

##### **Mobile/Web POS**

##### **User Manual**

##### **Version 0.2**

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# Android POS User Manual

## Launch Application First Time

|  |  |
| --- | --- |
|  | * When Application starts without registration, application will run in demo mode. * In demo mode we cannot make any payment transaction except Cash & Demo Card Transaction. * User cannot logout in **DEMO** Mode. * For Transaction, user can select **Demo from Menu** or **Sale from below tabs**. * Select Register Menu for **LIVE** Mode. More details on Section[[Register Merchant Account](#_Device_Registration) ]. * Using Setting Menu, User can View /Update Merchant & Processors Data. Topics for **Help** is not available yet. |

## Device Registration

|  |  |
| --- | --- |
|  | * Enter all Fields given on the screen (all Fields are mandatory). * After validation of credential by server, merchant data and processors data will be downloading and then application data will be synchronized like user details, item details, last transaction id etc. * After successful registration application will be reset. and all old (i.e. from DEMO MODE) items, custormers and transactions will be deleted. * Then the pplication prompts for Userid and password for accessing the Live Application. |

## Login Screen

|  |  |
| --- | --- |
|  | * Enter Username and Password. * Click on Login button to verify credentials. * If device has internet connection, authentication will be done by server else authentication will be done locally on device. * Username may be filled with *someusername*, it is because of the user already logged in before and close application without logout. * At that time, user can use **Swich Account** to login with another username and password. * Press **Device Back Button** to exit application. |

## Love Mode

|  |  |
| --- | --- |
|  | * Home Screen will change after registration of merchant. * Hereafter, we can make live transcation with available payment processors. More details on Section [[Payment Screen](#_Payment_Process_–)]. |

## Settings

|  |  |
| --- | --- |
|  | * We can update & View Merchant & Payment Processors from Setting Menu. |

## Merchant Information & Payment Processor

|  |  |
| --- | --- |
|  | * On this screen, user can see the merchant details. * Also can update merchant details. Merchant Update will be used to update the details of Merchant if any changes on server side. * If device is not registered, this screen will prompt for registration and navigate to Registartion process screen. * If device is already registered and pressed DOWNLOAD (can be replaced by UPDATE) button, screen will navigate to “Update Merchant Account” Screen. On Update screen **Merchant ID, Register Id, Store ID & Venue ID** will be same as entered while Registration and cannot be modified. Merchant have to enter only Username & password and submit the details. * **Above same steps applicable for Payment Processor** |

## Sale Options

|  |  |
| --- | --- |
|  | **This is main Screen for all transaction.**   * From this screen we can make different types of transaction like Sale, Refund or Exchange. * Activation of GiftSTS card as well as balance Enquiry can be done from this screen only. |

## GiftSTS Card Activation

|  |  |
| --- | --- |
|  | * On Click, Gift Button from Sale Screen, two options will be popup i.e. Activation or Balance Enquiry (Select Activation). * Before activating account, we have to make sale transaction. With new sale transaction number we can do activation of Gift Card. * On clicking Activation, another popup dialog will appear to prompt Gift Card Number, Activation Amount, Transaction Number. (please refere above point for Transaction Number). |

## GiftSTS Card Balance Enquiry

|  |  |
| --- | --- |
|  | * On Click, Gift Button from Sale Screen, two options will be popup i.e. Activation or Balance Enquiry (Select Balance Enquiry). * On Click Balance Enquiry, another popup dialog will appear to prompt Gift Card Number for which we are making request of Balance Enquiry. * If Card is valid and activated then in next dialog box available balance will be shown (Please refer Below Image. |

## Sale Transaction

### Select Item

|  |  |
| --- | --- |
| Screen (1) Screen (2)    Screen (3) Screen (4) | * On clicking Sale button from Sale Screen, flow will navigate to **Sale Select Item Screen.** * **Add** Button is used to select Items from Item List.   + If you want to add new Item in Item List then click on Add Button at the top Right Corner.   + If you want to select existing item then click on existing item from list. * Enter the **Quantity** of Item to sale. (If discount is applied for the item then discount will be calculated accordingly.) * Click **Add** button and check the item details in **Sale Select Item** Screen. * If you want to exempt Tax then click on **Tax Exemption** option * If you want to make Transaction level Discount then Select Discount from dropdown. Selected Discount will set for each selected items. For Example.   If you select **D1** from the list, this option having 5 % discount. Then this 5% discount will set to each selected item.   * You can add item through scanning barcode also. * Reset Button used to clear all the selected Items. * Press Pay button to proceed for Transaction. |

### Payment Process – CASH

|  |  |
| --- | --- |
|  | * Select Payment Gateway for payment from top dropdown list. * If Select Authorize.NET then enter all mandatory fields details like **Card#, Expirty Date, CVV**. * If Select Cash Transaction, no field is mandatory except transaction amount. * **Split Transaction Amount** can be made by changing transaction amount. * Press **Submit** Button to proceed. |

|  |  |
| --- | --- |
| Screen (1)    Screen (2)    Image(3) | * If Full Payment, Cash Transaction has been Successful message will appear [Screen (1)]. * If Partial Payment, Cash Transcation has been successful, dialog appears for partial payment. * Screen navigate to Sale Payment Screen for remaining amount and shows Due Amount [Screen (3)]. * After Complete Transaction, Navigation to Transaction Details Screen [Image(4)] * Click Button Details to view Sold Items for this Transaction.     Image(4) |

### Payment Process – CREDIT

|  |  |
| --- | --- |
|  | * Select Payment Gateway for payment from top dropdown list. * If Select Authorize.NET then enter all mandatory fields details like **Card#, Expirty Date, CVV**. * If Transaction for refund, you will be prompted for authnet previous transaction id. * **Split Transaction Amount** can be made by changing transaction amount. * Press **Submit** Button to proceed. |

|  |  |
| --- | --- |
| Screen (1)    Screen (2)    Image(3) | * If Full Payment, AuthNet has been Successful message will appear [Screen (1)]. * If Partial Payment, AuthNet has been successful, dialog appears for partial payment. * Screen navigate to Sale Payment Screen for remaining amount and shows Due Amount [Screen (3)]. * After Complete Transaction, flow navigates to Transaction Details Screen [Image(4)] * Click Button Details to view Sold Items for this Transaction.     Image(4) |

## Refund Transaction

### Select Refund Option

|  |  |
| --- | --- |
| Screen (1)    Screen (2) | * On Click, Refund button from Sale Option Screen, screen will navigate **Refund Transaction Option Screen.** * Refund Transaction can be made in three Options.   + **Complete** refund against existing transaction   + **Partial** Refund againt existing transaction with selected items.   + **New** Transaction if transaction number not available. * **Complete Refund Transaction**   + Select transaction number and screen will navigate to **Refund Select Item**.   + On this screen you cannot add, scan or reset item.   + Press Pay Button to precced for Payment.   + Payment procedure same as per the sale. **Please refer Section** [[Payment Process Cash / Authorize.Net](#_Payment_Process_–)] * **Partial Refund Transaction**   + Select transaction number and Item list will appear to select item for refund. Here minimum item should be selected.   + On click Proceed button from Item Popup window, screen will navigate to **Refund Select Item**.   + On this screen you cannot add, scan or reset item. You can only edit item quanity   + Press Pay Button to precced for Payment.   + Payment procedure same as per the sale. **Please refer Section** [[Payment Process Cash / Authorize.Net](#_Payment_Process_–)] * **New Refund Transaction**   + New transaction is same like sale transaction flow.   + Press Click here to refund transaction after selecting **New Refund Option**   + Screen will navigate to Refund Select Item.   + Here you can add, scan and reset item.   + Press Pay Button to precced for Payment.   + Payment procedure same as per the sale. **Please refer Section** [[Payment Process Cash / Authorize.Net](#_Payment_Process_–)] |

## Exchange Transaction

|  |  |
| --- | --- |
| Screen (1)    Screen (2) | * On Click, Exchange button from Sale Option Screen, screen will navigate **Exchange Select Item Screen.** * **Exchange** Transaction is combination of Sale & Refund transaction. * Press Add Button and select item type like sale or refund. After selecting item type you willnavigate to item list to add item for transaction. * Item can be seen seperated by  (Refund) and  (Sale) [Screen(2)] * In this type transaction Refund & Sale depends on total value. If **Total Value** is negative (-ve) then transaction will be considered as **Refund**. If Total Value is positive (+ve) then transaction will be considered **Sale**. * Payment procedure will be same as per the Sale/Refund transaction. **Please refer Section** [[Payment Process Cash / Authorize.Net](#_Payment_Process_–)]. |