iPIZZA - Point of Sale Manual

What is iPizza

iPizza is a version of the Imagatec iPOS Point of Sale software designed to record daily sales. It will also assist you to calculate the total of purchases for each customer including and discounts, extras or special deals and calculate how much change you should give.

How do I Access iPOS?

To access iPOS, simply open Internet Explorer . iPOS will be set to be the home page.

iPOS works inside a mini web page that you will be able to connect via the "Point of Sale" button on your home page. This will allow you to begin recording sales.

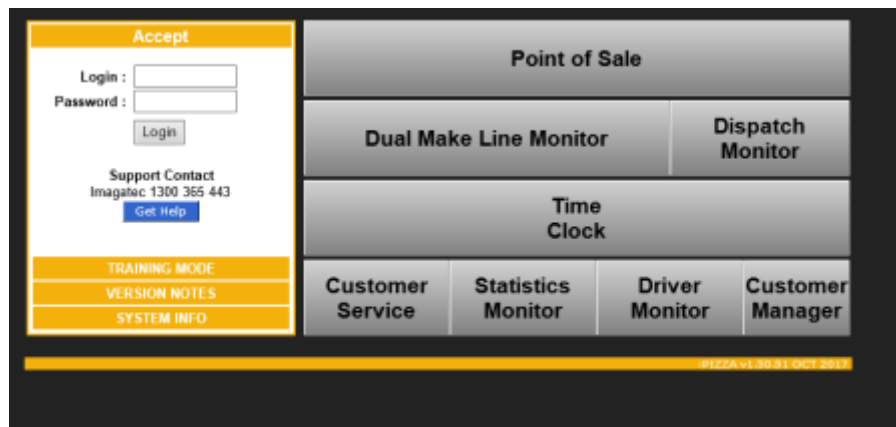The Login section on the left is for access to "Back Office" reports.

Basic Operations

There are 2 simple steps to taking an order in iPOS.

Here you have several ways to create and order.

First, you can select a number, here you would use the 0-9. If you select 0 it will go straight to the ordering screen, otherwise selecting 1-9 will bring up the staff selection screen and then the historical order.

Second, you can select 'New Order' which will take you to the Staff selection screen and then to the Ordering screen. 'List' will bring up a list of current orders if someone wants to change something they ordered or to see the status.

Selecting Staff
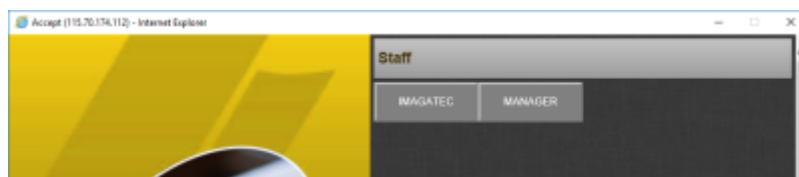
On the left is an area for your company's logo. (It could also be used to display the current promotion).

On the right is the staff list. To get started select your name from the list.

iPOS has a number of different staff selection options. You may be required to enter a PIN first or swipe a card. In this manual we will assume the default of button names will be used.

Selecting Products

The menu is broken up into different product categories and all of these categories are listed down the centre of the screen. For example, should the customer request a drink, you will find it under 'Drinks'.

You can select many different products for any order. All of the products will be listed on the left hand side of the screen along with the running total.

TIP: If a customer wants 3 of a product, you can enter a 3 via the keypad and then select the product. You can also change the amount of a product by using the green '+' and red '–' buttons.

Mistakes can be fixed by using the Delete (red cross) Button. This will delete the currently highlighted line. Select a different line by touching it or using the green arrow buttons. To start again press the 'Exit' button to discard the order.
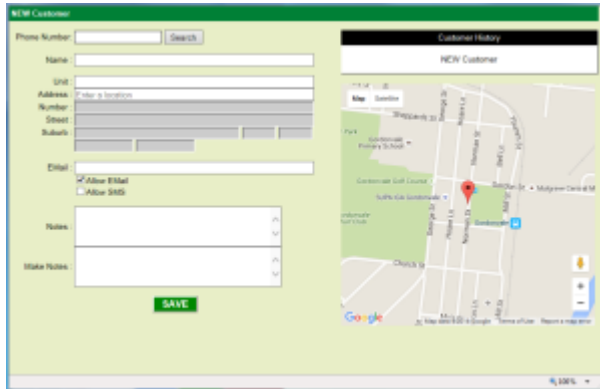
The 'Tools' button can be used to add comments to the order, add URGENT to the order or to make it a timed order for later.

The screens on the right hand side are normally designed in a top down fashion. Where products are offered in different flavours and or sizes. Each group is normally coloured differently.

If not all the buttons can fit on a single screen then scroll buttons » and « will appear on the top right corner. This is to indicate that there are more buttons, and keep looking here if you don't find the product.

By default most screens will be in alphabetic order, this can be changed and your system will be setup so that it is the most effective for your product range.

Selecting 'PAY'

Pressing the 'PAY' button will bring up the customer screen seen on the ;eft here. Here you can create a new customer or enter the customers phone number and click on 'Search'. Then you just click on 'SAVE' and it will use that customers information.

Completing Payment

The sale is finished when you have all the products ordered in the system and you have told the customer the total of the sale.

Use the Keypad on the top right to enter the amount of cash you are given and press 'SAVE & PRINT' or 'CASH' to use exact amount as total and then select 'SAVE & PRINT'.

The system will calculate the Change, open the cash drawer, and print a receipt if required. }

Tools button

Here you have the following Tools you can use. Comments – used to add comments to the order. Urgent – used to put Urgent on the order Timed Order – used to set the order as a timed order to be completed at a later time and or date.

How do I go about a Sale with a Card (EFTPOS, Credit)

Should a customer wish to pay by EFT Card, simply go through the steps to record the purchases as normal. When the customer presents a Card instead of cash, simply press the associated payment button at the bottom.

iPOS and the EFTPOS machine are not linked. You need to tell both iPOS and the EFTPOS machine the total of the sales as they are approved.

Enter the amount into the EFTPOS machine. Once the customer has entered an approved pin number or signature, complete the sale as per normal with 'EFTPOS' and prepare for the next customer.

How do I print a receipt?

iPOS can be set to print a receipt and a kitchen docket automatically. If you want an extra copy click on the order and then use the blue 'REPRINT' button after the sale has been completed.

What Should I do if I accidentally close iPOS?

Should you close iPOS during the day by accident, or restart the computer. Get running again by simply re-opening iPOS by double clicking Internet Explorer and selecting Point of Sale from the home page.

Advanced Tips and Tricks

Refund, Free and Waste

The modifier buttons can be used with any product but must be selected first. Use the 'Waste' button to record product which is wasted. This is important if you have linked in the Stock module. Sample again is important for managing Stock, but it will also provide management with important information about when stock is wasted. This is an add-on we can include in the system as seen below. The 'Free' button works similar to the 'waste' button to give a customer a free product.
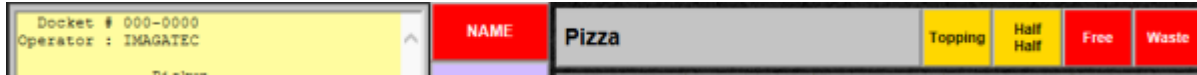
Combos and Deals

iPOS is a very powerful system. One of the most powerful features of the system is the Deal system. Once the rules for the deals have been setup in the system, iPOS will allow you to select the deal first, last or in the middle of the sale. It will manage the prices and combination of products and even add missing products to the order to satisfy the rules for the selected deal.

Todays Sales (Opening and Closing Procedures)

Sales in iPOS are stored by date and time. This is a very important feature in that it means that there is no X or Z reads to be done at the start or end of days trade. Reports that are the equivalent of the old cash register X read are available as a manager function and from the Back Office, but there is nothing you have to before you start using iPOS for the day.

iPOS is smart enough to know that a business might stay open late and trade past midnight. The actual time that a day starts and ends is configurable but the default is 5am to 5am the next day.

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