



Oscar POS

Sales of sale

manual



This documentation was creates by a simplistic method: How to do this or that? Now and quickly

Oscar POS is software which manages at the same time:
Deliveries of the commands (home-base deliveries, at the office,... etc)
Commands TO BE CARRIED
Commands On the spot (Management of the tables of the Restaurant)
The commands Sale-direct (bar, brewery,... etc)

It is conceived for any trade.
It is Multi-Users and functions networked on several posts.
It can also manage several stores thanks to the module Multi-stores sold separately.

Synopsis

Configuration necessary and installation

- 1> Parameters
- 2> Managing of the products (Inventories)
- 3> Managing of the deliverymen, servers, streets and cities
- 4> Managing of the customers
- 5> Fund of case
- 6> Managing of the schedules of the personnel (Deliverymen, servers,... etc)
- 7> Order by keyboard
- 8> Order by touch screen
- 9> List of commands
- 10> Ballast-bed of the deliverymen in end-of-day
- 11> Résumé of the sales of the day
- 12> Statistic of the monthly sales
- 13> Statistic of the sales by product, city,... etc
- 14> Statistical of the annual sales
- 15> Importation export of the data
- 16> Impression of business cards and badges
- 17> Creation of the work contracts
- 18> Module multi-agencies

For a good first use of the program, to start while following the stages below.

- 1> Parameters the program with the **Parameters** button
- 2> Create or modify the streets, the deliverymen with the button **city Streets....**
- 3> Create or modify the products with the **Products** button.
- 4> If you have already a file customers, you all can import them in only one click in Import/export
- 5> You can start to take your commands with the button **Order taking**

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Configuration necessary and installation

a> Configuration necessary

Oscar POS functions on all the computers whose power is higher or equal to 1GHZ. Memory 256 MO or higher. Any printer jet of ink, matric or thermal. Windows XP, Vista, Windows 7 Windows k2 k3
To use Oscar POS on a computer MAC (Macintosh) the free software xWindows should be installed.

b> Installation

a.1 Installation into single-user

To launch the Livr_install.exe file that you downloaded, or starting from the cdrom.
Choose the language, then follow the instructions

a.2 networked Installation

As example:

3 Computers or cases sales outlet connected networked (Poste1 Poste2 and Poste3...).
One decides which of the 3 will be the server (That which keeps the data)
One takes for example item 1 as server (the others in this case are called customers).

HERE METHOD :

On the Server:

====>1>Installer Oscar-POS

====>2>Go in Parameters, then click on "**Sharing this repertory**", then to note the displayed path

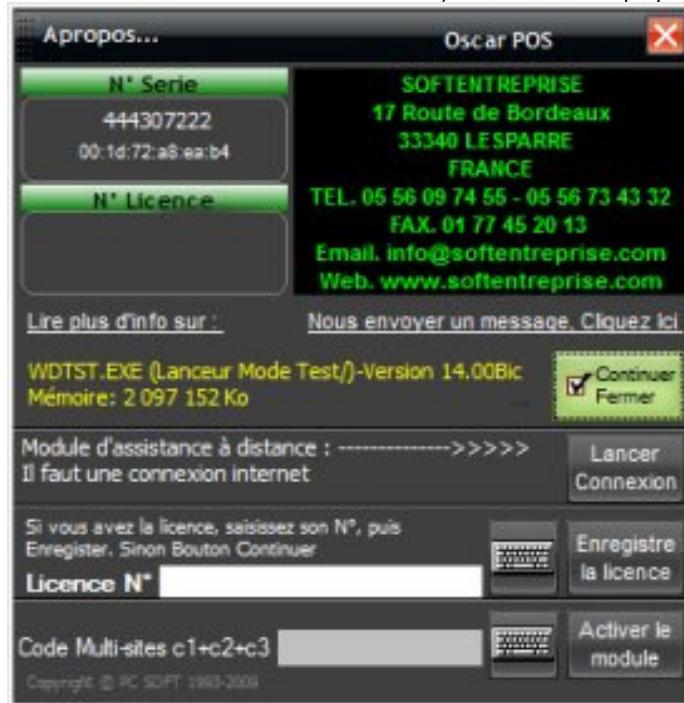
On the other posts:

====>1>Installer Oscar-POS

====>2>Go in Parameters, enter the path that the server indicated to you to note, and Click on the Validate button

It is already finished, you are all networked.

Once the installation of Oscar-POS finished, this screen is displayed

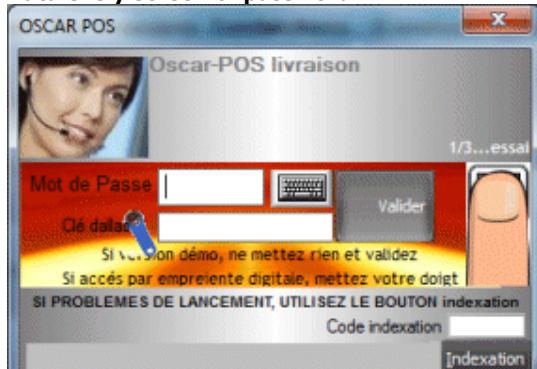


If version of evaluation, click on the button <continuer>

If you have your key of activation, seize it in the field License N° then click on <Save>

To place your order, click on the price button, fill the good then send it with the regulation

Data entry screen of password



Oscar-POS is usable by several users, who do not have all the same rights.

When you to launch the software for the 1st time, it creates you a user by SUPERVISORY defect without password.

In version of evaluation, it is enough nothing to put in the password then to validate

Oscar POS, screen principal

Principal screen - It is the screen which is displayed when you launch Oscar POS.



JOB FUNCTIONS OF THE BUTTONS

Summary:

- (1) : Parameters (Heading of the tickets, printer,... etc)
- (2) : Management of the products and the families (Creation, amendment, inventories,... etc)
- (3) : Management of the cities, Streets, deliverymen, servers, cash clerks, telephones refused
- (4) : Management of the customers and the tables of the restaurant if need be
- (5) : Management of the cash in hand of the deliverymen
- (6) : Management of the planning of the personnel (deliverymen, servers,... etc)
- (7) : Sale (Order taking, method keyboard)
- (8) : Sale (Order taking, method screen)
- (9) : Control system of the deliveries. Distribution of the sales to the deliverymen. Modulate multi-stores
- (10) : Control of the production
- (11) : Display panel of waiting of the customer (commands to be carried)
- (12) : Ballast-bed of end-of-day (Deliveryman by deliveryman, server by server)
- (13) : Consultation of the sales (commands)
- (14) : Summary of the sales of the day
- (15) : Statistics of the sales of the month
- (16) : Statistics of the sales by product, family, city, street,... etc
- (17) : Summary of the annual sales
- (18) : Management of the no-claims bonus and the accounts - checks - gifts
- (19) : Inventory control of the products (Inventory list)
- (20) : Plan of the rooms of the restaurant (Rooms, Terraces, Gardens, Stages,... etc)
- (21) : Management of the work contract
- (22) : Recorder of N° of the telephones of the customers who called

(a1): Management of the multi-stores
 (a2): Center call of the sales (Cal center)
 (a3): Export/Importation of the data.

(a4): On line help which displays the document currently displayed
 (a5): Various informations on the software with N° of license (to be seized after the purchase)

(b) : Display customer (Sales price)
 (c) : Change of user (Session)
 (d) : Surveillance camera

The image of the canter can be replaced by the logo of your company

1> Parameters: It is what you will do in first

The screen is composed of 7 plans presented in the form of vertical menu on the left of the screen has, B, C, D, E, F and G To pass from a plan to another, it is enough to click on has, B, C, D, E or F.

1. A> 1st Plan: COMPANY



(1) : Name of your Company, addresses, Tel.... etc Top of the page of the tickets

(2) : Message in bottom of the page of the tickets.

(3) : 3 lines of publicity in bottom of the page of the tickets.

(4) : Administrator password. It can all see and to do everything.

(5) : Password of the person in charge of the store

(6) : Password of the users (Cash clerks, deliverymen, servers).

Recall: The operator cannot consult the statistics or the parameters for example.

He will not be able to lower the price of a command already recorded without entering a special code.

(7) : Average hourly rate of a deliveryman.

(8) : To seize the securities of tax VAT according to your country.

(9) : Summary of the database

(10): Data directory.

(11): Button to select another data directory

(12): Button to validate the change of repertory

(13): If you are networked, and if this post is the server, it is necessary to use this button to share the repertory

(14): To stop the sharing of the data directory on the network

(15): To notch if the operator can modify the prices during the order taking

(16): To notch if one can print reduced invoices (Finely 3 people... etc)

(17): Data directory.

(18): To modify this repertory

(19): To validate the change of repertory

(20): If you are networked, and if this post is the server, it is necessary to use this button to share the repertory given.

(21): To cancel the sharing.

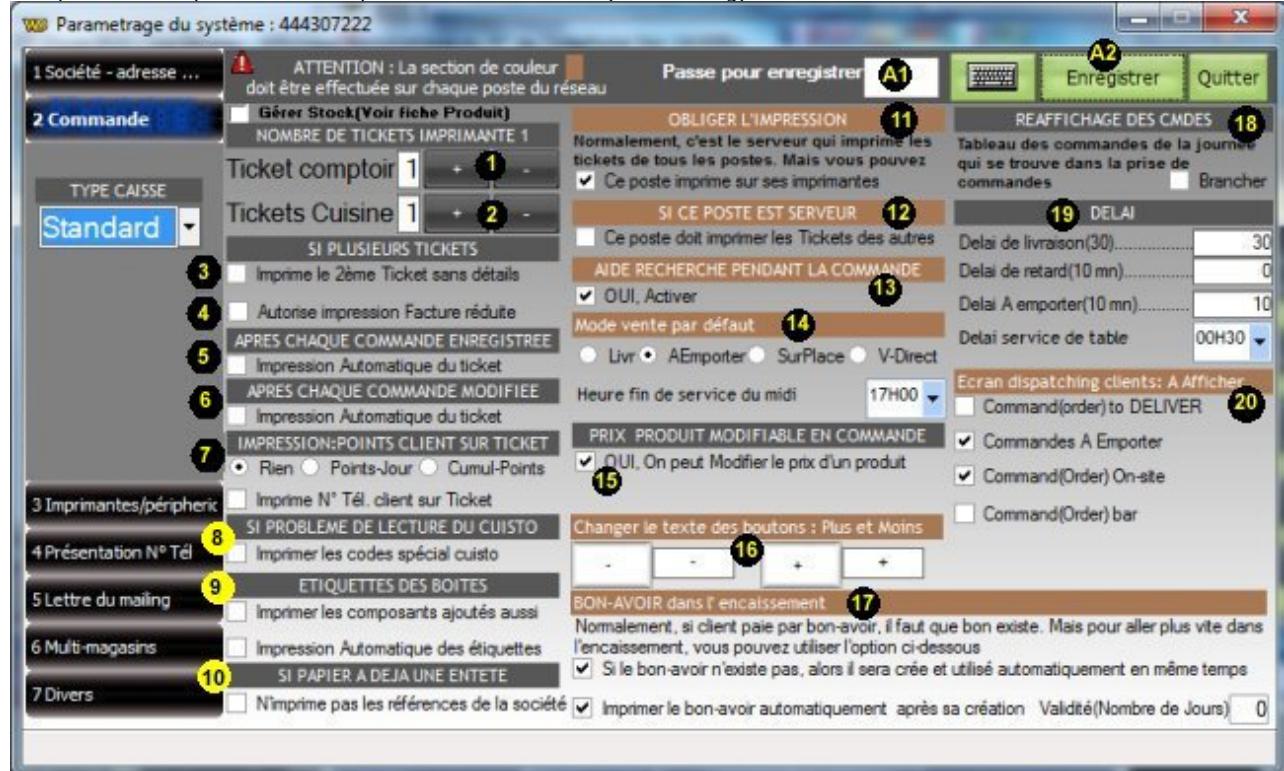
(A1): Supervisory password to record if you carried out amendment (vacuum by defect)

(A2): To record the amendments

RECALL: The button keyboard makes it possible to seize in the event of use of touchscreen.

1. B> 2nd Plan: Rules of management

This plan enables you to seize the parameters of the sales (order taking)



- (1) : To increase or decrease the number of tickets counter to be printed for each presetting control
- (2) : To increase or decrease the number of tickets cooks to print for each presetting control
- (3) : No the price nor information customer on the 2nd ticket
- (4) : To be able to print reduced invoices (Example: 2 menus aquatic)
- (5) : Automatic impression of the ticket after each recorded sale
- (6) : Automatic impression of the ticket after each modified sale
- (7) : Impression of the points and N° of telephone of the customer on the ticket
- (8) : Only the codes of the products will be printed (Example: chief cook cannot read)
- (9) : To print the labels of limp
- (10) : To notch if impression on paper which contains already headings
- (11) : To notch to oblige this post to print on its printer
- (12) : To notch if this post must print the tickets of the other posts of the network
- (13) : To notch if you wish that the software seek the product as soon as you start to seize his code
- (14) : Selection of the mode of sale per defect
- (15) : To notch if one can modify the prices during the order taking
- (16) : Parameter setting of the 2 buttons with and without
- (17) : Regulate management of the no-claims bonus
- (18) : To notch if you are networked Rafraîchir the list of commands taken
- (19) : Time of preparation and delivery of the commands
- (20) : Parameter setting of the screen display in room of consumer expectation

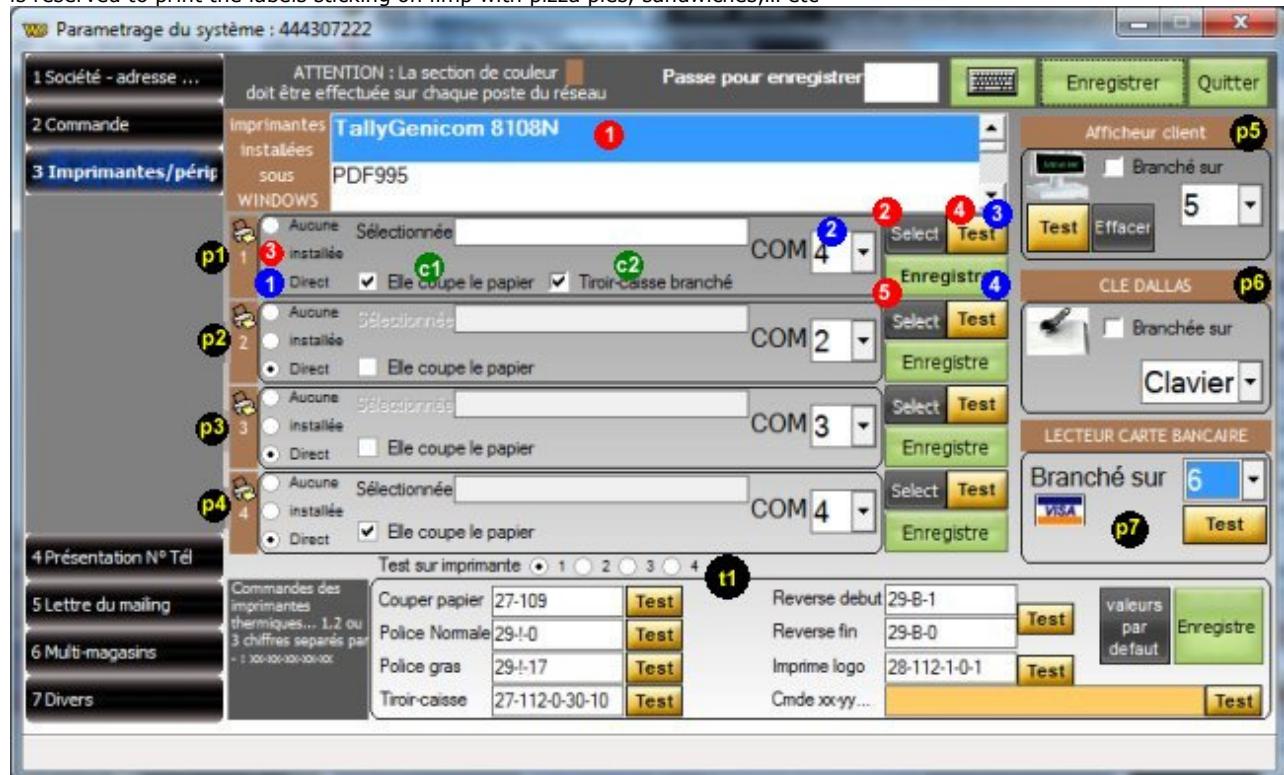
(A1): Supervisory password (A2): To record the amendments

1. C > 3rd Plan Printing and peripherals

To print the tickets, Oscar POS can use up to 4 printer simultaneously (P1, P2, P3 and P4).

The principal printer (N°1) is reserved for the ticket customer, and if need be a ticket cooks.

Printers 2 and 3 are reserved to print in one or 2 kitchens. Example: cook 1 for the pizza pies. Cook 2 for the meats. Printer 4 is reserved to print the labels sticking on limp with pizza pies, sandwiches,... etc



There are 2 methods to use a printer:

1>Utilization with through its pilot of installation (Printing installed using its cdrom): See red circles
direct 2>Utilization if it is a printer special ticket (With or without pilot installed): See blue circles

It is advised to use the printer with the 2nd method (Direct), because it is faster

Recall:

If your printer ticket is standard series, and that your computer does not have a connector series, then he suffit to buy A cable converter USB-Series.

To parameterize a printer (installed/Windows), it is enough to carry out the 5 operations indicated in red circles.

1-select the printer in the list of the printers installed under Windows

2-click on the Select button

3-choose the option installed

4-carry out a test to see whether the printer prints correctly

5-if the test is Ok, then click on the Save button

To parameterize a printer into direct, it is enough to carry out the 4 operations indicated in blue circles.

1-select the Direct option

2-to select the wearing of communication of the printer

3-carry out a test to see whether the printer prints correctly

4-if the test is Ok, then click on the Save button

(p5): Parameters of the display customer

1-if a display is connected, notch the option

2-select the wearing of communication

3-throw a test with the button Test

(p6): Identification by Dallas key

1-if this apparatus is connected, notch the option

2-select the wearing of communication

1. D> 4th Presentation Plan of N° of telephone of the customer

To use this option you must:

a>Install a modem compatible with the presentation of N° of the appealing one.

to b>Have the presentation of N° of telephone in your subscription

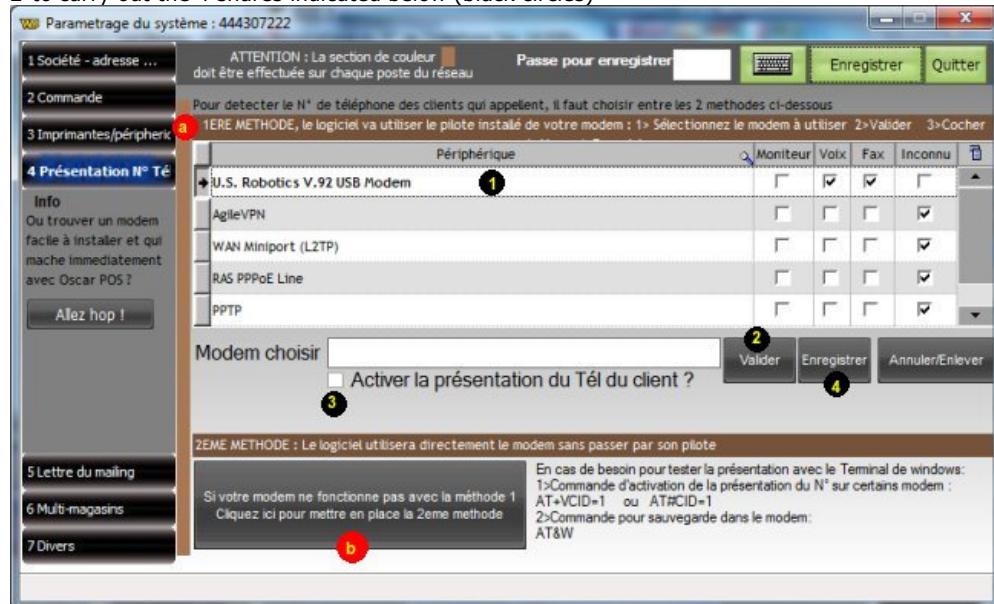
For parameters your modem or telephone installation well, it is necessary to test method 1 then, if that does not go,

You can pass to the test of the 2nd method.

Method 1:

1-install your modem if it is not already done

2-to carry out the 4 shares indicated below (black circles)



Method 2:

With this method, Oscar-pos dialogs directly with the modem to determine its operation.

To test the presentation:

<1>Select V92

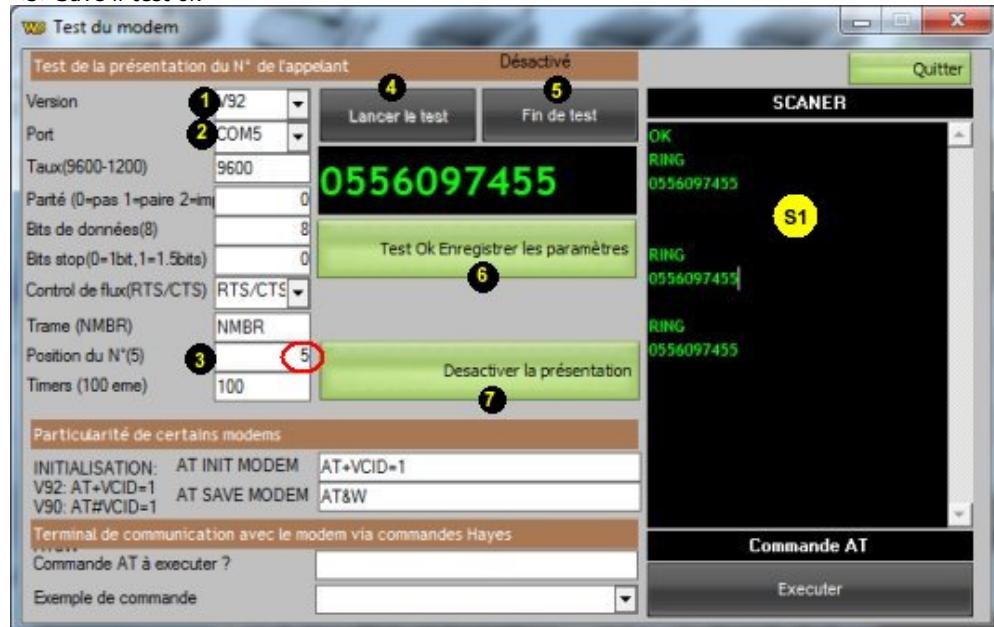
<2>Select the wearing of communication of modem COM1 or COM2 or COM3,...,

<3>Enter 5

<4>GO the test. Take a mobile phone and to call

If N° of telephone is displayed exchanged in the scanner, then modify the position (see 3)

<5>Save if test ok



1. E> 5th Letter Plan of mailing

We will further see, in the management part of the customers, whom one can send a mailing to a group of customers Selected. But to make a mailing, a form letter is needed. It is here that you can write this form letter.

1. F> 6th Plan Modulates multi-stores

This module is reserved to the customers who wish to manage several stores at the same time. It is sold separately and has its own documentation

2> Managing of the products

Each product belongs to a family. Each family has a color which you can modify.

The screenshot shows a software window titled 'Gestion des articles'. At the top, there are several buttons labeled with numbers: 6, 13, 5, F12 Afficher, Produits Imprimante2, ABC, DEF, GHI, JKL, MNO, PQR, STU, VWX, YZ, F6:Imprime Table, F7:Imprime CodeBare, and Quitter. Below these are dropdown menus for Famille (SUSHI), Sous-Famille, Désignation, Codebarre, Taille, and Stock. There are also buttons for Stock Alert, Produits Imprimante3, Produits Imprimante2-3, and Produits Imprimante4. The main area is a grid of product data with columns: Photo, Famille, Sous-Fam, Réf, Codebar, Désignation, T, Livraison, AEmporter, ServTable, BarBras, Points, Stock, Ordre, and a delete icon. A tooltip above the grid says: 'Pour modifier le classement des articles, utilisez ces 2 boutons Pour simplifier : il faut le faire famille par famille'. The grid contains several rows of products, with some highlighted in green or yellow. A blue circle highlights the 'SUSHI' row, and several red circles highlight rows with red crosses in the first column.

In this board

It is said that a product **is selected**, when its line is in bold faces. There is always only one in the board of them.

It is said that a product **is marked**, when it has a Red Cross on the left. There can be no, one or more.

How to mark or remove the mark of a product in the board? One does it by using the button (13)

For what is used to mark one or more product?

Example: One wants to put the price of 2.30 to the 12 desserts. With the binder to make: 12 times the same thing:

Double-click on the 1st dessert, to put 2.30 in the price then to record

Double-click on the 2nd dessert, to put 2.30 in the price then to record

..... etc until

Double-click on the 12th dessert, to put 2.30 in the price then to record

THE 7 DESSERTS ARE MARKED, THEN ONE USES THE BUTTON (15) TO MODIFY THE 12 AT THE SAME TIME

The column T represents the size of the product. When the product does not have size one puts simply **0**

- (1) : To create a product, a card produced opens to obtain its information (Code, designation, price,... etc)
- (2) : To modify the product produces it selected (Line in bold faces), its card produced opens.
- (3) : To remove the selected product (Line in bold faces)
- (4) :
- (5) : To print the board of the products display-To print the barcode of the displayed products
- (6) : To display the products
- (7) : Allows to display only the products of a family
- (8) : Allows to display only the products of under family
- (9) : Allows to display only the products whose name starts with
- (10): To seek products according to code-bars
- (11): Allows to display only the products according to the size
- (12): To display the products which are managed in inventories
- (13): To display the products which were parameterized to be printed on printer X
- (14): To display the products which have points
- (15): To mark/Dissociate (To put the cross - To remove the cross) produced selected
- (16): To mark/Dissociate (To put the cross - To remove the cross) all the products of the board
- (17): To modify the marked products simultaneously (Example: to put price 2.30 for the 3 desserts into 1 only time)
- (18): Management of the supplements
- (19): Allows to move upwards a product or to the bottom (Classification)

The small blue circles make it possible to seek in the board

Management of the families of products.

To add a family, it is necessary to seize her name in (2) then clicking on (3)

To modify a family, it is necessary to click on its line, to modify its noun in the field (4) then click on (5)

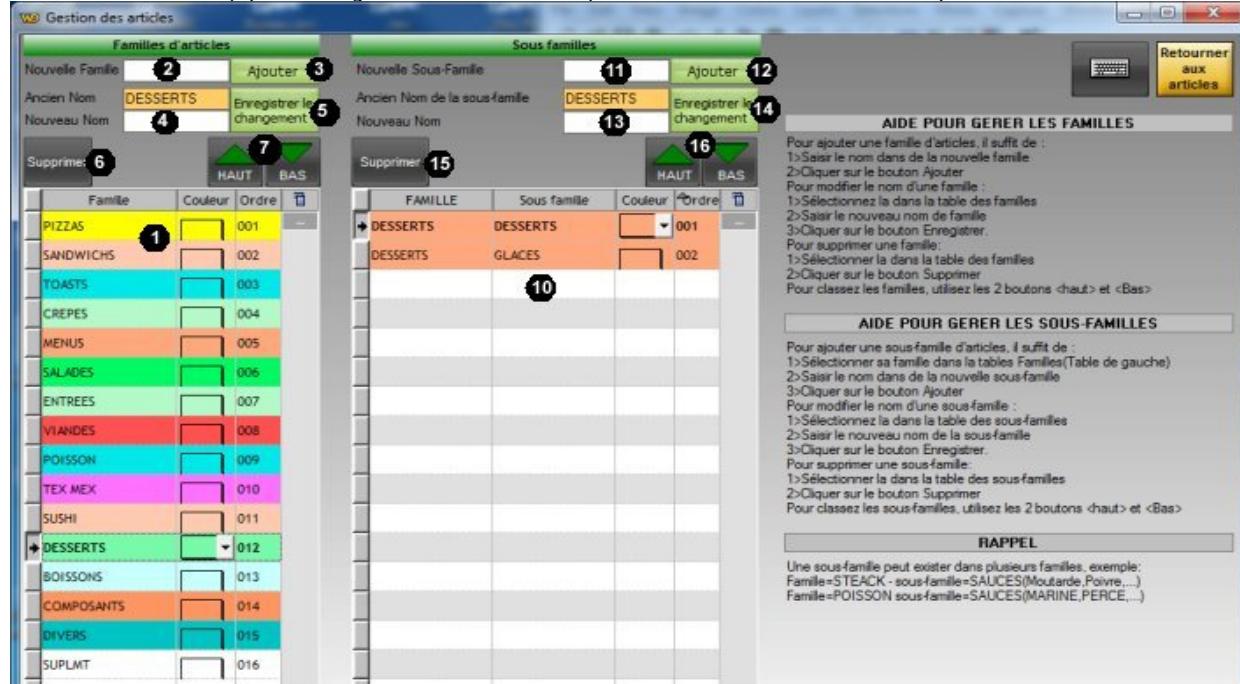
To remove a family, it is necessary to click on its line then click on the button (6)

To classify (to order) the families, use the 2 buttons (7)

A family can contain subfamilies.

To create subfamily of a family, it is necessary to select the family in the board on the left, then to start with

To create its subfamily (the management of the subfamily is identical to that of the families)

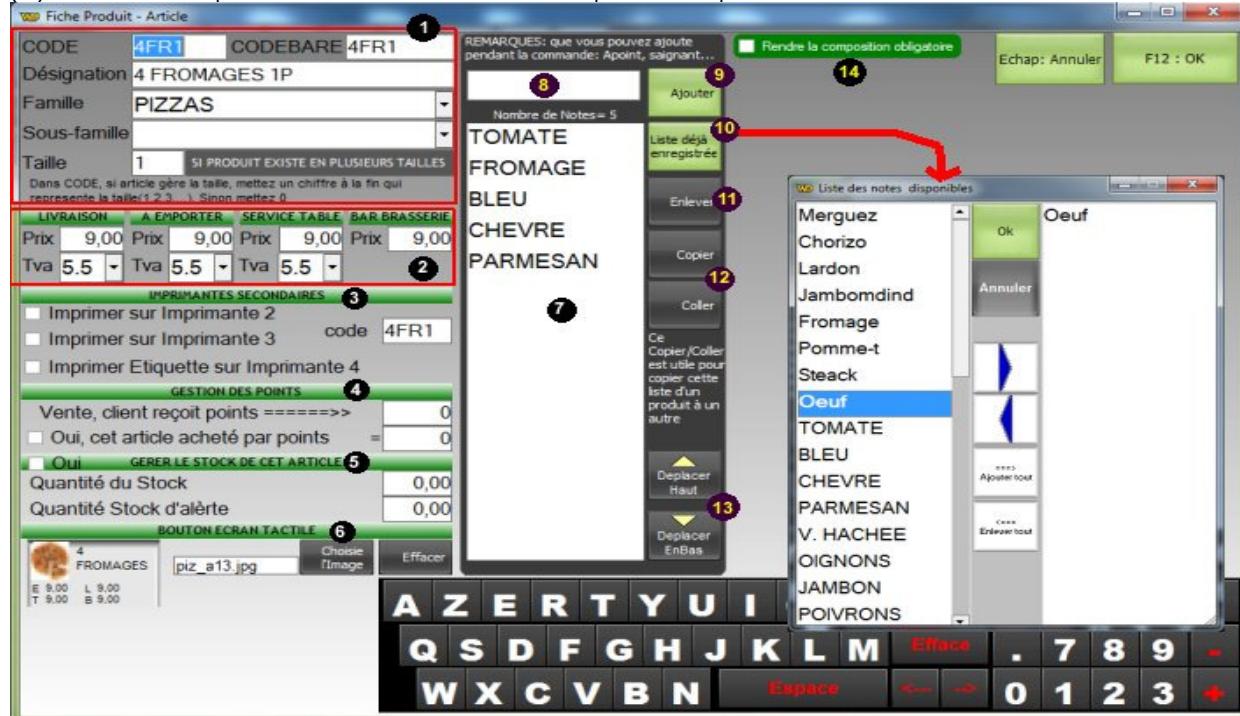


CARD-INDEX PRODUCES

It should be known that one is not obliged to seize all in this card. One can create a product in 30 seconds:

Enter (1), enter (2) then to record. It is sufficient to work.

(M): To notch if the product is a menu or an offer made up of several product



How to code the products? If you have products which have 3 sizes, here the best way of numbering:

Each product has a code **ABCX**,

ABC=3 characters beginning of its name for example

X =1 character for the size of the product (**1,2 or 3**).

Example:

let us 4jambons junior 1Personne, one will put for example: **4JA1**

let us 4jambons senior 2personnes, one will put for example: **4JA2**

let us 4jambons family 4/5personnes, one will put for example: **4JA3**

For the other products which do not have size, you code them as you want.

Code examples to help you:

Pannini jambon= **PANJA**, Pannini bleu=PANBL, COKE 33CL=COC33, COKE 1.5 L=COC15,

Lasagne=LASAG

CAUTION: To manage the inventories of a product, it is necessary to open its card and to notch the option *Managing Inventories*.

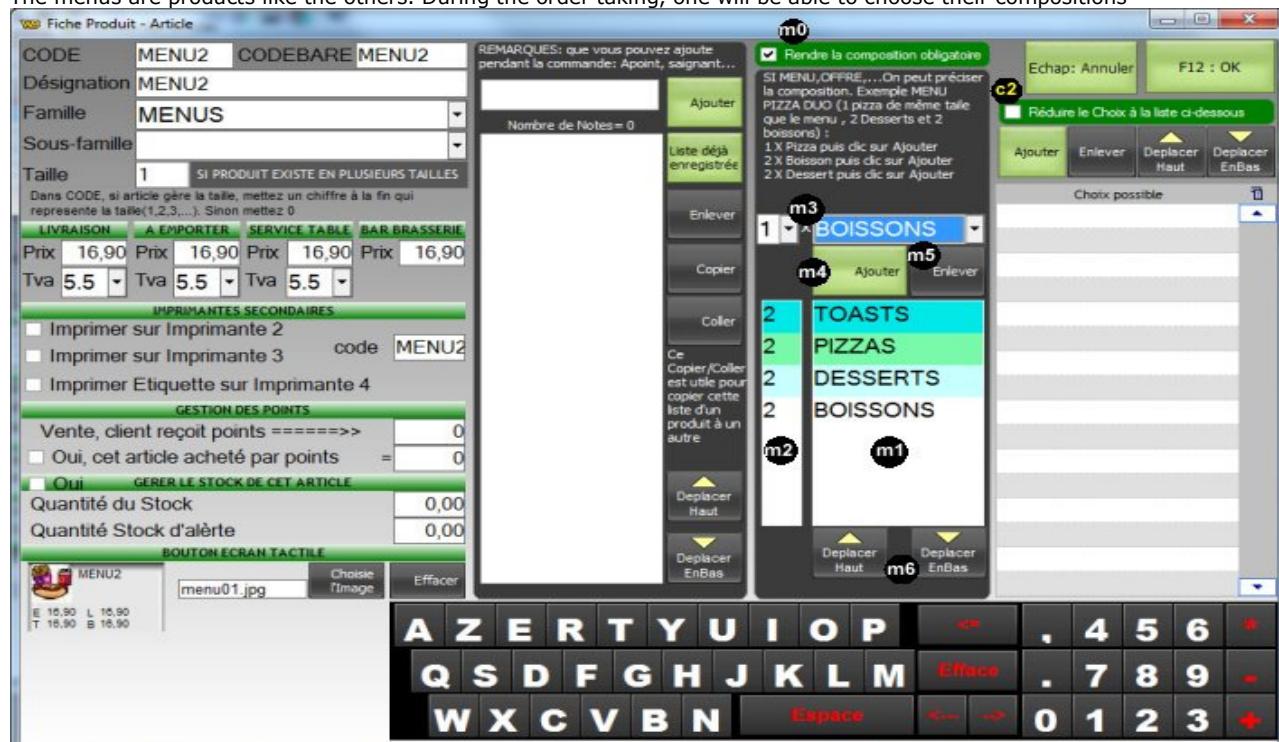
CARD-INDEX PRODUCES Of a COMPONENT

The codes of the components (Ingredients) always start with a star, *CHAP example for mushroom

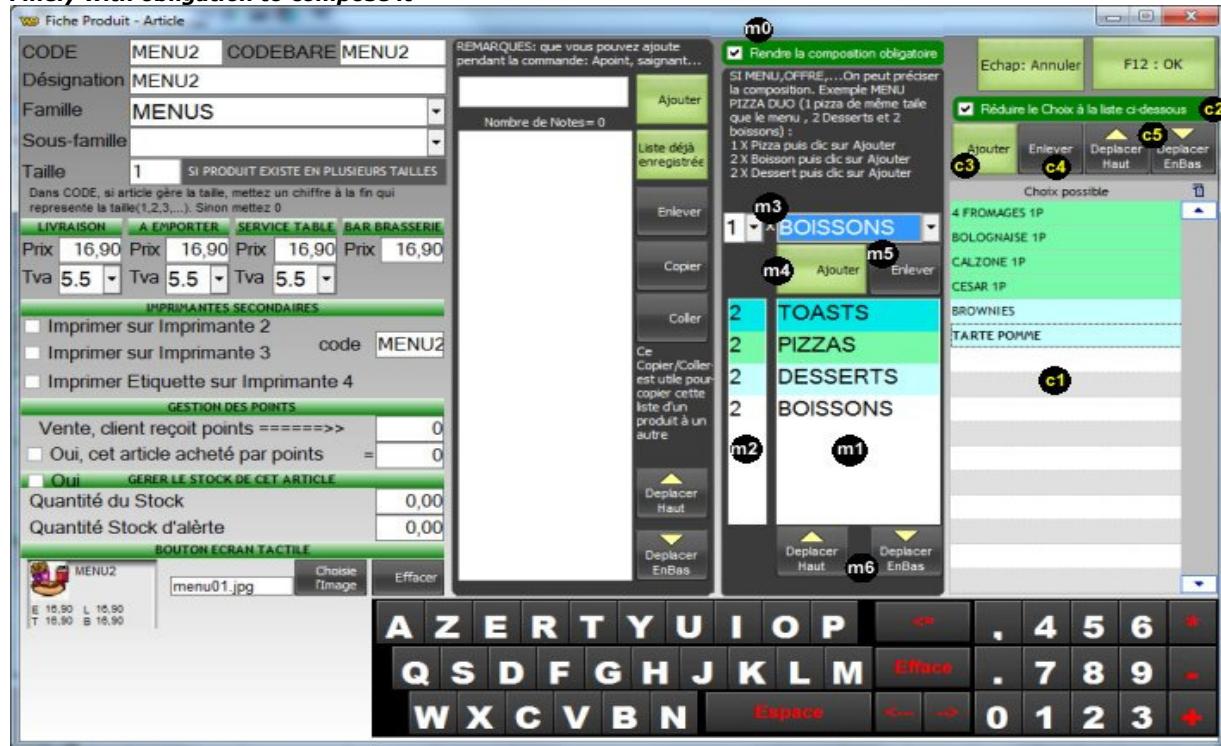


CARD-INDEX PRODUCES Of a MENU OR OFFERS

The menus are products like the others. During the order taking, one will be able to choose their compositions



Finely with obligation to compose it

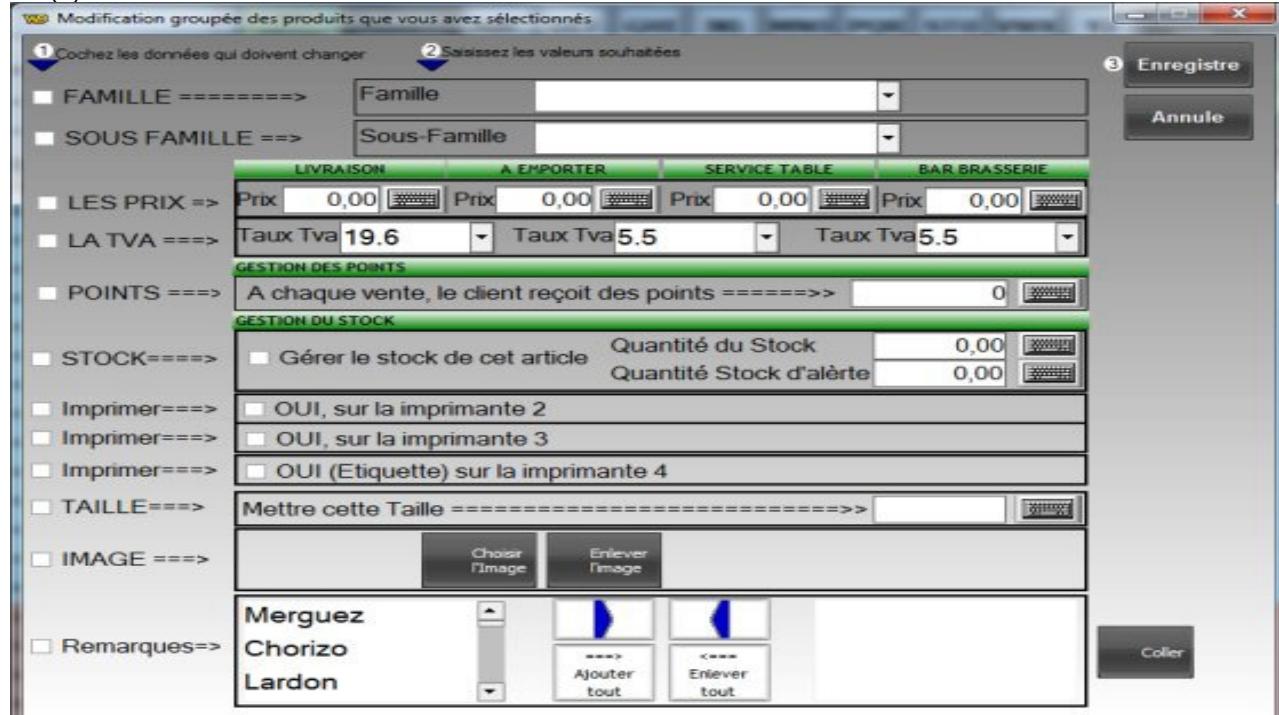


CARD-INDEX AMENDMENT OF SEVERAL PRODUCTS SIMULTANEOUSLY

To modify several products simultaneously (to put them all in the same family, to affect the same price to them,... etc)
It is enough to:

>> Les to select in the board of the products using the 2 buttons (13) and (14) then to use the button (15) to reveal the screen in which you made below:

- >> (1) Notch what you want to affect (family, under family,... etc)
- >> (2) To put the desired value
- >> (3) to validate



3> Managing of the deliverymen, servers, streets and cities

To add a line in one of the boards below, it is enough to click on the first blank line and to seize.

The personnel (Server, deliveryman,... etc) have a whole a code of 4 characters.

To exclude a street from the delivery, to use the column "not to deliver"

The screenshot shows a window titled "Paramètres des fichiers (Ville, Rues, Livreurs,...etc)". It contains five tables:

- Téléphones à ne pas livrer**: Tel (012211221, 0123423423), Motif (CABINE, MAUVAIS PAYEUR).
- Livreurs, Serveurs, ...etc**: Code (C001, L001, S001, SERV), PASSE (C001, L001, S001, SERV), Téléphone (0.00, 0.00, 0.00, 0.00), Base/H (0.00, 0.00, 0.00, 0.00), V001 (V001, 0.00).
- Zones livraisons (code en 3 cara)**: Code (ZN1, ZN2, ZN3), Libellé (zone 1, zone 2, zone 3), Couleur (yellow, green, orange).
- Villes-Affichage seulement**: VILLE (EVRY, LESPARRE, LISSES, PARIS), Rues (3, 5, 3, 3).
- Rues des livraisons**: Rue (MARBRE AV, MARGOT BD, RASPASSE AV, ROUTE DE BORDEAUX, CHICAGO RUE DE, RIO RUE DE, REPUBLIQUE RUE, BORDEAUX ROUTE DE, RASMES RUE), Ville (EVRY, EVRY, EVRY, LESPARRE, LESPARRE, LESPARRE, LESPARRE, LISSES), Cp (91000, 91001, 91001, 33340, 33340, 33340, 33340, 91001), Plan (3, 3, 1, 1, 1, 1, 1, 2), Zone (ZN2, ZN1, ZN3, ZN3, ZN3, ZN3, ZN3, ZN1), Ne pas livrer (unchecked, checked, unchecked, checked, unchecked, unchecked, checked, unchecked).

4> Managing of the customers

If you manage the tables of the restaurant, it is displayed like a customer card

Normally, one seized customers during the command, but you can seize them here if you wish it.

The part of left makes it possible to seek the customers according to several criteria. For example to find the customers:

* Whose name starts with Dub (Dubois,... etc): To put "Dub" in Name then to seek

* Who lives in Paris: To put Paris in city and to seek

* Whose N° of Tel. starts with 014578: To put 014578 then to seek

Button (F4): To create a customer card

Button (F5): To modify a customer card

Button (F6): To remove a customer card

The screenshot shows a window titled "Gestion des fiches clients". It includes search fields for Nom, Société, Ville, Rue, N° Tel, and CA >=, and buttons for Chercher (5), Afficher Tables, F7 Imprimer, F8 Étiquettes, Mailing, F4 Créer, F5Modifier, F6 Supprimer, and Quitter.

A central panel displays a table for creating tables for the restaurant, specifying Début des N° (0), Fin des N° (0), and Zone (selected). A sub-panel F11: Nouveaux clients du mois? shows fields for Clients qui n'ont pas commandé depuis (0 mois) and Clients qui ont commandé (De 01/11/2009 à 23/11/2009).

The main list area shows client details:

Tél	Nom	Société	Zone	Rue	Ville	Points/NbCdes	CA	Dernière	Carte Cpt	B
0111111111	ERIC	SOFTENTREPRISE	HIA! ANGLAIS AV DES		NICE	1	8	21/11/2009		
056097455	LEA BEN		R4T1 ROUTE DE BORDEAUX		LESPARRE	-2	2	64 21/11/2009		
A EMPORTER	A EMPORTER	A EMPORTER								

5>money (Deliverymans)

The screenshot shows two windows:

- Gestion des fonds ...**: A table for modifying funds by day (JOUR) on 23/11/2009. It lists LIVREUR (C001, C002, C003, L001, S001, V001) and MONTANT (0,00, 0,00, 0,00, 0,00, 0,00, 0,00).
- Modifier-fond de caisse**: A dialog box for modifying the cash drawer fund (Fond de caisse) to 0,0000. It includes a numeric keypad and OK/Annuler buttons.

6> Managing of the schedules of the personnel (Deliverymen, servers,... etc)

To seize the schedules of a person:

To select the person in the code list in top on the left

To select the month and the year if need be

To begin the data entry while clicking directly on the boxes of the board

Oscar POS enables you to take commands as well on a PC as on a TPV.

7> Order taking by method keyboard

According to whether you work on a PC and keyboard or a TPV This screen can be handled 100% by the keyboard, without the mouse.

The button **How it goes**, will give you some information on the function of each button of this screen.

The screen of the order taking is composed of 3 principal parts:

- * Customer part, with Name, company,... etc
- * Left the ordered products, it is the board in bottom of the screen.
- * Part lists presetting controls, It is the board on the right.



Will know that with this screen, you can already record the customers whom you have in your address book Customers, without recording of sales. Here method.

<1>F9 to erase the screen

<2>Enter N° of Tel. of the customer

<3>If the customer already exists, the program the poster automatically, if not he proposes to you to seize it.

To <4>Enter Name, Company, N° of the address

<5>Taper 3 first characters of the Street name, attention, it is important to understand the data entry of the streets, Here, an example, and what it is necessary to write: **22 place de la république** he is just necessary to seize **REFERENCE MARK**, Than to choose the street sought in the list which appears by using the arrows



If the street does not exist, click on the F3 button to create it. Then enter its name, the city and the area code. Once the found street, or creates, type ENTERED of the keyboard.

After that, you return on the screen of order taking, seize the remainder of the address:

Building then type ENTERED, Stairs then type ENTERED,... etc

As soon as you arrive on the board in bottom of the screen Order taking, the customer is automatically recorded by the program. To check that, type F9 with the keyboard, to seize again N° of the customer whom you have just recorded. The program will display you his card.

AND HERE, NOW YOU ALL CAN ENTER THE ADDRESS OF YOUR FORMER CUSTOMERS WHO TRAIL IN YOUR NOTEBOOKS. THIS NR EAST NOT AN OBLIGATION TO SEIZE THEM, YOU CAN DO IT DURING THE ORDER TAKING . BUT IF YOU HAVE TIME, FÊTES IT, that will save to you a little time during the order taking.

Explanation of the order taking.

For understanding the order taking well, one will use several concrete examples.
It is reminded the meeting that **ENTERED**, it is the large button ↲ du keyboard

EXAMPLE1: A customer who orders for the first time

The customer: **01 45 66 88 49 Mr. Anderson 22 rue de la hill , Building C, 2nd stage LONDON**
The command: 1 Calzone (without mushroom) + 1 salad of the chief + a free Coke

Here what it is necessary to do.

- 1>F9: To erase the screen for a new command
- 2>Enter N° of telephone of the customer, after the 10th figure of N° it is not worthwhile to make ENTERED.
- 3>Enter the name and the company if need be then type ENTERED.
- 4>Enter 22 then type ENTERED.
- 5>Enter only the 3 first letter of the street name, i.e. **REFERENCE MARK**.
One never should seize street of, place of, avenue of,... etc, because the streets are recorded
Following manner: RUE REPUBLIC.
- 6>In the list of the streets, use the arrow ↲ keyboard for moving in this list, once the street
Found, Type ENTERED to choose it. And if you are mistaken, use the arrow ↑ to return on
the street of the order, erase, then to repair the first 3 letters of its name.
- 7>Enter ENTERED Building then, Stage then ENTERED.
- 8>Enter until INPUT so that you arrive on the control panel (in bottom of the screen)

And it is now, which one will choose the products (produced) of the command.

There are 2 ways to choose a product:

1st method (fastest): you know the code of the product, for example that of the family calzone is **CALZ3**. Then you type ENTERED **CALZ3** then, in the **Qty** column, type the quantity of the ordered product, in our example, it is 1, and he is already proposed automatically,

2nd method: Type **F2**, and choose the product in the list which is displayed (Selection of product) to see below.
Type ENTERED to pass to Qty free. INPUT, you type arrive at the field reserved at an observation, you can write what you want in this fields. But in our example, type signs he is right beside +, on the right keyboard.
In the list of the component proposed, choose mushroom, <-CHA> will be automatically written in the fields Observation.

If One wanted to add more mushroom, one would have to type + in the place of -.

Note: the components which you add in the observation are not paying. If you want components paying, it is necessary to be put on the product in the control panel, then click on the button F3. On will see that in the following example.

When you are on the observation, type ENTERED to pass to the following line of the board.

To add salad of the chief, type his code,... etc

With the following line, type the code of product COC33, type ENTERED, in the free quantity, type 1.

When the Quantity of the product is equal to the Free Quantity, that wants that it is free.

To record the command, type F12.

If you asked for automatic impression in the parameter setting, the ticket is printed automatically after the booking. The command is added in the top right board of the screen.

To display it, to type F5, and the arrows ↲ ↑. Once the displayed command, you use can print it

By typing F6.

How to use the list selection of product of F2

To add a product, select a family on the left, the list of products of the family is displayed.

If you wish, you can display only the products of size X (to be positioned in the list of the sizes)

To select the product then click on the Add button.

When you click on a product, the yellow buttons fill with all the remarks recorded in its card.

By using the 2 buttons <Remove> and <Add> you can add them in lower part of the product.

The F7 button makes it possible to add a line notes with the command

The F8 button makes it possible to remove the line selected in the board

The 2 buttons <Free> and <Cancel free> make it possible to make the line selected free or not

The 2 buttons <remove component> and <Add component> make it possible to add or remove a component by selection in the list of the components.

Caution: The addition of component by this method is paying

Once all products of the command chosen, to validate by the button To validate

100 SELECTION D'ARTICLES

Famille		LISTE DES REMARQUES DE L'ARTICLE SELECTIONNE UTILISABLES AVEC BOUTONS : <AVEC> ET <ANS>									
PIZZAS		TOMATE	FROMAGE	OLIVES							
SANDWICHES											
TOASTS											
CREPES											
menus		ABC	DEF	GHI	JKL	MNO	PQR	STU	VWX	YZ	
SALADES		CODE	Article								
ENTREES			Prix Liv	Prix Emp	Prix Pce	T	Pts	A Comp	S	QTE	
VIANDES		MAR3	MARGUERITA 3P	11,00	11,00	11,00	3	0	0	0	
POISSON		TON3	TONATA 3P	16,00	16,00	16,00	3	0	0	0	
TEX MEX		REI3	REINE 3P	16,00	16,00	16,00	3	0	0	0	
SUSHI		MAR1	MARGUERITA 1P	6,00	6,00	6,00	1	0	0	0	
DESSERTS		TON1	TONATA 1P	8,00	8,00	8,00	1	0	0	0	
BOISSONS		ORI3	ORIENTALE 3P	16,00	16,00	16,00	3	0	0	0	
COMPONENTS		BOL3	BOLOGNAISE 3P	16,00	16,00	16,00	3	0	0	0	
Sous Famille		REI1	REINE 1P	8,00	8,00	8,00	1	0	0	0	
		ORI1	ORIENTALE 1P	8,00	8,00	8,00	1	0	0	0	
		NAP3	NAPOLITAINE 3P	16,00	16,00	16,00	3	0	0	0	
		VEG3	VEGETARIENNE 3P	16,00	16,00	16,00	3	0	0	0	
		BOL1	BOLOGNAISE 1P	8,00	8,00	8,00	1	0	0	0	
		NAP1	NAPOLITAINE 1P	8,00	8,00	8,00	1	0	0	0	
		REG3	REGINA 3P	17,00	17,00	17,00	3	0	0	0	
		VEG1	VEGETARIENNE 1P	8,00	8,00	8,00	1	0	0	0	
Taille		4FR3	4 FROMAGES 3P	17,00	17,00	17,00	3	0	0	0	
T		REG1	REGINA 1P	9,00	9,00	9,00	1	0	0	0	
1		CHI3	CHICKEN 3P	17,00	17,00	17,00	3	0	0	0	

Echap = Annuler F12 : OK

CODEBARRE

F6 Ajouter F9: GRATUIT F10: Annuler GRATUIT F7: ajouter Line Note F8: Supprimer ligne

Qté -1 Qté +1 1ère Moitié 2ème Moitié

Qté Gratis F5 : Produit Prix U. T

1 MARGUERITA 3P 11,00 3

How to use the list selection of component of F3

To select or deselect components, he is enough to click on the line then the button Select/Deselect. Notice. A selected component is always repositioned in top of the list with a Red Cross on the left. Once the list of the desired components is selected, to use the Validate button, if not, to cancel Caution. The button To validate into Free, returns with the lists but the prices are to zero

100 Selection de produits COMPOSANTS

COMMENT CA MARCHE

Pour chercher:
Tapez (Plusieurs fois s'il le faut) la 1ère lettre du composant
AU CLAVIER :
ENTREE = Sélectionner ou Désélectionner
AVEC LA SOURIS : CLIC = Sélectionner ou Désélectionner

Pour choisir un ou plusieurs composants:
La Méthode clavier :
1>Utiliser les flèches du clavier pour se mettre sur la ligne du composant
2>Utiliser la touche Entrée du clavier, pour sélectionner ou désélectionner
3>Répéter 1> et 2> pour tous les composants à sélectionner

La Méthode Ecran Tactile ou Souris
1>Cliquer sur la ligne du composant
2>Cliquer sur le bouton Select, pour sélectionner ou désélectionner
3>Répéter 1> et 2> pour tous les composants à sélectionner

UNE FOIS TERMINER,
Bouton F 12 pour valider
Bouton F 11 pour valider en gratuit
Cela veut que les prix des composant seront tous à 0 dans la commande
Exemple dans une commande de Menu

Sélection Désélection	Annule	F11:VALIDER EN GRATUITS	F12: VALIDER
Select	Code	Désignation	
X	*FRI3	FRITES 3	3
X	*POI3	POURRIN	3
	*SAL3	SALADE P3	3
	*AMC3	ANCHOIS 3P	3
	*ART3	ARTICHAUT 3P	3
	*BAC3	BACON 3P	3
	*BLE3	BLEU 3P	3
	*BRI3	BRIE 3P	3
	*CAP3	CAPRES 3P	3
	*CHA3	CHAMPIGNON 3P	3
	*CHE3	CHEVRE 3P	3
	*CHO3	CHORIZO 3P	3
	*CRI3	CREME-FRAICHE 3P	3
	*DOU3	DOUBLE-FROMAGE 3P	3
	*FRO3	FROMAGE 3P	3
	*COR3	CORCONTEL 3P	3

RECALL.

It is possible to seek a customer by his name or its company using the button F2 and F3

100 Sélection dans le fichier CLIENT

F2:Nom FLO

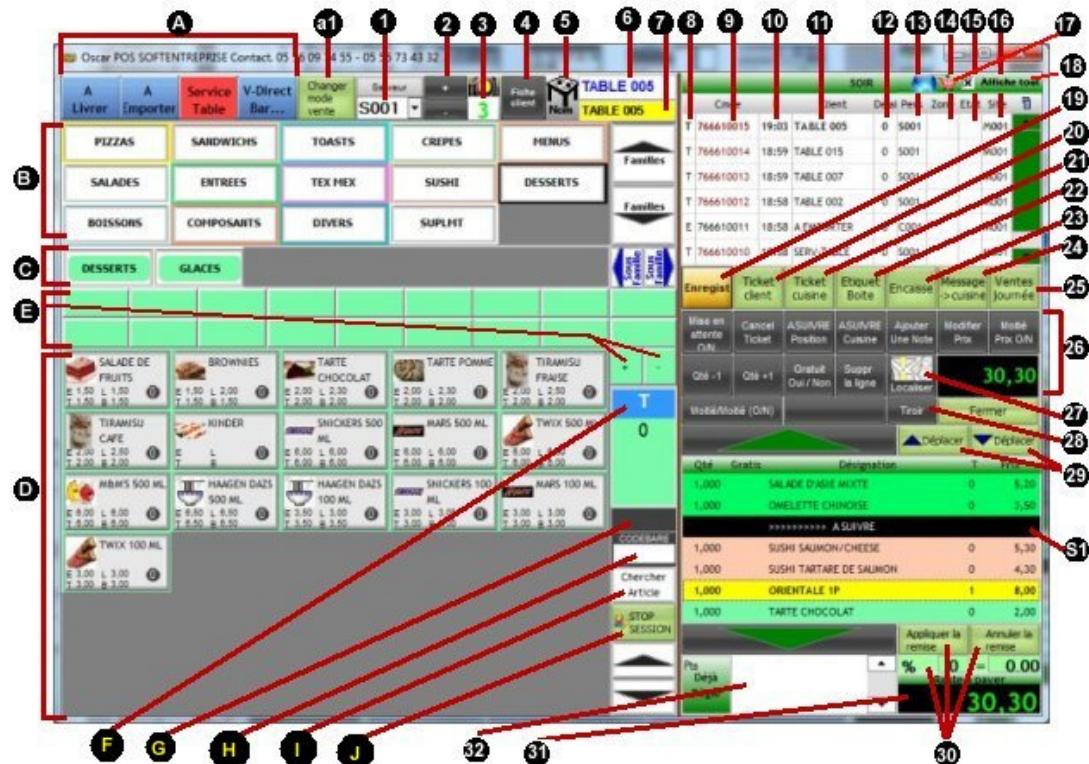
F3:Soc

Echap: Annuler Etrée : OK

Nom	Société	Téléphone
DUBOIS		0122334455
EVA	FLORETTE	0512345678
RICARDO		0133223322
TABLE01	TABLE01	TABLE01
TABLE02	TABLE02	TABLE02
TABLE03	TABLE03	TABLE03

8> Order taking by method touchscreen

Oscar-POS manages the 3 modes of sales known, to carry, deliver and service in room.
It manages also one 4th mode which one calls direct sale mode (Bar, brewery,... etc). the simple example that everyone knows: A coffee has a price in room, but has another price with the bar.



A> Choice of the trade type (to be delivered, carry, On the spot, or bar,...) (a1) to change the trade type
B> List families of products

C> List under families of the family selected above.

D> List of products of the family selected above

E> List notes and remarks of the product selected with the 2 buttons With/Without

F> List sizes available

G> Information on of stock shortage

H> Automatic or manual search of a product by barcode

I> Advanced search of a product

J> Fermeture/User login

1> : List of the personnel

2> : To increase/decrease the number of covers

3> : Many covers

4> : Customer card

5> : Tables of the restaurant

6> : N° of telephone of the customer or N° of table

7> : Customer name

8> : Trade type

9> : N° of the sale

10> : Hour of the sale

11> : Name associated with the sale

12> : Time which remains to deliver or serve the sale

13> : Server or deliveryman associated with the sale

14> : Area associated with the sale

15> : State associated with the sale

16> : N° of the store associated with the sale

17> : information if the sale comes from the Internet

18> : Button makes it possible to display all the sales, even those which were already delivered or been useful

19> : To record

20> : To print the ticket

21> : To print the ticket cooks

22> : To print the label of limps associated with the sale

23> : To cash the sale

24> : To send a message to the kitchen

25> : To display the sales of the day

26> : Shares on the line of the selected sale

27> : Localization of the address of delivery on Google

28> : Opening/Closing of the till

29> : To move a line of the ticket (Haut-bas)

30> : To apply/Cancel a handing-over on all the sale (% or value)

8.1 Order to carry

To take a command to be carried, on the button <Take>, if need be, you click can seize customer name. To add a product, Click on its family, then on the product.

Once all the products of the command added, click on the button <Save>.

If you notched the automatic option impression in the section parameters, the ticket will be automatically printed.

If not, you can constantly print it with the button <Print Ticket>

Recall: All the presetting controls are accessible constantly in the board, top right



8.2 Order to deliver

To take a command to be delivered, click on the button <A Livrer>,



<1> Click on the button <A Livrer>

<2> Type N° of telephone of the customer

<3> If the customer already exists, the program the poster automatically, if not he proposes to you to seize it.

<4> To seize Name, Company, N° of the address

<5> To type 3 first characters of the Street name, attention, it is important to understand the data entry of the streets,

Here, an example, and what it is necessary to write:

22 place de la republic

it is just necessary to seize **REFERENCE MARK**, than to choose the street sought in the list which appears by using the arrows

If the street does not exist, click on the F3 button to create it. Then to seize its name, the city and the area code. Once the found street or creates, click on OK.

It should be known that one will have been able to write any Street, CP, city and area with the black keyboard above, without passing by the Select button. But in this case one is likely to record several streets of name REPUBLIC if one made spelling errors or one adds spaces in the street name.

After that, you return on the screen of order taking, seize the remainder of the address:

Building then type ENTERED, staircase then type ENTERED,... etc

Once the card of the customer filled, click on the green button <back> to turn over to the command

At this time the screen becomes like below:

To add a product, Click on its family, then on the product.

When all the products of the command are added, click on the button <Save>.

RECALL: The 12 yellow buttons represent the 12 remarks, notes or compositions which were recorded in the card of the product.

If you notched the automatic option impression in the section parameters, the ticket will be automatically printed.

If not, you can constantly print it with the button <print Ticket>

Recall: All the presetting controls are accessible constantly in the board, top right

Oscar POS SOFTENTREPRISE Contact. 05 56 09 74 55 - 05 56 73 43 32

A Livrer	A Exporter	Service Table	V-Direct Bar...	Changer mode vente	LIVREUR	L001	Fiche client	0556097455	Nom LEA BEN	SOIR						Affiche tout			
PIZZAS		SANDWICHES		TOASTS		CREPES		MENUS		Familles									
SALADES		ENTREES		TEX MEX		SUSHI		DESSERTS		Familles									
BOISSONS		COMPOSANTS		DIVERS		SUPLMNT				Sous Famille		Sous Famille							
TOMATE	FROMAGE	OLIVES																	
MARGUERITA 3P E 11,00 L 11,00 T 11,00 B 11,00	TONATA 3P E 18,00 L 18,00 T 18,00 B 18,00	REINE 3P E 18,00 L 18,00 T 18,00 B 18,00	MARGUERITA 1P E 6,00 L 6,00 T 6,00 B 6,00	TONATA 1P E 6,00 L 6,00 T 6,00 B 6,00	+ -	T 1 2 3	CODEBARE	Chercher Article	STOP SESSION	Pts Déjà Régler	% 0 = 0,00 Reste à payer	Appliquer la remise	Annuler la remise	24,90					
ORIENTALE 3P E 18,00 L 18,00 T 18,00 B 18,00	BOLOGNAISE 3P E 18,00 L 18,00 T 18,00 B 18,00	REINE 1P E 6,00 L 6,00 T 6,00 B 6,00	ORIENTALE 1P E 6,00 L 6,00 T 6,00 B 6,00	NAPOLITAINE 3P E 18,00 L 18,00 T 18,00 B 18,00															
VEGETARIENN E 3P E 18,00 L 18,00 T 18,00 B 18,00	BOLOGNAISE 1P E 6,00 L 6,00 T 6,00 B 6,00	NAPOLITAINE 1P E 6,00 L 6,00 T 6,00 B 6,00	REGINA 3P E 17,00 L 17,00 T 17,00 B 17,00	VEGETARIENN E 1P E 6,00 L 6,00 T 6,00 B 6,00															
4 FROMAGES 3P E 17,00 L 17,00 T 17,00 B 17,00	REGINA 1P E 9,00 L 9,00 T 9,00 B 9,00	CHICKEN 3P E 17,00 L 17,00 T 17,00 B 17,00	CESAR 3P E 17,00 L 17,00 T 17,00 B 17,00	4 FROMAGES 1P E 9,00 L 9,00 T 9,00 B 9,00															
ROYALE 3P E 17,00 L 17,00 T 17,00 B 17,00	CHICKEN 1P E 9,00 L 9,00 T 9,00 B 9,00	CESAR 1P E 9,00 L 9,00 T 9,00 B 9,00	ROYALE 1P E 9,00 L 9,00 T 9,00 B 9,00	OCEANE 3P E 17,00 L 17,00 T 17,00 B 17,00															
CALZONE 3P E 15,00 L 15,00 T 15,00 B 15,00	TARTIFLETTE 3P E 18,50 L 18,50 T 18,50 B 18,50	OCEANE 1P E 9,00 L 9,00 T 9,00 B 9,00	CALZONE 1P E 8,50 L 8,50 T 8,50 B 8,50	TARTIFLETTE 1P E 9,00 L 9,00 T 9,00 B 9,00															
Enregist Ticket client Ticket cuisine Etiquet Boîte Encaisse Message >cuisine Ventes journée														Mise en attente O/N Cancel Ticket ASU/VER Position ASU/VER Cuisine Ajouter Une Note Modifier Prix Motifé Prix O/N					
														Qté -1 Qté +1 Gratuit Oui / Non Suppr la ligne Localiser					
														Modif/Motifé (O/N)	Tiroir Fermer				
														Déplacer	Déplacer				
														Qté Gratis Désignation T Prix					
														1,000 MARGUERITA 3P 3 11,00					
														1,000 ARTICHAUT 3P 3 2,00					
														1,000 BACON 3P 3 2,00					
														1,000 SALADE TONINA 0 5,50					
														1,000 BROWNIES 0 2,00					
														1,000 TROPICO 33 CL 0 1,20					
														1,000 SCHWEPPES AGRUM 33 CL 0 1,20					
														Appliquer la remise Annuler la remise					
														24,90					

8.3 Order in room (Service tables)

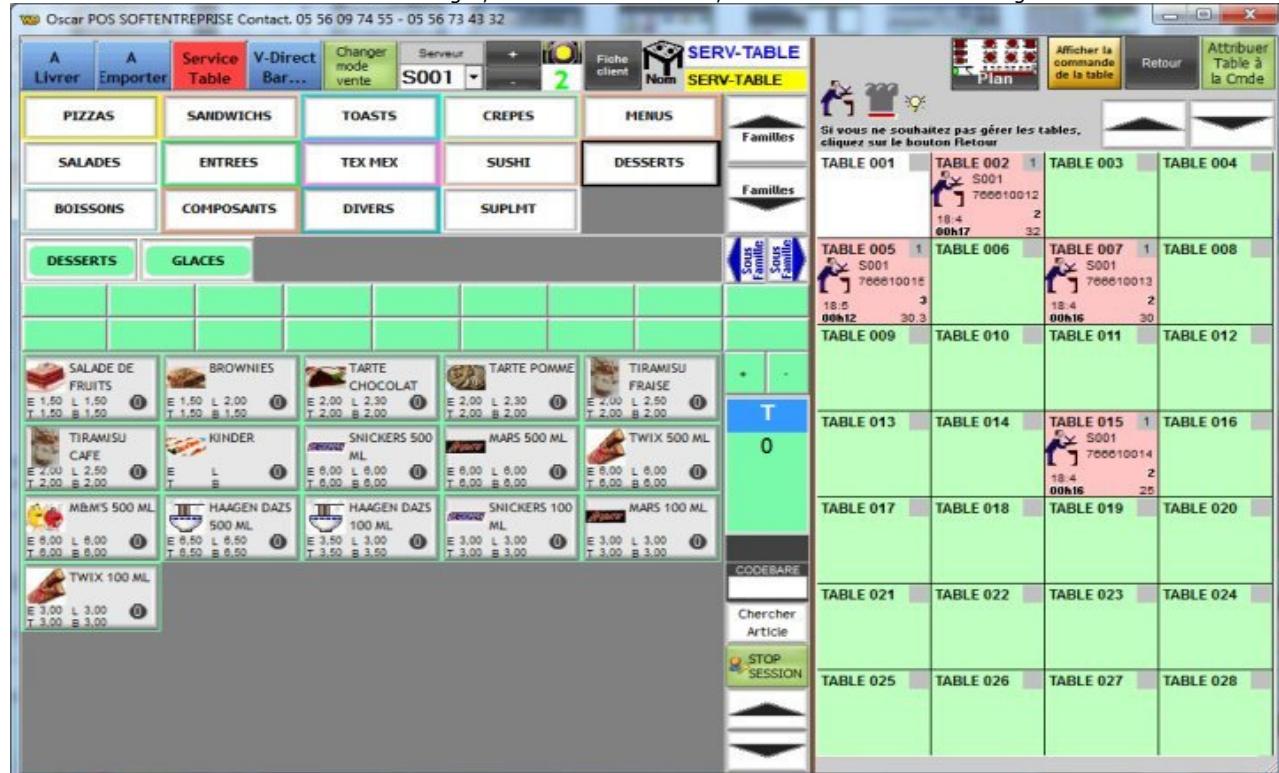
To take a command in room, click on the button <Service table>,

There are 2 cases in this mode:

1st case: The tables are not managed. In this case the system puts automatically the table by defect called SERV-TABLE
In this case one starts following adding the products of the command



2nd case: The tables are managed. In this case you must choose a table (Button with image counts) and many covers
In this selected case one the table on the right, then one clicks on OK, if not one clicks on cancelling

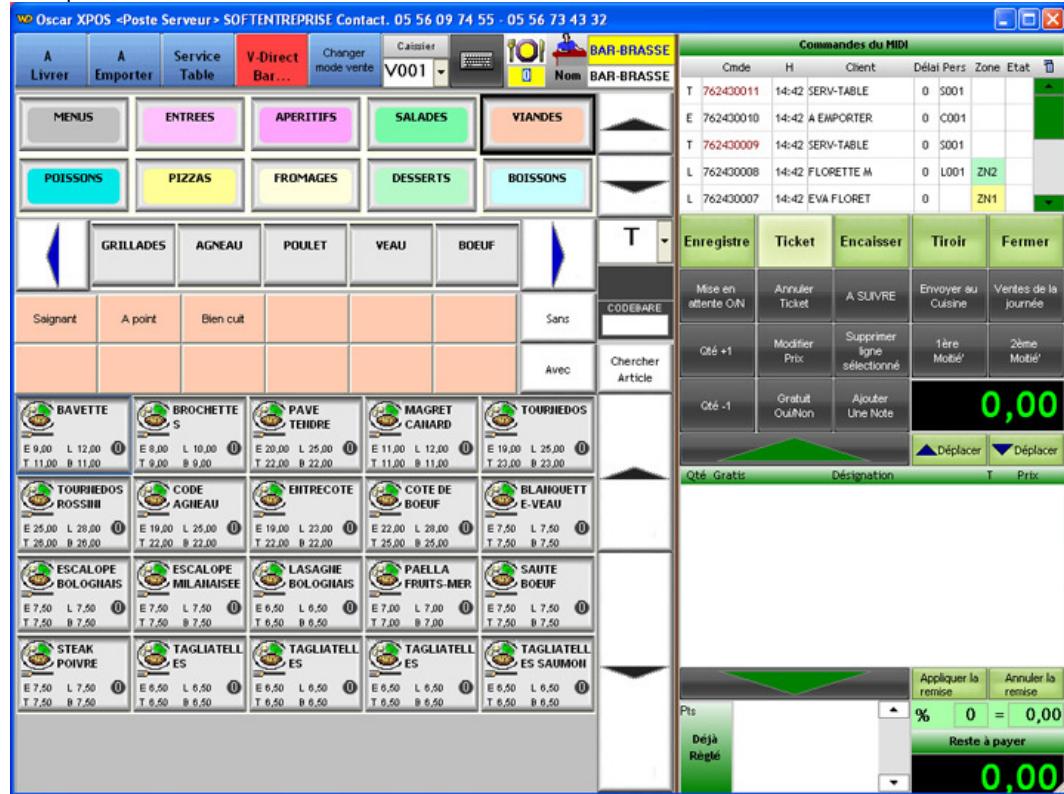


In the 2 cases, one adds the products exactly as one seen in the preceding sections (to be carried and deliver)
In certain software version one can even choose a table on a plan of the room of the restaurant.

8.4 Order Direct sales (bar, brewery,... etc)

This mode of sale is similar to that of command in room. Only the tariff of the products is often different. In general it is the mode of sale in bar. But it can also be appropriate for the sales of a brewery or any other site of the sales outlet, starting from the moment or the tariff is different from that practiced in room.

Example: a coffee consumed with the bar is often different from that consumed in room or after a meal.



8.5 Ballast-bed

To cash a command or to correct its ballast-bed it should be displayed while clicking above in the board in top with straight line. Then click on the green button <Cash>.



Caution: If you have a drawer case, dice the display of this screen, click on the green button <Cash drew> to open it.

Explanation for the example opposite

*>Le cash clerk receives the exact sum. In this case it is enough to simple clicks on one of the blue buttons (regulation Mode)

*>Le cash clerk receives more than the sum of 37,00.

In this case it is enough to seize the amount using the keyboard or then click on the bank notes and the parts until reaching the sum. Then click on one of the blue buttons (regulation Mode).

Attention Only the settlement in cash mode makes it possible to return the currency.

*>Le cash clerk receives more than the sum of 37,00 but in several modes, a check of 25,00 and the remainder (12,00) in species. In this case, enter 25.00 or click on button CHQ.

Then, enter 12,00 with the keyboard and click on the button <ESP>. Or then click simply on the bank note of 10 then on the part of 2.

RECALL. In the event of error, to use the green button <Del the cash> and start again

Case of sharing of the note of the command between several customers

There are 2 methods to share the note of a command:

1st method: one divides the total by the number of people and each one pays the same amount

2nd method: each one pays what it consumed

Method 1:

To click on <+> and <-> to indicate the number of people who will share the note.

For each person, click on the green button cash this share, then click on the desired method of payment.

Once the cashed sum reached the sum of the command, the screen is closed all alone

RECALL. In the event of error, to use the green button <Del the cash> and start again



In all the cases you can always reconsider the regulation of any command and correct.

Method 2:

Each one pays what it consumed



9>List of the commands

This screen enables you to consult the commands and to make several search

The screenshot shows a software interface for managing commands. At the top, there are several filter options: 'Période' (Period) with dates '01/10/2009' and '01/10/2009'; 'Type cmdé' (Command Type) with 'Toutes' (All) selected; 'Livreur/Serveur' (Deliveryman/Server) with 'Client' selected; 'Mode Paiement' (Payment Method) with 'Tous' (All) selected; and a legend for command status: '+Encaissée' (Cashed), '-Annulée' (Cancelled), and 'X= Sélectionnée' (Selected). Below these are buttons for 'F12 Chercher' (Search), 'F11' (Search by number), 'F10 Annuler les commandes' (Cancel commands), and 'F11 Supprimer les commandes' (Delete commands). A red box highlights the 'Règlé' (Settled) column in the main table. The table lists various commands with columns for Date, Heure, Cmdé, T, Covr, Montant, and Prévù. To the right of the table is a list of deliverymen (C001, ELVI, C001, C001, C001, C001, C001, C001) and their names (AMEUR, DESPLAT, PRADELLE, BENARD). Numbered callouts from 1 to 20 point to specific features of the interface.

9.1> Period concerned with search

9.2> Standard of the commands concerned with search

9.3> State of the commands concerned with search

9.4> To display only the commands of the deliveryman or server indicated

9.5> To display only the customer orders indicated

9.6> To display only the commands whose method of payment is that selected

9.7> State that the line was selected by the button (8)

9.8> 2 Buttons which make it possible to select or deselect one or all displayed lines of the board

9.10>Assign the list of commands selected with a deliveryman or a server if command in room

9.11>Delete the indication which makes it possible to know Q' a command was modified

9.12>Cancel the list of commands selected

9.13>Print the board

9.14>Delete selected commands (ATTENTION It IS IRREVERSIBLE)

9.15>Display the **customer cards**

10>Cashing deliverymen in end-of-day

Normally, the commands are cashed one by one in the screen of order taking.

The screenshot shows a software interface for cashing deliverymen. At the top, it displays the date 'Lundi 23 Novembre2009'. The main area is a table with columns for 'Nb', 'MIDI', 'SOIR', 'Nb Jour', 'CA Jour', 'CA Dépot/Pt/Pt', 'CHQ-BQ', 'CB', 'TICK', 'ESP', 'BON', 'CRE', 'FC', and 'RESTE'. The table shows entries for deliverymen C001 and S001. To the right of the table is a calculator interface with a numeric keypad and buttons for 'Reste', 'C001', '19,00', 'CHQ', 'CB', 'ESP', 'TR', 'CR', 'Total', '0,00', 'F12: Enregistrer', and a 'Calculatrice' button. Numbered callouts from 1 to 20 point to specific features of the interface.

at the same time several amounts, as when you count what the deliveryman deposited on the table: bank notes, accounts - checks,...

THE MOST FREQUENT CASE: The deliveryman you deposited a sum, you seize it and record. He deposits you one 2nd, you seize it then record... When the REMAINDER is 0 or negative, all the commands of the deliveryman will be automatically validated (notched)

Then why this screen exists?

The answer is that one wanted to bring a solution for the establishments in which it is practically impossible to cash the deliverymen orders by command. For this reason this screen is to be used only for the regulations of the delivered commands.

To cash, it is necessary:

1>select 1 line in the table in top

to 2>Enter the amounts

3>Save

To correct:

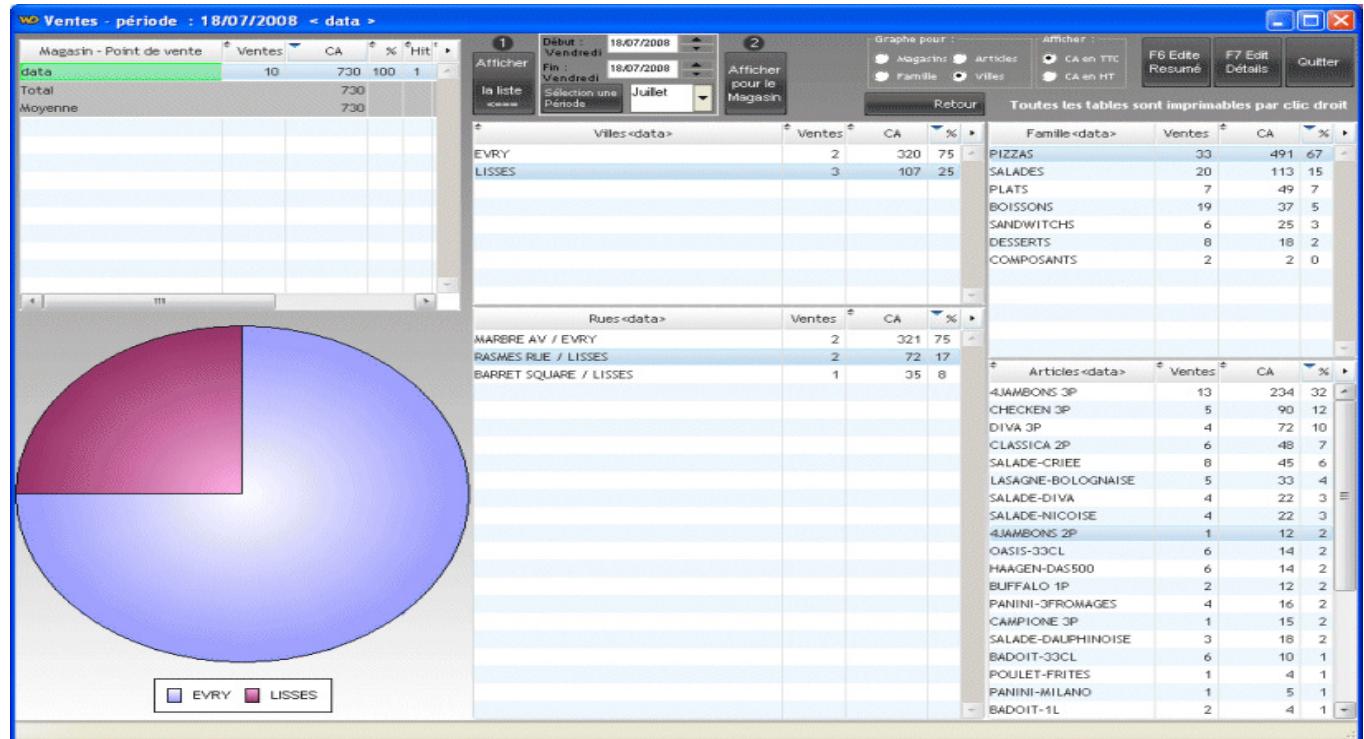
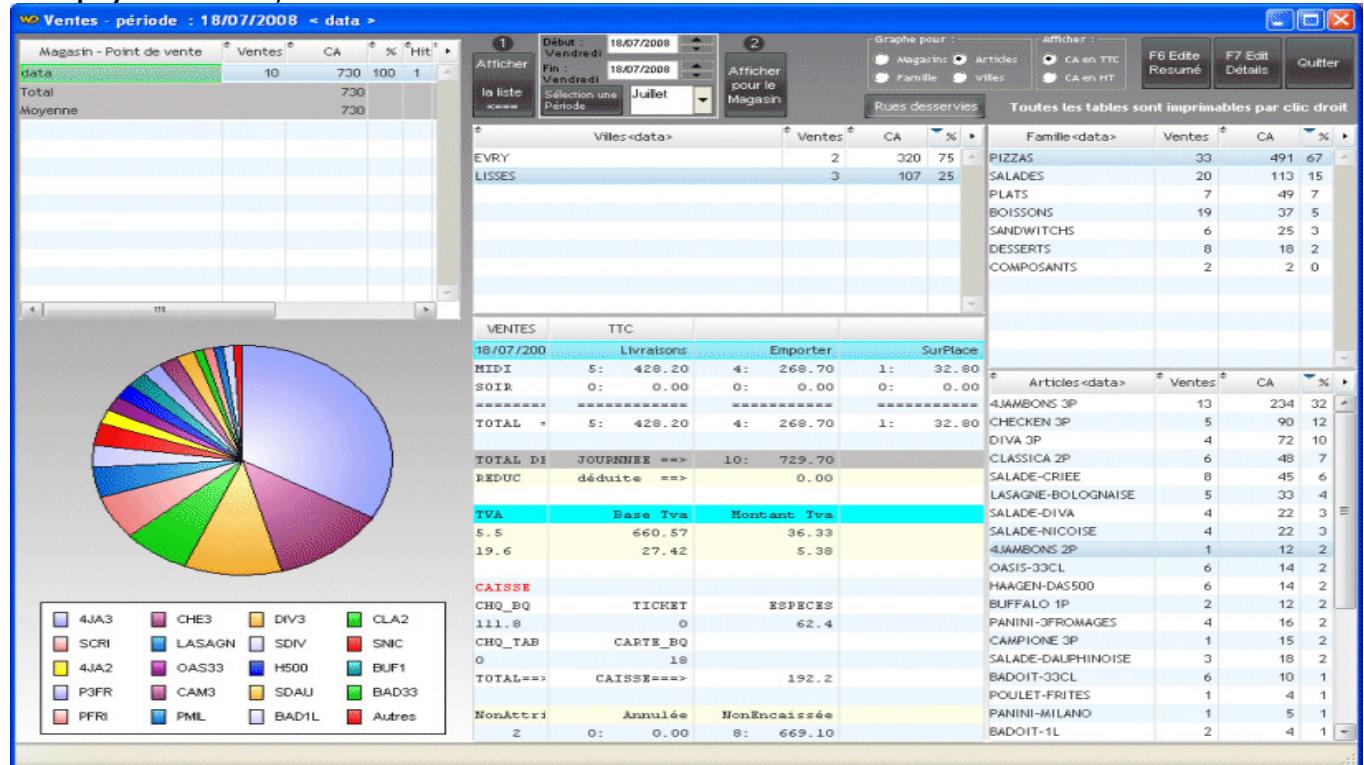
Enter of the negative amounts.

Example: You entered 100 Euros in check instead of 40. It is enough to select the line, then to seize -60 in check and Save.

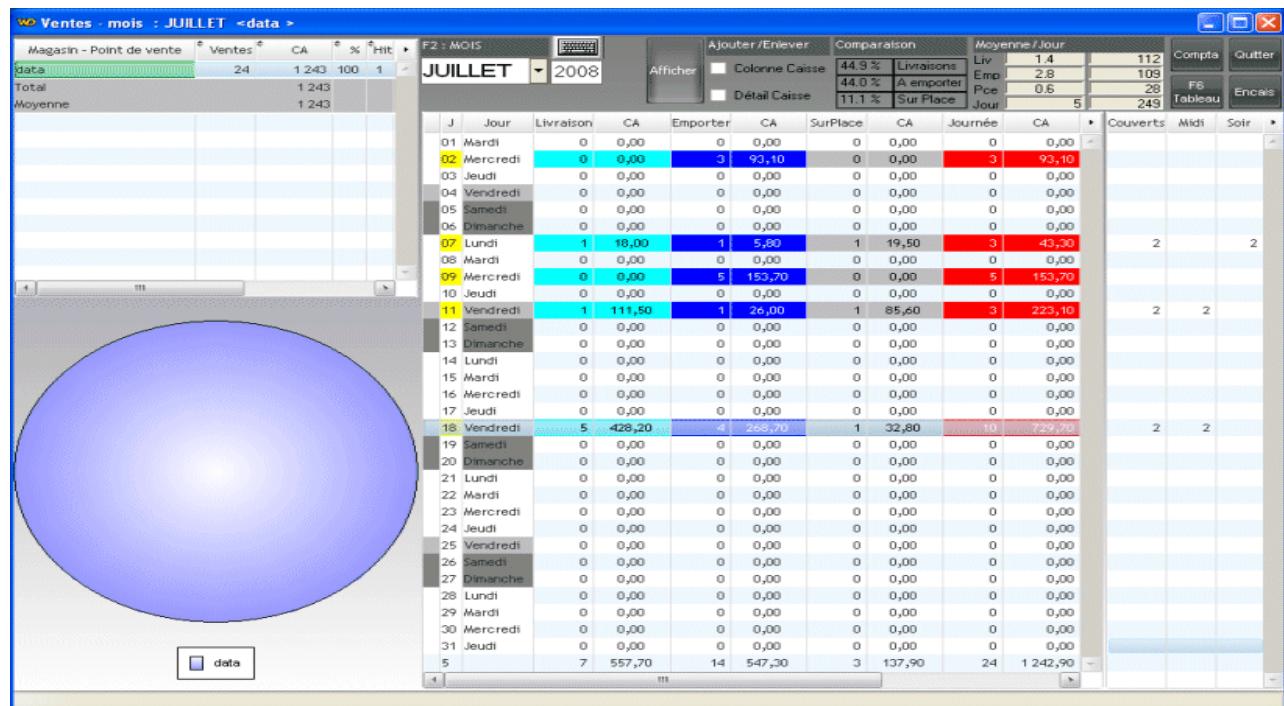
5 Pocket calculators to seize it

11>Résumé of the sales of the day

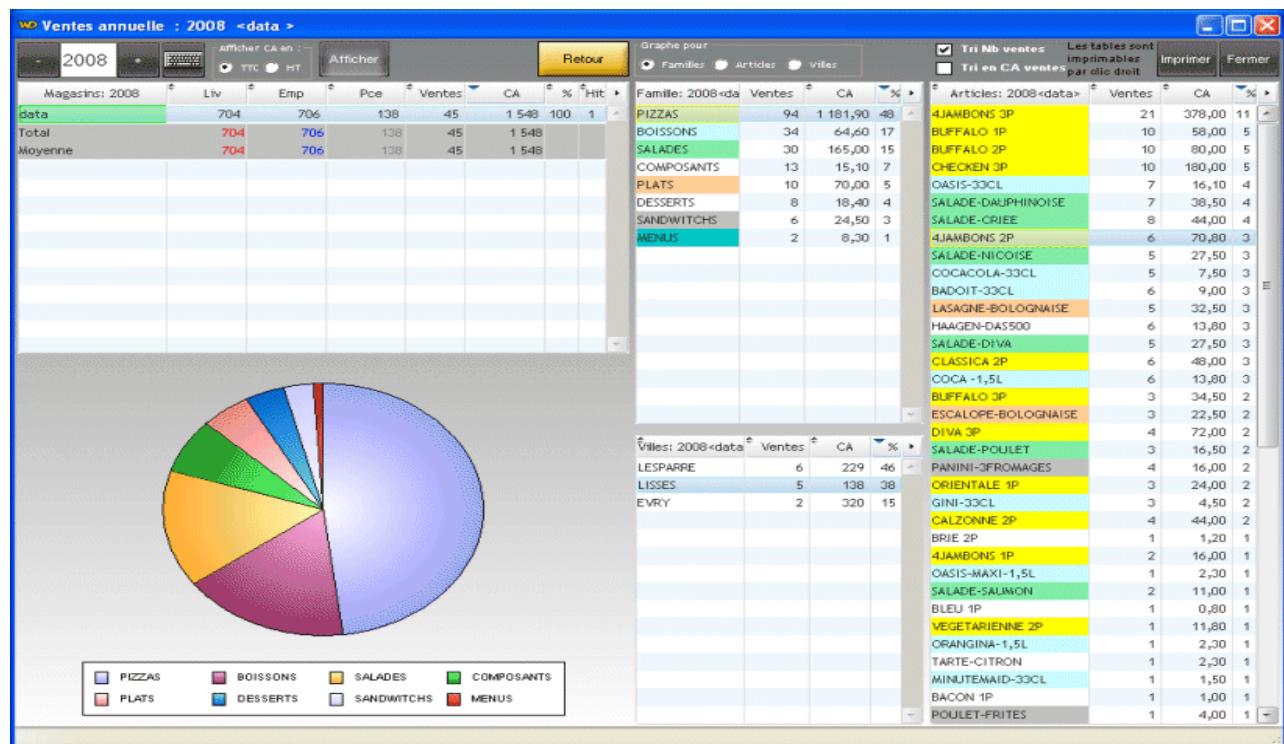
To display the statistics, click on the buttons <1> then <2>



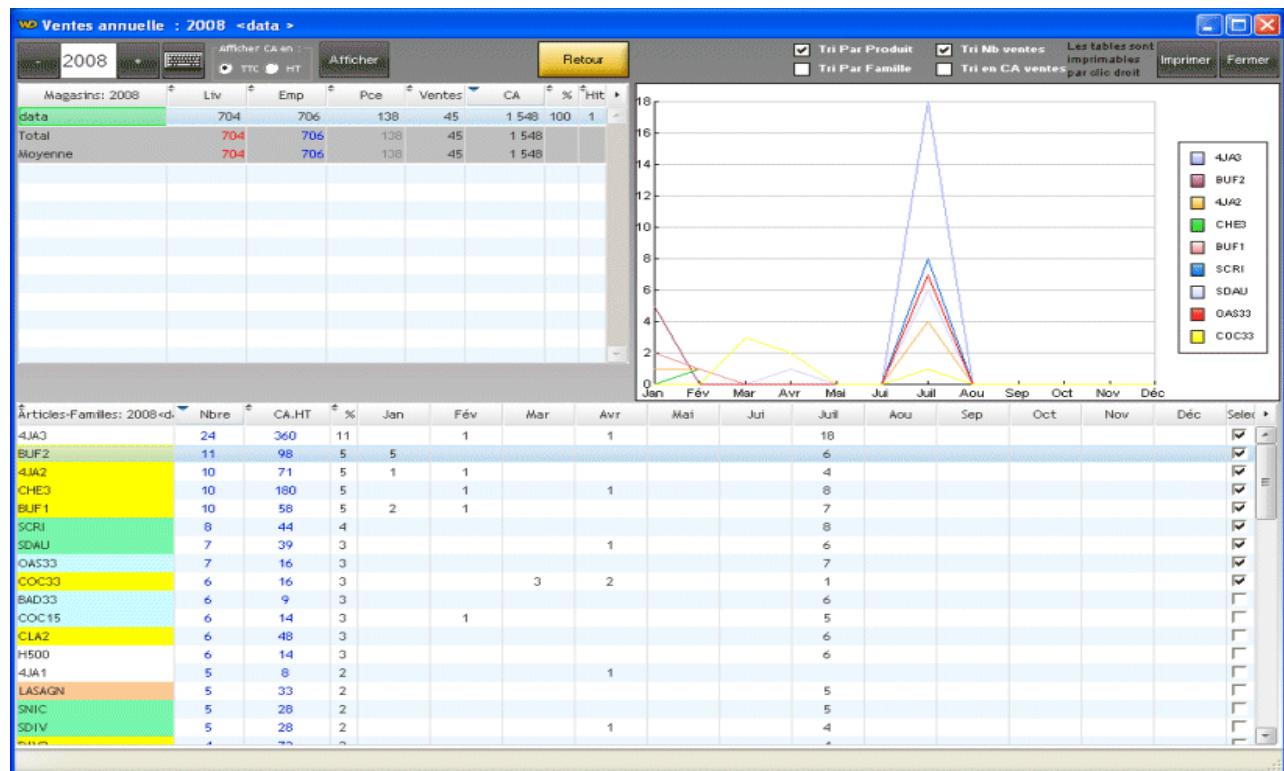
12>Statistic of the monthly sales



13>Statistic of the sales by product, city,... etc



14> Statistical of the annual sales



15>Importation export of the data

16>Impression of business cards and badges

17>Creation of the work contracts

18> Module multi-agencies