

# Snooker King AloT Lighting & Billing System

## 1. Introduction

This guide provides a step-by-step instructions of ....

## 2. Snooker King

### CASHIER INTERFACE

#### Chapter 1: Login Cashier Terminal

1. Double click **"Snooker King"** software in desktop.
2. Enter Username and Password in Staff Login Area Page.

#### Chapter 2: Start a Game and Auto Switch ON Table Lights

1. Click a snooker table > select **"No Package"** or **"Package"** > Click Power button to start the game > Lights ON
2. **"No Package Option"** is pay for a flat rate based on total usage. Click **"Stop!"** to switch OFF the lights when customers want to quit the games.
3. **"Package Option"** is pay for hourly rental package. Click **"Stop!"** to switch OFF the lights after timer
4. countdown is finished.
5. There have many package selections in **"Package Option"**. For example, single player 4 package, room package, single player 3 package, single player package and double player/century package.

#### Chapter 3: Point of Sales System for F&B and Retail Shop (POS)

- Customer Order Items and only Pay after the Game

Select item on snooker table > Select quantity > Click **"+Add"** icon to confirm orders > Click **"List"** to check order items > wait customer checkout with table game

- Customer Order Items and Pay on the Spot at Counter

Click Counter icon > enter quantity for order items > click **" + "** icon > Click **"Purchase"** to confirm the order > Click **"Receipt"** to print receipt of order items > Pass the order items to customer.

## Chapter 4: Quit a Game and Auto Switch OFF Table Lights

- Checkout with Cash.

Click **“Stop!”** icon to checkout > Select “cash” > click Square icon to checkout > collect cash from customer based on the rate shown in software.

- Checkout with Membership Card.

Click **“Stop!”** icon > Select “membership card” > click Square icon to checkout > enter membership card ID > Only enough credit membership ID able to check out > collect cash from customer based on the rate shown in software.

# ADMINISTRATION INTERFACE

## Chapter 5: Administration Terminal Login

1. Click “Go to Administrator Area” located at bottom in cashier interface.
2. Enter Username and Password (Admin or Staff account) in Administrator Area.

## Chapter 6: Sales Records

If administrator login Sales Records, he/she can view or edit all sales records.

1. Click **“Records”** icon to check sales record
2. Click “Print Daily Records” to print all sales record
3. Search sales records by date, batch number, item, item category, time, shifts or staffs.
4. Tick the selected sales records and click “Delete Selected” button to delete records.

If staff login Sale Records, he/she can only view their own sales records only. They are not able to edit or delete the sales records.

1. Click **“Records”** icon to check sales record
2. Click “Print Daily Records” to print their own sales records.
3. Search sales records by date, batch number, item, item category, time, shifts or staff.

## Chapter 7: Membership Credit Record

If administrator login Sales Records, he/she can view or edit all credit records.

1. Click **“Records”** icon to check total or each of member top up and member spent.
2. Search credit records by date, month, year or member ID.

## Chapter 8: Settings Panel (General)

### 8.1. Displaying your company logo on receipt

1. Click to select picture file in your local computer.
2. Click to upload logo file into server.
3. Remember to click to save this setting.
4. If your logo is not shown on this page, right click your mouse to reload or refresh this page.

### 8.2. Setting business start time

1. Select your business start time.
2. Remember to click "Update" button to save this setting.

Effect:

- When you select 10:00:00 am (January 1st, 2011) as your business start time, sales from 11:59:59 pm

(January 1st, 2011) to 9:59:59 (January 2nd, 2011) are still considered as sales on January 1st, 2011.

### 8.3. Settings number of records shown on records panel

1. Key in number only in the textbox.
2. Remember to click "Update" button to save this setting.

### 8.4. Saving customer name in the system

1. Click the small box to tick "Required Customer Name" option.
2. Remember to click "Update" button to save this setting.

Effect:

### 8.5. Settings automatically print receipt once checkout

1. Click the small box to tick "Auto Print When Stop" option.
2. Remember to click "Update" button to save this setting.

Effect:

- Pop up printing option once stop button is clicked.

### 8.6. Settings Government Tax GST

1. Click the small box to tick "Snooker Use GST" and "Item Use GST".

2. Enter the percentage of GST.
3. Remember to click "Update" button to save this setting.

## 8.7. Displaying records based on end time or start time of each game

1. Select "End Time" or "Start Time" option in "Show Records by"
2. Remember to click "Update" button to save this setting

Effect:

- Customer plays snooker from 11:30:00 pm (January 1st, 2011) to 12:30:00 am (January 2nd, 2011).
- Checkout time is 12:30:00 am.
- When user selects "End Time" option, this games record is assigned as records on 11:30:00 pm (January 1st, 2011).
- When user selects "Start Time" option, this games record is assigned as records on 12:30:00 am (January 2nd, 2011).

## 8.8. Displaying your company information in the receipt

1. Key in your company information in the textbox for Company Name, Company Address, Company Email and Company Tel No.
2. Remember to click "Update" button to save this setting.

## 8.9. Changing the font size and body size of receipt

1. Key in your desired number in textbox of Receipt front size, Receipt total amount font size, Receipt width, Receipt row spacing and Receipt logo width.
2. Remember to click "Update" button to save this setting.

## 8.10. Setting up the payment types when checkout

1. Key in payment type in name column and position column.
2. Click "Add" button to add the payment type.
3. Name: Name of payment type
4. Position: key in number 1, 2, 3, etc..... to position each payment type
5. Payment type with Position 1 will be selected automatically when clicking "STOP" button in checkout panel.

# Chapter 9: Settings Snooker Table Rate

## 9.1. Packages settings: Setting up countdown timer to turn off lights automatically

1. Key in textbox of Item, Price and Duration as well as select Once or Repeat option

2. Item: Name of the package
3. Price: Total price for the package
4. Duration: Total duration in seconds for the package
5. Once - Turn off lights automatically after countdown is finished
6. Repeated - After 1st time countdown is finished, it will automatically jump to 2nd, 3rd, 4th, etc. countdown until you click "STOP" button on checkout panel to turn off lights.
7. Remember to click "Add" button to add the package.

Effect:

Sample:

- Situation 1: Single Player 4 Package

When user selects this option, customer is charged RM 110 for 20 minutes (1200 seconds). But it will start a new game after every 1200 seconds.

- Situation 2: Room Package

When user selects this option, customer is charged RM 1000 for 1 hour (3600 seconds). But it will start a new game after every 3600 seconds.

- Situation 3: Single Player 3 Package

When user selects this option, customer is charged RM 150 for 20 minutes (1200 seconds). But it will start a new game after every 1200 seconds.

- Situation 4: Single Player Package

When user selects this option, customer is charged RM 110 for 20 minutes (1200 seconds). Our system turns off lights automatically after 1200 seconds.

- Situation 5: Double Player/ Century Package

When user selects this option, customer is charged RM 400 for 1 hour (3600 seconds). But it will start a new game after every 3600 seconds.

## 9.2. Default Packages Settings: Setting up default package selection

1. Select package option and key in table number.
2. Remember to click "Add" button to add the default package.

Effect: Back-end

Effect: Front-end

- Package Single Player 4 is automatically selected for table 1.
- Package Double Player/Century is automatically selected for table 2.
- Package Room is automatically selected for table 3.

### 9.3. Rate Settings: Setting up free of charge for all tables

1. Key in duration (seconds) in textbox of Free of Charge Duration.
2. Remember to click "Update" button to save this setting.

Effect:

- When user put 10 seconds in textbox, the charges for every game start charging after 10 seconds

Recommend to put 0 seconds.

### 9.4. Rate Settings: Setting up minimum charge on all tables

1. Key in the rate in textbox of Minimum Charge.
2. Remember to click "Update" button to save this setting.

Effect:

- When user put RM 5.00 in textbox, all games with charges less than RM 5.00 will automatically checkout as RM 5.00. Recommend to put 0 seconds.

### 9.5. Rate Settings: Setting up fixed rate for all tables

1. Key in rate in textbox of Fixed Rate.
2. Remember to click "Update" button to save this setting.

Effect:

- When user put RM 10 in textbox, all tables will be charged as RM 10/hour

### 9.6. Special Rate Settings: Rate (Special Rate Settings)

1. Key in the rate per hour for each period.
2. Remember to tick the square box beside the "Update" button.
3. And then, click "Update" button to save this setting.

Effect: (Table 3)

- 00:00 - 05:00 = RM 1 / hour
- 05:00 - 10:00 = RM 2 / hour
- 10:00 - 15:00 = RM 3 / hour
- 15:00 - 20:00 = RM 4 / hour
- 20:00 - 00:00 = RM 5 / hour

User start game on 23:30:00 and checkout on 00:30:00.

The total game charges = RM 5 x 0.5 hour + RM 1 x 0.5 hour = RM 3

Note: The red color of table's number represents as Fixed Rate on SATURDAY TO SUNDAY and the grey color of table's number represents as Fixed Rate on MONDAY TO FRIDAY.

## Chapter 10: Settings Selling Items

### 10.1. Add Category (Must fill in category before adding selling items)

1. Go to Settings > Item> Category
2. Enter name for each category

Sample:

### 10.2. Adding Selling Items

1. Fill in Item, Price, Stock and select Category options.
2. Remember to select category for each selling items.
3. Then, click button to save this setting.

Sample:

Effect:

### 10.3. Stock Record for each Selling Items

1. Fill in stock amount inside textbox of Quantity of each item and click button to stock in.
2. Fill in stock amount inside textbox of Quantity of each item and write the remark beside the button to mention that why you are going to deduct the stock. Then only to click "-" button.

Sample:

Effect:

The system automatically deducts the number of remaining stock when items checkout.

### 10.4. Arrange the item order in the counter

1. Please key in the number to arrange the item order.
2. Remember click button.

Sample:

Effect:

## Chapter 11: Item Stock Records

### 11.1. Checking all the amount of item stock in and out

- Search Item Stock Logs by date, month, year, or item.

## Chapter 12: Account Management

### 12.1. Changing administration account password (administration to view and edit settings)

1. Fill in textbox on column one: current password
2. Fill in textbox on column two: new password
3. Fill in textbox on column three: Retype new password
4. Remember to click button to save this setting

Sample:

### 12.2. Creating a new user/staff account (staff to view records only, but can't edit settings)

1. Fill in username account, password and user code.
2. Click button to add new account
3. User code: for internal reference only

Sample:

## Chapter 13: Membership Management (M.Type)

### 13.1. Add New Member Type

1. Key in the name of the membership in the checkbox.
2. Key in 0-100 number of Discount (%) in the check box.
3. Click button to update the Member Type.

### 13.2. Add New Member Type for the member

1. Choose the membership for the member.
2. Please do not forget to click button.

### 13.3. Add new members

1. Please key in the number or scan membership card number via card reader into the "Member ID:" checkbox.
2. Please key in the name into the "Name:" checkbox.
3. Please key in the phone number into the "Contact No:" check box.
4. After member card is registered, it will automatically update at the top.

Sample:

### 13.4. Top up member card

1. Please key in the Member ID and check, see whether it is available or not.
2. If yes it will show the name beside the checkbox.
3. Then key in the amount of top up.

Sample:

Effect:

## Chapter 14: Lights Panel

This lights panel is for administrator to check light functionality on site.

- Click the desired box to turn on or off the respective lights.

## Chapter 15: Check Staff Login and Logout Data from Staff Logs

1. Click icon to check login and logout history of admin and staffs.
2. Search login and logout time of staff or admin by date, month, year, or staff.

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Last update: **2025/03/03 05:49**

