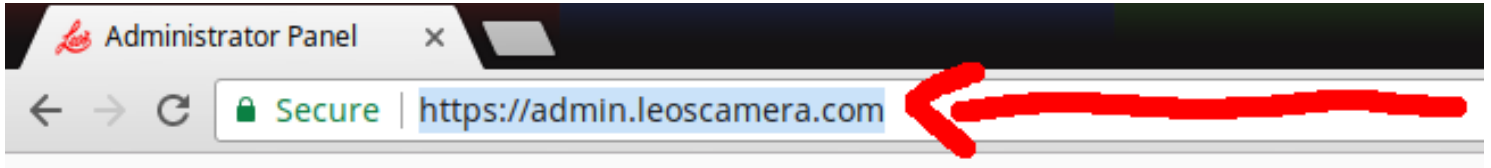


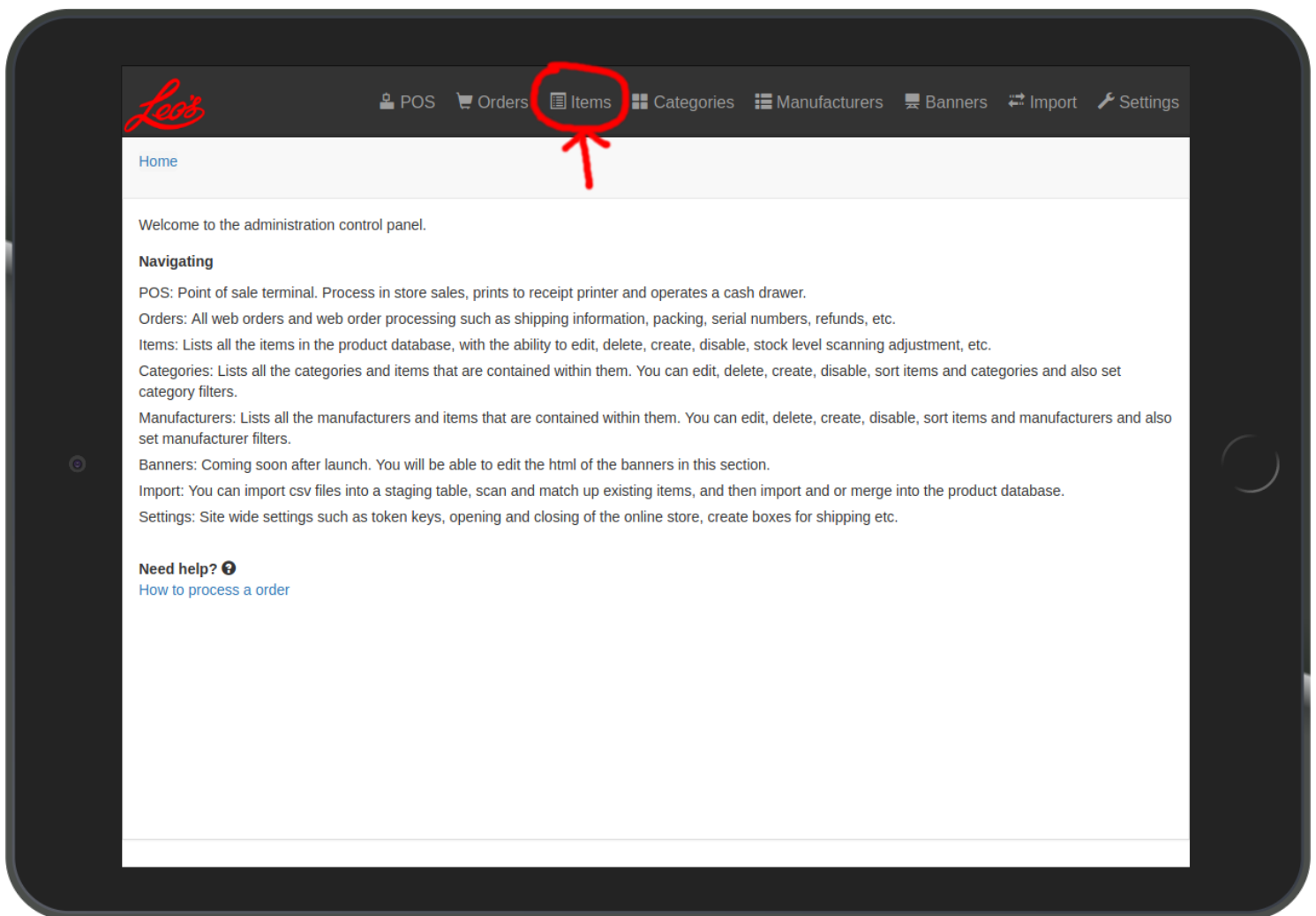
Step 1 --> Open the web browser.

1. Open the web browser (Google Chrome recommended) and in the url bar, enter:
admin.leoscamera.com

Note: No password is required as we are using iP verification. However if a login is ever requested, provide the following: **login:** leos **password:** leos1955



2. When the admin homepage opens, Touch on **Items** in the top menu bar.



Step 2 --> Items Action Menu

1. Touch the **Actions** button.

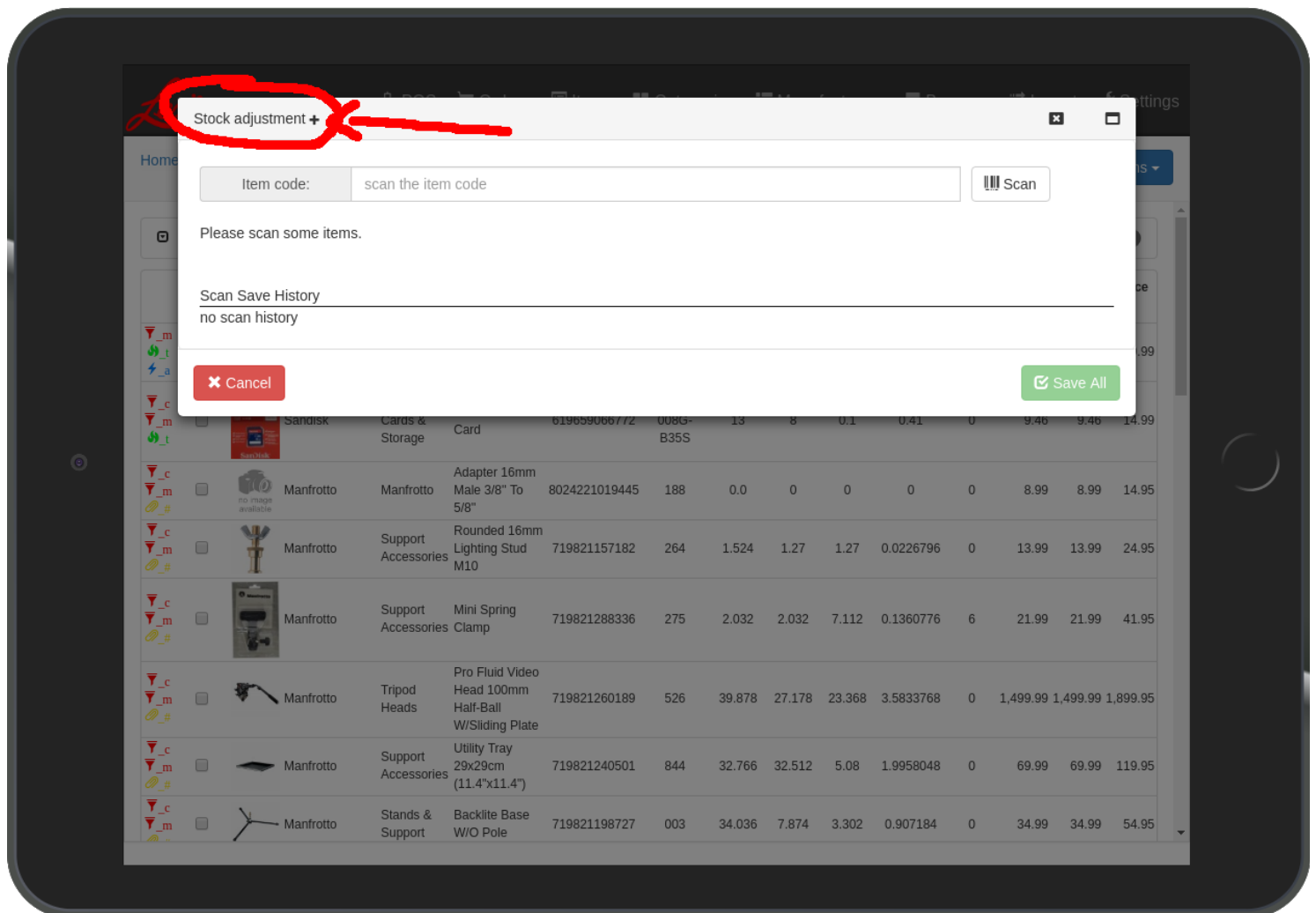
- Automatic stock increase: Touch **Add Stock +**
 - *When scanning a item, each beep / scan will increase the stock value by 1.*
- Automatic stock decrease: Touch **Remove Stock -**
 - *When scanning a item, each beep / scan will decrease the stock value by 1.*
- Check stock: Touch / Click **Check Stock**
 - *In check stock mode, each beep / scan will bring a item up but no stock increase or decrease is automatically added. You have to manually touch the + or – buttons to adjust the stock levels if you wish to make adjustments.*

The screenshot displays the Leo's POS system interface on a tablet. The top navigation bar includes icons for POS, Orders, Items, Categories, Manufacturers, Banners, Import, and Settings. The main content area shows the 'Items' list with columns for Select, Image, Manufacturer, Category, Item, UPC/EAN, Mfg Code, Length (cm), Width (cm), Height (cm), Weight (kg), and Stock. A search bar and an 'Actions' button are located at the top right of the items list. The 'Actions' menu is open, showing options: Add stock +, Remove stock -, Check stock, Add item, Move item, Copy item, Edit items, Set attribute, Item downloader, and Delete item.

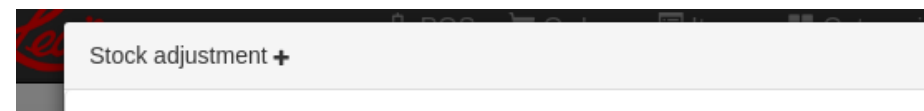
Select	Image	Manufacturer	Category	Item	UPC/EAN	Mfg Code	Length (cm)	Width (cm)	Height (cm)	Weight (kg)	Stock			
		FujiFilm	Mirrorless Cameras	X-T2 Body - Black	074101029499	600016989	19.558	24.384	13.208	0.09922325	1			
		Sandisk	Memory Cards & Storage	8GB SDHC Card	619659066772	SDSDB-008G-B35S	13	8	0.1	0.41	0			
		Manfrotto	Manfrotto	Adapter 16mm Male 3/8" To 5/8"	8024221019445	188	0.0	0	0	0	0			
		Manfrotto	Support Accessories	Rounded 16mm Lighting Stud M10	719821157182	264	1.524	1.27	1.27	0.0226796	0	13.99	13.99	24.95
		Manfrotto	Support Accessories	Mini Spring Clamp	719821288336	275	2.032	2.032	7.112	0.1360776	6	21.99	21.99	41.95
		Manfrotto	Tripod Heads	Pro Fluid Video Head 100mm Half-Ball W/Sliding Plate	719821260189	526	39.878	27.178	23.368	3.5833768	0	1,499.99	1,499.99	1,899.95
		Manfrotto	Support Accessories	Utility Tray 29x29cm (11.4"x11.4")	719821240501	844	32.766	32.512	5.08	1.9958048	0	69.99	69.99	119.95
		Manfrotto	Stands & Support	Backlite Base W/O Pole	719821198727	003	34.036	7.874	3.302	0.907184	0	34.99	34.99	54.95

Step 2 --> Items Action Menu (cont.)

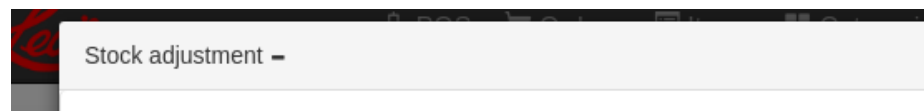
2. You can easily check which scanning mode you are in by the Header of the Scanning window after it opens.



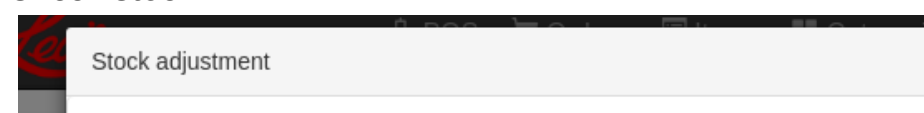
Add stock +



Remove stock -

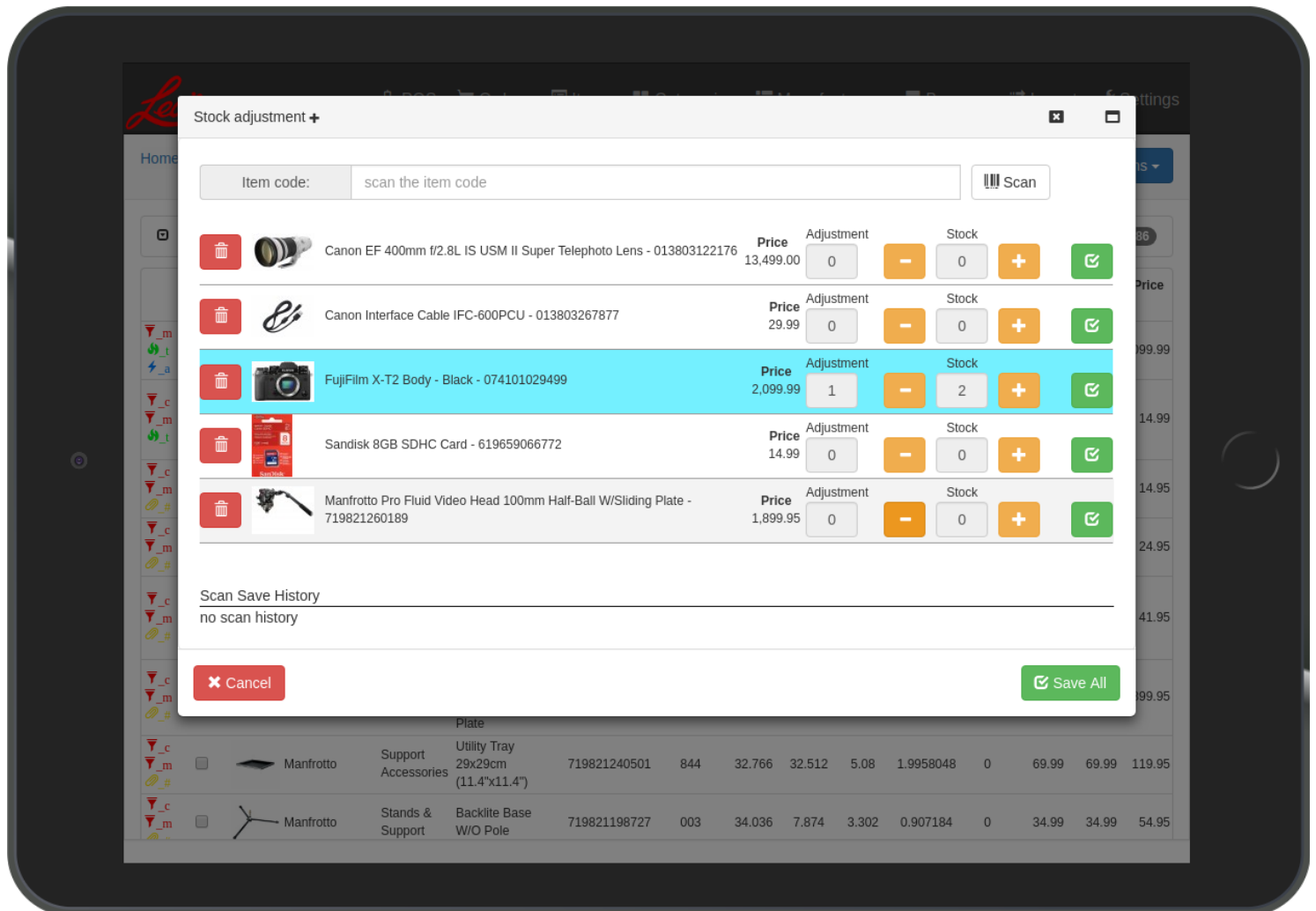



Check stock

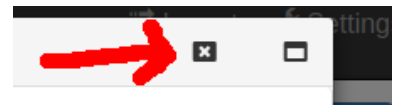



Step 3 --> Scanning

1. Scan / Beep a item, it will display in the scanning window if the item exists in the Database. The last item you scan will flash / highlight itself in Blue.



2. To exit and close the scanning window, click on the small X at the top right of the window. 



3. You can full screen the window by clicking on the window icon at the top right of the window. Touch it again to bring the window back to it's normal size. 

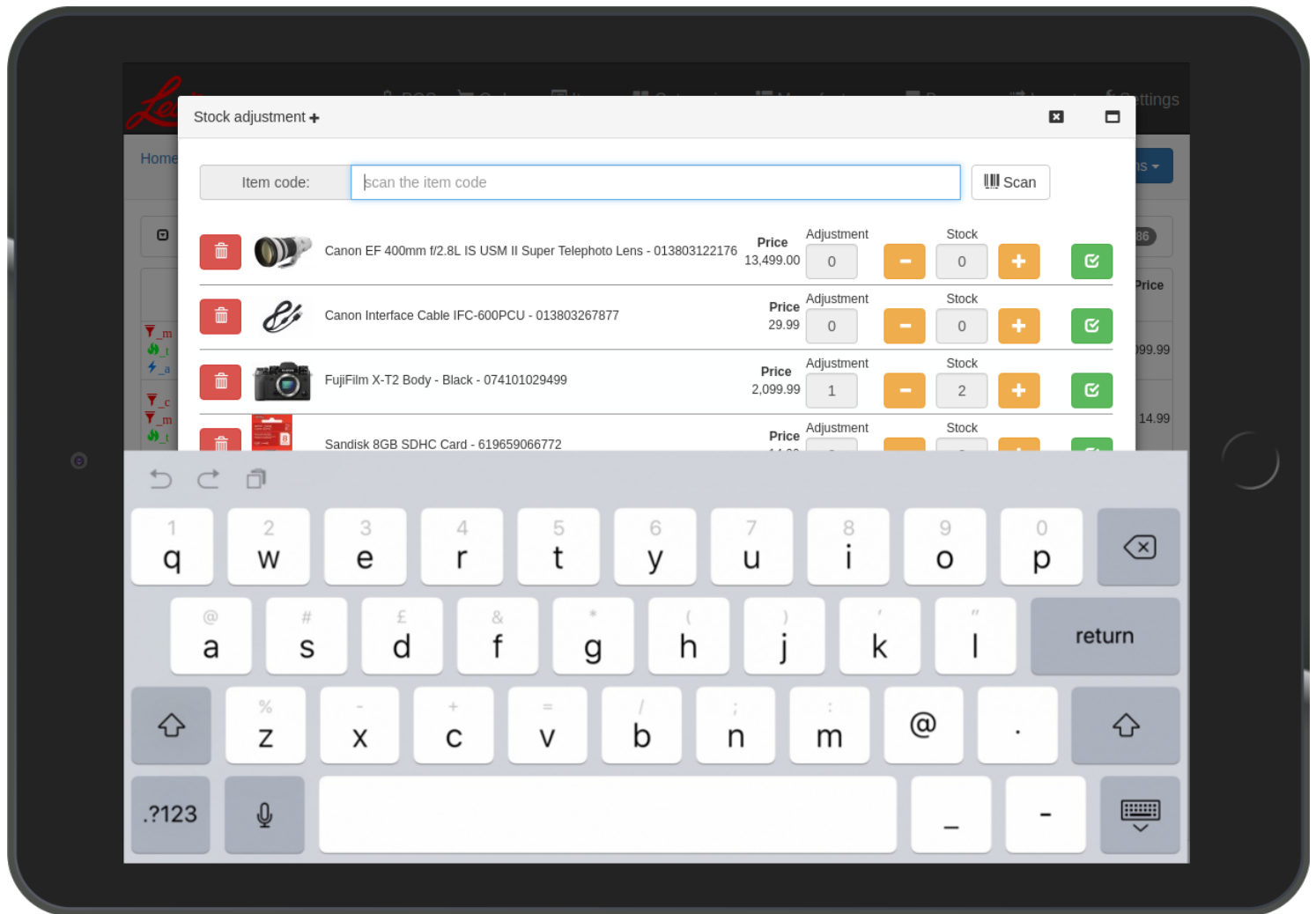


Step 3 --> Scanning (cont.)

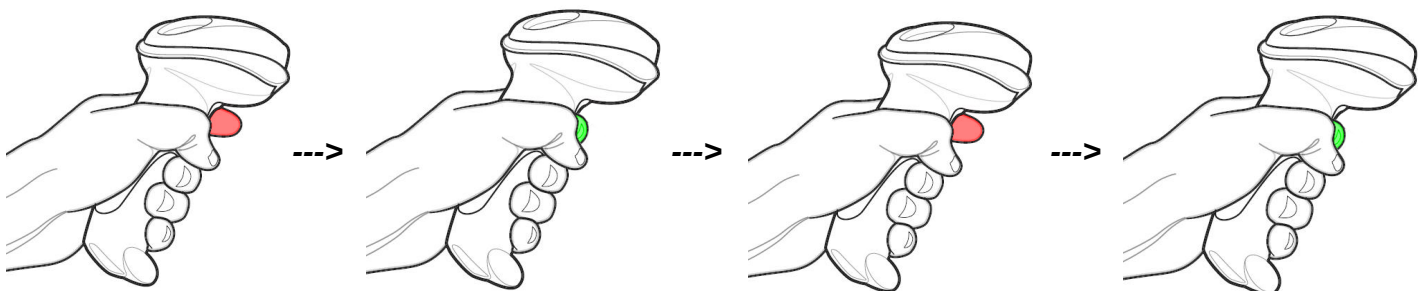
Scanning: Scanning / Beeping a item with the scanner will automatically input and search for the item. If the scanner has trouble reading the code, you can manually type in the code by touching the Item code: input box (scan the item code).

Item code: Scan

Once it is highlighted, you quickly double tap on the scanner trigger to open the iPad virtual keyboard. After typing the code, touch the Scan button.



*****NOTE*** --> Quickly double tap the scanner trigger to **SHOW** and **HIDE** the iPad virtual keyboard. The keyboard needs to be **CLOSED** / **HIDDEN** for the scanner to work properly.**



Step 3 --> Scanning (cont.)

Removing a item from the list:

- Touch the Red Trash button.



- This will remove the individual item that was scanned from being updated. Any changes you made will not be applied to this item.

Cancelling all changes:

- Touch the Cancel button.



- This will cancel all changes and remove **ALL** items and updates from the list.

Adjusting stock:



- **Adjustment** shows what changes you are going to be making to the stock. When it says 5, that means you are increase the stock for that item by 5. If it says 0, that means no changes to the stock are being made.
- **Stock** will show the actual number in real time of the stock for that particular item. Increase or decreasing the stock will change this number. The Adjustment number and Stock numbers are linked together. In the example image, the Adjustment number is 1, and the Stock is 2. This means you are increase the stock by +1 which will set the new Stock total to 2.
- Depending on which scanning adjustment mode you are in, when you scan / beep a item, it will perform different functions.
 - **Stock adjustment +** mode will increase the adjustment value by 1 each time you scan / beep a item.
 - **Stock adjustment -** mode will decrease the adjustment value by 1 each time you scan / beep a item.
 - **Stock adjustment** (aka: Check stock mode) will not adjust the stock
- Manual adjustment. Touch the + or - buttons to manually increase or decrease the stock.

Saving changes to a individual item:

- Touch the Green Check button.



- This will save the individual item and update it's stock numbers. Any changes you made to this item will be applied. The item will be removed from the list after saving and appear in the scan history.

Saving all changes:

- Touch the Save All button.



- This will save all changes made to all items that are in the list. They will be removed from the list and appear in your scan history.

Step 4 --> Scan Save History

The scan save history shows all your previous scanning updates that were saved to the database during your scanning session. This may be useful in case you forget which items you previous updated during your scanning session.

