# **Otpos for Retail**

manual

April, 2021

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## 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 <u>Otpos Desktop. Retail. Setup.v2.xx.exe</u>. You only need to click few <u>Next</u> 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

🔜 Sign In			×
	ot		
	POS		
	Otpos for Retail ( Ver 2.12 )		
	admin		
	1234	8	
	Default username: admin / 1234		
	English	<b>v</b>	
		_	
	ign In		
	Antipute the De		
<u>S</u>	etup Database	<u>ogram</u>	
	schoologies Inc.		
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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.

🔜 Sign In				×
	🔛 Otpos for Retail		×	
		Database	Activate	
		Database Type	SQLite (for one PC)	
	POS	Database Host	127.0.0.1	
	Otpos for Retail	Database Port	3306	
	Last Version : 2.12	Database Name	Otpos.Retail.V2	
		Access Username	Otpos	
	Web Site	Access Password		
		Local Data	C:\Users\Administrator\An	
			Initialize and Save	
		© Otpos Techn		

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.

🔜 Sign In		×
at .		
POS		
Otpos for Retail ( Ver 2.12 )		
admin		
1234	<b>Q</b>	
Default username: admin / 1234		
English	•	
English		
简体中文		
Sign In		
Setup Datab	the Program	
A		
© Otpo		

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.

🔜 Sign In	×
Otpos for Retail (Ver 2.12 )	
admin	
1234 🛛	
Defau <sup>te</sup> 1234	
Remember me	
n in the second s	
Activate the Program	
© Otpos Technologies Inc	

## 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.

	= Terminal		
		Terminal	
ि Checkout			Save
l (≜)	Name*	Printer	Save
Orders	POS Terminal	- Please Select - v	
企	Location	Scanner ( Only support OPOS device )	
Inventory	In Store	- Please Select - Test	
È	Phone	Scale ( Only support OPOS device )	
Purchase		- Please Select - Test	
		Store	
Customer		Store name v	
Invoice			
Expense			
More			

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.

	= Setup			52 X
	÷	Store		
				Save
) Orders	Logo	Store Name *	Phone	
		Store name	E-Mail	
		Address	Web Site	
	Browse	City		
Customer	Receipt Logo		英语(美国) ▼	
Invoice		Postal Code	Invoice Notices	
	Browse			
[→	Signature			

#### 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.

	= Printer		a x
	<del>~</del>	Receipt Printers	
ि Checkout			Save
Ê		Name Receipt Print	
		Type Ethernet *	
Inventory		Paper Width	
₽urchase		er	
ප		Connect the Cash offer Paid	
Customer		Terminal	
Invoice		Enabled	
Evpence.			
••••			
More			
[→			

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

	Category		
	<i>~</i>	Category	
		<b>.</b>	
			Save
		Name *	
		ofit	
		How to Calculate Groprice)	
Ë		Regular (Sale Price -	
		sales revenue (eg. for lottory)	
<u> </u>		Use gross prof <sup>i</sup> Use gross prof <sup>i</sup>	
		Cut item	
155 Invoice		Description	
		Description	
L→			

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.

	Category		
	÷	Dictionary	
ि Checkout			Save
		Туре	
Orders		Size	
(E) Inventory		Name *	
Ð			
		Value	
Customer		Value	
		×	
Invoice			
E→			

## 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.

	= Supplier			
	<del>~</del>	Create	Supplier	
Checkout				
Ê		Company Name	Address	Save
Orders		Company Name	Apartment	
Purchase		First Name *	Town / City	
Customer		Last Name	State / Province	
Invoice		Emain,	Country	
Expense			Portal Codo	
More				
€				

## 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.

1



#### 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.

	≡ Customer Display	-		×
	Customer Display	Customer Displa	Save	
Checkout				
) Orders	None			
(E) Inventory	None			
₽urchase	VFD (Pole display) Second Screen			
Customer				
Ê				
•••				
More				
L→				

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.

	$\equiv$ Customer Display	
	Customer Display	
		Jla Save
Orders	VFD./Pole display)  serial Port	
1 Inventory	СОМЗ	
Purchase	Baud Rate 9600	
	Number of characte	1
Invoice	20	
	2 Welcome Text	
	WELCOME TO SHOPPING!	
€		

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.

	≡ c	heckout								×
	₩ \$car	or type barcode		×	Guest	0	Search items			+
ि Checkout	1	Orange 10001		\$14.99 \$0.00	\$14.99	Ū	К Тор	Default		>
) Orders								Orange		
(Înventory								SKU: 10001 Stock: 10 Price: \$14.99 Discount: \$0.00		
₽urchase										
Customer										
Ê										
Expense				Shippin	<u>le</u>					
More			00	\$0.0	0					
	Subtotal	Discount		Deument	Total					
	\$14.99	\$0.00		Payment	\$14.9	9				
Ē⇒	New	Quick Ch	eck		Susper		Invoice No :	Status : Ordering	Page 1 / 1 < >	

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.

	=	Checkout											-	
	IIII Sci	an or type barcode		×	Guest	$\stackrel{\circ}{\vdash}$	Search item			<b>T - - - -</b>			<i>*</i>	44.00
ि Checkout	1	Orange 10001	\$14.99 \$0.00		\$14.99	Ū	<	Тор	Default	Total		_	\$	14.99
Ê										Paid Amount				
Orders									Orange SKU: 10001	\$0.00				
(Inventory								•)	Stock: 10 Price: \$14.99 Discount: \$0.00	Change Amour	nt	Due		
Þ										\$0.00		(\$14	.99)	
Purchase										Pay By				
Customer										Cash	🗸 Credit	Debit	Cheque	Gift Card
E Invoice										Account	Other			
ŝ										Comment				
Expense														
												Print Cust	omer Rec	
More													_	
	Subtota	al Discount	Tax	Shipping Fee	Total					Print Store	Rece	Complete		
	\$14.9	9 \$0.00	\$0.00	\$0.00	\$14.99	)				Deals				O-tu D-t-t
[→	Nev	W Quick Check	Payme	ent	Suspend	đ	Invoice No	: St	atus : Ordering	Back				

## 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.

		ckout								×
	册 Scan o	r type barcode		×	Guest	0	Search items			+
ि Checkout	1 10	range 001	\$14.99 \$0.00		\$14.99	Ō	К Тор	Default		>
Ê								Orange		
								SKU: 10001 Stock: 9 Price: \$14.99 Discount: \$0.00		
Ë										
Purchase										
Customer										
E Invoice										
Ê										
expense										
More										
	Subtotal	Discount	Тах	Shipping Fee	Total				> 🗐	
	\$14.99	\$0.00	\$0.00	\$0.00	\$14.99	)				
[→	New	Quick Check	Payme	ent	Suspen	d	Invoice No : St	atus : Ordering	Page 1 / 1	

#### 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

	≡ Return							C X
	Date range 2	2020-04-07 🛗 To	2021-04-07 🛗 Scan or typ	be invoice r ×	Search			
ि Checkout	Invoice No	Date	Customer	Subtotal	Discount	Tax	Total	Add a Return
) Orders								Actions
(Inventory								
₽urchase								
Customer								
E Invoice								
<b>E</b> xpense								
More								
⊡	Page 1/0							< >

(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.

2

	≡ Return										-	3 ×
						🗾 Pri	int Store Receipt 🗾 Pr	rint Customer Receipt	Print		_	∽.k
Checkout	Sold Invoice No	Scan or type invoice no	$\times$	[IIII] Scan or type barcode	•					Sa	ive	=
Ê	Customer	Guest		Code	Name		Qty	Price	Disc			
Orders	Return Date	2021-04-07										
(Inventory	Pay By	Credit	v							-		
Þ	Refund Amount		\$0.00								Ital	
Purchase	Comment											
ප												
Customer												
E Invoice				Retun Info								
ŝ				Subtotal	\$0	0.00		Тах		\$0.00		
Expense				Total	\$0	0.00		Discount				
Mara				0.10.1								
More				Paid Order								
				Subtotal	\$0.00		Store Location		Рау Ву	(	reditCard	
				Total	\$0.00		Note		Sales Time	4	/7/2021 2:33:1	1 AM
E→				Paid Amount	\$0.00				Sales by			

#### 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.

	Orders									-		: ×
	Date range 20	21-03-27 🛗 To 2021-04-27	Type keywords	Sear	ch			Detail	Export to	Excel	Prir	nt
ि स्ट्रि	Invoice No	Customer	Date	Status	Pay By	Cashier	Subtotal	Net Sales	Profit		A	ctions
(≜)	000054	顾客	Apr 10, 2021 8:12 PM	Completed	CreditCard	admin	5.96	5.96		6.62	Detai	tail
Orders	000043	顾客	Apr 10, 2021 8:05 PM	Completed	CreditCard	admin	4.78	4.78		5.31	Detai	
(E) Inventory	000053	顾客	Apr 10, 2021 8:00 PM	Completed	CreditCard	admin	11.24	11.24		10.40	Detet	
Ë	000052	顾客	Apr 10, 2021 7:56 PM	Completed	CreditCard	admin	13.74	13.74		12.48	Detail	
	D000037	Guest	Apr 05, 2021 5:39 PM	Completed	CreditCard	admin	36.88	36.88	23.	15.25	Detəi	Detail
	D000036	Guest	Apr 05, 2021 5:34 PM	Completed	DebitCard	admin	43.64	43.64	25.77		48.44	Detail
Invoice	D000035	顺容	Apr 04, 2021 12:35 PM	Completed	DebitCard	admin	idmin 26.87 2	26.87	10.18		29.82	Detail
	D000034	顾客	Apr 04, 2021 12:24 PM	Completed	CreditCard	admin	26.87	26.87	10.18		29.82	Detail
	D000033	Otpos Inc	Apr 02, 2021 5:27 PM	Completed	Account	admin	47.31	47.31	13.88		52.51	Detail
	D000032	Guest	Apr 02, 2021 5:25 PM	Completed	DebitCard	admin	78.26	78.26	65.27		86.86	Detail
	D000031	Guest	Apr 02, 2021 3:43 PM	Completed	CreditCard	admin	26.35	26.35	7.60		29.25	Detail
	D000030	Guest	Apr 02, 2021 3:33 PM	Completed	CreditCard	admin	15.42	15.42	4.61		17.12	Detail
	D000029	顾寄	Mar 31, 2021 5:58 PM	Completed	CreditCard	admin	48.24	48.24	13.95		53.55	Detail
	D000028	顾寄	Mar 31, 2021 5:58 PM	Completed	CreditCard	admin	15.42	15.42	4.47		17.12	Detail
	Page 1/1										<	$\rightarrow$

#### 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.

2

Sales			-	
Invoice No D000001 Date 4/7/2021 6:28 PM Status Completed	eceipt / Label Invoice	Modify Recalcu	Ilate Cancel	Back
Code Item Name	Retail Price	Discount	Qty	Subtotal
10001 Orange	\$14.99	\$0.00	1	\$14.99
Orders				
(e) Inventory				
Purchase				
E Customer				
Invoice				
Expense				
More				
Subtotal \$14.99 Discount \$0.00 Tax \$0.00 Shipping Fee \$0.0	0 Total \$14.99	Payment \$11	I.11 Due \$0	.00

#### 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.

	≡ Invoice									-		×
	Date range	2020-04-07	To 2021	-04-07	Scan or type invoice	er X Searc	h				Create a	Invoice
Chackaut	Invoice No	Status	Da	ate	Customer	Subtotal	Discount	Tax	Total	Paid	Casl	nier
Orders												
(E) Inventory												
₽urchase												
Customer												
) Invoice												
<b>E</b> xpense												
 More												
more												
€	Page 1/0										<	>

#### 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  $\blacksquare$  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.

3

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

	Barcode Maker			
				Print
Ŕ	Code to Encode			
Checkout	90701027734			Preview
Ê	Encoding			
	UPC-A	v		
1 Inventory	Width	Height		
F	250	60		
₩ Purchase	Barcode Width	Aspect Ratio	07010 <sup>0</sup> 27734	<sup>1</sup> 07010 <sup>1</sup> 27734 <sup>1</sup>
ح	0	0		
Customer	Rotate	Alignment		
E	Rotate None Flip N 🔻	Center v		
Invoice	Generate Label			
Ê	Alternate Label Text	Label Location		
Expense		Bottom Center v		
···	Foreground	Background		
WOLE				
			9 01010 21104 <sub>0</sub>	9 07010 27734 0
$\rightarrow$				

#### 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.

	Purchase							- 🗆	$\square$ $\times$
	Date range 2020-04-07	To 2021	-04-07	Q Type keywords	Search			Add	a Purchase
<b>₩</b>	Invoice No	Date	Subtotal	Discount	Supplier	Total	Paid Amt	Due Amt	Actions
Checkout [≜]									
Orders									
1 Inventory									
Durchase									
Customer									
) Invoice									
Expense									
More									
[→	Page 1/0								< >

#### 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

3

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.

3

		_	_							0
All	Q Type keywords     Search	Low	Stock Out Stock					Evport to	Event	Print
Code	Item Name	Tax	Category	Stock Qty	Size	Color	Cost Price	Export to	LACEI	5
077914007067	Test Item	GST, PST	Drinks	118			12	Sale Price		Act <sup>be</sup>
0037648687805	Orange Drink Mix	GST, PST	Tea & Hot Drinks	235			é	17.99	Ed	it <sup>ibe</sup>
100000000030	Tropical Punch Liquid Drink Mix	GST, PST	Tea & Hot Drinks	755			2.05			Labe
100000000029	Orange Liquid Drink Mix	GST, PST	Tea & Hot Drinks	761			2.09	9.97	Lait	Labe
100000000028	Kosa Coconut Cream	GST, PST	Tea & Hot Drinks	1567			1.74	2.49	Edit	Labe
100000000027	Spring Water	GST, PST	Coffee	834			3.70	5.28	Edit	Labe
0740617261196	Vitamin Water	GST, PST	Coffee	12			1.16	1.46	Edit	Labe
100000000025	Carbonated Spring Water	GST, PST	Coffee	1224			1.11	1.58	Edit	Labe
100000000024	Talking Rain Sparkling Ice	GST, PST	Coffee	490			0.97	1.38	Edit	Labe
100000000023	Rich And Creamy Carnation Hot Chocolate	GST, PST	Sports & Energy	348			2.79	3.98	Edit	Labe
100000000022	TIM HORTONS Hot Chocolate	GST, PST	Sports & Energy	1427			3.49	3.98	Edit	Labe
100000000021	Hot Chocolate	GST, PST	Sports & Energy	353			2.09	2.98	Edit	Labe
100000000020	Orange Pekoe Tea	GST, PST	Sports & Energy	833			3.49	4.98	Edit	Labe
100000000019	Premium Roast Ground Coffee	GST, PST	Juice	863			12.59	17.98	Edit	Labe
100000000018	Rich Instant Coffee Blend	GST, PST	Juice	137			4.89	6.98	Edit	Labe
100000000017	Coffee-Mate, Original	GST, PST	Juice	948			5.45	7.78	Edit	Labe
10000000000016 Page 1/2	Original Roast Ground Coffee	GST_PST	luice	70			8.39	11 78	Edit	Lahe K

	≡ Men	u					/	X	<
	÷			Print			- c		
Checkout								Export	
() Orders		Fir	Filter						
Ê			Category	All	Ψ.	Supplier			
			Size	All		Color			
F Purchase			Brand	All					
Customer			Cart						
Ħ			Sort						
Invoice			Sort By	Code	٣				
Expense			Removal						
			Remove It	ems Without Stock					
More									
€									

#### 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.

	Ξ	Menu		×
	÷		Expense	
ि Checkout				Save
Ê			Reference No	
Orders			20213507-033552	
(E) Inventory			Date	
Ë			2021-04-07	
Purchase			Category *	
Customer			Accounting & Legal	
F			Amount \$0.00	
Invoice			Browse	
Ê			Attachment	
expense			Please Select an Attachment	
More			Note	
E→				

## 10.2.Export to Excel

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

	Expense					
	Date range 2020-04-07	То 2021-04-0	7 🛅 All	* Q Type keywords	Search	Add an Ex-
Checkout	Date	Category	Amount		Note	se Export to Excel Actions
						Posted By
Orders						
Inventory						
Þ						
Customer						
⊡	Page 1/0					< >

## 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.

Printer	Microsoft Print to	Q	[] 1	2	
Copies	1			Expense	
Layout	Portrait			From 4/7/2020 To 4/7/2021	
Color	Color	Date Catego	ry Amount	Note	Posted By
Paper Size	ISOA4	·			
apar the					

#### 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. .

In the Customer window, click Add Customer at the top

						•			
	$\equiv$ Customer				/				×
	Q. Type keyword	Search				Add Customer	er Billing History	Print	
Checkout	No	Name	Company	Email Address	Add		Balance	Actions	
Corders						City	, e		
) Inventory									
₽urchase									
Customer									
Invoice									
Expense									
•••• More									
⊡	Page 1/0							<	>

## 11.1.Add Customer

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.

	≡ Customer		X
	*	Customer No.	
Checkout		100	Save
( Orders	Cust 1	First Name *	
(E) Inventory			
Durchara		Last Name	То
S			
Customer		Company Name	Sta
Invoice			
Expense	En	Phone	
More			
		Email Address *	
⊡		U	

# 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

	≡ Customer								×
	Q Type keywords	Search				Add Custome		- vint	
मुख्य Checkout	No	Name	Company	Email Address	Address	City	Billing Histo	ry	
) Orders							alanca		
(E) Inventory							alance		
₽urchase									
Customer									
) Invoice									
5 Expense									
More									
⊡	Page 1/0							<	>

## 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.

	$\equiv$ Billing									
	Date range	2021-01-27 🛗 To	2021-04-27 🛗 🔍		Search				Rec	Print
e e e	Customer No.	Customer	Create Date	Order Id	Billing Type	Pay By	Cheque No	Amount		
[≜]	100	Vincent Wong	2021-04-05 3:21:21 PM		Credit	Cheque	111111	-\$123.00		Actions
Orders	100	Vincent Wong	2021-04-02 5:29:53 PM		Debit	Cheque	1345213	\$158.09		Detail
(Inventory	100	Vincent Wong	2021-04-02 5:27:17 PM	87	Debit	Account		\$52.51		Det?" ail
Durchase	100	Vincent Wong	2021-02-22 5:38:21 PM	69	Debit	Account		\$13.59		Detail
C	100	Vincent Wong	2021-02-22 5:24:34 PM	68	Credit	Account		\$4.05		Detail
Customer	100	Vincent Wong	2021-02-22 3:42:32 PM	68	Debit	Account		\$58.84		Detail
Invoice	100	Vincent Wong	2021-02-21 8:18:09 PM		Credit	Cheque	456789	-\$456.89		Detail
Expense	100	Vincent Wong	2021-02-21 8:15:04 PM	67	Debit	Account		\$17.25		Detail
•••	100	Vincent Wong	2021-02-21 7:51:45 PM	66	Debit	Account		\$0.00		Detail
More	100	Vincent Wong	2021-02-19 11:39:35 AM	59	Debit	Cash		\$34.02		Detail
	100	Vincent Wong	2021-02-19 10:36:12 AM	56	Debit	Cash		\$27.37		Detail
	100	Vincent Wong	2021-02-15 5:43:51 PM	23	Debit	Cash		\$91.19		Detail
	100	Vincent Wong	2021-02-15 11:54:18 AM	22	Debit	Cash		\$1.98		Detail
	100	Vincent Wong	2021-02-15 11:32:00 AM		Credit	Cheque	86761235434354	-\$100.00		Detail
€→	Page 1/1									< >

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 <mark>Print</mark> in	the upper right	t corner to print	the report.
------------------	-------------------------------	-----------------	-------------------	-------------

	Date 2021-04-10	Search						Print
ि टीकckout	Code	Name	Retail Price	Sale Price	Qty	Discount		
( <b>≜</b> )	100000000021	Hot Chocolate	\$2.98	\$2.98	1		Subtotal	
Orders	100000000012	MONSTER ENERGY	\$2.98	\$2.98	1	si		\$2.98
(Inventory	100000000006	Strength Lemon Juice	\$1.00	\$0.80	1	\$0	0.20	¢=\$0.80
Þ	100000000014	Frost Glacier Freeze Sports Dri	\$3.98	\$3.98	1	\$0	0.00	\$3.98
C	100000000012	MONSTER ENERGY	\$2.98	\$2.98	1	\$0	0.00	\$2.98
Customer	100000000004	Simply Orange	\$5.28	\$5.28	1	\$0	0.00	\$5.28
Invoice	100000000021	Hot Chocolate	\$2.98	\$2.98	1	\$0	0.00	\$2.98
ŝ	100000000004	Simply Orange	\$5.28	\$5.28	1	\$(	0.00	\$5.28
•••	100000000021	Hot Chocolate	\$2.98	\$2.98	1	\$(	0.00	\$2.98
More	100000000011	Cranberry Ginger Ale	\$5.48	\$5.48	1	\$0	0.00	\$5.48
	Subtotal							\$35.72
	Discount							\$0.20
	GST							\$1.79
	PST							\$2.14
	Total							\$39.66
E.								

#### 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.

	≡	mployee						0	$\times$
	÷	Employee				_			
τ®							1.1	X	7
00 Checkout							Save		
Ê			Username *				Save		
Orders		First Name *							
Ê			Password *						
		Last Name *							
₩ Purchase		Last Name *	E-Mail *						
ç		Standard Size 300 * 30							
Customer		Browse	User Type						
Ē		Capture	Admin	OManager					
Invoice		Phone	Cashier	Waiter					
Evroence.				Ŭ					
LAPEIBE		Date Of Birth	Assign Store						
More		2021-04-07	store name	Ÿ					
E→									

#### 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;

	Employee							
	Employee - Please Selec	ct - 🔻 Date range 202	21-03-31 🛗 To	2021-04-07 🛗 Sea	rch			
	Username	Date		In		Out		×
	admin	Apr 07, 2021	4/7/2021 7:57:50 PM				Print	
Orders	admin	Apr 07, 2021	4/7/2021 7:57:06 PM		4/7/2021 7:57:48 PM	Hours	Action	s
(E) Inventory	admin	Apr 07, 2021	4/7/2021 7:37:58 PM		4/7/2021 7:57:03 PM		Edit	
Ë	admin	Apr 07, 2021	4/7/2021 7:37:42 PM		4/7/2021 7:37:56 PM		-8	Edit
Purchase	admin	Apr 07, 2021	4/7/2021 7:24:57 PM		4/7/2021 7:37:38 PM		-7.79	Edit
Customer	admin	Apr 07, 2021	4/7/2021 7:24:35 PM		4/7/2021 7:24:55 PM		-7.99	Edit
) Invoice	admin	Apr 07, 2021	4/7/2021 7:24:22 PM		4/7/2021 7:24:29 PM		-8	Edit
	admin	Apr 07, 2021	4/7/2021 7:21:38 PM		4/7/2021 7:24:20 PM		-7.95	Edit
	admin	Apr 07, 2021	4/7/2021 7:21:25 PM		4/7/2021 7:21:35 PM		-8	Edit
	admin	Apr 07, 2021	4/7/2021 7:00:13 PM		4/7/2021 7:21:22 PM		-7.65	Edit
	admin	Apr 07, 2021	4/7/2021 6:52:28 PM		4/7/2021 7:00:10 PM		-7.87	Edit
	 Page 1/1				17/2007 6 50 00 00 1		7.07	
	Page 171							

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.

	Barcode Maker				Print
Checkout Checkout Orders Inventory Purchase Customer Invoice	Code to Encode 90701027734 Encoding UPC-A Width 250 Barcode Width 0 Rotate Rotate None Flip † * © Generate Label Alternate i abel Text		<b>∭∭∭∭∭∭∭∭∭∭∭</b> <sup>#</sup> 07010 <sup>™</sup> 27734	Preview	7
Expense  More	Foreground	Bottom Center * Background			

2. Print

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

	≡ Item Label	-	
		Preview	Print
	Items		
	Total: 1 Select		
(Inders	Name ne		
	Orange Drink Mix		
Inventory	Code		
₽	0037648687805		
Č Customer	Foncoding		
	Arial le 128		
	Page Width (mm) Page Height (mm) Orange Drink Mix		
Expense	\$9.97		
	0037940807805		
€→			

## 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.

🏭 Sign In				×
	🔡 Otpos for Retail			
		Database	Activate	
		This copy of Otpos f		
	POS	The program is a share you can use it right afte limitation is you can use		
	Otpos for Retail	should activate the pro		
	Last Version : 2.12	Please fill in the inform	ation below.	
		Company Name	Otpos Technologies Inc	
	Web Site	Email Address	service@otpos.com	
		License Key	1111111111111111	
			Activate	
	<u>Sei</u>	u <u>p Database</u>	Activate the Program	
		© Otnos Tasha		
		© Otpos lechn	lologies inc	

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.