

USER MANUAL ZKPOS RETAIL 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

ZKPas

ZKPos

www.zktecopos.com

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**.
- 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**.

ZKtecoPos STEP 2 - ENTERING COMPANY DETAILS

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

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- 2. Click on SETTINGS MENU.

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

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- 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**.

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	Enable guest count	Guest count can be specified in the payment section	10	
		🔛 Update	Cancel	1
			Main Menu	

- 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.
- 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.

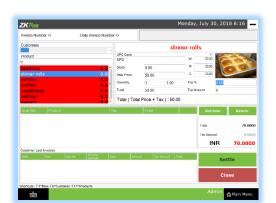
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- 20. ENABLE ROUNDING TAX CALCULATION: It will round total tax amount for calculation convenience.
- 21. ENABLE AUTO ROUNDOFF: This feature will round off the amount in decimals AUTOMATICALLY.
- 22. **ENABLE WHOLESALE AND RETAIL MODULE**: If you have a wholesale or retail customers you can activate this module. Then go to Main Menu and click on **POS**.

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Customer Last Invoices Date Time Day No Simon				Close	e [F4]

- 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.

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		10				half	Card
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Round Grand Total	140.0000	100				Gift	Customer Account
Balance Payment Total	140.0000 0.0000	500	1.	0	×	Add Advance	
Change Total IN	R 140.0000	Disco	unt	Round	e P	rint Bill	Close

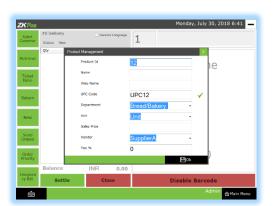
- You can search for a product using the search field above the product list box.
- After selecting a product from the box, click on the **SHOW PRICE** button. Then you can see the Wholesale, Retail and End price of the products.
- You can see the Total Invoice Amount in the Bottom Right corner of the 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

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- 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.

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- 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.

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A Backup	•	
Customer		
Vendor		
SQL Connection		ZKPos
Exchange Rate		ZKPOS Free Version 1.4.5 V2 Build 0045
Data Cleaning		Release Date 17072018
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STEP 5 - BACKUP YOUR DATA

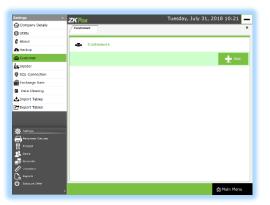
It is better to keep a backup copy of the important data somewhere else in the system. So you have an option to do the same.

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- 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.
- 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.

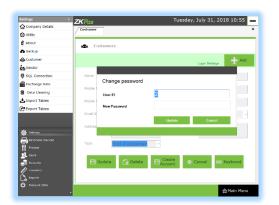
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4. Enter basic customer details in the appropriate fields including customer name, phone numbers, email id, status, your comments and finally the address of the customer.

- 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.
- 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.



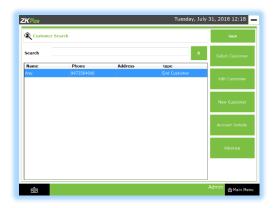
- 12. Login interface is same for all users. When a customer login to **ZKPOS SUPERMARKET** he/she will redirect directly to the **POS** section.
- 13. The customer can select all the product he/she want to purchase from your shop. After selecting they can send their order.
- 14. To settle the bill, 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.

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- Tuesday, July 31, 2018 12:16 100.0000 INR # 1007 Total 50.0000 50.0000 100.0000 All 5 10 half 20 1/n icket Tot 50 Sub Total 100.00 100 500 0.0000 Round
- 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.

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

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- 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**.

ZKPos

Vendo

Name

Nobile

Settings Company Det Utity d About A Backup Customer Ke Vendor SQL Connection SQL Connection E Data Connection Data

Data Cleaning
 Import Tables

- Login as ADMIN. 1.
- 2. Go to SETTINGS.
- 3. Choose **VENDOR** and then click **ADD** button.

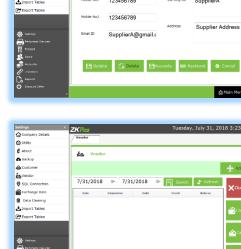
- Setting Correlation Correlati ioard 💿 Cancel
- Enter the VENDOR DETAILS in the appropriate fields like Name, . Phone Number, Email ID, Status, Vat Register Number and Address.
- OAfter entering necessary details click SAVE button. .

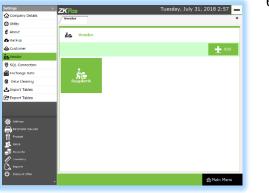
6. If you want to see the Vendor's account transactions, then click on the vendor.

- sday, July 31, 2018 2:59 🗕 ZKPa Compar Compar Utility About Backup Custom Custom Custom SQL Col ńъ Marrow Supplier A Exchange Rate Data Cleaning 123456789 Supplier/ 123456789 Supplier Address SupplierA@gmail.c Email ID 🔒 Delete
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7. Click on the **ACCOUNT** button as you see in the figure.

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





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			Address	Supplier Address
	Email ID	SupplierA@gmail.c		

Tuesday, July 31, 2018 2:56

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



STEP 9 - EDIT / DELETE A VENDOR

Vendo

Account Name

Receive No

- Balance: 600

Cash

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

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- 1. Go to SETTINGS.
- 2. Click on VENDOR.

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- 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.

- Conserve Deals

 Outset

 Ou
- 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**.

Company Details	C ZKPos					
Utility	Rate					
About	Curren					
Backup	Curren	ncy Exchange Ra	te			
Customer					Ξ.	Online Jodate
Vendor						Jpdate
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	Argentina	Peso	ARS	5	0.00	0
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Export Tables						0
	Australia	Dollar	AUD	\$	0.00	
	Azerbaijan	Manat	AZN	^	0.00	0
	Bahamas	Dollar	BSD	\$	0.00	0
	Barbados	Dollar	BBD	\$	0.00	0
Peripheral Devices	Belarus	Ruble	BYR	p.	0.00	0
	Belize	Dollar	BZD	BZ\$	0.00	0
	Bermuda	Dollar	BMD	\$	0.00	0
	Bolivia	Boliviano	BOB	\$b	0.00	0
	Bosnia and	Convertible	BAM	KM	0.00	0
Reports			0110	-	0.00	A 1
Discount Offer						

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**.

ings	 ZKPas 			Tuesday,	July 31, 2018	3:26
Company Details	Exchange					
JORTA	Rate					
About	-	ency Exchange Ra				
Backup	- Curre	ancy Exchange Re				
Customer					B.	Online Jodate
/endor						pouce
SQL Connection	Country	Currency	Code	Symbols	Exchange	
Exchange Rate	Albania	Lek	ALL	Lek	0.00	B
Data Cleaning	Afghanistan	Afghani	AFN		0.00	0
nport Tables	Argentina	Peso	ARS	\$	0.00	0
xport Tables	Aruba	Guilder	AWG	f	0.00	0
xport rables	Australia	Dollar	AUD	\$	0.00	0
	Azerbaijan	Manat	AZN	^	0.00	0
	Bahamas	Dollar	BSD	\$	0.00	0
	Barbados	Dollar	BBD	\$	0.00	0
	Belarus	Ruble	BYR	p.	0.00	0
	Belize	Dollar	BZD	BZ\$	0.00	0
	Bermuda	Dollar	BMD	\$	0.00	0
	Bolivia	Boliviano	BOB	\$b	0.00	0
	Bosnia and	Convertible	BAM	KM	0.00	0
Reporta	- I		011/0		0.00	

- 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.

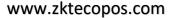
STEP 12 - DATA CLEANING

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.

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 Output
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 Concervery Output
- 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.

Settings	< ZKPas							esday,	July 31,	2018 3:3	3 -
🔓 Company Details	/ Import										,
🕲 Utility	/										
& About	A 1	mport									
Backup		infront.									
Customer											
Vendor											
SQL Connection											
Exchange Rate		Current Im	port Table		Depart	ment				Download Impo Templates	t.
Data Cleaning											
Import Tables		Select the I to import	Sie you we	nt				Re Bro	wso		
Export Tables											
					2. Ir	nport		🛇 Cano	el		
Satings											
Responses											×
Product	2.4		1 3								
A 1807			E R								
Accounts	Eate										
🖉 investory	2747									_	
C Reports										ZKP	
() Discount Offer		_	_	_	_		_	_	_		
										合 Main Me	

- 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.

ettings	< ZKPos	Tuesday, July 31, 2018 3:35
🔓 Company Details	/ Export	*
🗿 Utilty	/	
About	Export	
Backup	E capart	
Customer		
Vendor		
SQL Connection		
Exchange Rate	Current Export Table Department	•
Data Cleaning	File Type .CSV File	•
Import Tables	File Save Path	Browse
Export Tables	Hie save Path	Ditmos:
	😁 Export	S Cancel
🔂 Satings		
Peripheral Devices		×.
Product	7 1 2 5 4 5 6 7 8 6	
Latera		• • { }
Accounts		L : T Reder Dot 4 Red
2 investory	sten Z X C V H N M	1 1 3 sun ZKPos
Reports		
b Discourt Offer		Amain Menu

- 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.

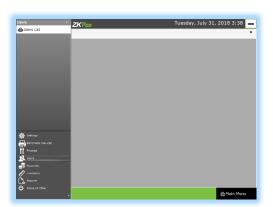
STEP 15 - CREATING NEW USER

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.

ZKPos

R

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.

ers <	ZKPos		Tuesday, July 31, 2018 3	:41 <u> </u>
-	Users List			×
	ያ User Mar	nagement		
		regement		
			Add Fingerprint Regis	tration
	User 1D	1	Company Name Company, pama	
		1	Company Name Company name	·
	Name	Admin	Branch Name Branch Name	•
	Password	1	Invoice No.Start 1	
	Designation	Administrator -	Card Number	
			MSR Card	
Settings Feripheral Devices	PIN Number :		MSR Card	
Product				
Users				
Accounts 2 Inventory		Update 🔂 Delete	S Cancel 🎫 Keyboard	
Reports				
Discount Offer				

合 Main Mens

- 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.
- 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.

s (Z	KPos		Tuesday,	July 31, 2018 3:	48 🗕
Joers List	Users List				×
	🙎 User Mar	nagement			
			🛨 Add	Fingerprint Regis	tration
	User ID	3	Company Namo	Company name	•
	Name		Branch Name	Branch Name	·
	Password		Involce No.Start	101000	
	Designation	Cashier •	Card Number		
Settings	PIN Number :		MSR Card		
Peripheral Devices Product					
Users Accounts	E	Save 🔒 Delete	S Cancel	IIII Keyboard	
Envertary Reports					

- 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.

- Users Lot
 Image: Second Seco
- 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.

- Foreground Registrations

 Image: Registration

 <
- 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

ipheral Devices	ZK Pos	Wednesday, August 01, 2018
Printer Management	Printer	×
Customer Display	/	
Invoice Templates	Printer Management	
Second Display	- Hanagement	
Barcode Generator		
		-
Reports		

- 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.





State Wednexday, August 01, 2018 Index Index

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- 5. Select the **PRINTER** from the dropdown corresponds to **PRINTER NAME**.
- 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.

- Prieder Management

 Prieder Management

 Curditioner Droppings

 Denoted Generator

 Denoted Generator

 Prieder Management

 Denoted Generator

 Prieder Management

 Denoted Generator

 Prieder Management

 Denoted Generator

 Printer Stans

 Denoted Generator

 Printer Stans

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 Denoted Generator
- 8. Now click **SAVE** button to save the details.
 - 9. Click **OK** in the confirmation dialog box.

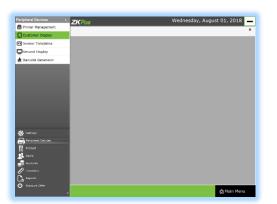


10. Now your printer details are saved.

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.

eripheral Devices <	ZKPas		Wednesday, August 01, 201	
	Trivoice			×
Customer Display	7 rempiates			_
Invoice Templates	Invoice	Templates		
Second Display				_
Barcode Generator	Se	cond Language		х
-				
	Com		رقم اليوم	
		Invoice No	رقر الاتورة	
		Date	الترابق	
	Name	Print Date	تاريخ الفياعة	
	Adde	Gift	اسر	
		Guest	زائر	
		Items	لطاهن	
	Cont	Balance	توازن	
		Price	النعر	
	Invol	Total	مجدوع م	
Settings	Botte	Tax	ضرية	
Perioteral Devices		Net Total	الملغ الصافي	
		Discount	gh.	_
Product		Round	المؤذ الصافي	
🐛 Users		01	E Save	
Accounts				
D investory		💾 Save 🛛 🔊	Cancel Keyboard	
2				
Reports				
biscount Offer				
			合 Main M	enu

- 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.

eripheral Devices <	ZK Pa:	5	Wednesday, A	ugust 01, 2018 🗕
Printer Management Customer Display	Tinvolce			×
Invoice Templates		Invoice Templates		
Barcode Generator				Update Second Language
		Company Logo	ZKPos ZKTee	Browse
		Name	Company name	
		Address	Address	
		Contact No	123456789	
		Invoice Templates	Simple print (Second Language)	
Settings Pationaria Devices Product		Bottom Text	Normal Print Normal Print (Second Language) Simple print Simple print (Second Language)	
koons koonata inventary		🗎 Save	A4 print A4 print (Second Language) Indian Gst Print Indian Gst Print (A4)	rd
Reports				
Discourt Offer				合 Main Menu

heral Devices	ZKPas	Wednesday, August 01, 20	18
rinter Management ustomer Display	Tinvolce Templates		
woke Templates	Invoice Template	5	
arcode Generator		B Update S Langu	lecond ago
	Company Logo	ZKPos ZKTeer Browse	
	Name	Company name	
	Address	Address	
	Contact No	123456789	
	Invoice Templates	Normal Print -	
Settings Peripheral Devices Product	Bottom Text		
	e e e e e e e e e e e e e e e e e e e	ave 🛇 Cancel 🎫 Keyboard	
Reports Discount Offer			

ZKPa	5	ZK	Teca
Lan	a Techno	logies	
CUSAT Byline, Se	aport Airport R	cad 1	23456789
Day No:1 I	nv.No : 1010	Date :0	01/08/2018
Delivery			Cash
Item	Qty	Price	Total
UP1	2.000 0 x	50.0000	
sandwich			100.0000
		Net Total :	100.0000
Total		INR	100.0000
Items: 1		Status	:Paid
Cash :	100.0000		
Balance : 0.0000			
100	0000000	00010	
Admin	Print Date :	8/1/2018 12	2:02:48 PM

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.

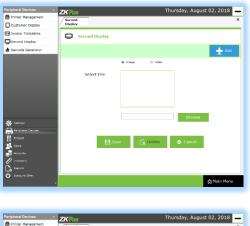
- 5. Now select the Invoice Template, print type and also add a bottom text.
- 6. After making necessary alterations, click on SAVE button.
- 7. A confirmation dialog will appear, click **OK**.
- 8. There is an option to set the second language on printing.
- 9. Click on the UPDATE SECOND LANGUAGE button.
- 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.

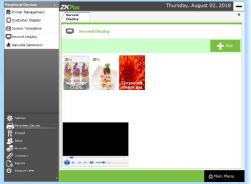
• The changes will be reflected in your printing.



4. SECOND DISPLAY

An optional SECOND DISPLAY can be used along with ZKPOS.

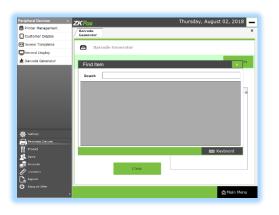




- 1. Go to SETTINGS.
- 2. Click on PERIPHERAL DEVICES.
- 3. Select SECOND DISPLAY.
- 4. To add a new image/video click on **ADD** button.
- 5. Choose **IMAGE/VIDEO** and then **BROWSE** the item that you want to upload.
- 6. Save the details by clicking on the **SAVE** button.
- 7. If you want to delete 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.

Devices ZK	p _{as}			Thursday, August 02, 201	8.
Management / Bai	rcode nerator				
Templates	Barcode	Generator			
e Generator				Add It	em
P	roduct Nome			Product Boroode	
U	PC Code			N 4 ot > N + ⊕ ⊕ ⊕ ⊞ H,	8
8	arcode				
	ercode Content	UPC Code	•		
	roduction Date	8/ 2/2018			
erel Devices	xpiry Date	8/ 2/2018	0×		
	arcode Size	6 x 4 cm	·		
6					
479 K		Clear			

- 4. Click on ADD ITEM button.
- 5. Search for the item by typing in the search field.
- 6. Select the item from the list.

inter Management	Barcode			
stomer Display	/ Generator			
voice Templates	Barcod	e Generator		
scond Display				
arcode Generator				Add Item
	Product Nome	Burgger		Product Barcode
	UPC Code	UPC12		< 4.1 ot1 ▷ > + ⊕ 🚯 🖓 🗐 🔒
	Barcode	123456		"123456"
	Recorde Content	Name + End Price	•	Price :50.00
	Production Date	E 8/ 2/2018		
	Expiry Date	8/ 2/2018	B *	
enoherel Devices	Barcodo Sizo	6 x 4 cm		
2009	LUCCUI DIE	6 X 4 CM	•	
		Clear		

- 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.

- Product
 Current Price

 In the first Price
 Interface

 Interface
 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.
- Prodect

 Prodect

 Product

 </tabl
- 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.

Sub Pre

Shelf A Weahing

mbo Product

Product List

ZKP

٨

Bread/Bak

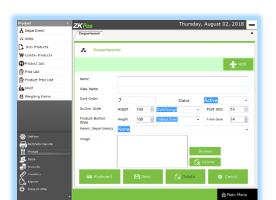
1. Go to SETTINGS.

Thursday, August 02, 2018 🗕

🛨 Add

숢 Main Menu

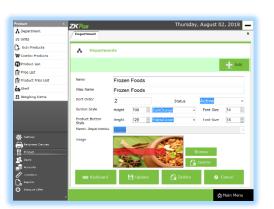
- 2. Click on **PRODUCTS**.
- 3. From the menu options, click **DEPARTMENT**.



- 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.

	SKPas	Thursday, August 02, 2018
🔥 Department	Department	×
3% Units	/	
Sub Products	A Departments	
Combo Products		
OProduct List		📥 Add
Price List		
Product Price List	Bread/Bakery	
Shelf	Frozen Foods Beverages	Frozen Fooder
B Weighing Items	Dairy	
∰ Setting: ➡ Projects Decore 11 Focuz Loss ↓ Loss ↓ Loss ↓ Loss ↓ Loss ↓ Loss ↓ Loss ↓ Loss	- Dry/Baking Go	Dair Corynasine Corynasine
C. Reports	x	
U Discourt Offer		A Main Menu

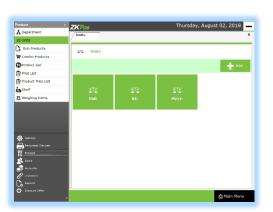
- 7. Similarly the button style of products that comes under this department can be modified
- 8. To view the changes go to **MAIN MENU** and Click on **POS**. The departments are displayed in the right side of the window. If you change the button style it will be reflected here.
- 9. If the department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

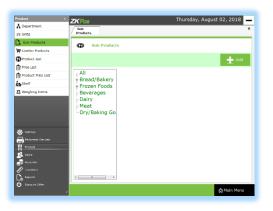


- Go to SETTINGS.
- Click **PRODUCTS**.
- From the menu options, choose **UNITS**.

roduct	< ZKPos		Thursda	iy, August 02, 2018 🗕
Department	/ Units			,
74 Units	/			
Sub Products	ata Units			
Combo Products				
Product List				Add
Price List				
Product Price List				
Shelf				
S Weighing Items		Unit ID	2	
		Unit Name	Piece	
		Quantity	1.00	
Satings				
Paripheral Devices				
Product				
🔔 Usors				
Accounts	-	Keyboard 🔡	Update 🛛 🔒 Delete	S Cancel
D investory				
Reports				
Discount Offer				

- 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

oduct	ZK Pos		Thursday, A	ugust 02, 2018 👝
Department	Sub			×
i Units	/ Products			
Sub Products	Sub Produc	te.		
Combo Products	Sub Fround			
Product List				📥 Add
Price List				
Product Price List	Sub Products			
Shelf	Sco Products			
Weighing Items		Add Products		Image
Settings				
Paripheral Devices				Browse
Product	Status			
Users		Active	•	
Accounts			0	
> treatury	IIII Keyboard	💾 Save	🕞 Delete	Cancel
Reports				

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

ZKteco<mark>Pos</mark>



- www.zktecopos.com
- 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.

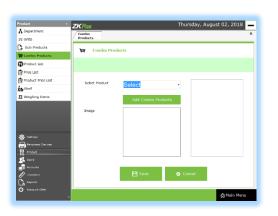
oduct	ZKPos	Thursday, August 02, 2018 🗕
Department	Sub	×
Units	/ Products	
Sub Products	Sub Products	
Combo Products	Sub Products	
Product List		🕂 Add
Price List		
Product Price List	All	
Shelf	Bread/Bakery Sugar Sugar	
Weighing Items	Beverages	
	Dairy	
	Meat	
	Dry/Baking Go	
Settings		
Peripheral Devices		
Product		
Usors		
Accounts		
	x	

- 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.

uet <	ZKPos		Thursday, August 02	, 2018 👝
lepartment	Combo			×
inits	/ Products			
Sub Products	Combo Pro	ducts		
combo Products				
roduct List				
rice List				
roduct Price List	Sclott Product	Select		
ihelf		Select		
Veighing Items		Combo Products		
	Image			
Accounts		😬 Save	O Cancel	
Reports				

From the dropdown select the product.

ZKteco<mark>Pos</mark>

Protein A Constitution </table

www.zktecopos.com

- 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.

duct	< ZKPos	Friday, Au	igust 03, 2018 2:47 🔜
Department	Combo		×
Units	/ Products		
Sub Products	Combo Pro	ducte	
Combo Products	- Combo Pro		
Product List			
Price List			
Product Price List	Scient Product		nnerrolls
Shelf	Subtr Product	Combo Products +	R CIRRAID
Weighing Items			afood
		Add Combo Products	
	Image		
Settings			
Perioheral Devices			
Product			
		🔛 Save 🚫 Cancel	
	1		

5. PRODUCT LIST

Add all product's details to **ZKPOS**.

roduct	Thursday, Aug	ust 02, 2018 .
Department	Product List	
St Units		
Sub Products	C Product	
Combo Products	•	
Product List	E Weighing	e Products
Price List		
Product Price List	Product Id 14 Vendor Suppl	ier A 🔹
Shelf	Name Cost	
S Weighing Items	UPC Code UPC14 Bottom Price	
	Alas Name Units Units	٣
	Department Broad/Bakory Packing Qtv 1.00	Total
	Shelt none - Status Active	
Peroheral Devices	Product Type Single Product •	
Product Usors	Shericules Single Product Slock Margin At +5 ShowHide Li Combo Products 0	
Accounts investionry Reports	Rew 🗎 Save 🔒 Delete 🛇 Cancel	
Discount Offer	1	合 Main Menu

- Similarly select all products that you want to add to the combo product.
- Click **OK** button.
- Now click **SAVE** button.

- 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.
- \circ 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

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Product	< ZKPos	Friday, August	03, 2018 3:03 🗕
Contract Department	Price List		
ats Units			
Sub Products	📣 Price List		
Combo Products			
Product List			
Price List			
Product Price List	Price List Name		
Shelf	Type	Sales	-
Heighing Items	Status	Active	
		🗎 Save 💿 Cancel	sas Keyboard
	Price List	Туре	
🐞 Satings	Default	Sales	Make Copy
Para Perioheral Devices			
Product			
🕵 Uaara			
Accounts			
D inventory			
La Reports			
U Discourt Offer			合 Main Menu
	*		Commonly Prend

- Go to **SETTINGS**.
- Click on **PRODUCTS**.
- Select **PRICE LIST** from the menu options.

• Enter the **PRICE LIST NAME**

partment / Price List
ts
b Products Series List
nbo Products
duct List
e List
duct Price List Price List Name
F Type Sales -
ghing Items Status Active -
Acuve
💾 Save 💿 Cancel 📟 Keyboard
Price List Type Default Sales Make Copy
New Discount X Make Copy
All Sales X Make Copy
orust
200
counts exercises

day. August 03, 2018 3:05

合 Main M

- 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.

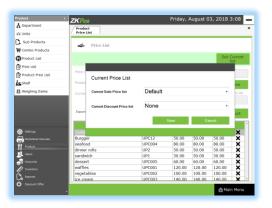
7. PRODUCT PRICE LIST

You can see all saved product price list here.

duct	< ZKPos		Friday, /	August 0	3, 2018 3	8:06 -
Department	Product Price List					,
Sub Products	Price List					
Combo Products	- Price use					
Product List						
Price List						
Product Price List	Price List Name Defa	ault			 Sales 	
Shelf	Product				Add 1	Item
Weighing Items	Current Price Botto	m Price End Price 0	.00 Retai	Price 0.00	Wholesale	0.00
		0	0		0	
	Export Current Price	Save 🚫 Cance	el 🚥	Keyboard	a in	nport
	Product	UPC Code	End	Retail	Wholesale	1
Settings	Combo Products					×
Peripheral Devices	Burgger	UPC12	50.00	50.00	50.00	×
Product	seafood	UPC004	80.00	80.00	80.00	x
	dinner rolls	UP2	50.00	50.00	50.00	×
Users	sandwich	UP1	50.00	50.00	50.00	×
Accounta	dessert	UPC005	60.00	60.00	60.00	×
	waffles	UPC001	120.00	120.00	120.00	×
	vegetables	UPC002	100.00	100.00	100.00	×.
Reports		UPC003		140.00	140.00	

duct	< ZKPos				Friday, /	August 03	, 2018 3	8:07
Department	Product							
Units	/ Price List							
Sub Products							Close	
Combo Products	C							
Product List	Find It							.
		Search						
Price List	Item Id	Item Code	Item Name		Arabic Name	Sale Price	Stock	
Product Price List	1							
Shelf	12	UPC12	Burgger		Burgger	\$0.00	0.0000	
01101	13	UPC13	Combo Produ	cta		100.00	0.0000	
Weighing Items	2	UP2	dinner rolls		dinner rolls	\$0.00	-2.0000	
	3	UP3	tortillas		tortillas	70.00	8.0000	-
	4	UPC001	weffes		waffles	120.00	0.0000	
	5	UPC002	vegetables		vegetables	100.00	-1.0000	
	6	UPC003	ice cream		ice cream	140.00	-2.0000	
	7	UPC004	seafood		seafood	80.00	0.0000	
	a	LIPC005	dessert		dezert	60.00	0.0000	
Settings	Total							
Peripheral Devices	Burgger			UPC12	50.00	50.00	50.00	x
Product	seafood			UPC004	80.00	80.00	80.00	×
neost	dinner rol	ls		UP2	50.00	50.00	50.00	x
Users	sandwich			UP1	50.00	50.00	50.00	×
Accounts	dessert			UPC005	60.00	60.00	60.00	x
	waffles			UPC001	120.00	120.00	120.00	x
2 Inventory	vegetable			UPC002	100.00	100.00	100.00	Ŷ
Reports	ice cream			UPC002	140.00	140.00	140.00	÷
P Discount Offer	Luce cream			COPCOUS	140.00		190.00	_
							🚖 Mair	Manu

- 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.

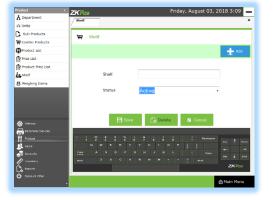


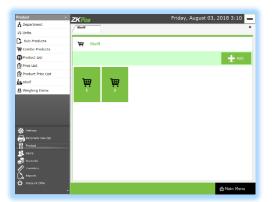
• Select the current sale price list and current discount price list and click SAVE button.

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.

	_	
ccounts	< ZKPas	Friday, August 03, 2018 3:11
Account Type		×
& Accounts		
Transaction		
Transaction Type		
Payment Type		
	_	
Satings		
Patpheral Devices		
Product		
👥 Usors		
Accounts		
Treastary		
N Reports		
Discount Offer		
		合 Main Menu

- 1. Login as **ADMIN**.
- 2. Go to SETTINGS.
- 3. Click on ACCOUNTS tab.

ZKP

Account Type Detail

Transaction

	ZKPos	Friday, August 03, 2018 3:11
Account Type	Account	×
🕹 Accounts	Туре	
Transaction	Account Type	
Contransaction Type	-	
Payment Type		
∰ Satinge	Receiveable Accounts Payment Accounts Discount Accounts Customer Accounts Tax Accounts Purchase Account Sales Account Payable Account Vendor Account	± Add
Ferginersi Desces III Product Stars Accounts Commencery		‡≣ Sort Order
C Reports		
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riday, August 03, 2018 3:12 🗕

Tax Accounts

💾 Update 🛛 🔂 Delete

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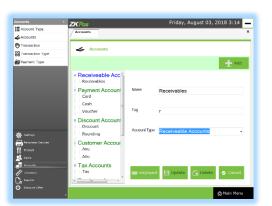
- From the menu option click on ACCOUNT TYPE.
 Some default Account Types will be there, you have choice to add new account type.
- 5. To view the details of an existing account type, click on it.
- 6. Click VIEW button.
- 7. Account Name, Tag will be there. You have an option to edit the details and 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.
- 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.

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Accounts	< ZKPos		Friday, August 03, 20	18 3:16 🗕
Account Type	Accounts			×
Accounts	/			
Transaction	Accounts			
BB Transaction Type	Accounts			
Payment Type				🛨 Add
	Receiveable Acc Acc			
	Payment Account Card	Name		
	_Cash	Tag		
	Discount Account Discount			
Settings	Rounding	Account Type	Receiveable Accounts	•
Peopheral Devices	Customer Accour			
👥 Usors	_Anu			
Accounts	# Tax Accounts	IIII Keyboard	🖹 Save 🔒 Delete	S Cancel
C. Reports				
Discount Offer			1	Main Menu

- 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.

counts	< ZKPas	Friday, August 0	3, 2018 3:16 🗕
Account Type	Transaction		×
Accounts	7		
Transaction	Transactions		
Transaction Type	S		
Payment Type	From Date 8/ 3/2018 • To	Date 8/ 3/2018 - 🔍 Search	🗢 Cancel
	transaction 1		
	transaction 2		
	transaction 3		
5 Settinge			
Peripheral Devices			
Product			
L Users			
Accounts			
investory			
Esparts			
Discount Offer			
			合 Main Menu

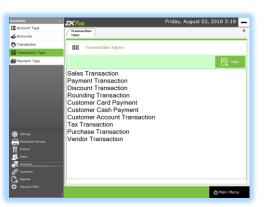
- 1. Go to SETTINGS.
- 2. Click ACCOUNTS.
- 3. From the menu options, click **TRANSACTION**.
- 4. Select the FROM DATE and TO DATE to view the transactions.
- 5. After selecting the date, click **SEARCH** button.
- If any transactions happened during the selected dates, it will be displayed in the window. 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.

counts	< ZKPas		Friday, Au	igust 03, 2018 3:18 🗕
Account Type	Transaction			×
Accounts				
Transaction	transaction	1		
Transaction Type	_			
Payment Type				🔦 Back
	Transaction			
	Sales Transaction Sale		0.00	8/3/2018 12:42 PM
	Sales Transaction[Sale	0.00	240.00	8/3/2018 12 42 PM
	Payment Transaction(C.	240.00	0.00	8/3/2018 12:42 PM
Setings	Payment Transaction(C.	0.00	240.00	8/3/2018 12:42 PM
Paripheral Devices Product Usars Accounts > Inventory				
Beparts Discount Offer				
				合 Main Menu

- 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.

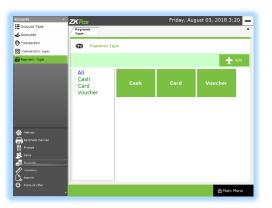
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- Image: Construction
 Image: Construction

 Image: Constrution
 Image: Constrution</td
- 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**.

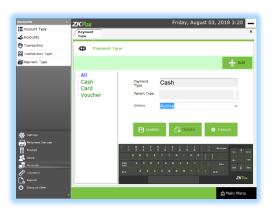
5. PAYMENT TYPES

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.

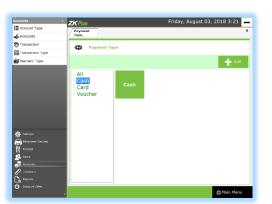


- 1. Go to SETTINGS.
- 2. Click on ACCOUNTS menu.
- 3. From the menu options select **PAYMENT TYPE**.

• 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.

ccounts	< ZKPas	Friday, August 03, 2018 3:21
Account Type	Payment Type	×
Transaction		
B Transaction Type	Payment Type	
Payment Type		🛨 Add
Sating Society	All Cash Card - Voucher	sh Debit Card
C Discourt Offer		

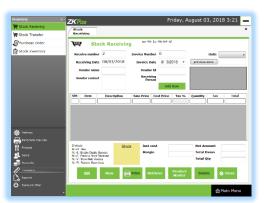
11. Enter the Payment Type and status. Click **SAVE** button to save the details.

STEP 20 - INVENTORY MANAGEMENT

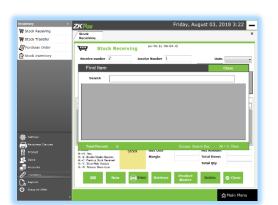
This is the stock management section. There are four options **STOCK RECEIVING** and **STOCK TRANSFER, PURCHASE ORDER, STOCK INVENTORY**. While receiving stock from suppliers you can save the details about the purchase and stock in **ZKPOS** Software.

1. STOCK RECEIVING

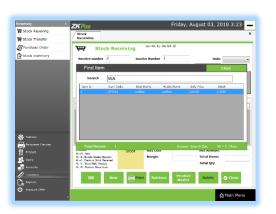
Save the stock receiving details in **ZKPOS**.



- 1. Click **SETTINGS**, from the menu options select **INVENTORY**.
- 2. First let's learn how to do STOCK RECEIVING. Click on STOCK RECEIVING.



- 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.

	ZKPos Friday, August 03, 2018 3	24 -
Stock Receiving	Stock Receiving	
Stock Transfer		
Purchase Order	Stock Receiving	
Stock Inventory	Receive number 2 Invoice Number 1 Units Units	
	Receiving Date 08/03/2018 Invoice Date 8/ 3/2018 • previous stock Unit	
		s Price
	Vendor contact Receiving Amal Unit 1.00 120.4	0
	Add Item	
		Total
	SIN Item Description Sale Price Cost Price Tax % Quantity Tex 1 [#C001 ##ffee 120.00 220.00 0.00	Total
Settings Perpheral Devices Product	D PORT (wife Data Data Data Data Data Data Data Dat	Total
Peripheral Devices	3 JACON: Invester (32.00) (20.00) (20.00) 3 JACON: Invester (32.00) (20.00) (20.00) 3 JACON: Invester (32.00) (20.00) (20.00) 3 JACON: (30.00) (30.00) (30.00) (30.00) 3 JACON: (30.00) (30.00) (30.00) (30.00) 3 JACON: (30.00) (30.00) (30.00) (30.00)	Total



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- 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.
- 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.

intory <	ZKPos					iday, Aug	ust 03, 1	2018 3	3:25 🗕
Stock Receiving	Stock	_							×
Stock Transfer	/ Transfer	e							
Purchase Order		Stock Tr	ransfer					310	ED5180DCE
itock Inventory		Issue number	1		In	roice Number	1		
		Invoice Date	8/ 3/2018			Issue Date	08/03/20	18	
		Vendor name				Vendor Id			
		Vendor contact				teturn Person			
							Add Ite	-	
	SIN II	lem Dasci	ription 5	iale Price	Cost Price	Tax % 0	uantity T	ex.	Total
][
Settings Pargonanis Dences									
					Net Amour				
Peripheral Devices Product Usars					Total Item	6			
Peripheral Devices Product Usors Accounts						6			
Peripheral Devices Product Usars		New	Print .	Retriev	Total Item Total Qt	s v	te 🛇 (Close	
Penpheral Devices Product Usors Accounts Sinvertiary		New	Print		Total Item Total Qt	s v	te 🛇 (close @Mair	

eventory C ZK	ck nsfer	Stock Trar	nsfer			300ED518D00
Stock Transfer	nsfer D :		nsfer			300ED518DD0
			nsfer			300ED518000
Stock Inventory	15					
				Invoice Number	1	
	Find It	em				Close
	Sear	a [
	Item Id	Item Code	Stem Name	Arabic Name	Sale Price	Stock
			sendwich	sandwich	50.00	-9.0000
	12	UPC12	Burgger	Burgger	50.00	0.0000
SI	13	UPC13	Combo Products		100.00	0.0000
	2	UP2	dinner rolls	dinner rolls	\$0.00	-2.0000
	3	uP3	tortillas	tortillas	70.00	8.0000
	4	UPC001	wattles	wattes	120.00	10.0000
	5	UPC002	vegetables	vegetables	100.00	-1.0000
	6	UPC003	ice cream	ice cream	140.00	-2.0000
	7	UPC004	seafood	seafood	80.00	0.0000
Settings	8	UPC005	dessert	dessert	60.00	0.0000

- 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.

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- riday, August 03, 2018 3:25 🗕 Inventory P Stock Receivin Stock Transfe **ZK**Pos Ē Durchase Stock Transfe ssue number 1 Invoice Date 8/ 3/2018 (IV Vendor name Rama 3/03/2018 Issue Date Vendor Id 101 nder contact Description Sale Price Cost Price Tax % Quantity Tax Net Amount 500.00 Total Items 1 Total Qty 10 숢 Main Menu
- 6. Enter the quantity that you want to return.
- 7. Click ENTER KEY.
- 8. To add another button click **NEW** button.
- 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

ĸр

E Purchase Orde

Vendor name Rama

開 Stock Receiving 聞 Stock Transfer

Purchase Orde

If you have received a purchase order from a vendor or customer, then add the details to ZKPOS.

riday, August 03, 2018 3:29 🗕

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Order date 8/ 3/2018

Shipping Lana Techn Information CUSAT Bylin Seaport Ain Road

- 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.

entory <	ZKPos			Friday, A	August 03	, 2018	3:26 🗕
Stock Receiving	/ Purchas	_					×
Stock Transfer	/ Order						
Purchase Order		Purchase	Order			30	OED5180DCE
Stock Inventory	Ord	er Number 1		Order o	late 8/ 3/20	018	D *
					_		_
	Fin	d Item					
							_
	Searc	h					
	Cherry 14	Sen Cole	Born Name	Arabic Name	Sale Price	Stock	~
	1		sendsich	sandwich	50.00	-9.0003	
	12	UPC12	Bergger	Bargger	\$0.00	0.0000	
	13	UPC13	Combo Products		100.00	-10.0000	1 2
	2	UP2.	dinner rols	dater rols	\$0.00	-2.0000	
	3	UP3	tortiles	tortillas	70.00	8.0000	1
	4	LIPCIDIT	welfler	waffee	128,00	10,0080	
	5	UPC082	vegetables	vegetables	103.00	-1.0000	
	6	UPC003	ice cream	ice cream	140.00	-2.0000	
Settings	7	UP0004	seatood	seafood	60.00	0.0000	
Peripheral Deurces	0	UPC005	dessert	dessert	60.00	0.0000	
Fraduct	Total	Record : I	D				
Lisero				TOX HINGOIN			
Coors			Oth	r/Shipping Amount	Add		
Accounts				Total Amount			
2 Inventory							
		New	Print Retrie	ee Keyboard	Delete	Close	
Reports							

in Item Description Unit Unit price Tax % Qs

5. Select any from the list.

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	aim.	Hem Code		Description	Unit Quantity	Unit price	144.75	Quantity	Lax Amount	Lotal Amount
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- 6. Enter the quantity that you want to purchase.
- 7. Press enter key.
- 8. Your entry will be updated successfully.



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

button



- 1. Click on STOCK INVENTORY.
- 2. Click on **STOCK** button and then **VIEW** button.

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- 11

If the Stock value is zero that means the items were out of stock.
 If you want to view physical stock, then click on PHYSICAL STOCK

2018 11:05	inday, July 1,	Su					Pos	10ry < 7
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5. You can update physical stock by entering a stock value for the appropriate product.

entory Stock Receiving Mark Instalia	Stock				Sunda	y, July 1, 2018	11:07
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baverlary		DISPOSABLE PLASTIC		0.00		0.00	
Reports	38 CUP	PLASTIC TRAY 2A 50	PCS .	0.00	0	0.00	

6. To view Shelf Online Report, click on Shelf Online and then click **VIEW** button.

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July 1, 2018 11:40

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

8. Similarly you can view cost report.

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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.

Daily Item Report	ZKPas					×
2 Cate Wise Report	Report					^
Cay Wise Report						
Month Wase Report	Sales T	ax Report			Keyboard	
🖉 Year Wise Report						
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- 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.

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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.

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leports <	ZKPos						Sur	day, July 1, 2018 11:46
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🖉 Day Closing Report	/ Inamacion							
🖉 Category Report								
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•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.

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- 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 \overline{m} 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.

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A Report										

• 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.

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- 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.

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

Click OK button.

2. GIFT

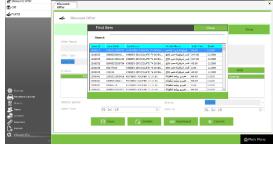
You can announce gift for some special customers, regular visitors or for a particular invoice. To Set this gift functionality you should follow the below steps.

	ZKPos			Sunday, July 1,	, 2018 11:56
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Product	Veldity period		Status	Active	
Users	Date from	01- Jul -18	E+ Dete to	01- Jul -18	E-
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Reports					
					A Main Henu

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01-Jul -

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Points	A Git	
		± ^66
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Product.	💾 Submit	
annenne Deveniery	Customer royales court will reset to Zero when it reaches the meanware include envirt you served	
Cincut Office		

- 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.

sount Offer <	ZK Pos			Sunday, Ju	ily 1, 2018 12:10
Olscount Offer	Gift				×
on					
Points	A GR				
					± ^66
		GR. Type	Free Gift		v
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	Invoice Amount Invoice Amount				
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Per pharel Cavital				Gill Bro	
	💾 Sabarit				
		Status	Active		v
	Customer invoice court will reset to Zero				
	when it reaches the materialm involte oversi you adress	EEE Keyboard	🗎 Save	🔒 Delete	O Cancel
					🔿 Main Mena

- 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

a Gin

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.

iscount Offer <	ZKPos			Su	nday, July 1, 2018 1	12:12
Clocount Offer	/ Points					
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& Paints	-	Points				
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mater						
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A Report						
Dissuration					-	in Nenu

- 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.

count Offer	ZKPo				Sunday, July :	1, 2018 12:14
Olscount Offer	/ Paints					
on	/					
Points	-	Points				
	~	Politics				
		Points Typo	Invoice Count			~
		Impos Cauri/Amount	10			
		Points	10			
		Pointe	10			
			💾 Save	S Cancel	HEE Koy	board
					_	
		Points Type	Value		bints	
Perpheral Devices						
						🚖 Main Henu

• In the above picture **Points** are set based on **Invoice Count**. When a person gets 10 invoices, he can earn 10 points.

count Offer	ZKPos			Sunday, Ju	
Discount Offer	/ Paints				
an	/				
Points	4	Points			
		Points Typo	Invoice Amount		-
		Import Count/Amount			
		Points			
		Points.			
			💾 Save 🚫 🤇	Cancel 888	Keyboard
		Points Type	Value	Points	
		Invoice Count	10.00	10	×
Perspectation					
Product					
0.000 mm					
accounts Devenions Records					

• 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.

ZKPos				Sunda	, July 1, 2018 12:18 🗕
Work Period		POS	-	Ticket	<mark>چ</mark>
Accounts	S	Day Close	\mathfrak{S}	Order Manag	jement 🥂
Reports		Settings	sê B	LogOut	Ţ
÷				Adr	min 🗇 Hain Menu

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**.

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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**.

Settings	< ZKPas	Saturday, J	une 2, 2018 9:35
Company Details	/ utility		
🔂 Usiky	/		
@{Table Hanagement	-tas- utility		
🖁 Abcut			
Backup			
Gustomer			
Ventor	Autra		
SQL Connection	Easthin party cash advance	For siving petry cash advance to sack we for starting of variantian	স
Exchange Rate	Contra party care accardo	The group party care as an and a second second second second	
🕤 Data Cleaning	mathe logo is printing	Display concerny lage in printed involve	-
import Tables			
Export Tables	Enable barcode stanner	products can be added by acoming the beroads	
🐻 Settinge	Dable Siderbox outward dolay	Displays images as diference in outprive display	1
👷 Saterge 🖵 Peripheral Derives			
C2 Product	Brable Philiple Language Print	Chapleys product nerve in default language and also its also nerve	-
<u>.</u>	Enable gapet court	Cuest court can be specified in the payment section	
Accounts			
Divertory		🛗 Update	🛇 Cancel
Reports			

- 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**.

Petty Cash Adv	rance		
Start Descriptio	м		
🕑 Sta	art Work Period	🛇 Cancel	

- 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.

() Work Period					Date Of Work Period	Saturday, June 2 2018
Start Time	End Time	Day No.	Petty Cash	Petty Cash Balance	Time of Work Period	9:38 AM
02 Jun 2018 09:24:55:280	02 Jun 2018 09:25:13:697		2000.00	1000.00	Total Work Time	0:0
					End Work	: Period

- 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.

🕹 Accounts		Date From To	01-Jul-18 01-Jul-18	0* 0*	South	Account Details
Cash	0.00	0.	00	0.00		🚍 Print
Customer Account	0.00	0.	00	0.00		
Discount	0.00	0.	00	0.00		Print Option
Payable	0.00	0.	00	0.00		Big print
Purchase	0.00	0.	00	0.00		O Small Print
Receivables	0.00	0.	00	0.00		
Rounding	0.00	0.	00	0.00		
Sales	0.00	0.	00	0.00		
Так	0.00	0.	00	0.00		
Vendor Account.	0.00	0.	00	0.00		
Voucher	0.00	0.	00	0.00		

- 1. Login as ADMIN.
- 2. Click on ACCOUNTS menu.

ZKteco<mark>Pos</mark>

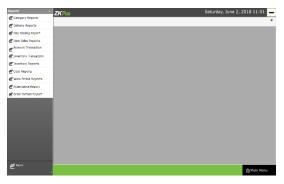
www.zkteo	copos.com
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🕹 Accounts		Date From To	04-Jun-18 01 Jul 18	0* 0*	Search	Account Details
Cash	407.00	0.00		-	107.00	🚍 Print
Customer Account	934.50	0.00		-1	934.50	
Discount	10.00	0.00		<	10.00	Print Option
Payable	2127.24	212	7.24	0	.00	* Big print
Purchase	2127.24	0.00		4	2127.24	O Small Print
Receivables	3951.50	156	1.50	5	2390.00	
Rounding	1.00	0.00		<	1.00	
Sales	0.00	395	1.50	3	951.50	
Так	0.00	0.00		0	.00	
Vendor Account	0.00	212	7.24	2	127.24	
Voucher	209.00	0.00		1	209.00	

- 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.

Reports ·	ZKPos	Grocery			Sunday, July 1, 2018 1	2:26
Category Reports	Category	Dell Fresh Bakery Fresh				×
Celvery Reports	/	Nuts				
🖉 Day Clasing Report	Category	Fashion RINAEEM FOODS				
🖉 Stem Salos Reports		General Merchandise				
Account Transaction	Date From	Nas Fashion Nas promotion		R View	Print Option	
Conventory Transaction	Date To	Mobile reacharge cou		La min	# Small Print	
@Inventory Reports	Category	DTE Fashion Non Food / Non Edibl			O Big Print	
🖉 Cast Reports		DTE Fashion promotio				
e Work Period Reports	H 4 VF H	MAS FASHION MAS FASHION PROM	* Erd	Not		
Attendance Report		cosmetics				
🥙 Order Delais Report		Grocery Plaza VEGITABLE PLAZA SWEETS & NU Fish ZAITHOON AND HALA Cosmetic items Fresh Meat Deli Bakery Produce Dairy Frozen				
<u>e</u> hare					(c) Par	in Mena

- Click on category wise report.
- Select the date range.
- Select the category from the dropdown.

Congrege Ways Topology Congrege Regard CongregeRege Congrege Congrege Congrege Regee Congrege Reg		ZKPos				Sunday, July 1, 2018 12:3	27
(New Yorks) (Anno Yorks) (A	Category Reports						
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Section Presented Little AT Image Control Transmitting Contramameter Contramameter	🖉 Item Saks Reports						
Zenetrop Treascore Data 16: 11: 14: 11: 10: 10: 11: 14: 11: 10: 10: 10: 11: 14: 11: 10: 10: 10: 11: 14: 11: 10: 10: 10: 11: 14: 11: 10: 10: 10: 10: 10: 10: 10: 10: 10	Account Transaction	Date From	13- Jun - 18	8.	E view	Print Option	
Conception Conception Conception Procent Conception Concepting Concepting Concepting Con	Cinventory Transaction	Date To	01- Jul -18	8.	لع الله		
Contrological Control Report Control R	d Inventory Reports	Calegory	Erozeo		👉 Clear	O Big Print	
Even Service Service Even Servi	Cast Reports						
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	🖉 Order Delais Report	Pirt Date & Time					
Grand Label Amount:	🖉 Order Delais Report						
	🖉 Order Detais Report	Total Ca	Total antity:				
	🖉 Grider Details Report	Total Ca	Total antity:				
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	🖉 Order Delais Report	Total Ca	Total antity:				
	🔮 Order Details Report	Total Ca	Total antity:				
	🖉 Order Details Report	Total Ca	Total antity:				

- 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.

From Date

21-Jun-18 । र 🚽 में २ से २ 😪 🖓 🖬 ये सर

To Date

- Click Delivery Reports. •
- Set from date and to date.
- Click VIEW button.

y, June 21, 2018 3:54 🗕

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.

eports <	ZKPos				Wednesday, July 4, .	2018 -
Category Reports	/ Work Period					×
Colory Reports						
🙋 Day Closing Report	Day Ck	sing Report			Keyboard	
🖉 Item Salos Reports	in bay ca	and response			Internet	
Account Transaction				-	Print Option	
Coventory Transaction	Day No.	1		R View	Small Print	
	Users	All Users	×		O Big Print	
🖉 Inventory Reports		All Users		🤹 Clear	O By Pink	
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Attendance Report		choologies				
-	Work Per	ied Reports				
🙋 Order Details Report	Print Date & Tir	no:04 Jul 10 11:53:36				
	Day No. : 1					
	Payme	et Detaile				
	Card	450.00				
	Certe	15756.20				
	CustomerCrock	1000.76				
	Voocher	561.00				
	Discount	14.00				
		2105426				
	Atomia	407.00				
		Details				
	Invalue Court	23				~

- 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.

	ZKPos					Sunday, July 1, 2018 12:31
Category Reports	/ Inventory					
Delivery Reports	/					
Cay Closing Report		nvento	or Tex			
tem Sales Reports						
Account Transaction						Print Option
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Inventory Reports						O Big Print
Cast Reports	[I. ← 1	et 22 🕨	н -	0.00	100% · Dird Net	
Work Period Reports	L	ens Tech	rolegies			
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Attendance Report	Print Date 2 PM	Receiving	action Re Frank 18 18	ine Hala		
Attendance Report	Print Date 2 Phil Hern Assertation	Recei ving	action Re Face of the Spoil Se age	ine Hala nce		
Attendance Report	Investig Print Date & PM Hern Astronomous Concernation 2210	Recei	spoll Se age 0.00 0	102 0.00		

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.

Category Reports	Inventory					
Jelvery Reports	<u> </u>					
Casy Closing Report	B. Inve	ntory Rep	orts			
tem Salos Reports	-					
Account Transaction						Print Option
Inventory Transaction					🚓 Clear	* Small Print
inventory Reports						O Wg Print
Cast Reports	H + I d			- 1024 -	End New	
Work Period Reports		Incheologie		- 1026 -	First New	
Attendance Report		ntory Reports				
Order Detais Report	Print Date & T PM	me :01-Jul-18	12:32:25			
Order Detais Report	Print Date & T PM Date Date Code	me :0134-18 Cost	12:32:25 Bulance			
gorder Details Report	PS: Ben ben	R 1.9	Balance			
§ Order Delais Report	PM Dem Code 10:0225 KND CHOD	R 1.9 0L47 0 5 0 5 0 6 1 1 1 0 1 1	Bulance 6 2.00			
g Onder Details Report	PM Lean here 10100255 KND 5141 5440 5400 54400 54400 54400 54400 54400 54400 54400 5440000000000	Cost OLAT 10 10 10 10 10 10 10 10 10 10 10 10 10	Bulance 6 2.00 8 -7.00			

8. COST REPORT

This report shows cost details.

Category Reports	Opt						
Delivery Reports	/						
Day Closing Report	Cost R	Reports					
Item Sales Reports		coport.					
Account Transaction		1.5			🗟 View	Print Option	
Inventory Transaction	From Date		hin-18	8.	- a	Small Print	
Inventory Reports	In Date	01	Jul -18	8+	👉 Clear	 Big Print 	
Cast Reports				-			
	14 4 1 wf 1	P H +	(0) ∰ (∰ E	100 Mp 1 1005 +	Find Not		_
Work Period Reports							
Attendance Report	Lana T	fechnologi et Reports	os				^
	Lana T Cor Print Date & Tim Pfil	et Reports re:11Jul 18					*
Attendance Report	Lana T Cor Print Date & Tim Plat Date 29 Jun 19 15 Name Ora	et Reports re:01.Jul-18 2.00.00 //M Cost Pré	12.33.09				~
Attendance Report	Lana T Cor Print Date & Tim Pta Date 29 Jun 19 15 Name Osa nity	et Reports re:01.Jul-18 2.00.00 //M Cost Pré	12.33.09				î

- 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.

	SC ZKPor	Sunday, July 1, 2018 12:35
Category Reports	/ Work Parial	
Celory Reports	Closing Re	
🙋 Day Closing Report	Work Period Reports	
🖉 Item Saks Reports		
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Cast Reports		End Ner
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€ Attendance Report Æ Order Delais Report	With Fund Coding Reset Partine Ving Annue	

- 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.

		ZKPos				Wednesday, July 4, 2018
(where years) (where years)	Category Reports					
an on set sector an on set sector an on set sector and set sector and set set set and set set and set set and set	Colory Reports	Report				
	Cary Closing Report	B Attenden	a Report			
Construction Data (Eran 01-Jul / 43 01-	🖉 Item Saks Reports		ce nepore			
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@ coll topols # int Table ing # ing	et Inventory Reports	Users	All Liser		🎓 Clear	 Big Print
el con tractar el con t	Cast Reports					
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		1 0540474018 - 0	Hody 18			
Ø has		1 0540474018 - 0	Hody 18			

- 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.

ngs	< ZKPos	Wedness	lay, July 4, 2018
Company Details	Utilky		
sukcy			
shout	- tot Utility		
lackup			
ustomer			General Settings
lendor			
QI Connection	num:		
wchange Rate	Feeline Rounding two Calculation	test Road Accest Tay in Total Tay Accest	2
leta Cleaning			
nport Tables	Frankin Auto Record 27	An address in the second second	
aport Tables			
	volie wholesale a tetal module	enable Castomer Involve stilling Based on Customer Type	3
	wake wholesale is MetaTU:	tenable Wholesale is Hatel user creation on Mitt section	
	Enable Users to Add New product	Allow Users for Addinger product in POS Section while find toward Barcodes	3
	Proble Descel (Time	Ande discussi offers in inspire (e)	
		🗎 Update	O Cerrcel
			A Main Mena

Now let's learn more about **POS** section.



1. Login as **ADMIN/CASHIER**.

nvoice Number: 0	Daily Invoice Namber: 0					
Dastomers				Product		
Product	v	UPC Code				
	0.00 ^	Stack		.56	w Price	
LA RONDA CARAMEL CHOCOLATE 40 KINDER CHOCOLATE T4 20 BARS 50		Noie Crose				
KINDER CHOCOLATE T4 20 BARS 50	G 0.00	Quartity		Tax h		
UNDER CHOCOLATE TH 20 BARS 50 UNDER CHOCOLATE TH 20 BARS 50		Total		Top Ang	unt .	
KINDER CHOCOLATE T4 20 BARS 50	G 0.00	Total (Total P				
FERRERO ROCHER T3 37:56	0.00 *	Total (Total P	nce+lax):			
Quantity Product	T	s:	Total		Retrieve [F2]	Return [F3]
					Total	
					Lax Amount	
					INR	0.0
Saturner Lost Investor						
Date Time Day No	Driverce Number Car	a Arros	nt Tax Amount	Total	Sett	le [F5]
					Clos	e (F4)
horioute : F1-New F5-Contorner F11-Products						

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.

1					Sunuay	, July 1, 2018 12:40	2
	#0 Delivery	- Archie		^		σ	3.
(16)	Status New Oty Product		Total	Bakery Fresh	MARSHMALLOW POP	CHOCOLATE CREAM	-
						WITH BICUITS 15G	4.
				Nuts			
lote					CHOCO LOLLY 15G	CHOCO LOLLY 15G	
[H]				Fashion			
· ·				- Control - Cont			
				NAEEM FOODS			
				NACEPI POODS			
dres				General			
r y				Merchandise			
	Balance	INR	0.00				
	A-111- 7783	01 TE4		Nas Fashlon			

- 3. Otherwise you will get below window.
- I. 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.

Customer Sear	'di			Buch (F3)
earch			×	Select Customer [Hi]
Name	Phone	Address	type	
inu	54/43	fghmhj	End Customer	Edit Oustomer [F2]
				New Customer (F1)
				Account Details [F7]
				Advance [F8]

- 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.

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- 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.

ZK Pos					Sunday	, July 1, 2018 12:43 🗕
Change Costome [th]	# 1018 Customer Anu Status Uncald	🗌 Archie		^		0
Retrieve (F2)	0ty Produ 1 CAKE 1 CHOCOLATE CREAN 1 CHOCOLATE CREAN BICUITS 15G		Total 5.0000 8.0000	Bakery Fresh	MARSHMALLOW POP 50G	CHOCOLATE CREAM WITH BICUITS 15G
Ticket Note	1 CHOCO LOLLY 15G 1 CHOCO LOLLY 15G 1 CHOCO LOLLY 15G 1 MARSHMALLOW PO	P 50G	38.0000 1.0000 30.0000	Nuts	CHOCO LOLLY 15G	CHOCO LOLLY 15G
Retum [F3]				Fashion	CAKE 1	
Now [F1]				NAEEM FOODS	CARE I	
Send Orders Order Priority				General Merchandise		
	Balance	INR	82.0000	Nas Fashion		
Temporary Bill (F7)	Settle [F5]	Clos	e [F4]	~	Ke	ypad
ŵ						Admin & Main Menu [Alt+N]

- 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.

ZK Pos															Su	ndar	r, Ju	ly 1	, 201	3 1 2	:44	-
Change Costonner [th]	# 1018 Custo Status	s estes 500 Unodid		Anatic		hepy s	hop	irg														
Retrieve (F2)	0ty 1 1	CAKE 1 CHOCOLI BICUITS			Total 5.0000 8.0000																	
Ticket Note	1 1 1	CHOCO L CHOCO L MARSHM	OLLY 150 OLLY 150		38.0000 1.0000 30.0000																	
Return [F3]																						
New [F1]						: 1																
Send Orders										*		Y H		1								
						Cape Lock																
						avit															zk -	
	Bala	nce		 NR	82.0000				4	_	_	_	_	_		ι.				_		
Temporary Bill (F7)				Close	[#4]				S	ive								CI	ose			
ŵ																		Ad	min	® ^M i	in N Mt+	enu M]

- 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.

ZKteco<mark>Pos</mark>

Constrained Sunday, July 1, 2018 12:40 Constrained Read P3 Constrained Manuel: 100:51 Manuel: 100:50 Manuel: 100:51 Manuel: 100:51

19.If you want to know a previous invoice details, click on the retrieve button.

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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.

Table : Customer : ana # 1005		Total		INR	19	8.5000	<u>2</u>
Oty Product 1 WADI FATMA EVAP MILK W	Total 198.0000 0.5000	Charge	ed			0	Cash (F5)
1 ALQASSIM WATER 0.33 ML()	0.5000	5	1	2	3	All	Card [F6]
		10		_		half	Card [F6]
		20	4			1/n	
Ficket Total Discount Sab Total	198,5000	50	7	8	9	Guest [Alt+G]	
tound Scand Initial	198,5000	100				Gift	Customer Account [F8]
solance Payment Total	198.5000 0.0000	500		0	×	Add Advance	Close [F4]
Change Total INR	198.5000	Discou	nt	Round	-	Print Bill	X crose [14]

Table : Customer : ana	# 1005		Total		INR	9	9.2500	<u>~</u>
Oty Product 1 WADI FATMA EVAP M		Total 198.0000 0.5000	Charg	ed			0	Cash (FS)
 ALQASSIM WATER 0. 	.33 ML(p	0.5000	5	1	2	3	All	Card [F6]
			10		_		half	Card [F6]
			20	4			1/n	
ficket Total Jacount Jab Total		198,5000	50	7	8	9	Guest [Alt+G]	
bund Stand Inital		198,5000	100				GIR	Customer Account [F8]
salance Payment Total		198.5000 99.2500	500		0	×	Add Advance	Close [F4]
Change Total	INR	99.2500	Discou	nt	Round		Print Bill	V close [1 4]

- 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.

Table : Customer : ana	# 1029		Total		INR		1	212.99	<u>1</u>
Oty Product 7 MARSHMALLOW P	Tex 0 10.14	Total 203.00	Charge	ed	INR • INR 1			0	Cash (FS)
			5	1	JMD JPY	3	3	All	Card [F6]
			10		KRW KYD KZT			half	Card [F6]
			20		LBP LKR MKD			1/n	
icket Total scount for Amount		203.00 0.00	50	7	MUR MXN MYR	s	,	Guest [Alt+G]	
ab Total sund		203.00	100		NAD NGN -	-		GIÀ	Customer Account [F8]
kand Total sx Amount alance		202.85 10.14 212.90	500			>	•	Add Advance	Close [F4]
ayment Total hange Total	INR	0.00	Discou	nt	Round		۲	rint Bill	Close [P4]

- 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.

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Table : Customer : ana	# 1029		Total		INR		212.99	<u></u>
0ty Product 7 MARSHMALLOW P	75× 0 10.14	Total 203.00	Charg	ed	KRW •		(xiw 314 007) 0	Cash [F5]
			5	1		3	All	Card [F6]
			10				half	Card [F6]
			20	4		6	1/n	Voucher [F7]
icket Total Iscount Ter Amount		203.00 0	50	7	8	9	Guest [Alt+G]	
lub Total		203.00	100				GIR	Customer Account [F8]
tound Grand Total Iax Amount Dalants		0.15 202.85 10.14 212.99	500		0	×	Add Advance	Close [F4]
Asyment Total Change Total	INR	0.00 212.99	Discou	int	Round	9	Print Bill	Close [F4]
200							A	dmin 🚓 Main Henu [Alt+M]

July 17, 2018 10:34

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.

(amo	anu	Email		Save [F5]
iddress	fghmhj	Description		Select Customer [F6]
thone I	54743	Gettin No		Create Account (F7)
Phone 2	246546	Card No		Advance (F0)
lype	End Customer	Ulscount %	0	Cancel [14]
Status	Active			

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

amo		Email	Sava (E5)
ddmaa		Description	Select Customer [FG]
hone I		Gette No	Create Account (P7)
hone 2		Card No	Advance (F0)
/pe	End Customer	v Discount %	Cancel [F4]
tates	Active		curico (14)

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

ZK Pos				Sunday, July 1	L, 2018 1:01 PM
01- Jul -18	8- 01-Jul -18	E-	🗟 Search	🗢 Refresh	
Dat	e Description	Debit	Credit	Balance	× Close
02/01/2018	Castomer Aresult Tare	rc 90	0.08	99.25	Rind Troker
	Transaction Total	99.25	0.00	-99.25	
ŵ					Admin & Main Menu

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.

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	Acc	oun	t Na	me				u - ash	Bala	ance	e: -'	99.:	25							
	Des	crip	tion																	
	Am	oun	t				99	.25]			
		@ 2		¥ 3	\$ 4	% 5		^ 6	& 7		* 8		(9) 0	-	+	Backspace	Ins	†	Ног
															(-
Caps Lock				s													Enter	Del	Ļ	En
Shift				×				E									shift		•	En
																			ZKP	los

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).

KPas						Sunday, 3	uly 1, 2018 1:06 PM
Select	#0 Delivery		- Arshie		^		σ
Sustainer (rb)	Stotus New Enter Adm	in Passwo	d X	Total	Bakery Fresh	MARSHMALLOW POP 50G	CHOCOLATE CREAM WITH BICUITS 15G
Ticket Note	1	2	3		Nuts	CHOCO LOLLY 15G	CHOCO LOLLY 15G
Return [F3]	4	5	6		Fashion	01000 20221 200	01000 20221 200
Now [F1]	7		9			CAKE 1	
	¢	0	Ð		NAEEM FOODS		
Order Priority					General Merchandise		
Temporary	Balance		INR	0	Nas Fashion		
Bill (F7)	Settle	e [F5]	Close [F	4]	,	Ke	ppad

- 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.



Login As 1 As Day No1 lay, July 1, 2018 1:11 PM

1. From the main menu click on **DAY CLOSE**.

2. As you see, there are four transactions and are done by admin.

Day Close				Login As 1 Admin Day No1	Dat	e 29406-2018
Cashier Id	Chshler	lype	Amount	Received Amount	Difference	Admin
1	Admin	Cash	99.25	99	-0.25	
1	Admin	Voucher	209.00			ani
1	Admin	CustomerCredit	308.75			cachter
2	enu	CustomerCredit	725.00			
		total Sum	1342.00	90	-0.25	
					🖈 Doy Close	Q Cancel

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.

Day Close				Login As 1 Admin Day No1	Date	29-06-2018
Cashier Id	Cashier	Type	Amount	Received Amount	Difference	Admin
1	Admin	Cash	99.25	99	-0.25	
1	Admin	Voucher	209.00	209	0.00	anu
1	Acheim	CustomerCredit	308.75	308	-0.75	cashior
2	anu	OustomerCredit	725.00 Day Closing		0.00	
			you say wattle Bay Olice 11	1	Day Close	S Cancel

- 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**.

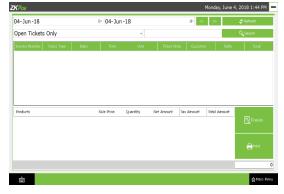
Now day close is updated successfully. If you want see the day close report go to **SETTINGS**, from the report options choose **DAY CLOSE REPORT**

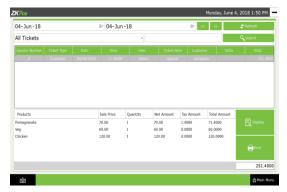
STEP 28 - TICKETS

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.

lashbeard	Refresh				Kitchen Nana	ager - Admin
Kitchen Manager	Ciriser Number	Involce Number 1018	Product MINISHIMALION (ROM SIGG, CHICCO LOLLY ISC CHICCO LOLLY ISG, CHICCOUNTE CREMI WITH	Food Server	Status Order Created	Priority Urgent
Food Server						
ZK Store 🎬	÷					
ZK Store	Order Co.	nt : 1				

- 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.

			5	iunday, July 1, 2018	1:17 PM
fashboard 🚯	Refresh				inger - Admin
	Order Involce Number Number 1 1018	Product MARSHNALLOW POP 10G, CHDCD CHOCO LOLLY 15G, CHDCOLATE C		ver Status Order Created	Priority Urgent
Kitchen 💆 Manager 🧕	MARSHMALLOW P CHOCO LOLLY 150 CHOCO LOLLY 150 CHOCOLATE CREA		L.00 L.00 L.00 Order Cr L.00	Urgori ested (ådmin - 12:46:10)	×
Food Server 🔶	CAKE 1 Item Count : 5	Under Duraton -31	Mnute Order	Created	
ZK Store 💥	Drifer Court : 1				
rên	Order Count : 1				合 Main Henu

4. To view details click on it.

0

				Sunda	ıy, July 1, 2018	1:20 PM 💻
instituent 🚯	Refresh				Kitchen Nand	oger - Admin
	Order Involce Number Numbe					
	1 1018	MARSHMALLOW POP 50G, C CHOCO LOLLY 15G, CHOCO	HOCO LOLLY 15G.			
Kitchen 👮 Manager 🧕	MARSHMALLOW		1.00		Urgent	х
indinager	CHOCO LOLLY 1		1.00		- gern	
	CHOCO LOLLY 1		1.00	Order Created	(Admin - 12:46:10)	
		EAM WITH BICUITS 15G	1.00			
Food Server 🄶	CAKE 1 Item Count : 5	Order Durator	1.00	Order Creat		⊖
				Order Modif Order Cance	led	
				Pending Ready To D Delivered	elivery	
ZK Store 🚆						
	Order Count : 1					
2						🛱 Main Henu

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

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- 6. After changing the status, click **OK** button.
 - 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.
- 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.