



User Manual

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By:
PTL India

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1 Introduction

The purpose of this user manual is to give user a clear idea about the application on how to track the details of the products and categorize it for easy billing purpose. This document consists of complete information of the functional behavior & workflow of the application in a consistent manner so that even the amateur users can be able to understand.

2 Common Methodologies

Common methodologies are nothing but common methods which are used through out the application consistently.

2.1 Visual Keypad

This screen appears to you when you click on the **A** button provided in every text field through out the application, here you have to just touch the screen on the relevant alphabet to enter the alphabet in the selected text field.

2.2 Navigation Keys

Navigational keys are nothing but the navigational elements which will help you to navigate through the pages to view the next set of records.



- On clicking this navigational key you will be able to view the next set of records on reaching the last page this navigational key will be in disabled state.



- This key will be disabled in the first page, on clicking this navigational key you will be able to view the previous set of records.



- This navigational key enables you to navigate the records downwards.



- This navigational key enables you to navigate the records upwards.



- These keys enable you to switch between the entries upward and downward and edit the records.

2.3 Login

This is the gate pass to the application where you will be allowed to login and runaround the application. To Login into the application you have to swipe the swipe card while swiping the card and if the card is invalid you will be taken to the manual screen where you have to enter the User name and Password.

On swiping the swipe card:

You will be prompted with a dialog box with two buttons Login and Exit as shown in the below screen shot.



- Click **Login** button to login into the application.
- Click **Exit** button to exit the application.

Other way of logging in:

The screenshot displays the ProPOS.net login interface. At the top is the logo "ProPOS.net HOSPITALITY EDITION". Below it are two input fields: "Login Name" and "Password". To the right of these fields are three buttons: a down arrow, an up arrow, and a "Login" button with a padlock icon. Below the input fields is a large visual keypad with three rows of buttons. The first row contains digits 1 through 0 and a back arrow. The second row contains letters Q, W, E, R, T, Y, U, I, O, P. The third row contains letters A, S, D, F, G, H, J, K, L. Below the keypad are two buttons: "Clear" with an eraser icon and "Exit" with a running person icon. In the bottom right corner, the text "posXpos Version 1.31" is visible.

Since this is a touch screen application, you can see a visual keypad in the screen to enter the user and password by touching the relevant button on the screen.

- Enter the user name in the **Login Name** text field. (When you click on the login name you can view the list of users who are using the application you can select your user name from that list.)
- Enter the **Password**.
- Click on the up and down arrow to navigate between login name and password.
- Click **Login** to login into the application.
- Click **Clear** to clear the entry made in the field.
- Click **Exit** to quit from the application.

On clicking login button you will be navigated to the Order Screen.

2.4 Order Screen

Order screen will enable you to place orders and make sales and you can get products from a specific category by touching the category name from the category list.

ProPOS.net User Name: ADMIN
Name: Parthiban Order: DineIn

Table No [+] [-]

Change Price **Delete** [-] [+]

Quantity	Product Name	Price
1	Toast w/ spread	2.50
1	White Bread	0.00
1	Wholemeal	0.00
1	Omelette	10.00
1	poached eggs to	8.00

Modifiers Total Amount \$ 18.63
GST 10 % \$ 1.87

\$ 20.50

Print to Kitchen **Settings** **Payment**

Print Bill **Recall** **Exit** **New**

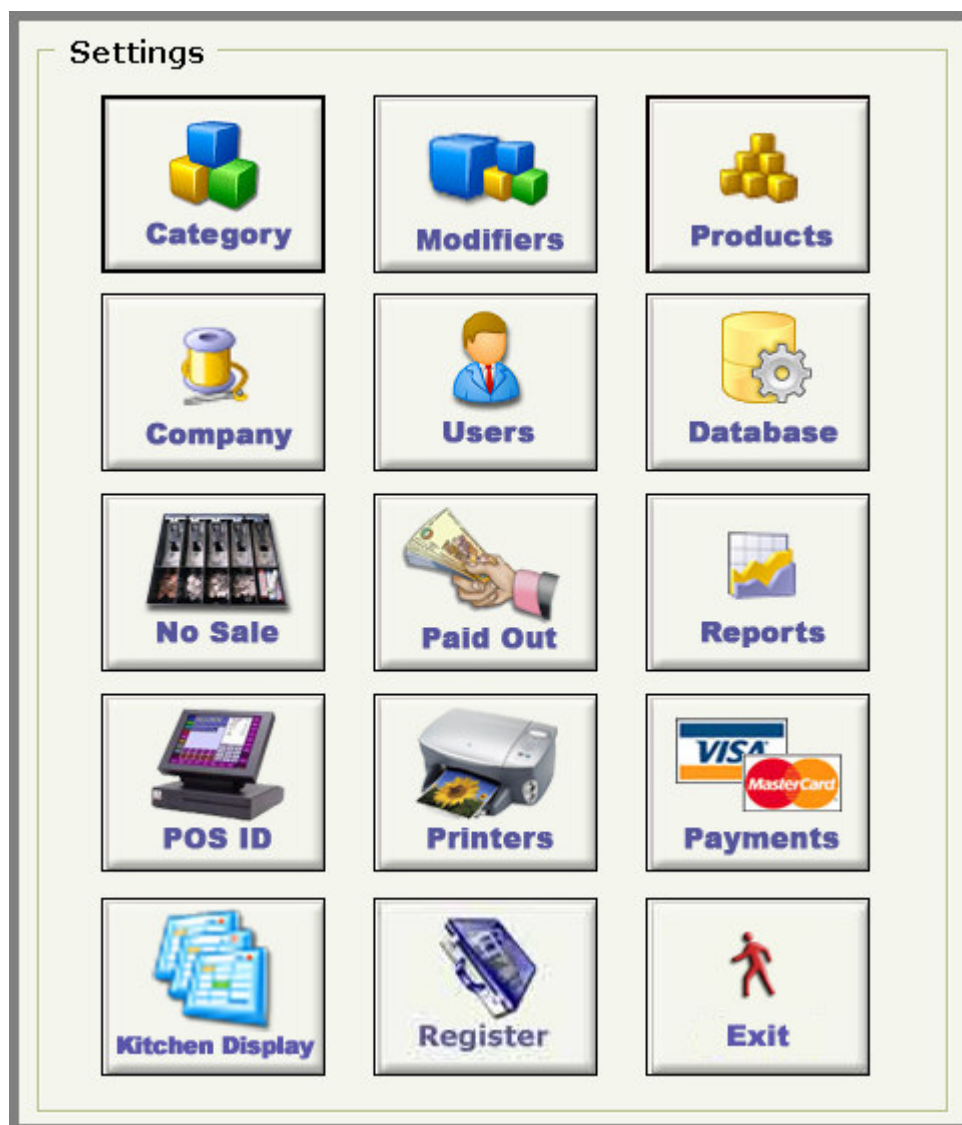
ProPOS.net Version 2.01

- An elaborate detail of the order screen is provided in section 3.11.5.
- Click **Settings** button. On clicking settings button you will be navigated to the settings page.

3 Settings

In the settings page you will be able to see the different options such as Category, Modifiers, Products, and Company etc... in which Administrative users can update all the information pertained to the company by selecting the relevant buttons from the above given screen.

To make a new entry on the company details you have to select the company option from the settings menu.



3.1 Company Details

Company Details screen will enable you to enter all the company details and save it, these details will be printed in the customer bill.

Select **Settings > Company Details**

Company Details

* Name

PROTEAM

A

Header

ABN:9879 277 5086

A

* Address

THILAGAR STREET

A

City

CHENNAI

A

State

TAMIL NADU

A

Post Code

609165

A

Country

INDIA

A

* Phone

03 9387 9800

A

Fax

03 9387 9988

A

* Printer

Microsoft Office Do

Trading Hours:

* From

07:00 AM

* To

01:00 AM

Footer

Thank You For Your Hospitality

A

* Tax 1 Name

GST

A

GST

10.00

%

A

Tax 2 Name

GST1

A

2.26

%

A

☒ Enable Tax 2

☒ Round of 5 C

☒ Enable Table #

☒ Include Sale Price

☒ Logout After Bill

Image Path

C:\Documents and Settings\PTL14\Desktop\pro

PROTEAM

Browse

Save

Clear

Exit

* - Mandatory Field

Options

☒ Ask for Customer

☒ Phone Order

☒ Kitchen Display System

- Enter the name of the company in the **Name** text field.
- Enter the content which should be printed in the header of the bill in the **Header** text field.
- Enter the company address in the **Address** text field.
- Enter the name of the city where the company is present in the **City** text field.
- Enter the name of the state in the **State** text field.

- Enter the Postal code in the **Post Code** text field.
- Enter the country name in the **Country** text field.
- Enter the telephone number of the company in the **Phone** text field.
- Enter the fax number if obtainable in the **Fax** text field.
- Select an apt printer from the **Printer** drop down list.
- Select the work hours of the company in the **Trading Hours** field by clicking on the up and down navigation present in the **From** and **To** field. (The purpose of this from and to time is for the generation of the report i.e if the trading hour exceeds midnight of that particular date it will not get into the count of next day while generating the report.)
- Enter the content which should be printed in the footer of the bill in the **Footer** text field.
- Enter the primary tax name in the **Tax 1 Name** text field.
- Enter the primary tax percentage in the **Primary Tax** text field.
- Enter the secondary tax name in the **Tax 2 Name** text field.
- Check the check box of **Enable tax 2** if you want the secondary tax to be calculated in the bill.
- Once the tax2 check box is checked the secondary tax % text field will get enabled, enter the **Secondary Tax %**.

Enter Table Number

1234567890T/A←

QWERTYUIOPCaps On

ASDFGHJKL:-

ZXCVBNM,./

Space

✓OK

✏Clear

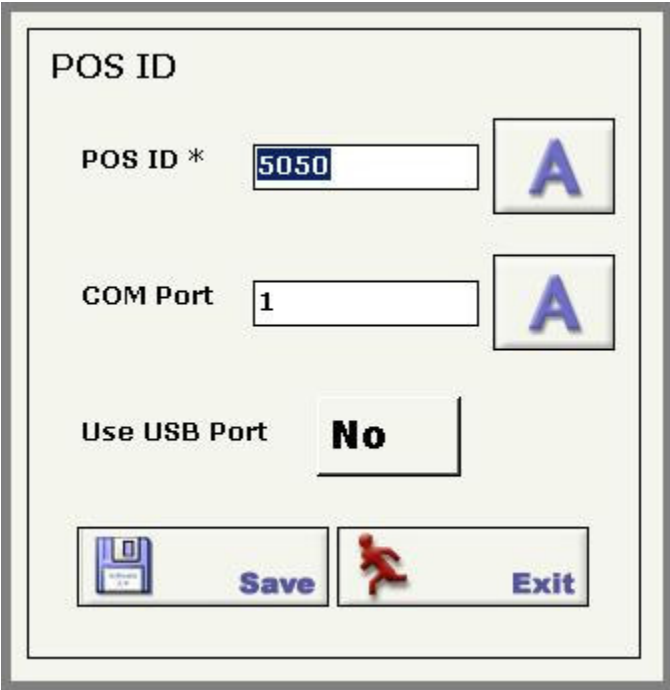
🚶Exit

- Check the check box of **Enable table #** if you want to make the table number mandatory in all the orders. The Table Number Entry Screen will Popup on each Login for the entering the Table for each transaction.
- Check the check box of **Round Of 5c** if you want to round off the bill to 5 cents.
- Check the check box of **Include Sale Price** if you want to include sales price in the bill.
- Check **Logout After Bill** if you want to Auto Logout on Each bill Transaction.
- Click **Save** to save the newly entered record in the database.
- Click **Clear** to clear the details.
- Click **Exit** to exit the window.

3.2 POS ID

This screen will enable you to set the POS ID for each machine where posXpos is installed. You cannot set more than one POS ID to a machine but you can modify it. You cannot save an empty POS ID. This POS ID will be displayed in the sales module and it is also saved with each sale to identify which sale is done on which machine. If there is an already set POS ID then it will be shown as default. Otherwise POS ID text box will be empty.

Select **Settings > POS ID**



POS ID

POS ID * 5050 A

COM Port 1 A

Use USB Port No

Save Exit

- Enter the **POS ID** number in the POS ID text field.
- Enter the COM Port Number in the COM Port Field.
- If USD Cash Drawer is used, Use USB Port can be enable by make it "Yes".
- Click **Save** to save the ID in the database.
- Click **Exit** to exit the window.

3.3 Users

This screen will enable you to manage all the users including the administrator.

Select **Settings > Users**

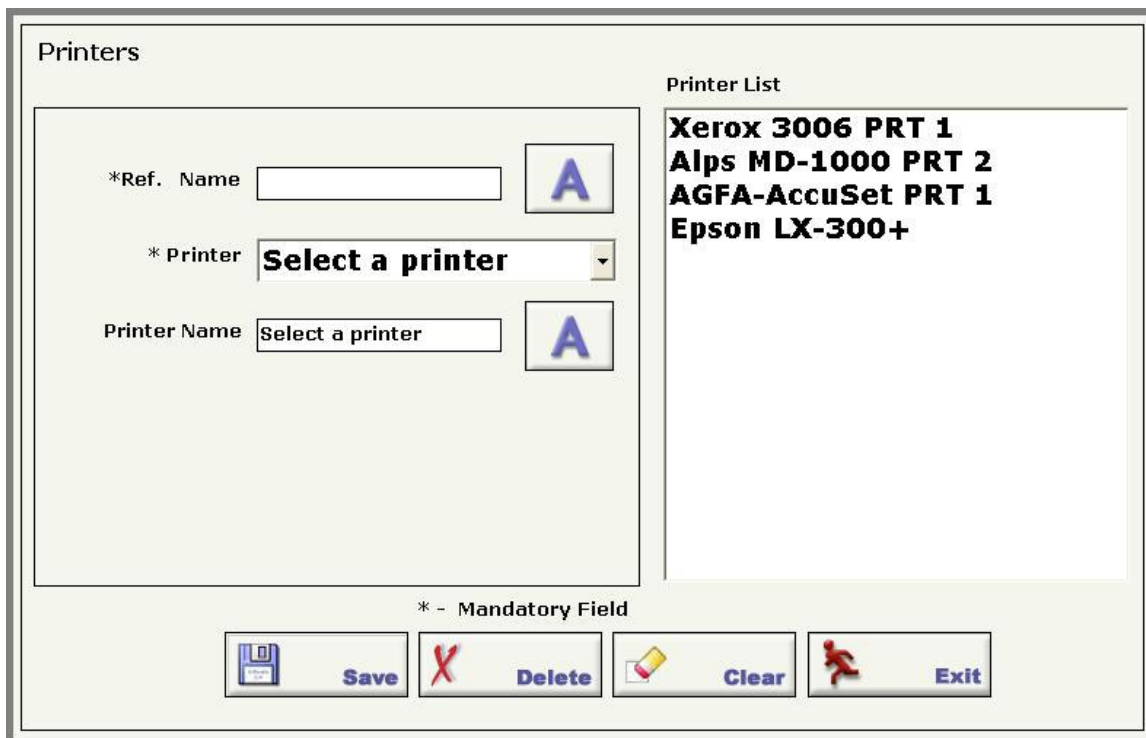
The screenshot shows the 'Users' management window. On the left, there is a form with four fields: '* User Name', '* User Level', '* Password', and '* Con. Password'. Each field has a corresponding 'A' button for text input. The 'User Level' field is a dropdown menu currently showing '--Select The Level--'. Below the form, there is a legend: '* - Mandatory Field'. At the bottom of the window are four buttons: 'Save' (with a floppy disk icon), 'Delete' (with a red X icon), 'Clear' (with a trash can icon), and 'Exit' (with a red running figure icon). On the right side, there is a 'Users List' box containing a scrollable list of user names: admin, anna, antoinetta, goro, Jenn, Jennie, john, Lina, Luke, manuel, Michel, Rachael, SALES, and Sandy.

- Enter the name of the user in the **User Name** text field using the **A** button.
- Select the user level by selecting a level from the **User Level** combo box.
- Enter the desired password in the **Password** text field using the **A** button.
- Enter the same password in the **Con. Password** text field to confirm the previously entered password using the **A** button.
- Click **Save** to save the new user in the database.
- Select a **User** and click **Delete** to delete the existing user.
- Click **Clear** to clear the entries made.
- Click **Exit** to exit the active window.

3.4 Printers

This screen enables you to configure the printer settings of PosXPos. Only an administrator can add, modify or delete a printer. Printers already associated with some products cannot be deleted. To delete these printers, the administrator must remove the association of the printers with any of the products.

Select **Settings > Printers**



- Enter a reference name in the **Ref. Name** text box.
- Select a printer option from the **Printer** drop down list.
- Enter the printer name in the **Printer Name** text field.
- Click **Save** to save the new entries.
- Select a printer name from the **Printer List** and click **Delete** button to delete the entry.
- Click **Clear** to clear the new entries.
- Click **Exit** to exit the window.

3.5 Category Master

This option enables you to define a category and select a color for it. Only an administrator can add, modify or delete a category. Category associated with some products cannot be deleted, to delete these categories the administrator should delete the products belongs to that category first.

Select **Settings > Category Master**


- Enter the name of the category in the **Name** text field using the **A** button.
- Enter the sort order number in which the category should be sorted in the **Sort Order** text field using the **A** button.
- Select a printer from the **Printer** drop down list.
- Click on the box provided against the **Color** and select an apt color for the category.
- Click on the ➤ shaped navigational keys to view the next set of categories.
- Click **Save** to save the new entry.
- Click **Clear** to clear the entries made.
- Click **Delete** to delete the selected category.
- Click **Exit** to exit the window.


3.6 Modifiers


This option enables you to manage the modifiers. Only an administrator can add, modify or delete a modifier. Modifier associated with some products cannot be deleted, to delete these categories the administrator should delete the products belongs to that modifier first.

Select **Settings > Modifiers**

Modifiers

* Name 



Sort Order 



* Price 

Color


Print To Kitchen


* - Mandatory Field

 **Save**  **Delete**

 **Clear**  **Exit**

Cream,	1 slice plain	PELDS PR CHARD
EXTRA BACON	1 slice raisin	SHIRAZ CBRNT
Jam,	1 slice spread	LMNS BIN40MRLT
lind premier br	CHARDONNAY	PELDS PR SHRZ C
sandwich	RIESLING	JMS BOAG LHT
TOASTD	FRUITY WHITE	CSCDE LHGT
YELLOWGLEN	LMANS BIN95SBL	CRLTON DRGHT





- Enter the name of the modifier in the **Name** text field using the **A** button.
- Enter the sort order number in which the modifier should be sorted in the **Sort Order** text field using the **A** button.
- Enter the Price of the modifier against the Price Field Provided.
- Click on the box provided against the **Color** and select an apt color for the modifier.
- Click on the < > shaped navigational keys to view the next set of modifiers.
- Click **Save** to save the new entry.
- Click **Clear** to clear the entries made.
- Click **Delete** to delete the selected modifier.
- Click **Exit** to exit the window.

3.7 Manage Products

This option enables you to manage the products. Only an administrator can add, modify or delete a product.

Select **Settings > Products**


- Enter a code number for the product in the **Code** text field the **A** button.
- Enter the name of the product in the **Name** text field using the **A** button.
- Enter the sort order number in which the products should be sorted in the **Sort Order** text field using the **A** button.
- Enter the price for the product in the **Price** text field.
- Select a category to which the product belongs to from the **Category** drop down list.
- Check the check box of **Primary Tax 10%** if there is any tax availability for that particular product.


- Select the radio button Show Yes or No, if **Yes** is selected the particular modifier will be visible in the order form, if **No** is selected then the modifier will not be visible in the order form.
- Check box of the **Sticky Modifier** to enable the multiple selections of modifiers in the order screen if it is not enabled then you will be able to select only one modifier.
- Click on the box provided against the **Color** and select an apt color for the product.
- Click on the ➤ shaped navigational keys to view the next set of product.
- Click **Save** to save the new entry.
- Click **Clear** to clear the entries made.
- Click **Delete** to delete the selected product.
- Click **Exit** to exit the window.


3.7.1 Product Modifier

Select **Settings > Products > Modifiers**

Product Modifiers

 Remove

 Add More

 Exit

WHOLEMEAL	Roll	TOASTED
White	PANINI	
LIGHT RYE	WRAP	
DARK RYE	BAGEL
MULTI GRAIN	no butter	
English Muffin		
FOCCACIA		

<

1

5


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- You can select more than one modifier by clicking on the modifier once the color of all the selected modifiers will change to one color.
- To deselect the selected modifier click on the selected modifier again.
- Click **Remove** to delete the selected modifiers.


- Click **Exit** to exit the screen.
- To add more modifiers to the product, click **Add More** on selection you will be prompted with Add modifiers screen.

Add Modifiers


Product Modifiers



Open Modifiers



Add



Exit

TAKE AWAY	DOUBLE	decaf
SKINNY	1/2 SUGAR	NO CHOC ON TOP
SOY	1 SUGAR	NO FROTH
STRONG	2 SUGARS	1/2 EQUAL
WARM	3 SUGARS	1 EQUAL
WEAK	4 SUGARS	2 EQUALS
XTRA HOT	5 SUGARS	3 EQUALS

<

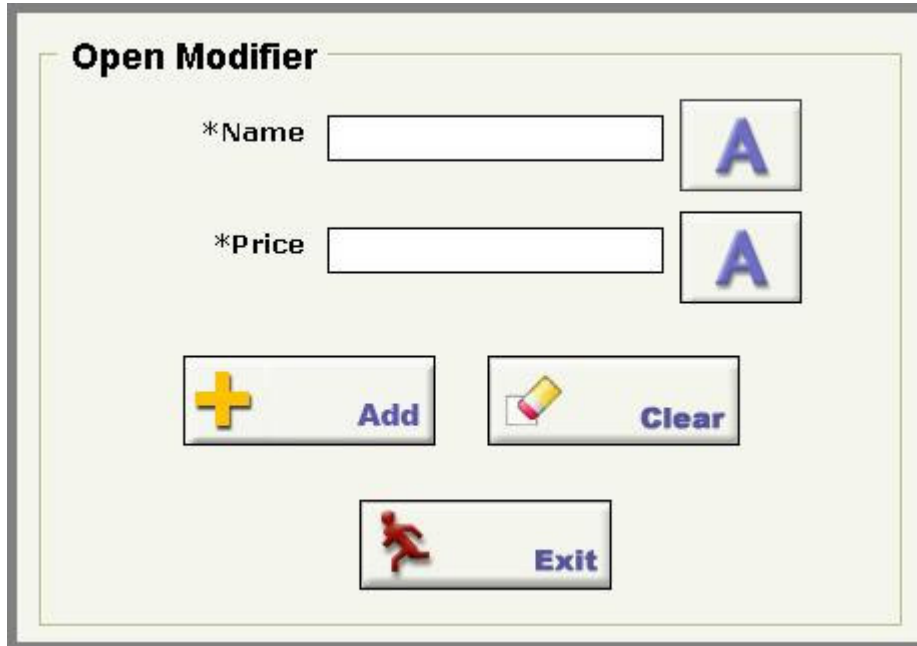
1

2


>


- You can select more than one modifier by clicking on the modifier once the color of all the selected modifiers will change to one color.
- To deselect the selected modifier click on the selected modifier again.



- Click **Add** the selected modifiers will get added to the product modifiers.




Open Modifier

*Name 

*Price 

 **Add**  **Clear**

 **Exit**

- Click on **Open Modifier** to add a Non-Standard One time Modifiers, Special Modifiers which are not regular. Can Price the Open Modifier for each and every time.
- Click **Exit** to exit the screen.

3.8 Payment Modes

This option enables you to manage the payment modes. Only an administrator can add, modify or delete a payment mode. Since 'Cash' is the default payment mode, it cannot be deleted or edited.

Select **Settings** > **Payments**

Payment Modes

*Name **A**

Sort Order **A**

* - Mandatory Field

Save **Delete**

Clear **Exit**

Payment Mode List

CASH

CREDIT

MasterCard

VISA

- Enter the product mode name in the **Name** text field using the **A** button.
- Enter the sort order number in the **Sort Order** text field to display the payment modes in an order in sales module using the **A** button.
- Click **Save** to save the new entry.
- Click **Clear** to clear the entries made.
- Click **Delete** to delete the selected payment mode.
- Click **Exit** to exit the window.

3.9 Paid Out

This option enables you to save the paid out amounts in the database.

Select **Settings > Paid Out**



Paid Out

Change Price 0.00

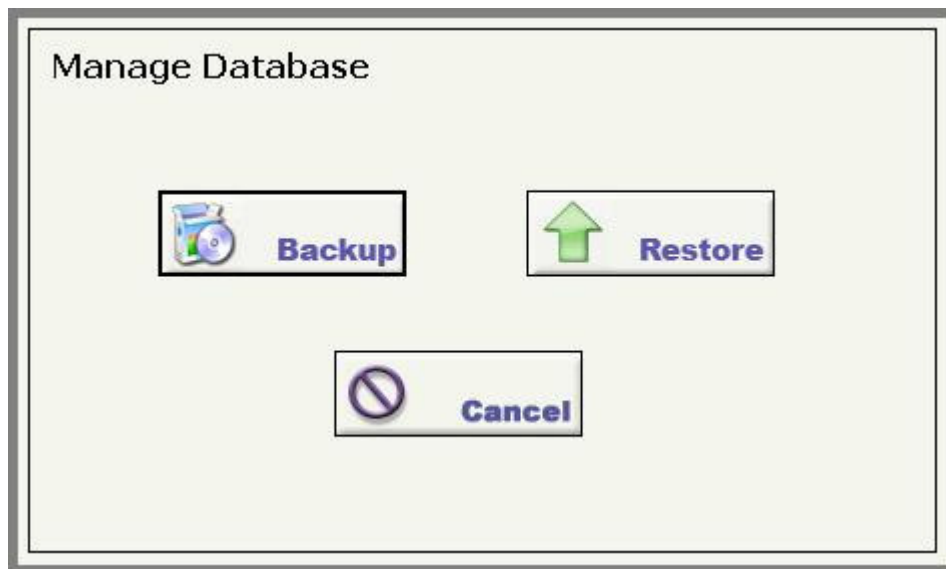
 **OK**  **OK Print**  **Exit**

- Enter the paid out amount in the **Change Price** text field.
- Click **OK** to confirm the operation without printing a receipt.
- Click **OK Print** to confirm operation and print a receipt.
- Click **Exit** to exit the window.

3.10 Manage Database

This option enables you to manage the database and also enables you to take a back up of the database.

Select **Settings > Database**



- Click **Restore** to restore the database.
- Click **Backup** database button, on clicking backup database button you will be prompted with database back up screen as given in the below screen shot.
- Click **Cancel** to quit the screen.

Backup Database

Server Name

Database Name

Path

 **Browse**

 **Backup**

 **Exit**

- Enter a server name in the **Server Name** text field.
- Enter a name for the database to be taken backup in the **Database Name** text field.
- Enter or select a **Path** to save the database backup by clicking the **Browse** button.
- Click **Backup** to save the backup of the database in the selected location.
- Click **Exit** to quit the screen.

3.11 Reports

This option enables you to view the reports of PosXPos. You have four different ways in which you can view the reports

Select **Settings > Reports**



On clicking reports button you will be prompted with Reports screen.

- Daily Report
- Sales by Payment Mode
- Sales by Category
- Paid Out Report
- Sales by Sales Person

- End of the day Report
- X Report
- Z report Terminal Based
- Z Report Total Network Based

3.11.1 Daily Reports

This option enables you to view the reports on daily basis.

Select **Settings > Reports > Daily Reports**

On clicking daily reports button you will be prompted with a Daily Reports screen



- Check the check box of **As on Date** if you need the summary for a particular date or else check the check box of **Between Date Wise** to get the summary between two specific dates.
- If **As on Date** is checked then select or enter As on Date to get a summary of report for a particular date.

- If Between Date Wise is checked then select or enter **From Date** and **To Date**.
- Select whether you want the summary or Detail of the report, if you want summary then check the checkbox of the **Summary** or else check the checkbox of **Details**.
- Click **View** to view the report, on clicking view report you can view a report screen as shown in the below screen shot.

Report Viewer

MainReport

SALES BY SUMMARY

Company Name

Header

Company Address

000 0000 000

Bill ID	Bill Date	Primary Tax	Secondary Tax	Amt
35	31/08/06	74.54	0.00	820.00
36	31/08/06	26.82	0.00	295.00
37	31/08/06	68.63	0.00	755.00
38	31/08/06	30.91	0.00	340.00
		200.90	0.00	10.00

Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

- Click **Clear** to clear the details entered.
- Click **Exit** to exit the window.

3.11.2 Sales by Payment Mode

This option enables you to view the reports based on the sales by payment mode.

Select **Settings> Reports > Sales by Payment Mode**

On clicking Sales by Payment Mode button you will be prompted with a Payment Mode screen



- Check the check box of **As on Date** if you need the summary for a particular date or else check the check box of **Between Date Wise** to get the summary between two specific dates.
- If As on Date is checked then select or enter **As on Date** to get a summary of report for a particular date.
- If Between Date Wise is checked then select or enter **From Date** and **To Date**.
- Select the payment type from the **Payment Type** dropdown list.

- Click **View** to view the report, on clicking view report you can view a report screen as shown in the below screen shot

Report Viewer

MainReport

SALES BY PAYMENT TYPE

Bill ID :35 Bill Date :31/08/2006

SI No.	Payment Type	Amount Paid
1	CASH	820.00
Grand Total :		820.00

Bill ID :36 Bill Date :31/08/2006

SI No.	Payment Type	Amount Paid
2	CASH	295.00
Grand Total :		295.00

Bill ID :37 Bill Date :31/08/2006

SI No.	Payment Type	Amount Paid
3	CASH	755.00
Grand Total :		755.00

Bill ID :38 Bill Date :31/08/2006

SI No.	Payment Type	Amount Paid
4	CASH	340.00
Grand Total :		340.00

Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

- Click **Clear** to clear the details entered.
- Click **Exit** to exit the window.

3.11.3 Sales by Category

This option enables you to view the reports based on the sales by category.

Select **Settings> Reports > Sales by Category**

On clicking Sales by Category button you will be prompted with a Sales By Category screen



- Check the check box of **As on Date** if you need the summary for a particular date or else check the check box of **Between Date Wise** to get the summary between two specific dates.
- If As on Date is checked then select or enter **As on Date** to get a summary of report for a particular date.
- If Between Date Wise is checked then select or enter **From Date** and **To Date**.
- Select the category type from the **Category Type** dropdown list.

- Click **View** to view the report, on clicking view report you can view a report screen as shown in the below screen shot

Report Viewer

MainReport

SALES BY CATEGORY

Bill ID :35 **Bill Date :31/08/2006 01:42 PM**

SI No.	Category Name	Product Name	Amount
1	Rice	White Rice	100.00
2	CAT 7	PDT 7	100.00
3	CAT 7	PDT 77	95.00
4	CAT 8	PDT 8	175.00
5	CAT 8	MOD 7	125.00
6	CAT 8	MOD 6	100.00
7	CAT 8	PDT 88	125.00
Grand Total :			820.00

Bill ID :36 **Bill Date :31/08/2006 02:41 PM**

SI No.	Category Name	Product Name	Amount
8	CAT 7	PDT 77	95.00
9	Rice	White Rice	100.00
10	CAT 7	PDT 7	100.00
Grand Total :			295.00

Bill ID :37 **Bill Date :31/08/2006 02:43 PM**

SI No.	Category Name	Product Name	Amount
11	CAT 2	PDT 2	125.00
12	CAT 2	PDT 22	150.00
13	CAT 5	PDT 5	200.00
14	CAT 5	MOD 4	80.00
15	CAT 5	MOD 5	90.00

Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

- Click **Clear** to clear the details entered.
- Click **Exit** to exit the window.

3.11.4 Paid Out Reports

This option enables you to view the reports based on Paid out reports.

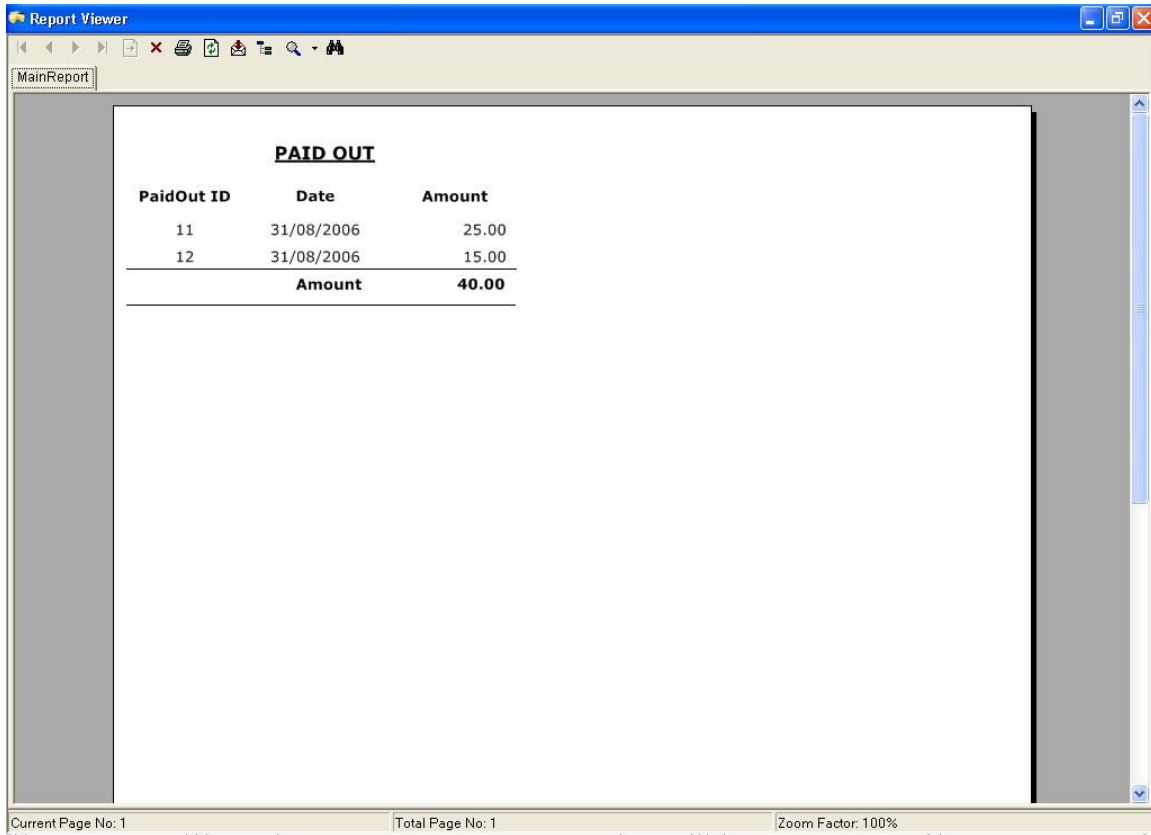
Select **Settings> Reports > Paid Out Reports**

On clicking paid out reports button you will be prompted with a Paid Out Report screen



- Check the check box of **As on Date** if you need the summary for a particular date or else check the check box of **Between Date Wise** to get the summary between two specific dates.
- If As on Date is checked then select or enter **As on Date** to get a summary of report for a particular date.
- If Between Date Wise is checked then select or enter **From Date** and **To Date**.
- Enter the **Paid Out ID** for the report to be viewed.

- Click **View** to view the report, on clicking view report you can view a report screen as shown in the below screen shot



The screenshot shows a 'Report Viewer' window with a toolbar at the top. The main content area displays a report titled 'PAID OUT'. The report contains a table with three columns: 'PaidOut ID', 'Date', and 'Amount'. The table lists two entries for the date 31/08/2006, with amounts of 25.00 and 15.00 respectively. A summary row at the bottom shows a total amount of 40.00. The status bar at the bottom indicates 'Current Page No: 1', 'Total Page No: 1', and 'Zoom Factor: 100%'.

PAID OUT		
PaidOut ID	Date	Amount
11	31/08/2006	25.00
12	31/08/2006	15.00
Amount		40.00

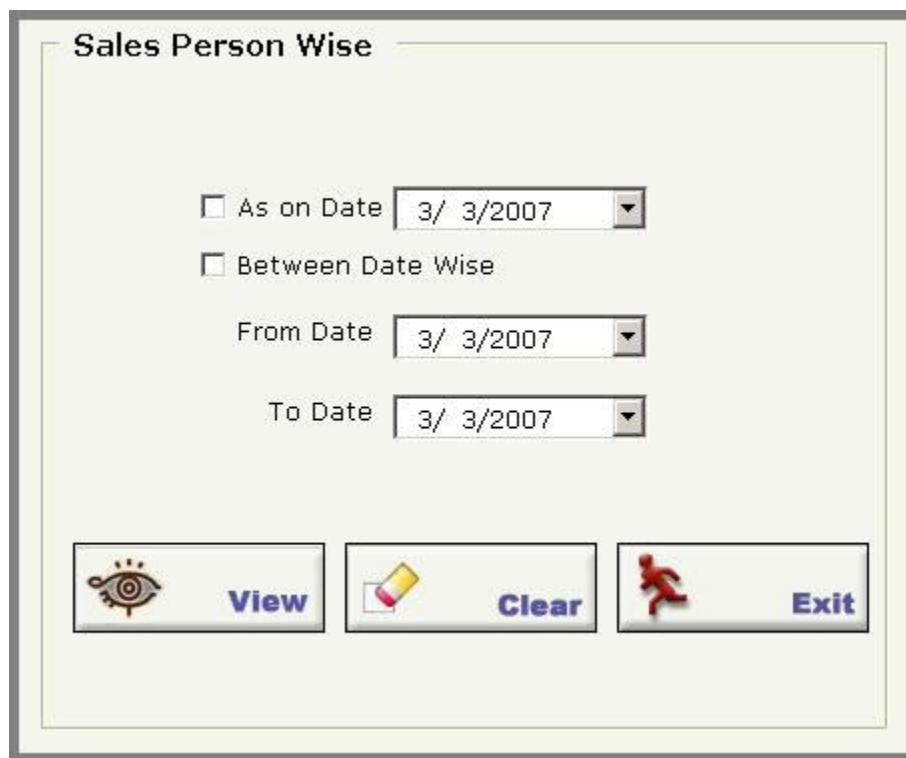
- Click **Clear** to clear the details entered.
- Click **Exit** to exit the window.

3.11.5 Sales by Sales Person

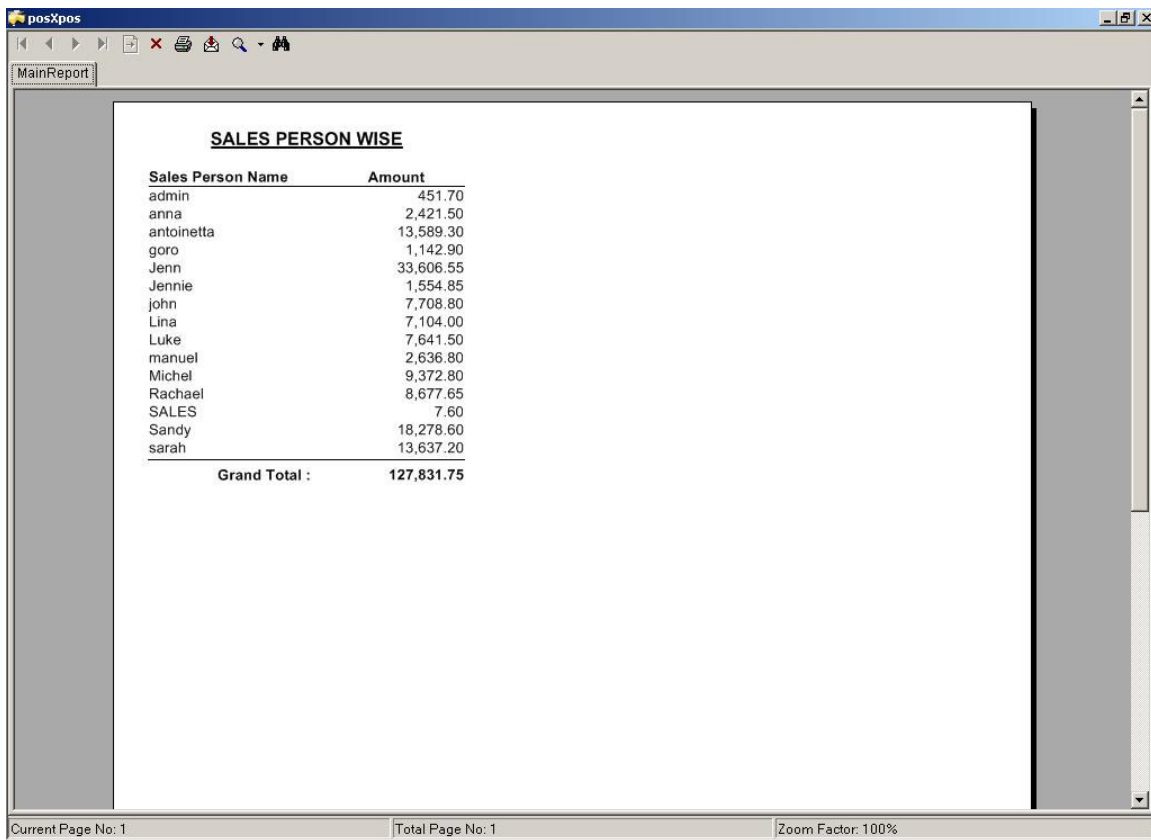
This option enables you to view the reports based on Paid out reports.

Select **Settings> Reports > Sales by Sales Person**

On clicking Sales by Sales Person button you will be prompted with a Sales by Sales Person Report screen



- Check the check box of **As on Date** if you need the summary for a particular date or else check the check box of **Between Date Wise** to get the summary between two specific dates.
- If As on Date is checked then select or enter **As on Date** to get a summary of report for a particular date.
- If Between Date Wise is checked then select or enter **From Date** and **To Date**.
- Enter the **Sales by Sales Person** for the report to be viewed.
- Click **View** to view the report, on clicking view report you can view a report screen as shown in the below screen shot



posXpos

MainReport

SALES PERSON WISE

Sales Person Name	Amount
admin	451.70
anna	2,421.50
antoINETta	13,589.30
goro	1,142.90
Jenn	33,606.55
Jennie	1,554.85
john	7,708.80
Lina	7,104.00
Luke	7,641.50
manuel	2,636.80
Michel	9,372.80
Rachael	8,677.65
SALES	7.60
Sandy	18,278.60
sarah	13,637.20
Grand Total :	127,831.75

Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

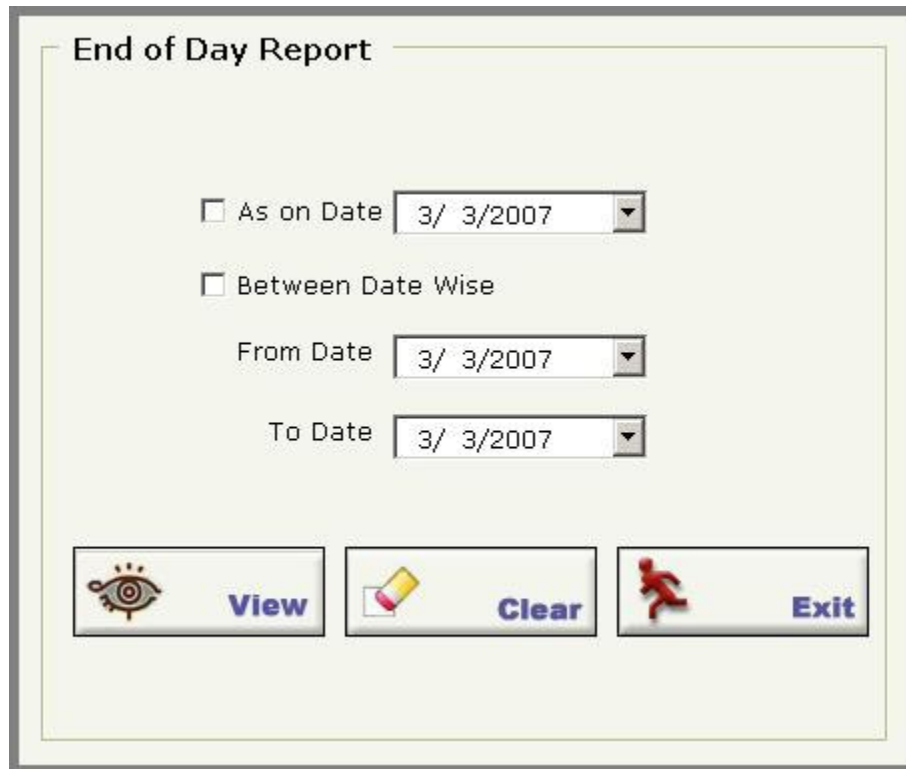
- Click **Clear** to clear the details entered.
- Click **Exit** to exit the window.

3.11.6 End of the day Report

This option enables you to view the reports based on Paid out reports.

Select **Settings > Reports > End of the day Report**

On clicking End of the day Report button you will be prompted with a End of the day Report screen






End of Day Report

☒ As on Date 3/ 3/2007

☐ Between Date Wise

From Date 3/ 3/2007

To Date 3/ 3/2007

 **View**  **Clear**  **Exit**

- Check the check box of **As on Date** if you need the summary for a particular date or else check the check box of **Between Date Wise** to get the summary between two specific dates.
- If As on Date is checked then select or enter **As on Date** to get a summary of report for a particular date.
- If Between Date Wise is checked then select or enter **From Date** and **To Date**.
- Enter the **End of the day Report** for the report to be viewed.
- Click **View** to view the report, on clicking view report you can view a report screen as shown in the below screen shot

END OF THE DAY REPORT

PAYMENT MODE

Payment Type	Amount
Grand Total :	

TAX COLLECTED

PAID OUT

Amount

CATEGORY

Category Name	Amount
Grand Total :	

HOURLY SALES

Start Time	To Time	Amount
Date :		
Sub Total :		
Grand Total :		

Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

- Click **Clear** to clear the details entered.
- Click **Exit** to exit the window.

3.11.7 X Report

This option enables you to view the reports based on Paid out reports.

Select **Settings > Reports > X Report**

On clicking **X Report** button you will be prompted with a X Report screen asking for Terminal Based X Report with a query YES or NO. If you click **YES** it will print X Report of that particular Terminal, If you Click **NO** you will get a X Report for the Total Network.



- Enter the **X Report** for the report to be viewed.
- Click **View** to view the report, on clicking view report you can view a report screen as shown in the below screen shot

posXpos

MainReport

X Report

PAYMENT MODE	
Payment Type	Amount
Cash	7.00
Grand Total :	7.00

TAX COLLECTED	
tax1	Amount
0.14	0.00

PAID OUT	
Amount	

CATEGORY	
Category Name	Amount
OTHER DRINKS	7.00
Grand Total :	7.00

HOURLY SALES		
Start Time	To Time	Amount
Date: 03/Mar/2007		
02:00 AM	03:00 AM	0.00
03:00 AM	04:00 AM	0.00
04:00 AM	05:00 AM	0.00
05:00 AM	06:00 AM	0.00
06:00 AM	07:00 AM	0.00
07:00 AM	08:00 AM	0.00
08:00 AM	09:00 AM	0.00
09:00 AM	10:00 AM	0.00
10:00 AM	11:00 AM	0.00
11:00 AM	12:00 PM	0.00
12:00 PM	01:00 PM	0.00
01:00 PM	02:00 PM	0.00
02:00 PM	03:00 PM	0.00
03:00 PM	04:00 PM	0.00
04:00 PM	05:00 PM	0.00
05:00 PM	06:00 PM	0.00
06:00 PM	07:00 PM	0.00
07:00 PM	08:00 PM	7.00
Sub Total :		7.00
Grand Total :		7.00

Current Page No: 1 | Total Page No: 1 | Zoom Factor: 70%

- Click **Clear** to clear the details entered.
- Click **Exit** to exit the window.

3.11.8 Z Terminal Report

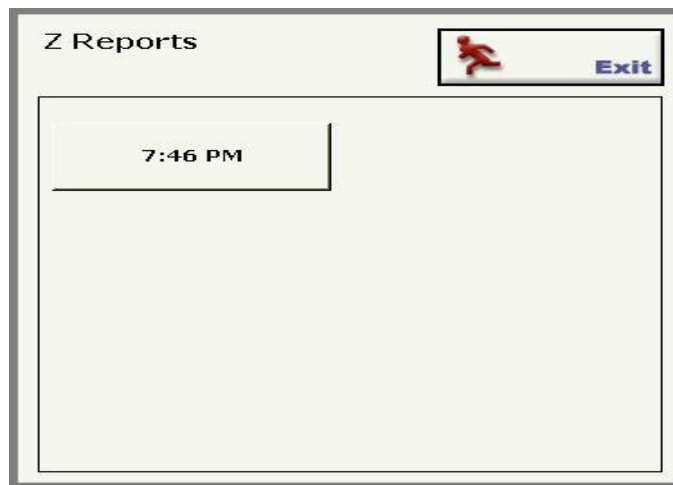
This option enables you to view the reports based on Paid out reports.

Select **Settings> Reports > Z Terminal**

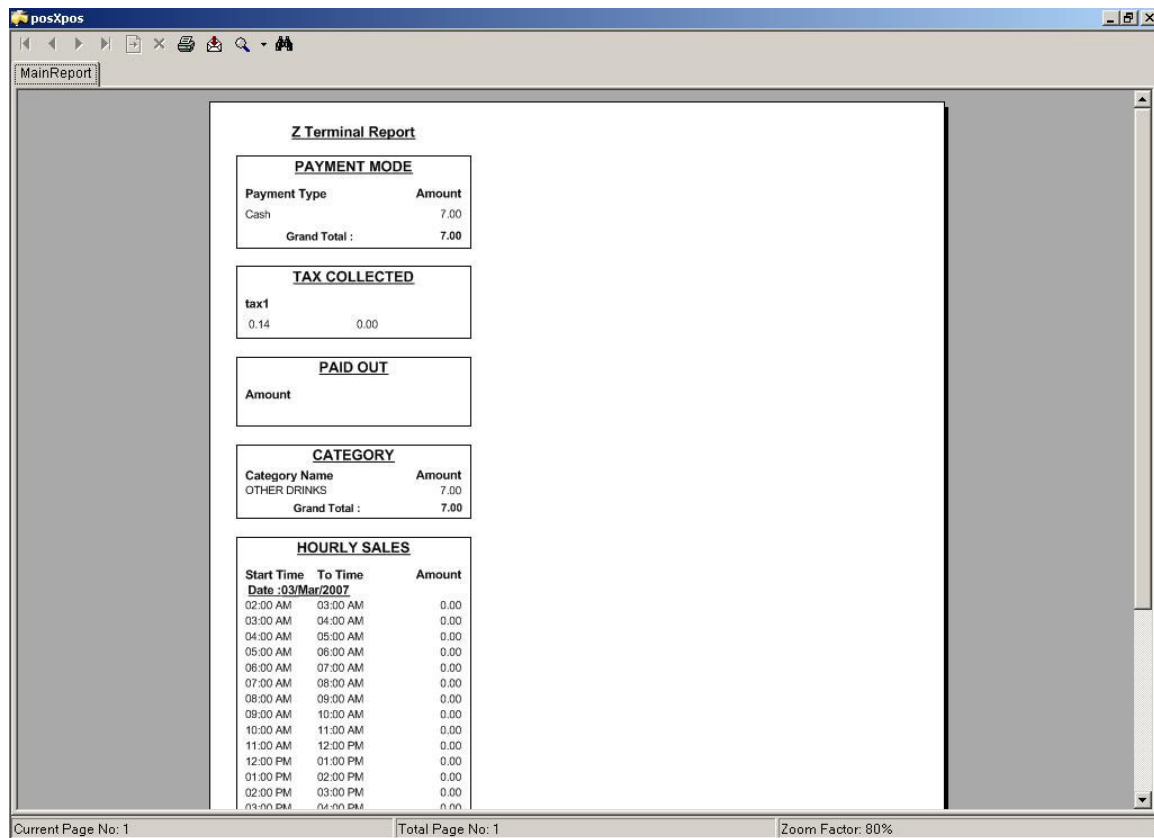
On Clicking **Z Terminal** on a any Business Day for First Time, you can see the Z Report of that particular Terminal From the Start Hour of the Day till the Time of Z Report Click. If you click On **Z Terminal** button again on the Z Report Time or on Second Report, you will be prompted with a Z Terminal screen asking **Do You Want to View the previous Report?** There will be a query YES or NO.



- If you click **YES** it will show the List of Previously Printed Z Terminal Report for that particular Terminal, if you click **NO** you will get a New Z Terminal Based Report from the Previous Z Report Time to Current Time.
- Enter the **Z Terminal Report** for the report to be viewed.



- Click **View** to view the report, on clicking view report you can view a report screen as shown in the below screen shot



- Click **Clear** to clear the details entered.
- Click **Exit** to exit the window.

3.11.9 Z Network Report

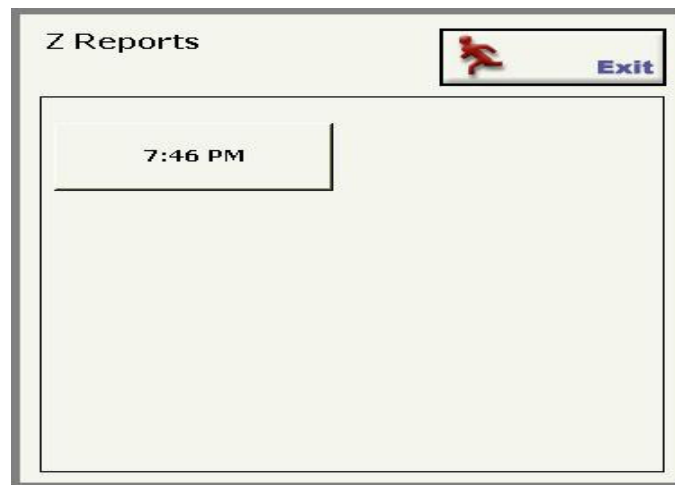
This option enables you to view the reports based on Paid out reports.

Select **Settings> Reports > Z Network**

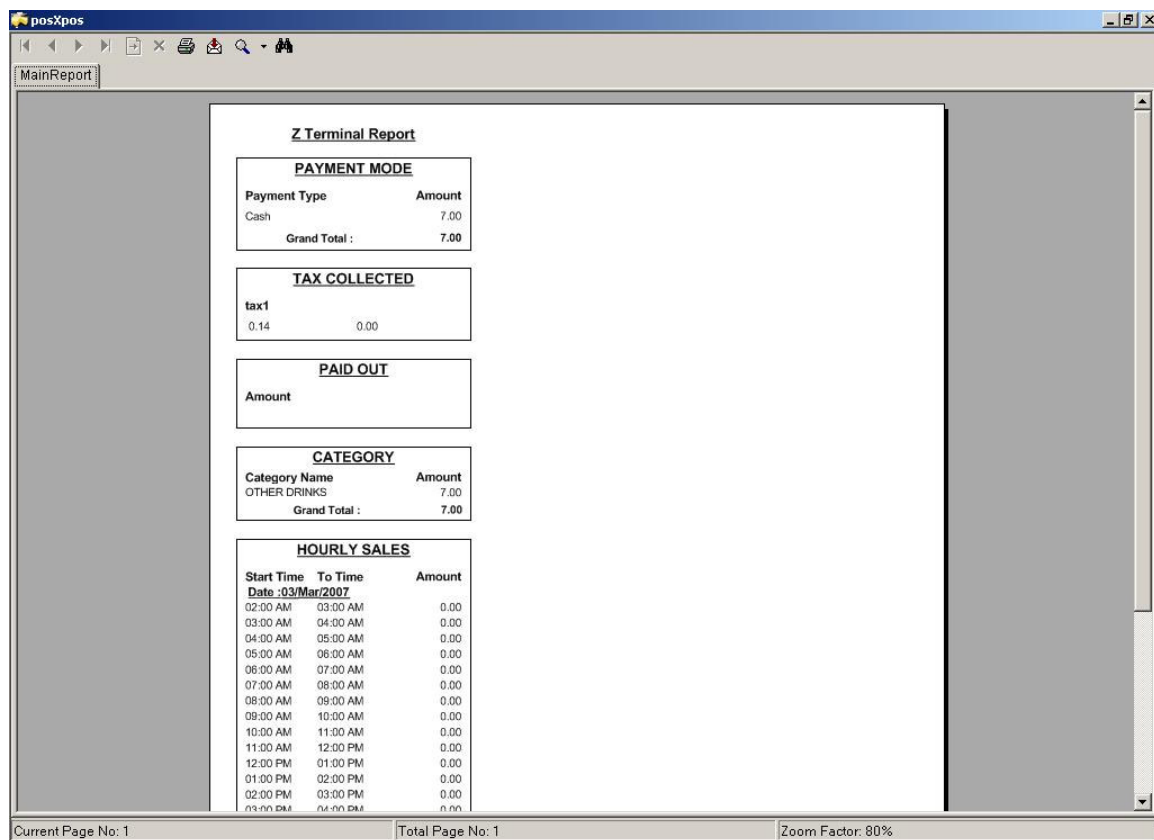
On Clicking **Z Network** on a any Business Day for First Time, you can see the Z Report of that Total Network (All the Terminals on the Network) From the Start Hour of the Day till the Time of Z Report Click. If you click On **Z Network** button again on the Z Report Time or on Second Report, you will be prompted with a Z Terminal screen asking **Do You Want to View the previous Report?** There will be a query YES or NO.



- If you click **YES** it will show the List of Previously Printed Z Network Report for all Terminals, if you click **NO** you will get a New Z Network Based Report from the Previous Z Report Time to Current Time.
- Enter the **Z Terminal Report** for the report to be viewed.



- Click **View** to view the report, on clicking view report you can view a report screen as shown in the below screen shot



- Click **Clear** to clear the details entered.
- Click **Exit** to exit the window.

3.12 Order Screen

Order screen will enable you to place orders and make sales and you can get products from a specific category by touching the category name from the category list. By default the product of the first category will be displayed on loading.

The screenshot displays the ProPOS.net Order Screen interface. At the top, it shows the user name 'ADMIN' and the order type 'DineIn'. The left sidebar contains category buttons: Coffee (cafe), Breakfast, Trad. Pizza, Gourmet Pizza, PASTA TYPE, PASTA SAUCES, Appetizers, Mains, and Salads. The main area shows a grid of products including Toast w/ spread, S/teed Mushroom, French Toast, Bacon Eggs, Cont Big B'Fast, Omelette, Scrambled Eggs, poached eggs to, B/A/Cheese Melt, Veg. Omelette, H/C/T T'd Switch, CROSSONTS, H/C/T T'd Roll, BLT T'd S'wich, and Eggs Benedict. The right panel shows a table of the current order with items like Toast w/ spread, White Bread, Wholemeal, Omelette, and poached eggs to. Below the table, it displays the total amount of \$20.50, including GST. At the bottom, there are buttons for Print to Kitchen, Settings, Print Bill, Recall, Payment, Exit, and New.

Quantity	Product Name	Price
1	Toast w/ spread	2.50
1	White Bread	0.00
1	Wholemeal	0.00
1	Omelette	10.00
1	poached eggs to	8.00

Total Amount: \$ 18.63
GST 10 %: \$ 1.87
\$ 20.50

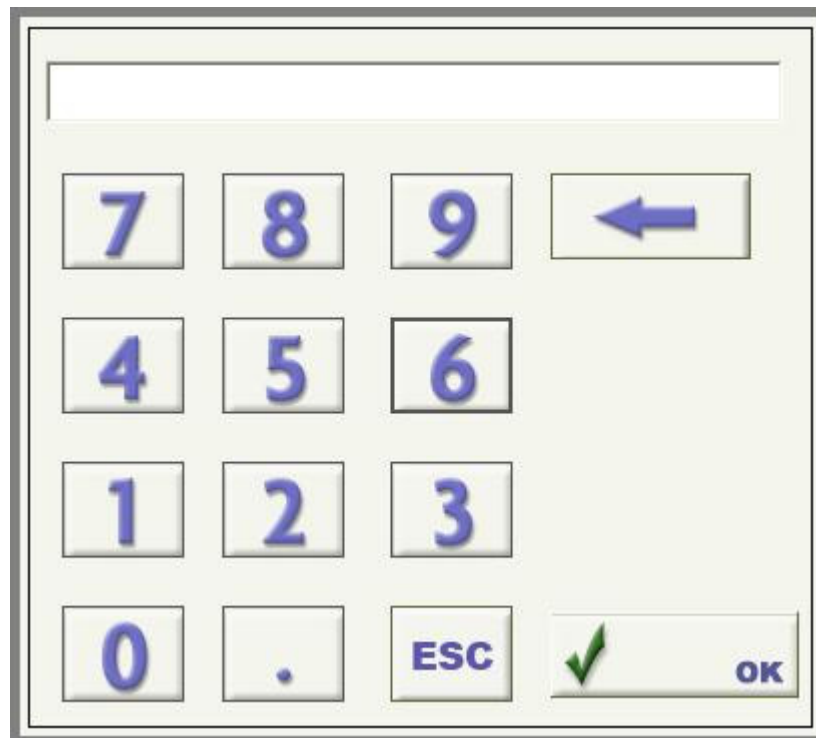
To view the product lists of the specific category you have to touch the buttons provided in different colors towards the left of the screen (Break Fast Menu, Coffee, Sandwiches, COLD Drinks, etc.).

- On clicking the V shaped buttons provided to navigate to the top and bottom to view different categories.
- On clicking the CAT (category) button you will be able to see the product list towards the right of the category list.
- On clicking the product button the product will be displayed to the right.



- These buttons will enable you to move through the rows of the product entries and edit the changes.
- Each time you click the **+** button the number of quantity will get increased by one.
- Each time you click the **-** button the number of quantity will get decreased by one.
- Select a row using the navigational keys and click Change Price.

3.12.1 Change Price Screen

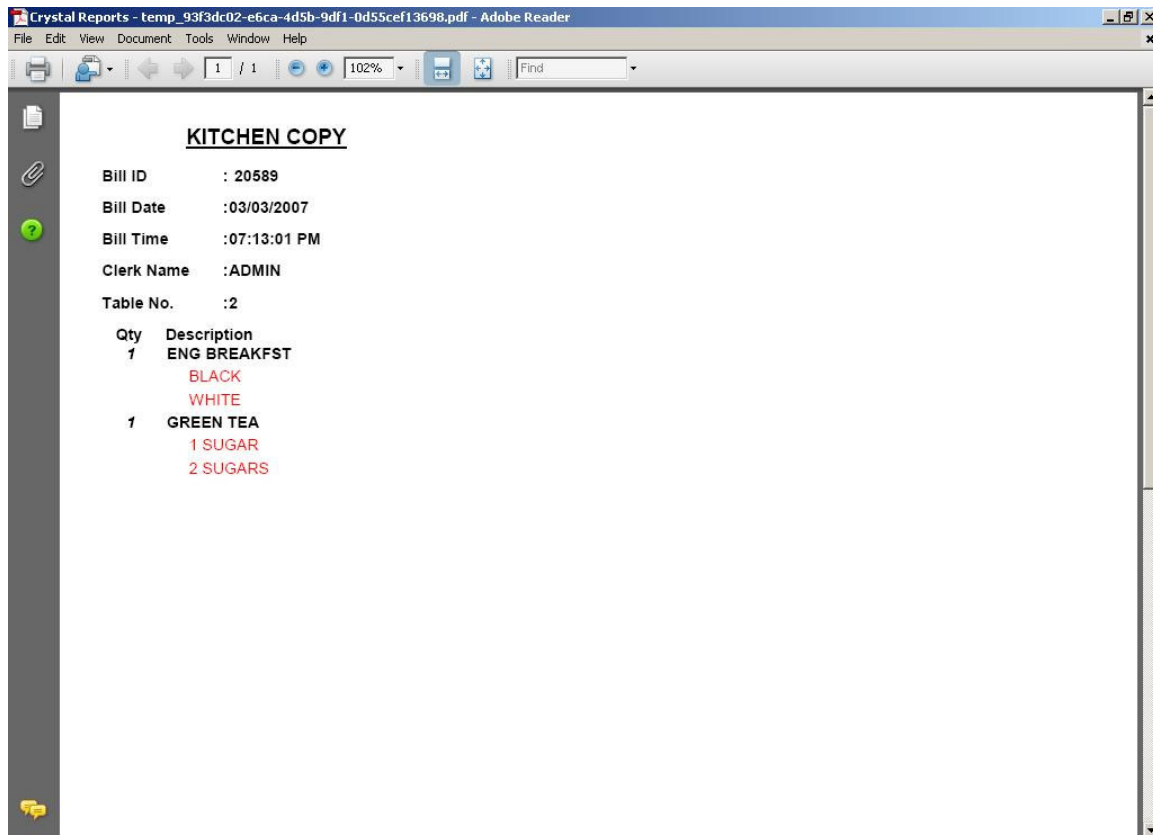


- Enter the changed price by touching the apt amount on the screen.
- Click **OK** to modify the amount in the order screen.
- Click **ESC** to exit this window.

To delete a row in the product list select a desired row using the up and down navigational keys and click **Delete** the entire row will be deleted.


After making all the entries:-


- If you want to skip to a new entry then you have to click the **New** button, on clicking new button you will be prompted with a pop up box requesting you whether it should save the changes of the current record or not. Click **Yes** to save the record or click **No** to skip saving.
- Click **Print to Kitchen** a copy of the orders placed will be sent to kitchen for preparation, below given screen shot is an example how the print will be sent to kitchen.





- If there is any pending in the order or if the order has not reached the kitchen or if you want to add more order to a particular table then click the **Recall** button provided in the order screen. On clicking the recall button you will be prompted with pending list screen.

Bill List

 Bills

 Dine In

 Pickup Order


 Delivery order

Order: 4 Amount: 19.00
Order: 3 Amount: 3.00
Order: 2 Amount: 3.00
Order: 1 Amount: 3.00

<

11

>

 Exit

- Click on the particular pending record and make the relevant changes and give print again.
 - Click on Bills to Print Last 25 Transactions Billed on the particular Terminal.
- Once all the actions has been completed now you have to select the payment mode, click **Payment** you will be prompted with Payment mode screen.

3.12.2 Payment mode screen

Payment Mode

Cash

Eftpos

Credit Card

accounts

<

1

1

>

▲

▼

Payment Type	Amount
Cash	3.40

Total Amount :

3.40

Balance Amount :

0.00

Print Bill

Print Receipt

Delete

Exit

Finalise

- If you are to make cash payment then select **Cash**, on selection you will be prompted with Cash dialog box.
- You have option to **Print Bill** and **Print Receipt**.

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Cash

Total **840.00**

← Exact

7 8 9 \$ 10

4 5 6 \$ 20

1 2 3 \$ 50

0 . ESC \$ 100

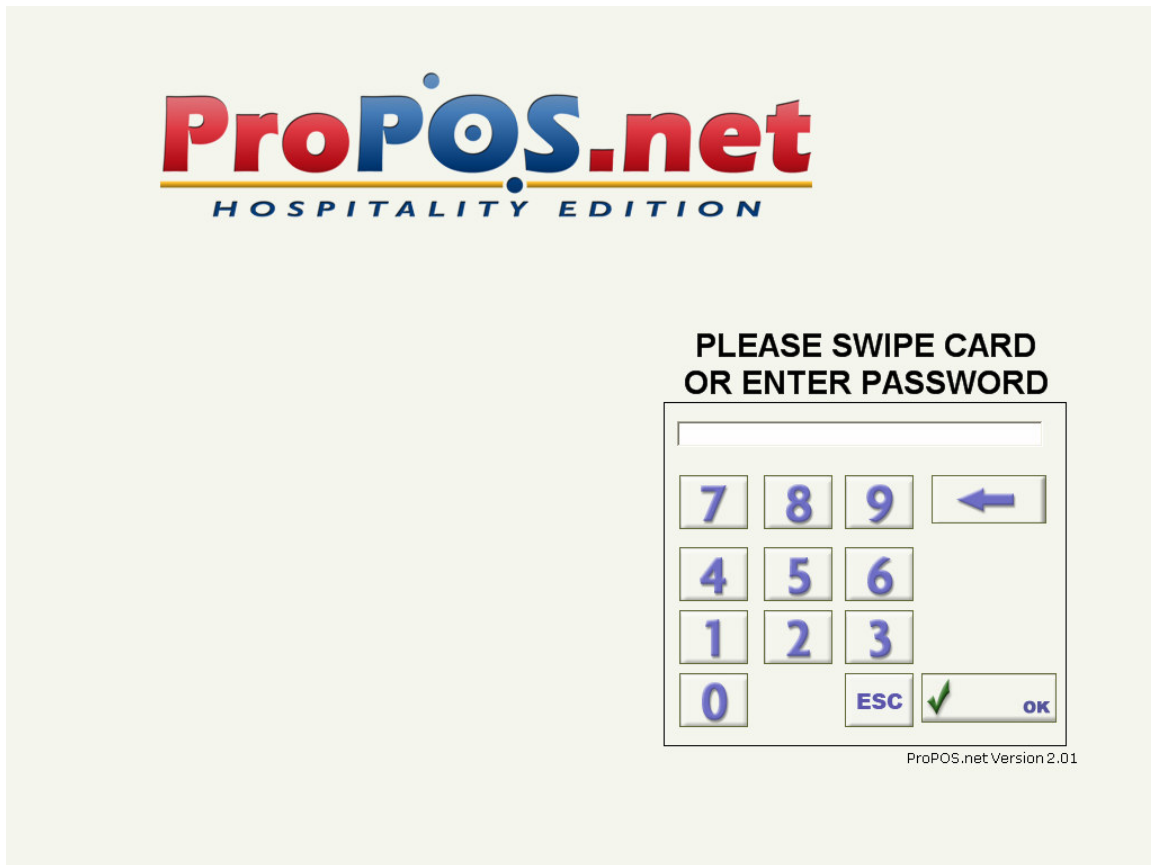
✓ OK

- Enter the Cash amount by selecting the apt numbers.
- You can make the cash payment exact by clicking **Exact**.
- Click **OK** to save the entry in the payment mode screen.
- Click **ESC** to exit the window.
- You can also go clicking Finalise Button on Payment Mode Screen for the exact Amount by Cash.

If you are to pay the bill by multiple payments then you can select the relevant mode of payment and enter the amount. Once your payment mode reaches the correct bill amount the window will automatically save the entries and will close automatically.

After making all the entries you can print the bill by clicking **Print Bill**.

3.12.3 Re-Login



The image shows the ProPOS.net Hospitality Edition re-login screen. At the top, the ProPOS.net logo is displayed with 'HOSPITALITY EDITION' underneath. Below the logo, the text 'PLEASE SWIPE CARD OR ENTER PASSWORD' is centered. Underneath this text is a login interface consisting of a text input field at the top, followed by a numeric keypad with buttons for digits 7, 8, 9, 4, 5, 6, 1, 2, 3, and 0. To the right of the numeric keypad are three buttons: a left-pointing arrow, an 'ESC' button, and an 'OK' button with a green checkmark icon. At the bottom right of the screen, the text 'ProPOS.net Version 2.01' is visible.

Note: If the Logout After Bill is checked, once one order is completed the application will log off by itself to show Relogin Screen and you have to use swipe card or just password to login again to redo pending orders or to make a new order.