

# **POINT OF SALE USER MANUAL**

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### LOG IN TO SPACEbiz

Sparabiz Tre ultraine Business Management Software	VERSION 6
WARNING NO CASH-UP CREATE CALL SUPERVISO	G! PYET. R. R.
Profiles: BLUE NOTE	ACCESS VEHIFICATION 2 3 USER MANAGER CLOCK IN CLOCK OUT O C SYSTEM PIN
Typepad:	
GANGEU	
Terminal ID-1   Storage EDP.   YOUR IP-1276.0 1   RECORMENDED IP-	1 PHYSICAL LOCATOR: Server (TILL MODE: 0

Each user on the POS system has an user code allocated to them by the System Administrator. This code is used on this screen to gain access to SPACEbiz.

To access the system as a POS user, enter the code given and click on the **USER** icon to access the system.

Power Users are able to access the POS system functions from this screen by entering their code and selecting the **MANAGER** icon to access the functions.

The Log In screen also facilitates for company employees to clock in / out at the start or end of their shift by entering their employee code. (Refer to MyClock)





# **TABLE FUNCTIONS**

BLES PREFERED TABLES USER: Waiter 1 VIEW AS MAR CASHDRAWER Available Tables **Occupied Tables My Tables** Rest. 3 Rest. 1 (Open by Glen, 1 Guests) Rest. 2 (1 Guests) REF: 5595 REF: 5590 Rest. 4 Rest. 5 Rest. 6 Rest. 7 Rest. 8 Rest. 9 Rest. 10 TRANSFER CLOSE USE

Once logged into the POS system a screen as below will display

This screen shows the following:

VIEW AS MAP	Tables are shown in grid view as default. This shows tables in Map View - refer to Floor plans
CASHDRAWER	Opens the Cash Drawer *optional Supervisor Authorization required*
LOGOUT	Log out of the current active User
My Tables	Tables the are already open on that particular users code.
Available Tables	Tables that are on the system that have not yet been opened by any user.
Occupied Tables	Tables that are currently open on the system being used by another user and are transferable between users.





# **TABLE FUNCTIONS:**

#### TRANSFER

- 1. Log in to the user that the table is being transferred TO.
- 2. Select the table to be transferred under the transferable tables
- 3. Click on the TRANSFER icon and the on the GO icon.
- 4. Supervisor authorization required

# GUESTS

1. Select table

- 2. Click Table guests
- 3. Enter number of guests and click OK

#### PROFORMA

- 1. Select table
- 2. Click PRINT A PROFORMA
- 3. The bill will print
  - \*Supervisor authorisation is required to reprint a ProForma invoice\*

# PAYMENT

- 1. Select table
- 2. Click make a payment
- 3. Tender payment refer to Invoicing



\*FOR ANDROID

1. Make selection and click USE to proceed

#### CLOSE

- 1. Select table
- 2. Click CLOSE TABLE
  - \*Table will only close if payment has been tendered on all bill splits\*

# 

- 1. Select table
- 2. Click Name table
- 3. Enter name and click ok
- 4. Name will appear under table number





## **OPENING TABLES AND PLACING ORDERS**

1.	Ensure the USER CODE has been created in POS USERS	
2.	Double click on screen to start POS.	
3.	Type in USER CODE and click on USER button.	USER
4.	Select a table from AVAILABLE TABLES.	Available Tables
5.	Enter correct number of guests, click on PROCEED.	Proceed
6.	Navigate through PLU CATEGORIES and click on relevant category.	Please select a category Select Customer BEVERAGES FOOD
7.	Click on your PLU SELECTION/S.	earching for: "BELLS" PLUs: 1 Categories: 0
8.	Click on relevant INSTRUCTION POP UP or add CUSTOM INSTRUCTION	All instruction
	* Only appears if a POP UP instruction is linked to the PLU.	BEER GLASS
		CUSTOM INSTRUCTION





	POINT OF SALE SOLUTIONS
<ol> <li>Your PLU selections will appear in the box on the left side of the screen.</li> </ol>	1 x Cola Tonic * 1 5.00 * (THREE BLOCKS OF ICE IN A - TUMBLER)
<ol> <li>In order to access the screen with the categories again, click on the the Parent Category to go back one level or Main Category to go back to the root items.</li> </ol>	
11. If selections are entered incorrectly, click UNDO to undo last selection. <i>No orders can be undone after being</i> <i>submitted! to correct a VOID will need to be</i> <i>done by a Supervisor.</i>	
12. To delete incorrect PLU line, click on PLU for deletion and click on DELETE PLU LINE. No orders can be undone after being submitted, to correct a VOID will need to be done by a Supervisor.	ORDER     COMMAND       Ix LINE CONDUL     * 1       Spiel Theat:     120       Discourt:     4 0 per 100       Discourt:     0 00
13. Click on SUBMIT when order is completed.	SUBMIT
14. Table will close and return to MY TABLES.	My Tables Available Tables Occupied Tables
15. To complete an order on another table, select the table and follow steps 4 to 12.	
16. When completed, click LOGOUT.	LOGOUT





## **USING SHORTCUTS**

1.	Shortcuts link PLU items together for ease of use and to limit the time taken per transaction.	$\bigcirc$
2.	When selecting the shortcut the PLU screen will refresh to the list of PLU items linked to it.	KLIPDRIFT info
3.	Select the relevant PLU item link	Schweppes LEMONADE 200ML Schweppes Lemonade 200ML Schweppes Info Schweppes Schw
1.	PLU screen will revert back to the original selection	KLIPDRIFT info
1.	Submit order or continue navigating through the PLU screen	





## **SELECTING DEBTORS ACCOUNTS**

1.	Type in USER CODE and click on USER button.	USER
2.	Select a table from AVAILABLE TABLES.	Available Tables
3.	Enter correct number of guests, click on PROCEED.	Proceed
4.	Click on SELECT CUSTOMER	Select Customer
5.	Customer search window opens.	Customer Search     Customer Search





	POINT OF SALE SOLUTIONS
<ul> <li>6. Search for Debtors account by;</li> <li>a. Swipe / scanning card</li> <li>b. Entering a Telephone number</li> <li>c. Other info <ul> <li>i. Name</li> <li>ii. ID Number</li> <li>iii. Group</li> <li>iv. Company</li> </ul> </li> <li>d. Account Code</li> </ul>	Vectore Search     NIPE Search     NIPE Search     Image: Control of the region of the regio
7. Select Debtors account and click on SALE.	SALE
10. Customers Details and account balance will appear on your PLU landing page.	Customer: Paul X - Account Bal: R (1000.00) (SALE)
11. Debtors details will appear unter the table number in AVAILABLE TABLES for easier navigation	My Tables





## **PRICE OVERRIDE**

1.	Order the selected PLU item	
2.	Click the PLU line on the bill screen to the left	14 x KLIPDRIFT * 1 168.00
3.	Click on Price Override	PRICE
4.	Enter the new applicable price and click OK	
5.	Enter Supervisor Code	
6.	Continue placing orders or click submit	





## **ENTERING QUANTITIES**

1.	Order the selected PLU item	
2.	Click the QTY button	
3.	Enter the required amount on the onscreen keyboard and press ok	I Cancel
4. 5.	The number of PLU items ordered will adjust on the bill slip on the left side of the screen accordingly	14 x KLIPDRIFT * 1 168.00
6.	Continue placing orders or submit	





## **SEARCHING FOR A PLU**

1.	Double click on SEARCH space.	Juration: 26 min) BAR
2. 3.	Type the name of the item you are searching. The PLU screen will display all items that have those characters in them.	BELLS E E E E E E E E E E E E E
4.	Select required PLU.	earching for: "BELLS" PLUs: 1 Categories: 0





AL		NJ TO JELECTED FEO J
1.	Click on INSTRUCTIONS at the bottom left of screen.	
2.	Select an existing pre-defined instruction.	PLU Order Instruction     All Instructions     BEER GLASS     No ICE     No ICE     WINE GLASS     WINE GLASS     Eustom Instruction
3.	For a custom message click on CUSTOM INSTRUCTION.	CUSTOM INSTRUCTION
8.	Type instruction and and press ENTER on the on screen keyboard.	
9.	Instruction will appear on the order slip below the PLU Item.	1 x Cola Tonic + 1 5.00 * (THREE BLOCKS OF ICE IN A TUMBLER)







VIEW TRANSACTION HISTO	RY
<ol> <li>Type in USER CODE and cli button.</li> </ol>	ck on USER
2. Select table.	My Tables Available Tables Occupied Tables
Click on Transaction History	TRANSACTION HISTORY
Select from menu on the righ transactions to display	My hvoice History - 7 DAYS         DOC NR. 20       USER: niel         Customer       NIEL         14/07/16, Thursday       0 days old         2 x KLIPDRIFT       R 24.00         1 x SCHWEPPES GINGER ALE 2R 14.00       LAST 7 DAYS         2 x THE FIDDLER       R 156.00         Total       R 208.00         Total       R 208.00





#### PLACING ORDERS ON HOLD

1.	Select PLU/s	ORDER CONFIRMED
		1 x THE BOOGIE * 1 85.00
		1 x THE JITTERBURG * 1 72.00
	Press NEW ORDER	new order
	Select PLU/s	
		1 x THE BOOGIE 🔶 🐈 1 85.00
		1 x THE JITTERBURG 🛧 1 72.00
		CONFIRMED
		1 x THE FIDDLER * 1 78.00
		1 x THE FIDDLER 😕 1 78.00
	Place 1st order on hold and press SUBMIT	
	to place the confirmed order	1 x THE BOOGIE + 1 85.00
		1 x THE JITTERBURG 🛧 1 72.00
		1 x THE FIDDLER 😕 1 78.00
		1 x THE FIDDLER 🔶 1 78.00
	Order will print	
	When required press ON HOLD to confirm	
	the order and press SUBIVILI	1 x THE BOOGIE 🕂 1 85.00
		1 x THE JITTERBURG 🛧 1 72.00
		CONFIRMED
		1 x THE FIDDLER <b>*</b> 1 78.00
		1 x THE FIDDLER <b>* 1</b> 78.00
	If order ON HOLD is cancelled press the	
	RED CROSS to delete the order	
		1 X THE BOOGLE * 1 85.00
		$1 \times \text{THE JITTERBURG} \div 1$ 72.00
		ORDER CONFIRMED
		1 x THE FIDDLER $+$ 1 78.00
		1 x THE FIDDLER 🛧 1 78.00





# Split Bills & Transfers

#### **SPLITTING BILLS**

1	Select SPLIT/VOID	
1.		VOID
2.	Select to which bill the items must be split using the arrow indicators.	Select Bill:
3.	Select the PLU items that need to move off the original bill.	BILL 1 ON TABLE 1 SPLIT O VOID O RETURN 1 x THE HIPSTER 1 x THE FINGER ZINGER 1 x THE BOOGIE 1 x THE PANAMA
4.	System will show the split transfers. When the selections are correct, click OK.	BILL 1 ON TABLE 1 SPLIT O VOID O RETURN 1 x THE FINGER ZINGER 1 x THE PANAMA BILL 2 ON TABLE 1 SPLIT O VOID O RETURN 1 x THE HIPSTER 1 x THE BOOGIE





	POINT OF SALE SOLUTIONS
5. Enter Supervisor code	
<ol> <li>The tables running bill will show each bills total separately.</li> </ol>	I x THE HIPSTER269.001 x THE HIPSTER269.001 x THE FINGER ZINGER180.001 x THE BOOGIE285.001 x THE PANAMA176.00I x THE PANAMA176.00I x THE PANAMA15000Split 1 Total:156.00Split 2 Total:154.00Table Average Head Spend:0.00
10. When completed, click LOGOUT	LOGOUT

\*BILLS CAN BE SPLIT UP TO 12 TIMES ON 1 TABLE\*





TRANSFERRING PLU ITEMS TO OTHER TABLE	POINT OF SALE SOLUTIONS
1. Select SPLIT/VOID	VOID
2. Select FROM which bill TO which table the item will be transferred. <i>The table to which you want to transfer</i> <i>must be opened on the system already</i>	Select Bill:
<ol> <li>Select the PLU items that need to move off the original bill.</li> <li>System will show the split transfers.</li> </ol>	BILL 1 ON TABLE 1     BILL 1 ON TABLE 6       Image: Split O void O RETURN     1 x THE HIPSTER       1 x THE BOOGIE     1 x THE FINGER ZINGER
When the selections are correct, click OK.	1 x THE PANAMA
4. Enter Supervisor code	SUPERVISOR PIN
10. When completed, click LOGOUT	LOGOUT

Voids & Returns





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#### Voids

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#### Returns

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PK	OCESSING A PROFORMA BILL FOR PA	YMENI
1.	Double click on screen to start POS.	
2.	Type in USER CODE and click on USER button.	USER
3.	Select the table from MY TABLES.	My Tables Available Tables Occupied Tables
4.	Click on PRINT A PROFORMA.	PRINT A PROFORMA
5.	Enter a discount (value OR percentage) in DISCOUNT block if applicable. <i>Supervisor authorization required.</i>	Table: 1 Proforma Options DISCOUNT
6.	Click on CONFIRM and obtain supervisor authorization if applicable	CONFIRM
7.	Proforma will print.	





## **Payment methods**













PROCESSING A CARD PAYMENT	
Double click on screen to start POS.	
Type in USER CODE and click on USER button.	USER
Select the table from MY TABLES.	My Tables Available Tables Occupied Tables
Click on MAKE PAYMENT.	
1. Select PAYMENT METHOD.	
<ol> <li>Enter a discount (value OR percentage) in DISCOUNT block if applicable. Supervisor authorization required.</li> </ol>	Table: 1 Proforma Options DISCOUNT PERCENT VALUE
2. Enter value tendered in CARD/EFT tab. <i>Always enter the full amount <u>including</u> tip.</i>	
3. Click on SELECT CARD TYPE at the bill details on left side of screen.	Select Card Type here
4. Select CARD TYPE.	CREDIT CARD TYPE





#### **PROCESSING A DEBTOR PAYMENT**

Double click on screen to start POS.	ļ
Type in USER CODE and click on USER button.	USER
Select the table from MY TABLES.	My Tables Available Tables Occupied Tables
Click SELECT CUSTOMER if the debtor has not yet been allocated to the table	Select Customer
Customer search window opens.	Customer Search       ENTER TELEPHONE NR.         C       Comparing the search of
Search for Debtors account by; a. Swipe / scanning card b. Entering a Telephone number c. Other info i. Name ii. ID Number iii. Group iv. Company d. Account Code	Customer Search       Surface         Surperson       Enter telephone nr.         Image: Construction of the search       Construction of the search         Construction of the search       Construction of the search         Material of the search       Construction of the search </td





	FOINT OF SALE SOLUTIONS
Click SALE	SALE
Customers Details and account balance will appear on your PLU landing page.	Customer: Paul X - Account Bal: R (1000.00) (SALE)
Click on MAKE PAYMENT.	
Select PAYMENT METHOD and enter value tendered in ACCOUNT and click OK. <i>Always enter the full amount including tip.</i> .	CASH CARD / EFT ACCOUNT (+PIN) 52 DISCOUNT
Enter a discount (value OR percentage) in DISCOUNT block if applicable. <i>Supervisor authorization required.</i>	Table: 1 Proforma Options DISCOUNT PERCENT O VALUE
Invoice will print.	





#### **DOING PAYMENTS IN QUICK MODE** Type in USER CODE and click on 1. USER button. USER Select table from MY TABLES. 2. Available Tables Occupied Tables My Tables 1 (1 Guests) REF: 111 Rest. 2 Navigate through PLU Categories. 3. select a cate Select Customer Select a PLU. 4. earching for: "BELLS" PLUs: 1 Categories: BELT TOP 5. Click on PAID CASH or PAID CARD / NE ORDER EFT. x Cola Tonic Split 1 Total: able Average Head Sp Invoice will print. 6. 7. Screen refreshes ready for the next transaction To close the table and Cash up a User 8. Quick mode must be switched off. Quick Mode Select close table 9. close table

