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# ANTAMEDIA POINT OF SALE

ANTAMEDI





# **Antamedia Point of Sale**

Easy-to-use point of sale and inventory control systemm help you track all your sales, customers, vendors, purchase oders, inventory and get real-time reports and statistics.



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# **1 POS Panel**

## 1.1 Main Screen

The main Point of Sale software screen shows product categories, search field and configured items. On

the right side is a bill section, where items are displayed when added. Each item can be deleted or its quantity adjusted with + and - buttons. You can assign a discount, see subtotal and total, and ring up sales by pressing the **Pay Bill** button.

Bottom part shows shortcut buttons: Items, Customers, Payment, Hold, Keyboard, Quick Edit, Cancel. You can return to main screen at any time by clicking Items button. can return to main screen at any time by clicking Items button.

	Food	Drinks	Hardware	Misc		POS				
43						POS Bill No.	5/2011		4	- ×
POS		(include	1999 (B)	3	<u>8</u>	Item nar	ne	Qty	Price	Ext Price
	Coca Cola	Coca Cola	Fanta	Sprite	7up	Hot Dog		1	\$3.00	\$3.00
				_		Hamburg	ger	1	\$3.00	\$3.00
ANAGEMENT			2	<u></u>	1	Coca Co	а	1	\$1.00	\$1.00
	Schweppes	Coffee	Beer	Juice	Milkshake	Coffee		1	\$2.00	\$2.00
TATISTICS	Soda	🥭 Tea								
Ą										
SETUP						Description			iubtotal	
SETUP						Description			iubtotal	
SETUP						Description	A	•	Тах	\$0.0
SETUP						Description Discount No disco		Loyalty d	Тах	\$9.00 \$0.00 \$0.00 <b>\$9.00</b>



**POS Panel** 

#### **1.2 Tables**

Tables screen helps you to manage tables in your property, and includes support for multiple rooms. Before you can manage your rooms and tables, you have to set up their layout. Open **Rooms Setup** window by clicking **Edit** button then add new room by entering Room Name, choosing background color or image and clicking + button.

To add a table first select a room where you want to put the new table by clicking << or >> buttons, open **Design table** window (**Edit** button), enter **Table name** and click **New Table** button. Using **Design table** window you can also edit or remove tables.

Table icons have **Color Notification** feature which helps you to identify table status (ready, seated, ordered, bill print, to clean, reserved). You can configure this feature in Legend window (Edit button). ordered, bill print, to clean, reserved). You can configure this feature in **Legend** window (**Edit** button).

	APOS is ready	
ANTAMEDIA	Restaurant	POS
-		Edit Table Layout
POS		Rooms Setup Design Tables Legend rice
	Table 1 Table 2 Table 3	Design Tables           Table name         Table note           Table 11         Table note
MANAGEMENT		Table width Table height
	Table 4 Table 5 Table 6	55 ¢ 42 ¢ show advanced table setup
STATISTICS	Table 7	
A	Table 8 Table 9 Table 10 Table 11	
SETUP		Allow moving and resizing (click+drag to move; SHIFT to resize)
0		Update Table Remove Table New Table .00
LOGOUT	<< >> Occupy Order Finished	Edit Discount TOTAL \$0.00
	Items Tables Customers Payment Hold	Print Keyboard Quick Edit - Cancel Pay Bill



#### **1.3 Customers**

To access this screen click **Customers** button on POS screen, here you can assign a customer to order and add new customers to the system. After selecting **Items** for purchase, the system generates a unique **Bill No.** and displays a list (receipt) of items on the right side of the screen. To select a customer scroll down list or type customer name in **Search** field and click on the entry. Selected customer will be automatically assigned to current order and customer's order history will be shown in the lower part of the screen. To add a new customer, click **New customer** button, fill in the form and click **Save**.

	Item Coffe	, Cookies	and Fanta	a saved.							- X
	Search custo	omers			lew custon	ner	POS				
POS POS MANAGEMENT STATISTICS	First Name Joe Gordon Keith Vivian Brian	Last N Brown Johnso Davis Thoma Anders	4 on (9 6 as 4	hone 15-555-76 916) 555-1 50-555-23 15-555-85 416) 233-8	1234 342 500		Bill No. 10	/2011	Qty	Price	Ext Price
SETUP	LAST ORDE	RS			Copy orde	r					
, LOGOUT	Bill number © 4/2011 © 3/2011 © 2/2011 © 1/2011 Items	11/22 11/22	2/2011 2/2011 2/2011 2/2011 2/2011	Payment	TOTAL \$22.00 \$5.50 \$8.00 \$3.00		Description Discount No discoun Keyboard	t Quick Edit	• •	Subtotal Tax Ity discount TOTAL	\$0.00 \$0.00 \$0.00 <b>\$0.00</b> Pay Bill



#### **1.4** Payment

Payment screen allows you to change payment method and to give a discount to a customer by using loyalty card. To complete billing process, follow these steps:

1. Select **Payment** type by using the **Up** and **Down** buttons

2. Enter value to be paid with the selected method (total amount can be divided into multiple payment methods, like cash and credit card)

3. (Optional) Click **Loyalty Card** button to use a discount if applicable, enter loyalty card number and **Confirm** 

4. Click Pay Bill button

ANTAMEDIA	Item Coffe, Cooki	es and Fanta saved.					- ×
	Payment			POS			
<b>_</b> ~	<mark>&gt;</mark> Cash	14		Customer : Jo	e Brown		
POS	Check			Bill No. 10	/2011		
105	Visa			Item name	(	Qty Pric	e Ext Price
	Mastercard			Fanta		1 \$1.0	
MAAN				Sprite		1 \$2.0	
MANAGEMENT	American Express	6		Hamburger		1 \$3.0	
	Paypal			Hot Dog		2 \$3.0	
				Pizza		1 \$2.0	0 \$2.00
11	Loyalty Card		Loyalty Card				
STATISTICS	Gift Card						
SETUP			Up				
SLIDE				Description		Subtotal	\$14.00
	Total paid	\$14.00		Description	<b>^</b>	Тах	\$0.00
	Total due	\$14.00				l	· · · · · · · · · · · · · · · · · · ·
100 M	rotaruue	φ1 1100		Discount	<b>T</b>	Loyalty discount	\$0.00
	Balance	\$0.00		No discount	-	TOTAL	\$14.00
LUGUUT	Items Tables	Customers Payment	Hold	Print Keyboard	Quick Edit 🔹	Cancel	Pay Bill



# **1.5 Keyboard**

Keyboard feature can be very useful in POS terminal which operates on a touch screen device. You can use it to add text description to bills, add new customers or add/edit items. To access virtual keyboard click **Keyboard** button on POS screen.

	Item Coffe, Cook	ies and Fa	anta saved.								-	×
ANTAMEDIA	TIELLI COLLE, COOK	ies and Le	anira saveu.									
_	Payment					POS						
	<mark>&gt;</mark> Cash		14 📤	Loyalty Card		Customer : Jo	e Brown					
	Check			Laru		Bill No. 10,	/2011				8	
POS	Visa				1	Item name		Qty	Price	Ext	Price	
	Mastercard			Up		Fanta		1	\$1.00	\$	1.00	=
MANTANA					1	Sprite		1	\$2.00		2.00	
MANAGEMENT	American Expres	S	_	Down		Hamburger		1	\$3.00	\$	3.00	
						Description			Subtotal		\$14.0	0
	Total paid		\$14.00				<b></b>		Тах		\$0.0	0
11	Total due		\$14.00				-	Loyalty	discount		\$0.0	0
STATISTICS	Balance		\$0.00			Discount			TOTAL	•	14.0	
	balance					No discount	•			Ψ.		
R	Items Tables	Custom	ers Paymen	Hold	Print	Hide keyboard	Quick Edit 🕞	Cance		Рау	Bill	
SETUP	~ ! @ . 1   2	# \$ 3 4	% ^ 5 6		* ( 8 9	)	+	Back	Nur Loc		*	-
	<- Q	W E	R T	Y U	Ι	0 P	{ } [ ]	Enter	7	8	9	+
- K .	Caps Lock A	S D	F G	н	з к	L ;	",		4	5	6	
LOGOUT	Shift Z	X C	VB	N	M _,	> ?	Shift		1	2	3	Ente
	Ctrl Win	Alt				Alt Gr	Win Menu	->		0		



## **1.6 Quick Edit**

Quick Edit option allows you to edit items or item categories using a simple interface. You can also create and delete items and categories using this option. To create a category, click on **Quick Edit** button, choose **Quick edit POS item category**, enter category name in the text field on top of the screen and click + button.

To edit an item, please follow these steps:

- 1. Click **Items** button
- 2. Click Quick edit POS item
- 3. Click on the icon of the item you want to edit
- 4. Enter Item Name
- 5. Select **Category** for item
- 6. Specify Retail price
- 7. Set Minimum stock value
- 8. Change quantity in stock using +, and ... buttons
- 9. Upload photo of the item by clicking on **Picture** box and selecting photo

10.Click Save button

If you want to add a new item, please click **Add new item** and follow steps 4-10.

ANTAMEDIA	Item Coff	e, Cooki	es and Fant	a saved.					- X
POS	Food	Drinks	Hardware	Misc			Add new item Item name		٦
	Hamburger	Hot Dog	French fries	Sandwich	Taco		Pizza Category Food		In stock: 99
	Pizza	Pie	Ice Cream	Cookies	Popcorn		Retail price Minimum stock	\$2.00	
STATISTICS	Coffe, Cookies and Fanta						Unlimited stor	sk	Picture
SETUP							Back to sale		Save
LOGOUT	Items	Tables	Customers	Payment	Hold	Print	Keyboard Qui	ick Edit 🔹 🗌 Can	cel Pay Bill



# 2 Inventory Center

#### 2.1 Items

This section allows you to define all the products and services that you provide to your customers and to categorize them according to your business needs. It is located on **POS - Management - Inventory Center - Item - General** tab. You can search for previously added items by typing the item name in the search field on the right of the screen or by clicking on **Show All** and scrolling down the list. Double left clicking on any of the items will allow you to edit the product.

You can also print out a complete price list of all items added by single left clicking on the **Pricelist** button.

TAMEDIA	Inventory Center	Customer o	enter	Vendors ce	nter	Employees			
	Inventory Center			<u>(</u> -					
	Items	Stock	Promo	pricing	Price Chan	ges Categories	Taxes	Discounts	
	Thomas								
POS	Items								
• • • • • •						ns can be arranged in group	ps which appears in POS	or computers. For ea	ich item you can
	specify price, tax, o	ost of sale, and	minimum quan	tity to displa	y warning.	Search			
	General	Inventory				Show all		5	ז
ALC: NO.									
NAGEMENT	Item name			Item No.		Item name	/ Category		Retail price
	7up			5		7up	Drinks		\$1.00
	Category		code	Unit		Beer	Drinks		\$1.00
	Drinks			pcs	<b>*</b>	CD-R	Hardware		\$1.00
1	Order cost	Margin (%)				CD-RW	Hardware		\$2.00
ATISTICS	\$1.0		None		•	Camcoder	Hardware		\$3.00
AIISTICS	Retail price \$1.0	Description				Camera Coca Cola	Hardware Drinks		\$3.00
	Picture	0				Coca Cola	Drinks		\$1.00
	Picture					Coffee	Drinks		\$1.00 \$2.00
						Corree Compact Flash	Hardware		\$2.00
	<u>8</u>					Cookies	Food		\$2.00
SETUP	<b>**</b>					DVD-R	Hardware		\$2.00
			-			DVD-RW	Hardware		\$2.00
			Item	points 1	\$	Fanta	Drinks		\$2.00
						French fries	Food		\$3.00
$\bigcirc$	Pricelist	New		elete	Save	Hamburger	Food		\$3.00
S.C.						Headphones	Hardware		\$3.00
						Hot Dog	Food		\$3.00
W 🤞						Ice Cream	Food		\$1.00
JGOUT						Juice	Drinks		\$1.00
						Jaico	DITING		\$1,00

To add a new item, please follow these steps:

#### 1. Enter Item Name

2. (Optional) Enter Item No.

3. Select **Category** for an item from the drop down menu (it would be useful to set up this section before adding inventory items)

4. Enter **Barcode** (from product if available). This can be read by a bar code scanner if one is set up with your system

5. Choose how the item is to be retailed from **Unit** drop down menu

6. Set Order Cost per item

7. Define **Retail Price** (this can either be added manually or use the **Margin(%)** option)

8. Set Margin(%) (profit you wish to make) and Retail Price will be automatically calculated

9. Choose which **Taxes** will be applied to an item price from the drop down menu (% must be set up in the **Setup - Prices - Taxes** section)

10. Add item **Picture** (right click on picture box, single left click on load, search for the photo in the directory and upload)

11. Enter a **Description** if required



**Inventory Center** 

- 12. Select how many Loyalty points item is worth
- 13. Click New button to save the item

#### Inventory

This section allows you to set minimum stock levels for each item and to add stock levels as per a stock take.

1. Highlight an item by selecting from the list on the right side of the screen by using the **Show All** or **Search** option

- 2. Add the value of minimum stock
- 3. Add the value of default sell quantity
- 4. Add the amount held in stock

5. Add on stock can be used to record additional stock as it is delivered into stock from a Supplier/ Vendor

6. If an item is one of a group of items you can click on the **Item is a group of items** box and group the items together

7. Click **Save** button

DIA									
. 1	inventory Center	Customer ce	nter V	endors cent	ter Er	nployees			
2	Items	Stock	Promo pr	ricing	Price Changes	Categories	Taxes	Discounts	
	Items								
	Please define items	which you sell to	your customers	. Using cate	egories all items o	an be arranged in grou	ups which appears in POS or	computers. For e	ach item you o
	specify price, tax, c	ost of sale, and r	ninimum quantit	y to display	warning.	 Search			
	General	Inventory				Show all		5	
Max							/ Education	1	_
MENT	Minimum stock:	10	In stock:	100		Item name	/ Category Drinks		Retail price \$1.00
	Default sell quanti	y: 1	Add on stock:	0	4-	7up Beer	Drinks		\$1.00
	Unlimited stock		🔲 Item is grou	up of items		CD-R	Hardware		\$1.00
						CD-RW	Hardware		\$2.00
						Camcoder	Hardware		\$3.00
TICS						Camera	Hardware		\$3.00
						Coca Cola	Drinks		\$1.00
						Coca Cola	Drinks		\$1.00
5						Coffee	Drinks		\$2.00
						Compact Flash	Hardware		\$2.00
JP						Cookies	Food		\$2.00
<i></i>						DVD-R	Hardware		\$1.00
						DVD-RW	Hardware		\$2.00
						Fanta	Drinks		\$1.00
						French fries	Food		\$3.00
	Pricelist	New	De	lete	Save	Hamburger	Food		\$3.00
2						Headphones	Hardware		\$3.00
						Hot Dog	Food		\$3.00
T						Ice Cream	Food		\$1.00
•						Juice	Drinks		\$1.00
						Keyboard	Hardware		\$8.00



## 2.2 Stock

Stock page helps you to show, print and export list of items available in your stock. You are able to search for individual items by typing a description in the **Search** field or you can scroll through the list by pressing the **Show All** button. Export is available from print preview window.

	Inventory Center Customer center Vendors center Employees											
2	Items SI	tock Promo pricing	Price Changes Categories	Taxes	Discounts							
	Stock											
	Items currently availab	ole on your stock.										
	Search											
V.V	Show all		P		Print							
MENT	Item name	Category	Retail price	In stock Unit	<b>^</b>							
	Coca Cola	Drinks	\$1.00	82 pcs								
	Coca Cola	Drinks	\$1.00	85 pcs								
	Fanta	Drinks	\$1.00	91 pcs								
	Sprite	Drinks	\$2.00	84 pcs								
	7up	Drinks	\$1.00	100 pcs								
TICS	Schweppes	Drinks	\$1.00	99 pcs								
	Coffee	Drinks	\$2.00	92 pcs								
	Beer	Drinks	\$1.00	100 pcs								
	Juice	Drinks	\$1.00	100 pcs								
ð -	Milkshake	Drinks	\$2.00	100 pcs								
JP	Soda	Drinks	\$1.00	99 pcs								
	Tea	Drinks	\$1.00	99 pcs								
	Hamburger	Food	\$3.00	98 pcs								
	Hot Dog	Food	\$3.00	95 pcs								
_	French fries	Food	\$3.00	100 pcs								
2	Sandwich	Food	\$3.00	100 pcs								
	Taco	Food	\$3.00	100 pcs								
	Pizza	Food	\$2.00	99 pcs								
T	Pie	Food	\$5.00	99 pcs								
	Ice Cream	Food	\$1.00	100 pcs								
	Cookies	Food	\$2.00	94 pcs								



## 2.3 Promo Pricing

Promotional prices can be established days, even months in advance of a sale. The prices can be valid for any length of time, even for just one hour a day. By setting a start date and end date, APOS will automatically apply the sale price and then revert back to the regular price. You can also make the promo open ended so the prices will never expire. To access this page go to POS - Management - Inventory Center - Promo pricing.

There are two types of pricing: Promo price and Happy hour.

#### Common options:

All items	Choose this option to allow a discounted price on all items
Items category	This option will allow you to set a discount for a whole product category (food, drinks etc.)
Single item	Set a discount for a single item
Discount	Select discount percent to be applied
Promo pricing:	
Promo begin	Set promo period start date and time
Promo end	Set promo period end date and time
Happy hour:	
Happy hour 1, 2, 3	Enable one or more of these if you want to have multiple Happy hours periods
From To	Set time of day when Happy hour will be active
Weekdays	Select days of week when happy hour will be active



**Inventory Center** 

ANTAMEDIA

	Inventory Center	Customer center	Vendors	center E	mployees			
	Items	Stock	Promo pricing	Price Change	s Categories	Taxes	Discounts	
POS	Promo pri	cing & Happy	hour					
	Promotional prices setting a start date that the prices will	e and end date, APOS	vs, even months, in will automatically ap	advance of a sale. oply the sale prices	The prices can be valid and revert to the regul	d for any length of time, e ar prices. If you desire, yo	ven for just 1 hour of on ou may make the promo	e day. By open ende
	Туре	Select items	Discoun			Promo end		
KH	Promo pricing 🔹	Single item	- O	\$ 11/25/20	11 2:27:17 PM 👻	11/25/2011 2:27:17 PM	-	
GEMENT	Item name Sprite	All items Items category						
ISTICS	Show all Category	/ Item nam		Promo begin	Promo end	lew Discount	Regular price Prom	Sav o price
5								
TUP								
2								

	APOS is ready	1						
ANTAMEDIA								
_	Inventory Center	Customer center	Vendors cent	er Employ	ees			
43	Items	Stock	Promo pricing	Price Changes	Categories	Taxes	Discounts	
POS	Promo pri	cing & Happy I	nour					
	Promotional prices setting a start date that the prices will	can be established days e and end date, APOS w never expire.	;, even months, in adv ill automatically apply	ance of a sale. The p the sale prices and re	prices can be valid for ar vert to the regular price	iy length of time, ev s. If you desire, yo	en for just 1 hour of o u may make the prom	one day. By o open ended so
AN AN	Type Happy hour	Select items All items	Discount (%		From To 00:00 \$ 00:00 \$	Mon Tue D	Wed 🗖 Thu 🗖 Fri	🗖 Sat 🔲 Sun
MANAGEMENT	парунов	All items Items category		Happy hour 2	From To		Wed 🗖 Thu 🗖 Fri	
		Single item		Happy hour 3	From To 00:00 \$		Wed 🔲 Thu 🔲 Fri	
AL I	Searce Searce	:h	P		New			Save
STATISTICS	Category	Item name		To Days		HH2 From To	Days	
SETUP	Category	Item name	HT FOIL	TO Days			Days	
	•							Þ



#### 2.4 Price Changes

This feature helps you easily manage prices of your products. You can update prices for selected products, product categories, or even all products by a % value up or down. The page is located on POS - Management - Inventory Center - Price Changes tab.

Please follow these steps to change price(s):

- 1. Select A ll items, Item category or Single item from Select items drop down menu
- 2. Select item category or particular item if required
- 3. Check Increase or Decrease box
- 4. Set percent for price change
- 5. Click Save button

▼ / Item n	<ul> <li>one item category</li> <li>✓ Increase</li> <li>Increase (%)</li> <li>0.5</li> <li>Save</li> </ul>	r, or just single item				
<ul> <li>change price for all items</li> <li></li> <li></li> <li>/ Item n</li> </ul>	✓ Increase Increase (%) 0.5 ↓					
• • • • • • • • • • • • • • • • • • •	✓ Increase Increase (%) 0.5 ↓					
▼ / Item n	Increase (%) 0.5	Decrease				
▼ / Item n	Increase (%) 0.5	Decrease				
▼ / Item n	0.5					
/ Item n	0.5	_				
	Save			Search		
				Show all		
	ame	<ul> <li>Percent</li> </ul>	t Price change date	Old retail price	New retail price	
Cookie	s	0.50 %	11/25/2011	\$2.00	\$2.01	
French	fries	0.50 %	11/25/2011	\$3.00	\$3.02	
Hambu	irger	0.50 %	11/25/2011	\$3.00	\$3.02	
Hot Do	9		11/25/2011	\$3.00	\$3.02	
Ice Cri	sam		11/25/2011	\$1.00	\$1.00	
Pie						
	ich					
Taco		0.50 %	11/25/2011	\$3.00	\$3.02	
	Pie Pizza Popcor	Pie Pizza Popcorn Sandwich	Pie         0.50 %           Piza         0.50 %           Popcorn         0.50 %           Sandwich         0.50 %	Pie         0.50 % 11/25/2011           Pizza         0.50 % 11/25/2011           Popcorn         0.50 % 11/25/2011           Sandwich         0.50 % 11/25/2011	Pie         0.50 % 11/25/2011         \$5.00           Pizza         0.50 % 11/25/2011         \$2.00           Popcorn         0.50 % 11/25/2011         \$2.00           Sandwich         0.50 % 11/25/2011         \$2.00	Pie         0.50 % 11/25/2011         \$5.00         \$5.03           Pizza         0.50 % 11/25/2011         \$2.00         \$2.01           Popcorn         0.50 % 11/25/2011         \$2.00         \$2.01           Sandwich         0.50 % 11/25/2011         \$2.00         \$2.01



**Inventory Center** 

#### **2.5 Taxes**

If you are required to charge tax for your services, Antamedia POS offers flexible tax setup. There are 3 different taxes to configure with tax on tax option.

#### Tax configuration examples:

If you have single tax to charge:

- 1. enable **Tax1**, name it (like VAT)
- 2. configure % value
- 3. press Save button

If you have two different taxes to charge:

- 1. enable **Tax1**, name it (like VAT)
- 2. configure / value
- 3. enable **Tax2**, name it
- 4. configure % value
- 5. press **Save** button

If your country regulation requires second tax to be calculated as percent from the value of the first tax, please enable Tax2 on Tax1.

	APOS is read	ły						
ANTAMEDIA		1A.						
	Inventory Center	Customer cen	ter Vendor:	s center Emp	oyees			
22	Items	Stock	Promo pricing	Price Changes	Categories	Taxes	Discounts	
POS	Tax setu							
	Please define you		%					
ALL AND	🔽 Тах 1 🛛 🛛 🗸	r	10 🌲					
MANAGEMENT	Tax 2		0 ‡	🔲 Tax 2 on Tax 1				
	Tax 3		0 ‡	🔲 Tax 3 on Tax 1	🔲 Tax 3 on Tax 2			
1			Save					
STATISTICS								
A								
SETUP								
LOGOUT ,								



#### 2.6 Discounts

Discount feature helps you to offer the discounts when there is a need for it. You can offer a discount to your regular customers, for buying multiple products, for daily promotions or similar reasons.

In the **Cafe Setup - Prices - Discount** page please define different discount types. To define a discount:

- 1. Enter discount **name**
- 2. Specify discount percent (like 10 %)
- 3. Enter discount **description**
- 4. Press **Save** button

To delete a discount from the list, please select it with a left mouse click and press **Delete** button.

	APOS is read	ly						
MEDIA	(							
_	Inventory Center	Customer cente	er Vendors	center Employe	ees			
1	Items	Stock	Promo pricing	Price Changes	Categories	Taxes	Discounts	
os	Discount	setup						
P et	Please define you	ur discount rate						
	Discount name	Value (%) 0 🛟	Description			F		
K R 1^								
GEMENT	Discount name	1	Value Descr					
	10% Regular Cu 15% Multiple Iter			unt for regular customers mer pays several items				
	33% Happy Hou			al price in the special hour				
	50% VIP Custom			and for selected customers				
	No Discount		0.00 % No Dis					
TISTICS	No Discount		0.00 % No De	scount				
-								
TUP								
TUP								
$\bigcirc$								
<b>(</b>								
TUC								



# **3** Customer Center

#### 3.1 Customers

#### 3.1.1 Address Info

Antamedia POS can store various details about your customers, which can be very useful feature for marketing, invoicing, targeted promotions, loyalty program etc. This page is located on **POS** - **Management - Customer Center - Customer - Address Info** page and contains the following details:

- Personal data
- Contact data
- Billing address
- Shipping address

To add a new customer, enter desired information in form and click **Save** button. Customer data can be edited by clicking an entry in the list, changing desired information and clicking **Save** button. You can search for customer details by typing the customer's name in the **Search** field on the right of the screen or by clicking on **Show All button** and scrolling down the list.

	APOS is read	ly							
ANTAMEDIA	Inventory Center	Customer center	Vendors cent	er F	mployees	_			
	Customers	Loyalty	Venuors cento		Inpuyees				
POS	Custome Please enter all c	"S ustomers you do business (	with.			Show all	Search	1	۶
	Address info	Payment info	Customer photo	Loyalty		First Name / Brian Gordon	Last Name / Anderson Johnson	Phone (416) 233-8523 (916) 555-1234	_
MANAGEMENT	Company name		Barcode			Joe Keith	Brown Davis	415-555-7633 650-555-2342	
	Title	Prine	Phone Mobile	(416) 233-852	13	Vivian	Thomas	415-555-8500	
	First Name Last Name		Alt. contact						
STATISTICS	E-mail		Alt. phone						
SETUP	Bill to addres Address Postal code State	51 Strathgate Drive 89798 City Mississauga	51 5	<b>p to address</b> trathgate Drivi 98 Mississauga Canada	e 🔺				
LOGOUT	State Country New		EC	opy bill addres	s Save				



#### 3.1.2 Payment Info

This page enables you to store customer's credit card information, birth date, gender and service preferences. It is located on **POS - Management - Customer Center - Customer - Payment Info** tab.

To add or edit customer payment info, please click desired customer in the list, enter data in the form and click **Save** button. You can search for customer details by typing the customer's name in the **Search** field on the right of the screen or by clicking on **Show All** button and scrolling down the list.

ANTAMEDIA	APOS is ready	
<u>I</u> a	Inventory Center Customer center Vendors center Employees Customers Loyalty	
POS	Customers         Search           Please enter all customers you do business with.         First Name / Last Name / Phone	2
	Address info Payment info Customer photo Loyalty Brian Anderson (416) 233-6523 Gordon Johnson (916) 555-1234 Joe Brown 415-555-7633	
	Credit Card     Visa     ■       Number     Gender     ✓ Male       Show number     Show number       Show number     Show number	
,	New Delete Save	



**Customer Center** 

#### **3.1.3 Customer Photo**

Using this feature you can save customer **Photo**, **ID Card**, **Passport**, **Driver license** etc. Picture can be loaded from hard drive, or it can be acquired from any twain compatible device, like scanner, web camera etc. We recommend keeping pictures in appropriate sizes since large scanned documents can quickly increase database size. To add a photo or document, please follow these steps:

#### 1. Open POS - Management - Customer Center - Customer - Customer Photo page

- 2. Click customer entry in the list
- 3. Enter **Document ID** number or code
- 4. Select **Document Type**
- 5. Click on right or left **Document Image** box
- 6. To load a picture from hard drive click on **Select new image**
- 7. To load a picture from the external device (camera, scanner etc.) click on **Acquire image**
- 8. Click **Save** button

	APOS is ready This is ready This is ready This is ready This is the second seco		- X
POS MANAGEMENT STATISTICS SETUP	Loyaky       Customers       Pease enter all customers you do business with.       Address info     Payment info     Customer photo     Loyaky       Document Image       Document Image       Document Type       D Cord       D Cord       Delete image       Delete image       New	Show all         Search           First Name         / Last Name         / Phone           Brain         Anderson         (916) 555-1234           Gordon         Johnson         (916) 555-7633           Joe         Brown         415-555-7633           Keith         Davis         650-555-2342           Vivian         Thomas         415-555-8800	P
LOGOUT ,			



**Customer Center** 

#### 3.1.4 Loyalty

From this page you can issue loyalty cards and enable loyalty bonuses for your regular customers, but first you have to configure loyalty programs on **Management - Customer Center - Loyalty** page. To set up loyalty for a customer, please follow these steps:

#### 1. Open POS - Management - Customer Center - Customer - Loyalty page

- 2. Click customer entry in the list
- 3. Check Enable loyalty box
- 4. Enter new loyalty card name or number
- 5. Select Loyalty program from the drop down menu
- 6. Set start date of program
- 7. To limit program duration, check Enable end of loyalty program box and set end date
- 8. Click **Save** button

	oyalty							
Customers						Search		
		with.			Show all			
					First Name /	Last Name /	Phone	
Address info	Doumont info	Customor photo			Brian	Anderson	(416) 233-8523	
Address Into	Payment mit	customer prioto	Loyalty			Johnson	(916) 555-1234	
C Enable loyalty	,							
					Vivian	Thomas	415-555-8500	
START 100 - Dec	Jucc money							
Enable end of	loyalty program							
-								
New			Delete	Бауе				
	Address info  Construction  Address info  Construction  Construction  Address info  Construction  Address info  Ad	Address info Payment info Enable loyalty Loyalty Card 1234569655 Loyalty Program START 100 - Deduct money Enable end of loyalty program Money balance: \$100.00 Point balance: 0	Enable loyalty Loyalty Card 1234569655 Loyalty Program Start loyalty program Start loyalty program Start loyalty program I1/25/2011 2:34 End loyalty program I1/30/2011 7:002 Money balance: \$100.00 Point balance: 0	Address info     Payment info     Customer photo     Loyalty       Image: Start loyalty cord     1234569655     Start loyalty program       Istart 100 - Deduct money     Start loyalty program     11/25/2011 2:34:22 PM        Image: Start 100 - Deduct money     Introduction of loyalty program     11/25/2011 2:34:22 PM        Image: Start 100 - Deduct money     Introduction of loyalty program     11/25/2011 2:34:22 PM        Image: Start 100 - Deduct money     Introduction of loyalty program     11/25/2011 7:00:00 PM        Image: Start 100 - Deduct money     Introduction of loyalty program     Introduction of loyalty program       Image: Start 100 - Deduct money     Introduction of loyalty program     Introduction of loyalty program       Image: Start 100 - Deduct money     Introduction of loyalty program     Introduction of loyalty program       Image: Start 100 - Deduct money     Introduction of loyalty program     Introduction of loyalty program       Image: Start 100 - Deduct money     Introduction of loyalty program     Introduction of loyalty program       Image: Start 100 - Deduct money     Introduction of loyalty program     Introduction of loyalty program       Image: Start 100 - Deduct money     Introduction of loyalty program     Introduction of loyalty program       Image: Start 100 - Deduct money     Introduction of loyalty program     Introduction of loyalty program       Image: Start 100 - Deduct money     Introd	Address info Payment info Customer photo Loyalty  Enable loyalty Loyalty Card 123459955 Loyalty Program START 100 - Deduct money *  Enable end of loyalty program I1/25/2011 7:00:00 PM *  Money balance: \$100.00 Point balance: 0	Address info       Payment info       Customer photo       Loyalty         Image: Start loyalty       Cordon       Doe         Keth       Iz34569655       Exable end of loyalty program       Start loyalty program         IsTART Ion - Deduct money       Istart loyalty program       Istart loyalty program       Istart loyalty program         Istart loyalty program       Istart loyalty program       Istart loyalty program       Istart loyalty program         Money balance: \$100.00       Point balance: 0       Istart loyalty program       Istart loyalty program	Address info       Payment info       Customer photo       Loyalty         Image: Start loyalty       Image: Start loyalty program       Start loyalty program       Start loyalty program         Image: Start loyalty program       Start loyalty program       Image: Start loyalty program       Start loyalty program         Image: Start loyalty program       Start loyalty program       Image: Start loyalty program       Image: Start loyalty program         Image: Start loyalty program       Image: Start loyalty program       Image: Start loyalty program       Image: Start loyalty program         Image: Start loyalty program       Image: Start loyalty program       Image: Start loyalty program       Image: Start loyalty program         Money balance: \$100.00       Point balance: 0       Image: Start loyalty program       Image: Start loyalty program	Address info       Payment info       Customer photo       Loyalty         Image: Start loyalty cord       Image: Start loyalty program       Start loyalty program         Start 100 - Deduct money       Start loyalty program       It/25/2011 7:00:00 PM         Image: Start loyalty program       It/30/2011 7:00:00 PM       It/30/2011 7:00:00 PM





#### 3.2 Loyalty

Antamedia POS allows you to reward your regular customers by giving them loyalty bonuses and discounts. You must configure loyalty programs before enabling loyalty for customers. To create loyalty program, please follow these steps:

#### 1. Open POS - Management - Customer Center - Loyalty page

- 2. Enter Loyalty program name
- 3. Select type of loyalty program (explained below)
- 4. Configure loyalty program options
- 5. Click **Save** button

There are 3 types of loyalty programs:

#### - Deduct money or points from start balance:

Choose money or points	Choose which type of bonus loyalty card will contain
Start money	Set the amount of money assigned to a card when you issue it
Start points	Set the amount of points assigned to a card when you issue it
On each <u></u> deduct points <u></u>	Set how many points will be deducted from loyalty card for specified amount of money on the bill. Multiple money-to-points ratios can be defined.
+ button	Add new ratio

#### - Add rewards Points:

On each Add reward points	Set number of points added for specified amount of money spend
Points Redeem money	Set how many points customer has to collect to redeem specified amount of money. Multiple money-to-points ratios can be defined.
+ button	Add new ratio
Minimum points for conversion	Specify the minimum number of points that customer has to collect to be allowed to convert them to money

- Offer fixed discount or increasing discount based on card balance

For card amount	Specify the amount of money that customer have to spend to get a discount
greater <u> </u>	percent you have defined. Multiple money-to-discount percent ratios can be
discount	defined.

#### Common options:

Loyalty card expires Number of days in which will card expire from the first usage in \_\_\_\_ days from first usage
 Loyalty card expires Number of days in which will card expire from last usage.
 in \_\_\_ days from last

usage



**Customer Center** 

AMEDIA	APOS is ready		_	-
7.		rs center Employees		
POS	Loyalty Configuration		Search	
.05	Please specify loyality card options		Show all	
1.1.1			Loyalty Program	1
	Loyalty Program	Loyalty type	ADD MONEY - GET DISCOUNT	
<b>VVV</b>	ADD POINT5 - (1\$:1Point)	Loyalty type 2 👻	ADD POINTS - (1\$:10Points)	
AGEMENT	On each Add reward points	Add reward points	ADD POINTS - (1\$:1Point)	
AGEMENT	\$1.00 1		ADD POINTS - (10\$:1Point)	
	Redeem Points Redeem money		START 100 - Deduct money	
	Points Redeem money		START 100 - Deduct points	
			START 1000 - Deduct money	
	Points No. Redeem m		START 1000 - Deduct points	
ATISTICS		0.00		
		0.00		
_	1,000 \$20	0.00		
	Minimum points for conversion			
- <b>1</b>	100			
SETUP				
	Loyality card expires in			
	30 Call days from first usage			
	Lowelly card expires after     30      days from last usage	Delete Save		
0	uays rrunnast Usage			
600				
1				
GOUT				



## 4 Vendor Center

#### 4.1 Vendor list

This page contains a list of your business suppliers. It's located on **POS - Management - Vendors Center - Vendor List** page.

To add a new vendor, please fill in the form and click **Save** button. Double left clicking on any of the items will allow you to edit the details. You can search for Supplier/Vendor details by typing the Vendor's name in the **Search** field on the right of the screen or by clicking on **Show All** and scrolling down the list.

		r center Vendors	s center Employees		
	Vendor List Purchase or	der Vendor Bills	Vendor payment		
P05	Vendor List				
	This is a listing of your vendors. Y	'ou can add, edit, or delete	vendors.	Search	
	Vendor name	Fax number	E-mail	Show all	
110	Sam Food Distribution			Vendor name /	Balance total
<b>X</b> V VX	Address	Internet		Glub Video Distributors	\$0.00
GEMENT	23 Orange Ave	<b>A</b>		IKOM Distributors	\$0.00
		<ul> <li>Contact person</li> </ul>	Mobile	Sam Food Distribution	\$0.00
	Zip City 65554 Portland				
	State Country	Alt. contact	Alt. phone		
	OR USA	Note			
ristics	Phone Phone	Note			
	222-2222			• •	
	New		Delete Save		
TUD					
ETUP					
ETUP					
etup					\$0.00



**Vendor Center** 

#### 4.2 Purchase order

From this page you can create a new purchase orders and see a list of orders which have been sent to the vendor. The list shows following details: Item name, Order quantity (per order), Order quantity (total), Cost (per item), Cost (total), Total price (per order) and total price for all orders in the list

To create a new purchase order, please follow these steps:

- 1. Open POS Management Vendors Center Purchase Order page
- 2. Select vendor from Vendor name drop down list (this will automatically fill Vendor detail field)
- 3. Set Order date (this field will default to today's date)
- 4. Enter **Order number**
- 5. Enter Invoice number
- 6. Set Invoice date
- 7. (Optional) Add notes about order
- 8. Set number of **Due days**
- 9. Select an item you wish to order from Item name drop down menu
- 10. Set Order quantity
- 11. Enter price per item in **Cost** field (value for **Total** will be calculated automatically)
- 12. Add **Additional charges** as required
- 13. Click on + button
- 14. Click Save & New button

	Inventory Center	Customer center	Vendors ce	enter	Employees				
	Vendor List	Purchase order	Vendor Bills	Vendor	payment				
POS	Receive pu	rchase order							
105	Purchase orders liste	ed here are those wh	ch have been sent to	the vendor	and you are waiti	ng for product to	arrive.		
	Vendor name		Order number		Invoice number		Order note		
11111	IKOM Distributors	-	54645645		32425436		order noce		
A CAN MAN	Vendor detail		Order date		Invoice date				
ANAGEMENT	4th Street		11/25/2011	-	11/30/2011	+			
_	98231 Portland				Due days				
		-			1 🗘				
	Item name		Order quantity	Cost	Total				
		-	0		5	\$0.00	4		
TATISTICS	Item name		Order quantity		Cost		Total		
	Coca Cola		100		\$1.00	4	100.00		
	Fanta		200		\$1.00		200.00		
	Hamburger		150		\$0.50		75.00		
/3									
SETUP									
52101									
0									
Sec.			450		\$2.50	\$37	75.00		
- <b>N</b>					·				
W 🦉								Subtotal	\$375.0
LOGOUT		Freight	Tax on order	Tax on fre	sight			TOTAL	\$375.0
		rieigne	Tax on order	Tax on the	agine				



## 4.3 Vendor bills

This page allows you to generate a list of Vendor Bills (Supplier Invoices). It is located on **POS -Management - Vendors Center - Vendor Bills** page.

You can search for Supplier/Vendor details by typing the Vendor's name in the **Search** field or by clicking on **Show All** and scrolling down the list. Double left clicking on any of the items will allow you to view the details. Clicking on the + symbol next to the invoice number will produce a list of items ordered, an invoice total excluding tax and freight charges. You can edit the details by single left clicking the **Edit** button and this will take you back to the **Purchase order** page. To delete an entry, click the **Delete** button and the confirm deletion in pop-up dialog.

At the bottom of the screen, you can see order total fields.

	APOS is ready	
ANTAMEDIA	Inventory Center Customer center Vendors center Employees	
<b>4</b>	Vendor List Purchase order Vendor Bills Vendor payment	
POS	Vendor Bills This page shows list of vendor bills.	
	Show all	
MANAGEMENT	Invoice number / Invoice date / Vendor name / Order number / Order total TOTAL	
STATISTICS		
A		
SETUP		



## 4.4 Vendor payment

This page contains a list of Vendor/Supplier payments. It is located on **POS - Management - Vendors Center - Vendor Payments** page.

The list does not relate to invoices and is just a list of payment values. To add a payment, select vendor from **Vendor name** drop down list, choose **Payment date**, set **Payment total** amount and click **Save** button. Double left clicking on any of the entries will allow you to edit the details or delete the entry.

	APOS is ready	
ANTAMEDIA		
	Inventory Center Customer center Vendors center Employees	
	Vendor List Purchase order Vendor Bills Vendor payment	
POS	Vendor payment	
1112 111	This page shows list of vendor bills payment	
THE REAL	Vendor name Glub Video Distributors • Show all	
MANAGEMENT	Payment date Payment total Vendor name / Payment date / Payment total 11/25/2011 • \$0.00	
STATISTICS	Note	
, LOGOUT		



**Employees** 

# **5 Employees**

Antamedia POS supports the employee accounts with different access rights. Each employee have to login in order to do tasks in POS. There are many types of employee accounts like: Administrator, Manager, Cashier etc and this is defined by the type field.

Administrator is granted full access in the software. Manager can access statistics, reports, bills, action logs.

Cashier can only create and sell the products using simple, easy to learn interface.

How to create new employee account:

- 1. Open POS Management Employees page
- 2. Type Username and Password of your employee
- 3. Choose Type of employee account
- 4. Select Active to allow login in the POS software
- 5. Fill in other optional details, like address, city, birthday, email, mobile number, document ID
- 6. (Optional) Add a photo of the employee or document scan
- 7. Click **Rights** tab and assign access rights to employee account
- 8. Press **Save** button to store a new employee in database

You can remove the employee by selecting the employee in the list of employees and clicking the **Remove** button.

Note: this action cannot be reversed.

	APOS is ready					
	Inventory Center	Customer center	Vendors center	Employees		
POS	Employees Please enter all recor	ds about yours employees			Main Administrator Password	Save
111 R M 1	Address info	Employee photo	Employee Rights		Search Show all	$\wp$
	Username Ope Password Type Adh First Name Der Last Name for Address Postal code State Country	ninistrator ~ no account	Phone Mobile E-mail Gender	Male Female	Username / First Name / Last Name Manager Demo account for Manag Operator Demo account for Operat	jer
LOGOUT ,						



# **6** Statistics

## 6.1 Bills

**Bill statistics** shows the list of all charged bills based on filtering options that you select.

Filtering of bills is available by predefined time periods: Today, Yesterday, Last 7 days, Last Week (monsun), Last Month, This week, This Month, This Year or Custom. Each bill has the following details: Invoice Number, Invoice Date and Total

If you want to see what was charged on the selected bill, please click on the + button to open the list. You can see the following details:Description, Item Retail Cost, Item Quantity and Item Total

To display all the bills of specified time period, please select starting and ending date in the **From** and **To** fields and press **Show** button. POS automatically calculates totals for all bills and displays it in the bottom bar.

	Bills	Top products	Top Categories	Top Customer	Top Vend	lors	Top Empl	oyee Paymen	t Loyalty
-1	Bills								
205	Date Range	From	То						Filter by employee
9	Custom Range	· 11/27/2011	· 11/27/2011 ·	Show	Print	:		Print all bills	All employees
	Bill number	Date	Employee		Subtotal	Extra di	scoupt	Tax	TOTAL
	□ 4/2011	11/27/2011	Administrator		\$5.00		\$0.00	\$0.00	\$5.00
K K 1*	Item name		Price	Quantity		Ext Price			
GEMENT	Hamburger		\$3.00			\$3.00			
	Pizza		\$2.00			\$2.00			
		11/27/2011	Administrator		\$15.00		\$0.00	\$0.00	\$15.00
	Item name		Price	Quantity		Ext Price			
	CD-R		\$1.00	) 1		\$1.00			
ISTICS	CD-RW		\$2.00	1		\$2.00			
	Hot Dog		\$3.00	1		\$3.00			
	Hamburger		\$3.00	3		\$9.00			
		11/27/2011	Administrator		\$8.00		\$0.00	\$0.00	\$8.00
3	Item name		Price	Quantity		Ext Price			
TUP	Hamburger		\$3.00	1		\$3.00			
TOP	Pizza		\$2.00	1		\$2.00			
	Coca Cola		\$1.00	1		\$1.00			
	Coffee		\$2.00	1		\$2.00			
	□ 1/2011	11/27/2011	Administrator		\$10.00		\$0.00	\$0.00	\$10.00
$\bigcirc$	Item name		Price	Quantity		Ext Price			
<hr/>	French fries		\$3.00	1		\$3.00			
	Ice Cream		\$1.00	1		\$1.00			
оит	Popcorn		\$2.00	3		\$6.00			



#### 6.2 Statistics

Another useful POS feature are Top reports: Products, Categories, Customer, Vendors, Employee. It can help you to identify what are your top selling products, who are your best customers, employees with the most sales etc. These reports can be accessed by clicking one of the tabs in the **POS** - **Statistics** section. All reports are presented in the table and graphic (pie-chart) form.

To display report for specified time period, please select the starting and the ending date in the **From** and **To** fields, or choose one of the predefined time periods (Today, Yesterday, Last 7 days etc.), and click **Show** button.

	APOS is read	y						
ANTAMEDIA	Bills	Top products	Top Categories	Top Customer	Top Vendors	Top Employee	Payment	Loyalty
	<u>Top produ</u>	cts						
POS	Date Range Custom Range	From 11/27/20	To 11 • 11/27/2011 •	Show Prin				
	Item name		Quantity	Retail price				
ALLA KAAA	Hamburger Popcorn		5	\$3.00 \$6.00				
MANAGEMENT	Pizza French fries		2	\$2.00 \$3.00				
	Ice Cream Coca Cola		1	\$1.00				Top products Hamburger (29.41%)
STATISTICS	Coffee CD-R		1	\$2.00				<ul> <li>Popcorn (17.65%)</li> <li>Pizza (11.76%)</li> <li>French fries (5.88%)</li> </ul>
Simistics	CD-RW Hot Dog		1	\$2.00				<ul> <li>French (11)</li> <li>Ice Cream (5.88%)</li> <li>Coca Cola (5.88%)</li> </ul>
								Coffee (5.88%)
SETUP								CD-RW (5.88%) Hot Dog (5.88%)
0								
<u> </u>								
LOGOUT								



APOS is ready Top products Top Categories Top Customer Top Vendors Top Employee Payment Loyalty Bills Sales by Customer Date Range Custom Range From To 11/27/2011 \* 11/27/2011 \* Show Print TOTAL BUY \$58.00 \$15.00 \$13.00 \$13.00 \$12.00 \$10.00 Customer JoeBrown JoeBrown GordonJohnson VivianThomas BrianAnderson KeithDavis MANAGEMENT -To (47.93%) JoeBrown (12.40%) GordonJohnson (10.74%) VivianThomas (10.74%) BrianAnderson (9.92%) KeithDavis (8.26%) STATISTICS \$ SETUP LOGOUT



## 6.3 Payment

This report shows total amount of payments for chosen time period and percentage distribution of payment types.

To display report for specified time period, please select the starting and the ending date in the **From** and **To** fields, or choose one of the predefined time periods (Today, Yesterday, Last 7 days etc.), and click **Show** button.

	APOS is rea	dy							
ANTAMEDIA	Arup Is Lea	πλ							
	Bills	Top products	Top Categories	Top Customer	Top Vendors	Top Employee	Payment	Loyalty	
43	<u>Top paym</u>	ent methods	5				_		
POS	Date Range	From	То						
1128 110	Custom Range	• 11/27/2011	▼ 11/27/2011 ▼	Show Print					
	Payment Type			TOTAL					
MANN	Cash Mastercard			\$193.00 \$117.00					
MANAGEMENT	Visa			\$117.00					
STATISTICS								ayment methods Eash (46.28%) Aastercard (28.06%) Isia (25.66%)	}
, LOGOUT		[		\$417.00					



## 6.4 Loyalty

From this page you can see statistics report about payments made with loyalty cards. This report is displayed in table form.

To display report for specified time period, please select the starting and the ending date in the **From** and **To** fields, or choose one of the predefined time periods (Today, Yesterday, Last 7 days etc.), and click **Show** button.

	APOS is ready	/							
	Arup is Leauy	(							
	Bills	Top products	Top Categories	Top Customer	Top Vendors	Top Employee	Payment	Loyalty	
	Loyalty St	atistics	- X.						
POS	Date Range	From	То						
1.2.2. AL 1	Custom Range	▼ 11/27/2011 ▼	11/27/2011 🔻	Show					
	Time	Action		am Name	Card Number	Points	Money	Invoice Total	Paid
WWWWWW	11/27/2011 7:00:57			F 1000 - Deduct mon		0	\$1,000.00	\$11.00	11
" AKRI"	11/27/2011 7:01:30			T 1000 - Deduct mon		0	\$989.00	\$10.00	10
MANAGEMENT	11/27/2011 7:02:01			T 1000 - Deduct mon		0	\$979.00	\$12.00	12
	11/27/2011 7:02:18	PM Loyalty pay	ment STAR	T 1000 - Deduct mon	45613	0	\$967.00	\$11.00	11
STATISTICS SETUP									
LOGOUT									



# 7 Setup

# 7.1 Basic Options

Basic Options page is located on **POS - Setup - Prices - Basic** options tab. These features helps you better customize billing process.

The page contains following options:

Currency	To configure currency sign, p ease enter desired letters or sign, and choose if it should be displayed before or after the amount. You can add space field if it's needed.
Decimal places	Configure number of digits after dot (.) in the price amount. Usually it is set to 2.
Rounding	This option helps you define desired rounding method for a total amount. There are over 10 methods including rounding on quarter, first digit, on 5, on 10, down or up.
Payment type	Defines available payment methods in the POS software. You can change default method from Cash to deducting from the money balance, payment with loyalty card etc.
Print options	Defines print template when issuing receipt. You can select <b>No Preview</b> to directly send prints without confirmation.

ANTAMEDIA	APOS is ready			
	Basic options Language	Database Cash Dr	awer Smart Cards License	
POS POS	Currency Show currency in front of amount Currency Unit	Currency 1/100 Cent Unit 📑	Print Options     No preview     Show print dalog (choose printer and options)     Print templates     Refresh     POS Invoice - All     I would like to modify print template	Location name: POS-DARKO-EAE985037
STATISTICS	20  Decimal Places Pricing Decimal Places Quantity Decimal Places 0 0	50	Payment Type	
	Tax Decimal Places 2 Discount Decimal Places 2 Total Rounding		Set as default Default Payment Type Cash Deduct from Money Balance	GridNo / 1 2
SETUP	Rounding type No Rounding	Normal price: 128,79\$ Rounding price: 128,79\$	Check Visa Mastercard	3 4 5
LOGOUT ,			American Express Paypal Loyalty Card Gift Card	6 7 8 9



#### 7.2 Language

Antamedia POS software supports easy translation to the new languages or modification of the included languages. Every of these languages can be adjusted to your own needs through integrated editor. To modify the existing translation file or create a completely new, please follow these steps:

#### 1. Open **POS - Setup - Language** page

- 2. Click on a line you wish to modify and it will appear in the edit field below
- 3. Type a new text
- 4. Press Enter key and new line will be stored
- 5. Repeat the steps 2 4 for all the sentences you want to translate
- 6. When you finish, press **Save** button
- 7. Type the new name for translation file and press Save button in dialog

ANTAMEDIA	APOS is read	X					
	Basic options	Language	Database	Cash Drawer	Smart Cards	License	
POS POS MANAGEMENT STATISTICS	Types Add Edit	gories of items and serv	ices you offer to custo	omers. Each category c	an be visible in one	or more of our softwar	res, and specified applications within s
SETUP	Choose line, transla	ate it, press enter.					0
SLIGP	Add blank line	,	#		Find word		
, LOGOUT	Language English	Charset • Western	•				Save



#### 7.3 Database

Antamedia Database Server stores the data from Antamedia software (customers accounts, pricing plans, bills, statistics, reports, action log etc.). Database Server will be installed from the POS Installer

Database server can be installed on the same computer as POS or some other computer. Upon installing Database Server, Installer will start ADBConfigurator (Antamedia Database Configurator) which will perform maintenance, update and add new database tables, stored procedures, triggers etc.

If you intend to run multiple POS installations and share the data (products, bills, statistics etc.) between these locations, you will have to install Database Server on a computer with Public IP address (accessible from Internet). This way, all POS installations will be able to connect to one Database Server.

Recommendation: To keep your database safe, please use UPS (Uninterruptible power supply) for a computer where Database Server is installed. In case of power issues, database will remain intact. Power problems might lead to a corrupted database and cause downtime. You can learn more about UPS in Wikipedia: <u>http://en.wikipedia.org/wiki/Uninterruptible\_power\_supply</u>





Setup

#### 7.3.1 Database Server

On the first run of Antamedia POS, Setup Wizard will configure Database Server IP address, and you will not need to modify anything on this page. If you have installed Database Server on other computer, please configure correct IP address.

Database settings page contains following options:

DBServer IP address	IP address of the computer where Database Server has been installed. This IP is usually the same as Antamedia POS IP address or it use local host IP address 127.0.0.1					
<b>DBServer Port</b>	Port used by Database Server. Default port is 12010*.					
<b>DBServer Username</b> Database Server username. Default username is Administrator*.						
<b>DBServer Password</b>	Database Server Password. Default password is EDBDefault*					
DBServer Compression	If Antamedia POS is connected to the Database Server through the Internet it is recommended to use higher compression to get faster response from the database. When running on the same computer, default compression setting (6) is recommended.					
Save & Reconnect	Save settings and reconnect software to the Database Server					

\*Please note that the default port, username and password can be changed in the Database Server configuration menu





## 7.4 Cash Drawer

Cash drawer feature helps you open drawer when you ring up sale. Cash drawer can be connected on serial or printer port.

To configure cash drawer please follow the steps:

- select the com port associated with the drawer.
- enter CHR decimal values that open your cash drawer. Example values are listed and the software.
- save and test by clicking the button below

	APOS is ready	
ANTAMEDIA	APUD IS LEGUY	
_	Basic options Language Database Cash Drawer Smart Cards License	
43	Cash Drawer Caller ID	
POS	Open cash drawer after POS pay	
	Use printer port (LPT) instead of serial (COM)	
ALLENA	COM Port COM Port 0 \$	
MANAGEMENT	Caller ID initialization string	
	CHR 0  CHR Add value At+vCID=1	
	ASCII Del Delete Chr value Save	
A P	CHR decimal values which will be sent to cash drawer port	
STATISTICS	27, 112, 0, 25, 250	
	Examples	
	×	
	Use example values Save COM ports are available on	
SETUP	your computer, click the button below	
	Test	
	Show COM Ports	
· · ·		
LOGOUT		
Lodoor		



Setup

# 7.5 Smart Cards

Smart cards can be used for customer identification, automated login and access to desired services, loyalty programs and payments. It stores customer name, address, phone number, Email, username and password, PIN (optionally) for secure access and payment purposes, and money balance or reward points.

To configure this feature, please attach your smart card reader/writer to your server and drivers will install automatically. You do not have to have readers on all computers; only the ones that you wish to use smart cards on. You also need to purchase smart cards that are recommended by the smart card reader manufacturer that are writable.

	APOS is ready	/								
ANTAMEDIA	Arup Is Leau	N								
	Basic options	Language	Database	Cash Drawer	Sma	art Cards	License			
	Smart Ca	rds								
POS	Smart cards car	be used for customer number, Email, userna	identification, automat	ed login and acce	ess to desire	d services, loyal	ty programs and p	payments.	It stores customer nar	ne,
	define unique k	eyword which will be us s, you need to use the	ed to encrypt smart ca	ard details so it ca	in be used or	nly for your bus	iness. If you want	to partner	with another business	for
ALL KAN	📃 Enable Smar	t Card support		Card No			PIN			
MANAGEMENT	Smart Card Rea									
	Smart Card Rea		•	User				Month	Year	
1				Password			Expiration	01 -	2020 🔻	
	Unique Keyword 12345678			First Name			Gender	🔲 Male	🔲 Female	
STATISTICS				Last Name Address						
	Save			Country			Points	0	🗘 🔲 Use Points	
$\sim$				E-mail			Point Value	-		
13				Phone			Money			
SETUP										
				Fo	rmat	Read	Write			
200001										



## 7.6 Configuring Network

Antamedia POS can run on a single computer, or you can have POS terminals spread all over your office, or different offices through the city. Database server that comes with the software can handle multiple connections. If you wish to connect multiple terminals, please check sample configuration below.

The image shows multiple POS terminals connected to the database server located on the first POS terminal. Terminals share inventory stock and customer accounts.



Network Topology Example

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Setup

## 7.7 License

Your lifetime license and download will be available after your purchase. You will receive an Email from Antamedia Sales with instructions how to activate the software. Licenses are sent out automatically upon successful customer identification.

Your order can be placed in several ways:

- Online through our website <u>www.antamedia.com</u>. We will immediately send you instructions how to activate the software. License is automatically delivered within a minute after completing activation steps.

- Wire transfer from your bank to our bank account. Please contact us for details.
- Purchase order. Please contact us for details.

If you already installed Antamedia software you will not have to change any configuration. All your settings will remain there and the trial limits will be removed so you can enjoy all features without restrictions.

	APOS is ready							
POS	Basic options	Language	Database Please re	Cash Drawer Unlicensed version Instart software after	Smart Cards	License		
		AN	TAMEDIA	US AU UK INT	sales@antamedia.cc support@antamedia www.antamedia.co www.antamediaho + 14088444480 + 14088444450 + 14088444450 + 442081446610 + 381652106600	a.com om		
SETUP				e tije	+381652108800 Antamedia_Sales Antamedia_Suppor	t		



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