Otpos for Retail

manual

April, 2021

© Otpos Technologies Inc

Table of Contents

1. Install 4
2. Sign In/Sign Out 4
    2.1. Sign In 4
    2.2. Sign out 8
3. Dashboard and Left menu bar 8
4. Menu 9
5. Settings 10
    5.1. Terminal 10
    5.2. Store 11
        5.2.1. Add 11
    5.3. Printer 12
    5.4. Categories 14
    5.5. Dictionary 15
    5.6. Supplier 15
        5.6.1. Add Supplier 15
        5.6.2. Print 16
    5.7. Items 17
        5.7.1. Thumb View 17
        5.7.2. Create a new item 18
        5.7.3. Import Items 20
    5.8. Customer Display 21
6. Sales 22
    6.1. Checkout 22
    6.2. Return 26
    6.3. Orders 28
7. Invoice 30
    7.1. Invoice List 30
    7.2. Create an Invoice 31

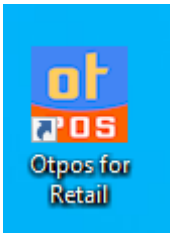
8. Purchase 32
8.1. Purchase 32
8.2. Add a Purchase 33
9. Inventory 35
9.1. Export to Excel 35
9.2. Print 36
10. Expense 37
10.1. Add an Expense 37
10.2. Export to Excel 39
10.3. Print 39
11. Customer 40
11.1. Add Customer 41
11.2. Billing History 42
11.3. Print 42
12. Reports 43
12.1. Overview 43
12.2. Daily Reports 44
12.3. Top Sales 45
13. Employee 45
13.1. Employee 45
13.2. Add an Employee 45
13.3. Work Sheet 46
14. Tools 48
14.1. Barcode Maker 48
14.2. Item Label 49

1.Install

First, open the browser, type the official website: https://www.otpos.com

Then click on Download page and find Otpos for Retail, click on Download button, download the latest installation version.

After the download is complete, then run the installation package file Otpos Desktop. Retail. Setup.v2.xx.exe. You only need to click few Next buttons and you will install the software successfully on your computer.



After the installation, you will see the shortcut key of the software on the desktop of your computer, double click on it then you can run Otpos for Retail.

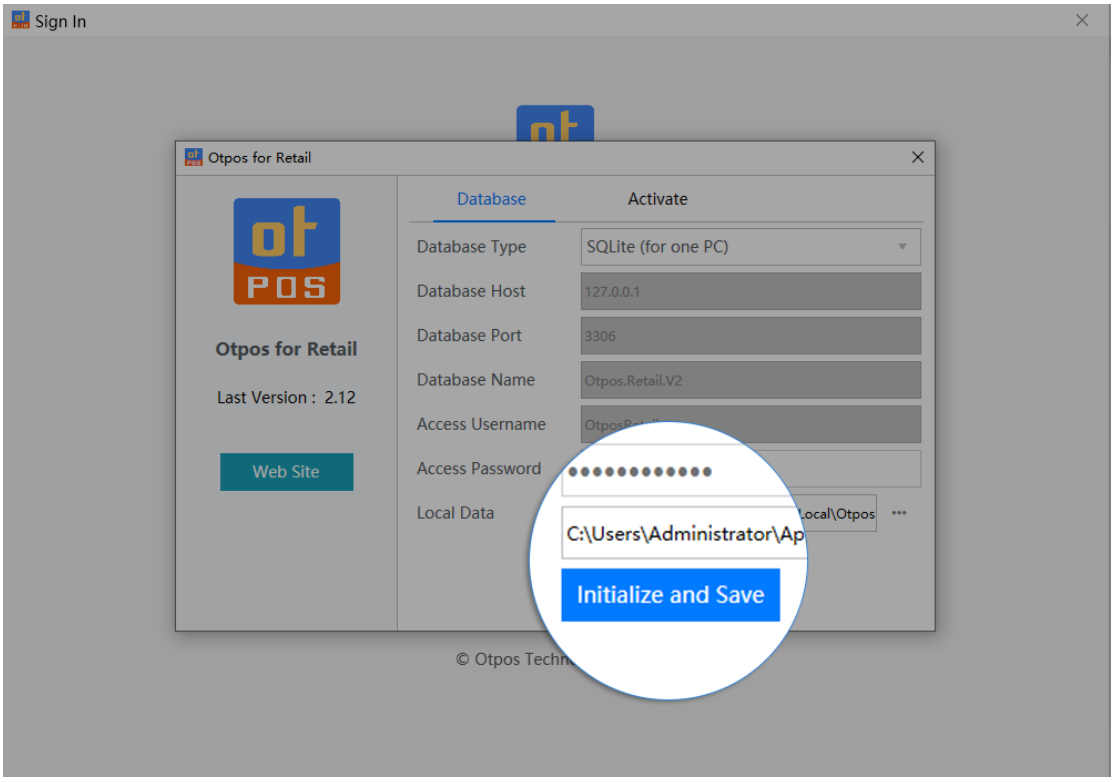
2.Sign In/Sign Out

2.1.Sign In

If this is the first time to run the program, you need to set the data link

parameters of the system. Click on Setup Database link to open the configuration window.

If you are using a stand-alone version, use the system's default SQLite database directly. If you have more than one register, you can choose to use the MySQL database, fill in the link parameters for the database. Then click the Initialize and Save button to create a data sheet and some initialization data.



After the database is set up, the program returns to the login window again. Enter username, password (default account: admin, password: 1234);

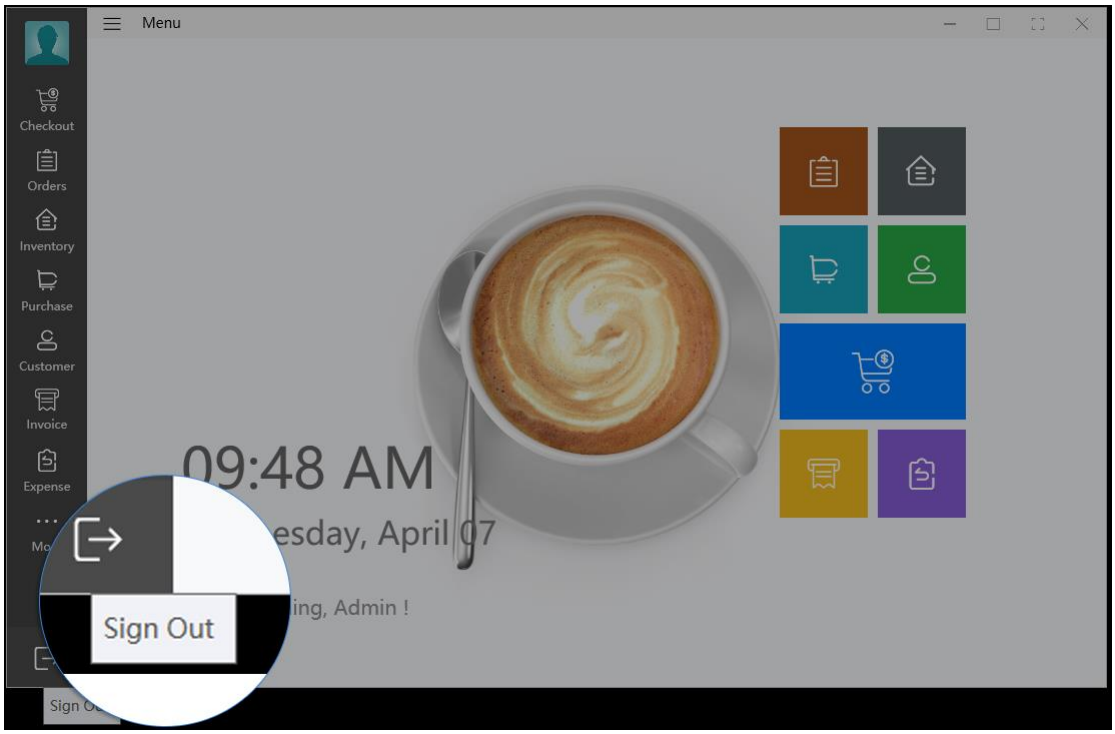
Select the language, such as English, Chinese Simplified, etc.

Click Sign In to access the POS system's main window.

Note: If you select Remember me, the next time you log in to the POS system, the system will automatically fill in the account number and password. You can also click on the eye icon to display the password you entered.

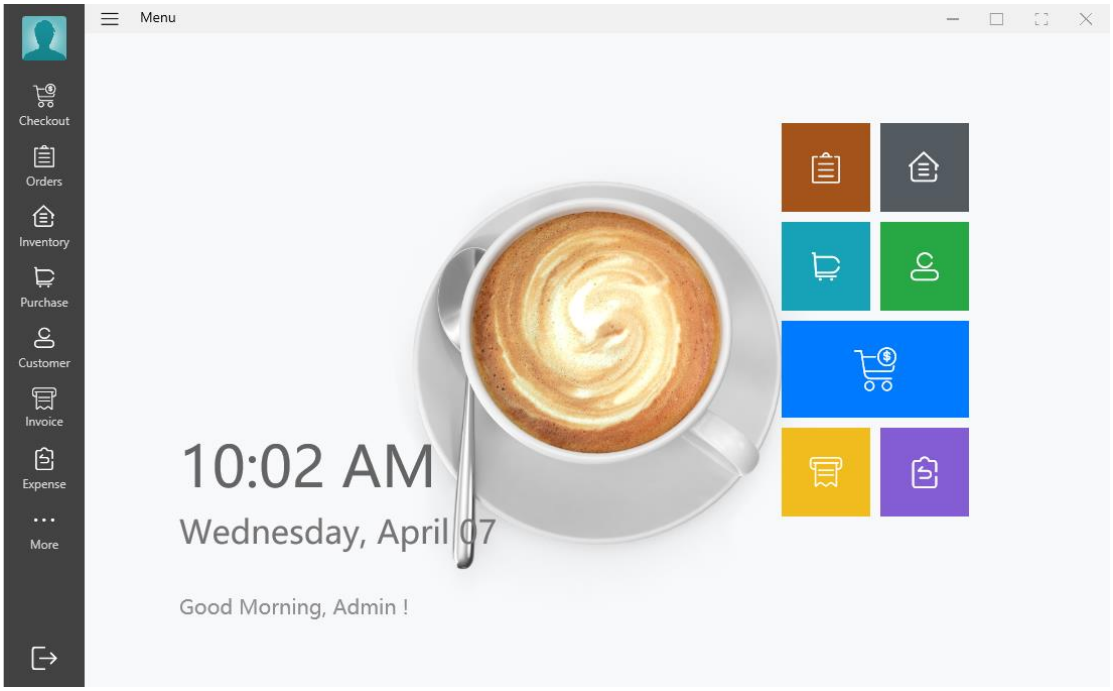
2.2.Sign out

Once you have entered the POS system, you can exit the system by clicking on the Sign Out icon in the lower left corner.



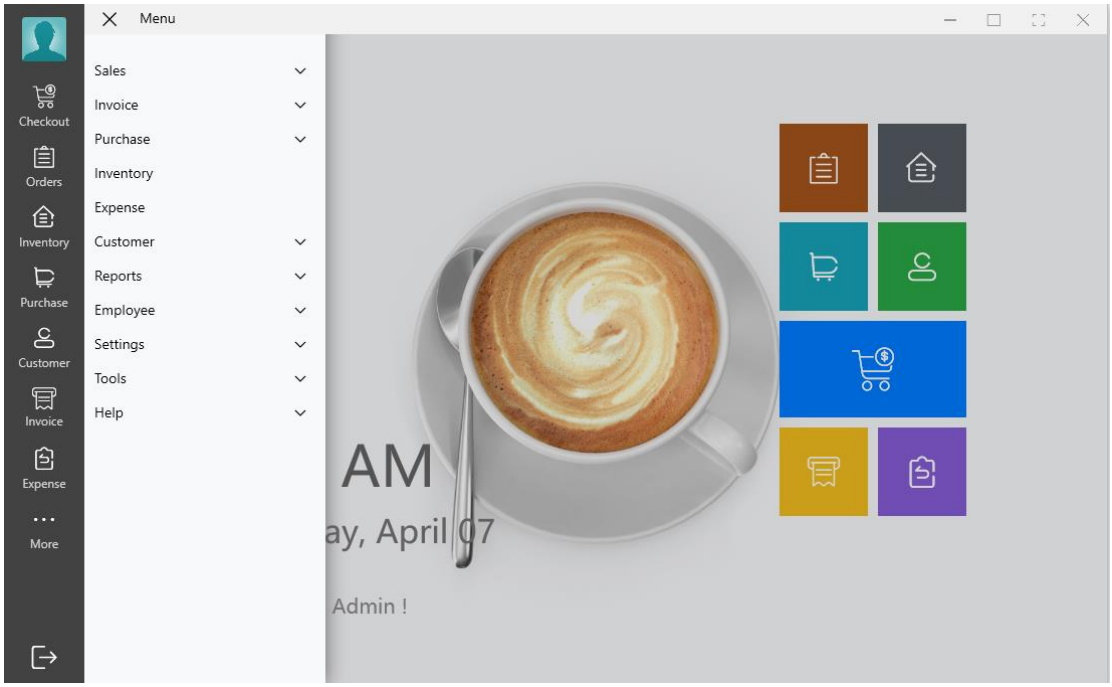
3. Dashboard and Left menu bar

The menu bar on the left of the main window is the most commonly used shortcut for easy operation.



4. Menu

Click on ☰ on the left side of Menu to expand all menu options.

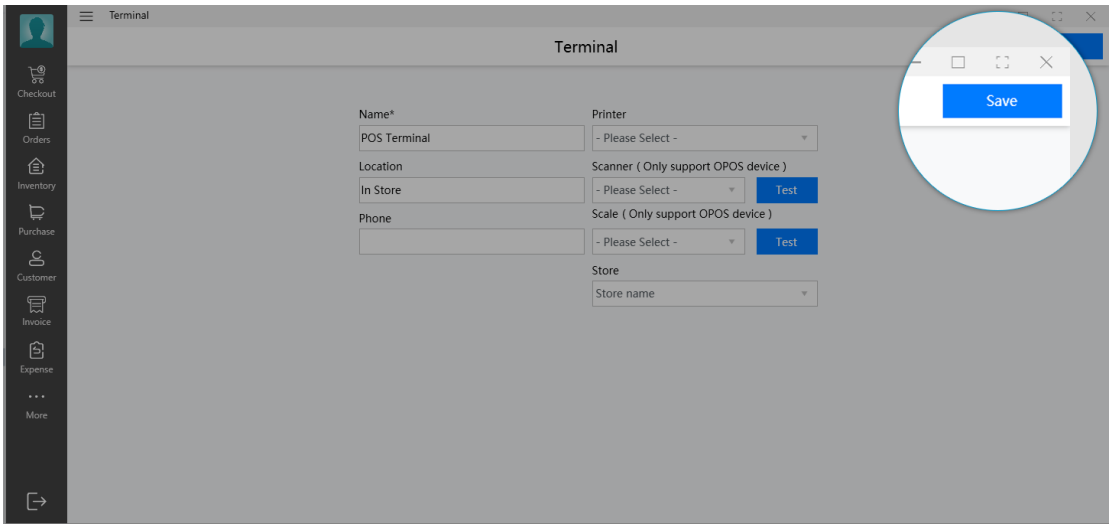


5.Settings

Before we start using the system, we have to allow the environment to be set up, such as store information, item categories, and ticket printers.

5.1.Terminal

You can edit the information (Name, Location Printer, Phone, Scanner, Scale) of the POS terminal device that you are currently using to make it better, dont forget to click Save.



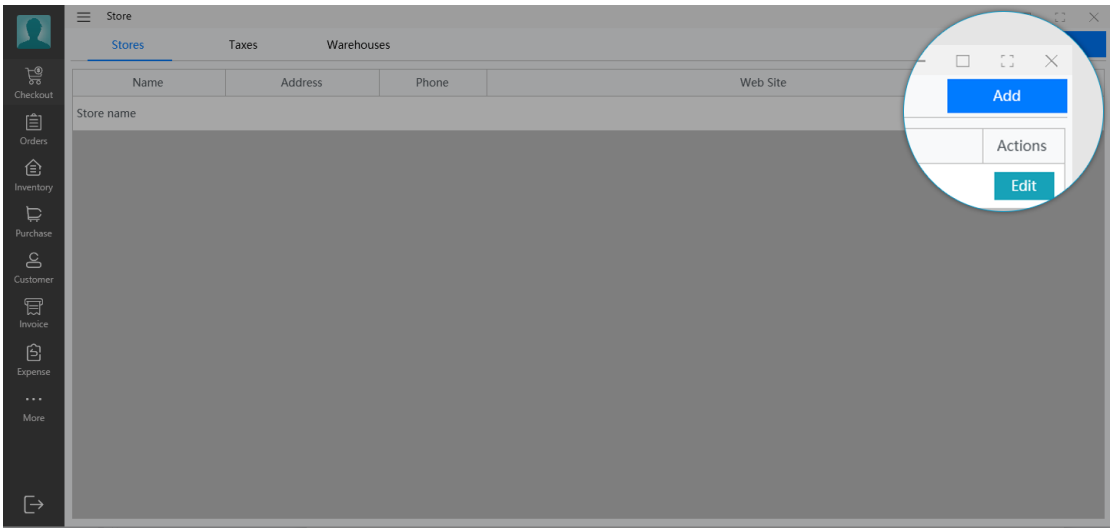
Here, we only choose barcode scanner and weighing equipment that support OPOS window, if your equipment is not this kind, then don't choose anything. There are barcode scanners that are "plug in and play" so you don't need to set it up.

5.2.Store

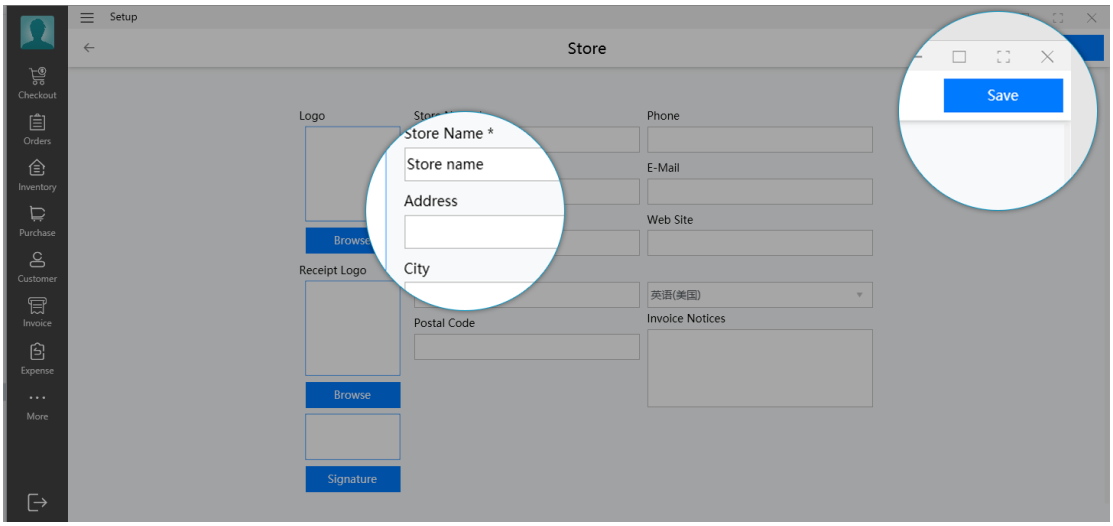
On this page you can set up the store contact information and mailing address, and upload your company logo and ticket logo, as well as the signature for the invoice.

5.2.1.Add

If you're using a stand-alone version of the software, click the Edit button directly behind the default store to edit the current store, and if you're multiple stores, click Add in the upper right corner to create a new store.



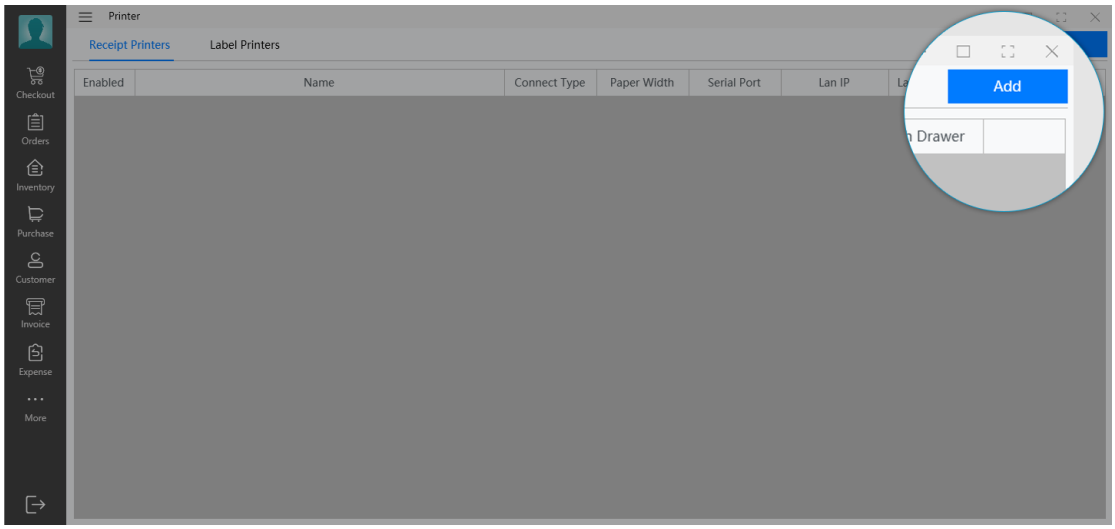
Create and edit window, you can edit the name information of your store, and set up the note for the receipt. For example, Welcome to my store or Thank you for shopping. Those greetings will show on the bottom of the receipt. After that click Save button.



5.3.Printer

The Printer window is mainly used to set up our POS terminal printers such as receipt printers and label printers.

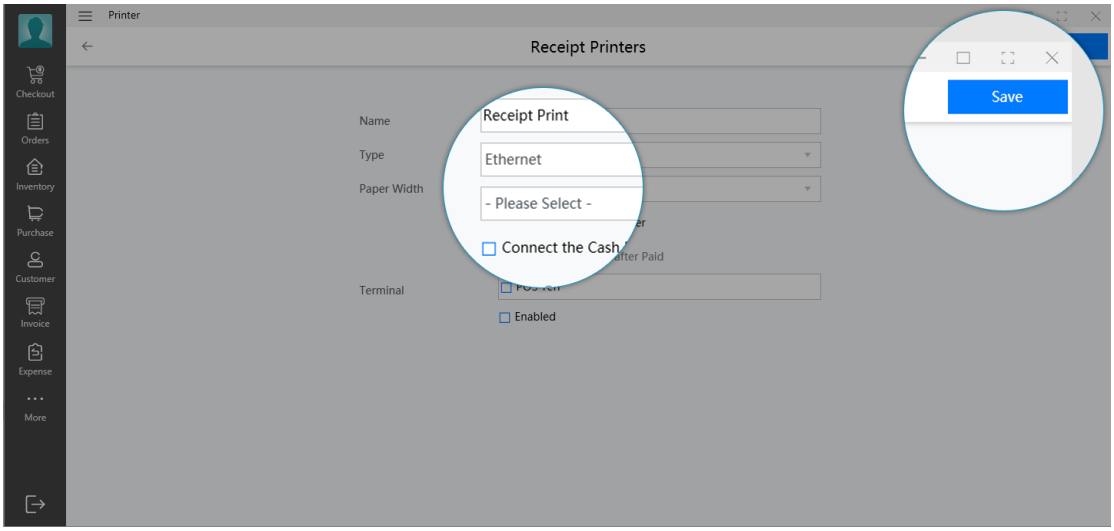
First, click Add in the upper right corner to enter the printer device information setting window;



First, we want to give the printer an easy to remember name, like Receipt Printer. Then select the window type of the printer, such as Ethernet window, USB window, RS232 COM window, etc. Then we choose the width of the printing paper. There are two common widths on the market, one is 80mm and the other is 58mm.

If your printer supports the cash drawer window and is connected to the cash drawer, you need to select the connect cashdrawer option.

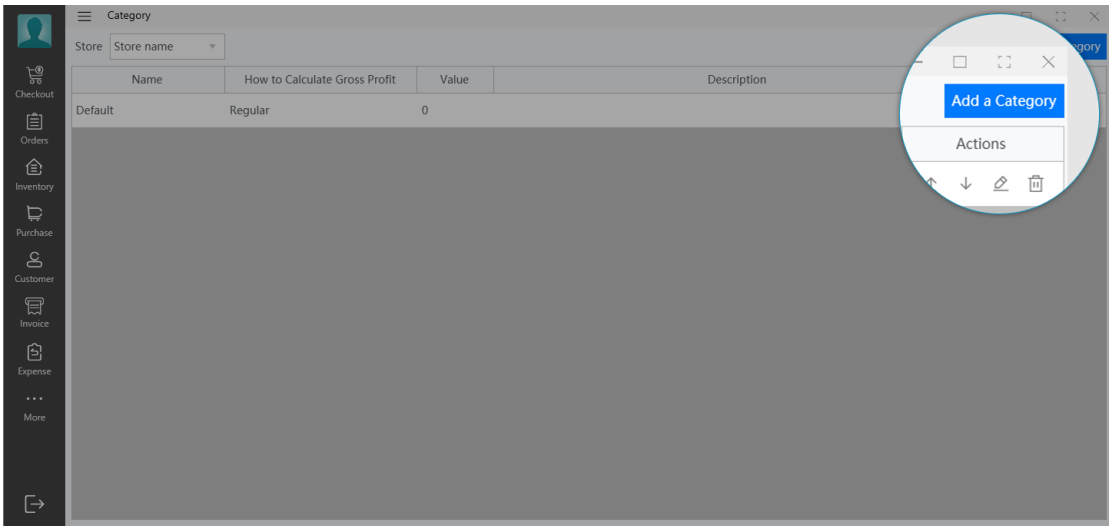
Last, click Save button on the top right.



5.4.Categories

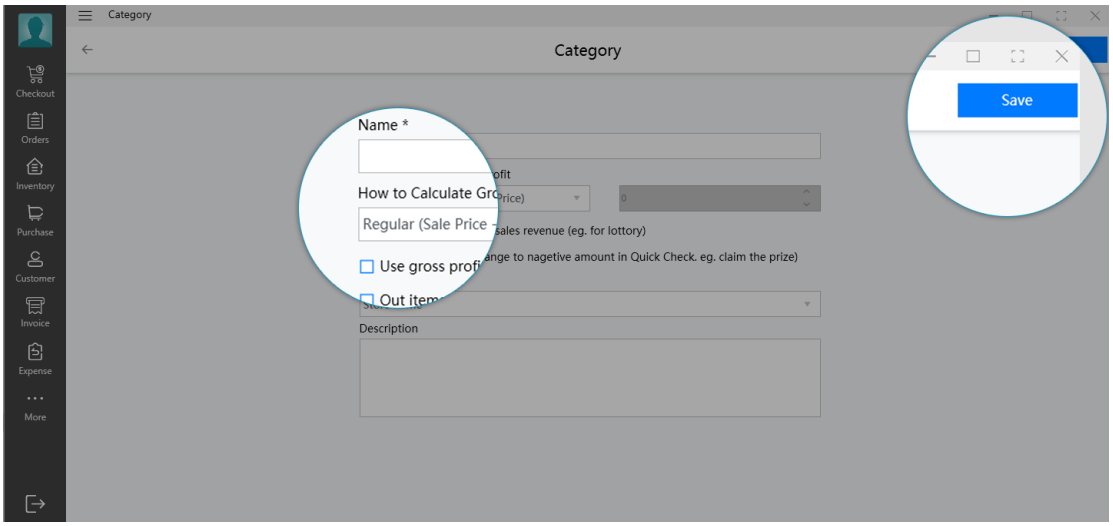
Category window, you can define the name and type to set, and specify the method of how to calculate the profit.

Click Add a Category on the top right.



Improve information such as Name, How to Calculate Gross Profit, and Description. There are three ways to calculate gross profit. The first is the conventional algorithm, which uses the sales price to subtract the cost price; The second one to calculate gross income is using a ratio, such as lottery ticket sales

Click Save button to save it.

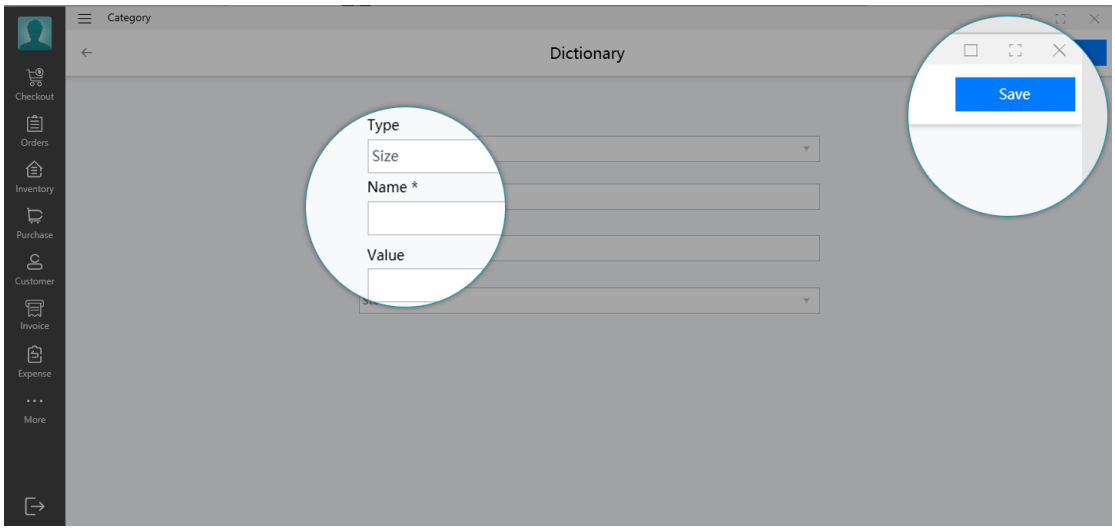


5.5.Dictionary

In the Dictionary window, you can set the size, color, brand, and expenses of the item.

Click Add Dictionary on the top right, open the creation page.

In the Type selection box, we select the type such as size, type S in the Name box, then enter another S in Value. Just like that, we can create M, X, XL, XXL and etc.

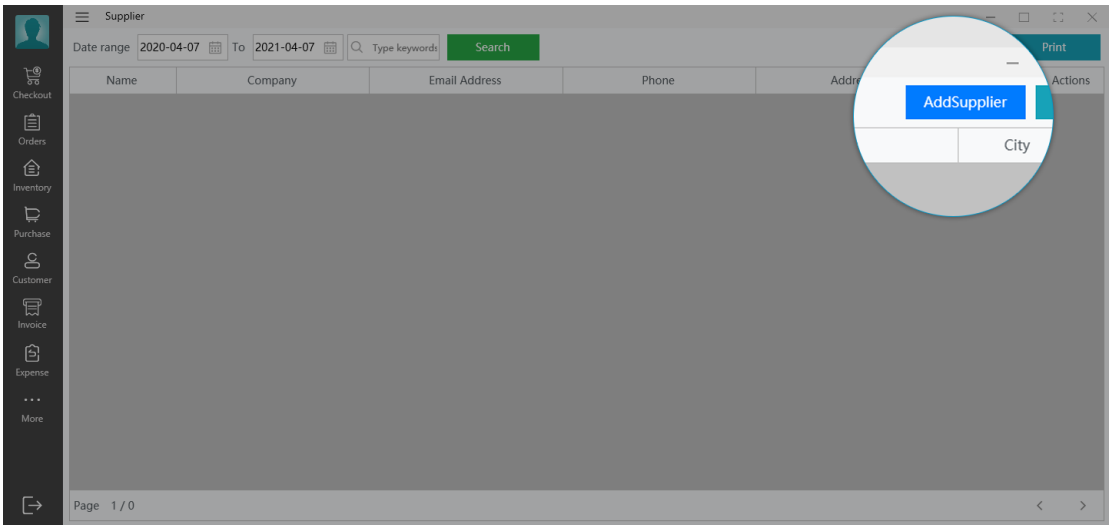


5.6.Supplier

In the Supplier window, create the name and contact information of the supplier of the item.

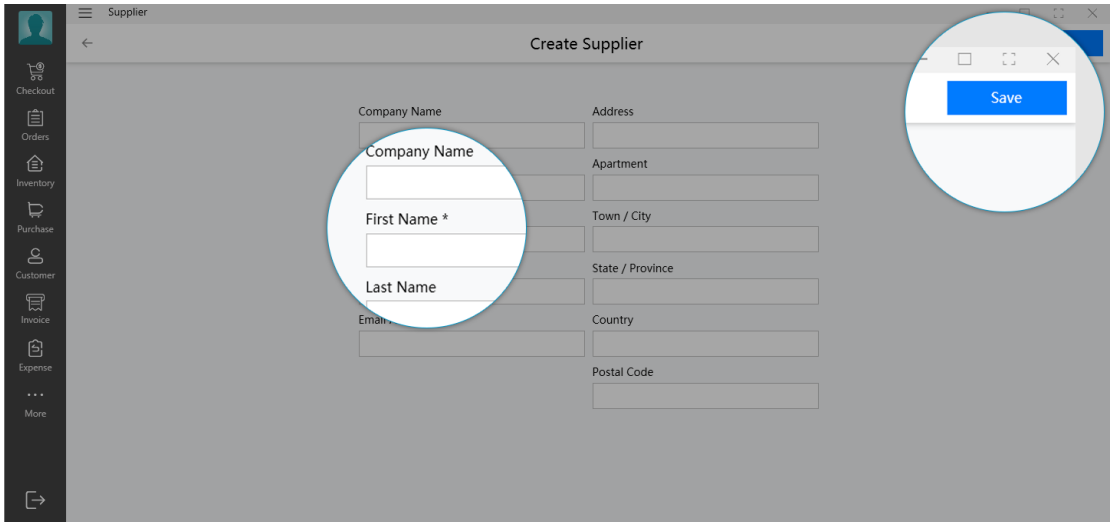
5.6.1.Add Supplier

In Supplier, click Add Supplier button at the top.



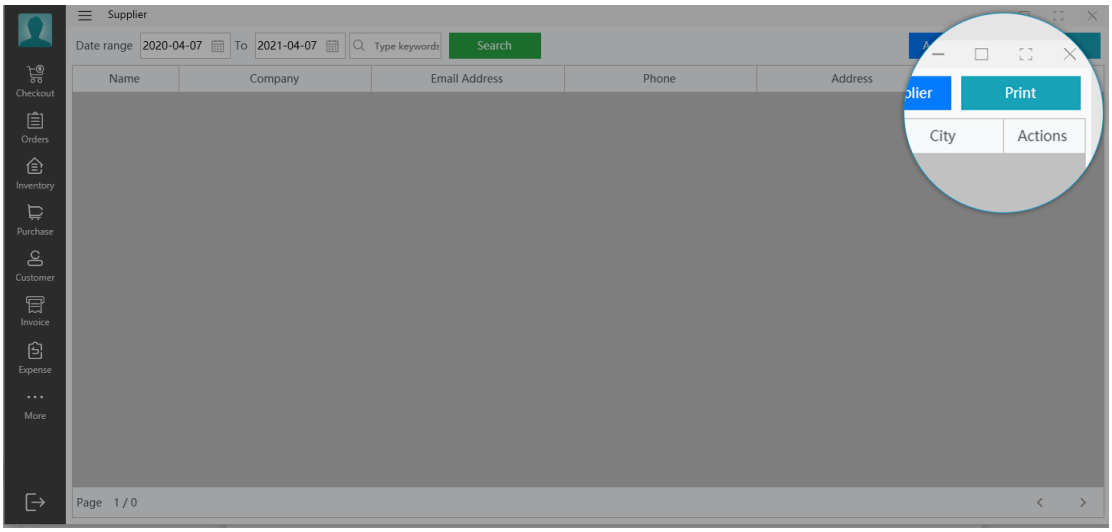
Enter the supplier's Company Name, Address, First Name, Apartment, Last Name, Town/ City, Phone, State / Province, Email Address, Country, Postal Code.

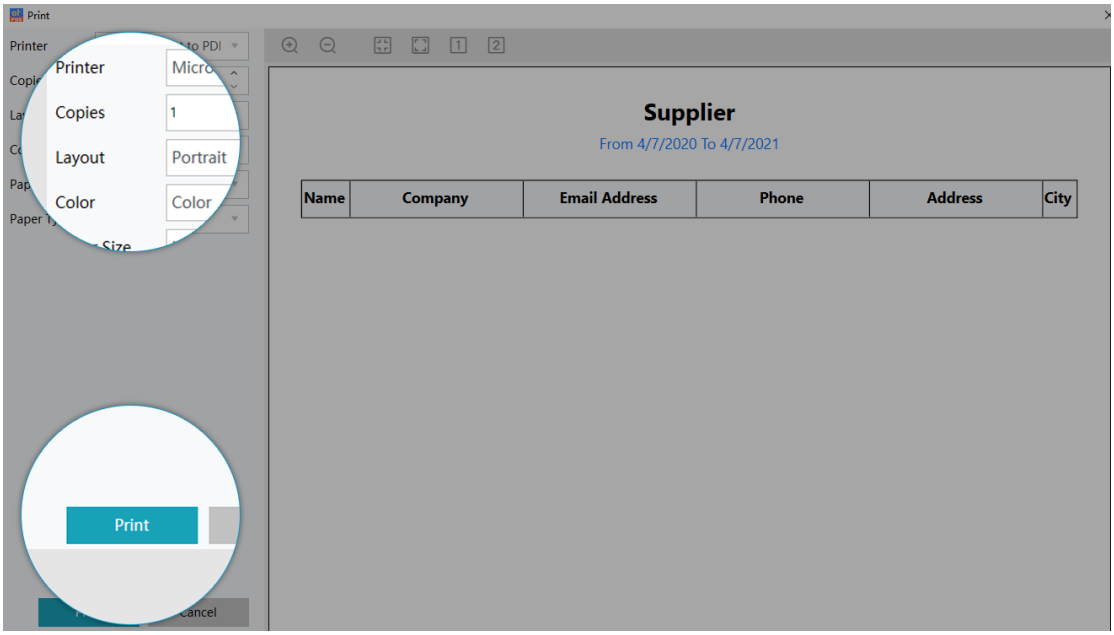
Click the Save button in the upper right corner to save.



5.6.2.Print

In the Supplier list window, click the Print button above to print out all the suppliers in the current list.



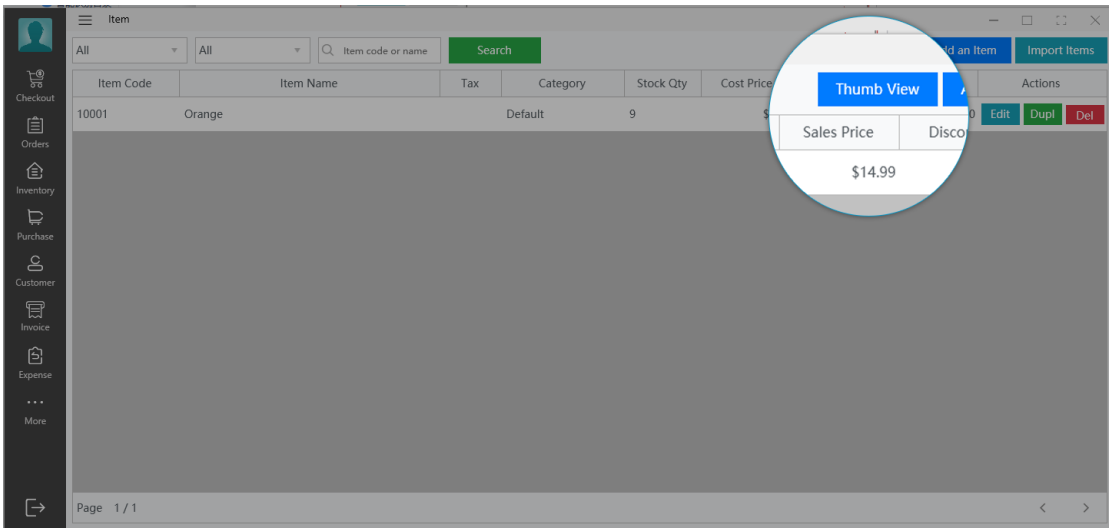


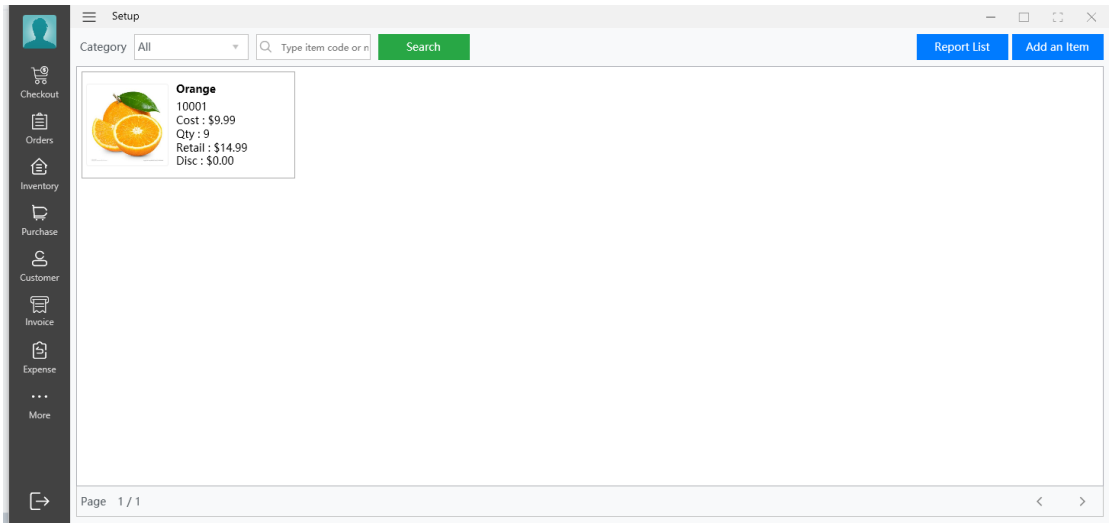
5.7.Items

In the Items window, we can scan the codes of the items, define the classification and sales price, and also set tax and inventory information.

5.7.1.Thumb View

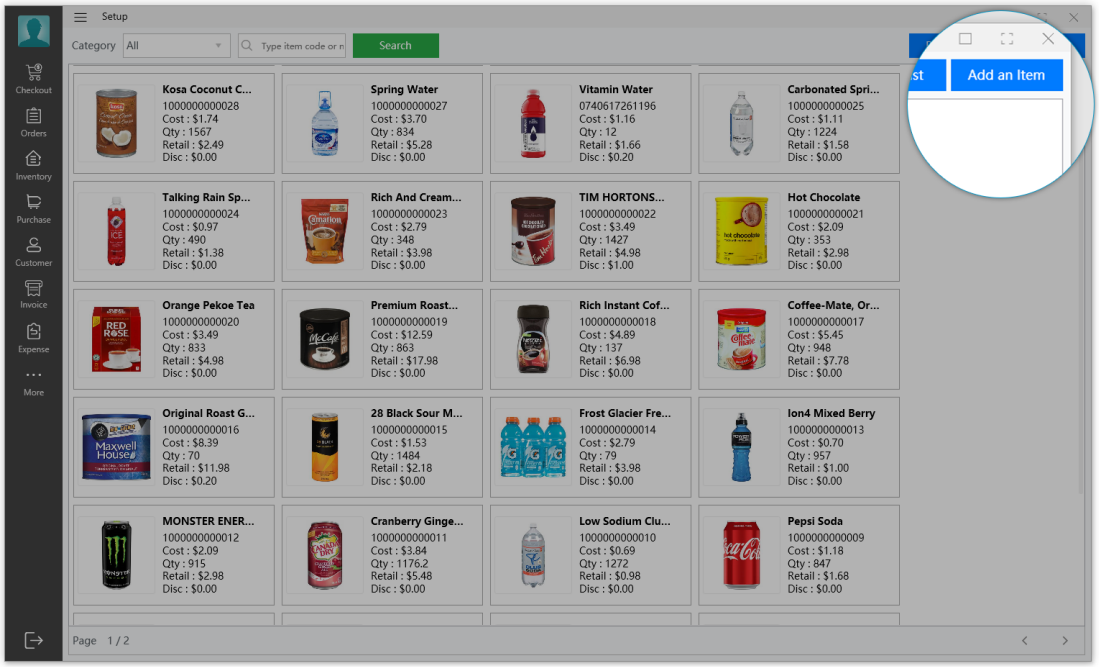
Thumb View, refers to the way of displaying thumbnails.





5.7.2. Create a new item

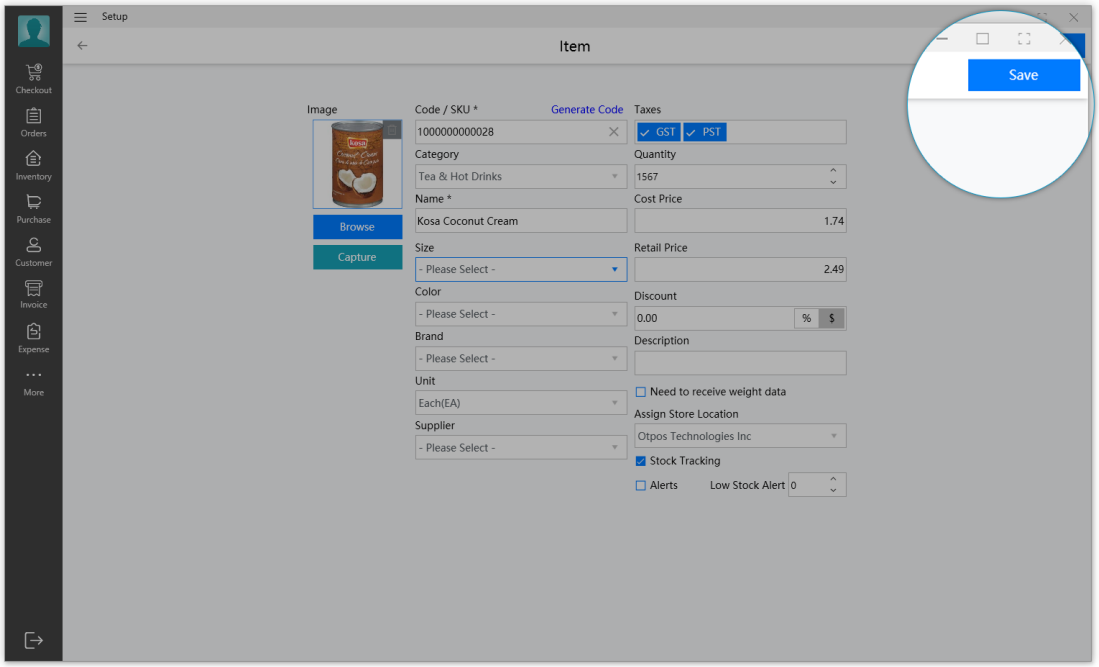
In the Items list window, click the Add an Item button in the upper right corner to open the create new item window. If you just make a small modification to a item that already exists, such as color or size, you can click the Dupl button and create a new item.



In the item editing window, here we can get the barcode of the item by using the barcode scanner, for some special items, such as vegetables and fruit, we can type in some simple code, like, 1001 is apple, 1002 is pear. Or use Generate Code to automatically generate a unique code of the system. There is a one-to-one correspondence between barcodes and commodities. For normal use, we can just use the barcode scanner to scan the barcode of the item or manually enter the barcode to quickly find the top item from the item library.

At the same time, we can also set the category, size, color and brand of the item, and the unit of measurement, such as pounds, kilograms and other information. We can specify the tax-included information of the item, such as GST, PST, etc. (the settings with tariffs can be set in the Setting/Store/Tax window). As well as item inventory information, cost price and sales price, discounts, etc., if you want to modify the item inventory information when the item is in or out of the warehouse, you must select Stock Tracking.

Click Save in the upper right corner to save the current editing information.

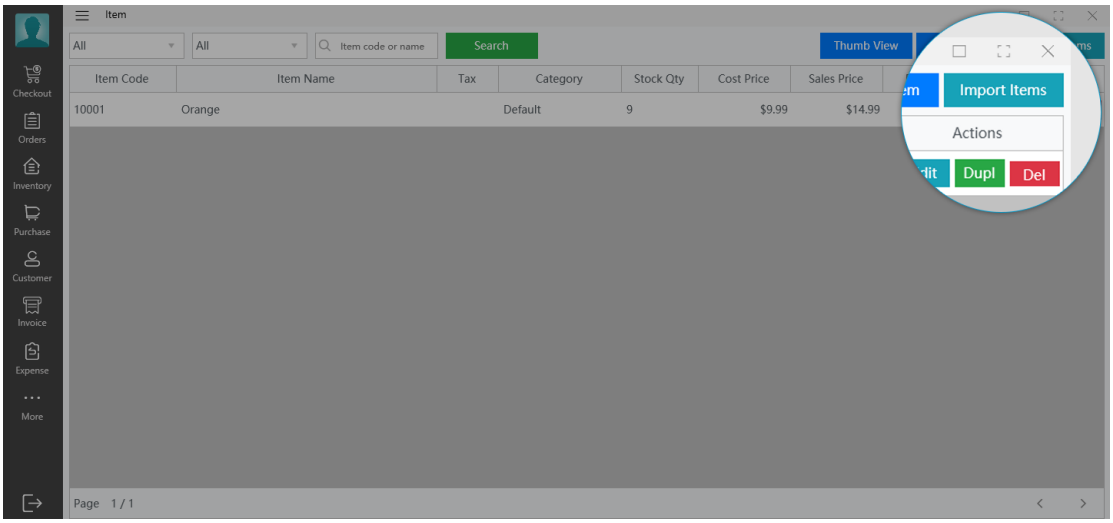


5.7.3.Import Items

In the Items window, click Import Items in the upper right corner to open the batch import window, select the local file, and click the Import button. You can get information about the result of item import through the following information feedback information.

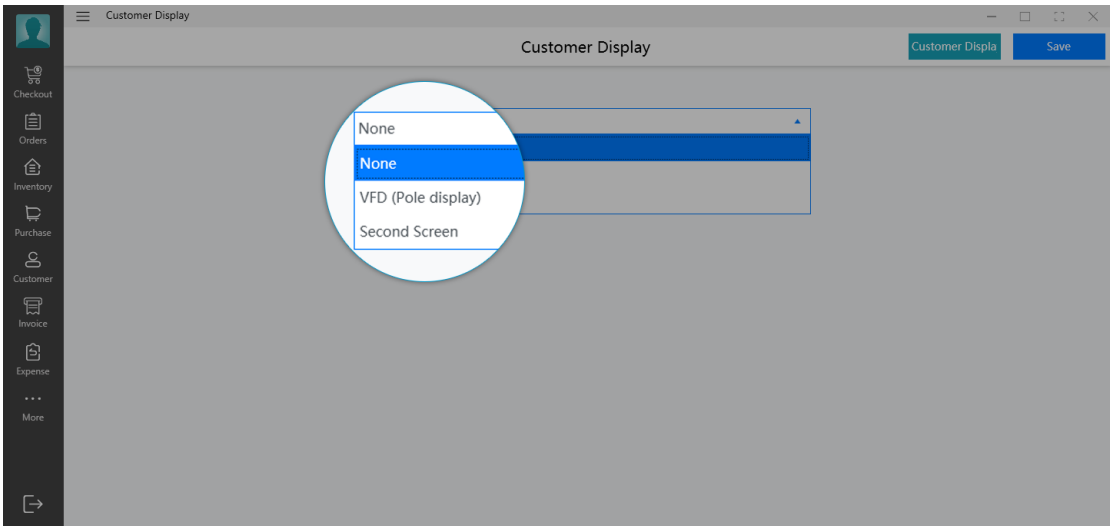
If you use this function for the first time, click the Please download the sample file link to download our sample file. Then use Microsoft Excel software or Google Sheets to edit the data, paste or copy your data to this file.

Note: The unified file encoding we use is UTF8, so when you save the file, please select the UTF8 file encoding method and the CSV file format.



5.8.Customer Display

The Customer Display window is set to display the current purchase information to the customer, and at the same time, it can display some store promotion information.



If your customer display is VFD pole display, please fill in its related configuration information according to the hardware manual, such as Serial Port, Baud Rate, Number of characters, Lines.

If your host computer supports multiple monitor connections, you can set up the extended screen in Windows 10 first. Methods as below:

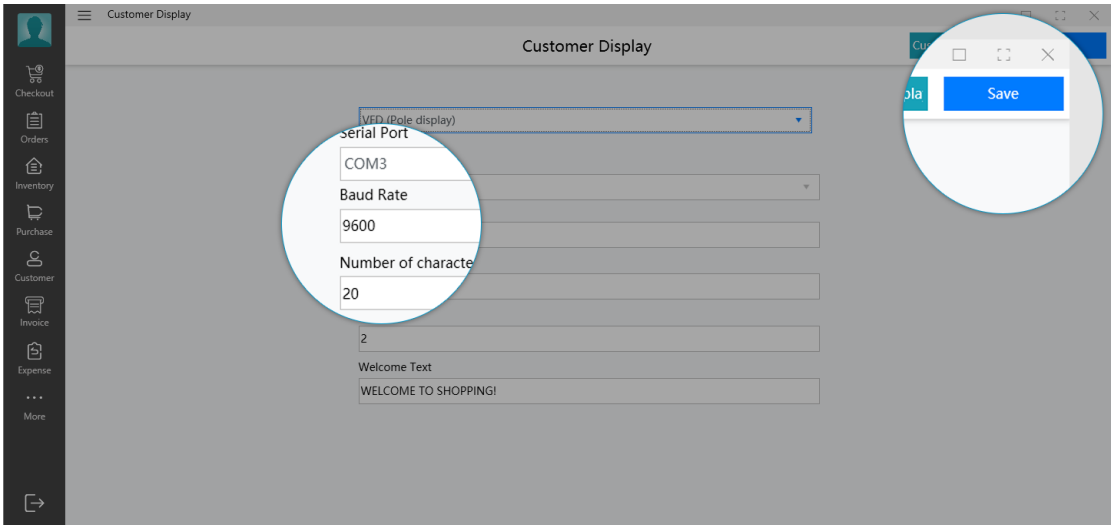
1. Right click on an empty area of the desktop.

2. Choose Display Settings.

3.Scroll Down to the Multiple displays area and select Extend these displays.

After setting, we return to this window, and then select the name of the Screen and Display styles. On Sales Picture, allows us to select up to three item promotion information pictures, when the system is idle, the screen will display in turn.

Click the display button in the upper right corner to directly preview our current modification results. Click the Save button to save the current setting information.



Note, if you are setting the customer display for the first time, you need to restart the program after the setting is completed to see the effect of the device setting.

6.Sales

Here it refers to the processing of sales-related business, such as order and checkout, return management, order management and etc.

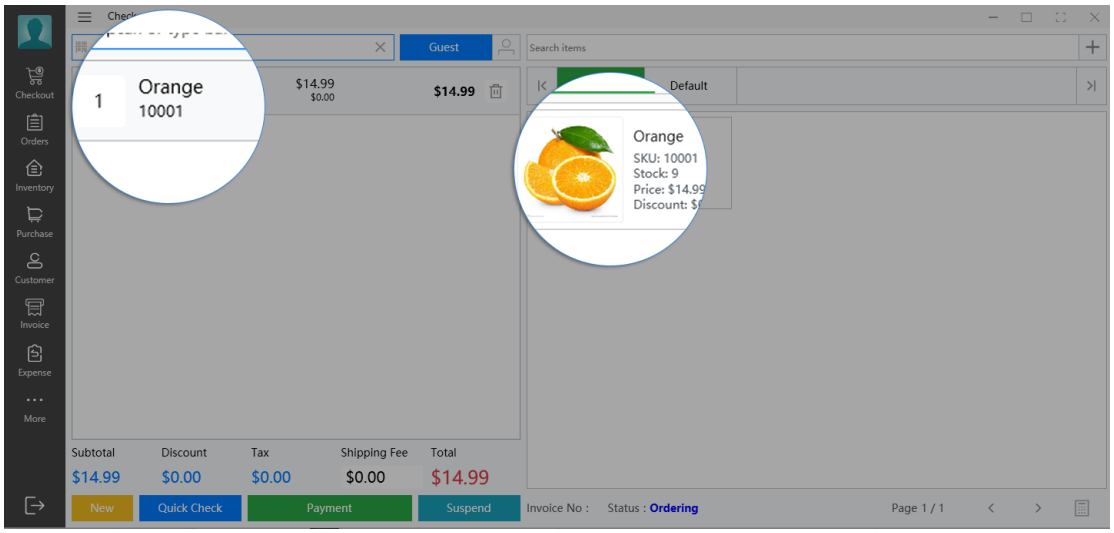
6.1.Checkout

1, Place an order

Click the Menu/Sales drop-down menu and click Checkout to open the order window;

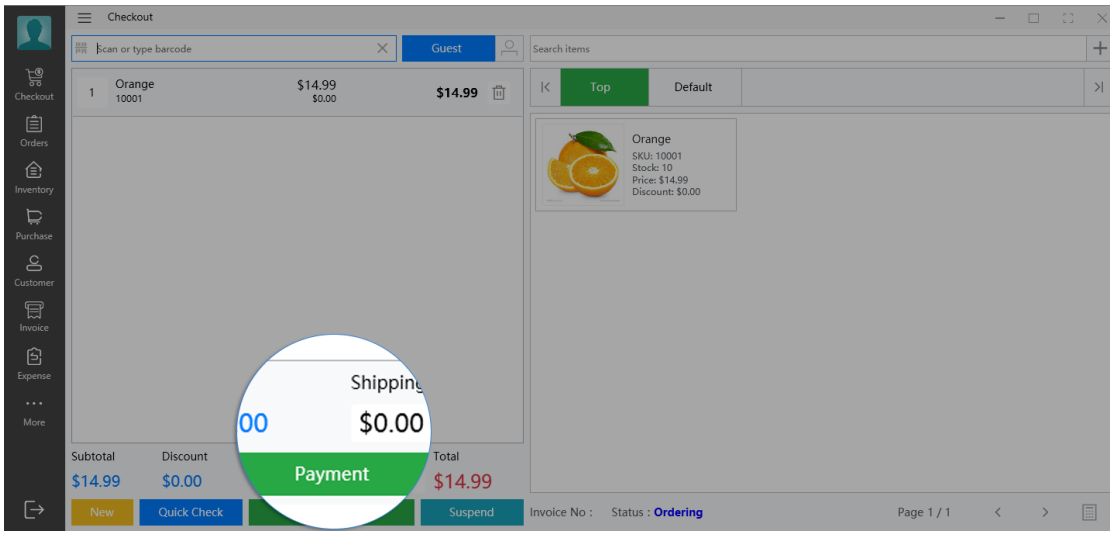
You can directly click on the item to be selected from the item category on the right, or enter keywords in the search box on the right to select items. If your computer is equipped with a barcode scanner, you can directly scan the QR code of the item to select the item, which is more convenient and faster

The selected item will go directly to the shopping list on the left. Click the number to directly change the purchase quantity. Click on the price to directly modify the discount information of the item. Click the delete icon on the right to remove this item. As shown below.

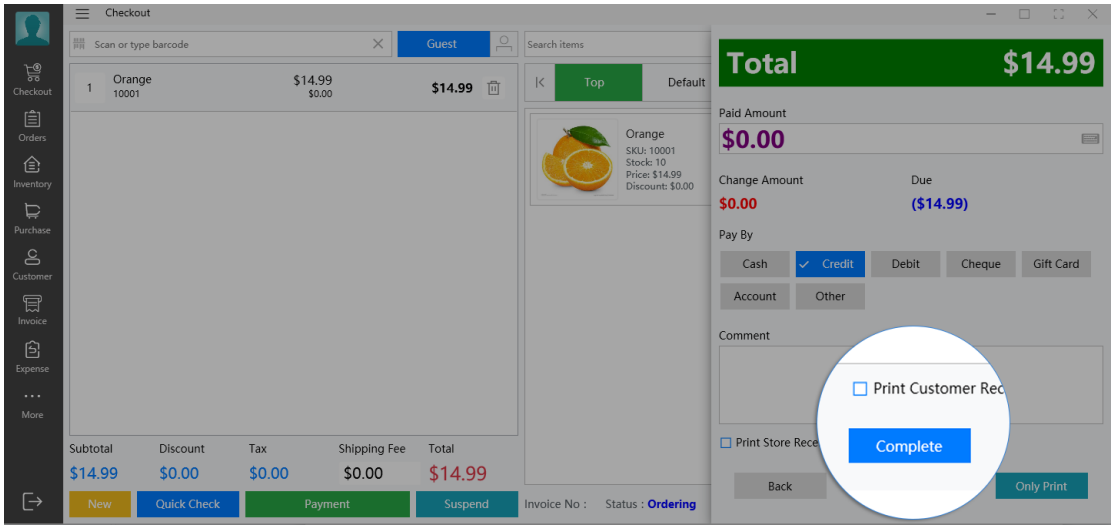


2, Checkout

If an order needs to be delivered, you can click on Shopping Fee, enter your delivery fee, and add the fee directly to Total.

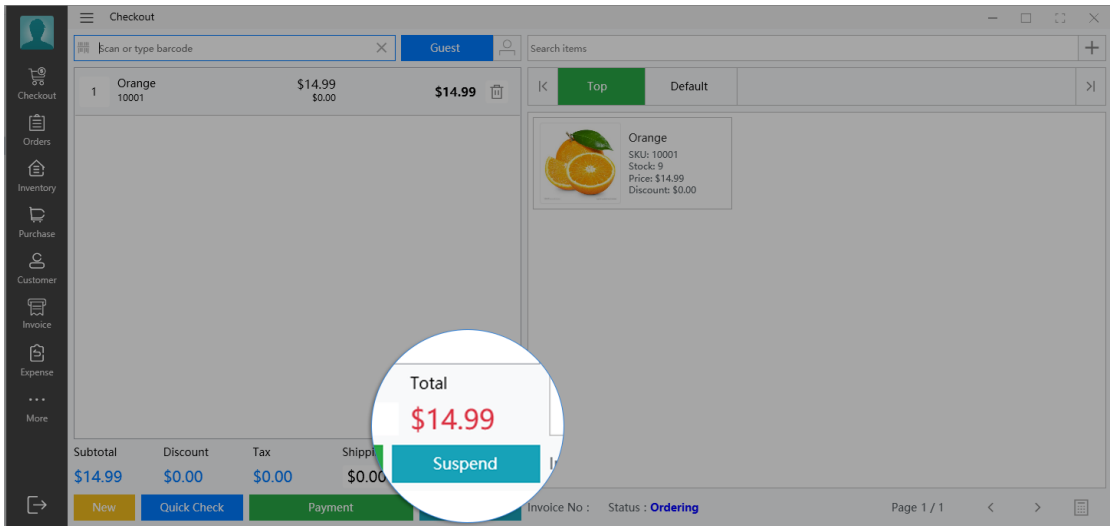


After the order is placed, go directly to the bottom of the checkout window and click the Payment button to settle the order. The system will slide out a window for filling in detailed payment information from the right side. Click the Paid Amount input box, the software will pop up the amount input panel. The program will calculate Change and Due based on your Paid amount. Pay By to set the customer's payment method. After selecting the Print Store Receipt and Print Customer Receipt options, click the Complete button to complete the checkout, the system will print out the detailed information of the shopping list through the receipt printer.



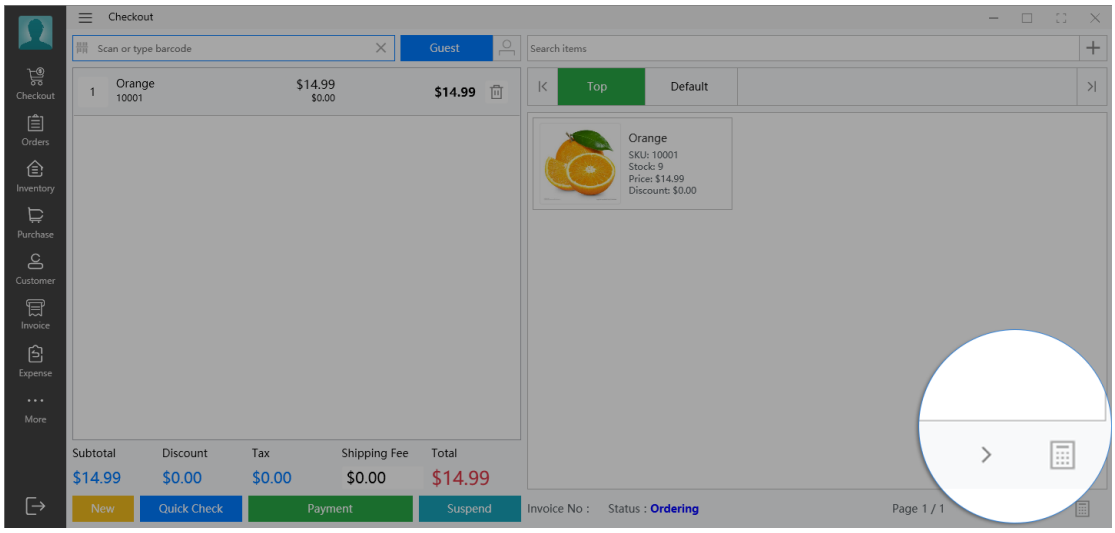
3, Suspend

If you want to suspend checkout of the currently selected order, you can click Suspend in the lower right corner of the checkout window. 如果继续处理这个订单，我们可以通过点击窗口左边的“Order”菜单，在列表中选择这条订单，然后点击“Detail”按钮，然后在 Detail 页面中选择“Modify”，就会重新打开这个订单，继续下单或者结算操作。 If continue to deal with this order, click on the "Order" menu on the left, select this order in the list, and then click the "Detail" button, select "Modify" in the Detail page, the order will be reopened, you can continue placing the order or make an settlement



4, Calculator

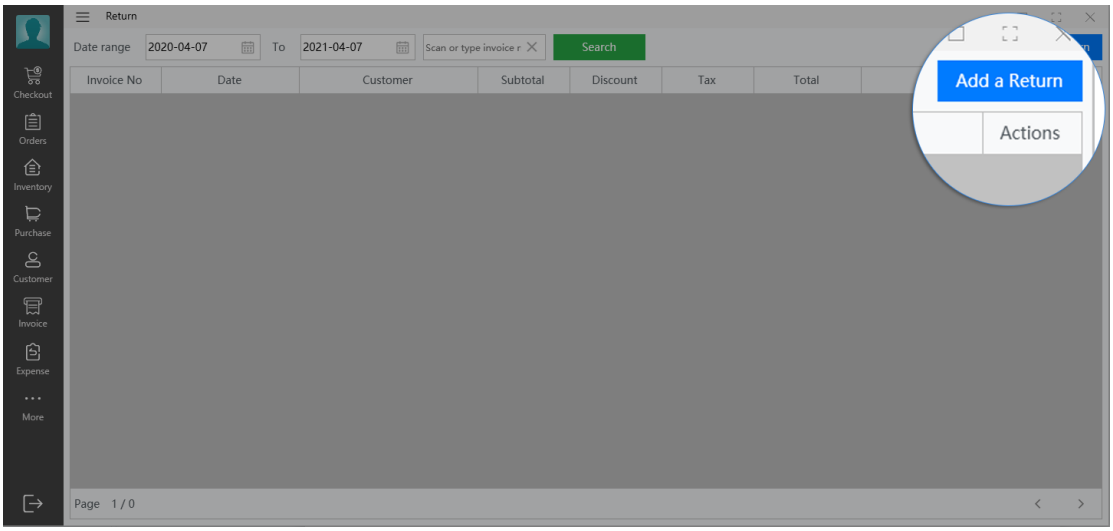
On the bottom right of the Checkout window, click the Calculator icon to use the calculator.



6.2.Return

In Menu/Sales, select Return button

Click Add a Return in the upper right corner to enter the return order operation window

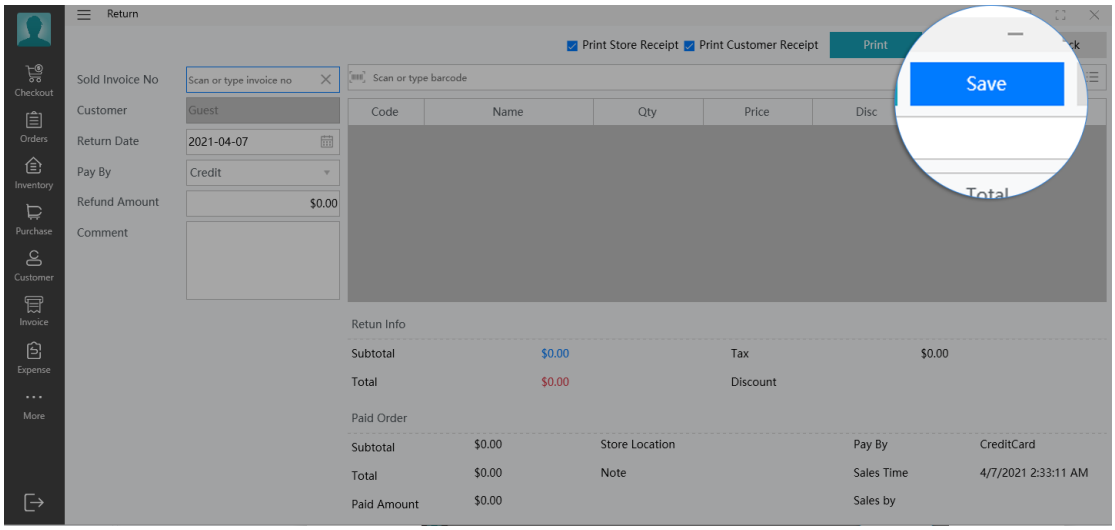


（1）我们可以通过扫码枪扫描小票上面的条形码，直接查找出订单信息。或者输入我们发票上面的 invoice number。 We can scan the barcode on the receipt with the scanner to find the order information directly. Or type the invoice number on the receipt.

（2）此时，我们先选中搜索框，然后用扫码枪直接扫码需要退货商品的条形码，或者输入关键字查找商品，然后按下回车，就可以将商品加入到要退的商品列表中。我们也可以点击搜索框右边的列表按钮，从列表中选择我们需要退的商品。 Here, select the search box first, and then use the barcode scanner to directly scan the barcode of the product that needs to be returned, or enter a keyword to find the product, press Enter to add the product to the list of products to be returned. We can also click the list button on the right side of the search box to select the product we need to return.

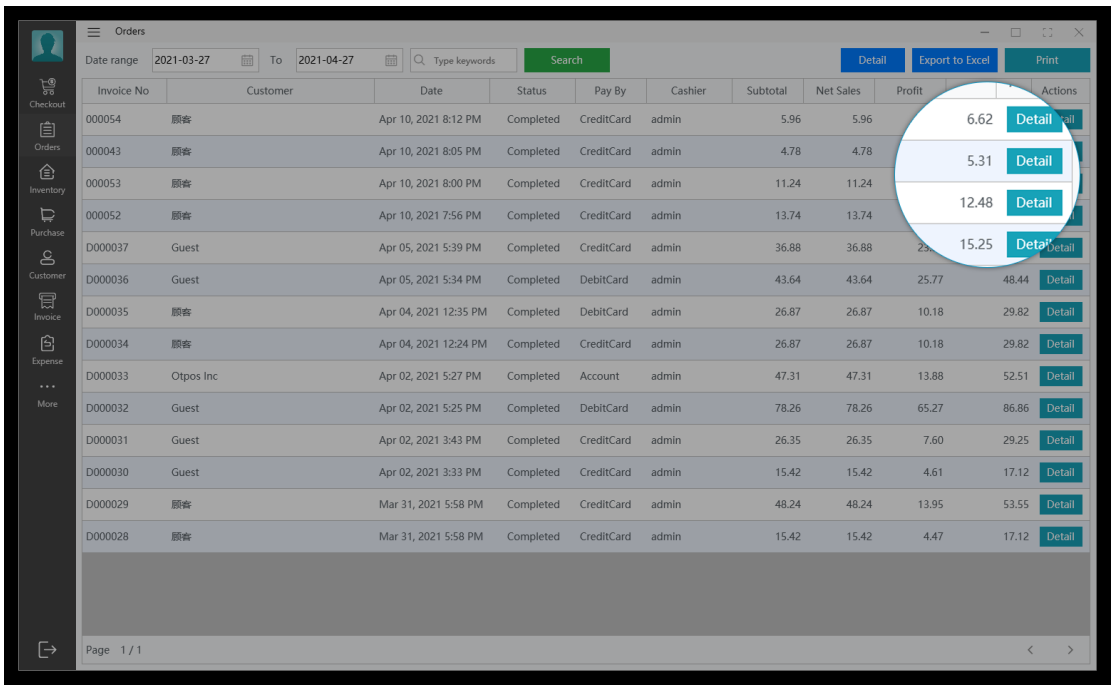
（3）在退货商品加入到退货列表中后，我们再选择 Pay By， 并输入 Comment 等信息，再点击右上角的“Save”即可完成退货操作。After the returned goods are added to the return list, we then choose Pay By, and enter Comment and other information, then click "Save" on the top right to complete the return operation.

备注：退货后，此订单的相关数据，如 subtotal，total， tax，paid amount 数据都将会被重新计算。如果商品具有跟踪库存属性，那么它的库存将会做相应的增加。 Note: After the return, the data of this order, such as subtotal, total, tax, and paid amount data will be recalculated. If the product has inventory tracking attributes, its inventory will be increased accordingly.



6.3.Orders

窗口列出了所有订单数据，无论订单是完成的，取消的，还是挂起的订单，都在此列表中显示。我们也可以点击上面的导出和打印按钮，进行当前日期范围之内的订单的数据导出和打印操作。 The window lists all order data, regardless of whether the order is completed, cancelled, or pending, all displayed in this list. We can also click on the “export “ and “print” buttons on the top to export and print the data of orders within the current date range.



1. Order Detail

Click the Detail button in the list, you will open the detailed information window of the selected order, in this window, you can further process the selected order information.

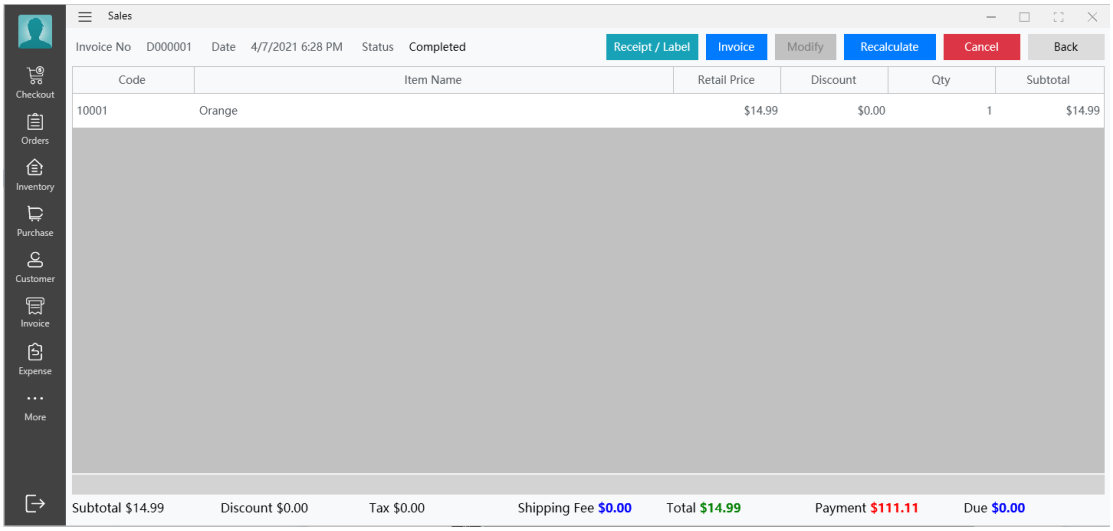
Receipt / Label: Click this button, there will be a ticket printing option or label printing option, through which we can print the ticket of the order, or print the shipping address label and the item label.

Invoice: You can convert the current order into invoice format, print it or export it to PDF file.

Modify: If your order is in the Pended state, then this button will be clickable. Click it to switch to the checkout window, from there you can edit and modify this order again.

Recalculation: Due to software upgrades or modification of the gross profit calculation method for a certain category, you must recalculate the order to obtain new gross profit and other data.

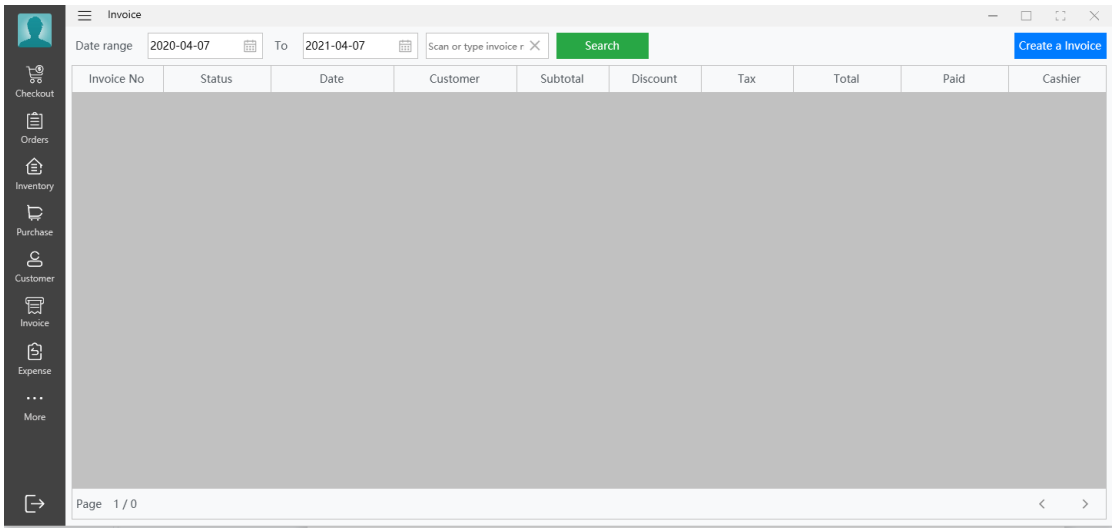
Cancel: If this order is cancelled, we can click this button to cancel the order, it will be marked as cancelled, and will be ignored in the statistics.



7.Invoice

7.1.Invoice List

如果你的客户是商业性的公司，需要为他们提供 invoice，那么你可以通过这个窗口创建和管理你的 invoice。在列表中我们可以查看到所有我们已经创建过的 invoice，点击每条信息的 detail 按钮，我们可以打开这个 invoice 的详细信息。 If your customers are commercial companies and need to provide invoices for them, then you can create and manage your invoices through this window. In the list, we can view all the invoices we have created, click on the “detail “ button of each invoice, we can open the detailed information of the invoice.



7.2.Create an Invoice

Click the Create an invoice button at the top right of the window to enter the create invoice window.

(1) Select the customer. First, we enter the keyword of the customer in the customer search box on the left side of the window, then select the customer's name from the search result list, press Enter, the customer information will be added to the Bill To column of our invoice.

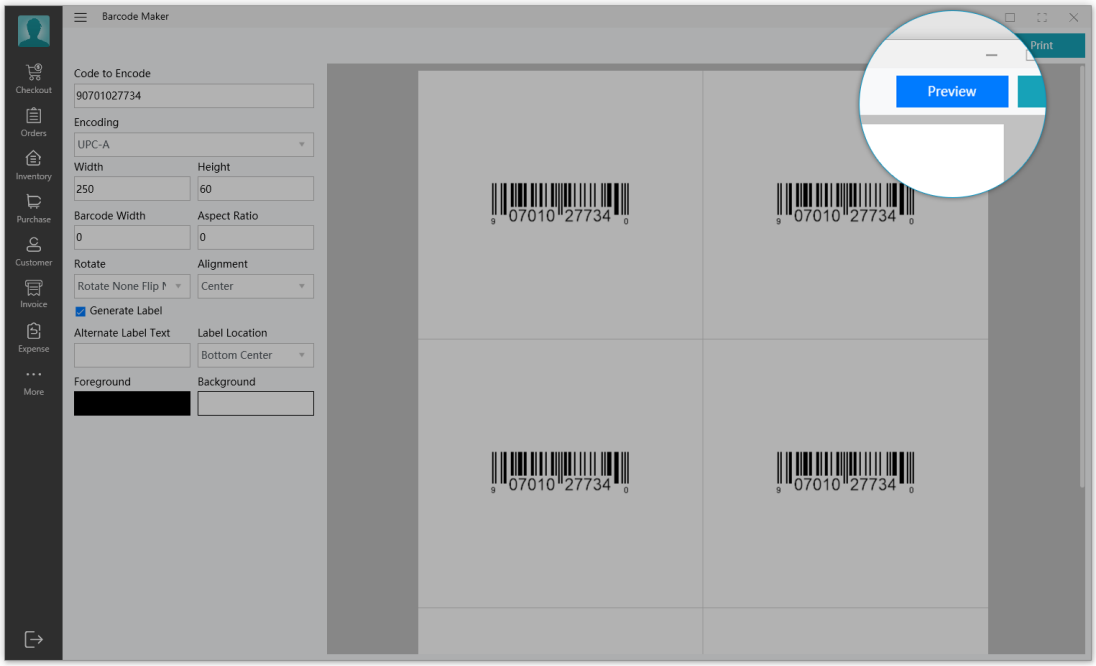
(2) Choose goods and services. In the "Item" input field which is in the middle of the invoice editing area, enter the keyword of the item, or scan its barcode with a scanner, then select the corresponding item in the search results, and press the Enter key, the item will be added to the shopping list.

(3) Edit the item. Double-click an item in the item list, and the item enters the editing state at this time. We can edit its sales price, quantity and discount. Click on the percent sign icon at the back, and we can choose its tax opinions.

Modify the order of the items. Left click on the ☰ icon, and then move it up and down, put it down in a suitable position, and this item will be adjusted to the corresponding position.

Modify other information. In the editing area, all the underlined text can be edited by double-clicking, for example: invoice number, invoice date and payment amount, etc.

Note: If the newly created invoice has not been set to achieve, its status in the order list will be Pended. If the transaction is completed, please click the achieve button to set the invoice to archive. In this way, his status in the order list will be changed to complete



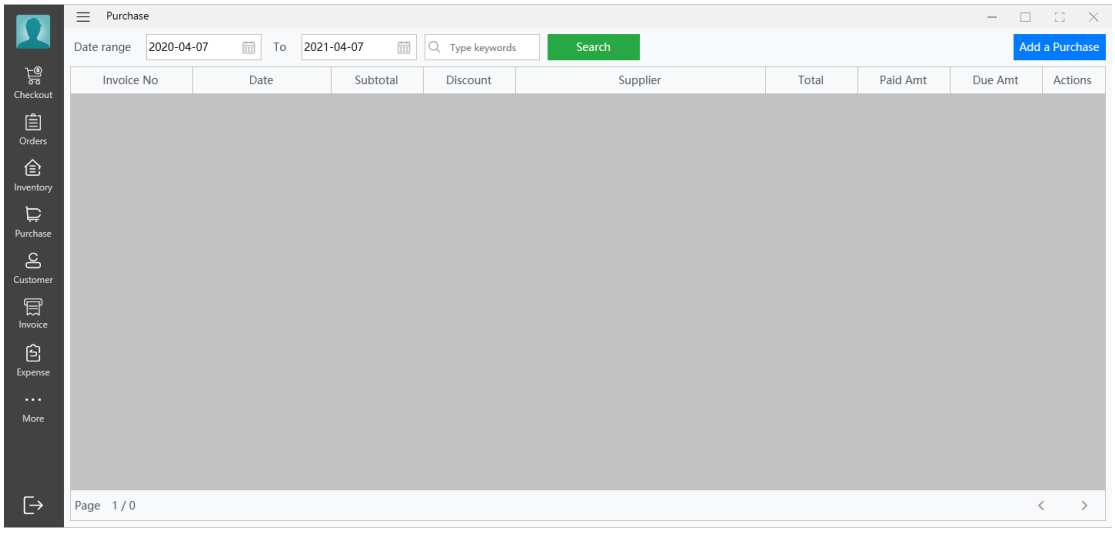
8.Purchase

Refers to the management of ordering and warehousing by merchants. Users can realize the management of purchase orders and warehousing orders by registering relevant documents.

8.1.Purchase

In the Purchase window, you can view the purchase details by searching

the date range and keywords.

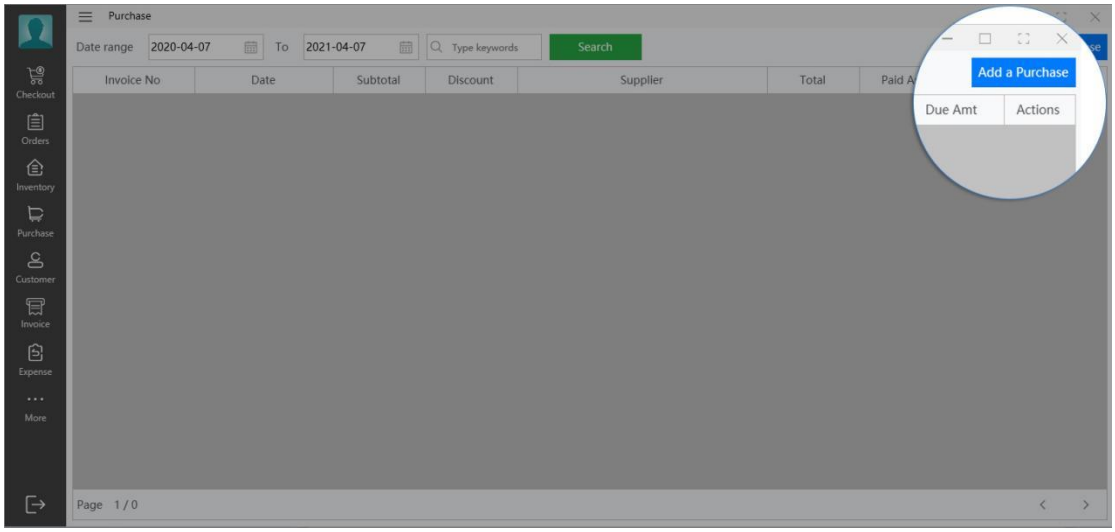


8.2.Add a Purchase

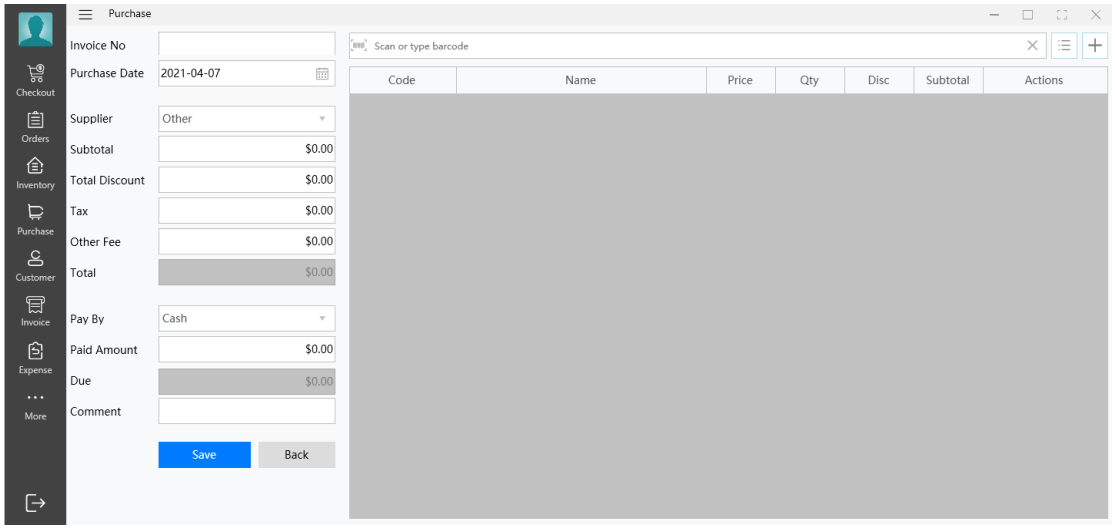
在“Purchase”窗口，点击右上角的“Add a Purchase”，即可进入采购商品创建编辑窗口。在这个窗口中，我们先输入进货单的发票号、金额以及支付方式、日期等信息。然后点击商品搜索框，输入商品的关键字，从搜索结果中，选择商品，将商品加入到采购列表中去。当然我们也可以点击搜索框，然后使用扫码枪扫描商品的条形码，将商品直接加入到采购列表中去。

点击列表中的条目，窗口的右边将弹出一个编辑区域，我们可以对它的数量和价格进行修改。 In the "Purchase" window, click "Add a Purchase" on the top right to enter the purchase product creation and editing page. In this window, we first enter the invoice number, amount, payment method, date and other information of the purchase order. Then click the search box, enter the keywords of the product, select the product from the search results, and add it to the purchase list. Of course, we can also click the search box, and then use the scanner to scan the

barcode of the product, and add it directly to the purchase list. Click an item in the list, an editing area will pop up on the right side of the window, you can modify its quantity and price.



Note: All items that need to be stored must be created in the item library first. You can create items through the “items in the settings menu”. Of course, you can click the Add button in the new purchase page on the right side of the item search box to create a new item. After the creation is complete, you can scan the code or search for keywords to add the item to the purchase list.

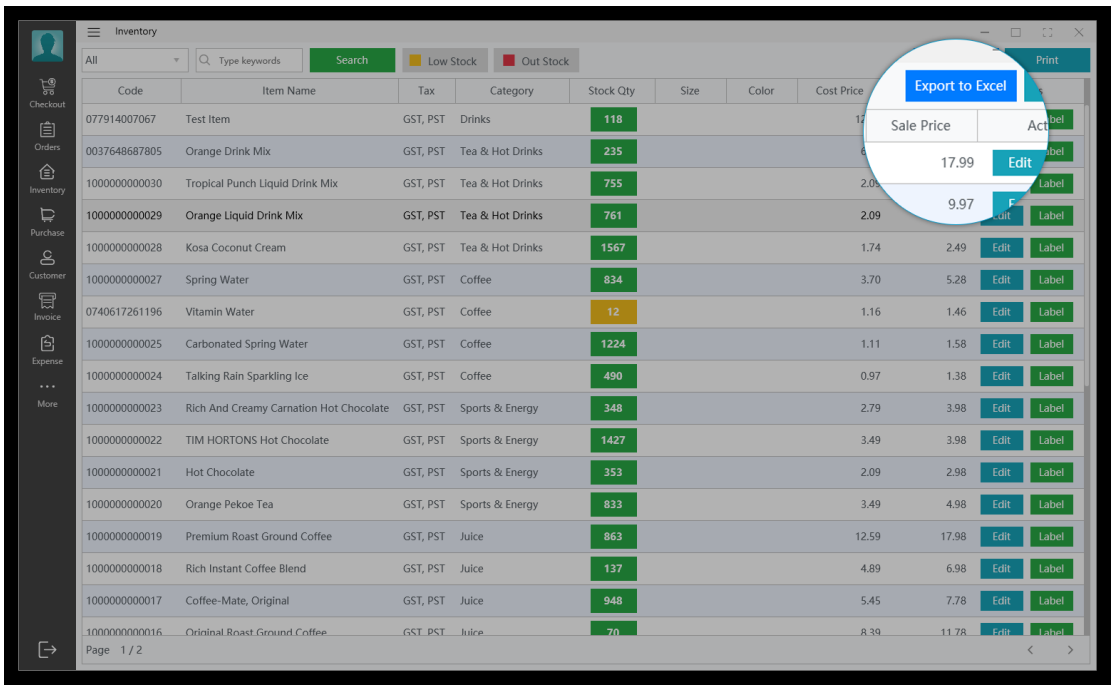


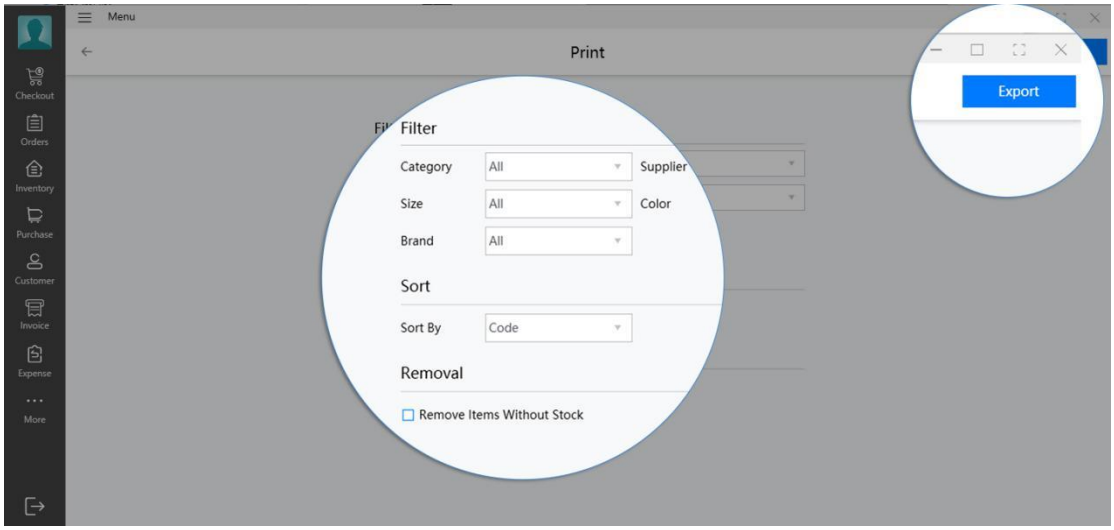
9.Inventory

在这里可以清楚看到整个平台的商品库存详细情况。当商品的数库存数量低于警告数量是，将以黄色显示，当商品的库存为零时，将以红色的颜色标识。我们可以点击库存数量，会弹出一个数量的输入窗口，通过这个小功能，我们可以直接进行库存数量的修改. Here you can clearly see the product inventory details of the entire platform. When the inventory quantity of the product is lower than the warning quantity, it will be displayed in yellow, when the inventory of the product is zero, it will be marked in red. We can click on the “inventory quantity” and a quantity input window will pop up. Through this window, we can directly modify the inventory quantity.

9.1.Export to Excel

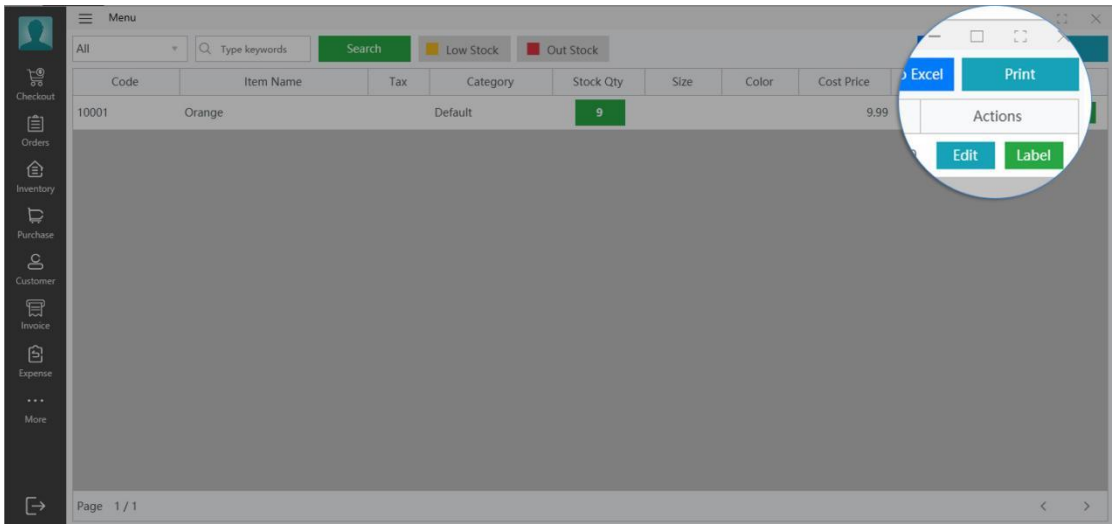
在“Inventory”窗口，点击“Export to Excel”按钮，我们将打开数据导出选项窗口，在这个窗口中我们可以对数据进行过滤，如它的分类、颜色、尺寸和是否为零库存，这样导出的数据更符合我们的需求。 In the "Inventory" window, click on the "Export to Excel" button, we will open the data export option window, in this window we can filter the data, such as its classification, color, size and whether it is zero inventory, this exported data is what we need.

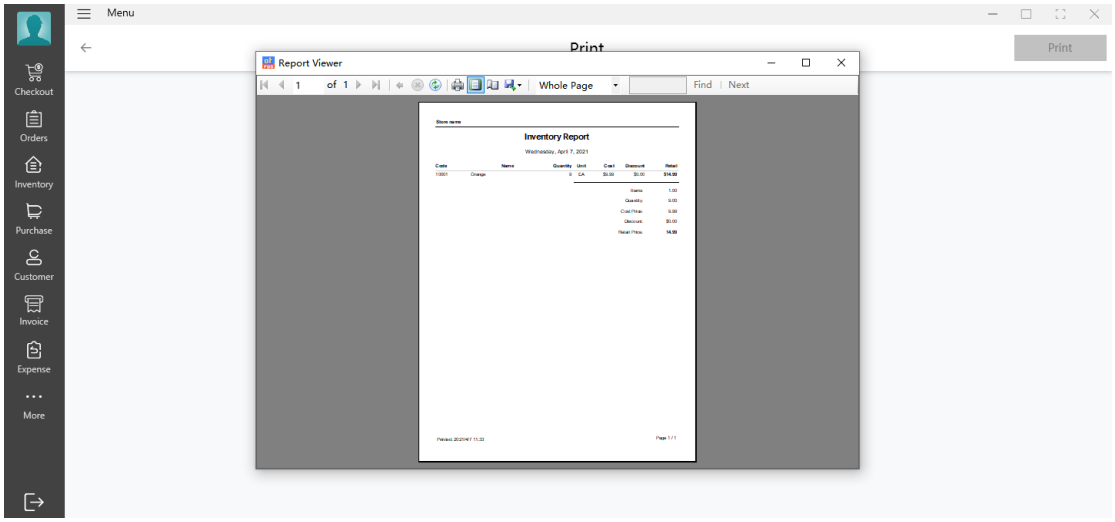




9.2.Print

在“Inventory”窗口，点击“Print”按钮，将弹出数据过滤的窗口，当我们设置一些过滤条件后，数据将会按照条件进行过滤，并打印。 In the "Inventory" window, click the "Print" button, and a data filtering window will pop up. After we set some filtering conditions, the data will be filtered according to the conditions. Then print.

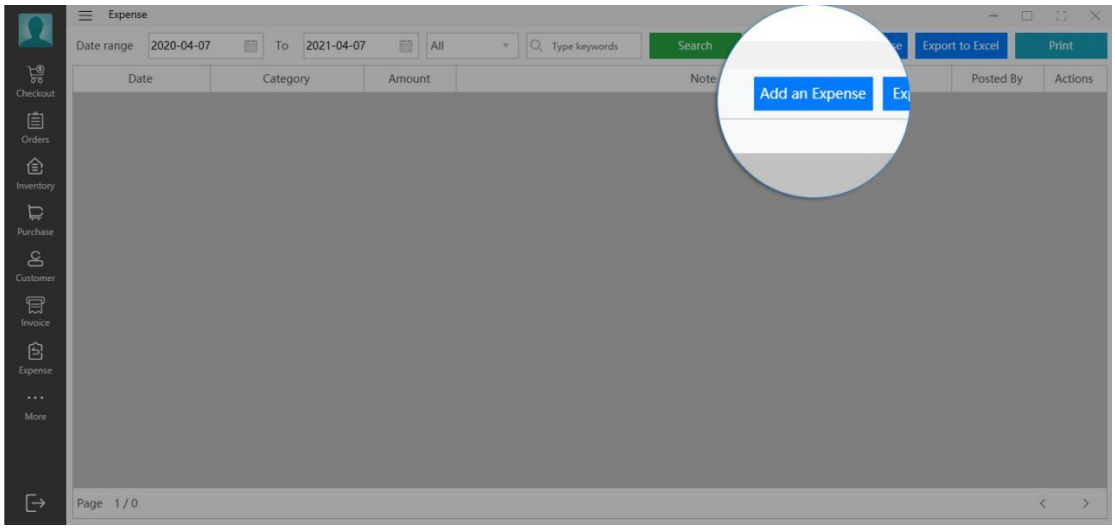




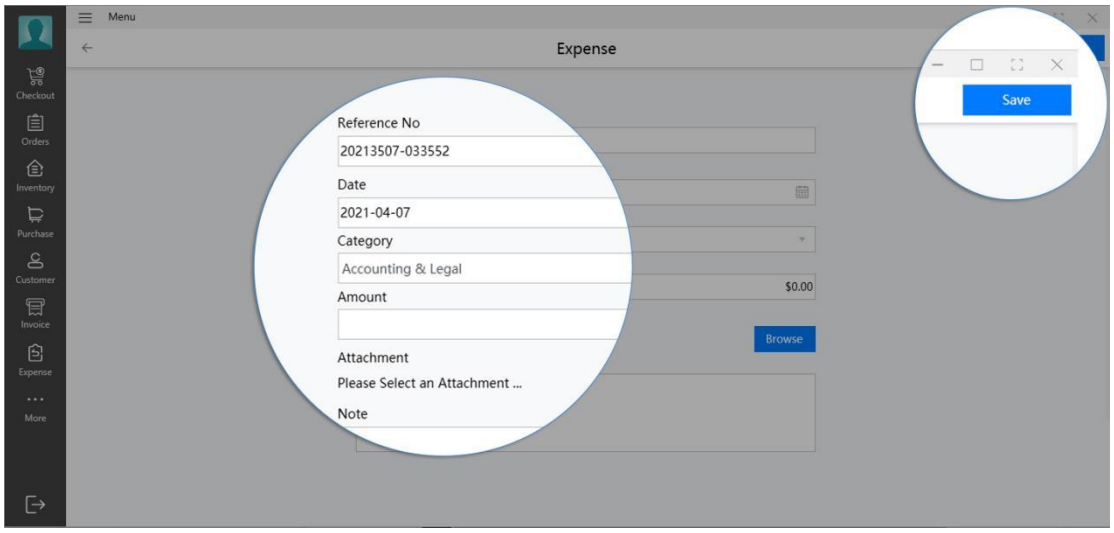
10.Expense

10.1.Add an Expense

In the Expense window, click Add an Expense in the upper right corner to enter the add expense information editing window;

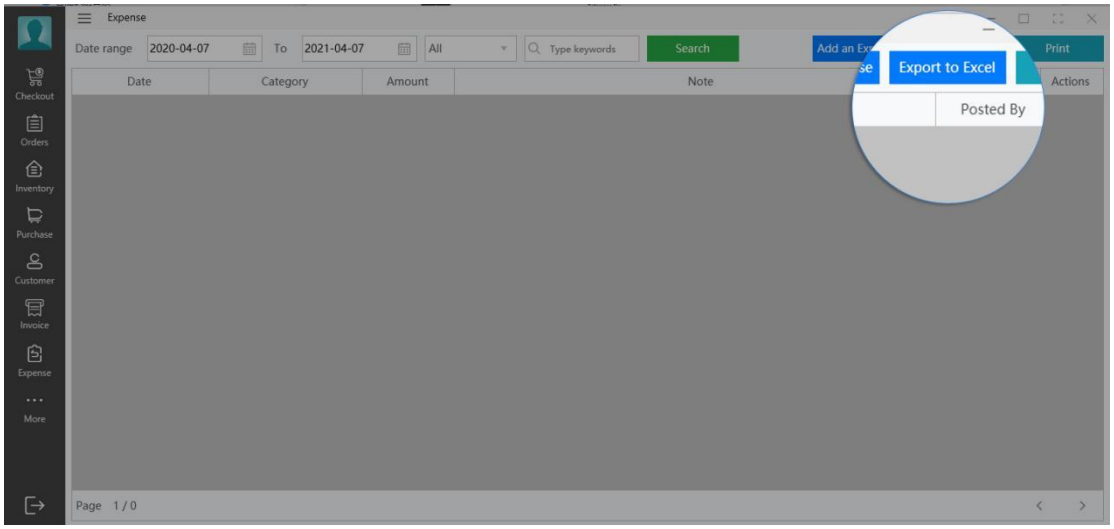


系统会根据时间信息，自动生成一个 Reference No.，我们也可以自己修改成一个 invoice number。 “Category”中包含了加拿大商业公司的常规项目开支，当然我们可以在 “设置”/ “字典”中对选项进行增加、修改或者删除。我们也可以把票据扫描，并上传到我们的软件上面，我们对信息的比对和查看。再点击右上角的“Save”即可完全操作。 The system will automatically generate a Reference No. based on the time information. we can also modify it to an invoice number manually. "Category" contains the regular project expenses of Canadian business companies, We can also add, modify or delete in "Settings"/"Dictionary". We can also scan the bill and upload it to our software, so we can compare and view the information. Then click on “ Save” on the top right.



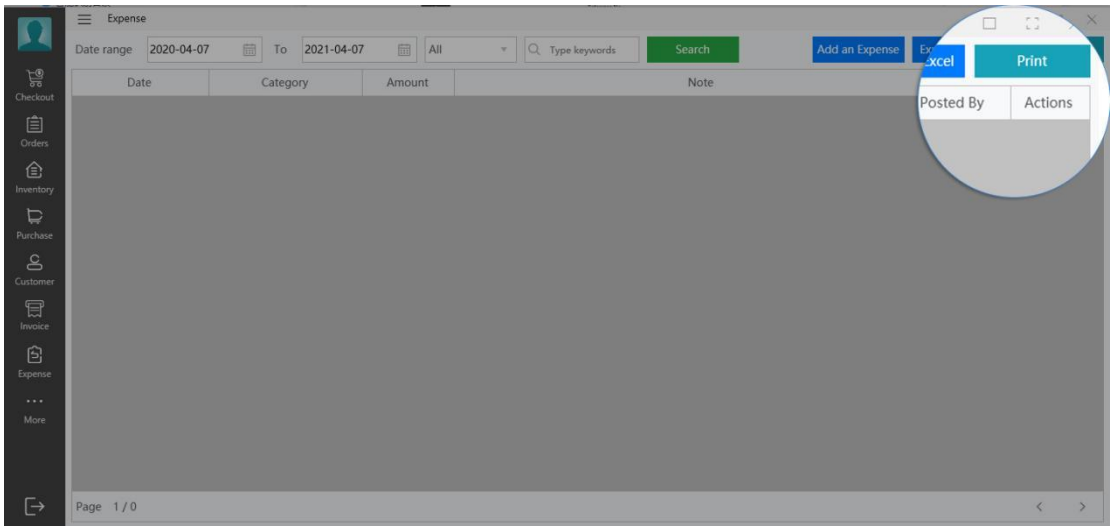
10.2.Export to Excel

In the Expense window, click Export to Excel button to export the report.

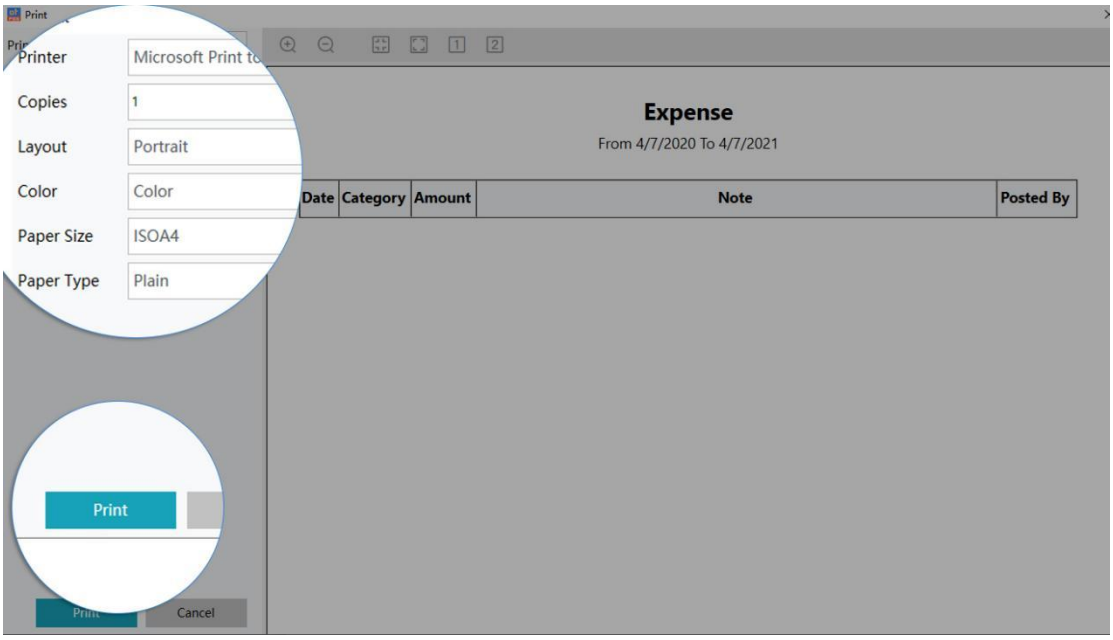


10.3.Print

In the Expense window, click Print button at the top.



Set Printer, Copies, Layout, Color, Paper Size, Paper Type, click Print button below.



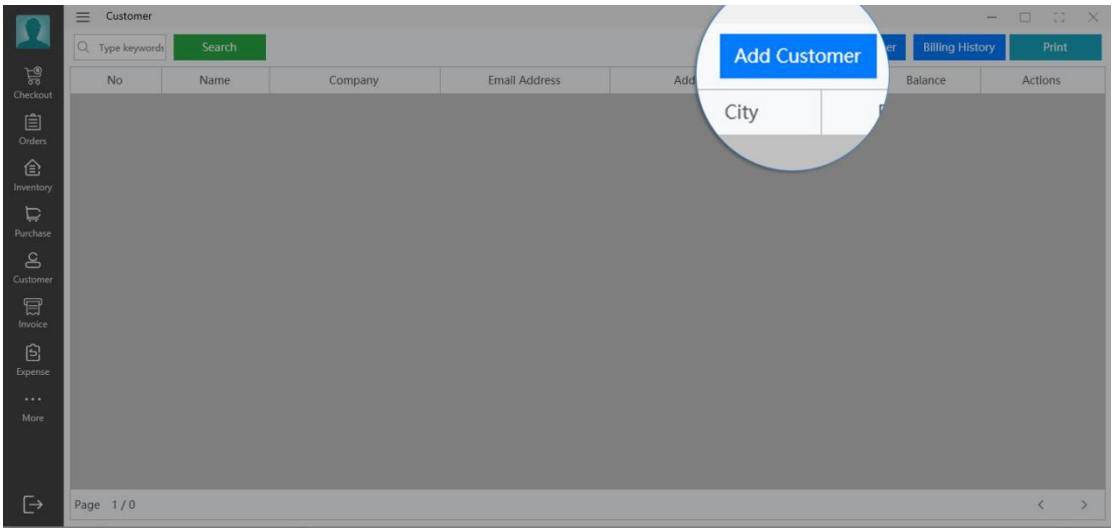
11.Customer

你可以查看客户的基本信息。如果系统启动了会员账号功能，还可以查看到客户的相关消费信息，如历史账单、欠款金额等。 You can view the basic information of the customer. If the system activates the membership

account function, you can also view the customer's related consumption information, such as historical bills, arrears, etc. .

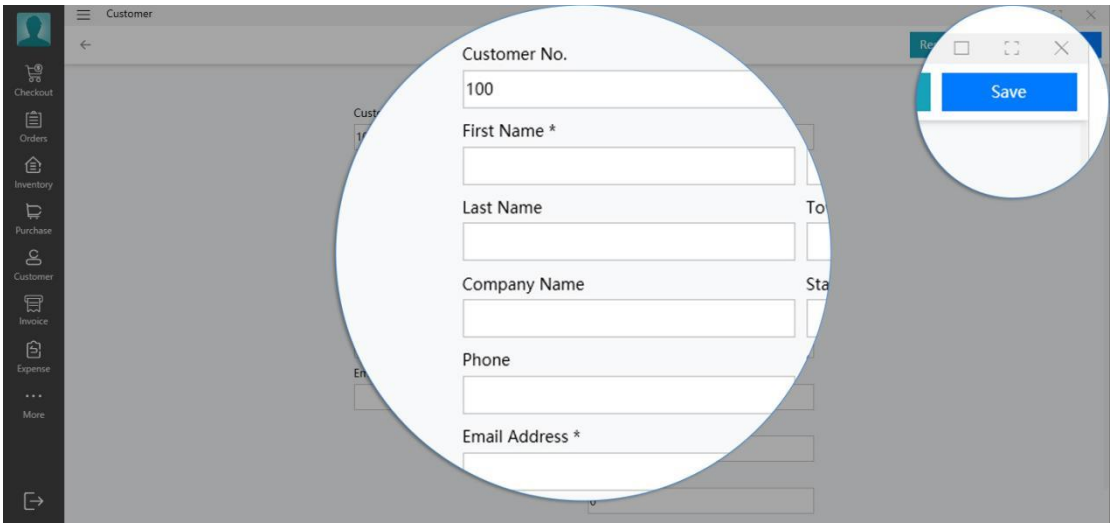
11.1.Add Customer

In the Customer window, click Add Customer at the top



自从会根据历史数据自动生成客户的 number 号。First name 和邮件地址是必填项，同时邮件地址也是唯一性。点击右上角的“Save”即可完成创建操作。

The customer's number is automatically generated based on historical data. First name and e-mail address are required, and the e-mail address is also unique. Last, click “Save” on the top right.

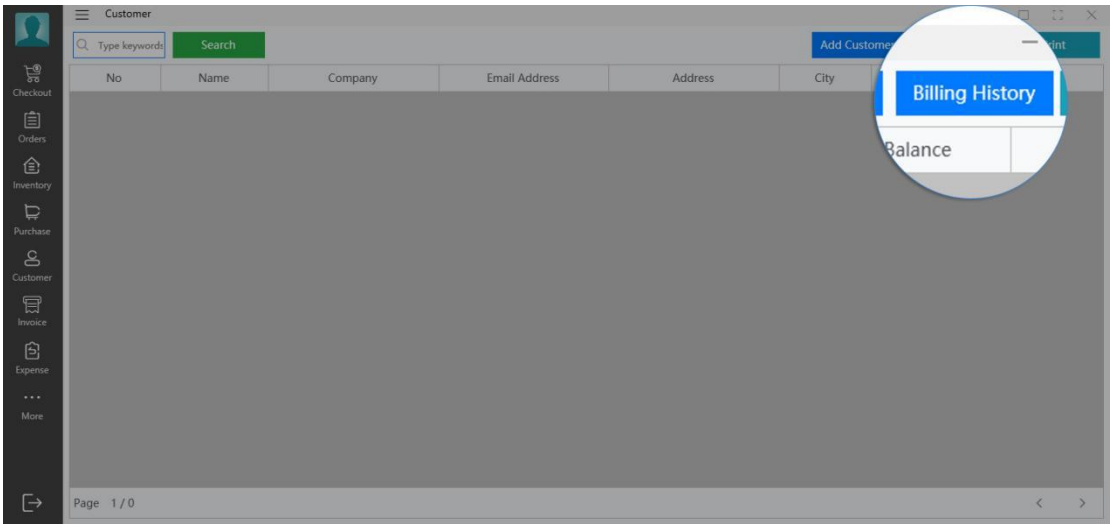


11.2.Billing History

In the Customer window, click on Billing History at the top

在“Customer”窗口中，点击上方的“Billing History”按钮，可以查看客户的还款和消费记录

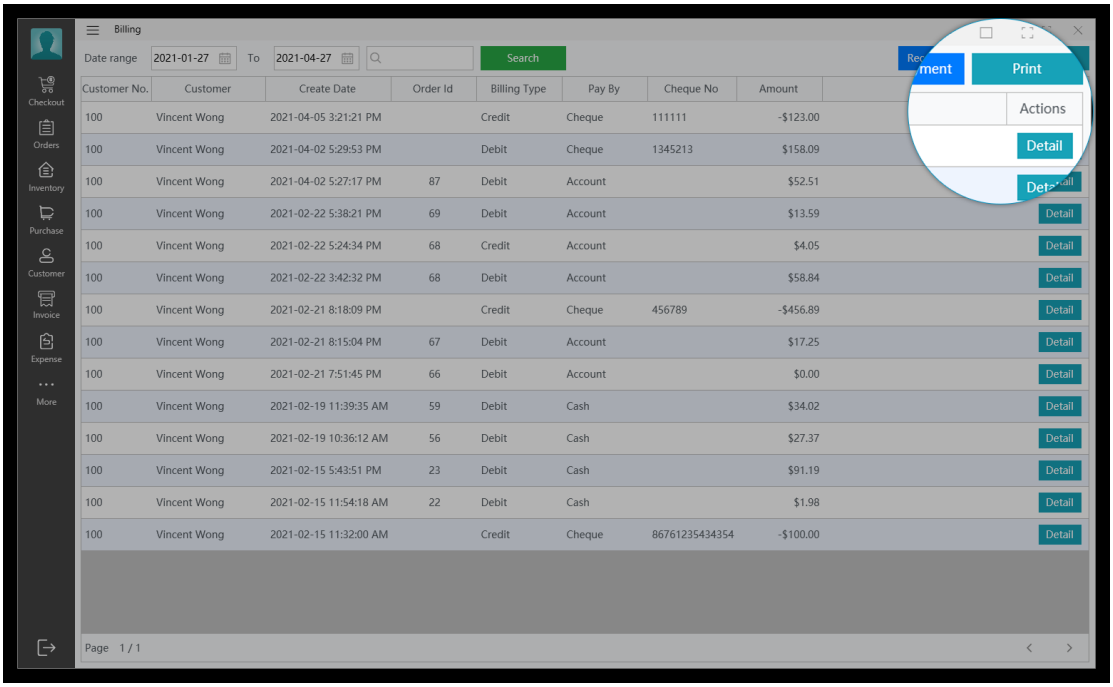
In the "Customer" window, click the "Billing History" on the top to view the customer's repayment and consumption records



11.3.Print

In the Customer window, click Print on the top right

在“Customer”窗口中，点击上方的“Print”按钮，可以打印出当前选择的客户在选择日期范围内的还款和消费信息，以及欠款总额。 In the "Customer" window, click the "Print" button on the top to print out the repayment and consumption information of the selected customer within the selected date range, as well as the total amount owed.

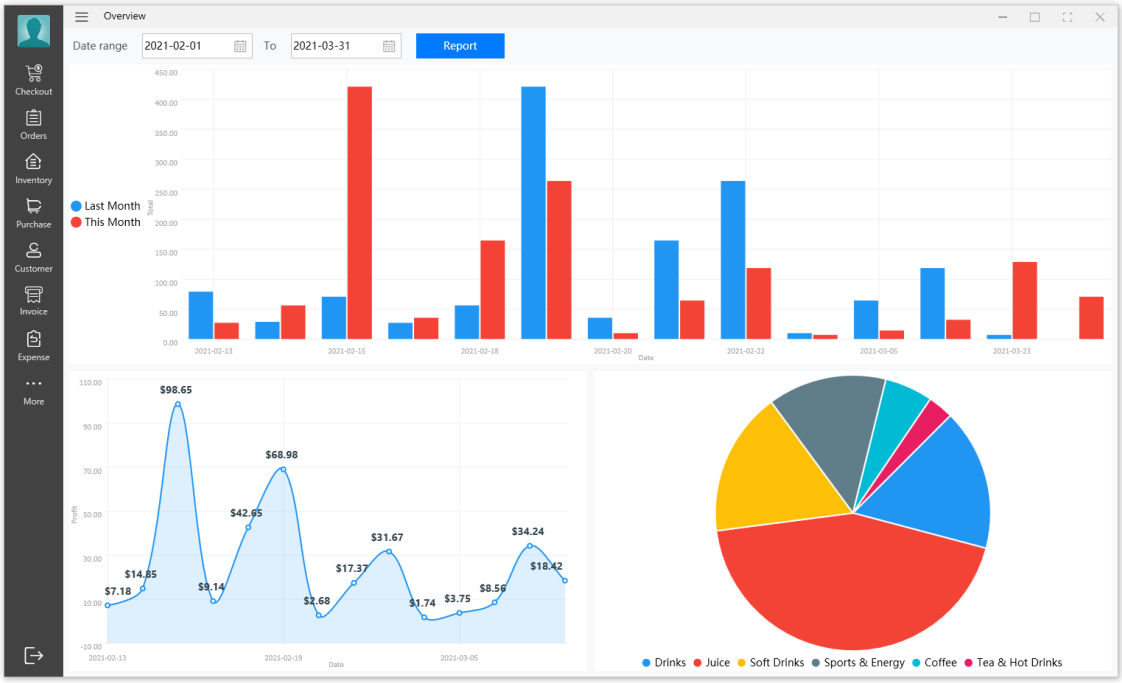


Set Printer, Copies, Layout, Color, Paper Size, Paper Type, and then click Print that is below.

12.Reports

12.1.Overview

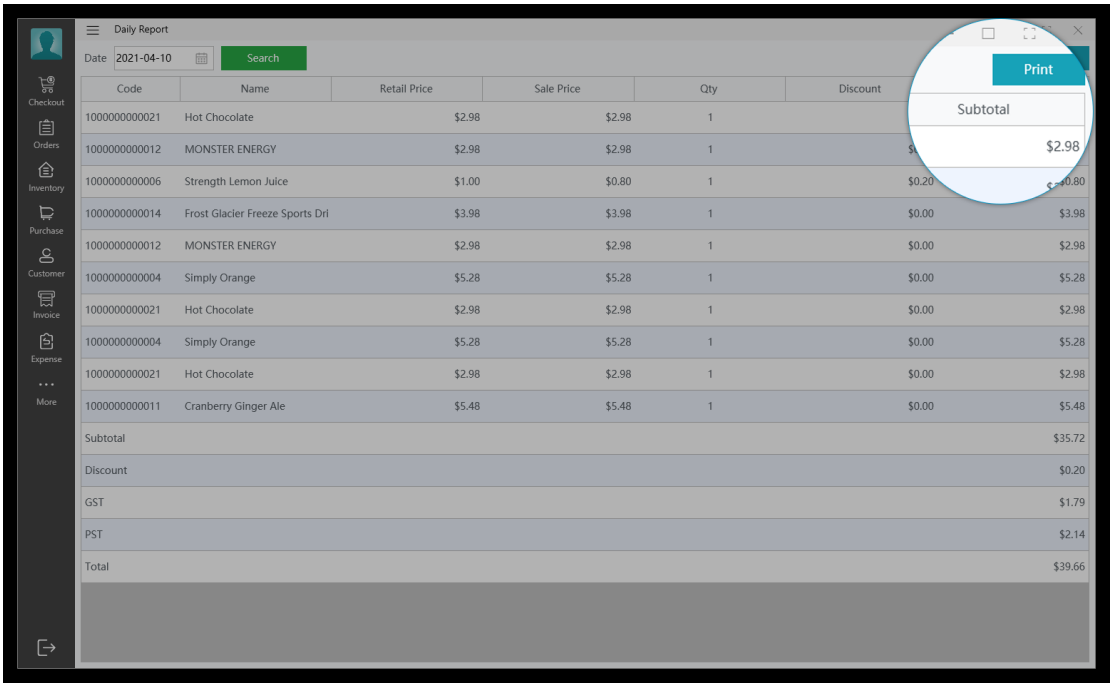
Overview refers to the statistics of monthly sales data in the store. You can learn more about the sales data of different months through the intuitive statistical table.



12.2.Daily Reports

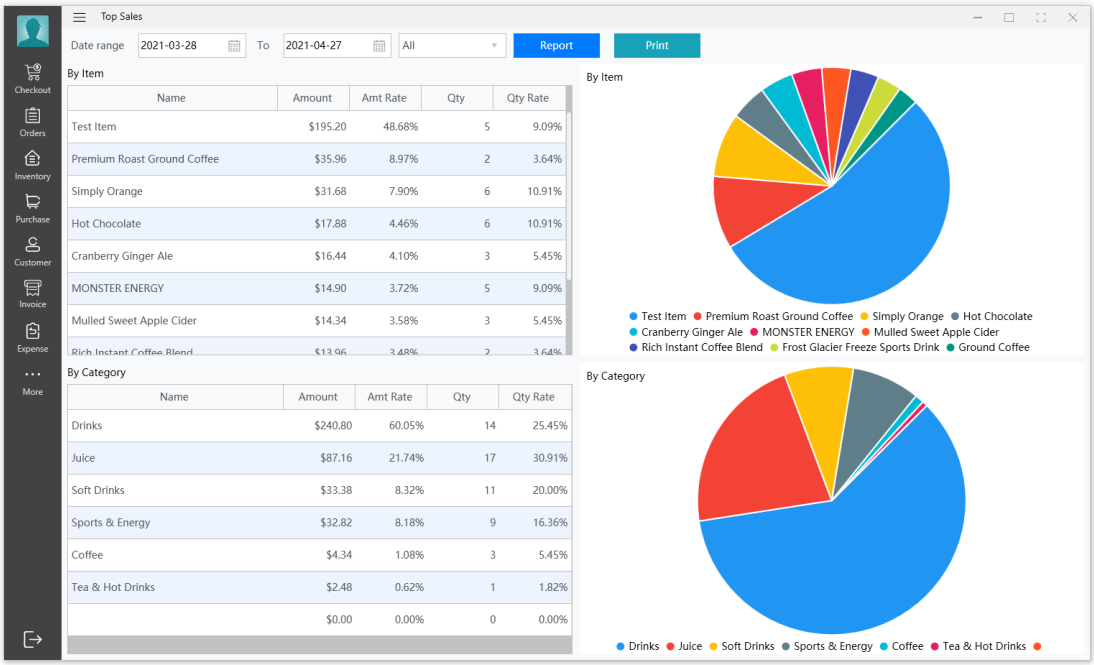
日常报表按照商品进行数量和金额的统计，并计算出净利润和销售的总金额等数据。 The daily report counts the quantity and amount of commodities, and calculates data such as net profit and total sales amount.

In Daily Reports, click Print in the upper right corner to print the report.



12.3.Top Sales

Top Sales refers to the sales ranking of the store's items. In the Top Sales ranking, you can use the Date Range to view the item sales rankings at different times.



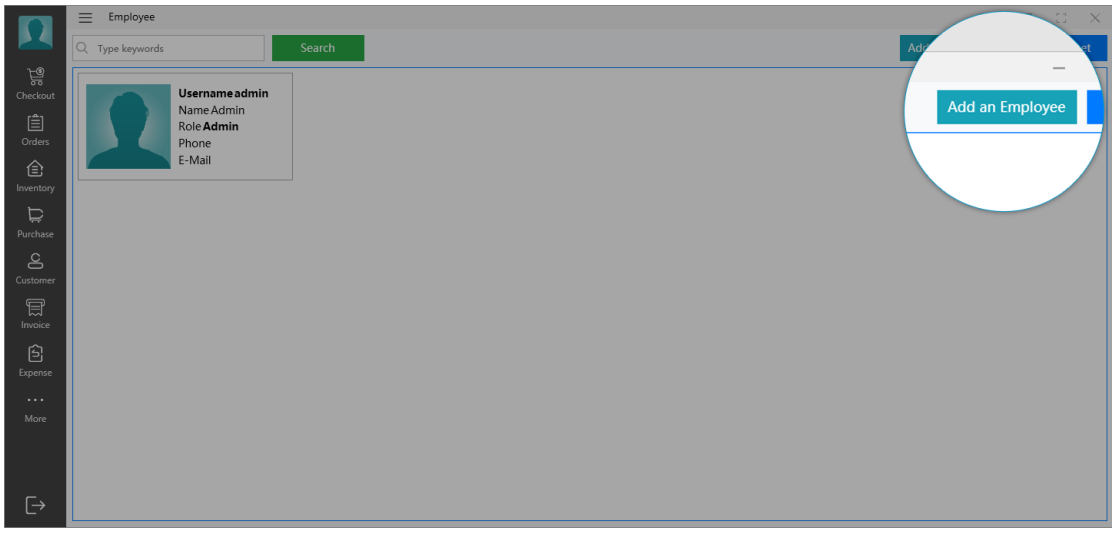
13.Employee

Employee, can view the information of all the clerk in the store, support the creation and work records of the clerk.

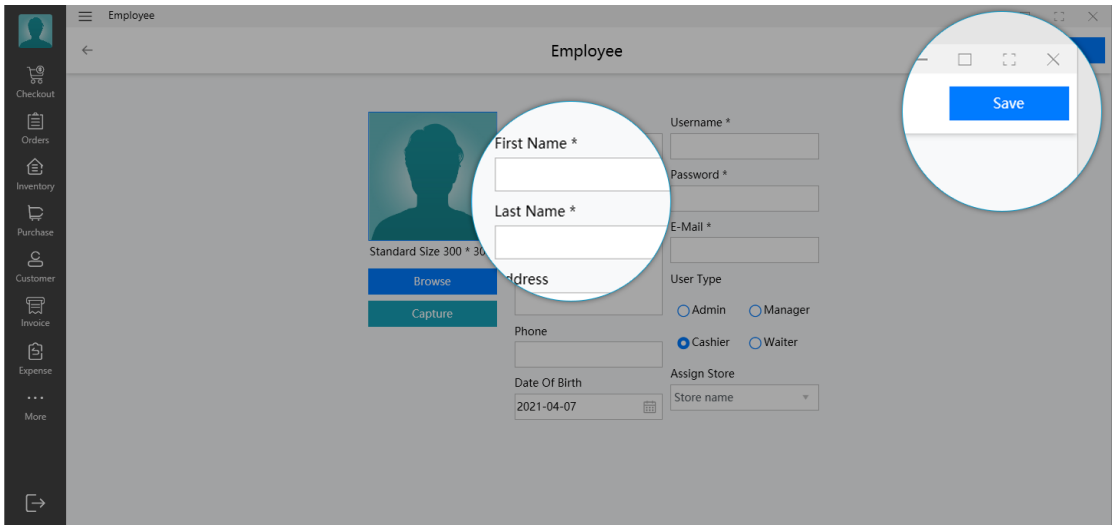
13.1.Employee

13.2.Add an Employee

In Employee, click Add an Employee in the upper right corner to enter the employee information creation window;



我们不仅可以上传用户的头像，而且可以设置基本联系信息，以及登录账号、密码、用户的权限等，还有就是。点击右上角的“Save”即可完成创建操作。We can not only upload the user's avatar, but also set basic contact information, as well as login account, password, user permissions, etc. Click “Save”on the top right to complete the operation.

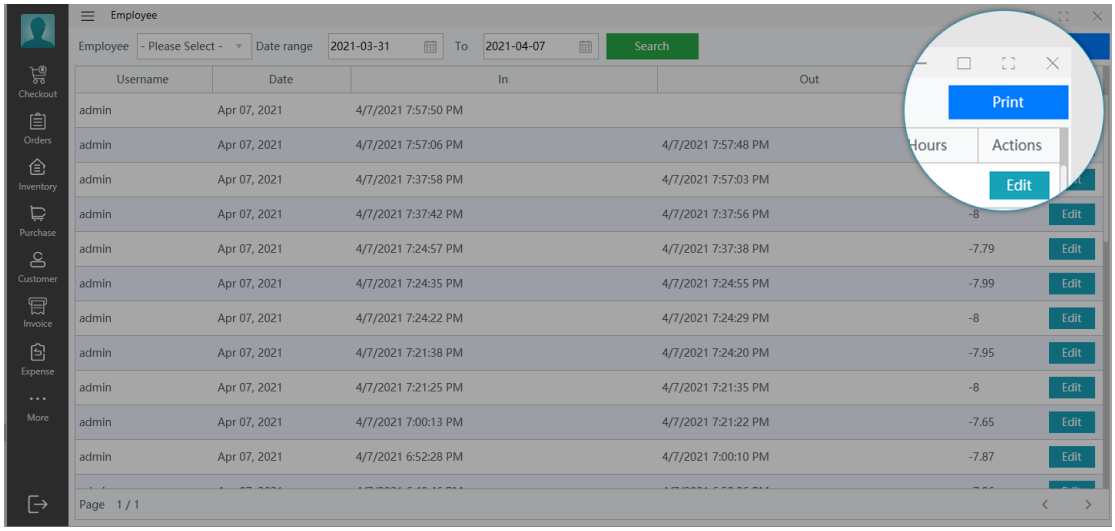


13.3.Work Sheet

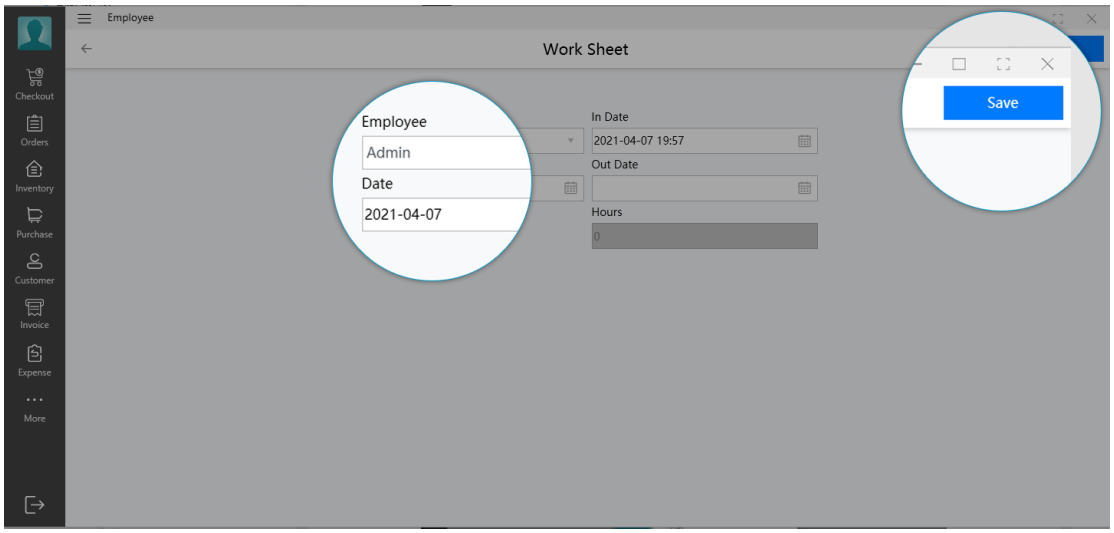
Work Sheet refers to recording the work records of each clerk in the store. You can click Work Sheet to view the start time, end time, and working hours of the employee’s account.

1．Edit

Step 1: 当员工忘记点击退出按钮时，系统将无法得到他的准确下班时间，所以我们要对他的上班信息进行手工修改。在“Work Sheet”窗口中，点击要修改的工作记录右侧的“Edit”图标，即可进入该条工作记录编辑窗口; When an employee forgets to click the exit button, the system will not be able to get his accurate off-duty time, so we have to manually modify his on-duty information. In the "Work Sheet" window, click the "Edit" icon on the right side of the work record to be modified, then you will enter the work record editing window;



Step 2: 在“Work Sheet”窗口，可以设置他的上班时间，下班时间，点击右上角的“Save”按钮，系统将自动计算出它的工作时间. In the "Work Sheet" window, you can set his work time and off work time. Click the "Save" button in the top right, and the system will automatically calculate his working time.



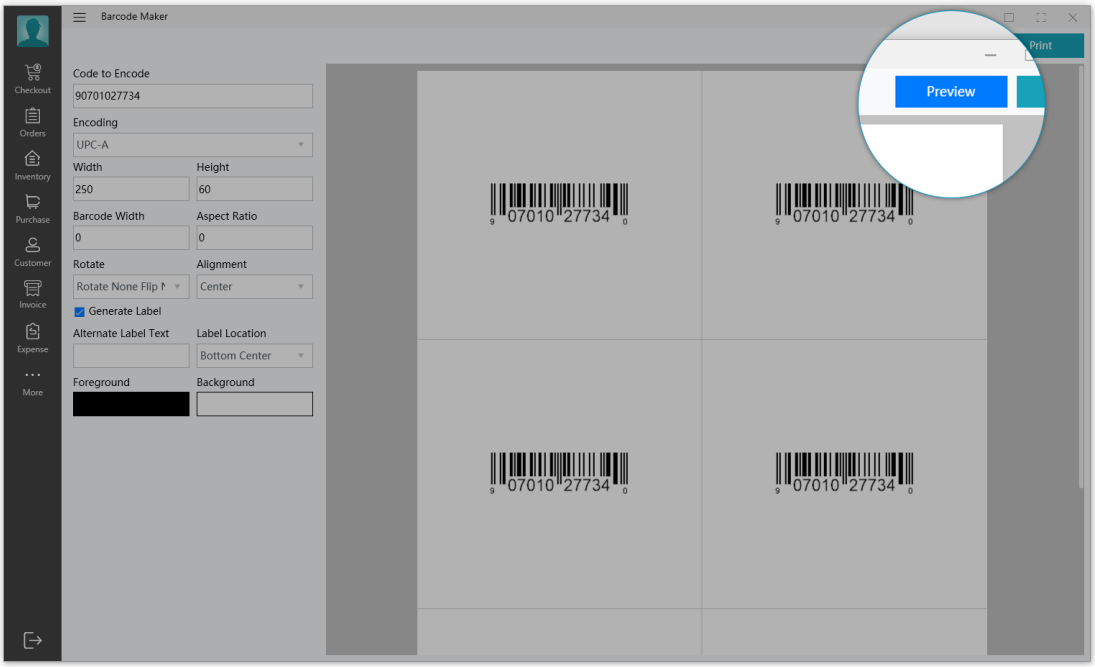
14.Tools

14.1.Barcode Maker

在日常的使用过程中，我们需要定义一些特殊商品的条形码，如水果、彩票等商品，这样我们快速通过扫条形码的方式检索出商品。 In daily uses, we need to define the barcodes of some special commodities, such as fruits, lottery tickets and other commodities, so that we can quickly retrieve the commodities by scanning the barcode.

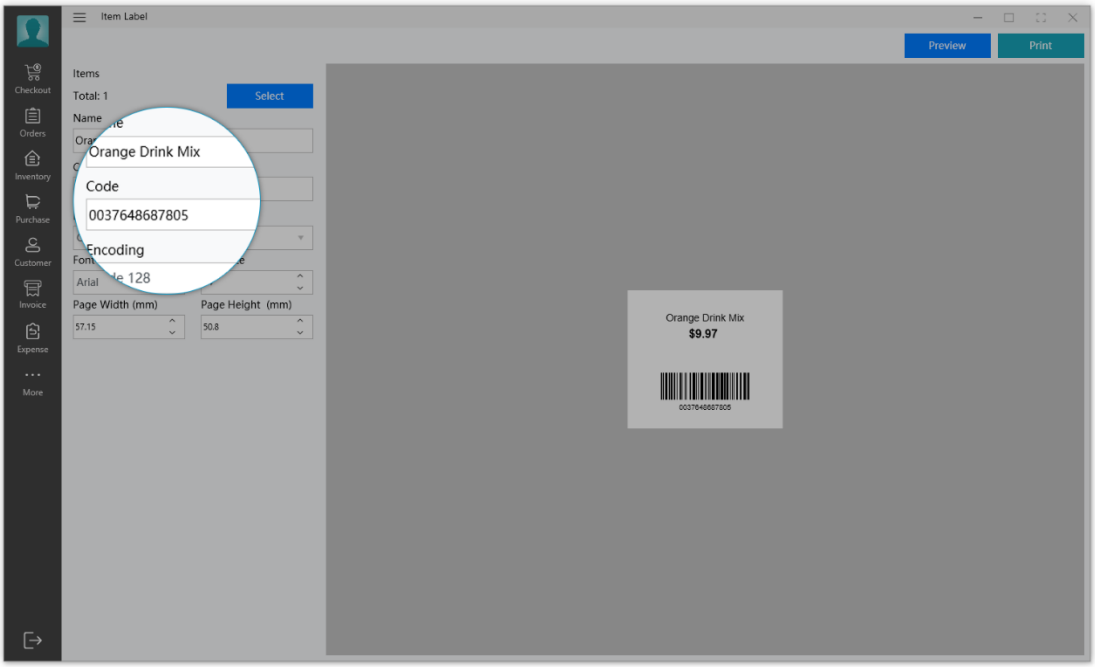
1．Preview

In Barcode Maker, you can set the barcode information such as Code to Encode, Encoding, Width, Height, Barcode Width, Aspect Ratio, Alternate Label Text on the left, and click Preview in the upper right corner to preview online Set barcode.



2．Print

Click Print in the upper right corner to print the designed barcode.



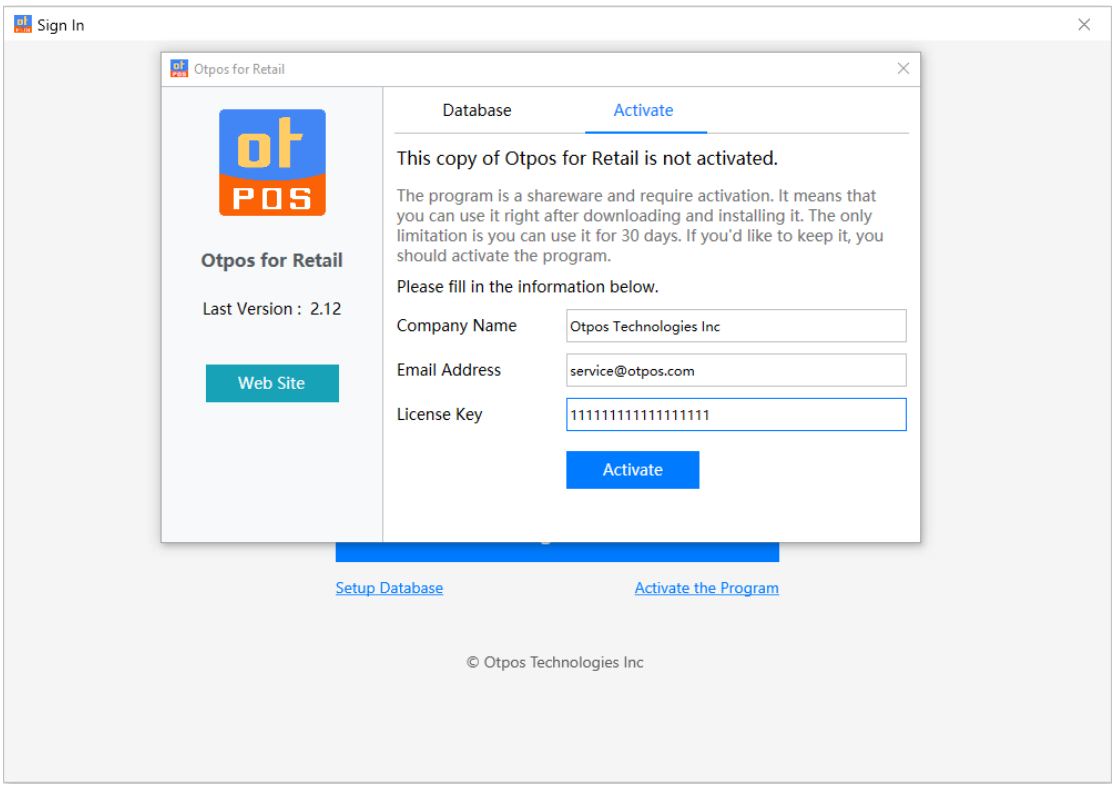
14.2.Item Label

When we want to cover the old item labels with new labels, or need to paste some new labels on the shelves, then we can use this label printing

function. In Item Label, we can select one item or multiple items first, and then set its label properties. Label editing is visual. If you modify any parameters, the printing effect will appear in the preview window on the right in real time. Finally, click Print in the upper right corner to complete the batch print.

15.Activate the Program

The program is released by trial before payment. When the program is used for 5 days, you will be prompted that you need to register the program before you can continue to use it. You can choose the payment scheme that suits you through the official website of OTPOS (https://www.otpos.com), use your company information and contact email address, and then click Pay. After the payment is completed, the system will send an email containing the registration code to your mailbox.



Open the Otpos for retail, and in the bottom-right corner of the Sign In button, you will see the Activate the program link. Click this link and the registration window will pop up. Copy and paste the registration code you received into the registration code text box, enter your company name and contact email address, and then click the Activate button to complete the registration.

Note: Otpos for retail adopts the way of network activation, so when activating, make sure that your computer is connected to the Internet.