



SUMMARY

1.1	Introduction to Winpos
2	Introduction to Back Office
2.1	Introduction to Back Office
2.2	Basic keys in Back office
2.3	Presentation Products Warehouse
2.4	Setting Preferences in produced
2.5	Categories - Types of products
3	The New Server screen Touch screen
3.1	Introduction to New Touch ADHME Server
3.2	Screen Information
3.2.1	MAIN SCREEN SALE
3.2.2	THE WINDOW OF THE TRANSACTION
3.2.3	WINDOW OF CATEGORIES AND ARTICLES
3.2.4	THE OPERATING ENVIRONMENT
3.3	Explanation of the functions of the main screen of sale
3.4	Screen payment methods
3.5	Display options and parameters
3.6	Explanation of the functions of the display options and settings
3.7	Screen Quick Programming
3.8	Programming screen kitchen printers
3.9	Interface Preferences (products)



1.1 Introduction to winpos

Winpos is among other things, a Touch POS application for restoration firms. It can be used independently (stand alone) or in a network with several uses simultaneously POS.

The use of winpos is also extended to Backoffice, since it can be used both on the cash register on any network computer. The system thus receives information regarding sales, purchases and other forms of statistical data. We can also make updates to any change in the prices, products etc.

It includes

- A touch ranking (touch) groups in different colors and product categories
- The definition of shortcuts for commodities to allow rapid control of their
- The promotion of products
- Revenue management
- Management of kitchen printers
- Supplier management
- The printing sales invoices
- The print collection bills
- Management of purchase invoices
- Management of paying bills
- Management of sales
- Managing the composition of products and recipes
- Warehouse Management
- Management of the store price based
- Management and supervision orders
- Management of credit card payments and other means of paying bills
- Management of the minimum consumption
- Product Management and usability of several price lists with automatic change over the length of service and customer choice by sector of employment.
- Management of customer portfolio with the possibility to isolate the data for each customer or supplier etc.
- Central Control Display tables-server-orders in real time
- Management of retail (fast food, Mini Market, Bar etc.) with the possibility of using manual or conventional scanner.
- Solution tax impressions (Fiscal Epson TM-81 F)
- Connection with warehouses and update inventory
- Security Level
- Provision of statistical



With this version of the booklet winpos, the use of all users is simplified and facilitated.

For details on settings and functions, our technical team is at your disposal.

Winpos offers a wide range of services and important settings which facilitates its use for any type of restoration products.

In particular, it can be applied to the seat restaurant, self-service, with takeaway and home delivery or a combination of the methods described above.

Thereafter, we will make a detailed presentation of all screens-servers that make this software.

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2. Introduction to Back Office

2.1 Introduction to Backoffice

In this section, we will refer to the basic operations of Backoffice.

Due to the wide range of services winpos, we chose to make two separate versions. This is the version for use in food services. For the convenience of the reader, we will focus on these functions in particular.

You will find below the main menu winpos

* Main Preferences *			
WIN POS	Friday,11 October 2013,10:11		
software applications	C:\FRANCE CHIILBOX\DATA\FRANCE_ DF1		
1. Customers		2. Suppliers	
3. Stock		4. Invoices	
5. Print Outs		6. Salesmen	
Cashier tasks		Data exchange	
Change user		Select data	
General utilities		End Tasks	
User:ggggg - fffff S/N: C8DI 499551 74562 # 7d02a-511a3 : 8292a3 # Rev: 1001d197			

Picture 2.1



2.2 Basic keys in Backoffice

The following buttons (icons) appear in all tabs program winpos



RETURN. In general to the main menu.



SEARCH: Allows you to find the products from their description, a code, a bar code or a tax number. In the warehouse, the search function is very useful depending on the category and product group



PRINT: According to the tab that you use, it has a similar function.



TWIN: Displays actions performed at a given moment. For example, the warehouse, it is possible to have the sales figures by type of product over a specified period of the previous <u>year.</u>



EDIT:. Gives us the opportunity to correct some of the fields in a particular tab.



ADD: Creating a new tab.

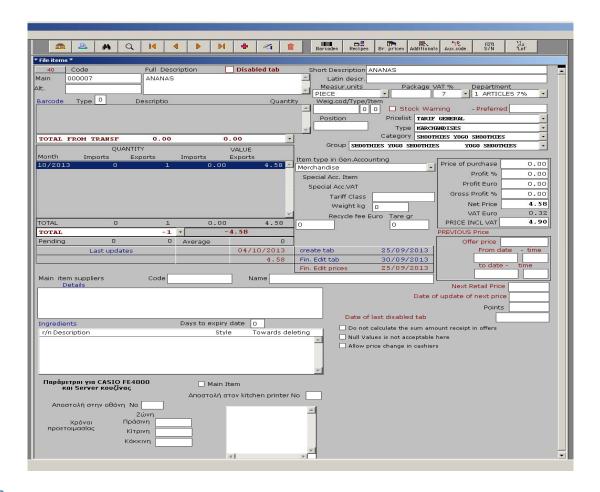


DELETE The author of this manual would have wanted this feature does not exist. It allows us to remove a tab, something that should be avoided whenever possible because it causes problems and holes in the database. It is rare that deleting a tab has no consequences.

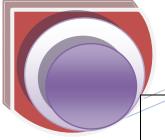


2.3 Presentation Products Warehouse

It initially starts with the "STORE" menu which we will examine in more detail in the section on backoffice. The warehouse, therefore leads to a database that details the products available in the warehouse in detail. Each product has its own tab in the warehouse. You will find below an illustration of the warehouse function. Thereafter, it follows a description and explanation of each field in this tab.



Picture 2.3



	the main product code. Possibility to choose free		
	product code. In the restoration, because of the		
Main Code	usually small number of products in the warehouse,		
	it is recommended to adopt a code of automatic		
	storage		
	product code at the supplier that facilitates		
Alt Code	commands. If it is not recorded in the purchase, it		
	can be left blank.		
	complete description of the product in the		
Full Description	warehouse tab. We can therefore complete the		
-	product description.		
	Unlike the description is the description that appears		
Short Description	everywhere. It is visible on the screen, on the receipt		
_	and all the impressions		
l atin dasar	Opportunity to have a brief description in a second		
Latin descr.	language		
	this is the name of the measurement unit. Ability to		
Measur.Units	add units of measure taking the following path		
	"Help" - "Warehouse-VAT" - "Units"		
Dooleans	Dealtone nome		
Package	Package name		
	percentage of TT according to the product. It		
VAT	appears automatically based on the selected		
	product.		
Department	department to which the product belongs		
	choices about whether to enable the alert option.		
	More specifically, when the product stock decreases		
Stock Warning -	to the minimum number of units fixed as threshold		
Preffered	number then, the warning about the stock starts.		
	Warning: either the warning or the number of		
	Warning: either the warning or the number of		
	remaining units, sales will take place		
Pricelist	remaining units, sales will take place this is the price list of products. It is possible to have		
Pricelist	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product		
	remaining units, sales will take place this is the price list of products. It is possible to have		
Pricelist Type	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product type of goods. Eg: product, commodity, service, etc.		
Туре	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product		
	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product type of goods. Eg: product, commodity, service, etc. each category of product is described in detail below		
Туре	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product type of goods. Eg: product, commodity, service, etc.		
Type Category Group	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product type of goods. Eg: product, commodity, service, etc. each category of product is described in detail below the group of the product is described in detail below		
Type Category	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product type of goods. Eg: product, commodity, service, etc. each category of product is described in detail below the group of the product is described in detail below the last sale price based on the latest invoice.		
Type Category Group Price of Purchache	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product type of goods. Eg: product, commodity, service, etc. each category of product is described in detail below the group of the product is described in detail below the last sale price based on the latest invoice. difference between the purchase price and the final		
Type Category Group	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product type of goods. Eg: product, commodity, service, etc. each category of product is described in detail below the group of the product is described in detail below the last sale price based on the latest invoice.		
Type Category Group Price of Purchache	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product type of goods. Eg: product, commodity, service, etc. each category of product is described in detail below the group of the product is described in detail below the last sale price based on the latest invoice. difference between the purchase price and the final selling price.		
Type Category Group Price of Purchache	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product type of goods. Eg: product, commodity, service, etc. each category of product is described in detail below the group of the product is described in detail below the last sale price based on the latest invoice. difference between the purchase price and the final selling price. selling price before and after VAT.		
Type Category Group Price of Purchache	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product type of goods. Eg: product, commodity, service, etc. each category of product is described in detail below the group of the product is described in detail below the last sale price based on the latest invoice. difference between the purchase price and the final selling price. selling price before and after VAT. Bar Code / Product Description / Quantity:		
Type Category Group Price of Purchache Profit / Gross Profit	remaining units, sales will take place this is the price list of products. It is possible to have up to 9 different prices for a product type of goods. Eg: product, commodity, service, etc. each category of product is described in detail below the group of the product is described in detail below the last sale price based on the latest invoice. difference between the purchase price and the final selling price. selling price before and after VAT.		



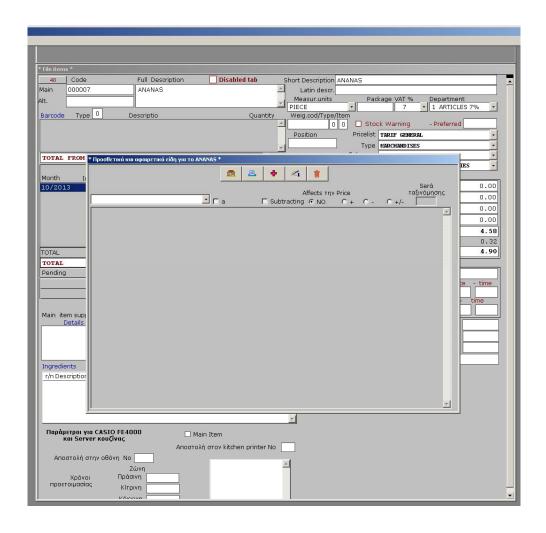
2.4 Setting Preferences in Products

An important part of the Products tab to the possibility of customizing products.

By pressing the button / icon



we open the next page.



Picture 2.4

To add a new element in the product in question, you must press and choose a product from the list. Remember that the list in question will display all types of products in the warehouse belonging to the category MORE. Therefore this is available products for use as a "Preferences". If you highlight an item in the "Add" column will appear in the articles added (first 3 columns available, illustration 3.9) while if you highlight the "Remove" column will appear in the right column (light blue, illustration 3.9)

If the tab of the warehouse, the product already has a price, you can change the price by pressing +, - or + / - to change the final price of the product depending on the ingredients that are added or removed during of the order.

2.5 Categories - Types of products

Tem categories 10 Code: Description: Sorting order: Does not show in touch screen Categorie Generale 001 YAOURT GLACE CAFES CHOCOLAT JUS-REFRAITSHISSEMENTS SMOOTHIES YOO SMOOTHIES DECOCTIOS MILKSHAKES GLACE GREC OUS 1 CODE Code Sorting order. Code Sorting order. Categorie Generale 001 1 CACHES CHOCOLAT 006 3 JUS-REFRAITSHISSEMENTS 007 4 SMOOTHIES YOO SMOOTHIES 008 6 MILKSHAKES 004 7 GRANITES 005 8 GLACE GREC 009 10

CLASS DEFINITION

Picture 2.5

Definition of categories

WAREHOUSE VAT-TYPES OF PRODUCTS

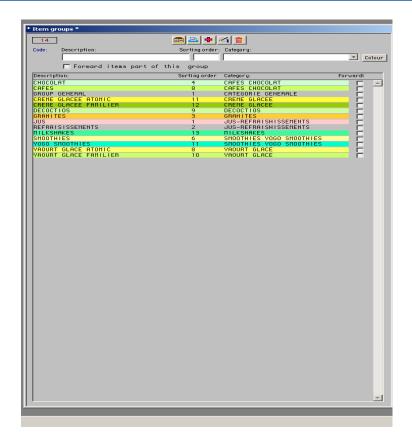
A classification of products by category is made on the main screen of the software.

The order of products on screens and printers kitchens depends on the order of classification by the program administrator, depending on the product category to which they belong.

If you choose 0, the products in this category do not appear in the printers in the kitchen even if you have programmed accordingly.

With the COLOR key you set the color of each category.

PLUS a category is added imperative to allow the addition and removal of products.



Picture 1.5.1

WAREHOUSE VAT-TYPES OF PRODUCTS.

A classification of products is made in the main categories of the program. You choose the order in which this group appear in the type of product.

With the COLOR key, you choose the color appearance of the product category.

PLUS a category is added imperative to allow the addition and removal of products.



3. The New Server screen Touchscreen

3.1 Introduction to New Touch ADHME Server

New Touch screen ADHME Server is key to restoring services. Simple and ergonomic, this screen provides the key functions that are necessary for stores, especially stores fast, without seating or delivery available.

The perfect collaboration with the appropriate balance, but also the screen with money, allow its user and customer of the company's fast and secure operation.

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3.2 Screen Information

3.2.1 MAIN SCREEN SALE



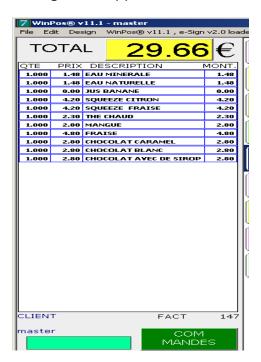
Picture 3. 2. 1

3.2.2 THE WINDOW OF THE TRANSACTION



The transaction window is the window in the upper left image that appears to 3.2.1

- Look carefully at the legend, the great yellow frame in which it is written, the total bill at any time and after each use, but also the currency at the end of the transaction.
- Look carefully at the analysis of the addition. Must pay attention to items of the transaction, the price, quantity, value
- Look carefully at the issue of proof of purchase (at the beginning of operation of the application)
- Notice the active client (herein "CLIENT DETAIL") of the transaction. It is especially important in case of activation of price lists where there are different prices and promotions to specific categories of customers. (Image 3.7.1)
- Finally, note the name of the operator that records sales that time (here "master")



Picture 3. 1. 2

3.2.3 WINDOW OF CATEGORIES AND ARTICLES

This covers a large part of the screen. It is the right part of screen, as it appears in the image 3.2.1

Look at the list on the left. Here the categories of items that are displayed in the warehouse. In Chapter 2, regarding the backoffice, it is mentioned how we manage the categories and groups (page 3). The first button "key items", it is not a class but an equivalent button that lets you add isolated and independent items that are in the same category. More specifically, I want to group items are selected based on the most common sale. (Image 3.7.1)

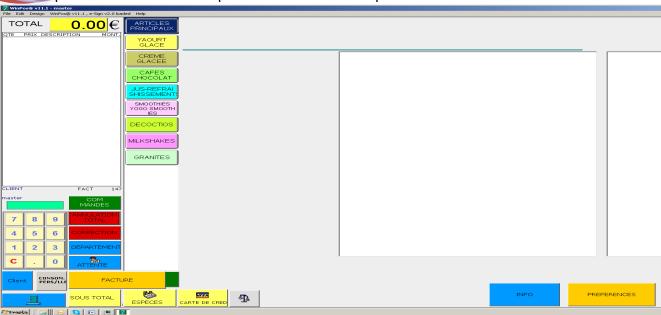
- Look at the top. At these large buttons groups articles appeared, these subcategories of categories.
- See also the buttons for items that are used during the recording of the addition. Their color and picture can be easily set with the use of backoffice. (Chapter 2.5).
- Finally, notice the two green buttons at the bottom left of the screen. These buttons are used in case I have to use several categories of people who can enter my screen. The red arrow will appear the following categories and the blue arrow group allows me to return to the main group



Picture 3. 2

3.2.4 THE OPERATING ENVIRONMENT

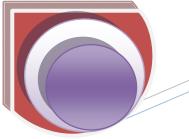
3.2.4 A picture we find most of the buttons. This shaped structure Γ contains all the main functions and allows rapid selection and with all precision. Here is the explanation of all fonctions



Picture 3. 2. 4

3.3 Explanation of the functions of the main screen of sale

Κουμπί	Περιγραφή λειτουργίας	
0-9	We write the numbers	
	0-9	
	Clear - Removes all that	
C	is written in the green	
O O	box on the numeral	
	keypad / calculator	
	The point that we use	
•	during the introduction.	
	Commands that are	
CONTROLS	stored appear.	
	Total cancellation of	
TOTAL CANCELLATION	the current transaction.	
CORRECTION	Correction of the last	
	article	
TMHMA/ QUANTITY	After entering the value	



	with the best acres		
	with the keyboard		
	digital, we can choose a		
	section where we want		
	to enter a value		
	manually.		
	We hold the current		
	transaction. The		
HOLD	transaction is		
	converted into an		
	order.		
	It determines the type		
	of customer to whom		
	we deliver proof of		
	purchase. There are		
	three different types of		
	customers:		
	1. normal		
CLIENT	customer		
_	210%		
	315%		
	Having finished this		
	transaction type of		
	customer returns to the		
	client's situation		
	preselected.		
	We support this button		
DELIVERY TO	before each item to		
YOURSELF	save as delivery itself.		
TOORSEE	Save as delivery itself.		
	The current transaction		
	changes in invoice. If		
	we have the possibility		
INVOICE	of issuing documents,		
	we make the		
	backoffice.		
	Screen input functions		
	and additional		
	references. By pressing		
4	"9" and then the		
	button, we leave the		
	l '		
	operation of the fund.		
	Moreover, '999 'and the door disables the		
	computer.		
	This button is located at		
SUB-TOTAL	the end of the page. By		
_	pressing this button, a		
	window with all the		



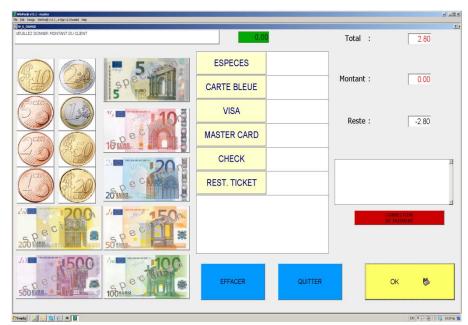
	ways of payment appears through which we can complete the transaction. We can find more details in Chapter 3.4	
SPECIES	Here we make direct cash transaction, at the turn of the screen ways of payment. Indeed, if we have already supported and the amount received after pressing the button SPECIES, so even in this case the currency displayed.	
CREDIT CARD	We support the amount (total or part o this transaction) and then the button on the credit card.	
	In case there is a balance due with cash, the weight of the item that is for sale to transfer automatically. Then, we rely on the kind of article.	
Info	There is the possibility to display information. Pressing the info button and then the article information, like price, ingredients, the image of this specific article appears	
PREFERENCES There is also the possibility of planni preferences - to aid manufacturer kitche (eg hit-sweet milk)		



3.4 Screen payment methods

As noted in Section 3.2.1, at the end of the transaction and pressing the Subtotal button, the window opens payment methods

- Look at the buttons with coins and banknotes. They are functional and with them we can insert the amount received
- The amount received is always shown on the button "sum", the total transaction appears as "Total" appears and currency at all times as "Currency"
- With the Clear button we can fix all that has been written and with the Back button we can return to the transaction
- Having already typed the amount, we press the button TICKET billing is done as Ticket Restaurant, in case there is a remnant, a refund appears on the screen payment methods
- Having already typed value, we rely on the CREDIT CARD button to finish with full evidence as to the credit card billing



Picture 3. 4



3.5 Display options and parameters This screen appears with the button



and functions follow.

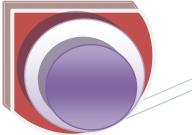


Picture 3. 5



3.6 Explanation of the functions of the display options and settings

Κουμπί	Περιγραφή λειτουργίας		
0-9	Writing / recording		
0-9	numbers 0-9		
	Clear it removes		
	everything that was		
С	written in the green box		
	on the numeral keypad		
	/ calculator		
	The point is used during		
	the recording of		
	amounts		
	You must type the code		
	from the operator and		
operator	then press this button.		
	In this way there is a		
	change of operator		
Article/PLU			
Change-Back			
Article			
Articic	Reduction in the		
-€	amount		
-%	percent reduction		
Change in price			
Article			
Subtotal	Subtotal		
X-Reference			
revenue			
X-Reference			
sales			
category			
X-Reference			
colos itoms			
sales items X-Reference			
A-keterence			



	1
sales items	
X-Reference	
sales per hour	
X-Reference	
Operators, cashiers	
X-Reference	
sales per month	
Daily Z-Case / closing of	
the day	
	Short planning
early planning	warehouse
	(chapter 3.7)
Fiscal Printer	Only for
Prog.	technicians
Prepaid	
Card	
output	output
Acceptance /	Acceptance /
Authorization /	Authorization /
Verification	Verification

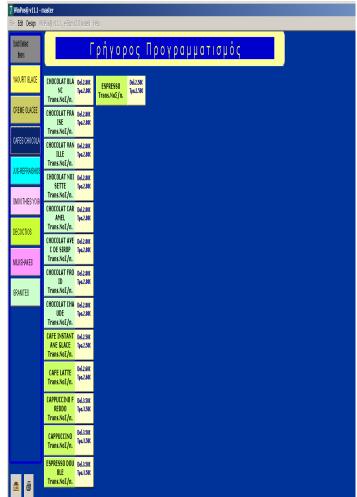
Winpos: Manual 3.7 Screen Quick Programming

n the 3.7 schema at the top right of the screen there is the "Quick setup" button. It was also previously referred to as "Shortcut programming warehouse."

So thereafter

- On the right image, we see on the left column of the screen that includes the different categories of products, such as is found on the main screen of sales.
- All products available in the warehouse also appear. Each box corresponds to a product and there is a description and information about if it is among the most popular products or not. (see illustration 3.3). One can also find its classification (made by the program administrator). On the right side of each box shows the prices of products in the warehouse. (the base price and any price differences for example if it is consumed on the premises or home delivery.)
- It should also be noted that the products have different colors according to their groups or classes The icon with the house to return to the previous page.

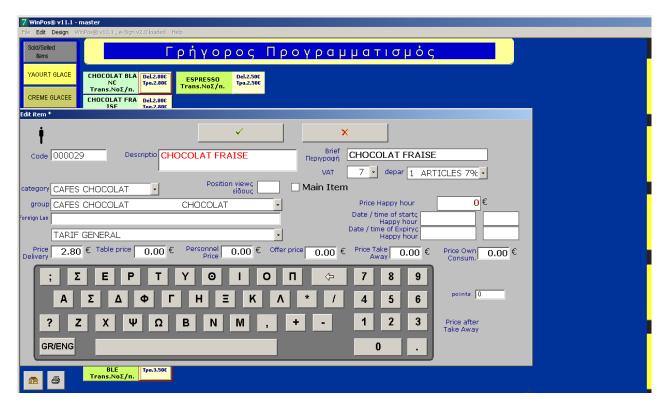
With the printer icon, the command is sent to the corresponding printers cooking Figure 3 .3 window below opens when you select a product. 3.7.1 Illustration



Picture 3. 3



Based on an item opens the following window



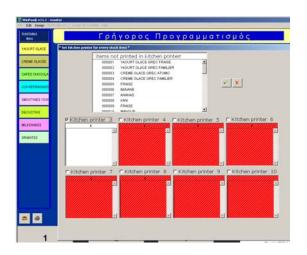
Picture 3. 7. 1

Briefly appear:

- > The code, description and the department of product.
- Categories and groups: parameters that have an immediate impact in the way products are displayed on the sales screen.
- most ordered products: click on the product in question so that it appears in both the most ordered products (depending on the server). See illustration 3.3. At the same time the product will continue to appear in the category and the group to which it belongs. The different prices that can be selected for each product are other feature values can be set.
- A keyboard for the purpose of settings.
- > We can confirm the changes by pressing the V key and cancel it by pressing X.

3.8 Programming screen printers kitchen

As we have seen for the Fast Programming screen (illustration 3.7), there is an icon that shows a printer at the bottom left. As we described above (Section 3.5) that allows access to the programming screen printing cuisine.



You can find a picture below

Picture 3.8

By choosing one or several products (Ctrl and Shift have the same functions as in Windows) by clicking prolonged until the cursor turns into a small hand, you can then drag it up 'to the icon of the printer to which you want to order print.

Must confirm the changes by pressing the letter V and deletions by pressing the letter X.

3.9 Interface Preferences (products)

By selecting the "Preferences" just after registering a product key, the window below will appear. This is where you select the Preferences for a product. It is through this function that both service and dining, it is possible to keep abreast of differentiation required for the client. The information is also transmitted to the fund for any adjustments on the price (addition or reduction). The choice of preferences is a completely personal choice. The illustration below is given as an indication.

ME	АВГА	NEMONI	ΠΑΤΑΤΕΣ	ΒΡΑΣΤΑ ΛΑΧΑΝΙΚΑ	ΚΑΛΑ ΨΗΜΕΝΟ ΧΩΡΙΣ ΛΑΔΙ
VILO	ABOKANTO	ΛΙΑΣΤΕΣ ΤΟΜΑΤΕΣ	ΠΙΠΕΡΊΕΣ	КАЛА ФНМЕНО	ΜΕ ΛΙΑΣΤΕΣ ΤΟΜΑ΄ ΛΙΓΟ ΑΝΙΘΟΣ
ΧΩΡΙΣ	ΑΝΙΘΟΣ	ΜΑΙΝΤΑΝΟΣ	ΠΡΑΣΙΝΗ ΣΑΛΑΤΑ	ΜΕΤΡΙΟ & ΚΑΤΩ	
ПОЛУ	АПОЕНРАМЕНА ФР	MANITAPIA	РІГАНН	ΜΕΤΡΙΟ & ΠΑΝΩ	
OAA ME	ΒΑΣΙΛΙΚΟΣ	MEVI	PIZI	метріо ФНМЕНО)
ΟΛΑ ΧΩΡΙΣ	ГІАОҰРТІ	мпаΣматі	PIZI AFPIO	ΞΕΡΟΤΥΓΑΝΙΣΜΕΝΙ	
	ΕΛΙΕΣ	мпеіком	ΣΟΥΣΑΜΙ	ОМО	Διαγραφή
	кочкочнарі	NTOMATA	ΣΠΑΓΓΕΤΙ	ΣΑΛΤΣΑ ΧΩΡΙΣΤΑ	2ΠΛΟ
	КРЕММҮДІ	Ξ. ΚΑΡΠΟΥΣ	ТҮРІ	ΣΚΕΤΟ	зпло
	ΛΑΔΙ	ΞΥΔΙ	ΨΗΤΑ ΛΑΧΑΝΙΚΑ	ΣΚΕΤΟ	
	0	Επόμενα 🖒		Ŋ	1

Picture 3.9

➤ It is not possible to change the left column and is used in addition to preferences: For example: without oil or some dill etc..

- The next-three columns are the preferences. It stores them alone or in combination of the left column. These particulars have been defined in the definition screen preferences by clicking "Add" (Figure 2.3, Section 2.2.1). If there are more than 3 columns for access to others just the scroll press the "Next" button.
- ➤ The light blue column on the right also contains preferences but they have a subtractive nature. They are used to describe a cooking or presentation mode of the plate. They are configured in the Preferences screen by clicking "subtract" (Figure 2.3, Section 2.2.1)
- > In the green window at the top right of the screen are saved preferences so far ..
- ➤ Key "Product comment" opens a small keyboard that allows you to write text to comment on the product.
- > The buttons are respectively and add cancel



- Frequently Asked Questions
- How do I open / light system checkout

Press the ON / OFF button. See the installation sheet that came with your machine.

How do I close / turn off the system checkout

Each screen of the Fund, there is a respective operation. As noted above. For example, press 999 and the door on the New Server Touchscreen display.

• What is the process of selling an item

We must ensure that the system is in the sales screen (see manual). Press articles in the warehouse you want to sell, but always in combination with the category button. When you are ready to perform the operation, press the Subtotal button and the screen will appear with currency. Here are two images that show the steps you need to follow with a respective series.

- 1. Tap the category and groups
- 2. Type Article
- 3. Press the SUBTOTAL button
- 1. Press banknotes you received
- 2. Press the coins. Look carefully, the amount appeared to right of your screen.
- 3. Press the button and the Cash transaction will end by informing you about the currency that you will give to the customer.

Do not forget to give proof of purchase will be printed.

What is the process of selling frozen yogurt and coffee

Absolutely no. Just be familiar with classes, groups to quickly find different items.

How can I cancel a proof of purchase

Press the TOTAL CANCEL button.

What is the process of selling to a particular customer, the owner of the card worker Aéroville

- Type the code from the client (they informed you about this) using the numeral keys. You
 immediately press the "CLIENT" button. The type of customer will appear in the Client. Finishing
 this operation, the default client is automatically selected.
- How the sales process is responsible for a particular operator

Transactions always charge the operator that appeared in part of the operator.

How do I change the name of the operator

You press the button on the door and window options and open settings (Section 3.5). Once you type your code using the numeral keypad and pressing the operator button directly. You return to the screen of the box.

How can I find the total sales at the end of the day

The winpos offers many references. X references sales screen options and parameters (Section 3.5) is the main income that shows you your cash.

How can I register new products and their price system

The organization of the warehouse is a process that requires the greatest familiarity. You are obliged to study section 2.3. Nevertheless the main steps are the following:

- 1. 1. Winpos main menu, press the button Warehouse.
- 2. 2. Press the + button and a new tab appears in the warehouse, which you must complete.
- 3. 3. Complete the Principal Code, Description, Category and Group, but the final price. Attention, those are not the main in order to sell an item.





How can I change the prices to current products

A Warehouse screen, where you are a party to the previous question, instead of pressing the +, you find a tab of an item and press. The tab is "unlocked" and is ready for processing.

How can I stop the system at the end of the day

The program stops with the system of the body as we have already said. Each screen of the New Server box, there is the corresponding operation.



As noted above. For example the New Server Touchscreen display type 999 and the door