

HIPPOS[®] cloud



User's Guide



Hospitality

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1. First installation

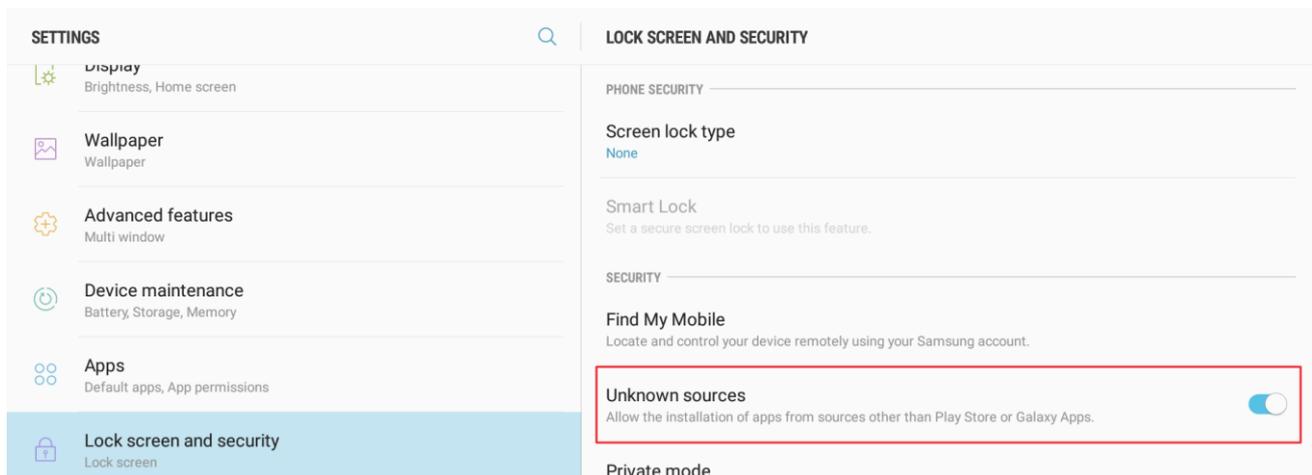
The end user can download the HioPOS Cloud App by this link:

apk.icg.eu/8954

HioPOS Cloud will guide the user through the various initial configuration screens so that, at the end of it, the point of sale is ready to start working.

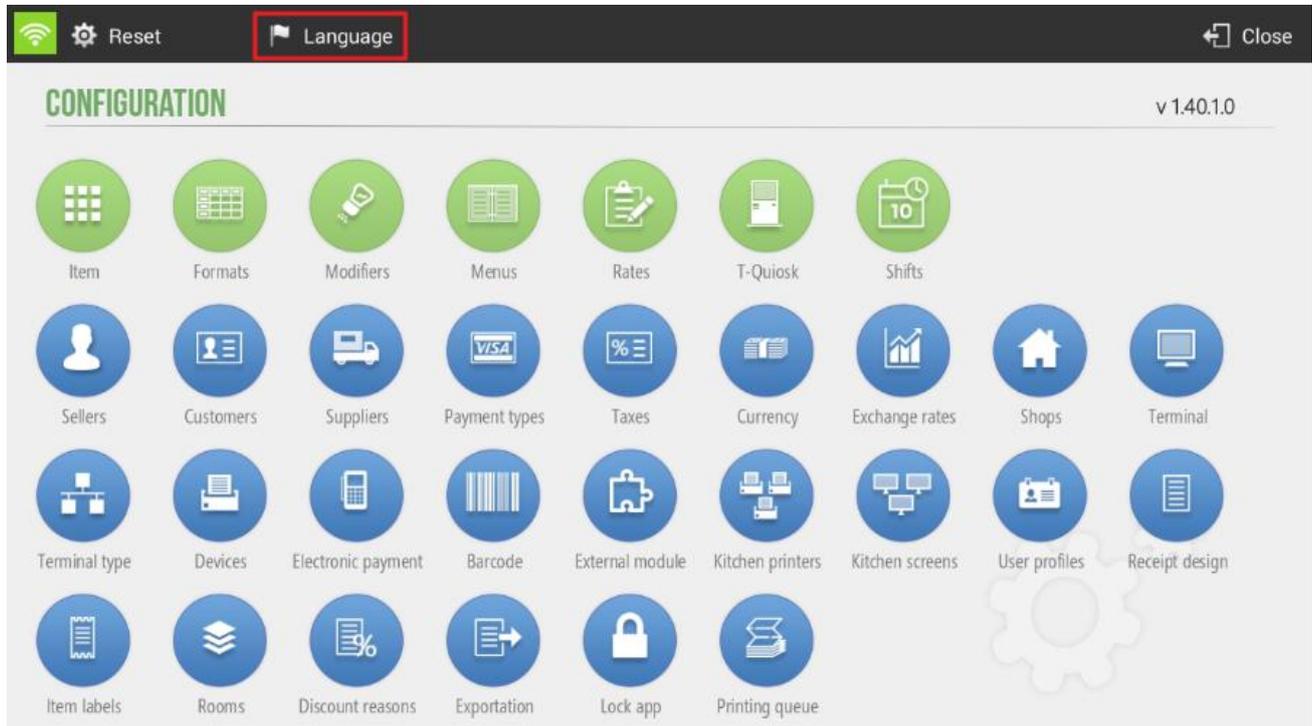


Before you install the application, it is important to have activated in the Android terminal, *Settings* that the device has access to unknown sources (applications not installed from Google Play).



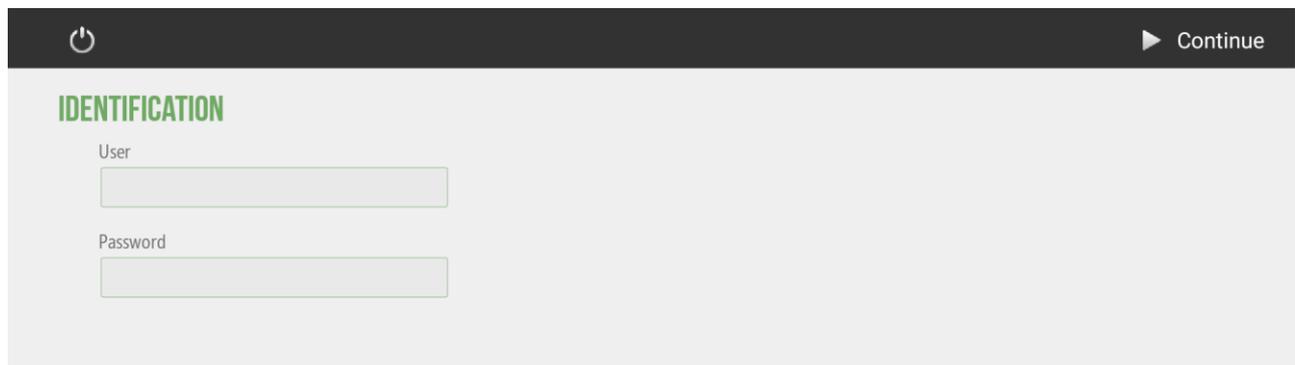
1.1 Select your language

HioPOS Cloud can be displayed in your language by selecting it from the list and starting the installation. The HioPOS Cloud language can be changed from the *Settings* section, once the installation is complete.



1.2 Identification

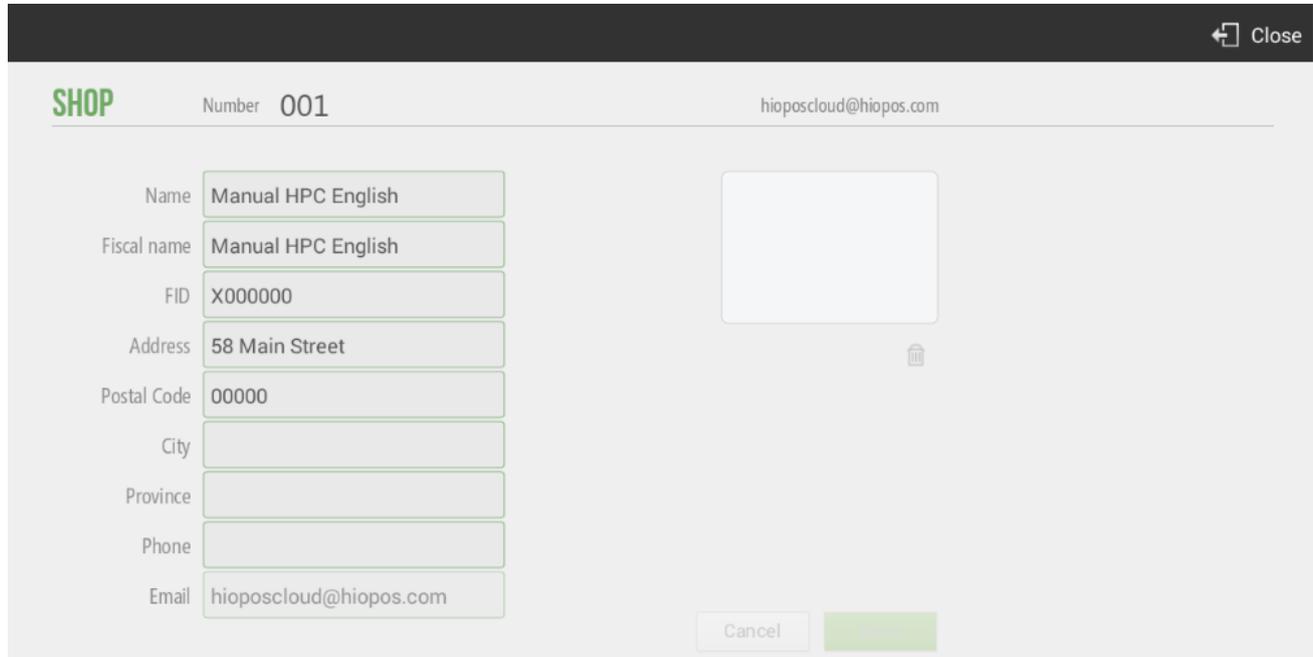
Enter your User Name (Customer email in Cloud License) and Password (password of the terminal in which you want to operate) in order to access the terminal. When finished, press continue.



1.3 Store

Enter the information of your establishment and the terminal that you are configuring.

This information will be visible in the sales ticket and can also be modified from the *Configuration*, once the installation is finished.



Close

SHOP Number 001 hioposcloud@hiopos.com

Name Manual HPC English

Fiscal name Manual HPC English

FID X000000

Address 58 Main Street

Postal Code 00000

City

Province

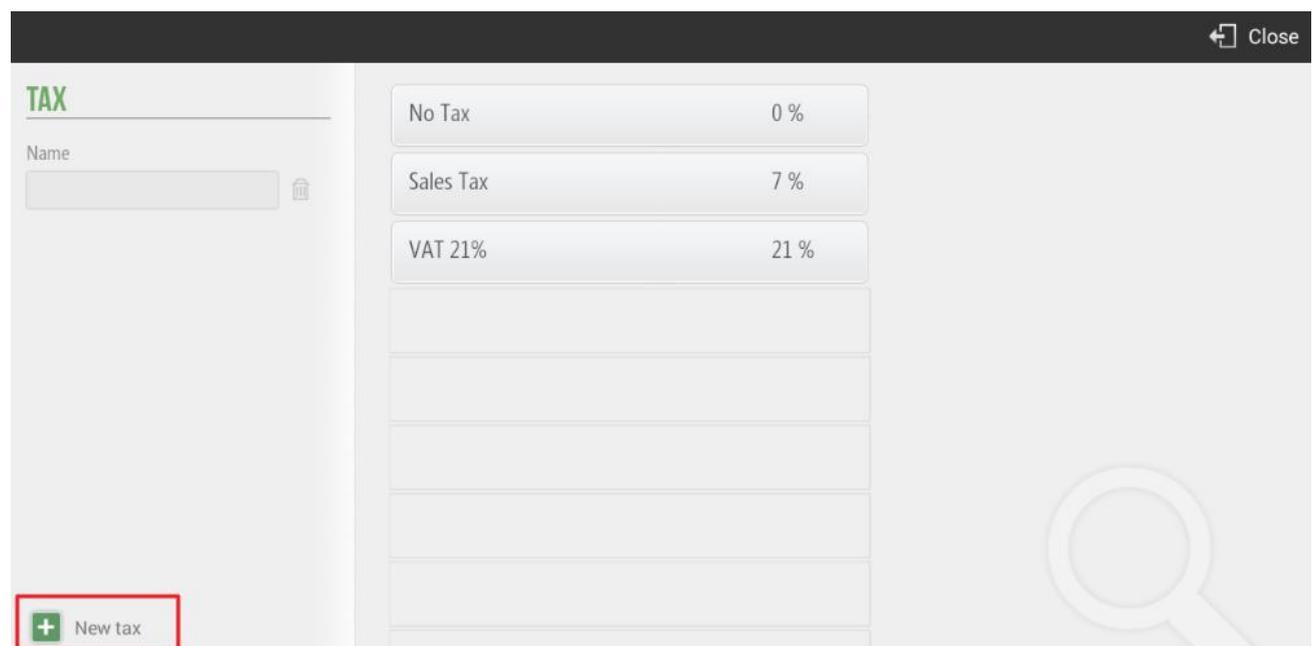
Phone

Email hioposcloud@hiopos.com

Cancel Save

1.4 Taxation

HioPOS Cloud comes with the taxes of your already configured country and region. You can modify them in this window or once the installation is finished in the *Taxes* section of *Configuration*.



Close

TAX

Name

No Tax 0 %

Sales Tax 7 %

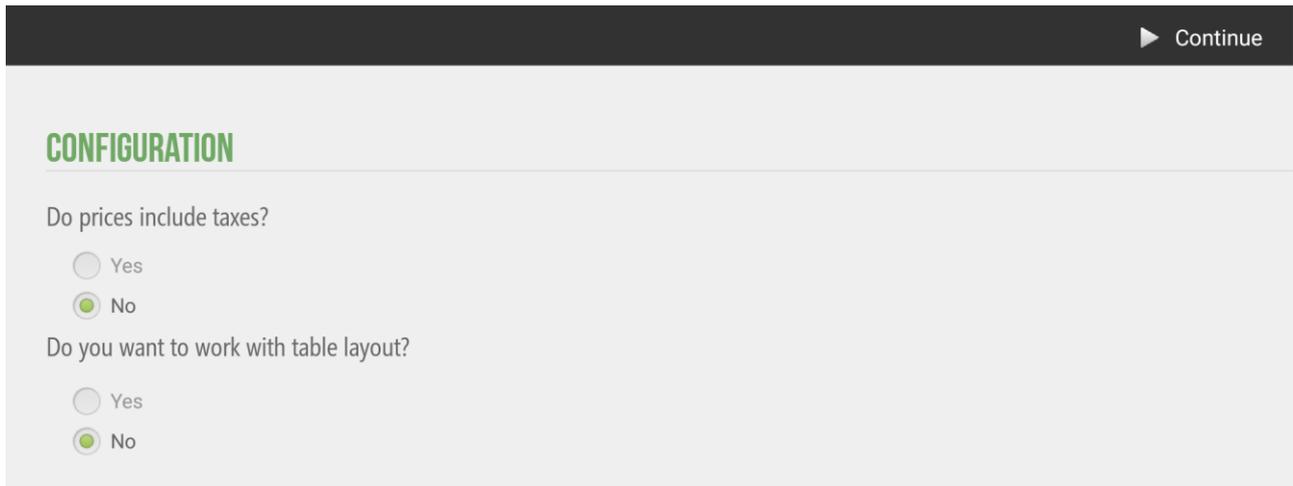
VAT 21% 21 %

+ New tax

The legal framework of each country is different, so the HioPOS Cloud application allows to establish different types of taxes.

1.5 Custom configuration

Select at this point if the prices are inclusive of taxes. If your business is a restaurant, also choose whether you want to work with table screens or not.



▶ Continue

CONFIGURATION

Do prices include taxes?

Yes

No

Do you want to work with table layout?

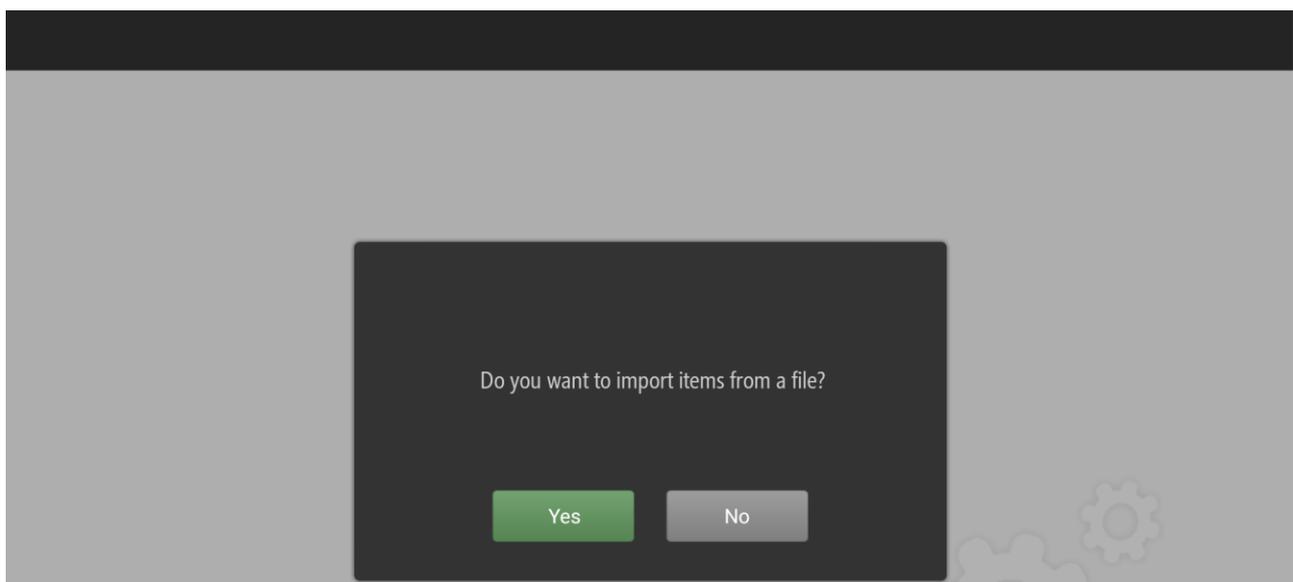
Yes

No

You can change these parameters later in the *Settings* options.

1.6 Import articles from file

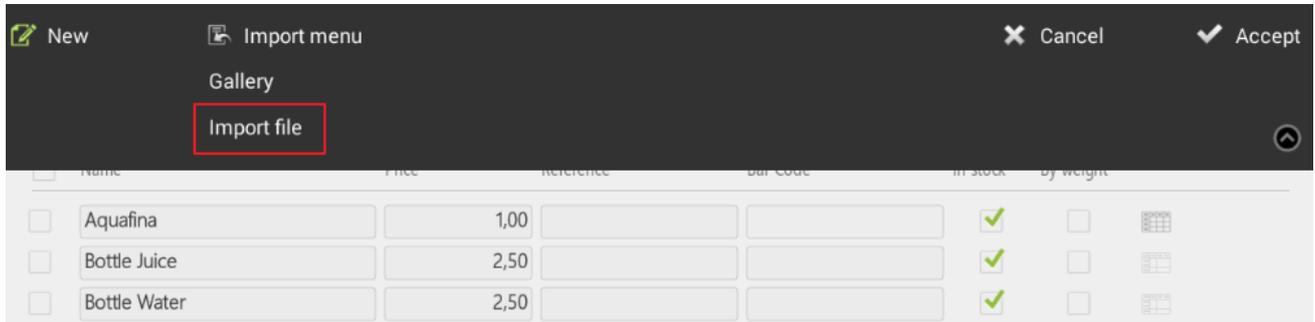
HioPOS Cloud allows you to import articles using a CSV data file - files generated from a program such as Excel -. In the initial configuration the application itself asks if we want to import.



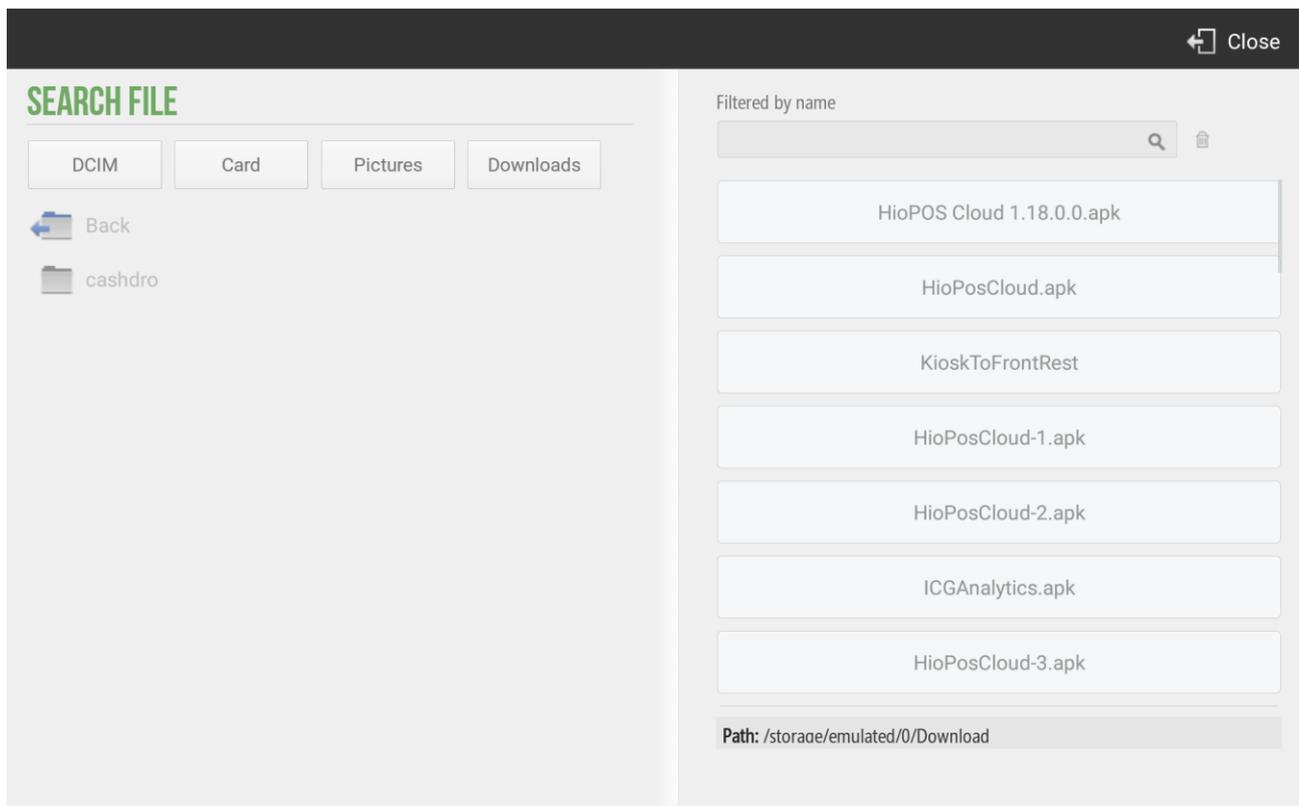
Do you want to import items from a file?

Yes No

In the case that the initial response of the user is negative, the initial configuration process will continue. We can import items from a file. For this we will have to locate in *Configuration, Item* and *Edit item*. We will select *Import*, in the upper left margin and in the drop-down *Import file*.



At this moment, we will find a file finder. We can select a file from DCIM, Card, Images or Downloads. In case that the importation of articles is carried out by means of a HioPOS, the user has, among many alternatives, to connect a USB with the aforementioned file.



1.7 Quick creation of articles

HioPOS Cloud organizes articles in three main levels, these are *Family*, *Subfamily* and *Item*. To create new articles, you must first create a *New family*.

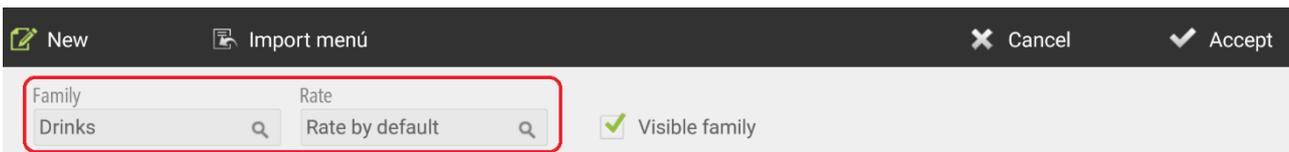


Once we have created the *New family* and have given it its name, we can create a *New subfamily* or else *Edit items*. We select the second option.



1.7.1 New items

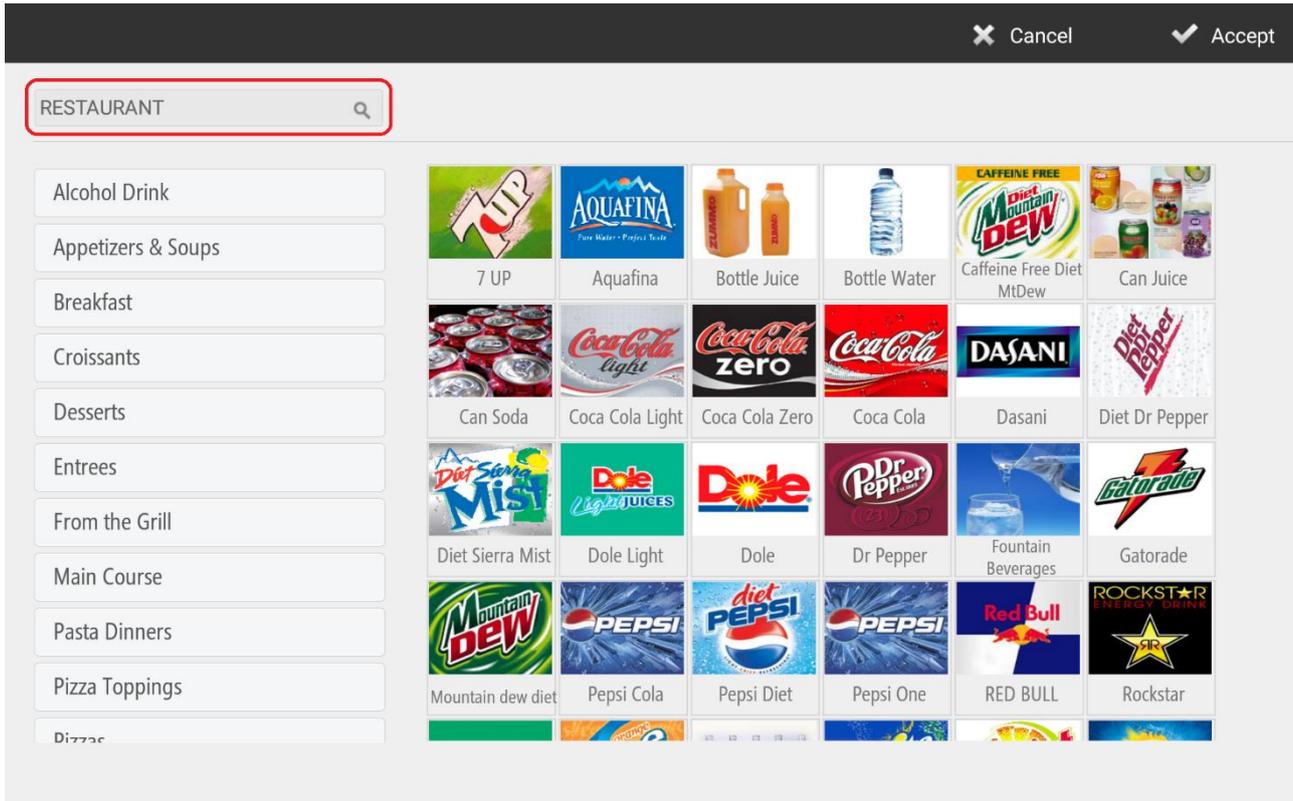
In the article edit screen we can create a new article and give you the settings of Price, Reference and Barcode, also configure if you have stock.



In the article edit screen, you can select from the top menu the family whose articles you want to edit, as well as the rate you want to modify.

Import menu, *Gallery* option offers us databases of items with images that already come pre-configured in HioPOS Cloud to facilitate the installation and start-up, also to organize more easily the images of the articles that we are editing.





Select your *type of business* and within it you will find the corresponding families with your initial selection, as well as the items of the same. Select the items you want to add. HioPOS Cloud includes a variety of businesses created by default, which will allow you to configure your terminal with great ease and speed.

To modify more than one article at a time, you simply mark the initial boxes of each article you want to modify, then proceed to the modification.

New Import menu Cancel Accept

Family: Drinks Rate: Main room Visible family

<input type="checkbox"/>	Name	Price	Reference	Bar Code	In stock	By weight
<input type="checkbox"/>	Bottle Juice	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bottle Water	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Caffeine Free Diet MtDew	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Can Juice	1,50 .. 2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Can Soda	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Coca Cola Light	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Coca Cola	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dasani	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Diet Dr Pepper	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Gatorade	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Fountain Beverages	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Search

You can also search for items by clicking *Search* button in the lower right-hand corner, so you can select the item you want directly.

New Import menu Cancel Accept

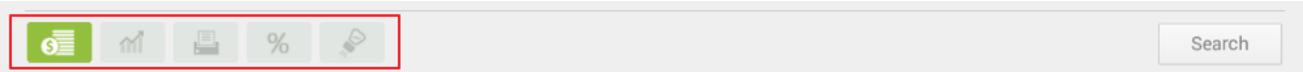
Family: Drinks Rate: Main room Visible family

<input type="checkbox"/>	Name	Price	Reference	Bar Code	In stock	By weight
<input type="checkbox"/>	Bottle Juice	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bottle Water	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Caffeine Free Diet MtDew	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Can Juice	1,50 .. 2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Can Soda	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Coca Cola Light	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Coca Cola	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dasani	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Diet Dr Pepper	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Gatorade	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Fountain Beverages	2,50			<input checked="" type="checkbox"/>	<input type="checkbox"/>

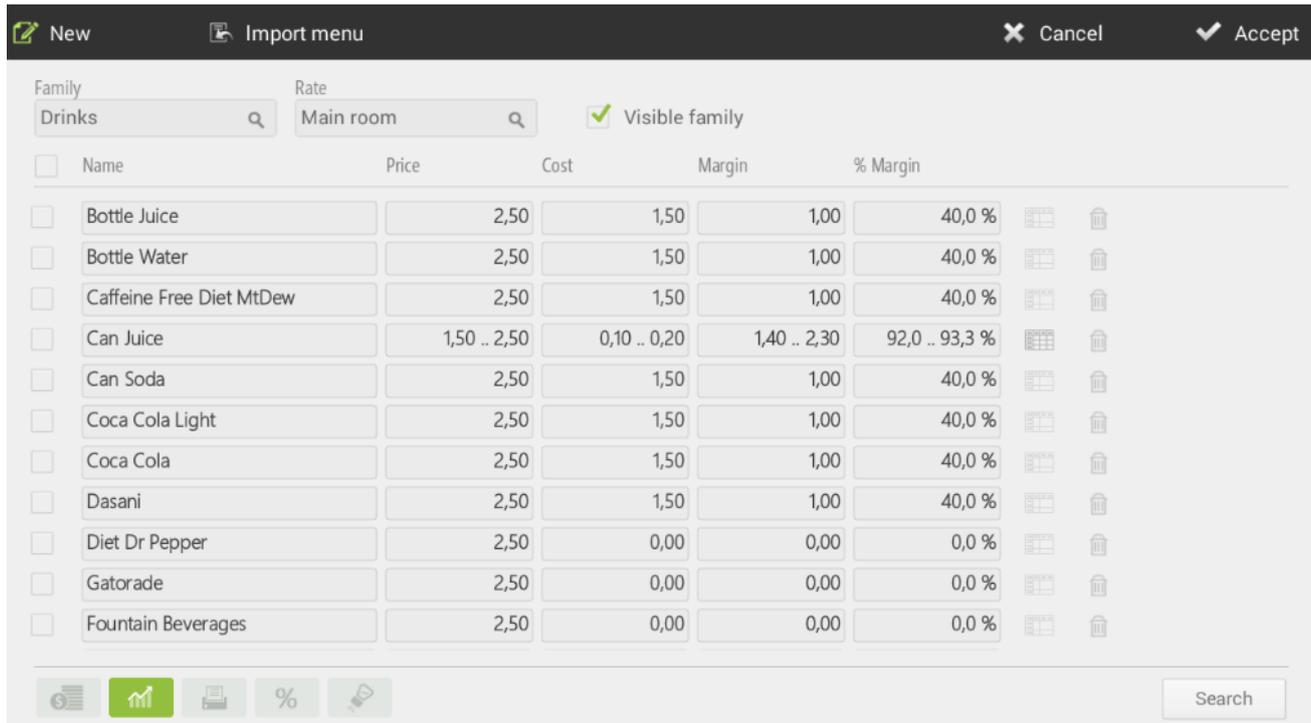
Search

1.7.2 Margins' calculation

The second option at the bottom of the screen allows us to calculate profit margins.



This option is designed so that you can set the prices of the products according to the cost of the products and the margin, in real value or absolute value, that you want to obtain.



The screenshot shows the 'New' menu item selected, with the 'Import menu' option also visible. The interface includes search fields for 'Family' (Drinks) and 'Rate' (Main room), and a 'Visible family' checkbox which is checked. Below these are several icons: a currency symbol, a bar chart, a printer, a percentage sign, and a calculator. A 'Search' button is located on the right side of the toolbar.

<input type="checkbox"/>	Name	Price	Cost	Margin	% Margin		
<input type="checkbox"/>	Bottle Juice	2,50	1,50	1,00	40,0 %		
<input type="checkbox"/>	Bottle Water	2,50	1,50	1,00	40,0 %		
<input type="checkbox"/>	Caffeine Free Diet MtDew	2,50	1,50	1,00	40,0 %		
<input type="checkbox"/>	Can Juice	1,50 .. 2,50	0,10 .. 0,20	1,40 .. 2,30	92,0 .. 93,3 %		
<input type="checkbox"/>	Can Soda	2,50	1,50	1,00	40,0 %		
<input type="checkbox"/>	Coca Cola Light	2,50	1,50	1,00	40,0 %		
<input type="checkbox"/>	Coca Cola	2,50	1,50	1,00	40,0 %		
<input type="checkbox"/>	Dasani	2,50	1,50	1,00	40,0 %		
<input type="checkbox"/>	Diet Dr Pepper	2,50	0,00	0,00	0,0 %		
<input type="checkbox"/>	Gatorade	2,50	0,00	0,00	0,0 %		
<input type="checkbox"/>	Fountain Beverages	2,50	0,00	0,00	0,0 %		

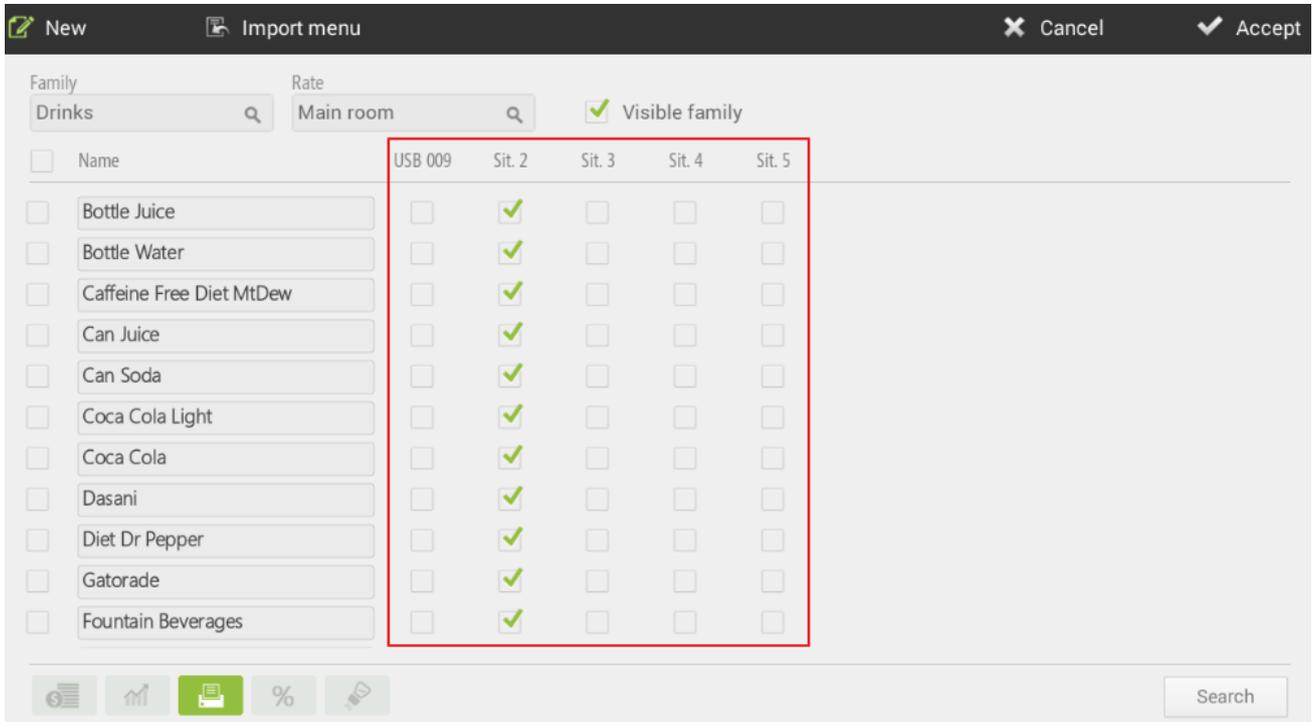
Firstly, we are going to introduce the *Cost* that we have of the product. At this cost we will add the margin we wish to obtain by selling the same, the margin can be a nominal value or a percentage on the cost of the product. Once we have added the margin, the same software will propose us the price at which we must sell it.

This price we can always modify it, as well as the other options, in order to be able to offer the price according to the margins that interest us most.

As you enter purchases in HioPOS Cloud, the cost of the items will be updated.

1.7.3 Kitchen situations configuration

If you have kitchen printers, the third option on the screen allows us to choose which printer to print the item in the kitchen printer.



The configuration of the kitchen printers can be found in the section on *Configuration, Kitchen Printers*.

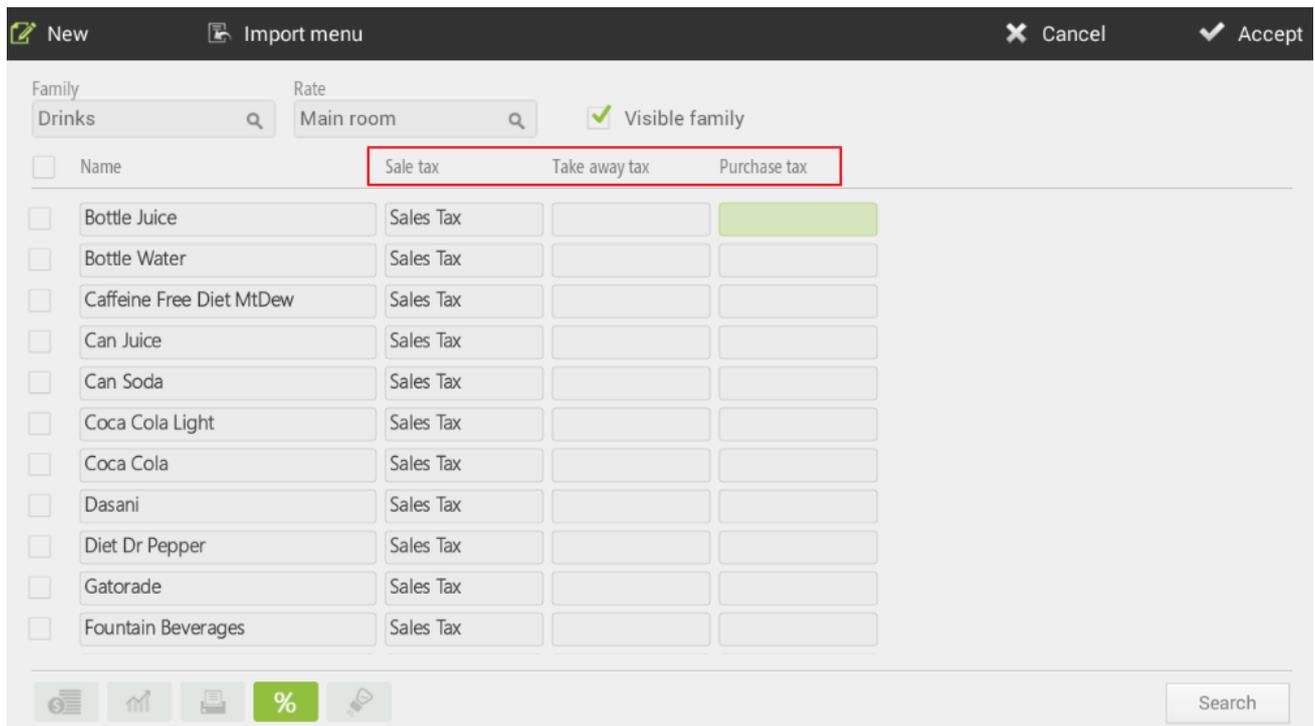
To add more printers, you must access CloudLicense using the modules sub-section (you will need to contact your dealer).

1.7.4 Tax configuration

The fourth option at the bottom of the screen allows us to assign a tax to each item.

If the items have different taxes, assign each item its corresponding sales tax, Take away tax if It is different and purchase tax.

If all items in the store are subjected to the same tax, you do not have to assign the item-by-article tax on article editing, since you can set up at the store level the tax that should be applied to all items. To do this, once the installation process is finished, assign the default tax in the *Default taxes* section of the *Shop Configuration*.



The screenshot shows a software interface for tax configuration. At the top, there are buttons for 'New', 'Import menu', 'Cancel', and 'Accept'. Below these are search filters for 'Family' (Drinks) and 'Rate' (Main room), along with a 'Visible family' checkbox. The main area is a table with the following columns: Name, Sale tax, Take away tax, and Purchase tax. The 'Purchase tax' column for the first row is highlighted in green. The table lists various drink items, each with a checkbox and a 'Sales Tax' entry in the 'Sale tax' column.

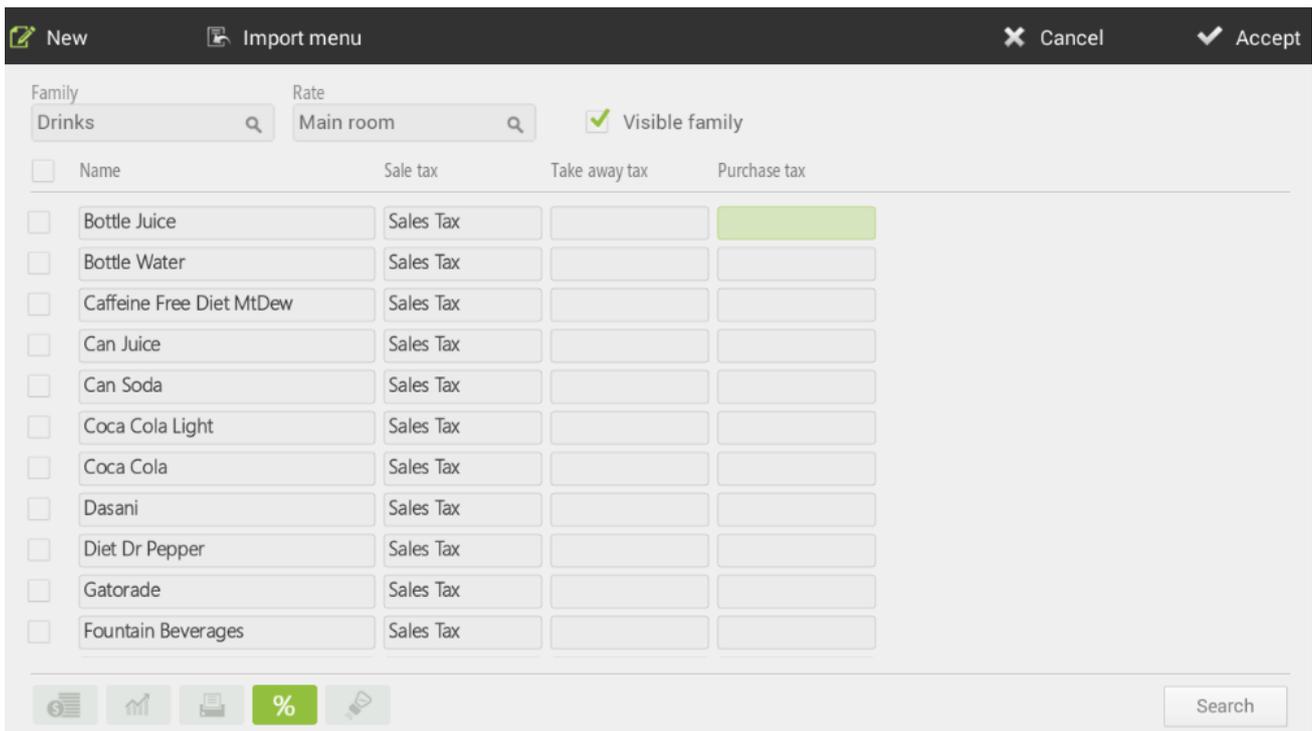
<input type="checkbox"/>	Name	Sale tax	Take away tax	Purchase tax
<input type="checkbox"/>	Bottle Juice	Sales Tax		
<input type="checkbox"/>	Bottle Water	Sales Tax		
<input type="checkbox"/>	Caffeine Free Diet MtDew	Sales Tax		
<input type="checkbox"/>	Can Juice	Sales Tax		
<input type="checkbox"/>	Can Soda	Sales Tax		
<input type="checkbox"/>	Coca Cola Light	Sales Tax		
<input type="checkbox"/>	Coca Cola	Sales Tax		
<input type="checkbox"/>	Dasani	Sales Tax		
<input type="checkbox"/>	Diet Dr Pepper	Sales Tax		
<input type="checkbox"/>	Gatorade	Sales Tax		
<input type="checkbox"/>	Fountain Beverages	Sales Tax		

At the bottom of the interface, there are icons for currency, a percentage sign, and a search button.

1.7.5 Multiples taxes configuration

HioPOS Cloud allows you to add more than one tax to articles, allowing to accumulate them or not. The configuration of these will be done through the *Taxes section*, in *Configuration* by selecting *New tax option*.

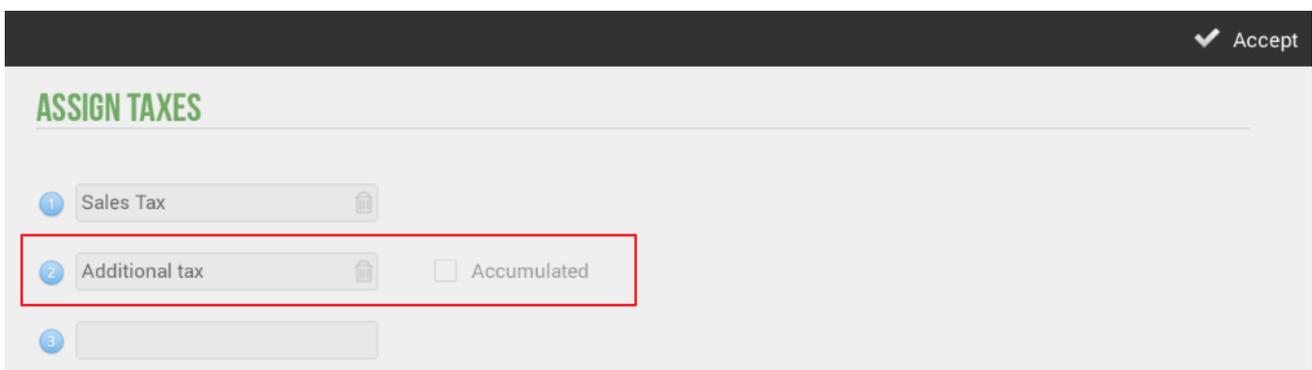
Once the creation of taxes has been done, the user must apply them to the articles he wants. For this we will go to *Configuration, Articles, Edit articles* and select the fourth section (%) of the lower left margin.



The screenshot shows a configuration window with a table of items. The table has columns for Name, Sale tax, Take away tax, and Purchase tax. The 'Purchase tax' column for 'Bottle Juice' is highlighted in green. A percentage icon (%) is visible in the bottom navigation bar.

<input type="checkbox"/>	Name	Sale tax	Take away tax	Purchase tax
<input type="checkbox"/>	Bottle Juice	Sales Tax		
<input type="checkbox"/>	Bottle Water	Sales Tax		
<input type="checkbox"/>	Caffeine Free Diet MtDew	Sales Tax		
<input type="checkbox"/>	Can Juice	Sales Tax		
<input type="checkbox"/>	Can Soda	Sales Tax		
<input type="checkbox"/>	Coca Cola Light	Sales Tax		
<input type="checkbox"/>	Coca Cola	Sales Tax		
<input type="checkbox"/>	Dasani	Sales Tax		
<input type="checkbox"/>	Diet Dr Pepper	Sales Tax		
<input type="checkbox"/>	Gatorade	Sales Tax		
<input type="checkbox"/>	Fountain Beverages	Sales Tax		

Once inside the *Tax Assignment* screen, if we want to apply an additional tax to an item, first we will select the tax that we want to apply and in the second, the other tax. The last one can be accumulated or not.



The screenshot shows the 'ASSIGN TAXES' screen. It displays a list of selected taxes: 'Sales Tax' and 'Additional tax'. The 'Additional tax' entry is highlighted with a red box and includes an 'Accumulated' checkbox.

<input type="checkbox"/>	Name	Sale tax	Take away tax	Purchase tax
<input type="checkbox"/>	Bottle Juice	7% + 3%		
<input type="checkbox"/>	Bottle Water	7% + 3%		
<input type="checkbox"/>	Caffeine Free Diet MtDew	7% + 3%		

Once the taxes are set per item, we attach as an image the sales ticket of the article configured with two taxes. We note that two types of taxes are applied.

Cancel
Don't print
Print

TOTAL TO BE PAID \$ 10,93

Payment type	Tip	Tendered
Cash	0,00	10,93

- € Cash
- 📶 Credit card
- ⌚ Pending

Customer _____

RECEIPT

Manual HPC English

X000000
58 Main Street
00000

📍

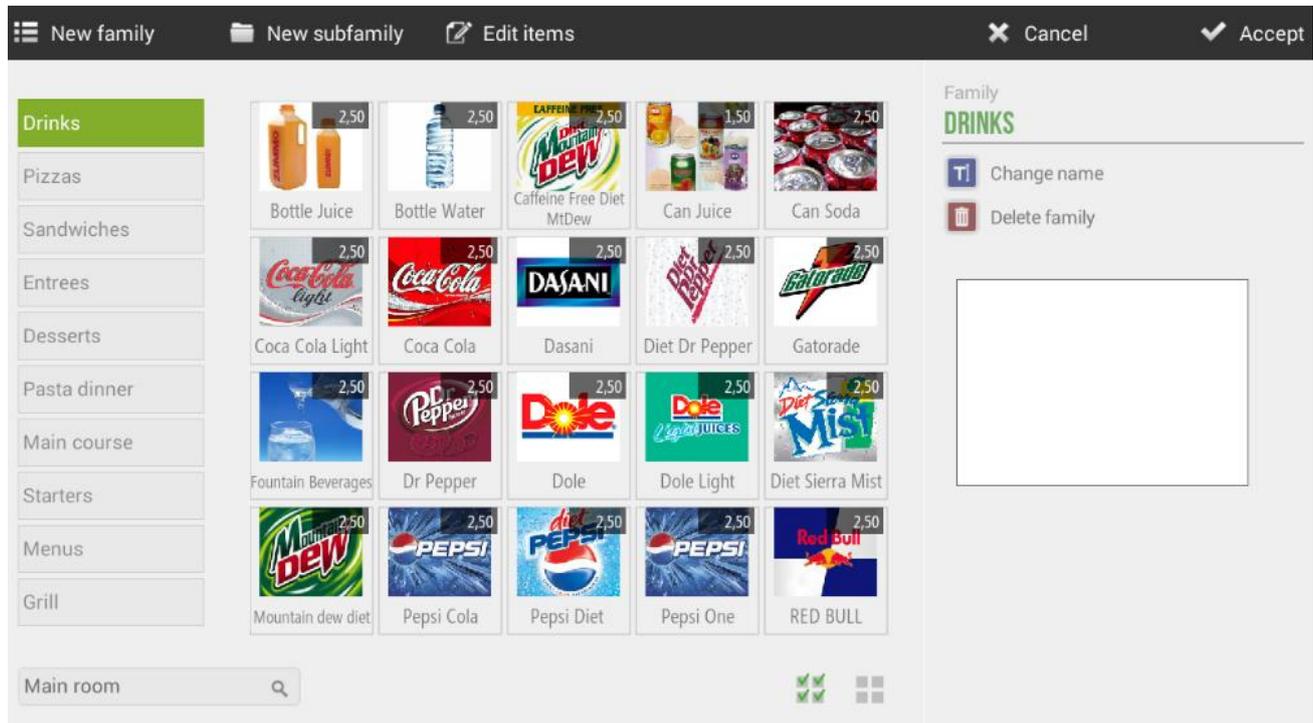
ID: 14 03 Apr 2018
 Seller: Mark 11:09

Diet Dr Pepper	\$ 2,50
Gatorade	\$ 2,50
Diet Sierra Mist	\$ 2,50
Dole Light	\$ 2,50
4 Items	
Tax not included	
<hr/>	
Subtotal	\$ 10,00
7.0%	10,00 \$ 0,70
3.0%	7,50 \$ 0,23
Total	\$ 10,93

Tendered

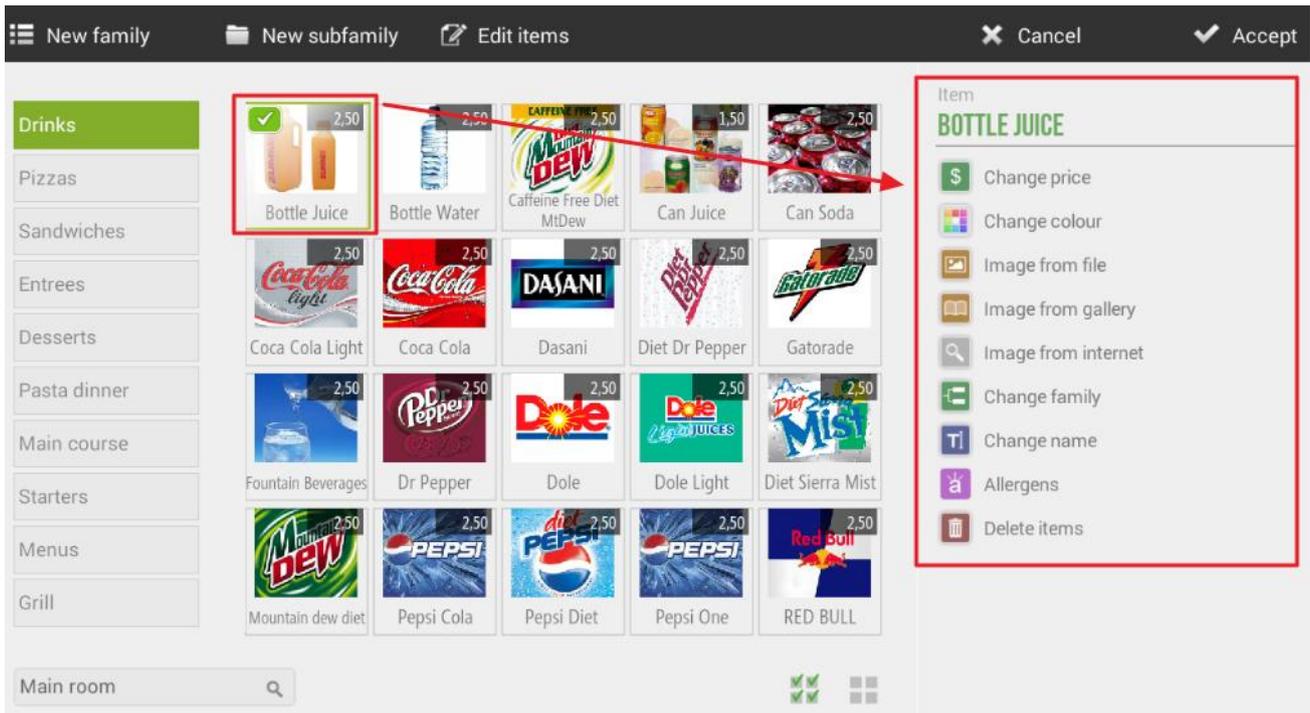
1.8 Items edition

When we access *the Configuration Items* section, the following screen opens. From here, you can change the name of the selected family to delete it. It is necessary to emphasize that you can not delete a family with items inside, so if you want to delete a family first you must delete all the items included.

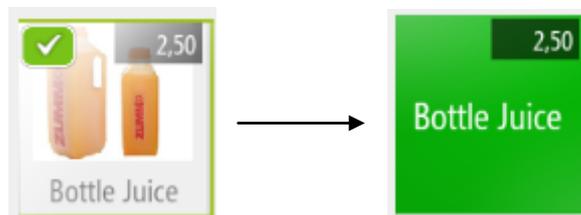


In the white box that appears on the right margin of the screen, you can select an image for the family. This image will not be reflected in the POS, but yes if you have a Terminal kiosk or Electronic Menu configured.

Selecting on top of an article, the following options related to this article will be opened:



- Change price: allows you to change manually the price of the selected item.
- Change colour: this option changes the colour of the item, whether it has another colour or an image.



- Picture from file: you can add an image looking for it in the terminal itself.
- Picture from gallery: you can add an image from the gallery according to the type of business, which ICG makes available to customers.
- Picture from Internet: this option allows you to search an image directly from the Google browser. When selecting, the Google page will be opened with the name of the article. To select any of the photos you must make a longclick on the desired image.
- Change family: allows to change the selected article family. A pop-up will show all the families to select the desired one.
- Change name: allows you to change the name of the item.
- Allergens: it allows to indicate the different allergens corresponding to the article.
- Delete items: delete the article.

1.9 Table screens

If you have chosen to work with tables in *Custom Settings*, HioPOS Cloud includes a 3D table display module, also allowing you to work with multiple rooms.



When selecting a table the program takes us to the selection screen of articles, where we can add items to the ticket and leave the sale on hold again. This time the table will go from being free to busy. We can always go back to the table by clicking on it.



To scroll through a room simply tap on the screen and drag your finger across the surface.

You can zoom in on the screen using two fingers, tap the screen with both fingers and move them out or in as you want to zoom in or out.

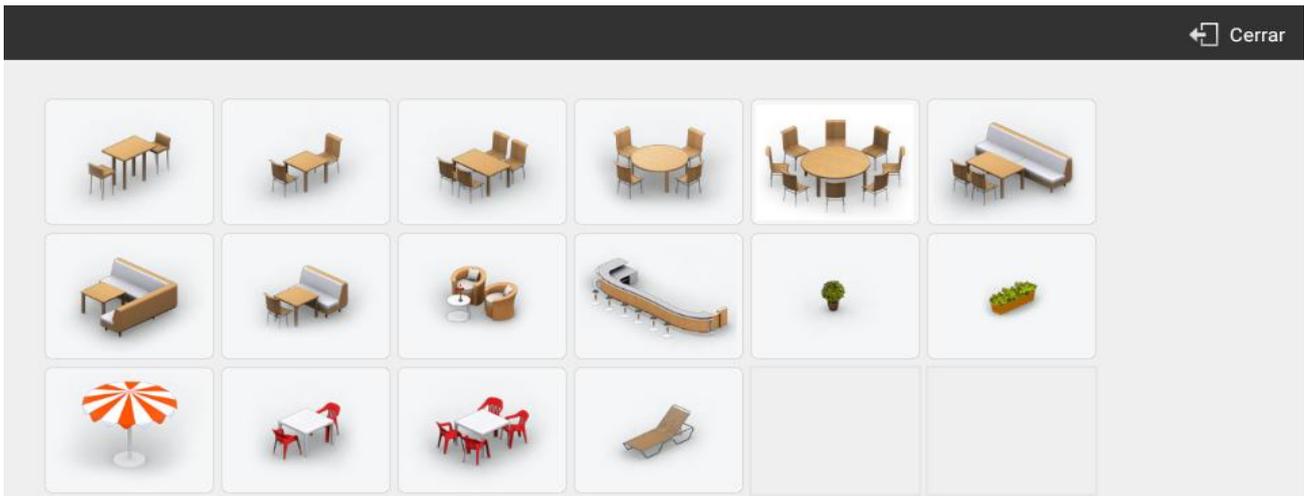
1.9.1 Modify the tables screen

To access to the table screens configuration, go to the option *Rooms* in *Configuration*. The display that you save in the table configuration screen will be the one that appears by default in the table screen of HioPOS Cloud.

The design tools are two: the table selector to be added (upper right margin) and the orientation selector (lower right margin).



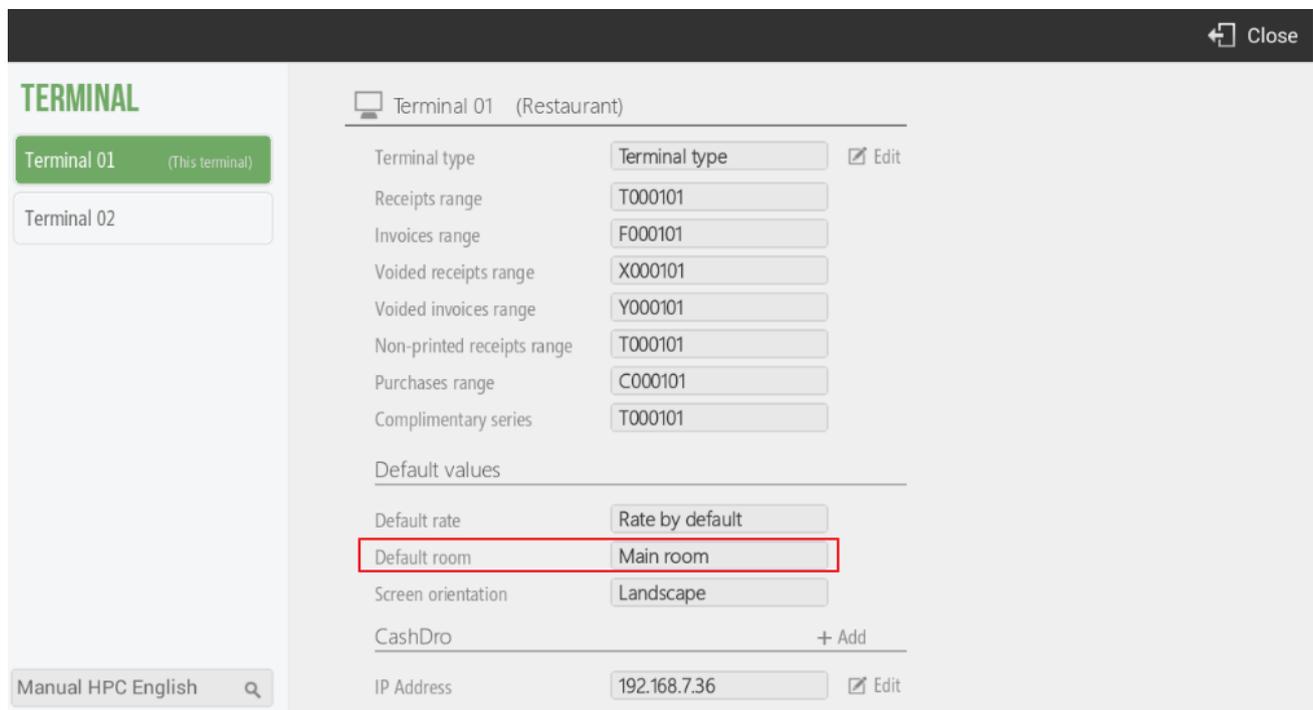
To insert a new table or decorative element into the room click on the upper right margin option and the list will open with all the tools you can add.



Select the type of table you want to add to the layout of the room. Once selected, you will see that the table appears in the previous box, drag from the same box to the location you want.

Once the article is in place you can rotate the wheel (lower left margin) to change the orientation of it. When you are finished press *Close* and save the changes you have made.

If, after installation, you want to design new rooms with different table layouts, you can do so in the *Setup Rooms* section. In this case, you can also select which room should be displayed by default. To do this, go to the *Terminal* option in the *Configuration* menu.

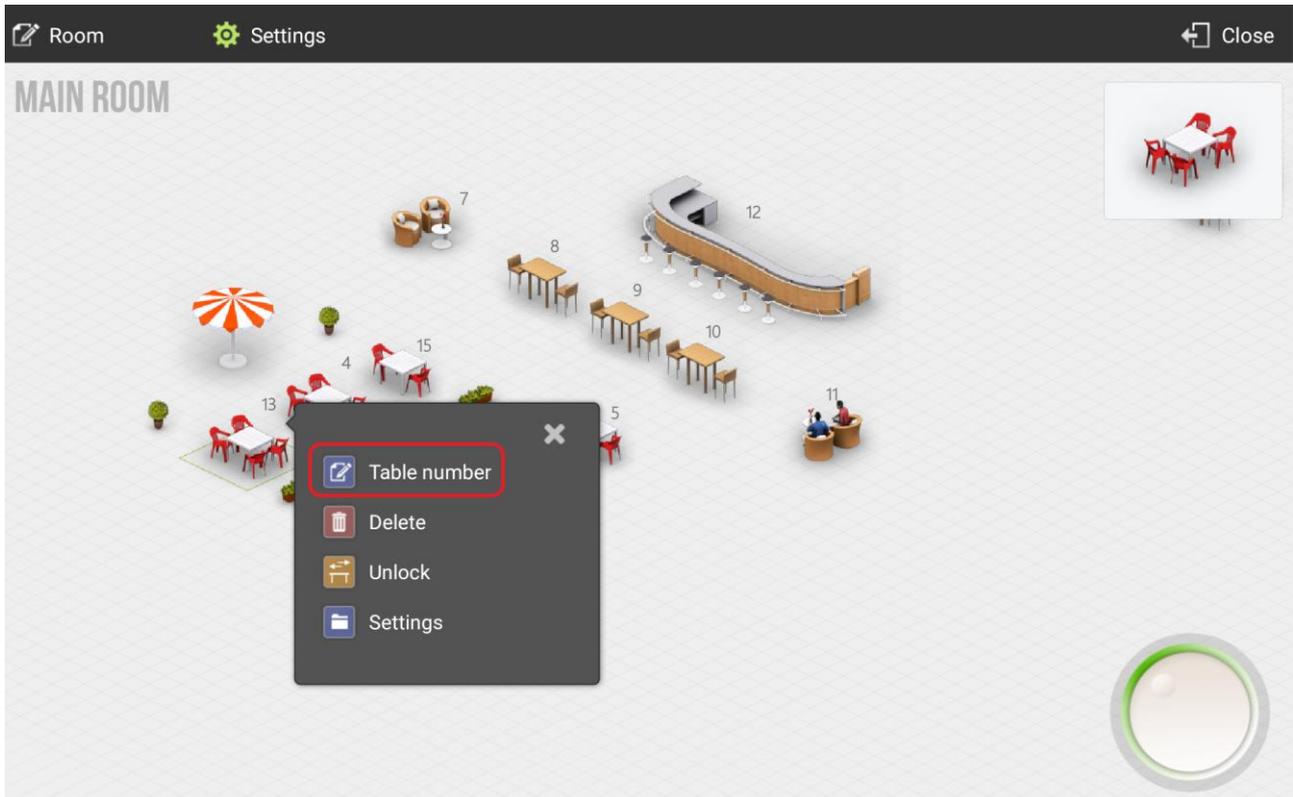


There, we will select the box *Room by default* and then select the room to be loaded each time we enter the table screen.

1.9.2 Change numbering of tables

The numbering of the tables is added by default according to the order of creation of the tables.

To change this value, in the table modification screen, press and hold the table you want to change and select the *Table number* option from the pop-up menu. Then enter the new table number.



The number to enter is free, so different tables can have the same number. However, it must be a numeric value.

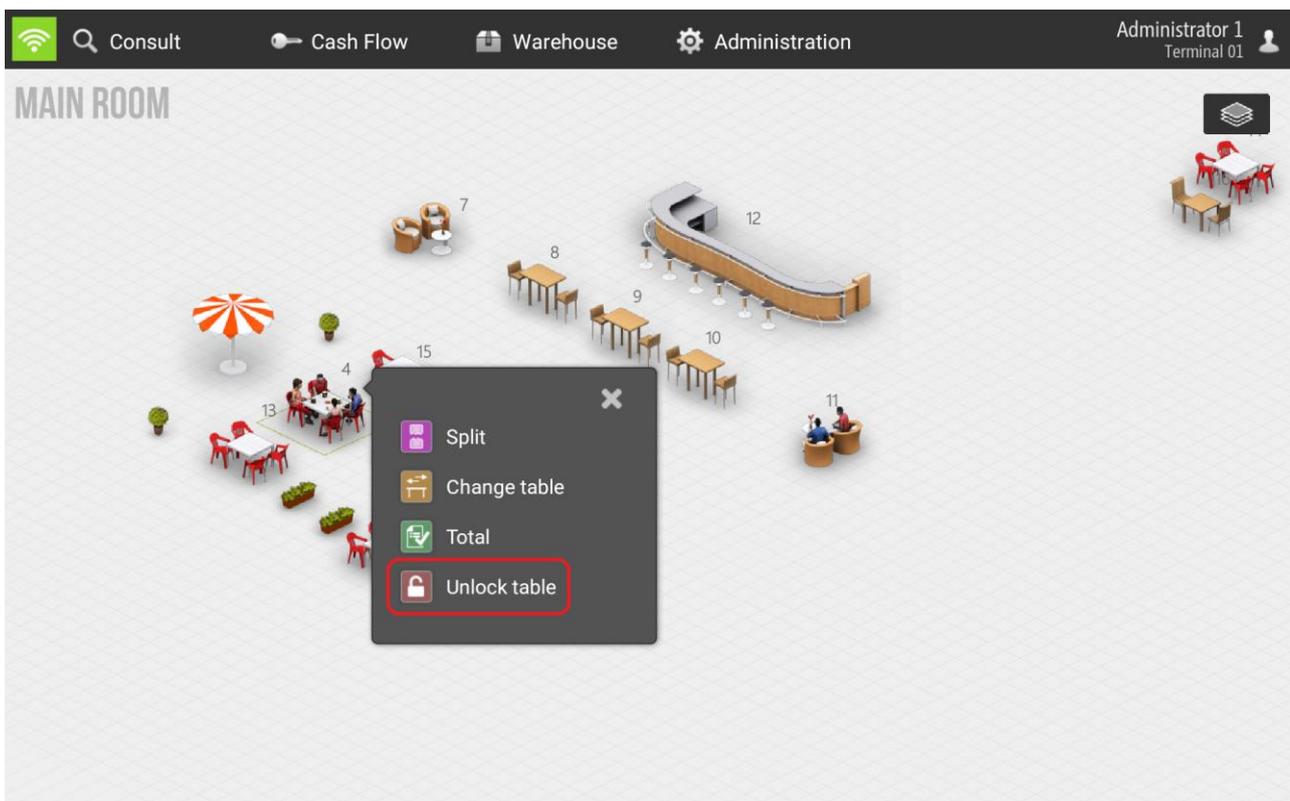
1.9.3 Blocked tables

Table locking is a function that appears when working with two or more terminals that use the same rooms.

A table is blocked when Terminal 1 enters that table and marks items without ending or leave the sale waiting, then Terminal 2 cannot enter that same table as it is blocked by Terminal 1. When Terminal 1 ends the sale or puts it on hold, the other terminals can re-access that table that was blocked.

It may be the case that a terminal enters a table to mark items, but without leaving the sale on hold and without ending, this terminal will either be turned off or not reconnected. In this case the table would be locked indefinitely until the terminal was accessed again to put it on hold or to end the sale.

To unlock a table that is locked we will have to hold down the locked table from the *Rooms* screen and select the *Unlock* option from the drop down menu.



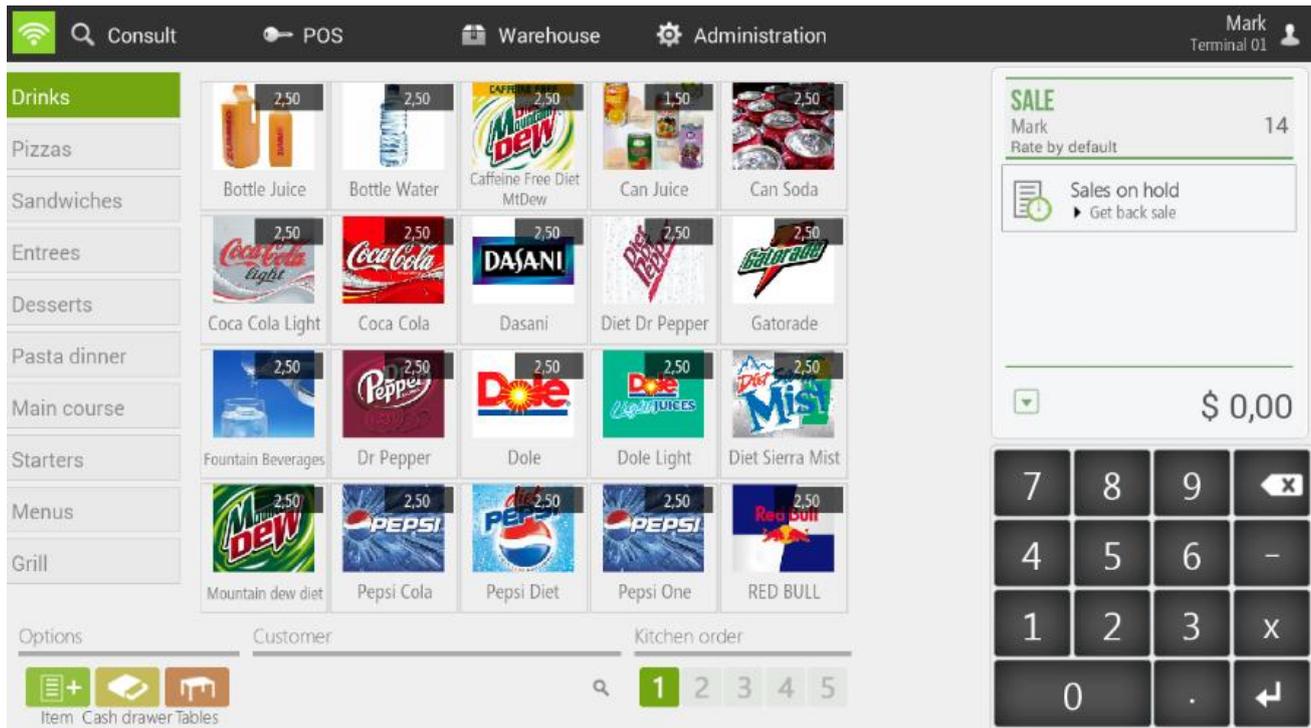
Once we have unlocked the table, that table becomes available so that any terminal can access it.

2. Sales

HioPOS Cloud allows sales in different means of payment and finalize sales of different methods.

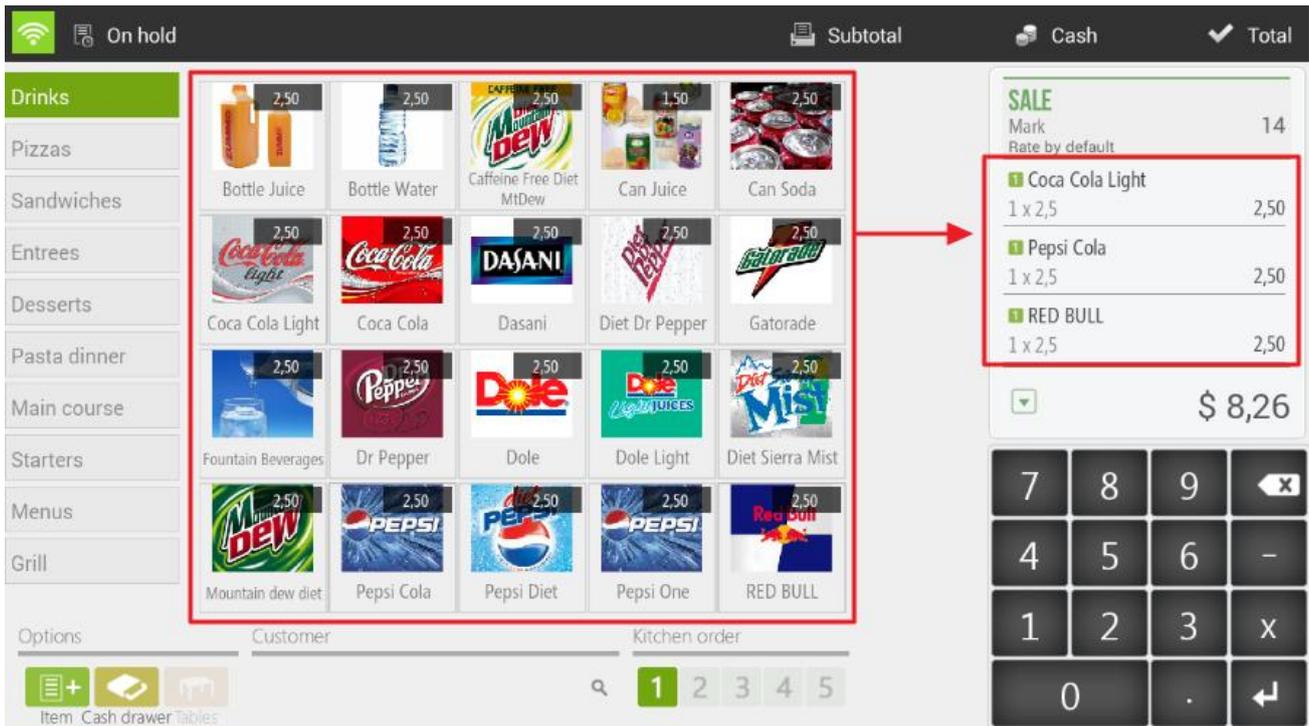
2.1 Sale screen

The sales screen has three main modules: families, articles and ticket.



The order in which families and articles appear can be modified from the *Configuration Items* option by doing a longclick.

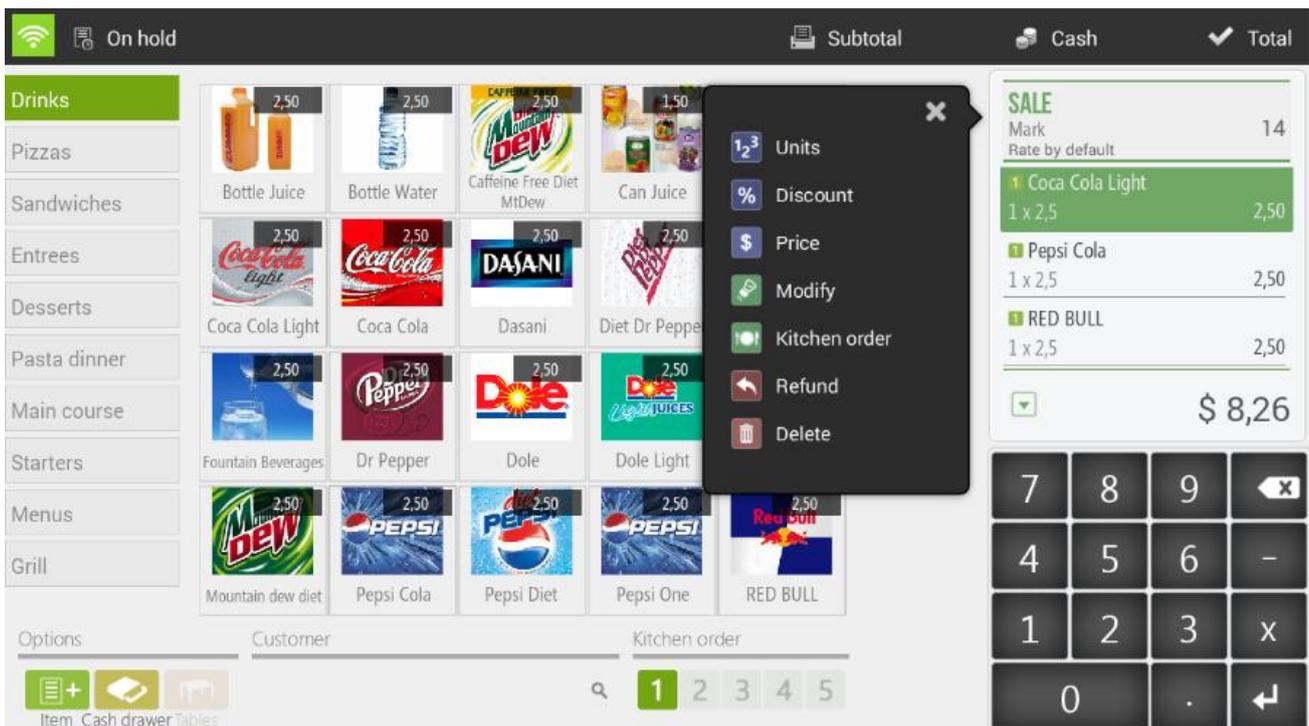
If we select an item this is added in the ticket.



2.1.1 Modifications to the ticket lines

We can make different modifications to each item we have added to the sale, just select the article or items of the ticket and we will see the available options:

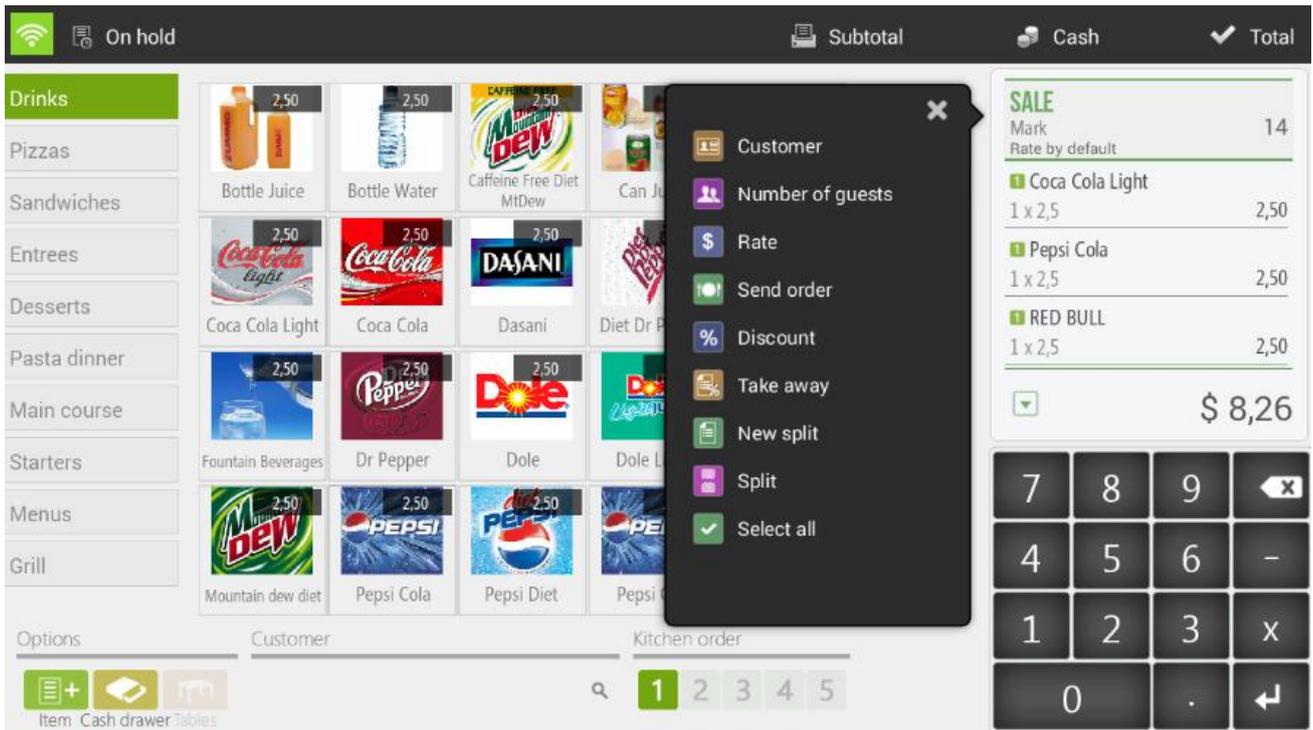
- **Units:** It allows to modify the units of the article that we select.
- **Discount:** Allows you to assign a percentage discount to the selected articles.
- **Price:** Allow to modify the price of the selected articles.
- **Modify:** Allows you to add a modifier to the item selected. The modifiers have to be created in advance in the *Modifiers* section of the *Configuration*.
- **Kitchen order:** It allows to modify the order in which an article is going to be printed to the kitchen printer.
- **Refund:** It allows to refund the selected articles. The selected item will appear as a negative line for the amount of the item.
- **Delete:** Remove the item from the ticket sale.



2.1.2 Ticket modifications

If we click on the top of the ticket, it shows a dropdown with the options we have to modify the ticket as a whole:

- Client: Assign the sale to a customer and make a bill of it.
- Guests count: It allows to enter the number of diners that the sale has. It has a statistical function.
- Rate: It allows changing the price rate that is being applied to the ticket.
- Send order: you can select which order you want to go to the kitchen printer. It will be printed a ticket with the items of that order.
- Discount: Apply a percentage discount on the total sale.
- Take away: Inform on the ticket that this order is to take away. It is reported both in the kitchen ticket and in the final ticket.
- New split: Create a second ticket within the same sell, allowing you to finalize two tickets at a time and charge separately.
- Split: It allows you to divide the sale into two or more sales. Any item can be transferred from one ticket to another, just drag it.
- Select all: select all the items of the sale.



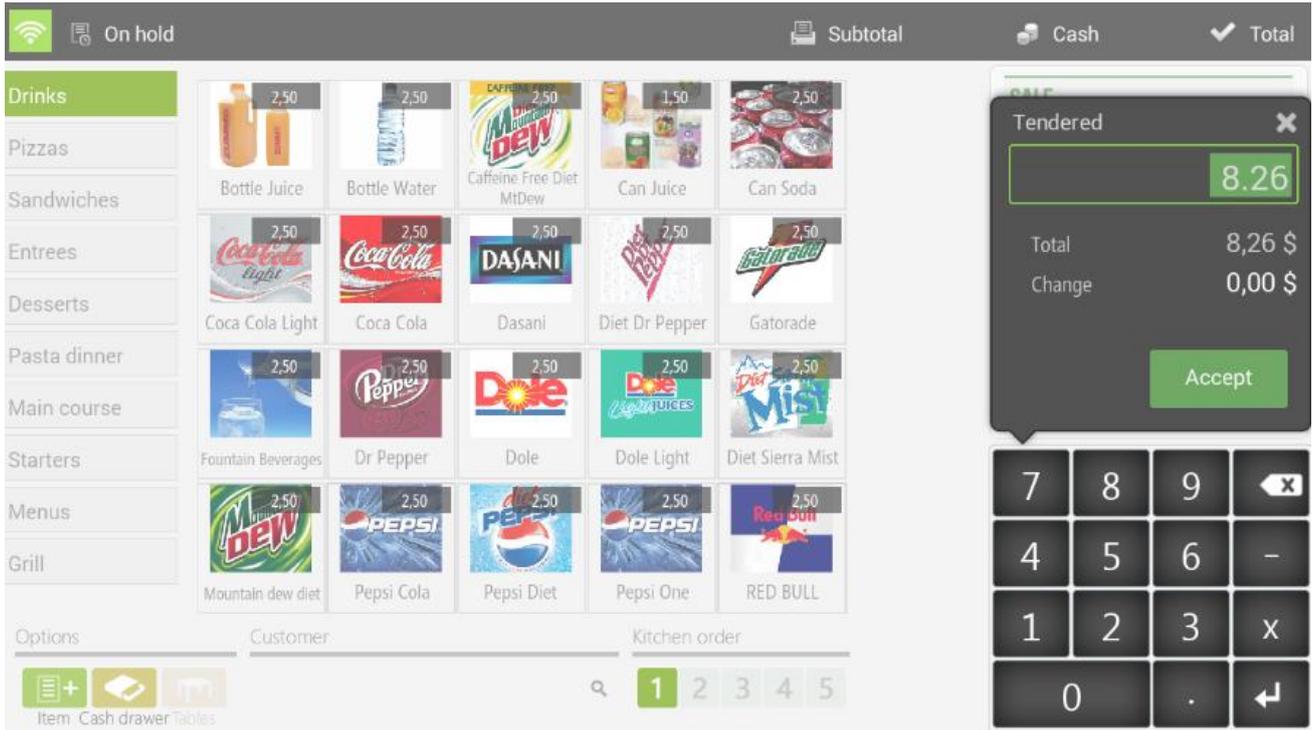
2.2 Sale in Cash

HioPOS Cloud includes a fast medium for those sales that are made in cash. This feature does not have to select the type of payment and prints the ticket automatically.

- First select the items to sell.
- When the items are in the ticket, in the top menu will appear the *Cash* button, select it and enter the amount that the customer gives the cashier and HioPOS Cloud will show directly the change to return.



- Press *Accept* to finish the sale and print the ticket.



In case of that you have CashDro configured; *CashDro* will appear instead of *Cash*.



2.3 The sale with different types of payment

If you work with different types of payment you can select any of the ones you have available before finalizing the sale.

First select the items to sell and press *Total*.

The screenshot shows the HioPOS Cloud interface. On the left is a menu grid with categories: Drinks, Pizzas, Sandwiches, Entrees, Desserts, Pasta dinner, Main course, Starters, Menus, and Grill. The 'Drinks' category is selected, showing a grid of 25 items including Bottle Juice, Bottle Water, Caffeine Free Diet MtDew, Can Juice, Can Soda, Coca Cola Light, Coca Cola, Dasani, Diet Dr Pepper, Gatorade, Fountain Beverages, Dr Pepper, Dole, Dole Light, Diet Sierra Mist, Mountain dew diet, Pepsi Cola, Pepsi Diet, Pepsi One, and RED BULL. A red box highlights the 'Drinks' grid. On the right, a receipt summary shows a 'SALE' for 'Mark' with a rate by default of 14. The items listed are 1 x Coca Cola Light (2,50), 1 x Pepsi Cola (2,50), and 1 x RED BULL (2,50), totaling \$ 8,26. Below the receipt is a numeric keypad.

HioPOS Cloud already automatically displays the available types of payment. Select the one you want to use, as well as the quantity delivered.

The screenshot shows the payment selection screen in HioPOS Cloud. At the top, there are buttons for 'Cancel', 'Don't print', and 'Print'. The 'TOTAL TO BE PAID' is \$ 8,84. Below this, there are fields for 'Payment type', 'Tip', and 'Tendered'. The 'Payment type' is set to 'CashDro', the 'Tip' is 0,58, and the 'Tendered' amount is 8,84. A dropdown menu is open, showing four payment options: 'Cash', 'Credit card', 'Pending', and 'CashDro'. The 'Customer' field is empty. On the right, a receipt summary is displayed, showing the items: Coca Cola Light (\$ 2,50), Pepsi Cola (\$ 2,50), and RED BULL (\$ 2,50). The receipt also shows a subtotal of \$ 7,50, a 7.0% tax of \$ 0,53, and a 3.0% tax of \$ 0,23, resulting in a total of \$ 8,26. The receipt also shows the tendered amount of \$ 8,84 and the tip of \$ 0,58.

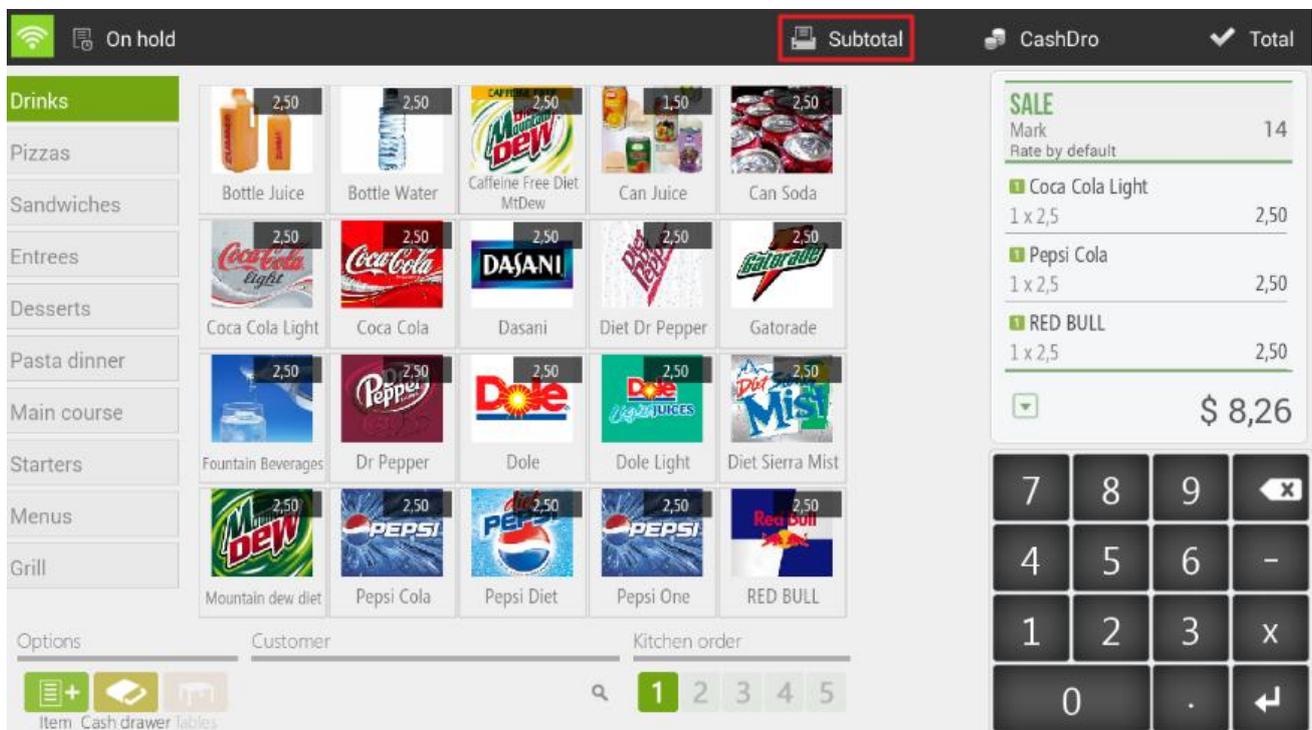
To finish the sale press *No print* or *Print*, depending on whether you want to print the ticket or not. The do not print button will be visible if the option is set in *Configuration, Terminal Type*.



2.4 Subtotal

When you are in the process of making a sale you can print a subtotal of it so that, for example, in a restaurant you can bring a ticket with the outstanding amount to the customer's table.

Once you have accepted the *Subtotal*, the cashier can proceed to end the sale with the button of *Total*.



2.5 Discount

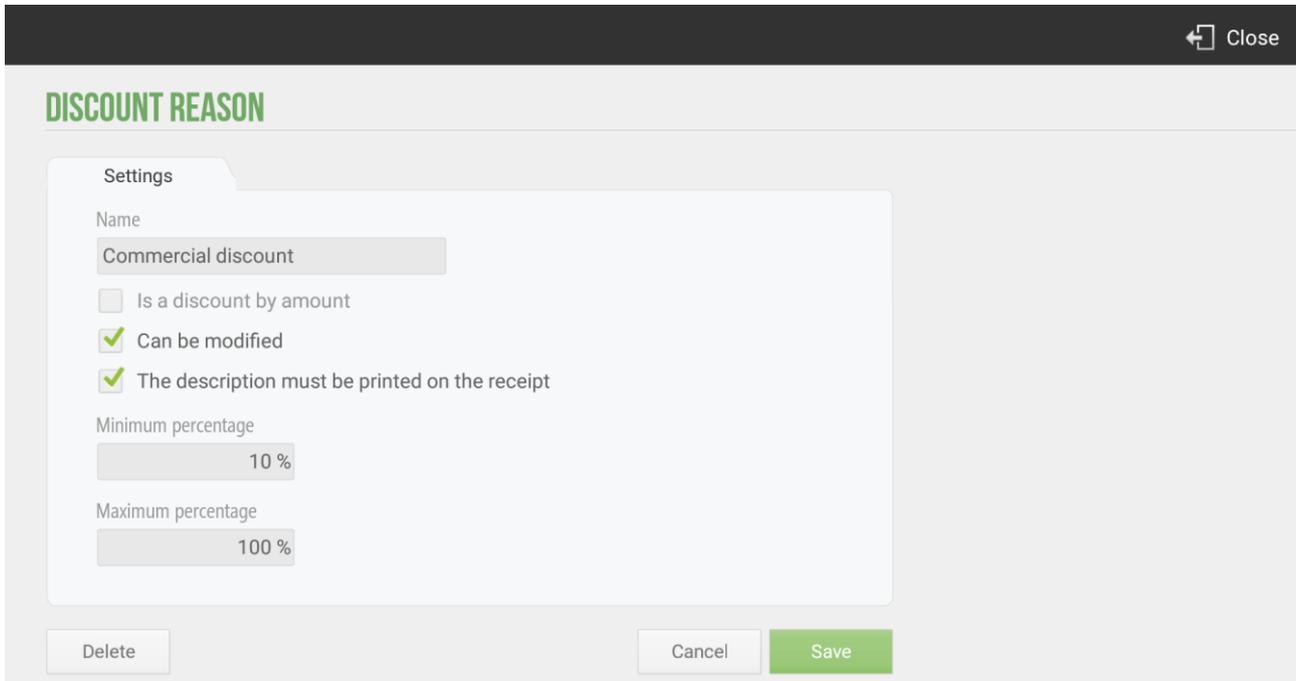
Once you have accepted the Subtotal the cashier can proceed to end the sale with the button of Total. In addition discounts may have an associated reason.

2.5.1 Discount reasons

The discount reasons are necessary to make a discount on the total. To create or modify a discount reason we have to go to *Settings* and select the *Discount Reasons*.

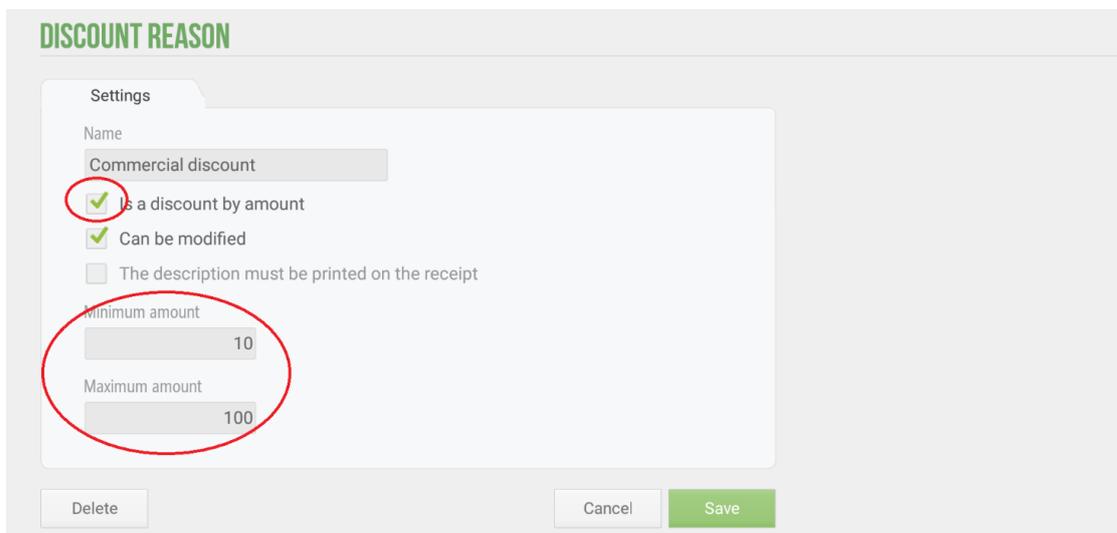


You can modify the name and select the maximum and minimum percentage to use in the ticket.



We can define that the discount percentage is not changeable, so each time the discount is selected this will apply a discount for the value of the *Maximum percentage* over the total.

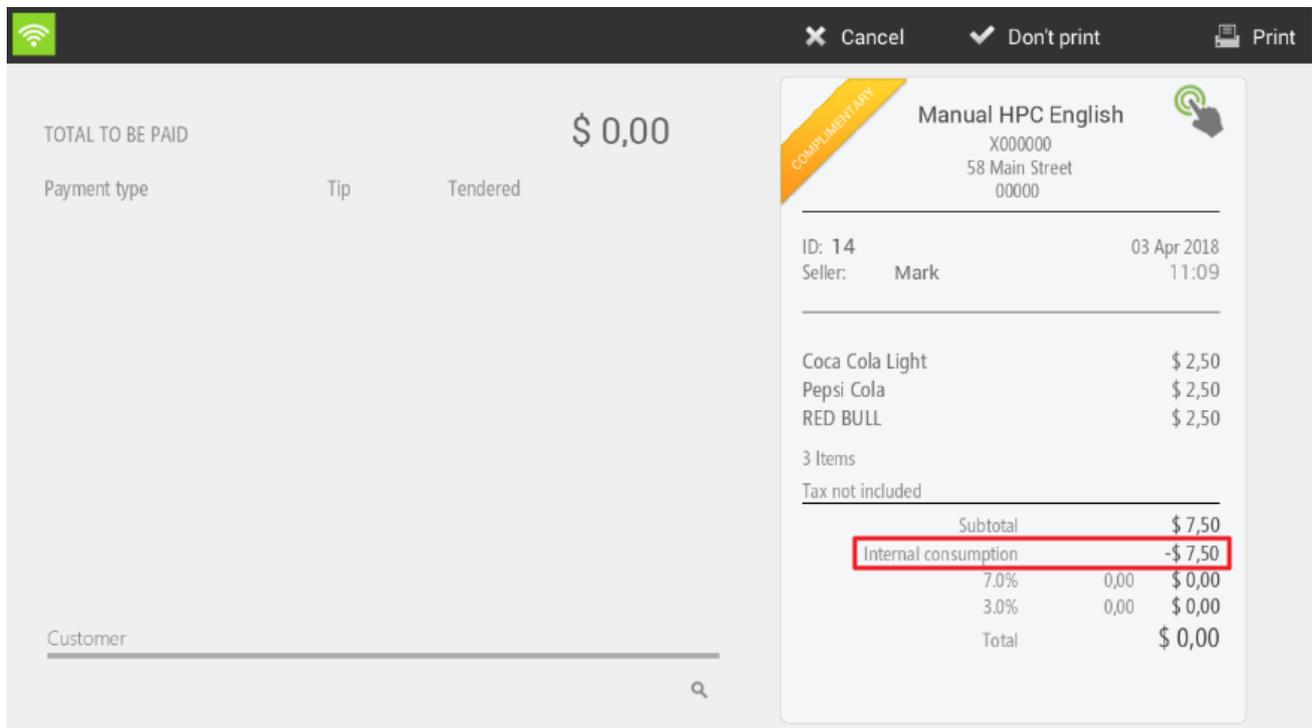
We can also set the discount reasons so that these are applied by amount, at the time of selecting this option, we will have to report a *Minimum amount* and a *Maximum amount*. Then the discount reasons by amount screen is attached.



2.5.1.1 Example Discount Reason: Internal Consumption

Exist multiples possibilities to create reasons for discounts; commercial discount, discount for customer loyalty, discount for early payment ... In our case, the configuration of the discount for internal consumption of articles will be explained below.

In *Settings, Discount Reason*, we will create the discount. At the time of creating the Discount Reason the application will ask us for certain information; a name; If it is a discount by amount or a percentage discount; If it is a discount that we can modify and if we want the tax description is printed on the ticket of the sale.



Payment type	Tip	Tendered

TOTAL TO BE PAID \$ 0,00

COMPLIMENTARY

Manual HPC English
X000000
58 Main Street
00000

ID: 14
Seller: Mark
03 Apr 2018
11:09

Coca Cola Light	\$ 2,50
Pepsi Cola	\$ 2,50
RED BULL	\$ 2,50
3 Items	
Tax not included	
Subtotal	\$ 7,50
Internal consumption	-\$ 7,50
7.0%	0,00 \$ 0,00
3.0%	0,00 \$ 0,00
Total	\$ 0,00

Customer

To apply the discount for Internal Consumption (100% discount) we will have to place, at the time of making a sale, in the line of Sale of the application.

We will select to display the menu of options and we will choose the option Discount. Will ask you to apply one of the discount reasons that we have configured, we will select Internal Consumption.

At this time, HioPOS cloud will generate an Invitation, with the total price discounted.

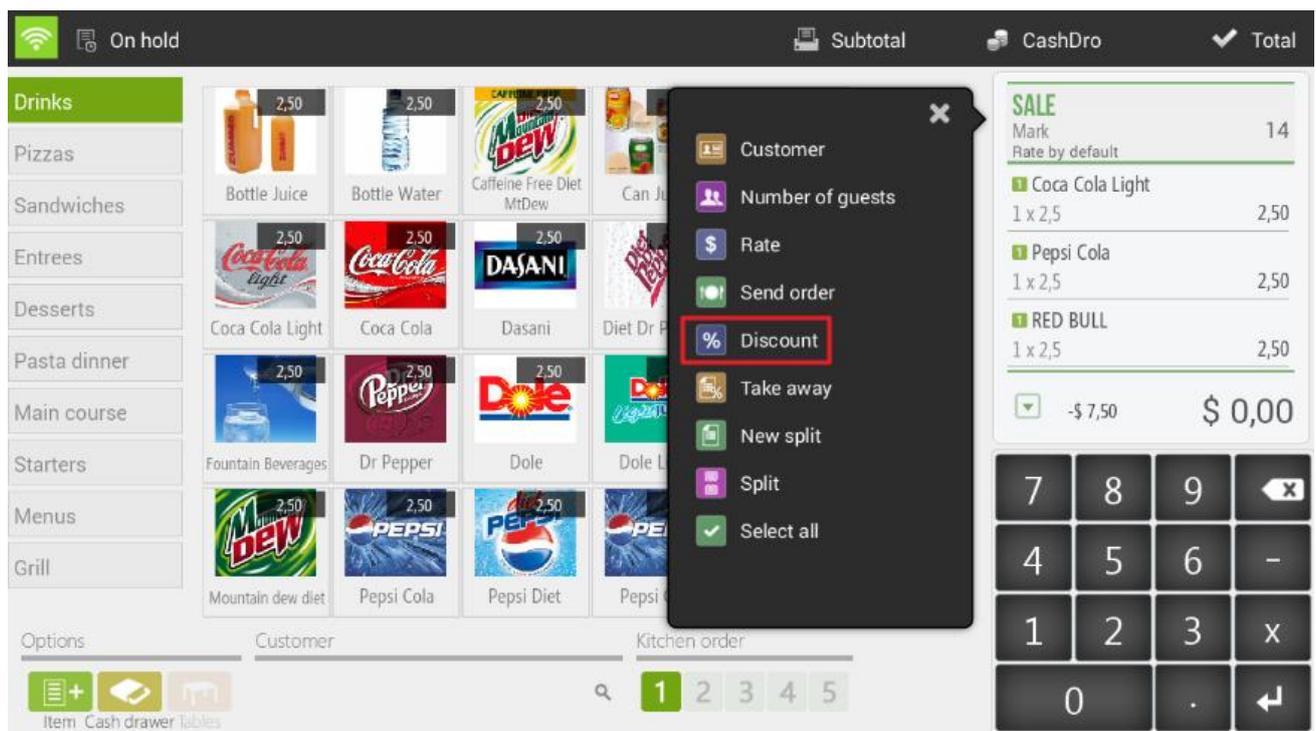
The user can always consult the total of the internal consumption by retrieving the data in the *Query, Sales* section and selecting the Invitations filter in the lower right margin. In this way, invitations generated during a certain period of time can be consulted. Provided that in the configuration screen of the Internal Consumption Discount Reason, the option was selected; *The description is printed on the ticket*, the Invitation will contain the Name of the Discount, being able to speed up the visualization of the Internal Consumption within the totality of Invitations.

2.5.2 Ticket discount

You can select this type of discount by clicking on the header of the ticket on the sale screen or by clicking on the ticket on the screen of the means of payment.

The discount on the total will always imply assigning a discount reason, having to select one from the list of existing discount reasons. Once selected the reason for discount we enter the amount, in percentage, to discount and press accept.

To apply a new discount will be necessary to remove the current discount, click on the ticket header (or on the ticket, depending on the screen) and select Remove discount. Now you can apply a new discount.



The screenshot displays the JEG software interface. On the left is a menu with categories: Drinks, Pizzas, Sandwiches, Entrees, Desserts, Pasta dinner, Main course, Starters, Menus, and Grill. The 'Drinks' category is selected, showing a grid of items with prices of 2.50 each: Bottle Juice, Bottle Water, Caffeine Free Diet MtDew, Can Juice, Coca Cola Light, Coca Cola, Dasani, Diet Dr Pepper, Fountain Beverages, Dr Pepper, Dole, Dole Juice, Mountain dew diet, Pepsi Cola, Pepsi Diet, and Pepsi.

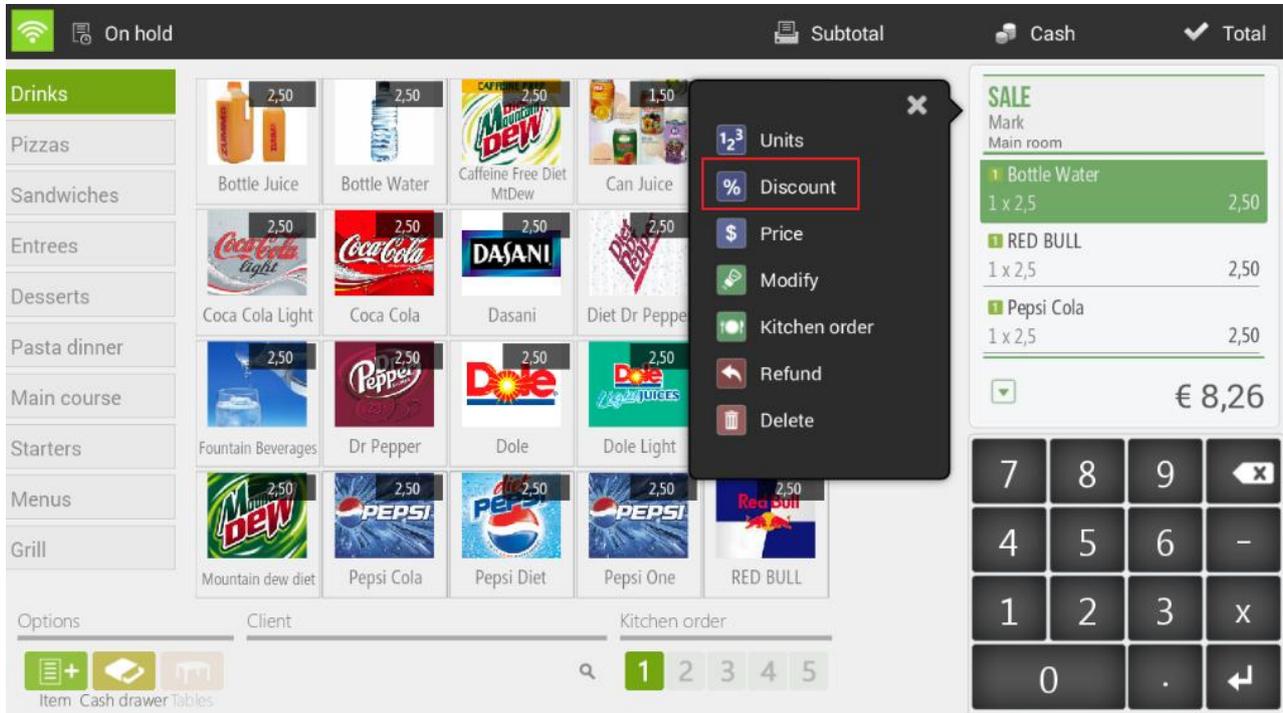
A floating menu is open in the center, listing various actions: Customer, Number of guests, Rate, Send order, **Discount** (highlighted with a red box), Take away, New split, Split, and Select all.

On the right, a 'SALE' summary is visible, showing a total of 14. Below it, a list of items is shown: 1 x 2,5 Coca Cola Light (2,50), 1 x 2,5 Pepsi Cola (2,50), and 1 x 2,5 RED BULL (2,50). The subtotal is -\$ 7,50, and the final total is \$ 0,00.

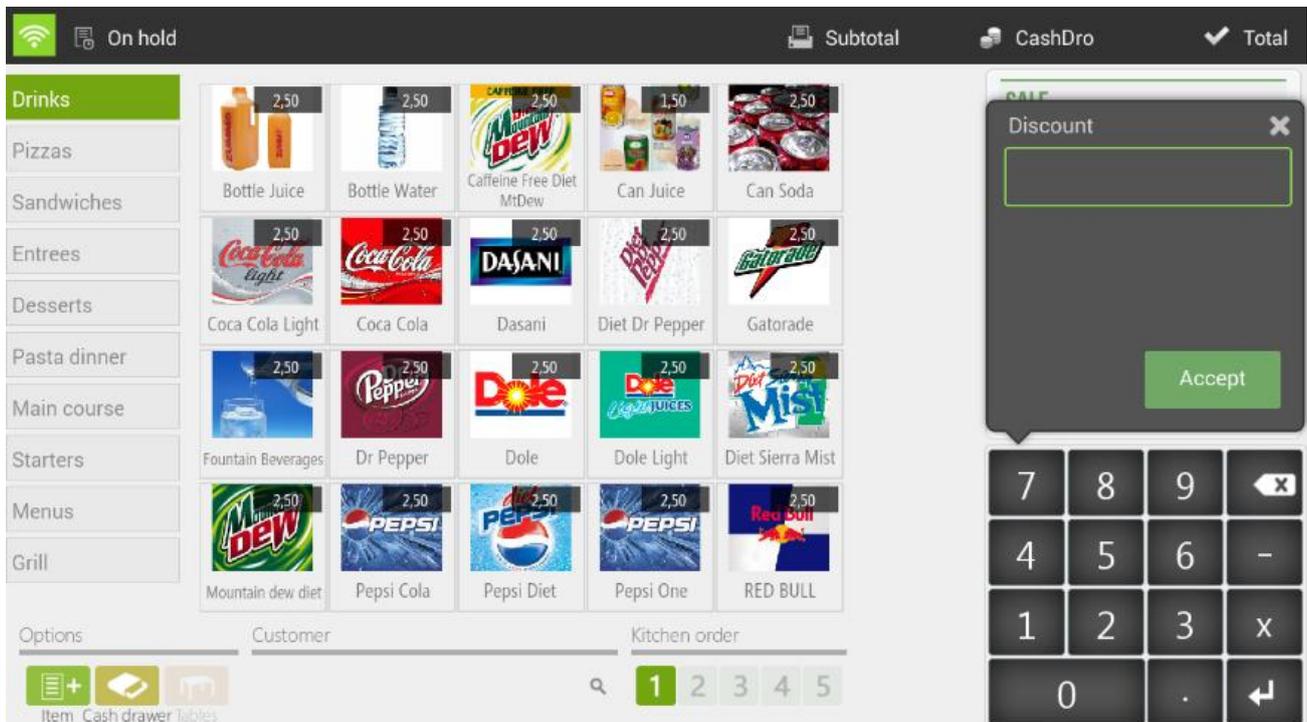
At the bottom, there are buttons for 'Item', 'Cash drawer', and 'tables', along with a numeric keypad (0-9, ., ←) and a search icon.

2.5.3 Product discount

The discount on the product is applied by sales lines. To make a discount on one or multiple products first we will select them from the ticket and the drop down click on the option *Discount*.



The *Discount* function allows you to apply a reduction on the price of the item in percentage. Once we have entered the discount we click *Accept*.

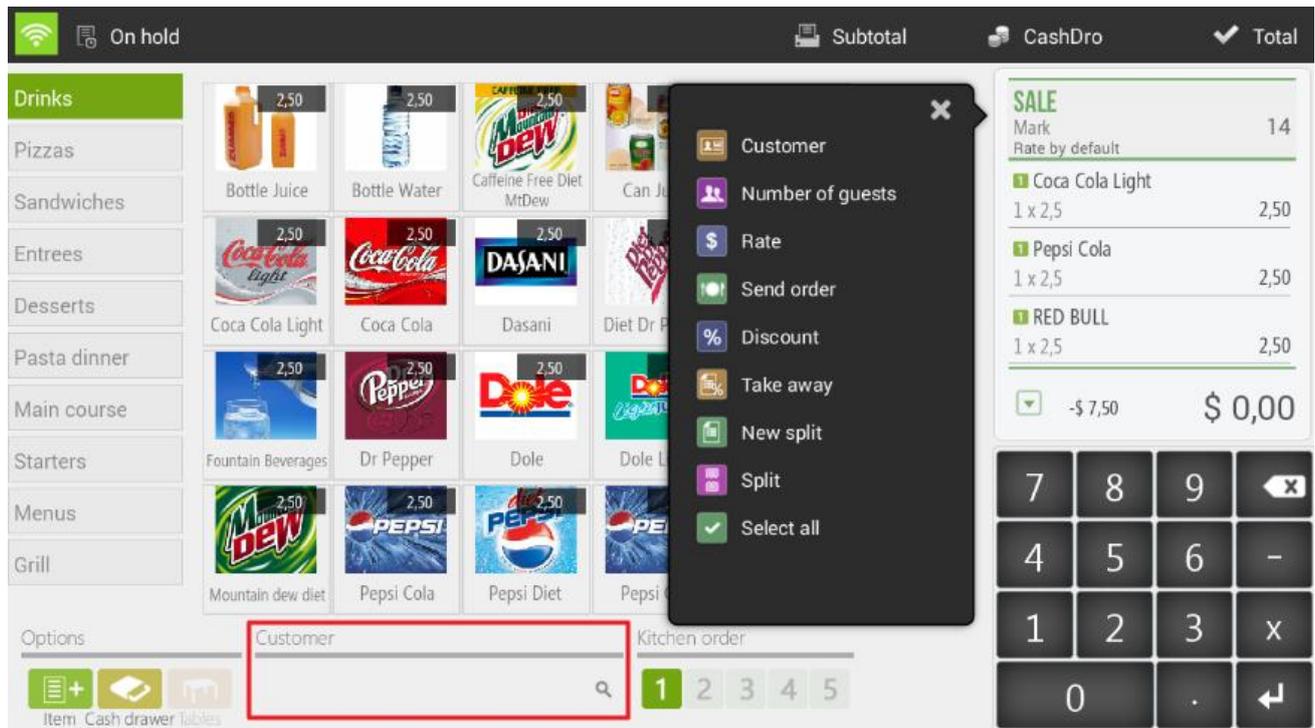


2.6 Assign sales to a customer

HioPOS Cloud allows you to work with customers, to whom you can assign sales, make invoices and then track them.

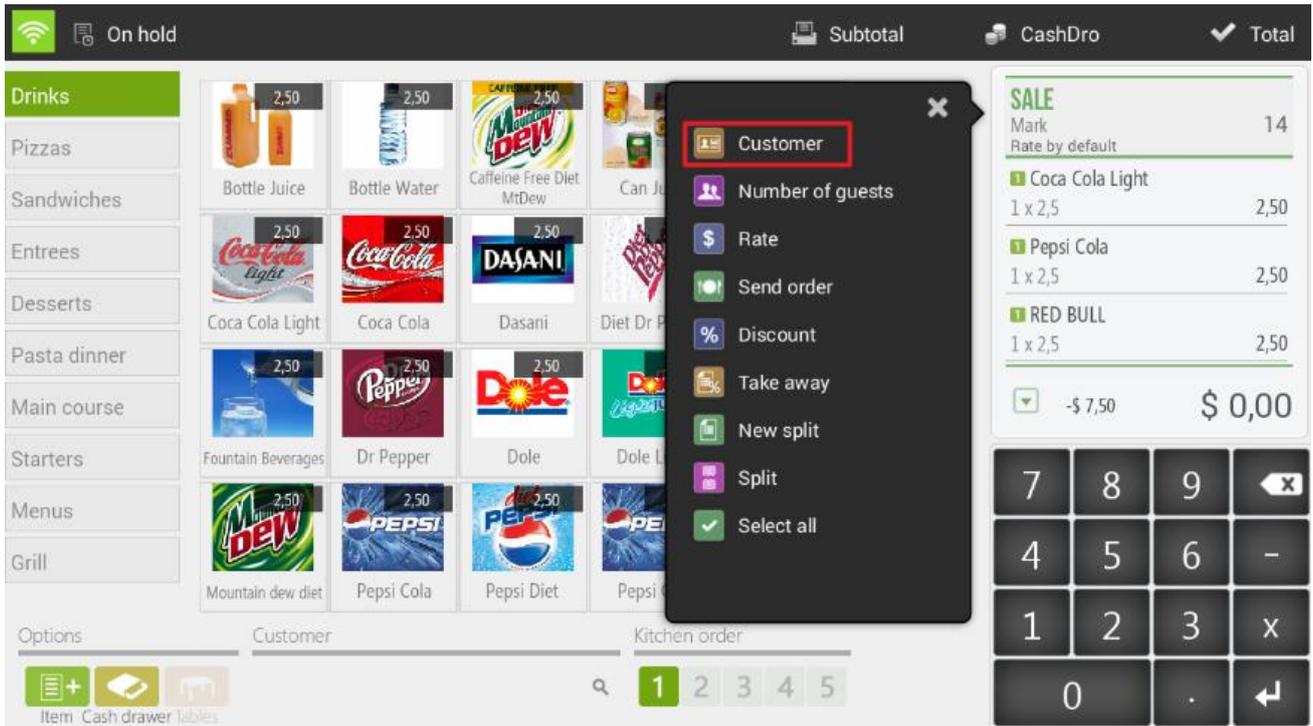
You can assign a customer to a sale from three different sites in HioPOS Cloud:

1. By clicking on the bottom of the sale screen (where appears *Customer*).

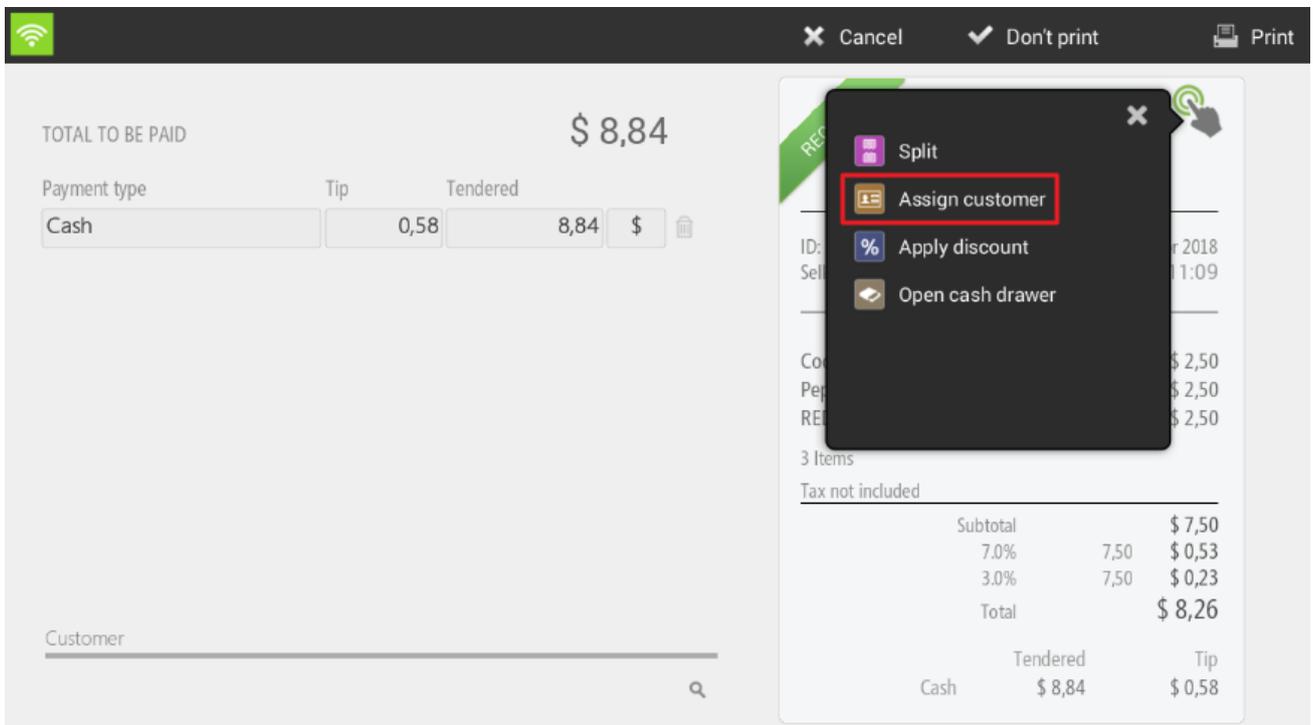


The screenshot displays the HioPOS Cloud interface during a sale. The top bar includes 'On hold', 'Subtotal', 'CashDro', and 'Total'. The main area shows a grid of beverage items with prices (e.g., 2.50). A modal menu is open, listing options like 'Customer', 'Number of guests', 'Rate', 'Send order', 'Discount', 'Take away', 'New split', 'Split', and 'Select all'. The 'Customer' option is highlighted. On the right, a 'SALE' summary shows items like 'Coca Cola Light', 'Pepsi Cola', and 'RED BULL' with a total of '\$ 0,00'. At the bottom, there is a 'Customer' input field with a search icon, and a 'Kitchen order' section with buttons for 1, 2, 3, 4, and 5.

2. Click on the top of the ticket that is displayed on the sale screen.

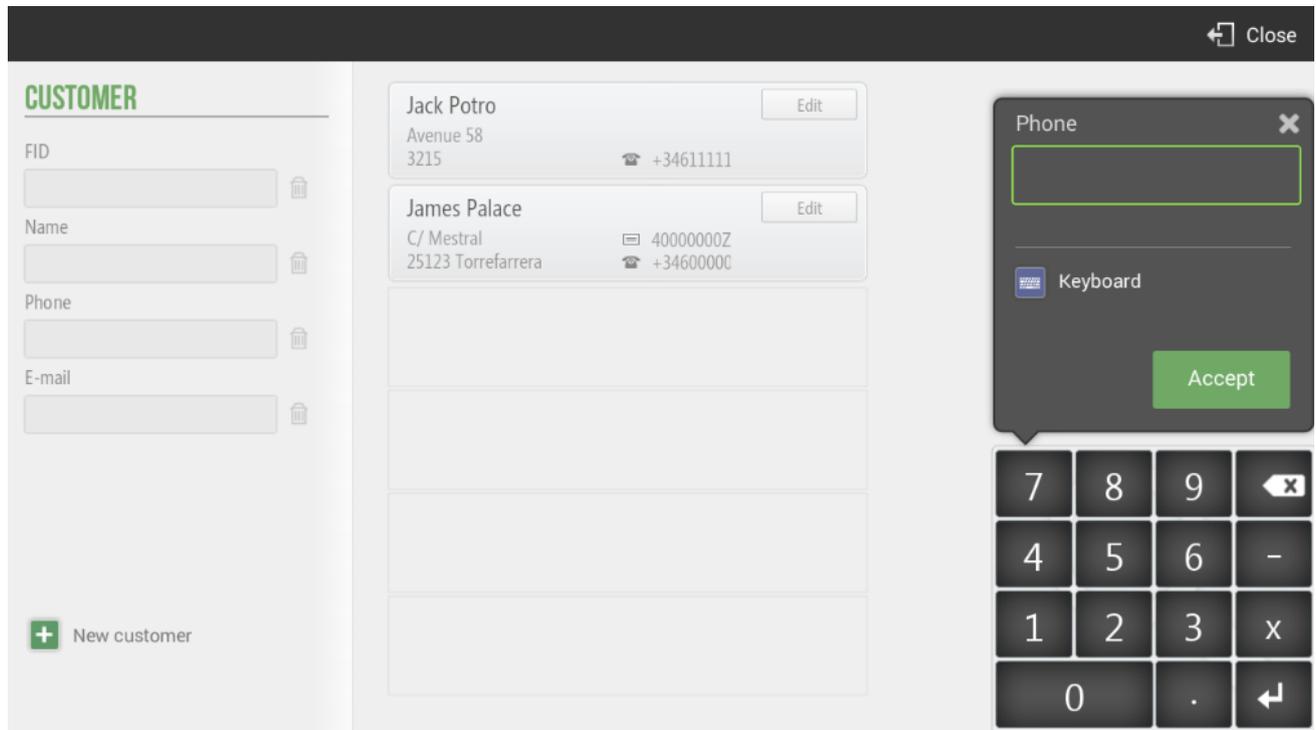


3. Click on the ticket

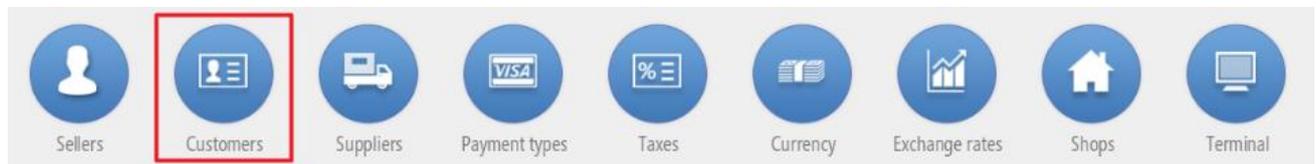


In all three cases, the customer query screen will be displayed, where we can search by NIF, Name, Phone or email.

The fastest way is to find a customer by their phone number. Simply enter the phone with the keyboard on the right. If the phone number is not found, the following message will appear, and we can create a new customer card with the *New* button.



You can also check, modify or create new clients in the *Customers* section in *Settings*.



Click the *New Customer* button at the bottom left of the screen to create the tab for a new client.

For each client we can put all your personal data and select the *Generate invoice* and *Send document by email* or *Invoicing without taxes*.

Delete Cancel Save

CLIENT

Name	James Palace	FID	40000000Z
Gender	Bussiness	Date	
Phone 1	+34600000000	Address	
Phone 2	333	Postal Code	
Email	jpalace@manual.co	City	
Rate	Main room	Province	
Discount			
Comments			

Generate invoice
 Send document by e-mail
 Invoice without taxes

For each client we can put all the personal data (Name, gender, phone, e-mail, date of birth, address, zip code, city, province...)

In addition, there is also the possibility of selecting a specific default rate for this customer as well as a specific discount (delectable among the *Discount Reason* for existing discounts). In this way, when we make a sale and assign it to this client, the applied rate and discount will be applied directly.

If we want to assign more than one email, to do so, in the Email box, all of them must be entered directly.

2.6.1 Generate invoice

In the same screen of customer edition we can activate the *Generate invoice* option, so each time we make a sale to this client, a document of invoice type instead of ticket type will be generated.

Delete Cancel Save

CLIENT

Name	James Palace	FID	40000000Z
Gender	Bussiness	Date	
Phone 1	+34600000000	Address	
Phone 2	333	Postal Code	
Email	jpalace@manual.co	City	
Rate	Main room	Province	
Discount		<input checked="" type="checkbox"/> Generate invoice	
Comments		<input type="checkbox"/> Send document by e-mail	
		<input checked="" type="checkbox"/> Invoice without taxes	

2.6.2 Send documents by Email

HioPOS Cloud can send invoices and tickets by email to the customer. For this we have to have the client assigned a valid email address, and check the box *Send document by email*.

If we have the option *Send document by email* activated, each time we make a sale that is assigned to the customer, it will be sent from no-reply@hiopos.com to the client's email.

Note: HioPOS Cloud uses a different numbering for ticket type, invoice and refund ticket. You can set the series of each type of document for each terminal in the *Terminal* section of the *Configuration*.

As you can see, if you had a CashDro configured, it would appear in the lower margin of this screen:

Close

TERMINAL

Terminal 01 (This terminal)

Terminal 02

Terminal 01 (Restaurant)

Terminal type	Terminal type	Edit
Receipts range	T000101	
Invoices range	F000101	
Voided receipts range	X000101	
Voided invoices range	Y000101	
Non-printed receipts range	T000101	
Purchases range	C000101	
Complimentary series	T000101	

Default values

Default rate	Main room	
Default room	Main room	
Screen orientation	Landscape	

CashDro + Add

IP Address 192.168.7.36 Edit

Manual HPC English

2.7 Pending sales

HioPOS Cloud allows at the time of totalizing a sale, select the types of payment *Pending*. In these cases it will always be mandatory to assign the sale to a customer so that the collection can be followed.

Cancel Don't print Print

TOTAL TO BE PAID \$ 8,18

Payment type	Tip	Tendered			
Pending	0,00	8,18	\$		

Manual HPC English
📶

X000000
58 Main Street
00000

ID: 03 Apr 2018
Seller: Mark 11:06

Jack Potro
Avenue 58
3215

Bottle Juice	\$ 2,50
Bottle Water	\$ 5,00
2 x 2,50	
3 Items	
Tax not included	

Subtotal	\$ 7,50
7.0%	\$ 0,53
3.0%	\$ 0,15
Total	\$ 8,18

Customer

Jack Potro
Avenue 58
+34611111111

For the management of outstanding charges, HioPOS has a couple of possibilities. The first is to consult customers who have pending charges and the second, to consult in statistics, the report of collections pending settlement.

To visualize those customers who have outstanding charges we will have to go to Cash Flow, Pending and select the client that the user wants. To streamline the customer search, HioPOS Cloud offers the possibility to search by phone number.

In this screen we can see the numbers of Invoices pending collection, the pending amount of the invoice and the amount to be paid. We will also be able to check all of the outstanding amounts and the client's preferred payment method. The field Comment, specially designed for the management of the client and to give complementary information that can be very useful in future operations, is observed in the right margin of the screen.

✕ Cancel
📄 Collect

PENDING

	Sale	Pending	To settle	
27 Jul 2017	F000101-4 27 Jul 2017	29,00	<input type="text"/>	<input type="checkbox"/>
27 Jul 2017	F000101-2 27 Jul 2017	7,50	<input type="text"/>	<input type="checkbox"/>
07 Sep 2017	F000101-9 07 Sep 2017	3,05	<input type="text"/>	<input type="checkbox"/>
29 Dec 2017	F000101-12 29 Dec 2017	14,00	<input type="text"/>	<input type="checkbox"/>
29 Mar 2018	F000101-13 29 Mar 2018	7,50	<input type="text"/>	<input type="checkbox"/>
Total		61,05	0,00	<input type="checkbox"/>

Customer

James Palace
40000000Z
C/ Mestral
25123 Torrefarrera

Date/Time
29 Mar 2018 10:05

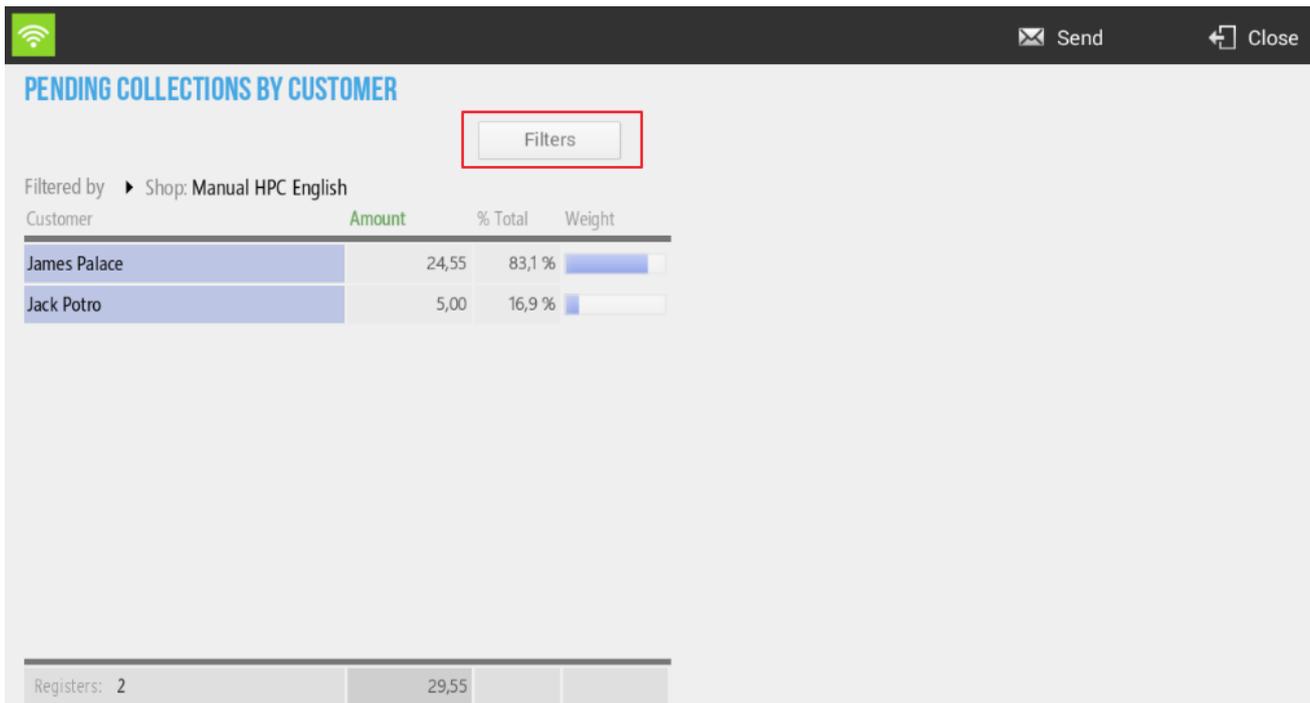
Payment type
Cash

Comments

Tendered 0,00

Change 0,00

The second option for controlling the pending is through the pending report. The user can consult this information from *Administration, Statistics, Audit, and Pending collections*.



PENDING COLLECTIONS BY CUSTOMER

Filtered by ▶ Shop: Manual HPC English

Customer Amount % Total Weight

Customer	Amount	% Total	Weight
James Palace	24,55	83,1 %	<input type="checkbox"/>
Jack Potro	5,00	16,9 %	<input type="checkbox"/>

Registers: 2 29,55

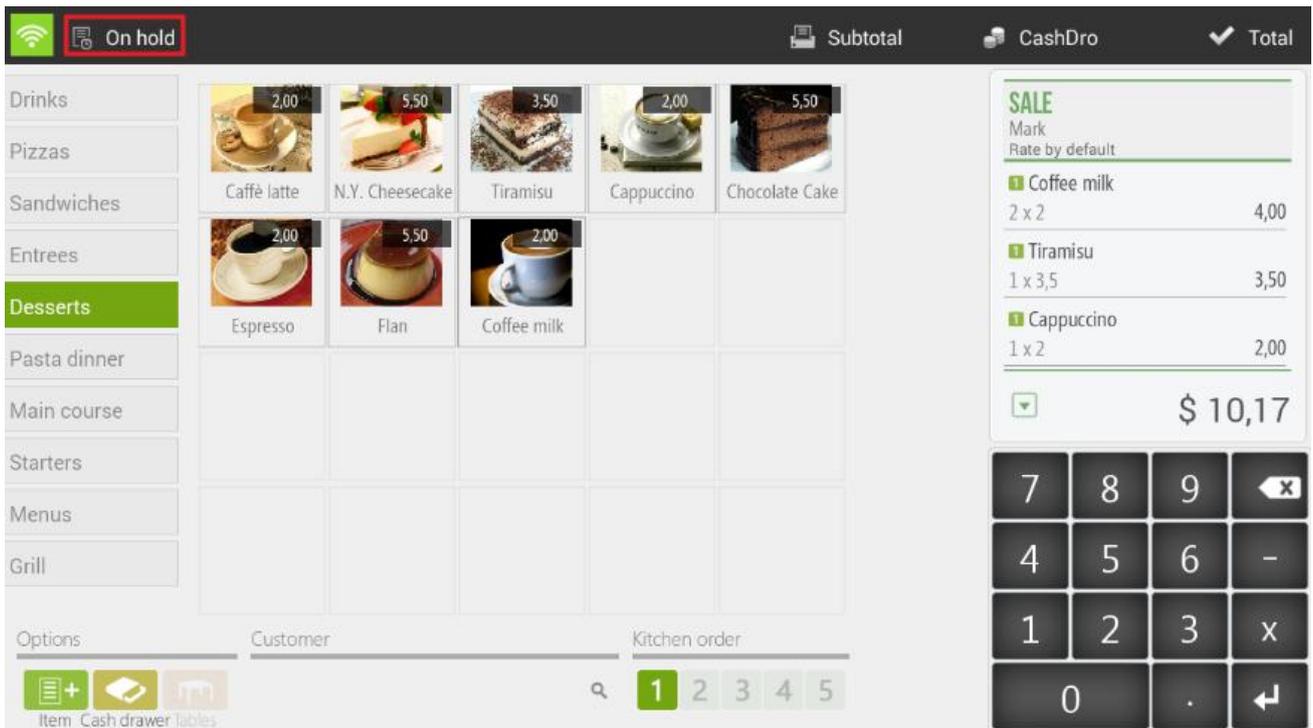
In this screen of pending collections by the customer, the user can filter according to *store*, *POS* and *Cash count*. We will show the pending charges per customer using a four-column table with the fields; Customer name, total amount pending,% that this total means in reference to all pending customers and graphic weight that this client means in reference to the whole.

2.8 Sales on hold

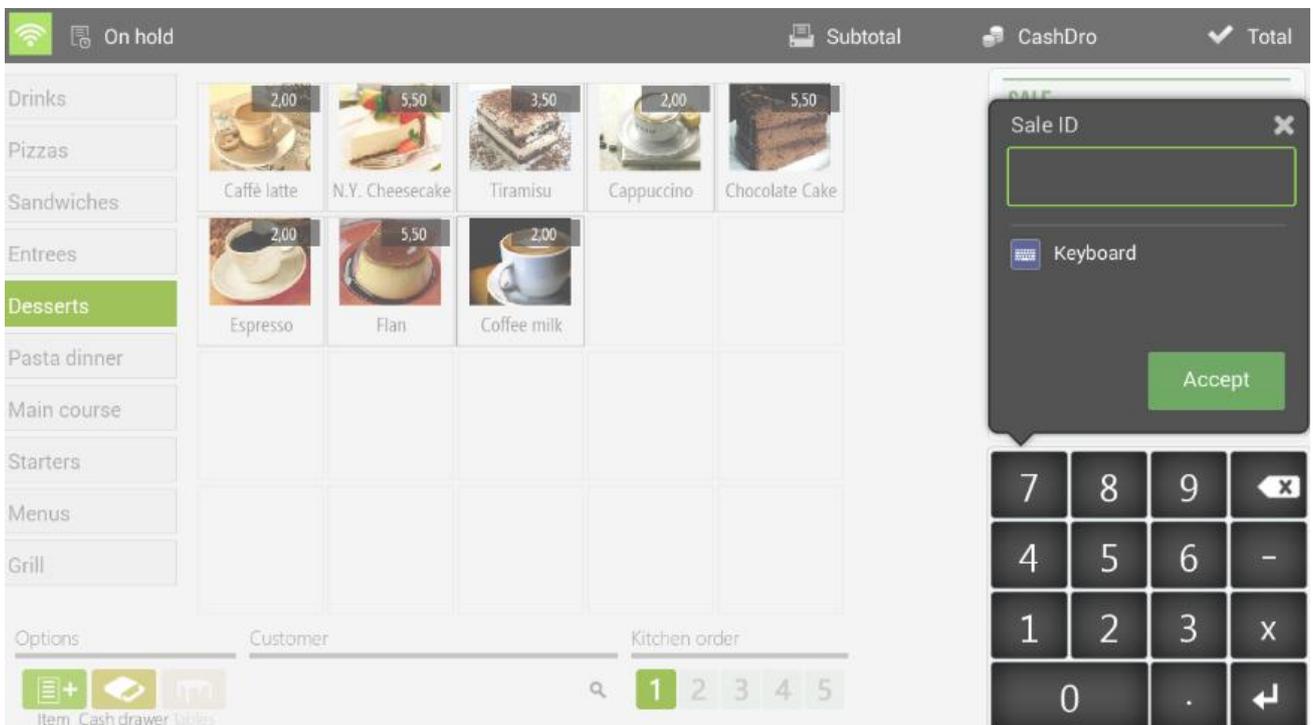
The standby sales function will vary pending on whether or not we work with a table screen. We then explain both cases.

2.8.1 Sales on hold without table screen: direct sale

If we are in the process of making a sale, with items already on the ticket, and we want to leave it on hold to return to it later, we have to click on the button *On Hold* that is in the upper left margin of the screen.



To this sale on hold we will have to enter a sales ID, which can be numeric or alphabetical.

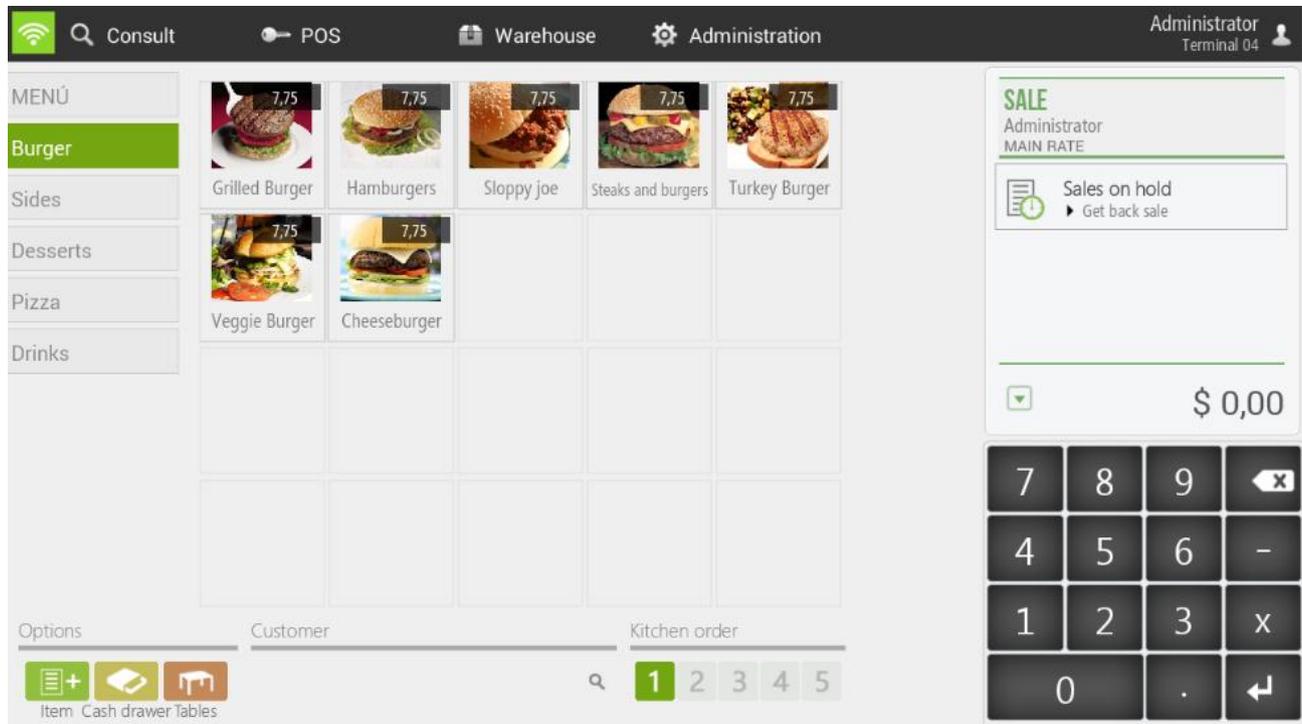


If we pass an Open Tab card through the magnetic stripe reader, the card identifier is automatically saved. In this way, it will be easier to locate the customer sale pending.

To retrieve a standby sale we have to select the *Sales on Hold* option that appears on the ticket when there is no sale in process.

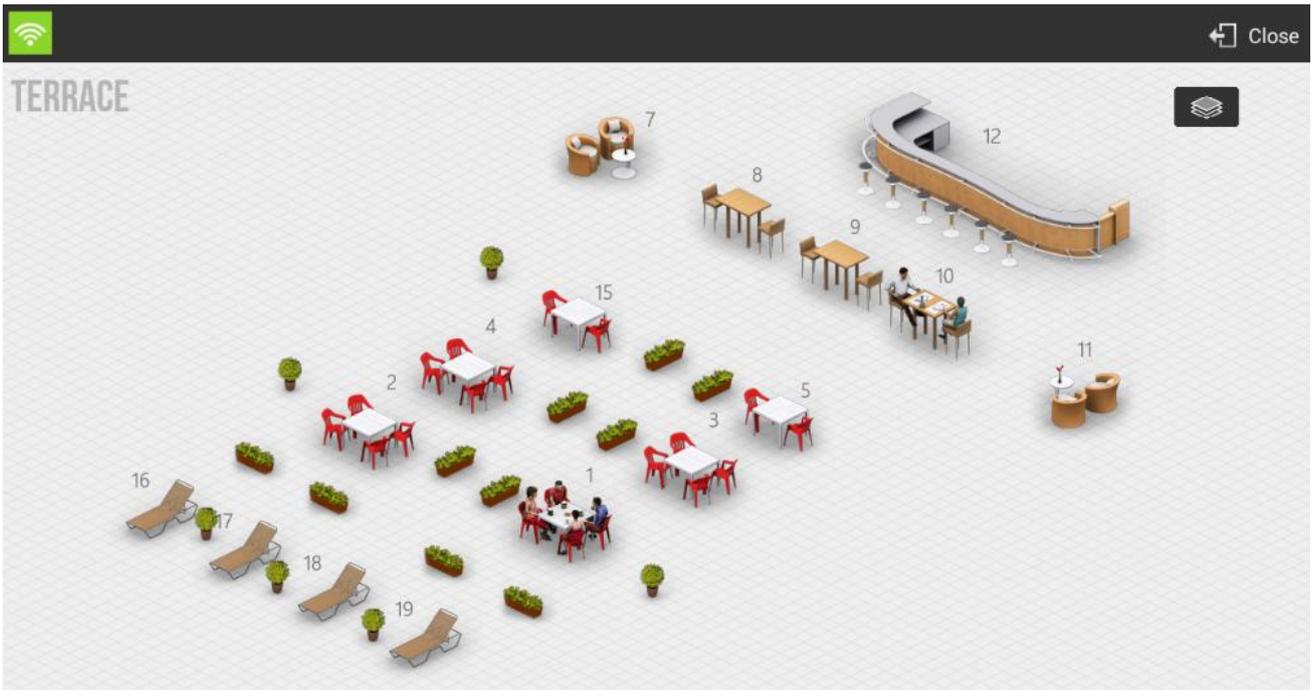
We select from the list the sale that has the identifier that we have provided. Once selected, we can continue adding items to the ticket, put it back on hold or totalize.

The direct sales on hold allows to filter between the sales on hold those that are of the user that we are using, we can also access those sales on hold that are assigned to a table.



2.8.2 Sales on hold with table screen

This type of waiting sales is much more visual since it allows to see at a glance all the tables of the room as they are occupied or free. A table that is occupied is that it has a ticket already assigned, or what would be the same, a sale on hold.



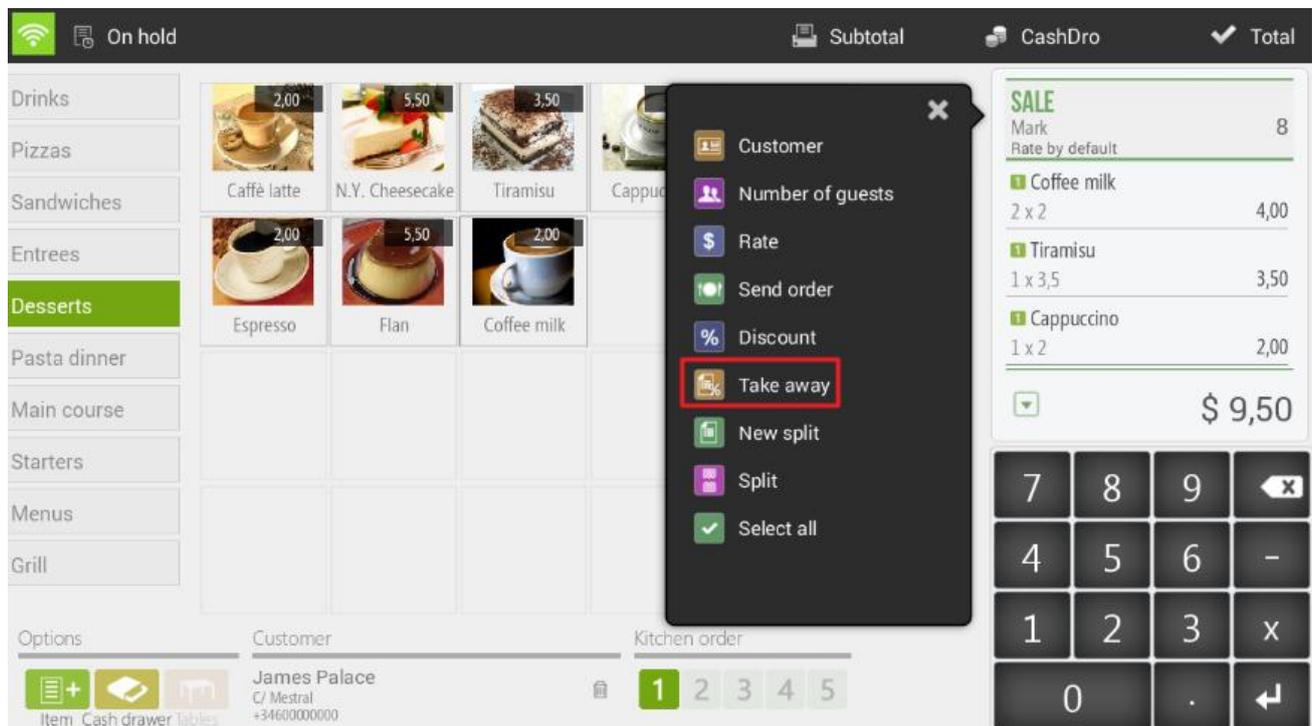
We select a busy table or a free table to access the ticket the operation is similar to the sales on hold for direct sale, we select the items to add to the ticket and then we can finish the sale or leave it on hold again.

2.9 Take Away

The term Take away generally refers to the food served in a restaurant to be consumed outside it. The restaurant may not offer table service.

In the tax configuration we can configure different dependent tax rates if the items are consumed inside or outside the restaurant.

HioPOS Cloud allows sales of items to take away. To close a Takeaway sale we will simply have to start a regular sale. We will find more information about the procedure of selling articles in HioPOS Cloud in section number two of this document. To transform a frequent sale into a Takeaway sale we will have to place ourselves above the document line and select the Takeaway option, as shown in the following image.



HioPOS Cloud will apply directly to the articles of the document, the corresponding tax rate according to the country's legislation and the type of article.

To set up different tax rates for the sale of Take Away items, please refer to section 1.7.3 of this document, which explains how to proceed.

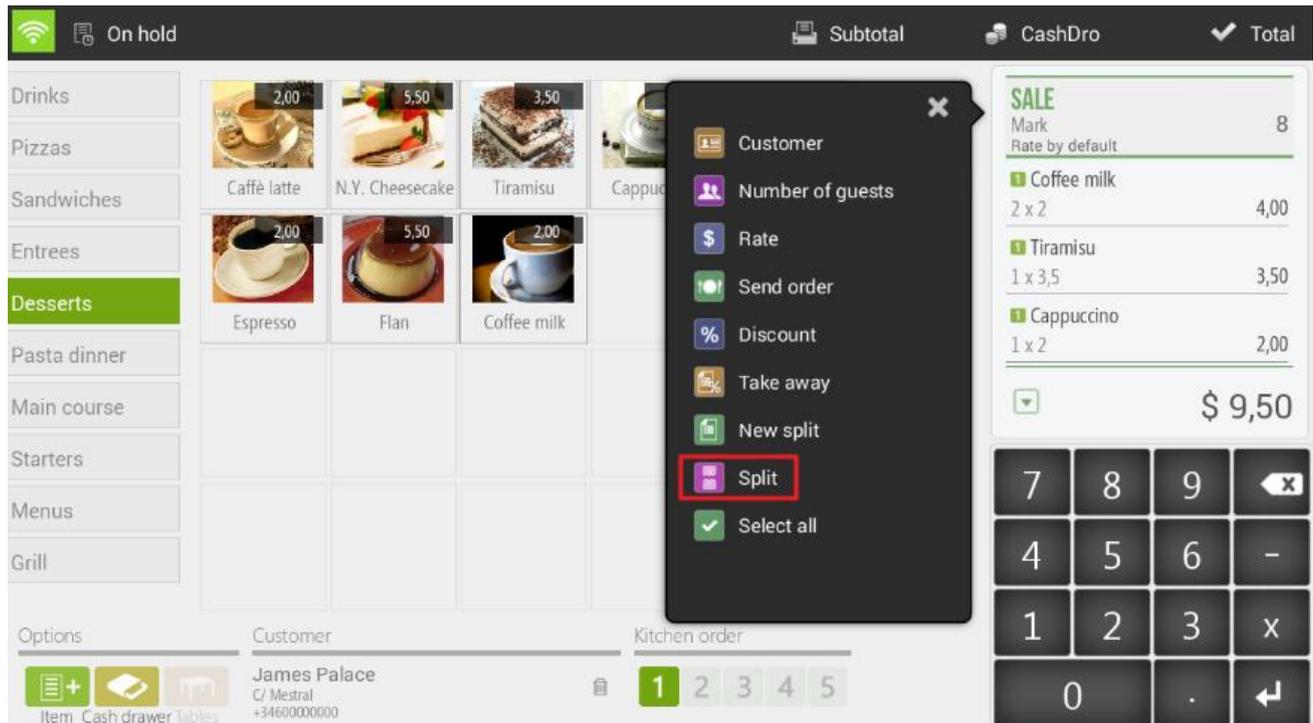
You can also make sales to take in Kiosk mode, as detailed in section 13 of this manual.

2.10 Sale split

The fraction of a sale is used to divide a ticket among several customers.

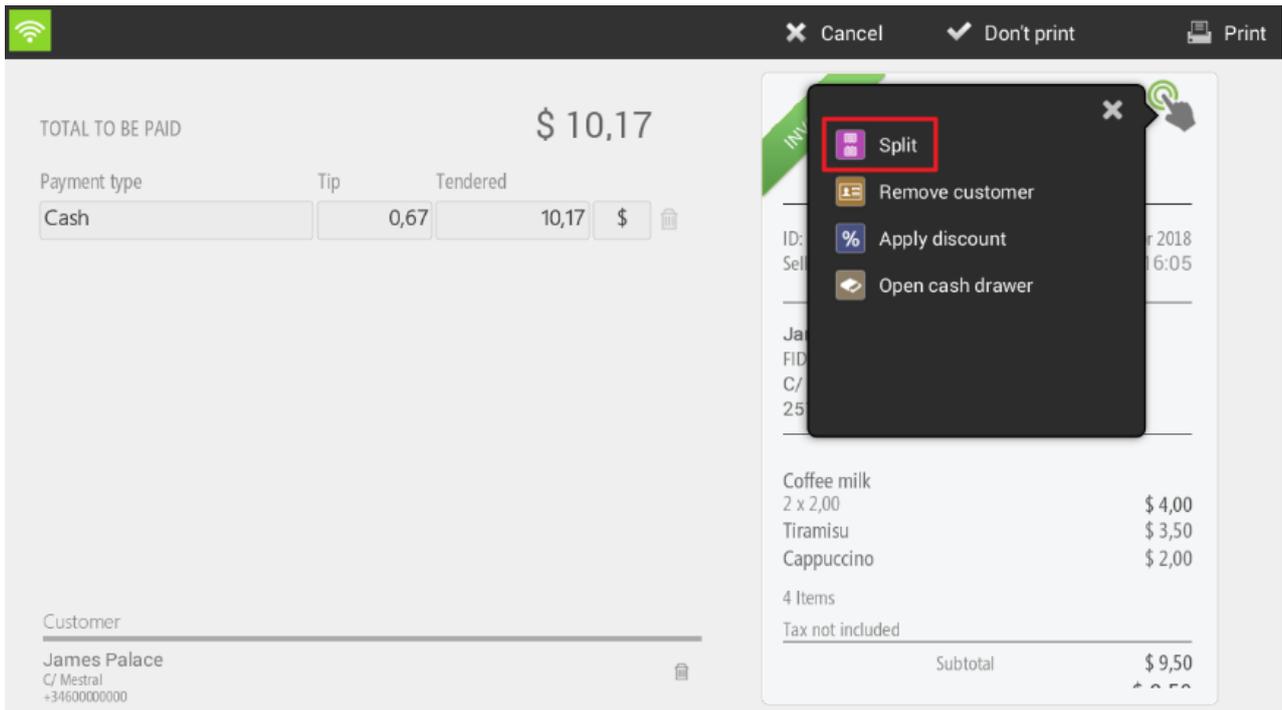
2.10.1 Split an existing sale

Split a sale will allow you to divide a ticket into two or more parts, in order to be able to separately charge multiple diners.

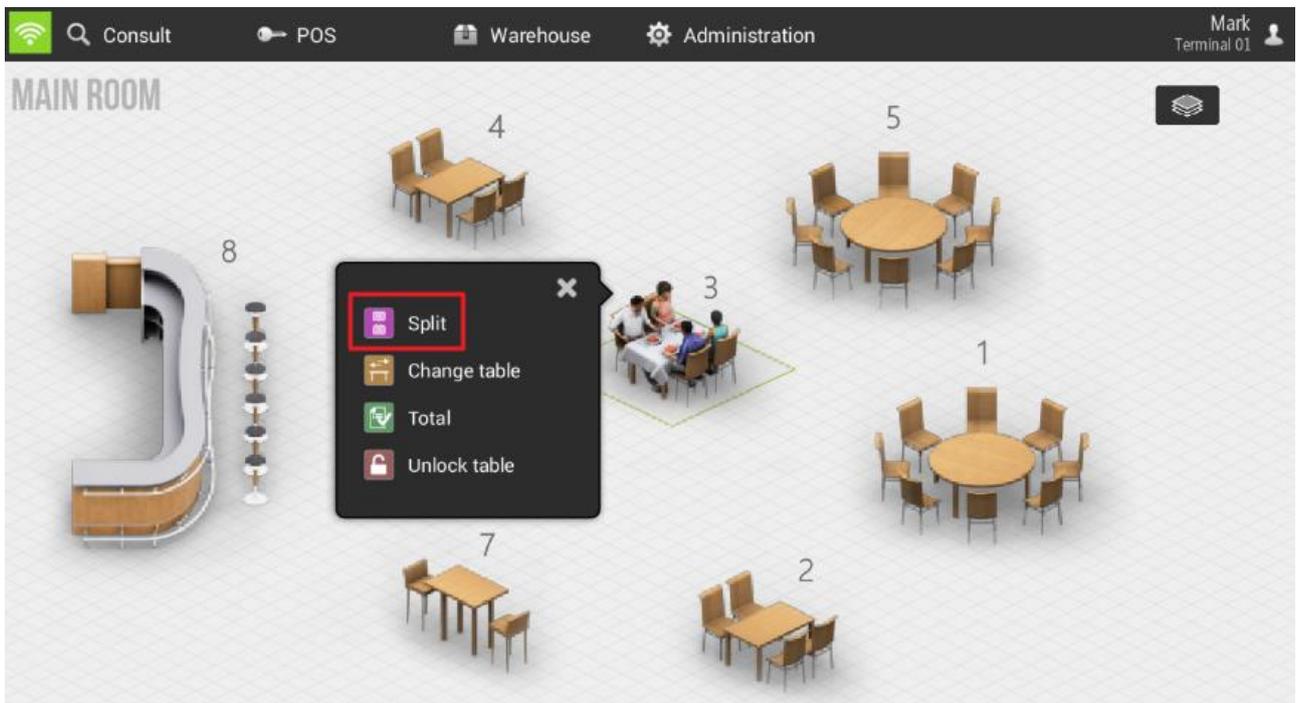


There are three points in the sale process in which the cashier can split the sale:

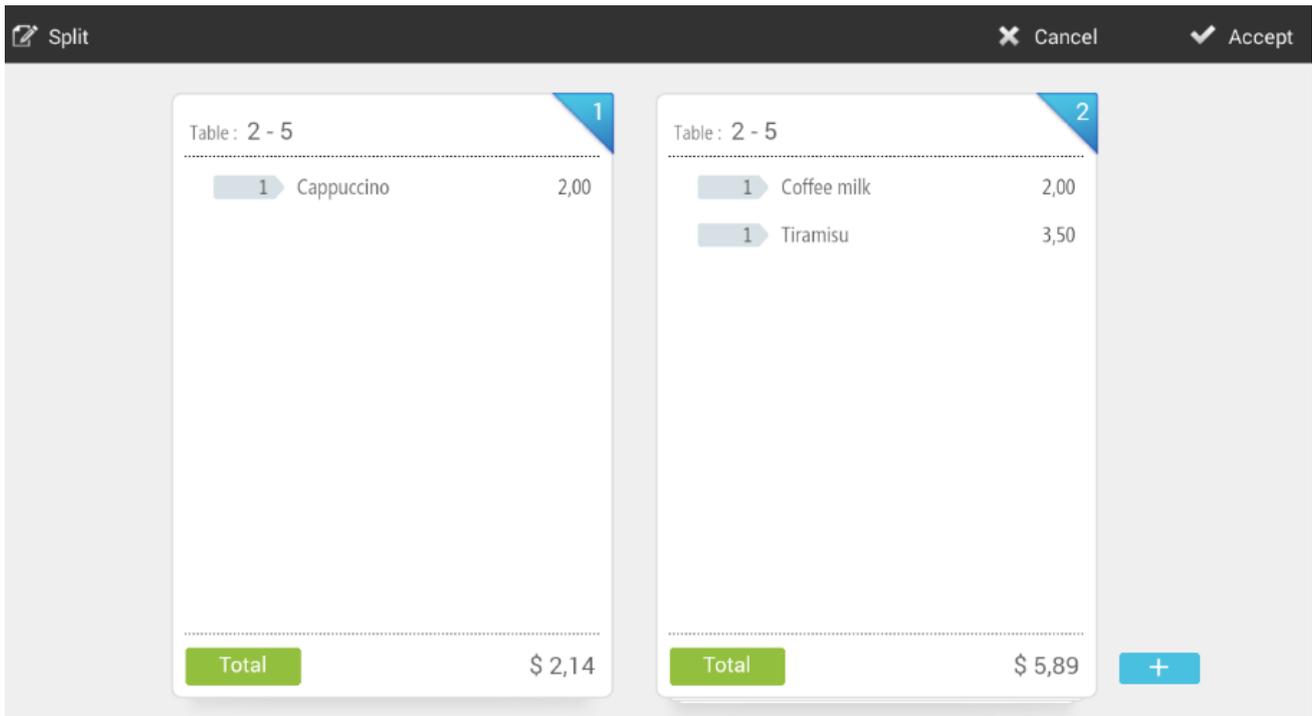
- The first one is when you click on the ticket header and then select *Split*.
- The second one is found once we are in the selection screen of the payment type when clicking on the ticket and select *Split*.



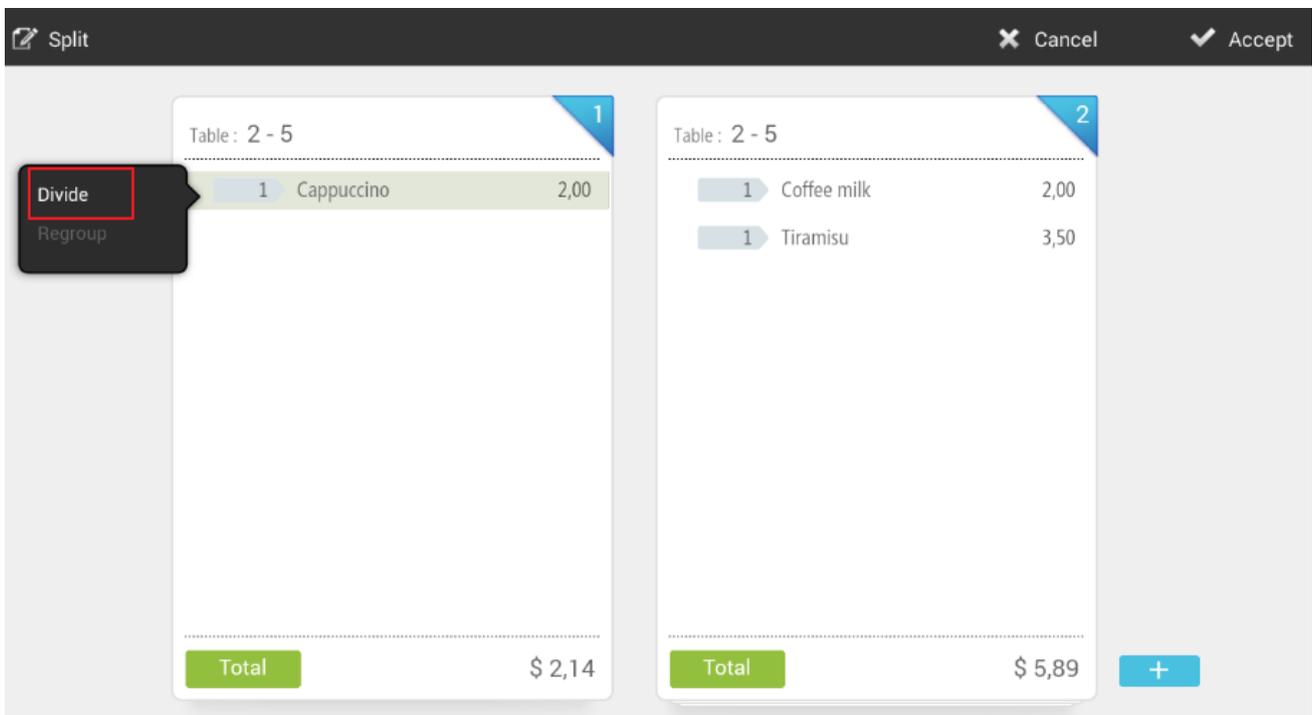
- The third on the table screen when we pressed for a few seconds on a busy table.



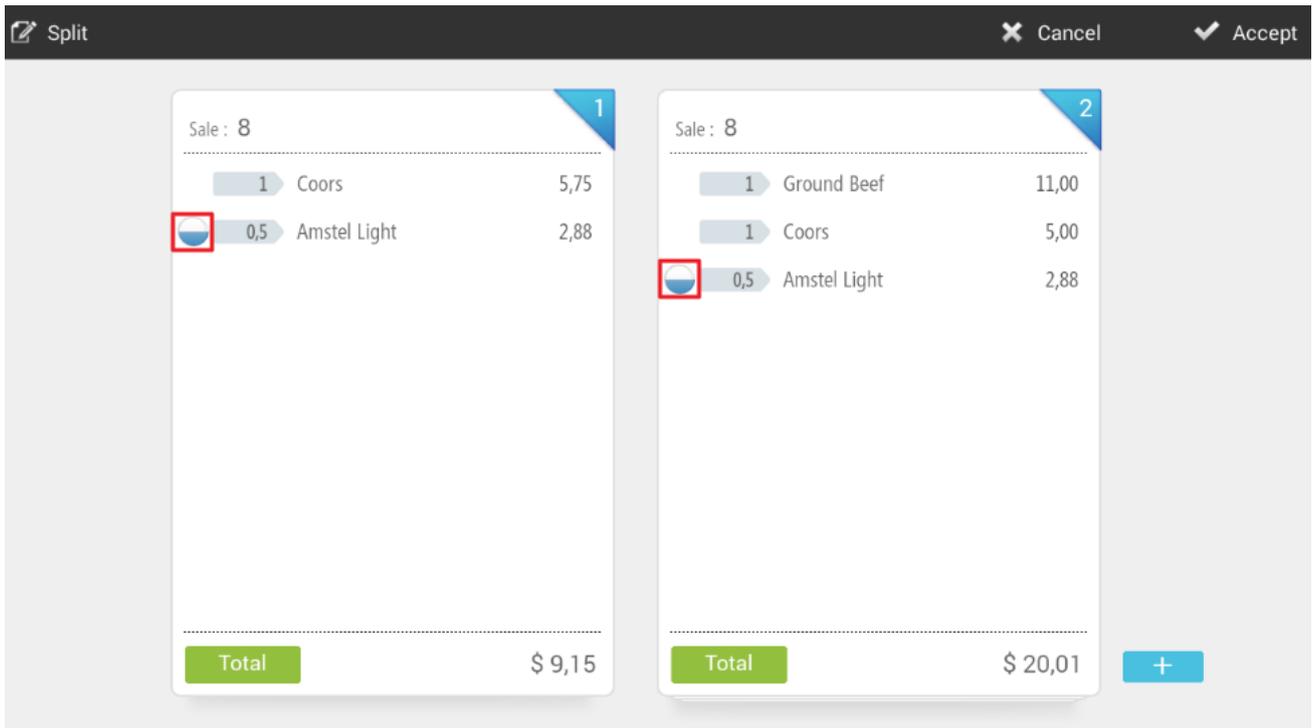
The result will be the same regardless of where we select. Selecting *Split* the program shows two tickets on the screen, the current and the second ticket with which we want to do the split. To move an article from one ticket to another simply drag them with your finger from one to another or select above the item that you want to split.



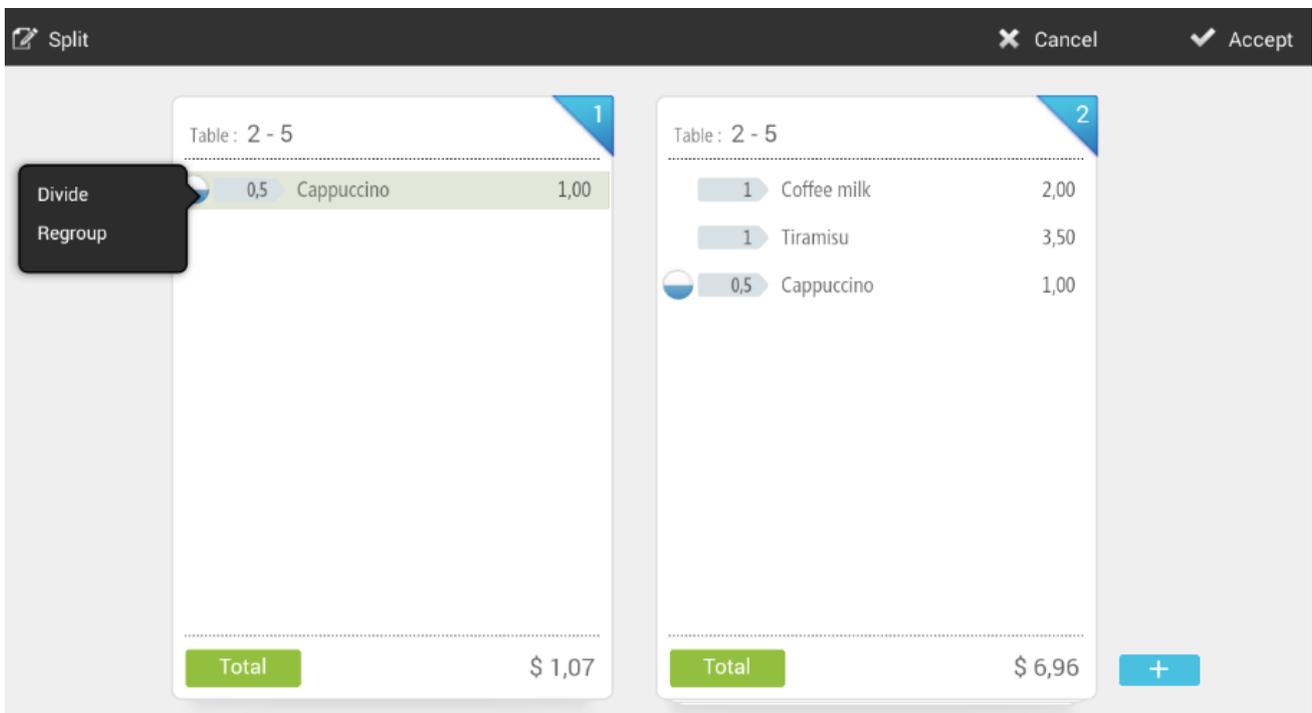
You can also divide an item and show it by the value of the division in the tickets you want. Simply press two seconds on top of the article and select *Divide*.



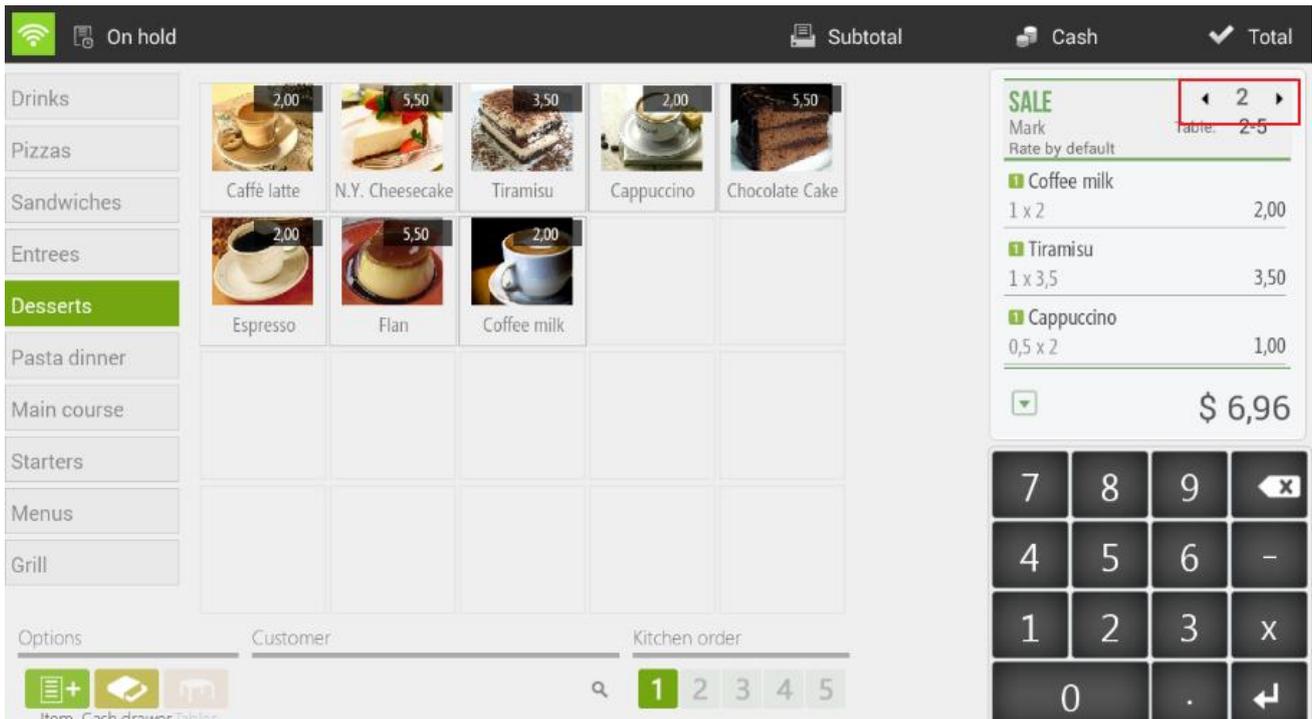
For each division to move from one ticket to another, click on the item that was created at the beginning of the article line.



If you want to undo the division, click on the item and select *Regroup*.



If you are working with split sales, you can display the various tickets by using the arrows that are added to the ticket header.



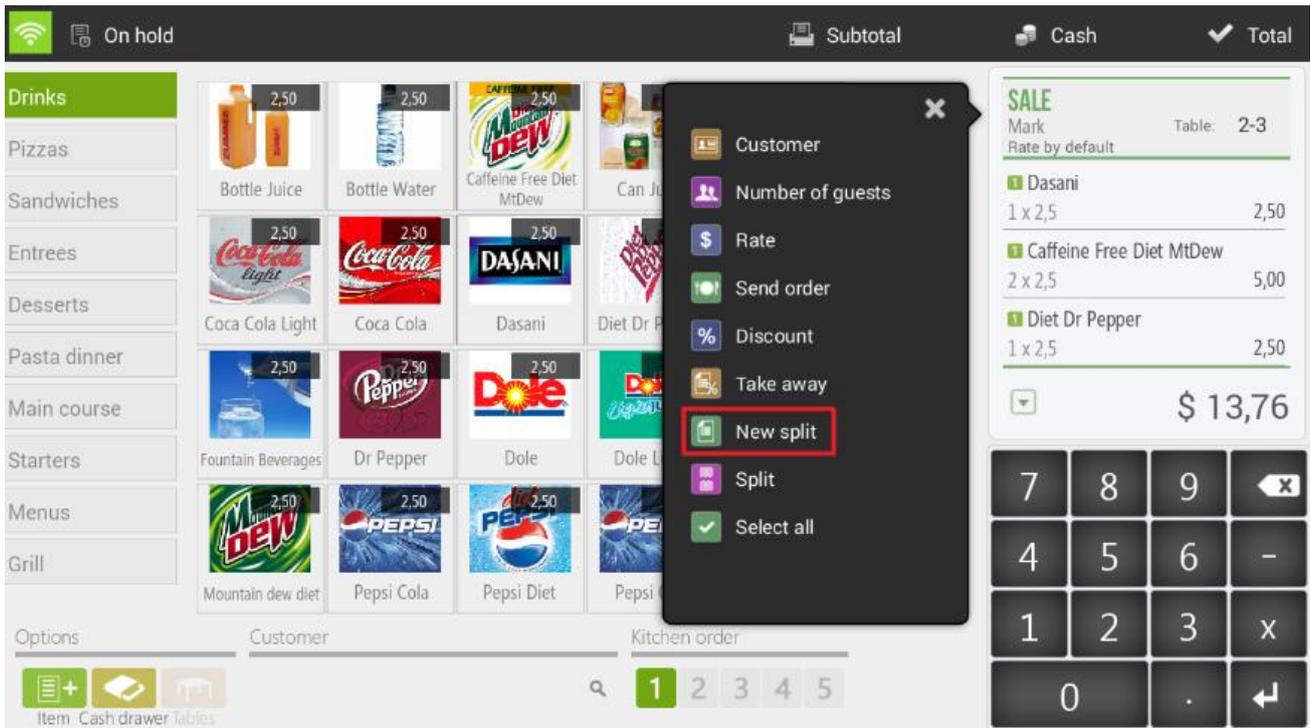
The screenshot displays the HioPOS Cloud interface. On the left is a category menu with 'Desserts' selected. The main area shows a grid of dessert items with their prices: Caffé latte (2,00), N.Y. Cheesecake (5,50), Tiramisu (3,50), Cappuccino (2,00), and Chocolate Cake (5,50). Below this are Espresso (2,00), Flan (5,50), and Coffee milk (2,00). The right-hand panel shows a 'SALE' summary with a total of \$6,96. A numeric keypad is visible at the bottom right.

To total and finalize the fractional tickets follow the usual procedure of sale, press *Total* to access the selection of types of payment and then finish the sale. Note that each split ticket is finalized separately, one is made first and then the other.

2.10.2 New Split

HioPOS Cloud includes a function so that you can start a second ticket of the same sale without having to finish the current one or leave it on hold.

Click on the header of the ticket and select *New Split*.



You will see that the ticket is set to zero and the number two appears at the head of the same, this means that it is in ticket number two, to move between tickets use the arrows next.



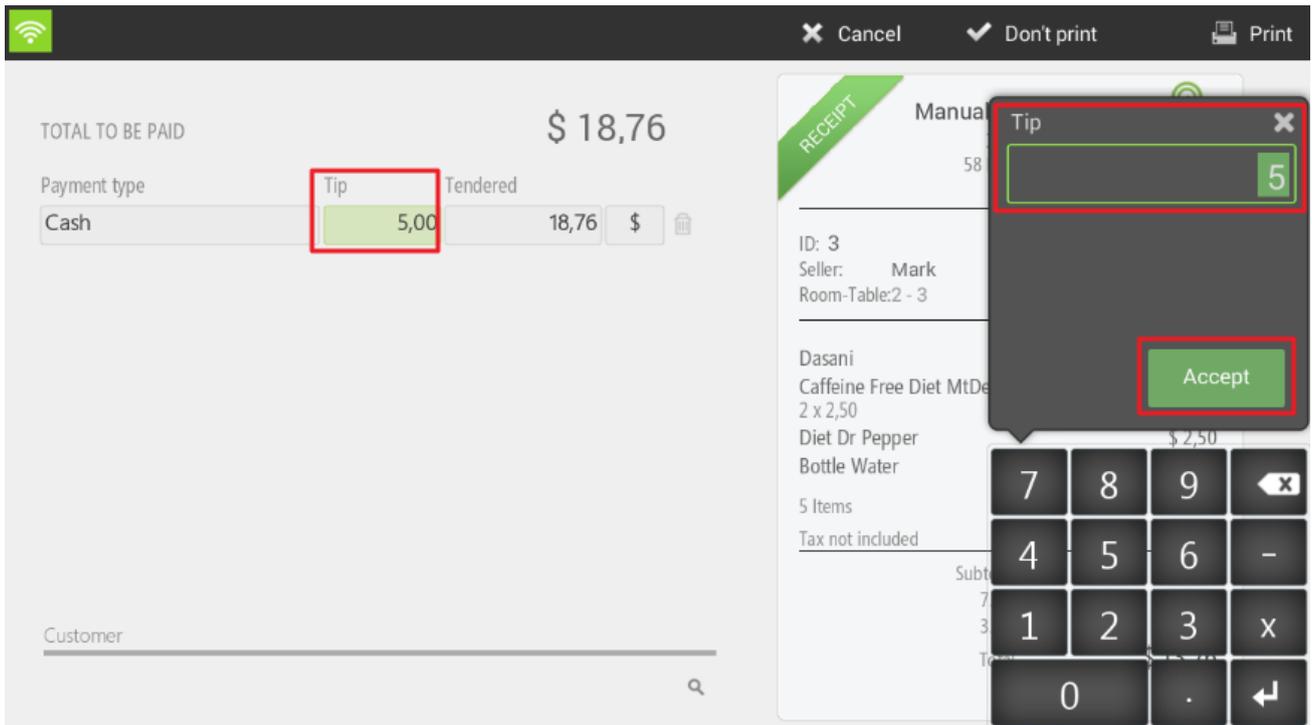
To finish the sale of a fraction follow the usual steps.

2.11 Tips and Service charge

Both the tips, whether accepted or not, and the service charge options can be configured from the *Terminal Type* section in the *Configuration*.

2.11.1 Tip

The tip is an amount that is modified freely at the end of the sale, so the amount of the tip is not subject to a percentage or value on the sale.



To enter the tip we have to be in the selection screen of the payment types, once the ticket has already been totalled. Select the Tip box next to the selected payment method and add the corresponding amount. We finish the sale with or without printing.

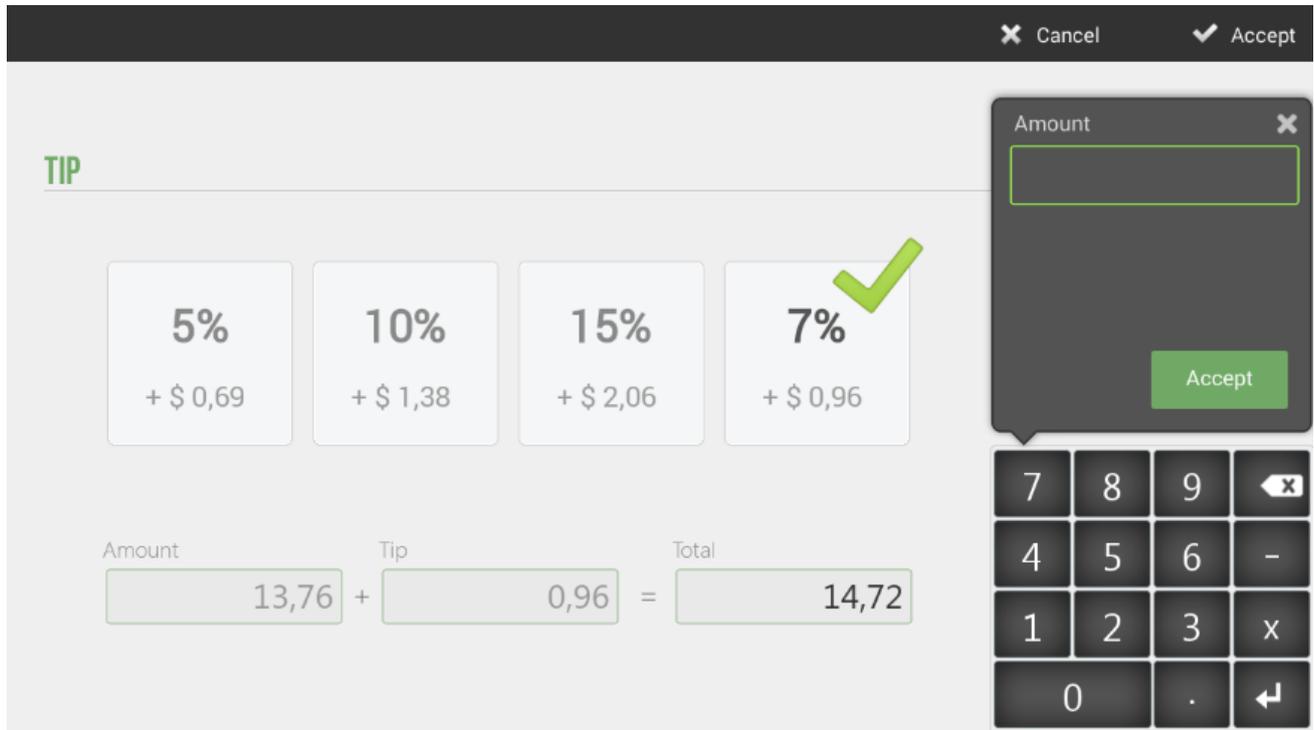
This option will be selectable if the option of *Allow overpayment (and destination: Tip)* has been activated in the *Settings, Payment method*. The previous image will appear if you do not have activated the suggested tips on the *Terminal Type* configuration.

You can find the main configuration in the *Configuration, Terminal type, Tip*.

Tip	
Allow tips	YES
Apply automatic tip to pay	YES
Percent of tip	7
Suggested tip percentage 1	5
Suggested tip percentage 2	10
Suggested tip percentage 3	15

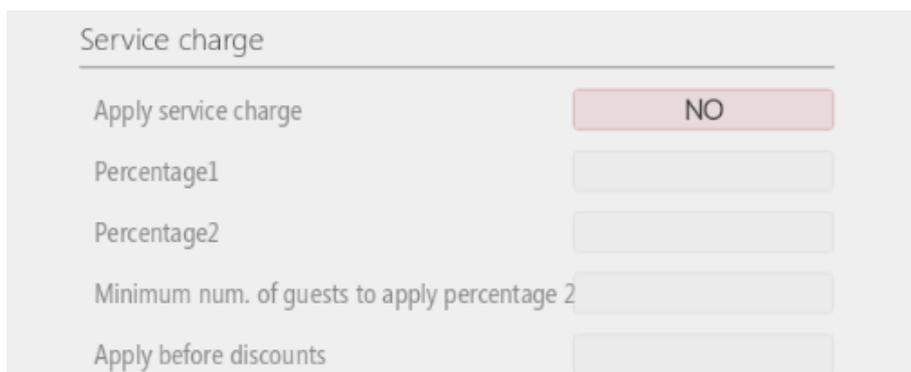
Even if the option of *Allow overpayment* with tip destination is activated in the payment type, if in the configuration of *Type of terminal* tipping is not allowed, when you finalize a sale, we will not be able to add a tip manually. The reason is that the configuration reflected in the *Terminal Type* is above the configuration of the *Payment Types*.

If desired, the tip can be automatically applied when charging and determining a percentage for it.



2.11.2 Service charge

The service charge, to difference from tip is always applied on the total sale. In *Terminal Type*, from the *Configuration menu*, select the percentage to apply to each sale. It is important to determine if it's better to apply before or after discounts and if it's any charge with oneself.

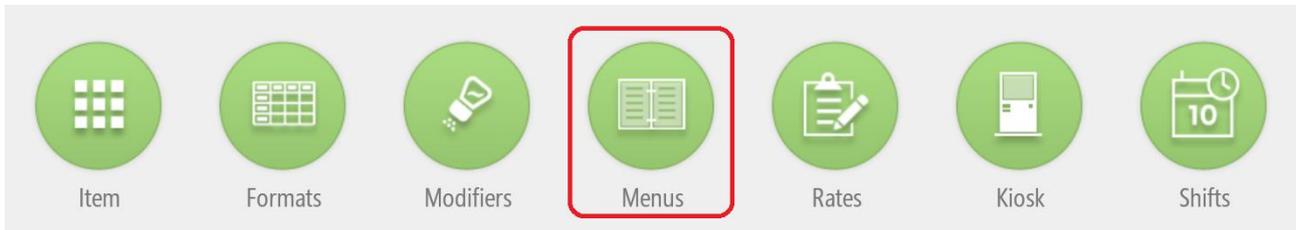


In addition, there is the option that from a certain number of diners a second percentage will be applied as a service charge, which can also be configured from *Terminal Type*.

This second service charge replaces the first type, with only the second being applied.

2.12 Menu items

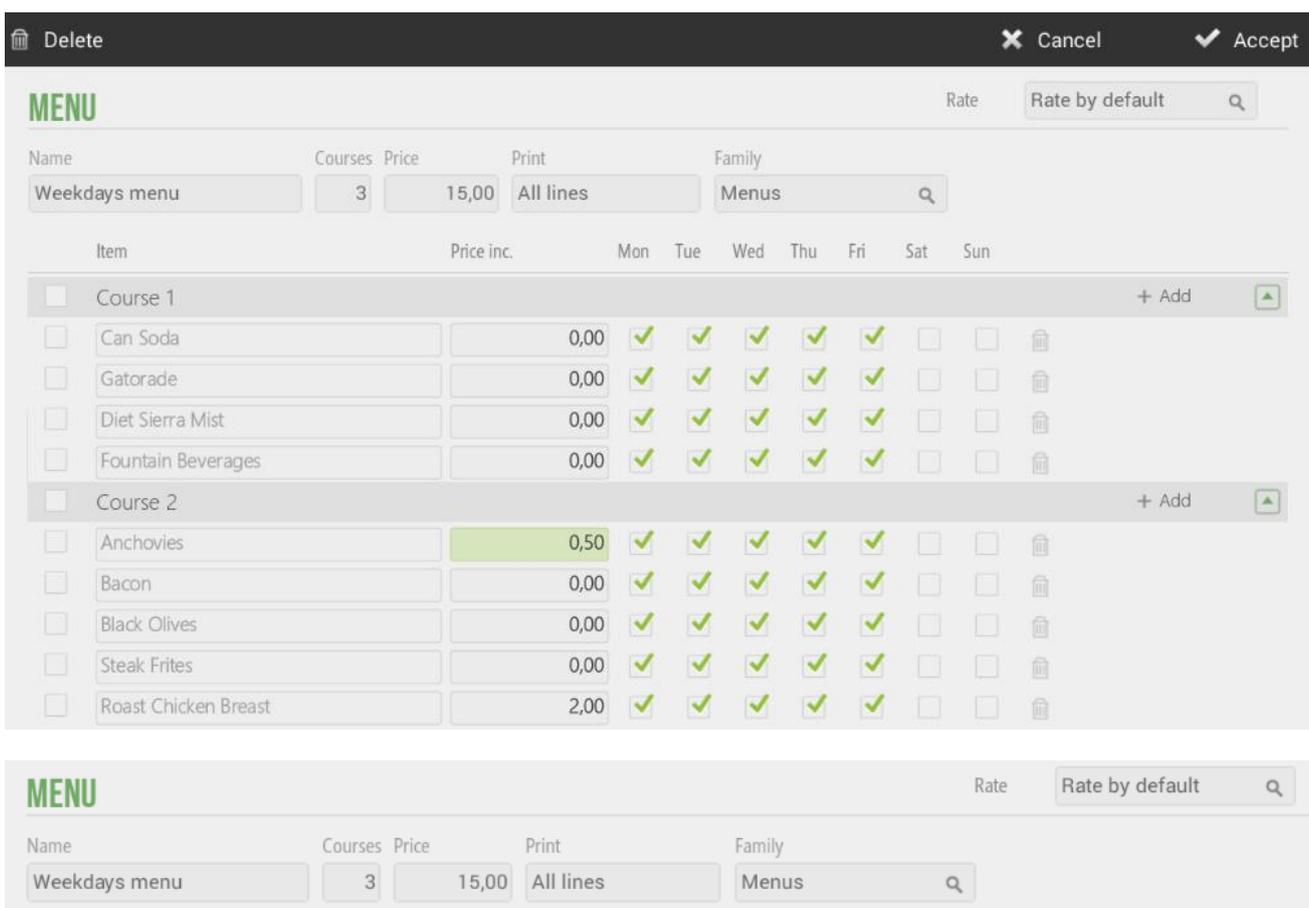
The creation of menus allows you to group dishes according to, for example, first, second and dessert, and thus offer a combo of sale for a same price.



To access menu creation go to the *Settings* section and select the *Menus option*. Here you can create new menus or edit existing ones.

2.12.1 Creating and Maintaining Menus

The main screen of the *Menu* module is as follows:



The screenshot displays the 'MENU' configuration screen. At the top, there are 'Delete', 'Cancel', and 'Accept' buttons. Below the title, there are search and filter options for 'Rate' (set to 'Rate by default').

The main configuration area includes:

- Name:** Weekdays menu
- Courses:** 3
- Price:** 15,00
- Print:** All lines
- Family:** Menu

The item list is organized into two courses:

Item	Price inc.	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Course 1								
<input type="checkbox"/> Can Soda	0,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Gatorade	0,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Diet Sierra Mist	0,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Fountain Beverages	0,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Course 2								
<input type="checkbox"/> Anchovies	0,50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Bacon	0,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Black Olives	0,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Steak Frites	0,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Roast Chicken Breast	2,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

At the bottom, there is a summary section with the same configuration details as above.

From the general menu options you can modify the name, the number of dishes to be served, the price of the set of the menu and the family where the item will be arranged.

There is also the option to choose what to print: all the lines of the articles chosen, only the lines with price increase and no line.

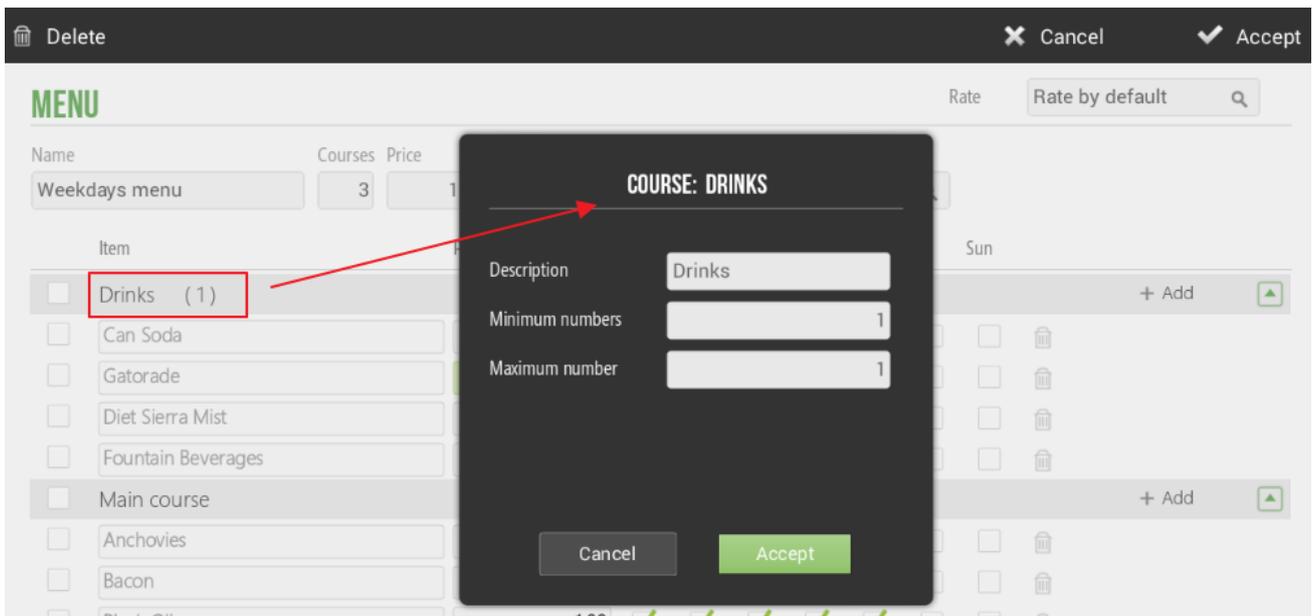
Each dish can contain as many items as you want, as well as select which days each item will be available.

Item	Price inc.	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/> Course 1								
<input type="checkbox"/> Can Soda	0,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Gatorade	0,00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Diet Sierra Mist	0,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fountain Beverages	0,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

In addition, you can add a supplement or price increase per item, which would be added to the total price of the menu.

<input type="checkbox"/> Course 2								
<input type="checkbox"/> Anchovies	0,50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Bacon	0,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Black Olives	1,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Steak Frites	0,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Roast Chicken Breast	2,00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Selecting above the name of the order, for example "Drinks", will open the following window where you can change the name of the order, set a minimum or a maximum of dishes to select in this order.



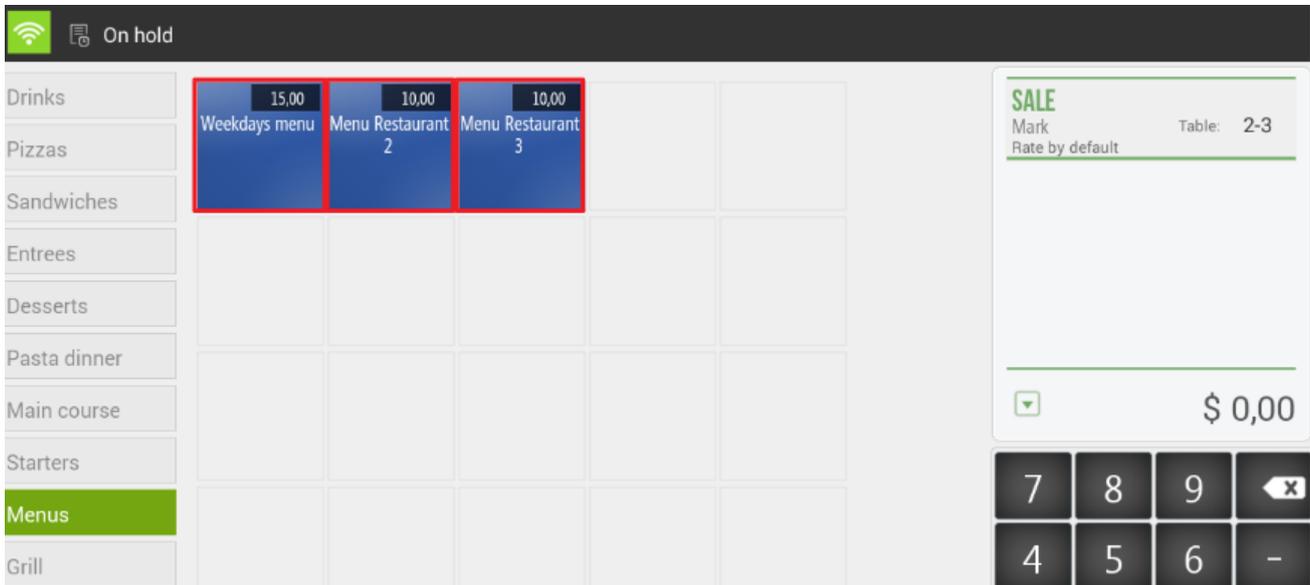
The screenshot shows a menu management interface with a 'COURSE: DRINKS' dialog box. The dialog box has the following fields:

- Description: Drinks
- Minimum numbers: 1
- Maximum number: 1

Buttons: Cancel, Accept

2.12.2 Menus sale

First you have to have a menu created, as specified in the previous point, and this menu has to be assigned to a family.

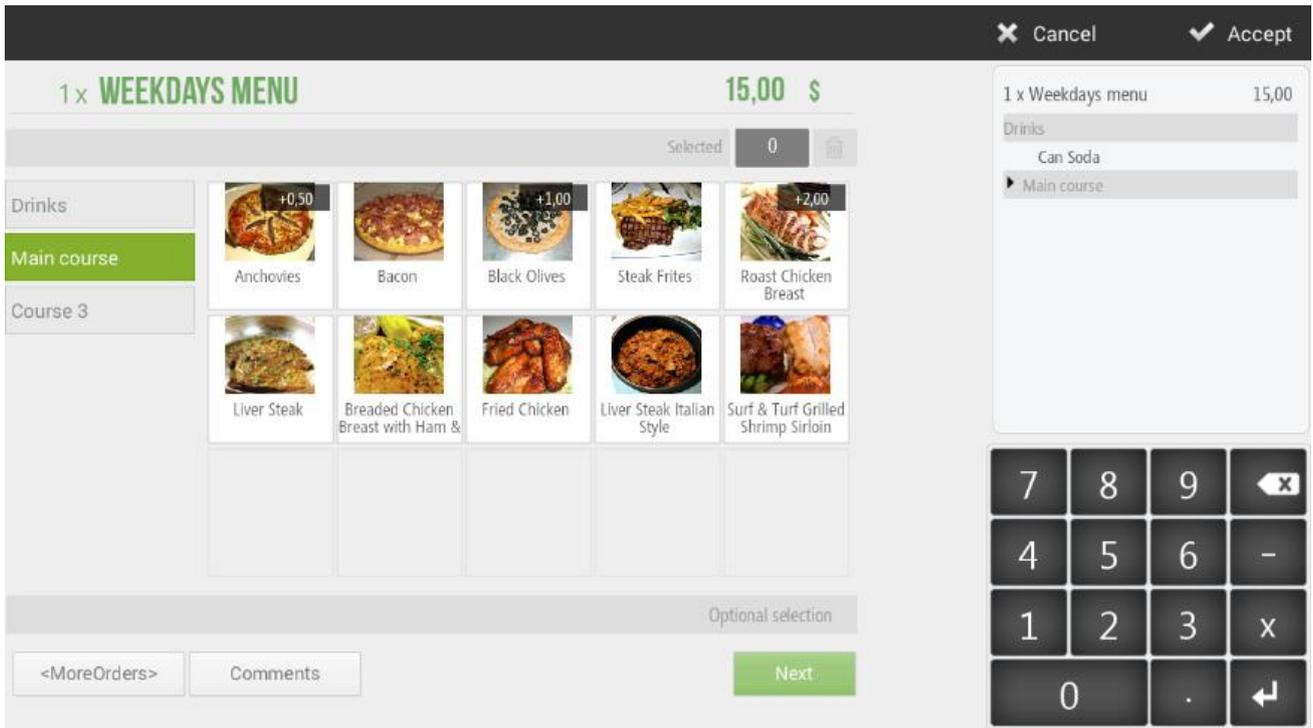


Category	Item	Price
Drinks		
Pizzas		
Sandwiches		
Entrees		
Desserts		
Pasta dinner		
Main course		
Starters		
Menus	Weekdays menu	15,00
	Menu Restaurant 2	10,00
	Menu Restaurant 3	10,00
Grill		

SALE
Mark
Rate by default
Table: 2-3
\$ 0,00

On the sales screen select the family that contains the menu and then select the menu from the list of items. You will see the dishes that make up the menu, as well as the items available for each dish (items can be configured by weekdays).

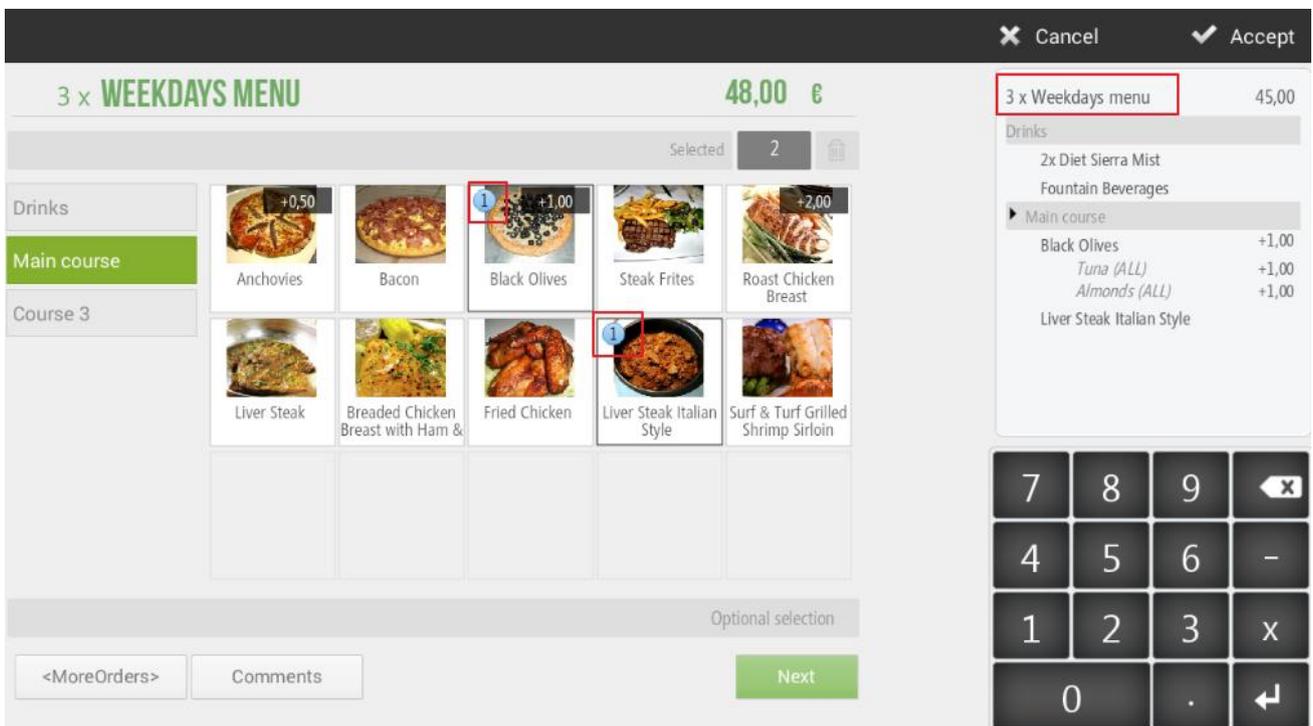
Select the item of the first course, repeat the action for each course until you have selected them all. You do not need to press next, the next button is just to end process.



The screenshot shows the HioPOS Cloud interface for a '1 x WEEKDAYS MENU' priced at 15,00 \$. The interface includes a grid of menu items categorized by course: Drinks, Main course, and Course 3. The 'Main course' category is currently selected. The grid contains 10 items with their respective prices: Anchovies (+0,50), Bacon, Black Olives (+1,00), Steak Frites, Roast Chicken Breast (+2,00), Liver Steak, Breaded Chicken Breast with Ham & Cheese, Fried Chicken, Liver Steak Italian Style, and Surf & Turf Grilled Shrimp Sirloin. A 'Selected' counter shows 0 items. On the right, a summary panel shows '1 x Weekdays menu' for 15,00, with sub-categories for Drinks (Can Soda) and Main course. A numeric keypad is visible on the right side of the screen.

If you want to end without selecting all the dishes you have set, press *Accept*.

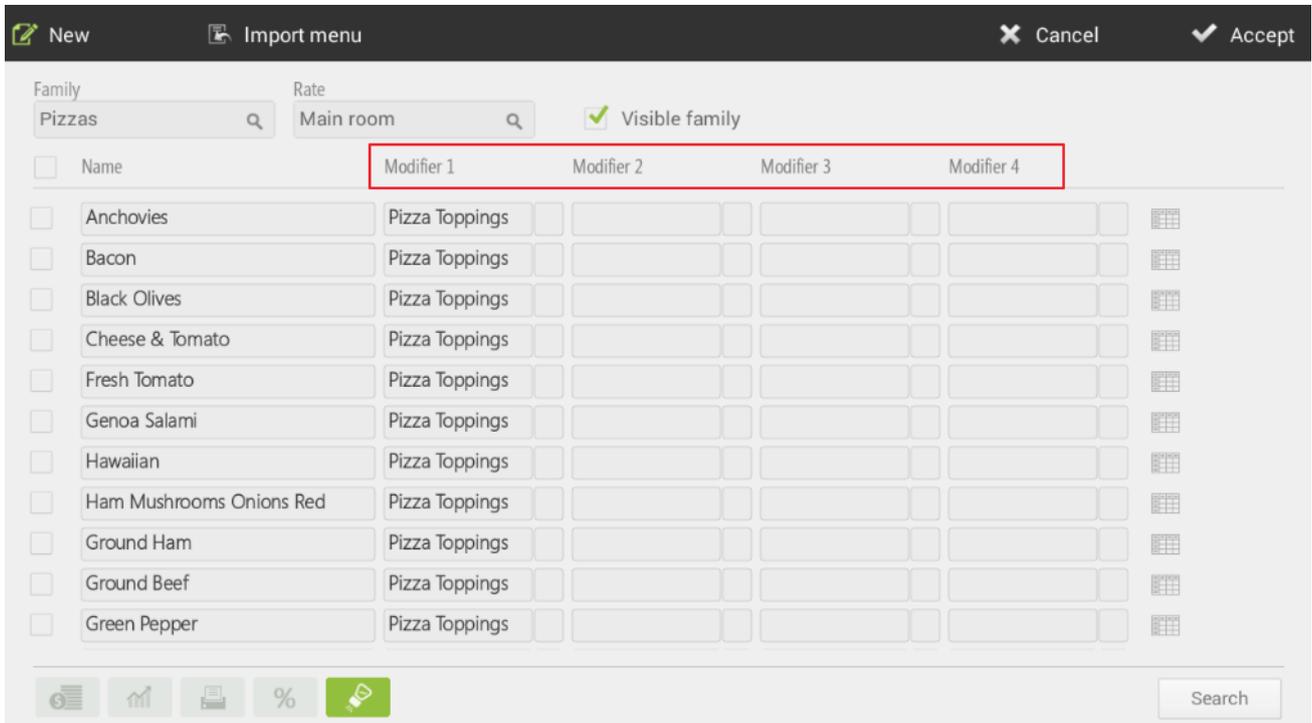
HioPOS Cloud allows you to sell several menus simultaneously. To do this, select the number of menus to sell on the numeric keypad of the sales screen and then select the menu item. Example: If you select 3 menus, you must enter 3 first dishes, 3 seconds, etc.



The screenshot shows the HioPOS Cloud interface for a '3 x WEEKDAYS MENU' priced at 48,00 €. The interface is similar to the previous one, but the 'Selected' counter now shows 2 items. The 'Main course' category is still selected. The grid of items is the same as in the previous screenshot. The summary panel on the right shows '3 x Weekdays menu' for 45,00, with sub-categories for Drinks (2x Diet Sierra Mist, Fountain Beverages) and Main course (Black Olives +1,00, Tuna (ALL) +1,00, Almonds (ALL) +1,00, Liver Steak Italian Style). The numeric keypad on the right has the number '3' highlighted, indicating that 3 menus are being selected.

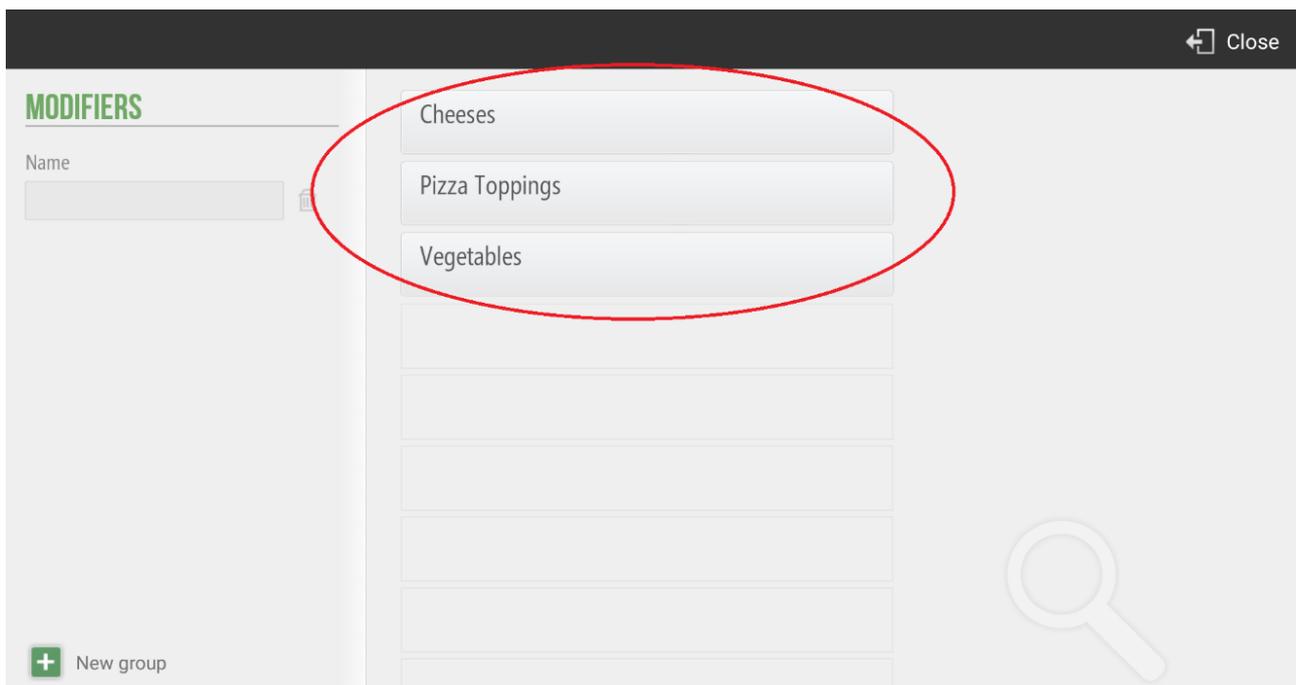
2.13 Modifiers

Modifiers are items that are added to the initial product, in order to customize the article on which they are applied. These modifiers may have a supplement or price increase or not, which would be added to the total of the item.



Name	Modifier 1	Modifier 2	Modifier 3	Modifier 4
<input type="checkbox"/> Anchovies	Pizza Toppings			
<input type="checkbox"/> Bacon	Pizza Toppings			
<input type="checkbox"/> Black Olives	Pizza Toppings			
<input type="checkbox"/> Cheese & Tomato	Pizza Toppings			
<input type="checkbox"/> Fresh Tomato	Pizza Toppings			
<input type="checkbox"/> Genoa Salami	Pizza Toppings			
<input type="checkbox"/> Hawaiian	Pizza Toppings			
<input type="checkbox"/> Ham Mushrooms Onions Red	Pizza Toppings			
<input type="checkbox"/> Ground Ham	Pizza Toppings			
<input type="checkbox"/> Ground Beef	Pizza Toppings			
<input type="checkbox"/> Green Pepper	Pizza Toppings			

To add modifiers first you need to have them created in the *Modifiers* section of the initial configuration. Modifiers are created by groups, so an article will add a group of modifiers instead of a single modifier.



MODIFIERS

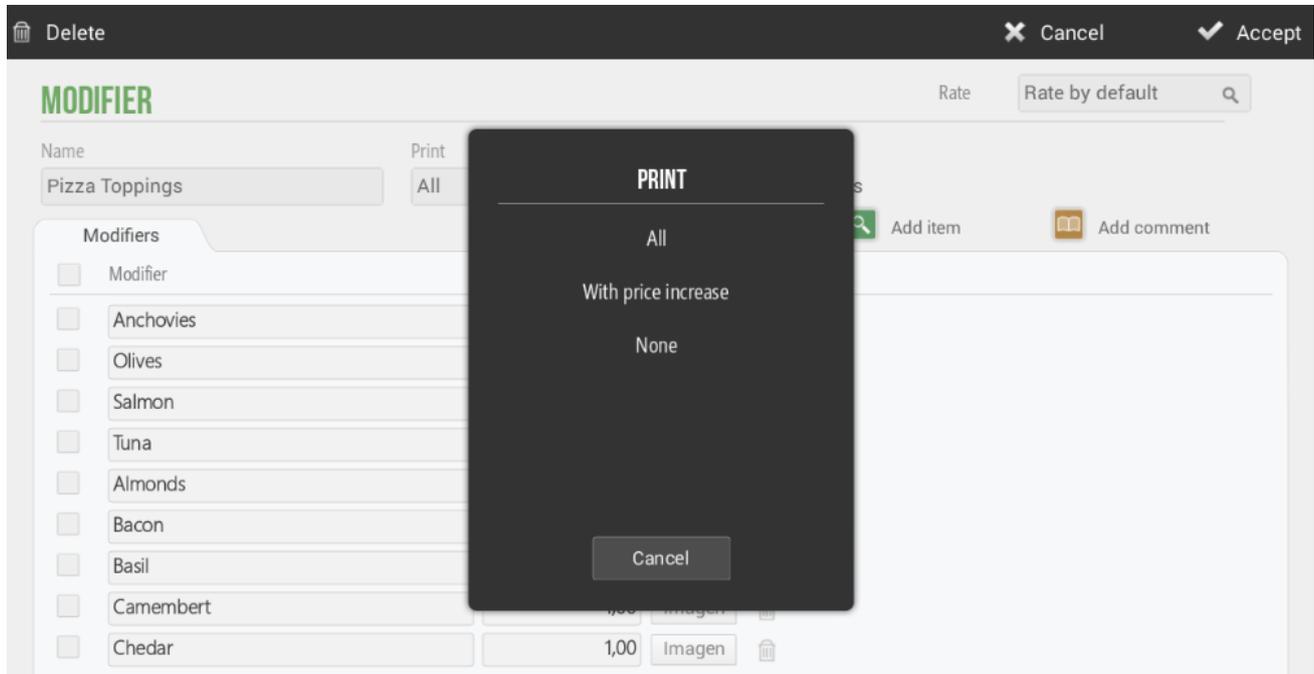
Name

- Cheeses
- Pizza Toppings
- Vegetables

+ New group

You can add as many literals as you want within a group of modifiers. There is the possibility of selecting an ingredient such as modify including a price increase. As you can also see in the previous capture, you can add an image to the article to be displayed on the sale screen.

There is the option to select which modifiers you want to print so that they appear in the sales ticket: all, those with price increase or none.

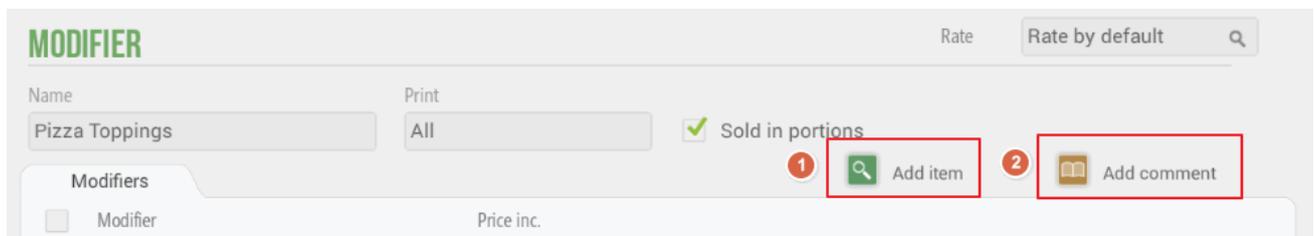


The operative to add a group of modifiers to an item is as follows: select a product that does not have a group of modifiers, and then select the one that you want to apply to the product from the list of existing modifier groups.

Each time a sale of this product is made, it will give you a choice among the modifiers of the group that you have added. Examples of modifiers:

- Type of cooking: little done, to the point or very done
- Garnish: with potatoes, with vegetables ...
- Toppings of a pizza: extra cheese, anchovies, ham, olives ...

Also, you can create modifiers by selecting an item already created or by adding a comment.



In addition, there is the possibility to create a group of modifiers that are sold in portions. That is very useful for making, for example, personalized pizzas. As we see in the previous screen, in the group of modifiers Pizza Toppings, we have activated the option *Sold by portions*, then, we will have to assign this group of modifiers to the articles of the Pizza family.

Delete Cancel Accept

MODIFIER Rate Rate by default

Name: Pizza Toppings Print: All Sold in portions

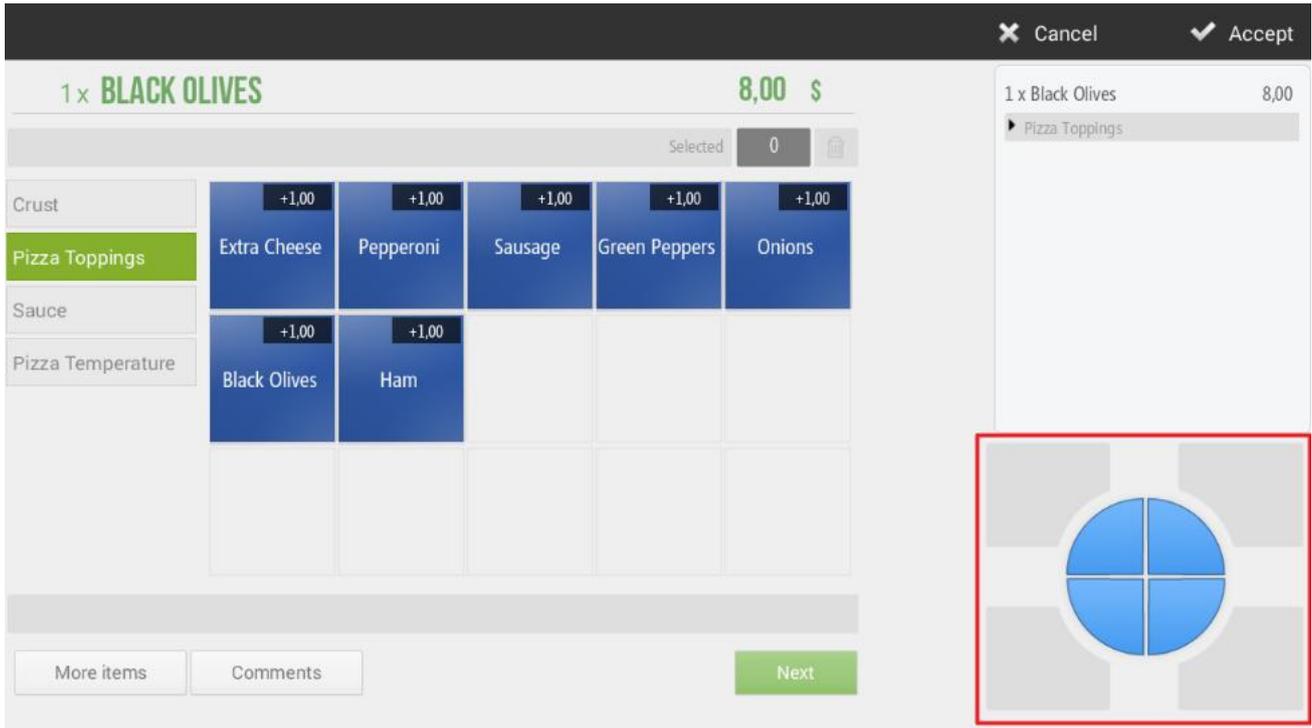
Modifier	Price inc.	
<input type="checkbox"/> Anchovies	1,00	Imagen <input type="button" value="Imagen"/>
<input type="checkbox"/> Olives	1,00	Imagen <input type="button" value="Imagen"/>
<input type="checkbox"/> Salmon	1,00	Imagen <input type="button" value="Imagen"/>
<input type="checkbox"/> Tuna	1,00	Imagen <input type="button" value="Imagen"/>
<input type="checkbox"/> Almonds	1,00	Imagen <input type="button" value="Imagen"/>
<input type="checkbox"/> Bacon	1,00	Imagen <input type="button" value="Imagen"/>
<input type="checkbox"/> Basil	1,00	Imagen <input type="button" value="Imagen"/>
<input type="checkbox"/> Camembert	1,00	Imagen <input type="button" value="Imagen"/>
<input type="checkbox"/> Cheddar	1,00	Imagen <input type="button" value="Imagen"/>

New Import menu Cancel Accept

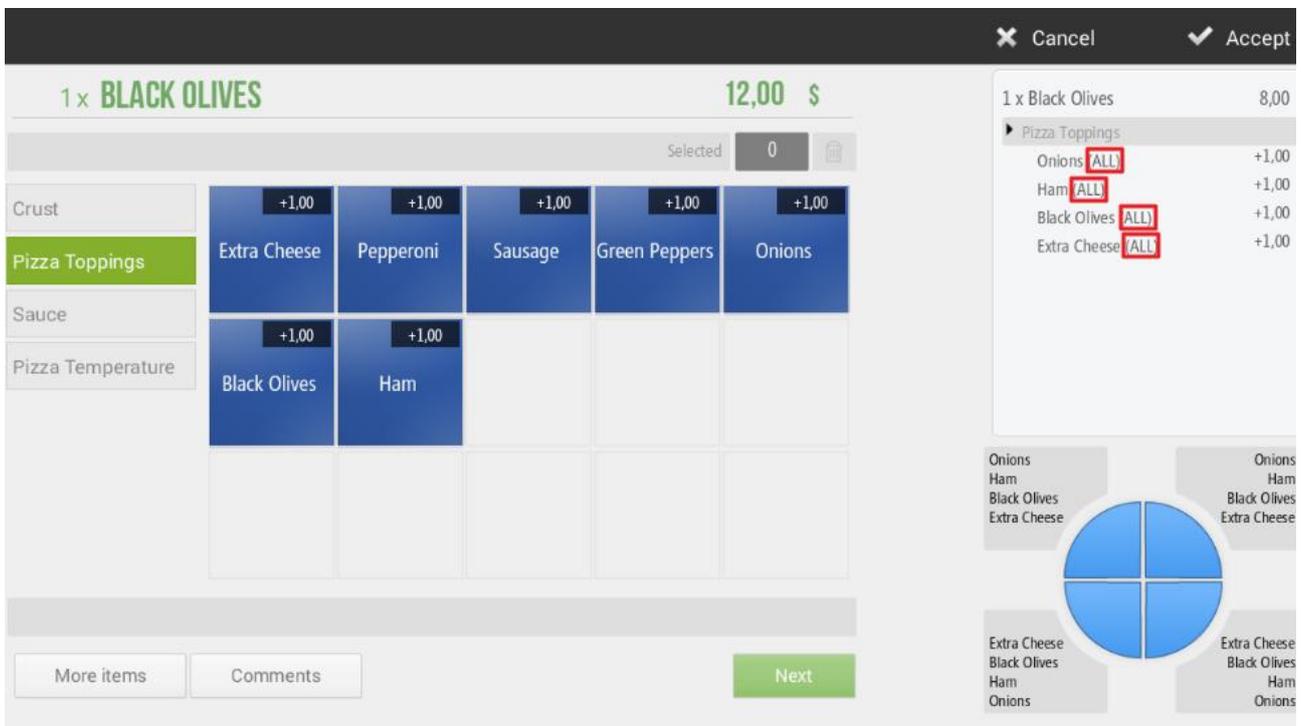
Family: Pizzas Rate: Restaurant 1 Visible family

Name	Modifier 1	Modifier 2	Modifier 3	Modifier 4
<input type="checkbox"/> Anchovies	Pizza Toppings			
<input type="checkbox"/> Bacon	Pizza Toppings			
<input type="checkbox"/> Black Olives	Pizza Toppings			
<input type="checkbox"/> Cheese & Tomato	Pizza Toppings			
<input type="checkbox"/> Fresh Tomato	Pizza Toppings			
<input type="checkbox"/> Genoa Salami	Pizza Toppings			
<input type="checkbox"/> Hawaiian	Pizza Toppings			
<input type="checkbox"/> Ham Mushrooms Onions Red	Pizza Toppings			
<input type="checkbox"/> Ground Ham	Pizza Toppings			
<input type="checkbox"/> Ground Beef	Pizza Toppings			
<input type="checkbox"/> Green Pepper	Pizza Toppings			

When we are going to sell a pizza, the modifiers group of Pizza Toppings will automatically appear to choose.



We can see in the lower right margin that appears a round split in four parts. If we do not select any portion, the pizza ingredients we select will be added to the four portions, as it shown below:



In contrast, there is also the option to select only one portion to add specific ingredients in that portion. In the following image, you can see how it has been added Camembert to the upper left portion, Almonds in the upper right and Bacon to the bottom right portion.

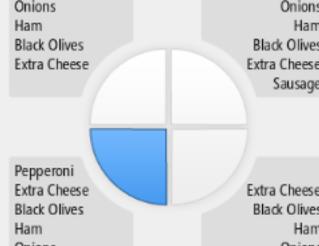
Cancel
Accept

1x BLACK OLIVES
12,50 \$

Selected
0
🗑️

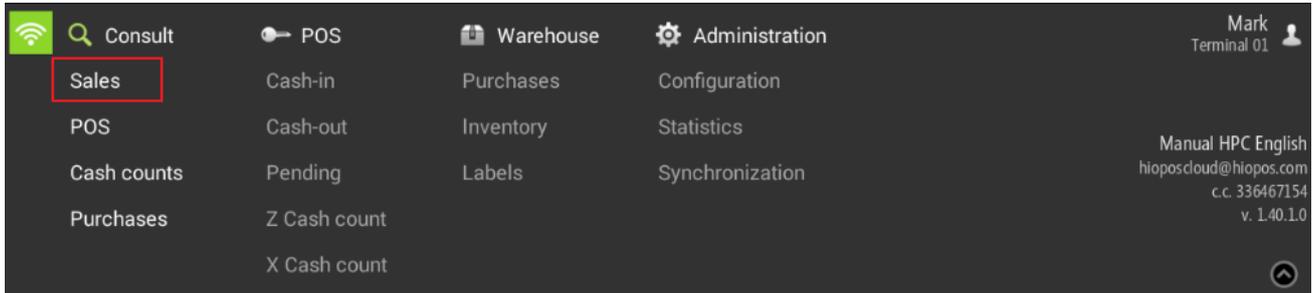
Crust	+1,00	+1,00	+1,00	+1,00	+1,00
Pizza Toppings	Extra Cheese	Pepperoni	Sausage	Green Peppers	Onions
Sauce					
Pizza Temperature	+1,00	+1,00			
	Black Olives	Ham			

More items
Comments
Next

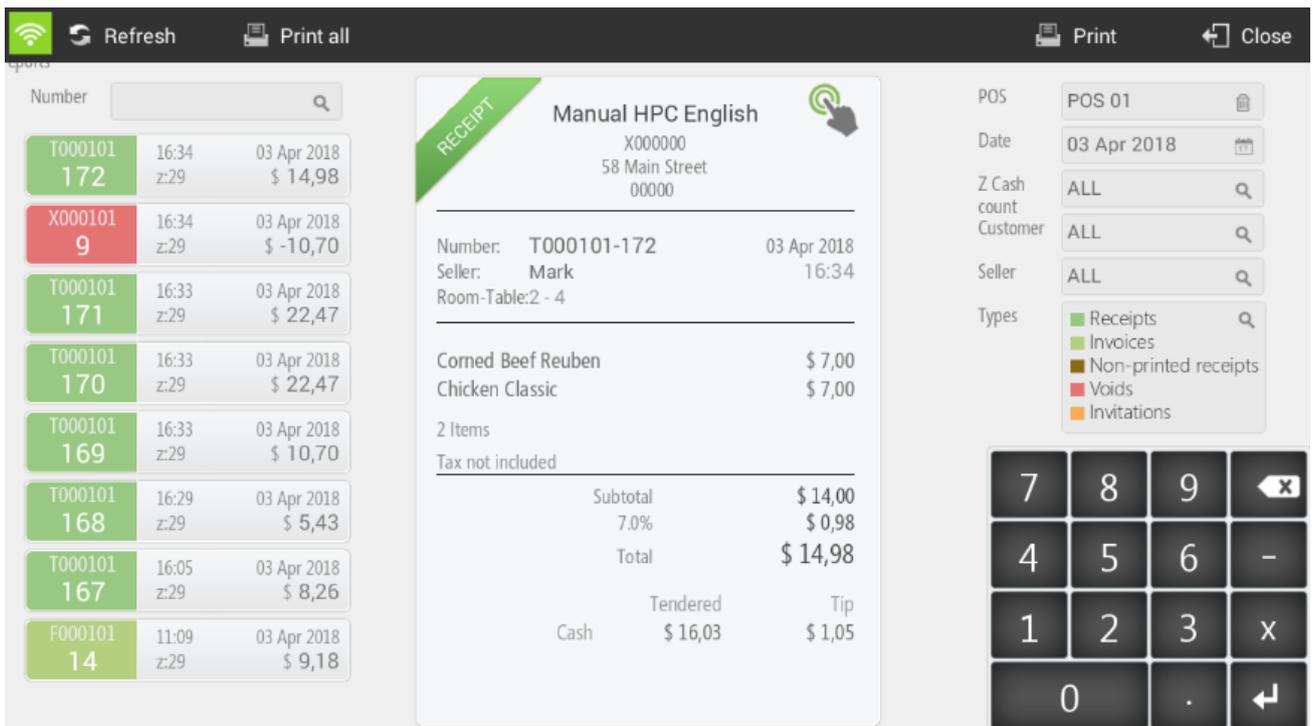
<ul style="list-style-type: none"> 1 x Black Olives 8,00 ▶ Pizza Toppings Onions (ALL) +1,00 Ham (ALL) +1,00 Black Olives (ALL) +1,00 Extra Cheese (ALL) +1,00 Sausage (TOP RIGHT) +0,25 Pepperoni (BOTTOM LEFT) +0,25 	
--	---

3. Consult Sales

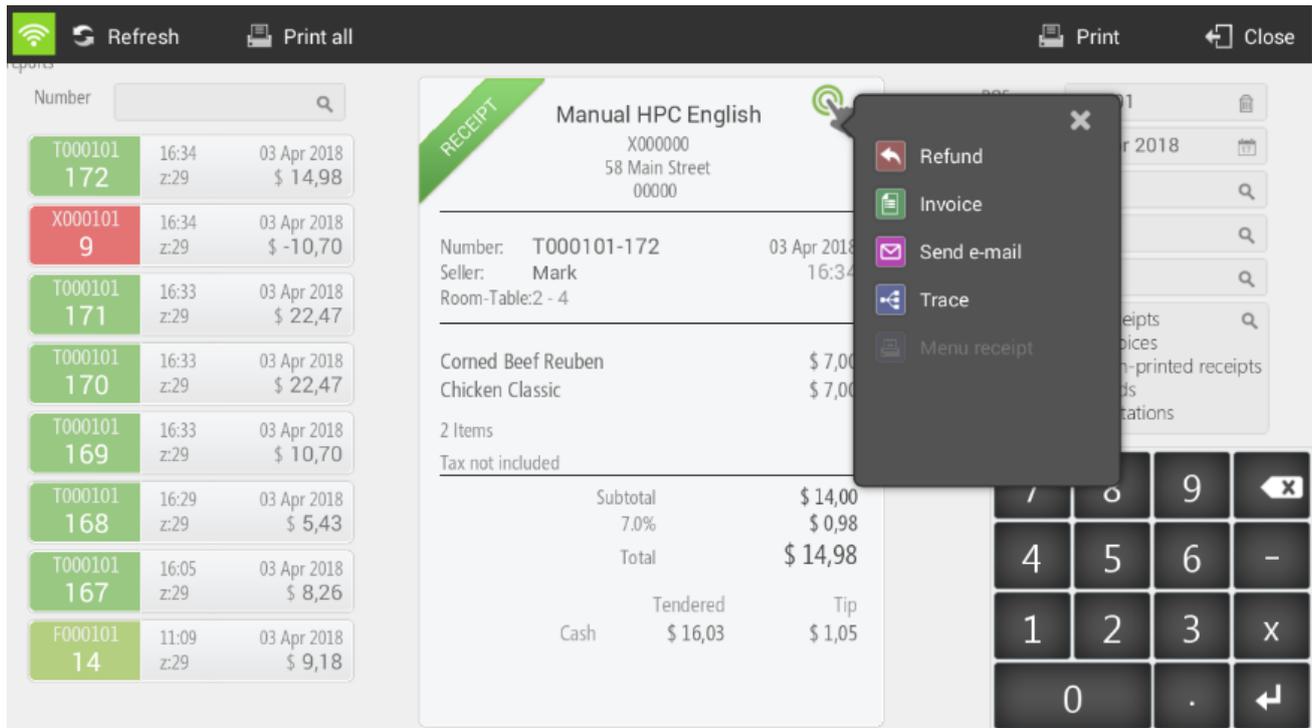
To consult the tickets that have been made we have to make a sales query. Click the *Consult* button and select *Sales*.



You can enter the number of the sale in the upper left field to access it or filter by *POS*, *Date*, *Z Cash Count*, *Client*, *Seller* or *Types* in the upper right panel.



Selecting above the ticket, there are the different options:



The screenshot displays the JCG software interface. On the left, there is a list of tickets with columns for Number, Time, Date, and Amount. The main area shows a receipt for 'Manual HPC English' with details like 'X000000', '58 Main Street', and '00000'. The receipt lists items: 'Corned Beef Reuben' and 'Chicken Classic', both priced at \$7.00. The total is \$14.98. A context menu is open over the receipt, offering options: Refund, Invoice, Send e-mail, Trace, and Menu receipt. A numeric keypad is visible on the right side of the interface.

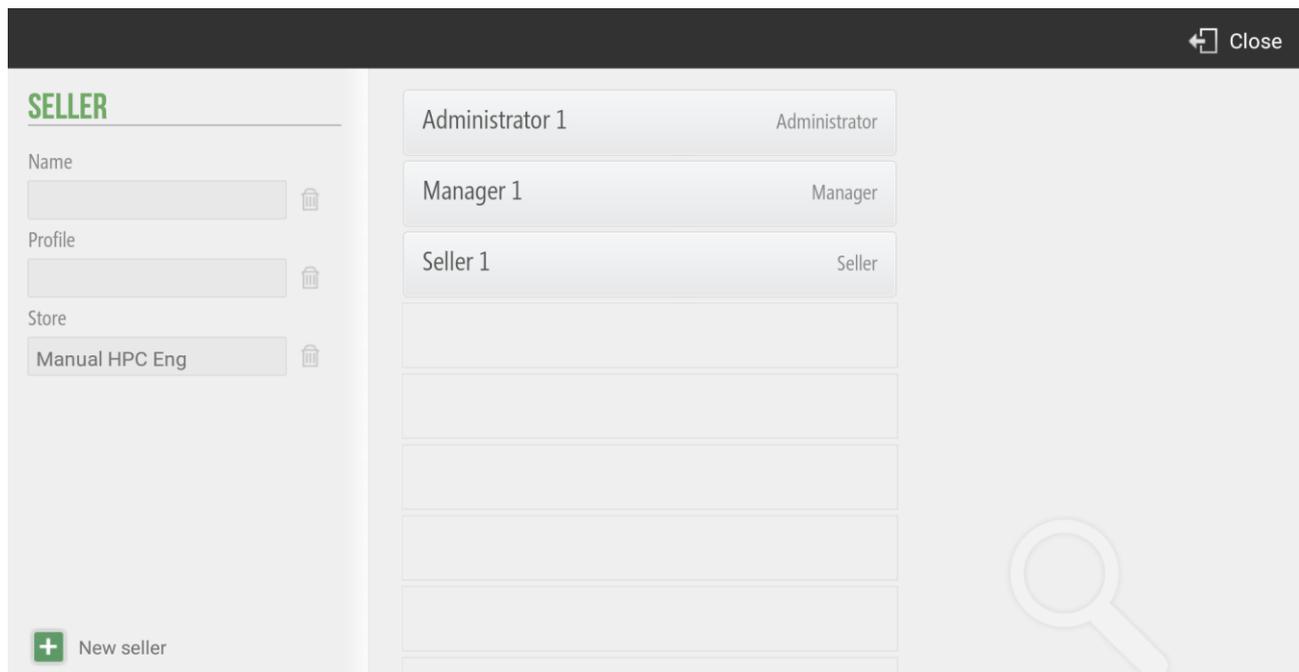
- Refund: you can refund line by line or all lines directly.
- Invoice: this option always requires you to select a client. You can create it again or select it if it already exists. Then, the ticket and the invoice will be paid directly.
- Send email: you must write to what e-mail you want to send the ticket.
- Trace: you can see the tracking of this ticket, to check if there is a ticket of credit or invoice.
- Menu receipt: this option will only be available in tickets where there are Menu items. The ticket will be printed without the contents of the plates consumed, it means, the name of the menu will appear but without the components.

You can print ticket for ticket or select in the option *Print all*.

4. Seller configuration

HioPOS Cloud allows the configuration of our Sellers. The application generates, by default, 3 different vendor types. In the initial moment, they will be created: an Administrator user, a Manager user and Seller user with different permissions depending on his figure. For the correct configuration of the different permissions, see the section: *User Profiles* of this manual.

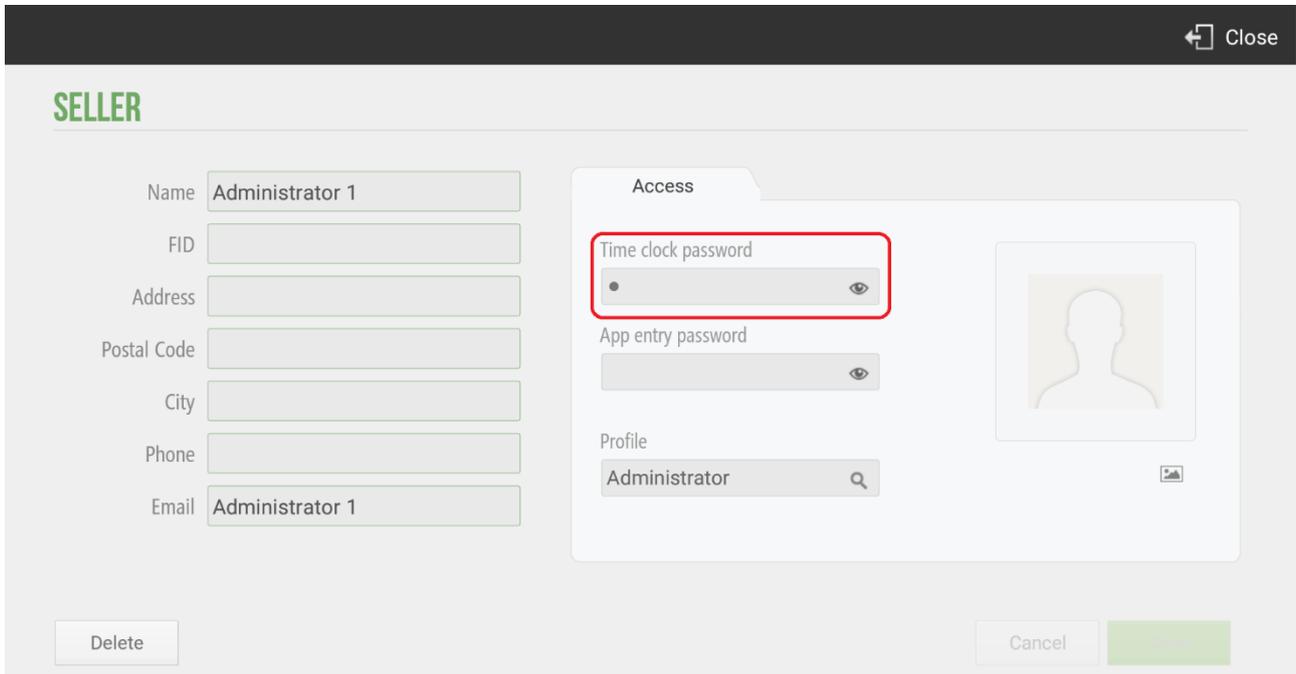
In *Configuration*, *Sellers* can consult the current sellers, configure them (assigning them a seller profile) and add new sellers. We can filter these features according to Name, Profile or Store.



4.1 Time Clock

HioPOS Cloud allows the Time Clock of the different user profiles that access the application. The correct implementation of the Time Clock is divided into three steps. First, the configuration of the Seller Access in the terminal. For this we will be located in *Configuration*, *Seller* and we will select *Seller*.

In the resulting screen we can modify the information fields, such as Name, NIF, etc. In the section on the right; Access, HioPOS allows us to configure a password for presence control as well as a password to enter the program. If we want to configure the time clock, we will set a password in this field.



SELLER

Close

Name Administrator 1

FID

Address

Postal Code

City

Phone

Email Administrator 1

Delete

Access

Time clock password

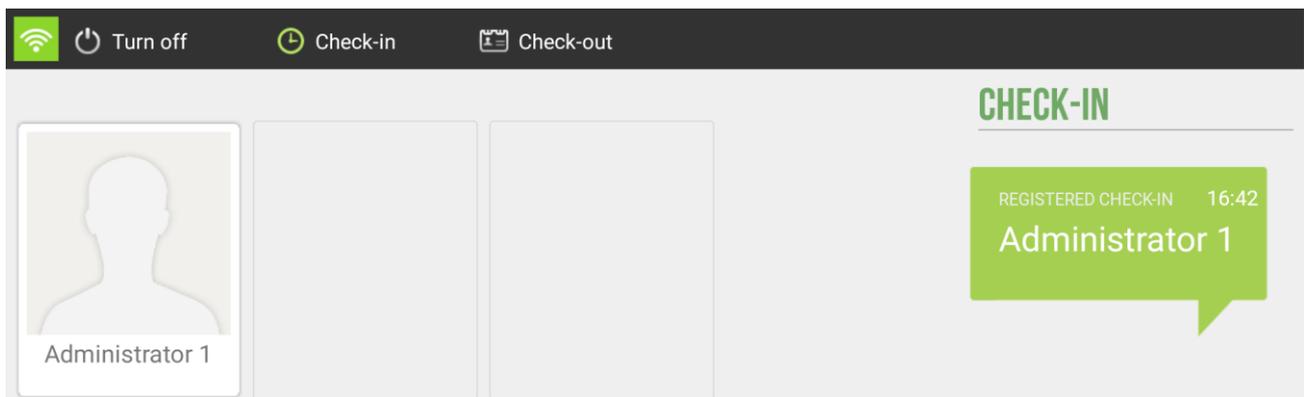
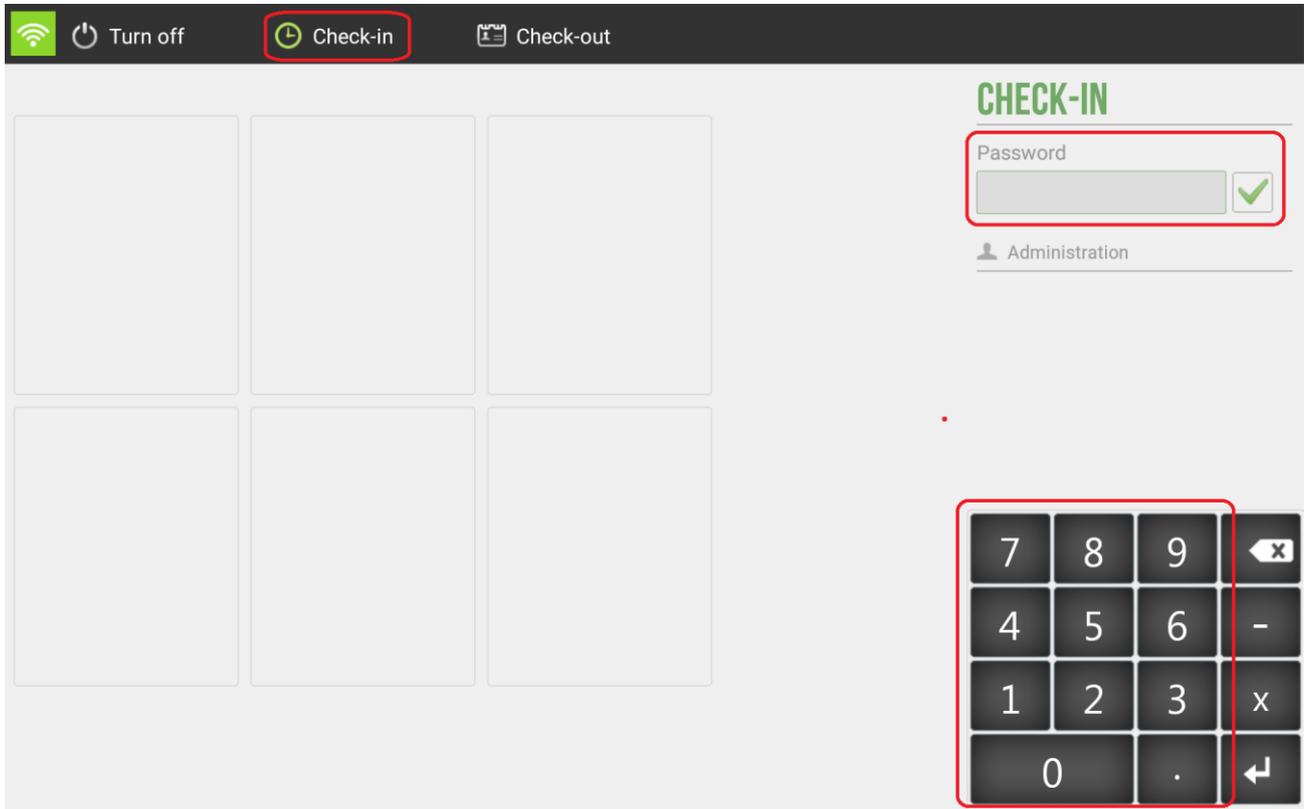
App entry password

Profile Administrator

Cancel Save

Once we have configured the time clock password in *Settings> Sellers> Access*, we will be on the initial screen. To start the application and enter to display the tables screen, we will have to select Input in the upper left margin of the screen and enter the password of the user.

To proceed to the entry select the Check in green that appears next to the password.

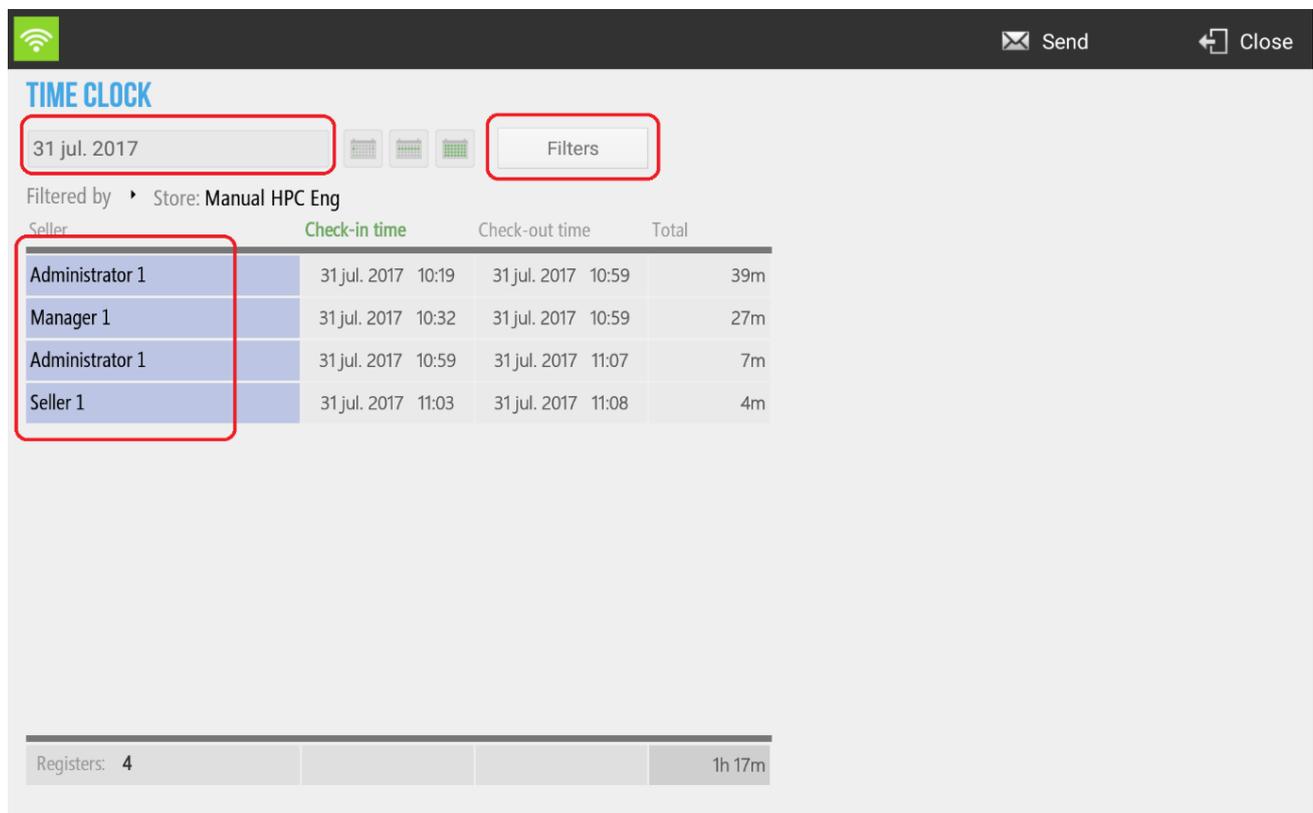


To confirm the correct registration of the user when starting the application, HioPOS launches the following warning message; *Registered entry*. The message shows the registration time and the registered user.

For the analysis of all the information retained in the Time Clock, the user should go to the section of *Administration, Statistics, Audit* and the option; *Time Clock* from where you can check the time clock of the different registered users.

In this report a table appears where the user can consult the Seller, the Check-in time and the Check-out time and the total minutes that the user has been connected in the application.

You can filter the time clock reports by store and by seller for a more detailed and in-depth analysis of the information contained. We can filter the time clock by date by choosing the period of time we want to analyse.



TIME CLOCK

31 jul. 2017 Filters

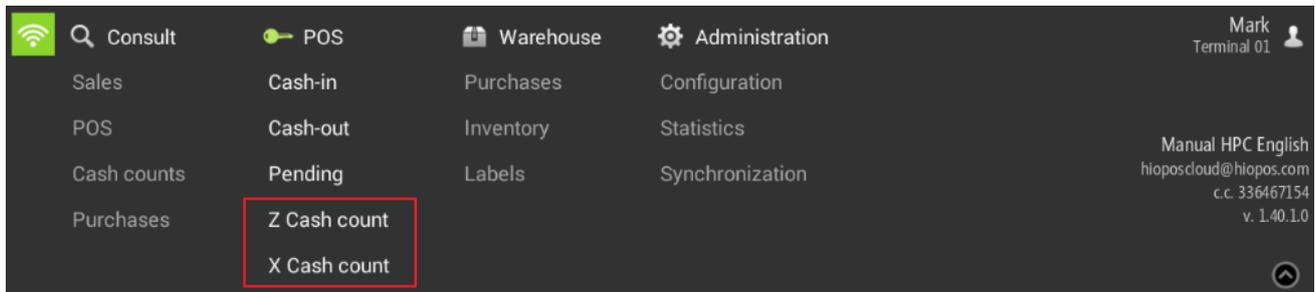
Filtered by Store: Manual HPC Eng

Seller	Check-in time	Check-out time	Total
Administrator 1	31 jul. 2017 10:19	31 jul. 2017 10:59	39m
Manager 1	31 jul. 2017 10:32	31 jul. 2017 10:59	27m
Administrator 1	31 jul. 2017 10:59	31 jul. 2017 11:07	7m
Seller 1	31 jul. 2017 11:03	31 jul. 2017 11:08	4m

Registers: 4 1h 17m

5. Cash Count

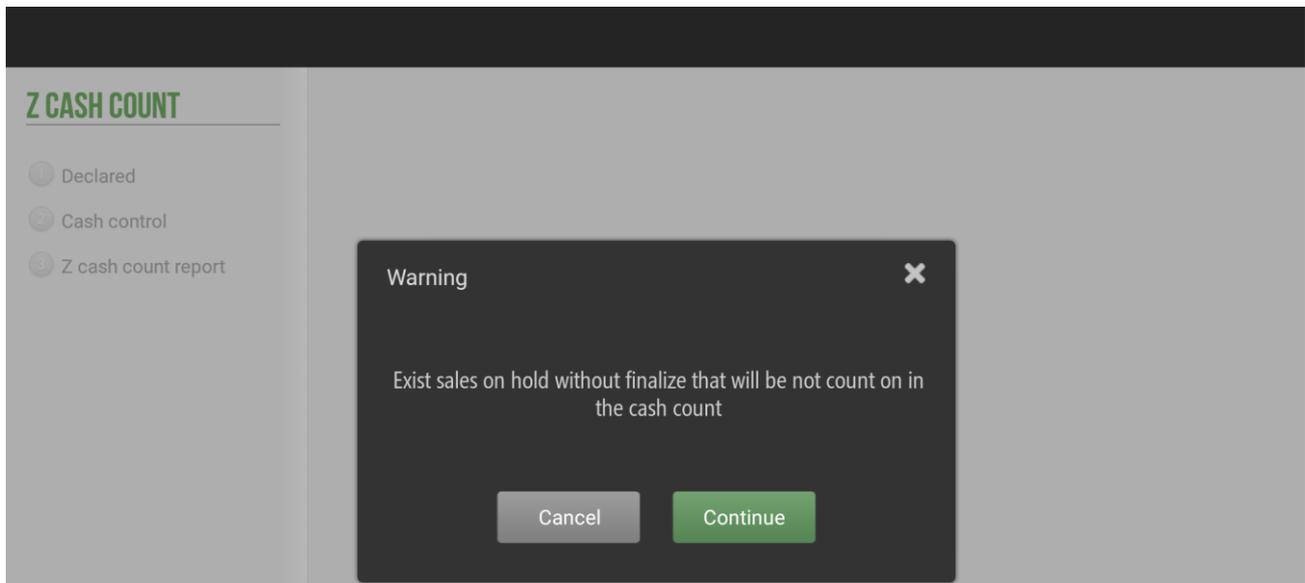
The cash count gives us a real picture of the transactions that have been made since the last cash closing. There are two types of cash count, Z Cash Count (for a definite POS closure) and X Cash Count (only what Z cash count would look like if it was done at that time).



5.1 Z Cash Count

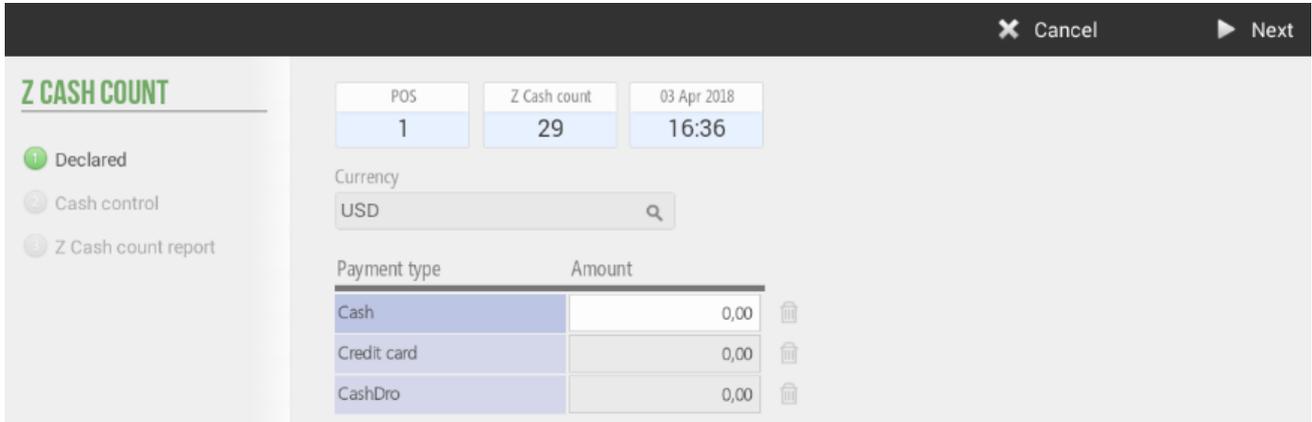
The Z cash count represents a definitive cashier closing. Once done this cannot be modified and it is from that moment in which any other transaction will form part of the following Z cash count. Z cash count consists of three parts, the declared, the cash control and Z cash count report.

If there were sales on hold, the application would show you a message to inform it and you should select whether to continue or cancel. In Configuration> Terminal Type, you must select whether to allow to do a Z cash count with open sales.



5.1.1 Declared

Enter the total amounts of each payment medium with which you have made a transaction in the



The screenshot shows the 'Z CASH COUNT' application in the 'Declared' step. The interface includes a sidebar with three options: 'Declared' (selected), 'Cash control', and 'Z Cash count report'. The main area displays the following information:

- POS: 1
- Z Cash count: 29
- Date: 03 Apr 2018
- Time: 16:36
- Currency: USD
- Payment type table:

Payment type	Amount
Cash	0,00
Credit card	0,00
CashDro	0,00

period corresponding to this cash count.

This is useful for calculating cash drafts. In case there is one, selecting *Next* the same application would notify you.

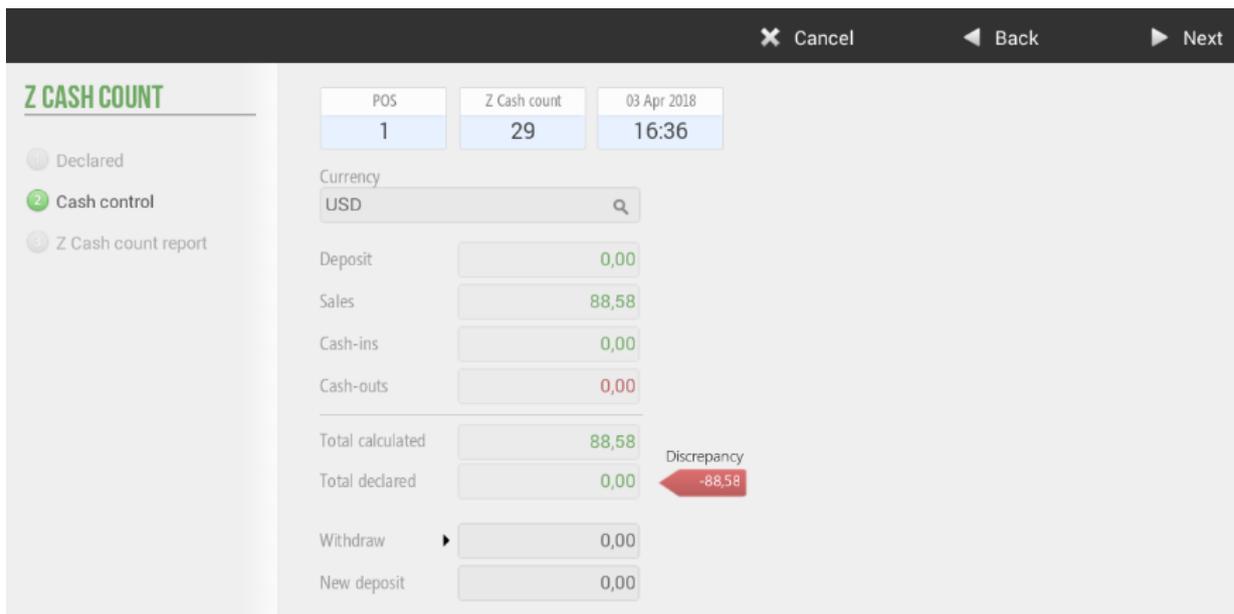
You can also select the currency with which you want to do the cash count.

If we had pending sales, the application will inform us, but we could make the cash count and if you count wrong the declared, a message will appear informing that there is a discrepancy.

5.1.2 Cash Control

The main function of the cash control is to enter the amount that we are going to withdraw from the cashier and introduce the *New float*, which will be the float (or initial amount in cash) that we will have the next day to start the day.

The first box shows the deposit that was introduced the previous day, it is not modifiable.



The screenshot shows the 'Z CASH COUNT' application in the 'Cash control' step. The sidebar now highlights 'Cash control'. The main area displays the following information:

- POS: 1
- Z Cash count: 29
- Date: 03 Apr 2018
- Time: 16:36
- Currency: USD
- Deposit: 0,00
- Sales: 88,58
- Cash-ins: 0,00
- Cash-outs: 0,00
- Total calculated: 88,58
- Total declared: 0,00
- Discrepancy: -88,58
- Withdraw: 0,00
- New deposit: 0,00

The three following boxes show the sales, cash-ins and cash-outs of cash that have been made in the period corresponding to the present Z cash count.

Deposit	0,00
Sales	88,58
Cash-ins	89,05
Cash-outs	0,00

If there is a difference between the calculated total (deposit + sales + Cash-ins - Cash-outs) and the total declared, the application will show us in red the existing mismatch between the two. If there is a positive discrepancy, will appear in green.

Total calculated	177,63	Discrepancy
Total declared	0,00	

5.1.3 Z Cash Count Report

Displays the total of the transactions made in the analysis period, separating by:

- Cash Control

ICG USA Cloud Restaurant		
123456		
POS	Z Cash count	10 Apr 2018
4	6	11:58
CASH CONTROL (Dollar)		
Deposit		\$ 0,00
Sales		\$ 565,62
Cash-ins		\$ 0,00
Cash-outs		\$ 0,00
Total calculated		\$ 565,62
Total declared		\$ 565,62
Discrepancy		\$ 0,00
Withdraw		\$ 565,62
New deposit		\$ 0,00

- Summary By Currency

SUMMARY BY CURRENCY (Dollar)			
	Calculate	Declared	Discrepancy
Cash	\$ 565,62	\$ 565,62	\$ 0,00
TOTAL	\$ 565,62	\$ 565,62	\$ 0,00

- Overpayments (tips) (if exists)

OVERPAYMENTS (USD)		
	Tips	Leftover
Cash	\$ 5,79	\$ 0,00
TOTAL	\$ 5,79	\$ 0,00

- Sales by Seller

SALES BY SELLER			
	Sales	Amount	%
Mark	8	\$ 121,49	
TOTAL	8	\$ 121,49	

- Taxes Summary (if exists different taxes)

TAXES SUMMARY		
	Base amount	Tax
Additional tax	\$ 15,00	\$ 0,46
Sales Tax	\$ 76,00	\$ 5,33
TOTAL	\$ 91,00	\$ 5,79

- Sales by Family

SALES BY FAMILY			
	Units	Amount	%
Drinks	8	\$ 21,85	
Menus	0	\$ 0,00	
Sandwiches	12	\$ 87,92	
Charges and discounts	0	\$ 1,00	
Rounding	0	\$ 0,02	
TOTAL	20	\$ 110,79	

- Sales by Range

SALES BY RANGE			
	Sales	Amount	Average
X000101	1	\$ -10,70	\$ -10,70
T000101	6	\$ 84,31	\$ 14,05
F000101	2	\$ 37,18	\$ 18,59
TOTAL	9	\$ 110,79	\$ 12,31

- Sales Summary

SALES SUMMARY	
Sales value	\$ 120,49
Discount amount	\$ 0,00
Charges amount	\$ 1,00
Voided sales value	\$ -10,70
TOTAL	\$ 110,79

We can select whether print or not print the Cash Count, and if you want to send it by email. To review an already cash count, go to the *Cash Count* option in the *Consult* tab.

You can select if you want to send by e-mail the Cash Count automatically, in the section *Configuration, Store*.


Cash count

Send by e-mail

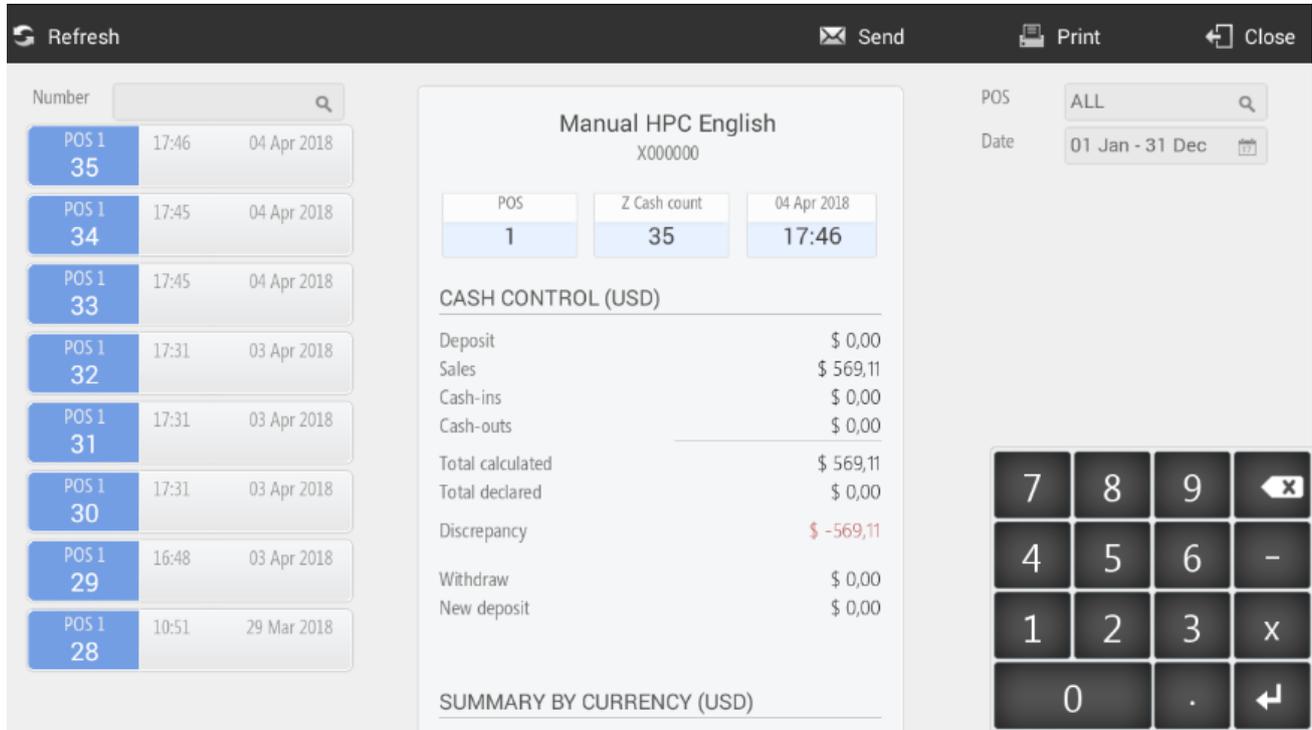
5.2 X Cash Count

It shows how the X Cash Count will be at that moment, starting to calculate from the last Z Cash Count realized. The X Cash Count can be useful when working in turns, either cashier or different schedules within the same day.

There is no record of the X Cash Count made, but can be printed or sent by e-mail.

5.3 Consult Cash Counts

Once we have made a Z cash count, if we want to re-visualize it we will have to press the *Consult* button and select *Cash Count*.



Manual HPC English
X000000

POS	Z Cash count	04 Apr 2018
1	35	17:46

CASH CONTROL (USD)

Deposit	\$ 0,00
Sales	\$ 569,11
Cash-ins	\$ 0,00
Cash-outs	\$ 0,00
Total calculated	\$ 569,11
Total declared	\$ 0,00
Discrepancy	\$ -569,11
Withdraw	\$ 0,00
New deposit	\$ 0,00

SUMMARY BY CURRENCY (USD)

Here you can find all Z Cash Counts made up to date, we can search by number of Cash Count in the upper left field or filter by *Date* or select the POS from which we want to see the cash counts, in the upper right panel.

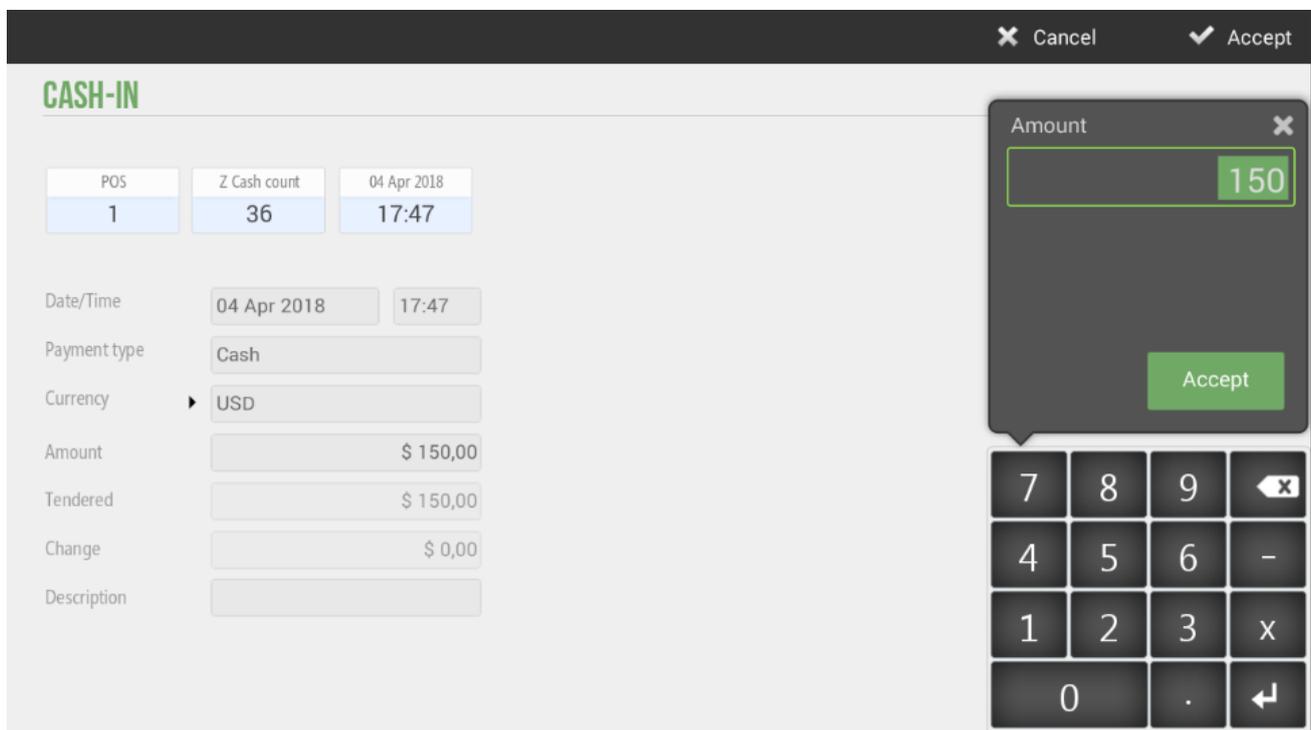
6. Cash-in and Cash-out

The program has the functionality of cash in and cash-out. Cash-in are an amount of money delivered to the establishment and Cash-out are amounts delivered by the establishment. To report a cash entry, we will have to select *Cash Flow* and *Cash-in* option. In it we will inform the amount delivered.

In case the delivered amount does not correspond with the actual amount - field amount -, this will generate a difference that will be displayed in the field: Change.

In the cash entries the user can inform about the description of the same, that is to say, the concept by which he receives said input, for example, "cash charge".

We can also select the means of payment, within those previously configured in the application and set the Currency of transaction.



The screenshot displays the 'CASH-IN' interface. At the top right, there are 'Cancel' and 'Accept' buttons. The main form contains the following fields:

- POS: 1
- Z Cash count: 36
- Date/Time: 04 Apr 2018 17:47
- Payment type: Cash
- Currency: USD
- Amount: \$ 150,00
- Tendered: \$ 150,00
- Change: \$ 0,00
- Description: (empty)

A numeric keypad is overlaid on the right side of the form, and a small 'Amount' dialog box is open, showing the value 150 and an 'Accept' button.

To report a cash out, we will have to select *Cash Flow* and *Cash-out*. In it we will inform the amount of the output and write in the description box, the concept of the same.

We can also select the means of payment, within those previously configured in the application and set the Currency of the transaction.

✕ Cancel ✓ Accept

CASH-OUT

POS	Z Cash count	04 Apr 2018
1	36	17:49

Date/Time: 04 Apr 2018 17:49

Payment type: Cash

Currency: ▶ USD

Amount: \$ 100,00

Description:

Amount ✕

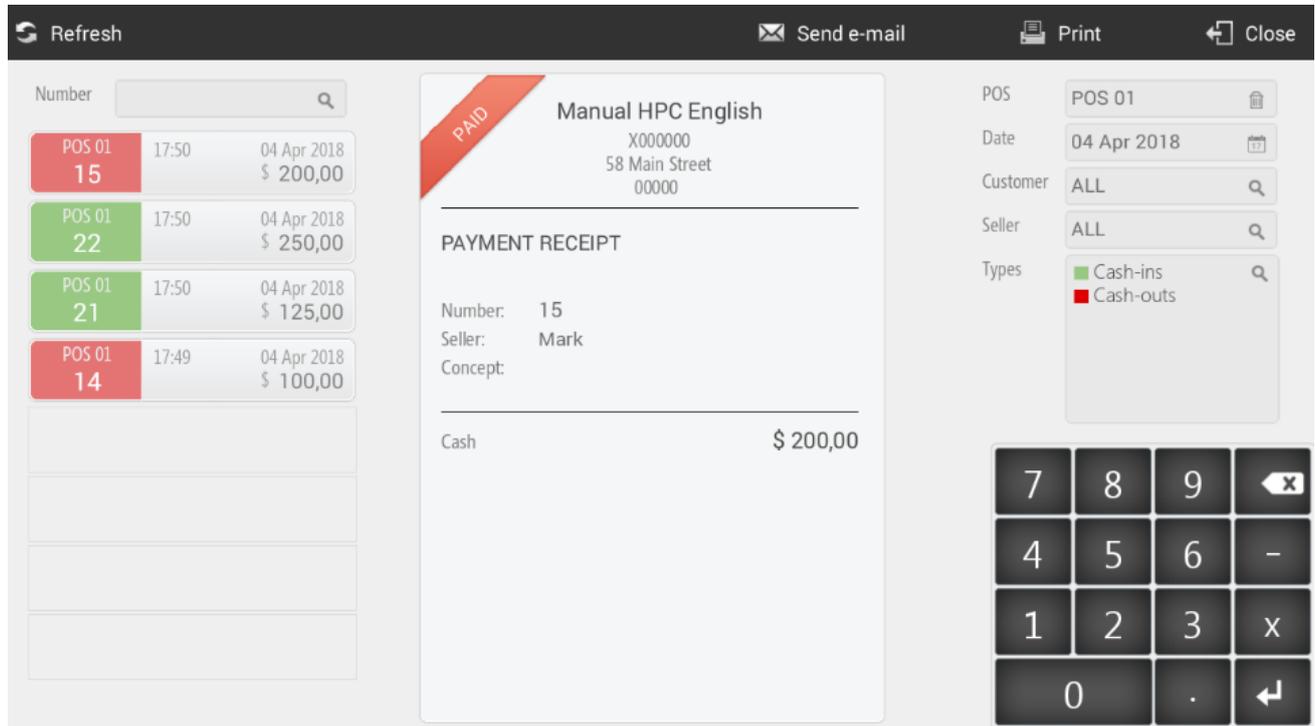
100

Accept

7	8	9	✕
4	5	6	-
1	2	3	x
0	.	↵	

6.1 Cash consult

Once we have performed Cash-In and Cash-Out operations, the application allows us to check the incoming and outgoing movements. From the *Consult* option, POS will access the display of the Cash-In and Cash-Out can filter the same according to Pos, Date, Client, Seller and Types, Cash-Ins (green) and Cash-Outs (red) -.



The screenshot displays the 'Cash consult' interface. At the top, there are navigation options: Refresh, Send e-mail, Print, and Close. On the left, a list of transactions is shown with columns for POS, Time, Date, and Amount. The transactions are color-coded: red for cash-outs and green for cash-ins.

POS	Time	Date	Amount
POS 01	17:50	04 Apr 2018	\$ 200,00
POS 01	17:50	04 Apr 2018	\$ 250,00
POS 01	17:50	04 Apr 2018	\$ 125,00
POS 01	17:49	04 Apr 2018	\$ 100,00

The central panel shows a 'PAYMENT RECEIPT' for 'Manual HPC English' (X000000, 58 Main Street, 00000). The receipt details include: Number: 15, Seller: Mark, Concept: (blank), and Cash: \$ 200,00. A red 'PAID' stamp is visible in the top left corner of the receipt area.

The right panel contains filter options: POS (POS 01), Date (04 Apr 2018), Customer (ALL), Seller (ALL), and Types (Cash-ins, Cash-outs). A numeric keypad is located at the bottom right of the interface.

In case we had the document number of the movement of entry or exit we could inform and visualize it directly.

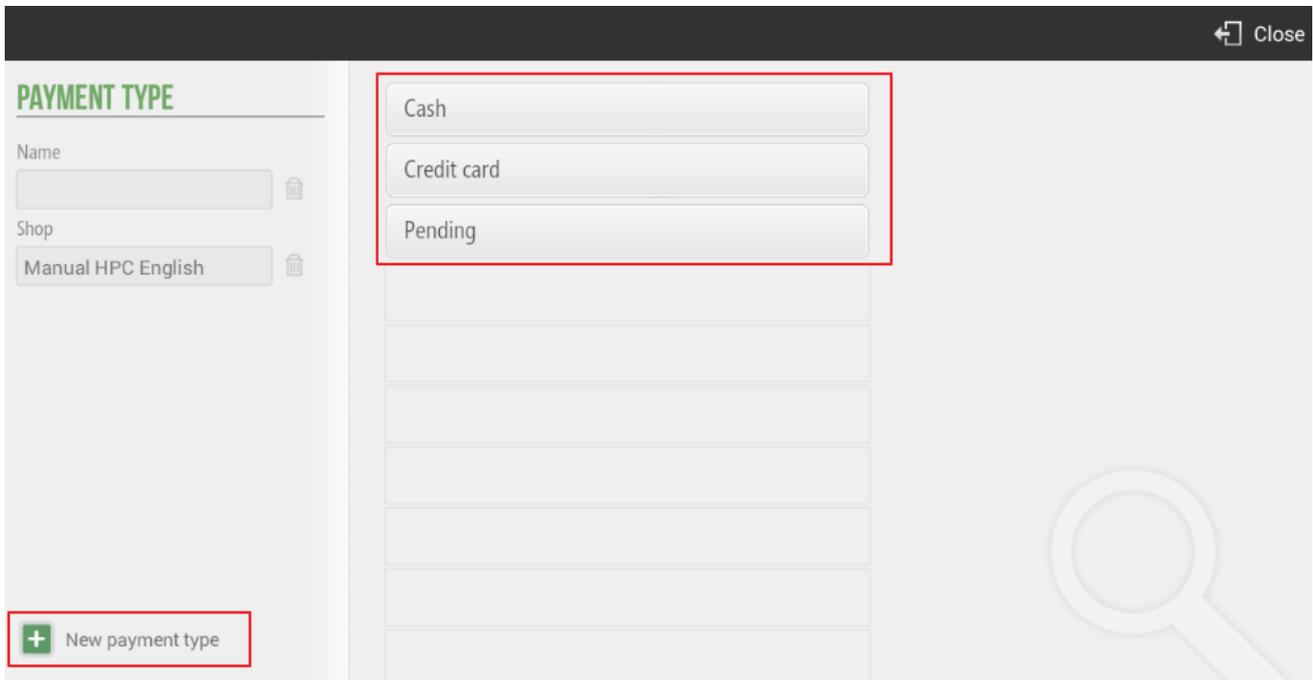
With HioPOS Cloud you can also send the Cash consult by email or print it on a ticket printer.

7. Payment types

The program has already created by default the payment types Cash, Credit Card and Pending. You can configure the existing ones and create new ones in the menu *Payment type* of the *Configuration*.

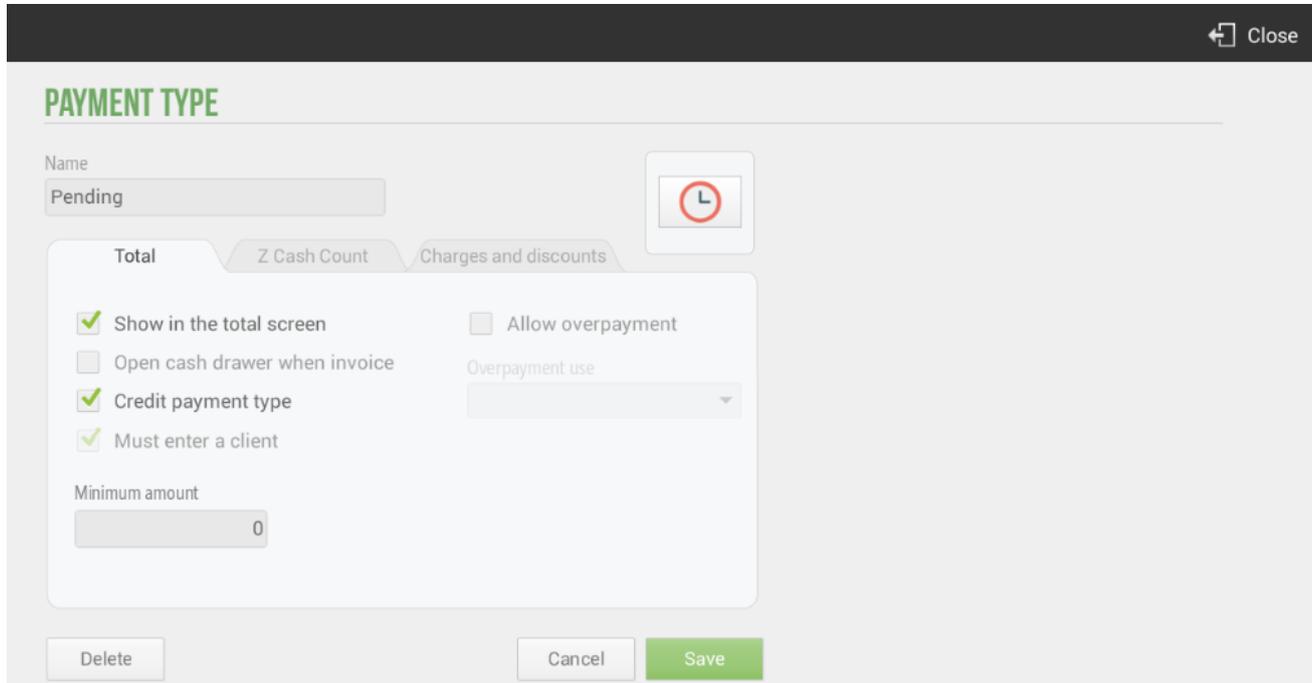


This is the configuration screen for them, select one of the existing payment methods or create a *New payment type*:



7.1 Modifiable Parameters

Each payment type can be configured independently of the others.



- Visible in the total screen: the payment type will appear on the totalization screen of the ticket, in order to be selected as a means of payment for that transaction.
- Open drawer when totalling: once the sale ends the drawer will open (requires a drawer to be connected, set it in the section *Configuration Devices*).
- It is a means of payment on credit: when using this method of payment it will be necessary to assign a customer to the document, in order to keep track of sales on credit from the option *Pending* on the *Cash* tab of the upper menu. The literal "on credit" means that it is a sale that has not been charged, if we do not activate this check, we will make a sale with the payment method "Pending" but will actually be made as a normal sale, and in the section *POS, Pending*, these sales will not appear.
- It is mandatory to assign a customer: the customer's data will appear printed on the ticket, in addition to being invoiced or sent the document via email if it is configured.
- Allow overpayment: In case of accepting overpayments, you can select which application to give this amount (*Change, Tip or Overdraft*), so that it appears reflected in the ticket.
- Minimum Amount: Enter the minimum amount of the transaction so that this payment method can be used.

You can also set whether the means of payment has to be declared in the Z-Cash count (upper tab). Select whether the means of payment is mandatory to be declared, if it is optional or if it is never declared.

Close

PAYMENT TYPE

Name
Pending

Total Z Cash Count Charges and discounts

To be declared
Never
Optional
Mandatory
Never

Delete Cancel Save

Also, there is the option to apply *Charges and discounts* at the payments types. This option is available for all payment types.

Close

PAYMENT TYPE

Name
Cash

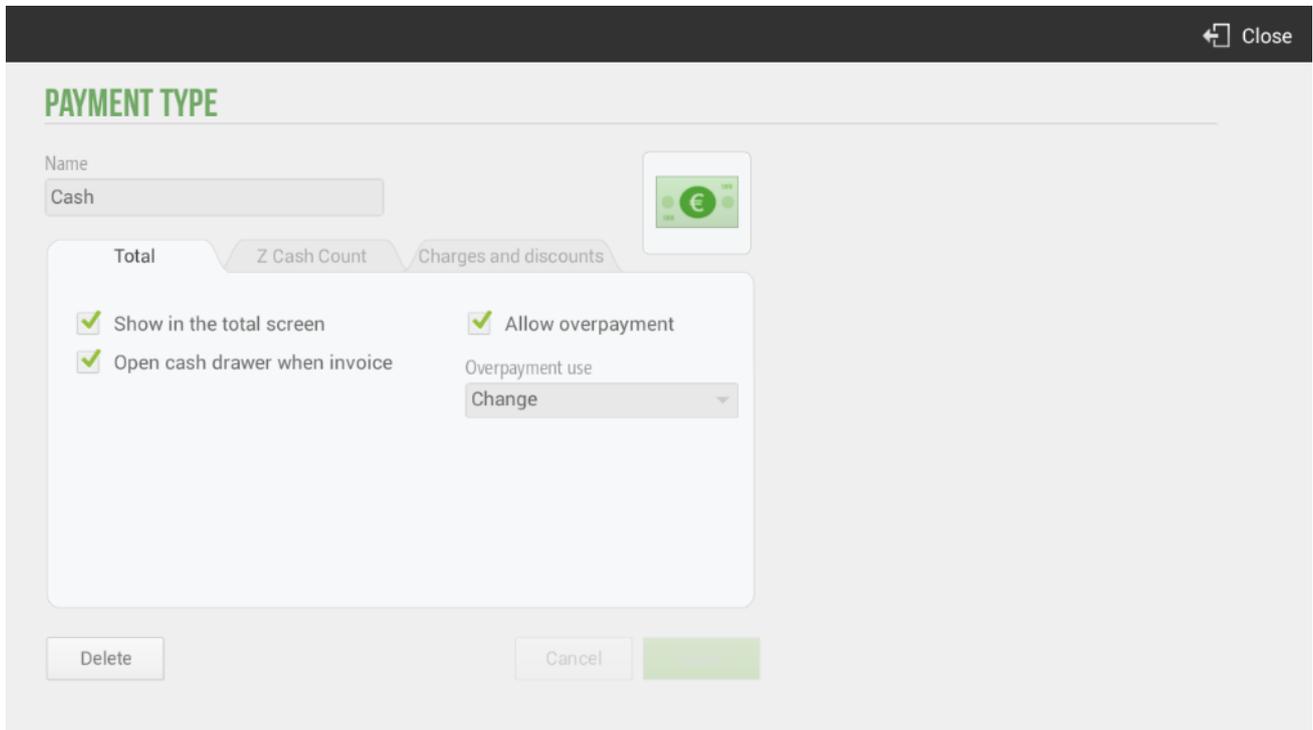
Total Z Cash count Charges and discounts

Charge/discount type
None
None
By amount
By percentage

Delete Cancel Save

7.2 Payment Type: Cash

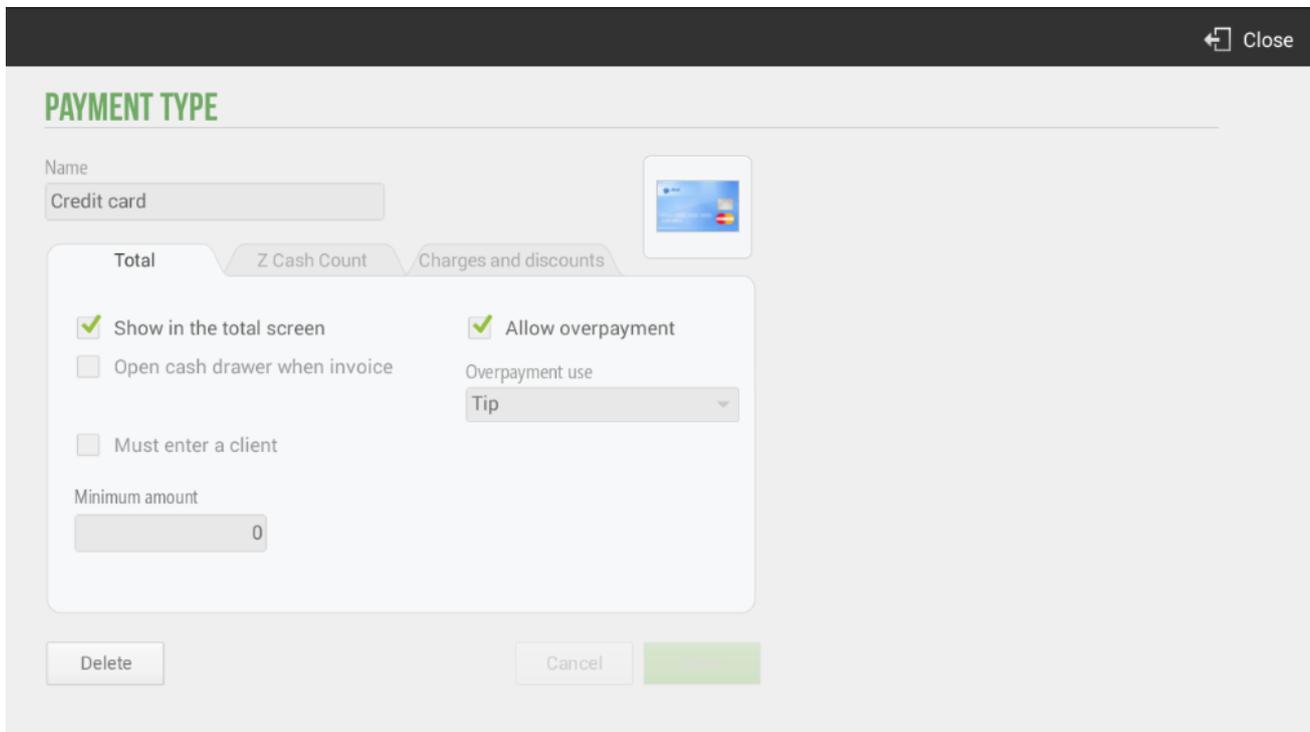
The cash means of payment has limited configuration options due to their nature, and cannot be removed from the payment types.



The screenshot shows the 'PAYMENT TYPE' configuration interface. At the top right, there is a 'Close' button with a back arrow icon. The main title 'PAYMENT TYPE' is in green. Below it, the 'Name' field contains 'Cash'. To the right of the name field is a green icon with a white Euro symbol (€). Below the name field are three tabs: 'Total', 'Z Cash Count', and 'Charges and discounts'. The 'Total' tab is selected. Under the 'Total' tab, there are four configuration options: 'Show in the total screen' (checked), 'Open cash drawer when invoice' (checked), 'Allow overpayment' (checked), and 'Overpayment use' (set to 'Change'). At the bottom of the form, there are three buttons: 'Delete', 'Cancel', and a green 'Save' button.

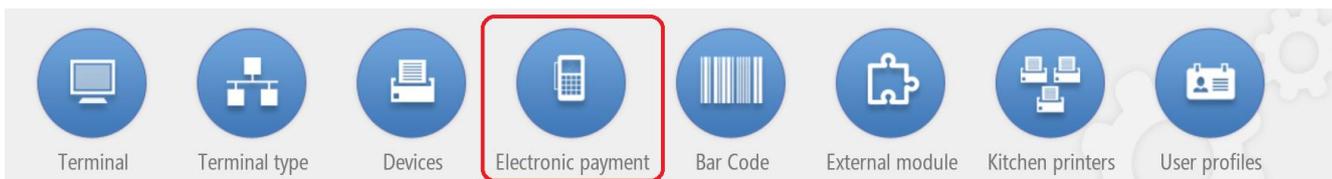
Thus of the options that can be modified originally only those that have relation with the cash collection are available.

7.3 Payment Type: Card



This means of payment also has a special configuration and cannot be eliminated.

This means of payment is special also since it is connected with another module of the *Configuration*, the *Electronic Payment*.



The configuration of the electronic payment depends on your bank provider, enter the data that you provide in the free boxes. Even so, the distributor must access CloudLicense and configure a payment gateway.

The electronic charging terminal can be connected via *Bluetooth* or via *USB port*. If you connect via a USB port, HioPOS Cloud will detect it automatically and simply select the port name. If you connect via Bluetooth, first make sure that the charging terminal is active and connected to the Android operating system from the *Settings* of the same Android terminal.

As a parameter configurable and independent of the information provided by your electronic bank entity is the *Enter Tip*. Select if you are going to accept tips *before payment* or *Never*.

Depending on the nature of your electronic payment terminal, or how it is configured, the customer can sign on the terminal's screen. Set the parameter in the *Signature* box.

✕ Cancel ✓ Accept

ELECTRONIC PAYMENT Comercia Global Payments

Connection Device (Bluetooth)

BLUETOOTH Habilitar login transparente

User

297569444

Business code Terminal number

297569444 4

Enter tip

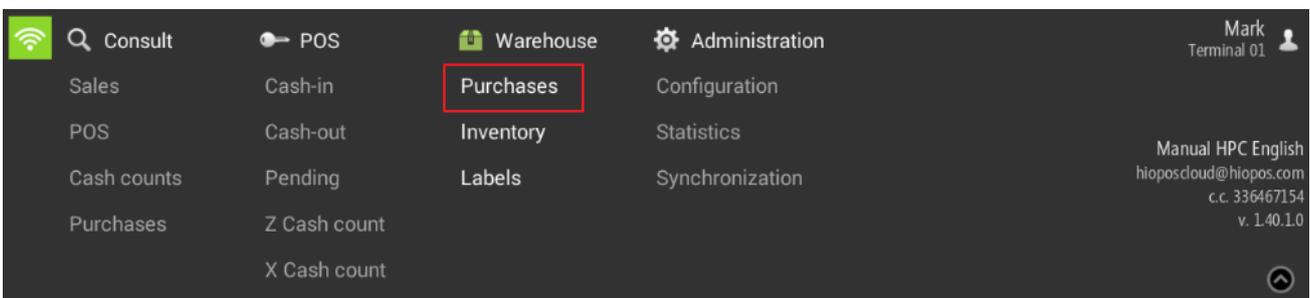
Never

8. Warehouse and Suppliers

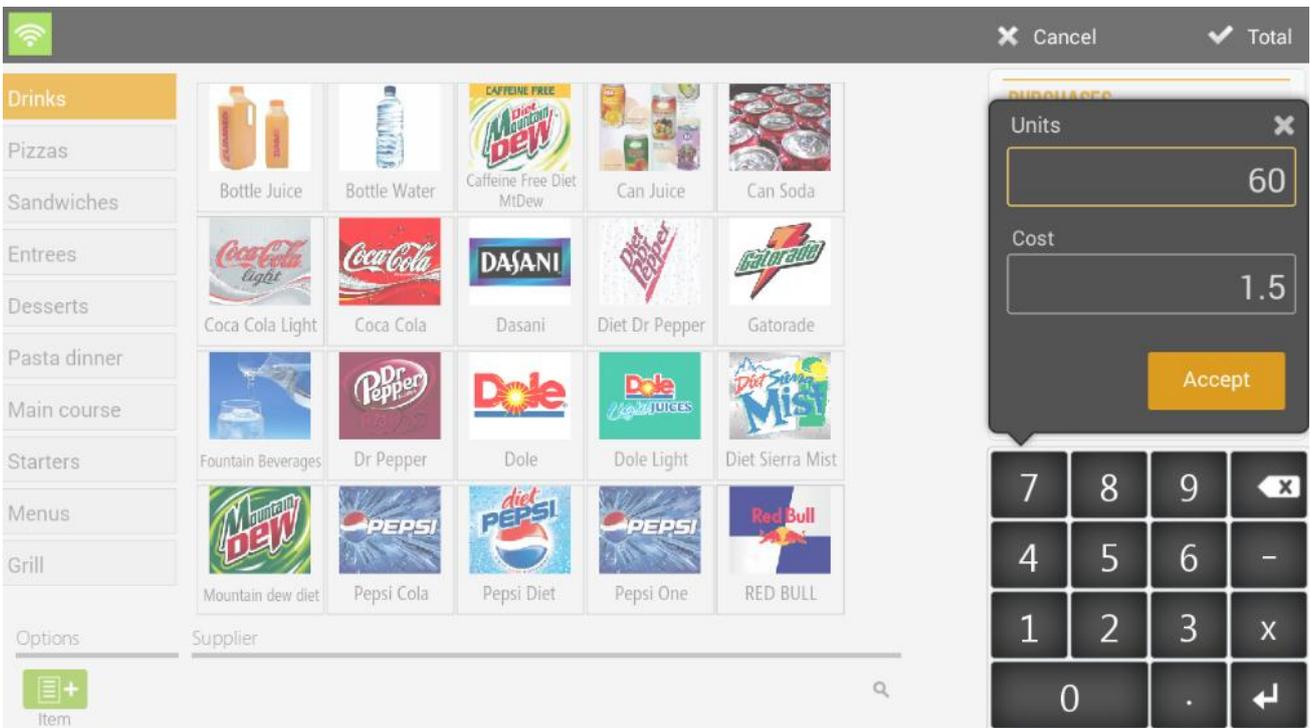
The *Warehouse* button offers a *Purchasing* and *Inventory* module. This means you will be able to control the availability of each product of the sale, to make a better forecast of purchase and not to fall in stock rupture.

8.1 Purchases

The HioPOS Cloud purchasing module allows you to manage the procurement of products. Go to the *Warehouse* tab and select *Purchasing*.

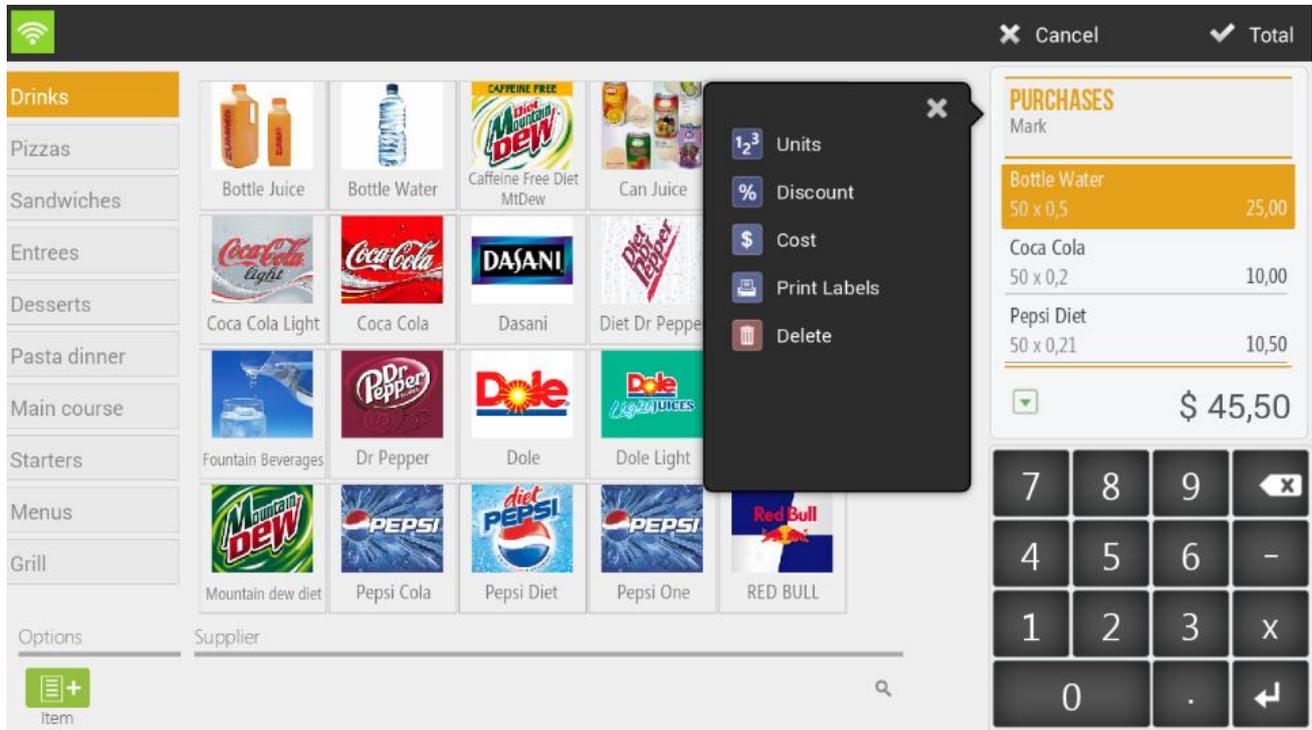


Select the products that you want to stock, as well as the purchase quantity and the cost of the same. If in the section of *Edit items*, *Cost* is an amount already fixed, it will appear on this screen. You can buy it at a different price than the existing one, just change it in this screen and it would be updated automatically in the section of *Edit items*. The quantity you buy will be added to the total stock we have of the item.



If we select one or more of the items that we have added in the ticket, we can modify the *Units*, apply a *Discount* in percentage on the price, change the unit *Cost* of the purchase and *Delete* the lines of the ticket.

In the cost, the numerical value that is by default will appear in the section of *Configuration, Items, Edit items* of articles or the last value of cost that was inserted when making a purchase.

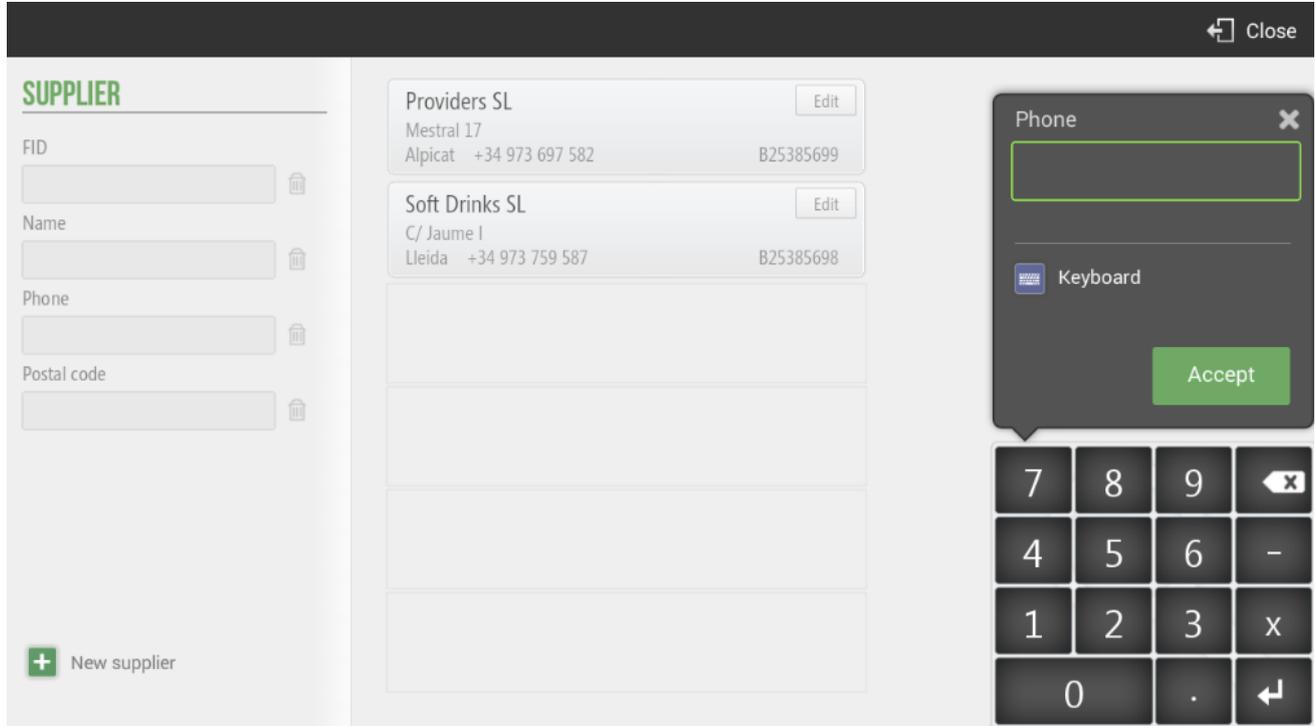


The screenshot displays a POS application interface. On the left is a vertical menu with categories: Drinks, Pizzas, Sandwiches, Entrees, Desserts, Pasta dinner, Main course, Starters, Menus, Grill, and Options. The main area shows a grid of drink items with images and labels: Bottle Juice, Bottle Water, Caffeine Free Diet MtDew, Can Juice, Coca Cola Light, Coca Cola, Dasani, Diet Dr Pepper, Fountain Beverages, Dr Pepper, Dole, Dole Light, Mountain dew diet, Pepsi Cola, Pepsi Diet, Pepsi One, and RED BULL. A context menu is open over the items, listing: Units, Discount, Cost, Print Labels, and Delete. On the right, a 'PURCHASES' section shows a list of items: Bottle Water (50 x 0,5 for 25,00), Coca Cola (50 x 0,2 for 10,00), and Pepsi Diet (50 x 0,21 for 10,50), with a total of \$ 45,50. Below the list is a numeric keypad.

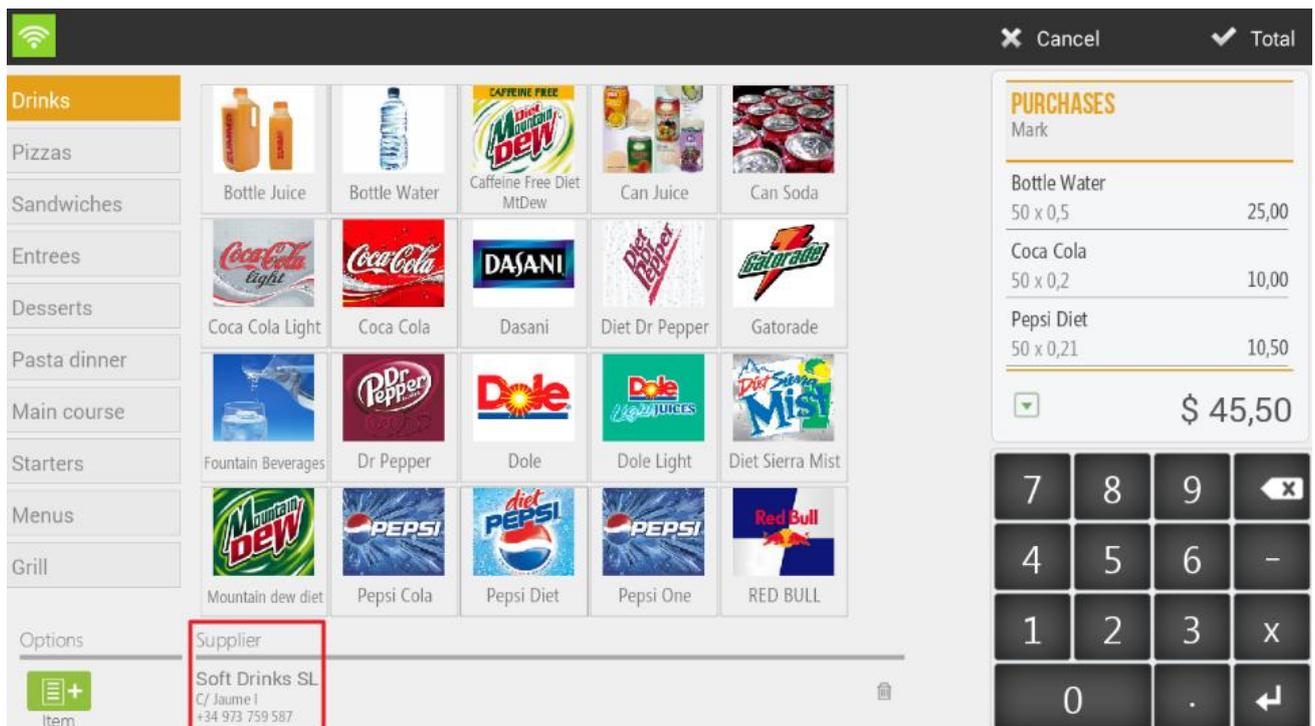
From the top menu we can access to see all the delivery notes of the purchases that have been made, select the *Purchases* option from the *Consult* menu.

8.1.1 Purchases by supplier

In the same module of purchases click on the box of the bottom where it puts *Vendor* and select one of the list.

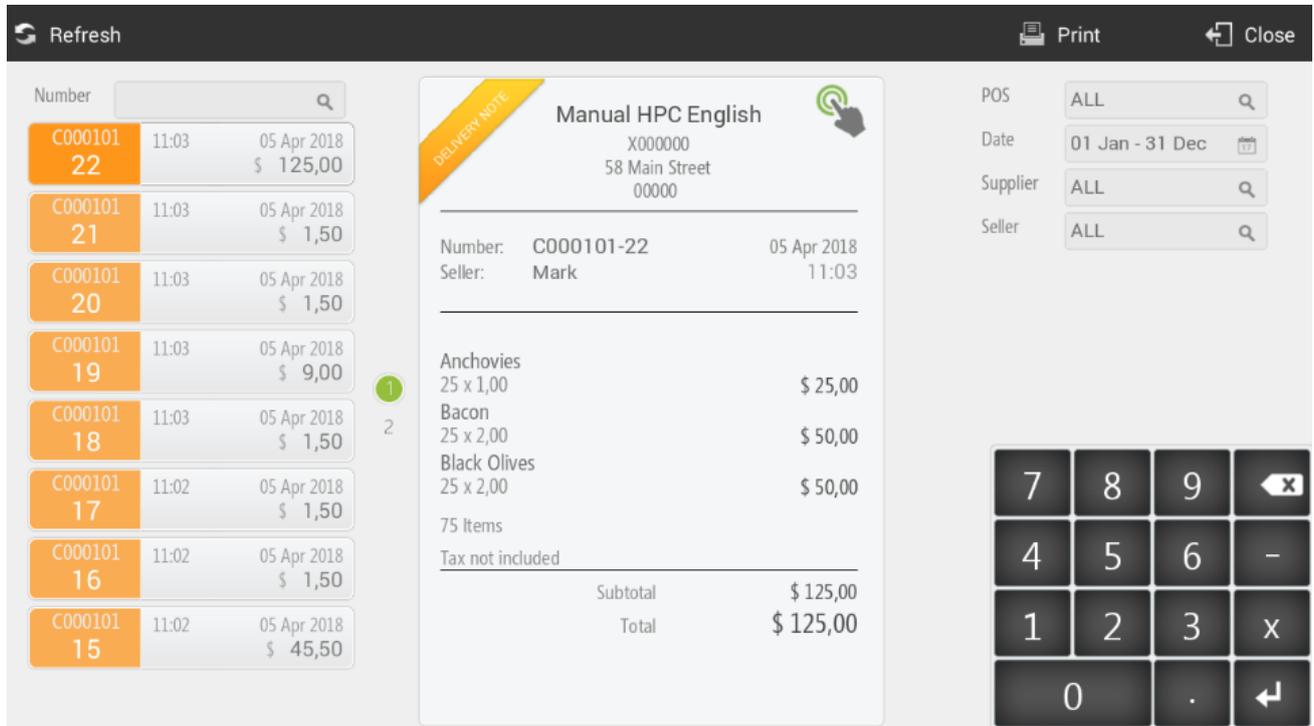


The delivery notes you make when you total the purchase will be assigned to the vendor you have selected.



8.1.2 Consult Purchases

Look for the delivery note receipt for *Number* or filter by *POS*, *Date*, *Supplier* and *Seller*. You can reprint the documents if you wish.



The screenshot displays the 'Consult Purchases' interface. On the left, a list of purchase records is shown with columns for Number, Date, and Amount. The record with Number C000101-22 is highlighted in orange. The main area shows a detailed view of this purchase, titled 'Manual HPC English'. It includes a 'DELIVERY NOTE' banner, a hand icon for reprinting, and a list of items: Anchovies (25 x 1,00 for \$25,00), Bacon (25 x 2,00 for \$50,00), and Black Olives (25 x 2,00 for \$50,00). The total amount is \$125,00. On the right, there are filters for POS, Date, Supplier, and Seller, all set to 'ALL'. A numeric keypad is visible at the bottom right.

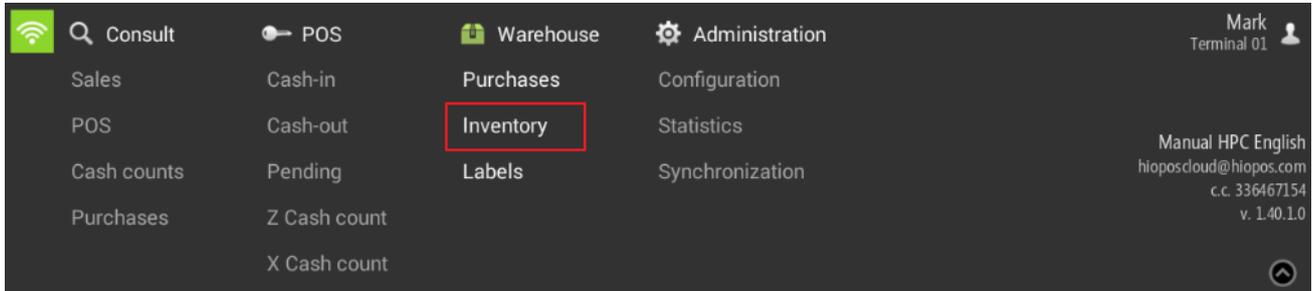
Number	Date	Amount
C000101-22	11:03 05 Apr 2018	\$ 125,00
C000101-21	11:03 05 Apr 2018	\$ 1,50
C000101-20	11:03 05 Apr 2018	\$ 1,50
C000101-19	11:03 05 Apr 2018	\$ 9,00
C000101-18	11:03 05 Apr 2018	\$ 1,50
C000101-17	11:02 05 Apr 2018	\$ 1,50
C000101-16	11:02 05 Apr 2018	\$ 1,50
C000101-15	11:02 05 Apr 2018	\$ 45,50

Manual HPC English	
X000000 58 Main Street 00000	
Number:	C000101-22 05 Apr 2018
Seller:	Mark 11:03
Anchovies	25 x 1,00 \$ 25,00
Bacon	25 x 2,00 \$ 50,00
Black Olives	25 x 2,00 \$ 50,00
75 Items	
Tax not included	
Subtotal	\$ 125,00
Total	\$ 125,00

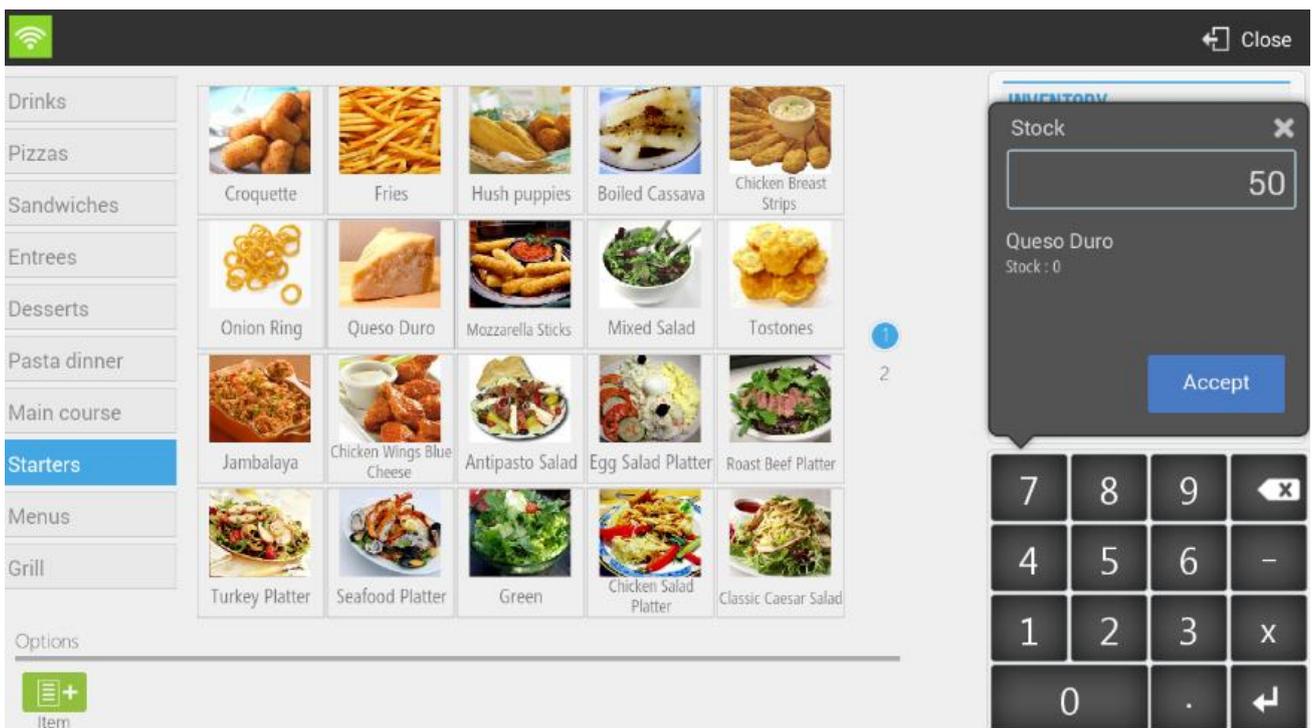
By selecting above the delivery note, there is the option to refund it partially or totally.

8.2 Inventory

The inventory of HioPOS Cloud allows to modify the stock that we have. Go to the *Consult* tab and select *Inventory*.



Select the products in which you want to modify the inventory. Enter the new product quantity and click *Finish*. At the time of modifying the stock, the program shows the current quantity of the stock.



In the ticket the items on which the stock changes are made will be displayed, on the one hand, the new stock quantity **[1]** will be shown and on the other the variation on the same **[2]**.

The screenshot shows the JCG software interface. On the left is a menu grid with categories like Drinks, Pizzas, Sandwiches, Entrees, Desserts, Pasta dinner, Main course, Starters, Menus, and Grill. The 'Starters' category is selected. The main area displays a grid of food items with images and names. On the right is an 'INVENTORY' panel showing a list of items with their current stock units and differences. The items listed are Queso Duro (50 units, +50 difference), Mixed Salad (2 units, +4 difference), and Egg Salad Platter (-5 units, -3 difference). The total difference is 0,00. A numeric keypad is visible at the bottom right. A context menu is open over the 'Egg Salad Platter' item, showing options for 'Units' (with a '123' icon) and 'Delete' (with a trash icon).

If you select one or more items from the ticket, you can modify the *Stock Units* and *Delete* the selected ticket lines

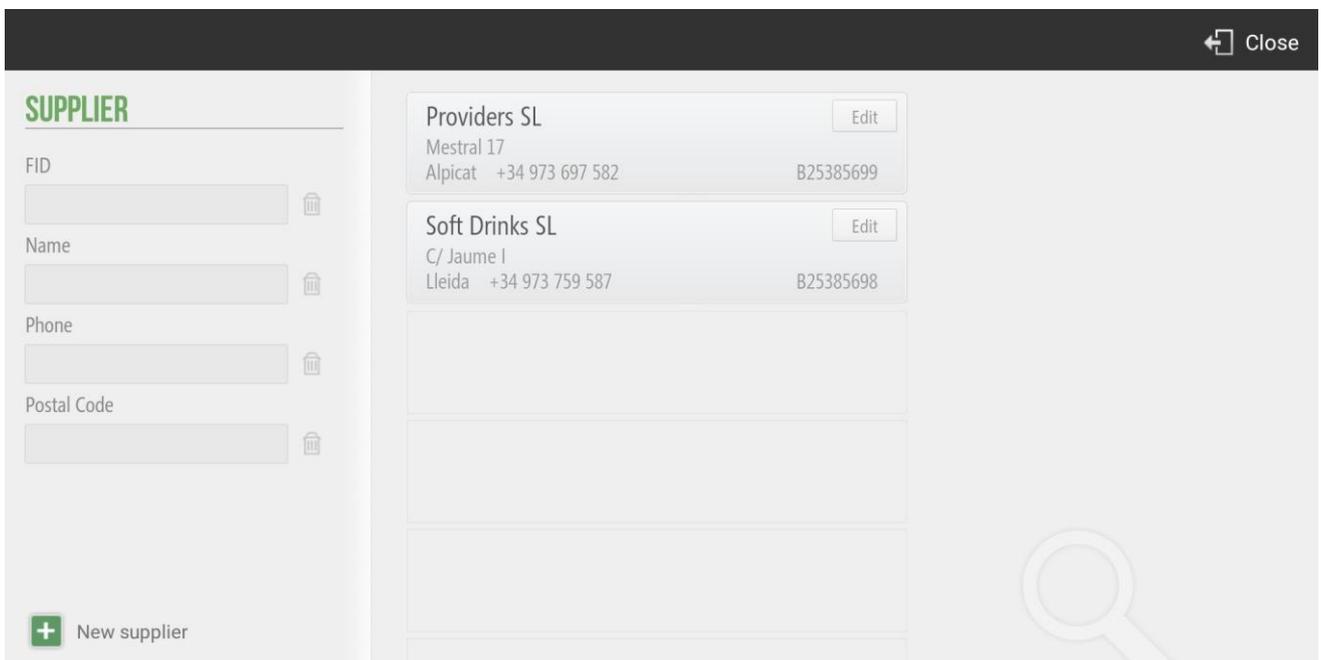
This screenshot is similar to the previous one, but the context menu is now open over the 'Mixed Salad' item. The 'Units' option is highlighted, and the 'Delete' option is also visible. The 'INVENTORY' panel shows 'Mixed Salad' with 2 units and a difference of +4. The 'Egg Salad Platter' item is still listed below it with -5 units and a difference of -3. The total difference remains 0,00.

8.3 Suppliers

The suppliers are added to the purchase documents, thus they are registered in the purchase notes. To create a new supplier, or modify existing ones, go to *Suppliers* in *Settings*.



Select one of your existing suppliers or click *New Supplier* and then enter the supplier's data.



SUPPLIER

Personal data

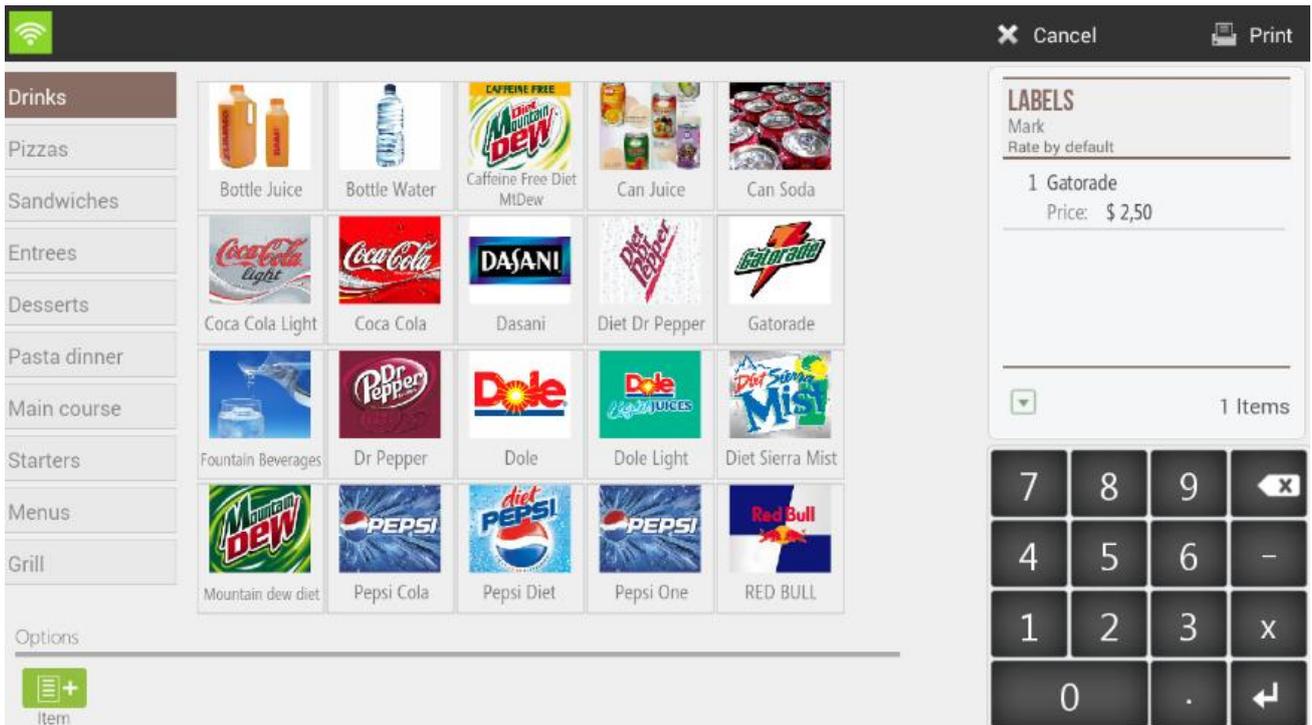
Name	<input type="text"/>
FID	<input type="text"/>
Address	<input type="text"/>
Postal code	<input type="text"/>
City	<input type="text"/>
Phone	<input type="text"/>
E-mail	<input type="text"/>

8.4 Labels

HioPOS Cloud allows the printing of labels of the whole range of articles configured by the customer.

This functionality can be very useful when the establishment wants to label packaging with the product already packaged. Essentially, the information contained in the Tags is as follows; Type of article, the number of articles contained and the price.

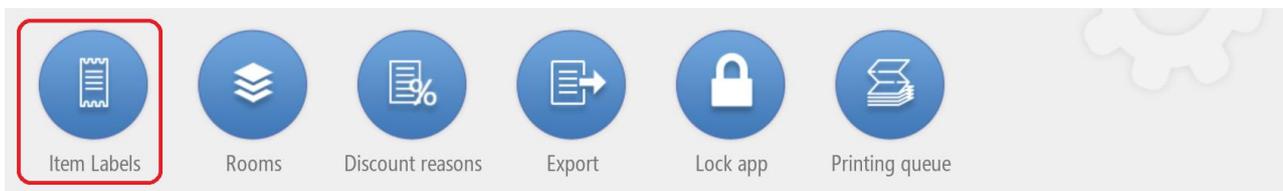
To expedite the method of selection of articles, the application has the functionality; Search by reference - in the lower right margin - by which the user can search the article for the reference number of the same.



There is the possibility of searching the items by using the *Item* functionality in the lower left margin of the application.

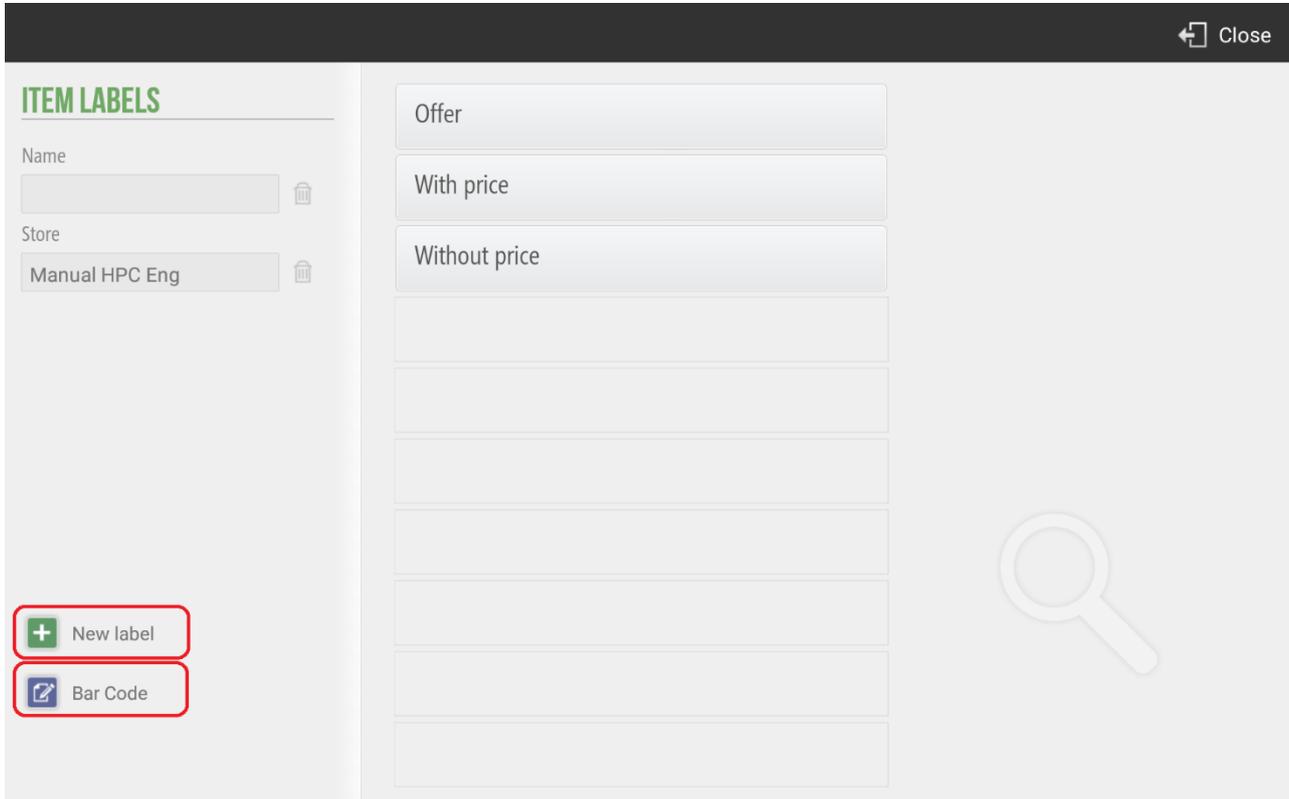
8.4.1 Item Labels

HioPOS Cloud allows the maintenance of the tags by articles, to configure it we will go to *Configuration, Item Labels*.



In the configuration of labels we will see the 3 types of tags configured by default; Offer, With price and Without price.

Once inside the screen we will have three options, modify an existing label; Create a new label or modify the prefix in the EAN 13 barcode numbering. In certain cases where the articles do not incorporate a bar code, we can configure the creation of bar codes of automatic generation. In these, we can modify the prefix.

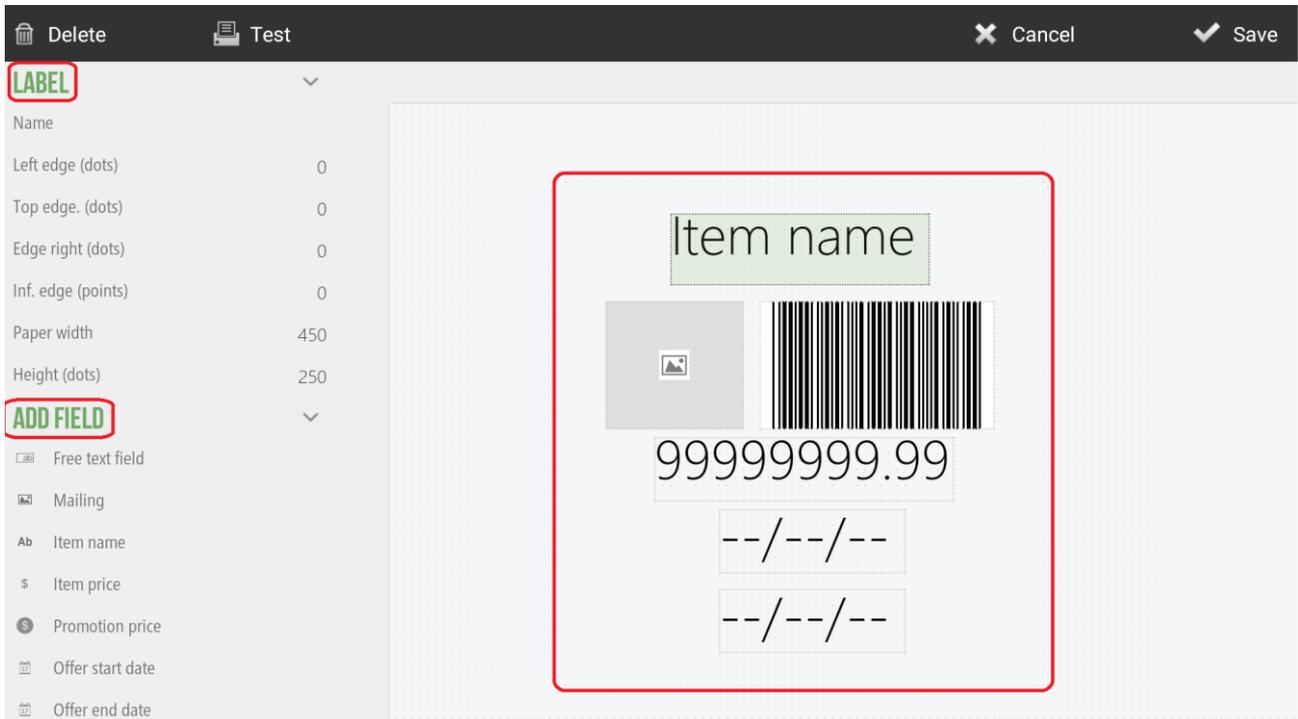


HioPOS Cloud allows a multitude of functionalities at the moment of configuring the design of a label. We can customize with absolute leeway. The functionality allows you to modify information fields of the Label itself and edit the layout of the fields that will be printed later.

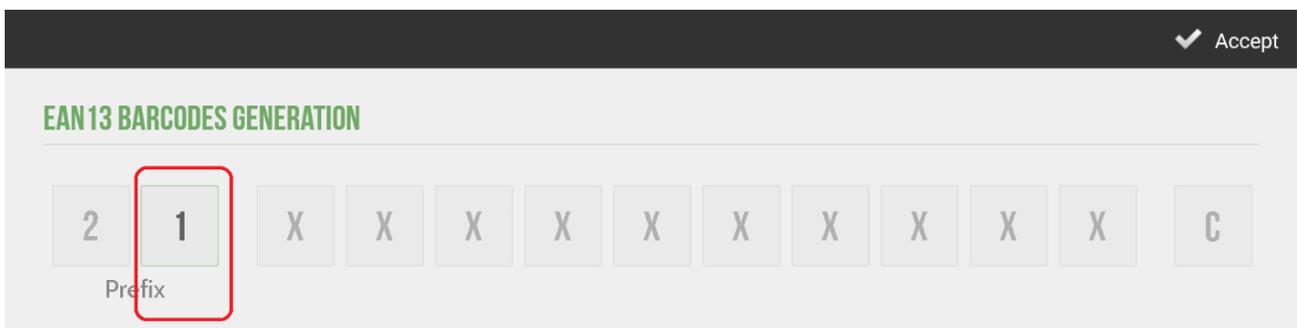
We will set the label accordingly; Name, Left edge, Top edge, edge Right, Inferior edge, Paper width and height. General concepts of the label.

We will configure the preview of the tag and add the following fields; Free text field, Mailing, Item name, Item price, Promotion price, Offer start date, Offer end date, Item barcode and Image of the item.

The tag configuration tool allows the pre-visualization of all previously commented fields in an image that will be updated in parallel to the modifications. By dragging these fields the user can organize their label.

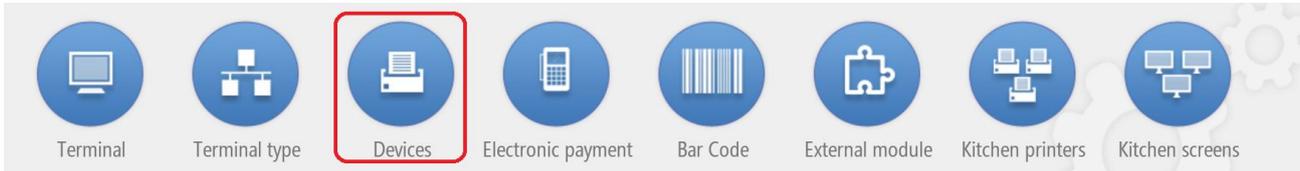


HioPOS Cloud also allows you to modify the prefix in the EAN 13 Barcode Generation. As previously mentioned, the EAN 13 Barcode Generation will be done automatically in those cases in which the article does not have its own bar code. We can modify the second digit of the prefix, changing the coding in the generation of bar codes.



8.5 Devices

HioPOS Cloud can work with up to five different external hardware devices. These are, Printer, Cash Drawer, Scanner, Display and Card Reader. They can be configured from the *Devices* option in the *Configuration* menu.



The main technical specifications of the configuration of the *Devices* are detailed below.

✓ Accept

 Printer	Model <input type="text" value="ESC/POS"/>	Columns <input type="text" value="42"/>	Connection <input type="text"/>	<input type="button" value="Test"/>
<input type="checkbox"/> Graphic mode				
 Cash drawer	Connection <input type="text" value="PRINTER"/>			<input type="button" value="Test"/>
 Scanner	Connection <input type="text" value="USB PORT"/>			<input type="button" value="Test"/>
 Display	Connection <input type="text" value="SERIAL PORT"/>	Port <input type="text"/>	Bauds <input type="text" value="0"/>	<input type="button" value="Test"/>

Once you have configured each device, press *Test* to test it and verify that it works correctly.

Depending on the device you are configuring, and the characteristics of your terminal, you can select from different connections (Local Network, Bluetooth, USB Port, Connected to the Printer, Keyboard simulation, Audio Port and Serial Port).

If you want to change the device settings or add a new device, you can do so in the *Devices* section of the *Configuration* screen.

8.5.1 Printer

The printer we set here will be the default printer that the terminal will use for ticket printing.

HioPOS Cloud works properly with most ticketing printers that are compatible with ESC / POS. You can also set the number of columns in the printer. The most normal is 42.

Then select the type of connection. We can work in Local Network, with Bluetooth, with USB Port and Serial Port.



The screenshot shows a printer configuration form with the following fields: Model (ESC/POS), Columns (42), and Connection (empty). There is a 'Test' button and a 'Graphic mode' checkbox.

If the printer is Ethernet, select Local Network and enter the IP address of the printer. By default, the port should be 9100.

If the printer is Wifi, select Local Network in Connection. In this case, it must be taken into account that both the printer and the POS terminal must be connected to the same Wifi network. Enter the IP address and port of the printer. Press *Test* to verify its operation.



The screenshot shows the printer configuration form with the following fields: Model (ESC/POS), Columns (42), Connection (LOCAL), IP Address (192.168.11.55), and Port (9100). There is a 'Test' button and a 'Graphic mode' checkbox.

Selecting the *Bluetooth Connection* we have to take into account that the printer has to be connected from the beginning with the Android operating system. To do this go to the Android settings section and in the Bluetooth sub-section select the printer. Once connected correctly we will return to HioPOS Cloud and select the *Device* that will already be proposed to us automatically. Press *Test* to verify its operation.



The screenshot shows the printer configuration form with the following fields: Model (ESC/POS), Columns (32), Connection (BLUETOOTH), and Device (empty). There is a 'Test' button and a 'Graphic mode' checkbox.

If we select the type of connection by USB port we need to have the printer connected to the USB port of the point of sale or tablet terminal. In the *Device* box select the port that will already be proposed by default HioPOS Cloud. Press *Test* to verify its operation.

8.5.2 Cash drawer

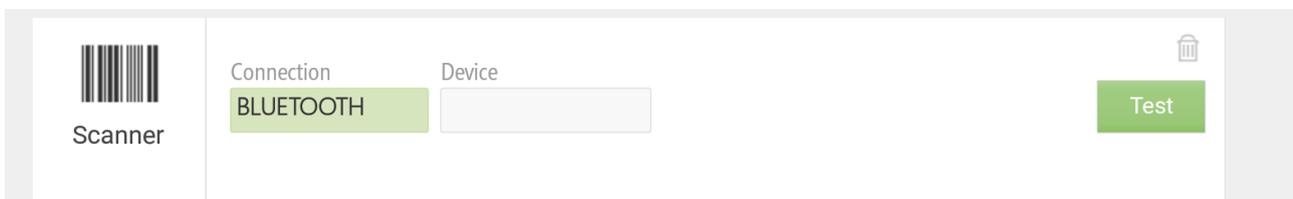
At *Devices* options we can set up the connection of the Cash Drawer. It can be connected through the receipt printer or directly to the POS.



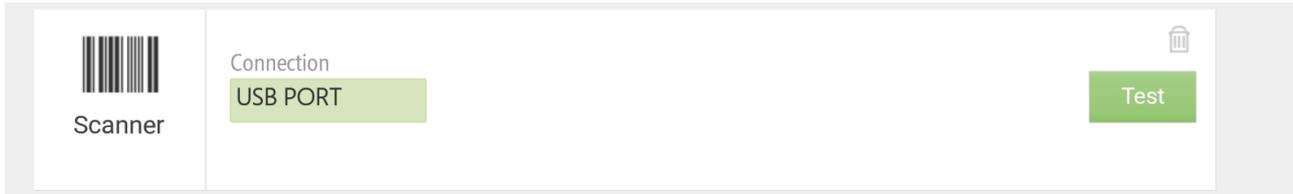
8.5.3 Scanner

The scanner, or barcode reader, can be used in three different ways: via Bluetooth, via USB Port or via Keyboard Input.

Selecting the *Bluetooth Connection* we have to keep in mind that the scanner has to be connected from the beginning with the Android operating system. To do this go to the Android settings section and in the Bluetooth sub-section select the scanner. Once connected correctly we will return to HioPOS Cloud and select the *Device* that will already be proposed to us automatically. Press *Test* to verify its operation.



If we select the type of connection by USB port we need to have the scanner connected to the USB port of the point of sale terminal. In the *Device* box select the port that will already be proposed by default HioPOS Cloud. Press *Test* to verify its operation.

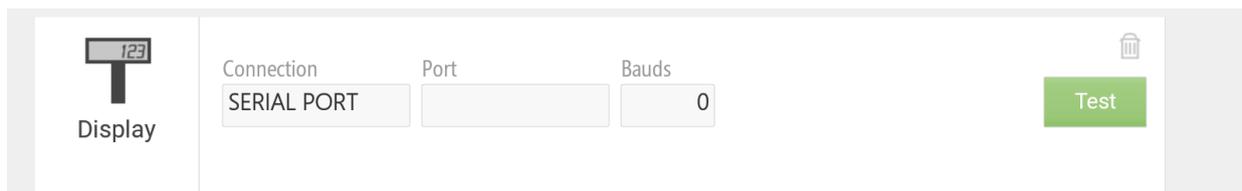


The keyboard input does not require any device connected to the point of sale. Simply enter the product barcode on the numeric keypad of the sales screen, then press Enter. HioPOS Cloud will introduce the item in the sale ticket.

It is possible that by connecting the barcode reader to the terminal, the Android keyboard will be disabled. In this case, you must go to the *Settings* of the Android terminal, *Language and text input*, in the *Keyboard and methods of introduction* section: *Current keyboard*, you must activate the Hardware option: *show input methods*.

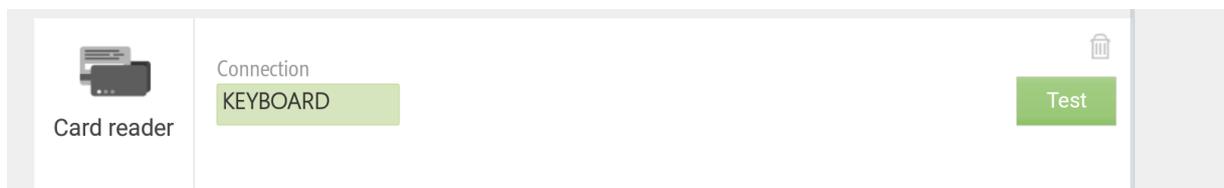
8.5.4 Display

We will select the model of the client viewer, as well as the type of configuration that it has.



8.5.5 Card reader

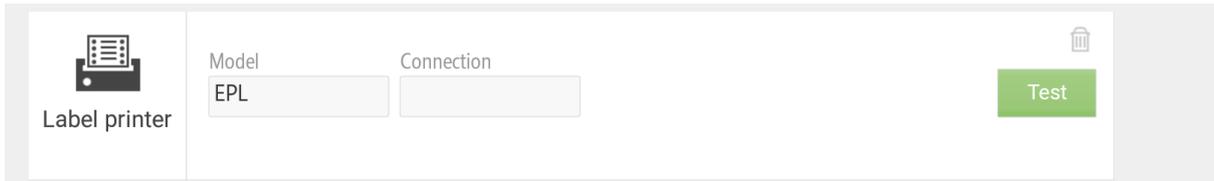
On a tablet, the magnetic stripe reader works by connecting to the audio port. Connect the device to the audio input and select the *Connection*. Press *Test* to check its operation.



8.5.6 Label printer

The label printer we configure here will be the printer that will use the terminal for label printing.

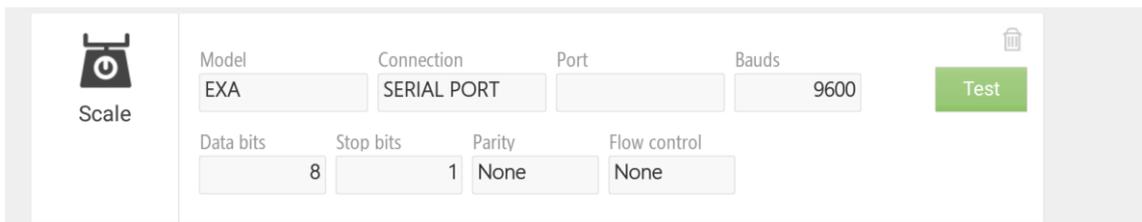
HioPOS Cloud works well with most EPL or ZPL compliant label printers. *Connection* can be made via local network, Bluetooth, USB port or Serial port.



The screenshot shows a configuration window for a label printer. On the left, there is a printer icon and the text "Label printer". The main area contains two input fields: "Model" with the value "EPL" and "Connection" which is empty. A green "Test" button is located on the right side of the form.

8.5.7 Scale

The balance we set here will be the balance that will use the terminal to weigh those items configured by weight.



The screenshot shows a configuration window for a scale. On the left, there is a scale icon and the text "Scale". The main area contains several input fields: "Model" with the value "EXA", "Connection" with the value "SERIAL PORT", "Port" which is empty, and "Bauds" with the value "9600". Below these, there are four more fields: "Data bits" with the value "8", "Stop bits" with the value "1", "Parity" with the value "None", and "Flow control" with the value "None". A green "Test" button is located on the right side of the form.

HioPOS Cloud works properly with most scales from Exa models and with all other Generic models. The connection is made via Serial Port. As a connection port you can choose between the 4 COM that has integrated HioPOS Cloud terminal.

At the moment we press Test, the balance window appears. We will have to configure the Weight Request Sequence. This value usually appears on the front of the balance followed by the acronym (S.P.). In our case 36.

We can set the position of the initial sequence, the positions of the weight, the type of decimal separator, the number of decimals we want to use, the unit of measurement and the position of the final sequence.

To verify that the configuration has been done correctly we press read and should display on the screen the same weight that appears to the balance itself.

One of the possible configurations is the number of decimals, as shown in the following image we can select the number of decimals that we read in the balance.

Salir

Secuencia de petición de peso

36

Leer

Analizar

SECUENCIA INICIAL	No tiene	
PESO	Posición :0 - 7	
SEPARADOR DECIMAL	.	
NÚMERO DECIMALES	3	
UNIDAD MEDIDA	No tiene	
SECUENCIA FINAL	13	

0.09

0	1	2	3	4	5	6	7
0	0	0	.	0	9	0	
#48	#48	#48	#46	#48	#57	#48	#13

Número de decimales

X

3

Aceptar



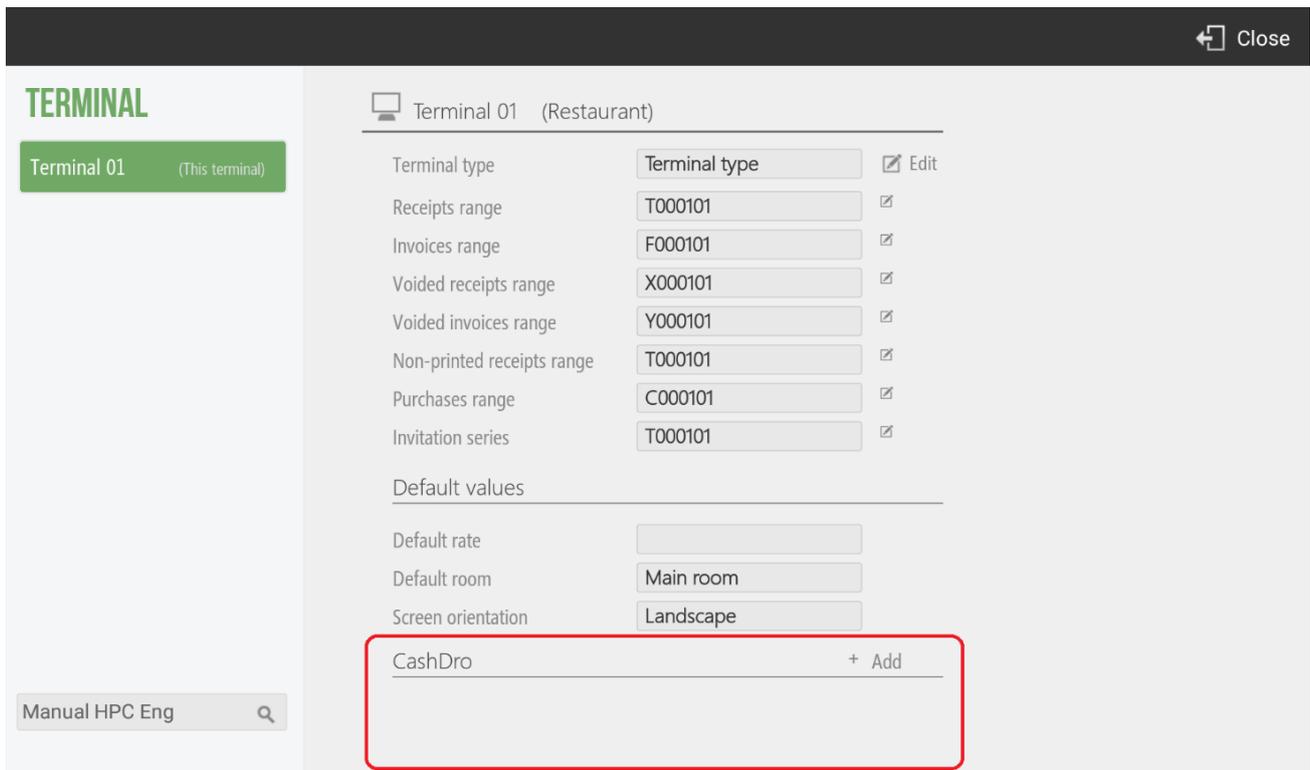
8.5.8 CashDro

HioPOS Cloud allows you to link to CashDro as a means of payment, of cash origin.

CashDro is the cash drawer that always balances and its main characteristics are the following; It is the safest in the market in its segment, it works with one or several TPV's, tablets or Smartphone, it is easy to link with any point-of-sale and platform software (Windows, Linux, Android and IOS), and can be managed autonomously without being connected to a PC or POS.

To configure the link of the HioPOS Cloud with the CashDro, we will select *Configuration, Terminal* and we will be placed in the bottom margin of the screen, where we appear the option CashDro.

To link the device select the option *add*.



Close

TERMINAL

Terminal 01 (This terminal)

Terminal 01 (Restaurant)

Terminal type	Terminal type	<input checked="" type="checkbox"/> Edit
Receipts range	T000101	<input checked="" type="checkbox"/>
Invoices range	F000101	<input checked="" type="checkbox"/>
Voided receipts range	X000101	<input checked="" type="checkbox"/>
Voided invoices range	Y000101	<input checked="" type="checkbox"/>
Non-printed receipts range	T000101	<input checked="" type="checkbox"/>
Purchases range	C000101	<input checked="" type="checkbox"/>
Invitation series	T000101	<input checked="" type="checkbox"/>

Default values

Default rate	
Default room	Main room
Screen orientation	Landscape

CashDro + Add

Manual HPC Eng



Delete Cancel Accept

CASHDRO

IP Address	192.111.1.11
Name	Cashdro
User	X
Password	•
Terminal administrator	POS 01
Seller	Administrator 1

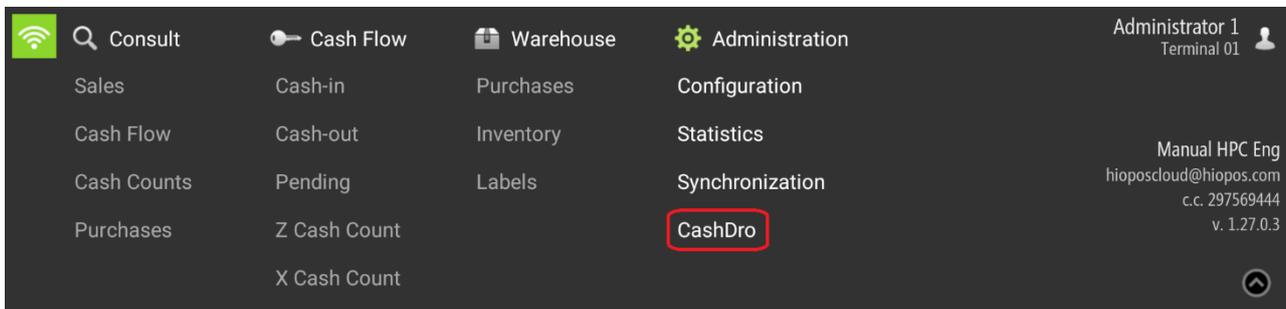
In the configuration screen that will open us, we will have to inform the IP address of the CashDro that we want to link to, we will give it a name and we will have to inform the user and the password of the device. At this moment we will see a couple of dropdowns on the terminal administrator and the seller.

HioPOS Cloud allows us, through the link with CashDro, to record all the cash movements made with the device and to be able to count them to the HioPOS Cloud terminal through the Cash drawer control. If we wish that the movements of cash-ins and cash-outs effected with CashDro have implications and are registered in HioPOS Cloud we will link the Terminal Administrator - *for example*; POS1- and the seller.

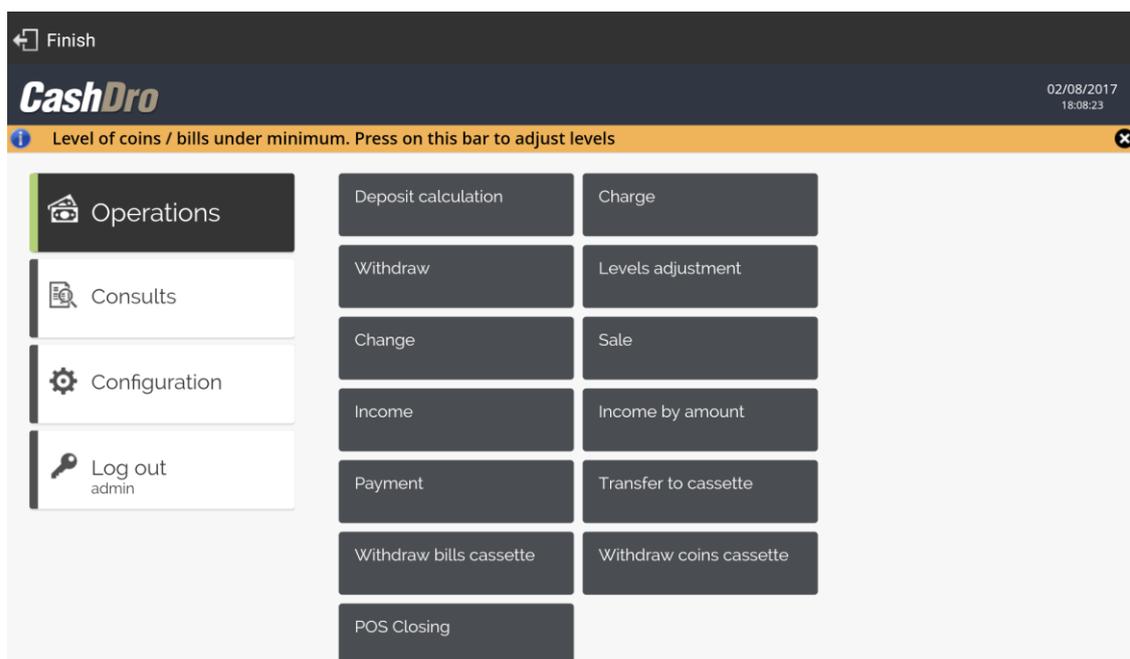
At this time, we will see the IP address in the lower margin of the *Configuration* screen, *Terminal* seen before.

When the terminal is synchronized, in the Administration section we will see a new functionality: CashDro. By selecting it we will connect directly to the device.

Through connection with CashDro we can perform many operations, make consults, configure the device itself and close the session (for authorized users).



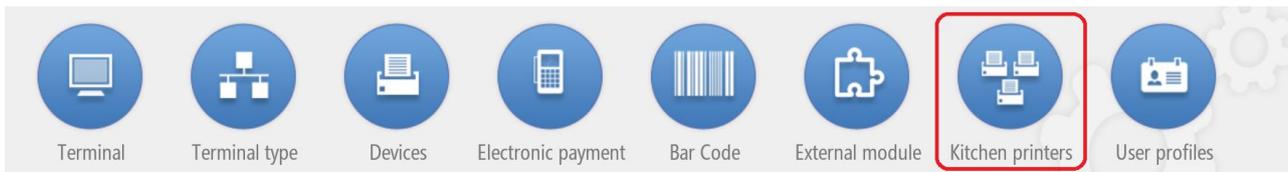
The CashDro screen is then detailed when selecting the option from the HioPOS Cloud terminal. For more information regarding the operation of the cash manager itself, please consult manuals related to its functionalities.



9. Printing orders in kitchen

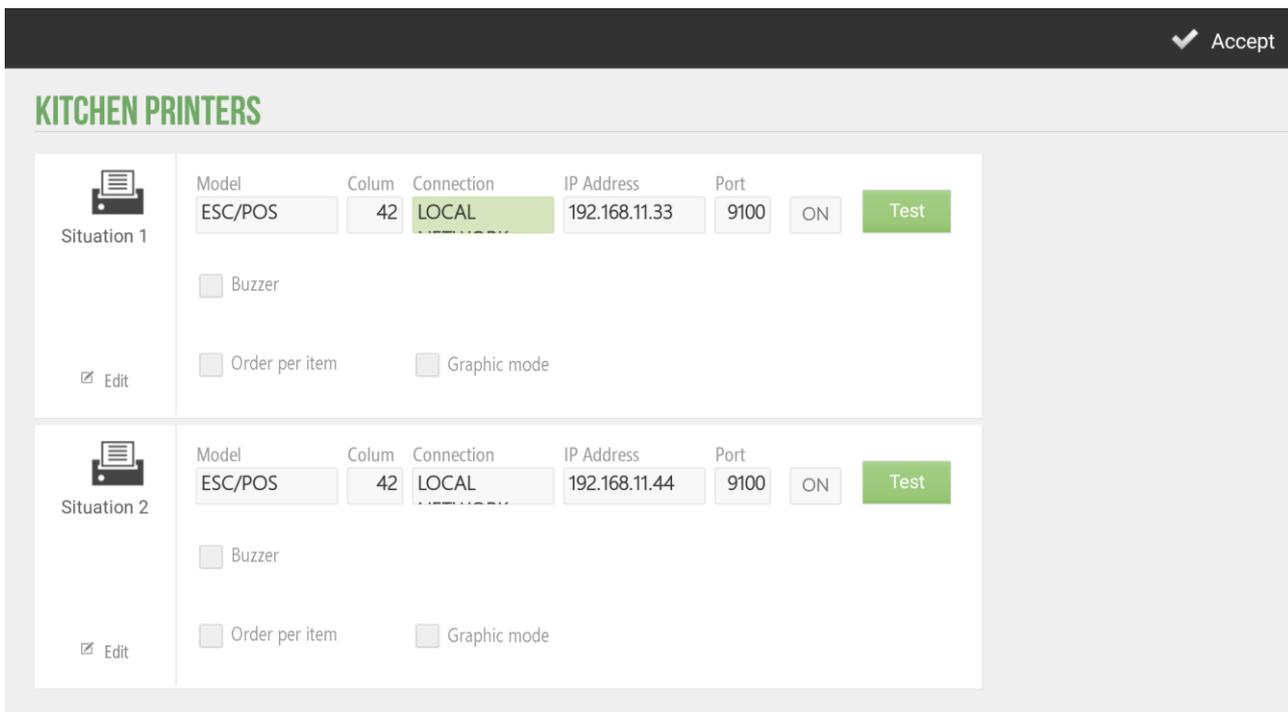
9.1 Kitchen printers

HioPOS Cloud can work with up to five kitchen printers. You can configure them from the *Kitchen Printers* option in the *Configuration* menu. If the *Kitchen Printers* button is not visible in the *Configuration* screen, consult your dealer, as it is an additional payment option.



Each printer has to be configured according to the printing situation that corresponds to it. Print situations refer to the kitchen printer where the order must be printed. In addition, you can also set which items are prepared in each cooking situation on the article editing screen.

The kitchen printers can only be configured by local network (can be by cable or wifi), USB port or serial port.



First select the *Printer Model*, then add the *IP Address* of the printer and the *Port* you have (default 9100). Press *Test* to verify its operation.

Situation 1

Model	Column	Connection	IP Address	Port	ON/OFF	Test
ESC/POS	42	LOCAL	192.168.11.33	9100	ON	Test

Each printer can be turned on or off as required by the ON / OFF option.

Situation 2

Model	Column	Connection	IP Address	Port	ON/OFF	Test
ESC/POS	42	LOCAL	192.168.11.44	9100	OFF	Test

In the configuration of the kitchen printers, there is the option Consumption mode. If we activate this option, the ticket will be printed in the kitchen only with the article in large print, without informing the corresponding order, and with information of the time of printing, the seller who has printed the ticket and the identifier of the sale (if use tables screen, the identifier will be room-table, if using direct sales screen, the identifier will be the sales identifier assigned to leave the sale on hold).

✓ Accept

KITCHEN PRINTERS


 USB 009

Model	Column	Connection	Device	ON/OFF	Test
ESC/POS	42	USB PORT	USB 009	OFF	Test

Buzzer

Order per item Graphic mode

<ConsumptionMode>

[Edit](#)

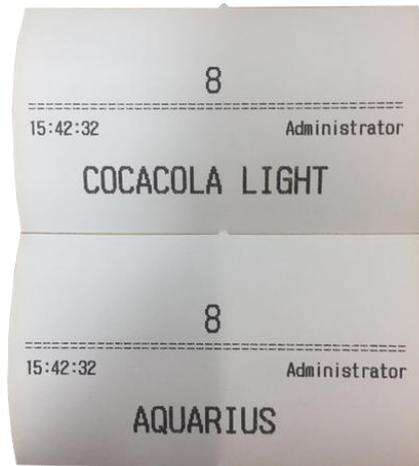
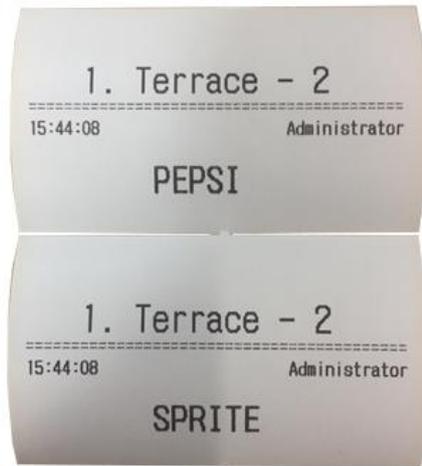

 Situation 2

Model	Column	Connection	IP Address	Port	ON/OFF	Test
ESC/POS	42	LOCAL	192.168.11.44	9100	OFF	Test

Buzzer

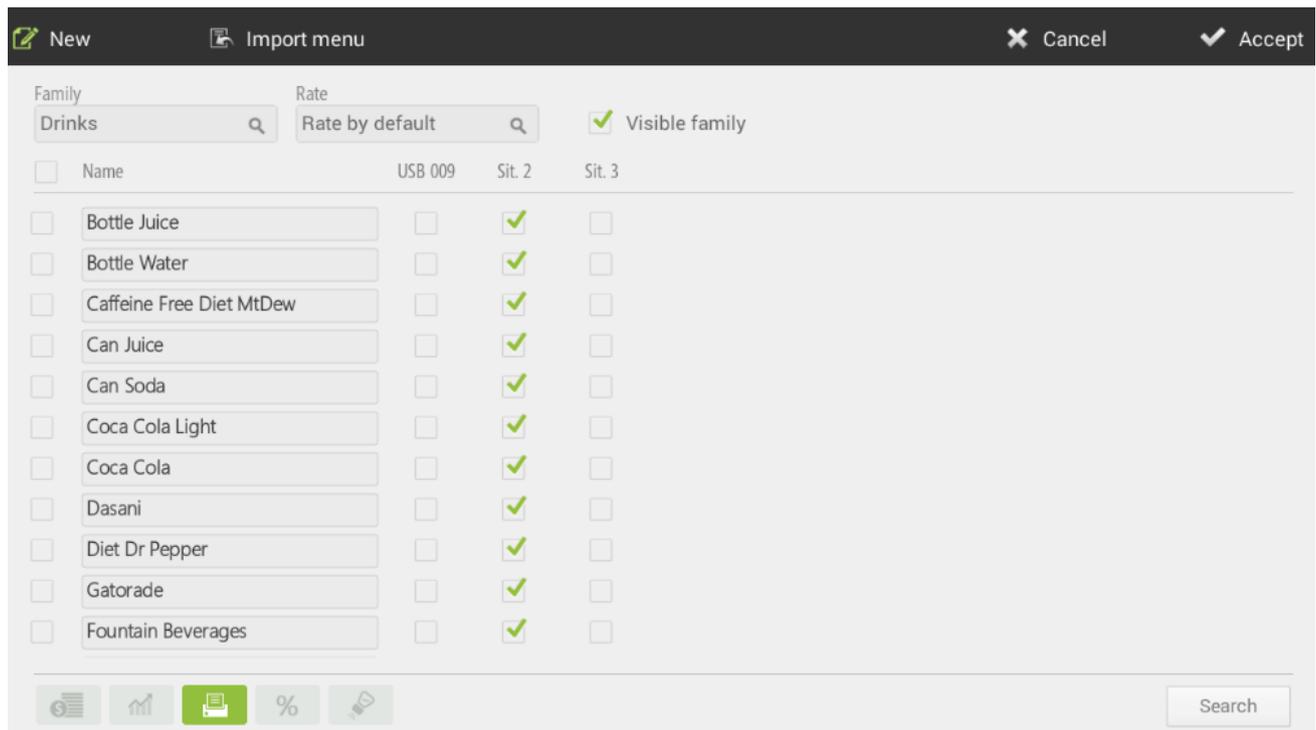
Order per item Graphic mode

We show an example of the printed consumption ticket:



9.2 Printing Situations

Print situations allow you to select which printer to print each of the selected items. You can assign a situation to each item or to a set of items in the item editing screen of the Configuration.



The screenshot shows a configuration window with the following elements:

- Buttons: New, Import menu, Cancel, Accept
- Search fields: Family (Drinks), Rate (Rate by default)
- Checkbox: Visible family (checked)
- Table with columns: Name, USB 009, Sit. 2, Sit. 3
- Table rows (all checked in Sit. 2):

Name	USB 009	Sit. 2	Sit. 3
Bottle Juice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bottle Water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Caffeine Free Diet MtDew	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can Juice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Can Soda	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coca Cola Light	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coca Cola	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dasani	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diet Dr Pepper	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gatorade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fountain Beverages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Bottom bar: Currency, Bar chart, Print icon, Percentage, Lightbulb icon, Search button

This allows us to work with different situation of items preparation, for example: bar printer for the drinks, kitchen printer for the hot dishes, etc.

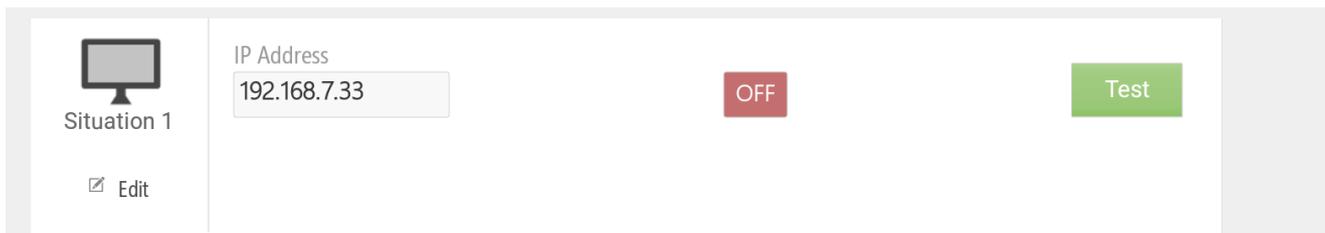
9.3 Kitchen screen

HioPOS Cloud can work with up to five kitchen screens. You can configure them from *the Kitchen Screens* option in the *Configurations menu*.



Each screen has to be configured according to the situation that corresponds to it. The situations refer to the kitchen screen where the order must be managed. In addition, you can also set which items are prepared in each cooking situation on the item editing screen.

The kitchen screens can only be configured by local network (can be cable or wifi), so we will have to have all the devices within the same network.



First select the *Screen Model*, then add the *IP Address* of the same. Press *Test* to verify its operation. Each printer can be turned on or off as required by the ON / OFF option.

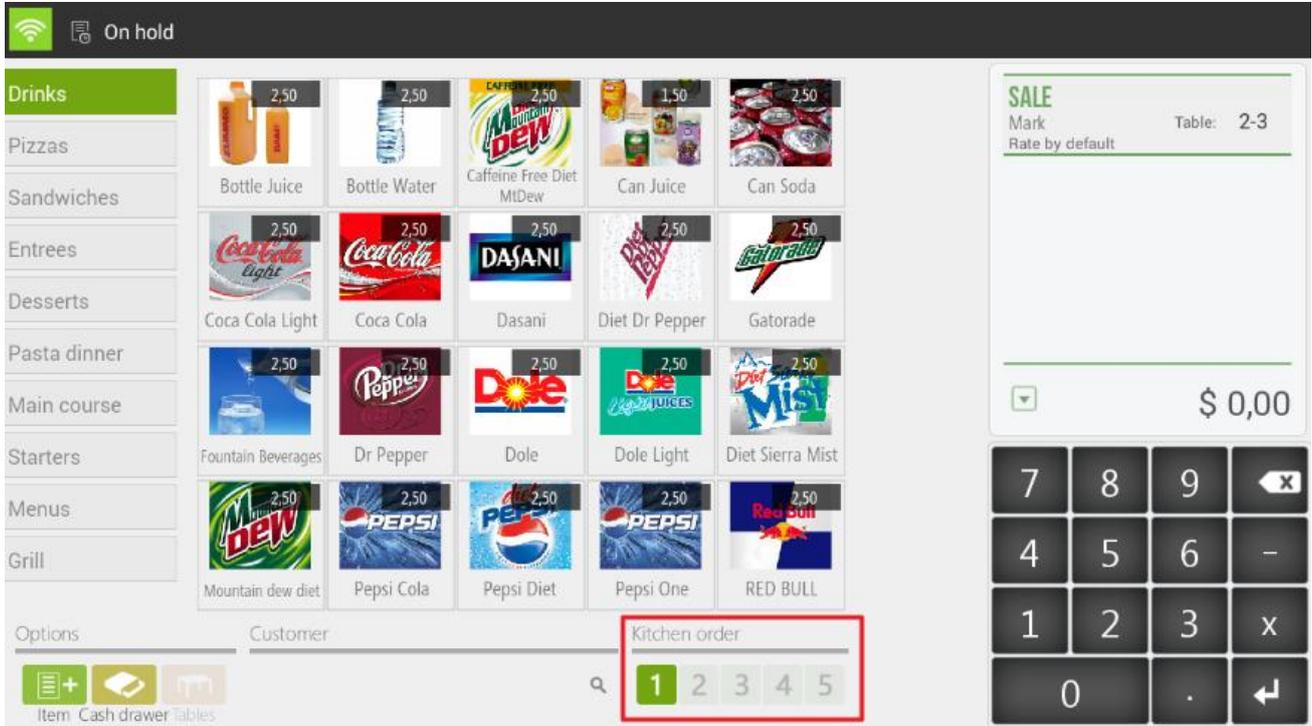
✓ Accept

KITCHEN SCREENS

 <p>Situation 1</p> <p><input checked="" type="checkbox"/> Edit</p>	IP Address 192.168.7.33	<input type="checkbox"/> OFF	<input type="button" value="Test"/>
 <p>Situation 2</p> <p><input checked="" type="checkbox"/> Edit</p>	IP Address 192.168.7.35	<input type="checkbox"/> OFF	<input type="button" value="Test"/>
 <p>Situation 3</p> <p><input checked="" type="checkbox"/> Edit</p>	IP Address <input type="text"/>	<input type="checkbox"/> ON	<input type="button" value="Test"/>

9.4 Kitchen order

The cashier can select the order of preparation of the items, so that they are printed in the kitchen according to the order of preparation.



The screenshot shows the JCG software interface for a cashier. On the left is a menu with categories: Drinks, Pizzas, Sandwiches, Entrees, Desserts, Pasta dinner, Main course, Starters, Menus, and Grill. The 'Drinks' category is selected, displaying a grid of beverage items with prices (e.g., Bottle Juice 2,50, Coca Cola Light 2,50, Mountain dew diet 2,50). At the bottom of the screen, there is a 'Kitchen order' section with a search icon and a row of five numbered buttons (1, 2, 3, 4, 5). The number '1' is highlighted in green and enclosed in a red box. To the right of the menu is a 'SALE' section showing 'Table: 2-3' and a total amount of '\$ 0,00'. Below the sale section is a numeric keypad with buttons for digits 0-9, a decimal point, and a back arrow.

The *Kitchen order* option is available at the bottom of the sales screen and allows you to select from one to five, depending on the order in which the dishes have to be prepared.

First we select a number of the order and then the articles to be printed in that order. If you look, when the item appears on the ticket this will carry a small number framed in green that identifies the kitchen order that it carries.

On hold Subtotal Cash Total

Drinks					
Pizzas					
Sandwiches					
Entrees					
Desserts					
Pasta dinner					
Main course					
Starters					
Menus					
Grill					

Options Customer Kitchen order

Item Cash drawer Tables

1 2 3 4 5

SALE Mark Table: 2-3 Rate by default

1 x 2,5	2,50
2 Bacon	
1 x 12	12,00
Tuna (ALL)	+1,00
3 Cheeseburger	
1 x 7	7,00
\$ 24,16	

7 8 9 x
4 5 6 -
1 2 3 x
0 . ↵

To modify the order of an item that is already in the ticket we have to press on it and select *Kitchen Order* to enter the new order that we are going to assign.

On hold Subtotal Cash Total

Drinks					
Pizzas					
Sandwiches					
Entrees					
Desserts					
Pasta dinner					
Main course					
Starters					
Menus					
Grill					

Options Customer Kitchen order

Item Cash drawer Tables

1 2 3 4 5

SALE Mark Table: 2-3 Rate by default

1 x 2,5	2,50
2 Bacon	
1 x 12	12,00
Tuna (ALL)	+1,00
3 Cheeseburger	
1 x 7	7,00
\$ 24,16	

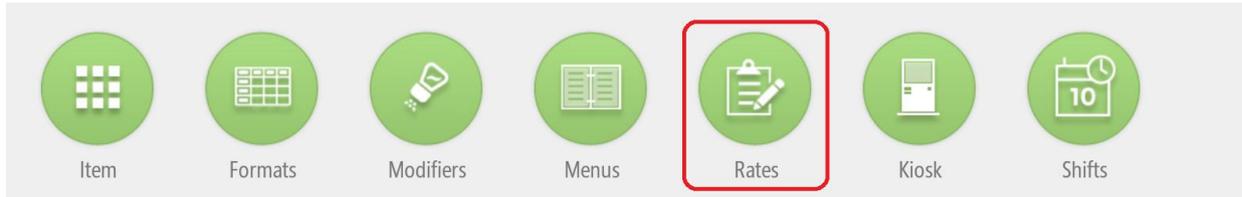
7 8 9 x
4 5 6 -
1 2 3 x
0 . ↵

1² 3 Units
% Discount
\$ Price
Modify
Kitchen order
↶ Refund
🗑 Delete

We will make a *Subtotal* or leave the sale *On Hold* for it to be printed in the kitchen.

10. Rates and offers

In the *Configuration* menu there is the *Rates* option, which shows the articles according to their price and family rates, as well as allows us to also make offers on the price of the items for a certain period of time.



10.1 Create new price rates

Go to the *Rates* menu and choose *New Rate*. You will see all items by families. Enter the *Name* of the new rate in the top menu and select whether the prices include taxes included or not. Also in the same level you can select the family of the articles that will be shown below.

🗑️ Delete
✖️ Cancel
✅ Accept

RATE

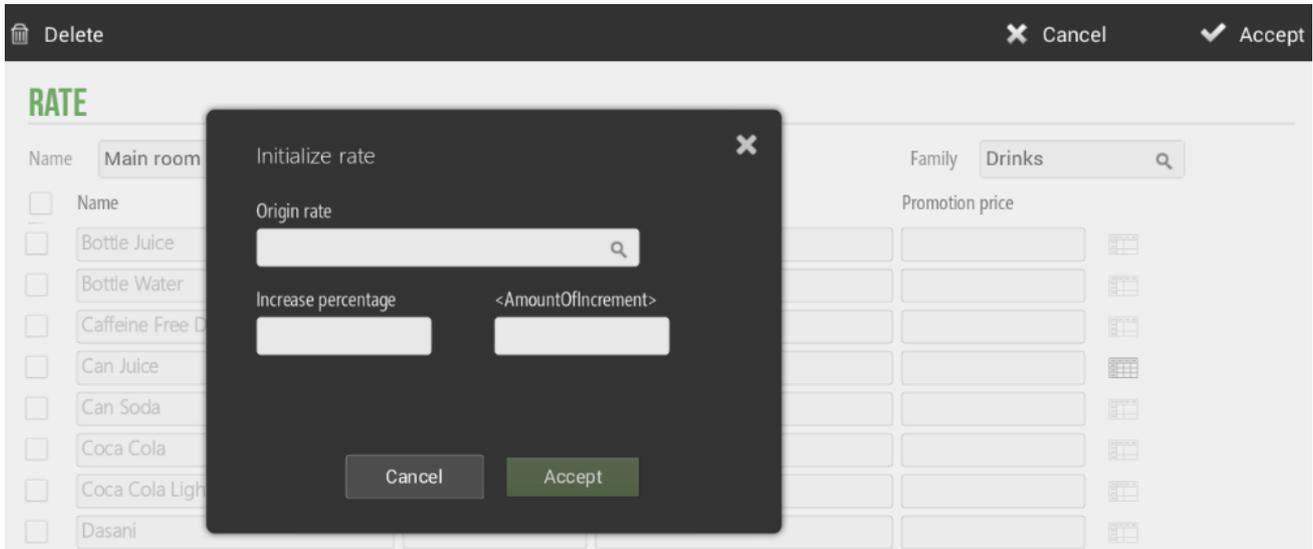
Name Tax included Family 🔍

<input type="checkbox"/>	Name	Price	Promotion period	Promotion price		
<input type="checkbox"/>	7 UP	2,50	01 abr. 2017 - 30 abr. 2017	0,00	🗑️	🗑️
<input type="checkbox"/>	Aquafina	2,50	01 abr. 2017 - 30 abr. 2017	2,00	🗑️	🗑️
<input type="checkbox"/>	Bottle Juice	2,50	01 abr. 2017 - 30 abr. 2017	2,00	🗑️	🗑️
<input type="checkbox"/>	Bottle Water	2,50	01 abr. 2017 - 30 abr. 2017	2,00	🗑️	🗑️
<input type="checkbox"/>	Caffeine Free Diet MtDew	2,50	01 abr. 2017 - 30 abr. 2017	2,00	🗑️	🗑️
<input type="checkbox"/>	Can Juice	2,50	01 abr. 2017 - 30 abr. 2017	2,00	🗑️	🗑️
<input type="checkbox"/>	Can Soda	2,50	01 abr. 2017 - 30 abr. 2017	2,00	🗑️	🗑️
<input type="checkbox"/>	Coca Cola	2,50	01 abr. 2017 - 30 abr. 2017	2,00	🗑️	🗑️
<input type="checkbox"/>	Coca Cola Light	2,50	01 abr. 2017 - 30 abr. 2017	2,00	🗑️	🗑️
<input type="checkbox"/>	Coca Cola Zero	2,50	01 abr. 2017 - 30 abr. 2017	2,00	🗑️	🗑️
<input type="checkbox"/>	Dasani	2,50	01 abr. 2017 - 30 abr. 2017	2,00	🗑️	🗑️

Enter a price for each item. If several items carry the same price, you can select the boxes at the beginning of the line of each item and then click on the price box, and then add an equal price for all the items you have selected.

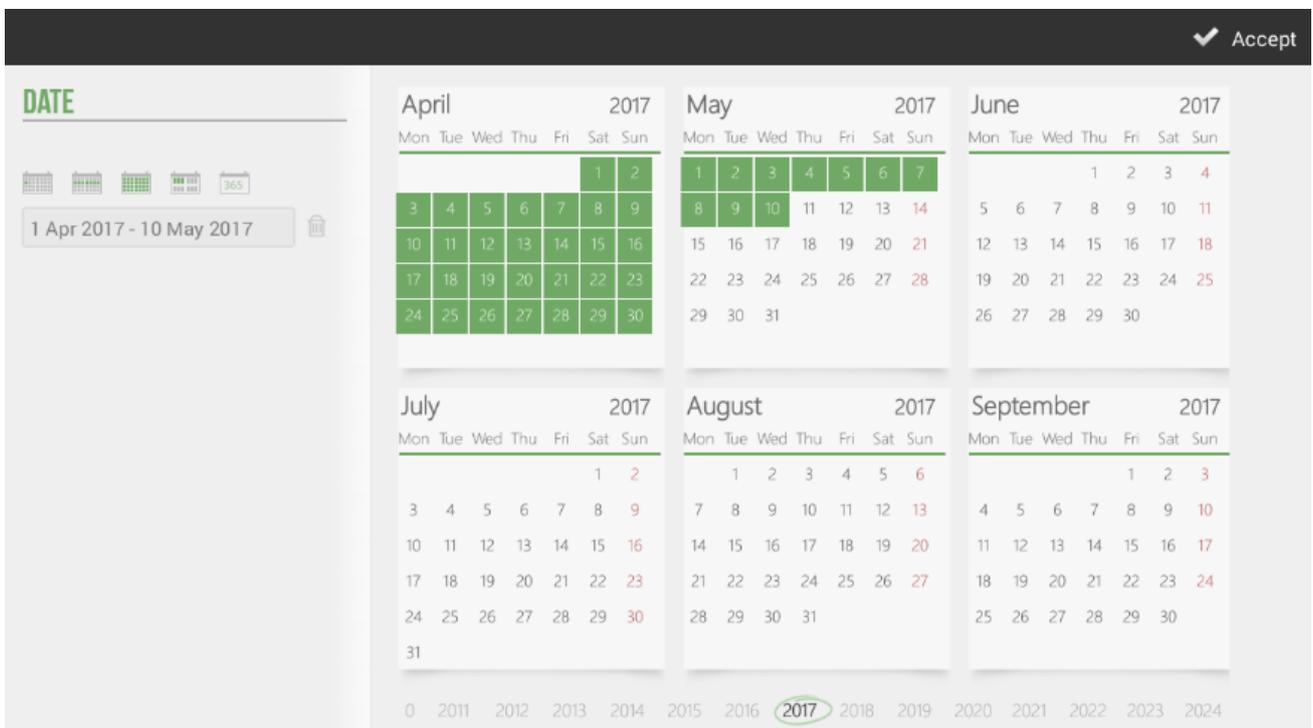
If you already have a created rate, when you want to add another, all items in the initial rate in gray will appear to activate and change the price.

Exist the possibility to create a new rate increasing by percentage or amount an already existing rate.



10.2 Create a new offer

Offers are created for periods of time when they are going to be active. In the same screen of modification of rates is next to the options of the offer. Select the time in which the offer will be active for the *Promotion Period* boxes.



Once the offer period is selected, we will enter the price that the items will have during that selected time.

 Delete  Cancel  Accept

RATE

Name Tax included Family 

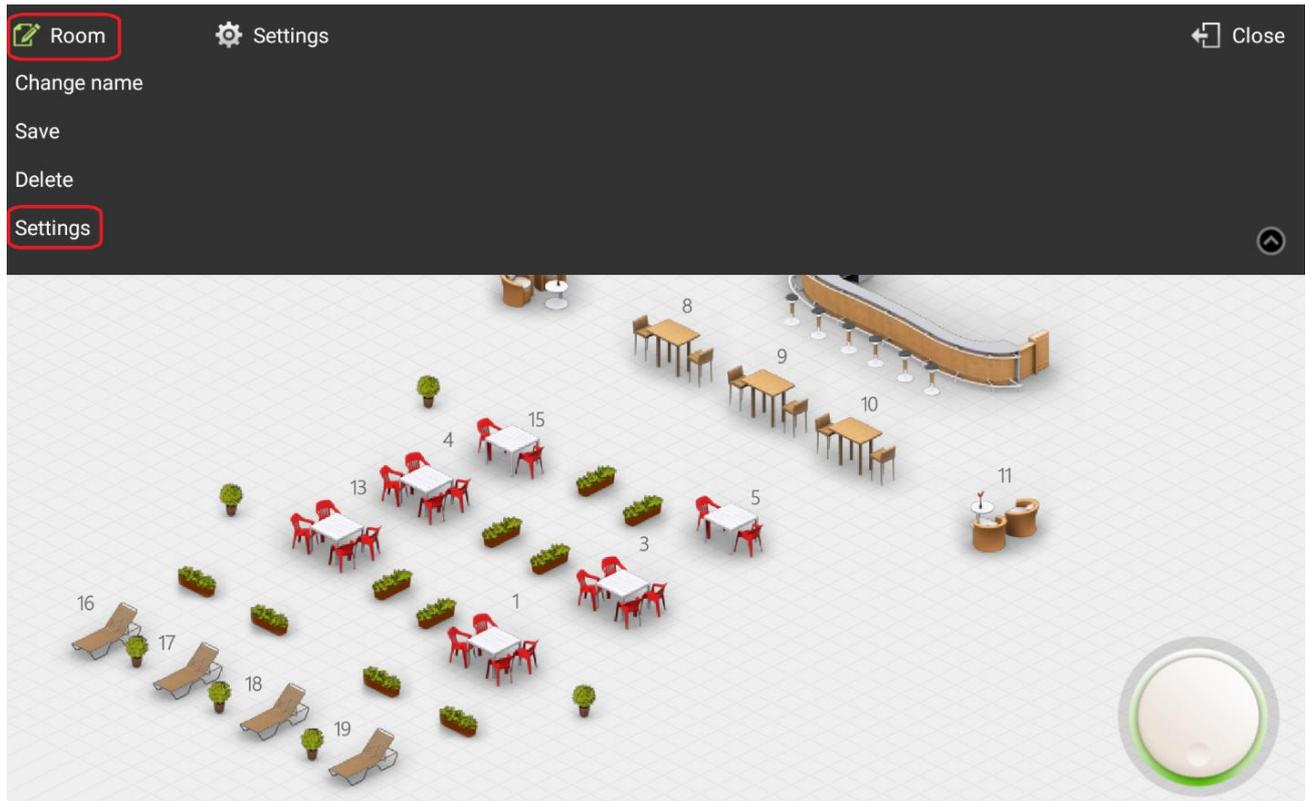
<input type="checkbox"/>	Name	Price	Promotion period	Promotion price		
<input type="checkbox"/>	7 UP	2,50	01 abr. 2017 - 10 may. 2017 	2,00		
<input type="checkbox"/>	Aquafina	2,50	01 abr. 2017 - 30 abr. 2017 	2,00		
<input type="checkbox"/>	Bottle Juice	2,50	01 abr. 2017 - 30 abr. 2017 	2,00		
<input type="checkbox"/>	Bottle Water	2,50	01 abr. 2017 - 30 abr. 2017 	2,00		
<input type="checkbox"/>	Caffeine Free Diet MtDew	2,50	01 abr. 2017 - 30 abr. 2017 	2,00		
<input type="checkbox"/>	Can Juice	2,50	01 abr. 2017 - 30 abr. 2017 	2,00		
<input type="checkbox"/>	Can Soda	2,50	01 abr. 2017 - 30 abr. 2017 	2,00		
<input type="checkbox"/>	Coca Cola	2,50	01 abr. 2017 - 30 abr. 2017 	2,00		
<input type="checkbox"/>	Coca Cola Light	2,50	01 abr. 2017 - 30 abr. 2017 	2,00		
<input type="checkbox"/>	Coca Cola Zero	2,50	01 abr. 2017 - 30 abr. 2017 	2,00		
<input type="checkbox"/>	Dasani	2,50	01 abr. 2017 - 30 abr. 2017 	2,00		

If you want to delete a rate, select the *Delete* option from the top menu.

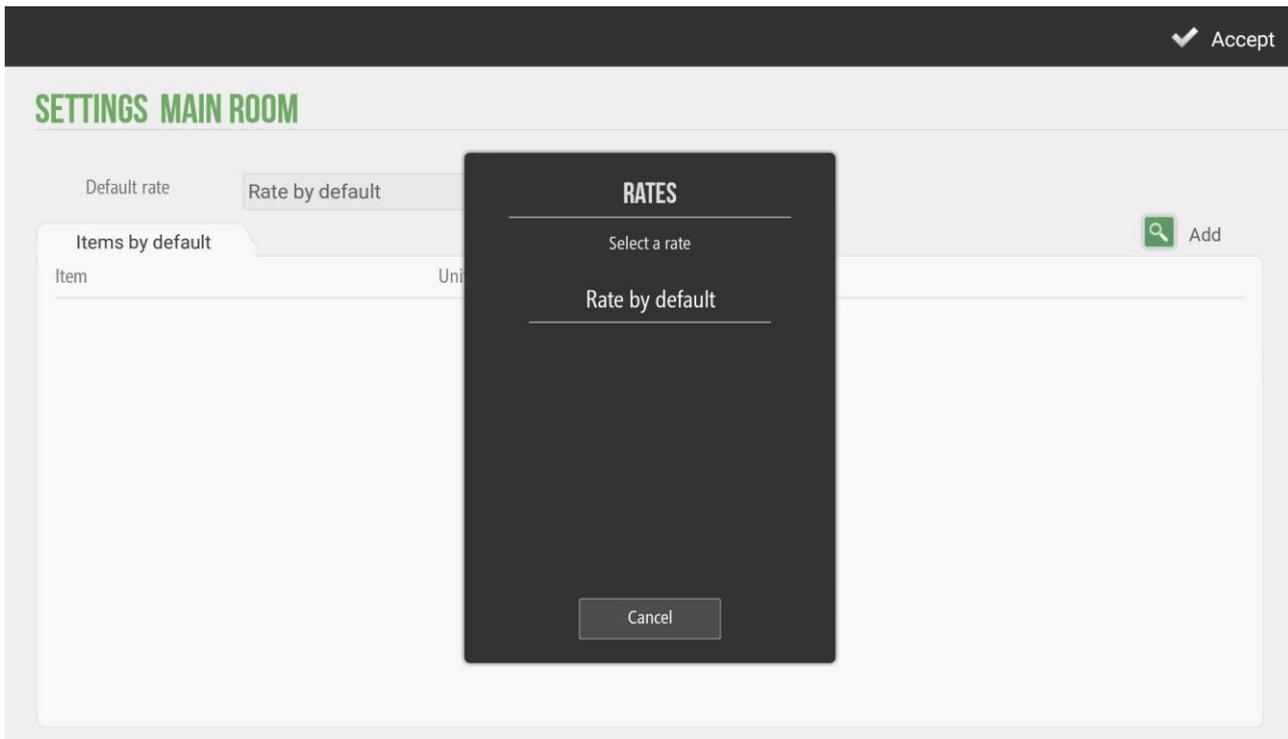
10.3 Room Rate Allocation

Rates can be assigned to a room. In this way, the entire price rate, of the articles introduced, will be applied at the Sala level - as a whole. This would be the case in the creation of a Special Rate depending on the Room, for example, *Terrace Rate*.

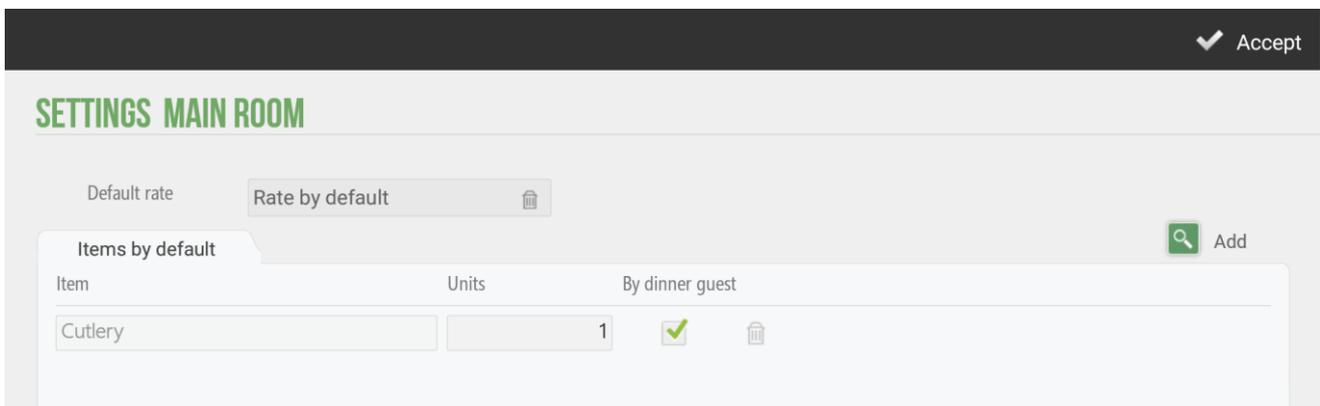
To assign a Room Rate, we will first have to create a new Rate or select an existing Rate. For the creation of new rates, see section; Manual rates, section; Creation of new price rates.



Secondly, we will go to *Configuration* and in the *Rooms* option we will select a room. When we find ourselves inside the room, in the upper left margin, we will see the *Edit Room* option, we will choose the *Settings* option. When we are inside the screen: *Settings*, we will select in the box of *Default Rate* one of the rates created previously.



You can also see that there is an article created by default, in this case is the article "Cutlery" and you can select how many units will be charged and if it is a variable item per guest. In the same way that you can modify this, you can also add others.

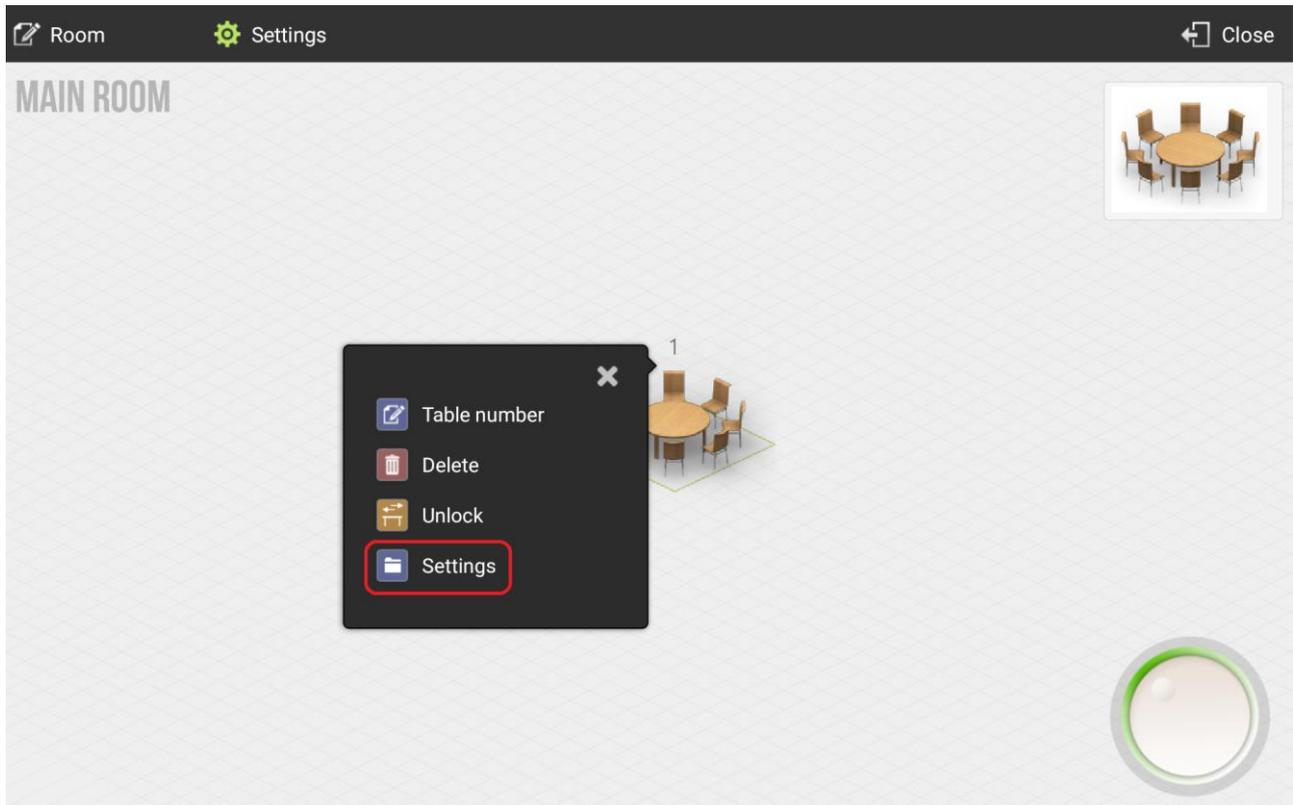


10.4 Table Rate Allocation

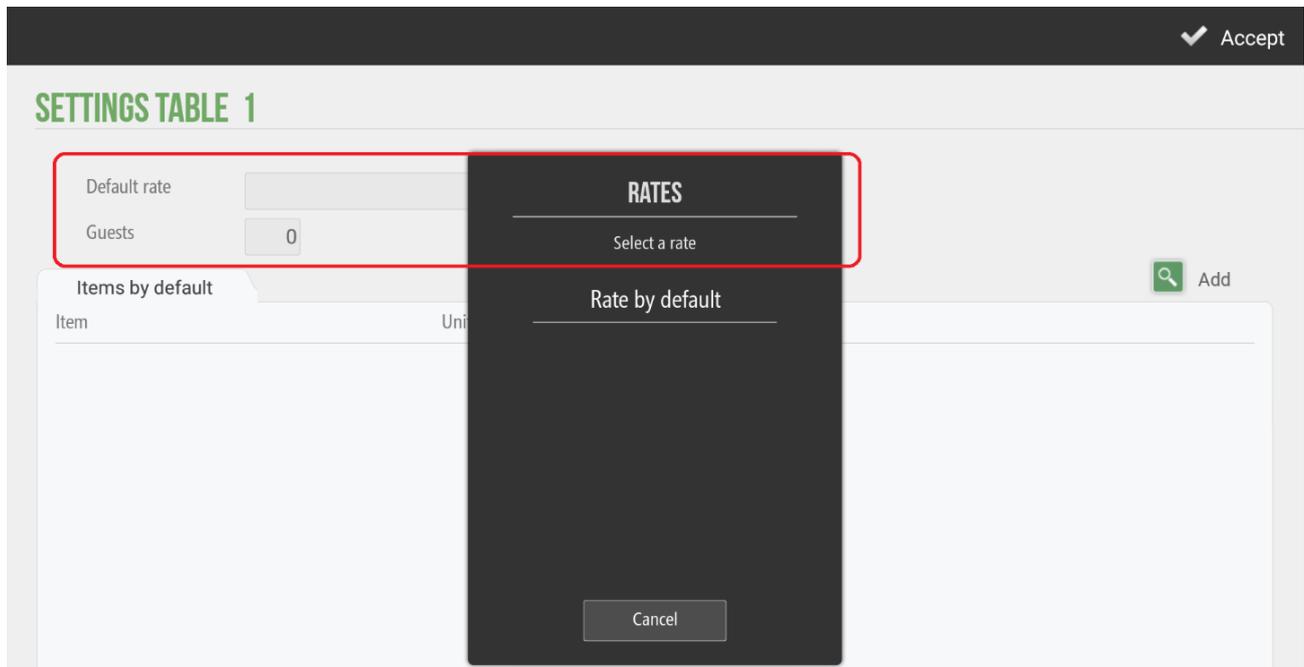
Rates can be assigned to a table. In this way the entire price rate of the articles introduced, will be applied at Table level. This would be the case in the creation of a Special Rate depending on the Table.

To assign a Rate to a Table, we will first have to create a new Rate or select an existing Rate. For the creation of new rates view section; Manual rates, section; Creation of new price rates.

Secondly, we will select *Administration, Configuration, Rooms*, we will choose one of our rooms and click on one of our tables. We will see a drop down and select the *Settings* option.



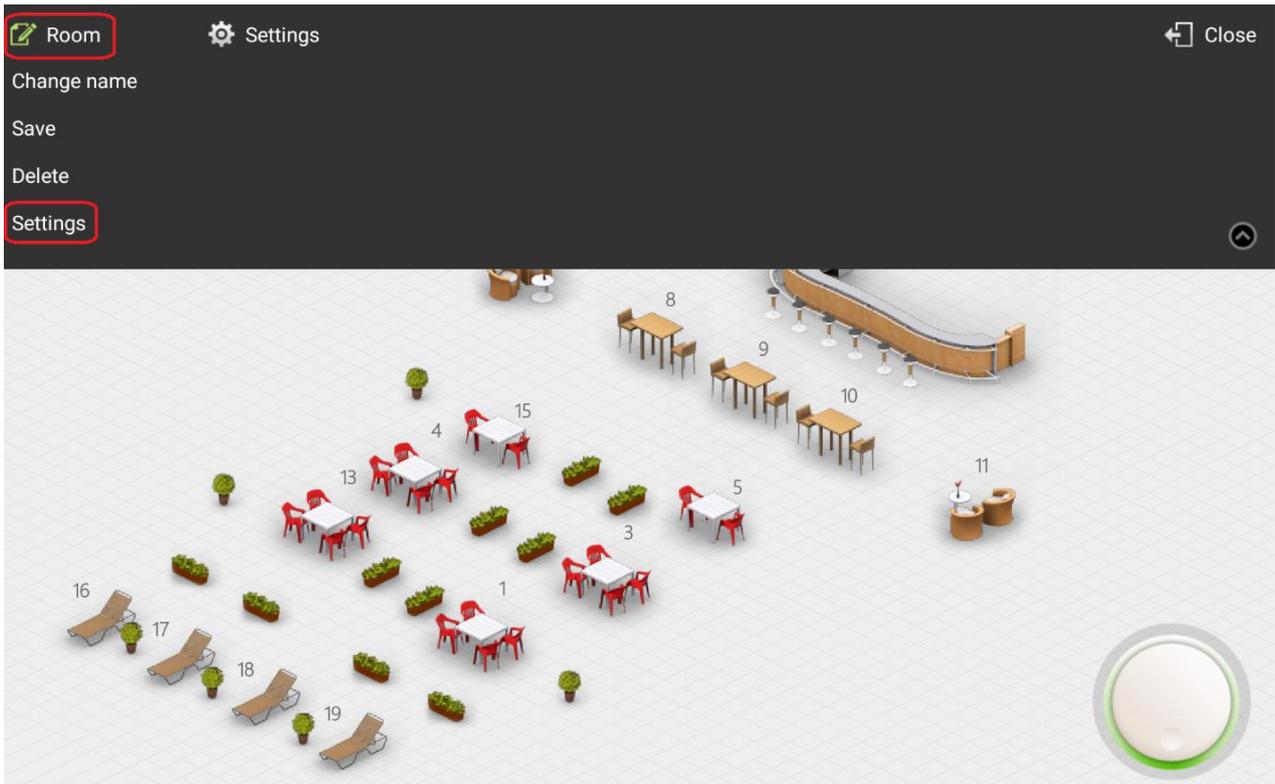
In the table settings screen, we can assign you a default rate and a number of default diners. Selecting one of these options will appear the following dropdown.



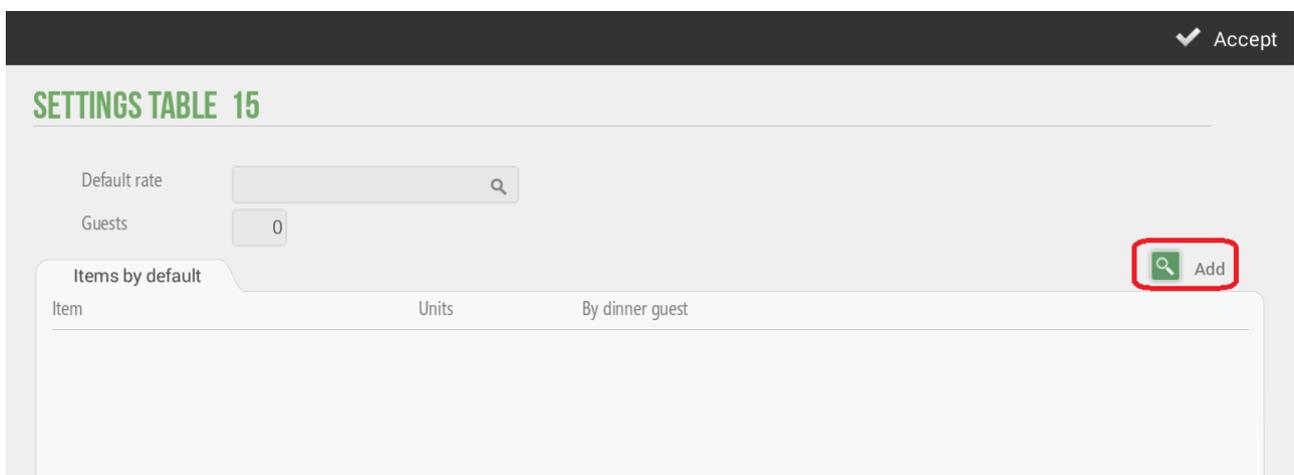
10.5 Assignment Default items in a room

HioPOS Cloud allows to assign items by default in a Room, in particular. In certain cases it may be interesting that a particular article is assigned by default in a room, such as in the case of cutlery. In these cases this article may have an associated cost.

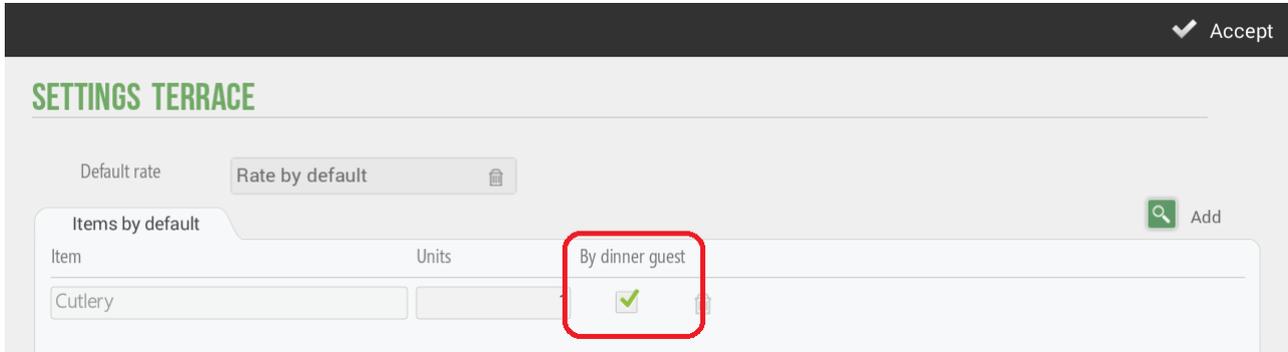
To Assign a Default Article in a Room, we will go to *Configurations*, the *Rooms* option and select one of our rooms. When we find ourselves inside the room, in the upper left margin, we will see the *Edit Room* option, we will choose the *Settings* option.



Within the Terrace Settings screen, we will select the Add option, located in the right margin of the screen.



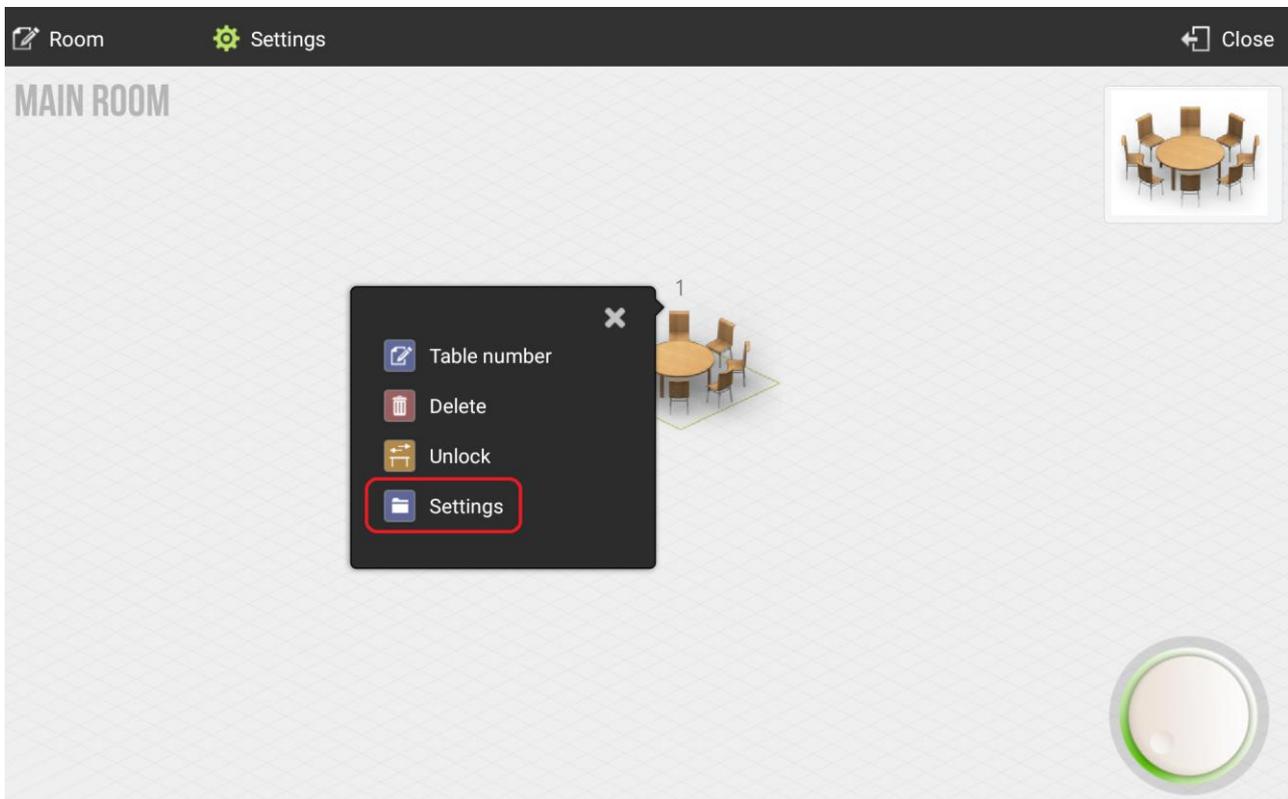
Once inside we will see all of our articles, being able to filter according to Bar Code according to Reference, according to Description and according to Family. Once selected the article we must inform the units by table. We have the option to modify the number of units and assign them by dinner guest.



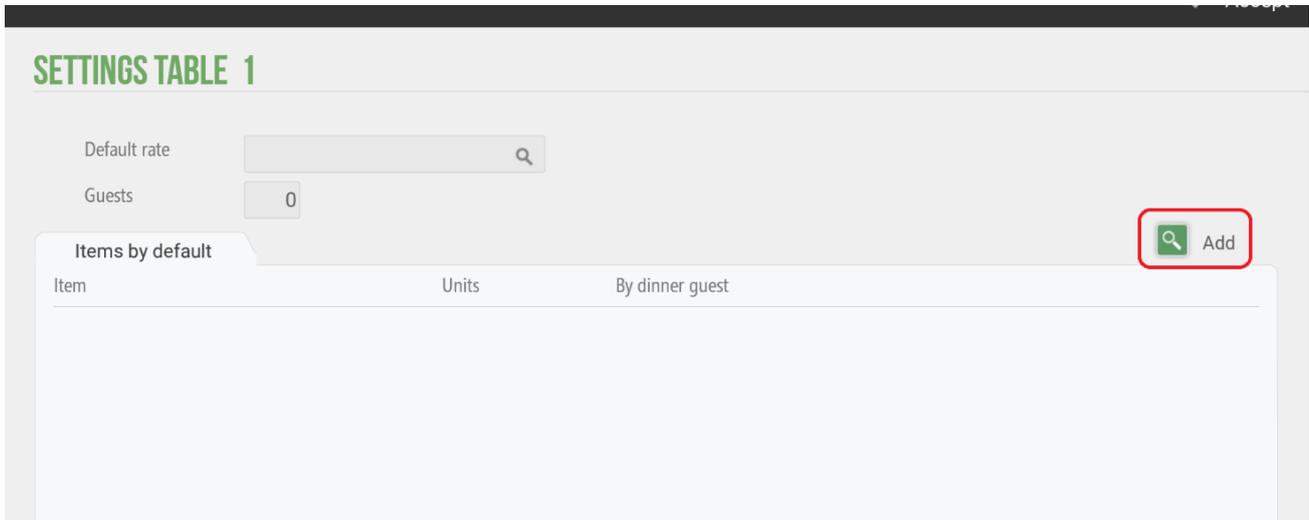
10.6 Assignment Default items on a table

HioPOS Cloud allows you to assign default items to a specific table. In certain cases it may be interesting that a particular article is assigned by default in a table, such as in the case of cutlery. In these cases this article may have an associated cost.

To assign a default item to a table, we will go to *Configuration*, the *Rooms* option and select one of our rooms. When we find ourselves inside the room, we will select one of our tables and press on it. We will see a drop down and select the *Settings* option.



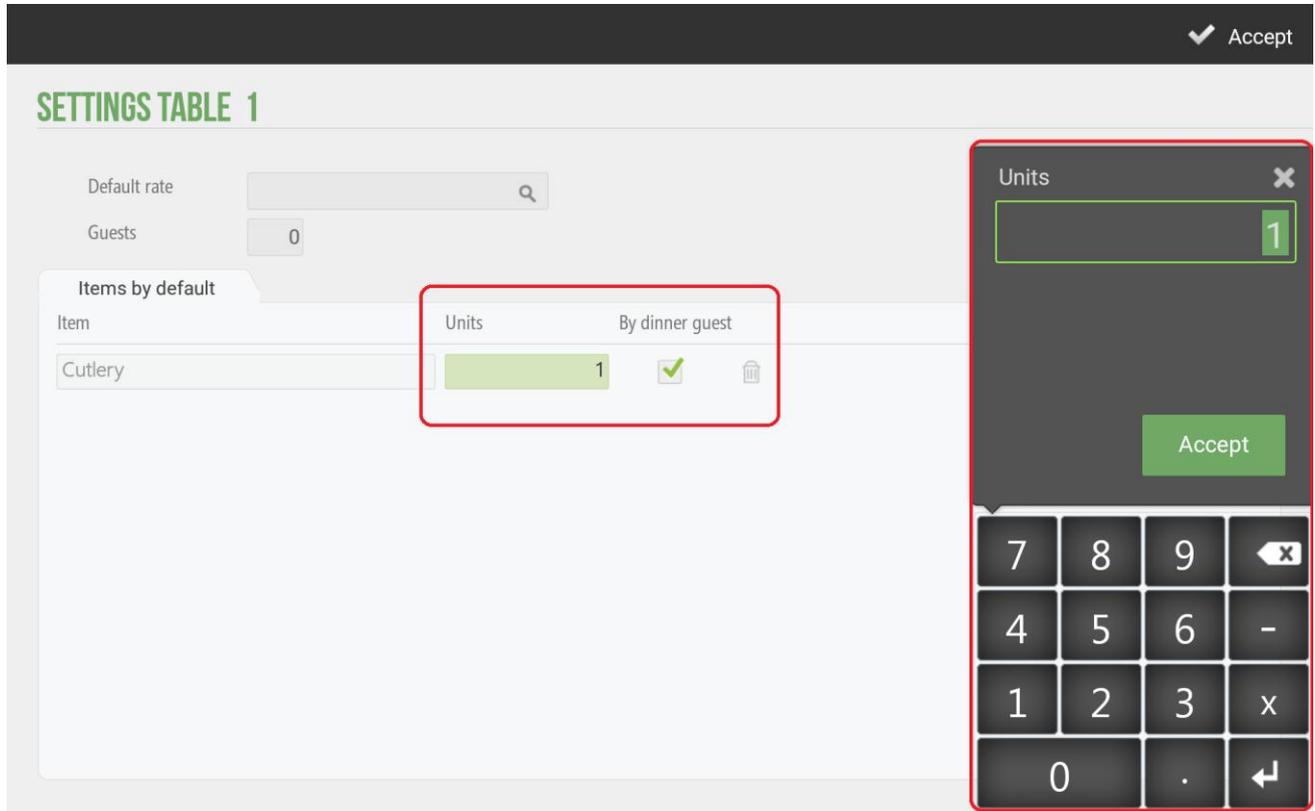
Next, the Table Settings screen will appear. In this screen we can select the *Add* option in the right margin of the screen, as shown below.



At the moment of selecting the Add option, we will see all the articles configured where we can choose that item that will default to the table.



At the moment of selecting the corresponding item, the application shows the table Settings screen so that we can configure the number of units of this item in this table and if these units are correlative to the number of guests; that means, if they are by dinner guest.



The selected item will have a price that we will have to give you in the configuration of Items. At the time of making a sale at this table, the application will assign (by default) the number of units of the configured item. Next, the sales screen is attached in case the sales table has default items configured.

📶 On hold
🖨️ Subtotal
💰 Cash
✔️ Total

<p>MENÚ</p> <p>Burger</p> <p>Sides</p> <p>Desserts</p> <p style="background-color: #4CAF50; color: white;">Pizza</p> <p>Drinks</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">+</td> <td style="text-align: center;"> 8,00</td> <td style="text-align: center;"> 4,00</td> <td style="text-align: center;"> 10,00</td> <td style="text-align: center;"> 10,00</td> </tr> <tr> <td style="text-align: center;">Calzones</td> <td style="text-align: center;">Black Olives</td> <td style="text-align: center;">Anchovies</td> <td style="text-align: center;">Godfather</td> <td style="text-align: center;">Green Pepper</td> </tr> <tr> <td style="text-align: center;"> 8,00</td> <td style="text-align: center;"> 10,00</td> <td style="text-align: center;"> 10,00</td> <td style="text-align: center;"> 10,00</td> <td style="text-align: center;"> 0,00</td> </tr> <tr> <td style="text-align: center;">Bacon</td> <td style="text-align: center;">Ground Beef</td> <td style="text-align: center;">Ground Ham</td> <td style="text-align: center;">Ham Mushrooms Onions Red Peppers</td> <td style="text-align: center;">Bacon</td> </tr> <tr> <td style="text-align: center;"> 0,00</td> <td style="text-align: center;"> 0,00</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Black Olives</td> <td style="text-align: center;">Cheese & Tomato</td> <td></td> <td></td> <td></td> </tr> </table>	+	 8,00	 4,00	 10,00	 10,00	Calzones	Black Olives	Anchovies	Godfather	Green Pepper	 8,00	 10,00	 10,00	 10,00	 0,00	Bacon	Ground Beef	Ground Ham	Ham Mushrooms Onions Red Peppers	Bacon	 0,00	 0,00				Black Olives	Cheese & Tomato				<div style="border: 1px solid #ccc; padding: 5px;"> <p style="color: green; margin: 0;">SALE</p> <p style="font-size: small; margin: 0;">Administrator MAIN RATE</p> <div style="border: 2px solid red; padding: 2px; margin: 5px 0;"> <p style="margin: 0;">📌 Cultery</p> <p style="margin: 0;">4 x 0,5 2,00</p> </div> <hr style="border: 0.5px solid #ccc;"/> <p style="text-align: right; font-size: large; font-weight: bold;">\$ 2,12</p> </div> <div style="margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #333; color: white;"> <tr> <td style="width: 25%;">7</td> <td style="width: 25%;">8</td> <td style="width: 25%;">9</td> <td style="width: 25%;">✕</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>-</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>x</td> </tr> <tr> <td>0</td> <td>.</td> <td colspan="2">↩</td> </tr> </table> </div>	7	8	9	✕	4	5	6	-	1	2	3	x	0	.	↩	
+	 8,00	 4,00	 10,00	 10,00																																												
Calzones	Black Olives	Anchovies	Godfather	Green Pepper																																												
 8,00	 10,00	 10,00	 10,00	 0,00																																												
Bacon	Ground Beef	Ground Ham	Ham Mushrooms Onions Red Peppers	Bacon																																												
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Black Olives	Cheese & Tomato																																															
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Options Customer Kitchen order

+
🗑️
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1
2
3
4
5

Item Cash drawer Tables

11. Shifts

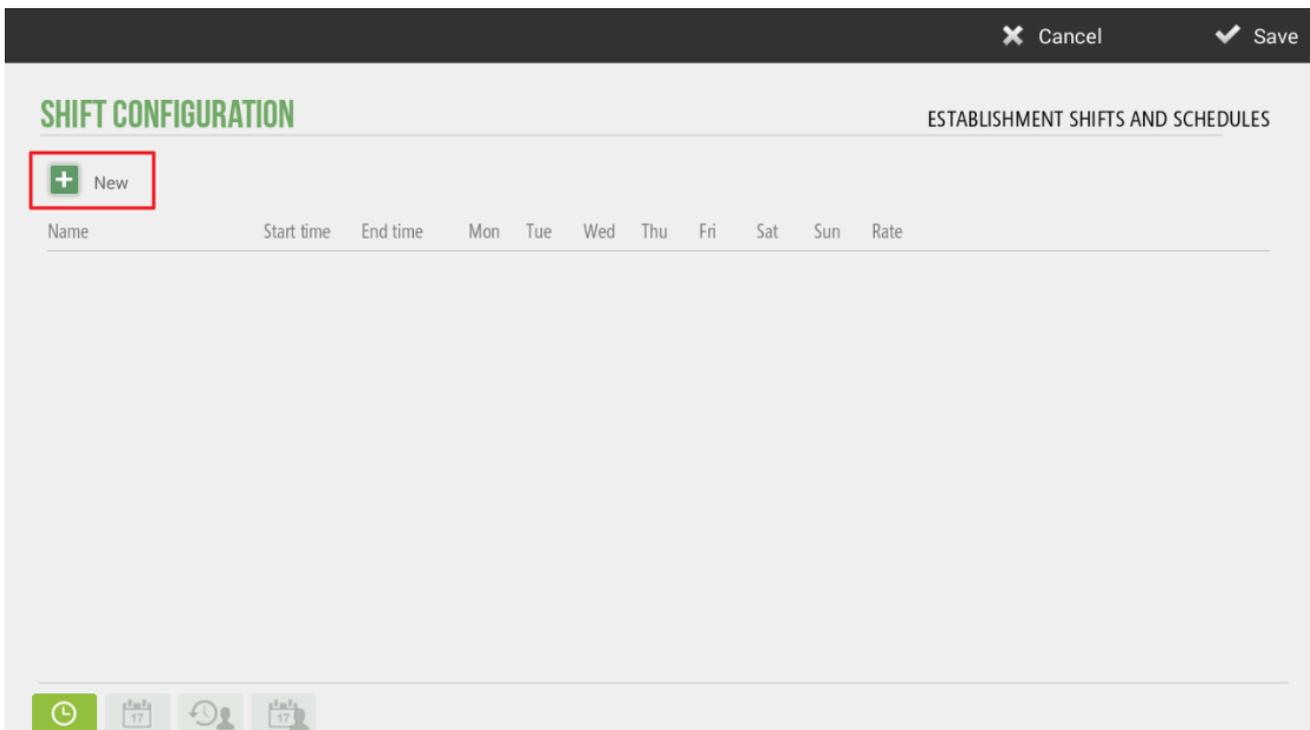
HioPOS Cloud allows you to use the *Shifts* option in the *Settings* section.

There are four types of configurations depending on the shifts and schedules of the establishment, holidays and exceptions of the establishment, shifts and schedules of employees and holidays and exceptions of employees. This will also be useful for assigning rates according to shift.



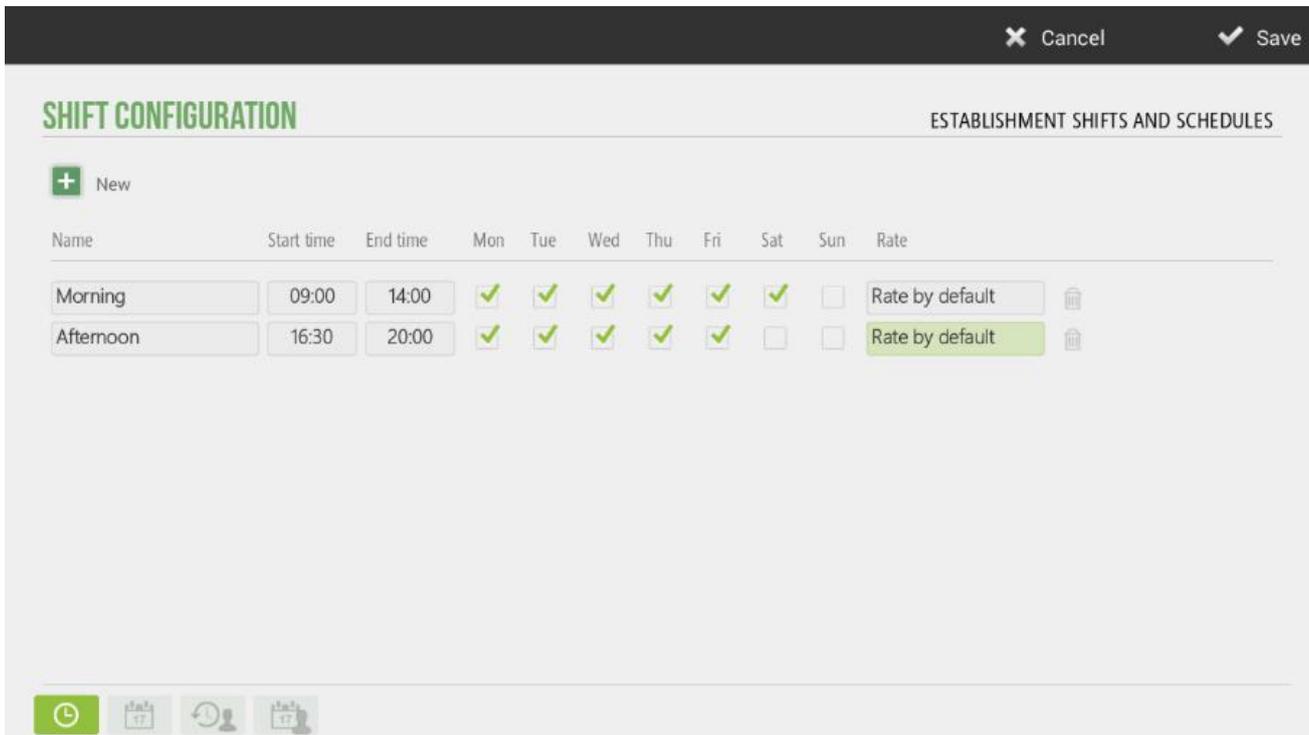
11.1 Establishment shifts and schedules

In the first section of *Shifts*, we can configure the shifts and schedules of the establishment. To add new shifts, we will have to select *New* and enter the name we want to give.



This configuration will be useful for the sales screen, which according to the time set in the terminal as of the day of the week, will be taken the corresponding rate.

For example, in this section we will configure the morning and afternoon shifts with the start and end times and what days of the week will be available. The following image shows an example:



The screenshot shows a 'SHIFT CONFIGURATION' window with the following data:

Name	Start time	End time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Rate
Morning	09:00	14:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rate by default					
Afternoon	16:30	20:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rate by default				

As you can see, the establishment will work in the morning from Monday to Saturday and in the afternoon, from Monday to Friday. You can select any rate already created; in the example has assigned the default rate to these two shifts.

11.2 Establishment public holidays and exceptions

In this section, we can configure the public holidays of the establishment, taking into account the national, local, regional days... You can also indicate, for example, the holiday period of the establishment, such as the working hours of those days.

In the following example, we have set up the Christmas holidays. If it is selected that the day is not workable, it no longer allows the selection of a rate. You can also see that on December 31, the establishment only works in the morning even if it is not a holiday.

✕ Cancel ✓ Save

SHIFT CONFIGURATION

ESTABLISHMENT PUBLIC HOLIDAYS AND EXCEPTIONS

+ New

From	End	Working	Start time	End time	Rate	
24/12/2017	26/12/2017	<input type="checkbox"/>				
31/12/2017	31/12/2017	<input checked="" type="checkbox"/>	09:00	14:00	Rate by default	

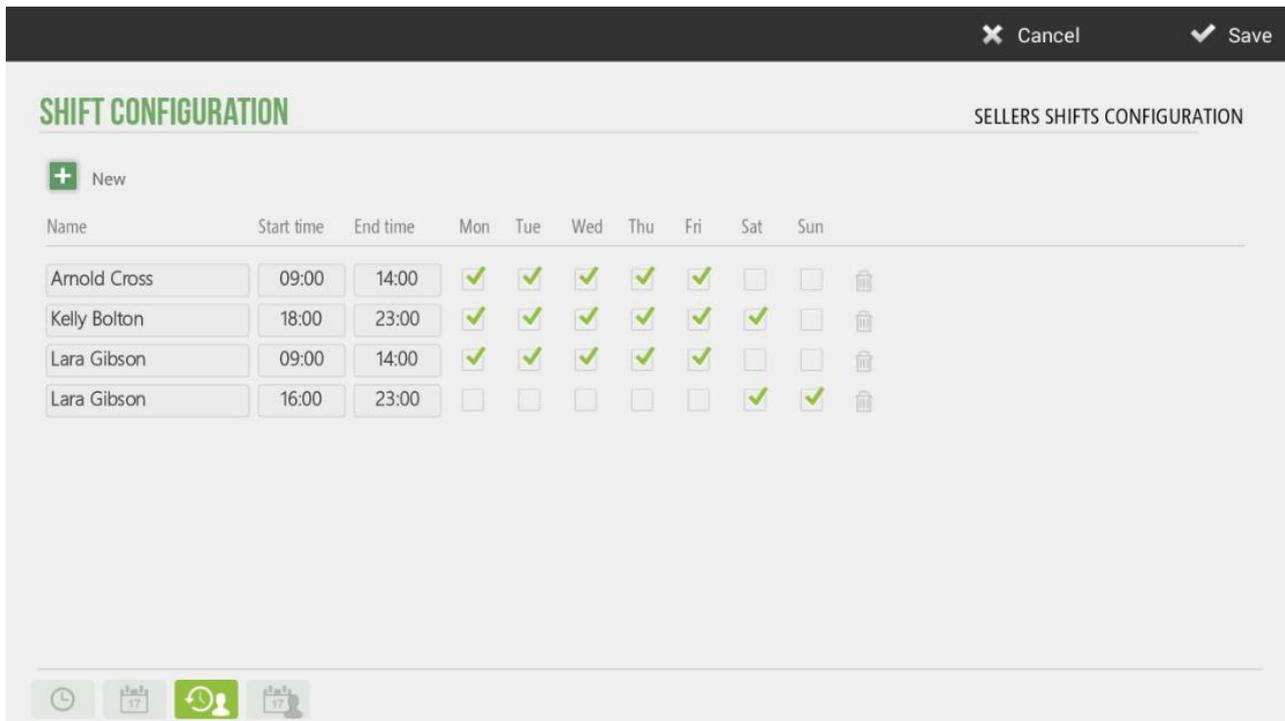
   

This configuration will be very useful in the Hairdressing version, because the holidays or exceptions of the establishment will be painted of another color in the Calendar screen, like days or hours nonworkable.

11.3 Sellers shifts

In the third section, *Sellers shifts*, will take into account the working hours of workers, with the start and end time of their work day, and which days of the week they work.

To add them, select *New*.



The screenshot shows a 'SHIFT CONFIGURATION' window with a 'SELLERS SHIFTS CONFIGURATION' title. It features a '+ New' button and a table with columns for Name, Start time, End time, and days of the week (Mon-Sun). Each cell in the table contains a green checkmark or an empty box, indicating the shift schedule for each employee. A trash icon is present at the end of each row. At the bottom, there are icons for a clock, a calendar, a refresh button, and another calendar.

Name	Start time	End time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Arnold Cross	09:00	14:00	✓	✓	✓	✓	✓		
Kelly Bolton	18:00	23:00	✓	✓	✓	✓	✓	✓	
Lara Gibson	09:00	14:00	✓	✓	✓	✓	✓		
Lara Gibson	16:00	23:00						✓	✓

In the example above, you can see that the employee Lara Gibson works mornings and evenings only on Saturdays and Sundays. When you have two shifts, you must create two times if there is any pause between.

This configuration will be very useful in the Hairdressing version, because the shifts of the employees will be visualized in the Calendar screen. It will be able to see which days or hours each employee works.

11.4 Sellers public holidays and exceptions

In the last section of the *Shifts*, will be configured the public holidays or exceptions of the employees, such as, their vacation periods or personal days, in which they will not attend their usual working day.

To configure them, select *New*.

✕ Cancel ✓ Save

SHIFT CONFIGURATION

SELLERS PUBLIC HOLIDAYS AND EXCEPTIONS

+ New

Name	From	End	Working	Start time	End time	
Arnold Cross	01/07/2017	31/07/2017	<input type="checkbox"/>			
Arnold Cross	28/09/2017	28/09/2017	<input checked="" type="checkbox"/>	09:00	12:00	
Kelly Bolton	01/08/2017	31/08/2017	<input checked="" type="checkbox"/>	00:00	23:59	






In the image above, you can see that Arnold Cross will not work during the month of July and on September 28 will work alone in the morning for some specific reason. While, employee Kelly Bolton will have vacations during the month of August.

This configuration will be very useful in the Hairdressing version, because the employees' non-working days will be displayed in the Calendar screen.

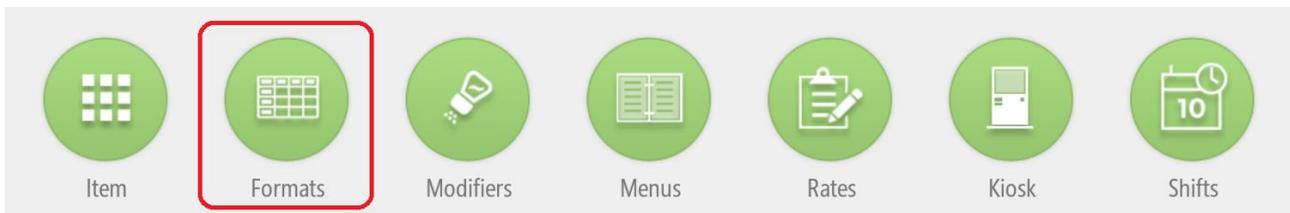
12. Items by Formats

HioPOS Cloud allows you to use the *Formats* option found in *Configuration*.

Working with formats will allow us to select an article that has assigned formats, the program will ask us to select the format from among those available. It will also be useful for inventory counting and procurement, as the formats in these modules are also taken into account.

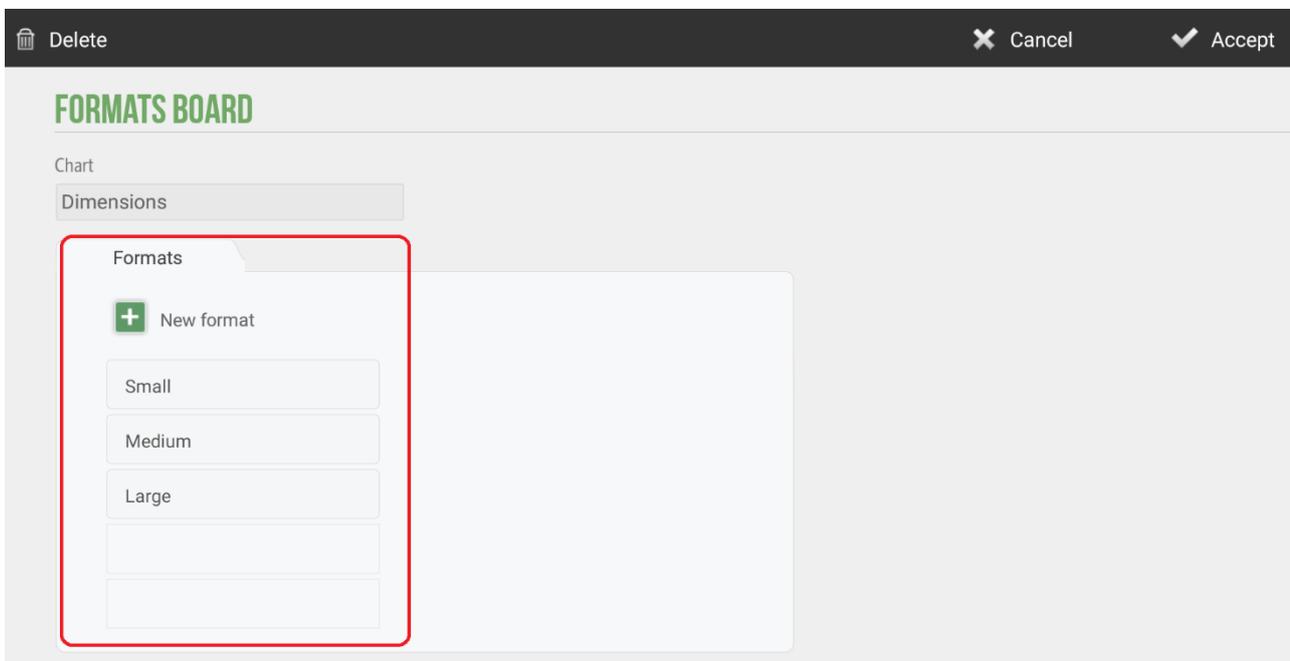
12.1 Creating formats

Go to the *Formats* option in the *Configuration* menu, a first screen appears; *Formats Board*. Within this screen we can visualize the existing formats and we can search them with the tool; *Description*.



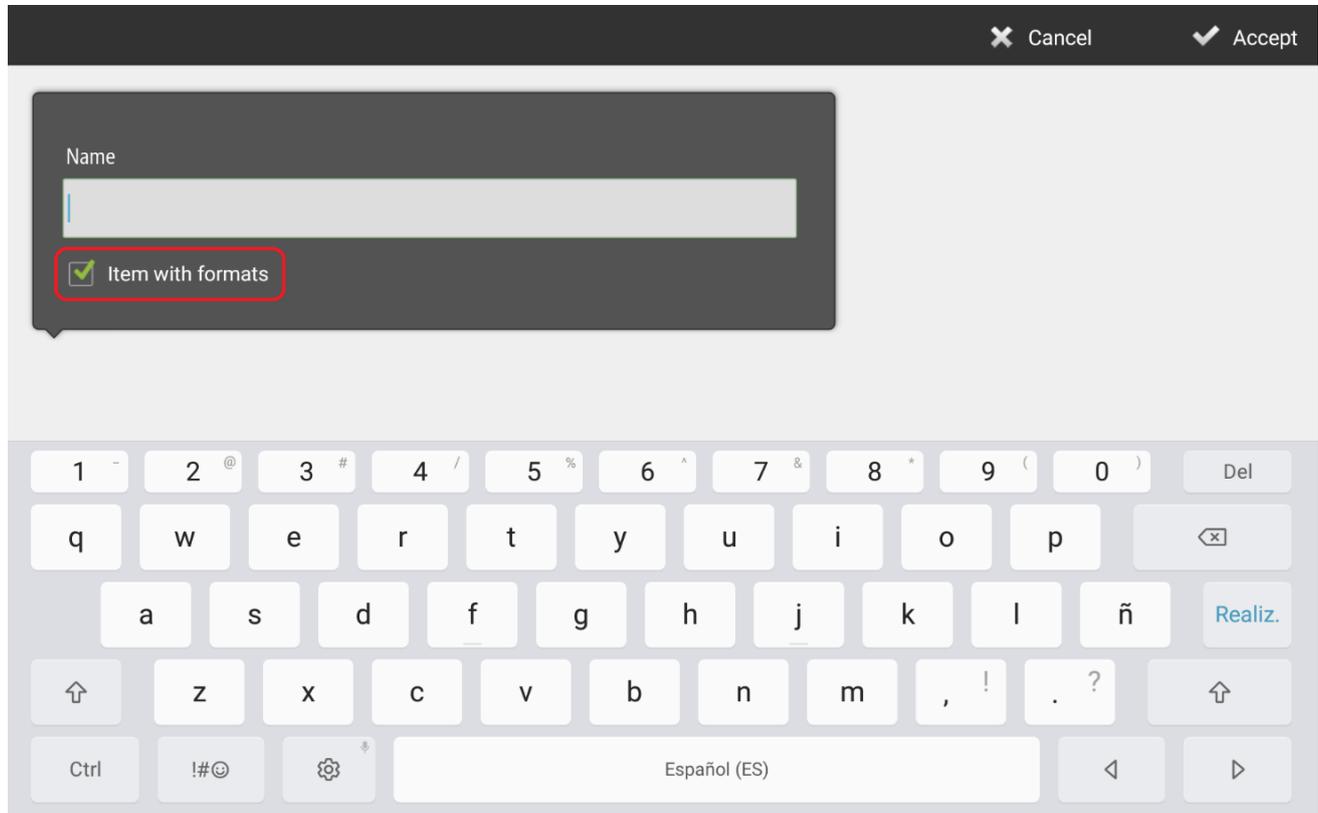
If we want to create a new Table of Formats, we will select the *New Chart* option. We will see a screen of Table of Formats where we can name the table and add the formats we want.

If we want to create new formats within a table of formats, we will select the new format option and we will name it.

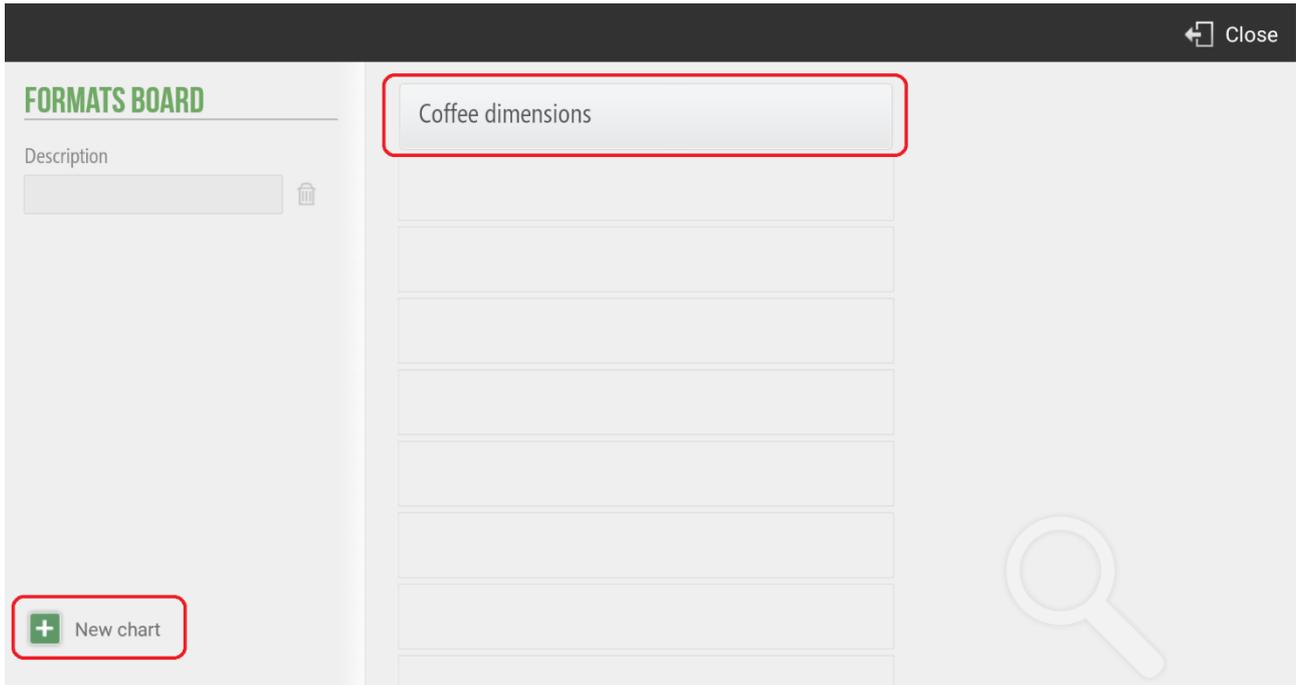


12.2 Assign a format to an item

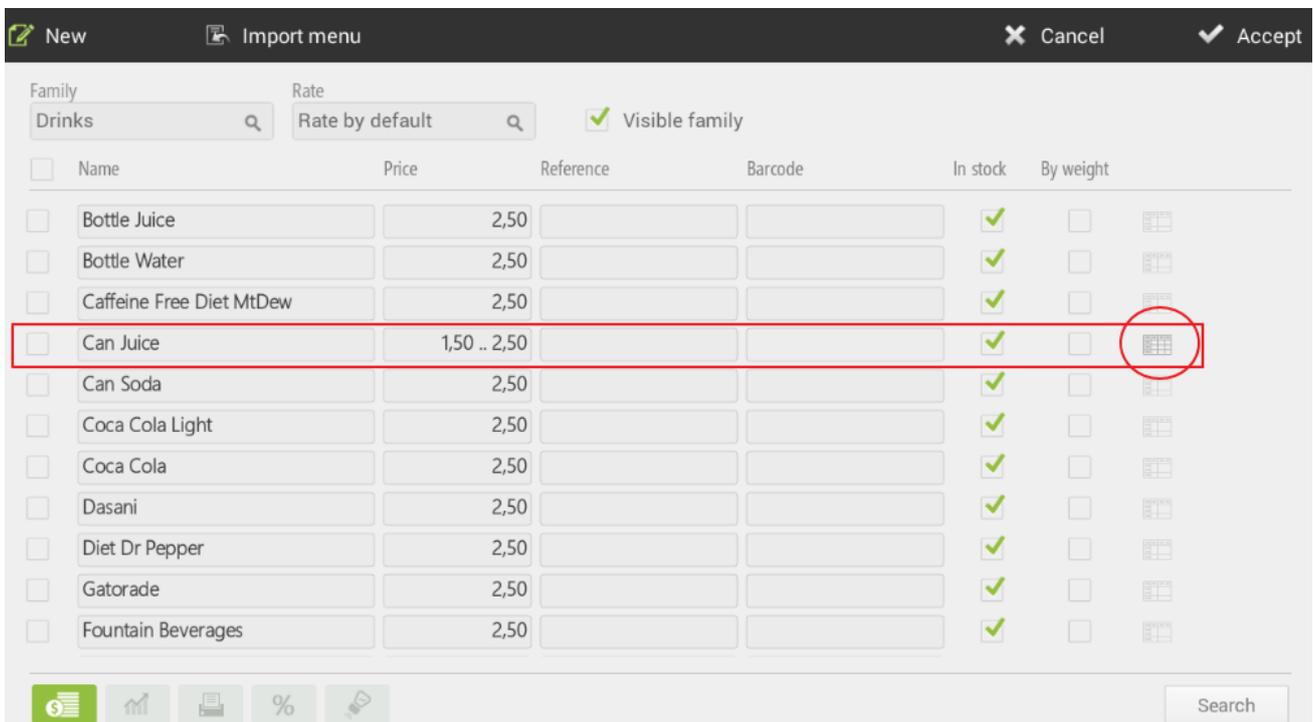
Go to the *Items* menu in *Configuration*. There we select a family and create a new item, where we will mark the option *Item with formats* at the time of naming the article.



Once the item has been created, select from the *Format Table* the format you want to apply, and you can create a new table with new formats at the same time.



Then enter the price and you will have created a new item by formats. When you have created a new item by format, at the end of the line you will see that you add a box with a table, this means that it is an article that is sold by formats.



Click on the table to modify the prices according to the format, as well as the cost, the margin, the barcode and the rate, you can also add a new size.

Accept

CAN JUICE

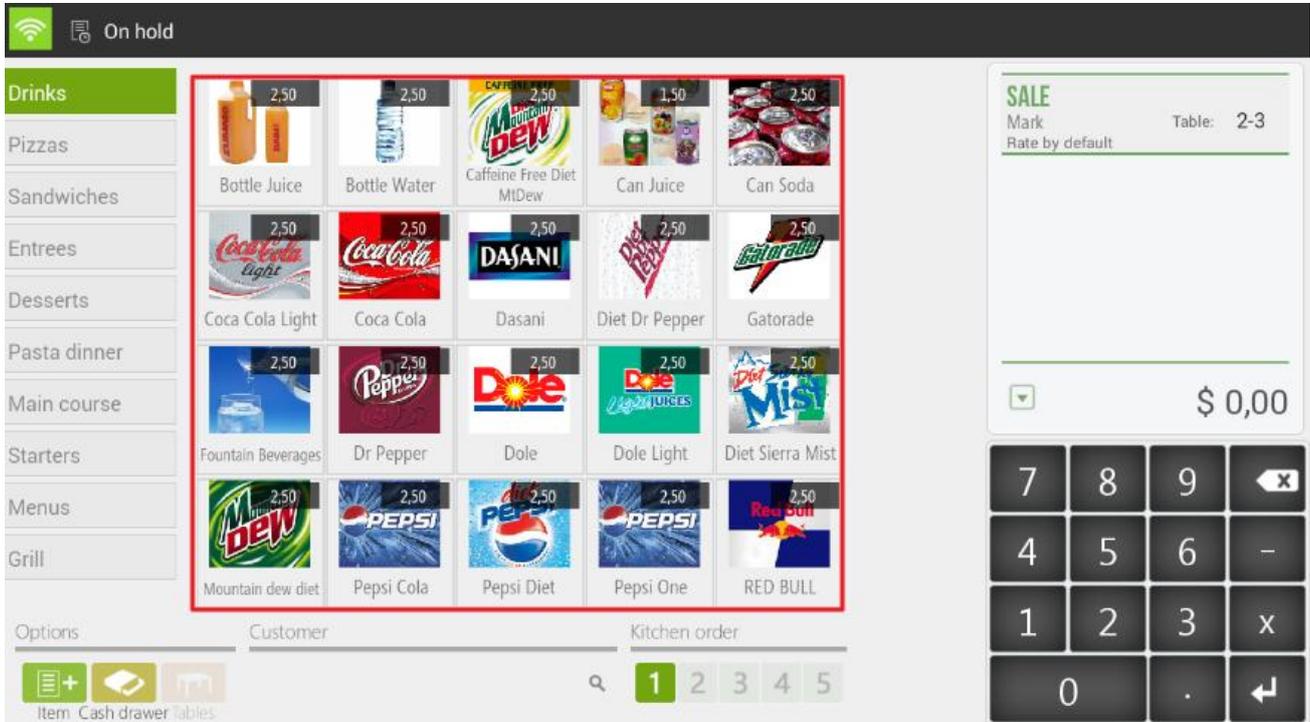
Rate
Rate by default

<input type="checkbox"/> Format	Price	Cost	Margin	% Margin	Barcode
<input type="checkbox"/> Small	1,50	0,10	1,40	93,3 %	
<input type="checkbox"/> Medium	2,00	0,15	1,85	92,5 %	
<input type="checkbox"/> Large	2,50	0,20	2,30	92,0 %	

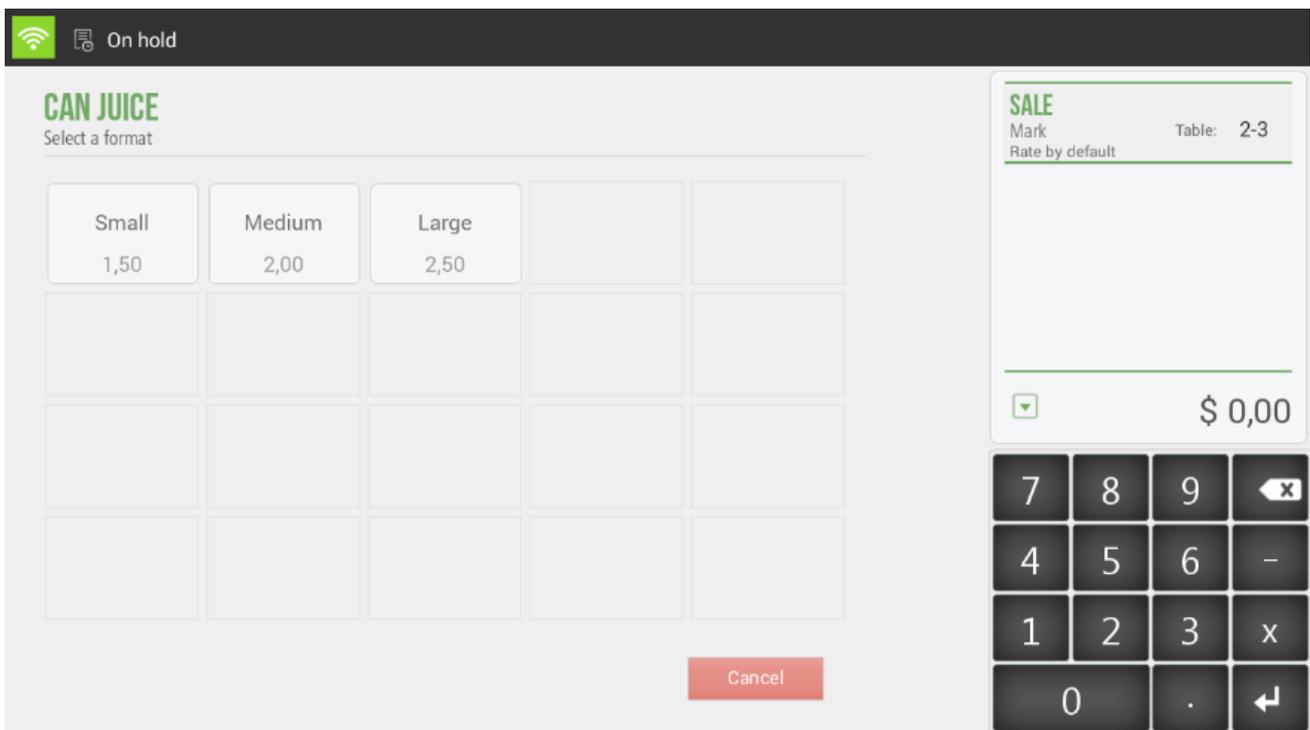
If at the time of creating a new article, "Item with Format" has not been selected, the formats will have to be manually assigned to each article. We will go to the *Configuration* screen, select *Item*, *Edit items*. We will select in the table that appears almost transparent to the end of the line of an article, and there we will be able to add diverse formats of manual way.

12.3 Sale of an article by formats

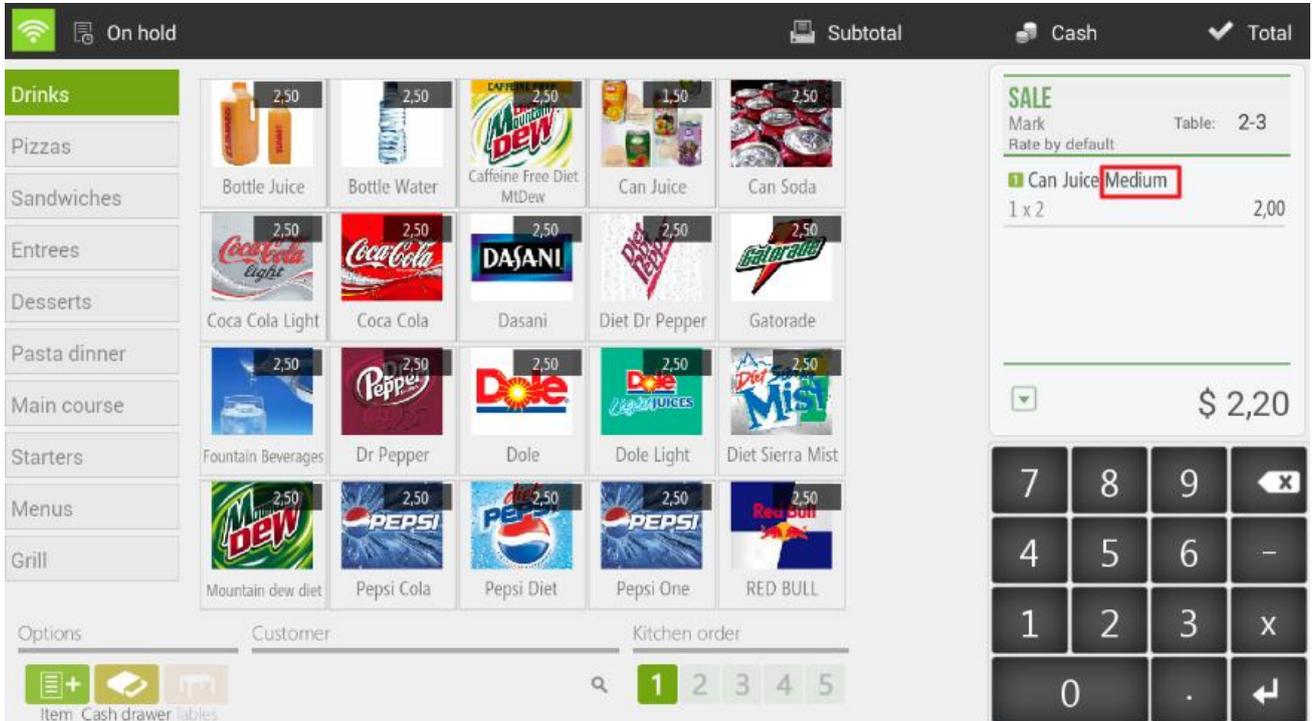
First we go to the sale screen and select the item to sell.



The same program already detects that it is an article by formats and shows us the window to select among the formats it has assigned.



Once the format is selected, the article will appear on the sale ticket, showing the description of the article and the format selected at the end of it. We can continue by adding items for sale or finish it with the usual procedure.



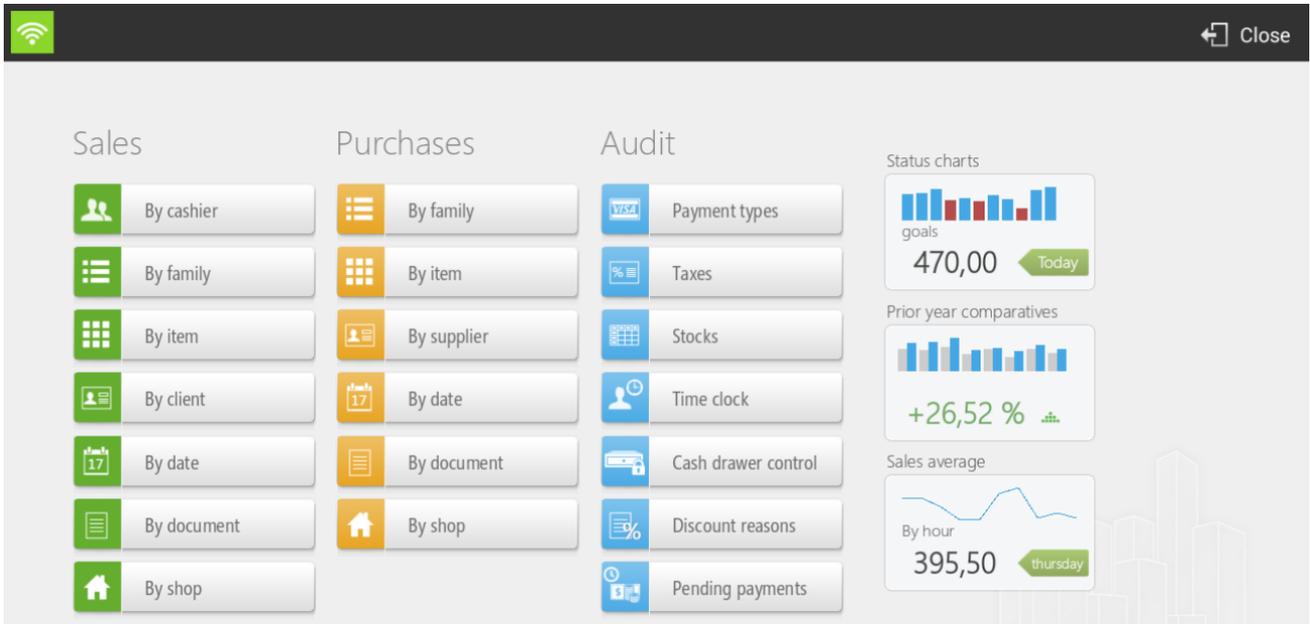
The screenshot shows a POS system interface with a menu of drinks and a sale ticket summary. The menu is organized into categories: Drinks, Pizzas, Sandwiches, Entrees, Desserts, Pasta dinner, Main course, Starters, Menus, and Grill. The 'Drinks' category is selected, showing a grid of items with prices. The sale ticket summary on the right shows a total of \$2,20 for 1 x 2 'Can Juice Medium' items.

Item	Price
Bottle Juice	2,50
Bottle Water	2,50
Caffeine Free Diet Mt Dew	2,50
Can Juice	1,50
Can Soda	2,50
Coca Cola Light	2,50
Coca Cola	2,50
Dasani	2,50
Diet Dr Pepper	2,50
Gatorade	2,50
Fountain Beverages	2,50
Dr Pepper	2,50
Dole	2,50
Dole Light	2,50
Diet Sierra Mist	2,50
Mountain dew diet	2,50
Pepsi Cola	2,50
Pepsi Diet	2,50
Pepsi One	2,50
RED BULL	2,50

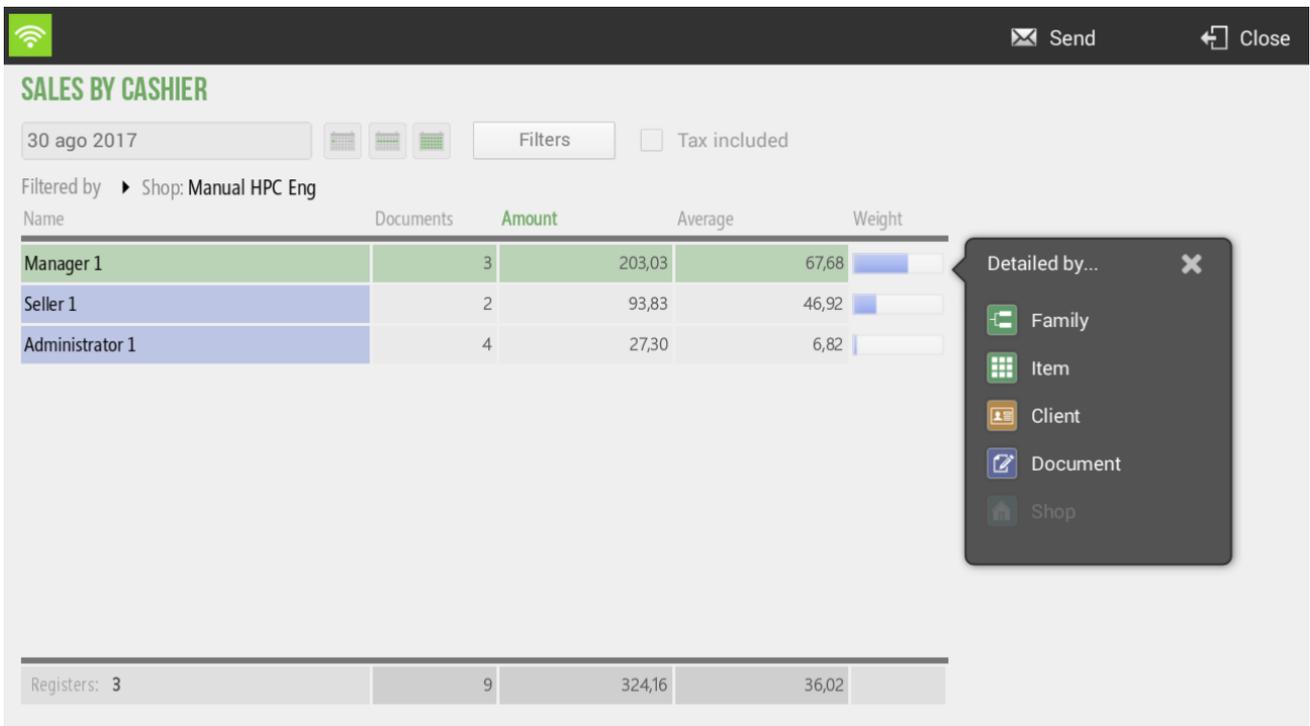
SALE	
Mark	Table: 2-3
Rate by default	
1 x 2 Can Juice Medium	2,00
\$ 2,20	

13. Statistics

HioPOS Cloud includes a complete collection of dashboards and reports. Access them from the *Administration, Statistics* option.



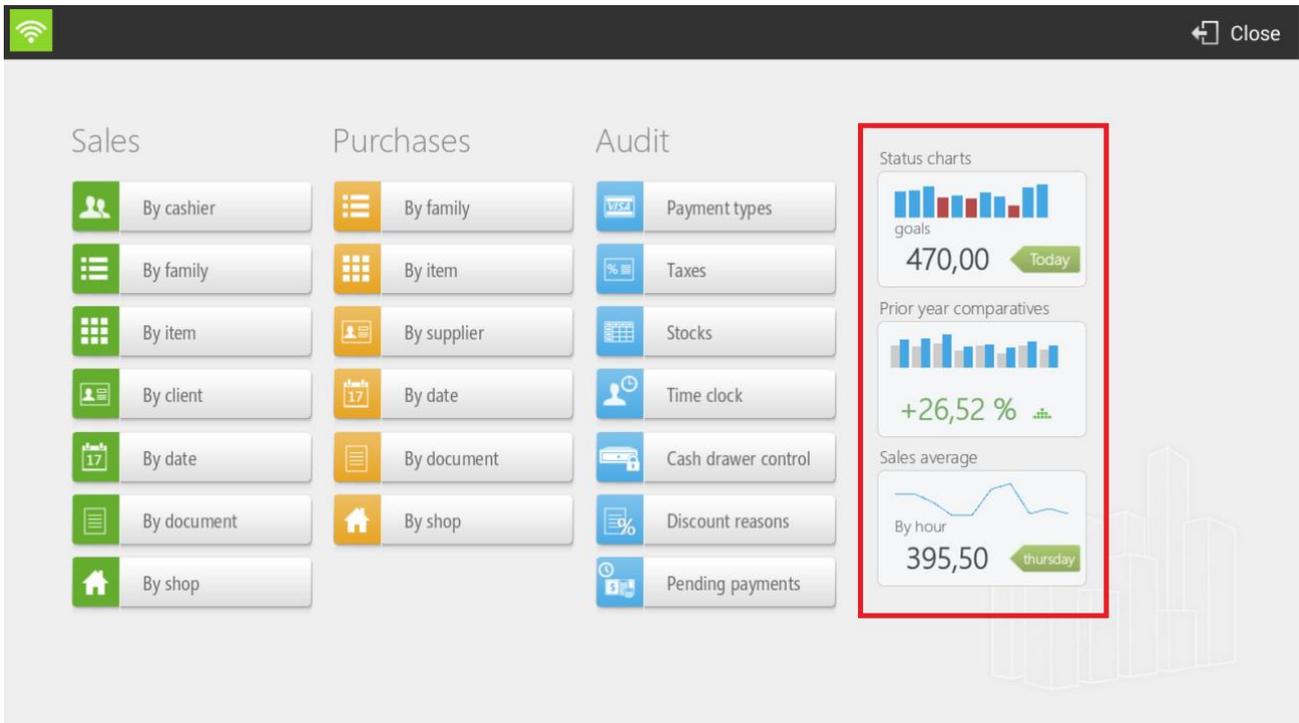
All reports are displayed on the screen. Select the date range with the Day, Week and Current Month buttons or make an advanced filter by shop, POS, cash count, client, family or item with the Filters button. Select a line and drill into another dimension.



Name	Documents	Amount	Average	Weight
Manager 1	3	203,03	67,68	
Seller 1	2	93,83	46,92	
Administrator 1	4	27,30	6,82	

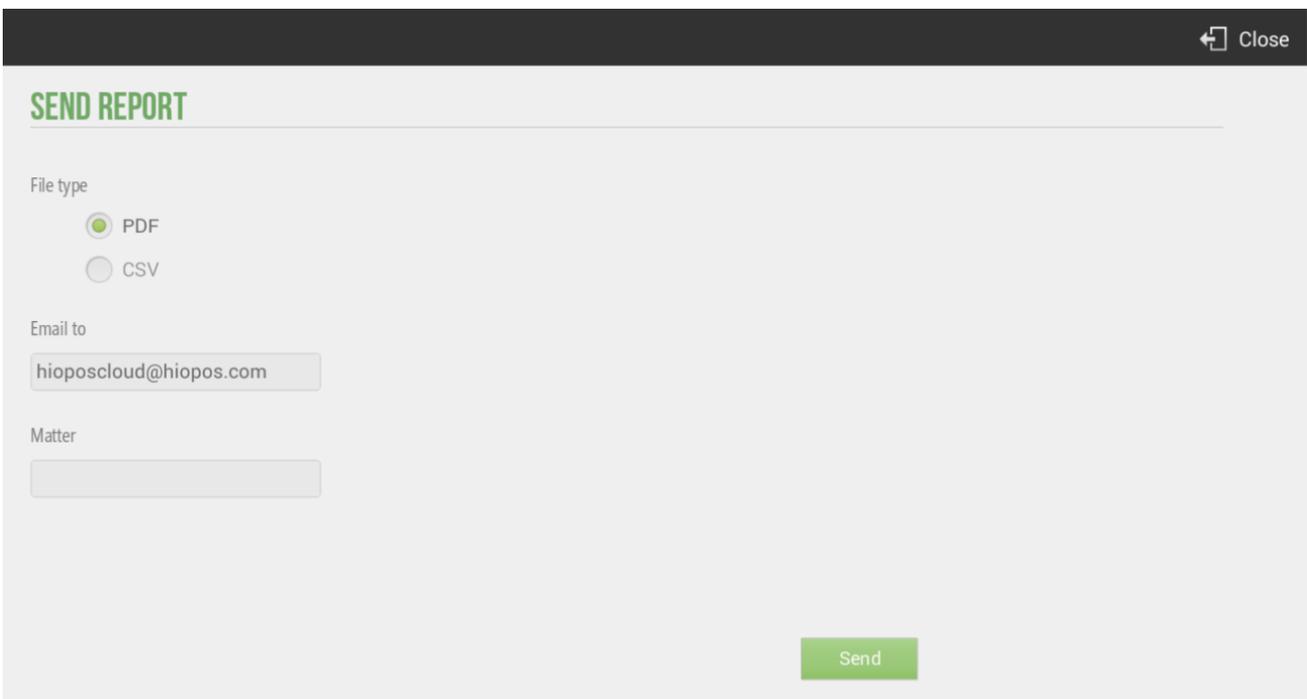
Registers: 3	9	324,16	36,02
--------------	---	--------	-------

HioPOS Cloud also includes dashboards, to analyse data quickly and visually. Select from the statistics menu among the three available.



The dashboard is divided into three main sections: Sales, Purchases, and Audit. Each section contains several report filters. A 'Status charts' widget is highlighted with a red box, showing three charts: 'goals' (470,00 Today), 'Prior year comparatives' (+26,52%), and 'Sales average' (395,50 Thursday).

All reports can be sent by email by selecting the *Send* button at the top right. It can only be sent to an email; so, if you wanted to send to different people, you would have to add the emails one by one.

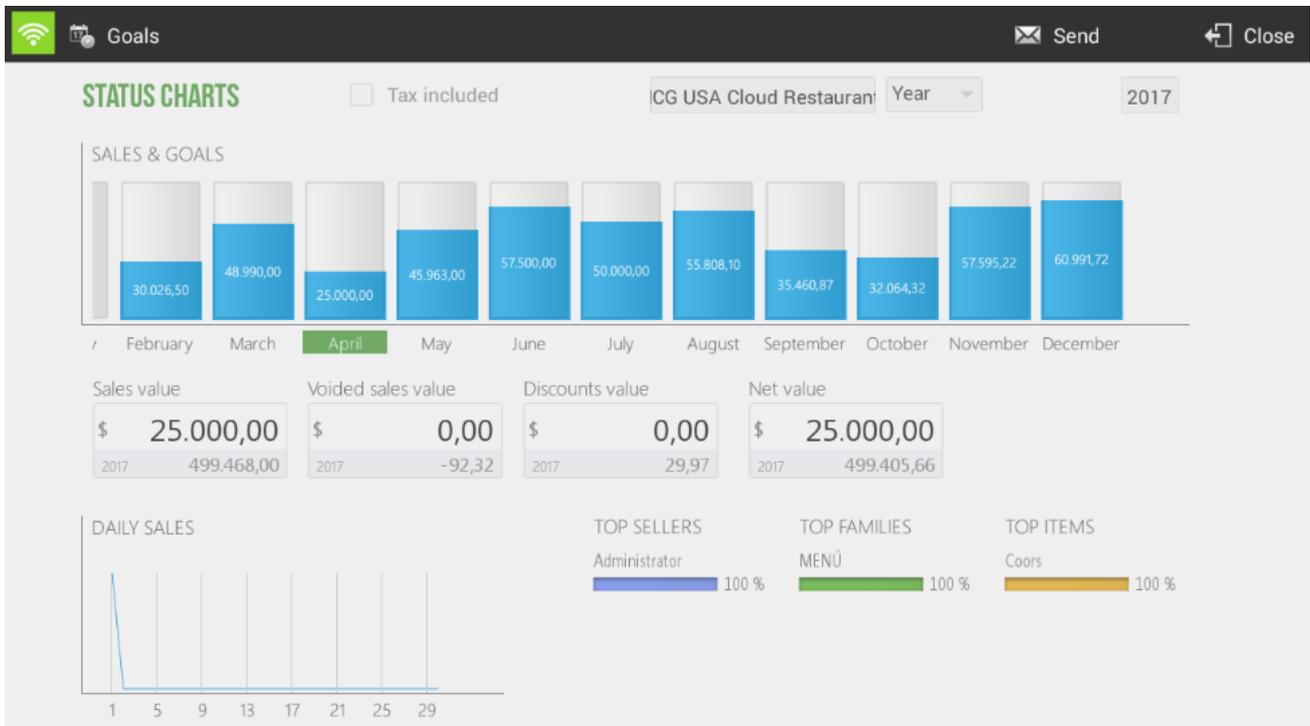


The 'SEND REPORT' form includes the following fields and options:

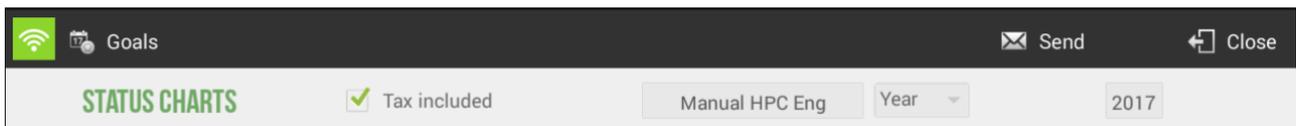
- File type:** Radio buttons for PDF (selected) and CSV.
- Email to:** Text input field containing `hioposcloud@hiopos.com`.
- Matter:** Empty text input field.
- Send:** A green button at the bottom right.

13.1 Status Charts

Status charts include general transaction information to give you an overall impression of how the business is at all times.



At the top you will find the filter options for a more personalized result. We can see the values with or without taxes, select the shop that we want to display and the year.



Also at the top is the *Objectives* option, where we can mark sales goals that will be represented in the status charts, allowing a visual and quick comparison.

✕ Cancel ✓ Accept

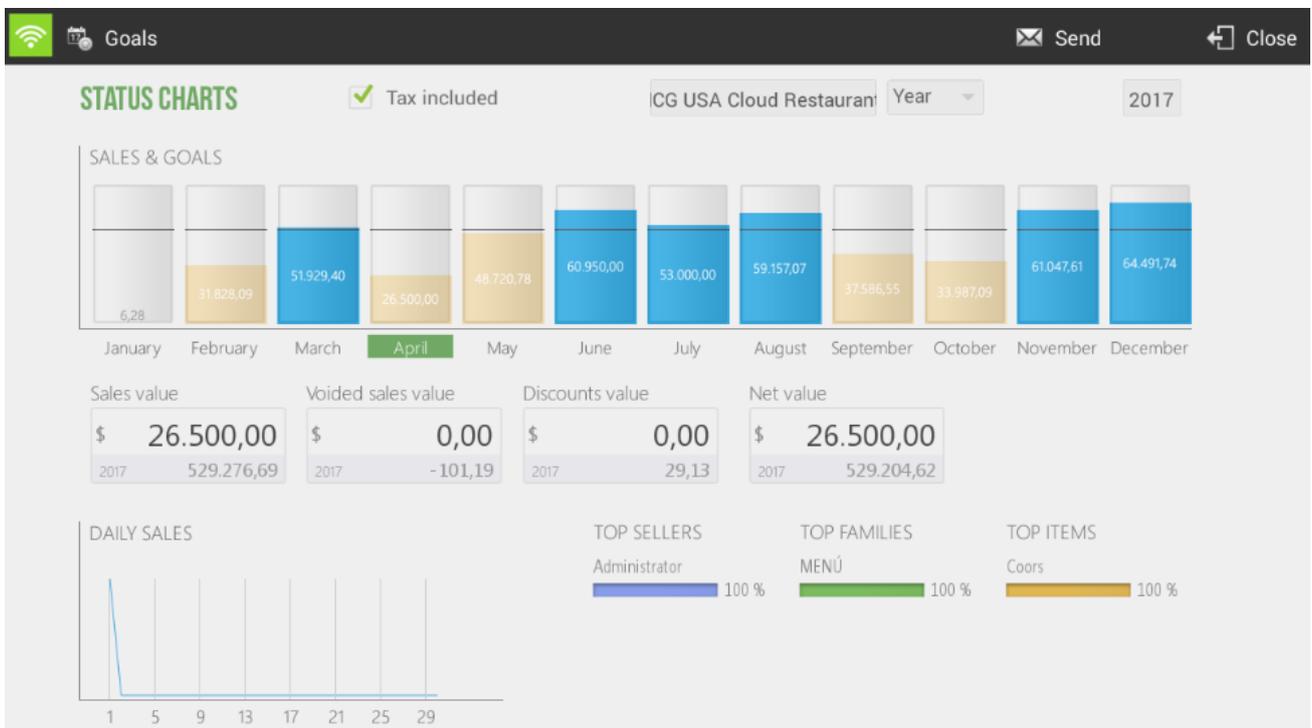
SALES GOAL

Shop: Year:

Working days: Mon ✓ Tue ✓ Wed ✓ Thu ✓ Fri ✓ Sat ✓ Sun ✓

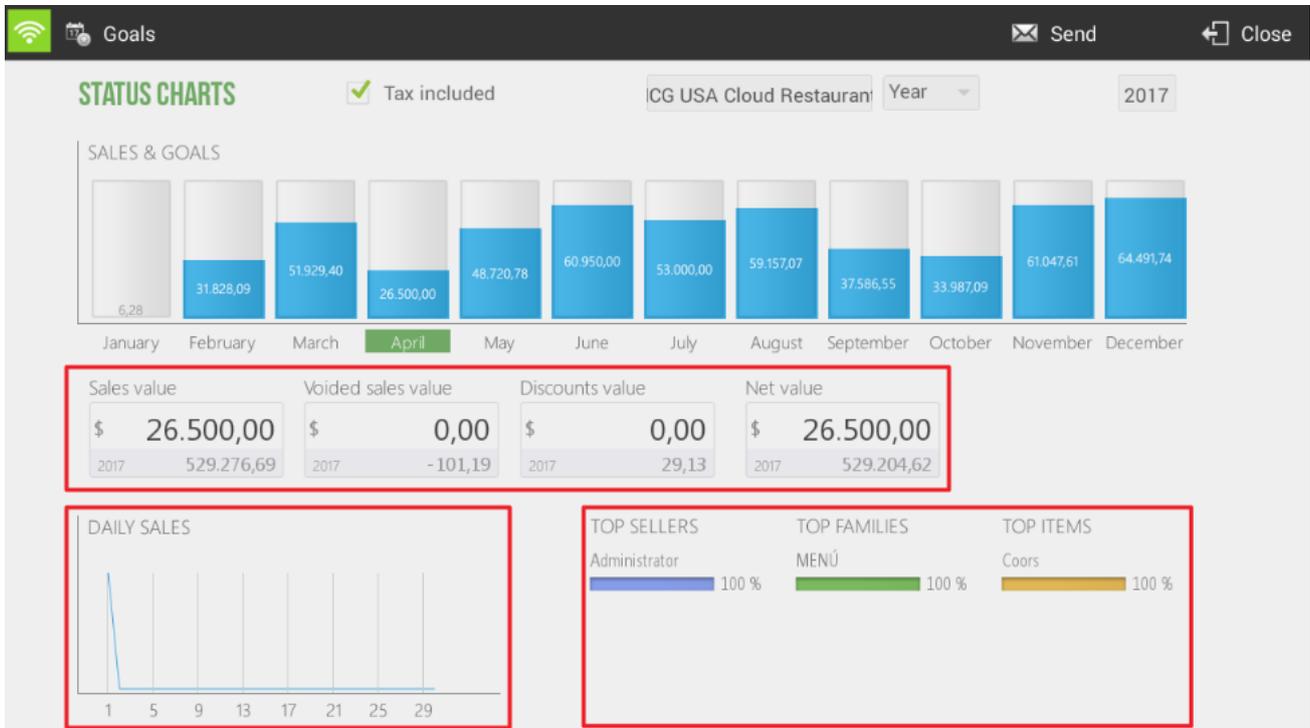
Month	Amount
<input type="checkbox"/> January	50000,00
<input type="checkbox"/> February	50000,00
<input type="checkbox"/> March	50000,00
<input type="checkbox"/> April	50000,00
<input type="checkbox"/> May	50000,00
<input type="checkbox"/> June	50000,00
<input type="checkbox"/> July	50000,00
<input type="checkbox"/> August	50000,00
<input type="checkbox"/> September	50000,00
<input type="checkbox"/> October	50000,00
<input type="checkbox"/> November	50000,00

The objective control shows in visual cube format the value of total monthly sales, together with the quantity in figures and the line that indicates, for each month, the value that has been marked as objective.



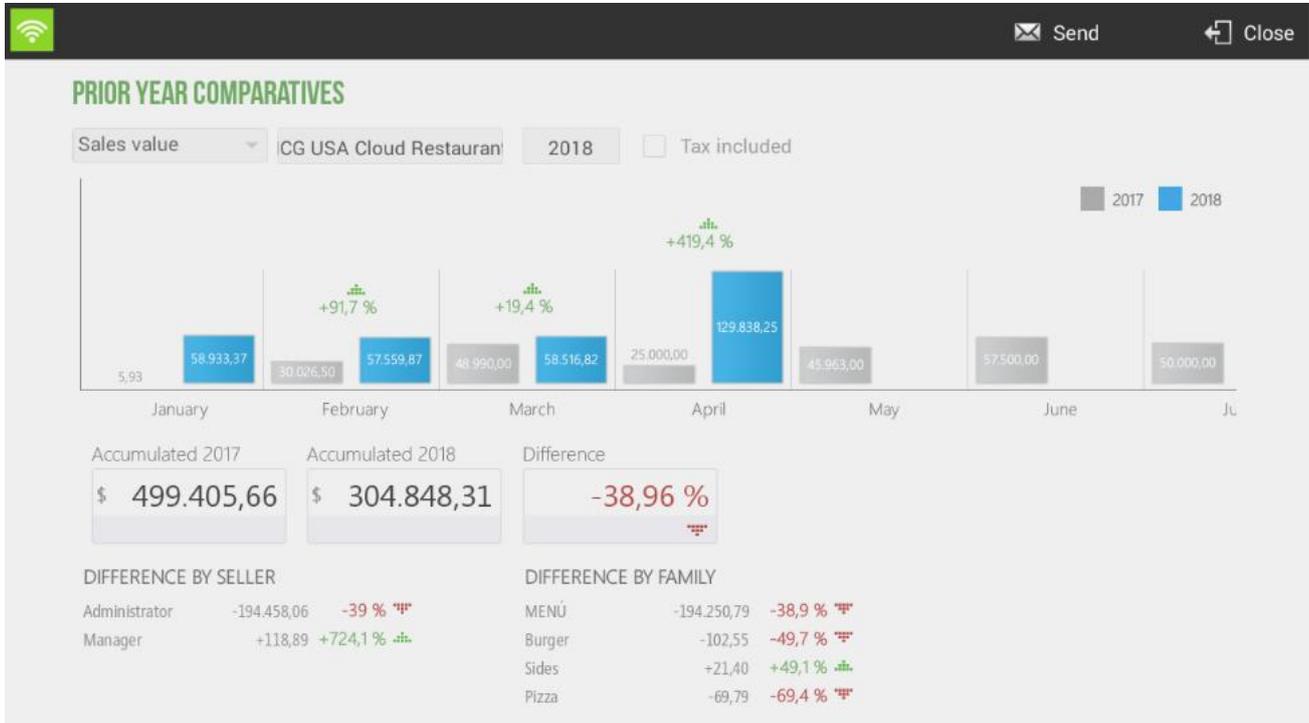
Under the status charts are the total values of the Sales Value, Voided sales value, Discounts Value and Net Value.

The daily sales chart shows a representation of sales totals for the selected month. On the side are, with their percentages on the total, *Top Sellers*, *Top Families* and *Top Items*.

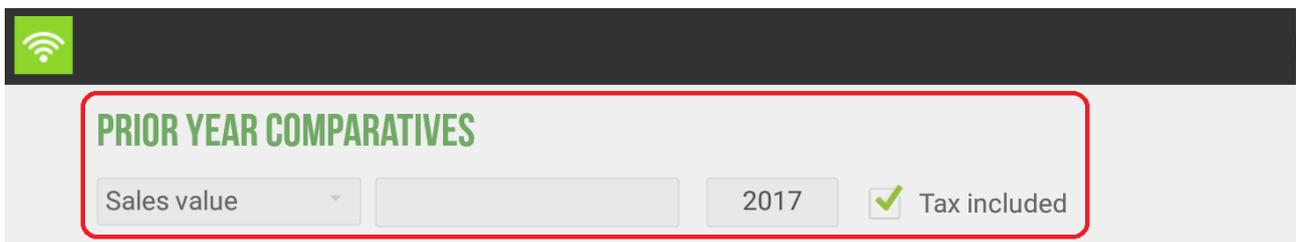


13.2 Prior year comparatives

This statistical module offers to compare a year with the previous one.



Select in the top menu if you want to display the data by *Sales Value*, by *Sales Volume* or by *Average Sales*. You can also select the store you want to display and whether they will be displayed with *Taxes included* or not. In the box where the current year is displayed, select the year that you want to be displayed, the comparison will be made between the selected year and the year before that year.



The bar chart show in blue the selected year and in gray the previous year, offering a visual comparison according to the size of the same, as well as the value in figures of each one. Between two bar charts of the same month appears the percentage of variation that has happened between one year and the other.

Just below is the total of the years and the variation on the total. There are also the *Difference by seller* and the *Difference by family* this year.



Accumulated 2017	Accumulated 2018	Difference
\$ 499.405,66	\$ 304.848,31	-38,96 %

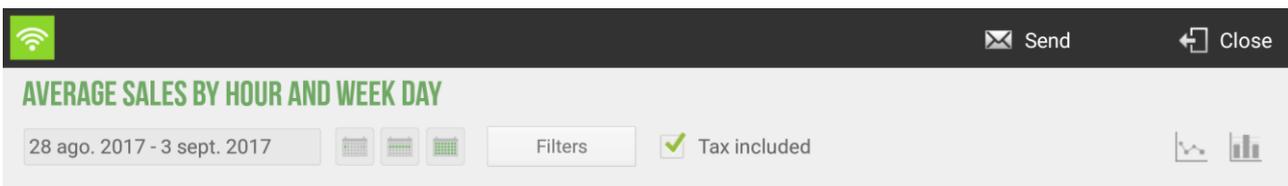
DIFFERENCE BY SELLER			DIFFERENCE BY FAMILY		
Administrator	-194.458,06	-39 %	MENÚ	-194.250,79	-38,9 %
Manager	+118,89	+724,1 %	Burger	-102,55	-49,7 %
			Sides	+21,40	+49,1 %
			Pizza	-69,79	-69,4 %

13.3 Average sales

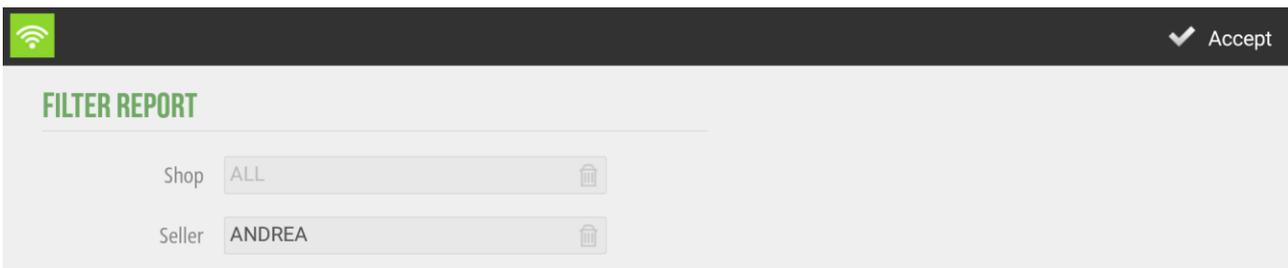
The analysis of average sales is done by hours and days of the week.



From the top menu you can select a period of free time or one of the three options that are the current day, the current week or the current month. Also select whether the values will include taxes or not, and if you want to display the graph in bars or lines.



The *Filters button*, also in the top menu will allow us to view the data by *Shop* and by *Seller*.



FILTER REPORT

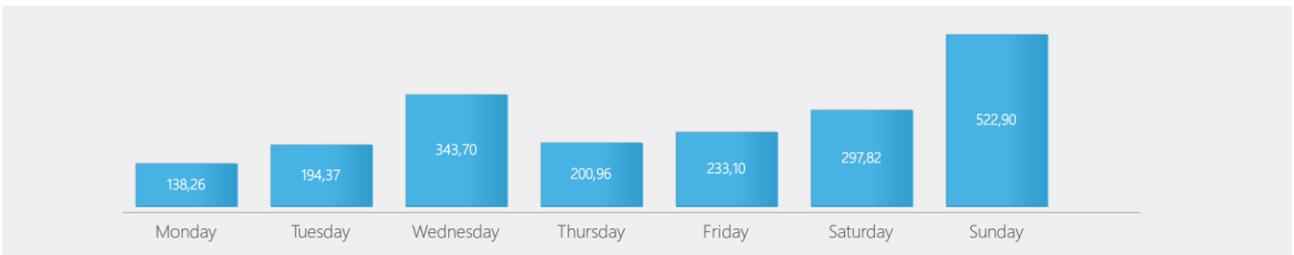
Shop: ALL

Seller: ANDREA

The first chart shows sales by hourly stretches of 15 minutes. HioPOS Cloud analyses all sales for the selected period and divides them by the number of days, and then displays an average of the period on the screen.



Bottom bar charts show the average sales per day of the week. They are made according to the number of equal days selected.

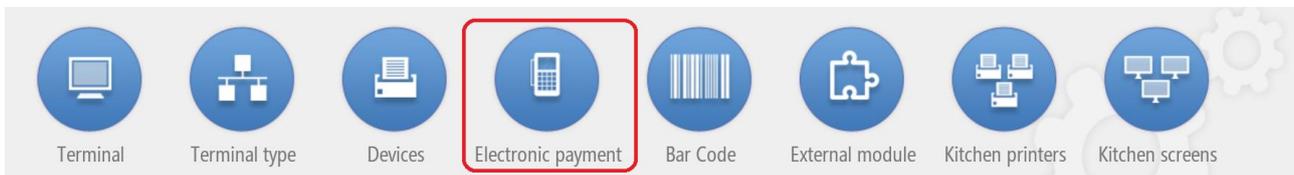


14. Advanced Options

14.1 Setting Up a Pin-Pad

The Pin-Pad is an electronic collection device that provides financial institutions and banks to make payments by credit card (the operation may be different depending on the country). The HioPOS Cloud app supports these devices, but in some cases you need to do a previous integration.

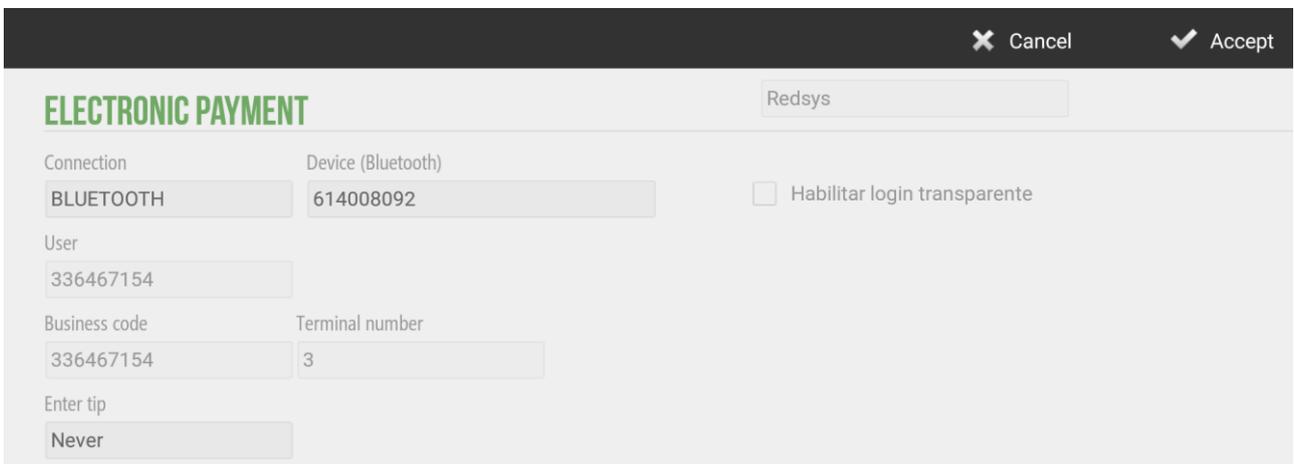
In the top menu we go to *Administration > Configuration > Electronic payment* and thus we are able to enter in panel of configuration of the Pin-Pad. In case of not being able to access this menu we would have to make sure that we have entered with the administrator user.



In the menu of *Electronic Payment* we select the parameters pertinent to the Pin-Pad. This can work by Bluetooth connection or by USB connection, both cases involve accepting the connection from Android.

- USB connection: when selecting USB Android will ask permission to connect to the device, we have to accept.
- Bluetooth connection: In the case of Bluetooth connection, we first have to connect to the Pin-Pad device from the Android system's own configuration, then we will select in the HioPOS Cloud application the Bluetooth connection and the device name as shown in the image.

The following data must be configured in accordance with the specifications provided by the provider of the Pin-Pad. If we have followed these steps successfully we already have our electronic payment device set up. These parameters are provided by your bank.



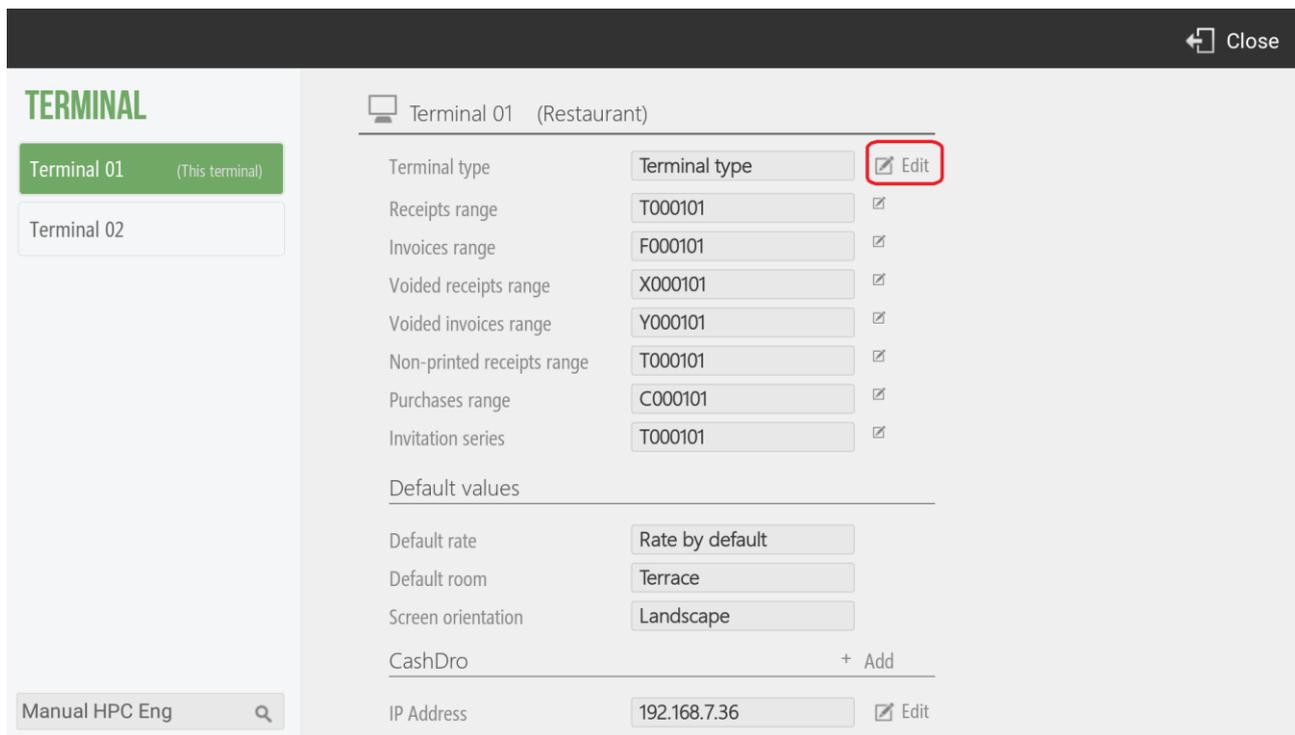
In the CloudLicense license portal, in the terminal edition, the following parameters must be configured:

14.2 Terminal Configuration "Command"

HioPOS Cloud offers the possibility of configuring a terminal to annotate the commands of the diners. The terminal "command" is that terminal in which the waiter takes note of the client's order and sends it directly to the software of HioPOS Cloud. In case there are printers configured, this command can be sent to the different printers. The performance of a hospitality business that works with a correct implementation of this system is much superior to the classic systems.

To configure a terminal as a terminal "command", we have to locate in *Administration, Configuration, Terminal*, select the *terminal* number that we want to configure and select the *edit* option.

At the time of selecting this option, the device will link us directly with the *Terminal Type* screen:



Field	Value	Action
Terminal type	Terminal type	<input checked="" type="checkbox"/> Edit
Receipts range	T000101	<input checked="" type="checkbox"/>
Invoices range	F000101	<input checked="" type="checkbox"/>
Voided receipts range	X000101	<input checked="" type="checkbox"/>
Voided invoices range	Y000101	<input checked="" type="checkbox"/>
Non-printed receipts range	T000101	<input checked="" type="checkbox"/>
Purchases range	C000101	<input checked="" type="checkbox"/>
Invitation series	T000101	<input checked="" type="checkbox"/>
Default values		
Default rate	Rate by default	
Default room	Terrace	
Screen orientation	Landscape	
CashDro		+ Add
IP Address	192.168.7.36	<input checked="" type="checkbox"/> Edit

To configure a terminal as "command", we will select the block invoicing option.

At this moment the selected terminal cannot proceed to the totalization and sale of an order. If we configure the command terminals in block invoicing mode, the only terminal of the establishment that can totalize the commands of the clients will be the terminal from which the collections are managed.

New Close

TERMINAL TYPE

Terminal type

Terminal type Delete Name

Business type

Use tables layout	YES
Load tables layout when starting	NO
Ask number of guests	NO
Lock sales by seller	NO
Block invoicing	NO
Allows to do a Z cash count with open sales	YES

In case the terminal "command" is a tablet, HioPOS Cloud allows to modify the orientation of the screen of the application to facilitate the visualization of articles and expedite the management of orders.

To change the orientation of the screen we will have to locate in *Administration, Configuration, Terminal*, we will select in the left margin the terminal that we want to modify and we will modify the orientation of the screen, as indicated below.

Close

TERMINAL

Terminal 01 (This terminal)

Terminal 02

SCREEN ORIENTATION

Landscape

Vertical

Cancel

Terminal 01 (Restaurant) Edit

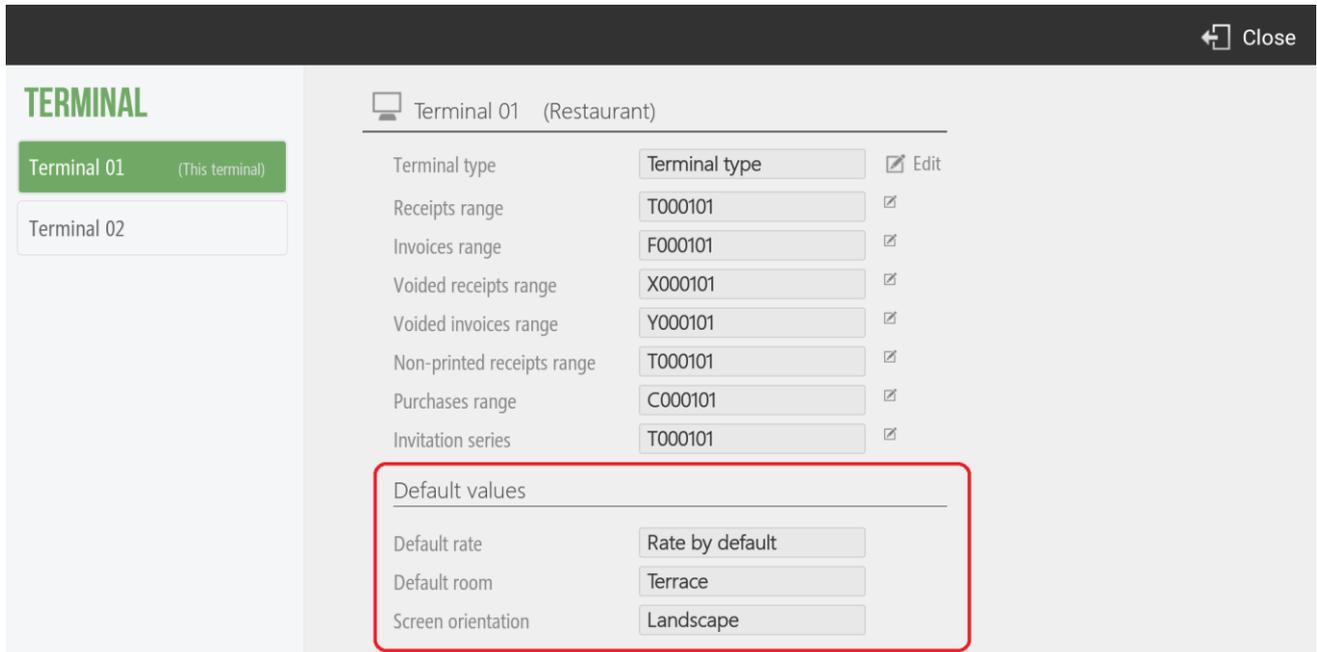
CashDro + Add

Manual HPC English

The application also allows us to assign a default rate to the terminal or assign it a default room.

In case the application does not synchronize automatically, and to validate the change of orientation of the screen we will have to synchronize the device, from *Administration, Synchronization*.

The application also allows us to modify the names of the terminals to clarify to which type of terminal they correspond. To change the name of the terminals, we will have to locate in *Administration, Configuration, Terminal* and in the first option *Edit* (as shown in the following screen).



TERMINAL

Terminal 01 (This terminal)

Terminal 02

Terminal 01 (Restaurant)

Terminal type	Terminal type	<input type="checkbox"/> Edit
Receipts range	T000101	<input checked="" type="checkbox"/>
Invoices range	F000101	<input checked="" type="checkbox"/>
Voided receipts range	X000101	<input checked="" type="checkbox"/>
Voided invoices range	Y000101	<input checked="" type="checkbox"/>
Non-printed receipts range	T000101	<input checked="" type="checkbox"/>
Purchases range	C000101	<input checked="" type="checkbox"/>
Invitation series	T000101	<input checked="" type="checkbox"/>

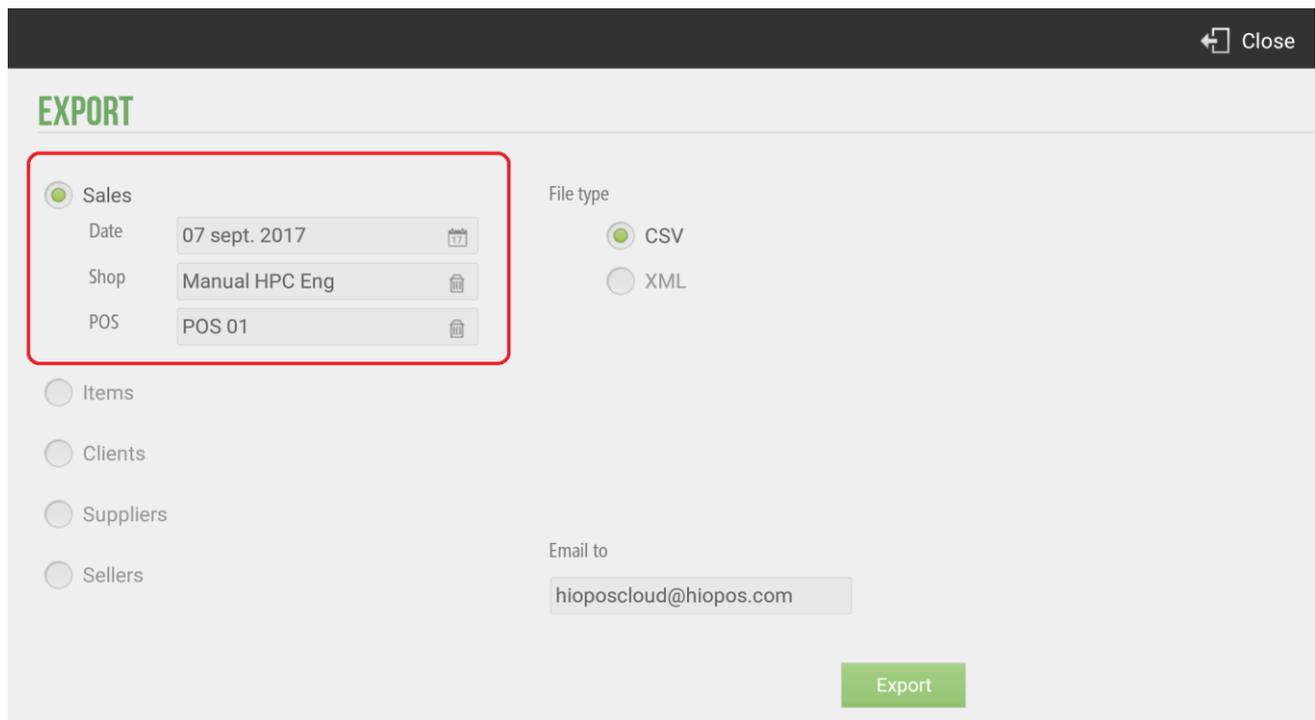
Default values

Default rate	Rate by default
Default room	Terrace
Screen orientation	Landscape

14.3. Data Export

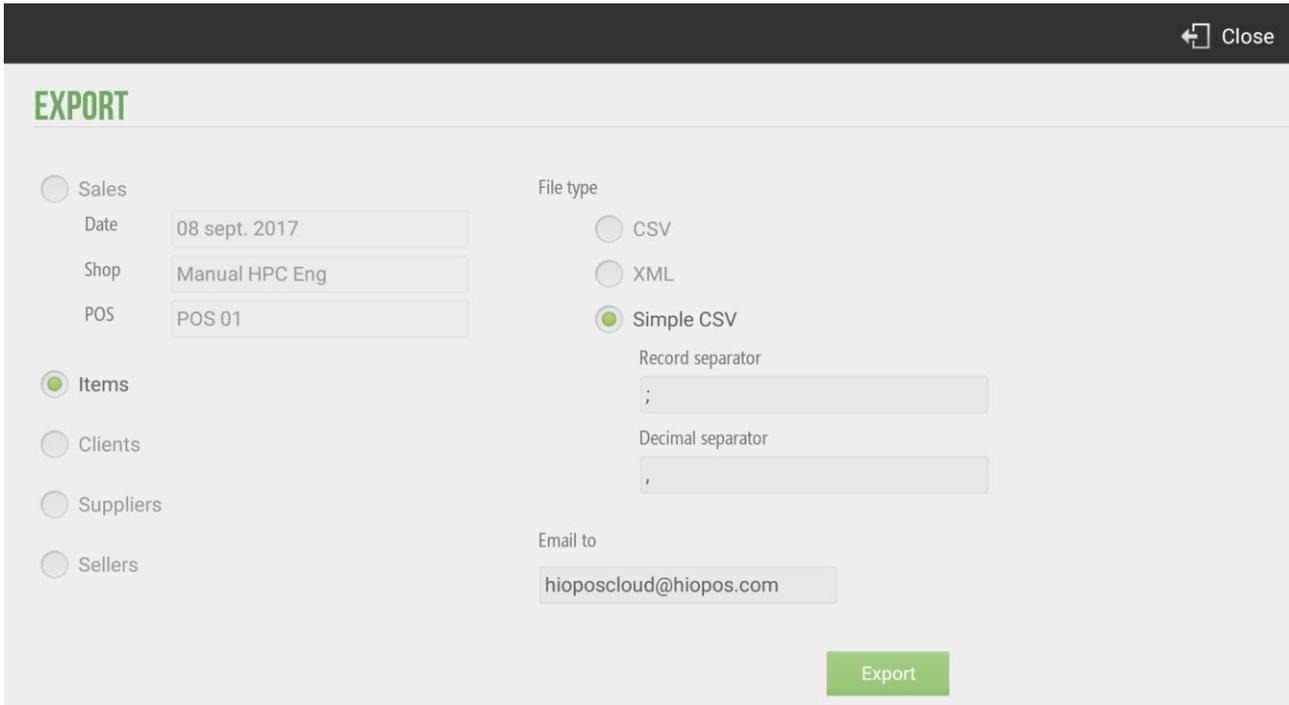
HioPOS Cloud allows you to export sales data, items and clients by e-mail in CSV or XML format, exporting articles HioPOS Cloud allows exporting them with CSV Simple file, to facilitate and make more intuitive data processing for the final user. To do this, go to the section *Export* on the *Configuration* screen.

If you want to contract the periodic and automated export of sales data for later import into your ERP or other data exploitation system, contact your distributor.



HioPOS Cloud allows you to export sales by filtering by date, store and box. In the exports of sales, customers, suppliers and sellers we can select if we want to export it in a *CSV* file or with an *XML* file.

HioPOS Cloud also allows you to export the articles in the *CSV Simple* file type. This type of file allows the client a greater compression of the exported data. The data exported through a *Simple CSV* is focused on the end user. To export the articles with this file we will simply have to select this option among the different alternatives that the application poses to us.



The file is sent by email; this will be the default user input to the application. But it can be changed to make a specific mailing; if you would like to change permanently, you should contact your dealer to make the change.

If are looking to contract the periodic and automated export of sales data for later import into your ERP or other data exploitation system, contact your distributor.

14.4. Multi-store configuration

To access the configuration options of the store where the terminal is working go to the *Administration* tab and then select *Configuration*. In the Configuration menu, go to *Shops*.



Within the parameters that you can configure are those that we added during the installation process, click the *Edit* button next to the name of the store.

✕ Cancel
✓ Save

SHOP

Manual HPC Hospitality
 58 Main Street
 00000 Florida

Manual HPC Hospitality ✎ Edit

Settings

Group of shops

Shared resources

Shared sales on hold

Cash count

Send by e-mail

E-mail

Advise if discrepancy exists

Discrepancy amount

Settings allow you to select a group of shops on which the changes you make will take effect. Grouping the shops by groups will help you in creating user profiles, since in that section you can select which shop has access to that profile: Seller's shop, the seller's shop group or all stores. This option is favourable for businesses as franchises.

The *Shared Resources* option allows you to share data such as sales on hold, between terminals on the same local network. If the establishment only has a terminal, it is recommended to have this option disabled; however, if you have more than one, it is recommended that you have it activated.

The *Sellers* option will allow you to share sellers between the terminal groups you have created. Press *Edit* to select the shops you want to share with.

 Sellers
+ Edit

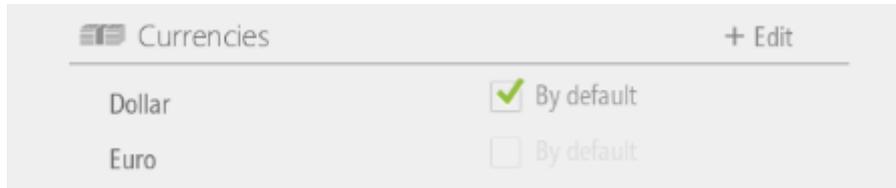
John	Seller
Mark	Administrador
William	Manager

The *Rates* option allows you to select the default rate to be used in the terminal, as well as share a rate among the group of terminals you have created. Press *Edit* to select the shops you want to share with and indicated which is by default.

 Rates
+ Edit

Rate by default	<input checked="" type="checkbox"/> By default
Terrace	<input type="checkbox"/> By default

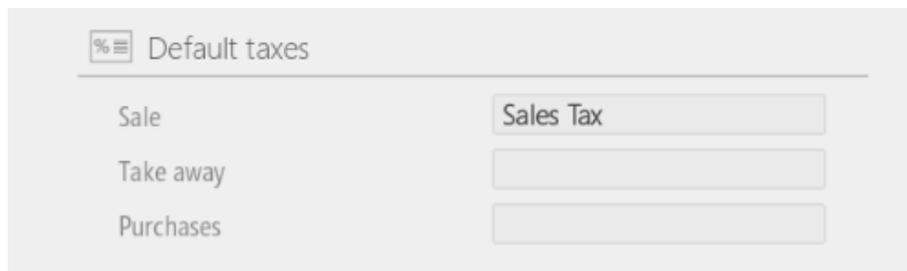
The *Currencies* option allows you to select the currency to be used by default at the point of sale, as well as share it among the group of terminals that you have created. Press *Edit* to select the shops with which you want to share the currency.



The screenshot shows a settings screen titled "Currencies" with a "+ Edit" button in the top right corner. Below the title, there is a list of currencies. The "Dollar" entry has a green checkmark and the text "By default". The "Euro" entry has an unchecked checkbox and the text "By default".

Currency	By default
Dollar	<input checked="" type="checkbox"/>
Euro	<input type="checkbox"/>

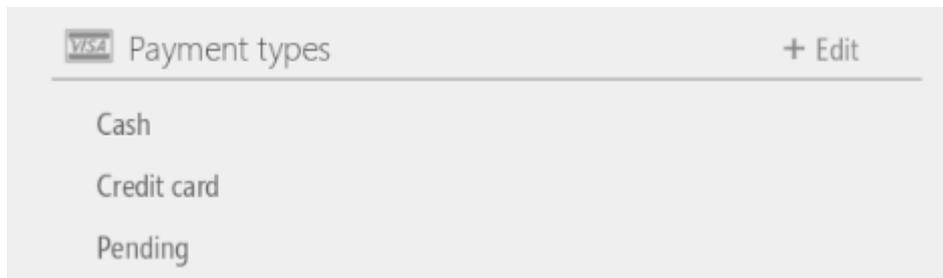
The *Default Taxes* option allows you to select from the tax list that has created the tax to be applied in each type of transaction.



The screenshot shows a settings screen titled "Default taxes" with a percentage icon and a list of transaction types. Each type has a corresponding dropdown menu for selecting a tax. "Sale" is set to "Sales Tax", "Take away" is empty, and "Purchases" is empty.

Transaction Type	Selected Tax
Sale	Sales Tax
Take away	
Purchases	

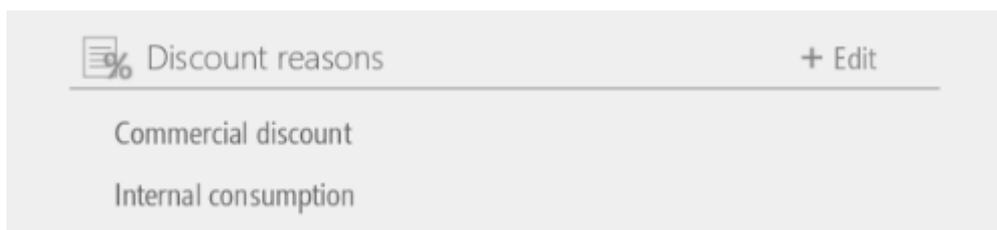
The *Payment types* option allows you to share the means of payment you have available in the shop with the group of shops you select. Press *Edit* to select the shop you want to share with.



The screenshot shows a settings screen titled "Payment types" with a Visa logo icon and a "+ Edit" button in the top right corner. Below the title, there is a list of payment types: "Cash", "Credit card", and "Pending".

Payment Type
Cash
Credit card
Pending

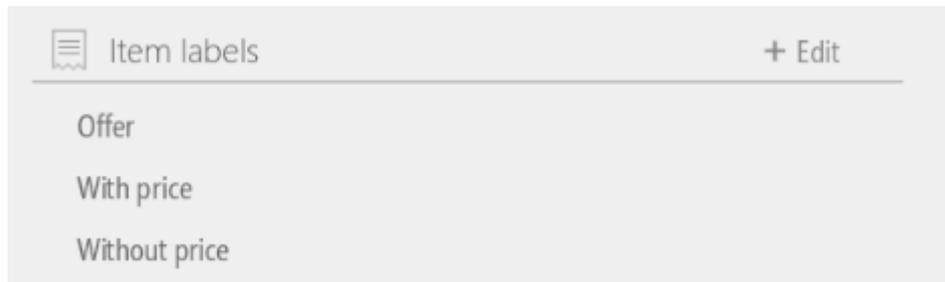
The *Discount Reasons* option allows you to share the discount reasons available in the shop with the group of shops you select.



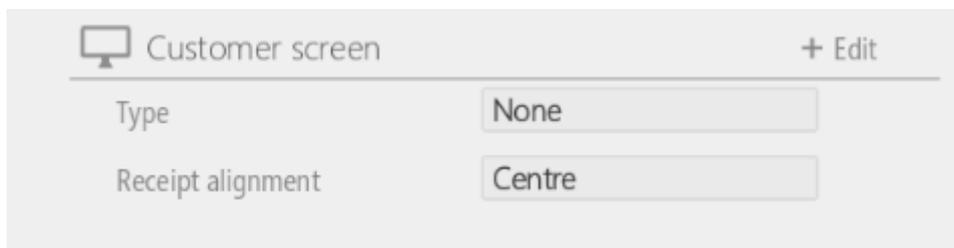
The screenshot shows a settings screen titled "Discount reasons" with a percentage icon and a "+ Edit" button in the top right corner. Below the title, there is a list of discount reasons: "Commercial discount" and "Internal consumption".

Discount Reason
Commercial discount
Internal consumption

The *Item Labels* option allows you to select which types of labels are wanted for each specific shop.



Finally, you can configure the customer screen by selecting a sequence of images, a video, a specific image or no one. Also, the alignment of the receipt.

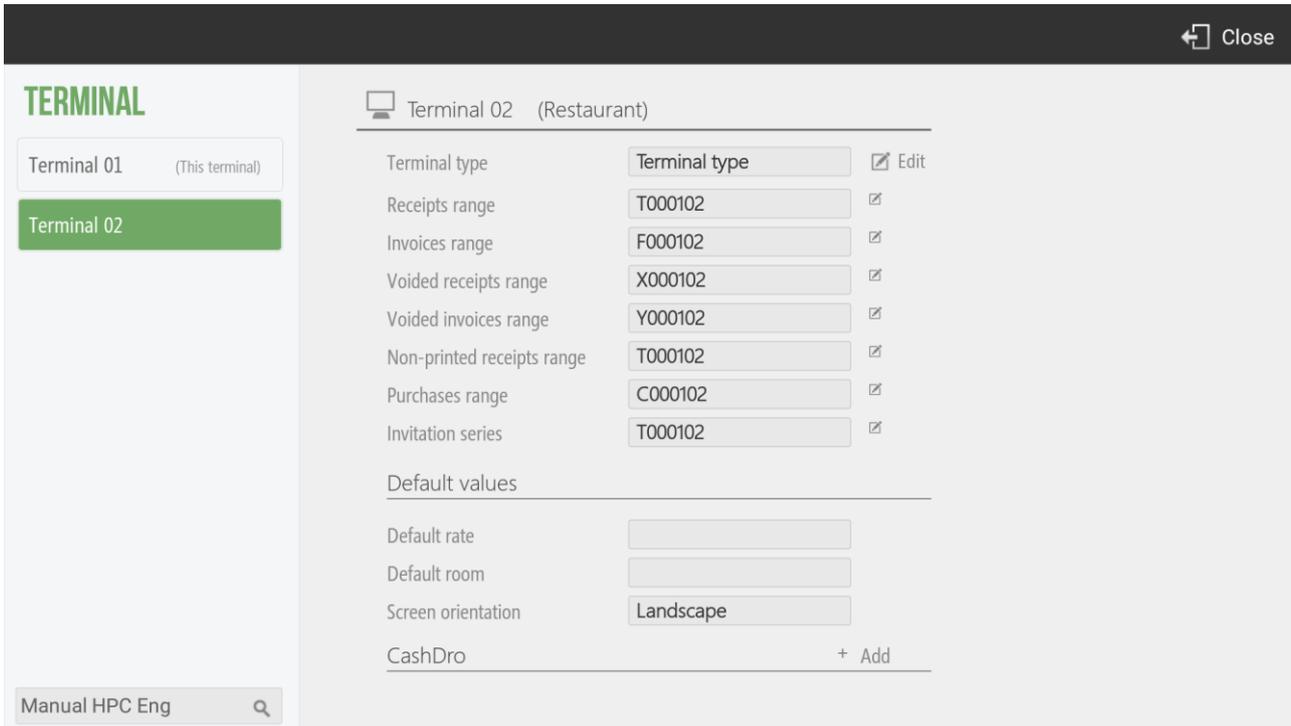


14.5. Switch series and terminal configuration

The series refers to the initials of the range number of each document. These are used to distinguish between documents. To change the series go to the *Terminal* option in Configuration.



There you can modify the series freely, as long as it is no longer in use. Select on the left side another terminal to modify it from the current terminal.



The series you use will appear in the documents followed by a dash and the document number, always starting with the number one and going up one at a time.

In accordance with the provisions of Article 6 of the 2012 Billing Regulation, all invoices and their copies must contain certain data or requirements. One of these requirements is the number and, if applicable, series. The numbering of the invoices within each series will be correlative. The legislation allows invoices to be issued by separate series, with the obligation to issue separate series in the cases of invoicing by the addressee or a third party, in case of amending invoices and in cases of delivery due to administrative and judicial enforcement procedures.

In *Configuration, Terminal* the user can configure the Default Rate that will use the terminal, the default room where it will operate and the orientation of the screen.

In *Configuration, Terminal* we can assign a CashDro to a terminal informing the IP address of the CashDro, user, password and terminal administrator. You must activate the "Link with CashDro" option in CloudLicense.



To know more about [CashDro](#), go to its part of this manual.

14.6. Terminal type configuration

In the *Configuration's* section , *Type of terminal* we will find several options to configure in reference to the Type of business, Printing options, Modifiers in the packs, Tip, Timeout, Service charge.



In the option of *Business type*, we should customize if we want to use the table screen and if we want it to be loaded when we are starting to salesperson's session. As well, if we want when we are selecting a table, ask how many diners are going to eat.

We can configure if we want to block sales by seller. For the totalization block, it indicates that the terminals that are of this type of terminal cannot total the sales. Finally, if the terminal are able to perform Z Cash Count even with open sales.

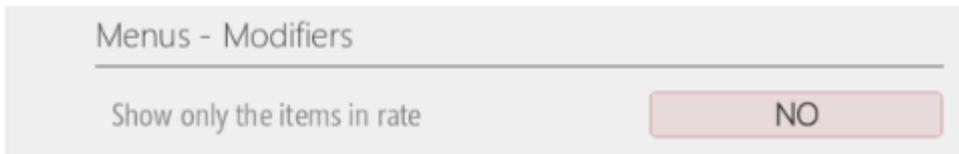
TERMINAL TYPE	
Terminal type	Terminal type Delete Name
	Business type
Use tables layout	YES
Load tables layout when starting	NO
Ask number of guests	NO
Lock sales by seller	NO
Block invoicing	NO
Allows to do a Z cash count with open sales	YES

In the *Printing options* is where we can select if the button “Do not print” will be visible at the end of the sale. *Print receipt on fast total* means that if we want the Cash button appears on the sales screen to end the sales quickly. We can select if we want to print additional comments to an article by the ticket printer. Also if we active the option to print presence control voucher, the ticket will be printed with the salesman log

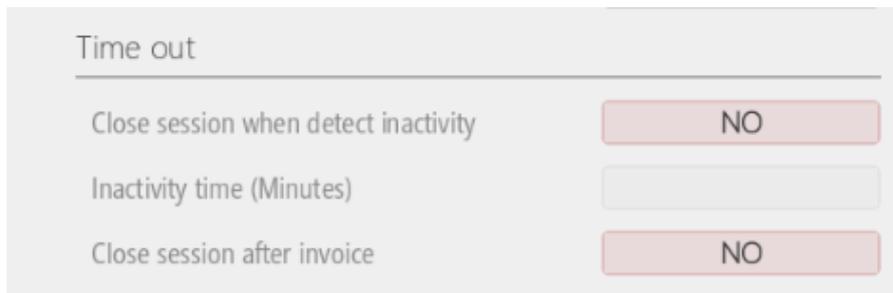
On the sales screen, from the ticket header, there is the option of *Send order*. Then, from the Terminal Type configuration we can configure if we want that its items must be printed when we are ordering to kitchen.

Printing options	
“Do not print” button	YES
Print receipt on fast total	YES
Print comments	YES
Print time clock proof	NO
Print lines when send order	NO

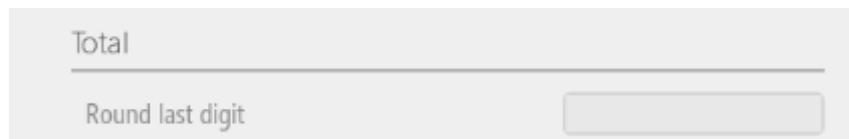
On the *Menus-Modifiers* we can select if we want the option that when we select a Menu, appears the modifiers for these articles.



In the *Time out* section we can select if we want to close the opened session of the seller when the HioPOS Cloud detect inactivity. As also, if we want to close the seller's session and return to the sellers' screen every time that a sale has been totalized.



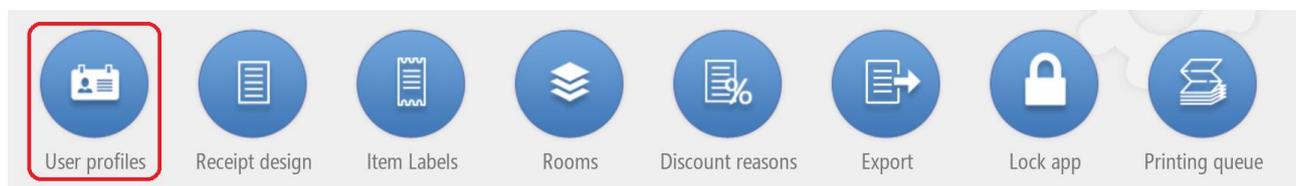
Also, there is the possibility to round the net amount of sale ticket.



To know more about [tips](#) and [service charge](#), go to its part in the manual.

14.7. User Profile

User profiles allow you to create different groups of users that share access permissions to different options and possibility of performing certain functions.



Each HioPOS Cloud user is associated with a profile. By default the profiles that are included are Administrator, Manager and Seller.

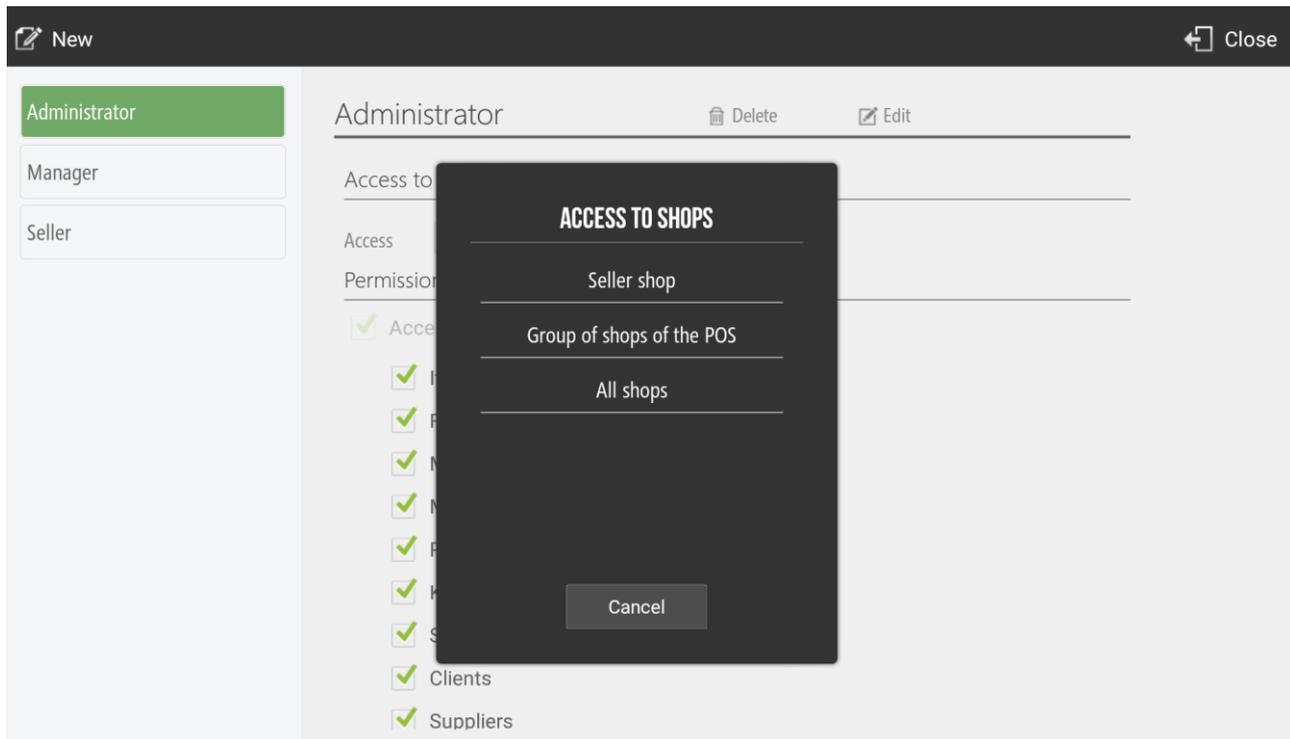


14.7.1. New user profile

To create a new profile, select New from the top menu.

The new profiles are created based on existing profiles, so the new profile will default to the permissions of the selected profile, as well as the accesses it had. Select the base profile and name this new profile. Once all these options have been created, they can be modified.

In the *Access* section, you will be assigned to which shops you have access to the profile: seller's shop, Group of shops of the POS or all stores.



To *Delete* or *Edit* a profile click on the button next to the profile name.

14.7.2. Permissions according to profiles

The distinction between profiles is made to be able to group the types of sellers according to their permissions. These permissions give access or deprive of it to the different functions that HioPOS Cloud has.

In the default profiles, for example, is the *Administrator*, who has all the permissions; the *Manager*, who has all the permissions except the entry to Configuration and the display of statistics; and the *Seller*, who has only the basic sales functions enabled.

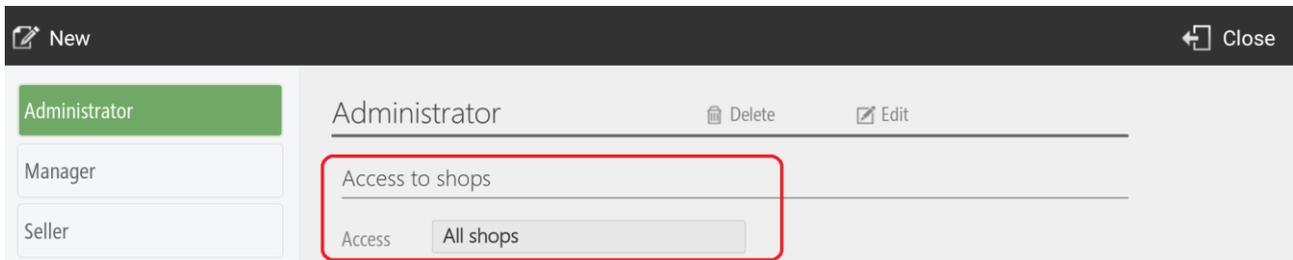
You can modify the different permissions by selecting the box that they have assigned. If the box is marked with a check, the user with the selected profile will have access to perform that function.

- Access sales
 - Access to sales locked by the seller
 - Discounts
 - Change price
 - Change rate
 - Voided lines
 - Delete lines
 - Line units
 - Invoice
 - Void finished sales
 - Invoice finished sales

Uncheck the option to deprive the access.

14.7.3. Access to shops

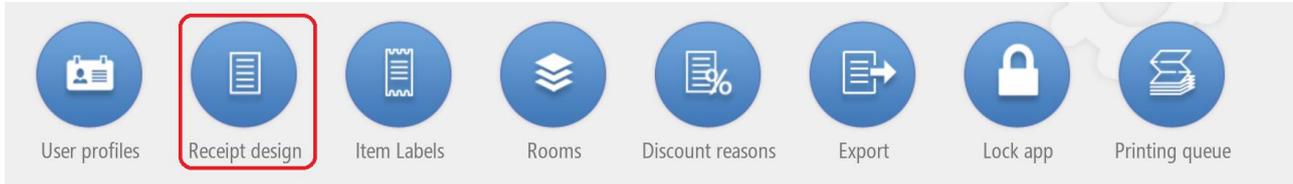
User profiles can be configured so that, in the various configuration menus, you can apply the changes to different shops. For this you have to select between the *Seller Shop*, to modify only the same terminal; *Group of shops of the POS*, to be able to apply changes to the different shops that form the group in question; and *All shops*, to apply the changes to all shops of the same customer.



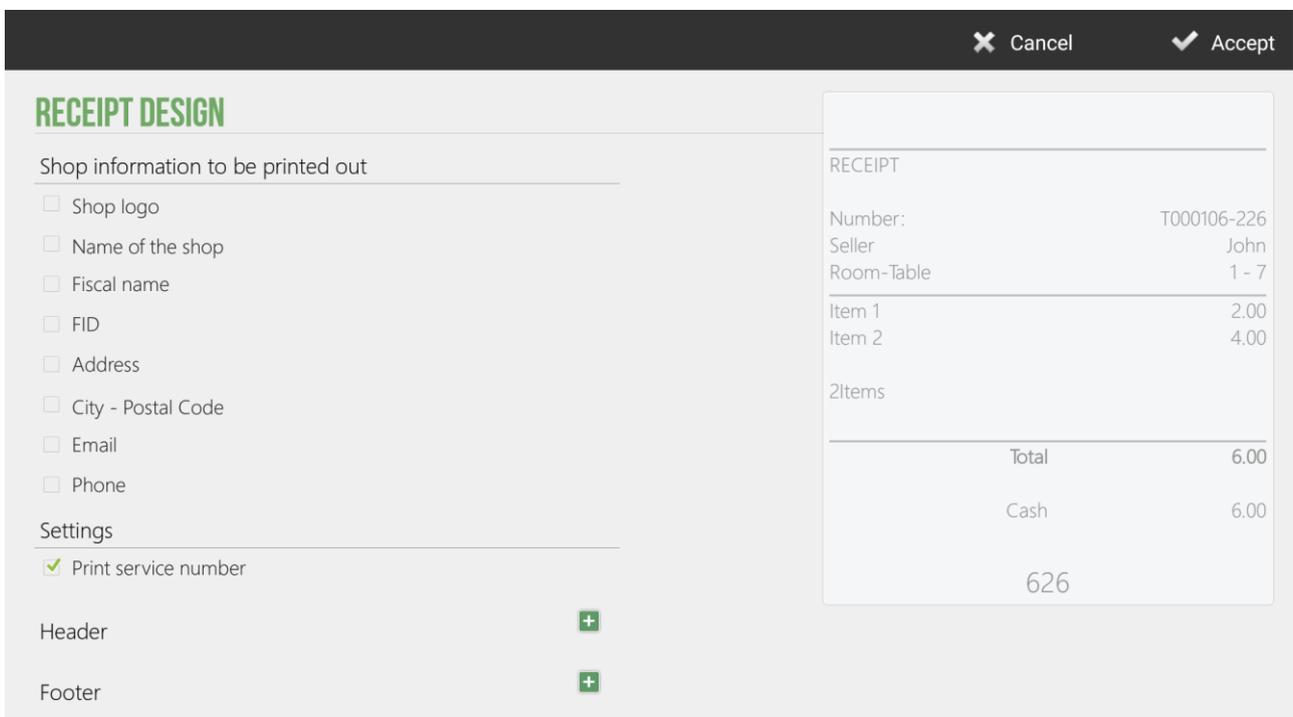
The screenshot shows a configuration window for the 'Administrator' user profile. On the left, there is a list of user roles: Administrator (highlighted in green), Manager, and Seller. The main area shows the 'Administrator' profile with 'Delete' and 'Edit' icons. Below this, the 'Access to shops' section is highlighted with a red box. It contains a label 'Access' and a dropdown menu currently set to 'All shops'.

14.8. Receipt design

In the section of *Receipt Design* in *Configuration* you can add notes in the header and the foot of the ticket that you print during the sale.



In Properties, the service number, consisting of the terminal number and the last two numbers of the ticket number can be displayed and printed, as shown in the following image. The ticket number is T000106-226 and the service number 626.



The receipt design screen is divided into two parts, the top for the header and the bottom for the footer. Press the *addition symbol* to add a literal in the ticket, such as header or footer.

When you add a note in the part of the Header or Footer, you can edit and select the formatting and alignment of the text, as shown in the following image:

✕ Cancel
✓ Accept

RECEIPT DESIGN

Shop information to be printed out

- Shop logo
- Name of the shop
- Fiscal name
- FID
- Address
- City - Postal Code
- Email
- Phone

Settings

- Print service number

Header

Footer

Thank you for your visit

Manual HPC Eng

Manual
Manual
Manual
Manual Manual
Manual

er: T000106-226

Table John
1 - 7

	2.00
	4.00
<hr/>	
Total	6.00
Cash	6.00

Thank you for your visit

626

LINE FORMAT

Text format

- Normal
- Bold
- Big letters

Text alignment

- To the left
- Centered
- To the right

Cancel
Accept

14.9. Currency

The *Currency* in *Configuration* option allows you to modify and create new currencies that you can use for collection.



Once you select the currency you want to change or select *New currency*, you can give it a name, enter the number of decimals, the initials or sign of the currency, and set these sign precedes the value.

You can also create new pieces or denominations that correspond to the values of each currency or currency bill.

Close

CURRENCY

Name
Dollar

Decimals
2

Initials
\$

The sign precedes the value

ISO code
USD

Pieces

+ New piece

0,01	0,05	0,1	0,25	0,5
1	2	5	10	20
50	100			

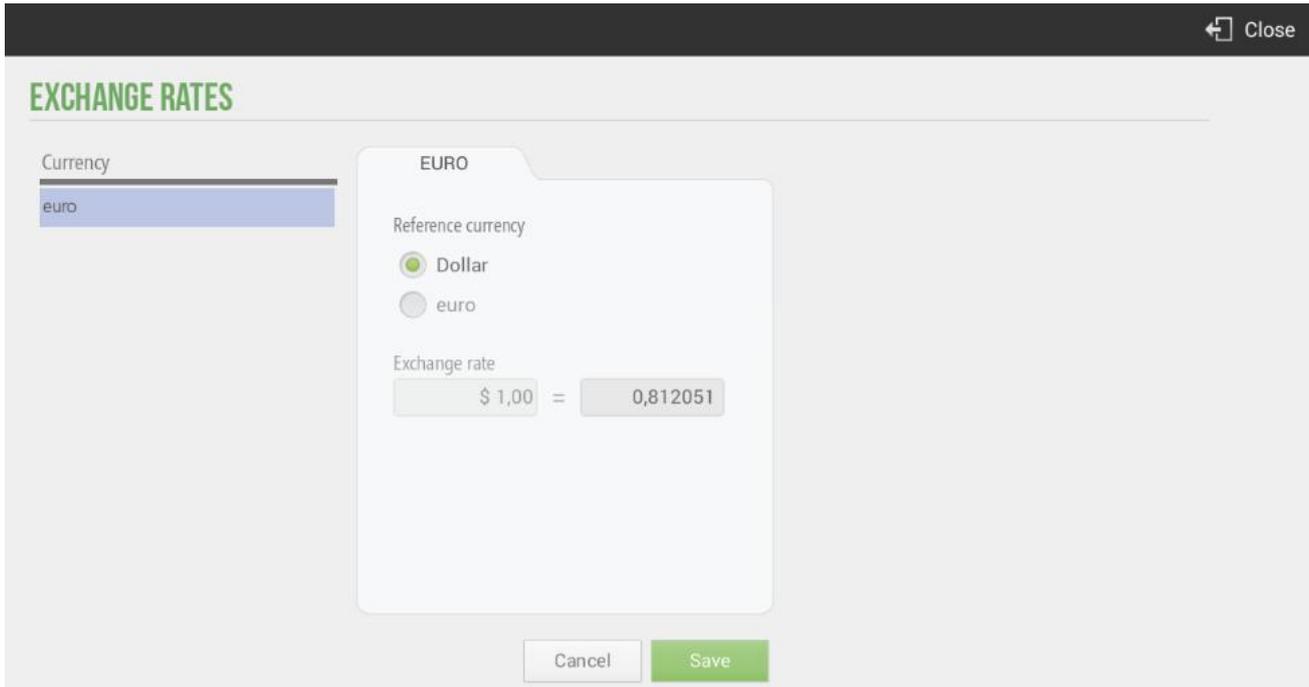
Delete Cancel Save

14.10 Exchange rates

Exchange Rate option from *Configuration* allows you to enter the current price of each currency against the *Reference Currency*.



Select the reference currency, which will default to 1.00 and then enter the exchange rate of the second currency against the reference currency.

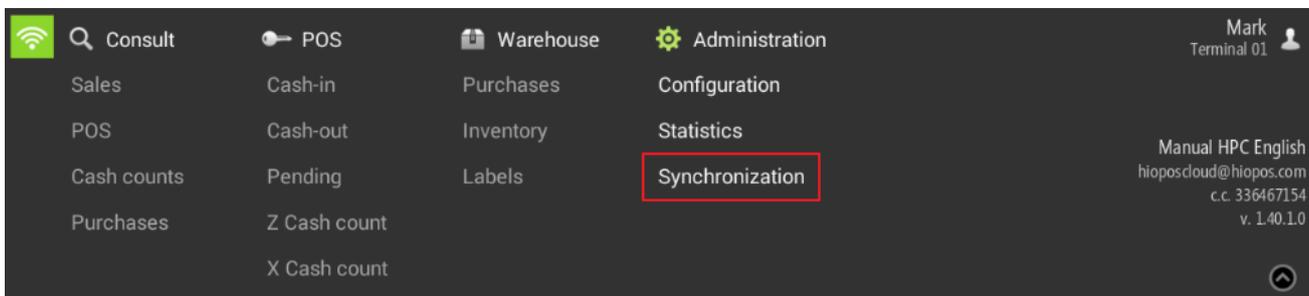


Now any sale that we make with any currency will be calculated according to the quote that we have introduced.

14.11. Synchronization

The *Synchronization* option allows the user to synchronize all the modifications that the program has generated in the terminal. It is used to generate an update of all configurations. In most cases this option does not require your application since the program is automatically synchronized after each modification.

To perform a synchronization of the program we will have to go to *Administration, Synchronization*:



14.12. Bar code Configuration for Scales



HioPOS Cloud offers the possibility of Configuring the Bar Code for Scales. To configure this functionality the user should go to Configuration, Barcode.

The user can modify the bar code prefix number for the balance and you can configure the two barcode options.

There are two possibilities in the configuration of bar codes, by Weight and by Price.

If we want to interpret a bar code that contains the weight of an article, we will configure the bar code to show the weight of the article. In configuration of articles we must have informed a price per kilo that the application will collect and apply after reading the bar code. To configure it we will select the weight button: "W" and select the fields of the code that we want to be of this type.

If we want to interpret a bar code that contains the price of an item, we will configure the bar code to show the price of the item. To configure it select the price button: "P" and select the fields of the code that we want to be of this type.

The bar code display for the balance is shown below. In our example, we have set the first four digits and assign them to the article reference. We have set the number of decimals in 3 for the weight and in 2 for the price, this marks us the decimal separator. The remaining six digits will be the ones configured for weight and price respectively as presented.

✓ Accept

SCALE BARCODE

Reference
R

Price
P

Weight
W

Other
Ø

Decimals: 3

2

3

R

R

R

R

W

W

W

W

W

W

G

Decimals: 2

2

0

R

R

R

R

P

P

P

P

P

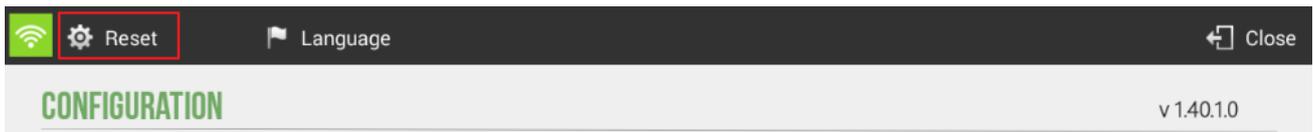
P

G

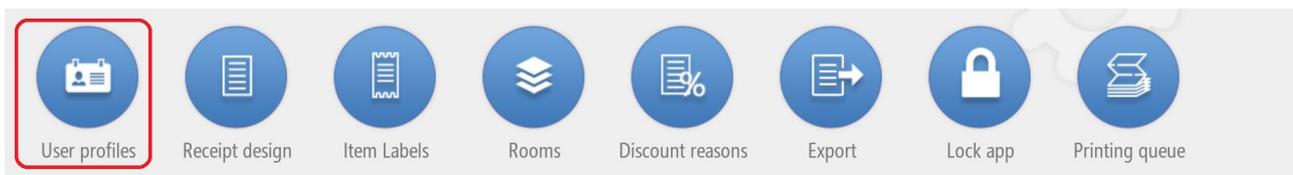
14.13. Reset the program

The *Reset* option allows the user to delete all information that the program has stored in the terminal. It is used so that, when re-running the application, this is as if it had never been used, so we will ask for the language, the user and the password when we enter the program, as if a new installation.

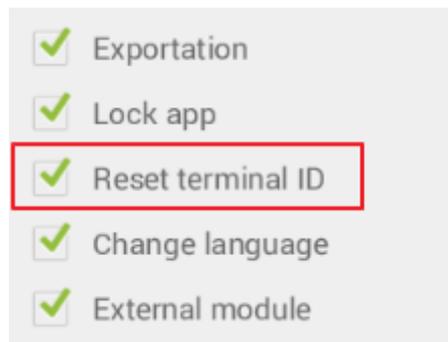
The *Reset* button is on the Configuration screen, at the upper left margin. When you click on *Reset* the application will ask for the confirmation to continue with the process.



By default, the *Reset* option is not available for any user or profile. If you want to activate this button, go to *User Profiles* in the *Configuration* menu.

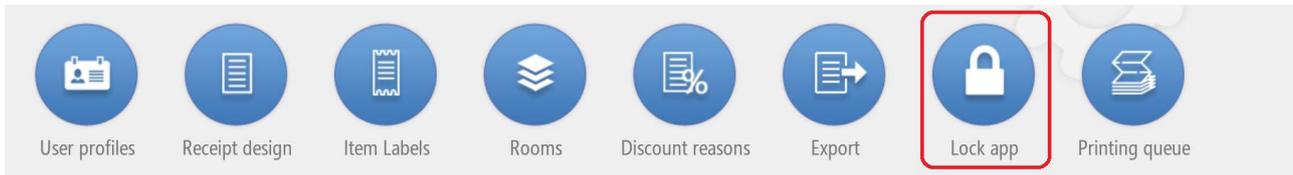


The option to activate is *Reset Terminal Identifier*.

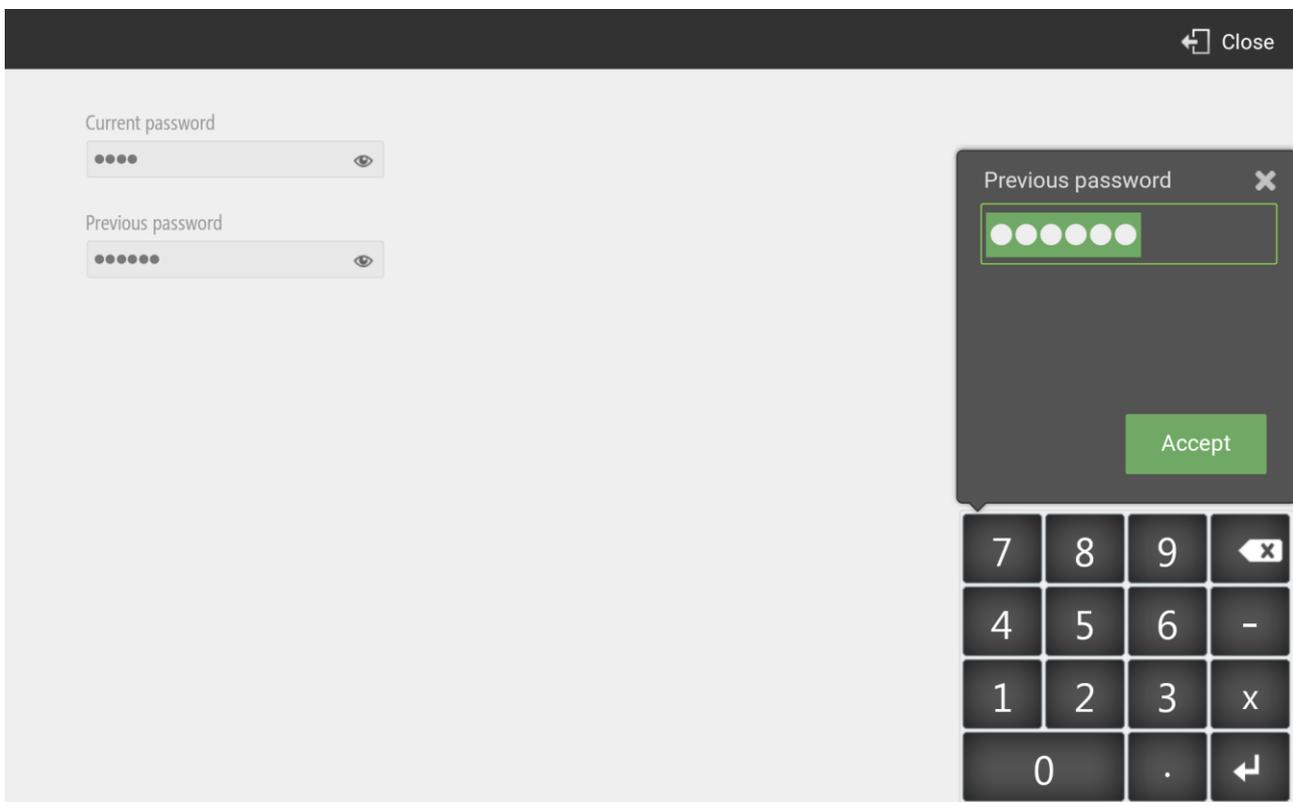


14.14. Lock App

This option can be found in the section *Lock App*, under *Configuration*.

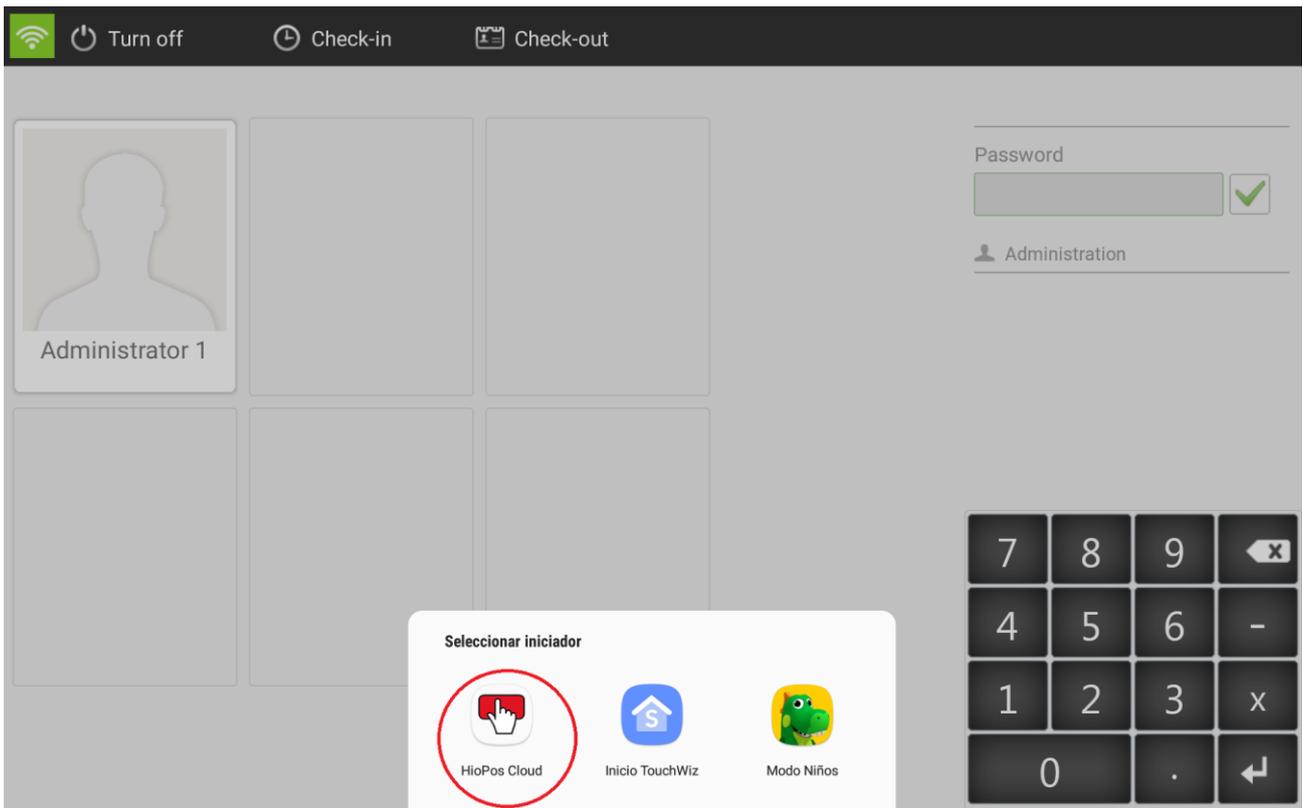


Entering a program lock password will prevent users from leaving the application without entering the password of the application.

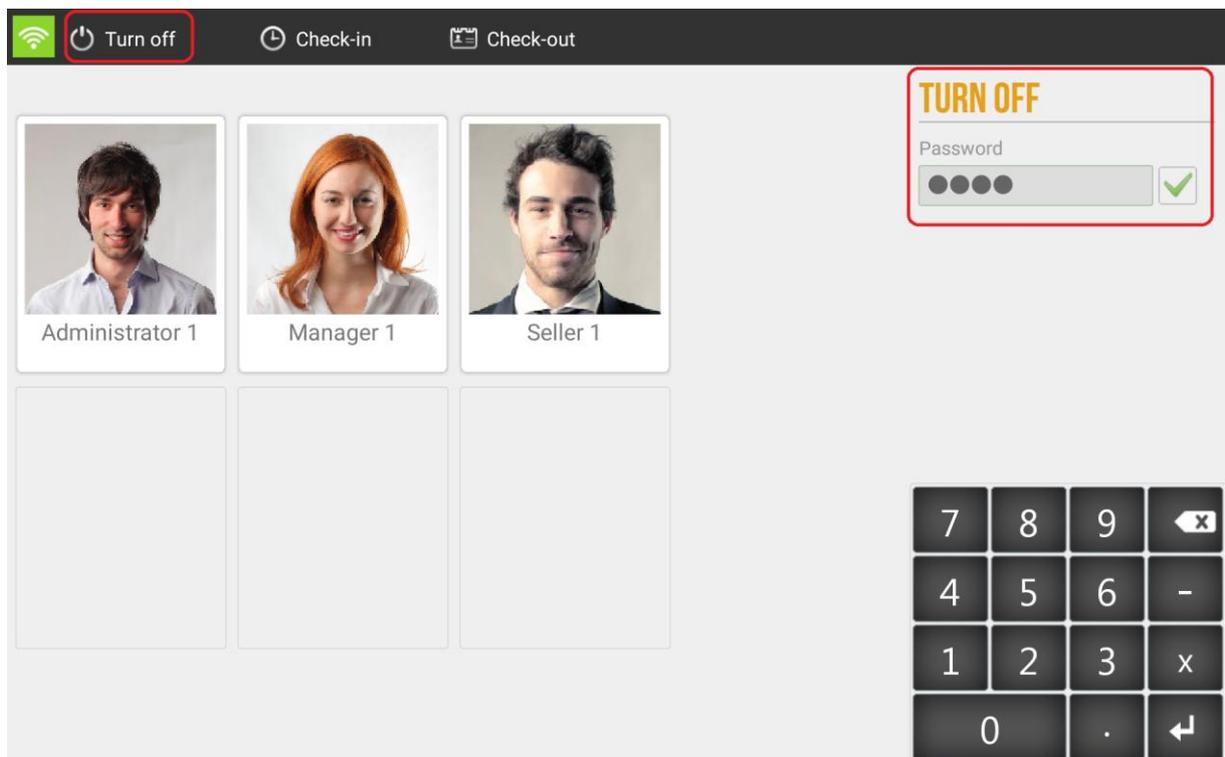


To exit the program, go to the sellers screen and click on *Turn off* from the top menu. Then enter the password you just created.

If you press the Android *Home* button, taking the HioPOS Cloud turn off password, the first time Android will display the following message:



This message will allow you to configure the application that will launch every time we press the *Home* button. If you do not want users to have access to Android Operating System, select *HioPOS Cloud*, so whenever you press the *Home* button, Android will launch the HioPOS Cloud application. The HioPOS Cloud will also be automatically loaded when the terminal is turned on.





For more information on HioPOS Cloud
you can consult on the website:

www.hioposcloud.com