




POSiSales Quick Start Guide

 The POSiSales application can be downloaded from the **App Store** on your iPad. Simply type "POSiSales" on the search bar of the App Store and you can download a free version of the App. The full version of the application can be unlocked by purchasing DLC (downloadable content) from the inside of the App itself.

After you have downloaded the POSiSales App, run the App and the screen below will show up. If you want to purchase the full version right away, just tap on the **Upgrade** button (top right button).

Otherwise, click on the **Settings** button on the top left corner to get started.



Figure 1. POSiSales main invoicing screen

Once you enter the Settings window, you will see the following screen:



Figure 2. POSiSales Settings screen

This screen allows you to change all the settings on your POSiSales App, as well as entering your products that you wish to sell.

If you have already purchased the full version of the application, you can tap the **Users** button on the top of the screen and set passwords for different users of the App. This allows you to track the time staff has been logged on for work.

There is always a default user with password as **default**.

Another great full version feature is the ability to export/import data using dropbox.



The next step is to enter your business details on POSiSales. Tap the orange button **Edit Business Details** and the following screen will appear.

The screenshot shows the 'Edit Business Details' screen with the following fields and options:

- Business Name:** IMA Computer Co. Pty Ltd
- Address:** Level 1 Mezzanine Floor, 646 Whitehorse Rd, Mont Albert Vic 3127
- Contact Numbers:** 03 9396 1555, 03 6898 9344
- email:** sales@pentagon.net.au
- Website:** www.pentagon.net.au
- Business Reg No:** 12-3456-5678-8897
- Admin Passcode:** [Empty field]
- Device Prefix:** [Empty field]
- Order Printer:** 192.168.1.103
- Receipt Printer:** 192.168.1.103
- Payment Methods:** Cash, Visa, MasterCard, Amec
- Split Billing:**
- Tyro (EFTPOS):**
- Tax type (Max 6 chars):** Tax
- Currency:** \$
- Tables:** [Empty field]
- Buttons:** Save (yellow), Cancel (grey)
- Checkboxes:** Customize # of Order Prints, Customize # of Receipt Prints

Figure 3. Edit Business Details screen

Now enter your business details to personalise your POSiSales App.

On this screen, you have to enter the LAN IP address of your Receipt/Order printer that you have recorded from the Airport/Wifi Router settings beforehand.

Depending on the network setup, you may have different order and receipt printers.

Here you can also change the **Tax** type (GST, VAT, etc), **Currency** type and choose between **Sets/Tables/Jobs** depending on how you want to filter orders.

Other important features such as **Split Billing** and **Tyro** (EFTPOS) is built in, and can be toggled if you need to use them.

Once you are done, tap **Save** and it will take you back to the Settings screen with the details filled out.

Now at the bottom half of the Settings screen, you can start entering your products/services to build your POSiSales database. Please note that POSiSales is able to categorise your products/services (up to 40 different categories), with each category able to hold up to 30 different items, a total of 1200 products in the full version.



Figure 4. Setting up product/service items

To set the category tabs, tap on the plus + sign above the category name. This screen (**Figure 5**) will appear and you can change the name of the category. You are also able to set a specific printer IP address here if you need the **orders for products in this category to be forwarded to a different printer than your default order printer** in the main settings. This does not change the receipt



Figure 5. Category setting

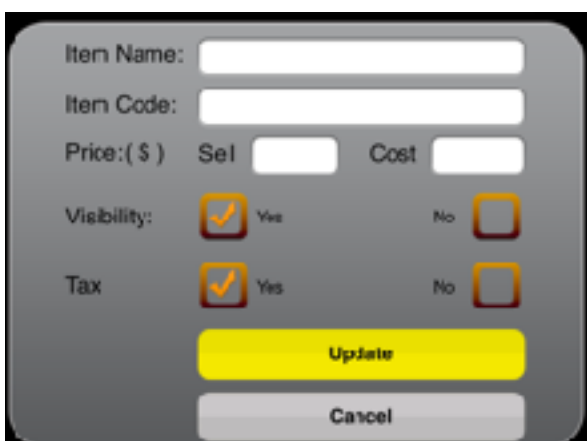


Figure 6. Item Setting

Once the category has been set, you can tap the grey "Tiles" to enter your product/service items. The screen on **Figure 6** shows the parameters that you can enter for each of your items. Be sure to enter a product code (e.g. FOJ250 might stand for Fresh Orange Juice, where 250 represents the volume).

You can also choose to toggle an item on a tile to visible/invisible and to include/exclude tax.