ANTAMEDIA
POINT OF SALE

ANTAMEDIA

Antamedia Point of Sale

Easy-to-use point of sale and inventory control systemm help you track all your sales, customers, vendors, purchase oders, inventory and get real-time reports and statistics.

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1 POS Panel

1.1 Main Screen

The main Point of Sale software screen shows product categories, search field and configured items. On
the right side is a bill section, where items are displayed when added. Each item can be deleted or its quantity adjusted with + and - buttons. You can assign a discount, see subtotal and total, and ring up sales by pressing the **Pay Bill** button.

Bottom part shows shortcut buttons: Items, Customers, Payment, Hold, Keyboard, Quick Edit, Cancel. You can return to main screen at any time by clicking Items button.
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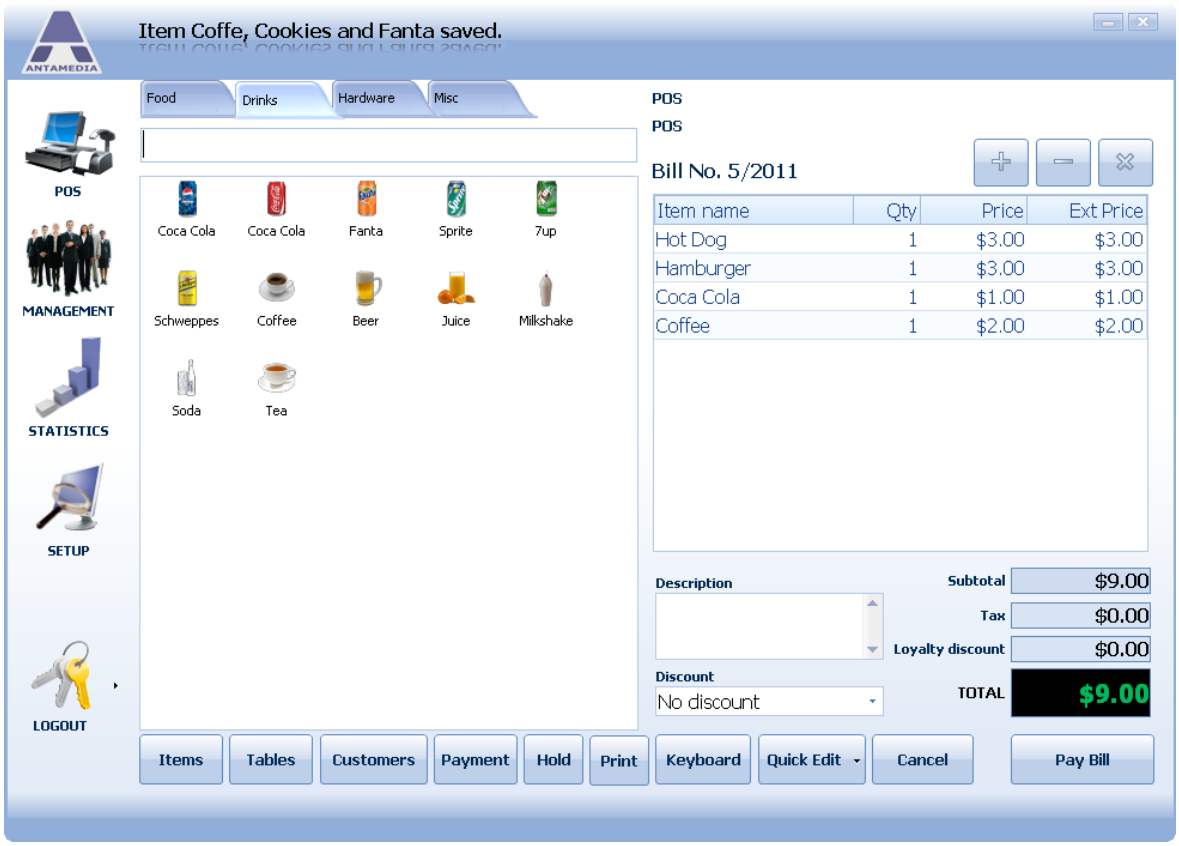
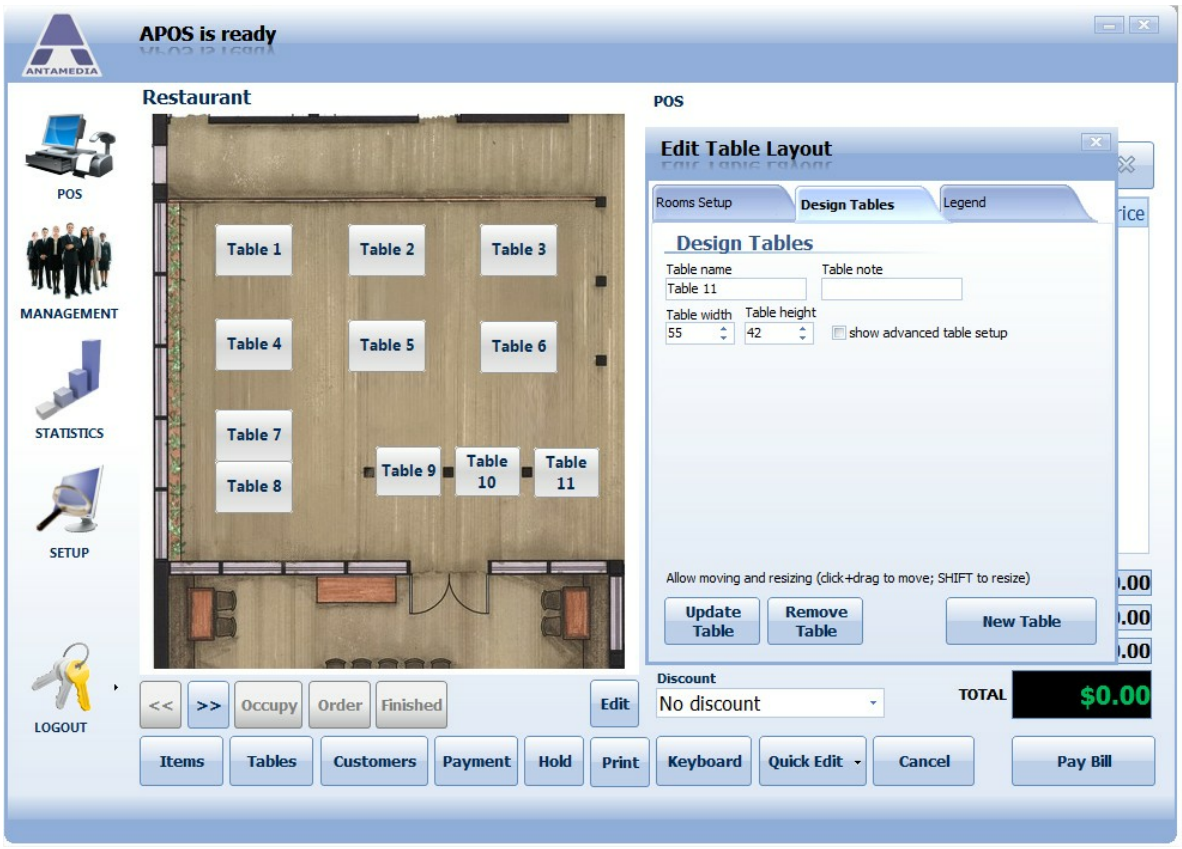


1.2 Tables

Tables screen helps you to manage tables in your property, and includes support for multiple rooms. Before you can manage your rooms and tables, you have to set up their layout. Open **Rooms Setup** window by clicking **Edit** button then add new room by entering Room Name, choosing background color or image and clicking + button.

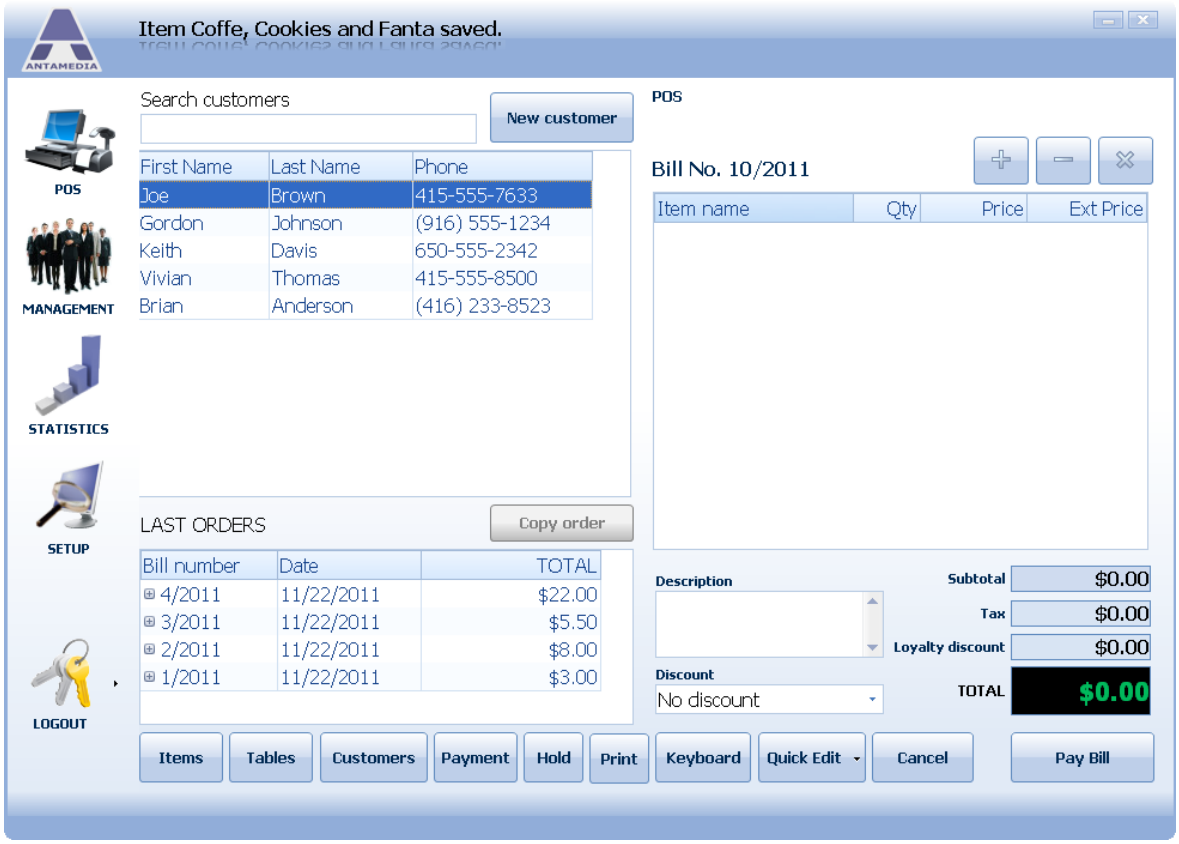
To add a table first select a room where you want to put the new table by clicking << or >> buttons, open **Design table** window (**Edit** button), enter **Table name** and click **New Table** button. Using **Design table** window you can also edit or remove tables.

Table icons have **Color Notification** feature which helps you to identify table status (ready, seated, ordered, bill print, to clean, reserved). You can configure this feature in Legend window (Edit button). ordered, bill print, to clean, reserved). You can configure this feature in **Legend** window (**Edit** button).



1.3 Customers

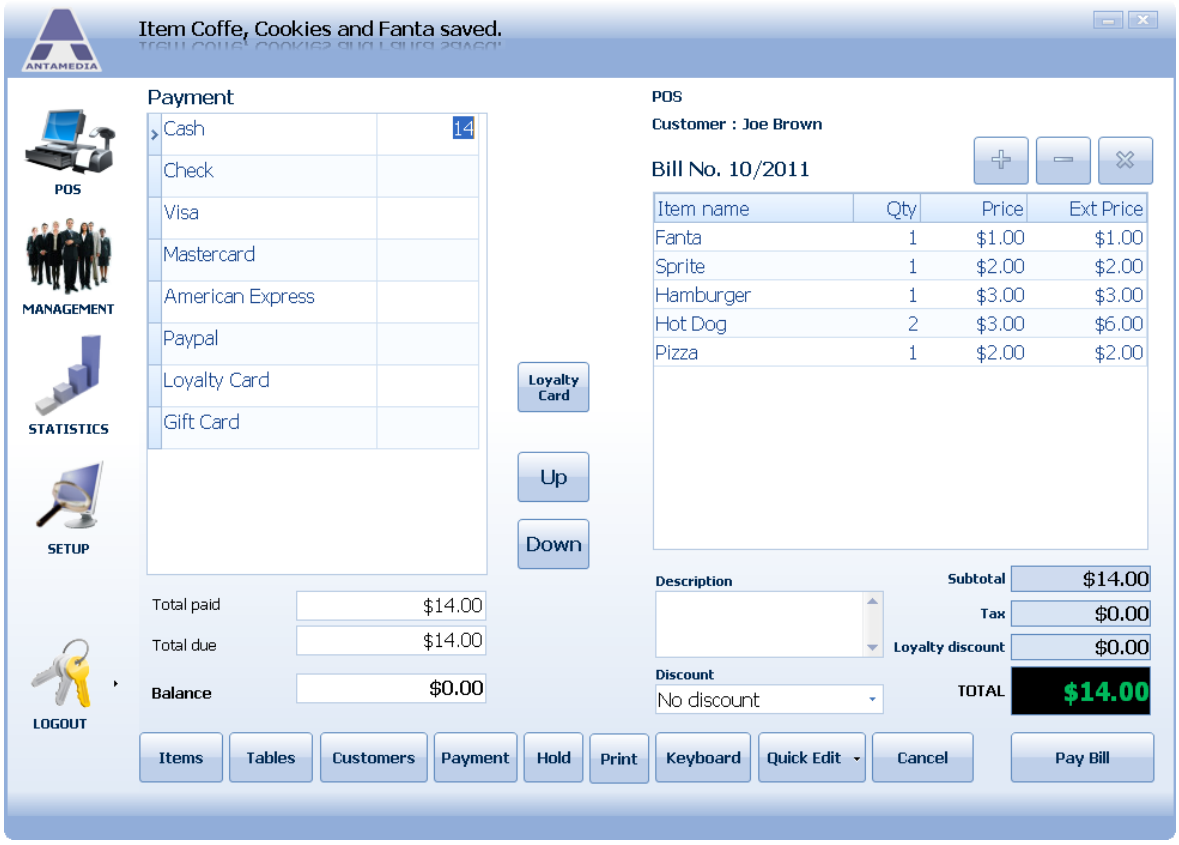
To access this screen click **Customers** button on POS screen, here you can assign a customer to order and add new customers to the system. After selecting **Items** for purchase, the system generates a unique **Bill No.** and displays a list (receipt) of items on the right side of the screen.
To select a customer scroll down list or type customer name in **Search** field and click on the entry. Selected customer will be automatically assigned to current order and customer's order history will be shown in the lower part of the screen. To add a new customer, click **New customer** button, fill in the form and click **Save**.



1.4 Payment

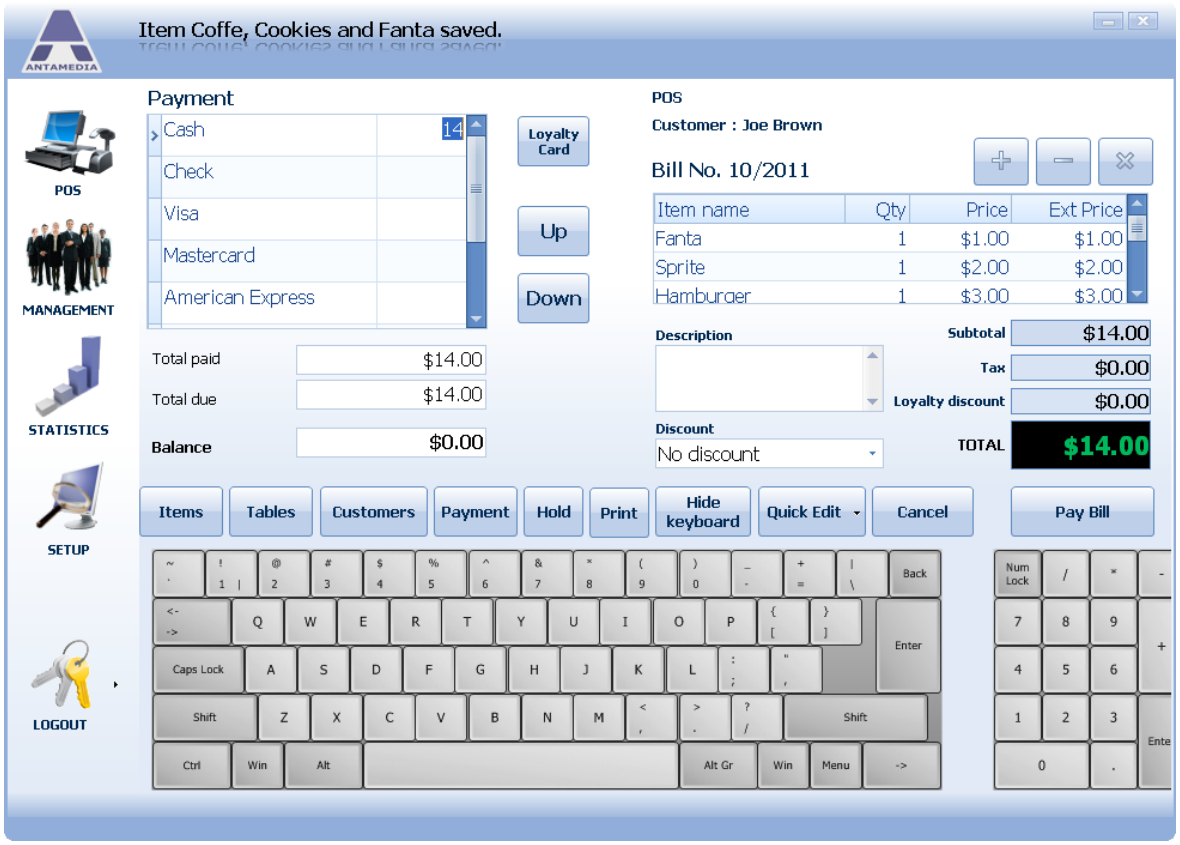
Payment screen allows you to change payment method and to give a discount to a customer by using loyalty card. To complete billing process, follow these steps:

1. Select **Payment** type by using the **Up** and **Down** buttons
2. Enter value to be paid with the selected method (total amount can be divided into multiple payment methods, like cash and credit card)
3. (Optional) Click **Loyalty Card** button to use a discount if applicable, enter loyalty card number and **Confirm**
4. Click **Pay Bill** button



1.5 Keyboard

Keyboard feature can be very useful in POS terminal which operates on a touch screen device. You can use it to add text description to bills, add new customers or add/edit items. To access virtual keyboard click **Keyboard** button on POS screen.



1.6 Quick Edit

Quick Edit option allows you to edit items or item categories using a simple interface. You can also create and delete items and categories using this option. To create a category, click on **Quick Edit** button, choose **Quick edit POS item category**, enter category name in the text field on top of the screen and click + button.
To edit an item, please follow these steps:

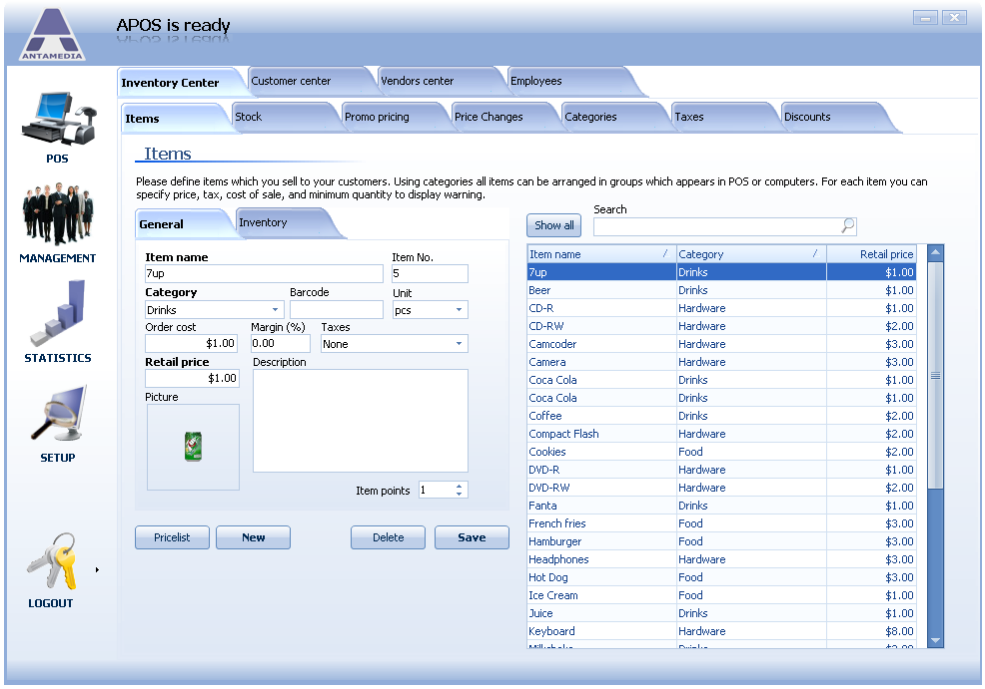
1. Click **Items** button
2. Click **Quick edit POS item**
3. Click on the icon of the item you want to edit
4. Enter **Item Name**
5. Select **Category** for item
6. Specify **Retail price**
7. Set **Minimum stock** value
8. Change quantity in stock using +, - and ... buttons
9. Upload photo of the item by clicking on **Picture** box and selecting photo
10. Click **Save** button

If you want to add a new item, please click **Add new item** and follow steps 4-10.

2 Inventory Center

2.1 Items

This section allows you to define all the products and services that you provide to your customers and to categorize them according to your business needs. It is located on **POS - Management - Inventory Center - Item - General** tab. You can search for previously added items by typing the item name in the search field on the right of the screen or by clicking on **Show All** and scrolling down the list. Double left clicking on any of the items will allow you to edit the product.
You can also print out a complete price list of all items added by single left clicking on the **Pricelist** button.



To add a new item, please follow these steps:
1. Enter **Item Name**
2. (Optional) Enter **Item No**.
3. Select **Category** for an item from the drop down menu (it would be useful to set up this section before adding inventory items)
4. Enter **Barcode** (from product if available). This can be read by a bar code scanner if one is set up with your system
5. Choose how the item is to be retailed from **Unit** drop down menu
6. Set **Order Cost** per item
7. Define **Retail Price** (this can either be added manually or use the **Margin(%)** option)
8. Set **Margin(%)** (profit you wish to make) and **Retail Price** will be automatically calculated
9. Choose which **Taxes** will be applied to an item price from the drop down menu (% must be set up in the **Setup - Prices - Taxes** section)
10. Add item **Picture** (right click on picture box, single left click on load, search for the photo in the directory and upload)
11. Enter a **Description** if required

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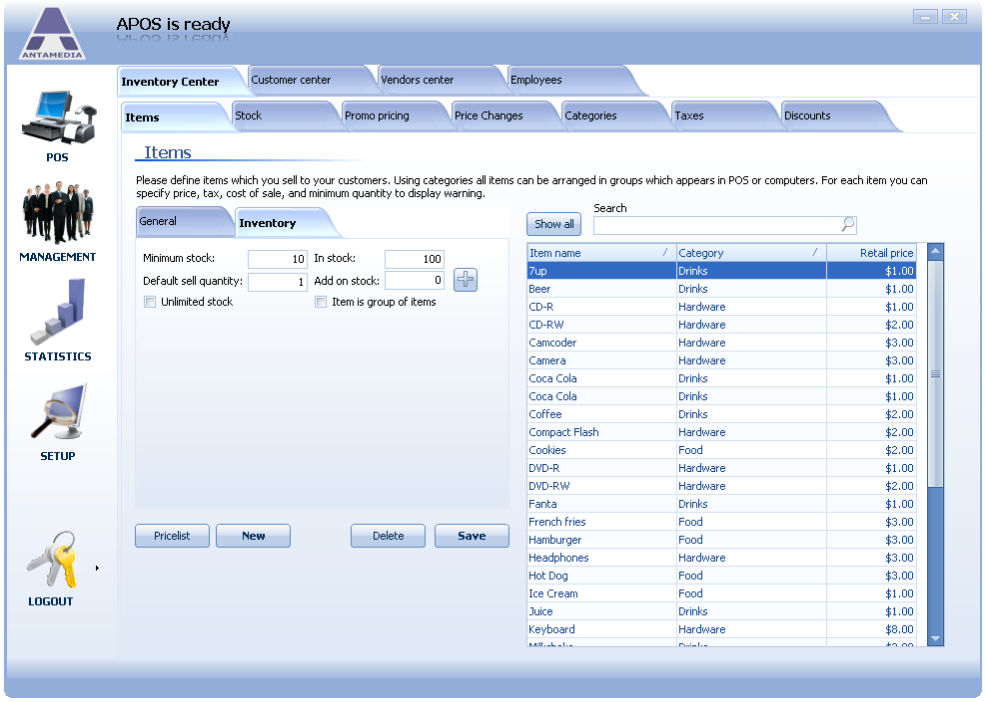
12. Select how many **Loyalty points** item is worth
13. Click **New** button to save the item

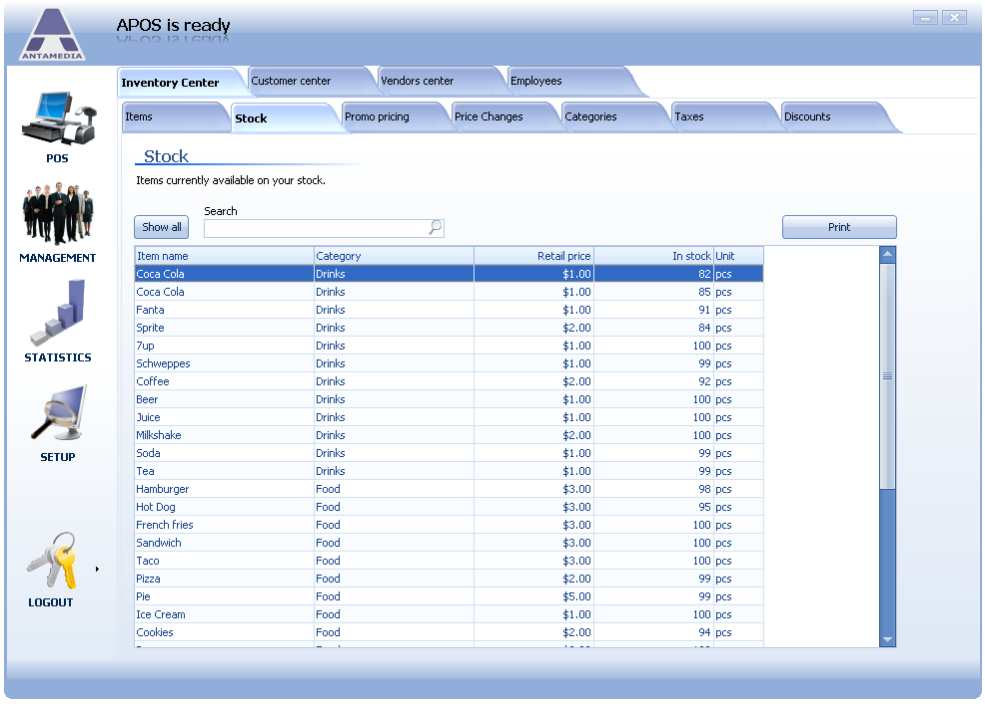
Inventory

This section allows you to set minimum stock levels for each item and to add stock levels as per a stock take.
1. Highlight an item by selecting from the list on the right side of the screen by using the **Show All** or **Search** option
2. Add the value of minimum stock
3. Add the value of default sell quantity
4. Add the amount held in stock
5. Add on stock can be used to record additional stock as it is delivered into stock from a Supplier/ Vendor
6. If an item is one of a group of items you can click on the **Item is a group of items** box and group the items together
7. Click **Save** button



2.2 Stock

Stock page helps you to show, print and export list of items available in your stock.
You are able to search for individual items by typing a description in the **Search** field or you can scroll through the list by pressing the **Show All** button. Export is available from print preview window.



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2.3 Promo Pricing

Promotional prices can be established days, even months in advance of a sale. The prices can be valid for any length of time, even for just one hour a day. By setting a start date and end date, APOS will automatically apply the sale price and then revert back to the regular price. You can also make the promo open ended so the prices will never expire. To access this page go to POS - Management - Inventory Center - Promo pricing.

There are two types of pricing: Promo price and Happy hour.

Common options:	
All items	Choose this option to allow a discounted price on all items
Items category	This option will allow you to set a discount for a whole product category (food, drinks etc.)
Single item	Set a discount for a single item
Discount	Select discount percent to be applied
Promo pricing:	
Promo begin	Set promo period start date and time
Promo end	Set promo period end date and time
Happy hour:	
Happy hour 1, 2, 3	Enable one or more of these if you want to have multiple Happy hours periods
From __ To __	Set time of day when Happy hour will be active
Weekdays	Select days of week when happy hour will be active

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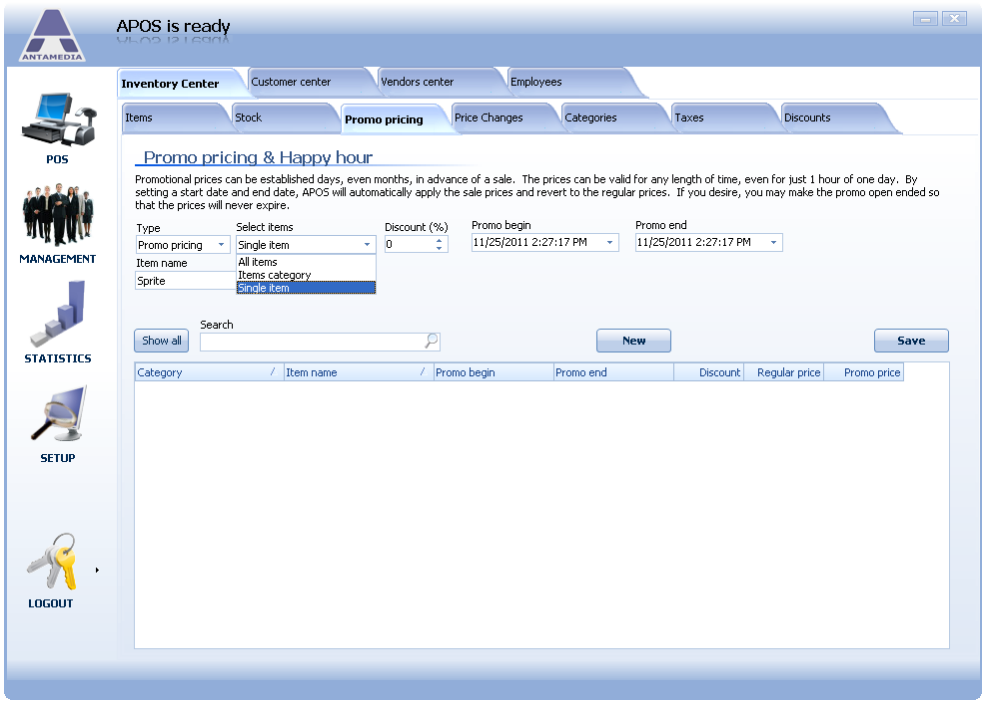
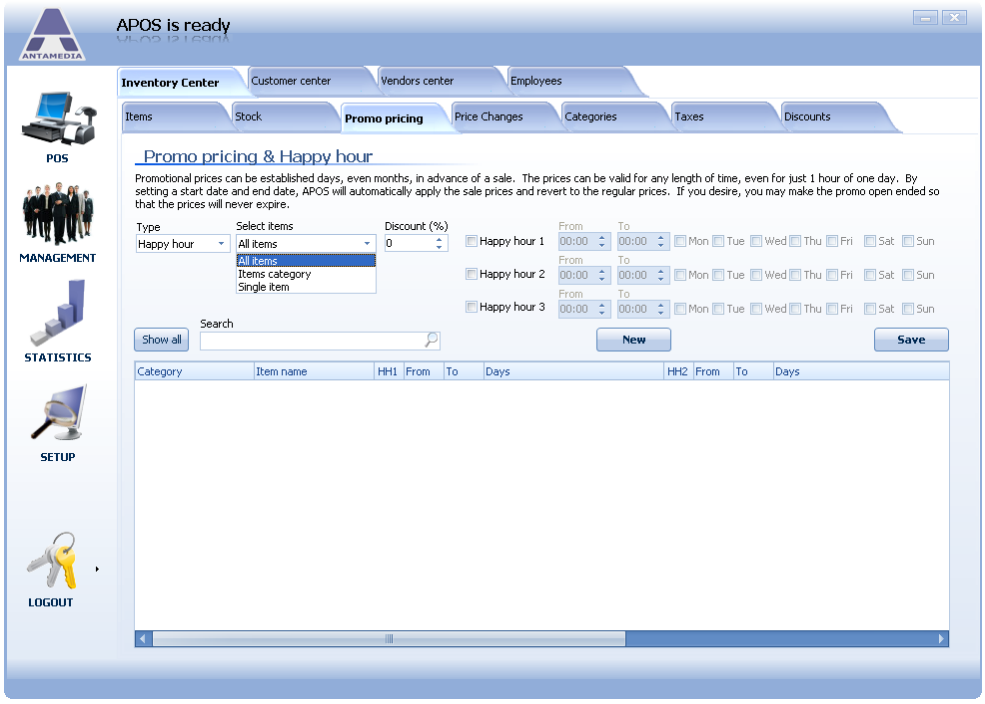

APOS is ready
Inventory Center
Customer center
Vendors center
Employees
Items
Stock
Promo pricing
Price Changes
Categories
Taxes
Discounts
POS
MANAGEMENT
STATISTICS
SETUP
LOGOUT
Promo pricing & Happy hour
Promotional prices can be established days, even months, in advance of a sale. The prices can be valid for any length of time, even for just 1 hour of one day. By setting a start date and end date, APOS will automatically apply the sale prices and revert to the regular prices. If you desire, you may make the promo open ended so that the prices will never expire.
Type
Promo pricing
Select items
Single item
All items
Items category
Single item
Discount (%)
0
Promo begin
11/25/2011 2:27:17 PM
Promo end
11/25/2011 2:27:17 PM
Item name
Sprite
Search
Show all
New
Save
Category
Item name
Promo begin
Promo end
Discount
Regular price
Promo price


APOS is ready
Inventory Center
Customer center
Vendors center
Employees
Items
Stock
Promo pricing
Price Changes
Categories
Taxes
Discounts
POS
MANAGEMENT
STATISTICS
SETUP
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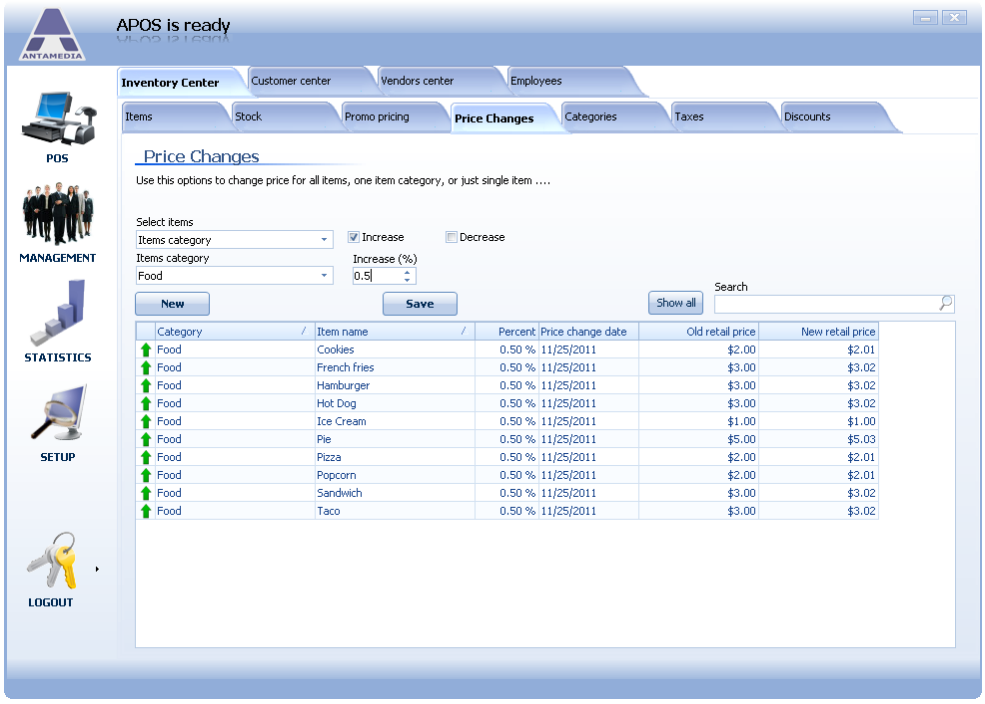
Promo pricing & Happy hour
Promotional prices can be established days, even months, in advance of a sale. The prices can be valid for any length of time, even for just 1 hour of one day. By setting a start date and end date, APOS will automatically apply the sale prices and revert to the regular prices. If you desire, you may make the promo open ended so that the prices will never expire.
Type
Happy hour
Select items
All items
All items
Items category
Single item
Discount (%)
0
Happy hour 1
Happy hour 2
Happy hour 3
From
To
Mon
Tue
Wed
Thu
Fri
Sat
Sun
Search
Show all
New
Save
Category
Item name
HH1
From
To
Days
HH2
From
To
Days

2.4 Price Changes

This feature helps you easily manage prices of your products. You can update prices for selected products, product categories, or even all products by a % value up or down. The page is located on POS - Management - Inventory Center - Price Changes tab.

Please follow these steps to change price(s):
1. Select A ll items, Item category or Single item from Select items drop down menu
2. Select item category or particular item if required
3. Check Increase or Decrease box
4. Set percent for price change
5. Click Save button



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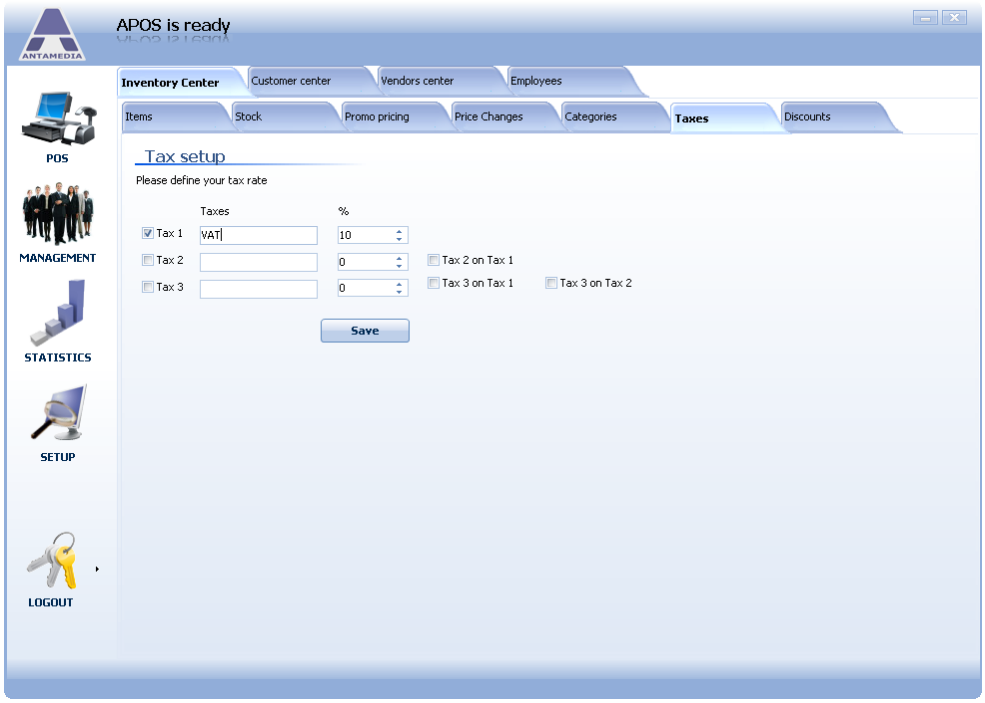
2.5 Taxes

If you are required to charge tax for your services, Antamedia POS offers flexible tax setup. There are 3 different taxes to configure with tax on tax option.

Tax configuration examples:
If you have single tax to charge:
1. enable **Tax1**, name it (like VAT)
2. configure **%** value
3. press **Save** button

If you have two different taxes to charge:
1. enable **Tax1**, name it (like VAT)
2. configure / value
3. enable **Tax2**, name it
4. configure **%** value
5. press **Save** button

If your country regulation requires second tax to be calculated as percent from the value of the first tax, please enable Tax2 on Tax1.

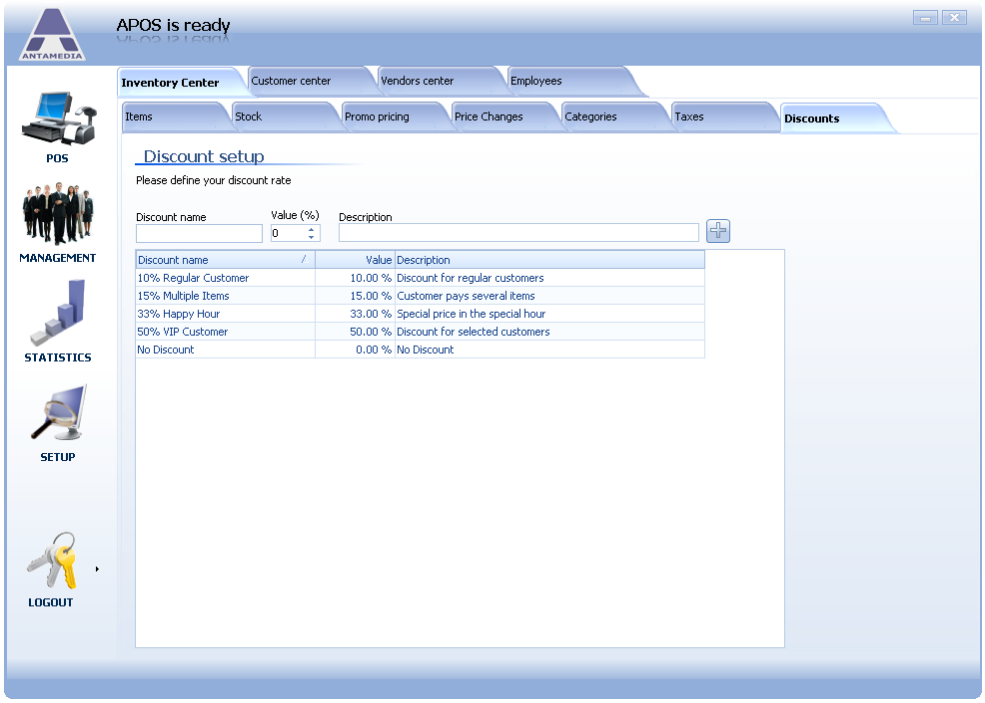


2.6 Discounts

Discount feature helps you to offer the discounts when there is a need for it. You can offer a discount to your regular customers, for buying multiple products, for daily promotions or similar reasons.

In the **Cafe Setup - Prices - Discount** page please define different discount types. To define a discount:
1. Enter discount **name**
2. Specify discount **percent** (like 10 %)
3. Enter discount **description**
4. Press **Save** button

To delete a discount from the list, please select it with a left mouse click and press **Delete** button.



3 Customer Center

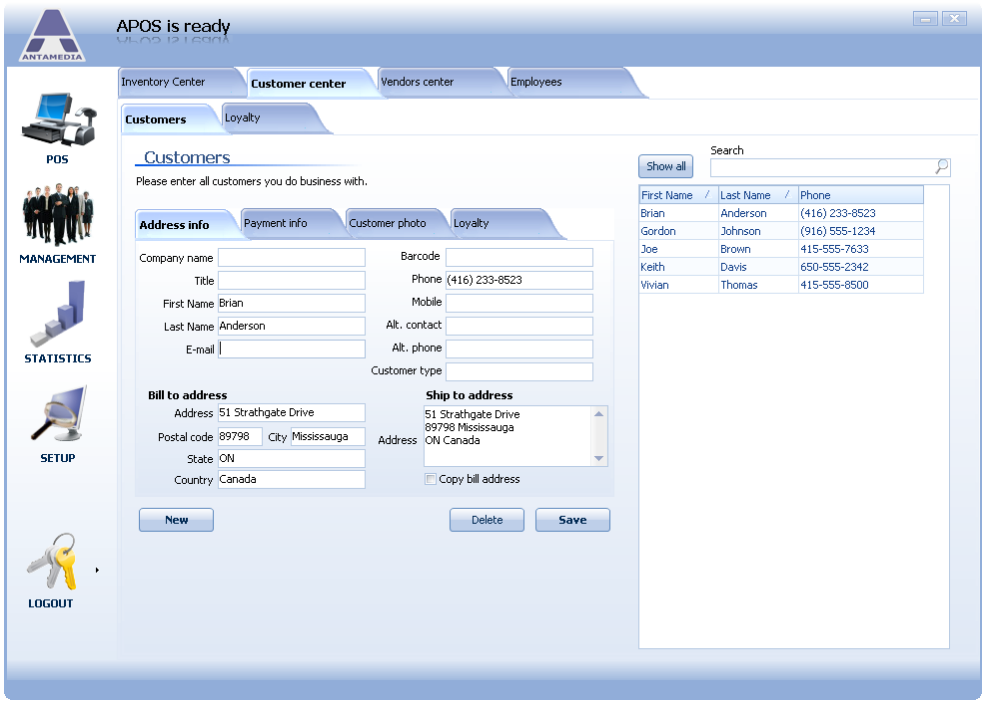
3.1 Customers

3.1.1 Address Info

Antamedia POS can store various details about your customers, which can be very useful feature for marketing, invoicing, targeted promotions, loyalty program etc. This page is located on **POS - Management - Customer Center - Customer - Address Info** page and contains the following details:

- Personal data
- Contact data
- Billing address
- Shipping address

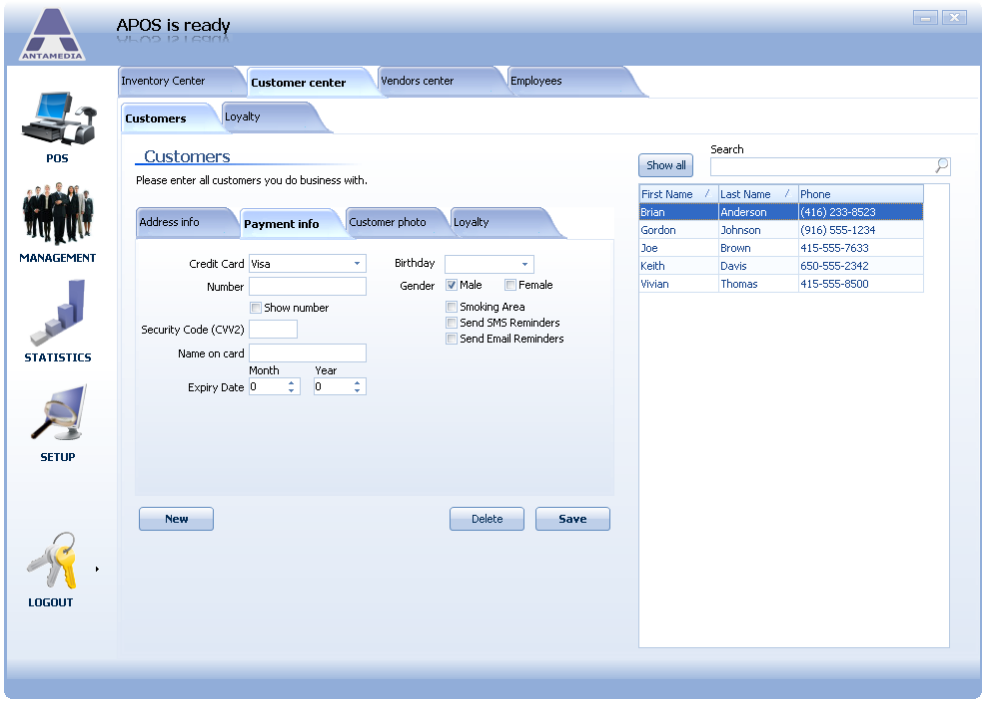
To add a new customer, enter desired information in form and click **Save** button. Customer data can be edited by clicking an entry in the list, changing desired information and clicking **Save** button.
You can search for customer details by typing the customer's name in the **Search** field on the right of the screen or by clicking on **Show All button** and scrolling down the list.



3.1.2 Payment Info

This page enables you to store customer's credit card information, birth date, gender and service preferences. It is located on **POS - Management - Customer Center - Customer - Payment Info** tab.

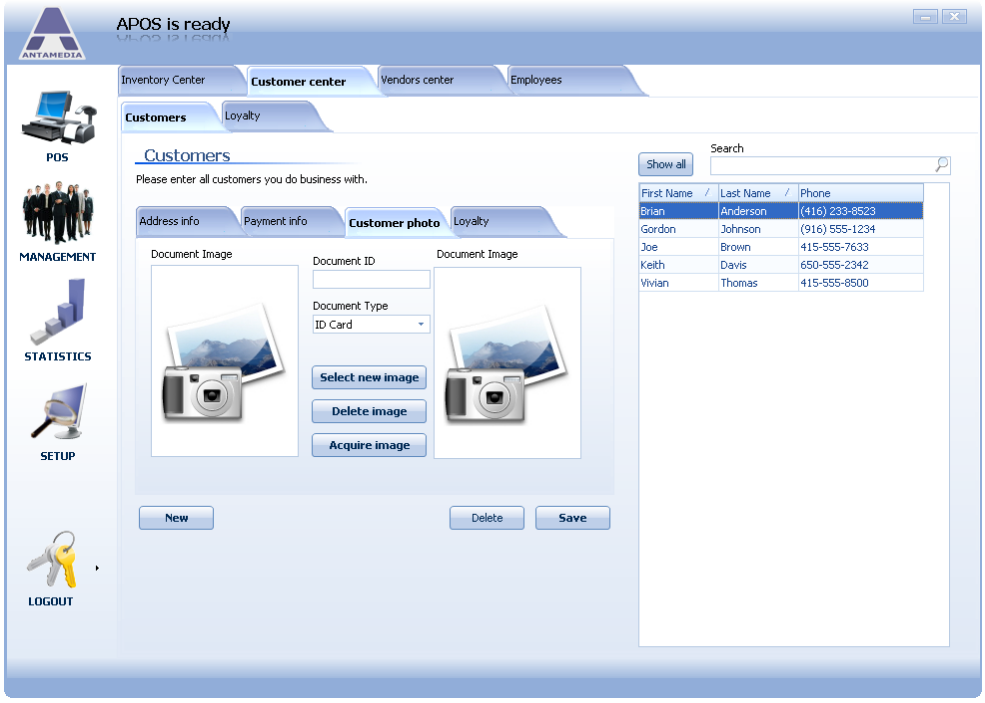
To add or edit customer payment info, please click desired customer in the list, enter data in the form and click **Save** button. You can search for customer details by typing the customer's name in the **Search** field on the right of the screen or by clicking on **Show All** button and scrolling down the list.



3.1.3 Customer Photo

Using this feature you can save customer **Photo**, **ID Card**, **Passport**, **Driver license** etc. Picture can be loaded from hard drive, or it can be acquired from any twain compatible device, like scanner, web camera etc. We recommend keeping pictures in appropriate sizes since large scanned documents can quickly increase database size. To add a photo or document, please follow these steps:

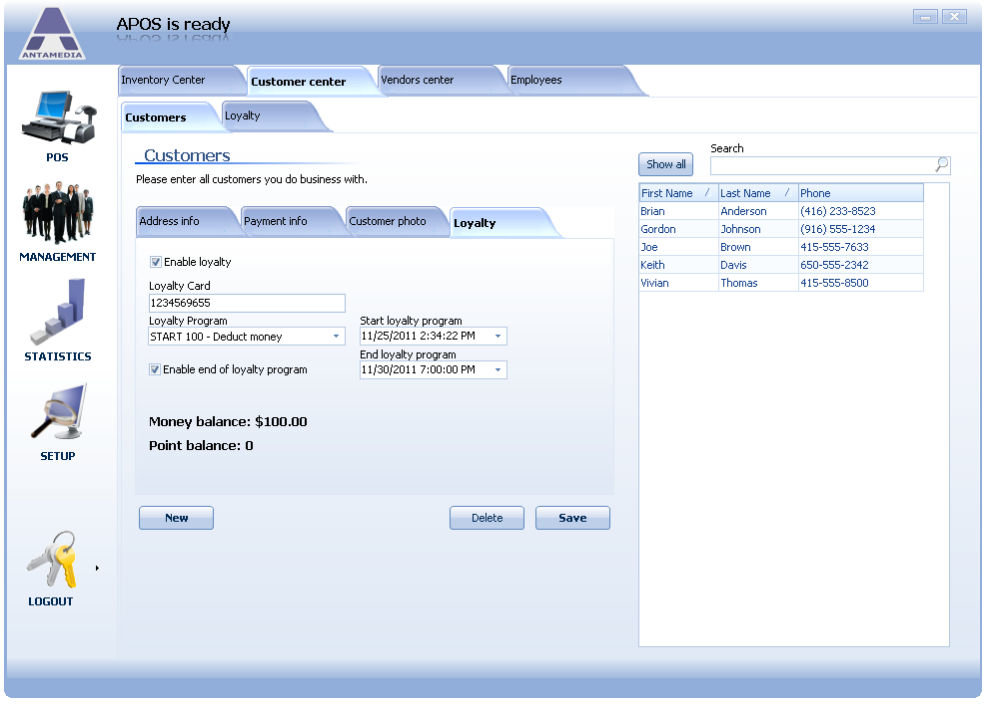
1. Open **POS - Management - Customer Center - Customer - Customer Photo** page
2. Click customer entry in the list
3. Enter **Document ID** number or code
4. Select **Document Type**
5. Click on right or left **Document Image** box
6. To load a picture from hard drive click on **Select new image**
7. To load a picture from the external device (camera, scanner etc.) click on **Acquire image**
8. Click **Save** button



3.1.4 Loyalty

From this page you can issue loyalty cards and enable loyalty bonuses for your regular customers, but first you have to configure loyalty programs on **Management - Customer Center - Loyalty** page. To set up loyalty for a customer, please follow these steps:

1. Open **POS - Management - Customer Center - Customer - Loyalty** page
2. Click customer entry in the list
3. Check **Enable loyalty** box
4. Enter new loyalty card name or number
5. Select **Loyalty program** from the drop down menu
6. Set start date of program
7. To limit program duration, check **Enable end of loyalty program** box and set end date
8. Click **Save** button



3.2 Loyalty

Antamedia POS allows you to reward your regular customers by giving them loyalty bonuses and discounts. You must configure loyalty programs before enabling loyalty for customers. To create loyalty program, please follow these steps:

1. Open **POS - Management - Customer Center - Loyalty** page
2. Enter **Loyalty program** name
3. Select type of loyalty program (explained below)
4. Configure loyalty program options
5. Click **Save** button

There are 3 types of loyalty programs:

- Deduct money or points from start balance:	
Choose money or points	Choose which type of bonus loyalty card will contain
Start money	Set the amount of money assigned to a card when you issue it
Start points	Set the amount of points assigned to a card when you issue it
On each __ deduct points __	Set how many points will be deducted from loyalty card for specified amount of money on the bill. Multiple money-to-points ratios can be defined.
+ button	Add new ratio
- Add rewards Points:	
On each __ Add reward points __	Set number of points added for specified amount of money spend
Points __ Redeem money __	Set how many points customer has to collect to redeem specified amount of money. Multiple money-to-points ratios can be defined.
+ button	Add new ratio
Minimum points for conversion	Specify the minimum number of points that customer has to collect to be allowed to convert them to money
- Offer fixed discount or increasing discount based on card balance	
For card amount greater __ Extra discount	Specify the amount of money that customer have to spend to get a discount percent you have defined. Multiple money-to-discount percent ratios can be defined.
Common options:	
Loyalty card expires in __ days from first usage	Number of days in which will card expire from the **first** usage
Loyalty card expires in __ days from last usage	Number of days in which will card expire from **last** usage.

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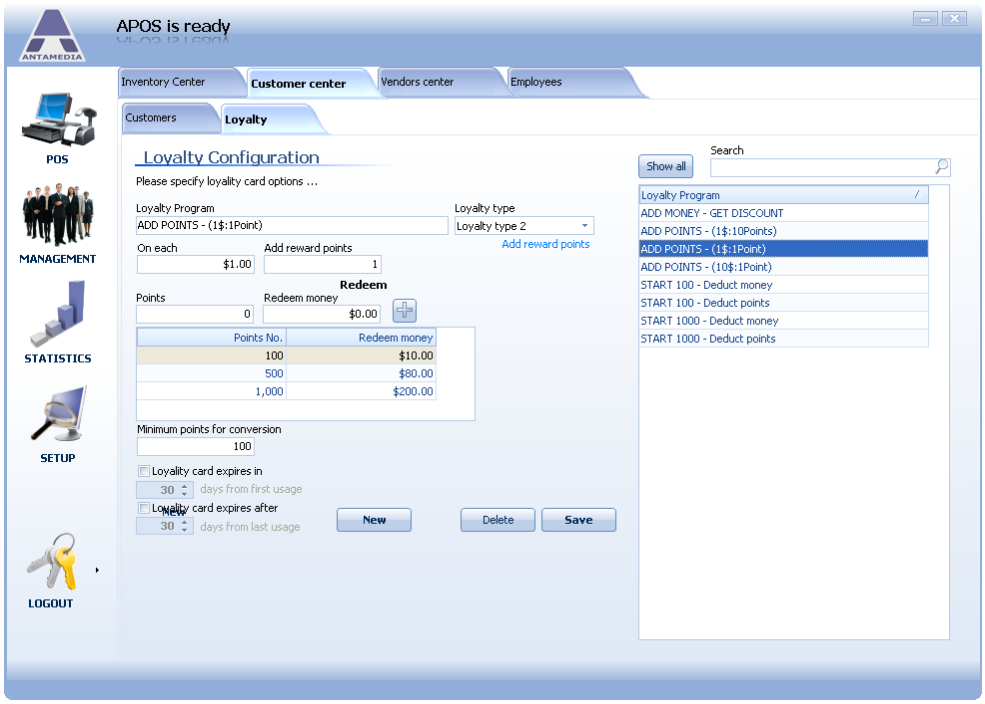
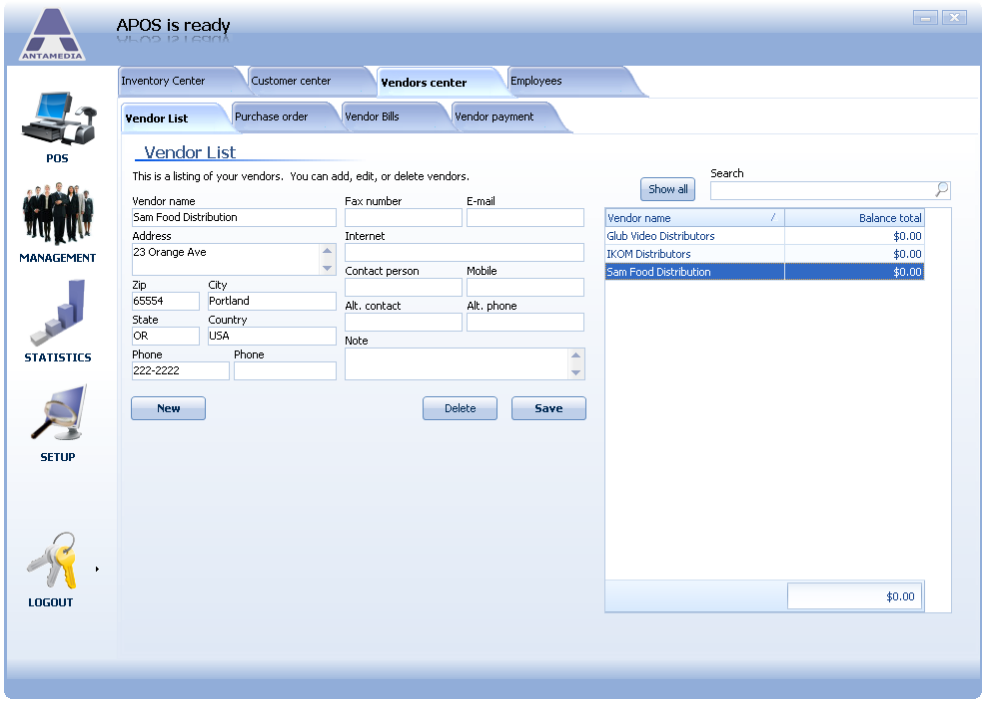

APOS is ready
Inventory Center
Customer center
Vendors center
Employees
Customers
Loyalty
POS
MANAGEMENT
STATISTICS
SETUP
LOGOUT
Loyalty Configuration
Please specify loyality card options ...
Loyalty Program
ADD POINTS - (1$:1Point)
Loyalty type
Loyalty type 2
Add reward points
On each
$1.00
Add reward points
1
Redeem
Points
0
Redeem money
$0.00
Points No.
Redeem money
100
$10.00
500
$80.00
1,000
$200.00
Minimum points for conversion
100
Loyality card expires in
30
days from first usage
Loyality card expires after
30
days from last usage
New
Delete
Save
Show all
Search
Loyalty Program
ADD MONEY - GET DISCOUNT
ADD POINTS - (1$:10Points)
ADD POINTS - (1$:1Point)
ADD POINTS - (10$:1Point)
START 100 - Deduct money
START 100 - Deduct points
START 1000 - Deduct money
START 1000 - Deduct points

4 Vendor Center

4.1 Vendor list

This page contains a list of your business suppliers. It's located on **POS - Management - Vendors Center - Vendor List** page.

To add a new vendor, please fill in the form and click **Save** button. Double left clicking on any of the items will allow you to edit the details. You can search for Supplier/Vendor details by typing the Vendor's name in the **Search** field on the right of the screen or by clicking on **Show All** and scrolling down the list.

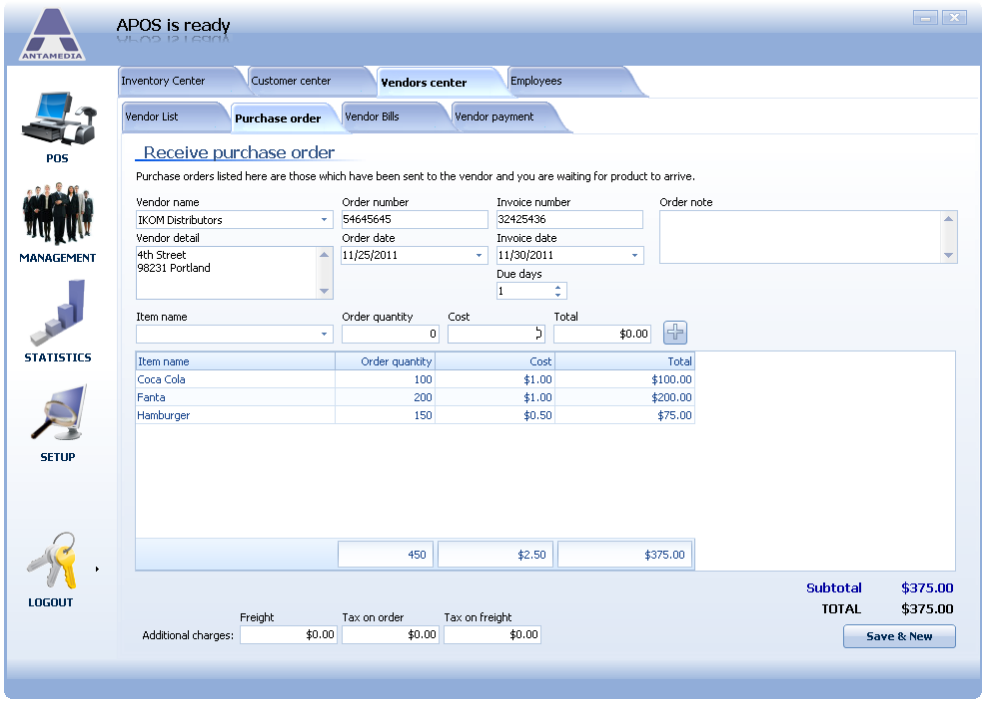


4.2 Purchase order

From this page you can create a new purchase orders and see a list of orders which have been sent to the vendor. The list shows following details: Item name, Order quantity (per order), Order quantity (total), Cost (per item), Cost (total), Total price (per order) and total price for all orders in the list

To create a new purchase order, please follow these steps:

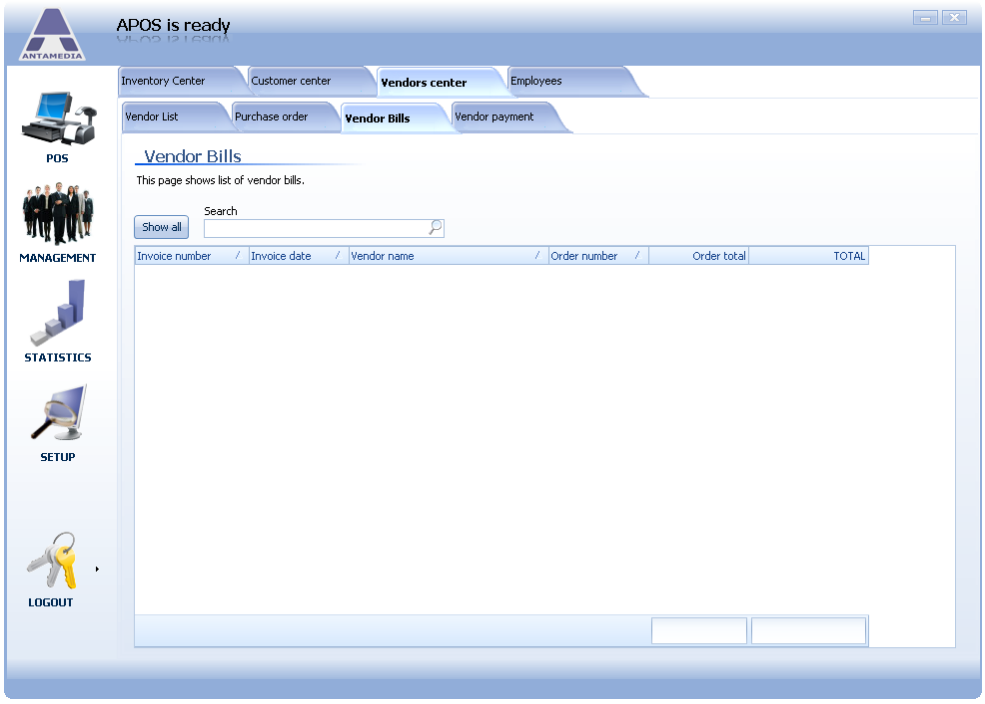
1. Open **POS - Management - Vendors Center - Purchase Order** page
2. Select vendor from **Vendor name** drop down list (this will automatically fill **Vendor detail** field)
3. Set **Order date** (this field will default to today's date)
4. Enter **Order number**
5. Enter **Invoice number**
6. Set **Invoice date**
7. (Optional) Add notes about order
8. Set number of **Due days**
9. Select an item you wish to order from **Item name** drop down menu
10. Set **Order quantity**
11. Enter price per item in **Cost** field (value for **Total** will be calculated automatically)
12. Add **Additional charges** as required
13. Click on + button
14. Click **Save & New** button



4.3 Vendor bills

This page allows you to generate a list of Vendor Bills (Supplier Invoices). It is located on **POS - Management - Vendors Center - Vendor Bills** page.

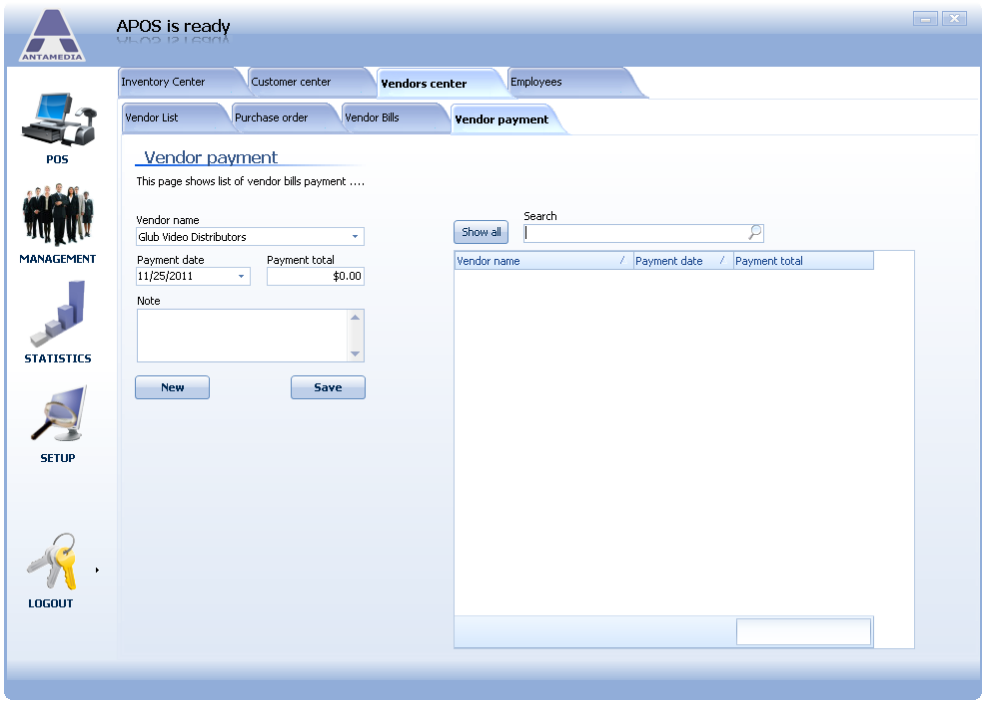
You can search for Supplier/Vendor details by typing the Vendor's name in the **Search** field or by clicking on **Show All** and scrolling down the list. Double left clicking on any of the items will allow you to view the details. Clicking on the + symbol next to the invoice number will produce a list of items ordered, an invoice total excluding tax and freight charges. You can edit the details by single left clicking the **Edit** button and this will take you back to the **Purchase order** page. To delete an entry, click the **Delete** button and the confirm deletion in pop-up dialog.
At the bottom of the screen, you can see order total fields.



4.4 Vendor payment

This page contains a list of Vendor/Supplier payments. It is located on **POS - Management - Vendors Center - Vendor Payments** page.

The list does not relate to invoices and is just a list of payment values. To add a payment, select vendor from **Vendor name** drop down list, choose **Payment date**, set **Payment total** amount and click **Save** button. Double left clicking on any of the entries will allow you to edit the details or delete the entry.



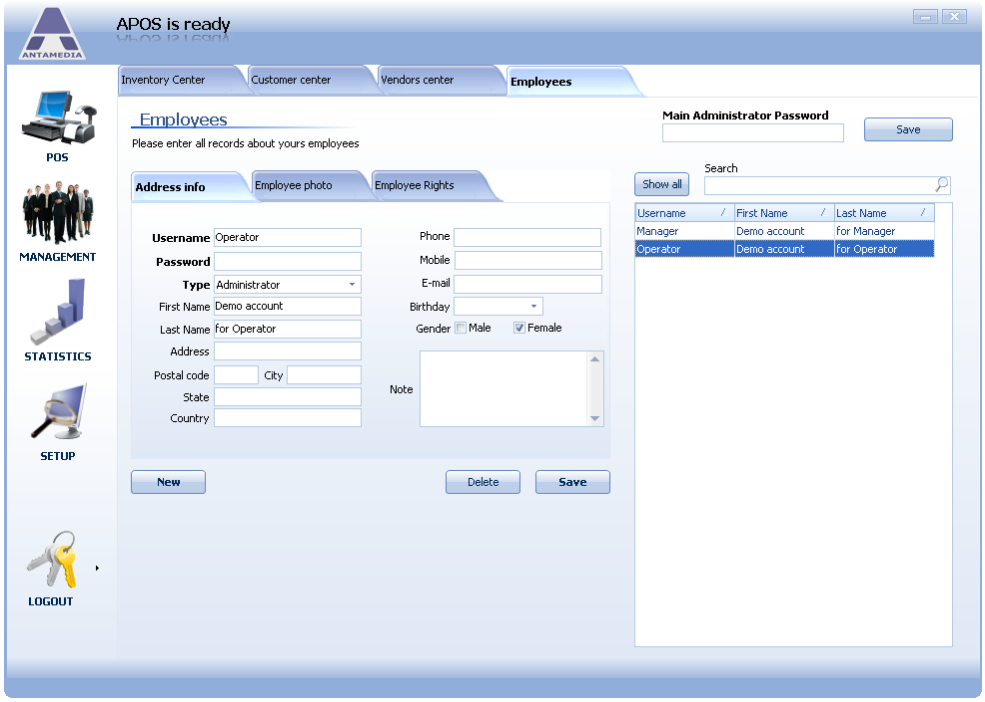
5 Employees

Antamedia POS supports the employee accounts with different access rights. Each employee have to login in order to do tasks in POS. There are many types of employee accounts like: Administrator, Manager, Cashier etc and this is defined by the type field.

Administrator is granted full access in the software. Manager can access statistics, reports, bills, action logs.
Cashier can only create and sell the products using simple, easy to learn interface.

How to create new employee account:
1. Open **POS - Management - Employees** page
2. Type **Username** and **Password** of your employee
3. Choose Type of employee account
4. Select Active to allow login in the POS software
5. Fill in other optional details, like address, city, birthday, email, mobile number, document ID
6. (Optional) Add a photo of the employee or document scan
7. Click **Rights** tab and assign access rights to employee account
8. Press **Save** button to store a new employee in database

You can remove the employee by selecting the employee in the list of employees and clicking the **Remove** button.
Note: this action cannot be reversed.



6 Statistics

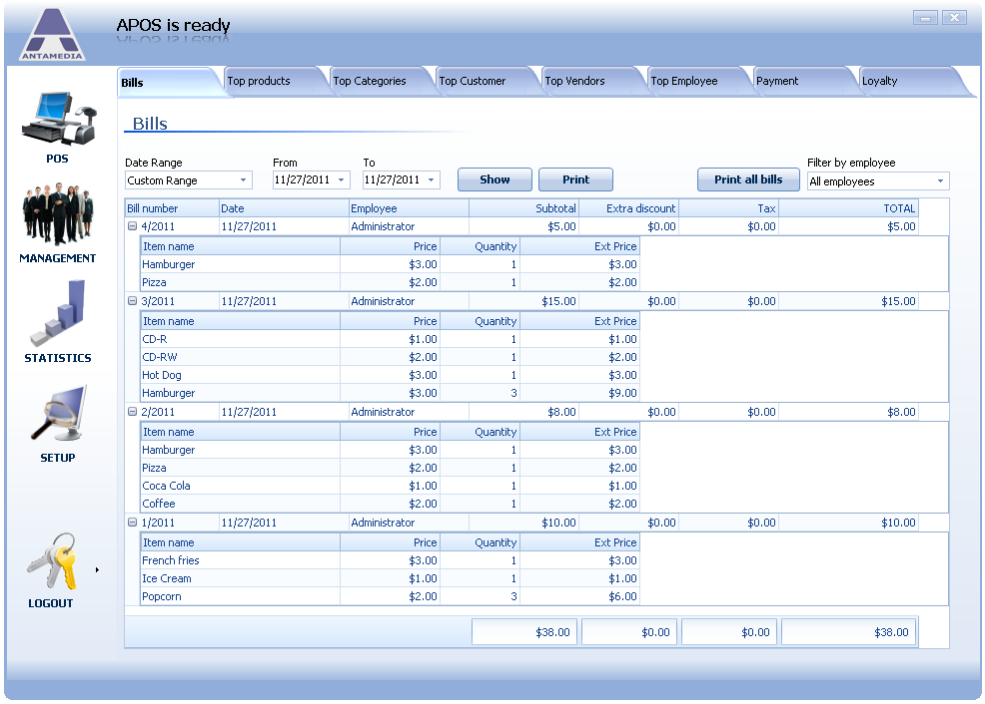
6.1 Bills

Bill statistics shows the list of all charged bills based on filtering options that you select.

Filtering of bills is available by predefined time periods: Today, Yesterday, Last 7 days, Last Week (mon-sun), Last Month, This week, This Month, This Year or Custom.
Each bill has the following details: Invoice Number, Invoice Date and Total

If you want to see what was charged on the selected bill, please click on the + button to open the list. You can see the following details:Description, Item Retail Cost, Item Quantity and Item Total

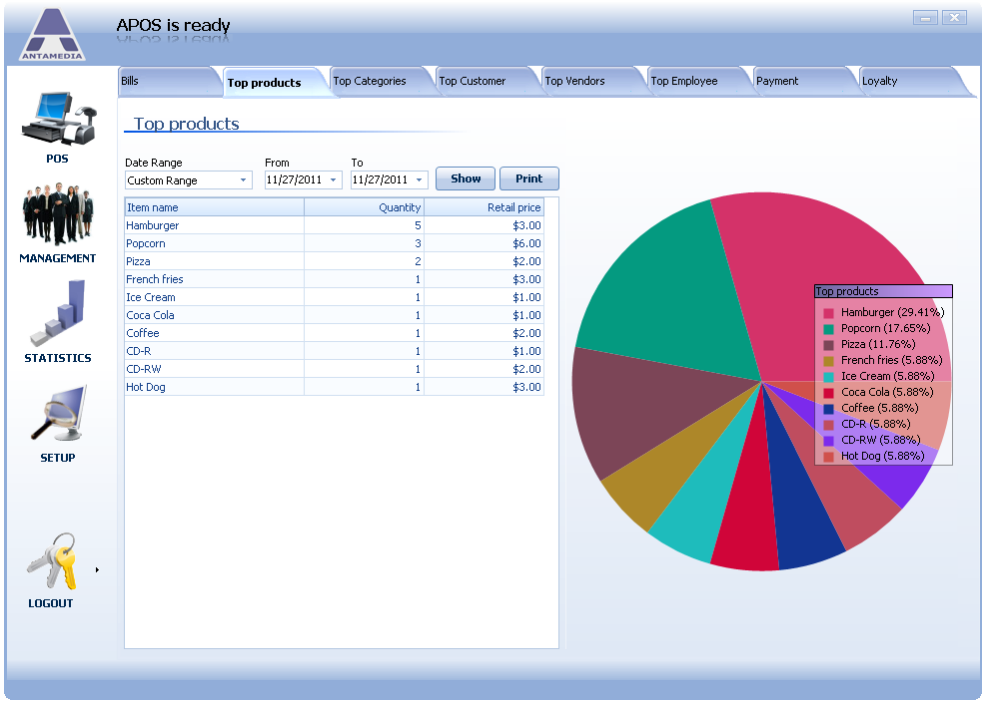
To display all the bills of specified time period, please select starting and ending date in the **From** and **To** fields and press **Show** button. POS automatically calculates totals for all bills and displays it in the bottom bar.

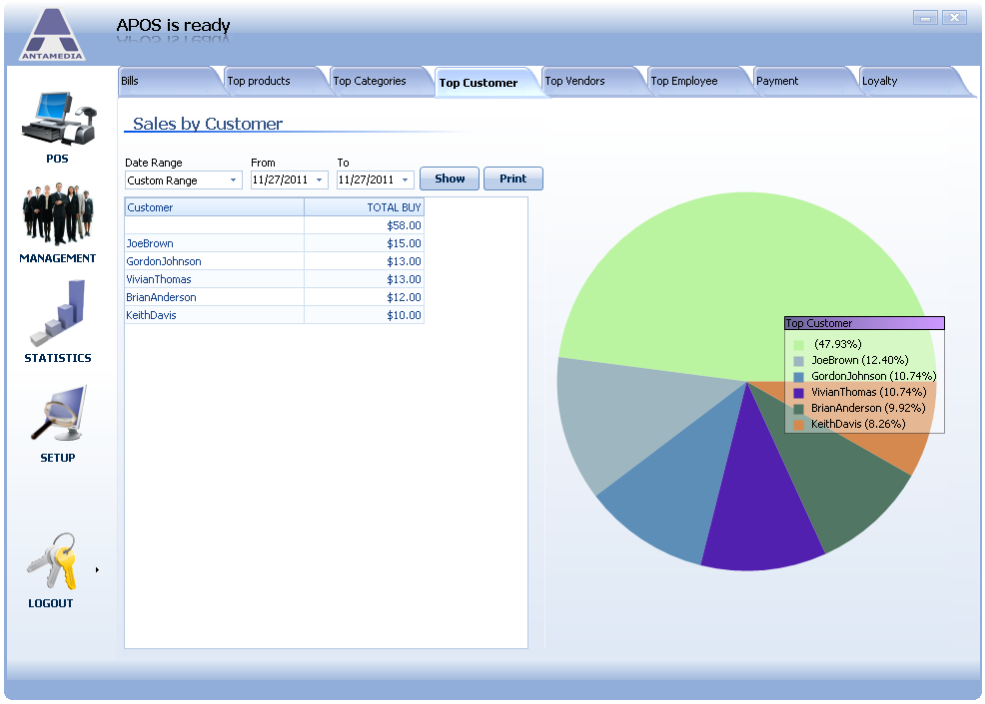


6.2 Statistics

Another useful POS feature are Top reports: Products, Categories, Customer, Vendors, Employee. It can help you to identify what are your top selling products, who are your best customers, employees with the most sales etc. These reports can be accessed by clicking one of the tabs in the **POS - Statistics** section. All reports are presented in the table and graphic (pie-chart) form.

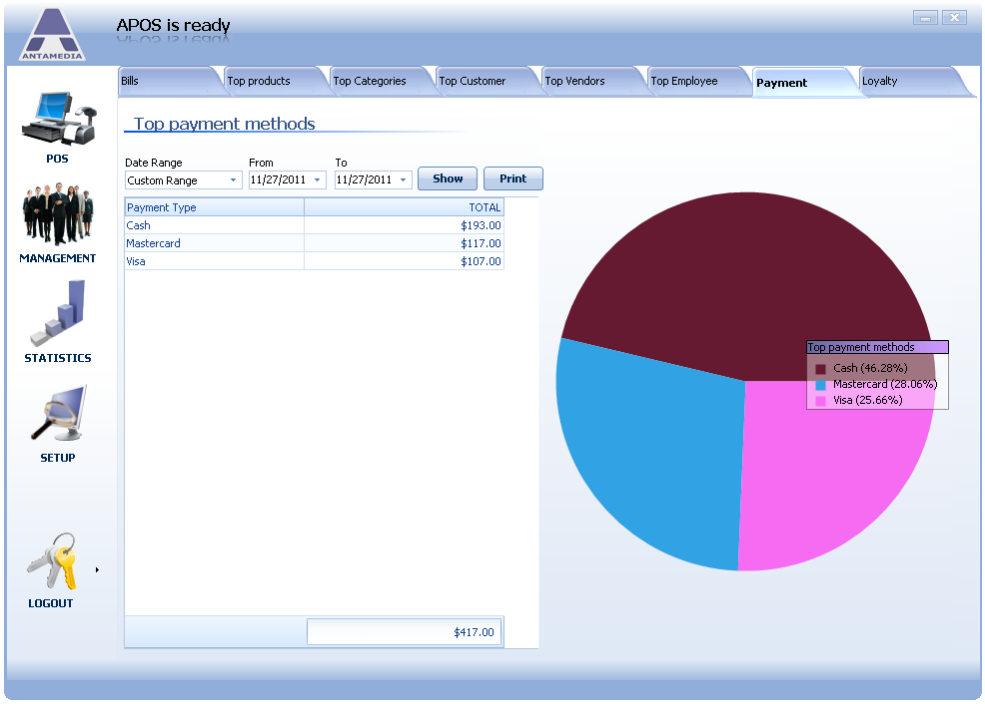
To display report for specified time period, please select the starting and the ending date in the **From** and **To** fields, or choose one of the predefined time periods (Today, Yesterday, Last 7 days etc.), and click **Show** button.




APOS is ready
Bills
Top products
Top Categories
Top Customer
Top Vendors
Top Employee
Payment
Loyalty
POS
MANAGEMENT
STATISTICS
SETUP
LOGOUT
Sales by Customer
Date Range
From
To
Custom Range
11/27/2011
11/27/2011
Show
Print
Customer
TOTAL BUY
$58.00
JoeBrown
$15.00
GordonJohnson
$13.00
VivianThomas
$13.00
BrianAnderson
$12.00
KeithDavis
$10.00
Top Customer
(47.93%)
JoeBrown (12.40%)
GordonJohnson (10.74%)
VivianThomas (10.74%)
BrianAnderson (9.92%)
KeithDavis (8.26%)

6.3 Payment

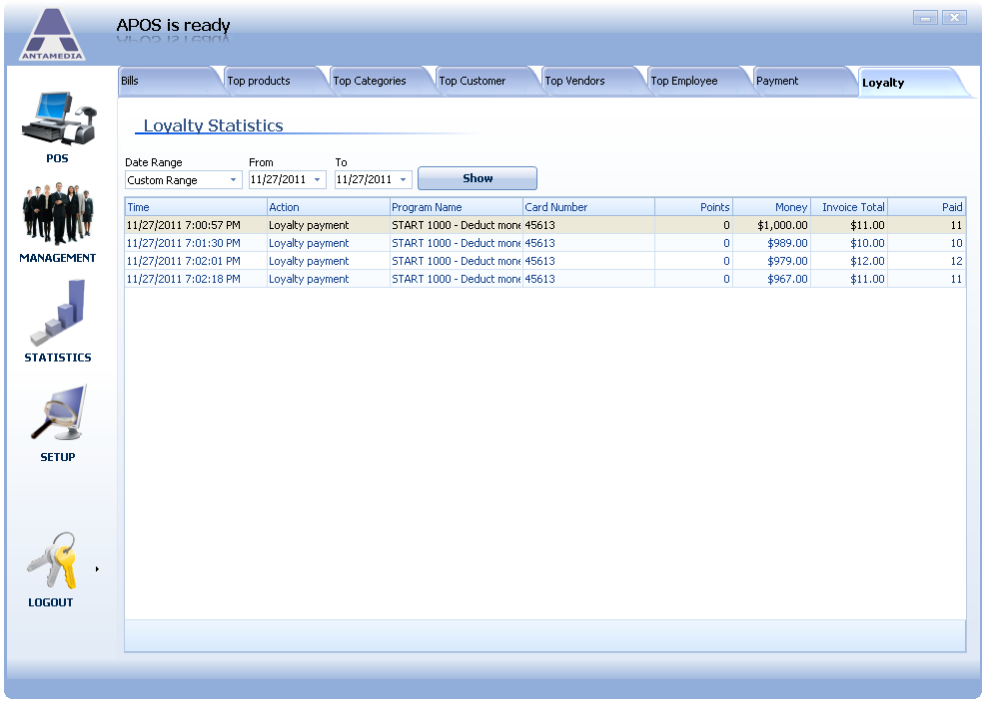
This report shows total amount of payments for chosen time period and percentage distribution of payment types.
To display report for specified time period, please select the starting and the ending date in the **From** and **To** fields, or choose one of the predefined time periods (Today, Yesterday, Last 7 days etc.), and click **Show** button.



6.4 Loyalty

From this page you can see statistics report about payments made with loyalty cards. This report is displayed in table form.

To display report for specified time period, please select the starting and the ending date in the **From** and **To** fields, or choose one of the predefined time periods (Today, Yesterday, Last 7 days etc.), and click **Show** button.



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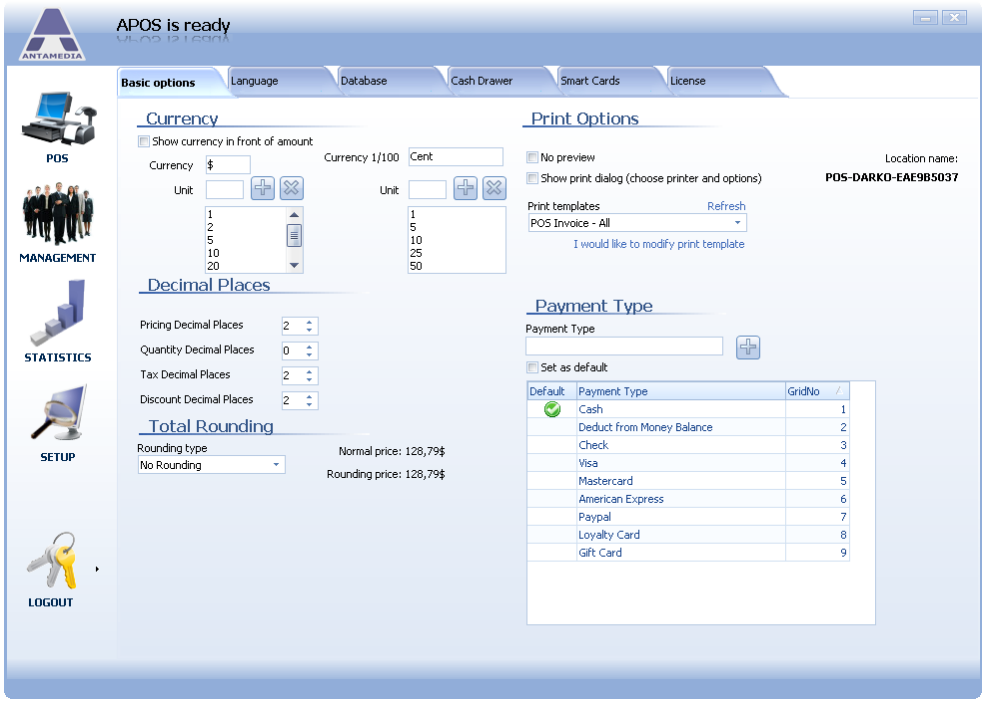
7 Setup

7.1 Basic Options

Basic Options page is located on **POS - Setup - Prices - Basic** options tab. These features helps you better customize billing process.

The page contains following options:

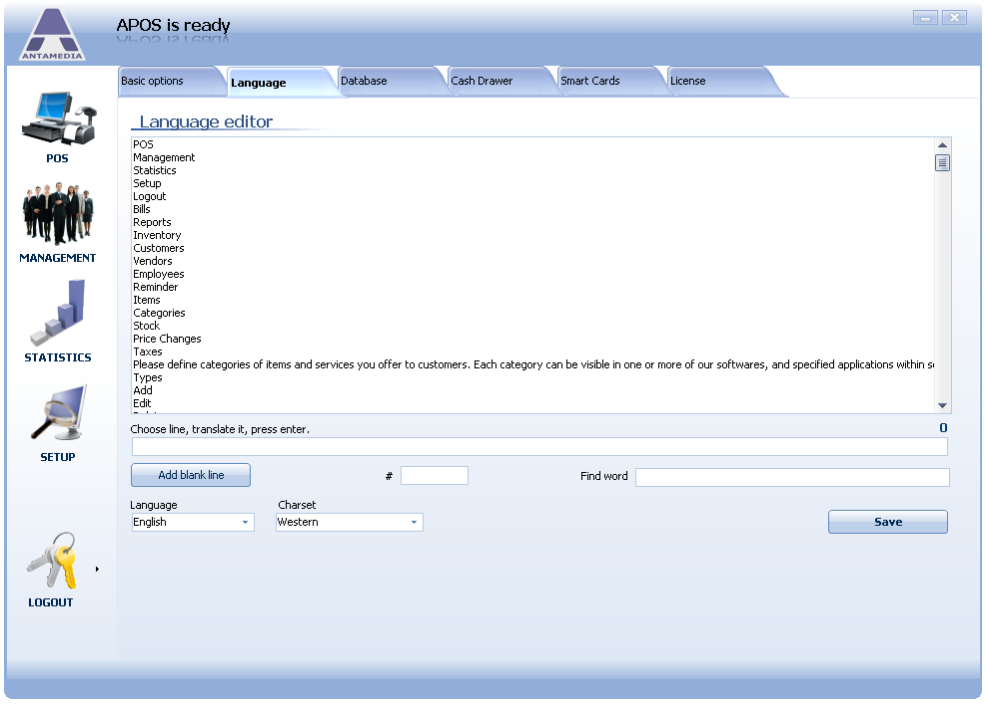
Currency	To configure currency sign, p ease enter desired letters or sign, and choose if it should be displayed before or after the amount. You can add space field if it's needed.
Decimal places	Configure number of digits after dot (.) in the price amount. Usually it is set to 2.
Rounding	This option helps you define desired rounding method for a total amount. There are over 10 methods including rounding on quarter, first digit, on 5, on 10, down or up.
Payment type	Defines available payment methods in the POS software. You can change default method from Cash to deducting from the money balance, payment with loyalty card etc.
Print options	Defines print template when issuing receipt. You can select **No Preview** to directly send prints without confirmation.



7.2 Language

Antamedia POS software supports easy translation to the new languages or modification of the included languages. Every of these languages can be adjusted to your own needs through integrated editor. To modify the existing translation file or create a completely new, please follow these steps:

1. Open **POS - Setup - Language** page
2. Click on a line you wish to modify and it will appear in the edit field below
3. Type a new text
4. Press Enter key and new line will be stored
5. Repeat the steps 2 - 4 for all the sentences you want to translate
6. When you finish, press **Save** button
7. Type the new name for translation file and press Save button in dialog



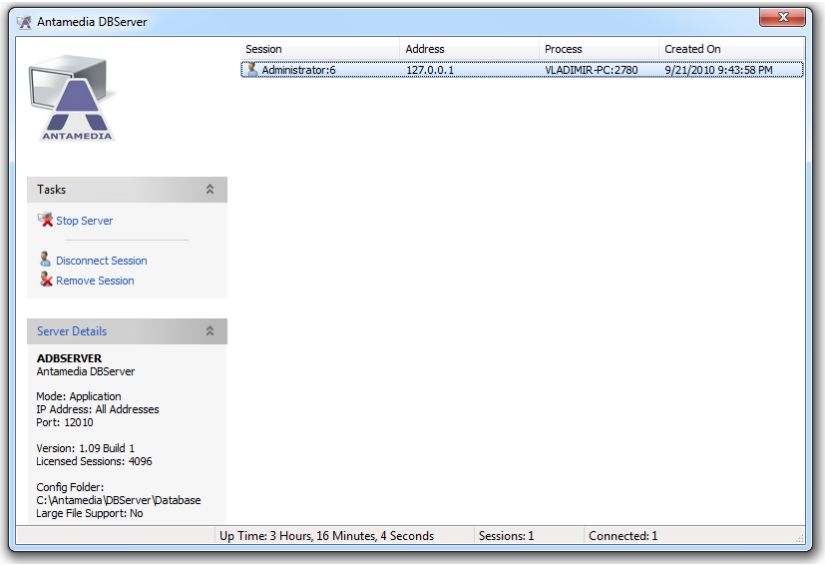
7.3 Database

Antamedia Database Server stores the data from Antamedia software (customers accounts, pricing plans, bills, statistics, reports, action log etc.). Database Server will be installed from the POS Installer

Database server can be installed on the same computer as POS or some other computer. Upon installing Database Server, Installer will start ADBConfigurator (Antamedia Database Configurator) which will perform maintenance, update and add new database tables, stored procedures, triggers etc.

If you intend to run multiple POS installations and share the data (products, bills, statistics etc.) between these locations, you will have to install Database Server on a computer with Public IP address (accessible from Internet). This way, all POS installations will be able to connect to one Database Server.

Recommendation: To keep your database safe, please use UPS (Uninterruptible power supply) for a computer where Database Server is installed. In case of power issues, database will remain intact. Power problems might lead to a corrupted database and cause downtime. You can learn more about UPS in Wikipedia: http://en.wikipedia.org/wiki/Uninterruptible_power_supply



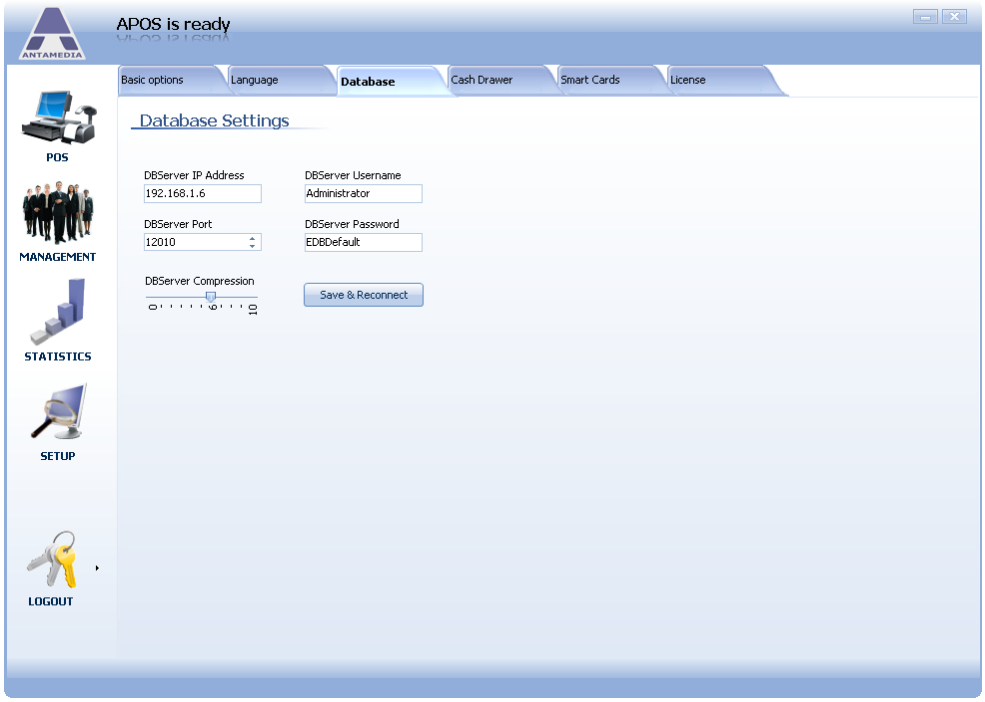
7.3.1 Database Server

On the first run of Antamedia POS, Setup Wizard will configure Database Server IP address, and you will not need to modify anything on this page. If you have installed Database Server on other computer, please configure correct IP address.

Database settings page contains following options:

DBServer IP address	IP address of the computer where Database Server has been installed. This IP is usually the same as Antamedia POS IP address or it use local host IP address 127.0.0.1
DBServer Port	Port used by Database Server. Default port is 12010*.
DBServer Username	Database Server username. Default username is Administrator*.
DBServer Password	Database Server Password. Default password is EDBDefault*
DBServer Compression	If Antamedia POS is connected to the Database Server through the Internet it is recommended to use higher compression to get faster response from the database. When running on the same computer, default compression setting (6) is recommended.
Save & Reconnect	Save settings and reconnect software to the Database Server

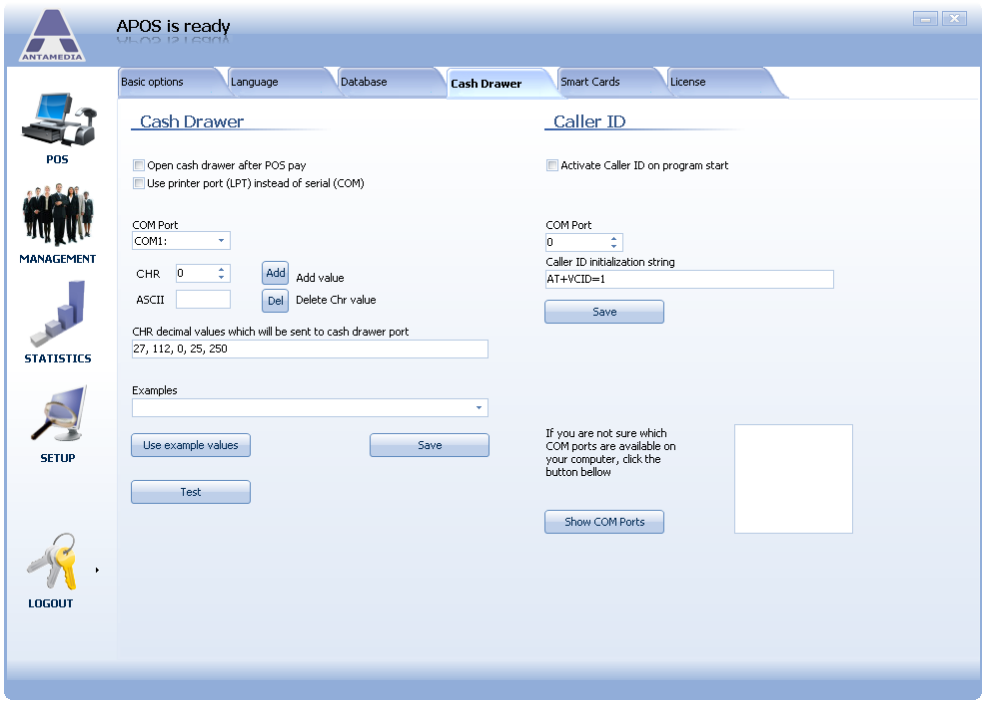
*Please note that the default port, username and password can be changed in the Database Server configuration menu



7.4 Cash Drawer

Cash drawer feature helps you open drawer when you ring up sale. Cash drawer can be connected on serial or printer port.

To configure cash drawer please follow the steps:
- select the com port associated with the drawer.
- enter CHR decimal values that open your cash drawer. Example values are listed and the software.
- save and test by clicking the button below



7.5 Smart Cards

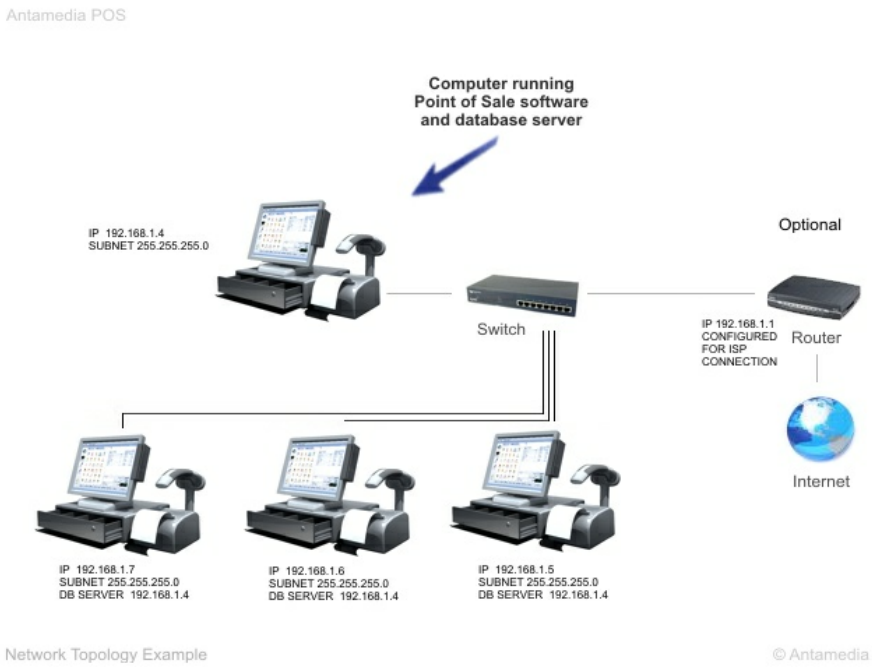
Smart cards can be used for customer identification, automated login and access to desired services, loyalty programs and payments. It stores customer name, address, phone number, Email, username and password, PIN (optionally) for secure access and payment purposes, and money balance or reward points.

To configure this feature, please attach your smart card reader/writer to your server and drivers will install automatically. You do not have to have readers on all computers; only the ones that you wish to use smart cards on. You also need to purchase smart cards that are recommended by the smart card reader manufacturer that are writable.

7.6 Configuring Network

Antamedia POS can run on a single computer, or you can have POS terminals spread all over your office, or different offices through the city. Database server that comes with the software can handle multiple connections. If you wish to connect multiple terminals, please check sample configuration below.

The image shows multiple POS terminals connected to the database server located on the first POS terminal. Terminals share inventory stock and customer accounts.

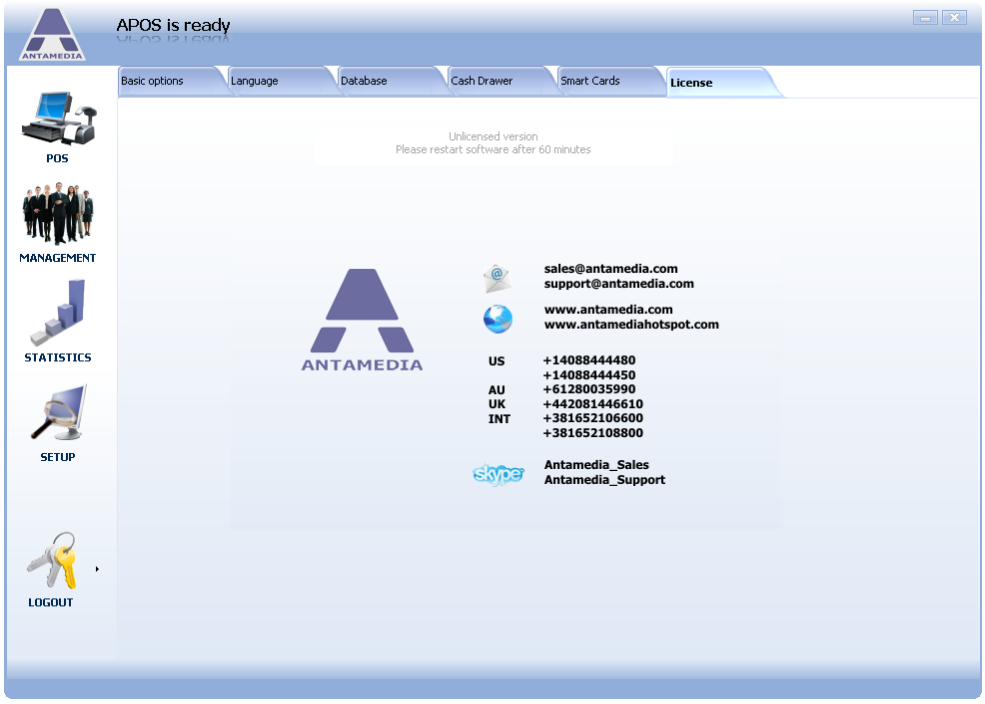


7.7 License

Your lifetime license and download will be available after your purchase. You will receive an Email from Antamedia Sales with instructions how to activate the software. Licenses are sent out automatically upon successful customer identification.

Your order can be placed in several ways:
- Online through our website www.antamedia.com. We will immediately send you instructions how to activate the software. License is automatically delivered within a minute after completing activation steps.
- Wire transfer from your bank to our bank account. Please contact us for details.
- Purchase order. Please contact us for details.

If you already installed Antamedia software you will not have to change any configuration. All your settings will remain there and the trial limits will be removed so you can enjoy all features without restrictions.



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