SPACEBiz POS – Screen Info.

Before you start:

1) **User codes** (Add users in Back Office – "Point of Sale", "POS User")
2) **Supervisor Codes** (Add Supervisor in Back Office – "Point of Sale", "POS Power User")
3) **Tables / Bar Accounts / Cash Points** – (Add Tables / Bar Accounts / Cash Points in Back Office - "Point of Sale", "Tables / Cash Points"
4) **Create a Cash-up for "today"** - "Point of Sale", "Daily Cash-Up", " Create new Cash Up")
5) **PLU Codes & Categories** must be loaded.

Start POS:

1) Type **USER CODE**, Click on **USER**
2) Select a TABLE, BAR Acc, etc. from **AVAILABLE TABLES**
3) Select number of guests, click on **PROCEED**
4) Navigate through PLU Categories, click on PLU selection. PLU selection will appear in the box on the left side
5) Click on **SUBMIT** (Table will close and return to MY TABLES)

How to process a PROFORMA for payment

1) Type **USER CODE**, Click on **USER**
2) Select a TABLE, BAR Acc, etc. from **MY TABLES**
3) Click on **PROFORMA**
4) Click on **CONFIRM**
5) Proforma will print

How to process a PAYMENT and/or close a Table / BAR Account / Cash Point

1) Type **USER CODE**, Click on **USER**
2) Select a TABLE, BAR Acc, etc. from **MY TABLES**
3) Click on **PAYMENT**
4) Select (Highlight) Payment method
5) Press **DUE** for exact payment amount or type amount on keypad
6) Click on **CONFIRM**
7) Invoice will print

How to process a Sale to a DEBTORS ACCOUNT

1) Type **USER CODE**, Click on **USER**
2) Select a TABLE, BAR Acc, etc. from **AVAILABLE TABLES**
3) Click on **SELECT CUSTOMER**
4) Select (Highlight) **ANY OTHER INFO**
5) Type Client information **(Name / Cell / Tel)**
6) Select Preferred Debtor Account
7) Click on **SALE**
8) Navigate through PLU Categories, click on PLU selection. PLU selection will appear in the box on the left side
9) Click on **SUBMIT** (Table will close and return to MY TABLES)

How to process a PAYMENT to DEBTORS ACCOUNT

1) Type **USER CODE**, Click on **USER**
2) Select a relevant **DEBTOR ACCO**UNT from **MY TABLES**
3) Click on **PAYMENT**
4) Select (Highlight) **ACCOUNT** payment method
5) Press DUE for exact payment amount or type amount on keypad
6) Click on **CONFIRM**
7) Invoice will print

How to UNDO a PLU selection

1) Click **UNDO** button to undo last selection,
   or
2) Click on **PLU** for deletion
3) Click on **DELETE PLU LINE**

How to OVERIDE a PLU price

1) Click on **PLU** for price correction
2) Click on **PRICE OVERRIDE**
3) Type the new price on the key pad
4) Click on **OK**
5) Type **SUPERVISER CODE**
6) Click on **OK**
7) Type reason for price override & enter

How to OVERIDE a PLU quantity

1) Click on **PLU** for quantity correction
2) Click on **ENTER QTY**

3) Type the new quantity on the key pad
4) Click on **OK**

How to RE-ORDER a previous ordered PLU

1) Click on **PLU** for re-order selection
2) Click on **RE-ORDER**

How to SPLIT an Account on the same TABLE / BAR Account

1) Type **USER CODE**, Click on **USER**
2) Select the relevant BAR ACCOUNT / TABLE from **MY TABLES**
3) Click on **VOID / SPLIT**
4) Click **SPLIT**
5) Select next bill for account, click **SELECT SPLIT**
6) Select **PLU's** to be split off to next bill
7) Click on **SPLIT**
8) Click **OK**
9) Type **SUPERVISER CODE**
10) Click on **OK**

How to SPLIT and TRANSFER part of an account to a new TABLE / BAR Account

1) Type **USER CODE**, Click on **USER**
2) Select the relevant BAR ACCOUNT / TABLE from **MY TABLES**
3) Click on **VOID / SPLIT**
4) Click **SPLIT**
5) Select next destination for account, click **DESTINATION**
6) Select **PLU's** to be split off to next destination
7) Click on **TRANSFER**
8) Click **OK**
9) Type **SUPERVISER CODE**
10) Click on **OK**

How to VOID a PLU duplication

1) Type **USER CODE**, Click on **USER**
2) Select the relevant BAR ACCOUNT / TABLE from **MY TABLES**
3) Click on **VOID / SPLIT**
4) Click **SPLIT**
5) Select next bill for account, click **SELECT SPLIT**
6) Select **PLU's** to be split off to next bill to be voided
7) Click on **VOID**
8) Click **OK**

9) Type **SUPERVISER CODE**
10) Click on **OK**
11) Type reason for void & enter

How to RETURN a PLU (unsalable)

1) Type **USER CODE**, Click on **USER**
2) Select the relevant BAR ACCOUNT / TABLE from **MY TABLES**
3) Click on **VOID / SPLIT**
4) Click **SPLIT**
5) Select next bill for account, click **SELECT SPLIT**
6) Select **PLU's** to be split off to next bill to be returned
7) Click on **RETURN**
8) Click **OK**
9) Type **SUPERVISER CODE**
10) Click on **OK**
11) Type reason for void & enter

How to search for a PLU

1) Double Click on **SEARCH** space
2) Type **PLU Name & enter**
3) Select required **PLU**

How to add special instructions to selected PLU's

1) Select a **PLU**
2) Click on **INSTRUCTIONS**
3) Select an existing pre-defined instruction
   or
4) Click on **CUSTOM INSTRUCTION**
5) Type instruction & enter

How to put a sale ON HOLD

1) Do **PLU** selections
2) Click on **ON HOLD**

How to re-call an ON HOLD order

1) Click on **TRANSACTION HISTORY**
2) Click on **ON HOLD**
3) Select invoice on hold

How to RE-CALL from sales history
1) Click on **TRANSACTION HISTORY**
2) Select invoice
3) Click **OK** to confirm re-call

How to do a DOCUMENT SEARCH from sales history
1) Click on **TRANSACTION HISTORY**
2) Click on **DOCUMENT # SEARCH**
3) Type **document number** & Click **OK**

How to RE-CALL from sales history
1) Click on **TRANSACTION HISTORY**
2) Select invoice
3) Click **OK** to confirm re-call

How to do payments in QUICK MODE
1) Type **USER CODE**, Click on **USER**
2) Do **PLU** selection
3) Click on **PAID CASH** or **PAID CARD / EFT**
4) Select Card Type
5) Invoice will print

SUPERVISOR FUNCTIONS

How to VOID an INVOICE
1) Type **SUPERVISER CODE**, Click on **MANAGER**
2) Click on **VOID INVOICE**
3) Select relevant invoice
4) Click on **REASON**
5) Type reason
6) Click on **VOID INVOICE**
7) Message will appear, **"Void completed, Invoice # is voided"**

How to RE-PRINT an INVOICE or PROFORMA
1) Type **SUPERVISER CODE**, Click on **MANAGER**
2) Click on **RE-PRINT**
3) Select relevant document
4) Click on **RE-PRINT INVOICE**
5) Selected document will re-print

How to view OPEN TABLES

1) Type **SUPERVISER CODE**, Click on **MANAGER**
2) Click on **OPEN TABLES**

How to view LOGIN as USER

1) Type **SUPERVISER CODE**, Click on **MANAGER**
2) Click on **LOGIN USER**
3) Select user

MINIPOS

Before you start:

1) **USER CODES** (Add users in Back Office – "**Point of Sale**", "**POS User**")
2) **SUPERVISER CODES** (Add Supervisor in Back Office – "**Point of Sale**", "**POS Power User**")
3) **CASH POINTS** – (Add Cash Points in Back Office - "**Point of Sale**", "**Cash Points**"
4) **Create a Cash-up for "today"** - "**Point of Sale**", "**Daily Cash-Up**", " **Create new Cash Up**")
5) **PLU Codes & Categories** must be loaded.

Start MINIPOS:

1) Type **USER CODE**, Click on **CONTINUE**
2) Select new transaction type - **SALE**, **REFUND**, **QUOTE**
3) Select customer (optional)
4) Click on **START NEW TRANSACTION**
5) Click on **CATEGORIES**
6) Navigate through PLU Categories, click on PLU selection
7) Enter **QTY / WEIGHT**
8) Enter **UNIT PRICE**
9) Click on **ADD, (**PLU + QTY / WEIGHT & PRICE will appear in top block space)

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1) Type **USER CODE**, Click on **CONTINUE**
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3) Click on **PROFORMA**
4) Click on **CONFIRM**
5) Proforma will print