

POS Portal Training Reference





Active PLU Sale Total \$0.00 Fast One Shots PLU Description Price 789	
Description 789	
Price	
Quantity 1.000	
Value & Clear	
Desc Price Qty/kg Total Find 123	
Items 0 Total \$0.00	
	enu
	gn n /Off
Username Cash Draw Jim Jim	
Price Level 1 Operator - None Active 07 August 2005 20:39:57	

Sign On

- 1. Hit the Sign On button on the main screen
- 2. Enter your Username and Password

POS Portal Quick Reference HairHouse WareHouse v1.2

- 3. Hit the Accept Button
- 4. You should then see your name on one of the user buttons

Sign Off

- 1. Hit your Username
- 2. Hit the Sign Off button
- 3. Your name should not be seen on any user button



1	S Function Sele	ction						2
	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	<u>Functions</u>	✓ <u>C</u> lose
	<u>M</u> enu							
	Clean	Change Psswd				Print Receipt	Training	View
			Price level					Repeat Item
	Park Sale	Retrieve Sale	Discount editor	Price Check				
Handover /	Handover	Advance		Price Change	Qty Change	No Sale	Discount	Reprint
buttons		Petty Cash	Return		Setup Edit	Functions Edit		Labels
				Edit	Explorer	Windows Start	Close Application	Task Manager

Advance

- 1. Hit on your Username (Main Screen)
- 2. Hit the Menu button (Main Screen)
- 3. Hit the Advance button
- 4. The Advance screen will then show

Advance	Screen					
Advance Data Capture						×
				4		
			7	8	9	
Amount			4	5	6	
		\$0.00	1	2	3	
			0	0	0	
	Cancel	Accept		∦ C	lear	

- 5. Enter the amount in the amount field
- 6. Hit Accept if its correct and you want to process the advance OR
- 7. Hit Cancel



Handover

- 1. Hit on your Username (Main Screen)
- 2. Hit the Menu button (Main Screen)
- 3. Hit the Handover button
- 4. The Handover screen will then show

Handover Screen

CASH EFT Debit EFT Credit Voucher		7 4 1 0	8 9 5 6 2 3 00	
\$0.00	\$100 \$50 \$20	\$10	\$5	
Hlindover	\$0.00 Cancel		Ассер	

- 5. Enter the amount in the correct tender field
- 6. Hit Accept if its correct and you want to process the handover OR
- 7. Hit Cancel



Sale Process	5	Tender		
💱 Pos Portal Syste	em - Version 4.25			×
Active PLU PLU Description Price Quantity Value Desc Items 0	1.000 Price Qty/kg Total Total \$0.00	Sale Total	\$0.0 7 8 9 4 5 6 1 2 3 0 X	
User	Jim			
Price Level 1		Operator - Nope Acti	we l	07 August 2005 20:39:57

- 1. Select User
- 2. Scan Item/s
- 3. Hit Tender The tender screen will then be displayed

CASH EFT Debit			7	8	9
EFT Credit			4	5	6
Voucher			1	2	3
			0	0	0
				# C	lear
\$54.00	\$100	50	\$20 \$10		\$5
Sales Total	\$54.01				
Sub Total	\$0.00	Cancel	Discount	A	cep

- Select payment option
 Enter money given
- 6. Hit Accept
- 7. Give customer change if any



Void Sale 1 Pos Portal System - Versian 1.25 <u>- 8 ×</u> Fast One Shots Sale Total \$54.01 Active PLU PLU mino Tender Description 8 7 9 Price <mark>≭</mark> ⊻oid Quantity 1.000 5 6 4 Value 🖉 Clear 2 3 1 Desc Price Operator Jim L'oreal Se \$54.01 Qty/kg Total Eind Price 1.000 \$54.01 Х 0 ΊLU 2 ► Itene 1 Total \$54.01 Current Transactions Taggle Men Jin \$54.01 gn On 12 August 2005 11:20:17 Price Level 1 Operator - Jim

- 1. Hit the Void button
- 2. There should now be no items listed

Delete Item 2			
S Pos Portal System - Version 4.25			_ 8 ×
Active PLU	Sale Total	\$129.01	Fast One Shots
Description Price	× Tender 7	89	
Quantity 1.000 Value	Clear 4	56	
Desc Price Qty/kg Total Operator Jim L'oreal Se \$54.01 1.000 \$54.01	Find 1	2 3 X	
Delorenzo \$75.00 1.000 \$75.00 Items 2 Total \$129.01	Current Transactions	\$129.01	Toggle <u>M</u> enu
			Sign On Sign Off
Cash Draw Jim			
Price Level 1	Operator - Jim		12 August 2005 12:27:27

- 1. Select an Item as shown above
- 2. Hit the Delete button
- 3. The Void an item screen will then be displayed



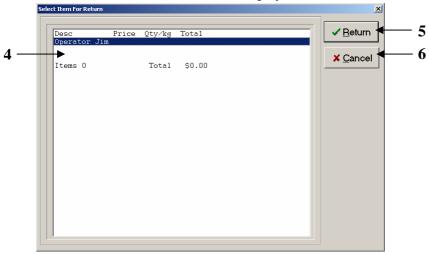
Desc	Price	Qty/kg	Total		✓ <u>D</u> elete	◄
Operator J: L'oreal Se	im \$54 01	1 000	\$54 01			
Delorenzo	\$75.00		\$75.00		X <u>C</u> ancel	◄
Items 2		Total	\$129.01			

- 4. Select the item you want to Delete
- 5. Hit the Delete button OR
- 6. Hit Cancel to close the screen

The item should now be removed from the transaction

Return an Item/s

- 1. Scan Item/s
- 2. Hit the Menu button (Main Screen)
- 3. Hit the Return button on the Menu Screen
- 4. The return screen will then be displayed



- 5. Select the item to be returned
- 6. Hit the Return button OR
- 7. Hit the Cancel button to close the screen



- Open Internet Explorer
- Go to Favorites at the top of the page and select Cashup

<u>File E</u> dit	⊻iew	Favorites	Tools	Help	
C Back		Add to	Favorite:	s	1
	· 🕑	Organi	ze Favori	tes	1
A <u>d</u> dress 🙆	http://h	🚞 Links		•	1
		🗿 Cashup)		I

or type http://portal.eposportal.com:443/Hair/PosCashupLogin.php?site= here place your site code number in the address bar

Once you have done that the login screen seen below should load.

Cashup Login
Site: 1 Site Name: Hair User 2
Password3 Ok <4

- 1. Enter your site code in the site field if it is blank or incorrect
- 2. Enter your User. This user should be 1
- 3. Enter the password you have given to user 1
- 4. If all the details are correct press the Ok button to proceed

ide menu Print			Home > Sel Ca
	Report Options		
	Site: Hair 1		
	Selection Of Cashup		
	Name	Shift	Login
Date -	Liter Lite	20003	1.0.00
	Cash Draw	1	1
17-Aug-2005		1	1

- 5. Check that your are on the correct site
- 6. Select the date you wish to cashup



	Cashup for Cash Draw on	18-Aug-2005		
	Site: Hair 💌			
	Employee: Cash Draw Employee ID: 1			
	Cashup date: 18-Aug-2005			
	shift 1			
		Discrepancy:		
CASH:	(7)	Reason:		
EFT Debit:	92.95	Reason:		
EFT:		Reason:		
:		Reason:		
Master Card:		Reason:		
:		Reason:		မှ
:		Reason:		
:		Reason:		Ļ
			(8)→ □	ashup Reset

- 7. Enter the amount you are declaring in each tender e.g. Cash, EFT
- 8. If the amounts are correct press the Cashup button
- 9. If you would like to reset all the fields on the page to blank press the Reset button

	CASH does not balance within \$5.00, plea Suggest Floats or Handovers an		
	Error - Cashup NOT C Cashup for Cash Draw on	ompleted	
	Site: Hair 💌		
	Employee: Cash Draw Employee ID: 1 Cashup date: 10-Aug-2005 shift 1		
		Discrepancy:	
CASH:	2000.00 (11)	Reason:	← (12)
EFT Debit:	54.01	Reason:	C
EFT:		Reason:	
:		Reason:	
Master Card:		Reason:	
:		Reason:	
		Reason:	
:		Reason:	

- 10. If the amount/s you entered were incorrect by ± 5 you will receive an error at the top of the page for each tender that is incorrect
- 11. You can change the amount in the tender field if you wish AND OR
- 12. Type a reason next to the incorrect tender field and press the Cashup button



<u>Hide menu</u>

13. If the tender amounts where correct within ±5 or you left a reason next to the incorrect tender/s you should see the above screen with message"Cashup completed successfully"



PORTAL



Login / Logout

Portal URL address: <u>http://hair.eposportal.com/Login.php?company</u>=_____ Write your company number

E HOUSE	Site Map AMC convergent IT Site Map Sales Menu
Welcome to the Hairhouse Warehouse retail portal. This site provides information and tools to assist you in running your business and is available to all subscribing users.	Franchise
Please enter your login details	Restaurant
	Users
Company: (1)	Loyalty
	Customer Orders
Please Enter Your Username & Password	Lay Buy
	Home Delivery
Username: (2)	Inventory
Password: (3)	Debtors
Ŭ	Creditors
0k (4)	Point Of Sale
AMC convergent IT	Sites
A contraligners	Email
	Logout -5
For more information about this site, please contact Marketing Department	

- 1. Type the name company and your company number in the company field. E.g. company 1.Please note if you have entered the URL address as shown above with the correct company number you will not have to perform this step.
- 2. Type your user name _____
- 3. Type your password
- 4. Click the Ok button
- 5. On the side Menu shown above click on the Logout button to logout. This should always be done when you are finished using the Portal.



Users

Portal User

.

Site Map Sales Menu Franchise Restaurant Users	AMC convergent // (2) Partal User User Report Employee Menus Logott	
Customer Ord	1. Click on Users on the side Men	u
Lay Duy	2. Click on Portal User	
Home Deliver	3. Click on User Report (Portal)	
Inventory		
Debtors		
Creditors		
Point Of Sale	•	
Sites		
Email		
	~	
AMC	leide.menu fizzi	Home > Car
AMC anvergent IT	Hole Initial Vest Report - Campuny 1	Home > Bat
AMC	Partal User Report - Company 1 Lean • Dothens, Sumain Exat Address Association Qu	Home > for de Chenand Santianaus
AMC convergent //	Portal User Report - Company 1	eter Chanaed Last Links as

This report allows you to create a new portal user, view and edit existing portal users

4. To create a new Portal user click on Create New Portal User. Once you have done that the screen below will load.

onvergent /7	Logn Name	4(5)	
mer fingent. rortet	Name Gearty	0	
	FirstName	Batana	
-	Paulton		
	Pluse	Tac .	
	McDriv:		
14) 	Enal		
	EsphyDate: 18-Aug 2016		
	Alle Loginit 10	(Menales)	

5. Enter a Login name for the new user; you can also fill in the details below if applicable.

AMC		
ST AMC	SSE conta Perte fibre Mark	thanse > Partai User > Use
Convergent /7 Ported later Leven Argente Control Emplose Nervice	Login Name Trane Detroth 6 User Tipe: Concern Administrator 6 Heapt Access: A Personals Level: No Poster Access: C Default: Hall 6 Concert/Passeerel UserPasseerel UserPasseerel (Ser Passeerel	

- 6. Click on the security Tab. This page allows you to set the rights the user will have on the portal.
- 7. After you have set the rights. Click on the Current Password field and enter YOUR PASSWORD
- 8. Then click on the User Password field and type a password for the user
- 9. Click Save. You will now be able to see the user in the Portal User Report.

Employee

	AMC AMC					ri Opfores				
	Convergent /7 Finta par	Sile For 2				Safectian (normal *				
~	- Andrews				Parent of No	de Daer Regart				
2—	Employees Report Lings Report	Lasta =	-3	Mar Lord	Supervisor	And Kop	ted for	Castine	head	Salara
	Fairs Toronthant	28	In O	1		will for Kupite	15-Aug-2015		Pourly Nate	4.
	Terestand	1	Sawite.			all not Keplen	25-Rug-2005		Hours Rate	
	fee hoter	1	Carl-Dies	10		will but Expire	10.449-2008		Roud's Bate	
	Forters Contral									
	Marine .									
	Logost.									

- 1. Click on Employee on the side Menu
- 2. Click on Employee Report

This report allows you to create a new employee, view and edit existing employees. These users are for the point of sale.

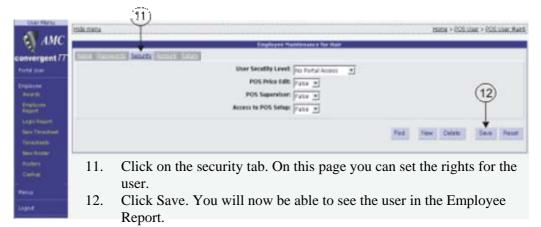
3. To create a new employee click on Create New Employee

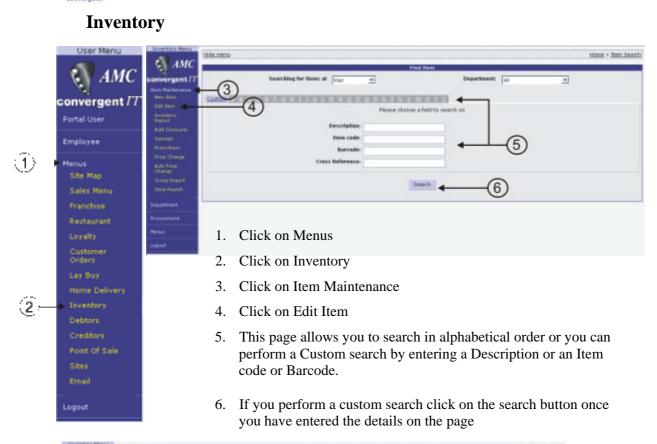
AMC	enena		alares Nambrasse for Hair	Home > PG	G.User > POS.User. Marit
	ma Efference Strender Alle				
	5—	Login Name:	4	1	
ţ.	(7)	POS Name: Portal Name:	• 6	1	
Report Investment Pagets				Find New Online	Save Deart

- 4. The system will generate a system number which you don't need to edit
- 5. Enter a Login name. This is usually a number as it is quicker and easier for the user when they a signing onto the point of sale system. ****PLEASE NOTE** User 1 and 9 cannot be used as they are already reserved by the system.
- 6. Enter a POS name. This name will be seen on the point of sale system
- 7. Enter a Portal name. This name will be seen on the Portal.

S AMC	Englaper Nastenance for t	
onvergent/T	Passent Passent	()
Angline Angline Displayers Support Lager Person Save Termertant Yanaharda Save Terme Savera Savera	Pessnerid registed: True e Allien: Change Passnerid: True e Pessnerid Lingue Passnerid: True e Pessnerid Lingue Passnerid: True e Pessnerid Lingue main Lingue True e Grace Login Namber (Banadaing Grace Login Sa	
	Passanerd Explore: 25 Nov 2020	

- 8. Click on the Passwords tab
- 9. Enter a password for the user. This is usually four numbers e.g. 2323
- 10. Change the Password Expiry by clicking on the field





AMC	Flint How							
invergent //	Searching for Henry at	(rtar	-	Department	AI.	*		
ten berterterte		tionerana.		CONTRACTOR OF THE OWNER OF				
catiles:			Plana shoon	a field to search on				
In the sector of								
and distances		Description:	Pledken					
Sector Contractor		Item code:						
CONTRACTOR .		Barcode:						
Providhange.	Creat	Reference:						
Rulli Frim Chalept								
Service Report			Haring con	taring Tedler				
Digite Report.			0					
	an Adire Evenus Conditioner (2002002)	-	-(7)	Fediren framework 211an (20)				
	an Adire Evenis: Disease: (2003052) an Artiste Islam (2003102)		0	Fedice: Freifi Curls Conditione Fedice: Freifi Curls Shanpoo C				
	an Al Suft Addition (2020)2022			Fedken Freih Curls Spin Contro				
	an Al Suft Conditioner (1003811)			Fedran Full Fram 240an (2005				
fud	Gen.All Suft Ervill (2003)8171			Fediram Glass 120ml (1005511)				

Once you have performed a search either by alphabetical order or custom, a list will generate as shown in the diagram above

7. Click on the item you wish to edit



	10	And the second second		
Item Code: Item Description:	9003803 Packar Adva Express Conditione	•	Sh Date of Lost Charg	# [Hat 2003
Ditab [[[]]	Restrict Development Provide Provide Street	Controls Ball. Classifier, and and	121121	
↑	Per Description: Darther Active Express Candido	THE .		
62	Silate: 1		-8	
(9)	Packs 1		U	(10)
	Departmenti Dept 10			Ŷ
		→		
			-	+
	7 April Paren		First New Yo	m Sovetter Ras

- 8. On the details page you can edit the description and the department the item is associated to
- 9. To change the price of an item click on the item tab and change the Retail Price
- 10. Once you have finished editing the item Click the Save Item button.

Inventory Menu trama > Ralacca kiemens Erke AMC 4MCrgent (5) Display As Table ate 12.3412005 3 convergent / 4 Item Maintenance Saberins at 1 March 19 Dandar LD-Mc-200 Marphas That states LS-Jul 2005 2014 Susadau al-Mc2005 Madutalas 12-34-2000 Tatal: Department -\$3,198.45 8248.21 \$1,391.05 8426.05 \$258.25 \$1,341.04 \$429.00 \$2,196.45 6 Menus Site Map 1. Click on Menus Click on Sales Menus 2. Custe Order Lay Buy 3. Click on Balance Reports Click on Site Balances 4. Debtors Select the date you wish to view 5. 6. Click on the underlined figure to view full report. Please refer to the below image tick many frag tame > Balance > Site Balance AMC wergent / Sile: Support Sta + Date 13 Jul 2005 (Tanis) 10.00 Total Credit male Youal \$7.00 \$7.00 \$35.00 \$456.00 Date 11 \$2,004.00 \$2,196.03 CASE 817.1 \$3,523.00 Associated in \$943.71 \$0.00 110.11 \$2,016.03 Distant Cas \$30.04 Publicate and C \$33.87 \$33.87 Sale You 42.004.00 \$2,086.83 \$1,323.40 Net Balan (3 Net Takings

Potenting

Balance Reports

\$1.00



Control Reports

AMC	-			a de la companya de l	ert Datiene				
convergent IT	Opports [77777]								
Salaria Reports	Site: ALL		By Day	-	Date 11	NJ 2005	Display As	Table +	
Tales Explores	A DATE:								
Tennish Keperta	-			Transaction	in per Hour by Day				
UST Reports	Time	Sunday 10-bul-2005	Mondar 12-M-2005	Tuesday 12-Me-2005	Weikwoday 13-h4-2005	Thursday 14-34-0005	Fedar 15-M-2005	Saturday 16-hul-2005	Total
Control Reports	9.00 - 9.59					9	4		
Courses and	30.00 - 30.59				34		- R		
Cultomete	12-09-12-59			7	8				
Time Hear	12:00 - 12:59			8.2	5	4	10		
Trategonate	12:00 - 13:59					1			
Reform .	34.00 - 34.59					1			
week -	28/00 - 28/59								
Fetty Cash	36-00 - 36.59			6	11	1			
Con Value.	17:00 - 17:59				4				
Los Den Lane	20.00 - 20.59			1	1				
Single Date	21-00 - 21/69				1				
Table Doctored	Tutal:			37	59	32	29		

**Please note we are still in Sales Menu

- 1. Click on Control Reports
- 2. Click on Time Hour
- 3. To view sales between each hour Click on the Filters tab

onvergent //	Statistic States.	79	₽# [1,dis]								
Table 18	Autors part Haur for Day										
	Tena	Bandar Bandar	Monday 13-Aut-0311	Thandas 12-bil-point	Wednesday 12-54-2009	Thursday	Prider 15-AA-0085	Laturday 18-34-2005	Total		
	8.05.9.69				4250.14	\$291.00	8127.00		\$1.76.0		
	20-00-10-99				\$244.87	\$45.00	8112.47		Eller.		
	12-20-12-29			\$54.72	\$7.00	\$15.00	\$112.75		8224.		
	10.00-10.00			\$15.76	\$144.00	8123.00	\$123.54		8165		
	12:00-12:00			\$10.25	\$24.24	\$501.74	\$41.05		\$725		
	34(10-34)55			8125.79	8577.00	8342.00			- 2434.		
	10.00-10.00			8112.00	817.01	8179.20			gent.		
e a Cael	10-20-30-59			\$7.65	\$106.00	\$11.79			\$126.		
	17.00-17.75				8427-00				page.		
	20.48-30.88			\$15.00	810.00				174		
	10.06 - 21.09				848.00				941.		
	Tytel			#077.31	\$1,7% 01	81,30244	8824.00		84.105		
	beau and a second										

4. Click on the Type drop down menu and select Sales

The sales will then be displayed between each hour as shown above.



Clerk Transactions / Users

	ST AMC	bickenneng frief. Härre > Sta. Darft.										
	convergent /7	Sile: Jack		Tape: Trave	Kepart Latters	Egileens Be	lar 💌	De	13 AJ 286	1		
	Sales Escola	Sides Elizab Report Tenenary : Transations										
	Specials Reports -	Link •	and the second second	172936	Jittin.	10000	,Diffilia	in Station	1000	3mm		
	Carbol Reports	ROLS	0				11	29		072 +		
	Contenues	Tetal	0		10	84	25	29		254		
	Clerk Clerk Transactions	1 Click on Clerk Transactions										
_	Networks Weeks Card	2. Click on the employee you wish to view										
	Law sale											
	Uni Iten Seine Singe Iten											
	Test Scenal	shown below listing each transaction.										
		3.	3. To view the transaction Click on a journal number									

1400 0010	Hills manual literst							Home > Site.Cl	ex > Den Tr			
AMC AMC	1											
convergent //	SMm: [toppot the			Chark:	Useri 👱	Date 11.14.2105						
Daller Records												
Spinosis Replaces	Dransattons for User 11. Support Me											
ET Papeto	Incid.*	Surday 10-64-2019	Mandar 11-04-2025	Tuesday 12-34-2005	Wednesday 33-544-0005	19uisiae 34-34-2005	75-34-2005	Defaitber 16-34-2005	Tonei:			
Sector Reports Consistent Construction Control Contre	1					11.0 m 10 11.0 m 10		⊢ 3	Pellor			

Voids

	AMC measure and								Home + youk
C. Contraction of Con	forgate (in the second		1 apr	frind Safet 🕑	et lighes	N For 2		Balan (11 par 200)	
	(apple)				a head halos				
(1)→	Anna San Ann	and the second s	All and a second	READERS	erente sertie 2	200000 07.06.00 07.06.00 07.06 07.06	BALLER BALLER		2000 0.001.00 01.001.00 01.001.00

- 1. Click on Voids
- 2. The void report will then be displayed outlining the total voids by each employee



Convergent IT	Colors (Long)				Report Dations						
Balance Exports	Site: Juge	1	8# [04		Dete	17 Aug 2005	Displa	As Take	-		
Saler Reports Saler	Bepartment by Sales Mair										
Organitment Salars	Essuetment	Sunday 14 Auto-2005	Tabilar 15:403-2005	Tanaday 16:Auto 2005	Wadnesday 17-Aug 2005	Disandar 18-Aut: 2005	Distant 19-Aug-2005	Saturday 20 Aug 2005	Taxad •		
Then Sales	Bull 1					\$109.02			\$200.		
Associated Thereis	Seat.22					\$20.94			\$28.		
Real of Lots.	Telab					\$145.55			\$346		
Style Takes		1 0	1. 1 G	1 D							
Taminis Persons	1. Click on Sales Reports										
OT Base for	2. Click on Department Sales. This will display the total sa										
Central Paperta		2. C	lick on D	epartmen	it Sales.	This will	display t	he total	sales		
and the second second		ſ.	r each de								

To view item sales click on Item Sales below Department Sales.

Franchise Report



AMC	2
Notes:	