

CHEAPPPOS

Thank you for installing Cheaapos POS App. This is a manual on how to setup and get you started using Cheappos.

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Introduction

Cheappos is a free featured rich (Point of Sales) application for android tablets. Ideal for small to medium retail, restaurant, cafe boutique etc. types of business.

This app was design to help your business grow for free so why invest on a high price application with lots of maintenance payments when you can get the same feature for free, just buy a cheap tablet, a cheap printer then install this app and your are good to go, no hidden monthly and annual fee but it offers a onetime payment in app purchase that will really help your business grow and be the boss of your own company.

Customer in app purchase.

Aside from managing your customers this purchase offers an integrated loyalty rewarding feature that will help you acquire or retain your customers, after registering your customer a qrcode will be generated, you can email this qrcode or ask the customer to take a picture using their own device. This qrcode will serve as their loyalty id they can redeem and gather points by presenting this qrcode to your merchants. Registered customer can also purchase using credit and points payment now.

Employee in app purchase

Create roles and restrict your employee according to their designation so you can rest assure and leave the operations to your team, monitor your employees performance by generating reports specific to employee you want to monitor like a boss.

Inventory management

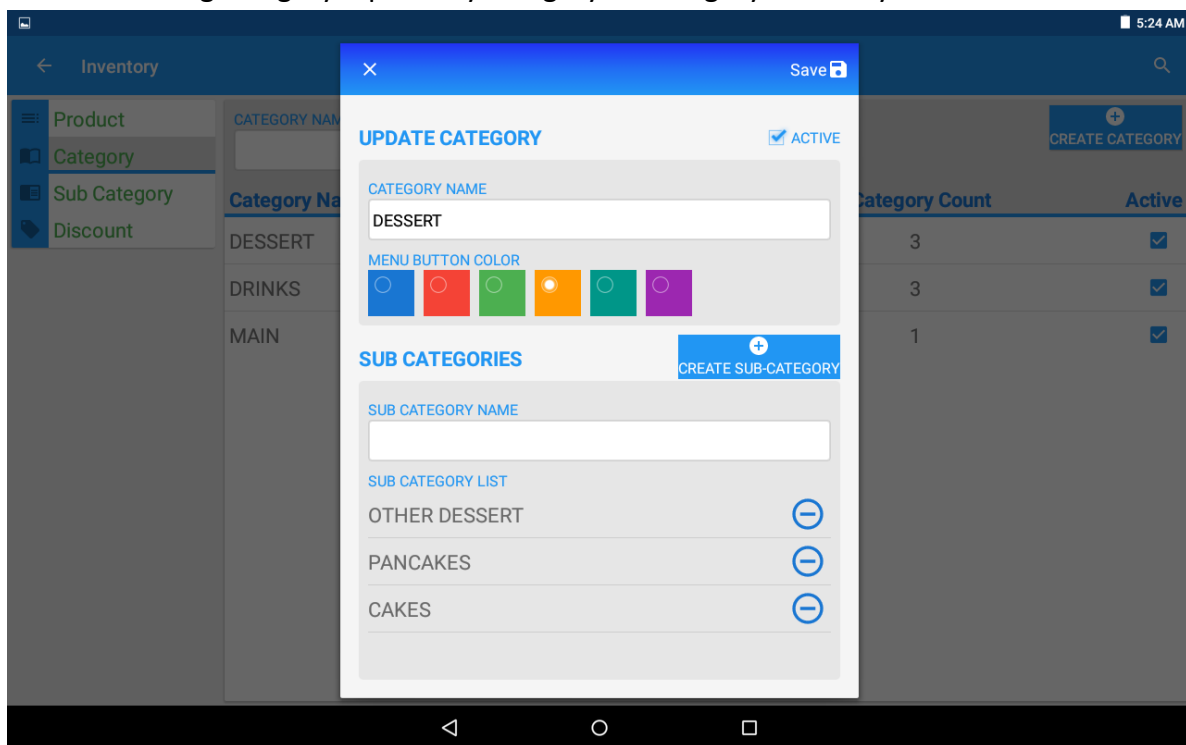
Inventory will be responsible on how your product will appear on the sales tab user interface. Cheappos inventory management is unique among other pos, unlike the common one product to one category this app works on a three basis which is category, subcategory and product. you can attach multiple subcategory onto category and the best part is you can attach a product on multiple subcategories which mean same product can appear on any subcategory this will replicate on sales tab as MENU, SUB and ITEM.

HOW TO CREATE PRODUCT

1. Go to Inventory tab > Product and tap the create product button on top right, create as many as you like.

HOW TO CREATE CATEGORY

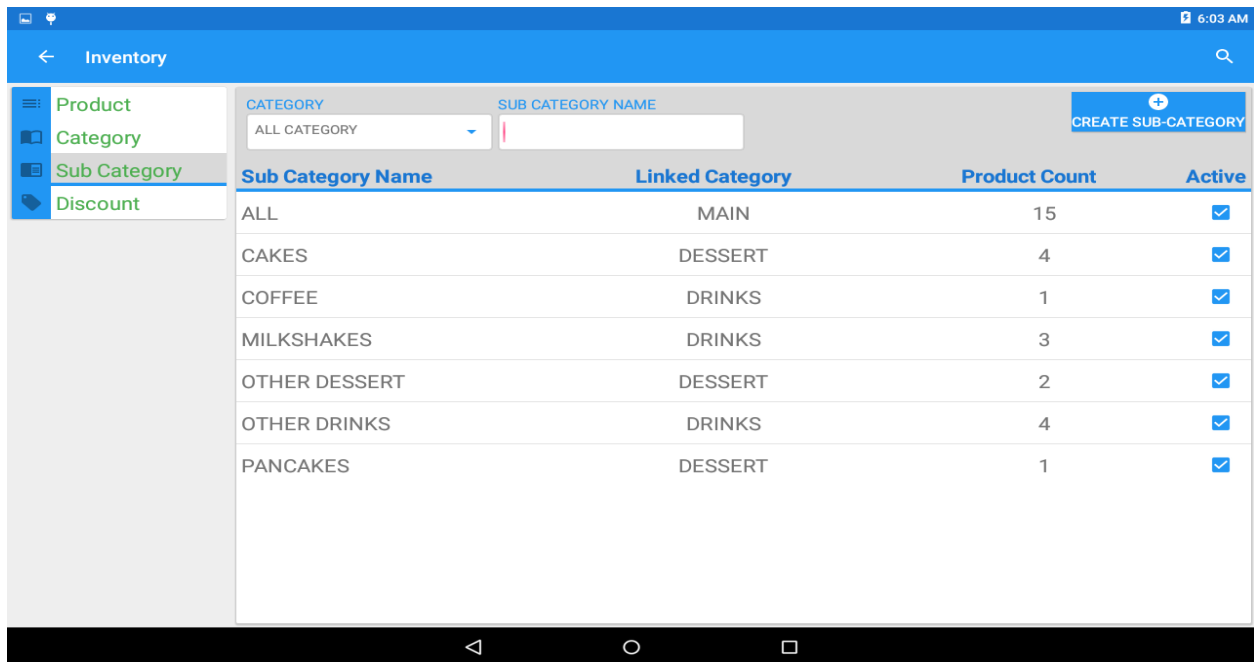
1. Go to Inventory tab > Category and tap the create category button.
2. After creating category tap on any category on category summary.



3. You can edit your category here and you can also create a subcategory by tapping create subcategory button, it will be under the category you created.

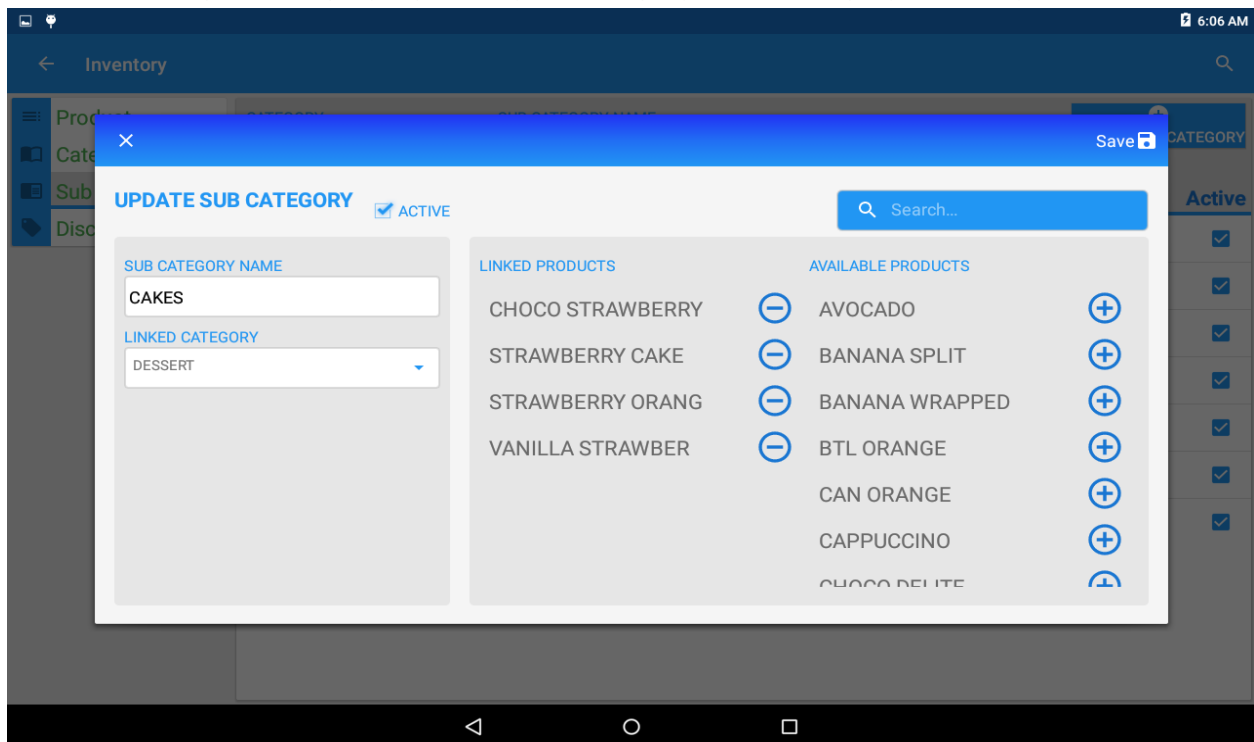
HOW TO CREATE SUB CATEGORY

1 . Go to Inventory tab > Sub Category and tap create sub-category.



note: subcategory will be linked to the selected category on the left if it is all category then it will not be linked.

2. After creating subcategory tap on any subcategory on subcategory summary.



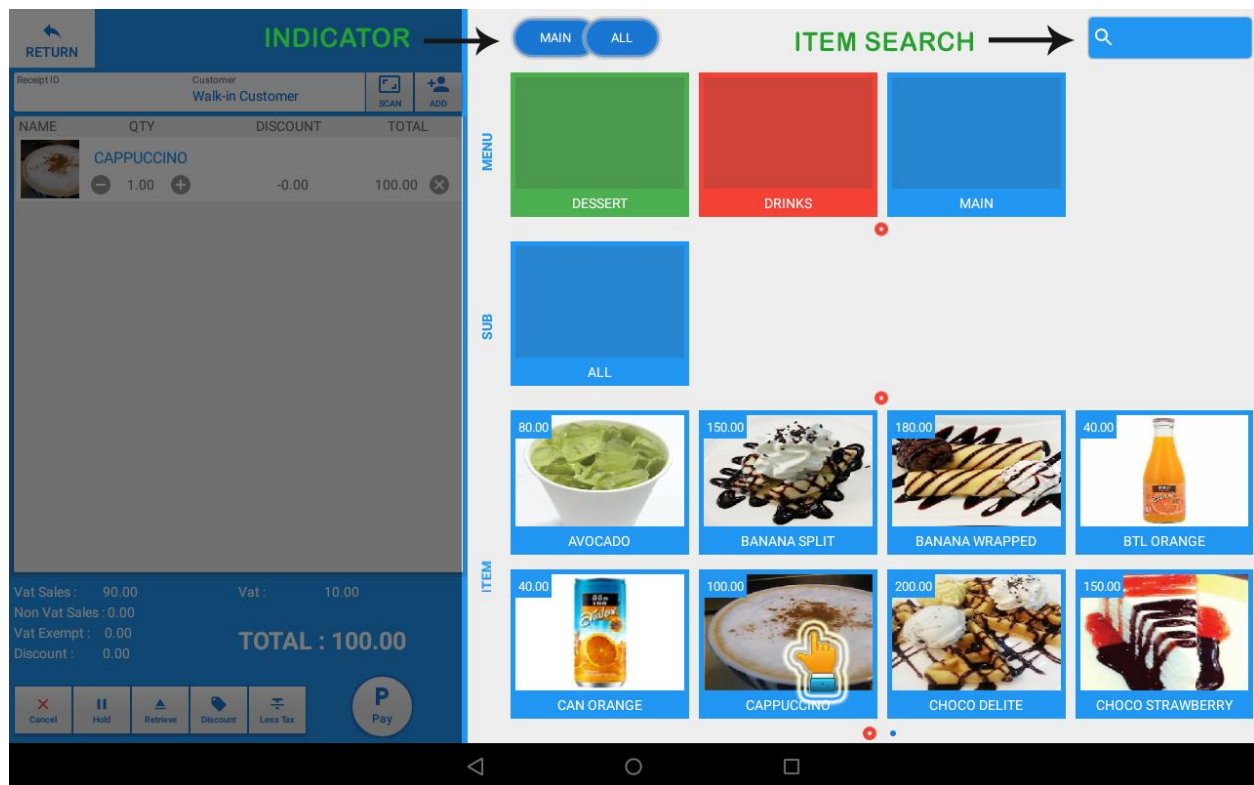
3. You can edit subcategory here, don't forget to link a product on your subcategory or it will not appear on the sales menu just tap the add and minus button to add or remove product.

HOW TO CREATE DISCOUNT

- 1 . Go to Inventory tab > Discount and tap create Discount.
2. Check the percentage to create a percentage deduction discount.

SALES TRANSACTION

HOW TO PROCESS SALES

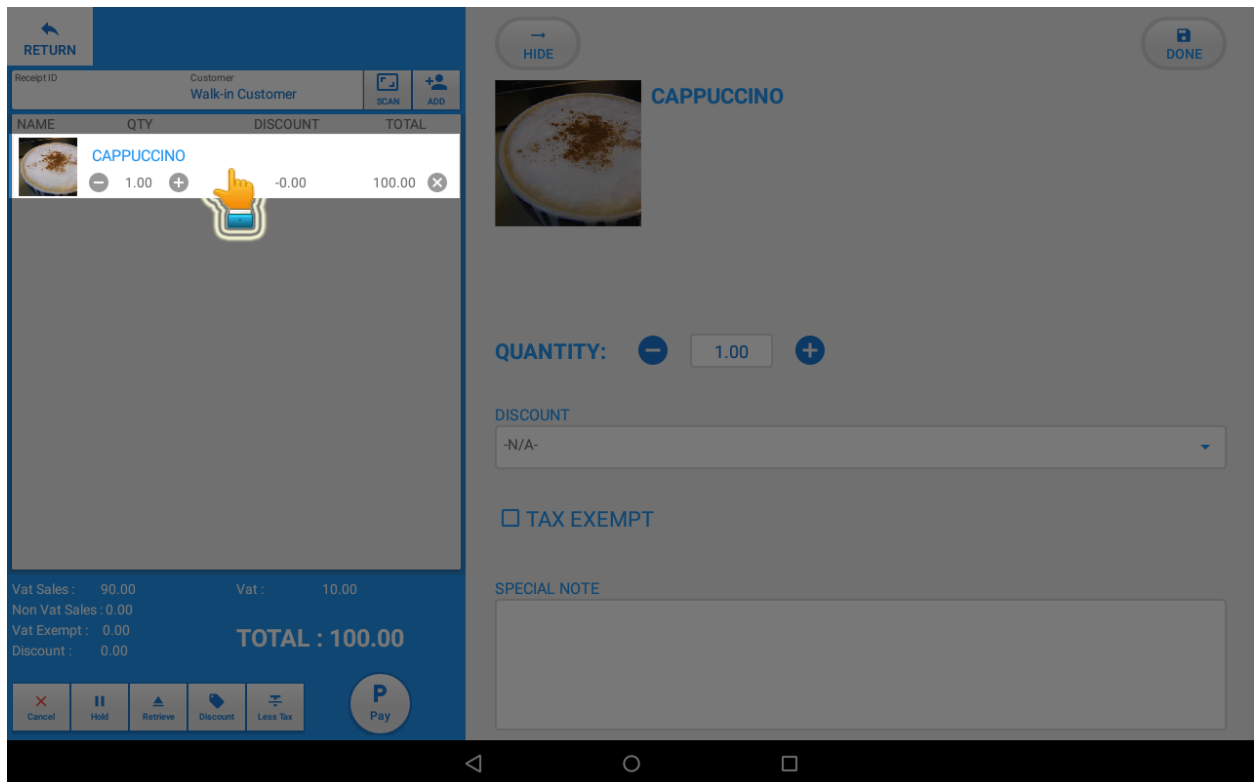


left part is the order summary and on the right side is order menu list

1. Tap on an item to add on the order summary list.

INDICATOR - indicates that you selected main on menu and all on sub.

ITEM SEARCH - search an item once clicked it will be added to the order summary.



2. Tap on any item in the summary list and the edit item form will show.

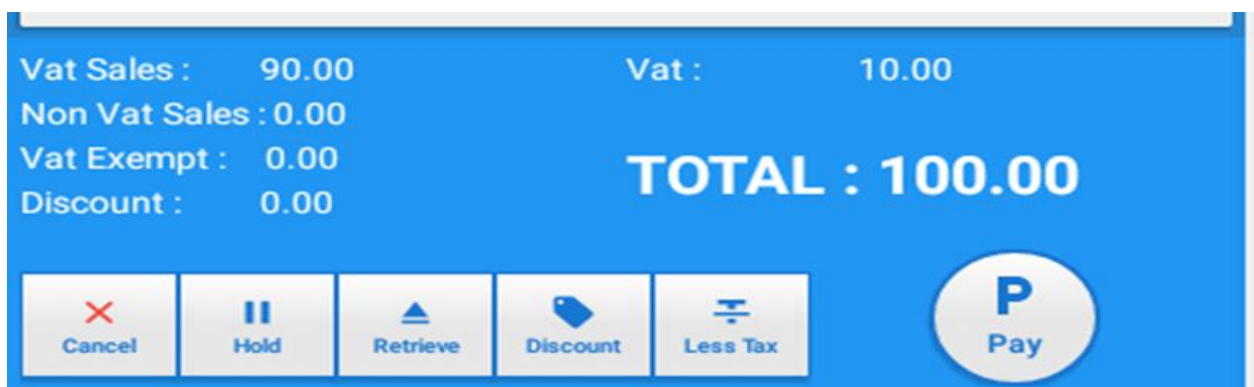
QUANTITY - add and deduct item.

DISCOUNT - the discount you created in the INVENTORY will appear here you can only apply one type of discount per items.

TAX EXEMPT - if it is checked then the tax will be deduct from the item and it will be under Non Vat Sales on computation.

SPECIAL NOTE - use when your customer has a request.

DONE button - Tap done after editing to apply changes.



3. This is below the summary list.

CANCEL button - delete all items in the order summary list.

HOLD button - used to pause a current order to take a new order and retrieve it back very for editing or payment, useful for restaurant types of business.

RETRIEVE button - call or retrieve any existing on hold orders.

DISCOUNT button - if you use this button for discounting it will apply to all items in the order summary, previous discounts will be overwritten.

LESS TAX button - if you use this button for tax exempting it will apply to all items in the order summary.

The screenshot displays a POS application interface. On the left, the 'Order Summary' section shows a list of items with columns for NAME, QTY, DISCOUNT, and TOTAL. One item, 'CAPPUCCINO', is listed with a quantity of 1.00, a discount of -0.00, and a total of 100.00. Below the list, summary statistics are shown: Vat Sales: 90.00, Non Vat Sales: 0.00, Vat Exempt: 0.00, Discount: 0.00, and a bolded TOTAL: 100.00. At the bottom left are buttons for Cancel, Hold, Retrieve, Discount, and Less Tax. A 'P' button with a hand icon is also visible. On the right, a payment keypad is shown with columns for S.C., TOTAL PAY, TENDER, and CHANGE. The values are: S.C. 10.00, TOTAL PAY 110.00, TENDER 0, and CHANGE 0. The keypad includes numeric buttons (0-9), a decimal point, a 'Clear' button, and a 'Back' button. Below the keypad, the 'PAYMENT TYPE: CASH' is selected, with options for CASH, CREDIT, and POINTS. A 'Done' button with a green checkmark is at the bottom right.

4. If you are ready for payment tap the PAY button and the payment form will show.

S.C. - Service Charge can be set under Settings > Sales settings

TOTAL PAY - is equal to total + service charge

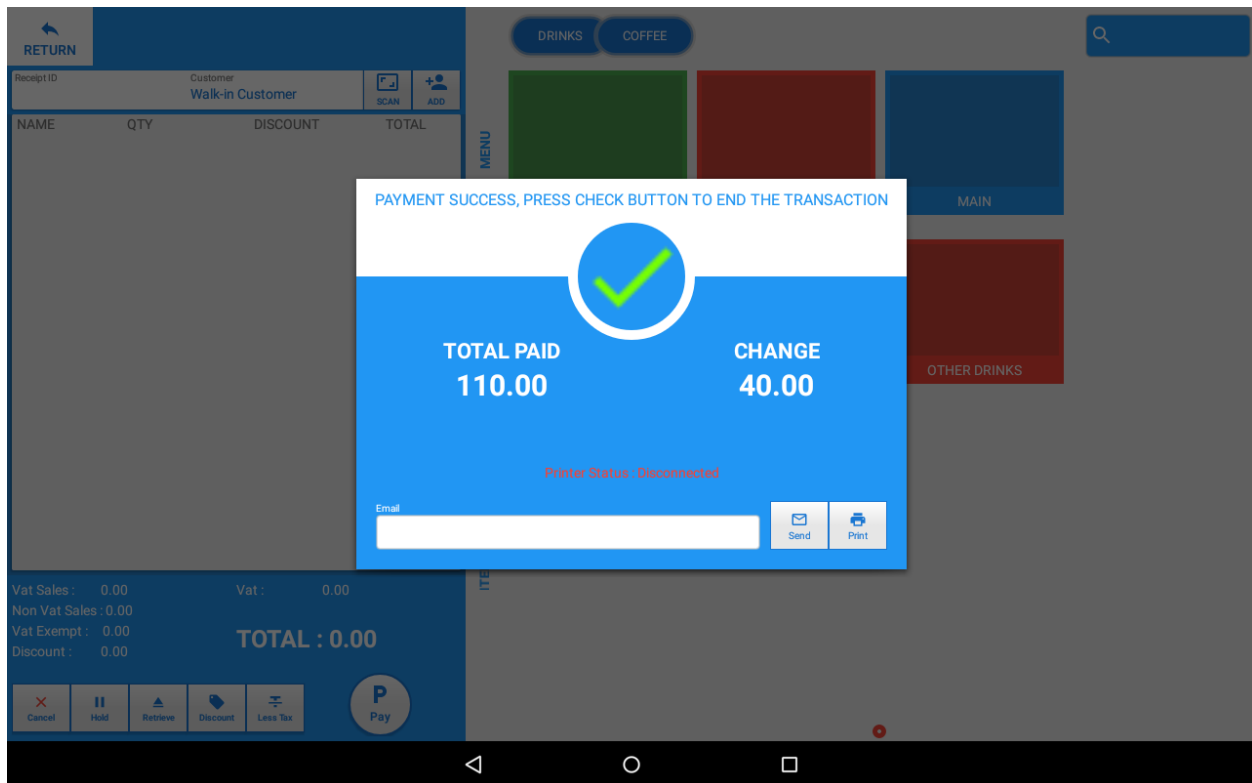
TENDER - the value of customers payment

CHANGE - is the difference of Tender - Total Pay

Buttons on the right side with value of 50, 100 and 500 are editable buttons you can set in under Settings > Sales Settings.

PAYMENT TYPE - Customer mode of payment credit and points is only available for registered customer

DONE Button - click this button after inputting value on tender.



5. Congratulations on a successful transaction!!!

PRINT Button - If the blue tooth printer was set up you can print receipt

SEND Button - This is for registered customer you can send their receipt via email

CHECK Button - Press this when you are done.