#### Genius Pos User Manual

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# Making a Sale (Back to Content)

Home Table Table	e Lavout	New Transad	tion	11:49 pm Cash Reg			Transaction Fur	100%∎ notions Logou
Receipt No:			To Go	Back				Main
Date:		By: Ac	dmin 🕦			Category		
Qty Description			ount (\$)	Burgers	Pizza	a Col	d Drinks	Coffee
1 Peperonni			12.00			88 i i i	ŚŚŚ (	
1 Vege Burger			4.00	Constant of the second				
1 Cheese Burg	ger		4.50	Salads	Spagh	etti Br	eakfast	Cakes
-Extra Bacc	n		2.00					
					,			
2 4 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7		ax 1 (10%)	2.25	La contra da la co		_		
	.00	Total	24.75					
	.00	Cash	0.00	Hold Bill Send Order	Discount	Pay	Cash In	Checkout
								6

#### Starting a new sale

To start a new sale simply click on "New Transaction" located at the left top. "New Transaction" is default to takeaway transaction.

To start a new dine in transaction, select "Table" or "Table Layout" to assign a table.

# Adding orders to receipt

Orders punched in will appear in receipt on the left immediately.

Orders will be sent to kitchen after "Hold Bill/Send Order", "Pay" or "Checkout" is clicked.

Orders that are not sent to kitchen will not be registered in the transaction.

#### Closing a sale

The simplest and fastest way to close a sale is to click on the "Checkout" button.

It will prompt you to close the bill with the exact amount and default payment type.

The usual way to close a bill:

- 1) Click on "Pay" button.
- 2) Select the payment mode.
- 3) Enter the amount received.

4) Click on "Cash In".

5) If the amount received is sufficient for the bill, "Checkout" button will be enabled.

6) Click "Checkout" to close the bill.

To close a bill with multiple payment type.

Upon cashing in, select another payment type, enter the amount received and cash in again.

				11:49 pr Cash Reg				nctions Logou
Receipt No: Date: 9 Aug Qty Descrip	, 2014 11:4 otion	9 pm By: A	To Go dmin 🚺 nount (\$)				0.	.00
1 Pepero 1 Vege E			12.00 4.00		7	8	9 1	0
1 Chees	e Burger		4.50		4	5	6 2	20
-Extra	Bacon		2.00		1	2 ;	3 5	50
					C	0	. Ex	act
Subtotal	22.50	Tax 1 (10%)	2.25		Receipt eipt Copy		rint Order List Email Receipt	8
Discount Rounding Change	0.00 0.00 25.25	Total Cash	24.75 50.00	Hold Bill Send Order	Discount	Cancel Pay		Checkout
Chan	ge:	25	5.25	Void	Print Current Bill	Print Order List	Favourites	More Functions

#### Print receipt upon request

Receipt printing can be turned off or on when needed.

To turn off receipt printing, toggle the switches that will appear on step 5). Setting is saved permanently and will apply for the next transaction as well. To email your customer the receipt, turn on "Email Receipt".

#### To Go Last 10 Transaction Receipt No: Back Date: By: Admin 🕥 **Unpaid Transaction** Qty Description Amount (\$) POS00003 T:6 \$14.00 POS00004 \$ 22.50 T:None POS000005 \$ 28.00 **First Name** Subtotal 0.00 Tax 1 (10%) 0.00 0.00 Discount 0.00 Total Hold Bill Send Orde Rounding 0.00 0.00 Change Print Print Order More Favourites Total: 0.00 Current Bill Functions

# Transaction/Table (Back to Content)

# **Unpaid Transaction**

To retrieve unpaid transaction, simply tap on the "Transaction" button. All opened transaction will be listed under "All Unpaid".

Under "Last 10 Transaction", you will find the last 10 paid and unpaid bills. To retrieve transaction earlier than that, find it under "Settings" -> "Previous Receipts".



### Table List

To retrieve unpaid transaction by table, simply tap on the "Table" button. It gives you an overview of all your table status in a listing format. To view only occupied table, tap on "Occupied Table".

# Functions(Back to Content)



A list of function that can be accessed in cash register.

Carrier 💎				11:31 ar	n		100%
				Cash Reg	gister		unctions Logout
Receipt No:			st Name	Back		Item Search	Add Item
Date: 10 Aug Qty Descrip	Superior of the	and a section of the section of the	dmin 🕥 nount (\$)	Burgers		Q	
1 Seafoo			14.00	10.700		Beef Burger \$ 5.00	
1 Seafoo	d		14.00	Section and		Bolognese \$ 8.00	
				Salads		Brewed Coffee \$ 2.00	
				Sunds		Caesar Salad \$ 6.00	
				100		Cheese Burger \$ 4.50	>
						Chocolate Cake	
						Coke \$ 2.00	
						Ice Lemon Tea \$ 2.00	
						Mushroom Burger \$ 4.50	
Subtotal	28.00	Tax 1 (10%)	2.80			Oreo Cheesecake \$ 7.00	
Discount Rounding	0.00 0.00	Total Cash	30.80 0.00	Hold Bill	Discou	Peperonni \$ 12.00	
Change	0.00			Send Order	5,0000	Pepsi \$ 2.00	
				Void	Print	Seafood	
Total:		30	08.0	voia	Current	Strawberry Cheese	

#### Item Search

Item search gives you a quick search on item name. Item with modifier is marked with an arrow beside.

errier 🕈 Home Table				11:34 ar Cash Reg				nctions Logou
Receipt No:			To Go	Back		Cate	Open Ite	m Add
Date: Qty Descript	on		imin 🚯 ount (\$)	Burgers	Pizza	Item	Name:	em Name
				A STATE		Price	:	0.00
							Cashier Pri	nter
				Salads	Spagh		reakfast	Cakes
Subtotal Discount	0.00	Tax 1 (10%) Total	0.00					
Rounding Change	0.00	Iotai	0.00	Hold Bill Send Order		Pay		Checkout
					Print	Print Order		(Charles and Charles and Charl

# Open Item

For miscellaneous item, you could use open item. Assign the kitchen printer if item has to be sent to kitchen.

Carrier � Home Table Table Layo⊔	rt New Transaction	11:37 ar Cash Reg		1	Transaction Fu	100% 💳 nctions Logout
Receipt No: Date: Qty Description 1 Peperonni	To Go By: Admin () Amount (\$) Cancel Toggle	Back Peperonni Manage (	Seafo Order	Category od Hold / Se	end	Main
1 Seafood 1 Seafood	SELECT ORDERS TO SEND	2				
1 Seafood	Seafood Seafood					
	Seafood				~	
Subtotal 54.00						
Discount 0.00 Rounding 0.00 Change 0.00	iotai 59.40 Cash 0.00	Hold Bill Send Order	Discount	Pay	Cash In	Checkout
Total:	59.40	Void	Print Current Bill	Print Order List	Favourites	More Functions

# Manage Order

For order that has not been sent to kitchen, you could choose which order to be sent.

For example you could key in all customer orders but only fire the appetizers first.

Order that has not been sent to kitchen will be marked as red.

<del>urier ?</del> Home Table				11:47 ar Cash Reg				notions Logou
Receipt No:			To Go	Back		Cate Reset	Till Manage	Till Close Till
Date: Qty Descrip	otion		dmin 🕥 nount (\$)	Peperonni	Seafo	od Open	ing Till:	200.00
1 Pepero			12.00	A3388		Curre	ent Till:	200.00
1 Seafoo	d		14.00			Endir	ng Till:	
1 Seafoo	d		14.00	2469		- <b>19</b> Till a	started at 10 Aug. 2	2014 11:47 am
1 Seafoo	od		14.00					
Subtotal Discount	54.00 0.00	Tax 1 (10%) Total	5.40 59.40	_	-			_
Rounding Change	0.00	Cash	0.00	Hold Bill Send Order	Discount	Pay		Checkout
			9.40	Void	Print Current Bill	Print Order List	Favourites	More

#### Manage Till

Before operation starts, key in the amount of cash you have in your till. At the end of the day, manage till tells you how much cash you should have. Close the till by entering the amount of cash you have and report will show the difference.

Under "X Reading" report, cash till balance will show cash till that is started on that day.

For example, cash till started on 1st of Aug, but closed on 2nd of Aug.

1st of Aug report will show the till balance but not 2nd of Aug.

(Back to Content)

Horrier		Table Layout New	Transaction	¢	11:17 р Cash Rej		ť	Transaction Fur	100% E
Date		Cancel Sort by	To G		ick anage D	elivery	Category	Done	Main
Qty 1	Descripti Peperon	Receipt No	Amount	Address	City	Zip	Delivery 1		
1	Seafood	POS000005 First Name	\$ 28.00	Address1 City	I, Addre	zip	10 Aug, 20	Admin 014 11:27 am	
1	Seafood								
1	Seafood								
Disc	total count nding nge								Checkout
Тс	otal:		59.4	0	ʻoid	Print Current Bill	Print Order List	Favourites	More Functions

### Manage Delivery

Manage delivery gives you an overview of all your delivery transaction. You could assign driver for each of the transaction based on the location and delivery time.

# Clock In/Clock Out

If the logged user has not clocked in, "Clock In" will be displayed.

If logged user has clocked in, it will display their clock in time and "Clock Out" will be displayed.

User can only clock in for themselves and they can clock in/out multiple times a day.

# Pay In/Pay Out

Pay In/Pay Out let you manage your cash that is deposited or removed from the cash drawer.

Use a negative value for cashing out.

(Back to Content)

# Order Details(Back to Content)

arrier 💎				12:02 a	<b>m</b>			100%
				Cancel	Item Details	Confirm		
1 Seafoo	otion ) Oreo Che	Am	To Go dmin (1) sount (5) 3.50 14.00 4.50 2.00	Quantity Discount Price Overwri Weight (Ibs) Edit Modifier Remarks		- + % \$ 0.00 0.5 Edit	oom Burger	Main Beef Burger (2
Subtotal	24.00	Tax 1 (10%)	2.40		Delete Item			
Discount Rounding Change	0.00 0.00 0.00	Total Cash	26.40 0.00	Hold Bill Send Order	Discount	Pay		Checkout
Total		26	6.40	Void	Print Current Bill	Print Order List	Favourites	More Functions

# Quantity

You could change the quantity of each order.

Click on the quantity count and enter the quantity if you have a large amount of order.

# Order Discount

Discount can be given by percentage or by price. To apply discount that has been setup under discount, click on the "info" button.

# Price Overwrite

Price can be overwritten. However price cannot be overwritten with 0 price.

#### Edit Modifier

For order that has not been sent to kitchen, you could still modify the modifier for this item.

# Weight

For order that is sold by weight, edit the weight and price will be recalculated based on the new weight.

# Remarks

Remarks will be printed to the kitchen.

If configured, remarks can be printed under customer receipt and order list as well.

#### Receipt No: To Go Back Category Main Date: By: Admin 🎮 **Qty Description** Cano **Receipt Info** Apply Name: First Name Tel: 12345678 Remarks Remarks Name and telephone number will be printed in receipt Customer For Delivery 0.00 Subtotal 0.00 Tax 1 (10%) Discount 0.00 Total 0.00 Hold Bill Send Orde Rounding 0.00 Change 0.00 Print Print Order More Favourites Total: 0.00 **Current Bill**

# Receipt Information(Back to Content)

# Assigning customer to receipt

Under receipt information tab, you could enter customer name and phone number.

Customer name and phone number will be printed on bill.

Kitchen docket will show customer name.

To assign a customer account, click on "Customer" button and search for the customer.

To remove customer account, click on the selected customer to remove.

#### **Receipt remarks**

Receipt remarks will be printed on all kitchen docket.

Receipt No: Date:		To Go By: Admin	Back		Catego				Main
Cancel			Receipt Info			- 00	Idi Dainke	Apply	Coffee
Name:	First Name	Delivery Ad	Idress	Delivery	Туре				
Tel:	12345678		Address1	Del	livery		Collectio	m	
	12040010		Address2	Delivery	Time				~
Remarks			Address3		8 Aug	0 9	21		Cakes
		]	City	Sat	0	10	22		122
	phone number will be d in receipt.				Today	11	23	am	
Cu	istomer		State		11 Aug	12	24	pm	-
For Delivery		5	ZIP		12 Aug	1	25		
Subtotal Discount Rounding Change	0.00 Tax 1 (1 0.00 T 0.00 0.00	0%) 0.00 řotal 0.00	Hold Bill Send Order		Pay				Checkou
Total:		0.00	Void	Print Current Bill	Print Or List	der	Favo	urites	More

# Delivery

To set the bill as delivery, switch on "For Delivery". Delivery address will be filled up if a customer account is set. Delivery type can be configured to delivery or collection. Bill will print out delivery address.

# Discount(Back to Content)



### **Bill Discount**

Discount must be applied before payment. You can discount by percentage, price or preset discount.

For item discount, please refer to Order Details.



### Tips/Gratitude

Tips/Gratitude must be applied before payment as well. Tips will be calculated based on subtotal before discount.

# Favourite(Back to Content)



#### Favourite Item

Favourite can be setup for easier access.

To add an item to favourite, simply by tapping the "+" button and select the item.

To remove, click and hold on the item until the pop up appears.

### Merge Bill

Merge bill is simply transferring a bill item to another bill. All item in bill 1 will be transferred to bill 2 and bill 1 will be deleted. Works only for takeaway bill.

Carrier 😤		11:15 pr	•			100% 💳
		Cash Reg				
Receipt No: Date:	To Go By: Admin 🕕	Back	Pizz	Category	d Drinks	Main
Qty Description	Cancel	Merge Table	and the second			
	T: 6			\$ 14.00	<b>1</b>	00
	T: 13			\$ 28.00		Cakes
	T: 2			\$ 4.00		100
Subtotal 0.00 Discount 0.00 Rounding 0.00 Change 0.00					hange	Split / Change Bill
0.00	a destruction of the				_	
Total:	0.00	Edit Order			Tips Gratitude	Back

# Merge Table

Merge table works the same as merge bill, however it works for dine in bill only.



# Split Table

Split table is to transfer some of the item to another table.

You could transfer the item to the same table again, so that you have 2 unpaid bills under the same table.

Carrier � Home Table Table Layo	ut New Transaction	8:14 pm Cash Reg		ŧ	Transaction Fu	100% 💳 nctions Logout
Receipt No: Date:	To Go By: Admin 🚺	Back	Pizz	Category	d Drinks	Main
Qty Description 1 Seafood	Cancel	Change Tab	le From		i i	
1 Seafood	T: 13			\$ 28.00		0
	T: 2			\$ 4.00		Cakes
Subtotal28.00Discount0.00Rounding0.00Change0.00					hange Table	Split / Change Bill
Total:	30.80	Edit Order	Tax		Tips Gratitude	Back

# Change Table

Change table simply transfer all item from Table A to Table B by leaving Table A unoccupied and Table B occupied.

It has the option to notify the kitchen about the table change.

Carrier 🕈 Home Table Table Layc	out New Transaction	11:23 pm Cash Regi		ŧ	Transaction Fu	nctions Logout
Receipt No: Date:	To Go By: Admin 🚯	Back	Piz		d Drinks	Main
Qty Description	Cancel	Split / Chan				
	SELECT SPLIT TYPE					
	Split By Item					
	Even Split By Pax					Cakes
	Split By Percentage					No.
	TRANSFER BILL				<b>M</b>	
	Transfer Takeaway bil	I to Dine In				
	Transfer Dine In bill to	Takeaway				
Subtotal 0.00						
Discount 0.00 Rounding 0.00					hange	Split /
Change 0.00					Table	Change Bill
Total:	0.00	Edit Order				Back

# Split/Change Bill

#### Split by Item

Works the same as split table, except it works for takeaway bill as well. Choose which order to be split to the new bill.

# Even Split by Pax

By choosing the number of pax to split, GeniusPOS automatically calculate the split amount for each pax.

By splitting to 2 pax, transaction #000001 will split to #000001-1 and #000001-2.

Once a bill is split, no additional orders can be taken.

#### Split by Percentage

Split by percentage works the same as even split by pax, the only difference is that you could specify the percentage for each pax.

#### Undo Split by Percentage

If you have entered the wrong amount to split, you could undo it. Just retrieve one of the split transaction and click on "Void". Click "Yes" to revert splitting the bill.

# Transfer Takeaway bill to Dine In

If a bill has been hold without assigning a table, you could transfer the takeaway bill to dine in table.

If orders in the bill has price difference in dine in and takeaway, order's pricing will change.

### Transfer Dine In bill to Takeaway

Transfer a dine in bill to takeaway bill.

If orders in the bill has price difference in dine in and takeaway, order's pricing will change.

# Table Layout(Back to Content)



# Selecting Table

Double tap on a green table to begin a sale.

#### View Table Bill

Single tap on red table and click on "View Bill" to view the bill. You could change the pax number by clicking the + and - sign.

# **Table Layout**

Swipe left or right to move between layout. Click on table layout name below for quicker access.

# Add Layout

You could add up to 8 layouts. Layout size is fixed for each.

# Edit Layout

Edit layout to delete or arrange them.

# Add Table

Table can be in square or circular shape. 5 different sizes for each. In edit mode, hold and drag the table to move table position. Table will automatically aligned to grid.

# Report(Back to Content)

irrier 🕈		8:27 pm	100%
Back X Reading	Mail Report Print Report	Report	Report List Save Report
Start Date	X Reading Report		
C	Date From: 2014-08-19 20::	52:00	
2014-08-19	Date To: 2014-08-19 21:52:	59	
End Date	Generated Date: 2014-08-19	20:26:35	
	Sales Report		
2014-08-20	Description	19 Aug, 2014	
	Net Sales	0.00	
Consolidated	Sales After Discount	0.00	
Consonances	Discount On Item	0.00	
	Discount On Bill	0.00	
	Total Discount	0.00	
	Tips/Gratitude	0.00	
	Credit Sales	0.00	
	Refund Sales	0.00	
	Voided Sales	0.00	
Reading report includes ayment received and received		0.00	
nformation.	Total Tax	0.00	
	Sales With Tax	0.00	
	Sales Without Tax	0.00	
	Rounding	0.00	
	Sales After Rounding	0.00	
Generate Repor	Payment Information		
	Description	19 Aug, 2014	
	Cash	0.00	
	Visa	0.00	
	Master	0.00	

# Report

Report generated is based on operating hours configured under restaurant settings.

If report is showing less than your sales, make sure the start time is before your first transaction and the end time should be later than your last transaction.

# Mail Report

You could mail your report in PDF or excel format.

Report in excel format must be opened with Microsoft Excel.

To open it using Apple Numbers, you need to use PDF convertor to change it to readable format.

# Print Report

Report will be printed to cashier printer. Only the first day of the report will be printed if multiple days are generated.

# Consolidated Report

If switched on, multiple days or months report will be consolidated into one report.

# Shift Settings

Configure your shift lets you generate report based on your shift.

# Customer(Back to Content)

Carrier 🗇			3:52 pm			100%
Home Expo	t +	Use Customer	First	Name, La	ist Name	Transactions Save
Q. Search by Name/Phone/Addre						
First Name, Last Name		First Name *:			Phone No:	
r not rtarro, caor rtarro		First 1	Name		12345678	
		Last Name:			Email:	
	3	Last	Name		sample@mail.co	m
	- 1	Address 1:			City:	
		Addr	ess1		City	
		Address 2:			State:	
		Addr	ess2		State	
		Address 3:			ZIP:	
		Addr	ess3		ZIP	
		Account Credit Bala	ince:		Reward Points:	
		200.0	0	0	10.00	
					Address Searc	h
						_
		Total Spending		\$ 30.80	Delete Cust	omer
	-					
	-					

# Customer

Fill up necessary details to add a customer.

Assign customer to receipt so you could track customer spending, give rewards or use account balance to close a bill.

# Account Credit Balance

If customer decided to pay with their account credit, balance will be deducted. Click on the "info" button beside the credit balance to view customer top up records.

With sufficient permission, you could modify the credit balance without topping up.

# Automated Reward

States the reward points balance. Setup Rewards/Loyalty to reward customer.

#### Address Search

Type in the streets name to lookup customer address easily. Address search requires internet connection.

#### Use Customer

Start a new transaction immediately with selected customer.

#### Transactions

View all customer's transaction.

#### Charge Customer

When making a sale, you could charge to the customer credit account. Assign the customer to the receipt, click on "Pay" in cash register, you will see "Charge Customer" button.

# Add Category(Back to Content)

Carrier 🗇	11:02	2 pm			100%
Home Settings	Category List	Edit	+ C	ategory Details	Save
STOCK FILE	Burgers	Sub: 0 () >	1	Category Name* :	
Add Category	Pizza	Sub: 0 1	Pizza	Pizza	
Add Item	Cold Drinks	Sub: 0(i) >	1925	Assigned Printer* : Cashier Printer	
Add Modifier Group	Coffee	Sub: 0(i) >	1200	Tax Configuration:	
Add Modifier	Salads	Sub: 0 () >	Set Thumbnail	Default Tax	
	Spaghetti	Sub: 0() >	Sec manonar	Quick Key:	
PRINTER SETTINGS	Breakfast	Sub: 0(1) >			
Printers	Cakes	Sub: 0() >		Delete Catego	ry
Kitchen Display					
Print Options					
SETTINGS					
Restaurant					
Тах					
Account					
Payment Types					
Discount					

# Assigned Printer

This controls the kitchen docket for item under this category.

If the item has no printer assigned, it will follow its parent category assigned printer.

If you do not wish to print the entire category. Set it to \*Do no print.

# Тах

If you have different tax configuration for different category. You could set them here.

Default tax will apply all taxes that is configured under the tax settings.

# Quick Key

Quick key is used in iPhone terminals only. To use the quick key, you have to setup the quick key under item as well. Setup "PI" for the category and "01" for the specific item. Then you could tap "PI" then "01" to order.

### Moving category position

Beside category list, you will find the "Edit" button.

Click on "Edit", hold and drag the "3 bars icon" in every category to move it around.

Click on "Done" to save.

# Add Item



# Price & Takeaway price

Default price would be used if takeaway price is set to 0.00.

If takeaway price is setup, transaction with no table assigned will use the takeaway price.

### Barcode

GeniusPOS supports all bluetooth barcode scanner that work with iOS devices.

Enter your barcode and by scanning them will add the item into bill.

### Modifier Group

Assign as many modifier group to the item. Start by creating modifier group under modifier group. To delete the modifier from the item, swipe across the item's modifier.

# **Assigned Printer**

If no printer is assigned, item follows the settings of its category assigned printer.

If both category and item assigned printer is assigned, item assigned printer will be used.

### Inventory

Inventory will be deducted each time an order is sent to the kitchen. Inventory will be recovered each time an order is void.

# Availability

Turn off to disable ordering temporary.

#### No Tax

Disable this item from charging tax.

#### Item Notes

Recipe or notes for the item, will be displayed in KDS.

# **Reward Points**

Points rewarded to customer if loyalty is enabled.

# Sell by weight

Selling by weight enables price to be calculated by weight. Before adding the item to bill, system will prompt for weight.

Carrier 🗢	10:01 pm				100% 💳
Home Settings	Modifier Group List	Edit		Group Details	Save
STOCK FILE	Si Sides			Modifier Group Name	•:
Add Category				Sides	
Add Item			Sides	Assigned Printer:	
Add Modifier Group				Optional: Max	Choice:
Add Modifier					2
PRINTER SETTINGS				Delete Gro	q
Printers					
Kitchen Display					
Print Options					
SETTINGS					
Restaurant					
Tax					
Account					
Payment Types					
Discount					

# Add Modifier Group

# Assigned Printer

If printer is not assigned, modifier follows the parent item assigned printer settings.

# Optional

You could set the modifier group to be compulsory or optional.

#### Max Choice

Limiting the choices for the modifier group. Default will be unlimited.

# Add Modifier

arrier 😤		10:01 pm				100% 📼
Home Settings	Sort by	Modifier List	Edit	+ Duplicate	Mod Details	Save
	Sides					
STOCK FILE	Ex Extra	Vege			Modifier Name* :	
Add Category	Ex Extra	Cheese			Extra Che	ese
Add Item	Ex Extra	Bacon		Extra Cheese		ame
Add Modifier Group					Price:	
	No No Pi	ckle			1.00	
Add Modifier				Set Thumbnail	Assigned Group* :	
					Sides	
PRINTER SETTINGS					Assigned Printer:	
Printers					None	
Kitchen Display					Delete Mod	differ
Print Options					Delete Mot	liller
SETTINGS						
Restaurant						
Тах						
Account						
Payment Types						
Discount						

# Price

Specify additional cost for each modifier.

# Assign Modifier Group

Modifier must be under a modifier group.

# Printers(Back to Content)

Home Settings				Printer List		Si
STOCK FILE		Printer Name	Columns	IP/ Port	Ser Printer Model	oll down for mo
Add Category		Cashier Printer	46	192.168.2.200	Frinter Model	
Add Item				9100	Epson TM-T81	Test Print
Add Modifier Group	$\bigcirc$	Printer Name	46		Printer Model	Test Print
Add Modifier					Printer Model	TUST PTIT
	0	Printer Name	46		Printer Model	Test Print
PRINTER SETTINGS					Printer Moder	
Printers	$\bigcirc$	Printer Name	46		Printer Model	Test Print
Kitchen Display					Printer Model	
Print Options	$\bigcirc$	Printer Name	46		Printer Model	Test Print
						1051 Plan
SETTINGS	0	Printer Name	46		Distantia da	THE
Restaurant	-				Printer Model	Test Print
Fax 🛛	$\odot$	Printer Name	46			Test Print
Account					Printer Model	Test Print
Payment Types	0	Printer Name	46		Printer Model	Test Print
Discount	-				Printer Model	iust mint

# On/Off Switch

Turn off to temporary disable all printings to this printer.

#### Columns

Every printer has different width and dimension. Column is the number of character that could be fit into the printing paper. Reduce column count if characters are overflowing to the next line.

# IP Address / Port

Printer IP address should be obtained from printer. Port number should be 9100 by default.

# **Printer Model**

Select your printer model. If printer model is not listed, try using Epson TM-T81 as model. For Star printer, select TSP-100 as model.

# Test Print

Test print will print out a sample receipt and pop the drawer.

# Print Options(Back to Content)



# **Print Options**

Print option is divided into 3 categories. General, Bill, Kitchen.

# Assign order list printer

Specify the printer for cash register "Print Order List" button.

# Assign Printing Language

Do set to the specific printing language if you are printing non english character.

If your printing language is not listed in it, please contact us.

# Print receipt logo

Import your logo from your album. Resize accordingly as save. Logo is printed on top of customer receipt.

# Bill(Back to Content)



# Receipt print 0 price item

If turned on, customer receipt will include zero price item as well.

#### Receipt line item price

If turned on, each line item price will be printed below the order. Example: "1 @ 3.00"

#### Hide receipt number

Hide the receipt number printed in customer receipt.

#### Order list remarks

Enable printing order's remarks in order list.

# **Receipt remarks**

Enable printing order's remarks in customer receipt.

#### Receipt footer line feed count

Adjust accordingly to make sure the printer cuts at the right position.

#### Receipt number font size

Adjust the font size of receipt number for customer receipt.

### Receipt table number font size

Adjusts the font size of table number for customer receipt.
# Kitchen(Back to Content)



# Print order list with price

If turned on, kitchen docket will print price beside each order.

### Order list split 1 item per receipt

Each order will split into separate docket. (Not supported for Star TSP-100 printer)

### Reduce line feed between orders

The default line feed between each order is 3 lines. Turn on to reduce to 1 line.

### Disable void order list

By default, voiding item or bill will print a void kitchen docket. Turn on to disable it.

# Categorized printing

Group identical category order together when printing to kitchen.

# Kitchen order list font size

Adjust the font size that is printed to the kitchen.

# Table number font size

Adjust table number font size that is printed to the kitchen.

\* Star TSP-100 printer supports only 2 font size.

# Restaurant(Back to Content)

arrier 🗢	11:5	i3 am 100%			
Home Settings	Restaurant Settings Science Sc				
STOCK FILE		Scroll down for more			
Add Category	Sound On/Off:				
Add Item		Click sound for adding order to receipt.			
Add Modifier Group	Table System On/Off:				
Add Modifier		Disable table system.			
PRINTER SETTINGS	Quick Checkout:				
Printers		Immediately proceed to a new transaction upon checkout.			
Kitchen Display	Collate Order:	$\bigcirc$			
Print Options		Collate identical orders together.			
BETTINGS	Modifier Selection:	Disable modifier's selection pop up if modifier group is optional.			
Restaurant		bisable mounter's selection pop up it mounter group is optional.			
Tax	Rounding:	Off 0.05 0.10 0.50 1.00 10 100			
Account		You can choose to turn off the rounding or round receipt total to nearest 0.05, 0.10, 0.50 & 1.00.			
Payment Types	Currency Symbol:	ТНВ			
Discount		Currency symbol will be shown in printed receipt.			

# Table System On/Off

Turn off if your setup is for takeaway only.

# **Quick Checkout**

If turned off, receipt details remain in view after checking out. Require additional step to start to a new transaction.

# Collate Order

Collate identical orders together. Ordering 2 product A will appear 2 X product A instead of 2 line item. Identical orders will not collate if one of the order has been sent to kitchen.

### **Modifier Selection**

Disable modifier's selection pop up if all modifier group under the item is optional.

To add extra modifier to this order, select the order in receipt and click Edit.

### Rounding

Rounding follows the rule of rounding to the nearest.

### Currency Symbol

Currency symbol will be printed in customer receipt and appear in each figure in application.

### **Receipt Prefix**

Receipt prefix will append to each receipt number.

### **Operation Hour**

Operation affects report generation. Set it to cover your entire operation day.

### **Outlet Name**

Outlet name is shown in the email title if email receipt function is used.

### Logout Upon Hold

Logout user when user click on "Hold Bill Send Order" button in cash register.

# App's Language

Select the language you preferred for application interface.

### Refresh Language

Each language that is listed might not be fully translated. You could help us translate under FAQ. Upon translation, click on "Refresh Language" to retrieve the updated language files.

# Tax(Back to Content)



#### Tax

Configure up to 5 taxes. Tax will be calculated based on subtotal.

### Tax Name

Tax name will be printed in customer receipt.

### Tax For

Tax can be configured for All, Eat In or To Go. If table is assigned to the transaction, it will be considered as Eat In.

### With Tax

With Tax works only on second line of tax onwards. If With Tax is set to Yes, instead of calculating on subtotal, tax will be calculated on subtotal + tax amount before this tax.

#### Price of product item already include tax

This configuration applies to entire restaurant tax setup. If it's set to "Additional" or "Reverse", surcharge can be used. Surcharge is calculated additionally.

# Account(Back to Content)

Carrier 중 Home Settings	<sup>1:32 pm</sup> Account List	+ Account Details	100% 🗩 Save
STOCK FILE	Admin	Username:	Admin
Add Category		Password:	1234
Add Item			
Add Modifier Group		Permissions	
Add Modifier		Super Admin	
		Access to stock file settings	
PRINTER SETTINGS		Access to printer settings	
Printers		Access to general settings	Õ
Kitchen Display		Access to account creation	ŏ
Print Options		Access to others	ŏ
SETTINGS		Access to void receipt	ŏ
Restaurant		Access to cash drawer	Õ
Tax		Access to give discount	Õ
Тах		Access to report	Õ
Account		Access to till management	
Payment Types		Access to reopen bill	
Discount		Alter customer reward points	5

# Account

Setup account for each staff you have. Password must be numerical. Admin account cannot be deleted.

### Permissions

Setup permission for each staff to prevent staff from doing each listed.

# Payment Types(Back to Content)

<sup>aurier</sup>	1:31 pm Payment Types			
STOCK FILE		-		
Add Category	Payment Name	Type	Rounding Dra	Delete
Add Item	Visa	Visa		Delete
Add Modifier Group	Master	Master		Delete
Add Modifier	Voucher	Voucher	íŏ	Delete
PRINTER SETTINGS	Cheque	Cheque	) Ő (	Delete
Printers	Payment Type Name	Payment Type		Delete
Kitchen Display	Payment Type Name	Payment Type		Delete
	Payment Type Name	Payment Type	$) \bigcirc ($	Delete
Print Options	Payment Type Name	Payment Type	$)$ $\bigcirc$ $($	Delete
SETTINGS	Payment Type Name	Payment Type	$)$ $\overline{O}$ $\overline{C}$	Delete
Restaurant	- Configure up to 10 payment types.			
Tax	<ul> <li>Payment type's rounding can be turned on</li> </ul>	or off.		
Account				
Payment Types				
Discount				

# Payment

Configure up to 10 payment types.

If the payment type is deleted or modified, it will affect past report reading.

# Туре

If the payment is set as "Cash", payment closed with this payment will affect the till balance.

# Rounding

Rounding can be switched on or off for each individual payment. If rounding is switched on, it will follow the rounding setting under restaurant setting.

# Drawer

Drawer will pop depending on which payment type is used to close the bill. Switch on to pop the drawer.

# Discount(Back to Content)

Carrier 😤	1:43 pm		100% 📼			
Home Settings	+ Edit		Discount			Save
Add Modifier Group	On/Off	Discount Name		Тур		Amount
Add Modifier		VIP Discount		Percentage	Price	10.00
PRINTER SETTINGS		Staff Discount		Percentage	Price	20.00
Printers						
Kitchen Display						
Print Options						
SETTINGS						
Restaurant						
Tax						
Account						
Payment Types						
Discount						
Button Layout						
Database						
CSV Import						
Terminal						

# Discount

Discount type can be set by percentage or by price.

Discount will appear in both bill and item discount.

Discount report will show the discount given for each discount setup.

# Button Layout(Back to Content)

Carrier 🗇	1:43 pm	100%
Home Settings	Edit Button Layout	Save
Add Modifier Group	1	
Add Modifier	Page 1	
	Hold Bill Send Order	
PRINTER SETTINGS	Discount	
Printers	Рау	
Kitchen Display	Cash In	
Print Options	Checkout	
SETTINGS	Void	
Restaurant	Print Current Bill	
Тах	Print Order List	
Account	Favourites	
Payment Types	More Functions	
Discount	Page 2	
	Merge Bill	
Button Layout	Merge Table	
Database	Split Table	
CSV Import	- Click edit to adjust the button layout accordingly.	Restore Default
Terminal	- More Functions & Back button's position is fixed to last.	

# **Button Layout**

You can arrange each button to your favourite position for easier access. You could disable the function button if it is not needed.

# Rearrange button Layout

Click on "Edit" button on left top.

Drag and hold the "3 bars icon" beside each row to move them around. Each layout must have 10 buttons.

# Database(Back to Content)



### **Clear Stock File**

Clear stock file delete listed. Use this only if you are setting up a new restaurant.

#### **Clear Previous Transaction**

If the application starts to slow down after a long usage. You could clear all previous transaction.

This will delete all your previous report and reset transaction back to #000001.

You should backup your database before doing this.

#### Feedback or Bug Report

Suggestions are welcomed. If you face any issue with the application, you could send us your log. Your log contains all information about your application current state.

#### Backup to Dropbox

If you sign in with your dropbox account, it will backup your database and pictures to Dropbox automatically.

# CSV Import(Back to Content)

Carrier 🕾		2:28 pm	100% 🔳
Home Settings	Item Modifier Cu	stomer CSV Import	Impor
Add Modifier Group	-		
Add Modifier	- Download sample	SV File e CSV file from our website FAQ section	Select CSV File
PRINTER SETTINGS	Item Count	Category Name	Assign Category
Printers	3	Breakfast	Breakfast
Kitchen Display	2	Spaghetti	Spaghetti
Print Options	4	Coffee	Coffee
SETTINGS	-		
Restaurant			
Tax			
Account			
Payment Types			
Discount			
Button Layout			
Database			
CSV Import			
Terminal			

#### CSV Import

You can import item, modifier and customer into Geniuspos. Download the sample file and modify them.

#### Item CSV

Modifier CSV

#### Customer CSV

#### Importing CSV file

After creating your csv file, you need to upload the file into GeniusPos document folder. You can learn how to do it by following this guide.

#### Importing Item

Before importing item, make sure you have created all the categories needed by the item.

Upon selection of csv file, assign each category and import them.

If your application crash, make sure your csv file is identical with the sample csv file. Open them with notepad and check the number of comma in each line.

# Terminal(Back to Content)

<sup>arrier</sup>	2:50 pm Terminal	100
Nichen Display	renninal	
Print Options	Restore In-App Purchase	Restore
SETTINGS	Enable Secondary Ordering Terminal	
Restaurant	- Purchase ordering terminal at USD 14.99. (Up to 10)	Purchase
Тах		
Account	Enable Multiple Terminal Ordering	
Payment Types	- Enable secondary iPad to work as an ordering terminal.	
Discount	- Work Mode - Work as the main terminal.	Main POS As Terminal
Button Layout	- Close bill and generate reports from here.	
Database	Terminal IP Address: - Enter this terminal's IP address at secondary terminal.	192.168.2.2
CSV Import	Paired Device	
Terminal	1) None	Unpair
OTHERS		
Previous Receipts		
Pay In/Pay Out		
Rewards/Loyalty		

# Enable secondary ordering terminal

You have to purchase at least 1 slot to enable secondary ordering terminal. Upon purchase, switch on "Enable Secondary Ordering Terminal".

### Work Mode

For the primary device where you store all your stock files and settings, set it as "Main Pos".

You can use iPhone terminal or iPad terminal to serve as terminal.

Refer to **Terminal Setup** for more information on instructions on setting up secondary terminal.

	Previous Receipt	(Back to Content)
--	------------------	-------------------

11:24 pm				100%
Previous Receipts 20	14-08-19	Edit	Receipt	Reprint
Q. Search by Receipt No / Customer I	Namé	Receipt No: P	OS000014	To Go
POS000014 2014-08-19 23:24:08	4.40			By: Admin 🕕 Amount (\$)
POS000013 2014-08-19 23:23:59	1.10	1 Pepsi		2.00
	46.20	1 Coke		2.00
POS000012 2014-08-19 08:30:26 Name: First Name	26.40			
		Subtotal	4.00 Tax 1 (	
		Rounding	0.00	Total 4.40
		Change	0.00	
		Chan		0.00
	Previous Receipts         20           Q. Search by Receipt No / Customer I           POS000014         2014-08-19 23:24:08           POS000013         2014-08-19 23:23:59           POS000012         2014-08-19 08:30:26	Previous Receipts         2014-08-19           Q. Search by Receipt No / Customer Name           POS000014         2014-08-19 23:24:08           4.40           POS000013         2014-08-19 23:23:59           46.20           POS000012         2014-08-19 08:30:26	Previous Receipts       2014-08-19       Edit         Q. Search by Receipt No / Customer Name       Receipt No: P         POS000014       2014-08-19 23:24:08       4.40         POS000013       2014-08-19 23:23:59       46.20         POS000012       2014-08-19 08:30:26       1         Name: First Name       26.40       1         Subtotal       Discount Rounding Change       1	Previous Receipts         2014-08-19         Edit         Receipt           Q. Search by Receipt No / Customer Name         Receipt No: POS000014         Discount         Date: 19 Aug, 2014 11:24 pm           POS000013         2014-08-19 23:23:59         46.20         Pepsi         1           POS000012         2014-08-19 08:30:26         Name: First Name         26.40         1           Coke         Subtotal         4.00         Tax 1 (Discount         0.00

# **Previous Receipt**

You could find all your closed receipt here by days. You could do a search by receipt number or customer name.

# **Reprint Bill**

Option to reprint or email the bill. Reprinted bill will be shown in the bill printed.

# Open, Void or Refund Bill

Click on "Edit" button on top.

You could reopen the bill. Reopening the bill will remove the payment for the bill.

Upon reopen, you will find the bill in cash register again.

Void the bill to remove it's sales from report.

Click on refund and select items to refund your customer. br>

# Pay In/Pay Out(Back to Content)

Carrier 🗢		3:30 pm		100% 📼
Home Settings	+ Edit August-2014	Pay In/Pay Out		Mail Report Save
Print Options	Date	Remarks	Amount	Ву
SETTINGS	9 Aug, 2014 3:30 pm	Grocery	20.00	Admin
Restaurant		(		
Тах				
Account				
Payment Types				
Discount				
Button Layout				
Database				
CSV Import				
Terminal				
OTHERS				
Previous Receipts				
Pay In/Pay Out				
Rewards/Loyalty				

# Pay In/Pay Out

Pay In/Pay Out let you manage your cash that deposited or removed from the cash drawer.

Use a negative value for cashing out.

# Rewards/Loyalty(Back to Content)

urrier 💎	8:39 pm 100%
Home Settings	Rewards/Loyalty Save
Print Options	
SETTINGS	Enable Rewards/Loyalty Programme
Restaurant	Rewards Condition
Tax	<ul> <li>Reward points for customer can be given manually or automated based on specific item.</li> <li>No reward points will be given if customer redeem rewards.</li> </ul>
Account	Manual Reward
Payment Types	- Reward points given to customer is done manually by
Discount	- Cashier has to select custom rewards to be given before bill closing. Setup Custom Reward
Button Layout	Automated Reward
Database	- Setup reward points to be given on each item.     - Reward points will be credited to customer account upon bill closing.
CSV Import	Cashback Reward
Terminal	- Setup reward points to be given for every dollar spent.     - Each reward point will be equivalent to your local currency.
	- For every dollar spent, receive 0.03 points
OTHERS	Reward List
Previous Receipts	- Setup types and points needed for each reward. Setup Reward List
Pay In/Pay Out	
Rewards/Loyalty	

# Rewards

In order to reward customer, a customer account must be assigned to the receipt.

Customer reward or redemption is made upon payment.

### Manual Reward

Setup custom reward to reward your customer. Your cashier has to decide the condition upon billing for manual reward.

### Automated Reward

Number of points to be rewarded must be setup at each item.

### Cashback Reward

Customer receives point for each dollar they spent. Points received will be equivalent to your local currency.

# **Reward List**

Reward list act like a discount. Setup points required for each rewards.

### Use Case

### Case 2 (Manual Reward)

If you are running a promotion under certain special condition, use manual reward.

Example 1, free a cup of coffee for spending above \$50.

Reward point given can be 10 points and under reward list, set 10 points is needed to redeem a coffee.

# Case 2 (Automated Reward)

If you are running a promotion, for each 10 coffees purchased get 1 free. You could setup coffee to give automated reward of 1 point for each coffee they purchase.

In the reward list, specify the points needed which is 10 points to redeem a free coffee.

The reward can be a \$2 discount which is the price of the coffee.

# Case 3 (Cashback Reward)

If points are given upon spending, setup cash back reward. Each point earned can be used to deduct the total bill amount.

# Terminal Functionality(Back to Content)

Terminal may function differently from the primary POS.

Terminal may have lesser features as compared to primary POS.

For function that is not available in terminal, you have to do it in the primary POS.

Refer to Features section for more info.

# Terminal FAQ

\* Each device paired, will take up a slot in the primary POS.

\* Primary POS iPad screen must be turned on, else terminal would not be able to send order.

\* You can't change settings in your terminal, all item setup or setting changes must be made in primary POS.

\* Changes made in primary POS will not reflect in all terminals until they synchronize again.

\* Orders can't be sent if primary POS is using the same bill. "Table in used" error will show.

\* For unstable connectivity, try restarting iPad's wifi or the network router.

# Ipad Terminal Setup(Back to Content)

arrier 🗟 🖉		
Home Settings	Terminal	
Print Options		
SETTINGS	Enable Multiple Terminal Ordering - Enable secondary iPad to work as an ordering terminal.	
Restaurant		
Tax	Work Mode - Work as a secondary terminal, - Order will be sent to the main terminal.	Main POS As Terminal
Account		
Payment Types	Main Terminal IP Address: - Enter the main terminal's IP address.	192.168.2.5
Discount		Pair/Synchronize DB
Button Layout		
Database	Proceed to a New Transaction upon order sending	0
CSV Import	Enable Payment on Terminal	Ø
Terminal		
OTHERS		
Previous Receipts		
Pay In/Pay Out		
Rewards/Loyalty	<ul> <li>Limited to 20 transactions per day.</li> <li>In full version, it will be an In-App Purchase.</li> </ul>	

# Secondary Terminal (iPad)

To have a secondary ordering terminal, you need to have another iPad.

1) Download Genius Pos

2) Upon completion, head on to Settings -> Terminal.

3) After enabling "Multiple Terminal Ordering", choose "Terminal" as the work mode.

4) In "Main Terminal IP Address", enter the IP address found in your primary POS terminal settings page.

5) Click on "Pair/Synchronize DB".

If this is the first synchronization, there will be a pop up in your primary POS. Asking you to pair this device. Click "Yes" to pair.

Now in your secondary terminal, click on "Pair/Synchronize DB" again. It should proceed to retrieve all settings & pictures.

Upon completion, click on "Home", and go to "Cash Register".

Punch in a few orders, click on "Hold Bill/Send Order", the orders will be sent to the primary POS.

### Proceed to a new transaction upon order sending

Upon sending orders to the kitchen, terminal will automatically start a new transaction.

# Enable payment on terminal

You have the option to enable terminal to close bill as well.

# Iphone/ipod Terminal Setup(Back to Content)



# Secondary Terminal (iPhone/iPod)

To have a secondary ordering terminal, you need to have an iPhone/iPod Touch.

- 1) Download Genius Pos Terminal
- 2) Upon completion, head on to Settings.

3) Under Terminal IP Address, enter the IP address found in your primary POS terminal settings page.

4) Click on "Pair/Synchronize DB".

If this is the first synchronization, there will be a pop up in your primary POS. Asking you to pair this device. Click "Yes" to pair. Now in your iPhone terminal, click on "Pair/Synchronize DB" again.

It should proceed to retrieve all settings & pictures.

Upon completion, go under "Menu".

Punch in a few orders, then under "Order" click on "Send Order", the orders will be sent to the primary POS.

# Backup/Restore(Back to Content)

You could backup your application files via Dropbox. However this will guide you on how to do a manual backup and restore.

### Backup

To do a manual backup, you have to plug your iPad into your PC and open up iTunes.

Without the usual synchronization, you should find your iPad connected and your iPad can be located at the top right.

Click on "iPad".



Upon clicking on "iPad", you should find your iPad device information. On top, you will find "Summary", "Info" and "Apps". Click on "Apps".



After clicking on "Apps".

Scroll down to the bottom, you should find GeniusPOS application in "File Sharing".

Click on "GeniusPOS", you will find its documents on the right.

In the documents folder, there are 2 important files to backup.

Click on the "GeniusPOS.db" and save to your desktop.

Then click on the "Images" folder and save to your desktop as well.

You could also hold and drag the files out from the window to your desktop.



### Restore

To restore the database, you need to make sure your backup file name is GeniusPOS.db

Follow the backup steps above until you find GeniusPOS documents folder. Click on "Add...", find and select your backup GeniusPOS.db file.

It will prompt you if you want to replace the original GeniusPOS.db in the application. By clicking yes, it will remove what's in your iPad and replace with your backup.



Now you can restart your application. The changes will be reflected and all the images will be transferred into Images folder.