• Power User Functions

The Super User function allows for the Supervisor to access front shop information on the POS screen.



SCREEN INDEX

LOGIN USER	Allows for the Supervisor to access any of the users on the POS system	X UNDO PAYMENT	Voids the full Invoice *Invoice must be rung up again and payment tendered correctly *puts the item back in to stock and available to sell again. *requires a reason to be entered
× VOID INVOICE	Voids the full Invoice *puts the item back in to stock and available to sell again. *requires a reason to be entered	RETURN INVOICE	Returns the full Invoice. Allocates the turnover as as an expense. *removes the item from stock and cannot be resold. *RETURN is WASTAGE *requires a reason to be entered
VOID / RETURN	Reverses the Void / Return and reopens the table for use *requires a reason to be entered	RE-PRINT	Allows the system to reprint any invoice by entering the invoice number

i OPEN TABLES	Supervisors can view all the open tables with trade at any time	CLOCK IN / OUT	Allows for multiple employees to clock in / out at the same time
SESSIONS	Time & Attendance *ONLY AVAILABLE FOR MY CLOCK	MESSAGES	Send messages between terminals
Clear Terminal Session	Log Terminal out of SPACEbiz software	E-Tot Doors	E=tot interface
LOG OUT	Log Supervisor out of current session	Spacebiz BACK OFFICE	Diverts to SPACEbiz Back Office

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Login user

LOGIN TO A USER

Click on the LOG IN USER icon, a pop up screen will appear with all of the POS users listed alphabetically	
	Log in an User
	Waiter 1
	Glen
	Sam
Select the user who's tables you need to access	Jason
Select the user who's tables you need to access	Andrew
	Bjorn
	Yoshlin
	Lee
	View open tables. Cancel Return to supervisor screen.
Click on the confirm button and a the system will open onto that Users available tables	My Tables Available Tables Occupied Tables

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View open tables

VIEW OPEN TABLES:

Click on the LOG IN USER icon, a pop up screen will appear with all of the POS users listed alphabetically	
Click VIEW OPEN TABLES	View open tables.
	Log in an User
	CASHPOINT 100 [ref 4] by Niel Stanford
	CASHPOINT 2 [ref 5] by Niel Stanford
	CASHPOINT 1 [ref 3] by Niel Stanford
Screen will display the list of all current open tables/ cash	
points for all Users	
	View available users Cancel Return to supervisor screen.
Select a table to open	

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Return Invoice

RETURN AN INVOICE

*a RETURN removes the item from stock and cannot be resold.

Login to the Power User screen	
Click RETURN INVOICE	RETURN INVOICE
Click VOID INVOICE and enter the invoice number or;	Void Invoice:

Select the invoice from the list of available invoices	Today's invoices:User: Kalah Hendriks Invoice 29843 2016-07-27 10:45:06User: Kalah Hendriks Invoice 29844 2016-07-27 11:16:44User: Kalah Hendriks Invoice 29845 2016-07-27 11:27:20User: Kalah Hendriks Invoice 29846 2016-07-27 11:27:20	
Click the REASON button and enter the reason for the RETURNED / WASTED item *a reason has to be provided	Reason:	
Press ENTER on the on screen keyboard	enter ter	
Screen will show VOID SUCCESSFUL	Void completed. Invoice #1 is voided.	
The REASON was not saved. Select the invoice number, enter the reason and press ENTER on the on screen keyboard	Reason: REASON THE THE RETURNED / WASTED ITEM	
The REASON must appear in the blue field on the top left	Error: Please select invoice and reason	
Screen will show VOID SUCCESSFUL	Void completed. Invoice #1 is voided.	
Details of the voided invoice can be seen in the REPORTS category in SPACEbiz Back Office	Voids Report	

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Void Invoice

VOID AN INVOICE

*a VOID puts the item back in to stock and is available to sell again *a VOID has no direct financial impact.

Login to the Power User screen	
Click VOID INVOICE	VOID INVOICE
Click VOID INVOICE and enter the invoice number or;	Void Invoice:
Select the invoice from the list of available invoices	Today's invoices: User: Kalah Hendriks Invoice 29843 2016-07-27 10:45:06 User: Kalah Hendriks Invoice 29844 2016-07-27 11:16:44 User: Kalah Hendriks Invoice 29845 2016-07-27 11:27:20 User: Kalah Hendriks Invoice 29846
Click the REASON button and enter the reason for the VOID *a reason has to be provided	Reason:
Press ENTER on the on screen keyboard	e n t e r
Screen will show VOID SUCCESSFUL	Void completed. Invoice #1 is voided.
The REASON was not saved. Select the invoice number, enter the reason and press ENTER on the on screen keyboard	Error: Please select invoice and reason

The REASON must appear in the blue field on the top left	Reason: REASON FOR VOIDING THE TRANSACTION	
Screen will show VOID SUCCESSFUL	Void completed. Invoice #1 is voided.	
Details of the voided invoices can be seen in the REPORTS category in SPACEbiz Back Office	Voids Report	

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Undo Void / Return

UNDO A VOID / RETURN

Login to the Power User screen	
Click UNDO VOID / RETURN	VOID / RETURN
Select the Invoice from the list of available Invoices	User: test Invoice 2 (Voided) 2016-08-24 21:51:42 User: test Invoice 1 (Voided) 2016-08-24 21:55:08
Select DISPLAY INVOICE	Display Invoice
Confirm the correct invoice is selected	Invoice 1 Item Oty U.Price Total PLU ITEM 2 R 100.00 R 200.00 Total: 200.00
Click UNDO VOID	Undo Void

Transaction will show successful	Un-Void completed. Invoice #1 is now payable.
Transaction will be open in the POS Users available tables	View open tables

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Reprint Invoice

REPRINT INVOICE

Log into supervisor screen	Power User Functions
Select REPRINT	RE-PRINT
Enter the invoice number to reprint or	Reprint Document: 1
Select from the list of available invoices	Today's invoices:User: Kalah Hendriks Invoice 29843 2016-07-27 10:45:06User: Kalah Hendriks Invoice 29844
Click DISPLAY INVOICE	Display Invoice
Confirm the correct invoice is selected	Invoice 1 Item Qty U.Price Total PLU ITEM 2 R 100.00 R 200.00 Total: 200.00
Click REPRINT INVOICE	Re-print Invoice
Invoice will print. Select RETURN TO SUPERVISOR SCREEN	Cancel Return to supervisor screen.

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Report open tables

REPORT OPEN TABLES

Log into supervisor screen	Power User Functions	
	i OPEN TABLES	
	Open TablesNR Guests UsersPaid Spl Total Spl10 POS User021 POS User038 POS User01Users: 1; Guests: 9	
	Cancel Return to supervisor screen.	

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FAQ's

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