

Management User Guide: VYROX Point of Sales POS System (POSERVA)

1. Introduction

This guide is designed to help you effectively manage and operate the POSERVA system. It provides step-by-step instructions for utilizing this advanced POS system to handle payments, manage transactions, and ensure a seamless checkout experience for customers and staff.

2.0 POSERVA

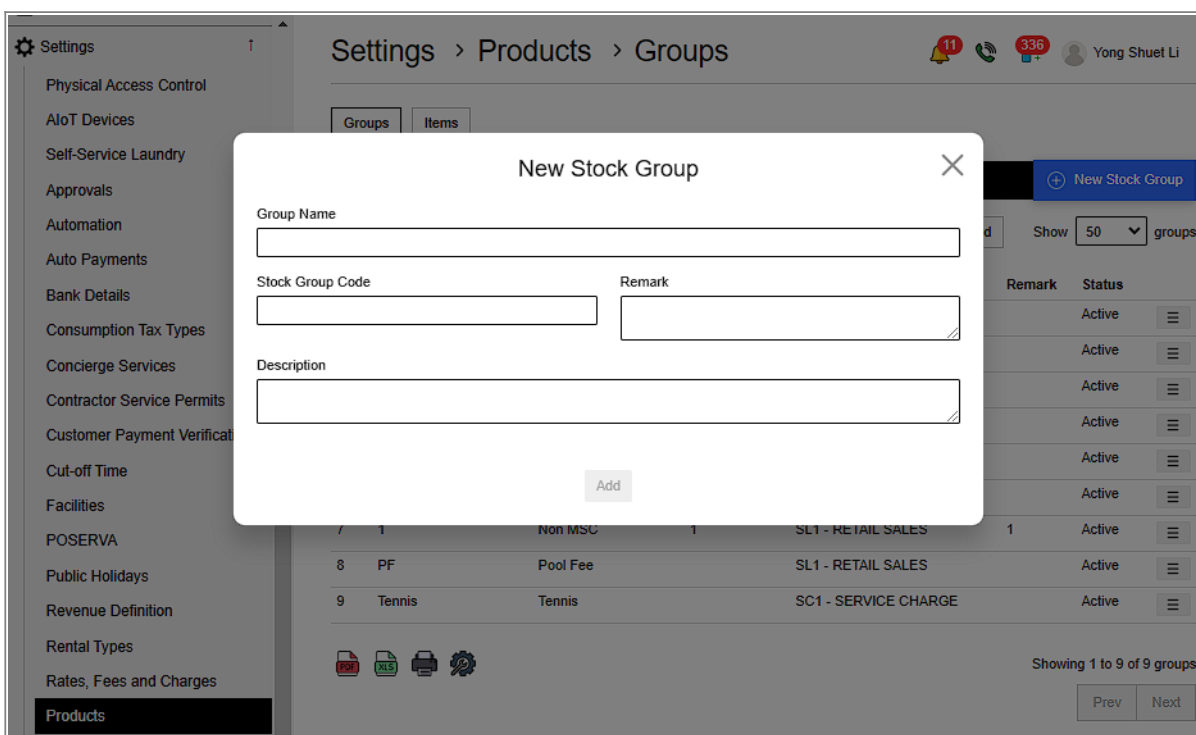
POSERVA is an advanced IoT-driven POS system for the F&B industry, leveraging cloud computing to optimize operations, enhance customer experiences, and boost profitability. Features include real-time analytics, smart inventory, and seamless cloud storage, revolutionizing F&B business management.

2.1 How to add New Stock Group

Go to **Settings > Product > Groups > New Stock Group > Fill in details > Add**

Details include:

1. Name
2. Stock Group Code
3. Remark Description



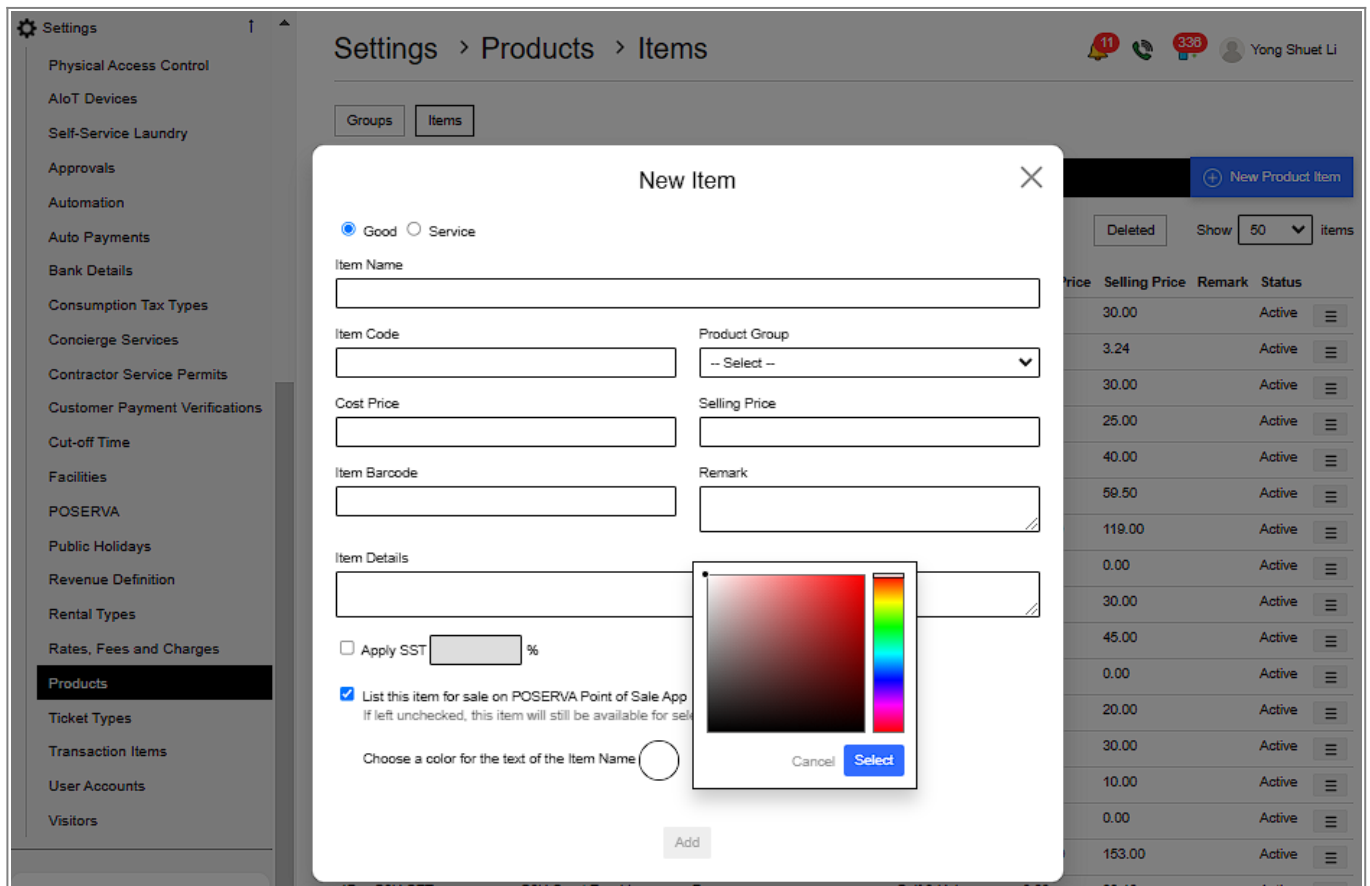
2.2 How to Add New Item

Go to **Settings > Product > Item > New item > Fill in details > Add**

- **Goods:** Physical items that can be owned and used.
- **Services:** Actions or activities performed to fulfil

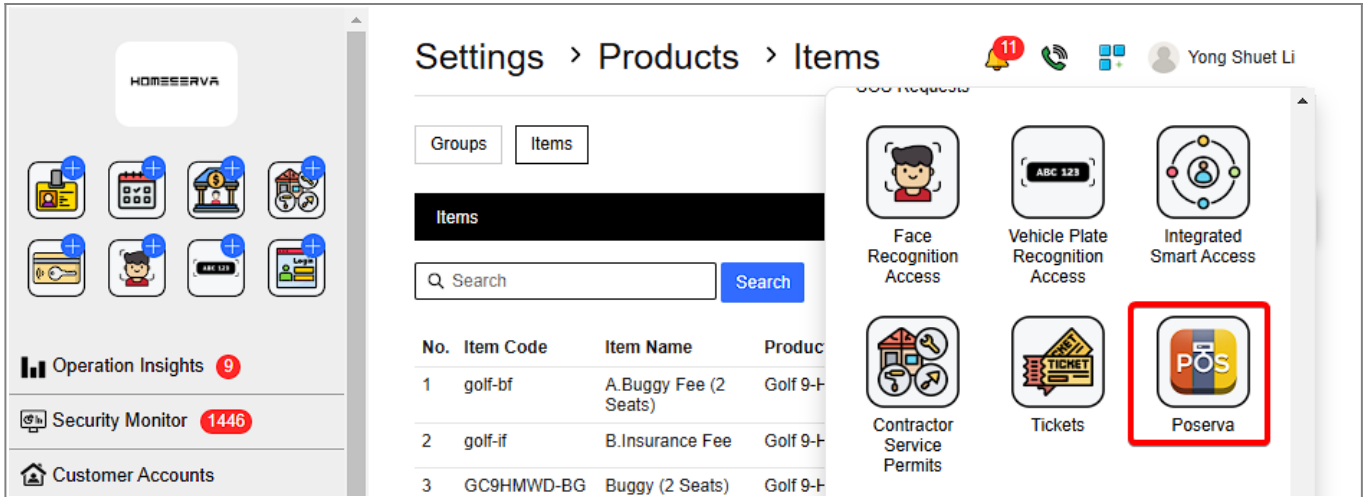
Details include:

1. Choose either item is Good or Service
2. needs or desires.
3. Item Name ,Code & Cost Price
4. Product Group
5. Selling Price
6. Item Barcode
7. Remark
8. Item Details
9. Apply SST amount
10. Whether to List this item for sale on POSERVA Point of Sale App (If left unchecked , this item will still be available for selection when creating a new invoice)
11. Choose a color for the text of the item Name

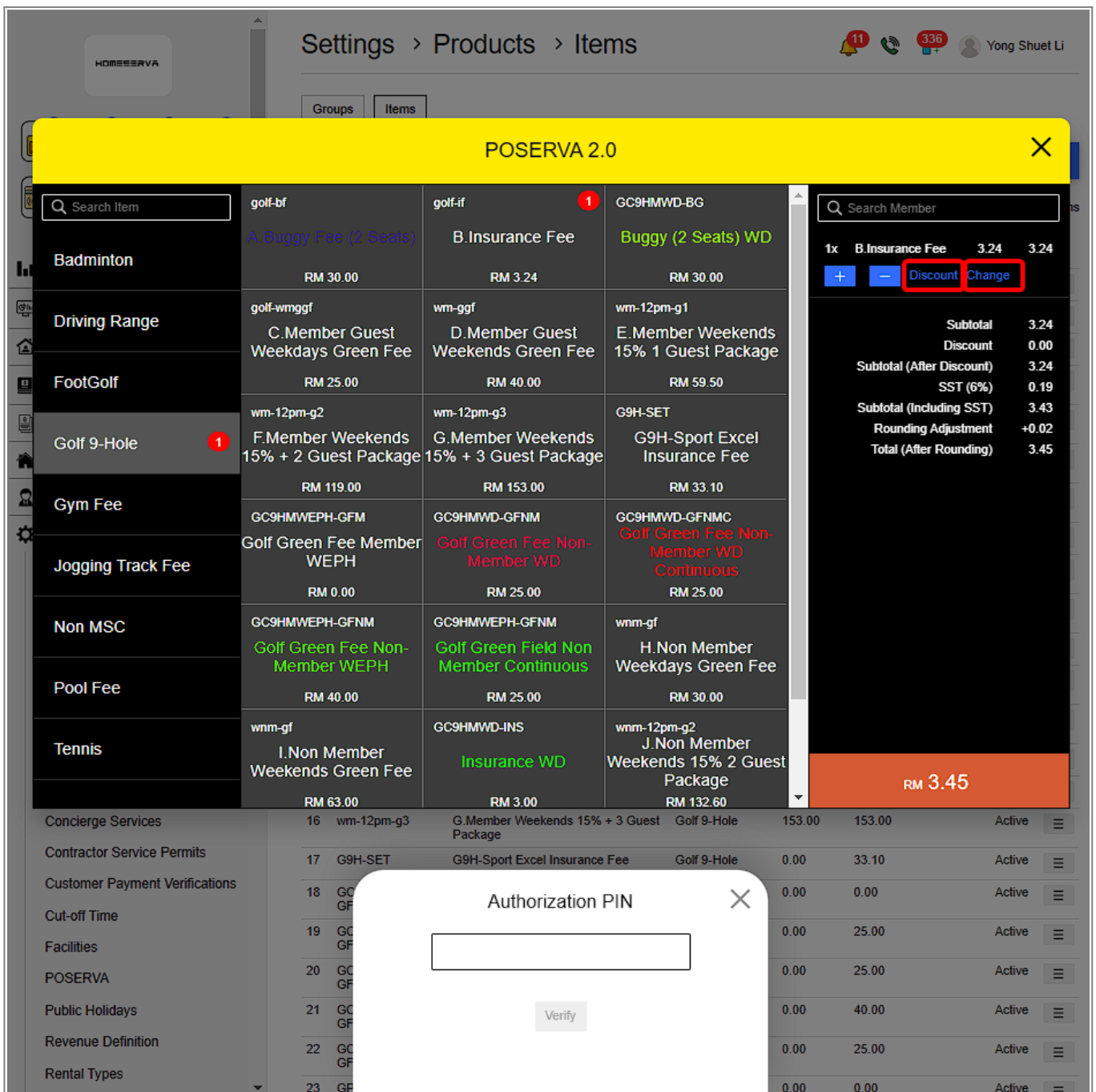


2.3 How to use POSERVA

Go to **More Options > POSERVA > Select items wanted > Select amount**



To change or give discount , **Select Discount or Change > Enter Authorization pin**



To pay , **Click on total amount > Select Bill To > Fill in details > Confirm > Select Payment Option > Confirm Pay**

Bill To options:

- Walk in = Immediately process to payment without account.
- Individual = New customer account will be created.
- Business = New business account will be created.

Bill To fill in details include:

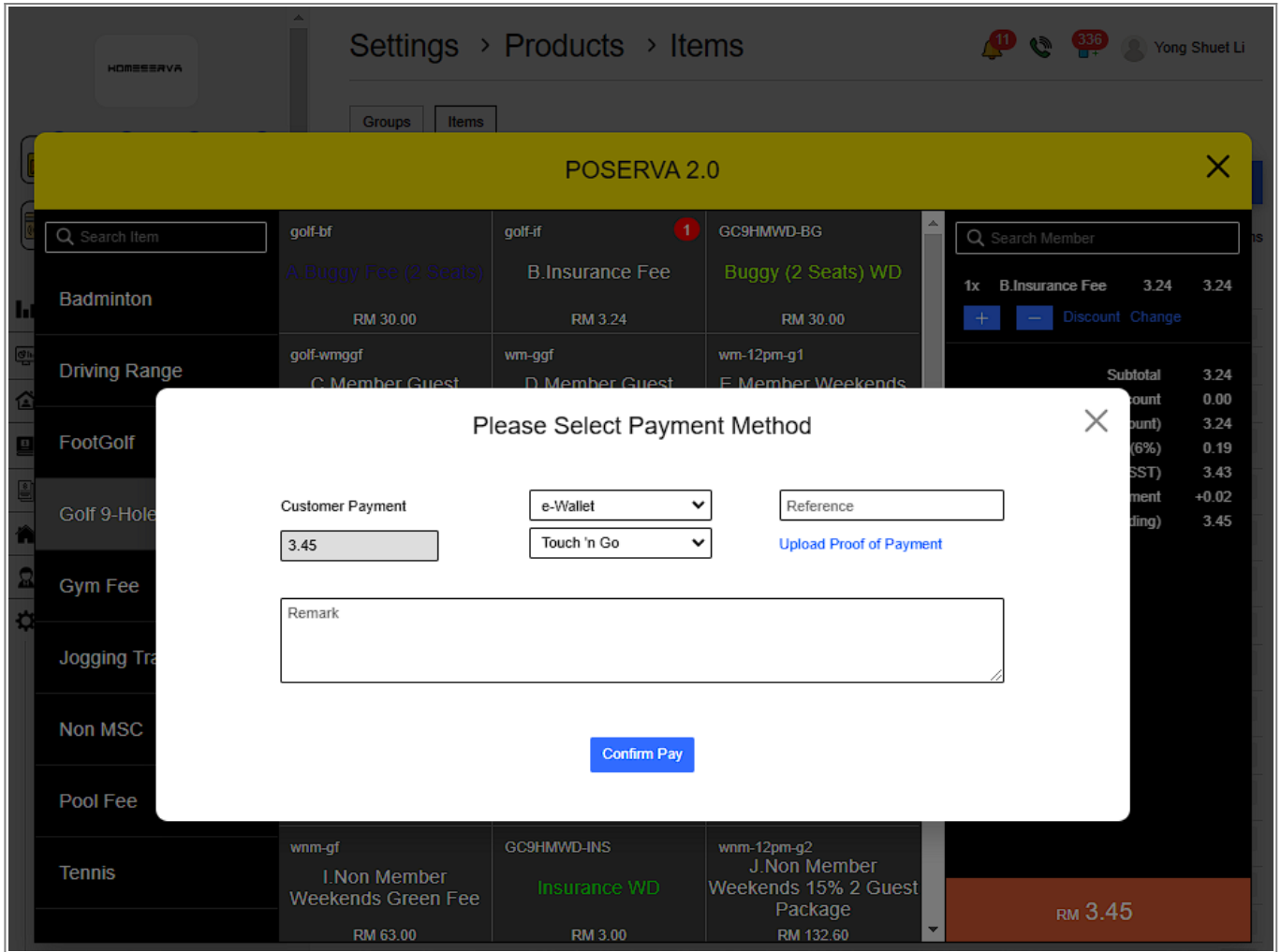
1. Name
2. Phone no
3. Billing address
4. Email
5. Tax Identification Number

The screenshot displays the POSERVA 2.0 interface. On the left, there is a list of items categorized by sport: Badminton, Driving Range, FootGolf, Golf 9-Hole, Gym Fee, Jogging Track Fee, Non MSC, Pool Fee, and Tennis. Each item is associated with a specific code and description. For example, 'Golf 9-Hole' includes 'F. Member Weekends 15% + 2 Guest Package' for RM 119.00. On the right, a summary table shows the following details:

1x B. Insurance Fee	3.24	3.24
Subtotal	3.24	
Discount	0.00	
Subtotal (After Discount)	3.24	
SST (6%)	0.19	
Subtotal (Including SST)	3.43	
Rounding Adjustment	+0.02	
Total (After Rounding)	3.45	

A red box at the bottom right of the interface highlights the total amount of **RM 3.45**.

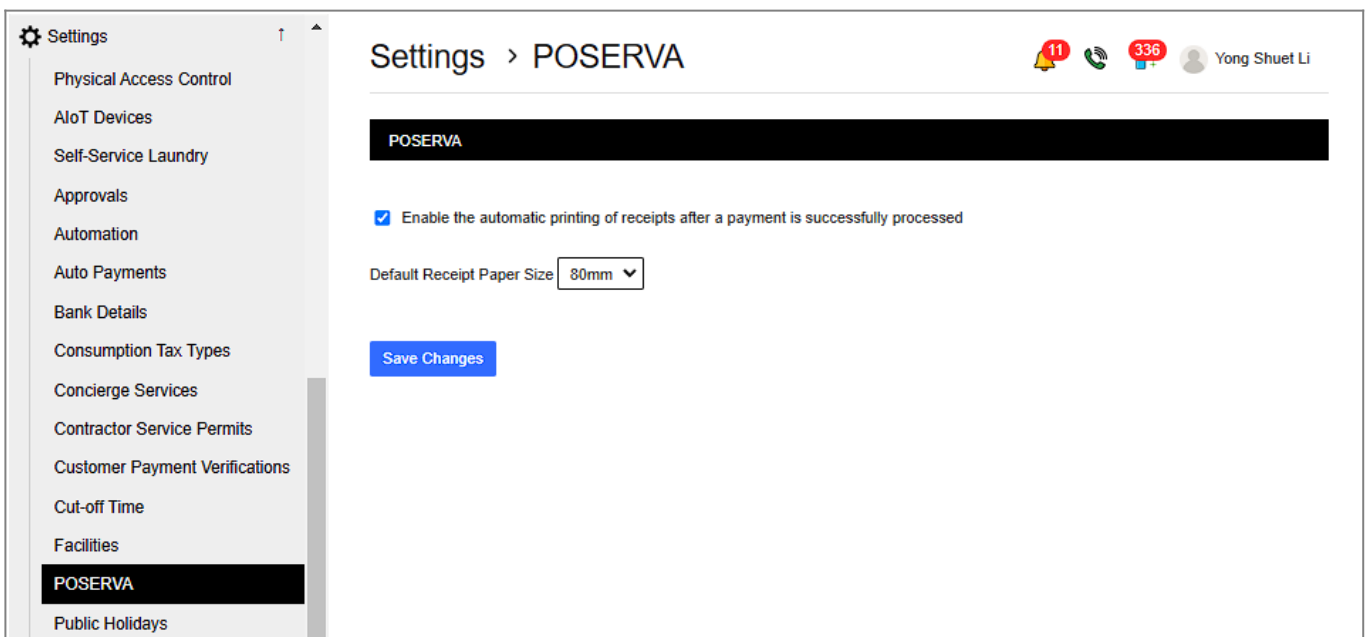
The screenshot displays the POSERVA 2.0 interface. At the top, the navigation path is 'Settings > Products > Items'. The main area shows a list of items with columns for item name, price, and quantity. A modal window titled 'Bill To' is open, allowing for customer registration. The modal includes radio buttons for 'Walk-In', 'Individual' (selected), and 'Business'. It contains several input fields: 'Customer Full Legal Name', 'Mobile Phone No.' (with a country code dropdown set to '+60'), 'Billing Address Line 1', 'Billing Address Line 2', 'Billing Address Line 3', 'Postal Code', 'City/Town/Suburb/District', 'State/Province/Region', 'Country' (set to 'Malaysia'), 'Email Address', and 'Tax Identification Number (TIN)'. A 'Confirm' button is at the bottom of the modal. The background shows a sidebar with categories like 'Badminton', 'Driving Range', 'FootGolf', etc., and a right-hand summary panel with a total of 'RM 3.45'.



2.4 How to Automatically Print Receipts

Go to **Settings > POSERVA > Save Changes**

Choose whether to enable the automatic printing of receipts after payment is successfully processed .Then Choose Receipt Paper Size.



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Last update: **2024/12/26 01:50**

