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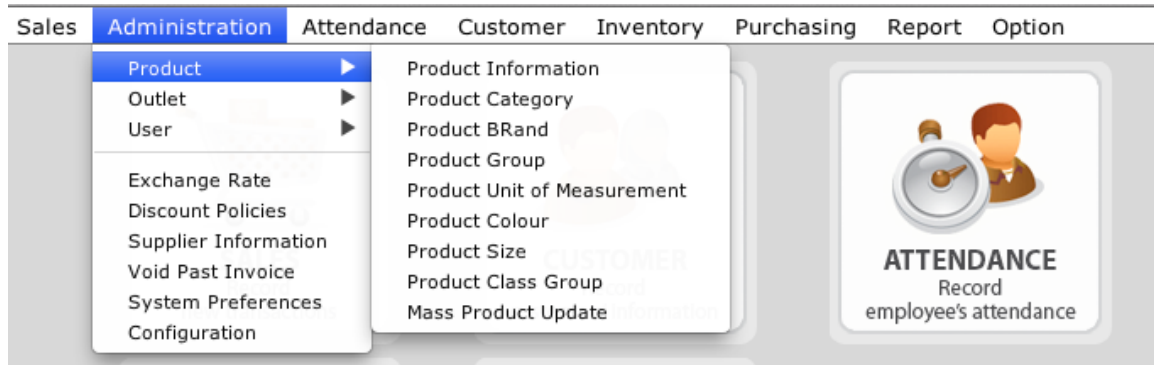
OCTOPUSTM

Point of Sales is the Retail Business Automation System
for the trend setting retailer.



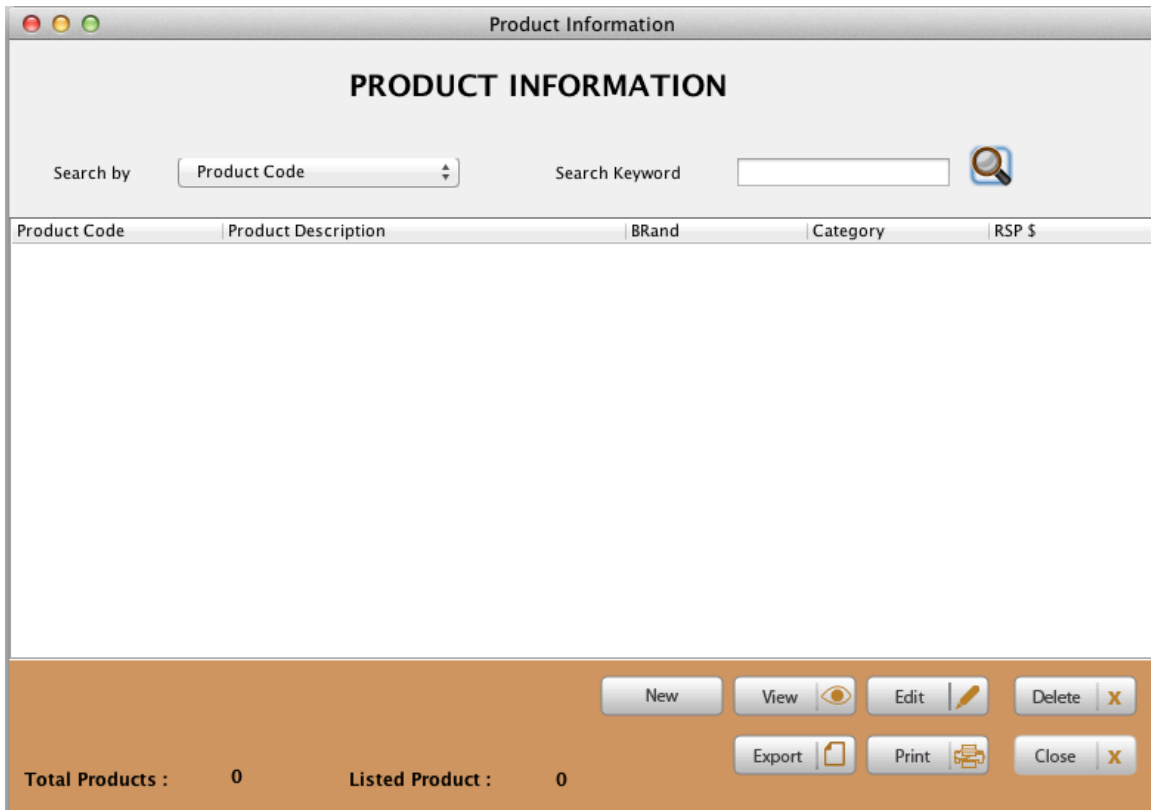
Setting Up a Product

The proper setup of a product is crucial to the Octopus™ Point of Sales functioning correctly. To setup a product, navigate to Administration -> Product -> Product Information



You will note that there are other setups that you can do such as setting up the categories, Brands, Grouping, Unit of Measurements, Colour, Size and Class Group. These groupings when properly setup will allow a classification of the products for the end user that is easy to analyze and afford a neat way of categorization.

Upon clicking on Administration -> Product -> Product Information, the user is brought to the following page:



The screen is divided into 2 sections, the top section where the search query happens and the result section.

At the bottom of the screen, there are options where the user can perform certain actions.

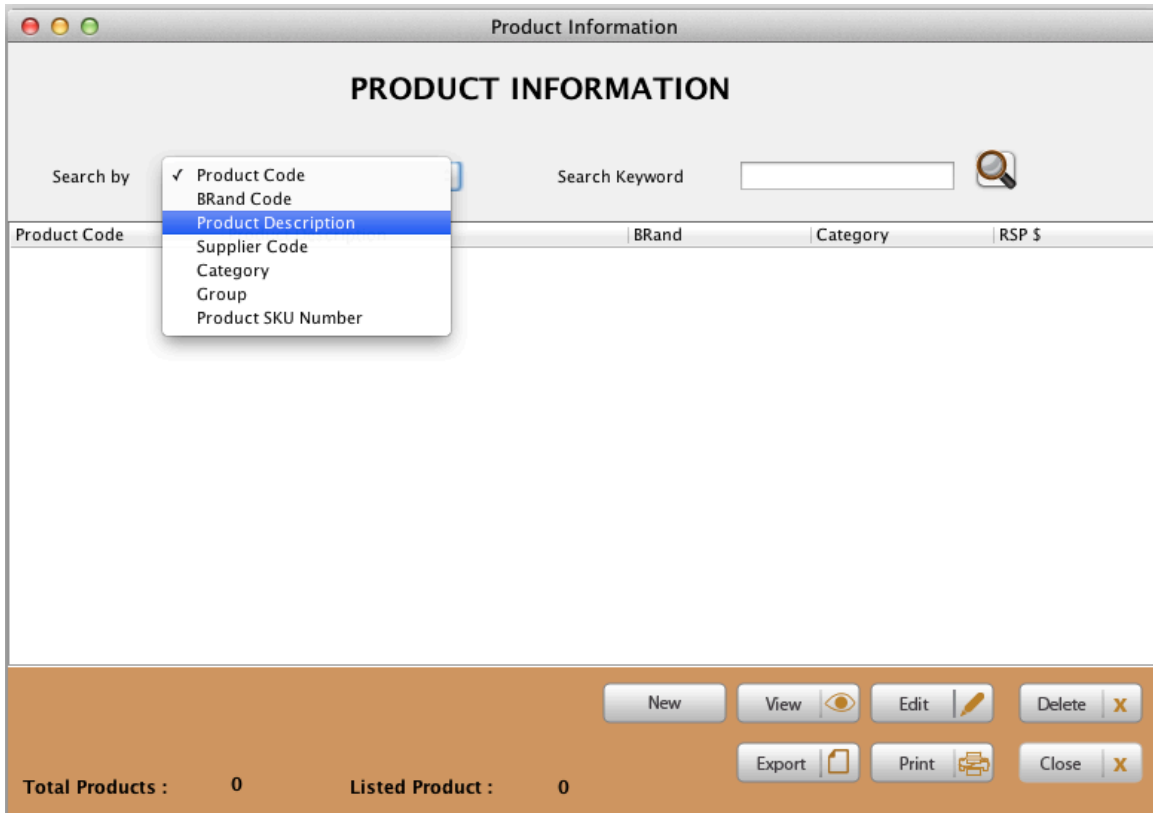
To list the items that are already in the system, click on the magnifying glass and the entire list of the items will appear.

The screenshot shows a window titled "Product Information" with a search bar and a table of products. The search bar has a dropdown menu set to "Product Code" and a search keyword field. The table lists various products with their respective codes, descriptions, brands, categories, and retail prices. At the bottom, there are buttons for "New", "View", "Edit", "Delete", "Export", "Print", and "Close", along with a status bar showing "Total Products : 50" and "Listed Product : 50".

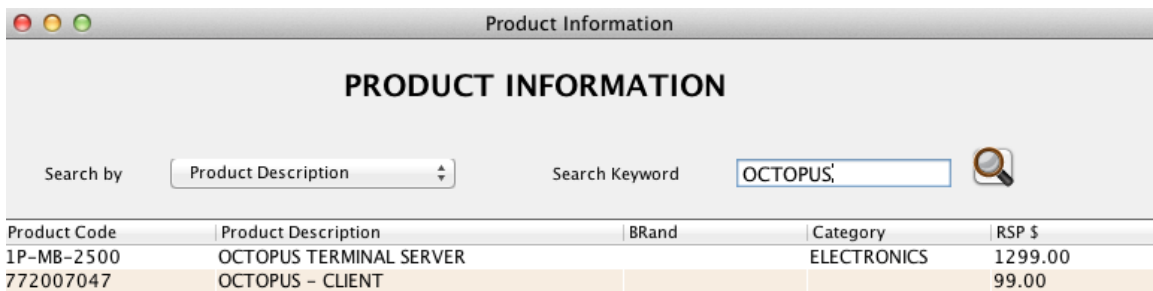
Product Code	Product Description	Brand	Category	RSP \$
1P-MA-1000	SMALL PLANE	OCTOPUS	TOYS	99.00
1P-MA-3000	BUTTERFLY	OCTOPUS	TOYS	199.00
1P-MB-2000	ROUTER WITH 4 PORTS	OCTOPUS	ELECTRONICS	299.00
1P-MB-2500	OCTOPUS TERMINAL SERVER		ELECTRONICS	1299.00
1P-MZ-3000	EARRINGS		ACCESSORIES	29.90
772007047	Swivel Bridge Train Set			99.00
772007726	Vehicles Cube Puzzle			19.90
772007740	Wooden Vehicles & Traffic Signs			39.90
772007955	Furnish Dollhouse			199.00
772013154	Grand Piano			299.00
772016339	Stamp			28.90
772016377	Rainbow Set			33
772021494	Plush Toy			109
772021616	Pirates			9.95
772024006	Classroom Set			0.99
772024211	Marker Activity Pad - Pink			4.99
772024228	Marker Activity Pad - Blue			4.99
772025805	Victorian Doll House			259.00

You can search for a specific item or product by entering in the specific keyword to search for.

In the example below, we searched for products beginning with the word 'OCTOPUS'. Select the search field by 'Product Description' and enter in 'OCTOPUS' in the search keyword.



The returned result as follows:



Apart from listing, the list can also be exported to a comma separated valued file(csv) by clicking on the export button at the bottom of the screen.


To create a new product, click on the new button. The following screen displays the creation screen for a single product. The user can just fill in the details accordingly.

Product Information

SINGLE MULTIPLE

CREATE PRODUCT INFORMATION

Product



*Product Code

Colour/Size Matrix

*Description

Barcode

SKU Number

Brand

Product Attributes

Style Class Group

Gender Group

Size Product Type :

Colour Measurement Unit :

Category Non-Inventoried Has Serial

Pricing & Cost

*RSP *Unit Cost

Price Floor

Supplier

Supplier

Item Code 1 Item Code 4

Item Code 2 Item Code 5

Item Code 3 Item Code 6

Detail

Status Serial Number

Launch Date Reorder Level

Expiry Date Type

Dimension x x (W x H x D)

* Denotes Compulsory Field
* Single or double quote character is not allowed for all fields

The product code, description and retail selling price and cost fields are all compulsory fields.


Here is an example of how a single product is created.

Product Information

SINGLE MULTIPLE

CREATE PRODUCT INFORMATION

Product



*Product Code:

Colour/Size Matrix

*Description:

Barcode:

SKU Number:

BRand:

Product Attributes

Style: Class Group:

Gender: Group:

Size: Product Type:

Colour: Measurement Unit:

Category: Non-Inventoried: Has Serial:

Pricing & Cost

*RSP: *Unit Cost:

Price Floor:

Supplier

Supplier:

Item Code 1: Item Code 4:

Item Code 2: Item Code 5:

Item Code 3: Item Code 6:

Detail

Status: Serial Number:

Launch Date: Reorder Level:

Expiry Date: Type:

Dimension: x x (W x H x D)

* Denotes Compulsory Field
* Single or double quote character is not allowed for all fields

Notice that there are still a lot of extra information that is not filled up such as category, class group, group, etc etc.

Filling them up will assure the user that the items/products will be classified properly. Upon clicking on the save button, the item will be created.

To upload a list of products instead of single creation, octopus™ provides a method of uploading via a comma separated valued file.

Click on the multiple tab at the product information page, and the following page appears.

STEP 1:



Follow the on-screen instructions and the file will be uploaded accordingly.

STEP 2:

Product Information

Individual Product Multiple Products

CREATE MULTIPLE PRODUCTS

1 STEP 2 STEP 3 STEP

Upload Product File

Select and upload multiple products from file :

File : Browse First line contains column name.

 Upload Product File Now

* Single or double quote character is not allowed for all fields. For prices, please exclude \$ sign.

Next Close X

Click on the browse button to navigate to the correct file on the computer and ascertain whether the file has a header row. If it has, check on the checkbox. Click Upload file Now Button. If the file format is successful, the user will be directed to Step 3 where user can do a visual check of what is being inserted.

STEP 3:

Product Information

Individual Product Multiple Products

CREATE MULTIPLE PRODUCTS

1 STEP 2 STEP 3 STEP

Preview and Confirm

Uploaded File Records :

Product Code	Description	RSP	Unit Cost	Supplier	Barcode	Sku No.
1000	Paint-Safari	9.9	0	ABC SUPPLIER	0007720...	3175
2000	Fairy	9.9	0	ABC SUPPLIER	0007720...	3185
3000	Princess	9.9	0	ABC SUPPLIER	0007720...	3189
4000	Velvet Pink	8.9	0	ABC SUPPLIER	0007720...	4235
5000	Velvet Blue	8.9	0	DEF SUPPLIER	0007720...	4236
6000	Paper Weight	9.9	0	DEF SUPPLIER	0007720...	5957
7000	Paper Weight II	9.9	0	DEF SUPPLIER	0007720...	5958
8000	Keychain I	8.9	0	ABC SUPPLIER	0007720...	4503
9000	Stapler	12.9	0	ABC SUPPLIER	0007720...	7620
9900	Pencil Sharpener	12.9	0	ABC SUPPLIER	0007720...	7622

Total Products : 10

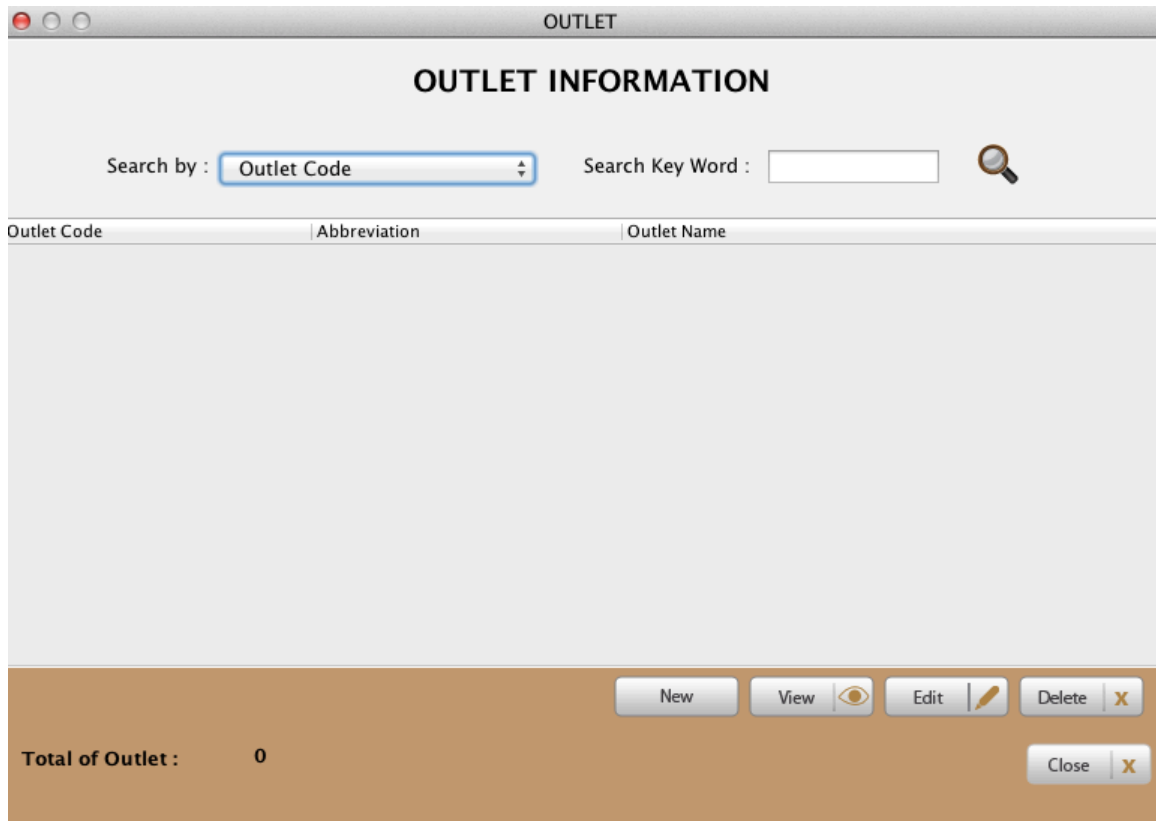
Save Close

Click Save to confirm.

Setting Up a Outlet

The setup of a new outlet for Octopus™ system is only possible with the relevant licenses.

To setup a new outlet, navigate to Administration -> Outlet Information.



Click on the new button at the bottom right.

The screenshot shows a window titled "OUTLET" with a form titled "CREATE OUTLET". The form is divided into two columns of input fields. The left column contains: Outlet Code (with a blue border), Outlet Name, Abbreviation, Address 1, Address 2, Address 3, Address 4, and Postal Code. The right column contains: Contact Number, Fax, Email, Outlet Area (dropdown), Outlet Category (dropdown), and Outlet Type (dropdown). At the bottom right of the window, there are two buttons: "Save" with a floppy disk icon and "Close" with an "X" icon.

The user can then fill in the relevant information accordingly and hit the Save button.

Setting Up Users

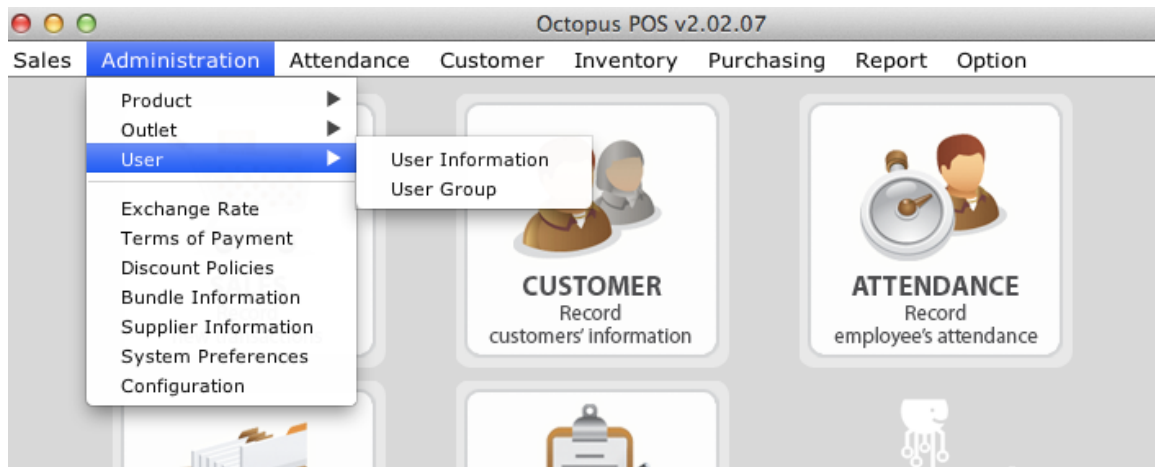
The Octopus™ system provides a flexible way of adding users with different privileges.

Octopus™ allows the user to create user groups with differing access privileges and new users can then inherit the new user group privilege.

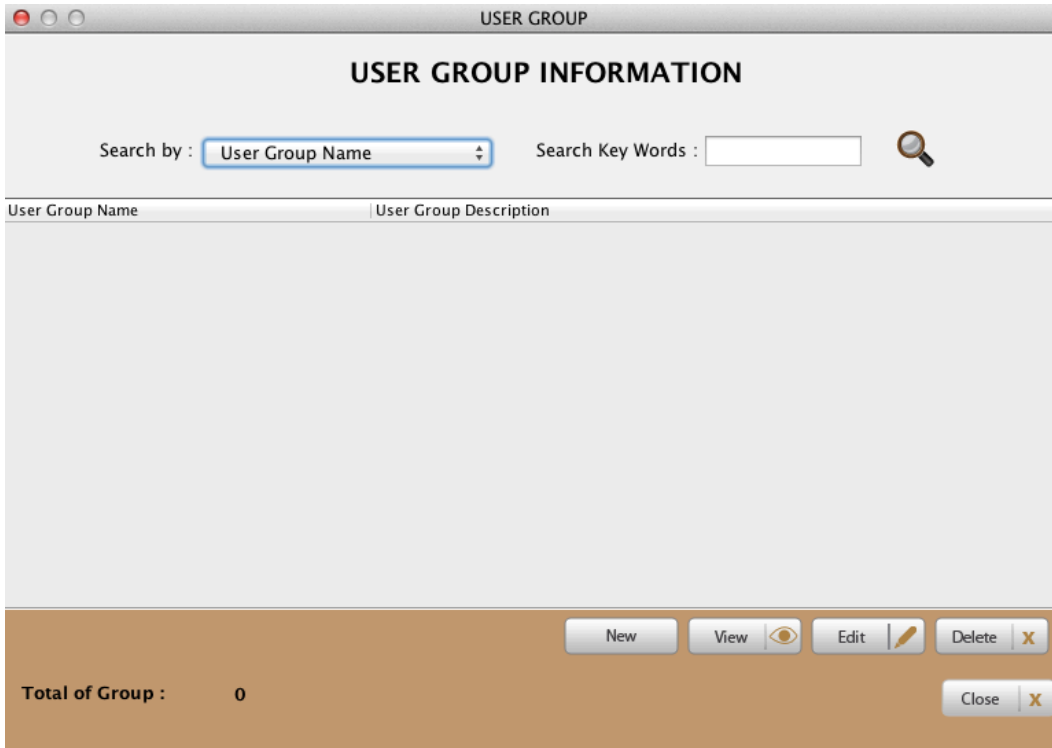
By default, Octopus™ comes with a set of pre-defined user group privileges.

We will show an example of how to create a new user group and create a new user to inherit the new user group privilege.

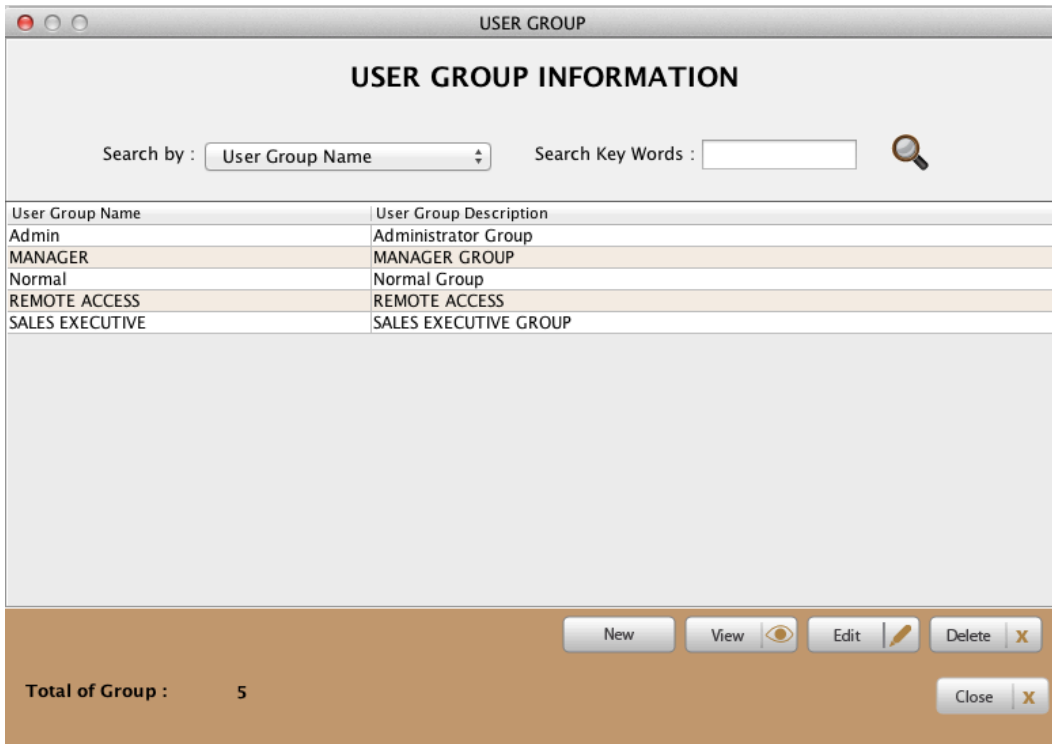
To create a new user group, navigate to the Administration -> User -> User Group



Click on the User group and the following screen will appear.



Click on the magnifying glass and you will see the pre-defined list of user groups.



To create a new user group, click on the new button. Key in the user group name and tick accordingly the privilege that you need.

USER GROUP

CREATE USER GROUP

User Group Name : Ops

User Group Description : Operations

<input type="checkbox"/> Sales	<input checked="" type="checkbox"/> Inventory	<input type="checkbox"/> Purchasing
<input type="checkbox"/> Non-Vip Sales	<input checked="" type="checkbox"/> Inventory Overview	<input type="checkbox"/> Purchase Order
<input type="checkbox"/> Vip Sales	<input checked="" type="checkbox"/> Stock Transfer	<input checked="" type="checkbox"/> Purchase Receive
<input type="checkbox"/> Credit Note	<input checked="" type="checkbox"/> Stock Write Off	<input type="checkbox"/> Purchase Return
<input type="checkbox"/> Void Sales	<input checked="" type="checkbox"/> Stock Take	
<input type="checkbox"/> Void Credit Note	<input checked="" type="checkbox"/> Stock Adjustment	
<input type="checkbox"/> Account Sales	<input checked="" type="checkbox"/> Mass Stock Movement	
<input type="checkbox"/> Balance Payment		
<input type="checkbox"/> Report	<input checked="" type="checkbox"/> Administration	
<input type="checkbox"/> Sales Report	<input checked="" type="checkbox"/> Product Maintenance	
<input type="checkbox"/> Inventory Report	<input checked="" type="checkbox"/> Outlet Maintenance	

Save Close


Click on Save and the user group will be created with access to inventory and Administration.

To create a user, navigate to Administration -> User -> User Information.

The screen will display accordingly.




USER


USER INFORMATION

Search by : Employee Code Search Key Word : 

Employee Code	Employee Name	Mobile Phone	Join Date

Total of Employee : 0

New View  Edit  Delete 

Close 

Click on the new button and fill in the user's details accordingly.
 Select the user group according to the privilege.

CREATE USER

*Employee Code :

*Full Name :

*Password :

*Join Date :



User Group : Admin

Phone :

Mobile Phone :

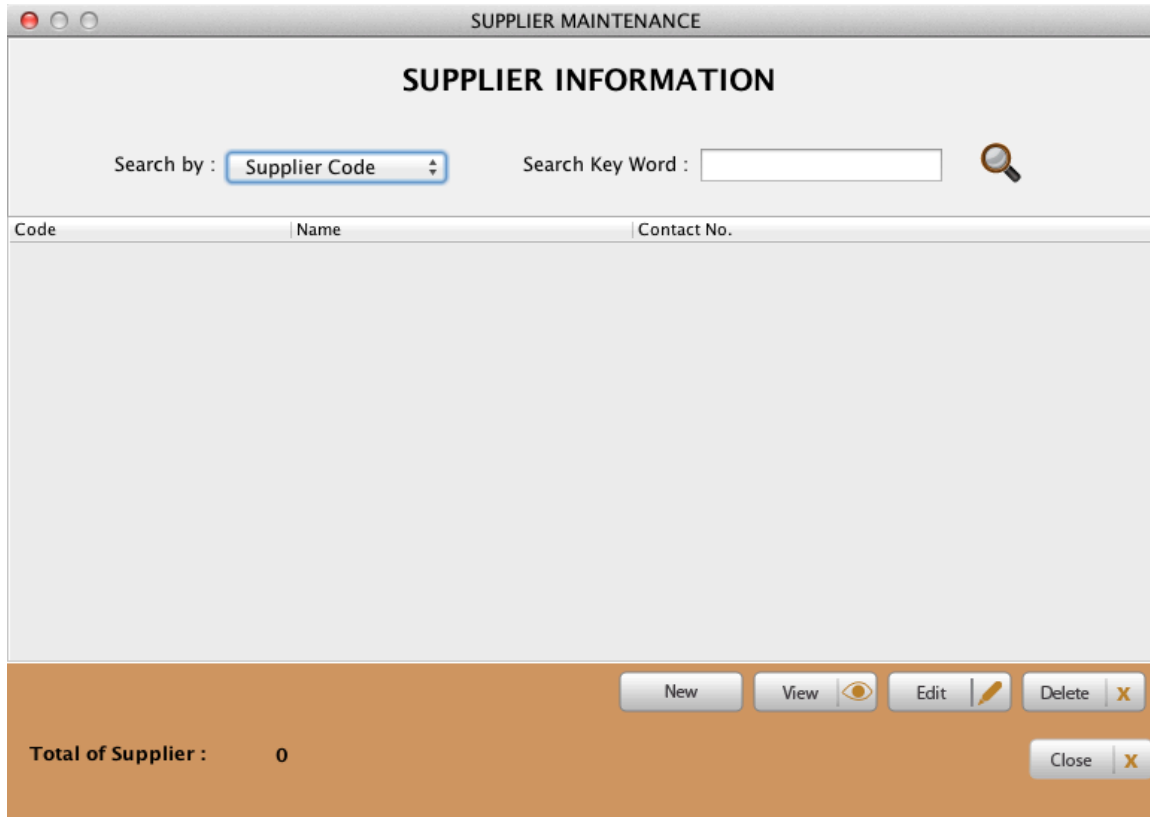
Email :

Remark :

Save  Close 

Setting Up Suppliers

Setting up Suppliers is a breeze in Octopus POS system. To setup a supplier, click on Administration -> Supplier Information and the following screen will appear.





The screenshot shows a window titled "SUPPLIER MAINTENANCE" with a sub-header "SUPPLIER INFORMATION". The search section includes a dropdown menu for "Search by" (currently set to "Supplier Code") and a "Search Key Word" input field with a magnifying glass icon. Below the search section is a table with columns for "Code", "Name", and "Contact No.". The table is currently empty. At the bottom of the window, there is a summary bar with "Total of Supplier : 0" and a "Close" button. To the right of the summary bar are buttons for "New", "View" (with an eye icon), "Edit" (with a pencil icon), and "Delete" (with an "X" icon).

Click on the new button and fill in the supplier details accordingly.

SUPPLIER MAINTENANCE

CREATE SUPPLIER

*Supplier Code :	<input type="text"/>	Terms :	<input type="text"/>
*Supplier Name :	<input type="text"/>	Payment Mode :	<input type="text"/>
*Supplier Phone :	<input type="text"/>	Lead Time :	<input type="text"/>
Supplier Fax :	<input type="text"/>	Contact Person :	<input type="text"/>
Supplier Email :	<input type="text"/>	Contact No. :	<input type="text"/>
Billing Address1 :	<input type="text"/>	Pager :	<input type="text"/>
Billing Address2 :	<input type="text"/>	Mobile Phone :	<input type="text"/>
Billing Address3 :	<input type="text"/>	Email :	<input type="text"/>
Billing Address4 :	<input type="text"/>		
Billing Postal Code :	<input type="text"/>		
Shipment Address1 :	<input type="text"/>		
Shipment Address2 :	<input type="text"/>		
Shipment Address3 :	<input type="text"/>		
Shipment Address4 :	<input type="text"/>		
Shipment Postal Code :	<input type="text"/>		

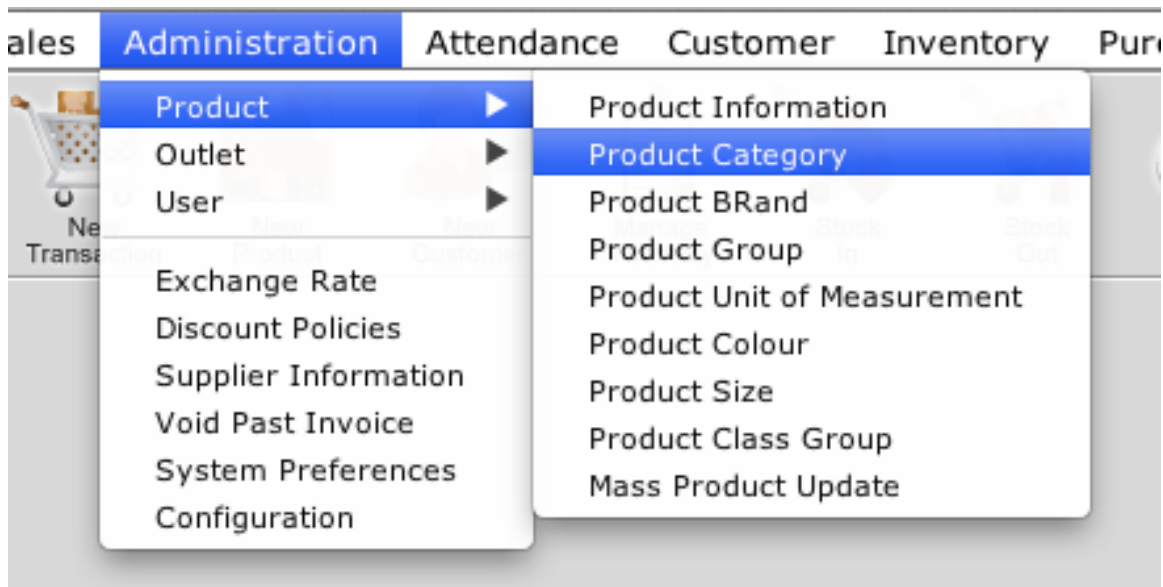
Setting Up categories/Brands/Groups/Unit of Measurements/Colour/Size/Class Group

The Octopus Point of Sales allows the users to setup multiple and unlimited categories/brands/groups/Unit of Measurements/Colour/Size and Class Groups.

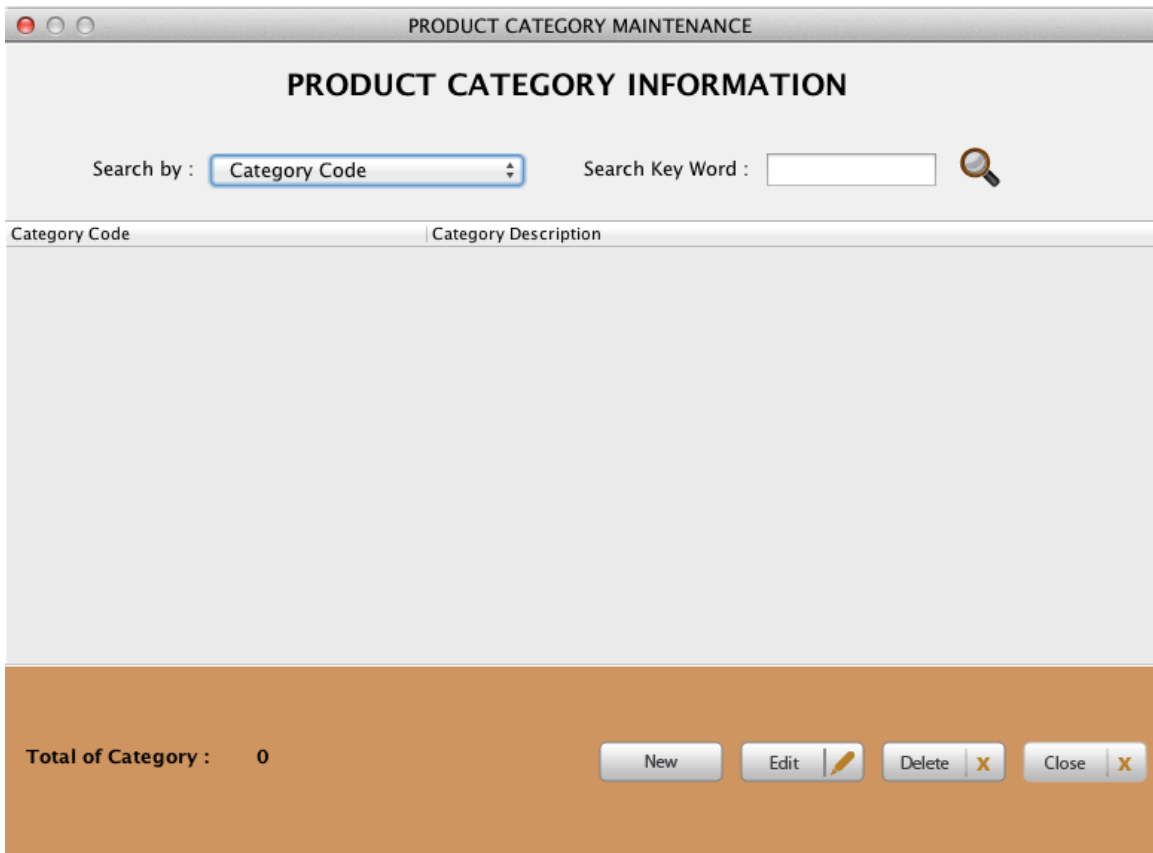
These different categorization allows the user to analyze reports such as the sales analysis reports and sell through reports thoroughly thus achieving clarity in operating one's business.

The setup of the different categorization is exactly the same. To illustrate, setting up a new category is as follows:

Click on Administration -> Product Category



Click on the New Button in the following Screen.



The listing of the already setup categories can be viewed by clicking on the magnifying glass.

To setup a new category, click on the New button and the following screen appears.



Fill in the details accordingly.

PRODUCT CATEGORY MAINTENANCE

CREATE PRODUCT CATEGORY

Product Category Code :

Product Category Description :

Save  Close 

Setting Up Discount Policies

The Octopus Point of Sales allows users to setup discount policies for different types of customers.

To do so, click on Administration -> discount policies.

Disc. Policy Code	Disc. Policy Name	Customer Type	Product Disc. Group	Discount %
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Total Discount Policies : 0

New Delete X Close X

Click on the new button and the following screen allows users to fill in the relevant details.

CREATE DISCOUNT POLICY

Discount Policy Code :	<input type="text"/>
Discount Policy Name :	<input type="text"/>
Customer Type :	<input type="text"/>
Class Group :	<input type="text"/>
Discount Percentage % :	<input type="text"/>

To illustrate, the following details when saved will allow the Octopus Point of Sales to automatically award 10 percent off the retail selling price of the products when the system tracks the customer is a 'MEMBER' type of customer.

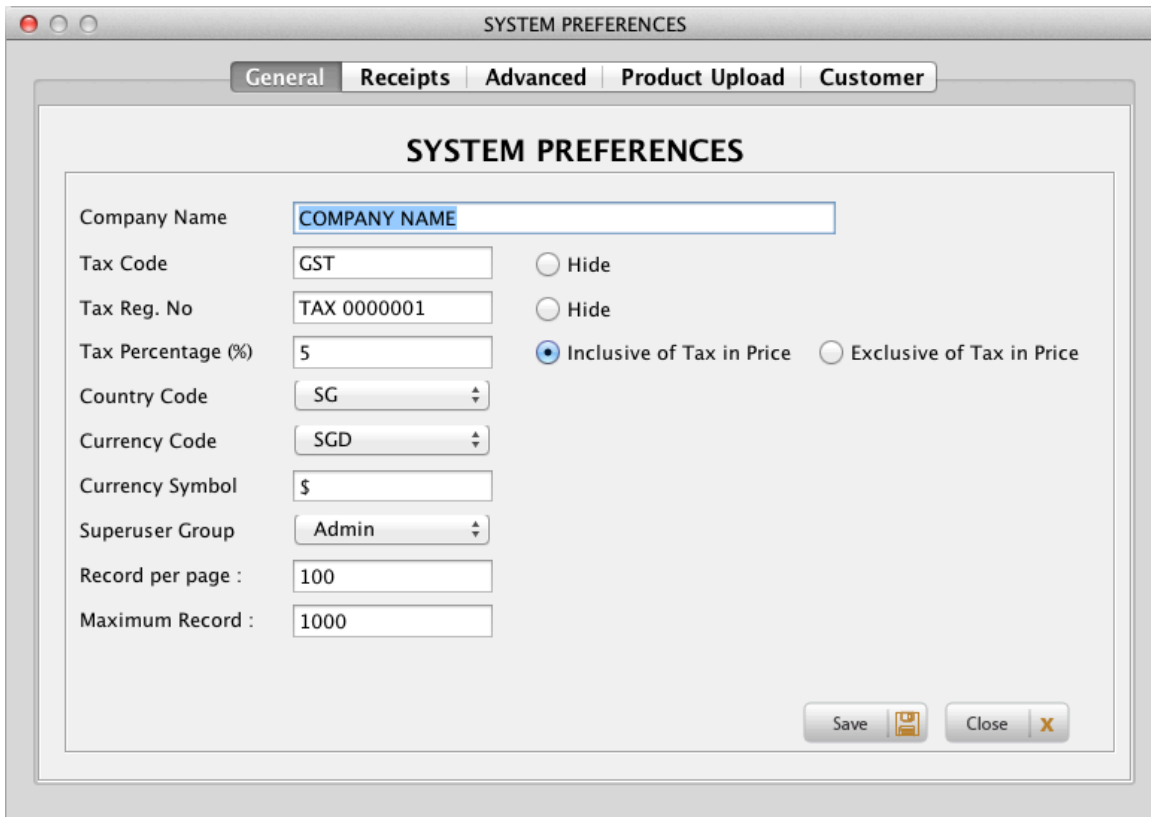
CREATE DISCOUNT POLICY

Discount Policy Code :	<input type="text" value="VIP-10"/>
Discount Policy Name :	<input type="text" value="VIP - 10 PERCENT OFF"/>
Customer Type :	<input type="text" value="MEMBER"/>
Class Group :	<input type="text"/>
Discount Percentage % :	<input type="text" value="10"/>

System Preferences

Octopus Point of Sales allows the users to be able to setup certain system preferences across the entire system.

Click on the Administration -> System preferences.



The screenshot shows a window titled "SYSTEM PREFERENCES" with a tabbed interface. The "General" tab is selected. The window contains the following fields and options:

Field	Value	Options
Company Name	COMPANY NAME	
Tax Code	GST	<input type="radio"/> Hide
Tax Reg. No	TAX 0000001	<input type="radio"/> Hide
Tax Percentage (%)	5	<input checked="" type="radio"/> Inclusive of Tax in Price <input type="radio"/> Exclusive of Tax in Price
Country Code	SG	
Currency Code	SGD	
Currency Symbol	\$	
Superuser Group	Admin	
Record per page :	100	
Maximum Record :	1000	

At the bottom right, there are two buttons: "Save" (with a floppy disk icon) and "Close" (with an 'X' icon).

The various tabs General, Receipts, Advanced, Product Upload, Customer allows the users to setup various parameters according to the tab label.

For example, under the General tab, the user can setup company name and/or tax code accordingly.