


Introduction

The purpose of this user manual is to give user a clear idea about the application on how to track the details of the products and categorize it for easy billing purpose. This document consists of complete information of the functional behavior & workflow of the application in a consistent manner so that even the amateur users can be able to understand.

Common Methodologies

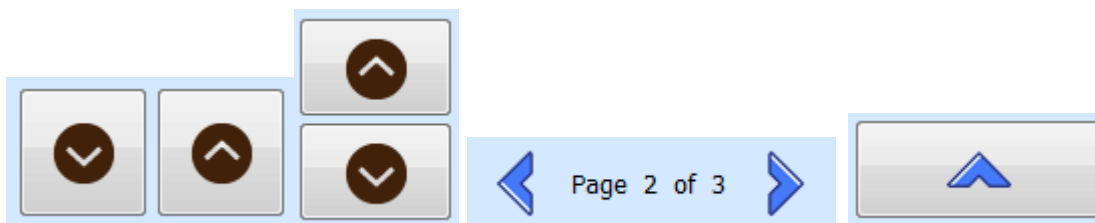
Common methodologies are nothing but common methods which are used throughout the application consistently.

Visual Keypad

This screen appears to you when you click on the  button provided in every text field throughout the application, here you have to just touch the screen on the relevant alphabet to enter the alphabet in the selected text field.

Navigation Keys

Navigational keys are nothing but the navigational elements which will help you to navigate through the pages to view the next set of records.



Login Form

This is the gate pass to the application where you will be allowed to login and runaround the application. To Login into the application you have to enter the User name and Password. You will be prompted with a dialog box with two buttons Login and Exit as shown in the below screen shot.

The screenshot shows the CyPOS login interface. At the top is the CyPOS logo with the tagline 'Point of Sale'. Below it is a progress bar at 100%. The login form consists of two text input fields labeled 'Username:' and 'Password:'. To the right of these fields are two arrow buttons (up and down) and a 'Login' button. Below the input fields is a virtual keyboard with three rows of letters: the first row contains 'q w e r t y u i o p', the second row contains 'a s d f g h j k l', and the third row contains 'caps z x c v b n m 123'. Below the keyboard are three buttons: 'Clear', 'Space', and 'Backspace'. At the bottom of the form are two buttons: 'Reset' (with a circular arrow icon) and 'Exit' (with a red X icon).

- Click **Login** button to login into the application.
- Click **Exit** button to exit the application.
- Click Reset button to clear text boxes.

Since this is a touch screen application, you can see a visual keypad in the screen to enter the user and password by touching the relevant button on the screen.

- Enter the user name in the **User Name** text field. (When you click on the login name you can view the list of users who are using the application you can select your user name from that list.)
- Enter the **Password**.
- Click on the up and down arrow to navigate between login name and password.
- Click **Login** to login into the application.
- Click **Clear** to clear the entry made in the field.
- Click **Exit** to quit from the application. On clicking login button you will be navigated to the Order Screen.

Order Screen

Order screen will enable you to place orders and make sales and you can get products from a specific category by touching the category name from the category list.



The screenshot shows the CyPOS Order Screen interface. At the top, there's a header with the CyPOS logo, date (Tuesday, 08 June 2021), time (08:28:06 AM), and order details (Order # MV/001505, Order Type Dine In, Table, Waiter, Customer Guest, User admin). Below the header, there's a left sidebar with buttons for Order Type, Tables, Customer, and Modifiers. The main area displays a grid of product categories (All Category, Drinks, Served In Cup, Vegetarian, Appetizers, Salads, Main Course) and a grid of products with images and prices. At the bottom, there's a summary section with buttons for Delete, Change Price, and TOTAL PAYABLE (0.00). The bottom right corner shows the version (CYPOS Version 2.0).

Item Name	Price	Qty	Amount
TOTAL PAYABLE 0.00			
Total:	0.00	0	
Line Discount:	0.00		Overall Discount 0.00
Sub Total:	0.00		
Vat (%):	12.50	0.00	Service Charge (10%) 0.00
Tax2 (%):	2.00	0.00	

Product Grid:

Product	Price
7Up Mega 1.5L	200.00
Beef Burger-Small	75.00
Bread	65.00
Chicken Biryani	450.00
Chicken Burger Large	100.00
Chicken Kebab	350.00
Chicken Salad	250.00
Coca Cola Mega 1.5L	200.00
Coconut Cookies	35.00
Col Bun	35.00
Cream Soda -200 ML	200.00
Curd Rice	150.00
Donut	65.00
Drinking Yoghurt - Kothmale	60.00
Strawberry Smoothie Drinking Yoghurt-Anchor	60.00
Edams	70.00
Egg Bun	50.00
Egg Rolls	50.00
Fanta Mega 1.5L	200.00
Fish Bun	50.00

Buttons: New, Backoffice, Hold Invoice, Recall Invoice, Print Last Invoice, Open Drawer, Quick Cash Sale, Payment

Click **Backoffice** button. On clicking Backoffice button you will be navigated to the Back office page.

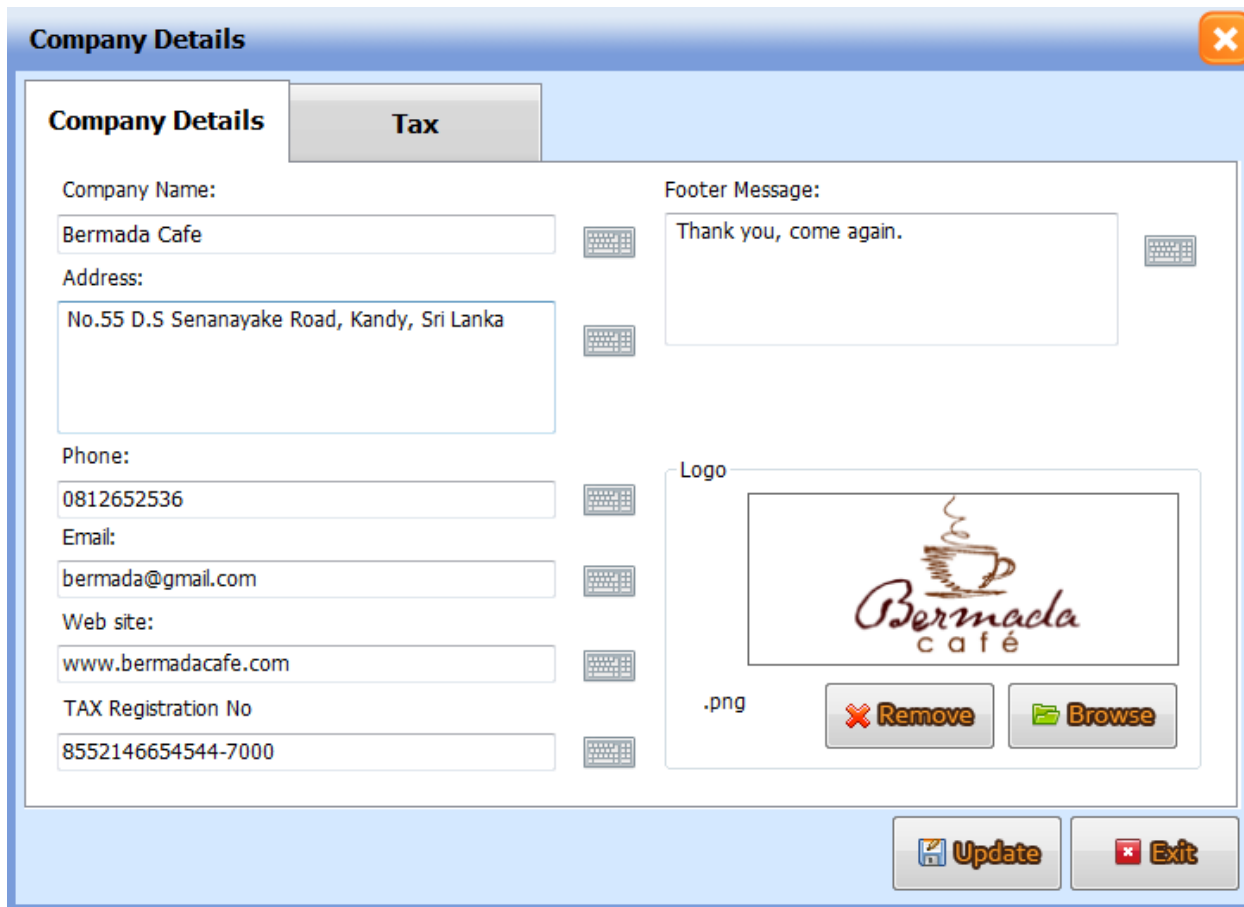
Back Office

In the settings page you will be able to see the different options such as Category, Modifiers, Products, and Company etc... in which Administrative users can update all the information pertained to the company by selecting the relevant buttons from the above given screen. To make a new entry on the company details you have to select the company option from the settings menu.



Company Details

Company Details screen will enable you to enter all the company details and save it, these details will be printed in the customer bill.



Company Details [X]

Company Details | **Tax**

Company Name:
Bermada Cafe

Address:
No.55 D.S Senanayake Road, Kandy, Sri Lanka

Phone:
0812652536

Email:
bermada@gmail.com

Web site:
www.bermadacafe.com

TAX Registration No
8552146654544-7000

Footer Message:
Thank you, come again.

Logo
Bermada café
.png
[X] Remove [Browse]

[Update] [Exit]

Users

This screen will enable you to manage all the users including the administrator.



User Register

Full Name:

Address:

Contact No:

Email:

Date Of Birth: 08/06/2021

User Name:

Password:

User type
☐ Admin ☐ Cashier ☐ Waiter

Standard picture size: 256 x 256

No image available

Remove Browse

Save Delete

Clear Exit

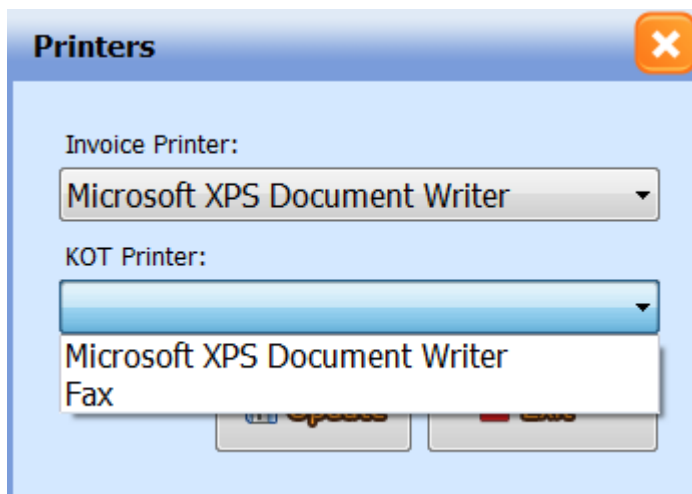
Search User:

UID: admin
Name: Manoj Velupillai
 UID: anil
Name: Anil Kumar
 UID: menon
Name: Shwetha Menon
 UID: emiley
Name: Emilev Tarkenn

Total 14 Users Found

Printers

This screen enables you to configure the printer settings of CYPOS.



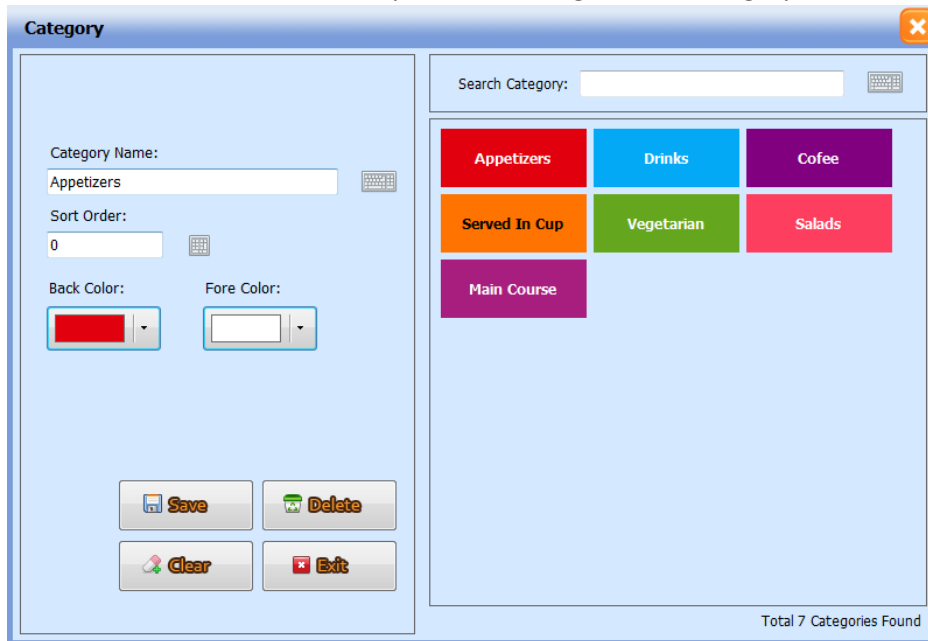
Printers

Invoice Printer:
 Microsoft XPS Document Writer

KOT Printer:
 Microsoft XPS Document Writer
 Fax

Category Master

This option enables you to define a category and select a color for it. can add, modify or delete a category. Category associated with some products cannot be deleted, to delete these categories the administrator should delete the products belongs to that category first.



The screenshot shows the 'Category Master' window. On the left, there are input fields for 'Category Name' (containing 'Appetizers'), 'Sort Order' (containing '0'), 'Back Color' (a red color picker), and 'Fore Color' (a white color picker). Below these are four buttons: 'Save', 'Delete', 'Clear', and 'Exit'. On the right, there is a 'Search Category:' text box and a grid of category buttons: 'Appetizers' (red), 'Drinks' (blue), 'Cofee' (purple), 'Served In Cup' (orange), 'Vegetarian' (green), 'Salads' (pink), and 'Main Course' (purple). At the bottom right, it says 'Total 7 Categories Found'.

Category Name	Sort Order	Back Color	Fore Color
Appetizers	0	Red	White

Buttons: Save, Delete, Clear, Exit

Search Category:

Categories: Appetizers, Drinks, Cofee, Served In Cup, Vegetarian, Salads, Main Course

Total 7 Categories Found

Modifiers

This option enables you to manage the modifiers to add, modify or delete a modifier. Modifier associated with some products cannot be deleted, to delete these categories the administrator should delete the products belongs to that modifier first.

Modifier Name:
W/O Tomato

Price:
0.00

☒ Add (+)
☐ Deduct (-)

Modifier of Item:
 Item Code:

Back Color:
 Fore Color:

Print to Kitchen:
☒ Yes ☐ No

Sort Order:

Search Modifier:

NO SAUCE

W/O Chilli

W/O Tomato

Total 3 Modifiers Found

Manage Products

This option enables you to manage the products. Can add, modify or delete a product.

Item Code:

Sort Order:

PEP-1.5

2

Item Name:

Pepsi Mega 1.5L

Cost Price:

Price:

195.00

200.00

Discount %:

Re-Order Level

0.00

0.00

Category:

Opening Stock:

Drinks

0



Browse

Remove

☒ Taxable
 ☐ Show in Kitchen Display
 ☐ Print in KOT

Update

Delete

Clear

Exit

Standard Size: 128 x 128

☒ Show in POS Screen
 ☐ Stock Item
 ☒ Active

Search Item:

Select Category:

PEP-1.5

Pepsi Mega 1.5L

Price: 200.00

SP-1.5L

Sprite Mega 1.5L

Price: 200.00

7-1.5L

7Up Mega 1.5L

Price: 200.00

FAN-1.5L

Fanta Mega 1.5L

Price: 200.00

COC-1.5L

Coca Cola Mega 1.5L

Price: 200.00

EGB-250ML

Ginger Beer 250ML

Price: 200.00

LEM-1.5ML

Lemonade Mega 1.5L

Price: 200.00

OC-250ML

Orange Crush 250ML

Price: 200.00

TW-250ML

Twistee Juice 250ML

Price: 200.00

SM-M100

Smack Mango 100ML

Price: 200.00

SM-P100ML

Smack Pineapple 100ML

Price: 200.00

SM-M200ML

Smack Mixed Fruit 200ML

Price: 200.00

FIT-200ML

Fito Orange 200ML

Price: 200.00

FIT-M200ML

Fito Mixed Fruit 200ML

Price: 200.00

MILK-180ML

Milo 180 ML

Price: 60.00

NES

Nestea Cup

Price: 50.00

PLN-T

Plain Tea

Price: 20.00

MLO-H

Milo Hot

Price: 50.00

T-GR

Green Tea

Price: 50.00

MLO-C

Milo Cold

Price: 50.00

MLK-T

Milk Tea

Price: 60.00

BRD

Bread

Price: 65.00

BUR-S

Beef Burger-Small

Price: 75.00

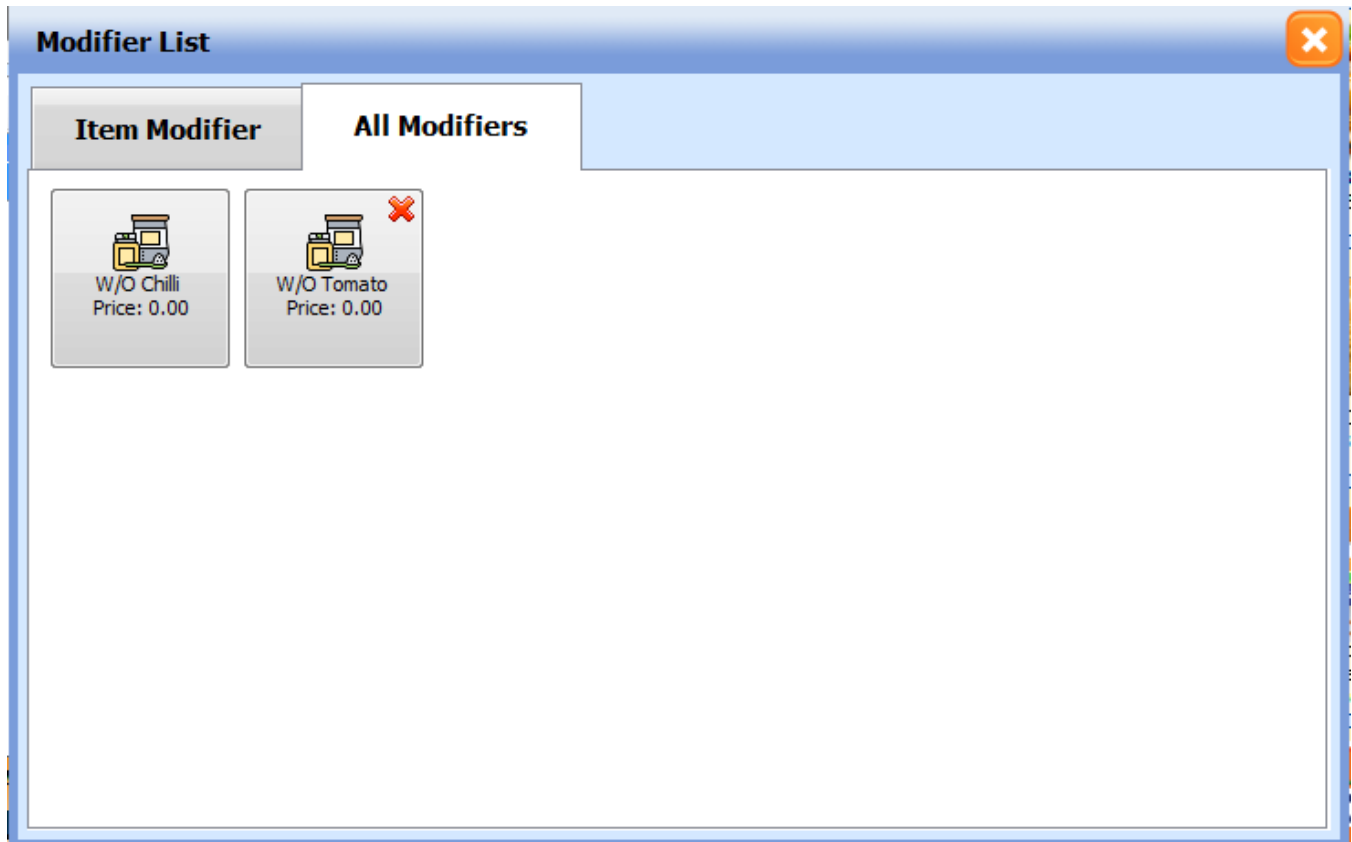
BRI

Chicken Biryani

Price: 450.00

Total 50 Items Found

Product Modifier

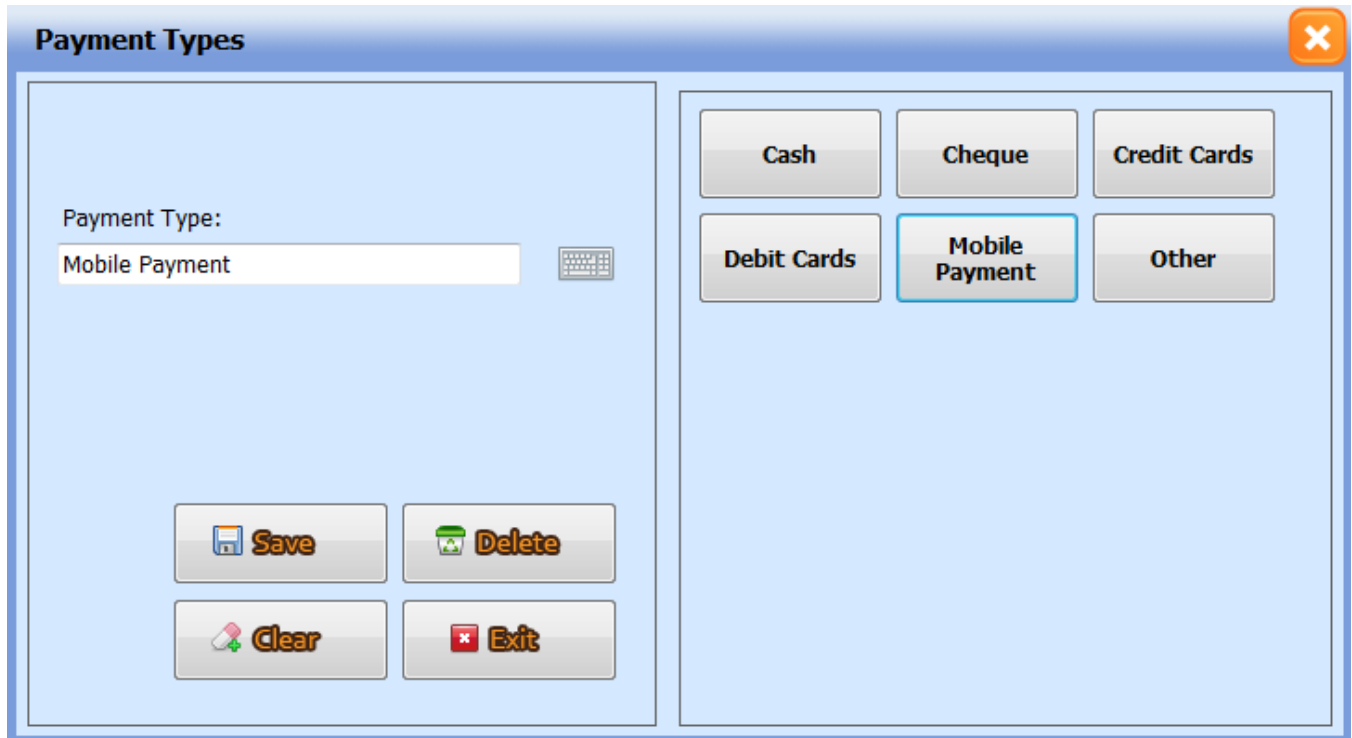


You can select more than one modifier by clicking on the modifier once.

To deselect the selected modifier click on the selected (✖) modifier again.

Payment Modes

This option enables you to manage the payment modes. Users can add, modify or delete a payment mode. Since 'Cash' is the default payment mode.



Payment Types

Payment Type:
Mobile Payment

Save Delete

Clear Exit

Cash Cheque Credit Cards

Debit Cards Mobile Payment Other

Reports

This option enables you to view the reports of CYPOS.

Reports

- Daily Reports
- Sales by Payment Type
- Sales by Category
- Z Report
- Stock Report
- Item Re-Order

Date From: 08/06/2021
Date To: 08/06/2021

Bermada Cafe

Daily Report

Print Date: Tue, 08 Jun, 2021
Print Time: 9:02 AM

Date from: 08/06/2021 - 08/06/2021

Invoice#	Time	Invoice Total	Paid Amount	Due Amount
INV/001505	09:02 AM	489.50	489.50	0.00
INV/001506	09:02 AM	764.50	764.50	0.00
		1254.00	1254.00	0.00

PDF
Excel
Print
Exit

Order Screen

Order screen will enable you to place orders and make sales and you can get products from a specific category by touching the category name from the category list. By default the product of the first category will be displayed on loading.




The screenshot shows the CyPOS Order Screen interface. At the top, there's a header with the CyPOS logo, date (Tuesday, 08 June 2021), time (09:05:57 AM), and order details (Order # INV/001507, Order Type Dine In, Table 12 (5), Waiter Deepak Mital, Customer Guest, User admin). Below the header, there's a navigation bar with buttons for Order Type, Tables, Customer, and Modifiers. The main area is divided into two sections: a left sidebar with category buttons (All Category, Drinks, Served In Cup, Vegetarian, Appetizers, Salads, Main Course) and a right main area displaying a grid of product cards. Each card shows a product image, name, and price. At the bottom, there's a summary section with a table of items, a total payable amount of 836.00, and a row of action buttons (New, Backoffice, Hold Invoice, Recall Invoice, Print Last Invoice, Open Drawer, Quick Cash Sale, Payment).

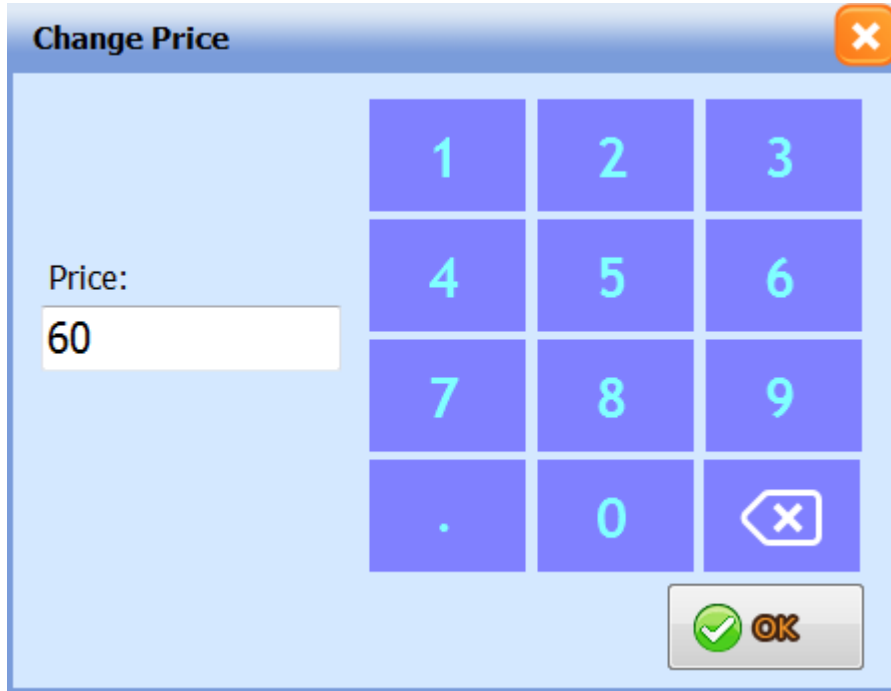
Item Name	Price	Qty	Amount
Chicken Burger Large - W/O Tomato	100.00	2	200.00
Coil Bun	35.00	1	35.00
Chicken Salad	250.00	1	250.00
Curd Rice	150.00	1	150.00
Donut	65.00	1	65.00
Drinking Yorgurt-Anchor	60.00	1	60.00

Total:	760.00	0
Line Discount:	0.00	Overall Discount
Sub Total:	760.00	0.00
Vat (%): 12.50	0.00	Service Charge (10%)
Tax2 (%): 2.00	0.00	76.00

To view the product lists of the specific category you have to touch the buttons provided in different colors towards the left of the screen (Drinks, Coffee, Sandwiches and Salads etc.).

- On clicking the  shaped buttons provided to navigate to the top and bottom to view different categories.
- On clicking the category button you will be able to see the product list towards the right of the category list.
- On clicking the product button the product will be displayed to the right.

Change Price Screen



The 'Change Price' screen features a title bar with a close button (X). On the left, there is a label 'Price:' above a text input field containing the value '60'. To the right of the input field is a numeric keypad with buttons for digits 1-9, 0, and a decimal point (.). A back arrow button with an 'X' is also present. At the bottom right, there is an 'OK' button with a green checkmark icon.

- Enter the changed price by touching the apt amount on the screen.
- Click OK to modify the amount in the order screen.
- Click OK to change the price.

Delete Row/Product

To delete a row in the product list select a desired row using the up and down navigational keys and click below the entire row will be deleted.



After making all the entries:-

Kitchen Order Ticket (**KOT**) will be printed by clicking **Hold, Quick Print, Print (In Payment Screen)** before an Order completion.

Bermada Cafe	
KOT	
Take Away	
000122	
Date:	25/05/2021
Time:	12:13 PM
Item	Qty
7Up Mega 1.5L	1
Chicken Kebab	1
Chicken Burger Large - W/O Tomato	3
Coil Bun	1
Drinking Yorgurt-Anchor	1
Software by Cybis Technologies 0777-735-535 , www.cybistech.com	

If there is any pending in the order or if the order has not reached the kitchen or if you want to add more order to a particular table then click the Recall button provided in the order screen. On clicking the recall button you will be prompted with pending list screen.

Recall Invoice (Invoices on Hold or Incomplete)

Dine-In

Take Away

Delivery Order

Pickup Order

Hold Id: 5
Table #: (0)
Waiter:

Hold Id: 6
Table #: (0)
Waiter:

Hold Id: 7
Table #: Table 10 (2)
Waiter: Deepak Mital

Print KOT

Recall

Order:

Table:

Guests:

Waiter:

Date:

Time:

User:

Item	Qty	Kot

Total: 0.00

Click on the particular pending record and make the relevant changes and give print again.
If you want to skip to a new entry then you have to click the **New** button.

Payment Screen

Payment

Total Payable: **698.50**

Paid Amount: **1000**

Change Amount: **301.50**

Payment By: Credit Cards

Cash

Cheque

Debit Cards

Credit Cards

Mobile Payment

Other

Due Amount: **0**

Date: 08/06/2021

Note:

10

1000

1

2

3

20

2000

4

5

6

50

3000

7

8

9

100

4000

.

0

Clear

500

5000

Exact

Save and Close

Avoid

Print Invoice

- If you are to make cash payment then select Cash, on selection you will be Able to make payment with Cash.
- You have option to Print KOT and Print Invoice same time by clicking Print Button.

info@cybistech.com

© CYBIS Technologies