

ECPOS User Guide with MP200



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1.1 Company Details



Tap on the menu icon and select '**Company Details**'.

ST	EP 2
	© 🗱 🕕 🙉 📶 💽 12:36 PM
≡ Company [Details
- Brand Name	
MPay ECPOS	
- Company Name	
ManagePay System Berha	d
- Company Registration	
887689-D	Tax Registration No.
- Address Line 1	
Wisma Mpsb, Lot 113	
- Address Line 2	
Jalan USJ 21/10	
City	C Postal Code
Subang Jaya	47630
State	
Selangor	*
- Phone No	Fax No.
1-700-81-6729	1
SAVE	CANCEL
a 🖑	\circ \Box

Insert company details and tap 'SAVE'. Note: Company details can be edited in the future by clicking 'EDIT'.

1.2 Staff Management



Tap on the menu icon and select 'Staff Management'.



Tap on the $\stackrel{+}{}$ icon at the bottom right corner.



Insert details and select 'User Type' (Admin or Cashier). Note: Access for User Type 'Cashier' is restricted to sales only.

1.2 Staff Management

STEP 4
♥ 🐨 ⊿ 🖬 4:51 PM
← Add Staff
Staff Name
Staff ID
Create a password
Confirm your password
User Type: *New accc Cashier
Tap 'CREATE ACCOUNT' to save.

1.3 Items



Tap on the menu icon and select '**Items**'.



1.3 Item

	STE	EP 5
♥ 券 ♥ ⊿ 🛱 11:54 AM		
≡ Items Groups	±□± 9 % ♥⊿ û 11:55 AM]. To	o delete a Group, tap on the <mark>-</mark> ico
FOOD		
BEVERAGE	E FOOD E 2. IG	o edit a Group name, tap and chan ne Group name and tap on the 📑 con.
	3 1	a uit the page tap on the Ricon
	tł	ne bottom left corner.
🦡 🙂		
edit Group name, tap on the		
icon.		
STEP 6	STEP 7	STEP 8
STEP 6 ♥ ೫ ♥∠ 0 11:54 AM ≡ Items	STEP 7 ♥ * ♥∠ ≝ 11:55 AM ← EQOD	STEP 8
STEP 6 ♥ * ♥ ∠ ū 11:54 AM ≡ Items Groups	STEP 7 ♥ % ♥ ⊿ ≧ 11:55 AM ← FOOD Chicken Chop	STEP 8 ♥ * ♥⊿ ≗ 11:56 A ← Create Menu Item Major Group
STEP 6 © * ♥ 2 û 11:54 AM = ltems Groups FOOD	STEP 7 ♥ 第 ♥ ∠ 重 11:55 AM ← FOOD Chicken Chop Fish & Chips	STEP 8 STEP 8 Create Menu Item Major Group FOOD
STEP 6 • * Items Groups FOOD BEVERAGE	STEP 7 * * 2 11:55 AM	STEP 8 ♥ ¥ ♥ △ 重 11:56 A ← Create Menu Item Major Group FOOD Item Code
STEP 6 © * ♥ 2 û 11:54 AM E ltems Groups FOOD BEVERAGE	STEP 7 ♥ ★ ♥ ∠ ڲ 11:55 AM ← FOOD Chicken Chop Fish & Chips Nasi Lemak Grilled Salmon	STEP 8 ♥ ★ ♥ △ ₤ 11:56 A ← Create Menu Item Major Group FOOD Item Code Item Name
STEP 6 Items Groups FOOD BEVERAGE	STEP 7 STEP 7 Step 2 11:55 AM Step 5 Chicken Chop Fish & Chips Nasi Lemak Grilled Salmon Except Frice	STEP 8 ♥ ३ ♥ △ 重 11:56 Al ← Create Menu Item Major Group FOOD Item Code Item Name Item Price 0.00
STEP 6 © * <table-cell> 2 û 11:54 AM E tems Groups FOOD BEVERAGE</table-cell>	STEP 7 ♥ ★ ♥ ∠ ڲ 11:55 AM ← FOOD Chicken Chop Fish & Chips Nasi Lemak Grilled Salmon French Fries Kensung Ericel Bios	STEP 8 STEP 8 Create Menu Item Major Group FOOD Item Code Item Name Item Price 0.00 Discount (%)
STEP 6 * * © * * © 11:54 AM	STEP 7 Chicken Chop Fish & Chips Nasi Lemak Grilled Salmon French Fries Kampung Fried Rice	STEP 8
STEP 6	STEP 7	STEP 8 STEP 8 Create Menu Item Major Group FOOD Item Code Item Name Item Price 0.00 Discount (%) N/A
STEP 6 S * 2 I 11:54 AM Croups FOOD BEVERAGE	STEP 7 Chicken Chop Fish & Chips Nasi Lemak Grilled Salmon French Fries Kampung Fried Rice	STEP 8
STEP 6 Image: Step 6 Image: Step 6 <	STEP 7 ♥ ♥ ♥ ∠ X 11:55 AM ✓ FOOD Chicken Chop Fish & Chips Nasi Lemak Grilled Salmon French Fries Kampung Fried Rice	STEP 8
STEP 6	SEEP 7 Chicken Chop Fish & Chips Nasi Lemak Grilled Salmon French Fries Kampung Fried Rice	STEP 8
STEP 6	SEEP 7 Chicken Chop Fish & Chips Masi Lemak Grilled Salmon French Fries Kampung Fried Rice To cadd item, tap on the Item	STEP 8

-	
	10.0

• *	▼⊿ 🖻 11:55 AM
← FOOD	
Chicken Chop	
Fish & Chips	
Nasi Lemak	
Grilled Salmon	
French Fries	
Kampung Fried Rice	
	•
modify an item,	tap on the

	♥℁♥⊿⊍′	11:57 AP
← Chic	ken Chop	
Item Code 001		
Item Name —— Chicken Chop		
Item Price —— 18.00		
Discount (%) NOT APPLICA	BLE +	
	LOAD IMAGE	

- STEP 10
- 1. To delete an item, tap on the Delete button.
- 2. To edit an item, tap and change the details and tap '**EDIT**' to save.

1.4 Settings





STEP 2

- 2.1 To change 'Default Label' for Custom Amount, tap on 'Default Label'.
- 2.2 To change the footer message on the receipt, tap on 'Footer Message'.
- 2.3 To change the tax percentage for items, tap on 'Tax Percentage'.

2.1 Custom Items

		* •	▼⊿ 🖻 11:40 AM
	/IYR0.00	0	:
s ca	SH 🔡	QR	
cus	том		CATALOG
1	2	3	
4	5	6	
7	8	9	
0	C	0	Ę.
No Item	S		^

- 1.1 Enter amount.
- **1.2** Press 'Enter' key to confirm amount.
- 1.3 Choose payment method: Cash, e-Wallet/QR, or Card.

2.2 Catalog items

	٩	¥ ▼⊿ 🖬 4:15 PM	
≡ MYR	0.00	:	
S CASH	₽₩ QR	CARD	
сиѕтом		CATALOG	b
ALL 🔻			
F00D 1.2	20		
BEVERAGE	26		
TESTING	Apple Juice	Milktea	
MYR18.00	MYR8.00	MYR6.00	
- Se		1	
Fish & Chips MYR20.00	Nasi Lemak MYR17.50	Grilled MYR35.40	
No Itomo			
No items			

- STEP 1
- 1.1 Go to the 'CATALOG' page.
- **1.2** Select item to be ordered by tapping the item in SKU list.

Note: Filter item groups by tapping the group names from the dropdown list (if needed).

2.2 Catalog items

Image: Second secon

- 1. From the ordered items bar, swipe up to open the ordered items page.
- 2. To add item quantity, tap on the [+] icon.
- 3. To reduce item quantity, tap on the [-] icon.

STEP 2

4. To delete items, tap on the [X] icon.

2.3 Cash Payments



EP 1

1.1 Enter amount received or tap 'EXACT' key if amount received is exact.

1.2 Tap '**PAY**' button to confirm amount received.



Receipt will be printed.

2.4 Card Payments

STEP 1				
* ▼ / 🛱 11:40 AM				
	/IYR0.00		:	
S CA	SH 🔡	QR E	CARD	
cus	том	CAT		
1	2	3		
4	5	6	¥×	
7	8	9		
0	Q	0	Ļ	
No Item	5			

Select item from catalog and then tap '**CARD**' for card payment.



Details of the transaction will be displayed.





Wave, Insert or Swipe card.

Transaction approved.

2.4 Card Payments

≡

1

4

7

0

No Items

00

Select item from catalog and then tap 'CARD' for card

payment.

😟 11:40 AM * 💎 MYR0.00 : 5 CASH 맖 2 3 × 5 6 8 9 ←



Wave, Insert or Swipe card.



Enter PIN number if PIN entry page is displayed.

	* 🗸	🖂 🖻 2:46 I
×	REPR	NT VOID
16.12.2020	02	:46:17 PM
Rec	eipt #2	б
MYF	R31.	50
Pay by D 549186**	EBIT MASTER(****5166	ARD
ITEMS		PRICE
ITEMS Nasi Lemak Quantity: 1		PRICE MYR17.50
ITEMS Nasi Lemak Quantity: 1 Milktea Quantity: 1		PRICE MYR17.50 MYR6.00
ITEMS Nasi Lemak Quantity: 1 Milktea Quantity: 1 Apple Juice Quantity: 1		PRICE MYR17.50 MYR6.00 MYR8.00
ITEMS Nasi Lemak Quantity: 1 Milktea Quantity: 1 Apple Juice Quantity: 1 TAX RATE	NET	PRICE MYR17.50 MYR6.00 MYR8.00 TAX
ITEMS Nasi Lemak Quantity: 1 Milktea Quantity: 1 Apple Juice Quantity: 1 TAX RATE 6.00%	NET 29.72	PRICE MYR17.50 MYR6.00 MYR8.00 TAX 1.78



Details of the transaction will be displayed.

2.5 QR Payments

STEP 1			
		* ♥⊿	🛙 11:40 AM
= N	/IYR0.00		:
S CA	SH 🔡	ar <mark>lhn</mark> ⊟	CARD
CUS	том	САТ	ALOG
1	2	3	-
4	5	6	×
7	8	9	
0	Q	0	Ļ
No Item	5		

Select item from catalog and then tap '**QR**' for QR payment.





Scan QR code from the customer's app when the scanner is launched.





Details of the transaction will be displayed.

3. TRANSACTION LOG

3.1 View transaction record



'Transactions'.



Tap on a particular transaction to view the transaction details.

3.2 Void transaction



•	¥ ♥⊿ 🖻 11:53 AM
×	REPRINT VOID
01.12.2020	11:51:06 AM
Receipt	#8
Enter admin login de proceed.	tail to
admin	
CANCEL	CONFIRM
	d m
TAX RATE NET	TAX
0.00% 1.00	0.00

Tap '**CONFIRM**' when confirmation message pops up.



Tap '**YES**' when confirmation message pops up.

3. TRANSACTION LOG

3.2 Void transaction





Once transaction is successfully voided, receipt will be printed.

3.3 Reprint Receipt



4. REPORTING

Reporting



To view sales summary report, tap on the menu icon and select '**Report**'.



to view total sales by payment type.

	STEP 2		
	Q >	\$ 💎 🖉 🛱 11:58	АМ
≡ Report			
		Today	*
Total Net Sales 75.90	Transactions 2	This Week	es.
SUMMARY	PA	This Month	۲Y
Gross Sales		Custom Date	0
Refunds		0.0	00
NetSales		75.9	90
Rounding	0.00		
Тах	0.00		
Subtotal	75.90		

Tap on the drop-down icon to select desired period to view sales summary.

	STEP 3		
	♥ ≯ 1	▼⊿ 🖻 11	:57 AM
≡ Report			
	т	oday	~
Total Net Sales	Transactions	Average	Sales
75.90	2	38.	45
SUMMARY			
Gross Sales		7	5.90
Refunds			0.00
NetSales		7	5.90
Rounding			0.00
Тах			0.00
Subtotal		7	5.90

Total sales amount, count, etc. for the selected period will be displayed.

	♥ \$ ♥.	⊿ 🖪 11:5
	Tod	ау
Total Net Sales Tra	ansactions	Average S
Send Report	s to Email	
Please enter you your reports.	ur email to re	ceive
Email		
N Save Email		
Reamanna	CANCEL	SEND
FCPOS - ManageP	av Technologie	s Sdn
Bhd_DailyItemSale has been created s	sReport_01-12- successfully	-2020.csv
Subtotai		75.

Enter email address and click 'SEND'. Note: Report will be exported in CSV file format.

	SIEP 5		
	🍳 🕸 💎 🖉 🖬 11:57 AM		
≡ Report		- In	
	Today		
Total Net Sales	Transactions	Average Sales	
75.90	2	38.45	
SUMMARY	PAYMI	ENTS SUMMARY	
Gross Sales		75.90	
Refunds		0.00	
NetSales		75.90	
Rounding		0.00	
Тах		0.00	
Subtotal		75.90	

To export the report, tap on the report icon at the top right corner.

5. MPAY PRO

5.1 Check connectivity between WizarPOS and MP200



Tap on the ' i ' to view MP200 device information.



- 1. Tap on the 's' icon and tap on the MP200 device name or device series number you wish to pair with.
- 2. Tap on the 'a' icon to save the MP200 device pairing. Device is connected.

5.2 Pairing WizarPOS to MP200



Press the 'M' button to turn on MP200 Bluetooth. MP200 will request to key in Pairing PIN/ Code.



- 1. Turn on the Bluetooth on WizarPOS. Tap on MP200 device name. For example, "MP200-6553" is used in this sample.
- 2. The mobile device will show Pairing PIN/Code which is "126811". Enter this Pairing PIN/Code on MP200.