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.

← Company				
Name	Demo Retail			
Mail	Demo@gmail.com			
Currency	USD(\$)			
Currency position	9.9\$			*
Decimal place	1			+ -
Operation hours	01:00		21:00	
Operation hours will be u	ised in viewing report. You c	an set end time earlier th	nan start time for pub operation hours.	
		Save		

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

÷	Category	+ Add	🔟 Delete all	🖵 Import	Export
Fruit					≑
Vega	able				=
Drink					=
Home					\$
Snac	(4

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

← Item						+ 1 C :
Input name				Enable 🌘		
Fruit	Vegatable	Drink	Home	Name Apple		
Apple \$38.00			ŧ	Category Fruit Price 38		- +
Bananas \$41.00			4	Member Price 1 0		- +
Blueberries \$68.00				Member Price 2 0		+
Coco \$38.00			\$	Member Price 3 0		+
Fig \$79.00			÷	Stock Qty 0		- +
Green lemo \$44.00			4	Warn Qty 0		- +
Lemo \$59.00				Barcode 1		
Peach \$34.00			\$	Barcode 2 Barcode 3		
Pears \$73.00			\$	Delete	Duplicate	Save

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

← Item					+ 4] (4 :
Input name				Enable 🌘	
Fruit	Vegatable	Drink	Home	Name Blueberries	
Apple \$38.00			4	Category Fruit Price 68	- +
Bananas \$41.00			4	Member Price 1 0	- +
Blueberries \$68.00				Member Price 2 0	+
Coco \$38.00			≑	Member Price 3 0	+
Fig \$79.00			ŧ	Stock Qty 0	- +
Green lemo \$44.00			4	Warn Qty 0	- +
Lemo \$59.00			=	Barcode 1	
Peach \$34.00			=	Barcode 2 Barcode 3	
Pears \$73.00			4	Delete Duplicate	Save

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

← Price Schedule	+
No Records	The price schedule only work on same day. If the end time is in next day, you need to create another schedule. Name Long Start Date 2015-06-09 End Date 2015-06-09 Start Time 00:00 End Time 24:00 Percentage Amount Price Choose Items
Setting	g 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.

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2.4 Setting Up Your Discount

← Discount				Add
VIP				25%
Coupon 5				\$5.00
Coupon 10	Update Discount			\$10.00
Coupon 15	Reason Coupon 10 Amount \$10			\$15.00
Happy hour	Cancel	Delete	Save	30%

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

← Surcharge				Add
Service charge				10%
Additional fee				10%
	Surcharge			
	Name Additional fe	ee		
	Percentage % 10			
	Cancel	Delete	Save	

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.

← Settings				
W&O POS	ltem			
Company	Import/add/delete/update item			
Product	Price Schedule Setup schedule to change the price			
Device	Promotion Quantity Discount			
Advanced	Promotion Quantity Discount Auto discount item base on quantity			
Preference	Discount Add/delete/update discount			
	Surcharge Add/delete/update			
	Tax Setup tax			
	Payment Method Add/delete/update			
	Invoice Number The initial value: 00001			

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

\leftarrow Settings				
W&O POS	Setup Tax			
Company	Enable 🛑			
Product	Tax1	10.0		
Device	Tax 2			
Advanced	Tax2	20.0		
Preference	Tax3			
	Tax name	Tax rate		
	Tax number			
	Price excludes ta	ax		
	Apply Tax on dis Apply Tax on su	rcharge		
	Cancel		Save	
	Invoice Numbe The initial value:	r 00001		

3. Then assign Tax to Item

W&O Retail POS

← Item					+ 🗊 🖓 🖓 :
Input name				Enable	
Fruit	Vegatable	Drink	Home	Name	
Apple \$38.00			\$	Price 0	- +
Bananas \$41.00			Choose tax for	the category	+
Blueberries \$68.00			🗆 Tax1		-+
Coco \$38.00			□ Tax2		= +
Fig \$79.00			Cancel	Confirm	- +
Green lemo \$44.00			≑	Warn Qty 0	+
Lemo \$59.00			ŧ	Barcode 1	
Peach \$34.00			≑	Barcode 2	
Pears \$73.00					Save

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

←	Surcharge	Discount	Тах		Note		Gift Card	Ema	ail	
Invoice: 00003 Server: Admin			Т	otal:	\$367.00		Pay	:	\$367.00	
Tim	e: 2018-07-05 03:50 PI	M	Р	Paid:	\$0.	00	Change	:	\$0.00	
1 A	pple	\$38.00	Cash	Mas	ter Vis	sa	Debit Card	Cheque		
1 B	ananas	\$41.00 —						-		
1 B	lueberries	\$68.00	7		8		8 9		mer	
1 C	осо	\$38.00								
1 F	ig	\$79.00							Drawer	
1 G	reen lemo	\$44.00	4		5		6	Draw		
1 L	emo	\$59.00 —								
Tot	al:	\$367.00	1		2		3	Receipt		
Тах	1 Included in Total:	\$33.36								
			0		00					
			×		Clear		Exact	ct		

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

W&O Retail POS

← Settings		
W&O POS	Setup Tax	
Company	Enable 🛑	
Product	Tax 1	10.0
Device	Tax 2	
Advanced	Tax2	20.0
Preference	Tax3 Tax name	Tax rate
	Tax number	Tax rate
	Price includes tax Apply Tax on discount	
	Apply Tax on sur	rcharge
	Invoice Numbe The initial value:	r 00001

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	Тах	r		Note	Gift Card		Email			
Invo	ice: 00003 rer: Admin		Total:		\$403.70		Pay:			\$403.70		
Tim	e: 2018-07-05 03:49 Pl	M	F	Paid:		\$0.00	Char	ige:		\$0.00		
1 A	pple	\$38.00	Cash	Mas	ter	Visa	Debit Card		Cheque			
1 B	ananas	\$41.00		L								
1 B	lueberries	\$68.00	7		8		8		8 9		Custome	
1 C	осо	\$38.00		,		-						
1 F	ig	\$79.00										
1 G	reen lemo	\$44.00	4			5	6		Draw	er		
1 L	emo	\$59.00										
Sub	total:	\$367.00	1			2	3		Receipt			
Тах	1:	\$36.70										
Tot	al:	\$403.70	0			00						
			×		C	Clear	Exact		Pay			

← Payment Method	Update payment method		- Add
Cash	Name		
Master	Туре		
Visa	Credit Card		
Debit Card	0.05	*	
Cheque	Round Round up		
Gift Card	Round down	Defeat	
Member	Enable		
	Cancel	Save	

2.7 Setting Up Your Payment Method

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.

← Menu	
Restaurant	Table group Add/delete/update table group
Menu	Table
Dine In	invoice number
The c	urrent value: 00007 Prefix 00001 Suffix
Delivery	
Tab	Cancel Confirm
Reservation	
Device	Kitchen Note Add/delete/update kitchen note
Advanced	Void Reason

2.8 Setting Up Your Invoice Number

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 •	·····
			Passwords match
			Save

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

← Staff			+*	٨dd
Admin(000000)	Administrator	Account	Admin	
manager(111111)	Manager	Role	Administrator	
cashier(222222)	Cashier	Password	·····	
		Password again		
			Passwords match	
			Save	

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.

J.Z Setting U			
← Staff			+ Add
Admin(000000)	Administrator	Account	Admin
manager(111111)	Manager	Role	Administrator
cashier(222222)	Cashier	Password	·····
		Password again	·····
			Passwords match
			Save

3.2 Setting Up Your Role Permission

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

		02:21:38 PM		
Det	ault Password: 000000			
	1	2	3	
	4	Name: Admin Current: 2018-07-05 02:21 PM	6	
	7	8	9	
	CLOCK	0	LOGIN	

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

← Time Clock			🗙 Delete all	X Export
2016-11-04 12:00 AM	То 2016-11-04 1	1:59 PM	All	• &
Employee	Clock In	Clock Out		Work Hours
Admin	Update Work Time			Oh
	Employee: Admin			
	Clock In: 2016-11-			
	Clock Out: 2016-11			
	Delete	Save		

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

← Time Clock			🗙 Delete all	X Export
2016-07-27 00:00	то 2016-07-2	7 23:59	All	• Q
Employee	Clock In	Clock Out		Work Hours
管理员	2016-07-27 01:49	2016-07-27 06:30		4.7h
	\leftarrow			

The duration of work is from "clock in" to "clock out".

← Advanced		
Delivery	Don't force clock in before login	
Tab	Use Cash In/Out Print	
Reservation	o Clock Out	
Aut Device List If th for	to Clock Out would come into effect once you input the time. he staff forgot to clock out, system will add a clock out time bim, which is the same as his clock in time.	
Advanced	terval(hours) 0.0	
Preference	Cancel Save	
Server	Date Format	
Cloud Report(Beta)		
Contact us	Time Format Use AM/PM format	

← Time Clock			Dele	te all 📑 Export
2017/06/08 12:00 AM	To 2017/06/08 12:	00 AM	All	- Search
Emp loyee	Clock In	Clock Out		Work Hours
manager	2017/06/08 06:27 PM	2017/06/08 06:27 PM		Oh

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.

← Tir	ne Clock			De	elete all 📑 Export
2017/06/08 12	00 AM	To 2017/06/08 12:00	AM	All	- Search
Emp loyee	Clock In	Clock Out	Work Hours	Hourly Pay	Salary
manager	2017/06/08 06:31 PM	2017/06/08 09:31 PM	Зh	\$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			eve	Cle	ar	Stoc	k	Refu	ind	Custom	er	Q	÷
- 1	Apple	•	\$38.00	nput >	5 barcod	е							sea	arch
- 1	Bananas	•	\$41.00	Frui	t Ve	egatable	Drink	I	Home	Snack				
- 1	Blueberries		\$68.00		pple	Ba	nanas	Blu	eberries		Coco		Fig	
- 1	Сосо		\$38.00	x1 \$3 Gree	38.00 en lemo	x1 \$	41.00 .emo	x1 \$	68.00 Peach	x1 \$	38.00 Pears	x1 (Per	379.00 simmon	ıs
- 1	Fig	-	\$79.00	x1 \$4	4.00	x1 \$	59.00	ŝ	34.00	Ś	73.00		68.00	~
- 1	1 Green lemo		\$44.00	Pineapple0		Ras	pberries	Boy	senberry	R	osehip	м	lulberry	
- 1	Lemo		\$59.00	\$4	45.00	\$	66.00	\$	66.00	\$	23.00	5	29.00	
				Ap	petite		rapes	-Sur	awberry		igennes	Wa	termelo	
				\$3	31.00	\$	47.00	\$	52.00	\$	79.00	5	\$55.00	
Quant Subto	iity: tal:		7 \$367.00	Pome	egranate	Pin	eapple		Lime	Pu	umpkin	Sto	one Fruit	t
Tax1:			\$33.36	\$4	18.00	\$	15.50	\$	16.00	\$	17.00	5	\$30.00	

You can open Cash Drawer by Tag Drawer

1	Drawer	Hold		Retrie	eve	CI	ear	Stoc	k	Ref	ind	Customer		Q	:
- 1	Apple		+	\$38.00	nput >	5 barcoo	le							se	arch
- 1	Bananas		+	\$41.00	Frui	t V	egatable	Drink		Home	Snack				
- 1	Blueberries		+	\$68.00		pple	Ba	inanas	Blu	eberries		Coco		Fig	
- 1	Сосо		+	\$38.00	x1 \$3	88.00	x1 \$	41.00	x1 \$	68.00 h	x1 \$	38.00 Pears	x1 \$79.00 Persimmons		15
- 1	Fig		+	\$79.0	Hold note							272.00			
- 1	Green lemo	\$44.0	Hold purchase						R	osehip	N	Julberry			
- 1	Lemo		+	\$59.00	\$4	45.00	Save \$	66.00	S	66.00	Ş	23.00		\$29.00	
	4		-		Ap	petite	C C	rapes	Str	awberry	Tar	ngerines	Wa	termelo	
					\$3	31.00	S	47.00	S	\$52.00	\$	79.00		\$55.00	
Quant Subto			\$	7 367.00	Pome	granate	Pir			Lime	Pu	umpkin	St	one Frui	t
Tax1:				\$33.36	\$4	18.00	s				s	17.00		\$30.00	
		Payment													

5.1.2 Hold

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

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Drawer	Hold	Retrieve	Clea	ır	Stock	Refu	nd	Custome	r Q	:
	No Records	İnpu	ut > 5 barcode	•					s	earch
			Fruit Veg	gatable	Drink	Home	Snack			
			Apple	Banana		Blueberries	Cor		Fig	
		Retrieve	400.00	A		410.00	\$38. Pea	00 rs	\$79.00 Persimmo	ons
		T201807050 2018-07-05 Hold purcha	0001 15:56 se			Admin × \$367.00	\$73.	00	\$68.00	
		T201807050 2018-07-05 Hold by Mr V	0002 15:56 Vong			Admin × \$137.00	Rose	hip 00	Mulberr \$29.00	у
			Appetite	Grape		Strawberry	Tange	rines	Waterme	on
			\$31.00	\$47.00		\$52.00	\$79.	00	\$55.00	
Quantity:		0	omegranate			Lime	Pump	okin	Stone Fr	uit
Subtotal:		\$0.00	\$48.00				\$17.	00	\$30.00	
	Payment									

5.1.3 Retrieve

You can retrieve the holding Items from the list.

	Drawer Hold Re				CI	ear	Stoc	k	Ref	und	Customer	Q	:
- 1	Apple		\$38.00	Input >	5 barco	de					Input name		
- 1	Bananas		\$41.00	Frui	t V	'egatable	Drink	1	Home	Sna	Appetite		
- 1	Blueberries		\$68.00		pple	Ba	nanas	Blu	eberries		Apple		
- 1	1 Coco +		\$38.00	x1 \$3 Gree	38.00 en lemo	x1 \$	41.00 .emo	x1 \$	68.00 Peach	x1	Avalon Lemon Bat Shower Gel	h &	
- 1	Fig + \$79		+ \$79.00		×1 \$44.00			ř.		E.	Avery Textured Po	stCard	I
- 1	1 Green lemo +		\$44.00	- XI Ş4 Pine	Pineapple0		pberries	Boy	senberry		Bananas		
- 1	Lemo		\$59.00	\$4	\$45.00		\$66.00		66.00		Basic Bath Bug,So	id	
	0			Ap	Appetite Grapes Strawberry		Grapes Strawberry			Black Cherry Soda			
				\$3	31.00	\$	47.00	\$	52.00		Blanket		
Quant Subto	iity: ital:		7 \$367.00	Pome	granate	Pir	eapple		Lime		Blue Diamond Alm Lightly Salted, 6.0	onds OZ	
Tax1:	Tax1: \$33.3 Payment			\$4 \$4	48.00	\$	15.50	\$	16.00		Blueberries		

5.1.4 Search

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

5.1	.5 Scann	er												
	Drawer	Hold	Retri	eve	C	lear	Stor	:k	Ref	und	Custom	ier	Q	:
- 1	Apple	-	\$38.00	12345	6									earch
- 1	Bananas	-	\$41.00	Frui	it N	/egatable	Drink		Home	Snack				
- 1	Blueberries	-	\$68.00		(pple		nanas	Blu	eberries		Coco		Fig	
- 1	Сосо	\$38.00	x1 \$38.00 Green lemo		x1 \$	41.00 .emo	x1 \$	x1 \$68.00 Peach		38.00 Pears	x1 S	379.00 simmo	ns	
- 1	Fig		\$79.00	×1 6	1 \$44.00		1 \$59.00		24.00		72.00			1
- 1	1 Green lemo + \$44		\$44.00	Pineapple0		Ras	pberries	Boy	senberry	R	osehip	м	lulberry	,
- 1	Lemo	-	\$59.00	\$4	45.00	\$	66.00	5	66.00	5	\$23.00	5	\$29.00	
	■ 1 Lemo			Ap	petite	C	rapes	Str	awberry	Ta	ngerines	Wa	termel	N n
				\$:	31.00	\$	47.00	5	\$52.00		\$79.00	5	55.00	
Quant Subto	Quantity: 7 Subtotal: \$367.00			7 Pomegranate		Pir	leapple		Lime	Р	umpkin	Sto	one Fru	lit
Tax1:	Tax1: \$33.36				48.00	\$	15.50	s	316.00		\$17.00	4	30.00	
		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.

	Drawer	Hold	Retri	eve	CI	ear	Stoc	k	Refu	ind	Custom	ier	Q	:
- 1	Apple	-	\$38.00	123456	5								se	arch
- 1	Bananas		\$41.00	Frui	t V	egatable	Drink	F	lome	Snack				
- 1	Blueberries	-	\$68.00		pple	Ba	nanas	Blue	eberries		Coco		Fig	
- 1	Сосо	•	\$38.00	x1 \$3 Gree	38.00 en lemo	x1 \$	41.00 emo	x1 \$0 P	68.00 each	x1	\$38.00 Pears	x1 Pe	\$79.00 rsimmor	າຮ
- 1	Fig	-	\$79.00	x1 \$4	14.00	x1 \$	59.00	Ś	34.00		\$73.00	1 St	\$68.00	1
- 1	Green lemo	-	\$44.00	Pine	apple0	Ras	oberries	Boys	senberry	F	Rosehip	ı	Mulberry	
- 1	Lemo	-	\$59.00	\$4	45.00	Ş	56.00	\$1	66.00	:	\$23.00		\$29.00	
				Ap	petite	G	rapes	Stra	awberry	Ta	ngerines		atermelo	an a
				\$3	31.00	\$-	47.00	\$	52.00		\$79.00		\$55.00	
Quant Subto	iity: tal:		7 \$367. <u>00</u>	Pome	egranate	Pin	eapple	L	ime	Р	umpkin	S	tone Frui	it
Tax1:			\$33.36	\$4	48.00	\$	15.50	\$	16.00		\$17.00		\$30.00	

5.1.6 Refund

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

	Drawer	Hold	Retri	eve	Clear	Stock	c Refu	nd	Customer	Q :
- 1	Apple	1	\$38.00	123456	-					search
- 1	Bananas	1	\$41.00	Fruit	Vegatable	Drink	Home	Snack		
- 1	Blueberries	1	\$68.00	Apple		ananas	Blueberries	Coco		Fig
- 1	Сосо		\$38.00	x1 \$38.0 Green le	0 x1 \$	641.00 Lemo	x1 \$68.00 Peach	x1 \$38.0 Pears	0 x1	\$79.00 Persimmons
- 1	Fig	1	\$79.00	x1 \$44.0		59.00	\$34.00	\$73.0		\$68.00
- 1	Green lemo	1	\$44.00	Pineapp	ole0 Ras	spberries	Boysenberry	Roseh	ip	Mulberry
- 1	Lemo	1	\$59.00	\$45.0	0 \$	66.00	\$66.00	\$23.0	0	\$29.00
	;;			Appeti	te	Grapes	Strawberry		les l	Watermeion
				\$31.0	0 \$	47.00	\$52.00	\$79.0	0	\$55.00
Quant Subto	ity: tal:		7 \$367.00	Pomegra	Pir	neapple	Lime	Pumpk	tin	Stone Fruit
Tax1:			\$33.36	\$48.0	0 \$	15.50	\$16.00	\$17.0	0	\$30.00
		Payment								

5.1.7 Check Stock

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

	Drawer	Hold	Retr	eve	c	Clear	Stoc	k	k Refund		Custon	ner	Q :
- 1	Apple		+ \$38.00	12345	6				· 				search
- 1	Bananas		+ \$41.00	Frui	it	Vegatable	Drink		Home	Snac	K		
- 1	Blueberries		+ \$68.00		pple	B	ananas	Blu	eberries		Coco		Fig
- 1	Сосо		+ \$38.00	x1 \$: Gree	38.00 en lemo	x1	\$41.00 Lemo	x1 \$	68.00 Peach	x1	\$38.00 Pears	x1 Pt	\$79.00 ersimmons
- 1	· 1 Fig		+ \$79.00	x1 \$	x1 \$44.00		\$59.00		34.00		\$73.00	- Contraction	\$68.00
- 1	Green lemo		+ \$44.00	Pine	apple0	Ra	spberries	Boy	senberry	F	Rosehip		Mulberry
- 1	Lemo		+ \$59.00	\$-	45.00		\$66.00	\$	66.00		\$23.00		\$29.00
	0			Ap	petite		Grapes	Str	awberry	Ta	ngerines		atermelon
				\$:	31.00		\$47.00	ŝ	\$52.00		\$79.00		\$55.00
Quant Subto	ity: tal:		7 \$367.00	Pome	egranate	Pi	neapple		Lime	Р	umpkin	s	tone Fruit
Tax1:			\$33.36	\$4	48.00		\$15.50	\$	316.00		\$17.00		\$30.00
		Payment											

5.1.8 Customer Sale

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

Chapter 6: Payment

6.1 Surcharge

\leftarrow		Surcharge		Discount	Тах				Note		Gift Card	Em	ail
Invo Serv	oice: () ver: Ad)0003 dmin				т	otal:		\$367.00		Pay	:	\$367.00
Time	e: 20	18-07-05 04:01	PM			F	Paid:		\$0.00		Change	:	\$0.00
1 A	pple			\$38.00		Cash	Mas	ter	Visa		Debit Card	Cheque	
1 B	anar	าลร		\$41.00	-					-			
1 B	lueb	erries		\$68.0	Surch	narge					9	Custo	mer
1 C	oco			\$38.0	Subtotal: \$367.00					0			inci
1 F	ig			\$79.0	Surcharge: % \$					_			
1 G	reen	lemo		\$44.0	No						6		
1 L	emo			\$59.0 ^{\$}	urcha	rge(0.0)							
Tot	al:			\$367.0		Cancel		C	onfirm		3		
Tax	1 Incl	luded in Total:		\$33.36									
						0			00		·	Da	
					Clear			Clear		Exact	Pa		

You can apply Surcharge to the Order.

6.2 Discount

÷	Surcharge	Discount	Тах		Note		Gift Card		Email		
Invoice: 00003 Server: Admin			Т	otal:		\$367.00	Pay:		\$367.00		
Time: 2018-07-05 04:01 PM		Р	Paid:			Change:			\$0.00		
1 A	pple	\$38.00	Cash	Mast	ter	Visa	Debit Card		Cheque		
1 B	ananas	\$41.0 s	elect Discount							-	
1 B	lueberries	\$68.0	Subtotal:			\$367.00) 9		Custo	mer	
1 C	000	\$38.0	Discount:		%						
1 F	ig	\$79.0	Beason:		_ /0 (
1 G	reen lemo	\$44.0					6	6			
1 L	emo	\$59.0	lo Discount				_				
Tot	al:	\$367.0	Cancel		C	onfirm	3				
Тах	1 Included in Total:	\$33.36	0		1	00			Dev		
			×		С	Clear Exact			Pay		

You can apply Discount to the Order.

6.3 Tax

~	Surcharge	Discount	Тах		Note	Gift Card	Ema	ail	
Invoice: 00003 Server: Admin			Total:		\$367.00	Pay:		\$367.00	
Time: 2018-07-05 04:01 PM			Paid: \$0.00			Change:		\$0.00	
1 Aj	pple	\$38.00	Cash	Master	Visa	Debit Card	Cheque		
1 Ba	ananas	\$41.00 -							
1 Bl	ueberries	\$68.00	Taxes Include	<u>.</u>		9	Custo	mer	
1 C	осо	\$38.00			_	-			
1 Fi	g	\$79.00	Tax1						
1 G	reen lemo	\$44.00	Tax2			6 Drawer			
1 Le	emo	\$59.00 -							
Tet	-1.	¢267.00	Taxes Exclude			3			
Tota	al:	\$367.00							
Tax1	Included in Total:	\$33.36	<u>,</u>						
			0 00			•			
							Pay		
			Clear			Exact			

You can exclude Tax or include Tax.

6.4 Gift Card Payment

÷	Surcharge	Discount	Тах		Note		Gift Card	Ema	Email	
Invoic	ce: 00003 r: Admin		Total:		\$36	7.00	Pay		\$367.00	
Time:	2018-07-05 04:01 P	М	Paid: \$0.00			0.00	Change		\$0.00	
1 Ap	ple	\$38.00	Cash Master Visa			Visa	Debit Card	Cheque	Cheque	
1 Ba	nanas	\$41.00								
1 Blu	ueberries	\$68.00	Gift Card: 111	110211			9	Custo	mer	
1 Co	со	\$38.00				_				
1 Fig	J	\$79.00	Balance: \$1,0	00.00						
1 Gre	een lemo	\$44.00	Charge Amou	unt: 367		- 8	6 Drawer			
1 Ler	mo	\$59.00								
T .		40.67.00	Cancel	p Confirm		3				
Tota	1:	\$367.00								
Tax1	Included in Total:	\$33.36								
			0		00					
								Pay	Pay	
			×		Clear		Exact			

You can choose Gift Card payment for the order.

Chapter 7: Other Functions

7.1 Expense

← Item Settings		Category	🗙 Delete all
Item Category	Item		
expense category		+ Add	expense item
е	xpense item		

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

← Expense		Add expense	📃 Item	🗶 csv	X Delete all
2016-11-04 12:00 AM To 2016-11	-04 11:59 PM All Expense				▼ Q
	Amount				
	Date 2016-11-04 03:34 PM Category expense category	•			
	Item expense item	~			
	Pay In/Out				
	Cancel	Save			

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

÷	Pay In/Out	:		Pay History	📥 Pay In	A Pay Out	Cash Close Out			
All	•									
			No Reco	ords						
			Start cash							
			Amount							
			Date 2016-11-03 06:27 PM							
			Cancel	Save						
	Start time:Non Start cash:\$0.00									

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

÷	Pay In/Ou			D:	Pay History	Pay In	📤 Pay Out	📃 Cash Close Out		
All	•									
				No Records						
			Pay In							
			Amount 55							
			Date 2016-11-03 06:29	PM						
			Note smash a bottle							
			Cancel		Save					
	Start time:2016-11-03 06:27 PM Start cash:\$485.00									
			\bigtriangledown	0						

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

← Cash C	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 📑
2016-1	1-03 12:00 AM To 2016-11-03 11:59 PM	Invoice Number		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.

← Receipt	Receipt				∰ Delete BB CSV ↓			
2018-07-05 12:00 AM To 2018-07-05 12:00 AM nvoice	Invoice: 000	03						
Invoice Number	Server: Adm Time: 2018-	in 07-05 04·06	PM		Amount			
00003	1 Apple	0, 00 0 1.00		\$28.00	Cash: \$367.00			
	1 Apple			\$38.00				
00002	1 Bananas	;		\$41.00	Master: \$161.70			
00001	1 Blueberri	ies		\$68.00	Cash: ¢70			
00001	1 Coco			Cash: \$79.00				
	1 Fig			\$79.00				
	1 Green lei	mo		\$44.00				
	1 Lemo			\$59.00				
	Total			\$367.00				
	Total.			\$307.00				
	Cash:			\$500.00				
	Change:			\$133.00				
	Tax1 Includ	ed in Total:		\$33.36				
	Delete	Refund	Update	Print				
Total		3	3		\$607.70			

W&O Retail POS

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

←	Clear											
- 1	Apple	+	\$38.00	Input > 5 ba	arcode							search
- 1	Bananas	+	\$41.00	Fruit	Vegatabl	e Drink		Home	Snack			
- 1	Blueberries	+	\$68.00	Apple	B A	Bananas	1	Blueberries		Coco		Fig
- 1	Сосо	+	\$38.00	x1 \$38.00 Green len	x1	\$41.00 Lemo	x1	\$68.00 Peach	x1 \$	338.00 Pears	x1 Pe	\$79.00 rsimmons
- 1	Fig	+	\$79.00			450.00	Ř	024.00			1 de	ACR 00
- 1	Green lemo	+	\$44.00	Pineappl	EO F	aspberries	1	S34.00 Boysenberry	R	osehip		Mulberry
- 1	Lemo	+	\$59.00	\$45.00		\$66.00		\$66.00	ę	\$23.00		\$29.00
				Appetite		Grapes		Strawberry		ngerines		atermelon
				\$31.00		\$47.00		\$52.00	5	\$79.00		\$55.00
Quant Subto	ity: tal:	\$:	7 367.00	Pomegran	ate	Pineapple		Lime	Pi	umpkin	S	tone Fruit
Tax1:			\$33.36	\$48.00		\$15.50		\$16.00	ş	\$17.00		\$30.00
	Refund											

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

W&O Retail POS

←	Surcharge	Discount	Тах		Note		Gift Card	Em	Email	
Invo	vice: 00004 ver: Admin		т	otal:		\$367.00	Pa	y:	\$367.00	
Tim	e: 2018-07-05 04:13 P	M	F	Paid:		\$0.00	Change	e:	\$0.00	
1 A	pple	\$38.00	Cash	Mas	ster	Visa	Debit Card	Cheque		
1 B	ananas	\$41.00 —								
1 B	lueberries	\$68.00	7			8	9	Custo	mer	
1 C	осо	\$38.00								
1 F	ig	\$79.00								
1 G	ireen lemo	\$44.00	4			5	6	Drav	ver	
1 L	emo	\$59.00								
Tot	al:	\$367.00	1			2	3	Rece	eipt	
Тах	1 Included in Total:	\$33.36	0			00		Pofe	und	
			×		C	Clear	Exact	Ken		

After selecting item, you can choose the refund method.

← Receipt			🔟 Delete 🐻 CSV 📜
2017/06/08 12:00 AM To 2017/0	6/08 12:00 AM Invoice Number	All 👻	Void 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
IUtai	0		\$104.00

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

7.4 Gift Card

← Gift Card			Q	+add क़csv 1☰
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.

← Gift Card					
Card Number	Issue Time	Emj	ployee	Balance	Note
8FB47YS3	2017-06-07 18:08	Mai	nager	¥1,500.00	
FZKR132D	2017-06-07 18:08	Mai	nager	¥0.00	note
		Gift Card			
		Card Number D8SDOSB2			
		Note			
		Cancel	Confirm		

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.

← 8FB47YS3	3			Edit Card Note	(5) Top up 🗍 Delete
Transaction Time	Transaction Type	Amount	Balance	Employee	Note
2017-06-07 18:09	Тор ир	¥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	Тах		Note		Gift Card	Email	
Invo Serv	ice: 00005 er: Admin		То	ital:	\$138.0	00	Pay:		\$138.00
Tim	e: 2018-07-05 04:14 P	M	Pa	aid:	\$0.	00	Change:		\$0.00
1 A	pple	\$38.00	Cash	Mast	ter Vis	sa	Debit Card	Cheque	
1 B	ananas	\$41.00 -							
1 L	emo	\$59.00	7		0		9	Custo	mer
			Gift Card					04010	
Tot	al:	\$138.00	Please enter th	ne aift ca	rd number				
Tax	1 Included in Total:	\$12.55		5		- 11	6	Draw	er
			Cancel		Confirm	-			
			1		2		3	Rece	ipt
			0		00				
		_						Pa	,
			×		Clear		Exact		

←	Surcharge	Discount	Тах		Note		Gift Card		Email	
Invo	vice: 00005 ver: Admin		٦	Fotal:		\$138.00	3.00 Pay:		\$138.00	
Tim	e: 2018-07-05 04:14 Pl	M	I	Paid:		\$0.00	C	change:		\$0.00
1 A	pple	\$38.00	Cash	Mas	ter	Visa	Debit Ca	ard	Cheque	
1 B	ananas	\$41.00								
1 L	emo	\$59.00	Gift Card: 123	3			9 Cust		Custo	mer
Tot	al:	\$138.00	Balance: \$1,0	00.00		_				
Тах	1 Included in Total:	\$12.55	Charge Amo	unt: <mark>138</mark>			6		Draw	er
			Cancel	Top u	p	Confirm	3		Rece	ipt
			0			00			Dev	
			×		(Clear	Exact	t	Pay	

W&O Retail POS

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.

← Company Report	Print 🐻 CSV	PNG
Sales	Lucky Store	
Z Payment	*** Company Report *** From: 2018-07-05 12:00 AM	
Discount	To: 2018-07-06 12:00 AM	
	Sales	
Cashout	Sales	\$731.00
	Net Sales	\$731.00
Staff Sales	Tax1	\$45.91
	Processing Fee	\$14.70
Profit	Total	\$745.70
_	Count	4
Z Expense	Refund	\$367.00
Statistics	Payment	
	Cash 2	\$446.00
Category Amount	Gift Card 1	\$138.00
	Master 1	\$161.70
Category Quantity	Total 4	\$745.70
	Cashout	
	Cash	\$584.00
2018-07-05 12:00 AM To 2018-07-05 12:00 AM Search Save as End Day Report	Cash to Deposit	\$584.00

7.5 Company 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.

7.6 Staff Report

← Role Permission				
Role	~	\checkmark	Receipt	
Manager	~		Company Report	
Cashier	^	\checkmark	Staff Report	
Waiter		\checkmark	View	
Driver		~	View Other's Staff Report	
		~	Print, Export CSV, Export PNG	
			Tax Report	
			Database	
			Save	

← Staff Report					Print	🖶 csv	
✓ Sales					Sa	les	
				 Sales			\$426.00
Payment				Net Sales	S		\$426.00
				 Tax1			\$7.30
Discount				Tax2			\$3.75
				 Tax3			\$19.40
Cashaut				Total			\$456.45
				Count			3
Table Sales		1			Payr	nent	
	bhbh			 Cash	3	3	\$456.45
🔲 Item	manager			Total	3	}	\$456.45
	_	H-		 _			
Void Item	cashier						
Staff Salary	waiter			-			
2017/06/08 12:00 AM To 2017/06/08 12:00 AM	driver	۲.	Search				

Every staff can see the staff report, which only shows his own statistics. Only when you have the permission called View Other's Staff report, can drop down list show up in your staff report, which is used to view other's report.

7.7 Tax Report

← Role Permission		
Role	~	Receipt
Manager	~	Company Report
Cashier	~	Staff Report
Waiter	~	Tax Report
Driver	~	Database
Accountant	~	Settings Excluding Menu, Device and Preference
	~	Menu
	~	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.

ort			₿ csv
To 2017/06/09 12:00 AM All	✓ Search		
Amount	Tax1	Tax2	Tax3
\$424.01	\$7.01	\$4.00	\$9.00
\$162.88	\$1.88	\$1.50	\$9.50
\$586.89	\$8.89	\$5.50	\$18.50
\$586.89	Ş8.89	\$5.50	\$18.50
	Ort To <u>2017/06/09 12:00 AM</u> All <u>Amount</u> \$424.01 \$162.88 \$586.89	To 2017/06/09 12:00 AM All Search Amount Tax1 \$424.01 \$7.01 \$162.88 \$1.88	To 2017/06/09 12:00 AM All Search Amount Tax1 Tax2 \$424.01 \$7.01 \$4.00 \$162.88 \$1.88 \$1.50

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.

← Settings	
W&O POS	Receipt Printer
Company	Report Printer
Product	Customer Display
Device	Scale
Advanced	Payment Gateway
Preference	

Tap Printer Setting to setup printer.

← Settings	
W&O POS	Receipt Printer
Company	Report Printer
Product	Customer Display
Device	Scale
Advanced	Payment Gateway
Preference	

Tap Print Layout to setup layout.

← Settings	
W&O POS	Receipt Printer
Company	Report Printer
Product	Customer Display
Device	Scale
Advanced	Payment Gateway
Preference	

Tap Receipt Logo to setup logo.

← Receipt Logo		Printer Setting 🔲 Print Layout (?) Help
Top Image:		
	AADHK	Abd/rsk Rec. mga/Add/rsk Rec. mga/add/rsk Cardio Pedo Man Fairy Gamma Constance (952) 261 06780 Constance Constance Constance T234679 Street T234679 Worle 4: 40073
Bottom Image:	0	Brener Castler Time; 2105 050 132 PM term Dry. Price Ann. 1. Aptit 1. Stato.0 54:00. 2. Larmon 2. Stato.0 57:00. 3. Omagie 1. 00.00 8:00. mems 0.00 Margie 2. Jarmon 2. Stato.0 57:00. 3. Omagie 1. 00.00 8:00. mems Dipecuate \$100.00 Qy: 4. Dipecuate \$100.00
	Only support .jpg format	Totat \$700 Totat \$199.00 Cash: \$200.00 Change: \$1.00 Trunk You Please Corre Again
	Delete Logo	8

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

← Database
Auto Backup Setting Enable/disable automatic daily backup
Backup Database Backup database to SD Card or Google [™] Drive
Restore Database Restore database from SD Card or Google [™] Drive
Email Database Email your current database
Restore Sample Database Restore sample database
Clean to New Store Delete all data of category, item, price schedule, customer, and order
Database file size 4.6 MB

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.

← Price Schedule		+ Add
HAPPY HOURS	The price schedule only work on same day. If the end time Name HAPPY HOURS Start Date 2016-01-02 End Date 2016-01-02 Start Time 07:00 PM End Time 09:00 PM Image: Start Time Coffee, Tea, Coke, Sprite, Root Beer Image: Start Time Coffee, Tea, Coke, Sprite, Root Beer Image: Start Time Mondays Disable Image: Start Time	is in next day, you need to create another schedule.
	Delete	Save
	t a a	

←	Surcharge	Gratuity	Discount		Тах		Note	Em	Email		
Table:	102. 1 Guests			Subtotal:		\$12.00					
Order:	00004	-	Surcharge:						\$1.20		
Server: Manager				Total:		\$13.20	P	ay:	\$13.20		
Time:	2010-01-02 10:31 AM		Paid:			\$0.00	Chan	je:	\$0.00		
1 Aru	gula	\$12.00	Cash	Mas	ter	Visa	Debit Card	Cheque	Gift Ca		
1 Roc HAP	ot Beer PPY HOURS (\$2.00)	\$0.00									
Subtot	al:	\$12.00	7		8		9	Custo	omer		
Surcha	irge:	\$1.20				0	5				
Total:		\$13.20	20								
					-		6	Dares			
			4		5		б	Drav			
		_									
			1			0	2	Deer	aint		
			I		2		3	Hece	eipt		
		_									
			0			00					
								Da			
								Pa	ıy		
			←		C	Clear	Exact				
			``		c.cu.						
			Ú	\bigcirc							

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

Chapter 11: How to Use Member Discount

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

← Member
Member Type
Gift Management
Member Analyze

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

← Member Type			+ Add
Prepaid Card Reward Card Discount Card	Name Discount Member Price Prepaid Reward	Discount Card No Discount VIP	¥
		Delete	Save
	¢		

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

← Custome					Transactions
Tel	123456				
Name	gary			 	
Address	Address line 1			 	
	Address line 2			 	
	Address line 3			 	
Zip Code	Zip Code				
Mail	Email address				
Member Type	Not Member				Ŧ
	Prepaid Card				
	Reward Card				
	Discount Card				
	Delete			Save	
	Delete		\sim		
		Û			

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

← Surcharge	Gratuity	Discount		Тах		Note		Email	
Table: 101.2 Guests			Subtotal:		\$25.00		VIP:		-\$6.25
Order: 00003						Surc	harge:		\$1.88
Server: Manager	_		Total:		\$20.63		Pay:		\$20.63
Time: 2016-01-01 09:47 PM Customer: garv	_		Paid:		\$0.00	Ch	nange:		\$0.00
1 Arugula	\$12.00	Cash	Mast	ter	Visa	Debit Card		Cheque	Gift Ca
1 Endive & Orange	\$13.00							I_	
0. hund	¢05.00	-				0			
Subtotal: VIP:	-\$6.25	1			8	9		gary	
Surcharge:	\$1.88								
Total:	\$20.63	4			5	6		Drawer	
		1			2	3		Receip	t
		0			00			Dev	
		←		Clear		Exact		Pay	
		(\bigcirc						

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.

÷	Clear	Course	Hold			Gift Redeer		n Mr. Dong			9	Q
(Ordering		Salads		S	Sandwiches		Main		Appetizers		ers
No Records		Sweets			Drinks							
Gift redeem						740	0/8000	nd	Frend	h Green	Beans	
		ltem		Reward			Num				\$15.00	
		Arugula		200		-	3	+				
			ancel			Confirm		n				
Quantit Subtota		0 \$0.00										
	Send											

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.

← Member Type			+ Add
Reward member	Name Discount Member Price Reward Point unit <u>1.0</u>	Reward member No Discount Normal Price	• •
	Del	lete	Save

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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.

← Gift Management				नि Modify Gift 🔟 Delete all
Arugula	200	Name	Arugula	
Endive & Orange	0	Reward Point	200	
		Status	Enable Disable	
			_	
		De	elete	Save

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.

← Custom	er	[Transactions	Adjust Reward
Name	Mr. Dong			
Address	Address line 1			
	Address line 2			
	Address line 3			
Zip Code	Zip Code			
Delivery Fee	0			
Email	Email address			
Member Type	Not Member			Ŧ
Reward	Reward member			
	Delete		Save	

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

÷	Clear		Course		Hold		Hold Gift Redeem		m Mr. Dong			R	Q
(Ordering		Ordered		Salads	Si	andwiches		Main	,	Appetize	rs	
	No Re	ecords		Sweets		Drinks							
					Arugula \$12.00	End	ive & Orange \$13.00	Ca	aesar Salad \$15.00	Frenc	h Green \$15.00	Beans	
Quantit Subtota	y: al:		0 \$0.00										
	Se	end											

W&O Retail POS

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

← Item			+ 4	5 [] (§
nput name			Member Price 3 0	
Fruit	Vegatable	Drink	Cost 0	
Apple \$38.00	-		<pre></pre>	
Bananas \$41.00				
Blueberries \$68.00			⇒ Barcode 2	
Coco \$38.00			arcode 3	
Fig \$79.00				
Green lemo \$44.00			⇒ Ask Price	
Lemo \$59.00				Sav

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

W&O Retail POS

← Surcharge	Discount	Тах	Pay Later	No	te	Gift Car	d	Email	
Invoice: 00002 Server: Admin		Tota	ıl: Ş	\$39.52		Pay	<i>r</i> :	\$0.00	
Time: 08/10/2018 0)2:12 PM	Pai	d:	\$0.00		Change	:	\$0.00	
1 Apple	\$38.00	Cash	Master		Visa	Deb	it Card	Chequ	
Subtotal: State Rate:	\$38.0 Al \$1.5 Ite	ople (9) om quantity is be	low the warnir	ng quant	ity	9	Cu	stomer	
Total:	\$39.5		ОК			6			
		1	2			3	R	Receipt	
		0	00	00		•			
		×	Clea	ar	Exact			Pay	

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

D	rawer	Hold	Retrie	ve	Clear	Stock	Refund	Custo	omer	Q	:	
- 2	Apple		+ \$76.00	Input	t > 5 barcode					se	arch	
					Fruit V	egatable	Drink	Home		Snack	K	
					Apple	Bananas	Bluet	perries		Coco		
				x2 It	em quantity is	zero	\$68	B. 00		38.00	26	
				^	Apple (1)		Le	Lemo			Peach	
				V	Apple x2		- A	75	2	1-1	4	
					0	ĸ	\$59	9.00	\$	34.00		
				1	1	and the	Pinea		Ras		s A	
Quant			2		070.00	¢(0,00					D	
Subto	tal:		\$76.00		\$73.00	\$08.00	Ş4;	5.00		500.00		
State I	Rate:		\$3.04	В	oysenberry	Rosehip	Mul	berry	A	ppetite		
Tota	1:		\$79.04		Ácc.00	600.00	ào			001 00		
		Payment		5.5	Grapes	\$23.00 Strawberry	Tang	erines	Wa	termelo	n	

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

← Item				+
Input name				Member Price 1 0 — +
Fruit	Vegatable	Drink		Member Price 2 0
Apple \$38.00	4		\$	Member Price 3 0 — +
Bananas \$41.00			¢	
Blueberries \$68.00			4	Barcode 1
Coco \$38.00			\$	Barcode 2
Fig \$79.00			4	Barcode 3
Green lemo \$44.00			\$	
Lemo \$59.00			\$	Delete Duplicate Save

W&O Retail POS

13.2 Inventory Management - Standard Inventory.

1. Choose Standard Inventory from Inventory management.



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

← Purchase Order	+ Choose 🗎 Save
Apple 👻	
Remark	
Apple	200\$
Price 2\$ * Qty 100	Stock Qty 0
Bananas	500\$
Price 5\$ • Qty 100	Stock Qty 0
Blueberries	300\$
Price 3\$ • Qty 100	Stock Qty 0

Total:1,000\$

3. Check the Item Quantity after purchase order. Then you can sell item.

← Analyze Inventory	
All Category 🔹 All Warehouse 🍷 🗌 Show 0 Qty	
Apple Cost 2\$ • Stock Qty 100 • Price 38\$ Fruit • Localtion A	200\$
Bananas Cost 5\$ • Stock Qty 100 • Price 41\$ Fruit • Localtion A	500\$
Blueberries Cost 3\$ - Stock Qty 100 - Price 68\$ Fruit - Localtion A	300\$
Total	300 1,000\$

4. At end of month, you can count Item Quantity

← Count Inventory	Save
Fruit TLocaltion 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				+ 1 [÷
Input name				Member Price 3 0
Fruit	Vegatable	Drink		Cost 2
Apple 38\$			<u></u>	Stock Qty 98
Bananas 41\$			<u></u>	Warn Qty <u>10</u> — +
Blueberries 68\$			<u></u>	Barcode 1 Barcode 2
Coco 38\$			-	Barcode 3
Fig 79\$			-	Warehouse Localtion A When trying to modify the cost and amount of items.
Green lemo 44\$			=	please go to the Inventory corren.
Lemo 59\$			\$	Delete Duplicate Save

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

\leftarrow	Surcharge	Discount		Pay Later		Note	•	Gift	Card	1	Email
Invo Serv	vice: 00003 ver: admin			Tota	al:		38\$		Pa	/:	0\$
Tim	e: 2018/08/10 10:2	27 AM		Pai	d:		0\$		Change	e:	0\$
1 A	pple	38\$		現金	N	/laster		Visa	易勃	事	銀聯卡
Tot	al:	38 [^] Ar Ite	pple em q	(7) Juantity is belo	ow th	e warning o	quanti	9 9		Cus	tomer
					ок			6			awer
				1		2		3			ceipt
				0		00					Pow
				×		Clear		Exa	ct		ay

W&O Retail POS

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

D	rawer	Hold	Retri	eve	Clear	Stock	Refund	Custo	mer	Q	÷
- 1	Apple		+ 38	Inpu	t > 5 barcode					se	arch
					Fruit Ve	egatable	Drink	Home		Snack	2
					Apple	Bananas	Blueber	ries		Coco	
				x1 It	em quantity is	zero	68\$			38\$	
				< ~	Apple (0)		Lem		P	each	2
					O	(59\$			34\$	
					Pears	Persimmons	Pineap		Ras	pberrie	s
					73\$	68\$	45\$			66\$	
Quant Subto			385	В	oysenberry	Rosehip	Mulbe	rry	Ap	petite	
		Payment			66\$	23\$	29\$			31\$	
		e ayment		E.E.	Grapes	Strawberry	Tangeri	nes	Wat	ermelo	n

Chapter 14: How to Perform End of Day

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



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	Retrie	eve	Cle	ar	Stoc	k	Ref	und	Cust	omer	Q	ŧ
- 1	Bananas		\$41.00	Input >	5 barcod	e						Expense		
- 1	Apple		\$38.00	Frui	it Ve	gatable	Drink		Home	Snack		Working	Hour	
- 1	Blueberries		\$68.00		pple	Ba	nanas	Blu	eberries		Coco	Member		
				x1 \$3	38.00	x1 \$	41.00	x1 \$	68.00	9	38.00	Gift Card		
						A		X			Cails	Receipt		
				\$4	44.00	\$	59.00	\$	34.00	\$	73.00	Compan	y Report	t
				Pine	eapple0	Ras	pberries	Boy	senberry	R	osehip	Staff Rep	oort	
				\$4	45.00	\$	66.00	\$	66.00	\$	23.00	Tax Repo	ort	
				Ap	petite	G	rapes	Str	awberry	Tar	ngerines	Shift Rep	ort	
				\$3	31.00	\$	47.00	\$	52.00	\$	79.00	Perform	End of D	Day
Quant	lity:		3	Pome	egranate	Pin	eapple		Lime	Pt	umpkin	Databas	e	_
Subto	tal:		\$147.00	\$4	48.00	\$	15.50	\$	16.00	\$	17.00	Settings		
		Payment										Logout		

)	Drawer	Hold	Retri	eve	Clear	Stoc	k	Refu	nd	Custome	r Q	:
- 1	Bananas		+ \$41.00	Input >	5 barcode							search
- 1	Apple		+ \$38.00	Fru	it Vegatable	Drink		Home	Snack			
- 1	Blueberries		\$68.00		pple B	ananas	Blu	eberries	Co	0	Fig	
				x1 Per	form End of Day		ទ	68.00	\$38	.00	\$79.0	0
				√ C	Clock out all waiters	Ignore \	View	each			B C	
				✓ c	close out cash	Ignore \	View	34.00	\$73	.00	\$68.0	0
				×E	nd of day report	N	View	senberry	Rose	ehip	Mulber	ry
					Close D	ау		66.00 awberry	\$23 Tange	erines	\$29.0 Waterme	0 elon
				Ap	petite	and the second		ALC: Y		6.	VIT	2
				\$:	31.00	\$47.00	\$	52.00	\$79	.00	\$55.0	0
Quant				Pom	Pi			Lime	Pum	pkin	Stone F	ruit
Subto	tal:		\$147.00	\$-	48.00				\$17	.00	\$30.0	0
		Payment										

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.

Drawer	Hold	Retrieve	Clear	Stoc	k	Ref	und	Custor	ier	Q	:
1	No Records	Perform End	of Day	Print	🖶 csv	PNG PNG				sea	arch
			Lucky St	ore			Snack				
			*** Perform End From: 2018-07-0	l of Day ** 5 01:28 PM	т* Л			Coco		Fig	
			10: 2018-07-05 Salac	01:48 PM			\$	38.00 Pears	\$7 Pers	79.00 immon	IS
		Sales	50105		5	\$226.00	5			D	
		Net Sales Processing F	ee		ŝ	\$226.00 \$14.70	\$	73.00	\$6	58.00	
		Total Count			5	240.70\$ 2	R	osehip	Mu	lberry	
			Payme	nt			S Tar	23.00 ngerines	Wate	29.00 ermeloi	n
		Cash Master		1 1	5	\$79.00 \$161.70			V	1	
		Total	Data: 2019 07 0	2 5.01:49 DM	3	\$240.70	Ş	579.00	Ş	55.00	
Quantity:			Staff: Ad	min	1		Pi	umpkin	Stor	ne Fruit	1
Sublotal.			10.00	10.00	v v	10.00	\$	17.00	\$3	30.00	
	Payment										

5. 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.

← Database		
Auto Backup Setting Enable/disable automatic daily backup		
Backup Database Backup database to SD Card or Google [™] Drive		
Restore Database Restore database from SD Card or Google [®] Drive		
Email Database Email your current database		
Restore Sample Database Restore sample database		
Clean to New Restaurant Delete all data in order to setup new restaurant		

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

← Database		
Auto Backup Setting Enable/disable automatic daily backup		
Backup Database		
Restore Database		
Restore database from SD Card or Google [™] Drive		
Email Database Email your current database	Where to backup database file?	
Restore Sample Database Restore sample database	SD Card	
Clean to New Restaurant	Google [™] Drive	

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2. You also can setup auto backup database

← Auto Backup Setting	
If auto backup is enabled, the database file will be backup in SD Card every day at the specified time.	We recommend the backup time to be after using the app.
	Backup Time
Auto Backup	00:00
Number of doub to loop booloup file	
1	
Co	ıfirm

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

← Database		
Auto Backup Setting Enable/disable automatic daily backup		
Backup Database Backup database to SD Card or Google ^{ee} Drive		
Restore Database Restore database from SD Card or Google [®] Drive		
Email Database Email your current database	Where restore database file from?	
Restore Sample Database Restore sample database	SD Card	
Clean to New Restaurant Delete all data in order to setup new restaurant	Google [™] Drive	
÷	n Ó	

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.



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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 CF	Đ		÷	Clea	ır	
Server: n	nanager			Ordering	Orde	red
1X Arugula	\$12.00		— 1	Arugula	+	\$12.00
1X Endive & Orange	\$13.00		1	Endivo 8 Orong		\$12.00
1X Caesar Salad	\$15.00	1				\$13.00
1X French Green Bean	is \$15.00	1	— 1	Caesar Salad	+	\$15.00
		F	— 1	French Green B	Beans 🕂	\$15.00
	AFF 00		Quanti Subtot	ty: al:		4 \$55.00
Powere	\$55.00 ed by 🖳 w&o POS	on Develo		Se	nd	

 \checkmark

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.

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

✓ Wireless Router Archer ⊂ ×	Gany — 🗆 X
← → C ① Not secure 192.168.0.1/webpages/login.html	ም ☆ :
Ptp-link	
 ↓ /ul>	admin@wnopos.com
	Login

Ptp-link	Quick Setup		Adv	anced	English	✓ III	O hiuyung	Reb
- Status	IP Address	Pool:	192.168.0	100	- 192.168.0.199			C
🚜 Network	Address Le	ase Time:	2880	minutes. (1-2	2880. The default value	is 120.)		G
- Internet	Primary DI	vs:	192.108.0	1	(Optional)			
- LAN	Secondary	DNS:			(Optional)			
- IPTV - DHCP Server - Dynamic DNS	Address	Reservation				I	Save	
- Advanced Routing						🔂 Ad	d 🖨 Delete	e
		ID MAC	Address	Reserved IF Address	Description	Status	Modify	
Mireless		1 30-85-A	9-3C-73-5C	192.168.0.10	00 room computer	8	0	
Suest Network	DHCP C	lient List						
NAT Forwarding	Total Clien	ts: 4					🖰 Refrest	h
💋 USB Settings	ID	Client Name	MA	C Address	Assigned IP Address	Lease	e Time	
	1	SKY-20160326V	XY 30-85	-A9-3C-73-5C	192.168.0.100	Perm	anent	
	2	android- 769262b76dd242	40-F3	08-4B-8D-51	192.168.0.173	43:4	3:25	
↑↓ QoS	3	android- 8b0e3aff33444e	2c AC-36	13-D6-DA-A9	192.168.0.133	45:	9:18	
Security	4	android- 1613b73047f35b	3a 0C-56	-5C-21-06-E6	192.168.0.110	44:1	9:41	

2. Go to Advanced > DHCP Server > Address Reservation, click add

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

	Quick Setup	Basic	Advanced	English		Ostania de la construcción de la	3년 Reboot
-₩ Status	Address Re	eservation					?
📇 Network					🕂 Add	🖨 Delet	:e
Internet	ID ID	MAC Addr	ess Reserved I Address	Description	Status	Modify	
- LAN	1	30-85-A9-3C	-73-5C 192.168.0.1	.00 room computer	Q	C î	
- IPTV	MAC /	Address:	30-85-A9-3C-73-5	5C			
- DHCP Server	IP Add	dress:	192.168.0.100				
- Dynamic DNS	Description: WnO POS Server						
- Advanced Routing			Enable This Entry	Cancel	Save	2	
S Wireless							J
👯 Guest Network	DHCP Clier	nt List					
C NAT Forwarding	Total Clients:	4				🖒 Refres	h
	ID	Client Name	MAC Address	Assigned IP Address	Lease	Time	
💋 USB Settings	1 SK	Y-20160326VXY	30-85-A9-3C-73-5C	192.168.0.100	Perma	anent	
😍 Parental Controls	2 769	android- 9262b76dd2429f	40-F3-08-4B-8D-51	192.168.0.173	43:4	3:25	
↑L oos	3 _{8b}	android- 0e3aff33444e2c	AC-36-13-D6-DA-A9	192.168.0.133	45:9	:18	
1. 2	4 16!	android- 13b73047f35b3a	0C-56-5C-21-06-E6	192.168.0.110	44:1	9:41	
Security							

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P tp-link	Quick Setup	Basic	Adv	anced	English	▼ LED	O hiuyung	Reboo
- Status	Address Lease	Time:	2880	minutes. (1-2880). The default valu	ie is 120.)		?
📇 Network	Default Gatewa Primary DNS:	ay:	192.168.0.	1 (Optional) Optional)			
- Internet	Secondary DNS	5:		(Optional)			
- LAN						I	Save	
- IPTV - DHCP Server	Address Re	servation						
- Dynamic DNS						🕂 Ad	d 😑 Delet	:e
- Advanced Routing	ID ID	MAC Add	lress	Reserved IP Address	Description	Status	Modify	
		30-85-A9-3	C-73-5C	192.168.0.100	WnO POS	Q	0	
Wireless								

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

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

Ptp-link	Quick Setup		Advanced	Eng	lish	✓ LED	O hiuyung	: Reboot
- Status	Address Lease 1	Fime:	2880 minute	s. (1-2880. The c	lefault valu	e is 120.)		?
🐴 Network	Default Gatewa Primary DNS:	y:	192.168.0.1	(Optiona) (Optiona	il) il)			
- Internet	Secondary DNS	:		(Optiona	I)			
- LAN							Save	
- IPTV								
- DHCP Server	Address Der					Ad	ld 😑 Delet	
- Advanced Routing		Are you sur	re you want to reboot th	ie router?	ption	Status	Modify	
			No	Yes	POS	Q	0	
Mireless								
Suest Network	DHCP Client	t List						

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.

						🛜 🖬 9:11	
(🔅 wi-Fi	AADHK					0 + :	
AADHK Connected	Status	Connected			() ()		
ChinaNet-PGcH Secured with WPA	Signal strength Link speed	Excellent 24Mbps					
11E Secured with WPA2 (WR	Security IP address	WPA/WPA2 PSK 192.168.1.227					
liyang08 Secured with WPA/WPA	Password						
lungsang Secured with WPA/WPA	Show advanced op	otions					
ChinaNet-YYuc Secured with WPA/WPA	Proxy IP settings	None		A			
luoxian Secured with WPA/WPA	IP address	192.168.1.2	27				
beidei888 Secured with WPA/WPA	Gateway Network prefix	192.168.1.1					
conson_tw Not in range	length DNS 1	8.8.8.8					
HKBN_921315 Not in range	Cancel			Save			
LIZON OCTOOD	÷			ā			

Chapter 19: Problem & Solution

 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.

		🛜 🖬 6:31
(🔯 Sound		
	Volumes	
	Volume panel style Expandable	
	Music effects DSP Manager	
	Advanced options	
	SYSTEM	
	Default notification sound Tethys	
	Touch sounds	
	Screen lock sound	
4	Vibrate on touch	
	Volume adjustment sound Play sound when adjusting volume with hard keys	
	5 <u>C</u>	

End