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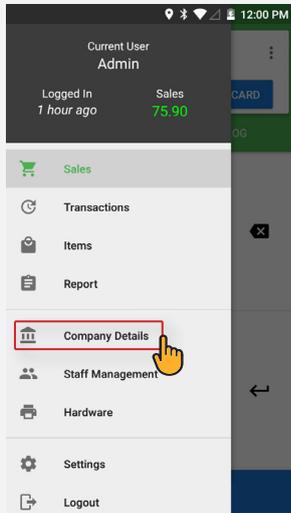
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1. GETTING STARTED

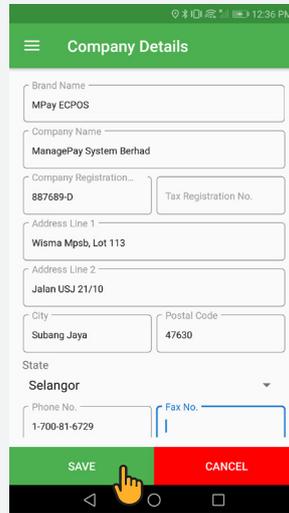
1.1 Company Details

STEP 1



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

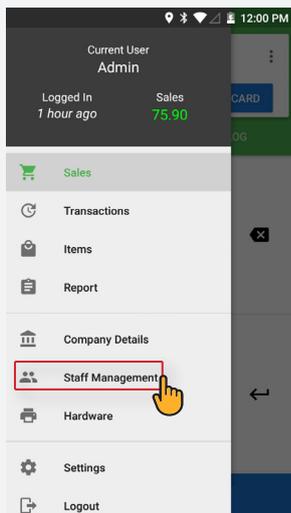
STEP 2



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

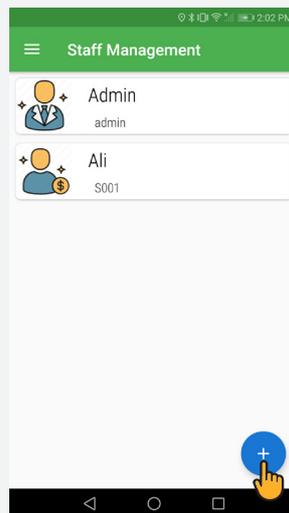
1.2 Staff Management

STEP 1



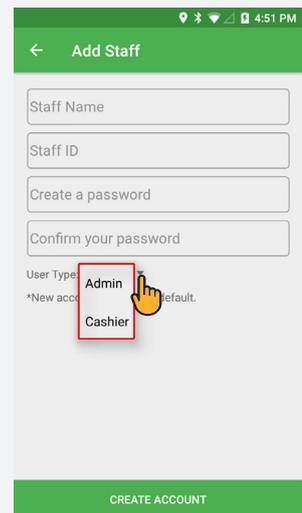
Tap on the menu icon and select 'Staff Management'.

STEP 2



Tap on the + icon at the bottom right corner.

STEP 3



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

1. GETTING STARTED

1.2 Staff Management

STEP 4

Staff Name

Staff ID

Create a password

Confirm your password

User Type: **Admin**

*New accounts are created by default.

Cashier

CREATE ACCOUNT

Tap '**CREATE ACCOUNT**' to save.

1.3 Items

STEP 1

Current User
Admin

Logged In 1 hour ago Sales 75.90

Sales

Transactions

Items

Report

Company Details

Staff Management

Hardware

Settings

Logout

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

STEP 2

Items

Groups

FOOD

BEVERAGE

+

Tap on the **+** icon at the bottom right corner and tap '**YES**' to create new Group Item.

STEP 3

Create Group

Insert New Group Name

Group Name

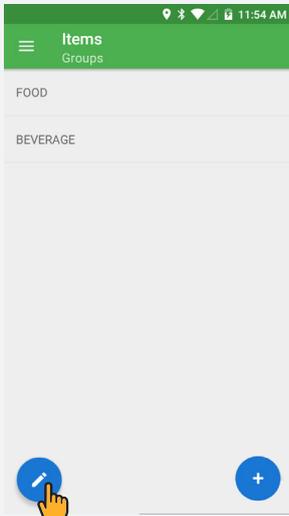
SAVE

Enter new Group name and tap '**SAVE**'.

1. GETTING STARTED

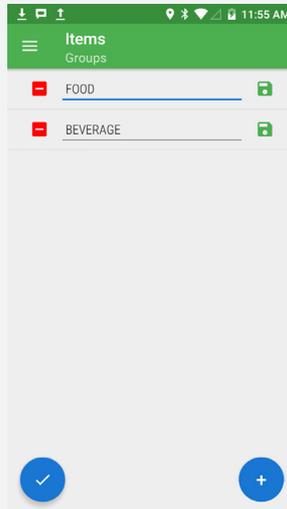
1.3 Item

STEP 4



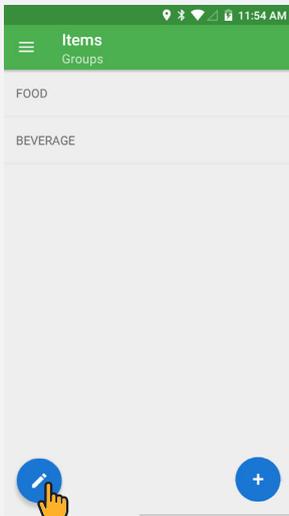
To edit Group name, tap on the  icon.

STEP 5



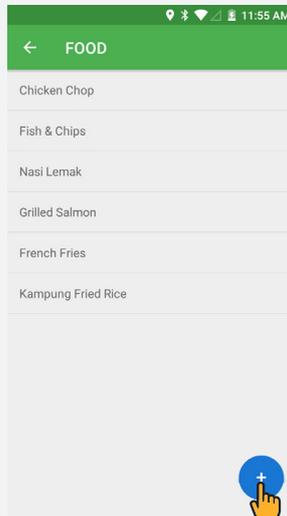
1. To delete a Group, tap on the  icon beside the Group name.
2. To edit a Group name, tap and change the Group name and tap on the  icon.
3. To quit the page, tap on the  icon at the bottom left corner.

STEP 6



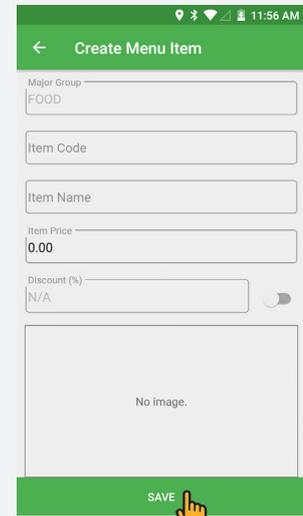
To edit Items, tap on a specific Group Name.

STEP 7



To add item, tap on the  icon.

STEP 8

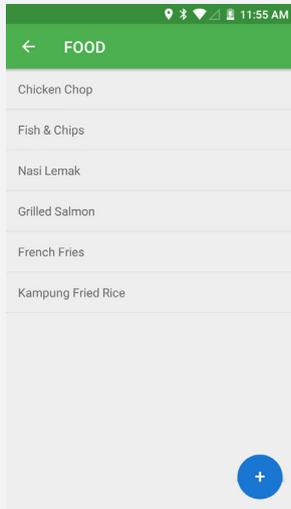


Enter the details for the item, upload image and click '**SAVE**'.

1. GETTING STARTED

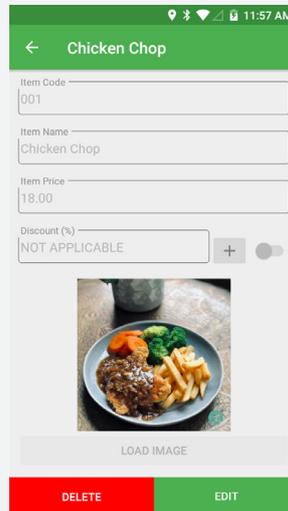
1.3 Item

STEP 9



To modify an item, tap on the item's name in the list.

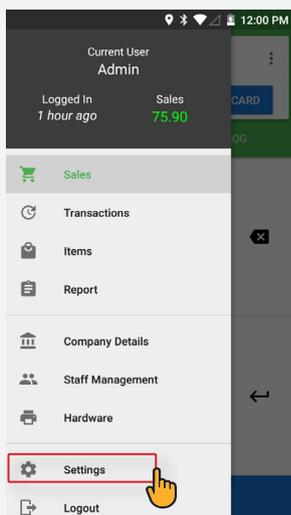
STEP 10



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.

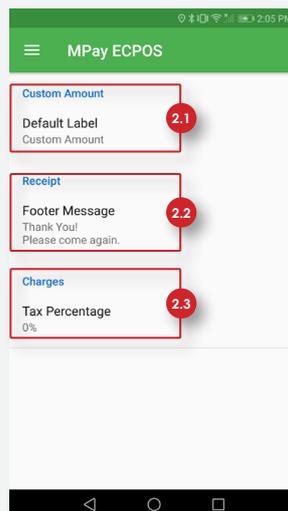
1.4 Settings

STEP 1



Tap 'Settings' to setup general configuration.

STEP 2

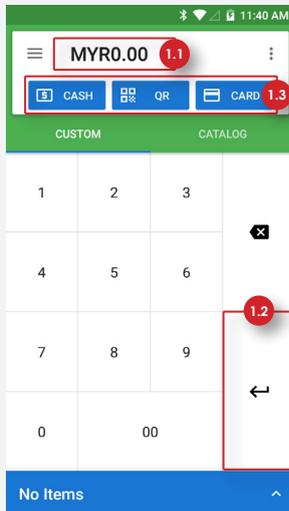


- 2.1 To change 'Default Label' for Custom Amount, tap on 'Default Label'.
- 2.2 To change the footer message on the receipt, tap on 'Footer Message'.
- 2.3 To change the tax percentage for items, tap on 'Tax Percentage'.

2. ACCEPTING PAYMENTS

2.1 Custom Items

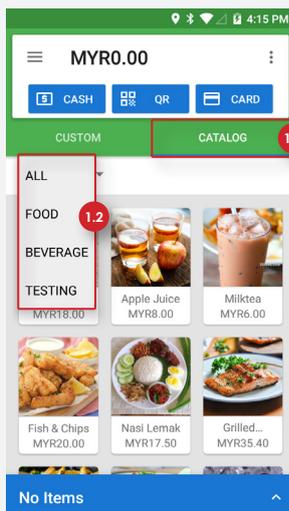
STEP 1



- 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

STEP 1



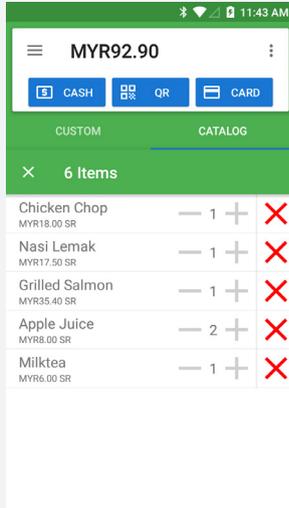
- 1.1 Go to the 'CATALOG' page.
- 1.2 Select item to be ordered by tapping the item in SKU list.

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

2. ACCEPTING PAYMENTS

2.2 Catalog items

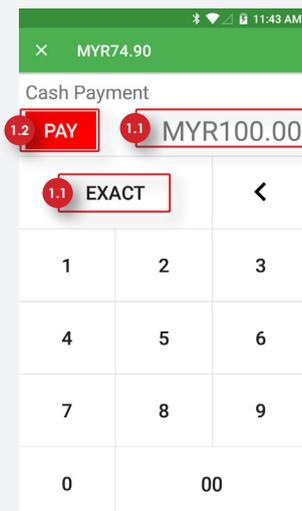
STEP 2



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

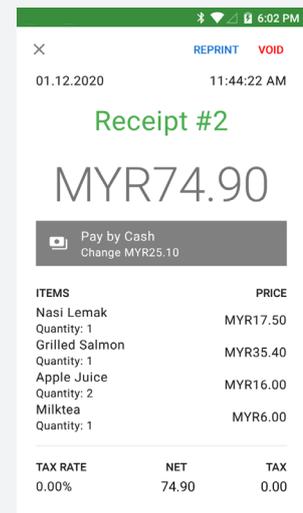
2.3 Cash Payments

STEP 1



- 1.1 Enter amount received or tap 'EXACT' key if amount received is exact.
- 1.2 Tap 'PAY' button to confirm amount received.

STEP 2

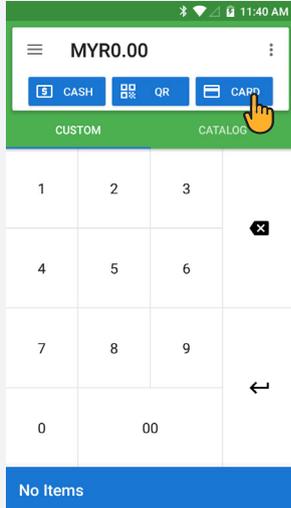


Receipt will be printed.

2. ACCEPTING PAYMENTS

2.4 Card Payments

STEP 1



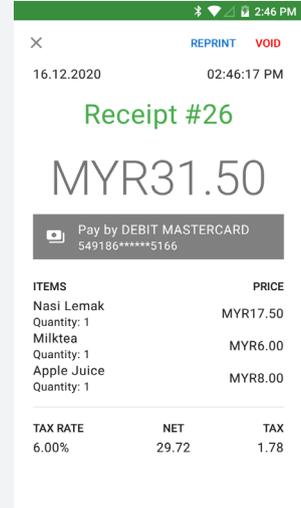
Select item from catalog and then tap 'CARD' for card payment.

STEP 2



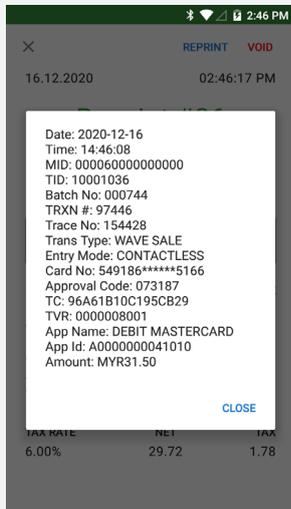
Wave, Insert or Swipe card.

STEP 3



Transaction approved.

STEP 4



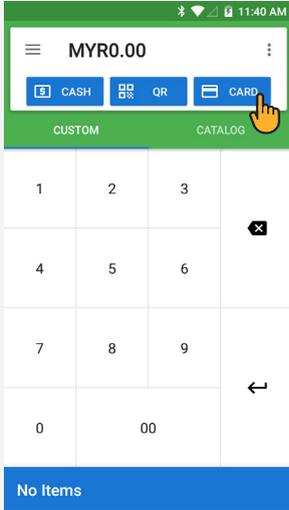
Details of the transaction will be displayed.

2. ACCEPTING PAYMENTS

Pair with MP200

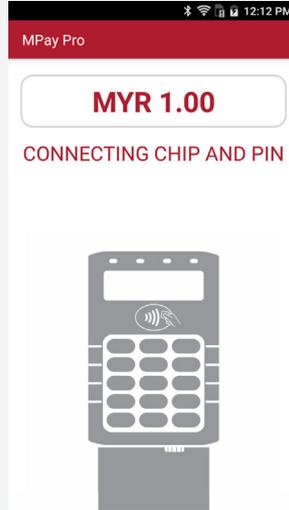
2.4 Card Payments

STEP 1



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

STEP 2



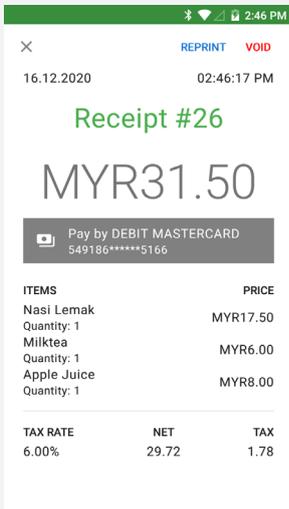
Wave, Insert or Swipe card.

STEP 3



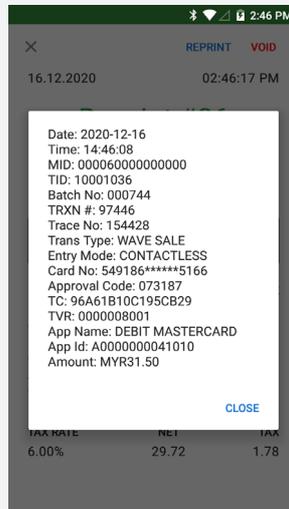
Enter PIN number if PIN entry page is displayed.

STEP 4



Transaction approved.

STEP 5

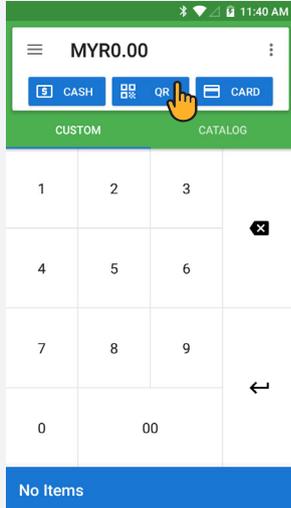


Details of the transaction will be displayed.

2. ACCEPTING PAYMENTS

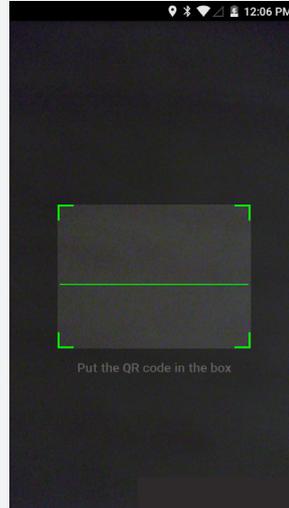
2.5 QR Payments

STEP 1



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

STEP 2



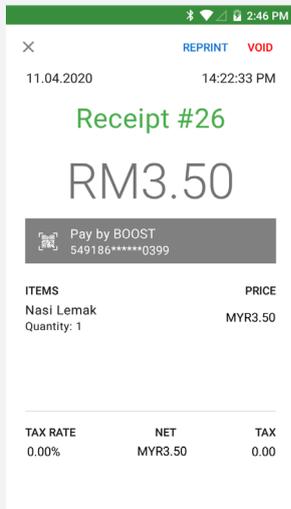
Scan QR code from the customer's app when the scanner is launched.

STEP 3



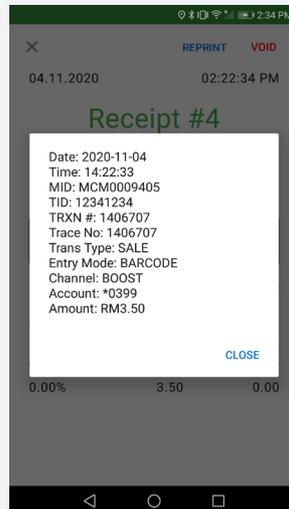
Wait for authorization.

STEP 4



Transaction approved.

STEP 5

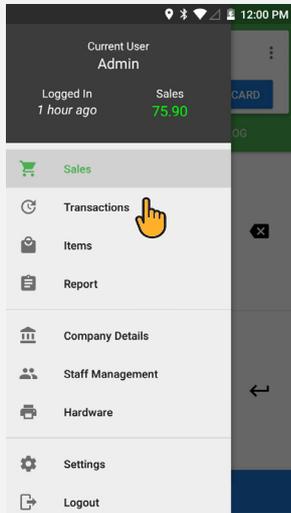


Details of the transaction will be displayed.

3. TRANSACTION LOG

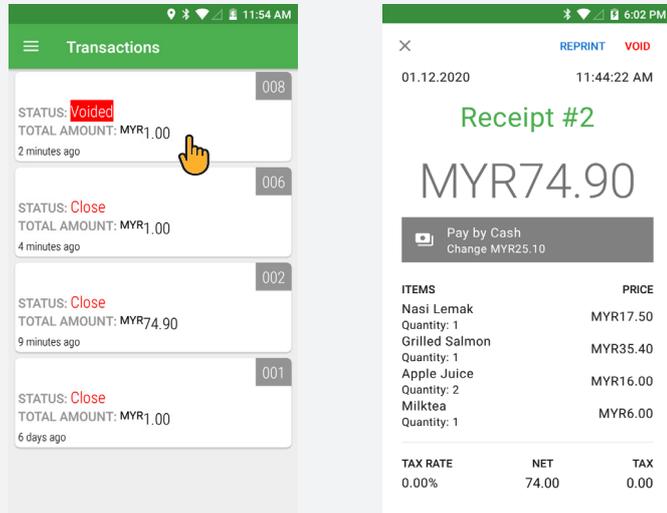
3.1 View transaction record

STEP 1



To view transaction log, tap on the menu icon and select 'Transactions'.

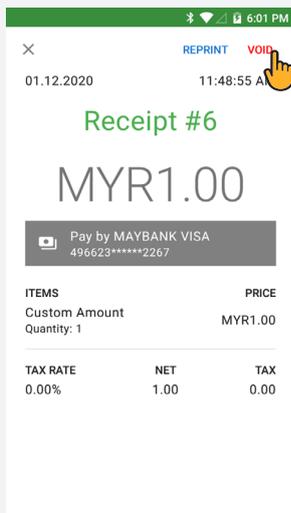
STEP 2



Tap on a particular transaction to view the transaction details.

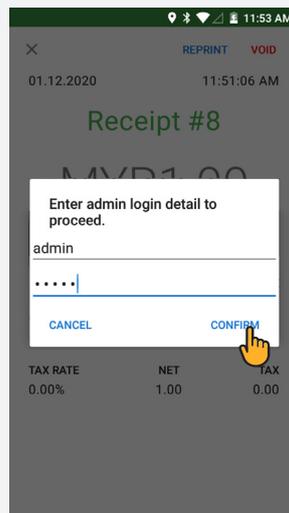
3.2 Void transaction

STEP 1



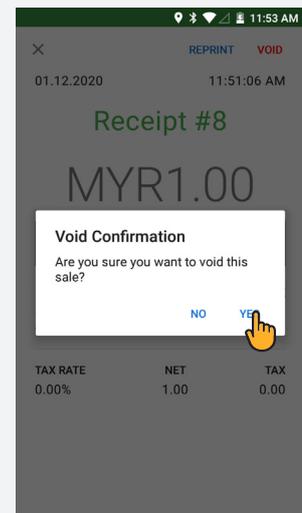
To void a transaction, tap 'VOID'.

STEP 2



Tap 'CONFIRM' when confirmation message pops up.

STEP 3

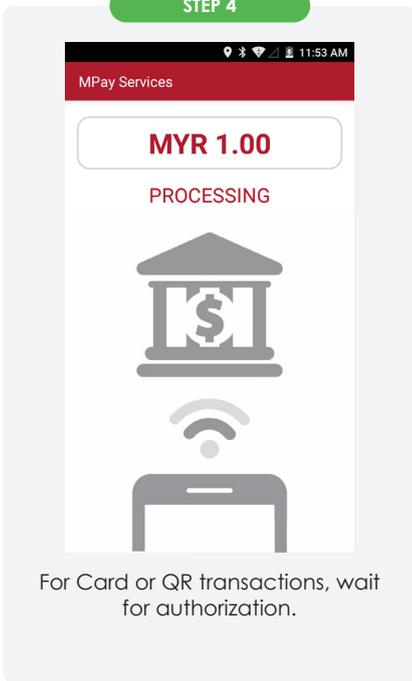


Tap 'YES' when confirmation message pops up.

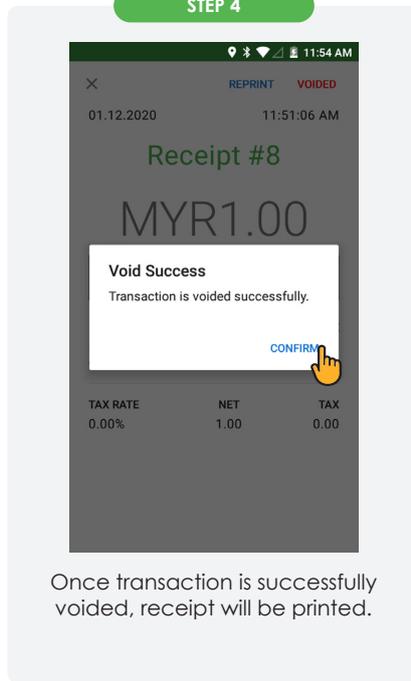
3. TRANSACTION LOG

3.2 Void transaction

STEP 4

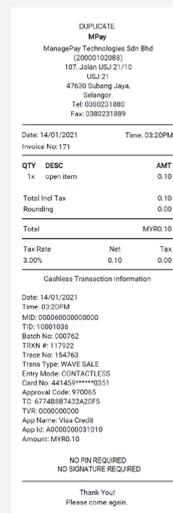
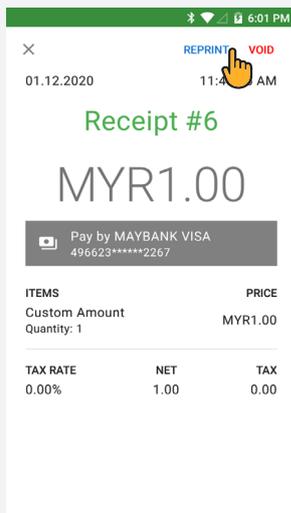


STEP 4



3.3 Reprint Receipt

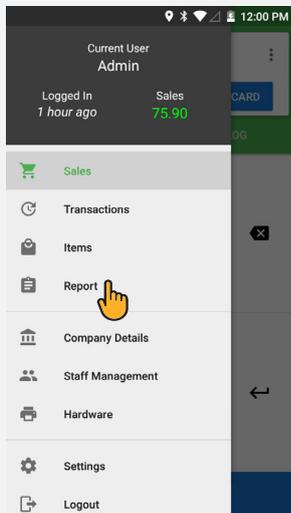
STEP 1



4. REPORTING

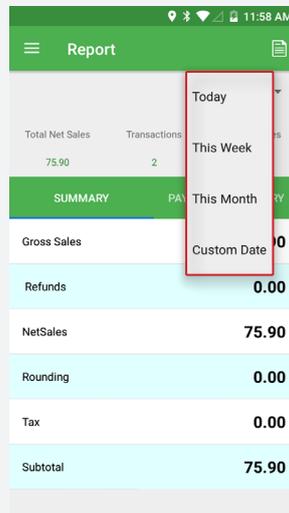
Reporting

STEP 1



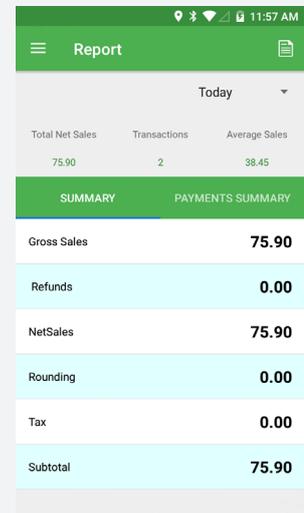
To view sales summary report, tap on the menu icon and select 'Report'.

STEP 2



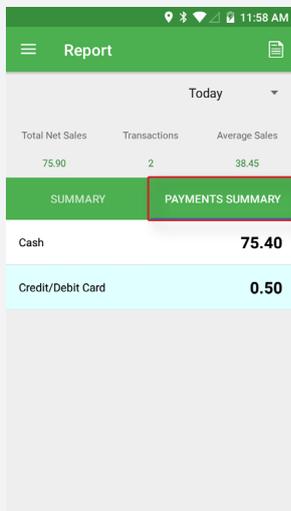
Tap on the drop-down icon to select desired period to view sales summary.

STEP 3



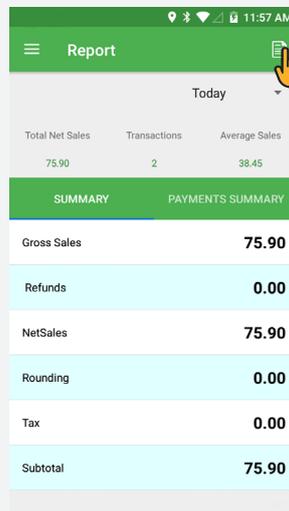
Total sales amount, count, etc. for the selected period will be displayed.

STEP 4



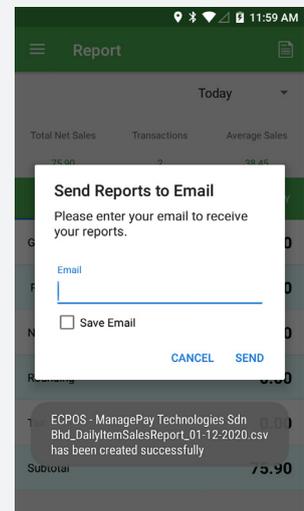
Tap on 'PAYMENTS SUMMARY' tab to view total sales by payment type.

STEP 5



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

STEP 6

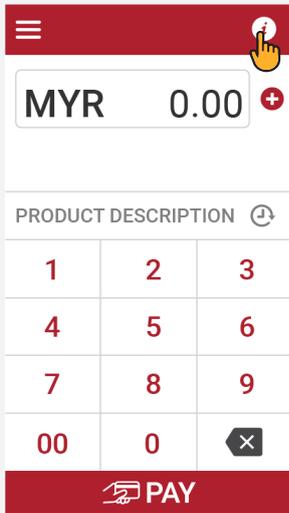


Enter email address and click 'SEND'.
Note: Report will be exported in CSV file format.

5. MPAY PRO

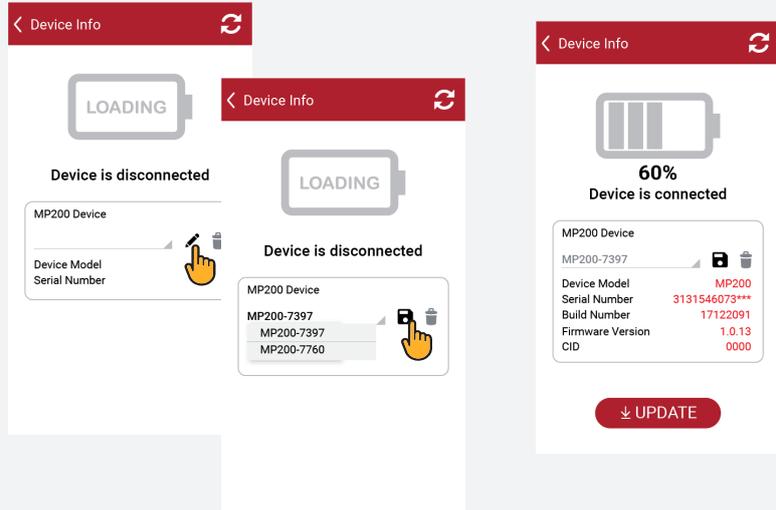
5.1 Check connectivity between WizarPOS and MP200

STEP 1



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

STEP 2



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

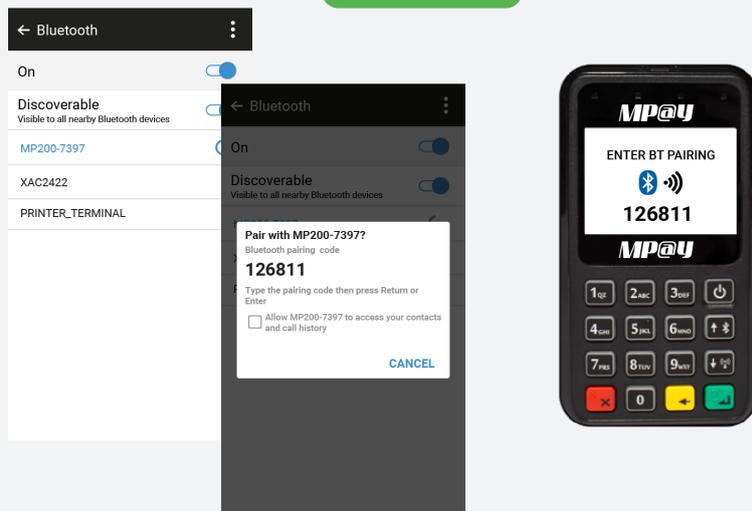
5.2 Pairing WizarPOS to MP200

STEP 1



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

STEP 2



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.