.

User can create a new Option in Inventory List → Item Setup → Option.

<u>Recurrence Tab</u>

Function: Set recurrence of membership on item

Example: 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. Member 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 Recurrence tab.
6. Membership duration can be check in the Contact window.

<u>Affiliate Tab</u>

Function: User can choose the affiliate model for the item.
Affiliate Model is a way that customer can collect point through buying the products.

For example: The laptop selling RM999, and the point collected ratio is 1 per 1, means that by spending 1 dollar, customer is getting 1 point. So the total points collected for the customer is 999 credits.

Vendor Tab

Function: User can attach the vendor for this item.

Properties Tab

Function: User can key in the necessary information about the item properties.

Batch Button

Function: User can check the received batch detail include date,item quantity and item cost .

User can update the received quantity, received cost and manufacturing expiry date and click “Update” menu.
After the transaction is done, user still can change the average cost of the items.

Serial List Button

Function: User can check the serial number list of the item.

Transaction Button

Function: User can check the item transaction and the balance left by date.

Item Setup

Creating Barcode Set

Function: Create the barcode set of items to scan.

There are two types of barcode system available. One is the manufacturing code, or any typical barcode. When we scan an item barcode, the system look for match data from manufacturing code. With the barcode user 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 user stores all the barcode setting for this kind of barcode. One example is the barcode generated by weighing machine. To scan the barcode of weighing machine, we need to create a barcode set with correct position for each characters.

1. Click “Inventory List” under Inventory tab.
2. Click on the Item Setup → Barcode Set.
3. Click the “New” button to set for the barcode.
4. Scan the product barcode in Text field.
5. Start from the Manufacturing code start and Manufacturing Code End.
6. For example, the barcode is 0 123456 789012, 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 123456 is manufacture code.
8. The price start is start from 7 and the price end is at 11, which means that 78901 is price code, the price is 789.01 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 user created.
12. Click new item or update button to save the changes.

Creating Category

Function: Group the same items in a same group

Example : Category “Drink”, “Food” or etc in a restaurant. For a retail shop, categories like tin food, sweet, biscuit can be create. Any other category can create based on user's need and creativity.

1. Click “Inventory List” under Inventory tab.
2. Click on the Item Setup → Category.
3. To create a new category, click on New button.
4. Insert the category details such as category name, description,colour of the category etc and then click on Save button to create new category. For example, user can create a “Drink” category.
5. Close the window and a new category is created.

Unlimited Level of Categories

1. User can set parent category to each category.
2. The level can be unlimited. It is presented as category button at the item panel.
3. For the sub category can have the save name.
4. Category can be ordered by sequence number

Creating Item Options

Function: The item options can be created to handle the special order.

Example: Create drink as an items, original price is RM10, adding peanut is RM10.50 , adding ice-cream is RM11. User can might as well create an option of peanut with price RM0.50 and an option of ice-cream with price RM 1 for the drink.

1. Click “Inventory List” under Inventory tab.
2. Click on the Option → Item Options.
3. Click on the New button and user can start creating options.
4. Then, click on the Save button to prevent options lost.
5. Each option will add to selling price if price are set.

Creating Items Sets

Function: User can set item in the items set.

Example : User can sell a computer set with 10 free gift or sell a lunch set with 3 difference items. User also can use the same items as sub item for different set.

1. Click “Inventory List” under Inventory tab.
2. Click on the Set → Set.
3. Click New to create new set of items.
4. Enter the name of set.
5. Browse corresponding Item List by clicking on '…' button.
6. Make sure the Status is Active and Save it.
7. When create or edit a new item , click on the Set tab.

8. Choose a set that user want to add item into from the Available Set dropdown menu.
9. User can adjust the Quantity of the item that user want to add into the set by changing the numeric value in Qty (Quantity).
10. Then click Insert button to insert the set to the selected item.
11. Click save to save the items and the set.

Creating Type

Function: Different type of items.

Example: In the restaurant, there are different type of items can be created such like spicy or less spicy.

Unlike categories, type do not have sub type.

1. Click “Inventory List” under Inventory tab.
2. Click the Item Setup → Type.
3. Click on the New button and user can enter a new item type.
4. Click Save after user had created the new item type.

Creating Unit

Function: Different type of items.

Example: In the restaurant, there are different type of items can be created whetther in pieces, oz or other weighting unit.

1. Click “Inventory List” under Inventory tab.
2. Click the Item Setup → Unit.
3. Click on the New button and user can enter a new item Unit.
4. Click Save after user has created the new item unit.

Creating Taxes

Function: Different types of taxes set. Each item or category can be assigned with tax easily.

1. Click the Setup menu → Taxes.
2. User can filter the items listed to make any changes.
3. User can assign the tax and modify the tax assigned of the item or in category.

Items Reports

Item Printer Report

Function: To print the items list in inventory for checking the stock.

1. Click “Inventory List” under Inventory tab.
2. Navigate Report → Item Printer.
3. Select item list either whole list or selected list
4. Select the properties need to show in the item list report
5. Click “Print” to print the item list.

Item Sales

Item Sales Report

Function: To check the sales with the categories that have been selected.

1. Click “Inventory List” under Inventory tab.
2. Navigate Report → Item Sales → Item Sales Report.
3. Set the duration of the date, the categories to be shown and click Preview.
4. Click “Print” to print the item sales.

Selected Item Sales Report

Function: To check the sales with the item that has been selected only.

1. Click “Inventory List” under Inventory tab.
2. Navigate Report → Item Sales → Selected Item Sales Report.
3. Select the duration of the date and click Preview.
4. Click “Print” to print the item sales.

Item Selling Prices History Report

Function: To check the price history of the selected item only.

1. Click “Inventory List” under Inventory tab.
2. Navigate Report → Item Selling Prices History Report.
3. Select the duration of the date and click Preview.
4. Click “Print” to print the history report.

Receive / Adjust Report

Function: To check the adjustment report of the items.

1. Click “Inventory List” under Inventory tab.
2. Navigate Report → Receive/Adjust Report.
3. Select the duration of the date and click Preview.
4. Click “Print” to print the receive report.

Item Reorder Level

Function: To check the reorder level of the items.

1. Click "Inventory List"
2. Navigate Report → Item Reorder Level.
3. Select the duration of the date and click Preview.
4. Click “Print” to print the reorder level report.

Item Batch Expiration

Function: To check the item batch expiration

1. Click "Inventory List"
2. Navigate Report → Item Reorder Level.
3. Select the duration of the date and click Preview.
4. Click “Print” to print the reorder level report.

Cost Of Goods Sold

Function: To check the cost of goods that has been sold.

1. Click "Inventory List"
2. Navigate Report → Cost of Goods Solds.
3. Select the duration of the date and click Preview.
4. Click “Print” to print the cost report.

Purchase Item History

Function: To check the history of the item purchased or received.

1. Click "Inventory List"
2. Navigate Report → Purchase Item History.
3. Select the duration of the date and click Preview.
4. Click “Print” to print the purchase history report.

Selected Item Transaction History

Function: To check the transaction/purchasing history of the item that has been selected.

1. Click "Inventory List"
2. Navigate Report → Selected Item Transaction History.
3. Select the duration of the date and click Preview.
4. Click “Print” to print the transaction history report.

Item Transaction History

Function: To check the transaction/purchasing history of the items.

1. Click "Inventory List"
2. Navigate Report → Item Transaction History.
3. Select the duration of the date and click Preview.
4. Click “Print” to print the transaction history report.

Opening And Closing Balance

Function: To check the opening and closing stock balance and total costing of the items.

1. Click "Inventory List"
2. Navigate Report → Opening and Closing Balance.
3. Select the duration of the date, option and click Preview.
4. Click “Print” to print the balance report.

Item Serial Status Report

Function: To check the flow of item serial lists.

1. Click "Inventory List"
2. Navigate Report → Item Serial Status Report.
3. Select the duration of the date and click Preview.
4. Click “Print” to print the status report.

Affiliate

Function: The point redemption system in the POS system.

This function will one for the promotion method in the POS system. Refer to Method of Promotion for more detail to affiliate.

Affiliate Settings

Function: Settings is used to set the redemption of the point collect from the customer every time they make purchase .

Example: The name of redemption item will show in the purchased list when customer purchase with the redeem point.

1. Click "Inventory List"
2. Navigate to Affiliate → Affiliate Settings
3. Name the redemption item
4. Click "Save"

Affiliate Model

Function: Different kind of affiliate model can be setup including amount, percent, point and point ratio.

Example:
User can do the point system of "spend RM1 get 1 point" by set the affiliate model and set the type to point ratio and commission/point to 1.

1. Click "Inventory List"
2. Navigate to "Affiliate → Affiliate Model"
3. Insert the Model Name and Type
4. Click "Update" if user want to make some changes later on
5. User may click "Delete" if user wants to delete the affiliate model created.

Affiliate Tool

Function: Switch the items between with or without affiliate model.
User can also set the items as redeemable or not redeemable.

1. Click "Inventory List"
2. Navigate to "Affiliate → Affiliate Tool"
3. Select the Models that user wish to edit.
4. Switchable between Without Model(Left) and With Model(Right).
5. User can also set the item as redeemable or not redeemable.

Adjustment

Function: To adjust the quantity in the system if found any items lost or damage.

1. Select the quantity that user want to make adjustment.
2. Select the item and click "Edit Item".
3. Click "Transaction" button in the edit item.
4. Click on the Adjustment button.
5. Key in the value that want to deduct from the on hand quantity and putting a "-" minus

sign before the value or click on the down arrow button to deduct the quantity.
6. Place description (if necessary) and serial number (for serial controlled item).
7. Click adjustment button to save the changes.

Print Adjustment Slip

Function: To print out the adjustment slip for an item.

1. Login to POS offline terminal.
2. Click “Inventory List” under Inventory tab.
3. Click on “Adjustment” button.
4. Select an item from the list.
5. Click on “Print Adjustment Slip” button to print out the adjustment report.

Export The Report

Function: To export the transaction report for the certain items.

1. Login to POS offline terminal.
2. Click “Inventory List” under Inventory tab.
3. Click on “Adjustment” button.
4. Click on “Export” button.
5. A preview will show up, click “Export” button again.
6. Browse to the location to save the file and click “Save”.

Quick Receive

Function: To receive the items in a quick mode

1. Login to POS offline terminal.
2. Click “Inventory List” under Inventory tab.
3. Click on “Adjustment” button.
4. Click on the “Quick Receive” button, users can receive items quickly by just entering and scan the item MFG Code .
5. After that item name will be shown and user just key in the amount of quantity received from vendor.

Receive

Function: To receive the item by detail

1. Login to POS offline terminal.
2. Click “Inventory List” under Inventory tab.
3. Click on “Adjustment” button.
4. Click on the “Receive” button, users can receive items by key in the receive quantity.
5. After receiving, just click “Apply” to proceed.

Vendor

Function: To define the supplier of the item

Create New Vendor Profile

Function: To create a vendor contact and save the all detail of vendor.

1. Navigate Inventory → Vendor → New Vendor.
2. Fill the vendor information and item from the vendor.
3. Click “Save ” to save the vendor.

Edit Vendor Profile

Function:To edit vendor contact information

1. Navigate Inventory → Vendor → Vendor List.
2. Select a vendor and click “Edit Vendor”
3. Modify the information and click “Update” after the edit is done.

Vendor Terms

Function: To define the terms of vendor.

1. Navigate Inventory → Vendor → Vendor Terms.
2. To create a new term, click the term and make edit and Save.
3. To edit the term, click the term and make edit and Update.

Search A Vendor Profile

Function: To search the vendor profile using the keyword.

1. Navigate Inventory → Vendor → Vendor List.
2. User can filter the search result by entering the appropriate vendor name, vendor code, address or phone no.
3. Then click the "Search" button.
4. The result will be showed in the vendor list table.
5. User can reset the details entered by clicking Reset button to search other vendor again.

Report

Print Current List	Function: Print the existing vendor list.
Vendor Item Sales Report	Function: Check the item sales report for the vendor within the date selected.
Vendor List	Function: To view all vendors in a list.
Vendor Item List	Function: To view all of the items that the vendors having.

Acc. Payable

Function: check on vendor invoices and payment

1. Click on “Inventory List” under the Inventory tab.
2. Click “Vendor” button
3. Click “Acc. Payable” in Vendor windows.

Vendor invoice list	Invoice list from specific vendor
New vendor invoice	Invoice from new vendor
Vendor payment list	List of payment made by specific vendor

New payment voucher	Voucher give to new payment
Report (Aged Payable)	Report of paid transaction that credited before

Import Vendor

Function: To import vendor from CSV file

1. Click on “Inventory List” under the Inventory tab.
2. Click “Vendor” button in inventory window
3. Click “Import Vendor” button
4. Click “...” button to search for CSV file
5. Click Save.

Remove Vendor

Function: To remove vendor from CSV file

1. Click on “Inventory List” under the Inventory tab.
2. Click “Vendor” button in inventory window
3. Select the vendor that user wish to delete.
4. Click on the “Remove Vendor” button.

Update Item Supplied

Function: To attach item that supplied from a vendor so that user can track item supplied by which vendor

1. Navigate Inventory → Vendor → Vendor List.
2. Select a vendor and click “Edit Vendor” button
3. Click on “Item Supplied” tab
4. Fill in item, currency, price, effective date from and to. Make sure that effective date from is not the same or less than effective date to.
5. Click “Add Item” to finish the update.

Export Item CSV

Function: To export the whole or selected item list to CSV which is a excel format for checking the stock.

1. Click “Export CSV”.
2. Select item list either whole list or selected list
3. Select the properties need to show in the item list report
4. Click “Print” to print the item list.
5. In the print preview, click “Export” button to export a CSV format item list.

Import Items CSV

Function: To import items details with CSV .

1. Click the “Inventory” button
2. Click the “Import Items” button.
3. Download the CSV sample and make edit in the CSV.
4. Import the CSV file by click ”...” button.

5. The preview of information will show at the preview field.

Skip if exists	If checked, the imported file will be skipped if it is already in the system
Overwrite if exists	If checked, the imported file will overwrite the previous same file exists in the system
Update field only	If checked, field with the same name from the imported file and system only will be updated
Add if not exists	If checked, the imported file which never exist in the system before will be added

6. Click “Save” button

Edit Item

Function: To edit the item information.

1. Click on “Inventory List” under the Inventory tab.
2. Select an item users wish to edit.
3. Edit the information or settings of the items.
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).

Loss Adjustment

Function: To adjust the quantity in the system if found any items lost or damage.

1. Select the quantity that user want to make adjustment.
2. Select the item and click “Edit Item”.
3. Click “Transaction” button in the edit item.
4. Click on the Adjustment button.
5. Key in the value that want to deduct from the on hand quantity and putting a “-” minus sign before the value or click on the down arrow button to deduct the quantity.
6. Place description (if necessary) and serial number (for serial controlled item).
7. Click adjustment button to save the changes.

Received Batch

Function: To view the receive or quick receive of item for every batch of items.

1. Click on “Inventory List” under the Inventory tab.
2. Select the item and click “Edit Item”.
3. Click “Batches” button in the inventory window
4. Check the received batch detail include date, item quantity and item cost.
5. User can update the received quantity, received cost and manufacturing expiry date and click “update” menu. After user did the transaction, user still can change the average cost of the items.

Print Barcode

Function : To print Barcode printer by using barcode printer.

1. Click on “Inventory List” under the Inventory tab.
2. Click on an item with Mfg Code.
3. Click “Print Barcode” under the Barcode tab.
4. Fill in the appropriate setting such as paper size and click on the “Print” button.
5. 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
6. Please make sure that computer is connected to printer selected in the setting, else the printing process cannot be proceeded.

Stock Count

Function: We can generate stock count by using stock count feature to assist stock counting using barcode scanner.

1. Click on “Inventory List” under the Inventory tab.
2. Select the stock count button to show a stock count windows.
3. User may use scanners to assist or print the list for manual counting.
4. Later user may update the quantity accordingly.
5. The process can be saved for any interruptions.

Publishers List

Function: To create, update and delete a publishers list if needed. Publishers function can be used in the setup of the bookstore. Please contact us for the setup of publishers list.

Create Publishers List

1. Click on the “Inventory” button.
2. Click the Publishers menu → List.
3. Click on the New button and user can enter a new Publisher name.
4. Click Save.

Update Publishers List

1. Click on the “Inventory” button.
2. Click the Publishers menu → List.
3. Select Publisher from the List which user wants to update.
4. Click Update after changes made.

Delete Publishers List

1. Click on the “Inventory” button.
2. Click the Publishers menu → List.
3. Select Publisher from the List which user wants to delete.
4. Click Delete.

Operating POS system

Order

Make Order

1. When order is made, user can print the receipt without payment.

2. This is suitable for Food and Beverage flow.
3. When the customer wants to make payment, user may key in the receipt no at “Receipt” text box. If the system found multiple receipts, it will pop up a screen for user to choose the correct one.
4. User can select the receipt from receipt form too. Click the “Receipt List” under Receipt tab, find the receipt and then click “Open Receipt” button.
5. User also can just print the newly added item only without print the the whole item list.
6. Go to System > POS Setting > Printer Tab > Printer Options.
7. Make sure that you select 'Print Appended Item Only (Use Single Item)'.
8. Relogin and 'Select Table' from layout to add a new order. Then just add another item to the order.
9. Click 'Order' and then 'Print item'.

Void Order

1. User can void a single item without voiding the whole order.
2. Open the order receipt, choose the item that wish to delete.
3. Click “Delete” and click “order” to update the order.

Tables / Order

4. Most cafe needs to setup table layout, user can do so by clicking the layout button after clicking the Keypad button.
5. Then user can select the table to retrieve a receipt
6. Also, user can add “Pax” at the text box which normally refer to how many people are in the table

Payment

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 the customer make a partial payment, user 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. user can do this a few times until the exact amount has been paid

Multiple Payment Types

1. There are a few types of payment types.
2. User can click the “Other” button to select the the payment type when customer makes the payment besides using cash.
3. User need to click the Setting button to add on credit card information.
4. User need to type in the credit card type and click Insert button
5. User also need to type in the credit card bank and click Insert button
6. If user wish to update or delete the credit card type and bank, simply click on Update or

Delete button respectively.

Split Pay

1. Firstly, user starts 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, user can check the item and then click "Split Pay" after clicking Keypad button.
4. Key in the tendered amount into the text box and it shows amount to change.
5. The order will be complete once the payment is done.

Print Split Pay Receipt

1. After making an order, select the item to split pay by check the box
2. Click Split Pay button
3. Enter the amount of payment and click cash button
4. Transaction info will appear indicating transaction is done
5. Click on Print A4 button or 80mm to print the receipt

Discount

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

Service Charge

1. Service charge setting can be found at tab Tax/GST/VAT of setting page.
2. Once set, it will perform service charge to the whole receipt.

Srvc Charge Control Online	If ticked, service charge control only can change online. If unpicked, service charge able control offline.
Srvc Charge Enable	If ticked, service charge will be enable offline.
Charge Type	There are 2 type of charge. Percentage charge type depend on the certain percent from the total amount. Amount is certain amount from the each receipt.
Charge Amount	Function: To define the charge amount in percentage or amount.

GST / TAX / VAT

Function: GST , Tax or VAT various tax which will show in the receipt.

Example: There are tax information include tax name, tax no, tax amount which need include in the receipt. There are multiple tax type available, user can set it offline

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.

How To Set GST In The Receipt

Function: To set the GST or other tax in the receipt.

1. Open POS Offline Client.
2. Click “Setting” button on the login window.
3. Fill in username and password.
4. Open the tab of “TAX/VAT/GST”.
5. Ticked “Tax Enable ” for the Overall Tax control.
6. Choose the Tax Type like exclusive amount, exclusive percent, amount, percent or per item.
7. Fill in the Tax amount and Tax label for instance “GST”.
8. Click “Save” button to save the setting.
9. Restart the POS Client after finish setting up.
10. Click “POS Setting” under the System tab.
11. Navigate to Receipt tab.
12. Key in the GST number and tick “Print in Receipt”.
13. Click “Save” to finish the setting.

Round Up

1. By default the round up is to nearest 0.05
2. User may set the round up figure at setup.
3. Login to the POS Client.
4. Click “POS Setting” under the System tab.
5. Navigate to Interface tab.
6. Change the Rounding figure inside the POS Interface section.
7. Click “Save” to finish the setting.

Receive Deposit For An Order

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

1. Login to POS Client.
2. Select some item and add it into the transaction
3. Enter amount pay to the “Tendered” 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 user can retrieve the receipt to complete the payment.

Make Additional Payment On Unpaid Order / Deposit

1. Go to “Receipt List” under the Receipts tab.
2. Search for the unpaid receipt by ticking the “Unpaid Receipt” before clicking the “Search” button.
3. Click the receipt and make sure the receipt information is displayed in bottom part.
4. Click the “Open Receipt” button.
5. The system will be directed to the order list form together with the receipt information.
6. Now enter the total amount paid in tender field, user can use the calculator button to assist.

7. Once the full payment receive, the receipt is done and cannot be edited.

Make Bulk Payment

Function: To pay for multiple unpaid receipt in one payment.

1. Go to “Make Bulk Payment” under the Receipts tab.
2. Choose the date within and Tick the unpaid receipt that customer wish to pay.
3. Click “Make Payment” button to proceed to payment.
4. Note that the payment type is only by cash. Select either exact or key in cash to finish the bulk payment transaction.

Custom Cost Type

Function: To add the custom cost option inside the receipt for reference and report.
Please be noted that, alongside with the custom cost type and the item cost, the profit will be getting lesser since both of the cost type is not combined.

For example: Service cost is excluded from the item cost.
A screen protector for a phone is RM50. If applied by the salesman, the extra charges will be RM10. So inside the receipt, the original cost for the item is RM20, and the initial profit is RM30. Since the service RM10 is added into the receipt, eventually the profit left only RM20.

Adding Cost Types

1. Login to POS Offline Client.
2. Navigate to Receipts → Receipt List → Receipt → Receipt Item Costs.
3. Click on the Cost Types on the top of the Receipt Item Costs window.
4. Click on “New” button before insert the item cost type and the value.
5. Click “Save” to finish creating the item cost type and close the window.

Applying Cost Type On A Receipt

1. Login to POS Offline Client.
2. Navigate to Receipts → Receipt List.
3. Search the receipt by using the filter.
4. Navigate to Receipt → Receipt Item Costs.
5. Click on the particular receipt inside the list.
6. Choose the cost type for the receipt and insert the description if needed.
7. Click “Save” to finish editing the receipt.

Receipt

Find A Receipt

6. Click the “Receipt List” button under the Receipts tab.
7. Filter the receipt accordingly, then click “Search” to search for the receipt.
8. The receipt that user searched will appear inside the list.

Edit Receipt Date

1. Click the “Receipt List” button under the Receipts tab.
2. Search for the receipt that user wish to edit and open it.
3. Choose the date at left side top corner of the side bar.

4. Click "Edit" button at the side bar to make any changes.

Void Receipt

1. Click the “Receipt List” button under the Receipts tab.
2. Search for the receipt that user wish to void and open it.
3. Select the receipt from the list and then click “Void” button.
4. Please be careful when the system pop up the confirmation.
5. The item quantity will return to inventory and the cash will be refunded if user needs.
6. The payment will checked out from petty cash as well.

Payment History

Function: To check payment history which include the paid amount, card type, bank name.

User also can add some remark to the receipt.

1. Click the “Receipt List” button under the Receipts tab.
2. Find the receipt which user wants view the payment history.
3. Click “Payment History” to view it.
4. Click on the remark to add some remark to the payment.

Re-open A Receipt

1. Click the “Receipt List” button under the Receipts tab.
2. Search for the receipt, and open it.
3. Go to Other tab and click re-open the receipt.
4. The receipt will void automatically and the re-copy all the items to the new receipt.
5. Then continue to make payment and close the new receipt.

Split / Combine Receipt

Function: Split a single receipt to several receipts and combine both different receipts as single receipt.

Main receipt is always on the left.

Receipt No	Select the receipt number that wish to split.
Table Name	It will show out the table name if have.
Open This Receipt After Split	The edited receipt will be shown in the transaction form after done spliting the receipts.
Split Quantity	Split the quantity of the selected item from left receipt to right receipt. If the quantity is only 1, system will move the item to the right receipt instead.
>>	Move the selected item from left receipt to right receipt.
<<	Move the selected item from right receipt to left receipt.
>|	Move all of the items inside the left receipt to right receipt.
|<	Move all of the items inside the right receipt to left receipt.
Save Button	Save the modification of the receipt(s) and exit.
Exit Button	Exit the windows.

Combine Button	Combine all of the items from two receipts into a single receipt.

Single Receipt Split

1. Click the “Split Receipt” button under the Receipts tab.
2. Click on the “...” on the left to search for the receipt that user wish to split.
3. Start to move the item to the right to split the receipt.
4. Click on “Save” Button or “Open This Receipt After Split” after finish modifying
5. The new receipt will be created along with the item(s) that split from the main receipt.

Two Receipt Split

1. Click the “Split Receipt” button under the Receipts tab.
2. Click on the “...” on the left and right to search for the receipts that user wish to split.
3. Start to move the item between left or right to split the receipt.
4. Click on “Save” Button or “Open This Receipt After Split” after finish modifying
5. Two of the receipts will be edited along with the item(s) that split into two.

Combine Receipt

1. Click the “Combine Receipt” button under the Receipts tab.
2. Click on the “...” on the left and right to search for the receipts that user wish to combine.
3. Click on “Combine” button to combine both receipts into the same single receipt.
4. The receipt on the right will be voided as the item(s) has been added to the main receipt.

Warranty, Service, Pickup Date

Insert Warranty, Service, Pickup Date

1. Select a few items from the items menu to the transaction form.
2. Click “Receipt Info” tab on the side bar.
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. Click “Inventory List” under the Inventory tab.
2. Navigate Item Setup → Category.
3. Select any item category available in the list.
4. 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.
5. Check the options that apply to the category and enter values.
6. Click “Update” button.

Alert Pickup Date

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

Shortcut Keys

F1	Help Info

F2	Order
F3	Exact
F4	Cash

POS Attachment

Some time, user will need to attach some information to the POS receipt. User can attach serial numbers, items name, and etc. Some of our customers in play ground use it to attach wristband's serial, some car wash customer use it to attach items inside the car before wash. User can then select to print out the attachment together.

Add Attachment Info To Receipt

1. Before user confirms the order, user can attach some number to that particular order / receipt.
2. Click “Attach” tab at the side bar.
3. Enter some number in “Tag” field and click “attach”.
4. The number in “Tag” field will be added to the table below.

Detach Attachment Info From Receipt

1. Select any receipt from receipt list and click “Open Receipt” button.
2. Now click “Attach” tab at the side bar.
3. Click any attach number that going to be removed and click “Detach” button.
4. Now noticed that the detach information's background color will changed to indicate that the particular number is detached.

Receipts

1. Click on the “Receipt List” under the Receipts tab.
2. Transaction records can be found as a list inside the Receipt List windows.
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. User can open a pending receipt for continue payment or voiding.

Multiple Printing Format

Function: POS Offline System is capable for supporting various thermal receipt printers. Thus, POS System could accommodate multiple receipt formats such as:

1. 80mm Receipt
2. 58mm Receipt
3. A4 Receipt

User can also set to hide certain columns (A4 receipt) / rows (80mm) from displaying in the receipt and include barcode as well.

Print 80mm Receipt

Function: To print 80mm receipt .

It has the paper width of 3.13" or 80mm. 80mm thermal papers are mostly used for retail shops, restaurants, cafes and so on. It provides more space to display item descriptions and other information.

1. Login to the POS Offline Client.
2. Click on “POS Setting” under the System tab.
3. Go to the “Receipt List/Layout” tab and select 80mm Small Receipt.
4. Click “Save” to save the setting.
5. Now , the receipt will print in 80mm format.
6. User also can preview the receipt layout for 80mm format.
7. Click “Receipt List” under the Receipts tab.
8. Search for a receipt and click “Preview 80mm” button to preview the layout.

Print 58mm Receipt

Function: To print 58mm receipt

58mm thermal receipt paper has the paper width of 2.28" or 58mm. It is mostly used in credit card processing, kiosk, parking lots, and so on.

1. Login to the POS Offline Client.
2. Click on “POS Setting” under the System tab.
3. Go to the “Receipt List/Layout” tab and select 80mm Small Receipt.
4. Click “Save” to save the setting.
5. Now , the receipt will print in 58mm format.

Print A4 Receipt

Function: To print A4 receipt.

A4 receipt has the paper size of 210 x 297mm. It usually use in the formal invoice for a transaction.

1. Login to the POS Offline Client.
2. Click on “POS Setting” under the System tab.
3. Go to the “Receipt List/Layout” tab and select A4 Receipt.
4. Click “Configure” to receipt configuration.
5. In tab A4/other width, user can change the layout and details for the receipt and click “Save”.
6. Click “Save” to save the setting.
7. Now, the receipt will print in A4 format.
8. User also can preview the receipt layout for A4 format.
9. Click “Receipt” button in POS main screen.
10. Click “Preview A4” button to the preview.

Set And Configure Information In The Receipt

Function: To configure the various information displayed in the receipt.

Example: User may need to control the display of the information on the receipt so the customer have the clearer view for the receipt.

1. Login to the POS Offline Client.
2. Click “POS Setting” under the System tab.
3. Go to the “Receipt” tab and do the settings.
4. User can tick and untick the information which user needs display in the receipt which include Receipt Header , Receipt Contact , Receipt Detail and Receipt Footer.
5. Click “Save” to save the setting.
6. Now, the receipt will print receipt and view the information.
7. Make a cash sale and print a receipt.
8. User also can preview the receipt detail windows.
9. Click “Receipt” button in POS main screen.
10. Click “Preview A4” or “Preview 80mm ”button to the preview.

Print Receipt With Barcode

Function: To print a receipt with barcode

Example: User can scan the receipt using a barcode scanner to find the receipt in Offline POS Terminal.

1. Login to the POS Offline Client.
2. Click “POS Setting” under the System tab.
3. Go to the “Printer” tab.
4. Tick “Receipt with barcode” in Printer Options.
5. Now, the receipt will print with the barcode.
6. Scan the receipt using a barcode scanner to find the receipt.
7. Click “Search” Logo beside “Receipt” button at receipt tab at left side of POS main screen.
8. Scan the barcode. The barcode is refer to the transaction number.

Set Multi Categories Printer

Function: To set the categories item printer for the difference usage for example in a restaurant.

Example: In a restaurant, there are many items printer need to be set up for the food preparation counter, so multi categories of printer need to be set up.

1. Login to the POS Offline Client.
2. Click “POS Setting” under the System tab.
3. Go to the “Printer” tab.
4. In Categories Printer setting, choose the category that need to print out. For example, “Drink” category.
5. Select the printer to print out this items of category .
6. Fill in the number of copy that you needs to print.
7. Click “Add” button to add the new category printer setting.
8. Tick “Order Print ” to print the order when an order is done.
9. Tick ”Print Another Item List Separately (Cash)” to print another item list when a cash sale is done.
10. Tick ”Print Another Item List Separately (Order)” to print another item list when an order is done.
11. Tick “Cut Item Category” to print the different item list for difference category.
12. Click “Save” button to save the multi categories printer system.
13. Now, do a cash sale.

14. Item list of difference categories will print out from difference printers and receipt will print out from the receipt printer.

Print Item In Separate Paper

Function :To print item in separate paper

1. Login to the POS Offline Client.
2. Click “POS Setting” under the System tab.
3. Go to the “Printer” tab.
4. Select the printer on the “Receipt Printer” and “Item Printer” in the Printer region with 1 copy of the receipt.
5. Tick the “Print Item Separately” box.
6. Click the “Apply” to make changes of the setting and login to the POS offline terminal.
7. After the customer purchase and pay the receipt, just click on the “Print Full” button then it will print out one full receipt and one item receipt.

Change Receipt Status

Function: To set the receipt status.

1. Select the status from the list box , then set the status on the receipt.
2. For restaurant, user can just click the button “NONE” , “TAKE AWAY” or “DINE IN”.
3. Then click on set status button.

None	No specific status
Completed	Paid transactions/order
Dine_In	Order placed for dine-in
In_Queue	Order wait to be served
Rejected	Order is being cancelled
Pending	Order that have not being paid
Pick_up	Order that going to be picked-up
Take_Away	Ordered to be eaten somewhere else
Urgent	Order that have higher priority

Print By Item Category

Function: To print item accordingly it category.

Example: In a restaurant, the items with difference category will send to different counter. The category of drink will send to drink counter, category of dessert will sent to dessert counter, while the category of food will send to kitchen.

1. Login to the POS Offline Client.
2. Click “POS Setting” under the System tab.
3. Go to the “Printer” tab.
4. Tick the “Print Item Separately” and “Cut Item Category”.
5. Configure the “Category Printer Setting” as the user wishes.
6. Click “Apply” to make changes of the setting.

7. After purchase and make payment, then the receipt will automatically print out item with different category in different receipt based on the setting.

Print Appended Item

Function: To print the extra addition item when order the item or cash sale.

Example: This feature is normally use in restaurant. When the customer what to add on the food or drink. The add-on order will be sent to the kitchen.

1. Login to the POS Offline Client.
2. Click "POS Setting" under the System tab.
3. Go to the "Printer" tab.
4. Tick the "Print Appended Item".
5. Click apply to save changes.
6. When user adds new item to any existed order, printer will only print out recent added item when click "Print Item" button during transactions.

Void Current Receipt

1. Login to POS Offline Client.
2. Click "Receipt List" under the Receipts tab.
3. Select a receipt and click "Open Receipt" to view it in the transaction view.
4. After checking the receipt, click "Void Current Receipt" under the Receipts tab.

Dummy Cash List

1. Create a new transaction that user wants to make a dummy cash , user can save as a new dummy cash receipt.
2. View back the Dummy Cash List on the Receipt > Dummy Cash List.

Bulk Receipt List

1. Click "Bulk Receipt List" under the Receipts tab.
2. Choose the date between and click search to search for the bulk receipt.
3. User can also 80mm preview the bulk receipts.

Receipt Reports

Function: To fulfill various need of report that need in business .

There are some reports available in the POS offline system.

Receipt And Category Tab

Export	Receipt report can be exported into .csv (comma separated values) file type and user can be view and analyze those reports in Microsoft Excel.
Print Item	Print report of item sales and show the quantity sales of each item
Profit	Report that shows profit after deducted with cost, service charge(if any) and tax(where applicable).
Order Report	Report that shows receipt order with date, receipt no., items, customer and table no(if any).

Item Options	Report that shows the item option that has been sold within the date selected.
Category Sales Report	Report that shows the amount of sales for all categories.
Items by Category Report	Report that shows the sales of the items in each categories.
Items by Category with Barcode Report	Report that shows the sales of the items in each categories with item barcode.
Receipt Status Report	Report that shows the amount of receipts separated by the receipt status.
Receipt Extra Discount Report	Report that shows the amount of extra discount in each receipts that are having extra discount.
Voided By Receipt Date Report	Report that shows the items that have been voided within the date selected categorised by the staff who did voiding.
Receipt Log Report	Report that shows the items inside every receipts accordingly within the date selected.
Receipt with Payment Details	Report that shows the payment details for every receipts within the date selected.
Receipt Payment Type with Bank Charges Report	Report that shows the payment details along with bank charges analysis for every receipts within the date selected.
Receipt by Payment Types with Details	Report that shows the payment type details such as total paid amount, total sales, total service charge and total tax amount.
Receipt Details (Exclusive Tax)	Report that shows the receipt details that mainly focus on tax exclusive interface. It will also show out the amount of tax and price before tax.
Receipt Detail (Inclusive Tax)	Report that shows the receipt details that mainly focus on tax inclusive interface which everything is sum inside.
Custom Receipt Details (Incl. Tax)	Report that shows the receipt details that mainly focus on tax inclusive interface.
Receipt with Tax Summary Report	Report that shows the receipt details with tax without showing the items inside the receipts.
Receipt with Tax Summary (with Voucher / Coupon)	Report that shows the receipt details with tax and voucher/coupon without showing the items inside the receipts.
Receipt by Payment Types with Tax	Report that shows the receipt payment details with sales, discount and tax.
Receipt by Payment Types with Service Charges Report	Report that shows the receipt payment details with sales, discount and service charges.

Item Sales Tab

Item Sales Report	Report that shows the sales and details of every items that had been sold within the date selected.

	Alternatively, the report also can be filtered by categories in order to have more specific report.
Item Sales Report (80mm)	Report that shows the sales and details of every items that had been sold within the date selected in 80mm receipt size. Alternatively, the report also can be filtered by categories in order to have more specific report.
Item Sales with Description	Report that shows the sales, details and description of every items that had been sold within the date selected.
Item Sales with Profit and Cost (80mm)	Report that shows the amount, cost and profit for every items that had been sold within the date selected in 80mm receipt size. Alternatively, the report can also be filtered by categories in or der to have more specific report.
Item Sales with Total Sales	Report that shows the sales amount and details for every items that had been sold within the date selected. The total sales has been included at the end of the report.
Item Sales with Total Sales & Description	Report that shows the sales amount, details and description for every items that had been sold within the date selected.
Item Sales with Total Sales & Sales + Tax	Report that shows the sales amount, details and the sum of the sales and tax for every items that had been sold within the date selected.
Hourly Item Sales	Report that shows the sales and details of the items that sold in hourly format within the date selected.
Average Sales Per Pax	Report that shows the average sales among the number of pax inside a single receipt within the date selected.
Lunch And Dinner Sales	Report that shows the sales and pax sold for lunch and dinner within the date selected. The payment types are also shown at the end of the report.
Breakfast, Lunch and Dinner Sales	Report that shows the sales and pax sold for breakfast, lunch and dinner within the date selected. The payment types are also shown at the end of the report.
Item Sales By Discount	Report that shows the sales, details, and discount values of the items within the date selected. Alternatively, the report can also be filtered by categories in order to have more specific report.
Item Sales with Remark	Report that shows the sales, details, item remarks, and transaction remarks for every receipt within the date selected. Alternatively, the report can also be filtered by categories in order to have more specific report.
Item Sales Details with Remark	Report that shows every details of the items sold with the remark within the date selected.
Item Sales by Prepaid	Report that shows the receipts that has been paid by prepaid credit within the date selected. Alternatively, the report can also be filtered by categories in order to have more specific report.
Item Sales by Type	Report that shows the items sold categorised by the item type within the date selected.

	Alternatively, the report can also be filtered by categories in order to have more specific report.
Item Sales by Tax Code	Report that shows the items sold categorised by the item Tax Code within the date selected. Alternatively, the report can also be filtered by categories in order to have more specific report.
Item Sales by Serial	Report that shows a list of serial numbers that has been sold and the price within the date selected. Alternatively, the report can also be filtered by categories in order to have more specific report.
Item Sales by Cash	Report that shows the items that have been paid by cash with the details of the items within the date selected.
Item Sales by Credit Card	Report that shows the items that have been paid by credit card with the details of the items within the date selected.
Sales by Customer	Report that shows the sales of the items that have been purchased by customers, categorised by customer's name within the date selected. Alternatively, the report can also be filtered by categories in order to have more specific report.
Item Sales Report by Qty	Report that shows a list of items and the quantity of the item that has been sold, along with the details within the date that has been selected. Alternatively, the report can also be filtered by categories in order to have more specific report.
Item Sales Report by Member Category	Report that shows a list of items that has been sold and the details of the item, categorised by the membership group within the selected date.

Open & Service By Tab

Service By	Report that shows the amount of sales according to the salesperson who serviced within the selected date. The report layout is in 80mm receipt size.
Service By Detail	Report that shows the total amount of the items sold according to the salesperson who serviced within the selected date. The report layout is in 80mm receipt size.
Service By Category	Report that shows the total amount of the categories sold according to the salesperson who serviced within the selected date. The report layout is in 80mm receipt size.
Service By Custom	Report that shows the total items that customer bought according the the salesperson who serviced within the selected date . The report layout is in A4 layout size.
Service By Commission	Report that shows the list of salesperson with the service that they have made, and the commission that the salesperson earned within the selected date.
Opened By	Report that shows a list of employees that opened receipt before with the details of the total amount within the date selected.
Opened By Detail	Report that shows the receipts with the items and the item details

	categorised by the employee who opened the receipts within the date selected.
Openend By Detail with Item Desc	Report that shows the receipts one-by-one with the items and item description inside within the selected date.
Opened By Detail with Sales + Tax	Report that shows the receipts one-by-one with the items and the item tax inside within the selected date.
Opened by Commission	Report that shows the list of salesperson with the receipts that they have opened, and the commission that the sales person earned withi nthe date selected.

GST Tab

Item Sales (Include Voided)	Report that shows a list of items and the item details regardless voided or un-voided within the date selected.
Voided By Void Date	Report that shows the list of receipts that has been previously voided within the selected date.
GST Audit File	Save to .csv format for GST reference
GST by Receipt	Report that shows the details of the receipts that are included with GST within the date selected.
GST by Receipt with Total	Report that shows the details of the receipts that are included with GST and total at the end of the report within the selected date.

Summary Tab

Daily Summary without tax srvc	Report that shows a list of the daily sales without the tax and service charge within the date selected. The report is in 80mm receipt size.
Daily Summary with tax srvc	Report that shows a list of the daily sales with tax and service charge within the date selected. The report is in 80mm receipt size.
Daily Sales Summary	Report that shows a list of the daily sales and the details within the selected date.
Daily Item Sales Summary	Report that shows a lits of the daily sales with the details within the date selected.
Monthly Sales Summary	Report that shows a list of the monthly sales and the details within the date selected.
Z-Report	Report that shows the amount of items sold, the payment types, coupons, bank charges, refunds, and gross sales calculated within the date selected. Alternatively, the report can also be filtered by the shift period in order to have more specific report.
Summary with Item Categories	Report that shows the amount of items sold, the cashier sales, payment types, coupons, bank charges, voids and refunds within the selected date.
Summary Report	Report that shows the total sales, the cashier sales, payment types,

	coupons, bank charges, and taxes within the date selected.
Customised Summary Report	Report that shows the amount of items sold, the cashier sales, payment types, coupons, bank charges, and taxes within the selected date.
Petty Cash Report	Report that shows the petty cash flow within the date that has been selected.

Payment Type Tab

Payment Type with Sales (80mm)	Report that shows a list of payment types, the details and the bank charges that has been received within the date selected. The report is in 80mm receipt size.
Payment Type with Sales	Report that shows a list of payment types and the details that has been received within the date selected. The report is in A4 layout size.
Payment Type (Day by Day)	Daily report that shows the payment types and the details that has been received within the selected date.
Payment Type with Item Sales (80mm)	Report that shows a list of payment types and the details that has been received within the date selected. The report is in 80mm receipt size.
Payment Type with Item Sales	Report that shows a list of payment types, the details and the profit that has been received within the selected date.
Payment Type with Collected Value	Report that shows a list of payment types, collected amount and details that has been received within the date selected.
Allowance (Entertainment)/ (OC)	Report that shows the allowance that has been used by employee as payment type within the date selected.
Aging Report	Report that shows the list of unpaid receipts with the amounts and the age of the report within the date selected.
Incomplete Payment Receipt	Report that shows the list of incomplete receipts with the balance and the age of the reprot within the date selected.
Sales by Points	Report that shows a list of receipts that has been paid by Points payment type within the date selected.
Credits Cards by Day	Daily report that shows a list of receipts that has been paid by credits cards payment type within the selected date.
Credits Cards by Month	Monthly report that shows a list of receipts that has been paid by credit cards payment type within the date selected.
Room Service	Report that shows the items that has been sold in a room with details within the date selected.
Bank Charges	Report that shows the list of receipts that are having bank charges and the charge details within the date selected.

FTP Upload

Function : To upload the some report to company's server by File Transfer Protocol (FTP).

Example : Some company will need send the report to the server automatically in the specific time. User can provide the FTP address ,port number , username and password. POS will send the required report in the specific time everyday.

The setting can be done by going through this few configuration steps:

9. Login to POS system.
10. Click “Reports” under the Receipt tab on the menu bar.
11. Click “Setting” inside the Reports windows.
12. In the section of FTP upload, ticked the “Enable”.
13. Fill in the FTP Address, Port number, Username, Password.
14. Choose the type of report that need upload. There are 9 types of report that can be upload.
15. Choose the date and time for the report upload.
16. Click “Save” button to save the report.

Enable	Ticked to enable the FTP upload.
FTPAddress	The user FTP address to upload
Port	FTP Port which to upload
Username	Username for the FTP
Password	Password for the FTP
SQL Database	SQL Database for the FTP upload.
Report	Type of report to send
Upload	Define which days of report to send
Everyday At	The time of the report to send everyday
Save Copy At	The destination folder to save the copy at.
Trigger When POS Shutdown	Automatically trigger when shutting down the POS client.

Edit Receipt

Function: To edit the receipt in whole transaction include the receipt no, table on, pax of person, contact of customer, employee who opened the admin and item purchased.

Example: The receipt have to change because the customer need add on some items or the wrong contact select when receipt opened before.

1. Click on the “Receipt List” under the Receipt tab.
2. Choose the receipt that user wish to edit and click “Open Receipt”.
3. User can make the change from pax of person, contact of customer and employee who open the receipt
4. User also can add the items from the inventory.
5. Click “Edit” to save the change.
6. User needs make authentication by using the username and password.
7. Now the receipt already updated and edited.

Contacts and Membership

Function: Customer information is very important to a company. Keeping customer names, emails, mailing addresses and phones number in an organised manner will be useful as user can promote the company by sending promotional materials, discount vouchers, email newsletters etc.

Add Contact

Function : Add the new contact of the customer

1. Login to BMO offline system.
2. Click the “New Contact” under the “Contact” tab.
3. Enter the information in the general tab and also membership tab
4. User can set the credit limit of the particular contact by changing the value in limit field, (-1 indicate unlimited)
5. Click on the “Save” button

Fingerprint Enrollment

Function: To save a customer with fingerprint.

1. Go to http://www.posmarket.com.my/download/URU4500-USB-Fingerprint-Reader.zip.
2. After download the fingerprint reader driver.
3. Extract it and follow the "Readme.txt" instruction to install the driver.
4. Connect the fingerprint reader.
5. Click "Contact List” under the Contact tab.
6. Select the contact that user wish to enroll the fingerprint to.
7. Click "FP Enroll" under Fingerprint tab to start saving the fingerprint.
8. After scanning 4 copies of fingerprint, click "save" button.

Fingerprint Verification

Function: To verify the fingerprint of a contact.

1. Click "Contact List” under the Contact tab.
2. Click "FP Verification" under Fingerprint tab to start verifying the customer fingerprint.

Edit Contact

Function: Edit the contact and view information of the contact such like Purchase History, Aging, Credit and Employee Assign.

1. Click "Contact List” under the Contact tab.
2. Search for the contact through the contact table.
3. User can filter the search result by entering appropriate name, phone no and etc.
4. Click on the contact.
5. Click on the “Edit Contact” button.
6. In the “Edit Contact”, user can edit the information and assign the admin to the contact.
7. Click “Update” button to save the change.

Contact Source

Contact source is the user/employee that is responsible in adding a contact into the system. For example, employee1 is the one that add contact1 details into the system.

Create Contact Source

1. Click "Contact Source” under the Contact tab.
2. Fill in the source name and click “Save”

Debtor Term

Debtor term is the way a debtor is assign/called. For example, short-term debtor term is used when a debtor will have to pay back within 20 days and long-term debtor term is used when a debtor will have to pay back within 3 months. It is important to define debtor term as it affect the current assets value.

Create Debtor Term

Function: To allow user to define the term used for a period of credit when invoice is issued

1. Click "Contact List” under the Contact tab.
2. Click on “Debtor Term” under the Setup tab.
3. Fill in the term and period represented by the term
4. Click ”Save” button
5. If user want to change the term or days represented, click “Ipdate” after changing the fields
6. User can also delete the term by clicking the “Delete”.

Memberships

Function: To assign membership to a contact.

1. Click "Contact List” under the Contact tab.
2. Choose a contact and then click “Edit Contact” button.
3. Inside the Membership tab, choose the member category, membership status and date join.
4. Click “Update” to update the contact's membership

Aging

Function: View the order which have not been fully paid by the customer.
User can check the certain customer's unpaid payment in the Edit contact history.

1. Click “Contact List” under the Contact tab.
2. Choose a contact and then click “Edit Contact” button.
3. In the Aging tab, the unpaid receipt will be shown below.
4. To make the payment for that particular receipt, select the receipt and then click “Make Payment/Open” button.

Credit Limit

Function : Debt limit they can reach.
User avoid some customer exceeds the debt limit which set at the first.

1. Click “Contact List” under the Contact tab.
2. Choose a contact and then click “Edit Contact” button.
3. Under the Credits tab, the prepaid credit can be view and edit.
4. By default the limit field is -1, which means that the credit limit is unlimited.

5. User can set a credit limit by enter the credit limit amount, and then click “Update” button to save/updates the changes.
6. If the current credit is exceeded limit that is set, the error is prompt when user order certain items that exceeded limit.

Assign

Function : To add one or more than one admin for the certain customer.

1. Click “Contact List” under the Contact tab.
2. Choose a contact and then click “Edit Contact” button.
3. In Assign tab, user can choose admin and click “Add Admin” to assign the admin.
4. User also can remove the admin by select he/she from the Admin list and click “Remove” to remove the admin.

Delete Contact

Function : The contact can be delete offline before synchronize.

1. Click “Contact List” under the Contact tab.
2. Choose a contact and then click “Edit Contact” button.
3. Search for the contact through the contact table.
4. Click on the contact.
5. Click on the “Delete” button.

After synchronized , it only can be delete online. User are required to delete it in online POS website and sync it to offline POS terminal

1. Navigate to Contact → Contact List
2. Search for the contact through the contact table.
3. Click and expand the action list
4. Click on “Del” link.

Now login to offline POS terminal and click “Sync” button.

Search Contact From POS Screen

1. Click “Contact” in the side bar menu on the left.
2. A dropdown list will appear with the customers' names inside.
3. Alternatively user can click the search button beside the dropdown list.
4. Enter the filter information and click “Search” button to find customer.
5. Click on the customer and the information will be displayed immediately

Search Contact From Contact Form

1. Click “Contact List” under the Contact tab.
2. Fill in the information and click search.

Import Contact

1. Navigate to Contact → Contact List
2. Click “Import Contact” under the Contacts tab.
3. Choose deliminator and click '…' button to search for file to import

4. Click “Save” button

Customer Locker

Function: If user needs to keep the customer's item, for instance some drinks, bags and etc for a period of time, user can use customer locker to keep the information.

Store Customer Item To Locker

Function: To store the customer's Item to locker. Some customers may need store or book the item before they purchase the item. User can keep the customer item and record the information.

Example: For instance, customer order or book a pair of shoe before he or she purchase it. User can store the item in the certain period. User can set a time of expired to remind the employee to take out the item if the customer do not take out the item in the certain period.

1. Click “Contact List” under the Contact tab.
2. Click “Open Locker” under the Locker tab.
3. Select the customer that user wish to take action with.
4. Now user can enter item to store in locker together with the relevant information such as expiry date for the locker.
5. Click “Insert” button and the new added item will be displayed in search table.

Take Out Item From Locker

1. Click “Contact List” under the Contact tab.
2. Click “Open Locker” under the Locker tab.
3. Click the item under “Search Locker” section.
4. Click “Take Out” button and the item in locker will be removed.

Print Locker Content List

1. Click “Contact List” under the Contact tab.
2. Click “Print Locker Content List” under the Locker tab.
3. User can preview the items that contain inside the locker in 80mm receipt layout.
4. Print to print out the locker content list.

Print Locker Transaction

1. Click “Contact List” under the Contact tab.
2. Click “Print Locker Transaction” under the Locker tab.
3. User can preview the items that has been moving in or out the locker in 80mm receipt layout.
4. Print to print out the locker transaction.

Job Sheet And Job List

Job Sheet and job list will fit to the most of optical store business. User can easily insert customer record and keep eye reading in Job sheet. Please contact us for the setup of Job Sheet function.

Create A New Job Sheet

1. Click “Contact List” under the Contact tab.
2. Select on a member from the list.

3. Click “Jobsheet” under the Jobs.
4. Input the detail of jobsheet.
5. Click ”Save” button to save new job sheet.

Edit Job Sheet

1. Click “Contact List” under the Contact tab.
2. Click “Job List” button.
3. Click on the Jobsheet that wish to edit.
1. Click “Update” button to update the new jobsheet.

View Purchase History

Function: View the purchase history of the contact.

User can check and view the customer purchase history.

1. Click "Contact List” under the Contact tab.
2. Choose a contact and then click “Edit Contact” button.
3. In the Purchase History tab, select the start date and end date.
4. Click “Search” button view the purchase in the defined duration.
5. The list of transaction will be shown in the transaction list.
6. User can also choose to open in receipt list by clicking “Open in Receipt List”.

Prepaid Credit

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

Example: The customer can prepaid a certain amount and use the prepaid credit to purchase in the future time.

1. Click "Contact List” under the Contact tab.
2. Choose a contact and then click “Edit Contact” button.
3. Notice inside the “Credits” tab, there is a field name “Current Prepaid Credit”
4. The value indicate that particular customer prepaid credit balance.

Reload Prepaid Credit

1. User must have an item that supply prepaid credit to customers. So user must create that item for customer to purchase first.
2. Firstly, click on the “New Item” under the Inventory tab.
3. Enter new item information and remember to set some value in “Reload Credit” field.
4. Click “Save As New Item” button and save the record.
5. Now close the form and try to select the item created and add it into transaction.
6. Remember to select contacts, or system will pop up to request contacts information.
7. Enter paid amount in “tender” field and click “cash” button to confirm the order.
8. The “reload credit” amount will entered into the customer's prepaid credit.

Use Prepaid Credit

1. Select some item into transaction.
2. Click on the “Other” button at the sidebar menu.
3. Choose “Prepaid Credit” option in the dropdown 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.

Prepaid Credit History

Function: To add, deduct and view the prepaid credit of the customers.

Example: Customer can add the prepaid credit for the future purchase. The prepaid credit also can be deduct.

1. Click "Contact List" under the Contact tab.
2. Select a contact from contact list.
3. Click "Prepaid Hist" under the Contacts tab.
4. The prepaid credit history of this contact will show in the pop out window.
5. User can add the balance by fill an amount and click "Add" button.
6. Authentication for admin is required.
7. User also can deduct the prepaid credit by fill the amount and click "Deduct" button .
8. User click "All" button to view the current amount after add or deduct the prepare credit.

Contact Group

Create Contact Group

1. Click "Contact List" under the Contact tab.
2. Click "Group" under Contacts tab.
3. Click "New" and fill the new contact group name.
1. Click "Save" to save the new contact group.

Edit And Delete Contact Group

1. Click "Contact List" under the Contact tab.
2. Click "Group" under Contacts tab.
3. Click "New" and select the existing contact group.
1. Click "Update" or "Delete" button to edit or delete the contact group.

Add Contact Into Contact Group

1. Click "Contact List" under the Contact tab.
2. Select the contact which need to add into contact group
1. Click "Group" under Contacts tab.
1. Select the group from the dropdown list and then click "Assign" to assign a group for the contact.

Relation

Function: Add family relationship to contact. User can contact the family member of the contact when needed.

Add Relation

1. Click ”Contact” button.
2. Select the contact which need to add into
3. Click “Relation” button.
4. Select relation and relate contact.
5. Fill the contact info include the name , birthday , gender , address and conatct no.
6. Click “Add Relation” to save the relationship.

Memberships

Function: Allow user to categorise the customer levels and different privilege for each categories.

Create Membership Category Offline

1. Click "Contact List” under the Contact tab.
2. Navigate Setup → Membership Category
3. Click “New” button
4. Enter new category name and details about the category.
5. Add the discount info into the box on the right, and click “Upd” button.
6. Click “Save” button.

Add Discount Info Into The Category

1. Click "Contact List” under the Contact tab.
2. Navigate Setup → Membership Category
3. Click the membership user is going to add the discount info.
4. Set the Discount Amount and Discount Type.
5. User can also set the Minimum Purchase or Category to get the discount privilege.
6. Minimum Quantity also can be set.
7. After finish key in, click “Add” button on the right.
8. After adding the discount info, click “Upd” again to update the info.
9. Click “Update” button to finish the update and close the window.

Delete Membership Category Offline

1. Click "Contact List” under the Contact tab.
2. Navigate Setup → Membership Category
3. Click the category that user is going to delete.
4. Click “Delete” button.

Edit Membership Category Offline

1. Click "Contact List” under the Contact tab.
2. Navigate Setup → Membership Category
3. Click the membership going to edit and make change on the membership category.

1. After this, click “Update” button.

Assign

User can assign a particular employee or staff to the contact.

1. Click "Contact List” under the Contact tab.
2. Choose a contact and then click “Edit Contact” button.

3. Go to “Assign” tab.
4. Select the staff or employee and click “Add Admin”.
1. Click “Update” to finish the update.

Service History

User can add in the service history into the customer contact's.

Adding A New Task For Customer Service History

1. Click "Contact List” under the Contact tab.
2. Navigate CRM → New Task
3. Insert the information of the service customer history.
4. Remember to set the status for the task, create one if there is no status available.
5. Click “Save” after the setting is done.

Editing The Task

1. Click "Contact List” under the Contact tab.
2. Navigate CRM → Task List.
3. Select the task that you wants to edit and then click “Edit Task”.
4. After finishing the edit click “Update”.

Method of Promotion In POS Offline System

There are different kind of the promotion method that can used in the POS system including voucher , promotion period and point redemption.

Discount

Set Discount Limit

Function: Prevent user from entering higher discount compared to cost.

1. Click "Contact List” under the Contact tab.
2. Select the item user wish to set discount and click “Edit Item”.
3. Go into “Prices” tab, and then set the pricing inside the windows.
4. The discount type can be either percentage or amount.
5. After done setting, click “Save”.

Vouchers

Create Voucher Category

1. At the time of writing, the voucher can only be created in the online POS System
2. Login to online account via http://www.posmarket.com.my.
3. Navigate Item → Setup → Item Category.
4. Create a new category for the voucher by clicking “New Category”.
5. After done creating key in the details, tick the “Voucher”.
6. Set the minimum usage condition for the voucher.
7. After done setting, click “Save” button to finish.

Create Voucher

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

1. Login to online account via http://www.posmarket.com.my.
2. Navigate Item → Item → New Item.
3. Key in the details for the voucher and set the item category as the voucher category that was previously created.
4. Tick “Physical Check” and “Serial Control”.
5. After done, click on “Save” button.

Set The Voucher Value

1. Login to online account via http://www.posmarket.com.my.
2. Navigate Item → Item → Item Price.
3. Search for the Voucher created by clicking “...” beside Item Code.
4. Click on the “New Price” at the bottom right corner.
5. Set the price of the voucher.
6. Click “Save” to finish the setting.

Receive The Voucher With Different Serial Number

1. Login to online account via http://www.posmarket.com.my.
2. Navigate Item → Location → On Hand Summary.
3. Search for the item, and then click on “Receive” at the Action section.
4. Key in the Serial Number at the bottom right corner.
5. After that, key in the total quantity received in the Quantity Received .
6. Click “Save” to finish the setting.

View Serial Number Of Voucher

1. Login to online account via http://www.posmarket.com.my.
2. Navigate Item → Location → On Hand Summary.
3. Search for the item, and then click on “S/N” at the Action section.
4. User can now view the serial number list and the details.

Make Payment With Voucher

If user has created the item online, please sync the database before proceed.

1. So by now the POS Offline Client should be having the Vouchers that have been created.
2. Try to select few items from the items menu.
3. After that, click on “Others” button on the side bar menu, and choose “Voucher”.
4. Key in the appropriate serial number, and then click the Tick button.
5. The voucher shall be appearing inside the transaction form.
6. Finish the transaction with the rest of the balance.

Purchase Voucher

If user has created the item online, please sync the database before proceed.

1. Select the Voucher from Voucher category inside the items menu.
2. Insert and select the valid voucher serial number.
3. If the voucher is valid, it will display the voucher value.

4. Click “Update” to overwrite voucher serial.
5. User can now finish the transaction.

Common Voucher

The common voucher is the item create with negative value which is the amount of discount. For example , user can create the item with price value -10.It will be a RM10 voucher.

Negative Value Item

1. Create the negative value item through before making transaction for it.
2. Give it a manufacturer code, and user can print it out and distribute this item as common voucher that negate a value upon usage.

Make Transaction With Common Voucher

If user has created the item online, please sync the database before proceed.

1. Select any item from items menu to make transaction.
2. Insert the negative value item into the transaction.
3. The Grand Total amount for item that user selected before to make transaction has been deducted.
4. Finish the payment.
5. A transaction box will pop out and show that the transaction is done. Click 'Close' button to dismiss the transaction box.
6. To check the receipt, click on 'Receipt' button in the POS Terminal top menu bar.

Promotion Period

Function: We can set the certain promotion or membership discount period for the certain item for contact with membership. Once expired, the item with discount won't appear again. However, item without discount will still available.

Promotion Period Type - Time Range

Function: To give the membership discount on the time range which in between two certain time range. Example: Washing Machine will sell in 30% discount price in the promotion period from 01 October 2014 – 30 October 2014 to a VIP member. Discount also can set to non-members.

Promotion Period Type - Daily Type

Function: To give the membership discount on the certain period of time everyday for instance lunch time , dinner time or happy hours.

Example: Nasi Lemak Set will sell in 10% discount price in the promotion time from 11.00am to 12.00pm to all type of member.

Set The Promotion Period

Function : Set the certain period of promotion to the members.

We can set the promotion period in the Inventory window.

1. Click “Inventory List” under Inventory tab on the menu bar.
2. Select the item from the item list that user want to give discount.
3. Click ”Edit item” button.

4. Go to the “Prices” tab then the “Promotion Type” session.
5. Discount can be given to different customers according to their member category. For discount to everyone , user can leave the membership category blank.
6. Select the member category that user wants to give discount.
7. Discount type can be chosen whether is in Percentage or Amount.
8. After that, insert the value that want to be discount.
9. Promotion time can be change in time type and promotion period.
10. The minimum quality to qualify promotion also can be set.
11. The change of the quantity can be set to decease , increase or both.
12. Press Insert button.
13. Discount also can be removed.

Promotion Type

Function: To promote the items in various way as user needs for the business for instance “Buy 2 Free 1” or “1 for RM4, 3 for RM10”.

Promotion “Buy 2 Free 1”

Function: To promote item in Buy 2 Free 1 Promotion
Remember to Set the Minimum Quality Condition to only item that reached minimum in the setting.

1. Click “Inventory List” under Inventory tab on the menu bar.
2. Select the item from the item list that user want to give promotion.
3. Click ”Edit item” button.
4. Go to the “Prices” tab then the “Pricing” session.
5. Select the member category that user wants to give promotion to. (Optional)
6. Set the total price for 3 quantity.
7. Set the discount amount of 1 quantity.
8. Set the promotion period if needed.
9. Click “Insert” and “Save” the item.

Let's say, user is selling canned drink for RM3 each.
The total price should be RM9.
The Disc Type should be “Amount”, and the Discount amount should be RM3. (Free 1)
So the total price for the promotion is RM9 – RM3 = RM6.

Promotion “1 For RM 4, 3 For RM10”

Function : To promote item such as 1 item is selling RM4, but 3 items sell in a total of RM10.
Remember to set the Minimum Quality Condition to all items follow new price in the setting.

1. Click “Inventory List” under Inventory tab on the menu bar.
2. Select the item from the item list that user want to give promotion.
3. Click ”Edit item” button.
4. Go to the “Prices” tab then the “Pricing” session.
5. Select the member category that user wants to give promotion to. (Optional)
6. Set the total price for 3 quantity.
7. Set the discount for the difference between total price and promotion price.
8. Set the promotion period if needed.
9. Click “Insert” and “Save” the item.

Let's say, user is selling fries for RM4 each.

The total price should be RM12.
The Disc Type should be “Amount”, and the Discount amount should be RM2. (12 – 10 = 2)
So the total price for the promotion is RM12 – RM 2 = RM10. (3 for RM10)

Point Redemption

Function: To allow customer collect the point redemption for customers. When customer purchase the selected items, the point will be collected in customer account.

Example: When customer buy the Orange juice with price of RM 5 , 5 point will be collected by the customer.

Affiliate Settings

Function: Settings is used to set the redemption of the point collect from the customer every time they make purchase .

Example : The name of redemption item will show in the purchased list when customer purchase with the redeem point.

1. Click “Inventory List” under Inventory tab on the menu bar.
2. Navigate to Affiliate → Affiliate Settings
3. Name the redemption item
4. Click “Save”

Affiliate Model

Function: Different kind of affiliate model can be setup including Amount, Percent, Point and Point Ratio.

Example:
User can do the point system of “spend RM1 get 1 point” by set the affiliate model and set the type to point ratio and commission/point to 1.

1. Click “Inventory List” under Inventory tab on the menu bar.
2. Navigate to “Affiliate → Affiliate Model”
3. Insert the Model Name and Type
4. Click “Update” if user wants to make some changes later on
5. User may click “Delete” if user want to delete the affiliate model created.

Attach Affiliate Model

Function: To attach affiliate model to a item. When customer buy the items which attached by affiliate model, commission or point will be collected by this customer.

1. Click “Inventory List” under Inventory tab on the menu bar.
2. Select the item which need to insert Redeem.
3. Click “Edit Item”.
4. Choose the common attached model in Tab “Affiliate”.
5. Click “Save” to save the item.

Make Redeemable Item

Function: To insert redeem for item. After that the item will be redeemable by using redeem commission and point.

1. Click “Inventory List” under Inventory tab on the menu bar.
2. Select the item which need to insert Redeem.
3. Click “Edit Item” .
4. Tick the “Redeemable using point” in the Item Info tab.
5. Click “Save” to save the item.

Check The Commission Value For Contact

Function: To check the commission value

After purchase an items with attached an affiliate model , the commission and point will be collect. User can check the commission value of the customer by edit contact.

1. Click “Contact List” under the Contact tab in the menu bar.
2. Select the contact which need to check .
3. Click “Edit Contact” Button.
4. Check the “Redeem Value” in the Credits tab.

User also can check the commission list to check the history of commissions.

1. Click “Contact List” under the Contact tab in the menu bar.
2. Navigate Memberships → Commission List
3. Check the recent commission list.

Make Payment With Redeem Point

1. Select the item from the item list that user want to purchase with redeem point.
2. Then, click on “Other” button and choose “Redeem”.
3. Insert and search for contact. If valid, it will display the balance of redeem point.
4. Insert the value need to redeem or click “Exact” to pay the exact value.
5. Tick to confirm perform selected voucher.
6. The redemption will be added in the order with a negative value.
7. User can now insert cash amount in “Tendered” and select “Cash” to make transaction.

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

Appointment

Appointment can be used in food and beverages as well as other type of services. It is used to mark specific date and place. For example, customer want to reserve a table for 8 on specific date, user can just make an appointment to reserve the table for the customer.

Create New Appointment

1. Click on the “Appointment” under the Contact tab.
2. Click “List” and it will lead user to Appointment windows.
3. Double-click the hour selected, and it will go to the Event windows.
4. Select Customer, Event Category, Date Start and Date End.
5. Insert Event Title and Description (Make sure user does not leave it blank as it need to be showed at event calendar).
6. Select Event Reminder.
7. Click “Save” to apply.

Reserve Status

reserved	Place is not available except for the customer that reserve it
occupied	Place is currently occupied by customer
absent	Place are booked but the customer does not coming
done	Place is currently available as customer just left
other	Different status from the options

Search Appointments

1. Click on the “Appointment” under the Contact tab.
1. Click “List” and it will lead user to Appointment windows.
2. Fill in the Search textbox and then click “Filter” button to show result.

Update Appointment Detail

1. Select the appointment from the event calendar.
2. Change the settings inside and then click “Update” to finish the update.

Delete / Cancel Appointment

1. Select an appointment from event calendar.
2. Click '”Delete” button from keyboard.
3. Click “Yes” to confirm deletion.

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.

Shop Layout

Shop Layout function include setup and designing the table layout. The system consists of 4 layouts for users to choose, such as Restaurant, Hair Salon, Car Wash, Massage. user can customize the layout by drag and drop the furniture according the shop physical layout. Shop layout function helps the employee to take order faster as it uses table number to retrieve the order record and receipt.

Design Layout

1. Click “Shop Layout Design” under the System tab.
2. Click the furniture, counter or door and the icon will appear in the layout field.
3. Drag and move the icon.
4. Set the name of icon and click “Set” to set the name.
5. Click “Save” to save the layout.

Edit Layout

1. Click “Shop Layout Design” under the System tab.
2. Click on “Delete” button or “Delete All” button to rebuilt the whole floor.
3. User can also add the next level floor plan using floor buttons and switch to selected floor on a click.

Setting For Compulsory Table Number Entry When Making Order.

1. Open POS Offline Client.
2. Click “Setting” and then go to POS tab.
3. Tick the “Must enter table no”.
4. Click “Save” to finish the setting.

Create Order By Table

1. Login to POS Offine Client.
2. Click on Layout button inside Navigation Bar.
3. Click on the table that has been created.
4. User can now key in the customer order and click Order button.

Use Table To Retrieve Table Receipt

1. Click on Layout button inside Navigation Bar.
2. Select the table user wish to assign the customer to.
3. Choose the table from Layout and click 'Select Table' button.
4. After selecting, the table number will appear in the table column. Then, insert customer order.
5. Enter the payment amount and choose type of payment.

Make Payment Based On Table

1. Click on Layout button inside Navigation Bar.
2. Select the table user wish to make payment with.
3. Click "Open Receipt"
4. Make payment.
5. Print the receipt of transaction.

Change Table

1. Click on Layout button inside Navigation Bar.
2. Select the table user wish to change to.
3. Click "Change Table"
4. Choose the table that wish to change to.
5. Click “Change” to finish the edit.

Void Receipt

1. Click on Layout button inside Navigation Bar.
2. Select the table number user wish to void.
3. Click "Void Receipt"
4. Key in the username and password.
5. Click “OK” for the pop up message if it meets the situation.

Print Receipt

1. Click on Layout button inside Navigation Bar.
2. Select the table number user wish to print the receipt.
3. Click "Print Receipt" to print the transaction.

ISMS / Emails

SMS and Emails is integrated with our POS Offline system so that it allows the system to send text to the customer phone or send email to the mail box. It is easy to use and it can handle the operational needs of major retail shops and dining outlets.

SMS Marketing

To use iSMS service, user need to register an account in http://www.isms.com.my/register.php. After registered an account,we need to configure SMS at POS Offline System.

Check History

To check back the SMS or email sent to the recipients.

1. Navigate iSMS/Email → SMS Marketing.
2. Click on the "Send History" button on the top.
3. Search the message within the date selected and it shall appear on the list.
4. User also can check the SMS reply history by clicking "Reply History" inside the SMS Marketing windows.

Reload

To reload the credit of iSMS.

The system will direct the user to the iSMS reload website (http://isms.com.my/buy_reload.php).

Send SMS To Phone Numbers

To send SMS to multiple user at the same time with the same message.

User can separate the phone numbers by using semicolon (;) or comma (,).

User can also select the phone numbers that are existing within the contacts.

Emails

Set Up Email

1. Open the POS Client, and then click Setting.
2. Inside the "Email/SMS" tab, Click on the Setup Email/SMS button

Use SSL	If checked, the data sent will be encrypted for safety purposes.
SMTP host	Depending on users email host such as gmail, yahoo and Microsoft Outlook, the SMTP host will be different. For gmail users, user has to key in "smtp.gmail.com" For yahoo users, user has to key in "smtp.yahoo.com" For outlook user, user has to key in "smtp-mail.outlook.com"

SMTP username	Enter email address
SMTP password	Enter password of the email
Recipient	Enter a default recipient of the email/reports
CC:	Enter email address of other recipients. They will received the exact email as recipient and their addresses are visible to all recipient
BCC:	Enter email address of recipient. They will received the exact email as recipient but the other recipient does not know about it.

3. Click “Save” to finish the email configuration settings.
4. Select the report type then choose "yes" on item and click “save” button if user want that report to be emailed to the recipient based on setting above.
5. Choose from “Today's,Yesterday's or weekly” on “Sent the Above .. report” option.
6. If the user select weekly, user have to set the day and time the report should be sent to the recipient based on setting above.
7. Click save button at the upper part after make changes
8. User may now login to POS offline

Send Email To Recipient

We also can send the email to customer.

1. Click ”iSMS/Email” button.
2. Click “Email” button.
3. Insert the information of email. Based on the setting for default email, the CC: and BCC: will received the copy of emails send.
4. Click “Send Email” button.

Send Reports To Recipients

Report sent to recipient are by default have to be configured at the set up email.
Reports will be sent to the recipients by type that they select at the set up email.

Xpress Waiter

Function: To link the POS System with the Android devices that it can do normal order, cases, tasks or even jobsheet.

Please contact us for the setup of Xpress Waiter.

Download The Xpress Waiter For Android

To download the Xpress Waiter, go to the Playstore inside the Android device and then search for Xpress Waiter for POS for 4.86MB.

Xpress Waiter Configuration

Check The Xpress Waiter Port

1. Open the POS Offline Client.
2. Click “Setting” and login the authentication windows.
3. Go to Android tab and check the port for the Xpress Waiter.

By default, it should be 18100.
4. Go to the command prompt, key in ipconfig to retrieve the ipv4 address of the computer network, for example : 192.168.1.108.

<u>*Xpress Waiter Setting In Android*</u>

1. Open the Xpress Waiter application inside the Android device.
2. In the login page, click on the “Setup” button for the first time setup.
3. Firstly, check the POS Terminal IP Address whether is it the same as the ipv4 address that retrieved by command prompt just now.
4. Then, check the port of the application, whether is it 18100.
5. After this, click “Back” to go back to the login page.
6. Before login the POS username and password into the Xpress Waiter, please make sure that there are decent network connections on both Android device and the computer.
7. After this, the Xpress Waiter is ready to be used.

Order

User can use the Xpress Waiter to order the stuffs, and append the items inside the order.

<u>*Make Order With Xpress Waiter*</u>

1. Login the Xpress Waiter.
2. Click on the “Make Order” button.
3. Choose the items that user wish to order.
4. Click on the “Select”
5. User can add in more item.
6. Click “Order” button to finish the order.

<u>*Append Order With Xpress Waiter*</u>

1. Login the Xpress Waiter.
2. Click on the “Append Order” button.
3. Search for the receipt number and select that receipt that user wish to append.
4. Edit the receipt information
5. Click “Update” to finish the edit.

<u>*View Layout*</u>

1. Login the Xpress Waiter.
2. Click on the “Layout” button.
3. It will show out the table layout for the shop.
4. User can select the table to do action like add order.

Contact

<u>*View Contact Detail*</u>

1. Login the Xpress Waiter.
2. Click on the “Customers” button.
3. A list of contacts should be showing up in a list.
4. Click on the contact and click “Details”.
5. The contact's info will be shown in a form.

View Contact Tasks

1. Login the Xpress Waiter.
2. Click on the “Customers” button.
3. A list of contacts should be showing up in a list.
4. Click on the contact and click “Tasks”.
5. The task list should be appearing for user to choose.
6. Click into the “Detail” for more information about the task details.

Case

Add Case

1. Login the Xpress Waiter.
2. Click on the “Case” button.
3. A list of cases should be showing up in a list.
4. Click on “+” icon to add case.

View Case Detail

1. Login the Xpress Waiter.
2. Click on the “Case” button.
3. A list of cases should be showing up in a list.
4. Click on the case and then click “Details”.
5. The case's details will be shown in a form.

Edit Case

1. Login the Xpress Waiter.
2. Click on the “Case” button.
3. A list of cases should be showing up in a list.
4. Click on the Pencil icon to after the settings are done.

Job Sheets

View Job Sheets

1. Login the Xpress Waiter.
2. Click on the “Job Sheets” button.
3. A list of Job Sheets should appear with details.
4. Click on any job sheet and then click “Details” to view chosen jobsheets.
5. The details should be appearing as a form.

Tasks

View / Edit Tasks

1. Login the Xpress Waiter.
2. Click on the “Tasks” button.
3. A list of tasks should appear with details.
4. Click on any task and then click “Details” to view chosen task.
5. The details should be appearing as a form.

6. User can also edit the form.
7. Finish the form by clicking the Pencil icon on the top-right corner.

Online Reports

If user subscribed to bizcloud online, user should be able to sync data to the cloud. Once the data on the cloud, user can view reports using phone or any browsers available.

View Transaction Detail

User can always view all of the transaction information such as orders and receipts online via http://www.posmarket.com.my.

1. Login to POS Offline Client.
2. Click "Sync" Button, make sure there are transaction records in it.
3. Wait for the sync process to be completed.

Sales Report

1. By logging into http://www.posmarket.com.my, user can view the transaction details in various types of reports
2. Navigate Receivable → Sales Report → Sales Report
3. A list of transaction details will be displayed. This report will show all the transactions from invoice, POS , cash sales and other categories.
4. User can filter the result by enter the information to the fields under the "sales report" tab and click "search" button.

Date	Date of the transaction created
Ref	Order/ receipt no
Sales Person	The person service this transaction
Customer	Customer that make orders/ receipt
Branch	Branch that create this transaction record
Type	Indicate the type of the transactions (POS/Invoice/cash sales/etc.)
Pay Type	The way customer make payment (cash/bank in/etc.)
Bank	The Bank name for the bank in payment
Payment No	Payment No for Bank in payment
Total	Grand total of the transaction
Paid	The amount paid by customer
Bal	The outstanding amount (total – paid)
Cost	Cost of the items involved in transaction
Profit	Profit earn from this transaction (total – cost)

Export the Report

1. Click "Export" tab.

2. Click Export to Excel” link.
3. Browse to the location to save the file and click “Save”.
4. Report will be downloaded in .csv format

Sales Summary

1. Navigate Receivable → Sales Report → Sales Summary
2. This report show the sum of cost and sales by month.

Date	Define the month and year for that row
Total	Total amount of transaction
Paid	Total amount received from customer
Outstanding	Total outstanding amount

Export the Report

1. Click “export to CSV” button.
2. Browse to the location to save the file and click “save”.
3. Report downloaded in .csv format.

Customer Sales Report

1. Navigate Receivable → Sales Report → Customer Sales Report
2. This report will show the customer details, branch and sales.
3. User can filter the result by enter the information to the fields under the “sales report” tab and click “search” button.

Customer	Customer who make order
Member Category	Category of membership
Branch	Branch that create this transaction record
Sales Amount	Total sales in this transaction

Export the Report

1. Click “export tab”
2. Click “export to excel” link.
3. Browse to the location to save the file and click “save”.
4. Report downloaded in .csv format.

Sales Report Detail

1. Navigate Receivable → Sales Report → Sales Report Detail
2. This report will show the customer details, branch and sales.
3. User can filter the result by enter the information to the fields under the “sales report” tab and click “search” button.

Date	Date of the transaction created
Ref	Order/ receipt no
Cust.	Customer that make orders/ receipt

Branch	Branch that create this transaction record
Type	Indicate the type of the transactions (POS/Invoice/cash sales/etc.)
Pay Type	The way customer make payment (cash/bank in/etc.)
Bank	Bank that customer use to make payment
Payment no	Payment number of the transaction
Total	Grand total of the transaction
Tax	The amount of Tax
Serv. Charge	The amount of service charge
Paid	The amount paid by customer
Bal	The outstanding amount (total – paid)
Cost	Cost of the items involved in transaction
Profit	Profit earn from this transaction (total – cost)

Sales By Payment Type

1. Navigate Receivable → Sales Report → Sales by Payment Type
2. This report will show the payment details, and total sales.
3. User can filter the result by enter the information to the fields under the “Sales Report” tab and click “Search” button.

Ref	Order / Receipt no
Company name	Name of the company which makes the payment
Payment Type	The way customer make payment (cash/bank in/etc.)
Bank	Bank that customer use to make payment
Payment no	Payment number of the transaction
Total	Grand total of the transaction

Receipt List

1. Navigate to P.O.S → Point of Sales → Receipt list.
2. User can a list of receipt list displayed, the report only content the receipt from POS category.
3. Click “Detail” link that corresponding to a receipt are able to expand and view the detail information of the receipt.
4. User can view the warranty and service information that written on top of the detail table.

Trans.#	Indicate the receipt/ order No
Date	The date of the receipt/order created
P.I.C	Person in charge, employee that service this transaction
Cust.	Customer who make this transaction
Branch	Branch that record this receipt/order
Pay Status	Status of payment (Fully paid, spatially paid , etc)

Pymt Typ	The way customer make payment
Pymt No	Bank in payment No
Void	Indicate the status of that particular receipt whether is void or not
Outstanding	The Outstanding payment
Sales(Myr)	Total sales in this transaction

To Print Receipt Online

1. Click “Receipt” link that corresponding to the receipt no.
2. Click either “Small receipt” or “A4 Size Receipt”.
3. Check the content of the receipt
4. Click “Print” button, make sure the computer is connected to a printer.

Void Receipt

1. To void a receipt, click “Void” link that corresponding to the receipt.
2. Select “OK” option.
3. Now the value in void column will be changed from “No” to “Void” and the “Void” link is disabled.

Drawer

The cash drawer helps user to store the money and avoid the unauthorized access. Cash drawer are mainly printer driven whereby it will open when receipt is being printed. All user need is proper cabling to connect the cash drawer to the receipt printer.

1. Login to Offline POS Terminal
2. Click on “Open Drawer” under Operation tab on the menu bar.
3. The cash drawer will be opened.

Drawer connected to printer, when drawer open, printer print blank. When connected an USB drawer trigger, the drawer is connected directly to USB trigger and can open by itself. You can configure the auto print in POS Client Login Setting -> Devices tab -> Cash Drawer Trigger.

Human Resource Management

Human resource management in one of module in the Offline POS system. User can manage the employee and human resource in the company by using the module. Attendance and leave also can be manage in this module.

User can change the module of BMO Client by the configuration step.

1. Open POS Offline Client.
2. Choose the “Human Resource Management Client” module under the Location panel.
3. Login with the username and password.
4. Now user are inside the HRM Client.

Admin

Permission Setting

By default, once user create an account, 12 employees will be created with different group permission such as staff or employee. To change the permission of the staffs:

1. Open POS Offlie Client and click “Setting”.
2. After logging in, find the “Permissions” button under the Login tab.
3. Select a employee name and click on Edit button. User may change the employee view permission setting at here. After modify just click on the update button.
   Note: User changes permission may affect other employee in the users affected region.
4. Go back the setting and change to POS client terminal.
5. Login to the offline POS system, user can notice the changes have been apply.

Another way to allow user to modify the employee view permission is at the offline POS terminal. Configuration Steps are:

1. Login to offline POS terminal under HRM module. After that, click on the Admin → Permission Setting → View/Edit Permission.
2. Select a employee name and click on Edit button. User may change the employee view permission setting at here. After modify just click on the update button.
3. Note: User changes permission may affect other employee in the users affected region.
4. Go back the setting and change to POS client terminal.
5. Login to the offline POS system, user can notice the changes have been apply.

Employee List

Create Employee

1. Login to http://www.posmarket.com.my.
2. Navigate Employee → New Employee.
3. Enter necessary information of new employee to appropriate field.
4. Click “Save” button and the new employee record will be saved in online database.
5. Now login to POS Offline Client and click “Sync” button to obtain the new added employee information from online.
6. Restart the system after synchronization process and user will be able to see the new employee detail in employee list.

By default, user will have 12 employees at offline terminal. User can make modification but user cannot add any new employees. However, user can create as many employees as user wants online and sync it down to the terminal.

Edit Employee

1. Login to offline POS terminal under HRM module.
2. Navigate Employee → Employee list.
3. Select the employee, and click “Edit” button to do the necessary modification.
4. User can also modify the employee's function permissions, such as “allow perform adjustment”, “Allow to open petty cash” and etc
5. Click “Save” button after modification.

<u>Delete Employee</u>

1. Login to http://www.posmarket.com.my.
2. Navigate Employee → Employee List.
3. Check the check box of the employee that located on the left hand side (beside No.).
4. Click "Delete Employee" button and the selected employees will be removed.

Employee Group

User can create, edit and delete the group of employee as well as assigning employees inside the group.

For example, user can add a new group which is a director board. Then, user can assign the directors inside the group.

1. Login to offline POS terminal under HRM module.
2. Navigate Employee → Employee Group.
3. To create a new employee group, user must key in the group name and then click "Save" button.
4. After that, user can also assign some admins to be into the group that has been created.

Department

There some default departments which include the Account Department, the Admin Department, HR Department, IT Department, Marketing Department, R D Department, Sales Department, and also Security Department. User can also create the departments or assigning the department head to a department.

1. Login to offline POS terminal under HRM module.
2. Navigate Employee → Department.
3. To create a department, user can key in the department name and click "Save" button.
4. Assigning a department head is an optional choice, but to assign the head of department, simply select the desired department and assign the department head.
5. Click "Update" to finish the setting.

Section

Section is the part of a particular departments. Users can create sections based on their need. There some default sections which include the Admin Section, HR Section, Account Section, IT Section, R&D Section, and Security Section.

For example, there are Admin Section and HR Section inside the Admin Department.

1. Login to offline POS terminal under HRM module.
2. Navigate Employee → Sections.
3. To create a section, user can key in the section name and choose the right department.
4. Click "Save" button to finish the settings.

Employee Type

There some default type of employee which include the contact staff, permanent staff, security staff and unconfirmed permanent. User can create, edit and delete the type of employee as user wish.

For example, user can use to add a new type which is a part time worker who work for the weekend. User can create a work pattern of 2-day work and add Sunday and Saturday as a working days.

1. Login to offline POS terminal under HRM module.
2. Navigate Employee → Employee Type.
3. To create a new employee type , user can copy the default employee type and select the new type of employee.
4. Edit the information and click “Update” button to update the information.
5. User also can delete the employee type by click “Delete” button.

Work Pattern

Add Work Pattern

Work pattern is use for attendance and leave calculation. For instance, if user are not working on that day, then user should not be able to apply leave or if user attends to work then it may be an overtime. At the time of writing, work pattern only applies to online application.

1. Login to http://www.posmarket.com.my.
2. Navigate to HR → Add Work Pattern
3. Now enter the name of the new work pattern, and check the check boxes beside the day to add the day work to that particular work pattern. User can define the work time by clicking the “+” button beside “Action” label together with the work type.
4. Click “Add” button to save the new work pattern.

Edit Work Pattern

1. Navigate HR → List of Work Pattern
2. Choose any work pattern to edit by clicking “edit” button that in the same row with the work pattern.
3. User can now modify the name and change the work time in different day of that particular work pattern.
4. Click “Edit” after user has confirm the changes.

If user wants to delete any work pattern, just back to the page that show a list of work pattern and click the “del” link that corresponding to the work pattern detail.

Attach Work Pattern To Employee Type

In this system, work pattern cannot directly bind to employee but it can be bind to employee type. So any employee that are under that employee type are binded to the work pattern automatically.

1. Login to http://www.posmarket.com.my.
2. Navigate Employee → Employee Type
3. Click “New Type” button.
4. Fill in necessary information to the respective field and check any relevant check box that are going to apply to this new added employee type. Remember to choose work pattern that associate to this employee type.
5. Click save button and now the work pattern is binded to the new employee type.

Attendance

View The Attendance List

1. Login to offline POS terminal under HRM module.
2. Navigate attendance → attendance list
3. Choose the employee or the date in between and then click “Summarize” for the result.
4. A full attendance list will be displayed.

User can also print or export the data into .csv file to open in Excel by clicking “Report” button, and then click Summarized.

Station

Function: To define a specific ID to every login portals (finger print login / username login / RFID login) so that system able to identify which user is login or punch in through which finger print reader.

Create Station

1. Login to offline POS terminal under HRM module.
2. Click Attendance → Attendance Station.
3. Insert the new attendance station name and click ”Add station” button.
4. User can also choose specifically which login method is used for example fingerprint.

Check Station

1. Login to offline POS terminal under HRM module.
2. Click Attendance → Attendance Station.
3. A list of available station will be displayed.

Set Station To A POS Terminal

1. Login to offline POS terminal under HRM module.
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.

Employee commissions

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

Create Item With Commissions

Function: To create item or service which have the commission to the employee who do the serviced.

Example:

1. A service like wash hair can be served by employee. The employee who served this service will get a certain amount of commissions.
2. An item like car can be sell by employee. The employee who successfully sell the call

will have the certain percentage of the commission from the price of the items.
To configure the setting, :

1. Login to Offline POS terminal.
2. Click “Inventory List” under the Inventory tab.
3. Click “New item” button.
4. Fill in all necessary field such as cost and name
5. Tick the “Provide 1st level employee comm” .
6. Click “Save As New Item” button.

Update Item With Commissions

Function: To add the option of the commissions to the existing items.

1. Click “Inventory List” under the Inventory tab.
2. Select the item and then click on “Edit Item” button.
3. Tick the “Provide 1st level employee comm” check box.
4. Click “Save” button to finish the setting.

Set Employee Commission

Function: Set the percentage of commission for the each employee. Every employee can have the difference amount of commission from the actually price of the items.

Example: The employee will received 1% from the sale of a car which cost RM50 000 which is RM500 for one car.

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

1. Login to offline POS terminal under HRM module.
2. Under the Employee tab, click “Employee List”.
3. Select any employee.
4. Click on “Edit” Button.
5. Go to “Agent Commissions” tab.
6. Enter or edit the value in commissions field.
7. Click “Save” button.

Make Sales That Give Commissions

Function: To make a sales which give commission to the employee.

1. Log in to POS Offline Client.
2. Select any item and add to the order list.
3. Make sure the item property is allow “Provide 1st level employee comm” option and the selected employee commission rate is greater than zero.
4. Enter the tendered amount.
5. Click “cash” button and confirm the receipt.
6. The commission is calculated and user may view the report at receipt page.

Attendance

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

Standalone Attendance Station

The Standalone Attendance Station is usually for those user who only use our system as Attendance Station. The one-stop Attendance Station allows user to capture attendance, view records, manage the employees.

1. Start offline POS Offline Client and click “Setting”.
2. Go to Login tab and choose the “Attendance Clock” as default module.
3. Navigate to Attendance tab.
4. Tick “Capture Attendance” to capture the attendance whenever login.
5. Choose the method of checking in from POS.

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

6. Click “Save” to finish the setting.

<u>*Set Station To Attendance Clock*</u>

There is only one Station can be set for each Attendance Clock, however, there are many stations that can be created with different name and different attendance capture. Station is a must when user want to capture the employee's attendance.

For the first-time user:

1. Login to the Attendance Clock module with username and password.
2. An Attendance Station windows will be popping up.
3. Key in the name of the Station that user desires.
4. Choose the Reader Source such as Fingerprint login or RFID login. Our preference is leaving the Reader Source empty, because so it can capture the attendance from either Fingerprint or RFID Card.
5. Click “Add Station” button to create a new station.
6. Click the station created, then click the “Set Station” button to set it to current station.

For the user that has been set, but want to change the stations:

1. Login to the Attendance Clock module with username and password.
2. Click on “Setting” button on the top and login again.
3. Inside the Setting windows, click on the “Set Station and Device”
4. Click on one of the stations from the list and then click “Set Station” button to set it to current station.

<u>*View Attendance List*</u>

User can retrieve the default access (in and out) to the system in the attendance list.

1. Login into Attendance Clock module.
2. Click “Attendance List” button on the top.
3. Choose the employee or the date in between and then click “Summarize” for the result.
4. A full attendance list will be displayed.

User can also print or export the data into .csv file to open in Excel by clicking “Report” button, and then click Summarized.

Door Access Control

User can use the Fingerprint reader or RFID Card reader to activate the magnetic door.

Hybrid POS Attendance

The Hybrid POS Attendance is usually for those user who uses our Point of Sales Client and as well as the Attendance capturing.

Set Attendance Clock And POS Check In Method

1. Login to POS Offline Client.
2. Click “Attendance Setting” button under the Attendance tab.
3. Provide the username and password for authentication
4. Tick the Capture Attendance
5. Choose the options from “Check in from POS” and the attendance time
6. Click Save button.

Record Attendance Within POS

1. Login to POS Offline Client.
2. Click “Attendance Clock” under Attendance tab.
1. Capture the attendance by scanning finger print or type in username and password as preset inside the POS Setting.

View Attendance Within POS

User can retrieve the default access (in and out) to the system in the attendance list.

1. Login to POS Offline Client
2. Click “Attendance List” under Attendance tab.
3. Choose the employee or the date in between and then click “Summarize” for the result.
4. A full attendance list will be displayed.

User can also print or export the data into .csv file to open in Excel by clicking “Report” button, and then click Summarized.

Surveillance

Setup Surveillance

1. Open the POS Client and click “Setting” button.
2. Navigate to Camera 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 “Save” button to save the setting.

Save Surveillance Record

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

Watch Surveillance Record In Offline

1. Login to Offline BMO System.
2. Click on the “Camera” under the Operation tab.
3. Click “Watch” button.
4. 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.

Queue Management System

This queue management can be used for variety purpose since our POS can support for different kind of business. For example, this queue system can be used to display the receipt number that request customer to come forward and take their food. Following is the configuration to use this management (setup the interconnected database with share function):

Computer A (For Monitoring)

1. Go to computer C drive and find bmo folder.
2. Right click the bmo folder and share the folder with grant privilege to those user that access to folder have to right to read and write.
3. Configure the share setting based on the window.
4. Go to the window and find the run application then enter the cmd and search for it.
5. Enter the "ipconfig" then search the IP address of the computer A.

Computer B (For Display The Queue)

1. Go to the window button and search for run application then enter the computer A IP address, example : "\\10.0.0.61". Another alternative way to search for computer A is go to the Network and find the computer A.

   **** Note: Remember all of the computer must under the same network domain and workgroup name. ***

2. Search for the bmo folder and right click the bmo folder and select the map device.
3. Install the BMO POS software and filling up the company information for our website, the information exactly the same as the setting in the computer connected to.
4. Select the Setting Folder and Database Folders the device that user just map.
5. Remember to set this at the display queue terminal.

Display The Queue

1. When need to display the queue then user can select the receipt from the receipt list and click on display to display this receipt number on the screen of Computer B.
2. After display, user can notice the receipt will change to gray color.

Hardware Supported

Receipt printer	The software supports 80mm, 58mm receipt printer. Basically all window based receipt printer will be compatible.
Typical printer	If user needs to print A4 size receipt, user 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, user needs 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. User can use it to login to the system as well.
Customer display	Customer display shows the price to customers. User 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	User 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.

Barcode

Save Barcode Using Image

Function: To save the barcode in the JPEG format.

1. Login to POS Offline Client.
2. Click on “Inventory List” under the Inventory tab.
3. Select the item which need to print Barcode.
4. Click on “Edit Item”.
5. In the Items window, the barcode is a below of image. Barcode image is generated based on the value entered into the MFG Code text box.
6. Click on the “Save Barcode” button, choose a directory and the barcode image will be saved.

Setup Barcode Printer

Function: POS can print any barcode size supported any type of barcode printer as long as windows supported.

1. Open the POS Client and click “Setting” button.
2. Click on the “Printer” tab and search for barcode printer text field.
3. Click the “...” button and select the printer that use to print the barcode.
4. Click apply, and click “Save” again in Setting form.

We also can print the barcode in A4 paper , but and stick it to items. However only laser barcode scanner can scan reliably.

Print Barcode

Function: To print multiple items barcode by using difference printer.

Example: User may print the barcode with normal printer and barcode printer.

1. Login to POS Offline Client.
2. Click on “Inventory List” under the Inventory tab.
3. Select items which need to print the barcode printer.

To select random items	Press Ctrl key and click on items
To select multiple items in a row	Press Shift key and click on items
To select all items	Click on the small square next to the "No." column.

4. Click “Print Barcode” button.
5. A Barcode printer window prompted with the barcode user selected.
6. View the list of items and barcode that will be printed. User can can do edit on the barcode detail.
7. Choose printer for printing , the size of the barcode and details that will appear below the barcode. User can use the normal printer or the barcode printer.
8. Click Print.

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.R.U-4500 Thumbprint Reader' driver.
3. After downloading the file, user has 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. User 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, user needs to restart the computer. Click "Yes" to restart it.

Setup

1. Open the POS Offline Client, choose the “Human Resource Management” module.
2. Login to the POS Client account.
3. Plug in fingerprint reader to the 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, the 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: User have to do step 7 for 4 times until the finger print template is ready for user to save.
9. Run the POS Offline Client and then click on “Setting” button.
10. Then, go to Login tab, add "Finger Print Login" as login alternative and click "Apply".
11. Now, the employee can scan his thumb by using finger print reader to log in the POS Client account.

Printer

Installation

1. Go to www.posmarket.com.my and click “Downloads” at the top navigation menu.
2. At the download page, scroll down to POS Drivers and download the lastest printer driver.
3. After downloading the file, user has to right-click the file and click "Extract File" to unzip the file.
4. Go to http://www.posmarket.com.my/wiki-point-of-sales-system/index.php?title=Step_by_Step_Installation_5#POS_58_Mini_Thermal_Printer_Installation and follow the printer installation guidelines.
5. NOTE: For receipt printer 80mm, PC running Windows 8 and above need to change computer date to 01/01/2014 in order to proceed the installation.

Workshop System

Create New Customer Profile

Function: Add the new contact details of the customer

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

Edit Customer Profile

Function: Edit the contact and view information of the contact such like Purchase History, Aging, Credit and Employee Assign.

1. Click on the “Contact List” under the “Contact” tab.
2. Firstly, search for the contact through the contact table.
3. User can filter the search result by entering appropriate name, phone no and etc.
4. Click on the contact.
5. Click on the “Edit Contact” button.
6. In the “Edit Contact”, user can edit the information and assign the admin to the contact.
7. Click “Update” button to save the change.

Delete Customer Profile

Function: The contact can be deleted offline before synchronizing.

1. Click on the “Contact List” under the “Contact” tab.
2. Firstly, search for the contact through the contact table.
3. User can filter the search result by entering appropriate name, phone no and etc.
4. Click on the contact.
5. Click on the “Delete” button.

After synchronized, it only can be deleted online. User are required to delete it in online Workshop website and sync it to offline workshop system.

1. Navigate to Contact → Contact list
2. Find the contact information
3. Click and expand the action list
4. Click on “del” link.

Now login to offline Workshop system and click “Sync” button.

Filter Customers Via Various Data

Function: To retrieve the item needed via filtering data quickly

1. Click “Contact List” under the “Contact” tab.
2. A list of existing customers 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 and the information will be displayed immediately

Create New Items

Function: To create any items or service in store or shop.

1. Click “New Item” under the Inventory tab.
2. Insert Item name and description.
3. Create a MFG 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. Set the re-order level, it will alert when the specific item's balance reached.
8. If re-order is configured, please make sure Physical Check is ticked to make sure user has quantity on hand.
9. Click the “New Item” button to save it.

Set Pricing

Function : To enable user to set the price and the price title of the item

1. User can enter the price, minimum price and the price title when create the new item or edit the item details
2. If user want to set Negative Price, just put a “-” in front of the value that going to set

Edit Items

Function : To make any changes of the item

1. Select the item which want to edit in inventory list
2. User can filter out the item details via various data to find out the item to be edited.
3. Click on the Edit Item button to edit the details of the item selected after selected the item
4. User can modify the any details of the item except the name of the item if it is synced.
5. After edited, click Save button to save the changes or the update made

Stock Adjustment

Function: To enable user to do quantity adjustment of the stock

1. Click “Item List” under the Inventory tab.
2. Select the item which need to make adjustment
3. Click on the “Adjustment” button to make changes
4. Click on the “Adjustment” button again and key in the values.
5. User can enter the quantity item received or loss.
6. Click the adjust button to confirm the adjustment made.

Add A New Service Record

Function: Adding new service record for customer service

1. Click on CRM then select “New Service History”
2. Insert the general info of services.
3. Insert the date of services.

4. Select the reminder method for the customer.
5. Select the collection of the payment method when service the customer.
6. Select the “Entry by” insert the person who serviced the customer.
7. Select the “Status” for see the service is undergoing or ended.
8. Select the related parent task for grouping function.

Edit Service Record

Function : Edit the parent task or update the information of the task

1. Click on CRM then select “Service History List”
2. Select the service record that needed to be edited
3. Click on “Edit Task”
4. Modify the details.
5. Click “Update” to save the updated details.

Add New Parent Task

Function: Adding a new task for customer service history and group the related service records

1. Click on CRM then select “New Task”
2. Insert the information of the service customer history and click “Save As New”.

Edit Parent Task

Function: Edit the parent task or update the information of the task

1. Click the “Service History” button.
2. Select the task that user wanted to edit and then click “Edit Task”.
3. After finishing the edit click “Update”.

Print Service Record

Function: Print out the service history report or the parent task report for reference or other purpose

1. Select the service record needed to be printed the click “Edit Task” button
2. Click on Print button to print out
3. User can choose to print out the parent task record or the service history record

Create New Vehicle Profile

Function: Add new vehicle profile

1. Click on the “New Vehicle” under the Vehicle tab.
2. Fill in the details of the vehicle.
3. Click “Save As New” button to save the new profile.

Edit Vehicle Profile

Function: Allow user to edit vehicle profile

1. Click on the “Vehicle List” under the Vehicle tab.

2. Click on Search button so that the specific vehicle is displayed
3. Click on “Edit Vehicle”.
4. Fill in the details to be modified
5. Click “Update” button to save the edited vehicle profile

Attach Vehicle To Service Record

Function: Allow user to attach the vehicle profile to the service record

1. Click on CRM then select “Service History List”
2. Select the service record that needed to be attached.
3. Select Documents tab then search the existing vehicle profile.
4. If there is no vehicle profile, create a new vehicle profile first
5. Double-click the vehicle and then close the windows.
6. Click “Update” to change the setting.

Search A Vehicle's Service History

Function: Allow to have quick search on the vehicle's service history

1. Select the “Vehicle List” under the Vehicle tab.
2. Select the vehicle profile then click on the report button
3. User allow to select the period to preview the service history report

Open An Invoice

Function: Add a new invoice

1. Select Receivables then “New invoice”
2. User need to enter all the invoice details including the customer details, item details, shipping details and invoice payment
3. Click “Save” button to save the new invoice information

Edit An Invoice

Function: Modify the existing invoice details

1. Open the invoice list then select the invoice that need to be edited
2. Click Update to make any changes
3. After editing the details, click Save button to update the changes made

Vendor

Function: To define the supplier of the item

Create New Vendor Profile

Function: To create a vendor contact and save the all detail of vendor.

1. Click “New Vendor” under the Vendor tab.
2. Fill the vendor information and item from the vendor.
3. Click “Save” to save the vendor.

Edit Vendor Profile

Function:To edit vendor contact information

1. Click “Vendor List” under the Vendor tab.
2. Select a vendor that user wish to change.
3. Click “Edit Vendor” button and edit the information.
4. Click “Update ” to update the button

Terms

Function: To define the terms of vendor

1. Click “Vendor Terms” under the Vendor tab.
2. Choose a term, and then make changes on it before clicking “Update” button.
3. To create a new term, click the term and make edit and Save.

Search A Vendor Profile

Function: To search the vendor profile using the keyword.

1. User can filter the search result by entering the appropriate fields.
2. Then click the "Search" button.
3. The result will be showed in the vendor list table.
4. User can reset the details entered by clicking “Reset” button to search other vendor again.

Import Vendor

Function: To import vendor from CSV file

1. Click “Vendor List” under the Vendor tab.
2. Click “Import Vendor” button
3. Click “...” button to search for CSV file
4. Choose the separator and other settings.
5. Click Save to start import the Vendor.

Account Payable On Vendor List

Function: check on vendor invoices and payment

1. Click “Vendor List” under the Vendor tab.
2. Click “Acc. Payable” in vendor window

Vendor invoice list	Invoice list from specific vendor
New vendor invoice	Invoice from new vendor
Vendor payment list	List of payment made by specific vendor
New payment voucher	Voucher give to new payment
Report (aged payable)	Report of paid transaction that credited before

Reminder

Function: To check out the person in the reminder within the date

1. Click on “Task List” under the CRM tab.
2. Choose the task that user wish to set reminder.
3. User can set reminders for the task either using SMS or Email.

Client-Server

Client-server is one of our software version that can connects an amount of computers towards a server. The server and the clients are usually place in the same location, but each of the clients are identified as different and unique terminal. Please contact us for more enquiries about Client-Server.

Real-Time Management

So, as mentioned above that there are only one server, there is also only a database for the whole client-server. Please be noted that, this is for a shop that is having much terminal but accessing into the same server. For example, the cashier terminals inside a supermarket.

After the client-server has been setting up, everything will be the same for each of the terminal alongside the server. For example, if one of the terminal, Terminal 1, has created an item inside the inventory, eventually the item will be appearing inside the other terminal.

How to Get Help From Us

We provide the support online world wide on Skype and TeamViewer. Our technical support can help on any technical problem which preventing you from being able to install or use the POS system. We will also assist you with any error in POS software.

Skype Contact

Live chat can allows you to use instant messaging to contact our support team.
Skype Contact :support.mobiweb3

TeamViewer

TeamViewer is a software for remote control any computer over internet. By using this TeamViewer, our support team can control and do demonstration on your own computer. We can support you anywhere as you locate.

1. You can download and install the TeamViewer on your computer from the TeamViewer Official website.
2. Start TeamViewer.
3. Your TeamViewer ID will show at remote control tab.
4. Tell our support your TeamViewer ID and password.
5. Now, we can connect and remote control your computer by using our TeamViewer ID.
6. We can do support and demonstration on the TeamViewer Remote control session.

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