

Order: TA0030				
Date:	Orde	er: TA0030		
Items 1 x L 1 x - 1 x -	Date: Items	Order: TA0030 Date: Jul 21, 2018 12:54:45 PM		
1 x L 1x -	1 x I 1x - 1x -	TakeaWay 3		
1 x E	1x I 1x -	1x LS 1 Chinese Pork Chops / 1x NO Egg 1x NO Onion		
urder	1 x E	1x LS 2 Salt and Pepper Porl 1x Special Fried Rice		
	Order	1x E1 Spring Rolls (2 Pcs)		
		Order By: Administrator		



Quick Manual V37.1



1

MiPOS Provide Technical Support via Teamviewer Remote Support Software. (www.teamviewer.com.au)

Customers required to Open Teamviewer Software

located on the Desktop

and Provide YOUR ID and PASSWORD to establish the remote access.

We encourage customers to have internet onsite or atleast a mobile hotspot.

See website for more details on Warranty and Support, Costs and Callout Fees.

🔁 TeamVie	wer	- 🗆 X
Connectio	on Extras Help Feedback	Insert partner ID 🛹 CONNECT 🗸 🗸
 	Allow Remote Control YOUR ID 123 456 789 PASSWORD abc123 Unattended Access Start TeamViewer with Windows Assign device to account Grant easy access	Control Remote Computer Partner ID Remote control File transfer CONNECT
\bigcirc	 Ready to connect (secure connection) 	

1. Categories



1.2 Edit Category

Pick the Category from the list. Press 📕 to save changes.

1.3 Delete Category

Remove all products and subcategories from the Category. Category has to be empty before delete. Then, Press and and .

Notes:





List of all the Products are displayed. Select a Category on top to filter by Category.

Press More for additional Categories to display the product in multiple Categories.

7-2018 2:22:32	Wok Recipe	Mi <mark>PO</mark>
Products		
By Barcode	By Form Category	
	1 / 183 🔘 🔘 💽 🔘 😥 😥 📝 📓 🗔	
1001 - Soup of the day (Start	General Options Advance Properties Stock History	Soup of the day (Sta
1003 - S2 Wonton Soup 1004 - S3 Tom Yum Chicken S 1005 - S4 Tom Yum Seafood 1006 - E1 Spring Rolls (2 Pcs) 1007 - E2 Veg Spring Rolls (2 1008 - E3 Curry Puff Veg (2 P 1010 - E5 Siu Mai (3pcs) 1011 - E6 Steamed Veg Dumn 1012 - E7 B&Q Pork Bun (2pcs) 1013 - E8 Prawn Dumpling (3p 1014 - E9 Shanghai Mini Pork I 1015 - E10 Malaysia Style Chicl 1016 - E11 Prawn Crackers 1017 - E12 Bean Curd Skin wy 1018 - E13 Sesame Prawn Tot 1019 - E14 Mk Entree 1020 - E15 Fried Wonton (6p 1022 - D3 Steamed Pork Dumn 1023 - D3 Steamed Veg Purn	Reference 1001 In Catalogue ☑ Barcode 1001 More Service Item □ Name Soup of the day (Start) Auxiliaries / Option □ Category SOUP More Scale □ Tax Category Tax Standard ✓ Sell Price □ Sell Price \$10.00 Margin ∞% ✓ Order in Catalogue	yellow •
1024 - D4 Pan Fried York Dum 1025 - D5 Pan Fried Chicken fr 1026 - D6 Pan Fried Vig Dum 1027 - D7 Chicken Wonton (Z 1028 - D8 Chicken Wonton w 1029 - D9 Chill Oil Dumpling (F 1030 - P1 - Supert 2nd Sour Pol-		100%

Tax Category: Automatically selected to Tax Standard (10% GST). If the product is subject to no tax, choose Tax Exempt.

Sell Price + Tax: Product sell price including Tax.

Buy Price: Cost price including Tax. Otherwise leave blank.

Order in Catalogue: Number sequence to maintain to arrange the product on the sales. Otherwise Products will load alphabetically. Kitchen Order Date: Jun 16, 2014 11:14:10 AV Table 1 Items Ix Butter Prawns (D) 1x -- Extra Hot 1x -- Sea Food Order By: Administrator

Docket Print: Unless already auto selected, Tick to enable and choose the correct docket printer or More for mulitple printer options. In a Standard Configuration, Printer2 is Kitchen and Printer3 is Bar printer.

Bump Screen: Works similar to Doeket Printers.

Options (unticked by default): Indicate an option. Item such as Decaf, Medium, Mild, Hot. These items usually follow a main product and indicates with a * in screen and - - in Print Docket. Option can be chargeable or free. Example, Extra Hot (Option) & Sea Food (Extra). Press save

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Mi MiPOS - 37.1R - 1.0-13072	2017	- 🗆 X
21-07-2018 2:22:32	Wok Recipe	MiPOS
Products		
By Barcode	By Form	
	Category	
1001 - Soup of the day (Start 1002 - S1 Chicken Sweet Corr 1003 - S2 Wonton Soup 1004 - S3 Tom Yum Chicken S 1005 - S4 Tom Yum Seafood 1006 - E1 Spring Rolls (2 Pcs)	1 / 183 Image: Constraint of the second	listory Soup of the day (Start)
1007 - E2 Veg Spring Rols (2 1008 - E3 Curry Puff Chicken (1009 - E4 Curry Puff Veg (2 P 1010 - E5 Siu Mai (3pcs) 1011 - E6 Steamed Veg Dum; 1012 - E7 BBQ Pork Bun (2pc; 1013 - E8 Prawn Dumpling (3) 1014 - E9 Shanghai Mini Pork 1015 - E10 Malaysia Style Chic 1016 - E11 Prawn Crackers	Name Soup of the day (Start) Auxiliaries / Opt Category SOUP More Scale Tax Category Tax Standard Variable Price Sell Price + Tax \$12.00 Sell Price Buy Price \$900 Mrgin	ion
1017 - E12 Bean Curd Skin wil 1018 - E13 Sesame Prawn To 1019 - E14 Mix Entree 1020 - E15 Fried Wonton (6p 1021 - D1 Steamed Pork Durn 1022 - D2 Steamed Orkken n 1023 - D3 Steamed Veg Dur 1024 - D4 Pan Fried Pork Durn 1025 - D5 Pan Fried Veg Durn 1026 - D6 Pan Fried Veg Durn 1027 - D7 Chicken Wonton (2 1028 - D8 Chicken Wonton w 1029 - D9 Chill Olumpling(1030 - P1 Sweet and Sp. Po	Order in Catalogue Enable Docket Finit Printer 2 More Enable Sump Screen	
MIPOS - General jdbc:mysql://locatiost:3306/p		Administrator
Additional In	formation	
In Catalogue (tic	ked by default): Activate the Product to displa	ay in sales screen.
Service Item (un	ticked by default): For service Items such as	Delivery Charge.
Options (unticked	d by default): Indicate an option as discussed	l above.
Scale (unticked b automatic weigbi	y default):: Automatic scale option. CAS PDII ng.	[, attach scale for
Variable Price Pro price. Example. S	oduct (unticked by default): When product do Seafood products.	es not have a fixed
Select Color (opti product button.	ional): Selection of Colors to choose for the b	ackground of the
Image Tab (optio	onal): Choose an image for the Product butto	n.
Press to	select the image from your storage device. P	ress 📕 to save.

2.2 Edit Product

Choose the product from the list and make the changes. Change a product name, sell price, etc.

Press save khen done.

2.3 Delete Product

To delete a Product, press 📑 and 🔜 to confirm delete.

FAQs.

FAQ: Unable to delete an Product?

ANSWER: The product most likely attached to a sales record. Best solution is to untick "In Catalogue" to disable it from the Sales Screen. Later you can recycle this product, change name price category and ick "In Catalogue"

FAQ: I'm getting an Error. What should I do?

ANSWER: Press Info Button on the error message. Read the content. Most likely you trying to duplicate and name, barcode or buy price in not entered.

FAQ: I need to create Medium, Mild, Hot, Falours etc. How do I create an Option?

ANSWER: Creating option is as same as Creating a Product, explained above. Additionally, you need to tick "Option" to tell the system that the product you have just created to be treated as an option. See Point 3. For more details.

3. Automatic Options to POPUP

Example 1: In a Restaurant, when selecting "Poter House Steak", options are Medium, Mild, Well Done with a Choice of Chips or Salad and Extra Mushroom Sauce, Garlic Source. These options, extras or choices when paired with a Product, automatically POPUP.

Example 2: In a Café, when selecting "Coffee", options are Types of Milk, Extra Shots, Number of Sugars, etc. These options, extras or choices can be paired to the main Product. When the Products is selected, paired options are automatically POPUP.

Pre-requirements: Options, Extras and Choices needs to be created as products first, with "Option" ticked.

8



9

FAQs.

FAQ: My Items are everywhere. How to rearrange the Products on the Sales Screen?

Answer: Goto "Order in Catalogue" in Product Setup and use numbers to arrange the products as the number sequence. Ex. 1, 2, 3

There is a similar feature for Categories.

FAQ: I'm getting an Error. What should I do?

ANSWER: Press INFO button of the Error Message. Read the description for more information. Duplicate content for Name, ID or Barcodes are not allowed.

FAQ: The Product does not print on Order Docket. What should I do?

ANSWER: You have not selected a Order Print on that Product setup. Unless already auto selected, Tick to enable and choose the correct docket printer. In a Standard Configuration, Printer2 is Kitchen and Printer3 is Bar printer.

Notes:

4. Popular System Screens

4.1 Login Screen



4.2 Table Layout



4.3. Sales Screen





Select Quantities : Press the number, then press the item button or used to enter the value of the discount or surcharge before press the discount/surcharge buttons.

4.4 Payment Screen



5. Close Cash

MiPOS - 37.1R - 1.0-13072017		– 🗆 X
07-2018 1:40:38	Wok Recipe	MiPOS
Close Cash		
Close Cash	Collection Report	Close Cash Reports
Start Date 118, 2018, 11-24-40, AM	Stoo Notes 0 \$0	Dep Dre Close Report (Step 1)
	\$50 Notes 0 \$0	
	\$20 Notes 0 \$	0.00 Close Cash Report (Step 2)
Cash Flow	\$10 Notes 0 \$	0.00
Payment Total Count	\$5 Notes 0 \$0	Email Close Cash (Step 3)
Card 1 \$23.00	\$2 Coins 0 \$0	x60 /
	\$1 Coins 0 \$0	
	50 Cents 0 \$0	.00 Manual Drawer Open 2
	20 Cents 0 90	
Payments 14	5 Cents 0 50	7 8 9
Total \$435.50		
Tax	Cash \$0	.00 4 5 6
Taxes Total	Cheque	
Tax Standard \$39.59	EFTEOS 1	
	EFTPOS 2	
Sales	Hoat	<u> </u>
Subtotal	Total \$0	.00 CE -
Taxac (20.54	Report Resat	
1dAes \$39.5	Report	
100		
MIPD - General	DD3 O KOD4 O KOD5	O O Administra
V////		
view Days Collection		
sh Flow and Sales Report by Cat	egory	
ose Cash Report – Auto Email Clo	ose Cash Report	

Important: Close MiPOS on any other terminals when you are on a Multi Terminal setup. Only work on Main POS Terminal to carryout Day and Tasks.

Restart MiPOS Software on this Terminal when done.

6. Receipt Setup



7. User Setup



Select User and press Password Button. You may enter a new password or press OK to reset the password to None.

8. Edit Sales & Refunds

8.1 Edit Sales

For rasons such as correcting wrong type of payment or change content of the sale without changing the Receipt Number. Usually done within a short period of time, usually on the sale day, beofe going through a Close Cash.



FAQ: I want to Edit a Sale, but Edit Sale button is not accessiable. Why?

Answer: Edit Sale function is available for Sale before Close Cash Process (Point 5). Sales are Locked after Close Cash to avoid reporting errors. See 8.2 Refunds.

8.2 Refund Sales

Refunds is a new type of Transaction generated to refelect refunds seperately. These transactions are displayed as a separate record on Close Cash (Point 5) and does not effect the Original Sale.



Recent Tickets usually shows upto 20 recent transactions. Goto Search and Select a Date Range for access Sales in the Past.



Press Pay to Refund via a choice of refund method, such as Cash or Card.

9. Additional Attachments to MiPOS Systems

9.1 Customer Display

MiPOS Provide 10inch LCD Customer Display attached to POS Terminals. You may advertise promotions on this screen and display customer purchase.



9.2 Bump Screen

	Table 14 - TOM	Table 21 - GUY	Table 5 - ANDY	Table 9 - RAVI	Table 1 - BEN
	Mojito 1.0 Margarita 1.0 Moscow Mule 1.0 * Strawberry 1.0	Apple and Ci 1.0 Berry Full 1.0 Coco Treat 1.0	Coke 1.0 Coke Zero 1.0 Lemonade 1.0	Date and Ban 1.0 *Plain 1.0 Mango and Ca 1.0 *Salt 1.0	Ajoobe Ice T 1.0 Pomegranate 1.0 Watermelon M 1.0
	03:06	02 Complete Co	nfirm !	01 : 40	01 : 17
	CQMPLETE		Are you sure you Sure	? COMPLETE	COMPLETE
G	Table 3 - TAMMY				
	Margarita 1.0 Mojito 1.0 *Strawberry 1.0 Daiquiri 1.0		res	0	
	00:43				
	COMPLETE				
0	🧭 閿 💽	POS			- 14 4 1

9.3 iPAD Terminals



iPAD are use as Order Taking Devices.

This system does not depend on Internet.

Software will be installed on an iPAD supplied by you.

Notes:

10. Database Backup

Menu Button > Configuration – Backup & Reset (TAB)

29-06-2017 12:58:37	YOUR BUSINESS NAME	MiPOS
Payments Close Cash	Configuration	ional Backup & Reset
Administration ®	MySQL HOME Path C:\Program Files (x86)\MySQL\MySQL Server 5.0	$\overbrace{\underline{3}}$
Stock	Backup Database Backup Restore Restore	Ш
Maintenance	Backup reminder every 30 days	
Marketing Promotions	Caution Reciepts Vouchers	
CSV 🛞	Reset Database Reservations Customers	
CSV Functions	Clean DB	
System 🛞		
Change Passwo	Reset Stock	
Configuration 2	1	
Printers		
Check In/Out		
Logout		Restore
EzyPOS - General jdbc:mysql://localhost:3306/ezypos	○ KOD1 ○ KOD2 ○ KOD3 ○ KOD4 ○ KOD5 ○ ○	Administrator



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29-06-2017 13:43:51	YOUR BUSINESS NAME MIPOS
Payments	Configuration
Close Cash	Database Setup General Locale Payment Method System Options Ticket Setup Promotional Backup & Reset
Administration	MySQL HOME Path C:\Program Files (x86)\MySQL\MySQL Server 5.0
Customers	Backup Database Restore Database Restore
Sales Reports	
Maintenance	Backup reminder every 30 days
Presence Mana	Message
Warketing Promotions CSV	Caution Reset Da
CSV Functions	Clean DB
System 🛞	Reset Stock
Printers	
Check In/Out	
Logout	Restore
EzyPOS - General jdbc:mysql://localhost:3306/ezypos	🕐 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓

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

Save file name as DDMMYYYY

Notes:



FAQs.

FAQ: Why does the Cash Drawer keeps opening every second without stopping?

Answer: Check if you have any pending printout stuck on the Printer. Go to Devices and Printers in Windows Operating System to check this. Do not leave printer switched off during Sales.

Remove any Keyboard/Mouse and usb receivers from the POS Temrinal and test. Do not leave anything stuck/continuely being pressed the Keyboard.