



## Retail iPad POS Plus Manual

### GETTING STARTED

The Octopus™ retail iPad POS Plus is a cloud based Retail Point of Sales – that is capable of doing sales, inventory and tagging customers to a sale. Upon launching the program, the following login screen comes up.



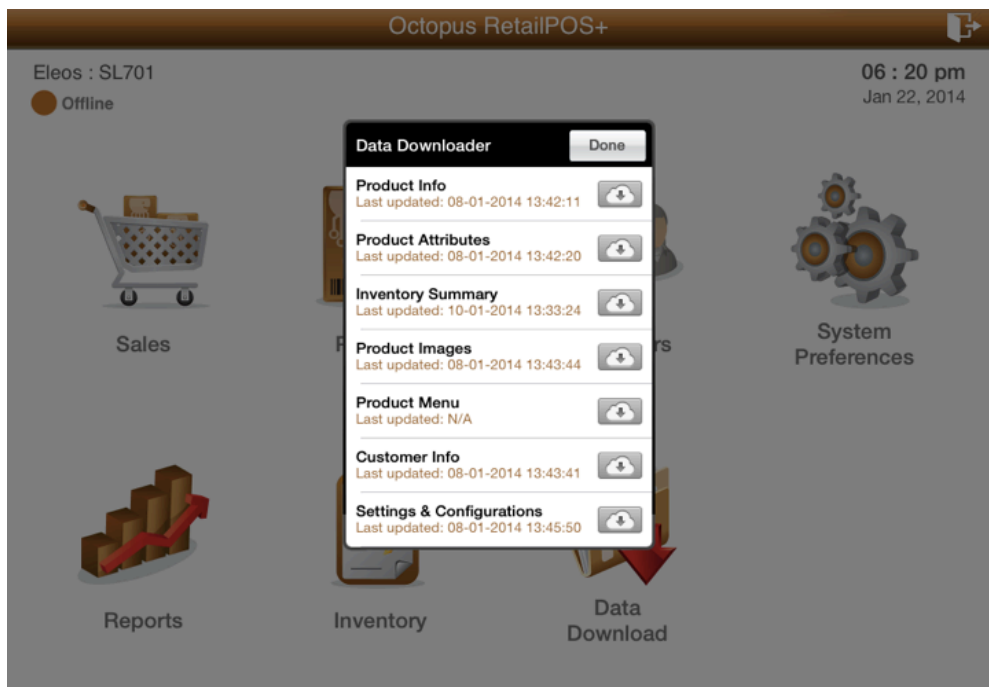
User can login according to the credentials given by the system administration. If it is a Octopus™ Standalone Retail iPad POS, the default login and password is admin.

## START OF BUSINESS DAY PROCESS

At the start of the business day, for Octopus™ iPad Retail Plus, it is necessary to download the settings and product attributes under Data downloads as shown below.

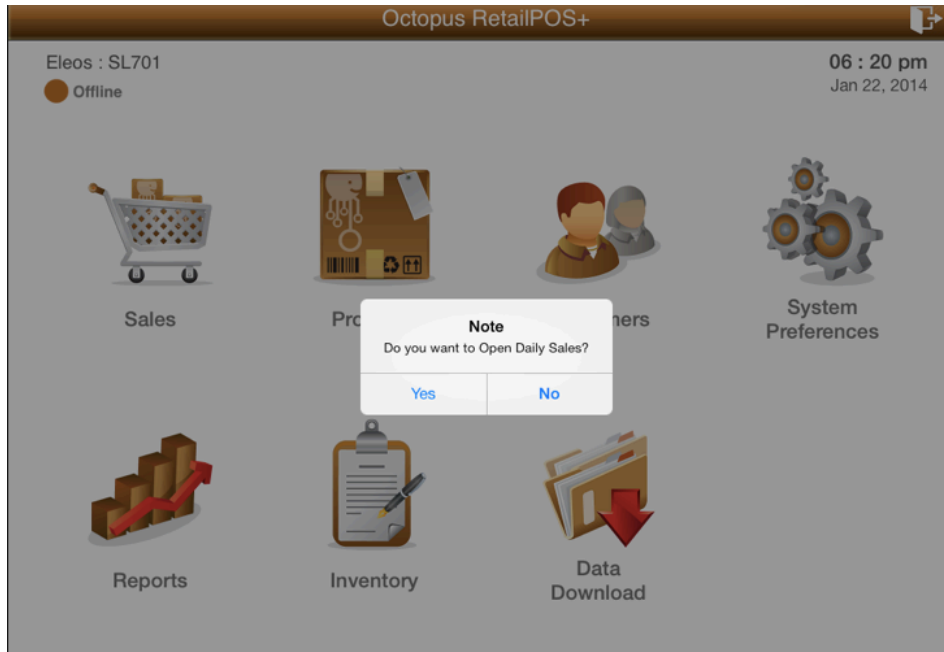


Click on Data Download -> and the following screen appears.



Simply Click on the download button on those attributes that require an update. After a successful update, the latest update with the last update time will be shown.

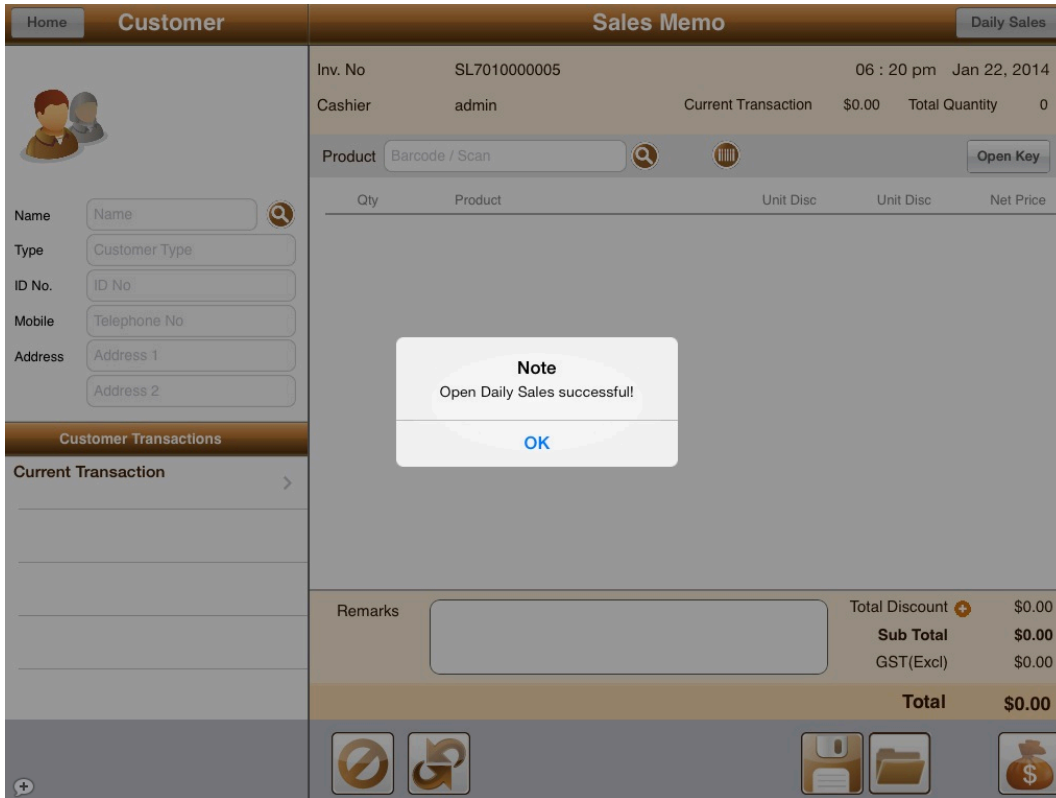
To start doing a sale, on the main menu, click on the sales icon.



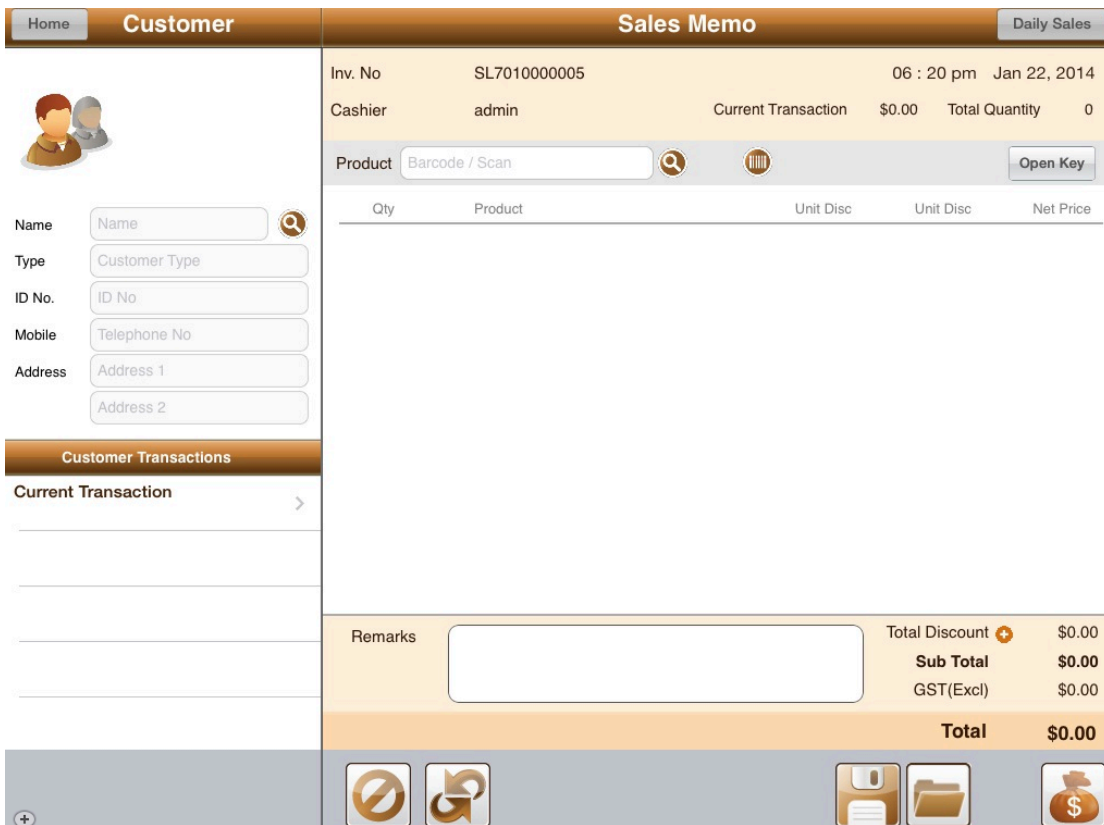
To start the business day, the user will have to enter the daily float. Click on 'YES' to open the daily sales and enter in the float amount.



At the opening Cash Balance: <Enter your float amount>  
Once the opening cash balance is entered, the following window appears.



At the sales memo window, click on the magnifying glass and select the items or use a paired bluetooth to scan the items accordingly.



Home Customer Sales Memo Daily Sales

Inv. No SL701000005  
 Cashier admin

Product Barcode / Scan

Qty Product

Name Name  
 Type Customer Type  
 ID No. ID No  
 Mobile Telephone No  
 Address Address 1  
 Address 2

Customer Transactions

Current Transaction

Remarks

Products

67 677TUHH \$76.00  
 A4 789 \$89.00  
 A4 Paper Bundle A4P478 \$4.30  
 A4 White 538782636049 \$46.00  
 AA Battery Pack AABP005 \$5.00  
 AURA01-Black AURA01B \$4.00  
 Air To Air Missile ATA005 \$22.00  
 Anamalu AC001 \$10.00  
 Ballet Shoes DN002 \$7.00  
 Balling Ball

To increase/decrease the quantity or give a item discount either in % or in dollar form, select the item and click on the edit button.

Home Customer Sales Memo Daily Sales

Inv. No SL7010000005 06 : 21 pm Jan 22, 2014  
 Cashier admin Current Transaction \$8.30 Total Quantity 2

Product Barcode / Scan Open Key

AURA01-Black Done

	Unit Disc	Unit Disc	Net Price
Quantity	\$0.00	\$4.30	\$4.30
Unit Discount	\$0.00	\$4.00	\$4.00

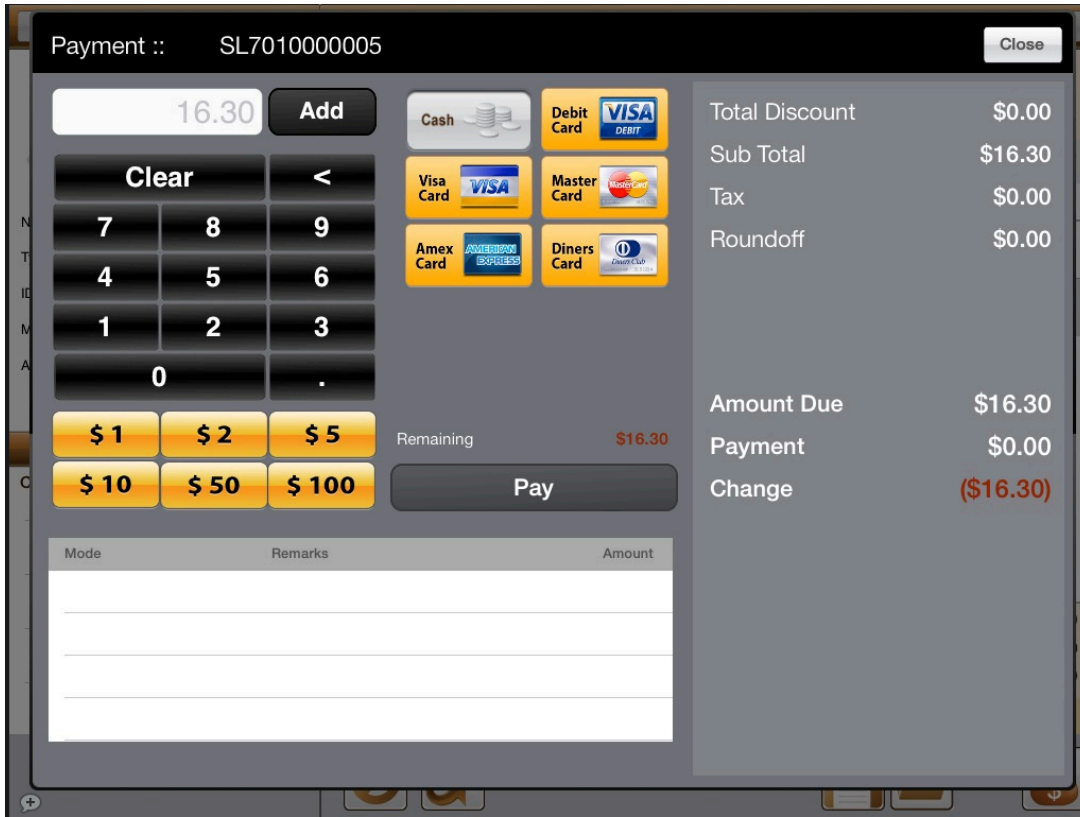
Quantity - 1 +  
 Unit Discount \$ %  
 Remarks

Remarks

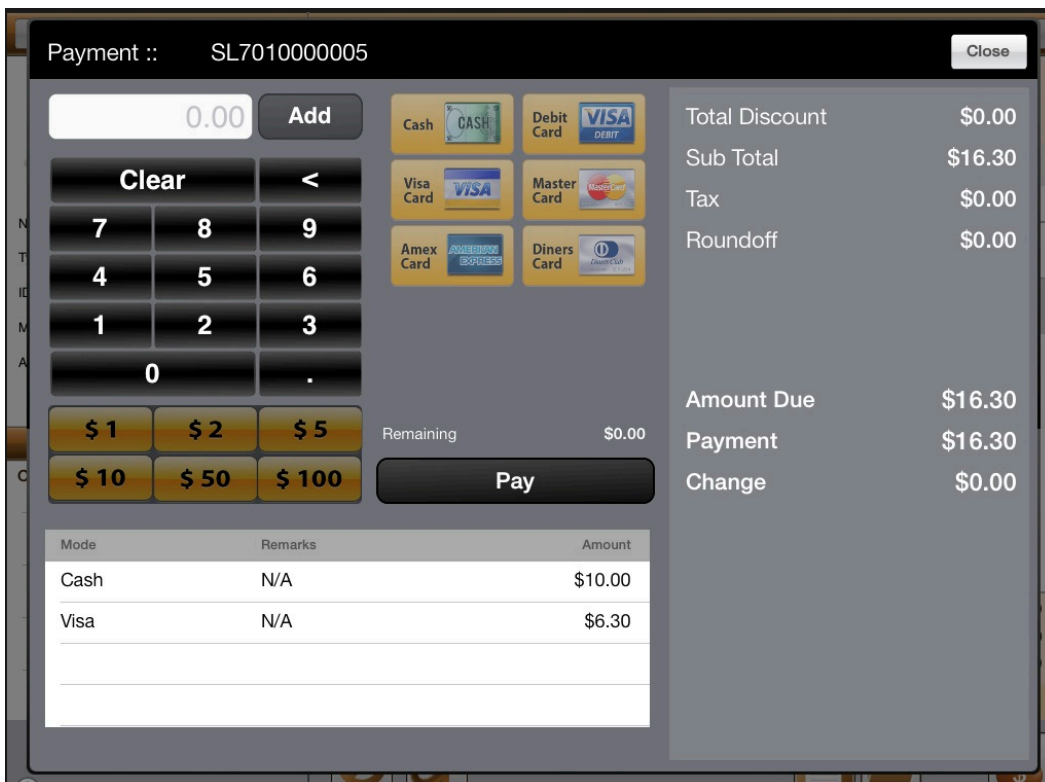
Total Discount \$0.00  
 Sub Total \$8.30  
 GST(Excl) \$0.00  
**Total \$8.30**



The above window appears and allows the user to edit accordingly. Upon completing entry of the items, click on the payment (\$) button to collect payment.



User can then decide to pay in either of the modes as indicated or user can also pay in multipay modes.



Payment :: SL7010000005 Close

0.00 Add

**Clear** <

7	8	9
4	5	6
1	2	3
0	.	

**\$ 1** **\$ 2** **\$ 5**

**\$ 10** **\$ 50** **\$ 100**

Cash	CASH
Debit Card	VISA DEBIT
Visa Card	VISA
Master Card	MasterCard
Amex Card	AMERICAN EXPRESS
Diners Card	Diners Club

Total Discount \$0.00

Sub Total \$16.30

Tax \$0.00

Roundoff \$0.00

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Amount Due \$16.30

Payment \$16.30

Change \$0.00

**Payment**

Amount Due : \$16.30  
Paid Amount : \$16.30  
Change : \$0.00

Cancel Confirm

Mode	Remarks	Amount
Cash	N/A	\$10.00
Visa	N/A	\$6.30

Asde cv					PDF	Print
Inv. No	SL7010000005	Customer	-			
Date	22-01-2014 18:21:53	Cashier	admin			
Qty	Description	Unit Disc	Unit Price	Net Price		
1	A4 Paper Bundle A4P478	0.00	4.30	\$4.30	Total Discount	\$0.00
3	AURA01-Black AURA01B	0.00	4.00	\$12.00	Sub Total	\$16.30
					Tax	\$0.00
					Round	\$0.00
					Payment	\$16.30
					Change	\$0.00
					<b>Total</b>	<b>\$16.30</b>
Payment						
Mode	Remarks	Amount				
Cash	N/A	\$10.00				
Visa	N/A	\$6.30				
Remarks (+)						



## CLOSING THE DAY

At the end of the business day, go to the main menu and click on the icon Reports and click on the report called **X-READING**.

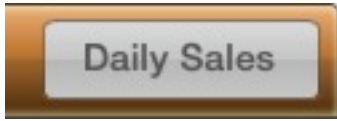
The report X reading will allow the auto tallying of the total sales and collection.

Date Range		Sales Info	Payment Info	Item Sales	Hourly Sales	All
From Date	Today	Qty	Description			Value
To Date	Today	Sales Info				
Terminal		3	Gross Sales Bef. Discount			350.00
Outlet	Eleos		Total Discount			0.00
Terminal	SL0003	3	Gross Sales			350.00
		0	Void Sales			0.00
		3	Actual Sales			350.00
		3	Net Sales With Tax			350.00
			Total Tax			0.00
		3	Net Sales Without Tax			350.00
			Total Round Off			0.00

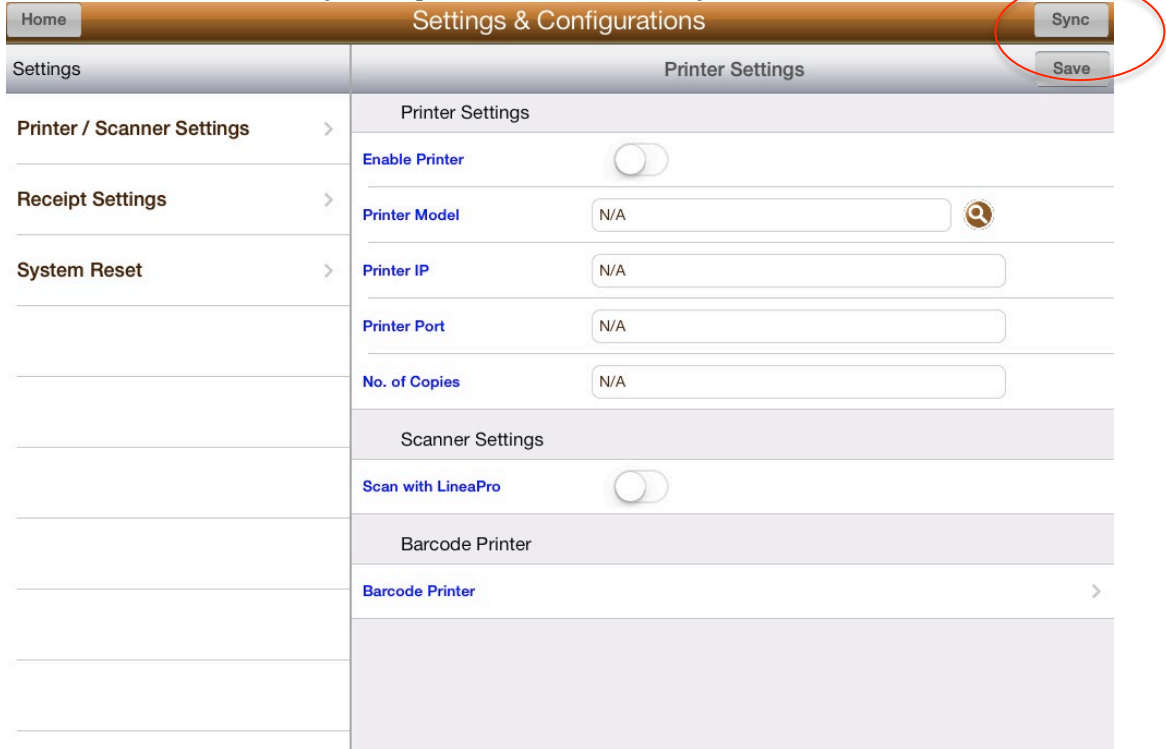




If the tallying is correct, you can proceed to close the day's business by going back to the sales icon and clicking on the Daily Sales button – to close the daily sales.



Upon successful closing, for proper synchronization, user should go to the main menu and click on the system preferences to do a synchronization.



Click on the sync button and the transactions will be uploaded accordingly.

