HIOPOS® cloud

User's Guide

Retail

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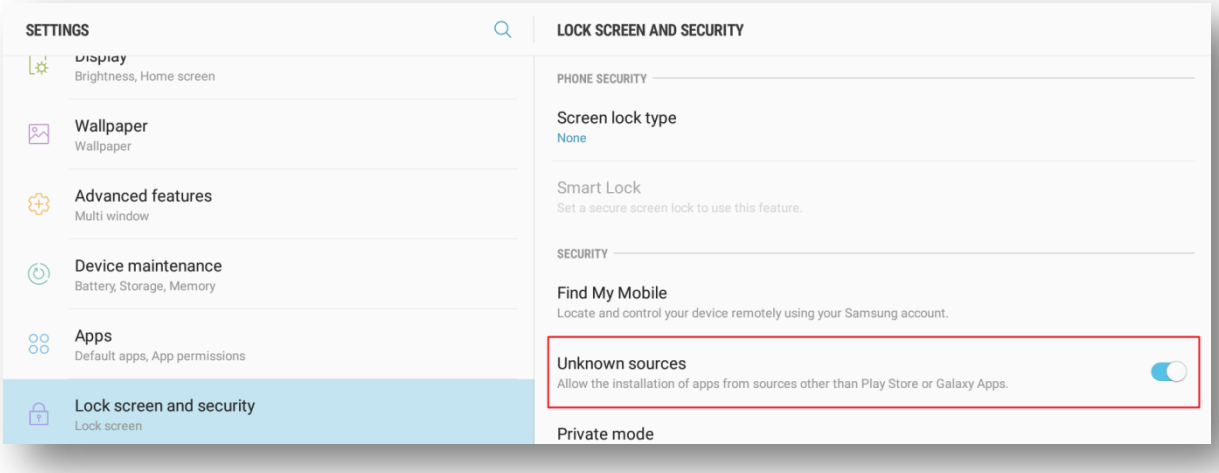
1. First installation

The end user can download the HioPOS Cloud App by this link:

apk.icg.eu/8954

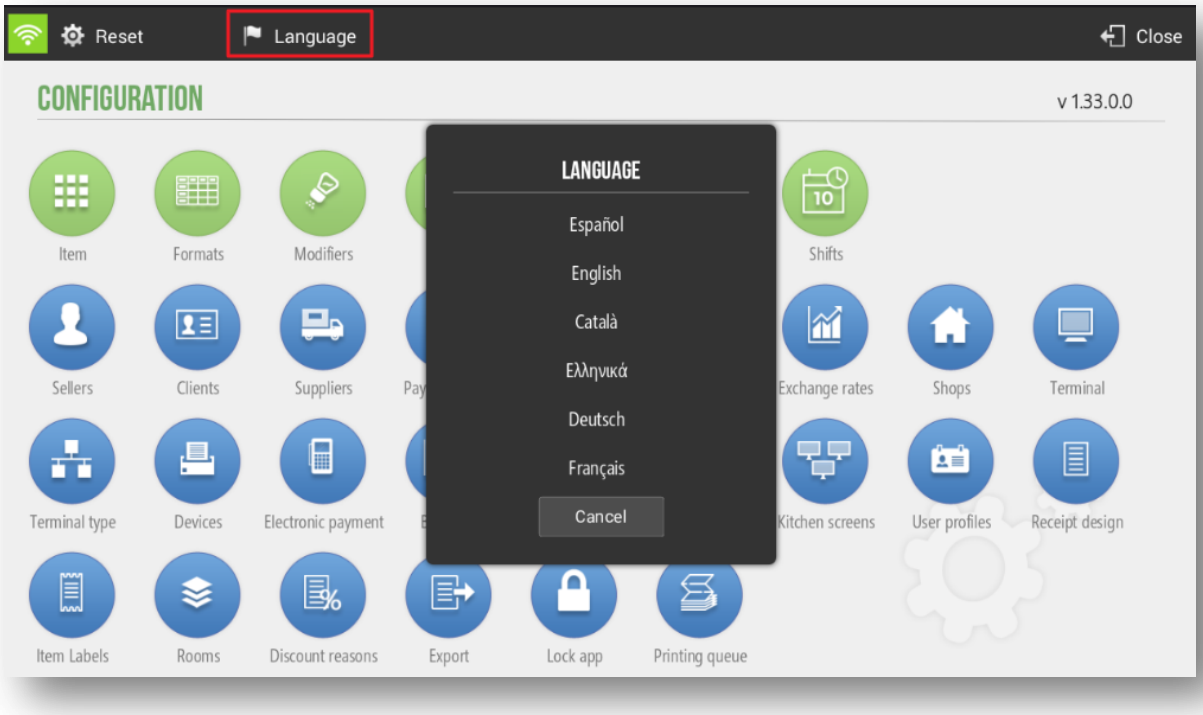
HioPOS Cloud will guide the user through the various initial configuration screens so that, at the end of it, the point of sale is ready to start working.

Before you install the application, it is important to have activated in the Android terminal, *Settings* that the device has access to unknown sources (applications not installed from Google Play).



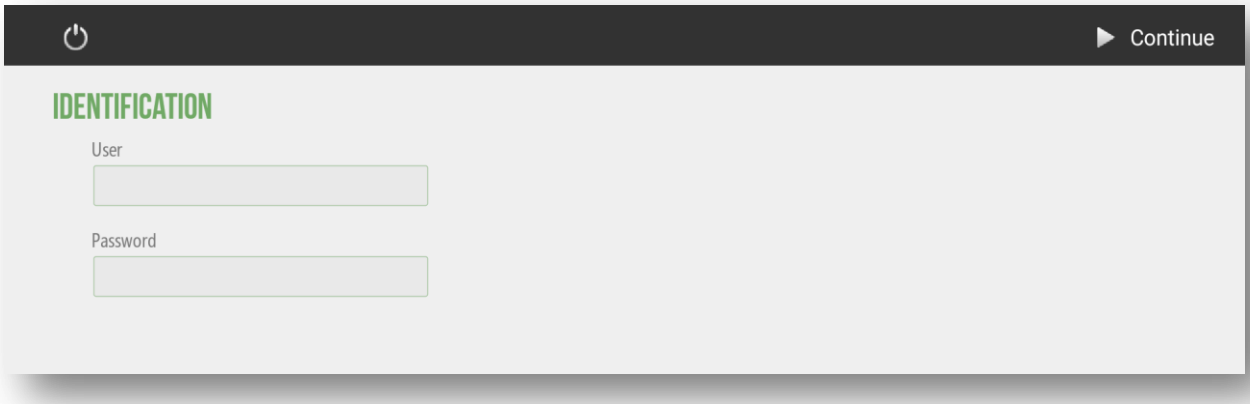
1.1 Select your language

HioPOS Cloud can be displayed in your language by selecting it from the list and starting the installation The HioPOS Cloud language can be changed from the *Settings* section, once the installation is complete.



1.2 Identification

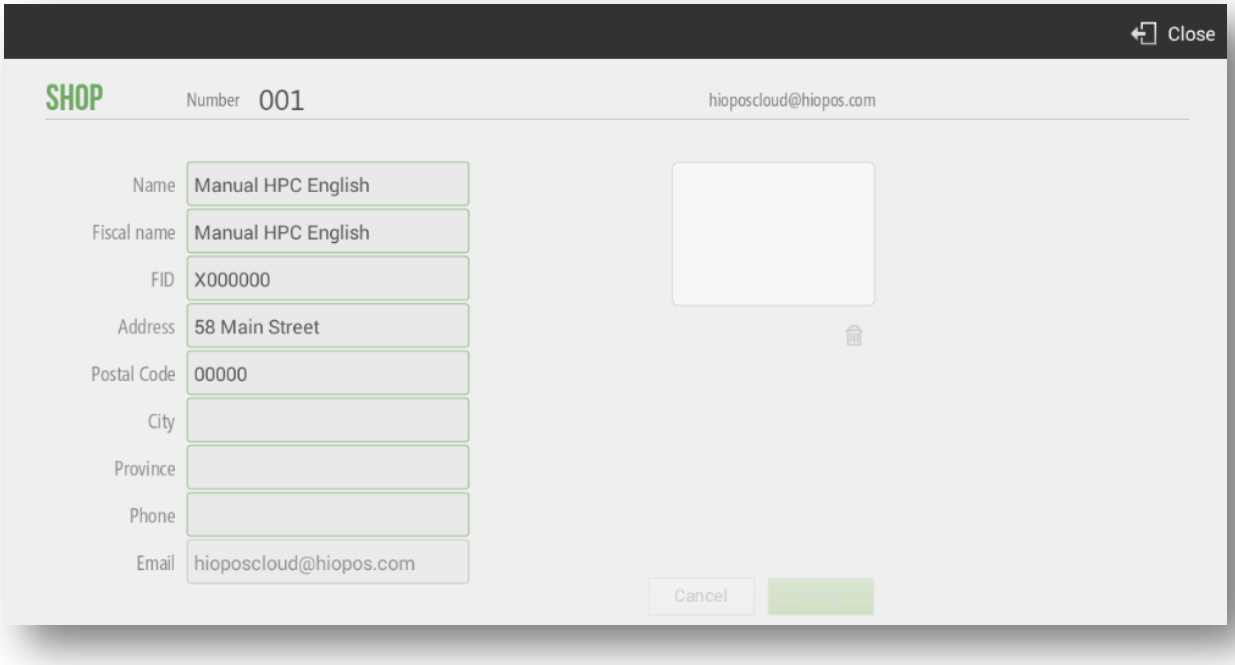
Enter your User Name (Customer email in Cloud License) and Password (password of the terminal in which you want to operate) in order to access the terminal. When finished, press continue.



1.3 Store

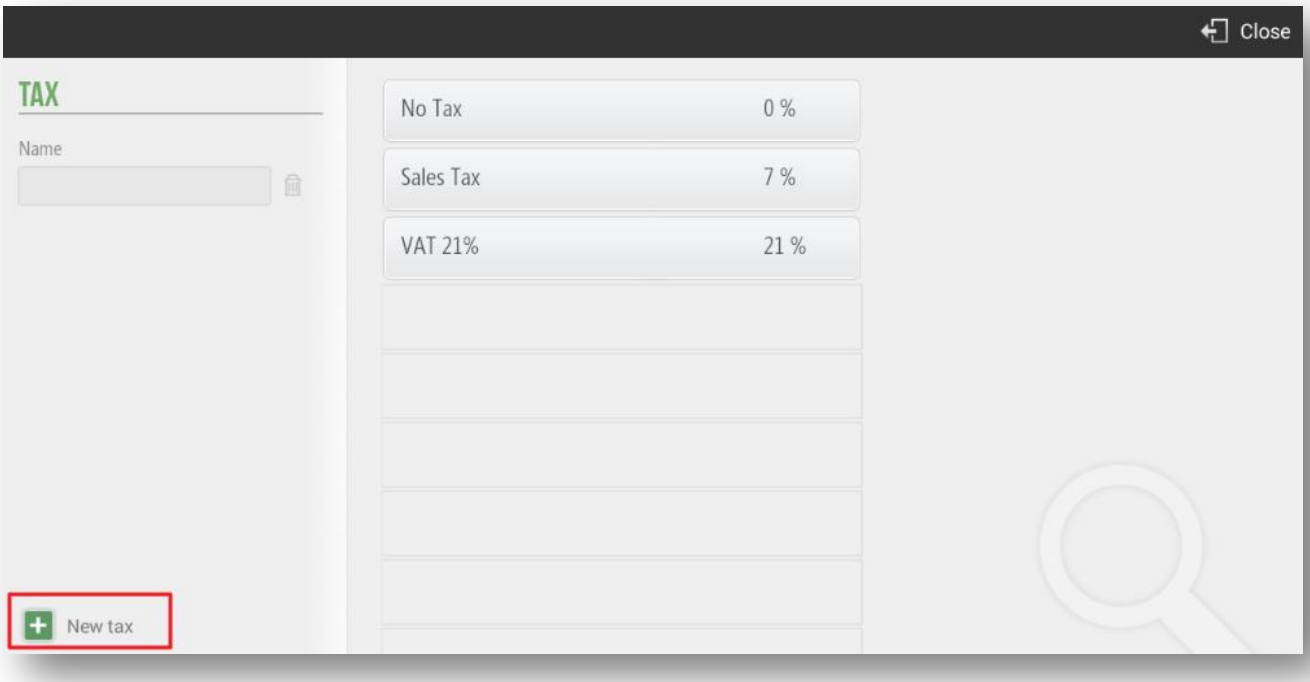
Enter the information of your establishment and the terminal that you are configuring.

This information will be visible in the sales ticket and can also be modified from the *Configuration*, once the installation is finished.



1.4 Taxation

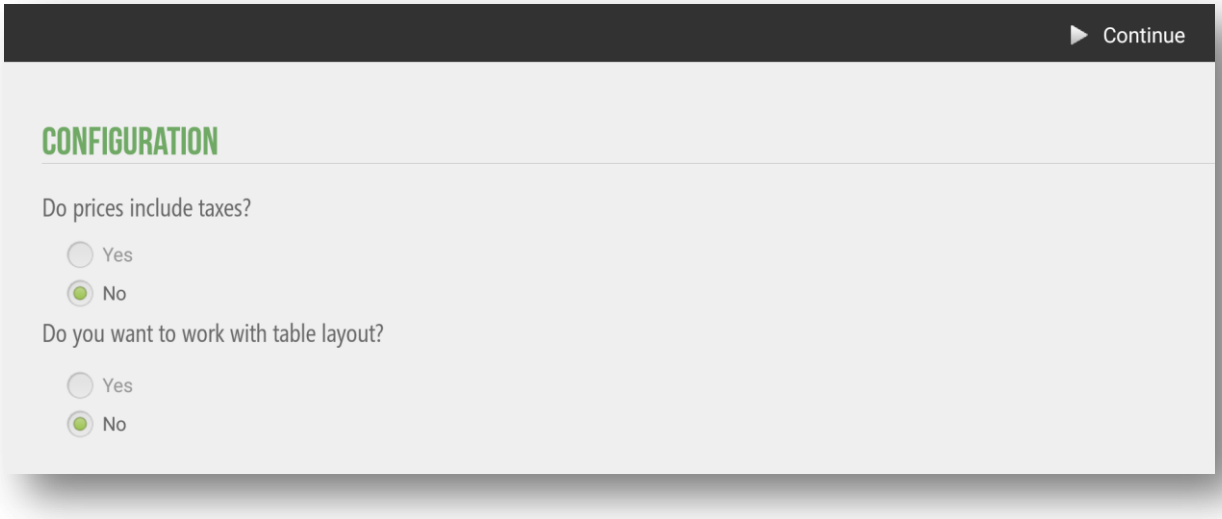
HioPOS Cloud comes with the taxes of your already configured country and region. You can modify them in this window or once the installation is finished in the *Taxes* section of *Configuration*.



The legal framework of each country is different, so the HioPOS Cloud application allows to establish different types of taxes.

1.5 Custom configuration

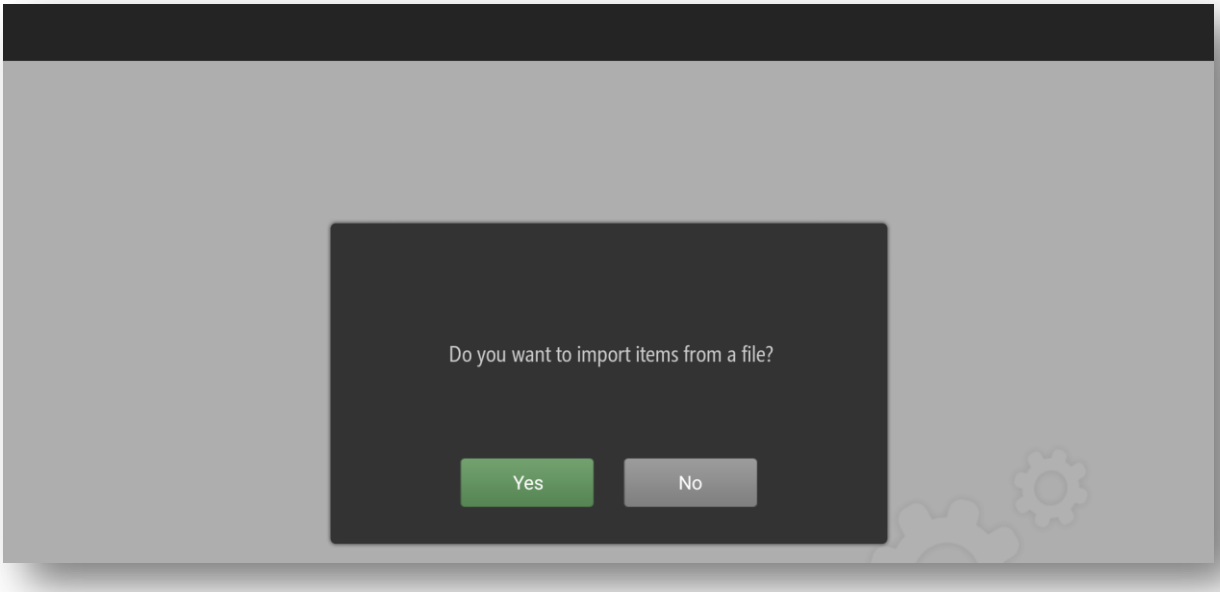
Select at this point if the prices are inclusive of taxes. If your business is a restaurant, also choose whether you want to work with table screens or not.



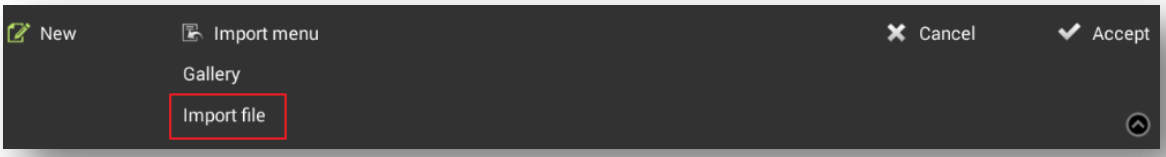
You can change these parametres later un the*Settings* options.

1.6 Import articles from file

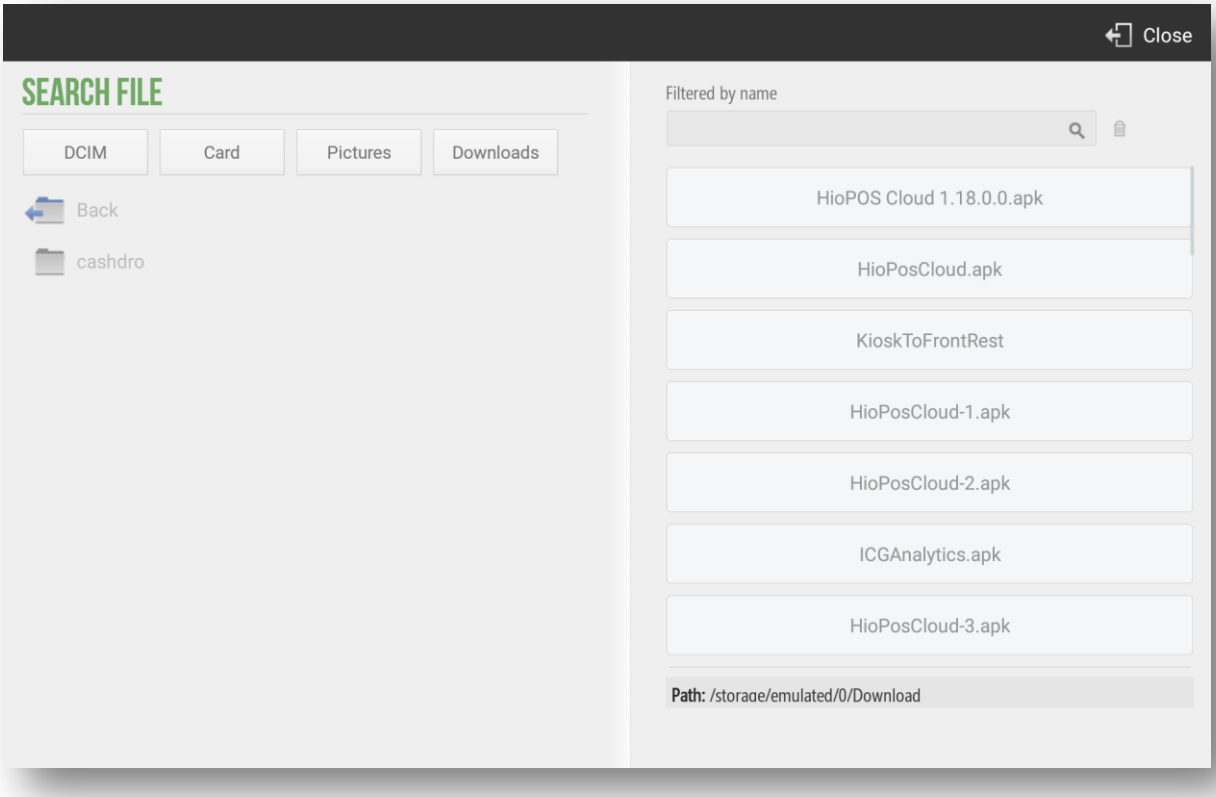
HioPOS Cloud allows you to import articles using a CSV data file- files generated froma a program such Excel- In the initial configuration the application itself asks if we want to import.



In the case that the initial response of the user is negative, the initial configuration process will continue. We can import items from a file. For this we will have to locate in *Configuration*, *Item* and *Edit* item. We will select *Import*, in the upper left margin and in the drop-down *Importfile*.



At this moment, we will find a file finder. We can select a file from DCIM, Card, Images or Downloads. In case that the importation of articles is carried out by means of a HioPOS, the user has, among many alternatives, to connect a USB with the aforementioned file



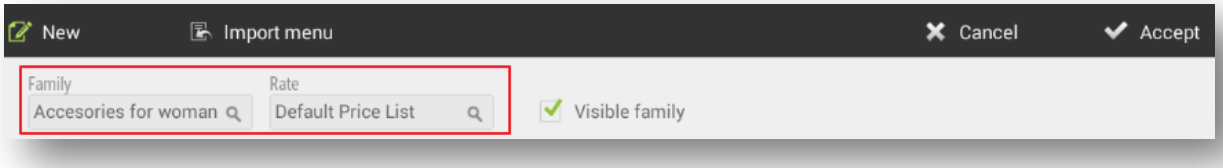
1.7 Quick creation of articles

HioPOS Cloud organizes articles in three main levels, these are *Family*, *Subfamily* and *Item*. To create new articles, you must first create *a New family*.

Once we have created the *New family* and have given it its name, we can create a *New subfamily* or else *Edit items*. We select the second option.

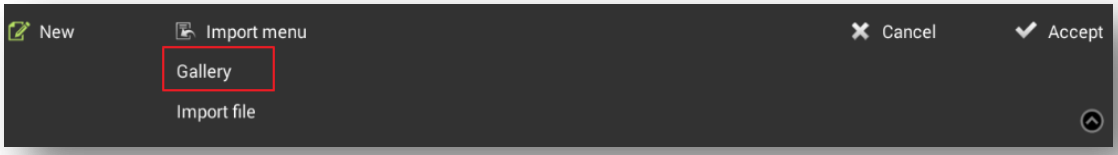
1.7.1 New items

In the article edit screen we can create a new article and give you the settings of Price, Reference and Barcode, also configure if you have stock.

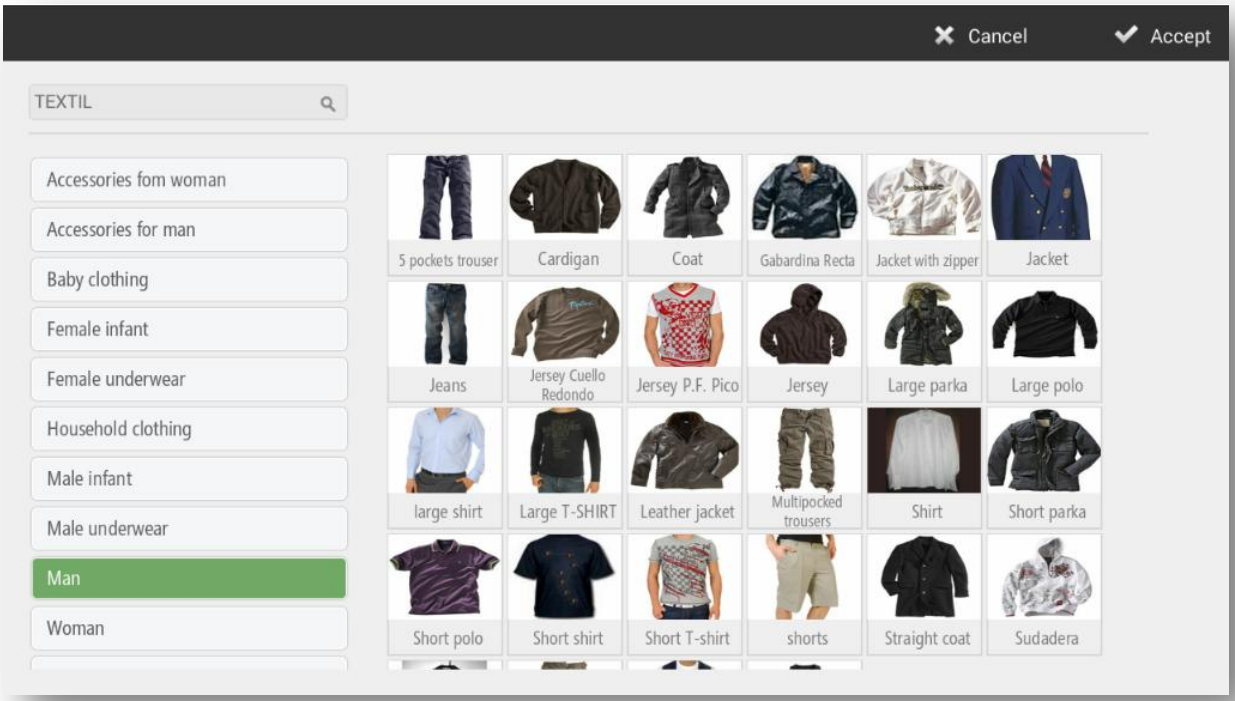


In the item edit screen, you can select from the top menu the family whose articles you want to edit, as well as the rate you want to modify.

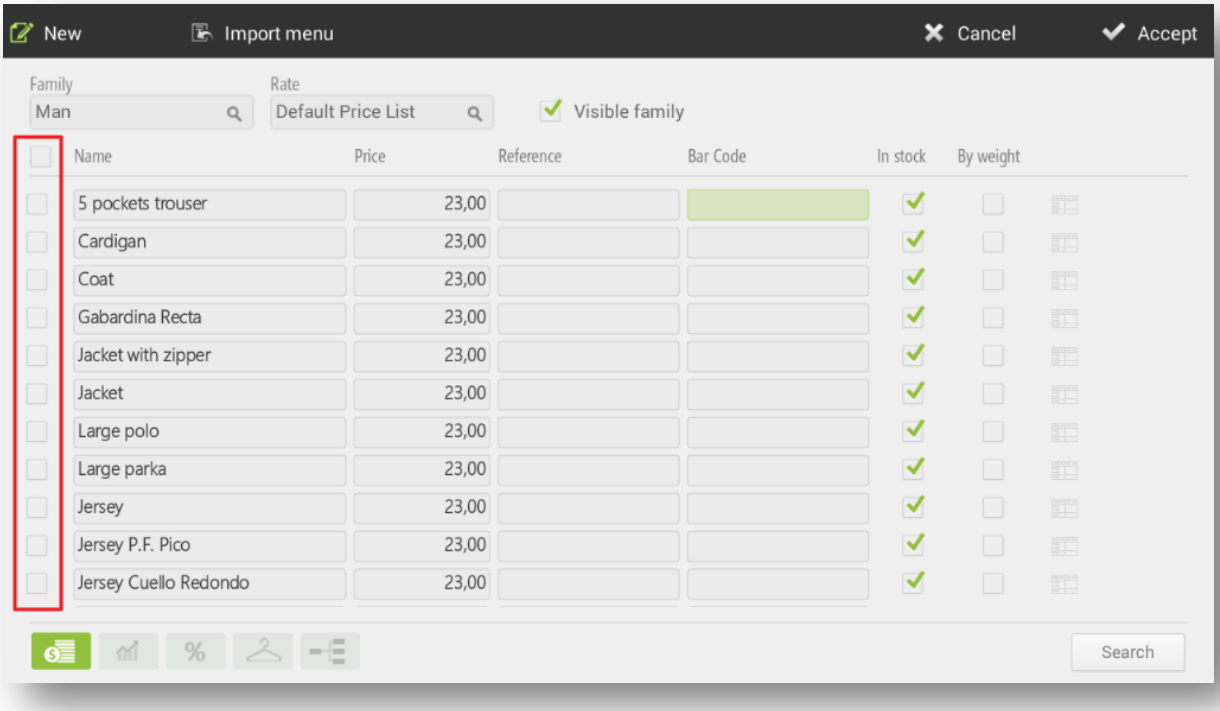
Import menu, *Gallery* option offers us databases of items with images that already come pre-configured in HioPOS Cloud to facilitate the installation and start-up, also to organize more easily the images of the articles that we are editing.



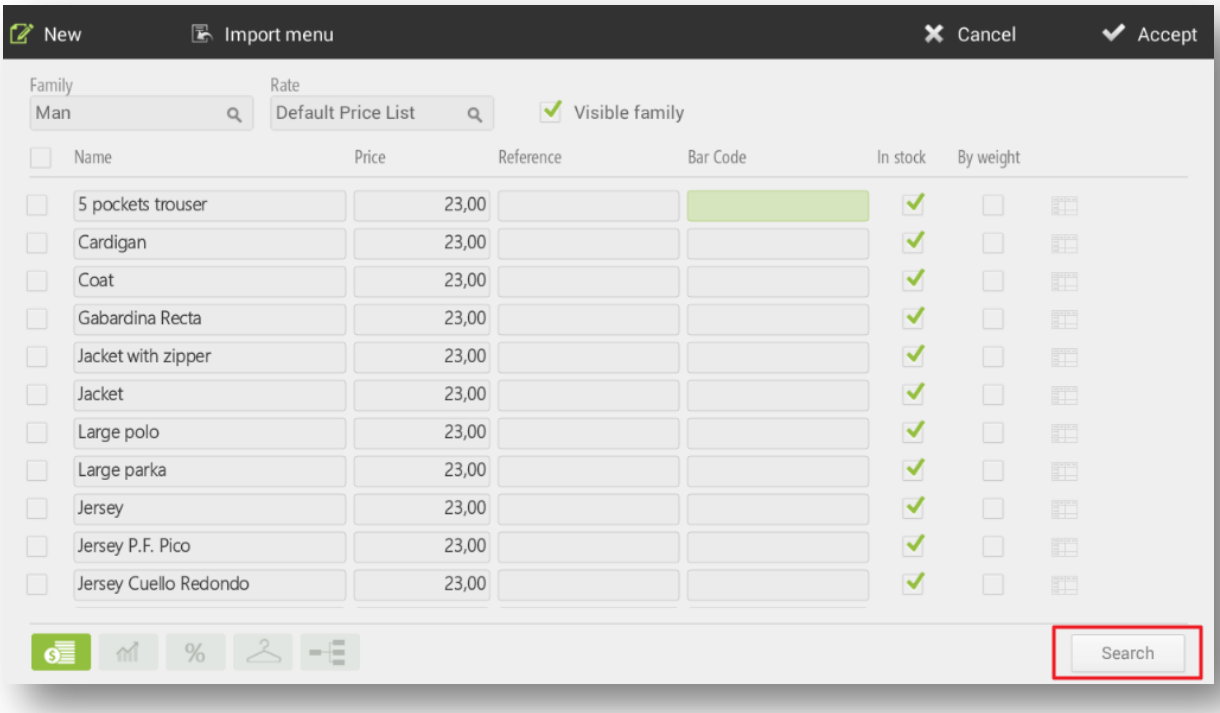
Select your *type* of *business* and within it you will find the corresponding families with your initial selection, as well as ítems of the same. Select the items you want to add. HioPOS Cloud includes a variety of business created by default, which will allow you to configure your terminal with great ease and speed.



To modify more tan one article at a time, you simply mark the initial boxes of each article you want to modify, then proceed to the modification.

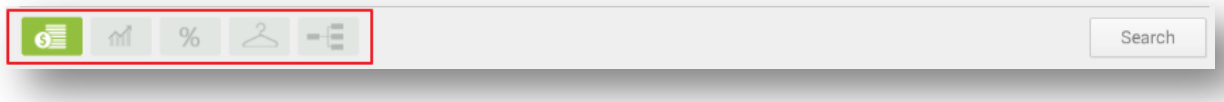


You can also search for ítems by clicking. *Search* button in the lower right-hand corner, so you can select the item you want directly.

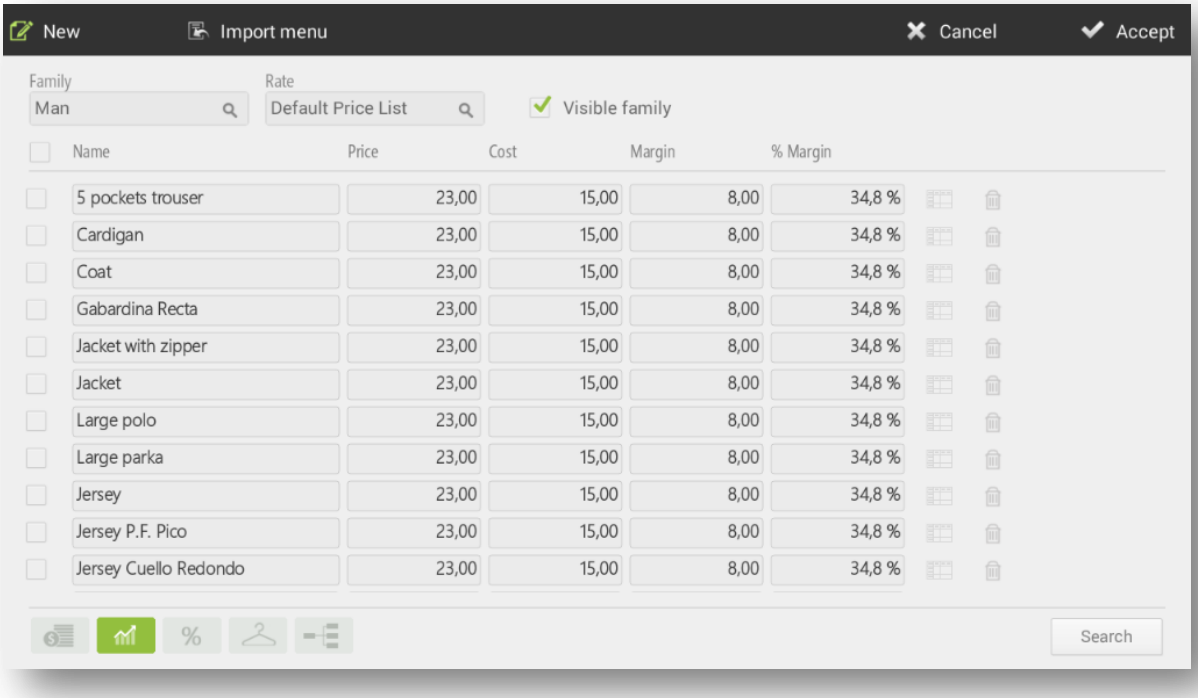


1.7.2 Margin's calculation

The second option at the bottom, of the screen allows us to calculate profit margins.



This option is designed so that you can ser the prices of the products according to the cost of the products and the margin, in real value or absolute value, that you want to obtain.



Firstly, we are going to introduce the *Cost* that we have of the product. At this cost we will add the margin we wish to obtain by selling the same.

We can always modify the price, as well as the other options, in order to be able to offer the price according to the margins that interest us most.

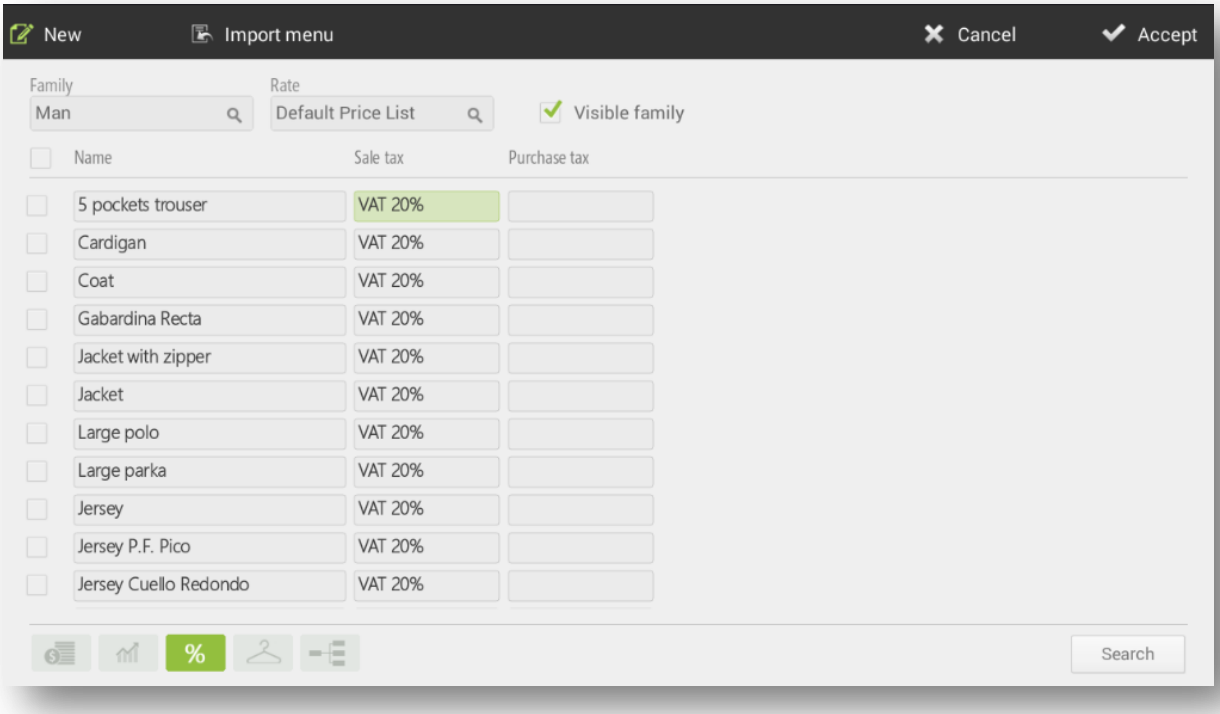
As you enter purchases in HioPOS Cloud, the cost of the items will be updated.

1.7.3 Tax configuration

The third option at the bottom of the screen allows us to assign a tax to each item.

If the items have different taxes, assign each item its corresponding sales tax, Take away tax if It is different and purchase tax.

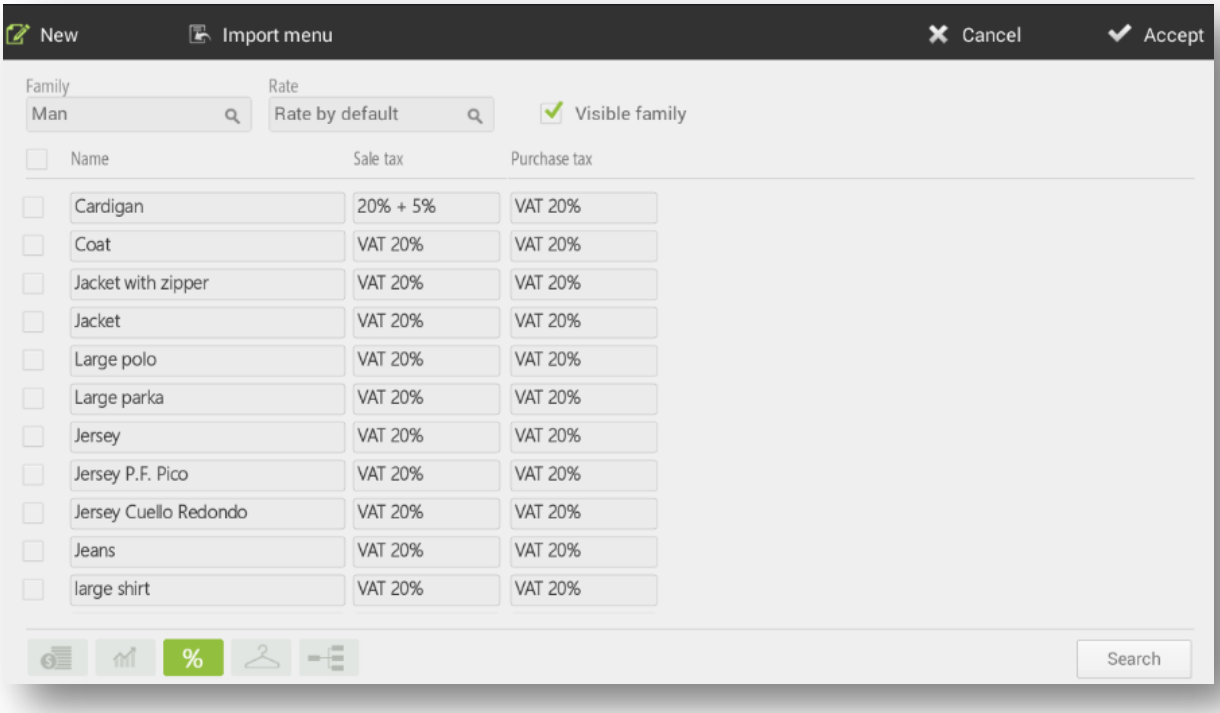
If all items in the store are subjected to the same tax, you do not have to assign the item-by-article tax on article editing, since you can set up at the store level the tax that should be applied to all items. To do this, once the installation process is finished, assign the default tax in the *Default taxes* section of the *Shop Configuration*.



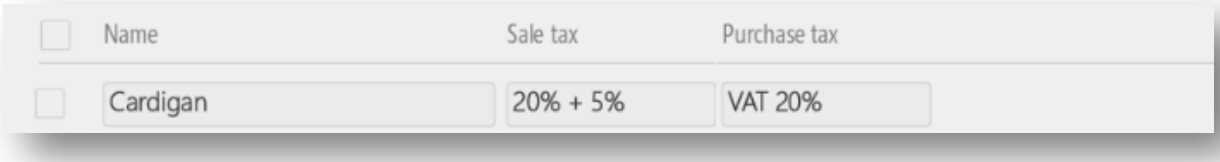
1.7.4 Multiples taxes configuration

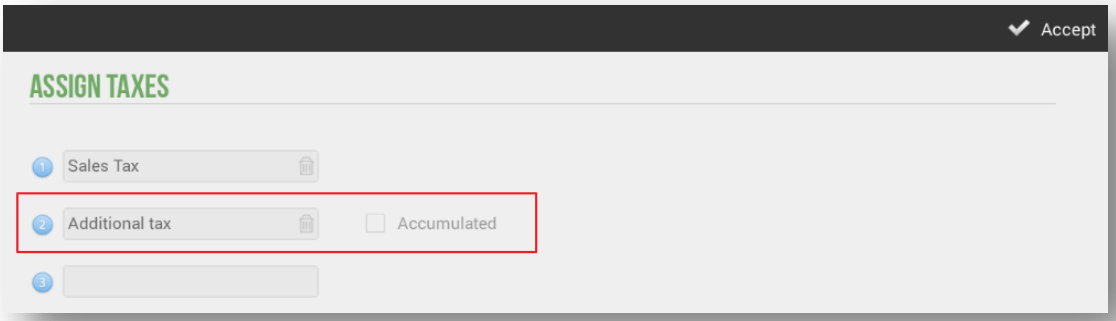
HioPOS Cloud allows you to add more than one tax to articles, allowing to accumulate them or not. The configuration of these will be done through the *Taxes section*, in *Configuration* by selecting *New tax option.*

Once the creation of taxes has been done, the user must apply them to the articles he wants. For this we will go to *Configuration, Items, Edit items* and select the third section (%) of the bottom.

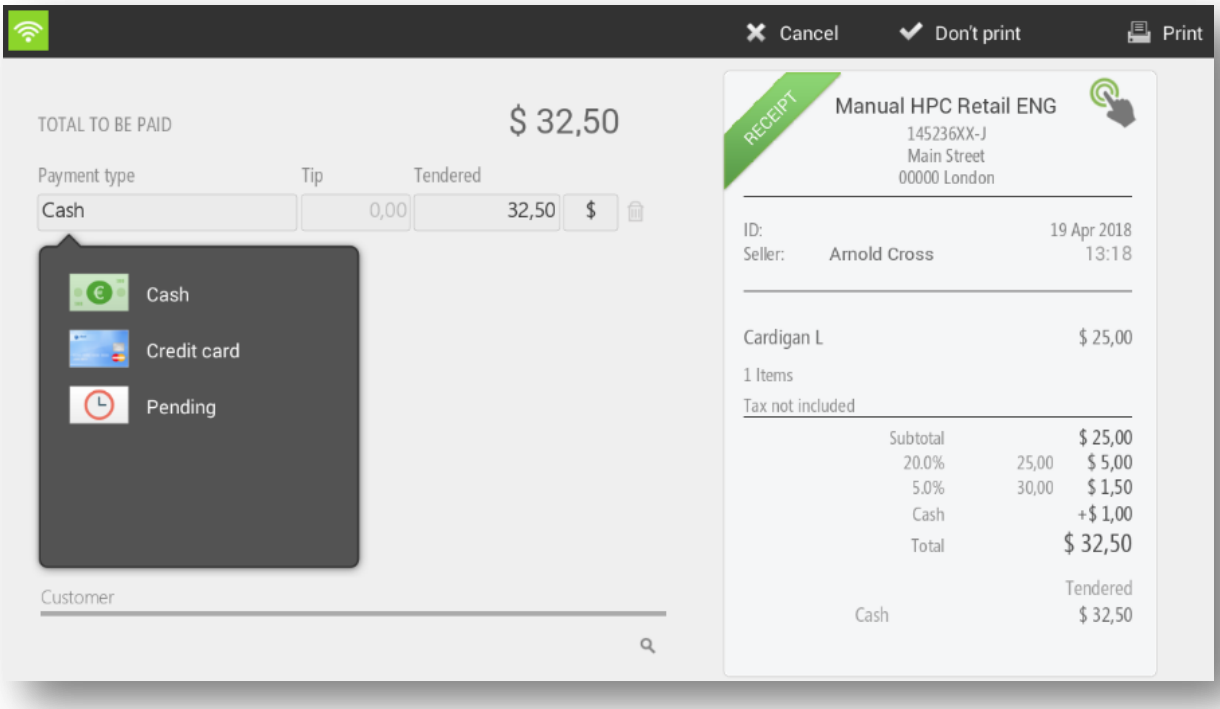


Once inside the *Tax Assignment* screen, if we want to apply an additional tax to an item, first we will select the tax that we want to apply and in the second, the other tax. The last one can be accumulated or not.



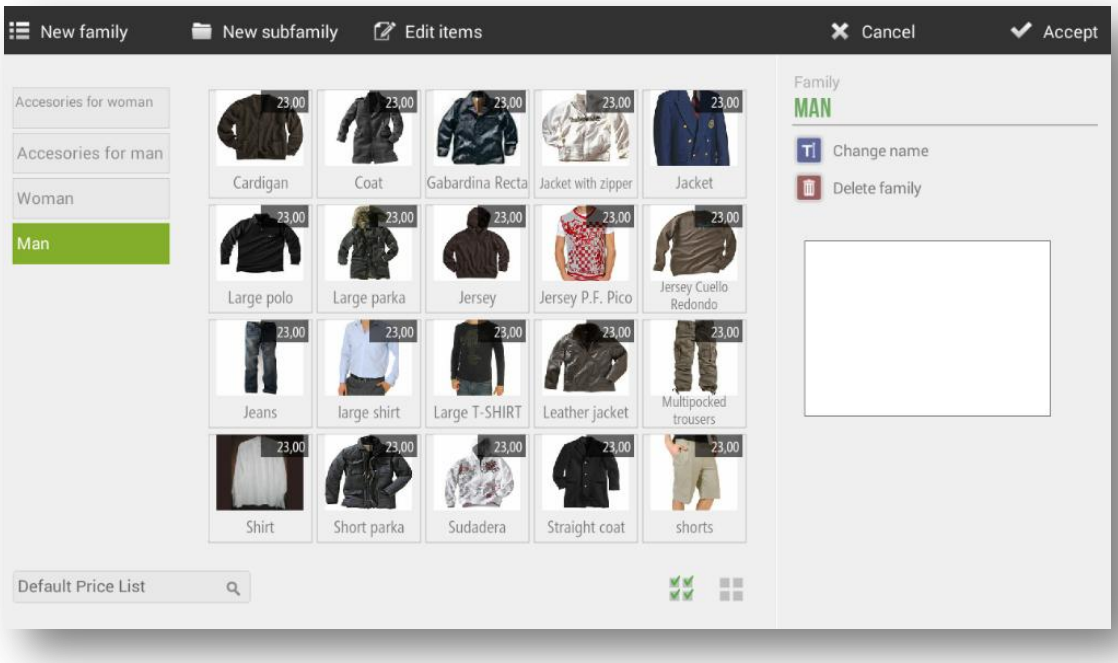


Once the taxes are set per item, we attach as an image the sales ticket of the article configured with two taxes. We note that two types of taxes are applied.



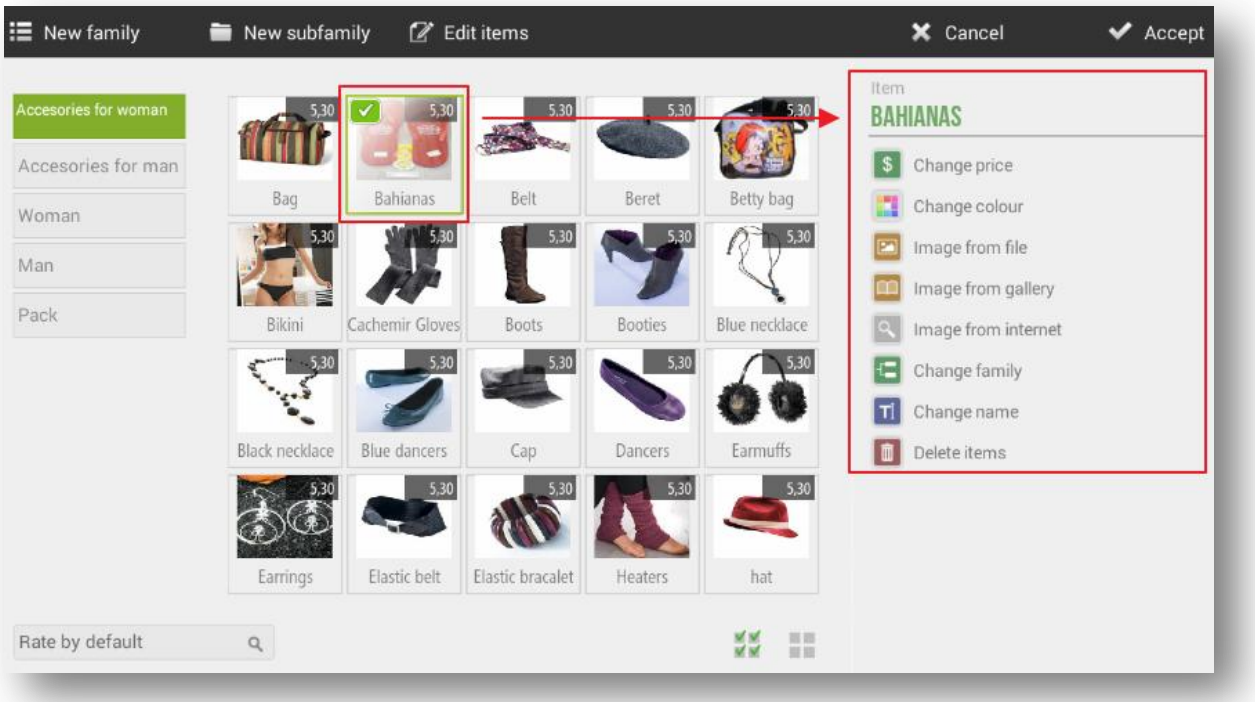
1.8 Items edition

When we access the *Configuration Items* section, the following screen opens. From here, you can change the name of the selected family to delete it. It is necessary to emphasize that you can not delete a family with items inside, so if you want to delete a family first you must delete all the items included.



In the white box that appears on the right margin of the screen, you can select an image for the family.

Selecting on an article, the following options related to this article will be opened:



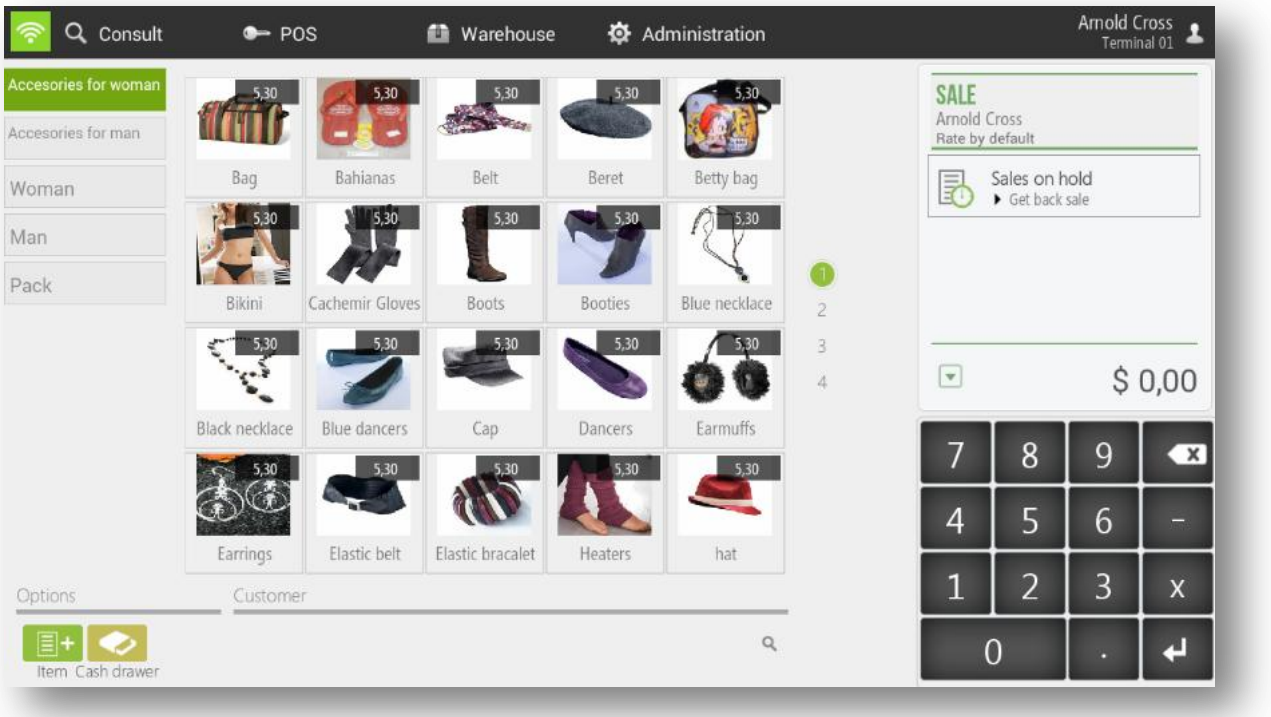
- Change price: Allows you to change manually the price of the selected item
- Change color: This option changes the color of the item, whether it has another color or an image.
- Picture from file: You can add an image looking for it in the terminal itself.
- Picture from gallery: You can add an image from the fallery according to the type of business, which ICG males available to customers.
- Pictures from internet: This option allows you to search an image directly from the Google browser. When selecting, the Google page will be opened with the name of the article. To select ant of the photos you must make a longclick on the desired image.
- Change family: Allows to change the selected article family. A pop-up will show all the families to select the desired one.
- Change name: Allows you to change the name of the item.
- Delete items: Delete the item

2. Sales

HioPOS Cloud allows diferent payment types sales and finalize them by different methods.

2.1 Sales screen

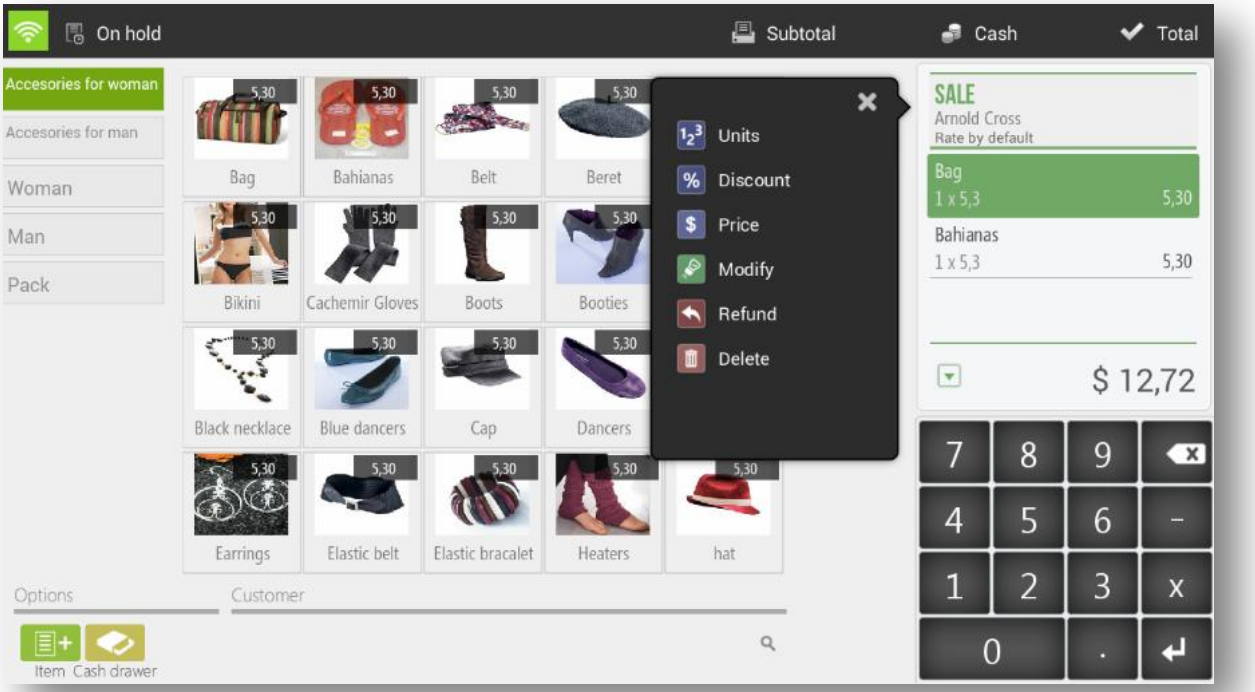
The sales screen has three main modules: families, articles and ticket



The order in which families and articles appears can be modified from the *Configuration Items* options by doing a longclick. If we select an item this is addede in the ticket.

2.1.1 Modifications to the ticket lines

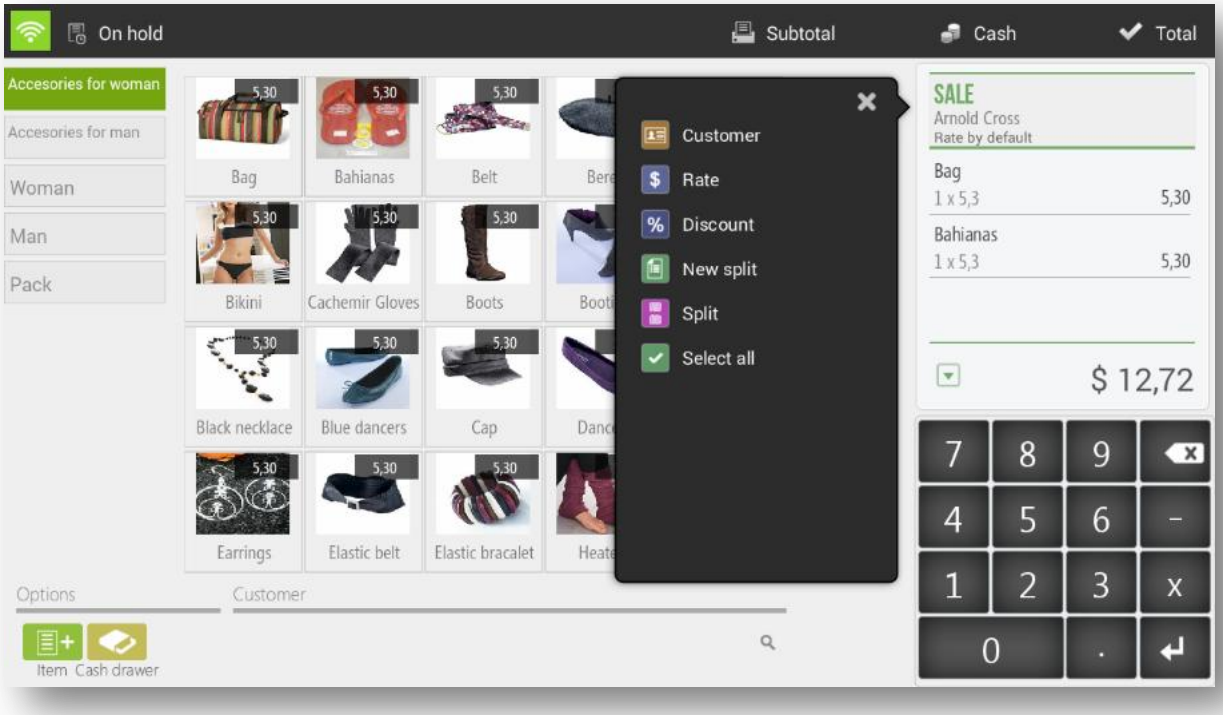
We can make different modifications to each item we have added to the sale, just select the article or items of the ticket and we will se the available options.



- Units: It allows to modify the units of the articles that we select.
- Discount: Allows you to assign a percentage discount to the selected articles.
- Price: Allow to modify the units of the article that we select
- Modify: Allows you to add a modifier to the item selected. The modifiers have to be created in advance in the *Modifiers* section of the *Configuration.*
- Refund: It allows to refund the selected articles. The selected item will appear as a ngative line for the amount of the item.
- Delete: Remove the item from the ticket.

2.1.2 Modifications to the whole ticket

If we click on the top of the ticket, it shows a dropdown with the oprions we have to modify the ticket as whole.

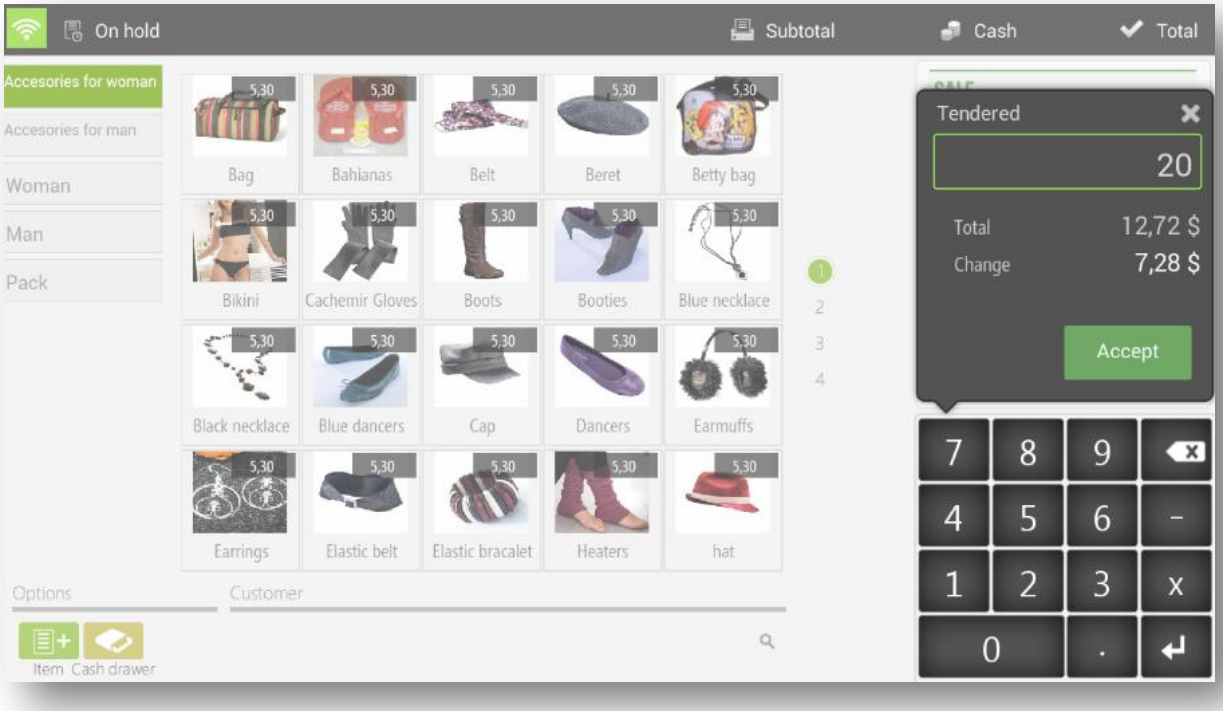


- Customer: Assign the sale to a customer and make a bill of it.
- Rate: It allows changing the price rate that is beinf applied to the ticket.
- Discount: Apply a percentage discount on the total sale.
- Client: Assign the sale to a customer and make a bill of it.
- New split: Create a second ticket within the same sell, allowing you to finalize two tickets at a time and charge separately.
- Split: It allows you to divide the sale into two or more sales. Any item can be transderred from one ticket to another, just drag it.
- Select all: Select all the items of the sale.

2.2 Sale in Cash

HioPOS Cloud includes a fast medium for those sales that are made in cash. This feature does not have to select the type of payment and prints the ticket automatically.

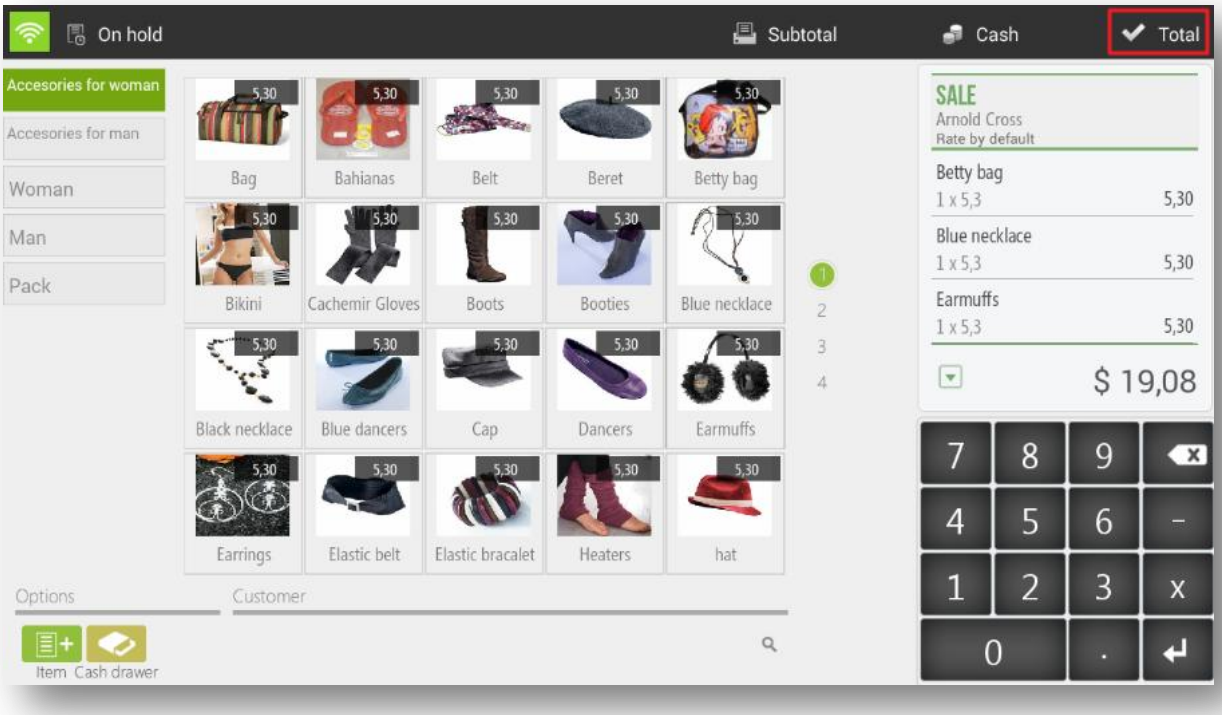
- First select the ítems to sell.
- When the items are in the ticket, in the top menu will appear the *Cash* button, select it and enter the amount that the customer gives the cashier and HioPOS Cloud will show directly the change to return
- Press *Accept* to finfish the sale and print the ticket.



In case you have CashDro configured, *CashDro* will appear instead of *Cash.*

2.3 The sale with different types of payment

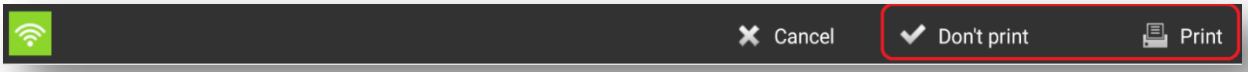
If you work with differents types of payment you can select any of the ones you have available before finalizing the sale.

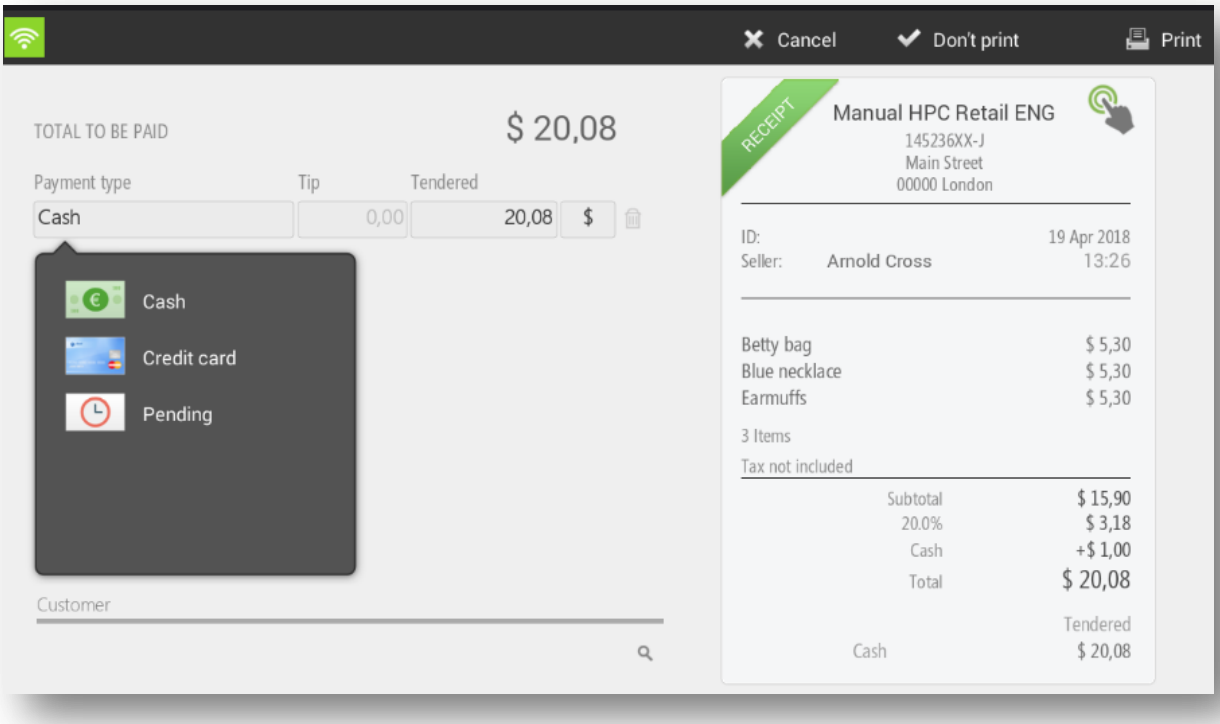


First, select the items to sell and press *Total.*

HioPOS Cloud already automatically displays the available types of payment. Select the one you want to use, as well as the quantity delivered.

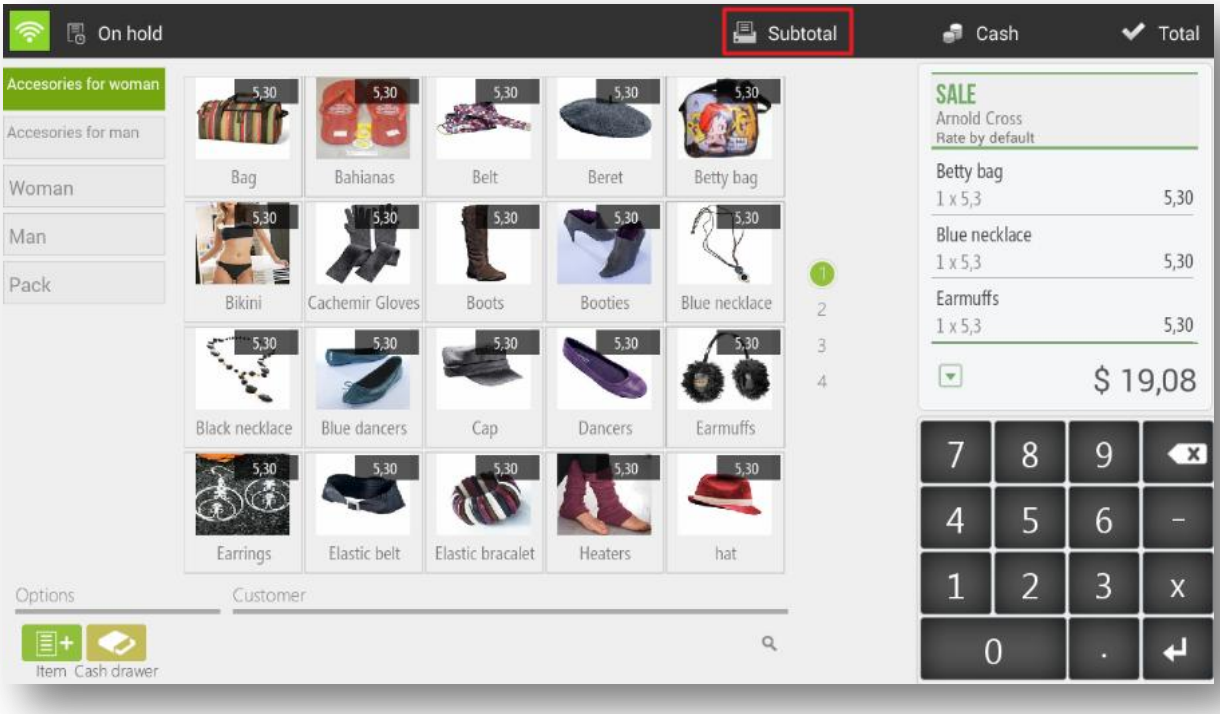
To finish the sale press *No print* or *Print*, depending on whether you want to print the ticket or not. Do not print button will be visible if the oprionis set in *Configurations, Terminal, Type.*





2.4 Subtotal

When you are in the process of making sale you can print a subtotal of it so that.



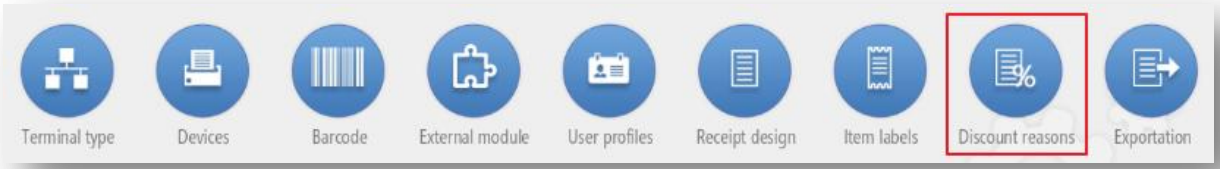
Once you hace accepted the *Subtotal*, the cashier can proceed to end the sale with the button of *Total.*

2.5 Discount

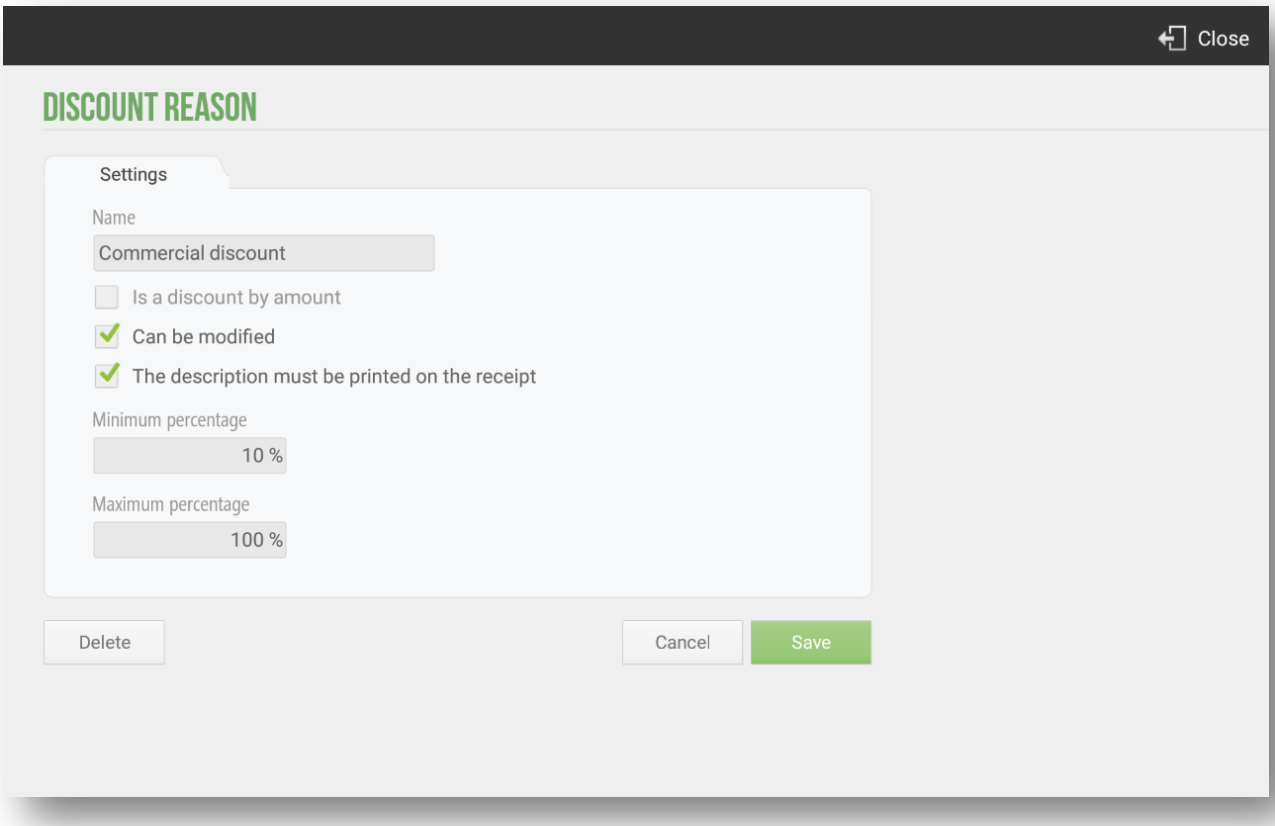
On the sales process we can apply two differents discounts. We are able to apply a discount for the total of the ticket or just for an article. In addition, discounts may have an associated reason.

2.5.1 Discount reasons

The discount reasons are necessary to make a discount on the total. To create or modify a discount reason we have to go to *Settings* and select the *Discount Reasons*.

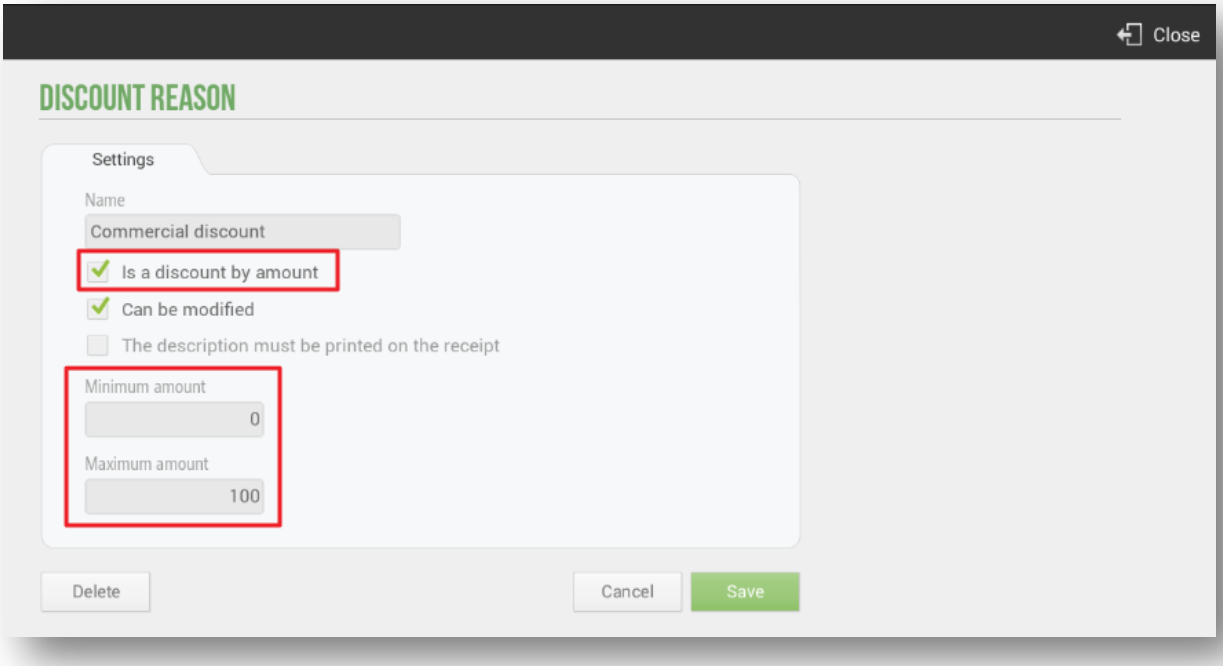


Within the discounts menu you can modify the name and select the maximum and minimum percentage that the cashier will have to manoeuvre.



We can also make that the discount percentage is not changeable, so each time the discount is selected this will apply a discount for the value of the *Maximum percentage* over the total.

We can also set the discount reasons so that these are applied by amount, at the time of selecting this option, we will have to report a *Minimum amount* and a *Maximumamount*. Then the discount reasons by amount screen is attached.

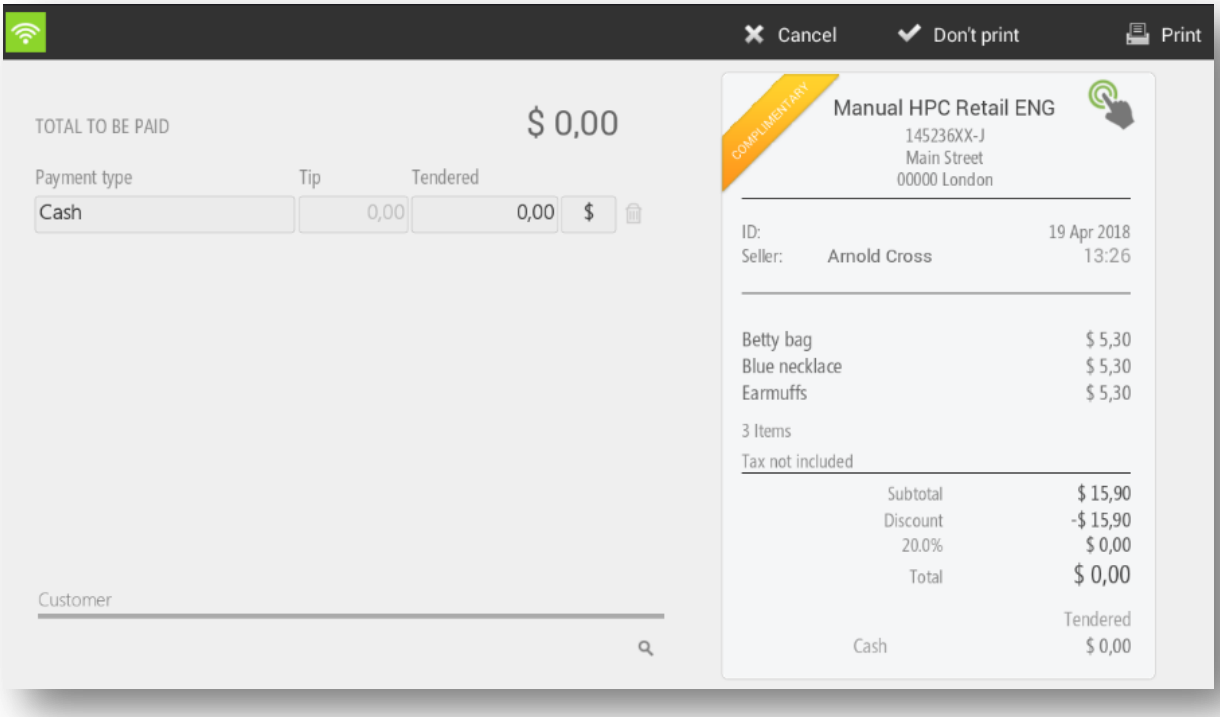


2.5.1.1 Example Discount Reason: Internal Consumption

Exist multiples possibilities to create reasons for discounts; commercial discount, discount for customer loyalty, discount for early payment ... In our case, the configuration of the discount for internal consumption of articles will be explained below.

In *Settings*, *Discount Reason*, we will create the discount. At the time of creating the Discount Reason the application will ask us for certain information; a name; If it is a discount by amount or a percentage discount; If it is a discount that we can modify and if we want the tax description is printed on the ticket of the sale.

To apply the discount for Internal Consumption (100% discount) we will have to place, at the time of making a sale, in the line of Sale of the application.



We will select to display the menu of options and we will choose the option Discount. Will ask you to apply one of the discount reasons that we have configured, we will select Internal Consumption.

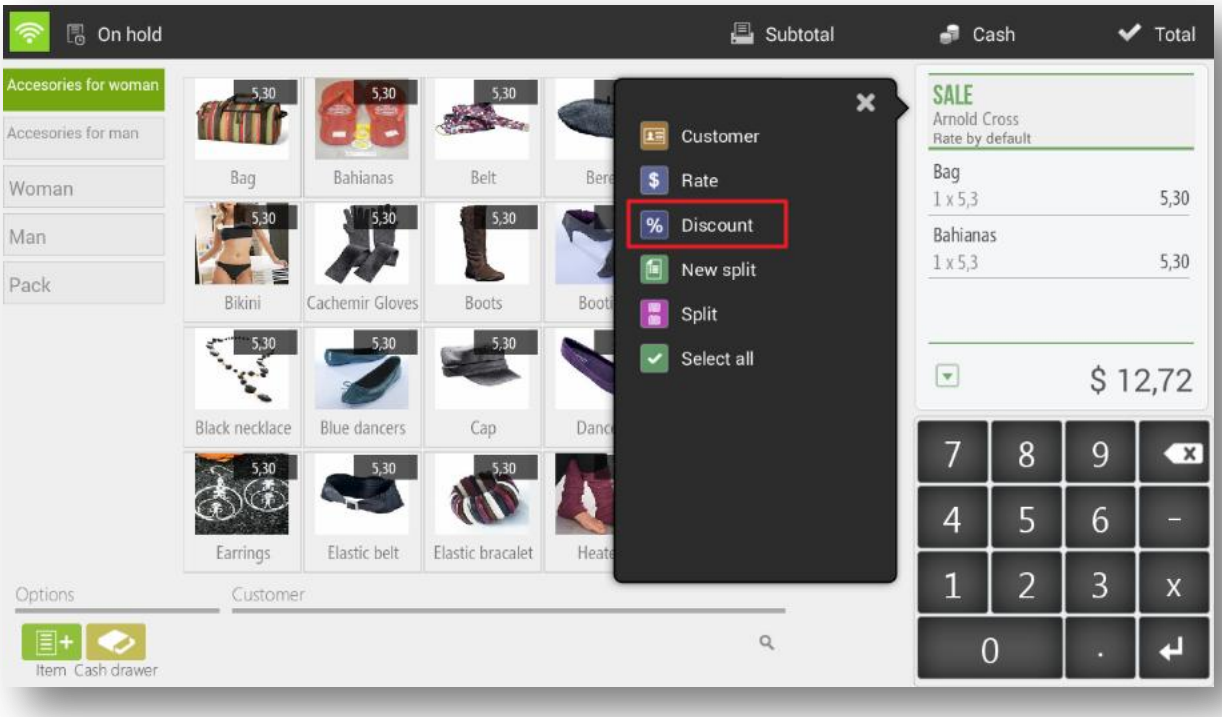
At this time, HioPOS cloud will generate an Invitation, with the total price discounted.

The user can always consult the total of the internal consumption by retrieving the data in the *Query*, *Sales* section and selecting the Invitations filter in the lower right margin. In this way, invitations generated during a certain period of time can be consulted.

Provided that in the configuration screen of the Internal Consumption Discount Reason, the option was selected; *The description is printed on the ticket,* the Invitation will contain the Name of the Discount, being able to speed up the visualization of the Internal Consumption within the totality of Invitations.

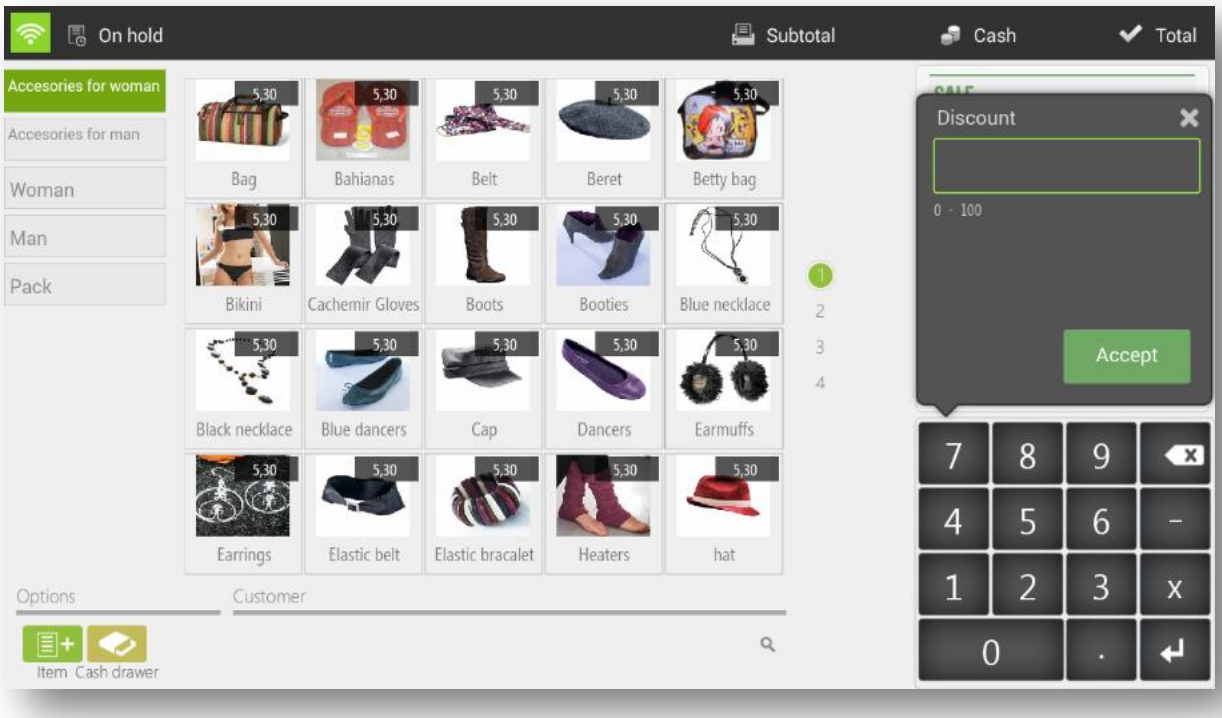
2.5.2 Ticket discount

You can select this type of discount by clicking on the header of the ticket on the sale screen or by clicking on the ticket on the screen of the payment types.



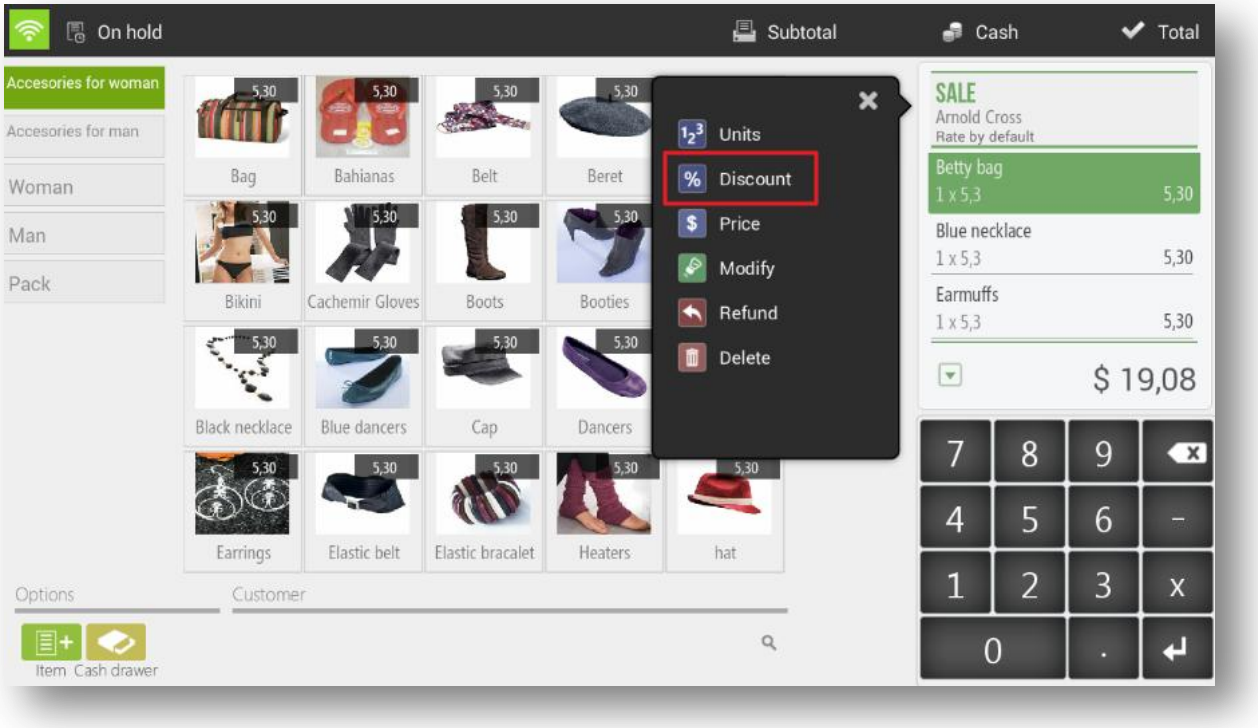
The discount on the total will always imply assigning a discount reason, having to select one from the list of existing discount reasons. Once selected the reason for discount we enter the amount, in percentage, to discount and press accept.

To apply a new discount will be necessary to remove the current discount, click on the ticket header (or on the ticket, depending on the screen) and select Remove discount. Now you can apply a new discount.



2.5.3 Product discount

The discount on the product is applied by sales lines. To make a discount on one or multiple products first we will select them from the ticket and the drop down click on the option *Discount*.



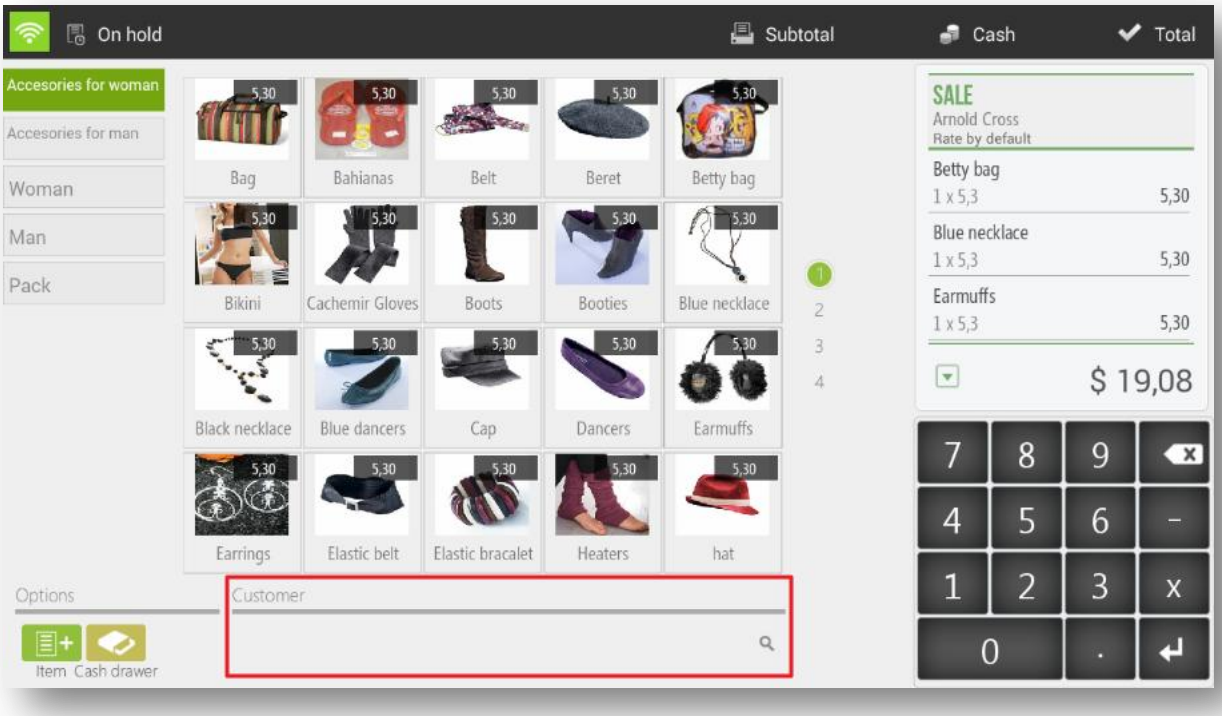
The *Discount* function allows you to apply a reduction on the Price of the ítemun percentage. Once we have entered the discount we click *OK.*

2.6 Assign sales to a customer

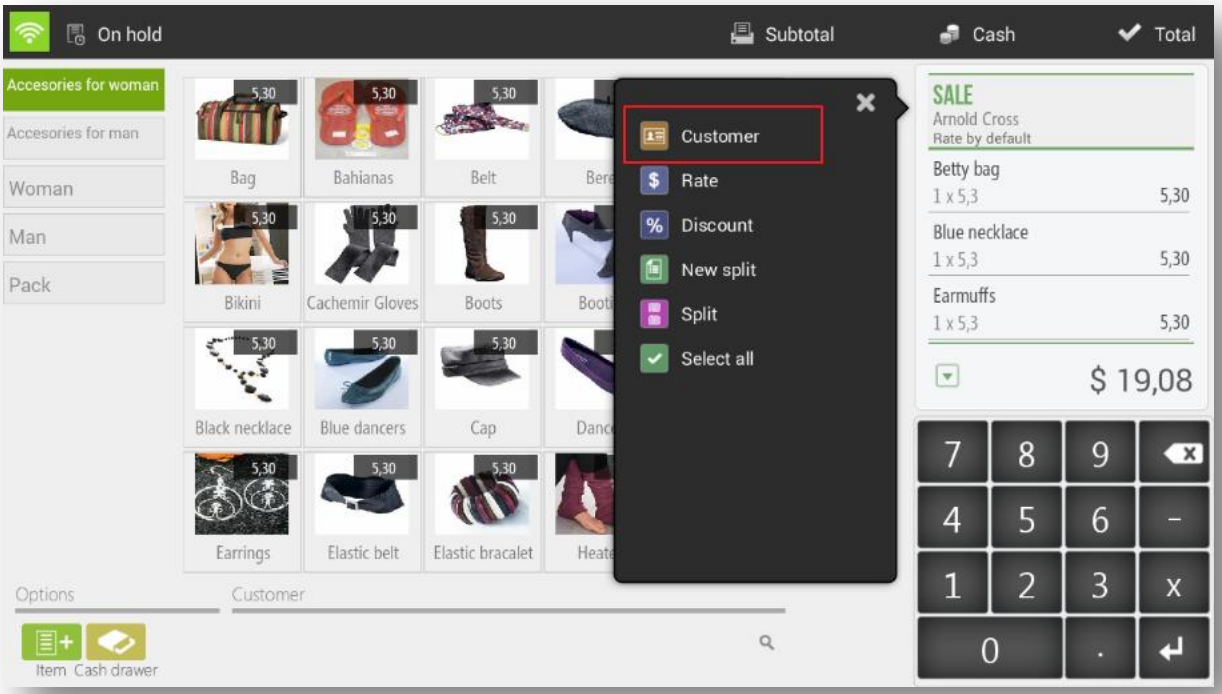
HioPOS Cloud allows you to work with customers, to whom tou can assign sales, make invoices and track them.

You can assign a customer to a sale from three different sites en HioPOS Cloud.

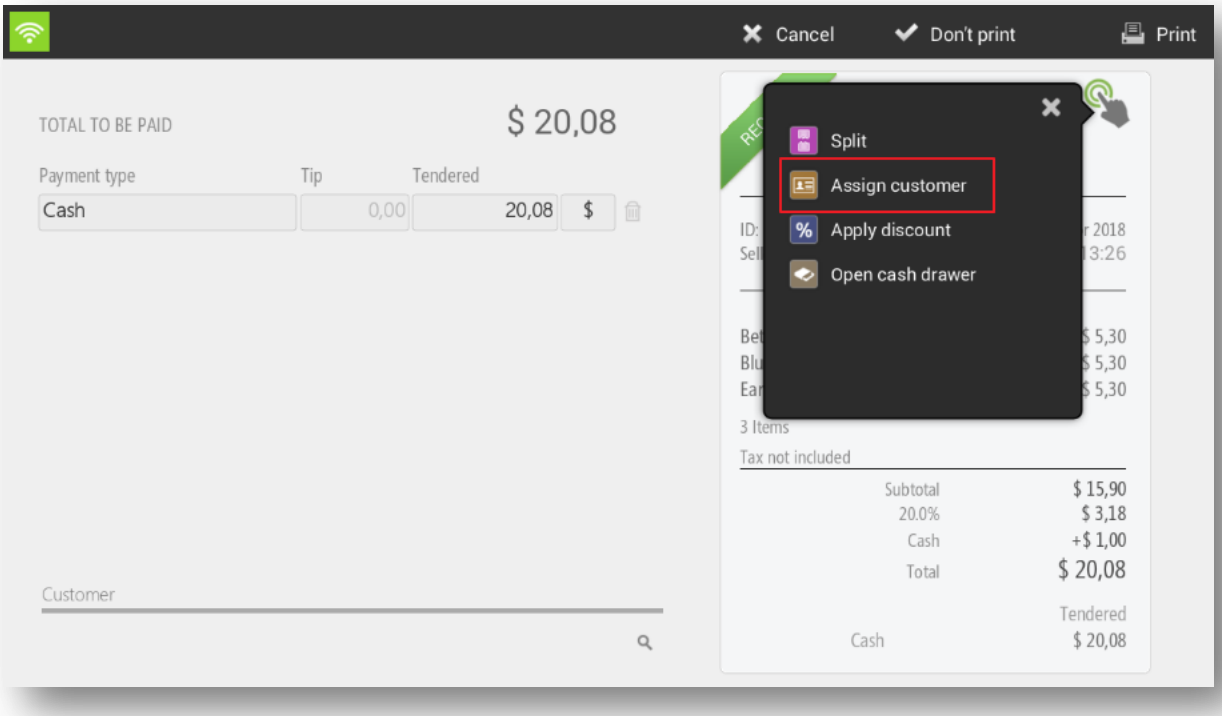
1. By clicking on the bottom of the sale screen (where appears *Customer)*.



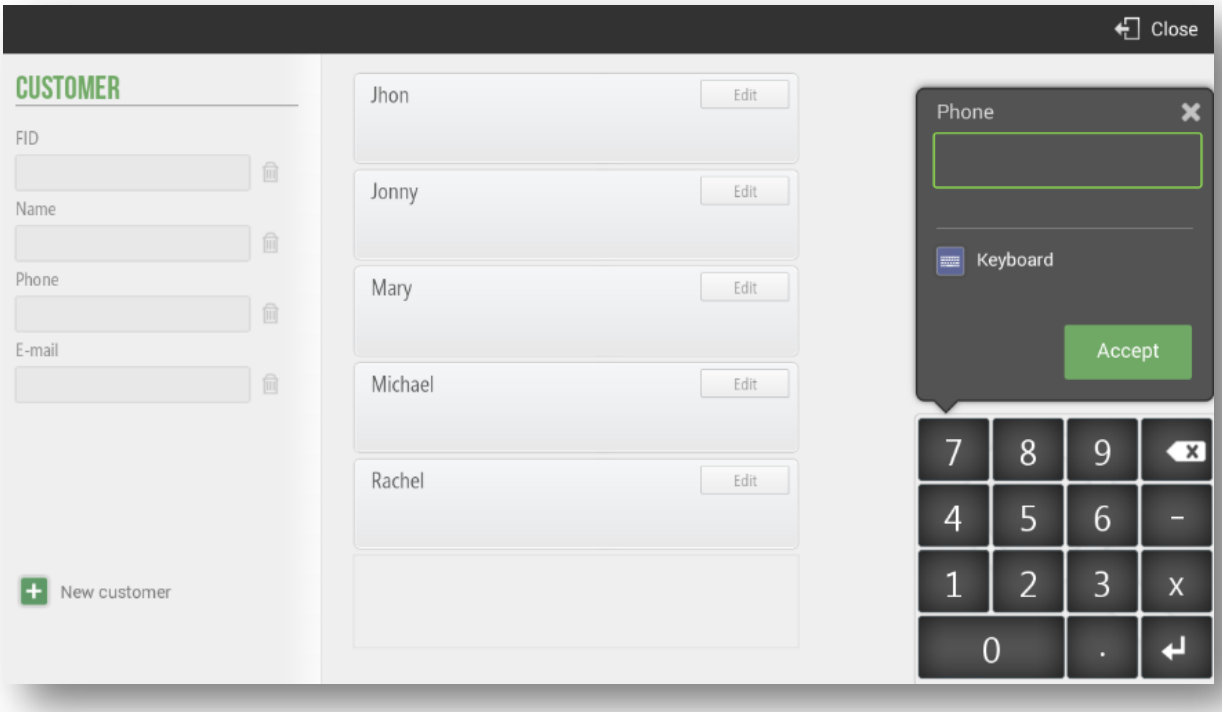
2. Click on the header of the ticket



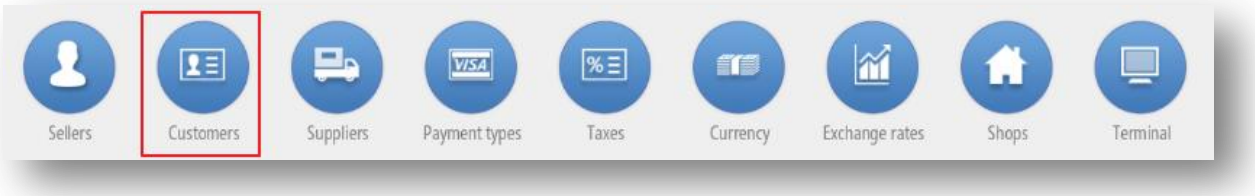
3. Click on the ticket



In all three cases, the customer query screen will be displayed, where we can search by NIF, Name, Phone or email.



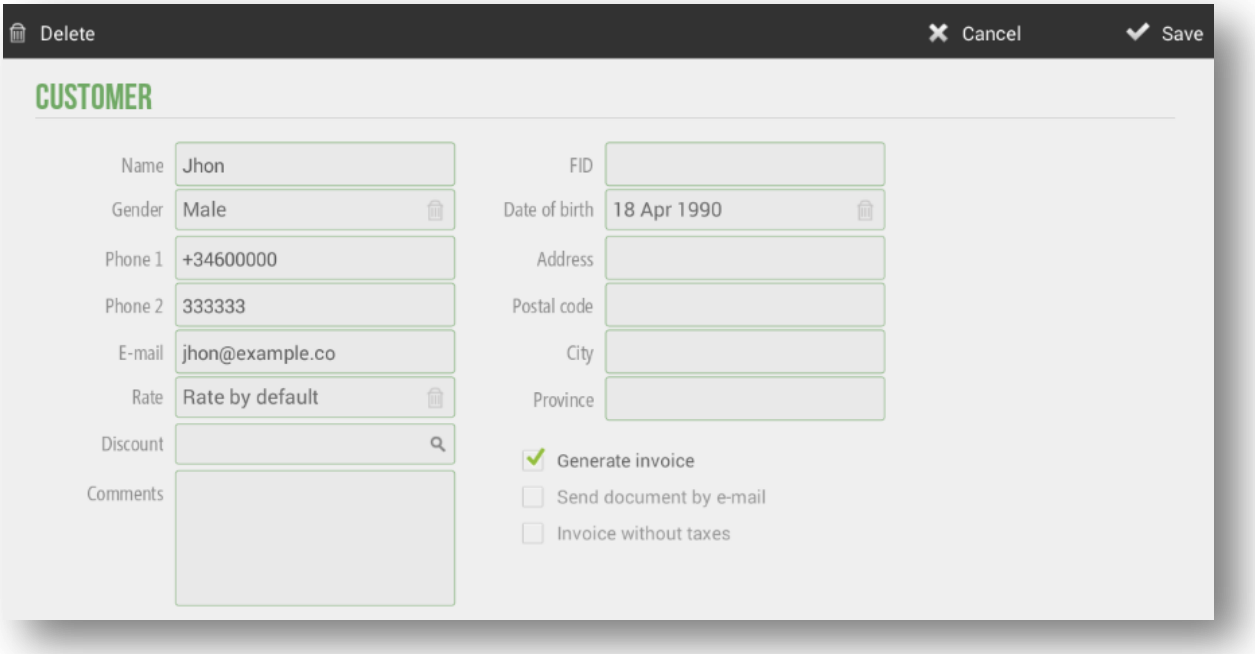
You can also check, modify or create new clients in the *Customer* section in *Settings.*



Click to the *New customer* button to create a new one.

For each customer we can complete all the personal data (Name, gender, phone, e-mail, date of birth, address, zip code, city, province…).

In addition, there is also the possibility of selecting a default rate for this customer as well as a particular discount. In this way, when we make a sale and assign it to this client, the applied rate and discount will be applied directly.



If we want to assign more than one email, to do so, in the Email box, all the emails must be separated with semicolon (;)

2.6.1 Generate invoice

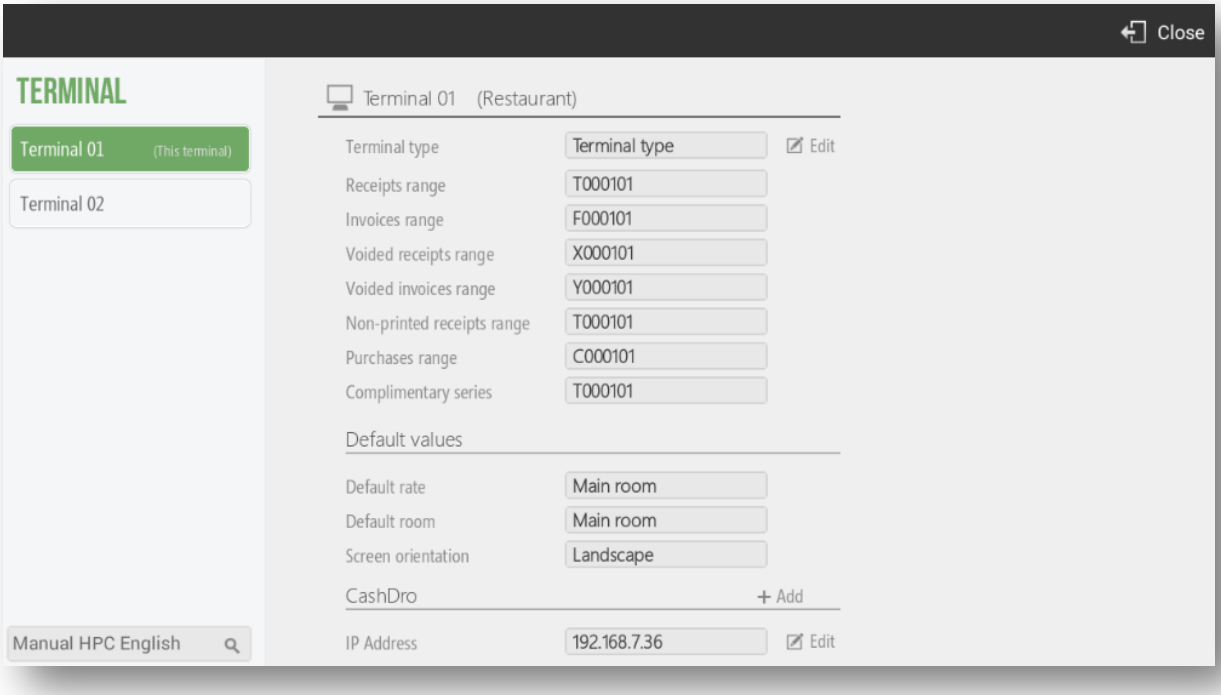
In the same screen of customer edition we casactívate the *Geberate invoice* option, so each time we make a sale to this client, a adocument of invoice type instead of ticket type will be generated.

2.6.2 Send documents by Email

HioPOS Cloud can send invoices and tickets by email to the customer. For this, we need to have a valid email address in the client file, and activate the box *Send document by email*.

If we have the option *Send document by email* activated, each time we make a sale that is assigned to the customer, it will be sent from no-reply@hiopos.com to the client's email.

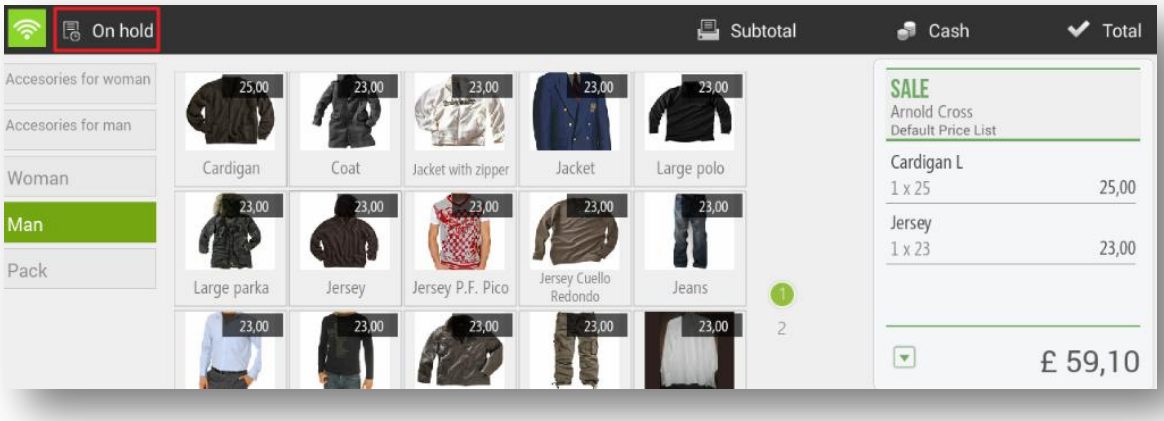
Note: HioPOS Cloud uses a different numbering for ticket type, invoice and refund ticket. You can set the series of each type of document for each terminal in the *Terminal* section of the *Configuration*.



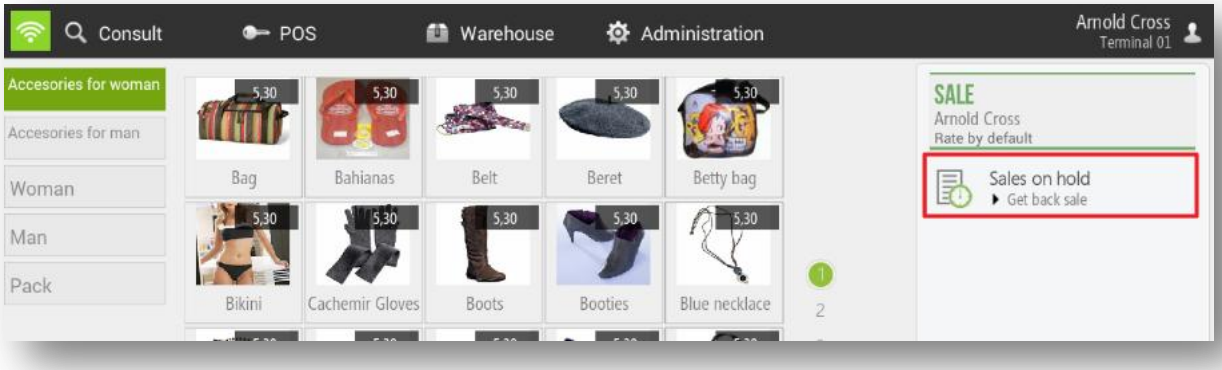
If you has a CashDro configured, it would appear in the bottom of this screen.

2.7 Sales on hold

If we are in the sale process, with items already on the ticket, and we want to leave it on hold to return to it later, we have to click on the *On Hold* button that is in the upper left margin of the screen.

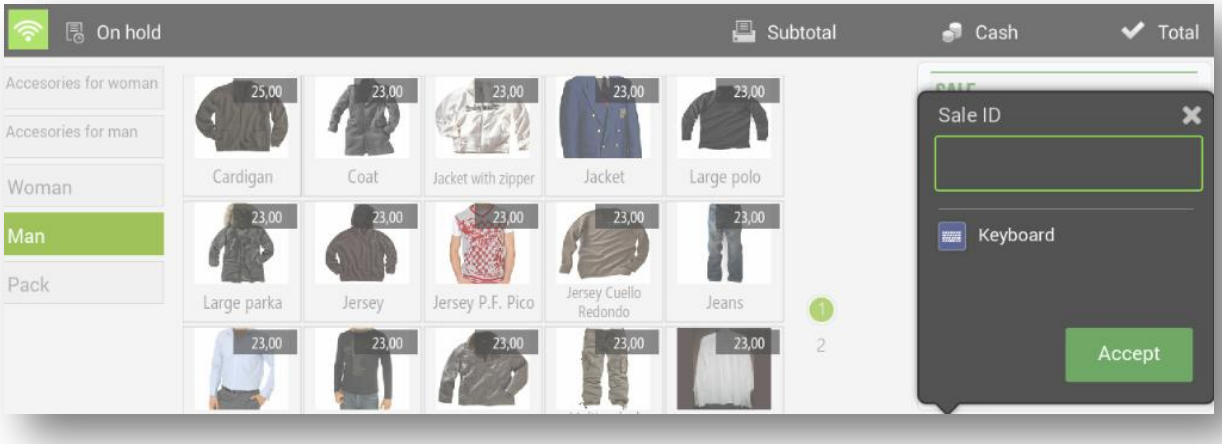


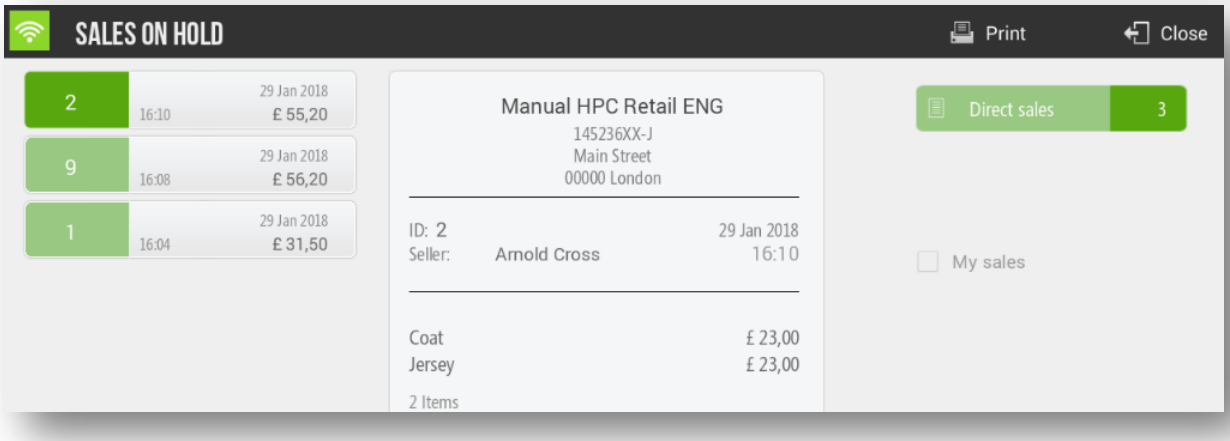
To a sale hold, we need to introduce a sale identifier, which can be numeric or alphabetical.



If we pass a card as a Open Tab mode by the magnetic stripe reader, the card identifier is automatically saved. By this way, it will be easier to locate the sale waiting for a customer.

To recover a sale on hold, we have to select on *Sales on hold* that appears on the ticket when there is no sale in process.

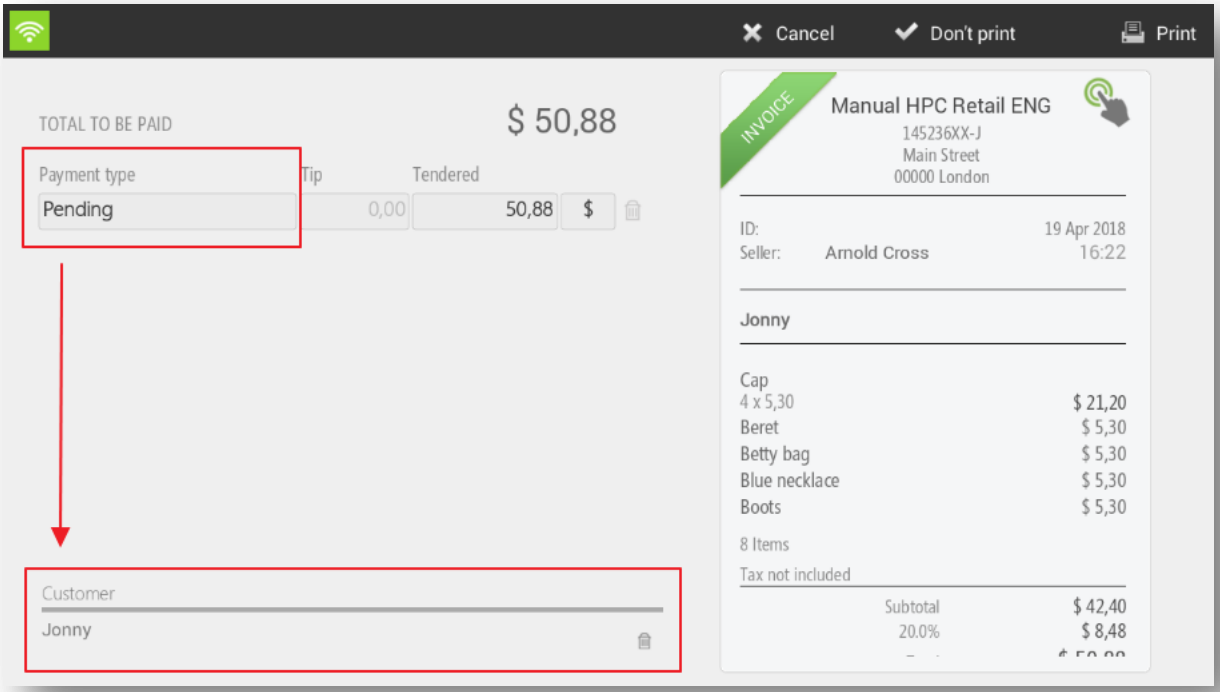




We select from the list that has the identifier that we havre provided. Once selected, we can continue adding items to the ticket, put it back on hold or toalize it. he direct sale on hold allows you to filter among the sale on gold those that are of the user that we are useing.

2.8 Pending sales

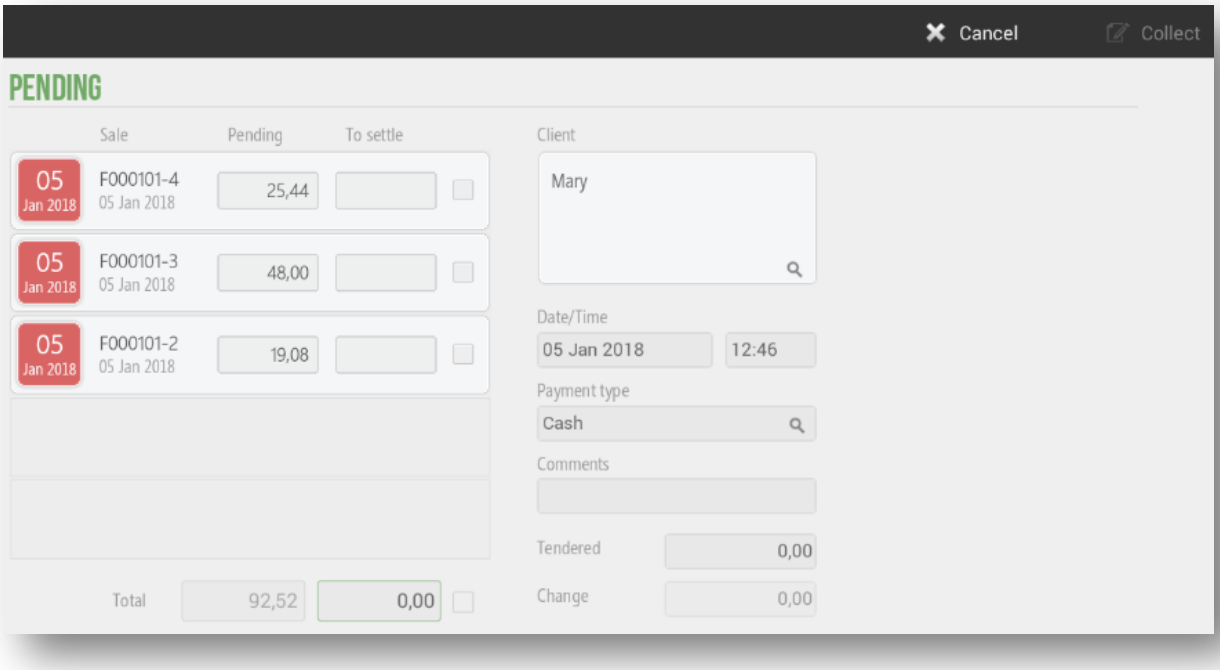
HioPOS Cloud allows al the time of totalizing a sale, select the type of payment *Pending.* In these cases it will always be mandatory to assign the sale to a customer so that the collection can be followed.



For the management of outstanding charges, HioPOS has a couple of possibilities. The first is to consult customers who have pending charges and the second, to consult in statistics, the report of collections pending settlement.

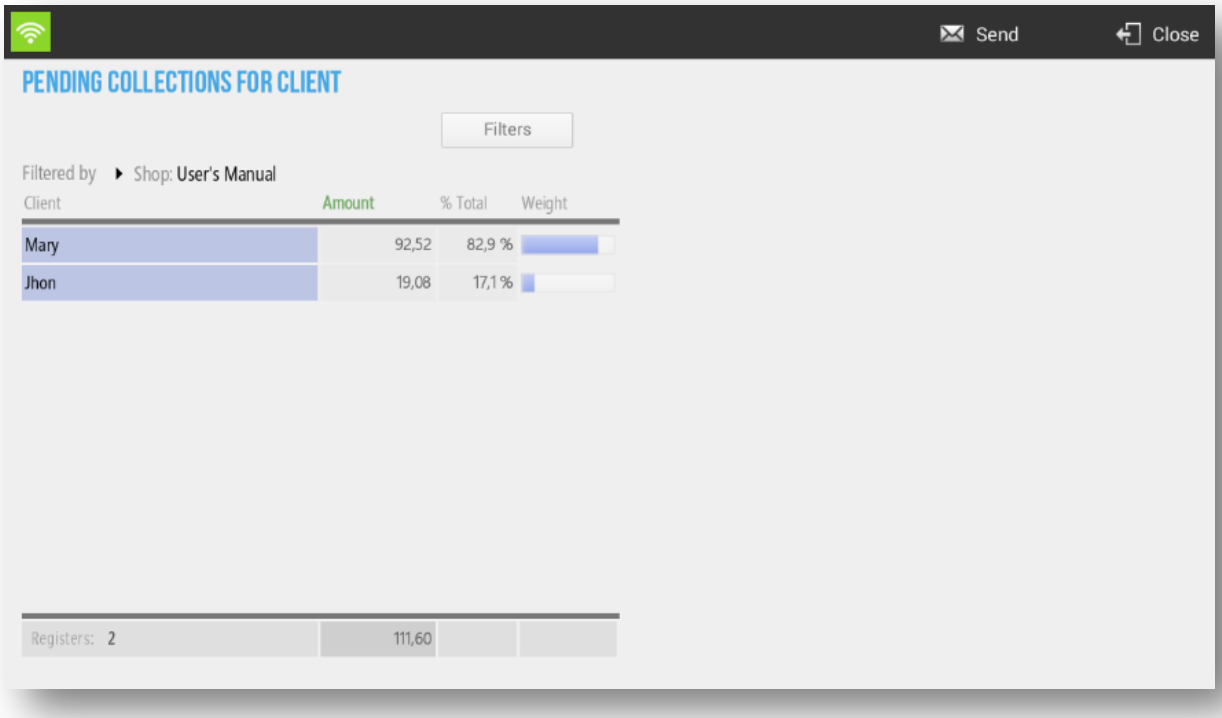
To visualize those customers who have outstanding charges we will have to go to Cash Flow, Pending and select the client that the user wants. To streamline the customer search, HioPOS Cloud offers the possibility to search by phone number.

In this screen we can see the numbers of Invoices pending collection, the pending amount of the invoice and the amount to be paid. We will also be able to check all of the outstanding amounts and the client's preferred payment method. The field Comment, specially designed for the management of the client and to give complementary information that can be very useful in future operations, is observed in the right margin of the screen.



The second option to control the pending sales is through the pending report. The user can consult this information from *Administration*, *Statistics*, *Audit*, and *Pending.*

In this screen of pending collections by the customer, the user can filter according to *store*, *POS* and *Cash count*. We will show the pending charges per customer using a four-column table with the fields; Customer name, total amount pending,% that this total means in reference to all pending customers and graphic weight that this client means in reference to the whole.



2.9 Split a sale

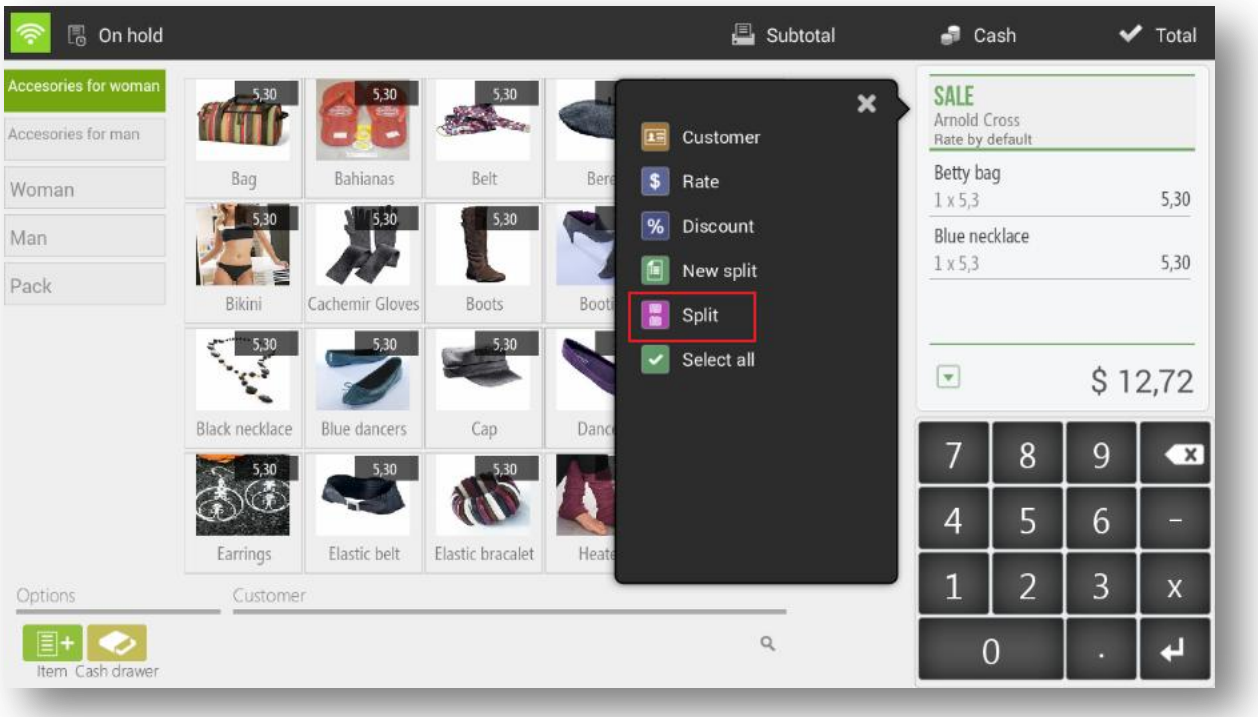
The fraction of a sale is used to divide a ticket among several customers.

2.9.1 Slpit an existing sale

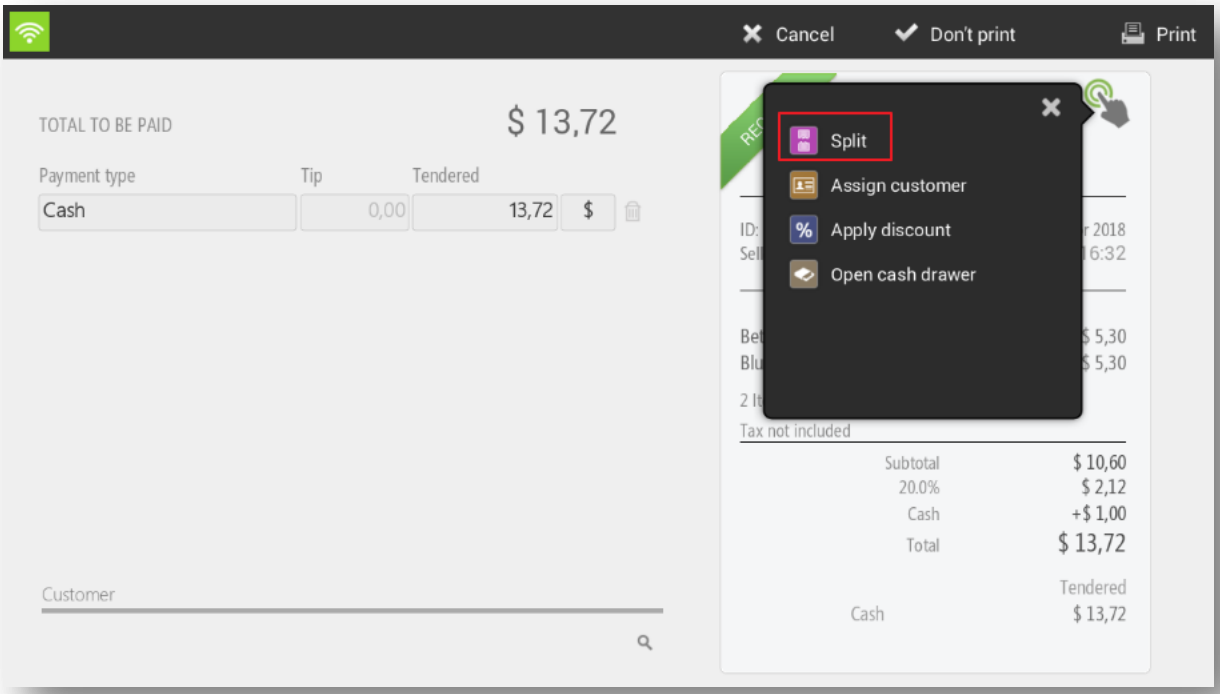
Split a sale will allow you to divide a ticket into two or more parts, in order to be able to charge separately.

The cashier can split a sale clicking on different screens:

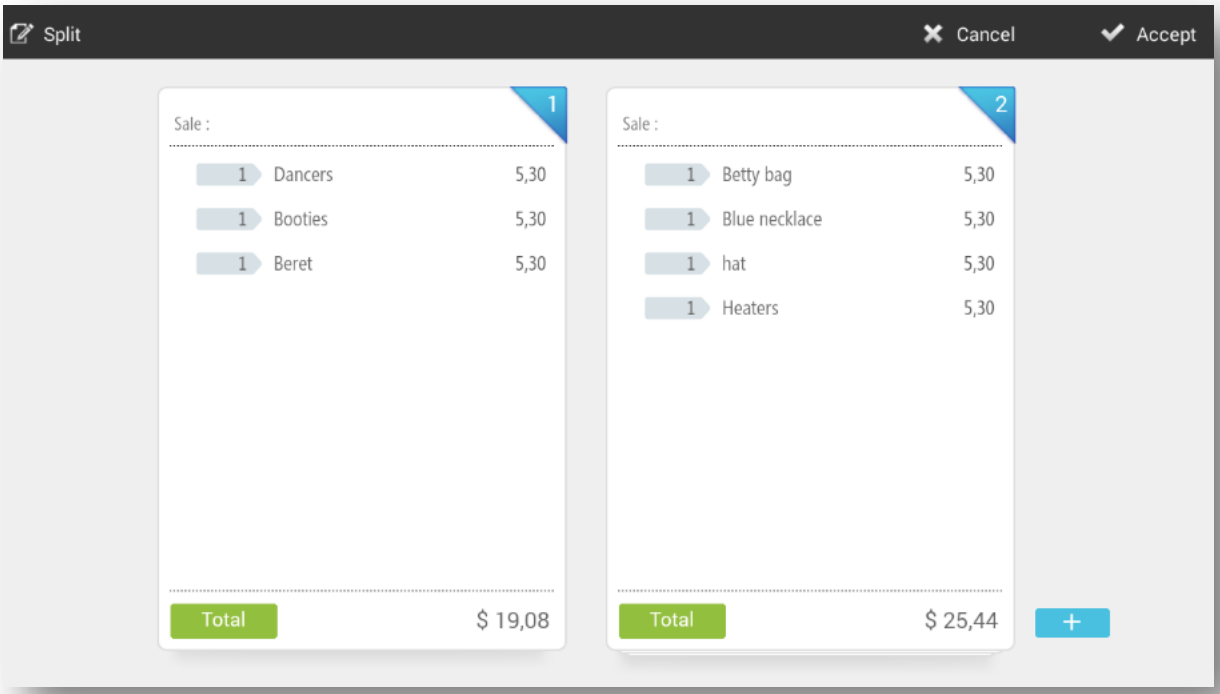
- On the ticket header and then select *Split.*



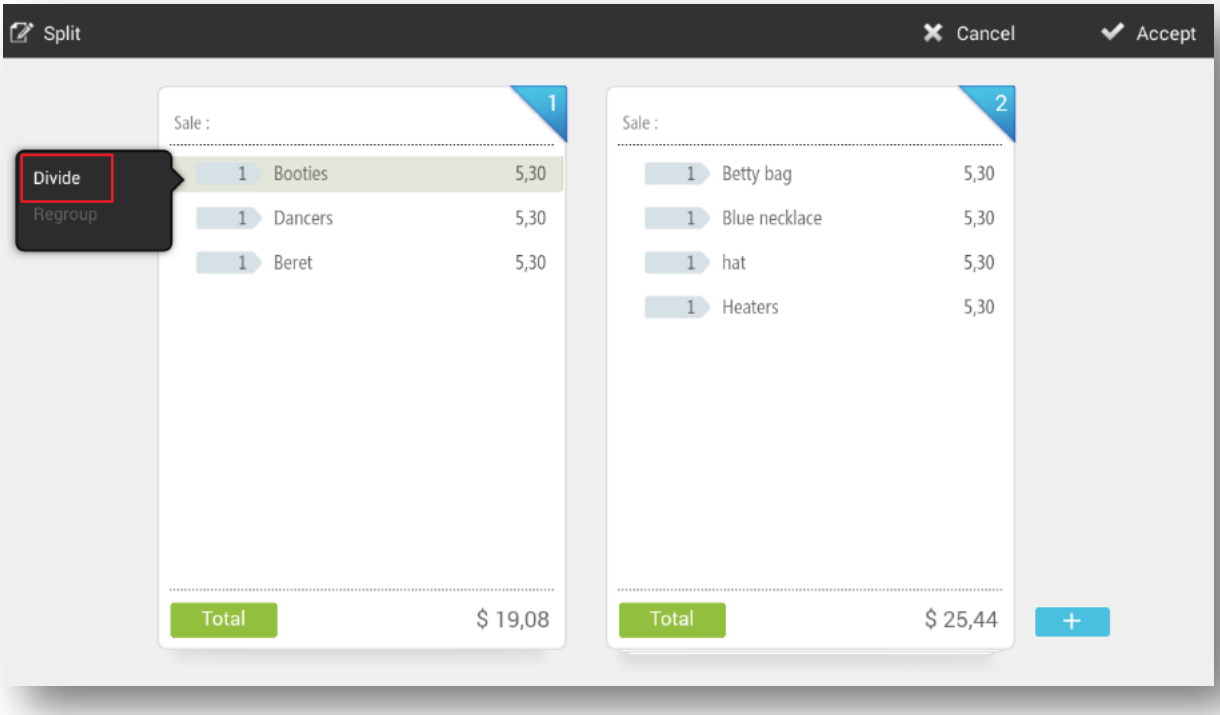
- The second one is found once we are in the selection screen of the payment type, selecting on the ticket and *Split.*



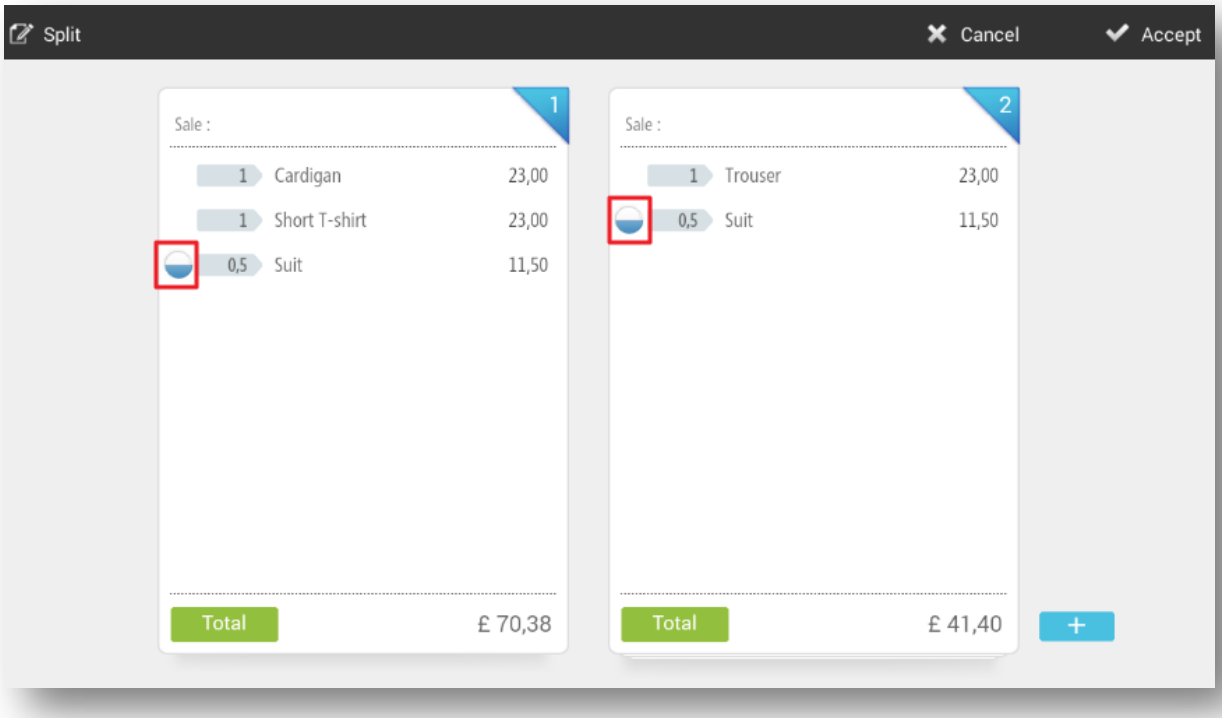
Selecting *Split,* the program shows two tickets on the screen: the current and the second ticket with which we want to do the split. To move an article from one ticket to another, drag them with your finger from one to another or select above the item that you want to split.



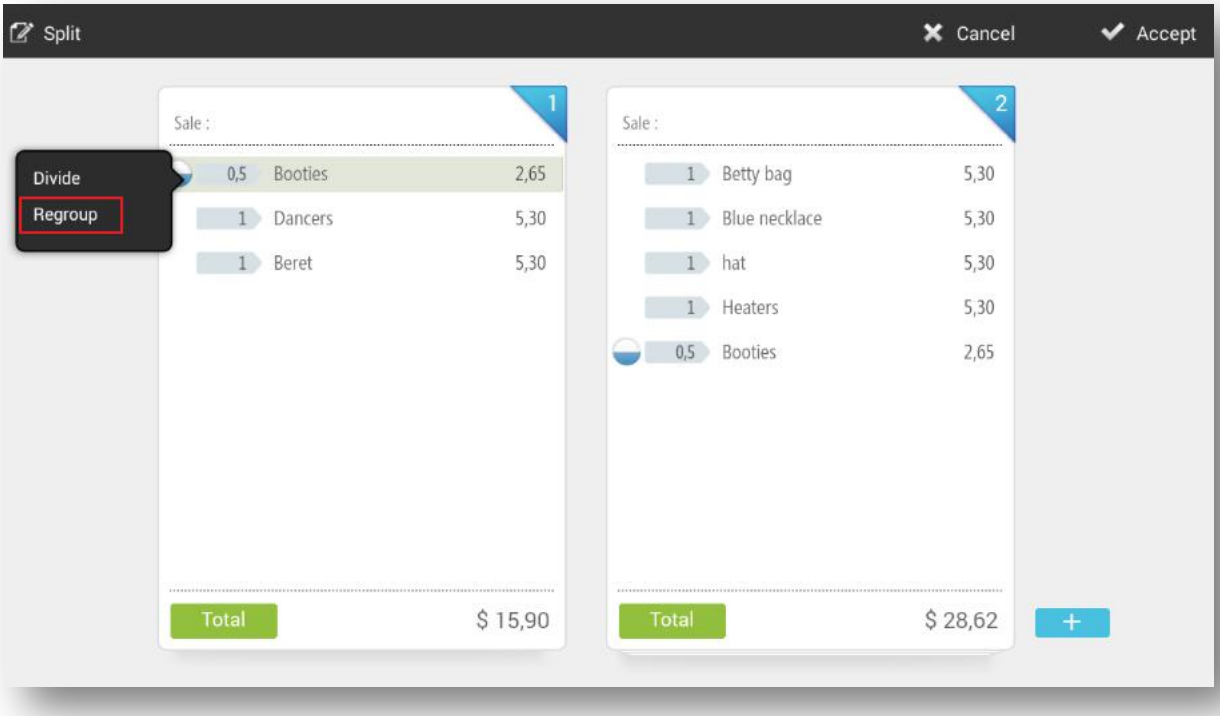
You can also divide an item and show it by the value of the division. Simply press in the name of the item and select *Divide.*



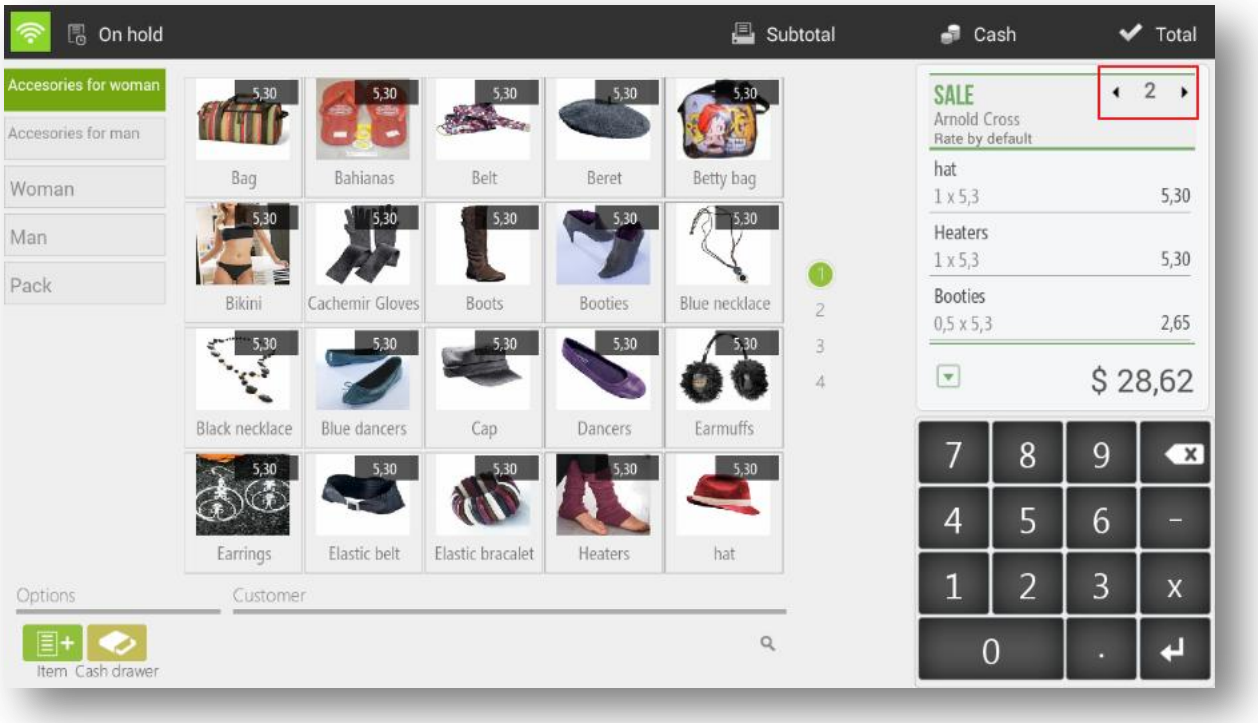
For each divison to move from one ticket to another, click on the item that was created at the beginning of the article line.



If you want to undo the division, click on the item and select *Regroup.*



If you are working with fractional sales, you can display the various tickets by using the arrows that are added to the ticket header.

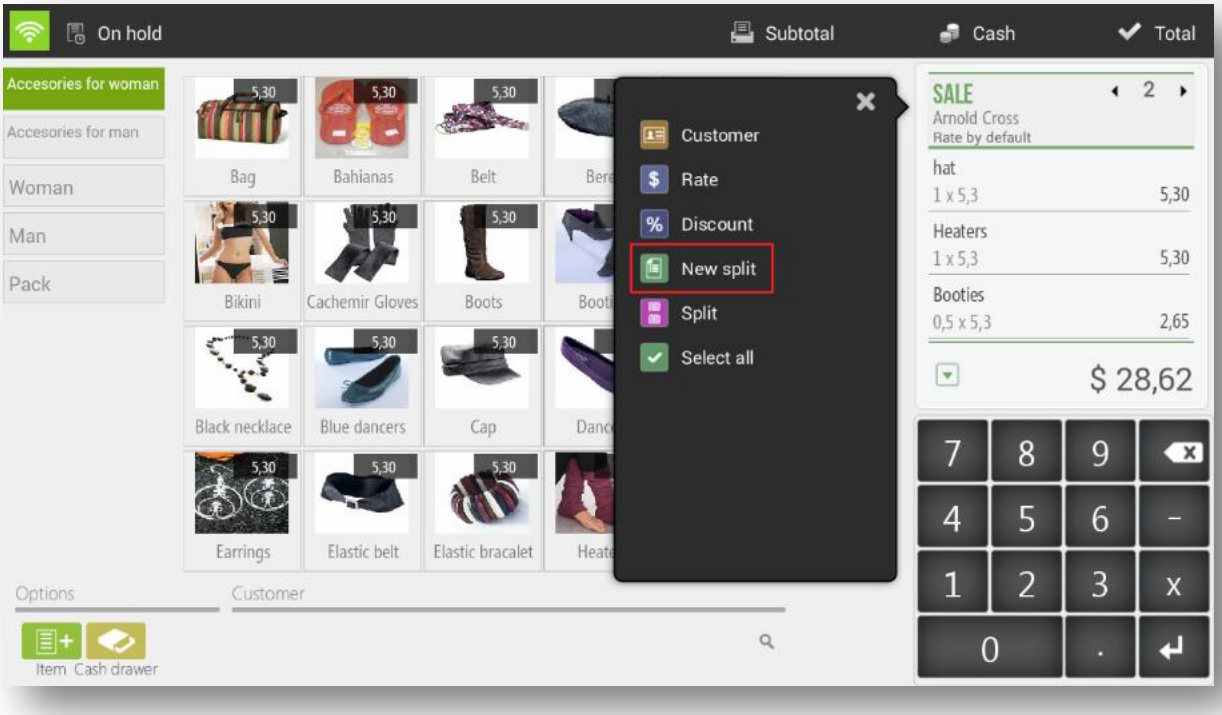


To total up and finalize the fractional tickets follow the usual procedure of sale, press *Total* and then finish sale. Note that each split ticket is finalized separately, one is made first and then the other.

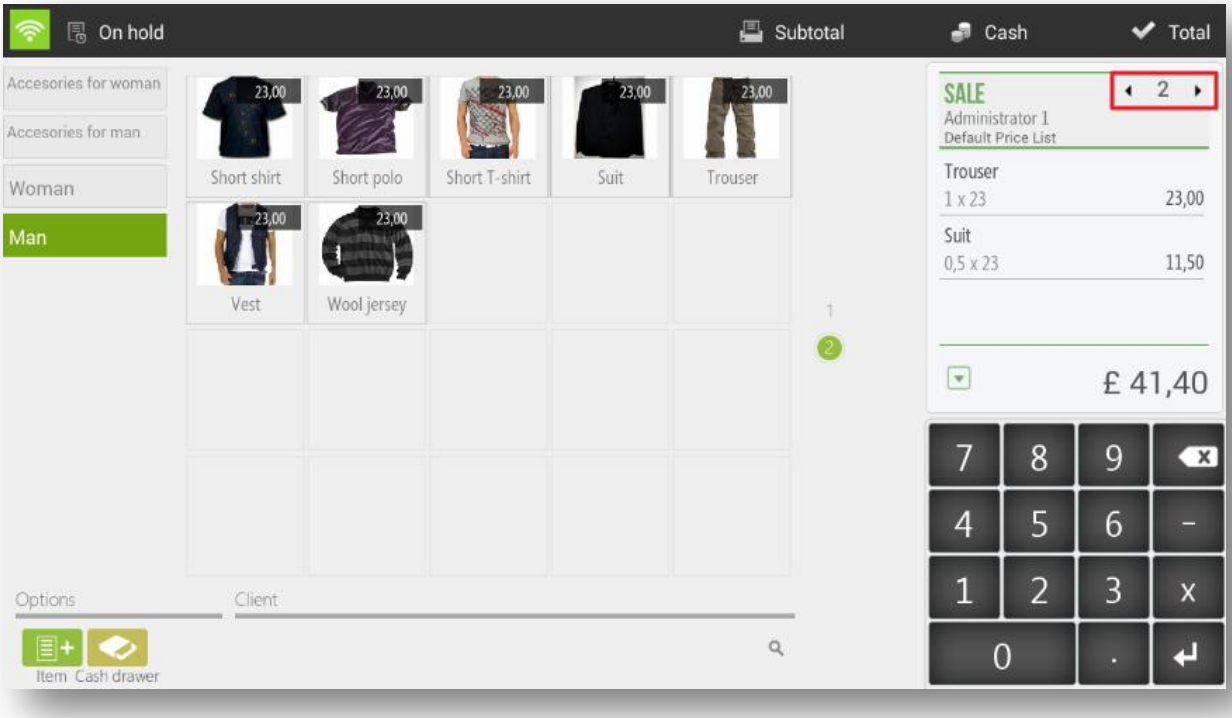
2.9.2 New Split

HioPOS Cloud includes a function so that you can start a seconf ticket of the same sale without having to finish the current one or leave i ton hold.

Click on the ticket header and select *New Split.*



You will see that the ticket is set to zero and the number two appears at the head is the same, this means that it is in ticket number two, to move between tickets use the arrows next.



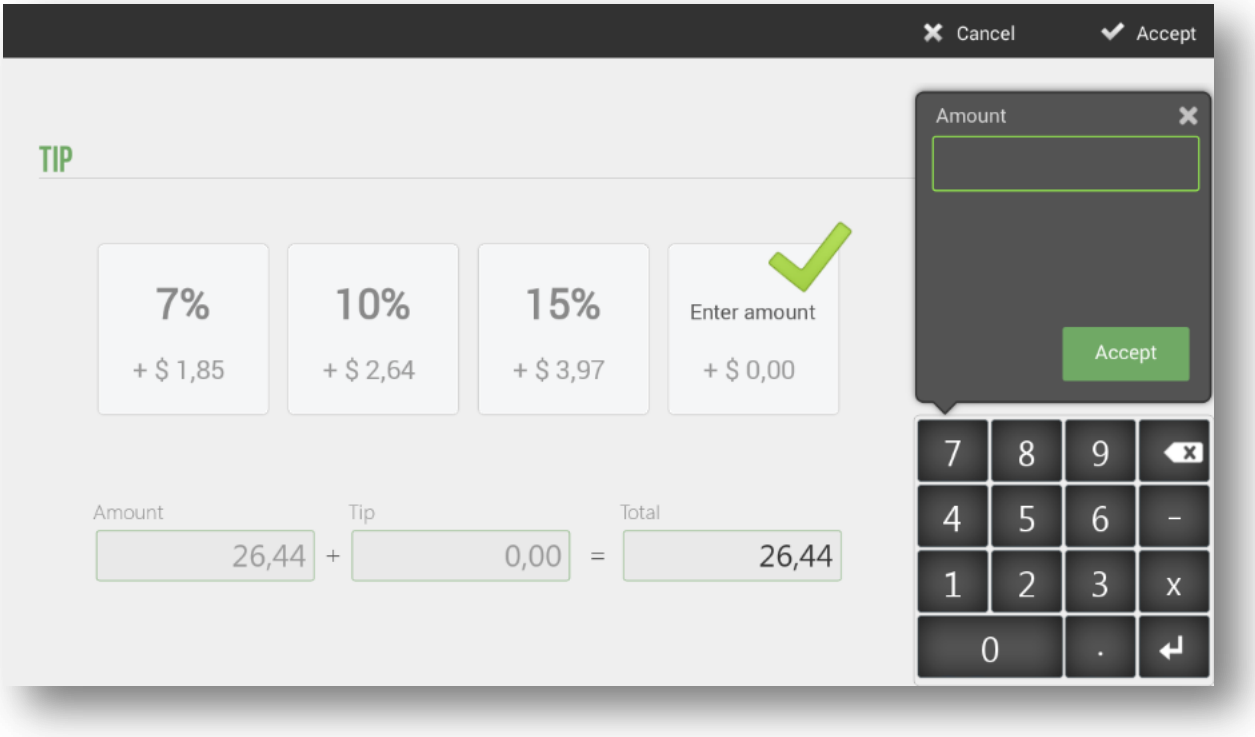
To finish the sale of a fraction follow the usual steps.

2.10 Tips and Service charge

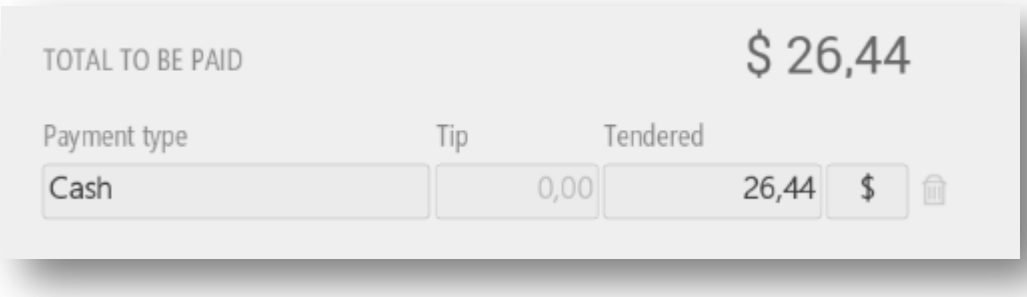
The tips and service charge can be configured from the *Terminal Type* section in *Configuration.*

2.10.1 Tips

The gratuity is an amount that is modified at the end of the sale.

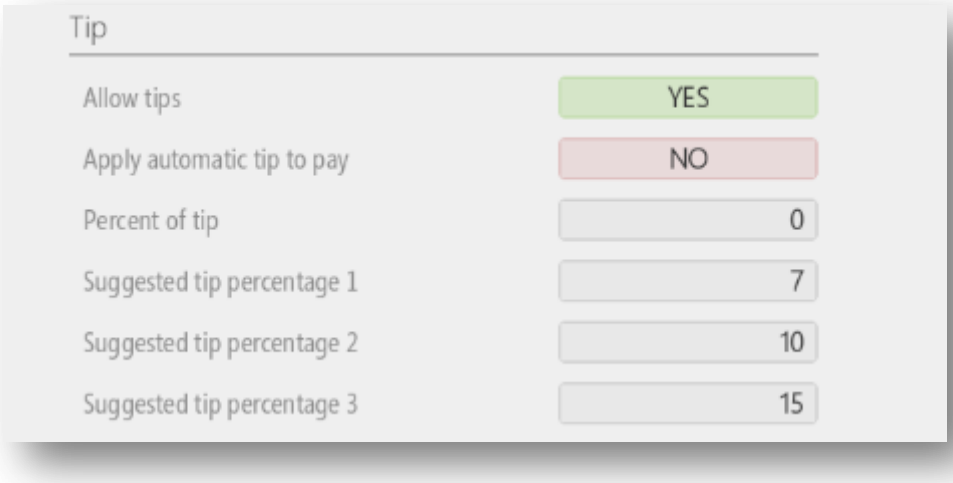


To enter the tip, we have to be in the selection screen of the types of payment, once the ticket has already been totalled. Select the *Tip* box next to the selected payment type and add the corresponding amount.



This option will be selectable if the option of *Allow overpayment* (D*estination: Tip*) has been activated in the *Settings, Payment types*.

You can find the main configuration in the *Configuration* section, *Terminal type*, *Tip.*



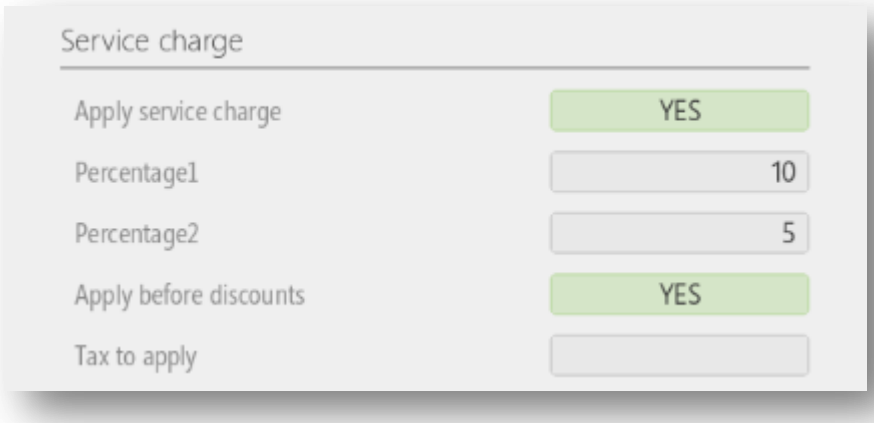
Even if the option of *Allow overpayment* with tip destination is activated in the payment type, if in the configuration of *Type of terminal* tipping is not allowed, when you finalize a sale, we will not be able to add a tip manually. The reason is that the configuration reflected in the *Terminal Type* is above the configuration of the Payment Types.

If desired, the tip can be automatically applied when charging and determining a percentage for it.

2.10.2 Service charge

The service charge is always applied on the total sale.

In *Terminal Type*, from the *Configuration menu*, select the percentage to apply to each sale. It is important to determine if it's better to apply before or after discounts and if there is any tax to apply.



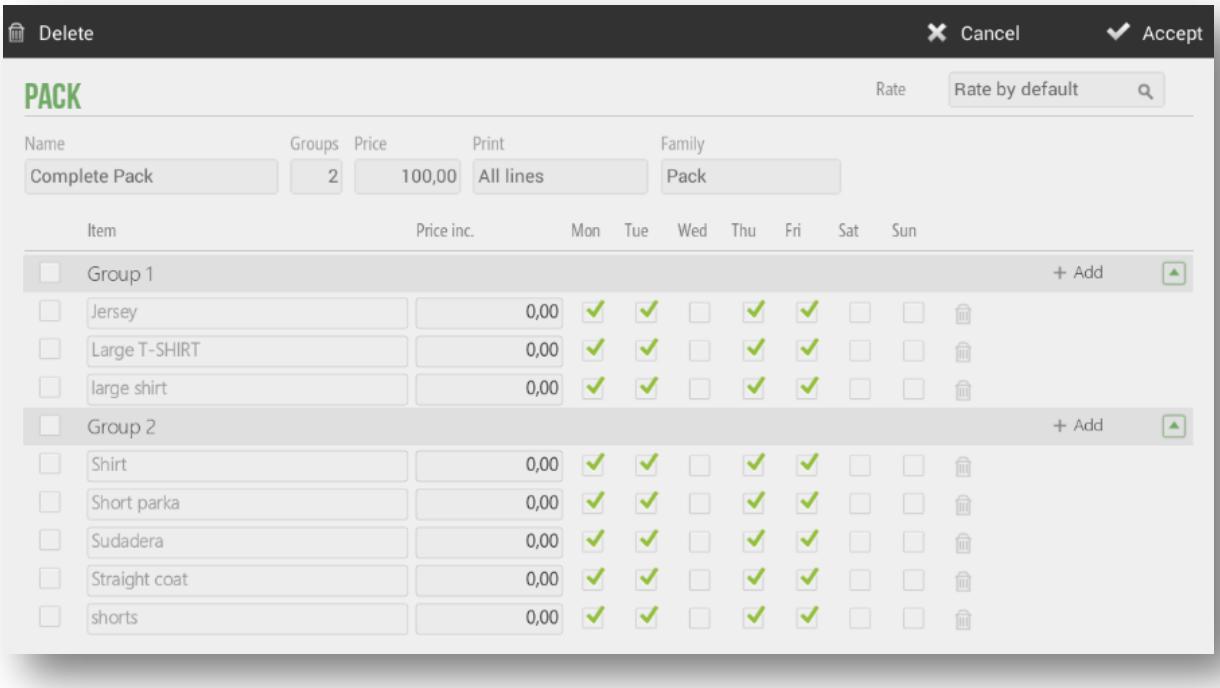
2.11 Packs type items

The creation of packs allows grouping different items according to whether they are in one. For example, a pack that offers the choice of pants, a shirt and a tie at a global price.

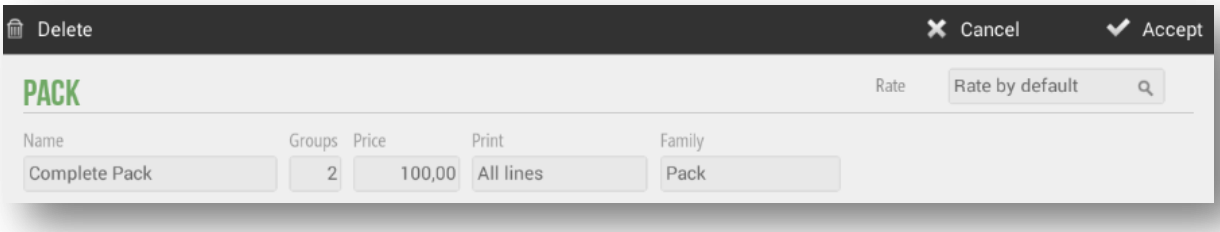
To access the creation of packs go to the *Configuration* section. Here you can create new ones or edit the existing.

2.11.1 Creation and maintenance of packs

The main screen of the module *Packs* is the following:

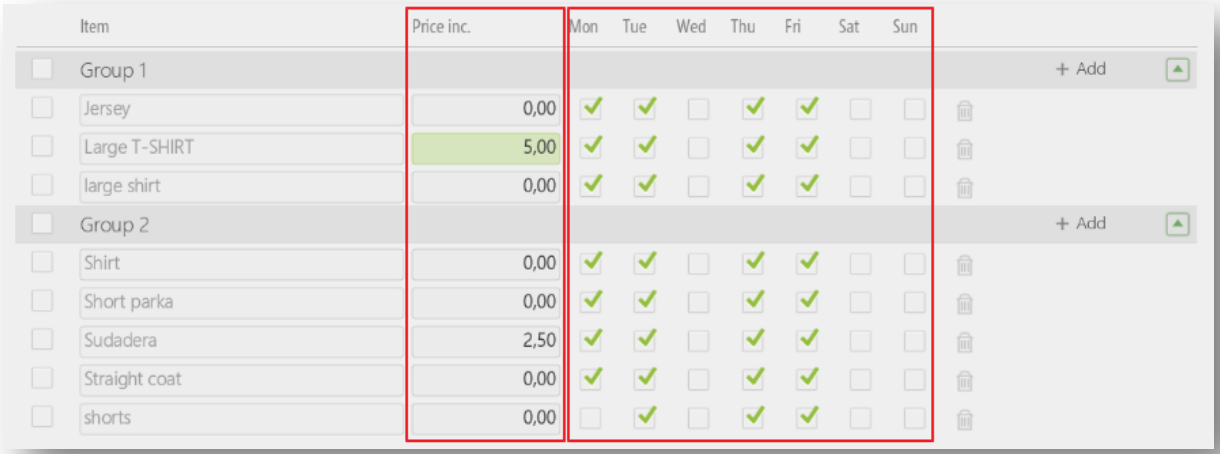


From the general options of the pack you can modify the name, the number of groups that will be offered, the Price os the pack as whole, the family where the ítem will be found and the rate.

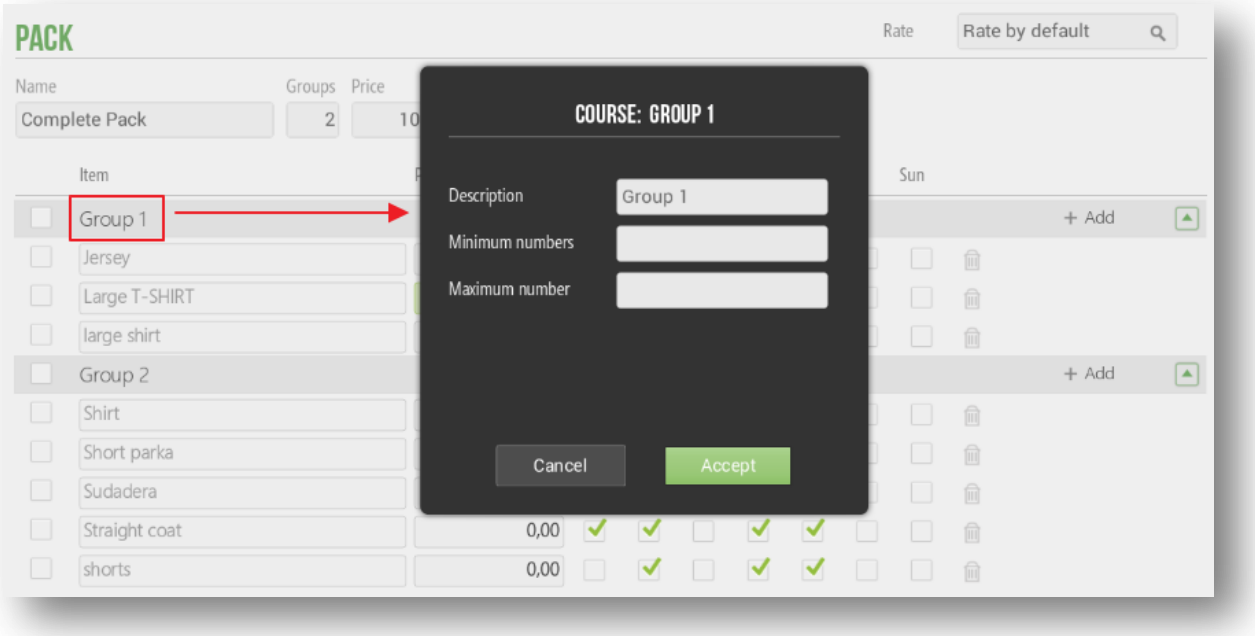


There is also the option to choose what you want to print: all the lines of the items choosen, only the lines with increased price or any line.

Each group can contain as many items as you wish, as well as select which days each item will be available. In adition you can add a supplement or price increade per item, which would be added to the total package price.



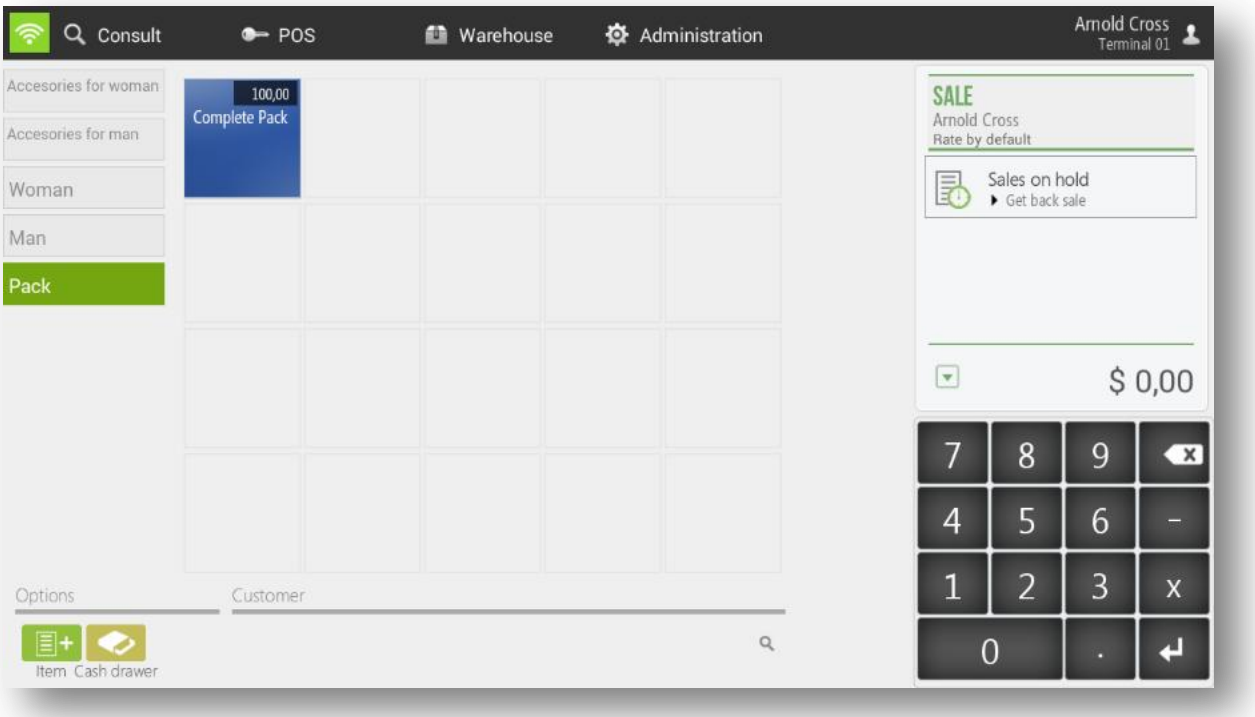
Selecting above the name of the group, for example “Group 1”, the next window will be opened where you can change the name, set a minimum or maximum number of items to select in the same order.



If no value is written in the minimum or maximum number, it will be undestood that it will be 1 (only one ítem van be selecte in this group).

2.11.2 Sale of packs

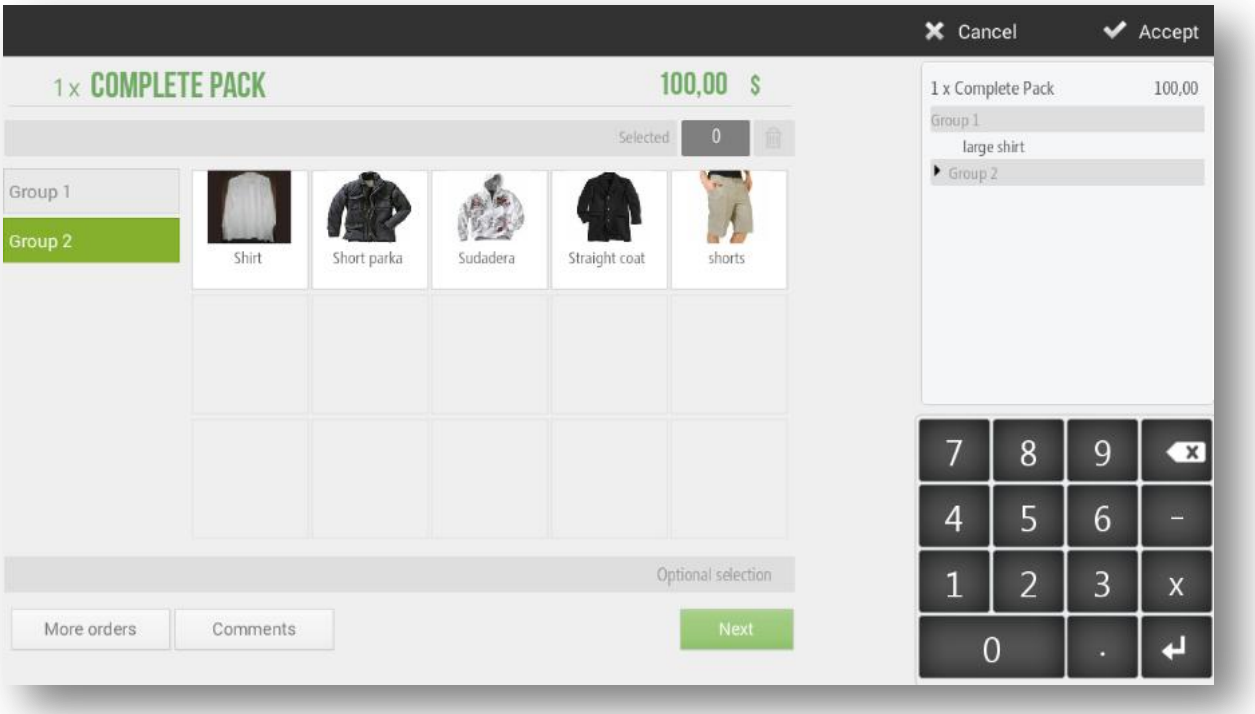
First, you should have a pack already created, as specified in the previous point.



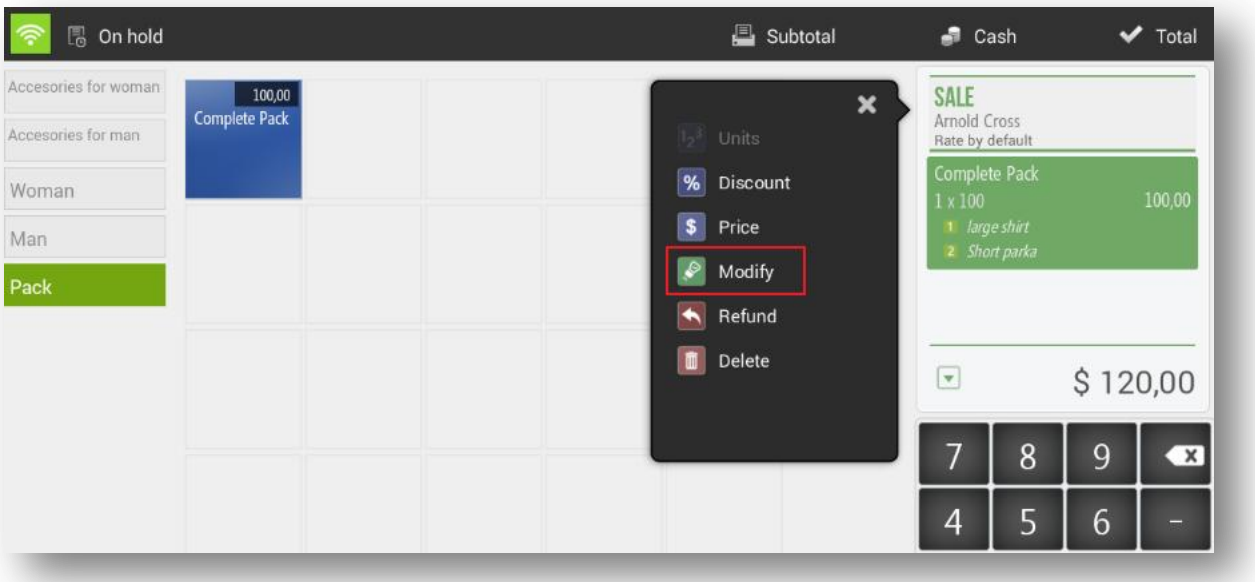
On the sales screen, select the family that contains the pack. You will see the groups that make up the pack as well as the items available for each group.

Select the item of the first group, repeat the action for each group until you have selected them all. You do not have to press next (as long as the minimum and maximun values are the same), the next button is only to end the process.

Although for example, if the minimum value is 2 and the máximum 4, and in the package sales screen we hace selected 3 items from that group and we want to move to the next group, we will have to select *More orders* to change the group.



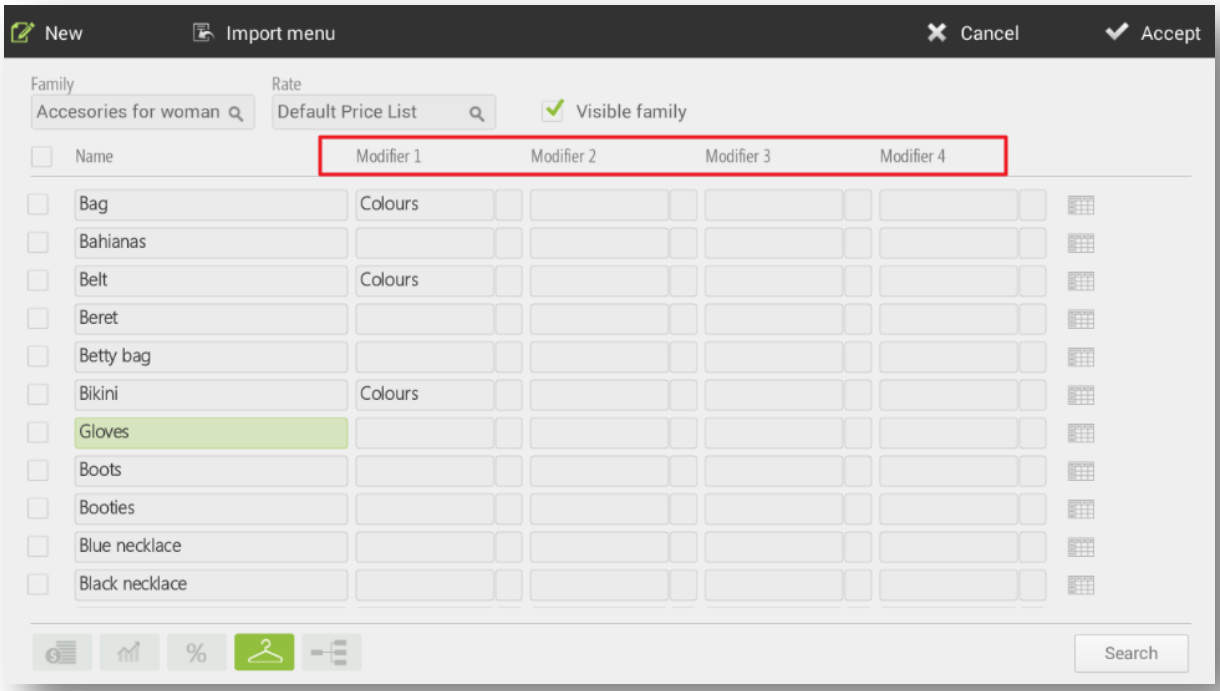
If you want to finish without having selected all the groups you have configurated, press *OK*. Later you can access again selecting in the line of the ítem and *Modify.*



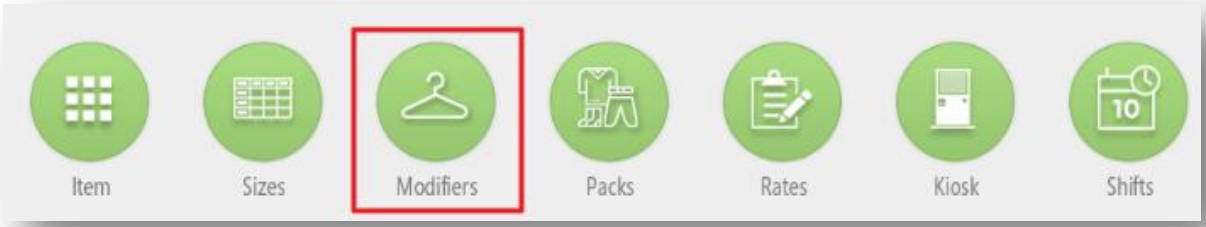
HioPOS Cloud allows you to sell several packs simultaneously. To do this, select the number of packs to sell on the numeric keypad of the sales screen and then select the item pack. For example: if you select 3 packs, you must enter 3 items of the first group, 3 of the second group, etc.

2.12 Modifiers

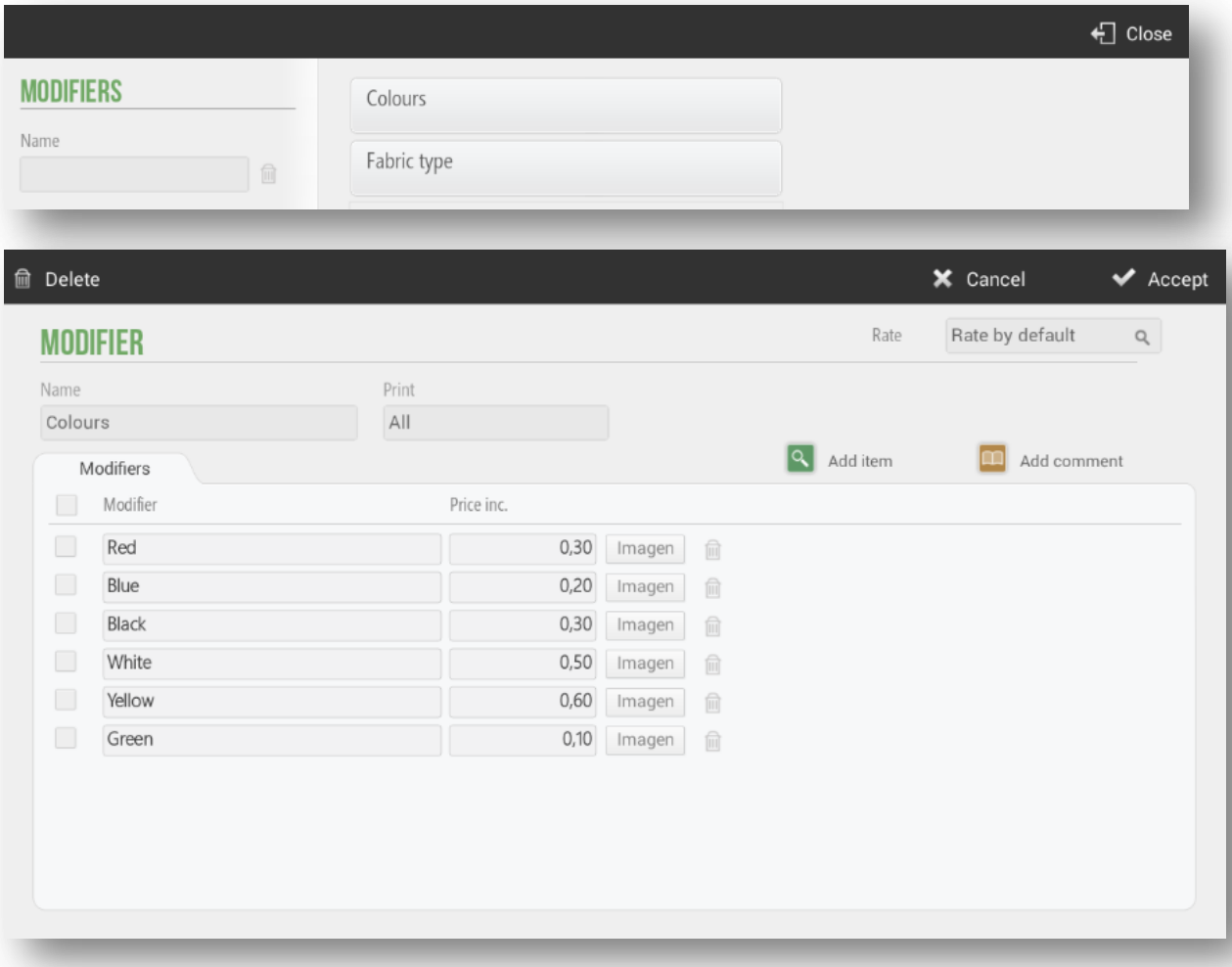
Modifiers are items that are added to the initial product, in order to customize the article on which they are applied. These modifiers may have a supplement or price increase or not, which would be added to the total of the item.



To add modifiers first you need to have them created in the *Modifiers* section of the initial configuration. Modifiers are created by groups, so an article will add a group of modifiers instead of a single modifier.



You can add as many literals as you want.

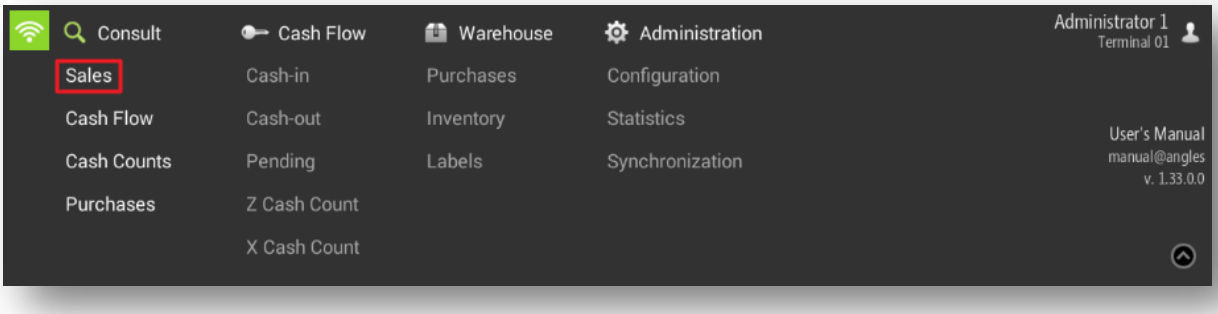


You can add an image to the article to be displayed on the sale screen. Also there is the option to select which modifiers you want to print so that they appear in the sales ticket: all, those with price increase or none.

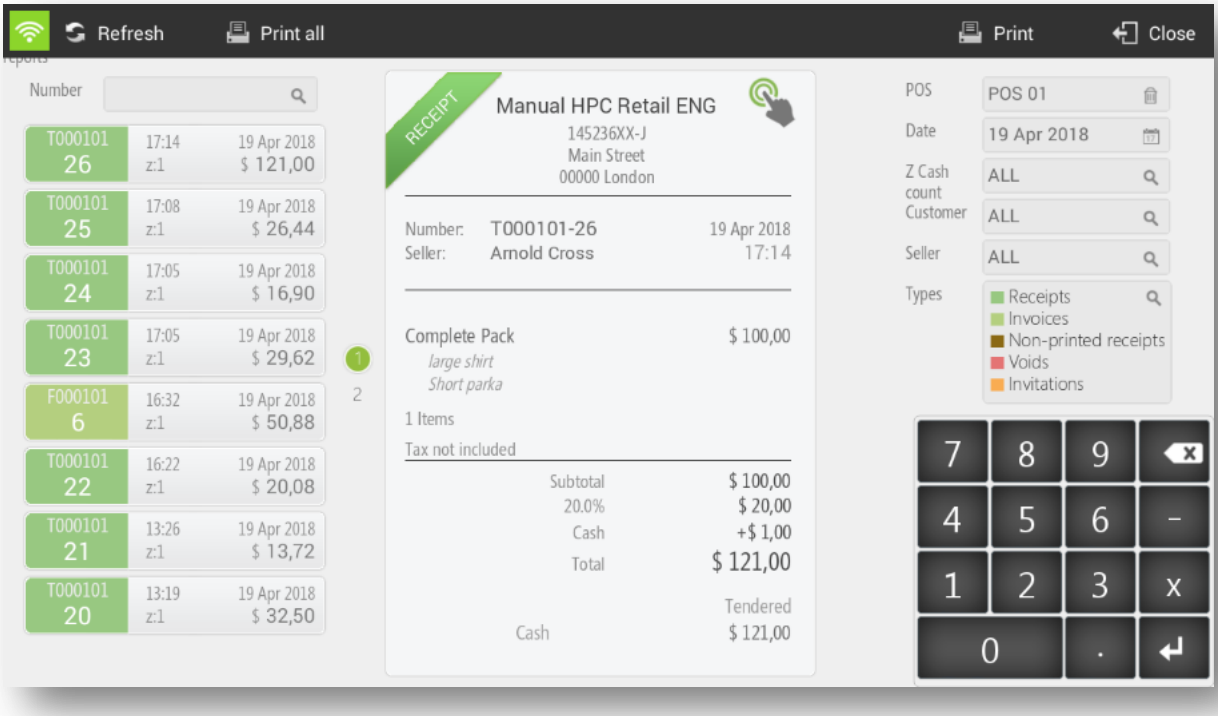
Also, you can create modifiers by selecting an item already existed (*Add item*) or writing as a free comment (*Add comment*).

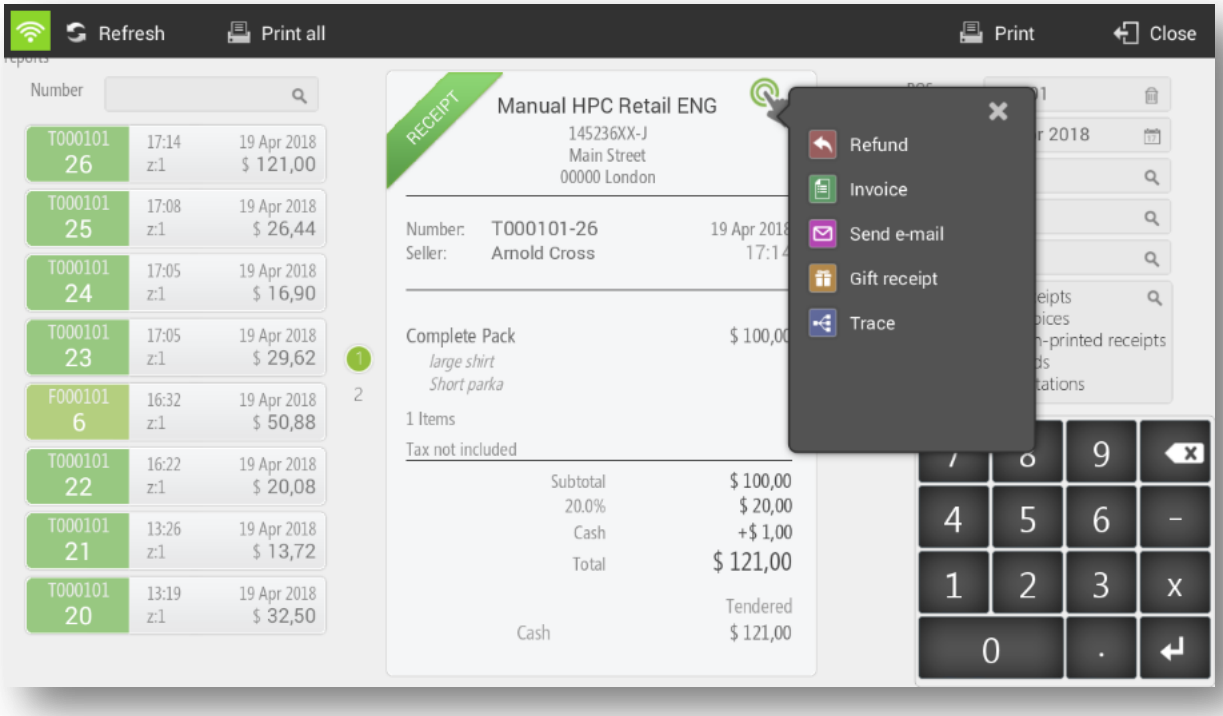
3. Consult Sales

To consult the tickets that have been made we have to make a sales query. Click the *Consult* button and select *Sales.*



You can enter the number of the sale in the upper left field to look for it or filter by *POS, Date, Z Cash Count, Customer, Seller* or *Types* in the upper right panel.





Selecting on the ticket, there are the different options:

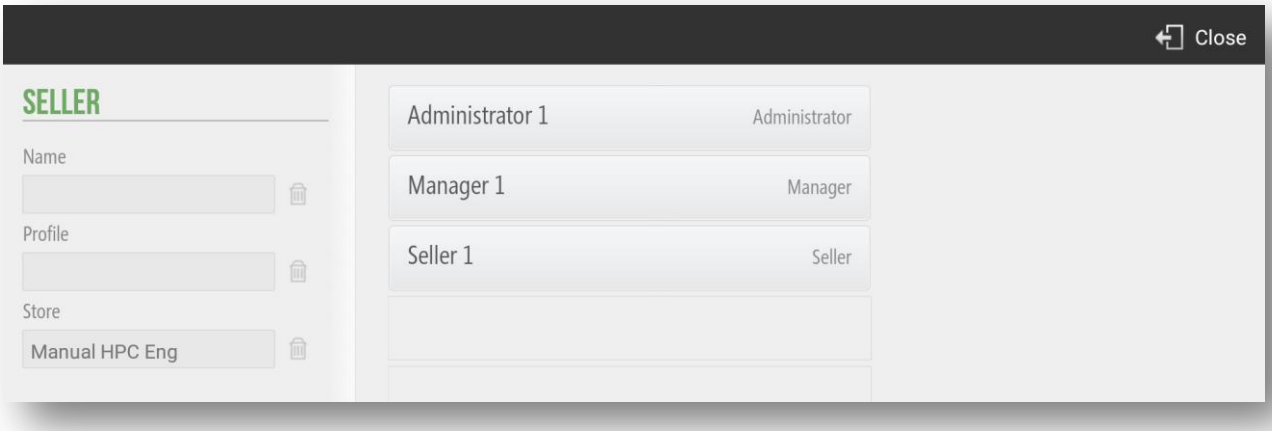
- Refund: You can credit line by line or all lines directly.
- Invoice: This option always requires you to select a client. You can create ir again or select it if it already exists. Then the ticket and the invoice will be paid directly.
- Send email: You must write to what e-mail you want to send the ticket.
- Gift receipt: Print the ticket without sale amount.
- Trace: You can see the tracking of this ticket, to check if there is a ticket of credit or invoice.

Also, at the left buttom you can see *Print all* (the tichets) or *Print* (one by one).

4. Seller Configuration

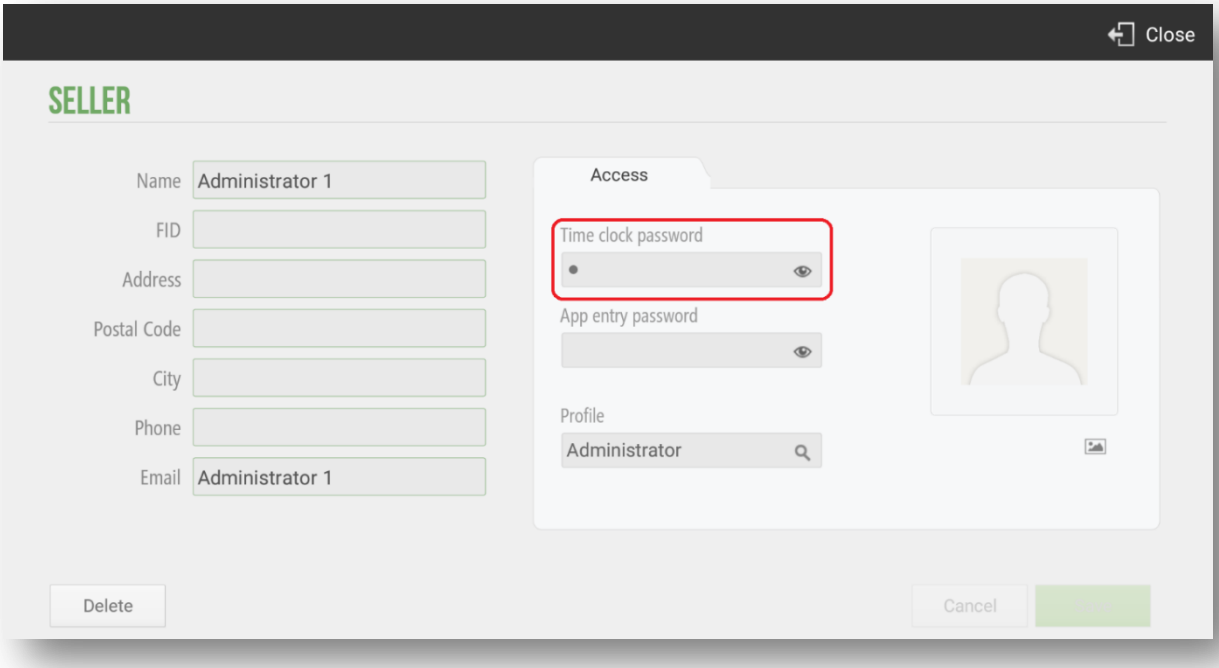
HioPOS Cloud allows the configutration of our Sellers. The aplication generates, by default, three differents vendor types. In the initial moment, they will be created: an Administrator user, a Manager user and Seller user with different permissions depending on his figure. For the correct configuration of the different permissions, see the section: *User Prodiles* of this manual.

In *Configuration, Sellers* you can consult the current Sellers, configure them (assigning them a seller profile) and add new Sellers. We can filter these features according to Name, Profile or Store.



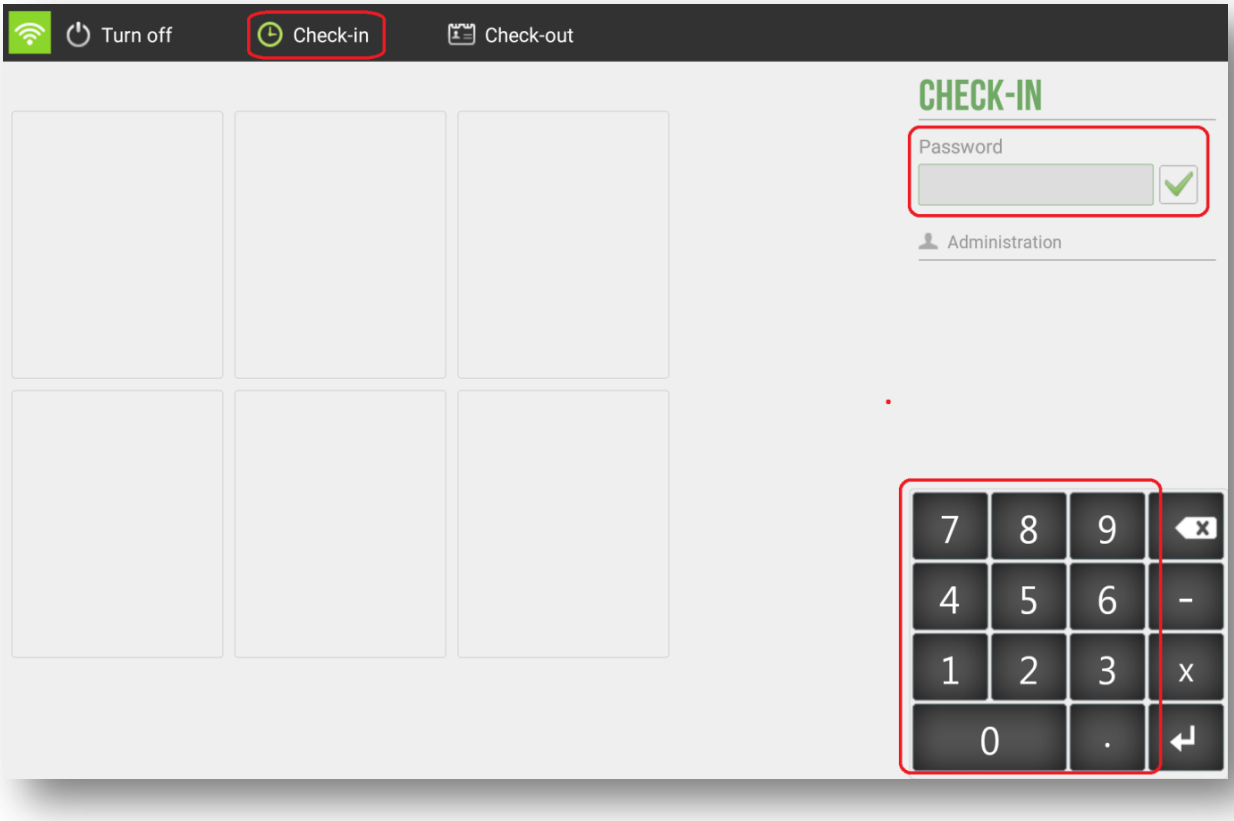
4.1 Time Clock

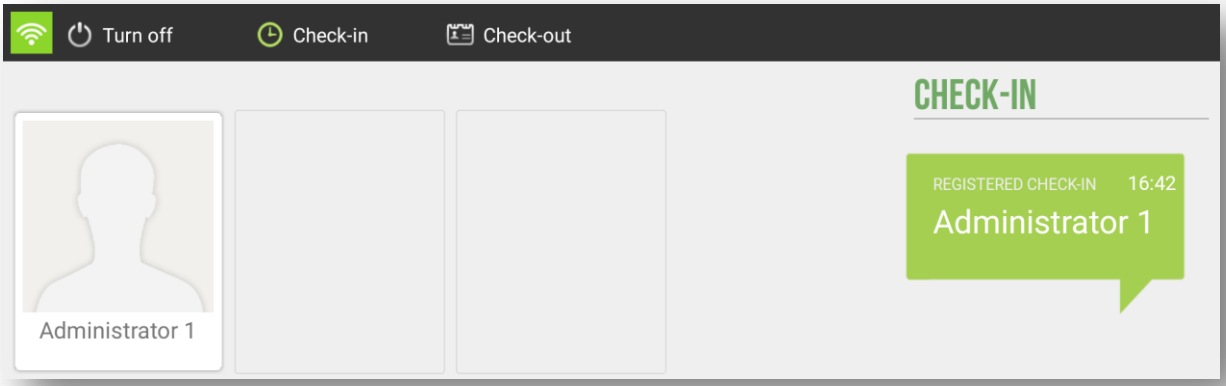
HioPOS Cloud allows the Time Clock of the different user profiles that access the application. The correct implementation of the Time Clock is divided into three steps. First, the configuration of the Seller Access in the terminal. For this we will be located in *Configuration*, *Seller* and we will select *Seller*.



In the resulting screen we can modify the information fields, such as Name, NIF, etc. In the section on the right; *Access*, HioPOS allows us to configure a password for presence control as well as a password to enter the program. If we want to configure the time clock, we will set a password in this field.

Once we have configured the time clock password in *Settings*, *Sellers*, *Access*, we will be on the initial screen. To start the application and enter to display the tables screen, we will have to select Input in the upper left margin of the screen and enter the password of the user. To proceed to the entry select the *Check in* green that appears next to the password.

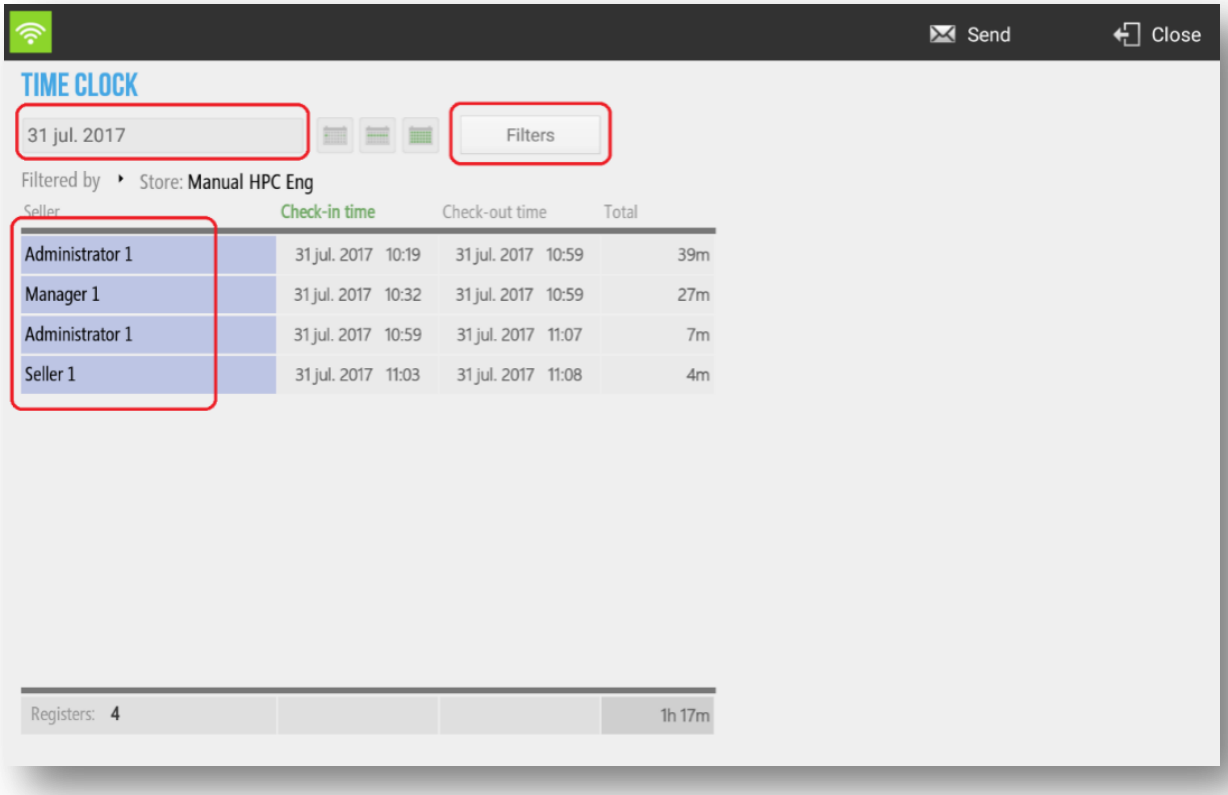




To confirm the correct registration of the user, HioPOS launches the following warning message; *Registered check-in*. The message shows the registration time and the registered user.

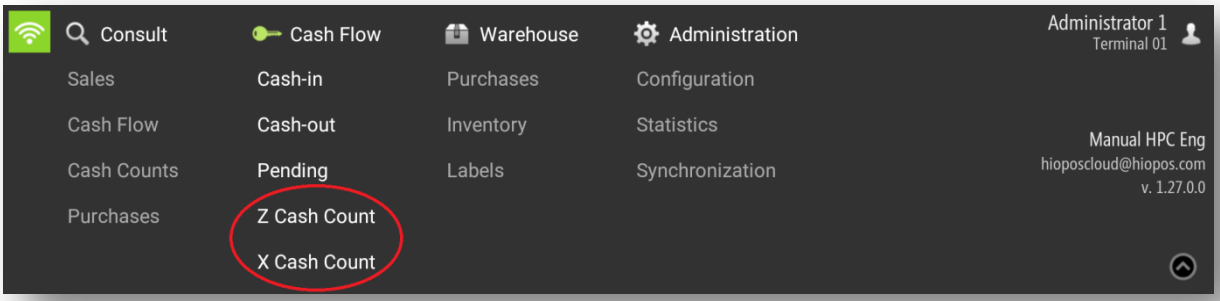
For the analysis of all the information retained in the Time Clock, the user should go to the section of *Administration*, *Statistics*, *Audit* and the option; *Time Clock* from where you can check the time clock of the different registered users and the worked hours.

You can filter the Time Clock report by store and by seller for a more detailed and in-depth analysis of the information contained. We can filter the time clock by date by choosing the period of time we want to analyse.



5. Cash Count

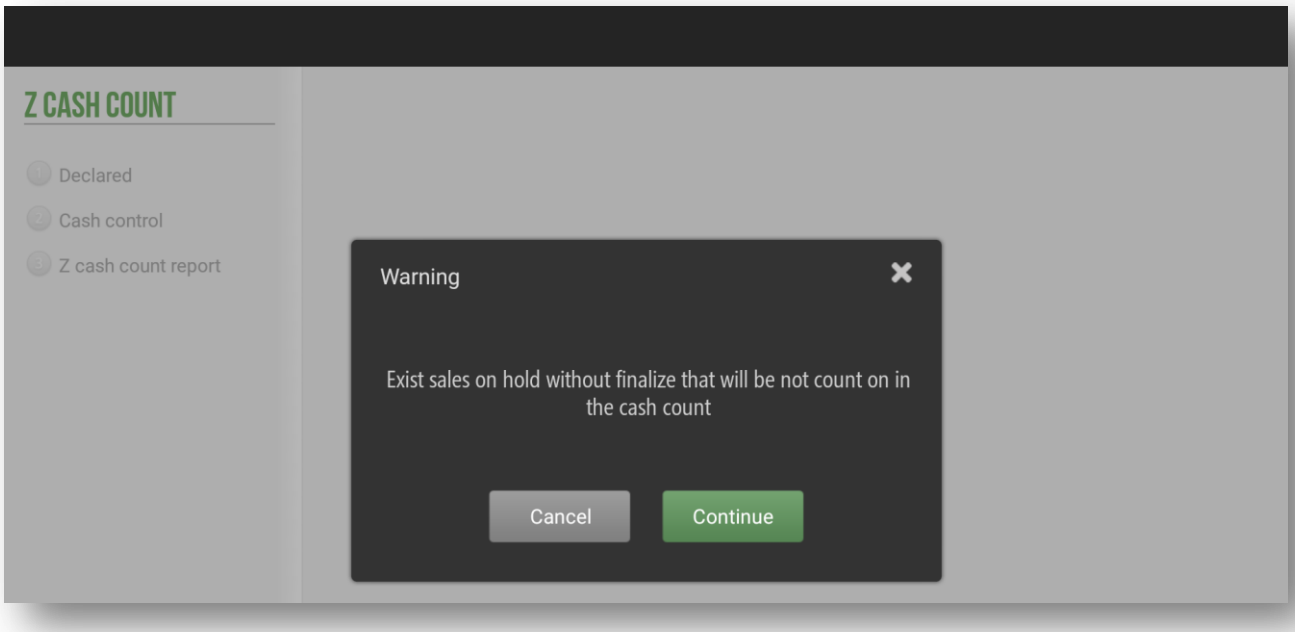
The cash count gives us a real picture of the transactions that have been made since the last casj closing. There are two types of cash count, Z Cash Count (for a definite POS closure) and X Cash Count (only what Z cash count would look like if it was done at a time.



5.1 Z Cash Count

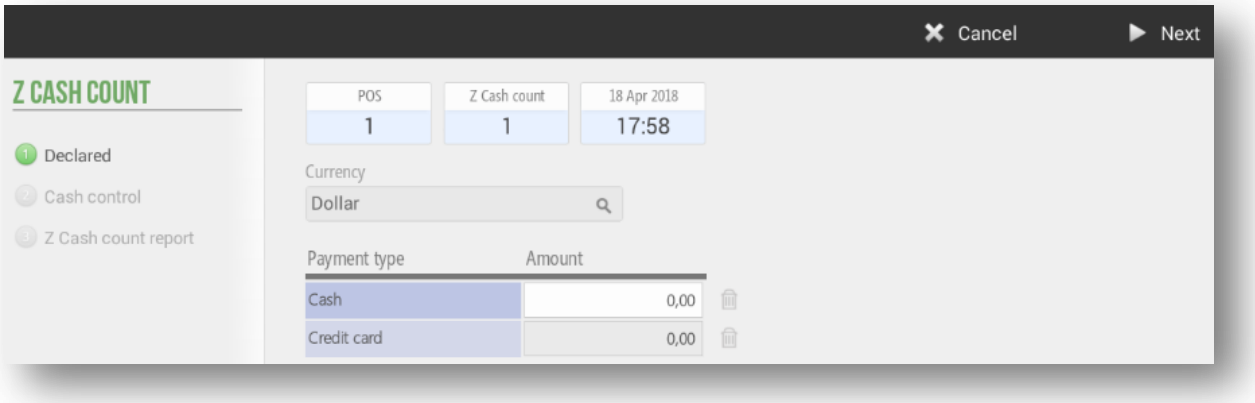
The Z Cash Count represents a definitive cashier closing. Once done this cannot be modified and it is from that moment in which any other transaction will form part of the following Z cash count. Z cash count consists of three parts, the declared, the cash control and Z cash count report.

If there were sales on hold, the application would show you a message to inform it and you should select whether to continue or cancel. In *Configuration, Terminal Type*, you must select whether to allows to do a Z cash count with open sales.



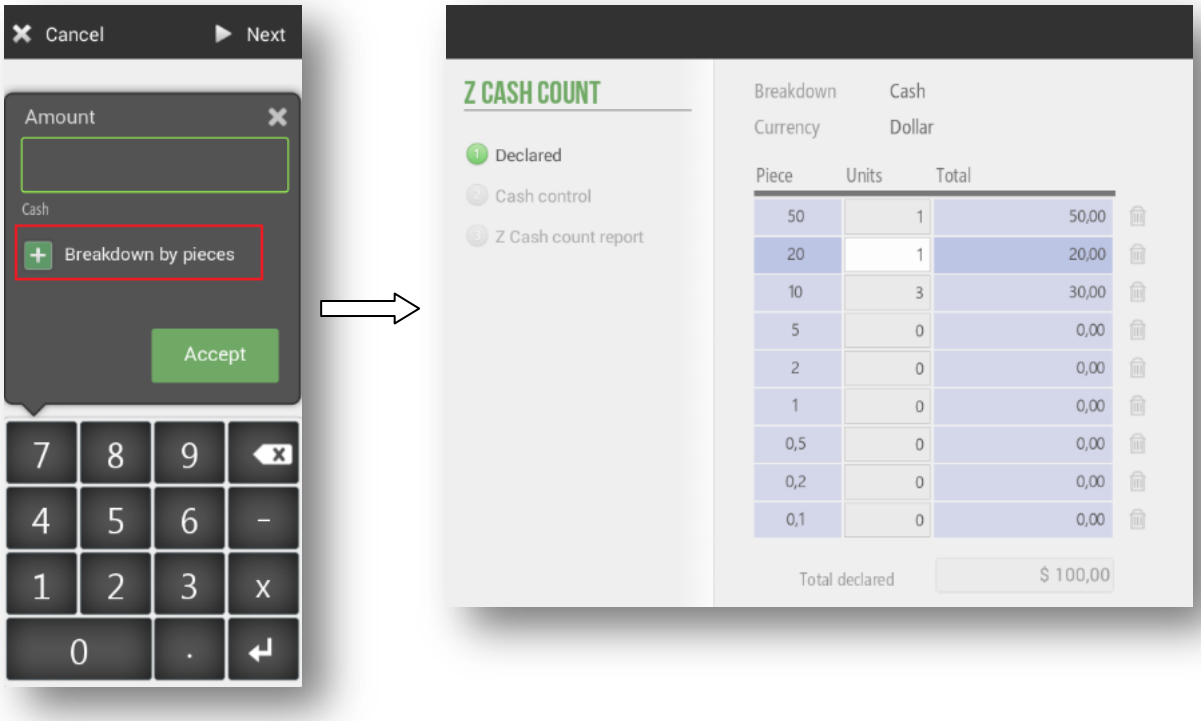
5.1.1 Declared

Enter the total amount of each payment medium with which you have made a transaction in the period corresponding to this cash count.



This is useful for calculating cash drafts. In case there is one, selecting *Next* the same application would notify you.

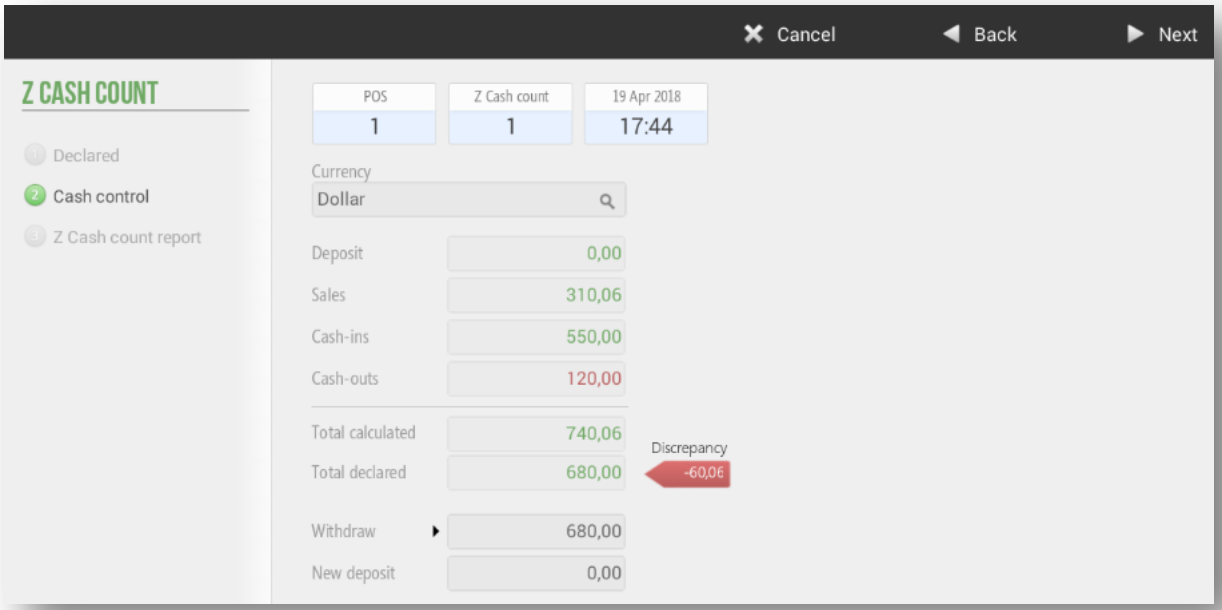
You can also select the currency with which you want to do the cash count. Even more, there is the possibility to insert the amount by cash breakdowing by pieces, sa the following image:



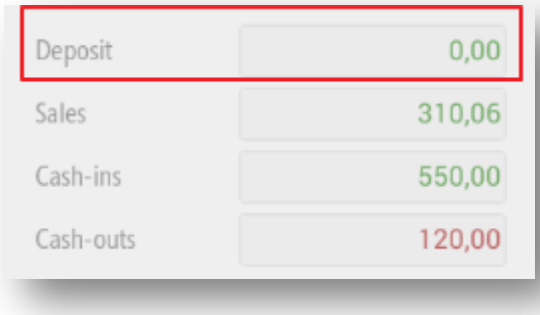
If we have pending sales, the application will inform us, but we could make the cash count.

5.1.2 Cash Control

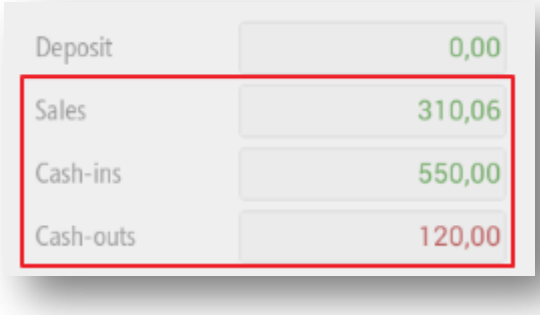
The main function of the cash control is to enter the amount that we are going to withdraw from the cashier and introduce the *New deposit*, which will be the deposit (or initial amount in cash) that we will have the next day to start the day.



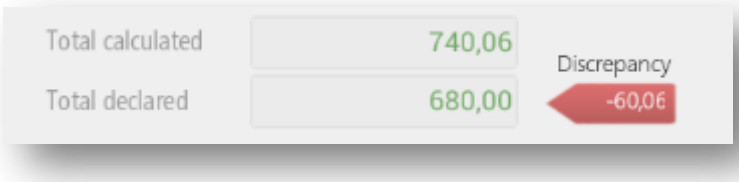
The *Deposit* indicates was introduced the previous day, it is not modifiable.



The three following boxes shows the sales, cash-ins and cash-outs of cash that have been made in the period corresponding to the present Z Cash Count.



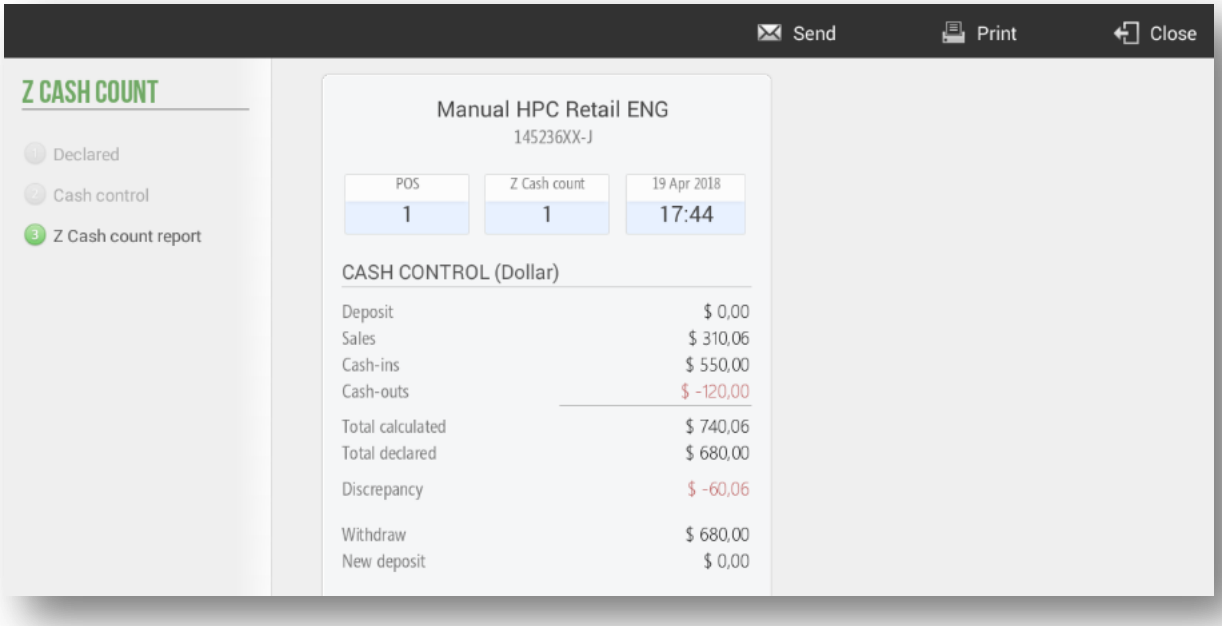
If there is a difference between the calculated (deposit + sales + cash-ins + cash-outs) and the declared, the application will show us in red the existing mismatch between them.



5.1.3 Z Cash Count Report

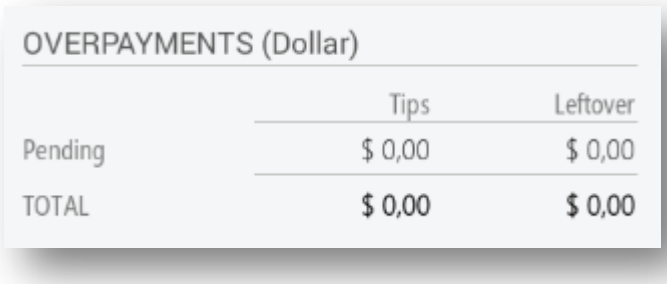
Displays the total of the transactions made in the analysisi period, separating by:

- Cash Balance



- Summary by Currency

- Overpayments (if exists)



OVERPAYMENTS (Dollar)

	Tips	Leftover
Pending	$ 0,00	$ 0,00
TOTAL	$ 0,00	$ 0,00

- Sales by Seller

SALES BY SELLER

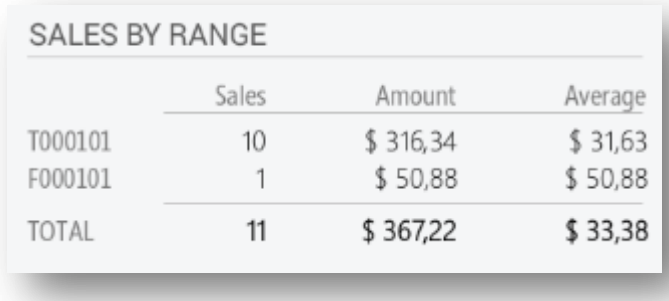
	Sales	Amount	%
Arnold Cross	11	$ 367,22	
TOTAL	11	$ 367,22	

- Sales by Family

SALES BY FAMILY

	Units	Amount	%
Accesories for woman	27	$ 171,72	
Man	2	$ 63,00	
Pack	1	$ 120,00	
Charges and discounts	0	$ 12,50	
TOTAL	30	$ 367,22	

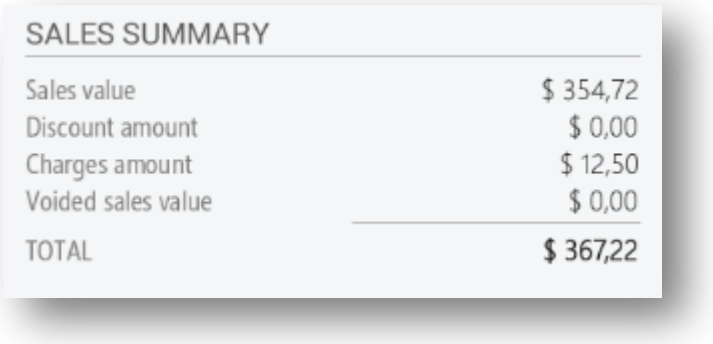
- Sales by Range



SALES BY RANGE

	Sales	Amount	Average
T000101	10	$ 316,34	$ 31,63
F000101	1	$ 50,88	$ 50,88
TOTAL	11	$ 367,22	$ 33,38

- Sales Summary



- Tax Summary (if exists)

We can select whether or not print the Cash Count, and if you want to send by email. To review an already made cash closing from the *Cash Count* option in the *Consult* tab.

You can select if you want to send by e-mail the Cash Count auromatically, in the section *Configuration, Store.*

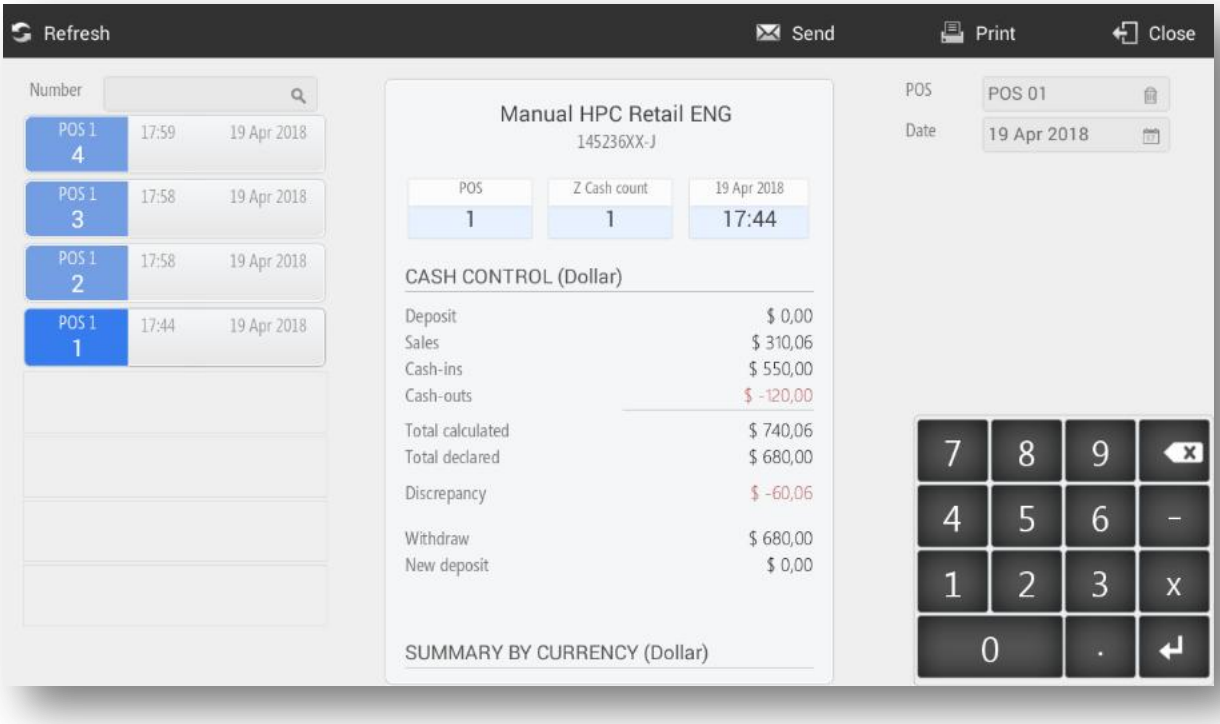
5.2 X Cash Count

It shows how the X Cash Count will be at that moment, starting to calculate from the last Z Cash Count realized. The X Cash Count can be useful when working in turns, either cashier or different schedules within the same day.

There is no record of the X Cash Count made, but can be printed or sent by e-mail.

5.3 Consult Cash Counts

Once we have made a Z Cash Count, if we want to re-visualize it, we will have to click the *Consult* button and select *Cash Count*.



Here you can find all Z Cash Counts made up to date, we can search by number of Cash Count in the upper left field or filter by *Date* or select the POS from which we want to see the cash counts, in the upper right panel.

6. Cash-in and Cash-out

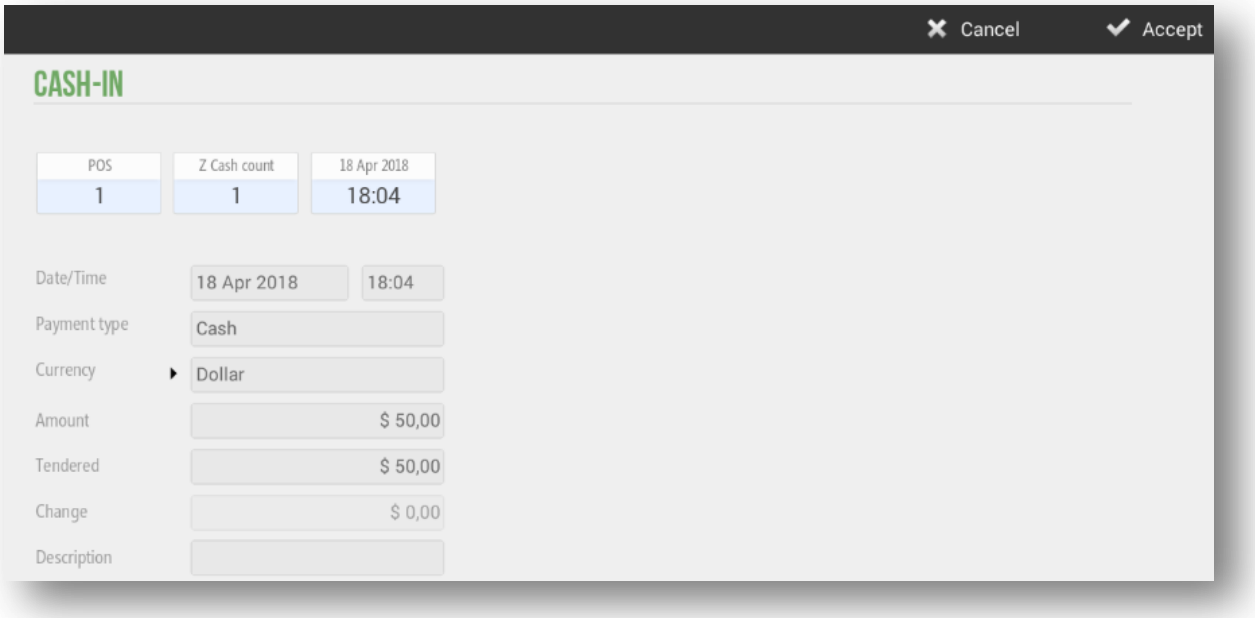
The program has the functionality of cash in and cash-out. Cash-in are an amount of money delivered to the establishment and Cash-out are amounts delivered by the establishment.

To report a cash entry, we will have to select *Cash Flow* and *Cash-in* option. In it we will inform the amount delivered.

In case the delivered amount does not correspond with the actual amount - field amount -, this will generate a difference that will be displayed in the field: Change.

In the cash entries the user can inform about the description of the same, that is to say, the concept by which he receives said input, for example, "cash charge".

We can also select the means of payment, within those previously configured in the application and set the Currency of transaction.

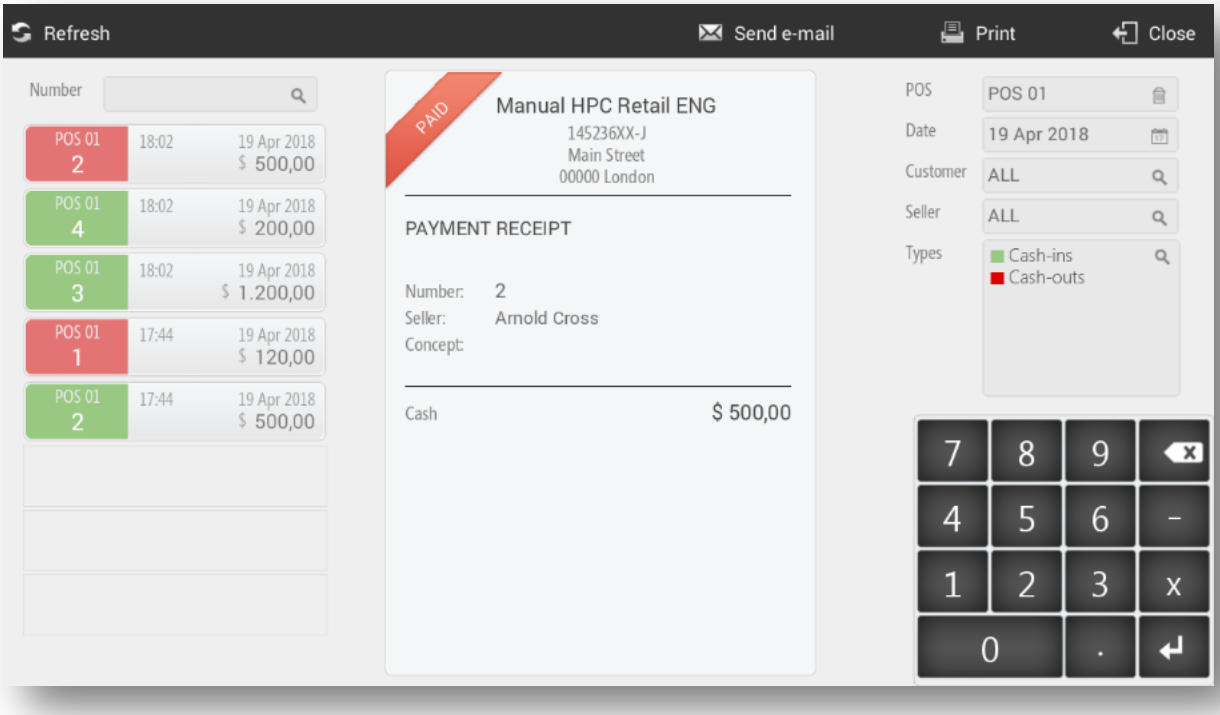


To report a cash out, we will have to select *Cash Flow* and *Cash-out*. In it we will inform the amount of the output and write in the description box, the concept of the same.

We can also select the means of payment, within those previously configured in the application and set the Currency of the transaction.

6.1 Cash consult

Once we have performed Cash-In and Cash-Out operations, the application allows us to check the incoming and outgoing movements. From the *Consult* option, POS. In the following screen, we can filter the documents according to POS, Date, Customer, Seller and Types.

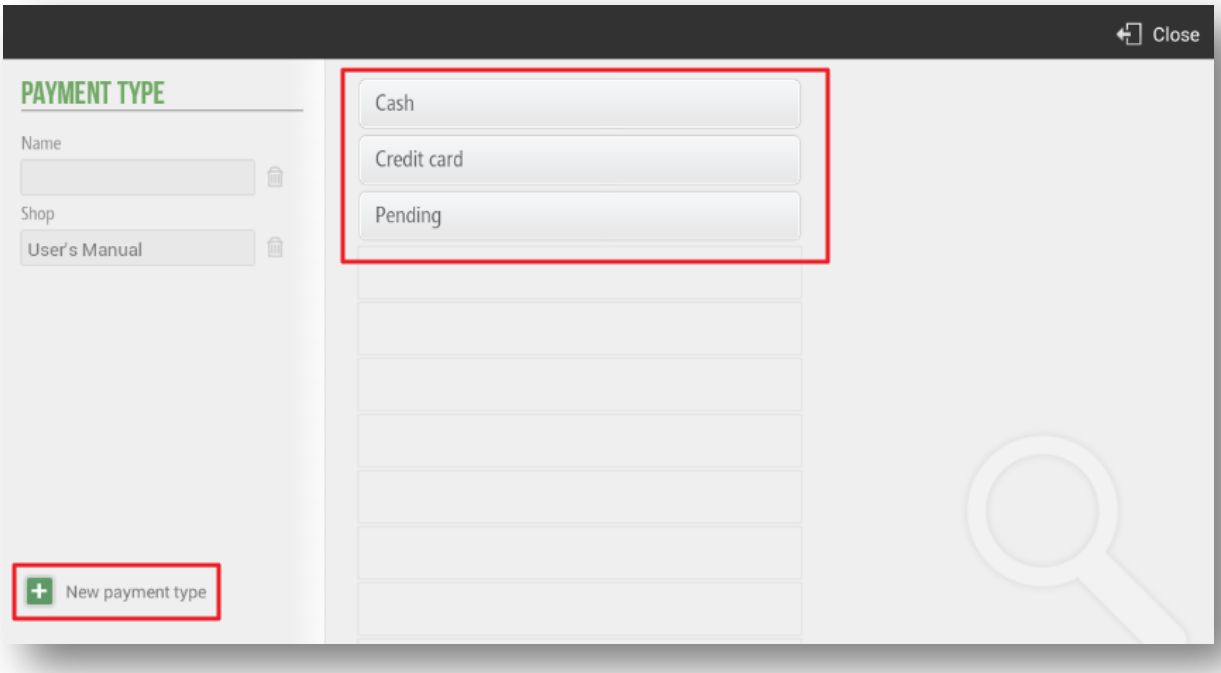


With HioPOS Cloud you can also send the Cash consult by email or print it on a ticket printer.

7. Payment types

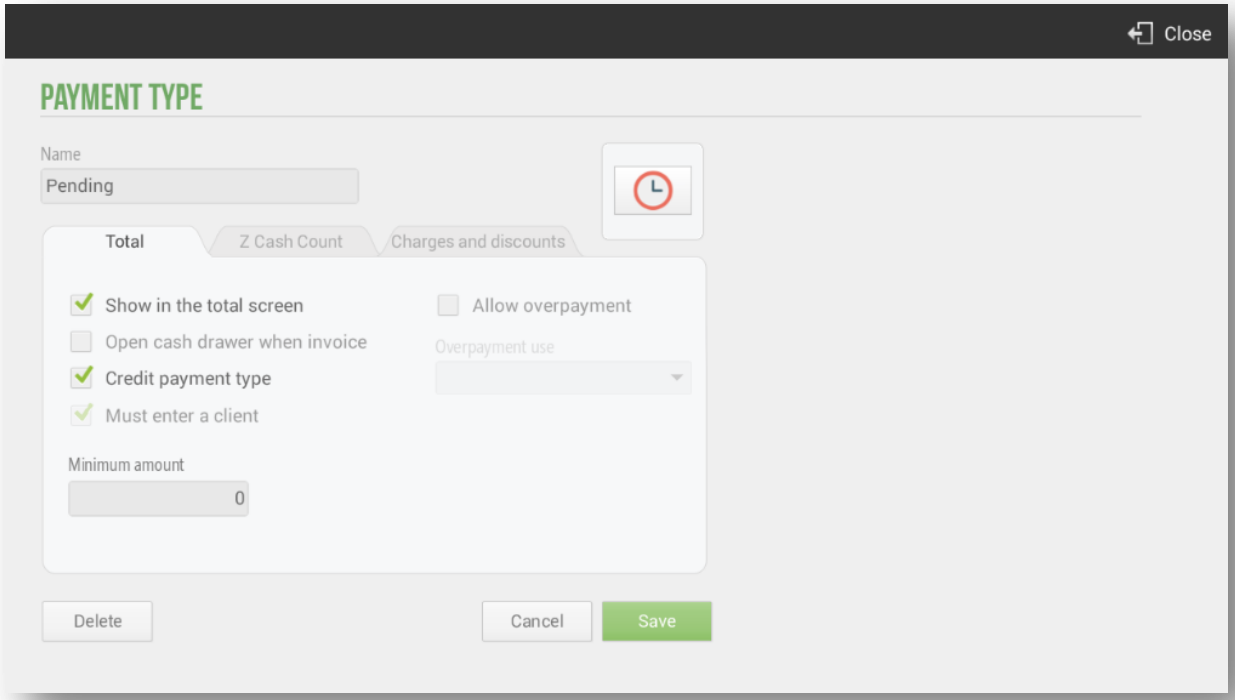
The program has already created by default different payment types: *Cash*, *Credit Card* and *Pending*. You can configure the already existing or/and create new ones in the menu *Payment types* of the *Configuration*.

This is the configuration screen for them, select one of the existing payment types or create a *New payment type*:



7.1 Modificable Parametres

Each payment type can be configured independently od the others.



- Visible in the total screen: the payment type will appear on the totalization screen of the ticket, in order to be selected as a means of payment for that transaction.

- Open drawer when totalling: once the sale ends the drawer will open (requires a drawer to be connected, set it in the section *Configuration Devices*).

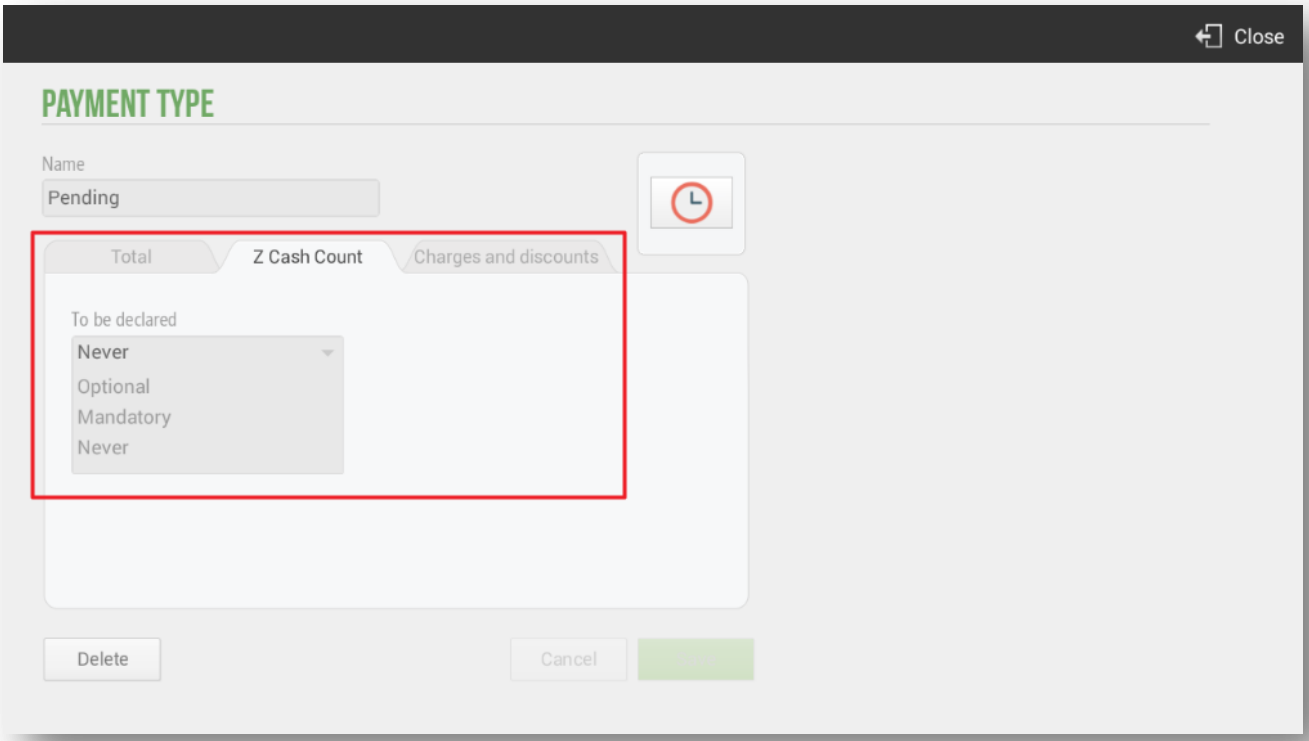
- It is a means of payment on credit: when using this method of payment it will be necessary to assign a customer to the document, in order to keep track of sales on credit from the option *Pending* on the *Cash* tab of the upper menu. The literal "on credit" means that it is a sale that has not been charged, if we do not activate this check, we will make a sale with the payment method "Pending" but will actually be made as a normal sale, and in the section *POS* > *Pending*, these sales will not appear.

- It is mandatory to assign a customer: the customer's data will appear printed on the ticket, in addition to being invoiced or sent the document via email if it is configured.

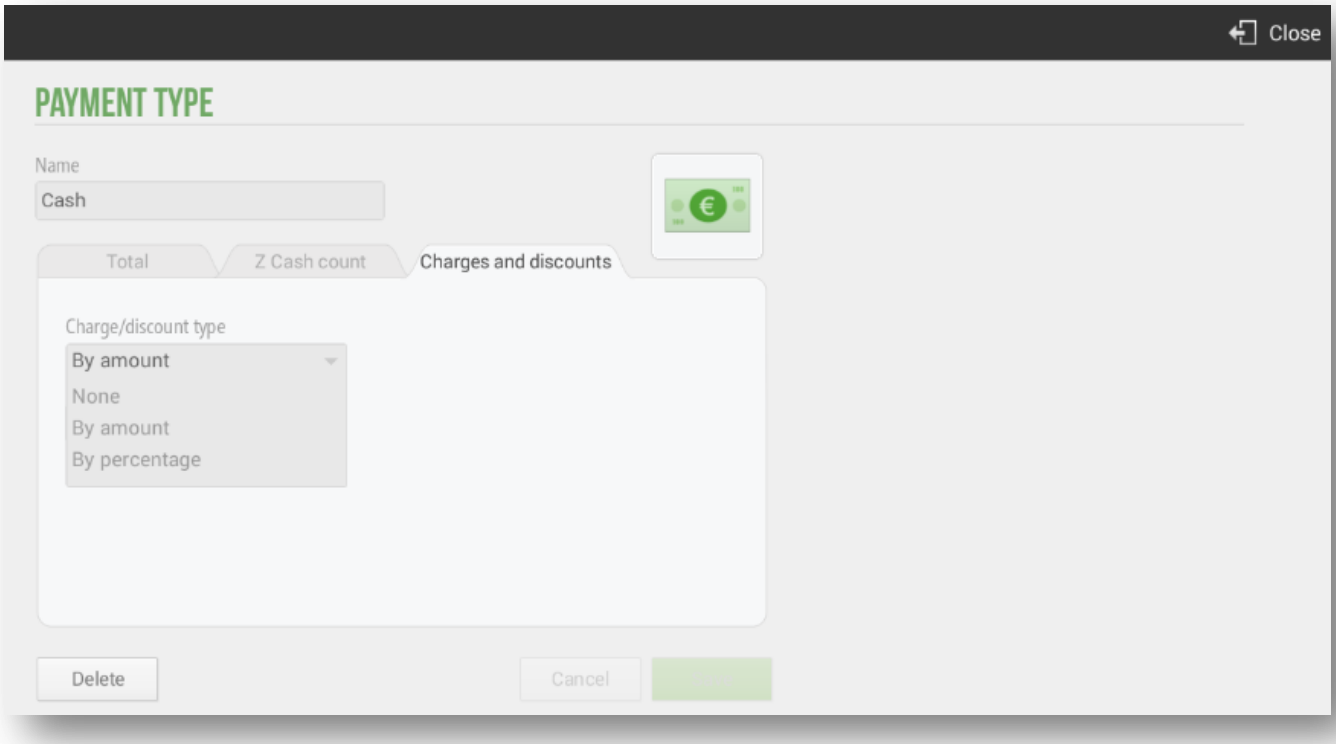
- Allow overpayment: In case of accepting overpayments, you can select which application to give this amount (*Change, Tip or Overdraft*), so that it appears reflected in the ticket.

- Minimum Amount: Enter the minimum amount of the transaction so that this payment method can be used.

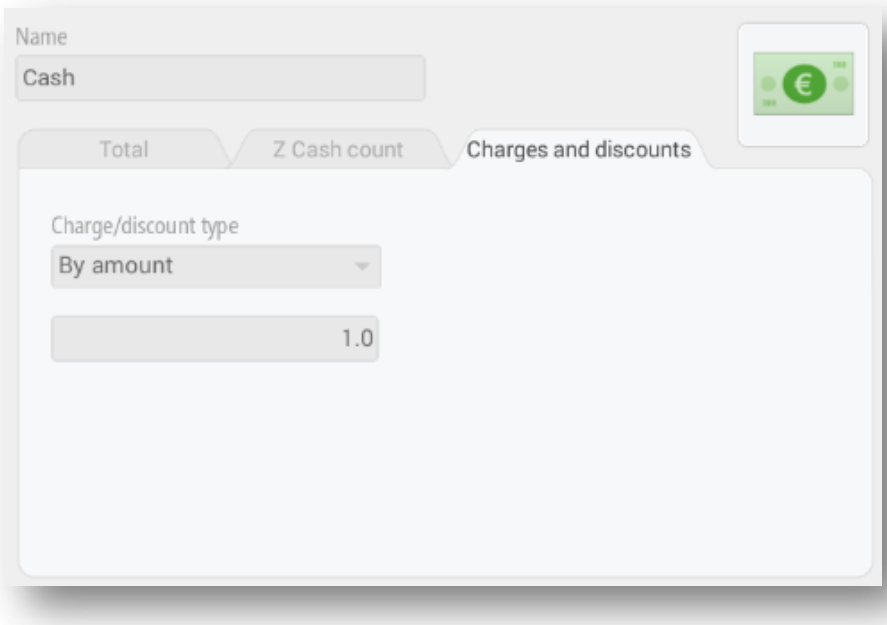
You can also set whether the means of payment has to be declared in the Z-Cash count (upper tab). Select whether the means of payment is mandatory to be declared, if it is optional or if it is never declared.



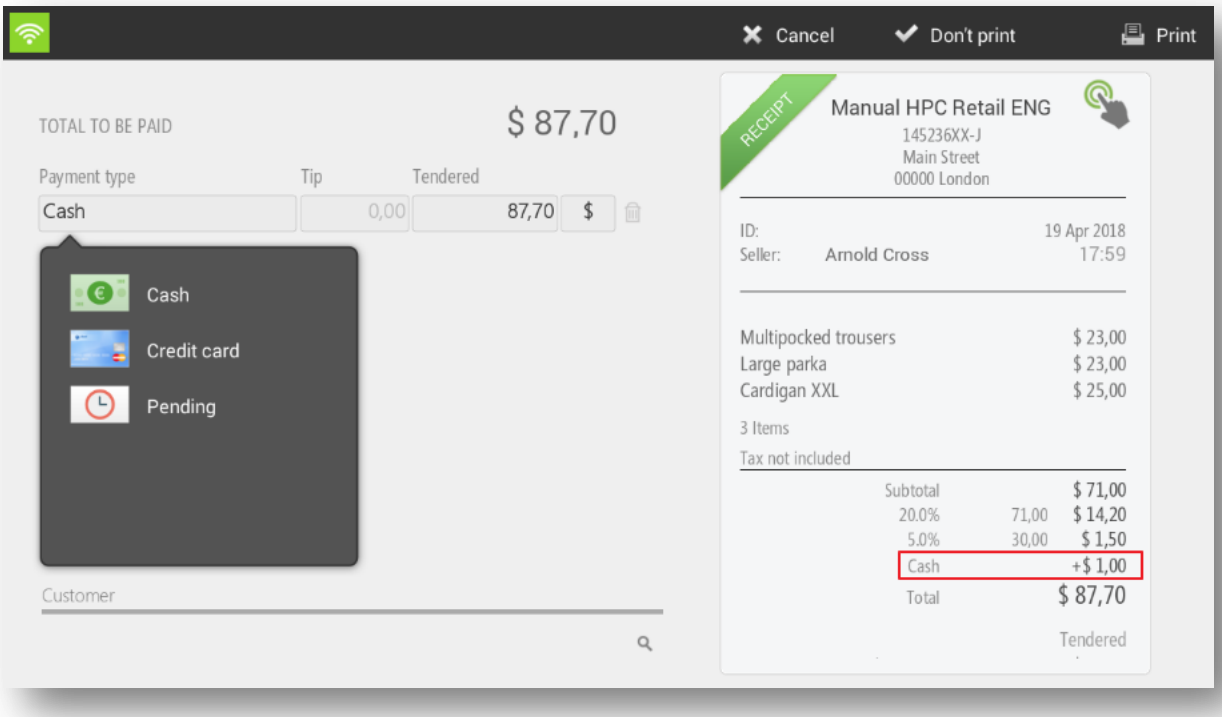
Also there is the option to apply *Charges and Discounts* at the patments type. Yhis option is available for all payments types.



For example, let's imagine that in the cash payment method we charge to the client a fee of $1, so in the ticket this increase will be shown in the total to be paid, as shown below:

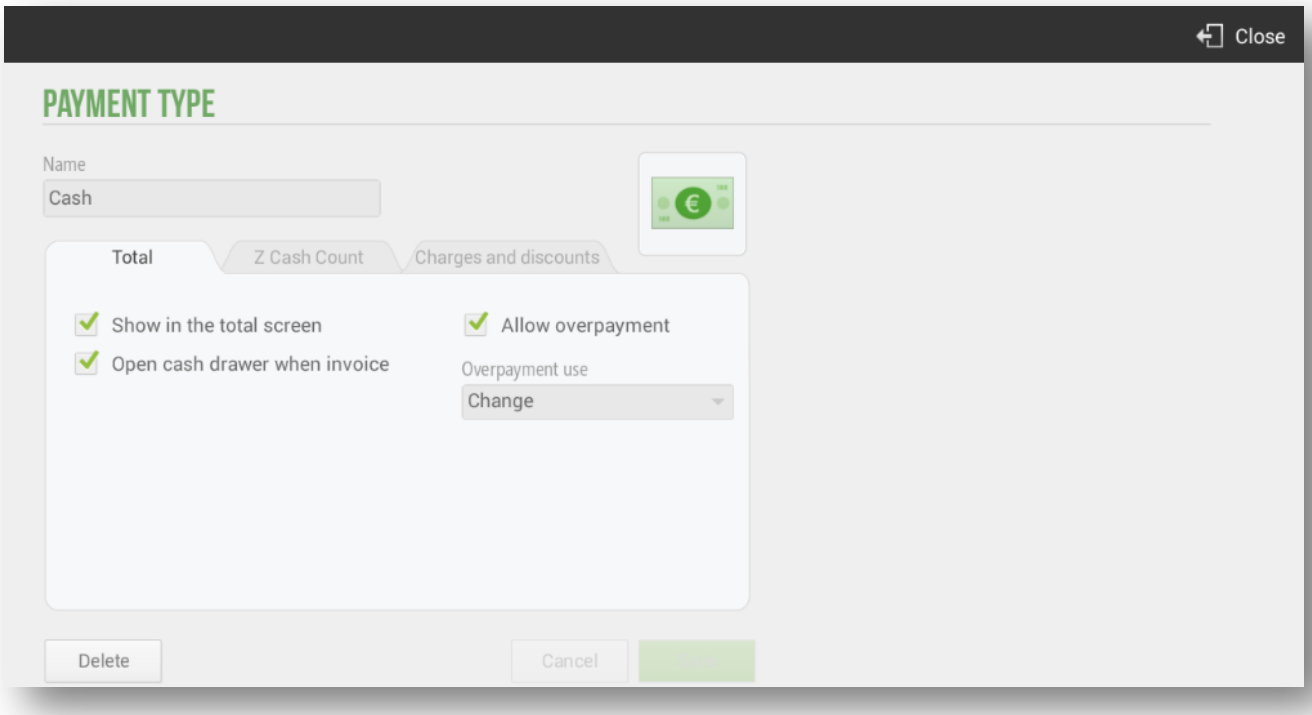


When we select the *Cash* as a payment type, the fee will be shown in the ticket.



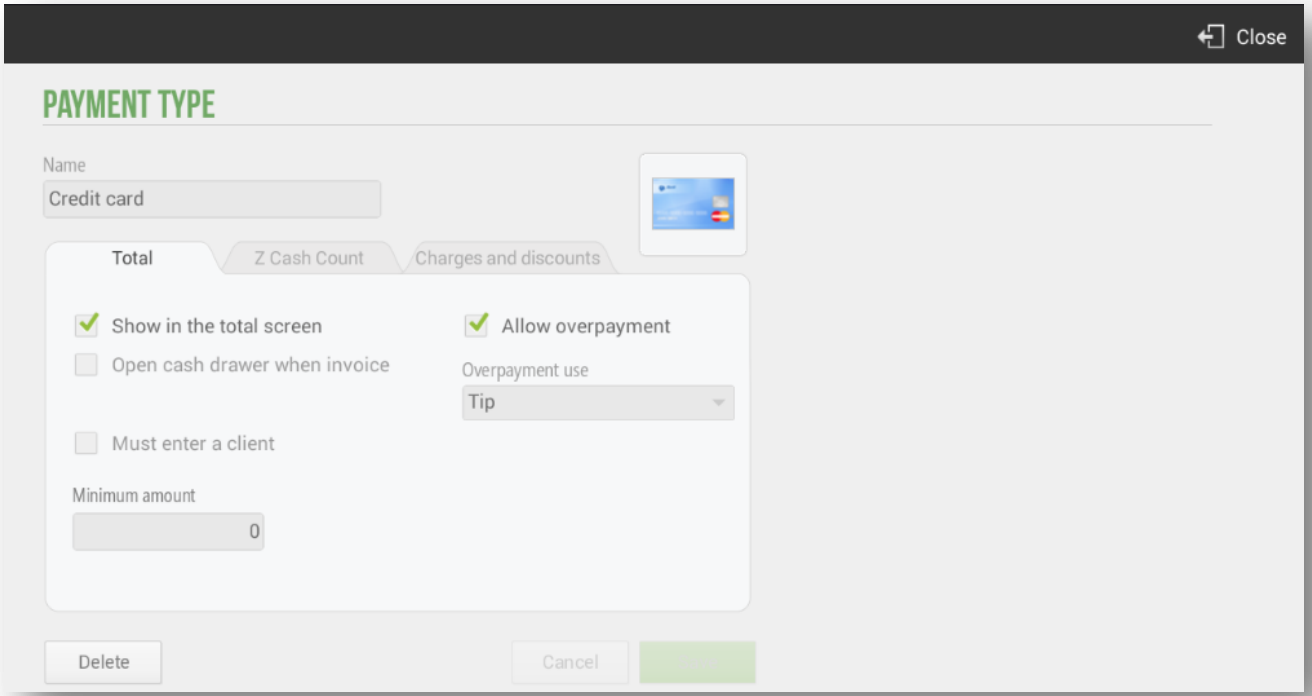
7.2 Payment Type: Cash

The payment type *Cash* has limited configuration options and cannot be removed.

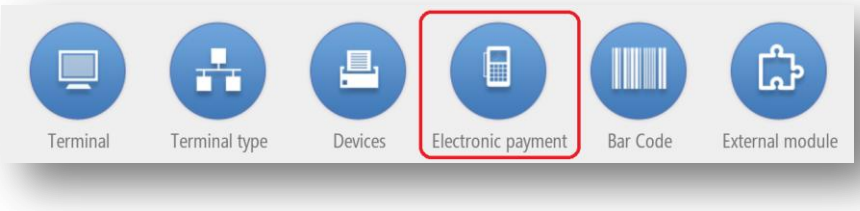


7.3 Payment Type: Card

This payment type also has a special configuration and cannot be removed.



This payment type is special because it has connection with another module of the *Configuration, Electronic Payment.*

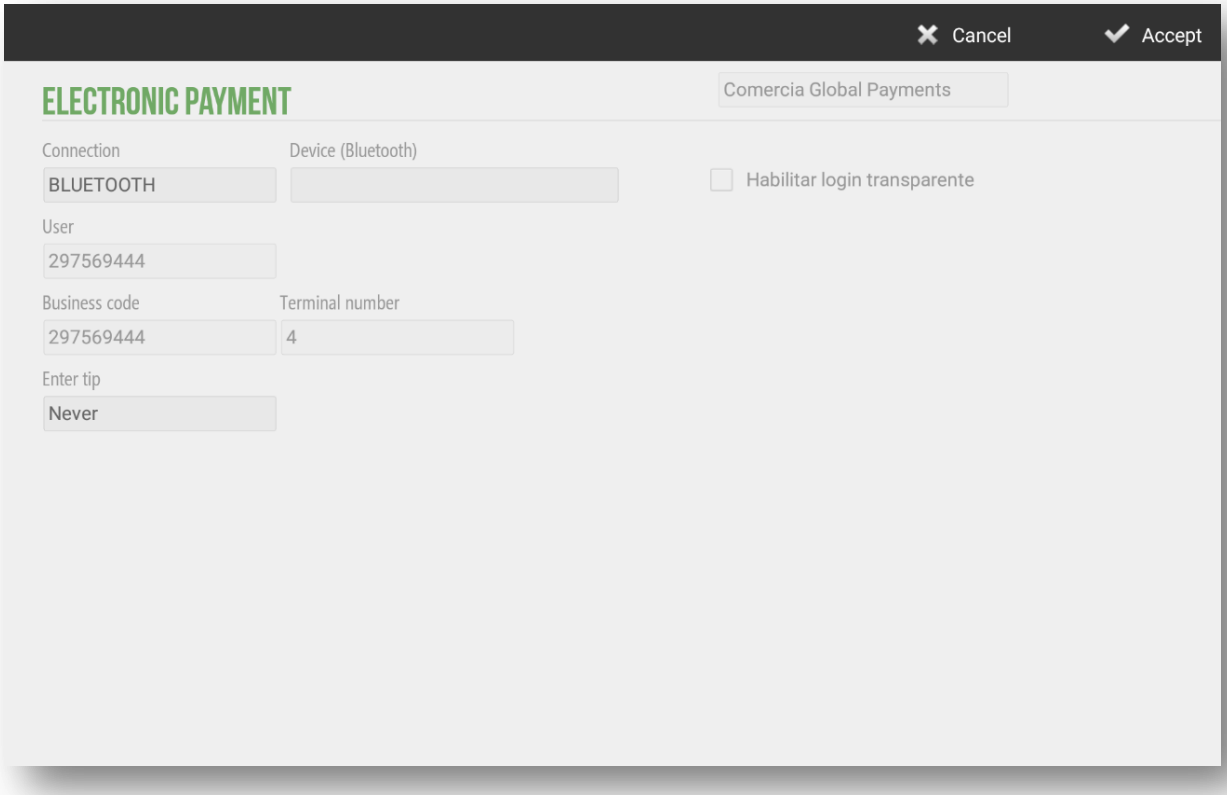


The configuration of the electronic payment depends on your bank provider. Even so, the distributor must access to CloudLicense and configure a payment gateway.

The electronic charging terminal can be connected through *Bluetooth* or via *USB port*. If you connect via a USB port, HioPOS Cloud will detect it automatically and simply select the port name. If you connect through Bluetooth, first make sure that the terminal is active and connected to the Android operating system from the S*ettings* of the same Android terminal.

As a parameter configurable and independent of the information provided by your electronic bank entity is the *Enter Tip*. Select if you are going to accept tips *before payment* or *Never*.

Depending on the nature of the electronic payment terminal, or how it is configured, the customer can sign on the terminal's screen. Set the parameter in the *Signature* box.

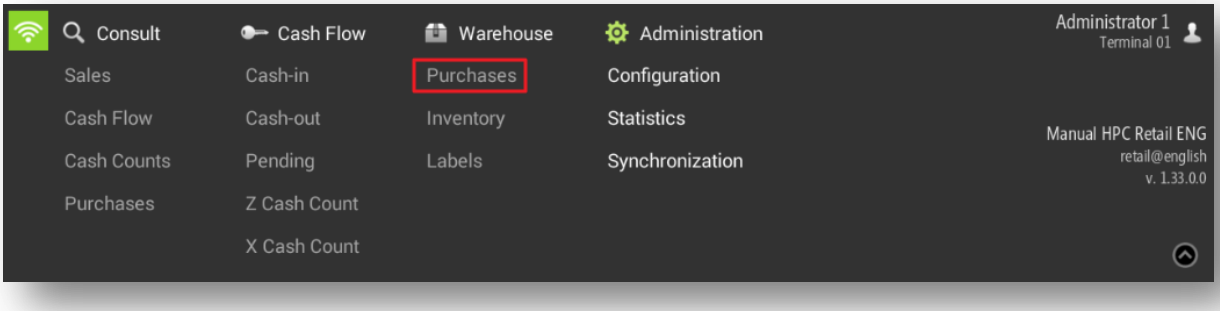


8. Warehouse and Suppliers

The *Warehouse* button offers a *Purchasing* module and an *Inventory* module. By means of these you will be able to control the availability of each product of the sale, to make a better forecast of purchase and not to fall in stock rupture.

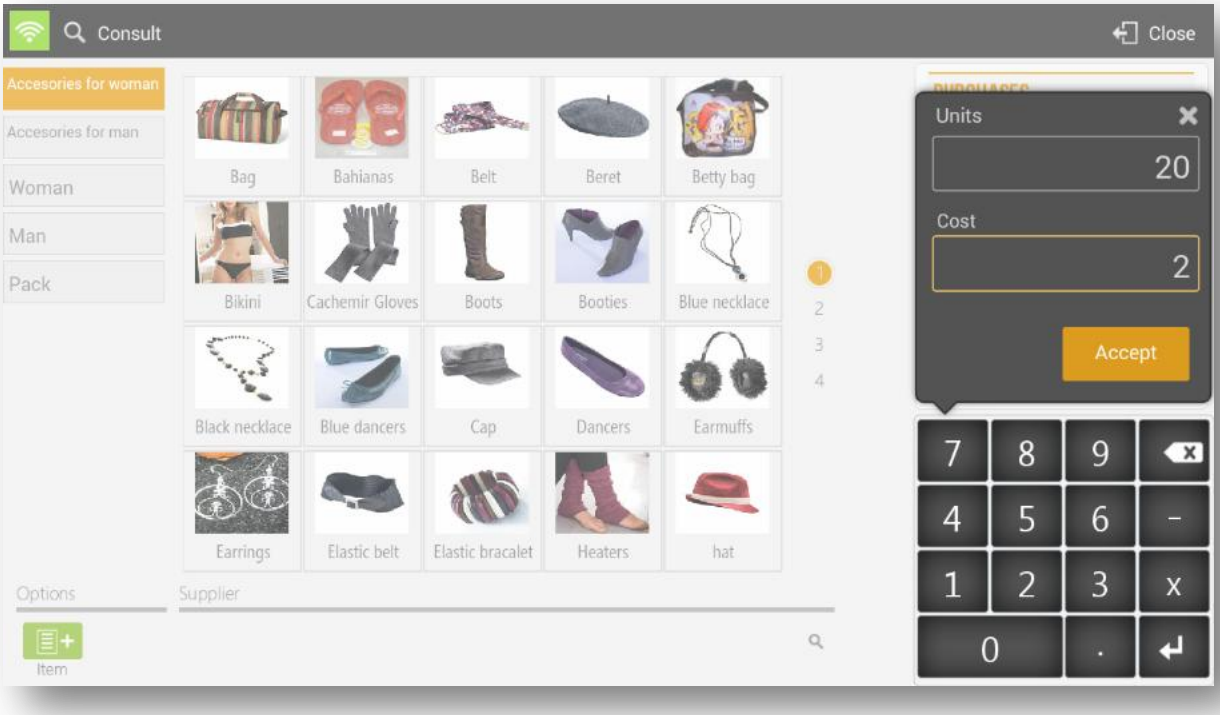
8.1 Purchases

The HioPOS Cloud purchasing module allows you to manage the procurement of products. Go to the *Warehouse* tab and select *Purchasing*.



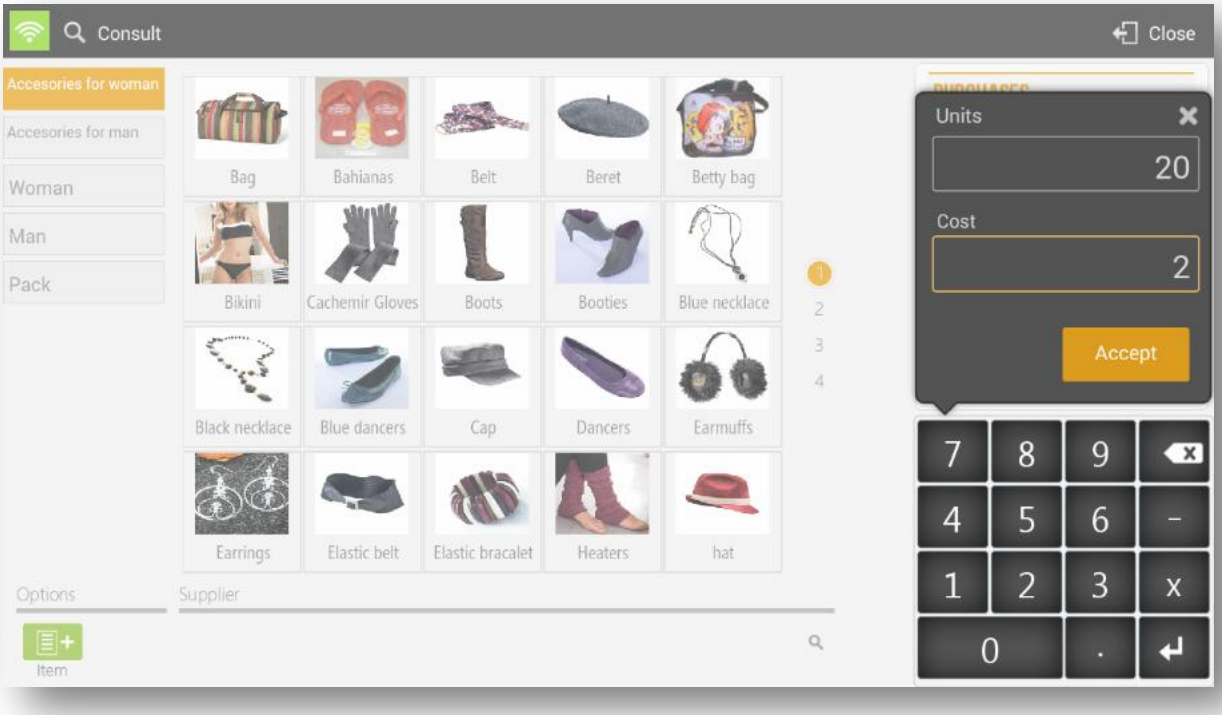
Select the products that you want to buy, as well as the purchase quantity and the bought cost. If in the *Edit items* section, *Cost* is an amount already fixed, it will appear on this screen. You can buy it at a different price than the existing one, just change it in this screen and it would be updated automatically in the section of *Edit items*.

The quantity you buy will be added to the total stock we have of the item.



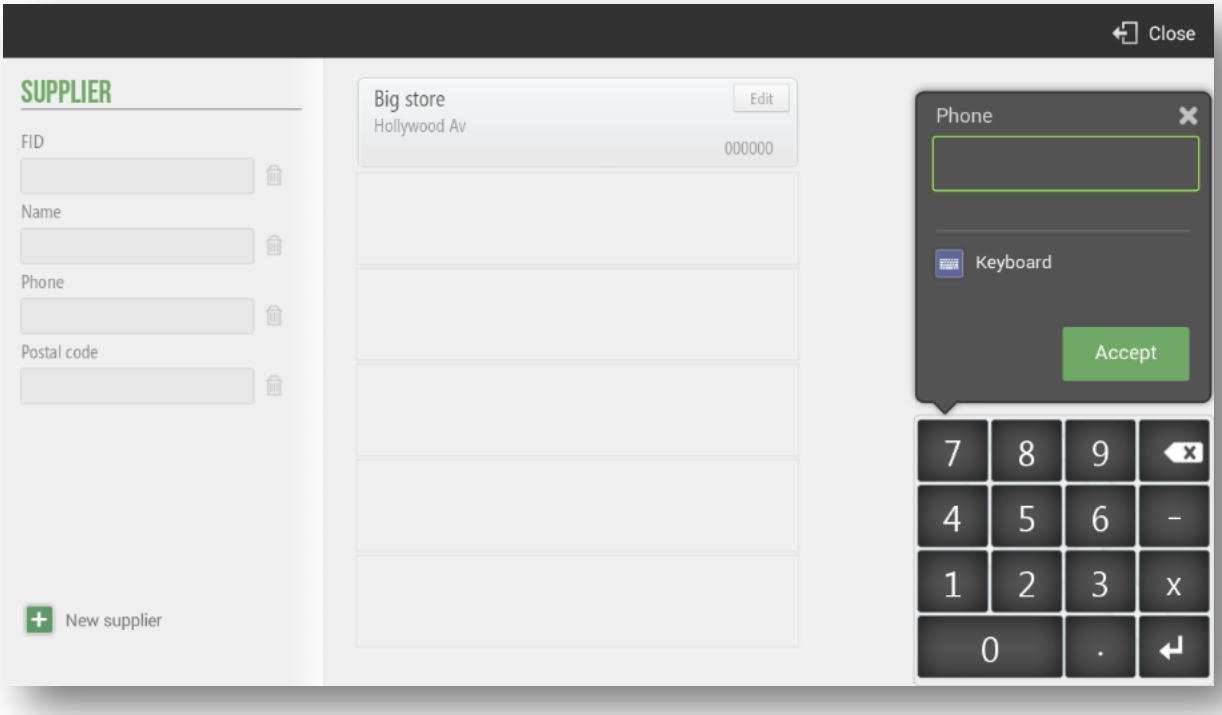
If we select one or more of the items that we have added in the ticket, we can modify the

Click on a line, there are different options:



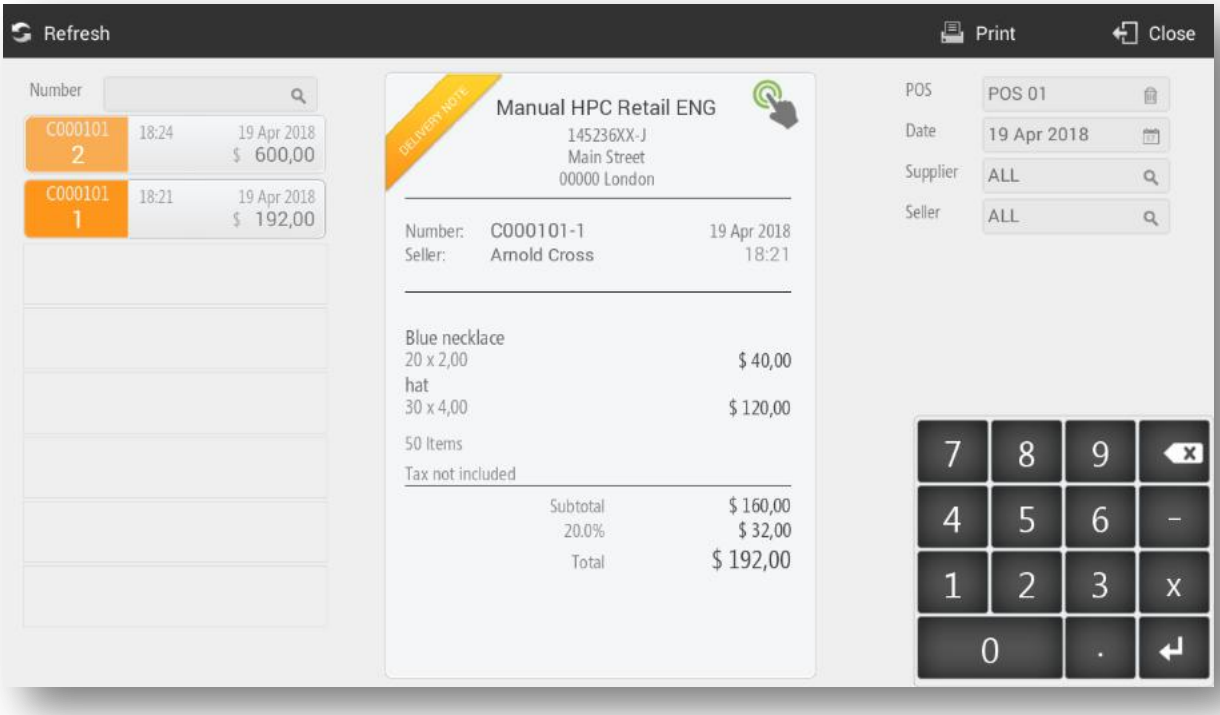
8.1.1 Purchases by supplier

If you select on Supplier box in the purchase screen, you will go to the following screen:



8.1.2 Consult purchases

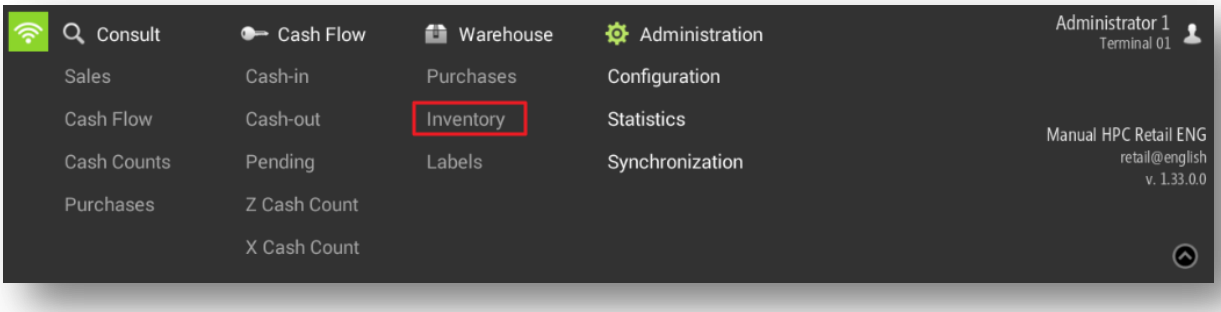
Look for the delivery note receipt by *Number* or fiter by *POS*, *Date*, *Supplier* and *Seller*. You can reprint the documents if you wish.



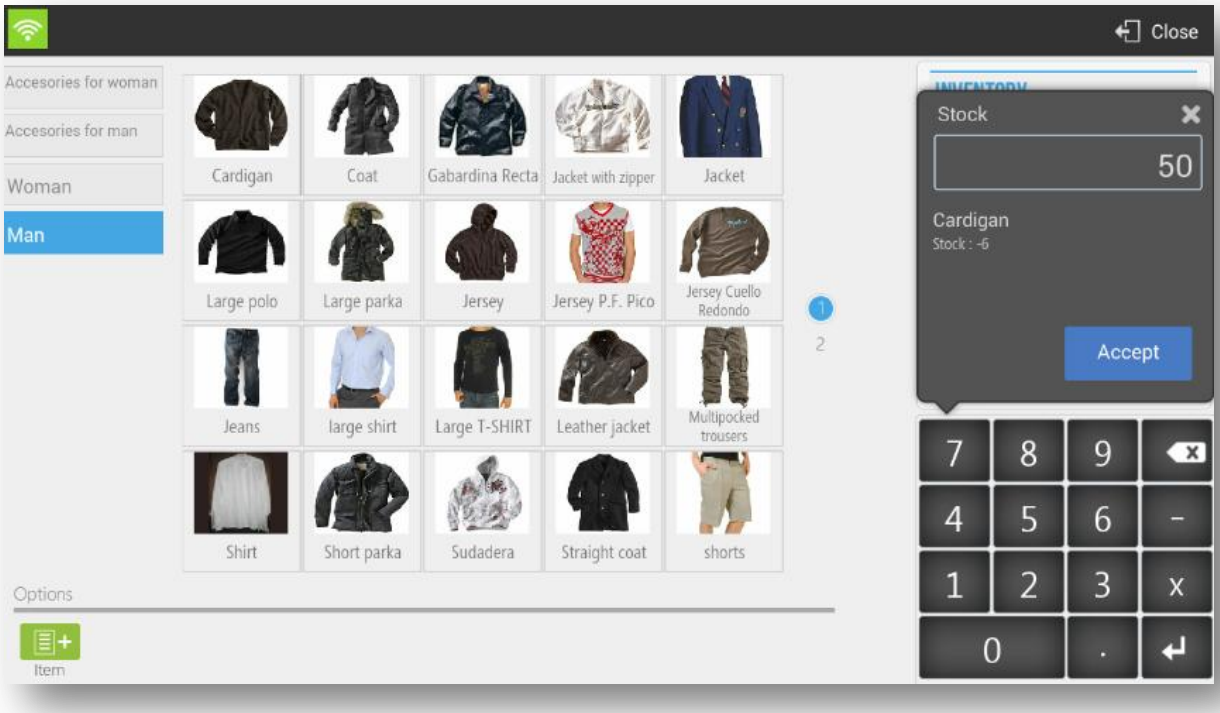
Selecting on the ticket, there is the option to credit, in whole or in part.

8.2 Inventory

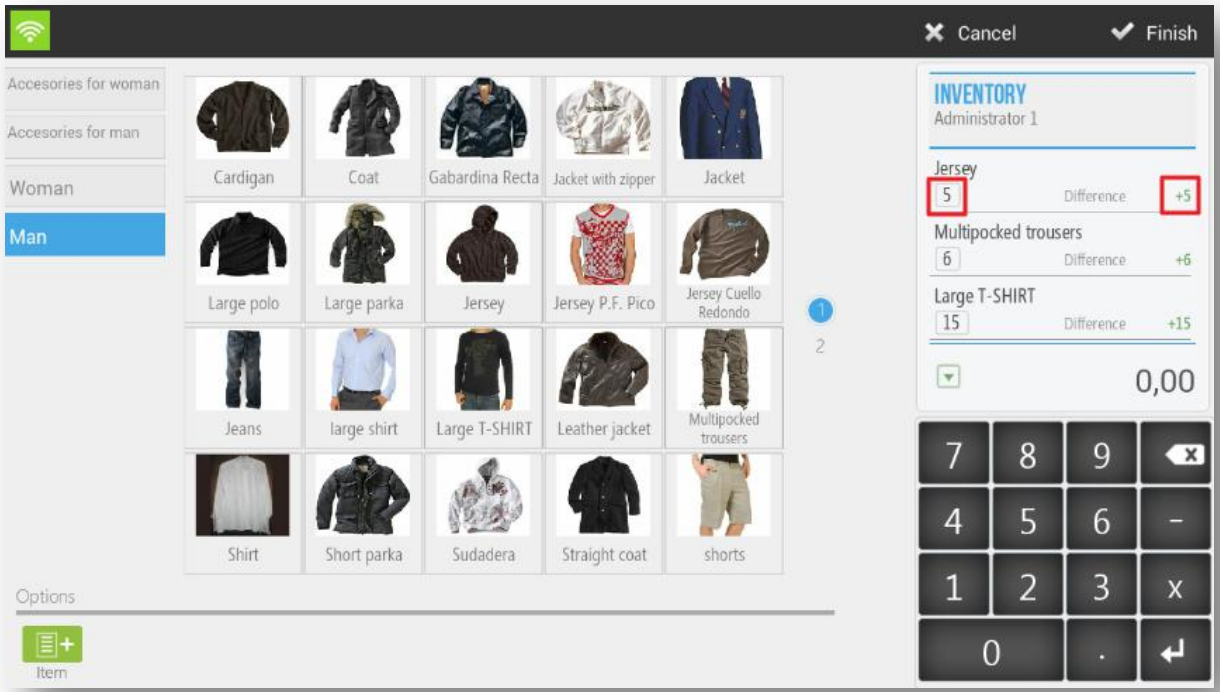
The inventory of HioPOS Cloud allows to modify the stock that we have. Go to the *Consult* tab and select *Inventory*.



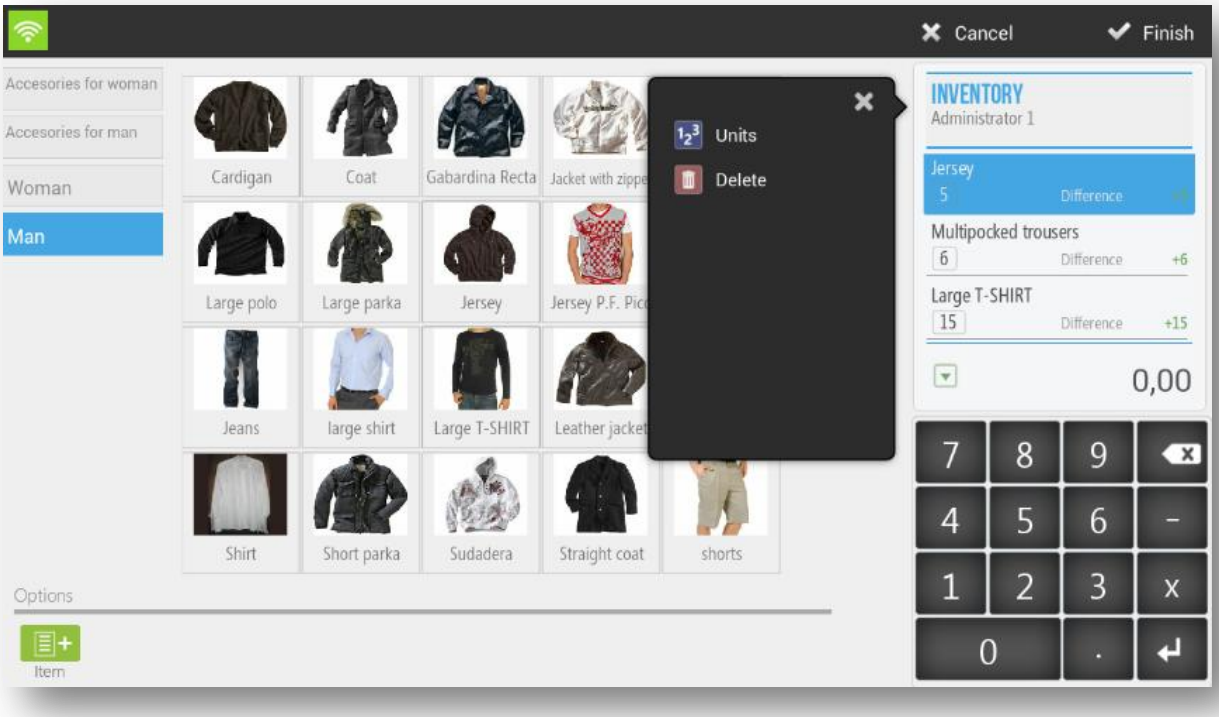
Select the item in which you want to modify the inventory. Enter the new quantity and click *Finish.* When modifying the stock, the program shows the current quantity of the stock.



In the ticket the items on which the stock changes are made will be displayed, on the one hand, the new stock quantity **[1]** will be shown and on the other the variation on the same **[2]**.

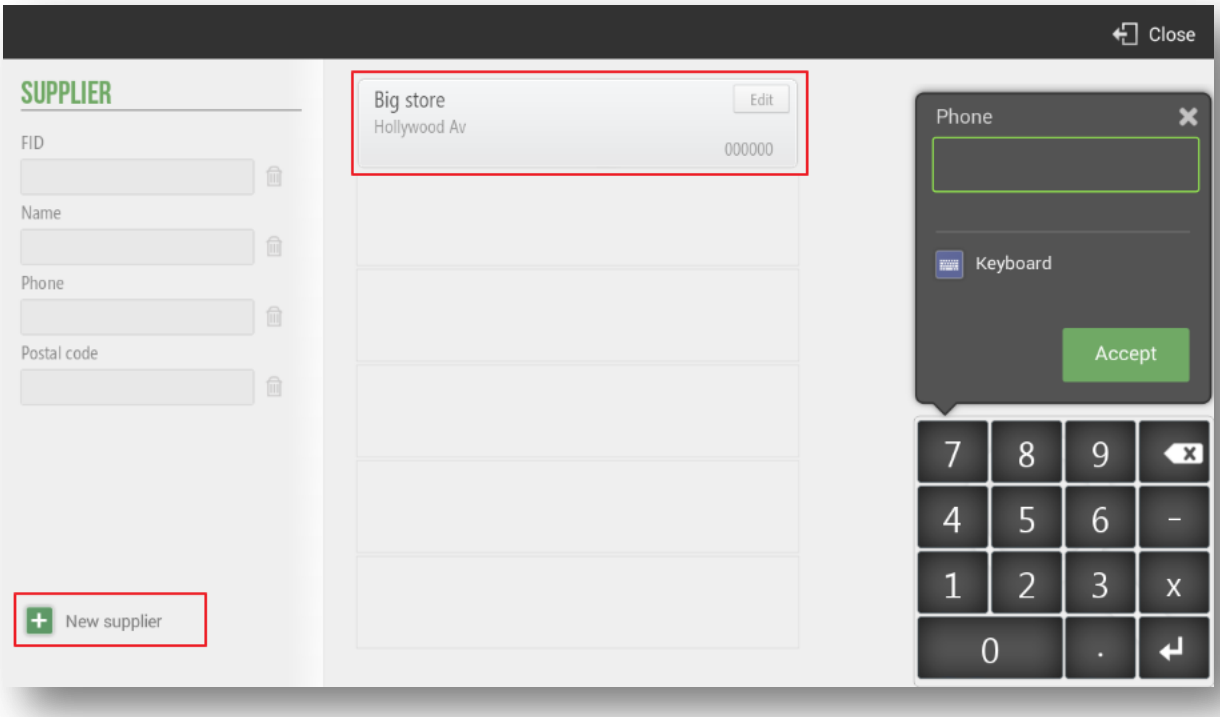


If you select one or more items from the ticket, you can modify the *Stock Units* and *Delete* the selected ticket lines



8.3 Suppliers

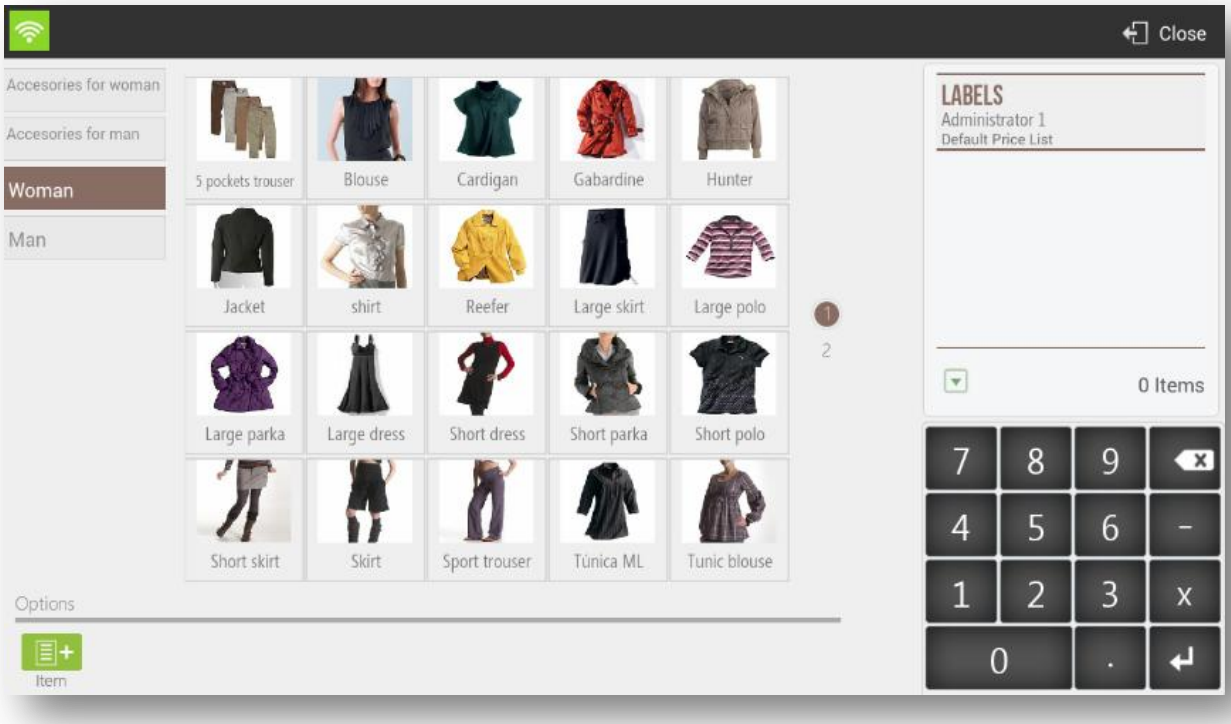
The supplier is added to the purchase documents. To create a new supplier or modify existing ones, go to *Suppliers* in *Settings.*



8.4 Labels

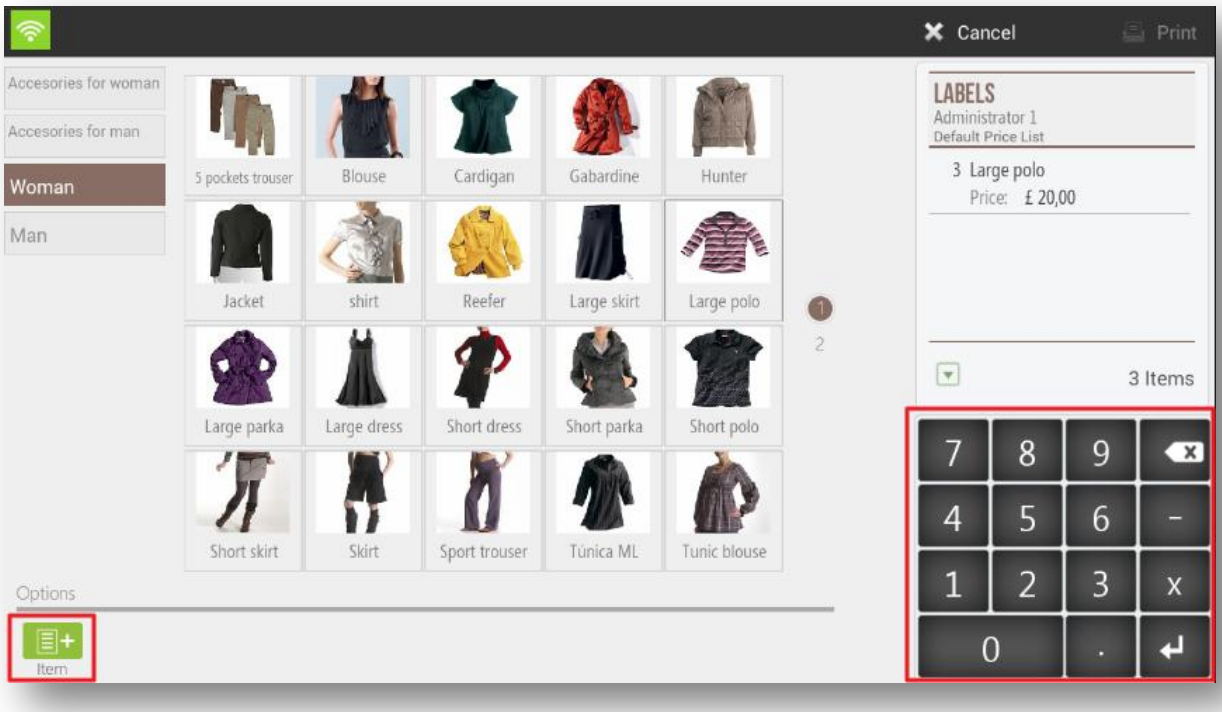
HioPOS Cloud allows the printing of labels of the whole articles configurated.

This funcionality can be very useful when the establishment wants to label packaging with the product already packaged. Essentially, the information contained in the Tags is as follows; Type of article, the number of articles conained and the price.



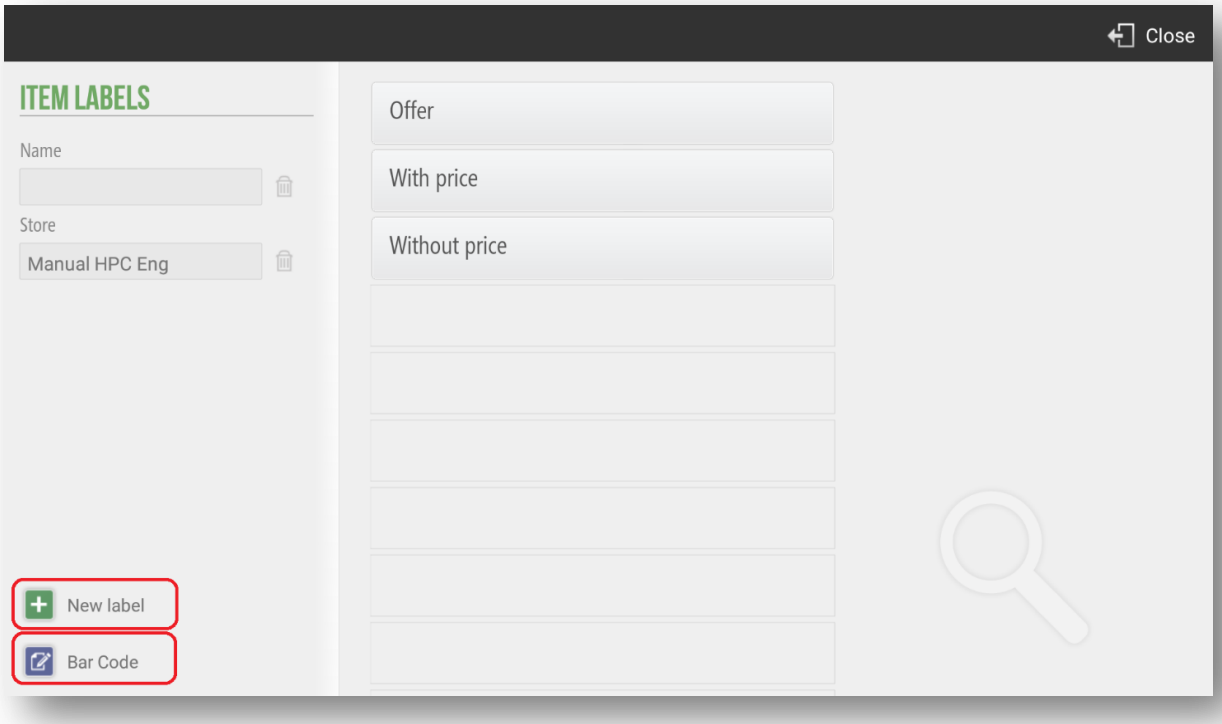
8.4.1 Item Labels

HioPOS Cloud allows the maintanance of the tags by articles, to configure it we will go to *Configuration, Item Lables.*



In the labels configuration, we will see the 3 types of tags configured by default; Offer, With price and Without price.

Once inside the screen we will have three options, modify an existing label; Create a new label or modify the prefix in the EAN 13 barcode numbering. In particular cases where the articles do not incorporate a bar code, we can configure the creation of bar codes of automatic generation. In these, we can modify the prefix.

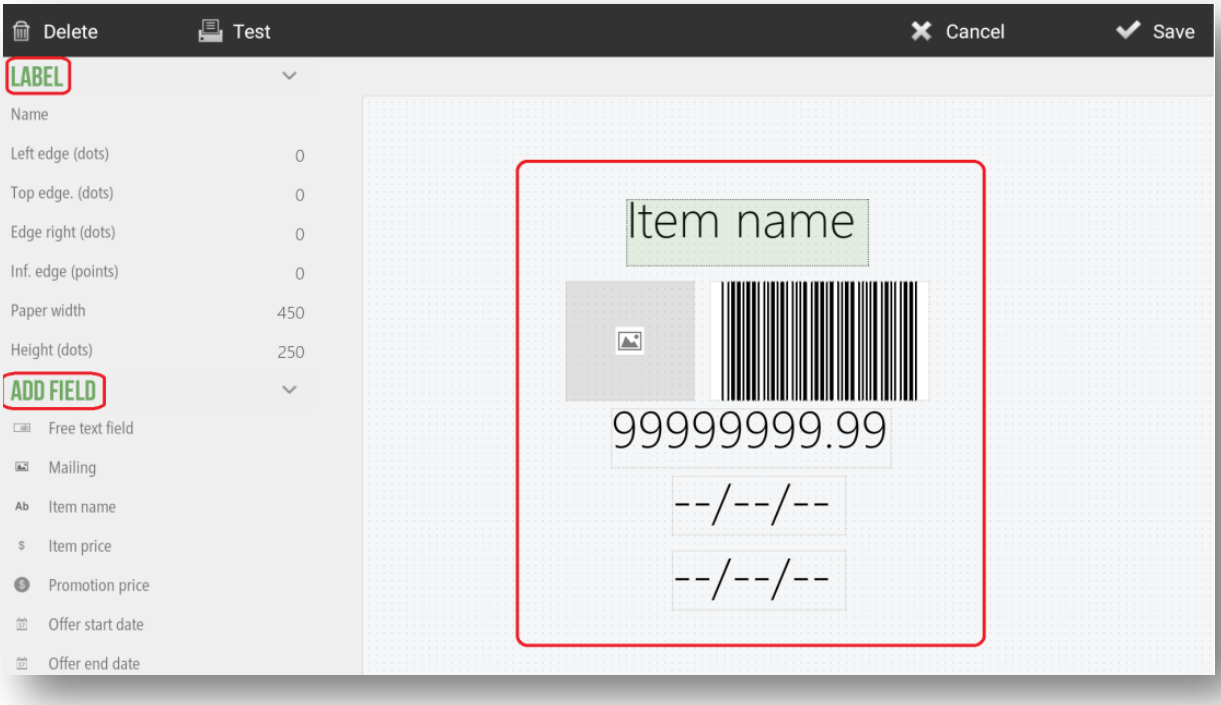


HioPOS Cloud allows multiple functionalities at the moment of configuring the design of a label. We can customize with absolute leeway. The functionality allows you to modify information fields of the Label itself and edit the layout of the fields that will be printed later.

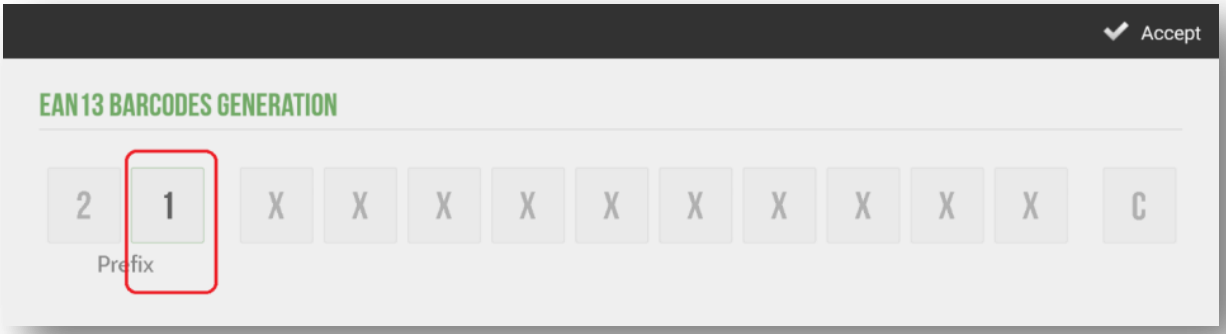
We will set the label accordingly; Name, Left edge, Top edge, edge Right, Inferior edge, Paper width and height. General concepts of the label.

We will configure the preview of the tag and add the following fields; Free text field, Mailing, Item name, Item price, Promotion price, Offer start date, Offer end date, Item barcode and Image of the item.

The tag configuration tool allows the pre-visualization of all previously commented fields in an image that will be updated in parallel to the modifications. By dragging these fields the user can organize their label.

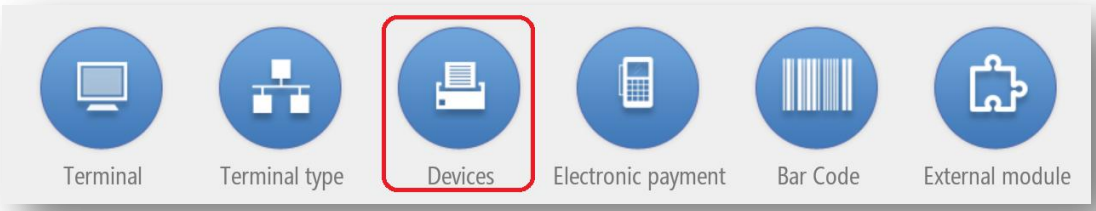


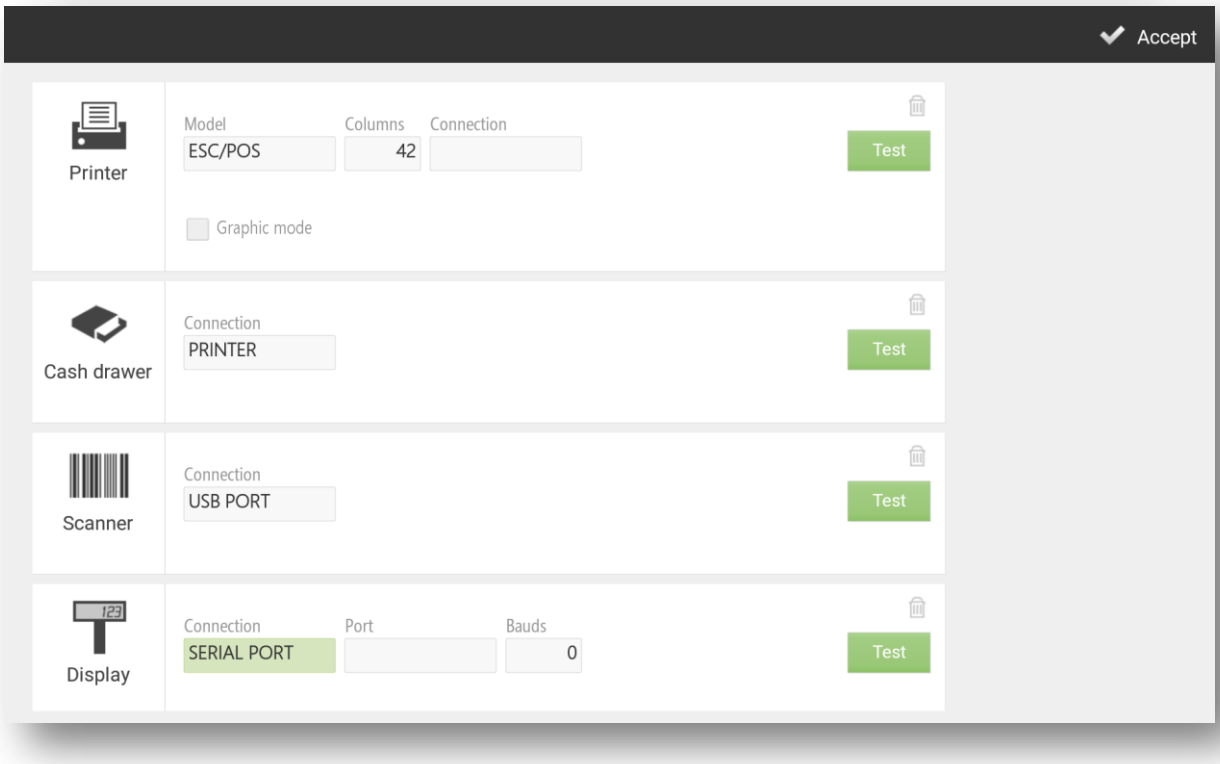
HioPOS Cloud also allows you to modify the prefix in the EAN 13 Barcode Generation. As previously mentioned, the EAN 13 Barcode Generation will be done automatically in those cases in which the article does not have its own bar code. We can modify the second digit of the prefix, changing the coding in the generation of bar codes.



8.5 Devices

HioPOS Cloud can work with up to five different external devices. There are, Printer, Cash Drawer, Scanner, Display, Scale and Card Reader. They can be configured from the *Devices* option in the *Configuration* menu.





The main technical specifications of the configuration of the *Devices* are detailed above.

Once you have configured each device, press Test to prove it.

Depending on the device you are configuring and the characteristics of your terminal, you can select from different connections (Local Network, Bluetooth, USB Port, Connected to the Printer, Keyboard simulation, Audio Port and Serial Port).

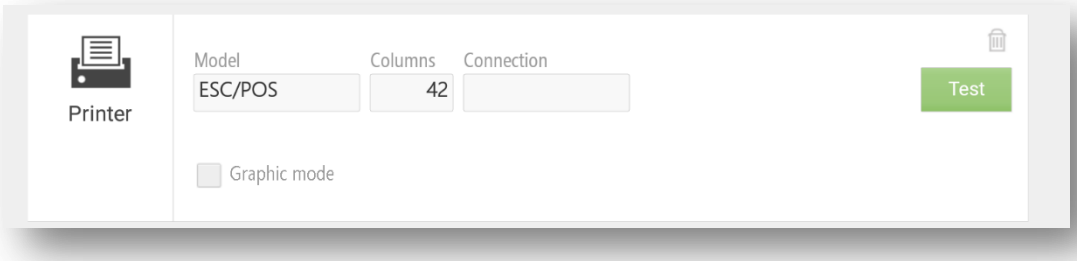
If you want to change the device settings or add a new device, you can do so in the *Devices* section of the *Configuration* screen.

8.5.1 Printer

The printer we set here will be the default printer for ticket printing.

HioPOS Cloud works properly with most ticketing printers that are compatible with ESC/POS. You can also set the number of columns in the printer. The most common is 42.

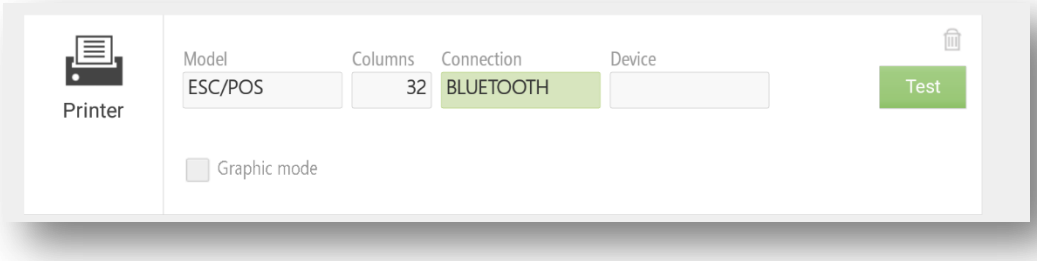
Then select the type of connection. We can work in Local Network, with Bluetooth, with USB Port and Serial Port.



If the printer is Ethernet, select Local Network and enter the IP address of the printer. By default, the port should be 9100.

If the printer is Wifi, select Local Network in Connection. In this case, it must be taken into account that both the printer and the POS terminal must be connected to the same Wifi network. Enter the IP address and port of the printer. Press *Test* to verify its operation.

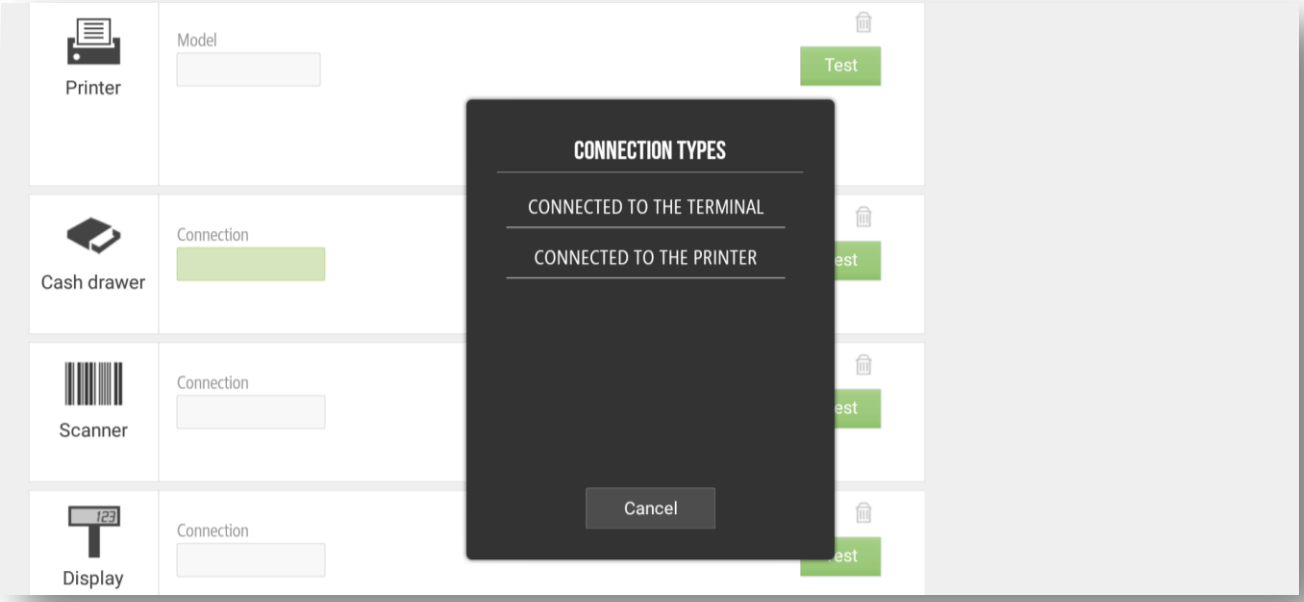
Selecting the *Bluetooth Connection* we have to take into account that the printer has to be connected from the beginning with the Android operating system. To do this go to the Android settings section and in the Bluetooth sub-section select the printer. Once connected correctly we will return to HioPOS Cloud and select the *Device* that will already be proposed to us automatically. Press *Test* to verify its operation.



If we select the type of connection by USB port we need to have the printer connected to the USB port of the point of sale or tablet terminal. In the *Device* box select the port that will already be proposed by default HioPOS Cloud. Press *Test* to verify its operation.

8.5.2 Cash drawer

At divices options we can set upthe connection of the CashDrawer. It can be connected throught the receipt printer o directly to the POS.

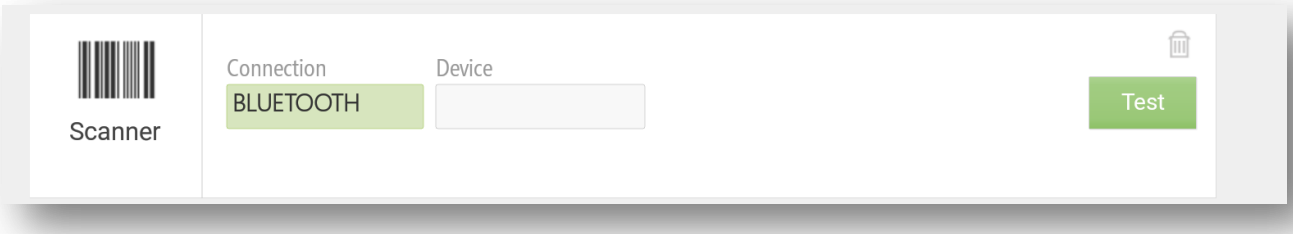


8.5.3 Scanner

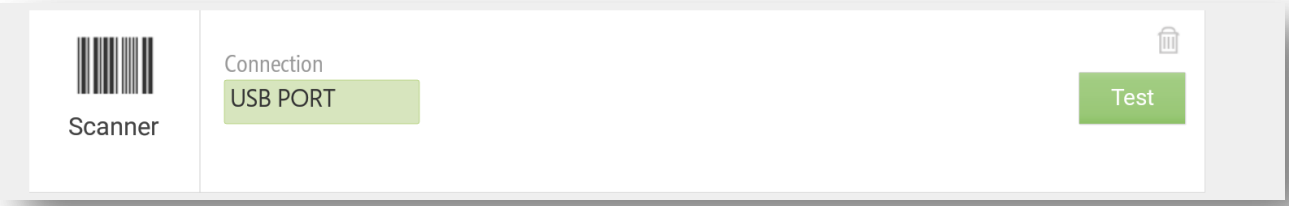
The scanner, or barcode reader, can be used in three different ways: via Bluetooth, via USB Port or via Keyboard Input.

Selecting the *Bluetooth Connection* we have to keep in mind that the scanner has to be connected from the beginning with the Android operating system. To do this go to the Android settings section and in the Bluetooth sub-section select the scanner. Once connected correctly we will return to HioPOS Cloud and select the *Device* that will already be proposed to us automatically. Press *Test* to verify its operation.

If we select the type of connection by USB port we need to have the scanner connected to



the USB port of the point of sale terminal. In the *Device* box select the port that will already be proposed by default HioPOS Cloud. Press *Test* to verify its operation.

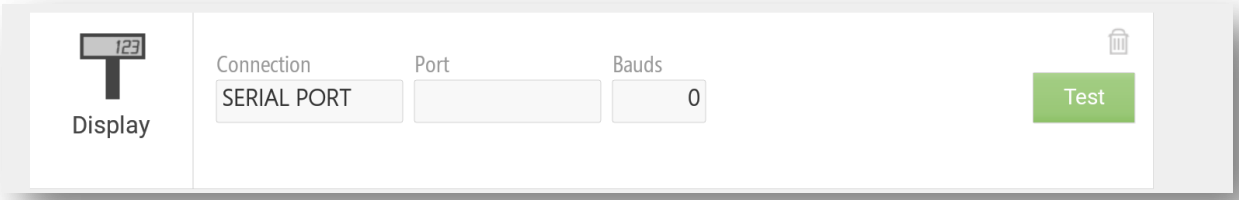


The keyboard input does not require any device connected to the point of sale. Simply enter the product barcode on the numeric keypad of the sales screen, then press Enter. HioPOS Cloud will introduce the item in the sale ticket.

It is possible that by connecting the barcode reader to the terminal, the Android keyboard will be disabled. In this case, you must go to the *Settings* of the Android terminal, *Language* and *text input*, in the *Keyboard and methods of introduction* section: *Current keyboard*, you must activate the Hardware option: *show input methods*.

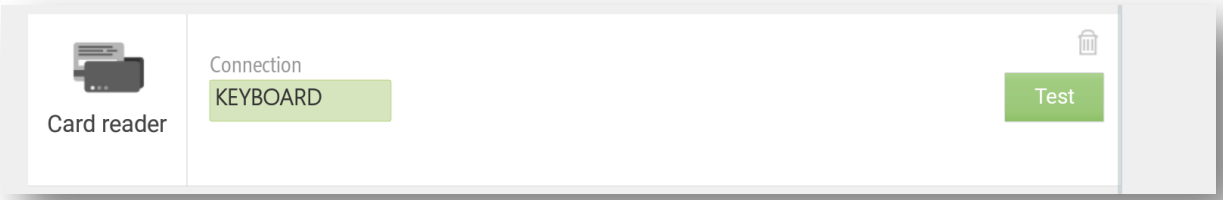
8.5.4 Display

We will select the model of the client viewer, as well as the type of configuration that it has.



8.5.5 Card reader

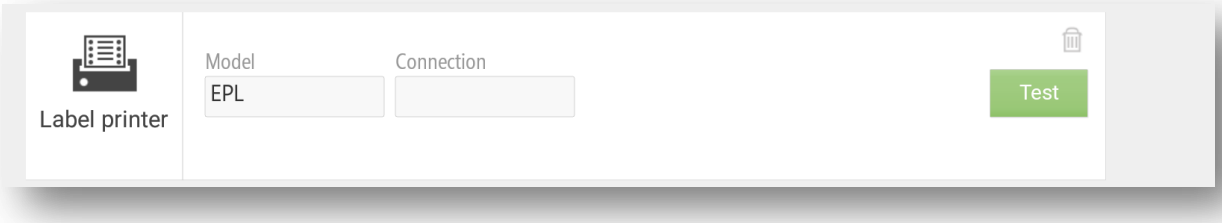
On a tablet, the magnetic stripe reader works by connecting to the audio port. Connect the device to the audio input and select the *Connection*. Press*Test* to check its operations



8.5.6 Label printer

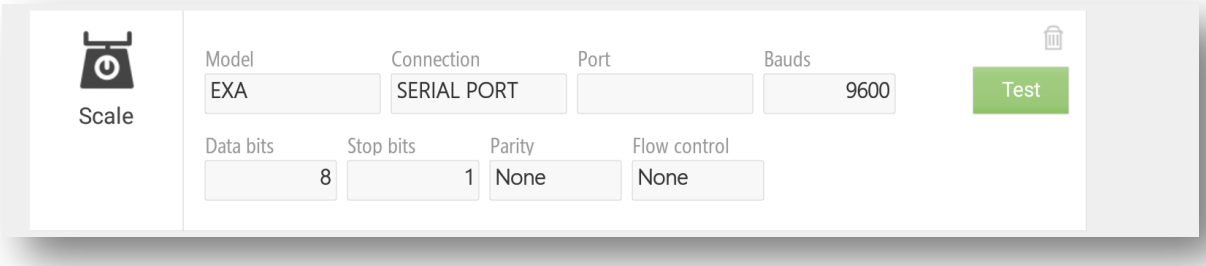
The label printer we configure here will be the printer that will use the terminal for label printing.

HioPOS Cloud works well with most EPL or ZPL compiant laber printers. *Conection* can be made via local network, Bluetooth, USB port or Serial port.



8.5.7 Scale

The balance we set here will be the balance that will use the terminal to weigh those items configured by weight.



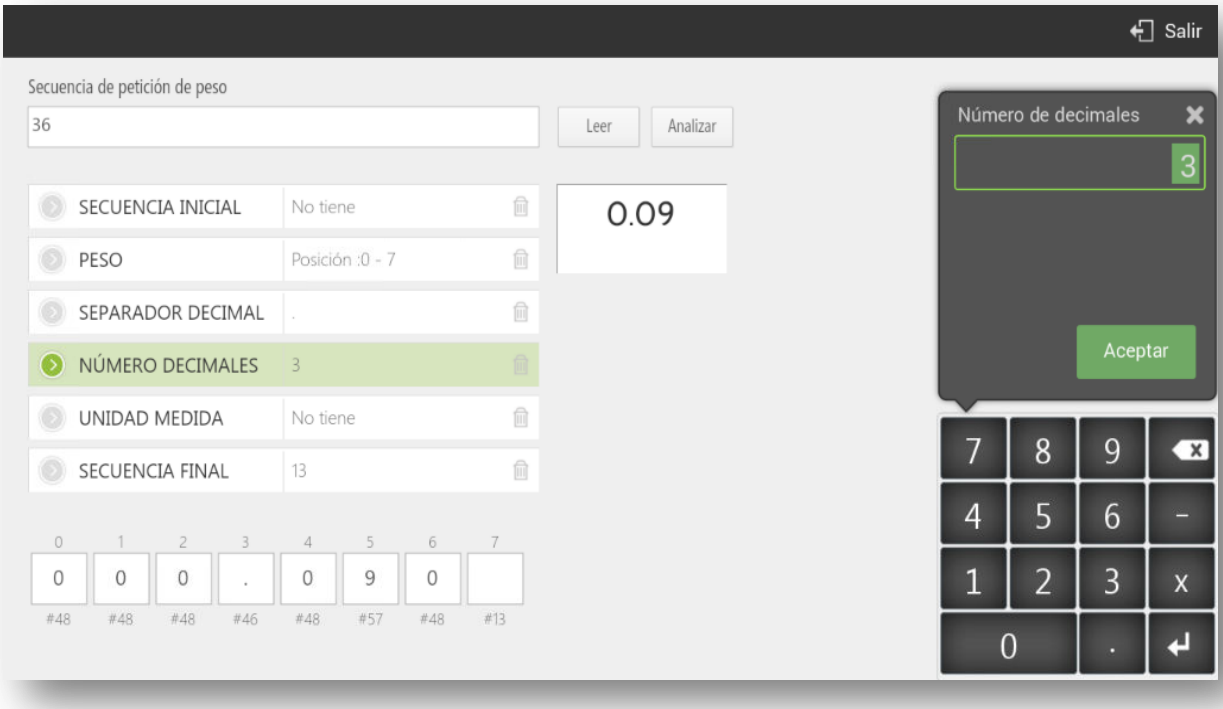
HioPOS Cloud works properly with most scales from Exa models and with all other Generic models. The connection is made via Serial Port. As a connection port you can choose between the 4 COM that has integrated HioPOS Cloud terminal.

At the moment we press Test, the balance window appears. We will have to configure the Weight Request Sequence. This value usually appears on the front of the balance followed by the acronym (S.P.). In our case 36.

We can set the position of the initial sequence, the positions of the weight, the type of decimal separator, the number of decimals we want to use, the unit of measurement and the position of the final sequence.

To verify that the configuration has been done correctly we press read and should display on the screen the same weight that appears to the balance itself.

One of the possible configurations is the number of decimals, as shown in the following image we can select the number of decimals that we read in the balance.



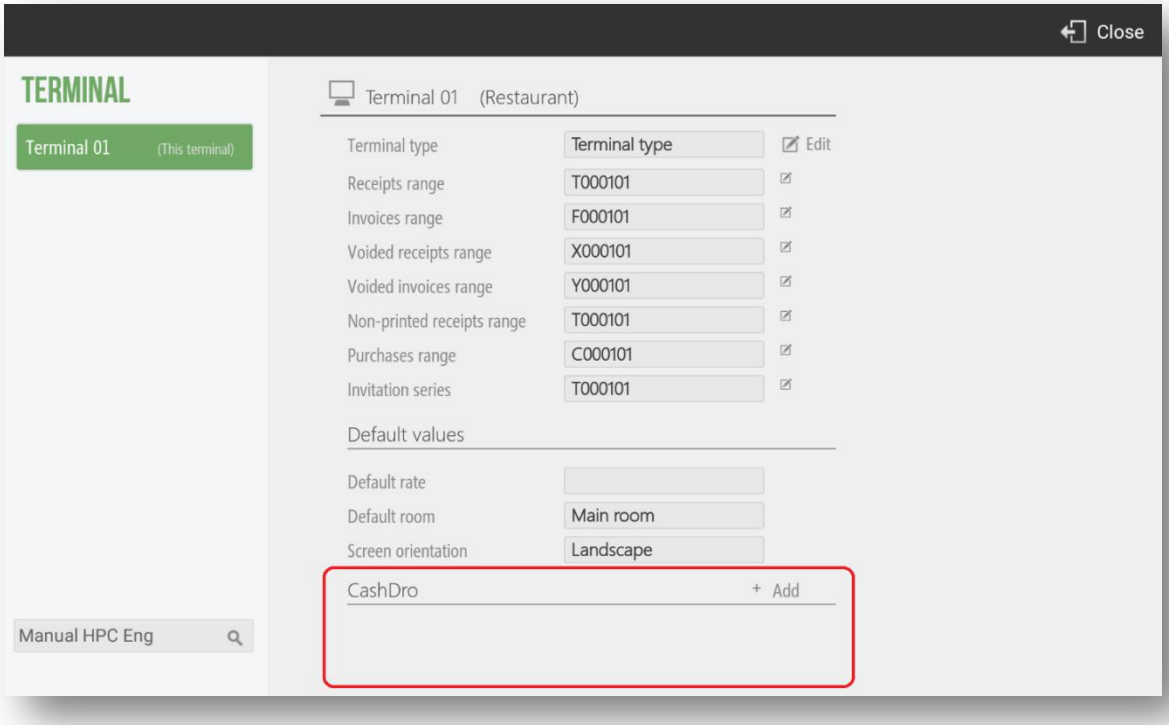
8.5.8 CashDro

HioPOS Cloud allows you to link to CashDro as a means of payment, of cash origin.

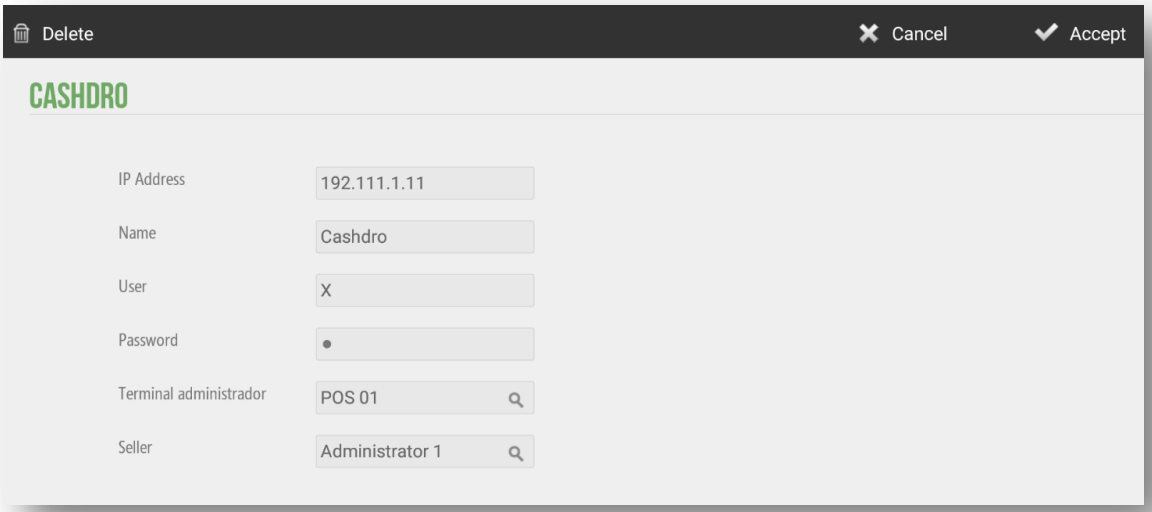
CashDro is the cash drawer that always balances and its main characteristics are the following; It is the safest in the market in its segment, it works with one or several TPV's, tablets or Smartphone, it is easy to link with any point-of-sale and platform software (Windows, Linux, Android and IOS), and can be managed autonomously without being connected to a PC or POS.

To configure the link of the HioPOS Cloud with the CashDro, we will select *Configuration*, *Terminal* and we will be placed in the bottom margin of the screen, where we appear the option CashDro.

To link the device, select the option *add*.



Para enlazar el dispositivo seleccionaremos la opción Añadir.

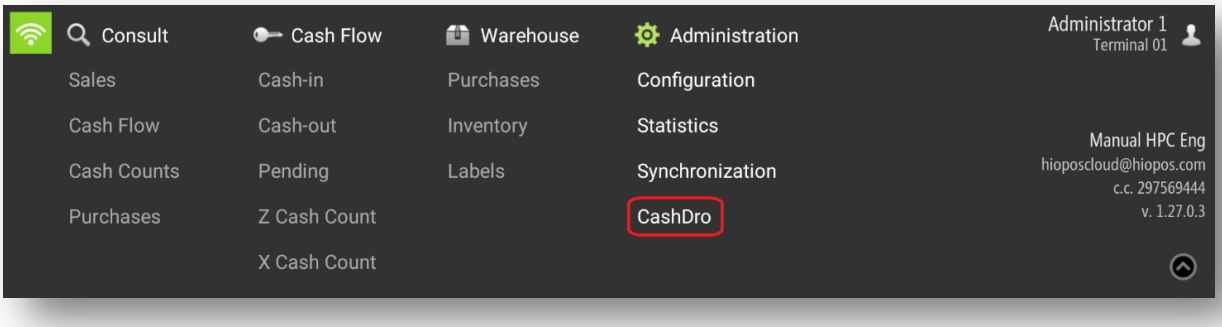


In the configuration screen that will open us, we will have to inform the IP address of the CashDro that we want to link to, we will give it a name and we will have to inform the user and the password of the device. At this moment we will see a couple of dropdowns on the terminal administrator and the seller.

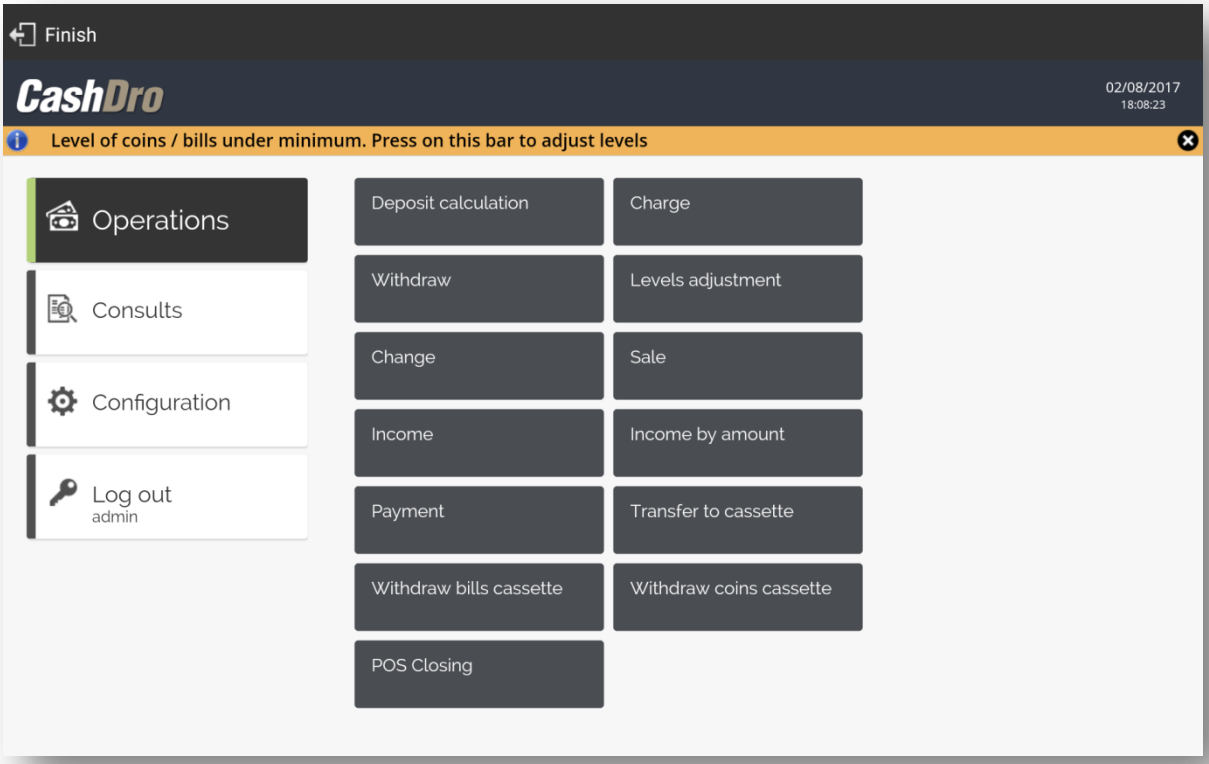
At this time,we will see thet IP address in the lower margin of the *Configuration* screen, *Terminal* seen before

When the terminal is synchronized, in the Administration section we will see a new functionality: CashDro. By selecting it we will connect directly to the device.

Through connection with CashDro we can perform many operations, make consults, configure the device itself and close the session (for authorized users).



For more information regarding the operations of the cash manager itselfs, please conult manuals related to its functionalities.

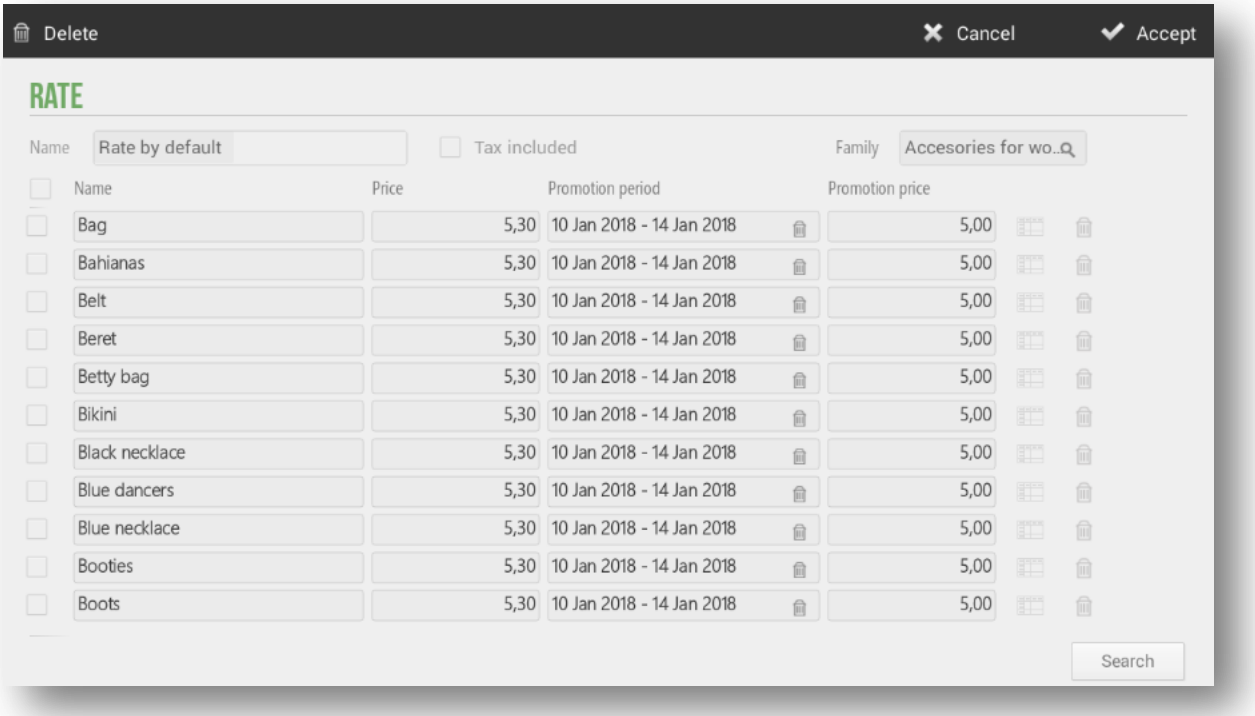


9. Rates and offers

In the *Configuration* menu there is the *Rates* option, which shows the articles according to their price and family rates, as well as allows us to also make offers on the price of the items for certain period of time.

9.1 Creating new price rates

Go to the *Rates* menu and choose *New Rate.* You will see all items by families. Enter the *Name* of the raw in the top menu and select if prices include taxes or not. Also in the same screen you can select the family of the articles that will be shown below.

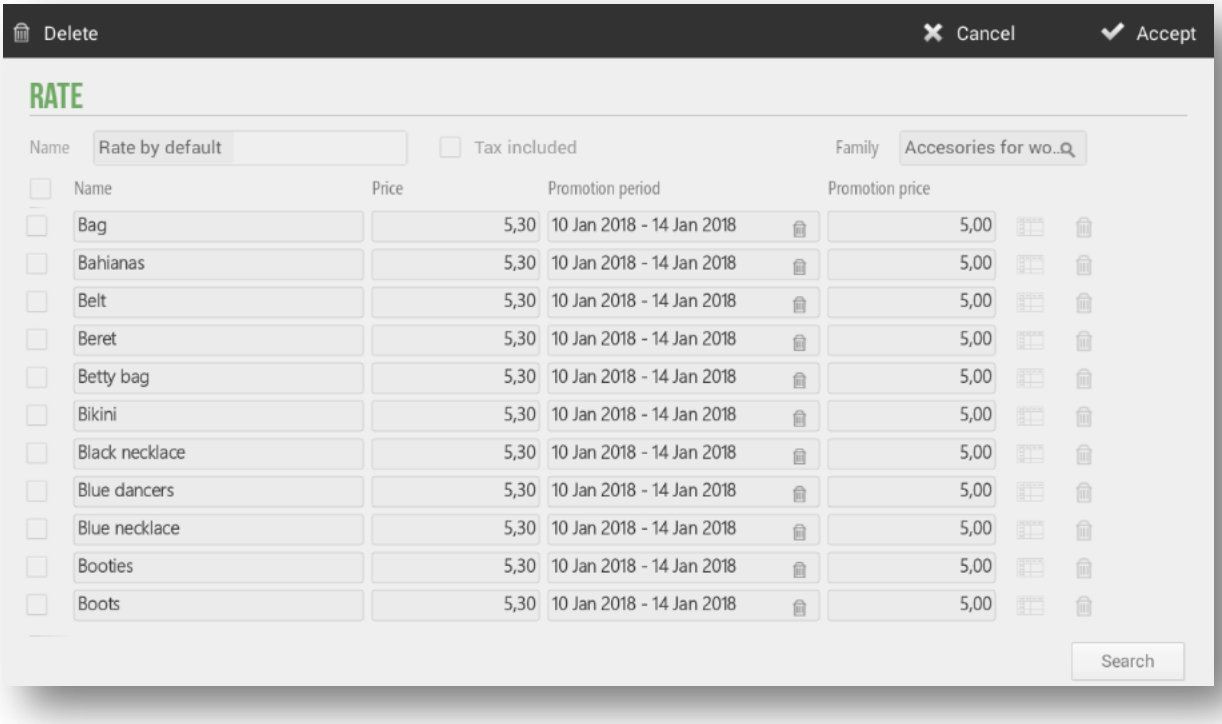


Enter a *Price* for each item. If several items have the same price, you can select the boxes at the beginning of the line of each ítem and then clcik on the price box, and then ad dan equal Price for all the ítems you have selected.

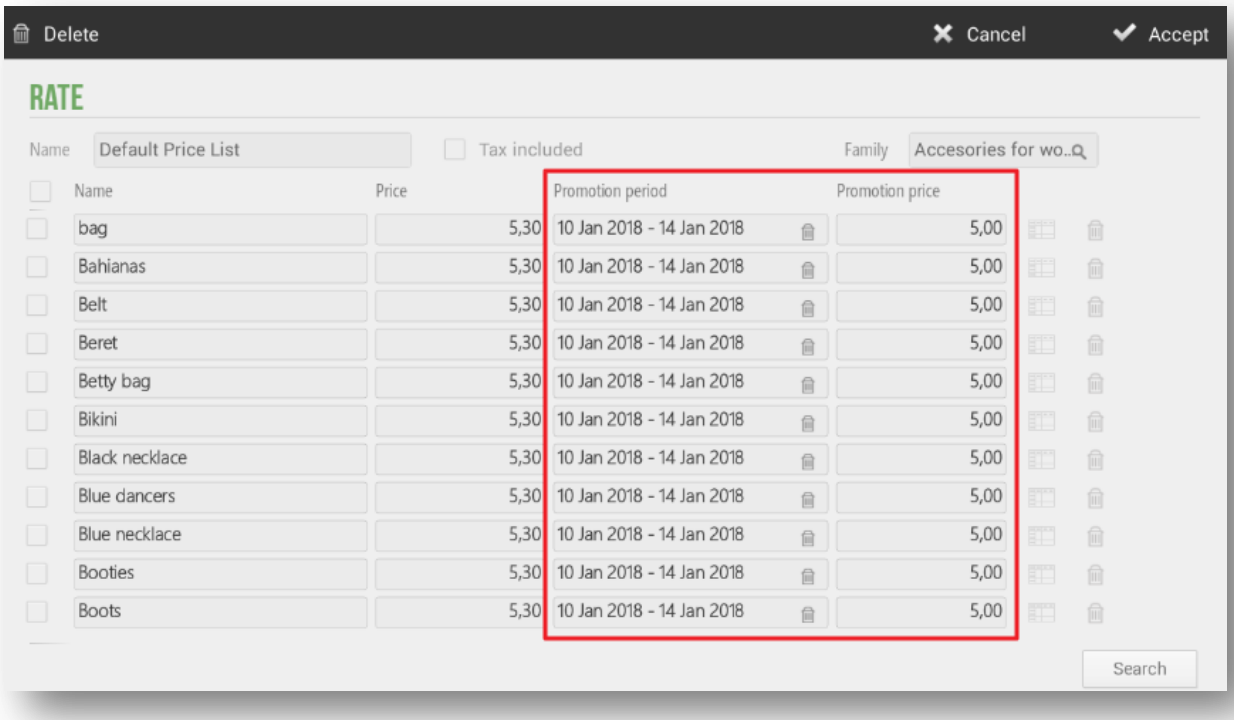
If yopu already have created a rate, when you want to add another, all ítems in the initial rate in gray will appear to actívate and change the Price.

9.2 Create new offer

Offers are created for periods of time when they are going to be active. In the same screen of modification of rates is next to the options of the offer. Select the time in which the offer will be active for the *Promotion Period* boxes.



Once the offer period is selected, we will enter the price that the items will have during that selected time.

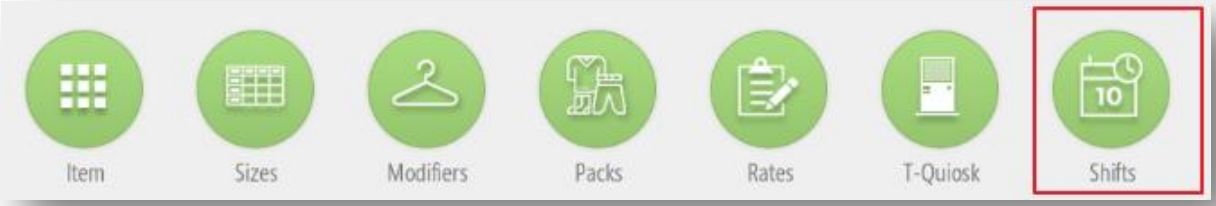


If we want to remove a rate, select the *Delate* option from the top menu.

10. Shifts

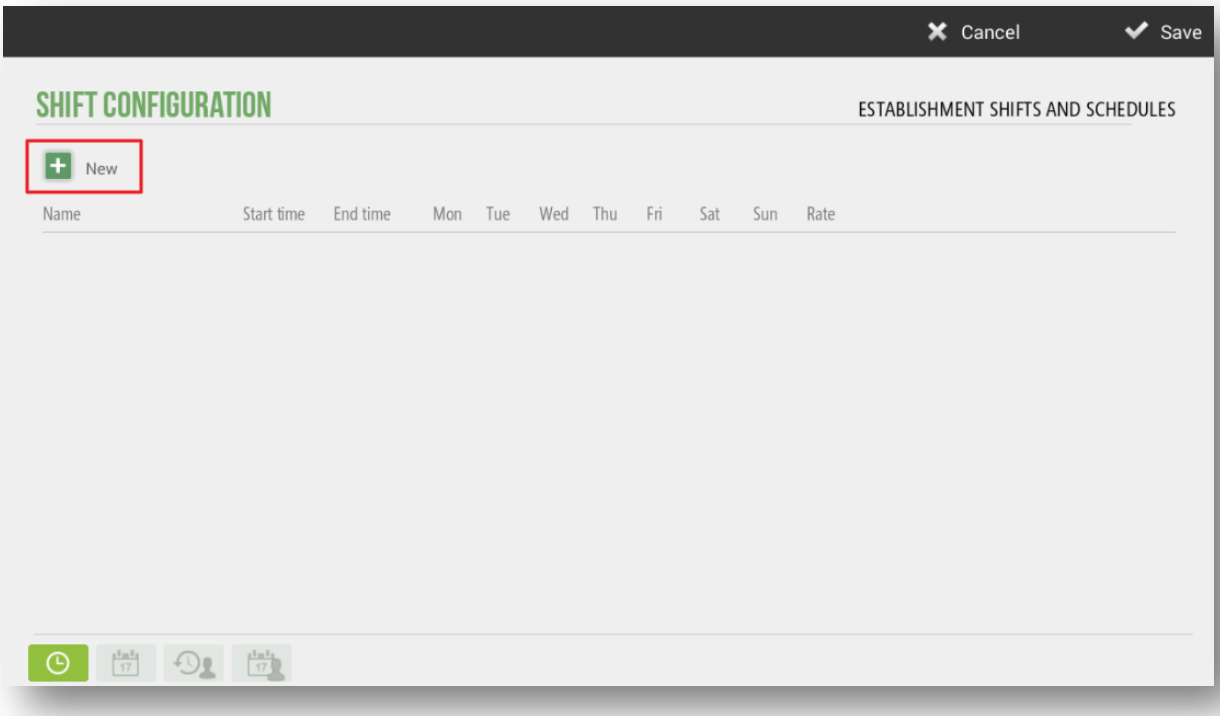
HioPOS Cloud allows you to use the *Shifts* options in the *Settings* section.

There are four types of configurations depending on the shifts and schedules of the establishment, holidays and exceptions of the establishment, shifts and schedules of employees and holidays and exceptions of employees. This will also be useful for assigning rates according to shift.



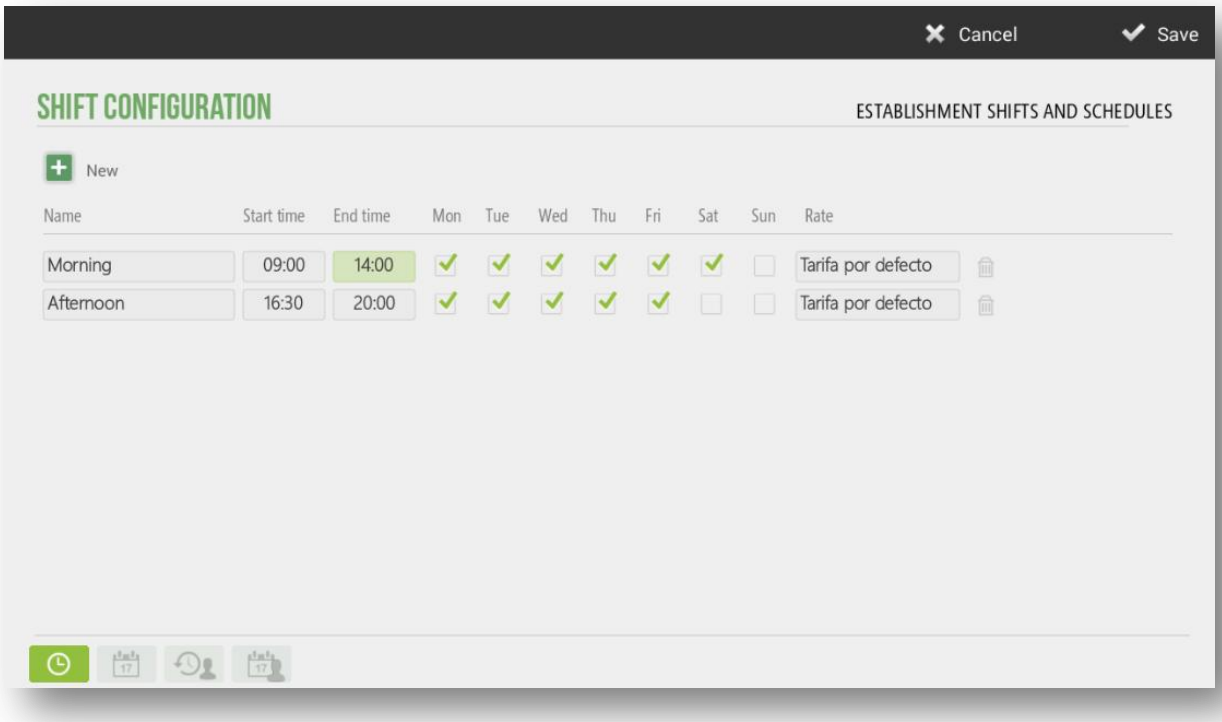
10.1 Establishment shifts and schedules

In the first section od *Shifts*, we can configure the shifts ans schedules of the establishment. To add new shifts, we will have to select *New* and enter the name we want to give.



This configuration will be useful for the sales screen, which according to the time set in the terminal as of the day of the week, will be taken the corresponding rate.

For example, in the section we will configure the morning and afternoon shifts with the start and end times and what days of the week will be available. The following image shows an example:

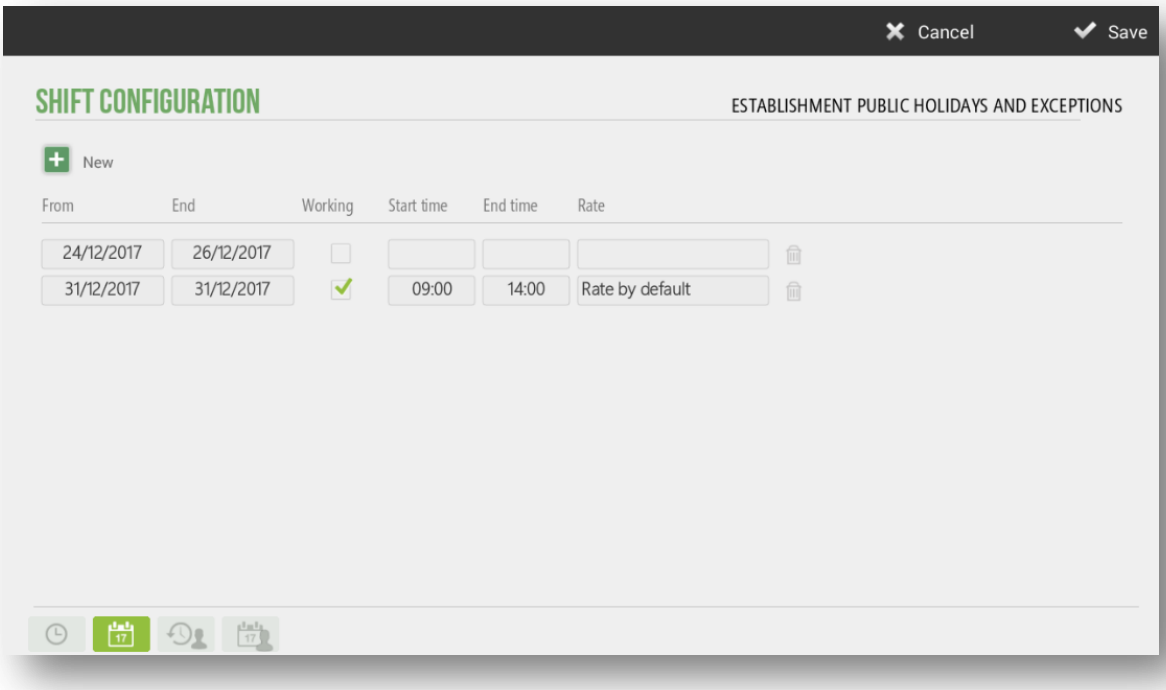


As you can see, the establishment will work at morning from Monday to Saturday and in the adternoon, from Monday to Frinday. You can select any rate already created; in the example has assigned the default rato to these two shifts.

10.2 Establishment public holidays and exeptions

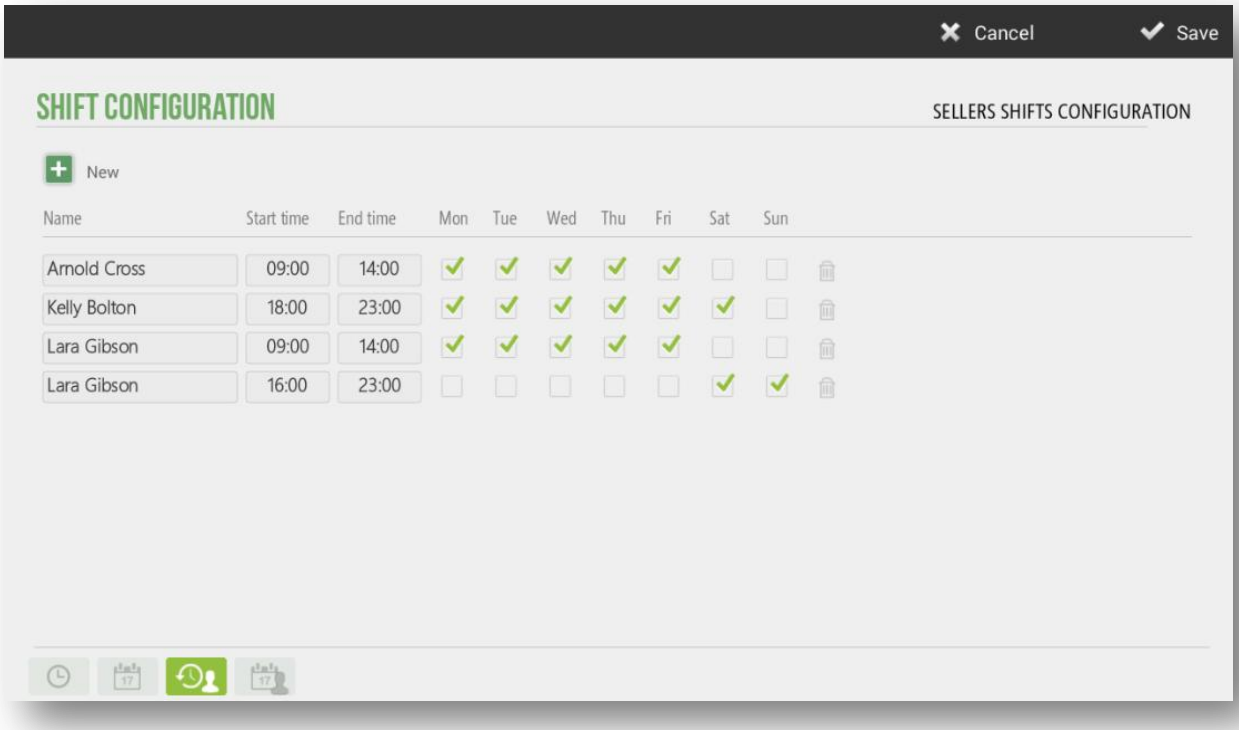
In this section, we can configure the public holidays of the establishment, taking into account the national, local, regionals days… You can also indicate, for example, the holiday period of the establishment, such as the working hours of those days.

In the following example, we have set up the Christmas holidays. If it is selected that the day is not workable, it no longer allows the selection of a rate. You can also see that on December 31, the establichment only works in the morning even if it is not a holiday.



10.3 Sellers shifts

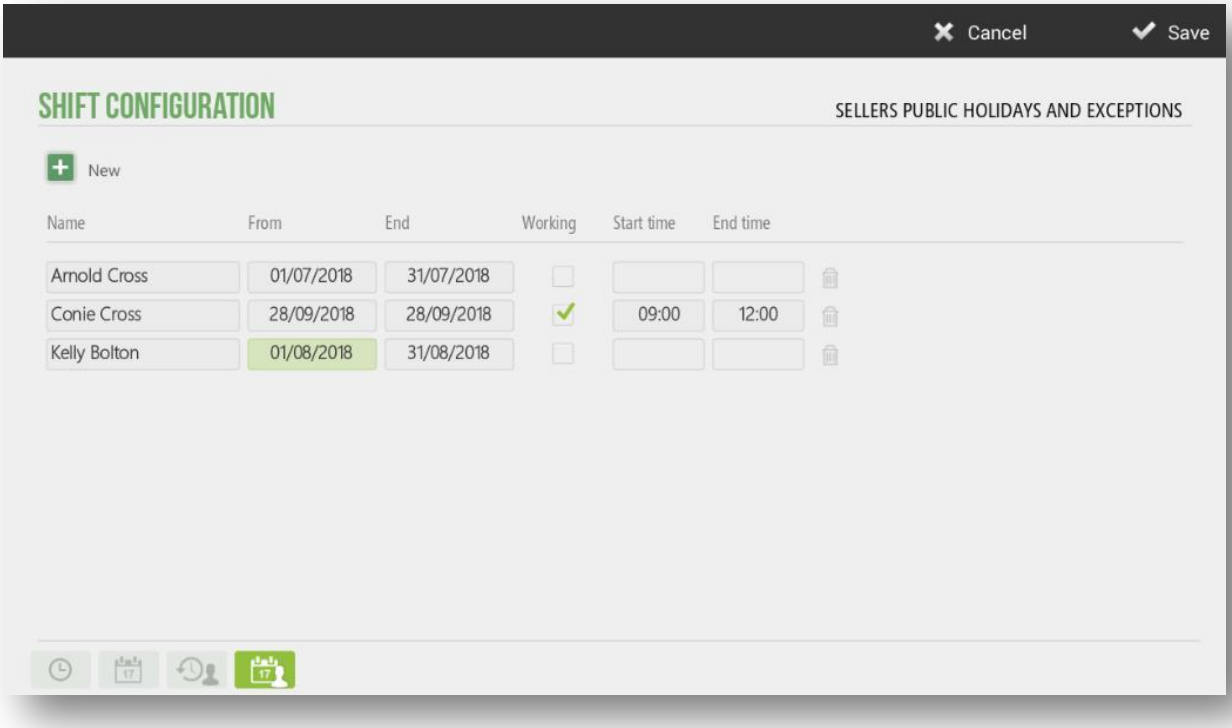
In the third section, *sellers shifts*, will take into account the working hours of workers, with the start and end time of their work day, and which days of the week they work. To add them, select New.



In the example above, you can see that the employee Lara Gilbson works mornings and evenings only on Saturdays and Sundays. When you have two shifts, you must create two times if there is any pause between.

This configuration will be very useful in the Hairdressing version, because the shifts of the employees will be visualized in the Calendar screen. It will be able to see which days or hours each employee works.

10.4 Sellers public holiday and exceptions



In the last section of the *Shifts*, will be configured the public holidays or exceptions of the employees, such as, their vacation periods or personal days, in which they will not attend their usual working day.

To configure them, select *New*.

In the image above, you can see that Arnold Cross will not work during the month of July and on September 28 will work alone in the morning for some specific reason. While, employee Kelly Bolton will have vacations during the month of August.

This configuration will be very useful in the Hairdressing version, because the employees' non-working days will be displayed in the Calendar screen.

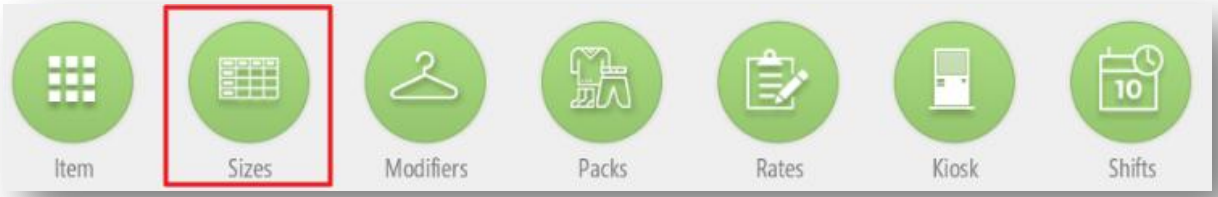
11. Items by size

HioPOS Cloud allows you to use the *Size* optionm wich can be found in *Settings.*

Working with sizes will allow us to selecta an ítem that has sizes or sizes assigned, the program will ask us to select the size among those available. It will also be useful for inventory counting and sourcing, as the sizes in these modules are also taken into account. It is important to point out that the sizes do no unravel.

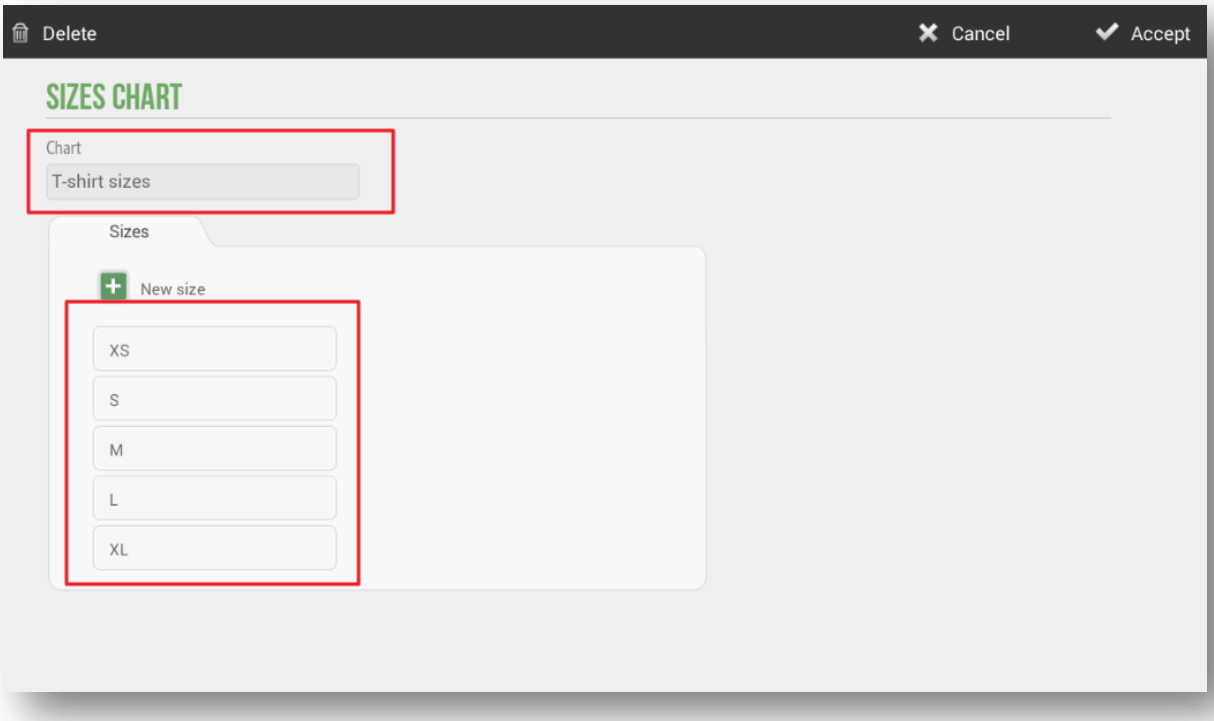
11.1 Creation os sizes

If we go to the option *Size*, on the *Settings* menu, there we select *New.*



On this menu we will press on *New Size* to create many sizes as we need.

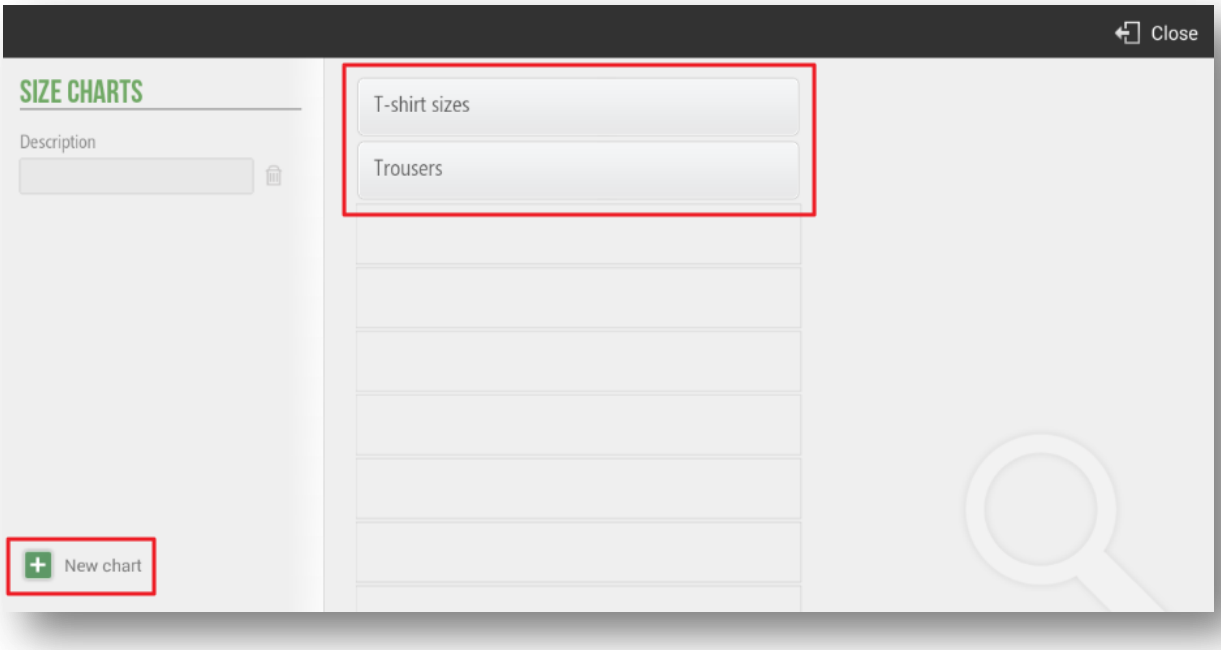
This way also, we can give a name to the group of sizes.



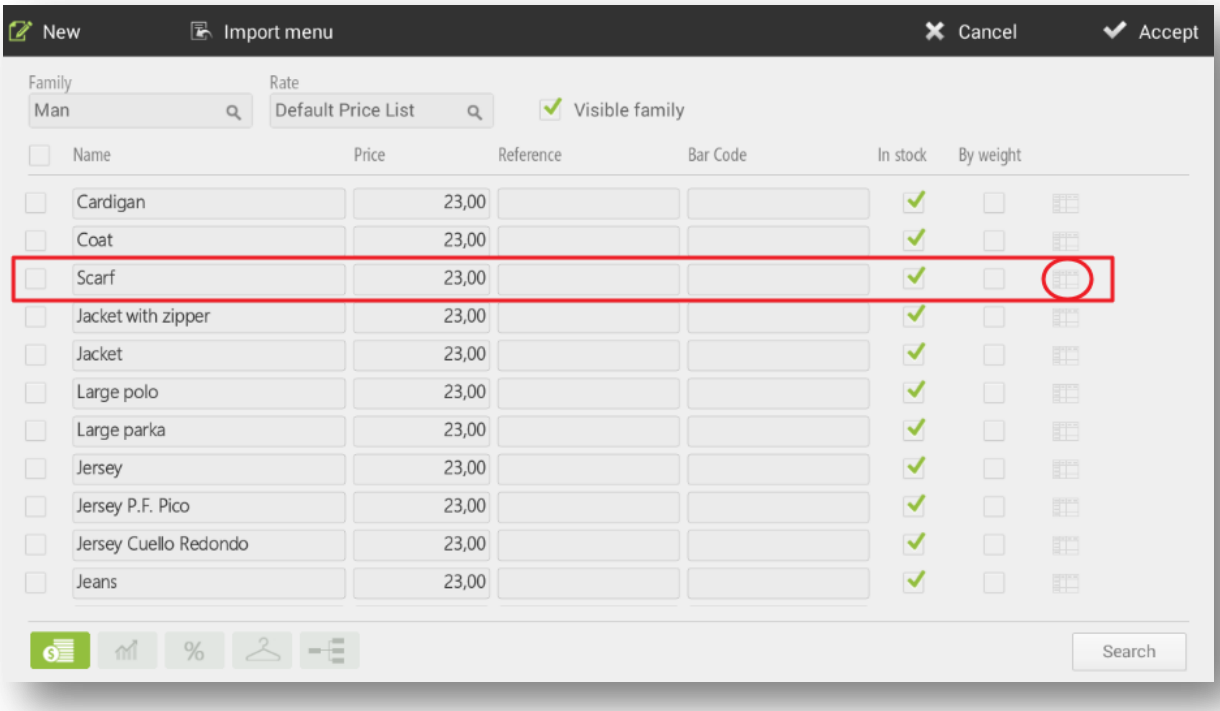
11.2 Assign size to an ítem

W ego to the *Items* menu in *Settings*. There we select a family and create a new item, where we will mark the option *Item* with sizes at a time of naming the item.

Once the ítem is creates, select the size table that you want to apply, or you can create a new one at that moment.



Then enter the price an will have created a new ítem by size. When you hace done this, at the end of the line you will see that a box with a table addedm this means that it is an item sold by size.

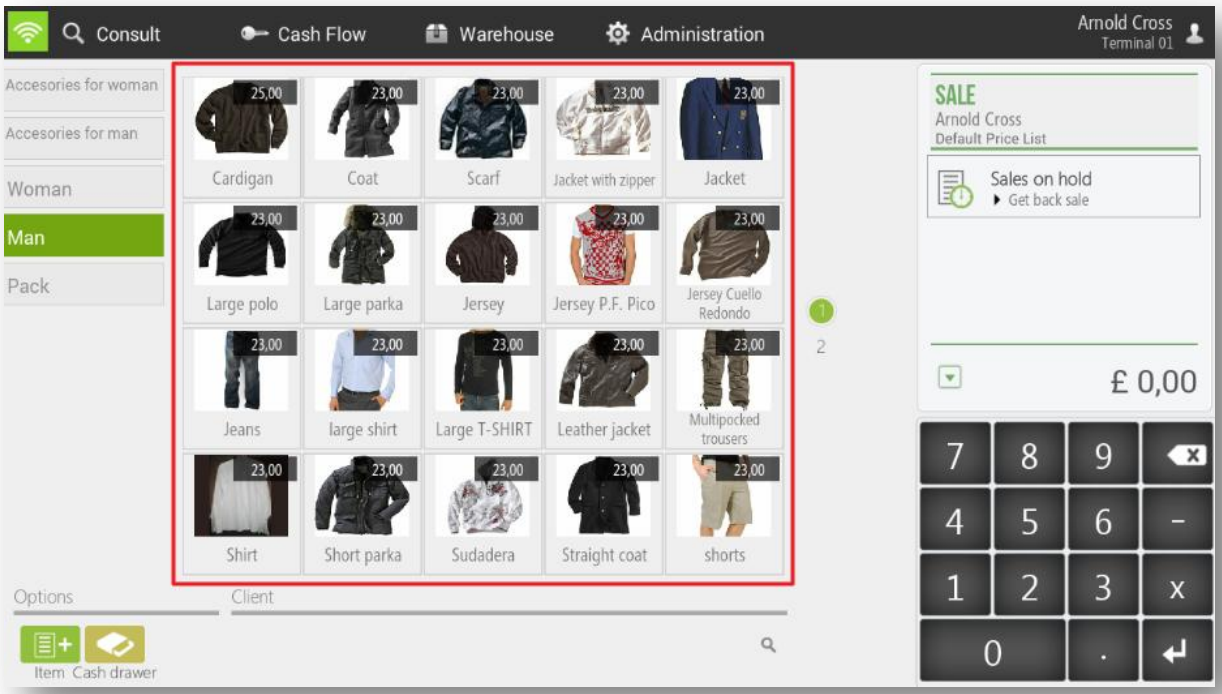


Click on the table to modify the prices according to the size, as well as the cost, the margin, the bar code and the rate, you can also add a new size.

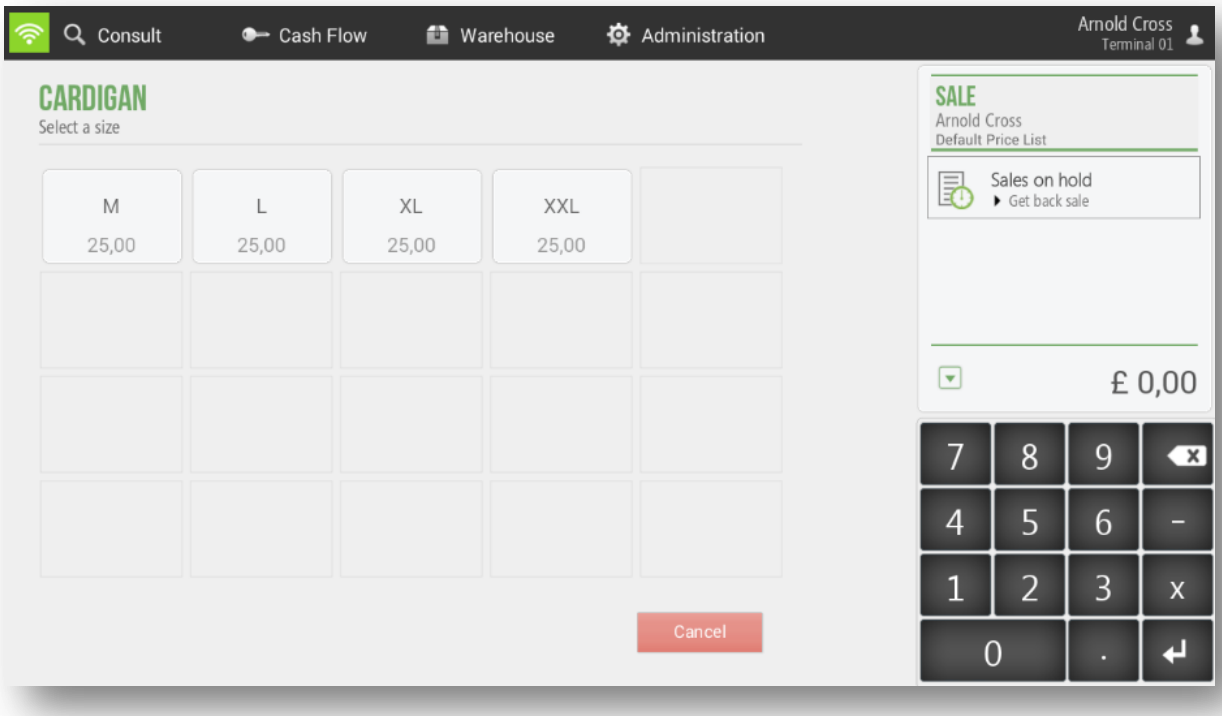
If ar the time of creating a new ítem, you have not selected"*Items with sizes"*, you will have to assign the sizes manually to each ítem. We will go to the *Settings* screen, select *Item, Edit items.* We will select in the table appeats almost trasnparent at the end of the line of an ítem, and there we can add differnet sizes.

11.3 Sale by size an Item

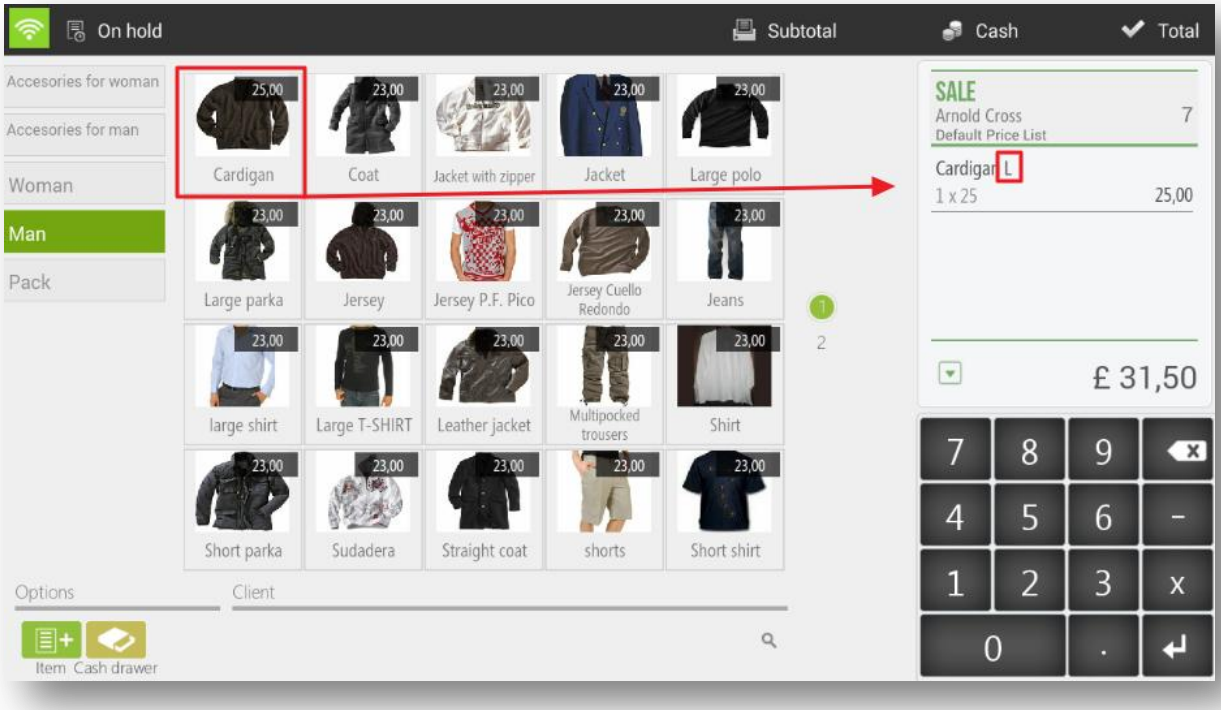
First we go to the sales screen and select the item to sell.



The program itself already detects that is an item by size and shows us the window to select among the sizes assigned to it.

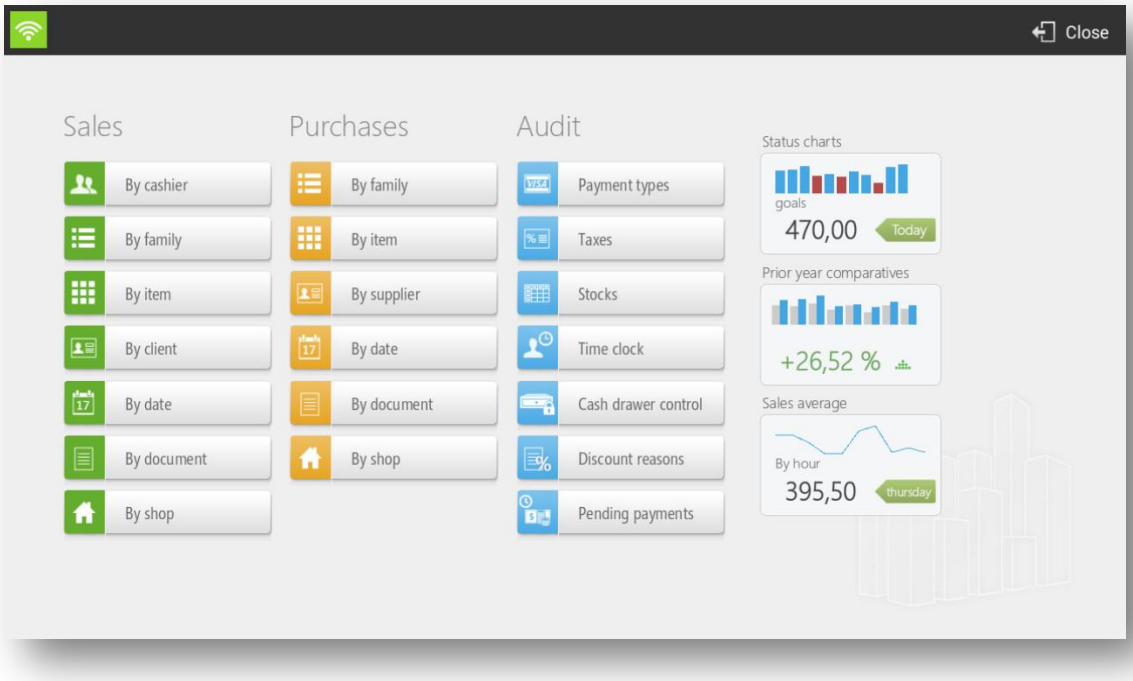


Once the size has been selected, the item will apear on the sale ticket, showing the description of the item and the size selecte at the end of it. We can continue adding items to the sale or end with the usual procedure.

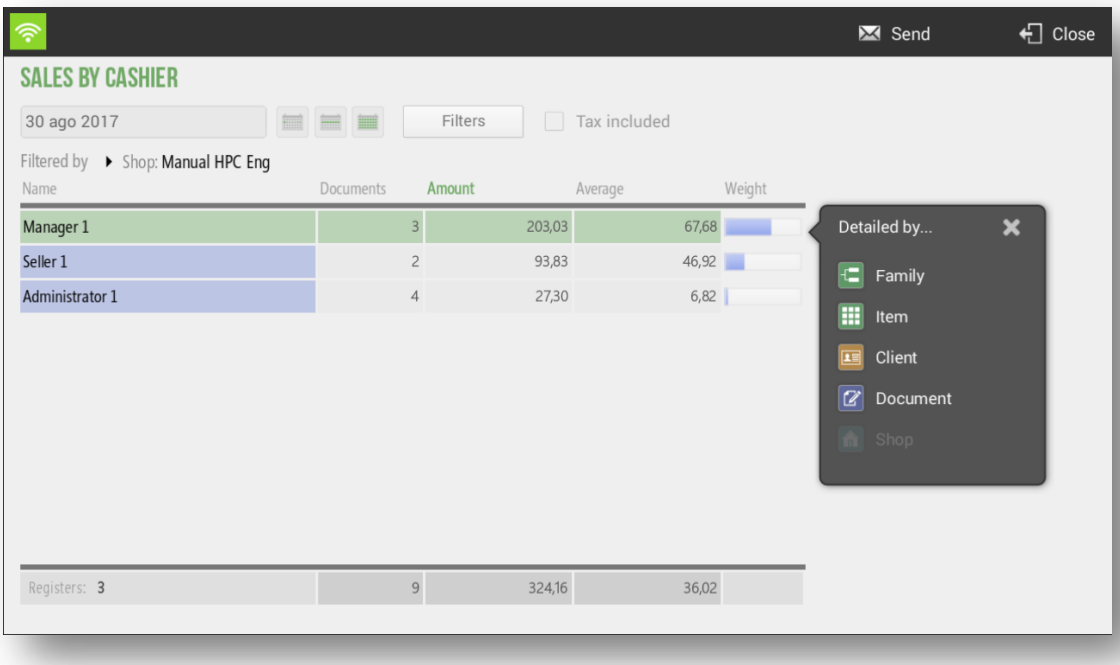

On hold
Subtotal
Cash
Total
Accesories for woman
Accesories for man
Woman
Man
Pack
Cardigan
Coat
Jacket with zipper
Jacket
Large polo
Large parka
Jersey
Jersey P.F. Pico
Jersey Cuello Redondo
Jeans
large shirt
Large T-SHIRT
Leather jacket
Multipocked trousers
Shirt
Short parka
Sudadera
Straight coat
shorts
Short shirt
Options
Client
Item
Cash drawer
SALE
Arnold Cross
Default Price List
7
Cardigan L
1 x 25
25,00
£ 31,50

12. Statistics

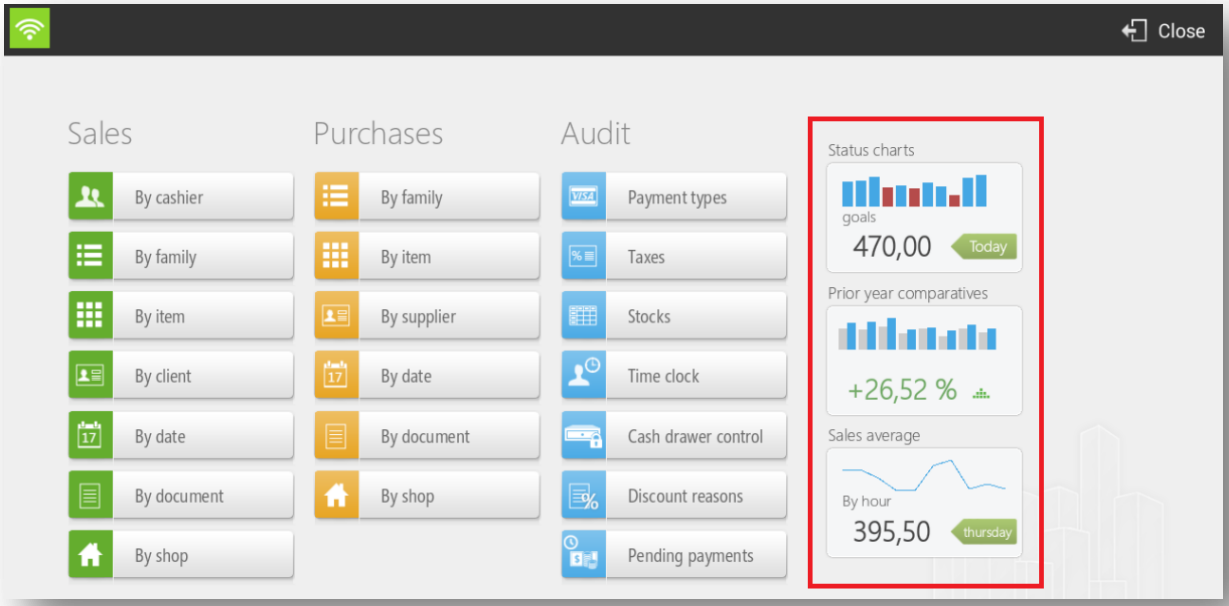
HioPOS Cloud includes a complete collection of dashboards and reports. Access them from the *Administration, Statistics* option.



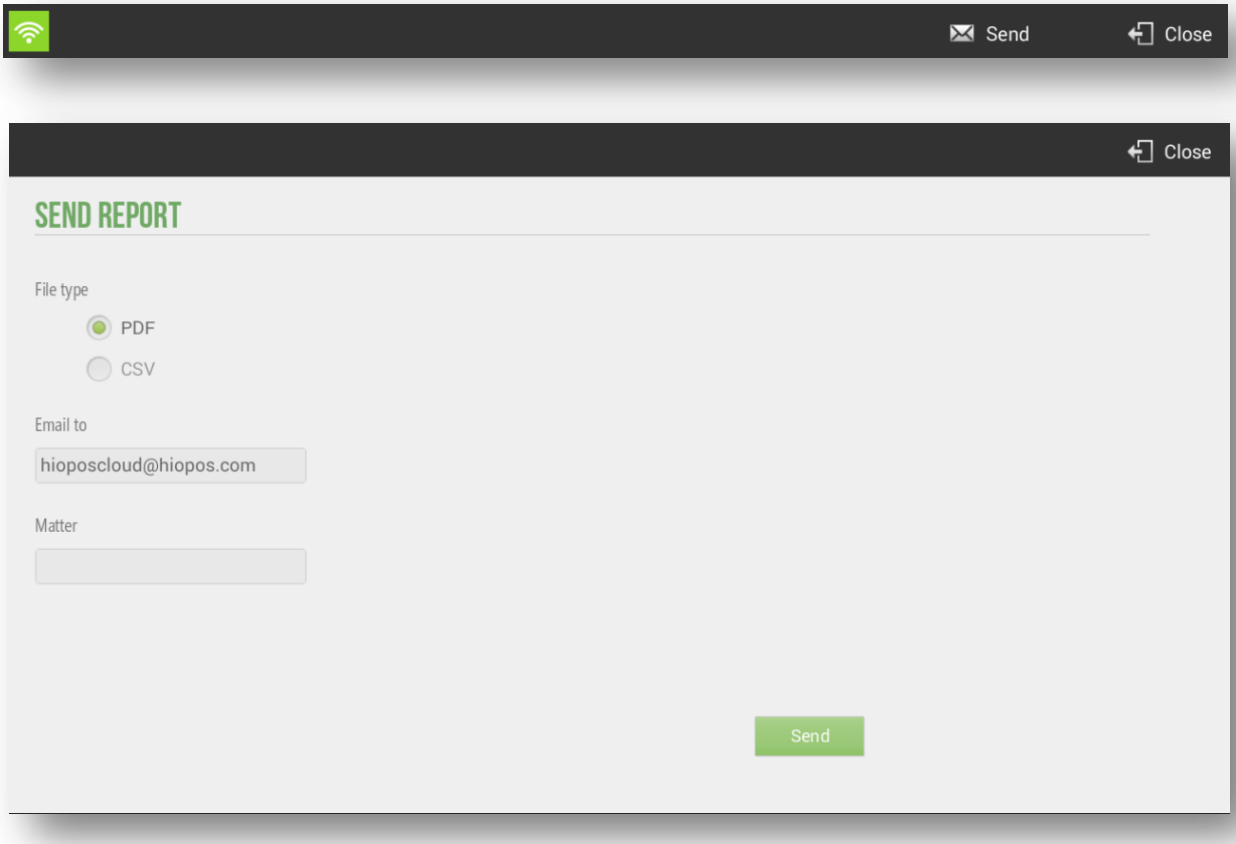
All reports are displayed on the screen. Select the date rangewith the Day, Week and Current Month buttons or make an advanced filter by shop, POS, cash count, client , family or ítem with the Filters button, Select a line and druill into another dimensión.



HioPOS Cloud also includes dashboards, to analyse data quickly and visually. Select from the statisitcs menu among the three available.

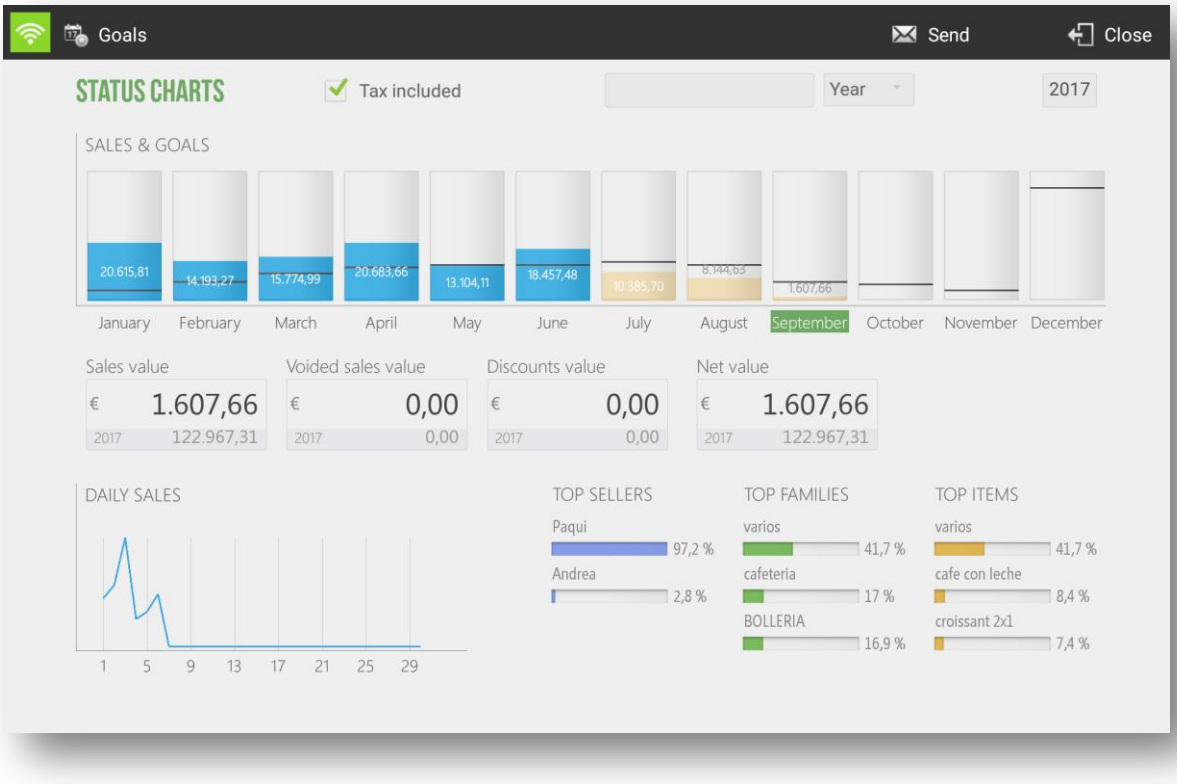


All reports can be sent by email by selecting the Send button at the top right. It can be only sent to an email; so, if you wanted to send to different people, you would have to add the emails one by one.

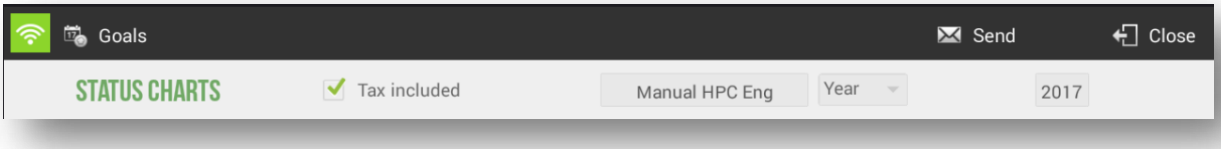


12.1 Status Charts

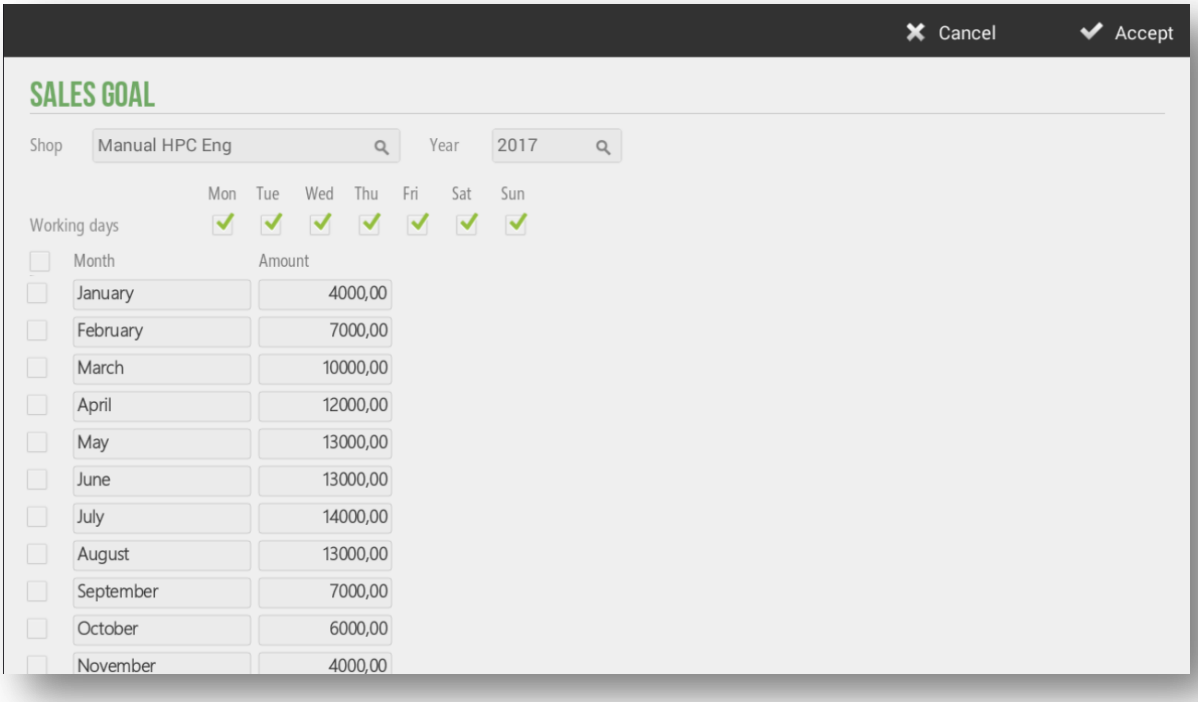
Stuatus charts includes general transaction information to give you an overall impression of how the business is at all times.



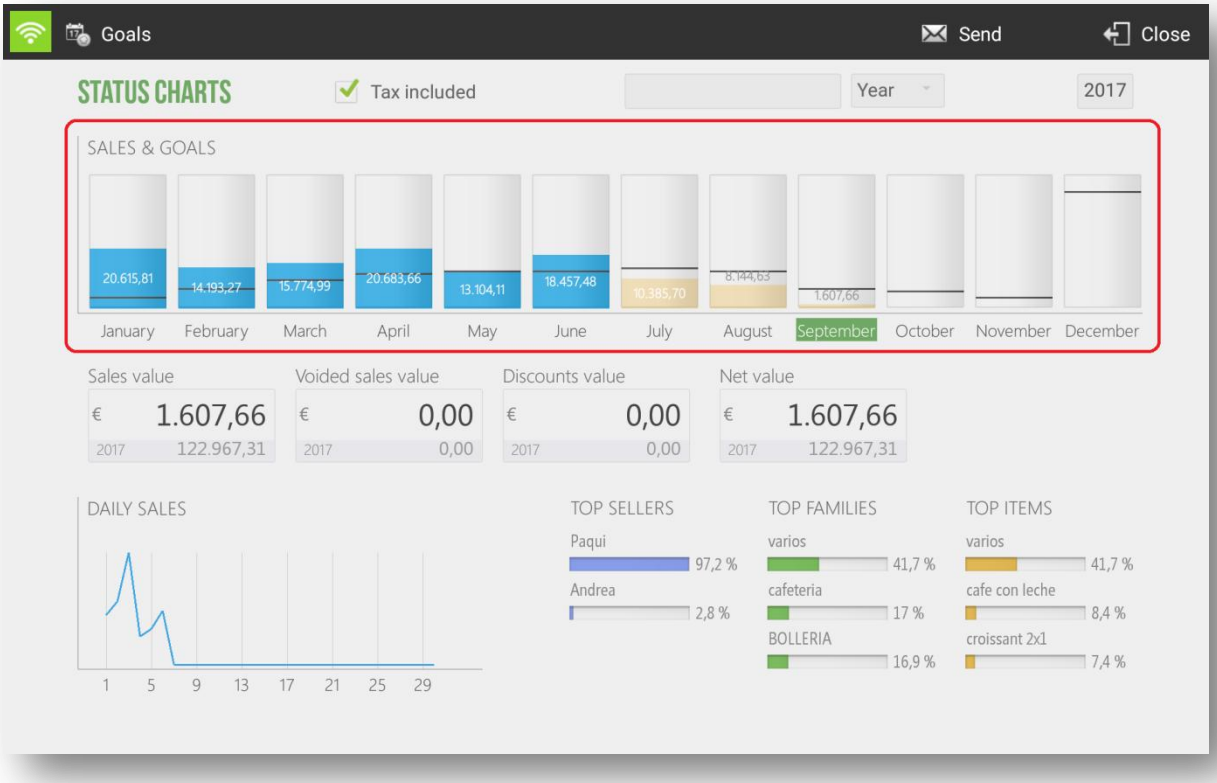
At the top you will find the filter options for a more personalized result. We can see the values with or without taxes, select the shop that we want to display and the year.



Also at the top is the Objectives option where we can mark sales goals that will be represented in the status charts, allowing a visual and quik comparison.

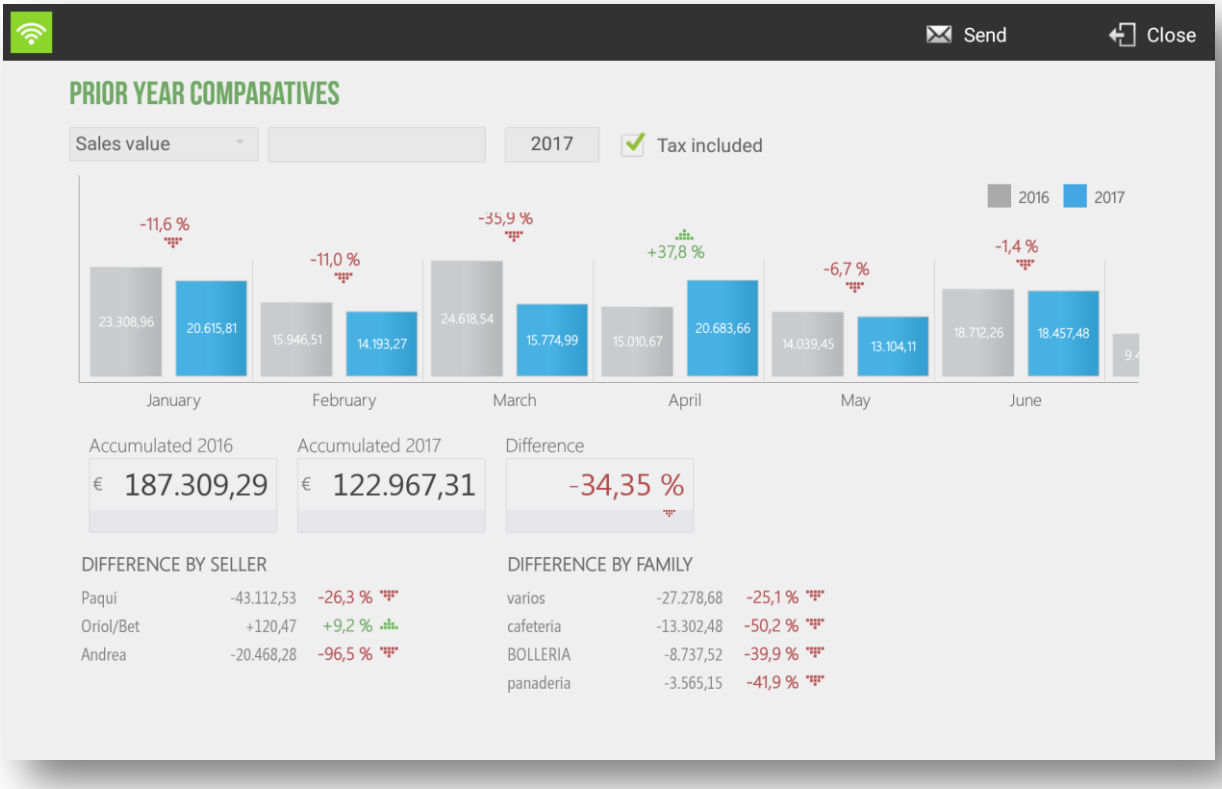


The objective control shows in visual cube format the value of total monthly sales, together with the quantity in figures and the line that indicated, for each month, the value that has been marked as objective.

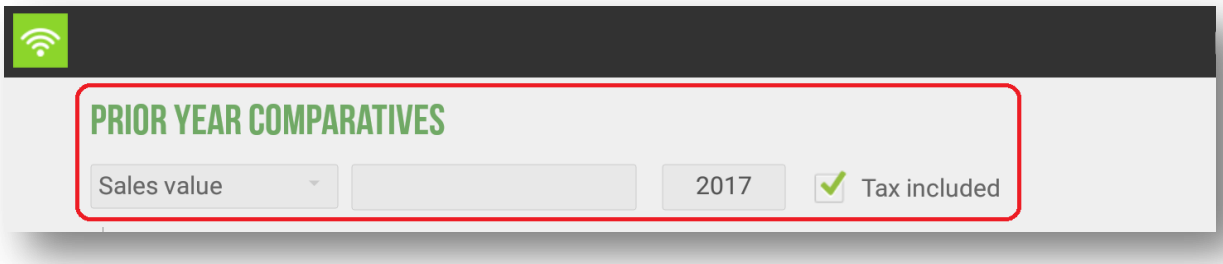


12.2 Prior year comparatives

The statistical module offers to compare a year with the previous one.

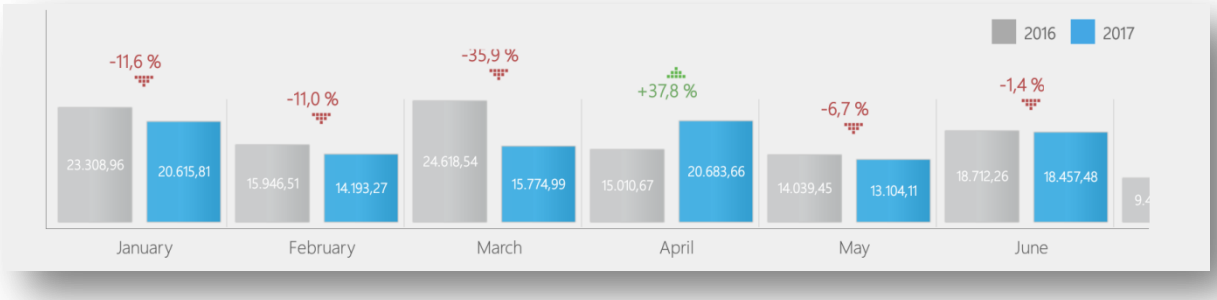


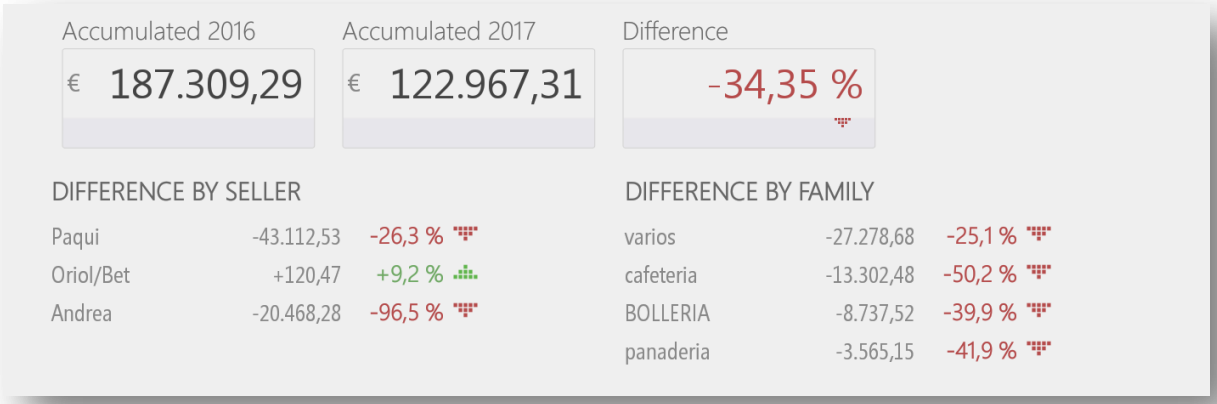
Select in the top menu if you want to display the data by *Sales Value*, by *Sales Volume* or by *Average Sales*. You can also select the store you want to display and whether they will be displayed with *Taxes included* or not. In the box where the current year is displayed, select the year that you want to be displayed, the comparison will be made between the selected year and the year before that year.



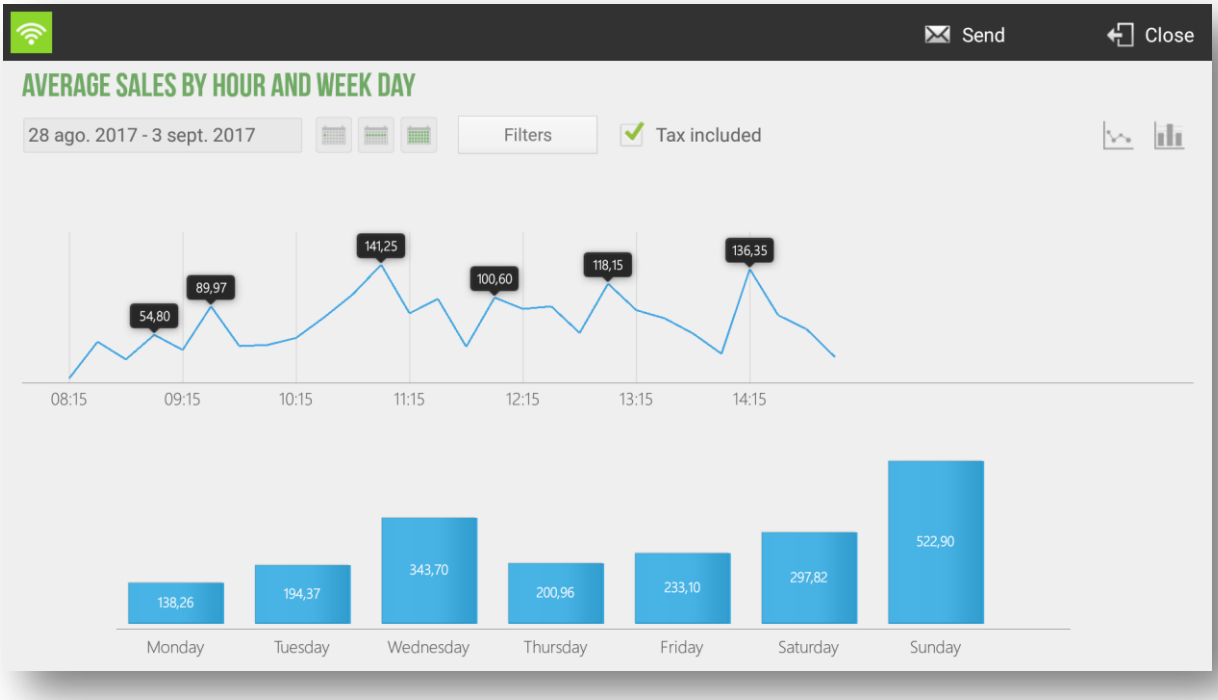
The bar chart show in blue the selected year and in gray the previous year, offering a visual comparison according to the size of the same, as well as the value in figures of each one. Between two bar charts of the same month appears the percentage of variation that has happened between one year and the other.

Just below is the total of the years and the variation on the total. There are also the *Difference by seller* and the *Difference by family* this year.





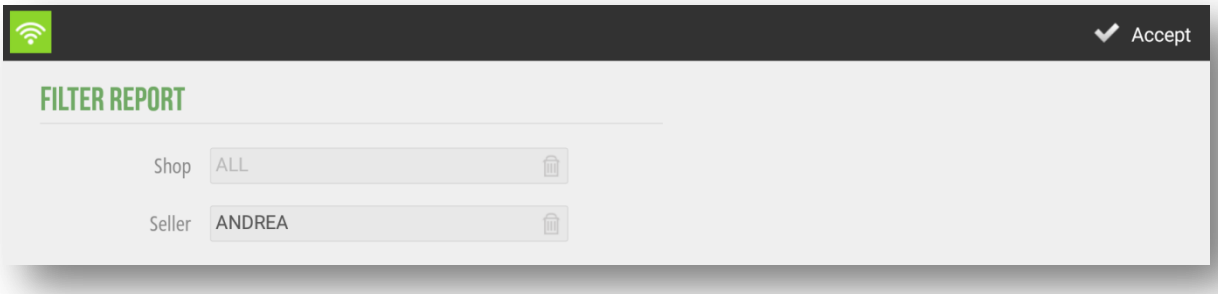
12.3 Average sales



The analysis of average sales is done by hours and days of the week.

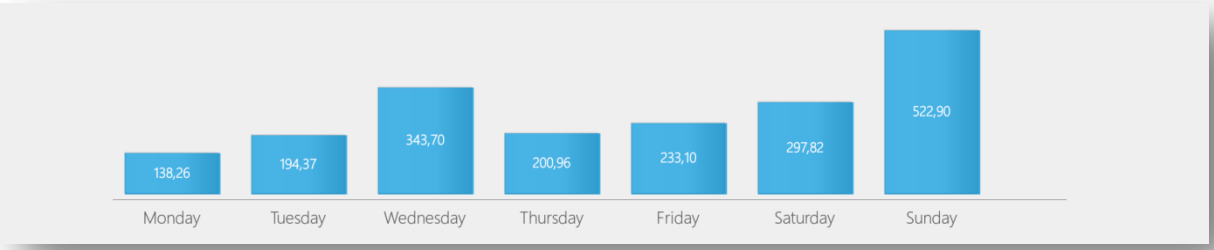
From the top menu you can select a period of free time or one of the three options that are the current day, the current week or the current month. Also select whether the values will include taxes or not, and if you want to display the graph in bars or lines.

The *Filters* button, also in the top menu will allow us to view the data by Shop and by Seller.



The first chart shows sales by hourly stretches f 15 minutes. HioPOS Cloud analyses all sales for selected period and divides them by the number of days, and then displays an average of the period on the screen.

Bottom bar charts shows the average sales per day of the week. They are made according to the number of equal days selected.



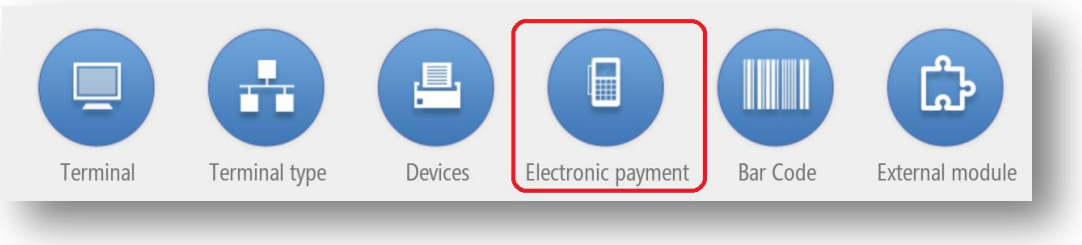
13. Advanced Options

13.1 Setting Up a Pin-Pad

The Pin-Pad is an electronic collection device that provides financial institutions and banks to make payments by credit card (the operation may be different depending on the country).

The HioPOS Cloud app supports these devices, but in some cases you need to do a previous integration.

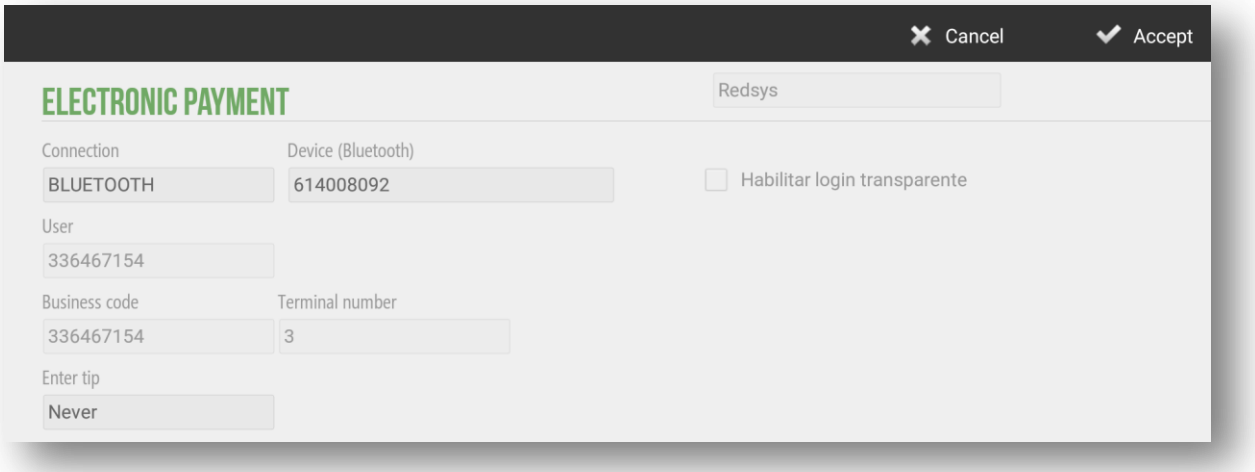
In the top menu we go to *Administration*, *Configuration*, *Electronic payment* and thus we are able to enter in panel of configuration of the Pin-Pad. In case of not being able to access this menu we would have to make sure that we have entered with the administrator user.



In the menu of *Electronic Payment* we select the parameters pertinent to the Pin-Pad. This can work by Bluetooth connection or by USB connection, both cases involve accepting the connection from Android.

- USB connection: when selecting USB Android will ask permission to connect to the device, we have to accept.
- Bluetooth connection: In the case of Bluetooth connection, we first have to connect to the Pin-Pad device from the Android system's own configuration, then we will select in the HioPOS Cloud application the Bluetooth connection and the device name as shown in the image.

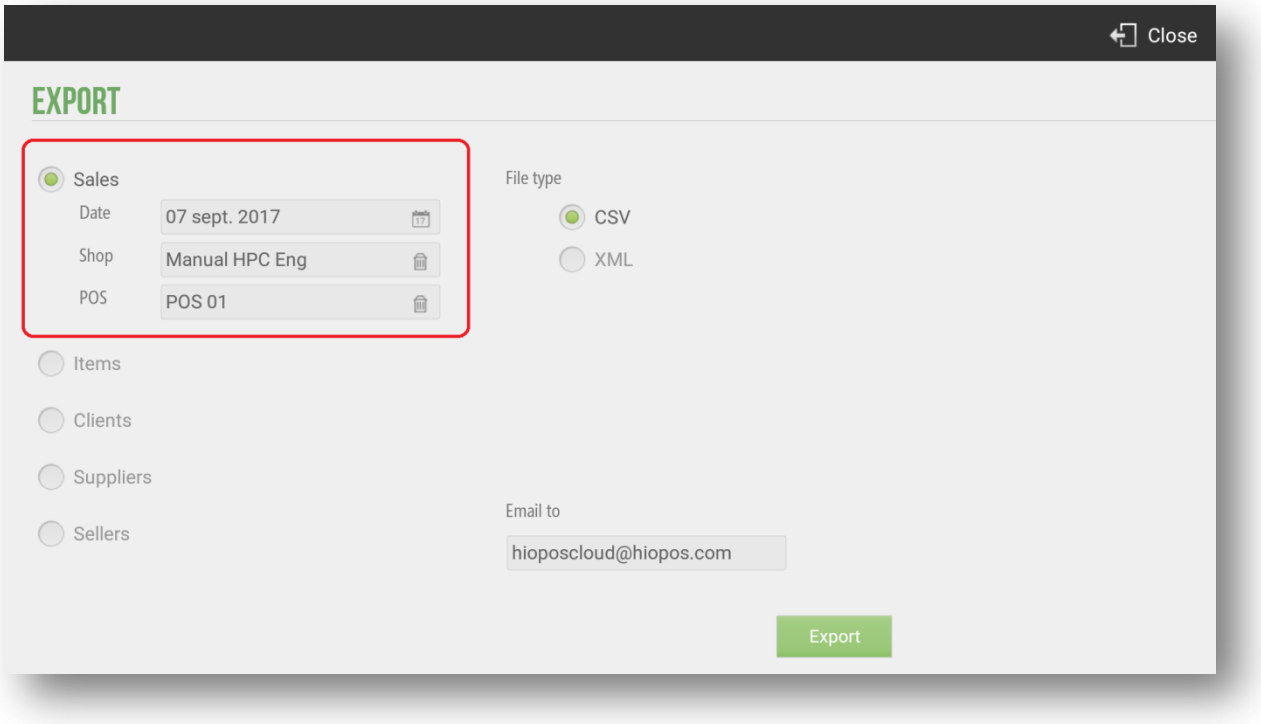
The following data must be configured in accordance with the specifications provided by the provider of the Pin-Pad. If we have followed these steps successfully we already have our electronic payment device set up. These parameters are provided by your bank.



13.2 Data Export

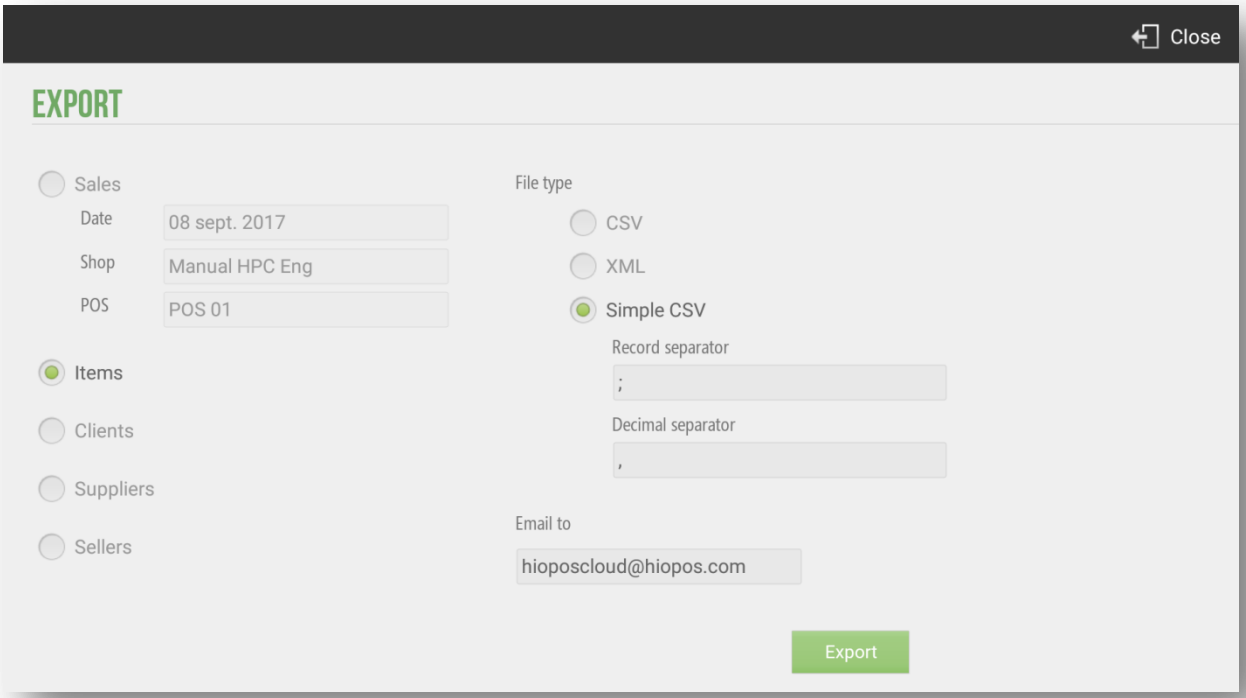
HioPOS Cloud allows you to export sales data, items and clients by e-mail in CSV or XML format, exporting articles HioPOS Cloud allows exporting them with CSV Simple file, to facilitate and make more intuitive data processing for the final user. To do this, go to the section *Export* on the *Configuration* screen.

If you want to contract the periodic and automated export of sales data for later import into your ERP or other data exploitation system, contact your dealer.



HioPOS Cloud allows you to export sales by filtering by date, store and box. In the exports of sales, customers, suppliers and sellers we can select if we want to export it in a *CSV* file or with an *XML* file.

HioPOS Cloud also allows you to export the articles in the *CSV Simple* file type. This type of file allows the client a greater compression of the exported data. The data exported through a *Simple CSV* is focused on the end user. To export the articles with this file we will simply have to select this option among the different alternatives that the application poses to us.

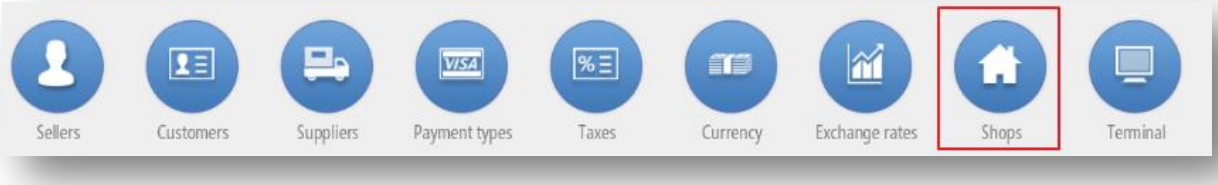


The file is sent by email; this will be the default user input to the application. But it can be changed to make a specific mailing; if you would like to change permanently, you should contact your dealer to make the change.

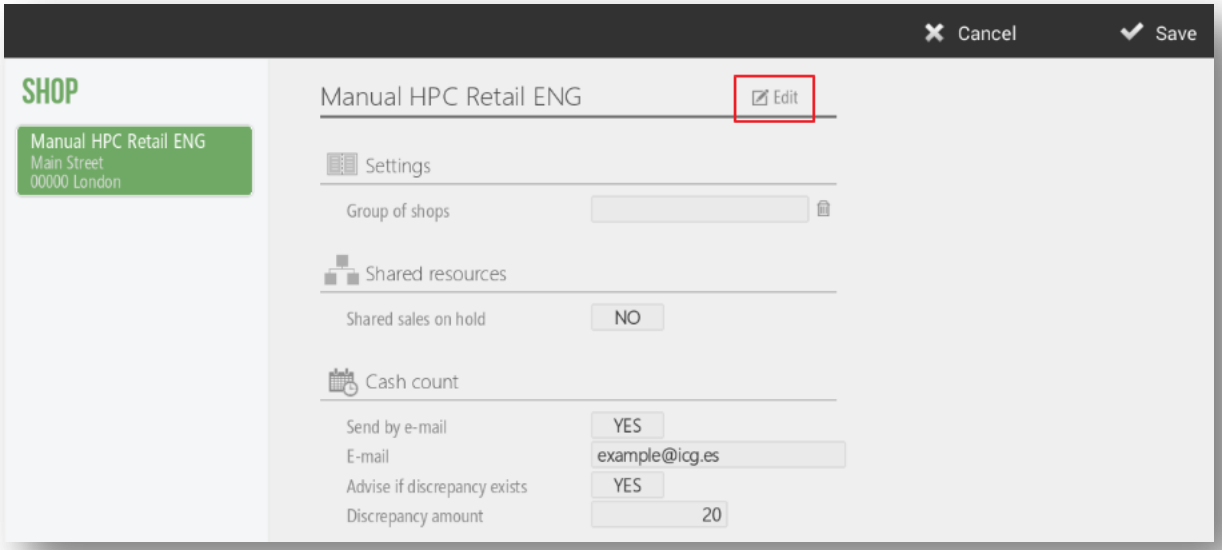
If you are looking to contract the periodic and automated export of sales data for later import into your ERP or other data exploitation system, contact your distributor.

13.3 Multi-store configuration

To configure de store options go to the *Adminsitration*, *Configuration, Shops.*



If you want to check or modify the data shop already configurated in the installation process, select *Edit*.

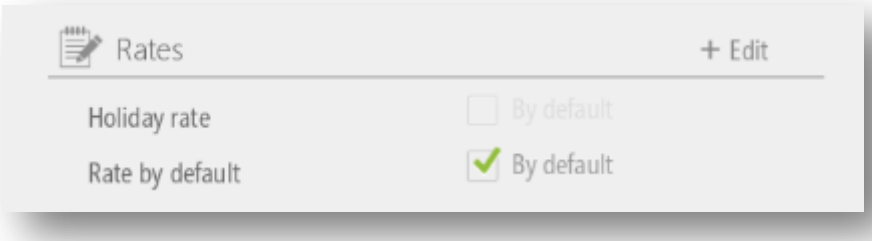


Settings allow you to select the group of shops on which the changes you make will take effect. Grouping the shops by groups will help you in creating user profiles, because in that section you can select which shop has access: Seller's shop, the seller's shop group or all stores.

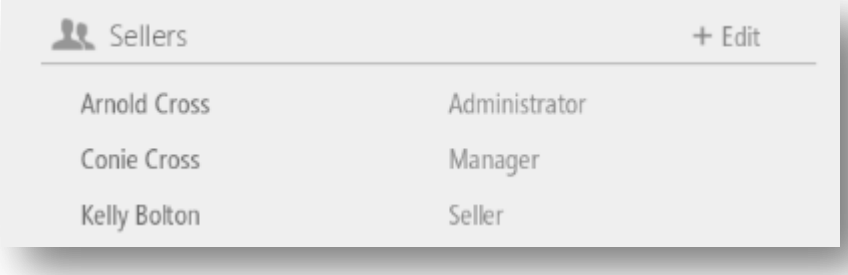
The *Shared Resources* option allows you to share data such as sales on hold, between terminals on the same local network. If the establishment only has a terminal, it is recommended to have this option disabled; however, if you have more than one, it is recommended to be activated.

Also, you can activate if you want to send the *Z Cash count* by default and which email you want to send it. Even more, there is an option to receive an email if there is any discrepancy to indicate in the following box.

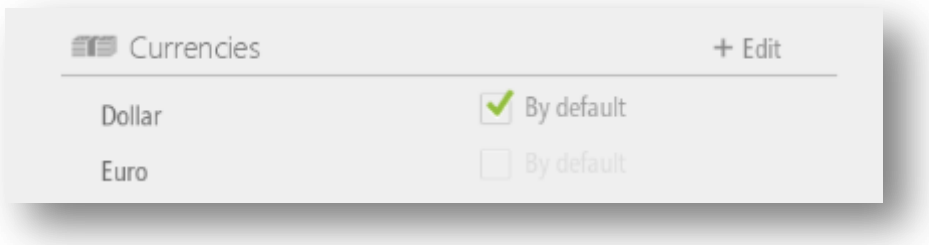
The *Rates* options allows you to select the default rate to use in that terminal. Press *Edit* to select the shops you want to share with



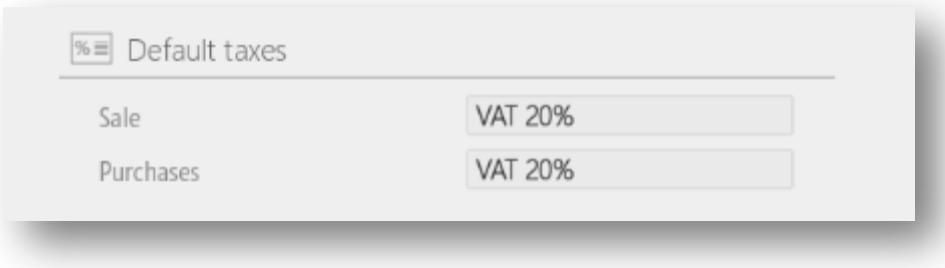
The *Seller* option will allow you to share sellers between the terminal groups you have created. Press *Edit* to select the shops you want to share with.



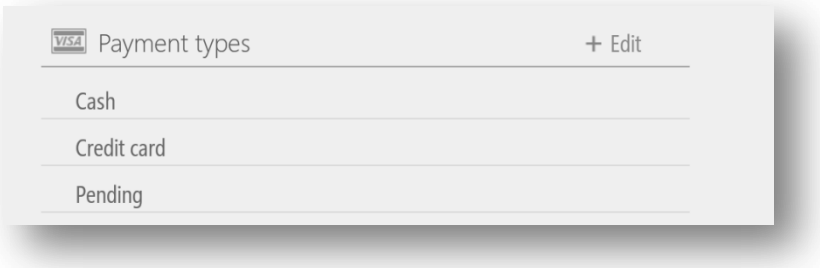
The *Currencies* option allows you to select the currency to use by default at that POS, as well as share it among the group of terminals that you have created. Press *Edit* to select the shops with which you want to share the currency.



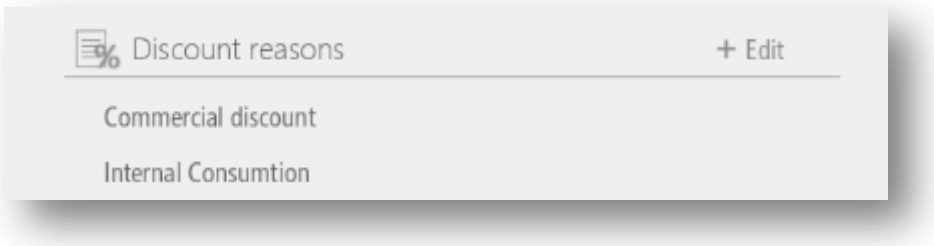
The *Default Taxes* option allows you to select from the tax list that has created the tax to be applied in each type of transaction.



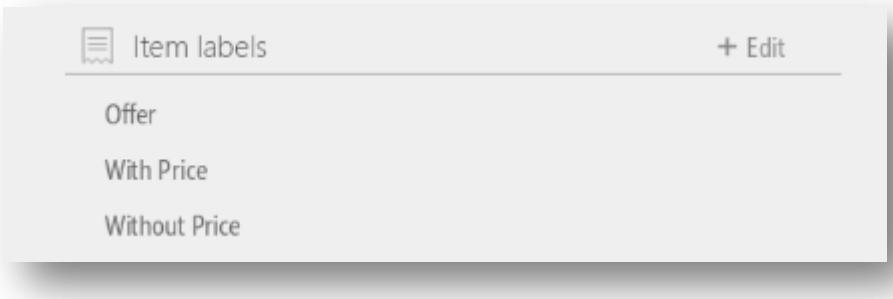
The *Payment Types* option allows you to share the means of payment you have available in the shop with the group of shops you select. Press *Edit* to select the shop you want to share with.



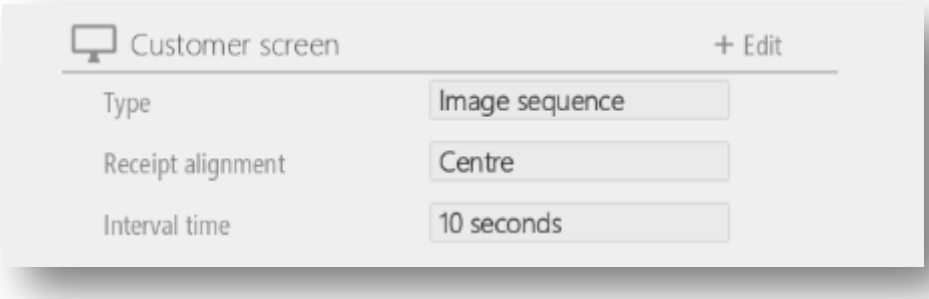
The *Discount Reasons* option allow you to share the discount reasons available in the shop with the group of shops you select.



The *Item Labels* option allows you to select which types of lables are wanted for each specific shop.

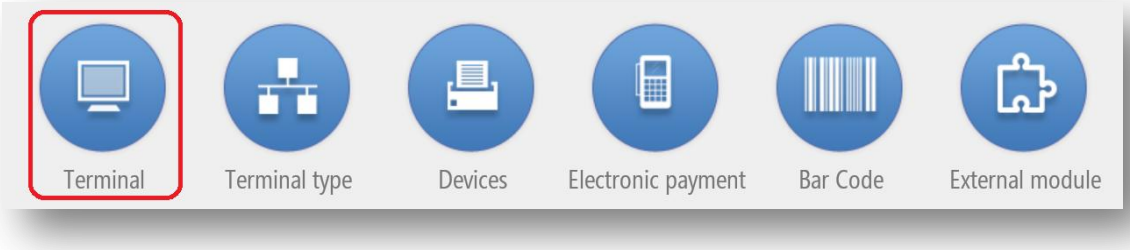


The *Customer* screen allows you to configure the second screen in the POS being able to insert a image sequence (and indicate the interval time), a particular image or a video.

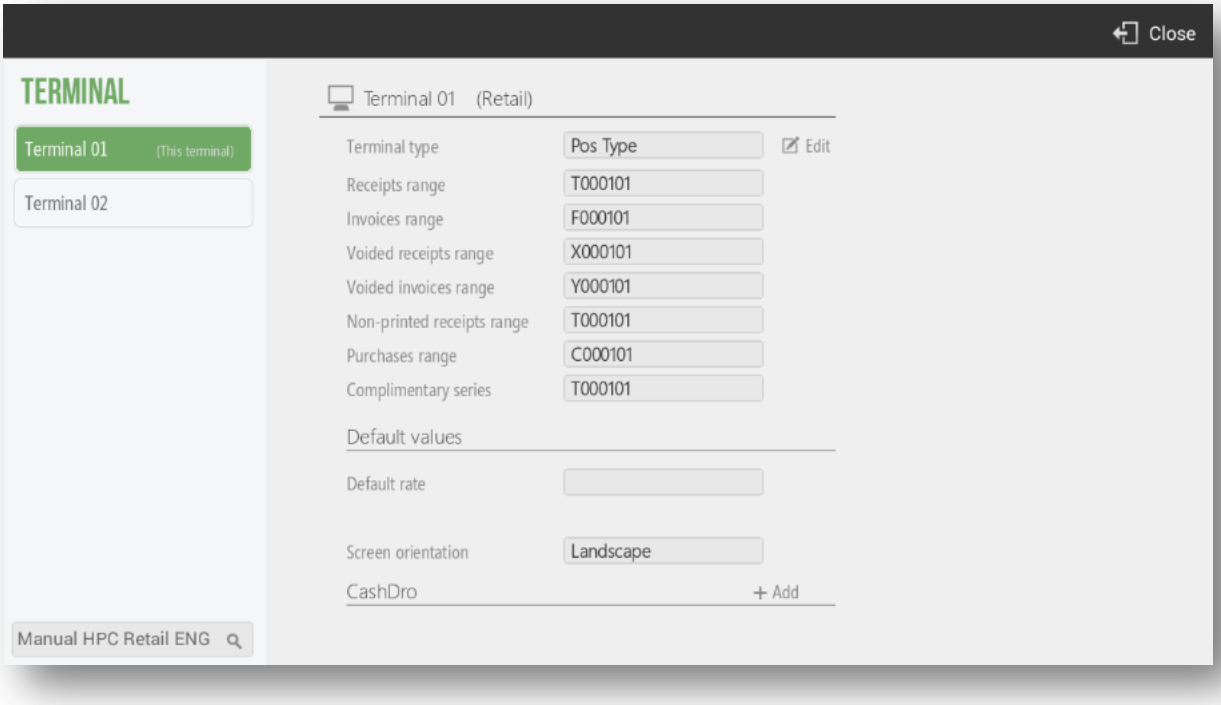


13.4 Switching series and terminals configuration

The series refers to the initials of the range number of each document that HioPOS Cloud issue. These are used to distinguish between documents. To change the series go to the *Terminal* options in *Configuration*.



There you can modify the series freely. Select on the left side another terminal to modify it from the current terminal.
The series you use will appear in the documents followed by a dash and the document number, always starting with the number one and going up.

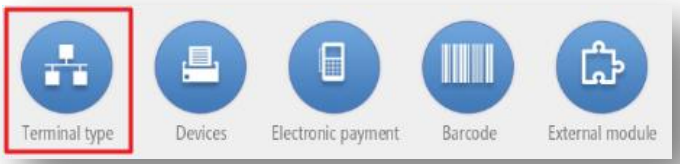


In *Configuration*, *Terminal* the user can configure the *Default Rate* to use in the terminal and the orientation of the screen (it is useful when using mobile devices).

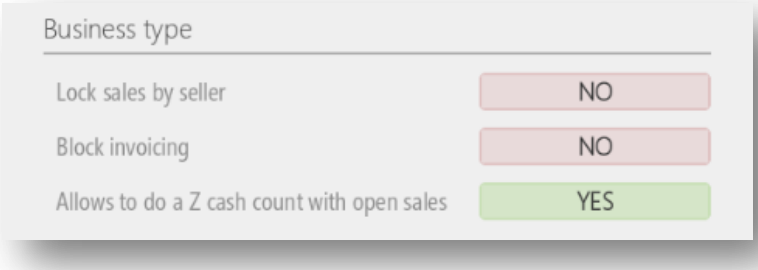
We can also assign a CashDro to a terminal informing the IP address of the CashDro, user, password and terminal administrator. You must activate the "Link with CashDro" option in *CloudLicense*, *Terminal Modules.* For more information, consult CashDro.

13.5 Type of Terminal: Configuration

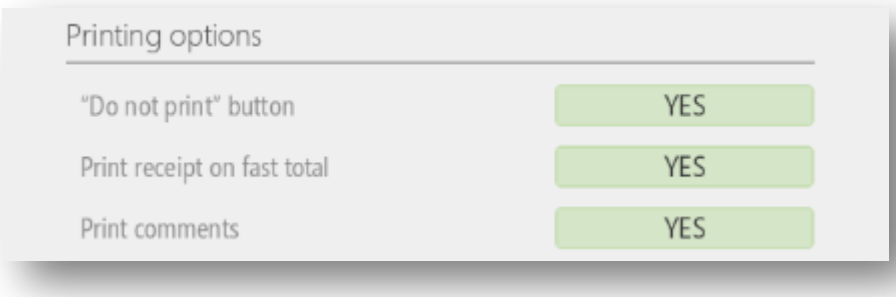
In the *Configuration's* section, *Type of terminal* we will fins several options to configure in reference to the Type of business, Printing options, Tip, Timeout, Service charge and Round the ticket.



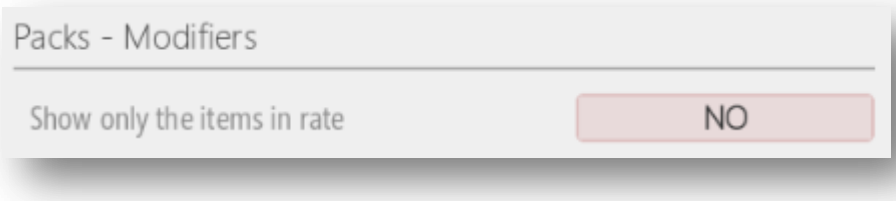
There is the possibility to block sales by seller. It indicates that the terminals that are of this type of terminal cannot total the sales. Finally, if the terminal are able to perform Z Cash Count even with open sales.



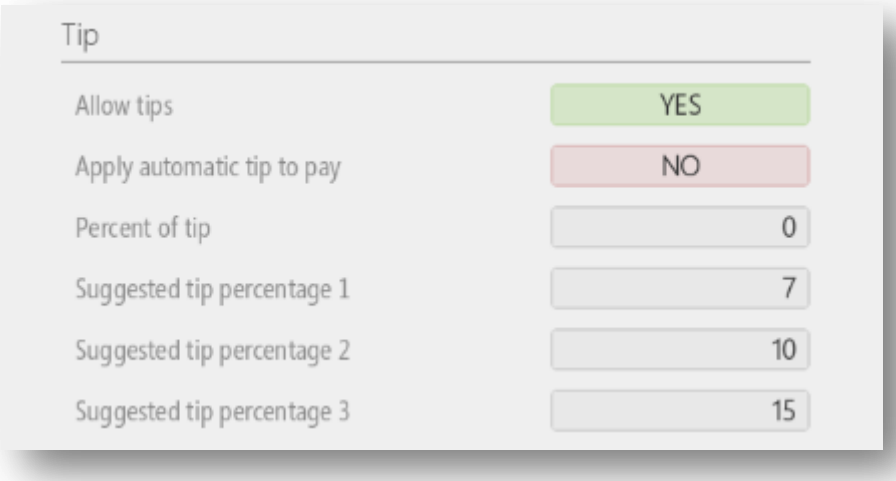
In the *Printing options* is where we can select if the button “Do not print” will be visible at the end of the sale. *Print receipt on fast total* means that if we want the Cash button appears on the sales screen to end the sales quickly. We can select if we want to print additional comments to an article by the ticket printer. Also if we active the option to print presence control voucher, the ticket will be printed with the salesman log



On the *Packs-Modifiers* you can configure if selecting a Menu to sell, the modifiers for these article will appear.

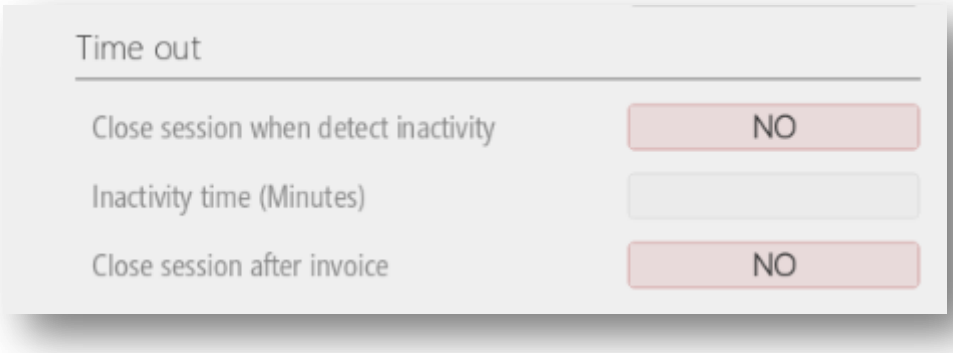


This option will be available if *Allow overpayment* at the payment types is activated. Here you can configure the different suggested tip percentages.

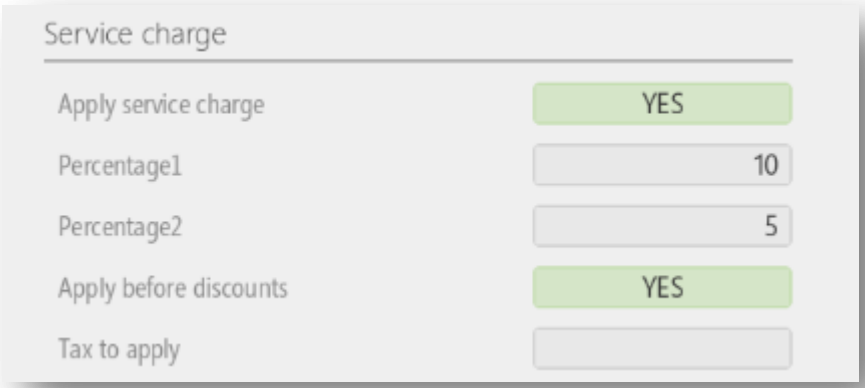


For more information, consult Tip.

In *Time out* section we can select if we want to close the opened session of the seller when the HioPOS Cloud detect inactivity and indicate the inactivity time to close the session. As also, exist the possibility to close the seller session after invoicing.



You can apply a service charge to each ticket. It is possible to configure two different percentages and they will be applied before discounts or not.



To more information, consult Service charge.

13.6 User Profile

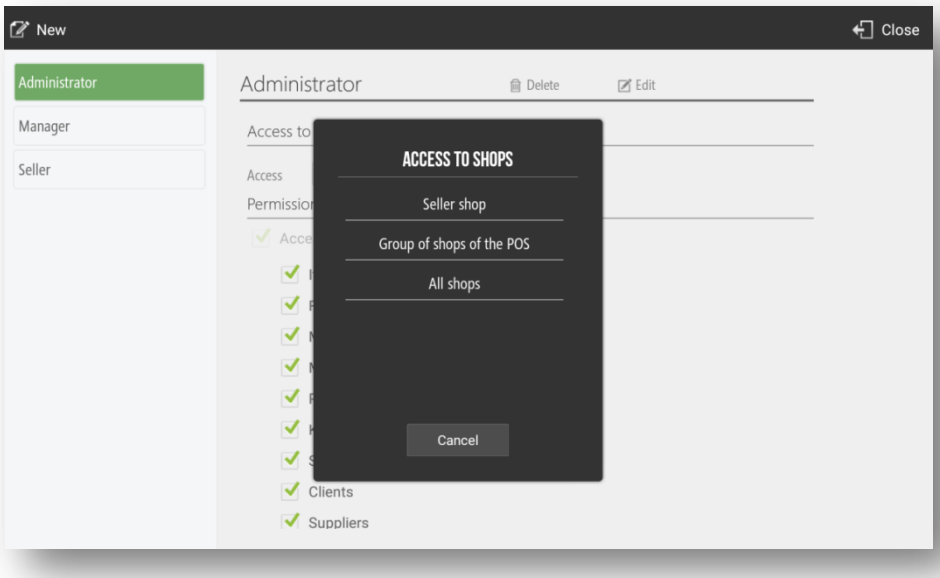
User profiles allow you to create different groups of users that share permissions to different options.

Each HioPOS Cloud user is associated with a profile. By default the profiles that are included are Administrator, Manager and Seller.

13.6.1 New profile

To create a new profile, select *New* from the top.

The new profiles are created based on one existing profile, so the new profile will default to the permissions of the selected profile, as well as the accesses it had. Select the base profile and the name. Once all these options have been created, they can be modified.



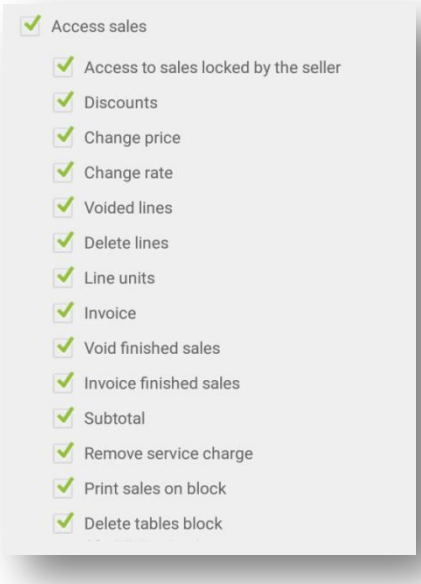
13.6.2 Permissions according to profiles

The permissions give access or deprive of it to the different functions that HioPOS Cloud has.

In the default profiles, for example, the *Administrator* has all the permissions; the *Manager* has all the permissions except the entry to Configuration and the display of statistics; and the *Seller* has only the basic sales functions enabled.

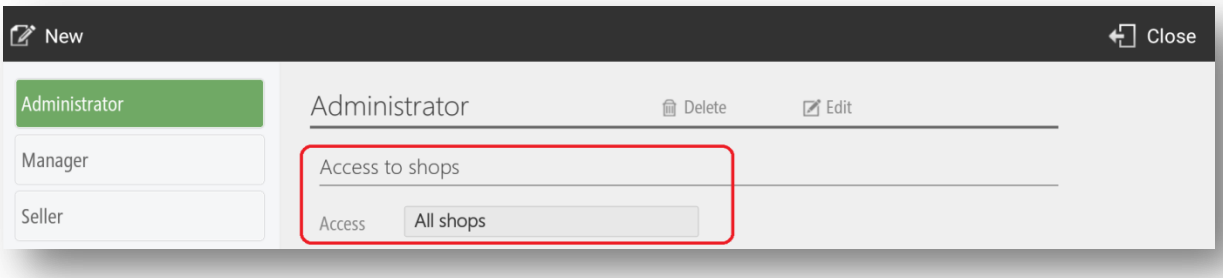
You can modify the different permissions by selecting the box that they have assigned. If the box is marked with a check, the user with the selected profile will have access to perform that function.

Uncheck the option to deprive the access:



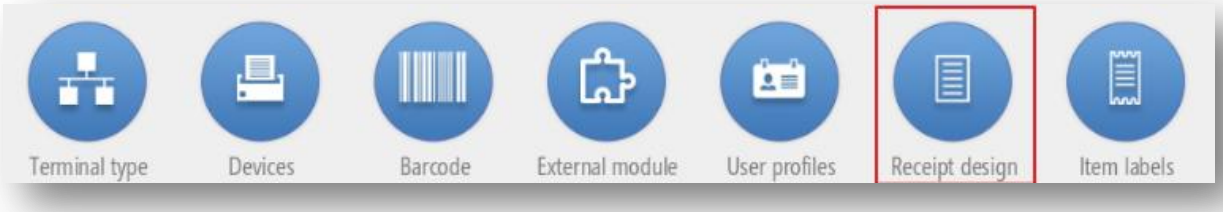
13.6.3 Acces to shops

User profiles can be configured so that, you can apply the changes to different shops. For this you have to select between the *Seller Shop*, to modify only the same terminal; Group of shops of the POS, to be able to apply changes to the different shops that form the group in question; and All shops, to apply the changes to all shops of the same customer.

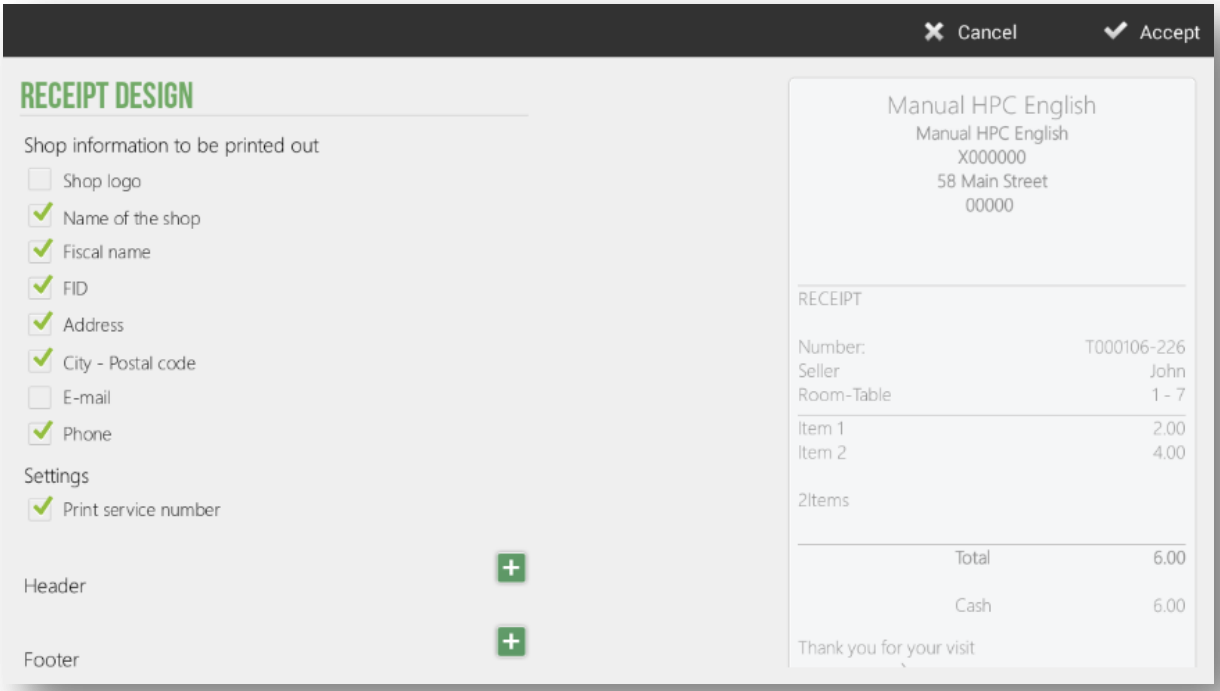


13.7 Receipt design

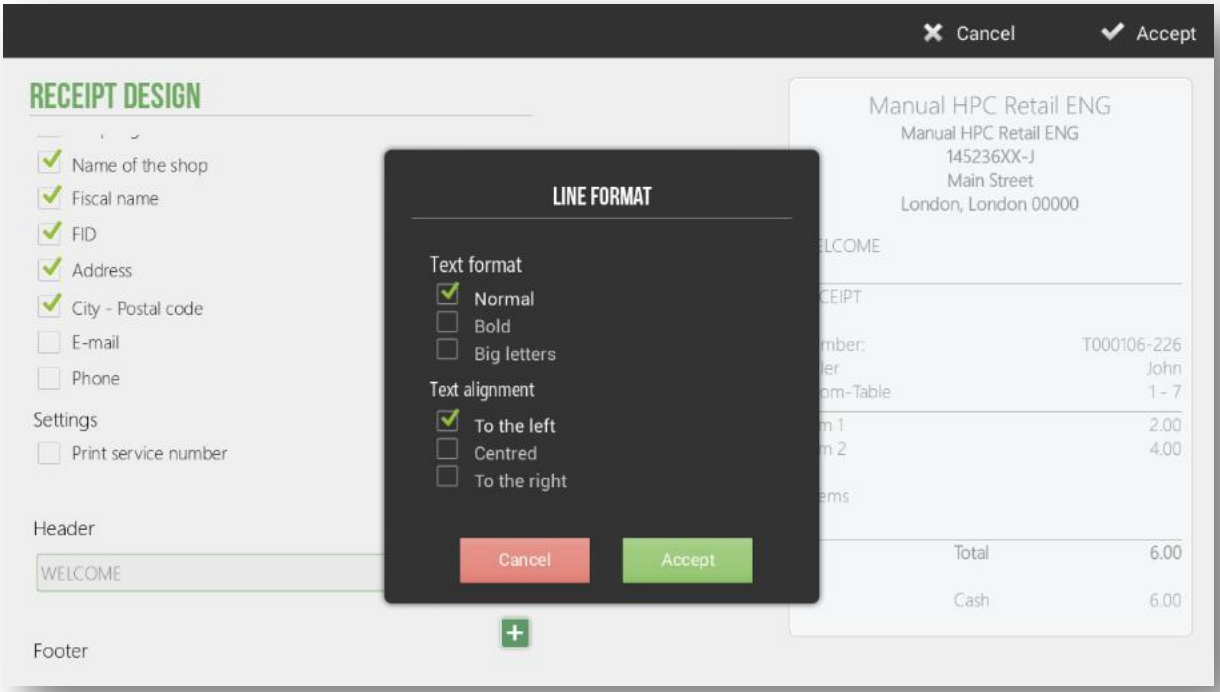
In the section of *Receipt Design* in *Configuration* you can add notes in the header and footer to the ticket sale.



The receipt design screen is divided into two parts, the top of th header and the bottom for the footer. Press + to add a note in the ticket.

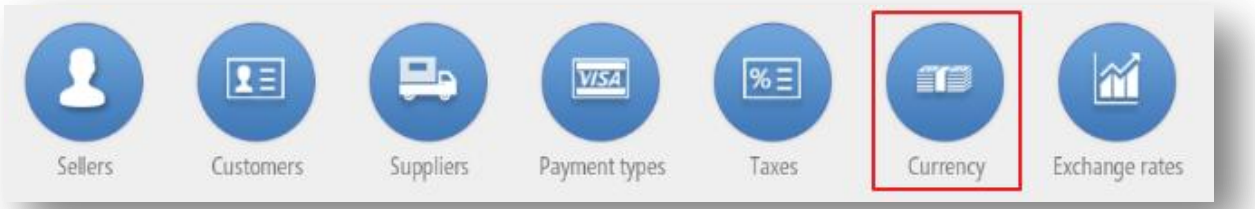


When you add a note in the part of the Header or Footer, you can edit and select the formatting and alignment of the text, as shown in the following image.



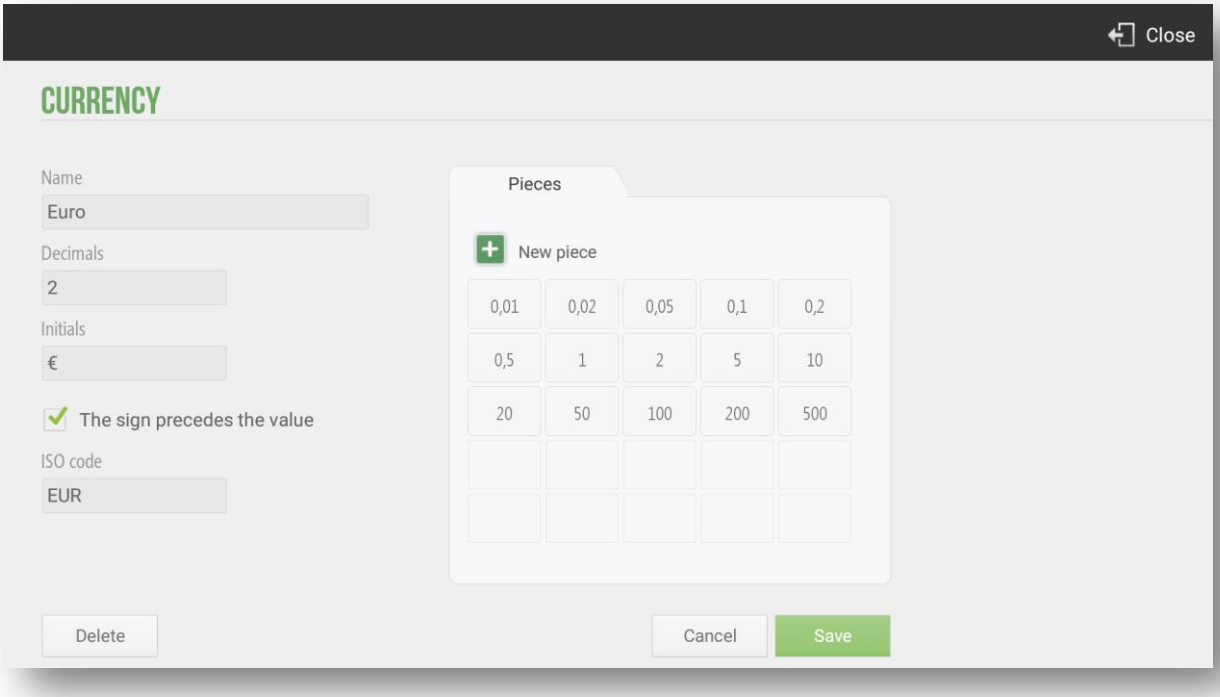
13.8 Currency

The *Curreny* in *Configuration* options allows you to modify and create new currencies that you can use for collection.



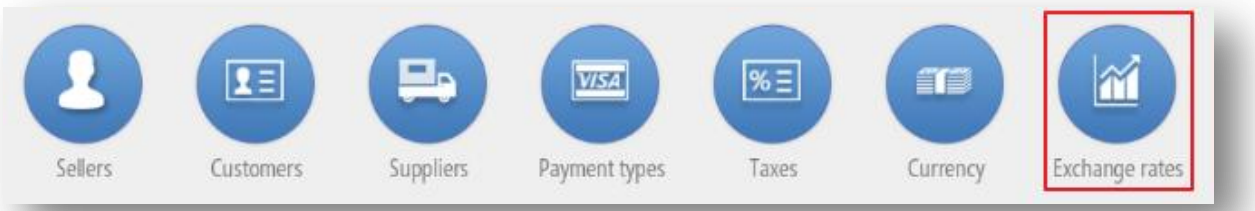
Selecting *New Currency*, you can give it a name, enter the number of decimals, the initials or sign of the currency, and select if these sign precedes the value.

You can also create new pieces or denominations that correspond to the value of each currency or currency bill.

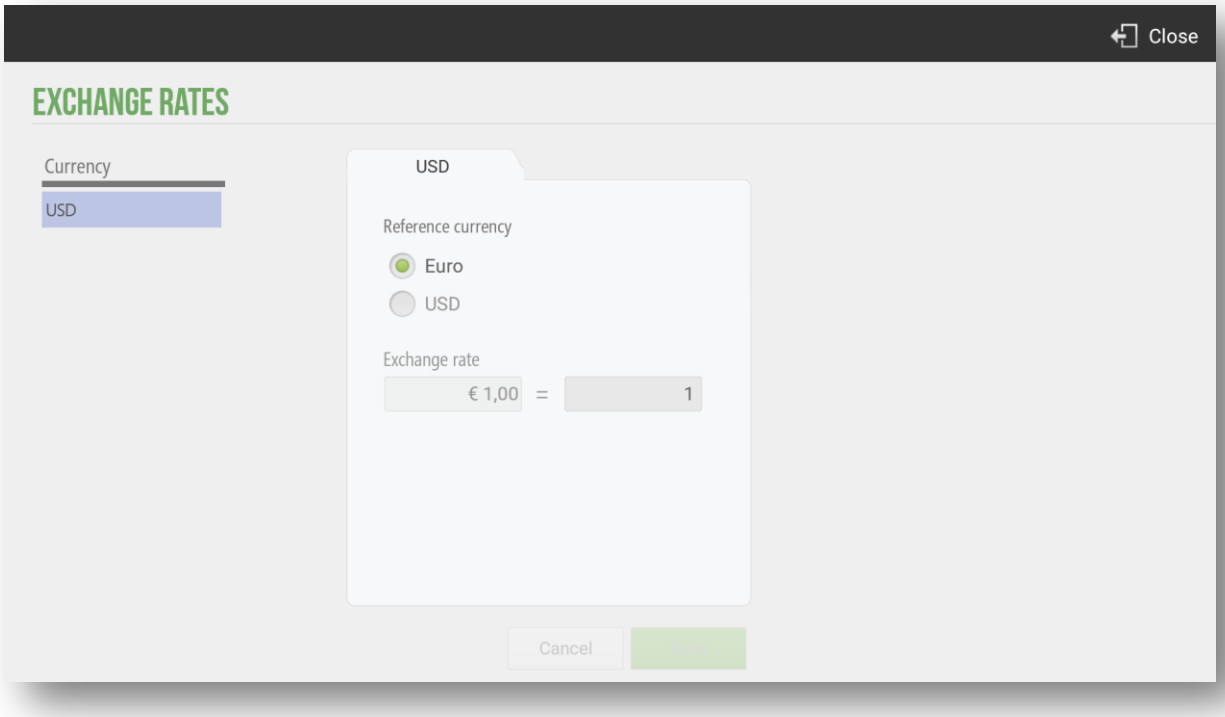


13.9 Exchange rates

Exchange Rate option from *Configuration* allows you to enter the current price of each currency against *Reference Currency.*



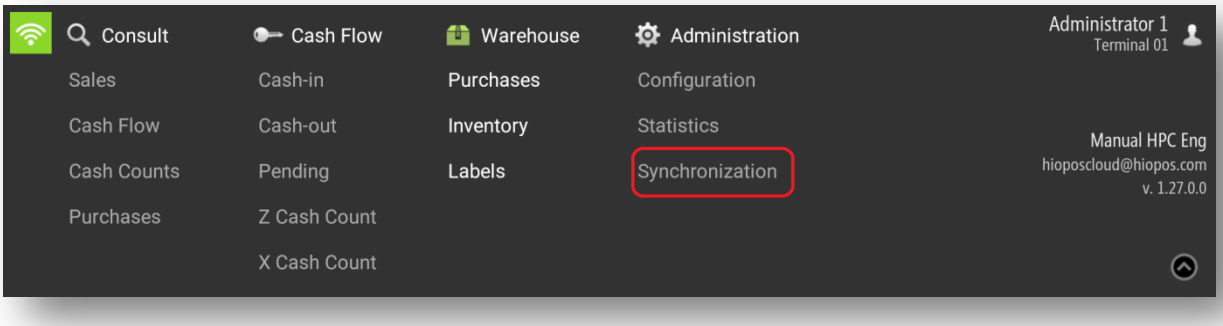
Select the reference currency, which will default to 1.00 and then enter the Exchange rate of the second currency against the *Reference* Currency.



Any sale we make with any currency will be calculated according to the quote that we have introduced.

13.10 Synchronitzation

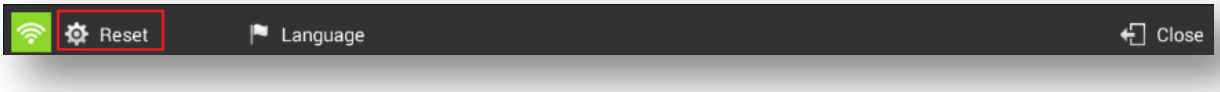
The *Synchronitzation* options allow the user to synchronize all the modifications that the program has generated in the terminal. It is used to generate an update of all configurations.



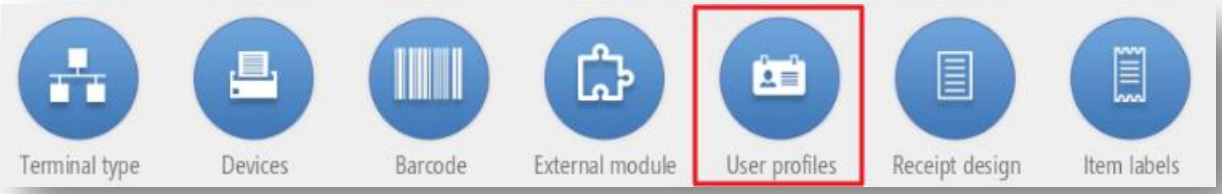
13.11 Reset the program

The *Reset* option allows the user to delate all the information that the program has stored in the terminal. It is used do that, when re-running the application, this is as if it had never been used, so we will ask for the language, the user and the password when we enter the program, as if a new installation.

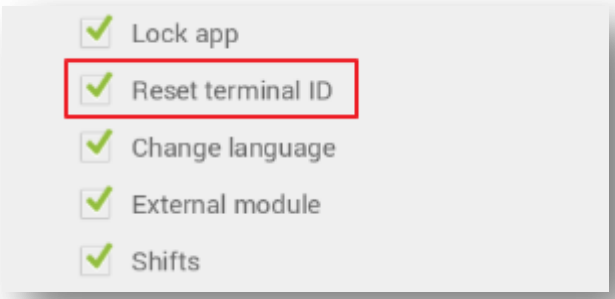
The *Reset* button is on the Configuration screen, at the upper left margin. When you click on *Reset* the application will ask for the confirmation to continue with the process.



By default the *Reset option is not available*

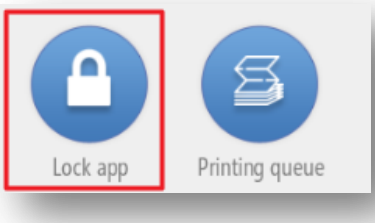


The option to active is *Reset Terminal ID*.

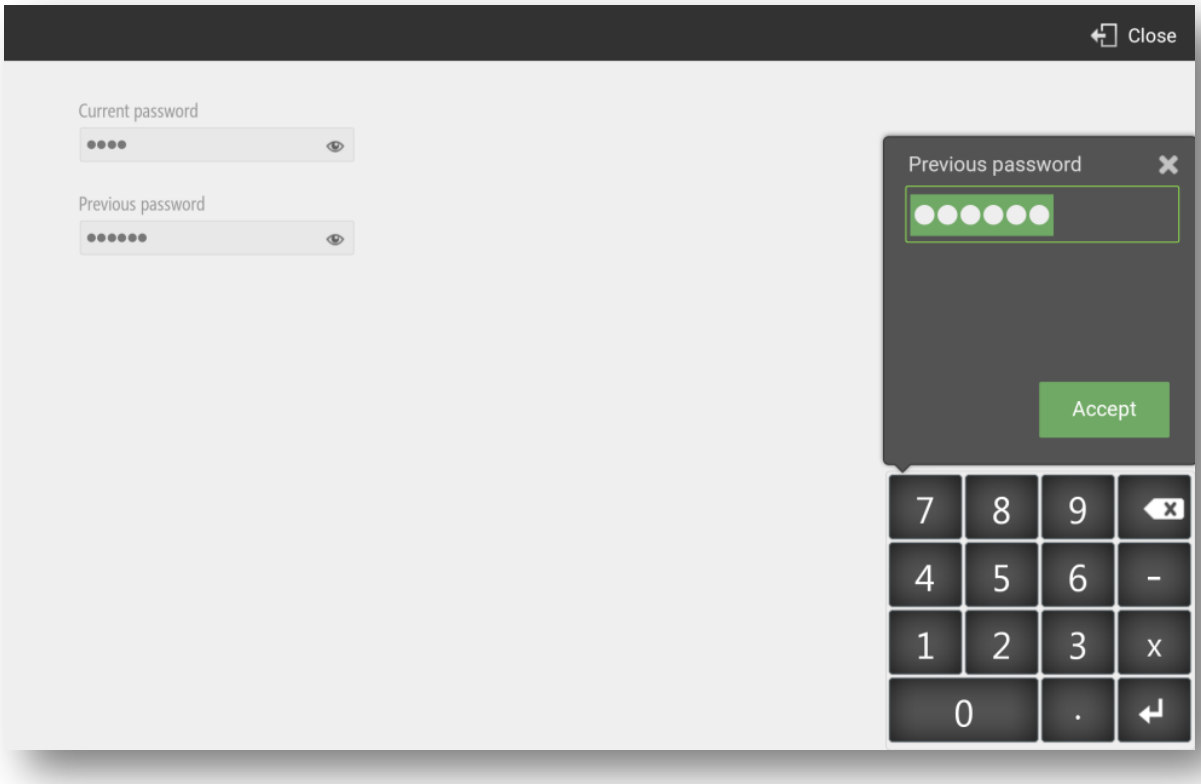


13.12 Lock App

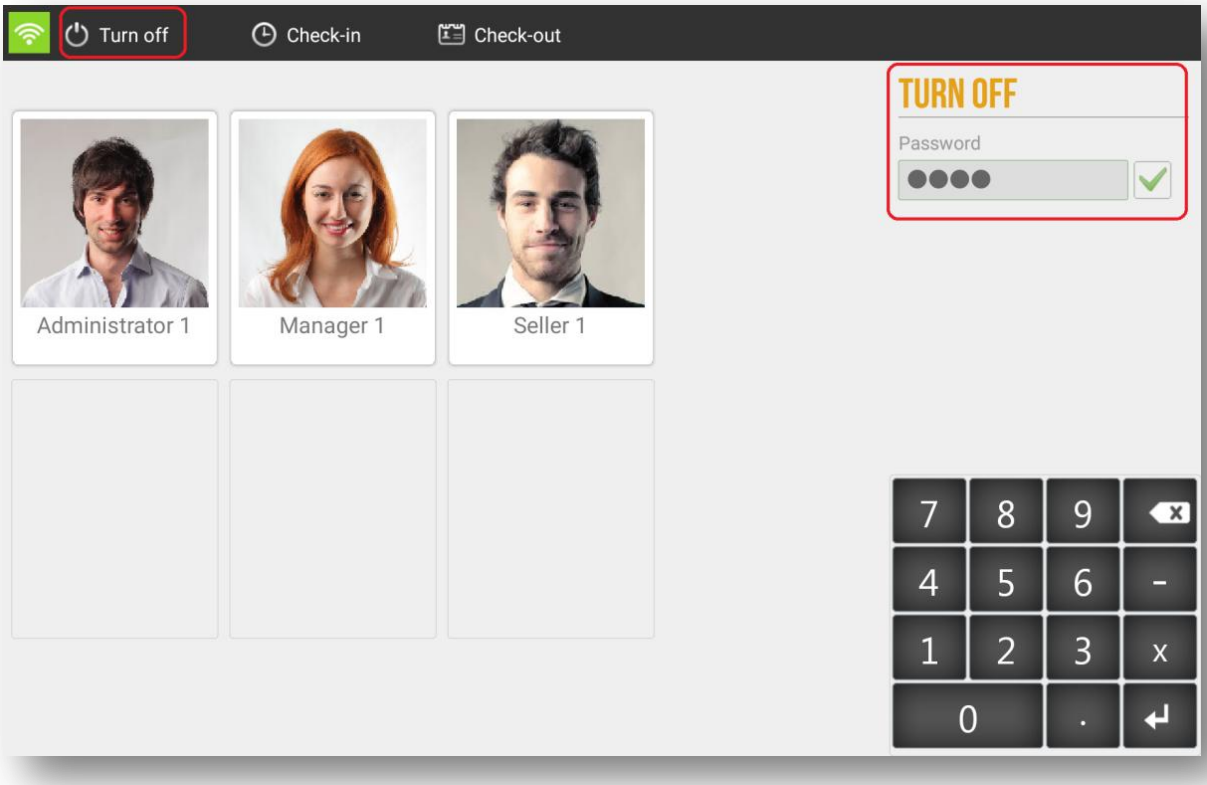
This option can be found in the section *Lock App,* under *Configuration.*



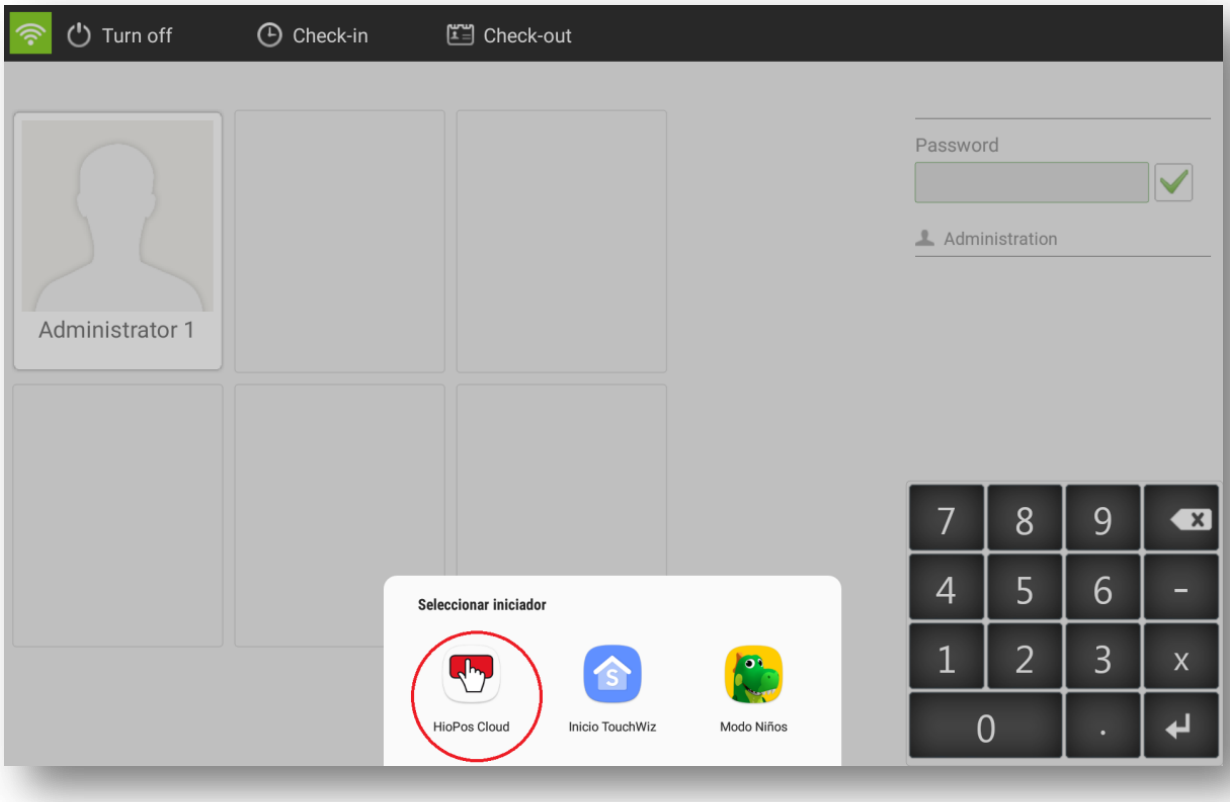
Entering a lock password will prevent users from leaving the application without introducing that password.



To exit the program go to the clients screen and press *Turn off* from the top. Then enter the password that we just created.



If you press the Android *Home* button, taking the HioPOS Cloud turn off password, the first time Android will display the following message:



This message will allow you to configure the application that will launch every time we press the *Home* button. If you do no want users to have Access to Android Operating System, select *HioPOS Cloud,* so whenever you press the *Home* button, Android will launch the HioPOS Cloud application. The HioPOS Cloud will also be atomatically loaded when the terminal is turned on.

For more information on HioPOS Cloud
you can conult on the website:

www.hioposcloud.com