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# 1.1 Introduction to winpos

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

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

#### It includes

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

#### Provision of statistical

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

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

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

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

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

### 2. Introduction to Back Office

# 2.1 Introduction to Backoffice

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

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

You will find below the main menu winpos

* Main Preferences *					
<b>WIN</b> POS	Friday,11 October 2013,10:11				
software applications	C:\FR	ANCE CHIILBOX\DATA\FRANCE_11. DF1			
1. Customers		2. Suppliers			
3. Stock		4. Invoices			
5. Print Outs		6. Salesmen			
Cashier tasks		Data exchange			
Change user		Select data			
General utilities		End Tasks			
S/N: C8DI 499551 74562	User:ggggg - fffff S/N: C8DI 499551 74562 # 7d02a-511a3 : 8292a3 # Rev: 1001d197				

Picture 2.1



# 2.2 Basic keys in Backoffice

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



RETURN. In general to the main menu.



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



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



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



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



ADD: Creating a new tab.



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

# 2.3 Presentation Products Warehouse

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

æ	<b>B</b>	#4	Q	I	4		M	+	2	1	Barcodes	Reci pes	Br. prices	Additional	Aux.code. S/N	13.2 4Lor	e
* File items	s *														·		
40	Code			Full De	escripti	on		Disab	led tab		Short Des	ription /	ANANAS				-
Main	Main 000007 ANANAS								descr.								
Alt. Measur.							r.units	Pa	ackage V								
Barcode	Barcode Type Descriptio Quantity Weig.cod/Type/Tem																
	□ 0 0 Stock Warning - Preferred																
											Positio	n	Pricelis	TARIF	GENERAL		-
											<u> </u>			e MARCH			-
TOTAL	FROM I	RANSE	r	0.0	0		0.	00		-			Categor		HIES YOGO SMOOTH		
			UANTIT	Y			1	VALUE			Grou	SMOOT	HIES YOGO S	SMOOTHIE	S X060 SM0	OTHIES	-
Month		oorts		oorts		ports		xports			Item type in G	en.Accou	unting		Price of purchase		0.00
10/201	3	0			L	0	.00		4.5		Merchandise			-			0.00
											Special Acc.	Item			Profit % Profit Euro		0.00
											Special Ac						
												f Class			Gross Profit %		4.58
												ight kg	0		Net Price VAT Euro		4.58
TOTAL		0			1				4.5			cle fee E		gr	PRICE INCL VAT		4.90
TOTAL		0			1 -			1.58	4.0	-	0		0		PREVIOUS Price	·	4.50
Pending		0				/erage				-					Offer price		
		ast upd	lates			reitage	_	04/1	.0/201	-	create tab		25/09/	(2013 ]			time
					_				4.5	_	Fin. Edit tab		30/09/				
											Fin. Edit price	s	25/09/	2013	to da	ite - tir	ne
Main ite		ers		Code				Na	ame								
D	)etails														Next Retail Pr	rice	
														Date o	f update of next p	rice	
															Poir	nts	
								1- <b>1</b> -	_			Date of	last disable	ed tab			
Ingredie r/n Desi					Da	ys to e	Style		owards	dol	ting 1	Do not	calculate the	sum amo	ount receipt in offers	,	
1/11/065	cription						Style		uwarus	uele		Null Va	lues is not ac	ceptable	here		
												Allow p	rice change i	n cashier	s		
											<b>V</b>						
Παράμι	ετροι για	CASIC	<b>5 FE4</b> 0	00													
К	ai Serve	r κουζ	lvaç				lain Ite										
						Αποστα	ολή στι	ov kitch	ien prin	ter N							
Anoc	στολή στ	ην όθό															
	Χρόνοι		Ζ Πράσ	ώνη ινη 🔽		7											
проєт	οιμασίας		Кітр			1											
			Кокк	avn 🗌		1											
											<b>V</b>						
							4										-

Picture 2.3

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



# 2.4 Setting Preferences in Products

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

By pressing the button / icon



we open the next page.

* File items *	
40 Code Full Description Disabled t	ab Short Description ANANAS
Main 000007 ANANAS	🛆 Latin descr.
Alt.	Measur.units Package VAT % Department
Barcode Type 0 Descriptio	Quantity Weig.cod/Type/Item
	Position Pricelist TARLE GENERAL
	Type MARCHANDISES •
ΤΟΤΑL FROM * Προσθετικά και αφαιρετικά είδη για το ANANAS *	
Month I	ES •
Month Ii 10/2013	Será 0.00
Га	Affects την Price         ταξινόμησης           Subtracting © NO         C +         C + /-
	0.00
	0.00 4.58
	0.32
TOTAL	4.90
TOTAL	
Pending	pe - time
	- time
Main item supp Details	
Ingredients r/n Description	
<u> </u>	
Παράμετροι για CASIO FE4000 Μαίο Item	
και Server κουζίνας Αποστολή στον kitchen p	vinter No.
Αποστολή στην οθόνη Νο	
Ζώνη	<u>ک</u>
Χρόνοι Πράσινη προετοιμασίας Κίτρινη	

#### Picture 2.4

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

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



# 2.5 Categories - Types of products

#### **CLASS DEFINITION**

Item categories *		
10 🖻 🛋 🕈 🗠 💼		
Code:		
Description:		
Sorting order:	Colour	
Does not show in touch screen		
Descriptio	Code Sorting or	
CATEGORIE GENERALE YAOURT GLACE	001	1 _
CREME GLACE	010	2
CAFES CHOCOLAT	006	3
JUS-REFRAISHISSEMENTS	007	4
SMOOTHIES YOGO SMOOTHIES	003	5
DECOCTIOS	008	6
AILKSHAKES	004	7
FRANITES	005	8
SLACE GREC	009	10

#### Picture 2.5

Definition of categories

WAREHOUSE VAT-TYPES OF PRODUCTS

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

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

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

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

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



14	]	👝 🚘 📥	<li>[a]</li>	
Code:	Description:	Sorting order:		
				- Cole
	Forward items part of	this group	·	
Descrip		Sorting order	Category:	Forwardi
сносоц		4	CAFES CHOCOLAT	
CAFES		8	CAFES CHOCOLAT	
GROUP	GENERAL GLACEE ATOMIC	1	CATEGORIE GENERALE CREME GLACEE	
	GLACEE FAMILIER	12	CREME GLACEE	
DECOCI	TIOS	9	DECOCTIOS	
GRANI1 JUS	res	3	GRANITES JUS-REFRAISHISSEMENTS	
	ISISSEMENTS	2	JUS-REFRAISHISSEMENTS	
MILKSE	HAKES	13	MILKSHAKES	i -
SMOOTH	11ES	6	SMOOTHIES YOGO SMOOTHIES SMOOTHIES YOGO SMOOTHIES	
VOGU S	MOOTHIES F GLACE ATOMIC F GLACE FAMILIER	11 8	SMOOTHIES YOGO SMOOTHIES YROURT GLACE	
YAOURI	I GLACE FAMILIER	10	YAOURT GLACE	

Picture 1.5.1

WAREHOUSE VAT-TYPES OF PRODUCTS.

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

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

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



### 3. The New Server screen Touchscreen

# 3.1 Introduction to New Touch ADHME Server

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

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



# **3.2 Screen Information**

# 3.2.1 MAIN SCREEN SALE

7 WinPos® v11.1 - master File Edit WinPos® v11.1 , e-Sign v2.0 loaded Wi	ndow Help	
Σύνολο 8.20€	Βασικά είδη	ΜΠΑΓΚΕΤΕΣ
Τεμ.         Πιμή         Περιγραφή         Αξία           1.000         2.30         ΜΠΑΓΚΕΤΑ ΓΑΛΟΠΟΥΛΑ         2.30           1.000         1.80         ΦΥΣΙΚΟΣ ΧΥΜΟΣ ΠΟΡΤΟΚΖ         1.80	РОФНМАТА	
1.000         2.50         FREDDITO         2.50           1.000         1.60         CAPPUCCINO AIRAO         1.60	КАВА	
	<u>ΣΦΟΛΙΑΤΟΕΙΔΗ</u> ΜΠΑΓΚΕΤΕΣ	
ΠΕΛΑΤΕΣ ΛΙΑΝΙΚΗΣ Αποδ: 14 master		
	ГЛҮКА	
7         8         9         ΑΚΥΡΩΣΗ           4         5         6         ΔΙΟΡΘΩΣΗ		ΜΠΑΓΚΕΤΑ ΚΟ ΤΟΠΟΥΛΟ ΟΟΝUTS ΤΟΣΤ
1 2 3 TMHMA		
ΠΕΛΑ Αυτοπα ΤΗΣ ράδοση <sup>Τιμολ</sup>		
меріко	6	
🐮 Start 🔄 TeamViewer 🗀 coins	Coins 🗋	🔽 WinPos 🖲 v 11.1 👬 Windows Messen 🦉 untitled - Paint 🛛 🗉 🕊 🐍 🐯 💹 💆 🕎 💟 11:46 nu

Picture 3. 2. 1

# **3.2.2 THE WINDOW OF THE TRANSACTION**

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

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

		11.1 - master	
File Ec	lit Des	ign WinPos® ∨11.1, e-Sign	v2.0 loa
тс	та	L 29.66	€
QTE	PRIX	DESCRIPTION I	MONT.
1.000	1.48	EAU MINERALE	1.48
1.000	1.48	EAU NATURELLE	1.48
1.000	0.00	JUS BANANE	0.00
1.000	4.20	SQUEEZE CITRON	4.20
1.000	4.20	SQUEEZE FRAISE	4.20
1.000	2.30	THE CHAUD	2.30
1.000	2.80	MANGUE	2.80
1.000	4.80	FRAISE	4.80
1.000	2.80	CHOCOLAT CARAMEL	2.80
1.000		CHOCOLAT BLANC	2.80
1.000	2.80	CHOCOLAT AVEC DE SIROP	2.80
CLIEN.	F	FACT	147

Picture 3. 1. 2

## **3.2.3** WINDOW OF CATEGORIES AND ARTICLES

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

- Look at the list on the left. Here the categories of items that are displayed in the warehouse. In Chapter 2, regarding the backoffice, it is mentioned how we manage the categories and groups (page 3). The first button "key items", it is not a class but an equivalent button that lets you add isolated and independent items that are in the same category. More specifically, I want to group items are selected based on the most common sale. (Image 3.7.1)
- Look at the top. At these large buttons groups articles appeared, these subcategories of categories.
- See also the buttons for items that are used during the recording of the addition. Their color and picture can be easily set with the use of backoffice. (Chapter 2.5).
- Finally, notice the two green buttons at the bottom left of the screen. These buttons are used in case I have to use several categories of people who can enter my screen. The red arrow will appear the following categories and the blue arrow group allows me to return to the main group



Picture 3.2



# **3.2.4 THE OPERATING ENVIRONMENT**

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

WinPos® v11.1 - master File Edit Design WinPos® v11.1 , e-Sign v2.0 loaded Help			
TOTAL 0.00 C ARTICLES PRIX DESCRIPTION MONT. VAOURT GLACE			
CREME GLACES CHOCOLA			
JUS.REFR SHISSEMEN VGC SMOOTHES			
CLIENT FACT 147			
master COM			
MANDES			
7 8 9 ANNULATION TOTAL			
4 5 6 CORRECTION			
1 2 3 DEPARTEMENT			
Client CONSOM. FACTURE			
SOUS TOTAL ESPECES		INFO	PREFERENCES
Artvapin   🕽 🕞 😨 := 🔽	·		

Picture 3. 2. 4

# 3.3 Explanation of the functions of the main screen of sale

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

	to enter a value manually.
HOLD	We hold the current transaction. The transaction
HOLD	is converted into an order.
	It determines the type of customer to whom we
	deliver proof of purchase. There are three
	different types of customers:
CLIENT	1. normal customer
CLIENT	210%
	315%
	Having finished this transaction type of customer
	returns to the client's situation preselected.
	We support this button before each item to save
DELIVERY TO YOURSELF	as delivery itself.
	The current transaction changes in invoice. If we
INVOICE	have the possibility of issuing documents, we
INVOICE	make the backoffice.
	Screen input functions and additional references.
	By pressing "9" and then the button, we leave the
	operation of the fund. Moreover, '999 'and the
	door disables the computer.
	This button is located at the end of the page. By
	pressing this button, a window with all the ways
	of payment appears through which we can
SUB-TOTAL	complete the transaction. We can find more
	details in Chapter 3.4
	Here we make direct cash transaction, at the turn
	of the screen ways of payment. Indeed, if we
SPECIES	have already supported and the amount received
	after pressing the button SPECIES, so even in
	this case the currency displayed.
	We support the amount (total or part of this
CREDIT CARD	transaction) and then the button on the credit
CREDITCARD	card.
	In case there is a balance due with cash, the
	weight of the item that is for sale to transfer
4]]	automatically. Then, we rely on the kind of
	article.
	There is the possibility to display information.
	Pressing the info button and then the article
Info	information, like price, ingredients, the image of
	this specific article appears
	There is also the possibility of planning
	There is also the possibility of planning preferences - to aid the manufacturer kitchen. (eg
PREFERENCES	hit-sweet milk)

# 3.4 Screen payment methods

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

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



Picture 3.4

# 3.5 Display options and parameters This screen appears with the button



and functions follow.



Picture 3.5

# 3.6 Explanation of the functions of the display options and settings

Κουμπί	Περιγραφή λειτουργίας			
0-9	Writing / recording numbers 0-9			
	Clear it removes everything that was written			
С	in the green box on the numeral keypad /			
	calculator			
	The point is used during the recording of			
•	amounts			
	You must type the code from the operator			
operator	and then press this button. In this way there			
	is a change of operator			
Article/PLU				
Change-Back Article				
-€	Reduction in the amount			
-%	percent reduction			
Change in price Article				
Subtotal	Subtotal			
X-Reference revenue				
X-Reference sales category				
X-Reference sales items				
X-Reference sales items				
X-Referencesales per hour				
X-Reference Operators, cashiers				
X-Reference sales per month				
Daily Z-Case / closing of the day				
early planning	Short planning warehouse			
	(chapter 3.7)			
	Only for			
Fiscal PrinterProg.				
DropoidCard	technicians			
PrepaidCard	output			
output Acceptance / Authorization / Verification	output Acceptance / Authorization / Verification			
Acceptance / Authorization / Verification	Acceptance / Authonzation / Vernication			

# 3.7 Screen Quick Programming

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

So thereafter

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

The icon with the house to return to the

previous page.

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

id/Selied items	Γρήγορος Προγραμματισμός						
OURT GLACE	CHOCOLAT BLA Del.2800 NC Tpo.2.800 Trans.ΝοΣ/n.	ESPRESSO Trans.NoΣ/n.	Del.2.500 Tpa.2.500				
REME GLACEE	CHOCOLAT FRA Del.2.800 ISE Τρα.2.800 Trans.NoΣ/n.						
FES CHOCOLA	CHOCOLAT VAN ILLE Τρα.2.800 Trans.ΝοΣ/n.						
IOOTHES YOG	CHOCOLAT NOI SETTE Trans.NoΣ/n.						
COCTION	CHOCOLAT CAR AMEL Trans.NoΣ/n.						
LKSHAKES	CHOCOLAT AVE C DE SIROP Trans.NoΣ/n.						
RANITES	CHOCOLAT FRO ID Τρα.2.80 Trans.NoΣ/n.						
	CHOCOLAT CHA Del.2.80€ UDE Tpo.2.80€ Trans.NoΣ/n.						
	CAFE INSTANT ANE GLACE Trans.NoΣ/n.						
	CAFE LATTE Trans.NoZ/n.						
	CAPPUCCINO F REDDO Τρα.3.500 Trans.NoΣ/n.						
	CAPPUCCINO Trans.NoE/n.						
6	ESPRESSO DOU Del.3.500 BLE Τρα.3.500 Trans.NoΣ/n.						

Picture 3.3

#### Based on an item opens the following window

7 WinPos® v11.1 - master File Edit Design WinPos® v11.1 , e-Sign v2.0 loaded Help					
YAOURT GLACE         CHOCOLAT BLA NC Trans.NoΣ/n.         Del2.596 Trans.NoΣ/n.         Del2.596 Trans.NoΣ/n.           CREME GLACEE         CHOCOLAT EBA Datages         Trans.NoΣ/n.         Trans.NoΣ/n.					
ISF Ton-2.800					
Edit item *					
✓ X					
Code 000029 Descriptio CHOCOLAT FRAISE Brief CHOCOLAT FRAISE					
VAT 7 • depar 1 ARTICLES 7% •					
category CAFES CHOCOLAT   Position view; Main Item					
group CAFES CHOCOLAT CHOCOLAT   Price Happy hour 0 €					
Foreign Lan Date / time of startc					
TARIF GENERAL     Date / time of Éxpiryç       Happy hour					
Price 2.80 € Table price 0.00 € Personnel 0.00 € Offer price 0.00 € Price Take 0.00 € Price Own 0.00 € Consum.					
; Σ E P T Y O I O Π 🖙 7 8 9					
Α Σ Δ Φ Γ Η Ξ Κ Λ * / 4 5 6 points 0					
? Z X Ψ Ω B N M , + - 1 2 3 Price after					
GR/ENG 0.					
BLE Τρα.3.590 Τταπs.ΝοΣ/π.					

#### Picture 3. 7. 1

Briefly appear:

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

# 3.8 Programming screen printers kitchen

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



You can find a picture below

#### Picture 3.8

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

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

# 3.9 Interface Preferences (products)

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

ME	АВГА	<b>AEMONI</b>	ΠΑΤΑΤΕΣ	<b>ΒΡΑΣΤΑ ΛΑΧΑΝΙΚ</b>	ΚΑΛΑ ΨΗΜΕΝΟ ΧΩΡΙΣ ΛΑΔΙ
ΑΙΓΟ	ABOKANTO	ΛΙΑΣΤΕΣ ΤΟΜΑΤΕΣ	ΠΙΠΕΡΙΕΣ	κάλα ψημενο	ΜΕ ΛΙΑΣΤΕΣ ΤΟΜΑ΄ ΛΙΓΟ ΑΝΙΘΟΣ
ΧΩΡΙΣ	ΑΝΙΘΟΣ	ΜΑΙΝΤΑΝΟΣ	ΠΡΑΣΙΝΗ ΣΑΛΑΤΑ	ΜΕΤΡΙΟ & ΚΑΤΩ	
полу	ΑΠΟΞΗΡΑΜΕΝΑ ΦΡ	MANITAPIA	PIFANH	ΜΕΤΡΙΟ & ΠΑΝΩ	
ОЛА МЕ	ΒΑΣΙΛΙΚΟΣ	ΜΕΛΙ	PIZI	ΜΕΤΡΙΟ ΨΗΜΕΝΟ	
ολα χωριε	ΓΙΑΟΥΡΤΙ	ΜΠΑΣΜΑΤΙ	ΡΙΖΙ ΑΓΡΙΟ	ΞΕΡΟΤΥΓΑΝΙΣΜΕΝΙ	
	ΕΛΙΕΣ	MILEIKON	ΣΟΥΣΑΜΙ	омо	Διαγραφή
	кочкочнарі	ΝΤΟΜΑΤΑ	ΣΠΑΓΓΕΤΙ	ΣΑΛΤΣΑ ΧΩΡΙΣΤΑ	2ΠΛΟ
	κρεμμγδι	Ξ. ΚΑΡΠΟΥΣ	түрі	ΣΚΕΤΟ	ЗПЛО
	ΙΔΑΛ	ΞΥΔΙ	ΨΗΤΑ ΛΑΧΑΝΙΚΑ	ΣΚΕΤΟ	
	0	Επόμενα 🖒		X	1

Picture 3.9

- It is not possible to change the left column and is used in addition to preferences: For example: without oil or some dill etc..
- The next three columns are the preferences. It stores them alone or in combination of the left column. These particulars have been defined in the definition screen preferences by clicking "Add" (Figure 2.3, Section 2.2.1). If there are more than 3 columns for access to others just the scroll press the "Next" button.
- The light blue column on the right also contains preferences but they have a subtractive nature. They are used to describe a cooking or presentation mode of the plate. They are configured in the Preferences screen by clicking "subtract" (Figure 2.3, Section 2.2.1)
- > In the green window at the top right of the screen are saved preferences so far ...
- Key "Product comment" opens a small keyboard that allows you to write text to comment on the product.
- > The buttons are respectively and add cancel



#### • Frequently Asked Questions

#### How do I open / light system checkout

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

#### • How do I close / turn off the system checkout

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

#### • What is the process of selling an item

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

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

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

- • What is the process of selling frozen yogurt and coffee Absolutely no. Just be familiar with classes, groups to quickly find different items.
- How can I cancel a proof of purchase Press the TOTAL CANCEL button.
- What is the process of selling to a particular customer, the owner of the card worker Aéroville
- Type the code from the client (they informed you about this) using the numeral keys. You immediately press the "CLIENT" button. The type of customer will appear in the Client. Finishing this operation, the default client is automatically selected.

#### How the sales process is responsible for a particular operator

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

#### How do I change the name of the operator

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

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

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

#### • How can I register new products and their price system

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

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







#### How can I change the prices to current products ٠

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

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

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

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

