

**FOS365**

**Point of Sales**

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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

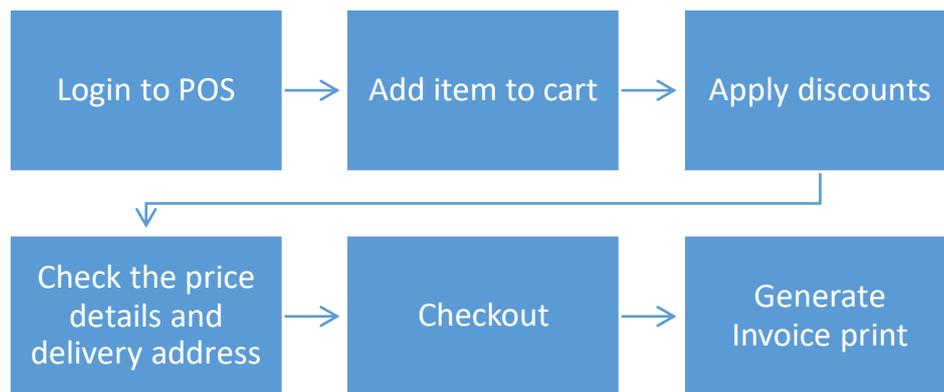


Figure 1 Process flow

## 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.

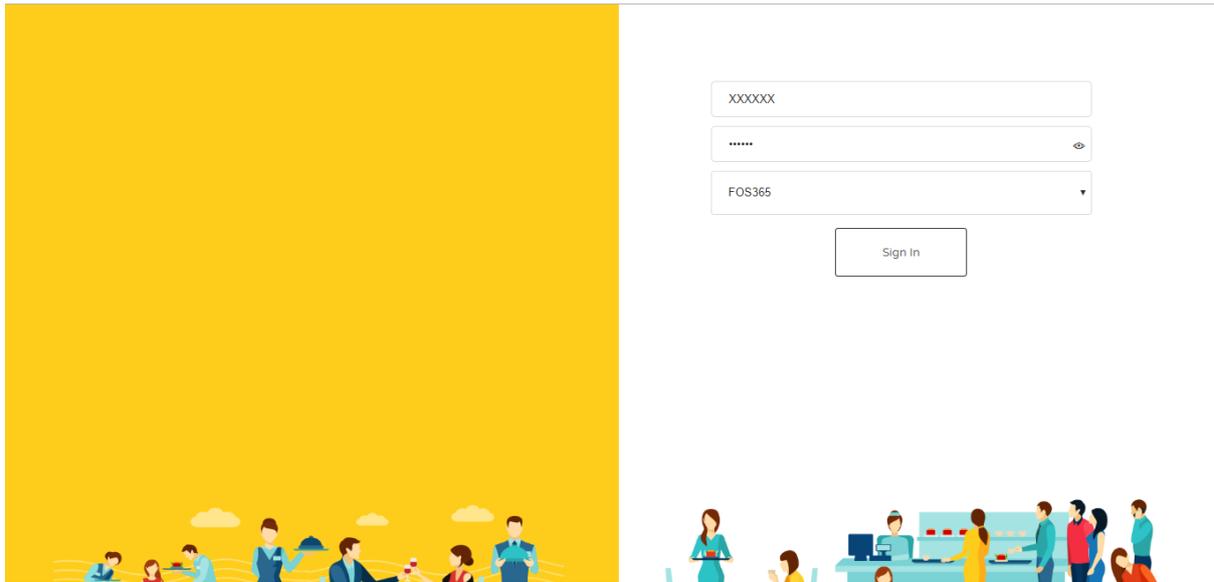


Figure 2 Log on

## 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.

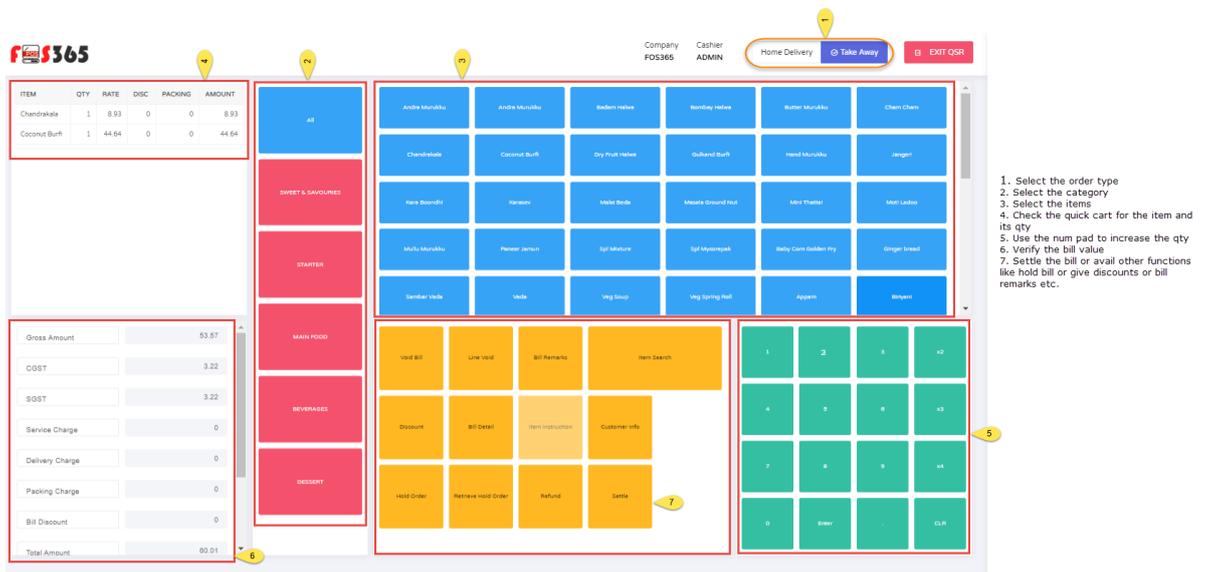


Figure 3 Ordering panel

### 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.

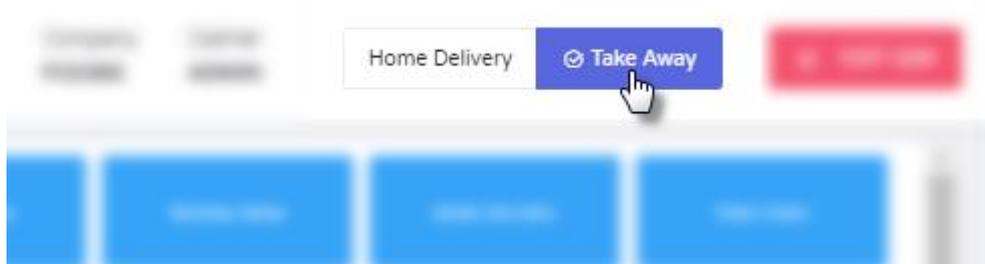


Figure 4 Order type

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.

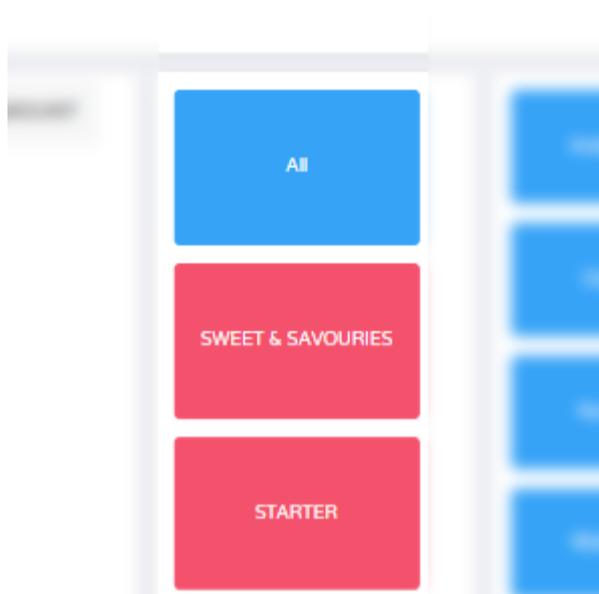


Figure 5 Menu Category

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.

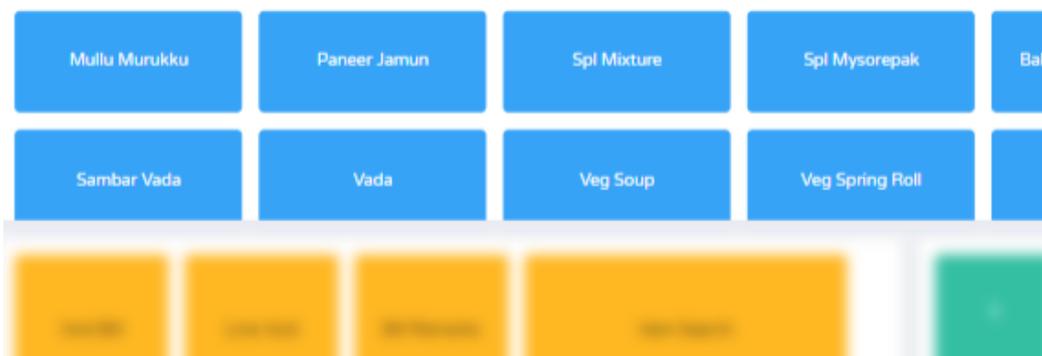


Figure 6 Items

#### 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.

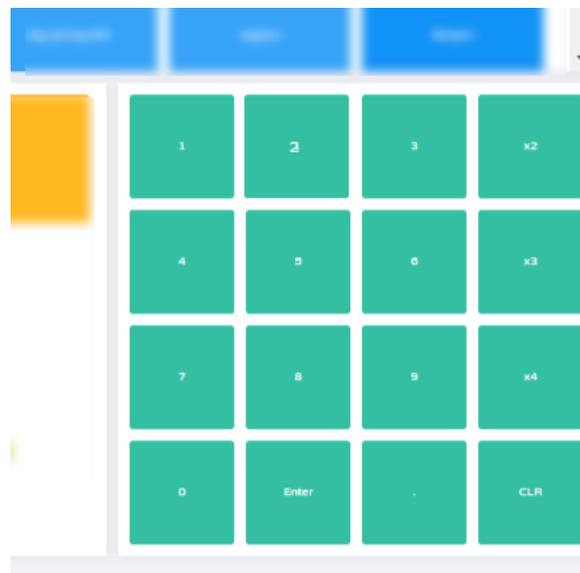


Figure 8 Number Panel

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.

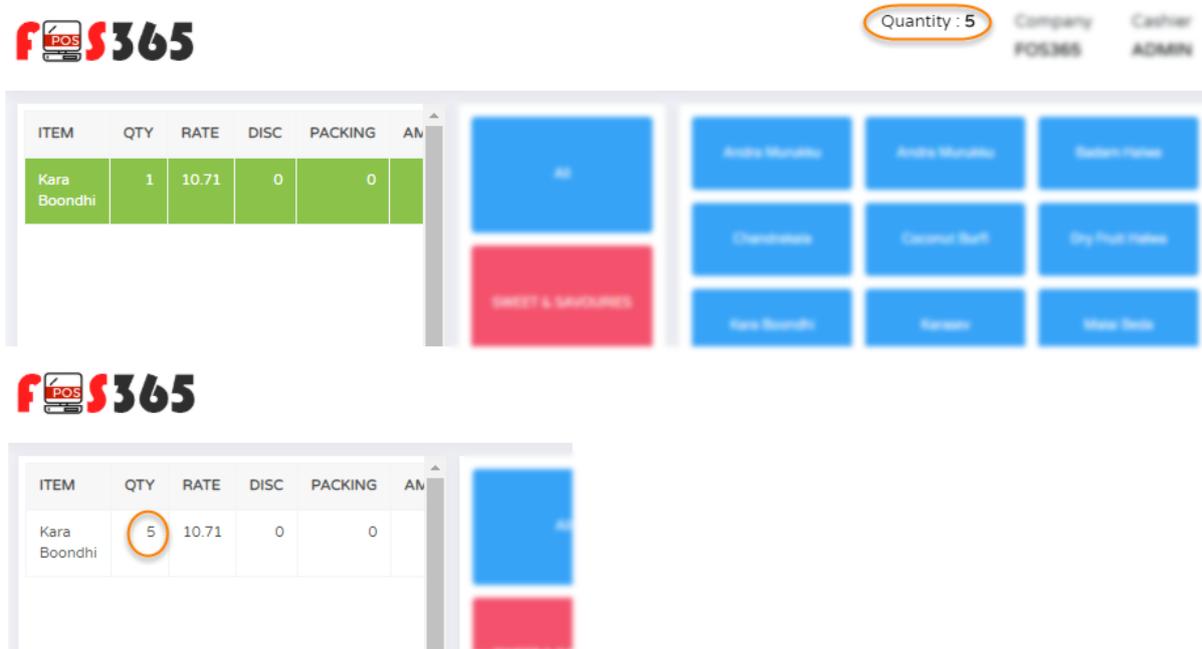


Figure 9 Quantity edit

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 <b>before invoicing</b> . <a href="#">Refer fig</a>
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. <a href="#">Refer fig</a>
Bill remarks	To give remarks for the bill. This will be a general remark for the bill and not item-wise special instruction. <a href="#">Refer fig</a>
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. <a href="#">Refer fig</a>
Discount	User can give bill discounts and item discounts. Based on a definite threshold user will be allowed to give away discount for further discount Manager login is requested. To apply discounts either give discount on item or on bill then click proceed <a href="#">Refer fig</a>
Bill Details	List of all the invoices made for a day <a href="#">Refer fig</a>
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. <a href="#">Refer fig</a>
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. <a href="#">Refer fig</a>
Hold Orders	To hold an order for some time.

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

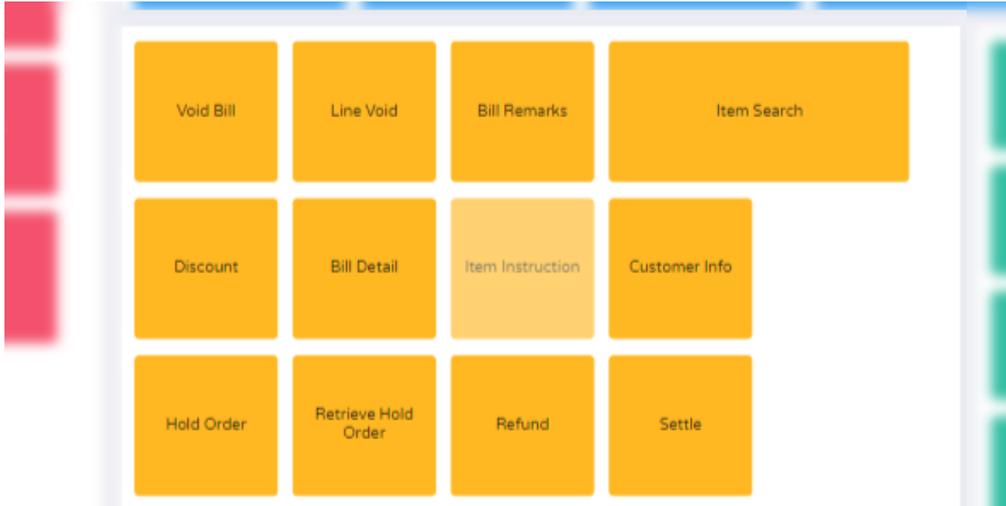


Figure 11 Functions

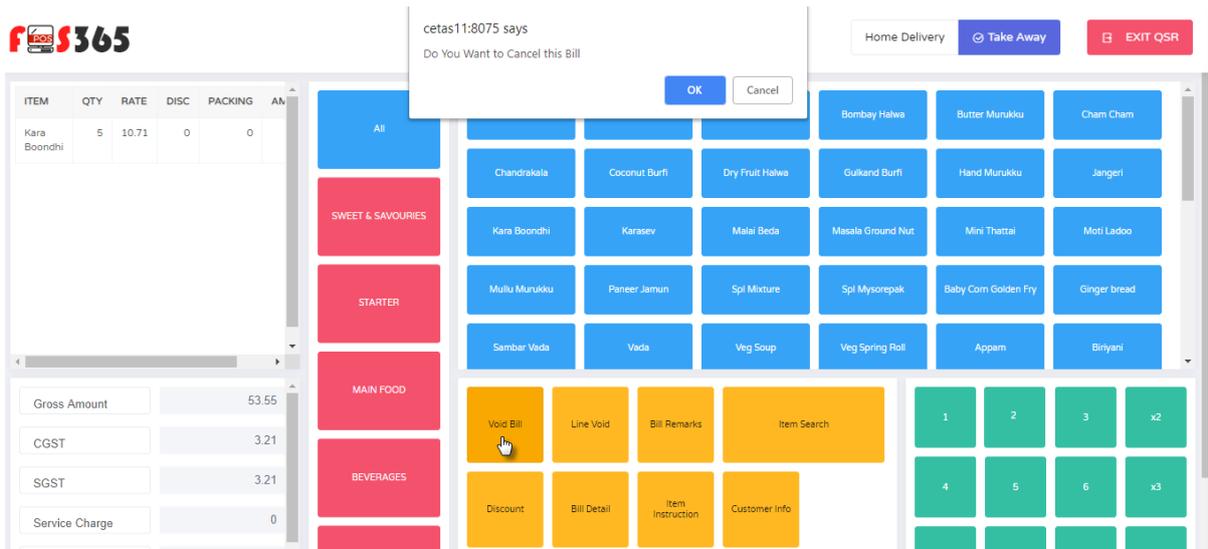


Figure 12 Bill Cancellation

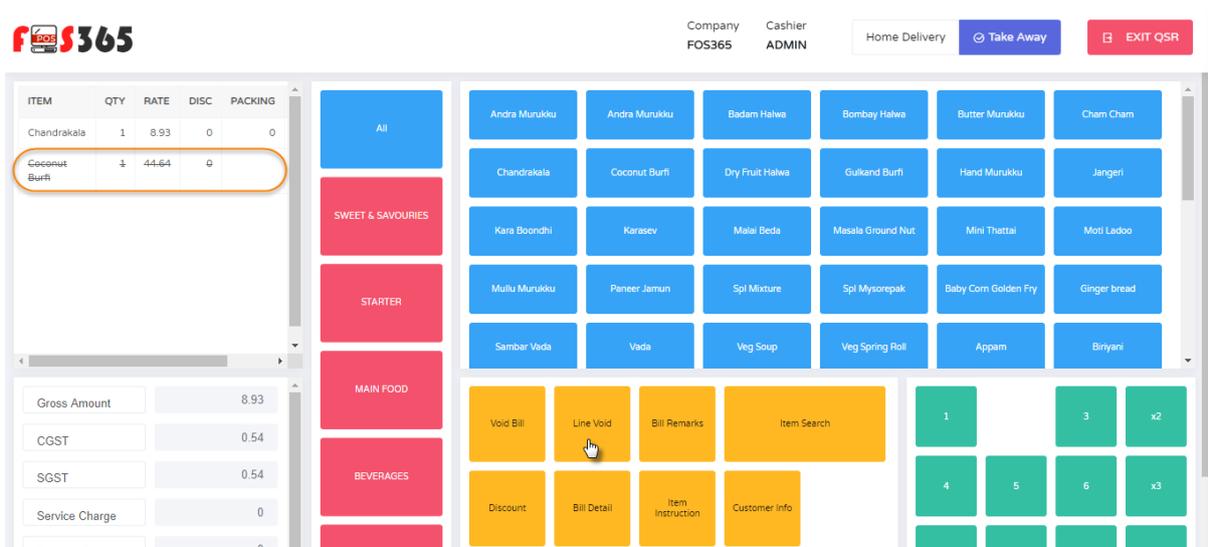


Figure 13 Item Cancellation



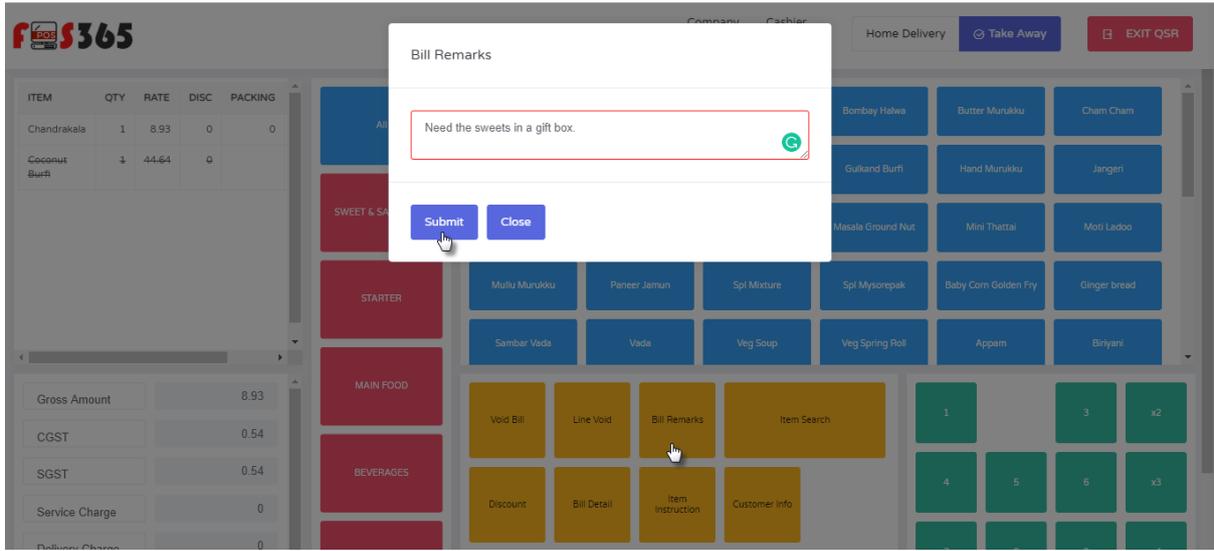


Figure 14 Bill Remarks

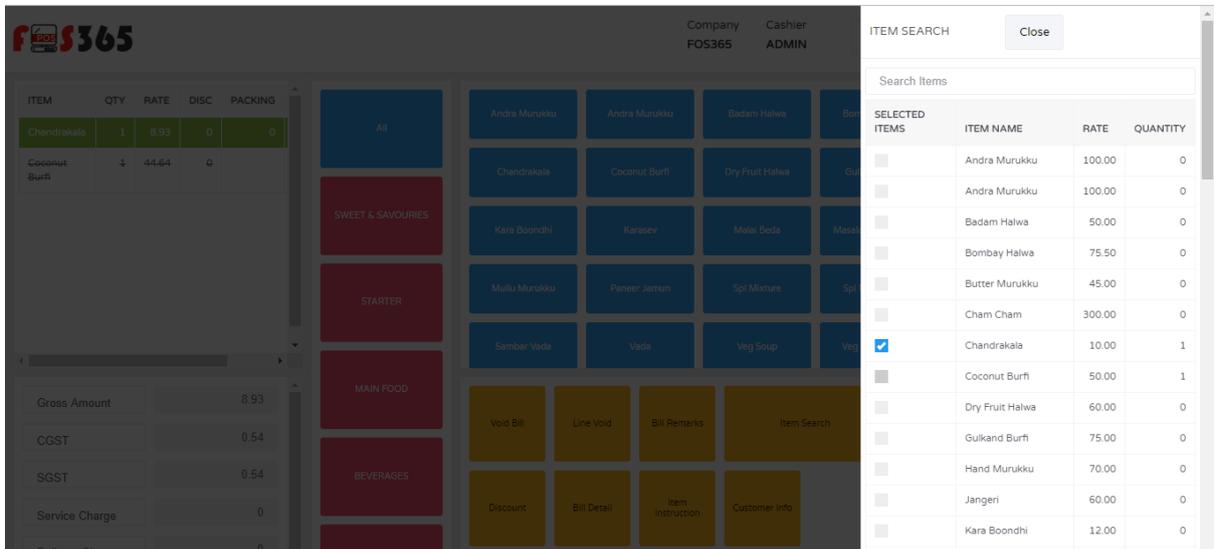


Figure 15 Item Search



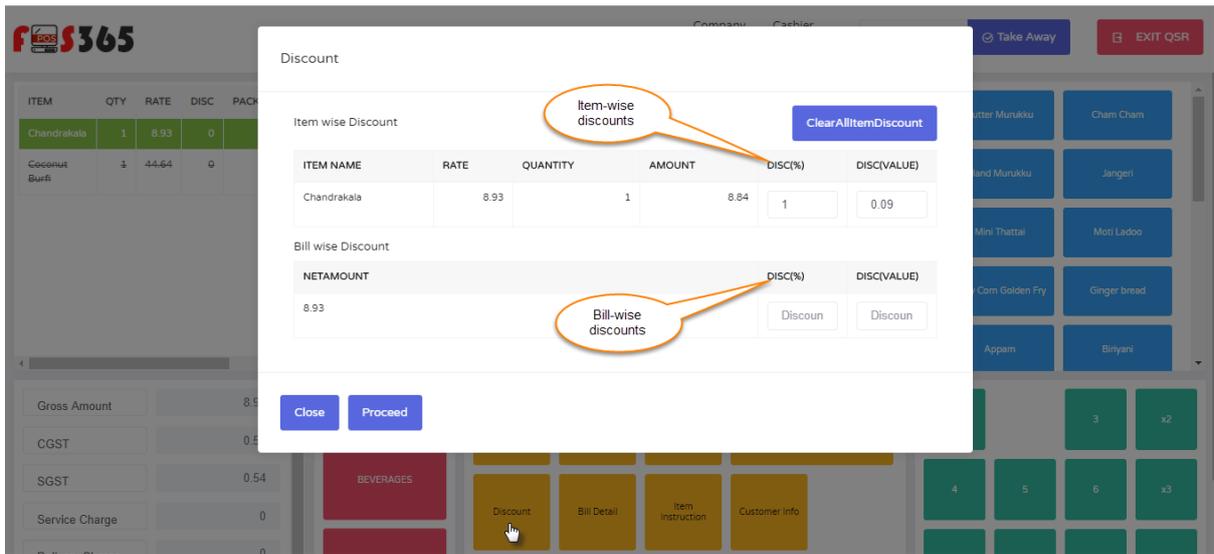


Figure 16 Discounts

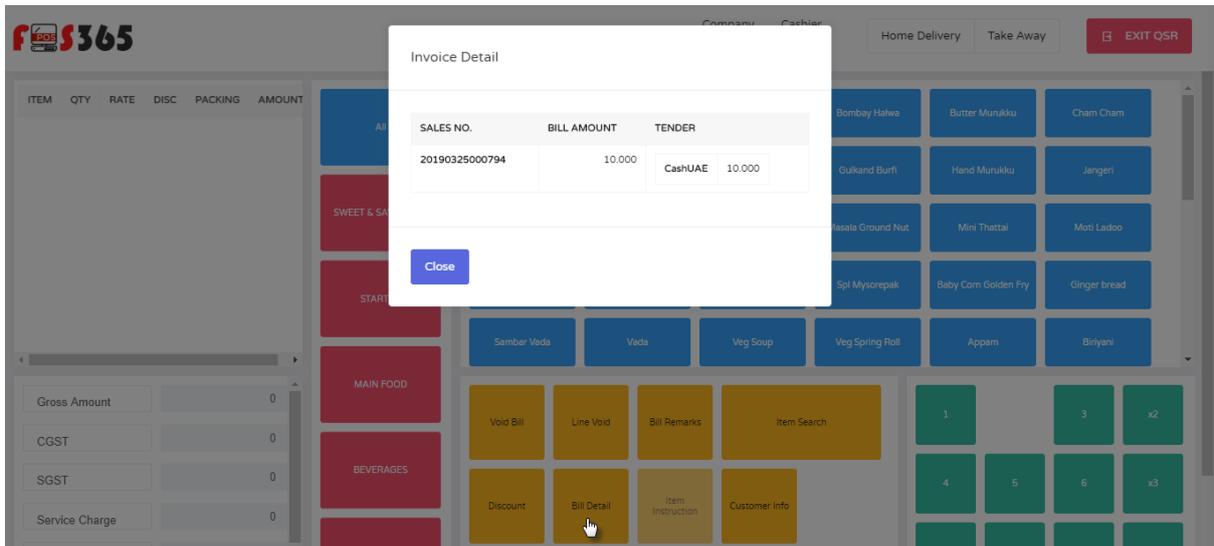


Figure 17 List of invoices



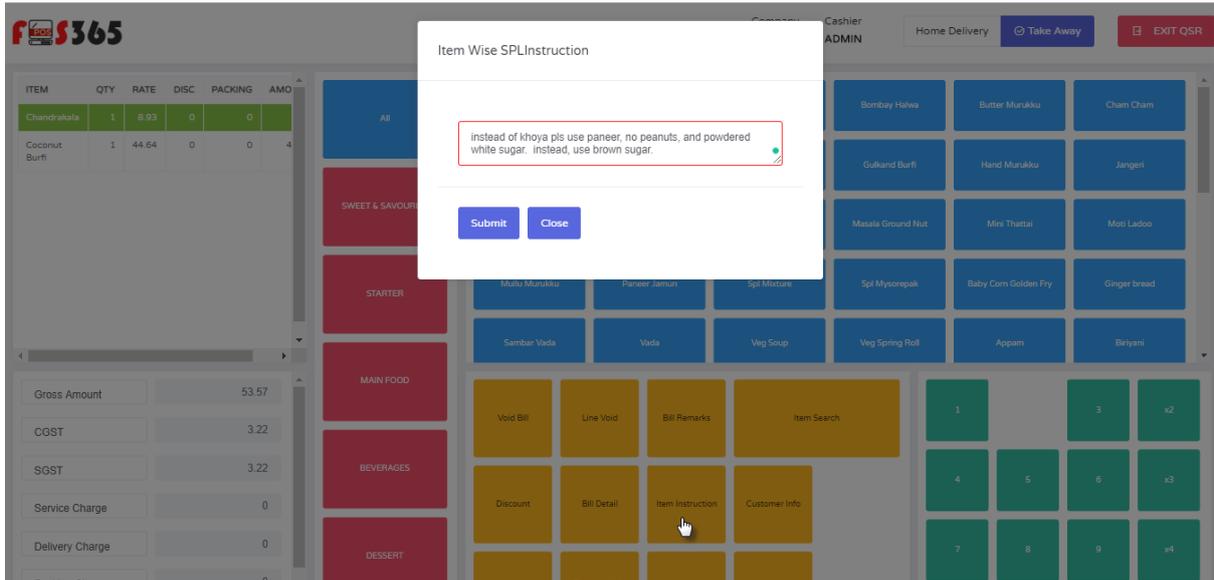


Figure 18 Special instructions

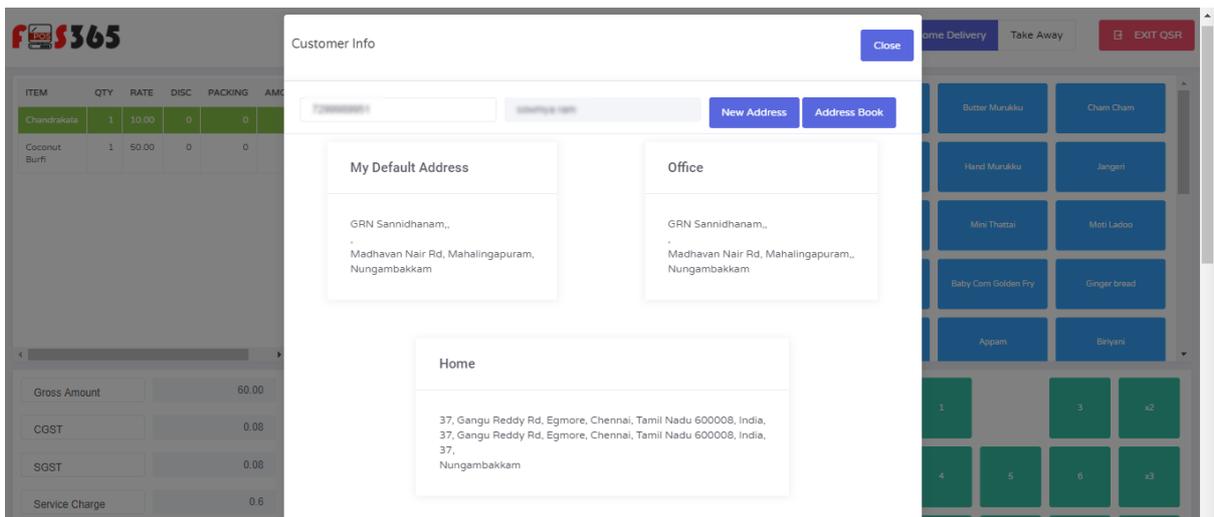


Figure 19 Delivery address



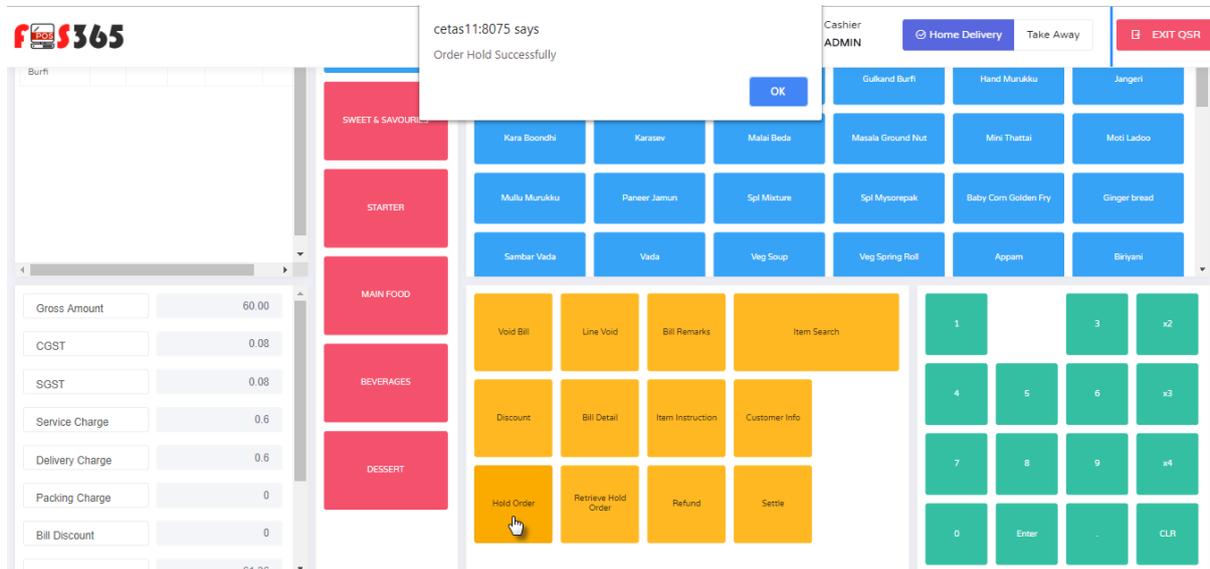


Figure 20 Hold order

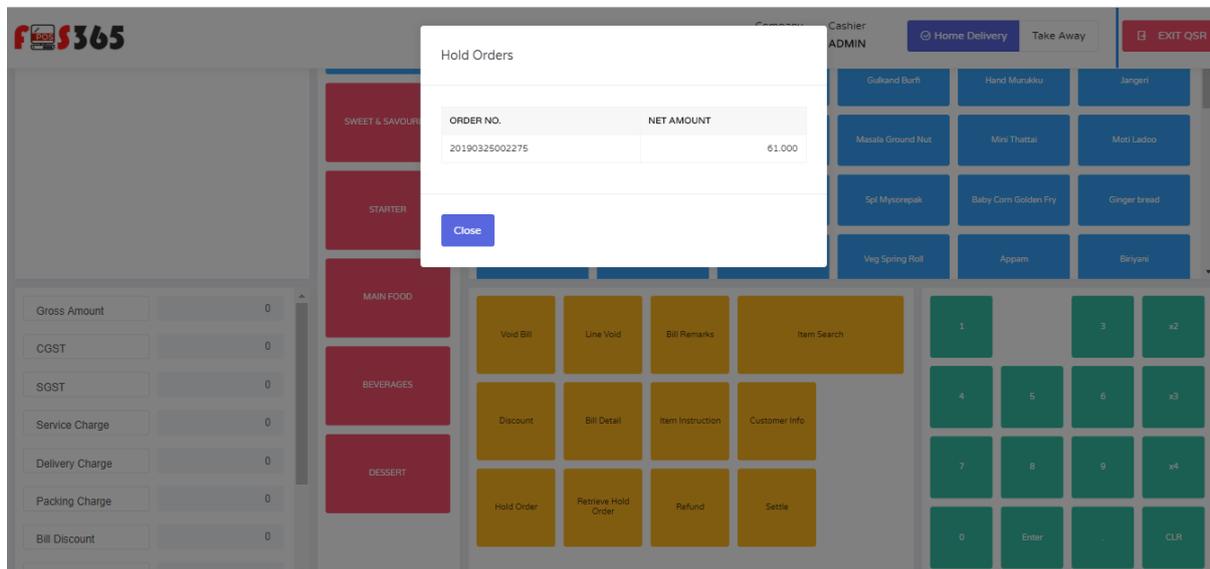


Figure 21 Retrieve hold orders



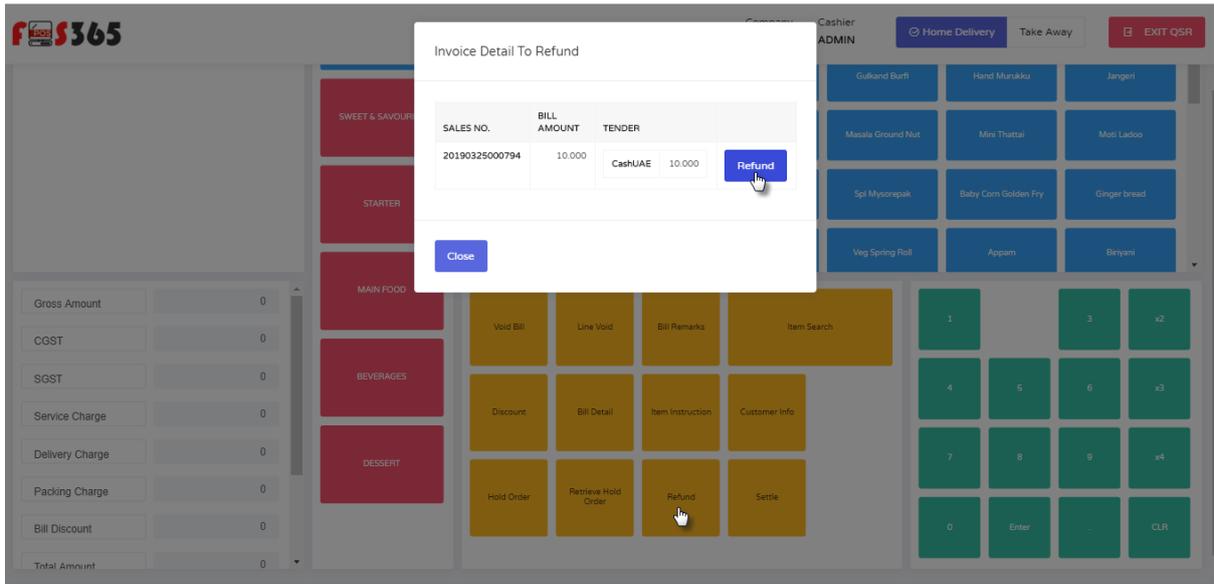


Figure 22 Refund



## 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.

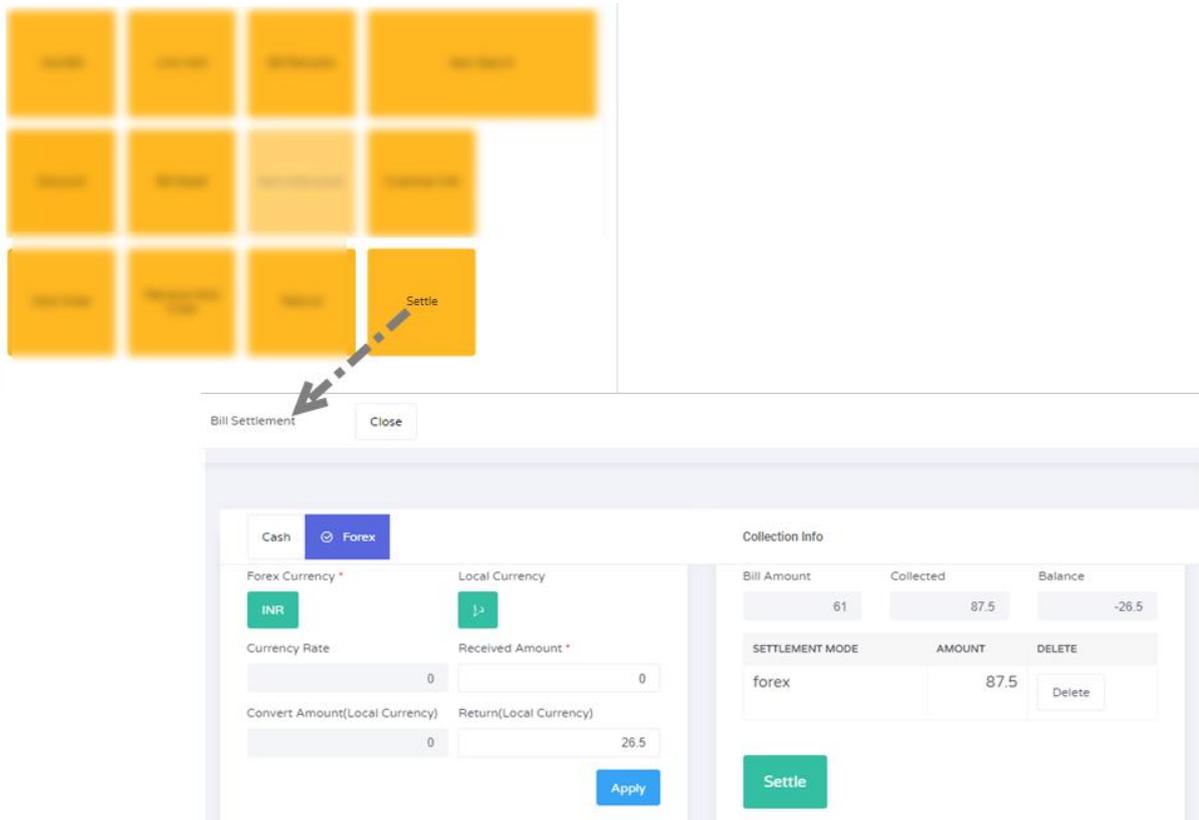


Figure 23 Tender collection

## 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.