

iPOS - Point of Sale

What is iPOS

iPOS is a 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.

<div>Accept</div> <div>Login : <input type="text"/> Password : <input type="password"/> <input type="button" value="Login"/></div> <div>Support Contact Imagatec 1300 365 443 After Hours for Emergencies Only</div> <div>SYSTEM INFO</div>	<div>Point of Sale</div> <table><tr><td>Make Line KITCHEN1</td><td>Make Line KITCHEN2</td><td>Make Line KITCHEN3</td><td>Make Line BAR</td></tr><tr><td colspan="2">Dispatch KITCHEN</td><td colspan="2">Dispatch BAR</td></tr></table> <div>Time Clock</div>	Make Line KITCHEN1	Make Line KITCHEN2	Make Line KITCHEN3	Make Line BAR	Dispatch KITCHEN		Dispatch BAR	
Make Line KITCHEN1	Make Line KITCHEN2	Make Line KITCHEN3	Make Line BAR						
Dispatch KITCHEN		Dispatch BAR							

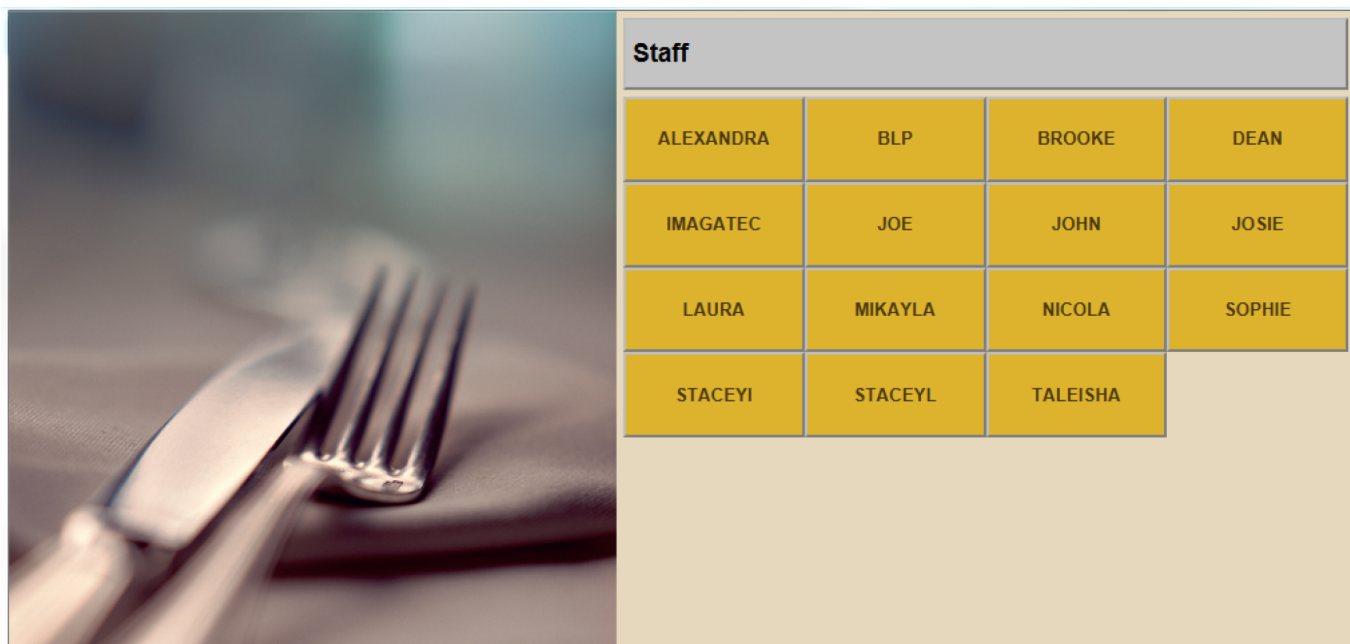
VALID**iPOS v1.60.18 DEC 2015**

*Tip – you do not need to have 3 kitchen make lines and a bar. We will tailor the system to your stores needs. This just shows the capacity to use multiple make line locations.

Basic Operations

There are 3 simple steps to taking an order in iPOS.

Selecting Staff

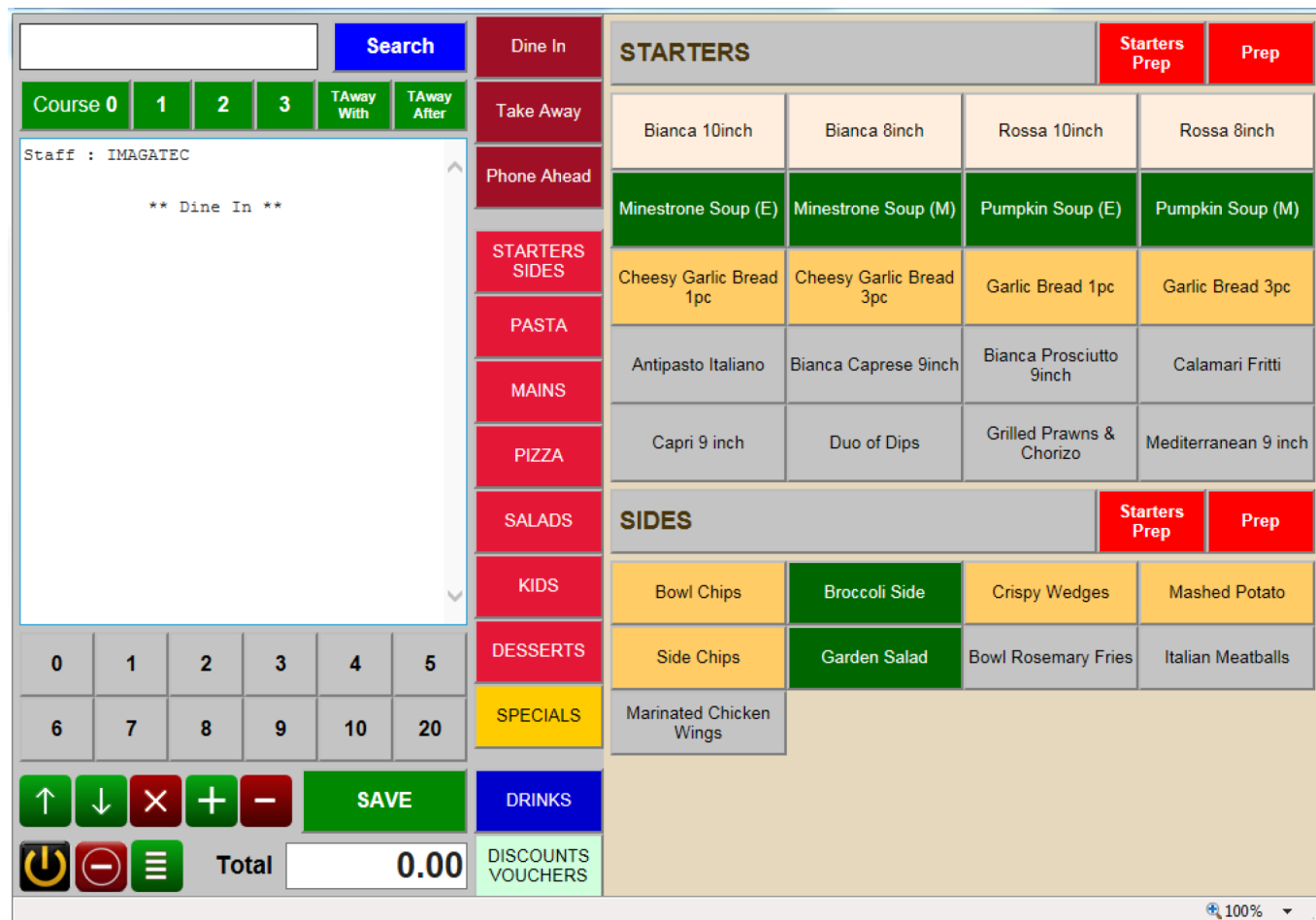


This is the first screen. On the left is an area for your company's logo. (It could also be used to display the current promotion).

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 center of the screen. For example, should the customer request a Salad, you will find it under 'Salads'.

You can select many different products for any order. All of the products will be listed on the top 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 numbers below the ordering screen on the left side and then select the product. You can use the number '0' and it will give the product a zero price, which can be used for giving a free product or if it needs to be wasted.*

Mistakes can be fixed by using the red  Delete Button. This will delete the currently highlighted line. Select a different line by touching it or using the green up  and down  arrow buttons. To change a quantity of a product you can use the  and  buttons. To start again press the . Using  will close iPos. The  button will bring up the Tools menu. I will cover these options at the end of this manual.

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 then the correct way to enter products is to select one button from each group of buttons. 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.

Completing Payment

Search

Course 0

1

2

3

TAWay With

TAWay After

Staff : IMAGATEC

** Dine In **

Course: 1

Antipasto Italiano 13.90

Bianca Caprese 9inch 10.90

Duo of Dips 7.90

=====

Total 32.70

=====

Tax (inc) 2.97

0

1

2

3

4

5

6

7

8

9

10

20

↑

↓

×

+

-

SAVE

⏻

⏹

☰

Total

32.70

Dine In

Take Away

Phone Ahead

STARTERS SIDES

PASTA

MAINS

PIZZA

SALADS

KIDS

DESSERTS

SPECIALS

DRINKS

DISCOUNTS VOUCHERS

Tables

ADD TO TAB

MOVE

A1	A2	A3	A4	A5
A6	A7	A8	A9	
B1	B2	B3	B4	B5
B6	B7	B8	B9	
C1	C2	C3	C4	C5
C6	C7	C8	C9	
O1	O2	O3		
OTC	STAFF			

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.

First you want to click on

SAVE

 which will show the Tables screen on the right side. Select a table and then it will ask you if the order is to Hold or Send. After making your selection it will bring up the payment screen you see below.

The screenshot displays the iPOS Point of Sale interface. On the left, a text area shows the transaction details: Staff: IMAGATEC, Table: B4, and a list of items including 'Capri 9 inch' for 9.90. The total is 9.90, and tax is 0.90. Below this is a numeric keypad and a 'Total' button showing 9.90. The right side of the screen features a 'Payment' section with a keypad for entering the amount (0-9, +10, +20, +50, +100) and buttons for 'Split', 'Print Receipt', 'Separate', 'Dont Print', 'Join', and 'Open Draw'. Below the keypad are buttons for 'CASH', 'CHEQUE', 'FUNDS TRANSFER', 'PayPal', 'EFTPOS', 'MOBILE EFTPOS', 'MOBILE AMEX', 'AMEX', 'FP VOUCHER \$10', 'FP VOUCHER \$20', 'FP VOUCHER \$50', and 'PAY LATER'. A vertical menu on the far right lists categories: Dine In, Take Away, Phone Ahead, STARTERS SIDES, PASTA, MAINS, PIZZA, SALADS, KIDS, DESSERTS, SPECIALS, DRINKS, and DISCOUNTS VOUCHERS.

Use the Keypad on the top right to enter the amount of cash you are given and press Cash (Complete)

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

Notice that the right hand side of the screen has returned to the Staff buttons ready to start the next sale.

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 select the type of card and the amount.

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 CASH (Complete) and prepare for the next customer.

If you need to pay with multiple tender types then enter the different types so that CASH is entered last. By default the system will assume that all Card payments are the remaining outstanding value.

You can change this as you go, leaving more to be paid. Remember Cash can only be entered once, so it should be last. That is also why the button is called CASH (Complete).

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 or only want to print receipts on request use the red 'Print Receipt' 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

Tools Button

Search

Course 0123T Away WithT Away After

Staff : IMAGATEC

** Dine In **

Course: 1

Capri 9 inch9.90

Total9.90

Tax (inc)0.90

012345

67891020

↑↓×+−

SAVE

⏻⏪⏭

Total9.90

Dine In

Take Away

Phone Ahead

STARTERS SIDES

PASTA

MAINS

PIZZA

SALADS

KIDS

DESSERTS

SPECIALS

DRINKS

DISCOUNTS VOUCHERS

Tools

ConsoleBack

MANAGER

Urgent

Notes (Whole Order)Notes (Current Product)

Timed Order

Postcode

Assign Driver

Order SourcesOrder Types

TableCovers

Reprint RECEIPTReprint DOCKET

HOLDSEND

Here you have the following Tools you can use. Manager – We will cover in the next section. Urgent – used to display that the order is urgent. Notes – used to display notes for either the entire order or a particular product. Timed Order – used to set the order as a timed order for a later time or date. Postcode – used to enter the postcode of the customer. Assign Driver – used to assign a driver to the delivery order.

Order Sources – used if you wanted to specify if the order was received from store, phone, fax or internet. Order Types – used to specify or change the order type from/to Delivery, Dine In, Pickup or Take Away. Table – used to assign a table to the order. Covers – used to assign a cover number to the order. Reprint Receipt – used to print a receipt. Reprint Docket – used to print a docket. Hold – used to put the order on hold. Send – used to send the order on to be made. You will also see at the top left you can select courses which will separate the order into courses. The

T Away With

button is used to specify that the product is take-away to be given with the whole food

T Away After

order. The button is used to specify that the product is take-away to be given later after the rest of the order.

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.

Today's 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 do 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.

Extras For Managers

Managers can access a few additional options by pressing the Manager button  in the tools menu. Options include sales reports and the ability to change prices for a one off order.

The Manager button can be secured by a PIN number. If this is the case then you will need to make sure that all managers have PIN number. PIN Numbers are setup in the Back Office under Staff.

All of the reports on the Manager screen are for today's sales. To get data for previous days then you will need to login to the back office.

Report Options Include:

Daily Summary Provides a full summary of products sold today.

Contest Report Provides a summary for the sales of the products you have entered into the system in back of house for contest. This is used if you want to have a sales contest between your employees.

Cash Float, Cash Drop and Cash Reconciliation Cash Float - Use this to count the cash in the register at the end of the night. Cash Drop - is used when you want to take money out of the register during the day. Cash Reconciliation - This shows where you are at in regards to cash and sales for the whole day. You want to run this after doing the Cash Float at each cash register.

Price Options Include:

Change Price Allows a Manager to change the unit price for a multiple order. For example, should a customer order three bottles of Powerade, you would select "3" from the keypad and then the "Powerade" option from the Cold Drinks category. This would result in "3 Powerade 9.00" in the order box on the top left hand side of the screen. If you select this entry and go to "Manager" and then "Change Price", you will be able to enter a once off different unit price for each bottle of Powerade. Once you have entered and confirmed the new price, the order box will automatically update for the new unit price.

Change Total Allows a Manager to change the total price for a multiple order. For example, should a customer order five Chunky Beef pies, you would press “5” on the keypad and then “Chunky Beef” from “Pies” category. If you were to select this entry in the order box and go to “Manager” and then “Change Total”, you can enter a once off price for the Chunky Beef pies ordered.

Refund Item / Mode Allows you to refund a product for a customer or enter into Mode to select multiple products.

Free Item / Mode Allows you to give a customer a free product or enter into Mode to select multiple products.

Waste Item / Mode Allows you to tell the system that a product had to be thrown away (wasted) or enter into Mode to select multiple products (this is especially helpful at end of the night).

Used Item / Mode Allows you to mark a product as being used or enter into Mode to select multiple products.

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