ARBA
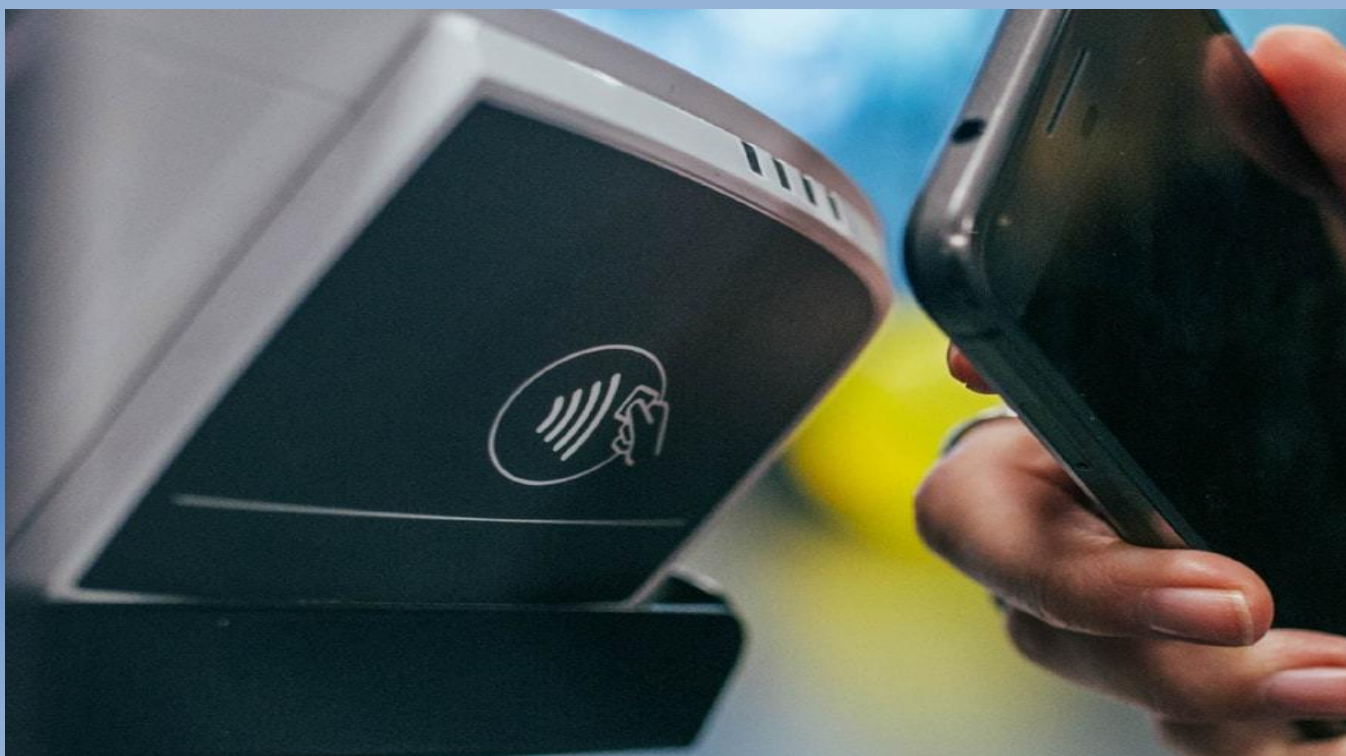## RETAIL SYSTEMS

ARBA PRO Retail self Service Kiosk

User Manual

ARBA Retail Systems

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Contents

Introduction to Retail Self-Service Kiosk

The Retail Self-Service Kiosk POS System of ARBA increases the flow of operations and reduces the queue time by providing a convenient ordering process. It allows you to place the order for Firemen, security personnel clothes and make payment.

Ordering from the Service Kiosk

On the kiosk display screen, enter the login password from the number keys and click Enter to login into Retail Self-Service kiosk

You can view several categories of clothing item(s), hat(s), accessories, badges and other misclleanous item(s) of firmen department on the kiosk screen as shown in the figure below:
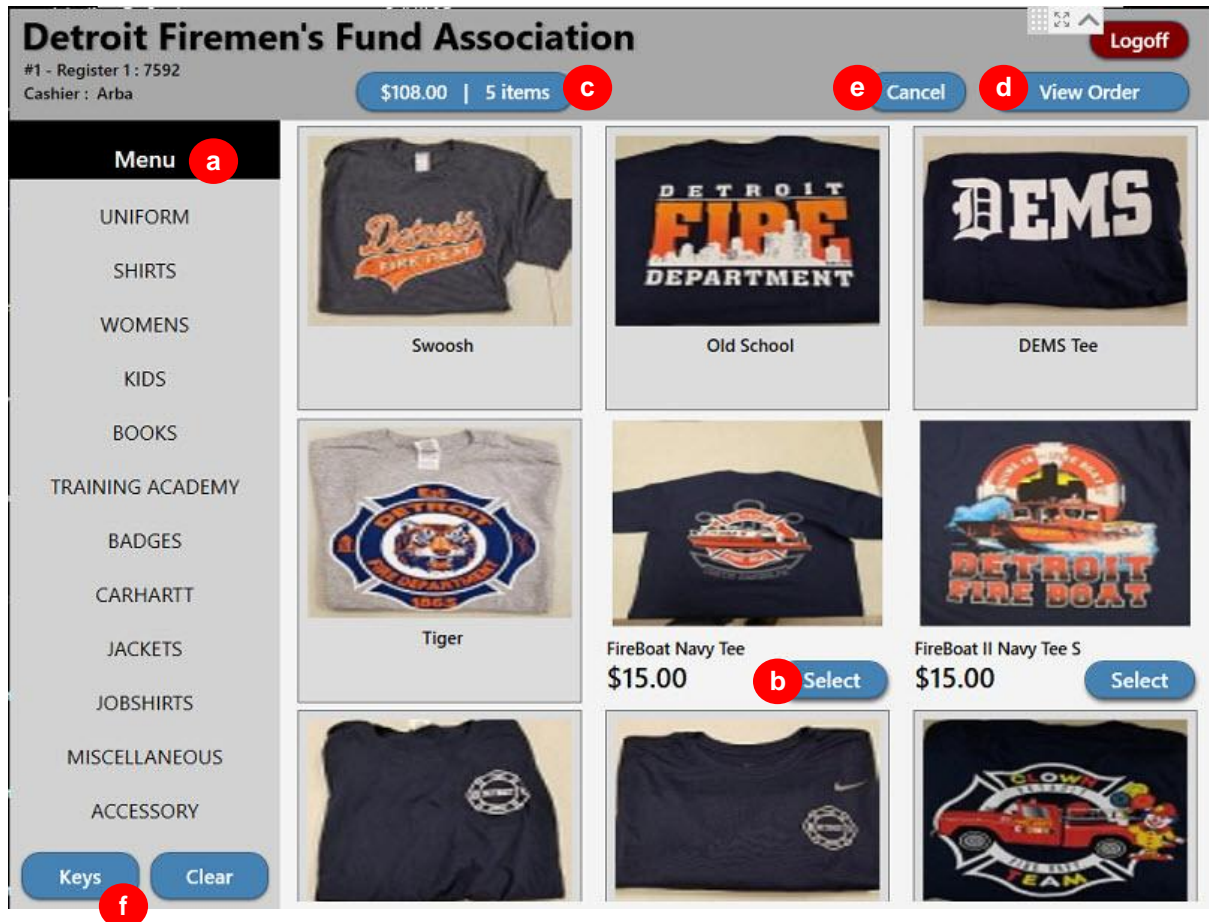
The following options appear on the order screen:

a. **Menu**: From the menu, select category such as:

UNIFORM, SHIRTS, WOMENS, KIDS, BOOKS, TRAINING, ACADEMY, BADGES, CARHATT, JACKERS, JOBSHIRTS, MISCELLANEOUS, ACCESSORY

b. **Select**: Click Select to choose the menu item(s).

c. **Price|Items**: On the top of the Kiosk Screen, you can view number of items added and the total price.

d. **View Order**: Click View Order to check the summary of items ordered with total price.

e. **Cancel**: Click Cancel to go back to Menu screen.

f. **Keys**: Click Keys to add more features to the Menu.

You can select the item(s) based on categories for men and women in different segments of clothing and fashion based accessories.You will be able to select item(s) based on the brand criteria,color,size and quantity also.The menu screens given below shows us the options to select.
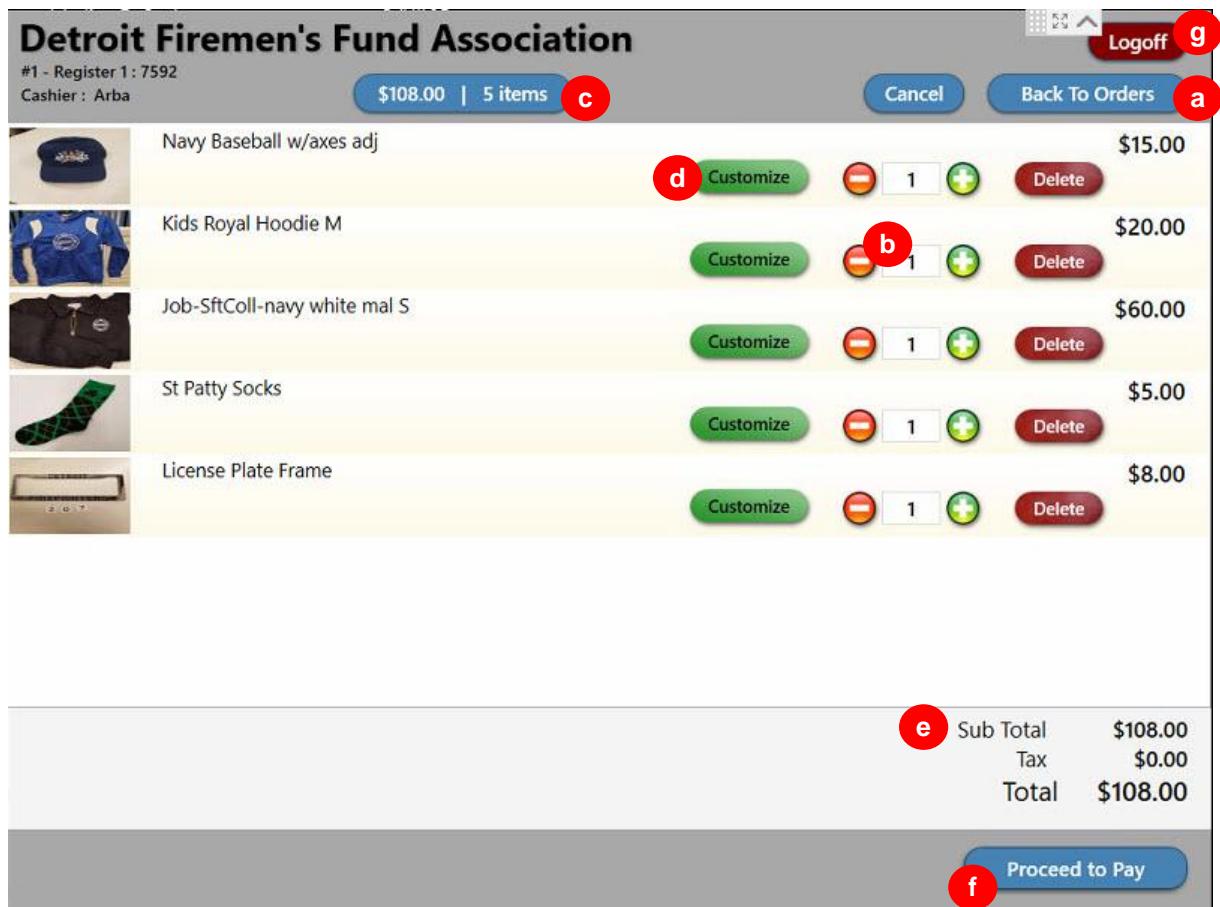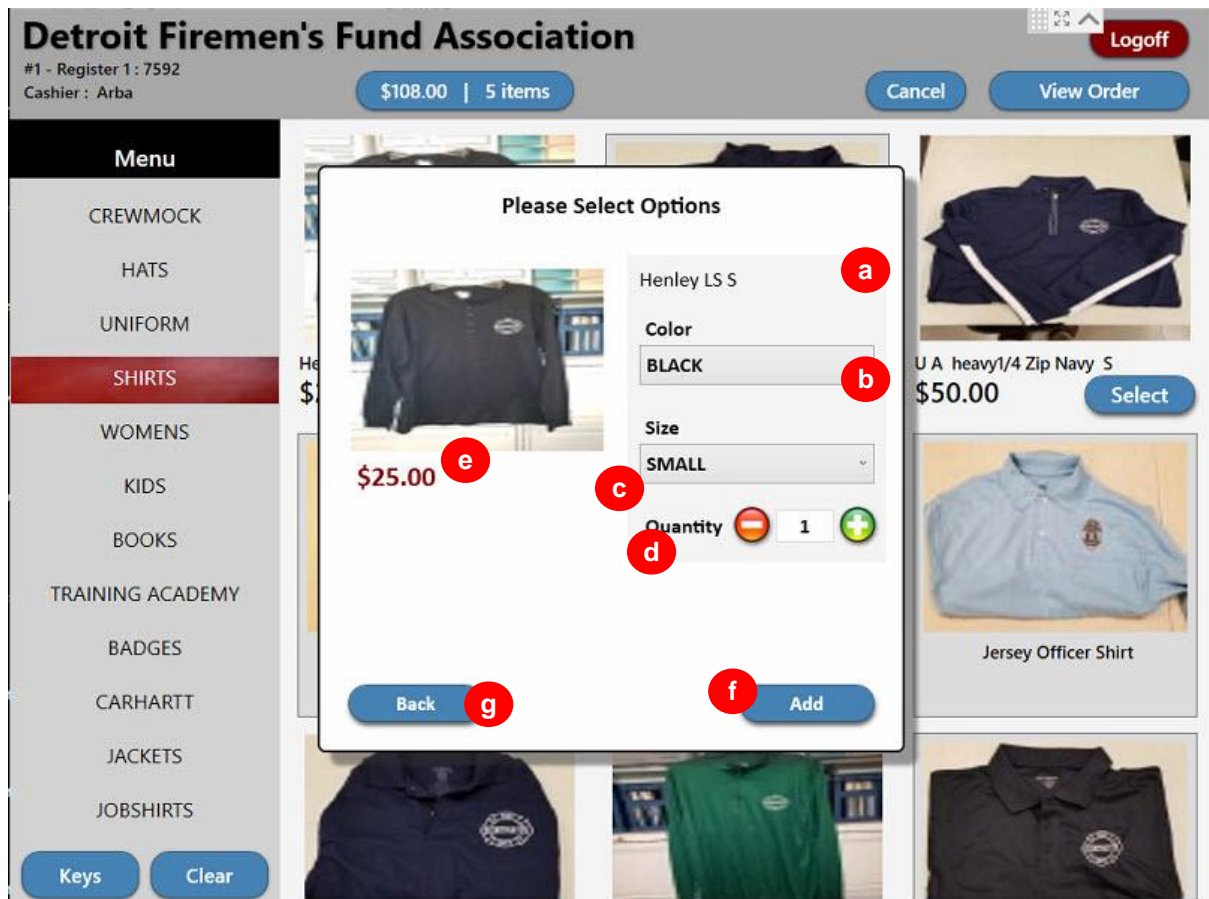

a. **Henley LS S**: Select the brand of shirts.
b. **Color**: Select the color from the drop down menu.
c. **Size**: Select the size of the shirt as SMALL/MEDIUM/LARGE.
d. **Quantity**: Plus or Minus sign allows you to add the item(s) or remove the item(s) from the selected category.
e. **Logo/SHIRT Image with price**: Shows the representation image of select item
f. Click Add to add more quantity of the item(s)
g. Click Back to go back to the Main Menu

Note: The Key(s) option in Menu can be used to add any new feature based on the Firemen Department requirement.

VIEW ORDER SCREEN

When you click the View Order, the order summary appears on the kiosk screen, which includes list of item(s) of various categories added and the total price along with the payable tax.


The following options appear on the View Order screen:

a. **Back to Orders:** Click Back to Orders to go to the previous screen for adding other items.
b. Plus, or Minus:
    i. Click + or − to increase or decrease the number of each selected

item(s).

    ii. Click Delete to completely delete the item from the order.

c. **Cancel**: Click Cancel to go back to the main Menu and Cancel the selected order.

When you click Cancel button, you will get a confirmation window "**Are you sure you want to cancel the order?**"

    i. Click yes, if you want to cancel the order.

   ii. Click No, if you do not want to cancel the order and go back to the order list.
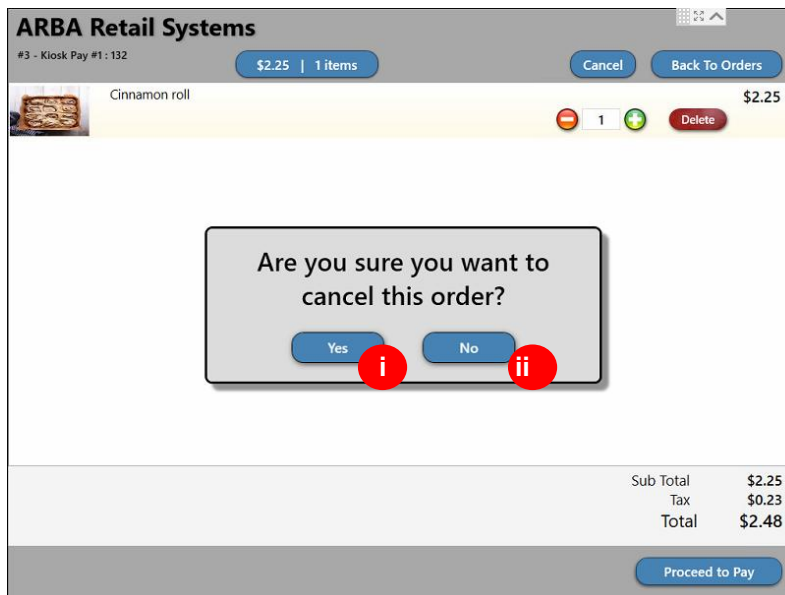
d. **Customize**: Click Customize to change the item criteria based on Size, Color, Brand and Price.

e. **Total Amount**: Displays the total amount including the applied sales tax.

f. **Proceed to Pay:** Click Proceed to Pay for paying either through Cash, Credit Card or Payroll Deduction.

g. **Logoff:** Click Logoff to move out of the application access.

You will view various payment options for tendering the payment

Payment Options

In ARBA's Retail Self-Service Kiosk POS System, once after placing the order, you can make the payment by Cash, Credit Card or Payroll Deduction
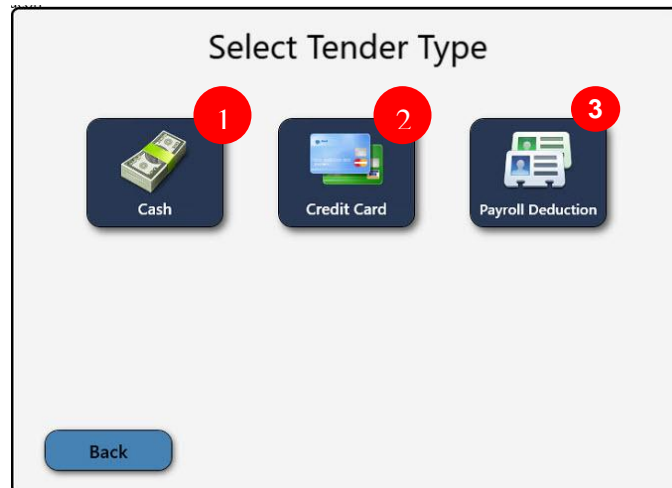
You will view Select Tender Type window with payment options as Cash, Credit Card and Payroll Deduction.

If the customer prefers payment through cash, enter the amount to be tendered.
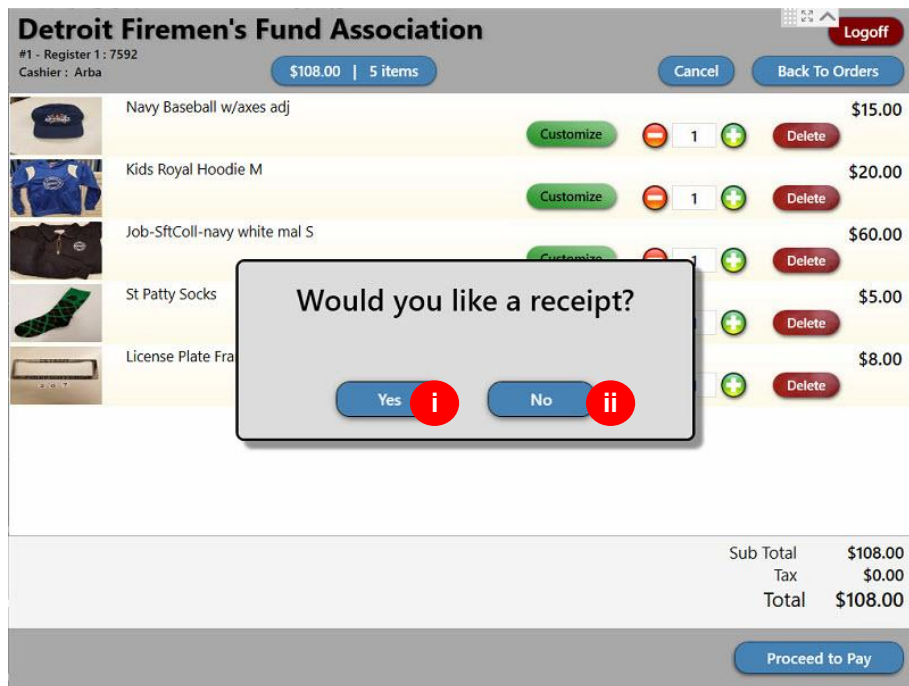
1. **Cash:** Click Cash to pay by cash.
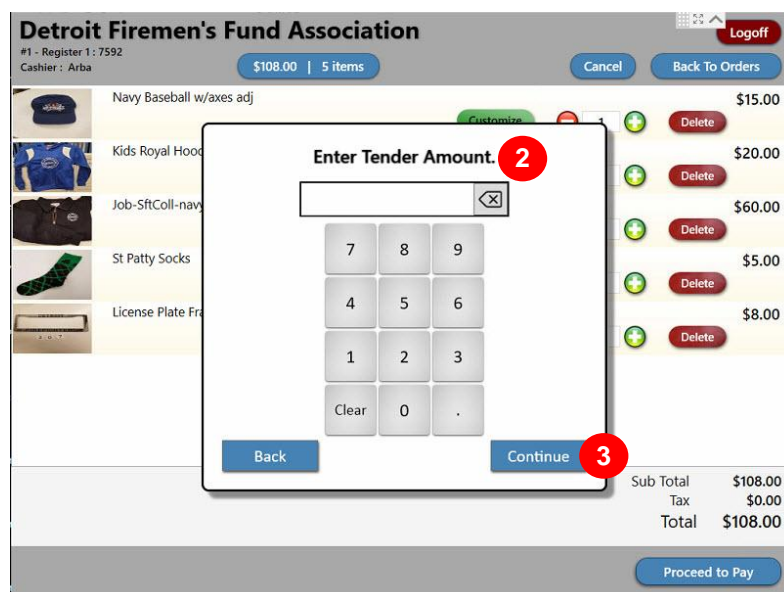
2. Enter the Amount to be tendered.

3. Click Continue to print the receipt of the payment tendered through Cash.

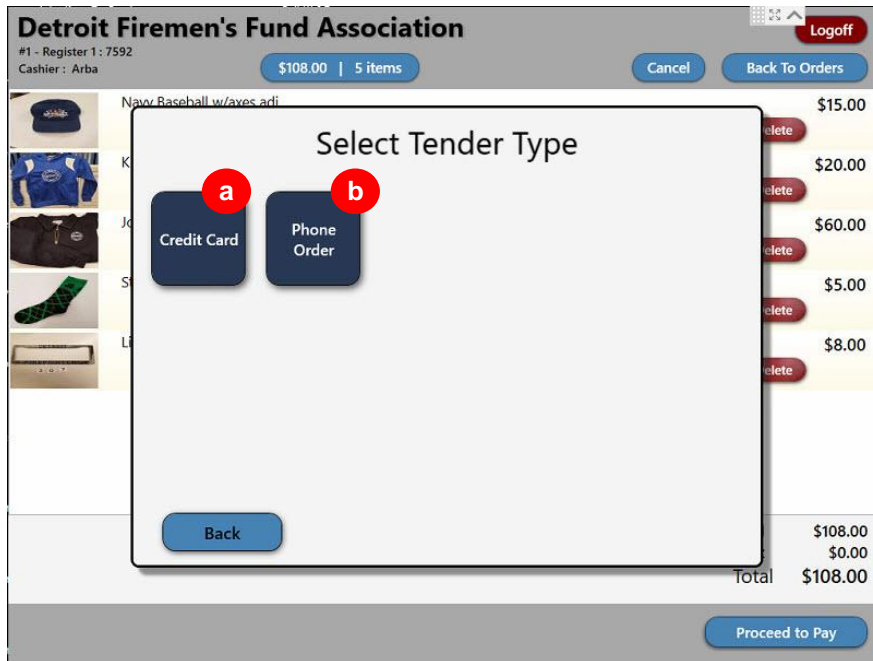You will view a prompt window, **would you like a receipt?**

i. Click Yes, if you want to take print receipt.

ii. Click No, if you do not want to take a receipt.

If the payment is through Credit card or Phone Order, you can select any one of the options

2. Credit Card

Once you select the credit card option from Select Tender Type window, you will view two options - Credit Card & Phone Order.
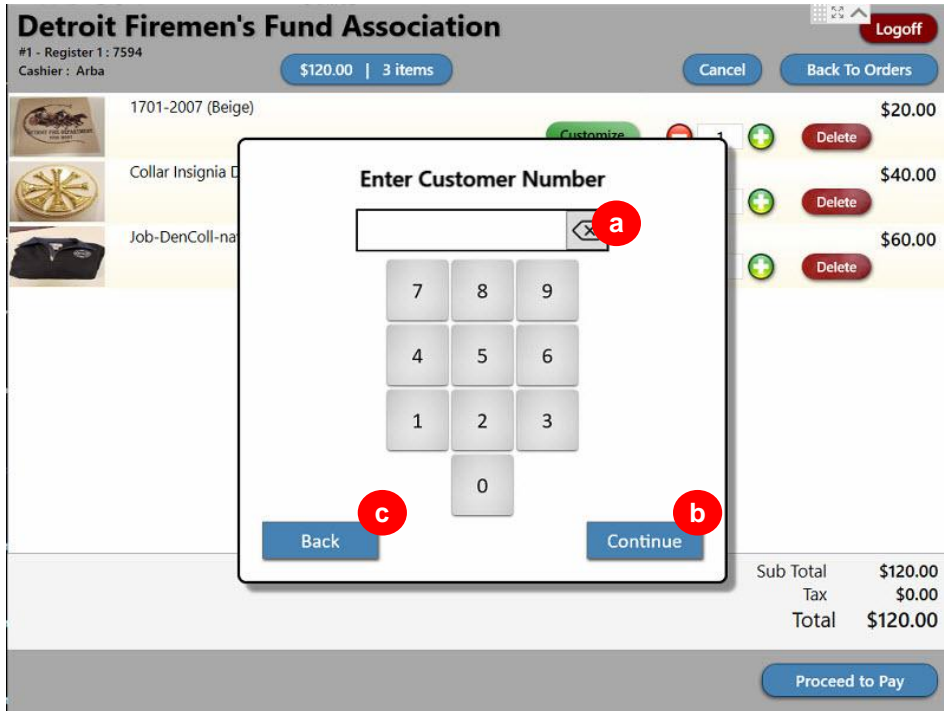
a. Click Credit Card.

If payment is made through Credit Card, you need to enter the card details and process the payment.

b. Click Phone Order for payment process to be done through phone.

3. Payroll Deduction

On the Select Tender Type window, click the Payroll Deduction option.

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a. Enter your customer/ employee number manually from the keypad or scan your badge.

b. Click Continue to make the payment through Payroll Deduction.

c. Click Back to go back to the Select Tender Type window.

Note: Swiping or scanning the customer or employee badge is preferred as it is faster than entering the numbers manually.

ARBA Retail Systems

ARBA Retail Systems, founded in the Chicago Metropolitan area in 1984, is a leading provider of Point of Sale (POS), Inventory Control, Cafeteria & Coffee Bar Management Systems with Employee Payroll Deductions, accounts receivable, draw-down accounts, credit & debit card processing, Gift Cards and customer loyalty programs. Headquartered near Chicago, Illinois, ARBA Retail Systems