Freibier POS

User Guide

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1. Introduction

The Freibier POS app is intended to help you interact with iDempiere more quickly and efficiently. After installing the app, you will be able to:

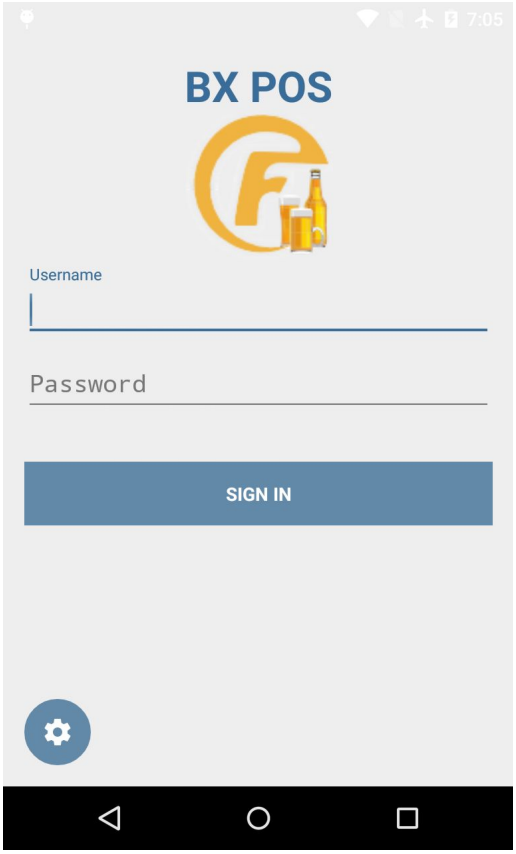
- Taking customer's orders
- Create sales orders in iDempiere ERP
- See daily reports (Daily cash)
- Print customer's orders in the kitchen or bar.

To be able to use it, you need an android device with Android 5.0 or above.

2. Installing and Login

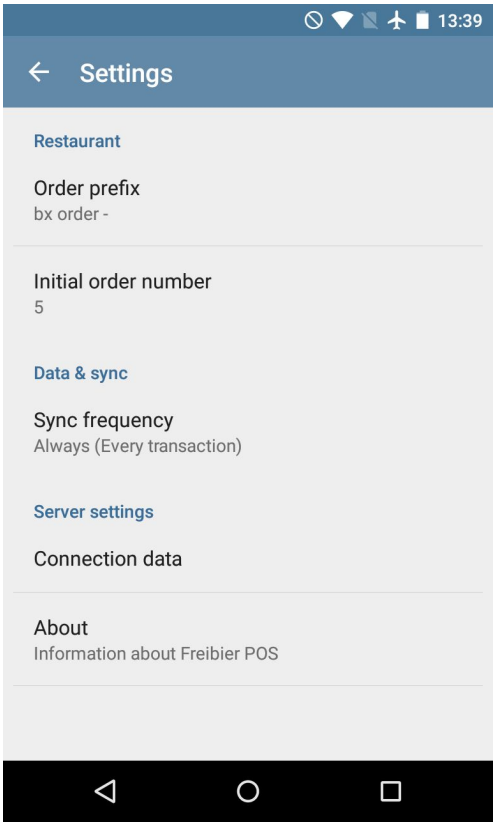
Once all the data is correctly configured in iDempiere, you can download and install the Freibier POS app. After the app has been installed and opened, the app will display the login screen and you will be required to enter the following information to login:

- **Username and password:** Enter a valid username and password of an iDempiere user.



3. Configuration settings

In the login screen, click on the settings icon . The app will display a screen with the configuration settings.



This step is very important, if it's done wrongly the app will not be able to communicate with iDempiere.

Fill all the fields with the corresponding data. The server configuration is to be used to communicate with iDempiere.

NOTE: If you change the URL or the client value, the database will be recreated.

Restaurant group

Here you find the fields that define the invoice number (Document No in the server).

- Order prefix: prefix that used in every order.
- Initial order number: the orders created in the app will start counting from this number.

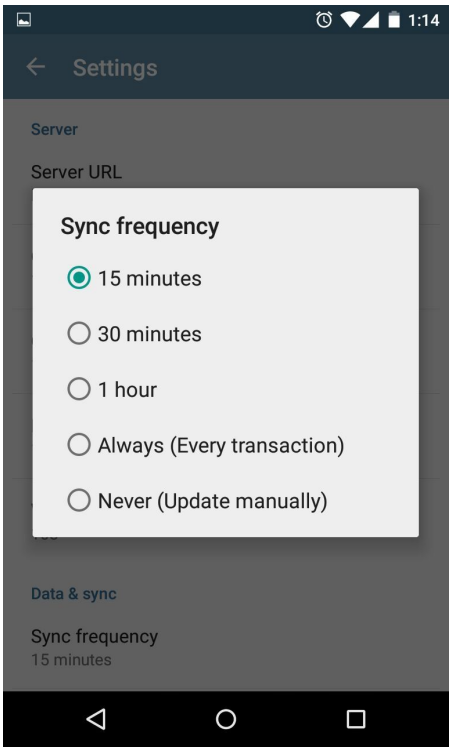
So if you set up, for example, Order prefix: Bx-order- and Initial number: 20. The first order created in the app will be Bx-order-20 and they will be numbered incrementally from there.

If you have multiple devices, each device must have a different value to avoid synchronization problems.

Data & sync group

The Data & Sync determines when the app is meant to communicate with iDempiere. You can select between the following options:

- ➢ 15-30-60 minutes
- ➢ Always (Every transaction)
- ➢ Never (Update manually)



By default the sync value is **always.** What do these values mean?

They set the frequency on which the app communicates to iDempiere, to read data on login and to write data when an order is paid.

When logging in, if the selected value is different that 'Never', the app will check for new data in the server (new products, tables, etc.). When never is selected, it will log in with the local info saved in the device.

When paying an order the value tells the app how often the order will be synchronize with iDempiere. If the value is set to **always**, every order paid in the app will be send immediately to iDempiere. When the value is **never**, the orders will be closed in the device but will not be send to iDempiere until the user does it manually (by clicking the synchronize button, explained in section 5.6). Any other value will create a task that will run every x amount of time (x being: 15-30-60 minutes) and will synchronize the unsynchronized orders (if exist) automatically in background in that period.

Please be careful when selecting this value and consider the consequences of every value:

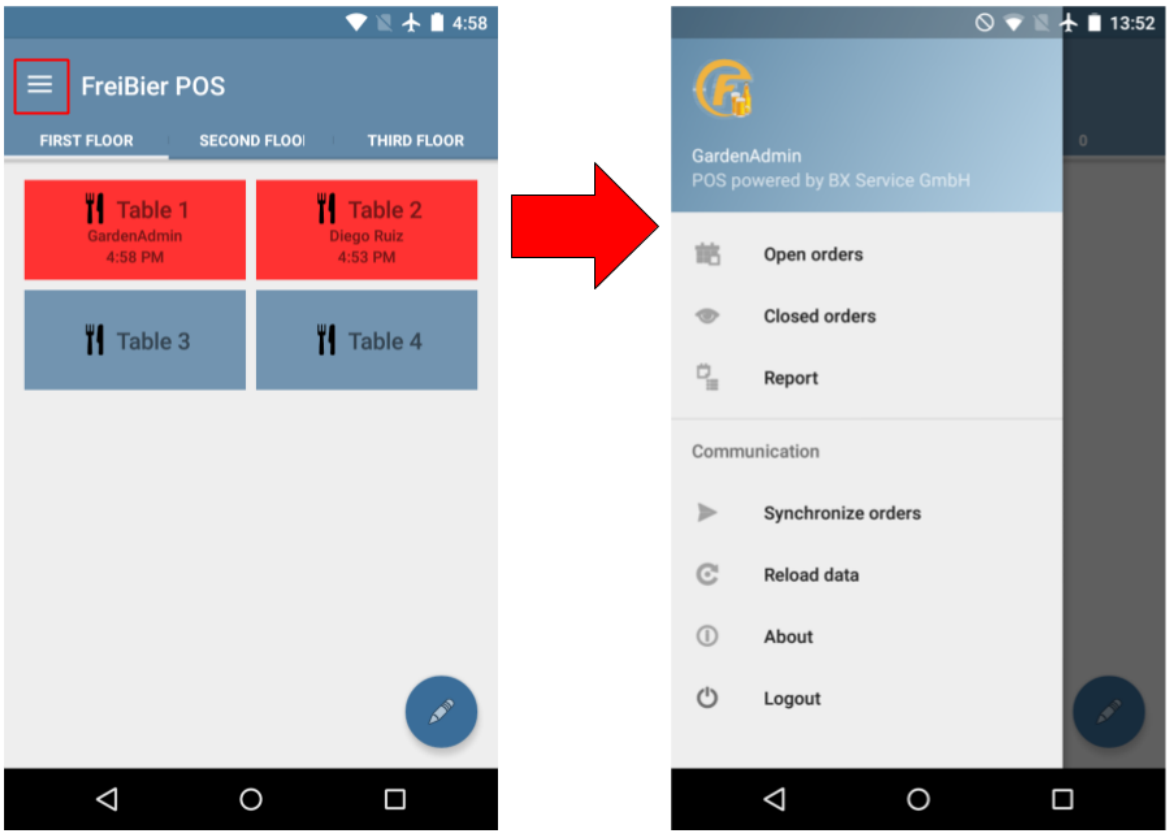
- ➢ Always: synchronizing every transaction immediately secures that the data in the iDempiere server will be always updated, but cost time in the UI, because the user has to wait for the order to be send successfully in order to continue working with the app. It also creates the need to be online at all time.
- ➢ Never: the UI performs faster because it does not have to wait for any communication with the server. However, the data in iDempiere will not be updated. It can cost server stress, if you wait to have too many orders in too many devices to synchronize them at the same time.
- ➢ 15-30-60 minutes: this configuration will secure the data in iDempiere every x amount of time. And it also will let the user work in the app with no waiting time, as it does not have to wait for the synchronization to complete to keep working. However, it creates a background task that will run even when the app is not being used, which can be expensive in terms of resource and bring problems, such as: battery drain. The more often the synchronization is done, the more expensive it gets.

4. Application usage overview

4.1. Main screen

The first screen you see after logging in shows the tables. If you open the navigation drawer (left panel) by swiping right, you can access to the following options:

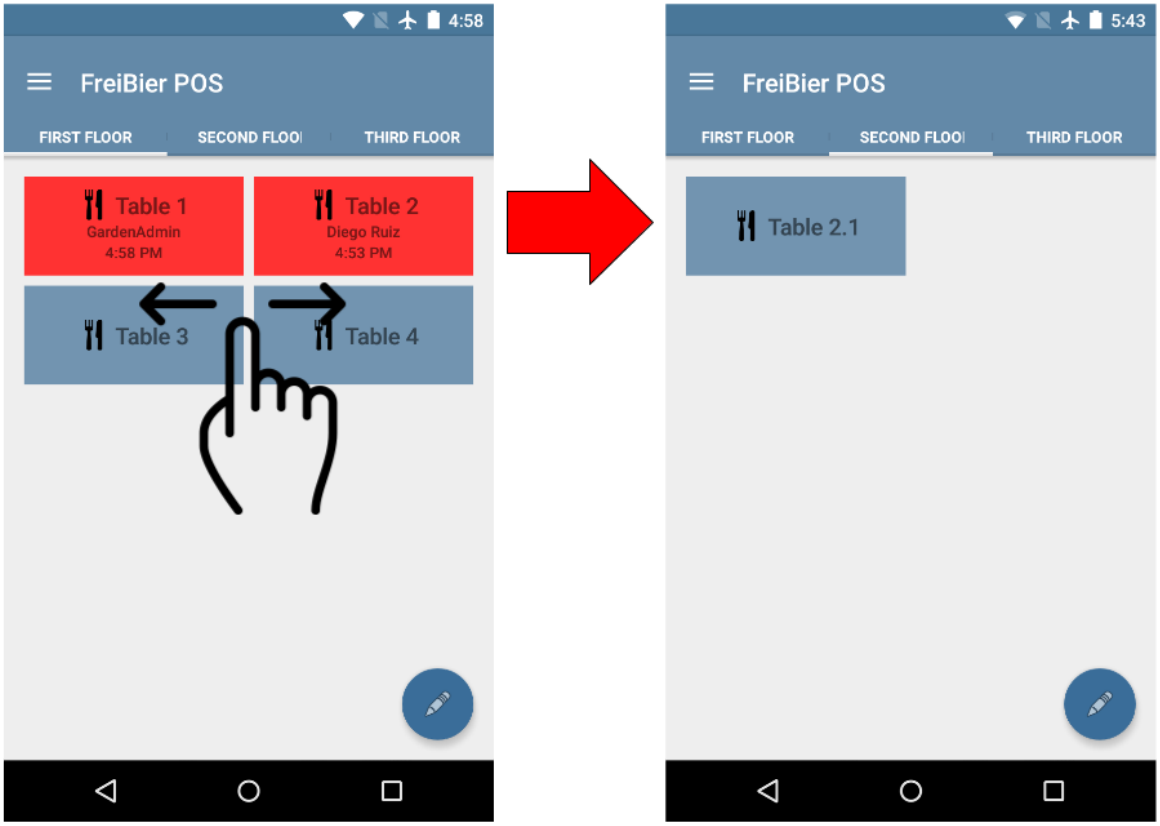
- Open orders
- Closed orders
- Report
- Synchronize orders
- Reload data
- About
- Logout



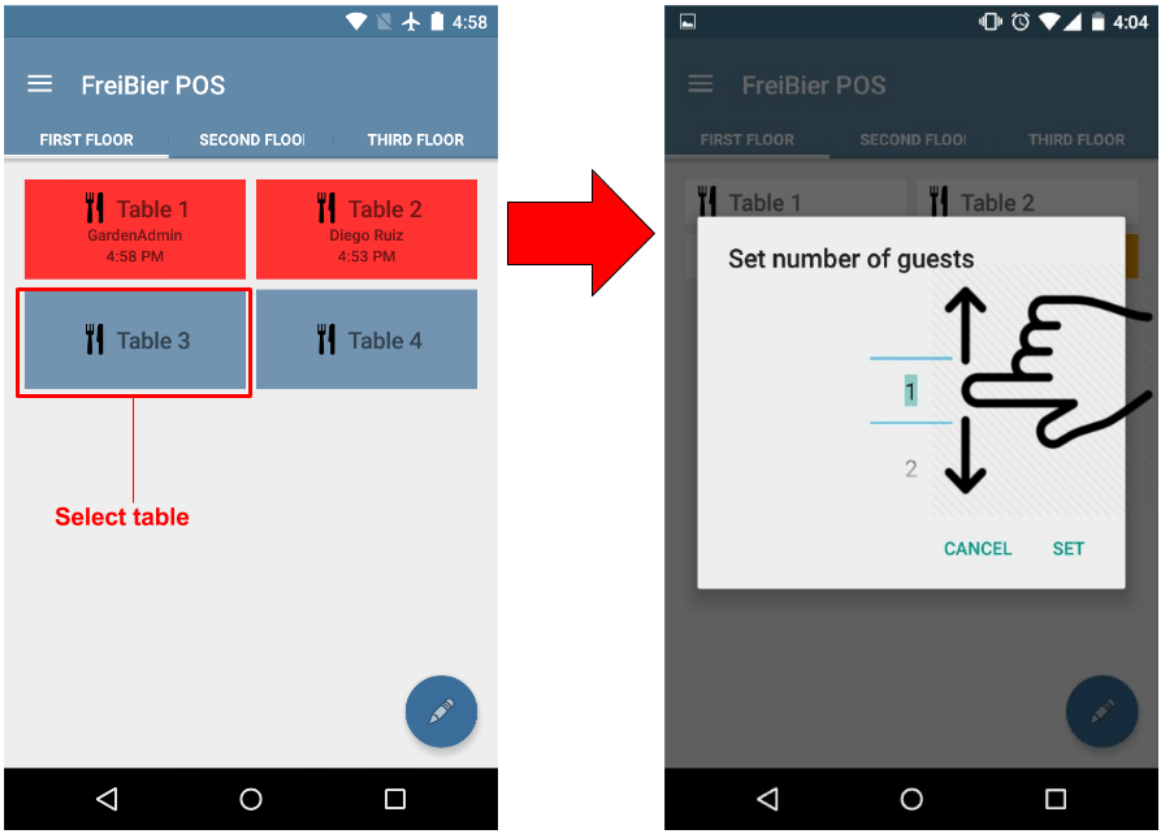
The table button displays the table name when it's empty. When the table is busy, it shows the table name, the name of the person that is serving that table, and the time when the order was created.

You can navigate through the table groups by swiping left and right.

When a table is free its button is shown in blue, when the table is busy the button is shown in red.

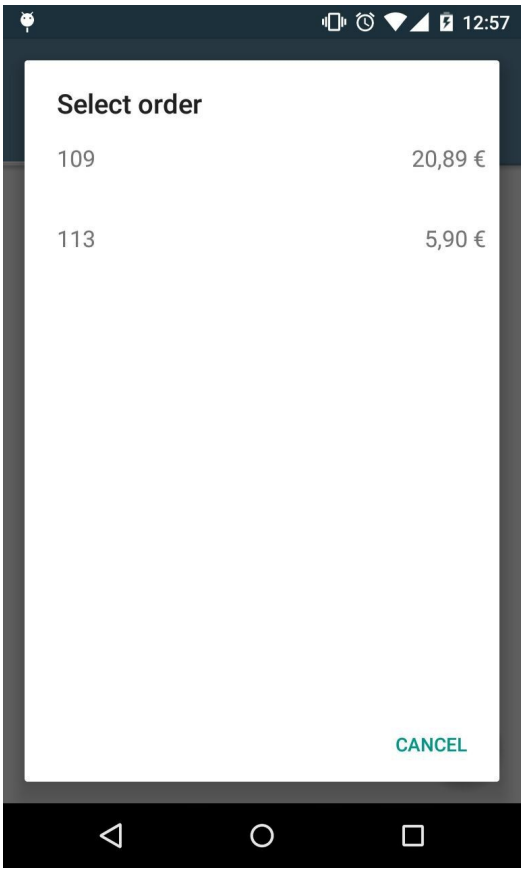


When you click on any of the buttons representing tables, you create an order that belongs to that table. Depending on the configuration, the app might ask you about the number of guests that will be served on that table and then display the screen to select the items to add to the order.



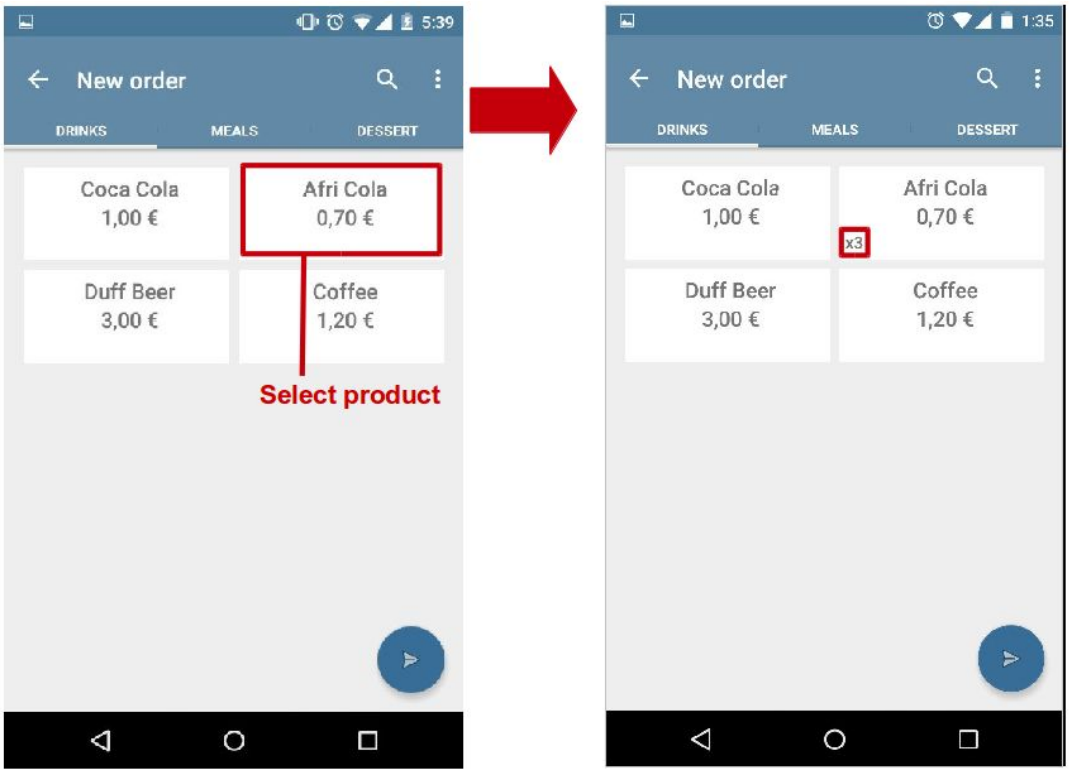
You can also use the quick order button to create an order, it will not have an associated table or the number of guests (but this can be set later), this button can be used also to create a to go or bar order.

When a table has multiple orders, a dialog will popup showing all the open orders in the table. Select the order that you want to manage to open it. The left value is the order number, and the right one is the total amount of the order.

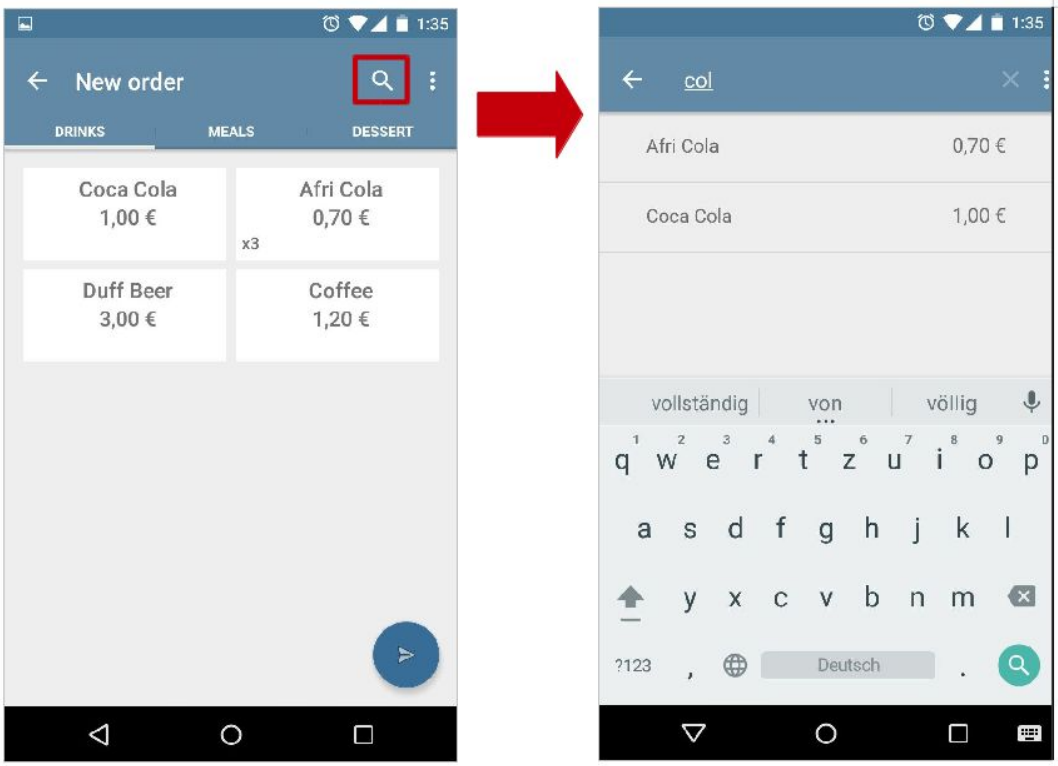


4.2. Select products screen

This screen allows you to select the products that will be placed in the order, you can navigate through the product categories by swiping left and right, and you can select a product by clicking on it adding one line for every click, or you can long press on the product and a dialog will be shown asking for the desired quantity. A counter on the bottom-left corner of the button will show you how many times the item was selected.

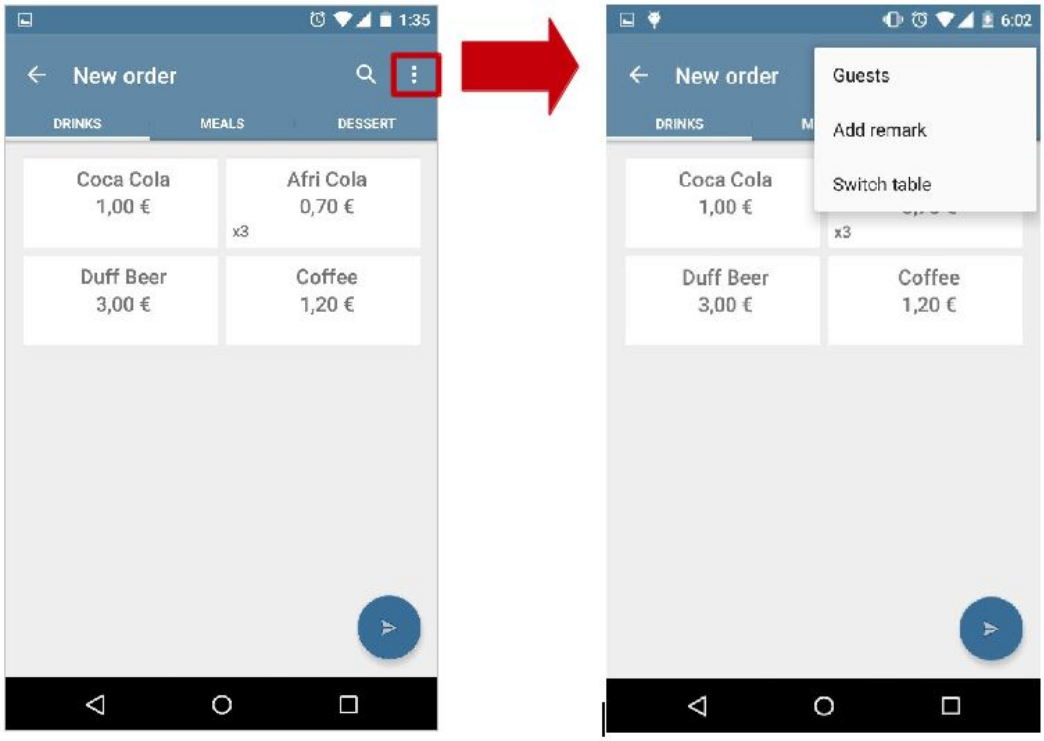


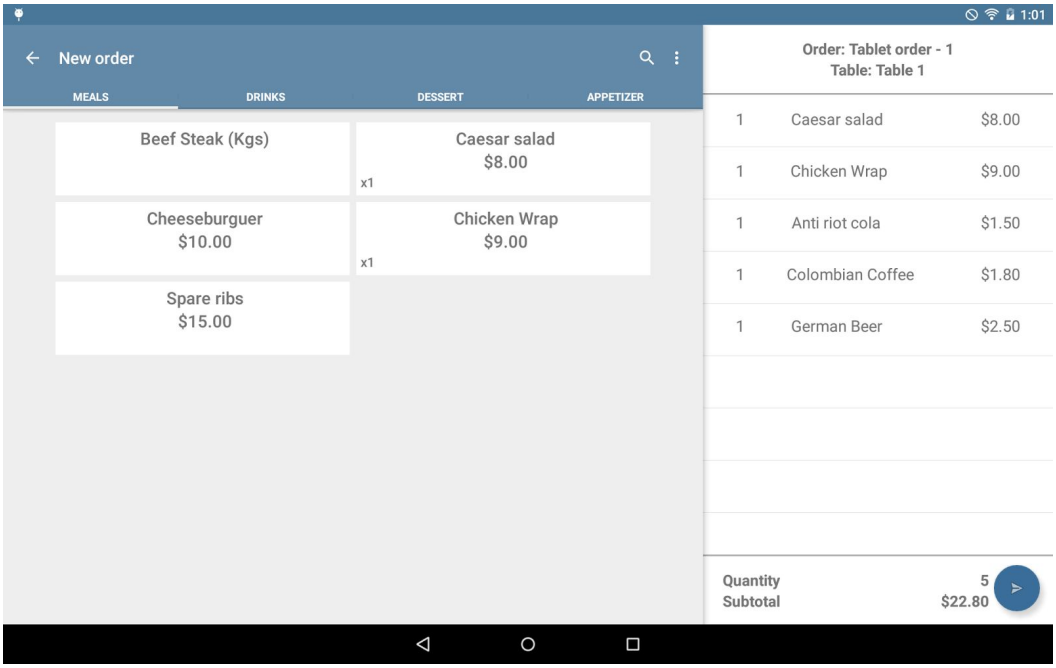
By clicking the search icon in the toolbar you can search the product by name. When you write a name, the app will show you the possible results in every letter you typed in.

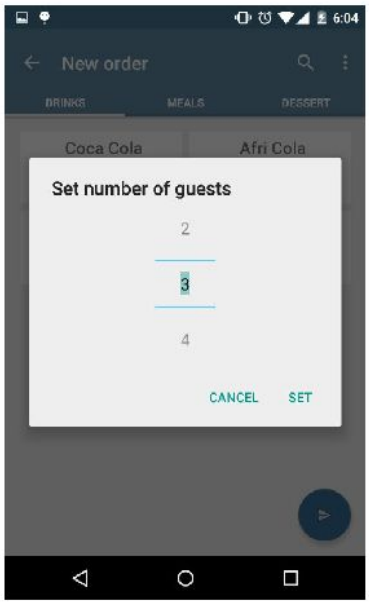


In the toolbar you can also select the following options:

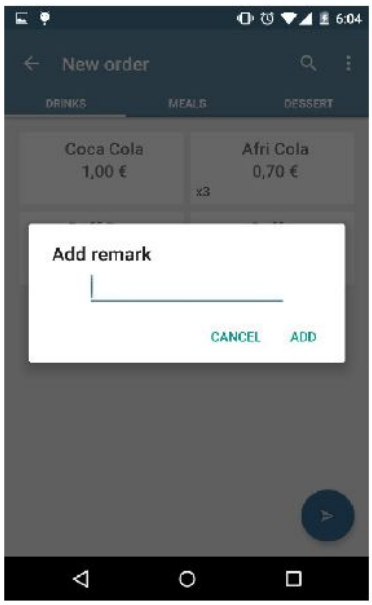
- ➢ Set number of guests: set or change the previously assigned number of guests
- ➢ Add remark: add a note for the order
- ➢ Switch table: move order to another table



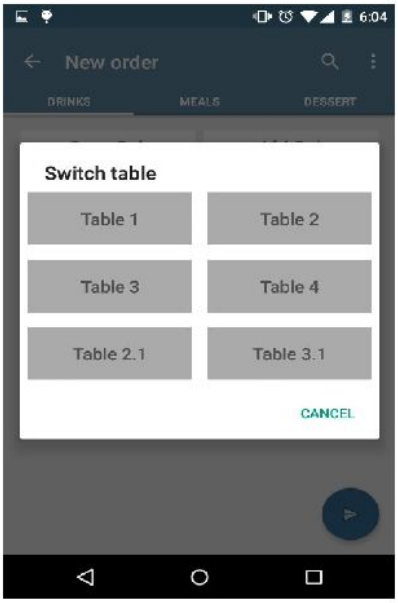




Guests

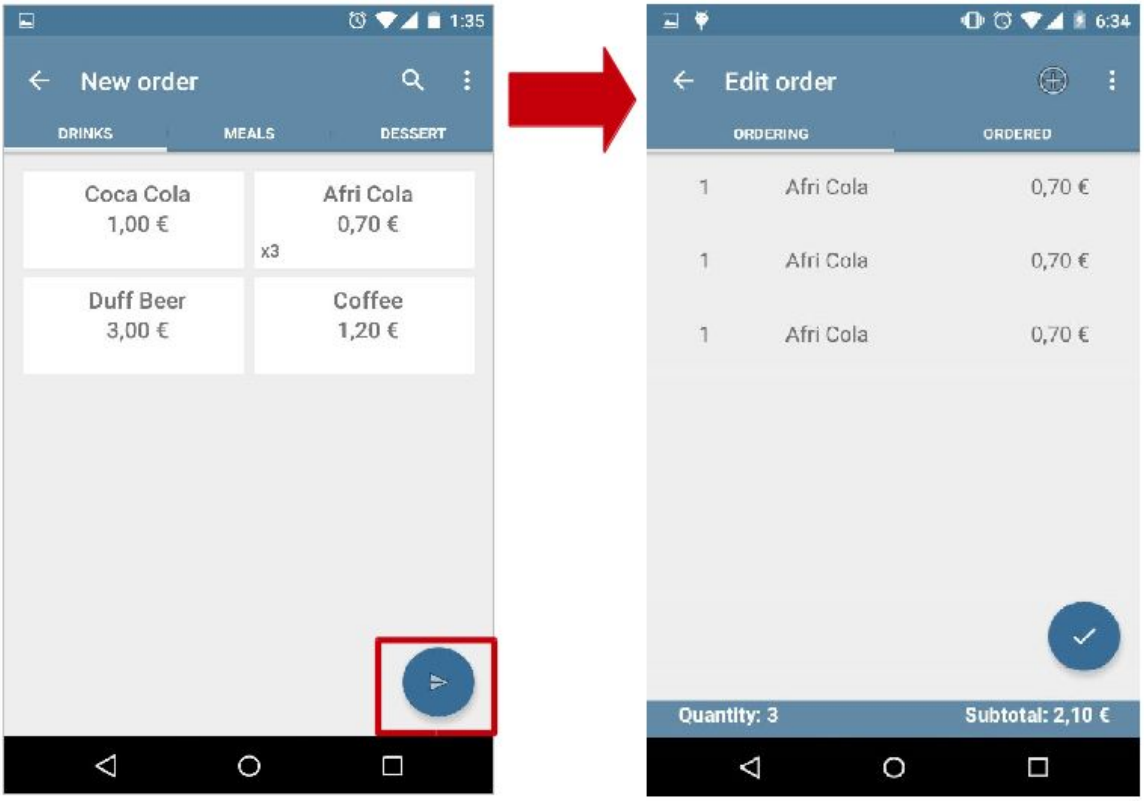


Add remark



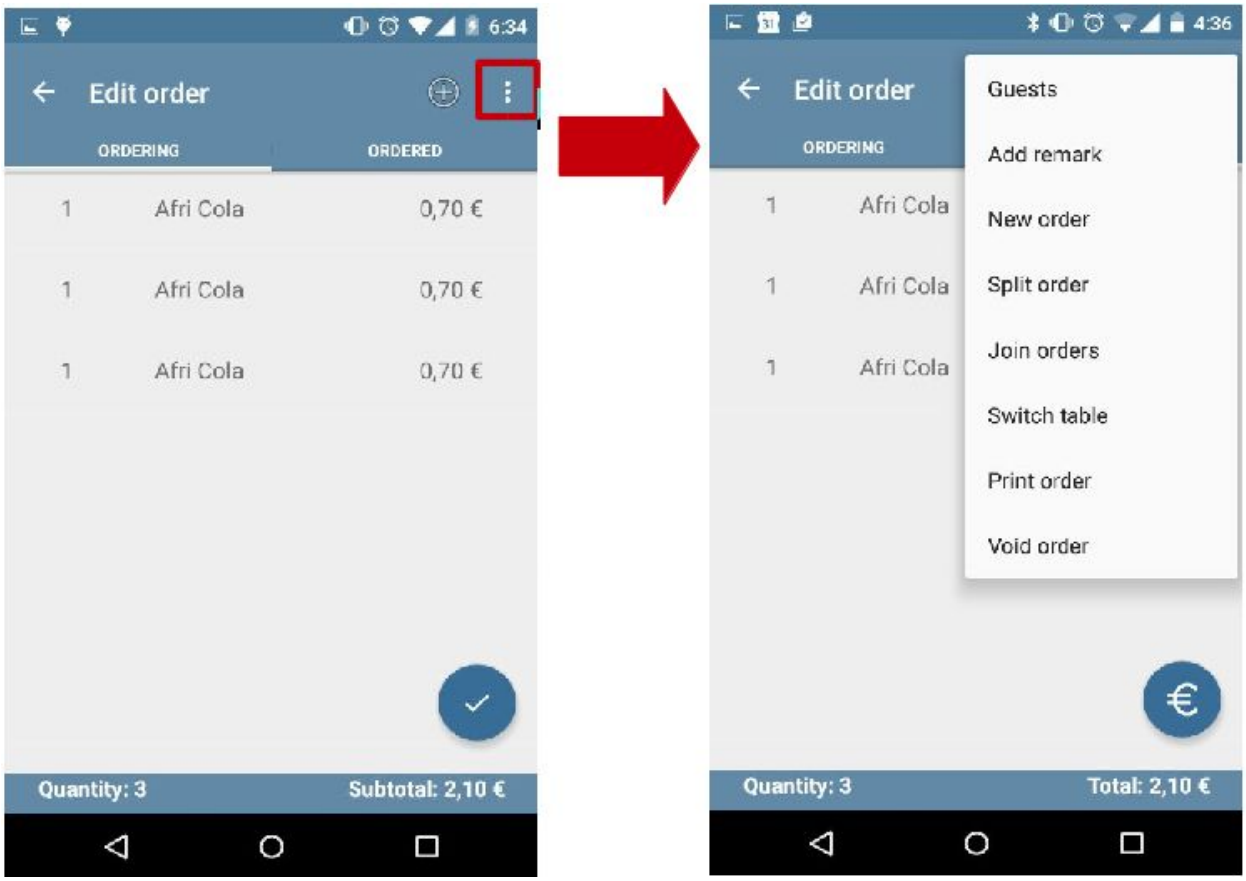
Switch table

Once you have set everything and selected the desired products, click on the send button to place them (in the following screen you can still change them if you want).



4.3. Order management screen

This screen has two tabs: ordering and ordered. The ordering tab shows you the products that you selected in the previous screen, but have not been sent to the kitchen. The ordered tab shows the products that were selected and sent to the kitchen. You can navigate through them by swiping left or right.

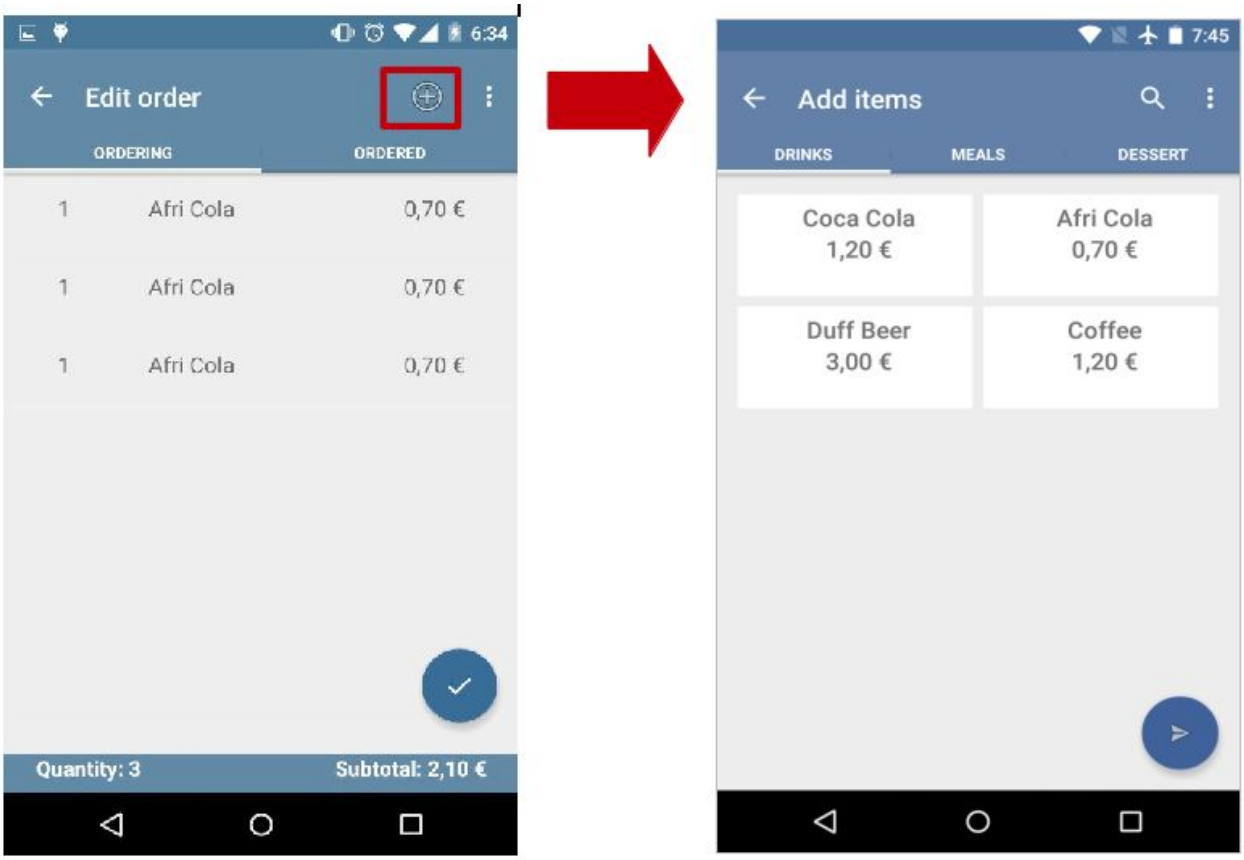


The ordering tab is meant to give you a last view on the items before you send them to the kitchen (like a confirmation screen). In this tab you see a list of the items you selected in the previous screen and you can perform the following actions:

- Remove an item from the list
- Add a new item to the list
- Copy an existing item ***(If you select this option in the toolbar, the highlighted products will be duplicated).***
- Add a kitchen note to an item
- Mark a product as complementary ***(free)***
- See the quantity of products selected and the total amount
- Confirm and send the order to the kitchen

- ➢ Set the table: set or change the previously assigned table
- ➢ Split order: split the bill into multiple orders
- ➢ Join orders: joins multiple orders into one
- ➢ Void items
- ➢ Void the order

To add a new item, click the add icon in the toolbar , the app will display the select product screen and you can add them as before.



When you long press on an item in the ordering tab, you see the options: remove , copy , add kitchen note and complementary product .

4.3.1. Remove an item

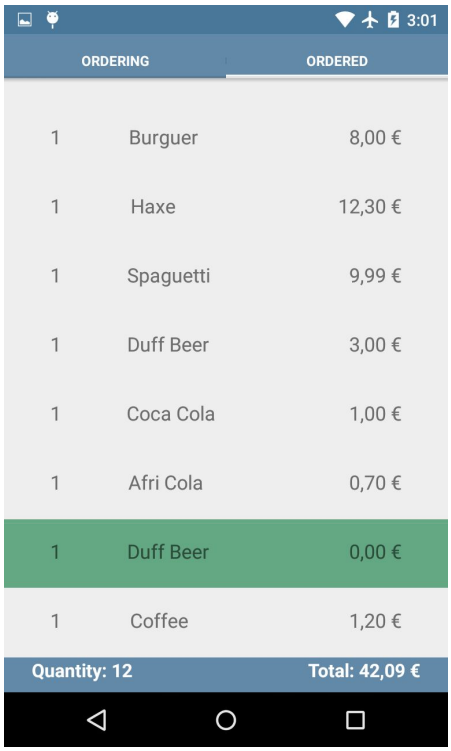
To remove an item from the ordering list, you have two options: swipe the item to the left or right or long press on an item and click the delete icon on the toolbar.

When you remove an item by swiping you can undo the removal, if you remove it by clicking the toolbar button it cannot be undone. By long press, you can select multiple items and delete them all at once.

Items that are already ordered cannot be removed, check **Void items** for more information.

4.3.2. Giving a complementary product

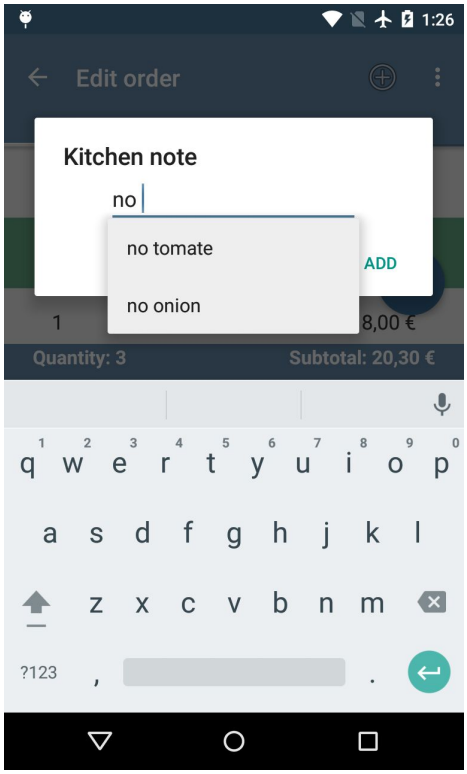
If you want to give a product as a gift, you can mark it as complementary by clicking on the complementary product icon. The product will be priced to zero and will be show in green **(In iDempiere the price limit must be zero to do this, otherwise an error message will pop up)**



4.3.3. Adding a kitchen note

Sometimes the customers have special request, they want a burger with no tomato or a beef well done. To inform the kitchen about these requests, you can add a note to each item by selecting it and then clicking the add kitchen note icon.

A dialog will be shown and you can enter the text that you want. Sometimes different customers have the same kind of requests, that's why the notes that you previously wrote will be shown as a suggest while you're writing. After you're done writing click the add button.



4.3.4. Sending the order to the kitchen

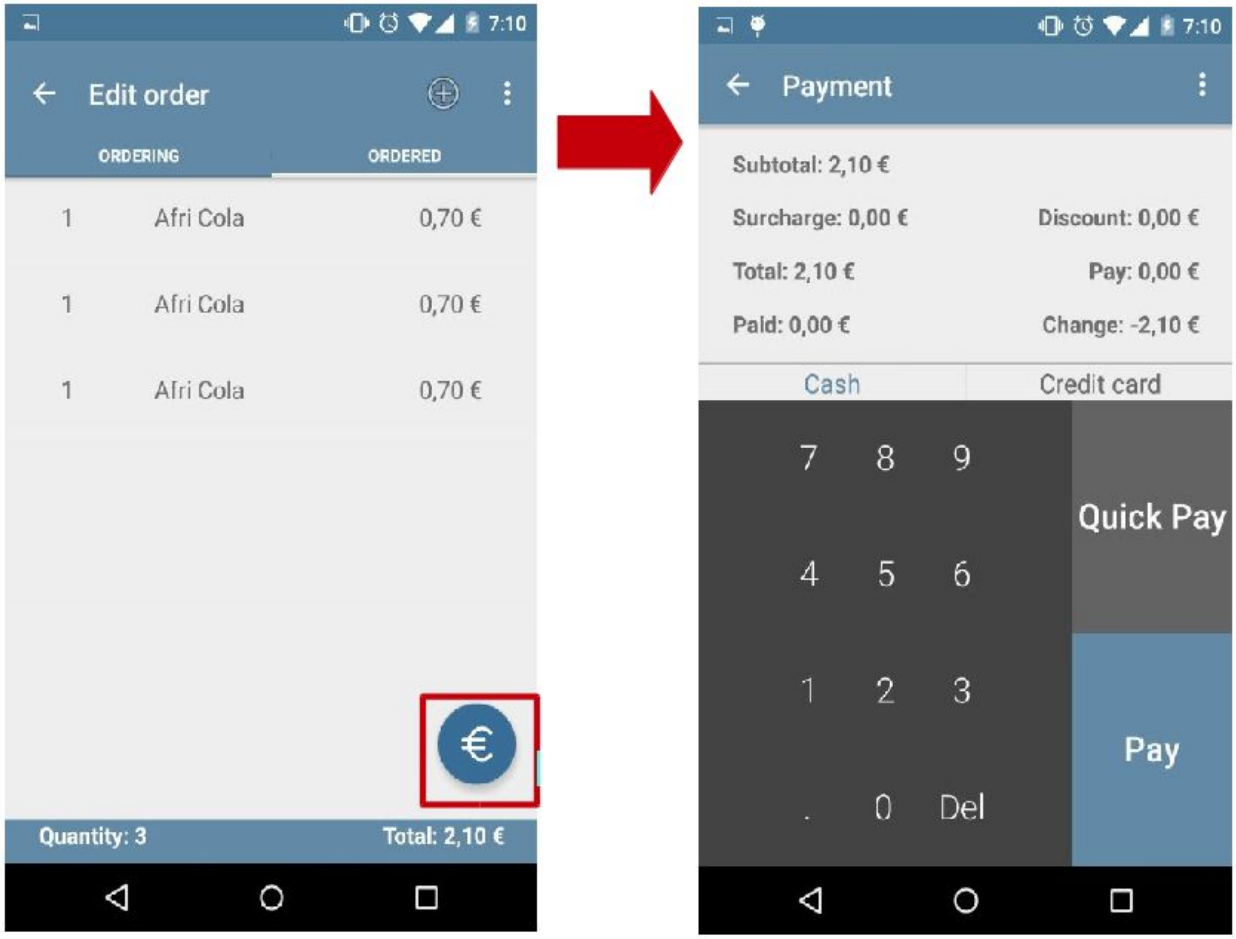
When you have all the items you want to send to the kitchen/bar click the check button to send it. The items in the ordering tab will be moved to the ordered one and if an output device is configured for the kitchen or bar, the order will be printed **(See Printing products)**

In the ordered tab, the items for which the customer will have to pay are shown. This is why, in this tab the remove item function, copy and so on are disabled.

You can see the total quantity of products ordered and the total amount of money to be paid.

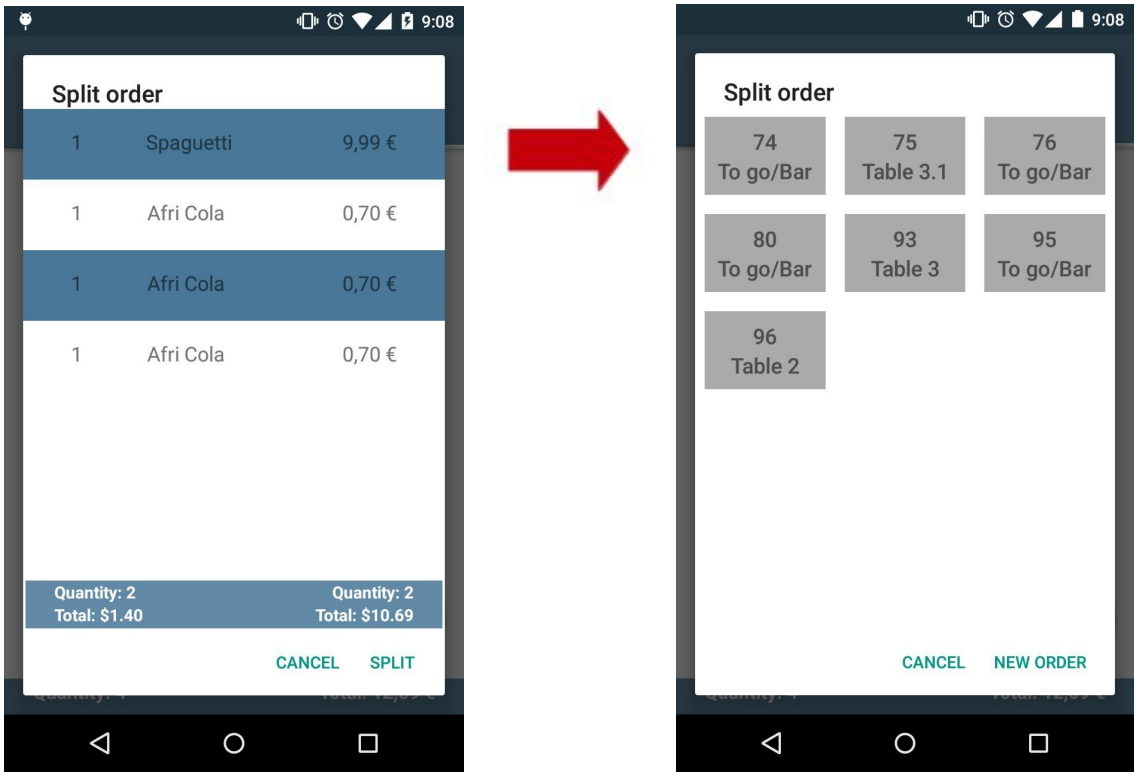
When the customers are ready to pay the check, go to this tab and click the pay button

Note: When the pay button is clicked and there are still items in the ordering tab, a confirmation dialog pops up. You can go back and check it, click the remove button to remove all the ordering items and continue with the payment or click the send button and send the items before payment (this will add those items to the final amount to be paid).



4.3.5. Split order

The app allows you to split an order in two - when people want to pay separately for example. Open the toolbar menu and select the split order option (more than one item is necessary to perform this action, if the order has one or less items an error message will pop up). Once you click on that option, you will see a dialog showing the lines that were already completed in the order.

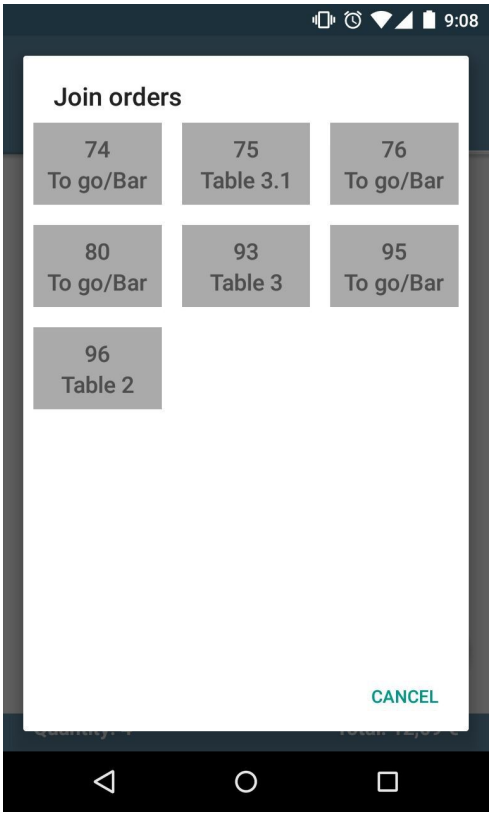


Select the lines that you want to separate from the order (if you select all the lines in the order, an error will pop up). In the bottom of the dialog, you can see a summary field, the info in the left is the quantity and total of the original order, moreover, the info in the right is the quantity and total of the selected items. Once you're sure and done with the selection click on the split button. After clicking the split button, you'll see a second dialog showing all the existing orders and a 'new order' button. Select an order to send the selected items to, or select new order to create a new order with just the selected items.

4.3.6. Join orders

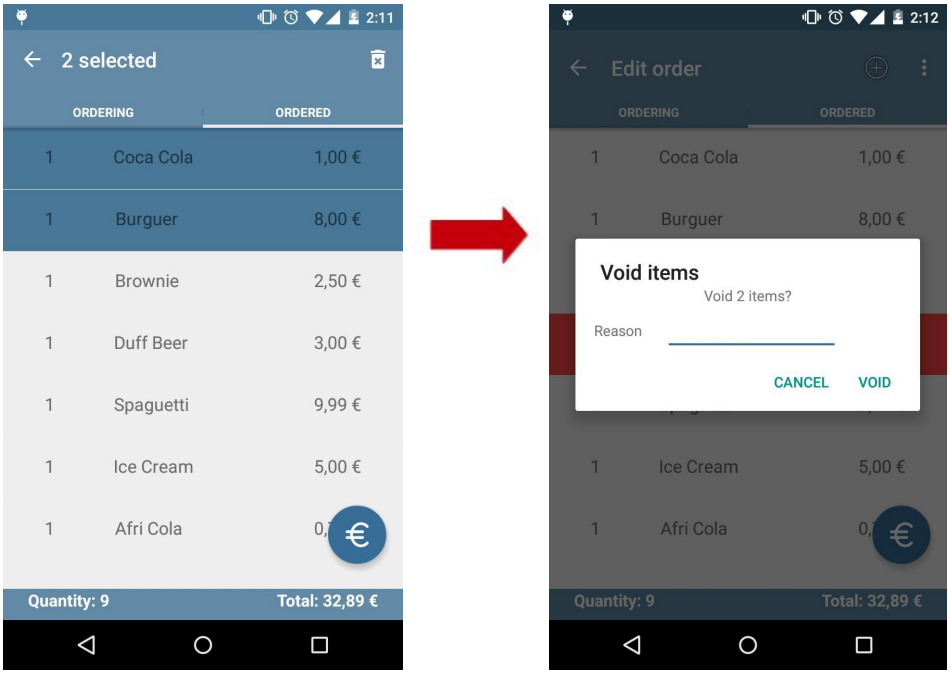
You can also join two orders into a single one, by clicking the join orders toolbar option. This feature allows you to join multiple orders into one. When you click on the option a dialog will pop up, showing the existing orders (order number at the top and table name at the bottom), select the one that you want to join with the current one.

After selecting one, both orders will become one, all the info will be summed up: the remarks, guest numbers, order lines. And the order selected in the dialog will not exist anymore.

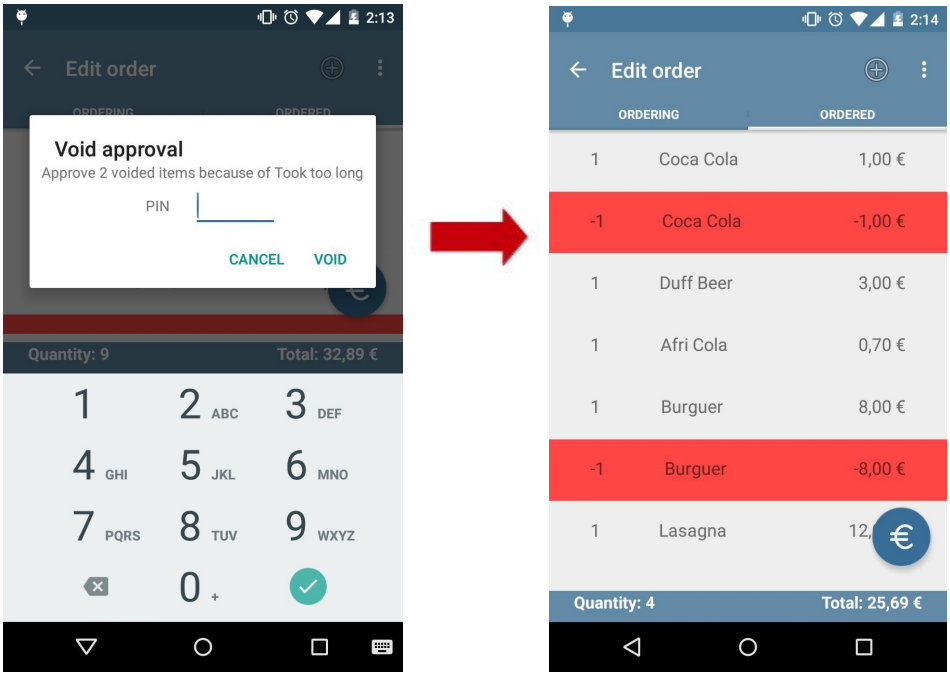


4.3.7. Void items

Sometimes the users don't get what they expected, or sometimes they change their minds after being served. Therefore, Freibier POS gives the user the opportunity to void ordered items. To void items, simply long press on the items that you want to void and click on the top-right icon , a dialog will pop up asking for a reason for the voiding items - ***this field is mandatory*** - once the reason is written click void. Depending on the configuration setted by the admin, a second dialog may pop up asking for a confirmation PIN to approve the void transaction - if this screen is displayed, the administrator must introduce the PIN code to continue with the transaction, otherwise, the void is not possible and will be cancelled.

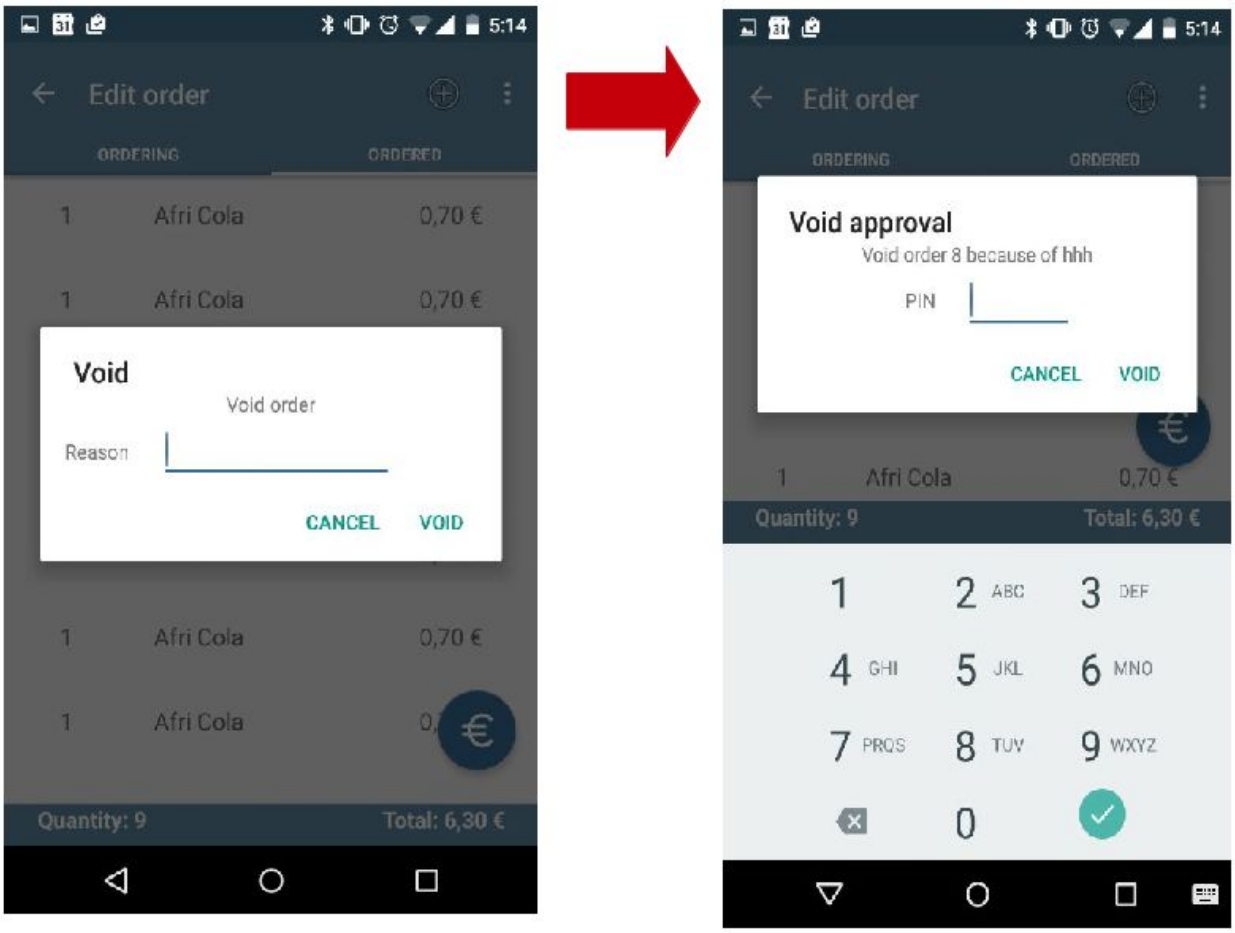


When an items is successfully voided, the line will not disappear from the ordered list. A line with the same product and quantity will be created with negative values on quantity and price, voiding the selected line. This line that is created will be displayed in red, meaning that the line above was voided. ***This lines are also synchronize with iDempiere and the void reason will be written in the description field in the order line***.



4.3.8. Void order

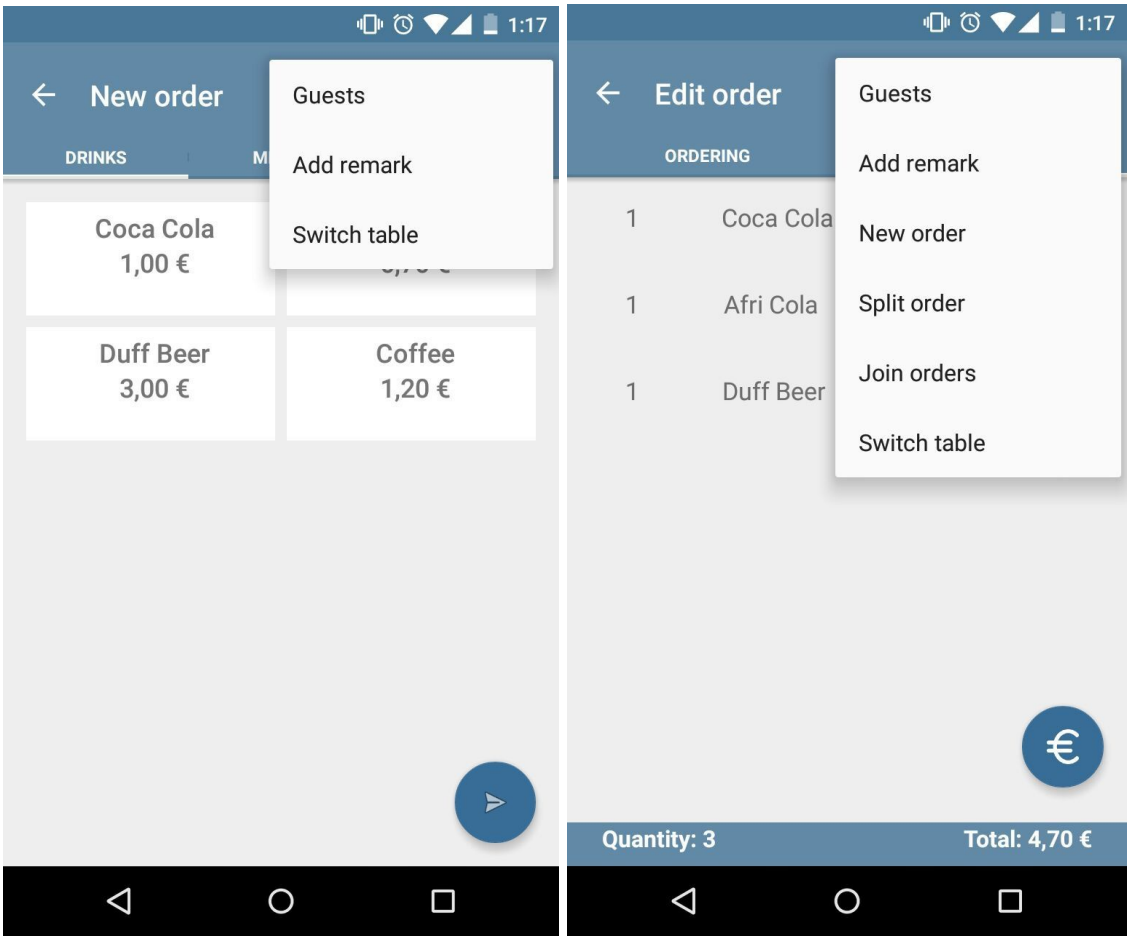
If you need to void the whole order, not just some items. Click on the void order menu option, a similar dialog as the one showed for voiding items will pop up. Follow the same process as before the void the order.



4.3.9. Multiple orders in one table

A table can have multiple orders at the same time, different groups sitting in the same table, or people wanting to have their own order. In the app there are two ways to create more than one order in the same table. After the first order is created as described above, when you click on the table in the main screen, the app will navigate to the screen to edit the associated order. In that screen you can open the menu, and press on the 'new order' option, this will show you the select product screen and you will be able to set all the properties of any order (number of guests, notes, etc.). The new order will be created in the same table and with 1 guest as default.

The second way of creating an order in a table that has already open orders is to click on the ‘quick-order’ button in the main screen, and select the menu option ‘switch table’ to set the corresponding table.



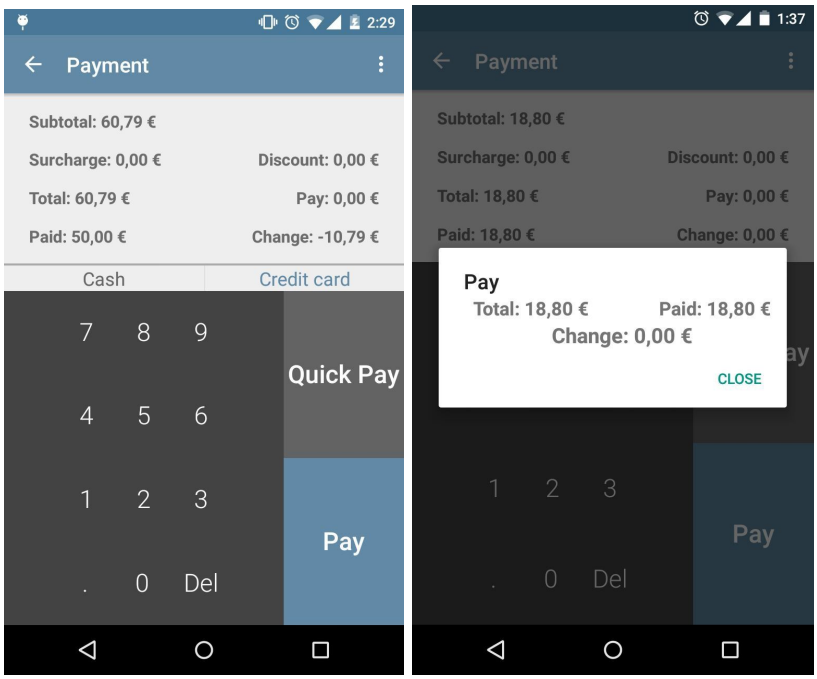
4.4. Payment screen

This screen displays an order summary in the top of the screen and a numeric pad in the bottom. The summary part of the screen, shows you how much must be paid to complete the order and how much change you have to give - in case the customer pays with more money.

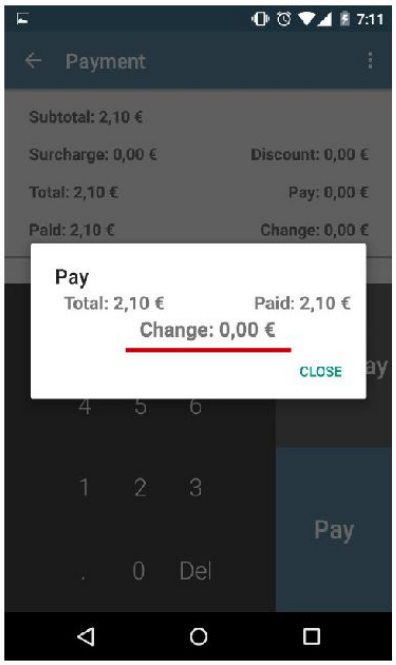
In this screen you can add a surcharge to the order - such as: tips or reservation fees, and add a discount (see **Discount and surcharge configuration section 2.5**). This amounts will be displayed in the summary section and added to the total amount to be paid.

Select in the numeric pad the amount that you receive from the customer, also select the payment type pressing one of the lis items in top of the numeric pad, you can have partial

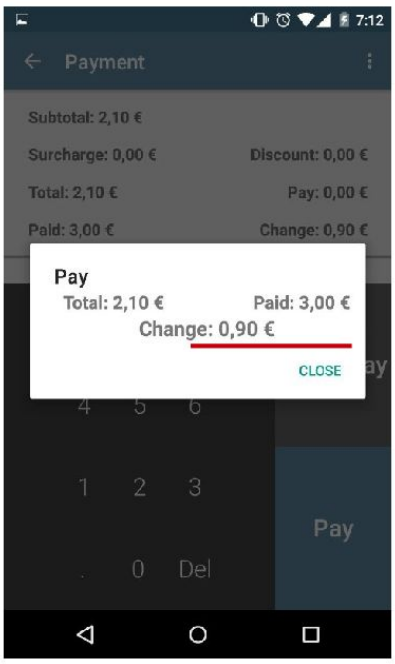
payments by clicking pay every time you get money, and it will be counted partially. Once the money received is equal or greater than the total amount, when you click the pay button. The order will be closed (depending on the configuration setting, it will be synchronized to iDempiere immediately or afterwards).



This screen has also a 'Quick Pay' button, that allows you to pay quickly, setting the amount received as the exact amount to be paid (no change needed).



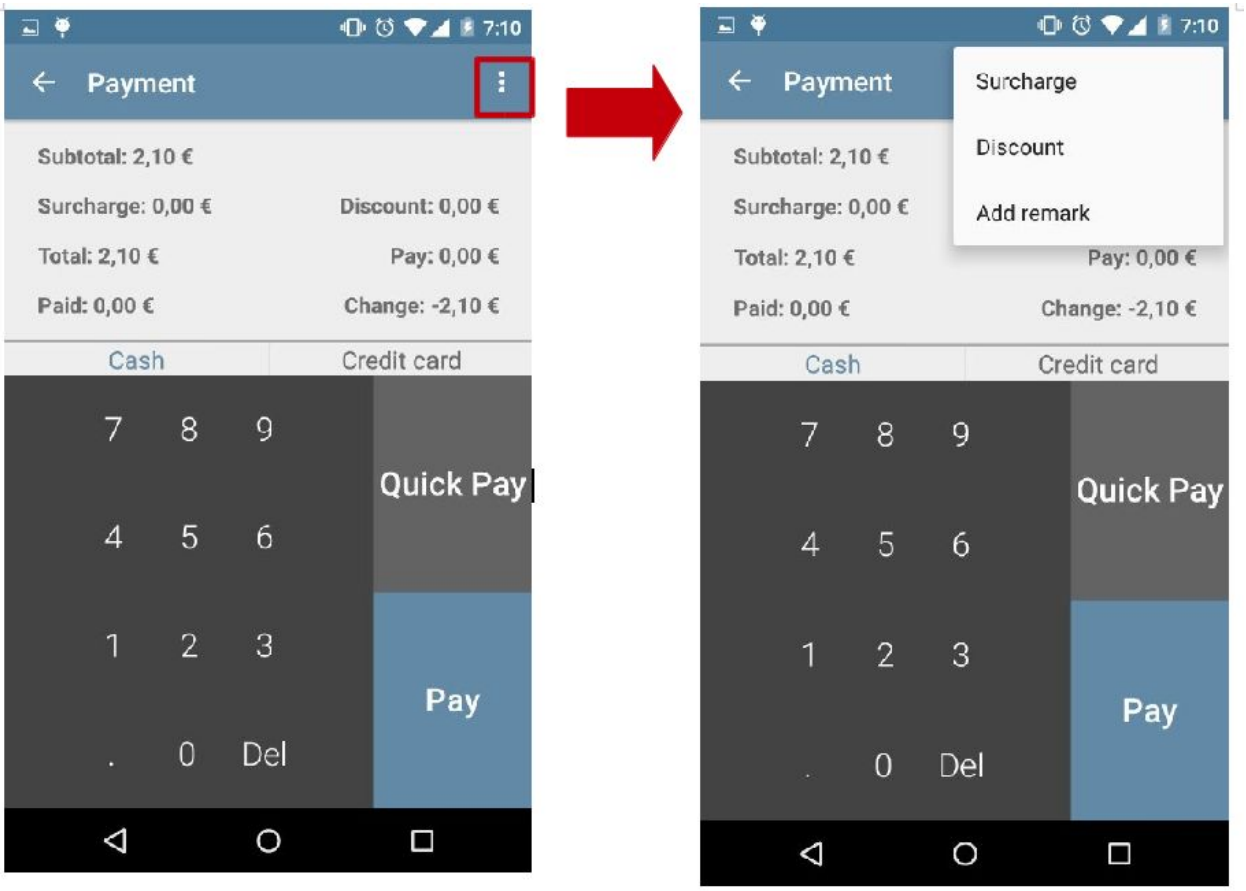
Quick pay



Pay

4.4.1. Add surcharge

You can add some extra charges to some orders (reservation fees, tips, etc…). To add a surcharge, open the menu and select the Surcharge option.

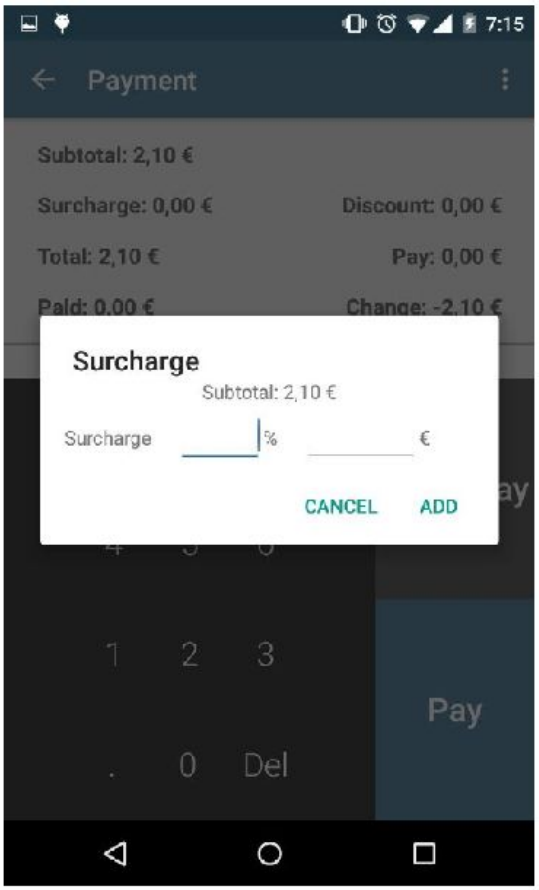


When you do this a dialog is shown with two fields, surcharge amount and surcharge percentage. You have to fill only one, as the other one will be calculated based on the value of the one you choose. The surcharge will be added to the total amount to be paid by the customer.

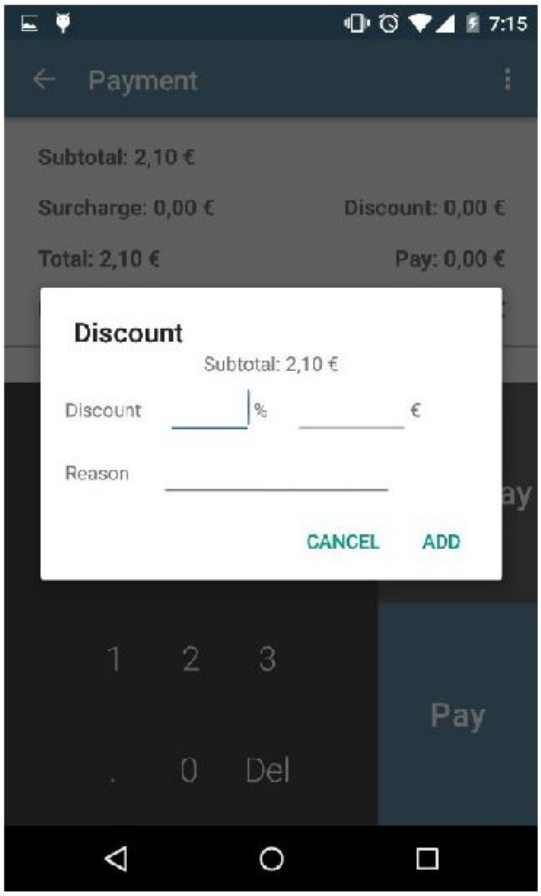
4.4.2. Apply a discount

To apply a discount in an order, you have to select the discount option in the menu. A new dialog will be shown similar to the one to add surcharges. Once again, you have to fill only one of the fields, as the other one is calculated. For the discount you must write a reason for it.

After the discount is added, the discount amount will be subtracted from the total amount of the order.



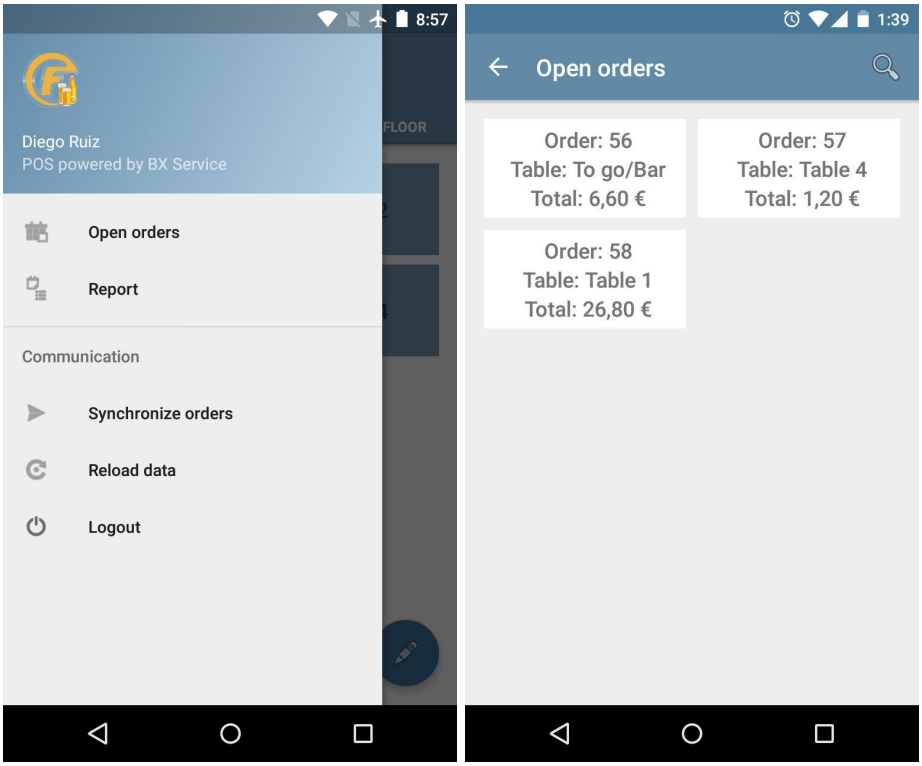
Surcharge



Discount

4.5. View open orders screen

When navigating in the left panel of the main screen, the app will show a view open orders option, when you click on it, you will see a screen showing all the currently open orders - orders that haven't been paid - with a small summary on them. When you click on any of this orders you will be redirect to the edit order management activity.



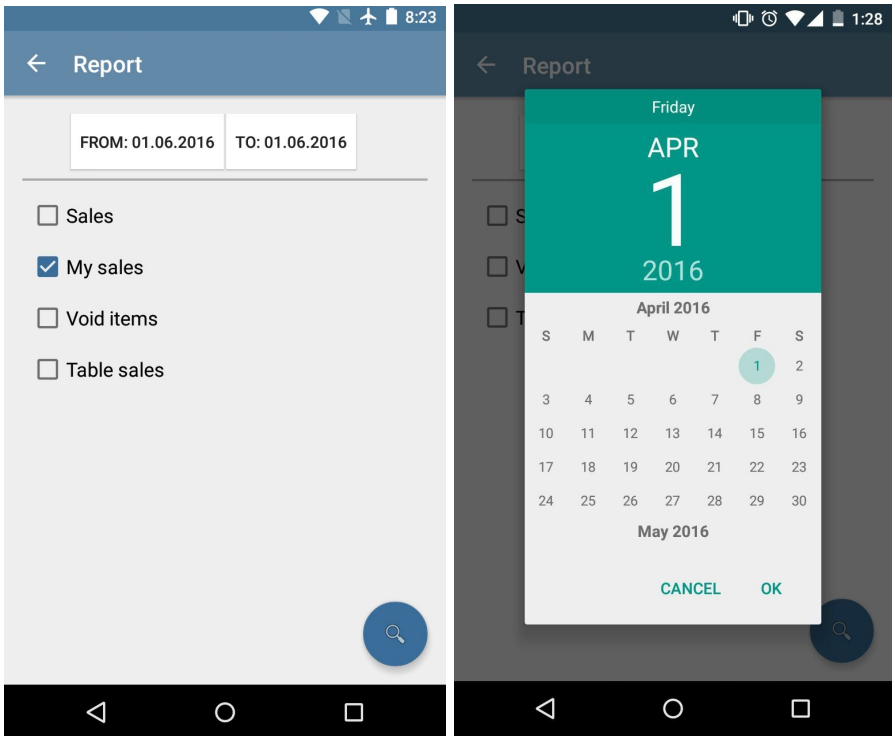
4.6. Reports

The second option in the left panel is the reports button. Usually, you want to see a general overview of your business, or meaningful information about different things in the business, such as:

- Sales: total amount of sales for the business within the selected timeframe
- My sales: total amount of sales by the current logged user within the selected timeframe
- Void items: total amount of voided items within the selected timeframe
- Tables sales: sales within the selected timeframe per table

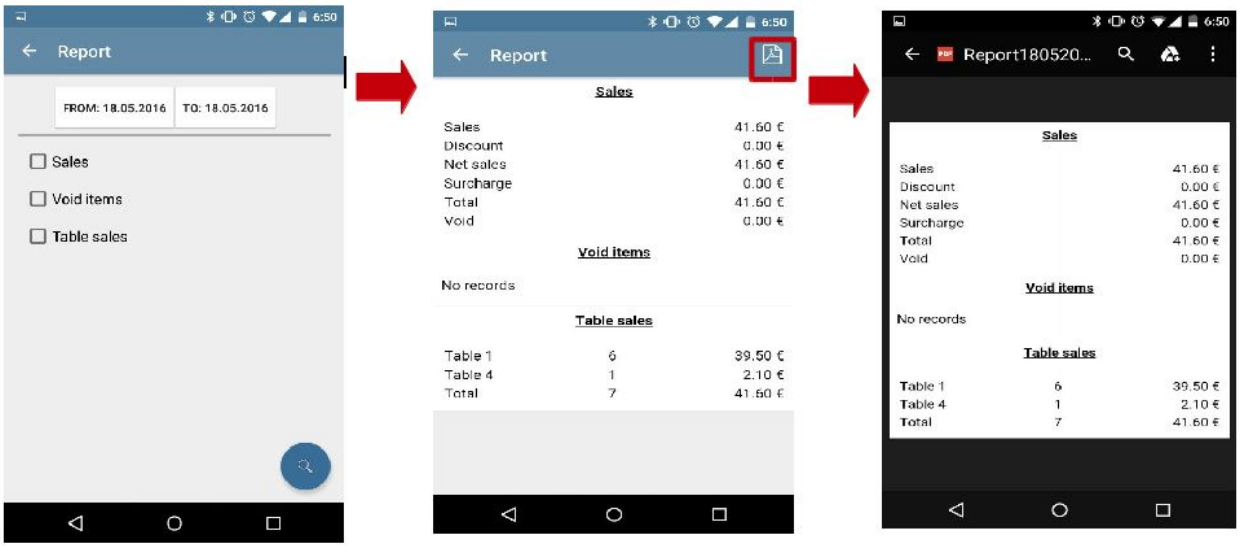
This screen allows you to choose the kind of report you want to see and select the time frame in which you want to check the data (from and to date).

You can select one or more reports to be displayed, and choose the dates to set a time frame in which you want to check the information. Once you set the dates and selected the kind of reports you want to see, click on the bottom-right button (glass icon), to see the result.



Once you click on the button, the app will display the corresponding information about the reports you selected.

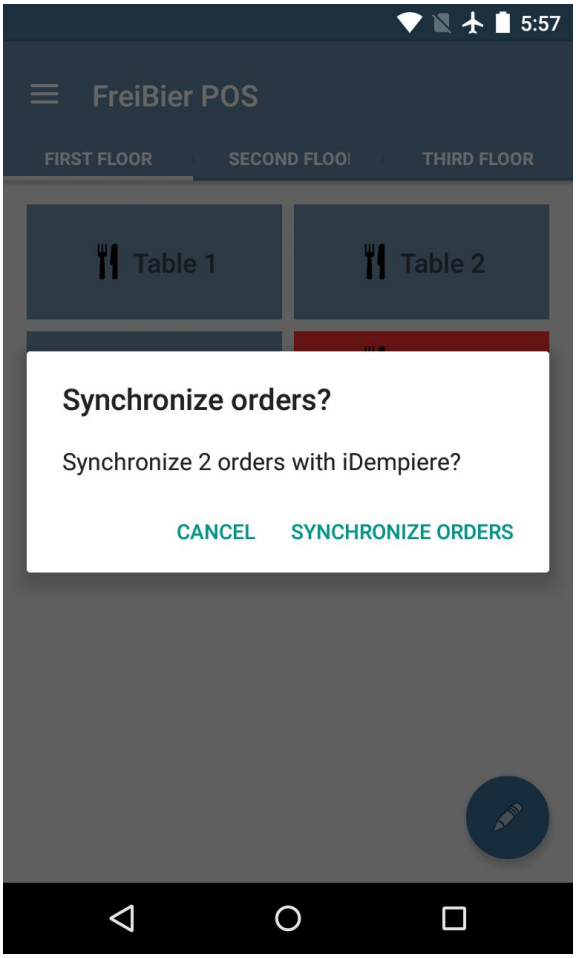
If you want to download the report as a pdf, click the save button . The pdf will be saved in the device's download folder.



4.7. Synchronization button

The third option in the left panel is the synchronize button. Depending on the settings configuration and the internet connection, you might have paid orders that are in the device but have not been yet synchronized with the server. Business don't want that, it can cost accounting irregularities. Therefore, the app provides a button that synchronize all these orders to iDempiere if the connection to the server is possible.

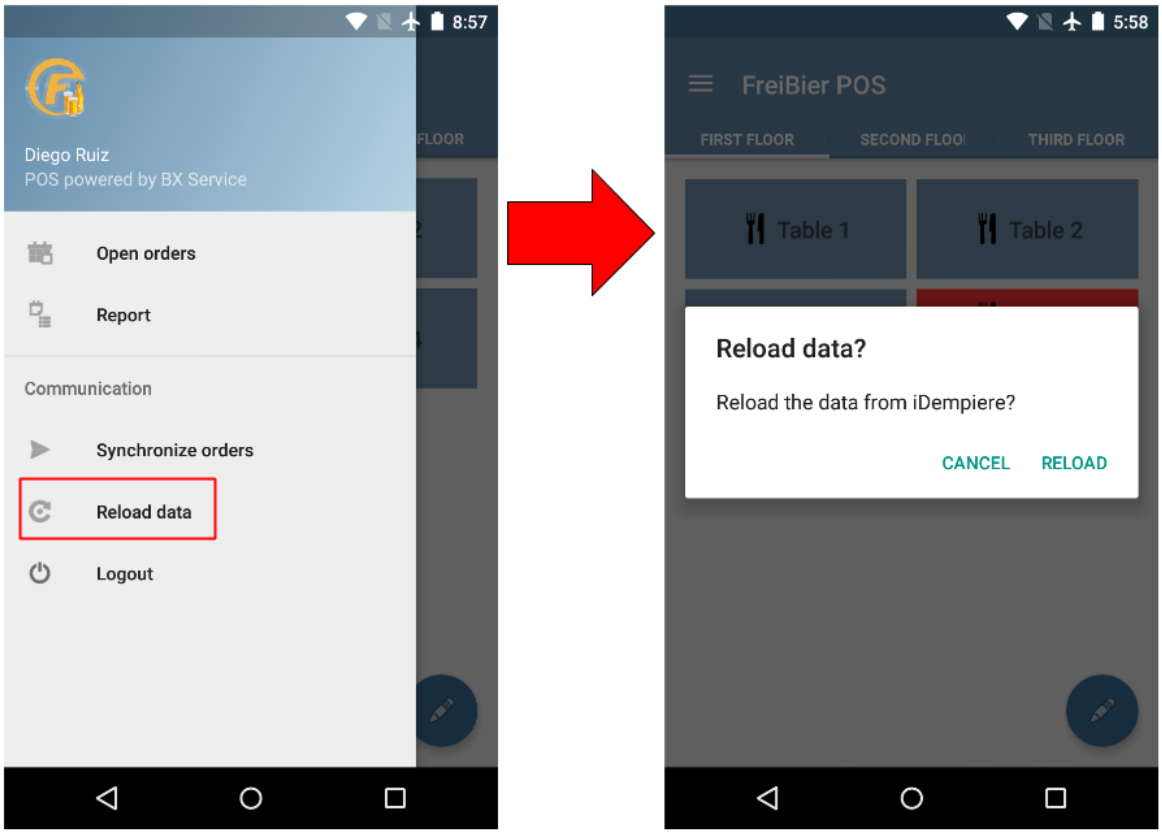
When you click on it, if there are unsynchronized orders. A confirmation dialog, telling you how many orders haven't been send to iDempiere is shown, if you proceed the app sends them to the server.



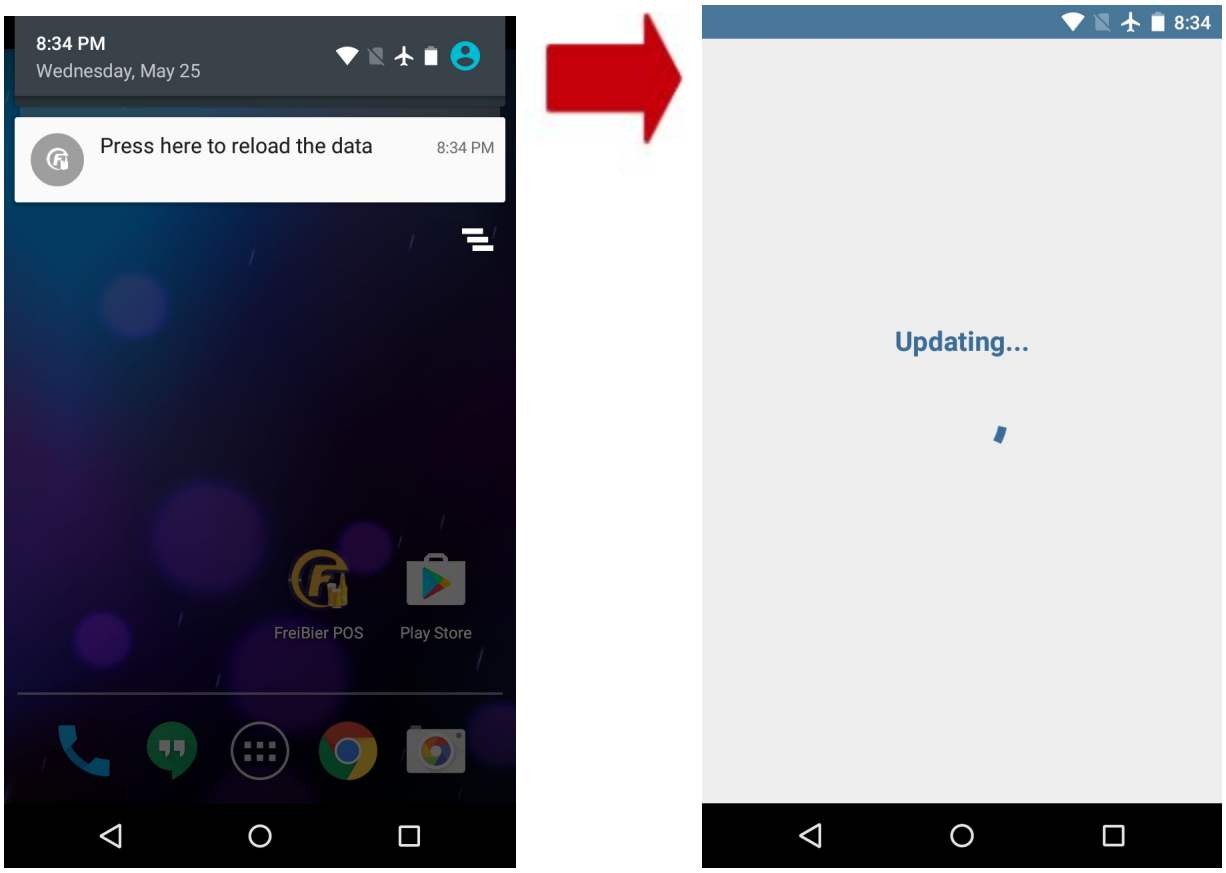
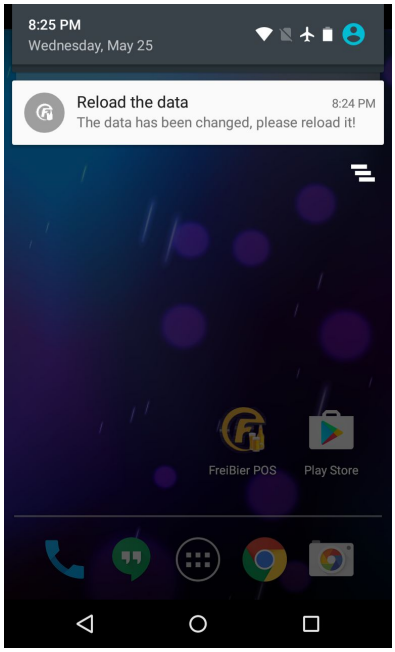
If there are no unsynchronized orders, a message is shown.

4.8. Reload data

If the data is changed in the server (e.g. price change - new product - etc…) and you want to update the data in the app, you can logout and log back in. However, this can be annoying if you have to do it often. By clicking the reload data button in the left panel, all the data in the app gets updated



Sometimes the update is needed, so an update request will be delivered to the device. There are two kind of requests. Mandatory and recommended. If the request is mandatory and the app is not active you will see a notification message. By clicking it, the update will be performed.



If the update is recommended. A notification message will tell the user to perform it manually, so it is recommended to perform the reload data when possible.