

## USER MANUAL OF EZYPOS APPLICATIONS

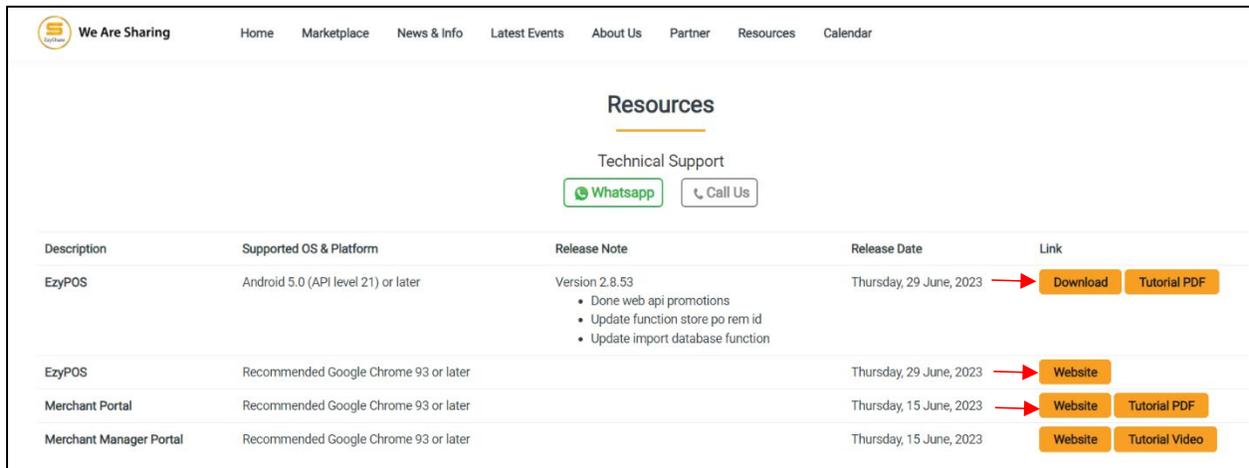
### TERMINAL MAINTENANCE

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

#### 1. Install EzyPOS application.

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

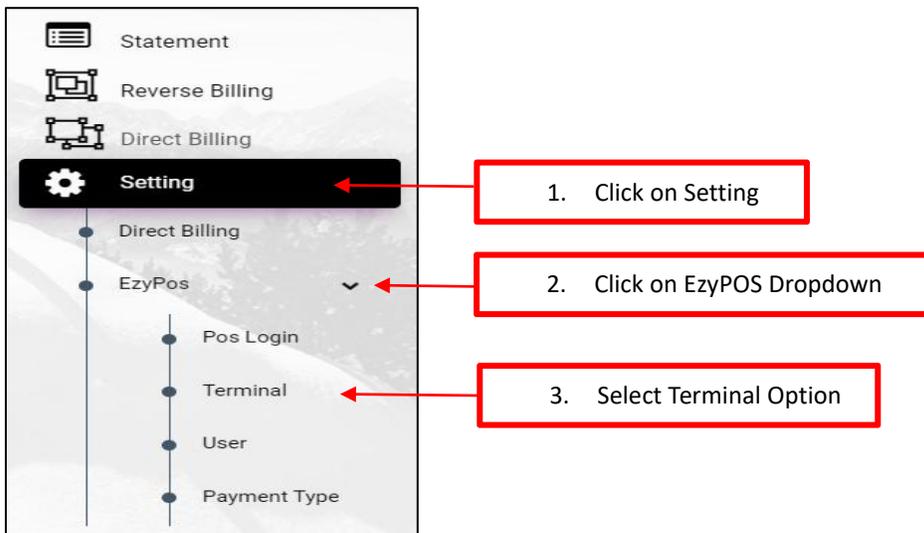
If you don't have an Android phone, you can still access EzyPOS through its website at <https://pos.ezyshare.online>



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"> <li>• Done web api promotions</li> <li>• Update function store po rem id</li> <li>• Update import database function</li> </ul>	Thursday, 29 June, 2023	<a href="#">Download</a> <a href="#">Tutorial PDF</a>
EzyPOS	Recommended Google Chrome 93 or later		Thursday, 29 June, 2023	<a href="#">Website</a>
Merchant Portal	Recommended Google Chrome 93 or later		Thursday, 15 June, 2023	<a href="#">Website</a> <a href="#">Tutorial PDF</a>
Merchant Manager Portal	Recommended Google Chrome 93 or later		Thursday, 15 June, 2023	<a href="#">Website</a> <a href="#">Tutorial Video</a>

#### 2. Create a login ID and password at the Backoffice.

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



- Statement
- Reverse Billing
- Direct Billing
- Setting
- Direct Billing
- EzyPos ▼
- Pos Login
- Terminal
- User
- Payment Type

1. Click on Setting

2. Click on EzyPOS Dropdown

3. Select Terminal Option

3. To add new terminal, click on create new button.

Click here to Create New

Export to Excel

Can filter by Date range and by Location

The terminal details

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	
2	S-0021-001	EzyMart (Cheras)	LC66463	LIVE	07 Jun 2023	12 Jul 2023	1	
3	S-0021-001	EzyMart (Cheras)	LC85041	acilitit	07 Jun 2023	07 Jun 2023	1	
4	S-0021-001	EzyMart (Cheras)	LC60266	Permalsuri	10 Jun 2023	14 Jun 2023	2	
5	S-0021-001	EzyMart (Cheras)	LC30024	Cheras	12 Jul 2023	12 Jul 2023	1	

4. Fill in the necessary information and click the 'Create' button.

1. Key in the terminal location name.

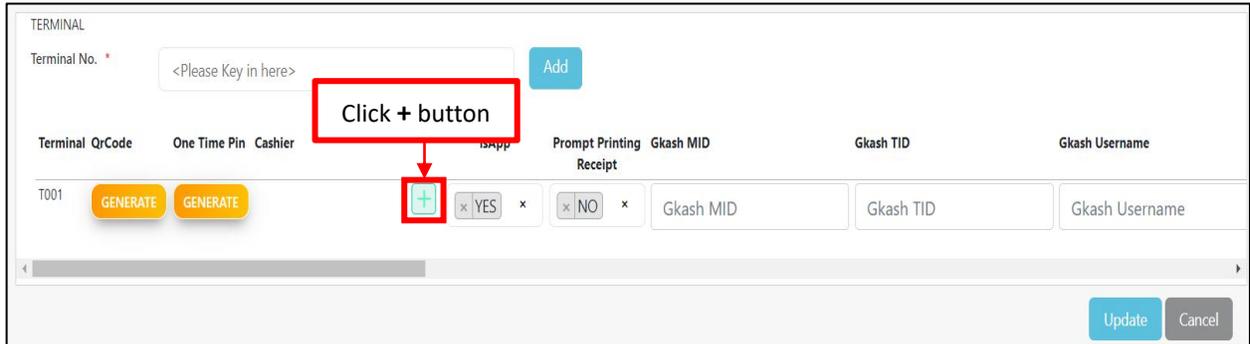
2. Select the outlet terminal.

3. Key in the terminal number here.

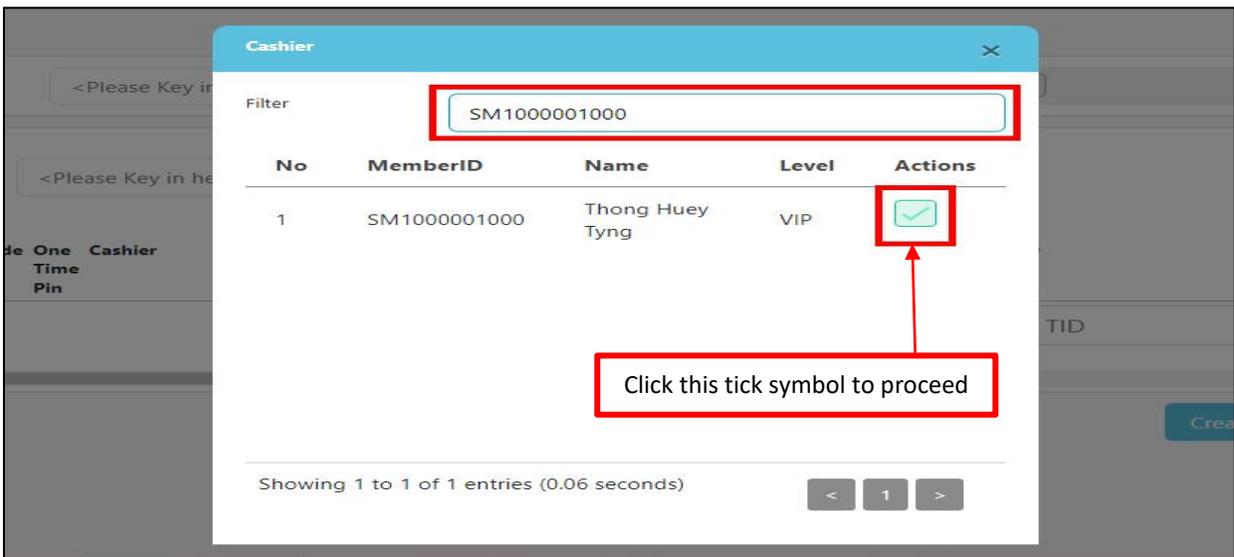
4. Then, click on the add button to proceed.

Create

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



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



7. 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		isApp NO YES	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.

8. 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

9. 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.

TERMINAL

Terminal No. \*

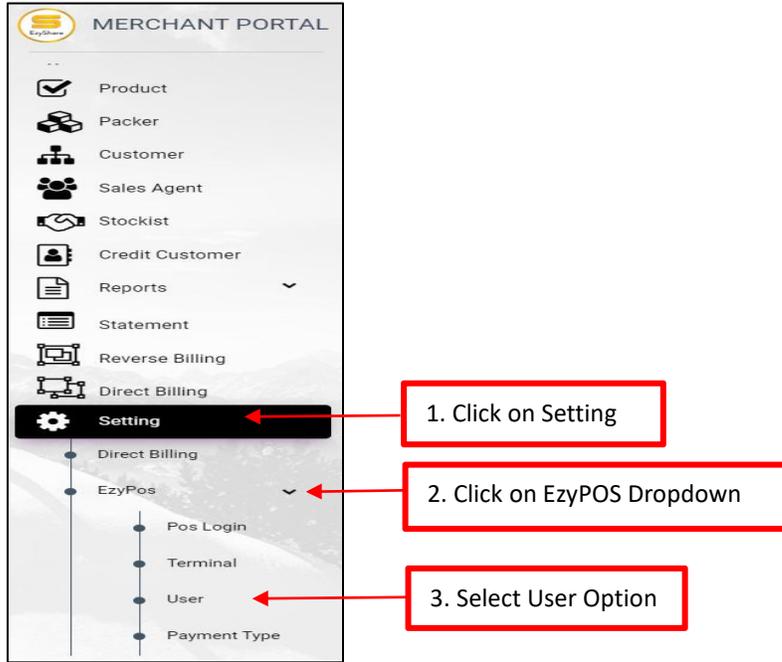
Header 4	Header 5	Footer 1	Footer 2	Footer 3	Footer 4	Footer 5	Action
<input type="text" value="Header 4"/>	<input type="text" value="Header 5"/>	<input type="text" value="Footer 1"/>	<input type="text" value="Footer 2"/>	<input type="text" value="Footer 3"/>	<input type="text" value="Footer 4"/>	<input type="text" value="Footer 5"/>	<input type="button" value=""/>

Fill in Header and Footer (optional)

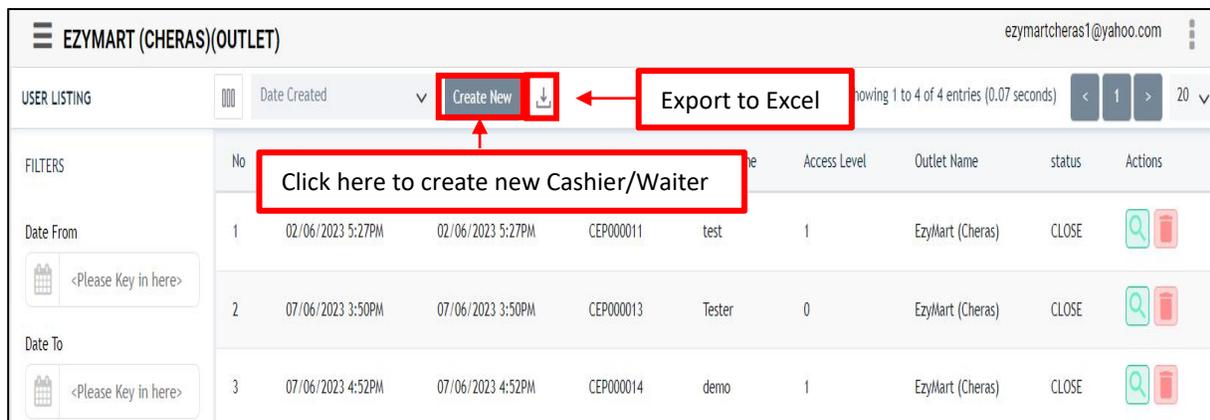
Click Update to save the information.

## CASHIER / WAITER MAINTENANCE

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



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



3. Once clicked, the user may insert username 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**

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

**Cashier Access**  YES **1. Tick YES if the user needs cashier access.**

**Cashier**  YES **2. Select the access level**

Price Change  YES

Apply Discount  YES

Void Product  YES

Void Receipt  YES

Sync Data  YES

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

**Manager**  YES

**End Day Closing**  YES **4. Select the access level**

View Close Report  YES

Setting  YES

Refund  YES

Exchange Item  YES

**5. Lastly, click create button.** **Create** **Cancel**

- 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 Date Created Create New Showing 1 to 4 of 4 entries (0.07 seconds)

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)**

1. 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 EzyShare Merchant Log In page. 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 includes an illustration of a person at a computer. On the right, there is a "Merchant Log In" form with fields for "EMAIL" and "PASSWORD", a "Remember me" checkbox, and a "Forgot Password?" link. Below the form are two buttons: "LOGIN" (highlighted in red) and "MERCHANT REGISTRATION".

1. Key in Email and Password

2. Click on Login button

Pos System

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

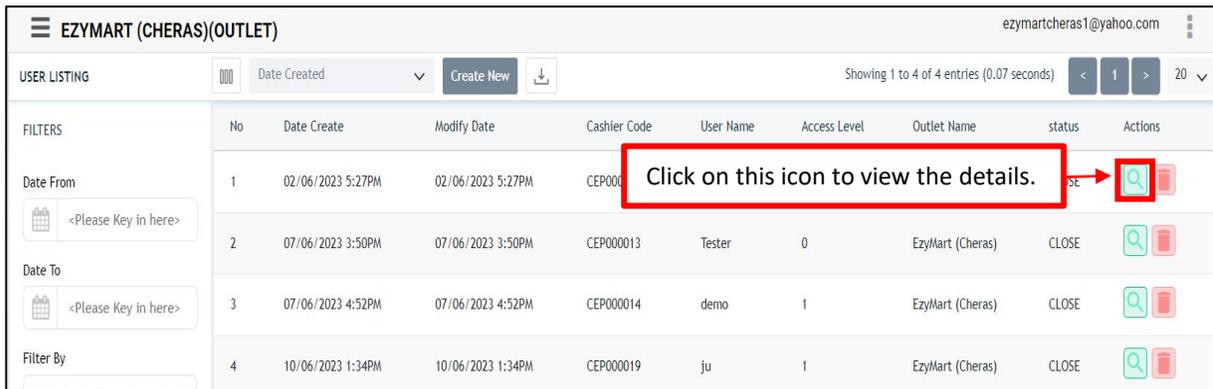
The screenshot shows the "Setting" menu in the EzyPOS application. The menu items are: "Direct Billing", "EzyPos" (with a dropdown arrow), "Pos Login", "Terminal", "User", and "Payment Type".

1. Click on Setting

2. Click on EzyPOS Dropdown

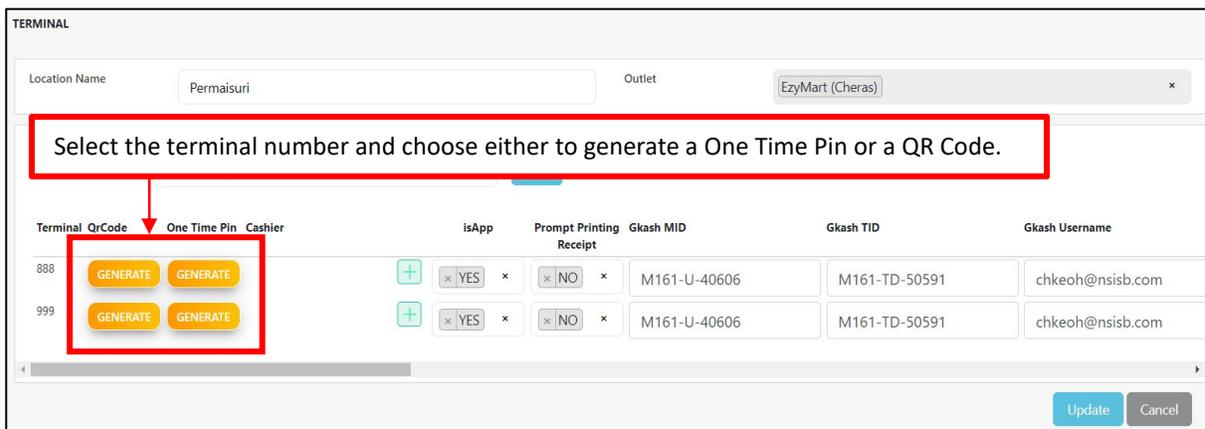
3. Select Terminal Option

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



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	 

4. 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	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

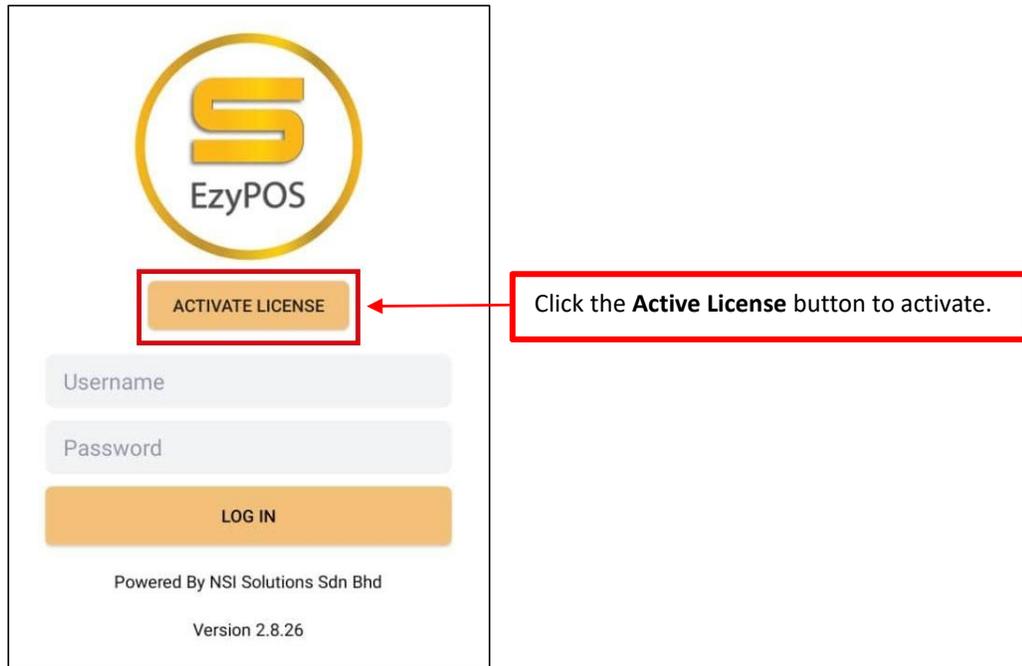


One Time Pin

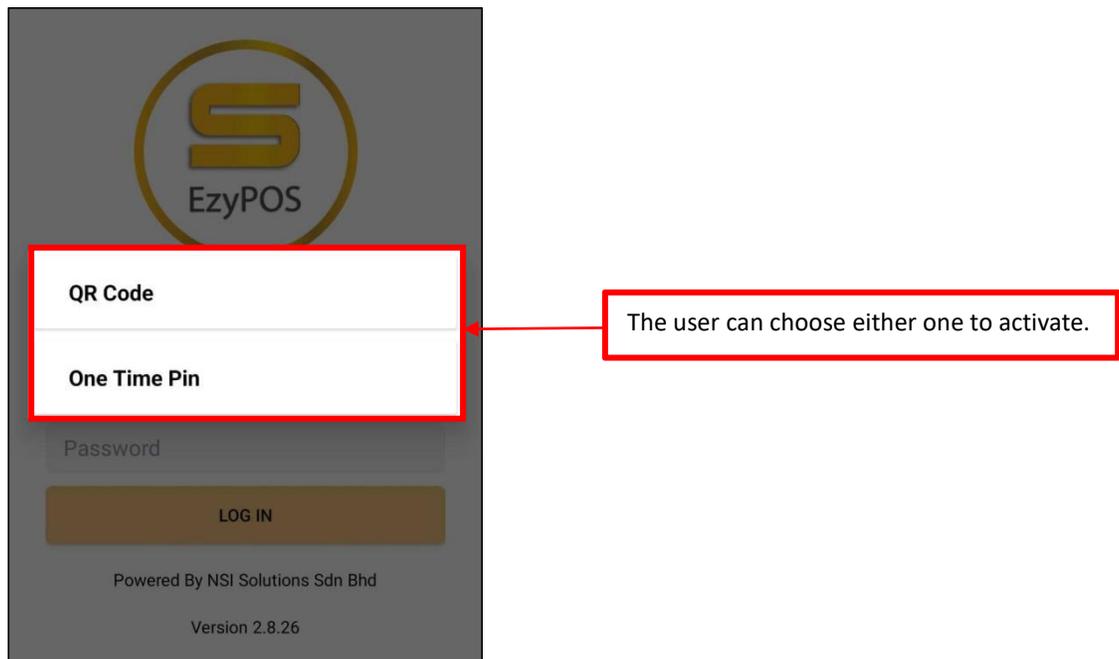


QR Code

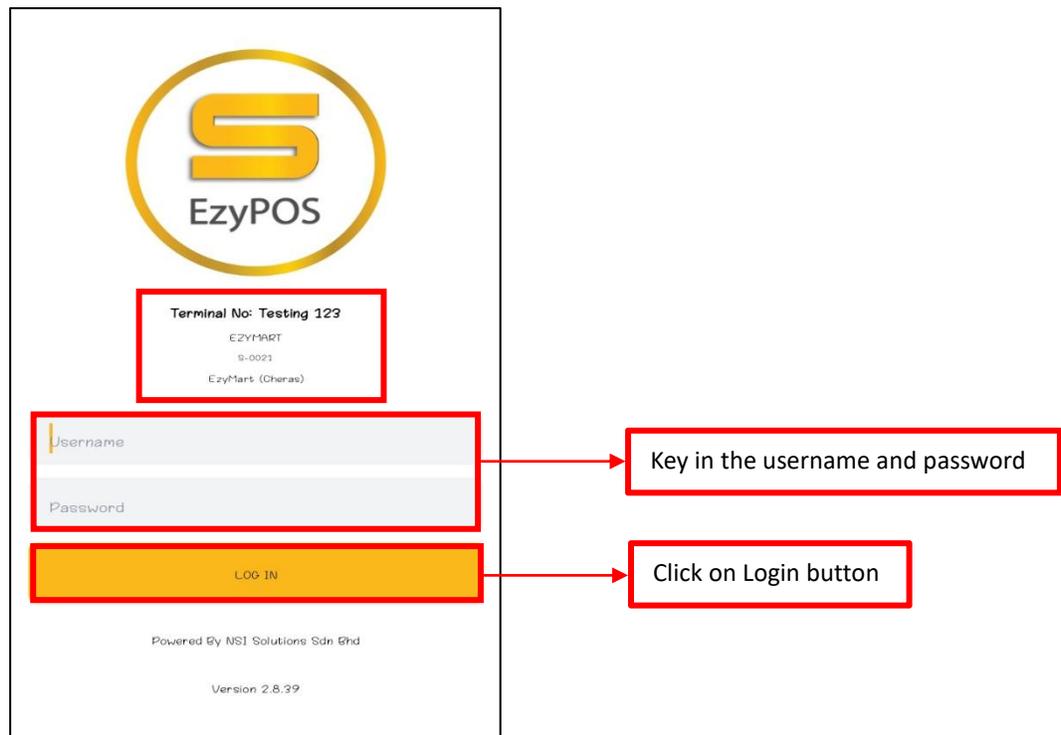
5. After that, open EzyPOS Application and click on “**Active License**” button.



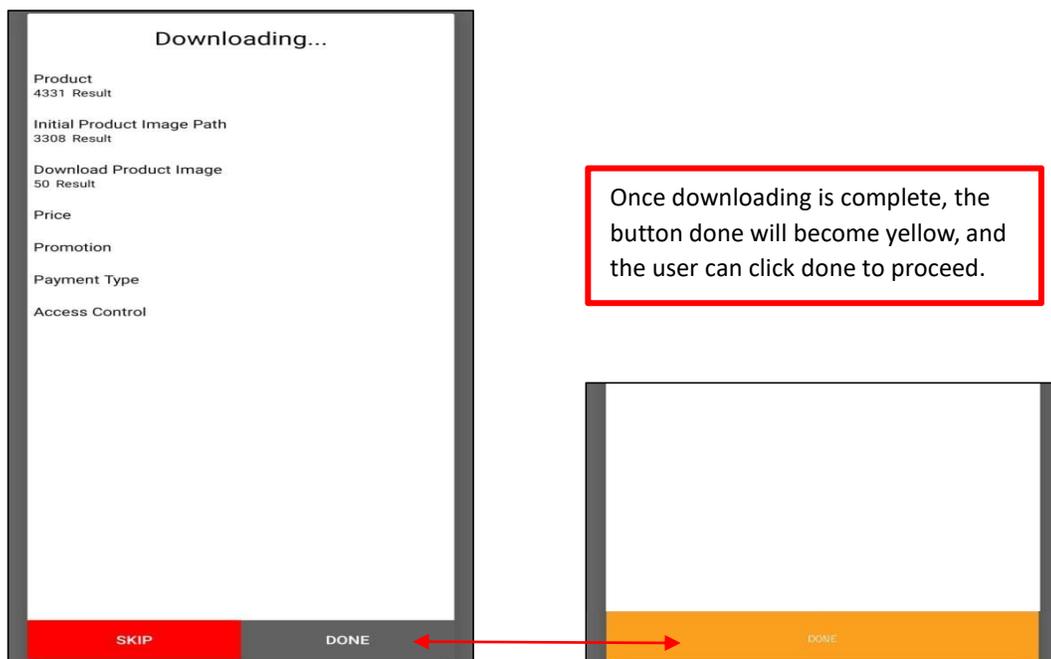
6. Then select whether you want to activate the license by **QR Code** or **One Time Pin**.



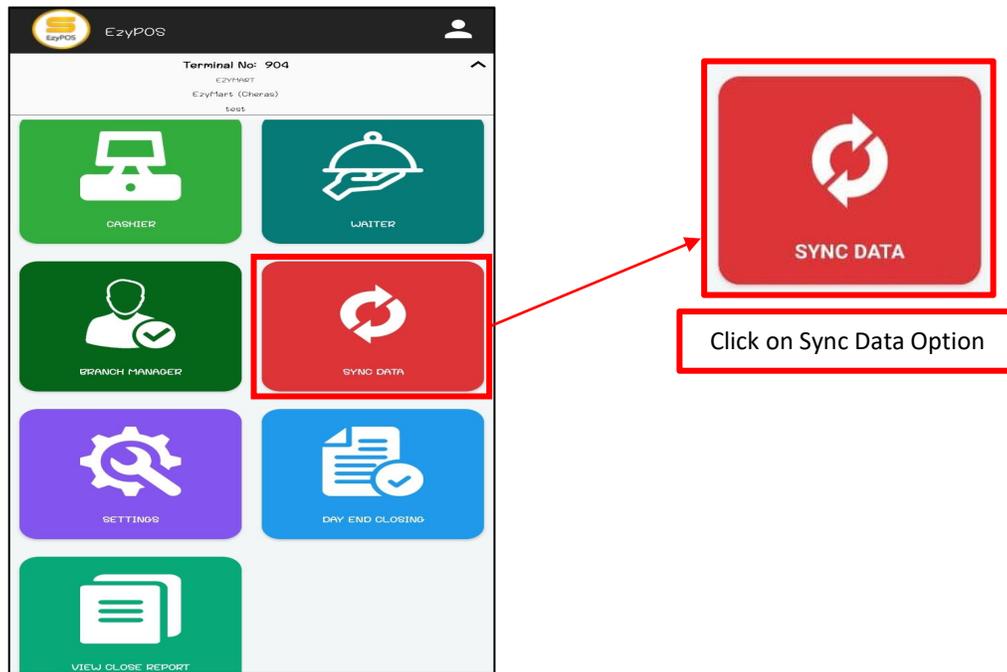
7. You can see the terminal number details after activating the license. (Refer Step 4) Key in the username and password. Then, click the login button.



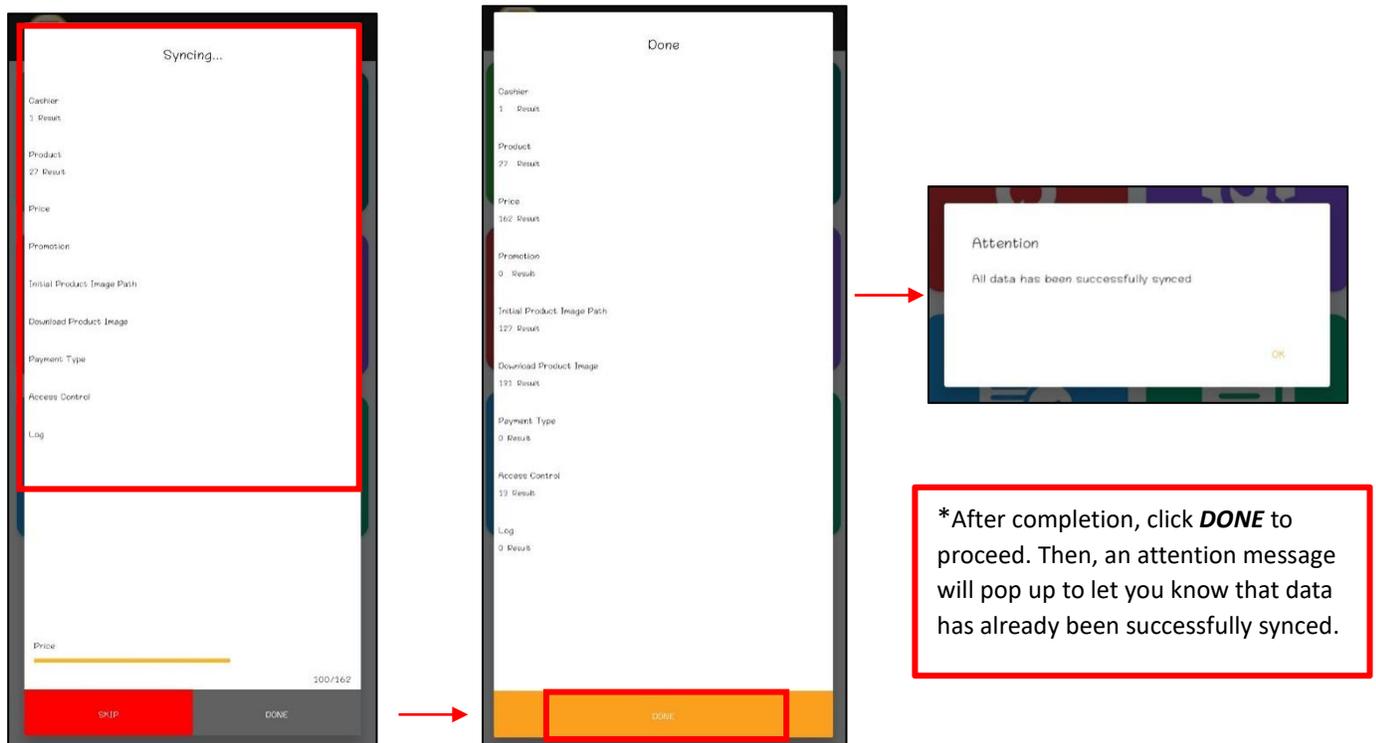
8. Once you log in, wait a moment until the master data is successfully downloaded. Done button will be turn yellow once done.



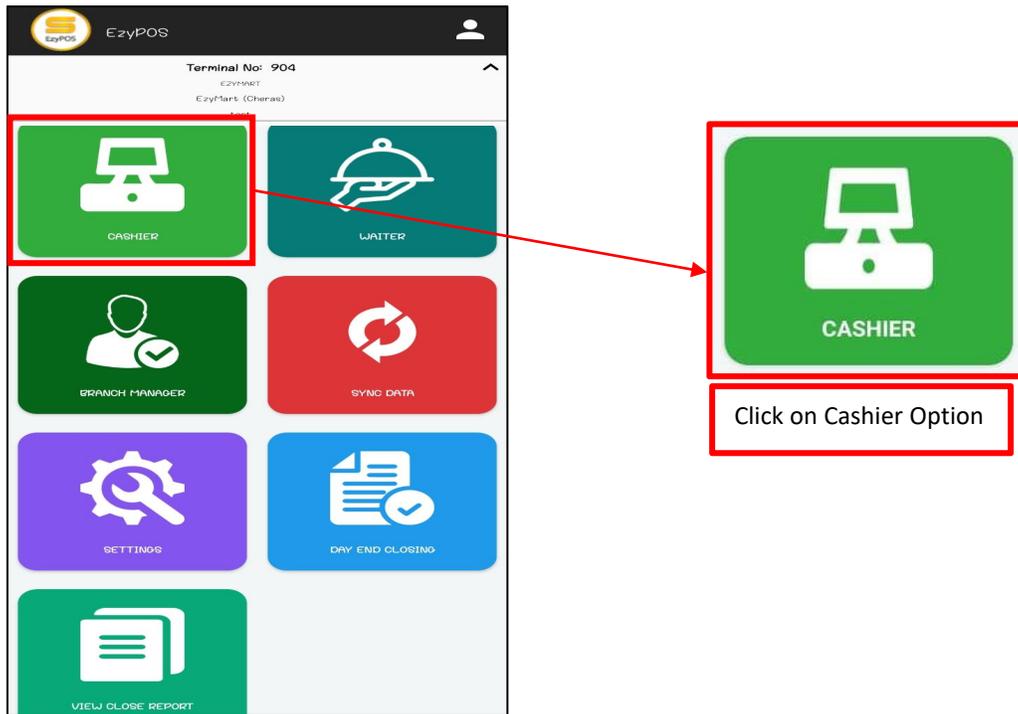
9. After login, the user will see this interface for the EzyPOS application. Then, click Sync Data to sync with master data in the back office.



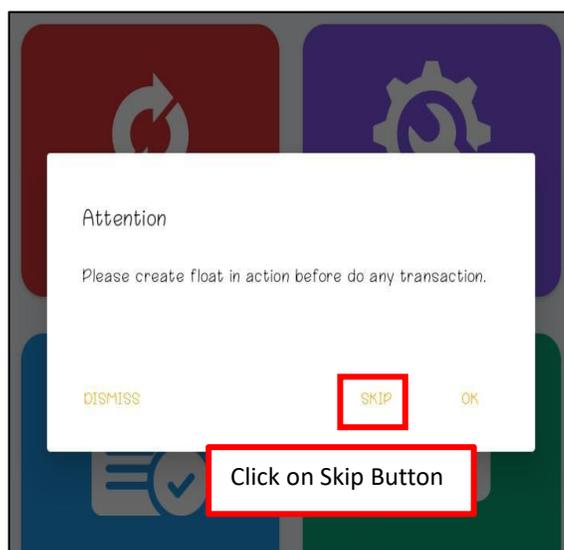
10. Wait until the data sync is complete.



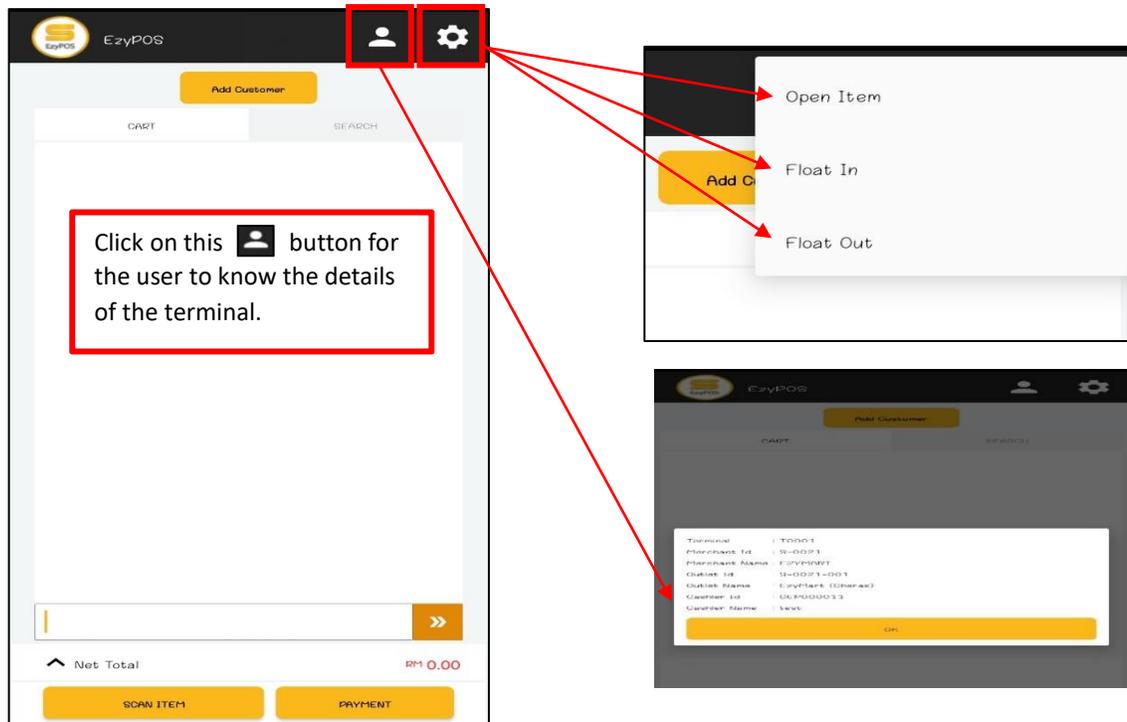
11. Next is Cashier Option.



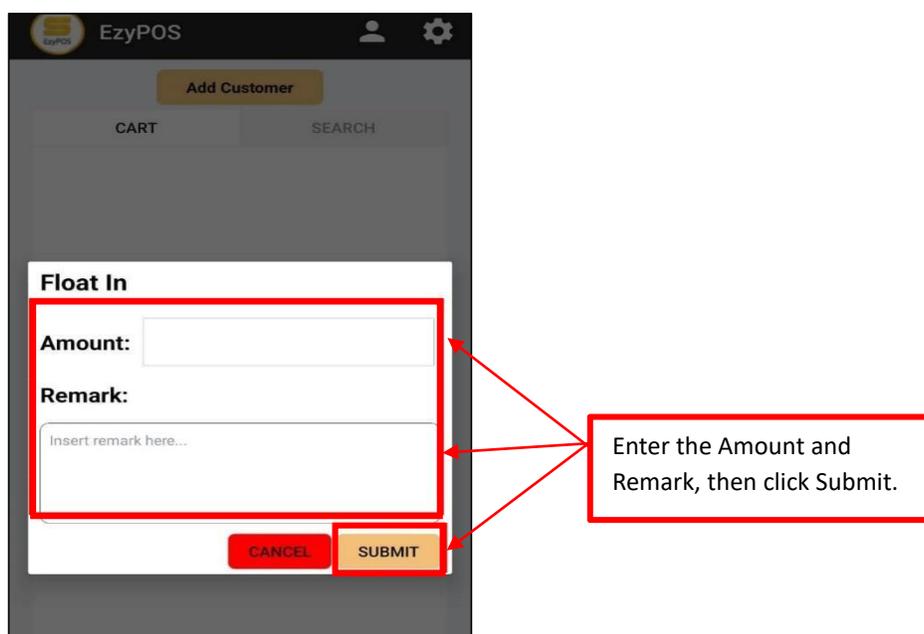
1. Once you click on the cashier icon option, you will see a skip message. Then, click on that skip button to proceed. But if you click on the OK button, you can also do float out and float in before using the POS cart function.



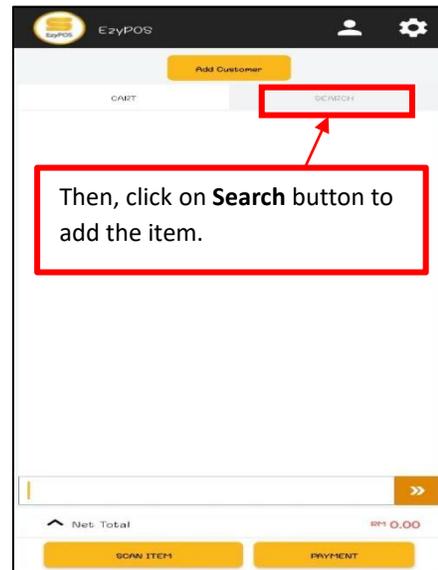
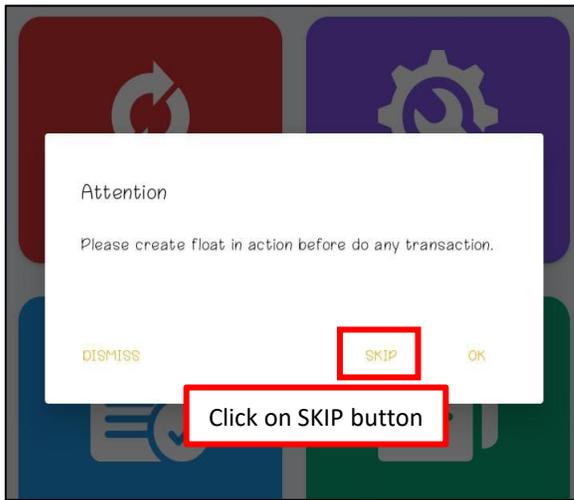
2. After clicking skip button, user will see this interface. Then click on the setting icon to choose either want to open items, do float in, and float out. (*Open Items, Float In, and Float Out is Optional*)



3. After that, enter the float in/out amount and remark. Then click submit button to proceed. (*You may choose either one to do*)



- If the user doesn't want to use the setting option, just login like usual, click **Cashier**, click **Skip** at Attention message, and click **Search**.



- Then, key in the item name/ code and click the search icon button.

1. Key in the item name or item code

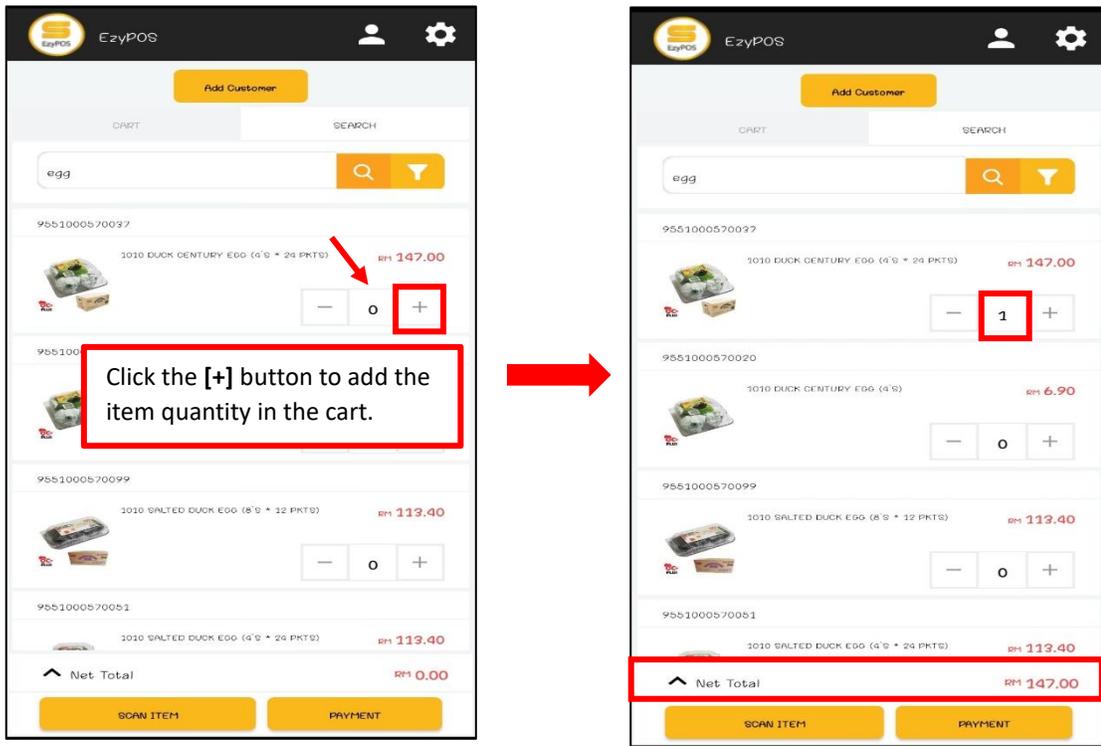
2. Once you key in, click this icon to search

3. Click this icon to filter. User can filter by category and department.

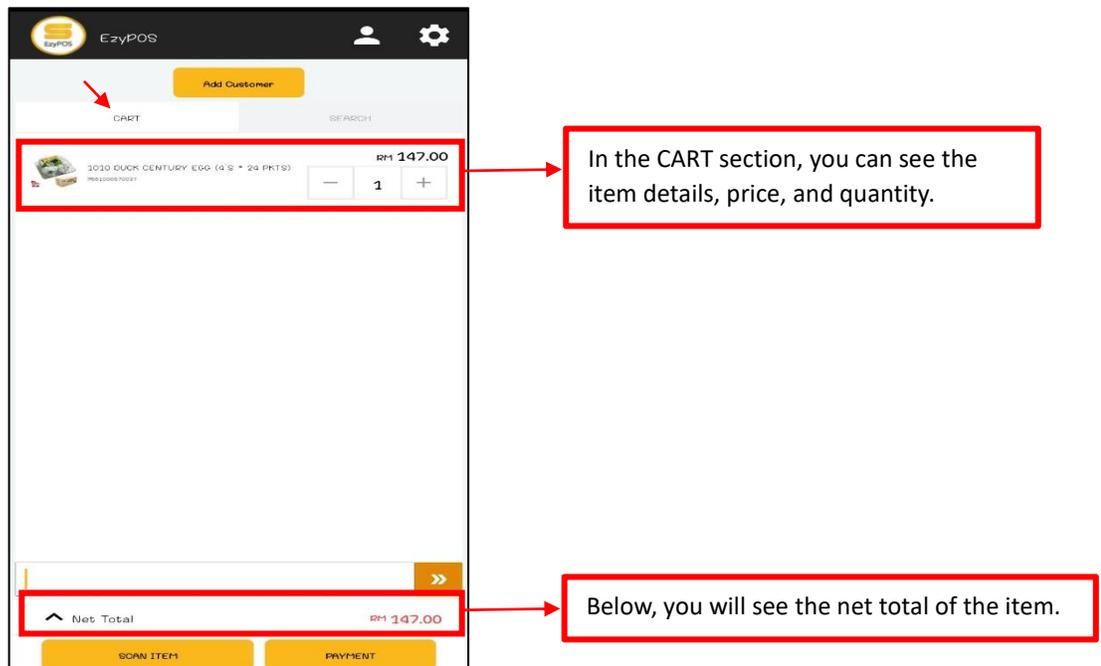
The user can choose whether or not to use a scanner. Just click the Scan Item button to scan the barcode.

Search Filter	
CATEGORY	
ALCOHOL DRINK	BEHOON / NOODLE
BEVERAGE	BISCUIT
BODYCARE	BREAD / CAKE
CAN FOOD	CATERING PRODUCT
CENTURY EGGS	CHILLED MILK & YOGURT
COFFEE	CONDENSED MILK
CONFECTION / BAKED ITEM	CONSIGNMENT
CORDIAL / CONCENTRATE	DIAPER
DISHWASH	FESTIVE HOT ITEMS
FLOOR / TOILET CLEANNER	FRESKO FRUIT
FRESKO ONION-GARLIC	FRESKO VEGETABLE
FRESH EGGS	INSECTICIDE
JAM / BUTTER	LAUNDRY
MEDICINE	MEGA DISCOVERY
MINERAL / DRINKING WATER	MISC
NOODLE	NUT / BEAN
OIL / MAGAZINE	ONIONS GARLIC
ORIENTAL HERBS	PET FOOD
PLASTIC PRODUCT	QC SAVEON
QCPLUS EGGS	RICE
RTD - CAN	RTD - PET BOTTLE
RTD - TETRA PACK	RTD - UHT MILK
SALTED EGGS	SAUCE / VINEGAR

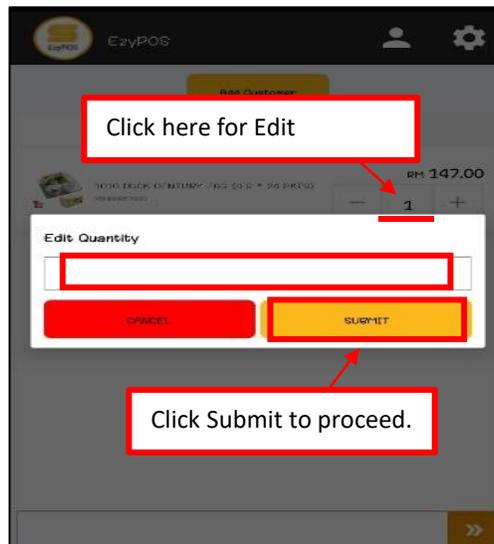
6. After that, find the item that you want and click the **[+]** button to add the item quantity in the cart. The net total will also show.



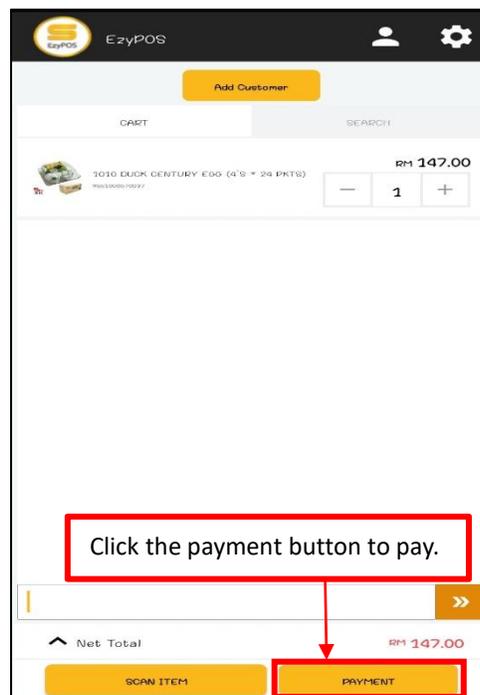
7. After determining the quantity of the item, click on cart tab. Here you will see the item detail and net total.



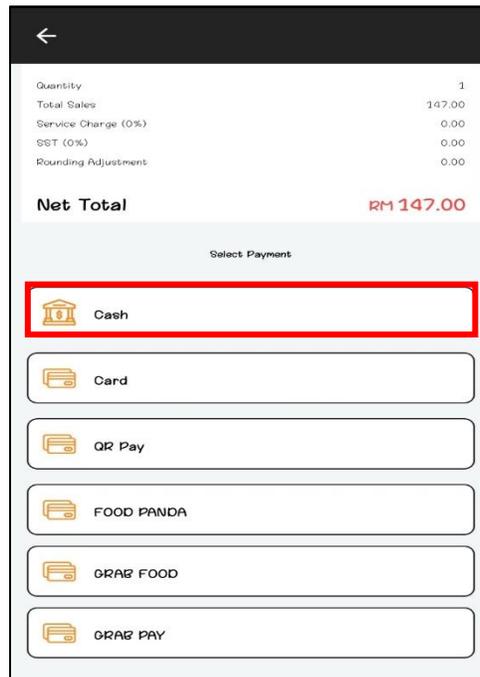
- To edit the item quantity. Click on the quantity number, and a prompt message will pop up to edit the quantity. Click Submit once you're done editing.



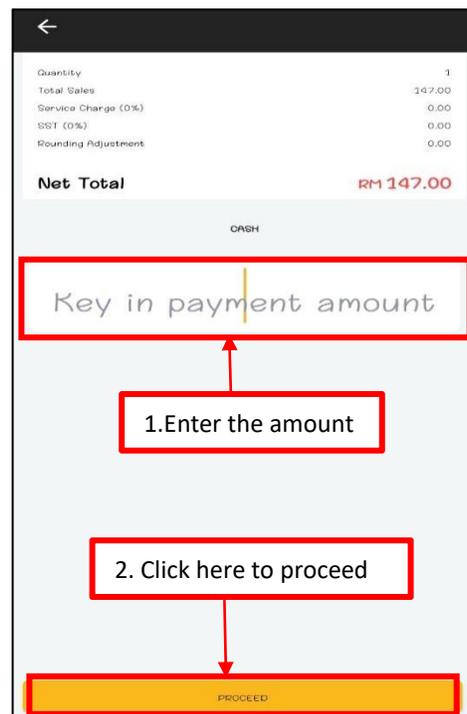
- To settle the transaction and payment method, the user needs to click the payment button to pay.



10. Then, select the payment method that the customer wants. As for this tutorial, we will use Cash payments.



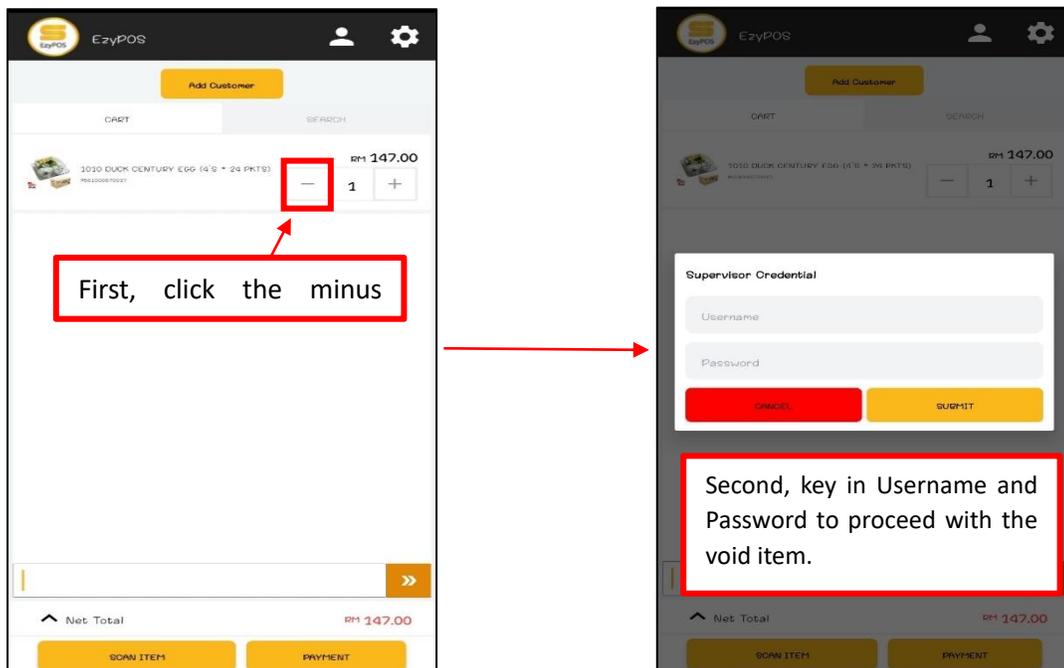
11. After that, enter the cash amount in the field, and then click the **"Proceed"** button.



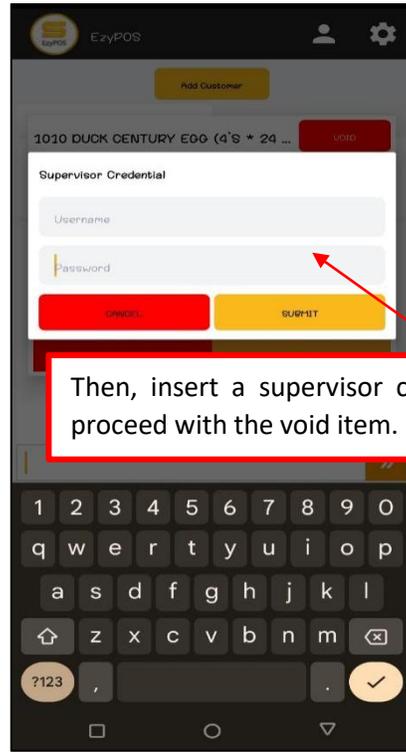
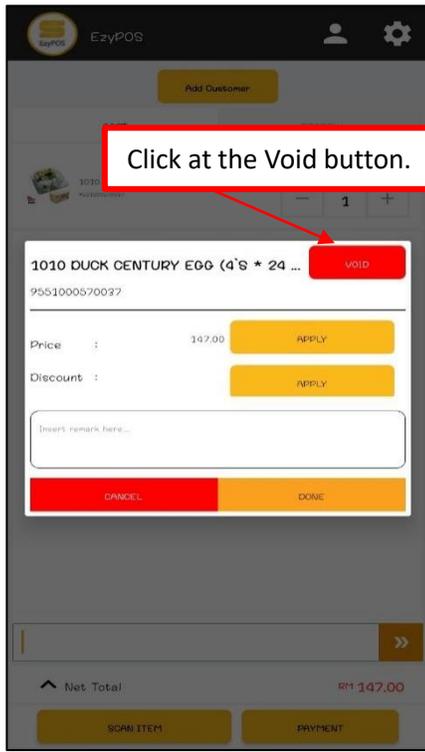
12. Once you click proceed, the receipt will be auto generated, user also can click re-print to print the receipt again.



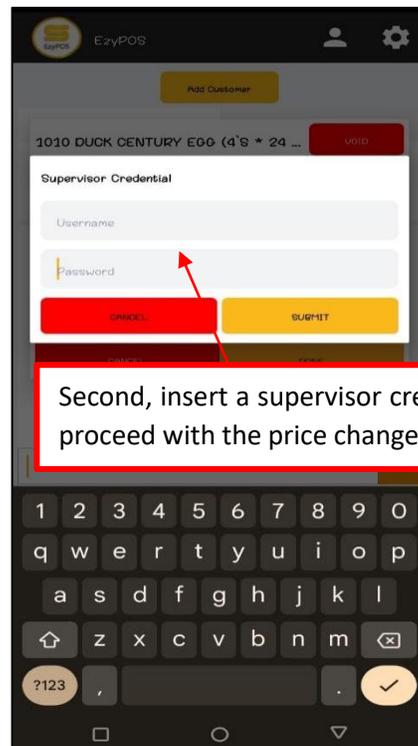
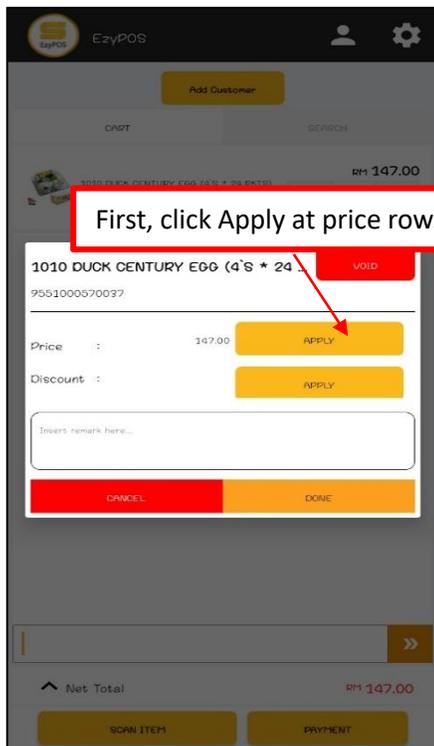
13. The user can also **Void Items**, click on the 'Cart' section, click on *Minus (-)*, and enter the credential of the supervisor, and click submit to proceed.

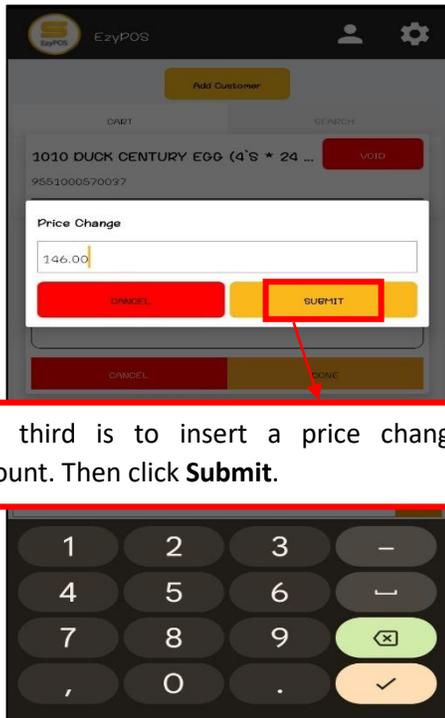


14. Otherwise, user also can at click *Item* column and click at '**Void**' button. Then click **Submit** to proceed.



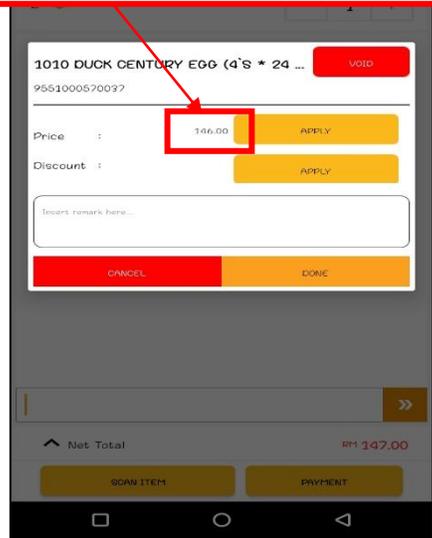
15. Next, users can also do price changes. Just using the same interface (can refer to number 13), click on the item column, and then click on **Apply**. Then insert the price that the user wants to change.



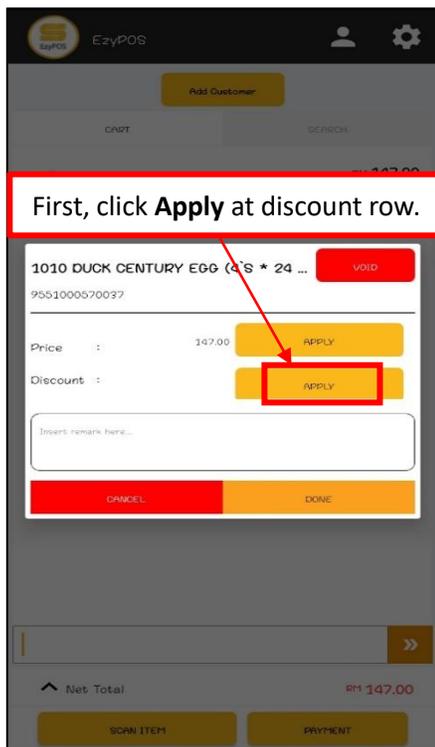


The third is to insert a price change amount. Then click **Submit**.

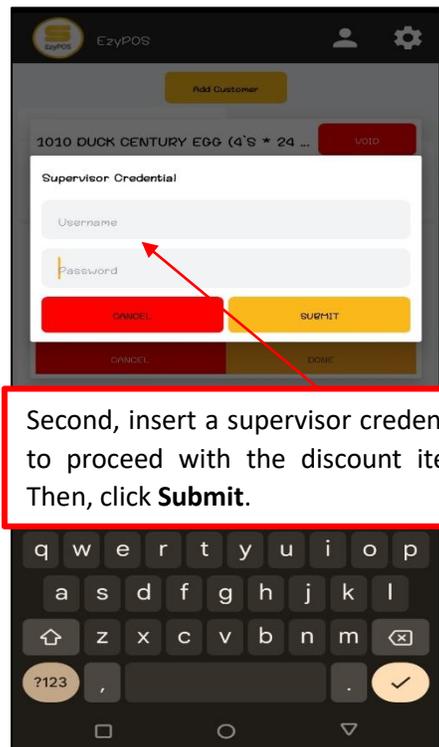
As can be seen, once you click the submit button, the total you entered is already changed here. Click **Done** to proceed. Then, you can make payments like usual.



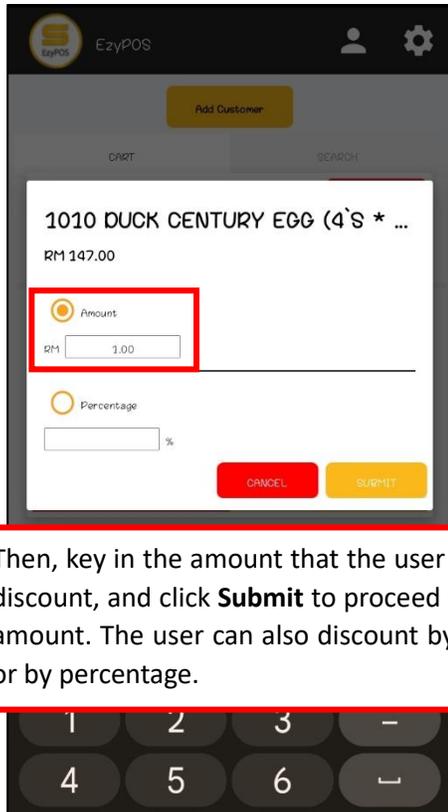
16. Not only that, users can also get discounts on all items that they want. Using the same interface, click the **Apply** button in the *Discount* row and insert the supervisor credential to proceed.



First, click **Apply** at discount row.

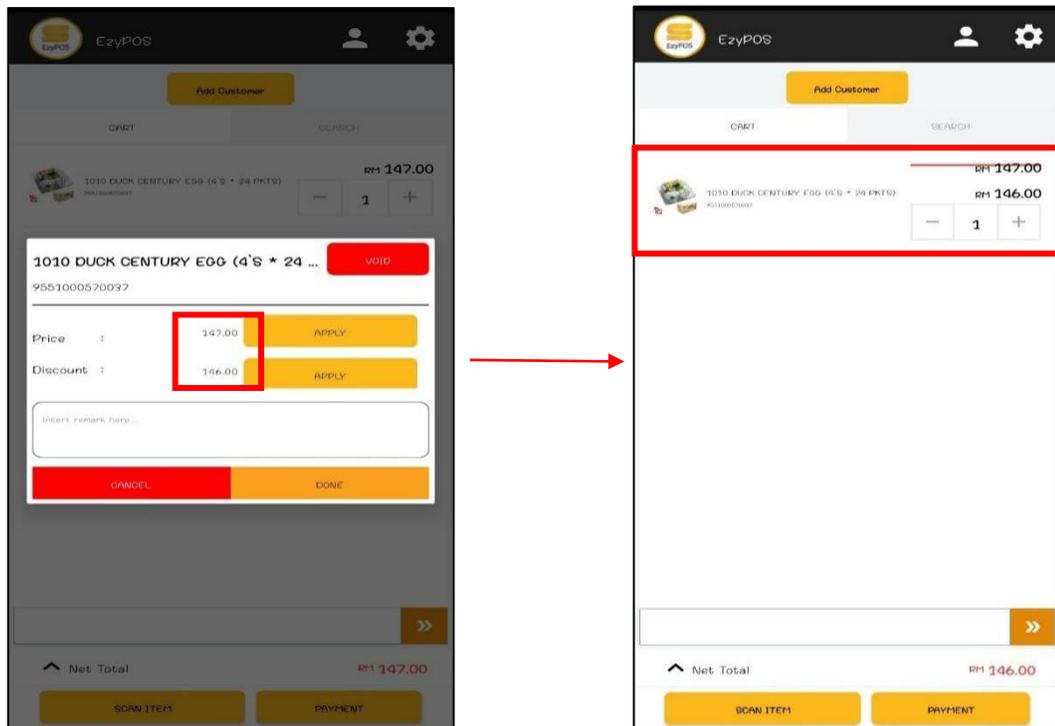


Second, insert a supervisor credential to proceed with the discount item. Then, click **Submit**.

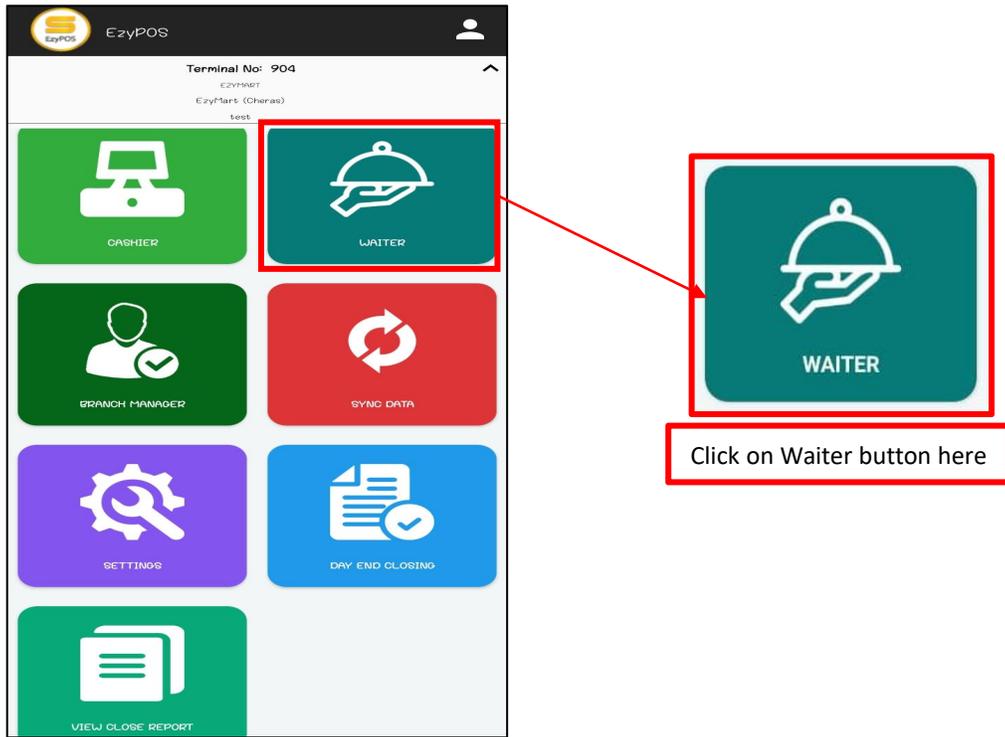


Then, key in the amount that the user needs to discount, and click **Submit** to proceed with that amount. The user can also discount by amount or by percentage.

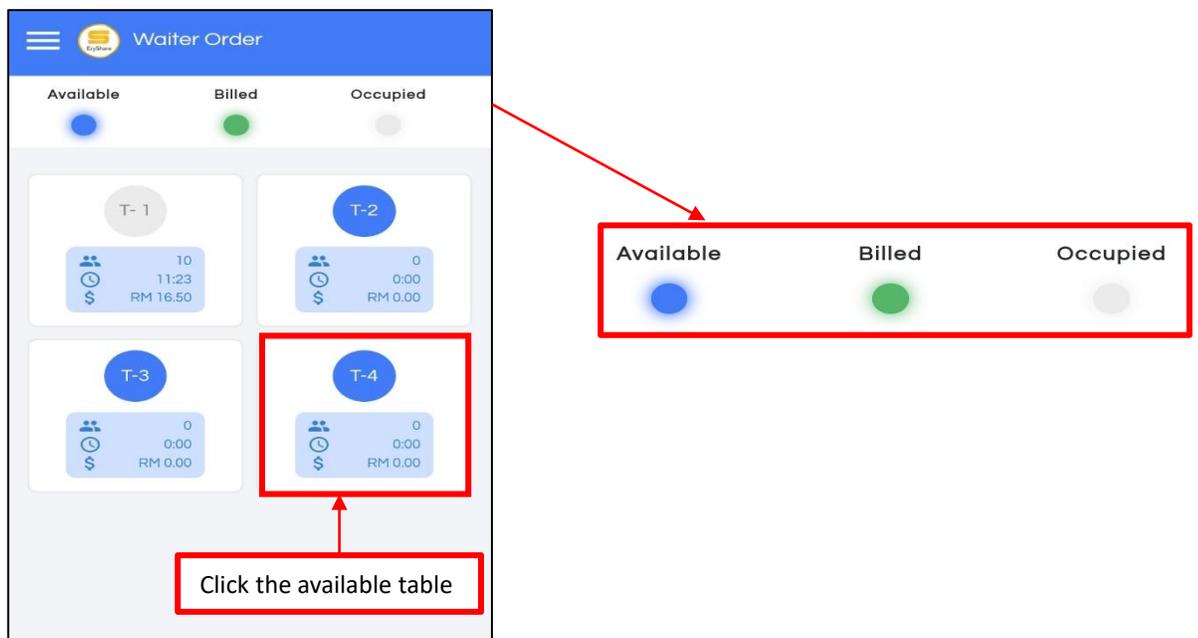
17. As can be seen, once you click the Submit button, the total discount that you entered is already changed here. Click **Done** to proceed. Then, you can make payments like usual.



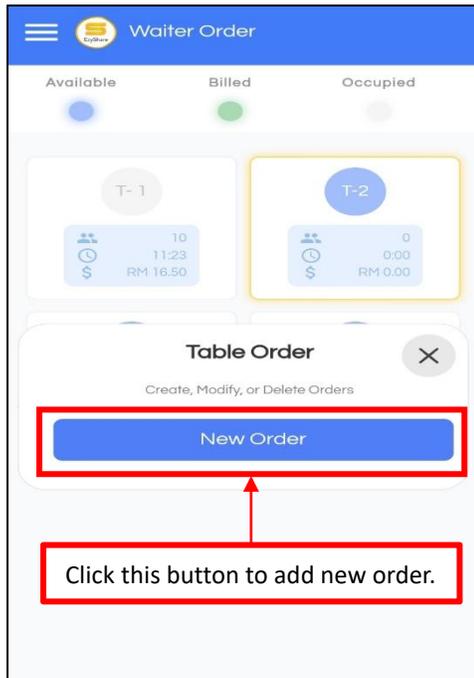
18. Next, **Waiter** section.



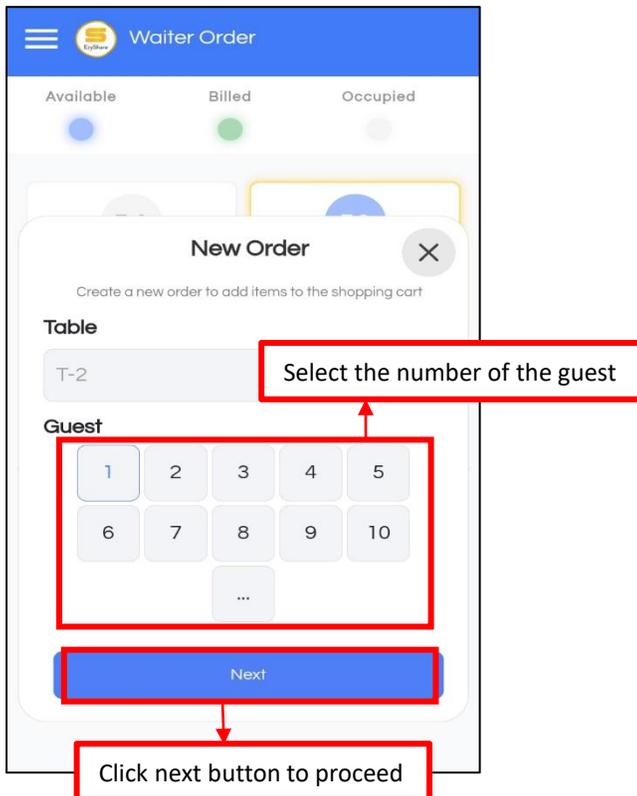
19. Click on the available table. The user can check table status based on the color stated.



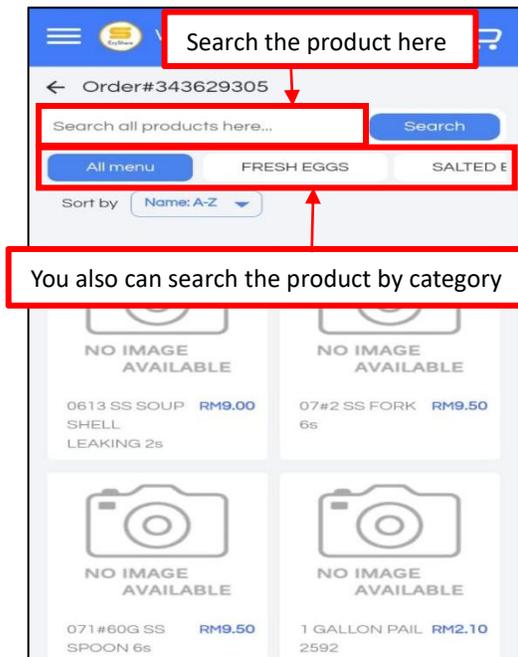
20. Next, click on the new order button to continue.



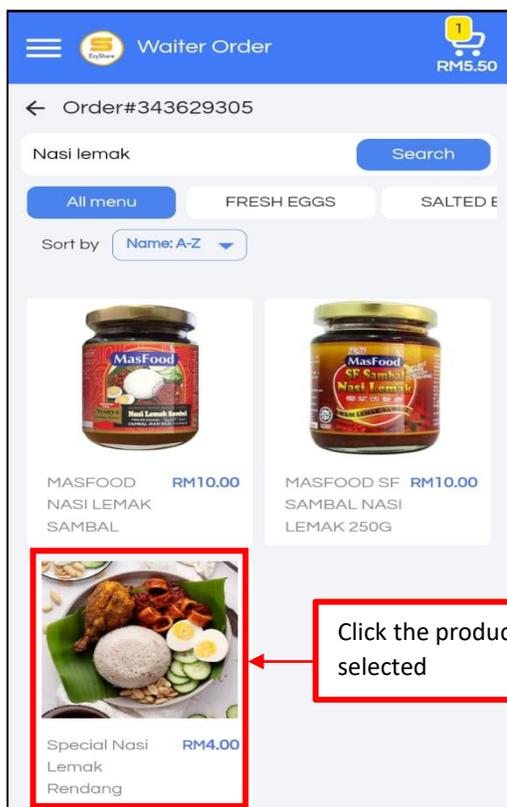
21. Then select the number of the guest.



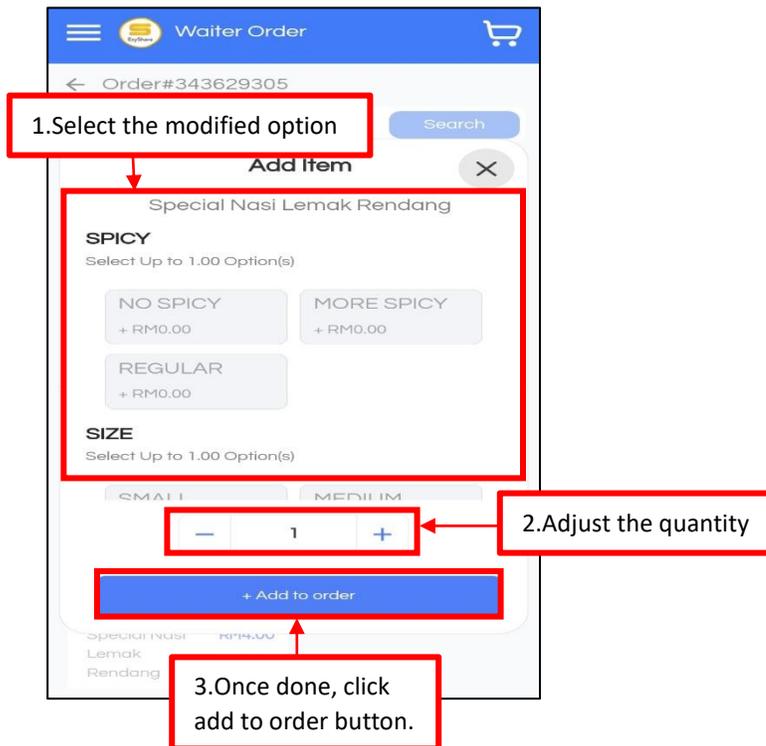
22. Search the product in the field or search by the category.



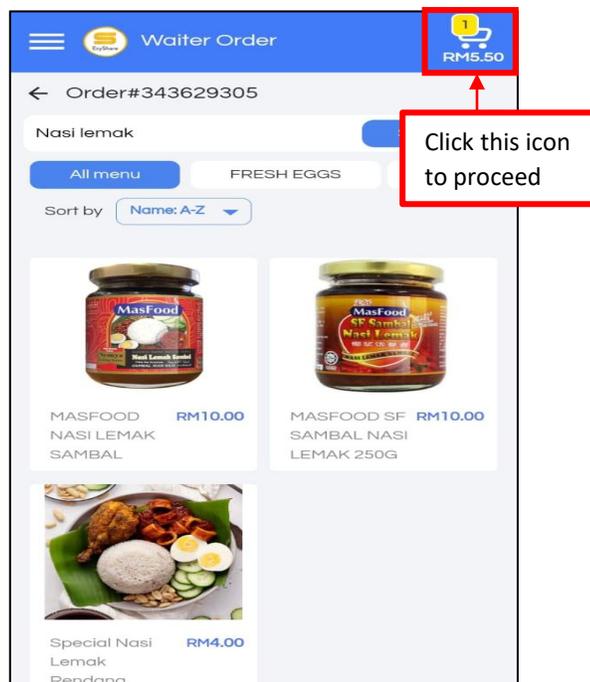
23. Once you find the item, click on the item column.



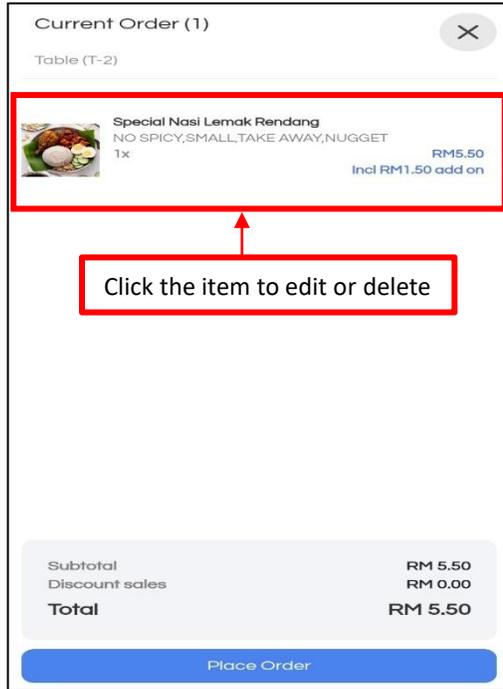
24. Next, select the modified option for the item and key in the quantity.



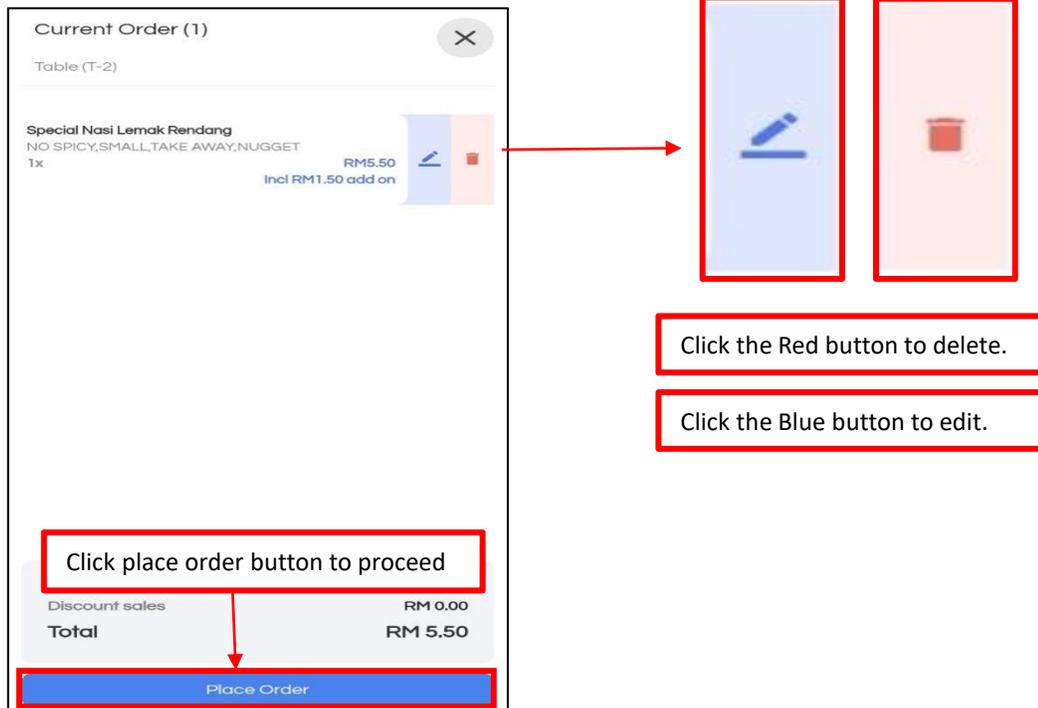
25. After adding items to your order, you will go back to the item page. You can add more items before proceeding to place your order. If done, just click on the cart icon to view the item.



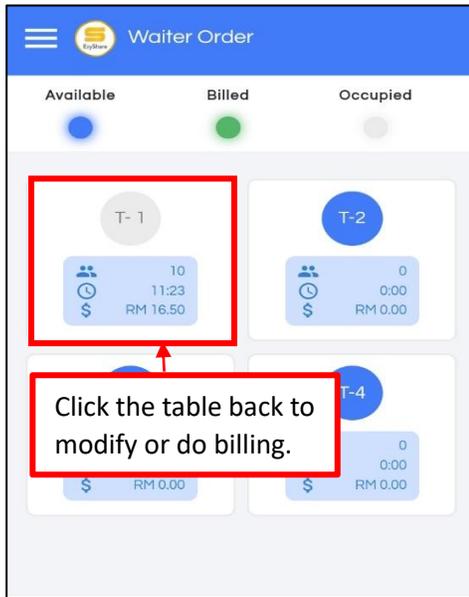
26. In this section, it will show the item that was added. Click on the item to **edit or delete**.



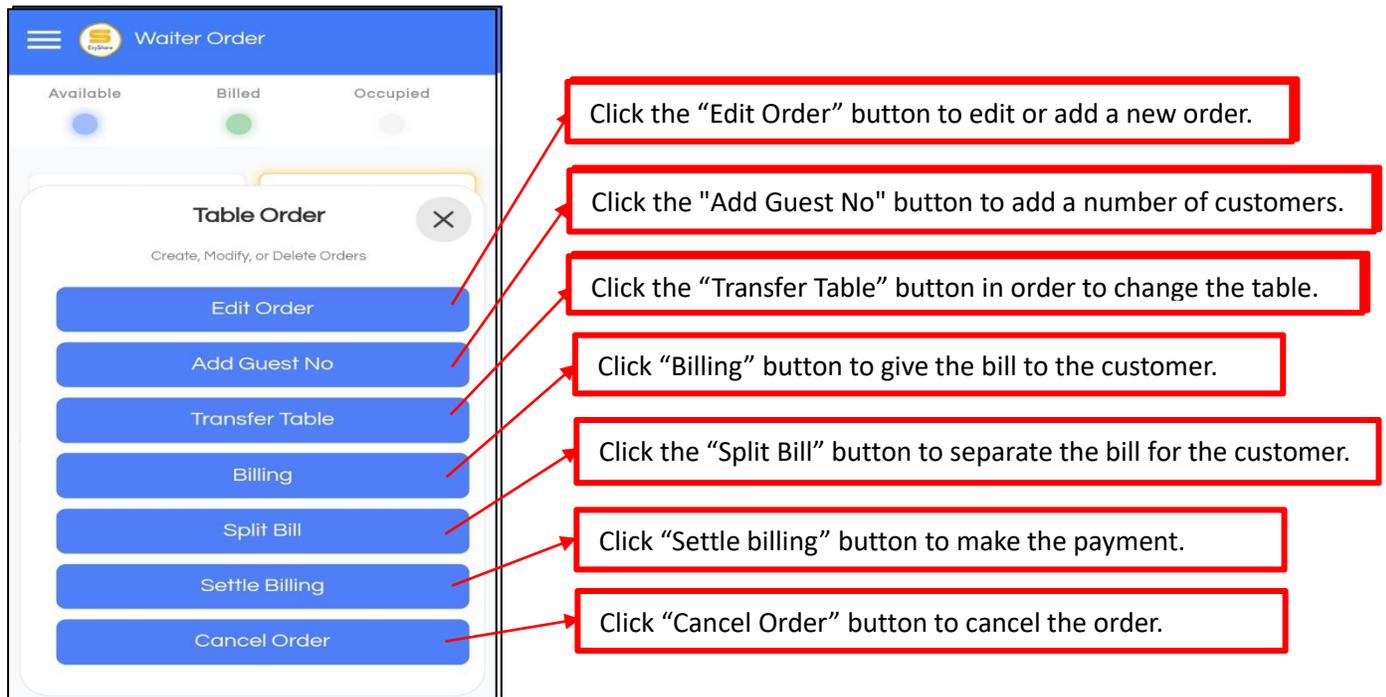
27. Then, to edit, click the blue button, and to delete, click the red button. Once done, click the place order to proceed.



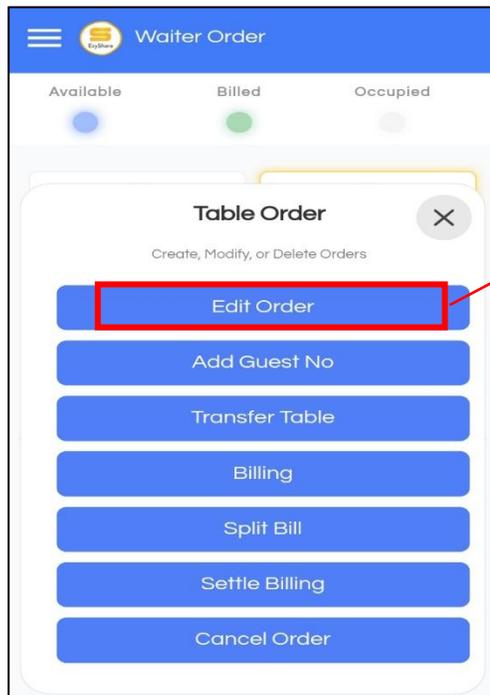
28. After the **Place Order** button gets pressed, that table will become Grey, which is already occupied. But the user can also edit and generate bills with a click at the table selected before.



29. Then, the interface will turn like this. The user may click one of these buttons in order to complete the customer order. (All this will be printed for user reference.)

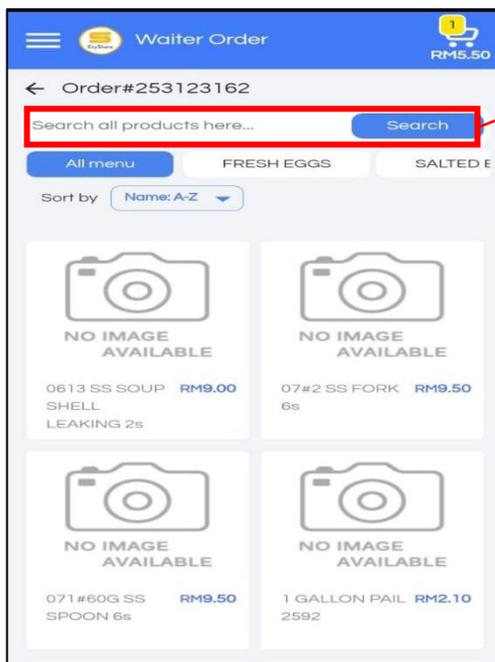


29 (i) Example of **Edit Order**.



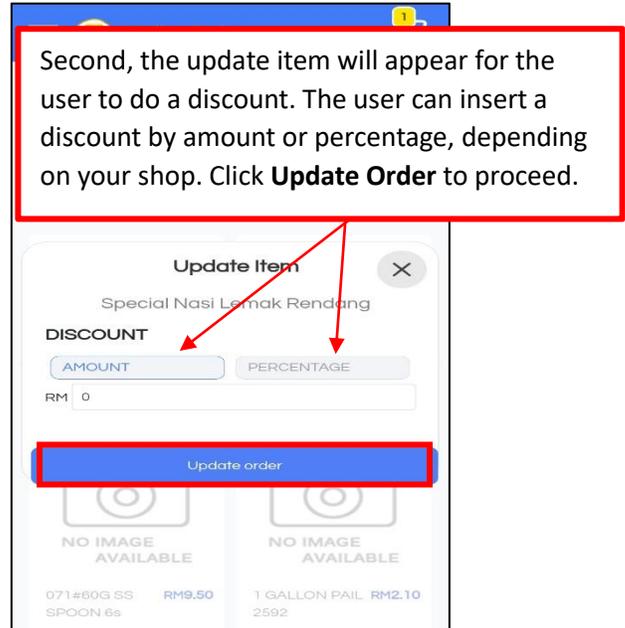
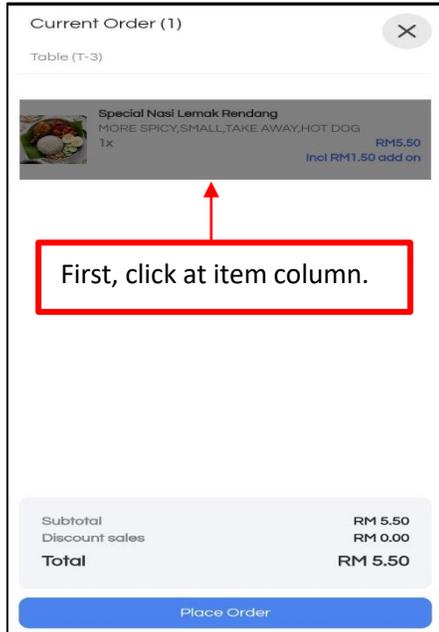
First, click the "Edit Order" button to edit or add a new order.

(i) After clicking the 'Edit Order' button, the user will see an interface like below (refer to the below picture). Then, the user can choose which item they need to add on or reduce.



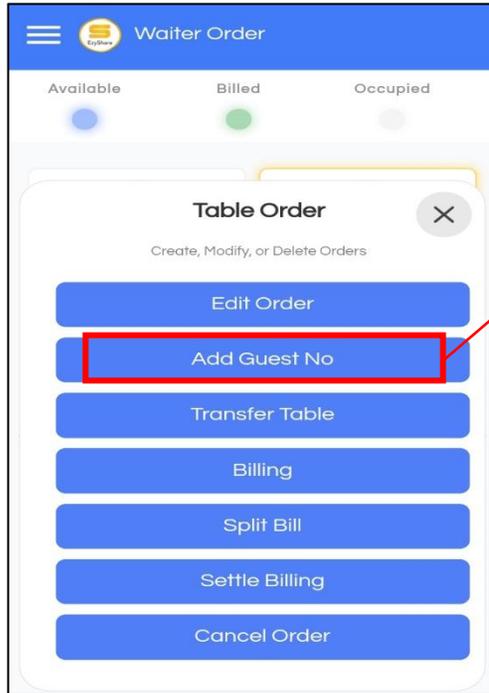
The user can choose all menus using a search engine.

(i) Then, click on the cart to see the current order, and click on the item column to update the item. The user can also do a discount on an item and can choose whether they want to use the discount by amount or percentage.



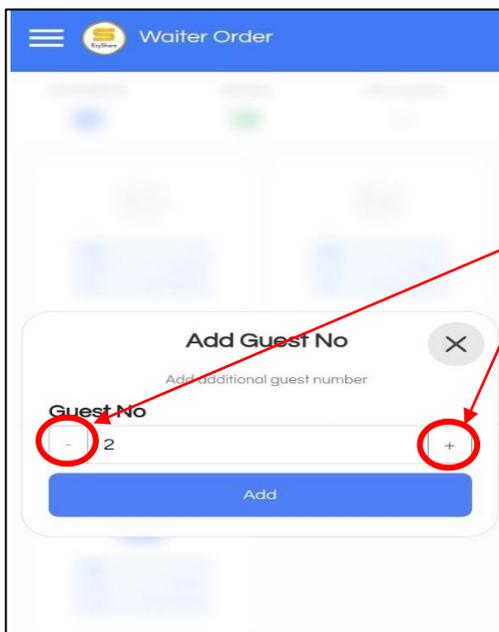
Last but not least, after clicking on the Update Order button, the user may proceed with a new price that is already stated (price after discounting). To proceed with the order, click the **'Place Order'** button.

29 (ii) Example of **Add Guest No.**



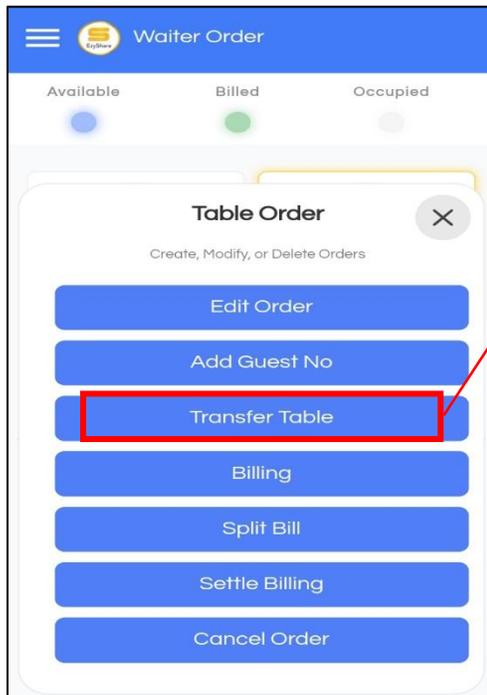
Click the "Add Guest No" button to add a number of customers.

(ii) After the user clicks on add guest no, you will see the add guest no interface, where you can add or remove customers.



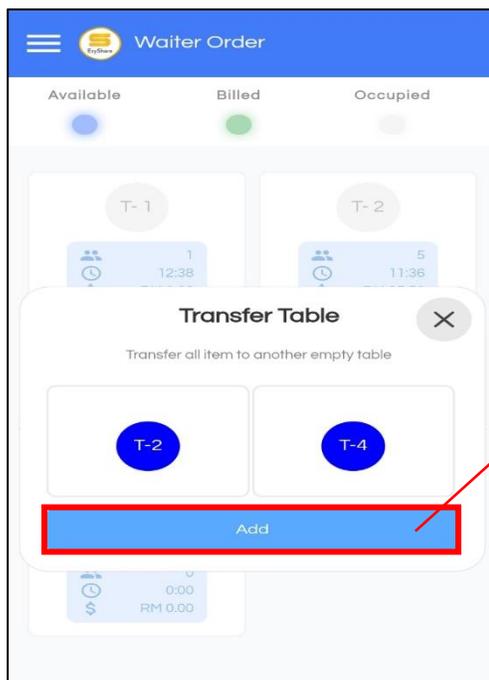
Click the *Minus (-)* and *Plus (+)* buttons to add and reduce the number of customers.

29 (iii) Next example is **Transfer Table**.



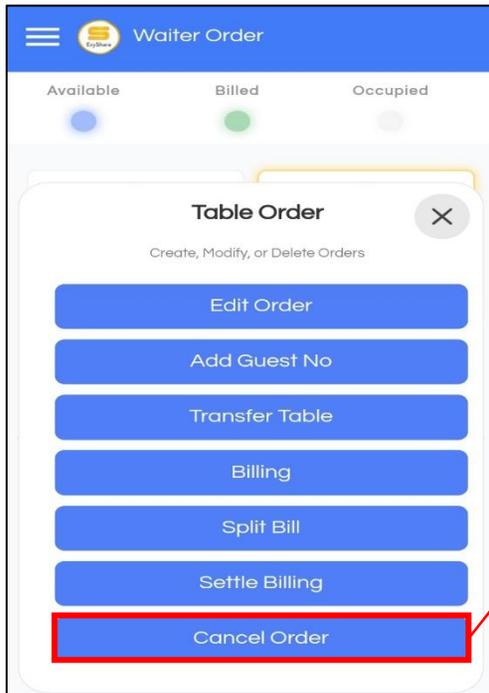
Click the "Transfer Table" button in order to change the table.

(iii) After the user clicks on the transfer table, the system will show you which table is still available and can be transferred.



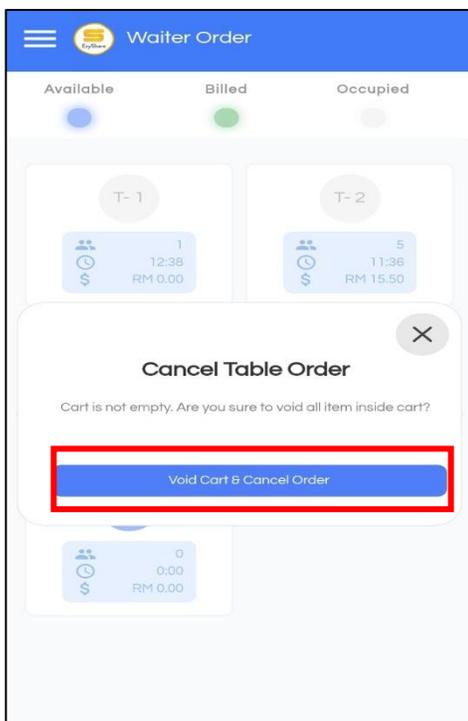
Click the Add button to confirm the change.

29 (iv) Example of **Cancel Order**.



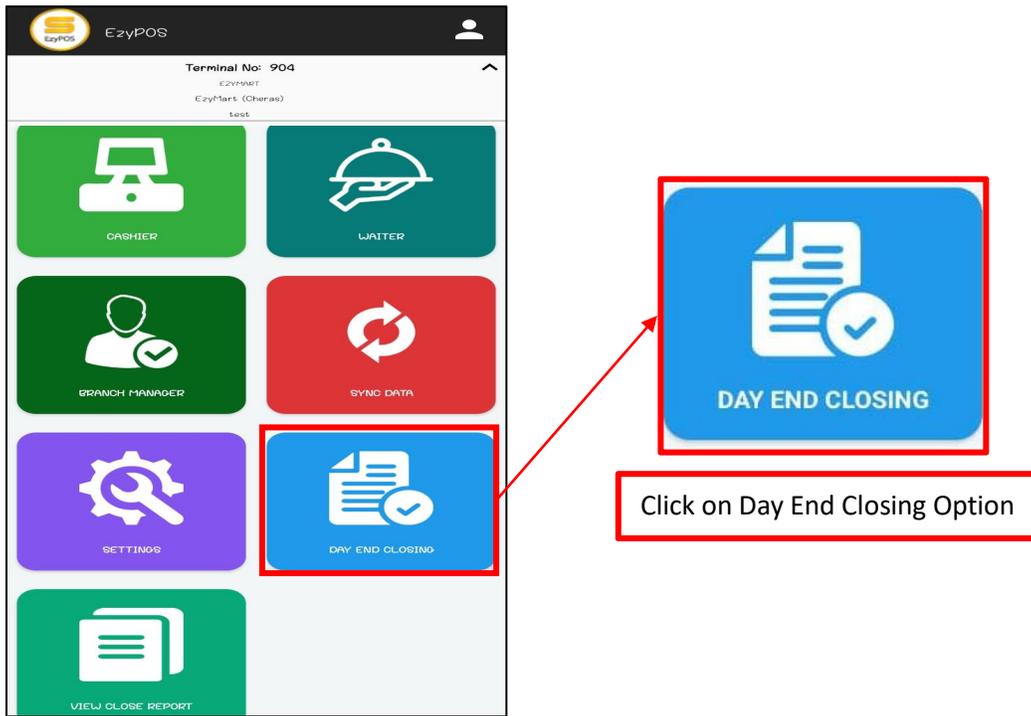
Click "Cancel Order" button to cancel the order.

(iv) After clicking **Cancel Order**, a message will pop up as a reminder for the user to cancel the order. When the user clicks on the *Void Cart & Cancel Order* button, users will be taken back to the home page of the Waiter Order.

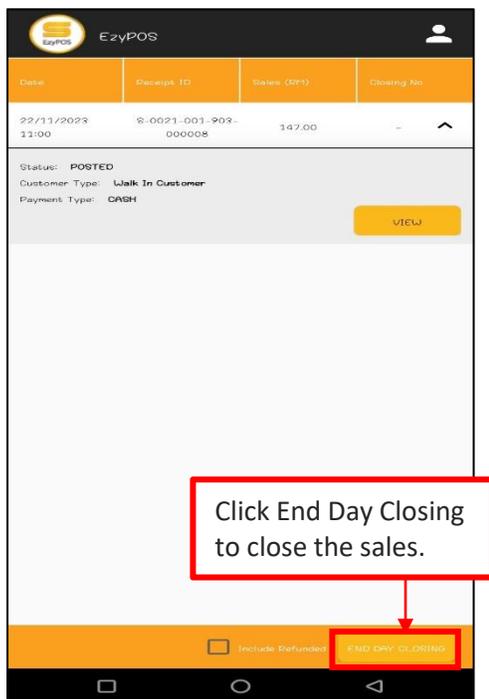




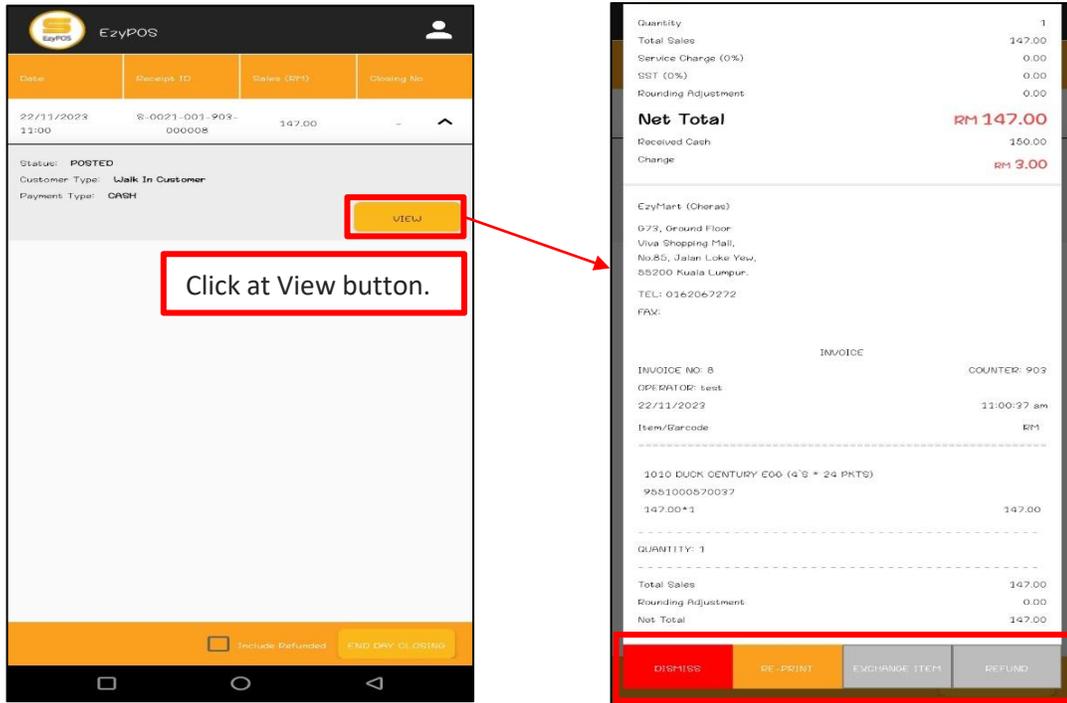
31. Next is **Day End Closing**.



32. Once you click the option, you will see the *day-end closing listing* report. Click at **End Day Closing** to proceed closing.



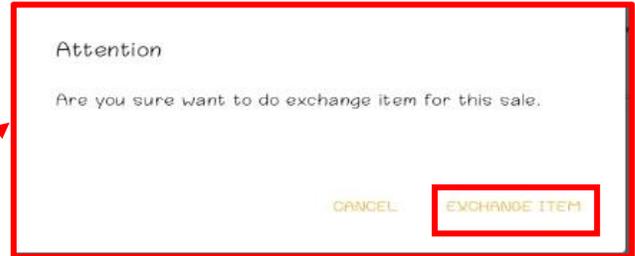
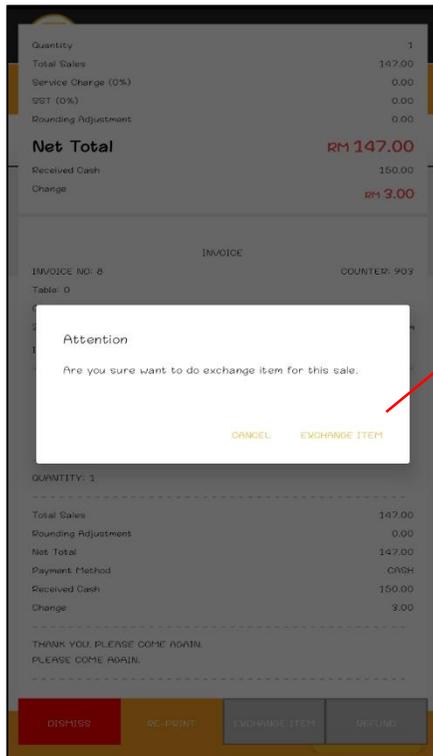
33. The user can select the report they want to view and then click the *View* button. Then, the user will see the dismiss, re-print, exchange item, and refund buttons.



34. Users can also exchange items on the End Day Closing page. Once the customer has already completed their payment, you just need to go to the Day End Closing page, click on the View button, and click on the *Exchange Item* like below.

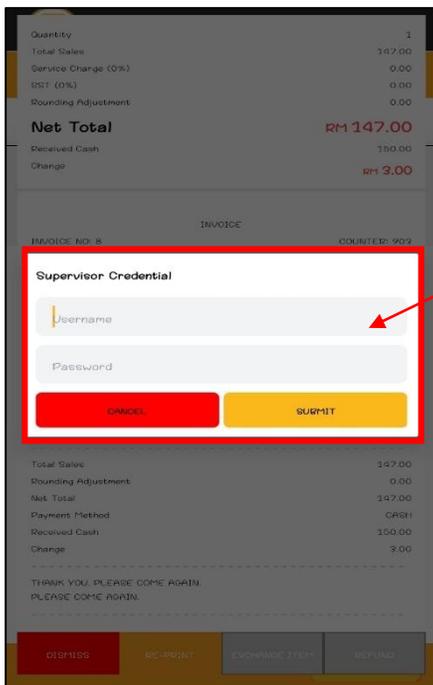


35. Once you click on the Exchange Item, an error message will pop up like this to make sure you do the right thing. Click at **Exchange Item** to proceed.



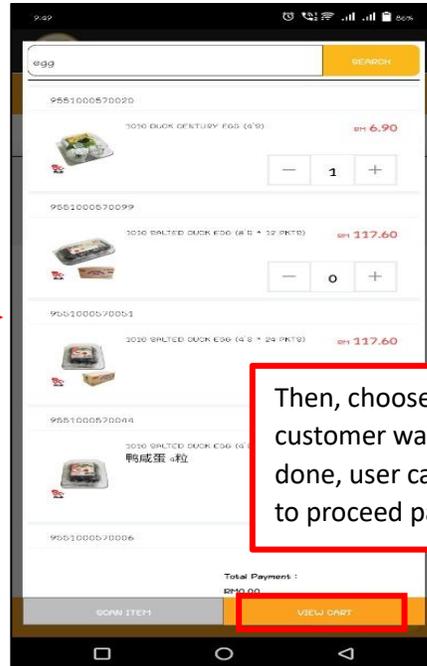
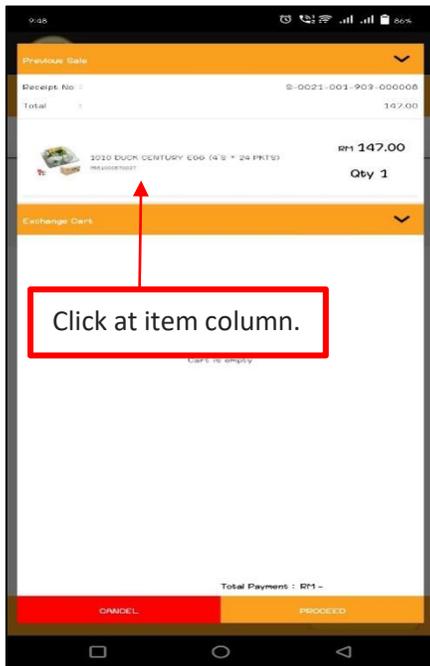
Click at Exchange Item button.

36. Insert Supervisor Credential to proceed exchange.

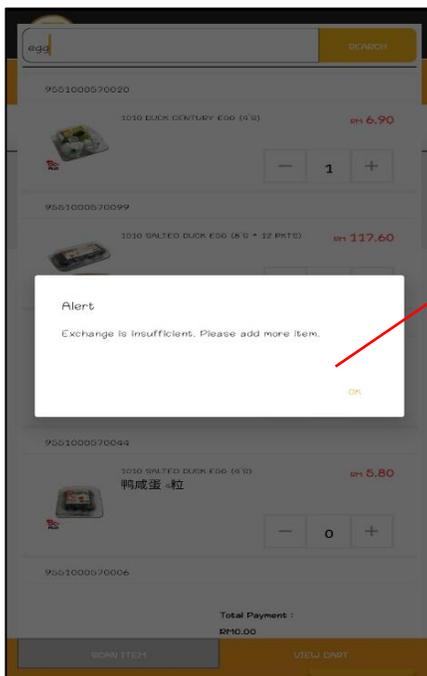


Key in the username and password of the supervisor credential.

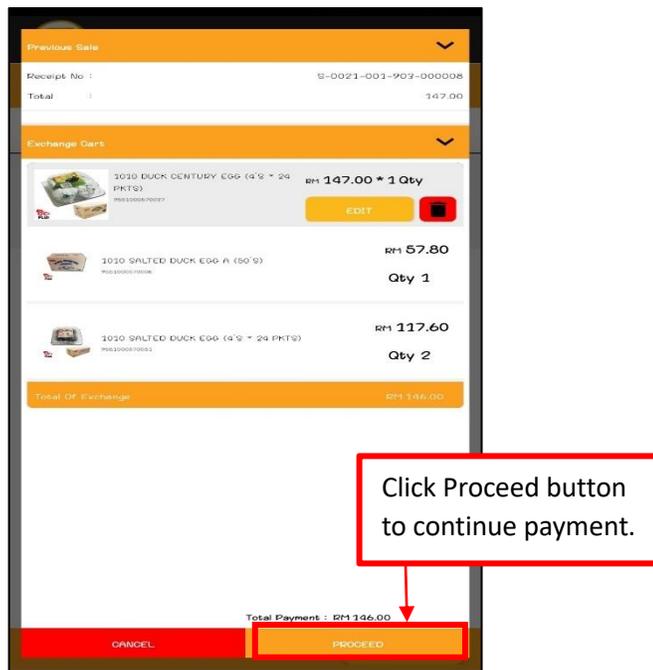
37. After you insert the supervisor credential, you will see the early product that you bought. Click on the product that you wanted before (example in the first picture) and find another product that you want to exchange (example in the second picture).



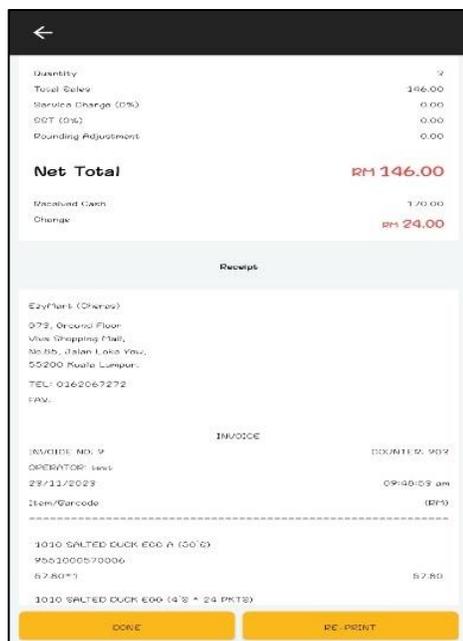
38. You need to remember that items need to have an insufficient price, if not, the system will pop up an error message if the balance is not insufficient.



39. Then, after you choose done, you will see this interface, like below. Click proceed to proceed with the exchange, or just click on the item column if you still need to choose another item.



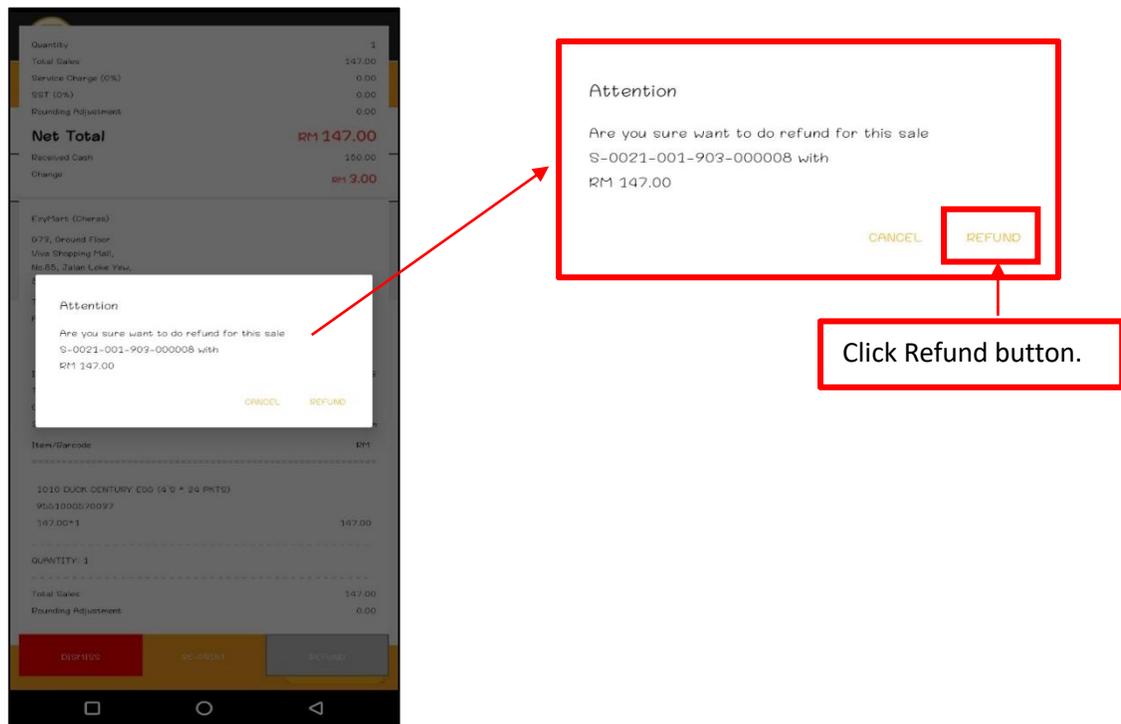
40. After clicking proceed, the user will see this interface (refer picture as below), and the receipt will auto-print for you.



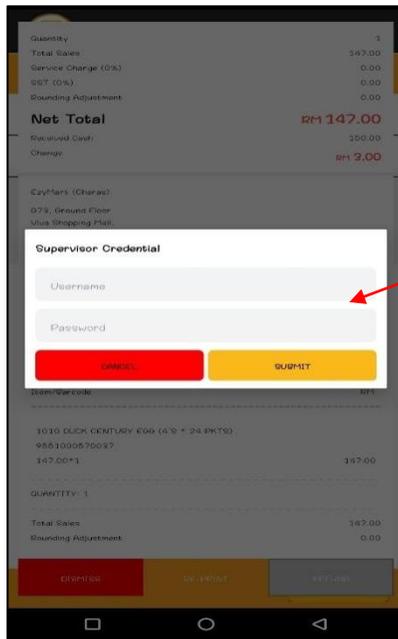
41. Next is when you want to do a refund. Click the 'Refund' button on the same page that you did to exchange the item. (Refer to number 27.)



42. After clicking the refund button, an error message will pop up. To proceed, just click the refund button.

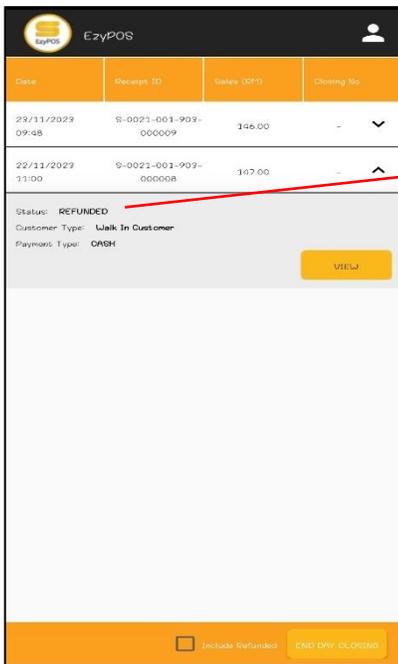


43. Once the refund button was clicked, the user needed to key in their supervisor credential in order to proceed with the refund. After you key in and click submit, the receipt will be automatically printed out.



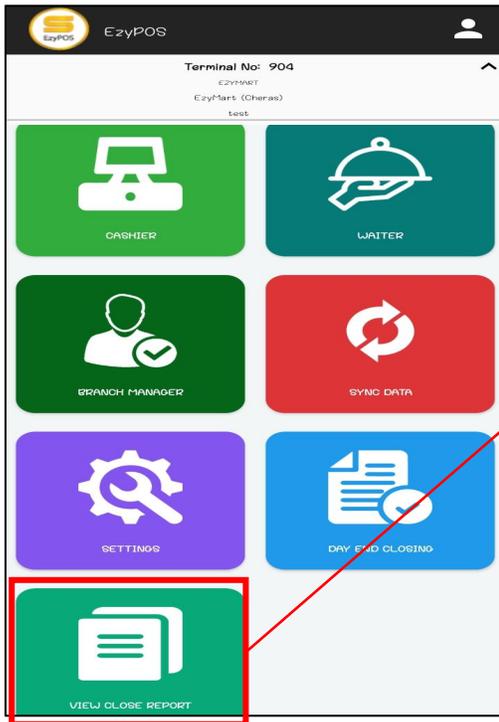
Insert Supervisor Credential

44. Once refund was done, status receipt you do early will change from 'POSTED' to 'REFUNDED'.



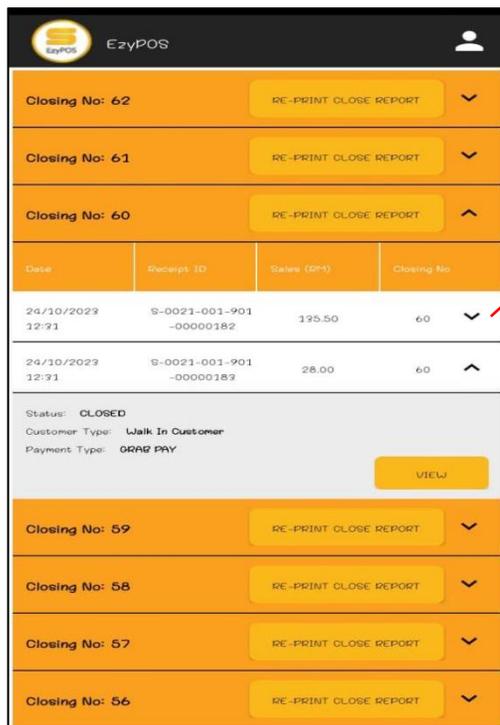
Status: **REFUNDED**  
Customer Type: **Walk In Customer**  
Payment Type: **CASH**  
VIEW

45. Next is **View Close Report**.



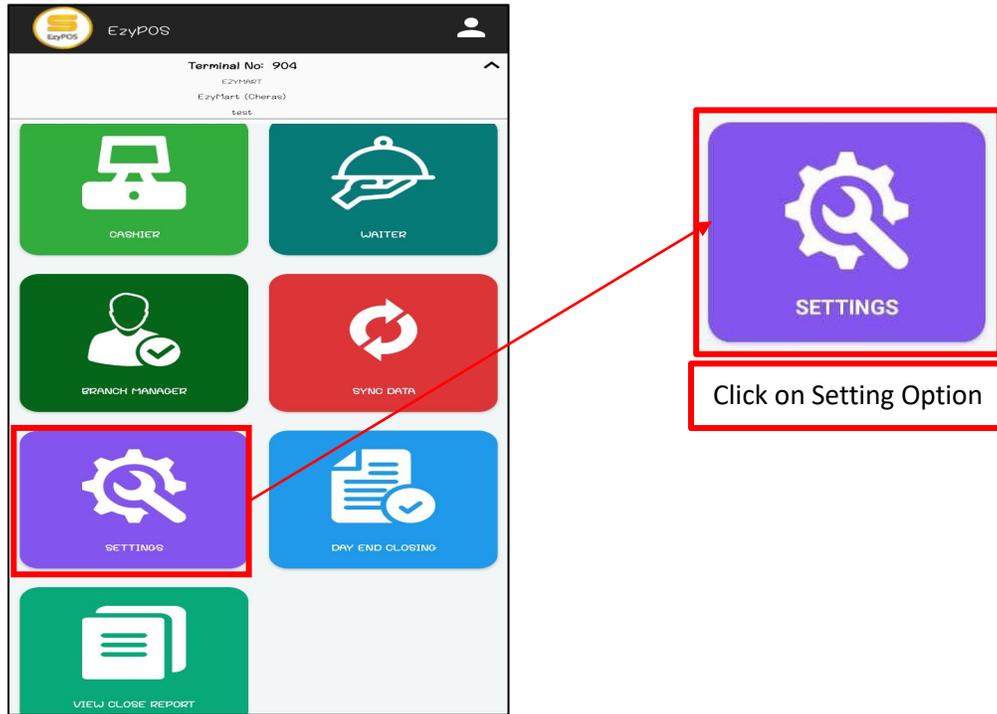
Click on View Closing Report Option

46. User will be taken directly to **View Close Report** Section. Here, you can click on dropdown button to view the report details.

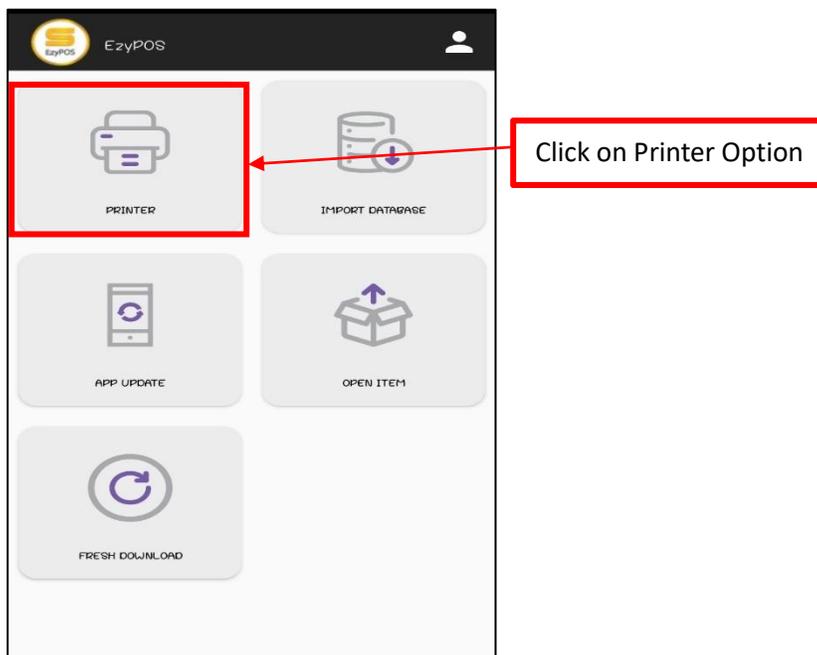


Click on the drop-down button to show the status of the report.

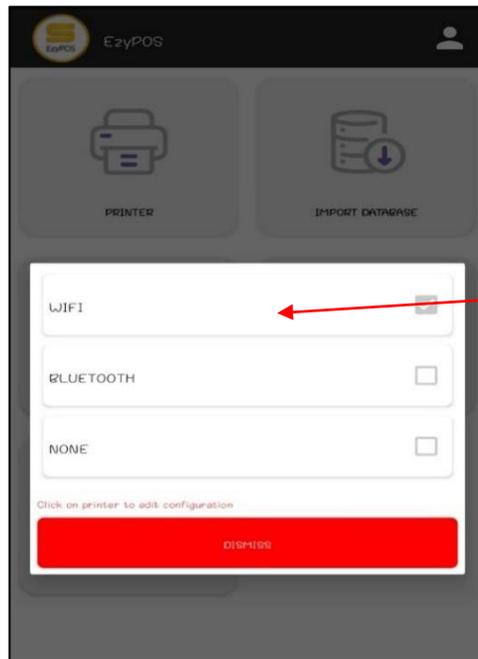
47. Last but not least is **Setting** section.



48. Once you click the **Setting** button, you will see this interface. Then click the **Printer** option to set the printer.

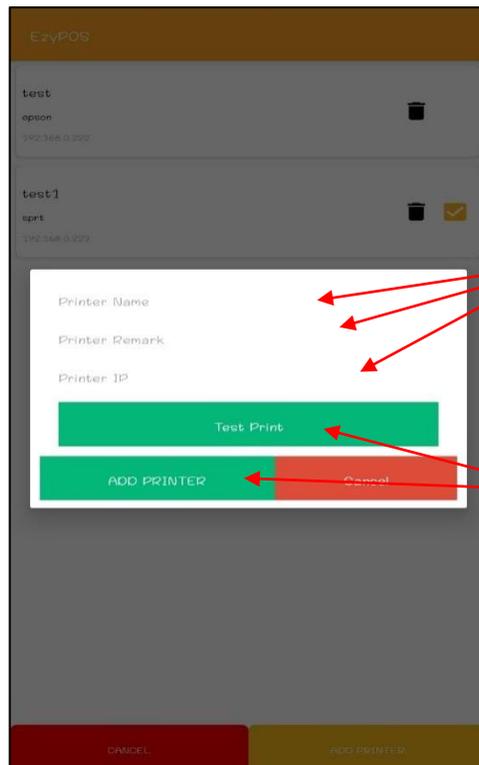


49. When you click the printer section, an interface like this will pop up, and you can choose which printer you need to use from the list. (If you have a Wifi printer, go to the wifi section.)



Click on WIFI column.

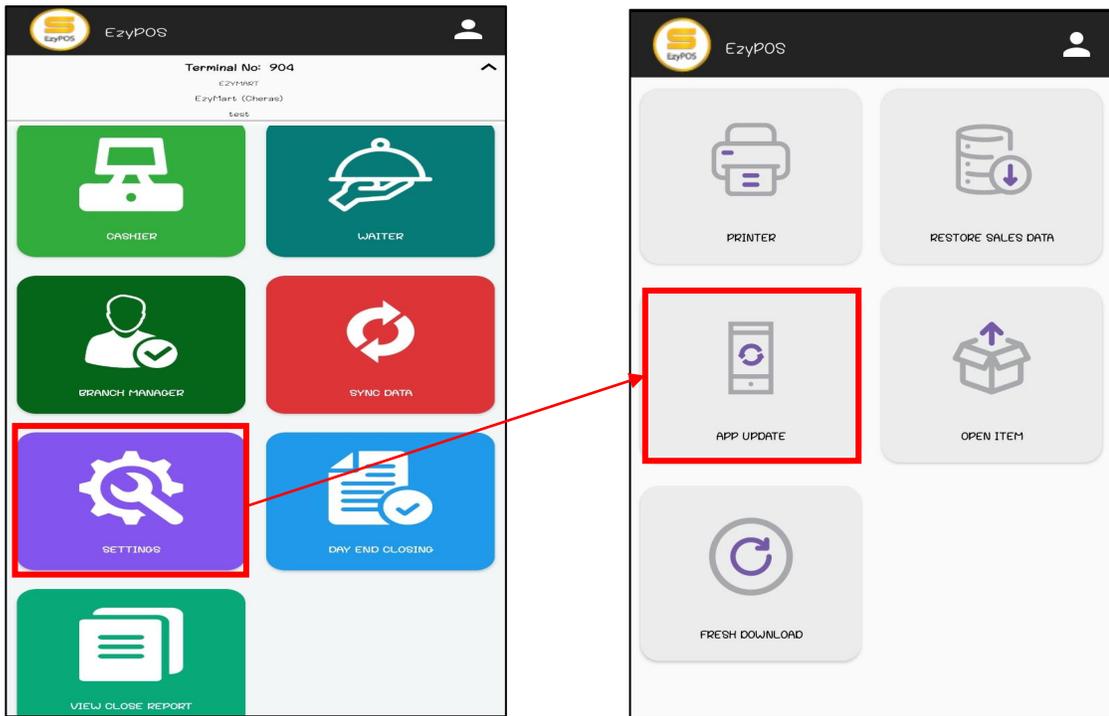
50. After already choose, system will be show you option whether want to add printer, cancel or printer.



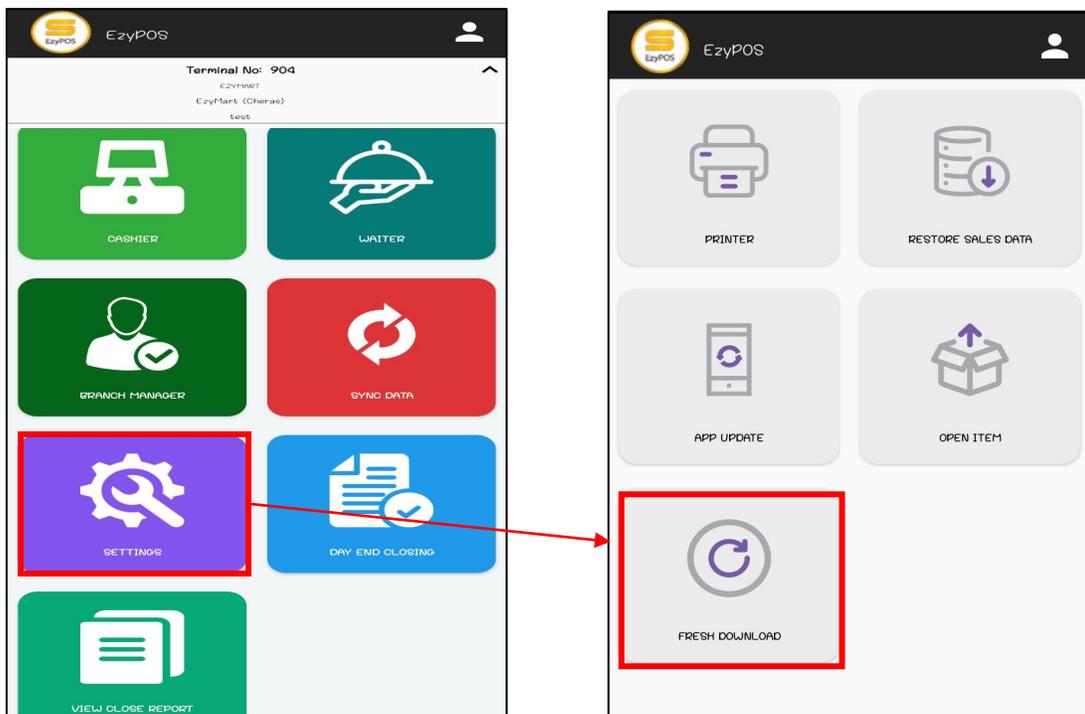
Key in the printer's name, printer remark, and printer IP. (p/s: You can click on the feed button at the printer and press the button on off at the same time to get the IP address of the printer.)

Then, click test print to see if the printer paper comes out or not. Then click 'Add Printer' to proceed using.

51. Users can also update their EzyPOS for the latest version in the settings section. Click on the Settings and click on App Update.



52. Not only that, users can also refresh their EzyPOS for the latest product in the settings section. Click on Settings and click on Fresh Download.



53. Other than that, the user also got an **Open Item** function. This function allows you to set a price for an item that you forgot to set or to enter a new price and new product.

