

# 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

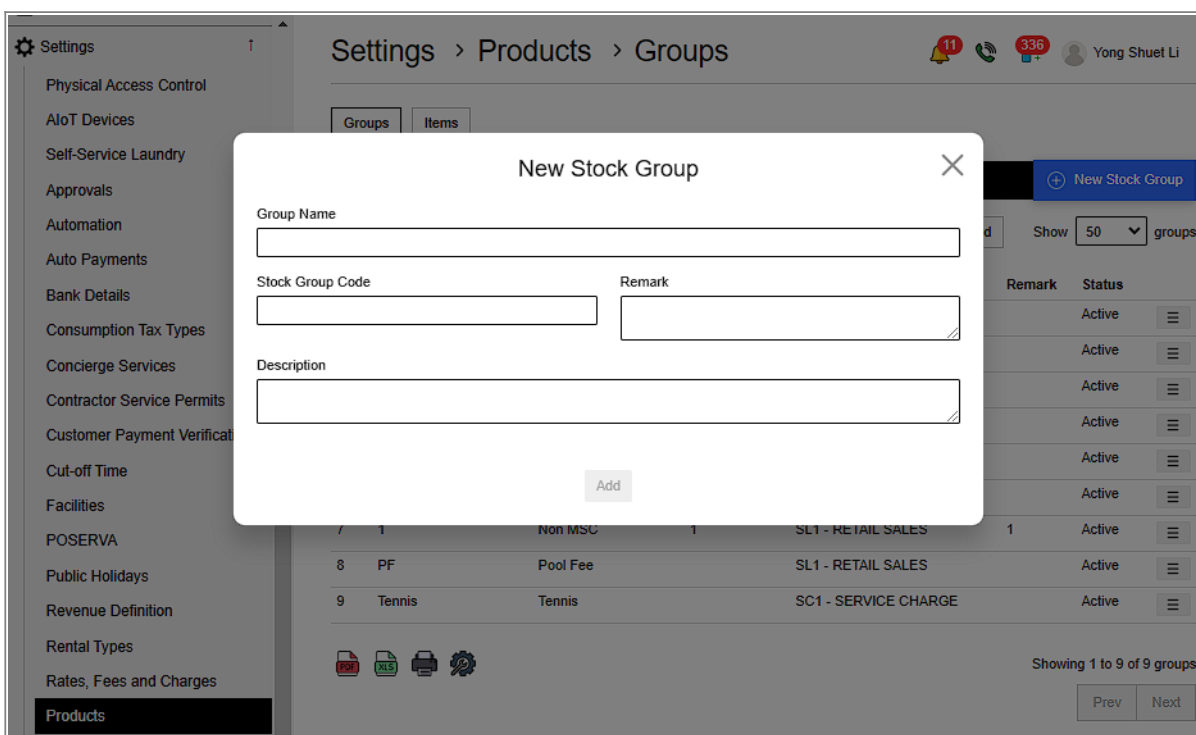
POSERVA is an advanced IoT-driven POS system for the F&B industry, leveraging cloud computing to optimize operations, enhance customer experiences, and boost profitability. Features include real-time analytics, smart inventory, and seamless cloud storage, revolutionizing F&B business management.

### 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



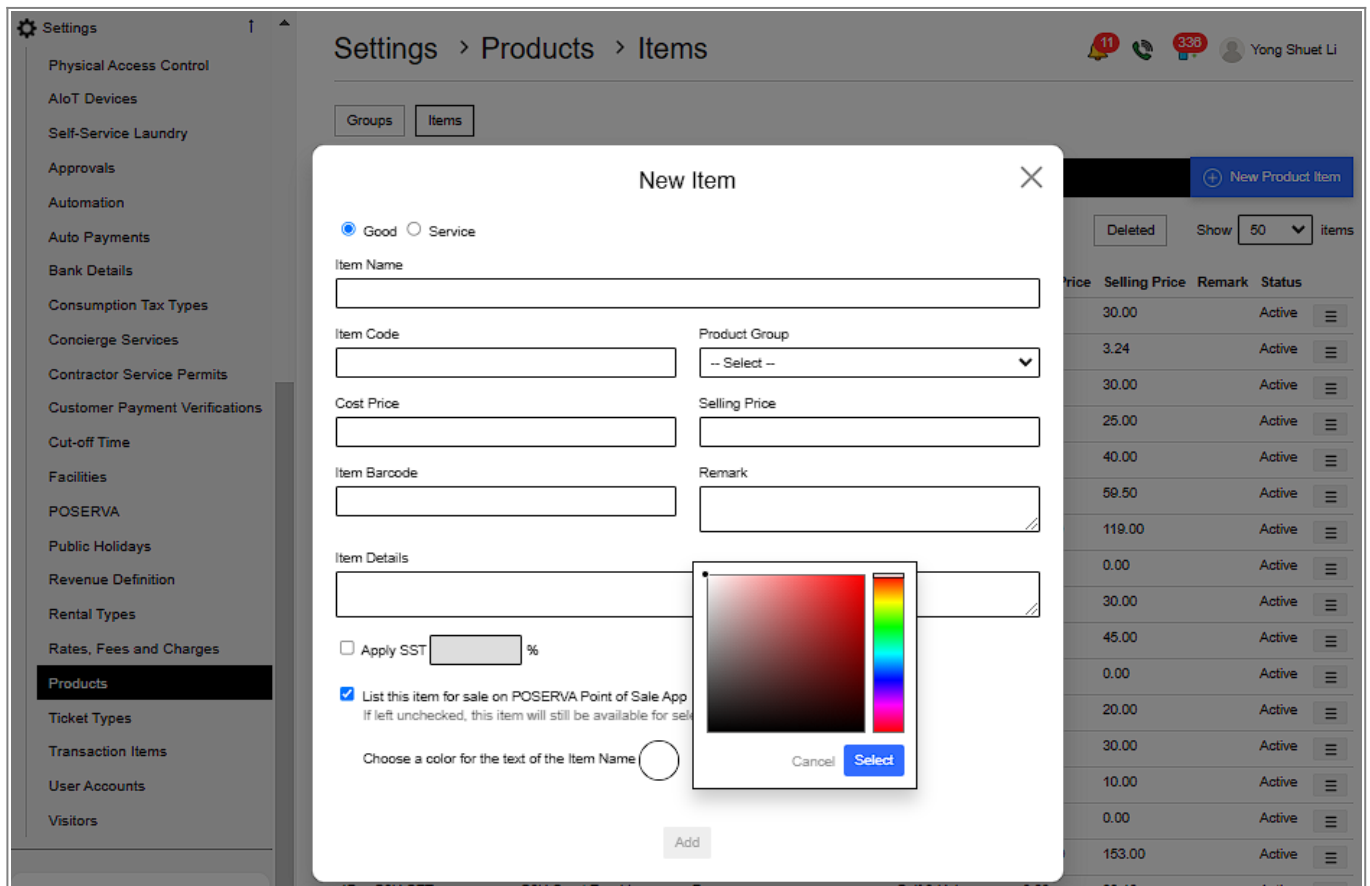
## 2.2. How to Add New Item

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

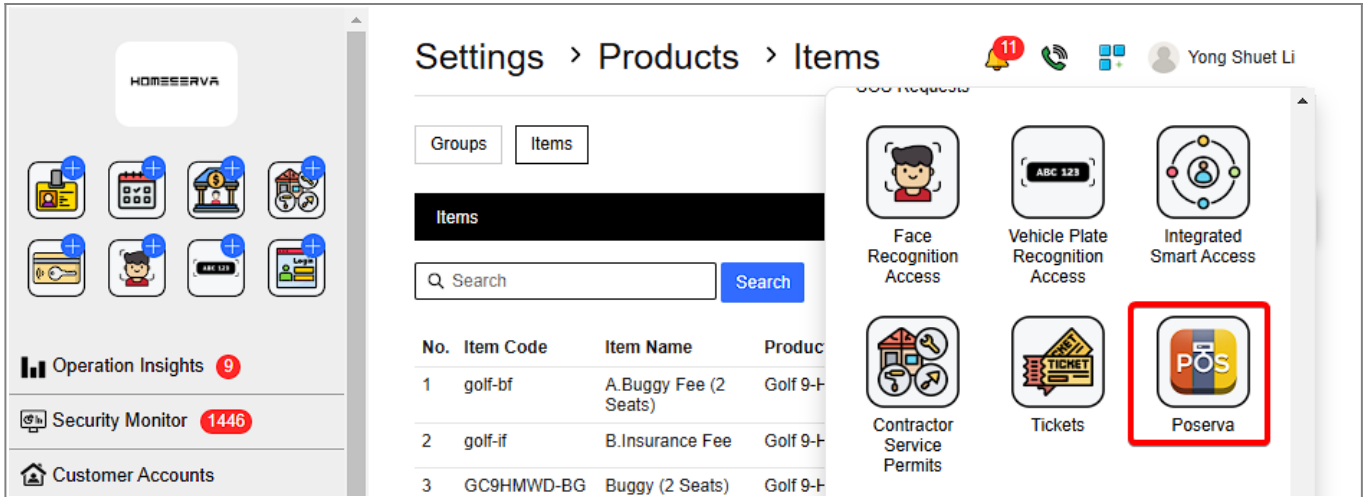
Details include:

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

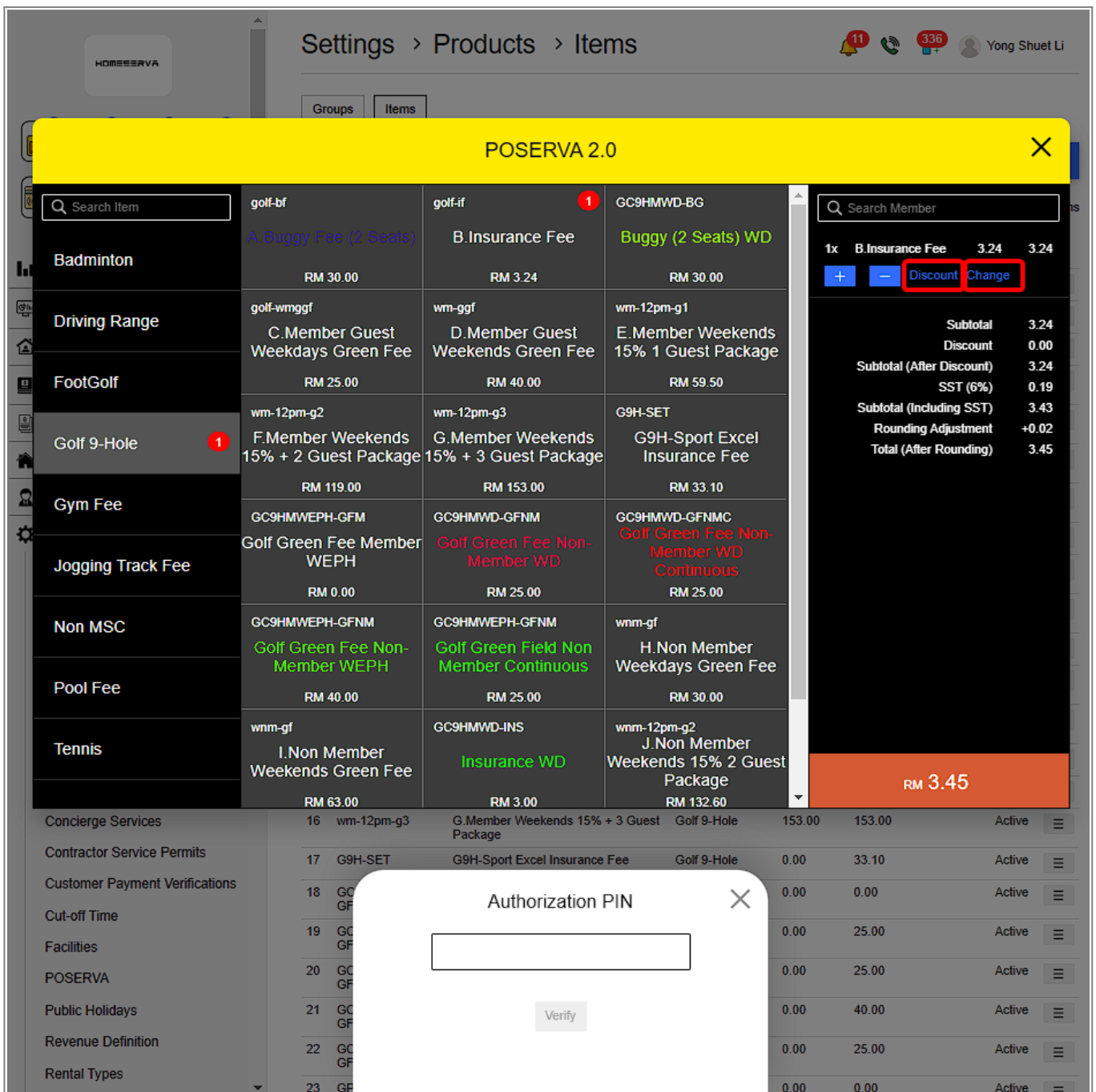


## 2.3. How to use POSERVA

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:

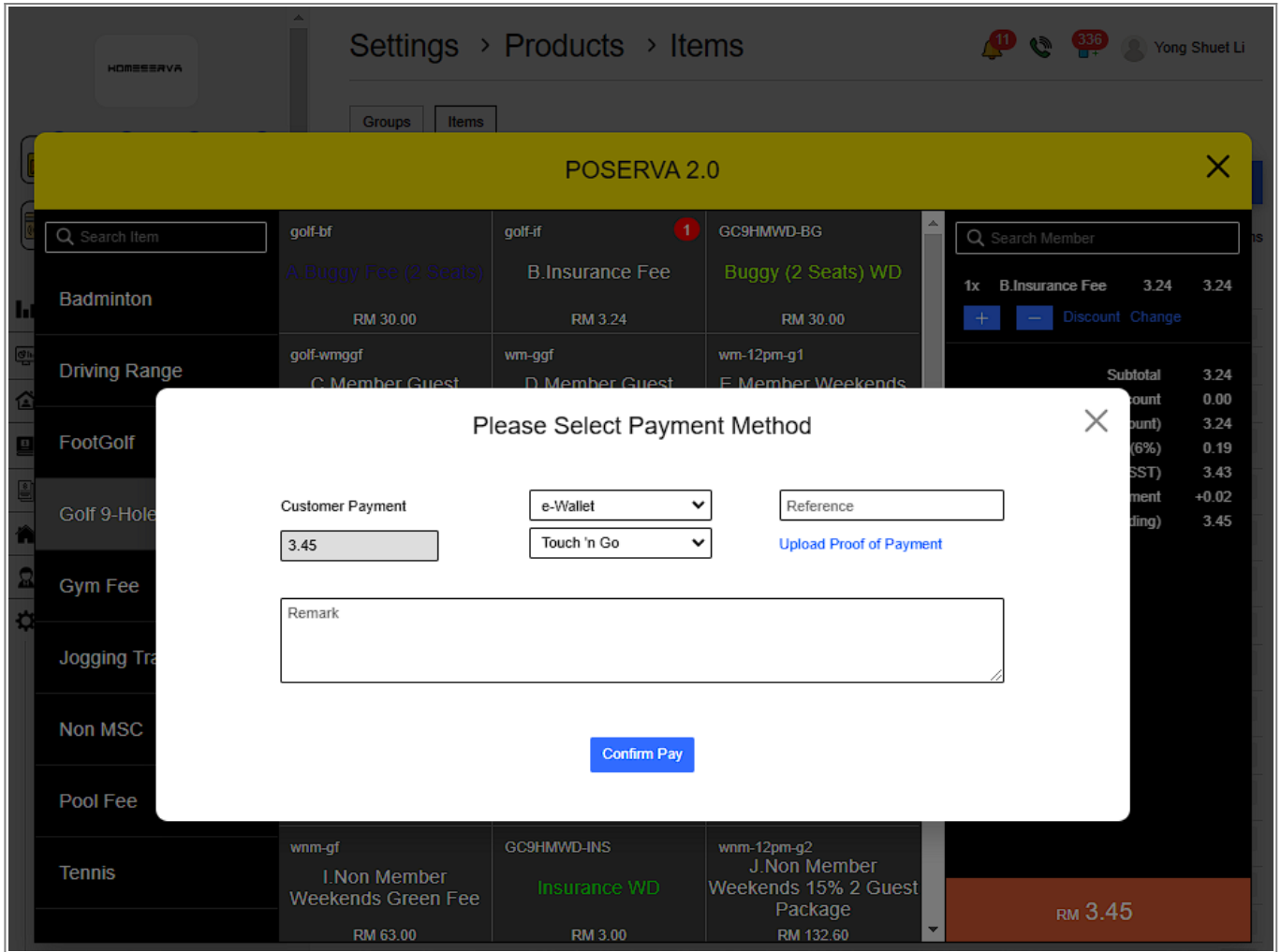
1. Name
2. Phone no
3. Billing address
4. Email
5. Tax Identification Number

The screenshot displays the POSERVA 2.0 interface with a bill summary table. The table lists various items and their prices, with a total amount of RM 3.45 highlighted in a red box at the bottom right.

Item	Price	Item	Price	Item	Price
Badminton	RM 30.00	B. Insurance Fee	RM 3.24	Buggy (2 Seats) WD	RM 30.00
Driving Range	RM 25.00	D. Member Guest Weekends Green Fee	RM 40.00	E. Member Weekends 15% 1 Guest Package	RM 59.50
Golf 9-Hole	RM 119.00	F. Member Weekends 15% + 2 Guest Package	RM 153.00	G9H-Sport Excel Insurance Fee	RM 33.10
Gym Fee	RM 0.00	Golf Green Fee Non-Member WEPH	RM 25.00	Golf Green Fee Non-Member WD Continuous	RM 25.00
Jogging Track Fee	RM 40.00	Golf Green Field Non Member Continuous	RM 25.00	H. Non Member Weekdays Green Fee	RM 30.00
Non MSC	RM 63.00	I. Non Member Weekends Green Fee	RM 3.00	J. Non Member Weekends 15% 2 Guest Package	RM 132.60
Pool Fee		Insurance WD			
Tennis					

**Total (After Rounding): RM 3.45**

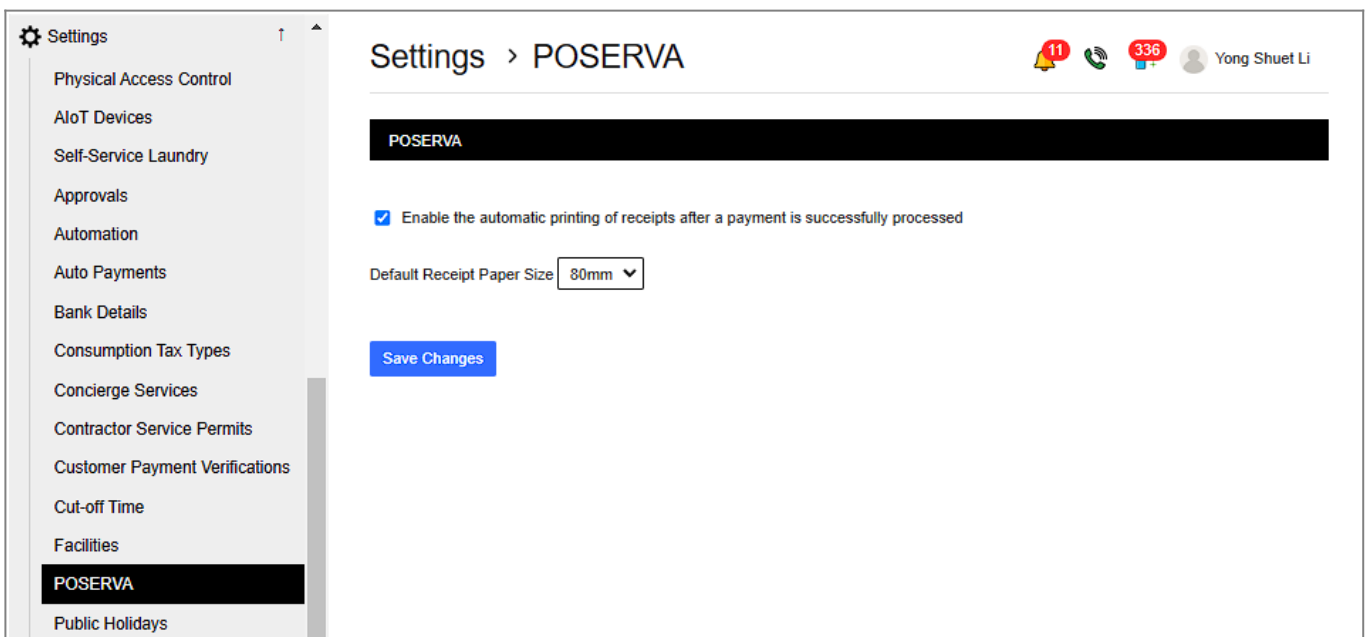
The screenshot displays the POSERVA 2.0 interface. At the top, the navigation path is 'Settings > Products > Items'. The user is identified as 'Yong Shuet Li'. A modal window titled 'Bill To' is open, featuring a close button (X) in the top right corner. The modal has three radio buttons for customer type: 'Walk-In', 'Individual' (which is selected), and 'Business'. Below these are input fields for 'Customer Full Legal Name' and 'Mobile Phone No.' with a country code dropdown set to '+60'. There are three stacked input fields for 'Billing Address Line 1', 'Billing Address Line 2', and 'Billing Address Line 3'. Further down are fields for 'Postal Code' and 'City/Town/Suburb/District'. Below these are 'State/Province/Region' and 'Country' (a dropdown menu currently showing 'Malaysia'). At the bottom of the form are 'Email Address' and 'Tax Identification Number (TIN)' fields. A 'Confirm' button is located at the very bottom of the modal. A message below the button reads: 'Okay, a new customer account will be created.' The background shows a product list with items like 'A Buggy Fee (2 Seats)' for RM 30.00 and 'B. Insurance Fee' for RM 3.24. A summary table on the right shows a subtotal of 3.24, a discount of 0.00, SST of 0.19, and a final 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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