

## Chapter 8: Settings Panel (General)

### 8.1. Displaying your company logo on receipt

1. Click **“Choose File”** to select picture file in your local computer.
2. Click **“Submit”** to upload logo file into server.
3. Remember to click **“Update”** to save this setting.
4. If your logo is not shown on this page, right click your mouse to reload or refresh this page.

### 8.2. Setting business start time

1. Select your business start time.
2. Remember to click “Update” button to save this setting.

Effect:

- When you select 10:00:00 am (January 1st, 2011) as your business start time, sales from 11:59:59 pm

(January 1st, 2011) to 9:59:59 (January 2nd, 2011) are still considered as sales on January 1st, 2011.

### 8.3. Settings number of records shown on records panel

1. Key in number only in the textbox.
2. Remember to click “Update” button to save this setting.

### 8.4. Saving customer name in the system

1. Click the small box to tick “Required Customer Name” option.
2. Remember to click “Update” button to save this setting.

Effect:

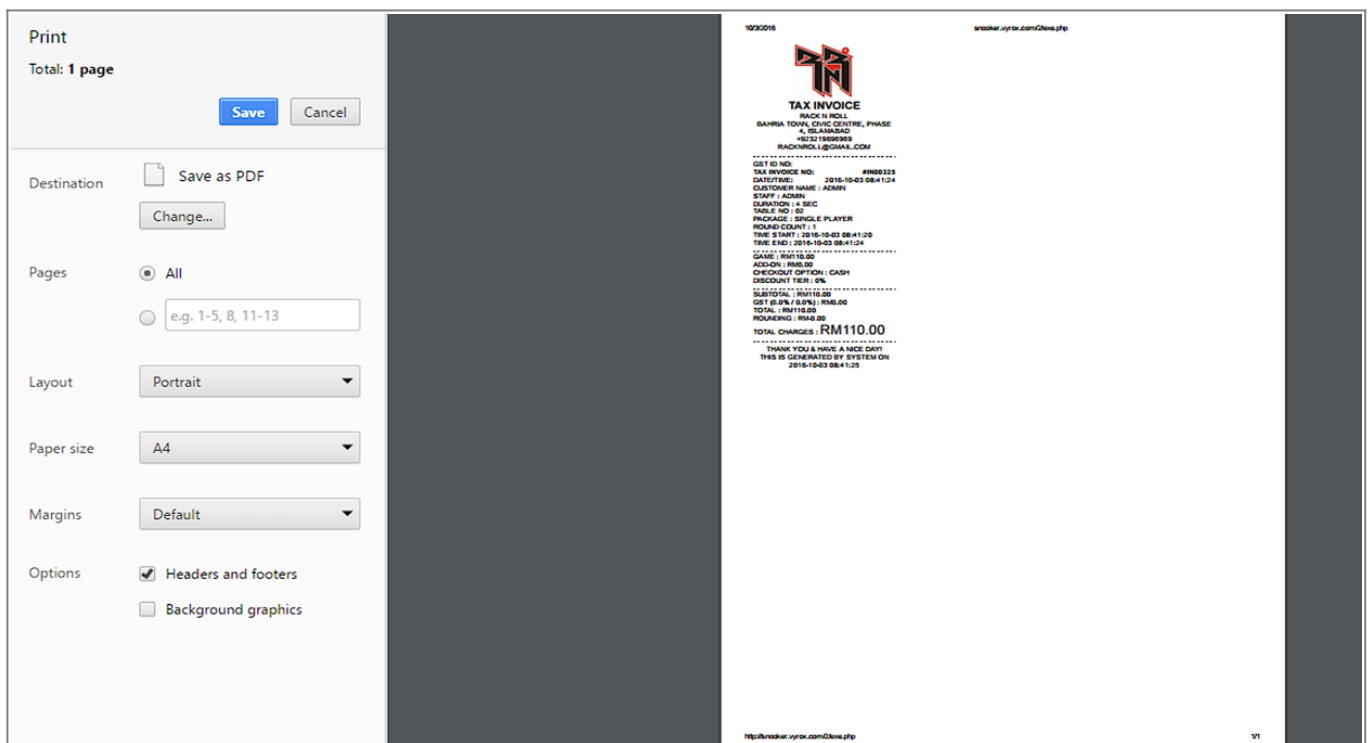


### 8.5. Settings automatically print receipt once checkout

1. Click the small box to tick "Auto Print When Stop" option.
2. Remember to click "Update" button to save this setting.

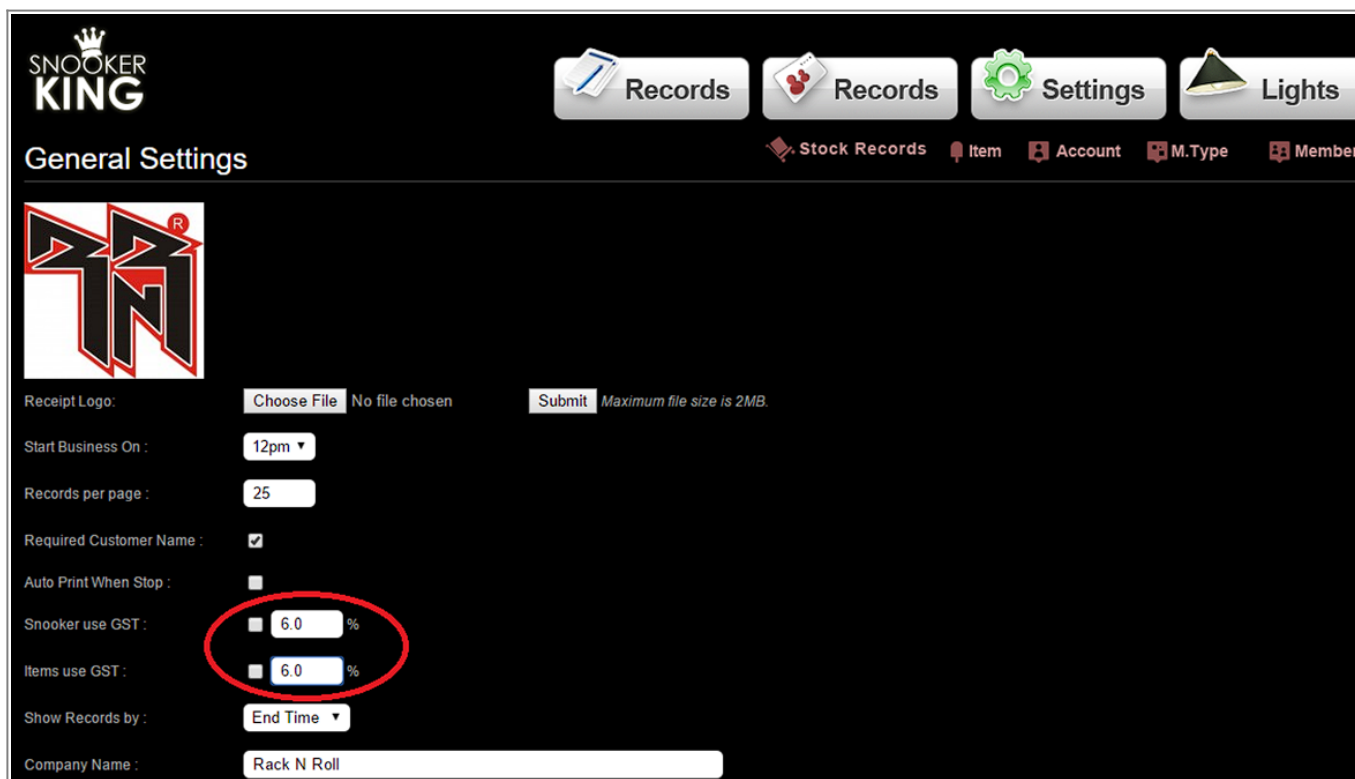
Effect:

- Pop up printing option once stop button is clicked.



### 8.6. Settings Government Tax GST

1. Click the small box to tick “Snooker Use GST” and “Item Use GST”.
2. Enter the percentage of GST.
3. Remember to click “Update” button to save this setting.



### 8.7. Displaying records based on end time or start time of each game

1. Select “End Time” or “Start Time” option in “Show Records by”
2. Remember to click “Update” button to save this setting

Effect:

- Customer plays snooker from 11:30:00 pm (January 1st, 2011) to 12:30:00 am (January 2nd, 2011).
- Checkout time is 12:30:00 am.
- When user selects “End Time” option, this games record is assigned as records on 11:30:00 pm (January 1st, 2011).
- When user selects “Start Time” option, this games record is assigned as records on 12:30:00 am (January 2nd, 2011).

### 8.8. Displaying your company information in the receipt

1. Key in your company information in the textbox for Company Name, Company Address, Company Email and Company Tel No.
2. Remember to click “Update” button to save this setting.

### 8.9. Changing the font size and body size of receipt

1. Key in your desired number in textbox of Receipt front size, Receipt total amount font size, Receipt width, Receipt row spacing and Receipt logo width.
2. Remember to click "Update" button to save this setting.

### 8.10. Setting up the payment types when checkout

1. Key in payment type in name column and position column.
2. Click "Add" button to add the payment type.
3. Name: Name of payment type
4. Position: key in number 1, 2, 3, etc..... to position each payment type
5. Payment type with Position 1 will be selected automatically when clicking "STOP" button in checkout panel.

### Checkout Options

Name	Position		
1.			
<input type="text" value="Cash"/>	<input type="text" value="1"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>		<input type="button" value="Add"/>

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Last update: **2025/03/03 07:27**

