ZKtecoPos

USER MANUAL

ZKPOS SUPERMARKET SOFTWARE

KEY BENEFITS

Provides Finger Print Security
Truly User Oriented
Accuracy in barcode systems
Deliver superior Customer service and support
Immediate access to sales and inventory

GETS STARTED

Every retailer has to constantly face the complexities of handling wide range of product mix. Out of stock products and spoilage items are the main cause for lost sales in the grocery business. So every retailer needs a complete and efficient interface to manage the day to day business activities in the shop. **ZKPOS SUPERMARKET SOFTWARE** is a complete solution for your business needs.

Now let's start exploring **ZKPOS SUPERMARKET SOFTWARE.** After installation you need to open ZKPOS SUPERMARKET SOFTWARE. The first step you have to follow is **LOGIN** process.
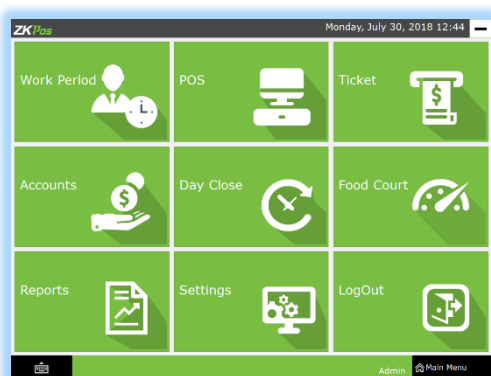
STEP 1 - LOGIN TO ZKPOS
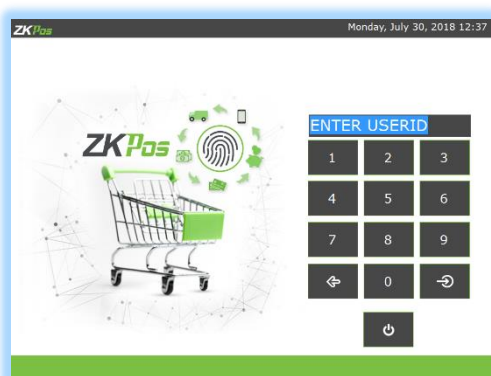
1.   Open **ZKPOS SUPERMARKET**.
2.   You will have a default **ADMIN LOGIN** with **PASSWORD**. Login **ID** is **1** and **PASSWORD** is **1**.
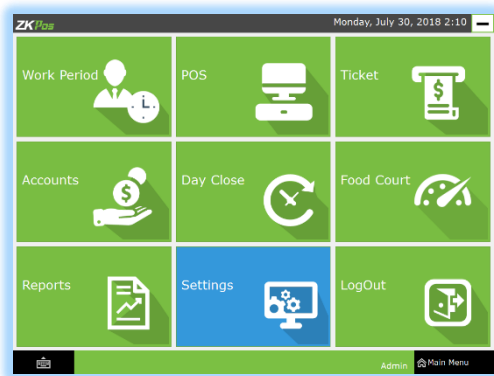3.   Type **login ID** and **PASSWORD**.
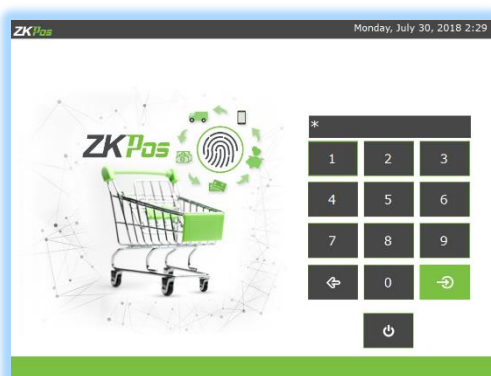
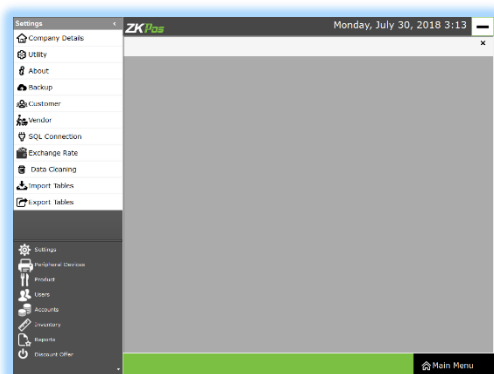4.   Click **NEXT** button.

5.   Now you will be redirected to the **MAIN MENU**.
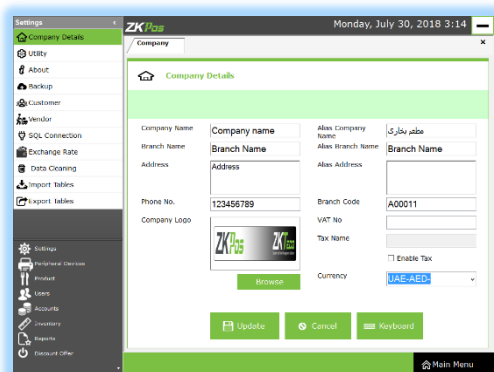
STEP 2 - ENTERING COMPANY DETAILS

Company details like **NAME**, **BRANCH**, **ADDRESS**, **COMPANY LOGO**, **TAX**, **CURRENCY** etc. can be saved.

1. Login as **ADMIN**.
2. Click on **SETTINGS MENU**.


3. Now you can change **DEAULT SETTINGS**.

4. To add **COMPANY DETAILS** you need to click the **COMPANY DETAILS** menu on the top left corner of the window.
5. Enter all necessary details in the appropriate fields. If you want to enable tax, tick the checkbox for "**ENABLE TAX**" then you can enter the **TAX NAME** in the text box below. Finally browse the company logo and then update the data by clicking on **UPDATE** button.
6. Click **OK**.

STEP 3 - UTILITIES

In some situations you may need to grant permissions to access some features. That is done in the **UTILITIES**. For example if you want to use Gifts and Points functionality, you need to enable it in the utilities.

You need to login as **ADMIN** to view/access **UTILITIES**.
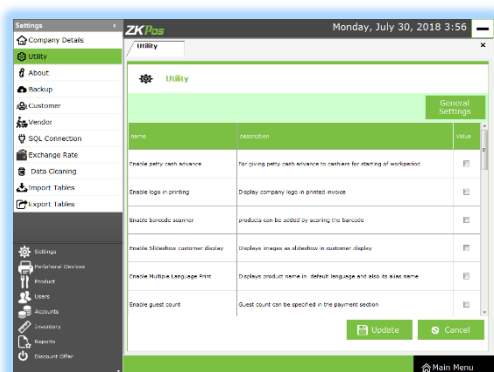
1. Go to **SETTINGS**.
2. Click on **UTILITY** from the setting options.

Now let's learn each utilities one by one.

1. *ENABLE PETTY CASH ADVANCE*: Petty cash is the advance amount given to cashier before starting billing operation. To enable petty cash, tick on the checkbox corresponds to "**ENABLE PETTY CASH ADVANCE**" and then click **UPDATE** button.

2. *ENABLE LOGO IN PRINTING*: If you want to display your company logo while printing invoices, you have to enable it here. **Tick** the checkbox that corresponds to "**ENABLE LOGO IN PRINTING**" and then click **UPDATE** button.

3. *ENABLE BARCODE SCANNER*: When we enable this feature we can add products using BARCODE SCANNER. To enable **tick** the checkbox corresponding to "**ENABLE BARCODE SCANNER**" and then click **UPDATE** button.

4. *ENABLE SLIDESHOW CUSTOMER DISPLAY*: You can display company promotional videos, images, combo offers, and discounts in customer display screen by enabling this utility. To enable follow the steps that you have done earlier.

5. *ENABLE MULTIPLE LANGUAGE PRINT*: Displays **PRODUCT NAME** in default language and also in alias name.

6. *ENABLE GUEST COUNT*: Customers are considered as your guests and you could save their count for reference purpose or to print with the invoice.

7. *ENABLE VFD DISPLAY*: When we enable this feature, **PRODUCT**, **PRICE** and **QUANTITY** will be displayed in the **VFD DISPLAY** during product selection in the **POS** menu.

8. *ENABLE LED DISPLAY*: To display the **PRODUCT PRICE** and **TOTAL BILL AMOUNT** in the **LED DISPLAY** you have to enable this feature.

9. *ENABLE MULTI - CURRENCY PAYMENT*: Customers will be happy if you could produce the invoice in their desired currency. To display total invoice amount in desired currency, enable this feature by ticking on the checkbox that corresponds to "**ENABLE MULTI CURRENCY PAYMENT**". Then **UPDATE** it.

10. *ENABLE SIMPLE PRINT*: If you want a simple print layout, then you need to enable this feature.

11. *ENABLE BIG PRINT*: You can take big printout by enabling this feature.

12. *ENABLE COMBO/SUB PRODUCTS*: You have to enable this utility if you want to display **COMBO PRODUCTS** and **SUB PRODUCTS** in the **POS** section.

13. *ENABLE FINGERPRINT LOGIN*: If this feature is enabled users can **LOGIN/REGISTER** using their FINGERPRINT.

14. *ENABLE KITCHEN PRINT*: This feature allows kitchen manager to print orders.

15. *ENABLE ORDER PRINT*: By enabling this feature you can take printout of the orders.

16. *ENABLE GIFT AND PPOINTS*: If you want to set **GIFTS** against invoice count/amount you have to enable it here.

17. *ENABLE EDIT PRODUCT*: By enabling this feature you could edit already added product details.

18. *ENABLE MINUS STOCK*: If this feature is enabled you can sale products without stock. For instance suppose, you didn't updated the stock receiving details to your **ZKPOS**, but you want to sale the products. You can do it by enabling this utility.

19. *ENABLE CUSTOMER ACCOUNT AUTHENTICATION*: If you have a regular customer, create one account for him. Then customers can add their invoice amount to their customer account.

20. *ENABLE ROUNDING TAX CALCULATION*: It will round total tax amount for calculation convenience.

21. *ENABLE AUTO ROUNDOFF*: This feature will round off the amount in decimals **AUTOMATICALLY**.

22. *ENABLE WHOLESALE AND RETAIL MODULE*: If you have a wholesale or retail customers you can activate this module. Then go to Main Menu and click on **POS**.
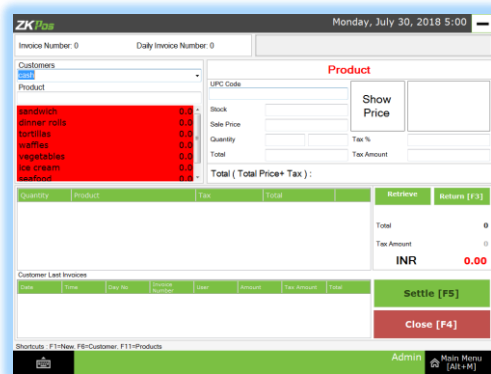

- Now you will get a window as picture.
- You can see all products in a box. Initially the box will appear as red since all the items are out of stock. You need to update stock in the inventory before start using POS.
- To add it to the cart click on it.
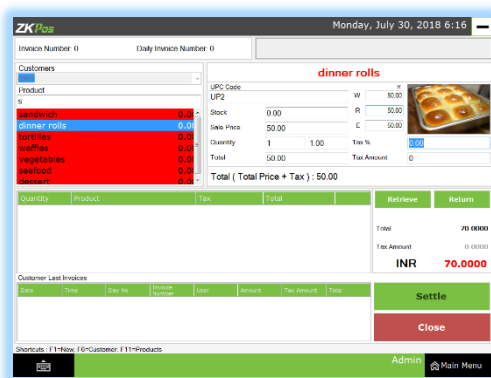
- Enter the Quantity in the field provided. Then press **ENTER KEY**.
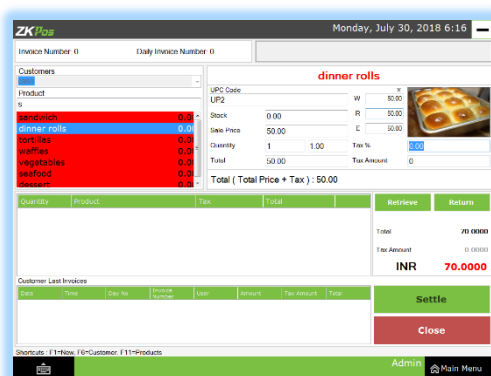
- You can search for a product using the search field above the product list box.
- After selecting a product from the box, click on the **SHOW PRICE** button. Then you can see the Wholesale, Retail and End price of the products.
- You can see the Total Invoice Amount in the Bottom Right corner of the screen
- After adding all required products click on the **SETTLE** button below total amount. You will be redirected to the settlement window.
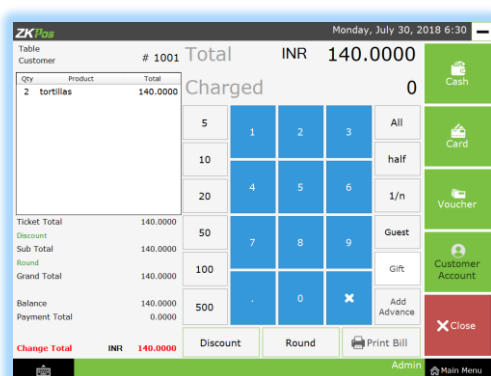

- You can learn more about the **SETTLEMENT** window in **POS MODULE**

23. *ENABLE WHOLESALE AND RETAIL UI*: If you want to access wholesale and Retail module, you need to activate this too.

24. *ENABLE USERS TO ADD NEW PRODUCT*: This section allows users to add new product in POS while find invalid barcodes. If you enable barcode scanner in the UTILITY you will be redirected to the below window on clicking the POS from MAIN MENU.
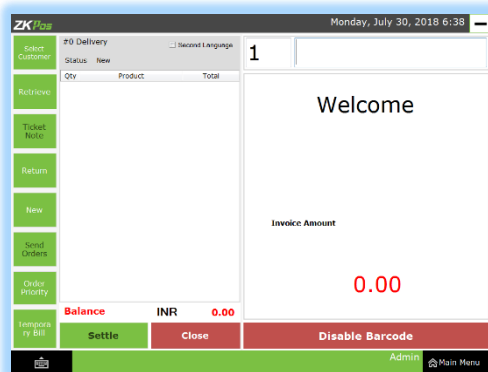
• You can search for a product by typing the barcode of the product in the search field provided and press **ENTER** button.
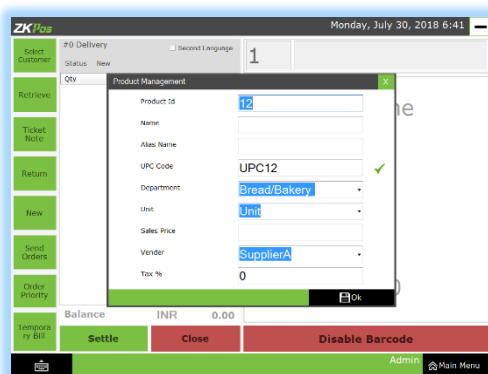
• If the barcode doesn't match any product in the inventory a popup window will appear. You can add a new product there.

• Add product name and tax percentage. Then click **OK** button.

25. *ENABLE DISCOUNT OFFERS*: You can apply discount offers in **Invoice Bill**.

26. *ENABLE DISCOUNT AND ROUND FOR CASHIERS*: Cashier can add discount for customers and also round invoice amount for convenience.

27. *ENABLE INDIAN GST PRINT*: If we enable this feature tax will be calculated for each invoice.

28. *GENERAL SETTINGS*: You can see one button for general settings in the top of the screen. Here you can set the invoice print count, maximum number of return days, number of decimal points allowed in this software. To edit the default values, click on the **GENERAL SETTINGS** button.

- After making necessary changes, click on **SAVE** button.
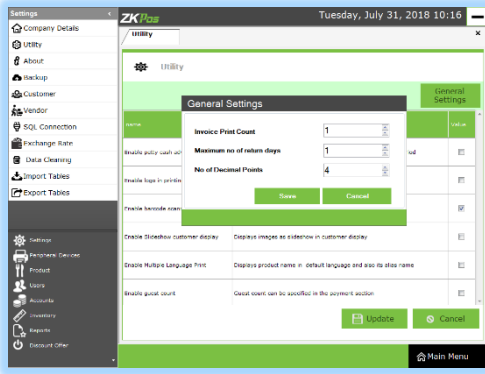
STEP 4 - ABOUT ZKPOS

ZKPOS version, Copyright, Website address, Release date, support mail ID etc. are provided in this section. This is just for your reference purpose. You can contact or send your queries to the provided mail id.
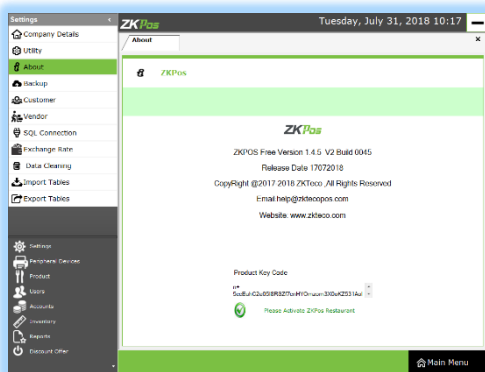
STEP 5 - BACKUP YOUR DATA

It is better to keep a backup copy of the important data somewhere else in the system. So you have an option to do the same.
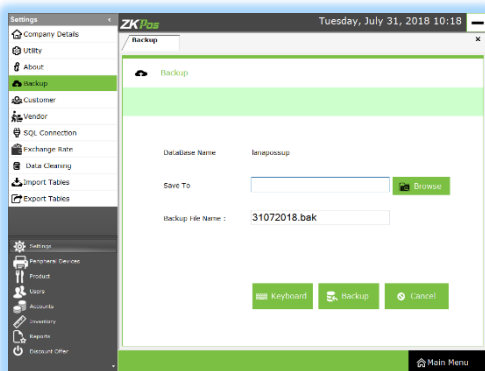
1. Go to **SETTINGS**.
2. From the **MENU OPTIONS**, click **BACKUP.**
3. **DATABASE NAME** will be there by default.
4. You can browse and select the location to store your backup file.
5. Enter the backup file name.
6. Click **BACKUP** button to backup or **CANCEL** to cancel the operation.

STEP 6 - NEW CUSTOMER

If you have regular **CUSTOMERS**, you can save their details. Later that will help you during payment and promote their visits by giving gifts or points.
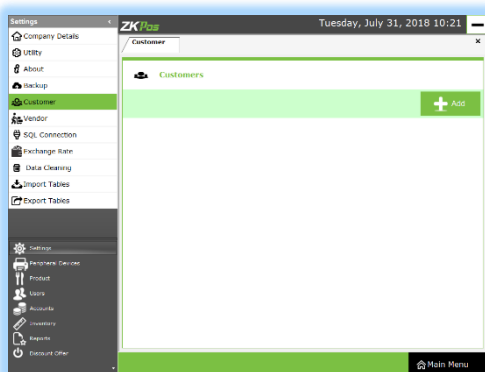
1. Go to **SETTINGS**.
2. Click on **CUSTOMER**
3. To add a new customer click on the **ADD** button.
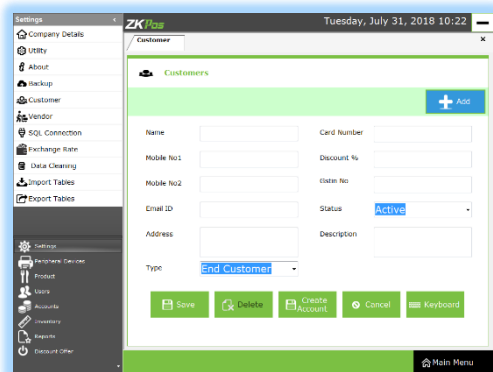
4. Enter basic customer details in the appropriate fields including customer name, phone numbers, email id, status, your comments and finally the address of the customer.

5. Select the Customer Type from the dropdown.(End Customer/ Retail Customer/ Wholesale Customer)

6. Enter card number, discount if the customer is a special case and fill rest of the fields with relevant values.

7. If you want to create an account for the customer, click on the **CREATE ACCOUNT** button

8. Save the details by clicking on the **SAVE** button.
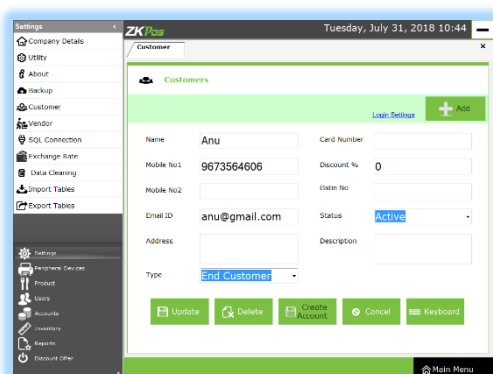
9. After creating customer account, there is an option for customer login. You can set a login ID and password for customer. To do so, click on the customer with a customer account

10. Click on the **LOGIN SETTING** button in the left of **ADD** button.
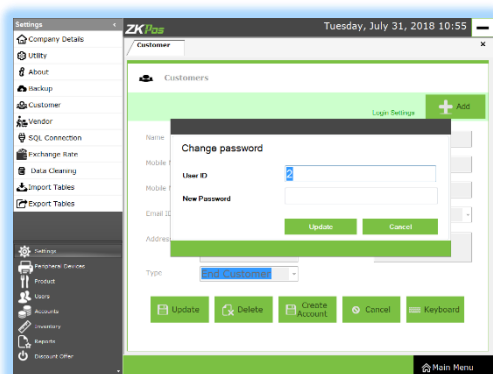
11. Enter the **user ID** and **Password** and finally click **UPDATE** button. Now that user can login to this software using the provided user ID and Password.
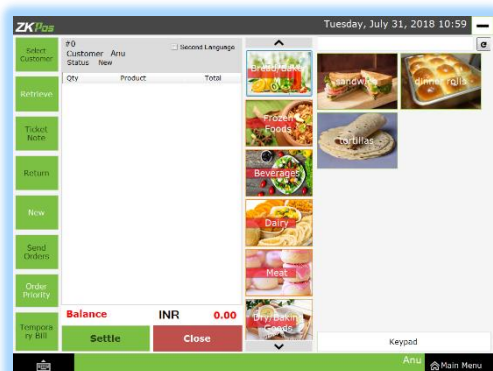
12. Login interface is same for all users. When a customer login to **ZKPOS SUPERMARKET** he/she will redirect directly to the **POS** section.

13. The customer can select all the product he/she want to purchase from your shop. After selecting they can send their order.

14. To settle the bill, click on the **SETTLE** button.

- A customer can settle the amount to His/her customer account. Other options like card, cash and voucher were disabled for customer login.

- Later Admin/Cashier can view customer account transactions and pending invoices. To view the customer account details, Login as admin or cashier.
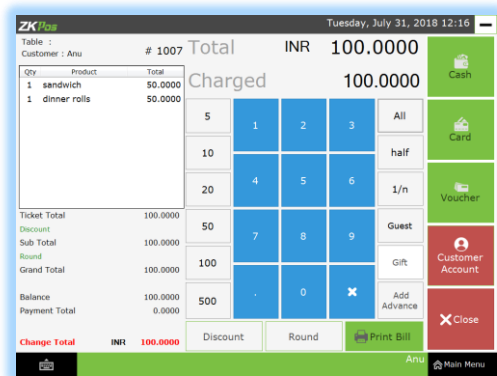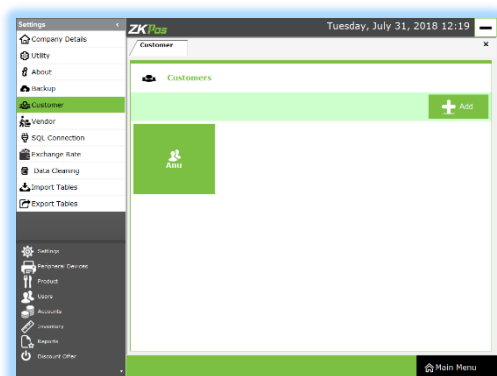
1. Go to **POS** section and click on the **SELECT CUSTOMER** button.
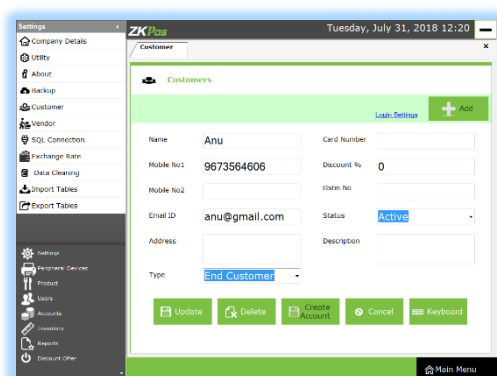2. Select the customer and click on the **ACCOUNT DETAILS** button.
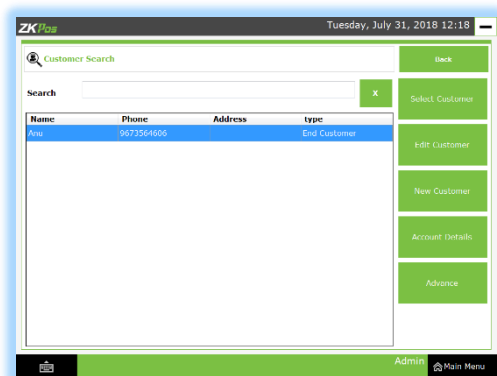
3. Now you can see the pending invoices for that customer.

STEP 7 - EDIT / DELETE A CUSTOMER

If you want to delete a saved customer, you may follow the steps below.

1. Go to **SETTINGS**.
2. Click **CUSTOMER** from the menu options.

3. You can see the saved customers as shown above. Click on the Customer that you want to delete.
4. If you want to edit the customer details, then make necessary changes and click **UPDATE** button.
5. Otherwise click **DELETE** button and **YES** in the confirmation pop up.
6. Click **OK** in the confirmation dialog box.

STEP 8 - ADDING NEW VENDOR

A Vendor is a person whom provides the products, so to add vender details while adding product, first you need to add Vendor details. Here you can see how to add a **VENDOR**.
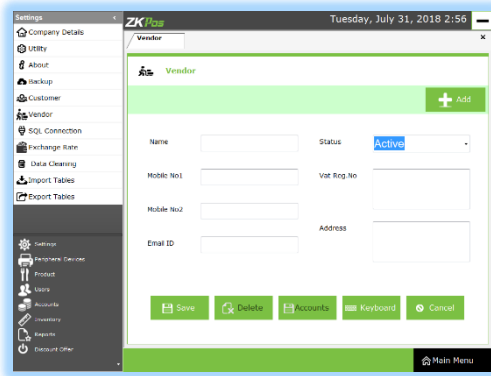
1. Login as **ADMIN**.
2. Go to **SETTINGS**.
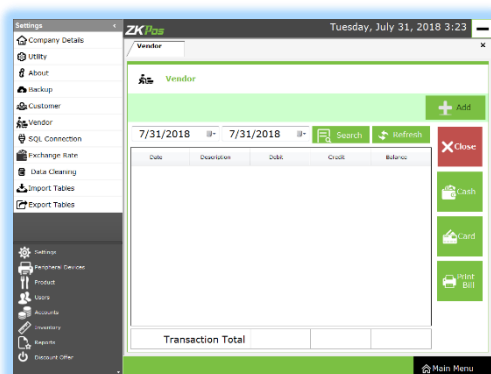3. Choose **VENDOR** and then click **ADD** button.
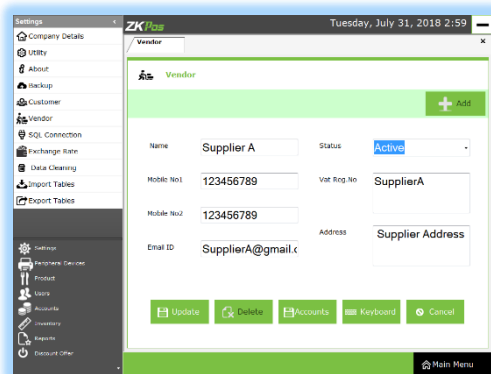
4. Enter the **VENDOR DETAILS** in the appropriate fields like Name, Phone Number, Email ID, Status, Vat Register Number and Address.
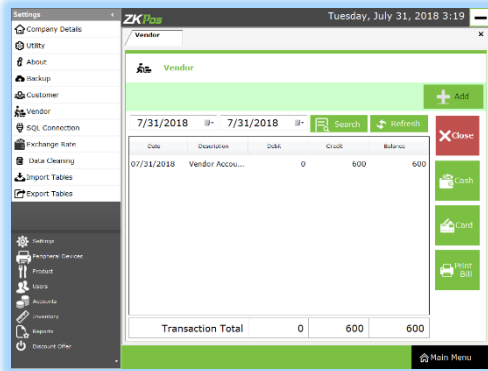5. 0After entering necessary details click **SAVE** button.
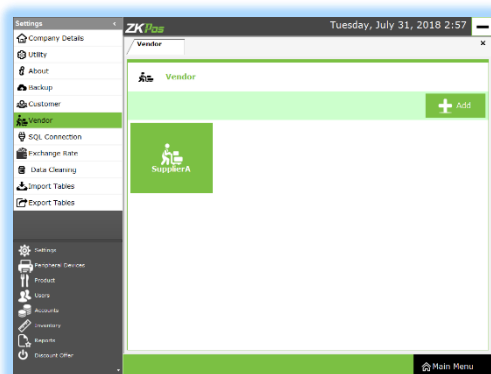
6. If you want to see the Vendor's account transactions, then click on the vendor.
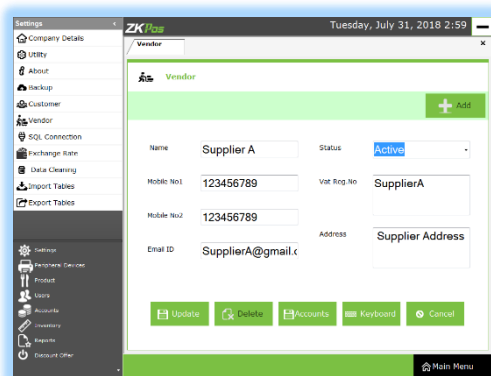
7. Click on the **ACCOUNT** button as you see in the figure.

8. Choose the date range to view the transaction details.
9. Click **SEARCH** button. It will display the transactions happened during the selected time.

10. To settle the amount, select the required transaction and then click on any payment mode (Cash/Card).
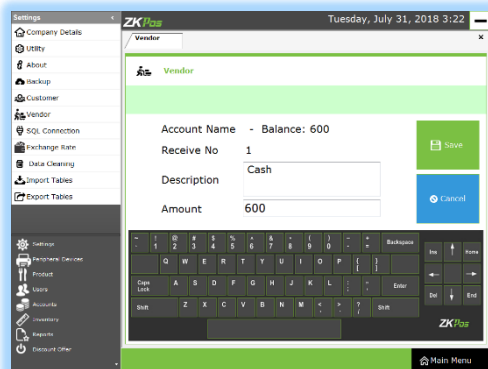
11. Click **SAVE** button.

STEP 9 - EDIT / DELETE A VENDOR

You can delete a vendor as you deleted a customer before.
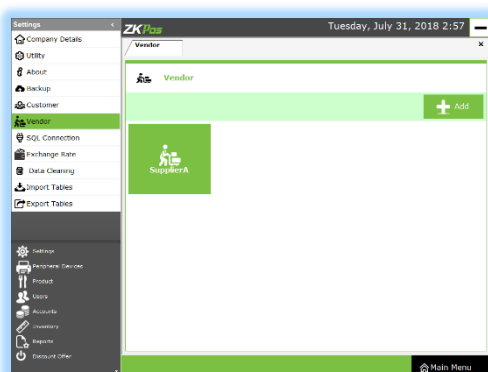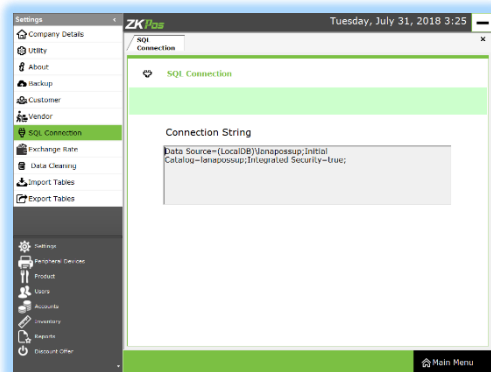

1. Go to **SETTINGS**.
2. Click on **VENDOR**.
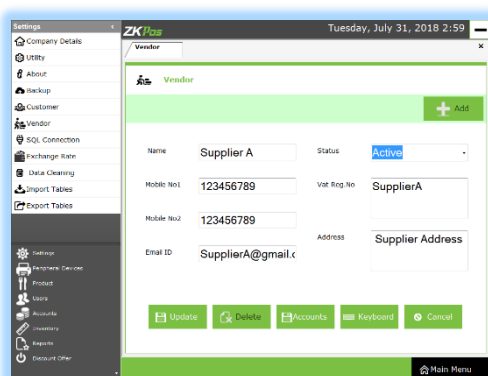
3. Every saved vendor names will be displayed, you have to choose the vendor that you want to edit/ delete.
4. If you want to edit, then make necessary changes and click **UPDATE** button.
5. Now click on the delete button and **YES** in the confirmation pop up.
6. Click **OK** in the confirmation dialog box.

STEP 10 - SQL CONNECTION

This part displays the **SQL CONNECTION STRING**. You can access the database file using the details in the connection string.

1. Go to **SETTINGS**.
2. Click on **SQL CONNECTION**.

STEP 11 - EXCHANGE RATE

Some customers may feel happy if you could produce the invoice in their native currency rate, or there may be situations where you need to deal with foreign customers. So you can know the exchange rates easily with this functionality. It is possible by updating the **EXCHANGE RATE**.
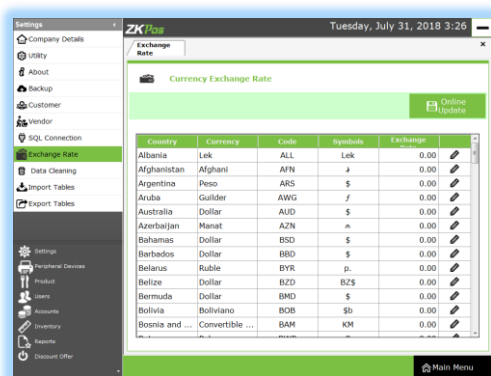
1. First you need to enable multi – currency payment in the **UTILITY**.
2. Now, go to **SETTINGS**.
3. From the menu options, click **EXCHANGE RATE**.
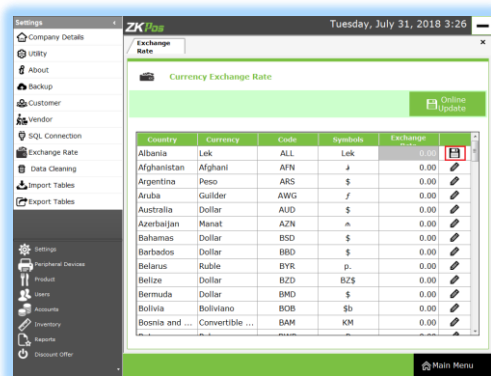
4. Click **ONLINE UPDATE** button to update current day's currency values.
5. Sometimes **online update** may not be available for some currencies. So there is an option for manual update.
6. Click on the pencil symbol corresponds to the currency that you want to edit. Then exchange rate field will become editable and you can edit it. After making the necessary changes, click on the save symbol corresponds to that field.
7. Now all your changes will be saved.

STEP 12 - DATA CLEANING

When you want to delete the data stored in **ZKPOS**, erase everything from it using this functionality. But it needs the **ADMIN** privilege to do this task.
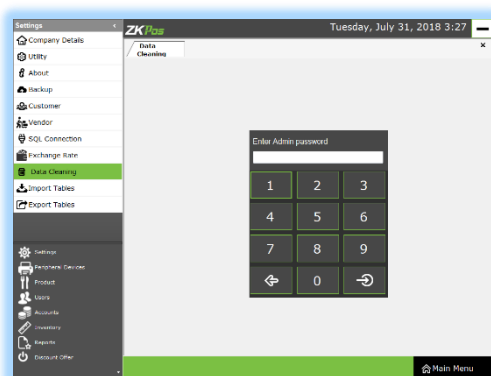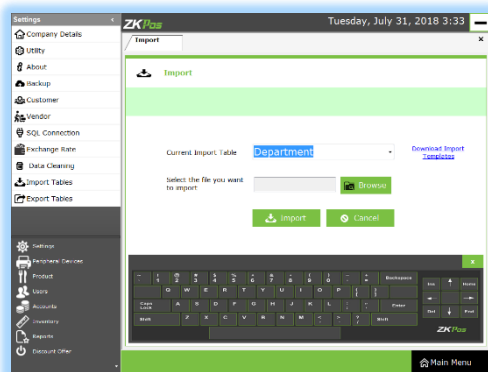
1. Go to **SETTINGS**.
2. Click on **DATA CLEANING**.
3. Enter admin Password.
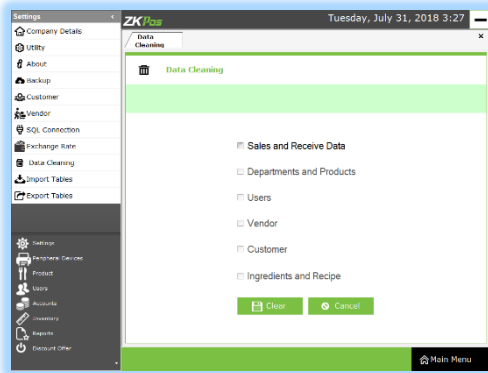
4. Select appropriate checkboxes based on your requirements.
5. Now click **CLEAR** button.
6. Click **YES** on the warning popup, and then click **OK** in the confirmation dialog box.

STEP 13 - IMPORT TABLES TO ZKPOS

In some scenarios you may need some data outside **ZKPOS**, in such cases you can import that data to your **ZKPOS** application.
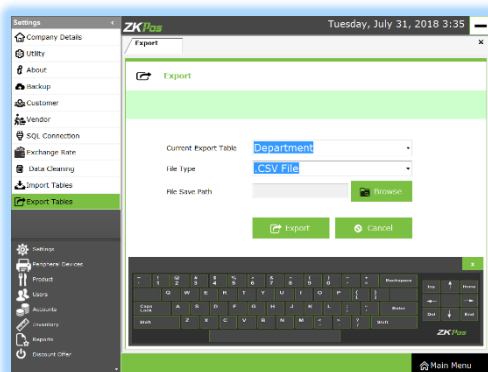

1. Go to **SETTINGS**.
2. Click on **IMPORT TABLES**.
3. Select the table to which you want to import data.
4. Select the file that you want to import to **ZKPOS**.
5. Click **IMPORT** button.

- There is an option to download import template. This is for your easiness while trying to import a table to **ZKPOS**. When you want to import a table to ZKPOS you should download a template first. Click on the download import template button. The downloaded path will displayed in a confirmation popup. You can then edit it and then import it using the **IMPORT TABLES** interface.

STEP 14 - EXPORT TABLES

You can export data from **ZKPOS** to your computer.

1. Go to **SETTINGS**.
2. Click on **EXPORT TABLES**.
3. Select the table that you want to export.
4. Select the **FILE TYPE**.
5. Select the path to save the table.
6. Then click **EXPORT** button to export the table.

STEP 15 - CREATING NEW USER

Other than admin you can add other users to **ZKPOS**. This will let other users to access **ZKPOS**. But only **ADMIN** can access every features in **ZKPOS SUPERMARKET SOFTWARE**. Other users can access only limited features that assigned to them. We can add 5 types of user privileges. Admin, Cashier, Food Server, Kitchen Manager and finally the customer. We already discussed about customer login. Follow the below steps to learn about other user privileges.
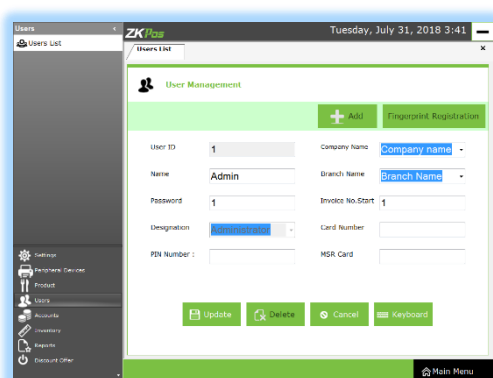
To create a **NEW USER**, follow the steps below.
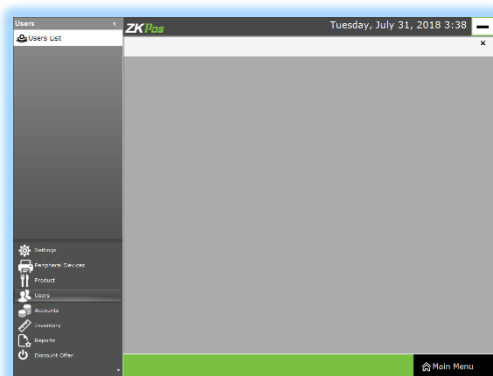
1. Open **ZKPOS**.
2. Click on **SETTINGS** menu.
3. From the menu options click on **USERS**.
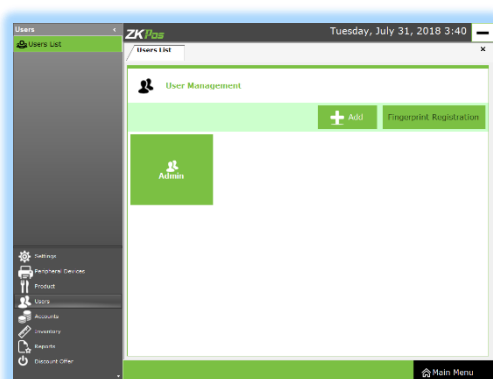
4. Click on **USER LIST** menu on the top left of **USER** window.
5. **ADMIN USER** will be there by default. To view/edit Admin details click on **ADMIN** button.

6. **ADMIN ID**, **NAME**, **PASSWORD**, **COMPANY NAME**, **BRANCH NAME**, **INVOICE START NUMBER**, **CARD NUMBER**, **MSR CARD NUMBER** etc. everything will be displayed. You can't edit the designation of admin. Also you have an option to login using a **PIN number**, for that enter the pin number.
7. After making necessary alterations click on **UPDATE** button. Click **OK** to the confirmation message. You cannot **DELETE** admin.
8. To add a new **USER**, click **ADD** button.
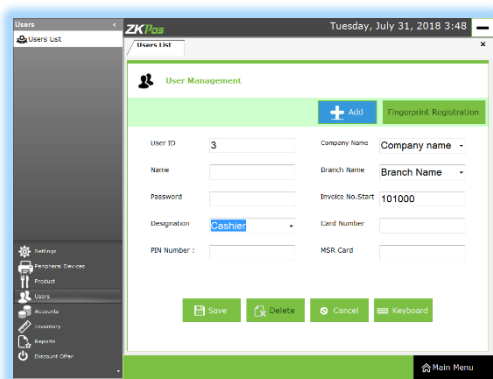
9. In the new window you have to specify the **User ID**, **Password** and **Designation** of the user. Default User ID can change as you wish. Select the user type from the dropdown. **Pin** is optional that lets you to login using your pin number.
10. Company details and invoice start number will display automatically. Add **CARD NUMBER** and **MSR CARD NUMBER** if necessary.
11. After adding all necessary details click **SAVE** button.
12. Click **Ok** in the confirmation dialog.

## STEP 16 - USER REGISTRATION USING FINGERPRINT

ZKPOS provides an option to login using your fingerprint. To do so, follow the steps below.
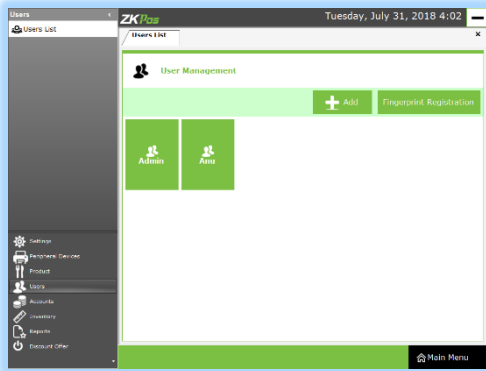
1. Go to **SETTINGS**.
2. In the **UTILITY**, enable fingerprint login and update it.
3. Now Click **USERS** in the **SETTINGS**.
4. Again click **USER LIST**.
5. There is a **FINGERPRINT REGISTRATION** button on the right of **ADD** button. Click on it.
6. You may asked to **LOGOUT** and **LOGIN** again. If so please logout and login again.
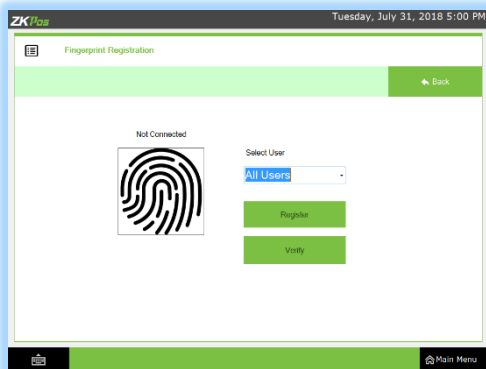
7. Open **USER LIST** from **SETTINGS**.
8. Click on **FINGERPRINT REGISTRATION** button.
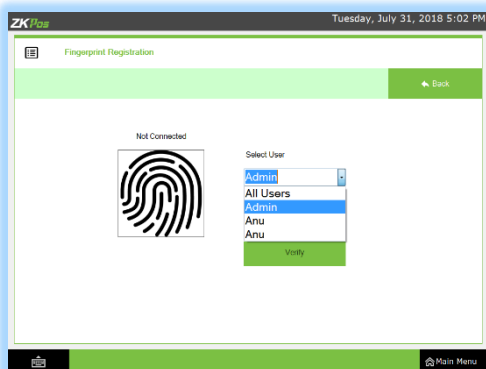
9. Select the **USER** from the dropdown.
10. Click on the **REGISTER** button and keep any finger 3 times for registering fingerprint.
11. Click on **VARIFY** button to verify the fingerprint.
12. Now go to **MAIN MENU**, **LOGOUT** and try **LOGIN** by keeping finger on the fingerprint device.

STEP 17 - PERIPHERAL DEVICES

You can use other peripheral devices with **ZKPOS** machine. But you need to know how they are accessible in **ZKPOS**.

1. PRINTER MANAGEMENT
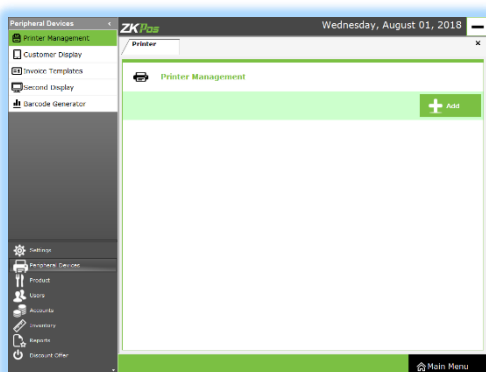
1. Go to **SETTINGS**.
2. Click on **PERIPHERAL DEVICES**.
3. From the menu options click on **PRINTER MANAGEMENT**.
4. There is an **ADD** button on the left of the window, click on it.
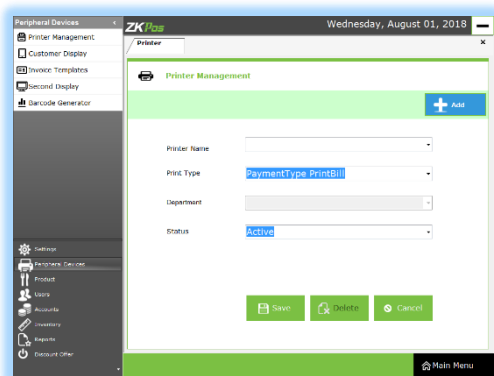
5. Select the **PRINTER** from the dropdown corresponds to **PRINTER NAME**.

6. Select the **PRINT TYPE**, you can select Ticket Type Print bill, Payment Type Print bill, Normal Type Print Bill. If you select **TICKET TYPE PRINTBILL**, then you should select the department.

7. Set the **STATUS** of the printer.
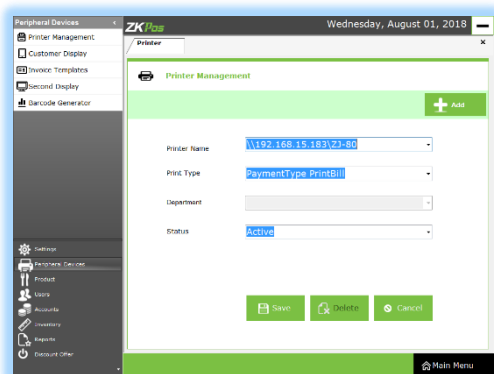
8. Now click **SAVE** button to save the details.

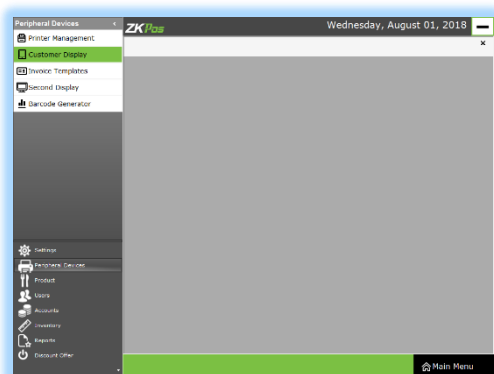9. Click **OK** in the confirmation dialog box.
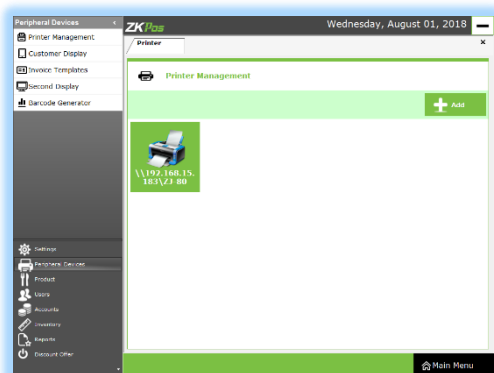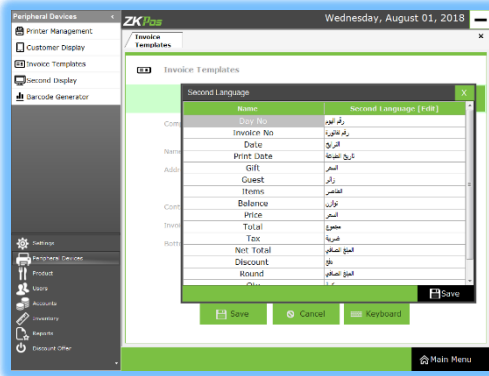

10. Now your printer details are saved.

2. CUSTOMER DISPLAY

You can display invoice amount or item list in customer display.

- Go to **SETTINGS**.
- Enable **CUSTOMER DISPLAY** in the **UTILITY**.
- Now click on **PERIPHERAL DEVICES**.

1. From the menu options choose **CUSTOMER DISPLAY**.

2. Choose **COM PORT**.
3. Choose the **DISPLAY TYPE**. You have to enable **VFD** display or **LED** display in the utility
4. Now click **SAVE** button to save the details.

3. INVOICE TEMPLATES

Invoice templates decides the default details in an invoice. If you want to display the company logo in the invoice you should enable "**ENABLE LOGO IN PRINTING**" in the **UTILITY**.
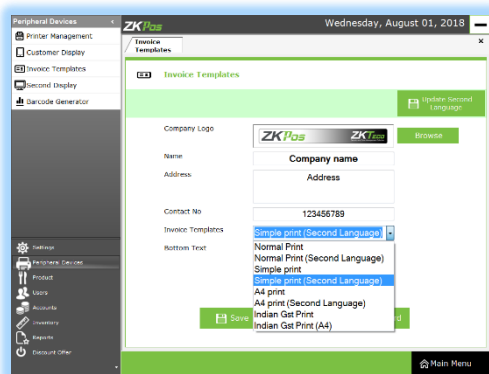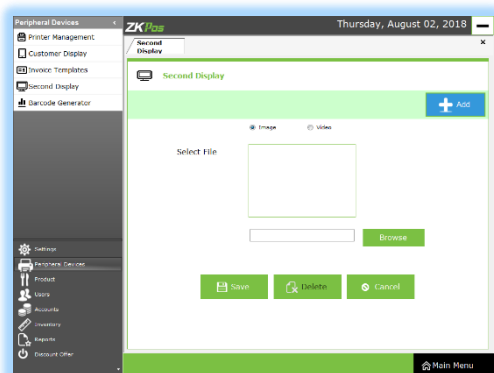

1. Go to **SETTINGS**.
2. Click on **PERIPHERAL DEVICES**.
3. From the menu options, choose **INVOICE TEMPLATES**.
4. Company details and logo that you saved earlier in the company details will be there. You can edit it if necessary.
5. Now select the Invoice Template, print type and also add a bottom text.
6. After making necessary alterations, click on **SAVE** button.
7. A confirmation dialog will appear, click **OK**.
8. There is an option to set the second language on printing.
9. Click on the **UPDATE SECOND LANGUAGE** button.
10. Select your second language and click on **SAVE** button.
11. Now from the invoice template dropdown select any template having second language option.
12. Save your changes by clicking on **SAVE** button.
13. Now go to utility and enable multiple language on printing. Finally update the changes.
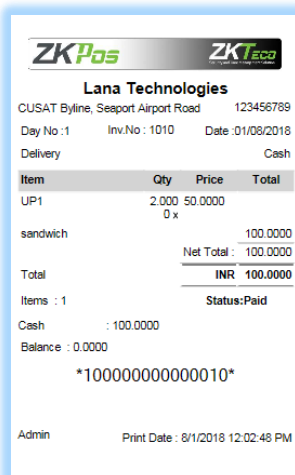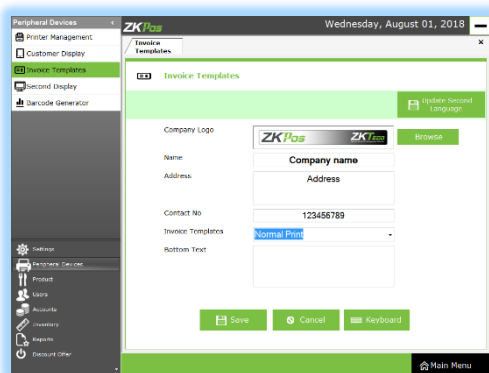

• The changes will be reflected in your printing.

4. SECOND DISPLAY

An optional **SECOND DISPLAY** can be used along with **ZKPOS**.
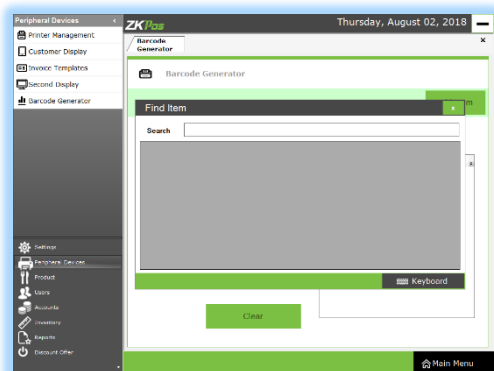

1. Go to **SETTINGS**.

2. Click on **PERIPHERAL DEVICES**.

3. Select **SECOND DISPLAY**.

4. To add a new image/video click on **ADD** button.

5. Choose **IMAGE**/**VIDEO** and then **BROWSE** the item that you want to upload.

6. Save the details by clicking on the **SAVE** button.

7. If you want to delete an item, then click on it.
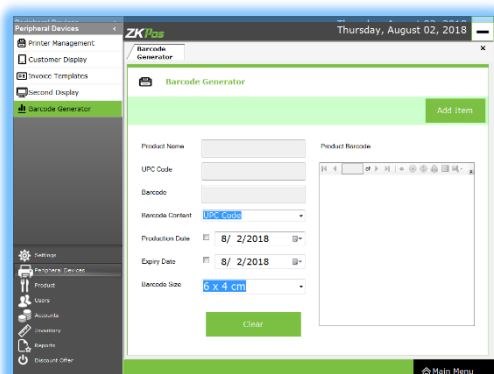
8. Click **DELETE** button. Item will be removed from the screen.
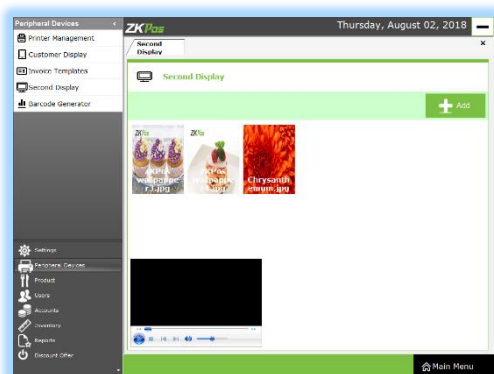
5. BARCODE GENERATOR

You can generate barcode for those products without a barcode.

1. Go to **SETTINGS**.
2. Click on **PHERIPHERAL DEVICES**.
3. Click on **BARCODE GENERATOR**.

4. Click on **ADD ITEM** button.
5. Search for the item by typing in the search field.
6. Select the item from the list.
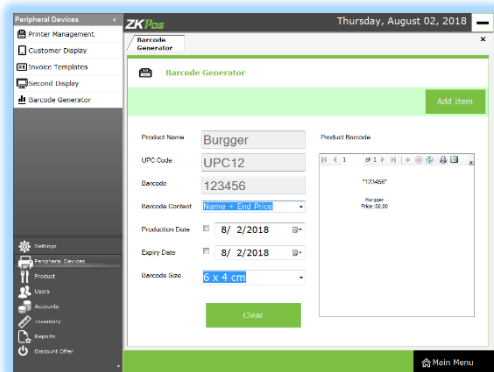
7. Select the **BARCODE CONTENT** from the dropdown. Select the **PRODUCTION DATE** and **EXPIRY DATE**.
8. Select **BARCODE SIZE**.
9. You have options to print, export, refresh and so on.

6. WEIGHING ITEMS

Some items are measured in weight. You can add weighing types using this interface.
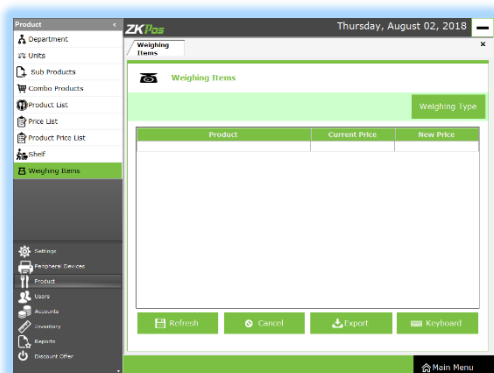
1. Go to **SETTINGS**.
2. Click on **PERIPHERAL DEVICES.**
3. From the menu options choose **WEIGHING ITEMS.**
4. If you have listed any products as weighing items, they will be displayed in a grid.
5. Click on **WEIGHING TYPE** button.
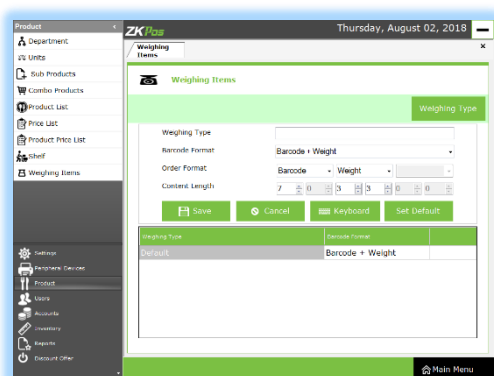
6. Enter the **WEIGHING TYPE** in the respective field.
7. Select your barcode format.
8. After selecting barcode format, choose the order format. You can choose the order format.
9. Update the content length.
10. Finally click **SAVE** button.

- Saved details will display in a grid.
- There is an option to set the default weighing item. Click on **SET DEFAULT** button.
- To delete a saved weighing type, click on the delete symbol next to the weighing type.
- Click **YES** in the confirmation dialog box.

STEP 18 - PRODUCT MANAGEMENT
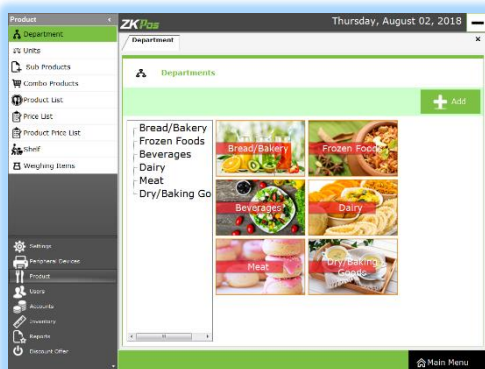
1. DEPARTMENTS

A grocery retailer may feel difficulty in handling wide range of products. But you can manage them easily if you could categorize products into different departments. In order to do so, follow the steps below.
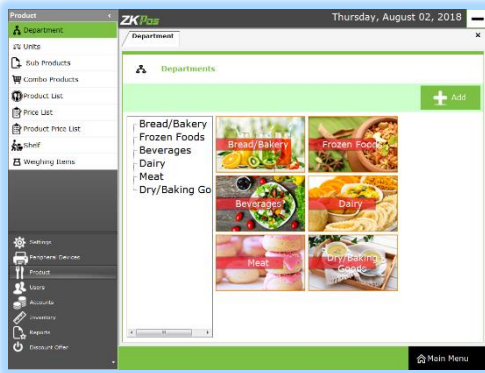
1. Go to **SETTINGS**.
2. Click on **PRODUCTS**.
3. From the menu options, click **DEPARTMENT**.
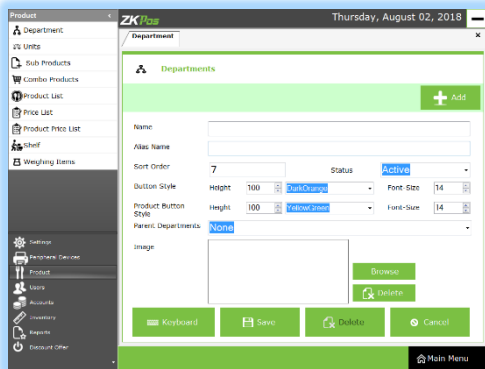
4. Some default departments will be there. You can edit/delete an existing department.
5. Click on the department that you want to edit/delete.
6. You can change the department name, sort order, image of the department etc. as you wish. Button style can be modified and that changes will be reflected in the **POS** section. For instance if you modified the button height and color, then this department button will be displayed in the specified height and color in **POS** menu.

7. Similarly the button style of products that comes under this department can be modified
8. To view the changes go to **MAIN MENU** and Click on **POS**. The departments are displayed in the right side of the window. If you change the button style it will be reflected here.
9. If the department have any parent department, then select its parent department from the dropdown.

- After making necessary changes click **UPDATE** button. If you want to delete the department, then click **DELETE** button. Note that if you delete a department, all products under that department will be deleted automatically.
- Click **YES** in the warning popup.
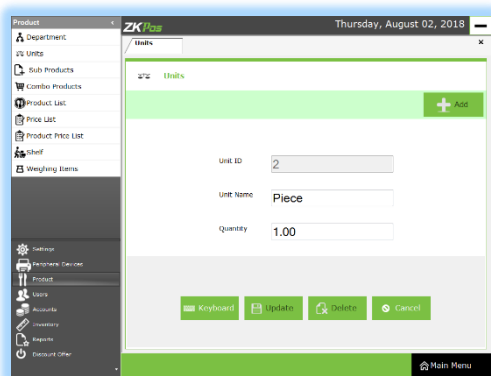- Now to add a new department, click on the **ADD** button.
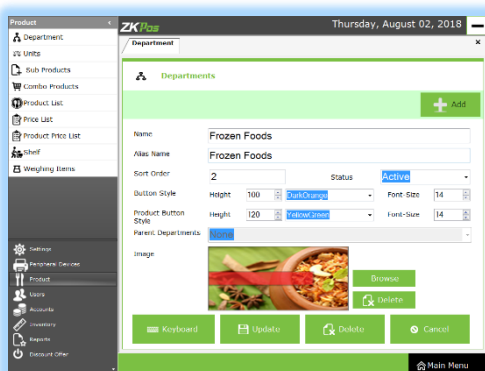
10. Enter **Department Name**, **Sort Order**, **Status**, **Department Button Style**, **Product Button Style** and **Image**.
11. Save the details by clicking on **SAVE** button.

2. UNITS

Each item is measured as a particular **UNIT**. You can add, edit and delete units in this section.
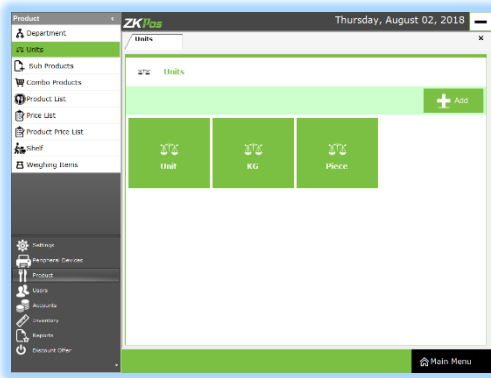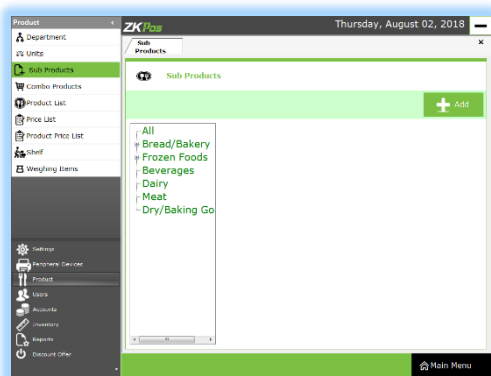

- Go to **SETTINGS**.
- Click **PRODUCTS**.
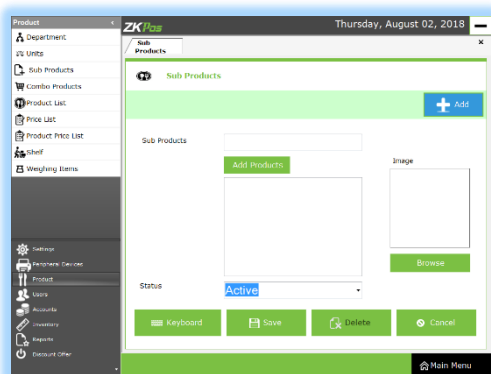- From the menu options, choose **UNITS**.

- To add new unit click **ADD** button.
- Enter the **UNIT NAME**.
- Enter the **QUANTITY**.
- Save the details by clicking on **SAVE** button.
- To delete a unit, click on the unit name.
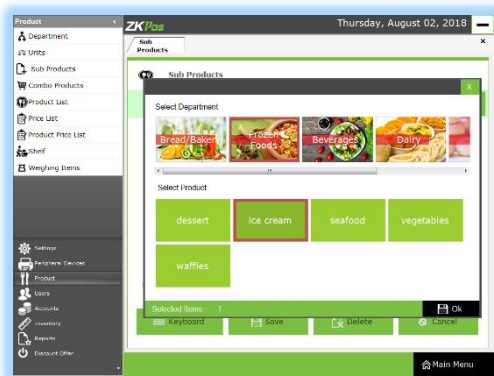- Click **DELETE** button.
- Click on **YES** in the warning popup.
- Now click **OK**.

3. SUB PRODUCTS

- To add a sub product you should enable Sub products in the utility.
- Click on **SUB PRODUCT** button

- To add a sub product select the product from the list as in the above figure.
- Now click **ADD** button.

- Enter the **SUB PRODUCT NAME**.
- Now click on **ADD PRODUCT** button.
- Select the Department from the list. When you select the department, all product in that department will be displayed.
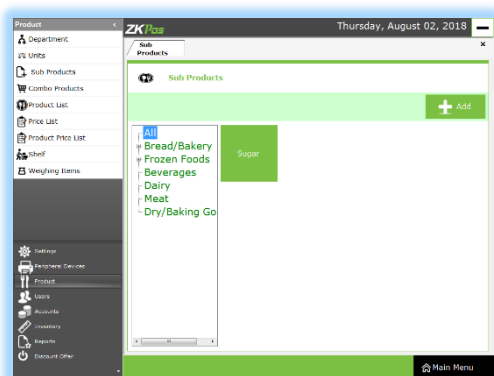
- Select the product from the list and click **OK** button.
- Browse the Image for the sub product.
- **SAVE** the details by clicking on **SAVE** button.

4. COMBO PRODUCTS

Assume that you are announcing a Combo offer every week end. Let's look at how to add a Combo Product.

- Go to utility and enable combo product. Now update the changes.
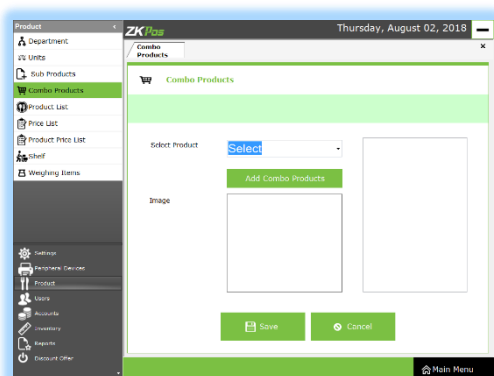
- To add a combo product, you need to add combo products in product list. For instance **create a new product called Combo1**. While adding the new product change the **product type** as **combo product** instead of single product.
- Now go to **PRODUCTS** and Click on **Combo Product** button.
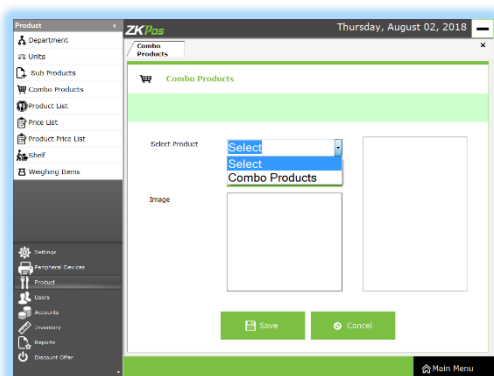

- From the dropdown select the product.
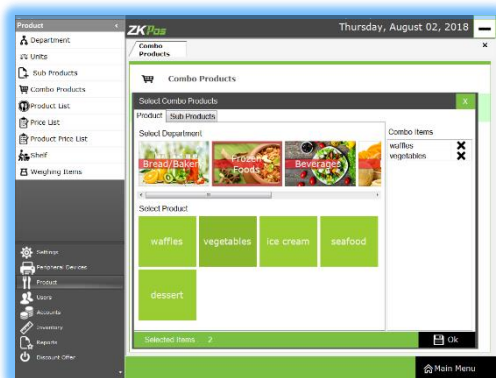
- Now click on the **ADD COMBO PRODUCTS** button.
- From the Department list, select the department.
- Now all products in that department will appear. Click on the required item.
- All selected items will be listed in the left side of the window.
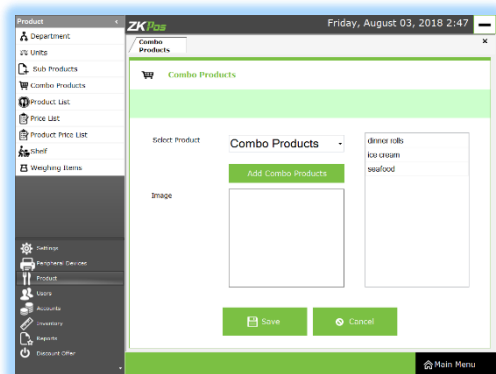
- Similarly select all products that you want to add to the combo product.
- Click **OK** button.
- Now click **SAVE** button.

5. PRODUCT LIST

Add all product's details to **ZKPOS**.
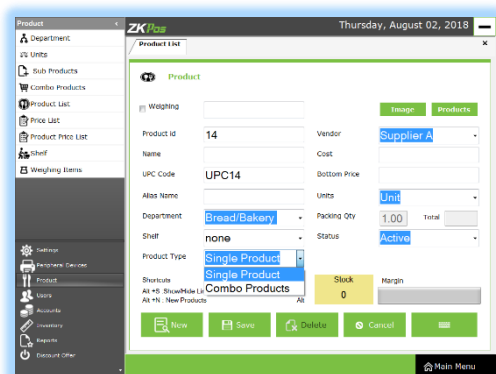
- To add a new product, go to **SETTINGS**.
- Click **PRODUCTS**.
- From the menu options, select **PRODUCT LIST**.

- If the product is a weighing item then, tick the checkbox corresponds to weighing items. Those items that are listed as weighing items will be displayed in the **WEIGHING ITEMS** in **PERIPHERAL DEVICES**.
- Product **ID** and **UPC CODE** will be displayed automatically, but you can change it if you want.
- Enter the barcode of the product in the field provided.
- Enter the **PRODUCT NAME** in product name field.
- **ALIAS NAME** is another name for the same product.
- Choose the **DEPARTMENT** from the dropdown.
- You can set a shelf to the item
- Select **VENDOR**.
- Chose the **PRODUCT TYPE (SINGLE PRODUCT/ COMBO PRODUCT)**
- Product **STOCK** will be displayed in a label, if there is no stock it will be **0**.
- Select the **STATUS** of the product, **COST** and **SALES PRICE**. When you add sales price the margin will shows the percentage
- Select the **UNIT** in which the product has been measured. Now the packing quantity and total cost will be displayed.
- Enter the **TAX** in percentage.
- You can see some shortcuts to use this screen like Alt + N – New Product.

- Now save the details by clicking on **SAVE** button.
- To add a new item you can use the **NEW** button.

6. PRICE LIST
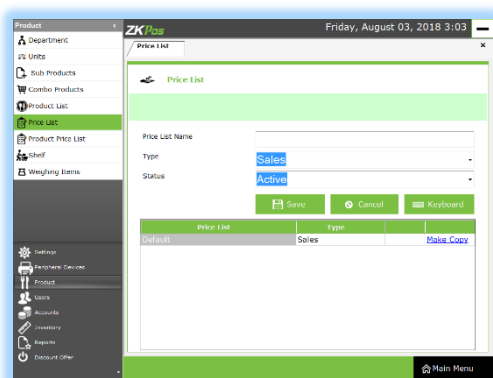
- Go to **SETTINGS**.
- Click on **PRODUCTS**.
- Select **PRICE LIST** from the menu options.
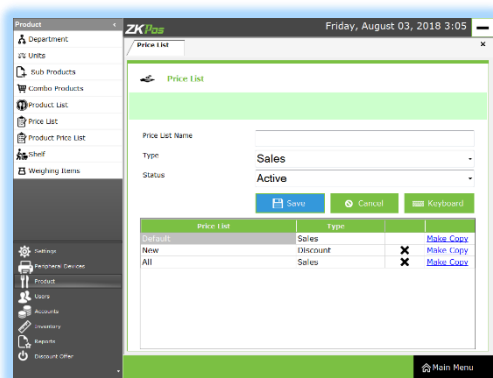
- Enter the **PRICE LIST NAME**
- By default there will be two types of price list, SALES and DISCOUNT. Those products with discount offers should be added to the discount price list. Select the Price **TYPE** and **STATUS**.
- Click **SAVE** button.

- Saved details will be displayed in the grid.
- Sometimes you may need to make changes to the price of particular products. So in such cases make a copy of the original price list by clicking on the make a copy next to the price list name. A copy will be created.

7. PRODUCT PRICE LIST

You can see all saved product price list here.
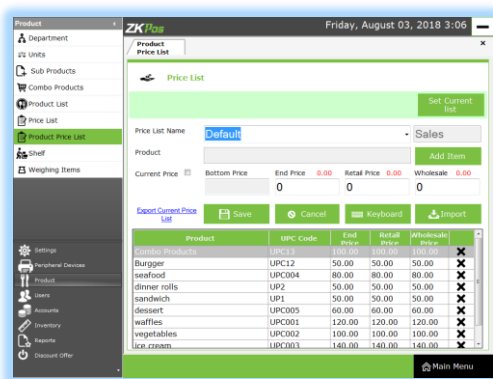
- Click on **PRODUCT PRICE LIST**
- All Prices that you have added in the **PRICE LIST** will be displayed in the dropdown.
- To add new, select the price list name from the dropdown.
- There will be a default price list, if you want to add new select the price list name from the dropdown.
- Click on the **ADD ITEM** button to add a product.
- Select the Product.

- Add or edit **BOTTOM PRICE**, **END PRICE**, **RETAIL PRICE**, **WHOLESALE PRICE**
- Click **UPDATE** button.
- Changes will be saved.
- You can Import or export price list using the **IMPORT** button and **EXPORT CURRENT PRICE LIST** link.
- The default price list will be set as the current price list. You can change it after creating another list. For that click on the **SET CURRENT LIST** button.
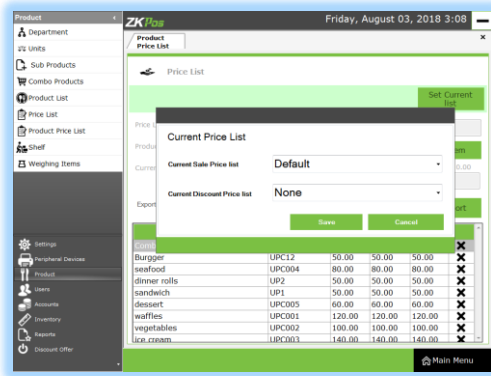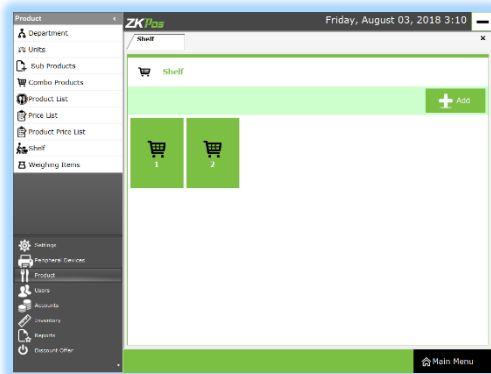
- Select the **current sale price list** and **current discount price list** and click **SAVE** button.

8. SHELF

There will be specific shelf for each item. You can add **SHELF** using this interface.
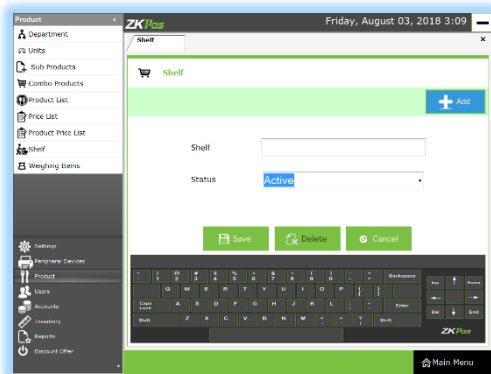
- Click on **SHELF**.
- Click **ADD** button.

- Enter the **SHELF** number.
- Enter the Status.
- Click **SAVE** button.

STEP 19 - ACCOUNTS SETTINGS

This section handles the management of accounts which issued in this POS Software. Admin have the authority to add, edit, and delete Accounts. Accounts are grouped under their corresponding account types and displayed. Users can sort accounts in ascending or descending order.

1. SETTING ACCOUNT TYPE

You can manage different account types in ZKPOS software. Account types were used to group different accounts. Admin can add, edit or delete account types.
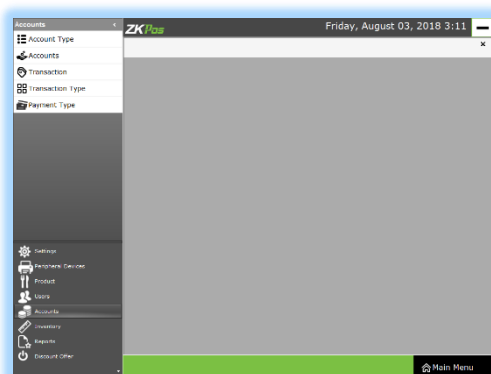
1. Login as **ADMIN**.
2. Go to **SETTINGS**.
3. Click on **ACCOUNTS** tab.
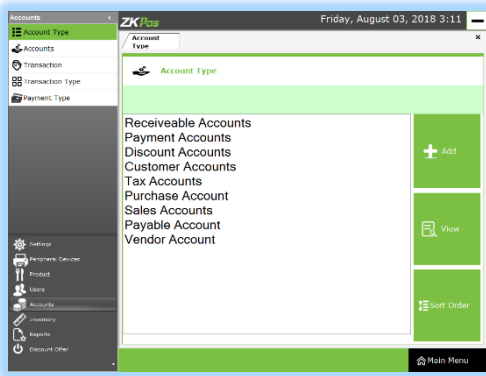
4. From the menu option click on **ACCOUNT TYPE**.
    Some default Account Types will be there, you have choice to add new account type.
5. To view the details of an existing account type, click on it.
6. Click **VIEW** button.
7. Account Name, Tag will be there. You have an option to edit the details and then **UPDATE** it.
8. If that Account Type is not convenient you can delete it by clicking on the **DELETE** button. But you cannot **UPDATE** or **DELETE** default account types.
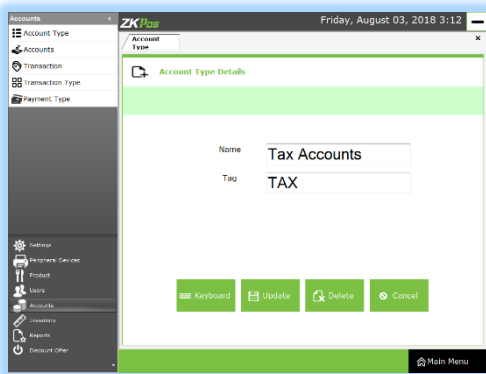
9. Now to add a new **ACCOUNT TYPE** click on the **ADD** button.
10. Enter the **ACCOUNT TYPE**.
11. Enter **TAG** if any.
12. Click **SAVE** button to save the details.

2. ACCOUNTS

Here you can manage different **ACCOUNTS** that should come under each **ACCOUNT TYPE**. To add a new account,
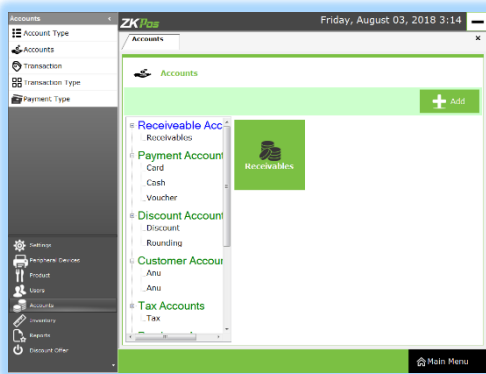
1. Go to **SETTINGS**.
2. Click **ACCOUNTS**.
3. From the menu options click **ACCOUNTS**.
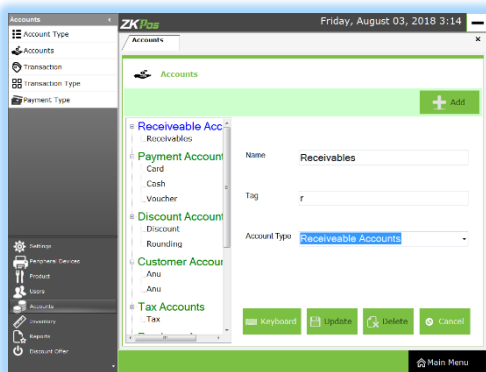
4. There will be a list of Account Types that you have been added earlier.
5. To add a new **ACCOUNT** click on the **ACCOUNT TYPE** from the list to which you want to add it. For instance click on **RECEIVABLES**. Now accounts in that type will be displayed. Click on **RECIEVABLES**.
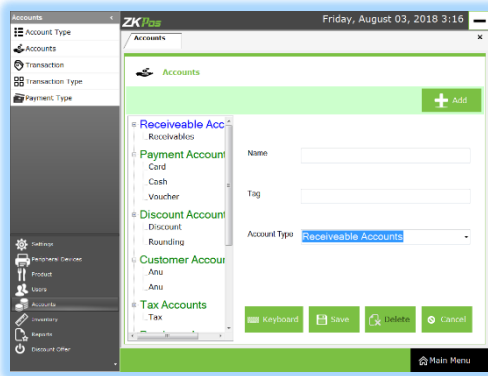
6. If you want to delete it, click **DELETE** button. But you cannot the default accounts and account types.
7. Click **YES** in the confirmation dialog.
8. Now click **ADD** button.
9. Type **ACCOUNTS NAME** and **TAG NAME**.
10. Select **ACCOUNT TYPE**.
11. Save the details by clicking on **SAVE** button.

3. TRANSACTION

This section shows all the transactions done using **ZKPOS**. Admin can set source and target accounts so that the debit and credit of specified accounts will be updated after sale.
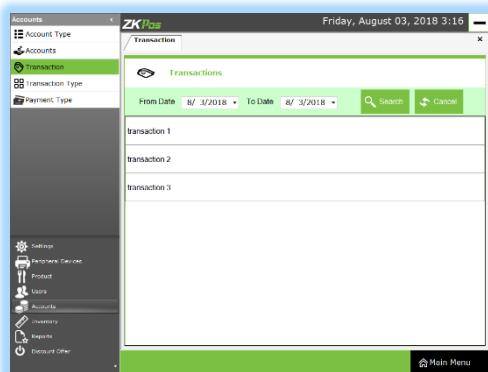
1. Go to **SETTINGS**.
2. Click **ACCOUNTS**.
3. From the menu options, click **TRANSACTION**.
4. Select the **FROM DATE** and **TO DATE** to view the transactions.
5. After selecting the date, click **SEARCH** button.

- If any transactions happened during the selected dates, it will be displayed in the window. To get detailed view click on the button that shows the transaction count. In the below figure, you can see a button named Transaction1. Click on it.
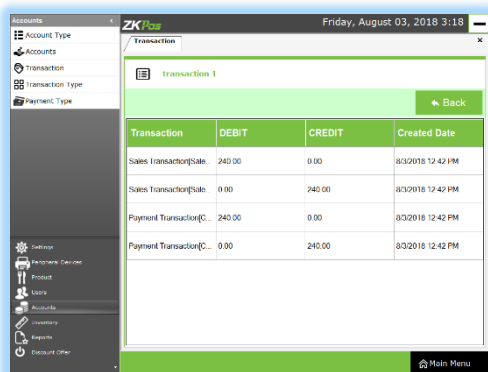
6. Now all transactions will be displayed.
7. Click on any of them to get detailed view.
8. Click back button to change the date.

4. TRANSACTION TYPES

Admin can set source and target accounts so that the debit and credit of specified accounts will be updated after sale.
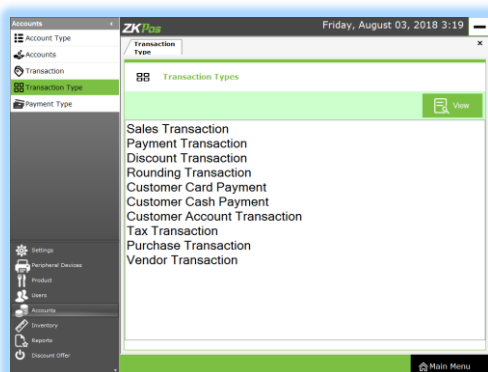
1. Go to **SETTINGS**.
2. Click on **ACCOUNTS**.
3. Choose **TRANSACTION TYPES** from the menu options.
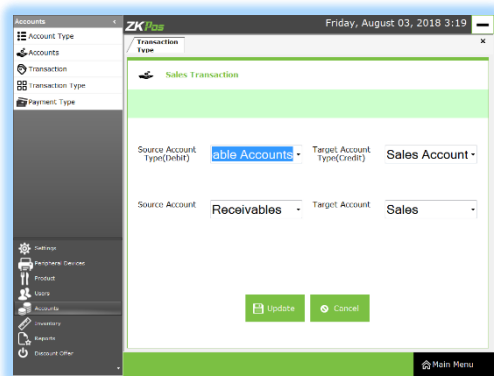
4. Select transaction type from the list.
5. Now click **VIEW** button.
6. Set the **SOURCE** and **TARGET** accounts.
7. Click on **UPDATE** button, and then **OK**.

5. PAYMENT TYPES

You can let the customers to pay the bill by cash, card or voucher based on their easiness. You can set different types of payments.
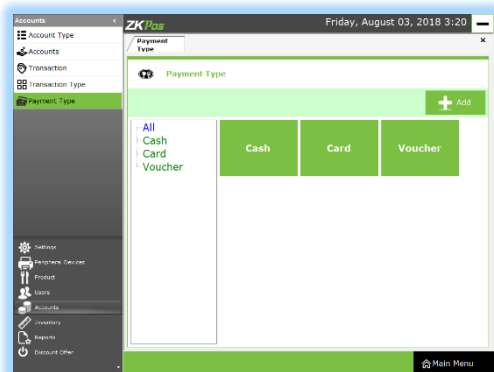
1. Go to **SETTINGS**.
2. Click on **ACCOUNTS** menu.
3. From the menu options select **PAYMENT TYPE**.

- Cash, Card, Voucher will be there by default. You can add another by clicking on **ADD** button or you can delete a payment type by selecting the payment type and clicking the **DELETE** button.
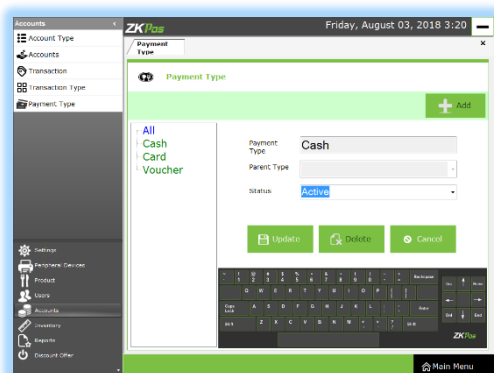
4. After clicking **ADD** button, fill the fields with **PAYMENT TYPE**, **PARRENT TYPE**, and **STATUS**.
5. Now save the details by clicking on **SAVE** button.
6. Click **OK** in the confirmation message.
7. If you want to delete a **PAYMENT TYPE**, select it from the list and click **DELETE** button.
8. Click **YES** in the pop up appears.
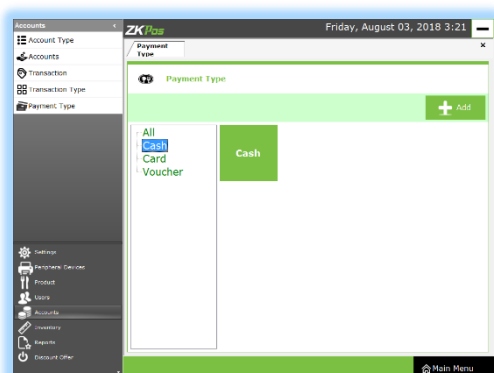
9. As you know, there were different options for card payment. We can use Debit Card, Credit card, Master Card etc. for shopping. So these payment options will come under the parent **CARD**.
10. To create a further division for card select **CARD** and then click **ADD** button.

11. Enter the Payment Type and status. Click **SAVE** button to save the details.
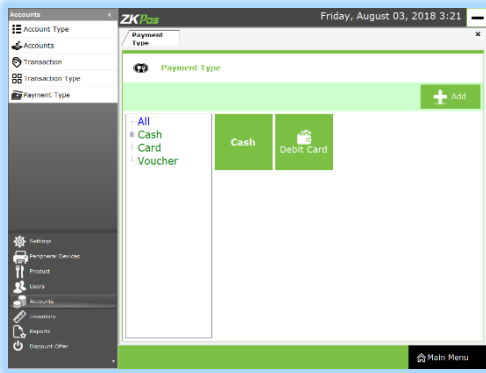
STEP 20 - INVENTORY MANAGEMENT

This is the stock management section. There are four options **STOCK RECEIVING** and **STOCK TRANSFER, PURCHASE ORDER, STOCK INVENTORY**. While receiving stock from suppliers you can save the details about the purchase and stock in **ZKPOS** Software.
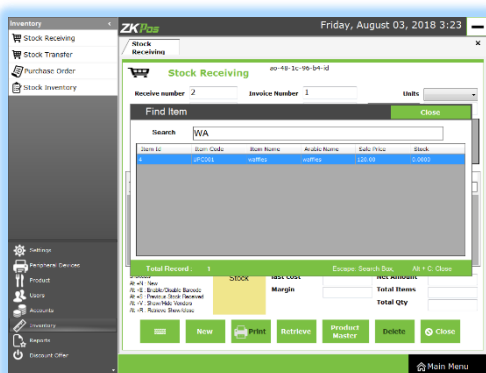
1. STOCK RECEIVING

Save the stock receiving details in **ZKPOS**.
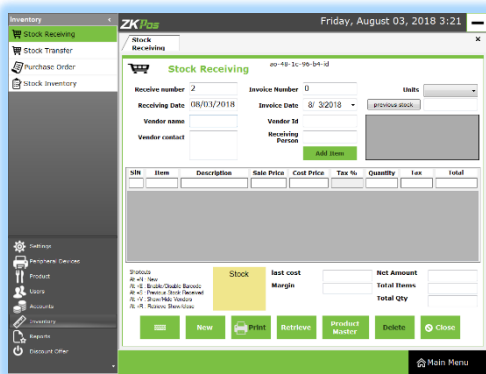
1. Click **SETTINGS**, from the menu options select **INVENTORY**.
2. First let's learn how to do **STOCK RECEIVING**. Click on **STOCK RECEIVING**.
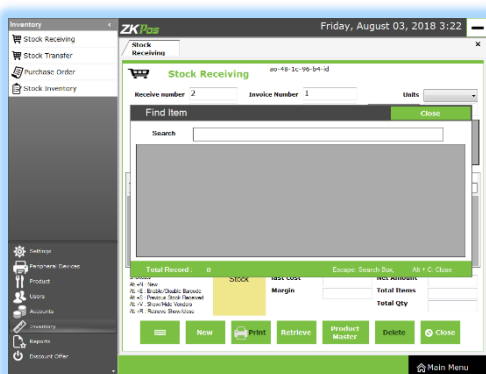
3. You need to specify the details about the purchase in appropriate field, like **INVOICE DATE**, **RECEIVING DATE**, **VENDOR NAME**, **VENDOR ID**, **VENDOR'S** contact details and **RECEIVING PERSON'S** contact details, **ITEMS** that purchased, **PACKING QUANTITY**, **TOTAL AMOUNT**, and **NET QUANTITY** etc.
4. Now click on the **ADD ITEM** button.

5. You have to search for an item using the search field provided.
6. Select the item.
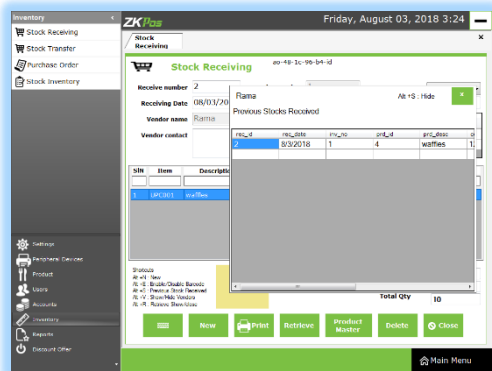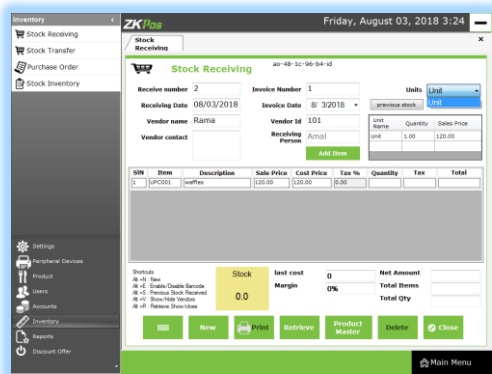
7. Enter the **QUANTITY** of the receiving item. When you press enter key item stock will be updated and the net amount, total quantity and total items will be calculated automatically.

8. You can add another item by clicking add item button. Total items will be updated with the addition of each item.

9. If there were any previous stock entries click on the previous stock button.

10. To view previous stock entries, click **RETRIEVE** button. In the new window enter the **INVOICE NUMBER** and click search button.

11. Choose vendor wise option to view vendor wise results. Now select the vendor from the list. You will get the results.

12. You can take the **PRINTOUT** of the stock by clicking **PRINT** button.

13. If you want to add a new item to the list then click on **PRODUCT MASTER**. It is a shortcut to **PRODUCT LIST** that you have seen earlier.

14. To delete a stock entry just click on the **DELETE** button. Click **YES** in the warning popup.

15. Note the shortcut keys provided in the bottom left side of the stock entry window.

2. STOCK TRANSFER

Some items in the inventory may damage or get expired, so you need a space to categorize them from inventory. Then you can return the spoilage items or expired items to the vendor or you can separate it easily from other products. The screen for stock receiving and stock return is similar.
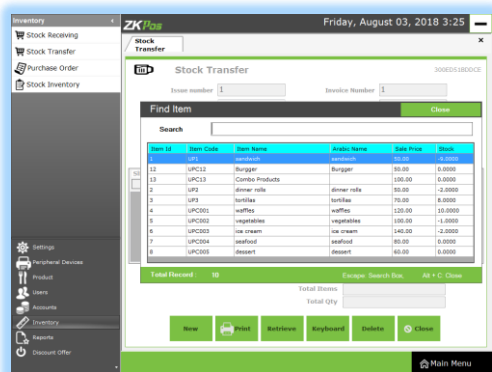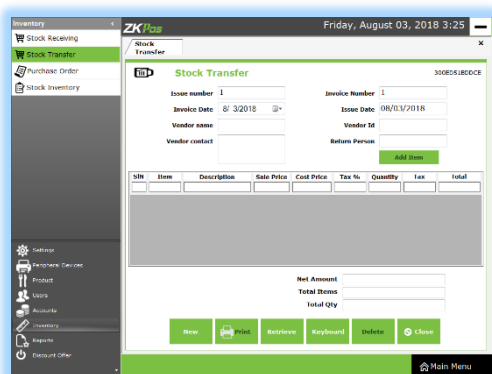
1. Go to **SETTINGS**.
2. Click **INVENTORY**.
3. Choose **STOCK TRANSFER** from the two options.

4. Enter **ISSUE NUMBER**, **VENDOR DETAILS**, **RETURN PERSON** and **INVOICE NUMBER**.

5. Click **ADD ITEM** button to add items that need to return to the vendor.
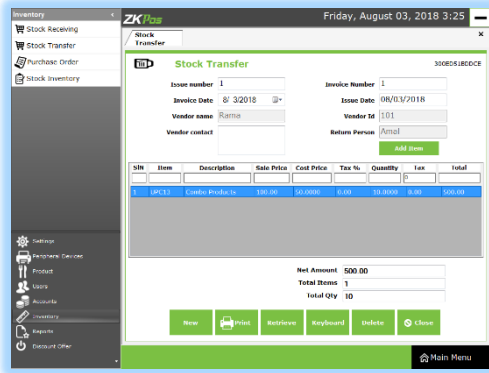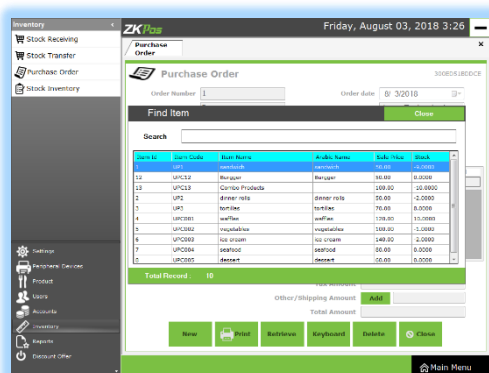
6. Enter the quantity that you want to return.

7. Click **ENTER KEY**.

8. To add another button click **NEW** button.

9. You can use **RETRIEVE** button as you have seen earlier, **PRINT** button, **PRODUCT MASTER** Button and **DELETE** button as described earlier.

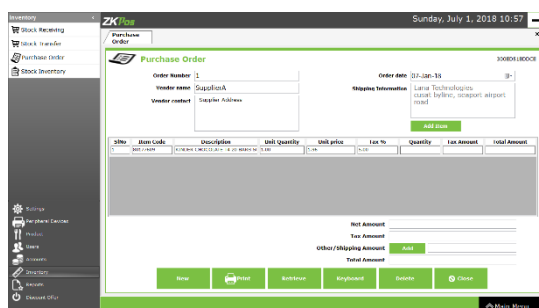10. After you done with it, click **CLOSE** button.

3. PURCHASE ORDER

If you have received a purchase order from a vendor or customer, then add the details to ZKPOS.
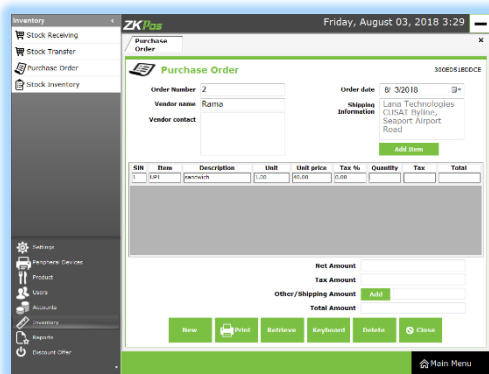
1. Click on **PURCHASE ORDER**.

2. Select the vendor name.

3. When you select the vendor, other details will be updated automatically.

4. Now click on **ADD ITEM** button.

5. Select any from the list.

6. Enter the quantity that you want to purchase.

7. Press enter key.

8. Your entry will be updated successfully.
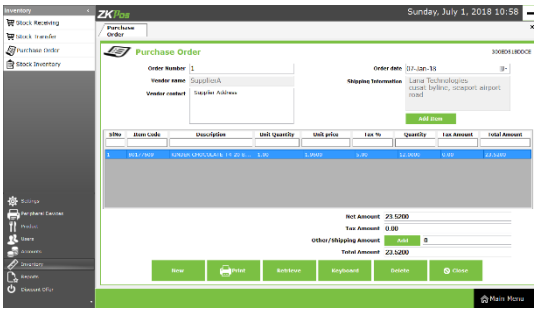
9. You can use **RETRIEVE** button, **PRINT** button, **PRODUCT MASTER** Button and **DELETE** button as described earlier.
10. After you done with it, click **CLOSE** button.

4. STOCK INVENTORY

You can manage your stock details like physical stock balance, stock variation report etc. using this interface.
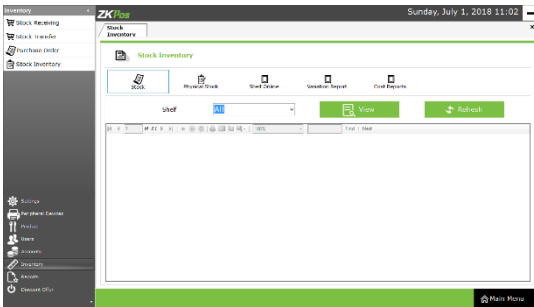
1. Click on **STOCK INVENTORY**.
2. Click on **STOCK** button and then **VIEW** button.
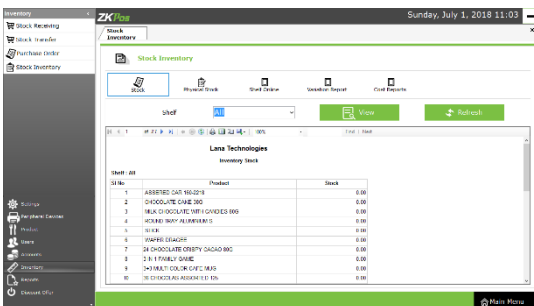
3. If the Stock value is zero that means the items were out of stock.
4. If you want to view physical stock, then click on **PHYSICAL STOCK** button
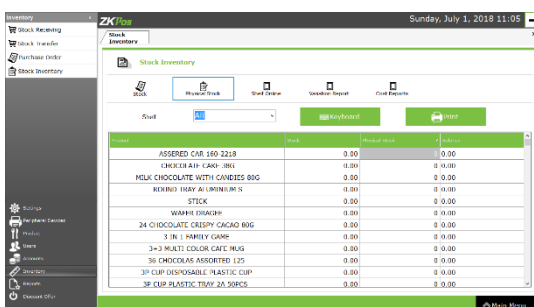
5. You can update physical stock by entering a stock value for the appropriate product.
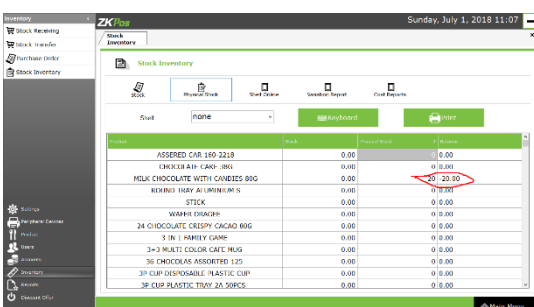
6. To view Shelf Online Report, click on Shelf Online and then click **VIEW** button.

7. To view variation report click on variation report and then click **VIEW** button.

8. Similarly you can view cost report.

STEP 21 - REPORTS

Everything that you enter in **ZKPOS** is saved and you can check with the data whenever you want it. Different data are stored as different reports.

• To view reports in settings, you have to login as admin. Go to settings and click on reports. There were 15 reports. Let's learn them one by one.

1. DAILY ITEM REPORT

This report shows the item report for current day.

• Click on **DAILY ITEM REPORT**
• To view the report click **VIEW** button.
• Take the printout by the selecting the print type option to big print/small print. Then click **PRINT** button
• You can export the report to excel or any other format using the export option.
• Clear the report by clicking **CLEAR** button.

2. DATE WISE REPORT

This report will provide the date wise sales report. To view the report follow the below steps.
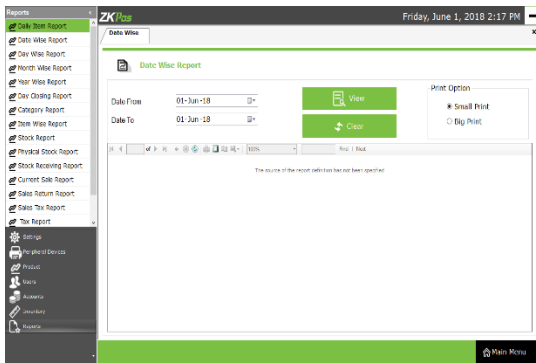
- Click on **DATE WISE REPORT**.
- Here you have an option to set the **FROM DATE** and **TO DATE**. Set a "from date" and "to date".
- Click **VIEW** button.
- You can view the report.
- Other features like print and export were also available. These features are common for all reports.

3. DAY WISE REPORT

You can view the day wise sales report using **DAY WISE REPORT**.

- Click on **DAY WISE REPORT**.
- Enter the **FROM** and **TO** day number.
- Click **VIEW** button to view the report.
- Use **print**, **layout** and **export** features as done in the other reports.

4. MONTH WISE REPORT

This report will display the report for a selected month. You can choose the month that you want to view the report.

- Click on **MONTH WISE REPORT**.
- Select the month from the dropdown.
- Click **VIEW** button.

5. YEAR WISE REPORT

Provides the year wise sales report.

- Click on YEAR WISE REPORT.
- Select the year.
- Click VIEW button.

6. DAY CLOSING REPORT

This report shows the total sales done in a day.

- Click on **DAY CLOSING REPORT**.
- Enter the day number.
- Click **VIEW** button.

7. CATEGORY WISE REPORT

In this report you can view the report of selected category.

- Click on **CATEGORY WISE REPORT**.
- Select the **FROM** date and **TO** date.
- Choose the **CATEGORY** from the dropdown.
- Click **VIEW** button.

8. ITEM WISE REPORT

This report is similar to **CATEGORY WISE REPORT**. Instead of category you will be choosing item from the dropdown.

- Click **ITEM WISE REPORT**
- Select **FROM** date and **TO** date.
- Choose the **ITEM** from the list.
- Click **VIEW** button.

9. STOCK REPORT

You can view the stock report of each item here.

- Click **STOCK REPORT**.
- Click **VIEW** button.
- Clear the report by clicking on **CLEAR** button.

10. PHYSICAL STOCK REPORT

It gives a detailed report of received stock, spoilage sales and balance of each items.

- Click on the **PHYSICAL STOCK REPORT**.
- Click **VIEW** button.
- To clear the data, click **CLEAR** button.

11. STOCK RECEIVING REPORT

This report shows the stock receiving details. You can view date wise report and batch number wise report.
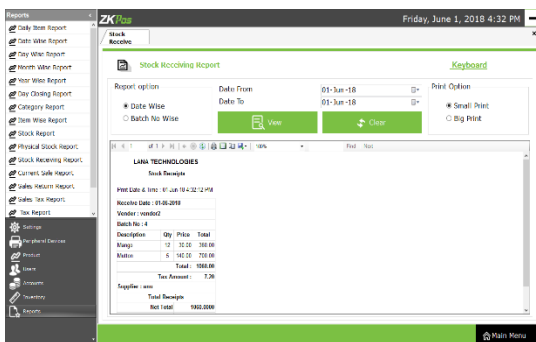
- Click on **STOCK RECEIVING REPORT**.
- Select date wise/batch wise.
- Select the date range.
- Click **VIEW** button
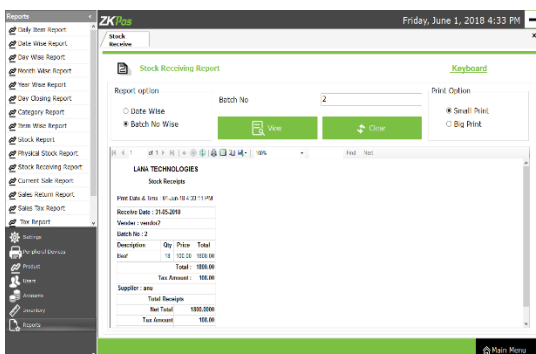
- If you choose batch number wise you should enter the batch number to view the report.

12. CURRENT SALE REPORT

It shows the report of last sale report.
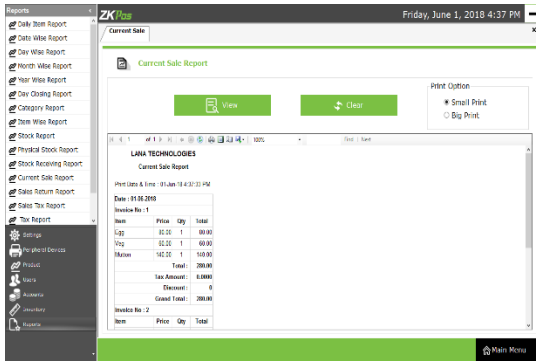
- Click **CURRENT SALE REPORT**
- Click **VIEW** button.

13. SALES RETURN REPORT

You can view the sales return report between two date ranges.

- Click **SALES RETURN REPORT**
- Select the **DAY NUMBERS**.
- Click **VIEW** button.
- You can view the report only if there is sales return happened during the selected day range.

14. SALES TAX REPORT

This report will show the tax amount for each item sold during the selected date range.
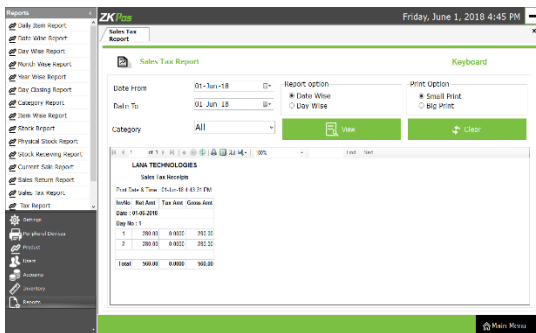
- Click on **SALE TAX REPORT**
- Select the date range.
- Select the category to view category wise report.
- Click **VIEW** button.
- You can also choose date wise or day wise report.

15. TAX REPORT

We have an option in **POS SUPERMARKET** so that we can submit tax report to the government based on your requirement. You can view the tax report for both sale and received items separately.
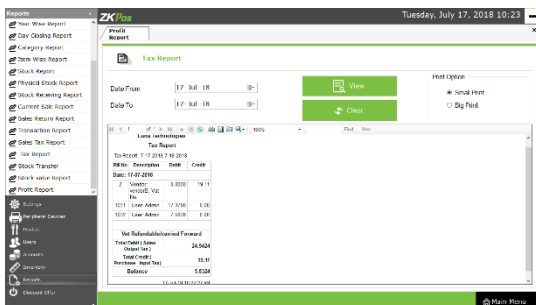
- Click **TAX REPORT**
- Select the date range.
- Click **View** button.

16. TRANSACTION REPORT

This report provides the transaction report for a date range.

- Click on **TRANSACTION REPORT**.
- You can choose to **Date Wise Report** or **Batch Wise Report**. But to choose batch wise report, you should know the batch number in advance.
- Select From Date and To Date.
- Click **View** button.
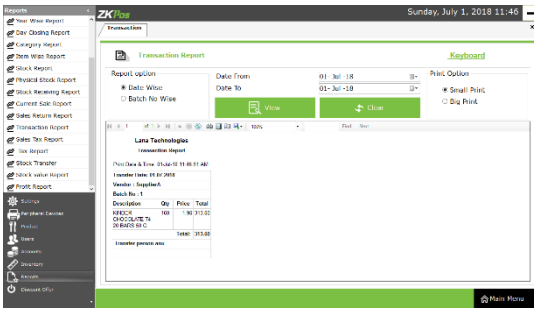
- You can access keyboard by clicking on Keyboard button.
- To take printout, choose the print option and then click on print button.

17. STOCK TRANSFER

If you have returned any stock to the vendor, those details will appear in this report.

- Click on the **STOCK TRANSFER REPORT**.
- Click on **TRANSACTION REPORT**.
- You can choose to **Date Wise Report** or **Batch Wise Report**. But to choose batch wise report, you should know the batch number in advance.
- Select From Date and To Date.
- Click **View** button.

18. STOCK VALUE REPORT

This report shows the quantity of items in stock, their price and total amount.
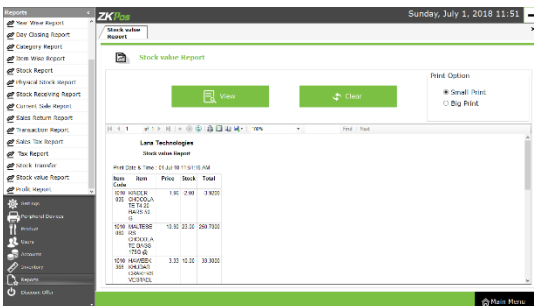
- Click on **STOCK VALUE REPORT**.
- To view the report, you just need to click on the **VIEW** button.

19. PROFIT REPORT

You can view the profit for the selected date.
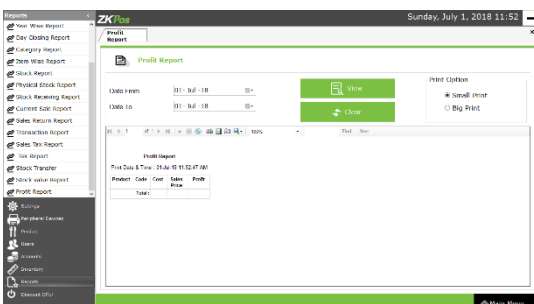
- Click on **DATE WISE PROFIT REPORT**.
- Select **From Date** and **To Date**.
- Click **VIEW** button.

STEP 22 - DISCOUNT OFFER

There may be gift or discount offer for some special customers, regular visitors or for a particular invoice. To Set this gift functionality you should follow the below steps.

- Login as **ADMIN**.
- Click **SETTINGS** menu.
- Click **DISCOUNT OFFERS**.

1. DISCOUNT OFFERS

When you want to promote your sales or clear the stock, you will announce discount offers for some products. You can add those discount offers here. But you need to **enable discount offers in the utility**.

- Click on **DISCOUNT OFFER**.
- You can set discount offers by product quantity or by amount. For instance suppose a person buys 5 pen at a time, you can provide one additionally as a discount product. The person need to pay the price of 5 pens. This is offer is based on quantity.
- To add a discount offer based on amount, click on the **AMOUNT DISCOUNT** tab next to **PRODUCT QUANTITY** tab. Here you can provide discount for a particular product based on amount. You can set either Offer percentage or discount amount.
- Follow the steps below to learn about discount offers.
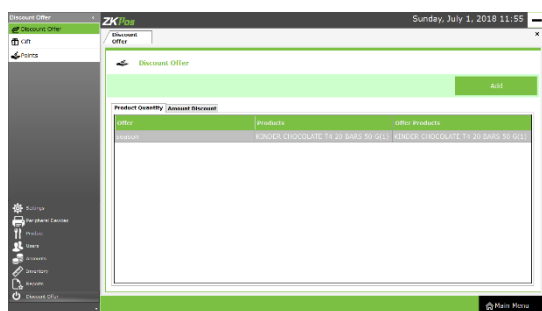
- Recently added discount offers will be listed in a grid. To view or modify, just click on it.
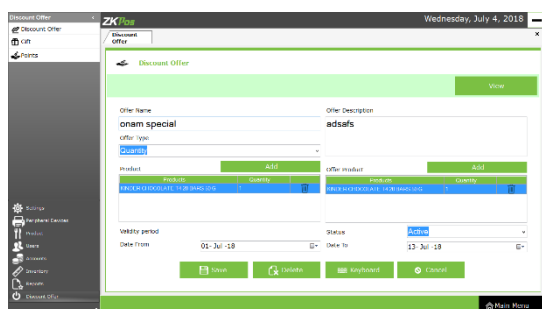
- Make necessary changes if required.
- You have two options to set a discount offer, either by amount or by quantity. You can set a discount for product price by percentage or you can set a discount for the product quantity.
- To delete the current selected product or 🗑 offer product, click on the delete symbol next to the product name.
- Click **YES** in the popup window.
- You can change the Date assigned for the offer.
- To add more product click on **ADD** button.
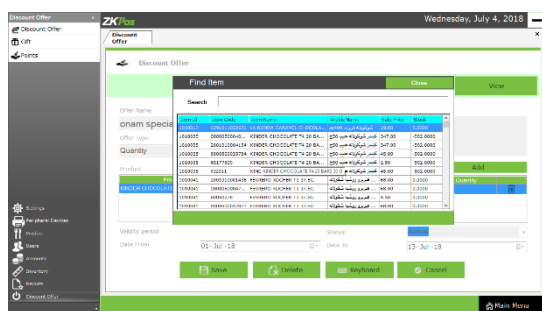
- Select the product that you want to add to discount offer.
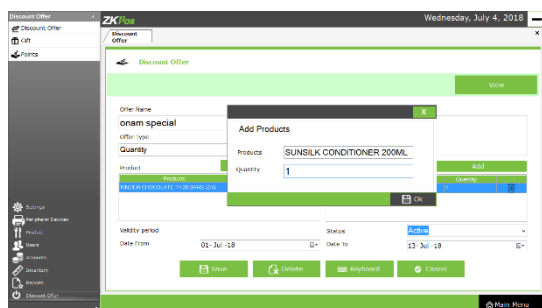
- Modify the quantity and click **OK**.
- Click **SAVE** button.
- To add new, click on **ADD** button.

- Enter the **OFFER NAME**.
- Enter the **OFFER DESCRIPTION**.
- Select the **OFFER TYPE** (Quantity/ Amount).
- To add a product click on **ADD** button

- Select any product, now you may asked for the offer quantity.

- Enter the quantity and press **OK** button.
- Similarly select the offer Product by clicking on the **ADD** button.

- Enter the from date and to date for the offer.
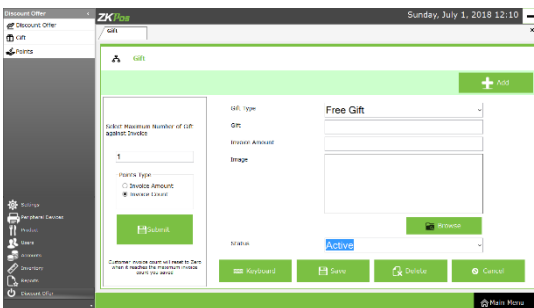- Now click **SAVE** button.

- Click **OK** button.

2. GIFT

You can announce gift for some special customers, regular visitors or for a particular invoice. To Set this gift functionality you should follow the below steps.
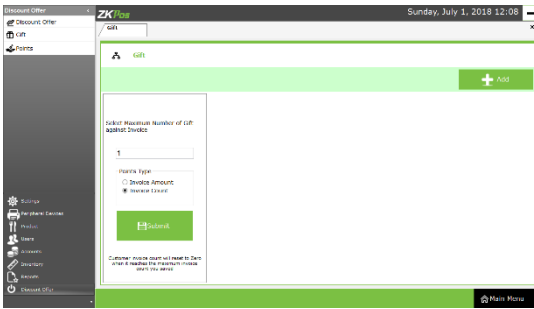
- Login as **ADMIN.**
- Go to **SETTINGS**.
- Click on **UTILITY**. From the list **enable Gift and Points** by ticking on the checkbox that corresponds to it.
- Update the changes by clicking on **UPDATE** button.
- Now go to **DISCOUNT OFFERS** and click on **GIFTS**

- Note that you can set the gift in two ways, either by **INVOICE AMOUNT** or by **INVOICE COUNT.**
- At first enter the maximum number of gifts against invoice count/invoice amount. It will be 1 by default. You can change it.
- To set a gift for a particular invoice amount select the Option button corresponds to **Invoice Amount** and click **SUBMIT** button.
- Click **OK** in the confirmation message.
- Now click **ADD** button to add the Gift.

- Enter the **GIFT**.
- Browse the **IMAGE** of the gift.
- Enter the **INVOICE AMOUNT** and select the **STATUS** of the gift.
- Save the details by clicking on **SAVE** button. Click **OK**
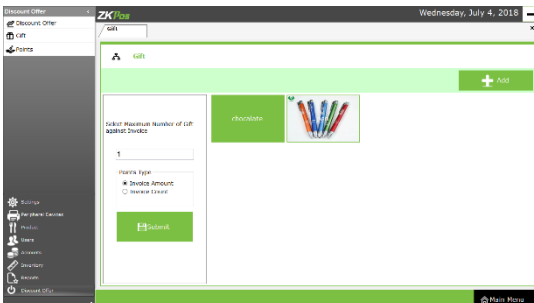
- To edit/delete a saved gift, click on the gift.
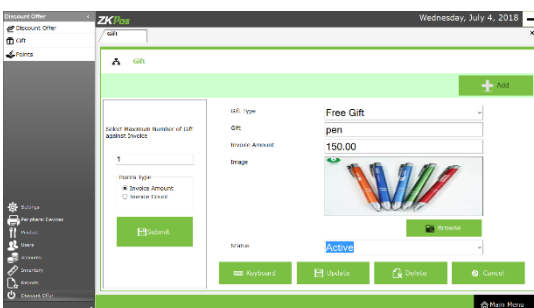
- Make necessary changes and click on **UPDATE** button.
- If you want to delete then click on **DELETE** button
- Click **YES** in the confirmation box.

3. POINTS

You can add **POINTS** instead of setting **GIFTS**, thereby giving gifts or any such favors to those customers who won the specified point. Here also you can set **POINTS** either by **Invoice Amount** or by **Invoice Count** as you have seen earlier.
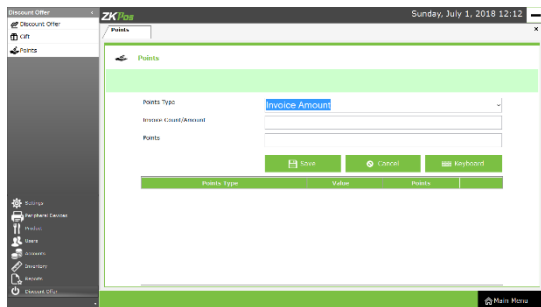
- Login as **ADMIN**.
- Go to **SETTINGS**.
- Select **DISCOUNT OFFERS** and then click on **Points** from the menu options.

- You can see two options in the dropdown menu, **INVOICE AMOUNT** and **INVOICE COUNT**. From the two, select any.
- If you selected **INVOICE AMOUNT**, enter the **AMOUNT** and corresponding **POINTS** in the next textboxes.
- If you selected **INVOICE COUNT**, enter the count of **INVOICES** and corresponding **POINTS** to the subsequent textboxes.
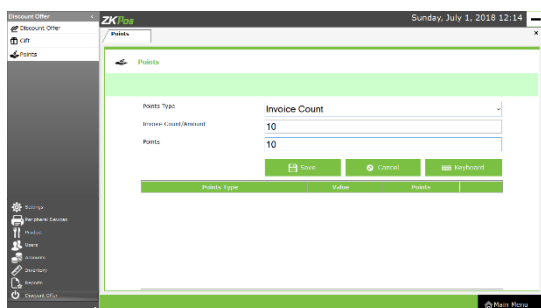
- In the above picture **Points** are set based on **Invoice Count**. When a person gets 10 invoices, he can earn 10 points.
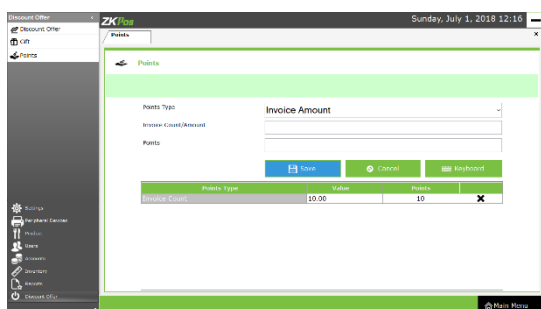
- Now click **SAVE** button.

STEP 23 - LEARN ABOUT WORK PERIOD

Work period section is for viewing the working duration of currently logged in user. Before starting **POS** operations, work period must be started. All the previous work periods of logged in user will be displayed in the main screen of work period. In our shop if a cashier is available from 9 – 5 and another cashier continuous to work, let's see how the first cashier closes his work period.
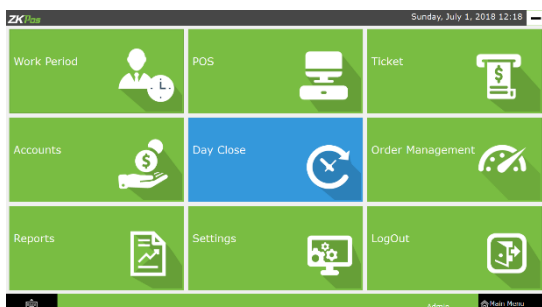
1. **LOGIN** using your **User ID** and **Password**.

If you logged in as admin you can have access to everything in the **ZKPOS**. If you are a cashier or any other user you will have only limited accessibility. Admin starts his work period automatically on logging in other users should start their work period manually. Below picture shows the **MAIN MENU** in **ZKPOS SUPERMARKET**, logged in by **ADMIN**.

If you are logged in as Cashier, you need petty cash to give to the customers, so before start working Admin should grant the petty cash for the cashier. Let's look at how an **ADMIN** can provide petty cash to the **CASHIER**.
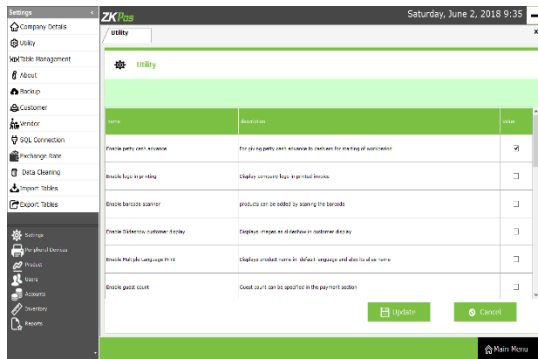
2. For that, login as **ADMIN**.
3. Go to **SETTINGS**.
4. Enable **PETTY CASH ADVANCE** in the **UTILITY**. Update it.

5. Now logout and login as **CASHIER**.
6. Click on **WORK PERIOD** button.
7. To start working click on **START WORK PERIOD**.
8. This time you have to provide the petty cash advance before start working. Then start **WORK PERIOD**.
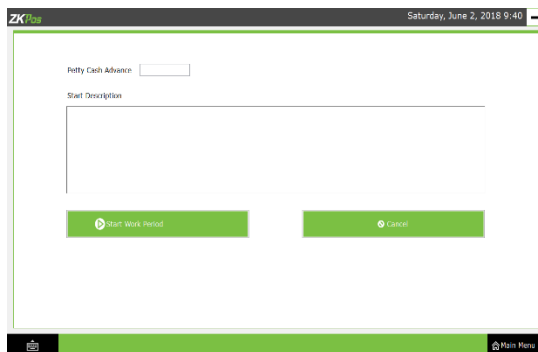
9. Now he can process bill or view reports and so on.
10. Now to End work period, Go to **MAIN MENU**.
11. Click on **WORK PERIOD**, in the right side of the window you can see an **END WORK PERIOD** button. Click on it.
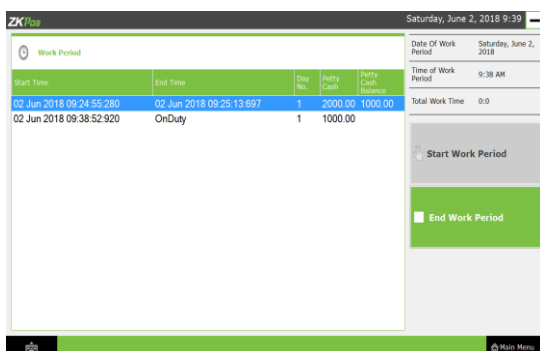
12. Specify the **BALANCE PETTY CASH** in the field provided.
13. Specify the reason to end work period and then click **END WORK PERIOD** button.
14. Click **OK**
15. You can view this report from **WORK PERIOD REPORT**.

STEP 24 - GENERAL ACCOUNTS

This Section Contains Summary of all the accounts managed in **ZKPOS SUPERMARKET** which is only visible to Admin. Total Debit and Total Credit for each accounts are displayed.
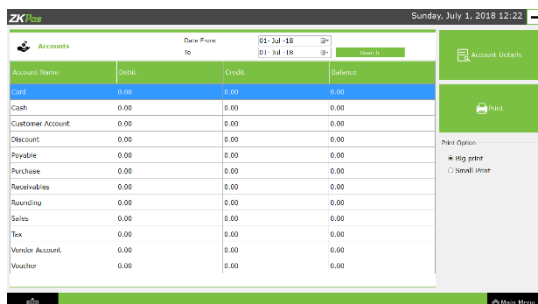
1. Login as **ADMIN**.
2. Click on **ACCOUNTS** menu.

3. Select **FROM DATE** and **TO DATE** to view the accounts details between the selected dates.
4. Click **SEARCH** button to get the results.
5. To get the detailed report, click on **ACCOUNT DETAILS** button. You will get the expanded results. Here also you can select the date range to view the results.
6. Print the result by clicking on **PRINT** button. Before printing choose big print/small print.

STEP 25 - GENERAL REPORTS

These general reports are accessible for both admin and the cashier. To view the reports, login as admin or cashier and open **REPORTS** section.
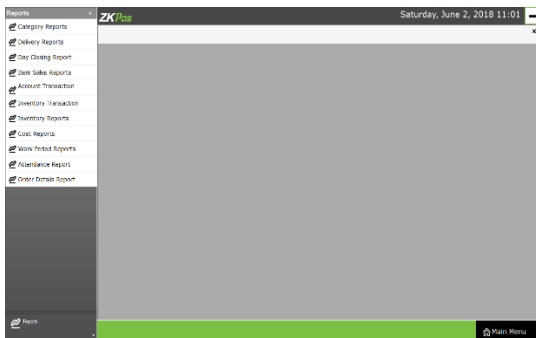
- Go to **MAIN MENU**.
- Click on **REPORTS**. You can see a list of **REPORTS**.

1. CATEGORY WISE REPORT

You can view the report after Day Close.
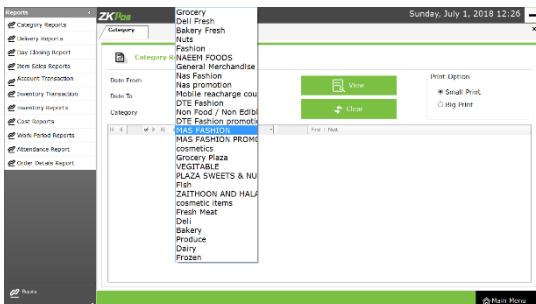
- Click on **category wise** report.
- Select the **date range**.
- Select the **category** from the dropdown.
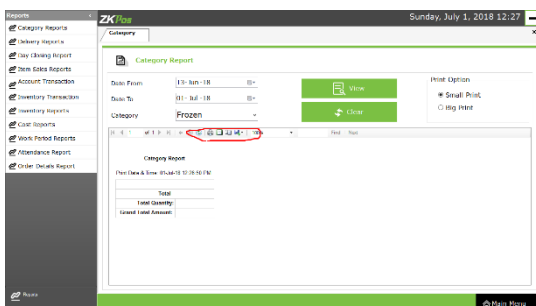
- Click **VIEW** button
- You can **PRINT** the report by choosing **small print/big print**.
- Change the **page layout**, **page setup** or you can **export** the report to excel or any such formats using the icons in the below image.
- Clear the report by clicking **CLEAR** button.

2. DELIVERY REPORT

Shows delivery details for a selected time range.
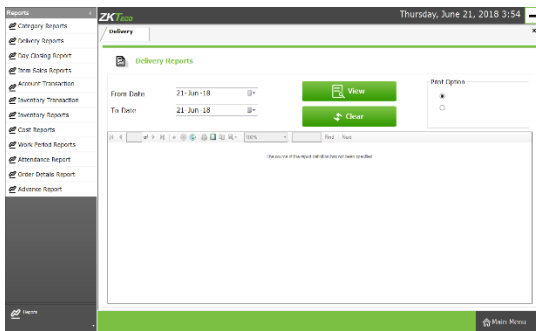
- Click **Delivery Reports**.
- Set **from date** and **to date**.
- Click **VIEW** button.
- Use print options and other features as you did in category report.

3. DAY CLOSING REPORT

You can view the report for day closing for any specific day. You need to specify the day number to get the report.
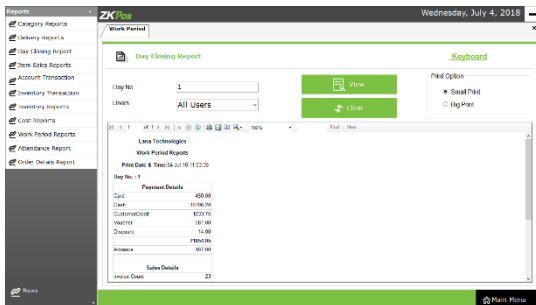
- Click on the **DAY CLOSING REPORT**.
- Select the **USER** from the dropdown.
- Click **VIEW** button.

4. ITEM SALES REPORT

This report shows the sales report between two selected dates.

- Click on **Item Sales Report**.
- Set **from date** and **to date**.
- Click **VIEW** button.

5. ACCOUNT TRANSACTION

Displays the transaction report for a date range.

- Click on **Account Transaction**.
- Set **from date** and **to date**.
- Click **VIEW** button.

6. INVENTORY TRANSACTION

In this report you can view the report about your inventory transactions. Items that you   **purchased**, **receiving quantity**, **Spoilage Entry** and **Sales** will be viewable here.
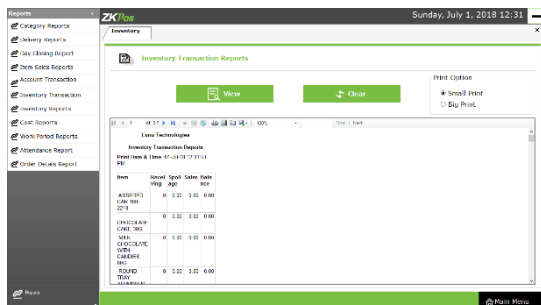
- You just need to click on the **VIEW** button, you will get the report.

7. INVENTORY REPORT

This report shows the **ITEMS**, its **CODE**, **STOCK** and it's **COST**.
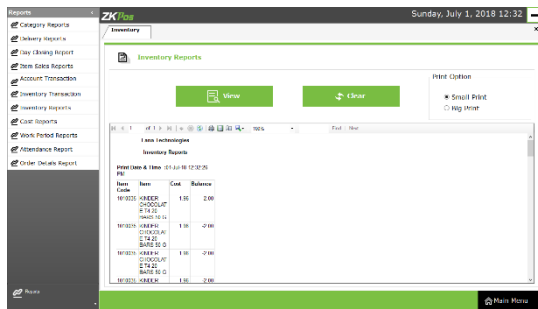
- Click on the **VIEW** button to view the report.

8. COST REPORT

This report shows cost details.
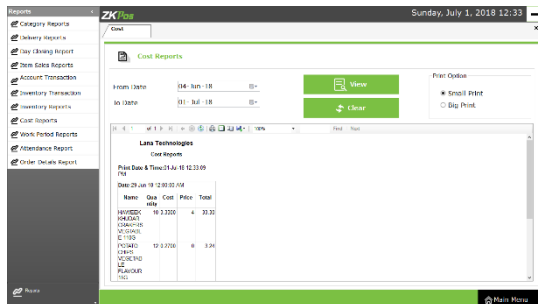
- Click on **COST REPORT**
- Select **FROM** date and **TO** date.
- Click on the **VIEW** button.

9. WORK PERIOD REPORTS

This report provides the user wise work period details.
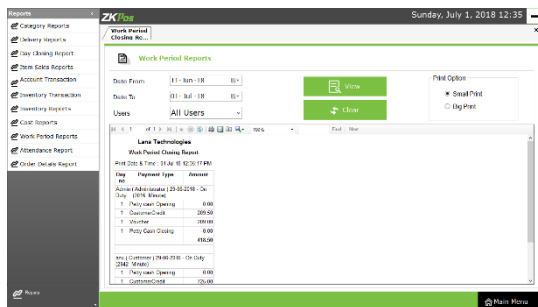
- Click **Work Period Report**.
- Set the **Date** range.
- Select the **User** from the dropdown.
- Click **VIEW** button.

10. ATTENDANCE REPORTS

This report will help to view the employee attendance.
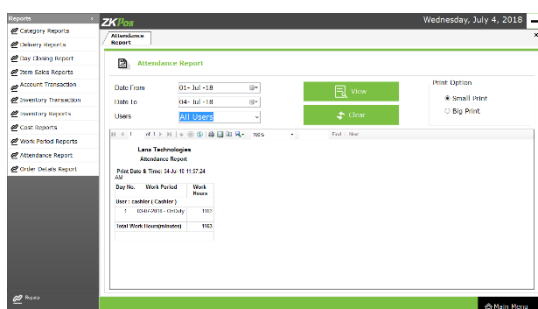
- Click **Attendance Report**
- Set the **Date Range**.
- Select the **User** from the list.

11. ORDER DETAILS REPORT

This report shows the **ORDERS** send to food server or the kitchen manager.
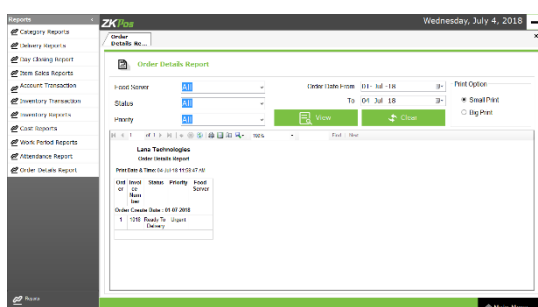
- Select the **FOOD SERVER**
- Select **STATUS** and **PRIORITY** from the dropdown.
- Select the **FROM** date and **TO** date.
- Now click **VIEW** button.
- You can view the report displaying order, invoice number, status, priority and food server.

STEP 26 - POS MODULE

You can do billing, receive orders, handle deliveries etc. using this section. In **ZKPOS SUPERMARKET** you have choice to enable wholesale and retail **UI** or **MODULE** in the utility. This for your convenience.
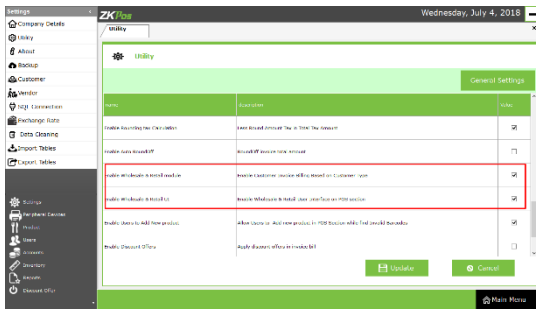
Now let's learn more about **POS** section.
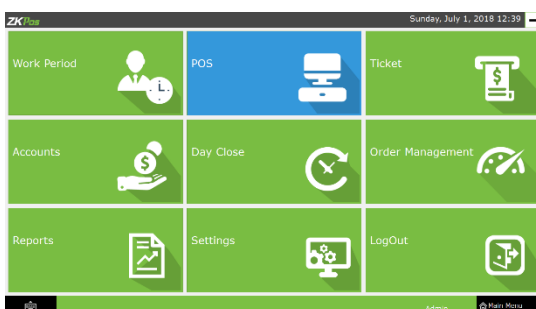
1. Login as **ADMIN/CASHIER**.
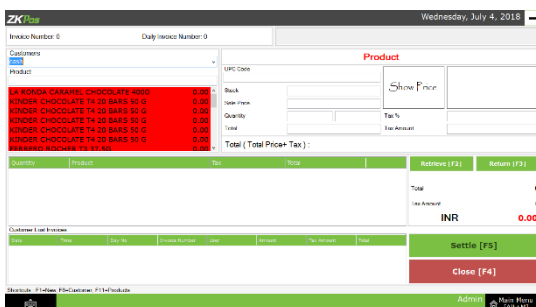
2. From the **MAIN MENU**, click on **POS**. If you enabled Wholesale or retail module in the utility then you will get the below interface.
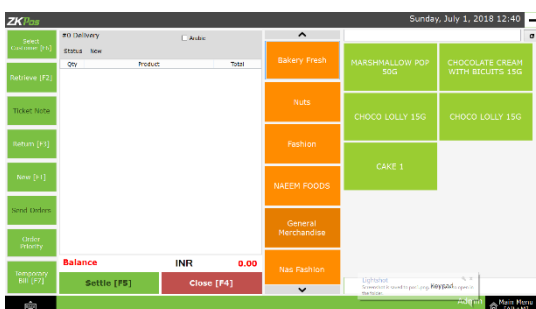
3. Otherwise you will get below window.
4. Every department that you added in the settings will appear here. Products in the first department will display automatically. Click on each department to expand them. If you click on Nuts then all products under Nuts will be displayed.
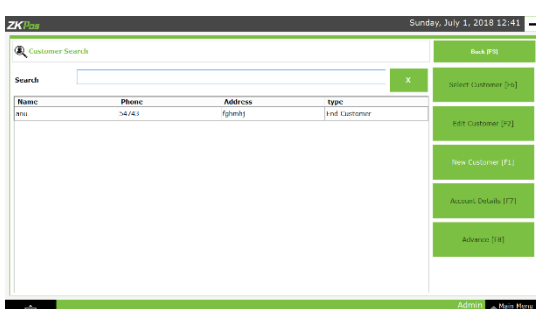
5. You can use the keypad by clicking on the **KEYPAD** menu.
6. If the customer details are already saved, then click on **SELECT CUSTOMER** button.
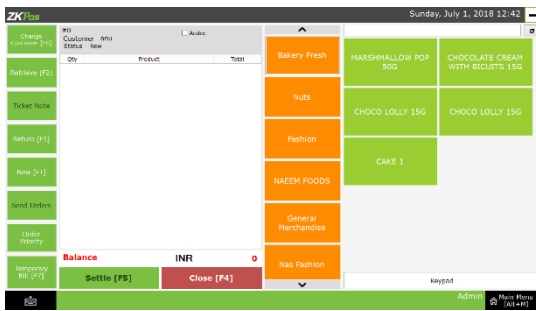
7. Select the customer by clicking on the customer name.
8. Now click on the **SELECT CUSTOMER** button on the left of the screen. By clicking you will be back to product page.
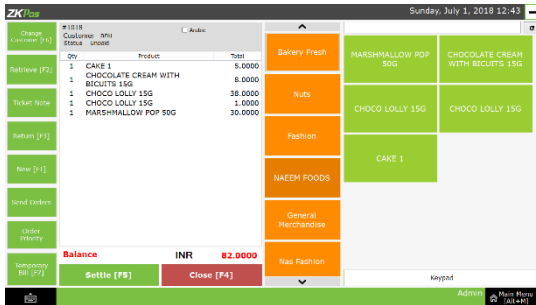
9. Now the selected customer's name will display on the top of the window.
10. You can change customer if necessary. To do that click on **CHANGE CUSTOMER** button.
11. Now select the products from the list.
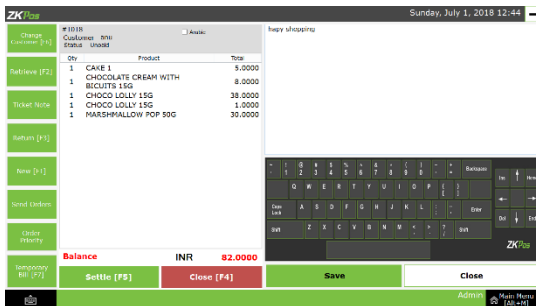
12. Now products, price and tax (if any) will be listed as seen above.
13. You can add description about the bill. To do so, click on the Ticket note and write your comments. Save it by clicking on **SAVE** button.
14. If the customer need a temporary bill click on the **TEMPORARY BILL** button.
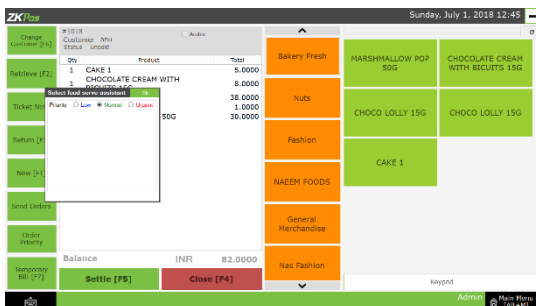
15. After selecting the products, set the order priority. To set the priority click on **ORDER PRIORITY BUTTON**.
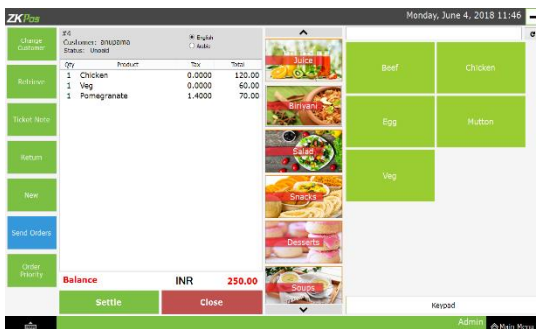
16. Select the priority and click the **OK** button.
17. Now you can either send the orders for packing or you can bill the orders.
18. Here we will send the order first. Click on **SEND ORDER** button.
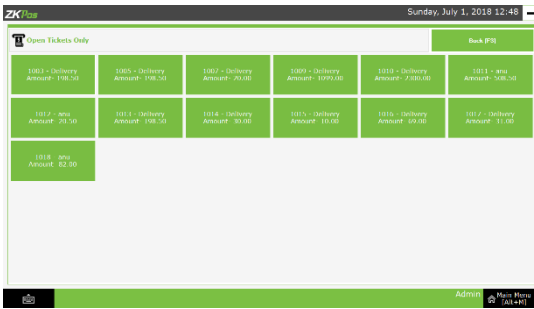
19. If you want to know a previous invoice details, click on the retrieve button.
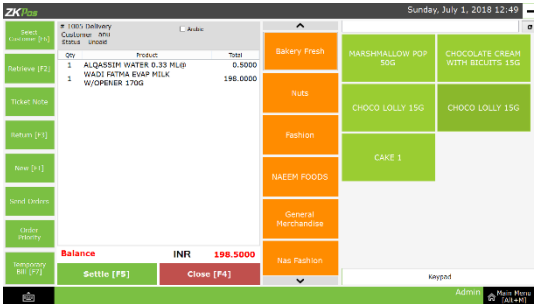
20. You can see all unpaid invoices there. Click on any of them to complete the payment. You will be redirected to the product page.
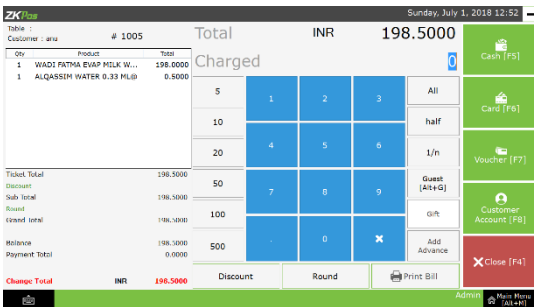
21. Settle the amount by clicking the **SETTLE** button.
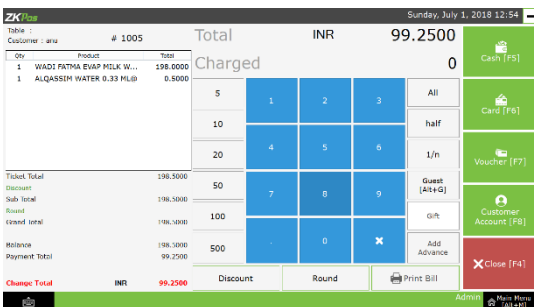
22. In the new window, all products that you have selected their price and grand total will be displayed.

23. The middle portion acts just like a calculator. You can enter the amount by clicking on the numbers or you can use the ALL button. You can find the half of the amount by clicking **HALF** button.

24. Suppose if this customer has 100 rupees as cash and he want to pay the balance amount through card, then cashier can do this by typing 100 and then click **CASH** button. Now 100 will be reduced from the total amount.
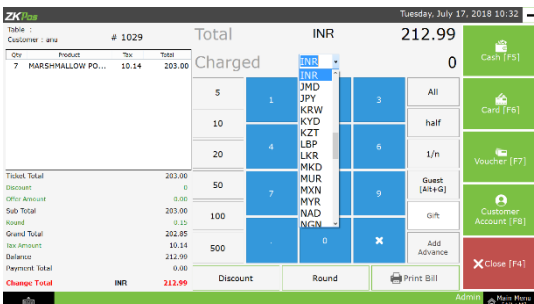
25. Enter remaining amount and then click on the **CARD** button. Now full amount is paid.

26. Cashier can give **DISCOUNT** or **ROUND** the amount by clicking on appropriate button. Discount is calculated as percentage.

27. If the customer have customer account then he can add the amount to his/her customer account.

28. After billing cashier can take the **PRINTOUT** of the transaction, by clicking on the **PRINT** button.

29. If you want to display the bill amount in another currency, you can select it from the dropdown as shown below.

30. Select any, then the converted currency amount will be displayed below the invoice amount.

31. While selecting the customer, you will be redirected to the below window.

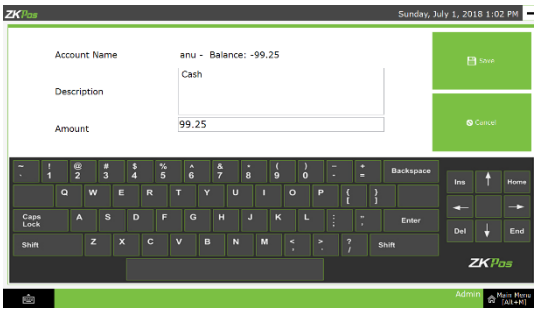
32. Here you can edit the customer details by clicking on **EDIT** button.

33. After making necessary changes click on **SAVE** button.
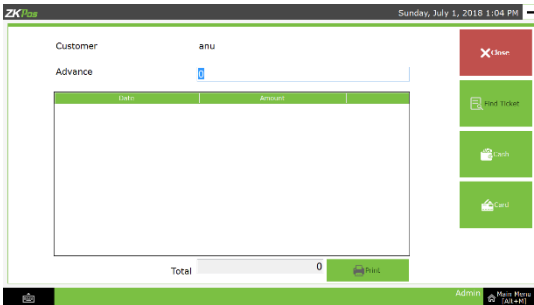34. If you want to add a new customer click on **NEW CUSTOMER**.

35. Fill the fields and click on **SAVE** button.
36. If you want to know customer account details, then select the customer from the list and then click on customer account details button.
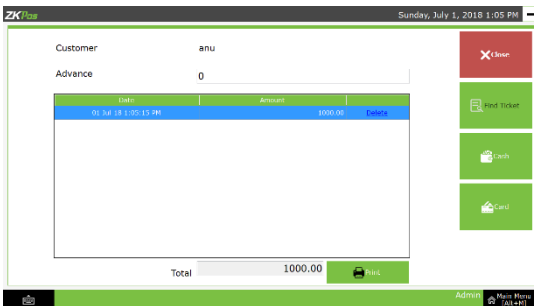
37. If customer want to clear the remaining bill, select it and then click on **CARD/CASH**
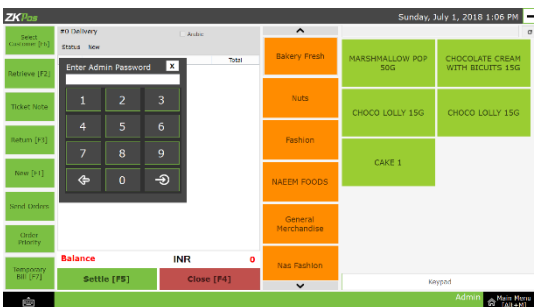
38. Enter the amount and click on **SAVE** button.
39. If he/she want to pay an advance amount, then click on **ADVANCE** button.

40. Enter the amount and then click on the payment option (card/cash).

41. Now close the window by clicking on the **CLOSE** button.
42. Click on **BACK** button to return to the product window.
43. If the customer want to return the order, then click on **RETURN** button.
44. But you need admin privilege to do this task. Type admin password.
45. Then you need to enter the Invoice number.
46. A new popup will appear. If you want to return all items, then click on **YES** otherwise click **NO**.

47. If you want to return any specific items, click **NO** button. All products in that invoice will get displayed in the left of the screen.
48. Choose the items that you want to return by clicking on it. The items will be removed from the list.
49. After removing necessary items, click **SETTLE** button.
50. The Amount will be a negative value since you have to return the amount to the customer.
51. Click **ALL** to enter amount.
52. Then select the **PAYMENT OPTION** card/cash/voucher.
53. The amount will be settled. You can take a print if necessary.
54. Click **CLOSE** button to go to main.

STEP 27 - DAY CLOSING

In our business we can either close day-to-day activities or close two days activities together. Let's look how to do it. It helps to find the difference between billed and received amount of each user for the current closing day.

You can see **DAY CLOSE** button in **MAIN MENU**. But this is available only for admin. Other users cannot use this.
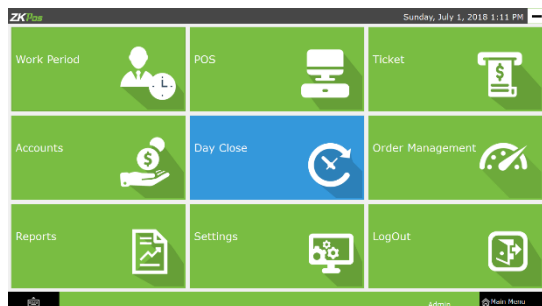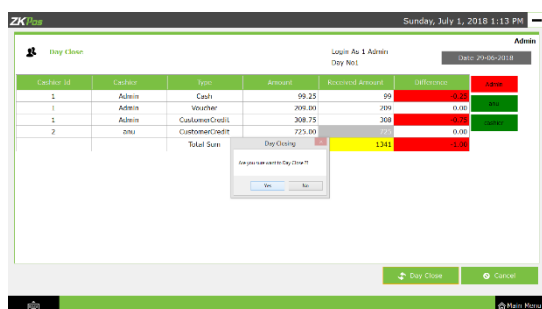

1. From the main menu click on **DAY CLOSE**.
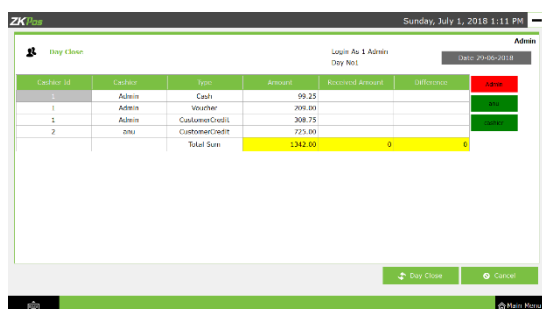
2. As you see, there are four transactions and are done by admin.
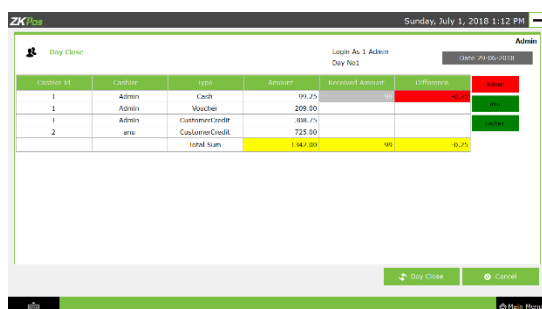
3. Transaction type and amount will be there. But the Admin need to enter the received amount. If there is any difference between billed amount and received amount it will show up in difference column.


4. To close the day, click on **DAY CLOSE** button.
5. Click **YES** in the dialog box that appears.
6. If there is any unprocessed bill another popup will show up and you need to confirm it too by clicking **CONTINUE**
7. To complete the process you need to enter the **ADMIN PASSWORD**.

Now day close is updated successfully. If you want see the day close report go to **SETTINGS**, from the report options choose **DAY CLOSE REPORT**

STEP 28 - TICKETS

Tickets indicate orders. It contains current day's paid or unpaid invoices and previous day's paid invoices. Tickets will be shown under the conditions selected by **ADMIN/USER**.
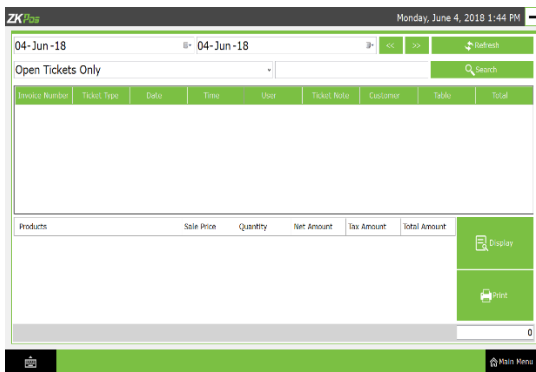
1. Go to **MAIN MENU**.
2. Click on **TICKETS** button on the top left corner.
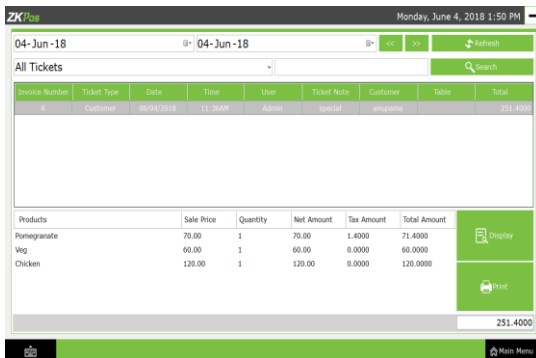
3. Select the **FROM** date and **TO** date.
4. You can select the **TICKET** TYPE from the dropdown.
5. Now all invoices between the selected dates will be displayed.

6. You can see the **INVOICE NUMBER**, **TICKET TYPE**, **DATE**, **TIME**, **USER**, **TOTAL AMOUNT** etc.
7. If you click on any of the ticket available in the list, you can see the products associated with that invoice.
8. There is an option to **PRINT** the ticket details.
9. If you know the invoice number, you can search it by using the **SEARCH** button.
10. On clicking the **DISPLAY** button, you will be redirected to the Product Page where you can settle the bill if not settled yet.
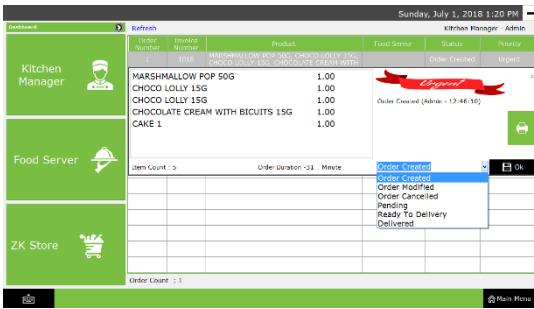
STEP 29 - ORDER MANAGEMENT
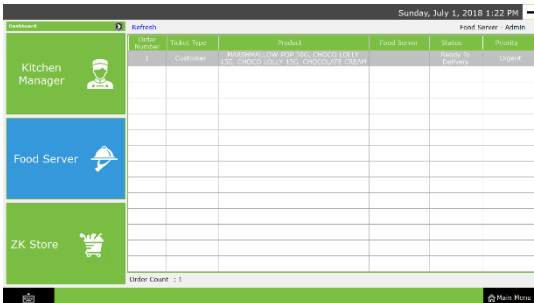
You can see the orders in this section.
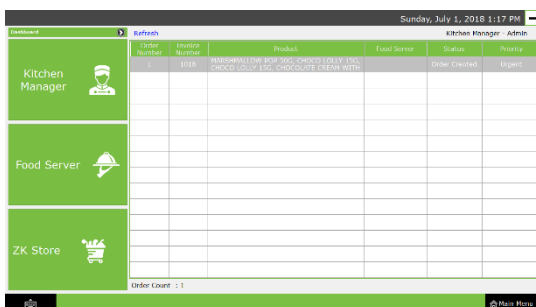
1. Click on **ORDER MANAGEMENT** from the main menu.
2. There are 3 options. Kitchen Manager, Food Server and ZK Store
3. All orders send to kitchen manager will be displayed by default.
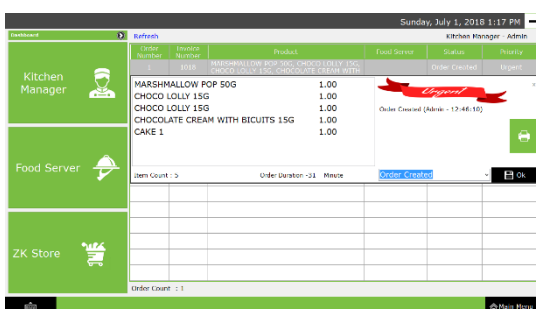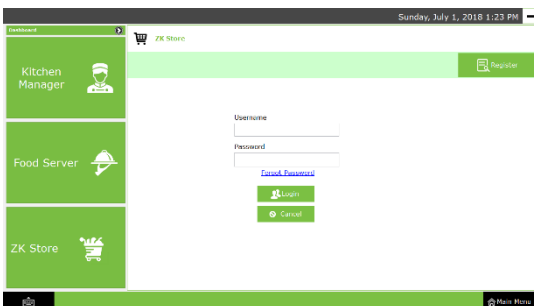

4. To view details click on it.

5. If the order's status has been changed then change it using the dropdown.
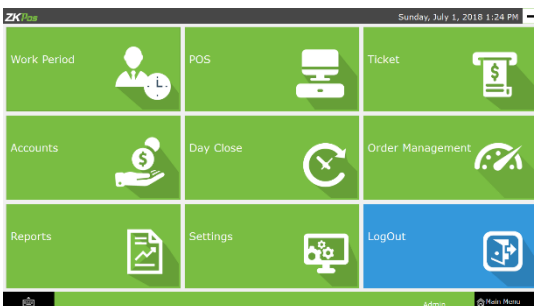

6. After changing the status, click **OK** button.
7. If the order status changed to ready for delivery it will appear at Food Server window.

8. Food Server can also change the status as done above.
9. If you want to access **ZKSTORE** you need to login to registered account. If you don't have one, then create one using **REGISTER** link.

STEP 32 - LOGOUT

- You can **LOGOUT** from **ZKPOS** by clicking on the **LOGOUT** button.

- After clicking **LOGOUT** you will be redirected to login page.
- You can exit from **ZKPOS** by clicking on the power button.