

Australian Embassy

iZenPos & PORTAL User's Reference



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iZenPOS

Login & Logout iZenPOS

1. Login iZenPOS

- Click on **Log in** button; enter Employee Username and Password to, then enter login to iZenPOS.



2. Log out iZenPOS

- Click on the **Operator button** & click **Log out** button.



Training Mode

Training Mode allows the operator to train the trainees, where all the training transactions are recorded but exclude from the actual Sales transactions.

- 1. Enter Training Mode
 - Click on Training Mode button, Training Mode status appears on the top-right of the screen.



2. Exit Training Mode

- Click on Exit Training Mode button, **Training Mode status** is disappeared.





Sell Items

- 1. Making sell & Tender Please make sure you are in the Live Mode, NOT in the Training Mode
 - 1.1. Click **Operator** button to start the active transaction.
 - 1.2. Click item to sell, items are classified under its Department/Category.

III Apps 🙌 201	19 Login Page 🕐 TRANSACTION - Se 🚹 Login AMC Portal 📋 iZen POS			Ø	
Menu page	PASSPORT FEES & OVERSEAS				
Reprint	PROCESSING FEES	7	8 ABC	9 DEF	
Reprint last receipt	LOST PASSPORT FEES	4 GHI 1 PQRS	5 JKL 2 TUV	3 wxyz	
No sale		Quantity	0	• (punct)	
	CONSULAR FEES	Price Discount	Restore transaction Refund	Sell	
Training mode	Miscellaneous				
	_	Click De	epartmer	it, then se	elect item
pichamol	Operator B	utton)S		Log in Log out 🖂 🔳

1.3. Click on **Item** to sell, repeat these steps to sell more items.





1.4. On Main POS screen, Click Tender button

				Ð	Trainin	g mode
		լ			O/S Processing Fee Adult Passport (66 V	for Adult/Senior P B2,640.00
tenu page	PASSPORT FEES & OVERSEAS PROCESSING FEES	7	8 ABC	9 DEF	Total:	B12,520.00
Reprint receipt		4 GHI	5 JKL	6 MNO	Balance:	B12,520.00
teprint last receipt	LOST PASSPORT FEES	1 PQRS	2 TUV	3 wxyz		
		Quantity	0	(punct)		
No sale	CONSULAR FEES	Price	Park transaction	Sell		
		Discount	Refund	Sell		
xit training mode	Miscellaneous					
					Void transaction	Tender

1.5. Enter given **Tender amount**, then select the Tender type [**Cash**, **Credit Card** or **Bank Deposit**], then click **Finalise**.

Tender transaction Goes	Tender transaction Com
Discount Partner B12,520.00 Cris Processing Fee for Adult/Serior P. B2,640.00 OrS Processing Fee for Adult/Serior P. B2,640.00 Adult Passport (66 VISA Pages) B9,680.00 B9,680.00 B0,680.00 B0,680	Discount Tender: B0.00 Image: Constraint of the second
Total: B12,520.00	Total: B12,520.00 Total: B12,520.00 Cash B12,520.00 Balance: B0.00
1. Amount to Tender	
Cash Credit Card Back Deposit	Contract Con
2. Payment Type [Cash, Credit Card, Bank	Deposit]



1.6. Enter Customer name as reference, where the customer will be recorded in the Transaction Journal.

Tender trans	action	Close
Discount Redeem	Tender: ₿0.00 €	O/S Processing Fee for Adult/Senior P B2,640.00 Adult Passport (66 VISA Pages) B9,880.00
	7 8 9 4 5 6 1 2 3 00 0 .	Total: B12,520.00 Cash B12,520.00 Balance: B0.00
Cash Credit Card	Bank Deposit Name	Finalise

nome m sales	Products M Company	History G St	iggestions To site	Balances 🔛 Site Jour	nais		Jack a		
Terminal 4	, Journal 24:	Bangkok					000		
Transaction Heade	r	Terminal 4, Journal 24	Terminal 4, Journal 24: Bangkok						
Reference	Information	Description	Sales	Quantity	Item Discount	Tender			
Site	Bangkok	Witnessing Signature	\$520.00	1.000	₿0.00				
Terminal	4	and/or seal							
Journal	24	Cash					\$520.00		
Shift	1	Total:	8520.00	1.000	80.00		\$ 520.00		
Date	2016-01-06								
Time	09:03:18								
Duration	15 Seconds								
Clerk Name	pichamol								
Clerk Number	pichamol								
Customer	DIMITROV SIMEON								

6



Reprint Receipt

Operate can reprint the customer receipt in the journals history. However, the re-printed receipt will have the word "**REPRINT**" display on the top of the re-printed receipt. The iZenPOS is not allowed to print multiple original copies.

- 1. Click on "**Reprint Receip**t" function button.
- 2. Select date of the transaction for reprint

				•	Training mode
		Cash		B12,520.00	O/S Processing Fee for Adult/Senior P B2,640.00
Menu page	PASSPORT FEES & OVERSEAS PROCESSING FEES	7	8 480	Q DEE	Adult Passport (66 VISA Pages) B9,880.00 Total: B12 520 00
Reprint	Back Date	<u> </u>	0 ~~		Cash B12,520.00
receipt		н	5 JKL	6 MNO	Balance: B0.00
Reprint last receipt	2. Reprint Receip	ot	2 TUV	3 wxyz	
	27 28 29 30 31 1 2 3 4 5 6 7 8 9	ity	0	(punct)	
No sale	10 (11) 12 13 14 15 16	_	Park		
	17 18 19 20 21 22 23 24 25 26 27 28 29 30	ı	Befund	Sell	
ait traising mode	31 1 2 3 2015 2016 1.	Date o	f the tra	insaction	
					Void binnection
pichamol 812,520.00		iZen PC	S		Log in Log out 🖾 🚍

3. Select the Journal number to reprint.

							€	Trainin	ng mode
			Cash			B12	,520.00	O/S Processing Fee	for Adult/Senior P. B2,640.0
Menu page	PASSPORT FEES & OVE	RSEAS				_		Adult Passport (66)	/ISA Pages) 89,880.0
	PROCESSING FEE	S	7		8 ABC	9	DEF	Total:	B12,520.0
Reprint receipt	Reprint receipt				5 JKL	6	MNO	Balance:	B12,520.0 B0.0
leprint last receipt	Date	6/01/2016 >		ts	2 TUV	3	WXYZ		
	Transland 1			y	0		(punct)		
No sale	Journal 41	1:59 PM >			•	•			
	Southal SS	12.207M y	- II		Park transaction				
	Journal 38	12:20 PM >	1		Refund	S	ell		
Ì.	Journal 37	12.17 PM >							
it training mode	Journal 36	12:10 PM >							
	Journal 33	11:35 AM >							



4. Click on Reprint button to reprint the receipt.

		1		•	Training mode
		Cash		B12,520.00	O/S Processing Fee for Adult/Senior P 82,640.00 Adult Passport (66 VISA Pages)
menu page	PASSPORT FEES & OVERSEAS PROCESSING FEES	7	8 ABC	9 DEF	Total: B12,520.00
Reprint receipt	Back Journal 41	н	5 JKL	6 MNO	Cash B12,520.00 Balance: B0.00
Reprint last receipt	official Receipt Autralian tebasy Bangkok Consular Section 37 South Sathorn Rd Tel: 02 344 6300 FID:	RS	2 TUV	3 wxyz	
No sale	Total Bt220.00 Cash Bt220.00 Change Due Bt0.00	ity	Park transaction	(punct)	
Exit training mode	Customer: LUCAS, PETER ROSS Operator: pichanol Line Items: 1 Terminal: 4	Reprint	Refund	Sell	
					Void transaction
pichamol 812,520.00		iZen PC	S		Log in Log out

Reprint Last Receipt

Operate can simply reprint last receipt, by click on the "Reprint Last Receipt" button. However, the re-printed receipt will have the word "**REPRINT**" display on the top of the re-printed receipt.

Menu page	PASSPORT FEES & OVERSEAS PROCESSING FEES	7	8 ABC	S DEF	
Reprint receipt		4 вні	5 JKL	6 MNO	
Reprint last receipt	LOST PASSPORT FEES	1 PQRS	2 TUV	3 wxyz	
No sale	Reprint Last Receipt	Quantity	O	• (punct)	
		Discount	transaction Refund	Sell	
Training mode	Miscellaneous				
					Void transaction
pichamol		iZen PC			Log in Log out 🖂 🔳



Park Sales Transaction & Restore Sales Transaction

Operators can Park current active transaction, if he/she need to serve another customer immediately.

- 1. **Park Transaction** In the current active transaction, click on "**Park Transaction**" button.
- 2. Preform normal Sell, tender and finalise processes as required.

		O/S Processing Fee for Adult/Senior Pass 28 B2,640.00	C/S Processing Fee for Adult/Senior P B2,640.00
lenu page	PASSPORT FEES & OVERSEAS PROCESSING FEES	7 8 ABC 9 DEF 4 CHI 5 ML 6 MNO	Adult Passport (00 VISA Pages) 89,880.00 Total: B12,520.00 Cash B12,520.00 Balance: B0,00
receipt sprint last receipt	LOST PASSPORT FEES	urrent Active Transaction	
to sale	CONSULAR FEES	Price Park bransaction Self Oliscount Refund	
it training mode	Miscellaneous		Park Transaction
			Void item Tender
ichamol 12,520.00			Log in Log out 🛛 🚍

- 3. **Restore Transaction** on the main POS screen click on "**Restore Transaction**" button.
- 4. Continue selling items, complete the Tender and Finalise processes.

				8		
Menu page	PASSPORT FEES & OVERSEAS PROCESSING FEES	7	8 ABC	9 065		
Reprint		Д он	5 JKL	6 MNO		
Reprint last receipt	LOST PASSPORT FEES	1 PQRS	2 TUV	3 wxyz		
So sale	CONSULAR FEES	Quantity	Restore transaction	• (punct)		
Training mode	Miscellaneous	Discount	Refund		Restore Transaction	1
					Void transaction	
pichamol		iZen PO			Log is Log out 🔁 🚍	



Void Item VS Void Transaction

- 1. **Void Item** to delete an ITEM from the current active transaction.
 - 1.1. Click to **highlight on the item** that need to void.
 - 1.2. Click on "Void Item" button.

El Apps 🛃 202	IP Login Page K. TRANSACTION - Se D Login AMC Portal D Gen POS					
		1		8	Trainir	ag mode
		O/S Processin 28	g Fee for Adult	Senior Pass. B2,640.00	O/S Processing Fee	for Adult/Senior P. B2,640.00
Menu poge	1. Click to highlig	ght item	to void	DEF	Aduit Passport (66 \ Total: Cash	/ISA Pages) 89,880.00 812,520.00 812,520.00
Reprint	PROCESSING FEES	4 GHI	5 JKL	6 MNO	Balance:	B0.00
		1 PORS	2 TUV	3 wxyz		
Reprint last recept	LOST PASSPORT FEES	Quantity	0 ~	(punct)		
No sile	CONSULAR FEES	Price	Park transaction	Sell		
		Discount	Refund			
Exit training mole	Miscellaneous					
	2. Click Void item but	ton			Void item	Tender
pichaniol @12,520.00		iZen PC	S		Log in	Log out

- 2. Void Transaction delete the active transaction.
 - 2.1. Click in the white area of the POS screen, so that NOT to select a single item.
 - 2.2. Click on "Void Transaction" button.

III Apps 🖗 202	IP Login Page 🖗 TRANSACTION - Se 🗋 Login AMC Portal 📋 (Zen POS				
		O/S Processin 28	g Fee for Adult	(Senior Pass B2,640.00	Training mode OrS Processing Fee for Adult/Senior P
Menu page	PASSPORT FEES & OVERSEAS	7	8 ABC	9 DEF	B9,880.00 Total: B12,520.00 Cash B12,520.00
Reprint	PROCESSING FEES	4 сн	5 JKL	6 MNO	Balance: B0.00
recept		1 PORS	2 104	3 wxyz	
Reprint Las receipt	1. Click on White are	a	0	. (punet)	-
No sale	CONSULAR FEES	Price Discount	Park transaction Refund	Sell	
Exit training mode	Miscellaneous				
	2. Click Void Transaction	on butto	n		Void Transaction Tender
pichamol 812,520.00		iZen PO	S		Log in Log out



Refund Items

In some case, that needs to refund the payment to the customer. Refund only allows if the customer payment had previously been completely tendered.

This is similar to sell items processes, the different is that after you added the items to the active transaction and click refund. The tendering amount will be (-) negative.

- 1. Add the Items that need to be refund to the active transaction.
- 2. Click on "Refund" button.
- 3. Complete the normal Tendering processes and finalise.

to other burners colo	nade Krussensensensensen Diesense		Ø	Training mode
	1. Add items	that need to	Senior Pass B2,640.00	0/S Processing Fee for Adult/Senior P 82,540.00
Menu page	be refund t transaction	to the active	9 DEF	Adult Passport (66 VISA Pages) B9,880.0 Total: B12,520.0 Cash B12,520.0
Reprint	THOUSON TELD	4 GHI 5 JKL	6 MNO	Balance: B0.0
Reprint Last receipt	LOST PASSPORT FEES	1 PORS 2 TUV Quantity 0	3 wxyz	
No sale	CONSULAR FEES	Price Park Discount Refund	Sell	
Exit training mode	Miscellaneous			
	2. Click o	n Refund buttor		Void turnedies Tender
812,520.00		IZen POS		Lugin Logout 🔤 🗄
		3.	Tender	and Finalise



Edit One-Shot button

iZenPOS allows the operator to edit the POS screen buttons and sub-menu items buttons.

- 1. Click on the at the bottom-right corner of the POS screen.
- 2. Click on "Edit One-Shot buttons"

					•	Train	ning mode
						O/S Processing F	ee for Adult/Senior P B2,640.00
u page	PASSPORT FEES & OVERSE PROCESSING FEES	AS	7	8 ABC	9 DEF	Total:	B2,640.00
arint sipt			4 сні	5 JKL	6 MNO		
et last eipt	LOST PASSPORT FEES		1 PORS	2 TUV	3 wxyz		
sale	CONSULAR FEES		Quantity	Park transaction	(punct)		
			Discount	Refund	Sell		
aining sde	Miscellaneous	2. Edit C	One-Sł	nort but	tons		Open setup
				-		< N	lo sale
				=		4	landover

The screen is entered to the EDIT MODE, after have made any changes always click SAVE.
 3.1 To edit existing button, click and Hold on the existing button.

III Apps 🛃 2Ci	29 Login Page V. TRANS CONTRACT Contract Discourse Discourses	1		
	Edit mode Hold a button to edt Cancel Save	Ø	Training mode	
		0/S Processing Fee for Adult/Senior Pass 28 B2,640.00	O/S Processing Fee for Adult/Serior P 82,640.00	
	0		Adult Passport (66 VISA Pages) B9 880.00	
Menne g eger	PASSPORT FEES & OVERSEAS PROCESSING FEES	7 3.1 Edit existing	button, click & Hold	the Existing button
Reprint receiler	×	4 5 0	Balance: B0.00	
Reprint last receipt	LOST PASSPORT FEES	1 PORS 2 TUV 3 WXYZ		
to sale	CONSULAR FEES	Price Park transaction Sell Discount Refund		
Exit training mode	Miscellaneous			
			Void item Tender	
pichamol 812,520.00			Log in Log out 🔄 🚍	



- 3.2 **Delete button** Click on the cross symbol for the button to delete.
- 3.3 **Resize button** Click & Hold the arrow symbol of the button and move to resize.

	Edit mode Hold a button to edit Cancel Save			Ø	Training mode
		O/S Processio	ng Fee for Adult	/Senior Pass B2,540.00	O/S Processing Fee for Adult/Senior P. B2,640.00 Adult Passport (66 VISA Pages)
Menu paye	PASSPORT FEES & OVERSEAS PROCESSING FEES	7	8 ABC	9 DEF	Total: B12,520.00 Cash B12,520.00
Reprint		4 GHI	5 JKL	6 MNO	Balance: B0.00
	LOST PASSPORT FEES	1 PORS	2 TUV	3 WXYZ	
Reprint last receipt		Quantity	0	(punct)	
No sale	CONSULAR FEES	Price Discount	Park transaction Refund	Sell	
Exit training mode	Miscellaneous				
					Void item Tender
pichamel 812,520.00		iZen PC	S		Log in Log out 🖂 🚍

4. Assign a button in the main POS screen to sub-menu by department/category.
4.1 Click and hold the button, until you see an "Action" tab. Set as following:

11 Apps 🍋 2029	P Login Page 🖗 TRANSACTION - Se 🗋 Login AMC Portal 📋 (Zen POS				
	Edit mode Hold a button to edit Cancel Save			Training mode	
		O/S Processing Fe	3. SAVE	ng Fee for Adult/Senior P B2,640.00 Issport (66 VISA Pages)	
Menu page	PASSPORT FEES & OVERSEAS PROCESSING FEES	Action	abc Label	Action = Open o	one-short page
Reprint receipt		Action	Open one-sh	B0.00	
		Parameters			
Reprint last receipt	LUSTPASSFORTFEES	Page:	PASSPOR	TFEES	
No sale	CONSULAR FEES	Auto-ciose page aiter ex	2.	Page = Select p	pre-defined
Exit training mode	Miscellaneous				
			Void	item Tender	
pichamol 812,520.00				Log in Log out 🖾 🚍	Ì



- 5. **Create new button -** [Item data must have already been created on the Portal Inventory maintenance prior assign the button for it. Refer to "Create New Item" on the Portal]
 - 5.1. Click Edit, to enter the Edit Mode
 - 5.2. Click and Hold on the available area on the sub- menu to create new button.



5.3. Select Action = Sell Item

14) Legali	Action	Label	Background		16) Witnessir and/or	ng Signature r seal
	Back Action					
17) Ini or ir	Refund gift vouche	r r			10) True conv	of document
docui initial	Reprint last receipt			_	19) True copy	or document
	Reprint table order					
20) A	Retrieve table				24) Certific	cate of no
	Select table				impediment	to marriage
	Sell item	Acti	on – Sell It	em	-0	
5) Wit	Send to kitchen			1	Sell item	
in	Set item discount					



5.4. Select **Item** to assign to a new create button, then click **SAVE**.

14) Legali —	Action	abc Label	Background	16) Witnessing Sig and/or seal	Inature
	Back Item:	Filte	r -		
17) Ini or ir	1 Passport Lost	in 5 years (11)		19) True copy of do	cument
initial	2 Passports Lost	t in 5 years (12)			
	3 or more Passp	orts Lost in 5 years (13)			
20) 4	Additional copies	s of same (20)		24) Certificate o	fno
201 -	Adult Passport (34 VISA Pages) (2)		impediment to ma	rriage
	Adult Passport (6	66 VISA Pages) (1)			
	Apostille (26)			8	
25) Wit	AUS License (\$2	0-Witness, \$30-Certifyin	g) (22)	-> Sell item	

- abc
- 5.5. To change the Label description, click on Label symbol. This setting allows you to change the button label description, font colure, font style and size etc., then click **SAVE**.

	Edit mode Hold a tutton to edit Cancel Save		×	Training m	ode
		O/S Processing Fee for 28	r Adult/Senior Pass B2,640.00	Adult Passport (66 VISA	Pages) 89,880.00
		Ø		O/S Processing Fee for	Adult/Senior P
Menu page	PASSPORT FEES & OVERSEAS PROCESSING FEES	Action	abc Label	Background	B12,520.00 B12,520.00
Reprint		Label			B0.00
receipt		Label		PASSPORT FEES & C	
eprint last	LOST PASSPORT FEES	Show label		~	
receipt		Font size		Medium >	
a sale		Font family		Sans-serif >	
	CONSULAR FEES	Font style		Bold >	
		Text alignment		Centred >	
		Text position		Middle >	
mode	Miscellaneous	Text color		(Automatic) >	
] [
				Void transaction	Tender
pichamol		iZen POS		Log in Log	out



Portal

Login & Logout the Portal / Change Password / Adjust menu size

1. Login to the Portal

- 1.1. In Chrome browser = <u>http://thai.zenglobal.net/DF/Login.php?company=1</u>
- 1.2. Enter in Portal Username & Password, and click OK

 C fi I that zenglobal net DFILogin ptp?company=1 	Q 👷 🗏
Vectore to the AMC retail portal.	
Velocine to the AMC retail portal.	
Welcome to the AMC retail portal.	
Company: Thaland Please Enter Your Username & Password	
Username: Password:	
10 ANG 17	
For more information about this site, please contact our <u>Marketing Department</u>	

1.3. After Login successfully, Top MENU bar appears on the screen.

ne g	🛃 Sales 📄 Proc	lucts 🛄 Company	\rm History	G Suggestions	🔛 Edit I	Details 🚇 Site	Balances 🔏	Edit Item	🛃 Sales	📩 New Item		
	. 1										ntant Text size 🚍 💽	1
	A Contraction									Search		0
	Australian Thailard	Embassy							24 W	HOUR CONSULAR EI thin Australia: 1300	MERGENCY CONTACT 555 135 Outside Australia: +61.2 62	261.330
	About is 👻	Australians ~	Connecting with Australia	Showcasir ~ Australia	⁸ . v	Events 🛩	News and media	•	Contact us	~		
	Australia	n Ambassador to Thai	and is on									
	Australia	n Ambassador to Thai Twitter @Au	and is on AmbBKK									
	Australia Austra	n Ambassador to Thai Twitter @Au Ilia in Thailand is on Fi	and is on AmbBKK									
	Australia Austra	n Ambassador to Thai Twitter @Au Ilia in Thailand is on Fi	and is on AmbBKK									
	Australia Austra Latest no 4 January 2016	n Ambassador to Thai Twitter @Au alia in Thailand is on Fi	and is on AmbBKK									
	Australia Austra Latest no 4 January 2016 Australian Emi	n Ambassador to Thai Twitter @Au Ilia in Thailand is on Fi EWS	and is on Market States of	sit to Phuket								
	Australia Austra 4 January 2016 Australian Emi The Consular S January 2016,	n Ambassador to Thai Twitter @Au: alia in Thailand is on F BWS bassy to conduct a Cor ection of the Australiar between 9.00am to 12/	and is on AmbBKK	sit to Pluket kok will be undertak to 3.00pm (<u>More</u>)	ng a Consul	ar outreach visit	ín Phuket as fo	ollows: Mor	nday 18			
	Australia Austri 4 January 2016 Australian Emi The Consular S January 2016, 17 December 2	n Ambassador to Thai Twitter @Au alia in Thailand is on Fi DewS bassy to conduct a Cor ection of the Australia between 9.00am to 12/	and is on Y	sit to Phuket kok will be undertak ko 3.00pm (<u>Mors</u>)	ng a Consul	ar outreach visit	in Phuket as fo	ollows: Mor	nday 18			



2. Logout from the Portal

Click on Portal user name on the TOP-RIGHT corner of the Portal screen, click Logout

Nome ≧s Sales In	ic By De	epartme	nt (NET	of Disc	ounts)	🛃 Sales	A* Adjust n Change Logout	Jack am nenu size P P password
Department	Sunday 10-Jan-2016	Monday 11-Jan-2016	Tuesday 12-Jan-2016	Wednesday 13-Jan-2016	Thursday 14-Jan-2016	Friday 15-Jan-2016	Saturday 16-Jan-2016	Total
Passport Fees		₿24,320.00	\$9,880.00					B 34,200.00
O/S Processing Fees		\$6,600.00	₿2,640.00					₿9,240.00
Consular Fees		₿11,700.00	₿9,100.00					₿20,800.00
Total:		B42.620.00	B21.620.00					R64 240 00

3. Change Portal User Password

- 3.1. Click on Portal user name on the TOP-RIGHT corner of the Portal screen, click Change password
- 3.2. Security Tab, enter current password, enter new password and verify Password, then click Save

Product 📶 Sales 📕 Product	s 🔜 Company !	History	UP Suggestions	ales 📶		Jack ar
Contal Uson Mainton ando					A: Adjust menu size	0.0
Fortal User Maintenance					Change password	d
Login Name: jack					Logout	_
Name Security Restriction	Services					
User Type:	Company Administrator	-				
Permission Level:	Full	-				
Default Site:	Bangkok	*				
Default Login Screen	Company URL	-				
Show Statistics:						
Number Of Horizontal Groups:	3	-				
Current Password:						
New Password:						
Verify Password:						
					Save New	

4. Adjust menu size - Click on Portal user name on the TOP-RIGHT corner of the Portal screen, click Adjust menu size + or -

🜴 Home 🏾 🛃 Sales 🛛 📄 Products 🛯 🚊 Company	\rm History	🕒 Suggestions	🛃 Sales	🕑 Jack ame
				🗚 Adjust menu size 🔎 🗩
Portal User Maintenance				🍒 Change password
Login Name: jack				🚛 Logout



Getting to know Report Sorting and Report filter facilities

1. Report Sorting:

After report is generated, click on each of the column header to sort in alphabetical order (A-Z) or numeric order (Low-High). Click again to reverse the sorting (Z-A) or (High-low).

	Departine		OF DISC	ounts)			ļ
Department Sunday	Monday 2016 11-Jan-2016	Tuesday 12-Jan-2016	Wednesday 13-Jan-2016	Thursday 14-Jan-2016	Friday 15-Jan-2016	Saturday 16-Jan-2016	Total
Passport Fees	₿24,320.00	\$9,880.00				And Balley and Sold Sold	B34,200.00
0/S Processing Fees	R6 600.00 Sorting	₽2 640.00 report by th	e column h	eader			89,240.00
Consular Fees	\$11,700.00	₿9,100.00					₿20,800.00
Total:	\$42,620.00	B21,620.00					B64,240.00

Report Filters - click to active / Hide

Where there is a

symbol, click to active or hide the report filter.

The Home	🛃 Sales	Products	🚊 Company	🖶 History	🕒 Suggestions	1 🗎	😢 Jack ame

Sales Inc By Department (NET of Discounts)

Departm	Sunday 10-Jan- 2016	Monday 11-Jan- 2016	Tuesday 12-Jan- 2016	Wedneso 13-Jan- 2016	Thursday 14-Jan- 2016	Friday 15-Jan- 2016	Saturda 16-Jan- 2016	ay Total
Passpor Fees		\$ 24,320.	₿9,880.0					\$34,200.
Consula Fees		\$ 11,700.0	₿9,100.0				1	\$20,800.
O/S Processi Fees		₿6,600.0	₿2,640.0					89,240.0
Total:		B42,620.	\$21,620.					864,240.

	1 8	🔞 Jack amo
		000 4
States		
All		>
Site		
All		>
Ву		
Day		>
Date		
12/01/2016		
Display As		
Table		>
Туре		
Sales Inc		>



Portal Reports

1. Balance Report:

- 1.1. Site Balance Report Click on: Sales -> Balance Reports -> Site Balance
 - This is the daily 'Site Tender Report' sales figure for each site.
 - Place your mouse on the daily 'sales figure', it will appear an underline, then click on it to see the full Balance Report details.

Sites Te	enders Repo	rt Summary						0	r	
									States	
Site	Sunday 03. Jan. 2016	Monday 04- Jap-2016	Tuesday 05- Jap-2016	Wednesday 06- Jap-2016	Thursday 07- Jan-2016	Friday 09- Jan-2016	Saturday 09- Jan-2016	Total:	All	
Bangkok		£4,160.00	₿7,020.00	\$11,700.00	B32,740.00	850,250.00		8105,880.00	Date	
Total:		84,160.00	87,020.00	\$11,700.00	832,740.00	\$50,200.00		B105,880.00	6/01/2016	
									Display As	
									Table	

Full Balance Report details:

Sales	/				Tenders			
Reference	Customers	Discount Net	Sales	Debit Total	Takings Ar	nount	Sub Total	Total Credit
Passport Fees	5		\$29,560.00		Cash	\$50,260.00	\$50,2	60.00
O/S Processing Fees	5		810,560.00		Rounding	\$0.00		80.00 850,260.0
Consular Fees	10		\$10,140.00	\$50,260.00				
Information					Banking / Takings			
Reference	Cust	omers	Amount		Reference	Sub Total	1	Total
Store Customer	s	1	5		Money Banked			80.00
Purchase per Ci Returns	ustomer			\$3,350.67	Declared Tender Amour	nts		
iteration in the second s	1				Cash		850,260.00	\$50,260.00
Averag	a anond n	or oustomor	1		Item / Department Sale	s		\$50,260.00
Averag	e spend p	er customer	J		Net Sales (Sal≱s + Rounding)			\$50,260.00
					Net Takings (Net Sales Surplus)	+		\$50,260.00
			-		Devention			20.00



- 1.2. Cashup Report Click on: Sales -> Balance Reports -> Site Cashups
 - This is the daily 'Site Cashup Report' figure for each site.
 - Place your mouse on the daily 'sales figure', it will appear an underline, then click on it to see the full Site Cashup Report details.

Site	04-Jan-2016	05-Jan-2016	06-Jan-2016	07-Jan-2016	08-Jan-2016	09-Jan-2016	10-Jan-2016	Total.
Bangkok	\$4,160.00	\$7,020.00	\$11,700.00	\$32,740.00	\$50,260.00			\$105,880.00
Total:	B4,160.00	\$7,020.00	\$11,700.00	\$32,740.00	\$50,260.00			£105,880.00

- Full Balance Report details:

Cashup F	es & Customer	the 08	Jai POS	Ban	gkok	estions		Jack Wanittiya-u
Safe Report for	the 08-Jan-2016	- /					Cashup	declaration
Opening Cash	POS Cash	Cash	Banked S	afe Declared	Shorts / Surplu	s Explanatio	on Na	me
	e0.00	\$50,260.00	80.00	80.	00	80.00	pie	chamol
Cashup Report Tender Type Grand Total:	for the 08-Jan-20 Shift	Advance	k Handover 80.00	Sales \$0.00	Declar 650,260.00	red Sho -850,260.00	orts / Surplus B0.00	Explanation
pichamol (picha	imol]							
Tender Type	Shift	Advance	Handover	Sales	Declared	Shorts / Surplus	Explanation	Completed
Cash	1	80.0	80.00	\$50,260.00	-\$50,260.00	\$0.00		Yes
Credit Card	1	\$0.0	80.00	\$0.00	\$0.00	\$0.00		Yes
Bank Deposit	1	\$0.0	80.00	80.00	\$0.00	80.00		Yes
Total:		80.0	0 \$0.00	\$50,260.00	-\$50,260.00	\$0.00		
	\	_				1		
					Cash s	shorts or su	plus	



- 1.3. Site Journals Report Click on: Sales -> Balance Reports -> Site Journals
 - This is the Site Journals Report that record all the transactions perform on the iZenPos terminals.

ournal	Terminal	1.											
24		Operator	Tender	Amount	Transaction Time	Shift	Credit Card	Authorisatio	Cash Out	Handover / Advance	Redemption	Void	Training
-24	4	7	Cash	\$520.00	09:03:18	1							
-25	4	7	Cash	\$1,020.00	09:09:15	1							
-25	4	7	Change	-8500.00	09:09:15	1							
-26	4	7	Cash	\$520.00	09:12:31	1							
-27	4	7	VOID Sale	\$153.00	09:28:05	1						~	
-28	4	7	Cash	\$520.00	09:37:01	1							
-29	4	7	Cash	\$1,600.00	09:55:29	1							
-29	4	7	Change	-840.00	09:55:29	1							
-30	4	7	Cash	\$1,600.00	10:04:10	1							
-30	4	7	Change	-840.00	10:04:10	1							
-32	4	7	Cash	\$2,080.00	11:30:28	1							
-33	4	7	Cash	\$1,500.00	11:35:32	1							
-33	4	7	Change	-\$200.00	11:35:32	1							
-34	4	7	VOID Sale	\$12,520.00	11:49:42	1						~	
-35	4	7	VOID Sale	\$12,520.00	11:55:28	1						~	
-36	4	7	Cash	\$1,020.00	12:10:22	1							
-36	4	7	Change	-8500.00	12:10:22	1							
-37	4	7	Cash	\$1,040.00	12:17:42	1							
-38	4	7	Cash	\$520.00	12:20:56	1							
-39	4	7	Cash	\$520.00	12:26:40	1							
-41	4	7	Cash	\$520.00	13:59:34	1							

Transaction Head	er	erminal 4, Journal 24	I: Bangkok				
Reference	Information	Description	Sales	Quantity	Item Discount	Tender	
Site	Bangkok	Vitnessing Signature	\$520.00	1.000	\$0.00		
Terminal	4	nd/or seal					
Journal	24	ash					\$520.00
Shift	1	otal:	\$520.00	1.000	80.00		\$520.00
Date	2016-01-06						
Time	09:03:18						
Duration	15 Seconds						
Clerk Name	pichamol						
Cicik Indinio				المدمام اممسييما	-		
Clerk Number	pichamol		Terminal.	Journal detail	5		



2. Sales Reports

- 2.1. Site Sales Report Click on: Sales -> Sales Reports -> Sales
 - This is the daily 'Site Sales Report' for each site.
 - Place your mouse on 'Site name', it will appear an underline, then click on it to see the Department Sales Report, and Items Sales Report.

T Home	🛃 Sales	Products	Company	🕙 History 🛛 🔞 Suç	gestions 📃	Item Sales 🛛 🏨	Site Balances	Site Journals	1		🔞 Jack ar
Sites	: Sale	es Inc (N	ET of Disc	ounts)							0.00
			Tuesday	10/4 de a a days	Thursday	Friday	Cohundari	Quarter	_	Tatal	
Site	M O	londay 14-Jan-2016	05-Jan-2016	06-Jan-2016	07-Jan-2016	08-Jan-2016	09-Jan-201	6 10-Jan-2016		Total	
Site Bangkok	M O	4-Jan-2016 \$4,160.00	05-Jan-2016 \$7,020.00	06-Jan-2016 \$11,700.00	07-Jan-2016 \$32,740.00	08-Jan-2016 \$50,260.0	09-Jan-2010	6 10-Jan-2016		rotar	\$105,880.00

Site	Monday 04-Jan-2016	Tuesday 05-Jan-2016	Wednesday 06-Jan-2016	Thursday 07-Jan-2016	Friday 08-Jan-2016	Saturday 09-Jan-2016	Sunday 10-Jan-2016	Total
Bangkok	00,091.10	₿7,020.00	\$11,700.00	₿32,740.00	\$50,260.00			B105,
Total: Departm	ant Salar Report	\$7,020.00	\$11,700.00	\$32,740.00	850,260.00			B105,

🖺 Home 🛛 🛃 Sale	rs 🧱 Products 📗	Company	🕀 History 🛛 🕑 Sug	gestions 🧮	Item Sales 📲 Si	te Balances	U Site Journals	1.8	🕑 Jack a
Sales Inc	By Depart	ment Ban	gkok (NET	of Discou	ints)				
Department	Monday 04-Jan-2016	Tuesday 05-Jan-2016	Wednesday 06-Jan-2016	Thursday 07-Jan-2016	Friday 08-Jan-2016	Saturday 09-Jan-2016	Sunday 10-Jan-2016	Total	
Passport Fees				\$17,080.00	₿29,560.00				B46,640.00
Consular Fees	\$4,160.00	₿7,020.00	\$11,700.00	\$11,700.00	B10,140.00				B44,720.00
O/S Processing Fees				₿3,960.00	₿10,560.00				\$14,520.00
Total:	B4,160.00	\$7,020.00	B11,700.00	B32,740.00	\$50,260.00				B105,880.00

- 2.2. Department Sales Report Click on: Sales -> Sales Reports -> Department Sales
 - This is the daily 'Department Sales Report' for each site.
- 2.3. Items Sales Report Click on: Sales -> Sales Reports -> Items Sales
 - This is the daily 'Items Sales Report' for each site.
- 2.4. Associated Item Report Click on: Sales -> Sales Reports ->Associated Items
 - This is the report that shows what other associate items are purchased when customer purchase this item.



3. Control Reports

- 3.1. **Customer Report** Click on: Sales -> Control Reports -> Statistics -> Customer
 - Demonstrates number of customers that use the service at each site. There are filter options that allow the report to be viewed with different information [Customer B purchase, Average Customer B Purchase] etc.

Site Monday Tuesday Wednesday Thursday Friday Saturday Sunday Total Bangkok 16 8 5 6 12. Jan. 2016 12. Jan. 2016 14. Jan. 2016 15. Jan. 2016 17. Jan. 2016 17. Jan. 2016 Customer Counts Bangkok 16 8 5 6 0 40 Customer & Purchase Phuket 16 8 5 5 10 44													
Bagkok 16 8 5 6 40 Customer & Purchase Phuket Image: Customer &	Site	Monday 11- Jap-2016	Tuesday 12- Jan-2016	Wednesday 13-Jap-2016	Thursday 14- Jan-2016	Friday 15- Jap-2016	Saturday 16- Jan-2016	Sunday 17- Jan-2016	Total		✓ Custome	r Counts	
Phytet Image: Constraint of the second	Bangkok	16	3	8	5	5 6)			40	Custome	r & Purchase	
Total Customers: 16 8 5 5 10 44	Phuket					4	1			4	Average	Customer & Pur	chase
Customer Par Best Cade	Total Customers:	16	i	8	5	5 10	1			44	Ct.	- Du Daat Cada	
											0.1.0	Devision de	

- 3.2. Transactions per Hour by Day Report Click on: Sales -> Control report -> Statistics -> Time Hour
 - Demonstrates number of customers that use the service at site in different time of the day. There are filter options that allow user to see [Quantity, Sales, Average Sales, and Average Quantity] etc.





3.3. Department Tender Report (Clerk Sales report, by DEPARTMENT, by TENDER TYPE)

- Click on: Sales -> Control report -> Statistics -> Department Tender
- Click **By Clerk** = True

There will be additional tender type column "**Credit Card**" and "**Bank Deposit**", only if there is an actual transaction on the iZenPOS.

Departmen	nt Tenders Repo	ort : Amounts for	21 Jan 🛛 🖄	< by Clerk	
2016					
			[False	
Clerk	Department	Cash Total		√ True	
pichamol	Passport Fees	\$13,120.00	\$13,120.00		
pichamol	O/S Processing Fees	\$5,280.00	\$5,280.00		
pichamol	Consular Fees	₿2,860.00	\$ 2,860.00		
	Total:	\$21,260.00	B21,260.00		

-010				Site Bangkok	>
lerk	Department	Cash	Total	Tyme	
ichamol	Passport Fees	B13,120.00	₿13,120.00	Amounto	÷
ichamol	O/S Processing Fees	\$5,280.00	₿5,280.00	Amounts	2
ichamol	Consular Fees	₿2,860.00	\$2,860.00	by Clerk	
				True	>
				Ву	
				Day	>
				Date	
				21/01/2016	



3.4. Clerk Transaction Report

- Click on: Sales -> Control Reports -> POS Reports-> Clerk Transaction.
- Click operator and select to view "Clerk Transaction Report" or "Clerk Item Report".

Home	🛃 Sales 🛛 🗮 Products	Company	\rm History 🧿 Sug	gestions 🧎	Department Tenders	🔏 Edit / View 🗙	Voids 🛛 👗 Site Cast	nups 🛃 Sales	🔮 Site Balances	🗎 📵 🗯
Sites (Clerk Report	Summary ·	- Transacti	ons					×	
									States	
lerk	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	THA	
hamol	11-Jan-2016	12-Jan-2016	13-Jan-2016	14-Jan-2016	15-Jan-2016	16-Jan-2016	17-Jan-2016		40	
tal: Clerk	Transactions Report	16	8	5	5	6			40 Site	
Clerk	Itens Report	67.4	-			-			Bangkok	
									Туре	
									Transactio	ons
Home	📲 Sales 🛛 🗮 Products	Company	🕀 History 📵 Sug	gestions 🧎	Department Tenders	🔏 Edit / View 🗙	Voids 📕 Site Cast	nups 🛃 Sales	🚇 Site Balances	ac 😌 🛋
ransa	actions for pig	chamol:	Bangko	k [Sales]					*	
									Site	
erminal	Monday 11-Jan-2016	Tuesday 12-Jan-2016	Wednesday	Thursday 14-Jan-2016	Friday 15-Jap-2016	Saturday 16-Jac-2016	Sunday	Total	Bangkok	>
	4 \$1,560.00 91	8520.00 111	B2,330.00 122	B3,380.00 131	\$520.00 143	10 001 2010	11 0011 2010	8106,310	.00 Clerk	
	9790.00 92 P4 500 00 02	\$1,300.00 112 \$700.00 112	\$520.00 124 \$520.00 125	\$790.00 132 \$4,500.00 132	\$790.00 144 \$4,500.00 145				nichamal	
	82,080.00 94	\$2,080.00 115	B9,200.00 120	B520.00 134	\$4,600.00 148				picnamor	· · ·
	8520.00 95	\$1,560.00 117	89,200.00 129	\$ 520.00 136	\$4,600.00149				Ву	
	\$4,600.00 97	\$12,520.00 118 \$12,520.00 119			\$4,600.00151				Sales	>
	8780.00 98 82,080.00 99	B2,340.00 120							Date	
	8520.00 100 81,560.00 101								15/01/201	6
	\$4,600.00 103 \$3,950.00 104								Loyalty Filt	er
	89,200.00 105 83,960.00 105								No Filter	>
	00,000.00100								Discount Fi	Iter
	B520.00 107		A	000000	A 40 F00 00			B (0.0 0 (0	66	
	8520.00 107 Total: 842,620.00	821,620.00	821,770.00	89,800.00	810,500.00			B106,310	No Filter	>
	8520.00 107 Total: 842,620.00	821,620.00	821,770.00	89,800.00	810,500.00			B 106,310	No Filter Debtor Filter	ər 💦
	8520.00 107 Tetal: 842,620.00	821,620.00	821,770.00	89,800.00	810,500.00			B106,310	No Filter Debtor Filte No Filter	er >
	8520.00 107 Tetak 842,620.00	8 21,620.00	821,770.00	89,800.00	810,500.00			B106,310	No Filter Debtor Filte No Filter Department	er >
	8520.00 107 Tetal: 842,620.00	821,620.00	B21,770.00	89,800.00	810,500.00			B106,310	No Filter Debtor Filte No Filter Departmen All	er > t >
	8520.00 107 Tetal: 842,620.00	821,620.00	821,770.00	89,800.00	\$10,500.00			B106,310	No Filter Debtor Filter No Filter Departmen All Cash Filter	r > t >

3.5. Clerk Transaction Report

THome	🛃 Sales	Products	-	Company	•	History	🧿 Sugge	istions	2 De	partment Tender	1	💰 Edit / View	X Voids	👗 Site Cashup	s 🛃 Sale	· +·	Site Balan	ces	🔒 Jack a
Sites	Clerk	Report	Sı	ummary	- 7	Frans	actio	ns									×		ŧ
																	St	ates	
Clerk		Monday 11-Jan-2016		Tuesday 12-Jan-2016		Wednes 13-Jan-2	day 2016	Thursday 14-Jan-201	6	Friday 15-Jan-2016		Saturday 16-Jan-2016	Su 17	unday -Jan-2016	Total:			THA	>
pichamol	ul Tranca	ctions Report	16		8		-	5	6		6					40		Site	
Total: Cle	rk Items i	Report	16		8			5	5	i.	6					40		Bangkok	>
																	Т	pe	

Descripton	ttem	Quantity	Cost	Sales Ex	Sales Inc	Profit	Scan Rate	V All
Minors Passport (32 VISA Pages + 5	4	6	80.00	₿19,680.00	₿19,680.00	100.00%	0.00%	Consular Fees
Adult Passport (34 VISA Pages)	2	3	80.00	₿19,680.00	₿19,680.00	100.00%	0.00%	Department
True copy of document	19	22	B0.00	B17,160.00	B17,160.00	100.00%	0.00%	Lost Passport Fees
0/S Processing Fee for AdultSenior	28	4	80.00	₿10,560.00	₿10,560.00	100.00%	0.00%	Miscellaneous
Adult Passport (66 VISA Pages)	1	1	80.00	₿9,880.00	₿9,880.00	100.00%	0.00%	O/S Processing Fees
Witnessing Signature and/or stal	16	16	80.00	₿8,320.00	₿8,320.00	100.00%	0.00%	Passport Fees
Emergency Passport Overseas	10	2	80.00	₿7,920.00	87,920.00	100.00%	0.00%	Undefined
O/S Processing Fee for Child'en*s P	27	6	80.00	₿7,920.00	₿7,920.00	100.00%	0.00%	
Certificale of no impediment to mar	24	1	80.00	₿2,330.00	₿2,330.00	100.00%	0.00%	
Apostille	26	1	B0.00	\$1,560.00	\$1,560.00	100.00%	0.00%	
AUS License (\$20-	22	1	80.00	B1.300.00	£1,300,00	100.00%	0.00%	



- 3.6. Clerk Sales Report Click on: Sales -> Control Reports -> POS Report -> Clerk Sales
 - There are filter options that allow user to see [Sales By Clerk, Sales By Department, Sales By Item].

nclus	ive								Site	>
lerk	Transactions	Quantity	Dir	scount	Net Sales	Average	Sales %			
chamol		52	63.00	\$0.00	\$106,310.00	\$2,044.4	2 100.	00%	Ву	
tal:		52	63.00	₿0.00	\$106,310.00	₿2,044.4	2		Sales By Clerk	>
									Date From	
									11/01/2016	
ales	e sales e pro	^{lucts} 🚊 (etweer	• Histo	v 🖲 Sugges -01-11 a	and 201	© Clerk Sales	∰ Site B	alances	••
ales	Sales Pro For Bang	kok Be	Company	€ Histo	y 🖲 Sugges -01-11 a	tions	<u>s</u> Clerk Sales	₽ Site B	alances	••
ales nclus erk	Sales Pro For Bang ive	kok Be	etweer	Histo 10 10	v 🖲 Suggest	and 201	Clerk Sales	P Site B	alances	ent
ales nclus	Sales Pro	kok Be	Company Etweer Transaction 1	Histo Histo Quantity 12.0	v Suggest -01-11 a Discount 0 \$0.00	Net Sales \$57,160.00	Clerk Sales	* Site B .7 Sales % 53.77	alances ★ By Sales By Clerk ✓ Sales By Departm Sales By Item	ent
ales nclus erk chamol	Sales Pro	epartment essport res	Company Company Company Company Transaction 1 2	Histo Histo Quantity 12.0 41.0	y Suggest -01-11 a Discount 0 0 \$0.00 0 \$0.00	tions and 201 Net Sales \$57,160.00 \$30,670.00	Clerk Sales	Site B	Alances ★ By Sales By Clerk ✓ Sales By Departm Sales By Item	ent
Sales nclus lerk ichamol ichamol	Sales Pro	epartment assport res s s occessing res	Company Etween Transaction 1 2 1	Histo Histo Ouantity 4 12.0 6 41.0 2 10.0	• Suggest -O1-11 a Discount 0 \$0.00 0 \$0.00 0 \$0.00	tions and 201 Net Sales \$57,160.00 \$30,670.00 \$18,480.00	Clerk Sales	Site 8 Sales % 53.77 28.85 17.38	Alances ★ By Sales By Clerk ✓ Sales By Departm Sales By Item	ent

- 3.7. Clerk Sales Report By Tender Type [Cash, Credit Card, Bank Deposit]
 - Click on: Sales -> Control Reports -> POS Report -> Clerk Sales
 - Click on operator name & click Sales By Tender.

	Sales 🧾 Produc	ts 🚊 Compan	iy 💮 Hist	ory 💽 Sugge	stions 🏨	Site Balances	📔 Clerk Tra	ansactions	± #	🔞 Jack ar
Sales Fo	or Bangko	ok Betwe	een 11 Ja	an 2016	and 17	Jan 201	6 Inclu	sive		000
lerk	Transa	ctions	Quantity	Disc	ount	Net Sales		Average	Sales %	
icha nol		5	2	63.00	₿0.	00	\$106,310.00	₿2,0	44.42	100.00%
otal: Sales	By Tender	5	2	63.00	B0.0	00	B106,310.00	\$2,0	44.42	
	1 out - - ou			6 m a 3	N • • • • •	tit ou				0 1 1
Home 🍦	🛃 Sales 🛛 💼 Pro	oducts 🚊 Co	mpany	\rm History 🤇	Suggestions	🚇 sit	e Balances		± à	🔞 Jack
Home	Sales 📕 Pro	oducts 🚊 Co	mpany	History (Suggestions	∰ sit	e Balances	11 and 2	≗ ≞ 2016-0	1 -1 1
Home	sales 💻 Pro	oducts 🧕 Co es By Te	mpany ender [B	e History (angkok	Suggestions Between	sit en 201	e Balances	11 and 2	2016-0:	€ Jack
Home Dichan	^{sales} e rc nol: Sale	oducts 🚊 Co es By Te	mpany ender [B	🖶 History 🛛 🤅	< Suggestions	≇sit en 201	e Balances	11 and 2	2016-01	€ Jack
Home di vichan nclusi	Sales E Pro nol: Sale	oducts 🚊 Co es By Te	mpany ender [B	⊕ History (angkok	 Suggestions Between 	⊕sit een 201	e Balances	11 and 2	<u>*</u> a 2016-01	€ Jack
Home Dichan Inclusi	Sales Pronol: Sale	oducts 🚊 Co es By Te	ender [B Sales Discount	⊕ History (angkok	Betwe	een 201	e Balances	11 and 2	2016-01 Credit Card	Jack
Home Dichan Inclusi Clerk pichamol	Sales Pronol: Sale	oducts 🚊 Co es By Te Item Count 25.00	ender [B Sales Discount \$0.00	History (angkok tem Discount ₿0.00	Betwee Rounding 80.00	4 sit 2 cen 201 Net Sales 842,620.00	e Balances	11 and 2 Cash	2016-01 Credit Card	Jack



Create New Item

1. Click on: Products -> Inventory -> Administration -> New Item



2. On the Inventory Management Screen – enter Item details as following:

👚 Home 🛛 🛃 Sa	les 🔳 Product	Item Des	scription	A History 🕐 S	uggestions	Select	Site: Bangkok	tSuppor
Item Code: Item Description:			Site: Last Cha Created:	Bangkok nge: By	1			
Details Pricing POS Description	Stock Control	Point Of Sale	Barcodes	Bulk Discount	Specials	Promotions	Control	
Size: Pack: Department:	Each 1							
	Consular Fees Department Lost Passport Miscellaneous O/S Processin	Fees g Fees		Allocating De	epartmen	it	Find) 🔲 Save

2.1 Details Tab:



2.2 Pricing Tab:

Inventory Managemen	t					
Item Code:		Site: Ba	ngkok	~		
Item Description:		Last Change:	Ву			
		Created:				
Details Pricing Stock	k Control Point Of Sale Ba	rcodes Bulk Discount	Coloct	0% Zara Datad		
Preferred Margin (%):	90		Select	0% Zero Rated	ed Margir	n
Tax / GST Level:	0% Zero Rated	Inclusive	*			
Cost (B):	0		Itom ro	tail Drica in Thai P	aht	
Retail (8):	0	-	item re		bant	
Sell Price 2 (B):	0		(Ind	usive)		
Sell Price 3 (B):	0		(Incl	usive)		
Sell Price 4 (B):	0		(Ind	usive)		
Sell Price 5 (B):	0		(Ind	ucive)		
Supplier RRP (B):	0		Item Pr	ice in Australian I	Dollar	
Unit Price (B):	0		(Incl	usive)		
						👻 🔑 Find 🔲 Save

• After completing the item details, Click Save

2.3 Control tab:

- Go to **Control** tab, click on **Refresh Item**, to immediately send created item information to all of the iZenPos terminals.
- On the iZenPos screen, need to create a POS button and assigned to link with created item on the Portal.

tem Co	de:	1		Site:	Bangkok		~		
Item Description:		Adult Passpor	t (66 VISA Paç	Last Chan Created:	ast Change: 6/01/2016 By Support, Support reated: 15/12/2015				
Details	Is Pricing Stock Control Point Of Sale		Barcodes	Bulk Discount	Specials	Promotions	Control		
		Copy Item 1 to	Bangkok		*				
	Rer	name Item 1 as							
Suppli	ier Item C	ross Reference							
	Sup	oplier Last Cost							
	k	(it Maintenance							
		Add Label)						
	<u>ا</u>	Refresh Item							
ſ	Re-range	e Item Histories	1						



Edit Item

👔 Home	🛃 Sale	Products	Company	🕀 н	listory	Suggestions		😮 Jack amc
Inventor Item Cod Item Des	y Manag le: scription:	Adult Passport	Adminis Reports	stration s)))))	Company Options Site Options New Item Edit Item Reve Change (Global)	rt	
Details	Pricing Rei er Item C Suj H	Stock Control Copy Item 1 to name Item 1 as ross Reference oplier Last Cost (it Maintenance Add Label Refresh Item e Item Histories	Point Of Sale Bangkok	Barcodes	Bulk Di	 Price Change (Clobal) Price Change (Release) Bulk Price Change Edit Embedded Barcodes Kit Manufacture Inventory Import Pending Imports Rebate Claims Import Edit PLU Group Edit Groups 	s Co	ntrol
						💌 🔎 Find 🖺	New	Save Sales

2. Enter the Item description or Item code for Editing, click Search.

Find Item	
Searching For Items At: Bangkok	Department: All
	MNQPQRSIVVWXYZ
Please	choose a field to search on
Description:	
Item Code:	1
Barcode:	
Cross Reference:	
	Search



3. On the Inventory Management Screen – EDIT ITEM DETAILS AS REQUIRE:

3.1 Deta	ails Tab:	/	Item C	Code		1	Solact Site:	Bangkok/	
Inventory Manag	gement			Description		A	Select Site.	Dangkok/F	nukel elc.
Item Code:	11		Site:	Bangkok		-			
Item Description:	1 Passport Lo	st in 5 years	Last Cha	ange: 16/12/20	15 By	Support, Supp	port		
			Created:	15/12/20	15				
Details Pricing	Stock Control	Point Of Sale	Barcodes	Bulk Discount	Specials	Promotions	Control		
POS Description:	1 Passport Lo	st in 5 years							
Size:	Each			Edit iZen	Pos Des	cription			
Pack:	1								
Department:	Lost Passport	Fees							
				Edit to th	e Depart	ment if requ	lire	Sales	
								Jaies	

3.2 Pricing Tab:

Inventory Manag	jement		
Item Code:	11	Site:	Bangkok 👻
Item Description:	em Description: 1 Passport Lost in 5 years		16/12/2015 By Support, Support 15/12/2015
Details Pricing	Stock Control Point Of Sale	Barcodes Bulk Dis	count Specials Promotions Control
Preferred Margin	(%): 90		Select 0% Zero Rated
Tax / GST Level:	0% Zero Rated	- Inclusive	·
Cost (B):	0		(Inclusive)
Retail (8):	2,810	-	Edit Item retail Price in Thai
Sell Price 2 (B):	0		(Inclusive)
Sell Price 3 (B):	0		(Inclusive)
Sell Price 4 (B):	0		(Inclusive)
Sell Price 5 (B):	0		~···
Supplier RRP (B):	111	-	Fdit Item Price in Australian
Unit Price (B):	0		(Inclusive)
4			
			Find Prive Sales

- After completing the item details, Click Save •
- 3.3 Control tab:
 - Go to Control tab, click on Refresh Item, to immediately send edited item information to all of • the iZenPos terminals.



Item Report

To see the list of all items in the inventory:

1. Click on: Products -> Inventory -> Reports -> Item Report



2. Click on required site [Bangkok or Phuket] as underline, and click Show Items

Site	Cost (Ex)	Cost (Inc)	Retail	SOH	Profit	Profit (Ex)	On Order	Kits	Manufac Kit Item	Referred Items	Small Item	Item Count
Bangl	Show Item						0					28
Total	Print Items											28
	Download 1	Items										

3. If require, click on item description to edit Item details. However, with in the Item report you can see

Item Cost, Retail Price and Stock On Hand etc.

Description	Size	Item Number	Cost (Ex)	Cost (Inc)	Retail	SOH	Profit %	Margin %	Profit	Profit (Ex)	On Order	Kit	Manufac Refere Kit Item	d POS	Small Item	Date Last Sale
Preparing a declaration or other document or taking down in waiting an oral declaration made before the consul or vice consul	Each	18	B0.00	B0.00	B780.00	0	0 100.00%	0.00%	B730.00	B780.00	C)		~		
1 Passport Lost in 5 years	Each	11	B0.00	80.00	B2,810.	с -	1 100.00%	0.00%	B2,810	C 82,810.0	0 0)		1		30 DEC 2015
2 Passports Lost in 5 years	Each	12	B0.00	B0.00	B6,320.	С	0 100.00%	0.00%	B6.320	C 86,320.0	0 0)		1		
True copy of document	Each	19	B0.00	B0.00	B780.00	-2	3 100.00%	0.00%	B780.00	B780.00	0)		1		30 DEC 2015

Employee (iZenPos) VS Portal user access

There are 2 separate types of user access, iZenPos access and Portal access. On the iZenPos, we call an "employee" user access, and for the Portal we call a "Portal" user access.

1. Create / Edit / Delete - Portal user

1.1 Click on: Company -> Company Maintenance - > User -> Portal Users -> User Report



1.2 To create a new Porta user click on **Create New Portal User**, or click on an existing Login name to edit an existing Portal user details.





1.3 Enter/Edit Portal user Login information in **the required fields** as require and then click on **Save**:

1.3.1 Name Tab:

Portal User M Login Name:	aintenance		Enter Login name in English alphabetical without space or special characters.
Name Secu First Name:	rity Restriction Services	Surname:	
Position: Phone: Mobile:		Fax:	
Email: Expiry Date: Idle Logout:	4/01/2019	(Minutes)	Set expiry date
Language:	Australian - English User Enabled		
	Enable user		Save New Delete
			Save

1.3.2 Security Tab:

- Select user type: [Company Administrator, Company user, Site Administrator, Supervisor or User]
- Give the permission level just necessary for the role of each of the Portal user
- Default Site: Bangkok or Phuket etc.
- Your Password = the password of the person giving the authorization.
- User Password = user create new password.

ogin Name:		User Type
Name Security Restriction	Services	Permission
User Type:	No Access	
Permission Level:	Full	Default Site
Default Site:	Bangkok	·
Default Login Screen	Company URL	·
Show Statistics:		
Number Of Horizontal Groups:	3	Administration Password
Your Password:		
User Password:		
		User Password
	Save	
		Save 🖹 New 🗕 Delete

Delete Portal User

1.3.3 Delete Portal User: Select an existing user to be deleted, click delete button.



2. Create / Edit Employee user :

This is a user access that requires for login the iZenPos application for selling items on the POS terminal. This access must be granted by the Company Administrator.

2.1 Click on: Company -> Company Maintenance - > User -> Employee -> Employee Report



2.2 To create a new iZenPos user click on **Create New Employee**, or click on an existing Login name to edit an existing Employee/iZenPos user details.

ogin	Name	Passw	System #	User Level	Superv	Price Edit	Susper	Status	Acct Expr	Pwd Expr	Award	Salary	Positio	Schedu Positio	Schedu Enable	Bangko	ĸ	>	
	POS	1111	1	Cashu					Will Not Expire	15- Jun- 2016	Hourly Rate	0		1		Add to	avourites	Create New	
	User2	2222	5	Cashu					Will Not Expire	15- Jun- 2016	Hourly Rate	0		2		Add to 1	Employee		
1	User3	3333	6	Cashu	1	1			Will Not Expire	15- Jun- 2016	Hourly Rate	0		3			Create	reate new Employee logi	
	1																for iZe	nPos	

- 2.3 Enter/Edit Employee user Login information in **the required fields** as require and then click on **Save**:
 - 2.3.1 **Name Tab:** Enter Login name in English alphabetical without space or special characters. (ie.)
 - Login Name : Peter
 - POS Name : Peter
 - Portal Name : Peter



mployee Maintenance for Bangkok								iZenPos Login name			
ame	Passwords	Security	Account	Salary	Leave Dates	1/	izen os togin nunc				
			System Number: 9 Login Name: POS Name:					Employee name that appears on the iZenPos login button			
				E	Employee name that the Portal reports	at appear on					
								Save			

2.3.2 Passwords Tab:

Employ	ee Mainten	ance for	Bangkok					
Name	Passwords	Security	Account	Salary	Leave Dates		Enter new En	nployer Password
		Pas	sword: sword Requ	uired:	True	~		
		Allo	w Change	Password	False	*		
		Force Change Password:			False	~		
		For	ce Unique I	Password:	False	-		
		Pas	sword Life	Span:	30			
		Lim	it Grace Lo	gins:	False	*		1
		Gra	ce Login N	umber:	5		Save	
		Pas	sword Expi	ry:	4/07/2016			
					🔎 Find 🎦 Ne	w Delete	Save Reset	

2.3.3 Security Tab:

Emplo	yee Mainter	nance for	Bangkok	4				
Name	Passwords	Security	Account	Salary	Leave Dates			Cashup
			U	ser Secu	rity Level:	Cashup	-	
			S	chedule (User:	False	*	
			s	chedule (User Position:			
			P	OS Price	Edit:	True	*	Set all = True
			P	OS Supe	rvisor:	True	•	Set all - The
			А	ccess to	POS Setup:	True	-	
								Save
					Later Pro-			
				De	elete Em	pioyee User	w D	elete 🔲 Save 💁 Reset 🖕

