

# 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

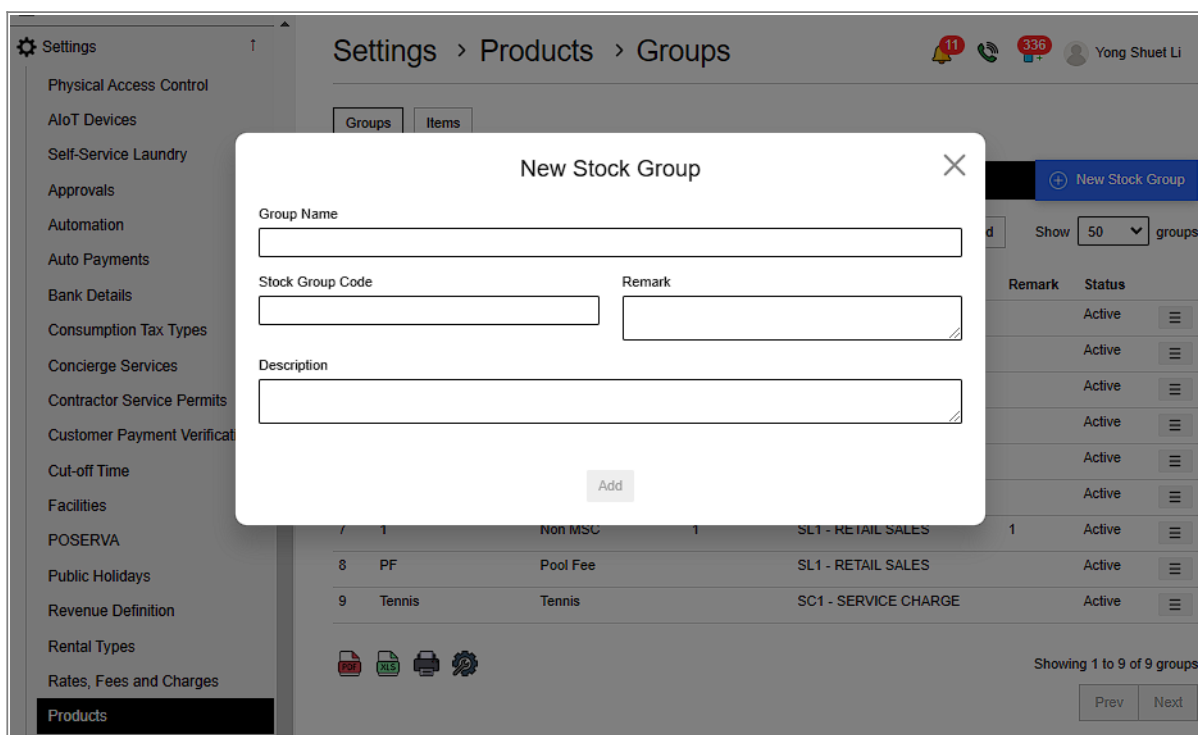
POSERVA is an advanced IoT-driven POS system for the F&B industry, leveraging cloud computing to optimize operations, enhance customer experiences, and boost profitability. Features include real-time analytics, smart inventory, and seamless cloud storage, revolutionizing F&B business management.

### 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



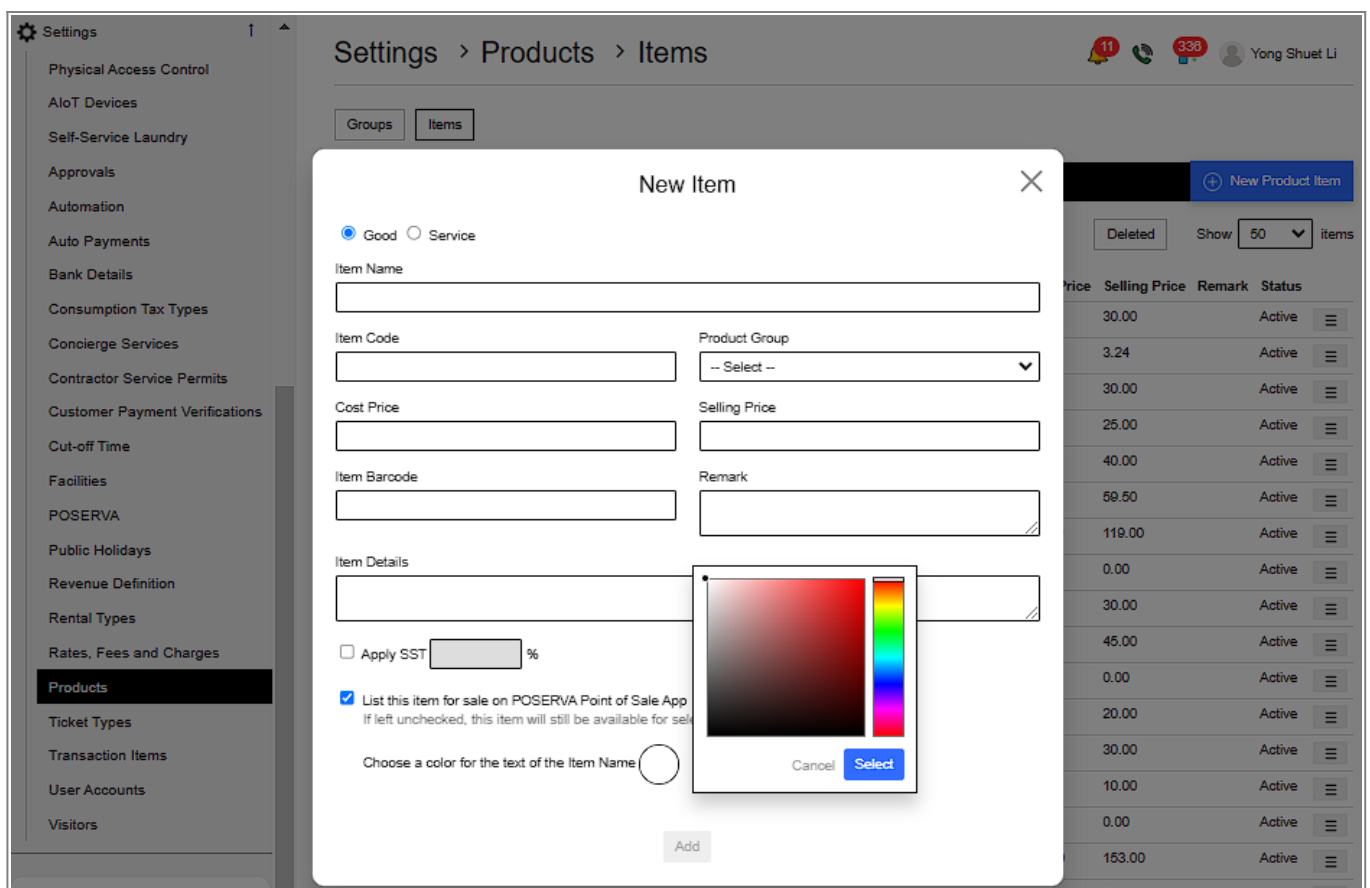
## 2.2. Add New Item

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 needs or desires.

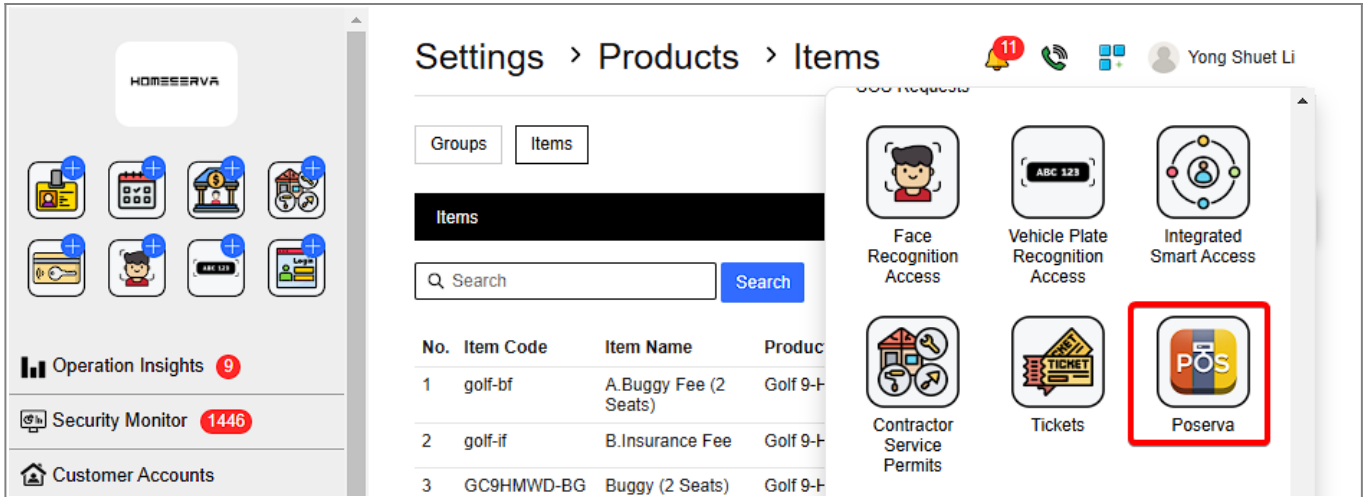
Details include:

1. Choose either item is Good or Service
2. Item Name ,Code & Cost Price
3. Product Group
4. Selling Price
5. Item Barcode
6. Remark
7. Item Details
8. Apply SST amount
9. 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 )
10. Choose a color for the text of the Item Name

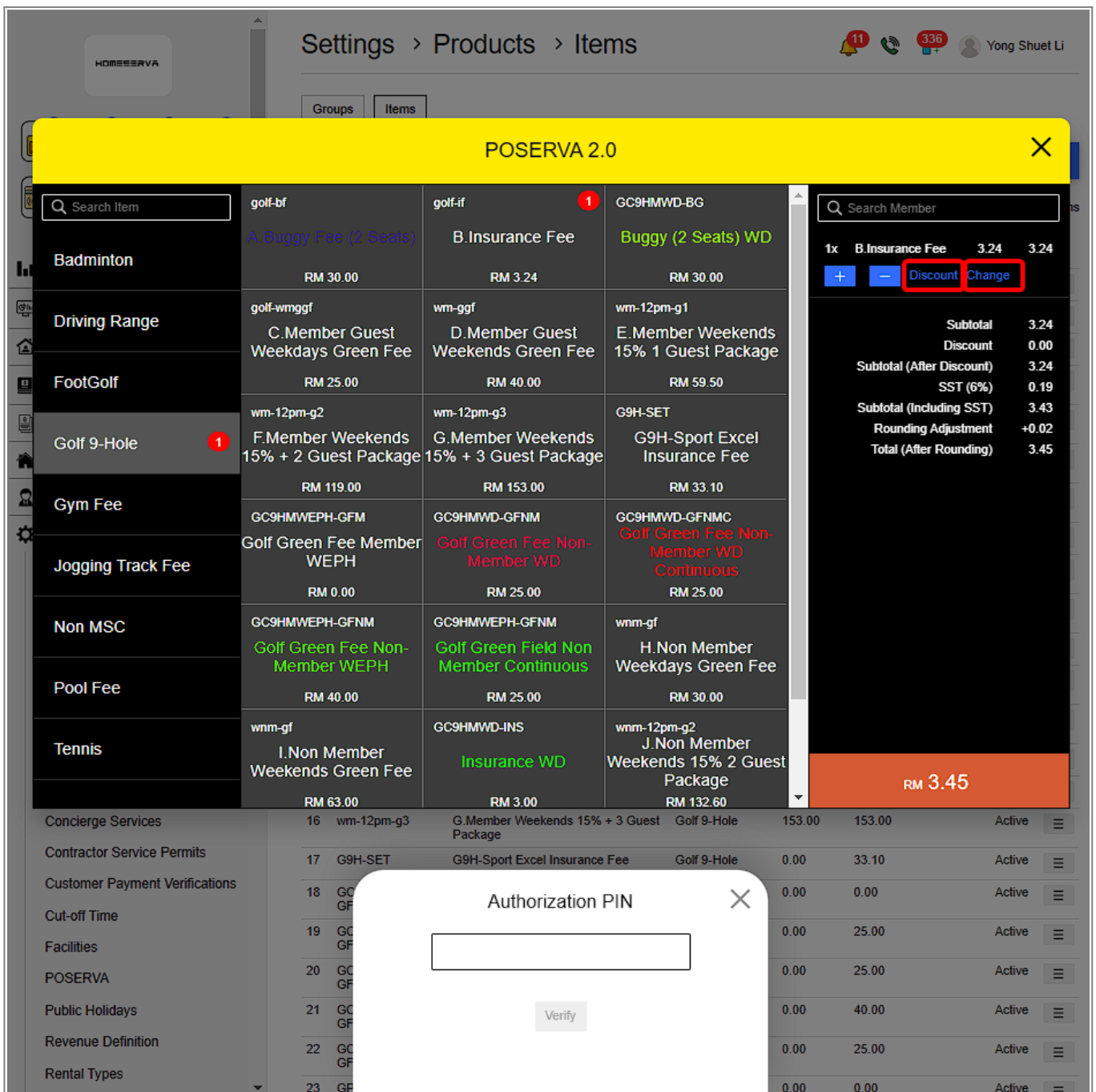


## 2.3. Use POSERVA

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 ✕

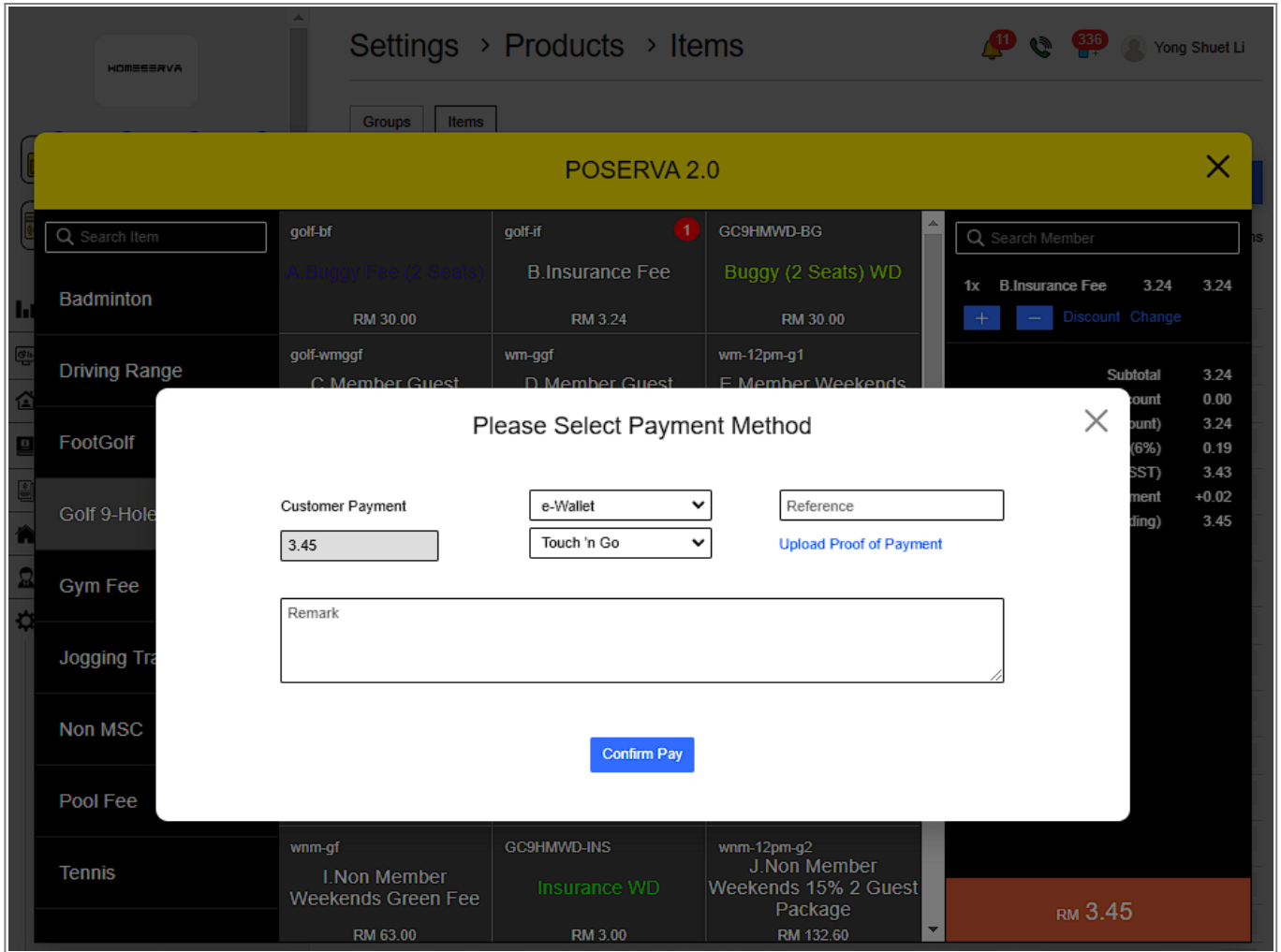
	golf-bf	golf-if <span style="color: red;">1</span>	GC9HMWD-BG
Badminton	A.Buggy Fee (2 Seats) RM 30.00	B.Insurance Fee RM 3.24	Buggy (2 Seats) WD RM 30.00
Driving Range	golf-wmggf C.Member Guest Weekdays Green Fee RM 25.00	wm-ggf D.Member Guest Weekends Green Fee RM 40.00	wm-12pm-g1 E.Member Weekends 15% 1 Guest Package RM 59.50
FootGolf			
Golf 9-Hole <span style="color: red;">1</span>	wm-12pm-g2 F.Member Weekends 15% + 2 Guest Package RM 119.00	wm-12pm-g3 G.Member Weekends 15% + 3 Guest Package RM 153.00	G9H-SET G9H-Sport Excel Insurance Fee RM 33.10
Gym Fee			
Jogging Track Fee	GC9HMWEPH-GFM Golf Green Fee Member WEPH RM 0.00	GC9HMWD-GFNM Golf Green Fee Non-Member WD RM 25.00	GC9HMWD-GFNMC Golf Green Fee Non-Member WD Continuous RM 25.00
Non MSC	GC9HMWEPH-GFNM Golf Green Fee Non-Member WEPH RM 40.00	GC9HMWEPH-GFNM Golf Green Field Non Member Continuous RM 25.00	wm-gf H.Non Member Weekdays Green Fee RM 30.00
Pool Fee			
Tennis	wm-gf I.Non Member Weekends Green Fee RM 63.00	GC9HMWD-INS Insurance WD RM 3.00	wm-12pm-g2 J.Non Member Weekends 15% 2 Guest Package RM 132.60

Search Member

1x	B.Insurance Fee	3.24	3.24
+	-	Discount Change	
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

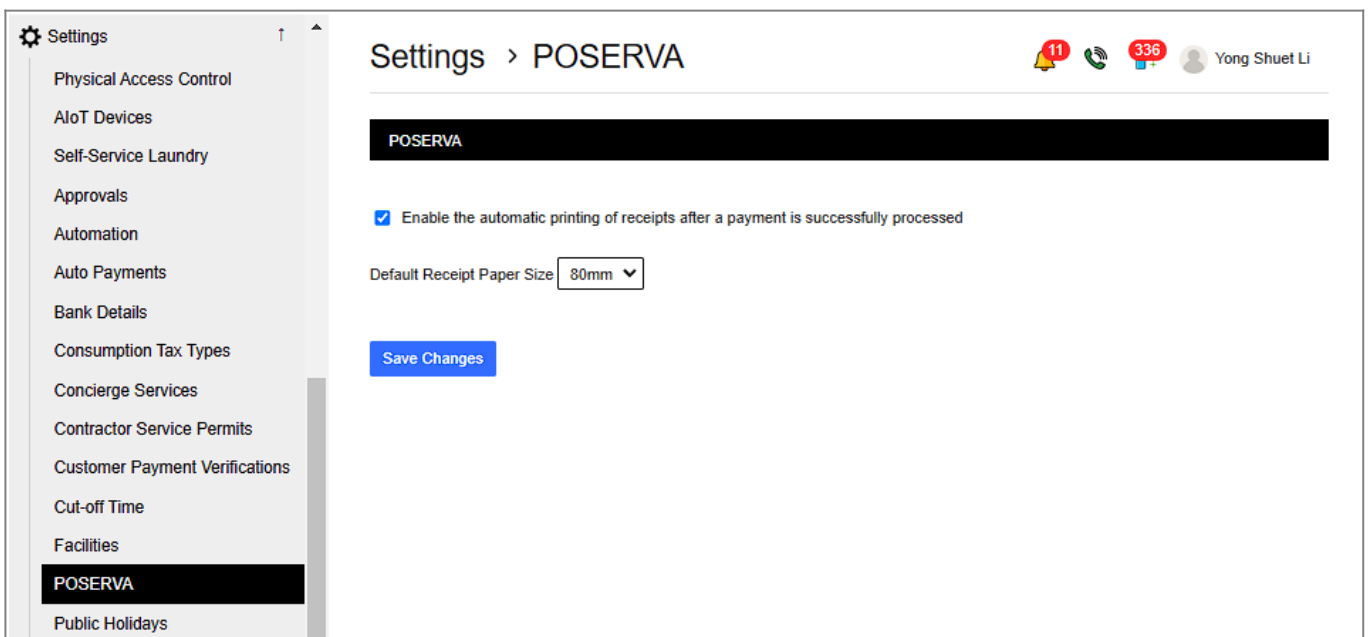
The screenshot displays the POSERVA 2.0 interface. At the top, the navigation path is 'Settings > Products > Items'. The user is identified as 'Yong Shuet Li'. A modal window titled 'Bill To' is open, featuring a close button (X) in the top right corner. The modal has three radio buttons for customer 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 those 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 bottom center 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)', 'B. Insurance Fee', and 'Buggy (2 Seats) WD'. A summary table on the right shows a subtotal of 3.24, a discount of 0.00, and a final total of RM 3.45.



## 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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Last update: **2024/12/27 01:20**

