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### 1 Purpose of the Document

The main purpose of this document is to make the user understand the function perspective of Point of Sales. This whole document will transverse the user through each module available in the application and key functions required to get going.

- Users: This document supposed for those readers who have the basic knowledge of using personal computer, mouse and a basic android device.
- System Requirement: An android device and a blue tooth printer.

#### 2 Introduction:

Point of Sales (PoS) : POS application is intended for restaurants having multiple branches or outlets. Logged in user will be mapped to a location for a shift. Each till will be placed in a restaurant wherein the user will come and place their orders.

#### 3 How to Start?

Point of Sales will work in any Android base platform, let it be a tab or a mobile. Download the app and start working. Printer should be connected for taking the print out of the invoice.

#### 4 Process Flow





#### 5 Log on to PoS

Once the POS is installed, login using user name, password and company. A user need to be registered in Administrative portal to get the proper credentials. Only authenticated users can login to the application. If the credentials are wrong application will show alert saying invalid user name or password.

- 5.1 Briefing the pre-requisites that need to be done in administrative portal:
  - 5.1.1 Create user
  - 5.1.2 Create shift and location
  - 5.1.3 Create counter
  - 5.1.4 Open a day
  - 5.1.5 Open a shift

#### To login to POS the Day and Shift should be opened in administrative portal.

X00000X
•••••
FOS365
Sign In

Figure 2 Log on

#### 6 Browsing & ordering panel

Once you have logged into PoS, till with configurable panels will be shown. The browsing panel shown below will appear frequently within the POS. They help you with entering transaction details and allow you to make an order. Multiple functions are provided for the ease of user. As the panels are configurable, the place of each panel can be decided and placed as per the user's desire.



Figure 3 Ordering panel

#### 6.1 Order Type selection:

Type of order user want to place with the restaurant. This is shown based on the configuration given in the Location Master. Order types available are Home Delivery, take away and Dine in. For the order type home delivery customer's address is mandatory.



Figure 4 Order type

6.2 Category:

Category will be defined in the administrative portal. Based on that the categories will be shown. If items are not defined for the category that category will not be shown in POS. User can navigate through each category.



Figure 5 Menu Category

6.3 Item panel:

Items available with the restaurant will be shown here. When the category is selected, items will be shown based on that selection. Click on the item to get it added to the cart.

Mullu Murukku	Paneer Jamun	Spl Mixture	Spi Mysorepak	Baby
Sambar Vada	Vada	Veg Soup	Veg Spring Roll	

Figure 6 Items

#### 6.4 Quick cart:

This panel will show the items added to the cart. This will show the Item name, quantity, rate of the item, discount (for each item), packing charges (packing charges can be along with the item or in bill level) and amount.

ITEM	QTY	RATE	DISC	PACKING	AMOUNT	
Chandrakala	1	8.93	0	0	8.93	
Coconut Burfi	1	44.64	0	0	44.64	

Figure 7 Quick Cart

#### 6.5 Number pad:

Num pad will help the user to increase or decrease the quantity of the item added to the cart. User need to select the item (when the item is selected the line will be highlighted) and then select the number or desired quantity and click enter to update the quantity.



Figure 8 Number Panel

When quantity is updated, the selected quantity will be shown on the banner till the 'Enter' button is clicked. This is to notify the user that this quantity is going to be updated once enter is clicked. CLR will remove the quantity shown in the banner.

	Quantity : 5														
ITEM Kara	QTY 1	RATE 10.71	DISC 0	PACKING	AN		1-2-1	1-01-04-000	-						
Boondhi					٦		Contractor	County Built	Dry Post Holes						
						SHEET & SHUCKINES	San Barrati	-	-						
F es S	36	5													
ITEM	QTY	RATE	DISC	PACKING	AN										
Kara Boondhi	5	10.71	0	0											
					L										

Figure 9 Quantity edit

#### 6.6 Cost Panel:

This panel will show the total amount of the order.

Gross Amount	53.57	^	
CGST	3.28		
SGST	3.28		
Service Charge	0.54		
Delivery Charge	0.54		
Packing Charge	0		
Bill Discount	0		
Total Amount	61.21		

Figure 10 Cost panel

#### 6.7 Functions:

Buttons	Actions
Void bill	Void bill will cancel the order before
	invoicing.
	Refer fig
Line void	Basically cancelling an item.
	This will strike out the item or items in the
	cart.
	Item will get deleted and the cost will not
	be added to the gross amount.
	To cancel an item, that item should be
	selected first then click on line void.
	Showing the stricken-out item is
	configurable.
	Refer fig
Bill remarks	To give remarks for the bill.
	This will be a general remark for the bill and
	not item-wise special instruction.
	Refer fig
Item search	Search and find option for items.
	Along with that user can add the item to
	the cart from item search screen
	After selection click on close.
	Refer fig
Discount	User can give bill discounts and item
	discounts.
	Based on a definite threshold user will be
	discount Manager Legin is requested
	To apply discounts of ther give discount on
	item or on hill then click proceed
	Refer fig
Bill Details	List of all the invoices made for a day
	Refer fig
Item Description	To add description for the item, like special
	instructions.
	This function will be enabled only if one
	item is selected.
	Click on item description, a popup will be
	shown
	Enter the special instructions and click
	submit.
	Refer fig
Customer Information	For the order type home delivery user
	should enter the delivery address though
	customer information.
	User will have two options either to add
	new address or select from the existing
	one.
	Reter tig
Hold Orders	To hold an order for some time.

	<u>Refer fig</u>
Retrieve hold orders	To retrieve a hold order and proceed with
	settling
	Refer fig
Refund	Refund in local currency.
	Refer fig
Settle	This will redirect to tender collection and
	final settlement.



Figure 11 Functions



Figure 12 Bill Cancellation

' <b>\$</b> 365						Co FO	mpany Cashier S365 ADMIN	Home Del	ivery 🔗 Take Away	B EX	IT QSR
ITEM QTY RATE Chandrakala 1 8.93	DISC PA		All	Andra Murukku	ı Andra	Murukku	Badam Halwa	Bombay Halwa	Butter Murukku	Cham Cham	
Coconut 1 44.64 Burfi	Ð	$\supset$		Chandrakala	Сосо	nut Burfi	Dry Fruit Halwa	Gulkand Burfi	Hand Murukku	Jangeri	
		SWEET & SAVOURIES	Kara Boondhi	Karasev		Malai Beda	Masala Ground Nut	Mini Thattai	Moti Ladoo		
			STARTER	Muliu Murukku	I Paner	er Jamun	Spl Mixture	Spl Mysorepak	Baby Corn Golden Fry	Ginger bread	
	_	+		Sambar Vada	X	/ada	Veg Soup	Veg Spring Roll	Appam	Biriyani	
Gross Amount	ę	8.93	MAIN FOOD	Void Bill	Line Void	Bill Remarks	item Sea	irch	1	3	x2
SGST	(	0.54	BEVERAGES		<u>(</u>				4 5	6	x3
Service Charge		0		Discount	Bill Detail	Item Instruction	Customer Info				
				Figure 1	3 Item C	Cancello	ition				



Figure 14 Bill Remarks

F== \$365		Company Cashier FOS365 ADMIN		ITEM SEARCH Close					
						Search Items			
					Borr	SELECTED	ITEM NAME	RATE	QUANTITY
Coconut 1 44.64 0					Gul		Andra Murukku	100.00	0
							Andra Murukku	100.00	0
					Masak		Badam Halwa	50.00	0
							Bombay Halwa	75.50	0
							Butter Murukku	45.00	0
					_		Cham Cham	300.00	0
· · · · · · · · · · · · · · · · · · ·						<b>Z</b>	Chandrakala	10.00	1
							Coconut Burfi	50.00	1
							Dry Fruit Halwa	60.00	0
							Gulkand Burfi	75.00	0
							Hand Murukku	70.00	0
							Jangeri	60.00	0
							Kara Boondhi	12.00	0

Figure 15 Item Search





Figure 16 Discounts



Figure 17 List of invoices

介



Figure 18 Special instructions

 $\mathbf{\uparrow}$ 



Figure 19 Delivery address



<b>F</b> \$365	Hold Orde	ers			Company	Cashier ADMIN	∂ Home Deliv	lome Delivery Take Awa				
		Guite							and Murukku	Jang	<u>peri</u>	
	SWEET & SAVOURI	ORDER NO. 2019032500	ORDER NO. 20190325002275			61.000	Masala Ground No		Mini Thattai		adoo	
		STARTER	Set					Spl Mysorepak	Baby	Com Golden Fry	Ginger	bread
			Close	_	_	_		Veg Spring Roll			Biriy	ani 🗸
Gross Amount	0	MAIN FOOD		Void Bill	Line Void	Bill Remarks	Item 5	Search	1		3	x2
SGST	0	BEVERAGES										$\square$
Service Charge	0			Discount	Bill Detail	Item Instruction	Customer Info		4		6	x3
Delivery Charge	0	DESSERT		_						8	9	x4
Packing Charge 0			Hold Order		Retrieve Hold Order	Refund	Settle					
Bill Discount	0								0	Enter		CLR

Figure 21 Retrieve hold orders



#### 7 Bill Settlement

7.1 Tender collection:

In Bill settlement tender is collected from the customer. The tenders shown here are configurable. For the selected location user can decide which tender will be accepted. When apply is clicked that will be shown as collected tender.



Figure 23 Tender collection

#### 8 Invoice Print

#### 8.1 Print

After making final settlement, application will prompt for invoice print click ok to get the receipt for the print.