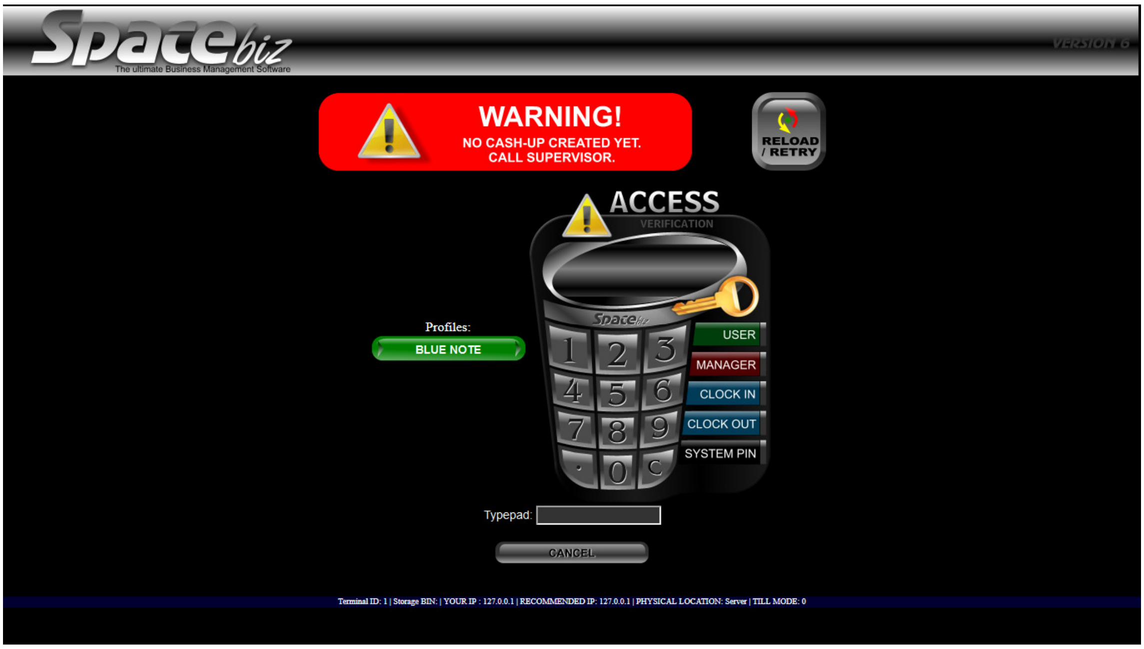
POINT OF SALE USER MANUAL

Contents

LOG IN TO SPACEbiz



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

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 TABLE(S)

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

TABLE GUESTS

1. Select table
2. Click Table guests
3. Enter number of guests and click OK

PRINT SPLIT AS A PROFORMA

1. Select table
2. Click PRINT A PROFORMA
3. The bill will print

Supervisor authorisation is required to reprint a ProForma invoice

REGISTER A PAYMENT

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

USE

*FOR ANDROID

1. Make selection and click USE to proceed

CLOSE SELECTED

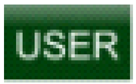
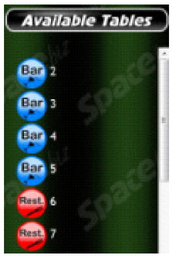
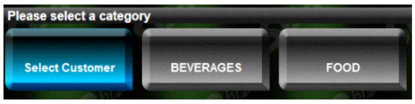
1. Select table
2. Click CLOSE TABLE

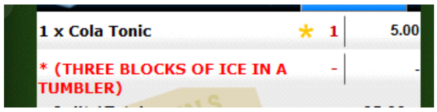
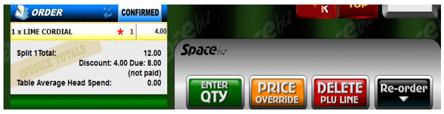
Table will only close if payment has been tendered on all bill splits

TABLE NAME

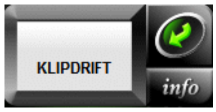
1. Select table
2. Click Name table
3. Enter name and click ok
4. Name will appear under table number

OPENING TABLES AND PLACING ORDERS

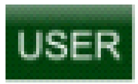
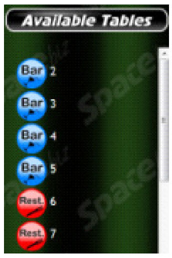
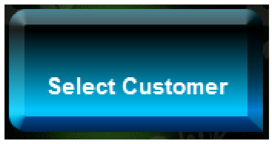
1. Ensure the USER CODE has been created in POS USERS	
2. Double click on screen to start POS.	
3. Type in USER CODE and click on USER button.	
4. Select a table from AVAILABLE TABLES.	
5. Enter correct number of guests, click on PROCEED.	
6. Navigate through PLU CATEGORIES and click on relevant category.	
7. Click on your PLU SELECTION/S.	
8. Click on relevant INSTRUCTION POP UP or add CUSTOM INSTRUCTION * Only appears if a POP UP instruction is linked to the PLU.	

	
9. Your PLU selections will appear in the box on the left side of the screen.	
10. 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.	
11. If selections are entered incorrectly, click UNDO to undo last selection. *No orders can be undone after being submitted! to correct a VOID will need to be done by a Supervisor.*	
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.*	
13. Click on SUBMIT when order is completed.	
14. Table will close and return to MY TABLES.	
15. To complete an order on another table, select the table and follow steps 4 to 12.	
16. When completed, click LOGOUT.	

USING SHORTCUTS

<table>
<tr><td>1. Shortcuts link PLU items together for ease of use and to limit the time taken per transaction.</td><td></td></tr>
<tr><td>2. When selecting the shortcut the PLU screen will refresh to the list of PLU items linked to it.</td><td>
</td></tr>
<tr><td>3. Select the relevant PLU item link</td><td>
</td></tr>
<tr><td>1. PLU screen will revert back to the original selection</td><td>
</td></tr>
<tr><td>1. Submit order or continue navigating through the PLU screen</td><td></td></tr>
</table>

SELECTING DEBTORS ACCOUNTS

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

6. 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	
7. Select Debtors account and click on SALE.	
10. Customers Details and account balance will appear on your PLU landing page.	
11. Debtors details will appear unter the table number in AVAILABLE TABLES for easier navigation	

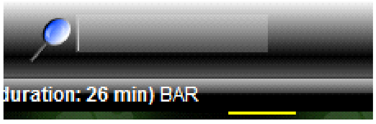
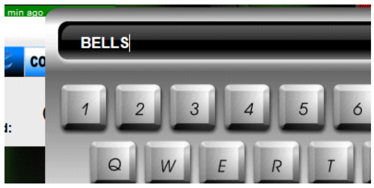
PRICE OVERRIDE

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

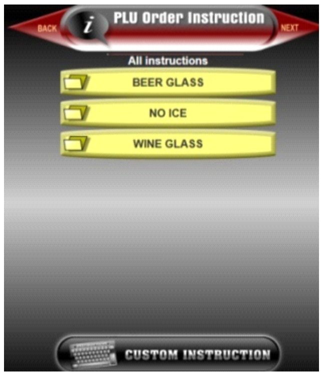
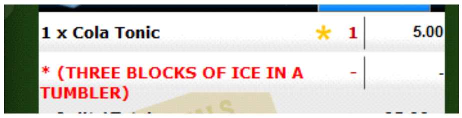
ENTERING QUANTITIES

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

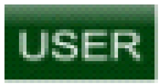
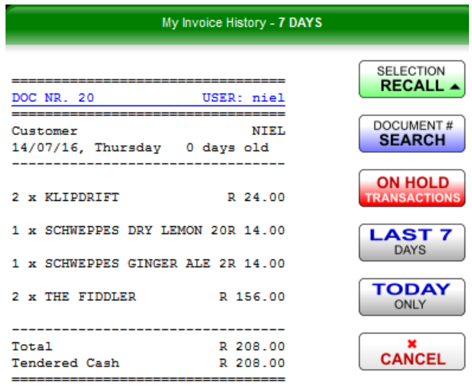
SEARCHING FOR A PLU

1. Double click on SEARCH space.	
2. Type the name of the item you are searching. The PLU screen will display all items that have those characters in them. 3.	
4. Select required PLU.	

ADDING SPECIAL / CUSTOM INSTRUCTIONS TO SELECTED PLU'S

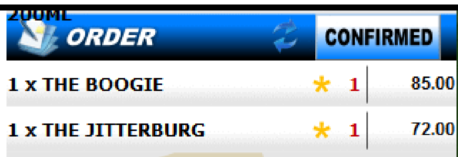
1. Click on INSTRUCTIONS at the bottom left of screen.	
2. Select an existing pre-defined instruction.	
3. For a custom message click on CUSTOM INSTRUCTION.	
8. Type instruction and and press ENTER on the on screen keyboard.	
9. Instruction will appear on the order slip below the PLU Item.	

VIEW TRANSACTION HISTORY

<table>
<tr><td>1. Type in USER CODE and click on USER button.</td><td>
</td></tr>
<tr><td>2. Select table.</td><td>
</td></tr>
<tr><td>Click on Transaction History</td><td>
</td></tr>
<tr><td>Select from menu on the right which transactions to display</td><td>
</td></tr>
</table>

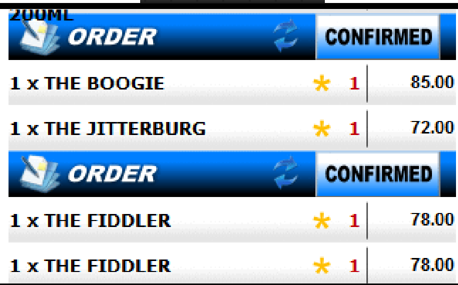
PLACING ORDERS ON HOLD

1. Select PLU/s

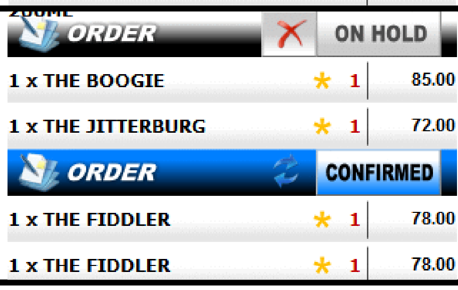


Press NEW ORDER

Select PLU/s



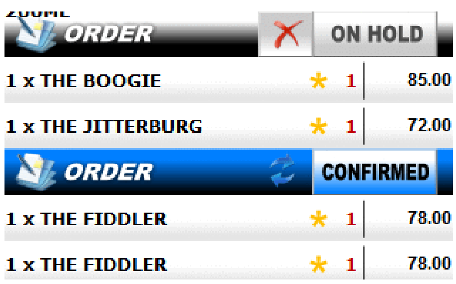
Place 1st order on hold and press SUBMIT to place the confirmed order



Order will print

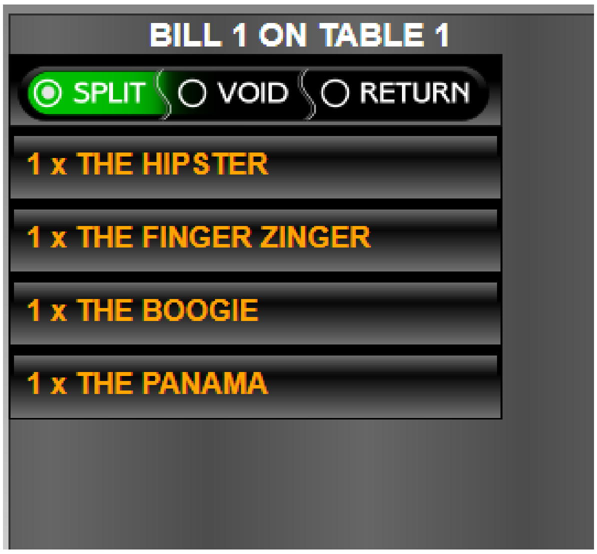
When required press ON HOLD to confirm the order and press SUBMIT

If order ON HOLD is cancelled press the RED CROSS to delete the order



Split Bills & Transfers

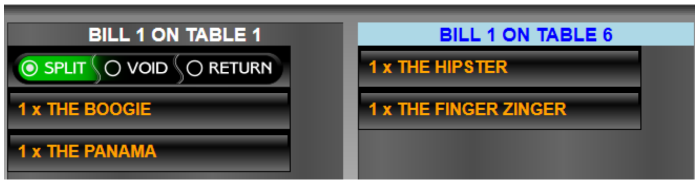
SPLITTING BILLS

1. Select SPLIT/VOID	
2. Select to which bill the items must be split using the arrow indicators.	
3. Select the PLU items that need to move off the original bill.	
4. System will show the split transfers. When the selections are correct, click OK.	

5. Enter Supervisor code	
6. The tables running bill will show each bills total separately.	
10. When completed, click LOGOUT	

BILLS CAN BE SPLIT UP TO 12 TIMES ON 1 TABLE

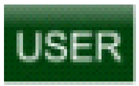
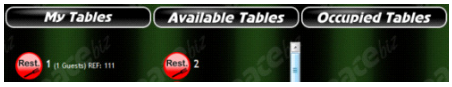
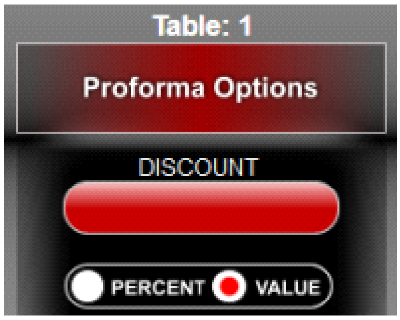
TRANSFERRING PLU ITEMS TO OTHER TABLES

1. Select SPLIT/VOID	
2. Select FROM which bill TO which table the item will be transferred. *The table to which you want to transfer must be opened on the system already*	
3. Select the PLU items that need to move off the original bill. System will show the split transfers. When the selections are correct, click OK.	
4. Enter Supervisor code	
10. When completed, click LOGOUT	

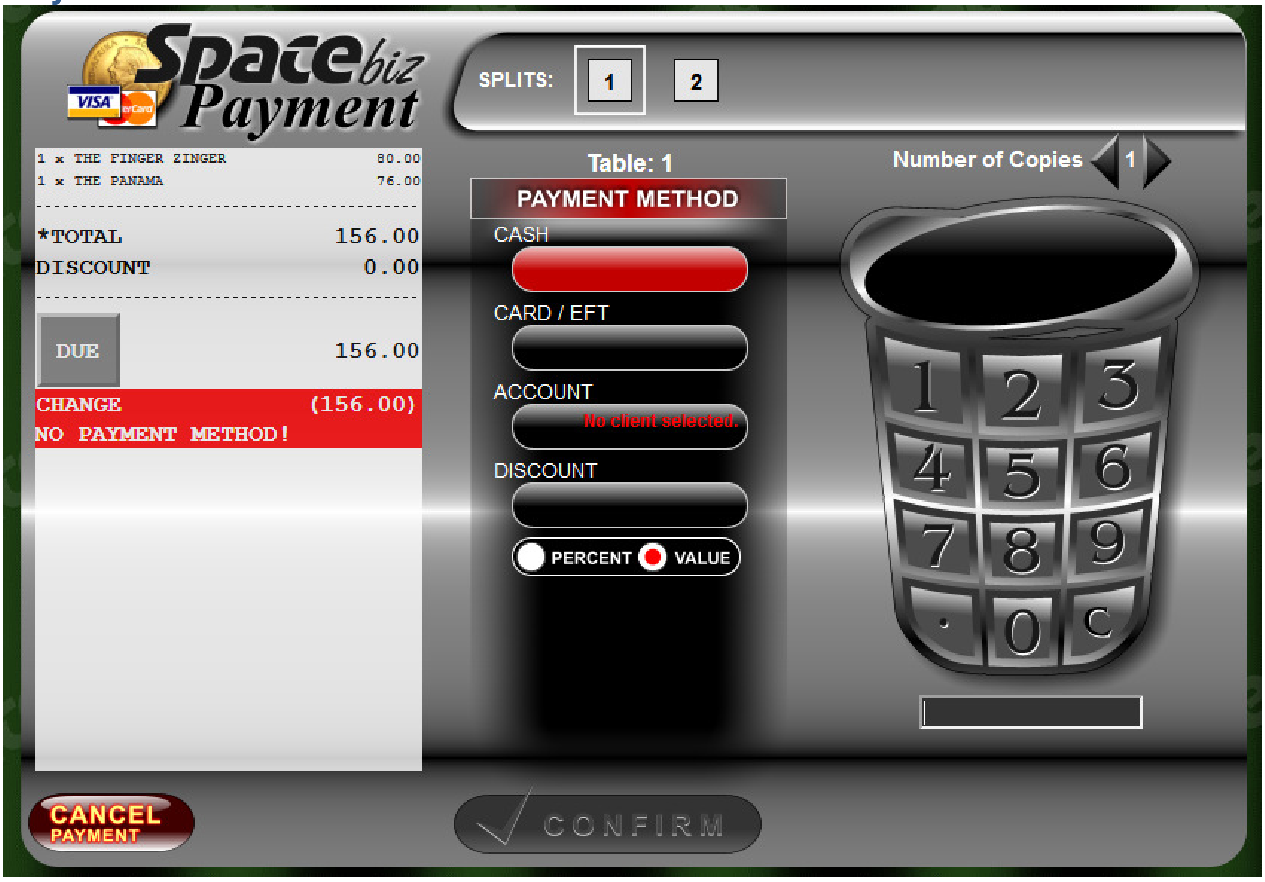
Voids

Returns

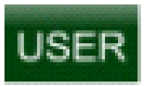
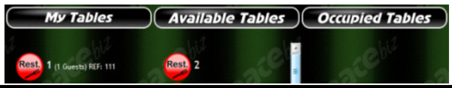
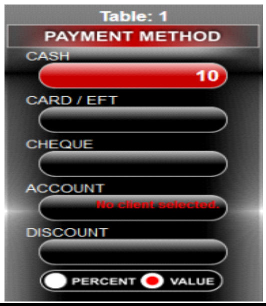
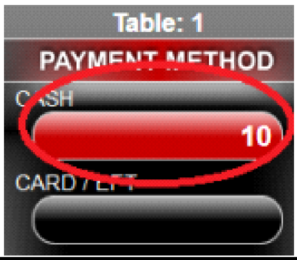
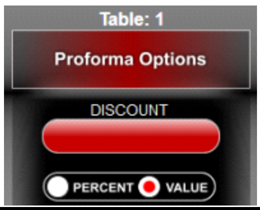
PROCESSING A PROFORMA BILL FOR PAYMENT

1. Double click on screen to start POS.	
2. Type in USER CODE and click on USER button.	
3. Select the table from MY TABLES.	
4. Click on PRINT A PROFORMA.	
5. Enter a discount (value OR percentage) in DISCOUNT block if applicable. *Supervisor authorization required.*	
6. Click on CONFIRM and obtain supervisor authorization if applicable	
7. Proforma will print.	

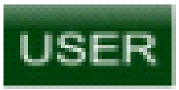
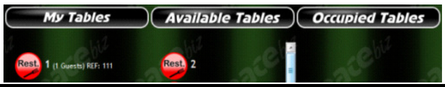
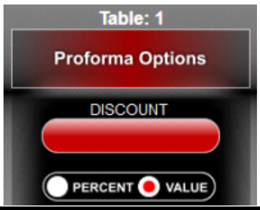
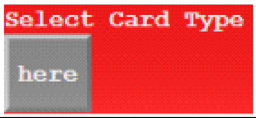
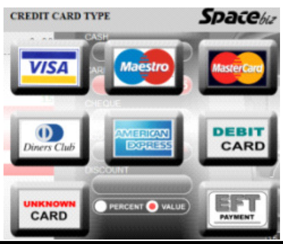
Payment methods



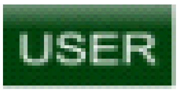
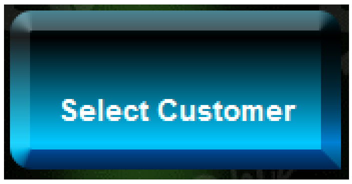
PROCESSING A CASH PAYMENT

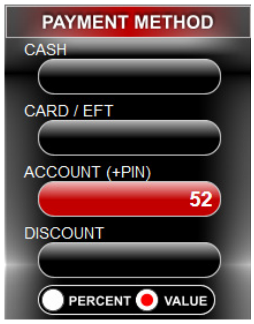
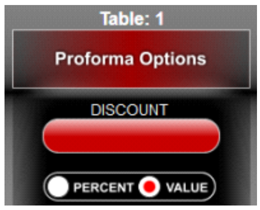
<table>
<tr><td>1. Double click on screen to start POS.</td><td></td></tr>
<tr><td>2. Type in USER CODE and click on USER button.</td><td>
</td></tr>
<tr><td>3. Select the table from MY TABLES.</td><td>
</td></tr>
<tr><td>4. Click on MAKE PAYMENT.</td><td>
</td></tr>
<tr><td>5. Select PAYMENT METHOD.</td><td>
</td></tr>
<tr><td>6. Enter value tendered in CASH tab.</td><td>
</td></tr>
<tr><td>7. Enter a discount (value OR percentage) in DISCOUNT block if applicable.
Supervisor authorization required.</td><td>
</td></tr>
<tr><td>8. Click on CONFIRM.</td><td>
</td></tr>
<tr><td>9. Invoice will print.</td><td></td></tr>
</table>

PROCESSING A CARD PAYMENT

Double click on screen to start POS.	
Type in USER CODE and click on USER button.	
Select the table from MY TABLES.	
Click on MAKE PAYMENT.	
1. Select PAYMENT METHOD.	
1. Enter a discount (value OR percentage) in DISCOUNT block if applicable. *Supervisor authorization required.*	
2. Enter value tendered in CARD/EFT tab. *Always enter the full amount including tip.*	
3. Click on SELECT CARD TYPE at the bill details on left side of screen.	
4. Select CARD TYPE.	
5. Invoice will print.	

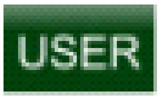
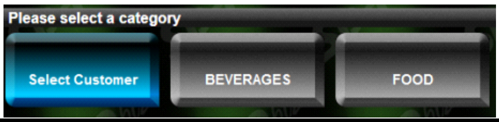
PROCESSING A DEBTOR PAYMENT

<table>
<tr><td>Double click on screen to start POS.</td><td></td></tr>
<tr><td>Type in USER CODE and click on USER button.</td><td></td></tr>
<tr><td>Select the table from MY TABLES.</td><td></td></tr>
<tr><td>Click SELECT CUSTOMER if the debtor has not yet been allocated to the table</td><td></td></tr>
<tr><td>Customer search window opens.</td><td></td></tr>
<tr><td>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</td><td></td></tr>
</table>

<table>
<tr><td>Click SALE</td><td>
</td></tr>
<tr><td>Customers Details and account balance will appear on your PLU landing page.</td><td>
</td></tr>
<tr><td>Click on MAKE PAYMENT.</td><td>
</td></tr>
<tr><td>Select PAYMENT METHOD and enter value tendered in ACCOUNT and click OK.
Always enter the full amount <u>including</u> tip..</td><td>
</td></tr>
<tr><td>Enter a discount (value OR percentage) in DISCOUNT block if applicable.
Supervisor authorization required.</td><td>
</td></tr>
<tr><td>Invoice will print.</td><td></td></tr>
</table>

POINT OF SALE SOLUTIONS

DOING PAYMENTS IN QUICK MODE

1. Type in USER CODE and click on USER button.	
2. Select table from MY TABLES.	
3. Navigate through PLU Categories.	
4. Select a PLU.	
5. Click on PAID CASH or PAID CARD / EFT.	
6. Invoice will print.	
7. Screen refreshes ready for the next transaction	
8. To close the table and Cash up a User Quick mode must be switched off.	
9. Select close table