

# ***Mobile Management Point of Sales Terminal Software***

***v.1.1***



**User Manual**

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## **Introduction**

The following user manual pursues as objective to facilitate user learning and mastering of all **JCL POS Mobile** options offered, in a short period of time. To obtain this, it has a concrete structure where are explained all software options, supported with images and examples that allow you to follow the instructions step by step and interactively.

JCL POS Mobile is an application to manage the sales-focused information that is generated in a business:

### **Addressed:**

To any company that has Points of Sale, directly or indirectly to the public.

The speed and simplicity of sales terminal in full manual searches, makes JCL POS is considered a very good tool for retail businesses management.

- Restaurants, Fast Food and Home Delivery.
- Bars, Breweries and Cafes.
- Night clubs and discos.
- Hotels, Farmhouses and Hostels.
- Supermarkets.
- Bakeries and Confectioneries and sweets.
- Butchers.
- Retail Trade.
- Clothes and Footwear Stores.

## **General Terms**

**Sale:** The business checks and satisfies customer needs through the products and services offered and selected in the system.

**Payment:** Amount of money given by client linked to the contracted services with the business.

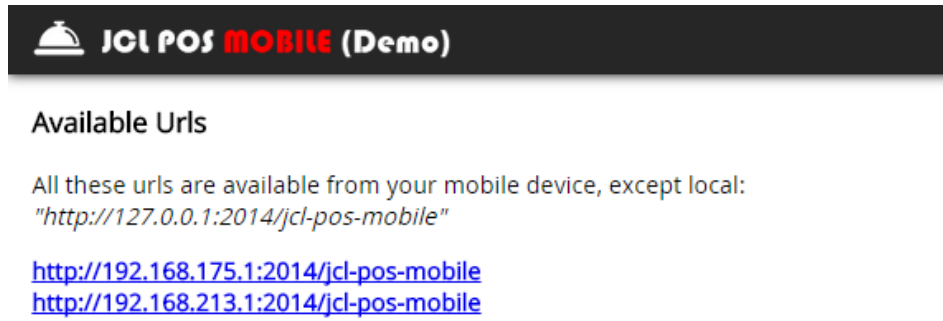
**Receipt:** Document not formalized that is delivered to the customer as proof of services obtained in the business, with simple information.

**Initiated Sale:** A sale in process, which can be added and / or remove products in the system.

## Available Urls

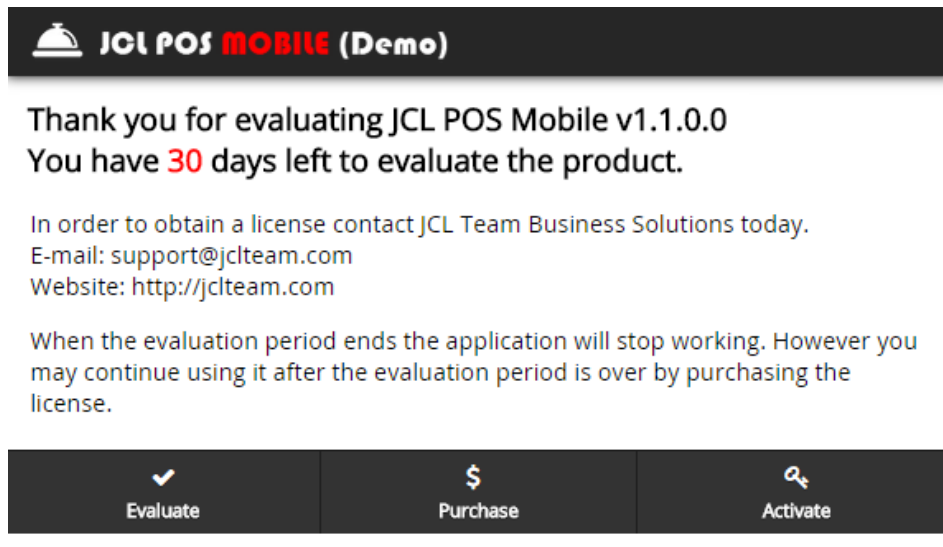
This is the first page of the system, when you run it after installation, through the shortcut on the desktop or from the start menu on a PC. The purpose of this page is to provide the user information about available web addresses at that moment (may vary over time) to access the system from your mobile device (Tablet PC, Mobile etc.) using internet browser from it.

It only remains for you to identify which of these addresses belong to the WiFi network of your property for all required persons can access the system and use it to its highest potential.



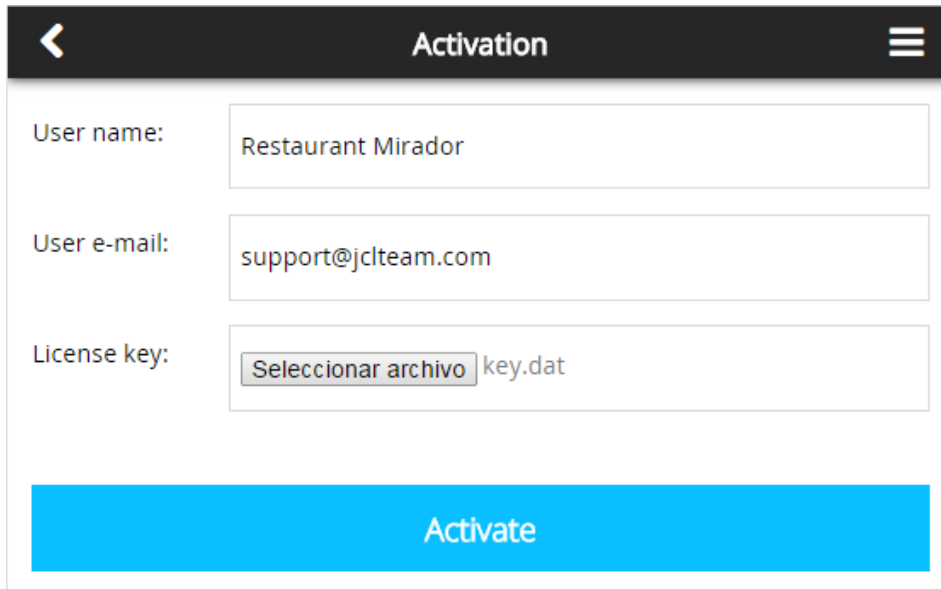
## Activation Window

Next it shows the activation window, which has 3 options; while user not purchase the license on JCL Team Business Solutions website (<http://jclteam.com>), it will appear with the possibility user can evaluate the system with 100% of functionality, with the limitation that will be available only for 30 natural days. Once you purchase the license, restriction is removed and you can continue using the software with previous data possessed.



If you wish to activate the system at this moment, press the "Activate" button, next is product's activation window.

In this window you must introduce the name of registered user after buying the software; you also have to upload to the system “jclposmobile.dat” file, included in “.zip” package you purchased from our website.



Activation

User name: Restaurant Mirador

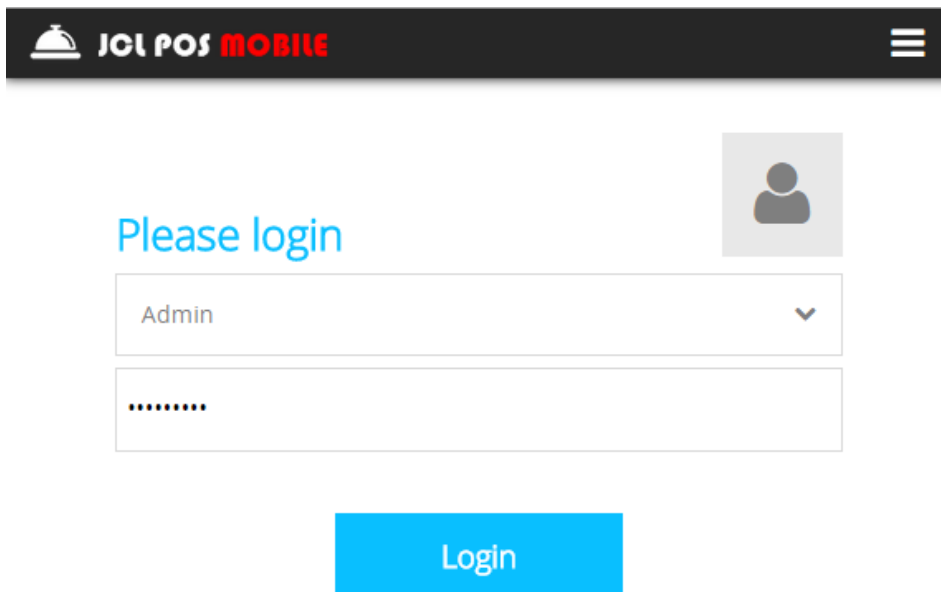
User e-mail: support@jclteam.com

License key: Seleccionar archivo key.dat

Activate

## Login

All created users in JCL POS who have access to JCL POS Mobile are showed.



JCL POS MOBILE

Please login

Admin

.....

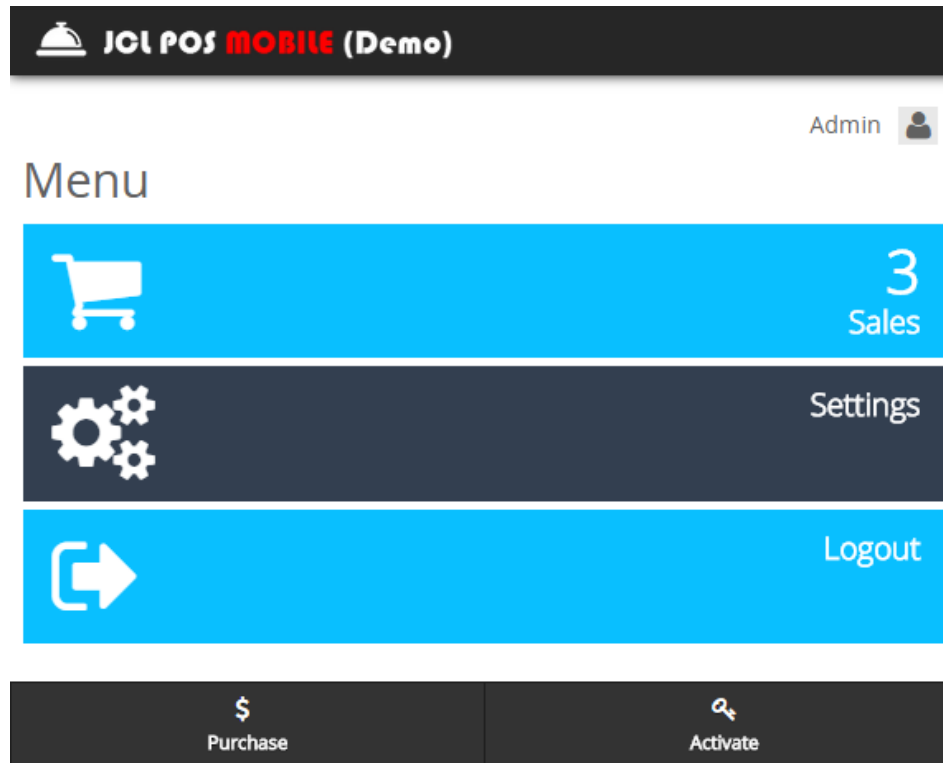
Login

## Main Screen

Main screen shows the most important information about the system, besides indicates the main actions user can perform.

Within the information it shows there is: username who started the session and the amount of sales opened by user.

Within the main actions there are: navigate to open sales screen, system configuration screen and logout current logged user.



## Configuration

Here the user configures a large portion of the system parameters, are of great importance for the correct operation of the application later, to access it press "**Configuration**" from "**Main Screen**" or press "**Configuration**" on side navigation menu.

*Note: Configuration is personal for each user, which means all parameters are established for current user and are not inherited for other users.*

Settings

Store: Almacen

Point of sale: Caja No.1

Hostelry Mode: Yes

Show images: Yes

Language: English

Activate Offered Services Payment: Yes

Payment type: % of Sale

Payment value: % 10.00

Save

In this screen we can perform the following actions:

- Select the "sale" store to work with. Required setting to decrease the quantities of products corresponding from the system when the sales are made. Might be more than one store for sales, but the system needs to select one.
- Select the point of sale "Box", to work with, to operate the money in the system. Might be more than one box, but the system needs to select one.
- Enable hostelry module in the system if your business requires it.
- Select whether to show or hide images of products and categories. If the bandwidth of your connection is slow, you may experience a noticeable improvement in the speed of the system by disabling the option to show images.
- Select the language with the system works; has Spanish and English versions.
- Set value of offered services over the sales, in percentage or amount

## Sales

Most used function of the system, here is where you make sales of products and wealth useful information is generated for further analysis, to access it press “**Sales**” button.

### My Sales

Here is the list of all user-initiated sales, and also offers the possibility of creating a new sale. The purpose of this function is to select a sale and place as active in terminal sales to continue working with it.

Of each sale, summary information is displayed:

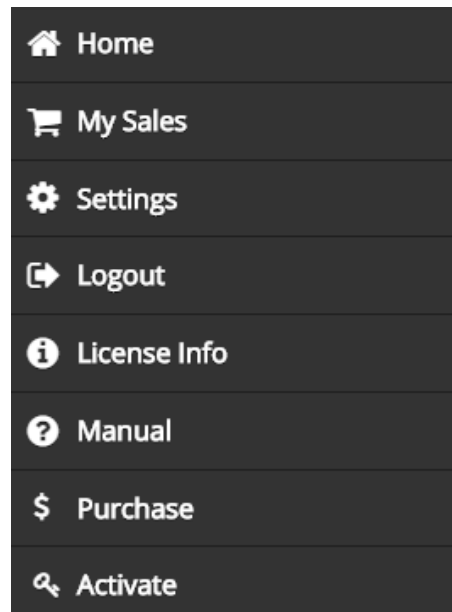
- Sale’s current Subtotal.
- Sales’ identification number.
- Sales’ table (if **Hostelry Mode** is active).
- Number of people at the table (if **Hostelry Mode** is active).
- Customer Name.

JCL POS MOBILE		Menu
My Sales		New
	\$ 20.50 Table: No.4 1 person	No. 122
	\$ 2.25	No. 123
	\$ 10.75	No. 124
	\$ 0.00 Table: No. 13 2 persons	No. 125
		pedro martinez



## Navigation Panel

The navigation panel offers the alternatives user can use inside the system.



## New Sale

The action of creating a new sale is made through the “**My Sales**” window.

A screen is displayed to select the information needed to create a sale:

- Assign a table (if "**Hostelry Mode**" is active).
- Number of people (if "**Hostelry Mode**" is active).
- Sale's creation date (by default the current date).
- Select the sale's customer.
- Select the Business Source.
- Select the Commission Plan of the selected business source.
- Value of the commission plan of the selected business source.
- Write some notes about the sale.


 **New Sale**

Table:

Number of people:

Date:

Client:

Source:

Plan:

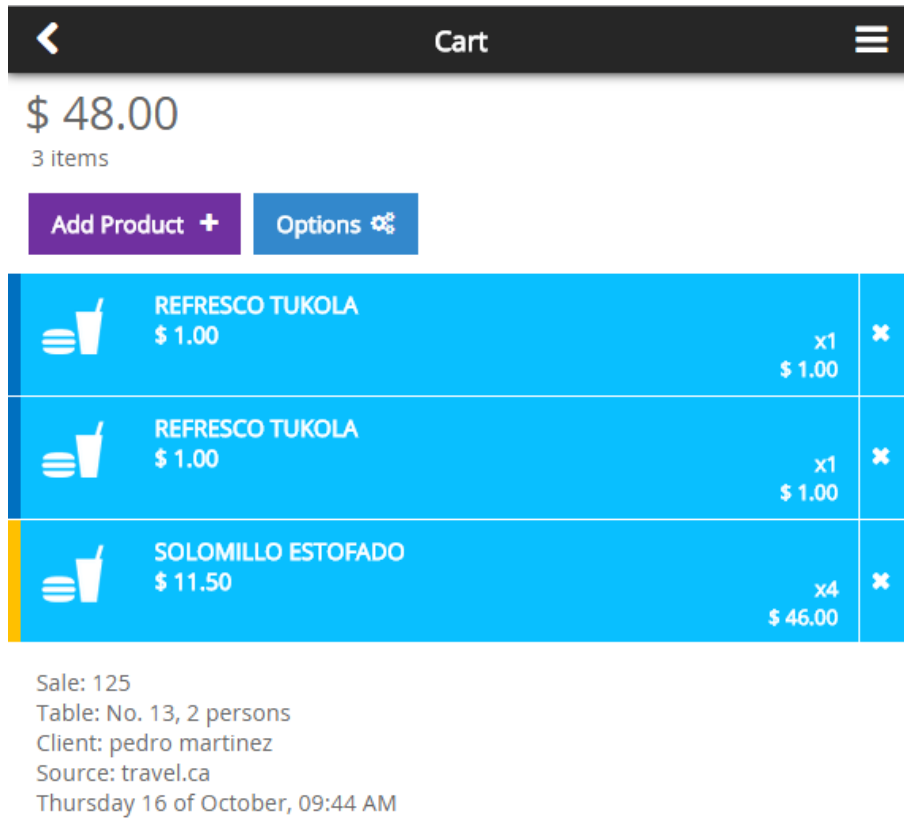
Value:

Comments:

**Create**

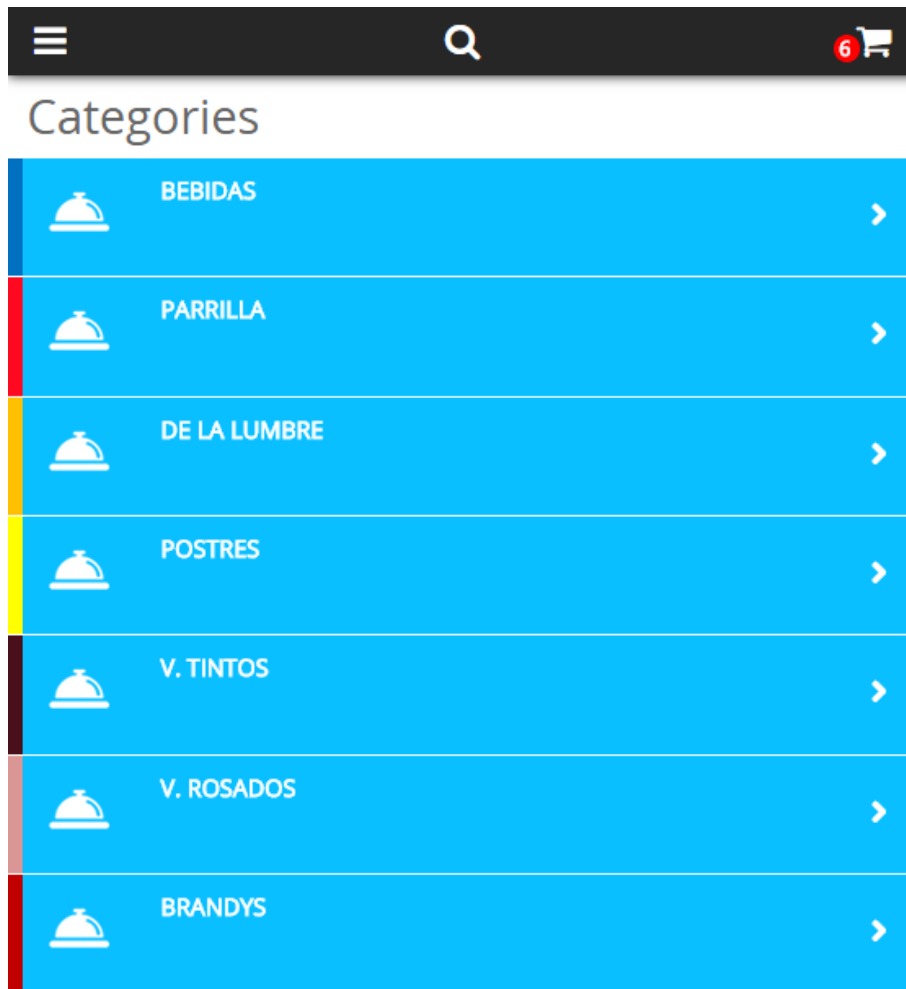
**Sale Information**

Sale information window is where all information is displayed and all actions associated to the sale.



### Add Product

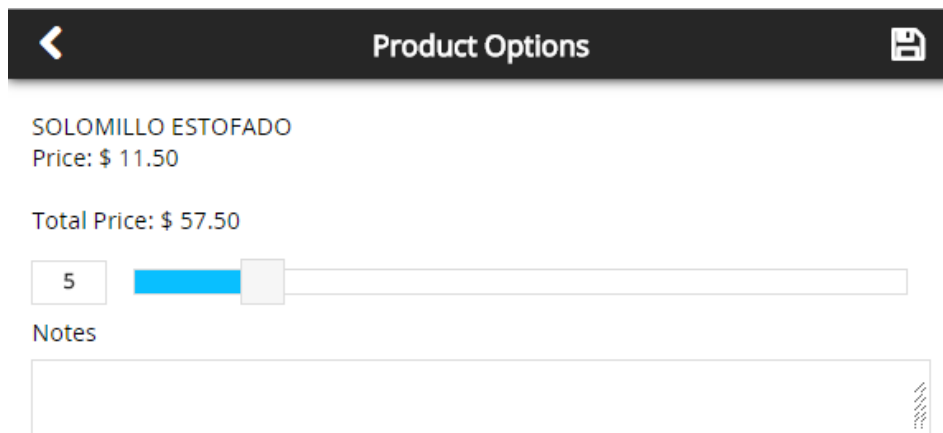
For adding products to a sale we already started in the system, you must press “**Add Product**” button, which access to all categories window as shown next:



Clicking on a category, all products that belong to it are displayed, select and add the product of your choice by clicking on “+” button as shown next:



If you click over a product, the details window of it is displayed, where you can establish a custom amount of the product and also write some comments about it.



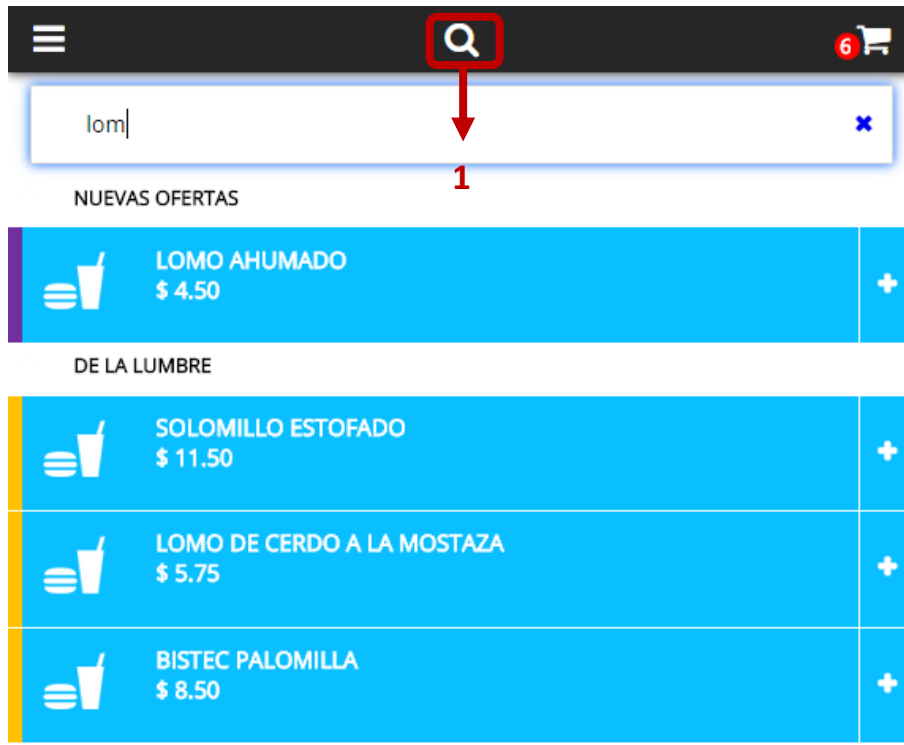
### Filter Products

If products list is too long inside a category, you can find the product using the products filter, obtaining a faster localization of it and its addition to the sale.



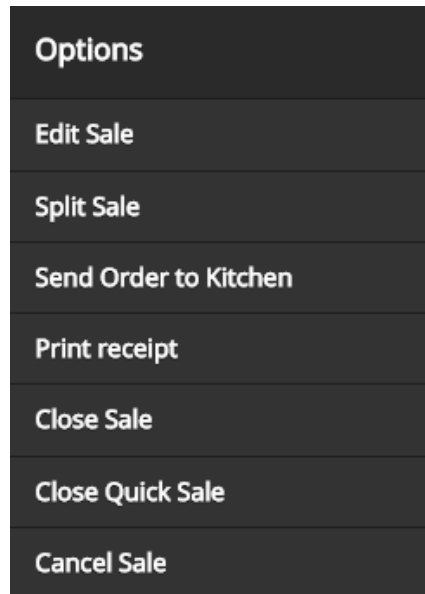
### Search Products

If you do not know the name of the category containing a particular product, we can add it to sale using the products searcher pressing **1**, it do it by looking for some sub-string in the name of the product, select and add the product of your choice as explained previously.

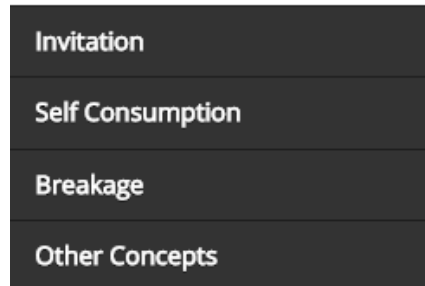


### Sale Options

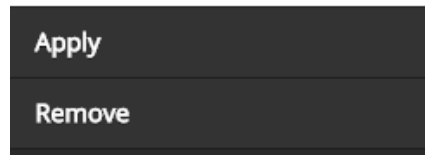
Sales that are active can be applied to them several options as explained below:



Close sale as:



Offered Services:



\*\*change

### **Edit Sale**

Change or assign the parameters that showed when the sale started.



←
Edit Sale

Sale: 125

Table:

Number of people:

Date:

Client:

Source:

Plan:

Value:

Comments:

Update

### Close Sale

If not yet generated the customer receipt in the system, it asks if you want to generate and print it before continuing.

**Generate Receipt**

Client Receipt not generated yet. Generate and print receipt before continue?

Yes

No

You should select the add payment option, which allows you to select the currency with which you will pay, and the system performs the conversion according to the current exchange rates, defined previously in **JCL POS**.

**New Payment**

Payment type:  
Efectivo

Payment:  
55.00

Currency:  
CUC (\$)

Accept

To complete this step, you must press the "**Accept**" button, which the payments are added to the database. If the total sale amount has already been paid, then it moves to the next window, which is to ask whether the business receipt is printed. If money payable is still missing, by pressing the accept button will only add the payment/s to database.

**Close Sale**

**Total \$ 45.00**

Subtotal: \$ 38.13  
Tax: \$ 6.87  
Discount: \$ 0.00  
Offered Services: \$ 0.00

Payment: \$ 50.00  
**Change: \$ 5.00**  
Balance: \$ 0.00

Add Payment +

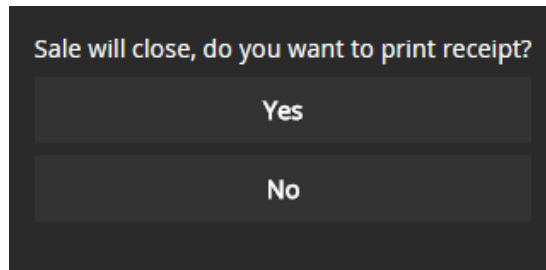
Efectivo (\$ 50.00) ^

Paid: \$ 50 = (\$ 50.00 CUC)  
Currency: CUC (\$)

Edit ✎ Delete ✕

Accept ✓

Close the sale and generates a receipt, business stays with it, which contains the money returned to the customer.

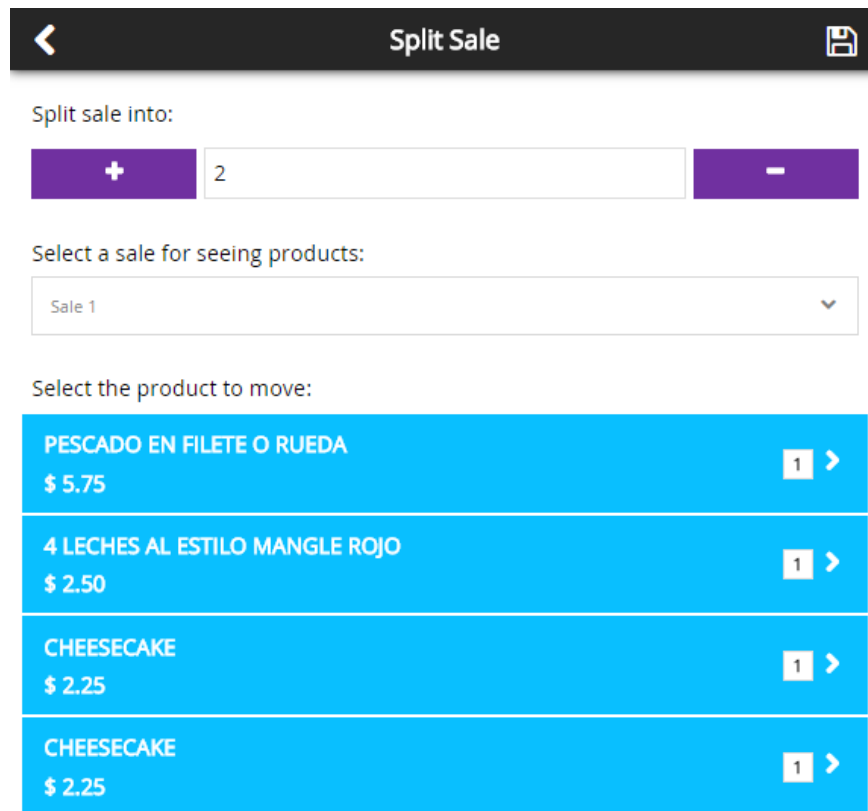


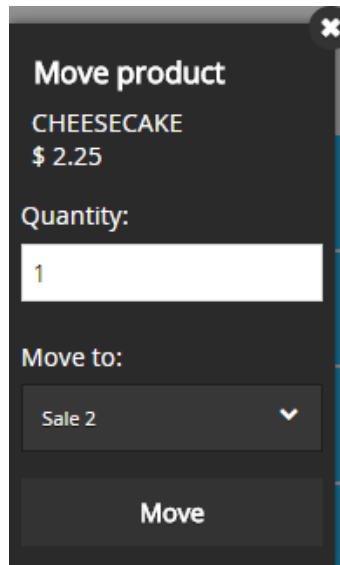
### Close Quick Sale

Consists of: skip the step of making payments, the system considers that customer always delivers the exact amount of money and payment type is “cash”

### Split Sale

This function is very useful, allows splitting products inside a sale into two or more of them, which are treated individually in the system.





### Send Order to Kitchen

Send the order to kitchen of the products that have this property defined at the time of its creation, and then it shows in the kitchen monitor, the orders for products preparation in **JCL POS**.

### Send Charges to Room

The money from sale consumed by client it's moved to an active stay of (JCL Hotel) in the shape of extra service, to be paid later as part of stay's services at the hotel, ending the sale at this time.

Send to	
Active Stays	
Amed Grupo Room: 7 Arrival: 7/19/2015 Departure: 7/27/2015 Id: 1042	>
Amed Grupo Room: 8 Arrival: 7/19/2015 Departure: 7/27/2015 Id: 1043	>
Amed Grupo Room: 9 Arrival: 7/19/2015 Departure: 7/27/2015 Id: 1044	>
Amed Grupo Room: 10 Arrival: 7/19/2015 Departure: 7/27/2015 Id: 1045	>

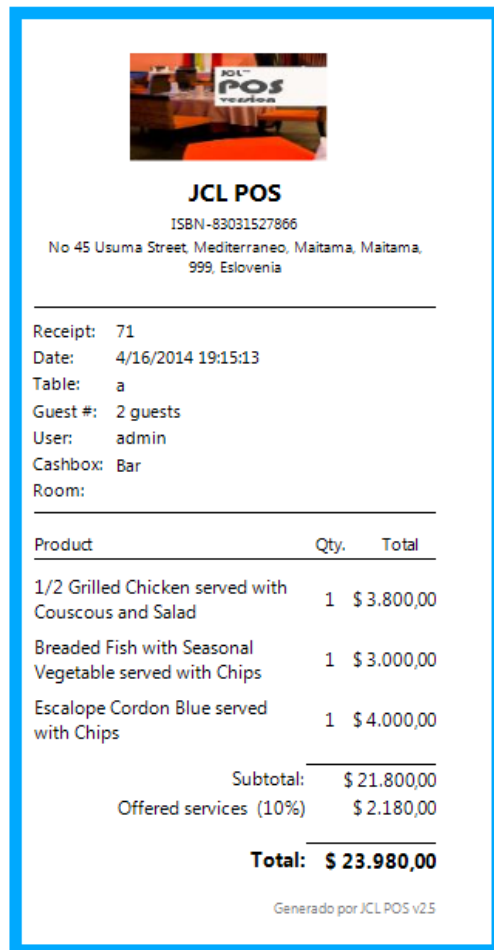
### Cancel Sale

Cancel the sale, followed must specify the reason for cancellation of it, as configured in the "System" module in **JCL POS**.

Cancel Sale	
Select reason:	
<input checked="" type="radio"/> Demora	
<input type="radio"/> Otro	
Accept	✓

## Print Receipt

Print the receipt to be given to the client before closing and/or finalize the sale.



## Close Sale as:

### Invitation

Sale finishes at that moment; therefore the sales statistic is framed within that concept.

### Self-Consumption

Sale finishes at that moment; therefore the sales statistic is framed within that concept.

### Breakage

Sale finishes at that moment; therefore the sales statistic is framed within that concept.

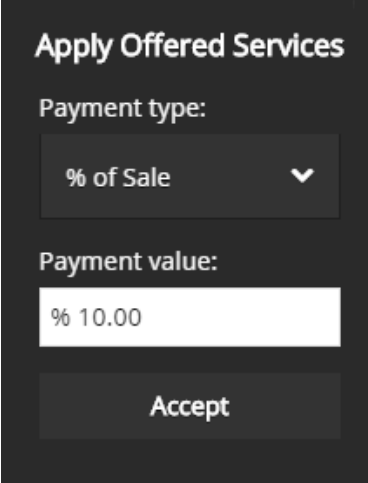
### **Other Concepts**

Sale finishes at that moment; therefore the sales statistic is framed within that concept.

### **Offered Services:**

#### **Apply**

It allows establishing an amount or percentage over sale's total amount, by concept of offered services.



The screenshot shows a dark-themed dialog box titled "Apply Offered Services". It contains two main sections: "Payment type:" with a dropdown menu showing "% of Sale" and a downward arrow, and "Payment value:" with a text input field containing "% 10.00". At the bottom of the dialog is a button labeled "Accept".

#### **Remove**

Allows remove the amount or percentage over sale's total amount by concept of offered services.

#### **Logout**

This option allows you to close the current session and login with another user to the system without having to close the software and reopen it again.