

# W&O Retail POS User Guide

## V2.0.1

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## Chapter 1: Store Settings

The first task of setting up Retail POS is completing your Company profile. Tap Settings > Company.

The screenshot displays the 'Company' settings interface. At the top, there is a back arrow and the title 'Company'. Below this, several input fields are visible: 'Name' with the value 'Demo Retail', 'Mail' with 'Demo@gmail.com', 'Currency' with 'USD(\$)', and 'Currency position' with '9.9\$'. The 'Decimal place' field is set to '1' and includes '+' and '-' adjustment buttons. The 'Operation hours' are set from '01:00' to '21:00'. A note below the operation hours states: 'Operation hours will be used in viewing report. You can set end time earlier than start time for pub operation hours.' At the bottom of the screen, there is a prominent red bar containing a white 'Save' button.

You can setup Store Name, Email, Currency and Decimal Place. Ensure anything entered here is appropriate for public consumption, and their formats are correct. The email entered here will be the default email when you send report on W&O POS.

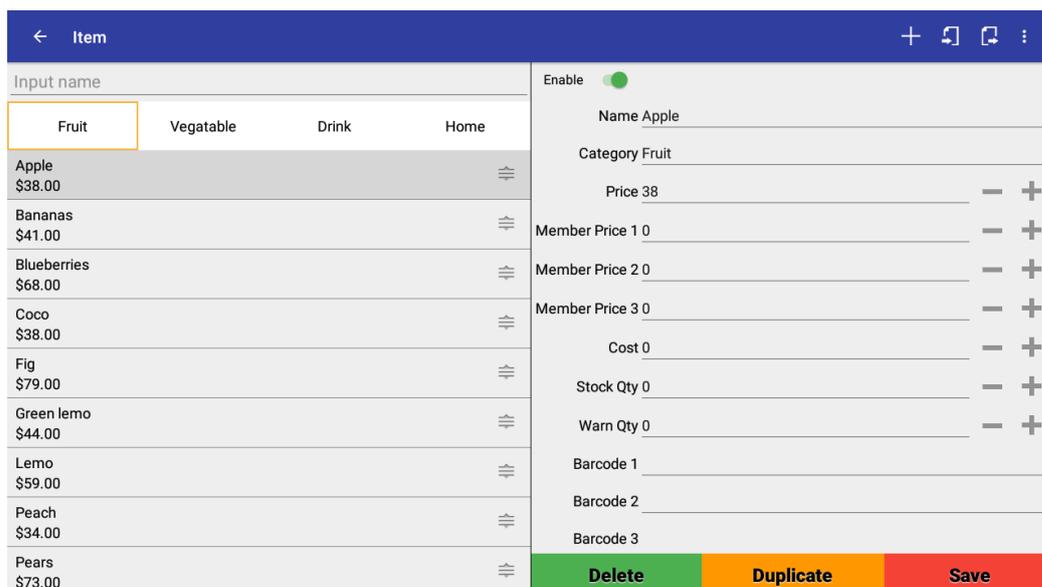
## Chapter 2: Setting Up Your Product

### 2.1 Setting Up Category



You can manage Category by Add, Update and Delete. We also provide Import and Export help you easy create categories. You can event set Background Color and Position of the category. You cannot delete Category if the order is using and has not closed yet.

### 2.2 Setting Up Your Item



## W&O Retail POS

You can manage Item by Add, Update and Delete. We also provide Import and Export help you easy create items.

The screenshot shows the 'Item' management interface. On the left, a list of items is displayed with their names and prices. The 'Fruit' category is selected. On the right, the details for 'Blueberries' are shown, including its category, price, member prices, cost, stock quantity, warn quantity, and barcode. At the bottom, there are three buttons: 'Delete' (green), 'Duplicate' (orange), and 'Save' (red).

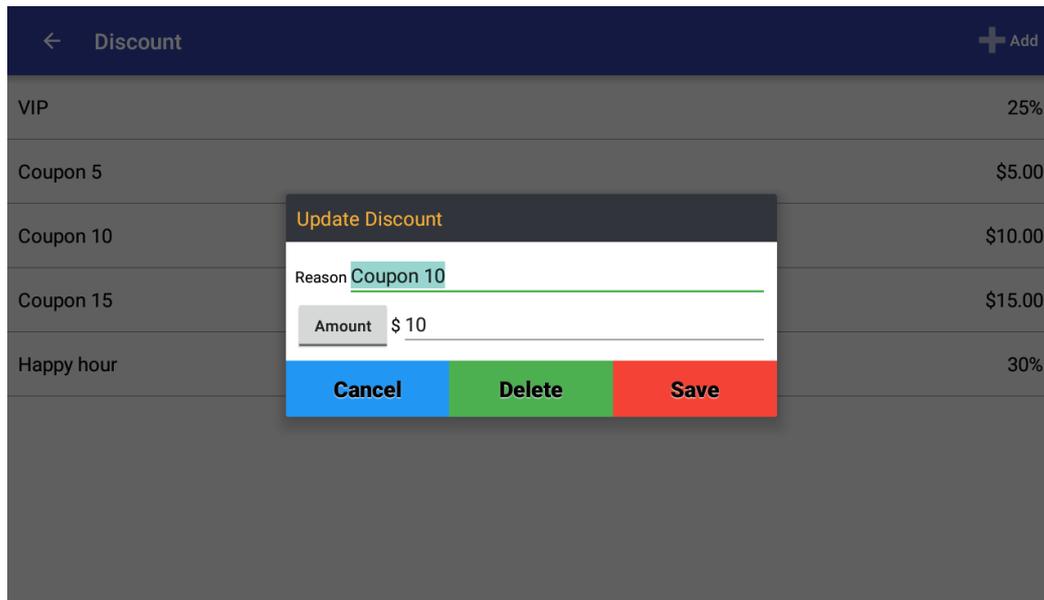
You can change the sequence of the items by pressing it and dragging it to wherever you want. Also, Cost and Stock QTY fields will disappear once you set up the inventory function, and you can manage them in the Inventory Management.

### 2.3 Setting Up Your Price Schedule

The screenshot shows the 'Price Schedule' setup screen. The form includes fields for Name, Start Date, End Date, Start Time, and End Time. There are also checkboxes for selecting days of the week (Sundays, Tuesdays, Thursdays, Saturdays, Mondays, Wednesdays, Fridays) and a 'Disable' toggle switch. A red banner at the bottom reads 'Setting up your Price Schedule'.

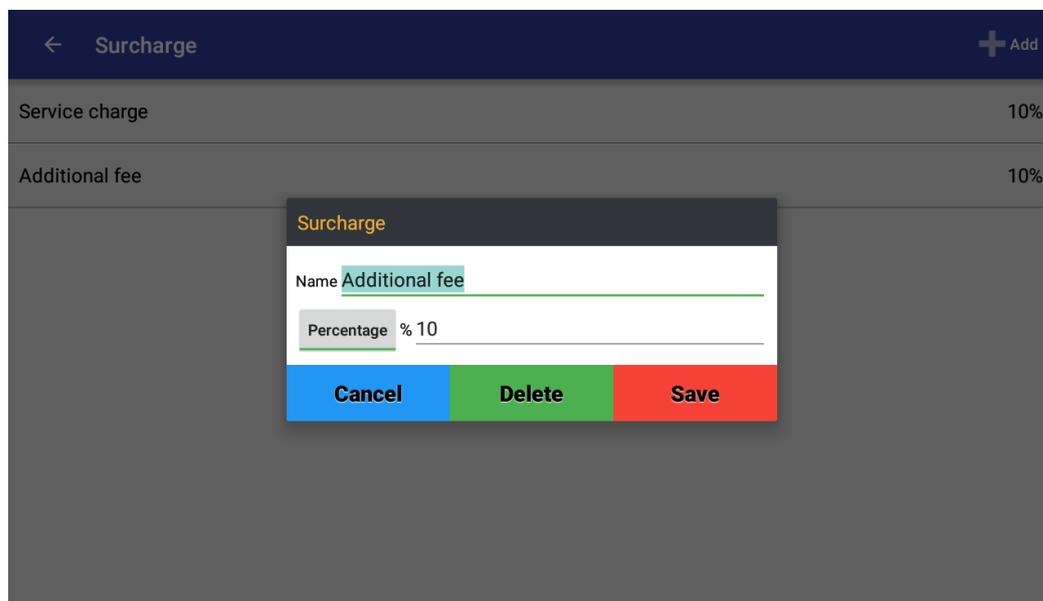
You can manage Price Schedule by Add, Update, Delete, Enable and Disable. The Price Schedule is used to adjust price of specific Item at specific day and time. Remember to tap the switch on the bottom to enable your price schedule.

## 2.4 Setting Up Your Discount



You can preset Discount with percentage or amount. Tap the amount icon and you can change to percentage.

## 2.5 Setting Up Your Surcharge

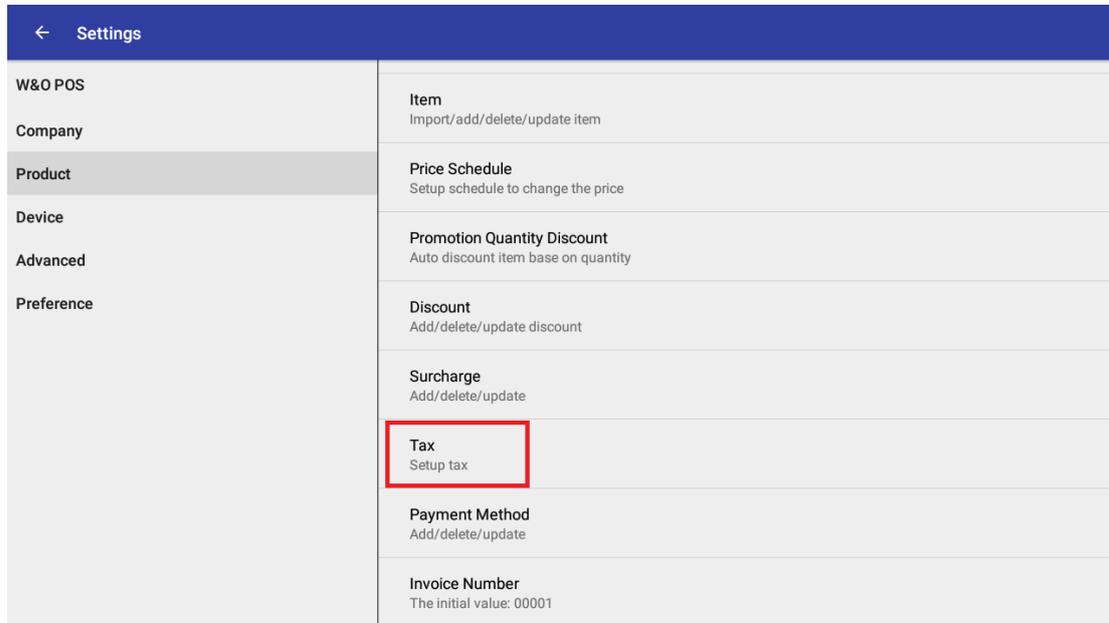


You can preset Surcharge with percentage or amount.

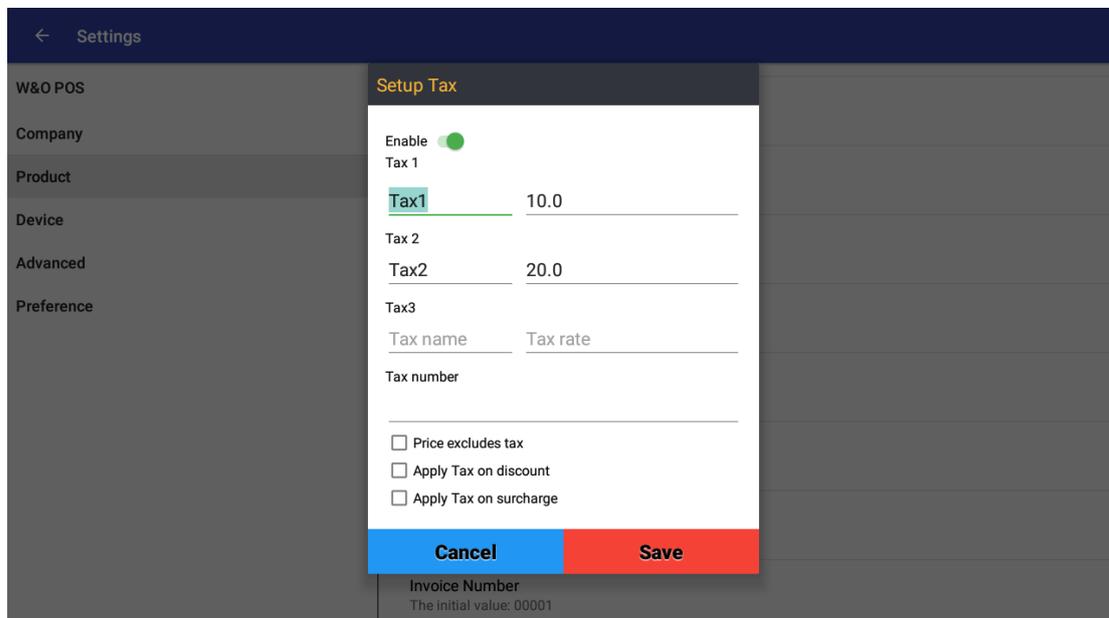
## 2.6 Setting Up Your Tax

W&O POS supports menu prices Include Tax or Exclude Tax. Here shows how to setup Include Tax.

1. From the Menu, go to Settings>Product>Tax.

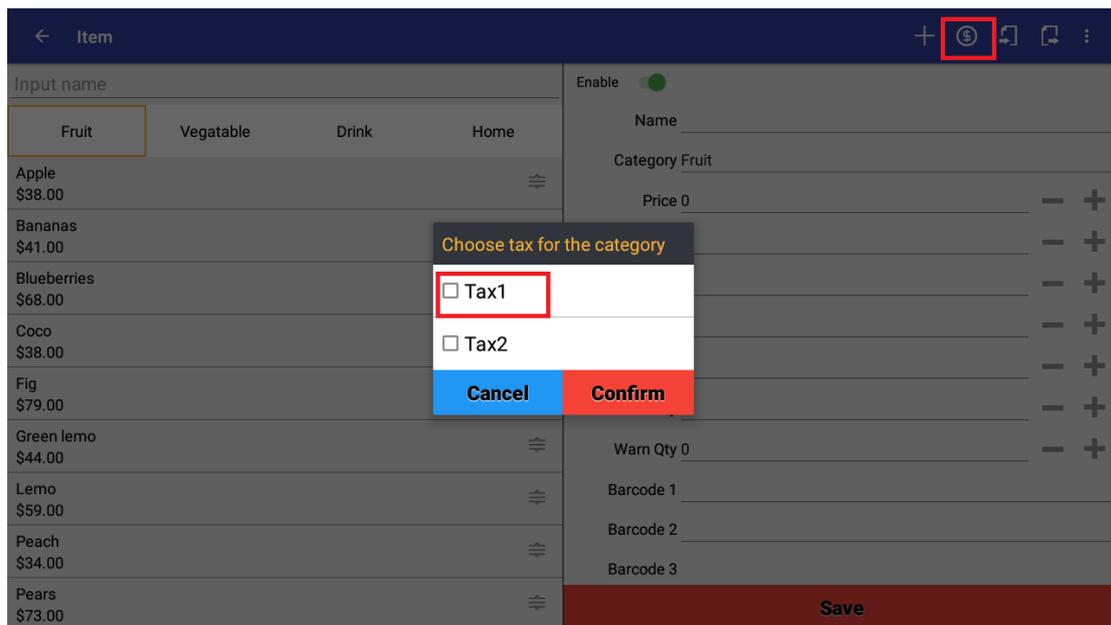


2. Input Tax Name and Tax Rate. And Choose Item Price Includes Tax.



3. Then assign Tax to Item

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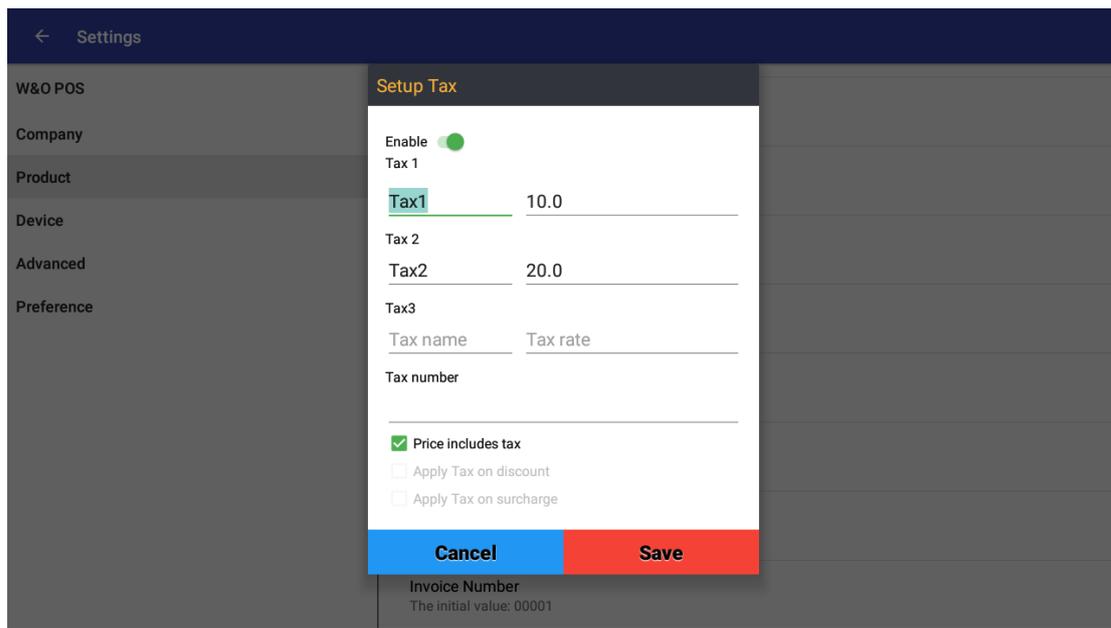


4. When you close the order, the tax is included in the menu price. The tax amount is showing for reference.

←	Surcharge	Discount	Tax	Note	Gift Card	Email
Invoice: 00003 Server: Admin Time: 2018-07-05 03:50 PM			Total: \$367.00		Pay: \$367.00	
			Paid: \$0.00		Change: \$0.00	
1 Apple \$38.00			Cash	Master	Visa	Debit Card
1 Bananas \$41.00			7	8	9	Customer
1 Blueberries \$68.00			4	5	6	Drawer
1 Coco \$38.00			1	2	3	Receipt
1 Fig \$79.00			0	00	.	Pay
1 Green lemo \$44.00			⏪	Clear	Exact	
1 Lemo \$59.00						
<b>Total: \$367.00</b>						
<b>Tax1 Included in Total: \$33.36</b>						

Here is how to setup Exclude Tax. In the Setup Tax, choose Item Price Excludes Tax.

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Then when you close the order, the tax is excluded in the menu price. The tax amount is calculated and adds to the total amount.

		← Surcharge	Discount	Tax	Note	Gift Card	Email
Invoice: 00003 Server: Admin Time: 2018-07-05 03:49 PM		Total: \$403.70			Pay: \$403.70		
		Paid: \$0.00			Change: \$0.00		
1 Apple	\$38.00	Cash	Master	Visa	Debit Card	Cheque	
1 Bananas	\$41.00	7	8	9	Customer		
1 Blueberries	\$68.00	4	5	6	Drawer		
1 Coco	\$38.00	1	2	3	Receipt		
1 Fig	\$79.00	0	00	.	<b>Pay</b>		
1 Green lemo	\$44.00	⌂	Clear	Exact			
1 Lemo	\$59.00	Subtotal: \$367.00					
	Tax1: \$36.70	Total: \$403.70					

## 2.7 Setting Up Your Payment Method

Payment Method	Name	Type	Rounding	Open drawer	Default	Enable
Cash						<input checked="" type="checkbox"/>
Master	Master	Credit Card	0.05	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visa						<input checked="" type="checkbox"/>
Debit Card						<input checked="" type="checkbox"/>
Cheque						<input checked="" type="checkbox"/>
Gift Card						<input checked="" type="checkbox"/>
Member						<input checked="" type="checkbox"/>

You can manage Payment Method by Add, Update and Delete. If the Open Drawer is checked, the cash drawer will be opened when you close Order. You can also setup Rounding.

## 2.8 Setting Up Your Invoice Number

Initial invoice number

The current value: 00007

Prefix: 00001 Suffix

Cancel Confirm

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You need to setup Initial Invoice Number. The Prefix and Suffix cannot be empty, and the length of Order Number is no more than 13 digits. The Invoice Number will increase by 1 when you make new Order.

Distinguished from the Order Number, the Invoice number is shown to the customers, thus you can find it in the ordering and ordered screen, the receipt, and the Orders screen.

## Chapter 3: Manage Employee

### 3.1 Setting Up Your Staff

← Staff		+ Add	
Admin(000000)	Administrator	Account	Admin
manager(111111)	Manager	Role	Administrator
cashier(222222)	Cashier	Password	•••••
		Password again	•••••
		<b>Passwords match</b>	
<b>Save</b>			

You can manage Employee by Add, Update and Delete. The password must be unique.

← Staff		+ Add	
Admin(000000)	Administrator	Account	Admin
manager(111111)	Manager	Role	Administrator
cashier(222222)	Cashier	Password	•••••
		Password again	•••••
		<b>Passwords match</b>	
<b>Save</b>			

When enabling the Use Staff Salary option in the Settings -> Advanced -> Others, you can see the field called Hourly Pay in the Staff screen. Once you input the hourly pay, you can see the salary of the staff in the Clock screen.

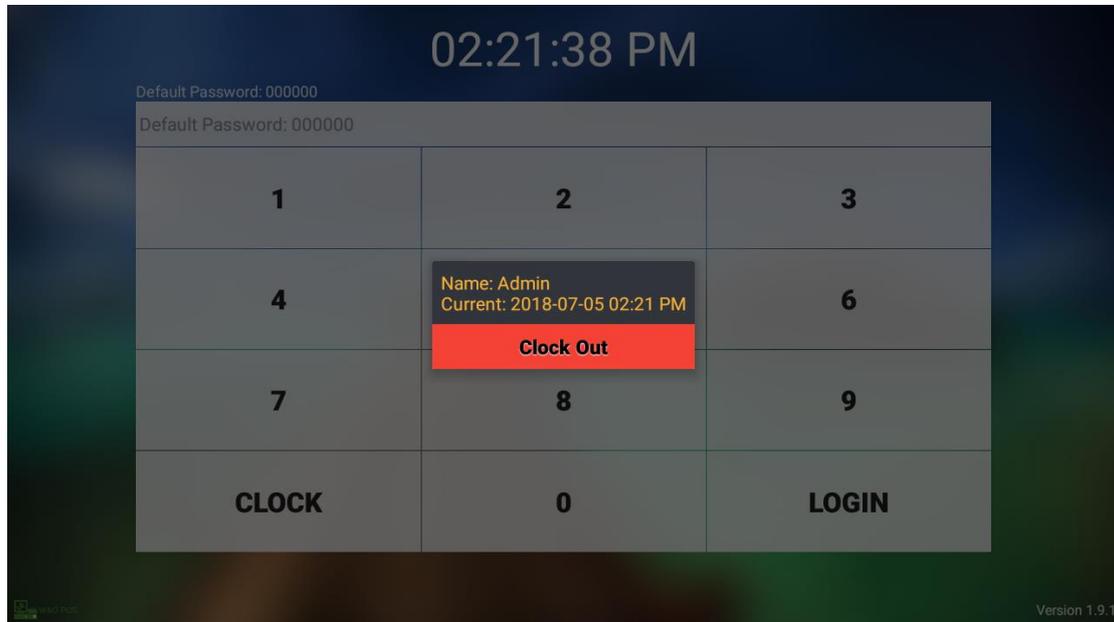
### 3.2 Setting Up Your Role Permission

← Staff		+ Add	
Admin(000000)	Administrator	Account	Admin
manager(111111)	Manager	Role	Administrator
cashier(222222)	Cashier	Password	•••••
		Password again	•••••
		<b>Passwords match</b>	
		<b>Save</b>	

The Role Permission is used to manage Employee permission. Once you check the check box, it means that the staff can see and use this function.

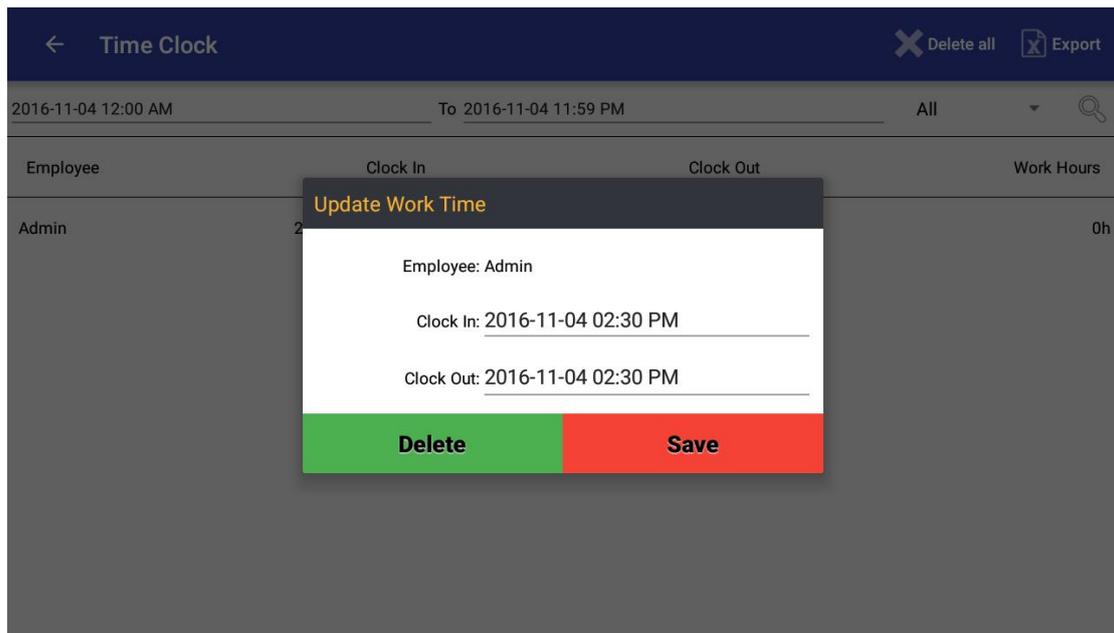
## Chapter 4: Time Clock

### 4.1 Time Clock



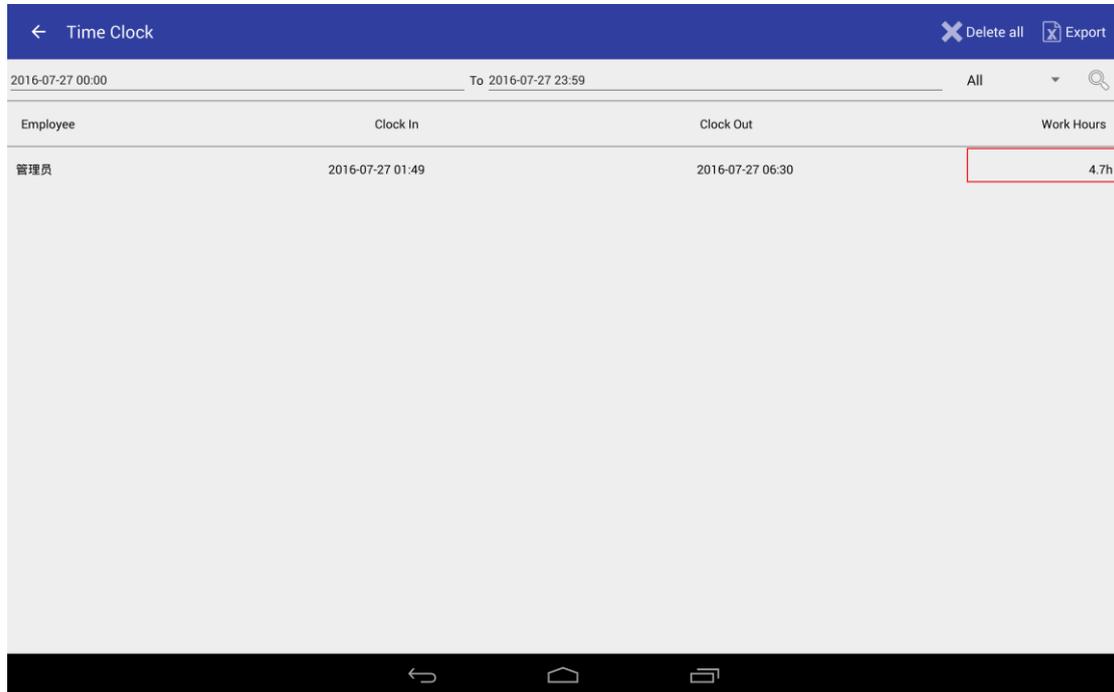
You can use Time Clock to Clock in/out or log in. For example, if you want to clock in, you can enter the password and click the Clock.

### 4.2 Time Clock Report

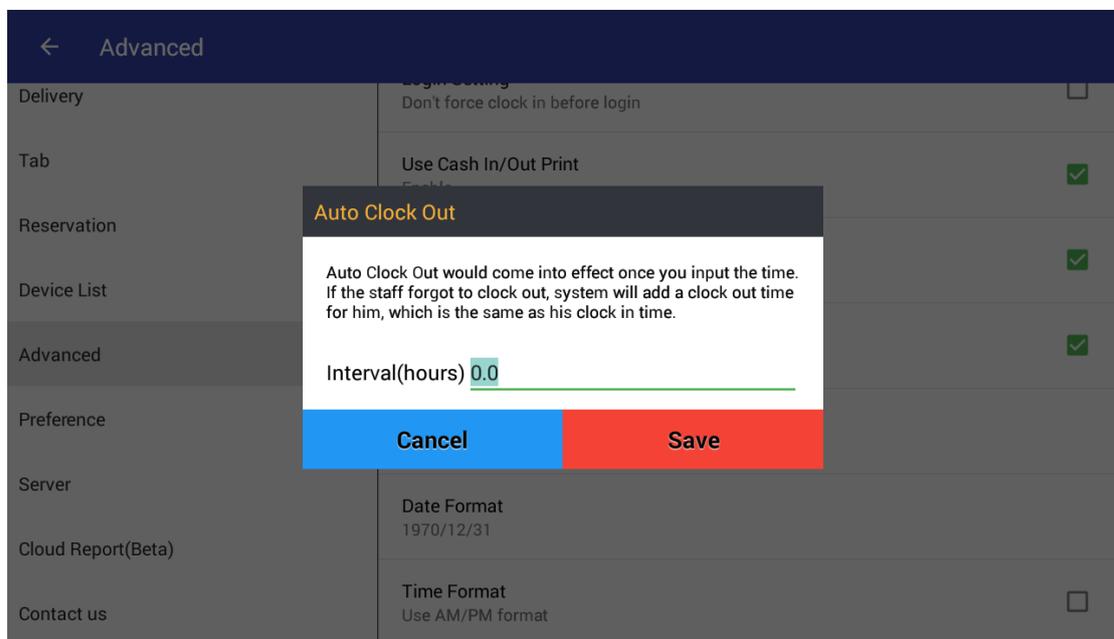


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You can search Time Clock by date and employee. You can also update Time record when there is mistake.



The duration of work is from “clock in” to “clock out”.



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Time Clock			
Employee	Clock In	Clock Out	Work Hours
manager	2017/06/08 06:27 PM	2017/06/08 06:27 PM	0h

When you input number in Settings -> Advanced -> Others -> Auto Clock Out, it means you enable the auto clock out. Once a staff forgot to clock out, a record with 0 work hours will be created in the Time Clock screen. It is used to remind staff to clock out after the work.

Time Clock						
Employee	Clock In	Clock Out	Work Hours	Hourly Pay	Salary	
manager	2017/06/08 06:31 PM	2017/06/08 09:31 PM	3h	\$10.00	\$30.00	

If you enable the Use Staff Salary in Settings ->Advanced ->Others, and input the hourly pay in the Settings -> Restaurant -> Staff, you can see the salary of staff in the Time Clock screen. Salary = Work Hours \* Hourly Pay

## Chapter 5: Ordering

### 5.1 Order

#### 5.1.1 Drawer

Drawer	Hold	Retrieve	Clear	Stock	Refund	Customer	Search	More	
- 1	Apple	+	\$38.00	Input > 5 barcode					search
- 1	Bananas	+	\$41.00	Fruit	Vegatable	Drink	Home	Snack	
- 1	Blueberries	+	\$68.00	Apple	Bananas	Blueberries	Coco	Fig	
- 1	Coco	+	\$38.00	x1 \$38.00	x1 \$41.00	x1 \$68.00	x1 \$38.00	x1 \$79.00	
- 1	Fig	+	\$79.00	Green lemo	Lemo	Peach	Pears	Persimmons	
- 1	Green lemo	+	\$44.00	x1 \$44.00	x1 \$59.00	\$34.00	\$73.00	\$68.00	
- 1	Lemo	+	\$59.00	Pineapple	Raspberries	Boysenberry	Rosehip	Mulberry	
			\$45.00	\$66.00	\$66.00	\$23.00	\$29.00		
			Appetite	Grapes	Strawberry	Tangerines	Watermelon		
			\$31.00	\$47.00	\$52.00	\$79.00	\$55.00		
Quantity:	7			Pomegranate	Pineapple	Lime	Pumpkin	Stone Fruit	
Subtotal:			\$367.00	\$48.00	\$15.50	\$16.00	\$17.00	\$30.00	
Tax1:			\$33.36						
			Payment						

You can open Cash Drawer by Tag Drawer

#### 5.1.2 Hold

Drawer	Hold	Retrieve	Clear	Stock	Refund	Customer	Search	More	
- 1	Apple	+	\$38.00	Input > 5 barcode					search
- 1	Bananas	+	\$41.00	Fruit	Vegatable	Drink	Home	Snack	
- 1	Blueberries	+	\$68.00	Apple	Bananas	Blueberries	Coco	Fig	
- 1	Coco	+	\$38.00	x1 \$38.00	x1 \$41.00	x1 \$68.00	x1 \$38.00	x1 \$79.00	
- 1	Fig	+	\$79.00	Green lemo	Lemo	Peach	Pears	Persimmons	
- 1	Green lemo	+	\$44.00	x1 \$44.00	x1 \$59.00	\$34.00	\$73.00	\$68.00	
- 1	Lemo	+	\$59.00	Pineapple	Raspberries	Boysenberry	Rosehip	Mulberry	
			\$45.00	\$66.00	\$66.00	\$23.00	\$29.00		
			Appetite	Grapes	Strawberry	Tangerines	Watermelon		
			\$31.00	\$47.00	\$52.00	\$79.00	\$55.00		
Quantity:	7			Pomegranate	Pineapple	Lime	Pumpkin	Stone Fruit	
Subtotal:			\$367.00	\$48.00	\$15.50	\$16.00	\$17.00	\$30.00	
Tax1:			\$33.36						
			Payment						

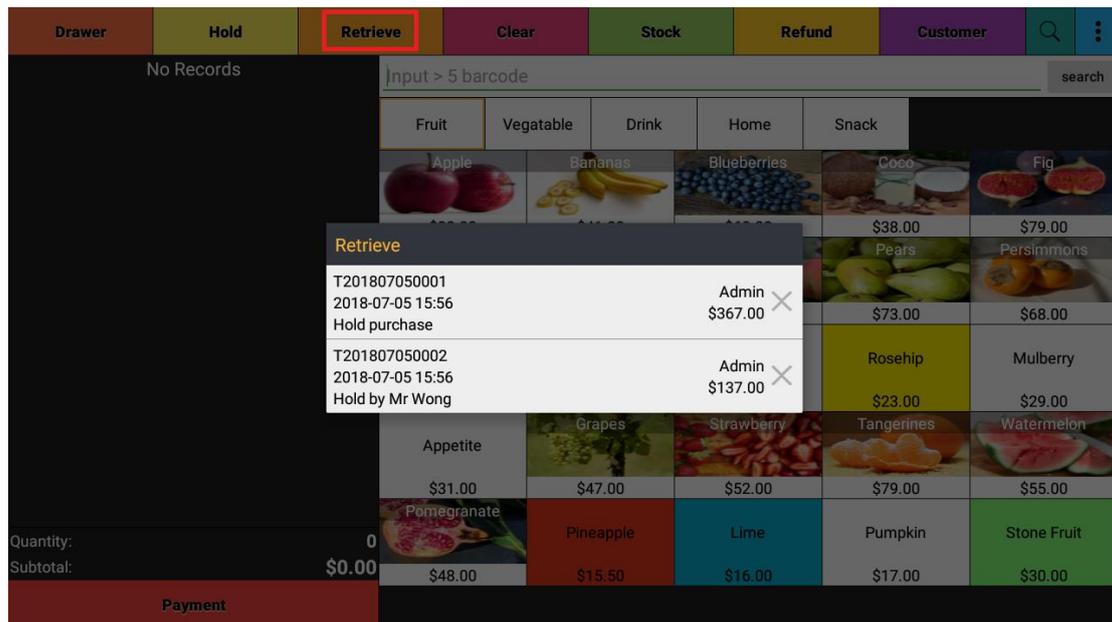
Hold note

Save

You can hold ordering items, and retrieve back the order.

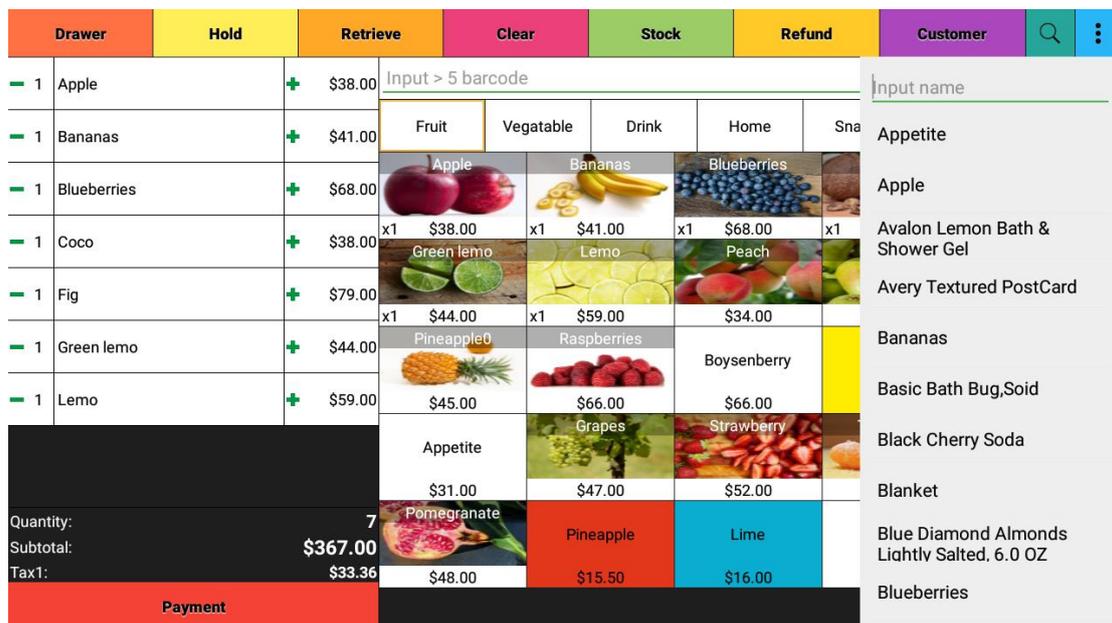
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5.1.3 Retrieve



You can retrieve the holding Items from the list.

5.1.4 Search



You can search Item by input name, so it is very easy to find item.

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5.1.5 Scanner

Drawer	Hold	Retrieve	Clear	Stock	Refund	Customer	Search
- 1	Apple	+ \$38.00	123456 search				
- 1	Bananas	+ \$41.00	Fruit	Vegetable	Drink	Home	Snack
- 1	Blueberries	+ \$68.00	Apple	Bananas	Blueberries	Coco	Fig
- 1	Coco	+ \$38.00	x1 \$38.00	x1 \$41.00	x1 \$68.00	x1 \$38.00	x1 \$79.00
- 1	Fig	+ \$79.00	Green lemo	Lemo	Peach	Pears	Persimmons
- 1	Green lemo	+ \$44.00	x1 \$44.00	x1 \$59.00	\$34.00	\$73.00	\$68.00
- 1	Lemo	+ \$59.00	Pineapple0	Raspberries	Boysenberry	Rosehip	Mulberry
			\$45.00	\$66.00	\$66.00	\$23.00	\$29.00
			Appetite	Grapes	Strawberry	Tangerines	Watermelon
			\$31.00	\$47.00	\$52.00	\$79.00	\$55.00
			Pomegranate	Pineapple	Lime	Pumpkin	Stone Fruit
			\$48.00	\$15.50	\$16.00	\$17.00	\$30.00
Quantity:		7					
Subtotal:		\$367.00					
Tax1:		\$33.36					
Payment							

You can use Barcode Scanner or Phone to scan barcode of product, then the item will auto add to the order. It is very convenient and quick to take order.

5.1.6 Refund

Drawer	Hold	Retrieve	Clear	Stock	Refund	Customer	Search
- 1	Apple	+ \$38.00	123456 search				
- 1	Bananas	+ \$41.00	Fruit	Vegetable	Drink	Home	Snack
- 1	Blueberries	+ \$68.00	Apple	Bananas	Blueberries	Coco	Fig
- 1	Coco	+ \$38.00	x1 \$38.00	x1 \$41.00	x1 \$68.00	x1 \$38.00	x1 \$79.00
- 1	Fig	+ \$79.00	Green lemo	Lemo	Peach	Pears	Persimmons
- 1	Green lemo	+ \$44.00	x1 \$44.00	x1 \$59.00	\$34.00	\$73.00	\$68.00
- 1	Lemo	+ \$59.00	Pineapple0	Raspberries	Boysenberry	Rosehip	Mulberry
			\$45.00	\$66.00	\$66.00	\$23.00	\$29.00
			Appetite	Grapes	Strawberry	Tangerines	Watermelon
			\$31.00	\$47.00	\$52.00	\$79.00	\$55.00
			Pomegranate	Pineapple	Lime	Pumpkin	Stone Fruit
			\$48.00	\$15.50	\$16.00	\$17.00	\$30.00
Quantity:		7					
Subtotal:		\$367.00					
Tax1:		\$33.36					
Payment							

You can directly tag Refund to refund item when customer request.

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5.1.7 Check Stock

Drawer	Hold	Retrieve	Clear	Stock	Refund	Customer	Search	More	
- 1	Apple	+ \$38.00	123456					search	
- 1	Bananas	+ \$41.00	Fruit	Vegetable	Drink	Home	Snack		
- 1	Blueberries	+ \$68.00	Apple	Bananas	Blueberries	Coco	Fig		
- 1	Coco	+ \$38.00	x1 \$38.00	x1 \$41.00	x1 \$68.00	x1 \$38.00	x1 \$79.00		
- 1	Fig	+ \$79.00	Green lemo	Lemo	Peach	Pears	Persimmons		
- 1	Green lemo	+ \$44.00	x1 \$44.00	x1 \$59.00	\$34.00	\$73.00	\$68.00		
- 1	Lemo	+ \$59.00	Pineapple0	Raspberries	Boysenberry	Rosehip	Mulberry		
			\$45.00	\$66.00	\$66.00	\$23.00	\$29.00		
			Appetite	Grapes	Strawberry	Tangerines	Watermelon		
			\$31.00	\$47.00	\$52.00	\$79.00	\$55.00		
			Pomegranate	Pineapple	Lime	Pumpkin	Stone Fruit		
			\$48.00	\$15.50	\$16.00	\$17.00	\$30.00		
Quantity: 7									
Subtotal: \$367.00									
Tax1: \$33.36									
Payment									

You can use Barcode Scanner or phone camera to find the item and its quantity.

5.1.8 Customer Sale

Drawer	Hold	Retrieve	Clear	Stock	Refund	Customer	Search	More	
- 1	Apple	+ \$38.00	123456					search	
- 1	Bananas	+ \$41.00	Fruit	Vegetable	Drink	Home	Snack		
- 1	Blueberries	+ \$68.00	Apple	Bananas	Blueberries	Coco	Fig		
- 1	Coco	+ \$38.00	x1 \$38.00	x1 \$41.00	x1 \$68.00	x1 \$38.00	x1 \$79.00		
- 1	Fig	+ \$79.00	Green lemo	Lemo	Peach	Pears	Persimmons		
- 1	Green lemo	+ \$44.00	x1 \$44.00	x1 \$59.00	\$34.00	\$73.00	\$68.00		
- 1	Lemo	+ \$59.00	Pineapple0	Raspberries	Boysenberry	Rosehip	Mulberry		
			\$45.00	\$66.00	\$66.00	\$23.00	\$29.00		
			Appetite	Grapes	Strawberry	Tangerines	Watermelon		
			\$31.00	\$47.00	\$52.00	\$79.00	\$55.00		
			Pomegranate	Pineapple	Lime	Pumpkin	Stone Fruit		
			\$48.00	\$15.50	\$16.00	\$17.00	\$30.00		
Quantity: 7									
Subtotal: \$367.00									
Tax1: \$33.36									
Payment									

You can choose Customer by phone number or name, so we have sales record for the customer.

## Chapter 6: Payment

### 6.1 Surcharge

The screenshot shows the POS interface with a 'Surcharge' dialog box. The dialog box has the following content:

- Subtotal:** \$367.00
- Surcharge:** \_\_\_\_\_ % \$ \_\_\_\_\_
- No Surcharge(0.0)** (with a checkmark)
- Buttons:** Cancel (blue), Confirm (red)

The background screen displays the following information:

- Invoice:** 00003
- Server:** Admin
- Time:** 2018-07-05 04:01 PM
- Total:** \$367.00
- Pay:** \$367.00
- Paid:** \$0.00
- Change:** \$0.00
- Items:** 1 Apple (\$38.00), 1 Bananas (\$41.00), 1 Blueberries (\$68.00), 1 Coco (\$38.00), 1 Fig (\$79.00), 1 Green lemo (\$44.00), 1 Lemo (\$59.00)
- Total:** \$367.00
- Tax1 Included in Total:** \$33.36
- Payment Options:** Cash, Master, Visa, Debit Card, Cheque
- Customer:** 9
- Drawer:** 6
- Receipt:** 3
- Pay:** (Large red button)

You can apply Surcharge to the Order.

### 6.2 Discount

The screenshot shows the POS interface with a 'Discount' dialog box. The dialog box has the following content:

- Subtotal:** \$367.00
- Discount:** \_\_\_\_\_ % \$ \_\_\_\_\_
- Reason:** \_\_\_\_\_
- No Discount** (with a checkmark)
- Buttons:** Cancel (blue), Confirm (red)

The background screen displays the following information:

- Invoice:** 00003
- Server:** Admin
- Time:** 2018-07-05 04:01 PM
- Total:** \$367.00
- Pay:** \$367.00
- Paid:** \$0.00
- Change:** \$0.00
- Items:** 1 Apple (\$38.00), 1 Bananas (\$41.00), 1 Blueberries (\$68.00), 1 Coco (\$38.00), 1 Fig (\$79.00), 1 Green lemo (\$44.00), 1 Lemo (\$59.00)
- Total:** \$367.00
- Tax1 Included in Total:** \$33.36
- Payment Options:** Cash, Master, Visa, Debit Card, Cheque
- Customer:** 9
- Drawer:** 6
- Receipt:** 3
- Pay:** (Large red button)

You can apply Discount to the Order.

### 6.3 Tax

←	Surcharge	Discount	Tax	Note	Gift Card	Email
Invoice: 00003		Total: \$367.00		Pay: \$367.00		
Server: Admin		Paid: \$0.00		Change: \$0.00		
Time: 2018-07-05 04:01 PM						
1 Apple	\$38.00			Cash	Master	Visa
1 Bananas	\$41.00			Debit Card	Cheque	
1 Blueberries	\$68.00			9		Customer
1 Coco	\$38.00			6		Drawer
1 Fig	\$79.00			3		Receipt
1 Green lemo	\$44.00					Pay
1 Lemo	\$59.00					
<b>Total:</b>	<b>\$367.00</b>			0	00	.
Tax1 Included in Total:	\$33.36			⊗	Clear	Exact

Taxes Include

---

Tax1

---

Tax2

---

Taxes Exclude

You can exclude Tax or include Tax.

### 6.4 Gift Card Payment

←	Surcharge	Discount	Tax	Note	Gift Card	Email
Invoice: 00003		Total: \$367.00		Pay: \$367.00		
Server: Admin		Paid: \$0.00		Change: \$0.00		
Time: 2018-07-05 04:01 PM						
1 Apple	\$38.00			Cash	Master	Visa
1 Bananas	\$41.00			Debit Card	Cheque	
1 Blueberries	\$68.00			9		Customer
1 Coco	\$38.00			6		Drawer
1 Fig	\$79.00			3		Receipt
1 Green lemo	\$44.00					Pay
1 Lemo	\$59.00					
<b>Total:</b>	<b>\$367.00</b>			0	00	.
Tax1 Included in Total:	\$33.36			⊗	Clear	Exact

Gift Card: 11110211

Balance: \$1,000.00

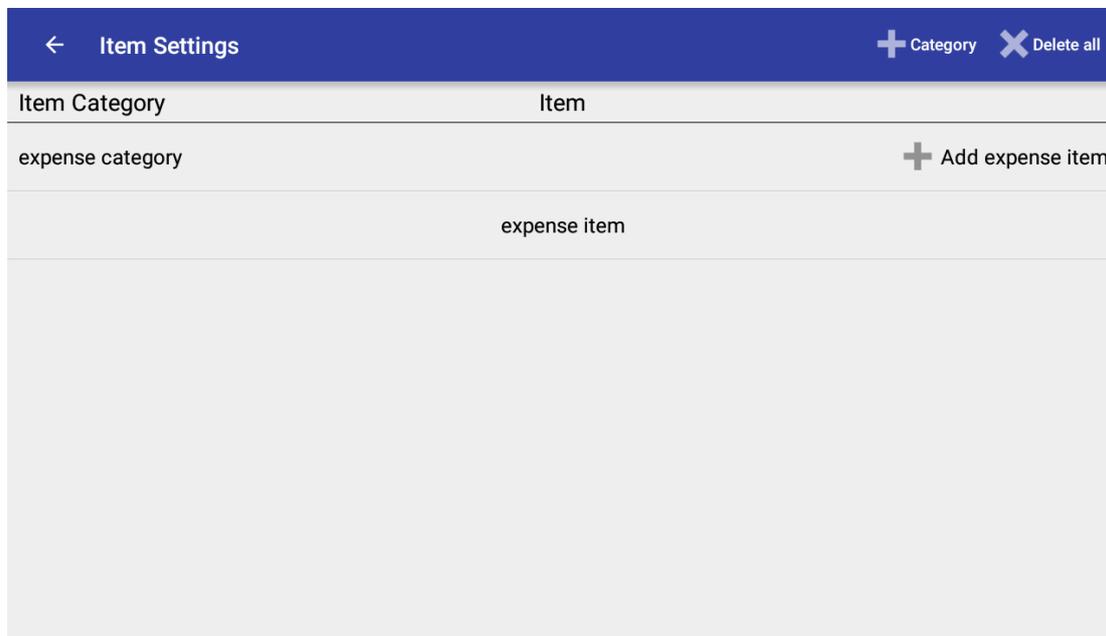
Charge Amount: 367

Cancel Top up Confirm

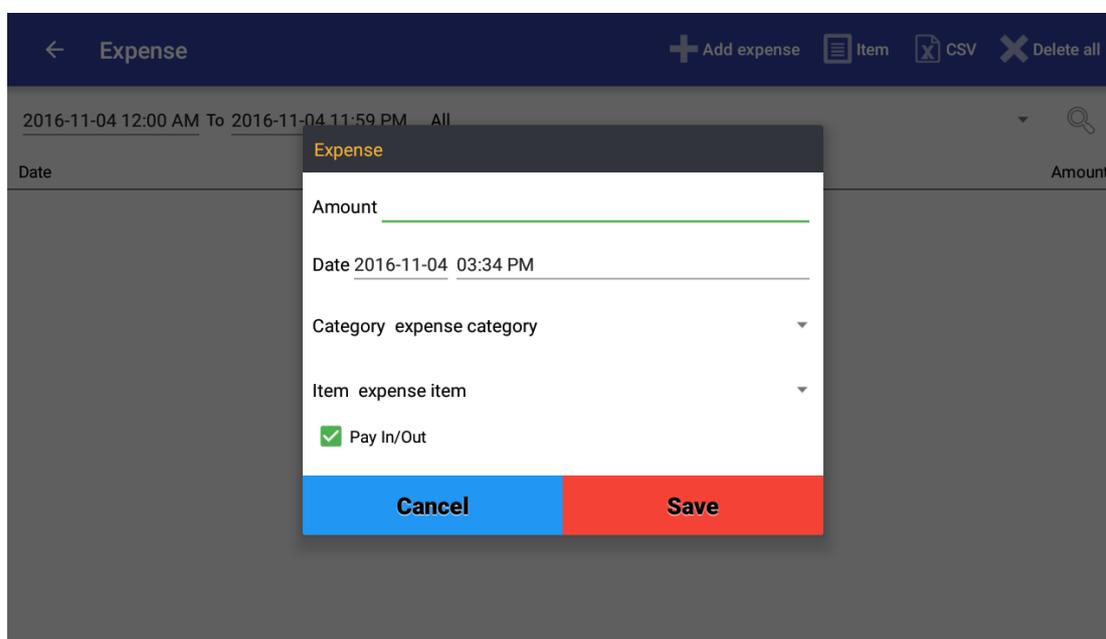
You can choose Gift Card payment for the order.

## Chapter 7: Other Functions

### 7.1 Expense



First, you should set up the Item, add category and add expense item.



Then you could add expense. Specially, when you check the pay in/out, this expense will be recorded in pay in/out.

## 7.2 Pay In/Out

The screenshot shows the 'Pay In/Out' app interface. At the top, there is a navigation bar with a back arrow, the title 'Pay In/Out', and icons for 'Pay History', 'Pay In', 'Pay Out', and 'Cash Close Out'. Below the navigation bar, there is a filter dropdown set to 'All' and a search icon. The main content area displays 'No Records'. A modal dialog box titled 'Start cash' is open, containing the following fields: 'Amount' (empty), 'Date' (2016-11-03 06:27 PM), and two buttons: 'Cancel' (blue) and 'Save' (red). At the bottom of the screen, the status bar shows 'Start time:Non' and 'Start cash:\$0.00'.

First, you should check the total amount of your cash in the register, and input it as your start cash.

The screenshot shows the 'Pay In/Out' app interface. At the top, there is a navigation bar with a back arrow, the title 'Pay In/Out', and icons for 'Pay History', 'Pay In', 'Pay Out', and 'Cash Close Out'. Below the navigation bar, there is a filter dropdown set to 'All' and a search icon. The main content area displays 'No Records'. A modal dialog box titled 'Pay In' is open, containing the following fields: 'Amount' (55), 'Date' (2016-11-03 06:29 PM), 'Note' (smash a bottle), and two buttons: 'Cancel' (blue) and 'Save' (red). At the bottom of the screen, the status bar shows 'Start time:2016-11-03 06:27 PM' and 'Start cash:\$485.00'.

Then, when cash transaction occurs, you should tap pay in or pay out to record your operation.

W&O Retail POS

← Cash Close Out

Last close out 2016-11-03 06:27 PM

Close out to 2016-11-04 03:39 PM

Start cash \$485.00

Paid in \$586.00

Paid out \$856.00

Cash from orders \$50.00

Cash expected \$265.00

End of day cash \$ 265 + -

---

Balance cash \$0.00

Balance note \_\_\_\_\_

Next start cash \$ 50 + -

Deposit \$215.00

**Close Out**

When tapping the Cash Close Out button, the POS will show the transactions of cash today.

### 7.3 Receipt

← Receipt

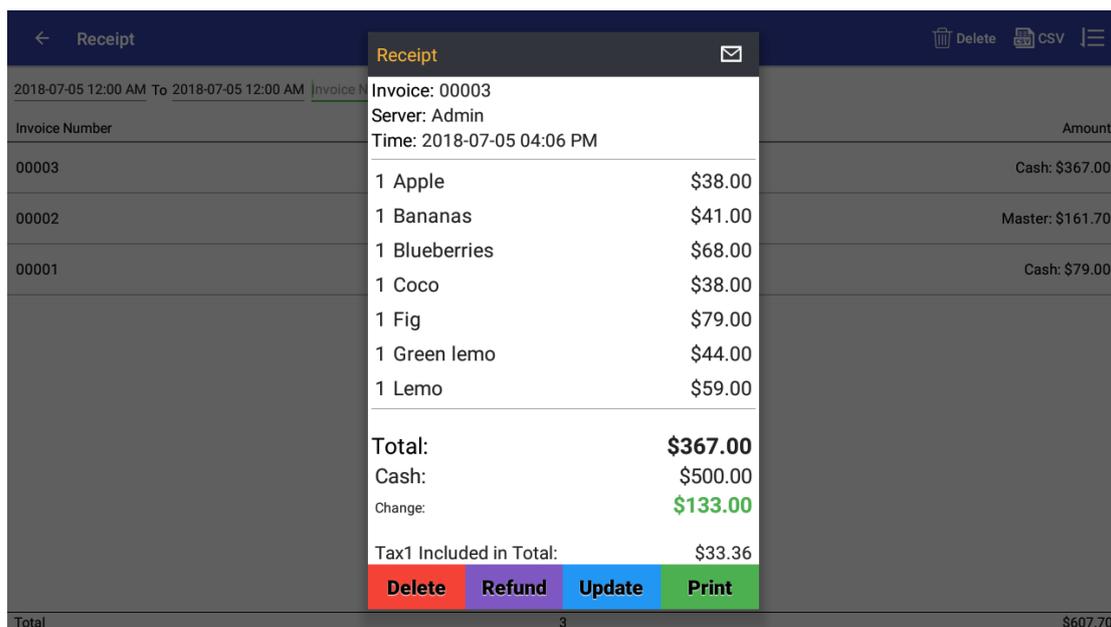
✕ Delete
 📄 CSV
 ☰

2016-11-03 12:00 AM To 2016-11-03 11:59 PM Invoice Number All  Void  Void Item  Refund 🔍

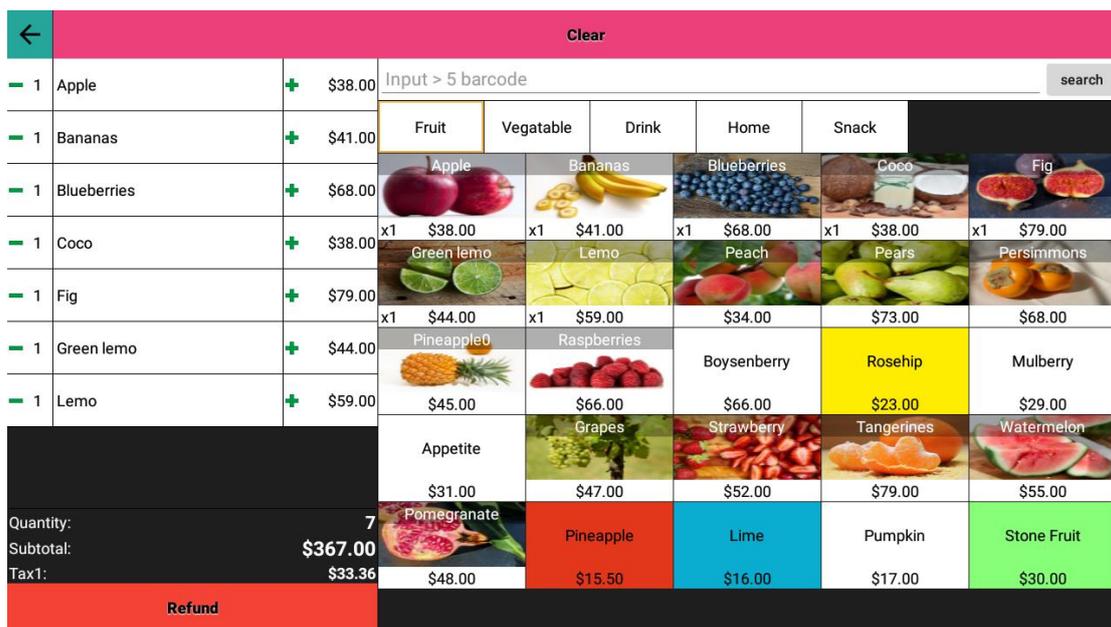
Order	Date	Table	Amount
00001	2016-11-03 10:39 AM	103	\$68.00
00006	2016-11-03 10:21 AM	101	\$27.00
00007	2016-11-03 10:20 AM	102	\$27.00
00008	2016-11-03 10:45 AM	113	\$54.00
00009	2016-11-03 10:48 AM	113	\$27.00
00010	2016-11-03 10:49 AM	113	\$39.00
Total			11 \$766.00

You can view the orders, which have been paid, voided or refunded in here.

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By tapping the order, you can delete, refund, update, print the order and send the receipt to the customer.



When refunding an order, you can select which item you want to refund, and edit its price.

W&O Retail POS

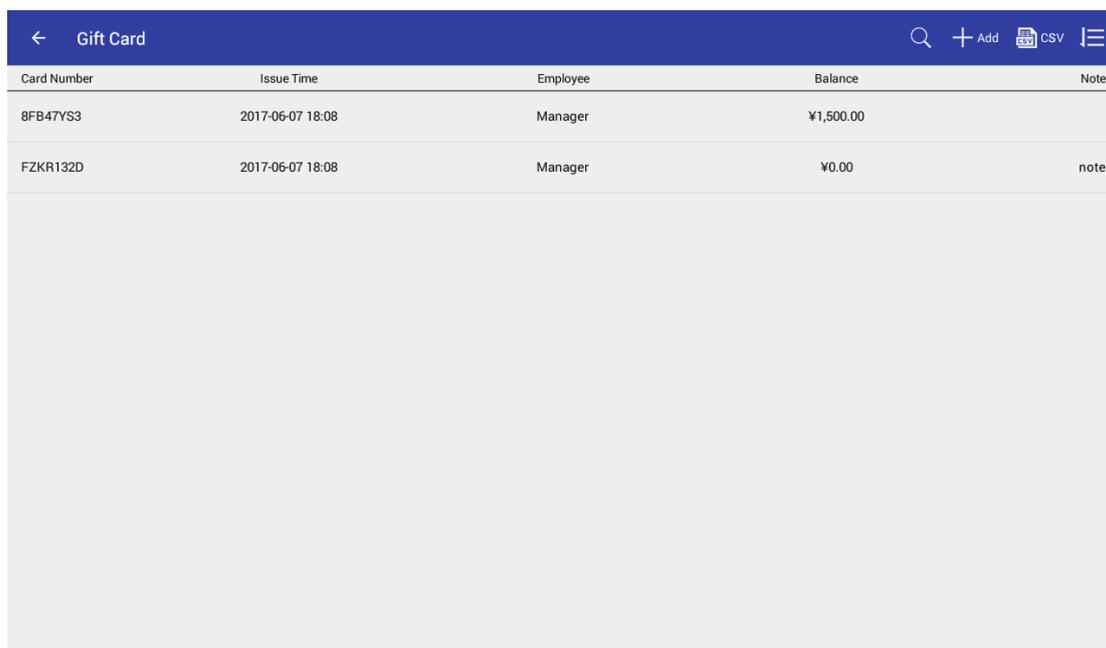
←		Surcharge	Discount	Tax	Note	Gift Card	Email
Invoice: 00004 Server: Admin Time: 2018-07-05 04:13 PM				Total: \$367.00		Pay: \$367.00	
				Paid: \$0.00		Change: \$0.00	
1 Apple	\$38.00	Cash	Master	Visa	Debit Card	Cheque	
1 Bananas	\$41.00	7	8	9	Customer		
1 Blueberries	\$68.00	4	5	6	Drawer		
1 Coco	\$38.00	1	2	3	Receipt		
1 Fig	\$79.00	0	00	.	Refund		
1 Green lemo	\$44.00	⊗	Clear	Exact			
1 Lemo	\$59.00	Total: \$367.00					
Tax1 Included in Total: \$33.36							

After selecting item, you can choose the refund method.

← Receipt				🗑️ Delete	📄 CSV	☰
2017/06/08 12:00 AM To 2017/06/08 12:00 AM		Invoice Number	All	<input type="checkbox"/> Void	<input type="checkbox"/> Refund	Search
Invoice Number	Date	Table	Amount			
00008(Refund)	2017/06/08 02:56 PM	113	\$10.00			
00007	2017/06/08 02:52 PM	113	\$10.00			
00006	2017/06/08 02:51 PM	114	\$8.00			
00005	2017/06/08 02:43 PM	109	\$53.00			
00004	2017/06/08 02:33 PM	113	\$40.00			
00003	2017/06/08 02:33 PM	114	\$43.00			
Total		6	\$154.00			

Once you finish the refund process, a new refund order will show up in the receipt screen.

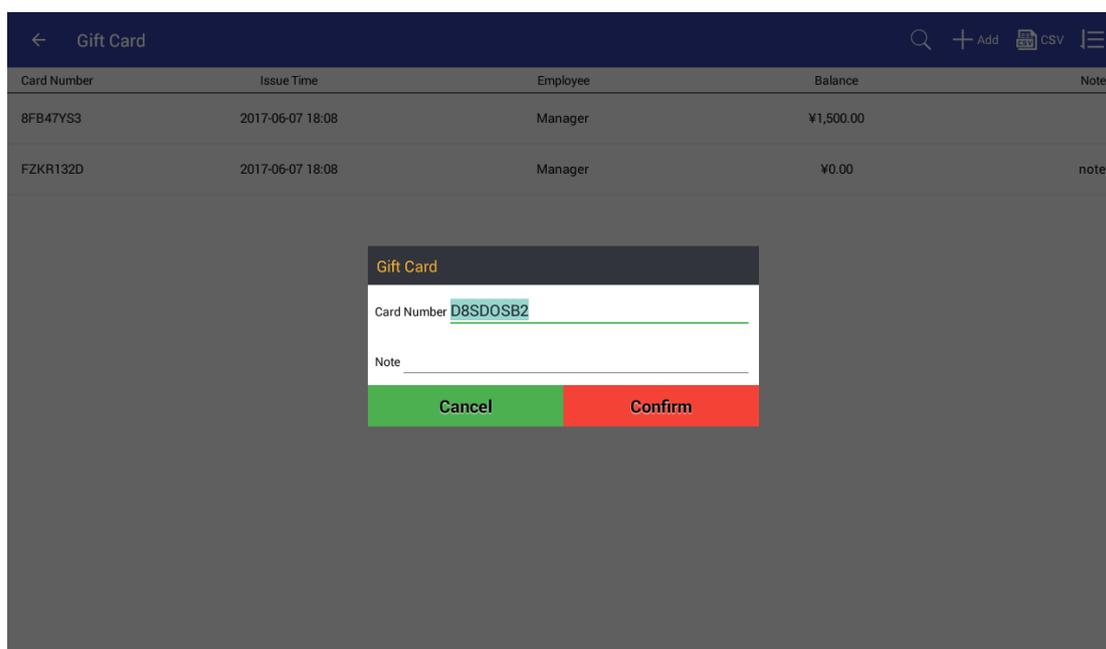
## 7.4 Gift Card



The screenshot shows a mobile application interface for managing gift cards. At the top, there is a blue header with a back arrow, the text 'Gift Card', a search icon, a '+ Add' button, a 'CSV' icon, and a menu icon. Below the header is a table with the following columns: Card Number, Issue Time, Employee, Balance, and Note. The table contains two rows of data:

Card Number	Issue Time	Employee	Balance	Note
8FB47YS3	2017-06-07 18:08	Manager	¥1,500.00	
FZKR132D	2017-06-07 18:08	Manager	¥0.00	note

You can view and manage the gift card that has been created in this screen.



The screenshot shows the same 'Gift Card' management screen as above, but with a modal form overlaid in the center. The modal has a title 'Gift Card' and contains the following fields:

- Card Number: D8SDOSB2
- Note: (empty)

At the bottom of the modal, there are two buttons: 'Cancel' (green) and 'Confirm' (red).

When you add a new gift card, the system will create a random card number for you. You can input the card number you want as well.

### W&O Retail POS

← 8FB47YS3 <span>Edit Card Note</span> <span>Top up</span> <span>Delete</span>					
Transaction Time	Transaction Type	Amount	Balance	Employee	Note
2017-06-07 18:09	Top up	¥1,500.00	¥1,500.00	Manager	top up

Click on the gift card, you can go into the screen where you can manage the gift card.

←	Surcharge	Discount	Tax	Note	Gift Card	Email
Invoice: 00005		Total: \$138.00		Pay: \$138.00		
Server: Admin		Paid: \$0.00		Change: \$0.00		
Time: 2018-07-05 04:14 PM						
1 Apple	\$38.00	Cash	Master	Visa	Debit Card	Cheque
1 Bananas	\$41.00					Customer
1 Lemo	\$59.00					Drawer
<b>Total:</b>	<b>\$138.00</b>					Receipt
Tax1 Included in Total:	\$12.55					Pay
		1	2	3		
		0	00	.		
		⌫	Clear	Exact		

**Gift Card**

Please enter the gift card number

Cancel Confirm

W&O Retail POS

←	Surcharge	Discount	Tax	Note	Gift Card	Email
Invoice: 00005 Server: Admin Time: 2018-07-05 04:14 PM			Total: \$138.00		Pay: \$138.00	
1 Apple \$38.00 1 Bananas \$41.00 1 Lemo \$59.00			Paid: \$0.00		Change: \$0.00	
Total: \$138.00 Tax1 Included in Total: \$12.55			Cash	Master	Visa	Debit Card
			Gift Card: 123		9	Customer
			Balance: \$1,000.00		6	Drawer
			Charge Amount: 138		3	Receipt
			0	00	.	Pay
			⏪	Clear	Exact	

In the payment screen, you can input the gift card number to pay the order. If the card number you input does not exist, system will create a new gift card with this card number. Once the deposit of this card is insufficient, you can top up this card.

### 7.5 Company Report

← Company Report		Print	CSV	PNG																																
<input checked="" type="checkbox"/> Sales	Lucky Store *** Company Report *** From: 2018-07-05 12:00 AM To: 2018-07-06 12:00 AM																																			
<input checked="" type="checkbox"/> Payment																																				
<input type="checkbox"/> Discount																																				
<input checked="" type="checkbox"/> Cashout																																				
<input checked="" type="checkbox"/> Staff Sales																																				
<input checked="" type="checkbox"/> Profit																																				
<input checked="" type="checkbox"/> Expense																																				
<input checked="" type="checkbox"/> Statistics																																				
<input checked="" type="checkbox"/> Category Amount																																				
<input type="checkbox"/> Category Quantity																																				
<input type="checkbox"/> Item	<table border="0"> <tr> <td colspan="2">Sales</td> </tr> <tr> <td>Sales</td> <td>\$731.00</td> </tr> <tr> <td>Net Sales</td> <td>\$731.00</td> </tr> <tr> <td>Tax1</td> <td>\$45.91</td> </tr> <tr> <td>Processing Fee</td> <td>\$14.70</td> </tr> <tr> <td>Total</td> <td>\$745.70</td> </tr> <tr> <td>Count</td> <td>4</td> </tr> <tr> <td>Refund</td> <td>\$367.00</td> </tr> <tr> <td colspan="2">Payment</td> </tr> <tr> <td>Cash</td> <td>2 \$446.00</td> </tr> <tr> <td>Gift Card</td> <td>1 \$138.00</td> </tr> <tr> <td>Master</td> <td>1 \$161.70</td> </tr> <tr> <td>Total</td> <td>4 \$745.70</td> </tr> <tr> <td colspan="2">Cashout</td> </tr> <tr> <td>Cash</td> <td>\$584.00</td> </tr> <tr> <td>Cash to Deposit</td> <td>\$584.00</td> </tr> </table>				Sales		Sales	\$731.00	Net Sales	\$731.00	Tax1	\$45.91	Processing Fee	\$14.70	Total	\$745.70	Count	4	Refund	\$367.00	Payment		Cash	2 \$446.00	Gift Card	1 \$138.00	Master	1 \$161.70	Total	4 \$745.70	Cashout		Cash	\$584.00	Cash to Deposit	\$584.00
Sales																																				
Sales	\$731.00																																			
Net Sales	\$731.00																																			
Tax1	\$45.91																																			
Processing Fee	\$14.70																																			
Total	\$745.70																																			
Count	4																																			
Refund	\$367.00																																			
Payment																																				
Cash	2 \$446.00																																			
Gift Card	1 \$138.00																																			
Master	1 \$161.70																																			
Total	4 \$745.70																																			
Cashout																																				
Cash	\$584.00																																			
Cash to Deposit	\$584.00																																			
2018-07-05 12:00 AM To 2018-07-05 12:00 AM		Search	Save as End Day Report																																	

You can see the statistics of your restaurant in the period you select. Also, you can print and export the report in this screen.



## 7.7 Tax Report

← Role Permission

Role	∨	<input type="checkbox"/>	Receipt
Manager	∨	<input type="checkbox"/>	Company Report
Cashier	∨	<input type="checkbox"/>	Staff Report
Waiter	∨	<input checked="" type="checkbox"/>	Tax Report
Driver	∨	<input type="checkbox"/>	Database
Accountant	∨	<input type="checkbox"/>	Settings Excluding Menu, Device and Preference
	∨	<input type="checkbox"/>	Menu
	∨	<input type="checkbox"/>	Device

Save

To see the tax report, you should create a new staff owning the Tax Report permission, then log in this staff. The staff owning the Tax Report permission can see nothing but only the tax report.

← Tax Report 📄 CSV

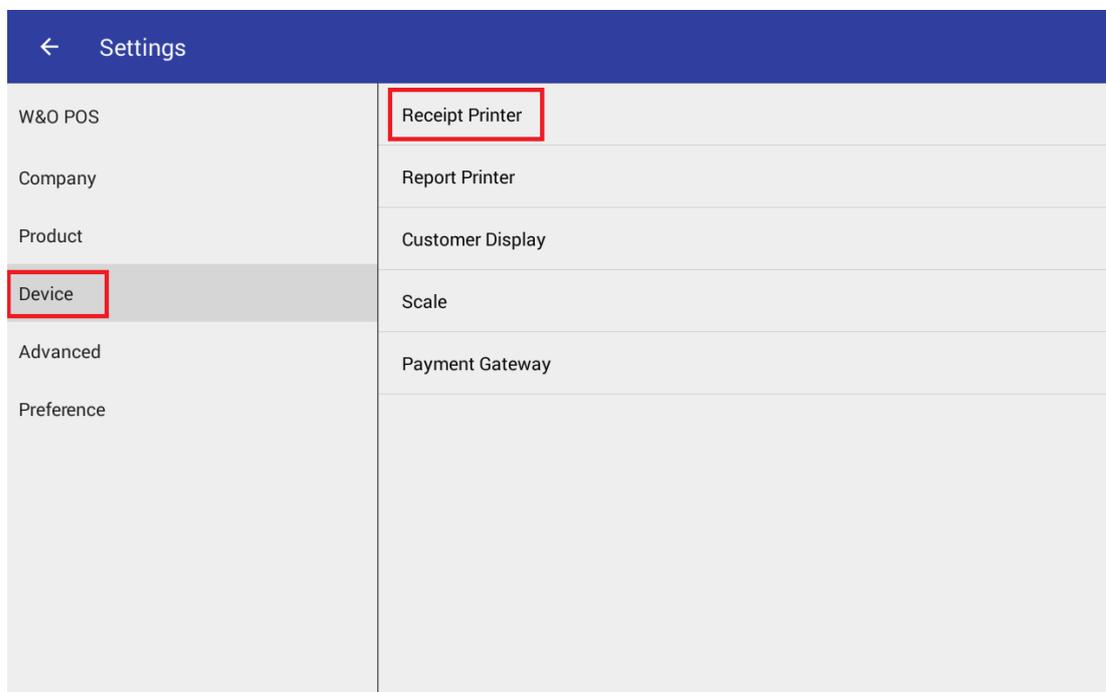
2017/05/10 12:00 AM To 2017/06/09 12:00 AM All Search

Date	Amount	Tax1	Tax2	Tax3
2017-06-08	\$424.01	\$7.01	\$4.00	\$9.00
2017-06-09	\$162.88	\$1.88	\$1.50	\$9.50
<b>Total</b>	<b>\$586.89</b>	<b>\$8.89</b>	<b>\$5.50</b>	<b>\$18.50</b>

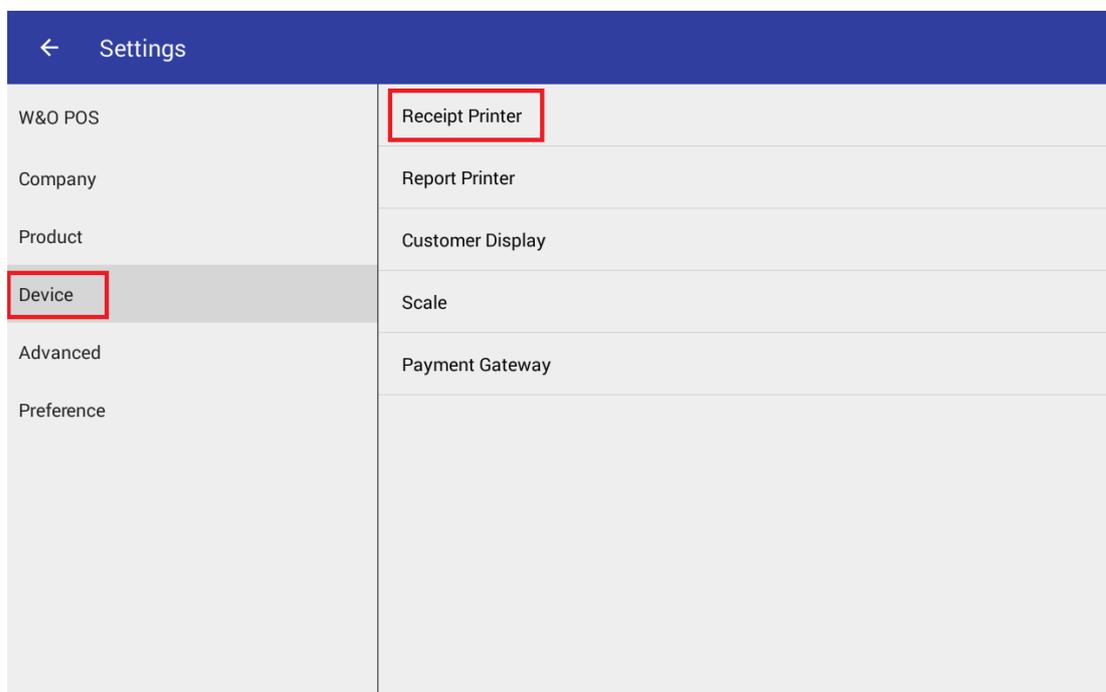
In the Tax Report scree, you can see the sum of tax amount of your restaurant every day. You can export this report in this screen.

## Chapter 8: Setting up Your Receipt Printer

From the Menu, go to Settings > Device > Receipt Printer.

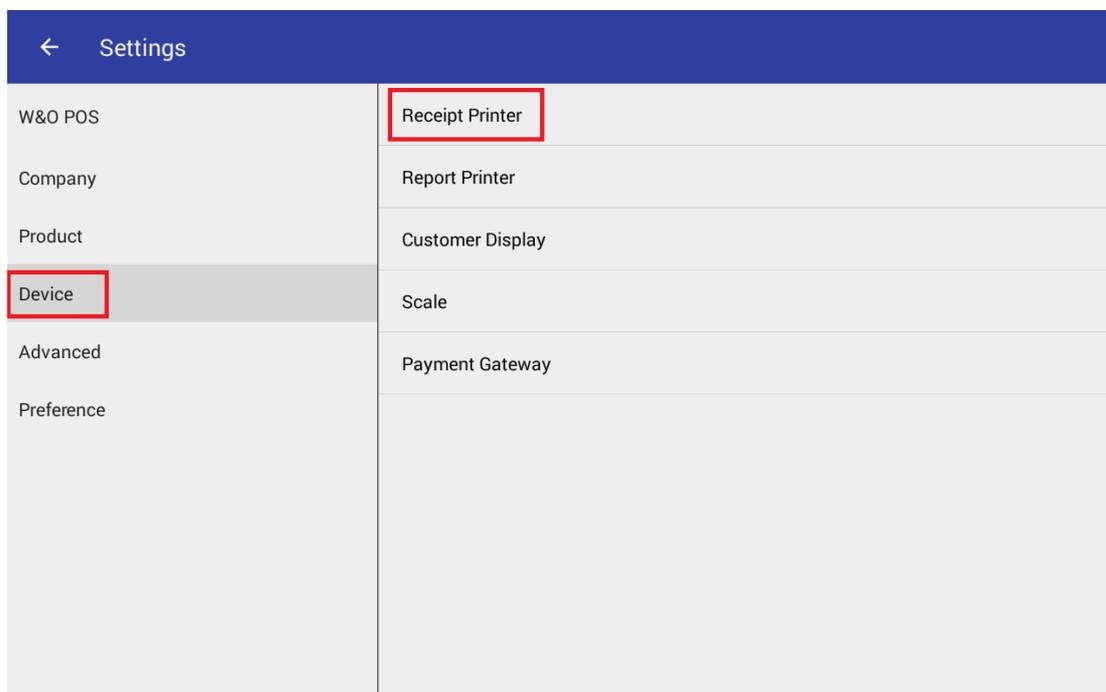


Tap Printer Setting to setup printer.

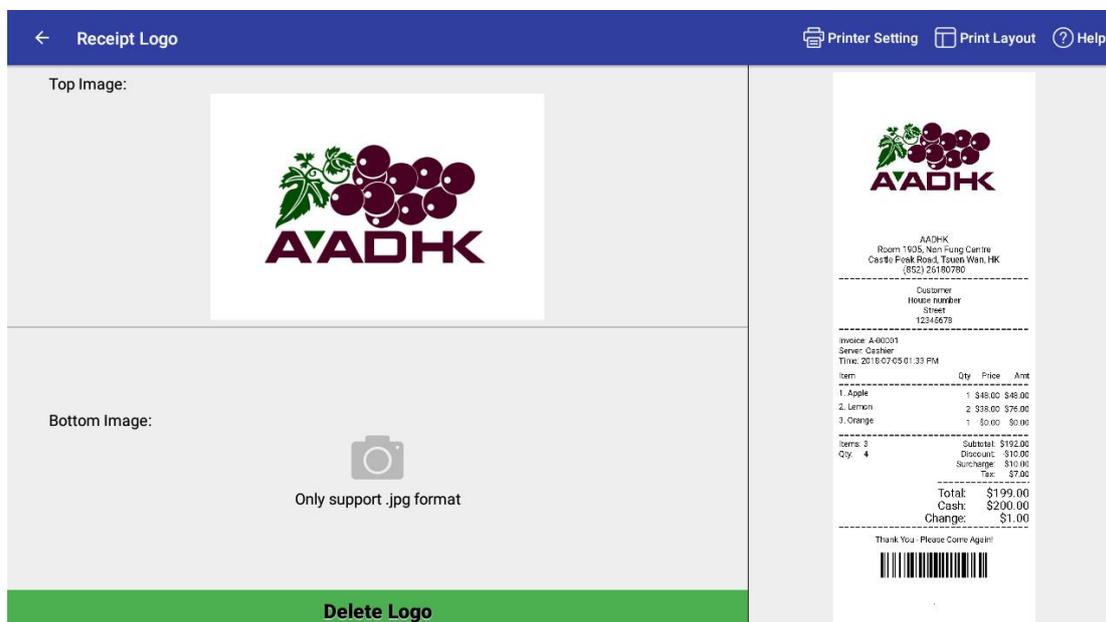


## W&amp;O Retail POS

Tap Print Layout to setup layout.



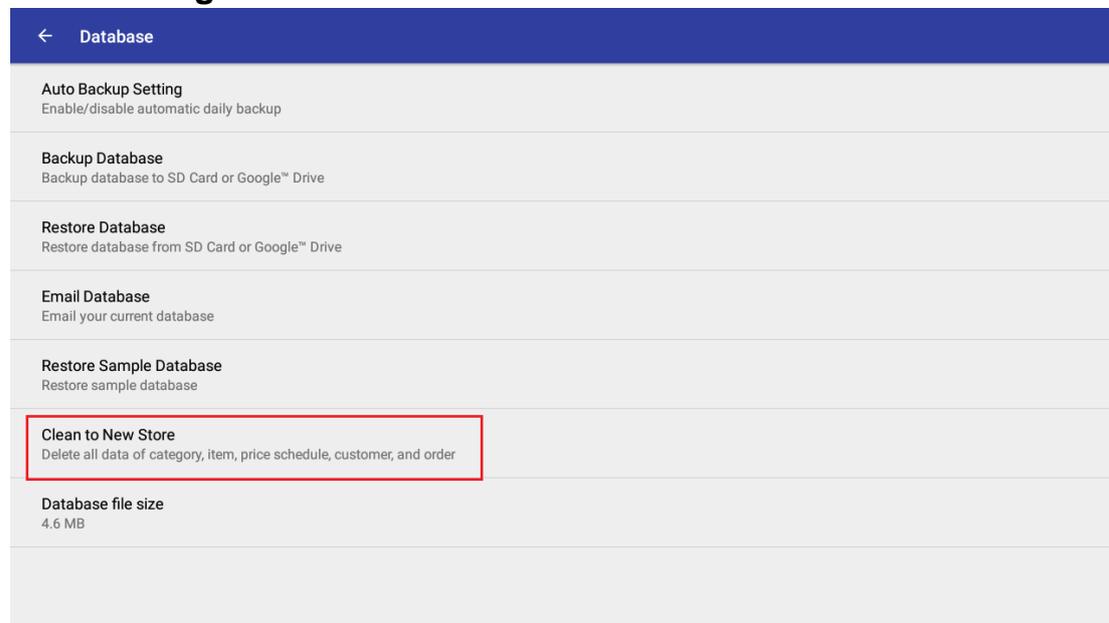
Tap Receipt Logo to setup logo.



Cash in/out record printing and expense record printing have been added in our POS.

## Chapter 9: How to Setup New Store

### 9.1 Cleaning demo data



First you need to clean demo data (orders, menu...) by tag Database>Clean to New Restaurant

### 9.2 Setting up Store

You can reference to [Chapter 1: Store Settings](#)

### 9.3 Setting up Product

You can reference to [Chapter 2: Setting up Your Product](#)

### 9.4 Setting up Employee

You can reference to [Chapter 3: Manage Employee](#)

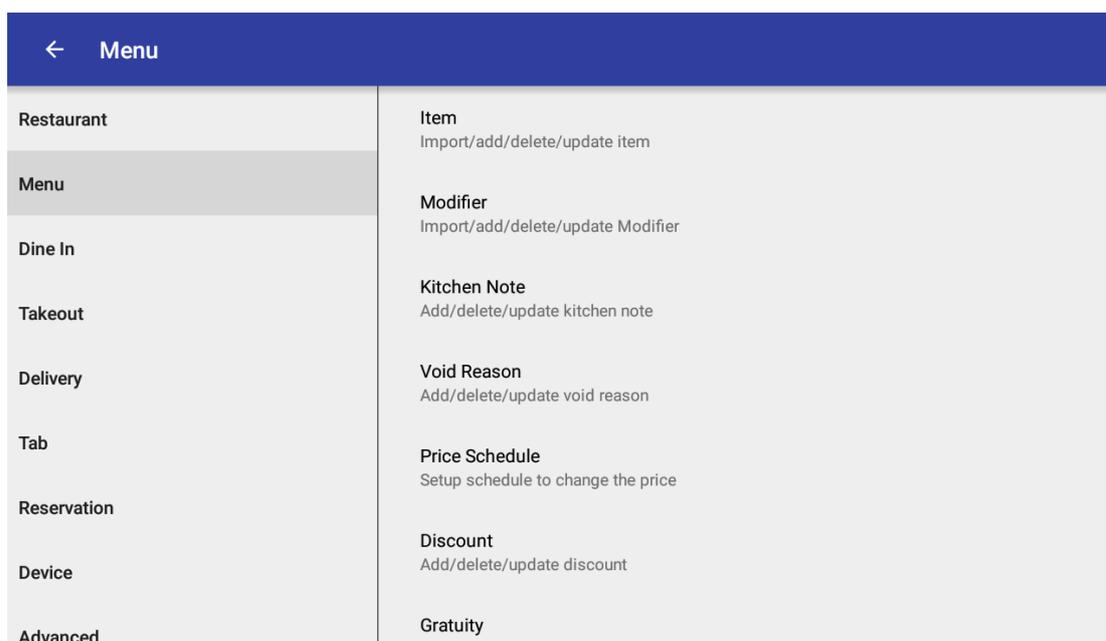
### 9.5 Setting up Receipt Printer

You can reference to [Chapter 4: Setting up Your Receipt Printer](#)

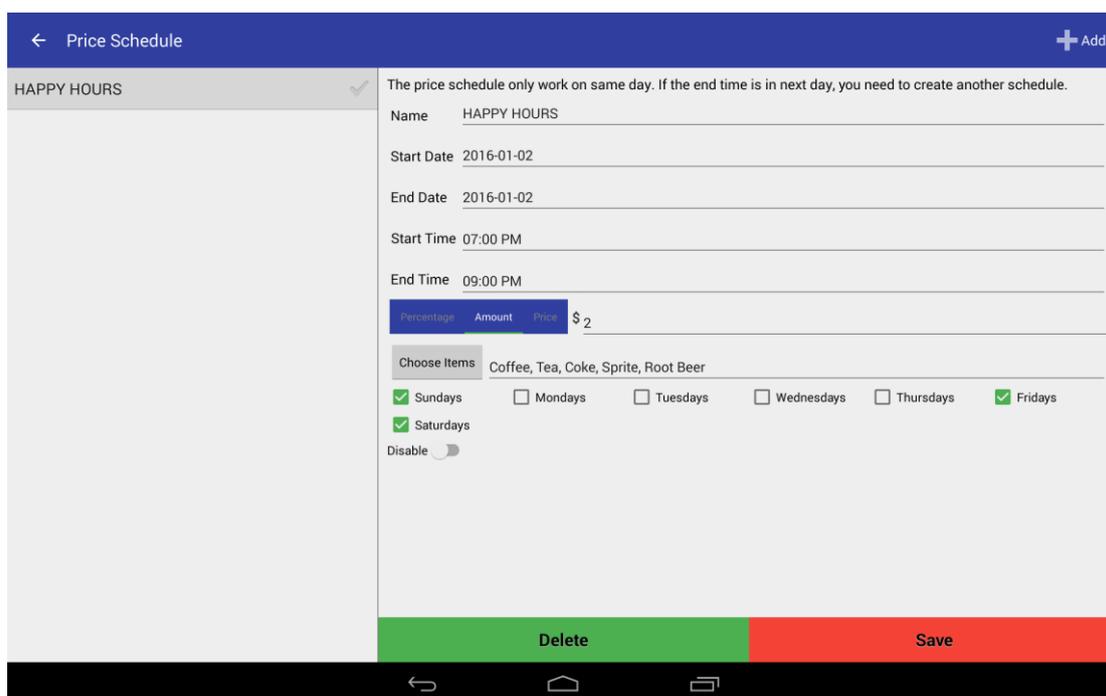
## Chapter 10: How to Use Price Schedule

You may adjust price of item on different date and time. You can setup Price Schedule auto adjust price for you.

From the Table Screen Menu, go to Settings>Menu>Price Schedule.



Tap the Add icon to add a new Price Schedule.



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When you taking order, the item price will be automatically discount.

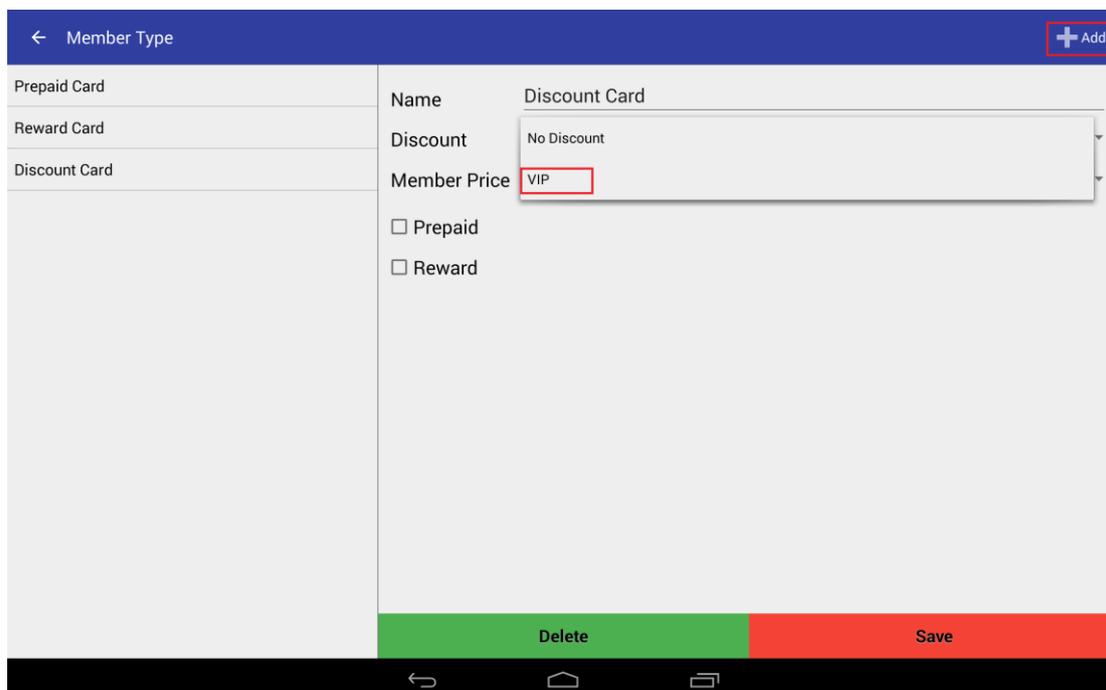
←		Surcharge	Gratuity	Discount	Tax	Note	Email
Table: 102, 1 Guests		Subtotal:			\$12.00		
Order: 00004		Total:			\$13.20		
Server: Manager		Paid:			\$0.00		
Time: 2016-01-02 10:31 AM		Surcharge:			\$1.20		
1 Arugula \$12.00		Pay:			\$13.20		
1 Root Beer \$0.00		Change:			\$0.00		
HAPPY HOURS (\$2.00)		Cash	Master	Visa	Debit Card	Cheque	Gift Ca
Subtotal:	\$12.00	7	8	9	Customer		
Surcharge:	\$1.20	4	5	6	Drawer		
Total:	\$13.20	1	2	3	Receipt		
		0	00	.	Pay		
		←	Clear	Exact			

## Chapter 11: How to Use Member Discount

From the Table Screen Menu, go to Member > Member Type.



Tap the Add icon to add a new member type. In the Discount field, choose Discount, which is set in the Settings.



W&O Retail POS

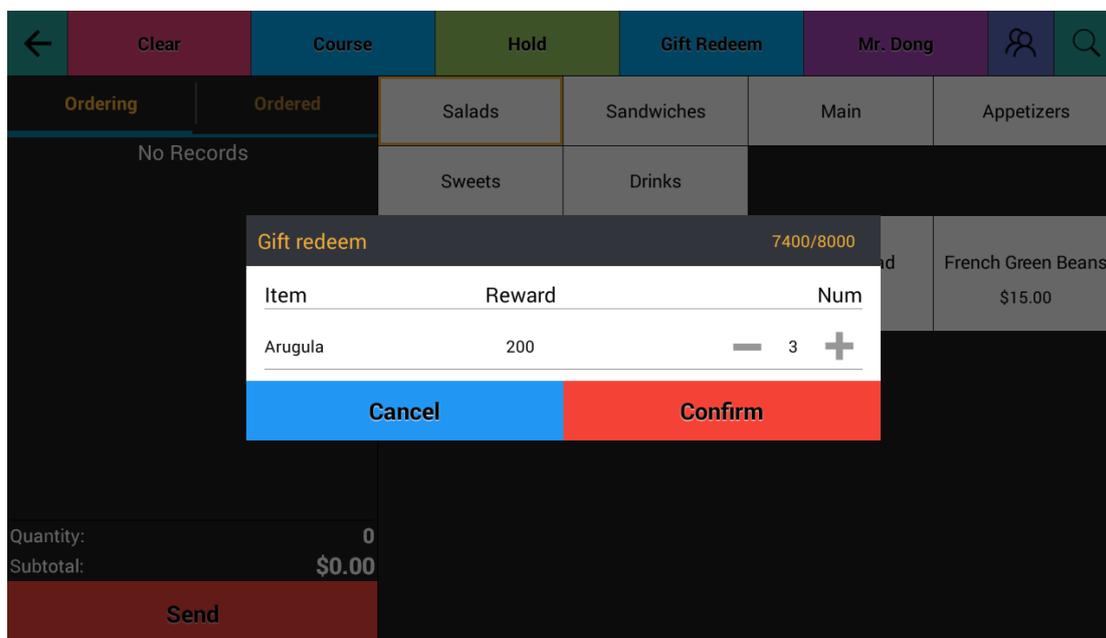
Then go to the Customer list and tap a customer, then assign the customer to be the one having privilege of discount.

When you close the order, choose the customer, the discount will be automatically applied to the order.

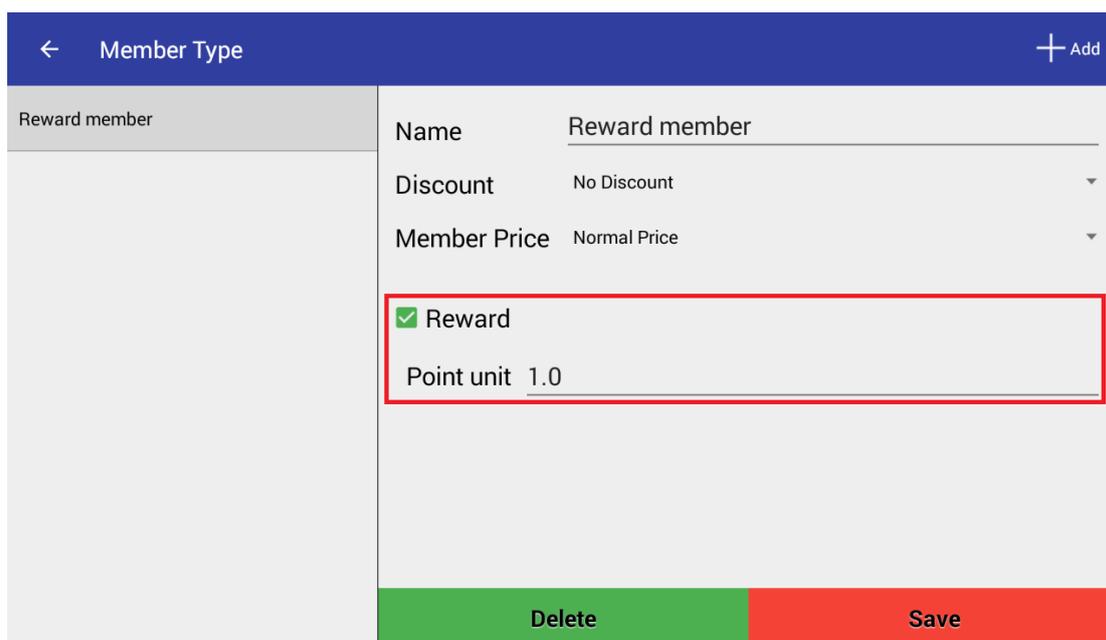
		Surcharge	Gratuity	Discount	Tax	Note	Email
Table: 101, 2 Guests				Subtotal:	\$25.00	VIP:	-\$6.25
Order: 00003						Surcharge:	\$1.88
Server: Manager				Total:	\$20.63	Pay:	\$20.63
Time: 2016-01-01 09:47 PM				Paid:	\$0.00	Change:	\$0.00
Customer: gary				Cash	Master	Visa	Debit Card
1 Arugula	\$12.00			7	8	9	gary
1 Endive & Orange	\$13.00			4	5	6	Drawer
Subtotal:	\$25.00			1	2	3	Receipt
VIP:	-\$6.25			0	00	.	Pay
Surcharge:	\$1.88			←	Clear	Exact	
Total:	\$20.63						

## Chapter 12: How to Use Member Reward

When a customer wants to redeem free item, which is called gift, his Member reward points will be consumed.



To beginning using the member reward, you have to create a new member type, whose reward checkbox is checked. Point unit means how much reward a customer can get when consuming \$1.



## W&amp;O Retail POS

Then go to Member -> Gift management, you can select which item to be the gift by tapping Modify Gift. Also, remember to input the reward point the item worth, and enable this item to be a gift.

The screenshot shows the 'Gift Management' screen. At the top, there is a blue header with a back arrow, the title 'Gift Management', and two buttons: 'Modify Gift' (highlighted with a red box) and 'Delete all'. Below the header is a list of items on the left and a form for editing a gift on the right. The list includes 'Arugula' with a value of 200 and 'Endive & Orange' with a value of 0. The form fields are: 'Name' (Arugula), 'Reward Point' (200, highlighted with a red box), and 'Status' (Enable/Disable, with 'Enable' selected). At the bottom, there are two buttons: 'Delete' (green) and 'Save' (red, highlighted with a red box).

Go to the Customer screen and tap a customer, assign the customer to be a reward member. You can adjust the customer's reward in this screen as well.

The screenshot shows the 'Customer' screen. At the top, there is a blue header with a back arrow, the title 'Customer', and two buttons: 'Transactions' and 'Adjust Reward' (highlighted with a red box). Below the header is a form for editing a customer's details. The form fields are: 'Name' (Mr. Dong), 'Address' (Address line 1, 2, 3), 'Zip Code' (Zip Code), 'Delivery Fee' (0), 'Email' (Email address), 'Member Type' (Not Member), and 'Reward' (Reward member, highlighted with a red box). At the bottom, there are two buttons: 'Delete' (green) and 'Save' (red, highlighted with a red box).

Finally, select the customer who is reward member when place an order. The Gift Redeem icon will show up after you select the customer.

## W&amp;O Retail POS

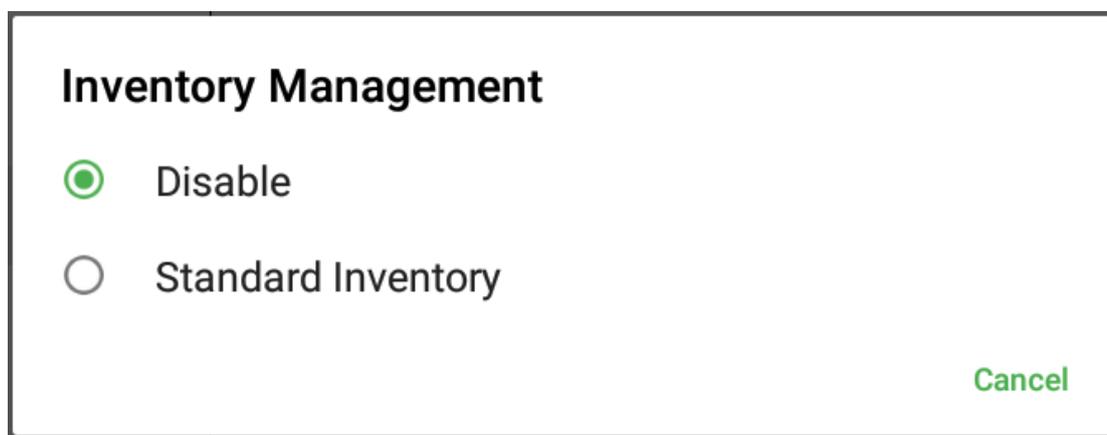
←		Clear	Course	Hold	Gift Redeem	Mr. Dong		
<b>Ordering</b>	<b>Ordered</b>	Salads	Sandwiches	Main	Appetizers			
No Records		Sweets	Drinks					
		Arugula \$12.00	Endive & Orange \$13.00	Caesar Salad \$15.00	French Green Beans \$15.00			
Quantity: 0								
Subtotal: \$0.00								
Send								

## Chapter 13: How to Use Inventory

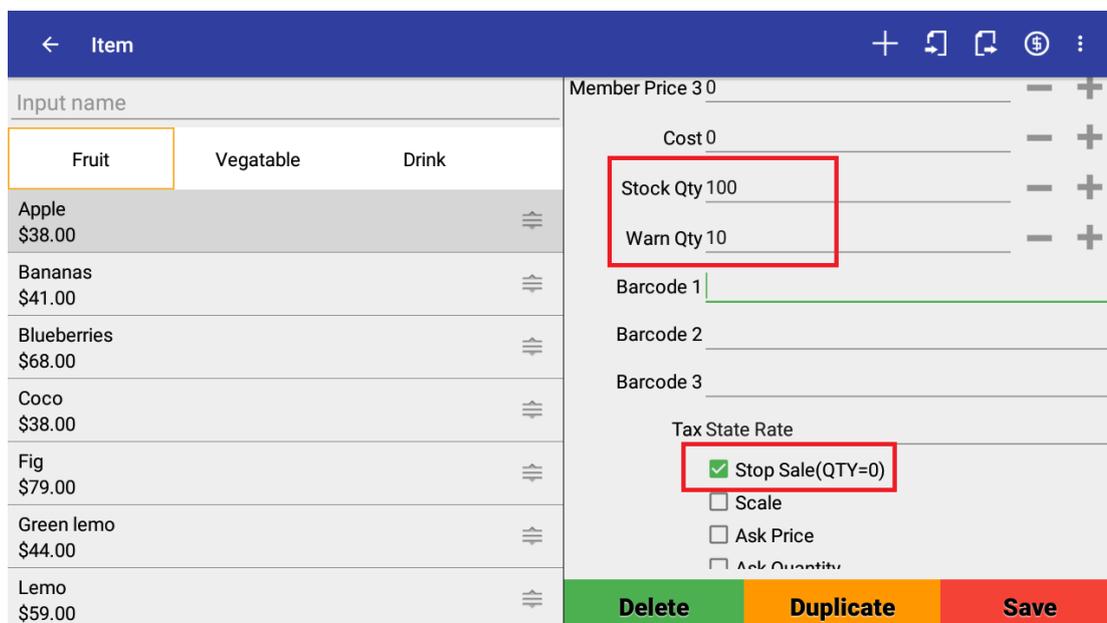
W&O Retail POS has two kinds of inventory managements. You can choose one of them base on your need. We will explain one by one.

13.1 Inventory Management - Disable means using Item setting for the inventory management. It is the simple and easy way.

1. Choose Disable from Inventory management.

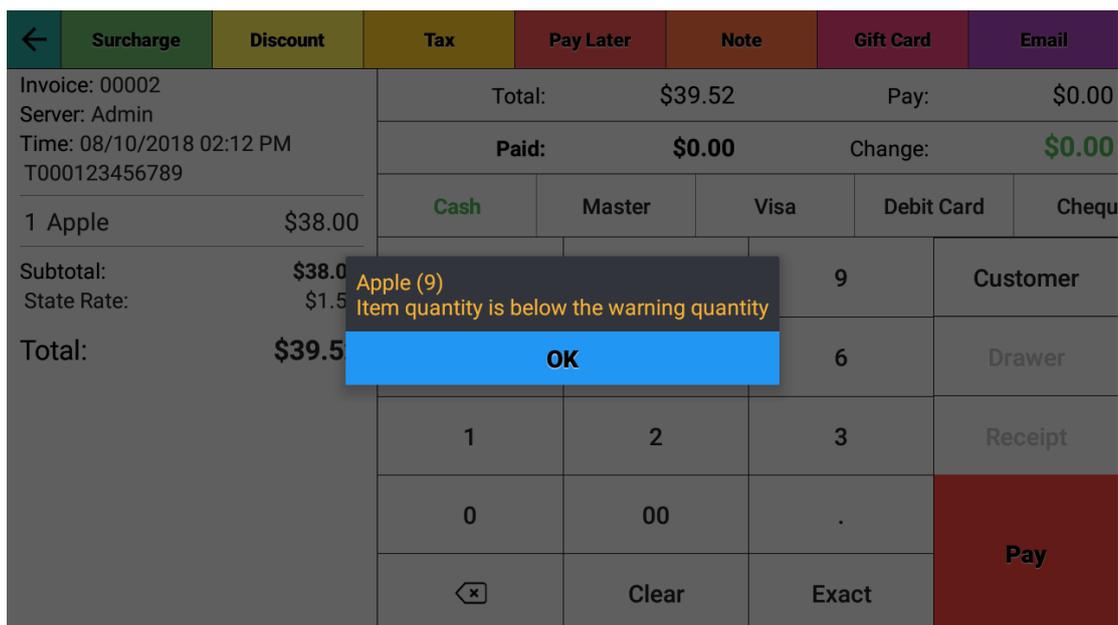


2. Setup Stock Qty, Warn Qty and Stop Sale in Item Settings

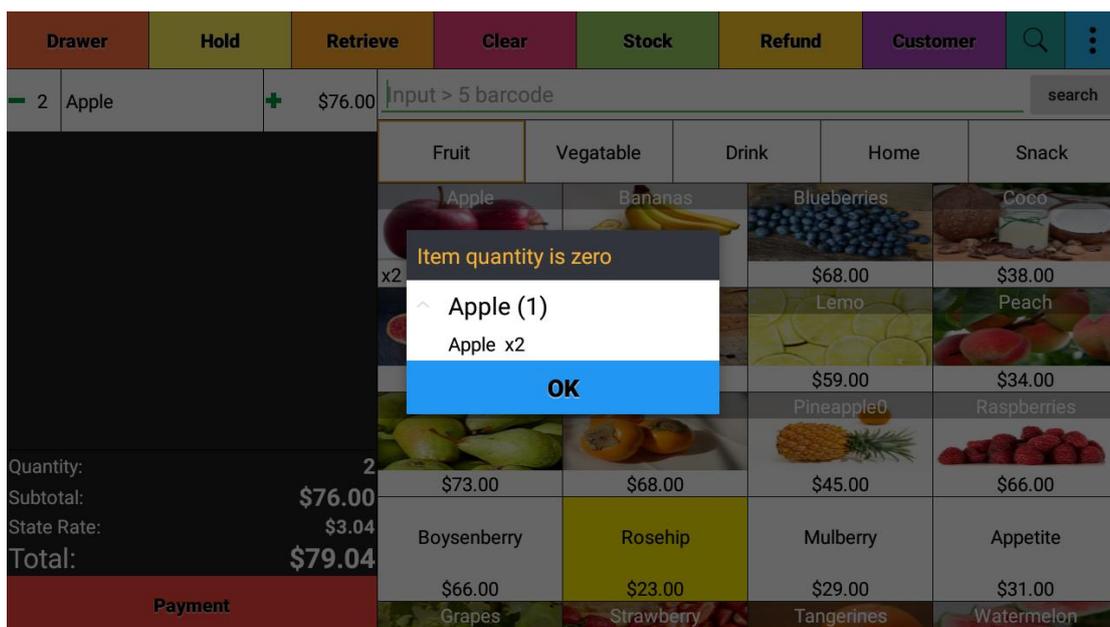


3. If the stock quantity is below warn quantity, it will show warning dialog while ordering.

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4. If the stock quantity is zero, it will not allow sale while ordering.



5. If you choose Allow Minus Quantity, warn quantity and stop sale will be disable automatically, and the Stock Quantity will be negative.

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← Item			+	↶	↷	\$	:		
Input name			Member Price 1 0					-	+
<div style="border: 1px solid orange; padding: 2px;">Fruit</div> Vegetable      Drink			Member Price 2 0					-	+
Apple \$38.00			Member Price 3 0					-	+
Bananas \$41.00			Cost 0					-	+
Blueberries \$68.00			Stock Qty -1					-	+
Coco \$38.00			Barcode 1						
Fig \$79.00			Barcode 2						
Green lemo \$44.00			Barcode 3						
Lemo \$59.00			Tax State Rate						
			<input type="checkbox"/> Scale						
			Delete		Duplicate		Save		

## 13.2 Inventory Management - Standard Inventory.

1. Choose Standard Inventory from Inventory management.

## Inventory Management

Disable  
 Standard Inventory

Cancel

2. Go to Standard Inventory>Purchase Order, then create Purchase Order.



## W&amp;O Retail POS

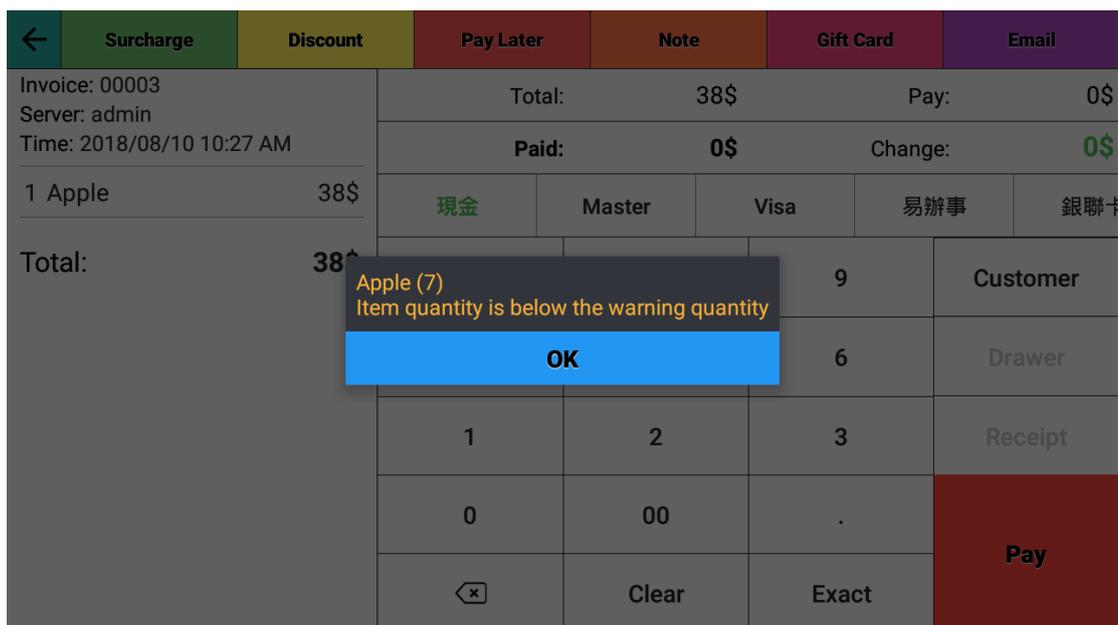
← Count Inventory		Save
Fruit	Localtion A	
Remark		
Apple	-2\$	
Cost 2\$ · Qty 98		Stock Qty 99
Bananas	-5\$	
Cost 5\$ · Qty 98		Stock Qty 99
Blueberries	-3\$	
Cost 3\$ · Qty 98		Stock Qty 99
Coco	0\$	
Cost 0\$ · Qty 0		Stock Qty 0
Fig	0\$	
Cost 0\$ · Qty 0		Stock Qty 0
Green lemo	0\$	
Cost 0\$ · Qty 0		Stock Qty 0
		Total:-10\$

5. To use Warn Qty and Stop Sale, you can setup in item.

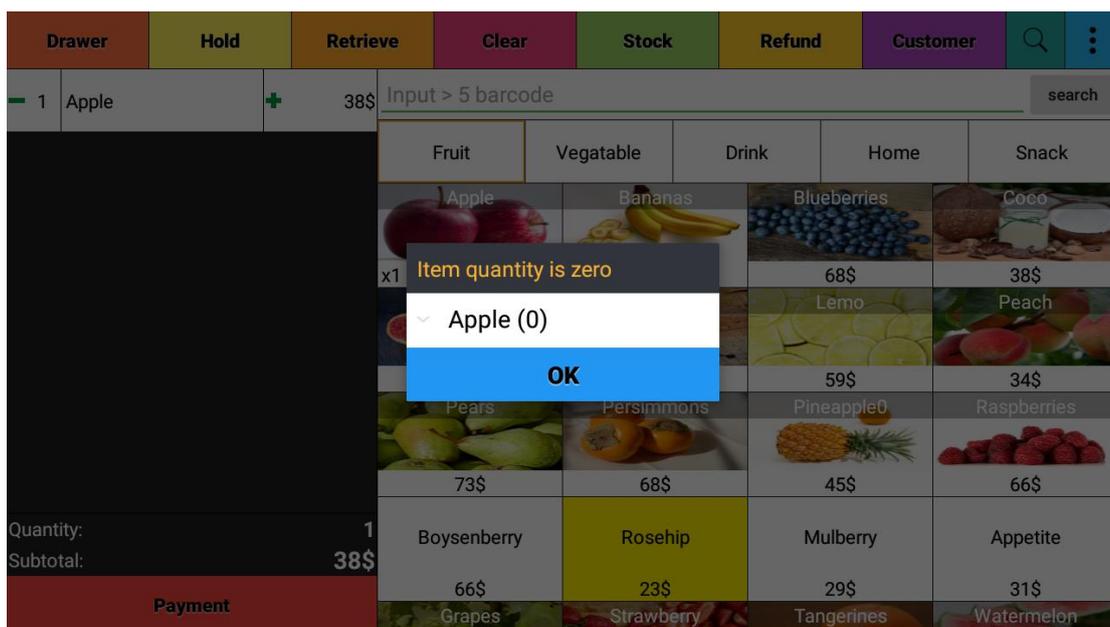
← Item		+ ↺ ↻ ⋮
Input name		Member Price 3 0
Fruit	Vegatable	Drink
Apple	38\$	
Bananas	41\$	
Blueberries	68\$	
Coco	38\$	
Fig	79\$	
Green lemo	44\$	
Lemo	59\$	
		Cost 2
		Stock Qty 98
		Warn Qty 10
		Barcode 1
		Barcode 2
		Barcode 3
		Warehouse Localtion A
		When trying to modify the cost and amount of items, please go to the inventory screen.
		<input checked="" type="checkbox"/> Stop Sale(QTY=0)
		Delete Duplicate Save

6. If the stock quantity is below warn quantity, it will show warning dialog while ordering.

W&O Retail POS



7. If the stock quantity is zero, it will not allow sale while ordering.



## Chapter 14: How to Perform End of Day

1. Login Manager, tap Menu>Perform End of Day

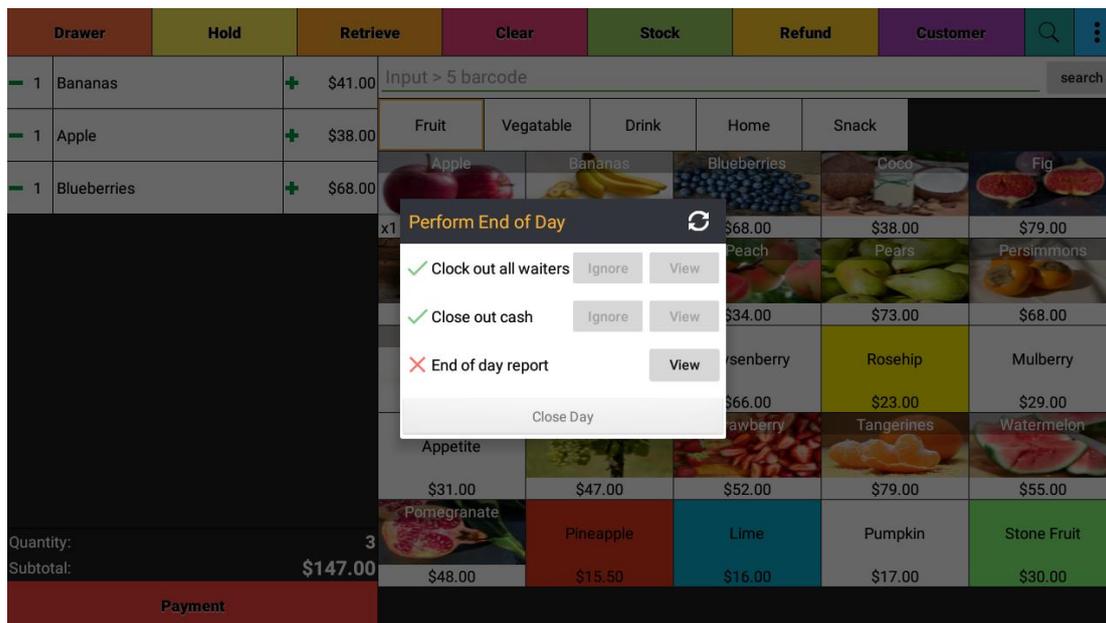
Drawer	Hold	Retrieve	Clear	Stock	Refund	Customer	Search	More	
- 1	Bananas	+ \$41.00	Input > 5 barcode				Expense		
- 1	Apple	+ \$38.00	Fruit	Vegetable	Drink	Home	Snack	Working Hour	
- 1	Blueberries	+ \$68.00	Apple	Bananas	Blueberries	Coco		Customer	
			x1 \$38.00	x1 \$41.00	x1 \$68.00	\$38.00		Member	
			Green lemo	Lemo	Peach	Pears		Gift Card	
			\$44.00	\$59.00	\$34.00	\$73.00		Receipt	
			Pineapple	Raspberries	Boysenberry	Rosehip		Company Report	
			\$45.00	\$66.00	\$66.00	\$23.00		Staff Report	
			Appetite	Grapes	Strawberry	Tangerines		Tax Report	
			\$31.00	\$47.00	\$52.00	\$79.00		Shift Report	
			Pomegranate	Pineapple	Lime	Pumpkin		Perform End of Day	
Quantity: 3			\$48.00	\$15.50	\$16.00	\$17.00		Database	
Subtotal: \$147.00								Settings	
Payment								Logout	

2. On the Perform End of Day Dialog, it shows a checklist for the End of Day. For each item, you can take the appropriate action.

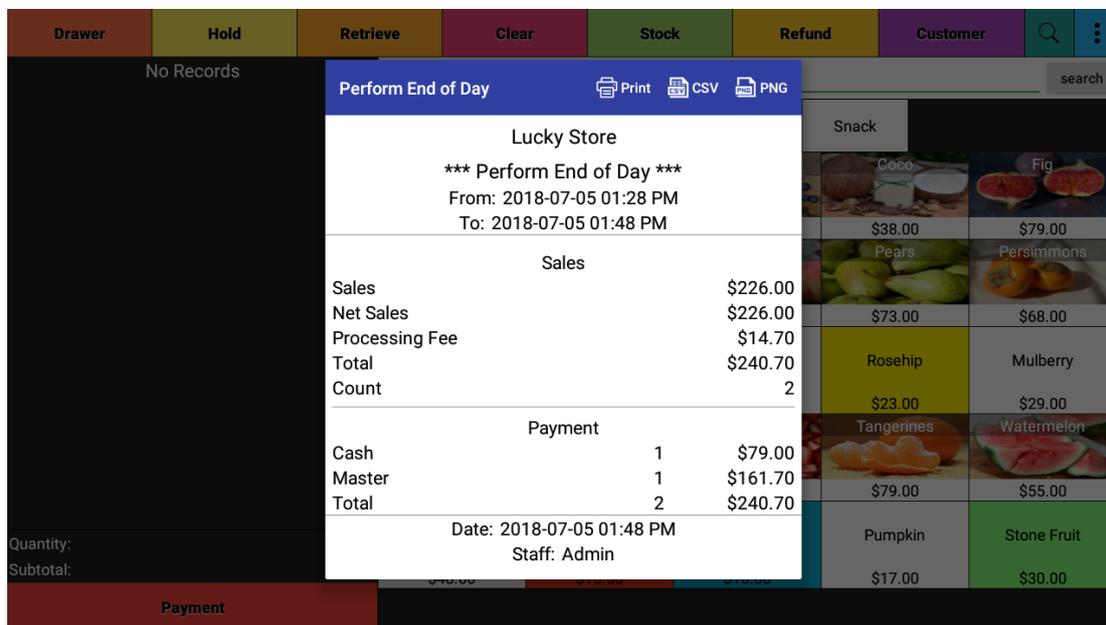
Drawer	Hold	Retrieve	Clear	Stock	Refund	Customer	Search	More	
- 1	Bananas	+ \$41.00	Input > 5 barcode				Expense		
- 1	Apple	+ \$38.00	Fruit	Vegetable	Drink	Home	Snack	Working Hour	
- 1	Blueberries	+ \$68.00	Apple	Bananas	Blueberries	Coco		Customer	
			x1 \$38.00	x1 \$41.00	x1 \$68.00	\$38.00		Member	
			Green lemo	Lemo	Peach	Pears		Gift Card	
			\$44.00	\$59.00	\$34.00	\$73.00		Receipt	
			Pineapple	Raspberries	Boysenberry	Rosehip		Company Report	
			\$45.00	\$66.00	\$66.00	\$23.00		Staff Report	
			Appetite	Grapes	Strawberry	Tangerines		Tax Report	
			\$31.00	\$47.00	\$52.00	\$79.00		Shift Report	
			Pomegranate	Pineapple	Lime	Pumpkin		Perform End of Day	
Quantity: 3			\$48.00	\$15.50	\$16.00	\$17.00		Database	
Subtotal: \$147.00								Settings	
Payment								Logout	

W&O Retail POS

3. After previous items are checked, you can view End of Day Report

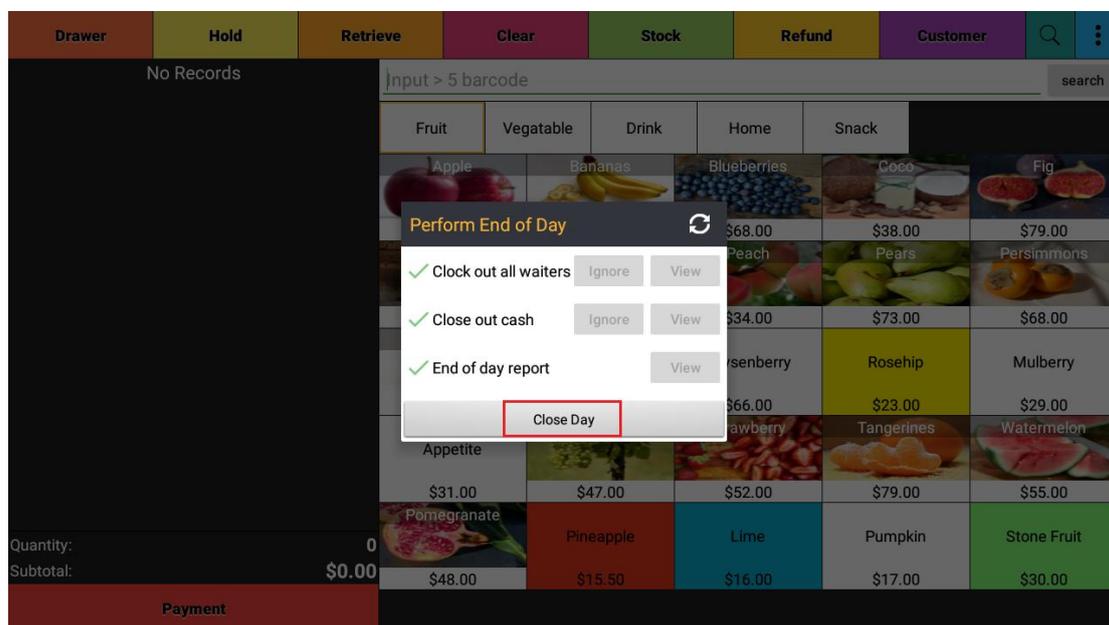


4. On the End of Day Report, you can print the report on Report Printer, Email the report in PNG format or export the report in CSV format.



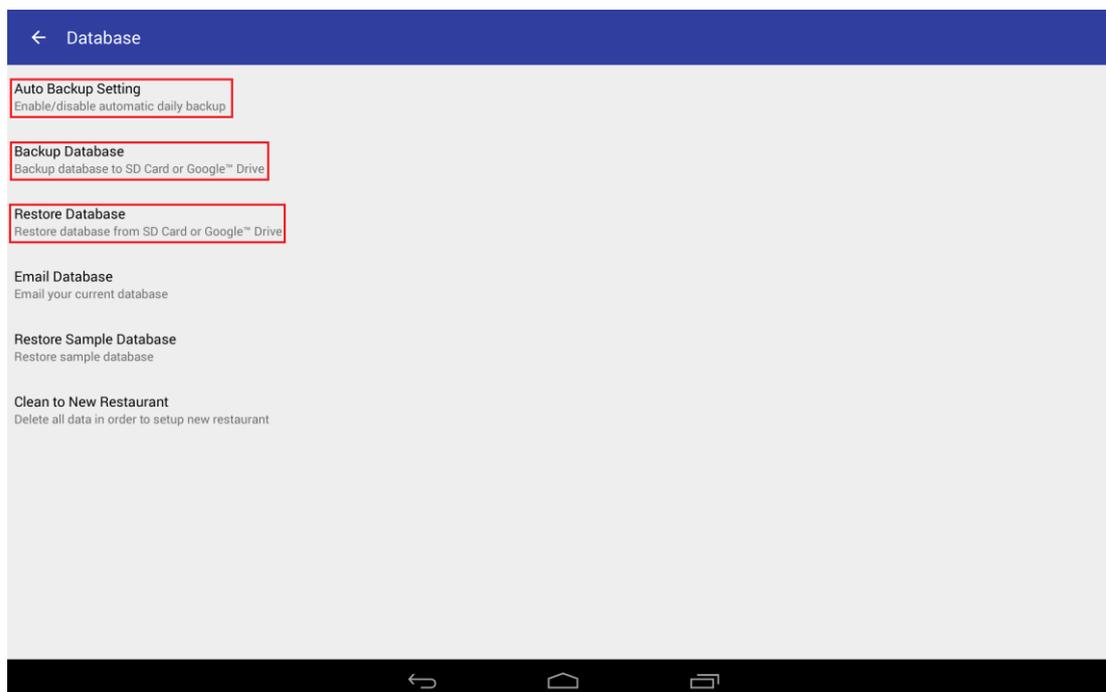
W&O Retail POS

- After back to the Perform End of Day Dialog and all items checked, you can close day.

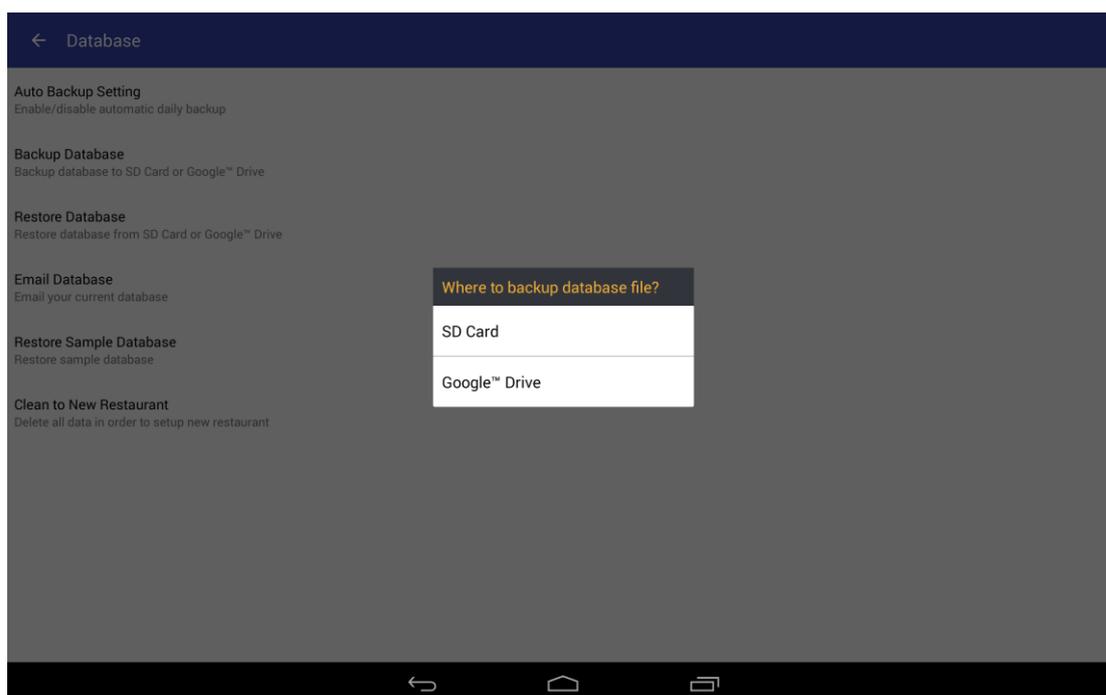


## Chapter 15: How to Backup and Restore Database

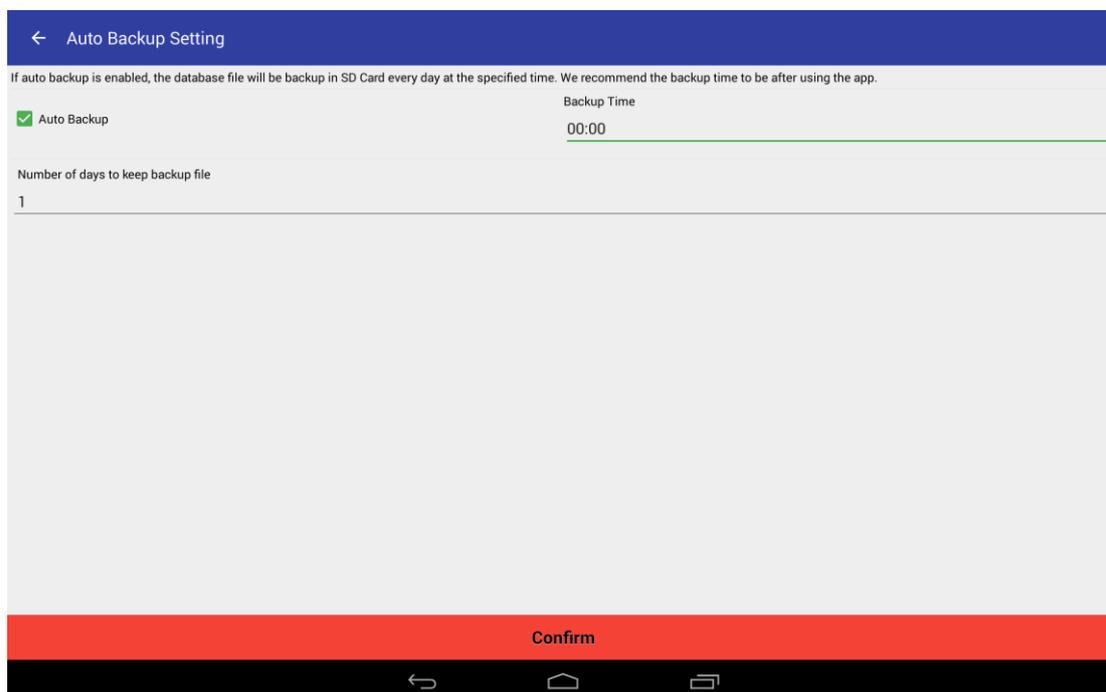
W&O POS app saves all data locally; the server version saves on your server (Your Windows Server computer). You should regularly backup database to ensure in the event of a disaster or hardware problem, so that you can recover your data.



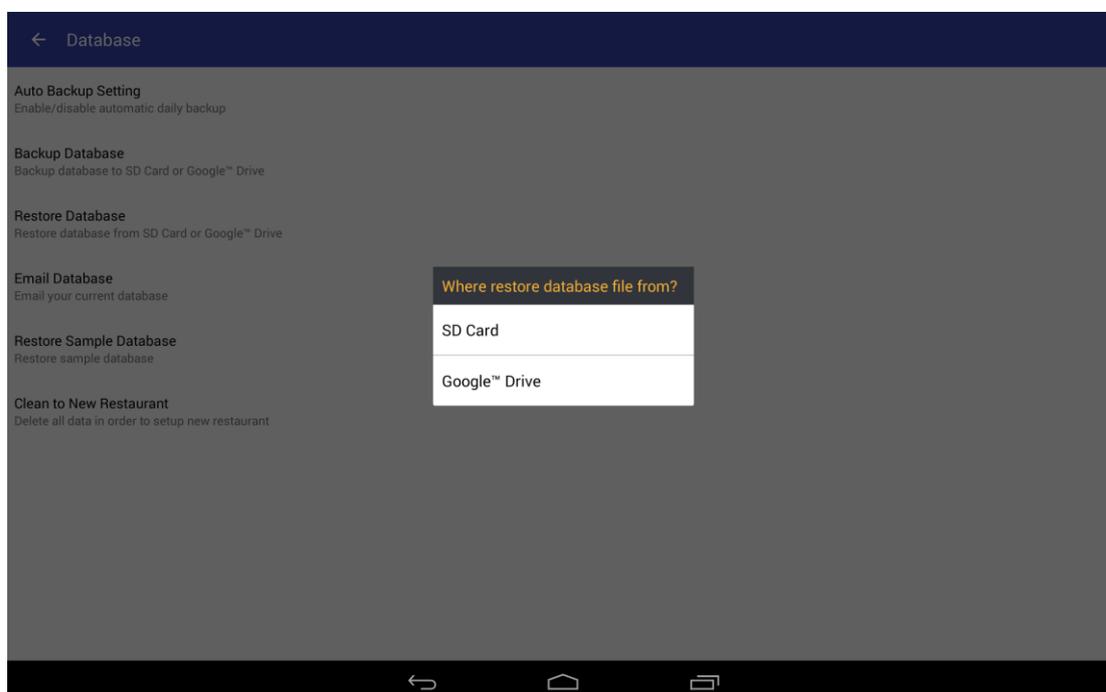
1. You can backup database to SD Card, internal storage or Google Drive



## 2. You also can setup auto backup database



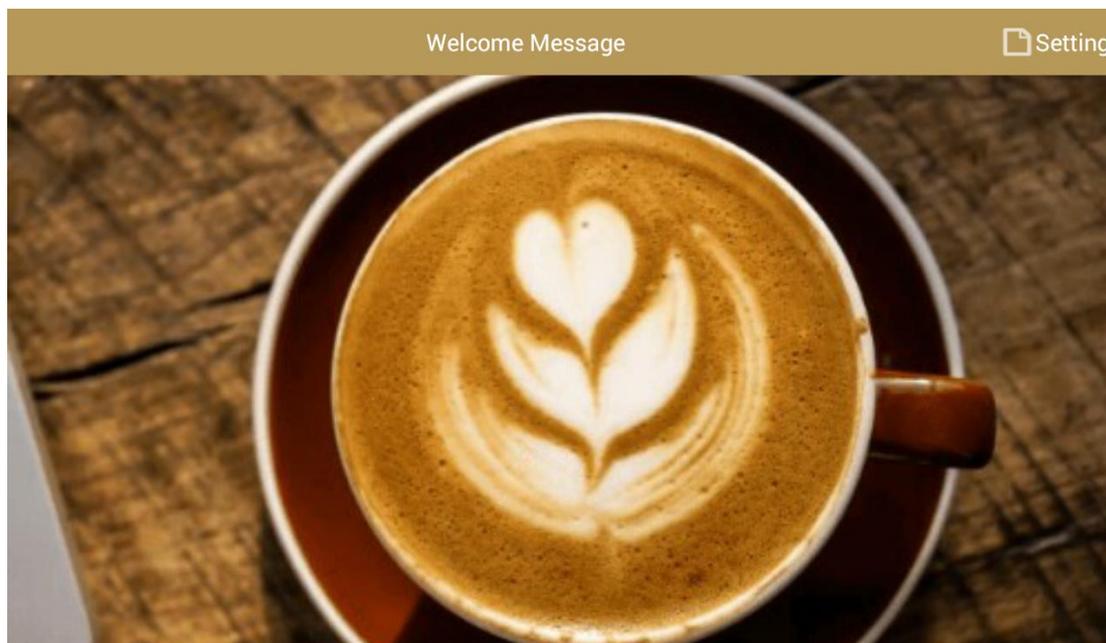
## 3. After you have backup database, then you can recover the database from SD Card, internal storage or Google Drive.



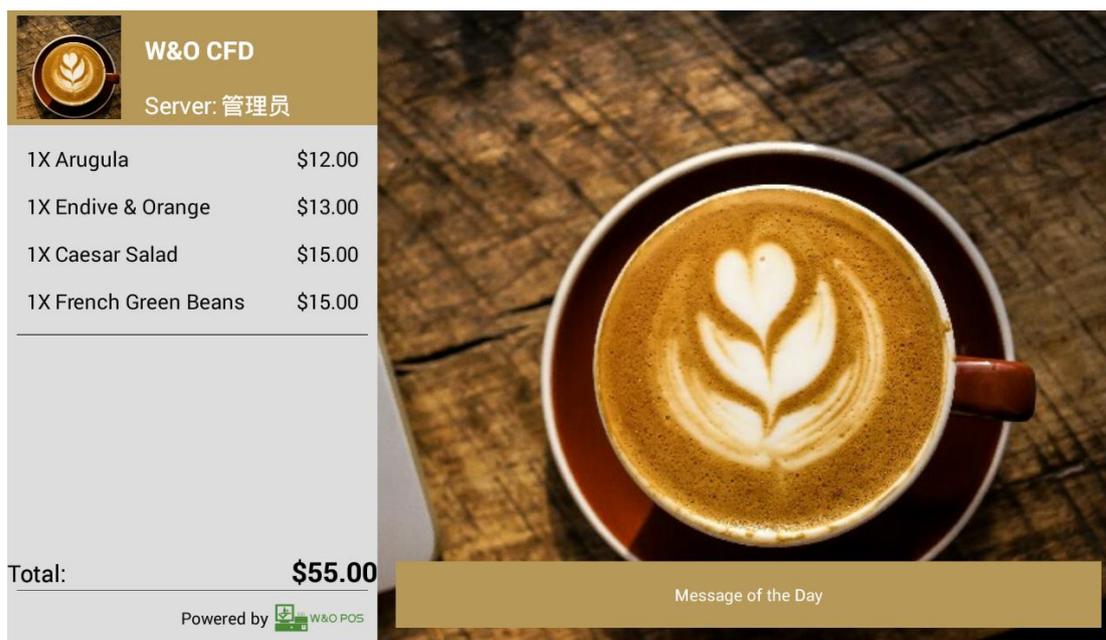
## Chapter 16: Customer Display (W&O CFD)

First you need to install CFD in your tablet.

<https://play.google.com/store/apps/details?id=com.aadhk.cfd>



Run W&O POS Restaurant App, Tap Settings->Device->Customer Display, you can manually input IP of Customer Display or search the IP of Customer Display. Enable the Customer Display before save.



W&O Retail POS

← Customer Facing Display

Customer Facing Display ✔  
 Enable

Current IP Address  
 192.168.1.116

Category Setting  
 Category

Languages  
 English. Not your language, email to help us

Register

You can select different pictures as your welcome screen and payment screen and edit message of the day.

All the information shown on the left field of POS in the ordering screen, can be shown synchronously on the CFD.

W&O CFD  
Server: manager

1X Arugula	\$12.00
1X Endive & Orange	\$13.00
1X Caesar Salad	\$15.00
1X French Green Beans	\$15.00

---

**Total:**
\$55.00

Powered by W&O POS

←
Clear
Cour

	Ordering		Ordered
-	1 Arugula	+	\$12.00
-	1 Endive & Orange	+	\$13.00
-	1 Caesar Salad	+	\$15.00
-	1 French Green Beans	+	\$15.00

Quantity:
4

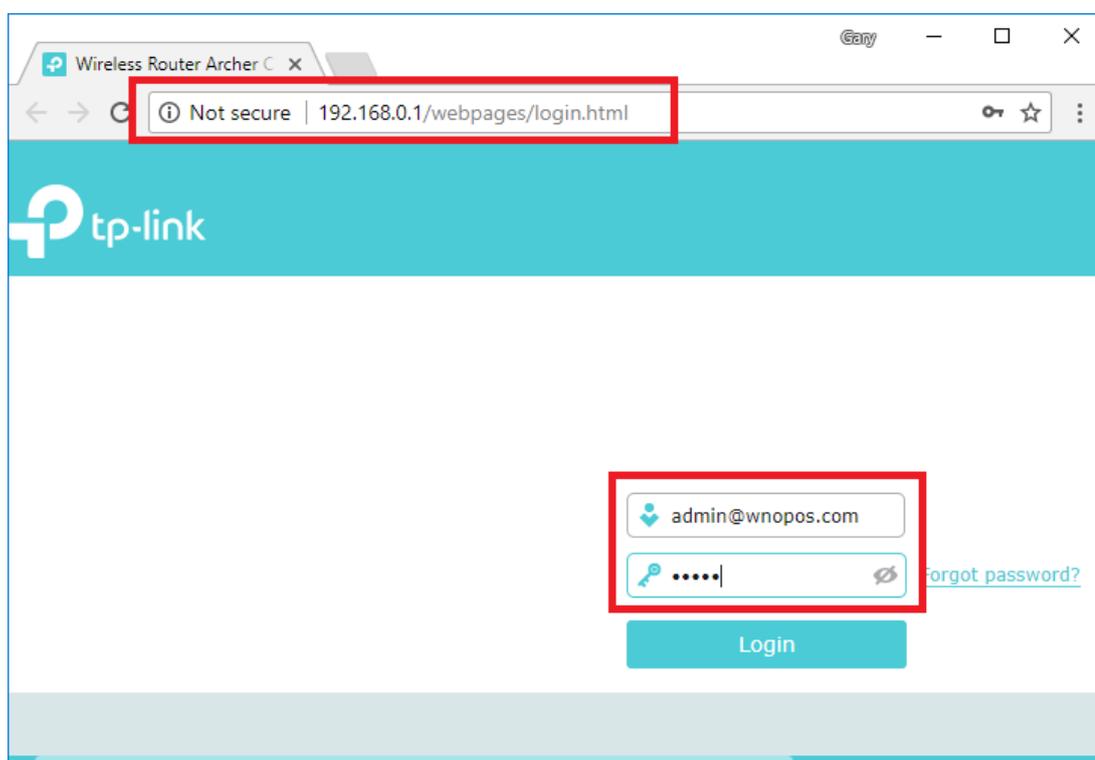
Subtotal:
\$55.00

Send

## Chapter 17: How to Reserve IP Address by Router

Sometimes, your router may assign different IP to Wi-Fi/Lan printer or windows PC with W&O POS Adapter when you restart router, printer or computer. In that case, you need to assign local static IP to LAN/Wi-Fi Printer or Windows PC. Here is sample of how to assign static IP in TP-Link.

1. Open your browser and input your IP Address <http://192.168.0.1> to access Router Admin Portal. Then input user and password to login.



## W&amp;O Retail POS

- Go to Advanced > DHCP Server > Address Reservation, click add

The screenshot shows the TP-Link web interface. The 'Advanced' tab is selected. In the left sidebar, 'DHCP Server' is highlighted. The main content area shows the DHCP Server configuration. The 'Address Reservation' section is active, displaying a table with one reservation entry. Below it, the 'DHCP Client List' table is visible.

ID	MAC Address	Reserved IP Address	Description	Status	Modify
1	30-85-A9-3C-73-5C	192.168.0.100	room computer		

ID	Client Name	MAC Address	Assigned IP Address	Lease Time
1	SKY-20160326VXY	30-85-A9-3C-73-5C	192.168.0.100	Permanent
2	android-769262b76dd2429f	40-F3-08-4B-8D-51	192.168.0.173	43:43:25
3	android-8b0e3aff33444e2c	AC-36-13-D6-DA-A9	192.168.0.133	45:9:18
4	android-1613b73047f35b3a	0C-56-5C-21-06-E6	192.168.0.110	44:19:41

- On the Address Reservation tab, input Mac Address, IP Address and Description from the DHCP Client List. After input those information, click save.

The screenshot shows the TP-Link web interface. The 'Advanced' tab is selected. In the left sidebar, 'DHCP Server' is highlighted. The main content area shows the DHCP Server configuration. The 'Address Reservation' section is active, displaying the 'Add' form. The form fields for MAC Address, IP Address, and Description are filled with values from the DHCP Client List. The 'Save' button is highlighted.

ID	MAC Address	Reserved IP Address	Description	Status	Modify
1	30-85-A9-3C-73-5C	192.168.0.100	room computer		

MAC Address: 30-85-A9-3C-73-5C  
 IP Address: 192.168.0.100  
 Description: WnO POS Server  
 Enable This Entry

Cancel Save

ID	Client Name	MAC Address	Assigned IP Address	Lease Time
1	SKY-20160326VXY	30-85-A9-3C-73-5C	192.168.0.100	Permanent
2	android-769262b76dd2429f	40-F3-08-4B-8D-51	192.168.0.173	43:43:25
3	android-8b0e3aff33444e2c	AC-36-13-D6-DA-A9	192.168.0.133	45:9:18
4	android-1613b73047f35b3a	0C-56-5C-21-06-E6	192.168.0.110	44:19:41

4. You will see the IP Address of Windows PC is reserved on the list.

The screenshot shows the TP-Link Advanced DHCP Server configuration page. The 'Advanced' tab is selected. The 'Address Reservation' section shows a table with one entry: ID 1, MAC Address 30-85-A9-3C-73-5C, Reserved IP Address 192.168.0.100, and Description WnO POS. The 'DHCP Server' option in the left sidebar is highlighted.

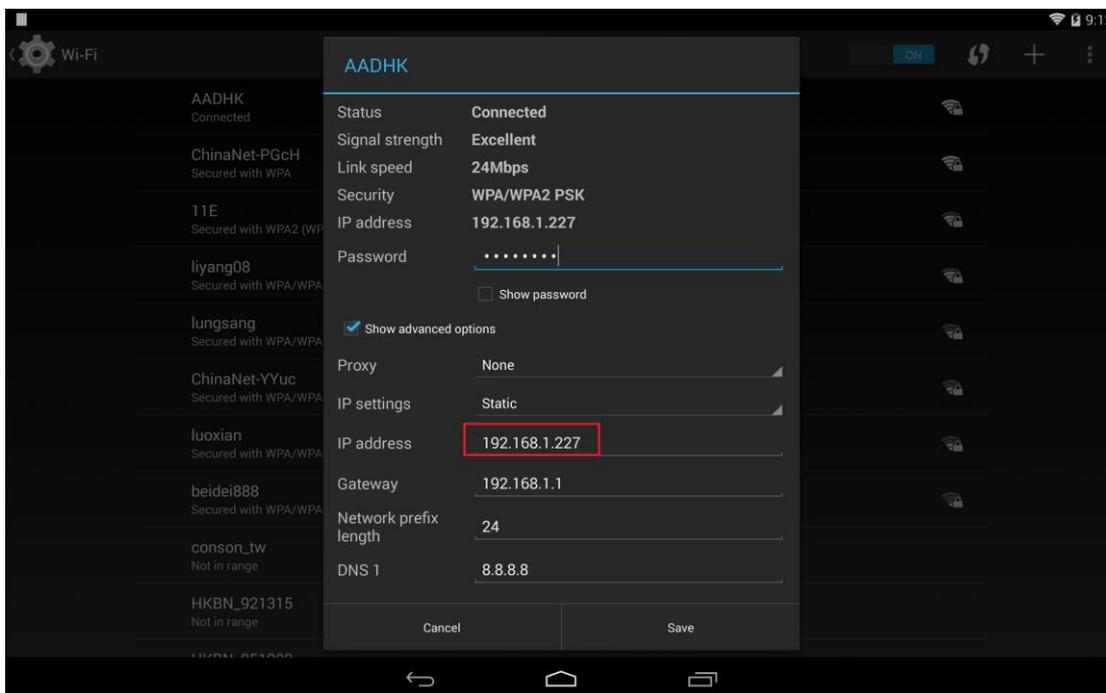
ID	MAC Address	Reserved IP Address	Description	Status	Modify
1	30-85-A9-3C-73-5C	192.168.0.100	WnO POS	Lightbulb icon	Modify/Delete icons

5. You can reboot the router to activate the setting immediately.

The screenshot shows the TP-Link Advanced DHCP Server configuration page with a 'Reboot' dialog box. The 'Reboot' button in the top right corner is highlighted. The dialog box asks 'Are you sure you want to reboot the router?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted.

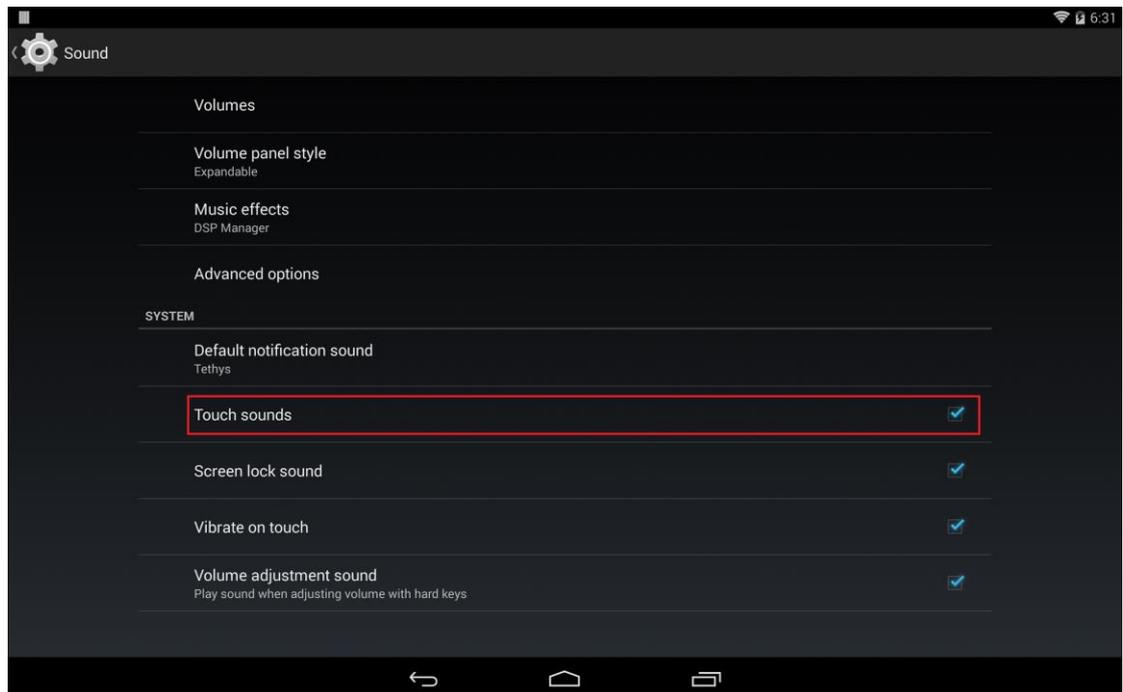
## Chapter 18: How to Reserve IP Address in Phone/Tablet

Sometimes, your router may assign different IP to tablet when you restart router or tablet. In that case, you need to assign local static IP to your tablet. Here is sample of how to assign static IP in your tablet.



## Chapter 19: Problem & Solution

1. You may want Touch sounds when you using W&O POS, you can setup in the android system. You can goes to Settings>Sound>Other sounds, turn on Touch sounds.



End