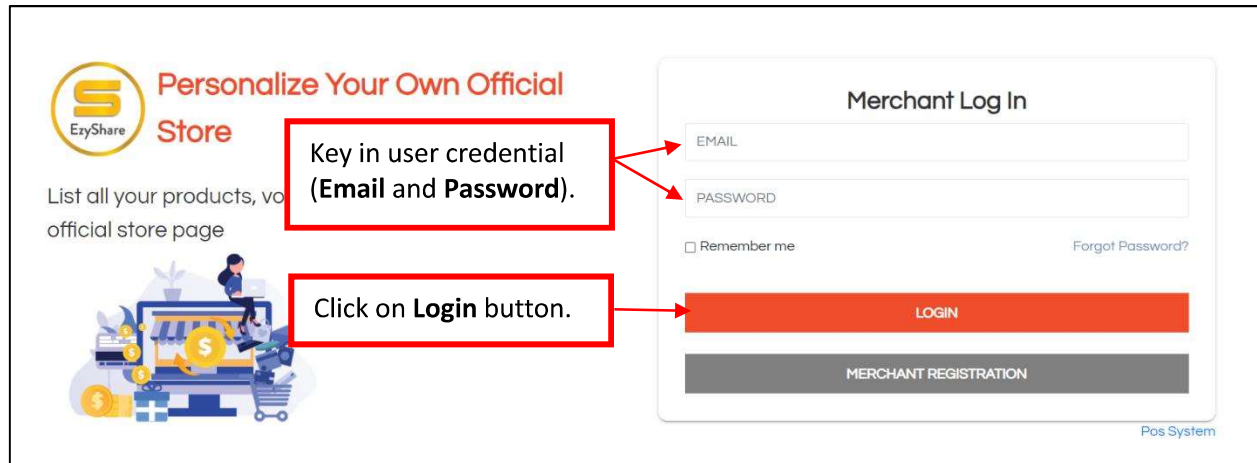


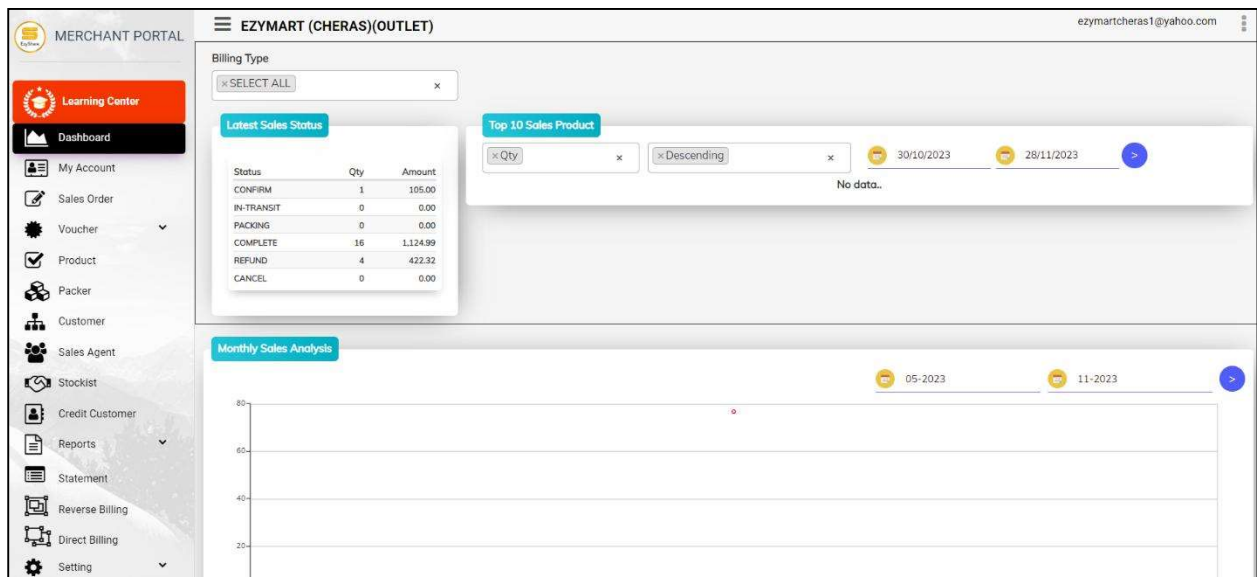
USER MANUAL FOR MERCHANT PORTAL

How to login **Merchant Portal**?

1. Go to the link <https://ezyshare.online/ezyshare-merchantportal/production/login> and key in the user *Email* and *Password*, which serve as merchant user credentials.

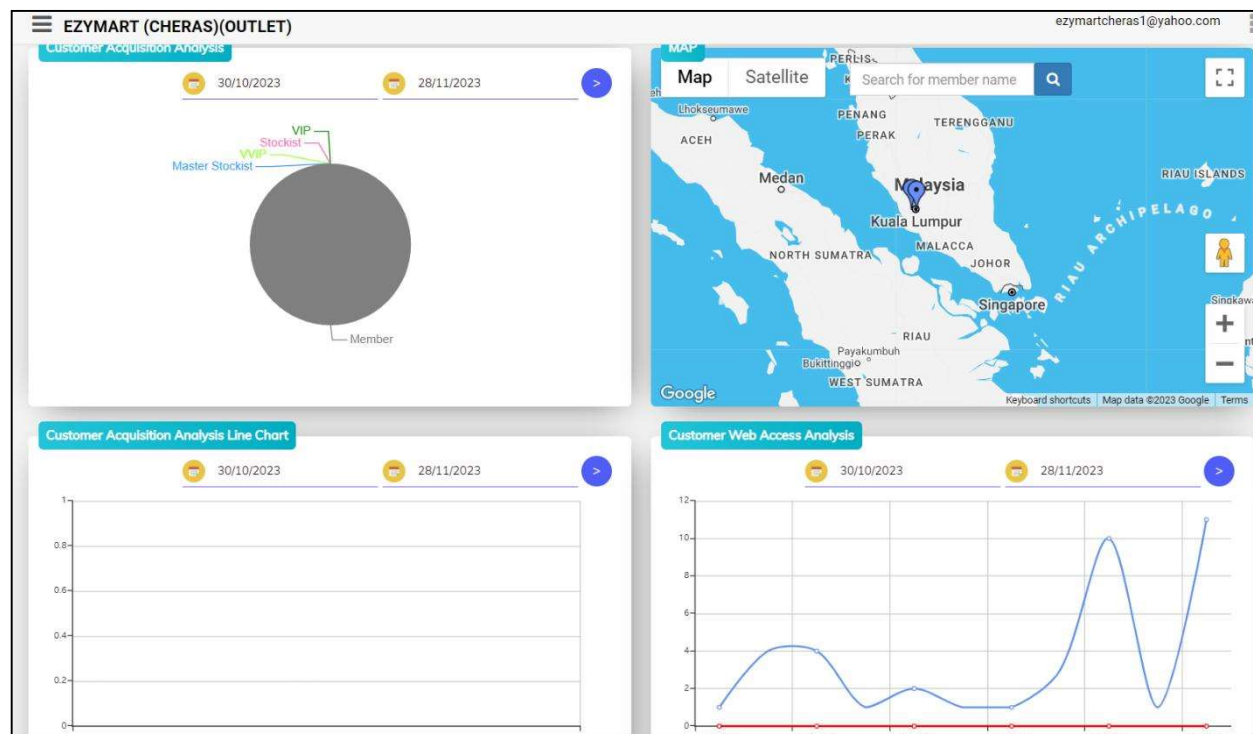
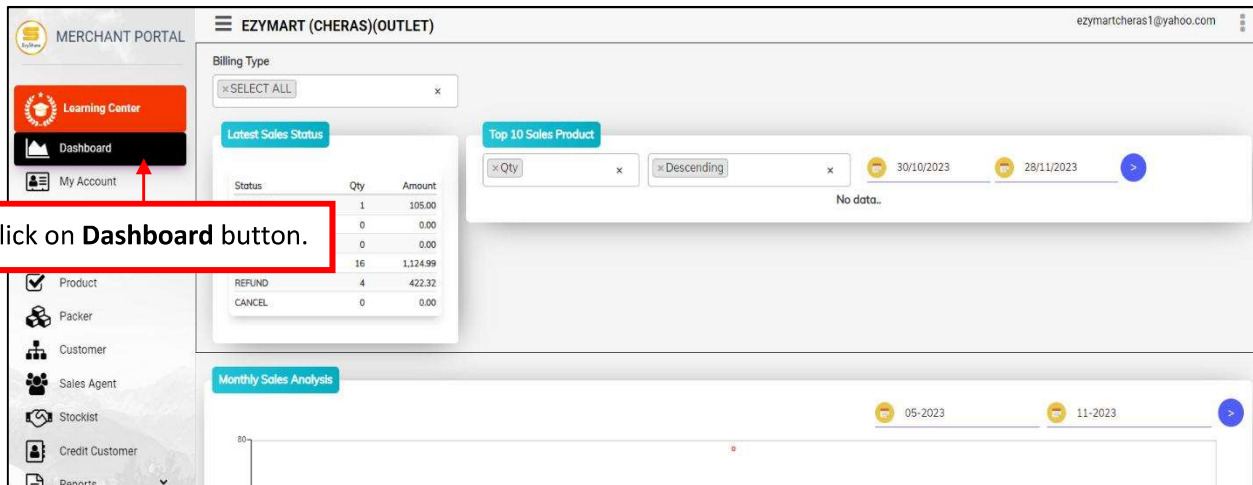


2. This is Merchant Portal Access. Once you click the '**Login**' button, first things first, the user will see this interface. The portal includes a comprehensive dashboard that offers a clear overview of monthly sales performance, customer acquisition analysis, and sales reports, empowering merchants to make informed business decisions.



DASHBOARD

3. First is the **Dashboard**. As you can see, the dashboard provides a comprehensive overview of your merchant business, displaying key performance indicators, sales analytics, and real-time data to help you monitor and track your progress.



MY ACCOUNT

4. Next is **My Account** page. The user needs to set up a Business Profile, Merchant Page, Outlet, Outlet Business Hour, Deals, Merchant Manager, Default Referral, and Pay Later option.

(i) First, user needs to set up a business profile. All details are mandatory for the user to key in.

Edit Merchant
Complete Merchant information for submission purpose

Business Profile | Merchant Page | Outlets | Outlet Business Hours | Deals | Merchant Manager | Default Referral

Merchant Details (ID : S-0021)

Business Category *
x Groceries x

Halal / Non-Halal / Pork-Free *
<Please key in or select here>

Halal Certificate
Upload File

Company Name *
EZYMART

Business Registration No. *
<Please Key in here>

Business Registration Doc / License
Upload File

Sub Domain
<Please Key in here> .ezyshare.online

Domain Status

Contact Info

Address *
G73, Ground Floor, Viva Shopping Mall, No.85, Jalan Loke Yew, 55200 Kuala Lumpur.
<Address Line 2>

Country *
x Malaysia x

State *
x KUALA LUMPUR x

City *
<Please key in or select here>

Postcode *
55200

Contact Person *
EZYMART

Email Address *
jukimhong@yahoo.com

Mobile No. *
0162067272

(ii) Second, merchant page also needs to be completed. The user needs to provide a Brand Name, which is the company name, Logo of the company (270*150), Cover photo (1024*384), Business Profile, and Scrolling text.

Business Profile | **Merchant Page** | Outlets | Outlet Business Hours | Deals | Merchant Manager | Default Referral

Brand Name *
<Please Key in here>

Logo (270x150) *
IMAGE NOT AVAILABLE

Cover Photo* (best photo will be chosen) :

Image1 (1024x384) *
IMAGE NOT AVAILABLE

Image2 (1024x384)
IMAGE NOT AVAILABLE

Image3 (1024x384)
IMAGE NOT AVAILABLE

(iii) For the Outlet section, the user needs to add outlets that have. Click **'Add Outlet'** for proceed adding.



Merchant Profile - Outlet
Complete Merchant information for submission purpose

Business Profile Merchant Page **Outlets** Outlet Business Hours Deals Merchant Manager Default Referral

Click **'Add Outlet'** to proceed add.



Add Outlet

x All x Total Outlet : 1

No	Outlet Name	State	Address	Contact Number	Contact Email Address	Status	Action
1	AL NAWARA COMPANY	SARAWAK	Jalan Matang, Petra Jaya, Kuching, Sarawak, Malaysia	01110665429	alnawaraco@gmail.com	Active	 

Showing 1 to 1 of 1 entries

< 1 >

The user can edit  and delete  in the action section.

(iv) Next is Outlet Business Hours. User can add their business hour here. Click **'Add Business Hours'** button to proceed added.

Merchant Profile - Outlet Business Hours
Complete Merchant information for submission purpose

Business Profile Merchant Page Outlets **Outlet Business Hours** Deals Merchant Manager Default Referral

Click **'Add Business Hours'** to proceed add.

Add Business Hour

< No data available in table >

Showing 1 to 0 of 0 entries

< 1 >

(v) Deals section is for user to add deals. Click **'Add Deals'** to proceed.

Merchant Profile - Deals
Complete Merchant information for submission purpose

Business Profile Merchant Page Outlets Outlet Business Hours **Deals** Merchant Manager Default Referral

Click **'Add Deals'** to proceed

Add Deal

< No data available in table >

Showing 1 to 0 of 0 entries

(vi) Next is the **Merchant Manager**. In this section, details will automatically generate for users.

Merchant Profile - Merchant Manager
Complete Merchant information for submission purpose

Business Profile Merchant Page Outlets Outlet Business Hours Deals **Merchant Manager** Default Referral

Merchant Manager ID: MM-DILJC
Merchant Manager Name: Nita
Phone: 01110665429
Email: alnawaraco@gmail.com
Ref Code:
Team Code:

Merchant Advisor ID: AD-RVYBK
Merchant Advisor Name: Al Nawara Company
Phone: 01110665429
Email: nitaokily@gmail.com

(vii) Lastly is the **Default Referral**. In this section, users need to fill in their member ID for Ezyshare login. Insert a member ID, then click **'Check'**, and details will automatically generate. Click **'Update Default Referral'** to proceed.

Business Profile Merchant Page Outlets Outlet Business Hours Deals Merchant Manager **Default Referral**

Member ID:
Member Name:

Check

Update Default Referral

First, insert member ID then click **'Check'**.

Then, click **'Update Default Referral'** to proceed.

SALES ORDER

5. Next interface is **Sales Order**. The Sales Order feature allows you to efficiently manage reserve billing and direct billing.

Click 'Sales Order' button.

Click the 'Export to Excel' button to download the document.

Status	Order No	Invoice No	Product	Tender	S	Date	Time
PACKING	SM100000744 0-MHQ-SO-28467	INV-23-0000275	T034453061123	Multi Tender	S-0061-001	27/11/2023 9:07AM	27/11/2023 9:07AM
COMPLETE	SM100001805 8-MHQ-SO-28293	INV-23-0000273	T033763054523	Online Payment	S-0061-001	23/11/2023 1:39PM	23/11/2023 1:39PM
COMPLETE	SM100000683 9-MHQ-SO-28176	INV-23-0000271	T033391432223	Multi Tender	S-0061-001	21/11/2023 2:49PM	21/11/2023 2:49PM

6. The user can click on the voucher section to setup a voucher. When you click on the voucher dropdown, three setup options will appear. First is campaign setup, second is voucher setup, and lastly, sponsor setup. Click on the new button for all the setups that the user needs to add.

Then, click add 'New' to setup the voucher.

Click the drop-down menu in the voucher section.

Campaign Setup Listing
Manage all Campaign Setup here

New Campaign

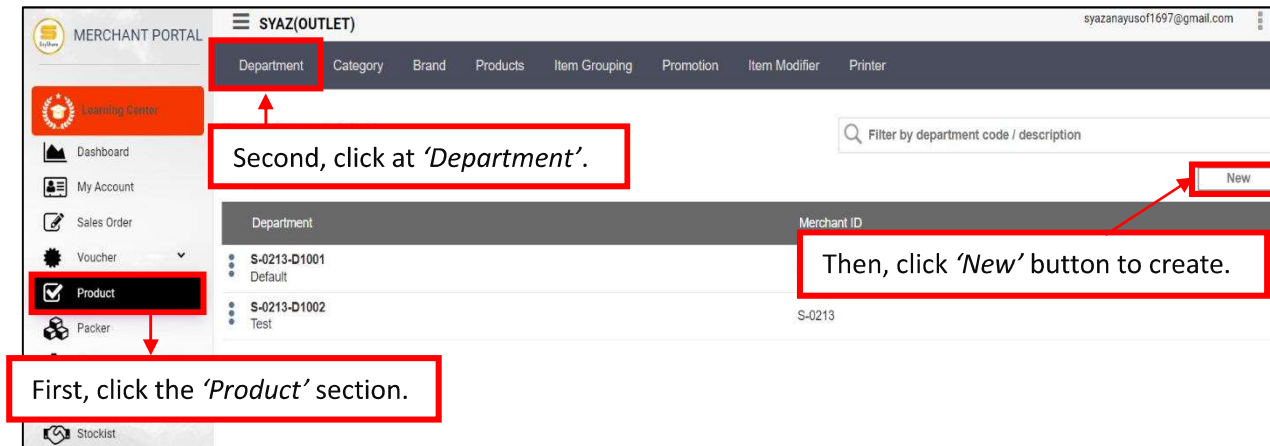
Campaign Code || Description

< No data available in table >

0 of 0 entries

PRODUCT SETTING

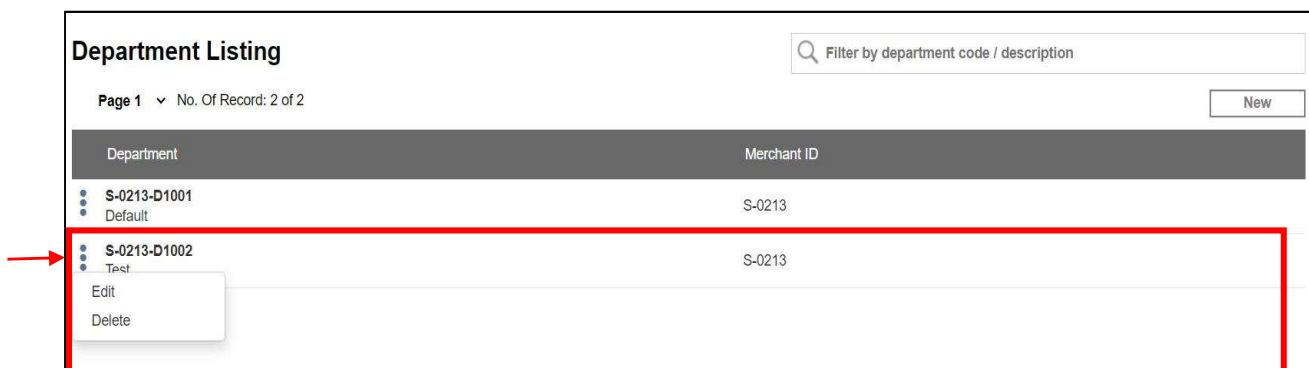
7. Next is the **Product Setup**. How to setup the product? As you can see, the below voucher section got products. Then, click on the *product* section.



8. After clicking New button, the user needs to insert the department description. Then, click the **Insert** button to proceed. (*Remember: user need to create a department, category and brand first before uploading the product.*)

The screenshot shows the 'Department Details' form. The 'Department Code' field is filled with 'S-0213-D1003'. The 'Department Description' field is highlighted with a red box and a red arrow pointing to it, with the text '1' next to it. The 'Insert' button is highlighted with a red box and a red arrow pointing to it, with the text '2' next to it.

9. After click Insert button, a new department will be added in department listing. Click **:** icon to **edit** or **delete** department.



10. In product setup page, click on the **Category** tab. Then, click on **new** button to add new category.

The screenshot shows the 'Product Setup' page with the 'Category' tab selected. A red box highlights the 'Category' tab with the instruction '1. Click 'Category' here.' Another red box highlights the 'New' button with the instruction '2. Click 'new' button to add.' The table below shows existing categories.

Category	Department Code	Department Desc.
S-0213-D1001-C1001 Default	S-0213-D1001	Default
S-0213-D1002-C1001 Testing	S-0213-D1002	Test

11. First, click on the **select department** drop-down (1). Next, key in the **category description** (2). Then, click on the **insert** button to proceed (3).

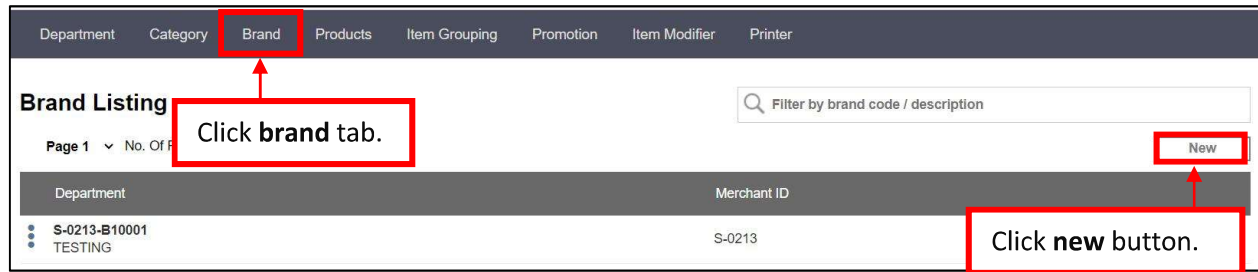
The screenshot shows the 'Category Details' form. A red box highlights the 'Select Dept.' dropdown with the instruction '1' and a red circle around the dropdown arrow. Another red box highlights the 'Category Description' field with the instruction '2' and the example text 'Example : IMPORTED S. DRINK'. A third red box highlights the 'Insert' button with the instruction '3'.

12. After click Insert button, a new category will be added in category listing. Click **:** icon to **edit** or **delete** category.

The screenshot shows the 'Category Listing' table. A red box highlights the table with the instruction 'Click : icon to edit or delete category.' The table has three columns: 'Category', 'Department Code', and 'Department Desc.'. The first row is highlighted, and a red arrow points to the 'Edit' and 'Delete' options in the first column.

Category	Department Code	Department Desc.
S-0213-D1001-C1001 Default	S-0213-D1001	Default
S-0213-D1002-C1001 Testing	S-0213-D1002	Test

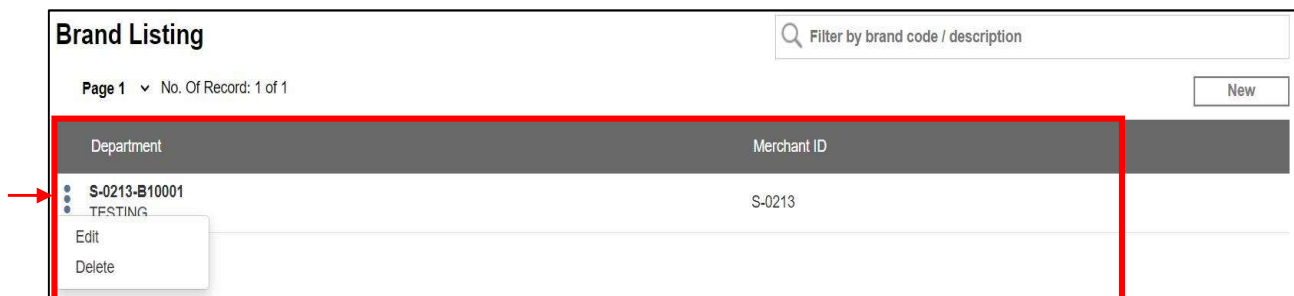
13. On the product setup page, click on the **brand** tab. Then, click on the **new** button to add a new brand.



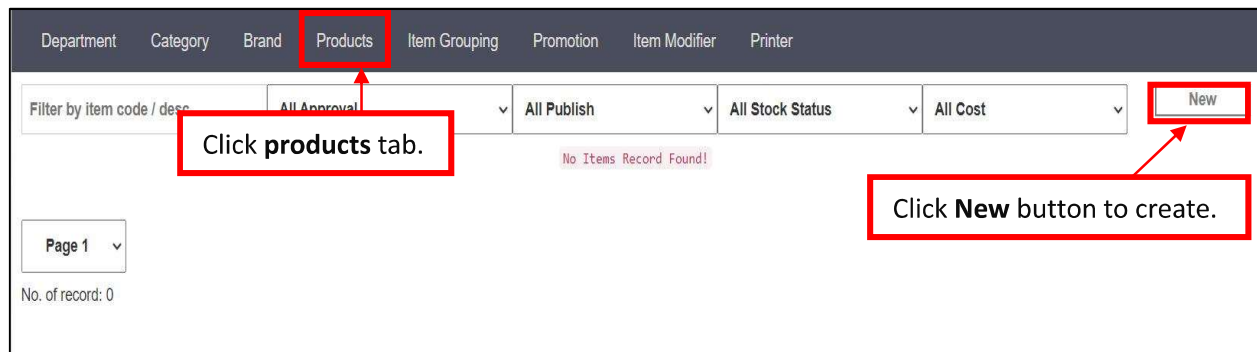
14. Insert the **brand** description (1). Then, click on **Insert** button to proceed (2).

The screenshot shows the 'Brand Details' form. It has two input fields: 'Brand Code' and 'Brand Description'. The 'Brand Code' field contains the value 'S-0213-B10002'. The 'Brand Description' field contains the value 'Example : F&N'. A red box highlights the 'Brand Description' field, with an arrow pointing to it and the text '1 →'. Below the input fields, there are two buttons: 'Insert' and 'Back'. A red box highlights the 'Insert' button, with an arrow pointing to it and the text '2 →'.

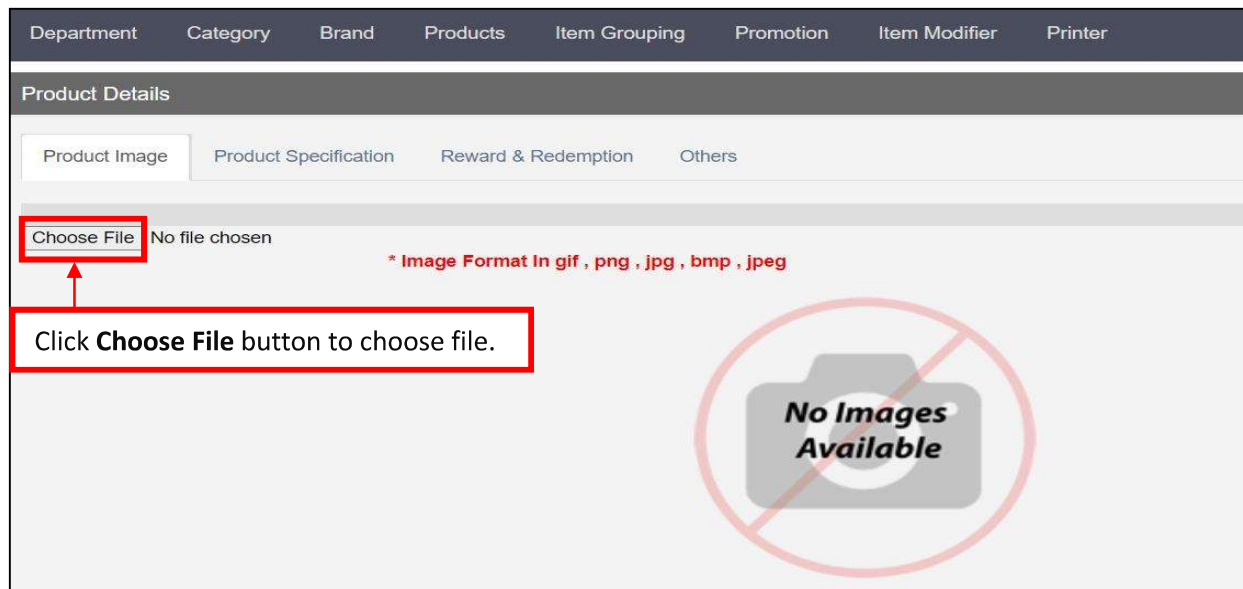
15. After click Insert button, a new brand will be added in brand listing. Click **:** icon to **Edit** or **Delete** brand.



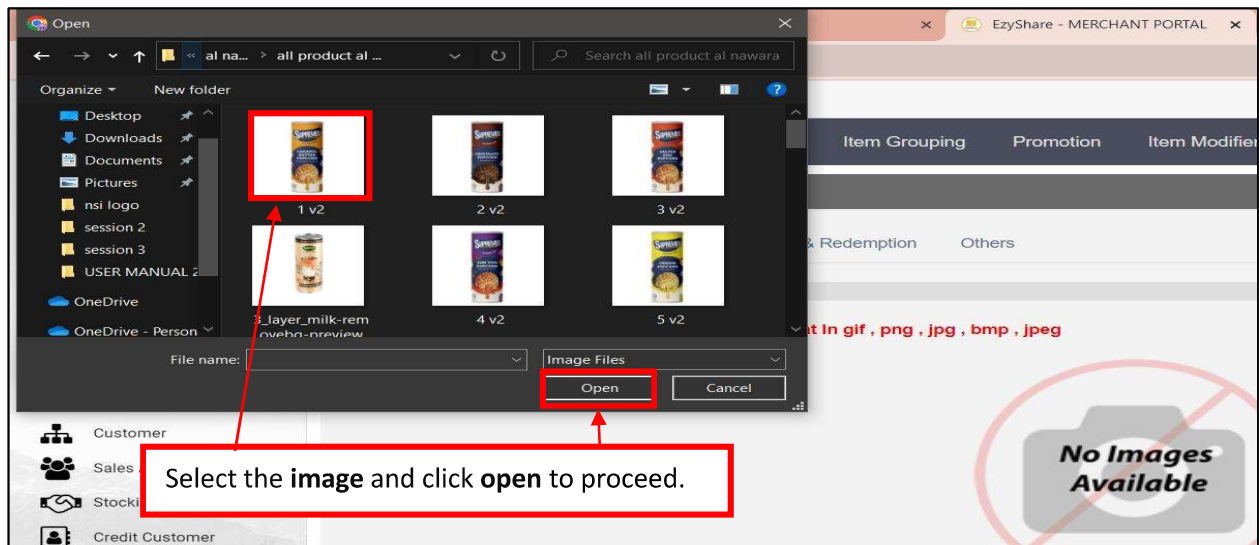
16. In product setup page, click on the **Product** tab. Then, click on the new button to add new product.



17. First things first, click on the “**Choose File**” button to select the product image. The image needs to be in the following formats: gif, png, bmp, and jpeg.



18. Then select the image in your folder and click open to proceed.



19. After selecting the image, scroll down and set up the basic item details, which are department, category, and brand for the product.

Basic Item Details

	Select Category
Department	- All Department -
Filter	Filter by category code / desc.
Category	- Select Category -
Brand	- Select Brand -

20. After that, if the product required *weight*, the user needed to select *yes*, enter the *barcode* for the product, and then determine the product *type*.

(* **Weight Item**: a type of product that is sold by weight rather than a fixed quantity or unit. Ex: **vegetable**)

The screenshot shows a product setup form with the following fields and annotations:

- Item Code**: Example: 412228777. Annotation: Select **No** for products setting.
- Weight Item**: Dropdown menu with options NO, YES, NO. Annotation: Enter a **barcode** for the product. (Can create by oneself)
- Barcode**: Input field with value 543293809.
- Type**: Dropdown menu with option Standard.
- Description**: Text input field. Annotation: Fill the product description. Can write more than 30 characters.
- Description 2 (Optional)**: Text input field. Annotation: Description 2 is optional. For example, **Chinese characters**.
- Short Description * Only show in POS**: Text input field. Annotation: A short description also needs to be filled up, but you cannot write more than 30 characters. This short description only shows up at EzyPOS.

21. Then, click on **UOM** to select the **Unit of Measurement** for the product.

The screenshot shows the product setup form with the **Unit of Measurement** dropdown menu open, displaying a list of units: PCS, SET, BOX, PACK, BTL, CTN, PAIR, UNIT, BOWL, TRAY, CUP, COMB, GUN, BDL, DOZEN, KGS. The form also includes fields for **Weight (KG)**, **Cost**, **Max Qty Per Transaction**, and **Ezyshare Overriding (%)**. Annotations include:

- Select the UOM.**: Points to the **Unit of Measurement** dropdown menu.
- Next, the user also needs to fill up the information for the *weight*, *cost*, and *max quantity per transaction* of the product. (But these columns are optional to write in.)**: Points to the **Weight (KG)**, **Cost**, and **Max Qty Per Transaction** fields.
- Click **Insert** once done filling up.**: Points to the **Insert** button at the bottom right of the form.

22. After filing the necessary basic details of the item scroll back up and click on **Product Specification** tab to add specification for the item.

The screenshot shows a form with four tabs: "Product Image", "Product Specification", "Reward & Redemption", and "Others". The "Product Specification" tab is selected and highlighted with a red box. Below the tabs is a section titled "Product Spec Detail" with a red box around it and a callout that says "First, click product specification tab." Below this is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and bullet points. Below the editor is a "Modifier" section with a red box around it and a callout that says "Second, fill in the product specification details here."

Product specification details: provide detailed information about the product.

Key elements of product descriptions:

1. Product Title
2. Product Features
3. Specification
4. Benefits
5. Usage and Instructions
6. Images and Visuals

23. User can insert video link for the product. Ex: video tutorial, informative video and so on.

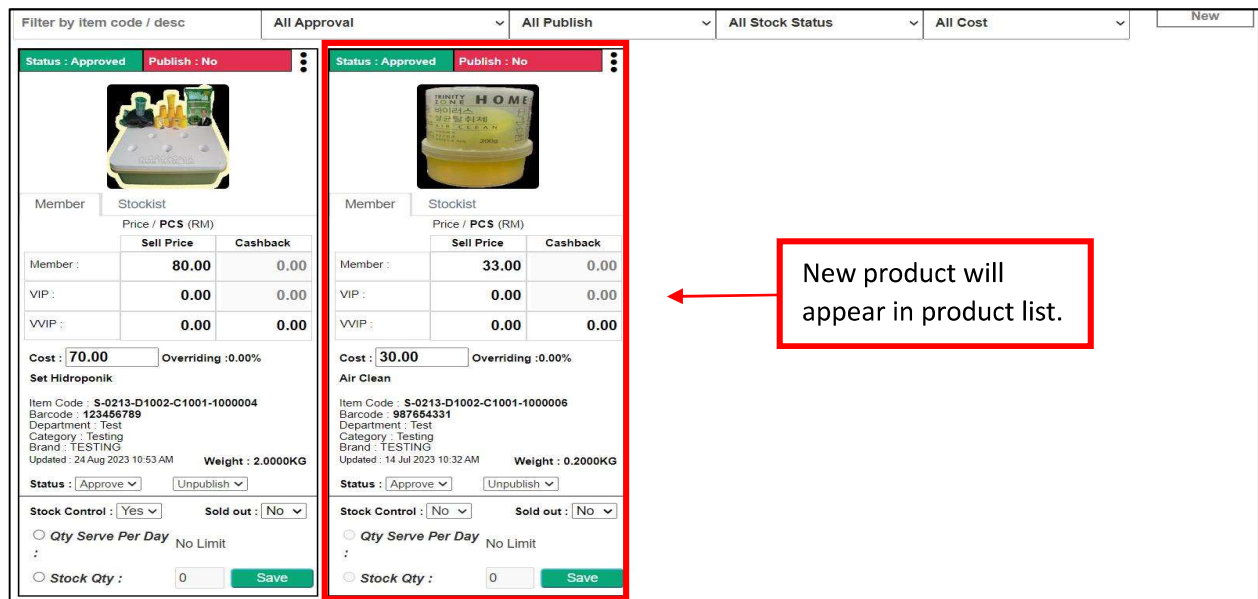
(User can insert up to 3 link YouTube video)-click share, copy and paste.

The screenshot shows a section titled "YouTube Video Link" with a grey header. Below the header are three input fields, each with a label: "Video Link 1", "Video Link 2", and "Video Link 3". Each input field is empty and has a light green border.

24. The user can also configure **Reward & Redemption** settings on the same page as the product details. The user can configure the system according to his or her preferences.


25. Last at product details is the **Others** tab section. The user can configure the other details for the product.

26. After filling in all the details, Click the **Insert** button to add a new product to the system. Once you click the insert button, a **new product** will appear in the merchant portal product list.



Filter by Item code / desc All Approval All Publish All Stock Status All Cost New

Status: Approved Publish: No



Member Stockist

	Price / PCS (RM)	
	Sell Price	Cashback
Member :	80.00	0.00
VIP :	0.00	0.00
VVIP :	0.00	0.00

Cost : 70.00 Overriding : 0.00%

Set Hidroponik

Item Code : S-0213-D1002-C1001-1000004
Barcode : 123456789
Department : Test
Category : Testing
Brand : TESTING
Updated : 24 Aug 2023 10:53 AM Weight : 2.0000KG


Status : [Approve] [Unpublish]

Stock Control : [Yes] Sold out : [No]

☐ Qty Serve Per Day : No Limit

☐ Stock Qty : 0 **Save**

Status: Approved Publish: No



Member Stockist

	Price / PCS (RM)	
	Sell Price	Cashback
Member :	33.00	0.00
VIP :	0.00	0.00
VVIP :	0.00	0.00

Cost : 30.00 Overriding : 0.00%

Air Clean

Item Code : S-0213-D1002-C1001-1000006
Barcode : 987654321
Department : Test
Category : Testing
Brand : TESTING
Updated : 14 Jul 2023 10:32 AM Weight : 0.2000KG

Status : [Approve] [Unpublish]

Stock Control : [No] Sold out : [No]

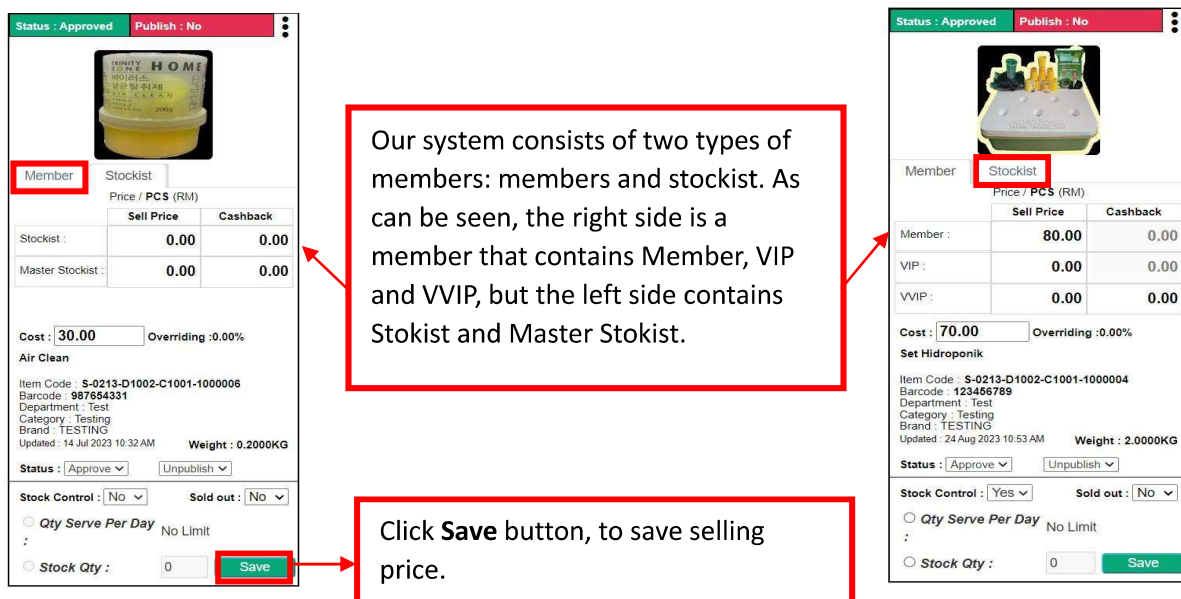
☐ Qty Serve Per Day : No Limit

☐ Stock Qty : 0 **Save**


New product will appear in product list.

SELLING PRICE (WALK IN, MEMBER, VIP)

27. On the same product page, insert the selling price for the **Member, VIP, VVIP, Stokist, Master Stokist** and actual cost of the item. The user can insert the cashback amount for the VVIP customer.



Status: Approved Publish: No



Member Stockist

	Price / PCS (RM)	
	Sell Price	Cashback
Stockist :	0.00	0.00
Master Stockist :	0.00	0.00

Cost : 30.00 Overriding : 0.00%

Air Clean

Item Code : S-0213-D1002-C1001-1000006
Barcode : 987654321
Department : Test
Category : Testing
Brand : TESTING
Updated : 14 Jul 2023 10:32 AM Weight : 0.2000KG


Status : [Approve] [Unpublish]

Stock Control : [No] Sold out : [No]

☐ Qty Serve Per Day : No Limit

☐ Stock Qty : 0 **Save**

Status: Approved Publish: No



Member **Stockist**

	Price / PCS (RM)	
	Sell Price	Cashback
Member :	80.00	0.00
VIP :	0.00	0.00
VVIP :	0.00	0.00

Cost : 70.00 Overriding : 0.00%

Set Hidroponik

Item Code : S-0213-D1002-C1001-1000004
Barcode : 123456789
Department : Test
Category : Testing
Brand : TESTING
Updated : 24 Aug 2023 10:53 AM Weight : 2.0000KG

Status : [Approve] [Unpublish]

Stock Control : [Yes] Sold out : [No]

☐ Qty Serve Per Day : No Limit

☐ Stock Qty : 0 **Save**

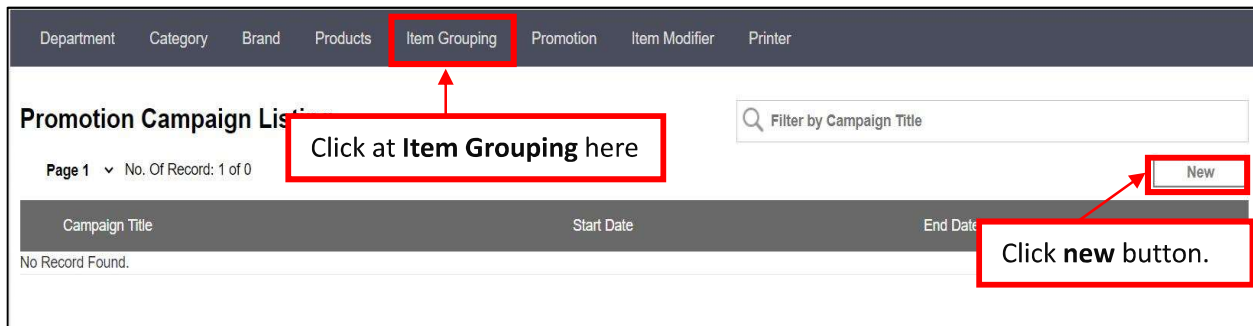
Our system consists of two types of members: members and stockist. As can be seen, the right side is a member that contains Member, VIP and VVIP, but the left side contains Stokist and Master Stokist.

Click **Save** button, to save selling price.

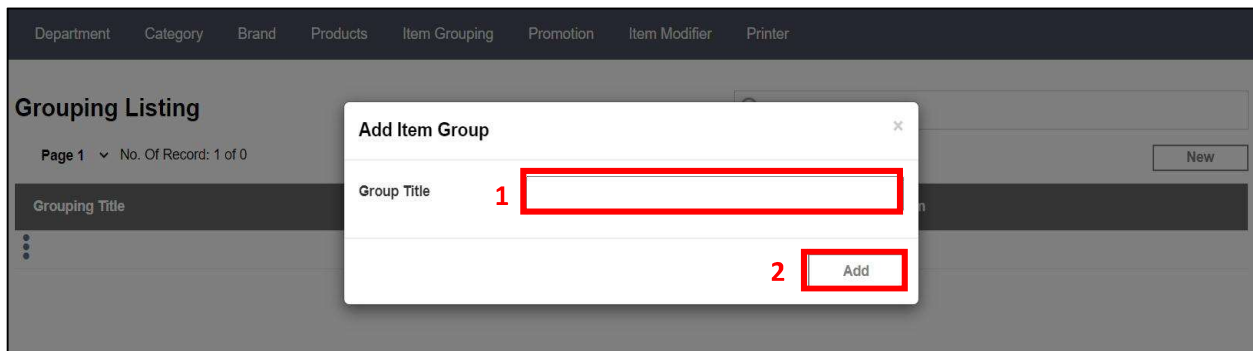
Prices are typically set at market rates for member with:

Member > VIP > VVIP > Stockist > Master Stockist

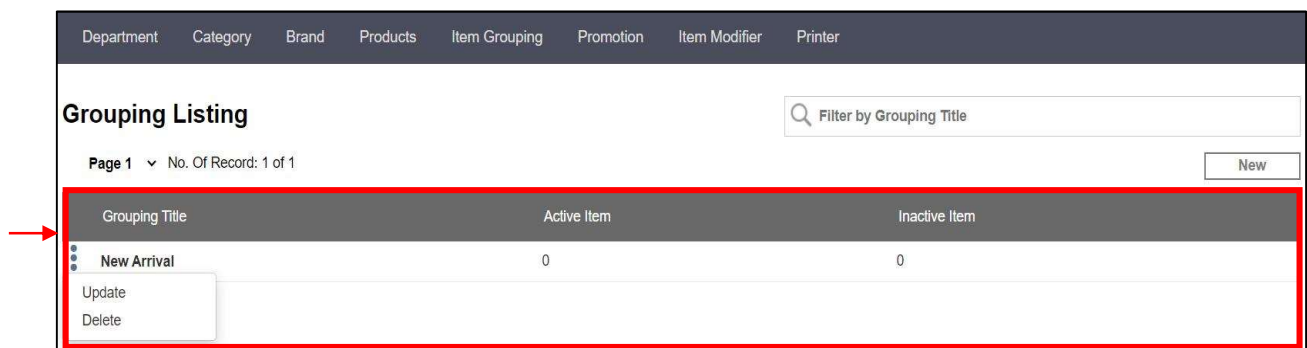
28. In product setup page, click on the **Item Grouping** tab. Then, click on the new button to add new item group.



29. Insert the **group title** name, for example 'new arrival' (1). Then, click on **add** button proceed (2).



30. Once the user clicks the add button, a new item group will be added to the grouping listing. Then, to add the item to the group, click on the **:** icon.



31. In the same page of item grouping, user also can update and delete. Click update button to proceed.

Department Category Brand Products Item Grouping Promotion Item Modifier Printer

Grouping Listing

Page 1 No. Of Record: 1 of 1 New

Grouping Title	Active Item	Inactive Item
New Arrival	0	0

Update Delete

32. After click update, you can choose the icon and banner for the item group.

Click the **'Choose File'** button to insert a banner and icon for the item group, but you need to make sure and refer to the stated size.

Group Title: New Arrival

Icon: Choose File No file chosen 55x55

Banner: Choose File No file chosen 1080x409

Item List

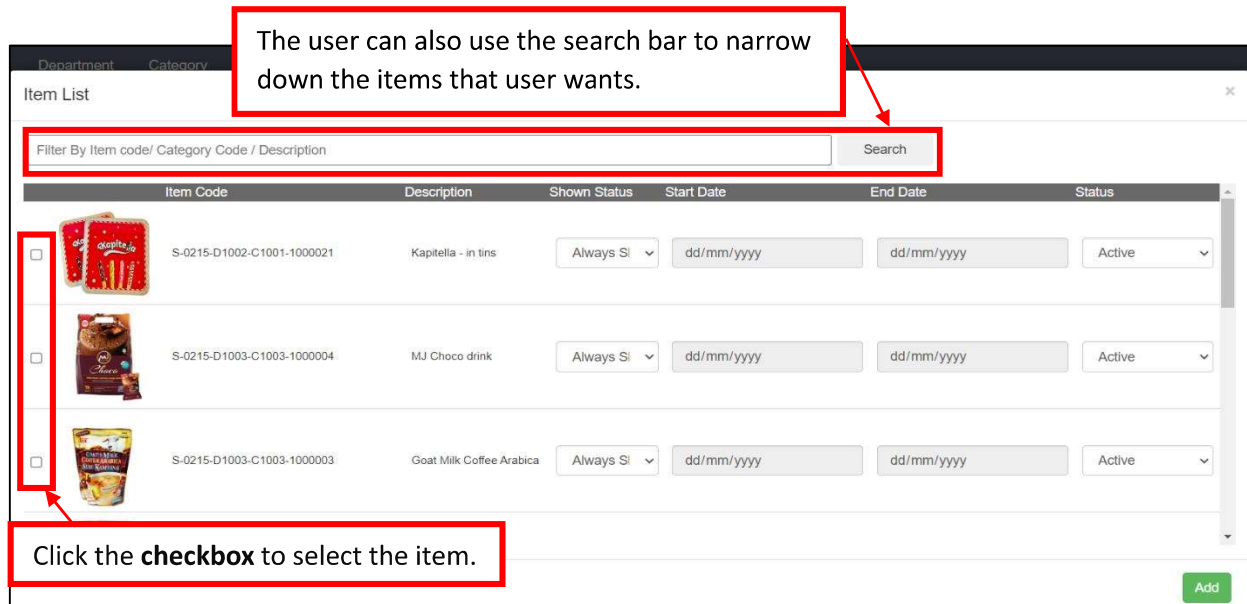
Add Item

Click the **'Add Item'** button to proceed added.

Update Back

33. After clicking the add item button, the user will see the item list section. On this page, users can use the filter function to search for items or just scroll down the page. To select the item, the user just clicks on the checkbox.

The user can also use the search bar to narrow down the items that user wants.



Item List

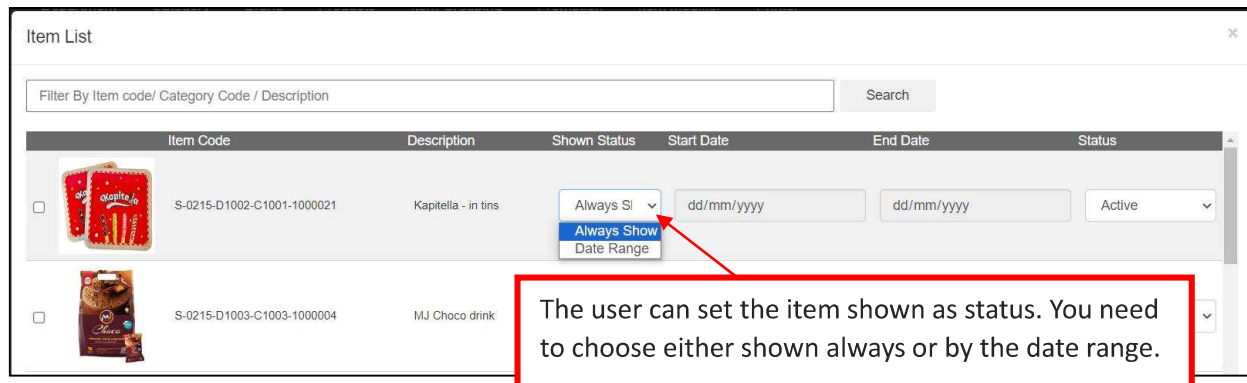
Filter By Item code/ Category Code / Description Search

	Item Code	Description	Shown Status	Start Date	End Date	Status
<input type="checkbox"/>	S-0215-D1002-C1001-1000021	Kapitella - in tins	Always Si	dd/mm/yyyy	dd/mm/yyyy	Active
<input type="checkbox"/>	S-0215-D1003-C1003-1000004	MJ Choco drink	Always Si	dd/mm/yyyy	dd/mm/yyyy	Active
<input type="checkbox"/>	S-0215-D1003-C1003-1000003	Goat Milk Coffee Arabica	Always Si	dd/mm/yyyy	dd/mm/yyyy	Active

Click the **checkbox** to select the item.

Add

34. Next, set the item shown status, whether to always show or just in a certain date range. If the user chooses the date range status, please insert the start date and end date for the item to be shown.



Item List

Filter By Item code/ Category Code / Description Search

	Item Code	Description	Shown Status	Start Date	End Date	Status
<input type="checkbox"/>	S-0215-D1002-C1001-1000021	Kapitella - in tins	Always Si	dd/mm/yyyy	dd/mm/yyyy	Active
<input type="checkbox"/>	S-0215-D1003-C1003-1000004	MJ Choco drink	Always Show			

The user can set the item shown as status. You need to choose either shown always or by the date range.




Shown Status:

1. **Always Show:** will always be visible to users, useful for displaying important items that should always be available.
2. **Date Range:** limited by a specified date range, helpful for displaying seasonal products and limited-time offers.

35. Select the item status, whether it is **Active** or **Inactive**. Just select the drop-down active status to set. Once all are selected, click the **Add** button to proceed.

Item List

Filter By Item code/ Category Code / Description Search

	Item Code	Description	Shown Status	Start Date	End Date	Status
<input type="checkbox"/>	 S-0215-D1002-C1001-1000021	Kapitella - in tins	Always			<div>The user can set the active status to be active or inactive. → Active Active Inactive</div>
<input type="checkbox"/>	 S-0215-D1003-C1003-1000004	MJ Choco drink	Always Si	dd/mm/yyyy	dd/mm/yyyy	Active
<input type="checkbox"/>	 S-0215-D1003-C1003-1000003	Goat Milk Coffee Arabica	Always Si	dd/mm/yyyy	dd/mm/yyyy	Active



Click **Add** button to proceed. → **Add**

Status:

1. **Active:** indicates that an item will be published.
2. **Inactive:** indicates that an item will not be published.

36. After adding an item to the item list, scroll down and click the **update** button to proceed.

Item List

	Item Code	Description	Shown Status	From Date	To Date	Status
	S-0213-D1002-C1001-1000004	Set Hidroponik ...	Always Show			Active
	S-0213-D1002-C1001-1000006	Air Clean ...	Always Show			Inactive

Click **Update** button → **Update** **Back**

37. After clicking the update button, you can see the active item and inactive item status in the grouping listing.

Grouping Listing		
Page 1 ▾ No. Of Record: 1 of 1		
New		
Grouping Title	Active Item	Inactive Item
New arrival	1	1

Item status will be stated

38. Next is ***the promotion maintenance*** section. How to add a promotion? First, click on the **promotion** tab. Then, click the **new** button to create a new promotion.

(Users can select products through promotion.)

Department Category Brand Products Item Grouping Promotion Item Modifier Printer

Promotion Campaign Listing

Page 1 ▾ No. Of Record: 1 of 0

New

Campaign Title

No Record Found.

1. Click on **promotion** tab.

2. Click on **New** button to create.

39. After clicking the new button, the user will be shown this interface.

First, the user needs to enter the campaign title.

Next, insert the start date and end date.

Lastly, click the add button to proceed.

The screenshot shows the 'Add Campaign' modal form. It has three main input fields: 'Campaign Title', 'Start Date', and 'End Date'. The 'Campaign Title' field is highlighted with a red box and a red arrow labeled '1'. The 'Start Date' and 'End Date' fields are also highlighted with a red box and a red arrow labeled '2'. The 'Add' button at the bottom right is highlighted with a red box and a red arrow labeled '3'.

40. Once user add the campaign title, click on update button to add item in the promotion.

The screenshot shows the 'Promotion Campaign Listing' table. The table has three columns: 'Campaign Title', 'Start Date', and 'End Date'. The first row shows a campaign titled 'Pay Day sales' with a start date of '7/25/2023 9:37:00 AM' and an end date of '8/10/2023 9:37:00 AM'. Below the 'Pay Day sales' text, there is a red box containing the 'Update' button. A red arrow points from the text 'Click on Update button.' to the 'Update' button.

41. Once the update button is clicked, scroll down and click the **add item** tab to choose an item.

The screenshot shows a web interface for managing campaigns. At the top, there are fields for 'Campaign Name' (containing 'Pay Day sales') and 'Campaign Period' (showing dates from 25/07/2023 09:37 AM to 10/08/2023 09:37 AM). Below these, there is a 'Promotion Item' section with a count of 0 and an 'Add Item' button. A red box highlights the 'Add Item' button, and an arrow points to it from a text box that says 'Click on add item button.' To the right, there is an 'Update' button (green) and a 'Back' button (orange). A red box highlights the 'Update' button, and an arrow points to it from a text box that says 'Then, click on Update button.'


42. Then, the user can search for the item using the filter function. Once you find the item, click on Add item to proceed.

The screenshot shows a web interface for selecting items. At the top, there are tabs for 'Department', 'Category', 'Brand', 'Products', 'Item Grouping', 'Promotion', 'Item Modifier', and 'Printer'. Below these, there are fields for 'Campaign Name' (containing 'Pay Day sales') and 'Campaign Period' (showing dates from 25/07/2023 09:37 AM to 10/08/2023 09:37 AM). Below these, there is a 'Promotion Item' section with a count of 0 and an 'Add Item' button. A red box highlights the 'Add Item' button. Below the 'Add Item' button, there is a search filter: 'Filter By Item code/ Category Code / Description' with a 'Search' button. A red box highlights the search filter and the 'Search' button. Below the search filter, there is a table with two columns: 'Item Code' and 'Description'. The table contains two rows of items. The first row has an 'Add' button (red), an image of a yellow container, the item code 'S-0213-D1002-C1001-1000006', and the description 'Air Clean'. The second row has an 'Add' button (purple), an image of a white container, the item code 'S-0213-D1002-C1001-1000004', and the description 'Set Hidroponik'. A red box highlights the 'Add' button for the first item, and an arrow points to it from a text box that says 'Click on Add'.

43. Next fill, the necessary information for the promotion.

2. Insert the sell price for different type of customer.

1. Insert the discount amount according to discount type.



Air Clean
987654331

	Sell Price	Discount Type	Discount	Promotion Price	Cashback
Member :	33.00	Discount By Percentage (%)	0	33.00	0.00
VIP :	0.00	Discount By Percentage (%)	0	0.00	0.00
VVIP :	0.00	Discount By Percentage (%)	0	0.00	0.00
Stockist :	0.00	Discount By Percentage (%)	0	0.00	0.00
Master Stockist :	0.00	Discount By Percentage (%)	0	0.00	0.00

4. Select the discount type, whether discount by percentage or amount. The user can choose either one.

5. Insert the promotion price.

3. Insert the cashback amount for VVIP, Stockist, and Master Stockist.

44. The user can also add another setting, such as reward & redemption items and member reward point. After that, click on the **add item** button to add.

Reward & Redemption
Others

Redemption Item

Member Level

Member :

VIP :

VVIP :

Stockist :

Master Stockist :

Redemption Point

Member :	0
VIP :	0
VVIP :	0
Stockist :	0
Master Stockist :	0

Member Reward Point

Member :	0
VIP :	0
VVIP :	0
Stockist :	0
Master Stockist :	0

Click add item button.

Add Item

45. Once the button **Add Item** is clicked, the item promotion will be added to the item promotion list. Then click on the **update** button to proceed. The user also can **edit** and **delete** promotion.

STOCK CONTROL

46. Go back to the product list section. Then scroll down to the stock control section.

Department	Category	Brand	Products	Item Grouping	Promotion	Item Modifier	Printer
Filter by Item code / desc							
All Approval							
All Publish							
All Stock Status							
<div> <div> <div>Status: Approved</div> <div>Publish: No</div> </div> <div> <div>Member</div> <div>Stockist</div> <div>Promotion</div> </div> </div> <div> <div>Price / UNIT (RM)</div> <div>Sell Price</div> <div>Cashback</div> </div> <div> <div>Member</div> <div>VIP</div> <div>VVIP</div> </div> <div> <div>Cost: 80.00</div> <div>Markup: 10.00%</div> </div> <div> <div>EGG GRADE AA 30s'S TRAY</div> <div>Item Code: S-0021-9555434000061</div> <div>Barcode: 9555434000061</div> <div>Department: QC PLUS (EGGS)</div> <div>Category: FRESH EGGS</div> <div>Brand: OTHERS</div> <div>Updated: 09 Dec 2023 10:54 AM</div> <div>Weight: 0.0000KG</div> </div> <div> <div>Status: [Approve]</div> <div>Unpublish</div> </div> <div> <div>Stock Control: [No]</div> <div>Sold out: [No]</div> </div>							
<div> <div>Member</div> <div>Stockist</div> <div>Promotion</div> </div> <div> <div>Price / KG (RM)</div> <div>Sell Price</div> <div>Cashback</div> </div> <div> <div>Member</div> <div>VIP</div> <div>VVIP</div> </div> <div> <div>Cost: 9.99</div> <div>Markup: 10.00%</div> </div> <div> <div>TIMUN JEPUN (CAMERON) ~ A / KG</div> <div>Item Code: S-0021-66017</div> <div>Barcode: 66017</div> <div>Department: QC FRESKO (VEGETABLE)</div> <div>Category: FRESKO VEGETABLE</div> <div>Brand: OTHERS</div> <div>Updated: 08 Dec 2023 10:54 AM</div> <div>Weight: 0.0000KG</div> </div> <div> <div>Status: [Approve]</div> <div>Unpublish</div> </div> <div> <div>Stock Control: [No]</div> <div>Sold out: [No]</div> </div>							
<div> <div>Member</div> <div>Stockist</div> <div>Promotion</div> </div> <div> <div>Price / KG (RM)</div> <div>Sell Price</div> <div>Cashback</div> </div> <div> <div>Member</div> <div>VIP</div> <div>VVIP</div> </div> <div> <div>Cost: 11.99</div> <div>Markup: 10.00%</div> </div> <div> <div>KAILAN</div> <div>Item Code: S-0021-66025</div> <div>Barcode: 66025</div> <div>Department: QC FRESKO (VEGETABLE)</div> <div>Category: FRESKO VEGETABLE</div> <div>Brand: OTHERS</div> <div>Updated: 08 Dec 2023 10:54 AM</div> <div>Weight: 0.0000KG</div> </div> <div> <div>Status: [Approve]</div> <div>Unpublish</div> </div> <div> <div>Stock Control: [No]</div> <div>Sold out: [No]</div> </div>							

If the product has stock control, click the drop-down function and change the 'no' to the 'yes' option.

47. Next, enter the stock quantity amount. If the item is not in stock, then choosing the 'yes' option indicates that the item has already sold out.

The screenshot shows two side-by-side forms for item settings. The left form is for 'Brand : TESTING' and 'Updated : 24 Aug 2023 10:53 AM'. It has a 'Status' dropdown set to 'Approve' and an 'Unpublish' button. The 'Stock Control' is set to 'Yes', and the 'Sold out' dropdown is set to 'No'. The 'Qty Serve Per Day' is set to '150', and the 'Stock Qty' is set to '0'. A 'Save' button is at the bottom. The right form is for 'Weight : 0.2000KG' and also has 'Status' set to 'Approve'. Its 'Stock Control' is set to 'No', and 'Sold out' is set to 'No'. It has a 'Qty Serve Per Day' set to 'No Limit' and a 'Stock Qty' set to '0'. A 'Save' button is at the bottom. Annotations include: a red box around the 'Sold out' dropdown with the text 'If the user prefers to see if an item is sold out on apps, select 'yes''.', a red box around the 'Qty Serve Per Day' input with the text 'Insert the stock quantity.', and a red box around the 'Stock Qty' input with the text 'Insert the stock quantity.'.

Brand : TESTING
Updated : 24 Aug 2023 10:53 AM

Status : Approve Unpublish

Stock Control : Yes Sold out : No

Qty Serve Per Day : 150

Stock Qty : 0 Save

Weight : 0.2000KG

Status : Approve Unpublish

Stock Control : No Sold out : No

Qty Serve Per Day : No Limit

Stock Qty : 0 Save

Page 1

Insert the stock quantity.

ITEM MODIFIER

48. This is an additional setting for EzyPOS. Click on the product section and click on the item modifier tab. Then click **Create Modifier Group**.

The screenshot shows the EzyPOS interface. The top navigation bar has tabs for Department, Category, Brand, Products, Item Grouping, Promotion, Item Modifier, and Printer. The 'Item Modifier' tab is selected. The left sidebar has a 'Product' section highlighted. The main content area is titled 'Modifier Group' and shows 'Page 1' and 'No. Of Record: 1 of 0'. There is a table with columns 'Modifier Name' and 'Option(s)'. A 'Create Modifier Group' button is at the bottom right. Annotations include: a red box around the 'Item Modifier' tab with the text 'Second, click at item modifier tab.', a red box around the 'Product' section with the text 'First, click at product section.', and a red box around the 'Create Modifier Group' button with the text 'Third, click here to create.'.

Department Category Brand Products Item Grouping Promotion Item Modifier Printer

Learning Center

Dashboard

My Account

Sales Order

Voucher

Product

Modifier Group

Page 1 No. Of Record: 1 of 0

Modifier Name Option(s)

No Record Found

Create Modifier Group

Second, click at item modifier tab.

First, click at product section.

Third, click here to create.

PRINTER SETUP

49. By selecting the printer tab, the user can configure the printer. Then click Add Printer to add. But make sure the printer is using a network printer.

The screenshot shows the 'Printer Listing' page. The 'Printer' tab is selected in the top navigation bar. A red box highlights the 'Printer' tab with the annotation 'Click printer tab.' Another red box highlights the 'Add Printer' button with the annotation 'Click add printer to add.' The page shows a table with columns 'Printer Name' and 'IP Address', and a message 'No Record Found.' Below the table, there is a red box around the 'Add Printer' button.

50. Once you click **Add Printer**, fill up the information inside. Then click an **insert** to add to the printer listing page.

The screenshot shows the 'Printer Details' form. The 'Printer' tab is selected in the top navigation bar. A red box highlights the form fields 'Printer Name' and 'IP Address' with the annotation 'Fill up the information here'. Another red box highlights the 'Insert' button with the annotation 'Click insert to proceed.' The form also has a 'Back' button.

The screenshot shows the 'Printer Listing' page after the printer has been added. A red box highlights the table with columns 'Printer Name' and 'IP Address'. The table now contains one record: 'test' with IP address '192.168.0.222'. A red box highlights the table with the annotation 'Once user click insert, the printer list will be updated here. The user can edit and delete the printer while visiting.' The 'Add Printer' button is still visible.

PACKER MAINTENANCE

51. Click the **Packer** option to set up. Then click the **add** button to create.

Filter by Packer ID / Packer Name

All Position

Click **Add** button to proceed add.

No Record Found!

First, click **Packer** option

52. Next, fill in all the information needed.

1. Enter the packer's name
2. Insert packer ID
3. insert the contact number
4. Insert the email
5. Select the packer position

Merchant Outlet

Packer Name
e.g. Alex

Packer ID
e.g. A001

Contact Number
e.g. 0125548879


Email
e.g. 123@abc.com

Position
--Select Position--
--Select Position--
Packer

Add Cancel


Once all done, click the **add** button to proceed.

53. Once user click add button, a new packer will be added in the system.

Click this button  to delete

Filter by Packer ID / Packer Name All Position

Delete	Edit	Packer Id	Packer Name	Contact Number	Email	Position	Last Updated Date
		H00001	Haziq	0133266348	haziqrahman@gmail.com	Packer	7/11/2023 7:33:12 AM

Click this  button to edit

Add

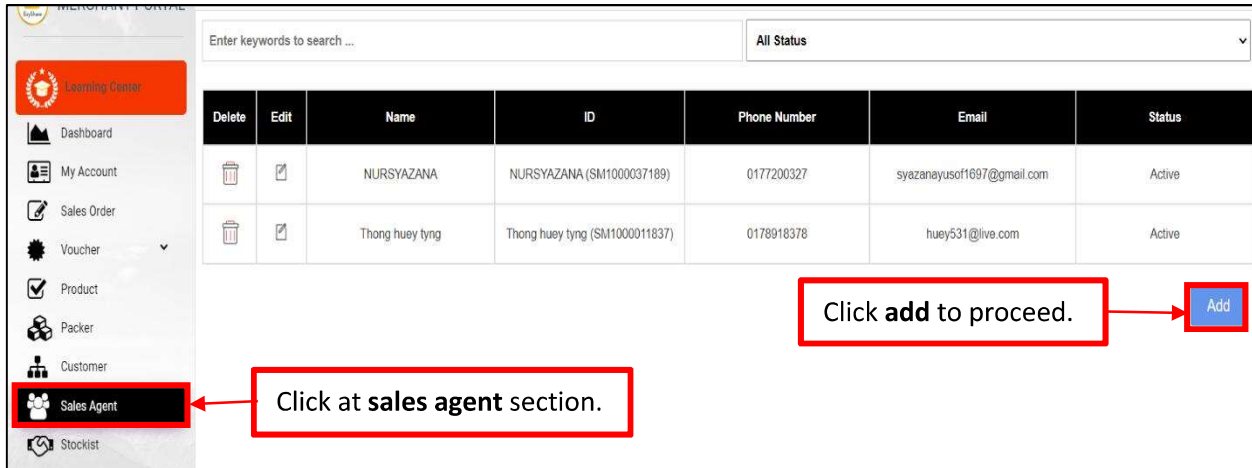
CUSTOMER

54. This page is for customer details. Once the user completes the transaction and so on, customer details will appear on this page. The user can filter by name, phone, and ID.

[illegible]

SALES AGENT

55. Click **Sales Agent** section. Click **Add** to add new.



The screenshot shows the Ezyshare Member Portal interface. On the left sidebar, the 'Sales Agent' option is highlighted with a red box and an arrow pointing to it with the text 'Click at sales agent section.' The main content area displays a table of existing sales agents and an 'Add' button. A red box around the 'Add' button is labeled 'Click add to proceed.'

Delete	Edit	Name	ID	Phone Number	Email	Status
		NURSYAZANA	NURSYAZANA (SM1000037189)	0177200327	syazanayusof1697@gmail.com	Active
		Thong huey tyng	Thong huey tyng (SM1000011837)	0178918378	huey531@live.com	Active

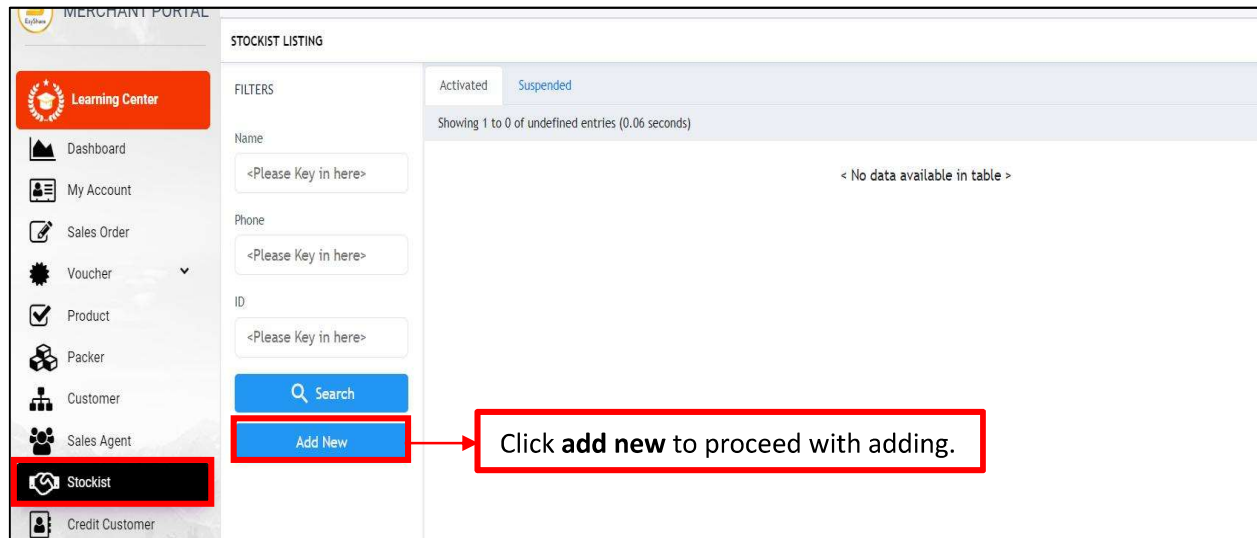
56. Once clicking **add** button, scroll down and click the **confirm** button to proceed. This just needs a number phone, other details will auto-in.

(*Before creating a sales agent, the user needs to make sure that the agent needs to register Ezyshare apps first before they can be a sales agent.)

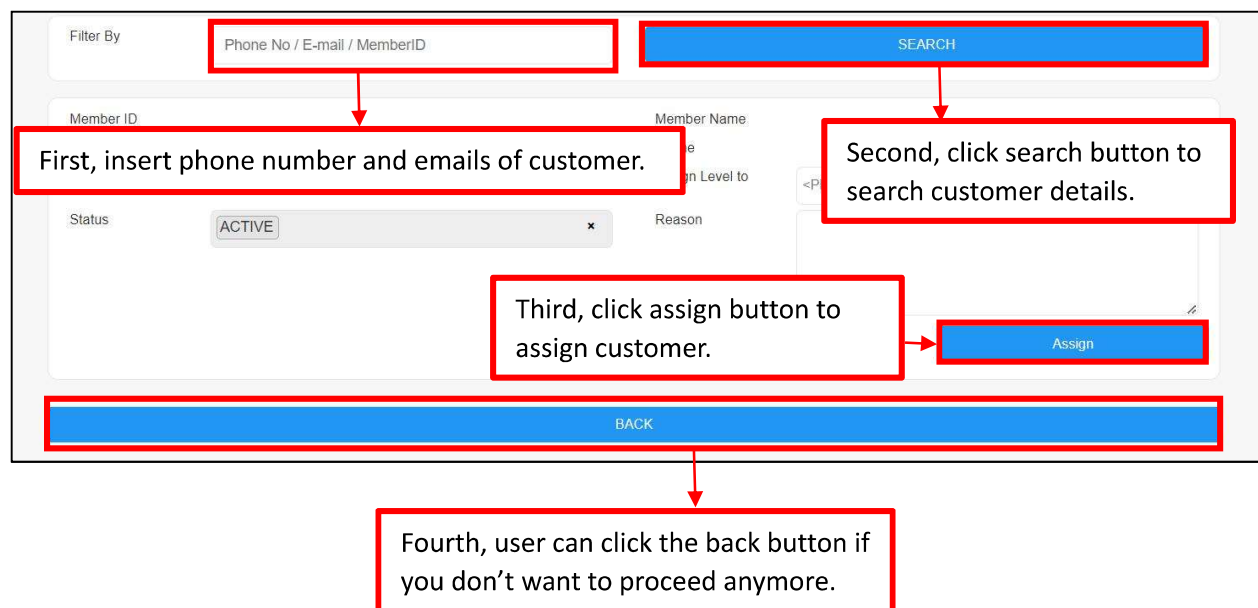
Key in phone number / ezyshare member id	
e.g. 012345678 / SM111111111111	
Name	
Member Id	
Email	
Phone Number	
Gender	
Address	

STOKIST

57. This page is for outlet that have stockist under user. So, just click at **stockist** section and click add new to create stockiest.



58. Once the user clicks Add New, this interface will pop up. Then the user may key in a phone number and click the search button. Then, details will be automatically filled out.



CREDIT CUSTOMER

59. Next is the **credit customer** option. Click the credit customer option to add a customer for a sales order. The user can **delete** and **edit** details once added.

The screenshot shows the 'Credit Customer' management page. On the left is a sidebar with a 'Learning Center' header and a menu including Dashboard, My Account, Sales Order, Voucher, Product, Packer, Customer, Sales Agent, Stockist, and Credit Customer (highlighted with a red box and an arrow pointing to it with the text 'Click at credit customer option.'). Below the menu is a 'Reports' section. The main content area is titled 'Credit Customer' and features a 'Filter' section with a text input 'Filter by Debtor ID / Debtor Name' and a 'Search' button. Below the filter is a table with columns: Delete, Edit, Outlet ID, Debtor ID, Debtor Name, Address, Phone No., and Credit Ter. A single row of data is visible, with the 'Delete' and 'Edit' icons highlighted by red boxes. To the right of the table, there is a red box around an 'Add' button with an arrow pointing to it from a text box that says 'Click add button to create customer details.'

Delete	Edit	Outlet ID	Debtor ID	Debtor Name	Address	Phone No.	Credit Ter
		S-0213-001	DB0000002	SY COLLECTION	37, Jalan 9a/106, Taman Ikan Emas, 56000 Kuala Lumpur, Wilayah Perse...	0177200327	30

60. Once the user clicks the add button, they can insert company name, account debtor code, address, etc. Once complete fill it in, scroll down, and click the add button below to proceed.

The screenshot shows the 'Add New Credit Customer' form. It has a red border around the main input fields. The form includes: 'Merchant Outlet' (text input with 'Syaz'), 'Company Name' (text input with 'ex. ABC Sdn Bhd'), 'Account Debtor Code' (text input with 'ex. D-1234'), 'Address Details' section with three stacked text inputs (examples: 'ex. No.1, St. Main,', 'ex. Main Garden,', 'ex. 3233333 Kuala Lumpur'), 'Locate Location' section with a text input and a 'Locate Location' button, and 'Google Map Coordinate' section with a text input and an 'Autofill from Locate Location' button.

Add New Credit Customer

Merchant Outlet: Syaz

Company Name: ex. ABC Sdn Bhd

Account Debtor Code: ex. D-1234

Address Details

Address: ex. No.1, St. Main,
ex. Main Garden,
ex. 3233333 Kuala Lumpur

Locate Location: Please click the button below and use google map to locate your location coordinate*

Google Map Coordinate: Autofill from Locate Location

REPORT

61. Next is the **report** option. Click the report drop-down and choose the report that the user needs. Each report can be exported to Excel.

Item Sales Report

Total Records 0

Total Shipping	Total Shipping - 2% PG	Total Sales	Refund Amt	Total Sales with Shipping	Net Sales	Net Sales with Shipping
NaN	NaN	NaN	NaN	NaN	NaN	NaN

[Export to Excel](#)

No	Item Code	Description	Merchant Id	Outlet ID	Department Code	Category Code	Brand	Order QTY	Deliver QTY	Return QTY	Unit Price	Discount
								0.000	0.000	0.00	NaN	

Click this button to export to excel

This report includes total sales with shipping, net sales, net sales shipping, and refund amounts.

STATEMENT

62. This statement option is a detail that customers provide. Once the transaction is complete, details will show up here.

Statement

Date from : dd/mm/yyyy Date to : dd/mm/yyyy

Bank Trxn No	Bank Trxn Date	Paid Amt (RM)	Bank Name	Bank Acc Holder Name	Bank Acc No	Sales Amt (RM)	No of Trxn	From	To
1	05 Oct 2020	0.00				0.00	0	11 Jul 2020	14 Jul 2020
2	05 Oct 2020	0.00				0.00	0	15 Jul 2020	18 Jul 2020
3	05 Oct 2020	0.00				0.00	0	19 Jul 2020	22 Jul 2020
4	05 Oct 2020	0.00				0.00	0	23 Jul 2020	26 Jul 2020
5	05 Oct 2020	0.00				0.00	0	27 Jul 2020	30 Jul 2020
6						0.00	0	31 Jul 2020	03 Aug 2020
7						0.00	0	04 Aug 2020	07 Aug 2020
8	05 Oct 2020	0.00				0.00	0	08 Aug 2020	11 Aug 2020

Click this button to expand the details.

Click statement button.

REVERSE BILLING

63. Login to the merchant portal and click on the **reverse billing** option on the menu.

The screenshot shows the merchant portal interface. On the left is a sidebar menu with options: Learning Center, Dashboard, My Account, Sales Order, Voucher, Product, Packer, Customer, Sales Agent, Stockist, Credit Customer, Reports, and Statement. The 'Reverse Billing' option is highlighted at the bottom of the sidebar. The main content area has a filter bar at the top with 'Filter By : Date from 14/11/2023 | Date to 13/12/2023'. Below this are search filters: Date From (14/11/2023), Date To (13/12/2023), Payment Status (SELECT ALL), and Delivery Status (COMPLETE). There is a search button with a magnifying glass icon and an 'Export to Excel' button. A red box highlights the 'Reverse Billing' menu item, and another red box highlights the search button. A third red box highlights the 'Export to Excel' button. A fourth red box highlights the search filters section.

User can use filter function to find the bill.

Click button to search.

Click this button to export the report in excel format.

64. This is an example of the **reverse billing report** interface in the system.

Merchant Delivery

Filter By : Date from 14/11/2023 | Date to 13/12/2023

Up To Date Pending Payment Record
Listing Record By Bank Transaction

Date From: 14/11/2023 Date To: 13/12/2023

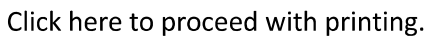
Payment Status: *SELECT ALL Delivery Status: *COMPLETE

Search By

	Order No	Invoice No	Merchant Invoice No	Outlet	Order Date	Delivery Date	Delivery Class	Self Pickup	SST	Payment Type	Bill Amount	Shipping Fees	Trxn Amt	Disc
	SM1000038736-MHQ-SO-29242	INV-23-0000286	INV-S-006123-0000276	S-0061-001	11/12/2023 12:50PM	11/12/2023	Standard	YES (XMS EMPIRE)	0.00	Online Payment	477.00	0.00	477.00	110.97
	SM1000038152-MHQ-SO-29241	INV-23-0000285	INV-S-006123-0000275	S-0061-001	11/12/2023 12:41PM	11/12/2023	Standard	YES (XMS EMPIRE)	0.00	Online Payment	366.03	0.00	366.03	52.42
	SM1000007288-MHQ-SO-29219	INV-23-0000284	INV-S-006123-0000274	S-0061-001	10/12/2023 2:25PM	10/12/2023	Standard	YES (XMS EMPIRE)	0.00	Online Payment	322.90	0.00	322.90	270.48
	SM1000019915-MHQ-SO-29217	INV-23-0000283	INV-S-006123-0000273	S-0061-001	09/12/2023 9:35PM	09/12/2023	Standard	YES (XMS EMPIRE)	0.00	Online Payment	426.00	0.00	426.00	100.00
											326.00	0.00	326.00	100.00

Click this button to print the bill.

•



DIRECT BILLING

on t



[Click here to proceed with printing.](#)

First, click at direct billing option.

SETTINGS

67. Click on the **setting** option, click on the drop-down, then click on direct billing. The user needs to fill up the invoice/do details, which are the description, headers 1 and 2, and footers 1, 2, and 3. Last, click **Update** to proceed update all details.

MERCHANT PORTAL XMS EMPIRE(OUTLET)

Invoice / DO

Description * InvDO

Header 1

Header 2

Footer 1

Footer 2

Setting

Direct Billing

Click setting option. Then, click at direct billing.

Footer 1

Footer 2

Footer 3

Customer Chop and Sign

Update

Click update to proceed.

SETTING -> EZYPOS

TERMINAL MAINTENANCE

68. The EzyPOS application provides merchants with various functions to facilitate transaction management and efficient payment processing.

❖ Install EzyPOS application.

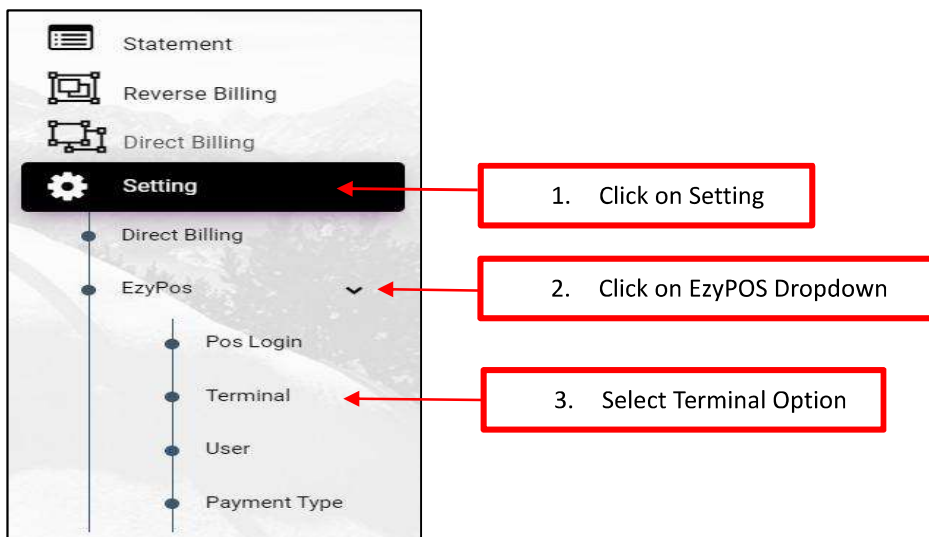
If you have an Android phone, you can download the EzyPOS app at
<https://ezyshare.online/ezyshare/resources.aspx>

If you don't have an Android phone, you can still access EzyPOS through its website at
<https://pos.ezyshare.online>

We Are Sharing				
Home Marketplace News & Info Latest Events About Us Partner Resources Calendar				
Resources				
Technical Support				
Whatsapp Call Us				
Description	Supported OS & Platform	Release Note	Release Date	Link
EzyPOS	Android 5.0 (API level 21) or later	Version 2.8.53 <ul style="list-style-type: none">Done web api promotionsUpdate function store po rem idUpdate import database function	Thursday, 29 June, 2023	Download Tutorial PDF
EzyPOS	Recommended Google Chrome 93 or later		Thursday, 29 June, 2023	Website
Merchant Portal	Recommended Google Chrome 93 or later		Thursday, 15 June, 2023	Website Tutorial PDF
Merchant Manager Portal	Recommended Google Chrome 93 or later		Thursday, 15 June, 2023	Website Tutorial Video

69. Create a login ID and password at the Backoffice.

(Login in the merchant portal and select the terminal option in setting module.)



Click here to Create New

Export to Excel

EZYMART (CHERAS)(OUTLET)

ezymartcheras1@yahoo.com

TERMINAL LISTING

Filters

Date From

<Please Key in here>

Date To

<Please Key in here>

Filter By

Location

Search

Create New

Download

Showing 1 to 5 of 5 entries (0.11 seconds)

< 1 > 20

No	Outlet ID	Outlet	Code	Location	Created Date	Modified Date	Terminal	Actions
1	S-0021-001	EzyMart (Cheras)	LC49451	NSI Solutions	01 Jun 2023	18 Aug 2023	4	<div><div></div><div></div></div>
2	S-0021-001	EzyMart (Cheras)	LC66463	LIVE	07 Jun 2023	12 Jul 2023	1	<div><div></div><div></div></div>
3	S-0021-001	EzyMart (Cheras)	LC85041	acilfit	07 Jun 2023	07 Jun 2023	1	<div><div></div><div></div></div>
4	S-0021-001	EzyMart (Cheras)	LC60266	Permalsuri	10 Jun 2023	14 Jun 2023	2	<div><div></div><div></div></div>
5	S-0021-001	EzyMart (Cheras)	LC30024	Cheras	12 Jul 2023	12 Jul 2023	1	<div><div></div><div></div></div>

Can filter by Date range and by Location

The terminal details

[illegible]

72. Once you add terminal number click on + button to add “Cashier” for the terminal.

TERMINAL

Terminal No. * <Please Key in here> Add

Terminal	QrCode	One Time Pin	Cashier	Iskpp	Prompt Printing Receipt	Gkash MID	Gkash TID	Gkash Username
T001	GENERATE	GENERATE	<div>+</div>	<div>YES</div>	<div>NO</div>	Gkash MID	Gkash TID	Gkash Username

Update Cancel

73. Enter the cashier ID or Name in the filter and click ☒ tick symbol to add the cashier in the terminal.

Cashier

Filter: SM1000001000

No	MemberID	Name	Level	Actions
1	SM1000001000	Thong Huey Tyng	VIP	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries (0.06 seconds)

< 1 >

74. Once you add the cashier, click on **Yes** option if the cashier is using the apps.

TERMINAL

Terminal No. * <Please Key in here> Add

Terminal	QrCode	One Time Pin	Cashier	isApp	Prompt Printing Receipt	Gkash MID	Gkash TID	Gkash Username
T001	GENERATE	GENERATE		<div>isApp NO YES</div>	× NO ×	Gkash MID	Gkash TID	Gkash Username

Update Cancel

Choose YES button

** If user select **No** at isApp, it means that the cashier can only use the website and cannot use Android apps.*

75. Then scroll to the right and fill the necessary information if needed.

TERMINAL

Terminal No. * <Please Key in here> Add

Gkash MID	Gkash TID	Gkash Username	Gkash Password	Gkash Device Name	Header 1	Header 2	Header 3
Gkash MID	Gkash TID	Gkash Username	Gkash Password	Gkash Device Name	Header 1	Header 2	Header 3

Update Cancel

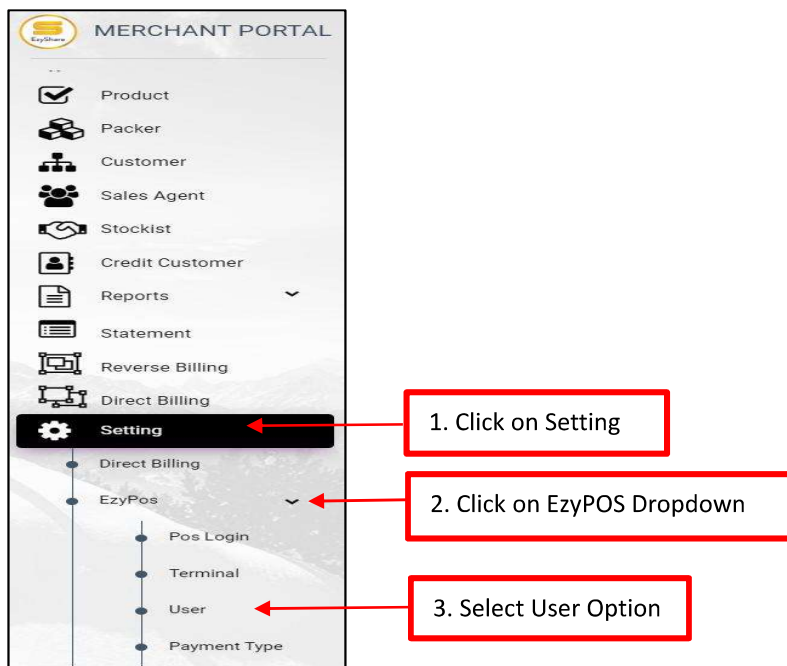
Fill in necessary

76. In the same part, the user needs to scroll to the side to key in the header and footer if necessary. Then, click on **update** button to update terminal in the system.

The screenshot shows a 'TERMINAL' configuration window. At the top, there is a 'Terminal No.' field with a placeholder '<Please Key in here>' and an 'Add' button. Below this is a table with columns for 'Header 4', 'Header 5', 'Footer 1', 'Footer 2', 'Footer 3', 'Footer 4', 'Footer 5', and 'Action'. The table contains input fields for each header and footer, and a red trash icon in the 'Action' column. A red bracket spans the header and footer input fields, with a callout box stating 'Fill in Header and Footer (optional)'. At the bottom right, there is a blue 'Update' button and a grey 'Cancel' button. A red arrow points to the 'Update' button with a callout box stating 'Click Update to save the information.'

CASHIER / WAITER MAINTENANCE

77. First, login in the merchant portal and select the User option in setting module.



78. To add new Cashier/Waiter, click on create new button.

EZYMART (CHERAS)(OUTLET) ezymartcheras1@yahoo.com

USER LISTING Date Created Create New Export to Excel Showing 1 to 4 of 4 entries (0.07 seconds)

FILTERS

Date From <Please Key in here>

Date To <Please Key in here>

No	Date Created	Access Level	Outlet Name	status	Actions
1	02/06/2023 5:27PM	test	EzyMart (Cheras)	CLOSE	
2	07/06/2023 3:50PM	Tester	EzyMart (Cheras)	CLOSE	
3	07/06/2023 4:52PM	demo	EzyMart (Cheras)	CLOSE	

79. Once clicked, the user may insert user name and password to log in.

EZYMART (CHERAS)(OUTLET) ezymartcheras1@yahoo.com

USER

POS USER

Outlet EzyMart (Cheras) x Cashier Code <Auto Generate>

User Name * <Please Key in here>

Password * <Enter Password Here>

Re-Enter Password <Re-Enter Password Here>

2. Key in User Name and Password

1. Re-Enter the Password

80. Once user have already entered User Name and Password, they can tick any access level needed for the Cashier / Waiter.

4. Select the access level

1. Tick YES if the user needs cashier access.

2. Select the access level

3. If the user is a waiter or manager click YES.

5. Lastly, click create button.

Cashier Access ☐ YES

Cashier ☐ YES
Price Change ☐ YES
Apply Discount ☐ YES
Void Product ☐ YES
Void Receipt ☐ YES
Sync Data ☐ YES

Waiter ☐ YES
Manager ☐ YES









End Day Closing ☐ YES
View Close Report ☐ YES
Setting ☐ YES
Refund ☐ YES
Exchange Item ☐ YES

Create Cancel

81. Once the user has already clicked the create button, a new cashier or waiter will be added to the user listing.

EZYMART (CHERAS)(OUTLET) ezymartcheras1@yahoo.com

USER LISTING Showing 1 to 4 of 4 entries (0.07 seconds) < 1 > 20

FILTERS	No	Date Create	Modify Date	Cashier Code	User Name	Access Level	Outlet Name	status	Actions
Date From <Please Key in here>	1	02/06/2023 5:27PM	02/06/2023 5:27PM	CEP000011	test	1	EzyMart (Cheras)	CLOSE	 
Date To <Please Key in here>	2	07/06/2023 3:50PM	07/06/2023 3:50PM	CEP000013	Tester	0	EzyMart (Cheras)	CLOSE	 
Filter By Cashier Access Level S	3	07/06/2023 4:52PM	07/06/2023 4:52PM	CEP000014	demo	1	EzyMart (Cheras)	CLOSE	 
<input type="button" value="Search"/>	4	10/06/2023 1:34PM	10/06/2023 1:34PM	CEP000019	ju	1	EzyMart (Cheras)	CLOSE	 

The user can click this action button in order to edit or delete the cashier / waiter listing.



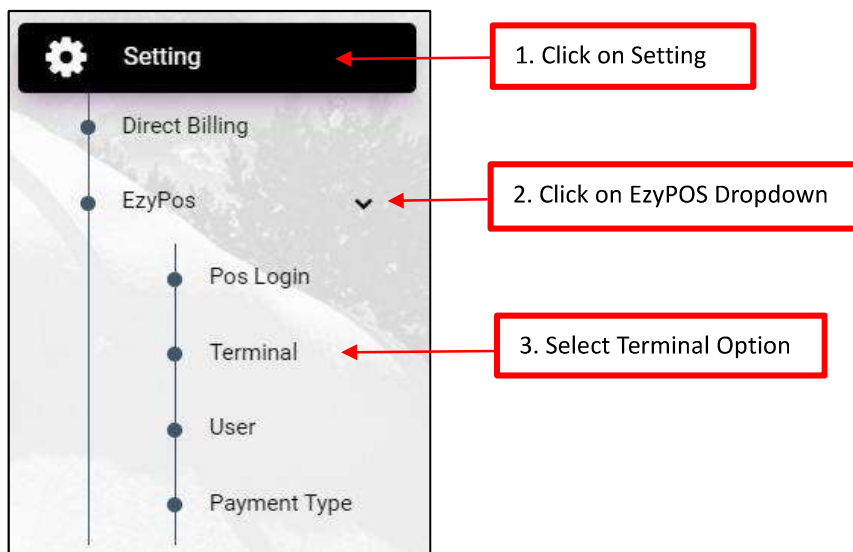
EZYPOS APPLICATION (FRONTEND)


82. Login and Activate EzyPOS App License (Cashier log in)

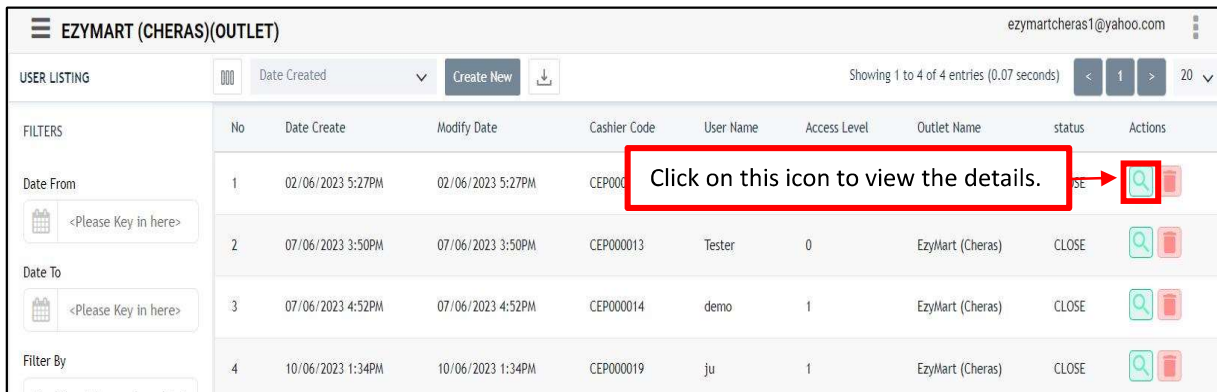
Go to <https://ezyshare.online/ezyshare-merchantportal/production/Login.aspx> and key in your Email/ Phone Number and Password

The screenshot shows the 'Merchant Log In' page of the EzyShare application. On the left, there is a logo for 'EzyShare' and the text 'Personalize Your Own Official Store'. Below this, it says 'List all your products, voucher and deals in your own official store page' and features an illustration of a person at a computer with a shopping cart. On the right, the 'Merchant Log In' form is displayed. It has two input fields: 'EMAIL' and 'PASSWORD'. Below these fields are checkboxes for 'Remember me' and a link for 'Forgot Password?'. At the bottom of the form are two buttons: a red 'LOGIN' button and a grey 'MERCHANT REGISTRATION' button. Red boxes and arrows highlight the following steps: 1. Key in Email and Password (pointing to the input fields) and 2. Click on Login button (pointing to the red LOGIN button).

83. Click on sub-menu to view terminal list.












84. Choose the outlet and then click on the magnifying glass icon  to view the detail.

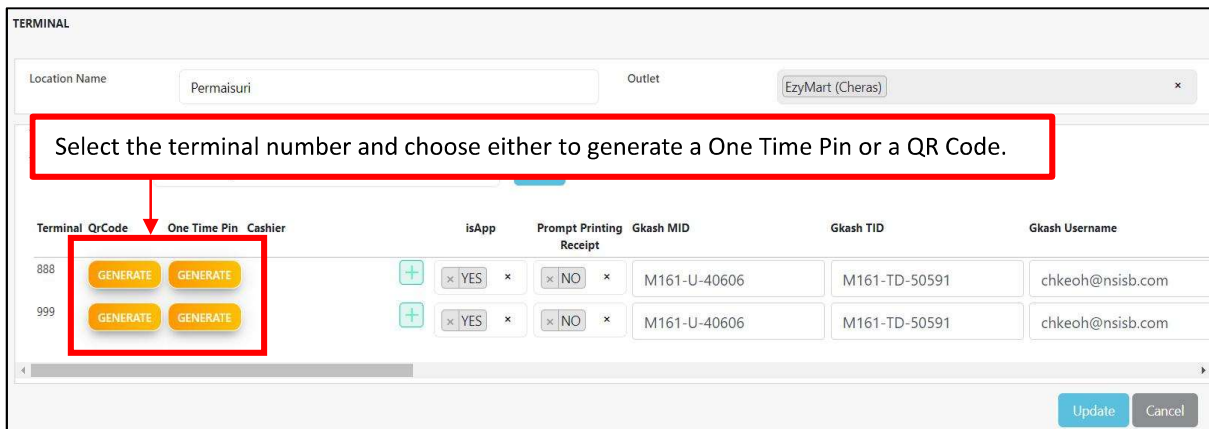


EZYMART (CHERAS)(OUTLET) ezymartcheras1@yahoo.com

USER LISTING Date Created Create New Showing 1 to 4 of 4 entries (0.07 seconds) < 1 > 20

No	Date Create	Modify Date	Cashier Code	User Name	Access Level	Outlet Name	status	Actions
1	02/06/2023 5:27PM	02/06/2023 5:27PM	CEP000					 
2	07/06/2023 3:50PM	07/06/2023 3:50PM	CEP000013	Tester	0	EzyMart (Cheras)	CLOSE	 
3	07/06/2023 4:52PM	07/06/2023 4:52PM	CEP000014	demo	1	EzyMart (Cheras)	CLOSE	 
4	10/06/2023 1:34PM	10/06/2023 1:34PM	CEP000019	ju	1	EzyMart (Cheras)	CLOSE	 







85. Once you click on the magnifying glass icon , you will be taken directly into terminal list detail. Choose the terminal number you want and generate the code to activate the license.



TERMINAL

Location Name: Permaisuri Outlet: EzyMart (Cheras)

Select the terminal number and choose either to generate a One Time Pin or a QR Code.

Terminal	QrCode	One Time Pin	Cashier	isApp	Prompt Printing Receipt	Gkash MID	Gkash TID	Gkash Username
888				 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	M161-U-40606	M161-TD-50591	chkeoh@nsisb.com
999				 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	M161-U-40606	M161-TD-50591	chkeoh@nsisb.com

Update Cancel

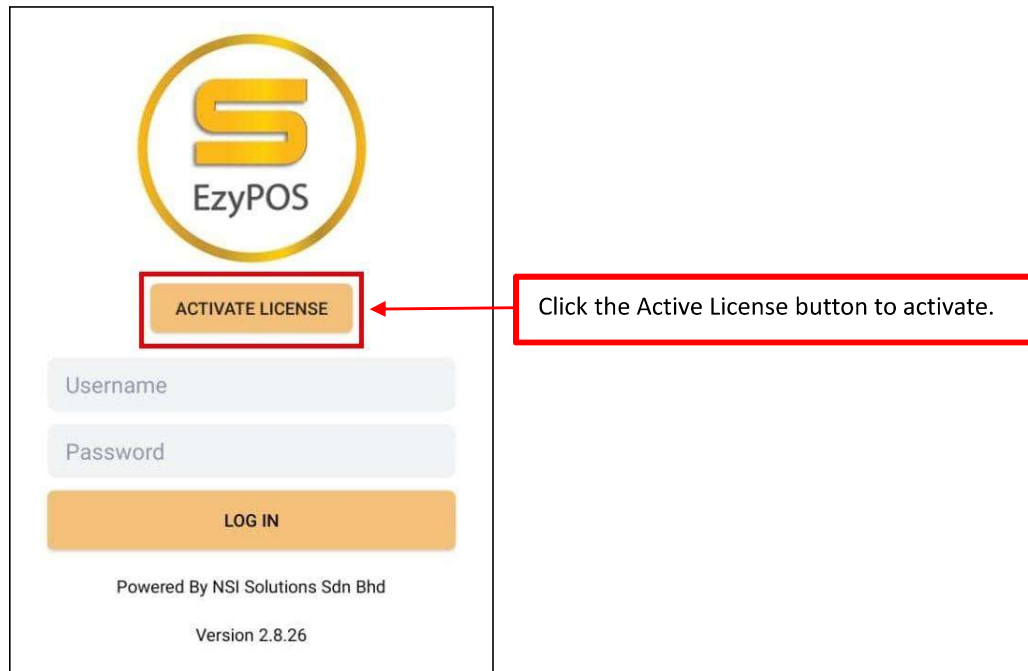


One Time Pin



QR Code

86. After that, open EzyPOS Application and click on active license button.



87. Then select whether you want to activate the license by QR Code or One Time Pin.

