

Quick Guide

Categories | Products | Options

System Screens | DB Backup


V3.05

EzyPOS

1. Categories

 Menu Button >  Stock >  Categories.

1.1 Add Category

To add a new Category or a Subcategory, press  to start.

Name of the Category or Sub Category.

Note: Category or Sub Category name can not be a duplicate.


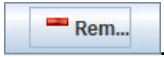
Category to select a Parent Category if your entering a Sub Category. Otherwise leave blank.

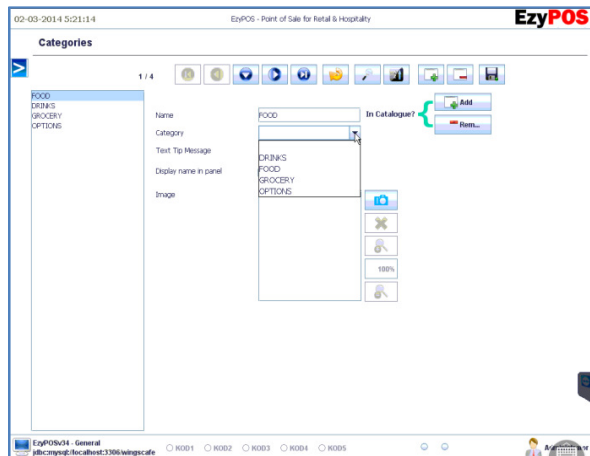
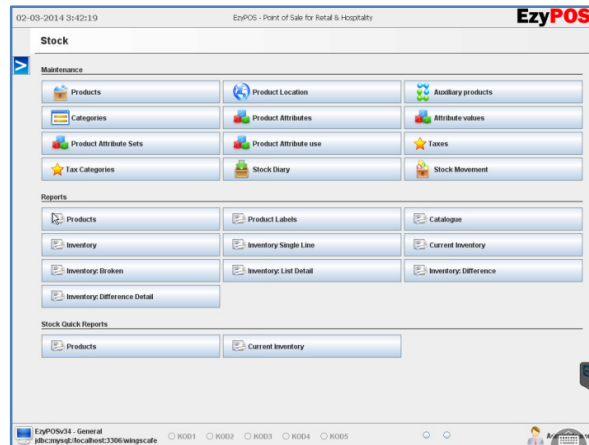
Order Number is a sort order of the Category list displayed on the sales screen. This is useful if you want to bring your favourite Categories to top of the list. If you don't use this option, Categories will arrange alphabetically.

Display Name in Panel is an option to not to display the Category on the Button. Enabled (ticked) by default.


Image to choose an image for a Category. This can be an actual image or a colored template. Button Images must be under 250x200pxl and in jpeg

format. Press  to select the image from your storage device. Press  to delete and reupload. press  to save information.



In Catalogue (optional) to enable/disable all products of a Category from the Sales Screen. Add Category to Catalogue  or Remove Category from Catalogue .



1.2 Edit Category

Select the Category from the Category List. Rename, Change Order or Change Image and press  to save changes.

2.3 Delete Category

Once you Delete or Move all existing Products in a Category, to delete that Category, press  and  to confirm delete (the Category will remove from the list).

A Category can not be deleted if there is a Product or a Sub Category in it.


Note: Same way entering a new Category, after entering the Sub Category name, select the Main (Parent) Category from the dropdown listed that the Sub Category has to be under.

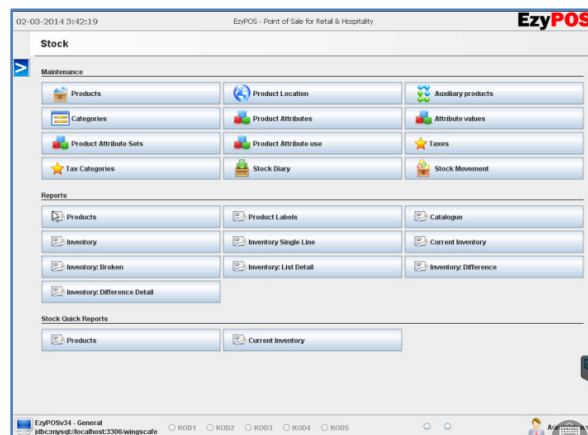
2. Products

Press  Menu >  Stock >  Products.


Note: We hope you have already created the Categories. If not please see “1. Categories”

Note: When there is a large products list, it's hard to focus on products of a single Category. Therefore, select a Category in “By Form” Category



Dropdown List and press  Refresh. This will only show the products of that selected Category on the Item List.




1.1 Edit Product

To edit a product name, price, etc... select the product from the list on the left and change details in General, Stock, Image, Button Pages. Then press save . Avoid duplicating Reference, Barcode or Names when Edit.

1.2 Add Product

Note: It's a common mistake that user overwrites new product information, type over an existing product. Therefore, always press  Add New to add a new product and then press  to save when the details are entered.

There are 5 Pages on Product Setup. They are General, Stock, Image, Button, Properties.

Step 1: Press  Add New. Now it ready to accept new product details.

Step 2: Press General Tab (Page).

Reference is an unique ID to a product. Refer to your Menu Template (Excel Spreadsheet) for Reference number sequence.

Barcode automatically duplicates the Reference. If you choose to add a Barcode to this product, replace this number with the Barcode number. If you have multiple barcodes for the same product, choose more Barcodes option.

Name is the product name of the new product. Product names can not be duplicated. Use only Alpha-numeric for product names (letters, numbers).

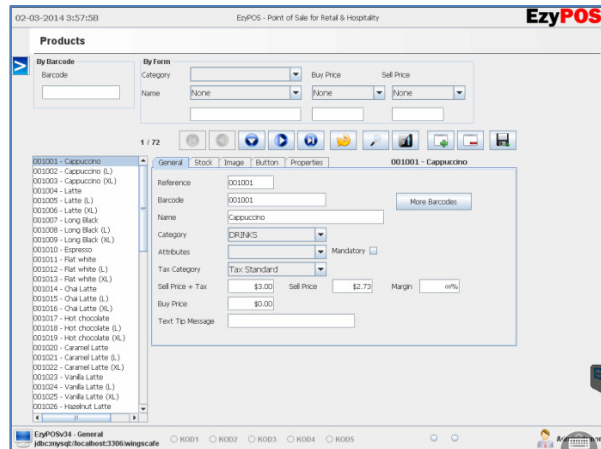
Category is the how the products are grouped on the sales page. Choose the correct Category. If this dropdown list is blank or don't have the desired Category, please see "2. Categories" to add, edit or delete Categories.


Attributes is a special feature to group items in Kitchen Order or Service Order with a heading for each group. For more information, please contact your consultant. Otherwise, leave it blank.

Sell Price + Tax is the sales price of a product including Tax.

Buy Price is the cost of the product, optional : including wages, electricity, rent, etc. If you prefer not to nominate a Buy Price, you must enter 0.

Text Tip is displayed if you are using a mouse and over the button in Sales Screen. Leave it blank if you are using a touchscreen.



Step 3: Now press save . You will see the new product will add to the bottom of the product list on the left. If you get any errors, press INFO button for more information.

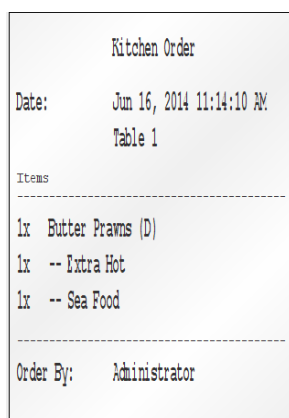
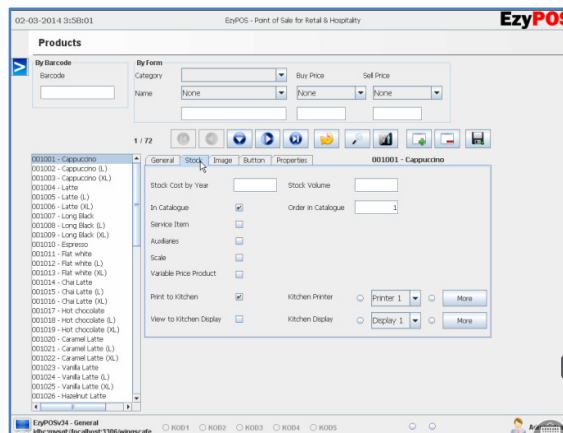
Note: You must enter a 0, if you wish not to nominate a buy price. Otherwise, it will generate an error when you press save. INFO button of an error message indicates the reason for the error. Sell price & Margin will be automatically calculated based on Sell Price + Tax and Buy Price.

Step 4: Press Stock Tab (Page).

In Catalogue is ticked by default. Untick will disable this product from the Sales Screen.

Order in Catalogue is a sorting order of products in sales screen. Leave this blank and product will organised alphabetically.

Service Item tick will indicate this is not a product, but a service. Ex. Delivery Charge.




Auxiliaries is a tick to indicate when adding an option or an extras ite,. These items usually follow a main product and indicates with a *.


Auxiliary items can be Chargeable or non Chargeable. Example, Extra Hot (Option) & Sea Food (Extra).

Dest	Sent	Item	Price	Units	Taxes	Value
KOP1	No	Butter Prawns (D)	\$18.09	x1	10%	\$19.90
KOP1	No	* Extra Hot	\$0.00	x1	10%	\$0.00
KOP1	No	* Sea Food	\$3.64	x1	10%	\$4.00


Scale will popup a number pad to enter a weight or quantity of a product. This is also the option to enable weighing scale option to a Product. Please contact your consultant to attach a weighing scale for automatic weighing.

Variable Price Product is an option to first enter the price of a product using number pad before selecting the product. Ex. Seasonal products.

Print to Kitchen will enable printing the product on order dockets. Press  and choose which printer to print from the drop down list.



To print the item on multiple ducket printers, Press  and Press MORE. In a Standard Configuration, Printer2 is kitchen and Printer3 is Bar printer.


Stock Cost by Year, Stock Volume, View to Kitchen Display, require advanced configuration and unless you have already discussed these with the consultant, leave them blank.

press  to save information.

Step 5: Image Tab (optional)

You can display an image on the back of the sales button. This can be an actual image or a colored template. Button Images must be under 250x200pxl and in jpeg format.

Press  to select the image from your storage device. Press  to delete and reupload.



press  to save information.

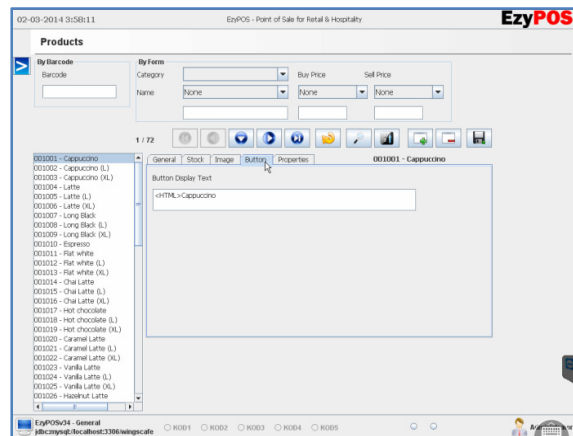
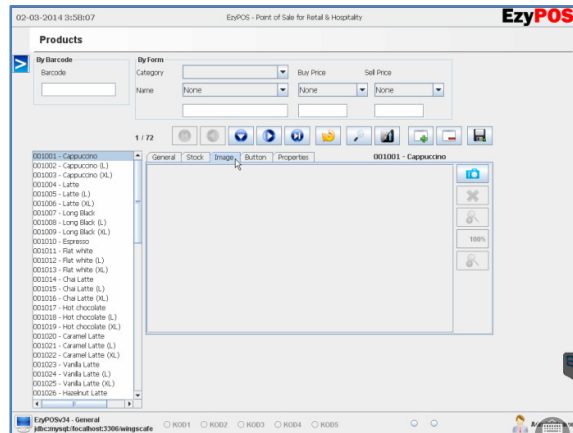
Step 6: Button Tab (optional)

In the event of the product name is too long and it cuts off on the Sales Button, while having the longer name on the Receipts and Dockets, make the product name shorter on the button by having an alternate shorter name.



press  to save information.

Note: Properties Tab is used for advanced configuration of Printers and Kitchen Order Displays. General user does not need to access this tab.

Note: Always press  Add New to add a new product and remember to press  to save the record. A product can not be deleted once it's sold, unless manually delete all sales attached to the product and release it.



2.3 Delete Product

To delete a Product, press  and  to confirm delete (the item will remove from the products list on the left).

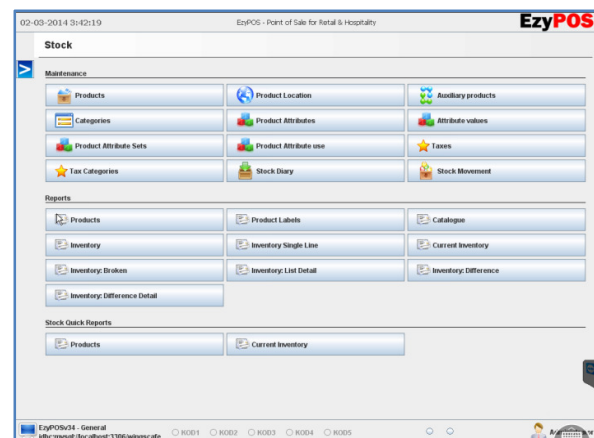
If you have already sold this item and the system does not allow to delete the item, Untick “In Catalogue” on the Stock Tab (Page) to disable it from the Sales Screen. Later you can recycle this product to replace with a new Item.

3. Automatic Options & Extras

 Menu Button >  Stock >  Auxiliary Products


Example : In a Restaurant environment, when selecting “Potter House Steak”, options are Medium, Mild, Well Done with a Choice of Chips or Salad and Extra Mushroom Source, Garlic Source. These Options, Extras or Choices are called Auxiliary Products. Auxiliary Product can be Chargable or Free items.

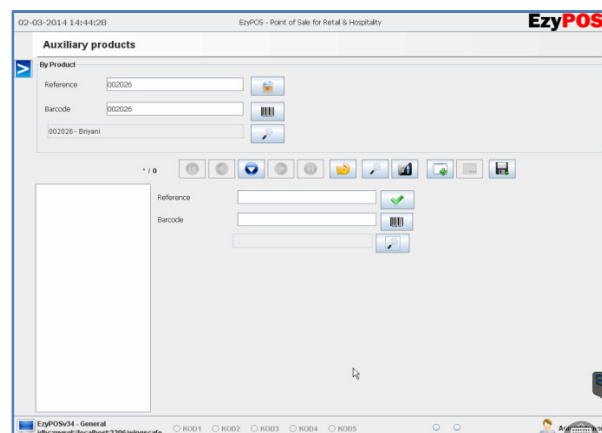
Note: This is an Optional Setup. The process we discuss here is how you can map an Auxiliary Product to a Main Product, so that the Auxiliary Products will popup everytime you select that Main Product.






3.1 Map Auxiliary Product to a Main Product

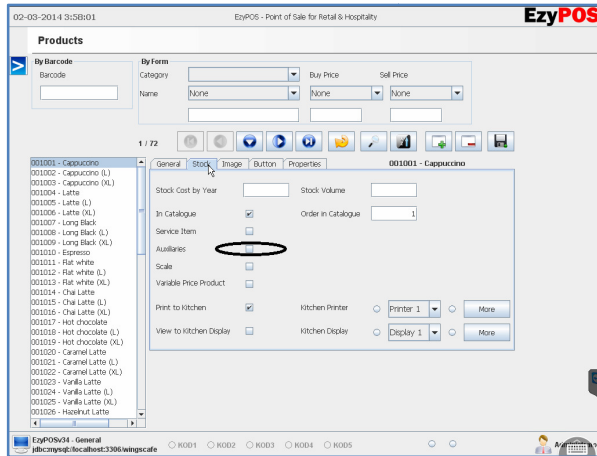
Note: You can Move these Options and Extras (Auxiliary Items) to a common Category called “Options Extras” and reuse these item in Multiple Products options setup.

Step 1 :  lookup and select the Main Product from “By Product”.





Step 2 :  Add New and  lookup and select the Auxillary Product. Press  to confirm and repeat step 2 to add all Options and Extra to the selected Main Product selected in Step 1.

Step 3 : Repeat Step 1 & 2 for all Main Products that you wish to have Automatic Options.



Note: You can reuse the same Auxiliary Product in multiple Main Products. Ex. One set of Medium, Mild, Hot options to use in all Main Products.



Note: When selecting the options in Step 2, the  lookup will only display the indicated Auxiliary Items in product Setup. For more information, refer Product Setup & Auxiliary Items.

As an alternate method without creating Auxiliary Products, you can use the  on the sales screen and type the options and extras manually.

3.2 Delete an Auxiliary Map

 Menu Button >  Stock >  Auxiliary Products

Select the Main Product already has the setup of automatic options (map).

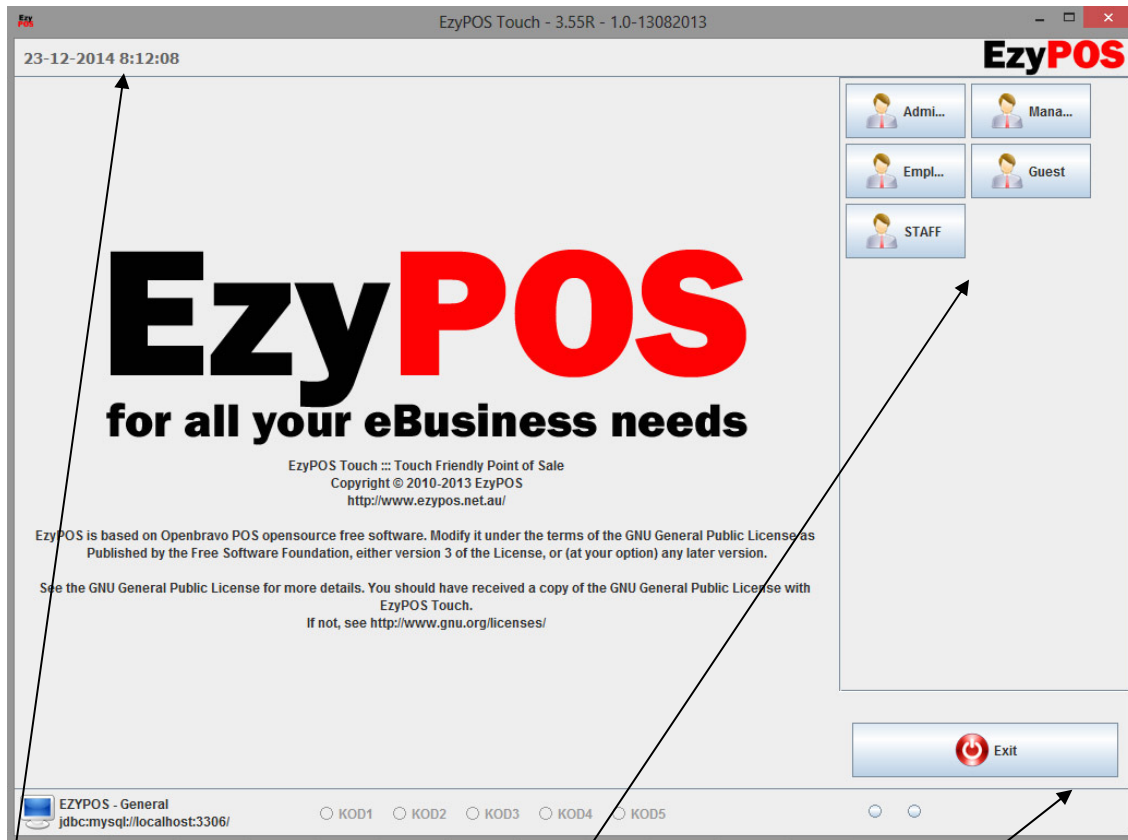
Select the Option needs to be deleted from the list. Press  and  to confirm delete. Repeat the process to remove multiple Options.

Note: When the Main Product is selected, if the Main Product already has a MAP for Auxiliary Products, these will display on the list. If non listing, it means the Main Product does not have a current Auxiliary Map.

Note (your notes here):

4. Popular System Screens

4.1. Login Screen



Check Software Date & Time.
Change it from System Clock.

Different Authority Levels
Admin | Manager | Employee | Guest

Press Exit to exit from EzyPOS.

4.2. Table Layout

Unlock Tables : Press Unlock and Press Locked Table

Change Ownership : Press Assign, then press Table to change the ownership

MAP : Press MAP and press Table to check the address on Google MAP

Delete All Current Orders

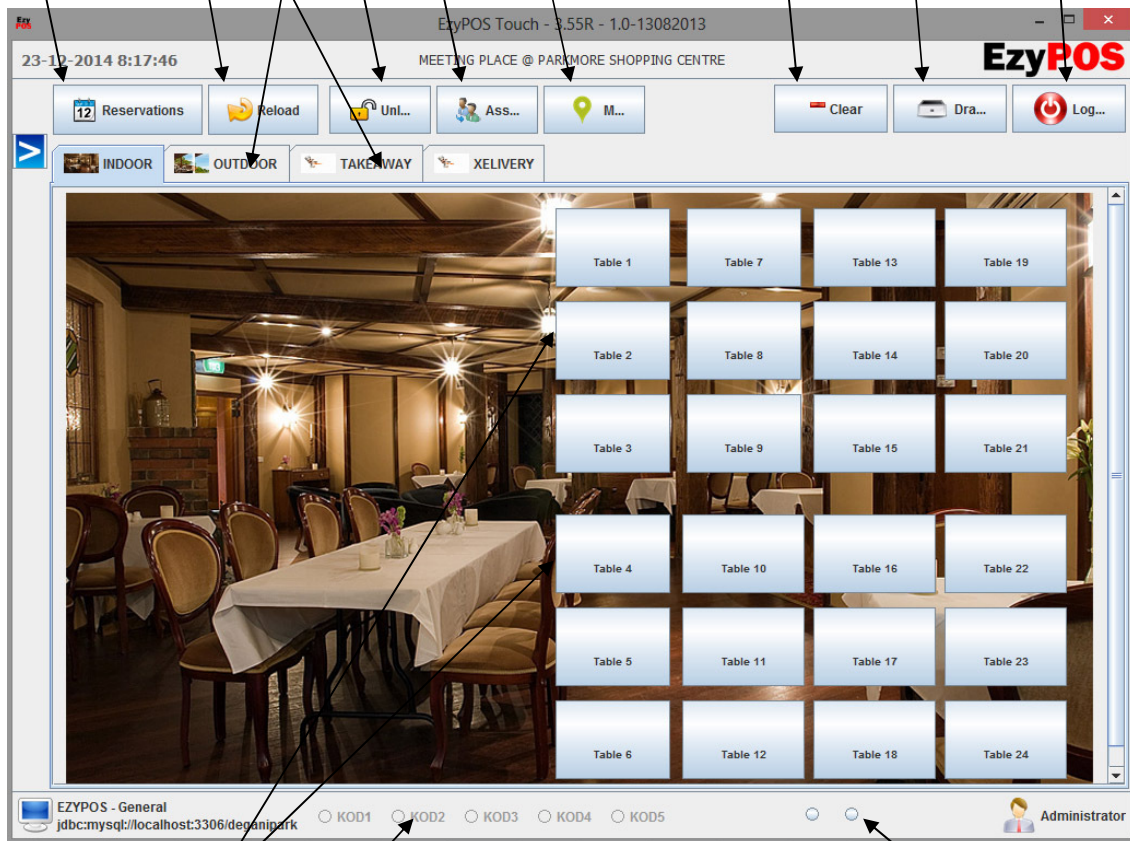
Manual Open Drawer

Logoff

Take Reservation

Press to Reload Table

Select Different Table Layout



Select Tables

Active Bump Screens

System Auto Refresh Indicator

4.3. Main Menu Sales Screen

Select or Edit Customer | Walking Customer | # Of People | Vouchers

See Customer Sales History

Split Bills

Delete Complete Order Before Print

Move or Merge Tables

Return to Table Layout

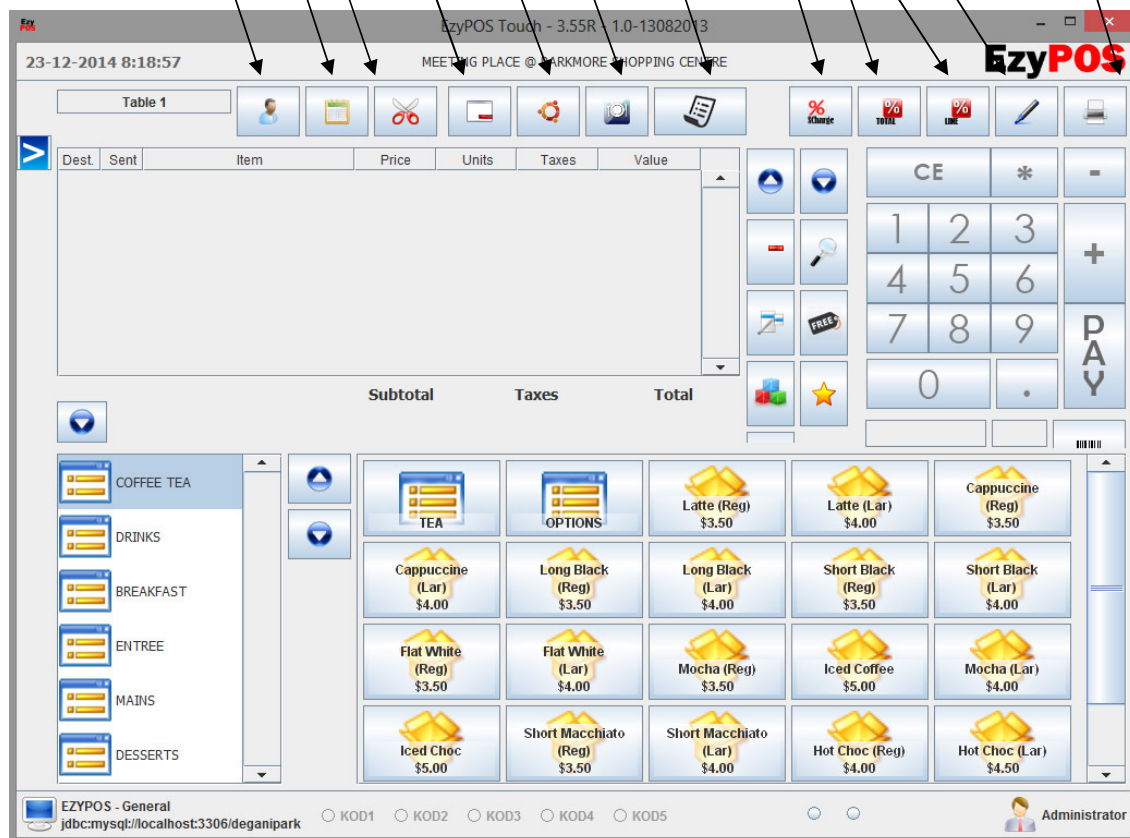
Send Orders to Print

Take Surcharge

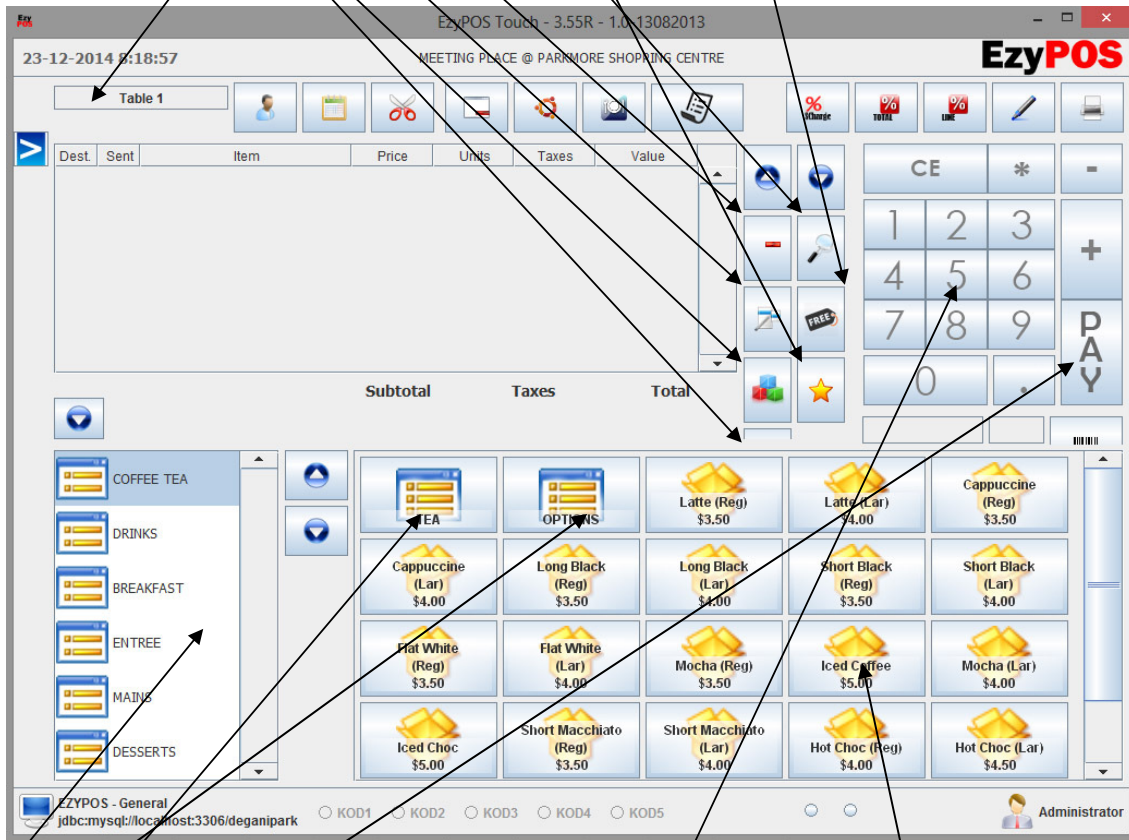
Total Discount | Line Discount | Select the discount and press the button

Add Line Comments or Special Notes using a Virtual Keyboard

Print Check Docket

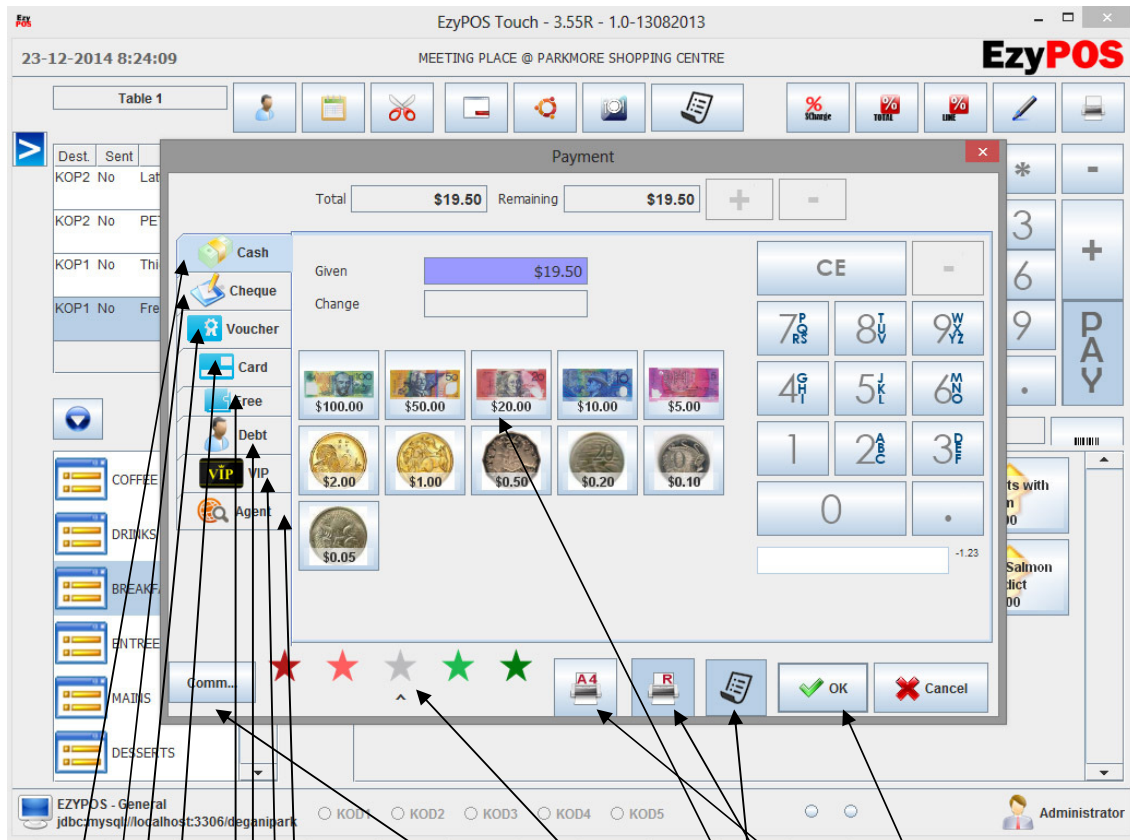


Delete Line
 Edit Line Item
 Choose Attribute
 Choose the Table Number
 Display Selected Customer | Voucher



Menu Categories
 Menu Options
 Sub Categories
 Press PAY to Cashout
 Select Quantities : Press the number, then press the item button

4.4. Payment Screen

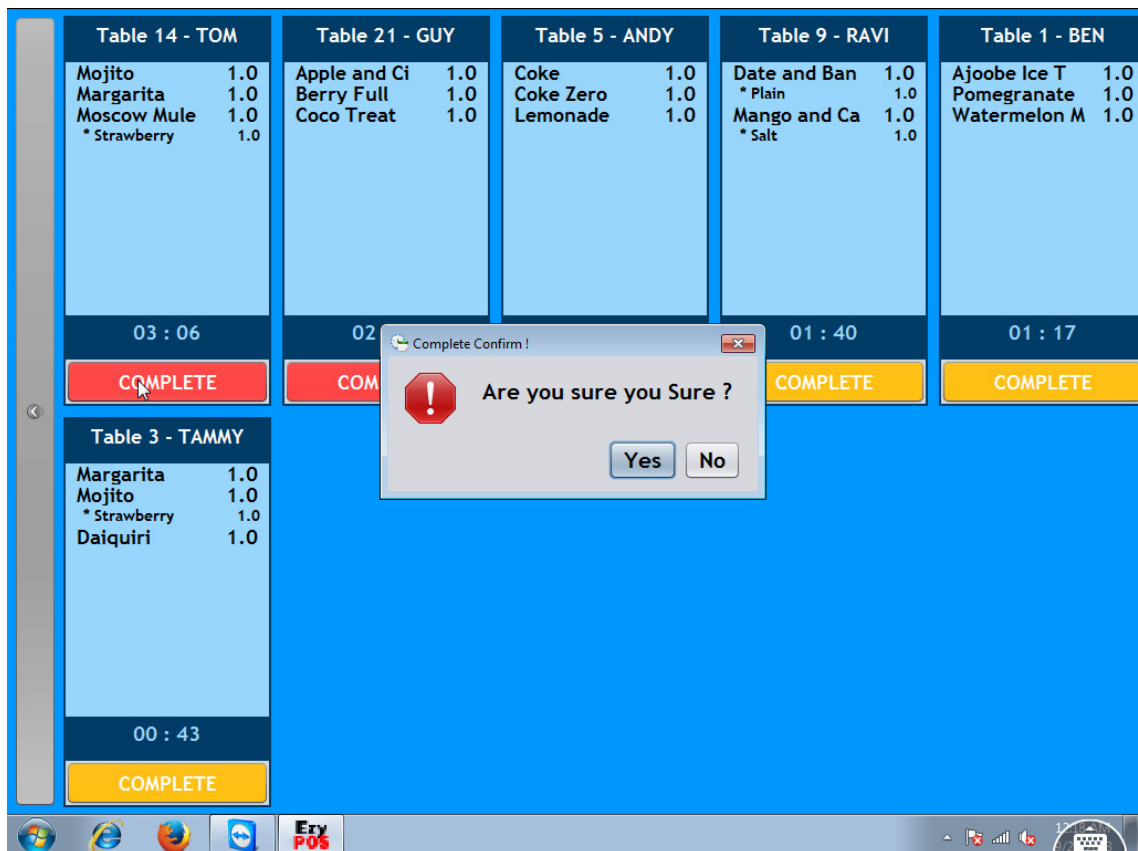


- Cash
- Cheque
- Voucher
- Card (EFTPOS)
- Free
- Debit on Account
- VIP Points
- Agent (Web Service)
- Print Receipt 2nd Copy
- Print Receipt 1st Copy
- Auto Print Order Dockets
- Customer Reviews
- Select Currency
- Complete the transaction : OK

4.5. Customer Display



4.6. Bump Screen



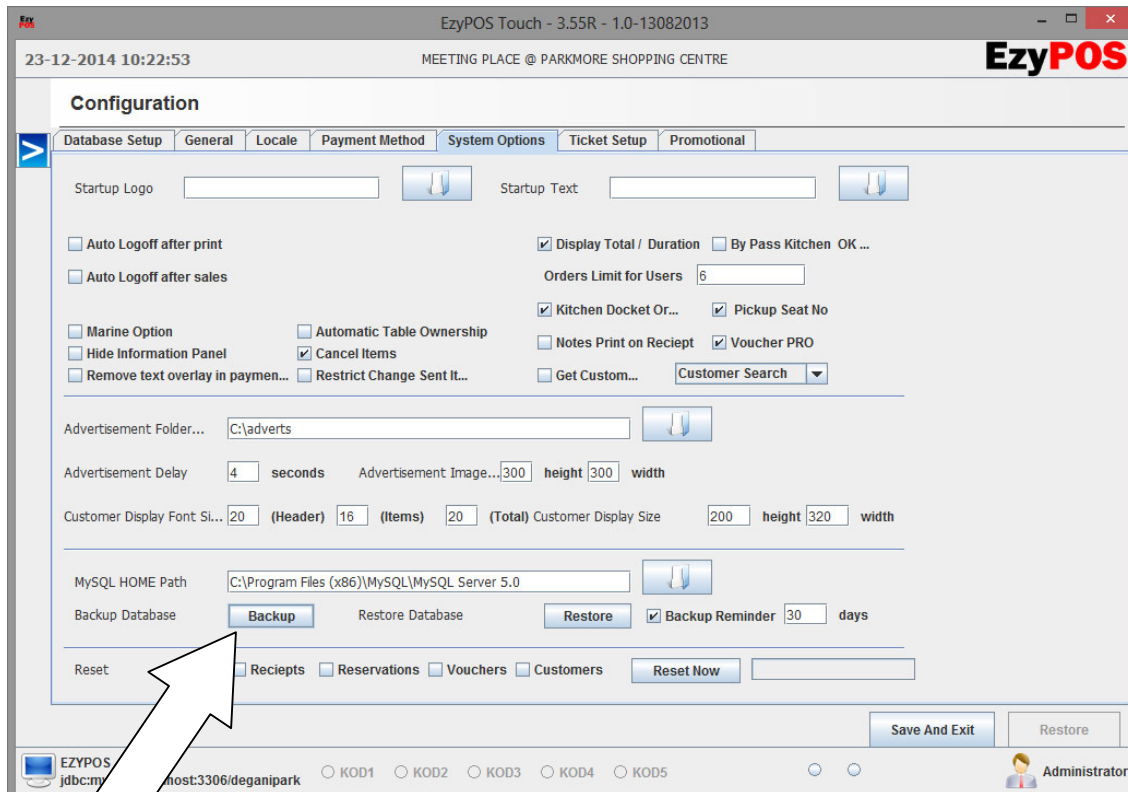
5. Database Backup



Menu Button >



Configuration - Systems Option (TAB)



“Press BACKUP and locate an External USB device to store the back of the system database. You will get a reminder to backup every 30days from the last backup”

Note (your notes here):