

# 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

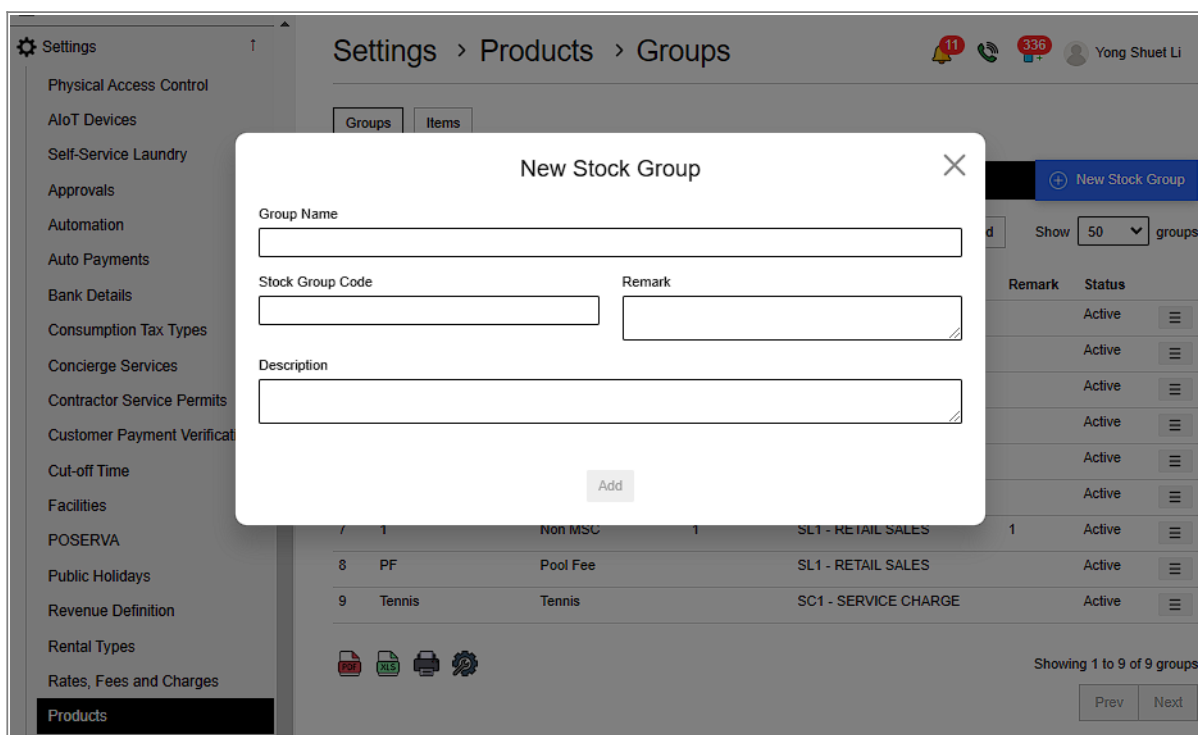
POSERVA is an advanced IoT-driven POS system for the F&B industry, leveraging cloud computing to optimize operations, enhance customer experiences, and boost profitability. Features include real-time analytics, smart inventory, and seamless cloud storage, revolutionizing F&B business management.

### 2.1. 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



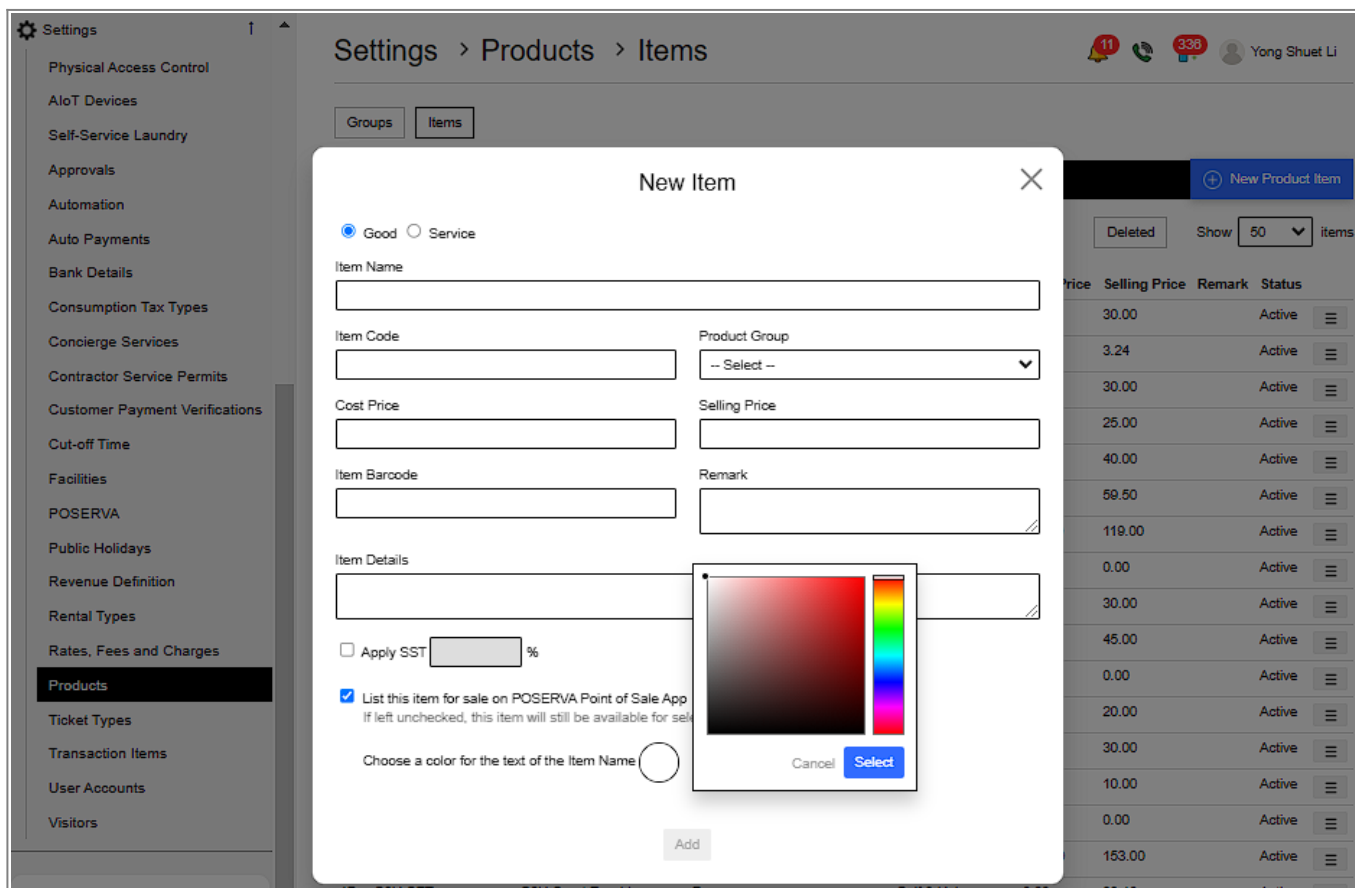
## 2.2. Add New Item

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

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

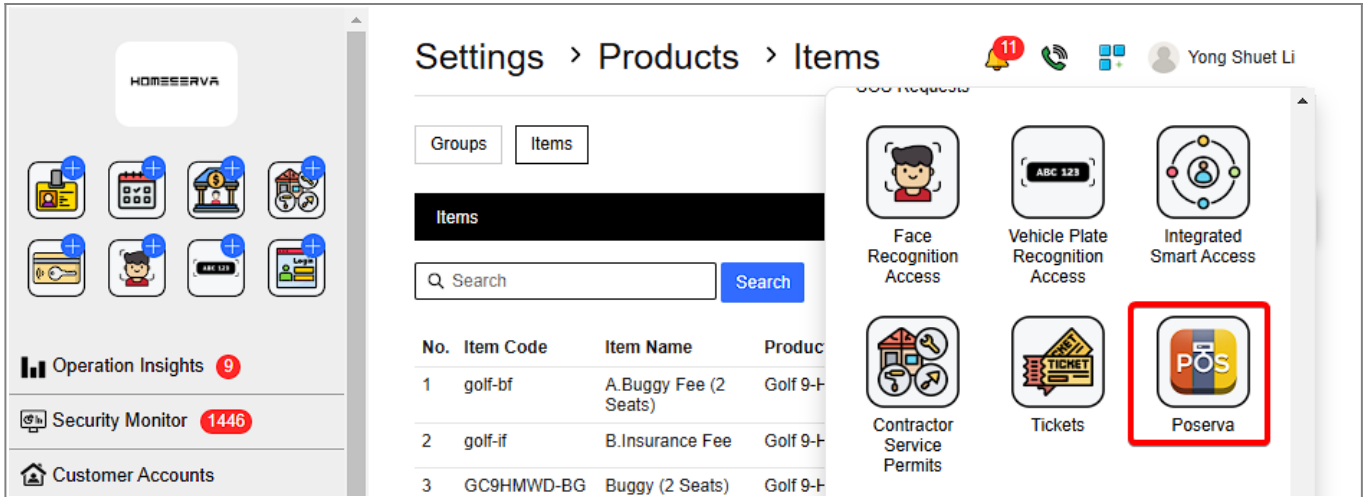
Details include:

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

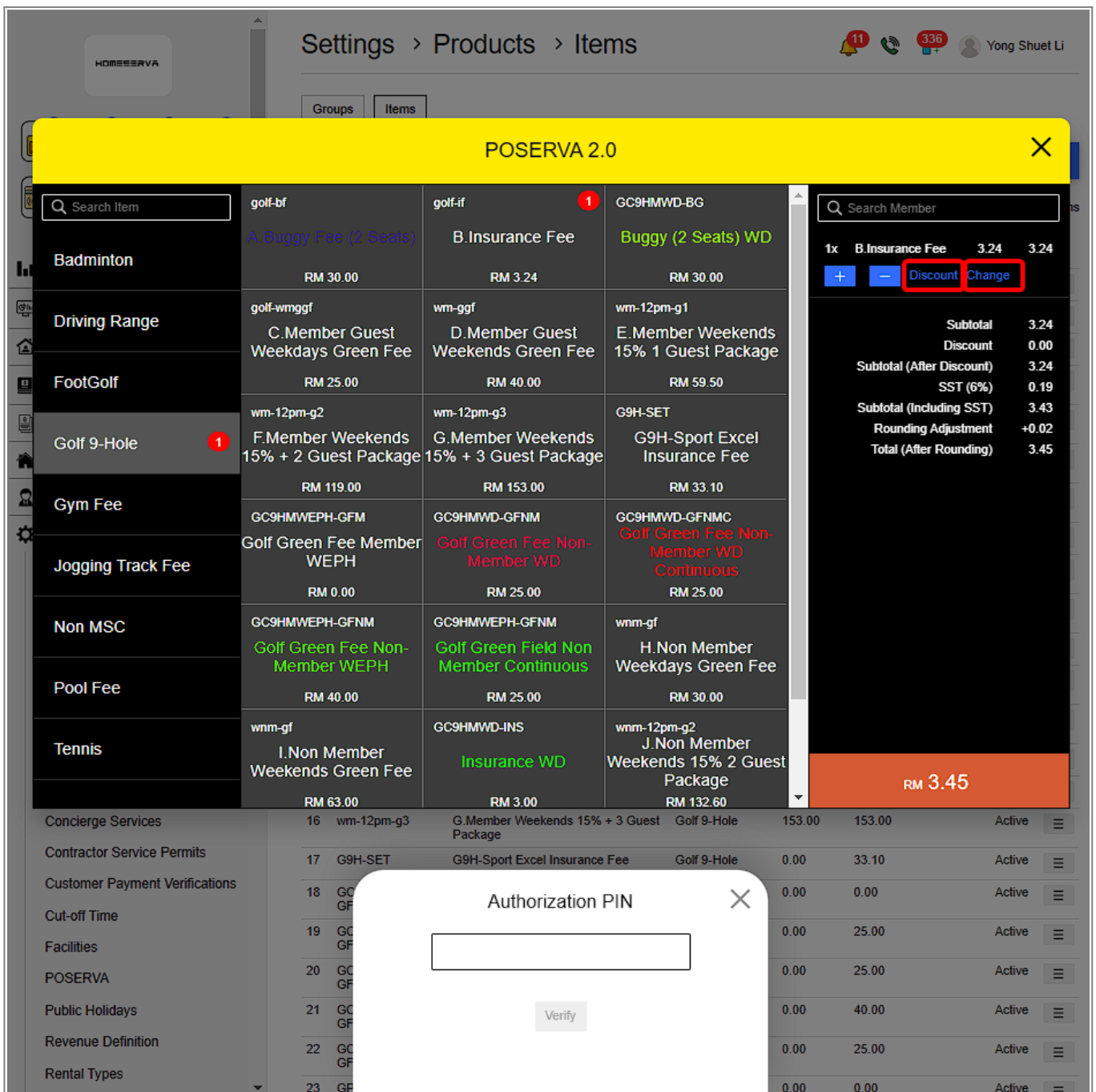


## 2.3. Use POSERVA

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



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



The Authorization PIN Code are unique to each employees and is set by going to **Profile > Admin Console > Employee > New employee**

Admin Console > Employees Staff 001

Employees 2024-11-09 ~ 2024-12-01 + New Employee

Q Search Search Show 50 employees

No.	Created	Position	Name	Username	Mobile Phone No.	Status
1	29-Nov-2024	Office	VYROX Support	vyroxsupport	+60196883338	Active
2	25-Nov-2024	Guard	Guard 001	guard	+	Active

Showing 1 to 2 of 2 employees

Prev Next

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

Settings

Physical Access Control

AIoT Devices

## Settings > POSERVA

11 336 Yong Shuet Li

**POSERVA 2.0** ✕

<input type="text" value="Search Item"/>	<p><b>golf-bf</b></p> <p>A. Buggy Fee (2 Seats)</p> <p style="text-align: right;">RM 30.00</p>	<p><b>golf-if</b> <span style="color: red; font-weight: bold;">1</span></p> <p>B. Insurance Fee</p> <p style="text-align: right;">RM 3.24</p>	<p><b>GC9HMWD-BG</b></p> <p>Buggy (2 Seats) WD</p> <p style="text-align: right;">RM 30.00</p>	<input type="text" value="Search Member"/>														
<b>Badminton</b>				<p>1x B. Insurance Fee    3.24    3.24</p> <p><span style="background-color: blue; color: white; padding: 2px;">+</span> <span style="background-color: blue; color: white; padding: 2px;">-</span>    Discount    Change</p>														
<b>Driving Range</b>	<p><b>golf-wmggf</b></p> <p>C. Member Guest Weekdays Green Fee</p> <p style="text-align: right;">RM 25.00</p>	<p><b>wm-ggf</b></p> <p>D. Member Guest Weekends Green Fee</p> <p style="text-align: right;">RM 40.00</p>	<p><b>wm-12pm-g1</b></p> <p>E. Member Weekends 15% 1 Guest Package</p> <p style="text-align: right;">RM 59.50</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">Subtotal</td><td style="text-align: right;">3.24</td></tr> <tr><td style="text-align: right;">Discount</td><td style="text-align: right;">0.00</td></tr> <tr><td style="text-align: right;">Subtotal (After Discount)</td><td style="text-align: right;">3.24</td></tr> <tr><td style="text-align: right;">SST (6%)</td><td style="text-align: right;">0.19</td></tr> <tr><td style="text-align: right;">Subtotal (Including SST)</td><td style="text-align: right;">3.43</td></tr> <tr><td style="text-align: right;">Rounding Adjustment</td><td style="text-align: right;">+0.02</td></tr> <tr><td style="text-align: right;">Total (After Rounding)</td><td style="text-align: right;">3.45</td></tr> </table>	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
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<b>FootGolf</b>																		
<b>Golf 9-Hole</b> <span style="color: red; font-weight: bold;">1</span>	<p><b>wm-12pm-g2</b></p> <p>F. Member Weekends 15% + 2 Guest Package</p> <p style="text-align: right;">RM 119.00</p>	<p><b>wm-12pm-g3</b></p> <p>G. Member Weekends 15% + 3 Guest Package</p> <p style="text-align: right;">RM 153.00</p>	<p><b>G9H-SET</b></p> <p>G9H-Sport Excel Insurance Fee</p> <p style="text-align: right;">RM 33.10</p>															
<b>Gym Fee</b>	<p><b>GC9HMWEPH-GFM</b></p> <p>Golf Green Fee Member WEPH</p> <p style="text-align: right;">RM 0.00</p>	<p><b>GC9HMWD-GFNM</b></p> <p>Golf Green Fee Non-Member WD</p> <p style="text-align: right;">RM 25.00</p>	<p><b>GC9HMWD-GFNMC</b></p> <p>Golf Green Fee Non-Member WD Continuous</p> <p style="text-align: right;">RM 25.00</p>															
<b>Jogging Track Fee</b>																		
<b>Non MSC</b>	<p><b>GC9HMWEPH-GFNM</b></p> <p>Golf Green Fee Non-Member WEPH</p> <p style="text-align: right;">RM 40.00</p>	<p><b>GC9HMWEPH-GFNM</b></p> <p>Golf Green Field Non Member Continuous</p> <p style="text-align: right;">RM 25.00</p>	<p><b>wm-gf</b></p> <p>H. Non Member Weekdays Green Fee</p> <p style="text-align: right;">RM 30.00</p>															
<b>Pool Fee</b>																		
<b>Tennis</b>	<p><b>wm-gf</b></p> <p>I. Non Member Weekends Green Fee</p> <p style="text-align: right;">RM 63.00</p>	<p><b>GC9HMWD-INS</b></p> <p>Insurance WD</p> <p style="text-align: right;">RM 3.00</p>	<p><b>wm-12pm-g2</b></p> <p>J. Non Member Weekends 15% 2 Guest Package</p> <p style="text-align: right;">RM 132.60</p>															
				<p>RM 3.45</p>														

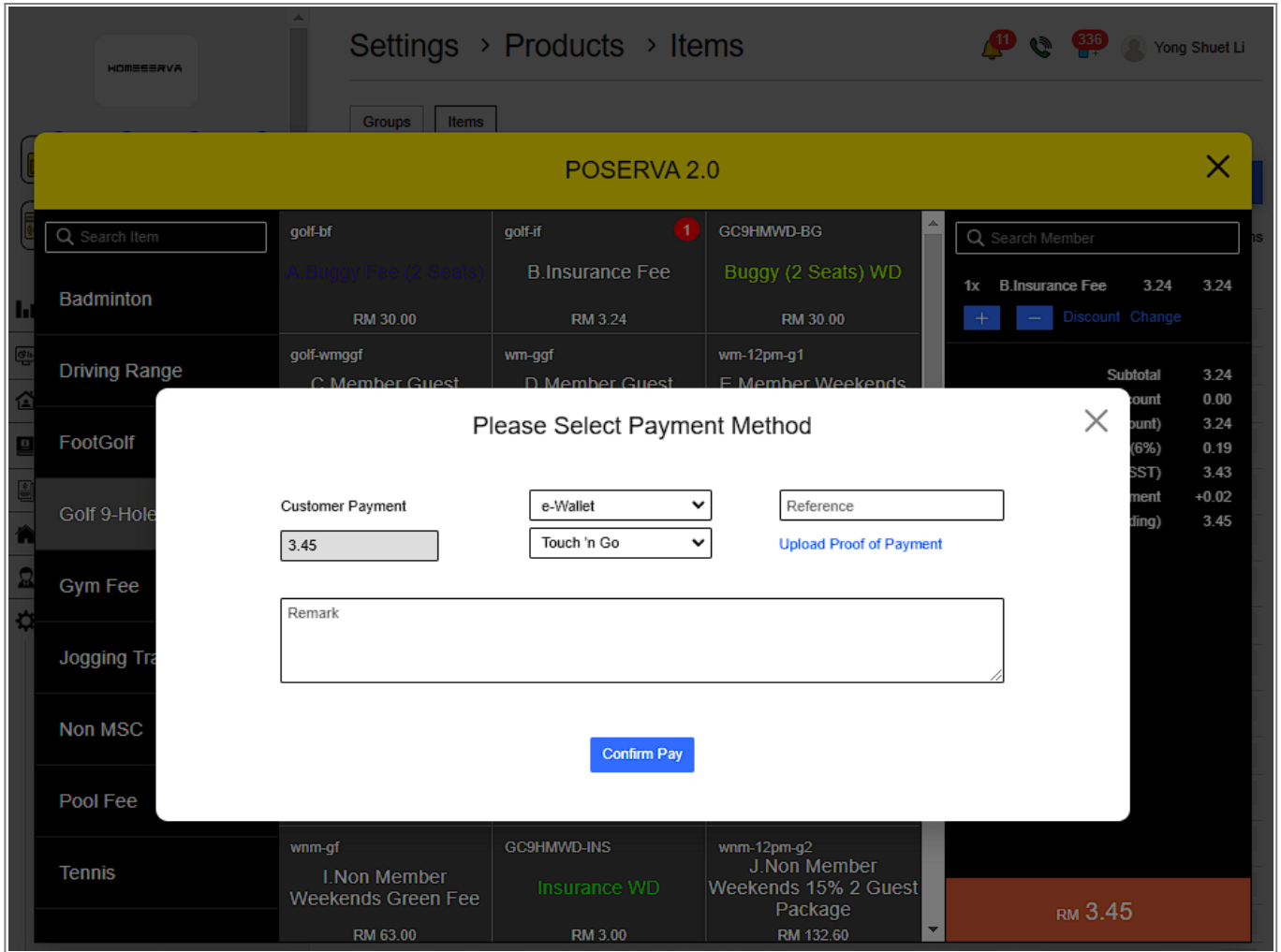
The screenshot displays the POSERVA 2.0 interface. At the top, the navigation path is 'Settings > Products > Items'. The user is identified as 'Yong Shuet Li'. A modal window titled 'Bill To' is open, featuring a close button (X) in the top right corner. The modal contains the following fields and options:

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

At the bottom of the modal, there is a message: 'Okay, a new customer account will be created.' and a 'Confirm' button. The background shows a list of items with columns for item name, code, and price. A summary table on the right side of the background shows:

Subtotal	3.24
Discount	0.00
Total (After Discount)	3.24
SST (6%)	0.19
Total (Including SST)	3.43
Rounding Adjustment	+0.02
Total (After Rounding)	3.45

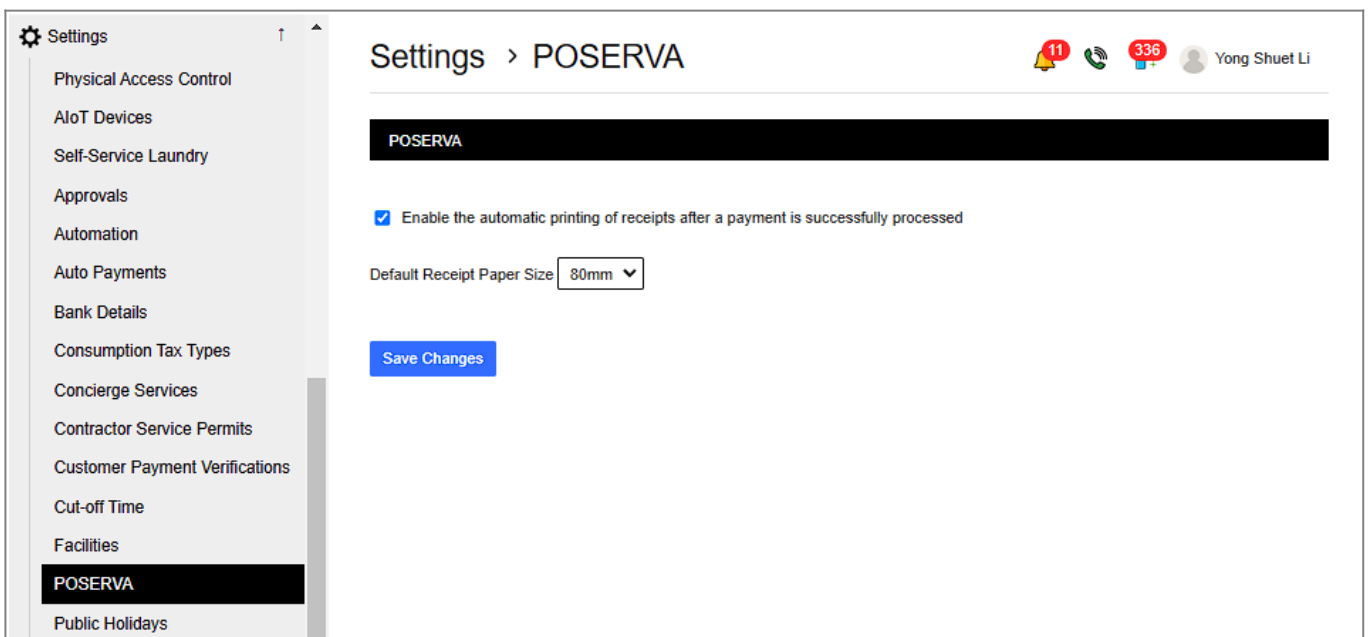
The total amount 'RM 3.45' is displayed in a red box at the bottom right of the background interface.



## 2.4. 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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