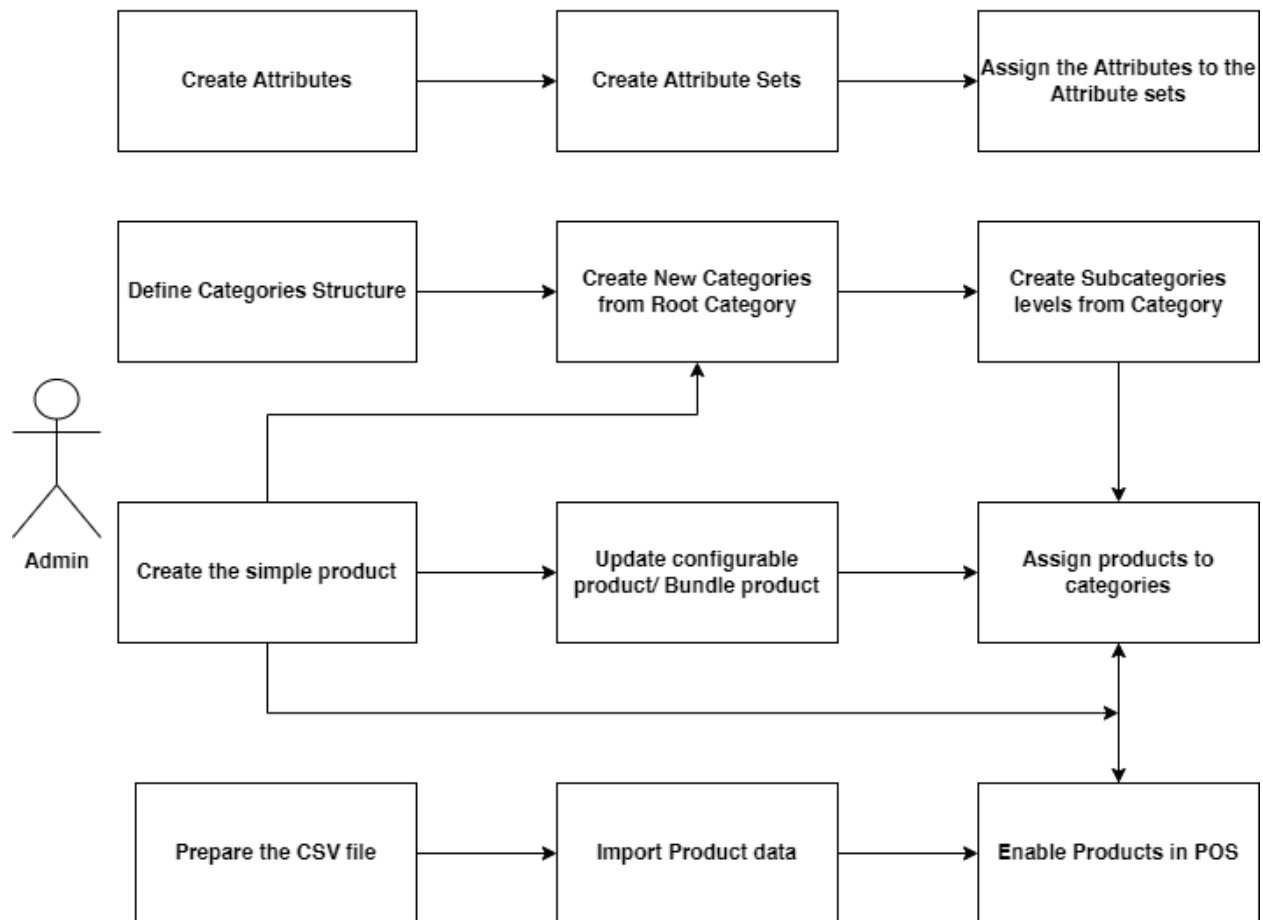


Alladin POS training manual

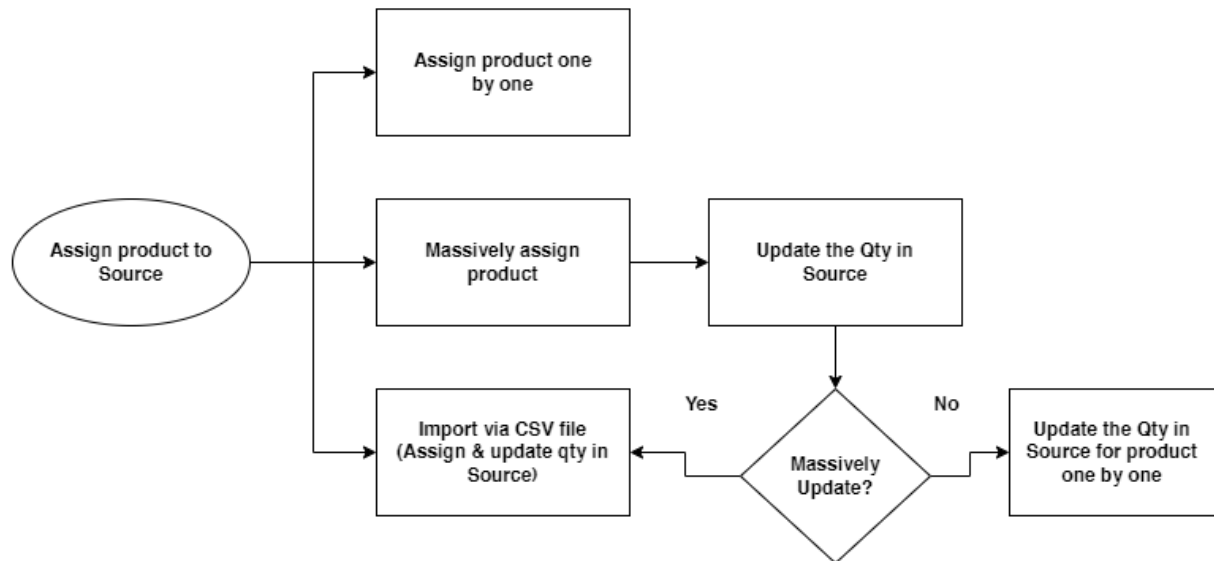
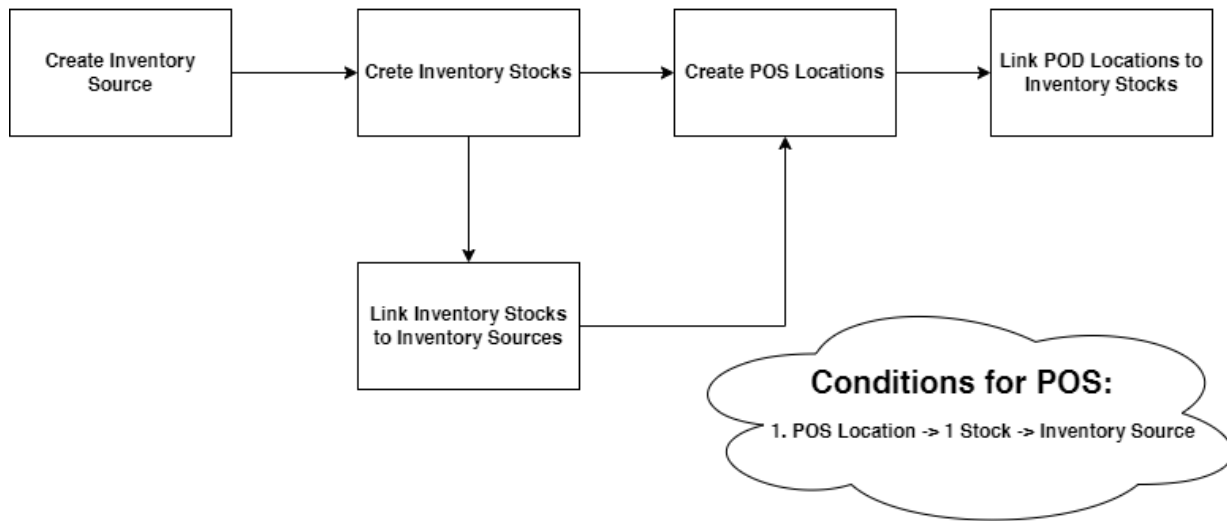
Product Preparation



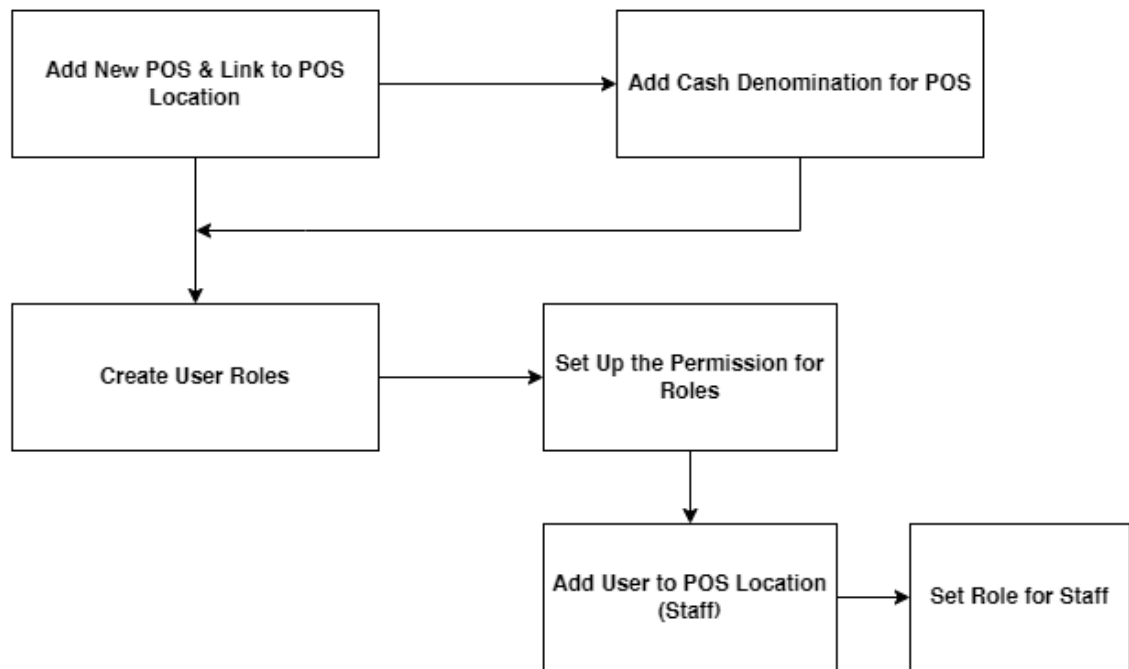
N/B

1. Physical Product Weight must be > 0

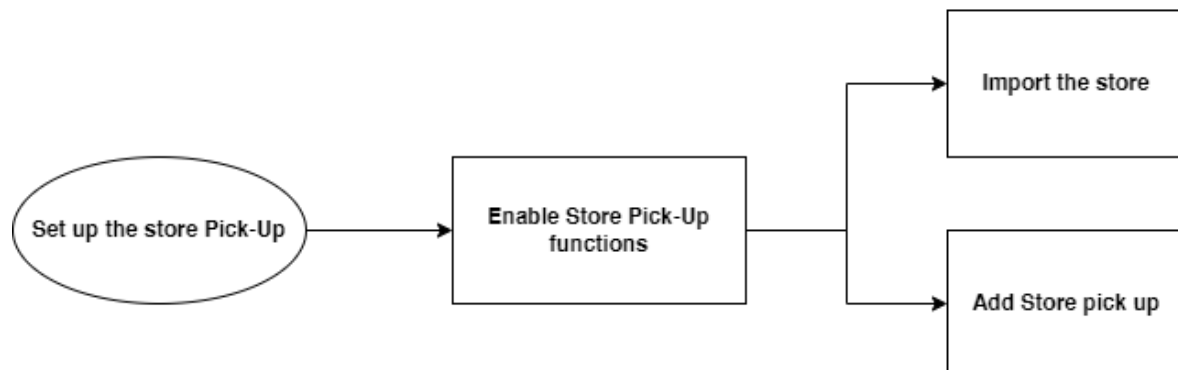
Source Configuration



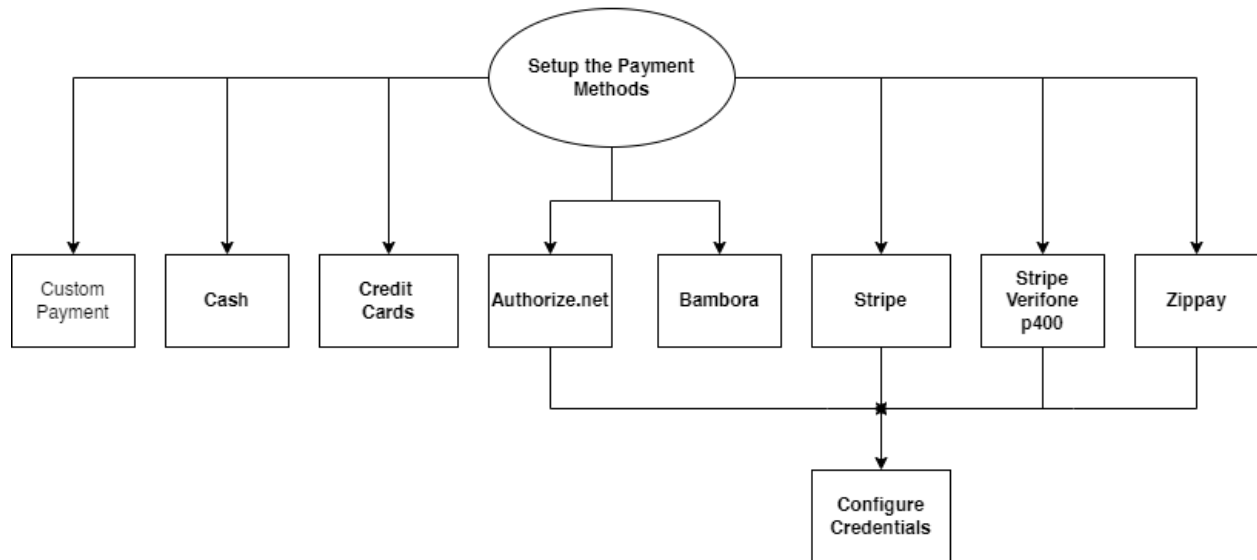
POS Set-Up



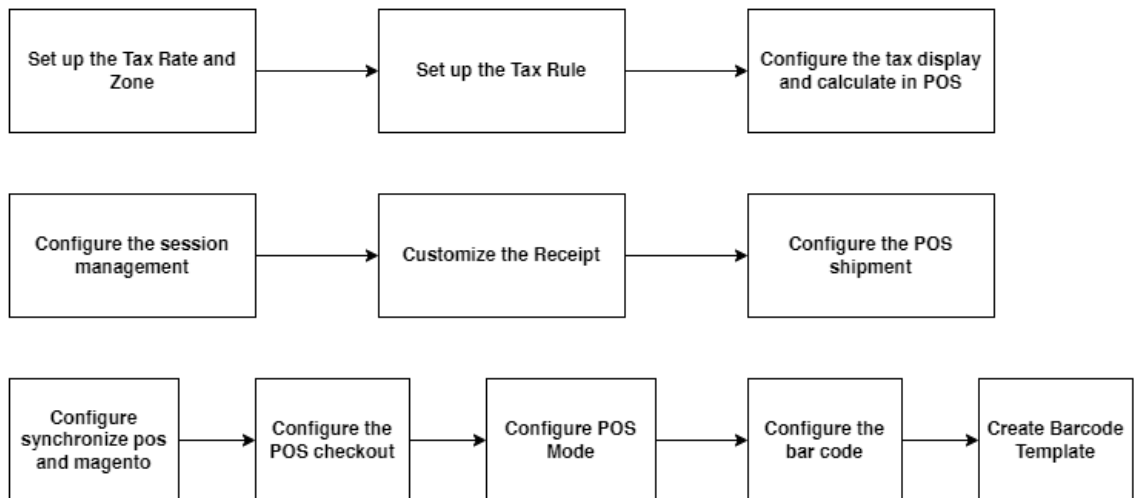
Store Pickup Configuration



Payment Method Configuration



General Configuration



User Session Lifetime

1. apply for login lifetime, not for session

Loyalty Programs:

1. Custom discount, Store Credit, Reward point

Quick Admin Guide

1) Step 1: Create location, stock, and source

The next step is to set up location, stock, and source for your POS:

1. Create POS Location
2. Create Magento Source
3. Create Magento Stock
4. Link POS Location to Magento Stock

2) Step 2: Configure POS general settings

Start with the following settings:

1. Session management to track working shifts and cash flow
2. Set Receipt logo and header, footer for your store
3. Barcode attribute to scan on POS

3) Step 3: Assign products to location

Once you've set up your location and inventory, you can assign products to location with 3 methods:

1. Assign sources per product
2. Assign and un-assign sources in bulk
3. Import inventory via CSV file

You can also update location inventory:

1. Per product
2. Quick Guide for Cashier

4) Step 4: Enable product on POS

Remember to enable product on POS so they display on your selling screen.

5) Step 5: Create a POS

Create 1 or multiple POS for your location.

6) Step 6: Set up role, permission, and user

To create accounts for your staff, create roles and set the relevant permissions.
Then add POS users and assign the correct role for them.

7) Step 7: Set up tax

Configure tax for your store in 4 steps:

1. Set up Tax Zones and Rates
2. Set up Tax Rules
3. Set up tax calculation
4. Set up tax display

8) Step 8: Set up payment methods

In Magento backend, configure the payment methods you use in your store:

- Authorize.net
- Cash
- Credit card
- Custom payment
- Stripe online gateway
- Stripe terminal (Verifone P400)
- Tyro EFTPOS
- Zippay

9) Step 9: Set up device

The final step is to run the POS on your devices and connect your hardware.

You can access POS on:

- PC
- Mac
- iPad

Connect the following devices to the POS:

- Barcode scanner (such as Opticon or Zebra)
- Cash drawer
- Credit card reader
- Payment terminal
- Receipt printer (Star Printer TSP650 for example)

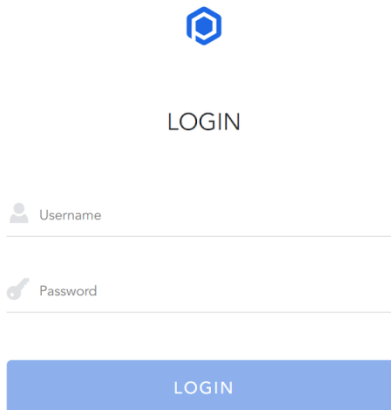
Your POS is now ready for checkout.

Quick Guide for Cashier

This guide walks you through your basic sales operations, from opening shift to making sales throughout the day. For more detailed instructions, check the linked articles.

1. Log in to POS

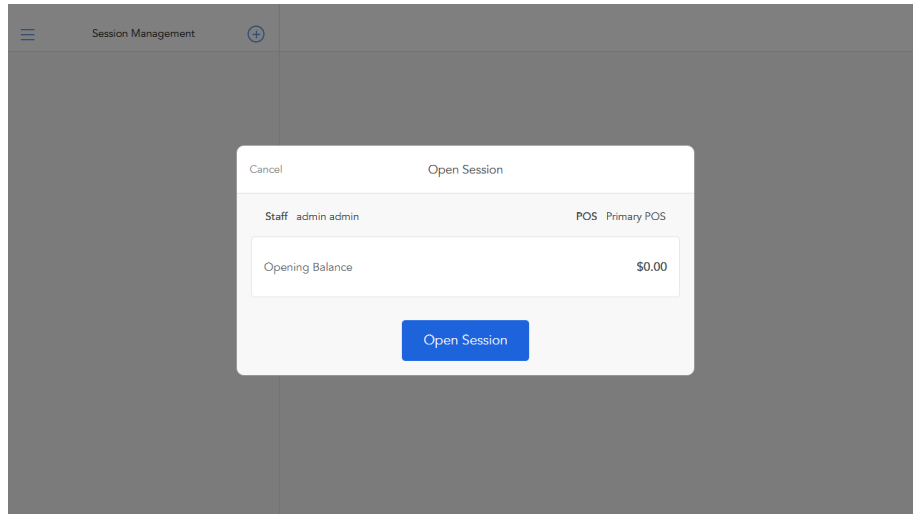
Log in with your username and password to start selling



The login form is centered on the page. It features a blue hexagonal logo at the top. Below the logo is the word "LOGIN" in a light gray font. There are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a key icon. Both fields have light gray borders. At the bottom of the form is a solid blue rectangular button with the word "LOGIN" in white capital letters.

2. Open session

To begin a new shift, open a session.

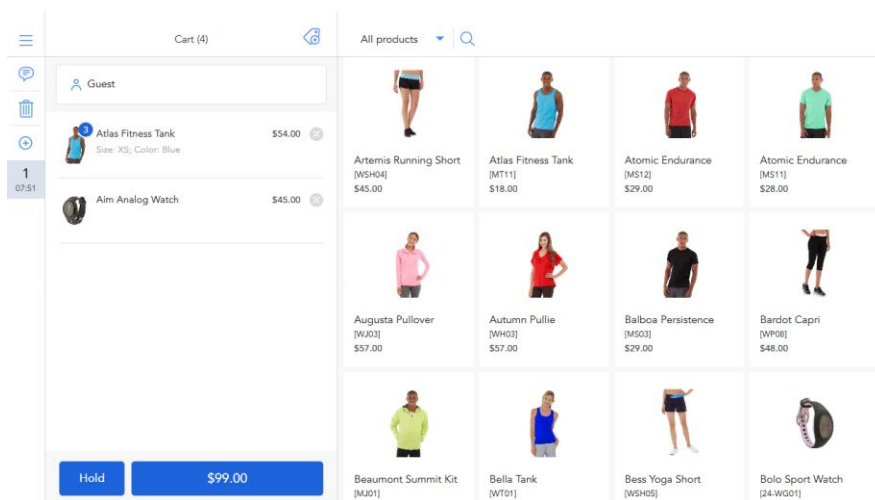


3. Create orders

Follow these 6 steps to check out on POS:

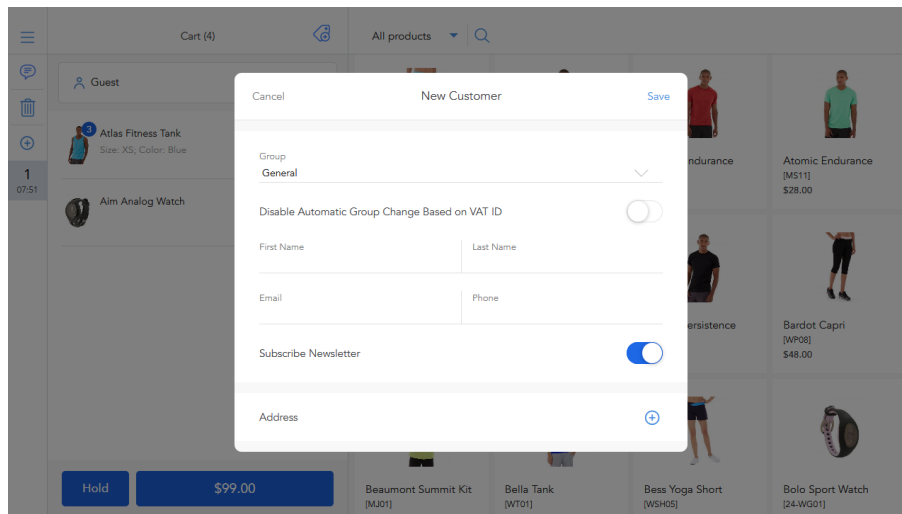
- **Step 1. Add product**

Search and select the product to cart and the quantity.



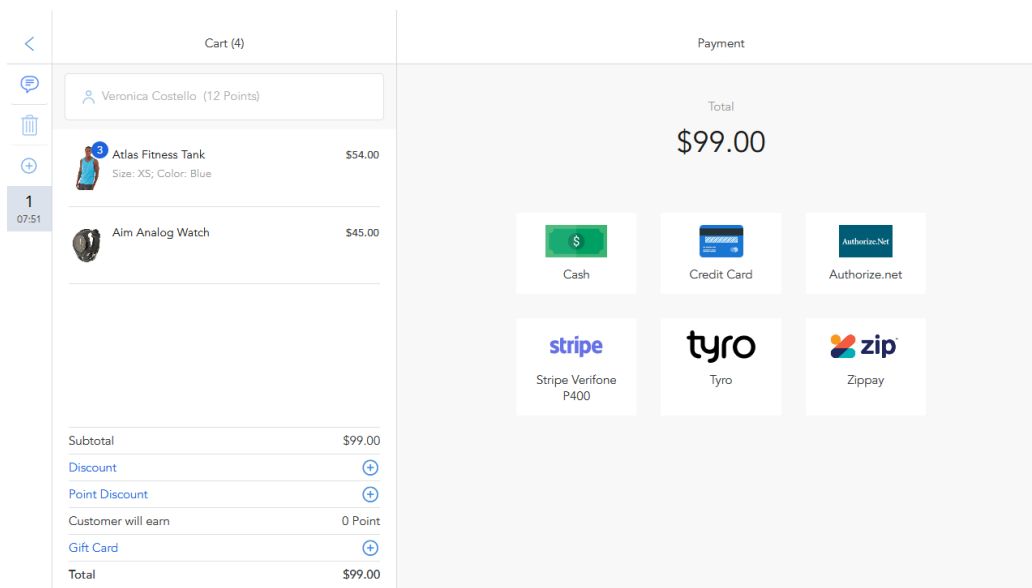
- **Step 2: Add customer**

Select a customer for the order. You can use guest checkout, choose an existing customer, or create a new one.



- **Step 3: Proceed to payment**

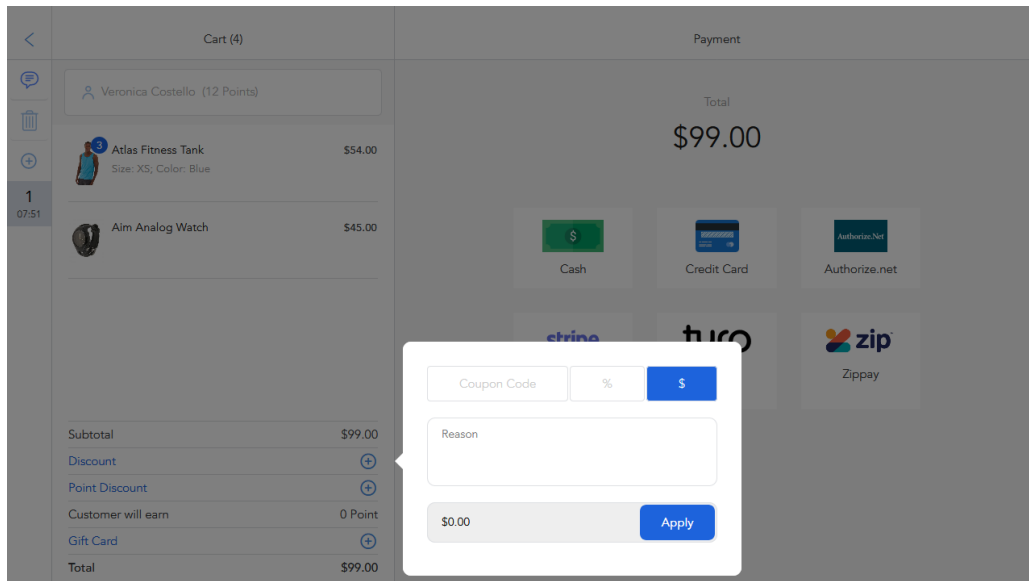
Once you've added products and customers, select the **Amount** button to proceed to payment.



You cannot edit the shopping cart or customer after this step.

- **Step 4: Apply discount**

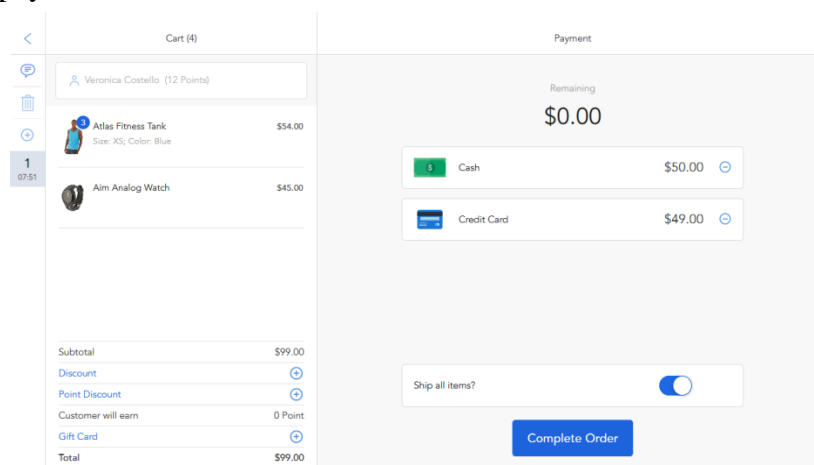
You can apply discount to the whole order with a coupon code, by an amount, or percentage.



- **Step 5: Take payment**

Use one of the following options to take payment:

- Cash
- Online payment gateway
- Offline credit card
- Custom payment



You can use multiple payment methods for one order and accept partial payment.

- **Step 6: Complete the order**

After payment, complete the order and print receipt.

Primary Location
00000, United States

#1-1577267608 25/12/2019 16:53
Created At Location Primary Location
Cashier admin admin
Customer Veronica Costello
Phone (555) 229-3326

Item	Qty	Price	Subtotal
Aim Analog Watch	1	\$45.00	\$45.00
Atlas Fitness Tank <i>XS/Blue</i>	3	\$18.00	\$54.00
Subtotal			\$99.00
Grand Total			\$99.00

Paid	\$99.00
Cash	\$50.00
Credit Card	\$49.00
Credit Balance	\$0.00
Point Balance	12 Points

Thank you for your purchase!



1-1577267608

Printed At: Dec 25, 2019 4:53 PM

You can also use the **Reorder** button to quickly duplicate an existing order.

5. Complete refund and notify customers

Cancel Refund Items - Order #1-1577267608 \$99.00

Use Max Qty to Refund ☒

Product	Qty Left	Qty to Refund	Price	Tax	Discount	Row Total
Aim Analog Watch [24-MG04]	1	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/>	\$45.00	\$0.00	\$0.00	\$45.00
Atlas Fitness Tank [MT11-XS-Blue] XS, Blue	3	<input type="button" value="-"/> <input type="text" value="3"/> <input type="button" value="+"/>	\$18.00	\$0.00	\$0.00	\$54.00
Total	4	4		\$0.00	\$0.00	\$99.00

Next

Close session

At the end of your shift or business day, end your session:

1. Set closing balance
2. Validate session
3. Close session and review

Session Management Wednesday, December 25

Wednesday, December 25 4:40 PM In Progress \$99.00 Staff admin admin POS Primary POS Opened December 25, 2019 4:40 PM

Put Money In Take Money Out

Set Closing Balance

Staff admin admin POS Primary POS

Closing Balance \$99.00

Confirm

X-Report Close Session