

# Manual

**“POS4mobile”**

MobilePOS 1.1

## Index

Introduction.....	3
Manual.....	3
Start view.....	3
Menu alternatives.....	3
Settings.....	4
Keyboards.....	4
Keyboard (individual).....	5
Change element proportions.....	5
Configure the keyboard.....	5
Product groups.....	6
Products.....	6
Users.....	7
Seller.....	7
Bluetooth.....	7
Update.....	7
Report errors.....	8
Main view.....	8
Petty cash.....	8
Menu alternatives.....	8
Quick Guide.....	10
Settings.....	10
Sell products.....	10
Refund products.....	10
Receipt copy.....	11
Make a sales report.....	11
Close the register.....	11
Park receipt.....	11
Continue with a parked receipt.....	11
Remove a receipt row.....	12
Remove a started receipt.....	12
Discount a row.....	12
Discount an entire sale.....	12
Export E-journal.....	12
Contact information.....	13
Manufacturer declaration.....	13

## Introduction

POS4mobile is a software based point of sale (POS) system designed to run on mobile devices. It has been certified with the control unit PosPLUS for the Swedish market. An international version without the requirement of a control unit is also available. In the future POS4mobile will be adapted to new national requirements as they appear in countries all over the world.

POS4mobile works independently without any hardware other than a control unit (where this is required). An optional receipt printer can be used but is not required as receipts can be delivered digitally to the customer. POS4mobile is a POS system that meets the regulations from Skatteverket on requirements for cash registers (SKVFS 2009:1).





On each screen, the program has a corresponding help text for that part of the program.

## Manual

Here all functions of POS4mobile are explained. For a quick start, see the Quick Guide at the end of this document.

### Start view

Select user in the list in order to go to the sales screen. If no users are available you first need to create a user from the Settings.

	Displays details about the connected control unit. If no control unit is connected, the following icon is displayed.
	
	Here you can do all settings, update POS4mobile to the latest version and report any errors.
	From the menu you can export the cash register E-journal and displays details about the cash register.









### Menu alternatives

Export E-journal	Export the cash register's E-journal to memory card or send it via email.
About	Displays details about the cash register.
Help	Help for the start view.

It's not possible to change any settings when there are any open sales transactions. Any open sales transactions must first be closed.


## Settings

Here you can do all settings for POS4mobile, update to the latest version and report any errors.

	Here you set up the configuration of the sales screen by choosing the elements you'd like to use. Ex. buttons for products, different payment methods, refunds, discounts, numeric keyboards etc.
	Edit product groups and their tax rates.
	Edit products.
	Administer users.
	Enter details about the seller and the cash register.
	Set up a Bluetooth printer.
	Download the latest version of POS4mobile.
	Report an error in POS4mobile to make it easier for the manufacturer to correct the error.

## Keyboards

Here you set up the “keyboards” or sales screens you'd like to use.


	Add a keyboard.
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- ➔ Press on the icon of a keyboard to start editing it.
- ➔ Keyboards can be removed by pressing on its icon until a pop-up menu is displayed and then select "Remove".


## Keyboard (individual)


Here you configure which elements you'd like to use on each keyboard. Ex. buttons for products, different payment methods, refunds, discounts, numeric keyboards etc.


### Change element proportions

 POS4mobile automatically fits the layout depending on the device's screen size. It's also possible to decide to have many or fewer elements on both the width and height. The proportions are easily changed by selecting the alternatives Wider, Higher, Narrower or lower.

 Wider. Gives more space for elements on the width by giving less space for each element on the width.

 Higher. Gives more space for elements on the height by giving less space for each element on the height.

 Narrower. Gives less space for elements on the width by giving more space for each element on the width.

 Lower. Gives less space for elements on the height by giving more space for each element on the height.

### Configure the keyboard

- Press on an empty area to add a new element.
- Press on an element and then the x in the upper right hand corner to remove the element.
- Press on an element and drag it to a free spot to relocate it.
- It's possible to change the size of an element by pressing the element and then dragging in one of its corners.






The following elements are available to choose from. They're divided into three different tabs.

View that displays the currently entered products. Displays product name, number of products, subtotal and row total. This element is also used for giving discount for a specific row and removing a specific row from the currently open sales transaction.

View for displaying the total and total tax.



Finish sales with cash payment.

	Finish sales with credit card payment. No connection to credit card terminal exists. Make sure that the credit card transaction goes through before selecting this option.
	Refund. Select the products to be refunded first and then press this icon.
	Discount the entire sale in percent.
	Discount the entire sale by a given amount.
	Camera based barcode scanner. Displays a small window with the camera picture to facilitate the placement of the product in front of the camera.
	Select a product group and then a specific product to place a button for the selected product on the keyboard.
1, 2, 3..	Digits. Add digit buttons in the order you like. Use them to specify the number of products to sell before selecting a product. For example: when selling 3 units of broccoli, press the digit 3 and then press the broccoli button.
00	If you use the double zero button, all numbers will be in percent until you enter two zeros (either by pressing the double zero button or the zero button twice). Ex. if you enter 25, it will show as 0,25.
.	Period is used to enter decimals.
\$	Enter amount in money. Ex. potatoes for 40kr.
#	Enter as amount or unit. Ex. 2kg potatoes.
C	Erase all characters.
<-	Erase previous character.
Indicator	Displays the currently entered products.

## Product groups

Here you can edit the product groups.

	Add a new product group.
---	--------------------------

- ➔ Press the individual product group to edit it.
- ➔ Product groups can be removed by pressing on its icon until a pop-up menu is displayed and then select "Remove".

## Products

Here you can edit products.

	Add a new product.
---	--------------------

- ➔ First select the product group to edit one of its products.
- ➔ Press on the individual product to edit it.  
Enter name, net or gross price, unit, unit price or price per kilo. If you select price per weight, you enter the price in kr at the sale and the weight will be calculated. Ex. if you enter 40kr on the numeric keyboard and then select potatoes and the price per kilo for potatoes is 20kr it will be displayed that the customer should get 2kg of potatoes. It's also possible to scan the product barcodes with the device camera, alternatively the barcode can be entered manually.
- ➔ Products can be removed by pressing on its icon until a pop-up menu is displayed and then select "Remove".

## Users

Here you administer the users of POS4mobile.



- ➔ Press on a user's icon to start editing it. Enter name, social security number and press the icon to take a photo or select a stored image.
- ➔ Users can be removed by pressing on its icon until a pop-up menu is displayed and then select "Remove".

## Seller

Here you can enter details about yourself, your company and this instance of POS4mobile. The information entered here is used in reports and on receipts.

The organization number can not be changed after a control unit has been ordered.



For users in Sweden: If you change name, address or id of the cash register you must by law notify the change to Skatteverket. [Read more and make the notification here \(www.skatteverket.se/kassaregister\)](http://www.skatteverket.se/kassaregister).

## Bluetooth

Here you can set up a Bluetooth printer for use with POS4mobile.

- ➔ Select one of the available devices in order to use it for printing reports and receipts.

## Update

Update POS4mobile to the latest version.




## Report errors

If POS4mobile stops unexpectedly, you can send an automated error report in order to make it easier for us to correct the error in a future version of POS4mobile. Logs are sent to us if you select this action.




## Main view

In the main view of POS4mobile you can do sales, refunds, make a receipt copy, park a receipt, create reports and close the register. Browse between the screens by dragging on the screen to the left or right.

See an explanation for each element that can be added on the main views keyboards under Settings»Keyboards. Also see the Quick Guide for step-by-step instructions for the different functions.

	Displays details about the connected control unit. If no control unit is connected, the following icon is displayed. 
	Here you can view the current petty cash amount, make deposits and withdrawals from the petty cash.

## Petty cash

	Displays petty cash	Displays current petty cash.
	Deposit	Make a deposit to the petty cash.
	Withdrawal	Make a withdrawal from the petty cash.

## Menu alternatives

From the menu you can export the E-journal, view details of the cash register, set up accessories, make a sales report since the last closing, close the register for the day, manage receipts, create a receipt copy and go to settings.

Export E-journal	Enter date range and then choose to save the E-journal on memory card or send it via email.
About	View details of the cash register.
Accessories	Manage accessories such as the control unit and printers.
Reports	Close the register for the day with a z-dayreport. Or create a x-dayreport with the sales since the last z-day report.
Receipts	Manage receipts. Cancel an ongoing receipt, create a new receipt, park the



	ongoing receipt or display a list of ongoing receipts.
Receipt copy	Create a receipt copy of a previously created receipt. Browse to the receipt or select date and time to search for a receipt.
Settings	Go to the settings.

The sales screens are flexible, configured by your own choices under Settings»Keyboards. You can add buttons for a wide range of functions, ex. discounts in percent, discount in kr, refunding of products, different payment methods and bar code scanner using the device camera.






## Quick Guide

With this Quick Guide you can quickly get started with POS4mobile.






### Settings

1. Choose Settings.
2. Choose Keyboards. Here you can add and remove elements for different functions on the main view.
3. Choose Product groups. Manage your main product groups and set their individual tax rates. In the sales reports the sales are divided as per product group. Product groups can be removed by pressing on its icon until a pop-up menu is displayed and then select "Remove".
4. Choose Products. Within the products groups, new products can be added. Each product can have their own image that you select from memory or take directly using the device camera, enter price excluding or including tax, unit (st, sek, kg, hg, m, cm, tim, min), sales per price or unit and a barcode. Products can be removed by pressing on its icon until a pop-up menu is displayed and then select "Remove".
5. Choose Users. Administer the users of the cash register. Each user has a name, personal number and can optionally have their own image that you select from memory or take directly using the device camera.
6. Choose Seller. Here you can enter your company details, name, organization number, address and an id of the cash register which is unique within your company (ex. register1). The details are used to register your cash register with Skatteverket. If you change your address you need to register this yourself with [Skatteverket](#). You will then need an e-ID to do that. (This registration is a legal requirement in Sweden).
7. Choose Bluetooth. Manage external devices connected by bluetooth, ex. control unit and printers.





### Sell products

1. Choose Cashier.
2. Select the products the customer wants to buy.
3. Choose payment type.   When the payment is made a receipt is displayed on the screen.
4. Choose printer, sms or email if the customer would like to have a receipt.   

### Refund products

1. Choose Cashier.
2. Select the products the customer wants to refund.
3. Choose payment type.   When the payment is made a receipt is displayed on the screen.
4. Choose printer, sms or email if the customer would like to have a receipt.   




**Receipt copy**

1. Choose Cashier.
2. Choose Receipts in the menu.
3. Choose Receipt copy. 
4. Locate the receipt.
5. Display the receipt on the screen by pressing Receipt copy.
6. Choose printer, sms or email if the customer would like to have a receipt.   

It's only possible to produce one receipt copy per receipt.




**Make a sales report**

A sales report (x-dayreport) contains information about the sales since the last closing of the register (z-dayreport).


1. Choose Cashier.
2. Choose Reports.
3. Choose X-dayreport.
4. Choose printer, sms or email.   

**Close the register**


When the cash register is closed for the day a z-dayreport is created that contains information about the sales since the last z-dayreport.

1. Choose Cashier.
2. Choose Reports.
3. Choose Z-dayreport.
4. Choose printer, sms or email.   

**Park receipt**

1. Choose Cashier.
2. Choose Receipts.
3. Choose New. 

**Continue with a parked receipt**

1. Choose Cashier.
2. Choose Receipts.
3. Choose Started. 

4. Choose the receipt you want to continue with.

### ***Remove a receipt row***

1. Choose Cashier.
2. Hold your finger on the row until a pop-up menu is displayed.
3. Choose Remove.

### ***Remove a started receipt***

1. Choose Cashier.
2. Choose Receipt.


3. Choose Cancel. 

### ***Discount a row***

1. Choose Cashier.
2. Press on the row you want to discount.
3. Enter the discount in kr or percent.
4. Choose Discount.

### ***Discount an entire sale***

1. Choose Cashier.
2. Select the products the customer wants to buy.

3. Press 
4. Enter the discount in kr or percent.
5. Choose Discount.

### ***Export E-journal***

1. Choose Export E-journal.
2. Choose start date and end date.
3. Choose to Save on memory card or Send by email.

## **Contact information**

Produkt Poolen AB  
Stockholmsvägen 166  
187 32 Täby  
Sweden  
[support@POS4mobile.se](mailto:support@POS4mobile.se)  
[www.POS4mobile.se](http://www.POS4mobile.se)

## **Manufacturer declaration**

<paste the manufacturer declaration here>