

#### **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 <u>https://ezyshare.online/ezyshare/resources.aspx</u>

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

We Are Sharing	Home Marketplace News & Info	Latest Events About Us Partner Resou	urces Calendar	
		Technical Support		
Description	Supported OS & Platform	Release Note	Release Date	Link
EzyPOS	Android 5.0 (API level 21) or later	Version 2.8.53 • Done web api promotions • Update function store po rem id • Update 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

2. Create a login ID and password at the Backoffice. (Login in the merchant portal and select the terminal option in setting module.)

	Statement		
ĪDĪ	Reverse Billing	100	
다	Direct Billing	1.20	
*	Setting		1. Click on Setting
+	Direct Billing	and the second	
+	EzyPos	~ +	2. Click on EzyPOS Dropdown
	• Pos Login		
	Terminal	-	3. Select Terminal Option
	<ul> <li>User</li> </ul>		
	Payment Typ	be	

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

			Click here to (	Create Ne	w					
EZYMART (CHERAS	)(OUTL	.ET)		_ r				ezymartcheras1@	yahoo.com	
TERMINAL LISTING	000	Date Created	✓ Create New	₹ 🔶	Export to I	Excel	Showing 1 to 5 of 5 entries (0.	11 seconds) <	1 >	20 🗸
FILTERS	No	Outlet ID	Outlet	Code	Location	Created Date	Modified Date	Terminal	Actions	_
Date From	1	5-0021-001	EzyMart (Cheras)	LC49451	NSI Solutions	01 Jun 2023	18 Aug 2023	4	Q 🔳	
<pre><please here="" in="" key=""></please></pre>	2	S-0021-001	EzyMart (Cheras)	LC66463	LIVE	07 Jun 2023	12 Jul 2023	1		
Date To	3	S-0021-001	EzyMart (Cheras)	LC85041	aciliit	07 Jun 2023	07 Jun 2023	1	Q 🔳	
Filter By	4	S-0021-001	EzyMart (Cheras)	LC60266	Permaisuri	10 Jun 2023	14 Jun 2023	2		
Location	5	5-0021-001	EzyMart (Cheras)	LC30024	Cheras	12 Jul 2023	12 Jul 2023	1	Q 🔳	
Search						1				
Can filter by Date	e rang	e and by	ocation		The	terminal	details			

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

	AS)(OUTLET)				1			ezymartc	neras1@ya	ahoo.com
TERMINAL	1. Key in t	ne termina	locatio	on name.		2.	Select t	he outl	et ter	minal.
		1			_			_		
Location Name	<please here="" in="" key=""></please>			Outlet	(	EzyMart (Cheras)	]			×
TERMINAL										
Terminal No. * <	Please Key in here>		Add	┥	4. The	n, click on	the add	button	to pro	oceed.
Territo I Orferto Ore	Carbles II	Anna Dananta Char	charle ch	and Charle	Charles Handres Han					Franker Antine
Time Pin	Lasiner is	Printing MID Receipt	TID Use	ername Password	Device 1 2 Name	3 4	5 1	2 3	4	5
	· in the towning law									•
3. Key	y in the terminal hi	umber nere	·						Create	e Cancel

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

TERMINAL Terminal No. *	<please here="" in="" key=""></please>		Add		
Terminal QrCode	One Time Pin Cashier	Click + button	Prompt Printing Gkash MID Receipt	Gkash TID	Gkash Username
T001 GENERATE	GENERATE	+ × YES ×	× NO × Gkash MID	Gkash TID	Gkash Username
•					•
					Update Cancel

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

Diseas Kenin	Cashier				×	
<please ir<="" key="" th=""><th>Filter</th><th>SM1000</th><th>001000</th><th></th><th></th><th></th></please>	Filter	SM1000	001000			
<please he<="" in="" key="" th=""><th>No</th><th>MemberID</th><th>Name</th><th>Level</th><th>Actions</th><th></th></please>	No	MemberID	Name	Level	Actions	
One Cashier Time Pin	1	SM1000001000	Thong Huey Tyng	VIP		
			Click this ti	ck symbol t	o proceed	TID
	Showin	g 1 to 1 of 1 entries ((	0.06 seconds)			

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

TERMINAL						
Terminal No. *	<please here="" in="" key=""></please>		Add			
Terminal QrCode	One Time Pin Cashier	isApp	Prompt Printing Receipt	Gkash MID	Gkash TID	Gkash Username
T001 GENERATE	GENERATE	isApp	× NO ×	Gkash MID	Gkash TID	Gkash Username
<		YES	CI	hoose YES but	ton	Update Cancel

\* 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 here="" in="" key=""></please>		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
•			Fill in neces	sary			Update Cancel

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.

Header 4       Header 5       Footer 1       Footer 2       Footer 3       Footer 4       Footer 5         Header 4       Header 5       Footer 1       Footer 2       Footer 3       Footer 4       Footer 5         Fill in Header and Footer (optional)       Fill in Header 4       Footer 5       Footer 6       Footer 5					Add		e Key in here>	<pleas< th=""><th>TERMINAL Terminal No. *</th></pleas<>	TERMINAL Terminal No. *
Header 4 Header 5 Footer 1 Footer 2 Footer 3 Footer 4 Footer 5 Fill in Header and Footer (optional)	Action	Footer 5	Footer 4	Footer 3	Footer 2	Footer 1	Header 5	Header 4	
Fill in Header and Footer (optional)	i	Footer 5	Footer 4	Footer 3	Footer 2	Footer 1	Header 5	Header 4	
	late Cancel	Upd		tional)	nd Footer (op	Fill in Header a			

#### 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.

EZYMART (CHERAS	S)(OUTLI	ET)					ezy	/martcheras1@	yahoo.com	
USER LISTING	000	Date Created	∨ Create New 🛃		Export to	Excel	owing 1 to 4 of 4 entries (0.07 s	econds) <	1 >	20 🗸
FILTERS	No	Click here t	T o create new C	ashier/W	vaiter <sup>۱e</sup>	Access Leve	el Outlet Name	status	Actions	
Date From	1	02/06/2023 5:27PM	02/06/2023 5:27PM	CEP000011	test	1	EzyMart (Cheras)	CLOSE	Q 🚺	l
A contract of the second se	2	07/06/2023 3:50PM	07/06/2023 3:50PM	CEP000013	Tester	0	EzyMart (Cheras)	CLOSE	Q	J
<pre><please here="" in="" key=""></please></pre>	3	07/06/2023 4:52PM	07/06/2023 4:52PM	CEP000014	demo	t	EzyMart (Cheras)	CLOSE	Q 🚺	j

3. Once clicked, the user may insert username and password to log in.

	(CHERAS)(OUTLET)			ezymartcheras1@yahoo.com	
USER					
POS USER					
Outlet	EzyMart (Cheras)	×	Cashier Code	<auto generate=""></auto>	
User Name *	<please here="" in="" key=""></please>				
Password *	<enter here="" password=""></enter>		Re-Enter Password	<re-enter here="" password=""></re-enter>	]
2. K	ey 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.

							4. Sele	ct the acc	ess level
Cashier Access	□ YES	1. Tick YE	S if the user n	eeds casł	nier access.				
Cashier	VES		Waiter	VES		End Da	y Closing	VES	
Price Change	VES		Manager	🗆 YES		View C	lose Report	Tes VES	
Apply Discount	VES		<b>↑</b>			Setting		C YES	
Void Product	VES	3 If the	user is a waite	or or man	ager click VES	Refund		VES	
Void Receipt	VES	5. II the	user is a waite		ager click TES.	Exchan	ge Item	C YES	
Sync Data	VES					L			
1						-			
2. Select	the access	level			5. Lastly, click o	reate l	outton.		Create

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

EZYMART (CHERAS)(OUTLET)						martcheras1@	)yahoo.com		
USER LISTING	000	Date Created	✓ Create New 上			Showing	g 1 to 4 of 4 entries (0.07 se	conds) <	1 > 20 v
FILTERS	No	Date Create	Modify Date	Cashier Code	User Name	Access Level	Outlet Name	status	Actions
Date From	1	02/06/2023 5:27PM	02/06/2023 5:27PM	CEP000011	test	1	EzyMart (Cheras)	CLOSE	Q 🔳
<pre><please here="" in="" key=""></please></pre>	2	07/06/2023 3:50PM	07/06/2023 3:50PM	CEP000013	Tester	0	EzyMart (Cheras)	CLOSE	
Vale Io	3	07/06/2023 4:52PM	07/06/2023 4:52PM	CEP000014	demo	ī	EzyMart (Cheras)	CLOSE	
Filter By	4	10/06/2023 1:34PM	10/06/2023 1:34PM	CEP000019	ju	1	EzyMart (Cheras)	CLOSE	
Cashier   Access Level   5									
Search									
								1-	

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

#### EZYPOS APPLICATION (FRONTEND)

 Login and Activate EzyPOS App License (Cashier log in) Go to <u>https://ezyshare.online/ezyshare-merchantportal/production/Login.aspx</u> and key in your Email/ Phone Number and Password

1. Key in Em	ail and Password
Personalize Your Own Official Store	Merchant Log In
List all your products, voucher and deals in your own official store page	PASSWORD
2. Click on Login button	LOGIN MERCHANT REGISTRATION
	Pos System

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



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

EZYMART (CHERAS	S)(OUTL	ET)					ezj	vmartcheras1@y	rahoo.com
USER LISTING	000	Date Created	✓ Create New 🛃			Showing	g 1 to 4 of 4 entries (0.07 se	econds) <	1 > 20 v
FILTERS	No	Date Create	Modify Date	Cashier Code	User Name	Access Level	Outlet Name	status	Actions
Date From	1	02/06/2023 5:27PM	02/06/2023 5:27PM	CEPOOC Cli	ck on this	icon to vie	ew the detail	S. ISE	
<please here="" in="" key=""></please>	2	07/06/2023 3:50PM	07/06/2023 3:50PM	CEP000013	Tester	0	EzyMart (Cheras)	CLOSE	
Vate Io	3	07/06/2023 4:52PM	07/06/2023 4:52PM	CEP000014	demo	Ť	EzyMart (Cheras)	CLOSE	
Filter By	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  $\bigcirc$ , you will be taken directly into terminal list detail. Choose the terminal number you want and generate the code to activate the license.

ERMINAL							
Location Name	Permaisuri				Outlet	EzyMart (Cheras)	×
Select th	e terminal numbe	er and cho	oose eith	ner to gen	erate a One <sup>-</sup>	Time Pin or a QR Cod	e.
Terminal QrCode	One Time Pin Cashier		isApp	Prompt Printing Receipt	Gkash MID	Gkash TID	Gkash Username
888 GENERAT	GENERATE	+	× YES ×	× NO ×	M161-U-40606	M161-TD-50591	chkeoh@nsisb.com
999 GENERAT	GENERATE	+	× YES ×	× NO ×	M161-U-40606	M161-TD-50591	chkeoh@nsisb.com
4							
							Update Cancel



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.

Syncina	Done	
	Cashier	
Gashlen	1 Penut	
1 Kedut		
	Product	
22 Deput	27 Pesuit	
27 14504		
Party I	Price	
Fride	162 Result	
Accession and a second s		Attention
Promotion	Promotion	The states of th
	0 Result	All data has been successfully synced
Initial Product Image Path		
	Initial Product Image Path	
Download Product Image	127 Peruft	
Payment Type	Download Product Image	
	191 Rosan	
Access Control	7	
	Payment Type	
Log	O Result	
	Access Control	
	19 Result	
		*After completion click DONE to
	Log	Arter completion, click <b>Dome</b> to
	0 Result	proceed Then an attention message
		proceed. men, an attention message
		will non up to let you know that data
		has already been successfully synced
Price		
100/162		
SKIP DONE	DONE	

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 flout out. (*Open Items, Float In, and Float Out is Optional*)

EzyPOS Add Customer CART	SEARCH	Open Item
Click on this 🔼 bu the user to know the of the terminal.	tton for details	Float In Float Out
Net Total	<b>≫</b> ₽∺ 0.00	Turninum ( TOD-1 Harohank Ika ( 2004) Harohank Ika ( 2004) Olaik ( 3 - 0.004) Olaik ( 3 - 0.004) Olai
SCAN ITEM	PAYMENT	

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

EzyPOS	stomer	\$
CART	SEARCH	
Float In		
Amount: Remark:		
Insert remark here		Enter the Amount and Remark, then click Submit.
	CANCEL SUBM	

4. 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**.





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



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.

	\$	Ezypos	<b>±</b> ‡
Add Customer		Add Customer	
CART SEARCH		CART	SEARCH
egg Q	<b>T</b>	egg	Q <b>T</b>
9551000570037		9551000570037	
3010 DUCK CENTURY EGO (d'0 * 24 PKTG)	147.00	1010 DUCK CENTURY EQ0 (4'8 * 24	PKTS) RM 147.00
0		20	- 1 +
Click the [+] button to add	the last the	9551000570020	
item quantity in the cart.		1010 DUCK CENTURY EGG (4'S)	RM 6.90
2			- o +
9551000570099		9551000570099	
1010 SALTED DUCK EGG (8'S * 12 PKTS) RM	113.40	1010 SALTED DUCK EGG (8'S * 12 P	KTG) RM 113.40
≥ <sup>—</sup> o	+	the Trans	— o +
9551000570051		9551000570051	
1010 SALTED DUCK EGG (4'S * 24 PKTS) RM	113.40	1010 GALTED DUCK EDD (4'S * 24 P	KTG) pm 113.40
∧ Net Total	RM 0.00	∧ Net Total	RM 147.00
SCAN ITEM PAYMENT		SCAN ITEM	PAYMENT

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



8. 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.

E2YPOS	•	\$
Ant Distance		
Click here for Edit		
1010 IALES GENTURE INS (S.S. * SOFIETS)	RM 1	147.00 +
Edit Quantity		
CANDEL SUR	1LT	
Click Submit to proce	ed.	
		>>

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

Ezypos		•	\$
Add	l Cuetomer		
CART		SEARCH	
1010 DUCK CENTURY E68 (	а'в * 24 рктв)	RM — 1	147.00
Click the payr	ment but	ton to pa	ay.
l			<b>&gt;&gt;</b>
∧ Net Total		RW J	47.00
SCAN ITEM		PAYMENT	

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

÷	
Quantity Total Sales Service Change (0%) SST (0%) Rounding Adjustment	1 147.00 0.00 0.00 0.00
Net Total	RM 147.00
Select Payment	
Cash	
Card	
QR Pay	
FOOD PANDA	
GRAB FOOD	
GRAB PAY	

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

÷	
Quantity	1
Total Sales	147.00
Service Charge (0%)	0.00
Sol (0%)	0.00
Rounding Hojuermene	0.00
Net Total	RM 147.00
CASH	
Key in paym <mark>e</mark> r	nt amount
1.Enter the a	mount
2. Click here to	proceed
PROCEED	

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

÷	
Re	sceipt
EzyMart (Cheras)	
672. Ground Floor.	
Viva Shopping Mall,	
No.85, Jalan Loke Yew,	
55200 Kuala Lumpur.	
TEL: 0162067272	
FAX	
TIM	VOICE
INVOICE NO: 28	COUNTER: TOOO1
OPERATOR: test	
02/09/2023	10:10:45 am
Item/Barcode	(1211)
1010 DUCK CENTURY ECC (4'S * 24 9551000570037	PKTS)
147.00*1	147.00
QUANTITY: 1	
Total Sales	147.00
Rounding Adjustment	0.00
Net Total	147.00
Payment Method	CASH
Received Cash	148.00
Change	1.00
THANK YOU.	
PLEASE COME AGAIN.	
	a management of the second

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.





EzyPOS	As can be seen, once you click the submit button, the total you entered is already changed here. Click <b>Done</b> to proceed. Then, you can make payments like usual.
Price Change 146.00 Create Control Con	1010 DUCK CENTURY EGG (4'S * 24         VOID           9851000570097            Price            Discount            Insert remerk here
The third is to insert a price change amount. Then click <b>Submit</b> .	
1 2 3 -	
4 5 6 -	»
7 8 9 🗵	SCAN LTCH PRVMENT
(, 0 . )	

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.





Ezypos 💄 🏟
Add Oustomer CART SCARDH
1010 DUCK CENTURY EGG (4`S * RM 147.00
Amount     INM 1.00
Percentage % CANCEL SUBMIT
Then, key in the amount that the user needs to discount, and click <b>Submit</b> to proceed with that amount. The user can also discount by amount or by percentage.
4 5 6 -

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.

Ezypos 🚨 🏟	Ezypos 🚨 🏟
Add Customer	Add Customer
CART GEARCH	CART SEARCH
3030 EACH CENTURY EOD (4'0 * 34 5KTS) Met 147.00 - 1 +	зото виск склтиву год (4'8 * 34 рктя)         рет 145.00           возмовлини
1010 DUCK CENTURY EGG (4'S * 24 void 9551000570037	
Price : 147.00 APPLY Discount : 146.00 APPLY	
Disort reserve here	
×	×
Net Total RM 147.00	Net Total RM 146.00
SDAN ITEM PAYMENT	BCAN ITEM PAYMENT

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.

Available	Billed	Occupied
T- 1		T-2
S RIPTO:	Table Orde	er X
Crec	New Orde	e Orders er
	Î	
Click this k	outton to ad	ld new order.

# 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.

= 🥮 wa	aiter Order	È	2
← Order#343	dified option	Search	
	Add Item	×	
SPICY Select Up to 1.0	ial Nasi Lemak Re 00 Option(s)	ndang	
NO SPIC + RM0.00	MORE : + RM0.00	SPICY	
REGULA + RM0.00	R		
SIZE Select Up to 1.0	00 Option(s)		
SMALL		-	2.Adjust the quantity
	+ Add to order		
Special Nasi Lemak Rendang	RIMAJOU		
a	Once done, click dd to order butto	on.	

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.

Current Order (1)	×
Table (T-2)	
Special Nasi Lemak Rendang No SPICY,SMALL,TAKE AWAY,NUC 1x	GGET RM5.50 Incl RM1.50 add on
1	
Click the item to edit of	r delete
Subtotal Discount sales	RM 5.50 RM 0.00
Total	RM 5.50
Place Order	

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.)

😑 🤶 Waiter Order	
Available Billed Occupied	Click the "Edit Order" button to edit or add a new order.
Table Order X	Click the "Add Guest No" button to add a number of customers.
Create, Modify, or Delete Orders Edit Order	Click the "Transfer Table" button in order to change the table.
Add Guest No	Click "Billing" button to give the bill to the customer.
Transfer Table Billing	Click the "Split Bill" button to separate the bill for the customer.
Split Bill	Click "Settle billing" button to make the payment.
Settle Billing	Click "Cancel Order" button to cancel the order
Cancel Order	Citer Caller Order Button to Caller the Order.

# 29 (i) Example of Edit Order.

😑 🤶 Waiter Order		
Available Billed	Occupied	
Create, Modify, or Delete	r X	First, click the "Edit Order" button to edit or add a new order.
Edit Order		
Add Guest N	lo	
Transfer Tab	le	
Billing		
Split Bill		
Settle Billing	3	
Cancel Orde	er	

(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.

😑 🥌 Waiter Orde	r 1.50	l 1	The user can choose all manus
← Order#253123162			The user can choose an menus
Search all products here	Search		using a search engine.
All menu FRES	SH EGGS SALTED E		
Sort by Name: A-Z -			
NO IMAGE AVAILABLE 0613 SS SOUP RM9.00 SHELL LEAKING 25	NO IMAGE AVAILABLE 07#2 SS FORK RM9.50 6s		
NO IMAGE AVAILABLE 071#60G SS SPOON 68	NO IMAGE AVAILABLE		

(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.

Current Order (1)	×
Table (T-3)	
Special Nasi Lemak	Rendana
MORE SPICY, SMALL	TAKE AWAY, HOT DOG RM5.50
	Inci RM1.50 ddd on
l Î	
First, click at i	tem column.
Subtotal Discount sales	RM 5.50
Total	RM 5.50
Place	Order

Second, the update item will appear for the user to do a discount. The user can insert a discount by amount or percentage, depending on your shop. Click **Update Order** to proceed.

1



Current Order (1)	×
Table (T-3)	
Special Nasi Lemak Ren MORE SPICY, SMALL, TAV 1x	dang KE AWAY, HOT DOG RM4.50 Incl RM1.50 add on
Subtotal Discount sales	RM 4.50
Total	RM 4.50
Place Or	der

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.



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

😑 🤶 Waiter Order	
	Click the <i>Minus</i> (-) and <i>Plus</i> (+) buttons to add and reduce the number of customers.
Add Guest No X Add additional guest number Guest Mo - 2 + Add	

29 (iii) Next example is Transfer Table.



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



# 29 (iv) Example of Cancel Order.

= 🦲 🛚	/aiter Order			
Available	Billed	Occupied		
	Table Order	×		
	Create, Modify, or Delete Ord	ers		
	Edit Order			
	Add Guest No			Click "Cancel Order"
	Transfer Table			button to cancel the order.
	Billing			
	Split Bill			
	Settle Billing			
	Cancel Order			
		1		

(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.



30. Once the user clicks 'Settle Billing' button, the customer can choose the payment type they want. And once payment has been made, the system will automatically generate the bill. The user can also reprint the bill.

÷		<del>~</del>	
Quantity		Recei	pt
Tatal Color	1		
	147.00	EzyMart (Cheras)	
Service Charge (0%)	0.00	022 Convert Floor	
SST (0%)	0.00	Viva Shopping Mall,	
Rounding Adjustment	0.00	No.85, Jalan Loke Yew,	
		55200 Kuala Lumpur.	
Net Total	PM 147.00	TEL: 0162067272	
		FAX	
Select P	Payment	INVOI	DE
		INVOICE NO: 28	COUNTER:
-		OPERATOR: test	
Tal Cash		02/09/2023	10:10
Ask Cash		Item/Barcode	
Card		1010 DOCK CENTORY EGG (4 S * 24 PK)	5)
		142 00*1	
		147.00-1	1
_			
CR Pay		QUANTITY: 1	
		Provide a faire	
		Not Total	
FOOD PANDA		Payment Mathod	
	P	Received Cash	
		Change	
CPAR FOOD			
	J	THANK YOU.	
		PLEASE COME AGAIN.	
GRAB PAY			

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.

Total Sales Rounding Adjustme	ant	Click at Ex	change Item	button.
Net Total			Ţ	147.00
DISMISS	RE-PRIM	T ENC	ANGE ITEM	REFUND

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.



36. Insert Supervisor Credential to proceed exchange.



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.

Quantity		1
Total Sales Service Charge (0%) SST (0%)		147.00 0.06 0.00
Rounding Adjustment		8.00 RM 147.00
Received Cash Change		150.00 - RM <b>3.00</b>
Envidents (Chenas) 073, Ground Floer Una Stopping Mail, No.65, Jalan Loke You, 4 Attention		
Are you sure wa S-0021-001-90 RM 147.00	ant to do refund for this sale 09-000008 with CANCEL	REFUND
Item/Barcode		PM
1010 DUCK CENTURY E 9551000570097	(00 (4'9 * 24 PKT9)	
147.00*1 QUENTITY: 1		147.00
Total Sales Pounding Adjustment		147,00 0.00
DISPISS	INC -PROMIT	RCFLAD.
	0	Q

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.



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



45. Next is View Close Report.



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

(5) ез	rypos			•
Closing No: 6	2	RE-PRINT CLOSE	REPORT	~
Closing No: 6	1	RE-PRINT CLOSE	REPORT	~
Closing No: 6	D	RE-PRINT CLOSE	REPORT	^
Date	Receipt: ID	Salee (RM)	Closing N	ю
24/10/2023 12:31	\$-0021-001-901 -00000182	135.50	60	~
24/10/2023 12:31	8-0021-001-901 -00000183	28.00	60	^
Status: CLOSEE Customer Type: Payment Type: (	) Walk In Customer DRAP PAY		VIEL	,
Closing No: 5	9	RE-PRINT CLOSE	REPORT	~
Closing No: 5	в	RE-PRINT CLOSE	REPORT	~
Closing No: 5	2	RE-PRINT CLOSE	REPORT	~
Closing No: 5	6	RE-PRINT GLOSE	REPORT	~

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.)

Ezypos	•	
PRINTER		
WIFI		 Click on WIFI column.
BLUETOOTH		
NONE		
Click on printer to edit configuration		

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



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.

Ezypos	<b>:</b> *
CUSTOMER	OPEN ITEM
CART	DEARCH
Click at op button to create nev product.	en item proceed v price and
∧ Net Total	RM 0.00
SCAN ITEM	PAYMENT

EzyPOS	* *
	I ITEM
CART	EARCH
Open Item	
Product Name	Click add item to added.
Price	
	>
∧ Net Total	RM 0.00
SCAN ITEM PAYM	IENT