



UCSM POINT OF SALE SYSTEM

User Guide

Title Page

About the system

1. Cashier Panel

1.1 Login	-----	3
1.2 Cashier Panel	-----	3
1.3 Selling product items with cash	-----	4
1.4 Search product items	-----	5
1.5 Top up card	-----	6
1.6 Create card	-----	7
1.7 Card payment	-----	8
1.8 Voucher printing service	-----	8
1.9 Voucher explanation	-----	9

2. Admin Panel

2.1 Login Page	-----	11
2.2 Admin Panel (Manage Product Items)	-----	11
2.3 Manage product category	-----	12
2.4 Manage cashier	-----	13
2.5 Manage customer	-----	14
2.6 Manage card	-----	15
2.7 Manage promotion	-----	15
2.8 Popular items	-----	15
2.9 Manage supplier	-----	16
2.10 Chart View	-----	17
2.11 Reports	-----	17

About The System

UCSM Point of Sale System is aimed for small convenience stores which are still unfamiliar to computerized system of running the business. This system is simple yet effective as the functions are easy to use for the users, that is, for the store owner or store manager and store cashiers.

In the admin panel, there are fields which are effective for the administration of the whole store. The admin can manage list of product items, product categories, cashier information, customer information and supplier information.

In the cashier panel, the user will be provided with interfaces to sell items to customers. He/she can search the selling items by barcode or item-name. The cashier can also redeem the payment card or create new cards.

In card, we put each card's QR-code. We included this function because we believe that the card payment system is more convenient than the cash payment. Cashless made effortless.

1. Cashier Panel

In cashier panel, user can sell product items, top up cash card and register new card. User guide for cashier panel are shown in the following.

1.1 Login

Figure 1.1 is the login page for UCSM Point of Sale System. This is the first page when you start running the software. For cashier who want to enter the cashier panel, he/she have to choose the radio button which is written with "Cashier". In the first box, he/she have to enter his/her cashier id. In the second box, he/she have to enter the password of his/her account which is provided by the admin. After filling all the boxes, he/she have to click the "Login" button.

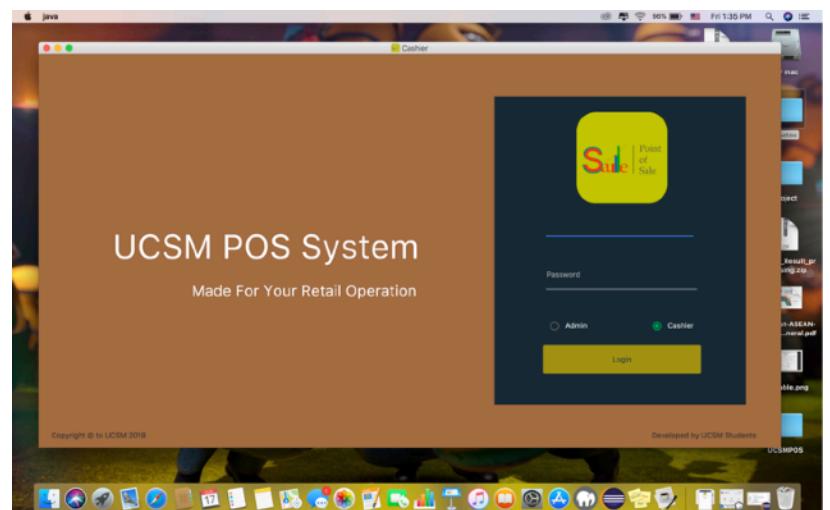


Figure (1.1) Login Page

1.2 Cashier Panel

Figure (1.2) shows the cashier panel. "Log out" button at the top right of the page is for the action when the user want to log out from his/her account. As soon

as he/she click the “logout” button, he/she will reach the login page as shown in Figure (1.1).

For the “Topup Card” button, when the user wants to *refill the money to the cash card*, he/she can click this button. The detail about the “top up card” is explained in the **section 1.5**.

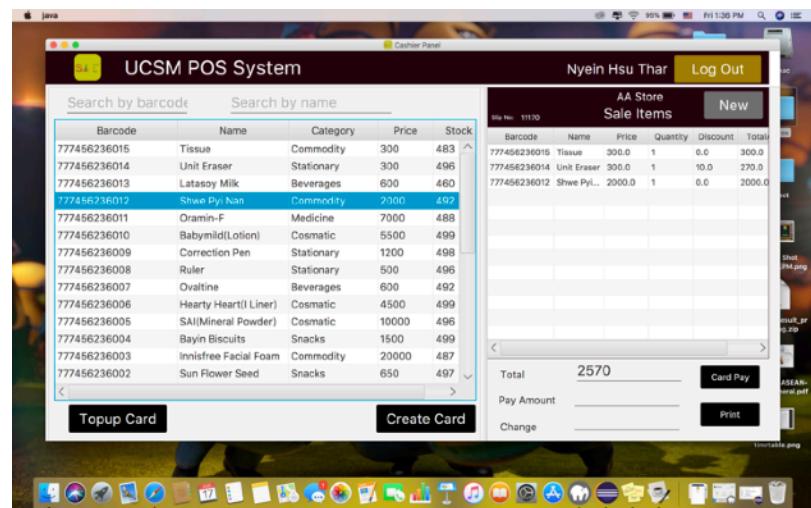


Figure (1.2) Cashier Panel

The “Create Card” button is for registration the customer with the empty cash card. When the customer wants to use the cash card, the cashier have to register the customer by click this button. For the detail about “Create Card”, please read in **section 1.6**.

When the customer wants to pay money with card, the cashier can click the “card pay” button. This button can click only if there is at least one items in the “sale items” table. You can read the explanation of “card payment” in **section 1.7**.

“Print” button is the button to click at the final stage of cash sale i.e. when you enter the pay amount from the customer. “Print” button provide you to get the receipt voucher for the current sale. After clicking “print” button, the user interface of the voucher will pop up. The detail about the printing service is shown in **section 1.8**.

For “new” button, it is the button to renew the sale i.e. when you completely sold the item and you want to make the new sale you have to click the “new” button in order to clear the contents in the “sale items” table and get the new voucher number.

1.3 Selling product items with cash

When you want to sale the items, you can “double click” the items you want to sale on the table in the left hand side. When you “double click” the table row, the item you have clicked will appear on the “sale items” table, the table on the right hand side. When the item reach to the “sale items” table, it will be computed the amount of the item including percentage of promotion and the quantity of the items. If you want to change the quantity of the item, you can double on the “quantity column” of the item you want to change and add the number of quantity and hit “enter” as shown in Figure (1.3).

The total amount of the sale will be automatically computed and shown in the total box under the “sale items” table. When you finish adding the items to the sale items table, you have to enter the “pay amount” of the cash and hit “enter”. After

that, the change will be automatically computed and show in the “change” box under the “pay amount” box.

After doing all the above staff, you have to click the “print” button in order to save the information and produce the voucher. After that, the printing service user interface will be pop up.

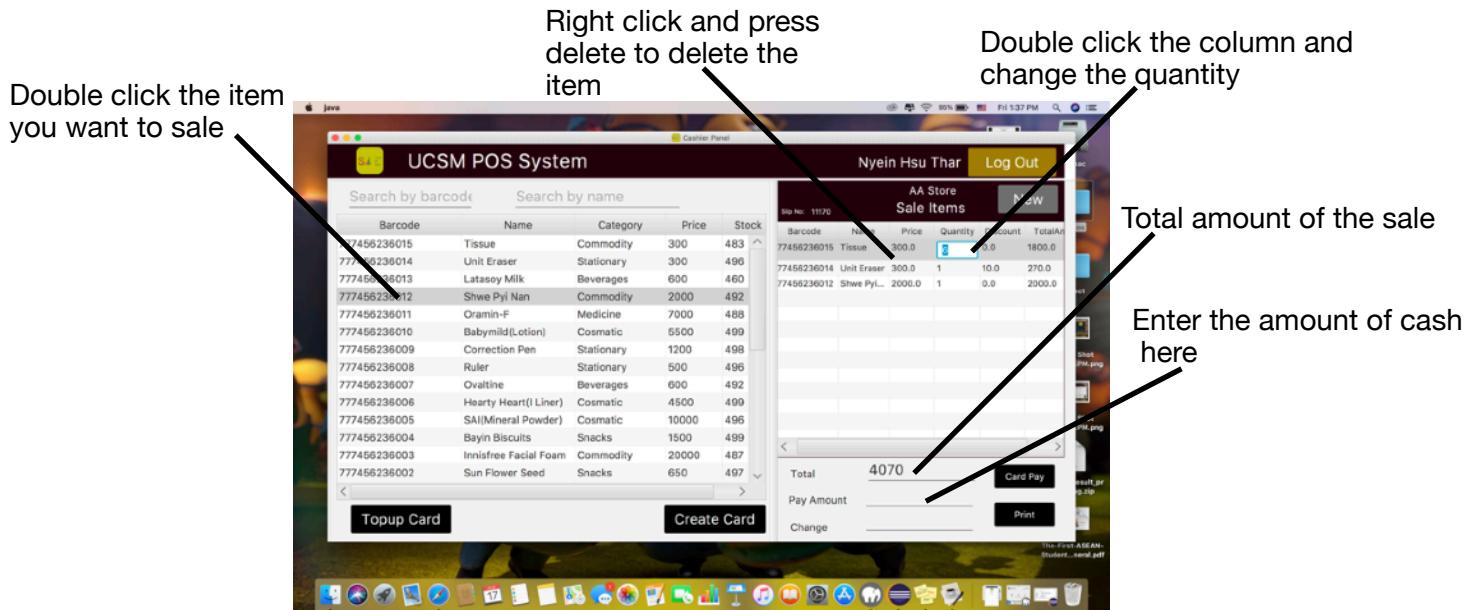


Figure (1.3) Selling Product

If you want to delete the items in the sale items table, you can simply click the row of the item and press right click and hit delete in the pop up menu. When you click the “delete” menu the confirmation box with the message “Are you sure to delete this item” and when you hit “OK” it will be deleted.

1.4 Search Product Items

You can search product items by name and by product barcode. Also you can find the product items by scanning barcode from android application. Figure (1.4) shows searching by name and Figure (1.5) shows searching by barcode.

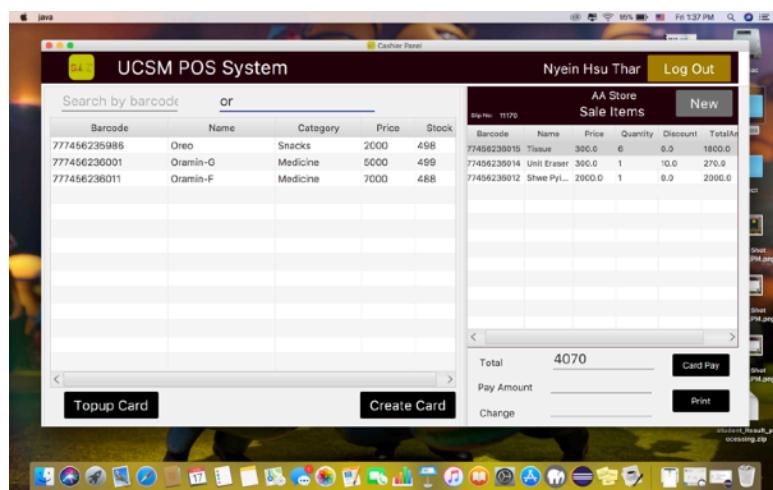


Figure (1.4) Search by name

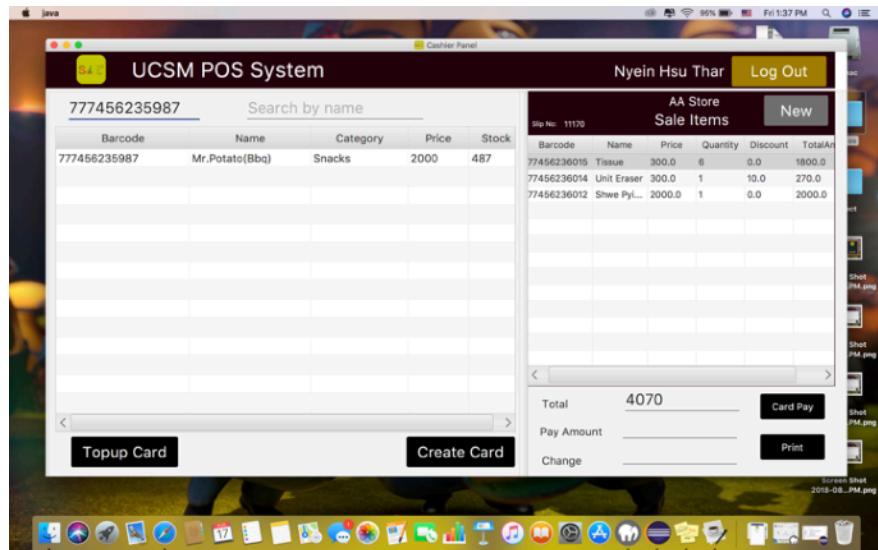


Figure (1.5) Search by barcode

1.5 Top up Card

When you want to top up the cash card, you have to click “topup card” button. When you click the “topup card” button, the top up card panel will show up like in the Figure (1.6).

After that, you have to scan the QR code from the customer card in android application we provided. When, you get the card number in the android application, you have to fill that number in the “card number” box under the search here label and hit “enter key”. And then, the information of the customer will shown up. You can not only top up the money to the cash card, you can also change/update the customer information in this panel.

If you want to top up the money, you have to enter the amount in the “amount” box and click “Redeem” button. But only the amount of 50000 kyats and above is allowed to redeem. When you click the “Redeem” button, the amount in the “amount” box will be added to the “amount” box. And then, click “Apply” button to make changes.

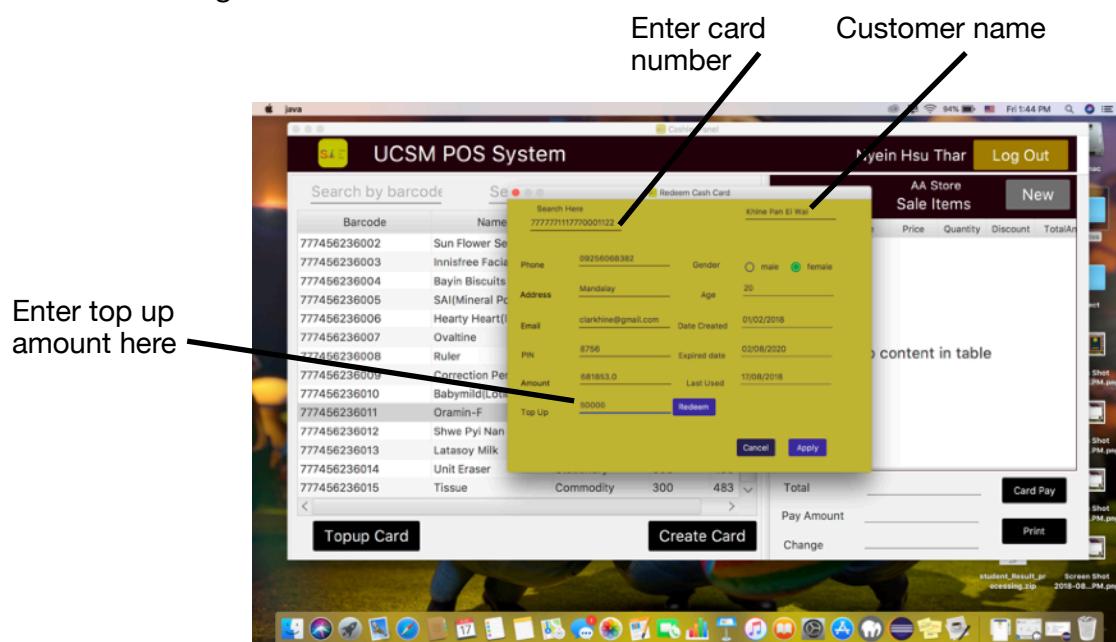


Figure (1.6) Top up cash card

1.6 Create Card

When you click “Create Card” button, the create card panel will show up. Firstly you have to click the “new” button in order to refresh the layout. And then, you have to scan the QR code from the card and fill card number in the card number box and hit “enter”. After that, you have to fill the customer information to each box. For top up the cash card, it is the same with “top up card” which is discussed in **section 1.7**. After you fill the form complete, you have to click “create” button. “Cancel” button provide you to close the panel. *Note: Customer who has age 13 and above can only use cash card.*

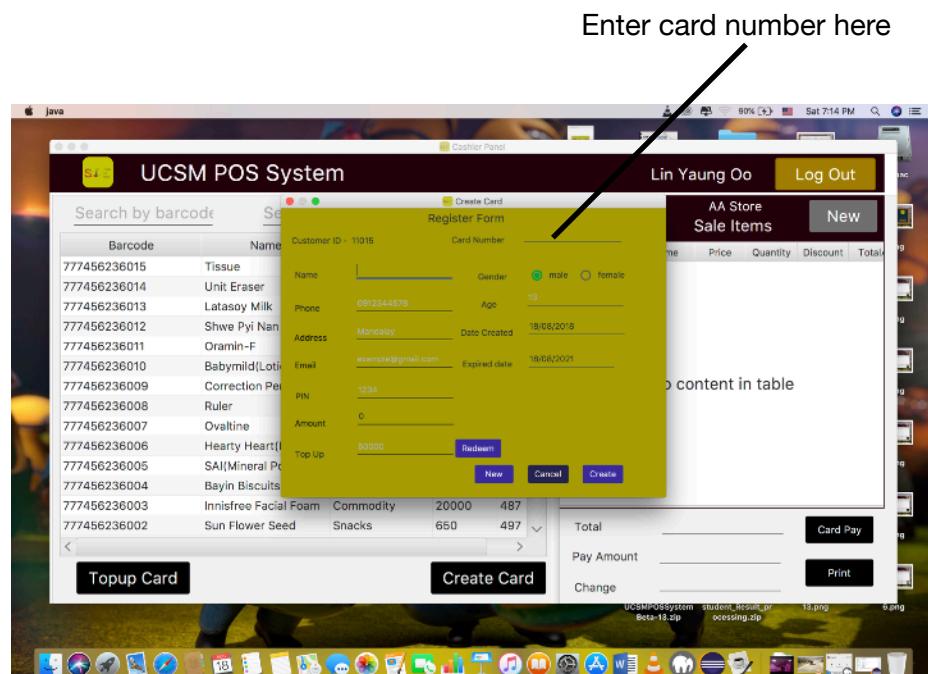


Figure (1.7) Create Card

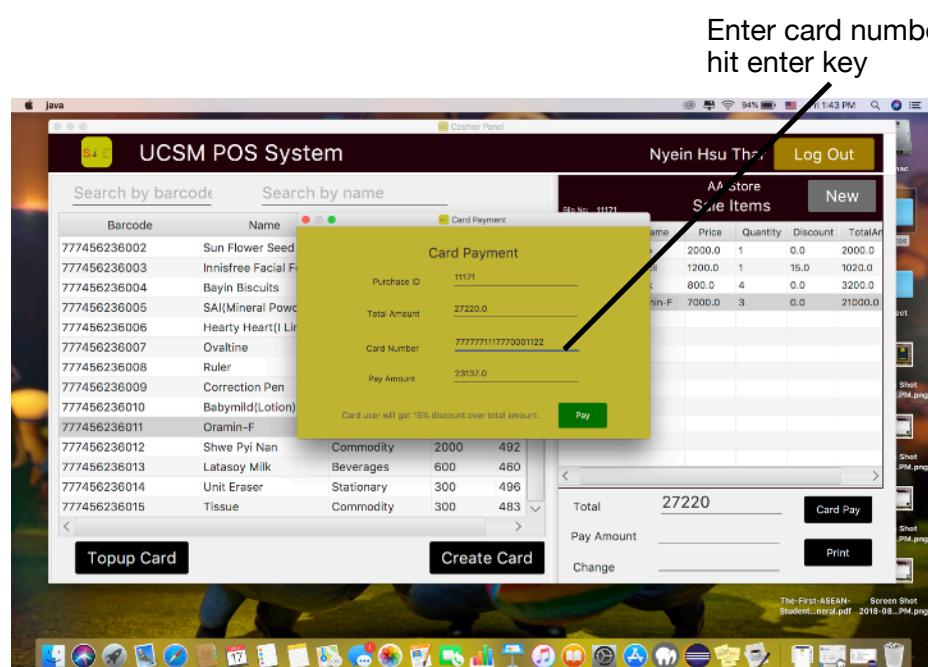


Figure (1.8) Card Payment

1.7 Card Payment

If the customer want to pay by cash cash, you have to click “Card Pay” button after you add all the sale items in “sale items” table. And then, card payment panel will pop up like in Figure (1.8).

In the card payment panel, you have to enter the card number to the card number box and hit “enter”. (You can also get the card number by scanning QR code in the cash card of the customer like in the previous sessions). The pay amount will be automatically compute and shown in the box below. Notice that card user will get 15% discount over the total amount. After that, you have to click “Pay” button. And then, receipt voucher will show up.

Note: If the money in the card is not sufficient, the alert box with the message “Insufficient Balance” will show up after you enter the card number and hit “enter”.

1.8 Voucher Printing Service

After you click the “Print” button or “Pay” button in card payment panel, the voucher printing service panel will pop up as in Figure (1.9).

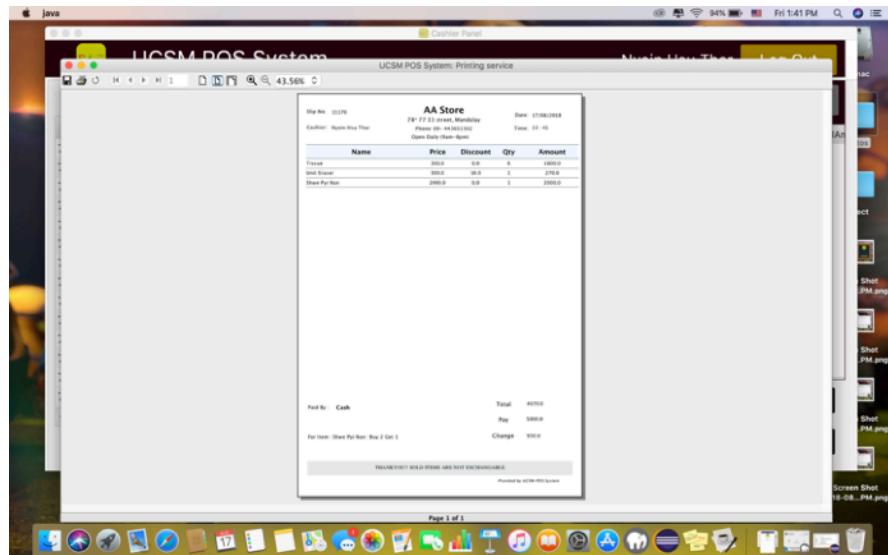


Figure (1.9) Printing Service

In this panel, you can do 2 functions :

- (i) save the receipt voucher as PDF file

When you click the save button, the user interface for save will show up as in Figure (1.10). And then you can select the location you want to save and click save.

- (ii) print out the voucher to printer

If you want to print the voucher, you can click the printer icons and the user interface for printing will show up as in Figure(1.11). You can enter the number of copies and click print. After that receipt voucher will be print through out the printer.

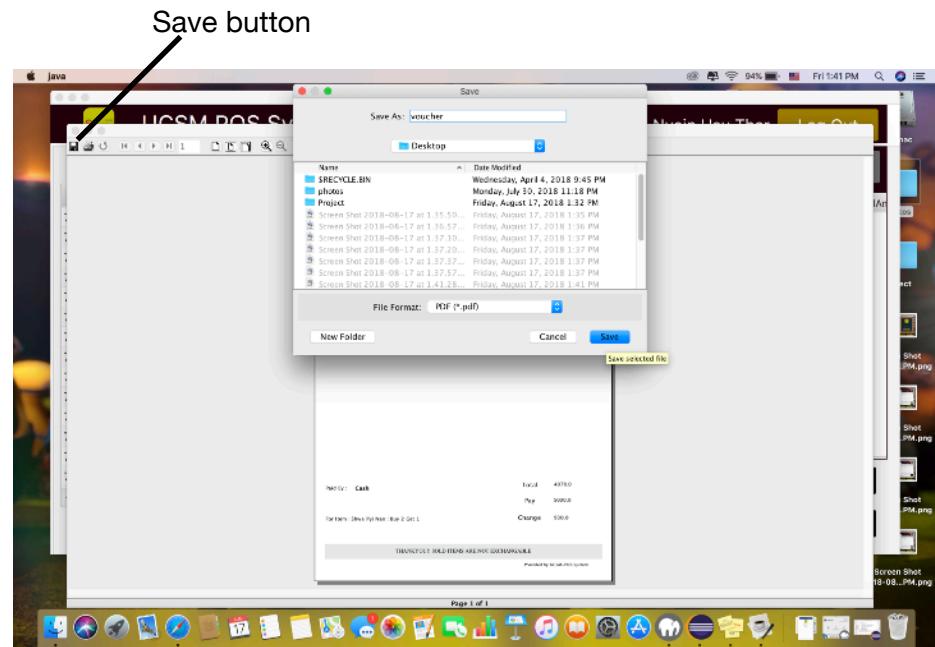


Figure (1.10) Save voucher as PDF

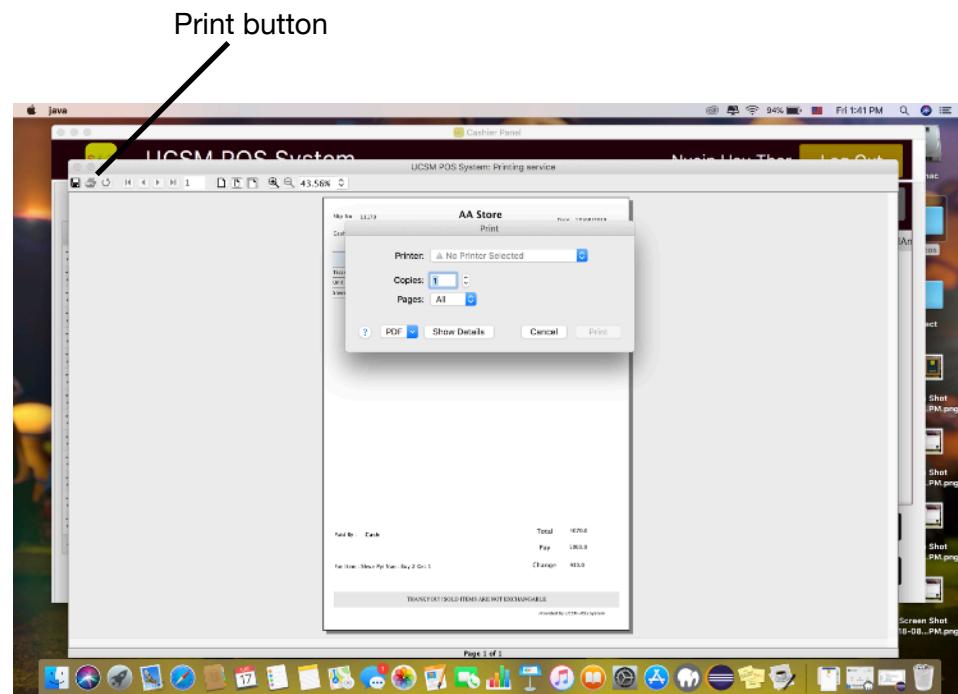


Figure (1.11) Print receipt voucher

1.9 Voucher Explanation

If you sold with cash payment the text “Paid by: cash” will be displayed in the voucher as in Figure (1.12). If you sold by card payment, the text will be “Paid by: card” and under that text the last digit of customer card id will also be display as shown in Figure (1.13).

When customer buy the items that are providing with promotion like “Buy 2 get 1”, that product items will also be shown in the voucher.

Slip No:	11173	AA Store		
Cashier:	Lin Yaung Oo	78* 77 33 street, Mandalay	Date:	18/08/2018
		Phone: 09- 443031502	Time:	20 : 4
		Open Daily (9am-8pm)		
Name	Price	Discount	Qty	Amount
Pencil	1200.0	15.0	1	1020.0
Innisfree Facial Foam	20000.0	0.0	2	40000.0
Unk Eraser	300.0	10.0	1	270.0
Oramin-F	7000.0	0.0	1	7000.0
Shwe Pyi Nan	2000.0	0.0	4	8000.0
Paid By : Cash				
			Total	56290.0
			Pay	60000.0
For Item : Innisfree Facial Foam : Buy 3 Get 1 For Item : Shwe Pyi Nan : Buy 2 Get 1			Change	3710.0
THANKYOU!! SOLD ITEMS ARE NOT EXCHANGABLE				
Provided by UCSM-POS System				

Figure (1.12) Paid by Cash Voucher

Slip No:	11174	AA Store		
Cashier:	Lin Yaung Oo	78* 77 33 street, Mandalay	Date:	18/08/2018
		Phone: 09- 443031502	Time:	20 : 5
		Open Daily (9am-8pm)		
Name	Price	Discount	Qty	Amount
Sun Flower Seed	650.0	0.0	1	650.0
SAI(Eyeshadow Palette)	18000.0	0.0	1	18000.0
Shwe Pyl Nan	2000.0	0.0	1	2000.0
SP Cake	6000.0	0.0	1	6000.0
Royal D	800.0	0.0	1	800.0
Cheese	5000.0	0.0	4	20000.0
Paid By : Card				
			Total	47450.0
A/C XXXXXX XXX XXXX XX 1122			Pay	40332.5
For Item : Shwe Pyl Nan : Buy 2 Get 1 For Item : Cheese : Buy 2 Get 1			Change	0.0
THANKYOU!! SOLD ITEMS ARE NOT EXCHANGABLE				
Provided by UCSM-POS System				

Figure (1.13) Paid by Card Voucher

2. Admin Panel

2.1 Login Page

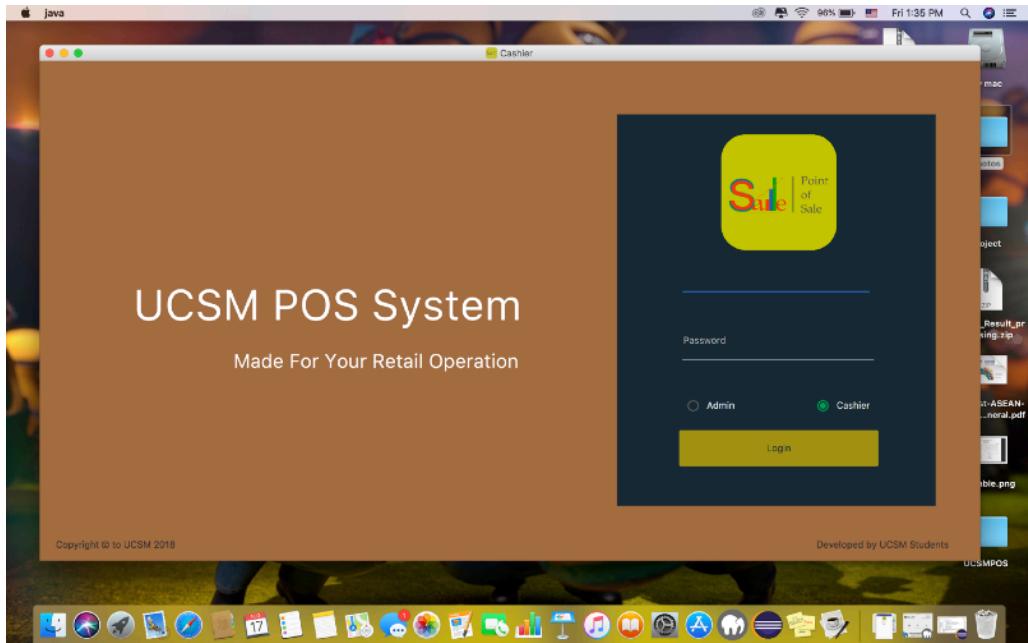


Figure (2.1) Login Page

Figure 2.1 is the login page for UCSM Point of Sale System. This is the first page when you start running the software. To enter the admin panel, he/she have to choose the radio button which is written with “Admin”. In the first box, he/she have to enter his/her admin user name. In the second box, he/she have to enter the password. After filling all the boxes, he/she have to click the “Login” button.

2.2 Admin Panel (Manage Product Item)

In this panel, the system shows all the product items in the database as shown in Figure (2.2). You can search product items by name or by product barcode. You can also edit the product in this panel. When you want to edit the product item, you have to “double click” the product item you want to edit. After double clicking the item, the data of that item will show in the form left hand side of the table. After editing the product item, click “update” button.

When you want to add new product, you have to click the “new” button first to generate new product barcode. After filling all the data in the form, you have to click “add” button.

For deleting the item, you can select the items you want to delete and click “right click”. When “delete” pop up menu displays, you have to click that and the confirmation alert will pop up. When you press “OK”, the items is deleted.

Note: You have to fill the form as the format written with prompt in each box.

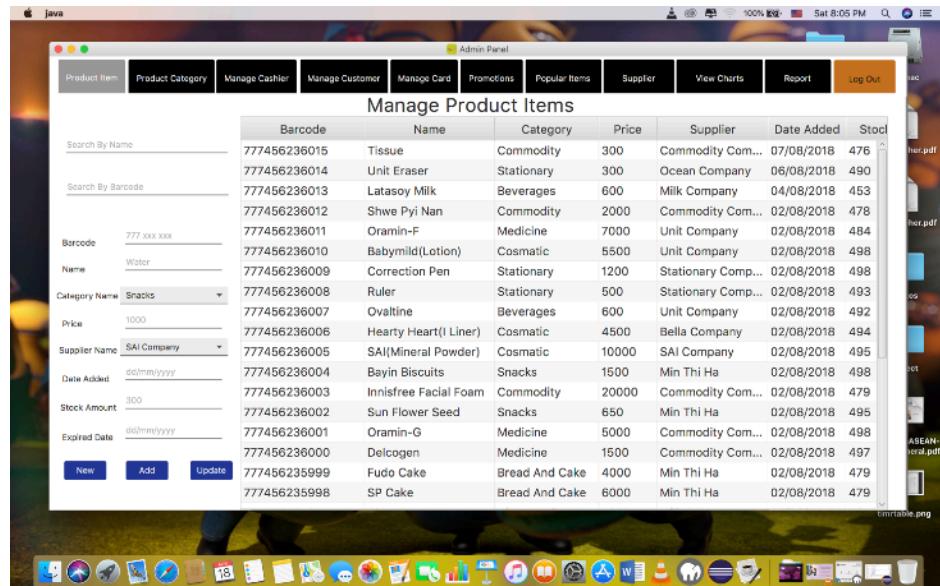


Figure (2.2) Manage Product Items

2.3 Manage Product Category

You can manage product category in this panel. Whenever you want to add new category, you have to click the “new” button for generating new category id. And then, you have to add the category name and click add button.

Like the manage product items items, when you want to edit the item, double click the item you want to edit. After that, the information will show in the form in the left hand side of the table.

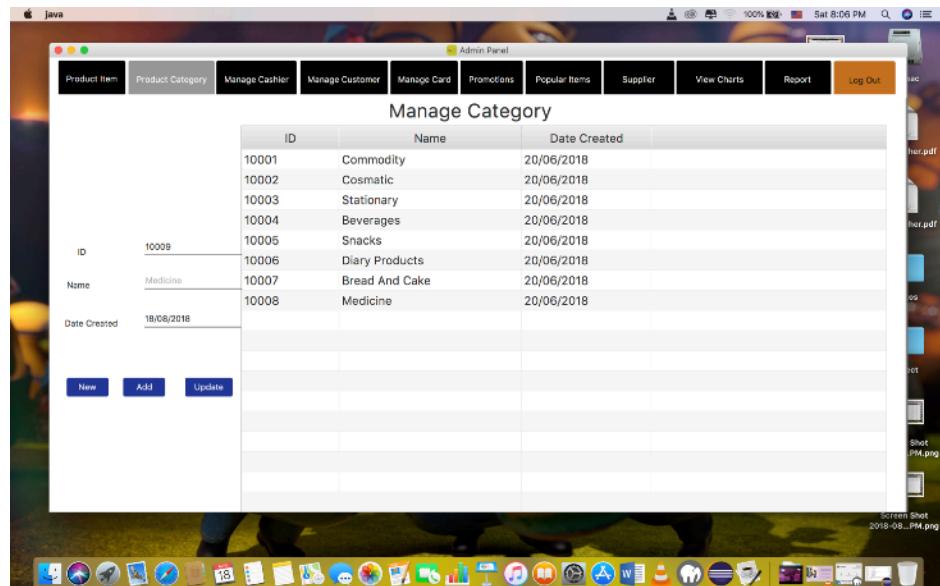
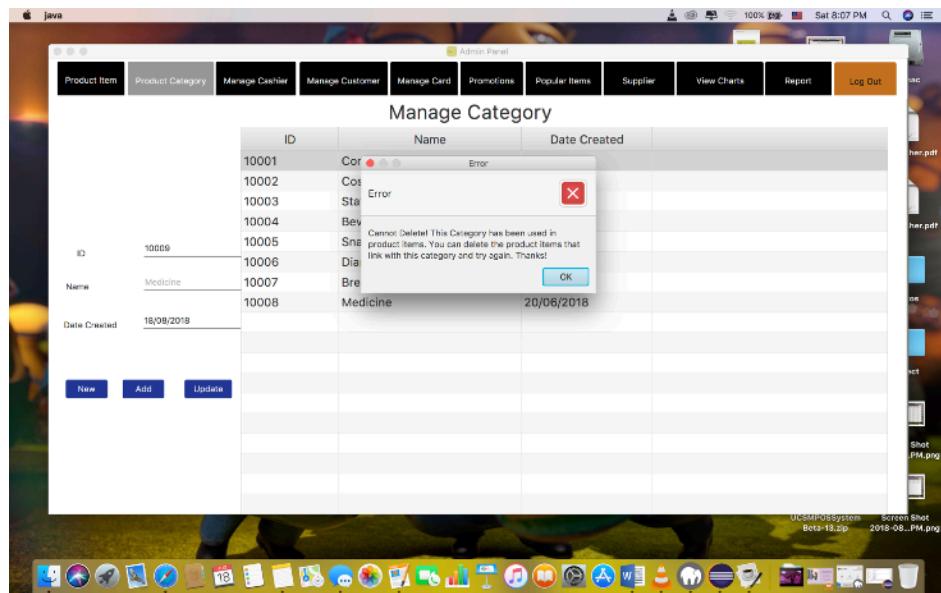


Figure (2.3) Manage Product Category

If you want to delete the product category, you can select the item you want to delete and click “right click”. When “delete” pop up menu is appeared, you have

to click it. If the category you want to delete is linked with the product items, it will not allow you to delete. The error alert box will display as in Figure (2.4).



Figure(2.4) Error while deleting product category

2.4 Manage Cashier

You can manage cashier in this panel. Like the previous panel, you can also do all the staff like the other. See in Figure (2.5).

Note: email has to be in the format @mail.com.

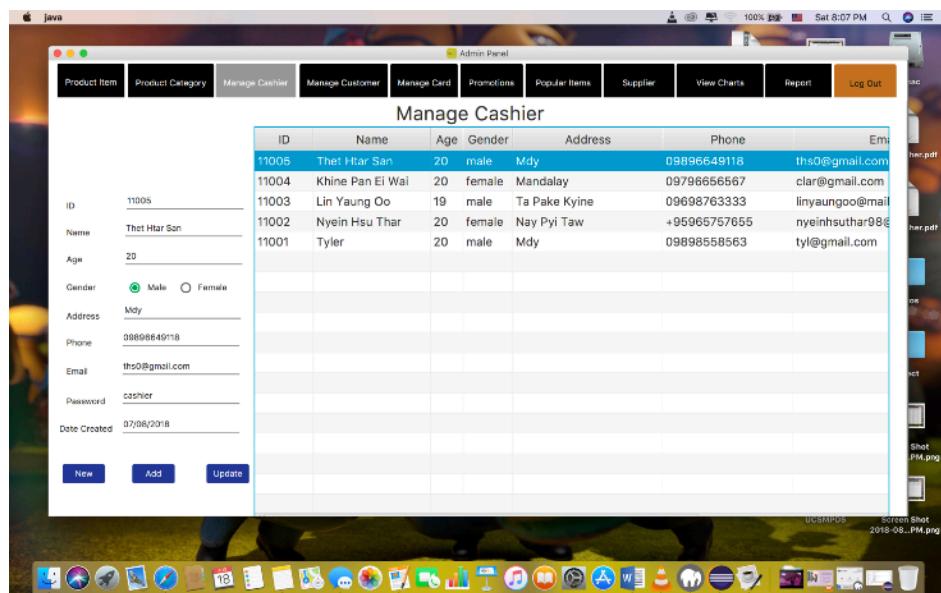


Figure (2.5) Manage Cashier Panel

2.5 Manage Customer

In this panel see Figure(2.6), you can manage customer like the previous panel. Update, delete function can do like the same as the previous panel.

But for adding new customer, you have to enter card number. You can get the card number by scanning QR code in android application. Firstly, you have to click “new” button to generate new id for the customer. And then, enter card number. After entering card number, you have to click “search” button. And then, you have to fill the form and click “add” button.

For “deleting” the customer, when you delete the customer, you delete both customer and card that is linked with current customer you deleted.

Note: Top up amount only 50000 kyats and above are allowed to top up.

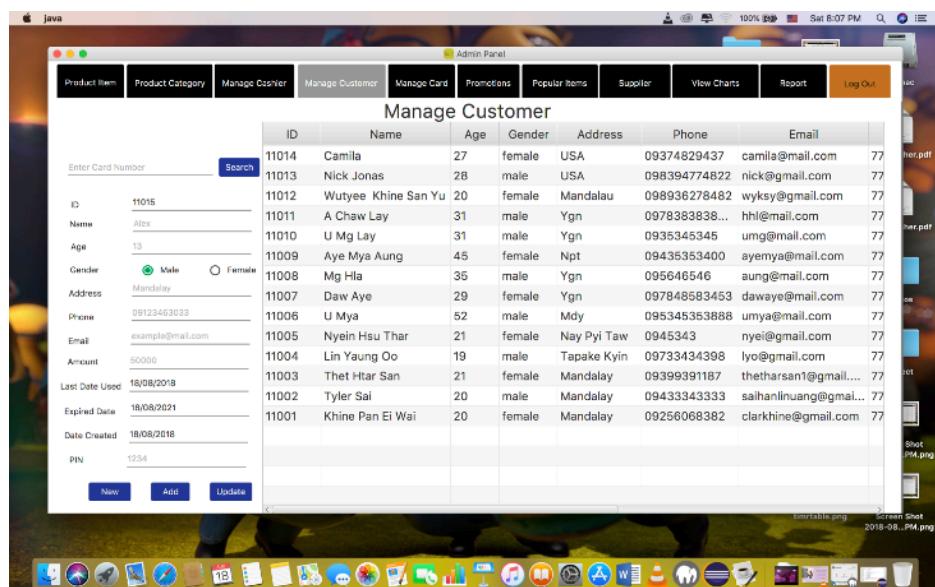
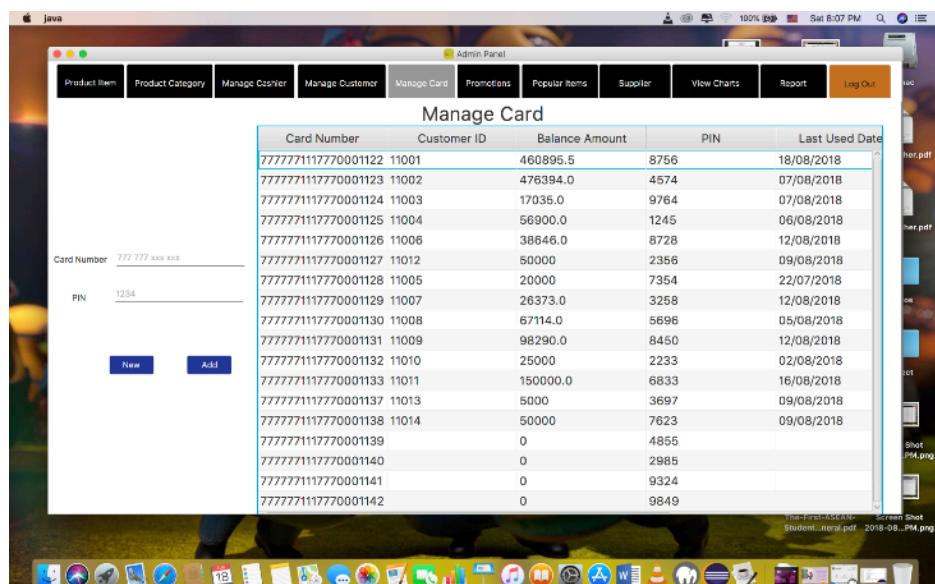


Figure (2.6) Manage Customer



Figure(2.7) Manage Card

2.6 Manage Card

You can only create card in this panel as in Figure (2.7). Update and delete functions are not provide in this panel. When you want to add new card, you have to click “new” button and after that, click “add” button. Both of the boxes are not allowed to edit. Both card number and pin number are automatically generated by the system.

2.7 Manage Promotion

You can manage promotion in this panel as shown in Figure(2.8). You can add, update, delete the promotion. Update and delete functions can do the same as the previous panel. For adding, you have to click “new” button in order to generate new promotion id. In the product ID box, you have to enter the product barcode you want to add as promotion item. After entering the product item barcode, hit “enter” key. If the barcode is in the database, that product name will automatically show in product name box. If you want to create promotion as percentage, you have to fill the percentage in the percentage box. If not, you can create promotion like buy 2 get 1.

Note: Item that are not in the database are not allow to create promotion.

ID	Name	Product ID	Product Name	Percentage	More
110001	Rainy Season Promo	777456235993	Book	0	Buy 5 Get 1
110002	School	777456235992	Pencil	15	Buy 0 Get 0
110003	SAI Promotion	777456236005	SAI(Mineral Powder)	0	Buy 2 Get 1
110004	Innisfree Promotion	777456236003	Innisfree Facial Foam	0	Buy 3 Get 1
110005	Cheese Day	777456235997	Cheese	0	Buy 2 Get 1
110006	Welcome School	777456236004	Bayin Biscuits	10	Buy 0 Get 0
110007	Welcome	777456236014	Unit Eraser	10	Buy 0 Get 0
110008	Welcome Store	777456236012	Shwe Pyi Nan	0	Buy 2 Get 1
110009	Hello	777456236013	Latasoy Milk	30	Buy 0 Get 0

Figure (2.8) Manage Promotion

2.8 Popular Item

In this panel, you can see the 25 most popular items in the store. The system generate items in descending order as their popularity. See in Figure (2.9).

Barcode	Name	Category	Price	Supplier	Date Added	Stock	Expired Date	Count
777456236008	Ruler	Stationary	500	Stationary Comp...	02/08/2018	493	00/00/0000	253
777456236013	Latasoy Milk	Beverages	600	Milk Company	04/08/2018	453	04/08/2020	205
777456236012	Shwe Pyi Nan	Commodity	2000	Commodity Com...	02/08/2018	478	02/08/2023	190
777456235995	Royal D	Beverages	800	Unit Company	02/08/2018	482	02/08/2020	172
777456236007	Ovaltine	Beverages	600	Unit Company	02/08/2018	492	02/08/2019	158
777456236009	Correction Pen	Stationary	1200	Stationary Comp...	02/08/2018	498	02/08/2023	123
777456236011	Oramin-F	Medicine	7000	Unit Company	02/08/2018	484	02/08/2021	122
777456235994	Minral Water	Beverages	1000	Unit Company	02/08/2018	483	02/08/2019	117
777456236010	Babymild(Lotion)	Cosmatic	5500	Unit Company	02/08/2018	498	02/08/2020	114
777456235989	Bella(Cushion)	Cosmatic	6000	Bella Company	02/08/2018	499	20/08/2020	109
777456235992	Pencil	Stationary	1200	Stationary Comp...	02/08/2018	493	00/00/0000	104
777456235988	SAI(Eyeshadow Pale...	Cosmatic	18000	SAI Company	02/08/2018	494	02/08/2022	76
777456236004	Bayin Biscuits	Snacks	1500	Min Thi Ha	02/08/2018	498	02/10/2018	72
777456235998	SP Cake	Bread And Cake	6000	Min Thi Ha	02/08/2018	479	22/08/2018	68
777456236005	SAI(Mineral Powder)	Cosmatic	10000	SAI Company	02/08/2018	495	02/08/2020	62
777456235993	Book	Stationary	800	Stationary Comp...	02/08/2018	494	00/00/0000	52
777456236003	Innisfree Facial Foam	Commodity	20000	Commodity Com...	02/08/2018	479	02/08/2021	46
777456236015	Tissue	Commodity	300	Commodity Com...	07/08/2018	476	07/08/2020	43

Figure (2.9) Popular Items View

2.9 Manage Supplier

In this you can manage supplier. As in other panel, you can do the same staff like add, update, delete functions. But like the product category, if you delete the supplier that is linked with product items, you will not be allowed to delete it. See in Figure (2.10).

ID	Company Name	Last Supplied Date
10001	Unit Company	09/08/2018
10002	SAI Company	02/08/2018
11003	Milk Company	04/08/2018
11004	Stationary Company	02/08/2018
11005	Commodity Company	07/08/2018
11006	Min Thi Ha	02/08/2018
11007	Bella Company	02/08/2018
11008	Ocean Company	06/08/2018

Figure (2.10) Manage Supplier Panel

2.10 Chart View

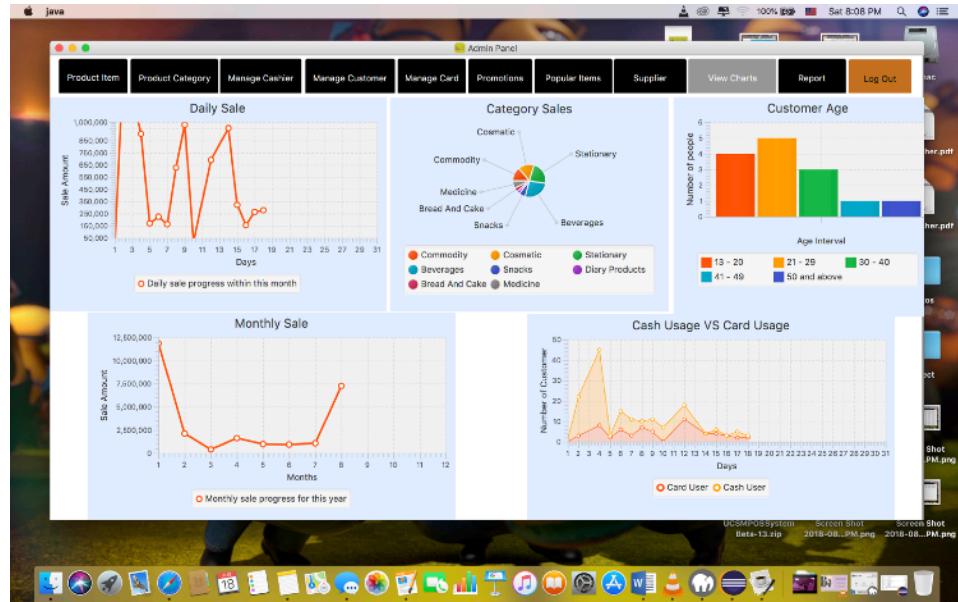


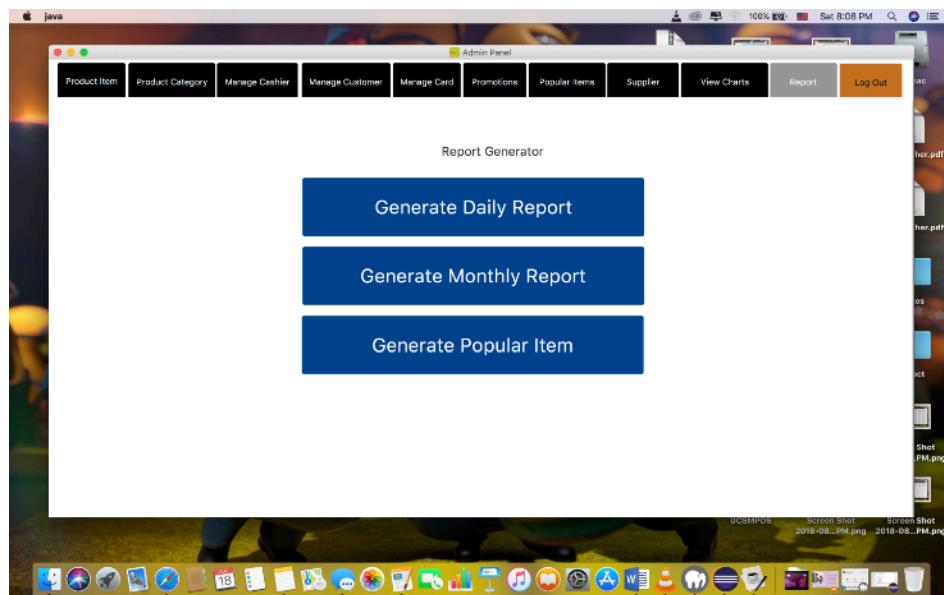
Figure (2.11) Chart View

In the chart view panel, 5 types of charts are provided. Each chart points different types of information. Figure (2.11)

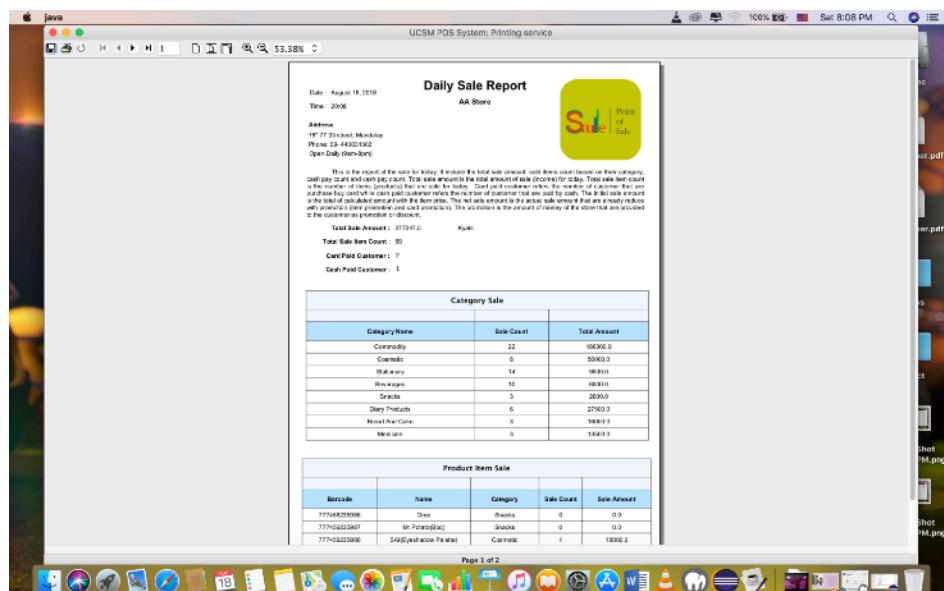
1. **Daily Sale Chart :** This chart provides you to see the daily sale amount within this current month. The vertical line shows the amount of daily sale and the horizontal line indicates the days in the month. You can know the demand of your store by looking at this chart.
2. **Category Sales :** This chart shows which category in the store is the most selling category by pie chart.
3. **Customer Age :** This chart indicates the age of the customer who are using cash card by interval. The system provides 4 intervals of ages : 13 to 20, 21 to 29, 30 to 40, 41 to 49 and 50 and above. You can also see which type of customer is mostly come to your shop.
4. **Monthly Sale :** Monthly sale chart provides monthly sale amount in the current year.
5. **Cash VS Card Usage :** This chart let you know the comparison between cash user and card user during the purchase of the sale.

2.11 Report

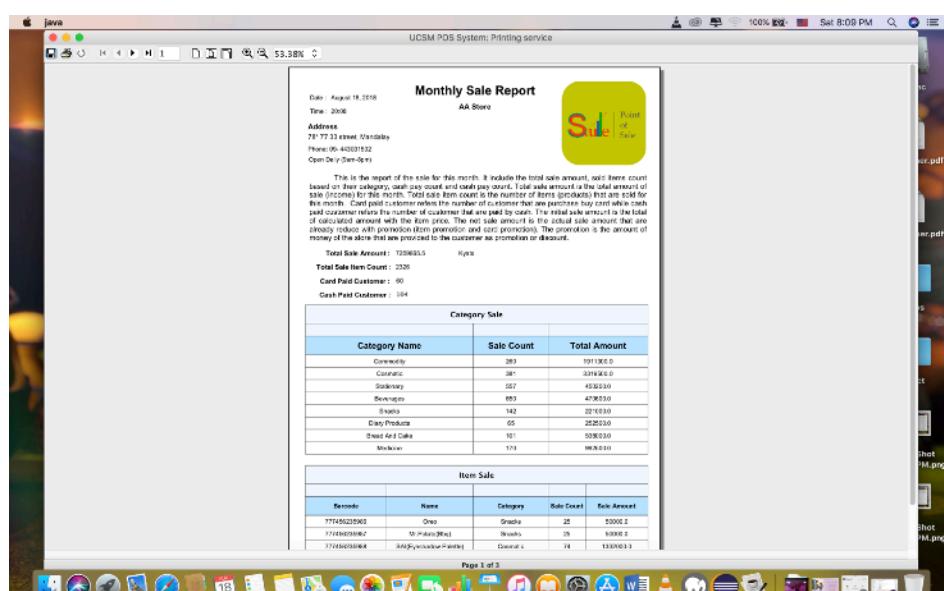
This panel will provide you to see the summary report over the store for daily and monthly. You can generate them by clicking each button. After you click, the reports will show in another user interface. You can save them as PDF file as well as print them to paper like receipt voucher. See in Figure (2.12).



Figure(2.12) Report Generation



Figure(2.13) Daily Sale Report



Figure(2.14) Monthly Sale Report



Figure(2.15) Popular Item Report

In daily sale report, total sale amount for that day, total sold item count, total number of card paid customer, total number of cash paid customer, category sale (which shows each category sale for today), product item sales (each of product sales are provided including their sale count and amount of sale), and promotion amount. See sample in Figure (2.13).

In daily sale report, total sale amount for that month, total sold item count, total number of card paid customer, total number of cash paid customer, category sale (which shows each category sale for this current month), product item sales (each of product sales are provided including their sale count and amount of sale), daily sale amount with that month, and promotion amount. See sample in Figure (2.14).

In popular item report, the data is the same as shown in **section 2.8**. This provided you to make the popular into PDF soft copy as well as hard copy printed paper. See sample in Figure (2.15).