User Manual

V3.05

EzyPOS

 All your rights reserved

TABLE OF CONTENTS PAGE

1. How to Login 5
   1.1 Login without Password 5
   1.2 Login Using Number Pad 5
   1.3 Login with RFID Wrist Bands 5
   1.4 Login using Barcode Scanner 5
2. How to Logout 6
   2.1 Manually Logout 6
   2.2 Automatic Logout 6
3. Functions of Main Menu 6
4. What's on Table Layout 7
5. What's on Sales Screen 8
   5.1 Manage Customers 8
   5.2 Lookup Sales History 8
   5.3 Split Bills 8
   5.4 Restaurants Mode – Table Layout 8
   5.5 Restaurant Mode – Move Table 9
   5.6 Restaurant Mode – Merge Tables 9
   5.7 Restaurant Mode – Send Orders to Kitchen 9
   5.8 Retaill Mode – Temporarally Save Order 10
   5.9 Retail Mode – Retrive Saved Sales Orders 11
   5.10 Retail Mode – Send Order to Order Printers 11
   5.11 Delete Sales 11
   5.12 Total Discount 12
   5.13 Line Discount 12
   5.14 Special Instructions to Kitchen 12
   5.15 Print Check Dockets 12
   5.16 Manual Open Drawer 12
   5.17 Browse Order Products Line up/down 12
   5.18 Delete Product Line Item on Order 12
   5.19 Lookup Products 13
   5.20 Change Quantity & Prices of a Selected Product 13
   5.21 Select Attributes of a Product 13

 All your rights reserved

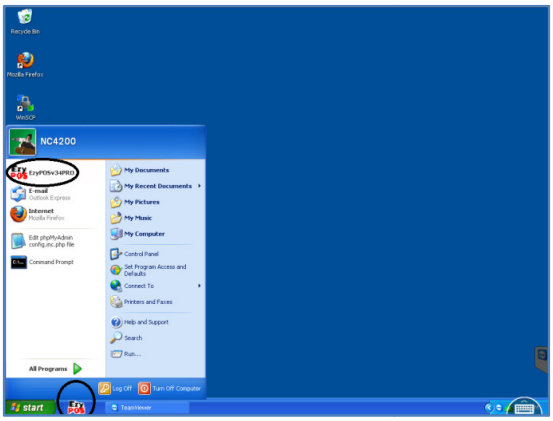
6. How to use Number Pad on Sales Screen 13
7. Barcode Scan to Select a Product 13
7.1 Using a Barcode scanner 14
7.2 Manually key in the Barcode number 14
8. Magnetic Cards or Barcodes to select Customers using Membership Cards or Loyalty Cards 14
9. How to Process a Sale 14
10. How to Edit, Refund or Reprint a Sales Receipt 15
11. How to Make Payments into Customer Postpaid Accounts 16
12. Manual Cash In/Out 17
13. How to Close Cash / Day End 17
13.1 View & Email Item Delete Report 17
13.2 Preview Close Cash Report 17
13.3 Close Cash 18
14. How to Manage Customers 18
15. How to Add a New Product 19
15.1 What's on these pages 19
15.2 How to Setup a Product to print in Kitchen Printers 20
15.3 How to upload Images to Buttons 21
15.4 How to Setup a Product to print on Order Printer 21
15.5 How to Setup a Kitchen Monitor 22
15.6 How to change the Product Name on the Button 22
16. How to add a New Category 22
16.1 How to add a Sub Category 23
17. How to setup automatic options 23
17.1 How to create an Auxillary Item 23
18. Stock Management 24
18.1 Stock Reports 24
19. Sales Reports 25
20. Time Card Function 26
20.1 Wage Assist Reports 26
22. User Management 26
23. Floor Management 27
23.1 Floor Setup 27

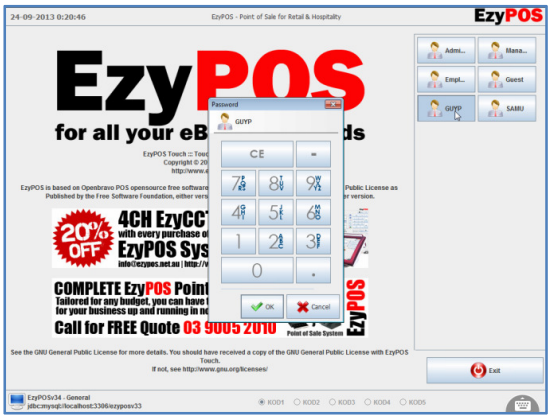
 All your rights reserved

23.2 Table Setup 28
24. Customer LCD Display 28
25. Kitchen Order Display 28
26. EzyTAB Mobile (Wifi) Point of Sale Table Server Tablet 29
27. Happy Hour Promotions 29
28. VIP Promotion Groups 29
29. Email and SMS Marketing 30
30. Some other Configuration settings 30
Special Notes 31

 All your rights reserved

1. How to Login





EzyPOS comes with WindowsXP/Win7 POS Terminals. Connect all the devices as per "Precheck List", switch it ON and wait for the Desktop.

Click the Ezy POS button and give about 20sec for software to start up.

1.1 Login without Password

By Default, all generic user logins comes without Passwords. EzyPOS recommends system admin to protect these generic logins with preferred password. EzyPOS also recommend system users to have 4 digit passwords to keep all passwords consistent. GUEST login does not need to be password protected, because it is designed only to check the prices and to have extremely limited access.

1.2 Login Using Number Pad

Once the password is setup, the system will popup a Number Pad to enter the password next time login. EzyPOS recommend system users to have 4 digit passwords to keep all passwords consistent.

1.3 Login with RFID Wrist Bands

For high traffic sales environment, EzyPOS can provide RFID wristband for faster access. The RFID receiver attached to the POS terminal will detect the user and automatically login with no manual input from the user.

1.4 Login using Barcode Scanner

EzyPOS can let employees login by scanning Employee Barcode in to Barcode Scanner. Employees with Barcode Identity Card will have to aim the barcode to the Barcode Scanner and the system will automatically login with no manual input from user.

 All your rights reserved

2. How to Logout

Users/Staff can logout from EzyPOS in two ways.

2.1 Manually Logout

The Logout Button is on the Main Menu . Once manually Logout, the System will go back to Login Screen, where there is an option to EXIT from the System.

2.2 Automatic Logout

The System can be enabled to Automatically Logout after each sale, from the Configuration Settings > System Options Tab. When a Sales is completed, the system will go back to the login screen. Setup an additional option to return back to Table Layout when there are no activity for a predefined period of time.

These settings are in Configuration Settings > System Options Tab on the Main Menu.

3. Functions of Main Menu

Enable or Disable Main Menu by using the or Menu Button. The Menu stays hidden on normal operation. Main Menu provide access to all modules of EzyPOS.

REGISTER

Sales

Edit Sale

Customer Payment

Payment

Close Cash

ADMINISTRATION

Customers

Stock

Sales

Maintenance

Presence Management

All your rights reserved

SYSTEM

Change Password

Configuration

Printers

Check in/out

Logout

4. What's on Table Layout

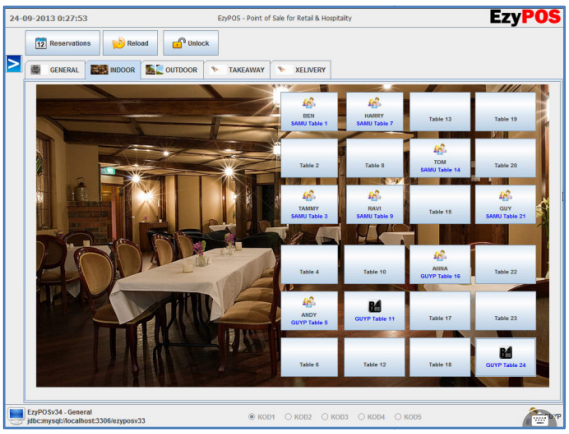


Table Layout is only available in Restaurant Mode. Table Layout displays the Table Location, Area for Dinein, Takeaway, Delivery and more. These tables will hold table orders, delivery orders and takeaway orders. Table Layout and Tables can be modified according to the preference. A table, on it, indicates Table Name, Staff Id, Customer Name/Phone Number or anyother information type on Customer Lookup.

A table has 4 status.

RESERVATION

The table indicates it's reserved and no order/items.

OPEN TABLES

The Table indicates that a staff has the table open on one of the terminals. Once staff open a table from a terminal, it's lockout for other terminals until that staff return to Table Layout.

ACTIVE TABLES

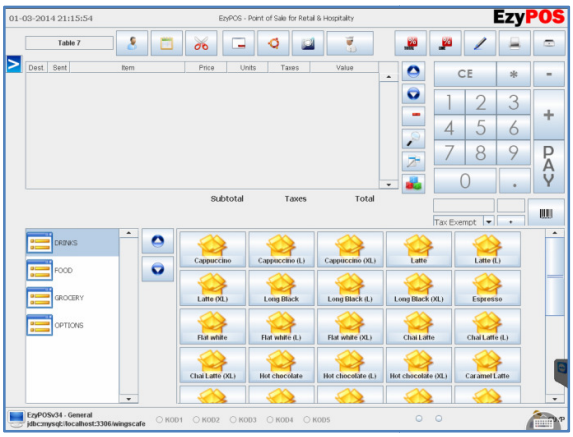
The tables has orders placed on them.

VACANT TABLES

(No Image) These are vacant tables and staff can do new orders on them.

 All your rights reserved

5. What's on Sales Screen



Sales Screen of EzyPOS Point of Sale Software provides access for a Staff to enter a sale and complete the sale by processing a payment. Each of the following points explain the Functions/Buttons of the Sales Screen.

5.1 Manage Customers

Quick lookup customers by mobile number, name and/or membership ID. Add new customers or edit customers from this page. Generally used to select Regular Customers for Takeaway, Delivery and Phone orders. Simply quick add or select customer.

Select the Promotional Group when add new customer or change the promotional group of an exiting customer. Promotional Groups has it's own properties giving customers loyalty points and/or discounts.

Also has the option to select an agent if the customer/order is coming through any promotional website, such as Delivery Hero, Menulog, Eatnow, etc. Helps to manage external referral commission structure.

5.2 Lookup Sales History

Provides a simplified way to lookup sales history of a selected customer with an option to reorder an existing sale.

5.3 Split Bills

Use this option to Split the Bill between multiple guests. Just move the items to charge the customers by selecting the items on the left side list and moving them individually to right side list and Pay the moved items one person at a time.

5.4 Restaurant Mode – Table Layout

Press this button while on the sales screen to go back to the Table Layout.

All your rights reserved

5.5 Restaurant Mode – Move Table

Move a complete order from one table to another.

Step 1. Select the Table to move

Step 2. Click the Round Robbin Button

Step 3. Select the Destination Table

Notice the Complete Order is now moved to the new Table

5.6 Restaurant Mode – Merge Tables

Merge two Tables that already has orders on them.

Step 1. Select the Table to merge

Step 2. Click Round Robbin Button

Step 3. Select the Destination Table to combine the order

Notice the both orders are combined on the Destination Table. Please note that this process can not be reversed.

5.7 Restaurant Mode – Send Orders to Kitchen

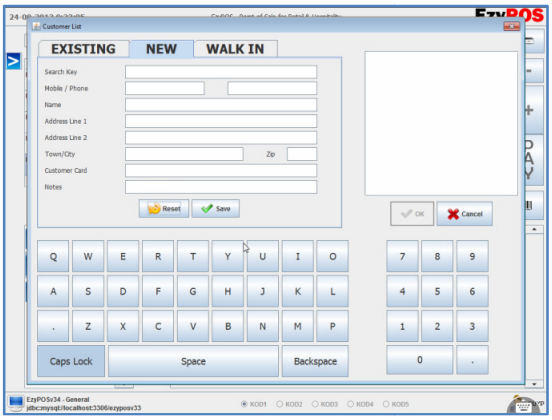
Note : "Print to Kitchen" is term in use in General to mean that the ordered Items are print on docket printers. This could be printers in Kitchen, Café, Bar, Pizza, etc.

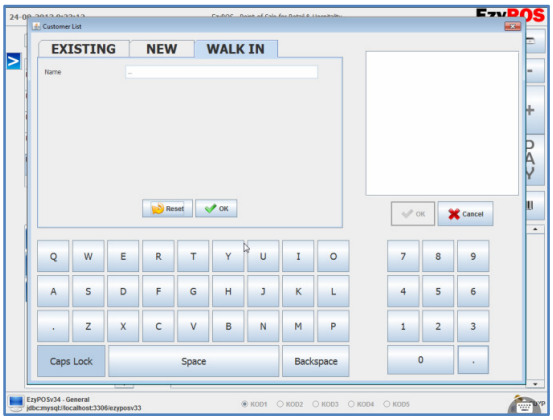
Note : "Kitchen order dockets" or "Service Order Dockets" is term in use in General to identify food preparation dockets print in Kitchen, Café, Bar, Pizza, etc.

When an item is selected, the Item list indicates to which docket printer the item will print and the current status (NO, SENT, CANCEL) of it. When an item is selected, the status will be "NO". When the items sent to kitchen, the status will changes to "YES".

Once the order is ready to "Send to Kitchen", press this button. When the "Get Customer" option is checked in Configuration Settings, The System will POPUP a screen with 3 options. If this option is not checked, the items will print without any request for Customer details.

 All your rights reserved





EXISTING CUSTOMERS	NEW CUSTOMERS	WALKIN CUSTOMER
Existing customers is selected by Default. Scan the VIP Card or type in the Phone Number of the Customer to Lookup. The system will refresh the search list while type in the phone number. IF the VIP Card Number or Phone Number does not exist, it will turn page to NEW CUSTOMERS.	When the number typed is not on the current customer database, the system will automatically change page and enter the new customer details and press “SAVE” and then press “OK”. Otherwise, press “BACKSPACE” to delete the number and enter a new phone number to lookup the customer again.	If wish not to save customers details, but need just to get Name and/or contact number, use this option and press “OK”. If you do not wish to take any customer details, just press “CANCEL” to proceed.

The information provided here will indicate in Kitchen Order Dockets, Delivery Dockets, Kitchen Monitors and Final Receipts.

Products/Items can setup to print in different Docket Printers and Kitchen Monitors in one order. The system will recognise this and will print only the relevant items in the designated printers or designated Kitchen Monitors. If an item is not printing on designated printer, please check the Item setup to see that selected printer is the correct printer or monitor of choice.

5.8 Retail Mode – Temporarily Save Order

In retail envoirenment, a customer might need to hold the order temporarily until that customer returns. In such a situation, staff can save the order temporarily and reserve the order until the customer returns.

 All your rights reserved

5.9 Retail Mode – Retrieve Saved Sales Orders

Once an order is Temporarily saved in a retail environment, staff can use this function to retrieve the order back in to sales screen. When saved multiple orders, see the list of orders, times and attached to customer's name, if the order was allocated to a customer.

5.10 Retail Mode – Send Order to Order Printers

If there is a "Service Order Printer" of order docket required in a retail environment to use this feature. And this option will gives the option to print the dockets in Warehouse or Showroom Printers.

5.11 Delete Sales

… **in Restaurant Mode -**

- Delete Order.

- Delete Line.

1. When **Menu > System > Configuration > "Delete Line Status"** Checked, Provided that all items in the order has not been sent to Kitchen, a complete order can be deleted. If an order has been sent to Kitchen or some of the items has been sent to kitchen, send the cancellation docket to cancel each already sent item by pressing Delete Line button and last to press to complete sending the cancellation dockets. This will clear the already sent items from the Order.

2. When **Menu > System > Configuration > System Options TAB > "Delete Line Status"** unchecked, Provided that all items in the order has not been sent to Kitchen, a complete order can be deleted. If an order has been sent to Kitchen or some of the items has been sent to kitchen, select the item and delete the line item using Delete Line button. Then press Delete Order button to delete the reservation and return to Table Layout.

… **in Retail Mode** – Delete the complete order just by pressing the delete button.

 All your rights reserved

5.12 Total Discount

Apply a percentage total discount by press in the percentage discount using the number pad and pressing the button.

5.13 Line Discount

Apply a percentage line discount for an item by selecting a line item, press in the percentage line discount using the number pad and pressing the button.

5.14 Special Instructions to Kitchen

Although the menu setup can give all options & choices related to a product, if there is a special instruction to pass on to the Kitchen via Kitchen Order Dockets, use this option Line Note and type the message or option relevant to the item. Special Note will display at the bottom of the Order Docket.

5.15 Print Check Dockets

The button will print a check docket of the current order. Application of this check docket vary according to individual needs.

5.16 Manual Open Drawer

Opens the cash drawer while on the sales screen, press manual cash drawer open button.

5.17 Browse Order Products Line up/down

Use line up and down button to navigate the current order. Alternatively just tap on the relevant item on the touch screen.

5.18 Delete Product Line Item on Order

If the **sent** status of an line item is “No”, a line item can be deleted using Delete Line button.

If the **sent** status of a line item is “SENT”, change the status to “Cancel” pressing Delete Line and last to press to send the Cancellation Docket. Only then the line item will be automatically removed from the order.

All your rights reserved

5.19 Lookup Products

Item lookup button is a POPUP option page to filter and lookup a item or item range by Name, Category, Barcode, Buy Price & Sell Price.

5.20 Change Quantity & Prices of a Selected Product

If there is a requirement of changing quantity or price of a line item temporarily while on the sales screen, press and will get an POPUP option to change these variables using the number pad.

5.21 Select Attributes of a Product

Setup a product to have attributes. *Example. Product - Size 17 T-shirt Attributes – Black, White, Red.* Attributes are non chargeable variations of a product and most relevant in Retail Mode. The setting up of attributes will be discussed at a later point. To select an Attribute related to a product, press and POPUP will give an option to select the desired Attribute.

6. How to use Number Pad on Sales Screen

Numeric Pad serves couple of functions for different applications.

1. **Cash Register Mode :** Just punch in the Price of the product and press . This will add the product value as a line item. Repeat the process. *Note : No GST function in Cash Register Mode.*
2. **Select Qty, more than one :** Press the Qty on the Numeric Pad and select the Product via Barcode Scanner or Using Products Buttons.
3. **Change Qty of an Item Listed :** Select the item on the list and use or to increase or decrease the Qty.
4. **Discount Function :** EzyPOS comes with Total Discount or Line Discount by % option. Select the Discount % on the Numeric Pad and either select Line Discount or Total Discount.

7. Barcode Scan to Select a Product

There are 2 ways to use a barcode to select an item. Also there is an alternate way to use the barcode if the label is damaged or defective.

 All your rights reserved

7.1 Using a Barcode scanner

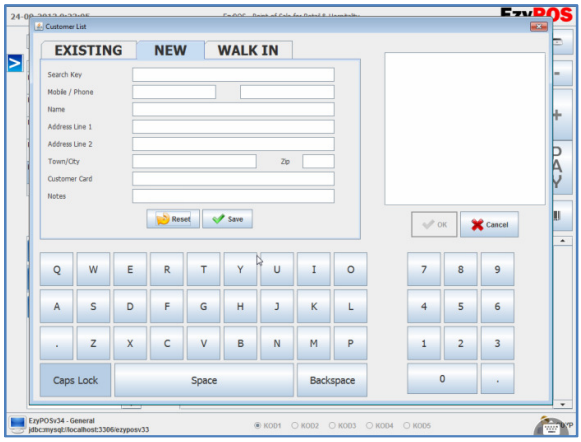
Aim the Barcode Scanner into the Barcode Label and Squeeze the Trigger.

7.2 Manually key in the Barcode number

Incase of the Damaged Barcode Label and Barcode number is readable,

Key in the Barcode number using the Numeric Pad and Press

8. Customer Membership Cards and Loyalty Cards



These numbers starts from “c”. Example “c12345678”. The special character “c” separates a Customer ID or a Membership Card from a Product Barcode.

When a Barcode and/or Magnetic VIP Card is scanned, system will lookup this number from Customer Module and Immediately pickup the

customer while on the sales page.

Also the discounts that attached to this customer will automatically apply.

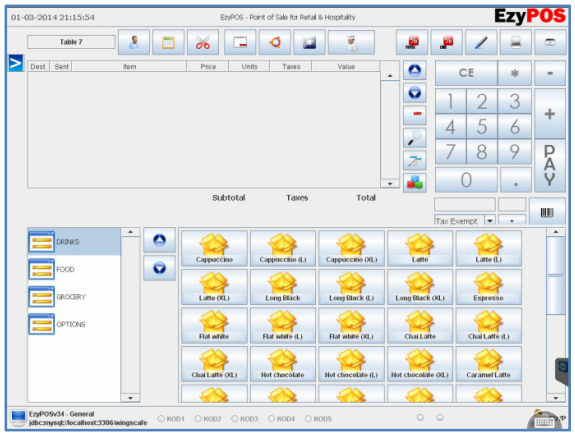
The system also has the option to offer customers Temporary Membership cards with Barcode to scan.

9. How to Process a Sale

Login to EzyPOS. Then on the Restaurant Mode, Select a Table.

Follow the menu, select Categories and Subcategories to select the products and options as per the order.

Increase or decrease line item



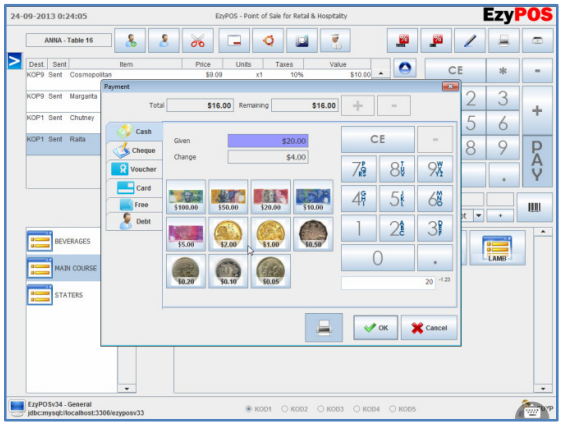
All your rights reserved

quantity by using - or + . Select a customer or add new customer easily with . Check that customer's previous sales, Total Sales or VIP points with . Write in any special note for a menu item or special instructions to Kitchen Docket using . Send the Order to Kitchen/Print Order Dockets .

Go back to the Table Layout using . When the customer is ready to make the payment, press PAY .

Note : See Topic 5 for functions of Buttons of Sales Page

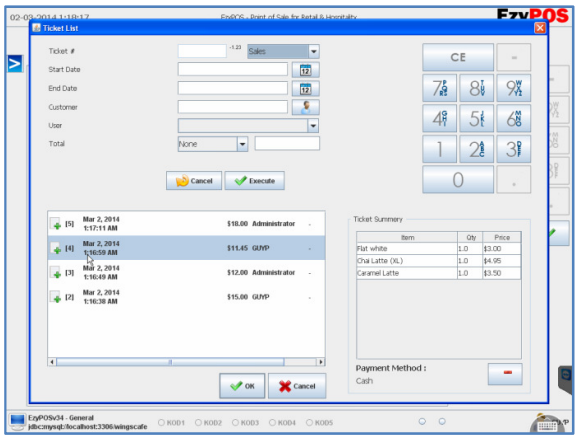
Select the mode of payment. Key in the exact amount given by the customer or follow the Notes and Coins to key in the amount received.



Button gives the option to enable/disable the printing of the receipt. By default, this button is pressed (enabled). Now Press **OK**

10. How to Edit, Refund or Reprint a Sales Receipt

Menu > **Edit Sales**, has the option to edit existing sales, issue refunds and reprint of past receipts.



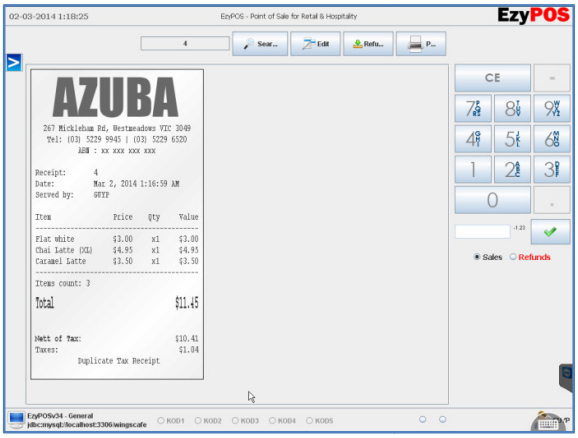
Press Search button on this page and narrow down the search by Date, Customer Name or User (Employee)

System Users has Employee Role can only view upto 6 resent receipts.

This number can be changed in

 All your rights reserved

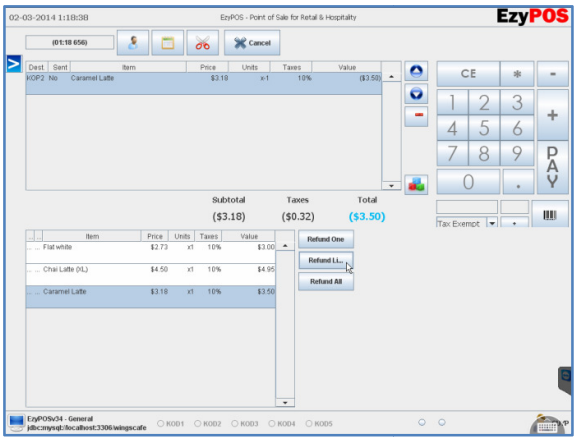
Menu > System > Configuration > System Options > "Order Limit ..".



Administrator & Manager Role gets the full history view all previous sales.

After selecting the correct receipt, press Edit, Refund or Print.

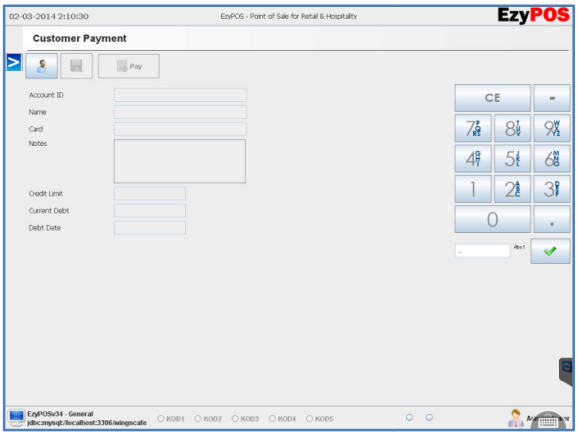
Edit options is available on the receipt when it's not gone through **CLOSE CASH process**. Here, change the sale and process the selected as an altered sale.



Refund option is there to Refund One item, the line or the whole sale back to the customer via multiple mode of refund options, mainly through Cash and Card.

This will create a new refund receipt correspond to the selected existing sales receipt.

11. How to Make Payments into Customer Postpaid Accounts



Menu Button > Customer Payment

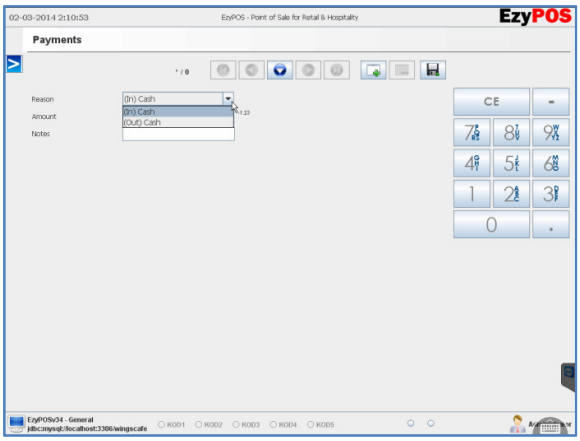
Where to go to make payments for POSTPAID customers (Customer on Credit).

When a customer is selected, it displays the used up credit. Then press Pay button and nominate the amount the customer wants to pay.

 All your rights reserved

12. Manual Cash In/Out

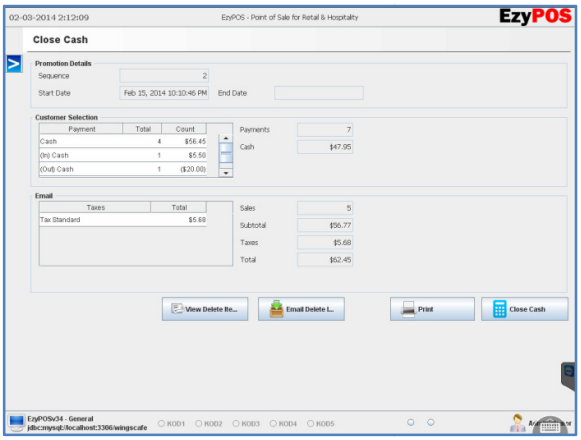
Menu Button > Payments,



Go here to nominate any petty cash takings or cash adjustments on cash collection. Petty Cash Out or put any change back, use this page and Cash (IN) or Cash (OUT) the money and SAVE.

For Example, to take $50, pick "Cash (OUT)", Key in 50, press SAVE. Put back $12.50 change, select "Cash (IN), Key in 12.5, press SAVE.

13. How to Close Cash / Day End



Menu Button > Close Cash is a Day End (Shift End) process to reconcile Cash.

Review the "Partial Cash Report" and it's time to press Close Cash and get "Close Cash" report and close of the shift/day.

13.1 View & Email Item Delete Report

"Item Delete Report" is a record of Deleted Items that has already send to Order Printers. Basically this give an opportunity for Restaurant Owners an option as such to monitor an abuse of system where Employees put items through and later delete items before taking payment. The report will directly Email to Resaurant Owner with Email Close Cash Report.

13.2 Preview Close Cash Report

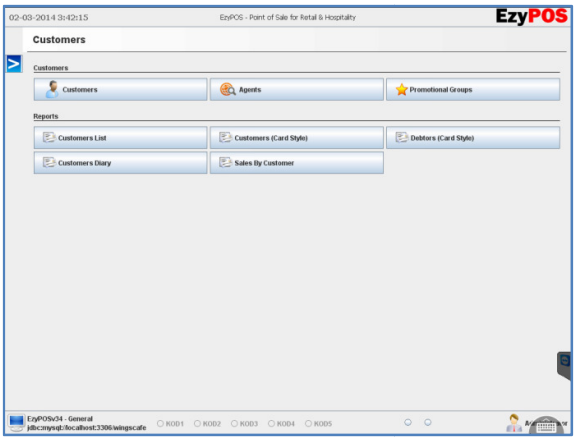
Print will give the "Partial Cash Report" Displays the Collection Split, as displayed on screen. Also display Category wise, the reflection of sales.

All your rights reserved

13.3 Close Cash

Once the "Partial Cash Report" is acceptable, it's time to press Close Cash and get "Close Cash" report. The Close Cash report has a Start Date/Time and End Date/ Time. <u>This report will have a continuous time line.</u>

14. How to Manage Customers



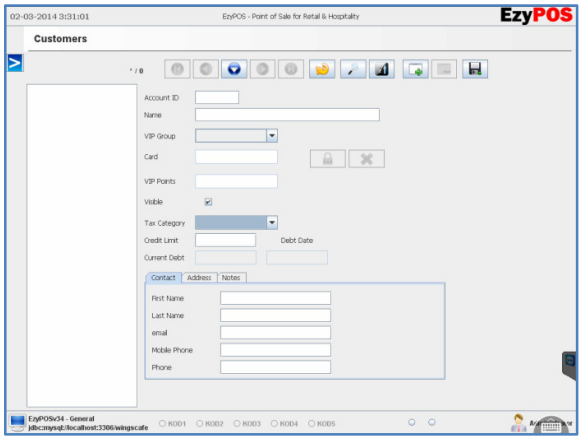
Although QUICK add/modify customer through the Sales Screen possible, **Menu Button** > **Customers** > **Customers** Button to go to the main Customer Module.

Similarly, in **Menu Button** > **Customers** to manage the Agents List, to record sales coming through online websites and agents like, eat now, menulog, delivery hero etc.

Choose varied customer reports to print out or Save as PDF of Sales by Customer, Customer List, **Temporary Membership Cards in 80mm Thermal Receipt printer** etc. Feel free to browse.

Always press Add New to add a new record and remember to press to save the record.

Refresh usually helpful for filtering long list of records by Category or User, etc.

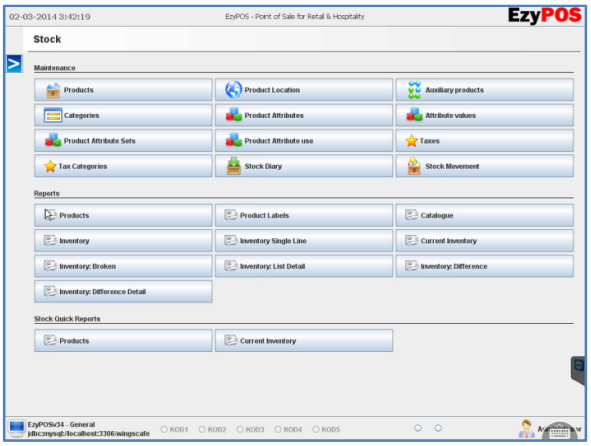


Manage **Customer Memberships Cards** from here as well. These numbers starts from "c". Example "c12345678". The special character "c" separates a Customer ID or a Membership Card from a Product Barcode.

 All your rights reserved

The Text fields self explains all data fields. Setup the VIP Groups with Discounts and Redeemable Points. These VIP groups can be selected against Customer to pass the benefit through to them.

15. How to Add a New Product



Menu Button > **Stock** and see the main Products Page. This consist of lot of functions, but in this manual we will talk about the Products, Categories, Auxiliary Products and some reports.

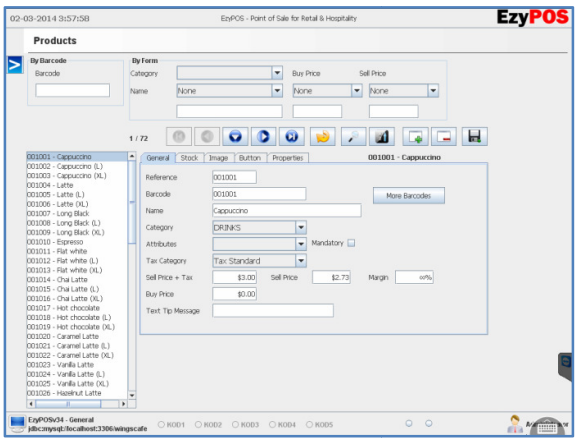
The Product ID and Name has to be unique per entry/product.

Always press Add New to add a new product and remember to press to save the record. A product can not be delete once place a sale on it.

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

There are 5 pages to a Product …

15.1 What's on these pages



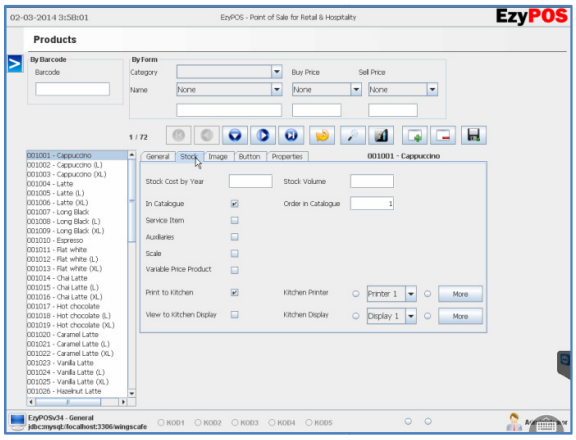
Filter the product by the Category of preference to narrow the length of the product list. The product number needs to b a unique number, therefore checking the next available number form the list of products towards the end could be useful. Once select a category, Refresh usually helpful for filtering long records by Category, price range, etc.

 All your rights reserved

1. Type in a Product ID (a unique ID, next available number from the product list)
2. Barcode normally auto fills the number from the Product ID. Max 5 Barcode per Product.
3. Type in the name of the product
4. Select the Category that the item should sit on.
5. Attributes, select if any available.
6. Product are Taxable, keep Tax Standard constant.
7. Sell price including TAX.
8. Buy price including TAX.
9. TEXT TIP MESSAGE is a text that display when a product button to have a TAG description text.
10. Don't need to fill Sell Price & Margins, they Auto Fill.

15.2 How to Setup a Product to print in Kitchen Printers

Add New to add a new record everytime when making changes, always press to save the record. These following are on Stock TAB.



1. In Catelouge, ticked by default, enables the product on front sales screen. If the product is seasonally out of stock, go here and disable the product. Replace the item with new item.

2. Select if this items is an Auxilarry if needed.

3. Variable Price Product Tick gives the option when enabled, press the price in (using the number pad) of the product and then select the product button. This is a very useful feature when there are products with variable pricing.

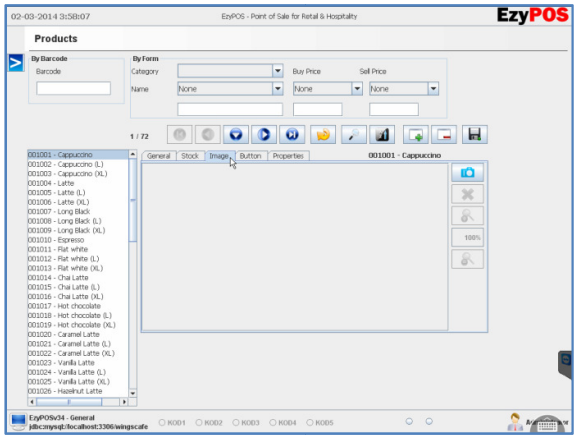
4. Print to Kitchen needs to be ticked if the item has to print in docket printers. Check from a similar product to double check which printer to choose, or multiple printers to chose. Then select the printer from the dropdown list to highlight. Make sure the Radio Button is checked. Always make sure to highlight the printer eventhough the new product seems to have the printer already selected to avoid errors.

 All your rights reserved

5. Save the new product, Order in Catalouge will become enabled. Put numbers in Order in Catalouge (1,2,3,4,5…) to make the product sits one after another of preference on the product layout on the sale screen.

15.3 How to upload Images to Buttons

Everytime making changes, always press to save the record. Remember not to overwrite records.



This will give the option to add a real photo to the back of the button, which makes it easy for training.

Save the THUMBNAIL photo of the product on a USB. Plug it in to one of the USB port of the POS Terminal. Then press to select the Thumbnail from the USB. When add, the photo, it should be freely viewed 100% on the allowed space. If it goes over the allowed space, it's too large. Please remove the images by Button and reselect the resized thumbnail photo.

15.4 How to Setup a Product to print on Order Printer

Everytime making changes, always press to save the record. Remember not to overwrite records.

There are products that needs to be printed as Orders Dockets or Service Orders. At the time of setup the product, select the correct order printer or multiple order printers.

Print to Kitchen needs to be ticked to send this new item to print on the docket printer. Check from a similar product to confirm which printer to choose. Then select the printer from the dropdown list to highlight.

Make sure the Radio Button is checked. Always make sure to reselect the printer to highlight eventhough it seems to have the printer already selected to avoid errors.

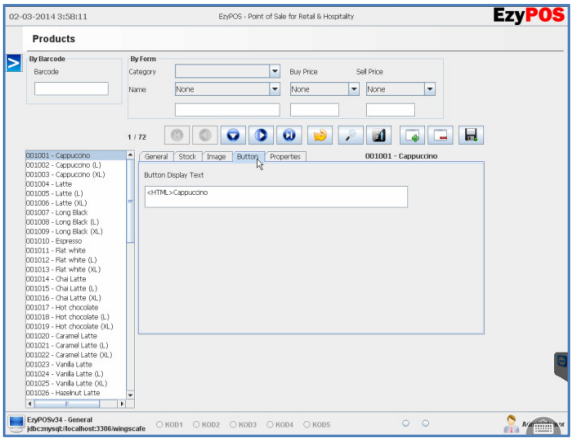
 All your rights reserved

15.5 How to Setup a Kitchen Monitor

The same place that setup the Kitchen Printer to a product, select the KOD (Kitchen Order Display) to display the item on the Kitchen Monitor. This setup will be discussed further in KOD topic.

15.6 How to change the Product Name on the Button

Imprtant : Don't delete or change <html> code.



The Product/Category Buttons on the front sales screen only holds about 25 Text Characters. When the product name is too long, the text on button does not make any sence. To overcome this problem, keep the long name of the product for receipts and Orders, but only change (makes a shorter name) for the Button only.

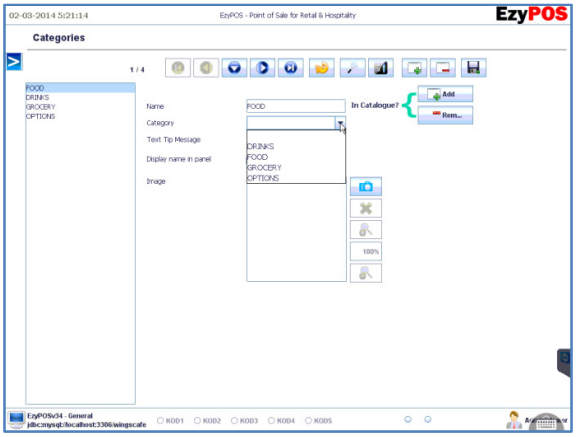
16. How to add a New Category

Menu Button > **Category** to setup Categories or Subcategories.

Always press Add New when adding a new category and remember to press to save the record. Refresh usually helpful for filtering long records by Category or User, etc.

A Category can not be deleted once a product is in it.

To delete a Category, press and to confirm delete (the Category will remove from the list).



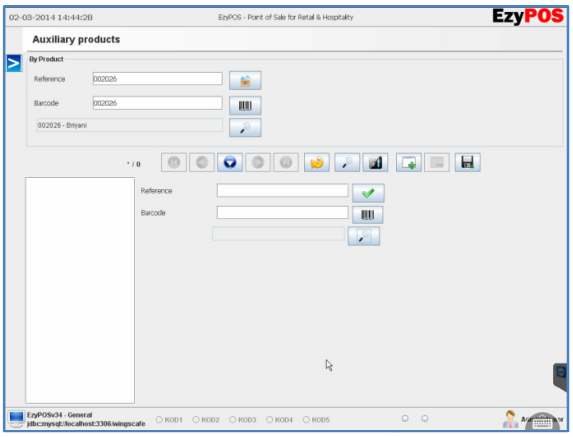
 All your rights reserved

16.1 How to add a Sub Category

Same way entering a new Category above, after entering the subcategory name, just select the Main Category listed under the Subcategory.

Thumbnail Photo for a Category or Subcategory can also be added as instructed in Product setup.

17. How to setup automatic options

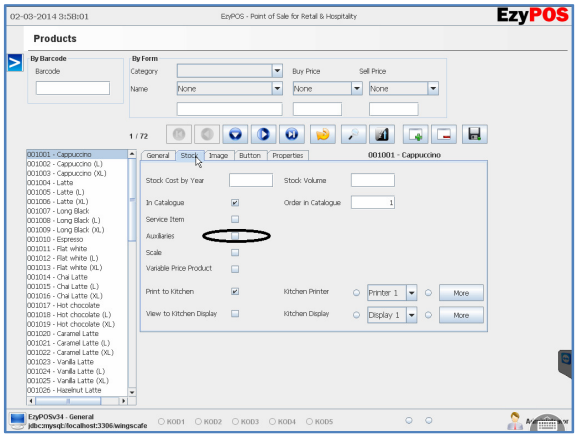


For an example, When select “Poter House Stake”, options are Medium, Mild, Well, with Chips or Salad, etc. These options are called Auxiliary Products. As an alternate method, use the on the sales screen using the virtual keyboard to type in these options.

But with Auxillary Products, the system will ask what options to choose automatically for convinenance. First to lookup and select the main product from “By Product” section. Then Add New and lookup Auxillary Items and select and add all options one by one.

17.1 How to create an Auxiliary Item

Auxiliary items are yet another product, but served as an option of a main item.



Auxiliary item usually a ZERO value product. But there could be chargeable options as well.

When TICK the Auxiliary option on the Stock tab of Products, this product becomes an Auxiliary and will be available on lookup on Auxiliary.

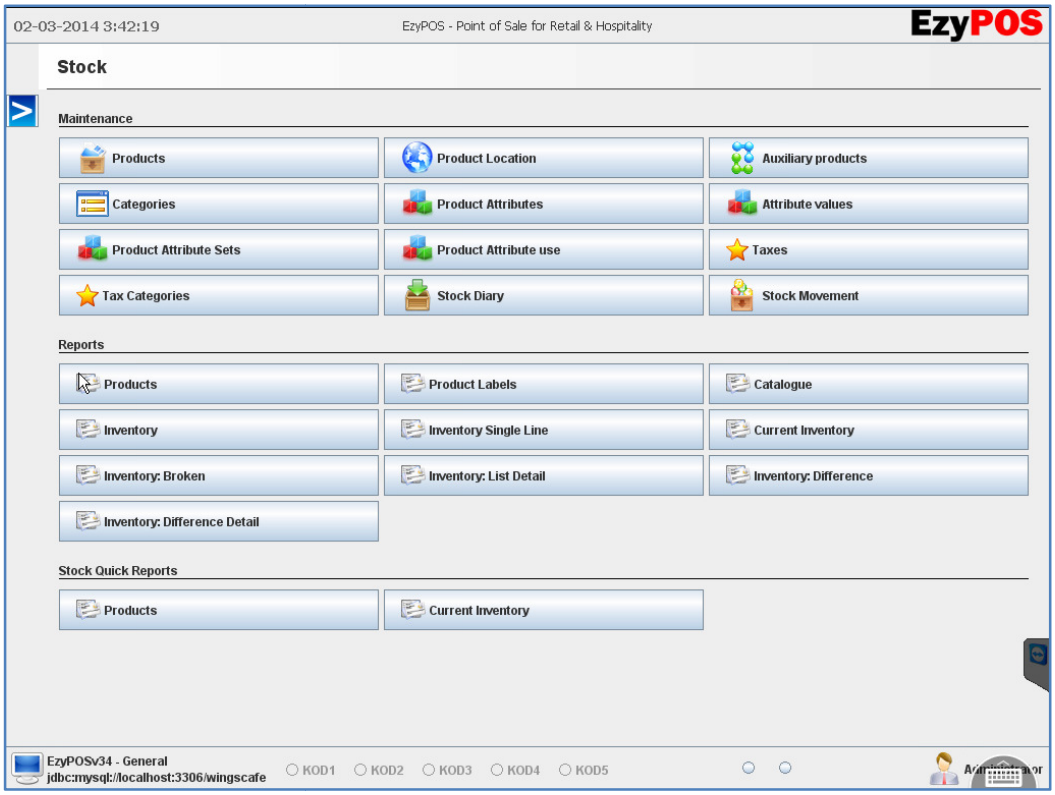
 All your rights reserved

18. Stock Management

Menu Button > **Stock >** **Stock Maintenance** gives the options to manage the Inventory. Select (IN) Purchase, (IN) Refund, (IN) Movement, (OUT) Sale, (OUT) Refund, (OUT) Brakeage, (OUT) Movement. They press the quantity on the number pad and select the related product. You can do this for a list of inventory. Then press PAY to complete the inventory movement.

18.1 Stock Reports

There are many reports related to Inventory, Categories and Products. Feel free to check them out. Specially the Inventory reports will give the current inventory level of a stock unit.



T

he reports can be taken via A4 printer, 80mm Thermal Printer and Save Export to CSV or PDF.

The Titles of the Reports are self explain, there for extra effort was not taken to describe the individual report.

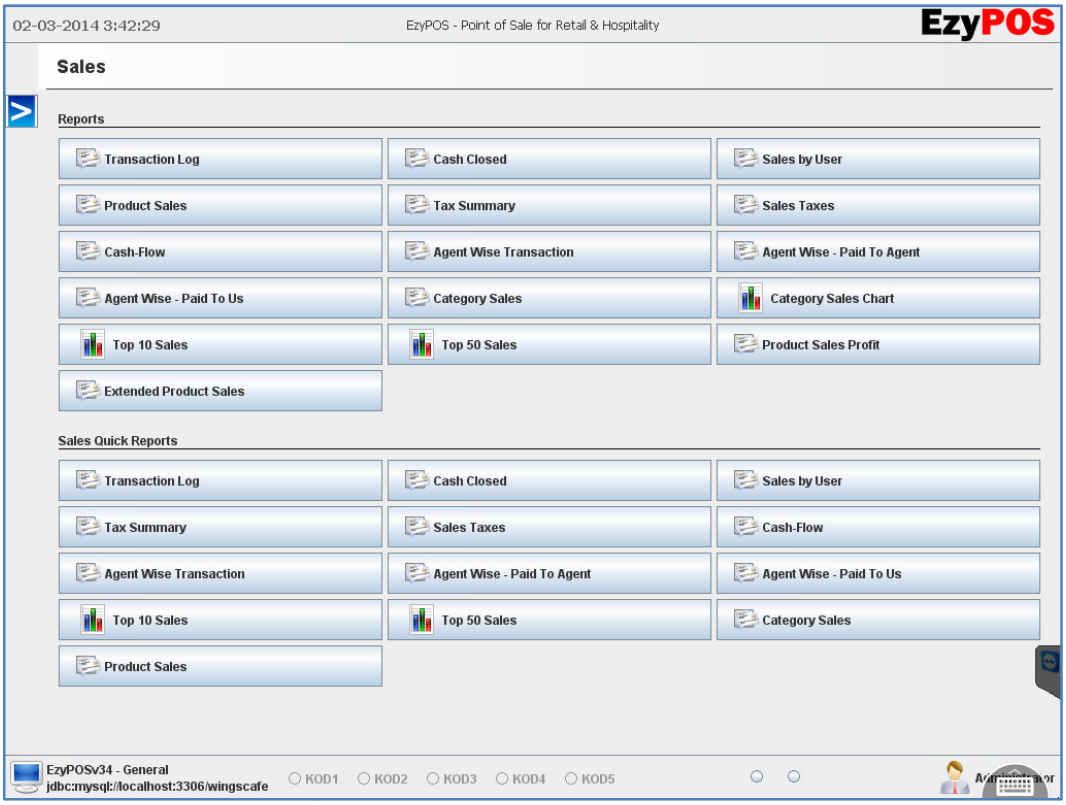
 All your rights reserved

19. Sales Reports

One of the most important module for Administrators and Business Owners.

The reports can be taken via A4 printer, 80mm Thermal Printer and Save Export to CSV or PDF.

Make sure to select the correct DATE & TIME when filtering the reports.



Transaction Log – Displays the sales records. Useful for checking sales of a given period.

Cash-Flow Report – Report to view the collection summary of a given period of time.

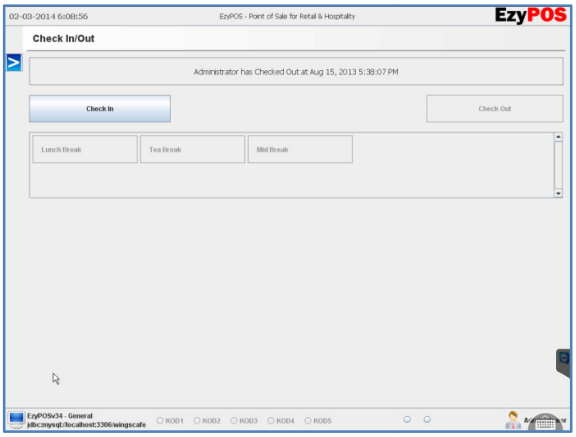
Sales Profit Report – If the products are setup with cost prices, this report with show the profitability of each product of a given period of time.

Top Sales Report – Displays the product that makes most the sales.

Reports are self explain, there for extra effort was not taken to describe the individual report.

All your rights reserved

20. Time Card Function



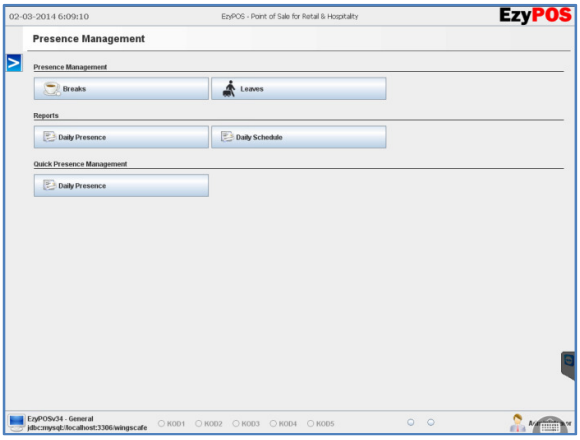
Menu Button > Check In/Out. EzyPOS is designed to have an inbuilt Time Card Function Module.

Employees can Login through their user account (with password) and then go on to Check in/out and press in Check in when they come to work, and then Check out when they leave work or any other break (lunch, tea, etc).

20.1 Wage Assist Reports

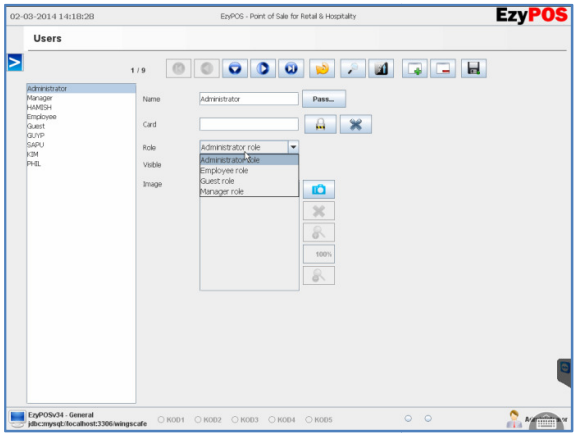
Menu Button > Presence Management.

The Function is available for Administrators and Managers. They can run the "Daily Presence Report" can get Clock in/out records of all employees for a given period of time.



This time records will be very helpful to streamline the wages times of our employees.

22. User Management

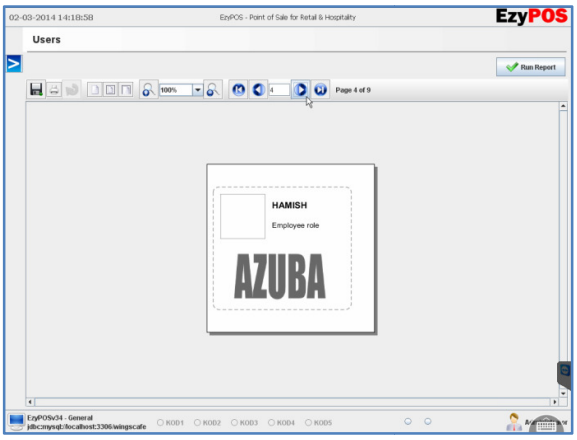


Menu Button > Maintenance > Users.

Always press Add New to add a new employee, select the ROLE the User is assigned and remember to press to save the user. Can not delete a User once placed a sale with that login.

 All your rights reserved

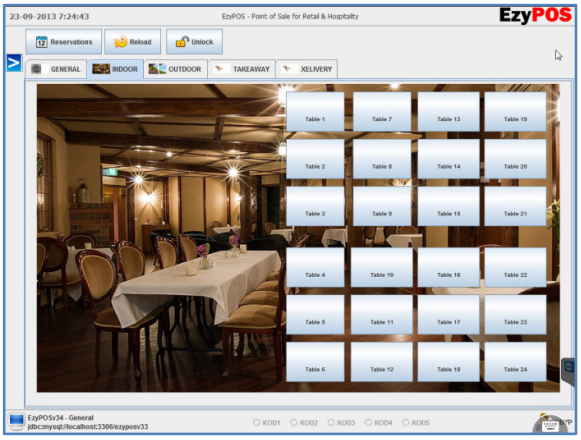
To delete a User, press and to confirm delete (the User will remove from the list).



Add a Thumbnail Photo of the user. Use the same instructions of adding a thumbnail to a product.

User/Employee ID Card can be printed using this information on "Users" Report on 80mm Thermal Receipt Printer.

23. Floor Management



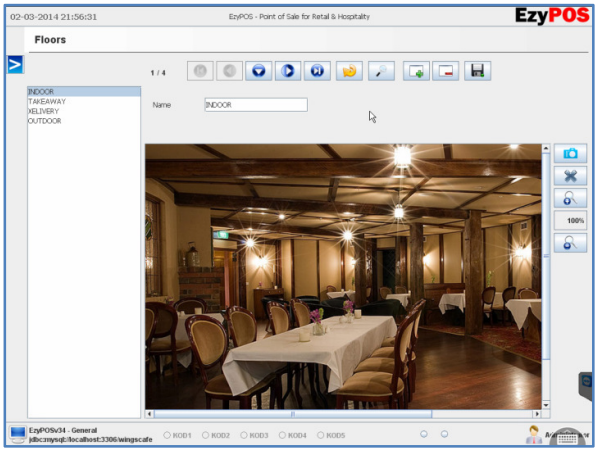
In Restaurant MODE, The landing page when login to EzyPOS can have multiple Floor Areas. Renaming and Limited modifications can be done, EzyPOS recommend have professional support, when go to Menu Button >

Maintenance > Floors OR Tables.

23.1 Floor Setup

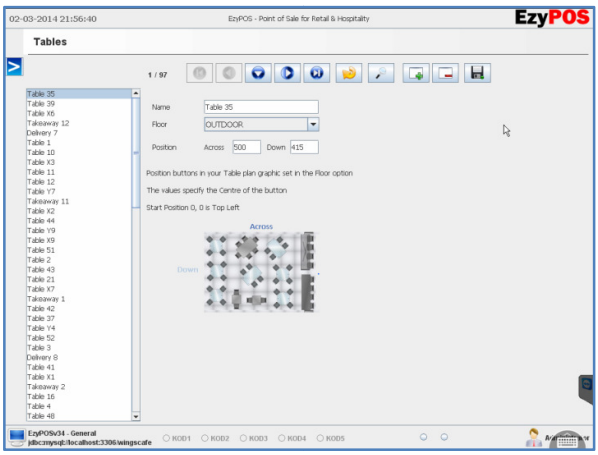
Menu Button >

Maintenance > **Floors** to modify names of the default floor area. EzyPOS recommend have professional support to add or remove Dining Areas from this Module.



 All your rights reserved

23.2 Table Setup



Menu Button > **Maintenance >** **Tables** to modify names of the default Table Numbers or Names. EzyPOS recommend have professional support to add or remove Tables from this Module.

24. Customer LCD Display

The software comes with a Customer Display for Order Items and Total display on 1/3 of the screen and 2/3 of the screen displaying specials, advertisements and promotions.

The Module is usually available with Dual Screen POS Systems or separate LCD on a lift arm.

The LCDs are usually 10” or 15” in size. The hardware is sold separate.

Check http://www.ezypos.net.au for more details.

25. Kitchen Order Display

An innovative IP based Kitchen Monitor that holds upto 10 orders at a given time. Time out setting will highlight the delayed orders and completed orders can be bumped to make way for new orders.

Practical applications mainly for Coffee makers, Delis and wet areas where printer are not practical.

The Kitchen Monitor is a Touch Screen and usually fixed on the lift arm overhead for easy access.

The LCDs are usually 10” or 15” in size. The hardware is sold separate.

Check http://www.ezypos.net.au for more details.

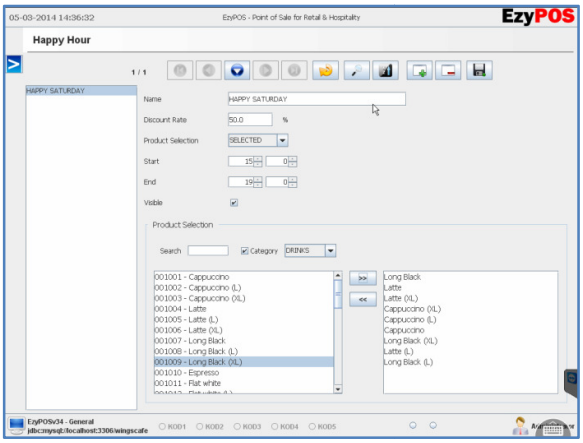
 All your rights reserved

26. EzyTAB Mobile (Wifi) Point of Sale Table Server Tablet

In addition to our EzyPOS Terminal Point of Sale range, a Tablet version of EzyPOS is also available. EzyTAB Point of Sale is the latest in portable touch screen Point of Sale (Table Service) Technology enables to take an orders directly at the Table, Place Orders and push Order Dockets to Kitchen Printers and LCD Order Displays. The possibilities of use for these Tablet Point of Sale Devices are endless.

Check http://www.ezypos.net.au for more details.

27. Happy Hour Promotions

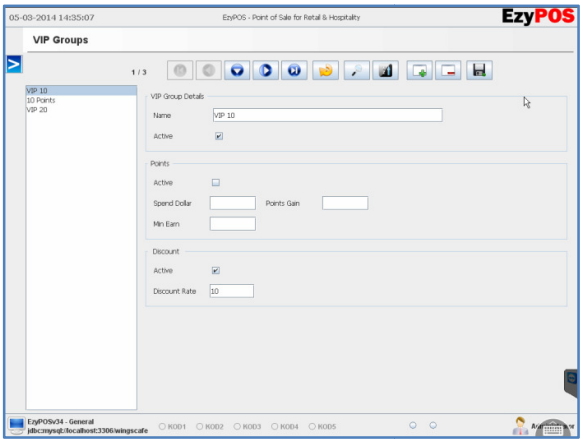


Menu Button > Promotions > Happy Hour

Happy hours can be setup as timed offers for a period of time. Products and Times related to these happy hours can be selected as specials preference.

EzyPOS PRO module. EzyPOS recommend have professional support

28. VIP Promotion Groups



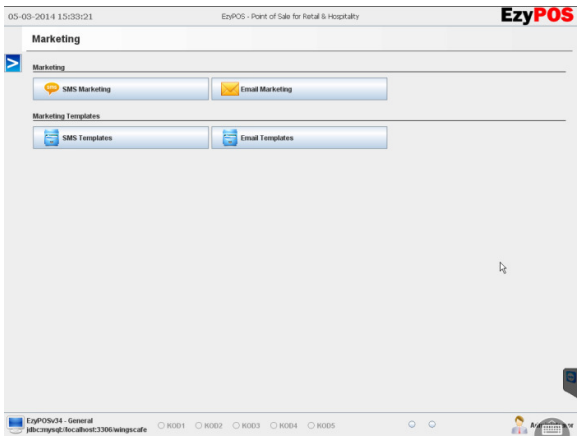
Menu Button > Promotions > VIP Groups

VIP Promotion Groups are designed to allocate Customers to Automatically offer Discounts and/or VIP Points. These VIP Points accumulated by customers later can be used to payoff. Select an appropriate VIP Group when adding a customer or change existing customer details to upgrade or downgrade.

EzyPOS PRO module. EzyPOS recommend have professional support

 All your rights reserved

29. Email and SMS Marketing



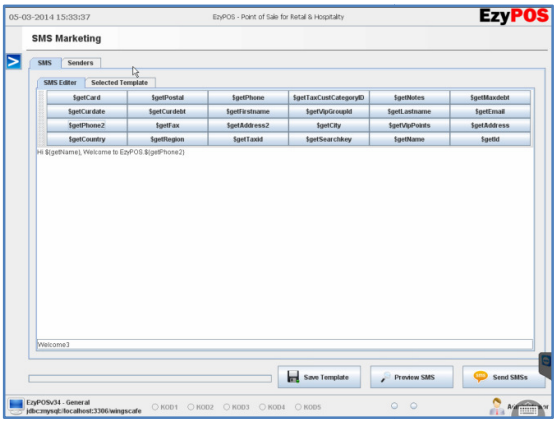
Menu Button > Marketing

SMS & Email marketing module is designed to use the Customer Module and it's information, Emails, Phone Numbers to send SMS & Email promotions to existing Customers.

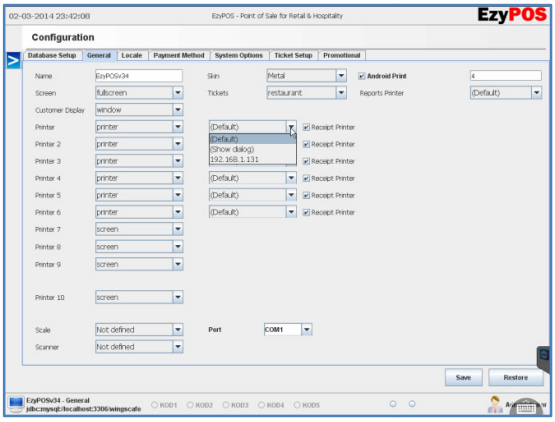
Both SMS & Emails are based on Templates, so that every SMS & Email be unique to Customers.

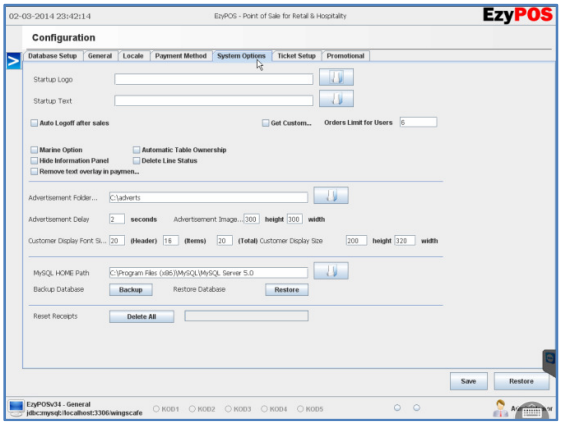
EzyPOS PRO module. EzyPOS recommend have professional support

1. An account with SMSGLOBAL is required for sending SMS.
2. SMTP Email account or GMAIL Account is required for Sending Emails.



30. Some other Configuration settings





 All your rights reserved

Menu Button > Configuration

There are multiple pages of system configuration variables.

1. The system can have upto 10 printers. Select the printers or change printers as above. Printer need to be installed via windows drives. Then allocated via product setup. Then redirect the virtual printer on product setup to an actual physical printer.
2. “Get Customer” will get the system to ask the user to select a customer, every time an order is sent to Kitchen.
3. “Automatic Table Ownership” will replace the employees name on the table by the next employee selects that table.
4. “Delete Line Status” will check the line status of an item and it the item has already “SENT” to kitchen, the user has to “Cancel” the line item and then print the “Change Kitchen Items” to kitchen to remove the item from the list.
5. “Auto Logoff after sales” will logoff the system every time a sale is done. This will help to get users to login to the system to make a sale.
6. Database Backup is recommended every month to security. This backup can be saved on to a USB drive, name “12022014” means the backup was taken on 12th Feb 2014.

Special Notes

 All your rights reserved

 All your rights reserved