## Brief instruction to operate with a point of sale app "I-CASH"

- 1. Login:
  - 1. Run the POS.exe file
  - 2. Choose preferred language



3. Choose existing registration or Demo registration and enter information about your account



4. Follow the steps of the wizard to connect the cash register with the POS. You can skip this step by pressing the "EXIT" button

5. Enter your personal code for an operator (the password you can create and change in the <u>Web application at Settings - Users - Edit user (The default password is 1)</u>



- 6. The program refers to the main screen.

   Image: refere to the main screen.
  - 1. Check quantity check the quantity of a given item (Internet connection).
  - 2. Officially entered amounts the ability to enter and withdraw cash from the cash register.
  - 3. Cashier repport shows the accumulated turnover of the operator who has entered the system. The operator's name can be seen under the menu at the top right.

- 4. Admin panel Refer to the online platform.
- 5. Daily Reset Report From this button, you run a Daily Report without Reset (X Report) and Daily Report with Reset (Z Report).
- 6. Adjusting the clock adjusts the clock on the cash register.
- 7. Report by Date when the start and end date is selected, the cash register prints a period report.
- 8. Operator Report The cash register prints an operator report.
- 9. A duplicate of the receipt the cash register prints a duplicate of the last cash receipt.
- 10. Open drawer if the cash register is connected to a metal safe.
- 11. Settings
  - 1. Common settings choice of types of payments, barcode scanner setting, possibility to reduce and enlarge the text size, possibility to hide / display the article number of the item in sales (for warehouses with many different types of goods) and output after completion of the operation (for customers with many operators such as restaurants)

	Cash register settings		Templates	Table Layout
	mmon Logout after finishing an operation			
For	it scale:	0		x0
B	arcode scanner			
	Theok barcode checksum			
01	gnore barcode checksum			
Pa	y types			
01	fouchers and Coupons			
	lank transfer			
	Tredit card payment			

- 2. Cash register settings You can connect the POS application to the listed peripheral devices
- 3. Groups displays a list of all groups entered by the customer, each of which may be visible or not visualized in the POS applcation. Appropriate setting for front and back office customers.
- 4. Templates possibility to create different types of documents such as warranty cards, declaration of conformity, etc. , which can be printed on non-fiscal printers.
- 5. Table layout an additional module specifically designed for customers in the restaurant industry.



- 12. Check for a new version checks for a new version of the program.
- 13. Remote Support Program TeamViewer launches.
- 14. Information Provides information on the version of the program, type of operating system and warehouse number. Checks if the device is connected to the Internet and tests the connection of the program with the cash register.

- 2. "Exit" button transfers you to the home screen of the program.
- 3. "Print receipt" button colored in red. Active with selected item for sale. Finalizes the sale and print a cash receipt.
- 4. "Customers" button allows you to select a customer when issuing an invoice through the cash register

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		Ne	w cli	ent	_					
5.	"Items list" button – you can see	all	the	grou	ps and	good Pany RECEIPT	S(iten	ns) in	side the	em.
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	sandwich with olives	- 1	9.80	9.80 🛍		Sanowi	Serie .	Sandwi	1000	
	sandwich with tomatoes	I	7.10	7.10	817	1750	1.400		ALCON STATE	
	sandwich with vegetables	2	9.10	18.20	sandwi	sandwi	sandwi	sandwi	sandwi	
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	drinks c s alcoholi ches	drink	: su is	s s	warnes					
6.	"Checkout" button – payment m	etho	ods.							
7	Open accounts" button - you se	e a	list (	of un	finishe	ed acc	ounts	in th	e nictu	re helov
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8. "<F1> Help" - you see a list of shortcut keys to work with the program.

Back	Sale - fast keys
ESC	Logout
	Change quantity
	Search item
F4	Open accounts
	Select client
	Save operation
	Check quantity
	Vouchers and Coupons
	Bank transfer
	Enter discount
F11	Select item from list
F12	Start edit of the sold items
Alt+Enter	Checkout
	Increase selected item quantity by one
	Decrease selected item quantity by one
Enter	Change selected item price
Delete	Delete selected item
End	End edit of the sold items

7.10

7.30

14.20

7.10 💼 14.20 💼

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9. "Last update" button - updates the database. If there are any changes made online in the warehouse.