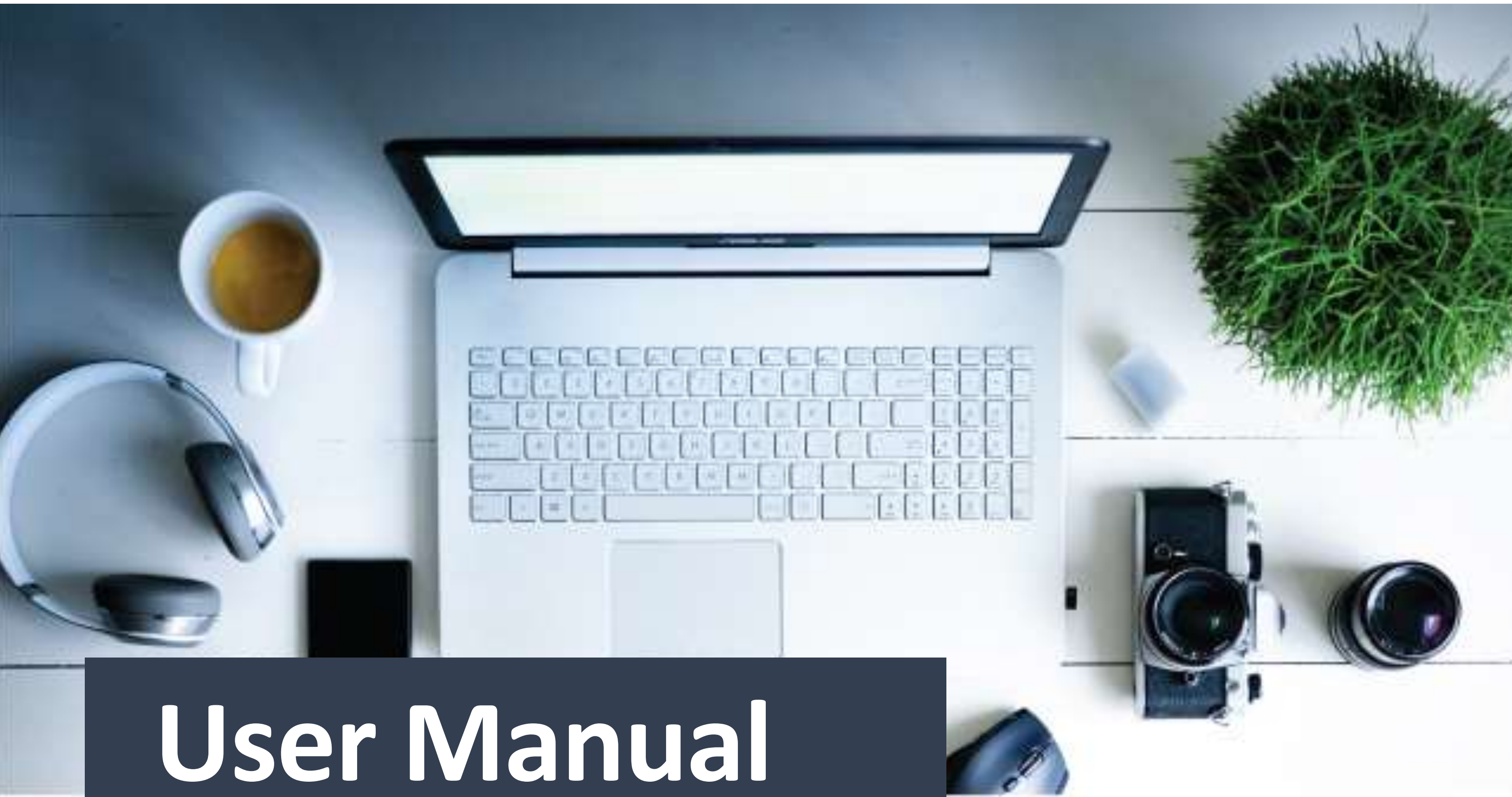

User Manual

DG Point Of Sales Solutions

v1.0

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Preface

The objective of the training manual is to help you in this whole process and to make especially the first steps of working with the DG Point of Sales software as easy as possible.

01 GENERAL INFORMATION

System Overview

The DG Point Of Sales Solutions (DG-POS) is an application that allows you to access and manipulate specific information related to point of sales, access its database to make an update, add and or monitor saved past transactions. There might be a regular update to the application to polish its feature, make system enhancement in its performance which is not related to modify its function in any manner that affects the overall operation of the solutions.

Authorized Use Permission

The DG Point Of Sales System is available to the registered users. You will need to be registered for you to use this application for business purposes. Registered users can login, add and update information for their own use and record keeping purposes.

Point Of Contact

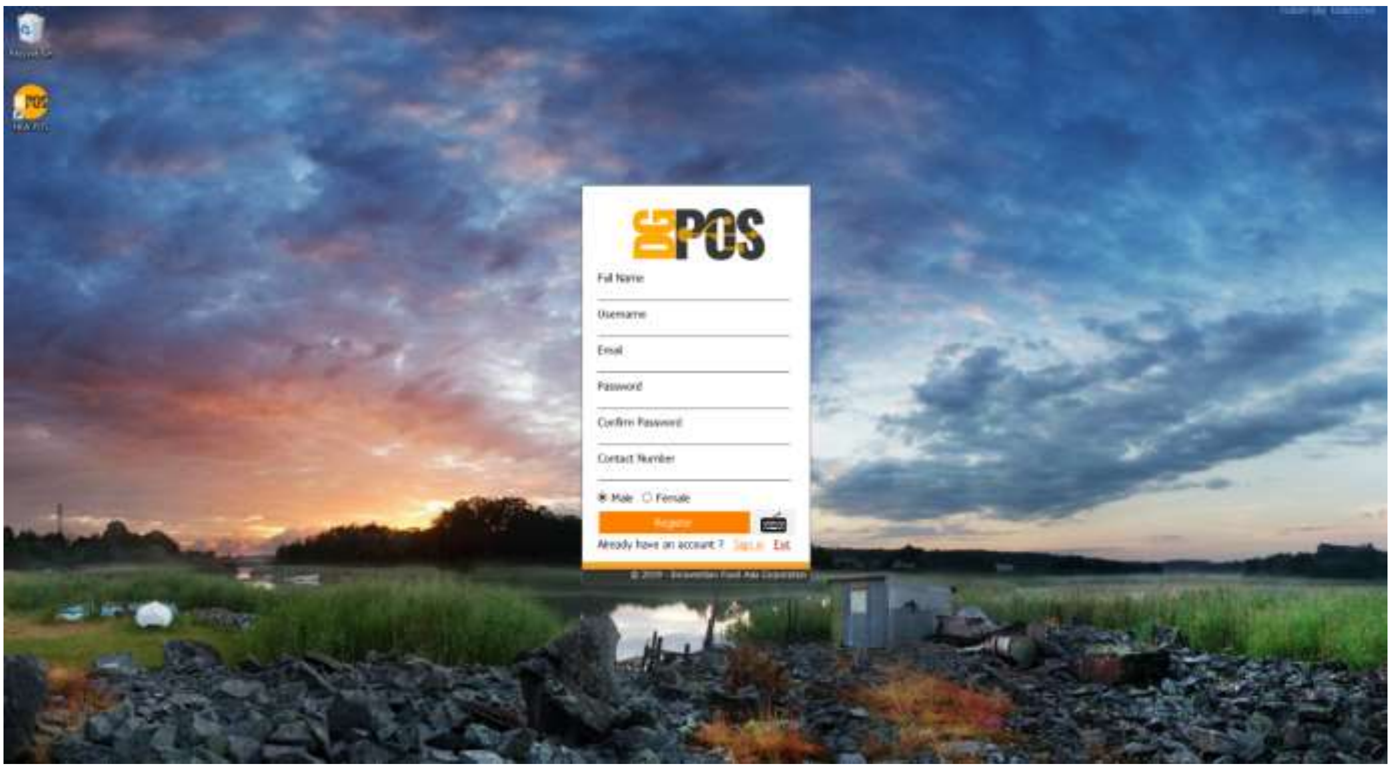
For additional information, please contact your Support Branch Manager.

Please be reminded that there will be a mandatory system upgrade from time to time, this is to ensure we deliver enhanced features and bring the user with best possible experience. You will be notified prior to update and you can always visit our website to check for news and other interesting information. Thank you so much for choosing us.

02 System Features

2.1 CREATE A USER

To create a user kindly follow the steps shown below.

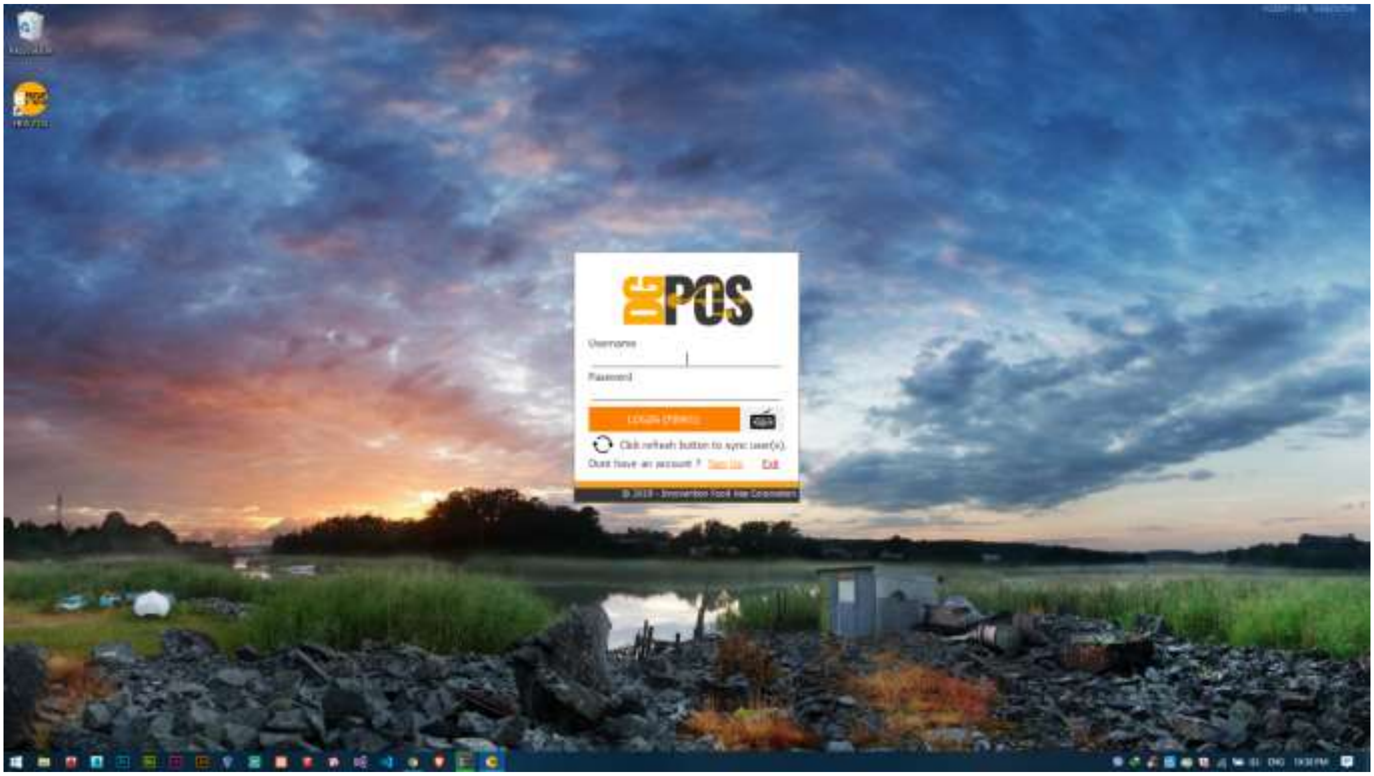


You can create a user by signing up in the login form. The default user permission using this form of signing up is “CREW” which limits the user to access certain function that a “HEAD CREW” and “MANAGERS” might be able to access.

1. Fill up full name, Username, Email, Password and Contact Number, also choose your gender and hit the Register button.
2. After that you will now be able to login as crew.

2.2 LOGIN

To login a user kindly follow the steps shown below.



Once you already have an account, you can now login as normal. Depends on your account permission you will able to access certain function that a lower account level might not.

1. Enter your username and password.
2. After that hit the login button.

2.3 INVALID USER

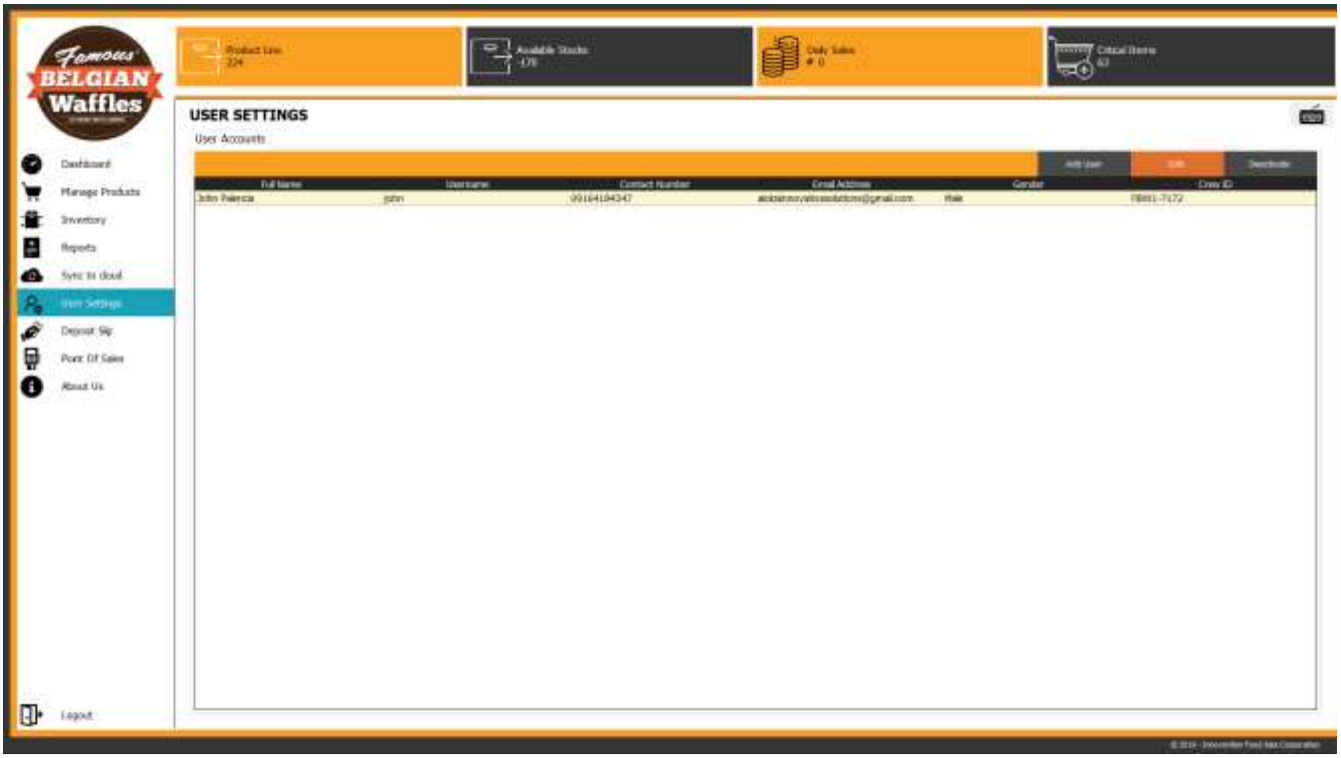
If it happens you have entered the wrong username and password. Then you will be seeing this error message saying "Incorrect username or password."

2.4 DOWNLOADING USER

You are able to download "NEW USER" information from our server. You just need to register a new user using our web portal by filling up the information in the page, assign roles and select your StoreID where the user will be added and after that you will be able to sync that user info in your local store POS.

2.5 CHANGING USER PASSWORD

Once logged in, user can access his or her own user profile to change password.



1. From the user menu kindly click edit and update any necessary information about the user
2. After that hit save button to update the user profile and you're done. You have now updated the user information password/profile.

2.6 ON-SCREEN KEYBOARD

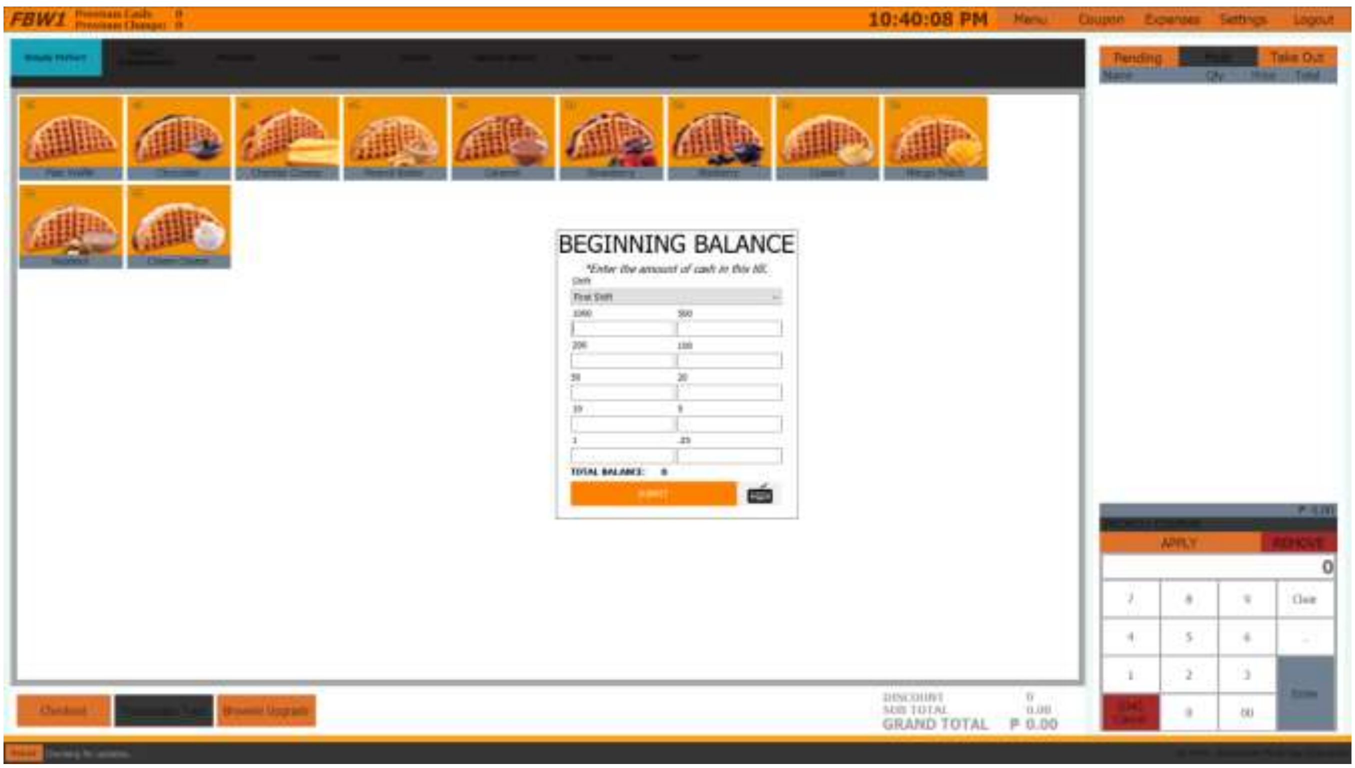
If user do not have access to physical keyboard, they have the option to call a default on-screen keyboard to use for the users typing needs.

1. Just click the "keyboard" icon in the form and it will now bring you the on-screen keyboard at your screen.

03 FORMS

3.1 BEGINNING BALANCE

Beginning balance is an entry form upon login where you will state how much amount is going to be your starting balance.



In the end of the shift your beginning balance and your gross sales will then be computed where your beginning balance will be deducted to match the gross sales amount stated in the report

1. To log your beginning balance you should account all the denomination per piece and put it in the form, then the system will compute how much amount is the result and that should be exact money value in your actual.
2. After filling up the form and checking the total beginning balance, hit submit. And you have now logged your starting balance and ready to do transactions.

3.2 POS MAIN FORM

Now that you have already logged-in in the DG Point Of Sales Solution. You will now be guided on how to use the main interface to do transaction, punch order, upgrade order, apply coupons and checkout.

For us to easily understand the Main POS Menu Form – we have cut it into 8 main parts

1. STORE ID - in this section you will be able to easily identify the branch or POS ID by just looking at the upper left corner part of the system.
2. CATEGORY PANEL – Menu has their own category or group, in this panel you can easily go to the groups by touching the group panel location in the screen.
3. OPTION PANEL – Additional options are available in the main POS form :
    a. Actual time.
    b. Menu – where you can go to more additional functions of the POS.
    c. Coupon – where you can see list of available coupons.
    d. Expenses – this is where you register your necessary expenses and get its money from the cashier box.
    e. Settings – easily see more technical stuff of the POS using this setting button.
    f. Logout – if your shift is over you can easily logout to the login screen using this option.

4. ORDER GRID LIST – this is where your punched product that will be listed down to show its price, quantity and price adjustment if applicable.
5. ACTION MENU – There are 3 action menu to choose from action panel:
    a. Checkout – this is to summarize and compute all product from the Order Grid List.
        i. How to use :
            1. Click the product of your choice and apply necessary discounts if applicable.
            2. Hit checkout button and enter the amount paid by the customer and hit enter. This will then generate a receipt that completes the transaction.
    b. Transaction Type – here you are able to identify which type of transaction is applicable whether the order is thru online, walk-in, registered customer, representation expense or many more.
        i. How to use :
            1. Change the transaction type by clicking transaction type before the transaction will even be starting.
            2. Do normal operations as usual.
    c. Upgrade – in this option you are able to upgrade the default menu to a higher one.
        i. How to use :
            1. Upgrade your product by clicking UPGRADE button before punching the product.
            2. Click again the "Cancel Upgrade" if the next product order is a default product.
6. PRODUCT PANEL – in this section, you will see all available product in the specific active category. You will be able to select the product and it will be directed to the Order Grid List with the default quantity of 1.
        i. How to use :
            1. You just have to punch the product that customers ordered and it will be then be going to the Order Grid List.
7. SUMMARY PANEL – you are able to see how much is the gross value of the order from this panel, it will also show you how much discount was applied if there is any.
8. NUMPADS – this is an easy access number pad where you can use if the customer order 1 or more product from the menu.
        i. How to use :
            1. If you click a product, the product will then go to Order grid list and then by clicking the specific number pad and hitting enter, the quantity of the active product in the Order Grid List will be changed into the desired quantity. It also automatically computed how much is the total amount for that specific product.

Figure 1 3.C

Figure 2 5.B

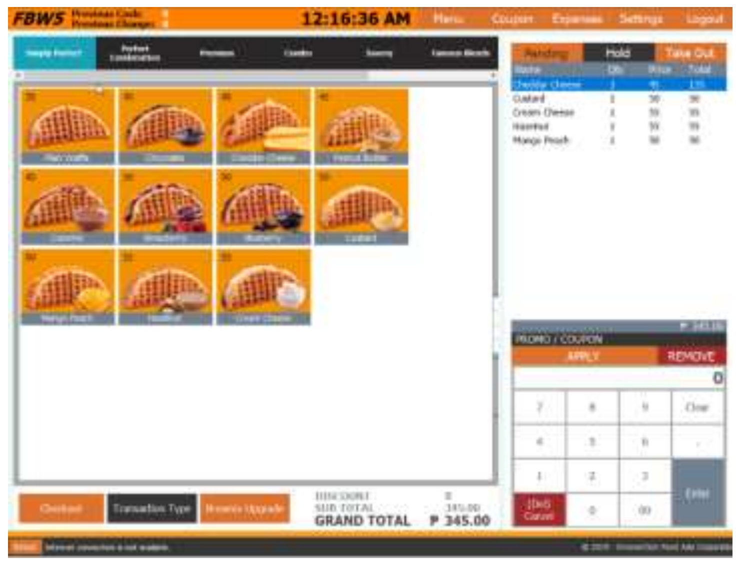
3.3 CREATING TRANSACTION

Creating transaction is so easy as 1, 2, and 3. Just follow the instruction below and you'll be sure that you won't get any mistake.

Step 1.

- Select your transaction type, by default it automatically choose Walk-in as the primary type of transaction.

Step 2.



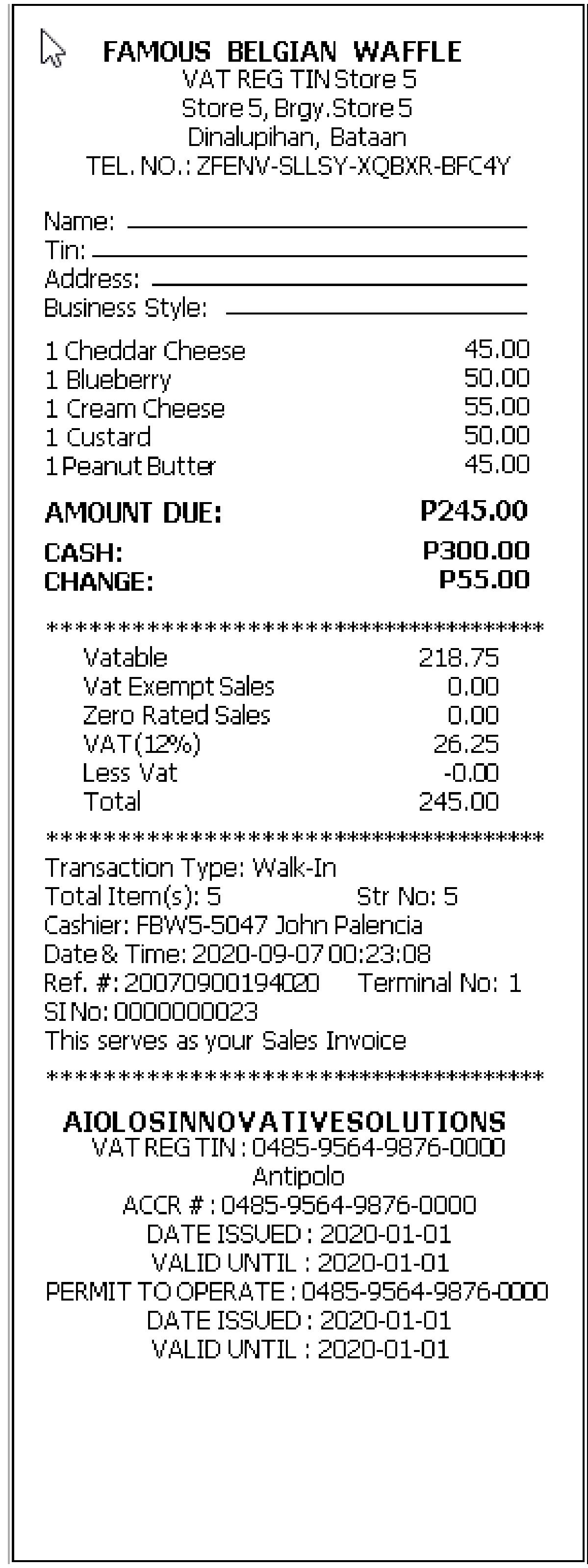
- Select the product of your choice, you can explore each category where product menu is located.
- Hit the picture of the product and will be display in the Order Grid List.
    - Note: Each time you select the same product in the menu panel, the product in the order grid will increase by 1. You can also use the number pad by selecting the specific product and entering the desired quantity to avoid redundancy.

Step 3.

- If done with the product menu hit checkout
- Hit the picture of the product and will be display in the Order Grid List.
    - Note: Each time you select the same product in the menu panel, the product in the order grid will increase by 1. You can also use the number pad by selecting the specific product and entering the desired quantity to avoid redundancy.

Step 4

- After putting the paid amount hit checkout
- The system will now generate a printed receipt as official as customers copy.
    - Note: The system is monitoring if you have not created any Z-read report for the previous day's transaction and will prompt you to do a Z-read first before proceeding to checkout.



FAMOUS BELGIAN WAFFLE
VAT REG TIN Store 5
Store 5, Brgy.Store 5
Dinalupihan, Bataan
TEL. NO.: ZFENV-SLLSY-XQBXR-BFC4Y

Name: ____________________
Tin: ____________________
Address: ____________________
Business Style: ____________________

1 Cheddar Cheese	45.00
1 Blueberry	50.00
1 Cream Cheese	55.00
1 Custard	50.00
1 Peanut Butter	45.00
AMOUNT DUE:	**P245.00**
CASH:	**P300.00**
CHANGE:	**P55.00**

****

Vatable	218.75
Vat Exempt Sales	0.00
Zero Rated Sales	0.00
VAT(12%)	26.25
Less Vat	-0.00
Total	245.00

****

Transaction Type: Walk-In
Total Item(s): 5 Str No: 5
Cashier: FBW5-5047 John Palencia
Date & Time: 2020-09-07 00:23:08
Ref. #: 20070900194020 Terminal No: 1
SI No: 0000000023
This serves as your Sales Invoice

****

AIOLOSINNOVATIVESOLUTIONS
VAT REG TIN : 0485-9564-9876-0000
Antipolo
ACCR # : 0485-9564-9876-0000
DATE ISSUED : 2020-01-01
VALID UNTIL : 2020-01-01
PERMIT TO OPERATE : 0485-9564-9876-0000
DATE ISSUED : 2020-01-01
VALID UNTIL : 2020-01-01

**Receipt sample shown is for demo purposes only and does not reflect any actual validity when it comes to the name and permit number used for this sample.*

3.4 TRANSACTION TYPE

There are different option for the transaction type. Depends on the situation and groups by locale type of transaction may differ from place to place.

Type of transaction

3.5 HOW TO UPGRADE

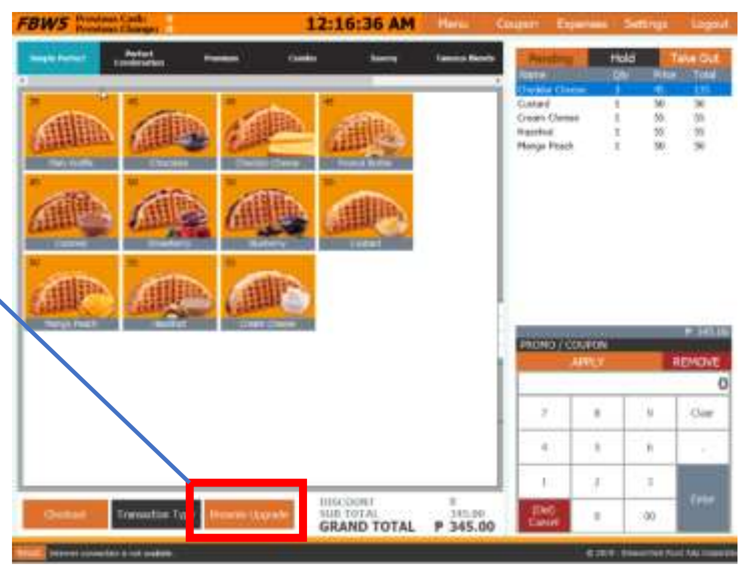
Upgrading your product is defined by needs - there are products which falls under combos, or coupon but there are other specialized in general. Here you will see how to upgrade your favorite waffle into *Chocolate Waffle.*

Step 1.

- Select your transaction type, by default it automatically choose Walk-in as the primary type of transaction.

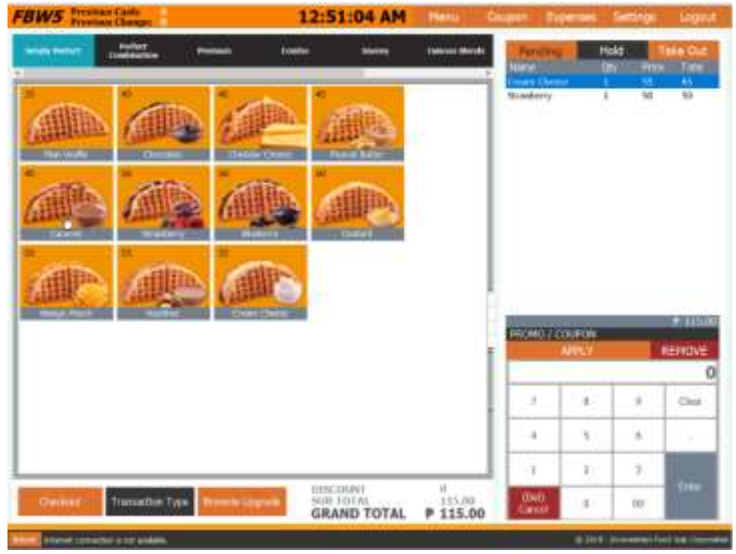
Step 2.

- Hit the “Upgrade Button”



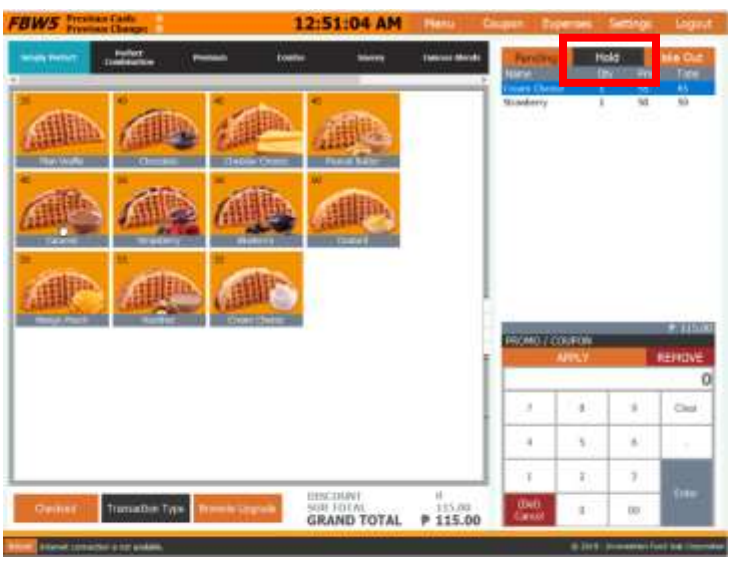
Step 3.

- Select the product of your choice, you can explore each category where product menu is located.
- Hit the picture of the product and will be display in the Order Grid List with its upgraded price
    - Note: Each time you select the same product in the menu panel, the product in the order grid will increase by 1. You can also use the number pad by selecting the specific product and entering the desired quantity to avoid redundancy.



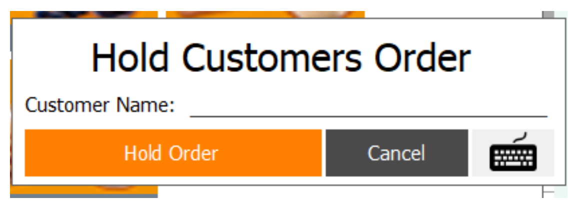
3.6 PENDING ORDERS

You have this option to save order which do not proceed to check out and get back to it later using the HOLD button in the top of Order Grid List.



Step 1.

- After selecting product in the product panel, hit the hold button at the top of Order Grid List.



Step 2.

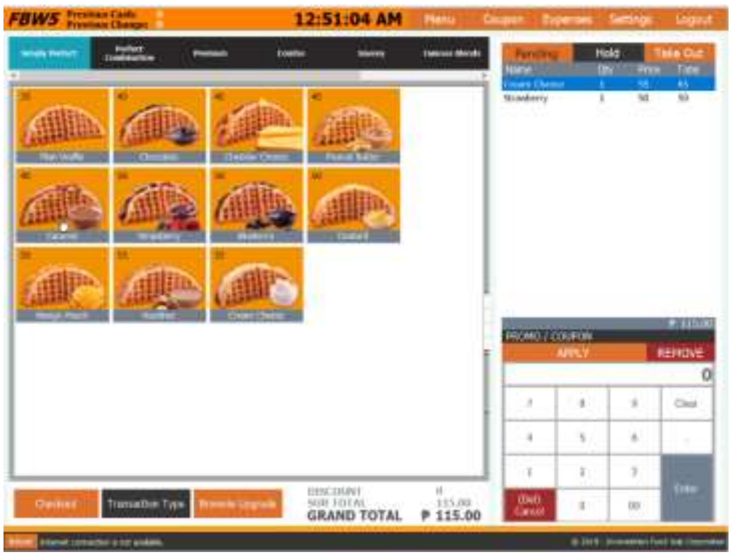
- Fill up the customer name and get back to it at a later time.

3.7 TAKEOUT

By selecting TAKE OUT button at the top of Order Grid List. The system will be then deducting either takeout bag or packets of sugar free of charge to the inventory

3.8 COUPONS

The use of coupons and its mechanics are variable. Depends on the coupon category the value of discounts also differ from each other. To use the coupon just follow the step shown below.



Step 1.

- Choose the order product from product Panel

Step 2.

- If done with selecting products hit the APPLY button below the Order Grid and above the number pad.

Step 3.

- Select the applicable coupon and hit APPLY.
    - Note: Depends on the coupon applied some coupon required customer to present ID such as for Senior/PWD Discount.

Step 4.

- Proceed with the order and hit Checkout
- After filling up the paid amount hit enter and the system will generate a receipt which includes the discount amount deducted to the total

3.8 CATEGORIES

Each product has their own personal category, and each category is display in the Category panel, and every category displays a group of product. You can easily navigate product menu by selecting a product category.

04 MENUS –

GENERAL MENU

4.1 DASHBOARD

Dashboard reflects summary information collected from the DG Point Of Sales Solutions. It shows vital information to give you a general outlook how was the performance for today, yesterday and custom date filters.

Here you will see the list of TOP 10 Best sellers for the day, Sales chart for the last 7 days and even month. Quarter or year, you are also able to see general logs such as Sales logs, expenses logs, transfer stock logs and general action logs right in to your dashboard

4.2 CHARTS

Charts give you a numerical and simple graph insight of how your sales is doing for the certain period of time, you can filter you sales by day, week, quarter and yearly to make an easy comparison when it comes to your store performance. Given the information you can easily strategize on what step you should take to improve or maintain the sales performance.

4.3 RECENT ACTIVITIES – SALES LOGS

Recent activities gives you an easy access insights for what are happening in your sales, who visit what and when was the last sales committed.

4.4 RECENT ACTIVITIES – EXPENSE LOGS

You can also see Logs for your expenses without going too much of a hassle, this information is important to see what are the expenses your store is going through so ahead of time you can decide if you need to a lot a certain budget so your sales won't be touched by unexpected expenses.

4.5 RECENT ACTIVITIES –TRANSFER LOGS

Transfer logs shows movement of your stocks from one store to another easily monitor where your stocks go in case of discrepancy in the inventory. It is important to log stock transfer to monitor your inventory movement.

4.6 RECENT ACTIVITIES – GENERAL LOGS

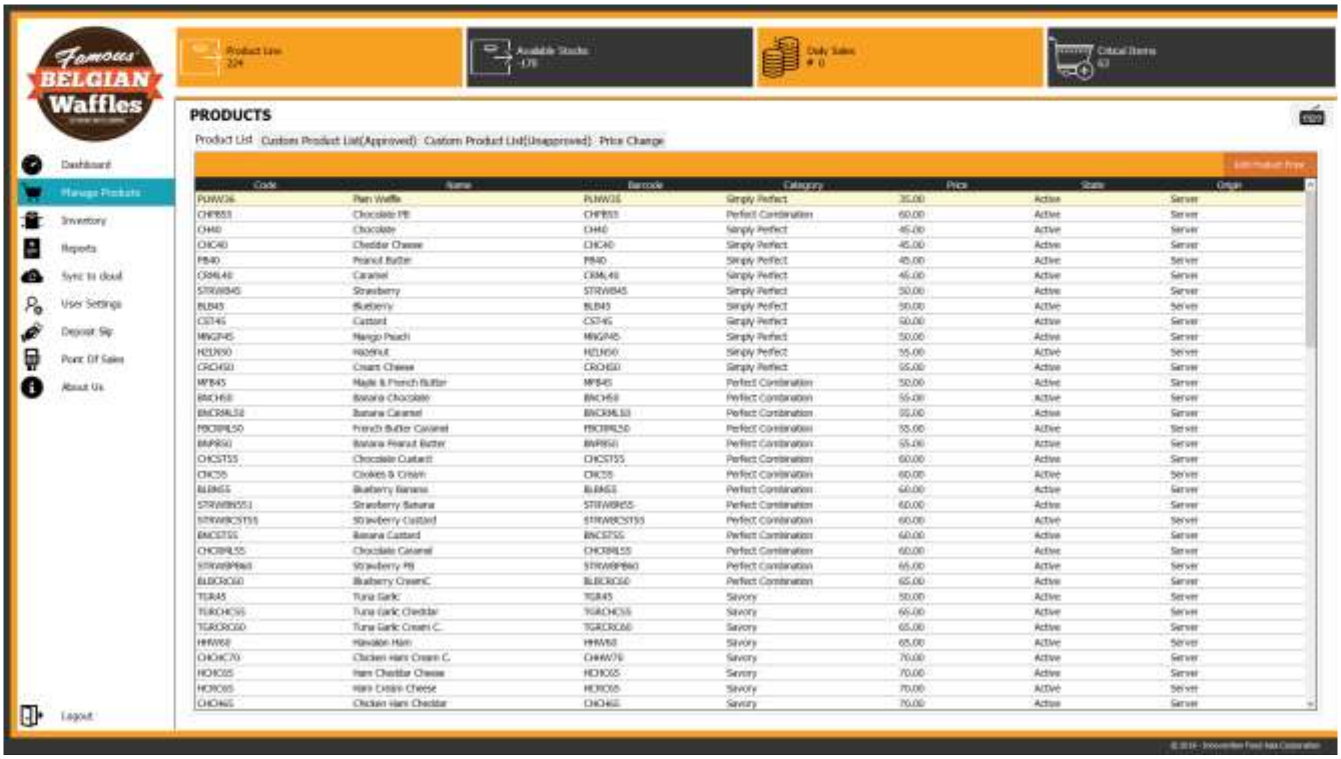
General logs record each form your crew visit, report generated and even sales, when is the last time your crew synced his/her report when is the last time they signed in or out and many more information that can trace them back in case of problem in the future.

All above log list can be easily achieved by just touching the dedicated tabs assigned.

05 MANAGE PRODUCTS

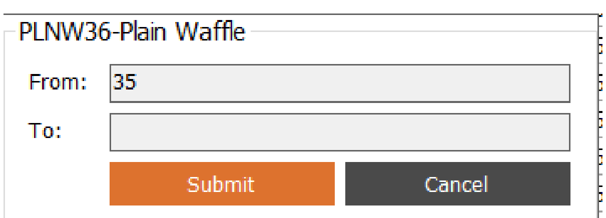
5.1 PRODUCT LIST

Product list display all available product displayed in the POS product panel and excludes the raw materials used.



You can set a custom prices for each product but please take note that every changes that modify the standard will be sent for approval first before implementation. That also applies here when it comes to DG POS, the administrator will need to approve first the price changes before it'll take effect.

HOW TO CHANGE PRICES IN DG POINT OF SALES:



Step 1.

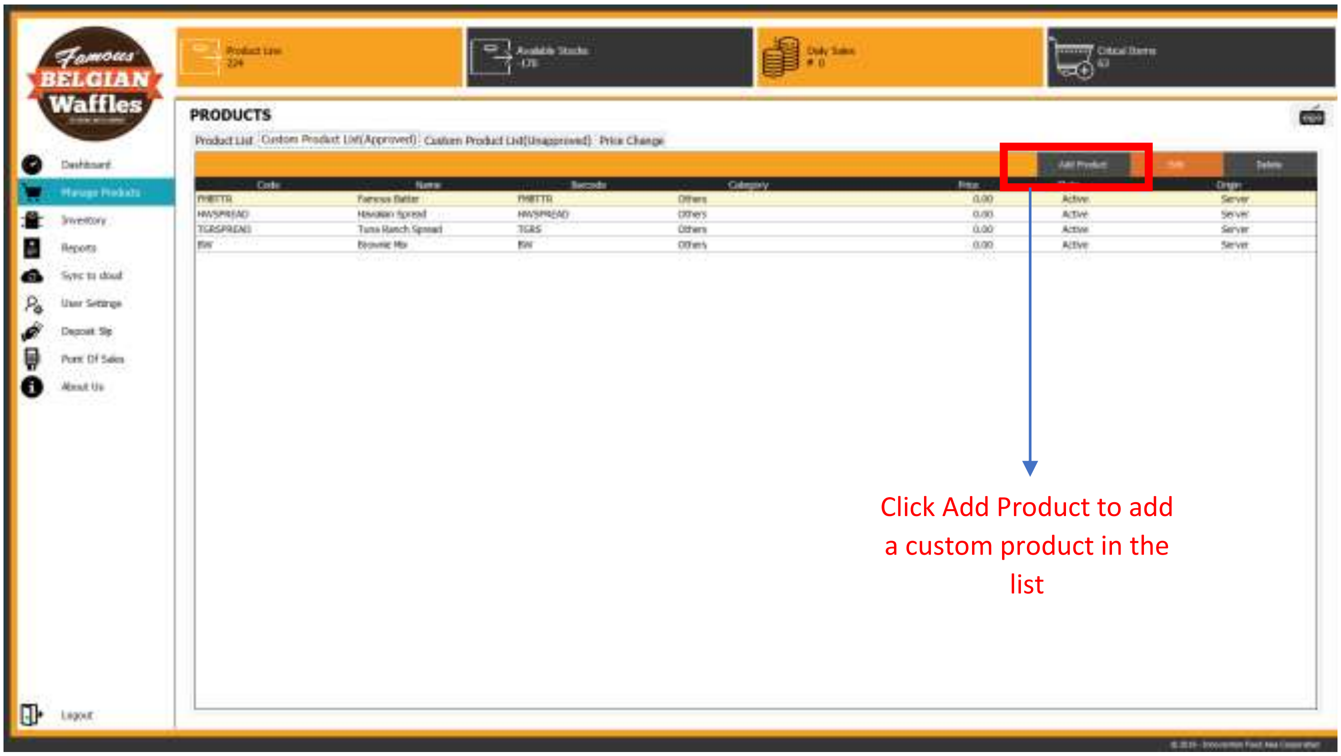
- Select the desired product that you want to edit the price.
- Another mini form will show up which ask you to put the custom price desired.

Step 2.

- After putting the desired custom price, press "Submit" and under Reports kindly sync the request.
- Just wait for the approval to take effect. Once the approval was met it will automatically change the price to your custom price requested.

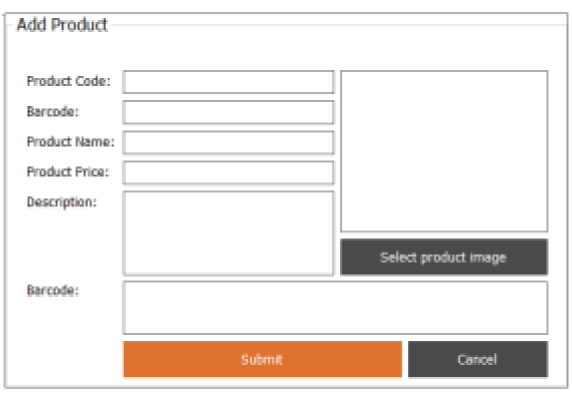
5.1 CUSTOM PRODUCT LIST

Custom products are items which are not within the list of standards product sold as per companies default. You can add custom product to your list and it will show it here under the custom products. Again as mentioned in the previous topic, all changes and or custom prices will need to go for approval before taking effect.



5.2 ADDING CUSTOM PRODUCT

User has the ability to add custom product by needs certain steps to do so, adding custom products needs approval from the system administrator before taking in effect. To add custom product kindly follow this simple steps



Step 1.

- Fill up the needed information for you to save the product. (Product Code/Name/Price/Image) are the primary information needed to request and to enable submit.
- Sync information using the sync to cloud option seen in the dashboard.

Step 2.

- Just wait for the approval to take effect. Once the approval was met it will automatically add the custom product together with its necessary information

06 INVENTORY

6.1 STOCK INVENTORY

Stock inventory displays all your product stock details together with its primary Unit of measurement and how many servings that product should be able to suffice given the UOM set by the user.

6.2 CRITICAL STOCKS

Critical Stocks displays product that is below its minimum amount. It is important to know what products need for re-ordering and re-stocking if necessary.

6.3 FAST MOVING STOCKS

Fast moving stocks show you what product by ingredients basis is really in demand at the time. It gives you the insight by product ingredient specific what is the most selling or materials used is really hits your sales performance.

6.4 STOCK ADJUSTMENT

Stock adjustment lets you deduct/add and transfer which adjust your stocks from your current inventory. It is important to log incoming and outgoing stocks in your inventory to monitor the products movement and where your stock is going.

Step 1.

- To adjust stocks kindly hit the “New” button to add entry which products needs adjustment.
- Choose the product ID from the list and it will show you how many stocks are available during the current time.

Step 2.

- Put the adjustment amount, select reason for adjustment and there will be a short description for the purpose and select available store ID in your destination.
- Repeat the steps until the process completes.

6.4 STOCK ENTRY

Stock entry is the standard way to encode or logs your incoming stocks from standard delivery or product purchase individual for stocks. It will save you time to monitor your incoming stocks and log them automatically which will be reflected in your account in the web portal.

Steps:

- To adjust stocks kindly select the product name that will be used for entry
- Input the quantity by PRIMARY UNIT or UOM
- Hit ADD STOCKS and it will automatically show you the record of product you just added to the inventory.
- Repeat process until completed.

07 REPORT

Reports are summary information generated by the system for insight on how was your store performance is doing. Every transaction has their individual information which can be used to extract specific information needed to create a report. Reports will give you the general overview or everything that is happening inside your store.

7.1 DAILY TRANSACTIONS

Daily transaction display your day to day sales and also lets you to visit your sales from previous day within 2 date range.

7.2 SYSTEM LOGS

System logs record each form your crew visit, report generated and even sales, when is the last time your crew synced his/her report when is the last time they signed in or out and many more information that can trace them back in case of problem in the future.

7.3 SALES REPORT

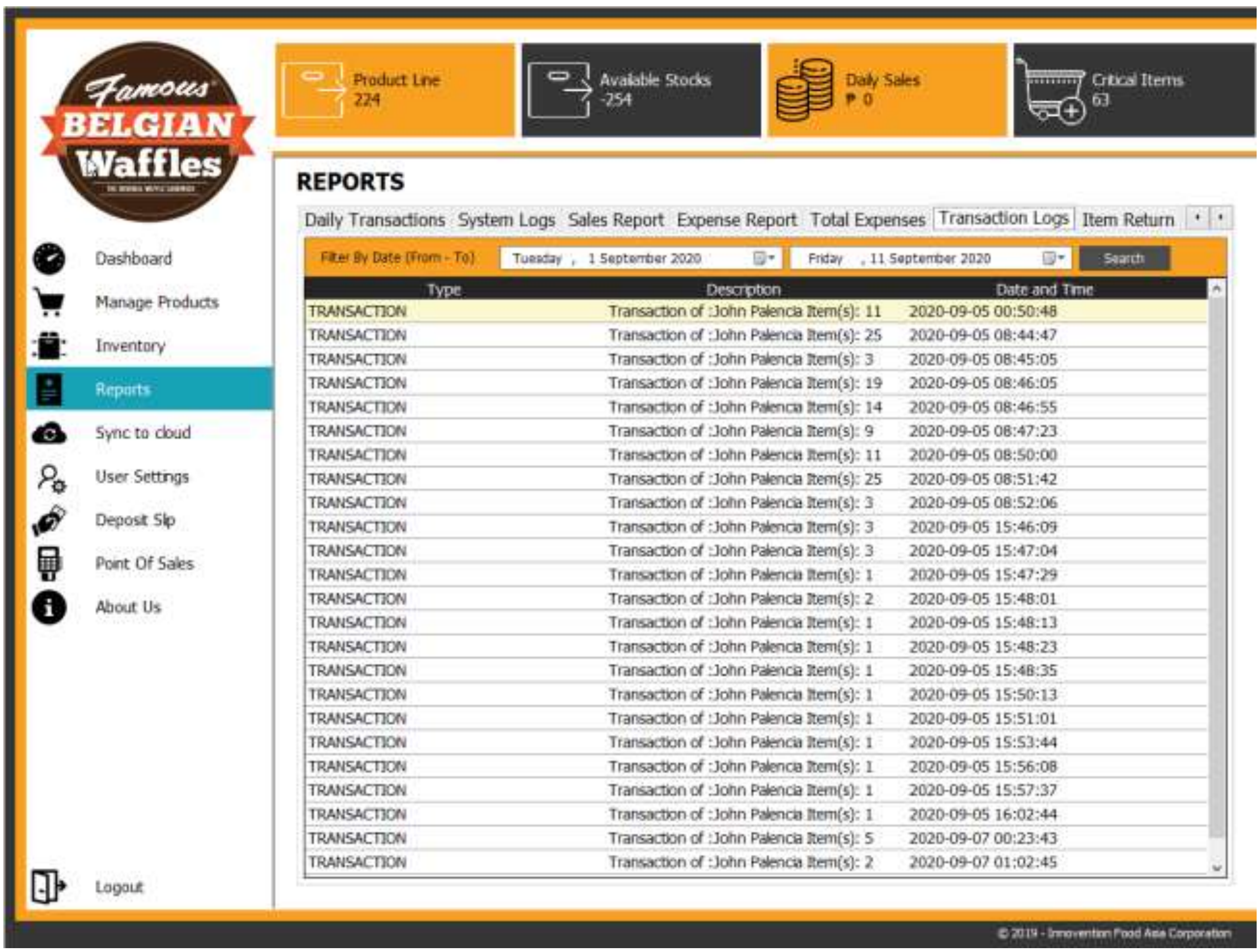
Sales report displays your general sales record within from specific day until end of defined date. You can also use the filter dates to extract only the sales you wanted to show within 2 date ranges.

- You can print selected sales record to get a hard copy of the sales information you need for that date. Kindly hit the print button after selecting the sales record you want to print.

7.4 EXPENSE REPORT

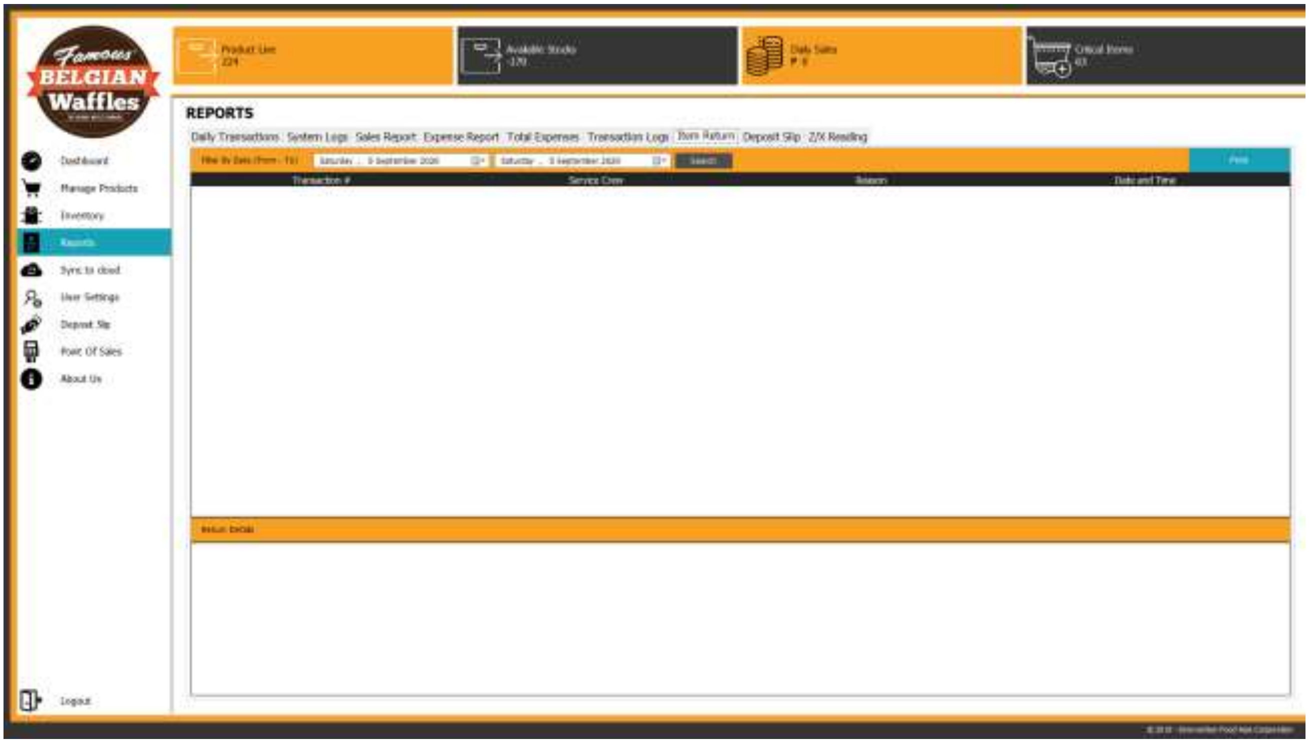
Expense report summarizes your expense logs to show you the list of expenses occurred in the store. You can also print a receipt of expense logs by selecting in the list and hitting print.

- By clicking the specific line of expense list, it will show you thoroughly information of what was the expense all about during that time, and please take not that expense date based on ZREAD date not on current date.



7.5 TRANSACTION LOGS

Transaction logs displays summary of sales together with its quantity of items sold for that transaction with date and time to give you an insight of the sales behavior your store is having. You can also filter transaction using the date picker above the grid.



7.6 RETURNED ITEMS

Returned item reports enables you to see summarized list of voided and or item which was returned by the customer either by crew mistake or some other reason. You are also able to filter these information by using the date picker above and hitting Search button. Lastly it gives you the option to print returned item logs by selecting the specific line and hitting the Print button.

HOW TO DO RETURN ITEMS?

You can easily return items by following this simple steps:

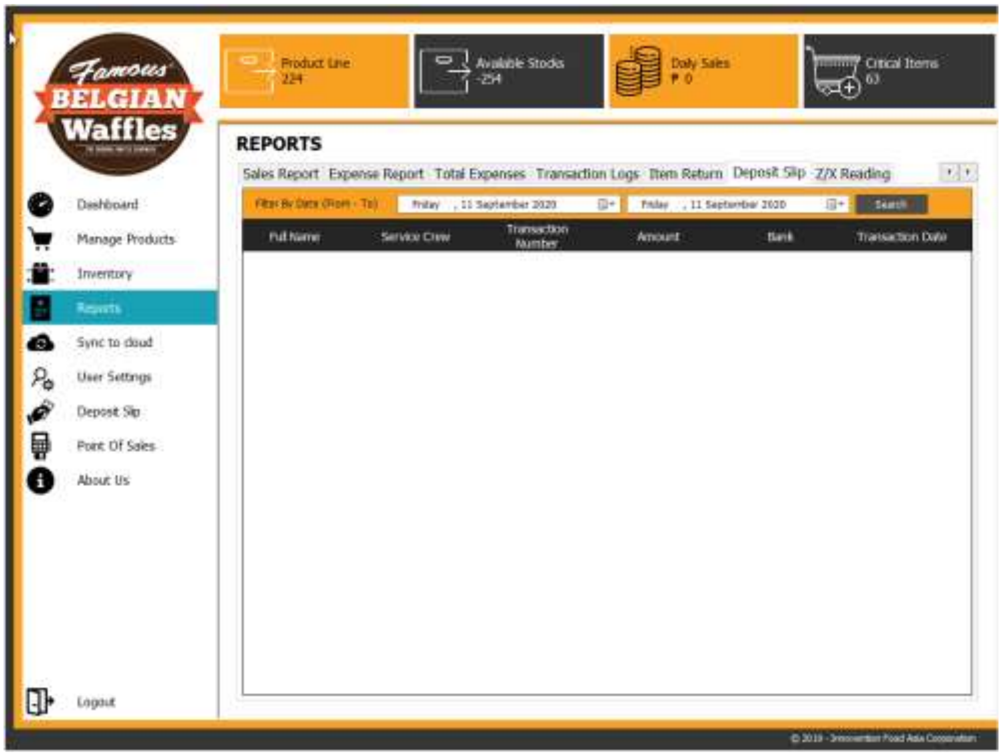
Steps:

- Go to "Settings" > "Item Refund"
- Select the transaction you want to refund by selecting the appropriate "Transaction #" based on the receipt
- State the reason for refund.

- Note: ONLY TRANSACTIONS MADE WITHIN TIME SPAN OF 10MINS. ARE ABLE TO MAKE A REFUND

7.7 DEPOSIT SLIPS

Deposit slips displays summary of your deposit transactions, from here you are able to check if your crew deposit your sales on time or not.



7.8 X-READ & Z-READ

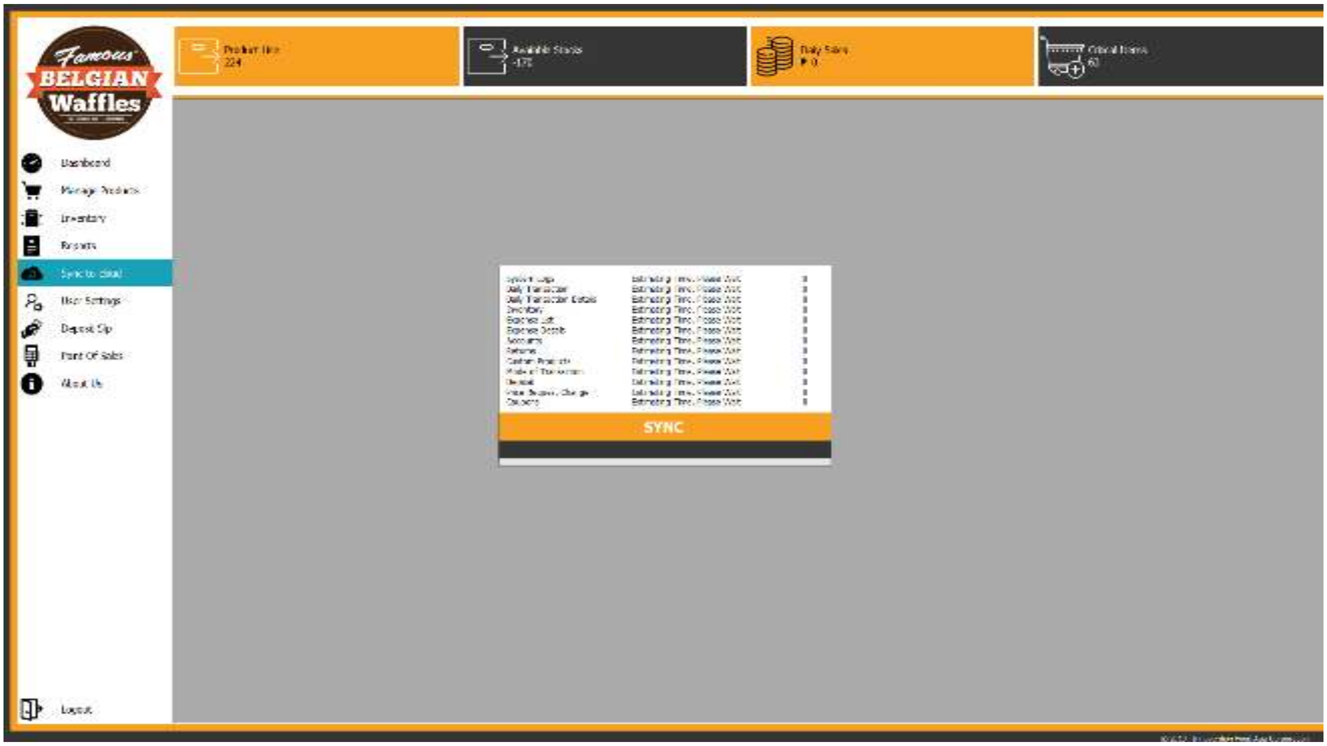
X-READ – is a summary report which can be generated any time of the day, any time that you want. It will sum up all transaction for the day and can still continue right after within the same day.

Z-READ – while as Z-Read will summarize your transaction for the day and also close it right after, you can only generate 1(one) Z-READ per specific day. It will close the transaction and will record your next sales as if it is already for tomorrow's transaction.

*To generate X-READ kindly hit the X-READ Button, as for Z-READ hit it when only closing the transaction for the day.

08 SYNC

Sync or also known as “Sync to Cloud” is a feature that enables you to send all logs, sales transaction, request for change, inventory and reports to dedicated web portal that makes you see all reports and data visible to the owner/franchisee without going personally to the store/outlet. It is very important to sync your daily transaction for you to monitor your sales right away.

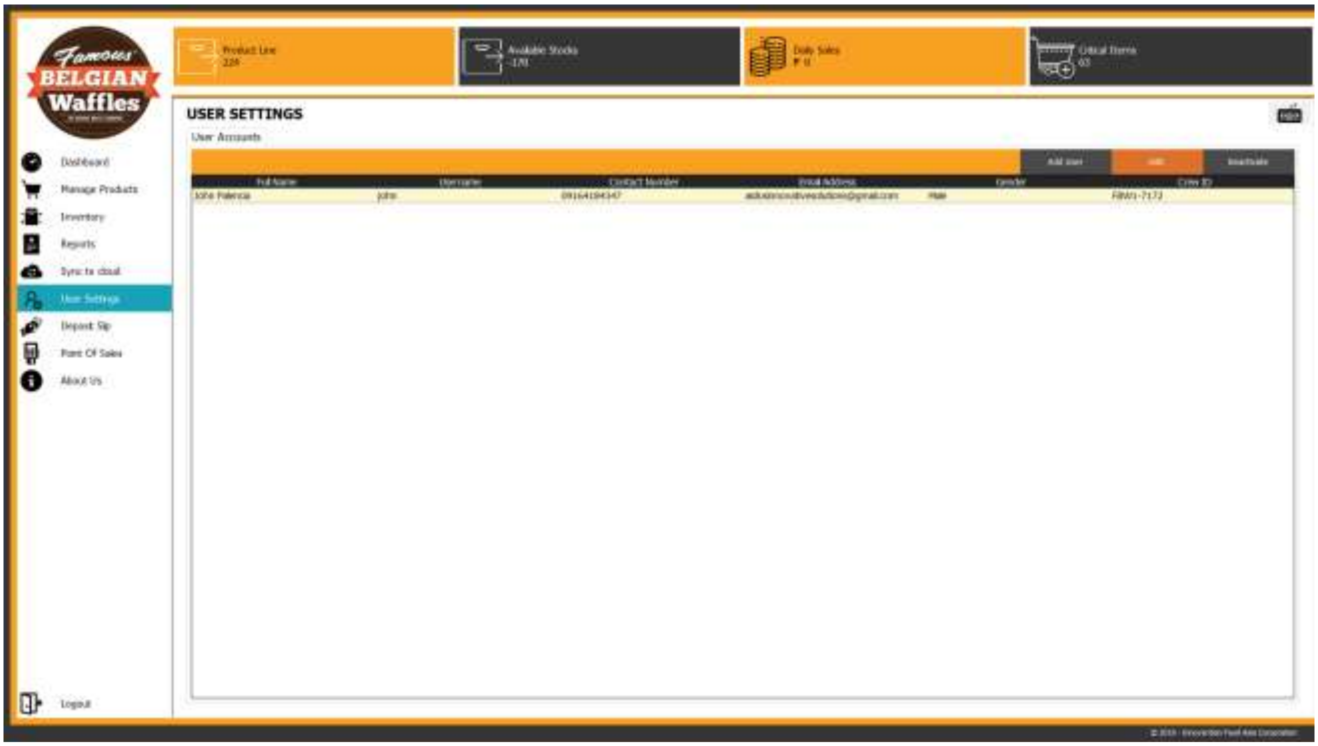


HOW TO SYNC TRANSACTIONS?

- To sync your transaction kindly go to “MENU” > “SYNC TO CLOUD”
- Hit “SYNC” button to send all data to the dedicated web portal
    - It is important to take note unit should have an active internet connection for you to use this feature.

09 USER SETTINGS

User settings depends on the account roles enables user to control certain type of function connected to users, for example if you have a head crew account or higher, you are able to control other accounts below you such as crews account. You are able to modify or reset their password just in case of emergency.



9.1 ADDING USER

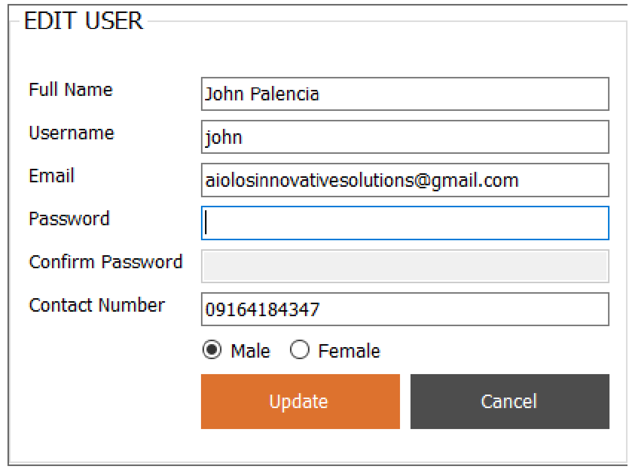
HOW TO ADD USER:

- To add user kindly go to “MENU” > “User Settings” > “ADD USER”
- Fill up the form, create your dedicated password, and hit “ADD USER” and you are done.

9.2 UPDATING USER

HOW TO UPDATE USER:

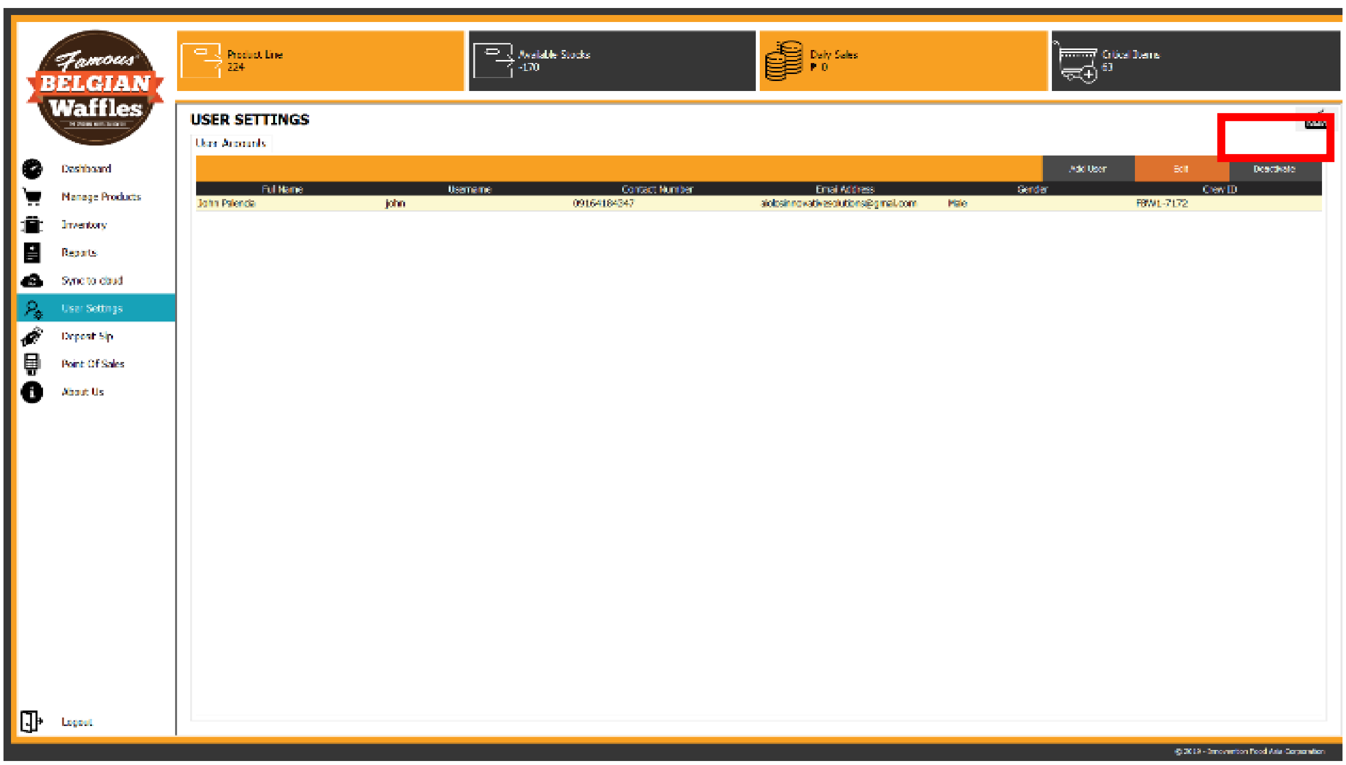
- To update user kindly go to “MENU” > “User Settings” > “EDIT USER”
- Change necessary information for update and hit “Update User” and you are done.



9.3 DEACTIVATING USER

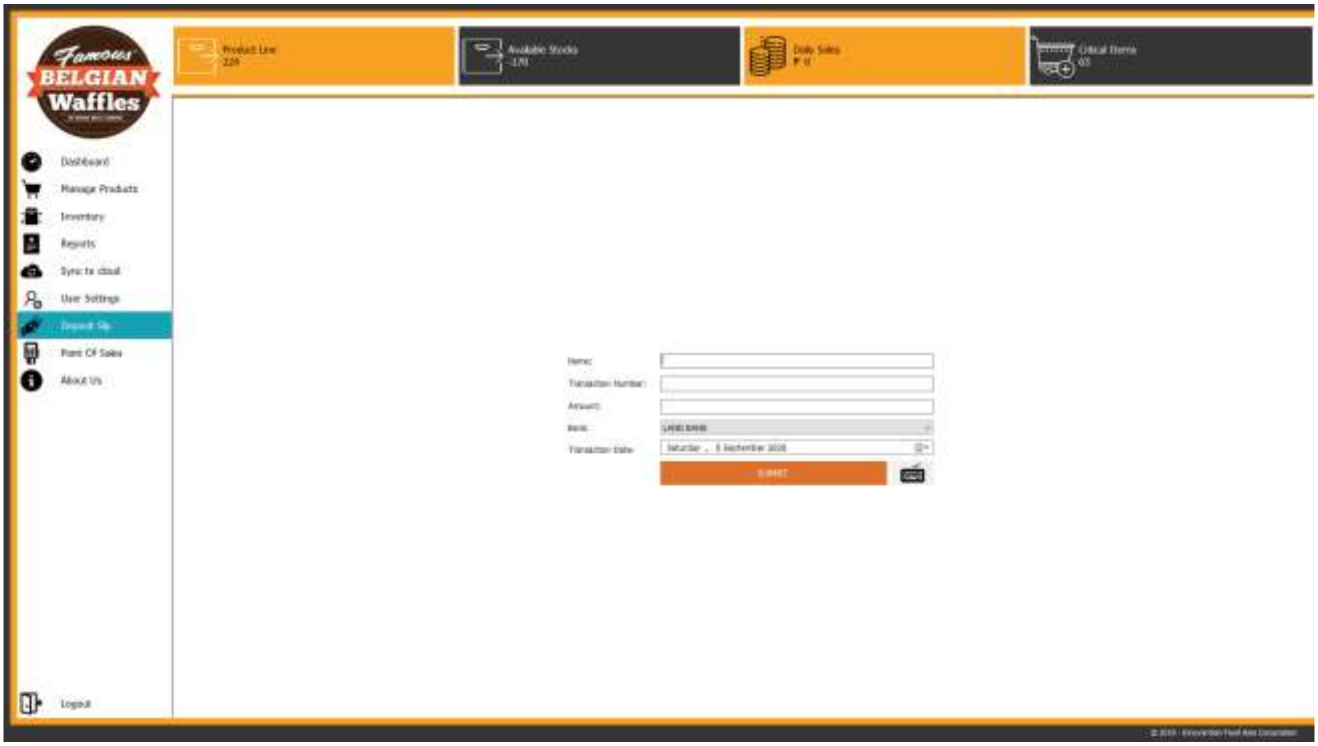
HOW TO DEACTIVATE USER:

- To add user kindly go to “MENU” > “User Settings”
- Select the user you want to deactivate.
- Hit DEACTIVATE.



10 DEPOSIT SLIP

Depositing the sales for the day is very important for every store, it secures the sales of the day from bad things that might happen such as theft and others. We have created the deposit slip report so that the crew will fill this up every time they deposit the sales and got their receipt. It is a simple tool to know and logs their deposit transaction aside from keeping the original deposit slips.



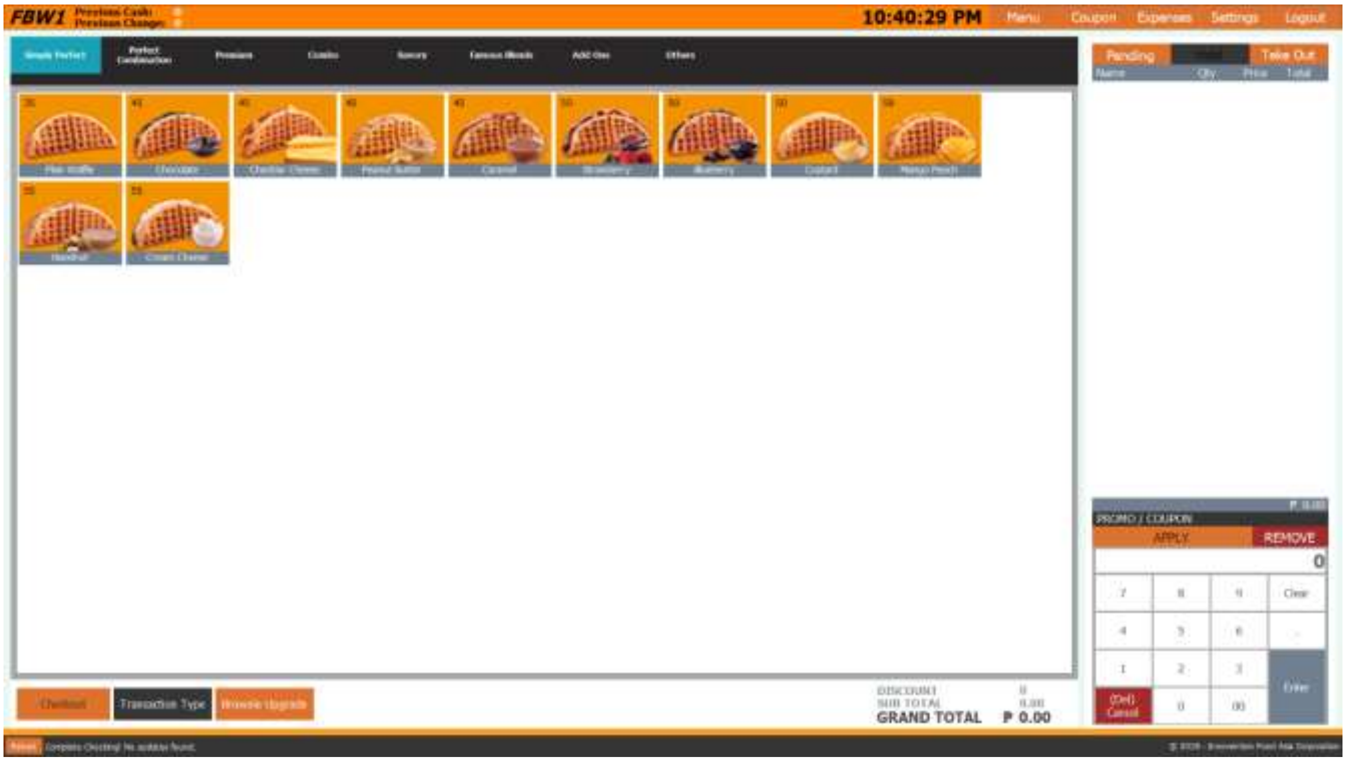
HOW TO SUBMIT DEPOSIT SLIP:

- Go to “MENU” > “DEPOSIT SLIP”
- Fill up the name of the depositor, the receipt transaction number, amount deposited, bank and date
- Hit “SUBMIT”

11 POINT OF SALES

If you are done with the features you can easily return back to the POS main form using the following step:

- Go to "Point Of Sales" and it will return you back to the main POS function menu right away.



12 PRIVACY INFORMATION

The DG Point of Sales Privacy Policies posted on https://www.dgpos.app/legal/privacy/privacy-policy.html apply to your personal data collected and used by IFRI. The following privacy information describes in more detail which information is exchanged between the DG POS application and IFRI, and which information is collected by the DG POS website.

- **1 DGPOS.com**. The “dgpos.app” website logs anonymous usage information such as your IP address, geographical location, browser type, referral source, length of visit and number of page views while you visit (collectively, “anonymous data”). In addition, but only if you choose to register, the website’s bug tracking and forum services store the data you choose to reveal upon registration, such as your user name and contact information.
- **2 Cookies**. The dgpos.com website, the bug tracker and the forum services use cookies to identify and track the visiting web browser and, if you have registered, to facilitate login. Most browsers allow you to refuse to accept cookies. While you can still visit the website with cookies disabled, logging into the bug tracker and forum services will most likely not work without them.
- **3 DG POS registration process**. The DG POS application may ask that the user optionally register with IFRI. If you choose to register, your name, e-mail address, country and company will be submitted to IFRI and stored together with the IP address of the submitter as well as product version and platform being used.
- **4 Update notifications**. The DG POS application may contact their support to find out whether a new version of DG POS has been released and notify the user if that is the case. In the process, anonymous data such as your IP address and a non-identifying counter, together with the product version and the platform being used, is sent so that the server can find out whether an update is available. By default, this check is performed once a day.
- **5 Usage of personal information**. IFRI may use anonymous and personal data collected by the means above for statistical purposes as well as to automatically inform you about new notices related to your posts on the bug tracker and forum services, to administer the website and to contact you due to technical issues. DG POS may also inform you about new product releases related to its product itself. In no event will personal data without your express consent be provided to any third parties, unless DG POS may be required to do so by law or in connection with legal proceedings.
- **6 Updates**. DG POS may update the privacy policy at any time by posting a new version at https://www.dgpos.app/legal/privacy/privacy-policy.html and the privacy information will be kept up to date in the documentation which comes with the DG POS application. You should check these places occasionally to ensure you are happy with any changes.

VERSION 1.0

http://www.dgpos.app