

Billing System User Manual

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Welcome

Welcome to the Billing System user manual. This billing system is built on Saleculator POS platform, which is a highly flexible and scalable POS platform suitable for any retail environment. This document can help you to setup the machine and learn its operations.

System Features

Ultra-light, high performance design

Saleculator features highly reliable, fanless, energy efficient, rugged mini PC designed for Point of Sale demands. Saleculator is so small sized that operates without noisy cooling fans and without mechanical hard drives.

Plug-and-Play use of POS peripherals

Saleculator support plug-and-play use of POS peripherals. Thermal printer, barcode scanner, weighing scale, cash drawer, caller ID, customer display, touch screen, are a few to list.

Open source technologies

We are using open source technologies to avoid proprietary licensing concerns to our customers. By using proven open source technologies like Linux, JAVA, MySQL, PHP, etc., we are making sure the product is reliable and scalable.

Standard, Restaurant and Delivery modes

Saleculator works in one of the ticketing modes. Standard mode, for supermarkets, groceries, etc., allows to have several opened receipt that are shared between all Saleculator terminals and that can be closed in any order. Restaurant mode, for restaurants, allows assigning receipts to tables. Delivery mode handles delivery orders with Telephone Caller Id and driver support.

Easily customizable

Restore preset backup of your choice and Saleculator is ready for you business. Further modifications are so simple as editing couple of XML resources. Use Saleculator code snippets and user forum for making complex changes to the system.

Customizable security policies

Saleculator support PIN or card based logins, making user login simple and faster. User defined roles allow customized security policies in place depending on user role. For each role, decide what a user is allowed to do.

Point of Sale

Fast product lookup, barcodes, weight/price embedded barcodes, multiple payment modes, multiple tariffs, bill splitting, receipt editing, refunds, discounts, promotions, cash in, cash out, debt payment, cash closing, blind closing, etc.,

Restaurants

Floors, table layouts, reservations, delivery orders, KOT printing, KOT splitting, bill settlements, take-away, delivery, tariff areas, etc.,

Inventory

Products, materials, compositions, assets, multi-level categories, costing, stock diary, reorder levels, broken inventory, non-moving items, price variation, stock summary, warehouses, taxes, etc.,

Partners

Customer & Supplier profiles, categories, debts & credits, purchase history, loyalty programs, etc.,

Reports and Charts

Product sales, popular products, closed cash, current inventory, broken inventory, reports in email, export reports into multiple formats, etc.,

Webin & Sumup Services

Webin is a web application for remote access without interrupting billing counter. Webin makes your Saleculator accessible from any desktop or mobile device. Using Webin, you can manage inventory and analyze your business from wherever you are.

Sumup is an online service for helping retail owners to analyze their business. By populating data from Saleculator and storing in cloud, Sumup enable offline analysis of business.

SETTING UP THE MACHINE

Standard, Restaurant and Delivery modes

Billing works in one of the billing modes.

The mode of operation can be changed in Menu>Configuration>Billing mode.

Standard Mode

Standard mode, for supermarkets, groceries, etc., allows having several opened bills that are shared between all terminals and that can be closed in any order. In standard mode, after login to the system, the sales screen is shown, where you can do all the sales operations as explained later.

Restaurant Mode

This mode allows assigning receipts to tables. In restaurant mode, after login to the system, the restaurant floor plan is shown. Choosing a table takes you to the sales screen, where the sale can be done for the selected table.

Floors and Tables can be configured at Menu>Maintenance>Floors and Menu>Maintenance>Tables.

More details about restaurant mode operations are given in a later section of this document.

Delivery Mode

Delivery mode handles delivery orders with Telephone Caller ID and driver support. In delivery mode, after login to the system, the calls screen is shown. If Caller ID interface is connected, customer calls with caller ID will be automatically added to the system. Multiple Caller ID interfaces can be connected for multiple telephone lines. Calls can be added manually also, by entering telephone number and pressing + or Enter key.

Choosing a call from Call History takes you to the sales screen, where the sale can be done for the selected call.

More details about delivery mode operations are given in a later section of this document.

Turn On, Turn Off and Restart

Turn On: Press the Power Button on the device and wait until the login screen appear.

Turn Off: Press the OFF button in the login screen and wait until the machine is turned off.

Restart: Press the Restart button in the login screen and wait until the login screen appear again.

Note: Restarting is required when configuration changes are made.

Login, Logout and Switching users

Login

Note: Before you can start using Saleculator you should have a PIN to login. Default PINs are given below:

Administrator: 1111

Manager: 2222

Employee: 3333

- In the login screen, press your PIN and press OK.
Or
- If you are using a Keyboard for login, type the PIN and press Enter.
Or
- If you are using an Employee Card or iButton for login, show it to the Scanner.

Logout

- Press the user button on the bottom right corner of the screen.

Switching between users

1. Logout by pressing the user button on the bottom right corner of the screen
2. Press PIN of the next user and press OK.

Touchscreen, Mouse or keyboard

You can use a touchscreen, mouse or keyboard to do operations.

Keyboard shortcuts

Press	To
Barcode, Enter	Add Item
+	Add quantity by one
-	Reduce quantity by one
*, Quantity, +	Set quantity
*, Price, -	Set price
= or Space	Generate receipt
Alt + Del	Delete line from bill
Up Arrow/Down Arrow	Select line from bill
F1	Select customer
F2	Split bill
F3	New bill/Move table
F4	Delete bill
F5	Bill queue/Show tables/Show calls
F6	Search products
F7	Edit bill line
F8	Product/bill properties
Alt + , (comma)	Show/hide menu
Del	Clear barcode

Performing the basic setup

Changing billing mode

1. Login as the Administrator (Default PIN: 1111)
2. Go to Menu>Configuration
3. Under the System section, change Billing Mode to your desired mode
4. Press the Save button at bottom
5. Logout from the system
6. Restart the system

Changing receipt format

1. Login as the Administrator (Default PIN: 1111)
2. Go to Menu>Maintenance>Resources
3. From the left hand side list, select Printer.Ticket
4. Change Business Name, Address Line and Phone with your desired text

Note: Do not touch the XML tags.

5. Press the Save button on toolbar

Note: Be extremely careful when changing the resources. If there is any error in resources, the system will not work correctly.

Changing receipt logo

Note: Before following the below steps, keep the logo in a flash drive in the following format:

- *Image width must be less than 4 inches*
 - *Color should be Black & White*
 - *Format should be JPG or PNG*
1. Login as the Administrator (Default PIN: 1111)
 2. Go to Menu>Maintenance>Resources
 3. From the left hand side list, select Printer.Ticket.Logo
 4. Connect the flash drive with logo stored in it
 5. Press the Flash drive button on the right side of the screen
 6. Choose the image
 7. Press the Save button on toolbar

Adding products

1. Login as the Administrator (Default PIN: 1111)
2. Go to Menu>Stock>Products
3. Press the + button
4. Enter the below information for a sample product
Reference: 1
Name: Apple
Barcode: 1
Buy price: 0

Sell price: 10

Tax category: Tax Exempt

Category: Standard

Note: To create any new product, the above 7 details are mandatory.

5. Press the Save button on toolbar

CASHIER GUIDE

Sales Operations

Performing a basic sales transaction

1. Add items to the bill
2. Press =
3. Press OK

Note: Whether you are operating in Standard, Restaurant or Delivery mode, the sales screen looks same except for some buttons. All the sales operations are done in Sales screen.

Adding an item to the BILL

There are multiple ways to add an item to the sales bill

- Scan an item barcode
Or
- Type an item barcode and press Enter
Or
- Select an item from the catalog

Searching for an item

1. Type first few letters of the item name in the Product Search drop down
2. Press the item or use Up/Down arrow keys and Enter key to choose it
Or
1. Press on the Product Search button on the Sales screen
2. Enter product parameters and press Execute Filter button
3. Select the item from the result and press OK

Adding an open item

If an item is not present in the catalog, and still you want to add it to the bill, it is an open item. To add an open item to the bill, follow the below steps:

1. Press price of the item
2. Press +
3. Enter name of the item and press OK

Note: After pressing +, if the system does not ask for product name, get it enabled by your technical support.

Adding a price/weight embedded barcode item to the bill

A price or weight embedded barcode is a barcode that contains both an item number and price or weight. These barcodes are typically used on items that are weighed or measured. These barcode labels are printed with a scale that is used to weigh items. Scanning a price or weight embedded barcode adds item to the bill with its price or weight.

Note: The price/weight embedded barcodes has to be configured before it can be scanned.

Adding a scalable item to the bill

A scalable item can be scanned with its weight automatically read from weighing machine. If the weighing scale is configured as dialog, the system will show a dialog for entering weight of the scalable item's weight.

Note: A weighing scale with USB interface has to be configured before you can scan a scalable item.

Removing an item from the bill

- Press –(Minus/Hyphen), if the item quantity is 1
Or
- Press the Delete Line icon
Or
- Press Alt + Del on keyboard

Setting quantity

By default the item quantity will be 1. Choose any of the below method to set the quantity.

- Press + to increase quantity by 1
Press – to decrease quantity by 1
Or
- Press *, then press quantity, then press +
E.g. Pressing *5+ sets the item quantity to 5.
Or
- Press Edit Line button and enter quantity

Notes:

To make changes to a line item's quantity or price, click the Edit Line button

*To specify a quantity before adding the item, type the quantity, click *, and then add the item.*

Changing sell price

When an item is entered to the bill, by default, system takes the standard sell price set for it. Price prompt will be shown for items configured for dynamic pricing. If the system is configured for different pricing depending on certain conditions like customer category, delivery method or purchase quantity, a tariff will be applied automatically.

Changing sell price of a product

1. Select the item by pressing it
2. Press *, then press price, then press -
E.g. Pressing *12.5- sets the item price to 12.50.
Or
1. Select the item by pressing it
2. Press Edit Line button and enter price

Changing tariff of a bill

- On top of the Sales screen, choose the tariff from the Tariff drop down

Note: Tariff drop down is visible only if tariffs are configured.

Applying discount to the bill

1. Press the Discount button on top right side of the screen

Notes: If you don't see a discount button, get it configured by your technical support.

2. Enter the discount amount or discount percentage and press OK
E.g. Enter 10 to apply a discount amount of 10.00. Enter 10% to apply a discount of 10% of the total amount.
Or
1. On the payment screen, select payment method Free
2. Enter the amount to be discounted and press +

Adding an existing customer to the bill

1. Press the Select Customer button
2. Search the customer using search key, name or address
3. Select the customer and press OK
Or
- Scan the customer loyalty card
Or
- Press C and then press Customer Code and press Scan button or Enter key

Adding a new customer to the bill

1. Press the Select Customer button
2. Type Search Key and Name
3. Type Address (optional)
4. Press Save
5. Press OK

Changing customer from the bill

1. Press the Select Customer button
2. Search the customer using search key, name or address
3. Select the customer and press OK
Or
- Scan the customer loyalty card
Or
- Press C and then press Customer Code and press Scan button or Enter key

Removing customer from the bill

1. Press the customer button
2. Press Reset button
3. Press OK

Adding details to the bill

Additional details about a bill or an item can be captured from the sales screen. If these details are set mandatory, system asks for the details before accepting payment. If it is set optional, press Attributes button and enter details.

Notes: Product attributes are set in Product Attributes under Stock menu. This is explained in Manager's guide.

Holding and recalling a bill

If a sales transaction is interrupted for any reason, you can put it on hold, and then recall it when you're ready to complete the transaction. This is not available in Restaurant and Delivery mode as the transaction is attached to a table or a call.

- Press New Bill button to hold a transaction
- Press Bill Queue button to recall a transaction

Splitting a bill

A bill can be split to multiple bills.

- Press the Split Bill button
- Select item from the left side
- Press the Right Arrow with Stopper to move complete quantity of item to the new bill
Press the Right arrow to move single quantity of item to the new bill
- Repeat this for all the items to be split
- Press OK to accept payment for the new bill

Accepting payment

- Press =
- Choose the payment method
- Enter the given amount. Balance will be shown in the Change field.
- Press OK

Note: If you want to accept payment without printing receipt, release the Printer button by pressing it.

Combining multiple payment methods

1. Press =
2. Choose the payment method
3. Enter the amount and press +
4. Repeat steps 2 & 3 for all payment methods until the total given is equal or more than bill total
5. Press OK

Cancelling a bill

1. Press the Delete button
2. Press OK to confirm bill deletion

Note: In restaurant mode, if items are sent to kitchen, you may have to send cancellation KOT to kitchen to be able to delete the bill.

Restaurant Operations

Making a reservation

1. Press the Reservations button

2. Select a date
3. Select a time
4. Press the Select Customer button and select an existing customer or create a new customer
5. Enter number of chairs and notes, if required.
6. Press Save button

Receiving customer for a reservation

1. Press the Reservations button
2. Select the reserved date
3. Select the reservation from the reservations list on left side of the screen
4. Press the Receive button
5. Press on an empty table

Taking orders and sending to kitchen

1. Press on table
2. Add items and set quantity
3. Add auxiliary items and kitchen notes, if required.
4. Press the KOT button

Notes:

If you don't see the KOT button, get it configured by your technical support.

Order is send to multiple kitchens automatically, if configured for it. You can see the destination kitchen and send status of the items in sales screen.

Cancelling an order

1. Press on the table
2. Select the items and press Delete Line button
3. Press the KOT button

Shifting a bill from one table to another

1. Press on the table you want to move
2. Press on the Move Table button
3. Press on an empty table to which you want shift the bill

Settling a bill

1. Press on the Settlement button on left side main menu
2. Press on the Bill button you want to settle. Selected bill will be shown in orange color.
Or
Scan the bill using a barcode scanner
3. If required, press on the Settle button for changing payment method
4. Press on the bill again to settle it.

Delivery Operations

If the system is operated under Delivery mode, telephone interface device will be active and it will listen for incoming calls. For all lines connected, the line status will be shown on top left side of the screen. When an incoming call is found

and its caller ID is extracted, the system will automatically add a call to the Call History. A call cannot be deleted from the call history. For each cash closing, a new call history is created.

Adding a call manually

1. Press the telephone number
2. Press +

Adding a call manually for an existing customer

1. Press the Select Customer button
2. Press the Execute filter button. Optionally you can enter search key (telephone number), name or address to filter the result.
3. Select the customer and press OK.

Adding a call manually for a new existing customer

1. Press the Select Customer button
2. Enter search key (telephone number), name and address.
3. Press Save button

Taking a delivery order and sending to kitchen

1. Press on a Call from the Calls History
For an existing customer call, the sales screen is shown. For a new customer call, the customer selection/creation window is shown. Create a new customer or select an existing customer for the call.
2. Add items and set quantity
3. Add auxiliary items and kitchen notes, if required.
4. Press the KOT button

Cancelling an order

1. Press on the Call from Calls History
2. Select the items and press Delete Line button
3. Press the KOT button

Generating bill for a delivery order

All the calls having orders taken will be shown under Pending Orders area. When the order is ready for delivery, the bill is generated.

1. Press on the Call from Pending Orders
2. Press =
3. Press OK

Sending an order for delivery

All the calls with bill generated will be shown under Ready for Delivery area.

1. Press on the Call from Ready for Delivery area
2. Choose a driver, who is delivering the order.

Note: Choosing a driver is optional. Driver can be selected later while settling the delivery bills.

3. Press OK

Settling delivery bills

Delivery bill settlement is done at end of the day, before cash closing, or at each shift change.

1. Choose a driver from the Driver drop down at the middle of screen.
2. Press on the bill shown under Unsettled Orders area.
Or
Scan the bill using a barcode scanner
3. Repeat this 1 & 2 for all the drivers and orders delivered by them
4. Optionally, press the Print button to print the delivery list by the selected driver and get confirmed.

Note:

A bill can be removed from a driver by selecting the bill and pressing Up Arrow. Press Up Arrow with Stopper button to remove all bills from the selected driver.

Payment method of a bill can be changed by pressing the bill under Settled Orders and then pressing Settle button.

Other Operations

Opening and Closing

For each opening and closing of a counter, system keeps a sequence with a start date and an end date. Specify an opening cash amount, under Payments>Cash In, so that system can track how much money is added to the cash drawer from the start of the current sequence. Close cash allows you to close the sales of the current sequence and prints/emails a report for the day's sales and other transactions. Close cash is done at end of the day or at each shift change. After each Close cash, system automatically starts a new sequence and resets cash drawer amount to zero.

Printing a partial cash report

Partial cash printing allows taking a report for the day's sales without closing the cash.

1. Under Main Menu go to Close Cash
2. Press Print button

Note: If you don't see a Print button, you are in blind closing mode. You cannot print a partial cash report under blind closing mode.

Close cash

1. Under Main Menu go to Close Cash
2. Press Close Cash button

Note: Apart from printing the report, after closing the cash, an email is sent to the configured address.

Making a payment

Apart from the sales, if there is any payment transaction made, the transaction is done in one of the below methods.

Cash In

1. Under Main Menu go to Payments
2. Press Cash In button
3. Enter the Total amount
4. Enter Notes (optional)
5. Press the Save button on toolbar

Cash Out

1. Under Main Menu go to Payments
2. Press Cash Out button
3. Enter the Total amount
4. Enter Notes (optional)
5. Press the Save button on toolbar

Customer debt payment

1. Under Main Menu go to Payments
2. Press Customer button
3. Press Select Customer button
4. Enter Search key/Name/Address (optional)
5. Press Execute filter button
6. Select the customer from the result list and press OK
7. Press Pay Account button
8. Enter amount paid and press OK.

Note: Current debt of the selected customer will be shown in Debt Current field. If the selected customer has no debt to be paid, the Pay Account button will be inactive.

Optionally a customer diary can be printed by pressing the Print Diary button.

Supplier credit payment

1. Under Main Menu go to Payments
2. Press Supplier button
3. Press Select Supplier button
4. Enter Search key/Name (optional)
5. Press Execute filter button
6. Select the supplier from the result list and press OK
7. Press Pay Account button
8. Enter amount paid and press OK.

Note: Current credit of the selected supplier will be shown in Credit Current field. If the selected supplier has no credit to be paid, the Pay Account button will be inactive.

Open the cash drawer

The cash drawer opens automatically at the end of a sales transaction, but you can also open it whenever you need to. For example, you might need to make change or count the cash in the drawer.

1. Press the Drawer button on top right side of the sales screen

Searching for a receipt

1. Under Main Menu go to Edit Sales
2. Enter search parameters (optional)
3. Press Execute Filter button
4. Select the bill from the result list
5. Press OK

Reprint a receipt

1. Under Main Menu go to Edit Sales
2. Enter receipt number and press Tick button or press Enter key or scan the receipt barcode
3. Press Print button on top

Doing a bill without printing receipt

On the Payment screen, press the Printer button at the bottom of window to release it. By default this button will be in hold position.

Return an item with a receipt

1. Under Main Menu go to Edit Sales
2. Enter receipt number and press Tick button or press Enter key or scan the receipt barcode
3. Press Refund button on top
4. Select returning item from the list below or scan the item barcode and press one of the refund buttons:
Refund One: Return a single quantity of the item selected
Refund Line: Return the selected item
Refund All: Return all items
5. Press = button
6. Choose the payment method of refunding and press OK button

Change PIN

7. Under the System Menu, press on Change PIN
8. Enter current PIN and press OK
9. Enter new PIN and press OK
10. Enter new PIN again to confirm it and press OK

MANAGER GUIDE

This section describes the functions available under Manager Role.

Setup Inventory

Adding product categories

1. Under Administration Menu, go to Stock>Categories
2. Press + button on the toolbar
3. Enter a Name for category
4. Select a category from the Category drop down to make the new category under it (optional)
5. Press the flash drive button to set a picture for the category (optional)
6. Press Save button on toolbar

Note: Choose a category from the Category drop down to make the new category under it.

Deleting a product category

1. Under Administration Menu, go to Stock>Categories
2. Select the category from the list on left side
3. Press X button on the toolbar
4. Press Save button on toolbar

Note: A category cannot be deleted, if there is product under it.

Disabling products under a category

This action disables the products from showing in catalog. This action will not delete products or category.

1. Under Administration Menu, go to Stock>Categories
2. Select the category from the list on left side
3. Press the Delete from Catalog button

Enabling products under a category

This action will add the products to catalog.

1. Under Administration Menu, go to Stock>Categories
2. Select the category from the list on left side
3. Press the Add to Catalog button

Print products catalog in receipt printer

1. Under Administration Menu, go to Stock>Categories
2. Press the Print Catalog button

Adding a product

1. Under Administration Menu, go to Stock>Products

2. Press + button on toolbar
3. Enter the below mandatory details of the product
Reference, Name, Barcode, Buy price, Sell price, Tax category, Category
4. Press Save button on toolbar

Notes:

Product Reference, Barcode and Name has to be unique.

Attributes: These are additional information about a product which can be captured during stock entry or sales. To know how to configure product attributes, check Adding Product Attributes section.

Product Image: To know how to set a product image, see the Setting a product image section.

Bulk import products

There is a Microsoft Excel template available for bulk importing products. Please contact your dealer for it.

Filtering the products

1. Under Administration Menu, go to Stock>Products
2. Enter the barcode, on top of the screen.
Or
3. Enter Name/Buy price/Sell price/Category
4. Press the Refresh button on toolbar

Disabling a product from showing in catalog

1. Under Administration Menu, go to Stock>Products
2. Select the product from list on left side, or filter the product using any of the filter parameters
3. Press the Stock tab, next to General tab.
4. Deselect the In Catalog check box
5. Press the Save button on toolbar

Setting a product weighable

1. Under Administration Menu, go to Stock>Products
2. Select the product from list on left side, or filter the product using any of the filter parameters
3. Press the Stock tab, next to General tab.
4. Select the Scale check box
5. Press the Save button on toolbar

Auxiliary products

Auxiliary products are supplemental items of a product. For example, if there is an item free with a product, the free item is auxiliary. For restaurants, with sugar/without sugar, double cheese, no spicy, etc., are examples of auxiliary products. Auxiliary products cannot be sold individually.

Adding an auxiliary product

1. Under Administration Menu, go to Stock>Products
2. Press + button on toolbar
3. Enter the below mandatory details of the auxiliary product
Reference, Name, Barcode, Buy price, Sell price, Tax category, Category

4. Press the Stock tab, next to General tab.
5. Select the Auxiliary check box
6. Press the Save button on toolbar

Mapping auxiliary products to a product

1. Under Administration Menu, go to Stock>Auxiliary products
2. Under the By Product section, enter Barcode or Reference of the product and press the Tick button or press Enter key
3. Under the toolbar section, enter the Barcode or Reference of auxiliary product and press Tick button
4. Press + button to map auxiliary product to the selected product
5. Repeat steps 3 and 4 for all other auxiliary products of the selected product
6. Press Save button on toolbar

Product attributes

Product attributes are the descriptors we use to define kinds of products. For example, we could describe a T-shirt by the color and size. These attributes mean that in the real physical world your store may only carry one red shirt, but you have three sizes or three "variations."

Adding attributes

3. Under Administration Menu, go to Stock>Product Attributes
4. Enter Name for the attribute and press + button
5. Repeat step 2 for all attributes
6. Press Save button

Adding attribute values

1. Under Administration Menu, go to Stock>Attribute Values
2. Select attribute from the Product Attribute drop down at top
3. Enter the Value and press + button
4. Repeat step 2 and 3 for all attributes and its values
5. Press Save button

Creating attribute sets

1. Under Administration Menu, go to Stock>Product Attribute Sets
2. Enter Name for the attribute set and press + button
3. Repeat step 2 for all attribute sets
4. Press Save button

Mapping attributes to attribute sets

1. Under Administration Menu, go to Stock>Product Attribute Use
2. Select attribute set from the Attributes Set drop down at top
3. Select attribute from the Product Attributes drop down below toolbar and press + button
4. Repeat step 2 and 3 for all attribute sets and its attributes
5. Press Save button

Assigning attributes to products

1. Under Administration Menu, go to Stock>Products
2. Select product from the list at left side
3. Under General tab, select attribute from the Attributes drop down
4. Press Save button

Product pricing

Standard sell price of a product is set while creating products under Administration menu Stock>Products. For variable priced products, standard sell price can be set to zero. The system can be configured to prompt price when zero priced products are added to the bill.

During billing, different tariff can be applied depending on the customer, delivery method or purchase quantity. Cashier can select a tariff manually, or the system can be set to apply a tariff automatically on certain conditions. A product can have multiple prices depending on the tariff applied. Below are the steps to add tariffs.

Setting tariffs

1. Under Administration Menu, go to Stock>Tariff
2. Press + button on toolbar
3. Under the Tariff List area, enter Name of the tariff
4. Under the Price area, enter barcode of the item or choose the item by selecting it from the drop down
5. Change the Sell Price to the desired price under selected tariff
6. Press + button under the Sell price
7. Repeat steps 4 to 6 for all items having price change under the selected tariff
8. Press Save button to save the tariff
9. Repeat steps 2 to 8 for all tariffs

Note: It is good to have a tariff with no products under it. It helps to reset pricing to standard after setting a tariff to the bill.

Warehouses

Warehouses are used to store products. A warehouse can be an actual physical location (such as Back Room, Store, or Under the Stairs), or it can be a conceptual grouping of items (such as Damaged, Reserved, or Not Yet Shelved). When a product is sold, the stock gets decreased from the standard warehouse configured. Stock can be transferred from one warehouse to another under Administration menu Stock Maintenance.

1. Under Administration menu go to Maintenance>Warehouses
2. Press + button on toolbar
3. Enter Name of the warehouse
4. Enter Address of the warehouse (optional)
5. Press Save button on toolbar

Setting reorder levels

Reorder level is the minimum and maximum quantity of a product which a warehouse holds in stock. Reports can be generated for reordering the products which are below minimum quantity.

1. Under Administration menu go to Stock>Products by Warehouse
2. Choose warehouse from the Warehouse drop down under By Warehouse area on top

3. Select the product from the left side list
4. Enter Minimum and Maximum quantity
5. Repeat steps 3 and 4 for all the products
6. Press Save button on toolbar

Stock maintenance

There are two ways to maintain stock. Stock Maintenance and Stock Diary. Using Stock Maintenance, multiple items can be updated it prints a movement slip in receipt printer. Stock Diary is used for updating single item without any print.

Stock Maintenance

1. Under Administration Menu, go to Stock>Stock Maintenance
1. Select a stock movement date from the Date picker at top
2. Select a stock movement reason from the Reason drop down

Note: All reasons with a prefix (IN) increases the stock and all reasons with a prefix (OUT) decreases the stock. The reason 'Request' is used for requesting products from outlets to factory or office. The reason 'Crossing' is used to transfer stock from one warehouse to another.

3. Press Select Supplier button to select a supplier (optional)
4. Barcode scan all the items or press item in the catalog
5. Change the item quantity by selecting the item and pressing +/- or *, quantity, +
6. Change the buy price by selecting the item and pressing *, price, -

Note: Updating the buy price will reflect in standard buy price of the product.

7. Press = button to save

Stock Diary

1. Under Administration Menu, go to Stock>Stock Diary
2. Select a stock movement date from the Date picker at top
3. Select a stock movement reason from the Reason drop down
4. Enter Reference or Barcode of the product and press Tick button or Enter key
5. Enter the quantity in Units field
6. Enter the buy price in Price field
7. Press Select Supplier button to select a supplier (optional)
8. Press the Save button on toolbar at top

Floors and Tables (Restaurant mode)

Adding floors

1. Under Administration Menu, go to Maintenance>Floors
2. Press + button on toolbar
3. Enter a floor name in Name field
4. Set an image for the floor by pressing flash drive button and selecting an image from it (optional)
5. Press Save button on toolbar

Adding tables

1. Under Administration Menu, go to Maintenance>Tables
2. Press + button on toolbar
3. Enter a table name in Name field
4. Choose a floor from the Floor drop down
5. Enter X and Y floor position of the table in Position field
6. Press Save button on toolbar

Adding Drivers (Delivery mode)

1. Under Administration Menu, go to Maintenance>Drivers
2. Press + button on toolbar
3. Enter driver name in Driver Name field
4. Enter driver code in Driver Code field
5. Press Save button on toolbar

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Users and Roles

Adding user

1. Under Administration Menu, go to Maintenance>Users
2. Press + button on toolbar
3. Enter a user name in Name field
4. Press on the PIN button
5. Enter a new PIN for the user and press OK.
6. Repeat the new PIN and press OK
7. Enter employee card number in the Card field or generate it by pressing Pencil button (optional)
8. Choose a role from the Role drop down
9. Press the flash drive button and select a user image from the flash drive (optional)
10. Press Save button on toolbar

Changing user password

1. Under Administration Menu, go to Maintenance>Users
2. Select the user from the list on left side
3. Press the PIN button
4. Enter a new PIN for the user and press OK.
5. Repeat the new PIN and press OK
6. Press Save button on toolbar

Disabling a user

1. Under Administration Menu, go to Maintenance>Users
2. Select the user from the list on left side
3. Uncheck the Visible checkbox
4. Press Save button on toolbar

Adding roles

Administrator role is the role having full privileges. For creating new roles you can copy paste lines from Administrator role to the new role.

1. Under Administration Menu, go to Maintenance>Roles
2. Press + button on toolbar
3. Enter a role name in Name field
4. In the text area enter the class names allowed for the role
5. Press Save button on toolbar

Disabling permission in a role

1. Under Administration Menu, go to Maintenance>Roles
2. Select role from the list on left side
3. Remove the lines having concerned class name to disable permission for it

6. Press Save button on toolbar

Enabling permission in a role

1. Under Administration Menu, go to Maintenance>Roles
2. Select role from the list on left side
3. Add the lines having concerned class name to enable permission for it
7. Press Save button on toolbar

Backup and Restore

Backup the system

1. Connect flash drive to the system
2. Under Administration Menu, go to Maintenance>Backup
3. Press OK to confirm that you have connected flash drive
4. Wait until the backup completed message come

Restore a backup to the system

1. Connect flash drive to the system
2. Under Administration Menu, go to Maintenance>Restore
3. Press OK to confirm that you have connected flash drive
4. Select the backup file from the flash drive
5. Press OK and wait until the restore completed message come

Restore an SQL script to the system

1. Connect flash drive to the system
2. Under Administration Menu, go to Maintenance>Restore
3. Press OK to confirm that you have connected flash drive
4. Select the script file with .sql extension from the flash drive
5. Press OK and wait until the restore completed message come

Advanced Configuration Using Resources

Advanced configurations can be made editing resources under Administration menu, Maintenance>Resources. Changes like receipt format, scripting what to do when a certain event occur, enable/disable payment methods are a few to list that can be changed using resources.

Changing output format

XML Tags to format output

Below is a list of tags and attributes used for formatting the system output.

Tag	Function
<output></output>	Used to mark the output to printer or pole display. All tags must be enclosed by this node.

<ticket></ticket>	<p>It makes a print and cuts paper when it finishes.</p> <p>Attributes: printer: Used to specify the printer. Multiple printers can be configured under System menu, Configuration.</p> <p>E.g.: <ticket printer="2">...</ticket> - Printer 2 will print the output</p>
<line></line>	<p>Sets a new line in the print.</p> <p>Attributes: size: Sets the size of the text printed. A single line can have only one size. Possible values are -2: Smallest -1: Smaller 0: Normal (default) 1: Double height 2: Double width 3.: Double height and width</p> <p>E.g.: <line size="2">...</line> - Sets text size to 2.</p>
<text></text>	<p>Attributes: length: Sets the length in characters used to fit the text align: Sets the alignment of string. Available values are: left - align text to the left (default) right - align text to the right center - align text to the center bold: sets the text bold or not. Available values are: false: sets the text to normal (default) true: sets the text to bold underline: sets the text underlined or not. false: sets the text to normal (default) true: sets the text underlined inverted: sets the text printed in black background. false: sets the text to normal (default) true: sets the text inverted rotated: Sets the text rotated. Each character is rotated 90 degree. false: sets the text to normal (default) true: sets the text rotated red: Sets the text to print in red color. The printer and thermal paper should support this feature. false: sets the text to normal (default) true: sets the text printed in red</p>
<image></image>	<p>Prints an image in the print. It contains the resource name that contains the image file. The image is converted to B/W before sending it to the printer. But is good to add the image set in black & white to get expected result.</p>
<barcode></barcode>	<p>Prints a barcode. It contains a number to be converted into barcode.</p>

	<p>Attributes:</p> <p>type: Sets the barcode type. Available values are CODE39, CODE128, EAN8 and EAN13.</p> <p>position: sets the position of barcode text. Available values are:</p> <p>none: doesn't print barcode number with barcode (default)</p> <p>bottom: print barcode number at the bottom of barcode</p>
<display></display>	<p>Prints the text in pole display. <line> and <text> tags are required to print output to pole display.</p> <p>Attributes:</p> <p>animation: sets the style of showing output on pole display. Available values are: scroll, flyer, blink and curtain</p> <p>The <text> tag can have the attributes align and length.</p>
<opendrawer/>	Opens the cash drawer attached to the receipt printer.

Resources to change output format

Outputs printed in receipt printer or shown on pole display can be formatted by editing the below resources.

Resource	Default Output Device	Function
Printer.Start	Pole Display	Used at login and application initialization.
Printer.Ticket	Receipt Printer	Used when the payment is accepted by pressing OK button on payment dialog. Only runs if Print button is latched down in payment window. Print button is often left latched off for small value sales. When off, Printer.Ticket2 runs. If on, Printer.Ticket2 will not run.
Printer.Ticket2	Pole Display	Same time as Printer.Ticket, but only fires if printer button in payment screen is not latched, so Printer.Ticket does not fire. If a paper receipt is not printed, this virtual printer will record output. The operator can quickly go back to a summary of the previous few sales by selecting System.Printer. If Ticket2 has an opendrawer statement, the drawer on printer 1 will still open.
Printer.PrintPreview	Receipt Printer	Only when the print button is pressed in the sales screen. printId will be empty, as the ticket number has not been allocated yet. This resource is used for reprinting receipts under Main menu Edit Sales. Using this draft print, customer can check the items rung entered so far.
Printer.TicketTotal	Pole Display	When commencing close ticket, after pressing = or space to leave the sales items screen.
Printer.OpenDrawer	Cash Drawer	Only when open drawer button is pressed on sales

		screen. Only opens the drawer on printer 1.
Printer.Ticket.Logo		Not in the main logic flow. Only referenced by other resources, CustomerPaid, Partial Cash, CloseCash, Ticket, TicketPreview, Inventory.
Printer.TicketLine	Pole Display	When a new line is added or amended on the sales screen.
Printer.CloseCash	Receipt Printer	When the Close Cash button is press under Main menu, Close Cash.
Printer.PartialCash	Receipt Printer	When the Print button is press under Main menu, Close Cash.
Printer.Inventory	Receipt Printer	When the stock is updated under Administration menu, Stock Maintenance.
Printer.CustomerPaid	Receipt Printer	When a customer payment is made under Main menu, Payments>Customer
Printer.CustomerPaid2	Pole Display	When a customer payment is made under Main menu, Payments>Customer
Printer.CustomerDiary	Receipt Printer	When the Print Diary button is pressed under Main menu, Payments>Customer
Printer.Catalog	Receipt Printer	When the Print Catalog button is pressed under Main menu, Categories
Printe.DriverDiary	Receipt Printer	When Print button is press under Main menu, Delivery Order Settlement. This prints the list of delivery orders dropped by a driver
Printer.KOT	Kitchen Printer	When KOT button is pressed from Sales screen. It send ordered items to kitchen.
Printer.KOT_Change	Kitchen Printer	When KOT button is pressed after changing a bill. It sends changed items to kitchen.
Printer.Token	Kitchen Display	Used to display order tokens in kitchen display.

Printing multiple copies

To print multiple copies of a receipt, simply repeat the entire ticket node.

E.g.

```
<ticket>
```

```
.....
```

```
</ticket>
```

```
<ticket>
```

```
.....
```

```
</ticket>
```

Hardware Configuration

System supports most of the POS peripherals plug and play. The device can be used just by setting the port connected and protocol.

Configuration panel

To setup any hardware you need to go under System menu Configuration. In the section System, configure the parameters of hardware devices connected. All these settings are stored locally in each terminal and each system stores its own configuration. Below are the different configurations and its functions.

Database configuration

These settings are changed only when multiple terminals are connected to a single server. Set the URL with the IP of the database server you want to connect with. Default database user is root and password is password.

System configuration

Name: It is the name of POS terminal to identify operations from other POS terminals. If multiple terminals are given same name, all the terminals will be sharing same close cash sequence. That means, doing close cash in one terminal closes cash of all other terminals having same name.

Skin: It is the list of themes available to change the look and feel of the system.

Screen: Sets if the application should be in full screen or just in window mode.

Billing mode: Sets in which mode the terminal is operated. Following operations are available;

- Standard: allows to have several opened bills that are shared between all terminals and that can be closed in any order. Normally used for supermarkets, groceries, show rooms, etc.,

- Restaurant: allows assigning receipts to tables. Used for restaurants.

- Delivery: handles delivery orders with Telephone Caller Id and driver support. Used for managing telephone orders and driver droppings.

- Simple: allows to edit only one bill at a time in one terminal, if you want to start a new bill you have to close the current bill first. Also bills cannot be shared between POS terminals.

Customer Display: Sets the way how a customer should see the operations and status in the current bill like last ordered item, prices and total amount. Use the option Window if you have a monitor facing customer.

Printer: It is the main receipt printer. Choose one of the printers available from the drop down. Generic printer can be used for plain printing without any formatting. Screen can be used to redirect the print to screen. Following printer modes are available;

- Serial: Data is send serially to the printer. Set the port, to which the printer is connected

- File: Data is send to the printer as a file.

- Network: Choose this mode if the connected printer is a network printer. For print, set the IP of the printer, i.e. 192.168.1.51. If a port has to be mentioned, set the IP like 192.168.1.51:9200

Printer2: It is an additional printer that could print something additional i.e. an order in a kitchen.

Printer3: It is an additional printer that could print something additional i.e. an order in a kitchen.

Note: More printers can be added by directly editing the configuration file.

Scale: Sets scales to weigh the products. If you don't have weighing machine connected to the system and still want to handle scalable items, use the option screen or use weight embedded barcodes.

Scanner: Sets a ScanPal/PDT to bulk import stock movements.

Reports Printer: It is the system printer used to print reports.

Caller ID: It is for interfacing caller ID device. Set the vendor and product code of the device used. When multiple terminals with caller ID device are connected, give different device number in Device field to keep the calls not shared between terminals. If Caller ID Device number is given same for multiple terminals, all incoming calls will be share between terminals.

Email configuration

This section is used for email configuration for sending reports.

Enter host address, port, from email address, password of from email address and send to email address. Comma separated email IDs can be given in Send To, for sending reports to multiple addresses.

Locale configuration

This section is used for changing the system locale and formatting different values like currency, date etc.,

Change local to set the system into a different language.

The user input language can be changed using a key combination of Alt(Alt key at the left side of keyboard)+Shift(Shift key at the right side of keyboard).

Payment configuration

This section is used for configuring magnetic card reader. Use different options depending on the MSR. Choose the payment gateway depending on the payment processing method.

KOT configuration

The system support printing to remote printers and KOT splitting. KOT splitting is used when different products are sent to different kitchens. For configuring KOT, do the below settings.

Enable KOT button and scripts

Enable scripts for sending KOT to remote printer.

1. Under Administration menu go to Maintenance>Resources
2. Select the resource Ticket.Buttons from the list
3. Uncomment the code under Kitchen Order Printing by moving the characters --> to the end of title. After moving, it should look like below:

```
<!-- Kitchen Order Printing -->  
<button key="button.sendorder" name="button.sendorder" code="Script.SendOrder" shortcut="F9"/>  
<event key="ticket.removeline" code="event.removeline"/>  
<event key="ticket.setline" code="event.setline"/>  
<event key="ticket.total" code="event.total"/>  
<event key="ticket.delete" code="event.delete"/>
```
4. Save the code by pressing Save button on toolbar.

Enable script for showing item send status and destination printer.

1. Under Administration menu go to Maintenance>Resources
2. Select the resource Ticket.Line from the list
3. Uncomment the code under Kitchen Order Printing by moving the characters --> to the end of title. After moving it should look like below:

```
<!-- Kitchen Order Printing -->
<column name="label.sendorder" width="5" align="left" value="{ticketline.getProperty('kotnum','?')}'"/>
<column name="label.sendstatus" width="5" align="left" value="{ticketline.getProperty('sendstatus','?')}'"/>
```
4. Save the code by pressing Save button on toolbar.

Restart software

1. Logout by pressing the user button at the bottom right corner of the screen.
2. Restart software

Test KOT

1. Login to the system
2. Add items to the bill
3. Press the KOT button on top right corner of the screen

This should print the KOT in receipt printer.

KOT configuration for multiple printers

The only change you have to do for multiple remote printers is to mark each product with a destination printer. By default all products are marked to the first KOT printer, which is KOT1. So you don't need to do the below steps for products for first KOT printer. Do the below steps only for items destined to second KOT printer onwards.

1. Under Administration menu go to Stock>Products
2. Select product from the list
3. Go to Properties tab and enter the below code. The below code is available in the resource Examples under Administration menu Maintenance>Resources, from which you can copy the code.

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE properties SYSTEM "http://java.sun.com/dtd/properties.dtd">
<properties>
<entry key="kotnum">KOT2</entry>
<entry key="sendstatus">No</entry>
</properties>
```

Note:

Change KOT2 to different values like KOT3, KOT4 etc. depending on the destination printer of the product.

It is possible to send the same item to multiple kitchens by editing KOT script.

Using SQL statements multiple products can be set together.

Change KOT format and destination printer

Two formats are used for printing KOT. One is used for ordering items and the other is used for sending cancellation and changes of already sent items. By default the system has three set of resources; Printer.KOT1 and Printer.KOT1_Change, Printer.KOT2 and Printer.KOT2_Change and Printer.KOT3 and Printer.KOT3_Change. You can add more of these for more printers. Format and destination printer of the KOT can be changed by editing these resources. Refer to the topic Changing output format to know how to do this.

Price/Weight embedded barcode configuration

This is used for variable priced or randomly weighted products. Here the price or weight of the product is attached to its barcode so that when scanning it, the price or quantity is automatically taken to the bill.

A 13 digit barcode is used for printing price/weight embedded barcodes. First 7 digits are used for product code and next 5 digits are used for price/weight and the last digit is used for error check.

The barcode prefix determines whether the barcode holds price or weight. So use different prefixes for price embedded barcodes and weight embedded barcodes.

Enable price embedded barcodes

1. Under Administration menu go to Maintenance>Resources
2. Select the resource Ticket.Buttons from the list
3. Uncomment the below line. You can see this at the bottom of code.

```
<!-- <priceembedded value="210"/> -->
```

After uncommenting it should look like below

```
<priceembedded value="210"/>
```

Change barcode prefix 210 to any other value which is used for printing price embedded barcode labels. All price embedded barcodes are identified by this prefix.

Enable weight embedded barcodes

1. Under Administration menu go to Maintenance>Resources
2. Select the resource Ticket.Buttons from the list
3. Uncomment the below line. You can see this at the bottom of code.

```
<!-- <weightembedded value="250"/> -->
```

After uncommenting it should look like below

```
<weightembedded value="250"/>
```

Change barcode prefix 250 to any other value which is used for printing weight embedded barcode labels. All weight embedded barcodes are identified by this prefix.

Set product barcodes

1. Under Administration menu go to Stock>Products
2. Select the product from the list and set a 7 digit barcode with price/weight embedded barcode prefix.
3. Repeat step 2 for all such products
4. Press the save button on toolbar

Execute SQL Statements

You can issue SQL commands directly to the database. Be very careful while doing this as it might cause loss of data. As a precaution, take a backup before issuing any SQL commands.

You can see the tables and columns of the database in the window. Make sure you are using the correct table and column for the command you are issuing.

1. Under Administration menu go to Maintenance>Execute SQL
2. Type the SQL command in the text are
3. Press the execute button .