

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. POSERVA

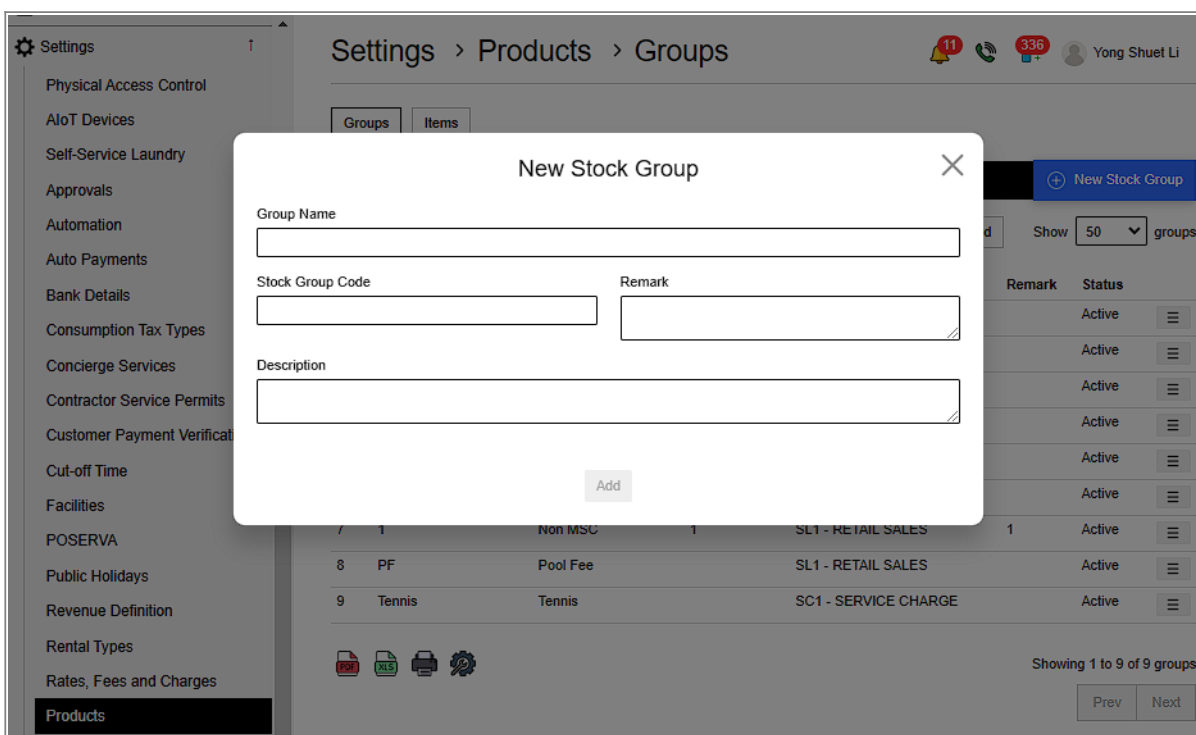
POSERVA is an advanced IoT-driven POS system for the F&B industry, leveraging cloud computing to optimize operations, enhance customer experiences, and boost profitability. Features include real-time analytics, smart inventory, and seamless cloud storage, revolutionizing F&B business management.

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



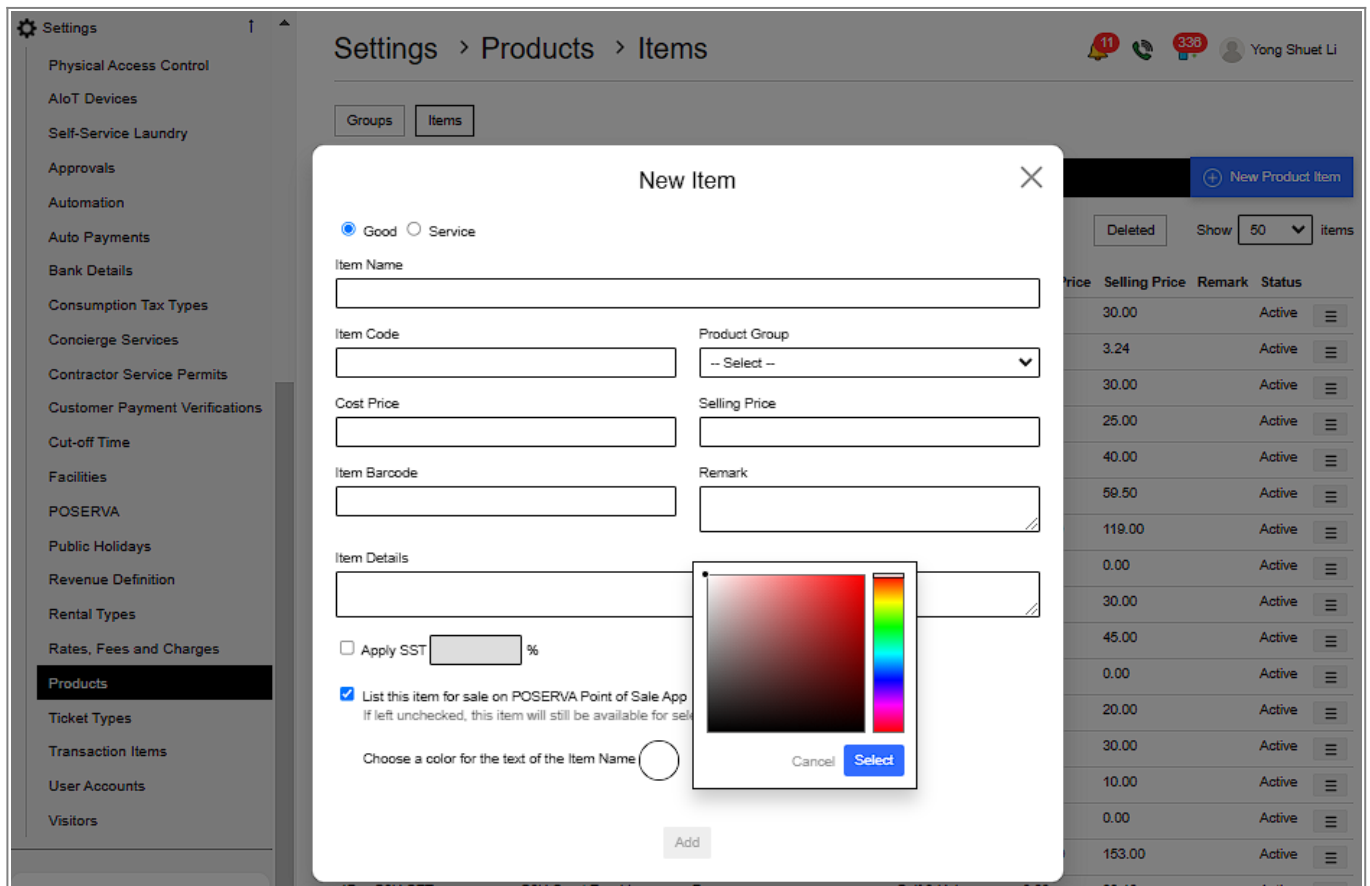
2.2. How to Add New Item

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

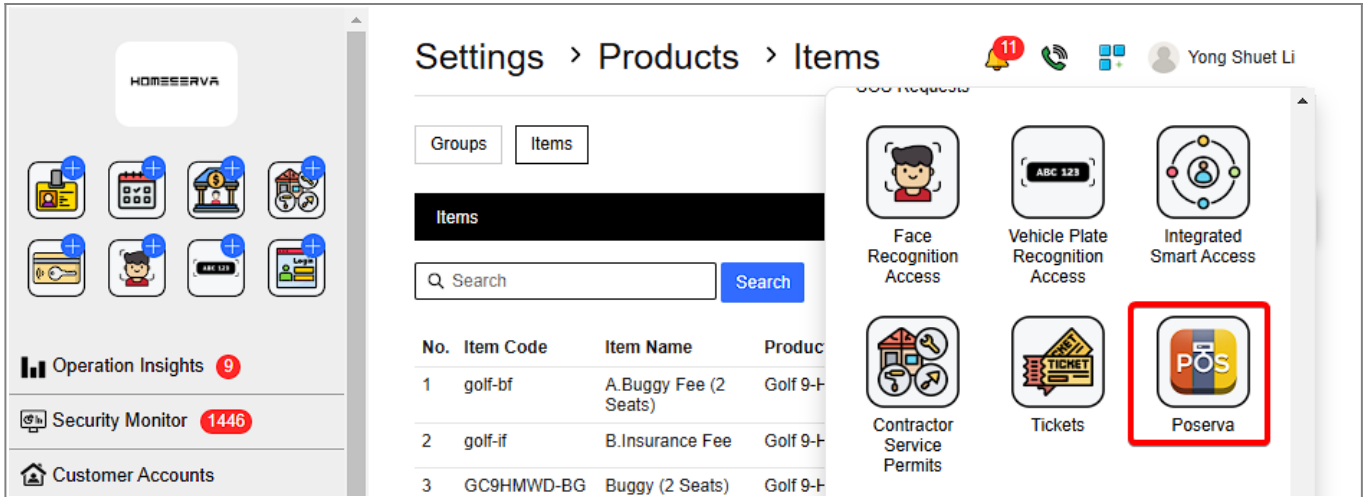
Details include:

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

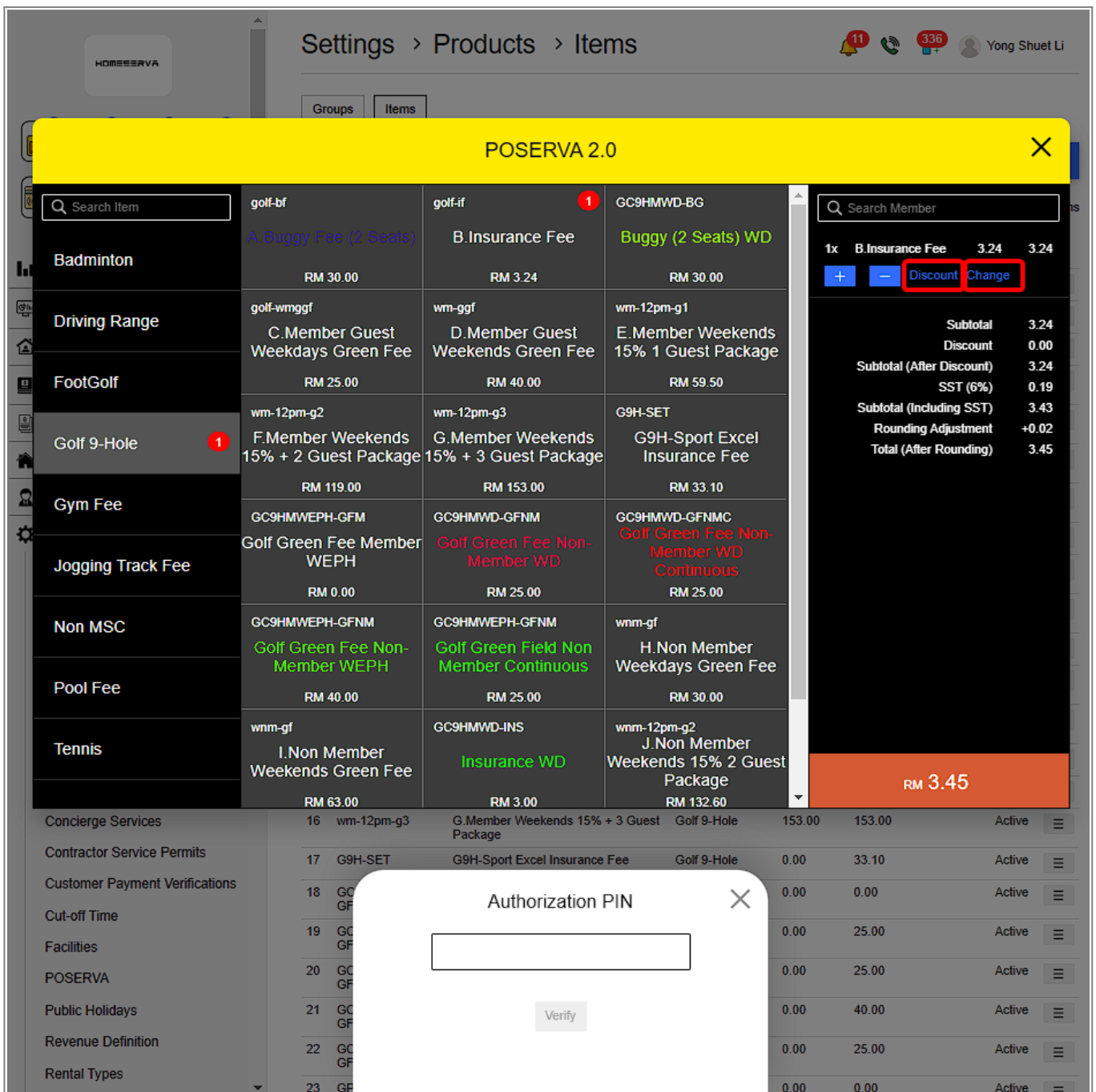


2.3. How to use POSERVA

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 shows the POSERVA 2.0 interface. At the top, there's a navigation bar with 'Settings > POSERVA' and a user profile 'Yong Shuet Li'. Below this is a yellow header for 'POSERVA 2.0'. The main area is a grid of items with columns for item codes, descriptions, and prices. A search bar 'Search Member' is on the right. A summary panel on the right shows a subtotal of 3.24, a discount of 0.00, and a final total of 3.45. A red box highlights the 'RM 3.45' total at the bottom right.

Item	Code	Description	Price
Badminton	golf-bf	A. Buggy Fee (2 Seats)	RM 30.00
Driving Range	golf-wmggf	C. Member Guest Weekdays Green Fee	RM 25.00
FootGolf	wm-12pm-g2	F. Member Weekends 15% + 2 Guest Package	RM 119.00
Golf 9-Hole	wm-12pm-g1	E. Member Weekends 15% 1 Guest Package	RM 59.50
Gym Fee	wm-12pm-g3	G. Member Weekends 15% + 3 Guest Package	RM 153.00
Jogging Track Fee	G9H-SET	G9H-Sport Excel Insurance Fee	RM 33.10
Non MSC	GC9HMWD-BG	Buggy (2 Seats) WD	RM 30.00
Pool Fee	GC9HMWD-GFNM	Golf Green Fee Non-Member WD	RM 25.00
Tennis	GC9HMWD-GFNM	Golf Green Field Non-Member Continuous	RM 25.00
	wnm-gf	H. Non Member Weekdays Green Fee	RM 30.00
	GC9HMWD-INS	Insurance WD	RM 3.00
	wnm-12pm-g2	J. Non Member Weekends 15% 2 Guest Package	RM 132.60

Summary Panel:

- 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

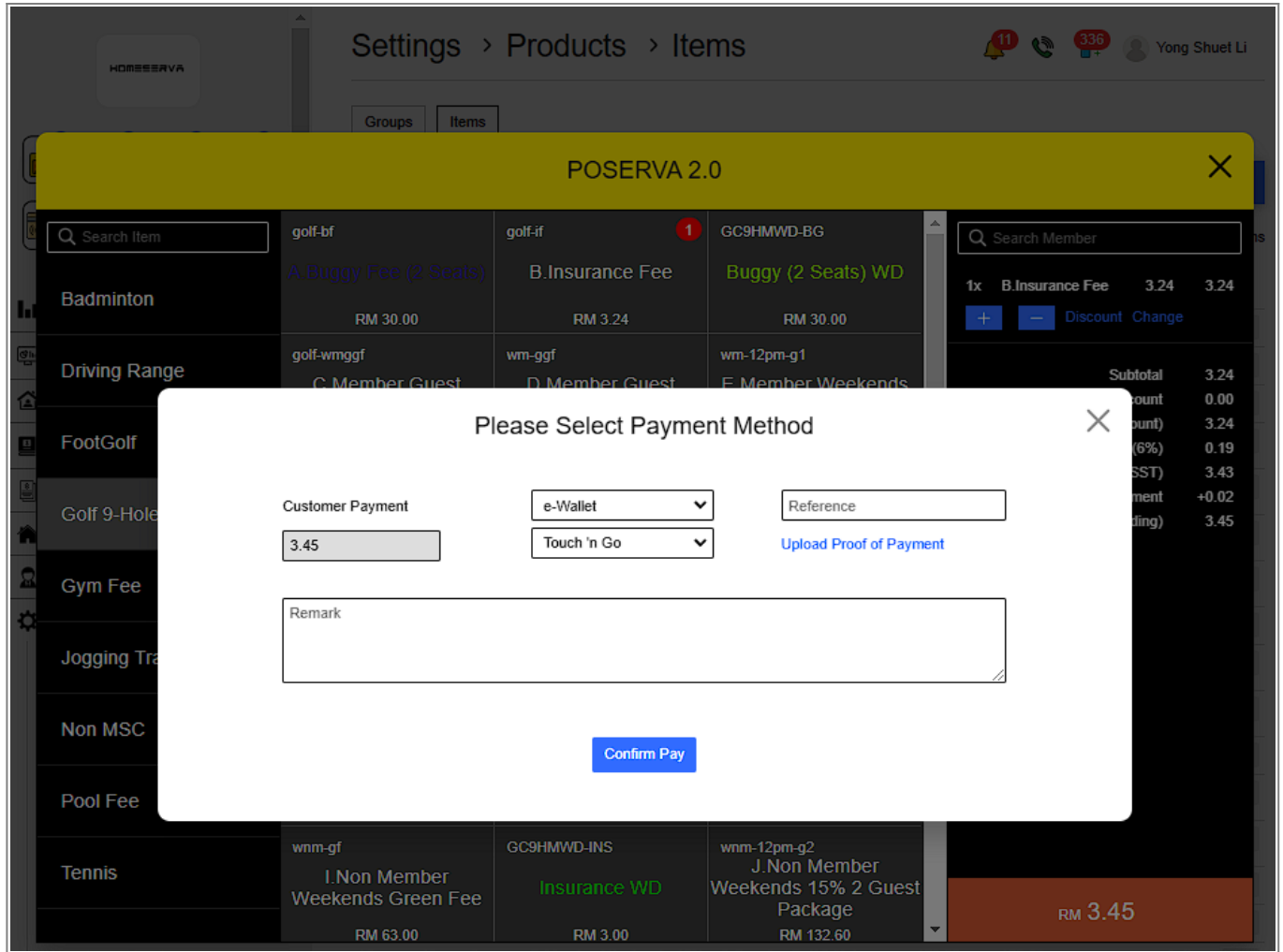
RM 3.45

The screenshot shows the POSERVA 2.0 interface with a 'Bill To' modal form open. The background displays a list of items including 'Badminton', 'Driving Range', 'FootGolf', 'Golf 9-Hole', 'Gym Fee', 'Jogging Track Fee', 'Non MSC', 'Pool Fee', and 'Tennis'. The modal form is titled 'Bill To' and includes the following fields and options:

- Radio buttons for Walk-In, Individual, and Business.
- Customer Full Legal Name (text input)
- Mobile Phone No. (text input with a dropdown for country code, currently showing '+60').
- Billing Address Line 1 (text input)
- Billing Address Line 2 (text input)
- Billing Address Line 3 (text input)
- Postal Code (text input)
- City/Town/Suburb/District (text input)
- State/Province/Region (text input)
- Country (dropdown menu, currently showing 'Malaysia').
- Email Address (text input)
- Tax Identification Number (TIN) (text input).

At the bottom of the modal, there is a message: 'Okay, a new customer account will be created.' and a 'Confirm' button.

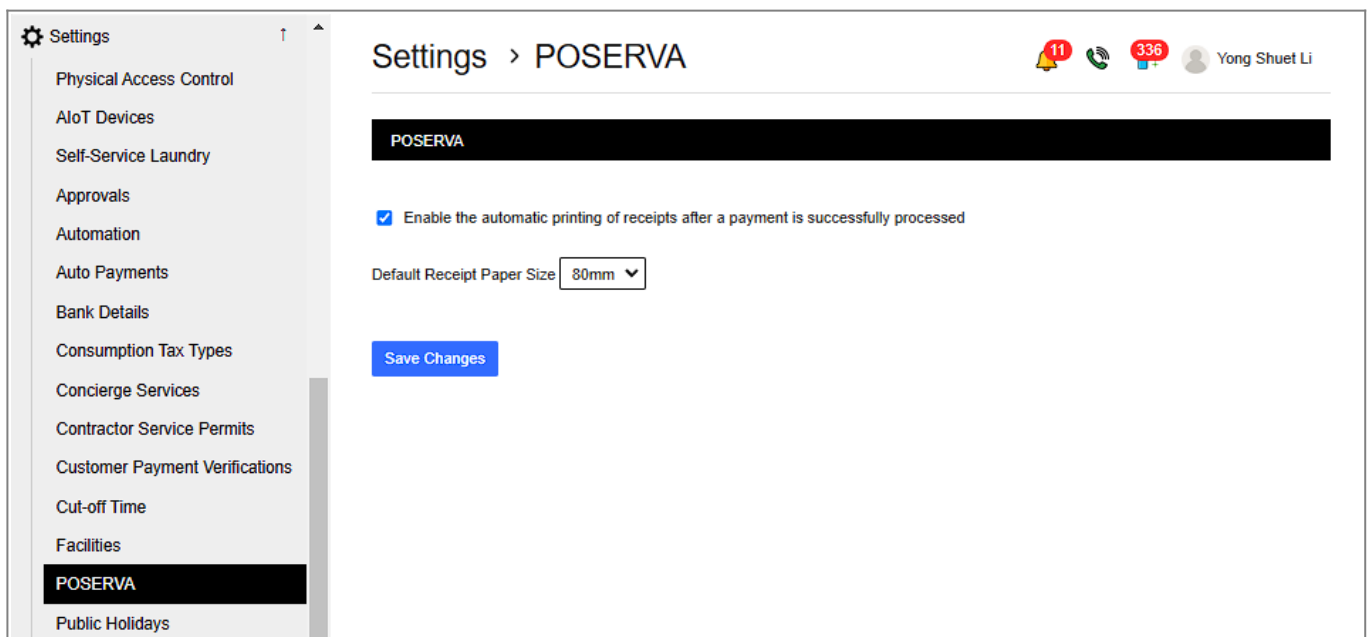
The background interface also shows a search bar for items and members, a list of items with prices (e.g., 'A Buggy Fee (2 Seats) RM 30.00', 'B. Insurance Fee RM 3.24', 'Buggy (2 Seats) WD RM 30.00'), and a summary table on the right with a total of RM 3.45.



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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