



Nucleus POS

Admin User Guide

Contact Information

248-480-7003 (International) 248-480-7003 (North America)

support@neutrix.systems

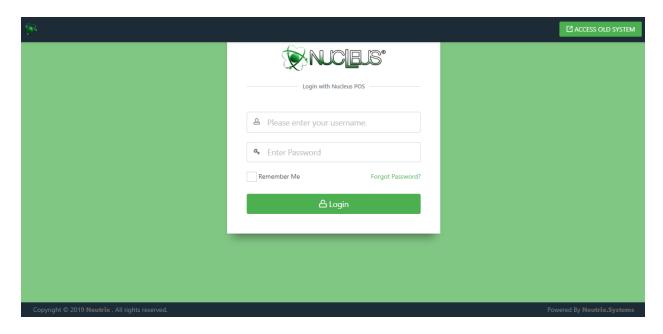
Monday-Friday: 10AM-6PM - EST Saturday: 10AM-6PM

1820 E. 11 Mile Rd. MADISON HEIGHTS, MI 48071. USA



1. <u>User's Action: How to Access in nucleus pos:</u>

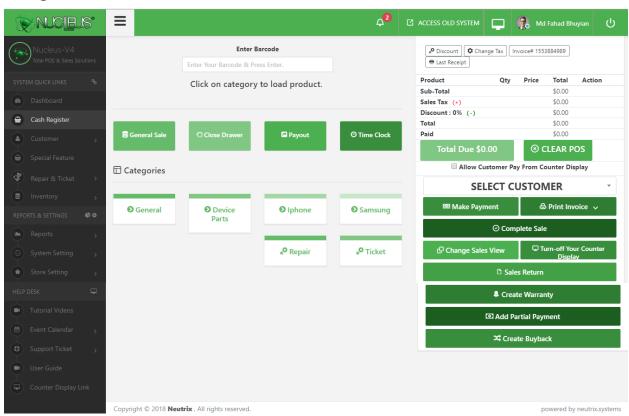
- login into the system (http://v4.nucleuspos.com)
- Firstly you can enter your email and password then you access the system.



2. Pos (Point of Sales) screen:

- Where is pos screen.
- ➤ When user click "General Sale" button then pop up General Sale screen.
- When user click "Open Drawer" button, then pop up Open Drawer screen. When open drawer, then user access "Close Drawer" button.
- ➤ When user click "Payout" button then pop up Payout / Drop Detail screen.
- ➤ User has seen "Time Clock" button then pop up Time Clock (Punch Log) screen.
- In category section user click "Repair" then popup In Store Repair and click "Ticket" then popup New Ticket
- ➤ User has seen "discount" button, "Change Tax", "Invoice number" and "Last Receipt" option.
- User see total pos screen and make payment option
- User select a customer option and complete sale button and print invoice by Default, Thermal, Barcode print option and create warranty and create buyback and also sales return option.
- User can change sales view and start counter display screen.
- User can add a partial payment option.



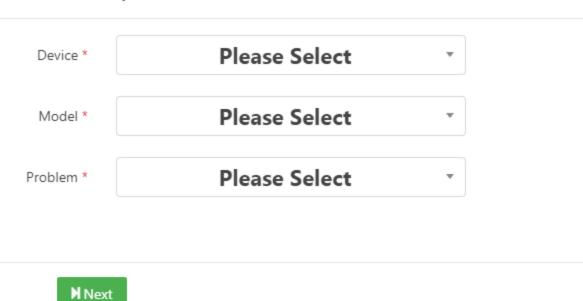


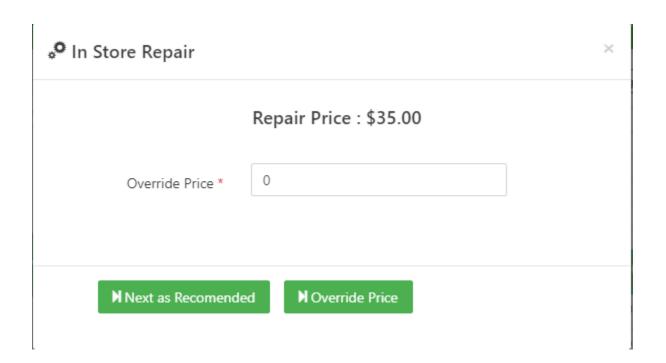
In category menu when click "Repair" button, then a popup will show "In Store Repair" in this section you can select device, model and problem then click next button you can see default price and you can override this price or next as recommended button then go to next step then you can fill up information and click "Finish & Add to Cart" or "Finish & Add to Repair List" button.

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In Store Repair







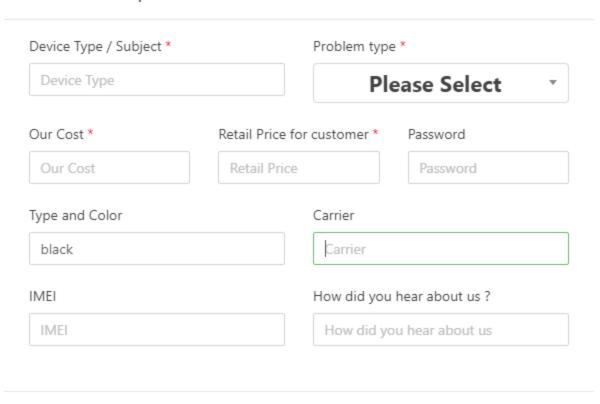
Password	IMEI
Password	IMEI Number
Tested Before By	Tested After By
Tested Before By Name	Tested After By Name
Tech Notes	How did you hear about us ?
Tech Notes	How did you hear about us
Start Time	End Time
Start Time	End Time
Salvage Part	
Additional Info	
✓ Shop Tested	

In category menu when click "Ticket" button then it will popup "New Ticket" in this section you can select Problem other fields fill up and click "Next" button. When click next button then open other fields then click "Finish & Add to Cart" or "Finish & Add to Ticket List" button.

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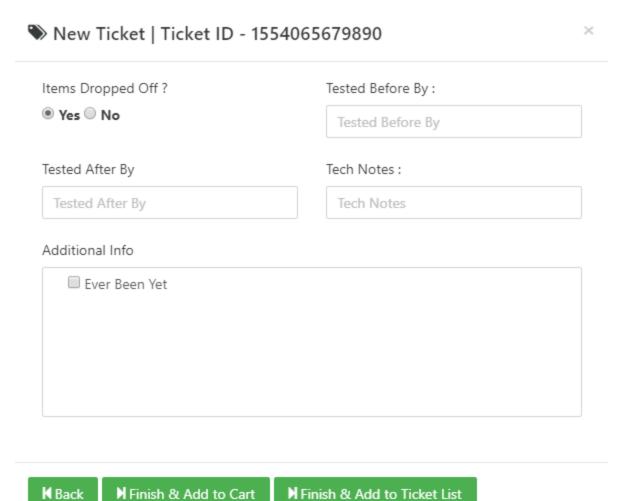


New Ticket | Ticket ID - 1554065679890



Next



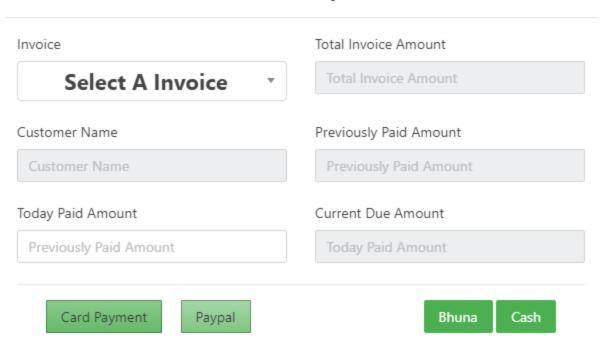


When click "Add Partial Payment" button then it will popup add partial payment fields and choose your invoice number and name then auto fill up some fields. You have four options you can payment.

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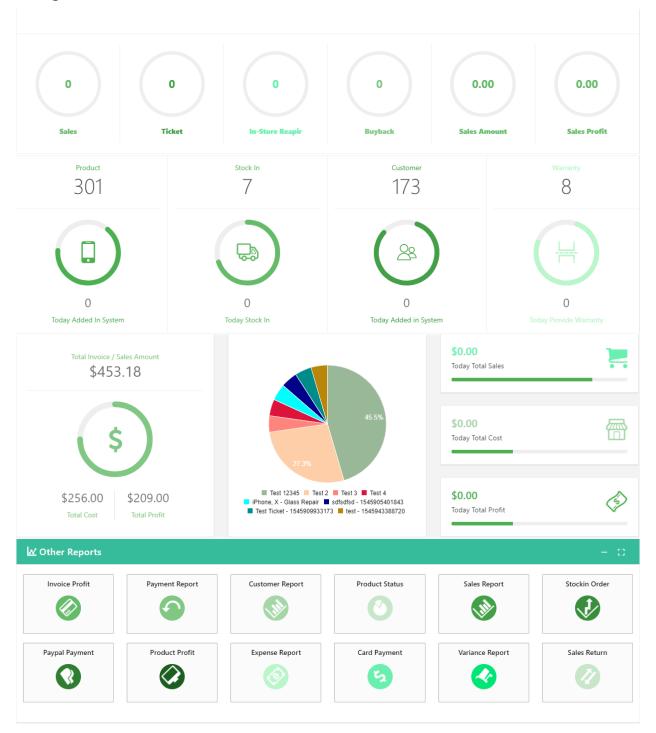
Add Partial Payment



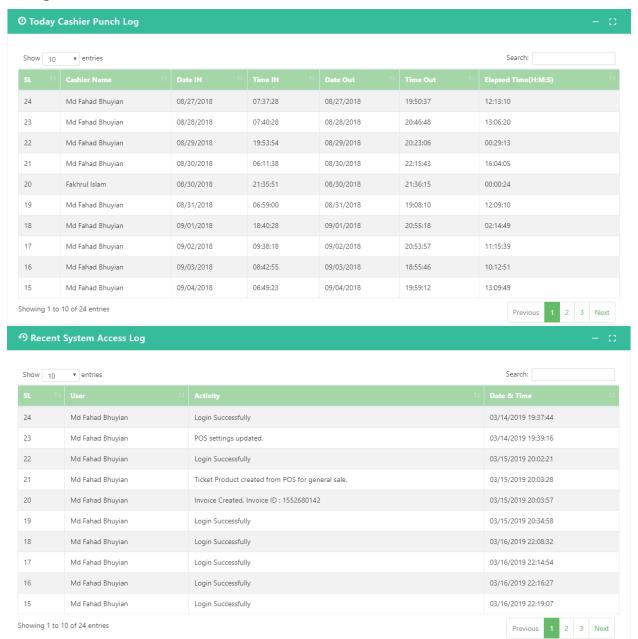
3. <u>Dashboard Screen:</u>

- User has seen today added in Sales, Ticket, In-Store Repair, Buyback, Sales Amount and Sales Profit.
- User has seen Total Product, Stock In, Customer and warranty.
- User has seen Total Invoice / Sales Amount.
- User has seen Today Total Sales, Cost and Profit.
- User has seen multiple report in Other Reports.
- User has seen Today Cashier Punch Log.
- User has seen Recent System Access Log.







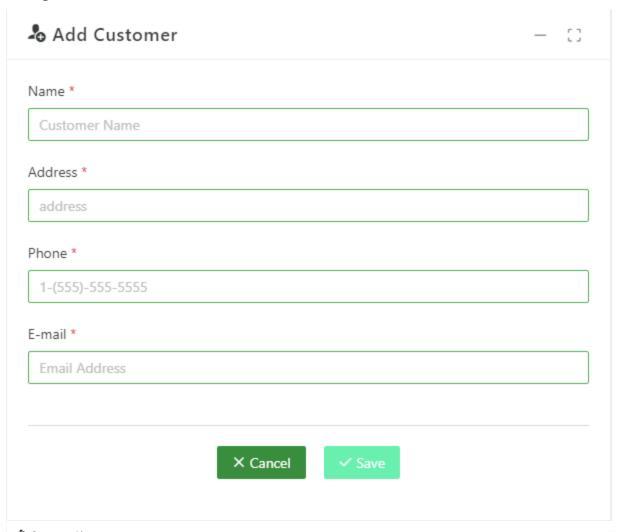


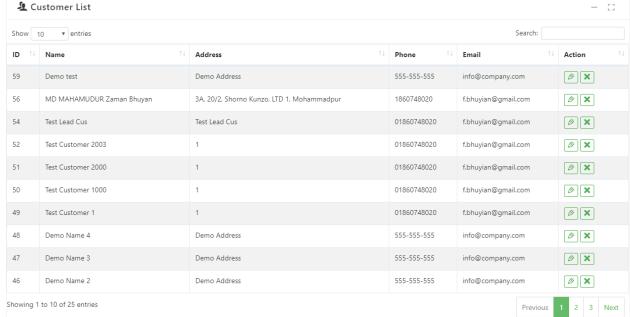


4. Customer Menu:

- > Add New Customer:
- \blacktriangleright User add a new customer and see all customer list and user can edit and delete option.



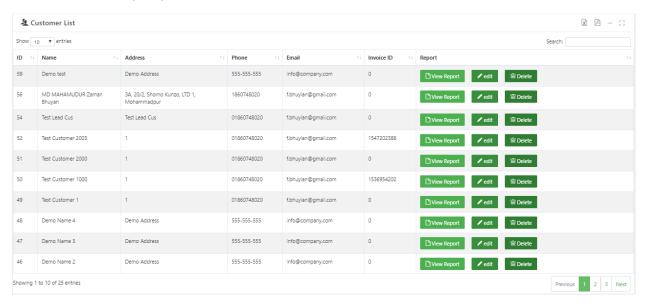






Customer list:

- User see all customer list and see his/her report.
- User can view report, edit and delete option.
- User also export pdf and excel format.

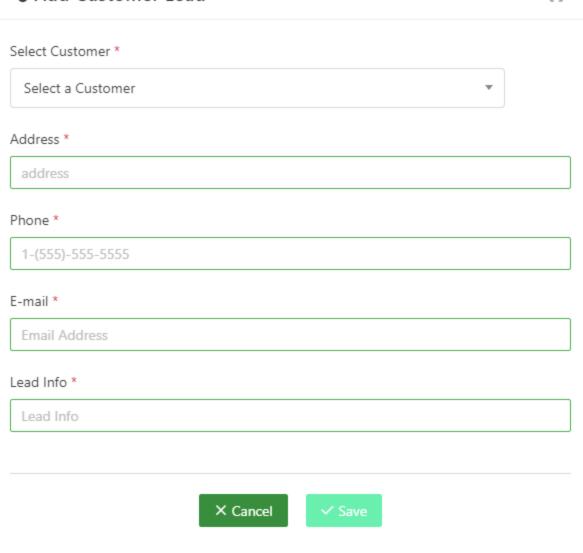


> Add Customer Lead:

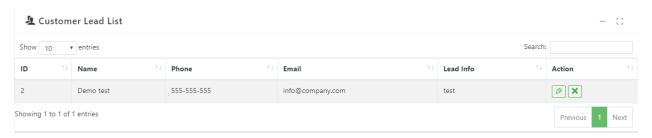
User add a new customer lead



Add Customer Lead



- **Customer lead list:**
- > User see all lead list and user can edit and delete option.





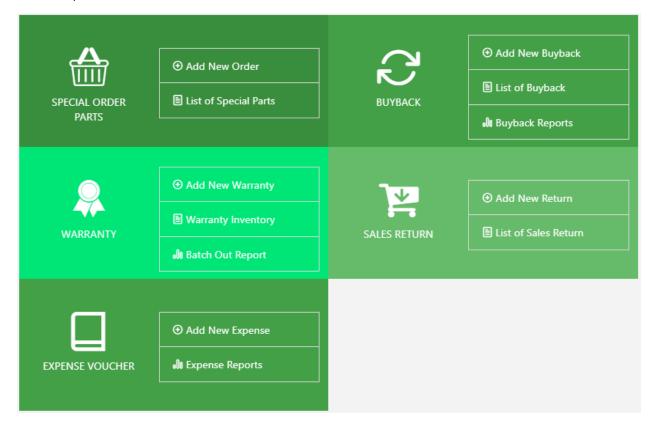
import Customer:

user import new customer in excel sheet format.



5. Special Feature:

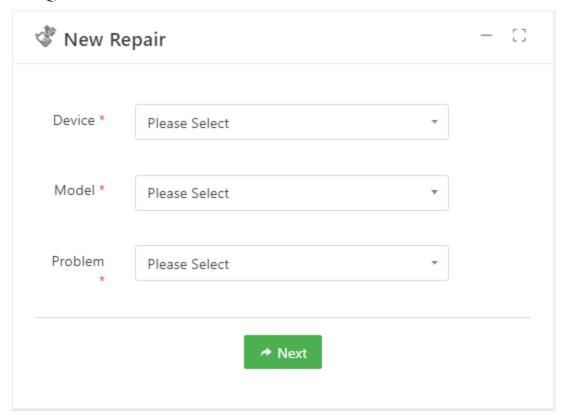
• In this menu user get special order parts, buyback, warranty, sales return and expense voucher option.



6. Repair & Ticket menu:

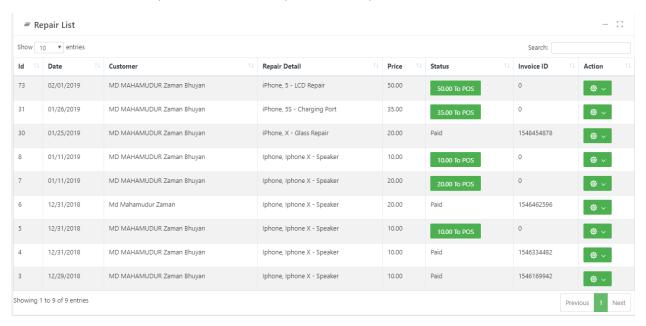
- > Add New Repair:
- User add a new repair.





Repair List:

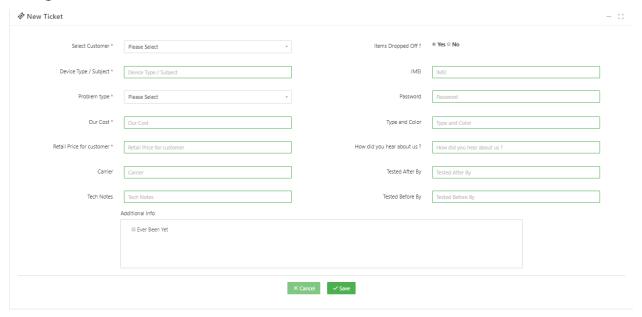
- User has seen all repair list and current status.
- User can view repair information and print, delete option.



> Add New Ticker:

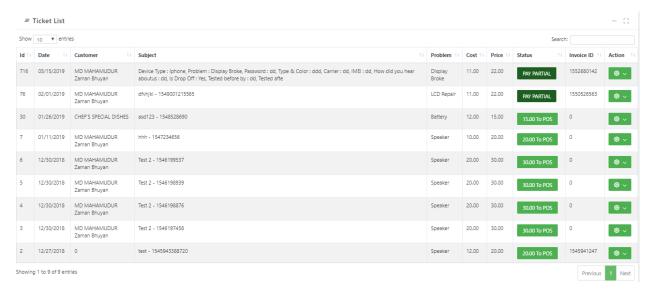
• User add a new ticket.





Ticket List:

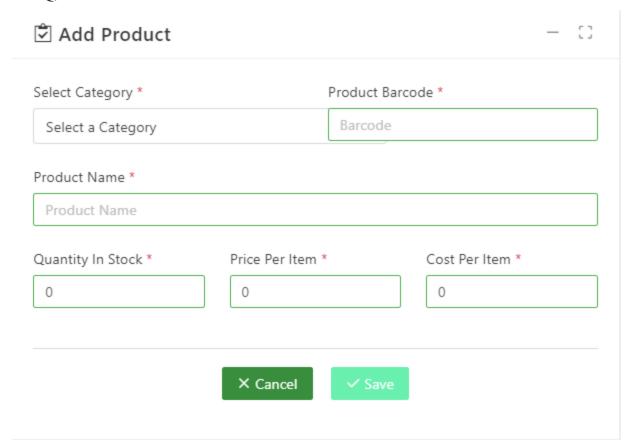
- User has seen all repair list and current status.
- User can view ticket information and print, delete option.

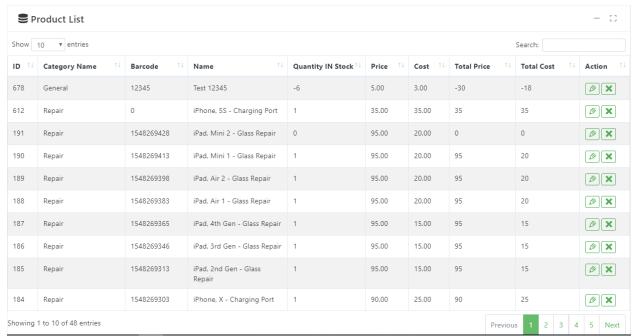


7. Inventory Menu:

- > Add new Product:
- > User add a new product and see all product list and user can edit and delete option.



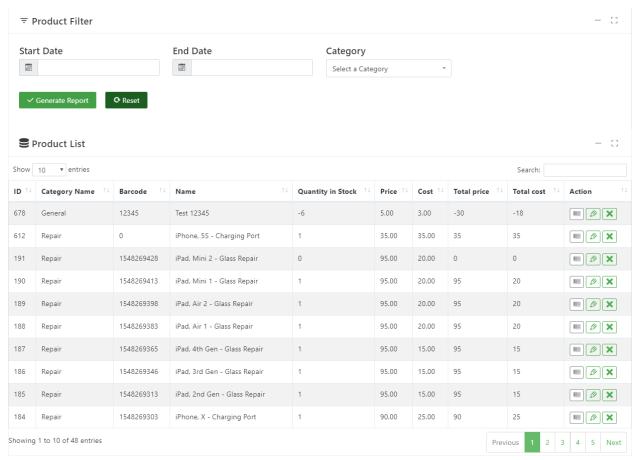




Product List:

- User search by date wise and category name.
- User see all product list and user can edit and delete option.
- User generate barcode option.

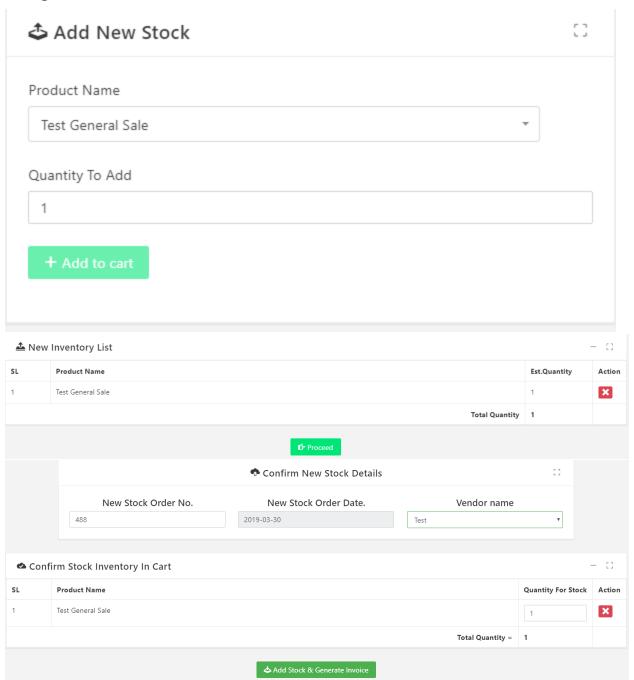




> Add new stock:

- User add a new stock and click proceed button then go to confirm new stock details.
- User see order number, select order date and select vendor name then click Add Stock & Generate Invoice button. Where is second screen.



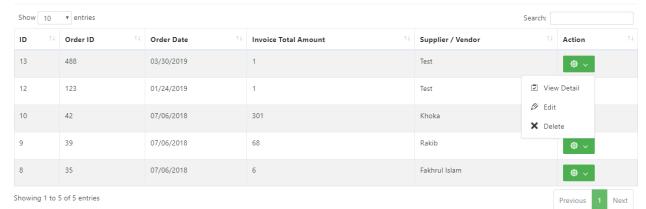


> Stock Order List:

- User see all stock order list.
- User can view detail, edit and delete option.

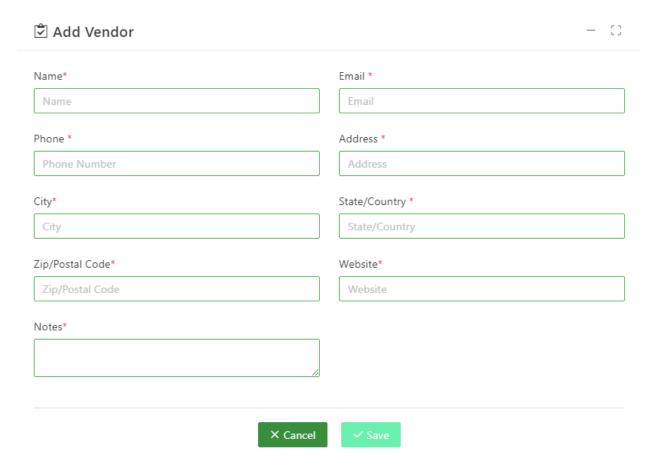






> Add New Vendor:

user add a new vendor



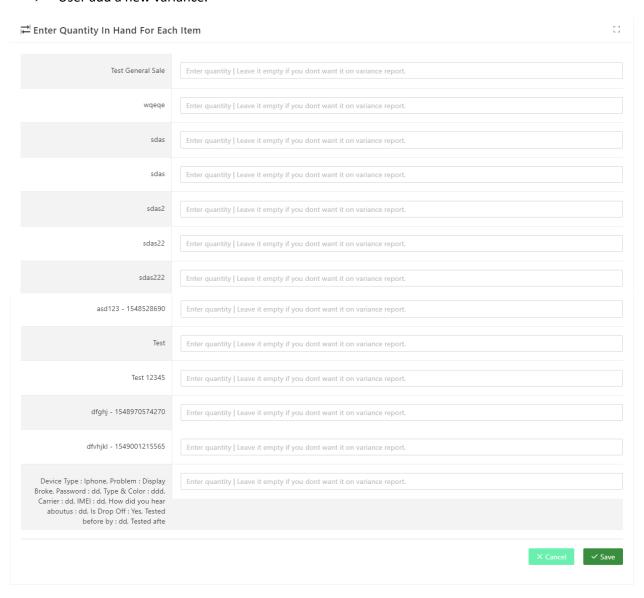
Vendor List:

> User see all vendor list and can edit and delete option.



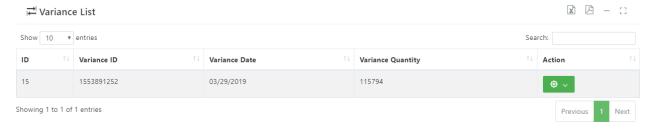


- Add New Variance:
- User add a new variance.



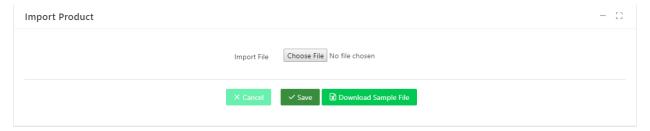
- > Variance Report:
- User see all variance list and can view report, edit and delete option.





> Import product:

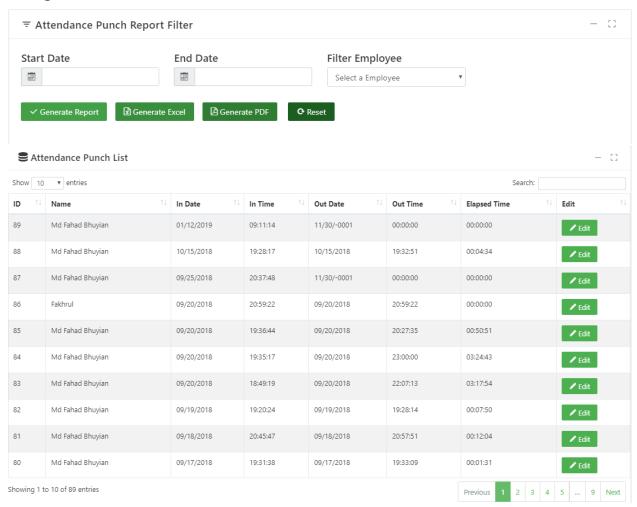
User import new product in excel sheet format.



8. Report Menu:

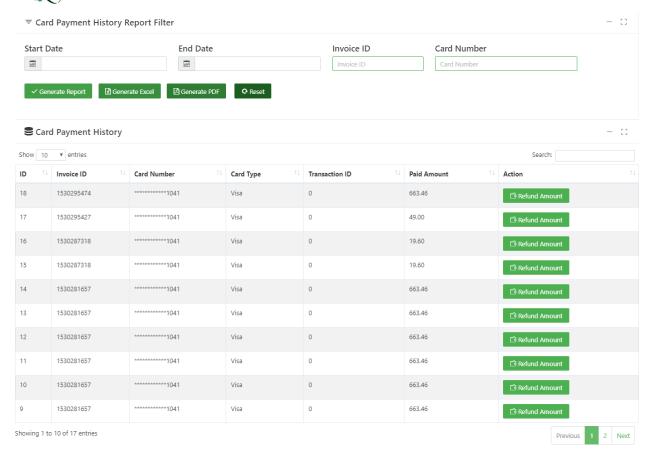
- > Attendance Punch Report:
- > User Search report by date wise and Filter Employee.
- User also export pdf and excel format.
- > User see attendance punch list and can edit option.





- Authorize Payment Card History:
- User Search report by date wise, Invoice id and Card Number.
- User also export pdf and excel format.
- User see card payment history and refund amount option.

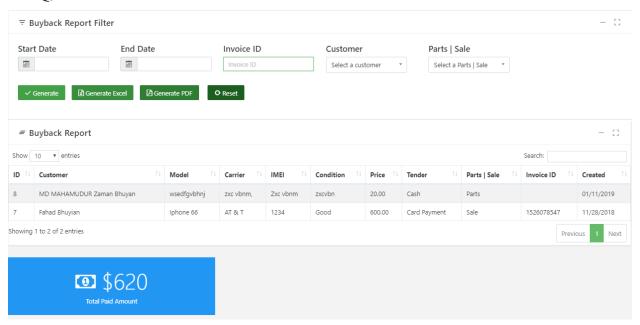
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Buyback Report:

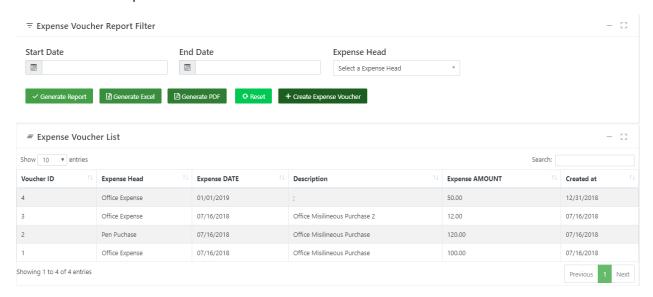
- User Search report by date wise, invoice id, customer name and parts or sale option.
- User also export pdf and excel format.
- User see buyback list.
- User see total paid amount.





Expense Voucher Report:

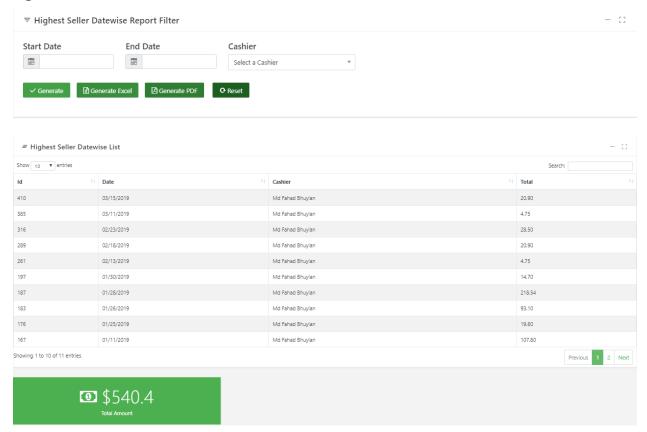
- User Search report by date wise, expense head.
- User also create expense voucher option.
- User also export pdf and excel format.
- User see expense voucher list.



Highest Seller Datewise Report:

- User Search report by date wise and cashier option.
- User also export pdf and excel format.
- User see highest seller date wise list.
- User see total amount.

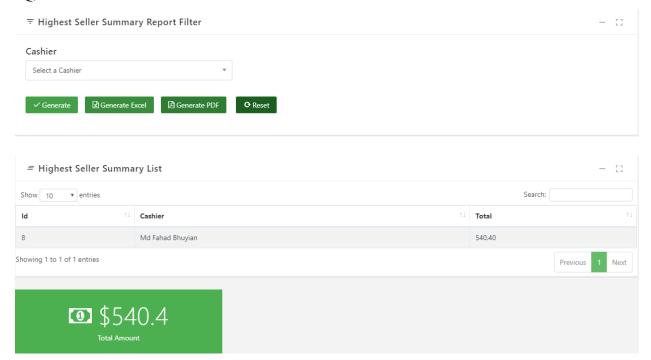




Highest Seller summary Report:

- User Search report by cashier option.
- User also export pdf and excel format.
- User see highest seller summary list.
- User see total amount.

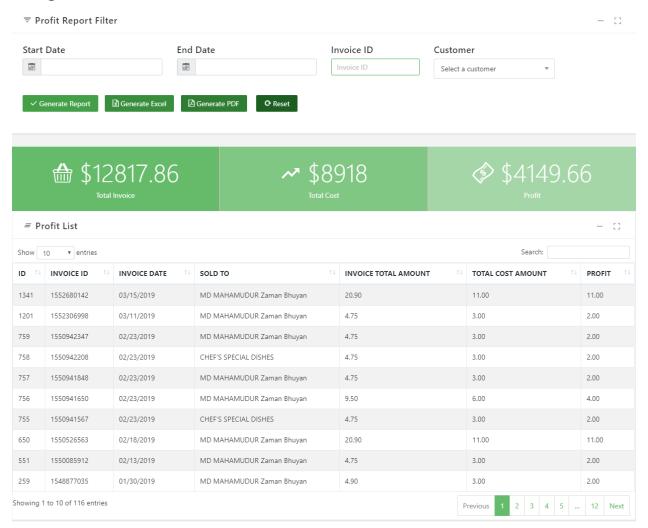




> Profit Report:

- > User Search report by date wise, invoice id and customer name.
- > User also export pdf and excel format.
- User see total invoice, profit and cost.
- User see profit list.

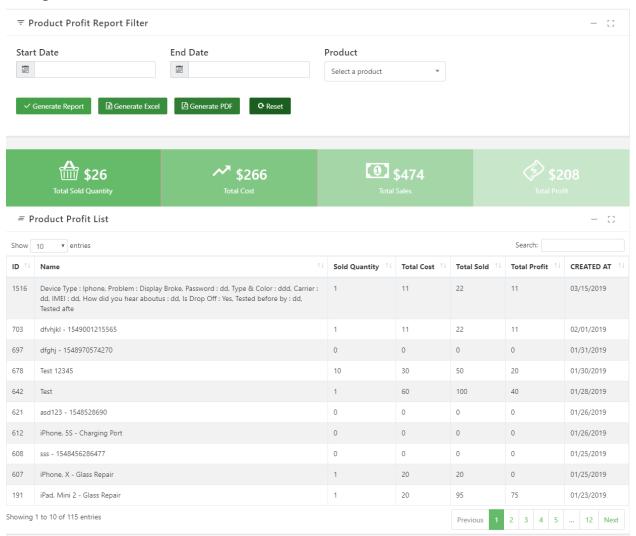




Product Wise Profit Report:

- User Search report by date wise, and product.
- User also export pdf and excel format.
- User see total sold quantity, profit, cost and sales.
- User see product profit list.



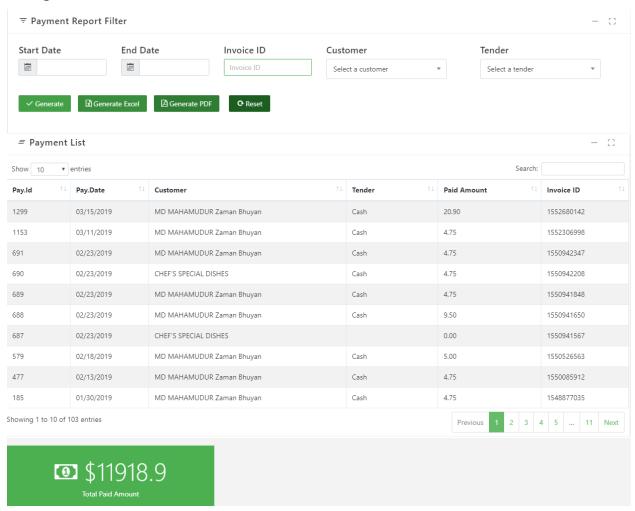


> Payment Report:

- User Search report by date wise, invoice id, customer name and tender.
- User also export pdf and excel format.
- User see payment list.
- User see total paid amount.

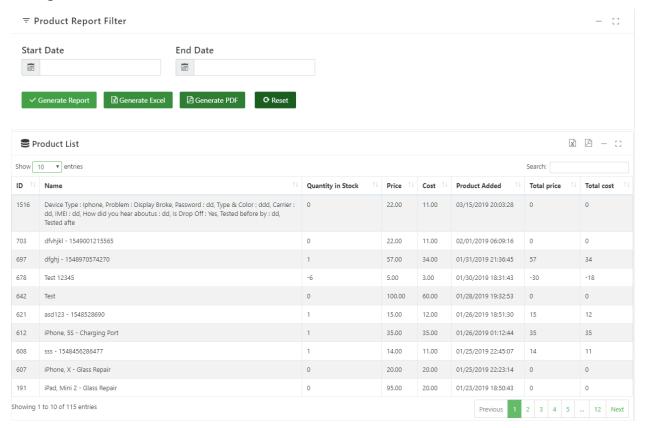


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- > Product Status Report:
- User Search report by date wise.
- User also export pdf and excel format.
- User see product list.

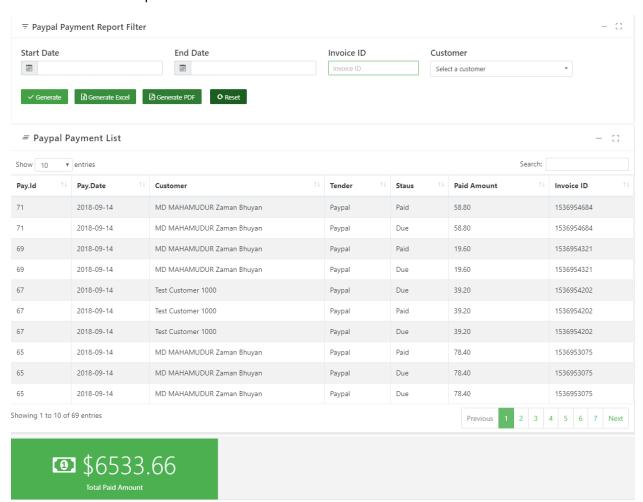






PayPal payment history Report:

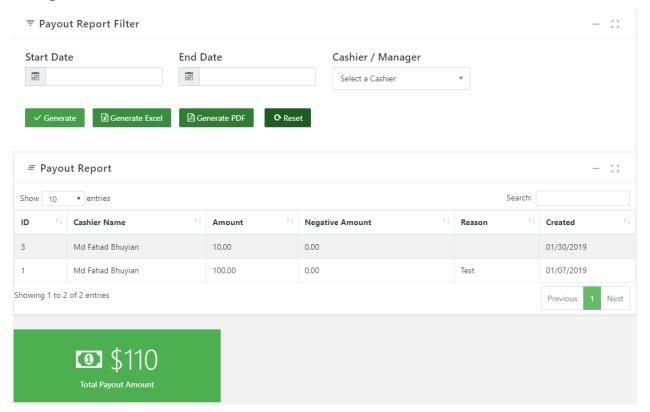
- User Search report by date wise, invoice id and customer name.
- User also export pdf and excel format.
- User see PayPal payment list.
- User see total paid amount.



Payout Report:

- User Search report by date wise, invoice id and cashier / manager name.
- User also export pdf and excel format.
- User see payout list.
- User see total payout amount.

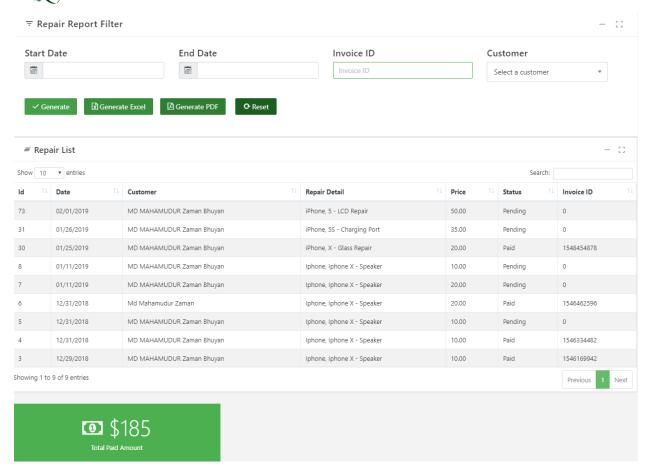




Repair Report:

- User Search report by date wise, invoice id and customer name.
- User also export pdf and excel format.
- User see repair list.
- User see total paid amount.

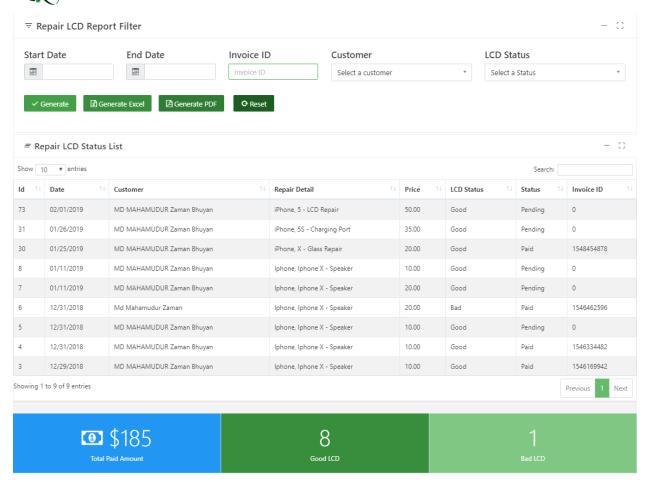
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> Repair LCD Report:

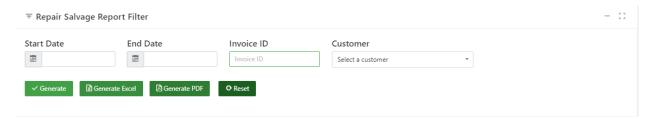
- User Search report by date wise, invoice id, customer name and LCD Status.
- User also export pdf and excel format.
- User see repair LCD list.
- User see total paid amount, good LCD and bad LCD.

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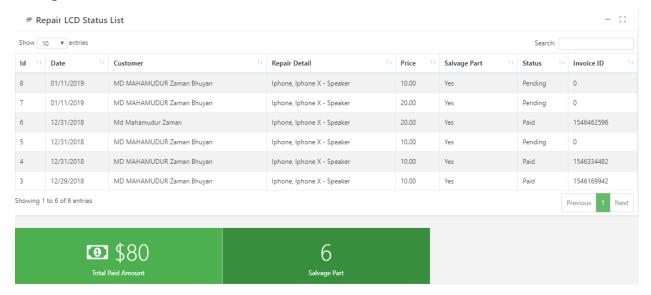


Repair Salvage Report:

- User Search report by date wise, invoice id and customer name.
- User also export pdf and excel format.
- User see repair salvage list.
- User see total paid amount and salvage parts.

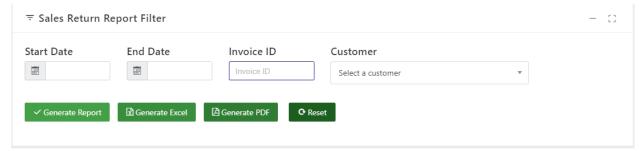


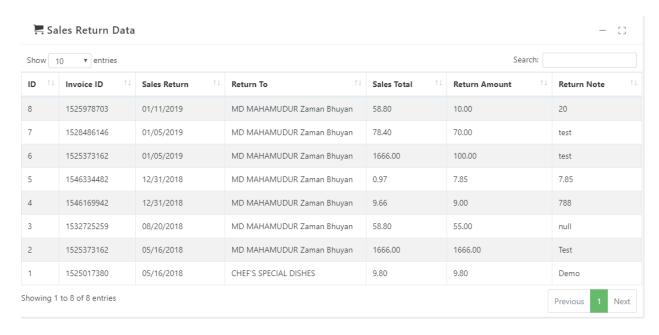




Sales Return Report:

- User Search report by date wise, invoice id and customer name.
- User also export pdf and excel format.
- User see sales Return list.

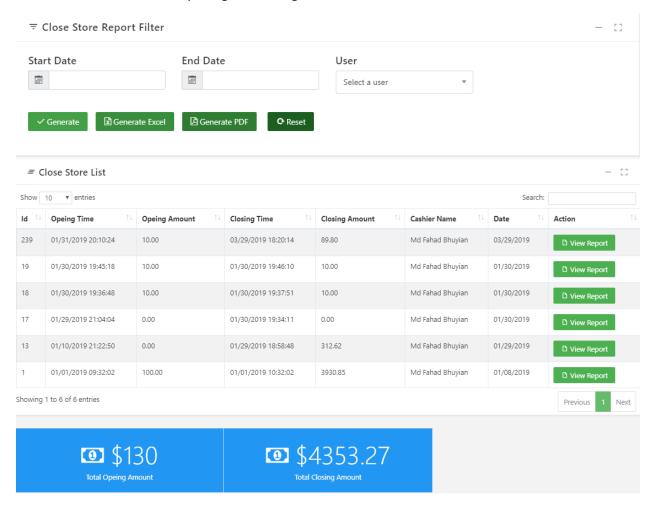






Close Store Report:

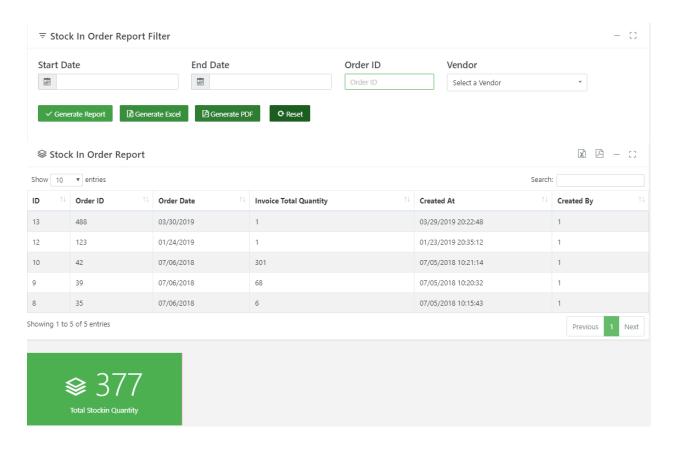
- User Search report by date wise, invoice id and user name.
- User also export pdf and excel format.
- User see close store list.
- User also see store opening and closing amount.



> Stock Received Report:

- > User Search report by date wise, order id and vendor name.
- User also export pdf and excel format.
- User see stock in order report list.
- User see total stock in quantity.

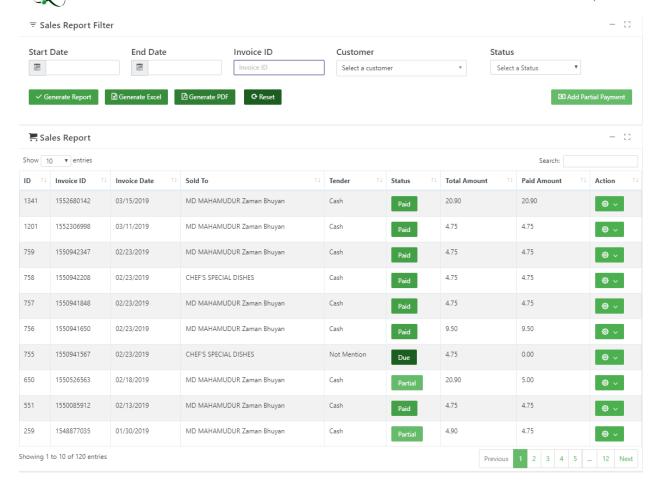




> Sales Report:

- User Search report by date wise, invoice id, customer name and status
- User also export pdf and excel format.
- User see sales report list.
- User also see payment status "due/paid".

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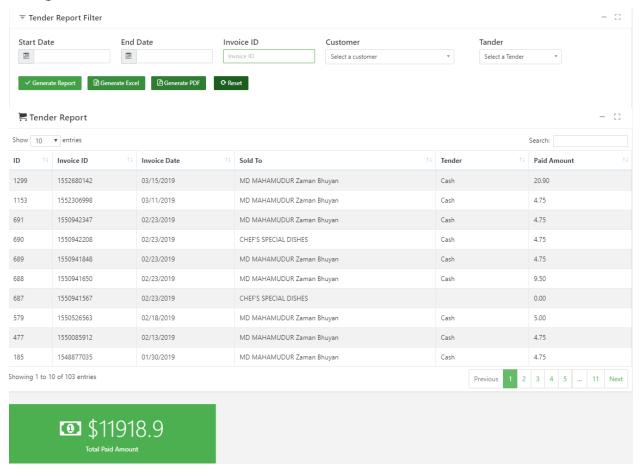


> Tender Report:

- User Search report by date wise, invoice id, customer name and tender
- User also export pdf and excel format.
- User see tender report list.
- User also see total paid amount.



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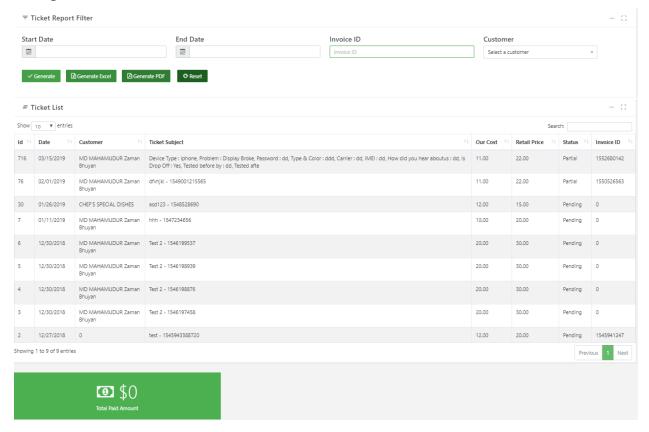


> Ticket Report:

- User Search report by date wise, invoice id, customer name and tender
- User also export pdf and excel format.
- User see ticket report list.
- User also see total paid amount.



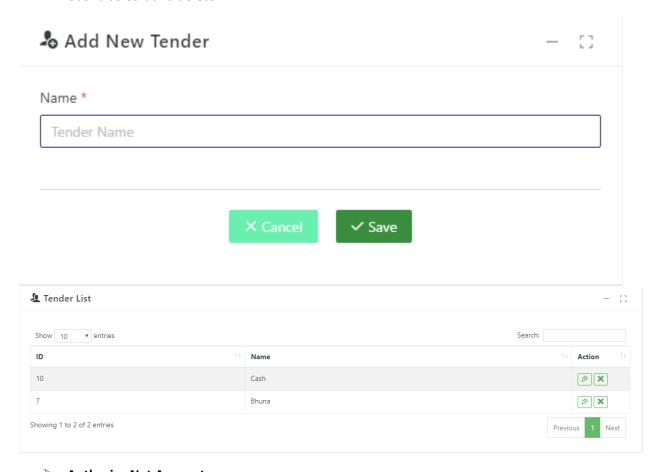
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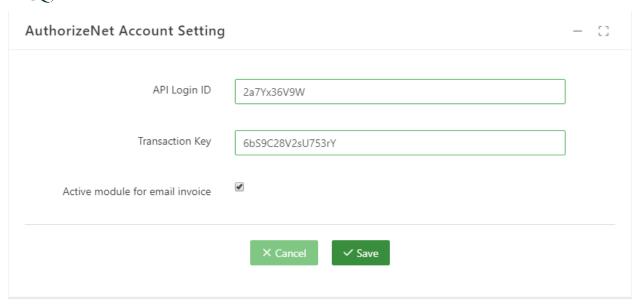
9. System Setting Menu:

- > Add New Tender:
- > User add a new tender and see all tender list.
- > User also edit and delete.



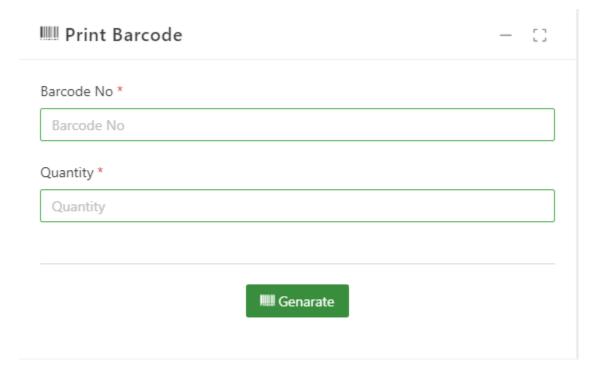
- > Authorize Net Account:
- > User add an API login ID and transaction key.





Barcode Print:

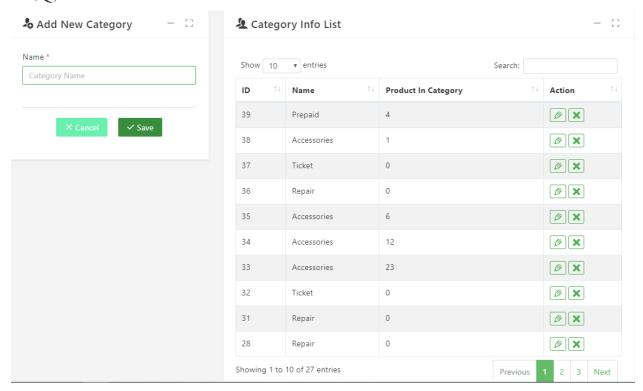
• User add a barcode print option.



Category:

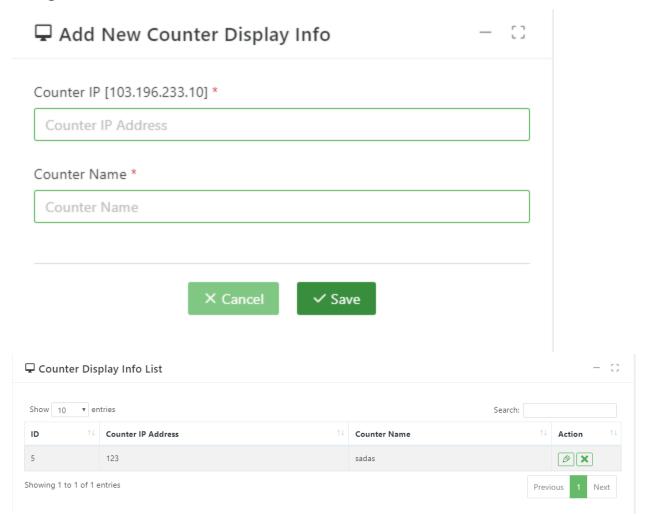
• User add a new category name and see all category list.





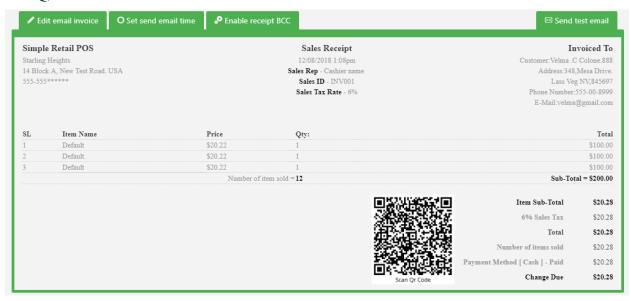
- > Counter Display Add/Remove:
- User add counter IP and name.
- > User can edit and delete option.





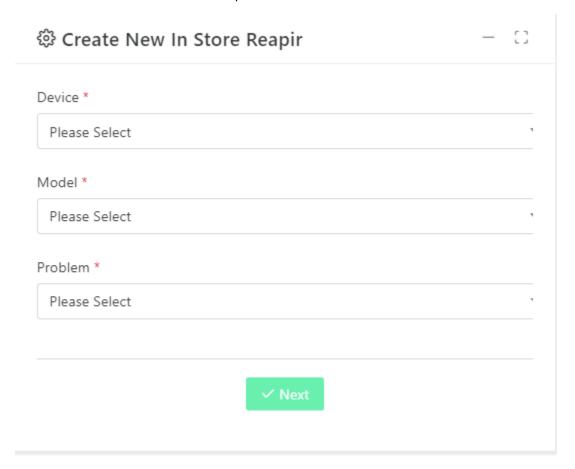
- > Invoice Email Template:
- > user edit this email.
- User send email time
- User enable receipt BCC





> New in Store Repair:

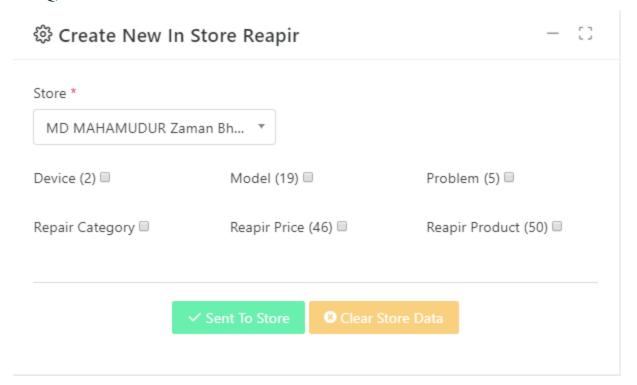
User create a new in store repair.



New in Store Repair data marge:

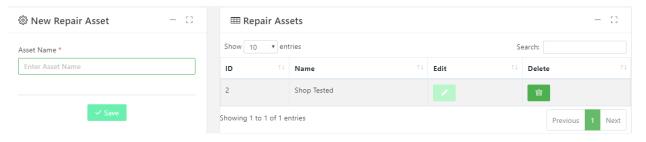
• User create a new in store repair data marge.





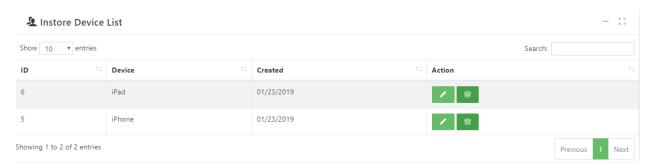
New in Store Repair assets:

• User create a new in store repair assets.



> New in Store Device List:

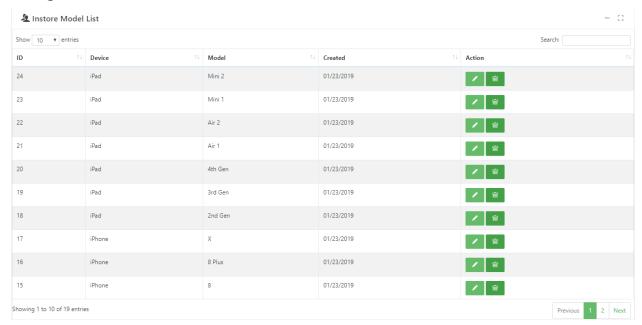
• User create a new in store device list.



▶ New in Store Model List:

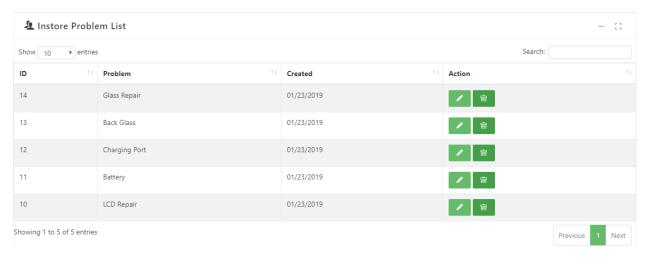
• User create a new in store model list.





> New in Store Problem List:

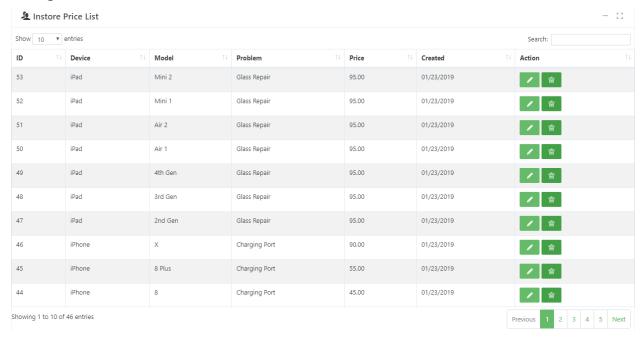
• User create a new in store problem list.



> New in Store Price List:

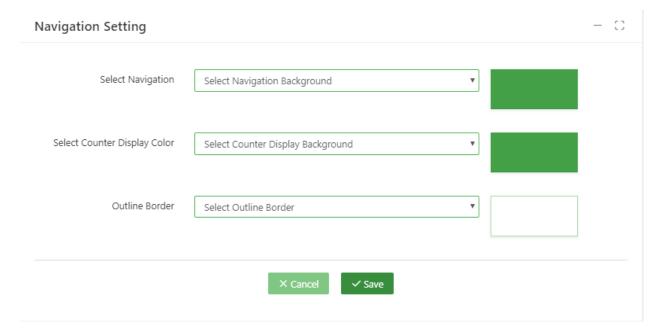
• User create a new in store price list.





Navigation Setting:

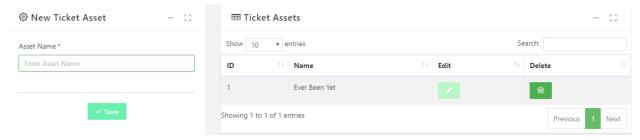
> user change navigation, counter display and outline border color.



▶ New Ticket Assets:

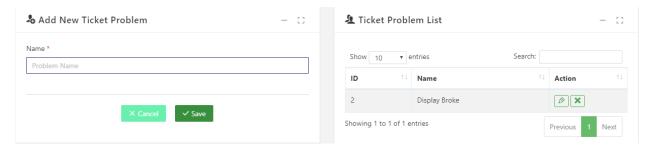
• User create a new ticket asset.





> <u>Ticket Problem:</u>

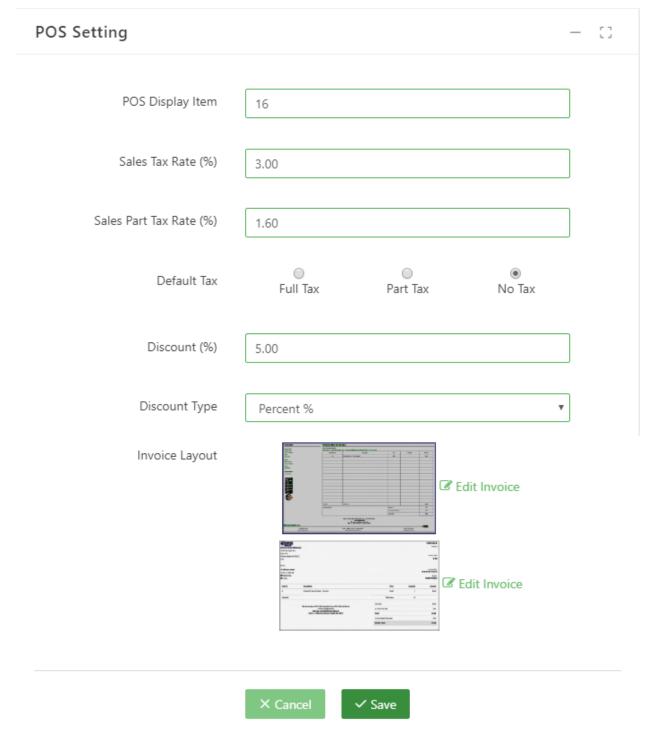
• User create a new ticket problem.



POS Setting:

➤ User change POS display item, Sales tax rate, discount, discount type and invoice layout.

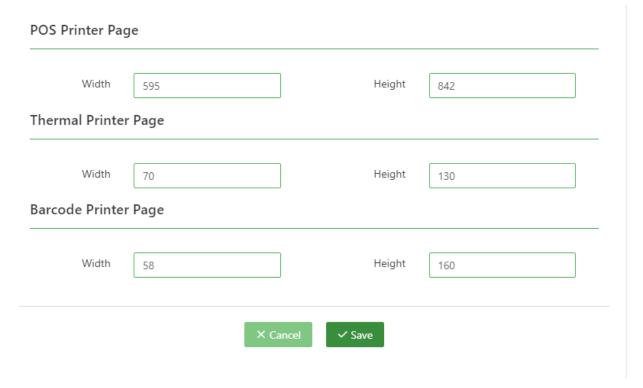




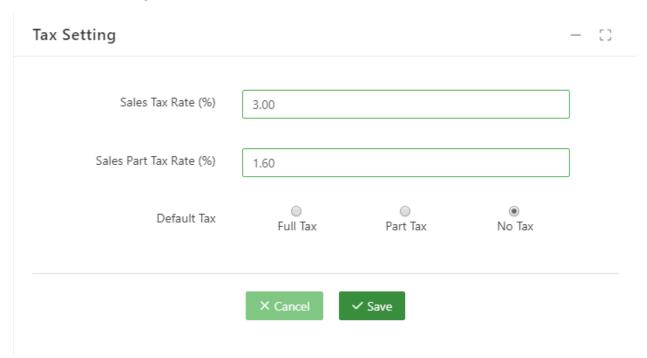
> Printer Paper Size:

> user can change multiple POS Printer Page size.





- > Tax Setting:
- user can change tax.

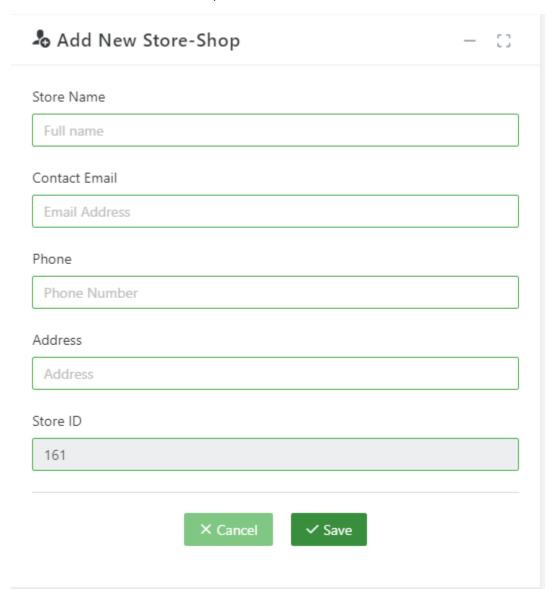


10. Store Setting:

> Add New Store:



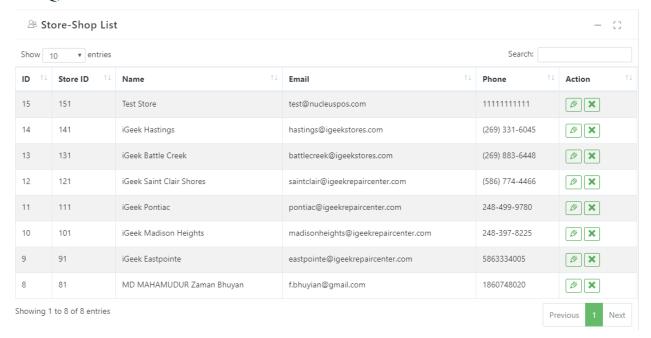
> User add a new store shop



- > Store List:
- user see all Store list.



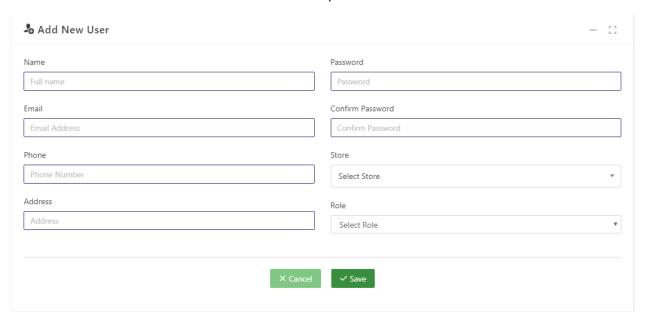




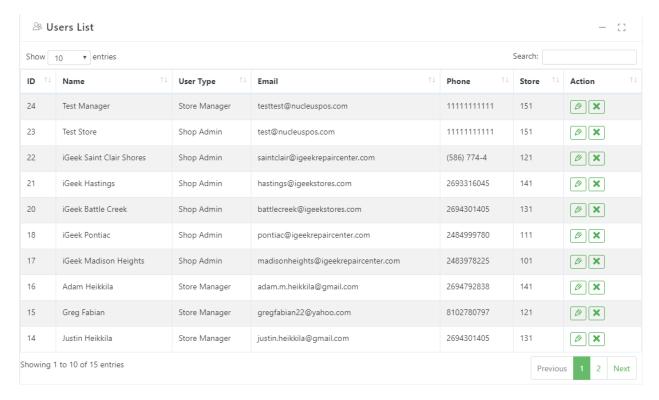


Add New User:

User add a new user and select store and His/her role

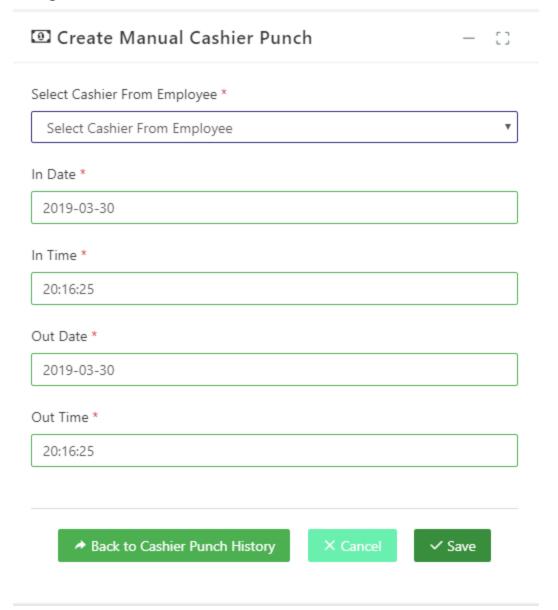


- User List:
- User see all user list.



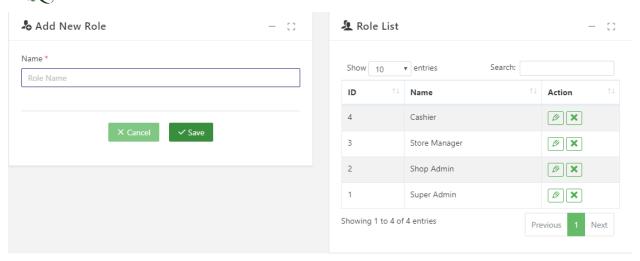
- > Add Manual Attendance:
- Create manually cashier punch.



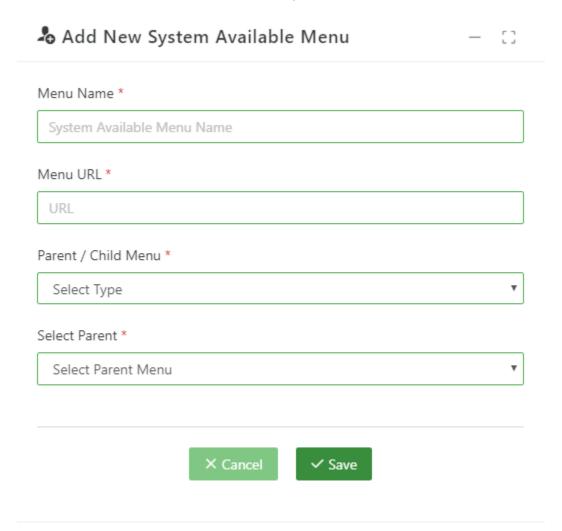


- **➢** Role Setting:
- User add a new role and see all list.
- User can edit and delete.



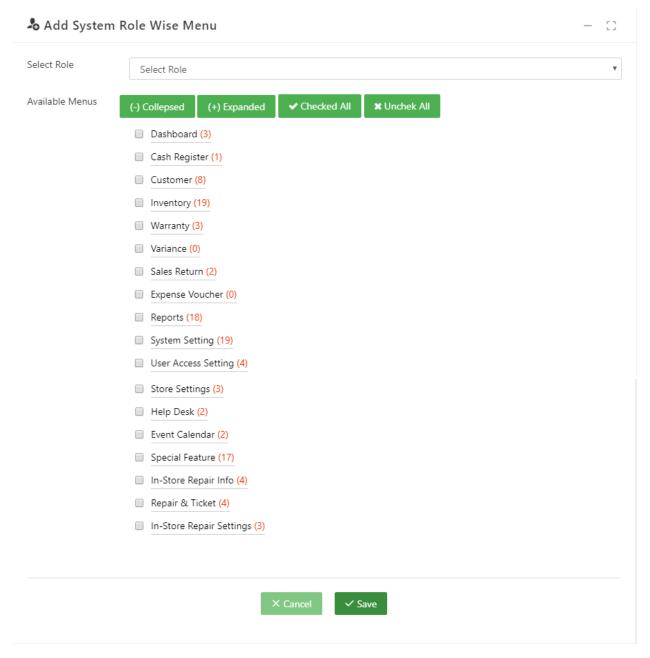


- > Menu Item Setting:
- > User create new menu name, url and parent or child menu.



- **Role Wise Menu Setting:**
- User select menu by role wise.



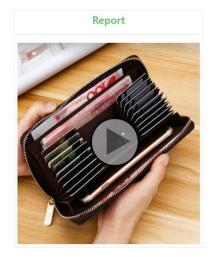


11. Tutorial Videos:

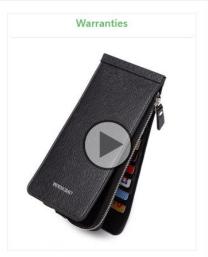
User all tutorial videos by category wise.



● Help Desk

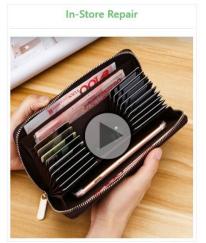








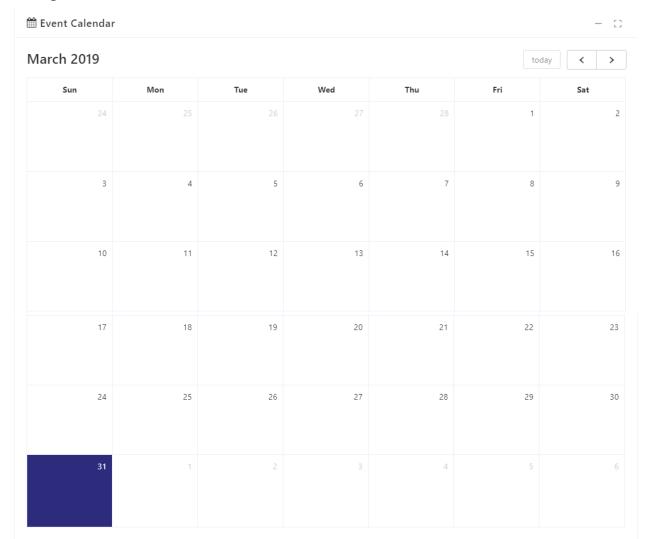




12. Event Calendar:

- **Event/Schedule Calendar:**
- User see event schedule date and time.





Create Event/Schedule:

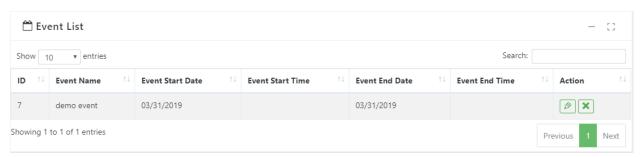
> User create new event date and time



Event Name Event Url Event Start Date Event Start Time Event Start Time Event End Date Event End Time Event End Time Event End Time Event End Time Event End Time

Events & Schedule List:

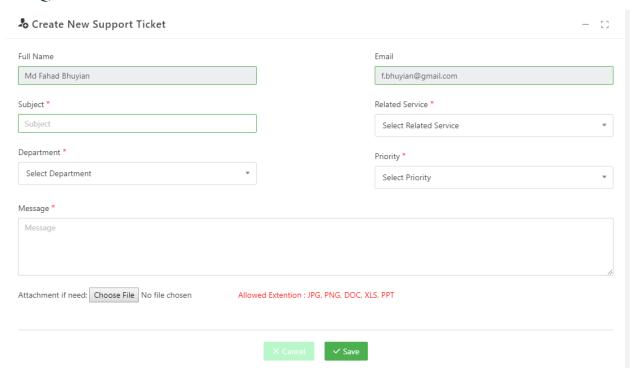
User see all event list.



13. Support Ticket:

- > Add New Ticket:
- User create new support ticket.





14. Counter Display Link Menu:

• User when click this menu then copy counter display link.





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THANK YOU