

# **Welcome to GoPOS**

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# Welcome to Optima's GoPOS and APOS SERIES®

The True Complete ALL-IN-ONE POS Solution.

## APOS Models

### APOS-01

Optima's APOS-01® is embedded with our proprietary Android OS based Optima GoPOS® software and integrated with everything you need to meet multiple commercial needs including a powerful Qualcomm Processor, 6" Touch Screen, 2 1/4" Thermal Receipt Printer, WCDMA/3G, Bluetooth and WIFI and a charger dock station! A sleek portable hand held unit built for day to day business, ideal for business on the move!



1	<b>GoPOS Menu Icons</b>
	The <a href="#">Menu Icons</a> allow you to navigate between screens and provide quick function access.
2	<b>GoPOS Display Area</b>
	The display area is used by GoPOS to display information on the current task, settings or modes of operation.
3	<b>Transaction Display Area</b>
	The transaction display area will display each transaction, as well as any linked or ancillary transactions, as they are entered by the user. Transaction lines in this display area may be selected and highlighted by pressing directly on the line item. Highlighted line items may be removed by pressing the programmable "Delete" key .

4	<p><b>Programmable Keyboard</b></p> <p>The keyboard touch screen display is 100% configurable. This model can be easily configured to support keyboards with 12, 24 and 48 keys displayed in portrait mode. There is however, no actual limitations to the number of programmable keys displayed on any of the APOS units.</p>
5	<p><b>Fixed Functions &amp; Numeric Keypad</b></p> <p>The fixed functions and numeric keypad may be hidden by setting Option 56 - "Hide Numeric Keypad" to true. The Transaction display area will be expanded to include this area when hidden.</p> <p>Please note that many of the fixed functions are required to enter and complete transactions. It is assumed that if the fixed numeric keypad is hidden, the fixed function keys required by the user will be added to the programmable keyboard in the Keys Maintenance module.</p>
6	<p><b>Power On/Off Button</b></p> <p>Press and Hold the power button to turn the unit on or off. When turning the Apos unit off, a pop up window will allow you to "Power off" or "Reboot" the unit. Press anywhere outside of the pop-up window to cancel the operation.</p> <p>Quickly pressing and releasing the on/off button will place the unit in sleep mode and display a blank screen. All of the touch screen functions will be disabled allowing you to wipe down the screen area. Pressing the power on/off switch while in sleep mode, will turn the unit and touch screen functionality back on.</p>
7	<p><b>Touch Screen Display</b></p> <p>6" Touch Screen (720 x 1280)</p>
8	<p><b>Thermal Printer</b></p> <p>2 1/4" (58mm) Thermal Printer</p> <p>The APOS series thermal printers are equipped with an easy loading mechanism that provides fast paper roll replacement.</p> <ol style="list-style-type: none"> <li>1. Press or pull (according to the model) on the printer release mechanism to unlock the lid.</li> <li>2. Lift the lid.</li> <li>3. Make sure that the printable part of the roll is facing the thermal printer. Usually this is the outside part of the roll. If you are unsure you can rub your fingernail on both sides of the paper. The side that leaves a mark will be the correct side.</li> </ol> <div data-bbox="683 1384 1002 1825" data-label="Image"> </div> <ol style="list-style-type: none"> <li>4. Load the paper roll into the housing. The end of the roll must extend past the thermal printer and out of the unit.</li> <li>5. Close the lid ensuring that the paper is properly centred.</li> </ol> <p>Warning: DO NOT PULL ON THE PAPER WHEN THE LID IS CLOSED! THIS MAY CAUSE PERMANENT DAMAGE TO THE PRINTER.</p>

9	<b>Charger Dock Station</b>
	Place the unit in the docking station to recharge the battery. The unit or may also be charged by plugging the supplied 9V 2A power cord directly into the power port.
10	<b>Power Port</b>
	The unit or may be charged using the docking station or by plugging the supplied 9V 2A power cord directly into the power port. Equipped with a built in 7.4V 3AH battery for operations on the go.

## APOS-02

Optima's APOS-02® is embedded with our proprietary Android OS based Optima GoPOS® software and features a powerful Qualcomm Processor, 8" Touch Screen, 2 1/4" Thermal Receipt Printer, Multi-Line Customer Display, WCDMA/LTE, Bluetooth, WIFI and GPS. A perfect choice for smaller business who want a sleek looking POS terminal integrated with everything you need combining reliability and mobility all in one.



1	<p><b>GoPOS Menu Icons</b></p> <p>The <a href="#">Menu Icons</a> allow you to navigate between screens and provide quick function access.</p>
2	<p><b>GoPOS Display Area</b></p> <p>This area is used by GoPOS to display information on the current task, settings or modes of operation.</p>
3	<p><b>Transaction Display Area</b></p> <p>The transaction display area will display each transaction, as well as any linked or ancillary transactions, as they are entered by the user. Transaction lines in this display area may be selected and highlighted by pressing directly on the line item. Highlighted line items may be removed by pressing the programmable "Delete" key .</p>
4	<p><b>Programmable Keyboard</b></p> <p>The keyboard touch screen display is 100% configurable. This model can be easily configured to support keyboards with 12, 24 and 48 keys displayed in portrait mode. There is however, no actual limitations to the number of programmable keys displayed on any of the APOS units.</p>
5	<p><b>Fixed Functions &amp; Numeric Keyboard</b></p> <p>The fixed functions and numeric keypad may be hidden by setting Option 56 - "Hide Numeric Keypad" to true. The Transaction display area will be expanded to include this area when hidden.</p> <p>Please note that many of the fixed functions are required to enter and complete transactions. It is assumed that if the fixed numeric keypad is hidden, the fixed function keys required by the user will be added to the programmable keyboard in the Keys Maintenance module.</p>

6

### Thermal Printer

2 1/4" (58 mm) Thermal Printer without cutter. Printing Speed - 150 mm/s.

The APOS series thermal printers are equipped with an easy loading mechanism that provides fast paper roll replacement.

1. Lift the printer release mechanism at the back of the unit to unlock the lid.
2. Lower the lid.
3. Make sure that the printable part of the roll is facing the thermal printer. Usually this is the outside part of the roll. If you are unsure you can rub your fingernail on both sides of the paper. The side that leaves a mark will be the correct side.



4. Load the paper roll into the housing. The end of the roll must extend past the thermal printer and out of the unit.
5. Close the lid ensuring that the paper is properly centred. The unit will continuously beep until the paper is properly installed.
6. Rip off any excess paper once properly installed. You may advance the paper by pressing the paper feed button on the right hand side of the unit.

Warning: DO NOT PULL DIRECTLY ON THE PAPER WHEN THE PRINTER IS PRINTING! THIS MAY CAUSE PERMANENT DAMAGE TO THE PRINTER.

7

### Customer Display

4 line color LCD customer display

8

### Power On/Off Button

Press and Hold the power button to turn the unit on or off. When turning the Apos unit off, a pop up window will allow you to "Power off" or "Reboot" the unit. Press anywhere outside of the pop-up window to cancel the operation.

Quickly pressing and releasing the on/off button will place the unit in sleep mode and display a blank screen. All of the touch screen functions will be disabled allowing you to wipe down the screen area. Pressing the power on/off switch while in sleep mode, will turn the unit and touch screen functionality back on.

A green light next to the Power On/Off button at the front of the unit indicates that the unit is plugged into a power source. A red light to the left of the green light indicates that the unit is charging.

Please note that there is an additional power on/off switch at the back of the unit. Turning this switch off, will disable the Power On/Off button at the front of the unit.

9

### Paper Feed

Pressing the paper feed button on the right hand side of the unit will advance the paper roll. Each press of the button will advance the paper by one line.

10

**Touch Screen Display**

8" Touch Screen (800 x 1280)

## APOS-03

Optima's APOS-03® is a robust stationary POS terminal embedded with our proprietary Android OS based Optima GoPOS® software that is able to withstand busier retail and restaurant workplace environments. It's packed with everything you need to meet multiple commercial needs including a powerful Qualcomm Processor, 8" Touch Screen, large 3 1/8" Thermal Receipt Printer & Auto-cutter, Single Line Customer Display, WCDMA/LTE, Bluetooth, WIFI and GPS.



1	<b>GoPOS Menu Icons</b> The <a href="#">Menu Icons</a> allow you to navigate between screens and provide quick function access.
2	<b>GoPOS Display Area</b> This area is used by GoPOS to display information on the current task, settings or modes of operation.
3	<b>Transaction Display Area</b> The transaction display area will display each transaction, as well as any linked or ancillary transactions, as they are entered by the user. Transaction lines in this display area may be selected and highlighted by pressing directly on the line item. Highlighted line items may be removed by pressing the programmable "Delete" key .
4	<b>Programmable Keyboard</b> The keyboard touch screen display is 100% configurable. This model can be easily configured to support keyboards with 12, 24 and 48 keys displayed in portrait mode. There is however, no actual limitations to the number of programmable keys displayed on any of the APOS units.
5	<b>Fixed Functions &amp; Numeric Keyboard</b> The fixed functions and numeric keypad may be hidden by setting Option 56 - "Hide Numeric Keypad" to true. The Transaction display area will be expanded to include this area when hidden.  Please note that many of the fixed functions are required to enter and complete transactions. It is assumed that if the fixed numeric keypad is hidden, the fixed function keys required by the user will be added to the programmable keyboard in the Keys Maintenance module.
6	<b>Customer Display</b> 2 line 32 x 144 LCD customer display. (800 x 1280)

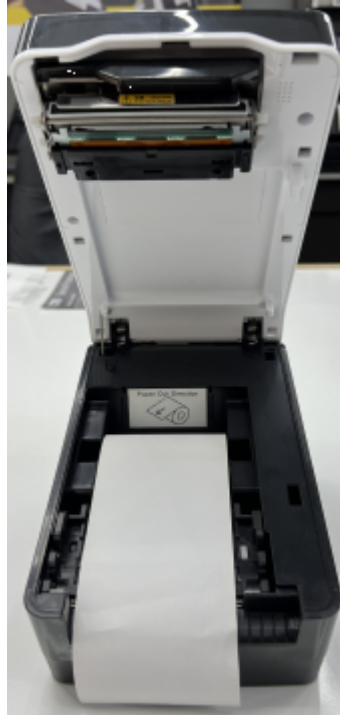
<p><b>7</b></p>	<p><b>Power On/Off Button</b></p> <p>Press and Hold the power button to turn the unit on or off. When turning the Apos unit off, a pop up window will allow you to "Power off" or "Reboot" the unit. Press anywhere outside of the pop-up window to cancel the operation.</p> <p>Quickly pressing and releasing the on/off button will place the unit in sleep mode and display a blank screen. All of the touch screen functions will be disabled allowing you to wipe down the screen area. Pressing the power on/off button while in sleep mode, will turn the unit and touch screen functionality back on.</p> <p>Please note that there is an additional power on/off switch at the back of the unit. Turning this switch off, or unplugging the unit, will disable the Power On/Off switch at the front of the unit.</p>
<p><b>8</b></p>	<p><b>Paper Feed</b></p> <p>Pressing the paper feed button will advance the paper roll. Each press of the button will advance the paper by one line.</p>
<p><b>9</b></p>	<p><b>Touch Screen Display</b></p> <p>8" Touch Screen</p>

## Thermal Printer

3 1/8" (80mm) Thermal Printer & Auto-cutter. Printing Speed - 150 mm/s.

The APOS series thermal printers are equipped with an easy loading mechanism that provides fast paper roll replacement.

1. Squeeze the printer release mechanism at the front of the unit to unlock the lid.
2. Lift the lid.
3. Make sure that the printable part of the roll is facing the thermal printer. Usually this is the outside part of the roll. If you are unsure you can rub your fingernail on both sides of the paper. The side that leaves a mark will be the correct side. Most APOS-03 units come with a sticker in the paper roll housing depicting the proper roll orientation.



4. Load the paper roll into the housing. The end of the roll must extend past the thermal printer and out of the unit.
5. Close the lid ensuring that the paper is properly centred. The unit will continuously beep until the paper is properly installed.
6. The auto-cutter will cut off any excess paper once properly installed. You may advance the paper by pressing the paper feed button located below the Power On/Off button on the top right hand side of the unit.


**Warning: DO NOT PULL DIRECTLY ON THE PAPER WHEN THE PRINTER IS PRINTING! THIS MAY CAUSE PERMANENT DAMAGE TO THE PRINTER.**

## APOS-04

The Optima APOS-04® is embedded with our proprietary Android OS based Optima GoPOS® software and packed with a powerful Qualcomm Processor, Multi-Line Customer display, 2 1/4" Thermal Receipt & Auto Cutter, WCDMA/LTE, Bluetooth, WIFI, and GPS. Our sleek Optima APOS-04® features a large 10" Touch Screen giving you the ability to add more menu items and buttons making it a great choice for small and medium sized retail and restaurant applications!

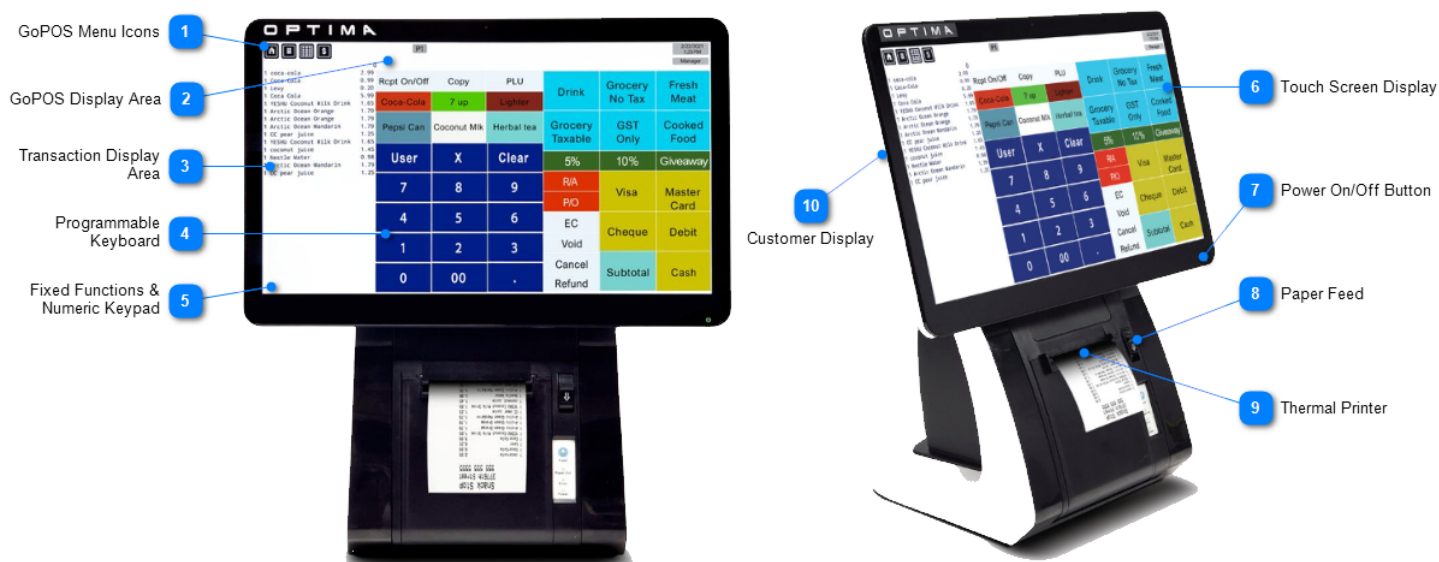


1	<b>GoPOS Menu Icons</b> The <a href="#">Menu Icons</a> allow you to navigate between screens and provide quick function access.
2	<b>GoPOS Display Area</b> This area is used by GoPOS to display information on the current task, settings or modes of operation.
3	<b>Transaction Display Area</b> The transaction display area will display each transaction, as well as any linked or ancillary transactions, as they are entered by the user. Transaction lines in this display area may be selected and highlighted by pressing directly on the line item. Highlighted line items may be removed by pressing the programmable "Delete" key .
4	<b>Programmable Keyboard</b> The keyboard touch screen display is 100% configurable. This model can be easily configured to support keyboards with 66 or 88 keys displayed in landscape mode. There is however, no actual limitations to the number of programmable keys displayed on any of the APOS units.
5	<b>Fixed Functions &amp; Numeric Keypad</b> The fixed functions and numeric keypad may be hidden by setting Option 56 - "Hide Numeric Keypad" to true. The Transaction display area will be expanded to include this area when hidden.  Please note that many of the fixed functions are required to enter and complete transactions. It is assumed that if the fixed numeric keypad is hidden, the fixed function keys required by the user will be added to the programmable keyboard in the Keys Maintenance module.
6	<b>Customer Display</b> 4 line 65 x 32 adjustable LCD customer display.


<p><b>7</b></p>	<p><b>Power On/Off Button</b></p> <p>Press and Hold the power button to turn the unit on or off. When turning the Apos unit off, a pop up window will allow you to "Power off" or "Reboot" the unit. Press anywhere outside of the pop-up window to cancel the operation.</p> <p>Quickly pressing and releasing the on/off button will place the unit in sleep mode and display a blank screen. All of the touch screen functions will be disabled allowing you to wipe down the screen area. Pressing the power on/off button while in sleep mode, will turn the unit and touch screen functionality back on.</p> <p>If the unit is plugged into a power source, a red power light next to the Power On/Off button at the front of the unit will indicate that the unit is charging. A green light indicates the battery is fully charged.</p> <p>Please note that there is an additional power on/off switch at the back of the unit. Turning this switch off, will disable the Power On/Off switch at the front of the unit.</p>
<p><b>8</b></p>	<p><b>Touch Screen Display</b></p> <p>10" Touch Screen (1280 x 800)</p>
<p><b>9</b></p>	<p><b>Thermal Printer</b></p> <p>2 1/4" (58 mm) Thermal Printer with Auto-cutter. Printing Speed - 150 mm/s.</p> <p>The APOS series thermal printers are equipped with an easy loading mechanism that provides fast paper roll replacement.</p> <ol style="list-style-type: none"> <li>1. Lift the printer release mechanism at the front of the unit to unlock the lid.</li> <li>2. Lift the lid.</li> <li>3. Make sure that the printable part of the roll is facing the thermal printer. Usually this is the outside part of the roll. If you are unsure you can rub your fingernail on both sides of the paper. The side that leaves a mark will be the correct side.</li> </ol>  <ol style="list-style-type: none"> <li>4. Load the paper roll into the housing. The end of the roll must extend past the thermal printer and out of the unit.</li> <li>5. Close the lid ensuring that the paper is properly centred. The unit will continuously beep until the paper is properly installed.</li> <li>6. The auto-cutter will cut off any excess paper once properly installed. You may advance the paper by pressing the paper feed button located below the Power On/Off button on the top right hand side of the unit.</li> </ol> <p>Warning: DO NOT PULL DIRECTLY ON THE PAPER WHEN THE PRINTER IS PRINTING! THIS MAY CAUSE PERMANENT DAMAGE TO THE PRINTER.</p>
<p><b>10</b></p>	<p><b>Paper Feed</b></p> <p>Pressing the paper feed button will advance the paper roll. Each press of the button will advance the paper by one line.</p>

## APOS-05

The Optima APOS-05® features a Rockchip Processor, and large 10.1" color customer display, 3 1/8" Thermal Receipt Printer & Auto Cutter, WCDMA/LTE, Bluetooth, WIFI, and GPS. The Optima APOS-05® is a true All-In-One POS Terminal equipped with a large 15.6" Touch Screen making it a great choice for medium and large commercial applications such as supermarkets, larger restaurants and retailers!



1	<p><b>GoPOS Menu Icons</b></p> <p>The <a href="#">Menu Icons</a> allow you to navigate between screens and provide quick function access.</p>
2	<p><b>GoPOS Display Area</b></p> <p>This area is used by GoPOS to display information on the current task, settings or modes of operation.</p>
3	<p><b>Transaction Display Area</b></p> <p>The transaction display area will display each transaction, as well as any linked or ancillary transactions, as they are entered by the user. Transaction lines in this display area may be selected and highlighted by pressing directly on the line item. Highlighted line items may be removed by pressing the programmable "Delete" key .</p>
4	<p><b>Programmable Keyboard</b></p> <p>The keyboard touch screen display is 100% configurable. This model can be easily configured to support keyboards with 66 or 88 keys displayed in landscape mode. There is however, no actual limitations to the number of programmable keys displayed on any of the APOS units.</p>
5	<p><b>Fixed Functions &amp; Numeric Keypad</b></p> <p>The fixed functions and numeric keypad may be hidden, as depicted in the image above, by setting Option 56 - "Hide Numeric Keypad" to true. The Transaction display area will be expanded to include this area when hidden.</p> <p>Please note that many of the fixed functions are required to enter and complete transactions. It is assumed that if the fixed numeric keypad is hidden, the fixed function keys required by the user will be added to the programmable keyboard in the Keys Maintenance module.</p>
6	<p><b>Touch Screen Display</b></p> <p>15.6" (1920 x 1080p) Touch Screen</p>

<p><b>7</b></p>	<p><b>Power On/Off Button</b></p> <p>Press and Hold the power button to turn the unit on or off. When turning the apos unit off, a pop up window will allow you to "Power off" or "Restart" the unit. Press anywhere outside of the pop-up window to cancel the operation.</p> <p>Quickly pressing and releasing the on/off button will place the unit in sleep mode and display a blank screen. All of the touch screen functions will be disabled allowing you to wipe down the screen area. Pressing the power on/off button while in sleep mode, will turn the unit and touch screen functionality back on.</p>
<p><b>8</b></p>	<p><b>Paper Feed</b></p> <p>Pressing the paper feed button will advance the paper roll. Each press of the button will advance the paper by one line.</p>
<p><b>9</b></p>	<p><b>Thermal Printer</b></p> <p>Built-in 3 1/8" (80mm) Printer &amp; Auto Cutter Printing Speed - 150mm/s</p> <p>The APOS series thermal printers are equipped with an easy loading mechanism that provides fast paper roll replacement.</p> <ol style="list-style-type: none"> <li>1. Press down on the printer release mechanism at the front of the unit to unlock and lower the lid.</li> <li>2. Make sure that the printable part of the roll is facing the thermal printer. Usually this is the outside part of the roll. If you are unsure you can rub your fingernail on both sides of the paper. The side that leaves a mark will be the correct side.</li> </ol>  <ol style="list-style-type: none"> <li>3. Load the paper roll into the housing. The end of the roll must extend past the thermal printer and out of the unit.</li> <li>4. Close the lid ensuring that the paper is properly centred. The unit will continuously beep until the paper is properly installed.</li> <li>5. The auto-cutter will cut off any excess paper once properly installed. You may advance the paper by pressing the paper feed button located below the printer release mechanism.</li> </ol> <p>Warning: DO NOT PULL DIRECTLY ON THE PAPER WHEN THE PRINTER IS PRINTING! THIS MAY CAUSE PERMANENT DAMAGE TO THE PRINTER.</p>

## Customer Display

10.1" Color Screen (1024 x 600) The 10.1" adjustable customer display allows you to display all of the transaction details and advertisements at the same time.



When GoPOS is in register mode, the AP05 customer display is split in two sections. One section is used to display the current transaction and the other section is used to display advertisements. To use the advertisement feature, you need to copy the images you want to display in the AP05 slide show folder.

- Create your advertisement image (bmp, gif, tif, png, jpg, etc) with recommended size of 512x600. Different sizes will work but may not display properly.
- Copy image to a USB thumb drive.
- Insert thumb Drive into USB port at back of AP05.
- Activate Android Bars from GoPOS and open up [Android File Manager](#).
- Navigate to the thumb drive and select the image or images you wish to copy. Press in the check box to the left of the image to select one or more images. You may also select all files in the current folder by pressing on Select ALL in the [Actions menu](#).
- Navigate to the AP05 slide show folder by pressing Home, Internal Memory, opos, slideshow. Press Actions in the top menu and press Copy Selection Here to copy the file or files.


When you are in GoPOS Register Mode, the system will cycle through and display each image you copied into the AP05 slide show folder.

## APOS-05L (Light)

The Optima APOS-05L® is the "Light" cost effective version of the APOS-05. It is a true All-In-One POS Terminal equipped with a large 11.6" Touch Screen for medium and large commercial applications such as supermarkets, larger restaurants and retailers! The Optima APOS-05L® features a Rockchip Processor, and Thermal Receipt Printer with fast paper roll replacement & Auto Cutter, Bluetooth and WIFI.



1	<b>GoPOS Menu Icons</b> The <a href="#">Menu Icons</a> allow you to navigate between screens and provide quick function access.
2	<b>GoPOS Display Area</b> This area is used by GoPOS to display information on the current task, settings or modes of operation.
3	<b>Transaction Display Area</b> The transaction display area will display each transaction, as well as any linked or ancillary transactions, as they are entered by the user. Transaction lines in this display area may be selected and highlighted by pressing directly on the line item. Highlighted line items may be removed by pressing the programmable "Delete" key .
4	<b>Programmable Keyboard</b> The keyboard touch screen display is 100% configurable. This model can be easily configured to support keyboards with 66 or 88 keys displayed in landscape mode. There is however, no actual limitations to the number of programmable keys displayed on any of the APOS units.
5	<b>Fixed Functions &amp; Numeric Keypad</b> The fixed functions and numeric keypad may be hidden, as depicted in the image above, by setting Option 56 - "Hide Numeric Keypad" to true. The Transaction display area will be expanded to include this area when hidden.  Please note that many of the fixed functions are required to enter and complete transactions. It is assumed that if the fixed numeric keypad is hidden, the fixed function keys required by the user will be added to the programmable keyboard in the Keys Maintenance module.
6	<b>Touch Screen Display</b> 11.6" (1366 x 768) Touch Screen

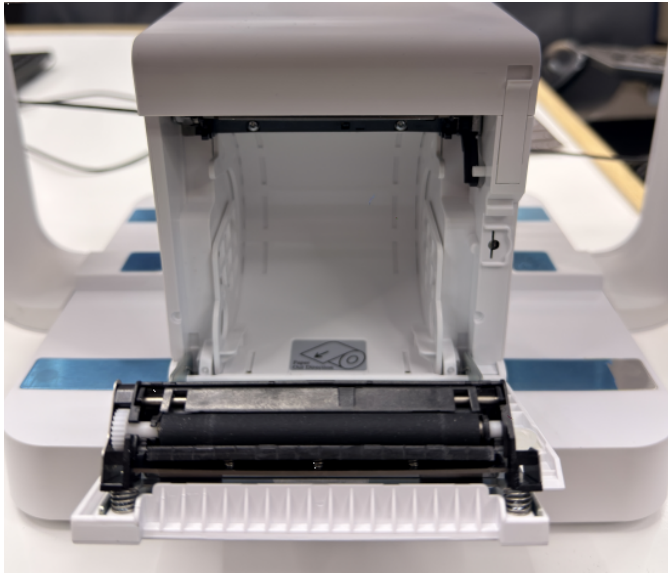
<p><b>7</b></p>	<p><b>Power On/Off Button</b></p> <p>Press and Hold the power button to turn the unit on or off. When turning the apos unit off, a pop up window will allow you to "Power off" or "Restart" the unit. Press anywhere outside of the pop-up window to cancel the operation.</p> <p>Quickly pressing and releasing the on/off button will place the unit in sleep mode and display a blank screen. All of the touch screen functions will be disabled allowing you to wipe down the screen area. Pressing the power on/off button while in sleep mode, will turn the unit and touch screen functionality back on.</p>
<p><b>8</b></p>	<p><b>Paper Feed</b></p> <p>Pressing the paper feed button will advance the paper roll. Each press of the button will advance the paper by one line.</p>
<p><b>9</b></p>	<p><b>Thermal Printer</b></p> <p>Built-in 3 1/8" (80mm) Printer &amp; Auto Cutter Printing Speed - 150mm/s</p> <p>The APOS series thermal printers are equipped with an easy loading mechanism that provides fast paper roll replacement.</p> <ol style="list-style-type: none"> <li>1. Press down on the printer release mechanism at the front of the unit to unlock and lower the lid.</li> <li>2. Make sure that the printable part of the roll is facing the thermal printer. Usually this is the outside part of the roll. If you are unsure you can rub your fingernail on both sides of the paper. The side that leaves a mark will be the correct side.</li> </ol>  <ol style="list-style-type: none"> <li>3. Load the paper roll into the housing. The end of the roll must extend past the thermal printer and out of the unit.</li> <li>4. Close the lid ensuring that the paper is properly centred. The unit will continuously beep until the paper is properly installed.</li> <li>5. The auto-cutter will cut off any excess paper once properly installed. You may advance the paper by pressing the paper feed button located below the printer release mechanism.</li> </ol> <p>Warning: DO NOT PULL DIRECTLY ON THE PAPER WHEN THE PRINTER IS PRINTING! THIS MAY CAUSE PERMANENT DAMAGE TO THE PRINTER.</p>

## APOS-06

The Optima APOS-06® features a Rockchip Processor, and large 15.6" color customer display, 3 1/8" Modular Thermal Receipt Printer & Auto Cutter, WCDMA/LTE, Bluetooth, WIFI, and GPS. The Optima APOS-06® is a true All-In-One POS Terminal equipped with a large 15.6" Touch Screen making it a great choice for medium and large commercial applications such as supermarkets, larger restaurants and retailers!

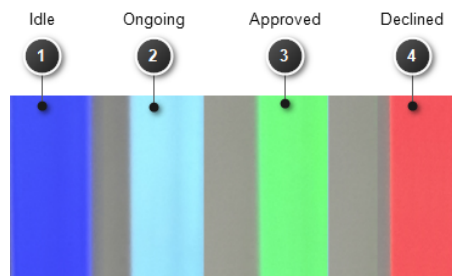


1	<p><b>GoPOS Menu Icons</b></p> <p>The <a href="#">Menu Icons</a> allow you to navigate between screens and provide quick function access.</p>
2	<p><b>GoPOS Display Area</b></p> <p>This area is used by GoPOS to display information on the current task, settings or modes of operation.</p>
3	<p><b>Transaction Display Area</b></p> <p>The transaction display area will display each transaction, as well as any linked or ancillary transactions, as they are entered by the user. Transaction lines in this display area may be selected and highlighted by pressing directly on the line item. Highlighted line items may be removed by pressing the programmable "Delete" key .</p>
4	<p><b>Programmable Keyboard</b></p> <p>The keyboard touch screen display is 100% configurable. This model can be easily configured to support keyboards with 66 or 88 keys displayed in landscape mode. There is however, no actual limitations to the number of programmable keys displayed on any of the APOS units.</p>
5	<p><b>Fixed Functions &amp; Numeric Keypad</b></p> <p>The fixed functions and numeric keypad may be hidden, as depicted in the image above, by setting Option 56 - "Hide Numeric Keypad" to true. The Transaction display area will be expanded to include this area when hidden.</p> <p>Please note that many of the fixed functions are required to enter and complete transactions. It is assumed that if the fixed numeric keypad is hidden, the fixed function keys required by the user will be added to the programmable keyboard in the Keys Maintenance module.</p>
6	<p><b>Touch Screen Display</b></p> <p>15.6" (1920 x 1080p) Touch Screen</p>
7	<p><b>Paper Feed</b></p> <p>Pressing the paper feed button will advance the paper roll. Each press of the button will advance the paper by one line.</p>

<p><b>8</b></p>	<p><b>Power On/Off Button</b></p> <p>Press and Hold the power button to turn the unit on or off. When turning the apos unit off, a pop up window will allow you to "Power off" or "Restart" the unit. Press anywhere outside of the pop-up window to cancel the operation.</p> <p>Quickly pressing and releasing the on/off button will place the unit in sleep mode and display a blank screen. All of the touch screen functions will be disabled allowing you to wipe down the screen area. Pressing the power on/off button while in sleep mode, will turn the unit and touch screen functionality back on.</p>
<p><b>9</b></p>	<p><b>Thermal Printer</b></p> <p>Modular 3 1/8" (80mm) Printer &amp; Auto Cutter Printing Speed - 150mm/s</p> <p>The APOS series thermal printers are equipped with an easy loading mechanism that provides fast paper roll replacement.</p> <ol style="list-style-type: none"> <li>1. Press down on the printer release mechanism at the front of the unit to unlock and lower the lid.</li> <li>2. Make sure that the printable part of the roll is facing the thermal printer. Usually this is the outside part of the roll. If you are unsure you can rub your fingernail on both sides of the paper. The side that leaves a mark will be the correct side.</li> </ol>  <ol style="list-style-type: none"> <li>3. Load the paper roll into the housing. The end of the roll must extend past the thermal printer and out of the unit.</li> <li>4. Close the lid ensuring that the paper is properly centred. The unit will continuously beep until the paper is properly installed.</li> <li>5. The auto-cutter will cut off any excess paper once properly installed. You may advance the paper by pressing the paper feed button located below the printer release mechanism.</li> </ol> <p>Warning: DO NOT PULL DIRECTLY ON THE PAPER WHEN THE PRINTER IS PRINTING! THIS MAY CAUSE PERMANENT DAMAGE TO THE PRINTER.</p>
<p><b>10</b></p>	<p><b>Customer Display</b></p> <p>15.6" (1920 x 1080p) Touch Screen</p>

## LED Display Bar

The AP06 comes equipped with an LED Display bar that can be programmed to provide clerk and customer feedback.



1

### Idle

The LED display bar will turn blue when GoPOS is idle.

2

### Ongoing

The LED display bar will turn light blue when the clerk is entering a transaction or when GoPOS is processing the transaction.

3

### Approved

The LED display bar will turn green when GoPOS has completed the transaction and it has been approved.

4

### Declined

The LED display bar will turn red when the transaction has been declined or if there are insufficient funds.

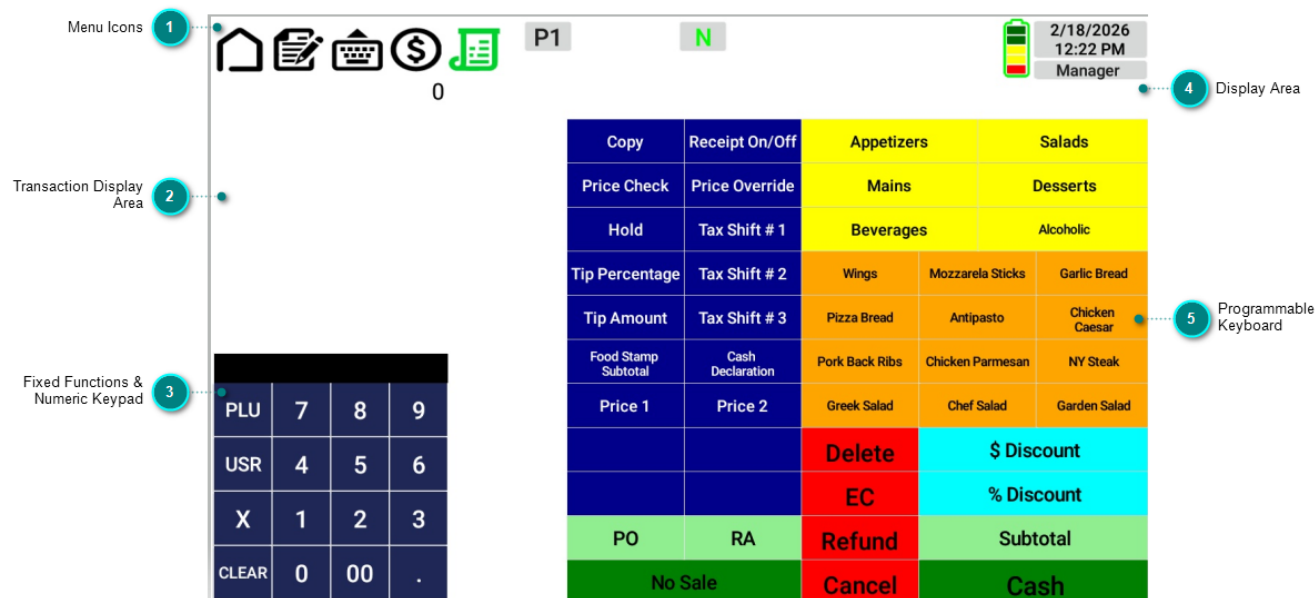
# GoPOS Register

The Android Operating System based Optima GoPOS software provides an intuitive touch screen interface. The PcProg back office application facilitates the configuration and setup of all your units, but all programming changes may also be done directly on the APOS unit. Options and settings can be easily added or adapted so that you can customize each APOS, achieving optimal productivity.

Here are just some of the GoPOS Software features:

- Unlimited number of departments.
- Unlimited number of products. All fully configurable.
- Unlimited number of users.
- The Touch Screen display allows for easy and intuitive operation.
- Automatic Tax Calculations.
- Sale analysis reports that allow daily or user configurable periods.
- Programmable keyboard - Customizable to meet all your requirements.

The layout and basic functionality of the APOS series is the same regardless of the model chosen.



<b>1</b>	<b>Menu Icons</b> The Menu Icons allow you to navigate between screens and provide quick function access.
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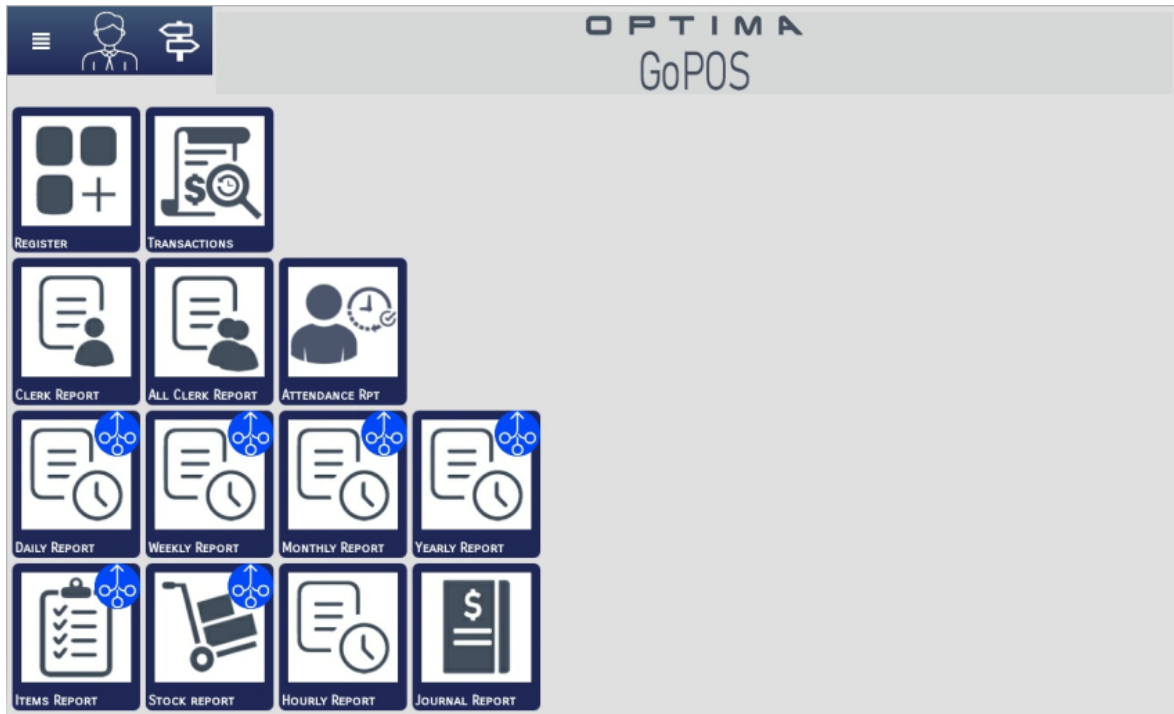
Home Reports Keyboard Tenders Printer



1

## Home

Pressing the Home icon will close the Register window and Open the [GoPOS Home](#) window. The Home window will allow you to view current settings and if logged into a user with programming (P) rights, allow you to make programming changes. Reports are also accessible directly from the Home window.



2

## Reports

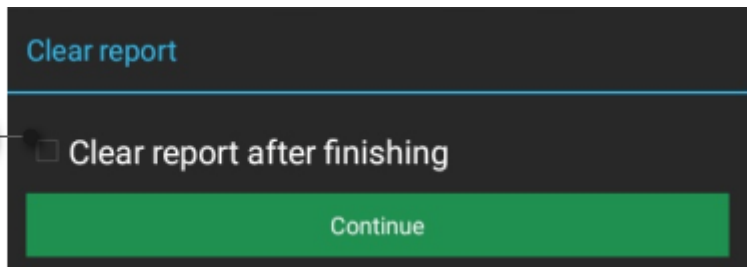
Reports may be accessed by entering one of the report numbers listed below and then pressing the Reports key. Reports may also be accessed by pressing the [Home](#) key on the top left part of the screen. Reports can also be downloaded to the PcProg back office application. (See Reports in the PcProg help documentation.)

User must have authorization to run reports (X Mode) and likewise to clear the report (Z Mode).

If authorized, a pop up window will ask you if you wish to clear the report after it is generated. To clear the report press on the "Clear Report" check box.

Clear Report Check Box  
Unchecked

1



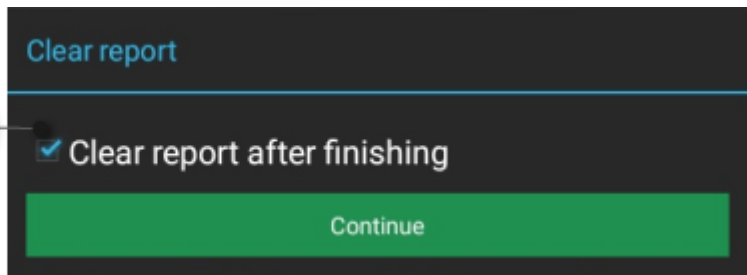
1

### Clear Report Check Box Unchecked

Pressing on Continue will generate the report without clearing the report when completed.

Clear Report Check Box  
Checked

2



2

### Clear Report Check Box Checked

Pressing on Continue will generate and clear the report when completed. Warning, the report will no longer be available once cleared. It is recommended that when clearing reports, you set your print destination to printer or that you download all reports to a PC using PcProg.

1	Total sales report (period 1)
2	Group report (period 1)
3	Department report (period 1)
4	PLU report (period 1)
5	Tax report (period 1)
6	Tender report (period 1)
8	PORA report (period 1)
9	Discount report (period 1)
10	Correction report (period 1)
20	Stock Report
30	Clerk Time Report
43	Product Report (Price Levels)
100	Electronic journal last transaction
101	Electronic journal report
200	Clerk report
201	All Clerks report

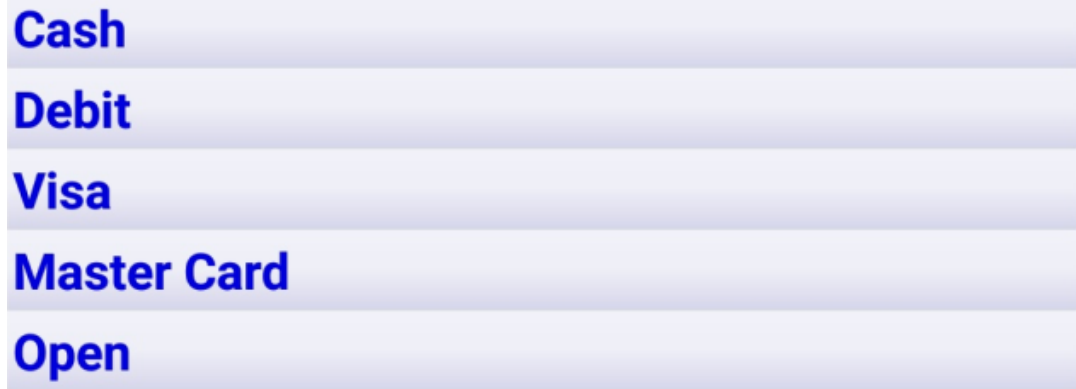
300	Daily report (period 1)
301	Weekly report (period 2)
302	Monthly report (period 3)
303	Yearly report (period 4)
304	Hourly report (period 1)
400	EnZona report
401	Mi Transfer report
402	Castle report
403	DC Direct Batch Summary
404	DC Direct Batch Close
405	Scale Audit Report
406	Pax Batch Close
407	Fincimex Batch Close
408	Fincimex Batch Summary
501	Total sales report (period 2)
502	Group report (period 2)
503	Department report (period 2)
504	PLU report (period 2)
505	Tax report (period 2)
506	Tender report (period 2)
508	PORA report (period 2)
509	Discount report (period 2)
510	Correction report (period 2)
601	Total sales report (period 3)
602	Group report (period 3)
603	Department report (period 3)
604	PLU report (period 3)
605	Tax report (period 3)
606	Tender report (period 3)
608	PORA report (period 3)
609	Discount report (period 3)
610	Correction report (period 3)
701	Total sales report (period 4)
702	Group report (period 4)
703	Department report (period 4)
704	PLU report (period 4)
705	Tax report (period 4)
706	Tender report (period 4)
708	PORA report (period 4)
709	Discount report (period 4)
710	Correction report (period 4)
963	About GoPOS
964	GoPOS Systems Report

<b>3</b>	<p><b>Keyboard</b></p> <p>Pressing the Keyboard key will clear any open pop-ups and redisplay the current Keyboard. Pressing the <b>CLEAR</b> fixed function key will also perform the same operation.</p>
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4

## Tenders

Pressing on the Tenders icon will display a pop-up list of all defined Tenders in your system.





Press on the Tender you wish to use for payment. You may also enter partial payment by entering the amount and then pressing on the Tender. The pop-up will remain open until the transaction has been fully tendered or you press on the CLEAR key or the Keyboard Key to close the window and continue with the current transaction.

Please note that the height of the pop-up list may be customized by entering the desired value in [Setting 70 - "PopUpList item height"](#).

5

## Printer

Pressing the Printer icon will toggle the receipt printer on or off.

The Printer Icon displayed at the top of the unit will turn black  when the receipt printing has been turned off and green  when the receipt printing has been turned on.

If the receipt printer has been turned off and the customer requires a printed copy of the receipt, if programmed, the "Copy" fixed function key may be used to reprint the last transaction entered.



## Fixed Functions & Numeric Keypad

The fixed functions and numeric keypad may be hidden by [Setting 56 - "Hide Numeric Keypad"](#) to true. The Transaction display area will be expanded to include this area when hidden.

Please note that many of the fixed functions are required to enter and complete transactions. It is assumed that if the fixed numeric keypad is hidden, the fixed function keys required by the user will be added to the programmable keyboard in the Keys Maintenance module.



1

## PLU

Press this button to open a pop-up list of all currently defined products. This allows you to quickly sell an item that does not appear as a fixed key on the keyboard by using your fingers to scroll to the item requested and pressing directly on the item.

Press on CLEAR to close the PLU pop-up.

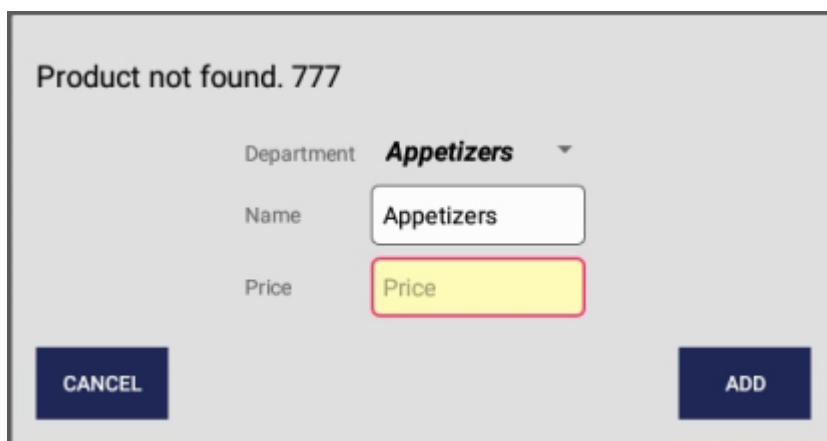
Please note that the height of the pop-up list may be customized by entering the desired value in [Setting 70 - "PopUpList item height"](#).

You may also use this key to quickly sell a product by entering the PLU code followed by the PLU key. If a PLU has a programmed barcode (SKU) then the SKU number may also be entered prior to pressing the PLU key.

Example: To sell product 241, enter the PLU code (241) followed by the PLU key.



If the product exists the item and price will be displayed as a transaction line item. If the product does not exist the system will emit a loud beep to warn the clerk that the product was not found. If the user has been authorized to [add items on the fly](#), a pop up window will be displayed whenever a product is not found to allow the user to add the product to the inventory. Select the department from the drop down list, enter the name and price of the new product and press on ADD.

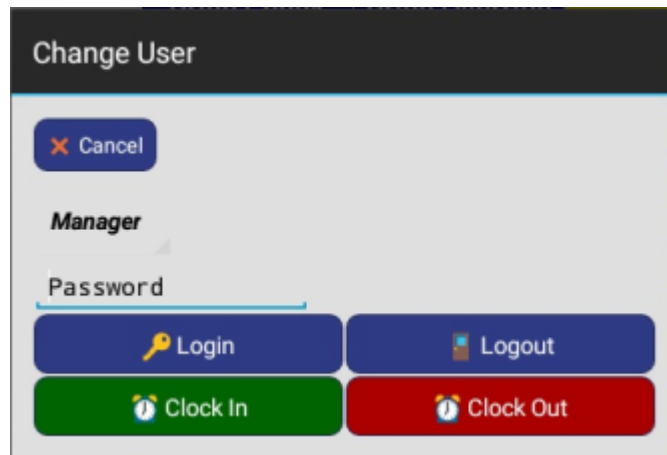
A screenshot of a 'Product not found' dialog box. The title bar reads 'Product not found. 777'. Below the title, there are three input fields: 'Department' with a dropdown menu showing 'Appetizers', 'Name' with a text box containing 'Appetizers', and 'Price' with a text box containing 'Price'. At the bottom of the dialog, there are two buttons: 'CANCEL' on the left and 'ADD' on the right.

2

## User

The user can be changed or selected by pressing the USR key on the numeric keypad or when the application is initially started.

Pressing on the USR key will display the Change User window to log out of the current user or log in as a different user. Press Logout if you wish to logout of the current user. A drop down of all defined Users will be displayed if you press on the current user name. Once a user has been selected, press in the Password box to enter the user password and press on Login. Press on Cancel or anywhere outside the popup window to close the window and cancel the change. The Clock In and Clock out buttons may be used by the users to keep track of their time. All time stamps will be stored and used to generate the Attendance Report.



You may also use the user key as a [quick user login](#) function. Enter the numeric User Id of the user you wish to log into and then press USR. If a password is required, the Change User screen will pop up to allow you to enter the user password. If the user password is not defined or left blank, the Change User Window will not pop up and users will be allowed to login without being forced to enter a password. Entering 0 and then pressing the USR key will logout the current users. The active user is displayed in the top right corner of the GoPOS display area.

Please note that users will be automatically logged out, if [Setting 52 - "Automatic Logout"](#) is defined. The value entered in this setting determines the amount of inactivity time (in seconds) allowed between transactions. A time of zero (0) indicates that users will not be automatically timed out.

3

### Multiply/Repeat

The X key allows you to sell multiples of one item at once. Instead of pressing the same item repeatedly, the cashier can make use of the Multiplication key by entering the quantity first, and then the product. This key may also be used as a repeat function. By pressing on the X key immediately after an item sale or an open department sale, the last sale performed will be repeated each time the key is pressed.

Example: To sell a \$3.50 item five times using an open department.



Example: To sell the same product three times, press the quantity (3), the multiplication key, the PLU code (25) and then the PLU key.



Example: To sell the same product three times using the SKU, press the quantity (3), the multiplication key, the SKU (60050779) and then the PLU key.



The X key may also be used to multiply two numbers.

Example: If a product is in a pack of 6 and the customer purchases 2 packs, you may press 2 X 6 and then select the product, to sell 12 items.



4

### Clear

Used to clear the transaction display area after a transaction has been completed. Clear can also be used to clear the current numeric entry or to close pop-up windows, depending on the context and the current mode.

**5 Numeric Keypad**

The numeric keypad is used to enter quantities or prices with or without a decimal separator. If [Setting 32 - "Enter Decimals as Integers"](#) is enabled (set to true) you are allowed to enter numbers with or without the decimal separator. For example entering 700 or 7.00 will both be interpreted as 7.00. If Setting Option 32 is disabled (set to false) 700 will be interpreted as 700.00.

Please note that the examples given above assume that [Setting 6 - "Number of decimal digits"](#) is set to 2. If the number of decimal digits was set to 3 and Setting 32 was enabled, 700 will be interpreted as 0.700 and 7000 will be interpreted as 7.000.

The numeric keypad may be removed from the bottom left corner of the GoPOS register by enabling (set to true) [Setting 56 - "Hide Numeric Keypad"](#). However, many of these fixed functions are required to enter and complete transactions. It is assumed that if the fixed numeric keypad is hidden, the fixed function keys required by the user will be added to the keyboard in the Keys Maintenance module.

**4 Display Area**

The display area is used by GoPOS to display information on the current task, settings or modes of operation.

Price Level    Price Check    Managerial Override    Refund    Network Status    Tare    Date & Time

1    2    3    4    5    6    7

P2    Pc    Mo    Rf    N    T 2.5Kg    2022-09-30  
3:42 PM

T1    T2    T3    Tv    TH    Clerk

8    9    10    11    12

Tax Shift    Transaction Void    Transaction Hold    Battery Status    Current User

**1 Price Level**

P1, P2, P3, P4, P5, P6, P7, P8, P9, P10 - Price Level Mode

The [Price Level Key Type](#) allows you to link a key to a specific price level. The price level quantity value entered on the Settings Option 4 - Price Level Quantity will determine the number of price levels displayed. If a user has been granted access to multiple price levels in [User Maintenance](#), they may switch price levels when entering transactions. The current price level being used will be displayed in the GoPOS display area as P1 to P10. This price level will remain in effect until the user selects a different price level or changes user.

**2 Price Check**

Pc - Price Check Mode

The Fixed Function - Price Check allows you to verify the price of an item without a sale. If a key with the [Fixed Function - Price Check](#) is pressed, a **Pc** icon will be displayed in the display area indicating that you are currently in "Price Check" mode. When in price check mode, items may be scanned to display the price of the item without affecting the current transaction.

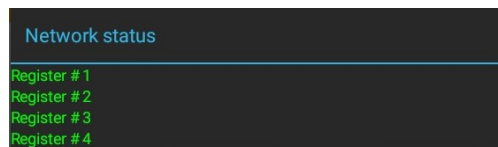
3	<b>Managerial Override</b> Mo - Managerial Override Mode  On GoPOS, all functions that have been flagged with the "Manager Required" option, will display a "Manager Required" warning message when that function is called or triggered by a user without Managerial rights. The user will not be allowed to complete the function without a managerial override. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. <b>Mo</b> will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.
4	<b>Refund</b> Rf - Refund Mode  The correction type "Refund" allows you to refund transaction items after a sale. If a key with the <a href="#">Refund</a> correction type is pressed, a <b>Rf</b> icon will be displayed in the display area indicating that you are currently in "Refund" mode. Any item entered while in this mode will be refunded.

5

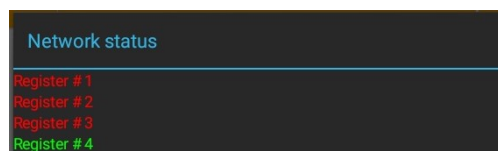
## Network Status

### N - Network Status

If Inter-Register Communication (IRC) is enabled, a Network Status Icon will be displayed on each of the connected APOS devices in your network. A green **N** icon indicates that the APOS devices are communicating properly. Pressing on the icon will display a pop-up window showing the status of each register in your network.



A red **N** icon indicates that one or more of your networked APOS devices is not communicating properly. Pressing on the icon will refresh the network status icon and display a pop-up window showing the current status of each register in your network. This will allow you to isolate the register or registers that are not properly connected. Red text indicates an issue with the register and green indicates that the register is connected to the network and communicating properly.



To ensure that all APOS devices in your network are kept in sync, all APOS devices must be connected to the network at all times. Press on the Home button and then Press and hold the OPTIMA GoPOS logo to display the "About" pop-up window. If the register is properly connected to the network, the window will display the terminal IP Address of the APOS. Please see [Wireless & Networks](#) for further instructions if the About box does not display a valid IP.

It is important to note that all APOS units must be properly defined with a unique register number ([Setting 15](#)) and a fixed sequential terminal IP address. When updating the register number on GoPOS, you must reboot the unit before the change will take effect. [Setting 16](#) must also be set to the number of APOS units in your network. If properly setup, this should equal the maximum unique register number entered. In this example, we have 4 APOS units, where each APOS has a unique register number starting with 1 (1, 2, 3 and 4) and all units must have the number of APOS units in the network set to 4. Each APOS must also have a fixed sequential [terminal IP address](#). So, if the base IP of unit 1 is X.X.X.201, then unit 2 must have a fixed IP of X.X.X.202, unit 3 must have a fixed IP of X.X.X.203 and unit 4 must have a fixed IP of X.X.X.204. It is also recommended to use wired LAN connections over Wi-Fi connections if available.

6

## Tare

### T - Tare Weight Mode

When selling scalable products, you may use the [Fixed Function - Tare](#) to enter the Tare Weight. Enter the weight then press on the Tare (fixed function). T + Weight entered + [Base Weight Unit](#) will be displayed. All scalable products sold will use this weight to calculate the price. The total price will be calculated based on the weight measured by the scale or entered by the clerk minus the tare weight.

To clear the tare weight press on the Tare (fixed function) key.

To enter a new tare weight, enter the weight and press on the Tare (fixed function) key.

7	<p><b>Date &amp; Time</b></p> <p>Displays the current date and time. Although the register can automatically update the date and time when connected to a network, if required, the programming of Date and Time is very simple. Press and hold the date and time display located in the upper right corner of the screen. If your user has P (programming) rights, the <a href="#">Android date &amp; time</a> settings window will be displayed to allow you to change the desired parameters. If the user does not have P rights, a "Operation not allowed for current user" message will be displayed.</p>
8	<p><b>Tax Shift</b></p> <p>T1, T2, T3 - Tax Shift Mode</p> <p>On GoPOS, pressing a Tax Shift key will disable the corresponding tax and display a "Tax # Disabled" message. A red <b>T#</b> icon will also be displayed at the top of the APOS to indicate that you are in "Tax Shift" mode. Pressing the same Tax Shift key when the Tax has already been disabled, will re-enable the tax and display a "Tax # Active" message. The red <b>T#</b> icon will also be removed from the top of the APOS to indicate that you are no longer in "Tax Shift" mode. Tax shifts will be applied to all items within the current transaction, but will be automatically be re-enabled for the next transaction.</p>
9	<p><b>Transaction Void</b></p> <p>Tv - Transaction Void Mode</p> <p>The correction type "Transaction Void" allows you to void and reverse any previously entered transaction. If a key with the Transaction Void correction type is pressed, a <b>Tv</b> icon will be displayed in the display area indicating that you are currently in "Transaction Void" mode. Any valid transaction number entered while in this mode will be voided.</p>
10	<p><b>Transaction Hold</b></p> <p>TH - Transaction Hold</p> <p>The function to suspend (hold), allows cashiers to temporarily suspend a sale and proceed to the next sale. The user can then recall the suspended transaction to complete the original sale. This is useful in situations where there are complications experienced by the seller or buyer, such as items without a price or where the buyer does not have sufficient funds. This operation saves time, since the cashier can proceed to the next sale without having to wait. A Hold key must be programmed on the keyboard with the "<a href="#">Hold</a>" fixed function. To suspend a sale simply press the hold key and proceed to the next customer. To recall the sale, press the Hold key again and complete the original transaction.</p> <p>Note: Since Held transactions are stored, but not yet tendered. It is recommended that you complete or cancel all held transactions before generating your Z reports.</p>

11

## Battery Status

A battery icon will be displayed if the APOS has a rechargeable battery installed. Five different coloured bands will be shown, depending on the level of charge in the battery.

Green - Full charge





Yellow - Medium charge



Red - Low charge



The battery icon itself, should have a green border  if the APOS is plugged into a power source and a red border  when the APOS is running on battery.

Please note that due to a technical difficulty, the battery Icon will not be displayed for the AP03. This functionality will be restored once the issue has been resolved.

12

## Current User

Displays the current user. If no user is currently logged in, this field will be blank and the clerk will be required to Login before starting a transaction.

5

## Programmable Keyboard

Keyboard modifications can be done directly on the APOS unit using the [Keyboards Maintenance module](#), however the PcProg back office application greatly facilitates the configuration and setup of all your keyboards and keys and it is recommended that Keyboards be designed and modified using PcProg.






If a user has programming (P) rights, quick changes may be done directly on the keyboard by pressing and holding a key. This will activate and display the keyboard maintenance module.

Quick changes may also be performed by pressing and holding on the following GoPOS Register components:


- Keys on the keyboard - Press and hold the key to make changes to text, type, function, color and size.
- PLU List Items - Press and hold one of the items in the list to make product changes, including name, department, price and modifiers.
- Tender List Items - Press and hold on one of the tenders in the list to make changes to the name, options and print settings.

Once you've completed your changes, press on Save or press on Back to cancel your changes.

# How to...

P1
N



2/18/2026  
 12:22 PM  
 Manager

0

PLU	7	8	9
USR	4	5	6
X	1	2	3
CLEAR	0	00	.

Copy	Receipt On/Off	Appetizers		Salads
Price Check	Price Override	Mains		Desserts
Hold	Tax Shift # 1	Beverages		Alcoholic
Tip Percentage	Tax Shift # 2	Wings	Mozzarella Sticks	Garlic Bread
Tip Amount	Tax Shift # 3	Pizza Bread	Antipasto	Chicken Caesar
Food Stamp Subtotal	Cash Declaration	Pork Back Ribs	Chicken Parmesan	NY Steak
Price 1	Price 2	Greek Salad	Chef Salad	Garden Salad
		Delete	\$ Discount	
		EC	% Discount	
PO	RA	Refund	Subtotal	
No Sale		Cancel	Cash	

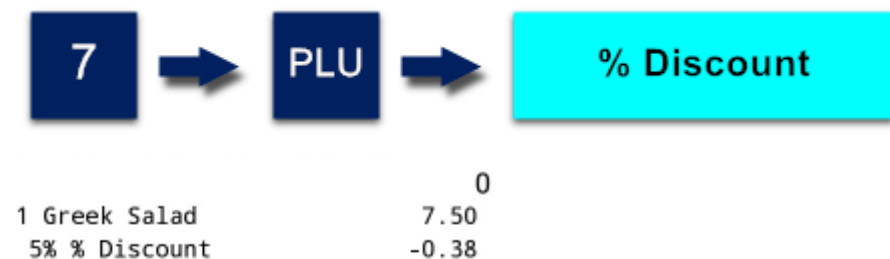
Hint: Hover your mouse over the keys above for how to tips on some of the more frequently asked questions.

## Add a discount

There are two forms of discounts, an individual product discount and a discount to the total sale.

To discount a single item, record the sale of the item, then press the [Discount](#) key and enter the amount or percentage of the discount. If a discount amount or percentage has already been pre-programmed ([Fixed Discount](#)) in the register, you only need to press the discount key without first entering the amount or percentage.

Example 1: A percentage discount to PLU 7 where the discount has been pre-programmed to 5%.



7.12

To discount the total sale if it is not a fixed discount, press the [Subtotal](#) key then the [Discount](#) key and amount or percentage. Press Subtotal again if you want to see the new Subtotal after the discount has been applied.

A Fixed Discount is a fixed percentage or amount which can not be overridden. If the [Fixed Discount](#) option is enabled attempting to override the percentage or amount and pressing the discount key will result in an "Invalid Sequence" message. If this option is disabled, users are allowed to enter a percentage or amount before pressing the discount key to override the actual discount applied.

Example 2: A total sale discount, where the cashier must determine the percentage to be given (10%).



	0
1 Wings	6.00
*Salt & Pepper	
1 Iced Tea	2.00
SUBTOTAL	8.00
TOTAL	9.04
10% % Discount	-0.80
SUBTOTAL	7.20
TOTAL	8.13

7.20

If the [Item Discount](#) option is enabled, pressing the discount key will result in an "Invalid Sequence" message if there are no current transaction entries or the last entry was not an item sale. If the [Item Discount](#) option and the [Subtotal Discount](#) option are both disabled, pressing the discount key will always result in an "Invalid Sequence" message. Discounts should either be set up as Item discounts, Subtotal discounts or Both. If the [Item Discount](#) option is enabled and the last entry made was an item sale, multiple item discounts may be applied to the same item.

Surcharges (+%) are carried out in the same way as discounts, but the discount and key will be programmed as a surcharge by enabling the [Surcharge option](#).

# Delete a transaction entry

To delete one or more entries in the current transaction, select the item or items by pressing on each item and then press the Delete Key.

The screenshot shows a POS interface with a transaction list on the left and a keypad on the right. The transaction list includes: 1 Wings (6.00), \*Lemon Pepper, and Chicken Parmes (19.49). The total is 25.49. The keypad has a 'Delete' button highlighted in red. A legend on the left identifies the steps: 1. Parent Entry, 2. Linked Item, 3. Selected Item, 4. Delete Key.

<p><b>1</b></p>	<p><b>Parent Entry</b> Pressing on a parent entry will also delete any ancillary entries (modifiers, discounts, surcharges, linked items, etc.).</p>
<p><b>2</b></p>	<p><b>Linked Item</b> Individual ancillary entries (modifiers, discounts, surcharges, linked items, etc.) may be selected and deleted without deleting the parent entry.</p>
<p><b>3</b></p>	<p><b>Selected Item</b> Select the item or items by pressing on each item. Pressing on an item that has already been highlighted will undo the selection.</p>
<p><b>4</b></p>	<p><b>Delete Key</b> If programmed using the <a href="#">Delete Correction Type</a>, this key will delete all items that are selected and highlighted in the current transaction. Transaction entries may be selected for deletion by pressing directly on the entry. If an item is deleted, all linked items or modifiers will also be deleted. Individual linked items or modifiers may be selected and highlighted and deleted without deleting the parent item.</p>



1 Wings	6.00	0
*Lemon Pepper		
		6.00

pressing the EC key will only apply to the linked item and not the parent item.



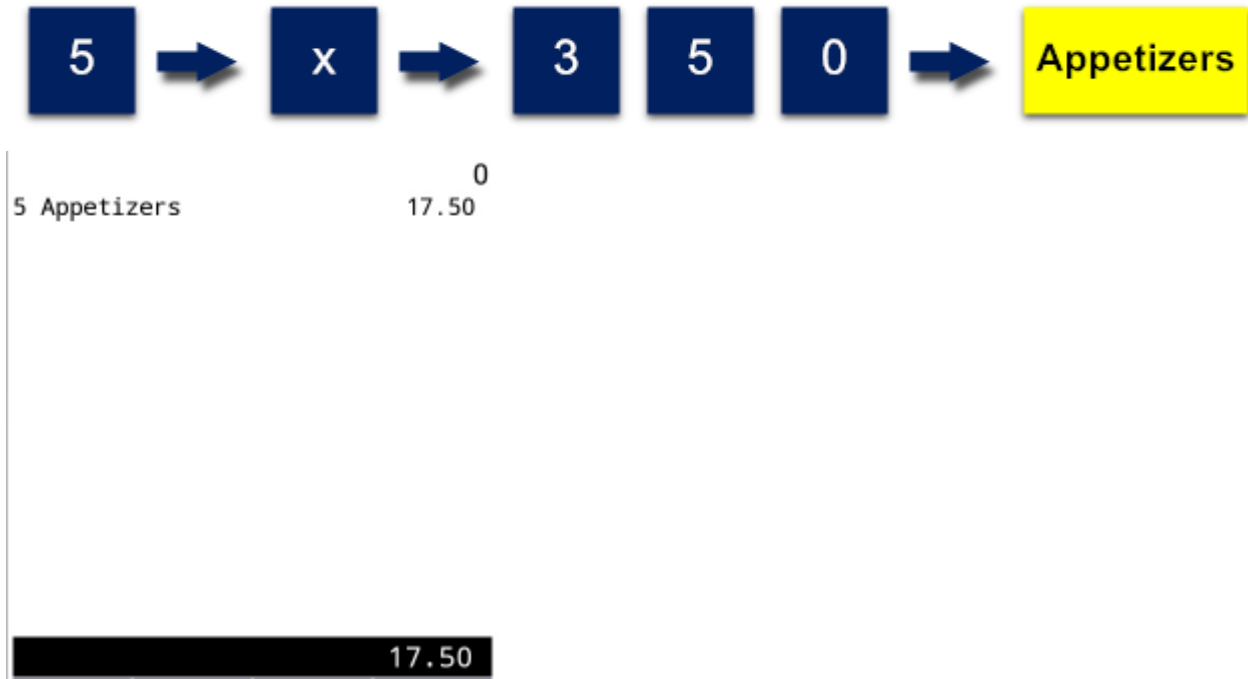
1 Wings	6.00	0
		6.00

Any further attempt to error correct the transaction will result in a "Invalid Sequence" message.

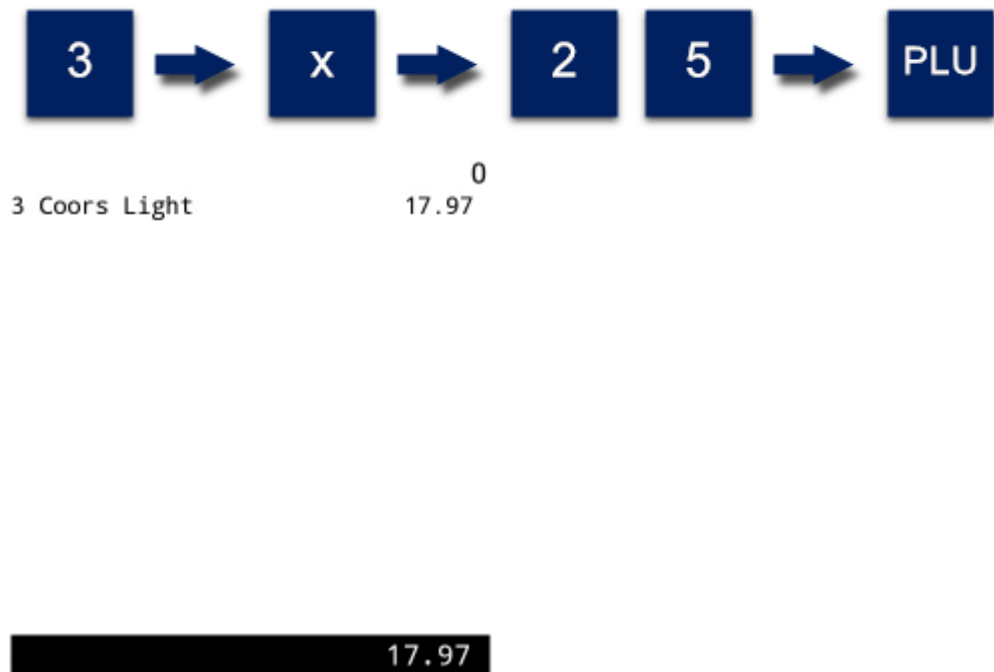
# Enter a multi product sale

The X key Allows you to sell multiples of one item at once. Instead of pressing the same item repeatedly, the cashier can make use of the multiplication key by entering the quantity first, and then the product.

Example 1: To sell a \$3.50 item five times using an open (Appetizers) department.



Example 2: To sell the same product three times, press the quantity (3), the multiplication key, the PLU code (25 - Coors Light) and then the PLU key.



If you receive a "Product not found." please ensure that you have entered a valid product PLU and that [Setting 7 - Product Lookup by SKU](#) has been disabled (Off). Or, if [Setting 7 - Product Lookup by SKU](#) has been enabled (On), enter the SKU before pressing the PLU key. Please note that the item may also be scanned without the

need to manually enter the SKU and press on the PLU key.

Example 3: To sell the same product three times using the SKU, press the quantity (3), the multiplication key, the SKU (60050779 - Budweiser) and then the PLU key.

3 → x → 6 → 0 → 0 → 5 → 0 → 7 → 7 → 9 → PLU

3 Budweiser 17.97<sup>0</sup>

Product details  
SKU: 0000060050779  
Budweiser  
5.99  
Close

17.97

The X key may also be used to multiply two numbers.

Example 4: If a product is in a pack of 6 and the customer purchases 2 packs, you may press 2 X 6 and then select the product, to sell 12 items.

2 → x → 6 → Water

## Enter a no sale transaction

No Sale is used to open the cash drawer without making a sale. This key is programmed using the [No Sale Tender](#) option. The Tender must also be configured to [open cash drawer 1](#), [open cash drawer 2](#), or both.

# Enter an open department sale

An open department refers to an item within a department with an undetermined price. This allows you to sell department items that have not been pre-defined.

The department must be set up as an [Open Department](#) in the department options. When enabled, users are allowed to enter a price followed by the department key without identifying the product sold. Please note that if the Manager Required option has been enabled, users without managerial rights will not be allowed to make open department sales without a managerial override.

Example: To sell an item with a price of \$5.50 under the Appetizers department, enter the price of the article including cents, followed by the Appetizers department key.



1 Appetizers	5.50 <sup>0</sup>
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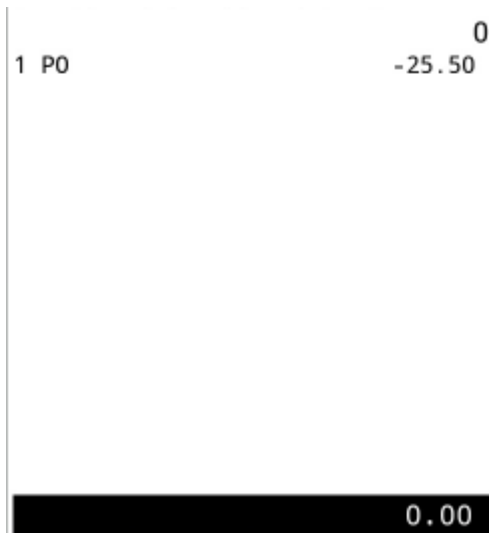
5.50

## Enter paid on account and received on account transactions

Money can be withdrawn from the register in order to make payments, decrease the amount of cash in the drawer, etc. This is performed with the Pay Out (PO) operation.

To perform a PO, first enter the amount to be paid or withdrawn, then press the PO key. The [tender](#) linked to the PO will be update and a receipt will be printed. The total PO accumulated will appear on the financial reports and will adjust the totals for the applied tender.

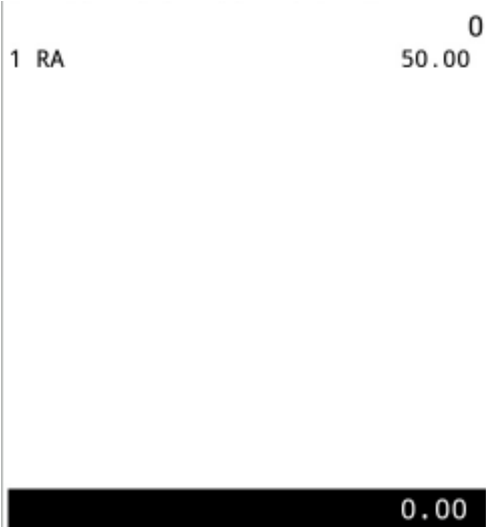
Example 1: To make a \$ 25.50 pay out in cash.



Similarly, payments can also be received at the register. This transaction is known as Received on Account (RA). For example, adding additional cash or change to the cash drawer. To enter a RA transaction, first enter the amount received and press the RA button. The [tender](#) linked to the RA will be update and a receipt will be printed. The total RA accumulated will appear on the financial report and will adjust the totals for the applied tender.

Example 2: To receive an amount of \$ 50 in cash.





Please note that in the two examples above, the PORAs are linked to a Cash Tender.

A PORA may also be used to add or remove cash (or any other tender) from open accounts. For example if you have an open account and wish to add \$50.00 cash to this account if the default tender is defined as cash, you may simply enter \$50.00 and press RA. (amount + RA).

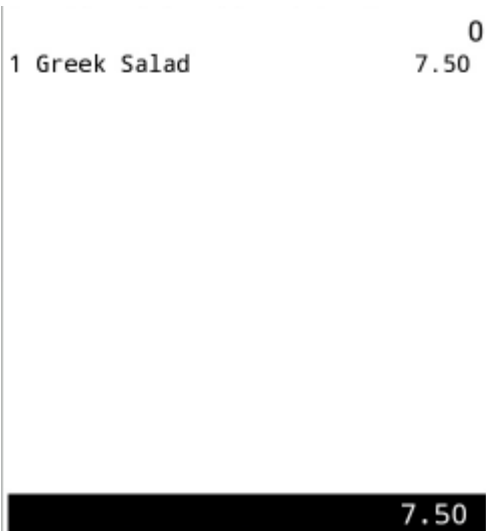
Example 3: To receive an amount of \$ 50 in cash and apply it to an open account. First open the account and once displayed in the transaction area, enter \$50.00 and press RA.



If you wish to override this default tender, press on the RA Key first, enter the amount and press on one of the defined tenders (RA + amount + Tender).

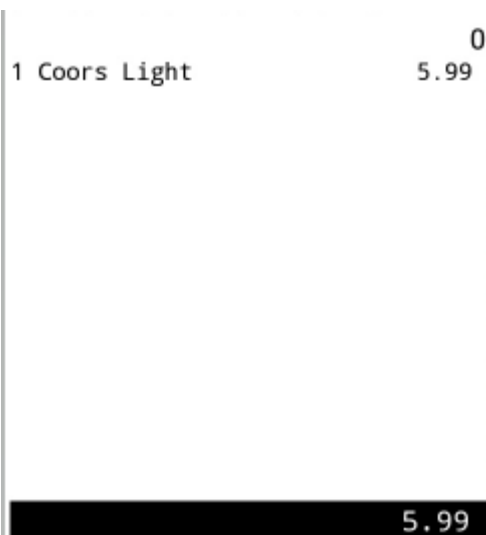
## Enter a product Sale

To sell a product that has been programmed on a key ([PLU](#) or [SKU](#)) simply press on the key.



To sell a product that does not appear as a fixed key on the keyboard, enter the PLU code followed by the PLU key. If a PLU has a programmed barcode (SKU) then the SKU number may also be entered if [Setting 7 - Product Lookup by SKU](#) has been enabled. The item may also be scanned without the need to manually enter the SKU and press on the PLU key.

Example 1: To sell the PLU 25, enter the PLU code (25 - Coors Light) followed by the PLU key.



Products may also be selected from a drop-down list by pressing the PLU key without first entering a code.

This will display all products defined in the database. The height of each row in the PLU List is controlled in [Setting 70 - "PopupList Item Height"](#). Use your finger to swipe the list up or down. Press on the SORT button to sort the list alphabetically in ascending order, alphabetically in descending order, or by product Id. Once you have located the item you wish to sell, press on the item row.

SORT ▲	
Wings	6.00
Mozzarella Sticks	6.00
Garlic Bread	6.00
Pizza Bread	6.00
Antipasto	7.50
Chicken Caesar	7.50
Greek Salad	7.50
Chef Salad	7.50
Garden Salad	7.50
Pork Back Ribs	16.49
Chicken Parmesan	19.49
NY Steak	24.99
Salmon	22.49
Vegan Power Bowl	18.49
Apple Blossom	6.99
Tropic Thunder	7.59
Cheesecake	7.99

If a department has the [PLU List](#) option enabled, pressing the department key will also display a drop-down list, but only list products linked to that Department. Please note that if the Manager Required option has been enabled on the department, users without managerial rights will not be allowed to display the department PLU list.

Example 2: To sell an item under the Appetizers department press on the Appetizers key which has been programmed with the PLU List option enabled.



Press on one of the items listed under the appetizers department.

SORT ▲	
Wings	6.00
Mozzarella Sticks	6.00
Garlic Bread	6.00
Pizza Bread	6.00

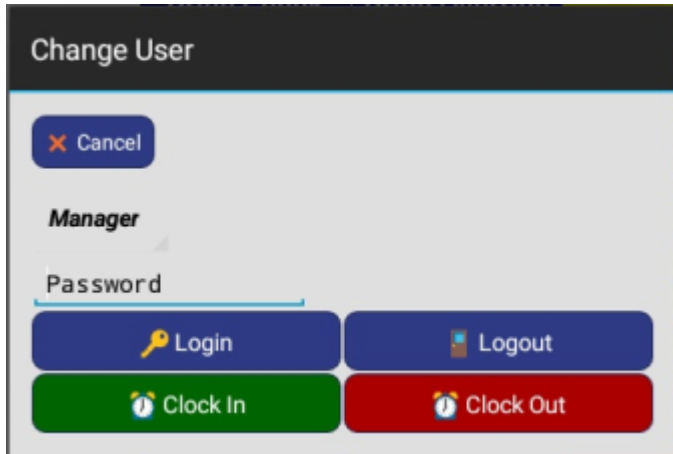
1 Mozzarella Sticks	6.00 <sup>0</sup>
<b>6.00</b>	

Press the [CLEAR](#) fixed function key or the [Keyboard](#) key to hide the drop-down and redisplay the current Keyboard.

# Login & Logout

You may login or logout of the GoPOS application when on the [GoPOS Home](#) screen or when in the [GoPOS Register](#). From the Home Menu press on [Change User](#) icon. From the GoPOS Register the user can be changed or selected by pressing the [USR](#) key on the numeric keypad or when the register is initially started and there is no current user logged in. The Clock In and Clock out buttons may be used by the users to keep track of their time. All time stamps will be stored and used to generate the Attendance Report.

In either case, the Change User/Login window will be displayed to allow you to log out of the current user or log in as a different user.

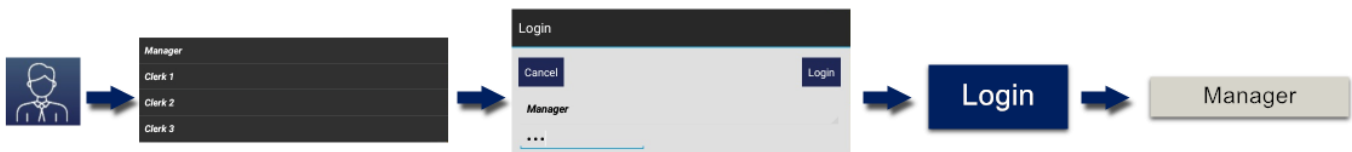


A drop down of all defined Users will be displayed if you press on the current user name.

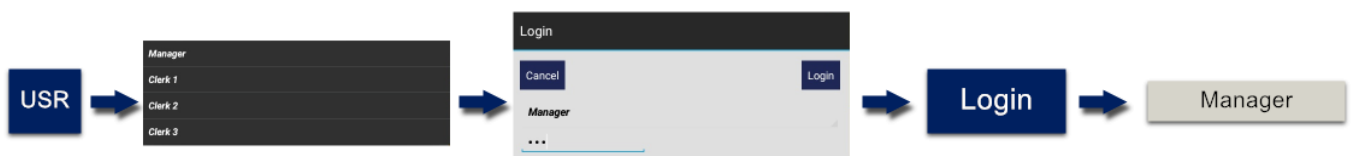
Once a user has been selected, press in the Password box to enter the user password and press on Login. Press Logout if you wish to logout of the current user. Press on Cancel or anywhere outside the popup window to close the window and cancel the change.

You may also use the USR key as a quick user login function. Enter the numeric User Id of the user you wish to log into and then press USR. If a password is required, the Change User screen will pop up allowing you to enter the user password. If the user password is not defined or left blank, the Change User Window will not pop up and users will be allowed to login without being forced to enter a password. Entering 0 and then pressing the USR key will logout the current users.

Example 1: Login with password. Press on Change User or USR, press on user name and select new user from list. Press in the password feild and enter the password. Press on Login.

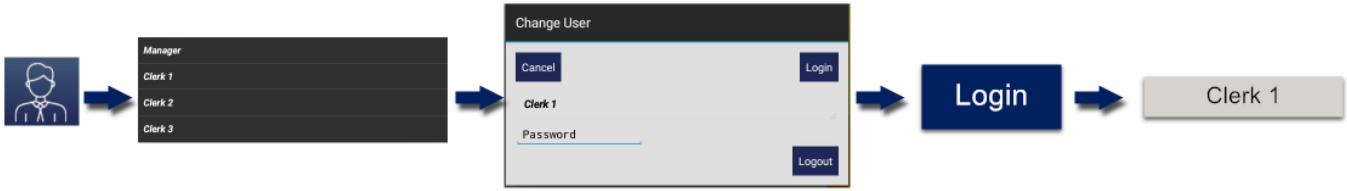


or

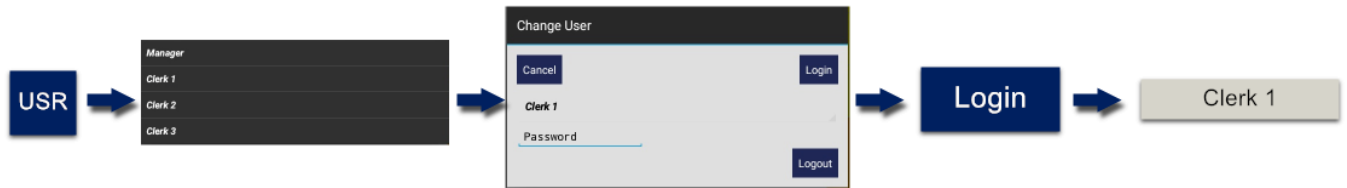


The password will be hidden (\*) as you type each character using the android keyboard. Once logged in, the active user is displayed in the top right corner of the GoPOS display area.

Example 2: Login without password. Press on Change User or USR, press on user name and select new user from list and press on Login.



or



Example 3: To Logout when the Change User has been displayed, press on Logout button to log the current user out of the GoPOS application.

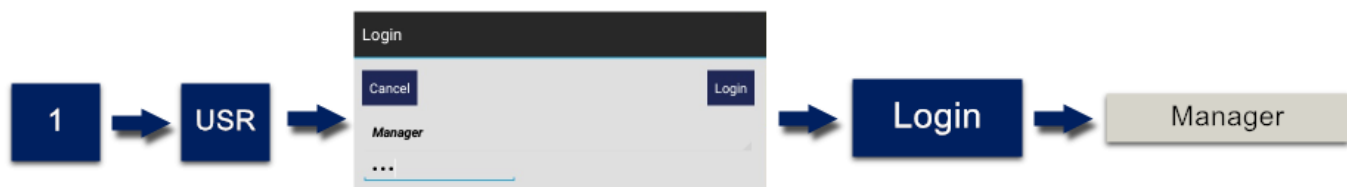


or



## Quick Entry Login/Logout

Example 4: Quick Entry Login with password. Press User Id (1) then USR. Enter the password. Press on Login.



Example 5: Quick Entry Login without password. Press User Id (2) then USR.



Example 6: Quick Entry Logout. Press 0 then USR.



The current user in the display area will be blank. No access to the GoPOS application will be allowed without first logging in.

Please note that users will be automatically logged out if [Setting 52 - "Automatic Logout"](#) is defined. The value entered in this setting determines the amount of inactivity time (in seconds) allowed between transactions. A time of zero (0) indicates that users will not be automatically timed out.

# Make a price level change

The register allows multiple prices for each product. This is useful for special customers or for special occasions or promotions. The number of price levels allowed is determined by the value entered in [Setting 4 - "Price Level quantity"](#). You may set this setting to any Integer value from 1 to 10. A new Price Level column will appear in Product Maintenance which will allow you to enter a different [price](#) for each price level defined.

On GoPOS, pressing a key that is linked to the "[Price Level](#)" function type will change the price level of any new items added to the transaction. The user must be granted access to each specific [Price Level](#) in User Maintenance. If a user does not have access to a specific price level, a "Price level not allowed for current user." message will be displayed. If a user has access to multiple price levels, they may switch price levels when entering transactions. The current price level being used will be displayed on the GoPOS register upper [display area](#). This price level will remain in effect until the user selects a different price level or changes user.

Please note that if [Setting 79 - "Reset price level after item sale"](#) or [Setting 80 - "Reset price level after transaction"](#) is enabled, the price level will revert back to the [user's default price level](#) after each item entry or after the transaction has been completed.

Example 1: To sell PLU 5 with Price level 2.

The screenshot shows the GoPOS interface with the following elements:

- Top Bar:** Home, Receipt, Keyboard, Price (\$), and a green 'P2' button. The date and time are 2/18/2026 12:29 PM, and the user is Clerk.
- Transaction Area:** Shows '1 Antipasto' with a price of '7.00'.
- Navigation Grid:**
  - Copy, Receipt On/Off, Appetizers, Salads
  - Price Check, Price Override, Mains, Desserts
  - Hold, Tax Shift # 1, Beverages, Alcoholic
  - Tip Percentage, Tax Shift # 2, Wings, Mozzarella Sticks, Garlic Bread
  - Tip Amount, Tax Shift # 3, Pizza Bread, Antipasto, Chicken Caesar
  - Food Stamp Subtotal, Cash Declaration, Pork Back Ribs, Chicken Parmesan, NY Steak
  - Price 1, Price 2, Greek Salad, Chef Salad, Garden Salad
  - Delete, \$ Discount
  - EC, % Discount
  - Refund, Subtotal
  - Cancel, Cash
- Bottom Grid:**
  - PO, RA
  - No Sale
- Keypad:**
  - PLU: 7, 8, 9
  - USR: 4, 5, 6
  - X: 1, 2, 3
  - CLEAR: 0, 00, .

<b>1</b>	<p><b>Product Price 2</b></p> <p>Price level 2 product price defined in Item Maintenance.</p>
----------	---

<b>2</b>	<b>Current Price Level</b> The current price level being used. (Price Level 2)  Please note that if you press and hold on a line item to display the pop window showing the <a href="#">product details</a> , the price displayed for the product will always be the price for the current price level being used and not for the price level at which it was sold.
<b>3</b>	<b>Price Level 1</b> Price level 1 key programmed to the Price 1 function in keyboard maintenance. Press on this key to switch to price level 1.
<b>4</b>	<b>Price Level 2</b> Price level 2 key programmed to the Price 2 function in keyboard maintenance. Press on this key to switch to price level 2.

Example 2: To return to level 1, simply press the Price Level 1 key.



Product Price 1    Product Price 2    Current Price Level    Price Level 1    Price Level 2

1    2    3    4    5

1 Antipasto 7.00  
1 Antipasto 7.50

0

14.50

PLU	7	8	9
USR	4	5	6
X	1	2	3
CLEAR	0	00	.

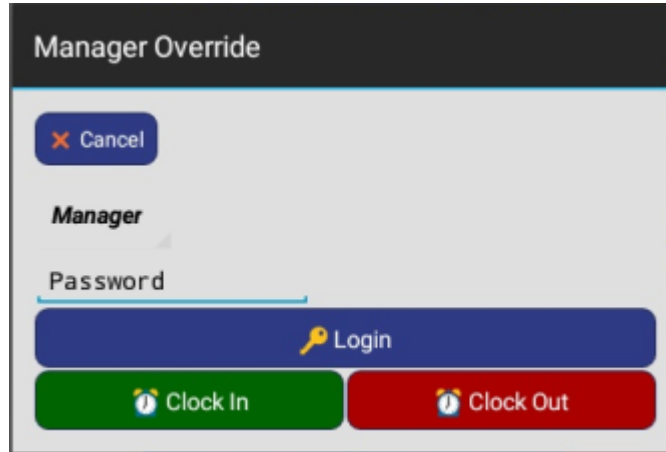
Copy	Receipt On/Off	Appetizers		Salads
Price Check	Price Override	Mains		Desserts
Hold	Tax Shift # 1	Beverages		Alcoholic
Tip Percentage	Tax Shift # 2	Wings	Mozzarella Sticks	Garlic Bread
Tip Amount	Tax Shift # 3	Pizza Bread	Antipasto	Chicken Caesar
Food Stamp Subtotal	Cash Declaration	Pork Back Ribs	Chicken Parmesan	NY Steak
Price 1	Price 2	Greek Salad	Chef Salad	Garden Salad
		Delete	\$ Discount	
		EC	% Discount	
PO	RA	Refund	Subtotal	
No Sale		Cancel	Cash	

<b>1</b>	<b>Product Price 1</b> Price level 1 product price defined in Item Maintenance.
<b>2</b>	<b>Product Price 2</b> Price level 2 product price defined in Item Maintenance.

<b>3</b>	<b>Current Price Level</b>
	The current price level being used. (Price Level 1)  Please note that if you press and hold on a line item to display the pop window showing the <a href="#">product details</a> , the price displayed for the product will always be the price for the current price level being used and not for the price level at which it was sold.
<b>4</b>	<b>Price Level 1</b>
	Price level 1 key programmed to the Price 1 function in keyboard maintenance. Press on this key to switch to price level 1.
<b>5</b>	<b>Price Level 2</b>
	Price level 2 key programmed to the Price 2 function in keyboard maintenance. Press on this key to switch to price level 2.

# Perform a managerial override

If a clerk does not have [managerial rights](#), certain situations will require a managerial override to complete the transaction entry. When this situation occurs, a "Manager Required" message will be displayed. If the clerk wishes to continue, a user with Managerial rights must login temporarily to override the restriction. Immediately after receiving the "Manager required" message, press on USR to display the Manager Override pop-up window.

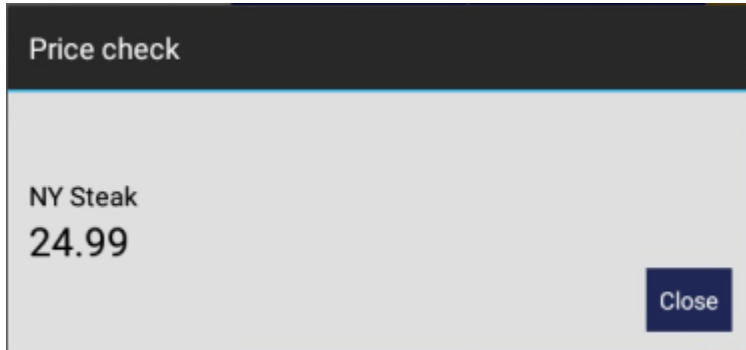


Press on the user name field and select a user with managerial rights and enter the password. If the login was successful, and the user has manager rights, "Mo" will be displayed at the top [display area](#) to indicate managerial override mode. The clerk will then be allowed to continue with the entry. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.

## Perform a price check

If the customer would like to know the price of an item before purchasing it, you may perform a price check to do this. A Price Check key must be programmed on the keyboard with the "[Price Check](#)" fixed function.

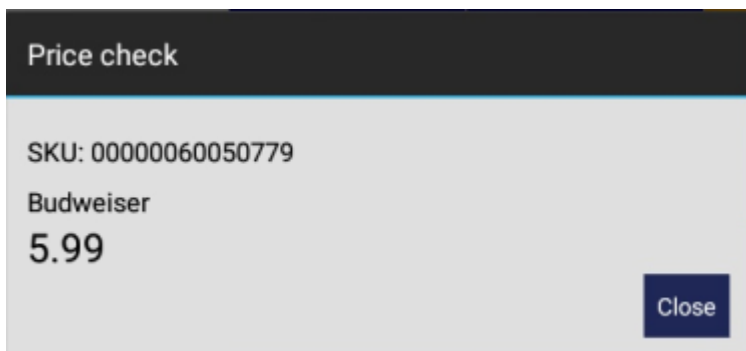
Example 1: To check the price of PLU 12, enter the PLU code (12 - NY Steak) followed by the Price Check key.



Press on the Close button to close the Price Check pop-up window.

If you receive a "Product not found." message, please ensure that you have entered a valid product PLU and that [Setting 7 - Product Lookup by SKU](#) has been disabled (Off). Or, if [Setting 7 - Product Lookup by SKU](#) has been enabled (On), enter the SKU before pressing the Price Check key.

Example 2: To check the price of product using the SKU, enter the SKU (60050779 - Budweiser) and then press on the Price Check key.



Press on the Close button to close the Price Check pop-up window.

Example 3: To check the price of an item using a scanner, press the Price Check key. This will place the register in "Price Check" mode, indicated by the **Pc** icon at the top of the [Register Display](#) area. While still in price check mode, scan the item.



To cancel the price check and return to regular mode, simply press the Price Check key to toggle the price check mode off and remove the **Pc** icon from the register display area.

## Perform a price override

In certain situations, it is necessary to change the preset price of an item for a single transaction. To do this, a Price Override key must be programmed on the keyboard with the "[Price Override](#)" fixed function. Please note that if [Setting 63 - "Manager required to override prices"](#) is enabled, managerial rights will be required to override prices.

Example 1: To override the set price of a product, enter the price (\$20.99), press the "Price Override" key and enter the PLU code (12 - NY Steak) followed by the PLU key.

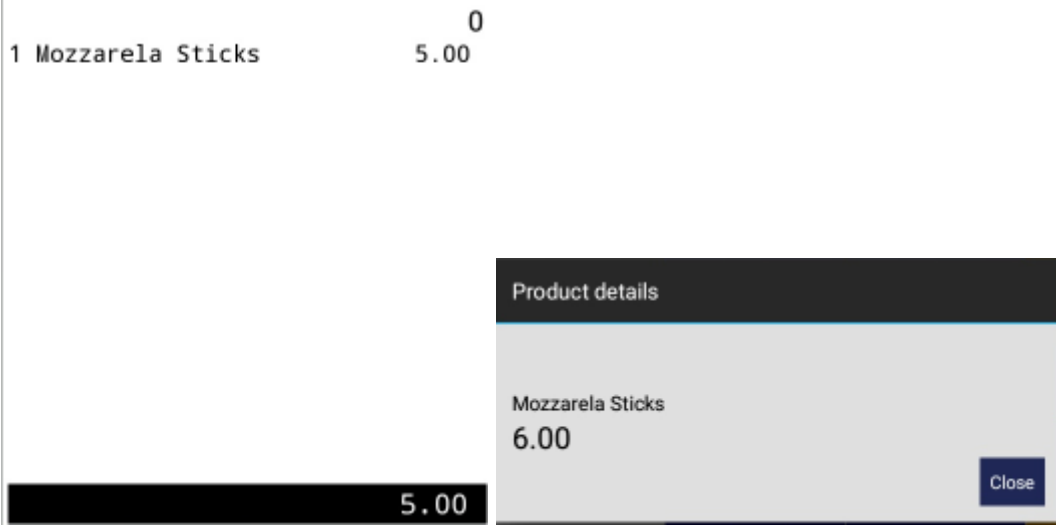


When performing a price override, the price must be entered with or without decimal places depending on [Setting 32 - "Enter Decimal Digits as Integers"](#). If enabled (set to true) entering 700 or 7.00 will both be interpreted as \$7.00. If this option is disabled (set to false) 700 will be interpreted as \$700.00.

Please note that the previous examples given assume that [Setting 6 - "Number of decimal digits"](#) is set to 2. If the number of decimal digits was set to 3 and Setting 32 was enabled, 700 will be interpreted as 0.700 and 7000 will be interpreted as 7.000.

Example 2: To override the set price of a product that is programmed directly on the keyboard, enter the price (\$5.00), press the "Price Override" key and press on the item key.



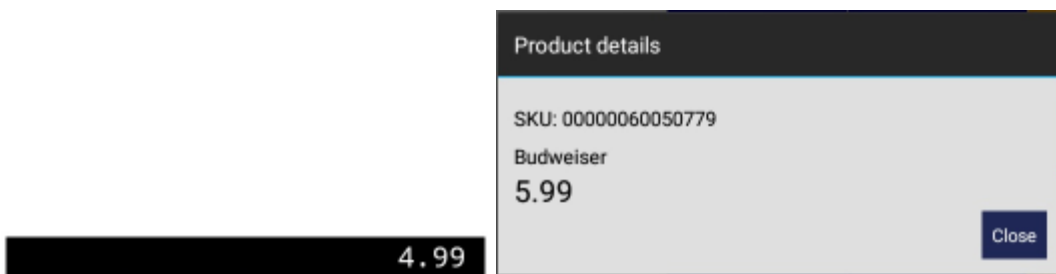


If you receive a "Product not found." message, please ensure that you have entered a valid product PLU and that [Setting 7 - Product Lookup by SKU](#) has been disabled (Off). Or, if [Setting 7 - Product Lookup by SKU](#) has been enabled (On), enter the SKU after pressing the "Price Override" key.

Example 3: To override the set price of product using the SKU, enter the price (\$4.99), press the "Price Override" key and enter the SKU code (60050779 - Budweiser) followed by the PLU key.



1 Budweiser 4.99<sup>0</sup>



Example 4: The item may also be scanned directly without the need to manually enter the SKU and press on the PLU key.



# Perform a Tax shift

For customer that are tax exempt, a tax shift key may be programmed for the first 3 taxes defined in the system. To eliminate one or more of the taxes, press the Tax shift key at any time before the completion of the transaction. This will toggle the appropriate tax either on or off depending on the current state.

The tax shift key must be programmed with one of the following 3 pre-defined fixed functions.

- Tax Shift #1 Enables/Disables the charging of Tax #1 defined in [tax maintenance](#).
- Tax Shift #2 Enables/Disables the charging of Tax #2 defined in [tax maintenance](#).
- Tax Shift #3 Enables/Disables the charging of Tax #3 defined in [tax maintenance](#).

Example 1: To eliminate tax 1 from a transaction, before tendering the transaction, press on a the Tax Shift #1 key.



This will disable the corresponding tax 1 and display a "Tax 1 Disabled" message in the [transaction display](#) area.

A **T1** icon at the top of the [register display](#) area will also be displayed to indicate that you are in tax shift 1 mode.

Copy	Receipt On/Off	Appetizers		Salads
Price Check	Price Override	Mains		Desserts
Hold	Tax Shift # 1	Beverages		Alcoholic
Tip Percentage	Tax Shift # 2	Wings	Mozzarella Sticks	Garlic Bread
Tip Amount	Tax Shift # 3	Pizza Bread	Antipasto	Chicken Caesar
Food Stamp Subtotal	Cash Declaration	Pork Back Ribs	Chicken Parmesan	NY Steak
Price 1	Price 2	Greek Salad	Chef Salad	Garden Salad
PO	RA	Delete	\$ Discount	
No Sale		EC	% Discount	
		Refund	Subtotal	
		Cancel	Cash	

Example 2: To re-activate tax 1, before tendering the transaction, press on a the Tax Shift #1 key.



Pressing the same Tax Shift #1 key when the tax has already been disabled, will re-enable the tax and display a "Tax 1 Active" message. The **T1** icon will also be removed from the top of the register display area to

indicate that you are no longer in tax shift mode.

P1
N

2/18/2026  
4:09 PM  
Clerk

0

1 Chicken Caesar 7.50

Tax #1 Disabled

Tax #1 Active

7.50			
PLU	7	8	9
USR	4	5	6
X	1	2	3
CLEAR	0	00	.

Copy	Receipt On/Off	Appetizers		Salads
Price Check	Price Override	Mains		Desserts
Hold	Tax Shift # 1	Beverages		Alcoholic
Tip Percentage	Tax Shift # 2	Wings	Mozzarella Sticks	Garlic Bread
Tip Amount	Tax Shift # 3	Pizza Bread	Antipasto	Chicken Caesar
Food Stamp Subtotal	Cash Declaration	Pork Back Ribs	Chicken Parmesan	NY Steak
Price 1	Price 2	Greek Salad	Chef Salad	Garden Salad
		Delete	\$ Discount	
		EC	% Discount	
PO	RA	Refund	Subtotal	
No Sale		Cancel	Cash	

The last status of each Tax shift will be applied to all items within the current transaction. All taxes will be automatically re-enabled at the start of the next transaction.

# Perform a transaction cancel

This function is used to cancel the entire current non-completed transaction. A cancel key may be programmed on your keyboard by linking the key to a correction with the ["Cancel"](#) correction type. You may choose to print or not print receipts for canceled transactions by enabling or disabling [Setting 65 - "Print canceled transactions"](#).

Example 1: If Setting 65 - "Print canceled transactions" has been enabled, pressing on the Cancel key cancels the entire transaction, reversing all entries and produces a "CANCELED" receipt showing the original and canceled entries.

	0
1 Wings	6.00
*Salt & Pepper	
1 Greek Salad	7.50
1 Bud Light	5.99

19.49

**Cancel** → **CANCELED**

	0
1 Wings	6.00
*Salt & Pepper	
1 Greek Salad	7.50
1 Bud Light	5.99
CANCELED	

0.00

Example 2: If Setting 65 - "Print canceled transactions" has been disabled, pressing on the Cancel key cancels the entire transaction, reversing all entries, but will not produce a receipt.

	0
1 Wings	6.00
*Salt & Pepper	
1 Greek Salad	7.50
1 Bud Light	5.99

19.49

Cancel

	0
1 Wings	6.00
*Salt & Pepper	
1 Greek Salad	7.50
1 Bud Light	5.99
CANCELED	

0.00

In instances where the customer requests a receipt of the canceled transaction, if programmed, the "[Copy](#)" fixed function key may still be used to print a copy of the receipt.



# Perform a transaction hold

The function to suspend (hold), allows cashiers to temporarily suspend a sale and proceed to the next sale. The user can then recall the suspended transaction to complete the original sale. This is useful in situations where there are complications experienced by the seller or buyer, such as items without a price or where the buyer does not have sufficient funds. This operation saves time, since the cashier can proceed to the next sale without having to wait on the buyer. A Hold key must be programmed on the keyboard with the "Hold" fixed function. To suspend a sale simply press the hold key and proceed to the next customer. To recall the sale, press the Hold key again and complete the original transaction.

Example 1: Once a transaction has been started, press on the Hold key to suspend the current transaction and display a "Transaction On Hold" message in the [transaction display](#) area. A **TH** icon at the top of the [register display](#) area will also be displayed to indicate that you have a transaction on hold.

Hold

P1
TH
N

2/18/2026  
 4:11 PM  
 Clerk

0

1 Wings 6.00

\*Lemon Pepper

1 NY Steak 24.99

1 Chef Salad 7.50

Transaction On Hold

Copy	Receipt On/Off	Appetizers		Salads	
Price Check	Price Override	Mains		Desserts	
Hold	Tax Shift # 1	Beverages		Alcoholic	
Tip Percentage	Tax Shift # 2	Wings	Mozzarella Sticks	Garlic Bread	
Tip Amount	Tax Shift # 3	Pizza Bread	Antipasto	Chicken Caesar	
Food Stamp Subtotal	Cash Declaration	Pork Back Ribs	Chicken Parmesan	NY Steak	
Price 1	Price 2	Greek Salad	Chef Salad	Garden Salad	
		Delete	\$ Discount		
		EC	% Discount		
PO	RA	Refund	Subtotal		
No Sale		Cancel	Cash		

0.00			
PLU	7	8	9
USR	4	5	6
X	1	2	3
CLEAR	0	00	.

You may then press on CLEAR to clear the transaction display area or simply start entering a new transaction.

Example 2: To recall the held transaction, press on the Hold key before starting a new transaction. The held transaction will be redisplayed in the transaction area and the **TH** icon at the top of the [register display](#) area will be cleared. You will receive an "Invalid Sequence" message if your are in the middle of a transaction and attempt to recall a hold or when there is no held transaction to recall.

67

# Hold



P1

N



2/18/2026  
4:11 PM  
Clerk

0  
1 Wings 6.00  
\*Lemon Pepper  
1 NY Steak 24.99  
1 Chef Salad 7.50

Copy	Receipt On/Off	Appetizers		Salads
Price Check	Price Override	Mains		Desserts
Hold	Tax Shift # 1	Beverages		Alcoholic
Tip Percentage	Tax Shift # 2	Wings	Mozzarella Sticks	Garlic Bread
Tip Amount	Tax Shift # 3	Pizza Bread	Antipasto	Chicken Caesar
Food Stamp Subtotal	Cash Declaration	Pork Back Ribs	Chicken Parmesan	NY Steak
Price 1	Price 2	Greek Salad	Chef Salad	Garden Salad
		Delete	\$ Discount	
		EC	% Discount	
PO	RA	Refund	Subtotal	
No Sale		Cancel	Cash	

38.49			
PLU	7	8	9
USR	4	5	6
X	1	2	3
CLEAR	0	00	.

You may then proceed by adding or removing entries and tendering, or by cancelling the transaction.

Note: Since Held transactions are stored, but not yet tendered. It is recommended that you complete or cancel all held transactions before generating your Z reports.

# Perform a transaction refund

When a customer returns an item or requests a refund, press the Refund key and then the item to be returned. If more than one item is being returned, remember to press the Refund key before each item. A refund key may be programmed on your keyboard by linking the key to a correction with the "Refund" correction type. Pressing on the Refund key will place the register in "Refund" mode, indicated by the **Rf** icon at the top of the [Register Display](#) area. To refund a product that does not appear as a fixed key on the keyboard, enter the PLU code followed by the PLU key when the register is in refund mode. If a PLU has a programmed barcode (SKU) then the SKU number may also be entered if [Setting 7 - Product Lookup by SKU](#) has been enabled. The item may also be scanned directly while the register is in "Refund" mode, without the need to manually enter the SKU and press on the PLU key.

Example1 : To return PLU 5 and PLU 8. (Remember to press the Refund key before each item.)



	0
Refund	
-1 Antipasto	-7.50
Refund	
-1 Chef Salad	-7.50
<hr/>	
	-15.00

If the customer wants to exchange an item, refund the returned item first, then register the new item.

Example 2: The customer is exchanging PLU 1 with PLU 2.



	0
Refund	
-1 Wings	-6.00
*Lemon Pepper	
1 Mozzarella Sticks	6.00

0.00

Example 3: To refund or exchange a product that has been programmed on a key ([PLU](#) or [SKU](#)) simply press on the key when in refund mode.



	0
Refund	
-1 Pizza Bread	-6.00
1 Garlic Bread	6.00

0.00

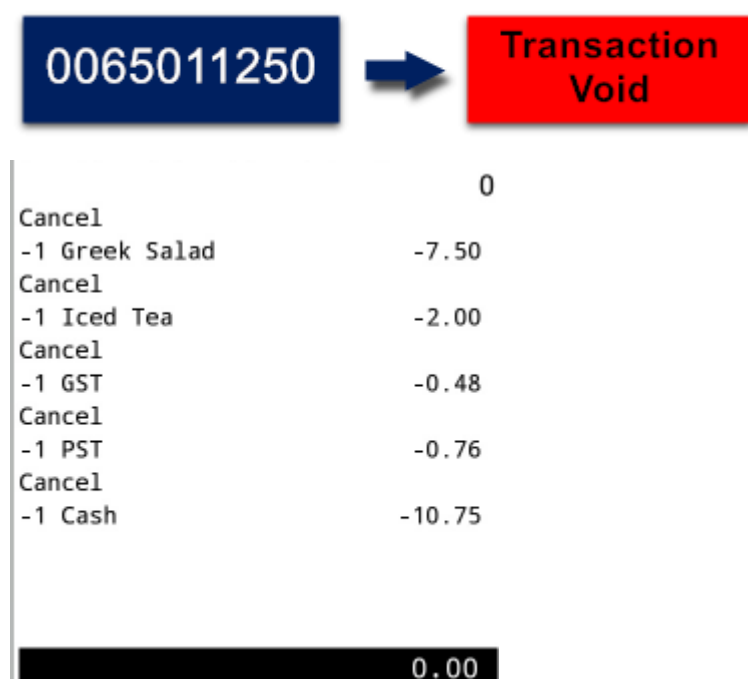
Example 4: The item may also be scanned directly while in "Refund" mode (**Rf**), without the need to manually enter the SKU and press on the PLU key.



## Void a transaction

This will allow you to void and reverse any previously entered transaction. You must be at the start of a transaction. Pressing Transaction Void in the middle of a transaction will display a "Please finish the current transaction" message. Pressing Transaction Void will place the register in "Transaction Void" mode, indicated by **Tv** displayed in the upper display section of the GoPOS register. Pressing Clear will cancel the transaction void and return the register in normal mode. When in **Tv** mode, or in normal mode at the start of a transaction, enter the transaction number, including all leading and trailing zeros, of the transaction you wish to void and press on "Transaction Void". If the transaction entered is found, all entries in the transaction are reversed and a new receipt is printed. If the transaction number entered is not found, a "Transaction not found" message is displayed.

Example1 : To void transaction #0065011250, enter all digits of the transaction number including any leading or trailing zeros and press on "Transaction Void".



## Print a copy of a receipt

In instances where a receipt copy is required or receipt printing has been turned off and the customer requests a receipt, the user can print a copy of the receipt by pressing the copy key after a sale. If programmed, the "Copy" fixed function key may be used to reprint a copy of the last sales transaction. A copy may be printed as long as a new transaction has not been started and the copy limit set in [Settings 66 - "Maximum number of receipt copies allowed"](#), has not been reached.

Example 1: If Setting 66 - "Maximum number of receipt copies allowed" has been set to 2, pressing on the Copy key produces a copy of the receipt.



Pressing on the Copy key a second time, produces another copy of the receipt.



Pressing on the Copy key a third time, display an "Invalid sequence" message and does not produce another copy of the receipt.



Please note that a copy of a receipt may also be printed or emailed using the [Transactions Finder](#) on the GoPOS Home screen.

## Tender a transaction

A sale must be tendered to be completed. Several forms of payment can be defined on the same keyboard. The most common are Cash, Credit Card, and Debit card, but other keys and payment methods can easily be added to the keyboard.

Example 1: To complete a sale using cash, first press the Subtotal key to display the total due including any taxes (\$8.48). Then enter the amount received (\$10) from the customer and press on the cash key. The system will calculate and display the change that the customer should receive (\$1.50) taking into consideration any rounding (\$0.02) that may occur if [rounding](#) has been defined for the Cash tender.



	0
1 Wings	6.00
*Salt & Pepper	
1 Bottled Water	1.50
SUBTOTAL	7.50
TOTAL	8.48
GST	0.38
PST	0.60
TOTAL	8.48
Rounding	0.02
Cash	10.00
Change	-1.50

0.00

Example 2: To complete a transaction using a credit card, simply press the Credit Card key. If a credit card key has not been programmed on the keyboard, all tenders can be access by pressing on the [Tenders](#) menu icon. The register will automatically calculate the subtotal and the total amount to charge.



	0
1 Wings	6.00
*Salt & Pepper	
1 Bottled Water	1.50
GST	0.38
PST	0.60
TOTAL	8.48
Credit Card	8.48

0.00

Depending on the programming of the register, the operator can use more than one form of payment to complete a sale. For example, this function can be used when a sale is paid with more than one form of payment such as cash and credit card.

Example 3: A subtotal of \$ 10.75 is paid with \$ 6 in cash and \$ 4.75 by Card.



	0
1 Wings	6.00
*Salt & Pepper	
1 Bottled Water	1.50
1 Coffee	2.00
SUBTOTAL	9.50
TOTAL	10.74
GST	0.48
PST	0.76
TOTAL	10.74
Rounding	0.01
Cash	6.00
Short	4.75

3.51

The amount remaining will be calculate and displayed (Short). Enter the amount remaining and press the credit card key.



	0
1 Wings	6.00
*Salt & Pepper	
1 Bottled Water	1.50
1 Coffee	2.00
SUBTOTAL	9.50
TOTAL	10.74
GST	0.48
PST	0.76
TOTAL	10.74
Rounding	0.01
Cash	6.00
Short	4.75
Credit Card	4.75
	0.00

Note: The total sale amount must be collected before being allowed to proceed with the next sale.

This can also be accomplished in the example above, simply by pressing the credit card key without entering an amount.

Example 4: A subtotal of \$ 10.75 is paid with \$ 6 in cash and the remainder by Card.



	0
1 Wings	6.00
*Salt & Pepper	
1 Bottled Water	1.50
1 Coffee	2.00
SUBTOTAL	9.50
TOTAL	10.74
GST	0.48
PST	0.76
TOTAL	10.74
Rounding	0.01
Cash	6.00
Short	4.75
	3.51



The amount remaining will be calculate and displayed (Short). Press the credit card key to automatically charge the remainder owing.



	0
1 Wings	6.00
*Salt & Pepper	
1 Bottled Water	1.50
1 Coffee	2.00
SUBTOTAL	9.50
TOTAL	10.74
GST	0.48
PST	0.76
TOTAL	10.74
Rounding	0.01
Cash	6.00
Short	4.75
Credit Card	4.75
	<b>0.00</b>

## Turn the receipt printer on or off

A Receipt On/Off key may be programmed on a keyboard using the "[Receipt On/Off](#)" fixed function. Pressing on the receipt on/off key turns the printing of receipts on or off.

The Printer Icon displayed at the top of the unit will turn black  when the receipt printing has been turned off and green  when the receipt printing has been turned on.

Alternatively, the user may press directly on the printer icon to turn the receipt printing on or off, without the need to program a key. Pressing the Printer icon will toggle the receipt printer on or off. If the receipt printer is on, pressing on the icon or the key will turn the receipt printer off. If the receipt printer is off, pressing on the icon or the key will turn the receipt printer back on.

Example 1: To turn the receipt printer off.



or press directly on the icon.



Example 2: To Turn the receipt printer back on.

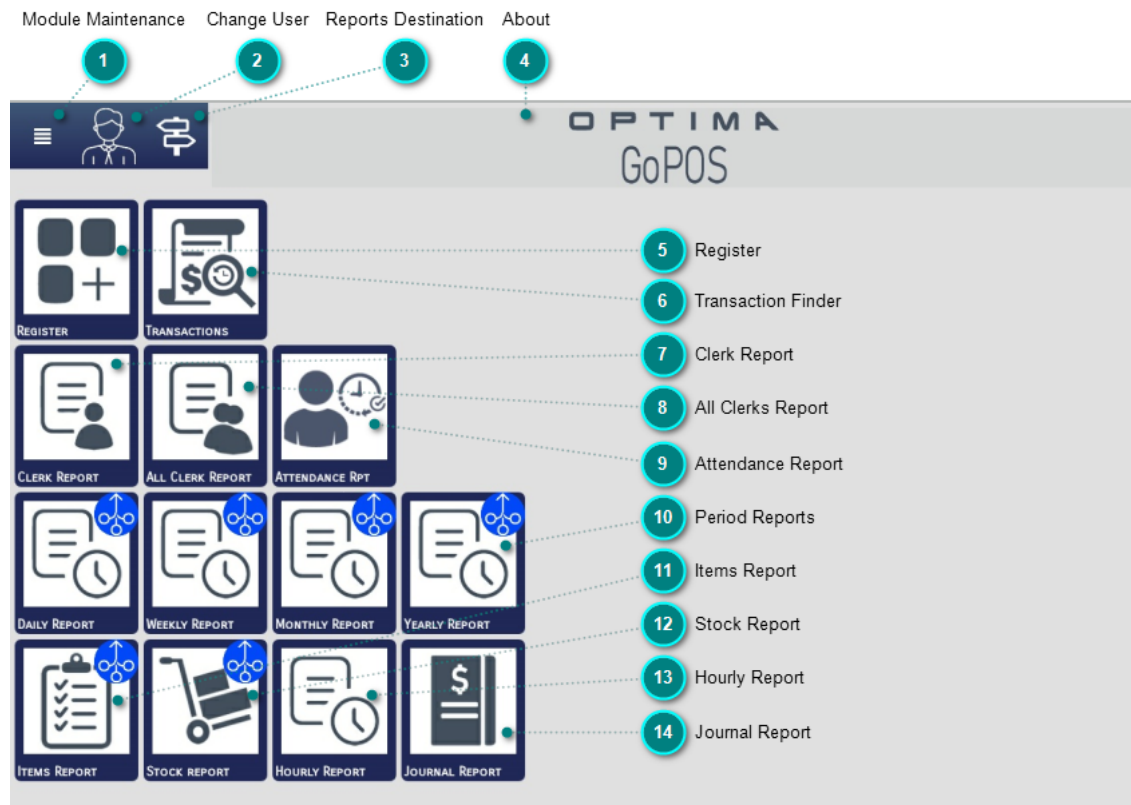


or press directly on the icon.



# GoPOS Home

The Home window will allow you to view current settings and if logged into a user with programming (P) rights, allow you to make programming changes. Select reports are also available directly from this window.

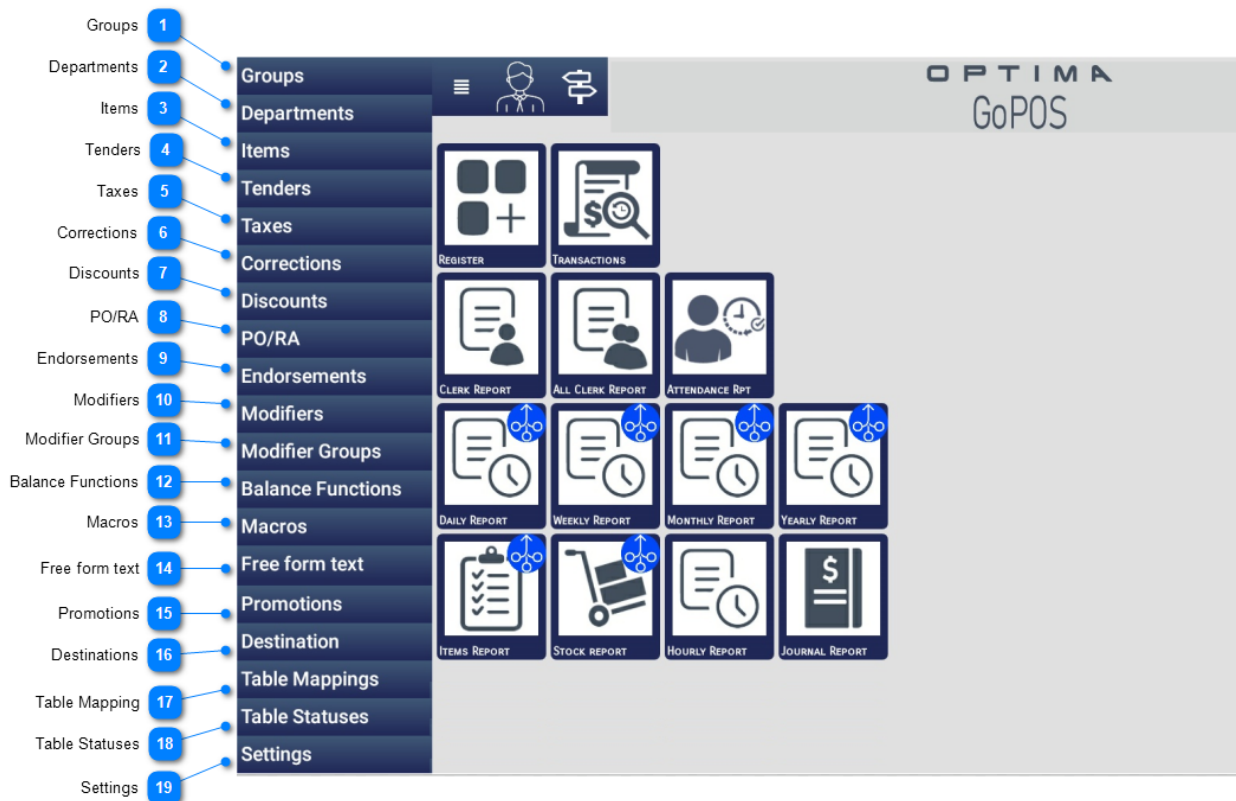


1

## Module Maintenance

The PcProg back office application facilitates the configuration and setup of all your units, but all programming changes may also be done directly on the APOS unit. Options and settings can be easily added or adapted so that you can customize each POS, achieving optimal productivity.

Pressing on this icon will show/hide a side bar listing all the programmable modules.



1

### Groups

Groups Maintenance allows you to maintain a list of groups which can then be linked to one or more Departments. Grouping Departments will allow you to generate reports where all sales under each Department may be grouped together.

2

### Departments

[Departments Maintenance](#) allows you to setup your departments and specify the options for each department.

3

### Items

[Items Maintenance](#) allows you to setup and maintain a list of your products.

4

### Tenders

[Tenders Maintenance](#) allows you to setup and maintain the list of tenders allowed on your GoPOS systems.

5

### Taxes

[Taxes Maintenance](#) allows you to setup and maintain the list of taxes collected through your GoPOS systems.

6

### Corrections

[Corrections Maintenance](#) allows you to define the type of corrections allowed on your GoPOS systems.

7

### Discounts

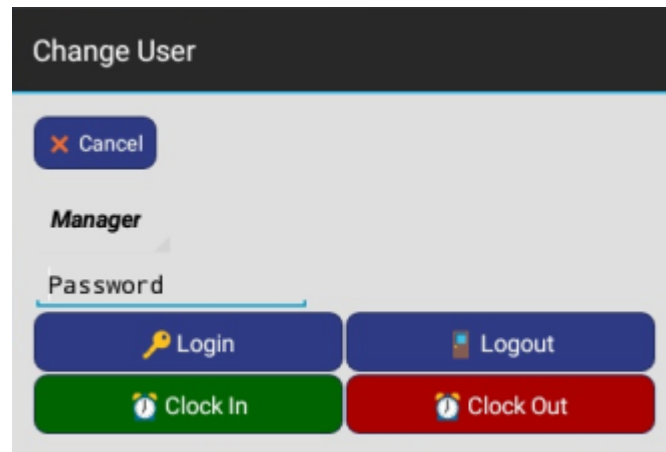
[Discounts Maintenance](#) allows you to define the types of discounts allowed on your GoPOS systems.

8	<b>PO/RA</b> <a href="#">PO/RA Maintenance</a> allows you to create and maintain accounts (Paid Out/Received on Account) used to adjust your cash drawer balances.
9	<b>Endorsements</b> <a href="#">Endorsements Maintenance</a> allows you to insert, update and delete endorsement messages.
10	<b>Modifiers</b> <a href="#">Modifiers Maintenance</a> allows you to create and maintain a list of condiments and product modifiers.
11	<b>Modifier Groups</b> <a href="#">Modifier Group Maintenance</a> allows you create and define groups for your condiments and modifiers.
12	<b>Balance Functions</b> <a href="#">Balance Function Maintenance</a> allows you to define account balance functions such as opening, closing or transferring balances from one account or table to another.
13	<b>Macros</b> <a href="#">Macros Maintenance</a> allows you to insert, update and delete macros.
14	<b>Free form text</b> <a href="#">Free Form Text Maintenance</a> allows you to insert, update and delete free form text.
15	<b>Promotions</b> <a href="#">Promotions Maintenance</a> allows you to define the promotional sales you wish to offer to your customers.
16	<b>Destinations</b> <a href="#">Destinations Maintenance</a> allows you to define the types of order destinations allowed on your GoPOS systems.
17	<b>Table Mapping</b> <a href="#">Table Mapping</a> allows you to define the dining areas in the establishment and define and maintain the tables associated with each dining area.
18	<b>Table Statuses</b> <a href="#">Table Statuses</a> allows you to define the available statuses for your dining tables.
19	<b>Settings</b> Pressing on the <a href="#">Settings</a> icon will show/hide a side bar listing all the programmable settings modules.

2

## Change User

Pressing on this icon will display the Change User window to log out of the current user or log in as a different user. Press Logout if you wish to logout of the current user. A drop down of all defined Users will be displayed if you press on the current user name. Once a user has been selected, press in the Password box to enter the user password and press on Login. Press on Cancel or anywhere outside of the window to close the window and cancel the change.

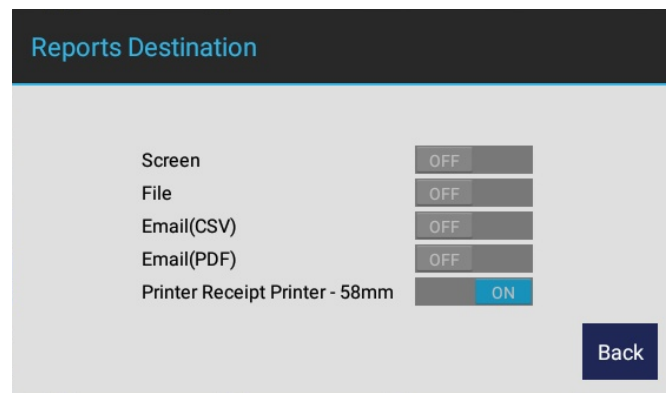


Please note that if the user password is not defined or left blank, users will be allowed to login to GoPOS using the Change User screen or by using the quick user login function ([USR](#)), without being forced to enter a password.

3

## Reports Destination

Press on this icon to display the Reports Destination window. You have the option of displaying all reports generated by GoPOS to Screen, to a File, via Email (CSV or PDF) or to the Receipt Printer. One of the five options must be chosen. Press on OFF next to the desired option to turn it on. All other options will be turned off. Selecting Email will display a text box, allowing you to enter the email address where the report will be sent from OSI (optimagopos@optimagopos.com) as an attachment in a comma separated file (CSV) or in a Portable Document Format (PDF).

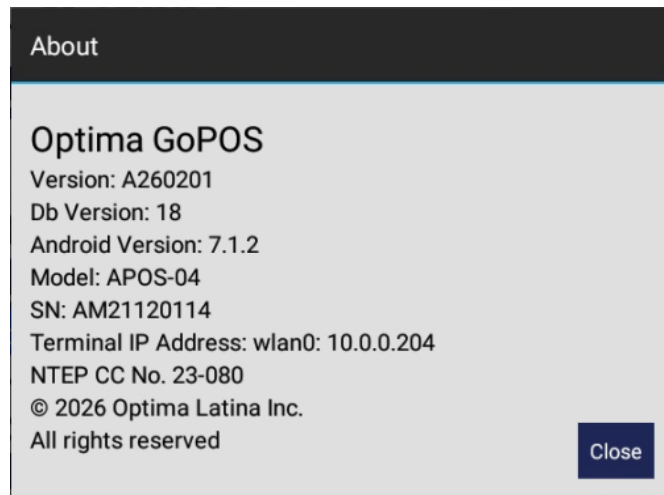


Press Back to save the modification as a user preference or press anywhere outside the window to cancel the change.

4

## About

Press and hold the OPTIMA GoPOS logo to display the "About" pop up window. This window will display the current GoPOS application version, database version and, if currently connected to your network, the terminal IP Address of the APOS.



5

## Register

Pressing the [Register](#) icon will open the GoPOS Register window. The "default" keyboard will be displayed upon activation.

6

## Transaction Finder

The Transaction Finder allows you to lookup any completed transaction stored on the GoPOS system. You may search by Transaction Id, by Transaction Date, by Function Description or by entering any combination of the three. If found, the results will be displayed as a scrollable list at the bottom of the display area. For example If you want to search for a specific transaction date, ensure that the Transaction Id and Function Description fields are blank and the enter a valid date in the DD/MM/YYYY format and then press on the Search button to the right of the field.

Transaction Id	Date:	Time:
30001000006	17/02/2026	12:04
30001000007	17/02/2026	12:14
30001000008	17/02/2026	12:16
30001000009	17/02/2026	12:17
30001000010	17/02/2026	12:18
30001000011	17/02/2026	12:22
30001000012	17/02/2026	12:38
30001000013	17/02/2026	12:39
30001000014	17/02/2026	16:43
30001000015	17/02/2026	16:44
30001000016	17/02/2026	16:44
30001000017	17/02/2026	17:35

Pressing on one of the transaction rows will display the Transaction Preview screen, displaying the transaction details. You may print a copy of the transaction by pressing on the printer icon. You may also email a copy of the transaction by pressing on the email icon and entering the clients email address in the Email field.

1 Wings	6.00
*Lemon Pepper	
1 NY Steak	24.99
1 Chef Salad	7.50
SUBTOTAL	38.49
TOTAL	38.49
Cash	38.49

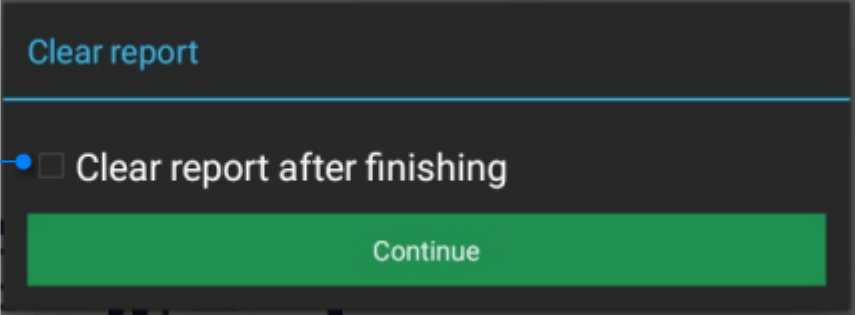
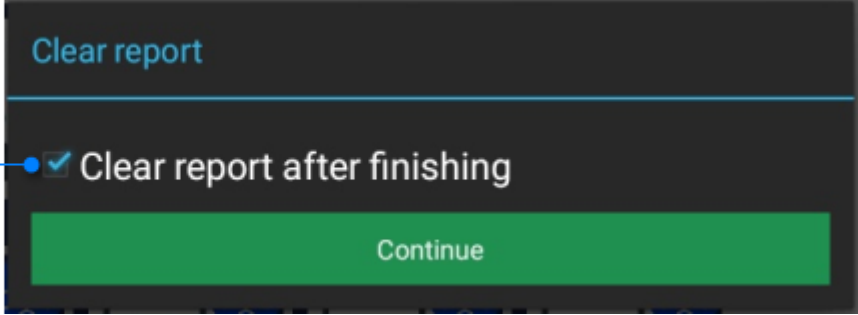
7

## Clerk Report

Cashiers are responsible for the entering and registration of sales transactions. Every transaction made by that user is recorded by the system and can be printed during or at the end of their shift. This report will show the transaction amounts and total sales that the current cashier has posted.

<b>8</b>	<p><b>All Clerks Report</b></p> <p>Cashiers are responsible for the entering and registration of sales transactions. Every transaction made by that user is recorded by the system and can be printed during or at the end of their shift. The report will show the transaction amounts and total sales that each cashier posted.</p>
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<b>9</b>	<p><b>Attendance Report</b></p> <p>If the clerks use the <a href="#">Clock In</a> and <a href="#">Clock Out</a> functions on the Login/Logout screen, this report will show the date and time of each clock in and clock out. The elapsed time calculated between the clock in and clock out, as well as the total attendance time for each clerk, will also be included on the report.</p> <p>If the current user has Z rights, a pop up will ask the user if they wish to clear the report after it has been generated. Once you have determined whether you wish to clear the report or not, press on Continue to generate the report or press anywhere outside the window to cancel. Please note that once the report has been cleared, the attendance records will be erased and can not be regenerated.</p>
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<b>10</b>	<p><b>Period Reports</b></p> <p>The period reports are divided into 4 separate buckets. Each report may be named by entering the period name in <a href="#">Settings Options</a>. The Period report generates a report of the Total Sales for each period. If the current user has Z rights, a pop up will ask the user if they wish to clear the report after it has been generated.</p> <div style="display: flex; align-items: center; margin-top: 20px;"> <div style="margin-right: 10px;"> <p>Check Box (Unchecked) <b>1</b></p> </div>  </div> <div style="display: flex; align-items: center; margin-top: 20px;"> <div style="margin-right: 10px;"> <p>Check Box (Checked) <b>2</b></p> </div>  </div>
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<b>1</b>	<p><b>Check Box (Unchecked)</b></p> <p>By default the check box to the left of the "Clear report after finishing" text will be unchecked and the report may be generated multiple times without clearing the report.</p>
<b>2</b>	<p><b>Check Box (Checked)</b></p> <p>Pressing on the check box to the left of the "Clear report after finishing" text will enable this option.</p>

Once you have determined whether you wish to clear the report or not, press on Continue to generate the report or press anywhere outside the window to cancel.

Please note that once the report has been cleared, the buckets for that period will be erased and can not be regenerated. However, the transactions and bucket totals will still be available in the higher level Periods until those periods are also cleared.

You may also wish to read the PcProg Reports Help documentation if you prefer to generate and clear your reports using PcProg. This back office application has the advantage of letting you store, view and export all reports generated, even after they have been cleared.

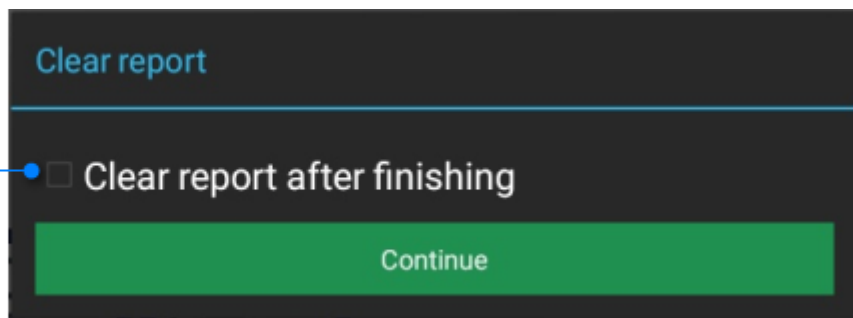
11

## Items Report

The Items report generates a report of the Article Sales for the current period. If the current user has Z rights, a pop up will ask the user if they wish to clear the report after it has been generated.

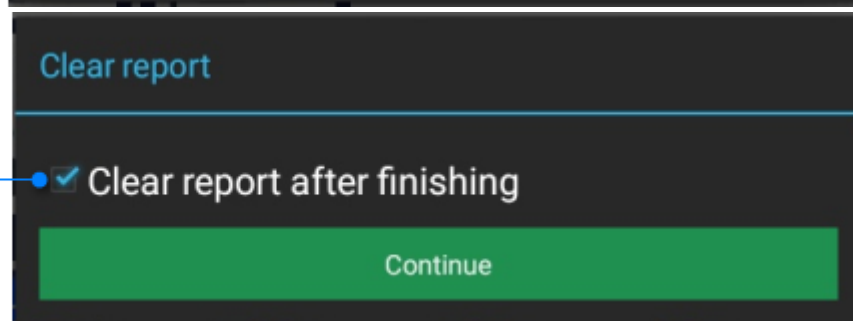
Check Box (Unchecked)

1



Check Box (Checked)

2



1

### Check Box (Unchecked)

By default the check box to the left of the "Clear report after finishing" text will be unchecked and the report may be generated multiple times without clearing the report.

2

### Check Box (Checked)

Pressing on the check box to the left of the "Clear report after finishing" text will enable this option.

Once you have determined whether you wish to clear the report or not, press on Continue to generate the report or press anywhere outside the window to cancel.

12

## Stock Report

If [Setting 96 - "Allow Stock Control on GoPOS"](#) has been enabled, the stock report will provide you with a list of products that have been flagged as "stock-able" either at the [Department](#) or [Product](#) level. Each product will be identified with Quantity Received (In), Quantity Sold or Adjusted (Out) and Quantity on Hand (Final).

To perform [stock adjustments](#) or to enter [stock received](#), the user must have the user option "[Allow Stock Management](#)" enabled. All sale transactions on GoPOS will directly update stock control to adjust stock on hand. Please note that when stock control has been enabled on GoPOS, it will no longer be available on PcProg.

13

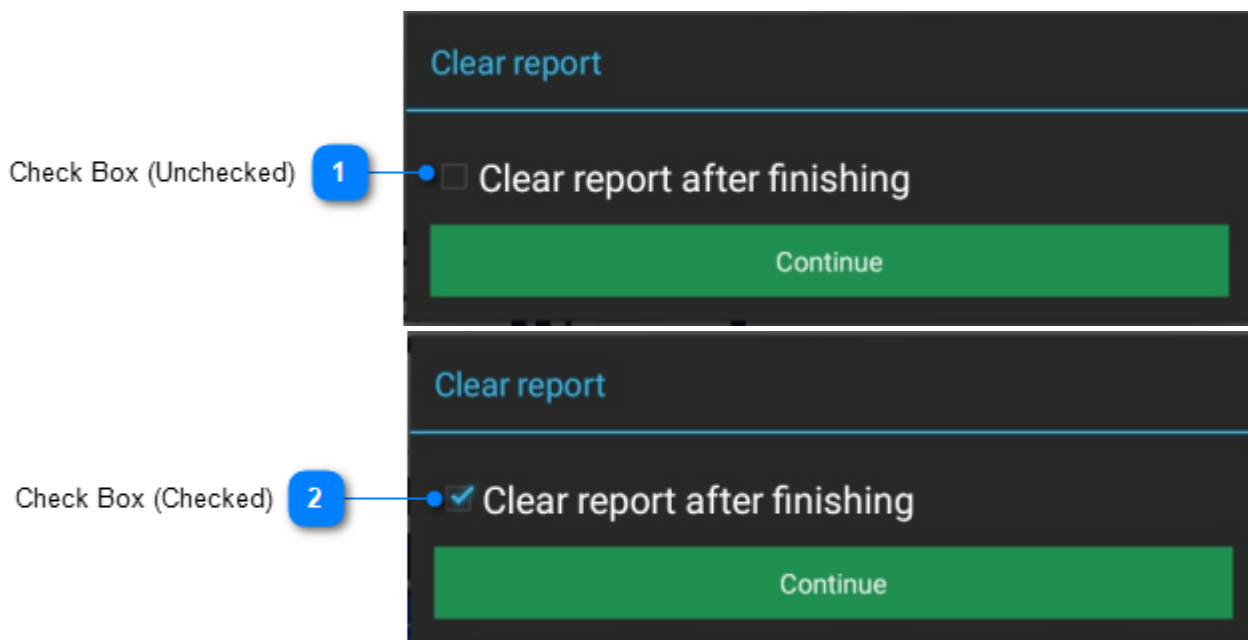
## Hourly Report

The hourly report is divided into twenty-four, one hour sections. If the current user has Z rights, a pop up will ask the user if they wish to clear the report after it has been generated. Once you have determined whether you wish to clear the report or not, press on Continue to generate the report or press anywhere outside the window to cancel. The Customer count, Quantity and Amount sold will be displayed for each hour.

Please note that once the report has been cleared, the buckets for that period will be erased and can not be regenerated.

## Journal Report

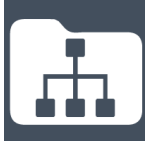
The Journal report generates a report of the journal entries for the current period. If the current user has Z rights, a pop up will ask the user if they wish to clear the report after it has been generated.



<b>1</b>	<b>Check Box (Unchecked)</b>
	By default the check box to the left of the "Clear report after finishing" text will be unchecked and the report may be generated multiple times without clearing the report.
<b>2</b>	<b>Check Box (Checked)</b>
	Pressing on the check box to the left of the "Clear report after finishing" text will enable this option.

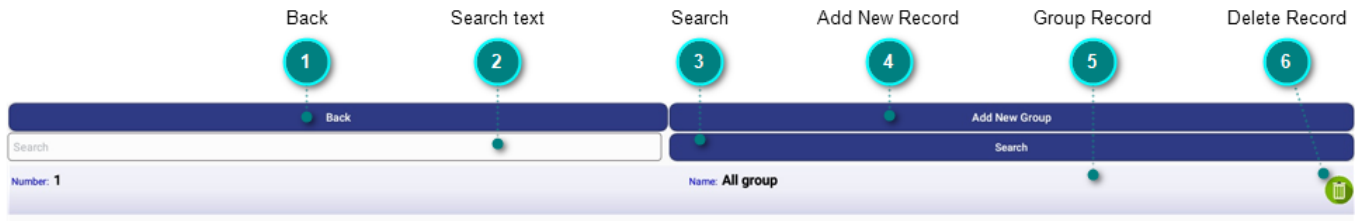
Once you have determined whether you wish to clear the report or not, press on Continue to generate the report or press anywhere outside the window to cancel.


Please note that these Journal entries can grow quit rapidly. Unless this report is cleared periodically, the printed report may grow to hundreds of pages long. It is best to generate this report [to screen](#) or by using Optima's PcProg back office application.



# Groups Maintenance

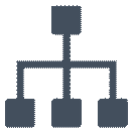
Groups Maintenance allows you to maintain a list of groups which can then be linked to one or more Departments. Grouping Departments will allow you to generate reports where all sales under each Department may be grouped together.



<b>1</b>	<b>Back</b> Press Back to return to the GoPOS Home Menu.
<b>2</b>	<b>Search text</b> Press in the search field to activate the <a href="#">android keyboard</a> . Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.
<b>3</b>	<b>Search</b> Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.
<b>4</b>	<b>Add New Record</b> Press on this button to add a new Group record.  

<b>1</b>	<b>Group Id</b> Display only. When adding new records, the next available Id value will be displayed.
<b>2</b>	<b>Name</b> Enter the group name or title. Required field. Max 25 characters.
<b>3</b>	<b>Back</b> Press "Back" to close the window and return to the previous screen without saving any changes.
<b>4</b>	<b>Save</b> Press "Save" to close the window and return to the previous screen. All modifications made will be saved.
<b>5</b>	<b>Hide</b> Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.

<b>5</b>	<b>Group Record</b> Each record will be displayed as an individual row. To edit or view the record details, press and hold (long press) on one of the rows.
<b>6</b>	<b>Delete Record</b> Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion. <div data-bbox="488 412 1214 633" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"><p><b>Confirm delete</b></p><p>Are you sure you wish to delete this record?</p><p style="text-align: right;"><b>CANCEL</b>   <b>YES</b></p></div> Press on YES to delete the selected row or CANCEL to cancel the deletion.  Please note that once deleted, all references to this row will be lost.



# Departments Maintenance

Departments Maintenance allows you to setup your departments and specify the options of each department.

Back      Search text      Search      Add New Record      Department Record      Delete Record

1      2      3      4      5      6

Number	Name	Group	Options	Limit	Print On	Print Font	Tax	Modifier Groups	Delete
1	Appetizers	1	13,14	0	1,2,3	Font A	1,2		
2	Salads	1	13,14	0	1,2,3	Font A	1,2		
3	Mains	1	13,14	0	1,2,3	Font A	1,2		
4	Desserts	1	13,14	0	1,2,3	Font A	1,2		
5	Beverages	1	13,14	0	1,2,3	Font A	1,2		
6	Alcoholic Beverages	1	13,14	0	1,2,3	Font A	1,2		

	<b>Back</b>
	Press Back to return to the GoPOS Home Menu.
	<b>Search text</b>
	Press in the search field to activate the <a href="#">android keyboard</a> . Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.
	<b>Search</b>
	Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.

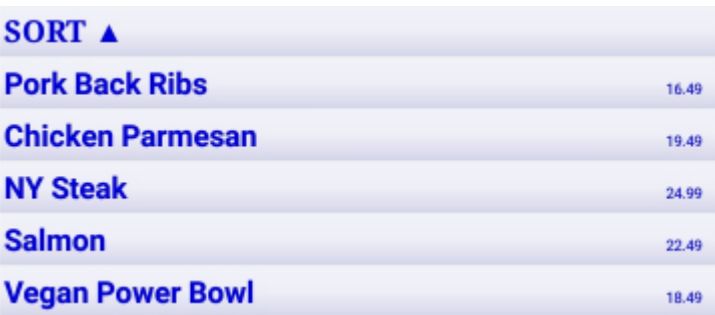
## Add New Record

Press on this button to add a new Department.

1	<b>Department Id</b> Display only. When adding new records, the next available Id value will be displayed.
2	<b>Name</b> Enter the department name. Required field. Max 25 characters.
3	<b>Second Name</b> Enter the department second name. Max 25 characters. This caption will be displayed on printers that have been defined to use second captions.
4	<b>Group</b> Enter the Id of the group you which to link to this department. Grouping Departments will allow you to generate reports where all sales under each Department sharing the same group may be grouped together.
5	<b>Links</b> By default, all products will inherit product links from their specified department. This can only be overridden at the product level if <a href="#">Setting 1 - "Individual Options for Products"</a> has been enabled. On GoPOS, linked items are automatically included as part of the transaction when the item is sold.

<b>6</b>	<p><b>Price Limit</b></p> <p>Enter the maximum price allowed or 0 (zero) for no price limit.</p> <p>A price limit of \$0.00 will indicate that there is no maximum price on an open department sale for this department. Any price entered on GoPOS during an open department sale will be permitted.</p> <p>A positive, non-zero price limit will ensure that the price entered on an open department sale is less than or equal to the price limit.</p> <p>Please note that open department sales will only be permitted on GoPOS if the Open Department option has been enabled.</p> <p>By default, all products will inherit the Price Limit from their specified department. This can only be overridden at the product level if <a href="#">Setting 1 - "Individual Options for Products"</a> has been enabled.</p>
<b>7</b>	<p><b>Tare Weight</b></p> <p>Tare weight may be entered to define the tare of all products for the department. If defined, the total price will be calculated based on the weight measured by the scale or entered by the clerk minus the tare weight.</p>
<b>8</b>	<p><b>Minimum Age</b></p> <p>Enter a minimum age or 0 (zero) if you do not want to link a minimum age restriction to this department. If a minimum age restriction has been entered, GoPOS will prompt the user to enter the date of birth of the customer. If the calculated age is less than the minimum age restriction, the sale will not be allowed. By default, all products will inherit the minimum age restriction from their specified department. This can only be overridden at the product level if <a href="#">Setting 1 - "Individual Options for Products"</a> has been enabled</p>
<b>9</b>	<p><b>Options</b></p> <p>Select one or more of the following department options. By default, all products will inherit options from their specified department. This can only be overridden at the product level if <a href="#">Setting 1 - "Individual Options for Products"</a> has been enabled.</p>

Zero Prices Not Allowed	Select this option if all product items must have a non-zero price to be sold. If this option is enabled, items may be defined with zero prices but will no longer be allowed to be sold. This applies to each price level. If the user attempts to sell the item on GoPOS a warning message indicating that "Zero prices are not allowed" will pop up and the item sale will not be allowed. To sell the item with this option enabled, you must choose a price level with a non-zero price or change the item price to a non-zero value. The user must also enter non-zero prices for open department sales.
Prices are Negative	All product item prices are entered as positive values but subtracted from the transaction total. This also applies to Open Department sales.
Scalable	Items sold in bulk or weight should be marked as scalable. The total price will be calculated based on the weight measured by the scale. A warning message will be displayed if no scale has been defined in hardware maintenance.
Print Weight/Volume Info Line	If chosen, the weight or volume of the item will be included in the pricing printed on the receipt. Products may be sold by weight (Scalable) or by volume (Price 3 decimals), but not both. The base weight and base volume measurements defined in the Setting options will be used. <a href="#">Setting 18 - "Base Weight Unit"</a> and <a href="#">Setting 75 - "Base Volume Unit"</a>

Single Item	Entering a single item product automatically begins and ends the transaction with the item entry. The first tender declared will be used.
Manager Required	Select this option if the user requires <a href="#">managerial rights</a> . On GoPOS, any user without Managerial rights will get a "Manager Required" warning message and will not be allowed to make an open department sale, sell any items under the department or display the PLU list for the specified department. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.
No Decimal Point Entry	If this option is enabled, department products can only be sold in whole units. When the option is disabled, decimal values are allowed and products may be sold in partial units. For example, when decimal point entry is allowed, the user may enter 1.5 x Item on GoPOS to sell one and a half of the item. The total price will be calculated as 1.5 times the unit price. If decimal point entry is not allowed, entering 1.5 x Item will display a warning message indicating that "Decimal point entry is not allowed".
Price 3 Decimals	Items sold by volume should be marked as Price 3 Decimals. Enabling this option will indicate that the products are measurable and a volume may be entered when entering transactions. Products may be sold by weight (Scalable) or by volume (Price 3 decimals), but not both. If this option is enabled, department product prices will be displayed with three decimal places. This setting will override <a href="#">Setting 6 - "Number of Decimal Digits"</a> .
Open Department	Select this option to enable open department sale. Users are allowed to enter a price followed by the department key without identifying the product sold. Please note that if the Manager Required option has been enabled, users without managerial rights will not be allowed to make open department sales.
PLU List Function	<p>Select this option to display a pop up list of all products defined under the chosen department. The height of each row in the PLU List is controlled in <a href="#">Setting 70 - "PopupList Item Height"</a>. When displayed, you may scroll through the list by using your finger to swipe the list up or down. You may also sort the list alphabetically in ascending order, alphabetically in descending order, or by product Id by pressing on the SORT button.</p>  <p>Please note that if the Manager Required option has been enabled, users without managerial rights will not be allowed to display the department PLU list.</p>

Food Stamp	Select this option to allow department sales to be tendered using food stamps.
Hash department	If enabled, open department sales will not be included in total sales and will not affect revenue.
Open Price on Products	Select this option to enable open product sales. Users are allowed to enter a price before selecting the product to "override" the price without having to hit the "Price Override" function. If this option is disabled, entering an amount before pressing on the product will treat the amount as a multiplier. When this option is enabled, you must enter the amount and press on the multiplier (X) symbol before pressing on the the product to treat the amount as a multiplier.
One Quantity Ticket on KP	Select this option if you wish to print Account and Table transactions as one single ticket when printing to the Kitchen printer. If this option is disabled, all transactions for a single Account or Seat will be sent to the kitchen printer as separate tickets.
Stockable Products	Select this option if you wish to enable inventory tracking for the products in this department.

<b>10</b>	<p><b>Print On</b></p> <p>All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected. By default, all products will inherit printer options from their specified department. This can only be overridden at the product level if <a href="#">Setting 2 - "Individual Print Options for Products"</a> has been enabled.</p>
<b>11</b>	<p><b>Print Font</b></p> <p>Select one of the supported printer fonts.</p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p>

12	<p><b>Kitchen Printer Font</b></p> <p>Select one of the supported printer fonts.</p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p>
13	<p><b>Tax</b></p> <p>All taxes defined in Tax Maintenance will be displayed. Select one or more of the applicable taxes for the chosen department. By default, all products will inherit tax options from their specified department. This can only be overridden at the product level if <a href="#">Setting 3 - "Individual Taxes for Products"</a> has been enabled.</p>
14	<p><b>Modifier Groups</b></p> <p>All modifier groups defined in the Modifier Groups Maintenance will be displayed. Select one or more of the Modifier Groups to link to the chosen department. By default, all products will inherit modifier group options from their specified department. This can only be overridden at the product level if <a href="#">Setting 60 - "Individual Modifier Groups for Products"</a> has been enabled.</p>
15	<p><b>Promotion</b></p> <p>Select "None" or one of the Promotions defined in the promotions Maintenance screen.</p>
16	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>
17	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>
18	<p><b>Hide</b></p> <p>Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.</p>

<b>5</b>	<b>Department Record</b>
<b>6</b>	<p>Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.</p> <p><b>Delete Record</b></p> <p>Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.</p> <div data-bbox="486 376 1214 600" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"><p><b>Confirm delete</b></p><p>Are you sure you wish to delete this record?</p><p style="text-align: right;">CANCEL YES</p></div> <p>Press on YES to delete the selected row or CANCEL to cancel the deletion.</p> <p>Please note that once deleted, all references to this row will be lost.</p>



# Items Maintenance

Items Maintenance allows you to setup and maintain a list of your products.

The screenshot shows the Items Maintenance interface. At the top, there are six callout boxes labeled 1 through 6. Callout 1 points to a 'Back' button. Callout 2 points to a search input field labeled 'Search text'. Callout 3 points to a 'Search' button. Callout 4 points to an 'Add New Product' button. Callout 5 points to a 'Product Record' button. Callout 6 points to a 'Delete Record' button. Below these buttons is a table of product records. Each record has a trash can icon to its right, which is pointed to by callout 6.

Number	SKU	Name	Price	Group	Department	Link	Delete
Number 1		Wings	6.00	1	Appetizers		
Number 2		Mozzarella Sticks	6.00	1	Appetizers		
Number 3		Garlic Bread	6.00	1	Appetizers		
Number 4		Pizza Bread	6.00	1	Appetizers		
Number 5		Antipasto	7.50	1	Salads		
Number 6		Chicken Caesar	7.50	1	Salads		
Number 7		Greek Salad	7.50	1	Salads		

1	<p><b>Back</b></p> <p>Press Back to return to the GoPOS Home Menu.</p>
2	<p><b>Search text</b></p> <p>Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
3	<p><b>Search</b></p> <p>Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.</p>

4

## Add New Record

Press on this button to add a new Product.

The screenshot shows a form for adding a new product record. The form is titled 'Item' and contains various input fields and buttons. A legend on the left side of the form maps numbers 1 through 21 to specific fields and buttons. The form includes fields for SKU, PLU, Name, Second Name, Department, Link, Price Limit, Tare Weight, Cost, Minimum Age, Price Levels, Options, Print On, Print Font, Kitchen Printer Font, Tax, Modifier Groups, and Promotion. There are also buttons for Back, Save, and Hide. The form is currently displaying 'Chicken Caesar' as the product name.

1	<b>SKU</b> Enter or scan the product SKU. Must be a unique integer value. No duplicates are allowed. By default the entered value will be left filled with zeros to a maximum of 14 characters. All references to the product SKU must be removed before you are allowed to modify the value.
2	<b>PLU</b> Display only. When adding new records, the next available PLU value will be displayed.
3	<b>Name</b> Enter the product item name. Required field. Max 25 characters.
4	<b>Second Name</b> Enter the product item second name. Max 25 characters. This caption will be displayed on printers that have been defined to use second captions. For example, this would allow you to display the product name in one language, on a printed receipt or customer display, while sending the product second name in a different language to the kitchen printer.
5	<b>Department</b> Select a department from the list of defined departments.
6	<b>Link</b> Enter the PLU of the linked item. On GoPOS, linked items are automatically included as part of the transaction when the item is sold.

<b>7</b>	<p><b>Price Limit</b></p> <p>Enter the maximum price allowed or 0 (zero) for no price limit.</p> <p>A price limit of \$0.00 will indicate that there is no maximum price on an open department sale for this department. Any price entered on GoPOS during an open department sale will be permitted.</p> <p>A positive, non-zero price limit will ensure that the price entered on an open department sale is less than or equal to the price limit.</p> <p>Please note that open department sales will only be permitted on GoPOS if the Open Department option has been enabled.</p> <p>By default, all products will inherit the Price Limit from their specified department. This can only be overridden at the product level if <a href="#">Setting 1 - "Individual Options for Products"</a> has been enabled.</p>
<b>8</b>	<p><b>Tare Weight</b></p> <p>Enter the tare weight of the scalable product. If defined, the total price will be calculated based on the weight measured by the scale or entered by the clerk minus the tare weight.</p>
<b>9</b>	<p><b>Cost</b></p> <p>Enter the actual cost of the product.</p>
<b>10</b>	<p><b>Minimum Age</b></p> <p>Enter a minimum age or 0 (zero) if you do not want to link a minimum age restriction to this department. If a minimum age restriction has been entered, GoPOS will prompt the user to enter the date of birth of the customer. If the calculated age is less than the minimum age restriction, the sale will not be allowed. By default, all products will inherit the minimum age restriction from their specified department. This can only be overridden at the product level if <a href="#">Setting 1 - "Individual Options for Products"</a> has been enabled</p>
<b>11</b>	<p><b>Price Levels</b></p> <p><a href="#">Setting 4 - "Price Level Quantity"</a> will determine the number of price levels displayed on the Items Maintenance window. Enter a price for each price level defined.</p>
<b>12</b>	<p><b>Options</b></p> <p>By default, all products will inherit options from their specified department. This can only be overridden at the product level if <a href="#">Setting 1 - "Individual Options for Products"</a> has been enabled.</p> <p>Select one or more of the following product options:</p>

Zero Prices Not Allowed	Select this option if all product items must have a non-zero price to be sold. If this option is enabled, items may be defined with zero prices but will no longer be allowed to be sold. This applies to each price level. If the user attempts to sell the item on GoPOS a warning message indicating that "Zero prices are not allowed" will pop up and the item sale will not be allowed. To sell the item with this option enabled, you must choose a price level with a non-zero price or change the item price to a non-zero value. The user must also enter non-zero prices for open department sales.
Prices are Negative	All product item prices are entered as positive values but subtracted from the transaction total. This also applies to Open Department sales.

Scalable	<p>Items sold in bulk or weight should be marked as scalable. The total price will be calculated based on the weight measured by the scale or entered by the clerk. A warning message will be displayed if no scale has been defined in hardware maintenance. Products may be sold by weight (Scalable) or by volume (Price 3 decimals), but not both.</p> <p>Tare weight may also be defined for each product. If defined, the total price will be calculated based on the weight measured by the scale or entered by the clerk minus the tare weight.</p>
Print Weight/Volume Info Line	<p>If chosen, the weight or volume of the item will be included in the pricing printed on the receipt. Products may be sold by weight (Scalable) or by volume (Price 3 decimals), but not both. The base weight and base volume measurements defined in the Setting options will be used. <a href="#">Setting 18 - "Base Weight Unit"</a> and <a href="#">Setting 75 - "Base Volume Unit"</a></p>
Single Item	<p>Entering a single item product automatically begins and ends the transaction with the item entry. The first tender declared will be used.</p>
Manager Required	<p>Select this option if the user requires <a href="#">managerial rights</a>. On GoPOS, any user without Managerial rights will get a "Manager Required" warning message and will not be allowed to make an open department sale, sell any items under the department or display the PLU list for the specified department. Managerial override may be accessed by pressing the USB key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.</p>
No Decimal Point Entry	<p>If this option is enabled, department products can only be sold in whole units. When the option is disabled, decimal values are allowed and products may be sold in partial units. For example, when decimal point entry is allowed, the user may enter 1.5 x Item on GoPOS to sell one and a half of the item. The total price will be calculated as 1.5 times the unit price. If decimal point entry is not allowed, entering 1.5 x Item will display a warning message indicating that "Decimal point entry is not allowed".</p>
Price 3 Decimals	<p>Items sold by volume should be marked as Price 3 Decimals. Enabling this option will indicate that the products are measurable and a volume may be entered when entering transactions. Products may be sold by weight (Scalable) or by volume (Price 3 decimals), but not both. If this option is enabled, department product prices will be displayed with three decimal places. This setting will override <a href="#">Setting 6 - "Number of Decimal Digits"</a>.</p>
Food Stamp	<p>Select this option to allow product sales to be tendered using food stamps.</p>
Hash department	<p>If enabled, product sales will not be included in total sales and will not affect revenue.</p>

Open Price	Select this option to enable open product sales. Users are allowed to enter a price before selecting the product to "override" the price without having to hit the "Price Override" function. If this option is disabled, entering an amount before pressing on the product will treat the amount as a multiplier. When this option is enabled, you must enter the amount and press on the multiplier (X) symbol before pressing on the the product to treat the amount as a multiplier, otherwise the amount entered will be treated as a price override.
One Quantity Ticket on KP	Select this option if you wish to print Account and Table transactions as one single ticket when printing to the Kitchen printer. If this option is disabled, all transactions for a single Account or Seat will be sent to the kitchen printer as separate tickets.
Stockable	Select this option if you wish to enable inventory tracking for this product.

<b>13</b>	<p><b>Print On</b></p> <p>By default, all products will inherit printer options from their specified department. This can only be overridden at the product level if <a href="#">Setting 2 - "Individual Print Options for Products"</a> has been enabled. All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.</p>
<b>14</b>	<p><b>Print Font</b></p> <p>Select one of the supported printer fonts.</p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p>

<p>15</p>	<p><b>Kitchen Printer Font</b></p> <p>Select one of the supported printer fonts.</p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p>
<p>16</p>	<p><b>Tax</b></p> <p>By default, all products will inherit tax options from their specified department. This can only be overridden at the product level if <a href="#">Setting 3 - "Individual Taxes for Products"</a> has been enabled. All taxes defined in Tax Maintenance will be displayed. Select one or more of the applicable taxes for the chosen product.</p>
<p>17</p>	<p><b>Modifier Groups</b></p> <p>By default, all products will inherit modifier group options from their specified department. This can only be overridden at the product level if <a href="#">Setting 60 - "Individual Modifier Groups for Products"</a> has been enabled. All modifier groups defined in the Modifier Groups Maintenance will be displayed. Select one or more of the Modifier Groups to link to the chosen product.</p>
<p>18</p>	<p><b>Promotion</b></p> <p>By default, all products will inherit sales promotions from their specified department. This can only be overridden at the product level if <a href="#">Setting 74 - "Individual Promotions for Products"</a> has been enabled. Select one of the active (non-expired) promotions in the drop down list or "None" if you do not want to link a sales promotion to this item.</p>
<p>19</p>	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>
<p>20</p>	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>

<b>21</b>	<b>Hide</b> Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.
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<b>5</b>	<b>Product Record</b> Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.
<b>6</b>	<b>Delete Record</b> Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion. <div data-bbox="486 517 1214 741" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"><p><b>Confirm delete</b></p><p>Are you sure you wish to delete this record?</p><p style="text-align: right;">CANCEL   YES</p></div> <p>Press on YES to delete the selected row or CANCEL to cancel the deletion.</p> <p>Please note that once deleted, all references to this row will be lost.</p>



# Tenders Maintenance

Tenders Maintenance allows you to setup and maintain the list of tenders allowed on your GoPOS systems.

Back      Search text      Search      Add New Record      Tender Record      Delete Record

1      2      3      4      5      6

Back      Add New Tender

Search

Number: 1      Name: Cash     

Number: 2      Name: Debit     

Number: 3      Name: Visa     

Number: 4      Name: Master Card     

Number: 5      Name: Open     

	<b>Back</b> Press Back to return to the GoPOS Home Menu.
	<b>Search text</b> Press in the search field to activate the <a href="#">android keyboard</a> . Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.
	<b>Search</b> Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.

4

## Add New Record

Press on this button to add a new Tender.


1	<b>Tender Id</b> Display only. When adding new records, the next available Id value will be displayed.
2	<b>Caption</b> Enter the tender display name. Required field. Max 25 characters.
3	<b>Prefix</b> Enter the tender prefix to be displayed and printed.
4	<b>Options</b> Select one or more of the following tender options:

Open Cash Drawer 1	Will open Cash Drawer 1 when this tender is used and this option is enabled <u>or</u> the User Open Cash Drawer 1 option is enabled.
Open Cash Drawer 2	Will open Cash Drawer 2 when this tender is used and this option is enabled <u>or</u> the User Open Cash Drawer 2 option is enabled.
Entry Compulsory	Select this option when an amount is required to tender the transaction. If this option is enabled and a tendered amount is not entered before pressing the tender key an "Entry compulsory" message will appear. The user must enter an amount greater than or equal to the amount due before pressing the tender key. If the amount entered is insufficient to cover the total cost, a new total will be displayed showing the word "Short" and the remaining amount due. If the amount entered exceeds the total cost, the word "Change" will be displayed with the change amount owed to the customer. If overtender is not allowed, a "Entry too high" message will be displayed and the user must re-enter the amount tendered.

Manager Required	Select this option if the user requires managerial rights. If the user does not have managerial rights, pressing the tender key will display a "Manager Required" message. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.
No Sale Function	Select this option to open the selected cash register drawer or drawers without a sale. Open Cash Drawer 1, Open Cash Drawer 2 or both of these options must be enabled for the specified cash drawer to open. The key may be pressed at any time without affecting the current transaction.
Tip Prompt	Select this option to enable a tip prompt. When enabled, GoPOS will send a command to the payment terminal (Pax or Datacap), prompting the customer for a tip.
Requires Cash Declaration	Select this option if a cash declaration is required for this currency. On GoPOS pressing the <a href="#">Cash Declaration fixed function</a> key will display the list of Tenders that require cash declarations. Enter the amount followed by the times key (X) and the denomination, then press the Tender. If <a href="#">Setting 95 - Use Enhanced Cash Declaration</a> is enabled, GoPOS will display a dialogue with all defined currency denominations. This will speed up the cash declaration and minimize entry errors by allowing the user to simply enter the quantity of each denomination. Once all amounts and denominations for all tenders have been declared, pressing the "Finish cash declaration" button will calculate the total declared and print a receipt. When <a href="#">Setting 45 - Cash declaration mandatory for clerks report</a> is enabled, each tender with this option enabled must be declared before the clerk will be allowed to print the clerk report. Attempting to print the report before declaring will display a "Mandatory Cash Declaration" message. The clerk report will include the amount declared for each Tender as well as the calculate difference between tendered and declared.
Rounding	Select this option if the total transaction amount should be rounded. The type of rounding performed will be based on <a href="#">Setting 53 - "Cash Rounding"</a> .
Ask for a number entry	When using this Tender, a pop up window will be displayed to allow the clerk to enter a reference number used to identify the payment.
Overtender Not Allowed	Select this option if the amount tendered can not exceed the amount due. If the amount tendered exceeds the total due, a "Entry too high" message is displayed and the user must re-enter the amount tendered.
Food Stamp	Select this option if the tender can be used to purchase food stamp products. Using this tender will subtotal all Food Stamp items without tax when tendering the transaction. If a valid payment terminal is linked to the Tender, GoPOS will attempt to authorize and process the transaction. If the transaction amount is greater than the customer's online balance, the remaining transaction amount will be added to the non-food stamp balance and will be taxable. Over-tendering is not allowed.

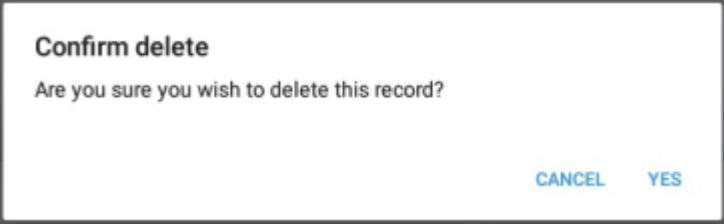
Use Tender Adjustment	Enabling this option will trigger GoPOS to automatically calculate and apply a tender adjustment when this tender is used in a transaction. The Tender adjustment is defined in <a href="#">Setting 73 - Tender Discount/Surcharge</a> by selecting one of the discounts or surcharges defined in Discounts Maintenance.
Credit	Select this option if the tender should be used as the Credit tender. Disabling this option will cause GoPOS to use the tender as a Debit transaction if no other payment option has been selected.
Get a Pre-Authorization	Enabling this option will trigger GoPOS to request a pre-authorization from the EFT linked to this tender. A tender may be used for only one of Pre-Authorization, Completion or Void.
Complete a Pre-Authorization	Enabling this option will trigger GoPOS to request a transaction completion from the EFT linked to this tender. A tender may be used for only one of Pre-Authorization, Completion or Void.
Void a Pre-Authorization	Enabling this option will trigger GoPOS to request a transaction void from the EFT linked to this tender. A tender may be used for only one of Pre-Authorization, Completion or Void.
EBT Cash	Enabling this option will define the selected tender as the EBT Cash tender and can be used to purchase food stamp products. Using this tender will subtotal all Food Stamp items without tax when tendering the transaction. If a valid payment terminal is linked to the Tender, GoPOS will attempt to authorize and process the transaction. If the transaction amount is greater than the customer's online balance, the remaining transaction amount will be added to the non-food stamp balance and will be taxable. Over-tendering is not allowed, but a cash advance can be requested on GoPOS, which will send a cash advance request to the linked EFT.
Check Balance	Enabling this option will trigger GoPOS to request a Check Balance transaction from Pax and DC-Direct payment terminals. If a valid terminal is defined for the APOS, this tender will provide clients with their Food Stamp or EBT Cash account balances.

<b>5</b>	<b>Print On</b>
	All printers defined in the hardware maintenance screen will be displayed. Select one or more of the listed printers for the chosen tender. At least one printer must be chosen.
<b>6</b>	<b>Print Font</b>
	Select one of the supported printer fonts.
	Font A Standard
	Font A Double Width
	Font A Double Height
	<b>Font A Double Width and Double Height</b>
	Font B Standard
	<b>Font B Double Width</b>
	Font B Double Height
	<b>Font B Double Width and Double Height</b>

7	<p><b>EFT</b></p> <p>Disable this option if no EFT is linked to the Tender. If enabled, using this tender will trigger GoPOS to use the first payment terminal linked to the APOS device. If no EFT device is found, a warning message will be displayed on GoPOS.</p> <p>For Caribbean countries, all <a href="#">payment terminals</a> defined in the hardware maintenance screen will be displayed. Select one of the listed payment terminals to link the tender directly to the specific EFT.</p> <p>Additional Merchant Copy receipts may be printed if Setting 62 - Print Merchant Copy has been enabled. Clicking on the Hardware Maintenance button will give you quick access to the Hardware Maintenance module.</p>
8	<p><b>Endorsements</b></p> <p>All endorsement messages defined in the <a href="#">endorsements maintenance</a> screen will be displayed. Select one or more of the listed endorsements for the chosen tender. The message lines defined for the endorsement will be printed at the bottom of the receipt whenever this Tender is used. Clicking on the Endorsements Maintenance button will give you quick access to the Endorsements Maintenance module.</p>
9	<p><b>Foreign Currency</b></p> <p>Select this option if the tender is a foreign currency. A data entry sub section will appear allowing you to further define the foreign currency tender options.</p> 

1	<p><b>Rate</b></p> <p>Enter the foreign currency exchange rate.</p>
2	<p><b>Number of Decimals</b></p> <p>Enter the number of decimals defined after the decimal separator.</p>
3	<p><b>Options</b></p> <p>Select one or more of the following foreign currency options.</p> <p>Multiply by Rate                      Select this option if the conversion rate should be multiplied.</p> <p>Print Conversion Rate                Select this option if the conversion rate should be printed on the receipt.</p>
4	<p><b>Tender ID for Change (Whole Numbers)</b></p> <p>Select "This" if the same tender should be used when calculating whole numbers or select one of the other defined tenders.</p>
5	<p><b>Tender ID for Change (Fractions)</b></p> <p>Select "This" if the same tender should be used when calculating fractions or select one of the other defined tenders.</p>

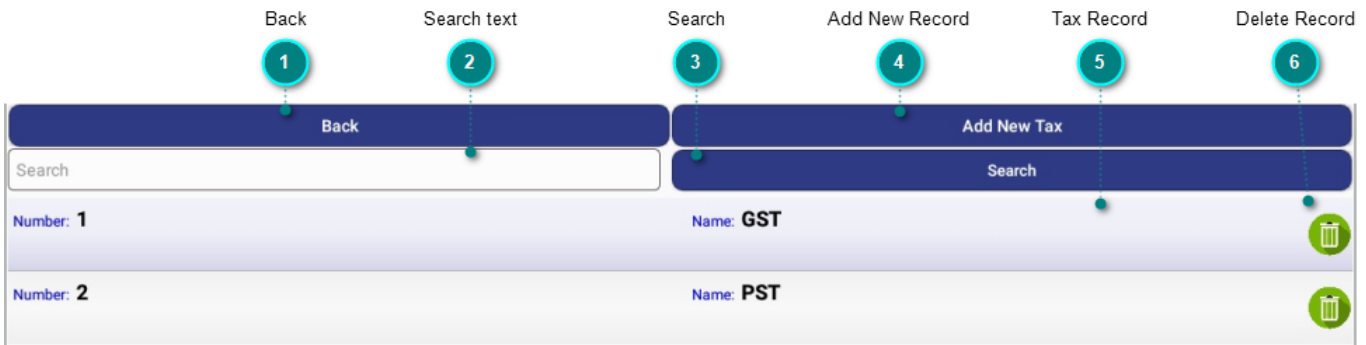
<b>10</b>	<b>Back</b>
	Press "Back" to close the window and return to the previous screen without saving any changes.
<b>11</b>	<b>Save</b>
	Press "Save" to close the window and return to the previous screen. All modifications made will be saved.
<b>12</b>	<b>Hide</b>
	Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.

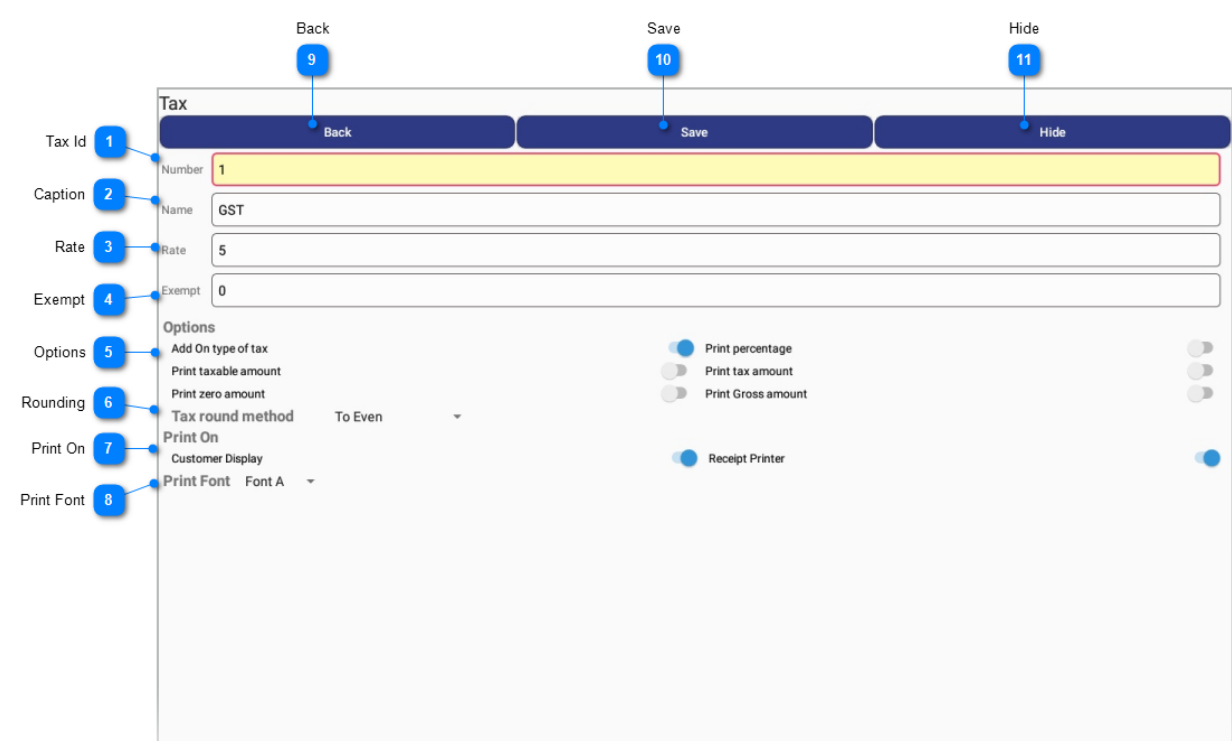
<b>5</b>	<b>Tender Record</b>
	Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.
<b>6</b>	<b>Delete Record</b>
	Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.
	
	Press on YES to delete the selected row or CANCEL to cancel the deletion.
	Please note that once deleted, all references to this row will be lost.



# Taxes Maintenance

Taxes Maintenance allows you to setup and maintain the list of taxes collected through your GoPOS systems.



<p><b>1</b></p>	<p><b>Back</b> Press Back to return to the GoPOS Home Menu.</p>
<p><b>2</b></p>	<p><b>Search text</b> Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
<p><b>3</b></p>	<p><b>Search</b> Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.</p>
<p><b>4</b></p>	<p><b>Add New Record</b> Press on this button to add a new Tax record.</p> 

<b>1</b>	<b>Tax Id</b> Display only. When adding new records, the next available Id value will be displayed.
<b>2</b>	<b>Caption</b> Enter the tax display name. Required field. Max 25 characters.
<b>3</b>	<b>Rate</b> Enter the tax rate as a percentage.
<b>4</b>	<b>Exempt</b> Enter the exemption amount. Taxes will not be added until this amount has been reached.
<b>5</b>	<b>Options</b> Select one or more of the following options:

Add On Type of Tax	Select this option if the tax should be additive and the tax is added to the taxable amount. If disabled, the tax is assumed to be included in the price and the item price is reduced by the tax percentage to calculate the taxable amount.
Print Percentage	Select this option if the tax percentage should be printed on the receipt.
Print Taxable Amount	Select this option if the total taxable amount should be printed on the receipt.
Print Tax Amount	Select this option if the calculated tax amount should be printed on the receipt.
Print Zero Amounts	Select this option if zero tax amounts should be printed on the receipt.
Print Gross Amount	Select this option to print the total gross amount for this tax on the receipt.

<b>6</b>	<b>Rounding</b> Select one of the supported rounding options:
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To Even	Select this option if the tax should be rounded to the nearest even digit when the digit is 5. If the digit is less than 5, the number is rounded down. If the digit is greater than 5, the number is rounded up.  example: 1.24 => 1.2, 1.25 => 1.2, 1.26 => 1.3, 1.35 => 1.4
Round Up	Select this option if the tax should always be rounded up.  example: 1.24 => 1.3, 1.25 => 1.3, 1.26 => 1.3, 1.35 => 1.4
Truncate	Select this option if the last non-significant digit should be removed.  example: 1.24 => 1.2, 1.25 => 1.2, 1.26 => 1.2, 1.35 => 1.3

Away From Zero	Select this option if the tax should be rounded away from zero (rounded up for positive numbers) when the digit is 5. If the digit is less than 5, the number is rounded down. If the digit is greater than 5, the number is rounded up.  example: 1.24 => 1.2, 1.25 => 1.3, 1.26 => 1.3, 1.35 => 1.4
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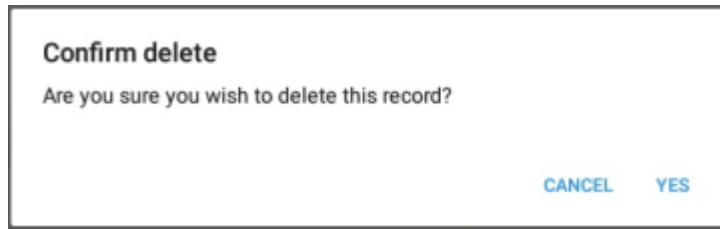
<b>7</b>	<b>Print On</b> All printers defined in the hardware maintenance screen will be displayed. Select one or more of the listed printers for the chosen tax. At least one printer must be chosen.
<b>8</b>	<b>Print Font</b> Select one of the supported printer fonts.  Font A Standard  Font A Double Width  Font A Double Height  <b>Font A Double Width and Double Height</b>  Font B Standard  <b>Font B Double Width</b>  Font B Double Height  <b>Font B Double Width and Double Height</b>
<b>9</b>	<b>Back</b> Press "Back" to close the window and return to the previous screen without saving any changes.
<b>10</b>	<b>Save</b> Press "Save" to close the window and return to the previous screen. All modifications made will be saved.
<b>11</b>	<b>Hide</b> Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.

<b>5</b>	<b>Tax Record</b> Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.
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6

## Delete Record

Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.



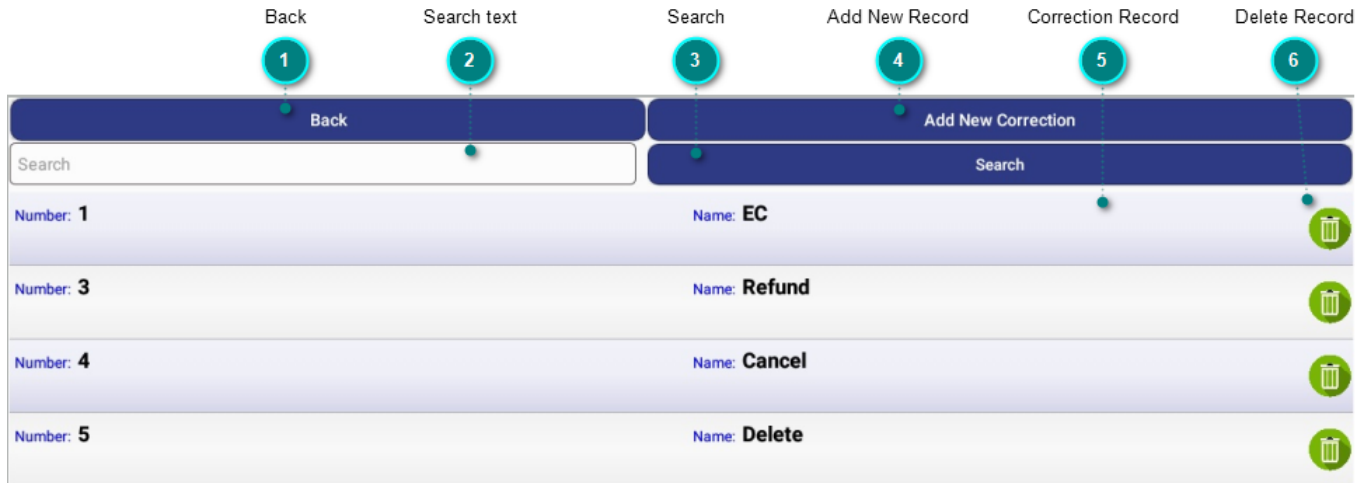
Press on YES to delete the selected row or CANCEL to cancel the deletion.

Please note that once deleted, all references to this row will be lost.



# Corrections Maintenance

Corrections Maintenance allows you to define the type of corrections allowed on your GoPOS systems.



	<p><b>Back</b> Press Back to return to the GoPOS Home Menu.</p>
	<p><b>Search text</b> Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
	<p><b>Search</b> Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.</p>

4

## Add New Record

Press on this button to add a new Correction record.

The screenshot shows a 'Correction' form with the following elements and callouts:

- 7**: Back button (top bar)
- 8**: Save button (top bar)
- 9**: Hide button (top bar)
- 1**: Correction Id field (displaying '5')
- 2**: Caption field (displaying 'Delete')
- 3**: Options section (Manager required toggle)
- 4**: Print On section (Customer Display, Kitchen, Receipt Printer checkboxes)
- 5**: Print Font section (Font A dropdown)
- 6**: Correction Type section (Delete dropdown)

1	<b>Correction Id</b>	Display only. When adding new records, the next available Id value will be displayed.
2	<b>Caption</b>	Enter the correction display name. Required field. Max 25 characters.
3	<b>Options</b>	<p><b>Manager</b> Select this option if the user requires managerial rights. If the user does not have managerial rights, pressing the correction key will display a "Manager Required" message. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.</p>
4	<b>Print On</b>	All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.

<b>5</b>	<p><b>Print Font</b></p> <p>Select one of the supported printer fonts.</p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p>
<b>6</b>	<p><b>Correction Type</b></p> <p>Select one of the supported correction types:</p>

Error Correction	This will clear the last transaction entry made. Any attempt to error correct previous transaction entries will result in an "Invalid Sequence" message. If an item is linked to another product or to a modifier group, the error correction will only apply to the linked item and not the parent item.
Void	This will reverse an item within the current transaction. The user must press the void key and then enter an existing, non voided, item in the current transaction. Pressing Void will place the register in "Void" mode, indicated by "Vd" displayed in the upper display section of the GoPOS register. Pressing Clear will cancel the void and return the register in normal mode. If you attempt to void an item that is not in the current transaction an "Error: Unsold Item" message will be displayed. If you attempt to void an item that has already been completely voided (i.e zero quantity of that item remain in the transaction), a "Void quantity greater than sold" message will be displayed.
Refund	All items may be refunded. Pressing Refund will place the register in "Refund" mode, indicated by "Rf" displayed in the upper display section of the GoPOS register. Pressing Clear will cancel the refund and return the register in normal mode. When in "Refund" mode, the next item entered will result in a negative entry.
Cancel	The entire transaction may be cancelled at any time. All entries in the transaction will be reversed and a receipt will be printed showing the original and cancelled entries. The user may then press the clear key or simply start entering a new transaction. If <a href="#">Setting 65 - "Print cancelled transactions on the receipt"</a> is disabled, no receipt will be printed.

Tender Correction	This will allow you to reverse and correct any previously entered payment. You must be at the start of a transaction. Pressing Tender Correction in the middle of a transaction will display a "Please finish the current transaction" message. Press Tender Correction or enter the Paid Out amount then press Tender Correction. A drop down list of all available tenders will be displayed. Enter the Paid Out Amount and select the tender for the PO. Enter Received Amount and select the tender for the RA. You must enter the same amount received as paid out. If the RA amount is less than the PO amount, "short" will be displayed along with the remaining amount to cover. You may not enter an amount greater than the PO or amount remaining.
Transaction Void	This will allow you to void and reverse any previously entered transaction. You must be at the start of a transaction. Pressing Transaction Void in the middle of a transaction will display a "Please finish the current transaction" message. Pressing Transaction Void will place the register in "Transaction Void" mode, indicated by "Tv" displayed in the upper display section of the GoPOS register. Pressing Clear will cancel the transaction void and return the register in normal mode. When in "Tv" mode, or in normal mode at the start of a transaction, enter the transaction number, including all leading and trailing zeros, of the transaction you wish to void and press on "Transaction Void". If the transaction entered is found, all entries in the transaction are reversed and a new receipt is printed. If the transaction number entered is not found, a "Transaction not found" message is displayed.
Delete	This will delete all items that are selected and highlighted in the current transaction. Transaction entries may be selected for deletion by pressing directly on the entry. If an item is deleted, all linked items or modifiers will also be deleted. Individual linked items or modifiers may be selected and highlighted and deleted without deleting the parent item.

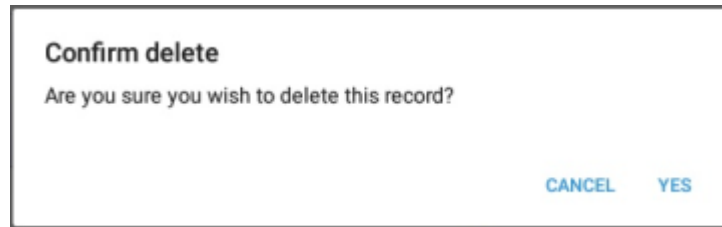
<b>7</b>	<b>Back</b> Press "Back" to close the window and return to the previous screen without saving any changes.
<b>8</b>	<b>Save</b> Press "Save" to close the window and return to the previous screen. All modifications made will be saved.
<b>9</b>	<b>Hide</b> Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.

<b>5</b>	<b>Correction Record</b> Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.
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6

## Delete Record

Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.



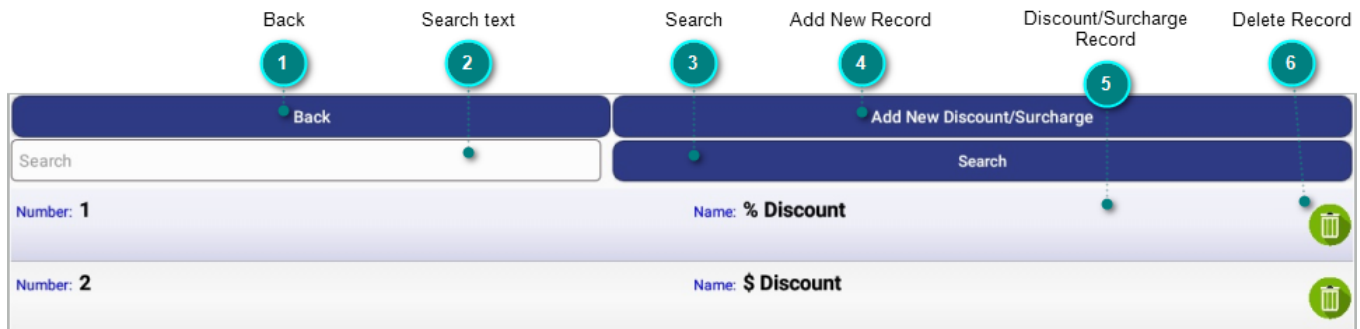
Press on YES to delete the selected row or CANCEL to cancel the deletion.

Please note that once deleted, all references to this row will be lost.



# Discount Maintenance

Discounts Maintenance allows you to define the types of discounts allowed on your GoPOS systems.



	<p><b>Back</b></p> <p>Press Back to return to the GoPOS Home Menu.</p>
	<p><b>Search text</b></p> <p>Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
	<p><b>Search</b></p> <p>Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.</p>
	<p><b>Add New Record</b></p> <p>Press on this button to add a new Discount/Surcharge record.</p> <p>The screenshot shows the 'Discount/Surcharge' form. It has a top bar with 'Back' (8), 'Save' (9), and 'Hide' (10) buttons. Below are fields for: Discount Id (1) Number: 1; Caption (2) Name: % Discount; Rate (3) Rate: 0; Options (4) with sub-options: Surcharge, Fixed discount, Subtotal discount, Manager required; Print On (5) Print On; Print Font (6) Print Font: Font A; Tax (7) GST. On the right, there are toggle switches for: Amount discount, Item discount, Print percentage, Receipt Printer, and PST.</p>

<b>1</b>	<b>Discount Id</b> Display only. When adding new records, the next available Id value will be displayed.
<b>2</b>	<b>Caption</b> Enter the discount display name. Required field. Max 25 characters.
<b>3</b>	<b>Rate</b> Enter the discount percentage or amount. If the Amount Discount option is selected, the value entered will be treated as an amount, otherwise it will be treated as a percentage.
<b>4</b>	<b>Options</b> Select one or more of the following discount options:

Surcharge	Select this option if the rate or amount is a surcharge and should be added to the price. If this option is not enabled, the entry will be treated as a discount and reduce the price.
Amount Discount	Select this option if this is an amount discount/surcharge and not a percentage discount/surcharge.
Fixed Discount	Select this option if this is a fixed percentage or amount which can not be overridden. If this option is enabled attempting to override the percentage or amount and pressing the discount key will result in an "Invalid Sequence" message. If this option is disabled, users are allowed to enter a percentage or amount before pressing the discount key to override the actual discount applied.
Item Discount	Select this option if this discount is to be linked to the last item entered. If this option is enabled, pressing the discount key will result in an "Invalid Sequence" message if there are no current transaction entries or the last entry was not an item sale. If this option and the Subtotal Discount option are both disabled, pressing the discount key will always result in an "Invalid Sequence" message. Discounts should either be set up as Item discounts, Subtotal discounts or Both. If this option is enabled and the last entry made was an item sale, multiple item discounts may be applied to the same item.
Subtotal Discount	Select this option if the discount should be applied to the calculated subtotal. If this option is enabled, pressing the discount key will result in an "Invalid Sequence" message if the last entry was not a Subtotal. If this option and the Subtotal Discount option are both not enabled, pressing the discount key will always result in an "Invalid Sequence" message. Discounts should either be set up as Item discounts, Subtotal discounts or Both. If this option is enabled and the last entry made was a subtotal, multiple subtotal discounts may be applied to the same subtotal.
Print Percentage	Select this option if the discount rate should be displayed and printed on the receipt as a percentage.
Manager Required	Select this option if the user requires managerial rights. If the user does not have managerial rights, pressing the discount key will display a "Manager Required" message. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.

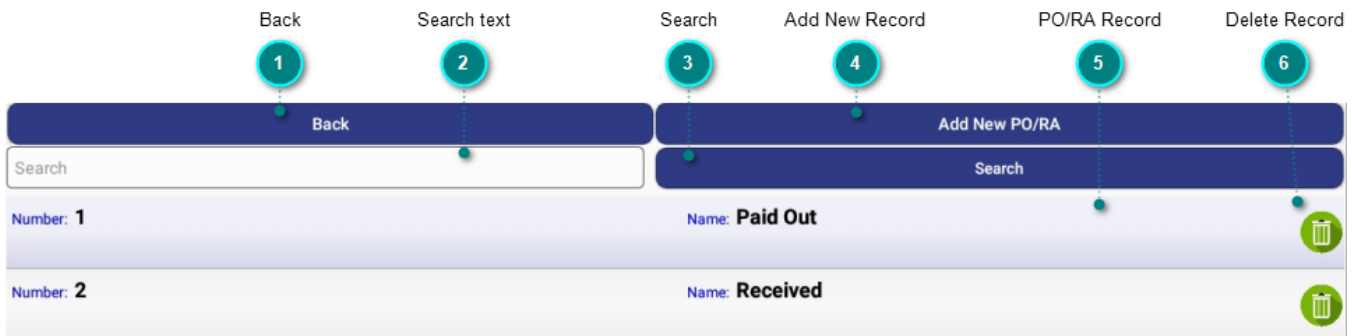
5	<b>Print On</b> All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.
6	<b>Print Font</b> Select one of the supported printer fonts.  Font A Standard  Font A Double Width  Font A Double Height  <b>Font A Double Width and Double Height</b>  Font B Standard  <b>Font B Double Width</b>  Font B Double Height  <b>Font B Double Width and Double Height</b>
7	<b>Tax</b> All taxes defined in Tax Maintenance will be displayed. Select one or more of the applicable taxes for the chosen discount or surcharge.
8	<b>Back</b> Press "Back" to close the window and return to the previous screen without saving any changes.
9	<b>Save</b> Press "Save" to close the window and return to the previous screen. All modifications made will be saved.
10	<b>Hide</b> Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.

5	<b>Discount/Surcharge Record</b> Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.
6	<b>Delete Record</b> Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion. <div data-bbox="486 1680 1212 1904" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Confirm delete</b></p> <p style="text-align: center;">Are you sure you wish to delete this record?</p> <p style="text-align: right; margin-top: 10px;">CANCEL    YES</p> </div> <p>Press on YES to delete the selected row or CANCEL to cancel the deletion.</p> <p>Please note that once deleted, all references to this row will be lost.</p>



# PO/RA Maintenance

PO/RA Maintenance allows you to create and maintain accounts (Paid Out/Received on Account) used to adjust your cash drawer balances.



<p><b>1</b></p>	<p><b>Back</b> Press Back to return to the GoPOS Home Menu.</p>
<p><b>2</b></p>	<p><b>Search text</b> Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
<p><b>3</b></p>	<p><b>Search</b> Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.</p>
<p><b>4</b></p>	<p><b>Add New Record</b> Press on this button to add a new Discount/Surcharge record.</p>

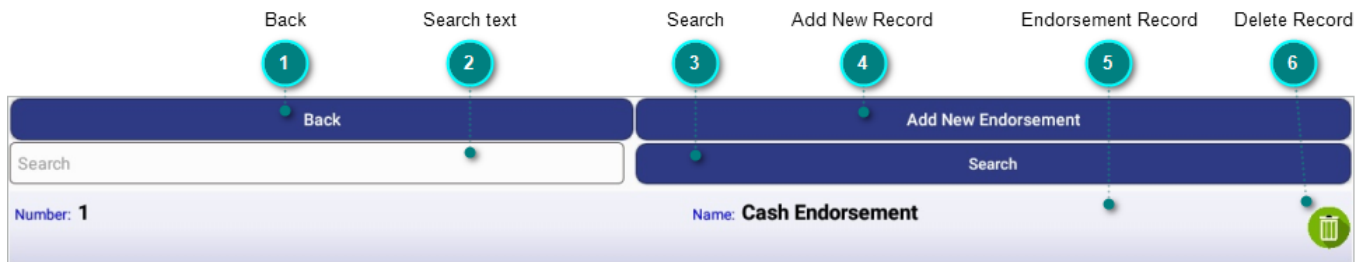
1	<p><b>PO/RA Id</b></p> <p>Display only. When adding new records, the next available Id value will be displayed.</p>
2	<p><b>Caption</b></p> <p>Enter the discount display name. Required field. Max 25 characters.</p>
3	<p><b>Options</b></p> <p>Select one or more of the following options:</p> <p>Received on Account                      Select this option if this is a receivable and not a pay out.</p> <p>Manager Required                          Select this option if the user requires managerial rights.</p>
4	<p><b>Print On</b></p> <p>All printers defined in the hardware maintenance screen will be displayed. Select one or more of the listed printers for the chosen pora. At least one printer must be chosen.</p>
5	<p><b>Print Font</b></p> <p>Select one of the supported printer fonts.</p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p>
6	<p><b>Tender</b></p> <p>All monetary tenders defined in the tenders maintenance screen will be displayed. Select one of the listed tenders for the chosen pora. This tender will be the default tender used when processing paid out or received on account transactions. For example if you have an open account and wish to add \$20.00 cash to this account if the default tender is defined as cash, you may simply enter \$20.00 and press RA. (amount + RA). If you wish to override this default tender, press on the RA Key first, enter the amount and press on one of the defined tenders (RA + amount + Tender).</p>
7	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>
8	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>
9	<p><b>Hide</b></p> <p>Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.</p>

<b>5</b>	<b>PO/RA Record</b>
<b>6</b>	<p>Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.</p> <p><b>Delete Record</b></p> <p>Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.</p> <div data-bbox="486 376 1214 600" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"><p><b>Confirm delete</b></p><p>Are you sure you wish to delete this record?</p><p style="text-align: right;"><b>CANCEL</b>   <b>YES</b></p></div> <p>Press on YES to delete the selected row or CANCEL to cancel the deletion.</p> <p>Please note that once deleted, all references to this row will be lost.</p>



# Endorsements Maintenance

Endorsements Maintenance allows you to insert, update and delete endorsement messages.



	<p><b>Back</b></p> <p>Press Back to return to the GoPOS Home Menu.</p>
	<p><b>Search text</b></p> <p>Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
	<p><b>Search</b></p> <p>Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.</p>
	<p><b>Add New Record</b></p> <p>Press on this button to add a new Discount/Surcharge record.</p>

	<p><b>Endorsement Id</b></p> <p>Display only. When adding new records, the next available Id value will be displayed.</p>
--	---

2	<b>Caption</b> Enter the endorsement display name. Required field. Max 25 characters.
3	<b>Message</b> Enter the text you wish to display on the receipt. Max 80 characters. The message will be printed every time a Tender is used that is linked to this endorsement.
4	<b>Justify</b> Select one of the support text justifications. Left, Center or Right justification.
5	<b>Font</b> Select one of the supported printer fonts.  Font A Standard  Font A Double Width  Font A Double Height  <b>Font A Double Width and Double Height</b>  Font B Standard  <b>Font B Double Width</b>  Font B Double Height  <b>Font B Double Width and Double Height</b>
6	<b>Bold</b> Check this box if you wish to display the text in <b>bold</b> .
7	<b>Underline</b> Check this box if you wish to display the text with <u>underline</u> .
8	<b>Print On</b> All printers defined in the hardware maintenance screen will be displayed. Select one or more of the listed printers for the chosen endorsement. At least one printer must be chosen.
9	<b>Delete Line</b> Click on the trash can button to delete the currently selected endorsement line.
10	<b>Insert Line</b> Click on this button to add a new endorsement line. Each line can be displayed in its own font and may be printed in <b>Bold</b> , Underline and either in Left, Center or Right justification.
11	<b>Back</b> Press "Back" to close the window and return to the previous screen without saving any changes.
12	<b>Save</b> Press "Save" to close the window and return to the previous screen. All modifications made will be saved.
13	<b>Hide</b> Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.

<b>5</b>	<b>Endorsement Record</b>
<b>6</b>	<p>Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.</p> <p><b>Delete Record</b></p> <p>Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.</p> <div data-bbox="486 376 1214 600" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"><p><b>Confirm delete</b></p><p>Are you sure you wish to delete this record?</p><p style="text-align: right;"><b>CANCEL</b>   <b>YES</b></p></div> <p>Press on YES to delete the selected row or CANCEL to cancel the deletion.</p> <p>Please note that once deleted, all references to this row will be lost.</p>



# Modifiers Maintenance

Modifiers Maintenance allows you to create and maintain a list of condiments and product modifiers.

The screenshot shows a mobile application interface for managing modifiers. At the top, there are six callout boxes with numbers 1 through 6. Below them is a dark blue header bar with buttons: 'Back' (1), 'Add New Modifier' (4), and 'Search' (3). Below the header is a search input field (2) and a 'Search' button (3). The main area is a list of 10 modifier records, each with a 'Number' (1-10) and a 'Name' (e.g., Mild, Buffalo, Salt & Pepper, Lemon Pepper, Honey Garlic, Thai Chili, Rare, Medium Rare, Medium, Well Done). Each record has a green trash icon (6) on the right side.

1	<p><b>Back</b></p> <p>Press Back to return to the GoPOS Home Menu.</p>
2	<p><b>Search text</b></p> <p>Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
3	<p><b>Search</b></p> <p>Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.</p>

4

## Add New Record

Press on this button to add a new Discount/Surcharge record.

The screenshot shows a 'Modifier' form with the following elements:

- Buttons:** Back (8), Save (9), Hide (10)
- Fields:**
  - Modifier Id: 1
  - Caption: 2
  - Second Name: 3
  - Options: 4
  - Print On: 5
  - Print Font: 6
  - Kitchen Printer Font: 7
  - Number: 11
  - Name: 35
  - Name 2: Name 2
- Options:**
  - Name is product #
  - Variable text
  - Print On
  - Customer Display
  - Name is product SKU
  - Manager required
  - Receipt Printer
- Print Font:** Print Font, Font A, KP Print Font, Font A
- Kitchen Printer Font:** KP Print Font, Font A

<b>1</b>	<b>Modifier Id</b> Display only. When adding new records, the next available Id value will be displayed.
<b>2</b>	<b>Caption</b> Enter the modifier display name or the product PLU/SKU number, depending on the Caption Option chosen.
<b>3</b>	<b>Second Name</b> If Caption Option Text is Modifier or Text is Variable is chosen, you may enter a second name for the modifier which will be displayed on printers that have been defined to use second captions.  If Caption Option Text is PLU or Text is SKU is chosen, the product name will be displayed when a valid PLU or SKU is entered in the caption field.
<b>4</b>	<b>Options</b> Select one or more of the following modifier options:  Please note that if Caption Option Text is PLU or Text is SKU is chosen, all options will be taken directly from the product.

Text is Modifier	Select this option if the caption entered is the actual Modifier caption. Use this option to define non-chargeable modifiers and condiments.
Text is PLU	Select this option if the caption entered is the actual PLU number. A valid Product Id must be entered in the caption field. Use this option to link the modifier directly to a chargeable product. All options and printer settings will be taken directly from the linked product.

Text is SKU	Select this option if the caption entered is the actual SKU number. A valid Product SKU must be entered in the caption field. Use this option to link the modifier directly to a chargeable product. SKU numbers generally do not change and if available, are the standard method of identifying products. All options and printer settings will be taken directly from the linked product.
Text is Variable	Select this option if free form text may be entered at the time of the transaction. The caption entered will be displayed as the modifier description in the pop-up modifier list. When selected on GoPOS, the "Enter text" window will allow the user to enter one or more lines of free form text. The user must then press Submit or Cancel to close the window. If Submit was pressed, an asterisk will appear in the transaction followed by the line or lines of text entered. If Cancel was pressed, the modifier will not be included as part of the transaction.
Manager Required	Select this option if the user requires managerial rights. If the user does not have managerial rights, a "Manager Required" message will be displayed and the Modifier may not be selected. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.

<div style="background-color: #007bff; color: white; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">5</div>	<p><b>Print On</b></p> <p>All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.</p> <p>Please note that if Caption Option Text is PLU or Text is SKU is chosen, all Print On settings will be taken directly from the product.</p>
---	--

6

## Print Font

Select one of the supported printer fonts.

Font A Standard

Font A Double Width

Font A Double Height

**Font A Double Width and Double Height**

Font B Standard

**Font B Double Width**

Font B Double Height

**Font B Double Width and Double Height**

Font A Standard

Font A Double Width

Font A Double Height

**Font A Double Width and Double Height**

Font B Standard

**Font B Double Width**

Font B Double Height

**Font B Double Width and Double Height**

Please note that if Caption Option Text is PLU or Text is SKU is chosen, all Print Font settings will be taken directly from the product.

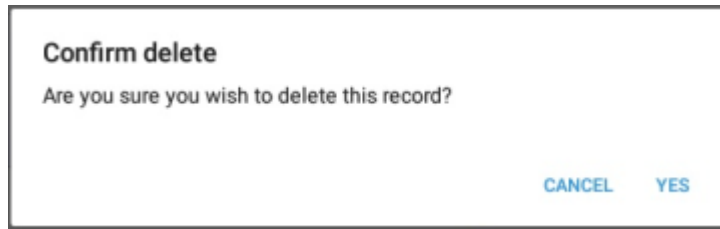
<p><b>7</b></p>	<p><b>Kitchen Printer Font</b></p> <p>Select one of the supported printer fonts.</p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p> <p>Please note that if Caption Option Text is PLU or Text is SKU is chosen, all Print Font settings will be taken directly from the product.</p>
<p><b>8</b></p>	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>
<p><b>9</b></p>	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>
<p><b>10</b></p>	<p><b>Hide</b></p> <p>Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.</p>

<p><b>5</b></p>	<p><b>Modifier Record</b></p> <p>Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.</p>
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6

## Delete Record

Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.



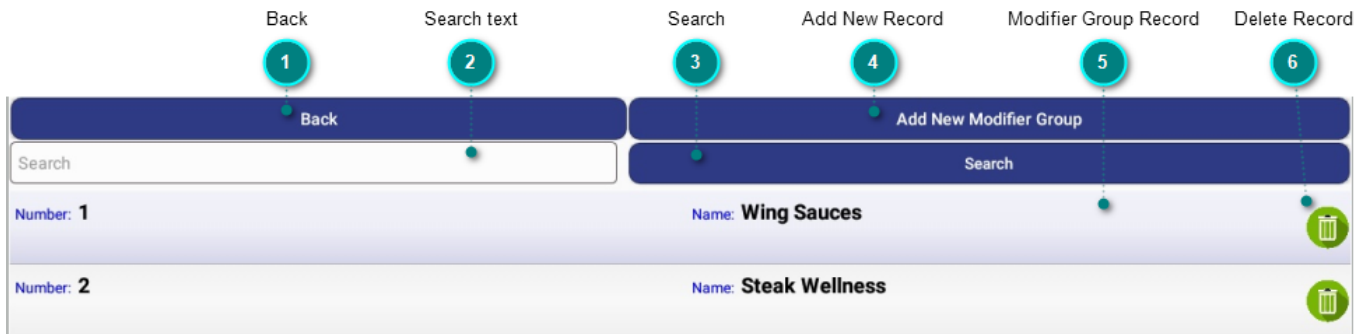
Press on YES to delete the selected row or CANCEL to cancel the deletion.

Please note that once deleted, all references to this row will be lost.



# Modifier Group Maintenance

Modifier Group Maintenance allows you create and define groups for your condiments and modifiers.



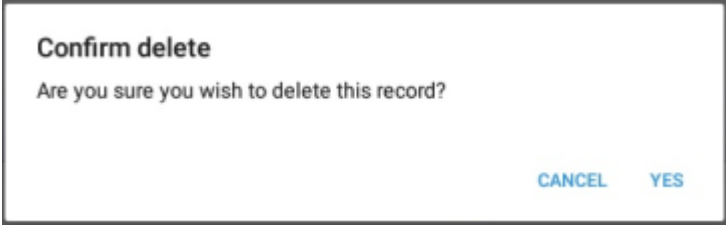
<b>1</b>	<b>Back</b> Press Back to return to the GoPOS Home Menu.
<b>2</b>	<b>Search text</b> Press in the search field to activate the <a href="#">android keyboard</a> . Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.
<b>3</b>	<b>Search</b> Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.
<b>4</b>	<b>Add New Record</b> Press on this button to add a new Correction record. 

<b>1</b>	<b>Modifier Group Id</b>
	Display only. When adding new records, the next available Id value will be displayed.
<b>2</b>	<b>Caption</b>
	Enter the modifier group caption.
<b>3</b>	<b>Fixed Quantity</b>
	Enter the modifier minimum quantity amount. This field is only required when the forced quantity option has been selected.
<b>4</b>	<b>Options</b>
	Select one or more of the following modifier group options:

Compulsory Selection	Select this option if you want to force the user to select at least one modifier from this condiment group. On GoPOS, selling an item with a Modifier Group will pop up the modifier selection window. If the users attempts to clear the window before making at least one selection, a "Select Condiment" message will be displayed.
Forced Quantity	Select this option if the modifier group has a forced quantity. If this option is chosen, the actual forced quantity must be entered in the fixed quantity field displayed below the options. On GoPOS, selling an item with a Modifier Group will pop up the modifier selection window. If the users attempts to clear the window before meeting the forced quantity requirements, a "Select x more" message will be displayed. User can not exit the screen until the minimum quantity has been met.
Stay Down Windows	Select this option if the window should remain open after a selection. This will allow further entries to be made and force the user to close the window on completion using the clear fixed function. If this option is not set, the window will automatically close after the first selection is made or once the minimum quantity has been met.
Manager Required	Select this option if the user requires managerial rights. If the user does not have managerial rights, a "Manager Required" message will be displayed and the Modifier selection window will not pop up. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.

<b>5</b>	<b>Sort by</b>
	Press on Sort by Id to sort the list of Modifiers by Id or press on Sort by Name to display the list of Modifier alphabetically.
<b>6</b>	<b>Search Text</b>
	Press in the search field to activate the <a href="#">android keyboard</a> . Enter the text you wish to search for and press on the Search button. Entering a search value will filter the list of modifiers and only display modifiers containing the entered text. If this field is blank, all modifiers defined in the modifier maintenance screen will be displayed.
<b>7</b>	<b>Search</b>
	Press on this button to search the Name field for the entered search text. All modifiers containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.

<b>8</b>	<b>Modifiers</b>
	Press the check boxes to select one or more of the modifiers defined in the modifier maintenance screen for the chosen modifier group.
<b>9</b>	<b>Back</b>
	Press "Back" to close the window and return to the previous screen without saving any changes.
<b>10</b>	<b>Save</b>
	Press "Save" to close the window and return to the previous screen. All modifications made will be saved.
<b>11</b>	<b>Hide</b>
	Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.

<b>5</b>	<b>Modifier Group Record</b>
	Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.
<b>6</b>	<b>Delete Record</b>
	Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.
	
	Press on YES to delete the selected row or CANCEL to cancel the deletion.
	Please note that once deleted, all references to this row will be lost.



# Balance Function Maintenance

Balance Function Maintenance allows you to define account balance functions such as opening, closing or transferring balances from one account or table to another.

Back      Search text      Search      Add New Record      Balance Record      Delete Record

1      2      3      4      5      6

1	<b>Back</b> Press Back to return to the GoPOS Home Menu.
2	<b>Search text</b> Press in the search field to activate the <a href="#">android keyboard</a> . Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.
3	<b>Search</b> Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.

4

## Add New Record

Press on this button to add a new Discount/Surcharge record.

The screenshot shows the 'Balance Functions' form with the following elements and callouts:

- 1**: Balance Function Id
- 2**: Caption
- 3**: Balance Type
- 4**: Balance Function
- 5**: Options
- 6**: Print On
- 7**: Print Font
- 8**: Back button
- 9**: Save button
- 10**: Hide button

The form fields include: Number (1), Name (Account), Type (Account), Function (Open/Add/Close), Manager required, Print On, Receipt Printer, Print Font (Font A), Ask for account name (toggle), and Customer Display (toggle).

5

## Balance Record

Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.

6

## Delete Record

Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.

The dialog box contains the following text:

**Confirm delete**  
Are you sure you wish to delete this record?

CANCEL YES

Press on YES to delete the selected row or CANCEL to cancel the deletion.

Please note that once deleted, all references to this row will be lost.

1

### Balance Function Id

Display only. When adding new records, the next available Id value will be displayed.

2

### Caption

Enter the balance function display name.

**3 Balance Type**

Select one of the following balance types.

<b>1</b>	<b>Table</b>
	Select this option if the balance function refers to a Table.
<b>2</b>	<b>Account</b>
	Select this option if the balance function refers to an Account.
<b>3</b>	<b>All</b>
	Select this option if the balance function refers to all types of accounts. Applicable to Print function only.

**4 Balance Function**

Select one of the following balance functions.

<b>1</b>	<b>Open/Add/Close</b>
	Select this option to Open/Add/Close a balance. The first action will be to open the balance for the balance type specified (Table or Account). For example, open Table #1. You may then add transaction items to the open balance. Once the transaction has been finalized, you may close the balance to continue with other transactions. If you need to add more items to a closed balance you will be allowed to reopen the balance until the account is fully tendered.
	If inter-register communication (IRC) has been enabled, you will not be allowed to open a balance if it is already open on another register. Please see <a href="#">Setting 15</a> , <a href="#">Setting 16</a> and <a href="#">Setting 46</a> for further detail on setting up IRC.
<b>2</b>	<b>Print</b>
	Select this option to print the transactions of the displayed balance. If All is chosen as the Balance Type, any open balance types may be printed with this function.

<p style="text-align: center;"><b>3</b></p>	<p><b>Transfer</b></p> <p>Select this option to transfer the content of one balance to another. On GoPOS open the account or table seat you wish to transfer, enter the table or account number you wish to transfer to and then press on Transfer. You may also use the dotted notation (I.E table#.seat#) to transfer a seat to another seat at the same table or to another seat at a different table. If the seat is not specified when transferring to another table, the transactions will be transferred to seat #1.</p> <p>If inter-register communication (IRC) has been enabled, you will not be allowed to transfer to or from an account if it is already open on another register.</p> <p>This function may also be used to transfer a regular transaction to a balance account or table. On GoPOS, after a transaction has been started, but before it has been tendered, press on Transfer. This will create a new balance account and transfer all transaction entries to the newly created account. To transfer a regular transaction to a table, enter the new table number before pressing on Transfer. Please note that you can not currently transfer a regular transaction to an existing table or account. You may only transfer a regular transaction to a new table or account.</p>
<p style="text-align: center;"><b>4</b></p>	<p><b>List</b></p> <p>Select this option to list the account numbers and account balances. This will also display the account name if the "Ask for Name" option has been enabled for Open Accounts and the clerk entered a name when opening the account.</p>

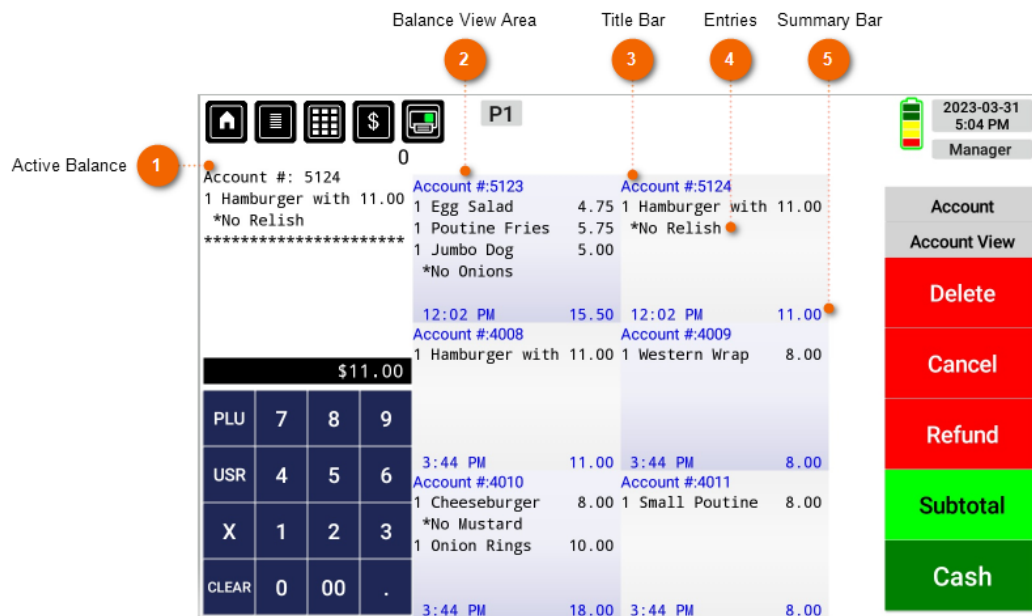
5

## View

Select this option to display a view of the first 6 open account or table balances. Pressing on the title bar or summary bar of a balance view will open the selected account or table. If an account or table is already open, you must close or finalize the current active balance before being allowed to open another balance. If inter-register communication (IRC) has been enabled, you will not be allowed to open an account if it is already open on another register.

If there are more transactions lines on the balance than can be displayed in the view, you may press anywhere in the middle of the account view and swipe up or down to scroll through the transactions lines.

Please note that due to screen size limitations, this account and table balance view option is only functional on the APOS-04 and APOS-05. It is also recommended to design the view around the default keyboard if you wish to use [Setting 81](#) or [Setting 82](#) to reset the keyboard after an item sale or transaction end.



1

### Active Balance

The transaction display area will display the active account or table balance. A line of asterisk will separate transaction groups. Since the entries above the separation line have already been sent to the kitchen, these entries can not be deleted but may be error corrected, reversed or refunded.

2

### Balance View Area

The top 6 account or table balances will be displayed in the view area. Since the view will take up two thirds of the programmable keyboard area it is important to place required keys strategically on the right. Tendering and Balance open/add/close keys should be considered. If an account or table is already open, you must close or finalize the current active balance before being allowed to open another balance. Pressing on the [keyboard menu icon](#) will hide the balance view and redisplay the current keyboard.

3

### Title Bar

Displays the account or table number. Press on the balance title bar to select and open the balance. If an account or table is already open, you must close or finalize the current active balance before being allowed to open another balance.

<b>4</b>	<p><b>Entries</b></p> <p>This area will display all transactions entries associated with the account or table balance. If there are more transactions lines on the balance than can be displayed in the view, you may press anywhere in the middle of the account view and swipe up or down to scroll through the transactions lines.</p>
<b>5</b>	<p><b>Summary Bar</b></p> <p>Displays the time that the account was created and the total transaction amount without taxes or rounding. Press on the balance summary bar to select and open the balance. If an account or table is already open, you must close or finalize the current active balance before being allowed to open another balance.</p>

**6 Invoice**

When working with a Table, pressing on the Invoice function will display a view of all seats for the current table. If there are more seats than can be displayed on screen, you may swipe to the left to view the remaining seats. Each window pane will display the seat #, the list of transactions and transaction total (without tax) for each seat. If there are more transaction entries than can be displayed on screen, you may swipe up to see the remaining transactions.

The icons at the top of the window allow you to exit, split items, add a new seat and print an invoice for each seat.

The icons at the bottom of each window pane allow you to merge seats, move items from one seat to another, and print an invoice for a single seat.

Exit	Split	Add Seat	Print Table Invoice	Seat Selection	Transaction Item	Seat #	Window Pane																		
1	2	3	4	5	6	7	8																		
Adjust table or seat invoices																									
<table border="1"> <thead> <tr> <th>Seat #: 3</th> <th>Seat #: 4</th> <th>Seat #: 6</th> </tr> </thead> <tbody> <tr> <td>1 Mozzarella Sticks</td> <td>1 Iced Tea</td> <td>1 Chicken Caesar</td> </tr> <tr> <td>6.00</td> <td>1 Chef Salad</td> <td>2.00</td> </tr> <tr> <td></td> <td></td> <td>7.50</td> </tr> <tr> <td></td> <td></td> <td>9.50</td> </tr> <tr> <td></td> <td></td> <td>7.50</td> </tr> </tbody> </table>								Seat #: 3	Seat #: 4	Seat #: 6	1 Mozzarella Sticks	1 Iced Tea	1 Chicken Caesar	6.00	1 Chef Salad	2.00			7.50			9.50			7.50
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		7.50																							
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		7.50																							
<table border="1"> <thead> <tr> <th>Merge Here</th> <th>Move Here</th> <th>Print Seat Invoice</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>10</td> <td>11</td> </tr> </tbody> </table>								Merge Here	Move Here	Print Seat Invoice	9	10	11												
Merge Here	Move Here	Print Seat Invoice																							
9	10	11																							

<b>1</b>	<p><b>Exit</b></p> <p>Pressing on the Exit icon will exit the invoice window and close the current table. You may also exit the invoice screen and close the current table by pressing anywhere outside the window.</p>
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<p><b>2</b></p>	<p><b>Split</b></p> <p>When splitting items between two or more seats, first select the item or items you wish to split by pressing directly on the transaction items within any of the seats. Each transaction selected will be highlighted in blue.</p> <p>Next select the seats you wish to split the items to, by pressing in the yellow square at the top right of each seat. Each selected seat will have a check mark in the yellow square at the top right of the seat. If there are more seats than can fit on the window, swiping left or right will display the remain seats.</p> <p>Once your items to split and the seats have been selected, pressing on the Split icon will split all selected items evenly to each of the selected seat.</p>
<p><b>3</b></p>	<p><b>Add Seat</b></p> <p>Pressing on this icon will add an additional seat to the table. If there are more seats than can fit on the window, swiping left or right will display the newly created seat.</p>
<p><b>4</b></p>	<p><b>Print Table Invoice</b></p> <p>Pressing on the Print icon will print individual invoices for each of the seats on the table. Please note that invoices will always print regardless if the printer has been turned on or off.</p>
<p><b>5</b></p>	<p><b>Seat Selection</b></p> <p>To select one or more seats, press on the yellow square at the top right of each seat. Each selected seat will be identified by a check mark in the yellow square. To unselect a seat simply press on the check to remove the seat form the selection. If there are more seats than can fit on the window, swiping left or right will display the remain seats. Seat selection must be performed to merge or split transactions.</p>
<p><b>6</b></p>	<p><b>Transaction Item</b></p> <p>You may select transaction items by pressing directly on the transaction items within any of the seats. Each transaction selected will be highlighted in blue. To unselect a transaction simply press on the transaction to remove the highlighting. If there are more transaction entries than can be displayed on screen, you may swipe up to see the remaining transactions.</p>
<p><b>7</b></p>	<p><b>Seat #</b></p> <p>Each seat assigned to the current table, will be displayed with it's unique seat number. If there are more seats than can fit on the window, swiping left or right will display the remaining seats.</p>
<p><b>8</b></p>	<p><b>Window Pane</b></p> <p>Each seat assigned to the current table, will be displayed in it's own window pane. The icons at the bottom of each pane correspond to the displayed seat.</p>
<p><b>9</b></p>	<p><b>Merge Here</b></p> <p>When merging two or more seats, first select the seat or seats you wish to merge by pressing in the yellow square at the top right of each seat. Each selected seat will have a check mark in the yellow square at the top right of the seat. If there are more seats than can fit on the window, swiping left or right will display the remain seats.</p> <p>Pressing on the Merge icon will transfer all transactions from the selected seat or seats to the seat of the pressed icon. The selected seats that were merged will be removed from the table.</p>

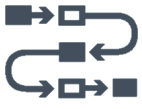
<b>10</b>	<p><b>Move Here</b></p> <p>When moving items from one seat to another, first select the item or items you wish to move by pressing directly on the transaction items within any of the seats. Each transaction selected will be highlighted in blue.</p> <p>Pressing on the Move icon will transfer all selected transactions to the seat of the pressed icon.</p>
<b>11</b>	<p><b>Print Seat Invoice</b></p> <p>Pressing on the Print icon will print an invoice for the seat of the pressed icon. Please note that invoices will always print regardless if the printer has been turned on or off.</p>

<b>5</b>	<p><b>Options</b></p> <p>Select one or more of the following options:</p>
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Manager Required	Select this option if the user requires managerial rights.
Ask for Name	If this option is enabled, GoPOS will prompt the clerk to enter a name for the account or table. When re-calling or listing existing accounts, the entered name will be displayed along with the account Id. This option is only available for the Open Account and Open Table functions.
Print Total in Foreign Currency	Select this option to include foreign currencies on the receipt and invoice. This will print the balance total in each defined foreign currency.
Print Suggested Tip	Select this option to include a signature line and the 3 suggested tip lines defined in Settings 87, 88 and 89 when printing receipts and invoices. Please note that the suggested tips are calculated on the subtotal amount (without taxes).
Print Tender Adjustment	Select this option to include Tender discounts or surcharges, if defined, on the receipt and invoice.

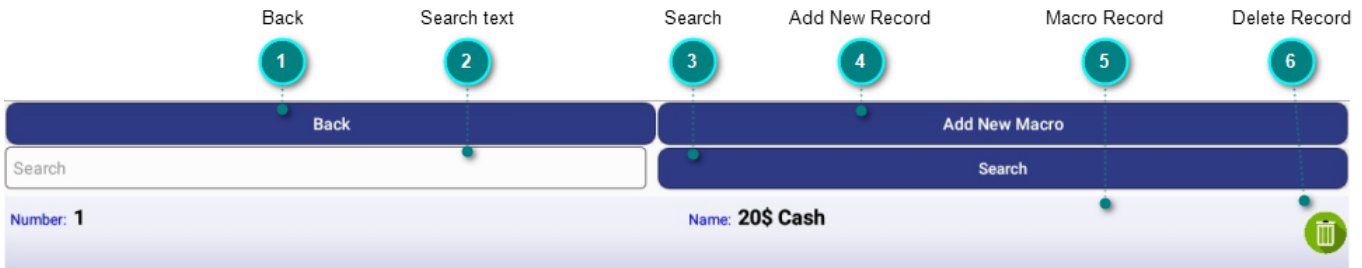
<b>6</b>	<p><b>Print On</b></p> <p>All printers defined in the hardware maintenance screen will be displayed. Select one or more of the listed printers for the chosen balance function. At least one printer must be chosen.</p>
<b>7</b>	<p><b>Print Font</b></p> <p>Select one of the supported printer fonts.</p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p>
<b>8</b>	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>

9	<b>Save</b> Press "Save" to close the window and return to the previous screen. All modifications made will be saved.
10	<b>Hide</b> Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.

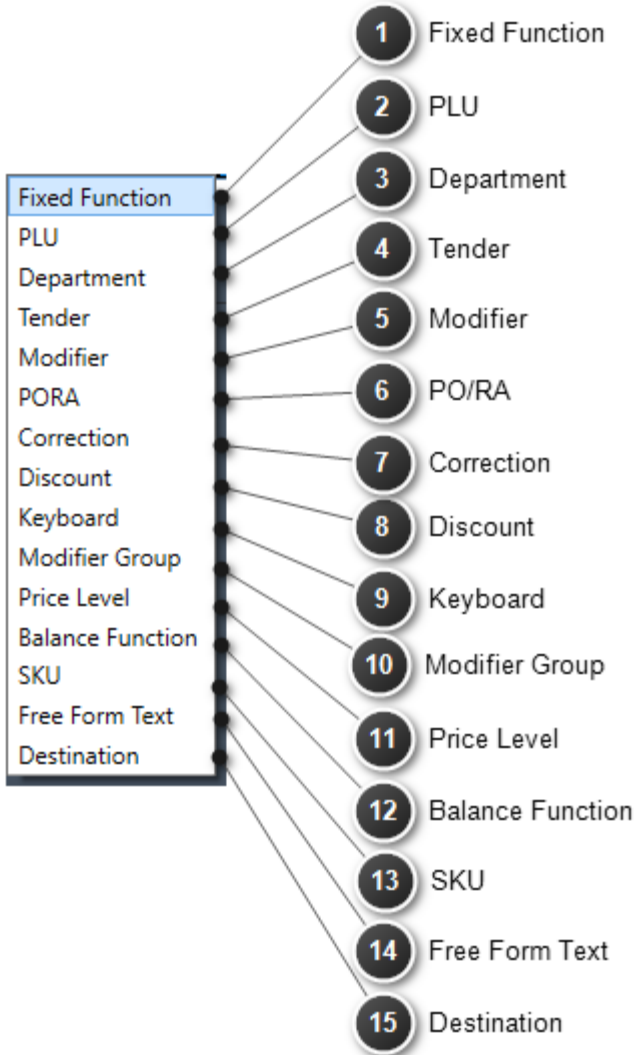


# Macros Maintenance

Macros Maintenance allows you to insert, update and delete macros.



<p>1</p>	<p><b>Back</b></p> <p>Press Back to return to the GoPOS Home Menu.</p>
<p>2</p>	<p><b>Search text</b></p> <p>Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
<p>3</p>	<p><b>Search</b></p> <p>Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.</p>
<p>4</p>	<p><b>Add New Record</b></p> <p>Press on this button to add a new Discount/Surcharge record.</p>

1	<b>Macro Id</b> Display only. When adding new records, the next available Id value will be displayed.
2	<b>Caption</b> Enter the macro display caption. Required field. Max 25 characters.
3	<b>Options</b> Manager      Select this option if the user requires managerial rights. If the user does not have managerial rights, a "Manager Required" message will be displayed and the Macro may not be executed. Managerial override may be accessed by pressing the USR key and temporarily logging in as a user with managerial rights. "Mo" will be displayed at the top of the register to indicate managerial override mode. The register will return to regular mode once the entry has been completed or the CLEAR key has been pressed.
4	<b>Function Type</b> 

1	<b>Fixed Function</b> Select one of the supported fixed functions:
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Number 0	Displays the number 0.
Number 1	Displays the number 1.
Number 2	Displays the number 2.
Number 3	Displays the number 3.
Number 4	Displays the number 4.

Number 5	Displays the number 5.
Number 6	Displays the number 6.
Number 7	Displays the number 7.
Number 8	Displays the number 8.
Number 9	Displays the number 9.
Number 00	Displays the value 00.
Decimal Point	Allows you to enter decimal values.
Clear	Clears the display screen once the transaction has been completed.
Enter	Completes the current action.
Multiply	Allows you to sell multiples of one item at once. In a Macro, this function may also be used to repeat the last entry made.
PLU	Allows you to enter the Product Id of the item being sold.
User	Allows you to switch users.
Subtotal	Displays the subtotal of the transaction.
Copy	Reprints the receipt of the last transaction entered.
Receipt On/Off	Turns the printing of receipts on or off. The Printer Icon displayed at the top of the unit will turn red when the receipt printing has been turned off and green when the receipt printing has been turned on. Alternatively, the user may press the printer icon to turn the receipt printing on or off, without the need to program a key.
Cash Declaration	Allows you to specify the amount on hand for each Tender.
Price Check	Allows you to verify the price of an item without a sale. When pressed a "Pc" icon will be displayed at the top of the APOS to indicate that you are currently in "Price Check" mode.
Hold	Allows you to pause the current transaction and start a new transaction. Held transactions may be recalled and completed or cancelled.
Tenders	Provides a pop-up of all defined Tenders.
Corrections	Provides a pop-up of all defined Corrections.
Discounts	Provides a pop-up of all defined Discounts.
Surcharges	Provides a pop-up of all defined Surcharges.
Tax Shift #1	Enables/Disables the charging of Tax #1  On GoPOS, pressing a Tax Shift key will disable the corresponding tax and display a "Tax # Disabled" message. A red "T#" icon will also be displayed at the top of the APOS to indicate that you are in "Tax Shift" mode. Pressing the same Tax Shift key when the Tax has already been disabled, will re-enable the tax and display a "Tax # Active" message. The red "T#" icon will also be removed from the top of the APOS to indicate that you are no longer in "Tax Shift" mode. Tax shifts will be applied to all items within the current transaction, but will be automatically be re-enabled for the next transaction.
Tax Shift #2	Enables/Disables the charging of Tax #2
Tax Shift #3	Enables/Disables the charging of Tax #3
Price Override	Allows you to enter a price and perform a one time override of the price entered in the product maintenance screen.
Tip Amount	Allows you to enter a tip amount.
Tip Percentage	Allows you to enter a tip percentage.
Food Stamp Subtotal	Will total up all the items in the transaction, without tax, that have the food stamp option enabled.
Pack	Will add up to two digits to the front of a scanned barcode.  On GoPOS, pressing 1 => 2 => Pack before scanning a bar code will add 12 to the scanned SKU and use this new SKU to lookup the product and price.

Permanent Price Override	Allows you to override and update the current price entered in the product maintenance screen.
Tare Weight	Allows you to manually enter the Tare Weight of a scalable product. Entering the weight and pressing on the Tare Weight fixed function will display "T+ Weight entered + Base Weight Unit" at the top of the APOS to indicate that you are currently in "Tare Weight" mode. Selling a scalable product will deduct the tare weight from the total weight to calculate the price. To clear the Tare Weight, press on the Tare Weight fixed function key. To enter a new tare, enter the weight and press on the Tare Weight fixed function key.
Seat	<p>When working with a Table, pressing on Seat will display a list of all open seats as well as an option to add a seat on the current table. Press on the seat you wish to work with or press on the next available seat# (New Seat) to add a seat to the current table. Pressing anywhere outside the pop-up window will close the window and cancel the change of seat.</p> <p>When working with a Table, you may also access a seat by entering the seat# and then pressing on the Seat function. (I.E. seat# + Seat) . If the seat does not exist, a new seat will be created for the current table.</p> <p>You may also access a specific table and seat by using the dotted notation. (I.E. table#.seat#) If the table does not yet exist, a new table and seat will be created. If the seat does not yet exist for the specified table, a new seat will be created.</p>

<b>2</b>	<b>PLU</b> PLU allows you to link the key to any of the defined products via the PLU number. All products defined in the Product maintenance/Item maintenance screen will be displayed.
<b>3</b>	<b>Department</b> Allows you to link the key to any of the defined departments. All departments defined in the Departments maintenance screen will be displayed.
<b>4</b>	<b>Tender</b> Allows you to link the key to any of the defined tenders. All tenders defined in the Tenders maintenance screen will be displayed.
<b>5</b>	<b>Modifier</b> Allows you to link the key to any of the defined modifiers. All modifiers defined in the Modifiers maintenance screen will be displayed.
<b>6</b>	<b>PO/RA</b> Allows you to link the key to any of the defined poras. All poras defined in the Poras maintenance screen will be displayed.
<b>7</b>	<b>Correction</b> Allows you to link the key to any of the defined corrections. All corrections defined in the Corrections maintenance screen will be displayed.
<b>8</b>	<b>Discount</b> Allows you to link the key to any of the defined discounts. All discounts defined in the Discounts maintenance screen will be displayed.
<b>9</b>	<b>Keyboard</b> Allows you to link the key to any of the defined Keyboards. All keyboards defined in the Keyboards maintenance screen will be displayed.

<b>10</b>	<b>Modifier Group</b>	Allows you to link the key to any of the defined modifier groups. All modifier groups defined in the Condiments maintenance screen will be displayed.
<b>11</b>	<b>Price Level</b>	Allows you to link the key to a specific price level. The price levels defined by the Price Level Quantity value entered in <a href="#">Setting 4 - "Price Level Quantity"</a> will determine the number of price levels displayed.
<b>12</b>	<b>Balance Function</b>	Allows you to link the key to a balance function. All balance functions defined in the Balance Function maintenance screen will be displayed.
<b>13</b>	<b>SKU</b>	SKU allows you to link the key to any of the defined products via the SKU number. All products defined with a SKU in the Product maintenance/Item maintenance screen will be displayed.
<b>14</b>	<b>Free Form Text</b>	Allows you to link the key to a free form text entry. All free form text defined in the Free Form Text maintenance screen will be displayed.
<b>15</b>	<b>Destination</b>	Allows you to link the key to an order destination entry. All destinations defined in the Destination maintenance screen will be displayed.

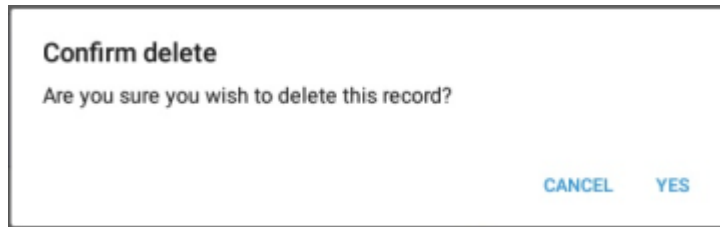
<b>5</b>	<b>Function</b>	Enter one of the supported fixed functions or one of the defined items from the selected function type.
<b>6</b>	<b>Insert Line</b>	Click on the Add line button to add a new macro line.
<b>7</b>	<b>Delete Line</b>	Click on the trash can button to delete the currently selected macro line.
<b>8</b>	<b>Back</b>	Press "Back" to close the window and return to the previous screen without saving any changes.
<b>9</b>	<b>Save</b>	Press "Save" to close the window and return to the previous screen. All modifications made will be saved.
<b>10</b>	<b>Hide</b>	Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.

<b>5</b>	<b>Macro Record</b>	Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.
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6

## Delete Record

Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.



Press on YES to delete the selected row or CANCEL to cancel the deletion.

Please note that once deleted, all references to this row will be lost.



# Free Form Text Maintenance

Free Form Text Maintenance allows you to insert, update and delete free form text.

Back      Search text      Search      Add New Record      Free Form Text Record      Delete Record

1      2      3      4      5      6

Back      Add New Free Form Text

Search

Number: 1      Name: Free Form Text

Number: 2      Name: Print Caption

Number: 3      Name: Variable Text

Number: 4      Name: Print on bottom

Number: 5      Name: Bottom Caption

Number: 6      Name: Bottom Variable

	<b>Back</b> Press Back to return to the GoPOS Home Menu.
	<b>Search text</b> Press in the search field to activate the <a href="#">android keyboard</a> . Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.
	<b>Search</b> Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.

4

## Add New Record

Press on this button to add a new Free Form Text record.

The screenshot shows a 'Free form text' record creation form. At the top, there are three buttons: 'Back' (6), 'Save' (7), and 'Hide' (8). Below these are three buttons: 'Back', 'Save', and 'Hide'. The form fields are: 'Discount Id' (1) with value '1', 'Caption' (2) with value 'Free Form Text', 'Options' (3) with sub-options 'Print name', 'Print on bottom', 'Print On', 'Receipt Printer', and 'Print Size' (5) set to '1'. There are also toggle switches for 'Variable text' and 'Customer Display'.

1

### Discount Id

Display only. When adding new records, the next available Id value will be displayed.

2

### Caption

Enter the free form text display name.

3

### Options

Select one or more of the following options:

Print Caption	Select this option if you wish to print the caption on the receipt. You may select both print caption and variable text if you want both to be printed on the receipt.
Variable Text	Select this option if you want to allow the user to enter text to be displayed on the receipt. Please note that if you do not select variable text, the caption will be printed on the receipt regardless of the print caption option.
Print On Bottom	Select this option if you wish to print the caption and/or variable text on the bottom of the receipt.

4

### Print On

All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.

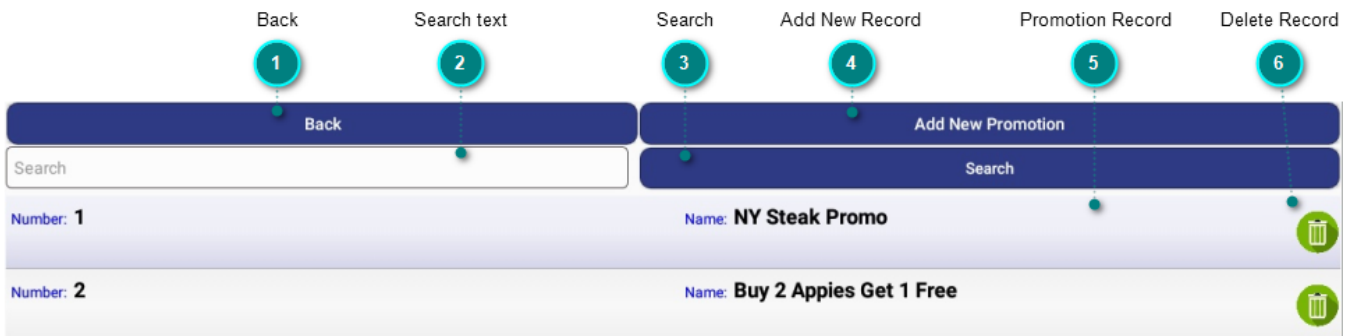
5	<p><b>Print Font</b></p> <p>Select one of the supported printer fonts.</p> <p>1 - Font A Standard</p> <p>2 - Font A Standard 2 x width &amp; height</p> <p>3 - Font A Standard 3 x width &amp; height</p> <p>4 - Font A Standard 4 x width &amp; height</p> <p>5 - Font A Standard 5 x width &amp; height</p> <p>6 - Font A Standard 6 x width &amp; height</p> <p>7 - Font A Standard 7 x width &amp; height</p> <p>8 - Font A Standard 8 x width &amp; height</p>
6	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>
7	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>
8	<p><b>Hide</b></p> <p>Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.</p>

5	<p><b>Free Form Text Record</b></p> <p>Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.</p>
6	<p><b>Delete Record</b></p> <p>Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.</p> <div data-bbox="486 1585 1214 1814" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p><b>Confirm delete</b></p> <p>Are you sure you wish to delete this record?</p> <p style="text-align: right;">CANCEL   YES</p> </div> <p>Press on YES to delete the selected row or CANCEL to cancel the deletion.</p> <p>Please note that once deleted, all references to this row will be lost.</p>



# Promotions Maintenance

Promotions Maintenance allows you to define the promotional sales you wish to offer to your customers.



<p>1</p>	<p><b>Back</b></p> <p>Press Back to return to the GoPOS Home Menu.</p>
<p>2</p>	<p><b>Search text</b></p> <p>Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
<p>3</p>	<p><b>Search</b></p> <p>Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.</p>
<p>4</p>	<p><b>Add New Record</b></p> <p>Press on this button to add a new Free Form Text record.</p>

<b>1</b>	<b>Promotion Id</b> Display only. When adding new records, the next available Id value will be displayed.
<b>2</b>	<b>Caption</b> Enter the promotion display name. Required field. Max 25 characters.
<b>3</b>	<b>Match</b> Enter the amount or quantity of items that must match before the discount is applied.  If the "Match Amount" option is enabled, the value entered will be treated as an amount. Entering a value of 1 in the "Match" field indicates that \$1.00 of the item or items linked to the promotion must be sold before the promotion is applied. Entering a value of 2 indicates that \$2.00 must be sold. Etc. The discount applied when the promotion is triggered will also use this amount when calculating total percentage discounts.  If the "Match Amount" option is disabled, the value entered will be treated as a quantity or item count. Entering a value of 1 in the "Match" field indicates that only one item linked to the promotion must be sold before the promotion is applied. Entering a value of 2 indicates that two items must be sold. Etc.
<b>4</b>	<b>Discount</b> Enter the discount percentage or amount. If the Discount is a percentage option is selected, the value entered will be treated as a percentage, otherwise it will be treated as an amount.
<b>5</b>	<b>Start Date</b> Enter or select the date the promotion should start. Required field. Must be on or before the end date if the end date is defined.
<b>6</b>	<b>End Date</b> Enter or select the date the promotion should end. If defined, the end date must be on or after the start date. The promotion will be valid from the start date to the end date inclusively. If not defined, the promotion will never end. Press on Clear to remove the end date.
<b>7</b>	<b>Options</b> Select one or more of the following promotion options:

Match Amount	When enabled, this option will trigger the promotion once the specified amount has been reached. If disabled, the promotion will be activated only when the quantity specified has been reached. Please note that unless the promotion has been flagged as "One Match", the promotion will trigger every time the Amount or Quantity specified has been reached. This means that all multiples of amount and quantity will trigger the promotion. When triggered, any remainders of amount or quantity will be carried forward.
Discount is a Percentage	Select this option if this is a percentage discount and not an amount discount.
One Discount per Transaction	Enabling this option will limit this promotion to one discount per transaction. Other promotions may trigger within the same transaction, but this promotion will only be triggered once.

Exact Match	<p>Select this option if you wish to enter a subset of items that are currently linked to the promotion. This list will be used to trigger the promotion. All items in the defined list must be a part of the current transaction and the amount or quantity of items entered in the "Match" field must also be met for each individual item in the list before the promotion is trigger.</p> <p>If the "Match Amount" option is enabled, the value entered in the "Match" field will be treated as an amount. Entering a value of 1 in the "Match" field indicates that \$1.00 of each item in the list must be sold before the promotion is applied. Entering a value of 2 indicates that \$2.00 of each item in the list must be sold. Etc.</p> <p>If the "Match Amount" option is disabled, the value entered in the "Match" field will be treated as a quantity or item count. Entering a value of 1 in the "Match" field indicates that only one of each item in the list must be sold before the promotion is applied. Entering a value of 2 indicates that two of each item in the list must be sold. Etc.</p>
Total Discount	<p>This option determines if the discount should be applied to the promotion sub total or to the last item entered to trigger the promotion.</p> <p>If "Total Discount" is enabled and "Discount is a Percentage" is enabled, the percentage entered in the "Discount" field will be applied to the price of all items in the promotion and calculate the discount based on the amount or quantity entered in the "Match" field. For example if the Match Amount is \$10.00, when this limit is reached, the promotion will trigger and apply a discount to the \$10.00. The remainder of the total price of all items in the promotion will be carried forward.</p> <p>If "Total Discount" is disabled and "Discount is a Percentage" is enabled, the percentage entered in the "Discount" field will be applied to the price of the last item to trigger the promotion and calculate the discount accordingly. For example if the Match Amount is \$10.00, when this limit is reached, the promotion will trigger and apply a discount to the price of the last item to trigger the promotion.</p>
Set Price	<p>Select this option if the promotion will have a fixed price when the promotion is triggered.</p> <p>If "Total Discount" is enabled, the value entered in the "Discount" field will determine the total price of all items in the promotion based and calculate the discount based on the amount or quantity entered in the "Match" field.</p> <p>If "Total Discount" is disabled, the price of the last item to trigger the promotion will be determined by the value entered in the "Discount" field and calculate the discount accordingly.</p>
Mix & Match	<p>Select this option if any combination of products linked to the promotion should trigger the discount. When this option is not enabled, each individual item must meet the match criteria.</p>

<b>8</b>	<b>Print On</b>
All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.	

9

**Print Font**

Select one of the supported printer fonts.

Font A Standard

Font A Double Width

Font A Double Height

**Font A Double Width and Double Height**

Font B Standard

**Font B Double Width**

Font B Double Height

**Font B Double Width and Double Height**

10

**Exact Match**

Item List	Item PLU	Item SKU	Name	Insert Item	Delete Item
1	2	3	4	5	6
Items List <input type="text" value="9"/>	<input type="text" value="SKU"/>	<input type="text" value="SKU"/>	<input type="text" value="Garden Salad"/>	<input type="button" value="Add Item"/>	<input type="button" value="Delete Item"/>
<input type="text" value="12"/>	<input type="text" value="SKU"/>	<input type="text" value="SKU"/>	<input type="text" value="NY Steak"/>		<input type="button" value="Delete Item"/>
<input type="text" value="16"/>	<input type="text" value="SKU"/>	<input type="text" value="SKU"/>	<input type="text" value="Tropic Thunder"/>		<input type="button" value="Delete Item"/>

1

**Item List**

All products in the match list must be linked to the promotion. The promotion will be triggered if and only if all products in the list are linked to the promotion and each item is contained within the transaction. The amount of each item that must be sold will be determined by the Match value entered. Entering a value of 1 in the Match field indicates that only one of each item, must be sold before the promotion is applied. Entering a value of 2 indicates that two of each item in the list must be sold. Etc.

2

**Item PLU**

Enter the PLU of the product.

Please note that the Exact Match Items List must be a subset of the products linked to this promotion.

3

**Item SKU**

Enter the SKU of the product.

Please note that the Exact Match Items List must be a subset of the products linked to this promotion.

4

**Name**

Displays the current item name. Display-only.

5

**Insert Item**

Press on this button to add a new match item to the list.

6

**Delete Item**

Click on the trash can button to delete the currently selected items list line.

11	<b>Back</b>
12	<b>Save</b>
13	<b>Hide</b>

Press "Back" to close the window and return to the previous screen without saving any changes.

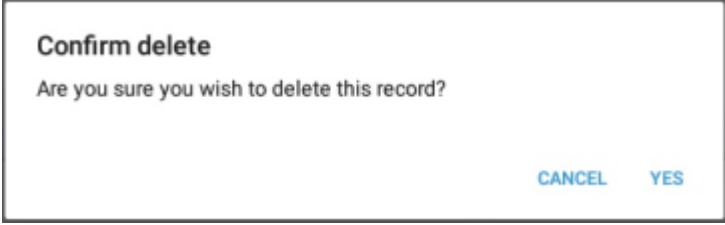
Press "Save" to close the window and return to the previous screen. All modifications made will be saved.

Press "Hide" to hide the [android keyboard](#) when displayed.

5	<b>Promotion Record</b>
6	<p><b>Delete Record</b></p> <p>Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.</p> <div data-bbox="486 824 1214 1048" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p><b>Confirm delete</b></p> <p>Are you sure you wish to delete this record?</p> <p style="text-align: right;">CANCEL YES</p> </div> <p>Press on YES to delete the selected row or CANCEL to cancel the deletion.</p> <p>Please note that once deleted, all references to this row will be lost.</p>

Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.

Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.



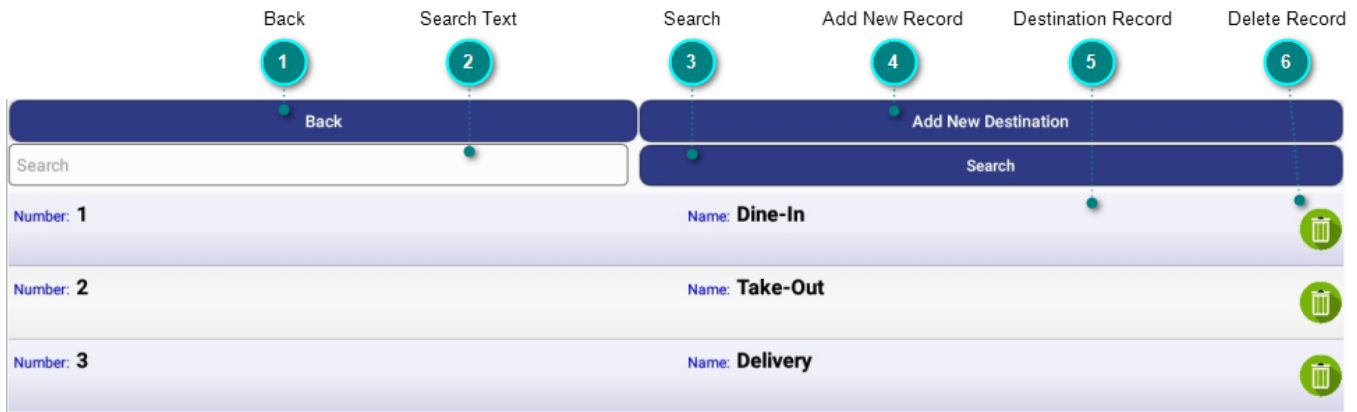
Press on YES to delete the selected row or CANCEL to cancel the deletion.

Please note that once deleted, all references to this row will be lost.



# Destinations

Destinations Maintenance allows you to define the types of order destinations allowed on your GoPOS systems.



<p><b>1</b></p>	<p><b>Back</b></p> <p>Press Back to return to the GoPOS Home Menu.</p>
<p><b>2</b></p>	<p><b>Search Text</b></p> <p>Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
<p><b>3</b></p>	<p><b>Search</b></p> <p>Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.</p>
<p><b>4</b></p>	<p><b>Add New Record</b></p> <p>Press on this button to add a new Tax record.</p>

<b>1</b>	<b>Destination Id</b>
	Display only. When adding new records, the next available Id value will be displayed.
<b>2</b>	<b>Caption</b>
	Enter the destination display name. Required field. Max 25 characters.
<b>3</b>	<b>Options</b>
	Select one or more of the following options:

Print On Top	Select this option to display the destination caption at the top of the receipt.
Print On Bottom	Select this option to display the destination caption at the bottom of the receipt.

<b>4</b>	<b>Print On</b>
	All printers and customer displays defined in Hardware Maintenance will be shown. Select one or more of the listed printers. At least one printer must be selected.
<b>5</b>	<b>Print Font</b>
	Select one of the supported printer fonts.
	Font A Standard
	Font A Double Width
	Font A Double Height
	<b>Font A Double Width and Double Height</b>
	Font B Standard
	<b>Font B Double Width</b>
	Font B Double Height
	<b>Font B Double Width and Double Height</b>
	Font A Standard
	Font A Double Width
	Font A Double Height
	<b>Font A Double Width and Double Height</b>
	Font B Standard
	<b>Font B Double Width</b>
	Font B Double Height
	<b>Font B Double Width and Double Height</b>

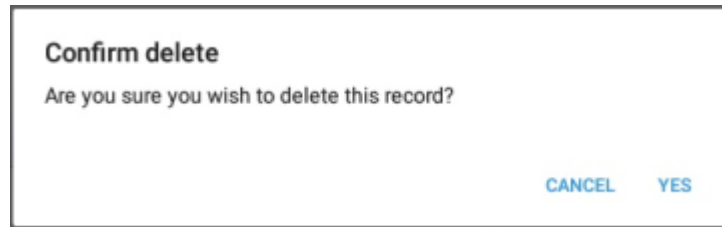
6	<p><b>Kitchen Print Font</b></p> <p>Select one of the supported printer fonts to use when printing to the kitchen.</p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p>
7	<p><b>Tax Exemptions</b></p> <p>All taxes defined in Tax Maintenance will be displayed. Select one or more of the applicable taxes that you wish to exempt from the selected destination.</p>
8	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>
9	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>
10	<p><b>Hide</b></p> <p>Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.</p>

5	<p><b>Destination Record</b></p> <p>Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.</p>
---	--

6

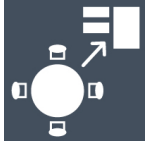
## Delete Record

Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.



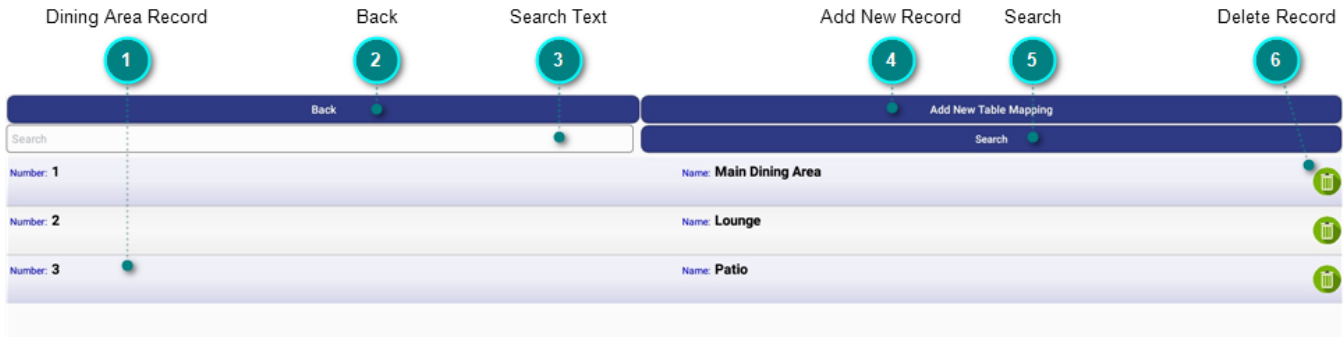
Press on YES to delete the selected row or CANCEL to cancel the deletion.

Please note that once deleted, all references to this row will be lost.




# Table Mapping

Table Mapping Maintenance allows you to setup and maintain a list of your dining areas. Please note that the dining area and table mapping functionality is only currently available on the AP05, AP05 Light and AP04 models. You may still access the table account balances using the Balance functions on other devices, but the table Map Layout will not display on the AP01, AP02 or AP03. It is also highly recommended to only use APOS units running a minimum of Android 8.1 if IRC is enabled, due to the CPU limitations.



	<p><b>Dining Area Record</b></p> <p>Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.</p>
	<p><b>Back</b></p> <p>Press Back to return to the GoPOS Home Menu.</p>
	<p><b>Search Text</b></p> <p>Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
	<p><b>Add New Record</b></p> <p>Press on this button to add a new Dining Area record.</p>

1	<p><b>Dining Area Id</b></p> <p>Display only. When adding new records, the next available Id value will be displayed.</p>
2	<p><b>Caption</b></p> <p>Enter the dining area name or caption. Required field. Max 25 characters.</p>
3	<p><b>Background Color</b></p> <p>Select one of the color names from the drop down list.</p>  <p>Tip - Position the mouse cursor over each color square to display the corresponding color name on GoPOS.</p> <p>On GoPOS the tables defined within each dining area will change color based on the current status of the table. When a table is "Free", the table will be displayed in the dining area with the specified "Free" color. Once a server presses on a table and opens a seat (account) for the table, the table status will change from "Free" to "In Use" and change color accordingly. All other changes to the table status must be done manually by the server with a long press on the table. This will present the server with a pop up selection with all the defined table statuses. Once the table status has been changed the table color will change to reflect the new status. If IRC is enabled, all APOS devices in the network will also be updated to reflect the table's new status.</p>
4	<p><b>Background Image</b></p> <p>Press on the drop down list to select one of the graphic images or None to remove the image. A background image of the dining area may be used to help with the layout of the tables. A picture or rendering (BMP, JPEG, GIF, TIFF, PNG) of the actual room layout may be used without any size restriction. However, by increasing the image size, the speed of program transmission to and from GoPOS will be greatly reduced. Each image linked to a dining area is also stored in the GoPOS memory further reducing the speed and responsiveness of the GoPOS application. It is recommended that the size be reduced as much as possible without affecting the image resolution.</p>
5	<p><b>Import Image</b></p> <p>Press on the Import background picture button to insert a graphic image using the <a href="#">Android File Manager</a>.</p>
6	<p><b>Allow Key Resize</b></p> <p>Pressing on the check box will allow you to resize the keys.</p> <p>When enabled, to resize a key, press on one of the keys and without lifting your finger off the screen, drag the key to the desired size, either expanding or reducing the size of the key depending on the direction of motion. The key must remain within the boundaries of the layout area.</p> <p>Pressing on a key when this check box is disabled will allow you to change the parameters of the key, but will not allow you to resize the key.</p>

<p><b>7</b></p>	<p><b>Allow Key Move</b></p> <p>Pressing on the check box will allow you to reposition the keys.</p> <p>When enabled, to reposition a key, press and hold on the center of the key and without lifting your finger off the screen, drag the key to the new position. The key must remain within the boundaries of the layout area.</p> <p>Pressing on a key when this check box is disabled will allow you to change the parameters of the key, but will not allow you to move the key.</p>
<p><b>8</b></p>	<p><b>Text Key</b></p> <p>A key may be defined as either a Text Key, Graphic Key or Table Key. If Text is selected, the key may be defined as a Blank Key or a Table Map. The caption entered in the Text field will be displayed on the key.</p> <p>If Blank is selected, no function will be linked to the key and no action will be performed when pressing on this key in the GoPOS Register.</p> <p>If Table Map is selected, you may link the key to any of the defined dining areas. All dining areas defined in the Table Mappings will be displayed. Pressing on this key in the GoPOS Register will display the dining area and associated tables.</p>
<p><b>9</b></p>	<p><b>Graphic Key</b></p> <p>A key may be defined as either a Text Key, Graphic Key or Table Key. If Graphic is selected, the key may also be defined as a Blank Key or a Table Map, however the image linked to the Picture Id selected from the drop down list will be displayed on the key. You may also press on the Import key picture button to insert a graphic image using the <a href="#">Android File Manager</a>.</p> <p>If Blank is selected, no function will be linked to the key and no action will be performed when pressing on this key in the GoPOS Register.</p> <p>If Table Map is selected, you may link the key to any of the defined dining areas. Pressing on this key in the GoPOS Register will display the dining area and associated tables.</p>
<p><b>10</b></p>	<p><b>Table Key</b></p> <p>A key may be defined as either a Text Key, Graphic Key or Table Key. If Table is selected, you may define the shape of the table and the number of seats. Pressing on this key in GoPOS will allow you to select a seat and open the account associated with the selected table and seat. Doted notation is also allowed to access a particular seat, where the seat number is entered and then the table is pressed. A long press on a table will display the Table Status pop-up menu allowing you to change the status and associated color of the table.</p>

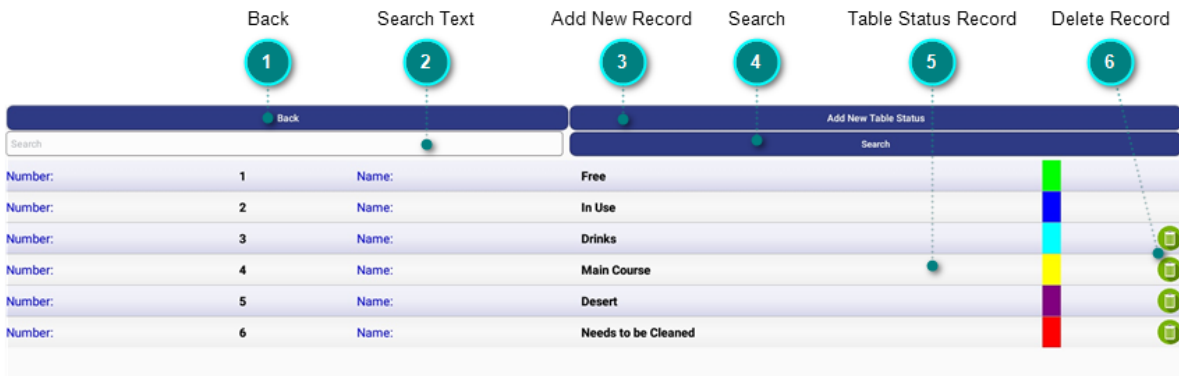
<p><b>11</b></p>	<p><b>Table Id</b></p> <p>Enter a unique integer value to identify the table. The value entered will be displayed on the table when in register mode.</p> <p>On GoPOS, you may access the table and seats by pressing directly on the table when the dining area is displayed on the register. Selecting a seat will open up a new account for the chosen table and seat if it has not already been opened. Entering a seat number before pressing on a table key will allow you direct access to a specific seat on the table. You may also access the table by entering the table Id and then pressing on the Table Open/Add/Close balance function to open the balance for the specified table and seat. For example, to open Table #1 Seat #2, press on 1 dot 2 then on the Open/Add/Close Table function key. You may then add transaction items to the open table and seat. Once the transaction has been finalized, you may close the balance to return to the dining area view or continue with other transactions by pressing on the Table Open/Add/Close balance function key. If you need to add more items to a closed balance you will be allowed to reopen the balance until the account is fully tendered.</p> <p>If inter-register communication (IRC) has been enabled, you will not be allowed to open a table seat if it is already open on another register. Please see <a href="#">Setting 15</a>, <a href="#">Setting 16</a> and <a href="#">Setting 46</a> for further detail on setting up IRC.</p>
<p><b>12</b></p>	<p><b>Table Shape</b></p> <p>Select one of the supported table shapes (Round or Square). The table will be drawn in the layout area with the selected shape.</p>
<p><b>13</b></p>	<p><b>Table Seats</b></p> <p>Select one of the supported number of seats for the table (1 to 8). The table will be drawn in the layout area with the selected number of seats.</p> <p>Please note that the number of seats associated with each table will not limit the number of accounts opened for each table. Any number of seats and associated accounts can be opened and linked to a table.</p>
<p><b>14</b></p>	<p><b>Rotation</b></p> <p>Enter the rotation in degrees, from 0 to 360. Entering a value will rotate the seats the specified degrees clockwise.</p>
<p><b>15</b></p>	<p><b>Delete Key</b></p> <p>Press on this button to delete the currently selected key.</p>
<p><b>16</b></p>	<p><b>Add new key</b></p> <p>Press on this button to insert a new key on the bottom left of the key layout area.</p> <p>Please note that you must enable "Allow Key Resize" by pressing on the check box if you wish to resize the key and you must enable "Allow Key Move" by pressing on the check box if you wish to move the key.</p>
<p><b>17</b></p>	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>
<p><b>18</b></p>	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>
<p><b>19</b></p>	<p><b>Hide</b></p> <p>Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.</p>

<b>5</b>	<b>Search</b>
<b>6</b>	<b>Delete Record</b> Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion. <div data-bbox="486 412 1214 633" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"><p><b>Confirm delete</b></p><p>Are you sure you wish to delete this record?</p><p style="text-align: right;">CANCEL YES</p></div> Press on YES to delete the selected row or CANCEL to cancel the deletion.




# Table Status

Table Status Maintenance allows you to define the available statuses for your dining tables.



<b>1</b>	<p><b>Back</b></p> <p>Press Back to return to the GoPOS Home Menu.</p>
<b>2</b>	<p><b>Search Text</b></p> <p>Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
<b>3</b>	<p><b>Add New Record</b></p> <p>Press on this button to add a new Table Status record.</p>

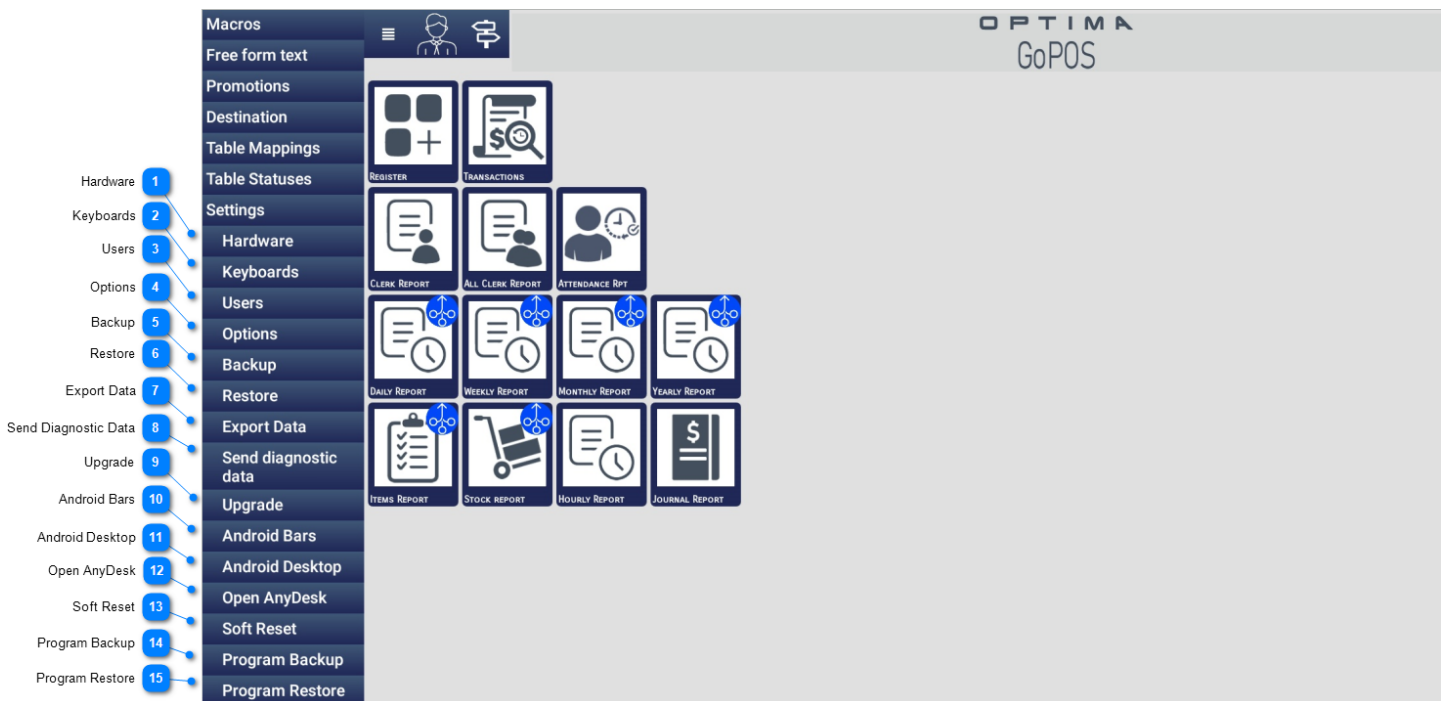
<b>1</b>	<p><b>Table Status Id</b></p> <p>Display only. When adding new records, the next available Id value will be displayed.</p>
<b>2</b>	<p><b>Caption</b></p> <p>Enter the table status name or caption. Required field. Max 25 characters.</p>

<p>3</p>	<p><b>Color</b></p> <p>Select one of the color names from the drop down list.</p>  <p>Tip - Position the mouse cursor over each color square to display the corresponding color name on GoPOS.</p> <p>On GoPOS the tables defined within each dining area will change color based on the current status of the table. When a table is "Free", the table will be displayed in the dining area with the specified "Free" color. Once a server presses on a table and opens a seat (account) for the table, the table status will change from "Free" to "In Use" and change color accordingly. All other changes to the table status must be done manually by the server with a long press on the table. This will present the server with a pop up selection with all the defined table statuses. Once the table status has been changed the table color will change to reflect the new status. If IRC is enabled, all APOS devices in the network will also be updated to reflect the table's new status.</p>
<p>4</p>	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>
<p>5</p>	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>
<p>6</p>	<p><b>Hide</b></p> <p>Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.</p>

<p>4</p>	<p><b>Search</b></p> <p>Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.</p>
<p>5</p>	<p><b>Table Status Record</b></p> <p>Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.</p>
<p>6</p>	<p><b>Delete Record</b></p> <p>Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion.</p> <div data-bbox="486 1585 1214 1809" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p><b>Confirm delete</b></p> <p>Are you sure you wish to delete this record?</p> <p style="text-align: right;">CANCEL   YES</p> </div> <p>Press on YES to delete the selected row or CANCEL to cancel the deletion.</p> <p>Please note that the "Free" and "In Use" status are predefined and are required by GoPOS and can not be deleted.</p>



# Settings Maintenance



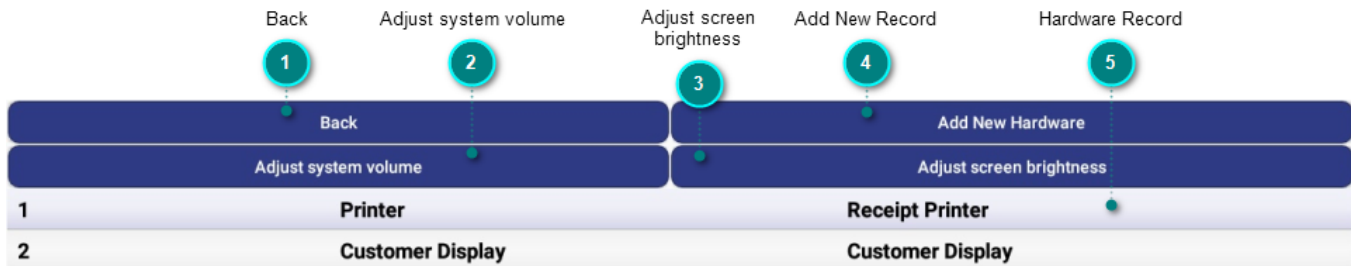
<b>1</b>	<p><b>Hardware</b></p> <p><a href="#">Hardware Maintenance</a> allows you to insert, update and delete your hardware definitions.</p>																					
<b>2</b>	<p><b>Keyboards</b></p> <p><a href="#">Keyboards Maintenance</a> allows you to setup and maintain a list of your APOS keyboards and keys.</p>																					
<b>3</b>	<p><b>Users</b></p> <p><a href="#">User Maintenance</a> allows you to maintain a list of your staff and setup their access privileges.</p> <p>All defined users can be setup to have access to the different modes or register functions. When a user enters their login id and password, the functions or modes to which they have been granted will automatically be enabled, without the need to manually change the register mode.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Symbol</th> <th style="text-align: center;">Mode</th> <th style="text-align: center;">Function</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">R</td> <td style="text-align: center;">Register</td> <td>Sale transactions are allowed on the register.</td> </tr> <tr> <td style="text-align: center;">T</td> <td style="text-align: center;">Training</td> <td>Sale transactions entered are not reflected in the daily totals.</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">X Report</td> <td>Print the information of sales at any time without clearing the totals.</td> </tr> <tr> <td style="text-align: center;">Z</td> <td style="text-align: center;">Z Report</td> <td>Print the information of sales and allowed to clear totals.</td> </tr> <tr> <td style="text-align: center;">P</td> <td style="text-align: center;">Program</td> <td>System programming functions are enabled.</td> </tr> <tr> <td style="text-align: center;">M</td> <td style="text-align: center;">Manager</td> <td>Enables functions that require managerial rights.</td> </tr> </tbody> </table>	Symbol	Mode	Function	R	Register	Sale transactions are allowed on the register.	T	Training	Sale transactions entered are not reflected in the daily totals.	X	X Report	Print the information of sales at any time without clearing the totals.	Z	Z Report	Print the information of sales and allowed to clear totals.	P	Program	System programming functions are enabled.	M	Manager	Enables functions that require managerial rights.
Symbol	Mode	Function																				
R	Register	Sale transactions are allowed on the register.																				
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P	Program	System programming functions are enabled.																				
M	Manager	Enables functions that require managerial rights.																				
<b>4</b>	<p><b>Options</b></p> <p><a href="#">Settings Options Maintenance</a> allows you change the system setting options for your GoPOS Point of Sale devices.</p>																					

5	<p><b>Backup</b></p> <p>The <a href="#">backup function</a> will perform a data and program backup directly to the SD card installed in your APOS.</p>
6	<p><b>Restore</b></p> <p>The <a href="#">restore function</a> allows you restore data and program from a previous backup stored directly to the SD card installed in your APOS.</p>
7	<p><b>Export Data</b></p> <p>The <a href="#">export data</a> function allows you backup data and program and allows you to store this export on the media of your choice.</p>
8	<p><b>Send Diagnostic Data</b></p> <p>This function sends GoPOS Diagnostic data to Optima's support team via email (PosSupport@OptimaGoPOS.ca). The data contains error logs and diagnostic data generated whenever GoPOS encounters an error. Optima may request that you send this data to help trouble shoot problems when investigating issues with the GoPOS application.</p>
9	<p><b>Upgrade</b></p> <p>Press on <a href="#">Upgrade</a> to install a new version of GoPOS.</p>
10	<p><b>Android Bars</b></p> <p>Press on Android Bars to activate the android <a href="#">navigation</a> and <a href="#">status</a> bars. The current user must have programming (P) rights to enable this feature.</p>
11	<p><b>Android Desktop</b></p> <p>Press on Android Desktop to navigate directly to the <a href="#">Android Desktop</a>. The current user must have programming (P) rights to perform this function.</p> <p>When you wish to return to GoPOS, from the Android Desktop, press on the navigation bar <a href="#">Overview</a> button to display all open applications. Press anywhere on the GoPOS window.</p> <p>If you wish to restart GoPOS, close the GoPOS window by pressing on the X at the top right of the window. Or, you may press on the navigation bar <a href="#">Home</a> button, which by default is set to the <a href="#">Optima GoPOS</a> application.</p>
12	<p><b>Open AnyDesk</b></p> <p>Press on <a href="#">Open AnyDesk</a> to open the Android AnyDesk application. If AnyDesk has not been installed, a warning message will be displayed indicating that the application could not be found. The current user must have programming (P) rights to perform this function.</p>
13	<p><b>Soft Reset</b></p> <p>The <a href="#">Soft Reset</a> function allows you to clear the last transaction and reset the system in the event of a power failure or system crash.</p>
14	<p><b>Program Backup</b></p> <p>The <a href="#">Program Backup</a> function allows you backup the program installed on your APOS and allows you to store this backup on the media of your choice.</p>
15	<p><b>Program Restore</b></p> <p>The <a href="#">Program Restore</a> function allows you restore a program from a previously created program backup.</p>



# Hardware Maintenance

Hardware Maintenance allows you to insert, update and delete your hardware definitions.

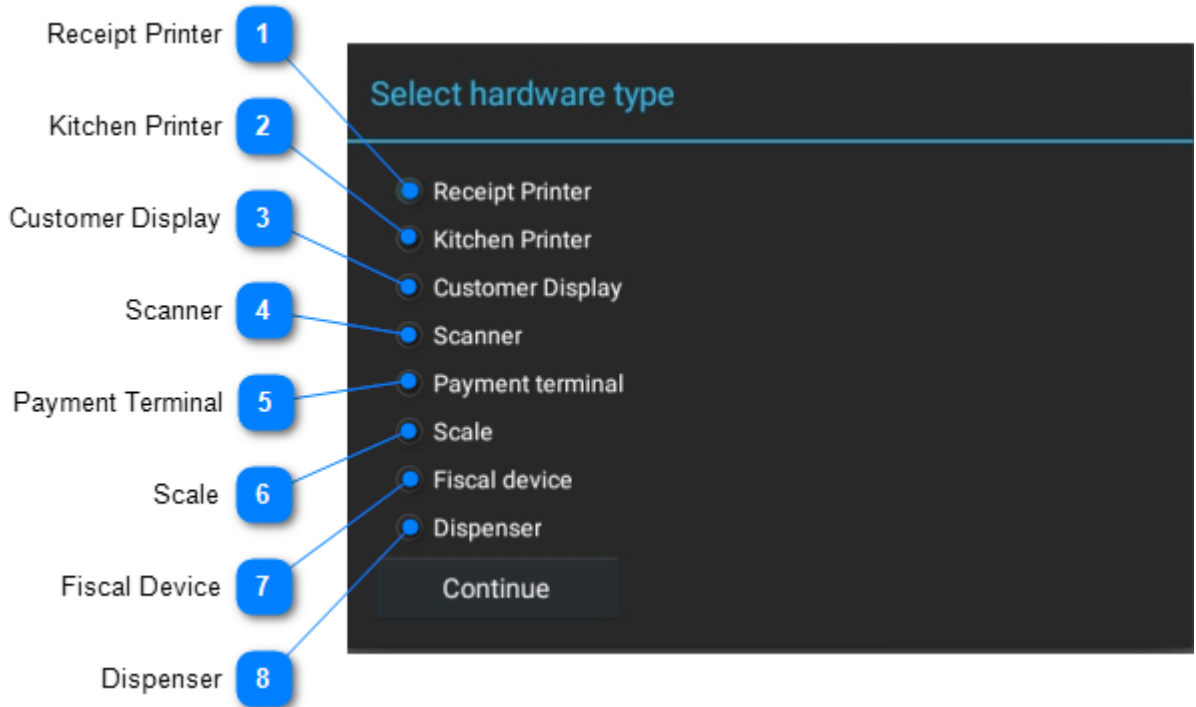


	<p><b>Back</b></p> <p>Press Back to return to the GoPOS Home Menu.</p>
	<p><b>Adjust system volume</b></p> <p>Press on this button to adjust the APOS system volume setting. A pop-up window will be displayed to allow you to press on the + to increase and - to decrease the volume.</p> <div data-bbox="432 978 1265 1265" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Adjust system volume</p> <div style="display: flex; justify-content: center; gap: 20px;"> <span>-</span> <span>+</span> </div> <div style="text-align: right; margin-top: 10px;"> <span>CLOSE</span> </div> </div>
	<p><b>Adjust screen brightness</b></p> <p>Press on this button to adjust the APOS screen brightness setting. A pop-up window will be displayed to allow you to press on the + to increase and - to decrease the brightness.</p> <div data-bbox="432 1438 1265 1724" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Adjust screen brightness</p> <div style="display: flex; justify-content: center; gap: 20px;"> <span>-</span> <span>+</span> </div> <div style="text-align: right; margin-top: 10px;"> <span>CLOSE</span> </div> </div>

4

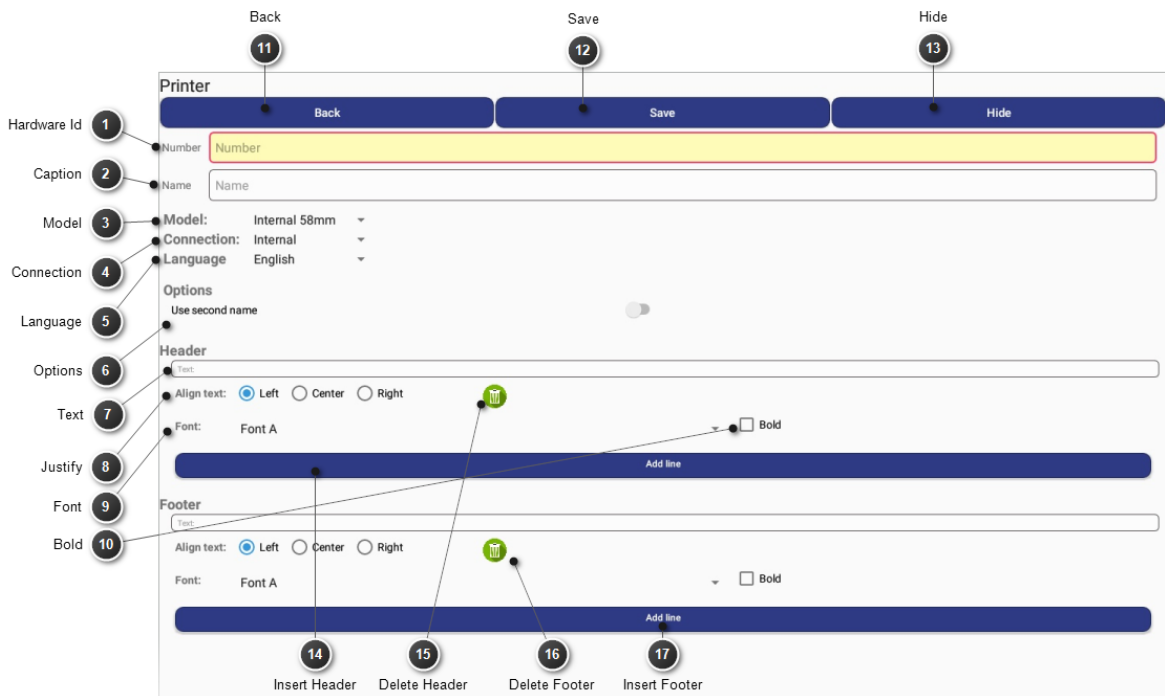
### Add New Record

Press on this button to add a new Hardware record. Select the hardware type you wish to add and press Continue. Press anywhere outside the select hardware type window to close the window and cancel.



1

### Receipt Printer



1

### Hardware Id

Display only. When adding new records, the next available Id value will be displayed.

<p><b>2</b></p>	<p><b>Caption</b> Enter the name or description of the hardware. Required field. Max 25 characters.</p>																				
<p><b>3</b></p>	<p><b>Model</b></p> <table border="0"> <tr> <td>58mm</td> <td>Internal connection, no parameters required (AP01, AP02, and AP04).</td> </tr> <tr> <td>80mm</td> <td>Internal connection, no parameters required (AP03 and AP05).</td> </tr> <tr> <td>Optima OPT P100</td> <td>Ethernet connection, IP and Port required.</td> </tr> <tr> <td>Optima OPT P200</td> <td>Ethernet connection, IP and Port required.</td> </tr> <tr> <td>Optima OPT P250</td> <td>Ethernet connection, IP and Port required.</td> </tr> <tr> <td>Optima OPT P300</td> <td>Ethernet connection, IP and Port required.</td> </tr> <tr> <td>Optima OPT P822</td> <td>Ethernet connection, IP and Port required.</td> </tr> <tr> <td>Optima OPT KP150</td> <td>Ethernet connection, IP and Port required.</td> </tr> <tr> <td>TM88 or Compatible</td> <td>Ethernet connection, IP and Port required.</td> </tr> <tr> <td>TMU220 or Compatible</td> <td>Ethernet connection, IP and Port required.</td> </tr> </table>	58mm	Internal connection, no parameters required (AP01, AP02, and AP04).	80mm	Internal connection, no parameters required (AP03 and AP05).	Optima OPT P100	Ethernet connection, IP and Port required.	Optima OPT P200	Ethernet connection, IP and Port required.	Optima OPT P250	Ethernet connection, IP and Port required.	Optima OPT P300	Ethernet connection, IP and Port required.	Optima OPT P822	Ethernet connection, IP and Port required.	Optima OPT KP150	Ethernet connection, IP and Port required.	TM88 or Compatible	Ethernet connection, IP and Port required.	TMU220 or Compatible	Ethernet connection, IP and Port required.
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<p><b>5</b></p>	<p><b>Language</b> This option allows you to specify the language used to define the printer protocol and code page of the selected printer. Select one of the supported languages.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p>English</p> <p>French</p> <p>Spanish</p> <p>Chinese</p> </div>																				
<p><b>6</b></p>	<p><b>Options</b> Select one or more of the following hardware options:</p>																				

Use Second Names	Select this option if you wish to use the Department, Product and Modifier second names. This allows you to display transactions on the selected printer using a second description. You may send descriptions in a different language by enabling this option and selecting one of the supported printer languages.
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<p><b>7</b></p>	<p><b>Text</b> Enter the text you wish to display on the receipt header or receipt footer. Max 80 characters.</p>
<p><b>8</b></p>	<p><b>Justify</b> Select one of the support text justifications. Left, Center or Right justification.</p>

<p>9</p>	<p><b>Font</b></p> <p>Select one of the supported printer fonts.</p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p>
<p>10</p>	<p><b>Bold</b></p> <p>press on the check box if you wish to display the text in <b>bold</b>.</p>
<p>11</p>	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>
<p>12</p>	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>
<p>13</p>	<p><b>Hide</b></p> <p>Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.</p>
<p>15</p>	<p><b>Delete Header</b></p> <p>Press on this button to delete the currently selected print header row.</p>
<p>14</p>	<p><b>Insert Header</b></p> <p>Press on this button to add a new print header row. Print Headers may have one or more message lines. Each line can be displayed in its own font and may be printed in <b>Bold</b>, Underline and either in left, center or right justification.</p>
<p>16</p>	<p><b>Delete Footer</b></p> <p>Press on this button to delete the currently selected print footer row.</p>
<p>17</p>	<p><b>Insert Footer</b></p> <p>Press on this button to add a new print footer row. Print Footers may have one or more message lines. Each line can be displayed in its own font and may be printed in <b>Bold</b>, Underline and either in Left, Centre or Right justification.</p>

## Kitchen Printer

The screenshot shows the configuration page for a Kitchen Printer. It includes a top navigation bar with 'Back' (11), 'Save' (12), and 'Hide' (13) buttons. The main form has the following fields and controls:

- Hardware Id** (1): A text field containing the number 'Number'.
- Caption** (2): A text field containing 'Name'.
- Model** (3): A dropdown menu with 'Internal 58mm' selected.
- Connection** (4): A dropdown menu with 'Internal' selected.
- Language** (5): A dropdown menu with 'English' selected.
- Options** (6): A toggle switch for 'Use second name'.
- Header** (7): A text field with 'Text:' label, alignment options (Left, Center, Right), a font selector (Font A), a Bold checkbox, and a delete icon.
- Text** (8): A large blue text area with an 'Add line' button.
- Footer** (9): A text field with 'Text:' label, alignment options, a font selector (Font A), a Bold checkbox, and a delete icon.
- Buttons** (14-17): 'Insert Header' (14), 'Delete Header' (15), 'Delete Footer' (16), and 'Insert Footer' (17) buttons at the bottom.

<b>1</b>	<b>Hardware Id</b>																						
	Display only. When adding new records, the next available Id value will be displayed.																						
<b>2</b>	<b>Caption</b>																						
	Enter the name or description of the hardware. Required field. Max 25 characters.																						
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<p>5</p>	<p><b>Language</b></p> <p>This option allows you to specify the language used to define the printer protocol and code page of the selected printer. Select one of the supported languages.</p> <div data-bbox="296 241 951 405" style="border: 1px solid black; padding: 5px;"> <p>English</p> <p>French</p> <p>Spanish</p> <p>Chinese</p> </div>
<p>6</p>	<p><b>Options</b></p> <p>Select one or more of the following hardware options:</p> <p>Use Second Names      Select this option if you wish to use the Department, Product and Modifier second names. This allows you to display transactions on the selected printer using a second description. You may send descriptions in a different language by enabling this option and selecting one of the supported printer languages.</p>
<p>7</p>	<p><b>Text</b></p> <p>Enter the text you wish to display on the receipt header or receipt footer. Max 80 characters.</p>
<p>8</p>	<p><b>Justify</b></p> <p>Select one of the support text justifications. Left, Center or Right justification.</p>
<p>9</p>	<p><b>Font</b></p> <p>Select one of the supported printer fonts.</p> <p>Font A Standard</p> <p>Font A Double Width</p> <p>Font A Double Height</p> <p><b>Font A Double Width and Double Height</b></p> <p>Font B Standard</p> <p><b>Font B Double Width</b></p> <p>Font B Double Height</p> <p><b>Font B Double Width and Double Height</b></p>
<p>10</p>	<p><b>Bold</b></p> <p>press on the check box if you wish to display the text in <b>bold</b>.</p>
<p>11</p>	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>
<p>12</p>	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>
<p>13</p>	<p><b>Hide</b></p> <p>Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.</p>

<b>15</b>	<b>Delete Header</b>
	Press on this button to delete the currently selected print header row.
<b>14</b>	<b>Insert Header</b>
	Press on this button to add a new print header row. Print Headers may have one or more message lines. Each line can be displayed in its own font and may be printed in <b>Bold</b> , Underline and either in left, center or right justification.
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	Press on this button to add a new print footer row. Print Footers may have one or more message lines. Each line can be displayed in its own font and may be printed in <b>Bold</b> , Underline and either in Left, Centre or Right justification.

3

**Customer Display**

Back
Save
Hide

6

7

8

Back

Save

Hide

Hardware Id

1

Number

Number

Caption

2

Name

Name

Model

3

Model:

Internal 2 lines

Connection

4

Connection:

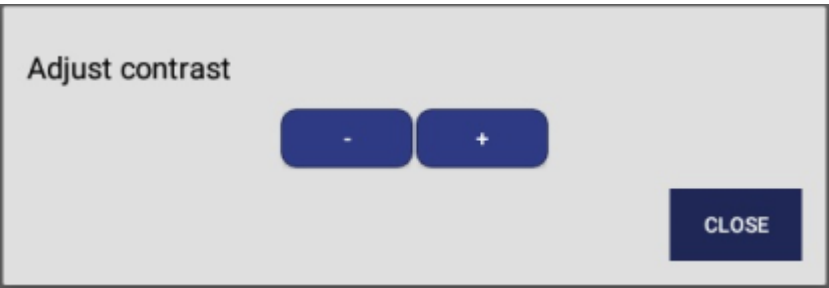
Internal

Contrast

5

Adjust contrast

<b>1</b>	<b>Hardware Id</b>
	Display only. When adding new records, the next available Id value will be displayed.
<b>2</b>	<b>Caption</b>
	Enter the name or description of the hardware. Required field. Max 25 characters.

<p><b>3</b></p>	<p><b>Model</b></p> <table border="0"> <tr> <td>2 Lines</td> <td>Internal connection (AP03).</td> </tr> <tr> <td>4 Lines</td> <td>Internal connection (AP02 and AP04).</td> </tr> <tr> <td>OSI CD7</td> <td>USB connection (Pole Display).</td> </tr> <tr> <td>Internal Screen</td> <td>Internal connection (AP05, AP06).</td> </tr> <tr> <td>External Ethernet</td> <td>Ethernet connection, IP and Port required.</td> </tr> <tr> <td>External Screen</td> <td>USB connection.</td> </tr> </table> <p>When GoPOS is in register mode, the AP05 customer display is split in two sections. One section is used to display the current transaction and the other section is used to display advertisements. To use the advertisement feature, you need to copy the images you want to display in the AP05 slide show folder.</p> <ul style="list-style-type: none"> <li>➤ Create your advertisement image (bmp, gif, tif, png, jpg, etc) with recommended size of 512x600. Different sizes will work but may not display properly.</li> <li>➤ Copy image to a USB thumb drive.</li> <li>➤ Insert thumb Drive into USB port at back of AP05.</li> <li>➤ Activate Android Bars from GoPOS and open up <a href="#">Android File Manager</a>.</li> <li>➤ Navigate to the thumb drive and select the image or images you wish to copy. Press in the check box to the left of the image to select one or more images. You may also select all files in the current folder by pressing on Select ALL in the <a href="#">Actions menu</a>.</li> <li>➤ Navigate to the AP05 slide show folder by pressing Home, Internal Memory, opos, slideshow. Press Actions in the top menu and press Copy Selection Here to copy the file or files.</li> </ul> <p>When you are in GoPOS Register Mode, the system will cycle through and display each image you copied into the AP05 slide show folder.</p>	2 Lines	Internal connection (AP03).	4 Lines	Internal connection (AP02 and AP04).	OSI CD7	USB connection (Pole Display).	Internal Screen	Internal connection (AP05, AP06).	External Ethernet	Ethernet connection, IP and Port required.	External Screen	USB connection.
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Ethernet	IP address and Port are required.												
USB	No communication settings are required.												
<p><b>5</b></p>	<p><b>Contrast</b></p> <p>Press on this button to adjust the customer display contrast setting. A pop-up window will be displayed to allow you to press on the + to increase and - to decrease the contrast.</p> 												
<p><b>6</b></p>	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>												
<p><b>7</b></p>	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>												

<b>8</b>	<b>Hide</b>
	Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.

**4**

**Scanner**

Back
Save
Hide

Back
Save
Hide

Hardware Id **1**

Caption **2**

Model **3**

Connection **4**

Number

Name

Model: OPT-S3000 ▾

Connection: Internal ▾

<b>1</b>	<b>Hardware Id</b> Display only. When adding new records, the next available Id value will be displayed.
<b>2</b>	<b>Caption</b> Enter the name or description of the hardware. Required field. Max 25 characters.
<b>3</b>	<p><b>Model</b></p> <p>All supported scanner models below are plug and play but must be configured to send the carriage return, with or without a check digit.</p> <p>However, if the scanner is set up to not send check digits, then bar codes in the system need to be created without check digits and <a href="#">Setting 31 - "Validate Check Digit for Scanned Products"</a> must be disabled. Please refer to the manufacturers manual or website for setup instructions and scan-able setup bar codes specific to your scanner.</p> <p>When dealing with product SKUs, the software automatically adds leading zeros, but those zeros are ignored when performing a search. This means that the scanner will still work if it sends or does not send leading zeros.</p> <p>Datalogic Magellan 8500      Serial connection, Port Speed, Number of Data Bits, Number of Stop Bits, Parity Bits and Port Number required.</p> <p>No setup is required for the following scanners.</p> <p>Optima OPT S3000  Optima OPT S3500  Optima OPT S4500  Honeywell MS954  Honeywell MK7580  Zebra DS9308</p>

<b>4</b>	<b>Connection</b>
	<p>Internal No communication settings are required.</p> <p>Serial Port number, speed, number of stop bits, number of data bits (7 or 8) and parity (none, even or odd) are required.</p> <p>Ethernet IP address and Port are required.</p> <p>USB No communication settings are required.</p>
<b>5</b>	<b>Back</b>
	Press "Back" to close the window and return to the previous screen without saving any changes.
<b>6</b>	<b>Save</b>
	Press "Save" to close the window and return to the previous screen. All modifications made will be saved.
<b>7</b>	<b>Hide</b>
	Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.




**5**

**Payment Terminal**

Back **5**
Save **6**
Hide **7**

<p>Hardware Id <b>1</b></p> <p>Caption <b>2</b></p> <p>Model <b>3</b></p> <p>Connection <b>4</b></p>	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Back</span> <span>Save</span> <span>Hide</span> </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <p>Number <input style="width: 100%;" type="text" value="Number"/></p> </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <p>Name <input style="width: 100%;" type="text" value="Name"/></p> </div> <div style="display: flex; margin-bottom: 5px;"> <p style="margin-right: 10px;">Model:</p> <div style="border-bottom: 1px solid #ccc; flex-grow: 1;">Global payments</div> </div> <div style="display: flex; margin-bottom: 5px;"> <p style="margin-right: 10px;">Connection:</p> <div style="border-bottom: 1px solid #ccc; flex-grow: 1;">Internal</div> </div>
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<b>1</b>	<b>Hardware Id</b>
	Display only. When adding new records, the next available Id value will be displayed.
<b>2</b>	<b>Caption</b>
	Enter the name or description of the hardware. Required field. Max 25 characters.

<p><b>3</b></p>	<p><b>Model</b></p> <p>Once defined in hardware maintenance Payment terminals must be linked to one of the defined <a href="#">Tenders</a>. Additional Merchant Copy receipts may be printed if <a href="#">Setting 62 - Print Merchant Copy</a> has been enabled.</p> <table border="0"> <tr> <td>Global Payments Ingenico 5000</td> <td>Ethernet connection, IP and Port required.</td> </tr> <tr> <td>Moneris</td> <td>Ethernet connection, IP and Port required.</td> </tr> <tr> <td>PayFacto</td> <td>Internal Connection, URL, API Key, Company Number, Merchant Number and Terminal Number required.</td> </tr> <tr> <td>DC Direct (U.S.A. only)</td> <td>Ethernet connection, IP and Merchant Number are required. Ethernet Port is fixed to port number 80. Access to the Batch Summary (Report 403) and Batch Close (Report 404) functionality is available from this window or can be accessed through the <a href="#">Reports Menu</a> icon.</td> </tr> <tr> <td></td> <td style="text-align: center;">  </td> </tr> <tr> <td>Pax</td> <td>Ethernet connection, IP and Port are required. Ethernet Port factory default is port number 10009.</td> </tr> <tr> <td>TD Move/Desk 5000</td> <td>Ethernet connection, IP and Port required.</td> </tr> <tr> <td>Fincimex</td> <td>Ethernet connection, IP and Port are required. Default Port Number 9100.</td> </tr> </table> <p><a href="#">Credit/Debit</a> payment tenders should be defined.</p>	Global Payments Ingenico 5000	Ethernet connection, IP and Port required.	Moneris	Ethernet connection, IP and Port required.	PayFacto	Internal Connection, URL, API Key, Company Number, Merchant Number and Terminal Number required.	DC Direct (U.S.A. only)	Ethernet connection, IP and Merchant Number are required. Ethernet Port is fixed to port number 80. Access to the Batch Summary (Report 403) and Batch Close (Report 404) functionality is available from this window or can be accessed through the <a href="#">Reports Menu</a> icon.			Pax	Ethernet connection, IP and Port are required. Ethernet Port factory default is port number 10009.	TD Move/Desk 5000	Ethernet connection, IP and Port required.	Fincimex	Ethernet connection, IP and Port are required. Default Port Number 9100.
Global Payments Ingenico 5000	Ethernet connection, IP and Port required.																
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Pax	Ethernet connection, IP and Port are required. Ethernet Port factory default is port number 10009.																
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<p><b>4</b></p>	<p><b>Connection</b></p> <table border="0"> <tr> <td>Internal</td> <td>No communication settings are required.</td> </tr> <tr> <td>Serial</td> <td>Port number, speed, number of stop bits, number of data bits (7 or 8) and parity (none, even or odd) are required.</td> </tr> <tr> <td>Ethernet</td> <td>IP address and Port are required.</td> </tr> <tr> <td>USB</td> <td>No communication settings are required.</td> </tr> </table>	Internal	No communication settings are required.	Serial	Port number, speed, number of stop bits, number of data bits (7 or 8) and parity (none, even or odd) are required.	Ethernet	IP address and Port are required.	USB	No communication settings are required.								
Internal	No communication settings are required.																
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Ethernet	IP address and Port are required.																
USB	No communication settings are required.																
<p><b>5</b></p>	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>																
<p><b>6</b></p>	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>																
<p><b>7</b></p>	<p><b>Hide</b></p> <p>Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.</p>																

## Scale

The screenshot shows the 'Scale' configuration screen. At the top, there are three buttons: 'Back' (7), 'Save' (8), and 'Hide' (9). The main form contains the following fields and options:

- Hardware Id** (1): A field displaying 'Number'.
- Caption** (2): A text input field displaying 'Name'.
- Model** (3): A dropdown menu showing 'OPT-S01'.
- Connection** (4): A dropdown menu showing 'Internal'.
- Options** (5): A section with a toggle for 'Enforce zero before reading' and a dropdown for 'Tare round method' set to 'Regular'.
- Tare Rounding** (6): A section with a dropdown menu.

1	<b>Hardware Id</b> Display only. When adding new records, the next available Id value will be displayed.												
2	<b>Caption</b> Enter the name or description of the hardware. Required field. Max 25 characters.												
3	<b>Model</b> <table border="0"> <tr> <td data-bbox="292 1115 614 1149">Optima OPT-S01</td> <td data-bbox="643 1115 1394 1256">Serial connection, Port Speed, Number of Data Bits, Number of Stop Bits, Parity Bits and Port Number required.</td> </tr> <tr> <td data-bbox="292 1182 379 1216">Virtual</td> <td data-bbox="643 1182 1394 1256">Internal connection, no parameters required. User will be prompted to enter weight.</td> </tr> <tr> <td data-bbox="292 1256 411 1290">Brecknell</td> <td data-bbox="643 1256 1394 1496">Serial connection, Port Speed and Port Number required. Number of Data Bits fixed to 8. Number of Stop Bits fixed to 1. Parity Bits fixed to None. Port Number should be set to 0 for the AP05 and port 1 for the AP04. In either case, the scale should be plugged into the 6 pin RS232 port in the back of the unit. The protocol to use is the ECR-SCP02 (factory default).</td> </tr> <tr> <td data-bbox="292 1496 614 1529">Datalogic Magellan 8500</td> <td data-bbox="643 1496 1394 1603">Internal connection, no parameters required. The built in <a href="#">Datalogic Magellan 8500 scanner</a> must be defined for this unit to be recognized by GoPOS.</td> </tr> <tr> <td data-bbox="292 1603 448 1637">CASS PD 11</td> <td data-bbox="643 1603 1394 1843">Serial connection, Port Speed, Number of Data Bits, Number of Stop Bits, Parity Bits and Port Number required. The CAS PD 11 default baud rate is 9600, 7 bits, even parity, and 1 stop bit. The protocol to use is ECR-TYPE 4 as per CAS PD-II manual. Serial DB-9 and Serial DB-25 are supported with proper pin-out information.</td> </tr> <tr> <td data-bbox="292 1843 499 1877">Optima OPT-6X</td> <td data-bbox="643 1843 1171 1877">USB connection, no parameters required.</td> </tr> </table>	Optima OPT-S01	Serial connection, Port Speed, Number of Data Bits, Number of Stop Bits, Parity Bits and Port Number required.	Virtual	Internal connection, no parameters required. User will be prompted to enter weight.	Brecknell	Serial connection, Port Speed and Port Number required. Number of Data Bits fixed to 8. Number of Stop Bits fixed to 1. Parity Bits fixed to None. Port Number should be set to 0 for the AP05 and port 1 for the AP04. In either case, the scale should be plugged into the 6 pin RS232 port in the back of the unit. The protocol to use is the ECR-SCP02 (factory default).	Datalogic Magellan 8500	Internal connection, no parameters required. The built in <a href="#">Datalogic Magellan 8500 scanner</a> must be defined for this unit to be recognized by GoPOS.	CASS PD 11	Serial connection, Port Speed, Number of Data Bits, Number of Stop Bits, Parity Bits and Port Number required. The CAS PD 11 default baud rate is 9600, 7 bits, even parity, and 1 stop bit. The protocol to use is ECR-TYPE 4 as per CAS PD-II manual. Serial DB-9 and Serial DB-25 are supported with proper pin-out information.	Optima OPT-6X	USB connection, no parameters required.
Optima OPT-S01	Serial connection, Port Speed, Number of Data Bits, Number of Stop Bits, Parity Bits and Port Number required.												
Virtual	Internal connection, no parameters required. User will be prompted to enter weight.												
Brecknell	Serial connection, Port Speed and Port Number required. Number of Data Bits fixed to 8. Number of Stop Bits fixed to 1. Parity Bits fixed to None. Port Number should be set to 0 for the AP05 and port 1 for the AP04. In either case, the scale should be plugged into the 6 pin RS232 port in the back of the unit. The protocol to use is the ECR-SCP02 (factory default).												
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CASS PD 11	Serial connection, Port Speed, Number of Data Bits, Number of Stop Bits, Parity Bits and Port Number required. The CAS PD 11 default baud rate is 9600, 7 bits, even parity, and 1 stop bit. The protocol to use is ECR-TYPE 4 as per CAS PD-II manual. Serial DB-9 and Serial DB-25 are supported with proper pin-out information.												
Optima OPT-6X	USB connection, no parameters required.												
4	<b>Connection</b> <table border="0"> <tr> <td data-bbox="292 1960 400 1993">Internal</td> <td data-bbox="459 1960 979 1993">No communication settings are required.</td> </tr> <tr> <td data-bbox="292 1993 368 2027">Serial</td> <td data-bbox="459 1993 1362 2067">Port number, speed, number of stop bits, number of data bits (7 or 8) and parity (none, even or odd) are required.</td> </tr> <tr> <td data-bbox="292 2067 408 2101">Ethernet</td> <td data-bbox="459 2067 884 2101">IP address and Port are required.</td> </tr> <tr> <td data-bbox="292 2101 352 2134">USB</td> <td data-bbox="459 2101 979 2134">No communication settings are required.</td> </tr> </table>	Internal	No communication settings are required.	Serial	Port number, speed, number of stop bits, number of data bits (7 or 8) and parity (none, even or odd) are required.	Ethernet	IP address and Port are required.	USB	No communication settings are required.				
Internal	No communication settings are required.												
Serial	Port number, speed, number of stop bits, number of data bits (7 or 8) and parity (none, even or odd) are required.												
Ethernet	IP address and Port are required.												
USB	No communication settings are required.												

<b>5</b>	<p><b>Options</b></p> <p>Select one or more of the following options:</p> <p>Enforce Zero    Select this option to force the scale back to zero before reading the next product weight.</p>
<b>6</b>	<p><b>Tare Rounding</b></p> <p>Select one of the following rounding options. Regular, Round Up or Truncate.</p>
<b>7</b>	<p><b>Back</b></p> <p>Press "Back" to close the window and return to the previous screen without saving any changes.</p>
<b>8</b>	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>
<b>9</b>	<p><b>Hide</b></p> <p>Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.</p>

**7**

**Fiscal Device**

Back **4**
Save **5**
Hide **6**

Back
Save
Hide

Hardware Id **1**

Name **2**

Model **3**

**Fiscal device**

Number

Name

Model: YCS PR ▾

POS Id

POS password

URL

<b>1</b>	<p><b>Hardware Id</b></p> <p>Display only. When adding new records, the next available Id value will be displayed.</p>
<b>2</b>	<p><b>Name</b></p> <p>Display only. When adding new records, the next available Id value will be displayed.</p>
<b>3</b>	<p><b>Model</b></p> <p>YCS PR                      Internal connection, POS Id, which is the unique identifier provide by YCS PR, the YCS Fiscal API URL and the POS Password are required.</p> <p>Factura Mx                Internal connection, Merchant Fiscal Id, API URL, API User Name, API Password and Terminal Id are required.</p>



5

## Hardware Record

Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.



# Keyboards Maintenance

Keyboards Maintenance allows you to setup and maintain a list of your APOS keyboards.

The screenshot shows the 'Keyboards Maintenance' interface. On the left, there is a configuration form with the following fields and controls:

- Keyboard Id (1):** A dropdown menu showing the number '2'.
- Keyboard Caption (2):** A text input field containing 'Breakfast'.
- Keyboard Color (3):** A dropdown menu showing 'White'.
- Allow Key Resize/Move (4):** A checkbox that is currently unchecked.
- Key Type (5):** Radio buttons for 'Text Key' and 'Graphic Key', with 'Graphic Key' selected.
- Graphic Id (6):** A dropdown menu showing 'Picture Id 15'.
- Key Caption (7):** A text input field containing 'Debit'.
- Default/Fixed (8):** Radio buttons for 'Default' and 'Fixed', with 'Default' selected.
- Function Type (9):** A dropdown menu showing 'Tender'.
- Function (10):** A dropdown menu showing 'Debit'.
- Text Color (11):** A dropdown menu showing 'Black'.
- Key Color (12):** A dropdown menu showing 'Green'.
- Text Size (13):** A text input field containing '16'.
- Delete key (14):** A button labeled 'Delete Key'.
- Add new key (15):** A button labeled 'Add new key'.
- Add New Keyboard (16):** A button labeled 'Add New Keyboard'.
- Save (17):** A button labeled 'Save'.

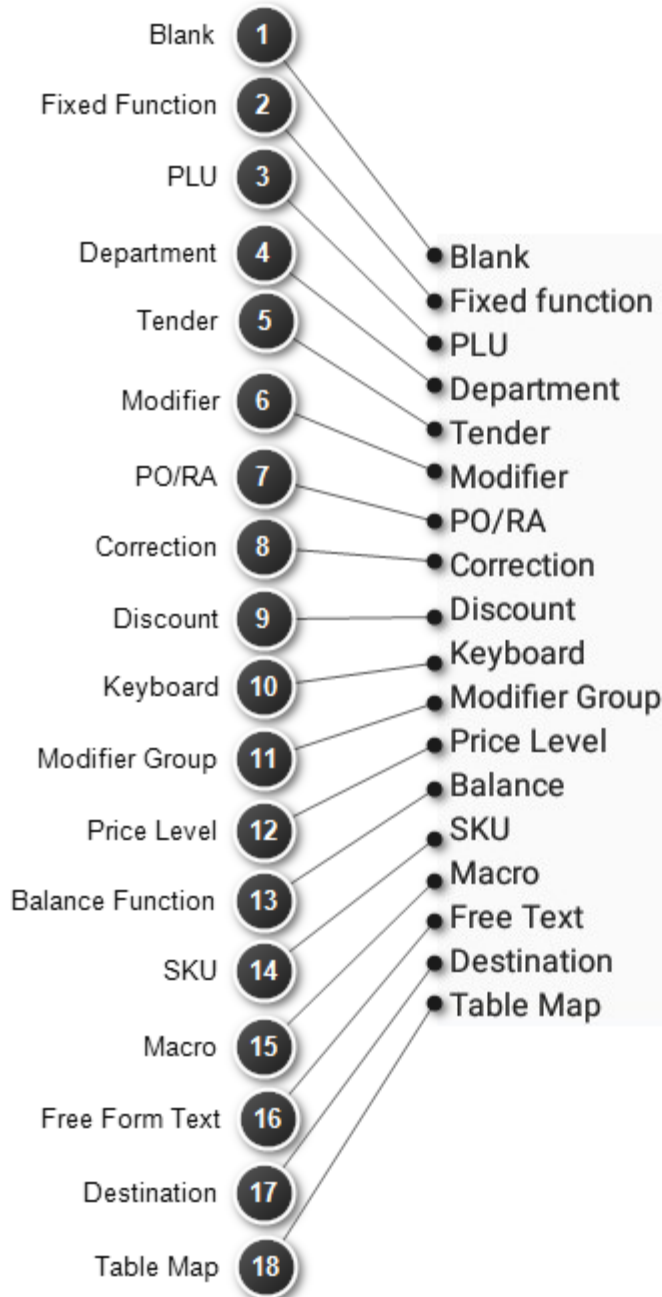
On the right side of the interface, there is a grid of key layouts. The top row contains 'Back' and 'Hide' buttons. Below that is a grid of keys with various labels and colors, including 'Breakfast', 'Pitas', 'Sandwiches', 'Salads', 'Hamburgers and More', 'Sides', 'Breakfast Special', 'Daily Special', 'Two Egg Breakfast', 'Delete', 'Breakfast on a Bun', 'Cancel', 'Toast - Side', 'Refund', 'Assorted Bagels', 'Master Card', 'Assorted Muffins', 'Visa', 'Assorted Yoqurt', 'Debit', 'Fruit', 'Subtotal', 'Open', and a dollar sign icon. Callouts 18, 19, and 20 point to the 'Back', 'Hide', and 'Key Layout Area' respectively.

<b>1</b>	<p><b>Keyboard Id</b></p> <p>Press on the drop down menu to select the keyboard you wish to display and work with. The default keyboard is set by entering one of the defined Keyboard Ids in <a href="#">Setting 47 - "Default Keyboard"</a>.</p>
<b>2</b>	<p><b>Keyboard Caption</b></p> <p>Enter the keyboard display caption. Required field. Max 25 characters.</p>

<p>3</p>	<p><b>Keyboard Color</b></p> <p>Select one of the predefined color names from the drop down menu to set the keyboard background color.</p> <div data-bbox="418 241 1273 506" style="text-align: center;"> </div> <p>Tip - Position the mouse cursor over each color square to display the corresponding color name on GoPOS.</p>				
<p>4</p>	<p><b>Allow Key Resize/Move</b></p> <p>Pressing on the check box will allow you to resize and reposition the keys.</p> <p>When enabled, to reposition a key, press and hold on the center of the key and without lifting your finger off the screen, drag the key to the new position. To resize a key, press and hold on one of the key borders and without lifting your finger off the screen, drag the edge to the desired size, either expanding or reducing the size of the key.</p> <p>Pressing on a key when this check box is disabled will allow you to change the parameters of the key, but will not allow you to resize or move the key.</p>				
<p>5</p>	<p><b>Key Type</b></p> <p>Press on the radio button for one of the supported key types.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Text</td> <td>The Key Caption will be displayed.</td> </tr> <tr> <td>Graphic</td> <td>The chosen graphic image will be displayed on the key.</td> </tr> </table> <p>Graphic images may be added or replaced by selecting one of the images in the drop down list.</p>	Text	The Key Caption will be displayed.	Graphic	The chosen graphic image will be displayed on the key.
Text	The Key Caption will be displayed.				
Graphic	The chosen graphic image will be displayed on the key.				
<p>6</p>	<p><b>Graphic Id</b></p> <p>Press on the drop down list to select one of the graphic images. Please note that if this drop down list is empty or you wish to add additional graphic images to GoPOS keys, you must do this through PcProg. All graphic Images added to keys in PcProg will be transferred automatically to GoPOS when sending programs from PcProg to GoPOS. (Please see PcProg "Keys" and "Send" help topics.)</p>				
<p>7</p>	<p><b>Key Caption</b></p> <p>Enter the key name. Please note that the Default radio button will cause the key name to be overwritten with the name of the function linked to the key. If you wish to keep the name entered regardless of the chosen function, select the Fixed option.</p>				
<p>8</p>	<p><b>Default/Fixed</b></p> <p>If the Default radio button is selected, the key name will be overwritten with the name of the function linked to the key. If you wish to keep the name entered regardless of the chosen function, select the Fixed option.</p>				

## Function Type

Select one of the supported function types.

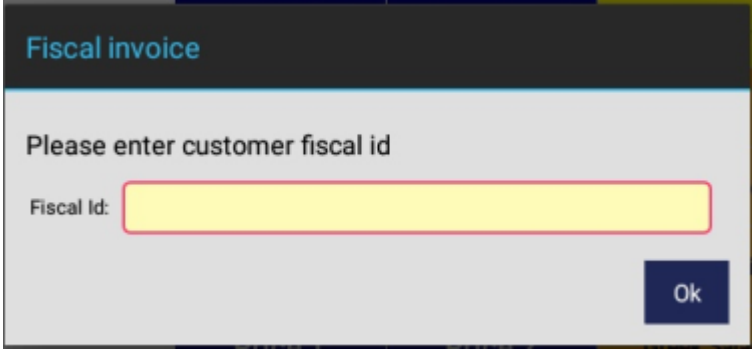


<b>1</b>	<b>Blank</b>
	No function will be linked to the key.
<b>2</b>	<b>Fixed Function</b>
	Select one of the supported fixed functions:

Number 0	Displays the number 0.
Number 1	Displays the number 1.
Number 2	Displays the number 2.
Number 3	Displays the number 3.
Number 4	Displays the number 4.
Number 5	Displays the number 5.
Number 6	Displays the number 6.
Number 7	Displays the number 7.

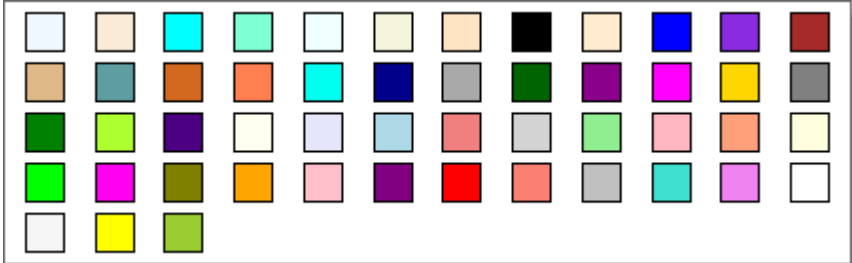
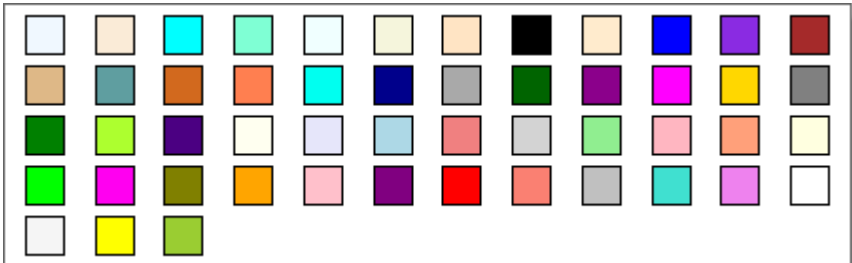
Number 8	Displays the number 8.
Number 9	Displays the number 9.
Number 00	Displays the value 00.
Decimal Point	Allows you to enter decimal values.
Clear	Clears the display screen once the transaction has been completed.
Enter	Completes the current action.
Multiply	Allows you to sell multiples of one item at once. In a Macro, this function may also be used to repeat the last entry made.
PLU	Allows you to enter the Product Id of the item being sold.
User	Allows you to switch users.
Subtotal	Displays the subtotal of the transaction.
Copy	Reprints the receipt of the last transaction entered.
Receipt On/Off	Turns the printing of receipts on or off. The Printer Icon displayed at the top of the unit will turn red when the receipt printing has been turned off and green when the receipt printing has been turned on. Alternatively, the user may press the printer icon to turn the receipt printing on or off, without the need to program a key.
Cash Declaration	Allows you to specify the amount on hand for each Tender.
Price Check	Allows you to verify the price of an item without a sale. When pressed a "Pc" icon will be displayed at the top of the APOS to indicate that you are currently in "Price Check" mode.
Hold	Allows you to pause the current transaction and start a new transaction. Held transactions may be recalled and completed or cancelled.
Tenders	Provides a pop-up of all defined Tenders.
Corrections	Provides a pop-up of all defined Corrections.
Discounts	Provides a pop-up of all defined Discounts.
Surcharges	Provides a pop-up of all defined Surcharges.
Tax Shift #1	Enables/Disables the charging of Tax #1  On GoPOS, pressing a Tax Shift key will disable the corresponding tax and display a "Tax # Disabled" message. A red "T#" icon will also be displayed at the top of the APOS to indicate that you are in "Tax Shift" mode. Pressing the same Tax Shift key when the Tax has already been disabled, will re-enable the tax and display a "Tax # Active" message. The red "T#" icon will also be removed from the top of the APOS to indicate that you are no longer in "Tax Shift" mode. Tax shifts will be applied to all items within the current transaction, but will be automatically be re-enabled for the next transaction.
Tax Shift #2	Enables/Disables the charging of Tax #2
Tax Shift #3	Enables/Disables the charging of Tax #3
Price Override	Allows you to enter a price and perform a one time override of the price entered in the product maintenance screen.
Tip Amount	Allows you to enter a tip amount.
Tip Percentage	Allows you to enter a tip percentage.
Food Stamp Subtotal	Will total up all the items in the transaction, without tax, that have the food stamp option enabled.
Pack	Will add up to two digits to the front of a scanned barcode.  On GoPOS, pressing 1 => 2 => Pack before scanning a bar code will add 12 to the scanned SKU and use this new SKU to lookup the product and price.
Permanent Price Override	Allows you to override and update the current price entered in the product maintenance screen.

Tare Weight	Allows you to manually enter the Tare Weight of a scalable product. Entering the weight and pressing on the Tare Weight fixed function will display "T+ Weight entered + Base Weight Unit" at the top of the APOS to indicate that you are currently in "Tare Weight" mode. Selling a scalable product will deduct the tare weight from the total weight to calculate the price. To clear the Tare Weight, press on the Tare Weight fixed function key. To enter a new tare, enter the weight and press on the Tare Weight fixed function key.
Seat	<p>When working with a Table, pressing on Seat will display a list of all open seats as well as an option to add a seat on the current table. Press on the seat you wish to work with or press on the next available seat# (New Seat) to add a seat to the current table. Pressing anywhere outside the pop-up window will close the window and cancel the change of seat.</p> <p>When working with a Table, you may also access a seat by entering the seat# and then pressing on the Seat function. (I.E. seat# + Seat) . If the seat does not exist, a new seat will be created for the current table.</p> <p>You may also access a specific table and seat by using the dotted notation. (I.E. table#.seat#) If the table does not yet exist, a new table and seat will be created. If the seat does not yet exist for the specified table, a new seat will be created.</p>
Stock Received	Will create a stock received entry to allow users to add to the Stock Control counter. User Option 10 - "Allow Stock Management" and Setting 96 - "Allow Stock Control on GoPOS" must be set to true to enable the Stock Control functionality on GoPOS.
Stock Adjusted	Will create a stock adjustment entry to allow the users to reduce the Stock Control counter. User Option 10 - "Allow Stock Management" and Setting 96 - "Allow Stock Control on GoPOS" must be set to true to enable the Stock Control functionality on GoPOS.
Report in X Mode	Entering the <a href="#">Report Id</a> and then pressing on the key will generate the specified report in X Mode. User must have X rights. <b>Warning: The report will be printed on the receipt printer.</b>
Consolidated Report in X Mode	Entering the <a href="#">Report Id</a> and then pressing on the key will generate the specified report in X Mode, consolidating the reports from all APOS devices defined in the network. User must have X rights. <b>Warning: The report will be printed on the receipt printer.</b>
Report in Z Mode	Entering the <a href="#">Report Id</a> and then pressing on the key will generate the specified report in Z Mode. User must have Z rights. <b>Warning: The report will be printed on the receipt printer.</b>
Consolidated Report in Z Mode	Entering the <a href="#">Report Id</a> and then pressing on the key will generate the specified report in Z Mode, consolidating the reports from all APOS devices defined in the network. User must have Z rights. <b>Warning: The report will be printed on the receipt printer.</b>

Fiscal Invoice	<p>Will display a pop-up screen on GoPOS allowing the user to capture client data required for Fiscal Invoices.</p> 
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3	<p><b>PLU</b></p> <p>PLU allows you to link the key to any of the defined products via the PLU number. All products defined in the Product maintenance/Item maintenance screen will be displayed.</p>
4	<p><b>Department</b></p> <p>Allows you to link the key to any of the defined departments. All departments defined in the Departments maintenance screen will be displayed.</p>
5	<p><b>Tender</b></p> <p>Allows you to link the key to any of the defined tenders. All tenders defined in the Tenders maintenance screen will be displayed.</p>
6	<p><b>Modifier</b></p> <p>Allows you to link the key to any of the defined modifiers. All modifiers defined in the Modifiers maintenance screen will be displayed.</p>
7	<p><b>PO/RA</b></p> <p>Allows you to link the key to any of the defined poras. All poras defined in the Poras maintenance screen will be displayed.</p>
8	<p><b>Correction</b></p> <p>Allows you to link the key to any of the defined corrections. All corrections defined in the Corrections maintenance screen will be displayed.</p>
9	<p><b>Discount</b></p> <p>Allows you to link the key to any of the defined discounts. All discounts defined in the Discounts maintenance screen will be displayed.</p>
10	<p><b>Keyboard</b></p> <p>Allows you to link the key to any of the defined Keyboards. All keyboards defined in the Keyboards maintenance screen will be displayed.</p>
11	<p><b>Modifier Group</b></p> <p>Allows you to link the key to any of the defined modifier groups. All modifier groups defined in the Modifier Groups maintenance screen will be displayed.</p>
12	<p><b>Price Level</b></p> <p>Allows you to link the key to a specific price level. The price level quantity value entered on the Settings maintenance; products tab will determine the number of price levels displayed.</p>

<b>13</b>	<b>Balance Function</b> Allows you to link the key to a balance function. All balance functions defined in the Balance Function maintenance screen will be displayed.
<b>14</b>	<b>SKU</b> SKU allows you to link the key to any of the defined products via the SKU number. All products defined with a SKU in the Product maintenance/Item maintenance screen will be displayed.
<b>15</b>	<b>Macro</b> Allows you to link the key to any of the defined macros. All macros defined in the Macros maintenance screen will be displayed.
<b>16</b>	<b>Free Form Text</b> Allows you to link the key to any of the defined free form text entries. All entries defined in the Free Form Text maintenance screen will be displayed.
<b>17</b>	<b>Destination</b> Allows you to link the key to any of the defined destination entries. All entries defined in the Destinations maintenance screen will be displayed.
<b>18</b>	<b>Table Map</b> Allows you to link the key to any of the defined table map entries. All dining areas defined in the Table Map maintenance screen will be displayed.

<b>10</b>	<b>Function</b> Select one of the supported fixed functions or one of the defined items from the chosen function type.
<b>11</b>	<b>Text Color</b> Select one of the predefined colors from the drop down menu to set the keyboard background color.  
	Tip - Position the mouse cursor over each color square to display the corresponding color name on GoPOS.
<b>12</b>	<b>Key Color</b> Select one of the predefined colors from the drop down menu to set the keyboard background color.  
	Tip - Position the mouse cursor over each color square to display the corresponding color name on GoPOS.

13	<p><b>Text Size</b></p> <p>Enter the font size of the display text.</p>
14	<p><b>Delete key</b></p> <p>Press on this button to delete the currently selected key.</p>
15	<p><b>Add new key</b></p> <p>Press on this button to insert a new key on the bottom left of the key layout area.</p> <p>Please note that you must enable "Allow Key Resize/Move" by pressing on the check box if you wish to resize and reposition the key.</p>
16	<p><b>Add New Keyboard</b></p> <p>Press on this button to add a new keyboard. A pop up window will allow you to choose the grid size of the keyboard you would like to start with. Press on the radio button next to the desired grid size and press continue.</p> <div data-bbox="427 712 1276 1265" data-label="Image"> </div> <p>If "Empty Keyboard" was chosen, a new blank keyboard will be displayed, allowing you to manually add keys to your keyboard.</p> <p>If a grid size was chosen, a new keyboard will be displayed filled with blank keys based on the grid size chosen. For example if a grid size of 2 x 12 was chose, 24 blank keys will be created and placed in each of the grid cells. You may then modify each key to suit your requirements.</p> <p>Please note that the grid sizes will vary based on the APOS unit and layout area you are working with.</p>
17	<p><b>Save</b></p> <p>Press "Save" to close the window and return to the previous screen. All modifications made will be saved.</p>
18	<p><b>Back</b></p> <p>Press "Back" to close the window. If any changes have been made, press on SAVE to save the modifications or press on IGNORE to return to the previous screen without saving any changes.</p> <div data-bbox="454 1881 1244 2094" data-label="Image"> </div>

19

## Hide

Press "Hide" to hide the [android keyboard](#) when displayed.

20

## Key Layout Area

The key layout area will be drawn and positioned based on the APOS type your are currently working on.

**AP01** - Portrait Layout - 720 x 1280



**AP02** - Portrait Layout - 800 x 1280



**AP03** - Portrait Layout - 800 x 1280



**AP04** - Landscape Layout - 1280 x 800



**AP05, AP05L and AP06** - Landscape Layout - 1920 x 1080

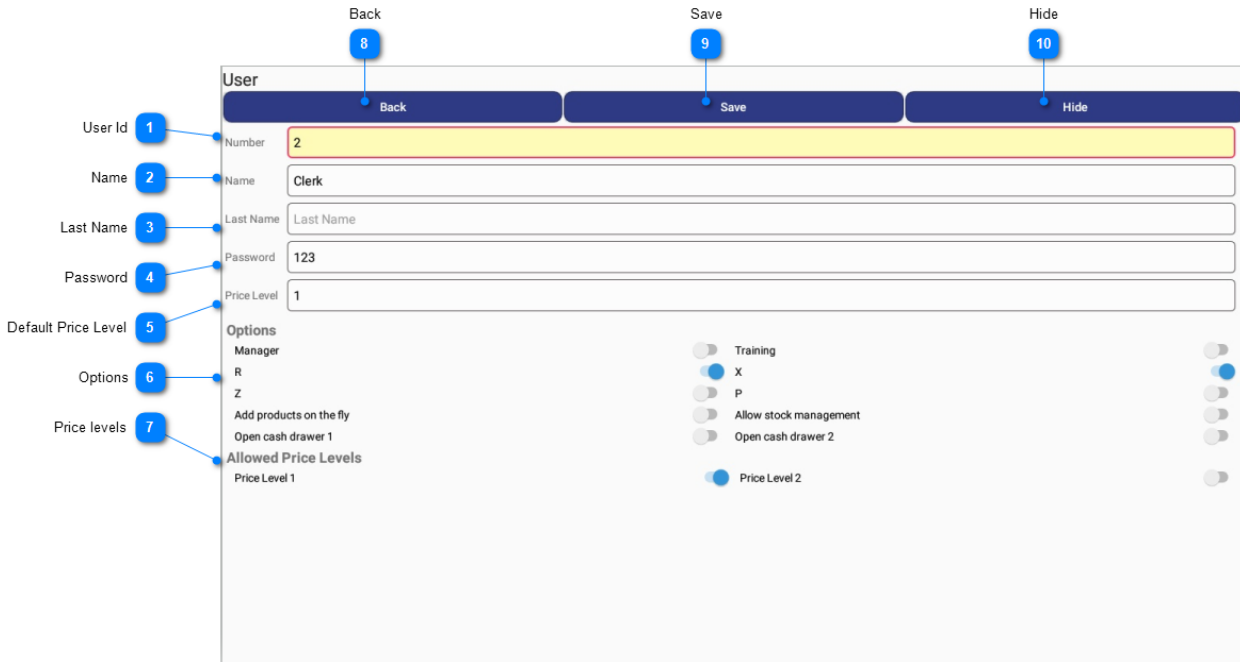




# User Maintenance

User Maintenance allows you to maintain a list of your staff and setup their access privileges.



<p><b>1</b></p>	<p><b>Back</b> Press Back to return to the GoPOS Home Menu.</p>
<p><b>2</b></p>	<p><b>Search text</b> Press in the search field to activate the <a href="#">android keyboard</a>. Enter the text you wish to search for and press on the Search button. All records containing the entered text in the name field will be displayed.</p>
<p><b>3</b></p>	<p><b>Search</b> Press on this button to search the Name field for the entered search text. All records containing the search text in the name field will be displayed. Pressing on the Search button will also hide the android keyboard when activated.</p>
<p><b>4</b></p>	<p><b>Add New Record</b> Press on this button to add a new User record.</p> 

1	<p><b>User Id</b></p> <p>Display only. When adding new records, the next available Id value will be displayed.</p> <p>On GoPOS Register, entering the Id and then pressing the <a href="#">USR</a> key will allow quick user login. Entering 0 and then pressing the USR key will logout the current users.</p>																				
2	<p><b>Name</b></p> <p>Enter the user name or tittle. Required field. Max 25 characters.</p>																				
3	<p><b>Last Name</b></p> <p>Enter the user last name. Max 25 characters.</p>																				
4	<p><b>Password</b></p> <p>Enter the user password. Max 8 characters. If the Password is left blank, users will be allowed to login to GOPOS using the Change User screen (Press USR) or by using the quick user login function (Enter User Id and then press USR) without being forced to enter a password.</p>																				
5	<p><b>Default Price Level</b></p> <p>Select the price level the user will have access to by default. All price levels that the user has access to will be displayed.</p>																				
6	<p><b>Options</b></p> <p>Select one or more of the following user options:</p> <table border="0" data-bbox="231 918 1452 1904"> <tr> <td data-bbox="231 918 558 996">Manager Training</td> <td data-bbox="558 918 1452 996">Select this option if the user has managerial rights.</td> </tr> <tr> <td data-bbox="231 996 558 1041">R</td> <td data-bbox="558 996 1452 1041">Training Mode. Transactions entered are not reflected in the cash registers daily totals. All transactions are simulated.</td> </tr> <tr> <td data-bbox="231 1041 558 1086">X</td> <td data-bbox="558 1041 1452 1086">Register Mode. Register access is granted.</td> </tr> <tr> <td data-bbox="231 1086 558 1131">Z</td> <td data-bbox="558 1086 1452 1131">Report Mode. Report access is granted.</td> </tr> <tr> <td data-bbox="231 1131 558 1187">P</td> <td data-bbox="558 1131 1452 1187">Clear Report Mode. Generation and clearing of reports is permitted.</td> </tr> <tr> <td data-bbox="231 1187 558 1332">Add Products on the Fly</td> <td data-bbox="558 1187 1452 1332">Program Mode. Point of sale hardware and setup changes are permitted directly on the APOS unit. Read-only access if this option is disabled. Granting P rights also allows the user to enable the Android Bars and access the Android System.</td> </tr> <tr> <td data-bbox="231 1332 558 1646">Allow Stock Management</td> <td data-bbox="558 1332 1452 1646">Select this option to allow users to add items on the fly. On APOS if a user scans or enters an item that is not currently in the list of defined products, the user will be given the opportunity to enter the item on the fly. A "Product not found" pop-up window will appear allowing the user to enter a product name, department and price. Pressing ADD will add the item to the Product table and allow the user to proceed with the sale. Pressing CANCEL will terminate the entry and will not add the item.</td> </tr> <tr> <td data-bbox="231 1646 558 1747">Open Cash Drawer 1</td> <td data-bbox="558 1646 1452 1747">Select this option to allow the user to enter <a href="#">Stock Adjustments</a> and to enter <a href="#">Stock Received</a> directly on GoPOS. <a href="#">Setting 96 - "Allow Stock Control on GoPOS"</a> must be enabled.</td> </tr> <tr> <td data-bbox="231 1747 558 1825">Open Cash Drawer 2</td> <td data-bbox="558 1747 1452 1825">Will open Cash Drawer 1 if this option is enabled <u>or</u> the Tender Open Cash Drawer 1 option is enabled.</td> </tr> <tr> <td data-bbox="231 1825 558 1904">Open Cash Drawer 2</td> <td data-bbox="558 1825 1452 1904">Will open Cash Drawer 2 if this option is enabled <u>or</u> the Tender Open Cash Drawer 2 option is enabled.</td> </tr> </table>	Manager Training	Select this option if the user has managerial rights.	R	Training Mode. Transactions entered are not reflected in the cash registers daily totals. All transactions are simulated.	X	Register Mode. Register access is granted.	Z	Report Mode. Report access is granted.	P	Clear Report Mode. Generation and clearing of reports is permitted.	Add Products on the Fly	Program Mode. Point of sale hardware and setup changes are permitted directly on the APOS unit. Read-only access if this option is disabled. Granting P rights also allows the user to enable the Android Bars and access the Android System.	Allow Stock Management	Select this option to allow users to add items on the fly. On APOS if a user scans or enters an item that is not currently in the list of defined products, the user will be given the opportunity to enter the item on the fly. A "Product not found" pop-up window will appear allowing the user to enter a product name, department and price. Pressing ADD will add the item to the Product table and allow the user to proceed with the sale. Pressing CANCEL will terminate the entry and will not add the item.	Open Cash Drawer 1	Select this option to allow the user to enter <a href="#">Stock Adjustments</a> and to enter <a href="#">Stock Received</a> directly on GoPOS. <a href="#">Setting 96 - "Allow Stock Control on GoPOS"</a> must be enabled.	Open Cash Drawer 2	Will open Cash Drawer 1 if this option is enabled <u>or</u> the Tender Open Cash Drawer 1 option is enabled.	Open Cash Drawer 2	Will open Cash Drawer 2 if this option is enabled <u>or</u> the Tender Open Cash Drawer 2 option is enabled.
Manager Training	Select this option if the user has managerial rights.																				
R	Training Mode. Transactions entered are not reflected in the cash registers daily totals. All transactions are simulated.																				
X	Register Mode. Register access is granted.																				
Z	Report Mode. Report access is granted.																				
P	Clear Report Mode. Generation and clearing of reports is permitted.																				
Add Products on the Fly	Program Mode. Point of sale hardware and setup changes are permitted directly on the APOS unit. Read-only access if this option is disabled. Granting P rights also allows the user to enable the Android Bars and access the Android System.																				
Allow Stock Management	Select this option to allow users to add items on the fly. On APOS if a user scans or enters an item that is not currently in the list of defined products, the user will be given the opportunity to enter the item on the fly. A "Product not found" pop-up window will appear allowing the user to enter a product name, department and price. Pressing ADD will add the item to the Product table and allow the user to proceed with the sale. Pressing CANCEL will terminate the entry and will not add the item.																				
Open Cash Drawer 1	Select this option to allow the user to enter <a href="#">Stock Adjustments</a> and to enter <a href="#">Stock Received</a> directly on GoPOS. <a href="#">Setting 96 - "Allow Stock Control on GoPOS"</a> must be enabled.																				
Open Cash Drawer 2	Will open Cash Drawer 1 if this option is enabled <u>or</u> the Tender Open Cash Drawer 1 option is enabled.																				
Open Cash Drawer 2	Will open Cash Drawer 2 if this option is enabled <u>or</u> the Tender Open Cash Drawer 2 option is enabled.																				

7	<b>Price levels</b> Select one or more of the price levels defined by the Price Level Quantity value entered in <a href="#">Setting 4 - "Price Level Quantity"</a> . If a user has access to multiple price levels, they may switch price levels when entering transactions. The current price level being used will be displayed on the GoPOS register upper display area. This price level will remain in effect until the user selects a different price level or changes user.
8	<b>Back</b> Press "Back" to close the window and return to the previous screen without saving any changes.
9	<b>Save</b> Press "Save" to close the window and return to the previous screen. All modifications made will be saved.
10	<b>Hide</b> Press "Hide" to hide the <a href="#">android keyboard</a> when displayed.

5	<b>User Record</b> Each record will be displayed as an individual row. To edit or view the record details, press and hold on one of the rows.
6	<b>Delete Record</b> Pressing on the trash can icon will delete the current row. A dialogue window will be displayed asking you to confirm the deletion. <div data-bbox="486 1025 1214 1249" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Confirm delete</b></p> <p style="text-align: center;">Are you sure you wish to delete this record?</p> <p style="text-align: right; margin-top: 10px;">CANCEL   YES</p> </div> <p>Press on YES to delete the selected row or CANCEL to cancel the deletion.</p> <p>Please note that once deleted, all references to this row will be lost.</p>



# Settings Options Maintenance

Settings Options Maintenance allows you change the system setting options for your GoPOS Point of Sale devices.



<p>1</p>	<h3>Settings Groups</h3> <p>The maintenance screen can be viewed by setting number (All) or grouped into the following additional six tabs:</p> <ul style="list-style-type: none"><li>General 1</li><li>Products 2</li><li>Receipts 3</li><li>Scanners 4</li><li>Transfer Movil/En Zona 5</li><li>Reports 6</li></ul>
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## General

These settings are used to control display and user options.

Setting ID	Setting Name	Value
5	Culture	en-US
6	Number of decimal digits	2
14	Store Id	001
15	Register number	4
16	Quantity of registers in the network	4
18	Base weight unit	kg
32	Enter decimals as integer	<input checked="" type="checkbox"/>
33	Automatic login with the first clerk	<input checked="" type="checkbox"/>
35	TCP port for communication	2300
43	Local currency Prefix	Number
46	Floating balances	<input checked="" type="checkbox"/>
47	Default keyboard	1
52	Automatic logout after X seconds	0
53	Rounding type	0
54	Operation counter never resets	<input checked="" type="checkbox"/>
55	Subtotal compulsory before tendering	<input type="checkbox"/>
56	Hide numeric keypad	<input type="checkbox"/>
63	Manager required for price override	<input checked="" type="checkbox"/>
69	Floating users	<input type="checkbox"/>
70	Lists popup item height	20
72	On screen subtotal with taxes	<input type="checkbox"/>
73	Tender adjustment id	0
75	Base volume unit	L
76	Round on screen adjusted subtotal	<input checked="" type="checkbox"/>
77	Destination selection compulsory	<input type="checkbox"/>
78	Balance selection compulsory	<input type="checkbox"/>
79	Price level reset after item sale	<input type="checkbox"/>
80	Price level reset after transaction end	<input type="checkbox"/>
81	Keyboard reset after item sale	<input type="checkbox"/>
82	Keyboard reset after transaction end	<input type="checkbox"/>
85	Screen saver timer in seconds	0
86	Clear customer display after transaction ends	<input type="checkbox"/>
87	Tip suggestion 1	0
88	Tip suggestion 2	0
89	Tip suggestion 3	0
92	Enable Puerto Rico fiscal mode	<input type="checkbox"/>
95	Use enhanced cash declaration	<input type="checkbox"/>
96	Allow stock control on GoPOS	<input type="checkbox"/>

5

### Culture

A list of cultures will be created from the input languages installed on your computer. You must select a culture linked to one of the supported languages (English, French or Spanish). If a non supported culture is chosen, the default language of English will be used. Once a change to the culture is made, you must shut down and restart the PcProg application for the corresponding display language to take effect. On GoPOS the culture affects the display of monetary values and date formats only. The display language in GoPOS is controlled by the default language setup in the Android settings.

6

### Number of Decimal Digits

Enter the number of decimal digits to display in this application and on the GoPOS system.

14

### Store Id

Enter the store name or identification. This text will be printed on the customer receipt if Settings 12 - "Print Store Id on the Receipt" has been set to true.

15

### Register Number

Enter the Point of Sale register number. Each POS should have a unique number from one to the total number of registers in the network. This will allow the application to find and communicate with individual registers. This setting should be verified and set directly on each APOS unit. When updating the register number on GoPOS, you must reboot the unit before the change will take effect.

<p>16</p>	<p><b>Quantity of Registers in the Network</b></p> <p>Enter the total number of GoPOS registers on the network. This value is used when communicating with multiple registers on the network. PcProg will attempt to find the first register using the base IP entered and increment this IP by 1 until the quantity of registers in the network has been reached. This setting is also used by inter-register communication (IRC).</p>
<p>18</p>	<p><b>Base Weight Unit</b></p> <p>Select one of the defined units of measurement (kg, g, lb, oz). This unit will print on the receipts when using scalable products sold by weight and they are flagged to Print the Weight/Volume Info Line.</p>
<p>32</p>	<p><b>Enter Decimals as Integers</b></p> <p>Select this option to enter decimal values as Integer values, without the decimal separator. If this value is enabled (set to true) you are allowed to enter numbers with or without the decimal separator. For example entering 700 or 7.00 will both be interpreted as 7.00. If this value is disabled (set to false) 700 will be interpreted as 700.00. Please note that the previous examples given assume that Setting 6 - "Number of decimal digits is set to 2. If the number of decimal digits was set to 3 and Setting 32 was enabled, 700 will be interpreted as 0.700 and 7000 will be interpreted as 7.000.</p>
<p>33</p>	<p><b>Automatic Login with First Clerk</b></p> <p>Select this option if you want the POS system to automatically login with the first clerk defined. If this option is not chosen, after each GoPOS re-start, a manual login will be required before being allowed to enter transactions.</p>
<p>35</p>	<p><b>TCP Port for Communication</b></p> <p>Enter the TCPIP port for POS communication. This port will be used to communicate with all registers. Please note that when sending and receiving files to and from GoPOS, the IP and Port entered on PcProg must match the IP and Port of the APOS unit. If a change is made to the Port on GoPOS, you should reboot the unit to properly initiate the change in the communication protocol.</p>
<p>43</p>	<p><b>Local Currency Prefix</b></p> <p>Enter the currency symbol used for the local currency.</p>
<p>46</p>	<p><b>Floating Balances</b></p> <p>Enabling floating balances will allow you to transfer table, room or account balances between multiple APOS units. For example, you can Open an Account on APOS 1 and enter transactions. Once you close this account on APOS 1, the Account and balance would be replicated on all other APOS units defined on your system. You could then walk over to APOS 2 and re-open the same Account and enter new transaction. Once the account is closed on APOS 2, the updated account balance would be replicated on all terminals. You could then walk over to APOS 3 and re-open and tender the same account. The updated account balance would be replicated on all terminals but would no longer be available to re-open on any of the terminals, since it was Tendered and Closed.</p> <p>All APOS units must be properly defined with a unique register number (<a href="#">Setting 15</a>) and a fixed sequential terminal IP address. <a href="#">Setting 16</a> must also be set to the number of APOS units in your network. If properly setup, this should equal the maximum unique register number entered. For example, if you have 3 APOS units, then each APOS will have a unique register number starting with 1 (1, 2 and 3) and all units must have the number of APOS units in the network set to 3. As indicated, each APOS must also have a fixed sequential <a href="#">terminal IP address</a>. So, if the base IP of unit 1 is X.X.X.201, then unit 2 must have a fixed IP of X.X.X.202 and unit 3 must have a fixed IP of X.X.X.203.</p> <p>Please note that when updating the register number on GoPOS, you must reboot the unit before the change will take effect.</p>

<b>47</b>	<b>Default Keyboard</b>
	Enter the keyboard ID of the default keyboard. This setting will be used to determine the initial display on the APOS devices when the user presses the Register button on the GoPOS Home menu.
<b>52</b>	<b>Automatic Logout</b>
	Enter the idle time, in seconds, before automatic logout. If there is no activity between transactions and GoPOS has reached the defined idle time, the transaction screen will be cleared and the user will be logged out. The user must then log back in to enter any new transactions. Enter zero for no automatic logout.
<b>53</b>	<b>Cash Rounding</b>
	The rounding option chosen will be applied to all Tenders that have the <a href="#">Rounding option</a> set to true in the Tenders Maintenance module.
	Select one of the following options:

No Rounding	Select this option if no rounding should occur.
Swiss Rounding	Select this option to round cash decimal values to the nearest \$0.05 cent value. Payments made in cash round to the nearest \$0.05.  <u>Round Down</u> \$1.01 or \$1.02 round down to \$1.00 \$1.06 or \$1.07 rounds down to \$1.05  <u>Round Up</u> \$1.03 or \$1.04 round up to \$1.05 \$1.08 or \$1.09 round up to \$1.10  Note: Sale totals including taxes are calculated to the penny. Only the total cash payment or change made for a cash payment is rounded to the nearest \$0.05.
4/10 Rounding	Select this option to round cash decimal values to the nearest \$0.10 cent value. Payments made in cash round to the nearest \$0.10.  <u>Round Down</u> \$1.01, \$1.02, \$1.03 or \$1.04 round down to \$1.00  <u>Round Up</u> \$1.05, \$1.06, \$1.07, \$1.08 or \$1.09 round up to \$1.10  Note: Sale totals including taxes are calculated to the penny. Only the total cash payment or change made for a cash payment is rounded to the nearest \$0.10.
Rounding up to even	Select this option to round cash decimal values up to the nearest \$0.02 cent value. Payments made in cash round to the nearest \$0.02.  <u>Round Up</u> \$1.01 round up to \$1.02 \$1.03 round up to \$1.04 \$1.05 round up to \$1.06 \$1.07 round up to \$1.08 \$1.09 round up to \$1.10  Note: Sale totals including taxes are calculated to the penny. Only the total cash payment or change made for a cash payment is rounded to the nearest \$0.02.

<p>54</p>	<p><b>Operation's counter never resets</b></p> <p>A transaction Id is generated using the operation counter and the Z counter. If, for example, the register performed 100 transactions, the last transaction Id of the day will be 001000100. The following day with this option enabled (set to true), the transaction counter will not be reset and the first transaction on day 2 will be 002000101. If this option is disabled (set to false), the transaction counter will reset and the first transaction on day 2 will be 002000001.</p>
<p>55</p>	<p><b>Subtotal compulsory before tender</b></p> <p>If this option is selected, users must press the subtotal key before tendering and terminating the transaction.</p>
<p>56</p>	<p><b>Hide numeric keypad</b></p> <p>Select this option if you wish to hide the fixed numeric keypad on the bottom left of the GoPOS register. Please note that many of these fixed functions are required to enter and complete transactions. It is assumed that if the fixed numeric keypad is hidden, the <a href="#">fixed function keys</a> required by the user will be added to the keyboard in Keys Maintenance.</p>
<p>63</p>	<p><b>Manager required for price override</b></p> <p>If enabled, managerial rights will be required to override prices on the GoPOS system. To override the set price of a product, enter the price, press the "price override" key and select the product.</p>
<p>69</p>	<p><b>Floating Users</b></p> <p>Enabling floating users will allow you to make changes to the users directly on your APOS and have those changes replicated on all APOS units defined in your network. All APOS units must be properly defined with a unique register number (Setting 15) and a fixed sequential terminal IP addresses. Setting 16 must also be set to the number of APOS units in your network.</p> <p>All APOS units must be properly defined with a unique register number (<a href="#">Setting 15</a>) and a fixed sequential terminal IP address. <a href="#">Setting 16</a> must also be set to the number of APOS units in your network. If properly setup, this should equal the maximum unique register number entered. For example, if you have 3 APOS units, then each APOS will have a unique register number starting with 1 (1, 2 and 3) and all units must have the number of APOS units in the network set to 3. As indicated, each APOS must also have a fixed sequential <a href="#">terminal IP address</a>. So, if the base IP of unit 1 is X.X.X.201, then unit 2 must have a fixed IP of X.X.X.202 and unit 3 must have a fixed IP of X.X.X.203.</p> <p>Please note that when updating the register number on GoPOS, you must reboot the unit before the change will take effect.</p>
<p>70</p>	<p><b>PopUpList item height</b></p> <p>Enter the height of the individual items in the PopUpLists displayed on GoPOS. Must be a valid integer between 1 and 100 pixels.</p>
<p>72</p>	<p><b>Display subtotals with taxes</b></p> <p>This option will determine if the Cash and Credit subtotals should be displayed on GoPOS with or without taxes.</p>
<p>73</p>	<p><b>Tender Discount/Surcharge</b></p> <p>Enter 0 for no automatic cash discount or credit card surcharge while tendering on GoPOS or enter the id of one of the defined discounts/surcharges. If enabled, two subtotals will be displayed on the GoPOS register. The total on the bottom left will display the adjusted amount based on the discount or surcharge defined. the total on the bottom right will display the non-adjusted transaction amount. Both of these totals can be displayed <a href="#">with or without taxes</a> as well as <a href="#">with or without rounding</a>.</p>

75	<b>Base volume unit</b> Enter the base volume unit of measurement. This unit will print on the receipts when using products sold by volume and they are flagged to Print the Weight/Volume Info Line.
76	<b>Display Subtotals with rounding</b> This option will determine if the Cash and Credit subtotals should be displayed on GoPOS with or without rounding. A valid <a href="#">rounding option</a> must be defined for rounding to occur.
77	<b>Destination compulsory before tender</b> If this option is enabled (set to true) you will be forced to enter an order destination before completing a transaction. If you attempt to tender a transaction without first declaring the order destination a warning message will be displayed on GoPOS.
78	<b>Balance selection compulsory</b> If this option is enabled (set to true) you will be forced to select an account balance before starting a transaction.
79	<b>Reset price level after item sale</b> When this option is enabled (set to true) all price level changes, will be reset to the user's default price level after each item sale.
80	<b>Reset price level after transaction</b> When this option is enabled (set to true) all price level changes, will be reset to the user's default price level after each transaction.
81	<b>Reset keyboard after item sale</b> If this option is enabled (set to true) the default keyboard will be displayed after each item sale.
82	<b>Reset keyboard after transaction</b> If this option is enabled (set to true) the default keyboard will be displayed after each transaction.
85	<b>Screen Saver Timer in seconds</b> Enter the idle time, in seconds, before the screen saver is activated. Enter zero for no screen saver.
86	<b>Clear customer display after transaction</b> Select this option if the customer display should be cleared after each transaction.
87	<b>Tip Suggestion 1</b> Enter the first suggested tip amount as a percentage.
88	<b>Tip Suggestion 2</b> Enter the second suggested tip amount as a percentage.
89	<b>Tip Suggestion 3</b> Enter the third suggested tip amount as a percentage.
92	<b>Enable Fiscal Mode</b> Select this option to enable the Puerto Rico YCS PR Fiscal Mode.
95	<b>Use Enhanced Cash Declaration</b> Enabling this option will speed up the cash declaration and minimize entry errors by displaying a dialogue with all defined currency denominations. This will allow the user to simply enter the quantity of each denomination while performing the cash declaration. When disabled, the clerk must enter both the quantity and the denomination of the currency.

96

## Allow Stock Control on GoPOS

Stock control can be managed directly on GoPOS when this setting is enabled. Users will be allowed to enter [stock received](#) and [stock adjustments](#) if they have been granted User Option 10 - "[Allow Stock Management](#)". All sale transactions on GoPOS will directly update stock control to adjust stock on hand. Please note that when stock control has been enabled on GoPOS, it will no longer be available on PcProg.

2

## Products

These settings control department and product settings.

The screenshot shows the 'Settings - Products' interface. On the left, a list of settings is shown with numbered callouts: 1 (Individual Options for Products), 2 (Individual Print Options for Products), 3 (Individual Taxes for Products), 4 (Price Level Quantity), 7 (Product Lookup by SKU), 60 (Individual Modifier Groups for Products), 68 (Floating products), and 74 (Individual Promotions for Products). The main area shows a table of settings with columns for 'Back', 'Save', 'Search', and 'Hide'. The table lists the following settings:

Setting	Value	Checkbox
Individual options for products		<input checked="" type="checkbox"/>
Individual print options for products		<input checked="" type="checkbox"/>
Individual taxes for products		<input checked="" type="checkbox"/>
Price level quantity	1	<input type="text"/>
Product look up by SKU		<input type="checkbox"/>
Individual condiments groups for products		<input checked="" type="checkbox"/>
Floating products		<input type="checkbox"/>
Individual promotions for products		<input checked="" type="checkbox"/>

1

### Individual Options for Products

Select whether product options should be set at the department or product level. All product options will default from the chosen department, but may be overridden if this option is enabled.

2

### Individual Print Options for Products

Select whether product print options should be set at the department or product level. All product print options will default from the chosen department, but may be overridden if this option is enabled.

3

### Individual Taxes for Products

Select whether taxes should be set at the department or product level. All product tax options will default from the chosen department, but may be overridden if this option is enabled.

4

### Price Level Quantity

Enter the amount of price levels supported for each product. Integer value from 1 to 10. A new [Price Level](#) column will appear in Product Maintenance which will allow you to enter a different price for each price level defined. On GoPOS, pressing a key that is linked to a [Price Level](#) will change the price of any new items added to the transaction. The user must be granted access to each specific [Price Level](#) in User Maintenance.

7

### Product Lookup by SKU

Select this option if you wish to allow product Lookups by SKU on the GoPOS system. If this option is not enabled, the PLU will be used to lookup products when a number is entered and the PLU fixed function key is pressed.

60

### Individual Modifier Groups for Products

Select whether modifier groups should be set at the department or product level. All product modifier groups will default from the chosen department, but may be overridden if this options is enabled.

68

## Floating products

Enabling floating balances will allow you to make product changes directly on your APOS and have those changes replicated on all APOS units defined in your network. All APOS units must be properly defined with a unique register number (Setting 15) and a fixed sequential terminal IP addresses. Setting 16 must also be set to the number of APOS units in your network.

All APOS units must be properly defined with a unique register number ([Setting 15](#)) and a fixed sequential terminal IP address. [Setting 16](#) must also be set to the number of APOS units in your network. If properly setup, this should equal the maximum unique register number entered. For example, if you have 3 APOS units, then each APOS will have a unique register number starting with 1 (1, 2 and 3) and all units must have the number of APOS units in the network set to 3. As indicated, each APOS must also have a fixed sequential [terminal IP address](#). So, if the base IP of unit 1 is X.X.X.201, then unit 2 must have a fixed IP of X.X.X.202 and unit 3 must have a fixed IP of X.X.X.203.

Please note that when updating the register number on GoPOS, you must reboot the unit before the change will take effect.

74

## Individual Promotions for Products

Select whether product promotions should be set at the department or product level. All product promotions will default from the chosen department, but may be overridden if this options is enabled.

3

## Receipts

These settings let you decide what information is printed on customer receipts.

Setting ID	Setting Name	Default Value
8	Print date and time on the receipt	<input checked="" type="checkbox"/>
9	Print invoice number on the receipt	<input checked="" type="checkbox"/>
10	Print clerk name on the receipt	<input checked="" type="checkbox"/>
11	Print register number on the receipt	<input checked="" type="checkbox"/>
12	Print store id on the receipt	<input checked="" type="checkbox"/>
13	Print QR Code on the receipt	<input type="checkbox"/>
17	Print Subtotal without Taxes on the receipt	<input checked="" type="checkbox"/>
34	Print PLU Second Line Info on the receipt	<input type="checkbox"/>
57	Consolidate Transaction Items	<input type="checkbox"/>
62	Print Merchant Copy	<input type="checkbox"/>
64	Print order number on receipt	<input type="checkbox"/>
65	Print canceled transactions on the receipt	<input checked="" type="checkbox"/>
66	Maximum number of receipt copies allowed	2
67	Print Graphic Logo on the Receipt	<input type="checkbox"/>
71	Print total taxes on the receipt	<input type="checkbox"/>
83	Print corrections on the receipt	<input type="checkbox"/>
84	Print quantity on the receipt total line	<input checked="" type="checkbox"/>
93	Ask to send receipt by email	<input type="checkbox"/>

8

### Print Date and Time on the Receipt

Select this option to print the current date and time on the receipt. "Date:" followed by the long form of the current date will be printed at the bottom of the receipt.

9

### Print Invoice Number on the Receipt

Select this option to print the invoice number on the receipt. "Trans:" followed by the transaction number will be printed at the bottom of the receipt.

10

### Print Clerk Name on the Receipt

Select this option to have the clerk name printed on the receipt. "Clerk:" followed by the user name will be printed at the bottom of the receipt.

11

### Print Register Number on the Receipt

Select this option to print the [register number](#) on the receipt. "POS #:" followed by the register number will be printed at the bottom of the receipt.

12	<p><b>Print Store Id on the Receipt</b></p> <p>Select this option to print the <a href="#">store Id</a> on the receipt. "Store:" followed by the store Id will be printed at the bottom of the receipt.</p>
13	<p><b>Print QR Code on the Receipt</b></p> <p>Select this option to print the QR code on the receipt. When scanned by a QR reader, the receipt information is displayed in a table format. Future enhancements will allow you to scan the QR code to directly recall the transaction on GoPOS.</p> <p>If enabled, a QR code will also be added when printing Account and Table balances. Scanning the QR code will recall and display the account or table balance if the account is still active.</p>
17	<p><b>Print Subtotal without Taxes on the Receipt</b></p> <p>Select this option to print subtotals without taxes on the receipt. "SUBTOTAL" and the total transaction amount before taxes will be printed on the receipt.</p>
34	<p><b>Print PLU Second Line Info on the Receipt</b></p> <p>Select this option to print the PLU second line information on the Receipt. The PLU number, SKU number and unit price of the product will be printed as a second product line for each product in the transaction.</p>
57	<p><b>Consolidate Transaction Items</b></p> <p>Select this option to consolidate individual product sales under one heading on the receipt. If multiple transactions are entered using the same product, the total number and total price of the items will be displayed under one product heading.</p>
62	<p><b>Print Merchant Copy</b></p> <p>Select this option to print an additional EFT Merchant copy of the receipt. This option is only valid when there is an EFT device linked to the tender. After printing the customer receipt the system will print a merchant copy showing the transaction payment details.</p>
64	<p><b>Print order number on receipt</b></p> <p>Select this option to print an order number on the receipt. A unique order number will be generated automatically using the current transaction number and printed at the top of the receipt.</p>
65	<p><b>Print canceled transactions on the receipt</b></p> <p>Select this option to print cancelled transactions on the receipt. If disabled, no receipt will be printed when a transaction is cancelled.</p>
66	<p><b>Maximum number of receipt copies allowed</b></p> <p>Enter the maximum number of receipt copies allowed. A value of zero indicates no receipt copies will be allowed.</p>
67	<p><b>Print Graphic Logo on the Receipt</b></p> <p>Select this option to print a graphic log on the receipt. A valid black and white image must be linked to the printer in Hardware Maintenance. A separate graphic logo may be specified for 58mm and 80mm paper.</p>
71	<p><b>Print total taxes on the receipt</b></p> <p>Enter the description of the total taxes to be displayed on the receipt. A null or empty value will indicate that taxes should not be totalled.</p>
83	<p><b>Print corrections on the receipt</b></p> <p>Select this option if you wish to print deleted or error corrected transactions on the receipt.</p>
84	<p><b>Print quantity on the receipt total line</b></p> <p>Select this option if you wish to print quantities on the receipt total line.</p>

**Ask to send receipt by email**

Select this option if you wish GoPOS to display a prompt asking customers if they would like their receipt sent by email.

The clerk may select "Print only", "Email only" or "Print and email".

If "Print only" is selected, the receipt will be printed.

If "Email only" is selected the receipt will be emailed to the address entered in the Email field and will not be printed.

If "Print and email" is selected the receipt will be emailed to the address entered in the Email field and will also be printed.

## Scanners

These settings allow you to customize scanner bar codes and functionality. The system currently supports both Universal Product Code (UPC) and European Article Number (EAN) barcode formats. The UPC format is used primarily in the US and Canada, while the EAN is used everywhere else globally. The EAN barcode and UPC barcode are the same, except for the placement of the human readable numbers below each code. These numbers are only there as a back-up in case the barcode does not scan properly, and the information must be manually entered into the register or point of sale system. If a manually entered or scanned item is not found, the GoPOS system will display a warning message and emit a sound.

The format of the barcode must be F, Code, PCD, P, CD.

Where:

- F      Format Flag - This must be one of the supported In-store Marking Format Flags (2, 02, 20 - 29) defined in Settings 19-30.
- Code   Department or Product Id (SKU) - Numeric values.
- PCD    Price Check Digit for price or quantity - Optional system generated digit to ensure the price is valid.
- P      Price or quantity - Numeric values with no decimal or commas.
- CD     Check Digit - System generated digit to ensure the bar code is valid.

The format of the In-store Marking Flag, defined in Settings 19-30 must be XYZ.

Where:

X - Value from 1 to 3 where:

1.      The Code is used as PLU number and the flag is included in the PLU number.
2.      The Code is used as PLU number and the flag is not included in the PLU number.
3.      The Code is used as Department number and the flag is not include in the Department number.

Y - Code value from 0 to 5 where:

0.      The Code is interpreted as quantity code with no decimals.
1.      The Code is interpreted as quantity code with 1 decimal.
2.      The Code is interpreted as quantity code with 2 decimals.
3.      The Code is interpreted as quantity code with 3 decimals.
4.      The Code is interpreted as price with 2 decimals and no Price Check Digit.
5.      The Code is interpreted as price with Price Check Digit.

Z - Number of digits from 0 to 9 for quantity or price.

UPC 12-digit example:

- 145 - 212345004555 - \$4.55 on product 212345
- 245 - 212345004555 - \$4.55 on product 12345

EAN 13-digit example:

- 345 - 2200001004559 - \$4.55 on department 1
- 205 - 2312345000026 - 2 units of product 12345

## Scanners (Continued)

Flag Number	Flag Name	Value
19	In store marking format flag 2	145
20	In store marking format flag 02	Number
21	In store marking format flag 20	Number
22	In store marking format flag 21	Number
23	In store marking format flag 22	345
24	In store marking format flag 23	205
25	In store marking format flag 24	Number
26	In store marking format flag 25	Number
27	In store marking format flag 26	Number
28	In store marking format flag 27	Number
29	In store marking format flag 28	Number
30	In store marking format flag 29	Number
31	Validate check digit for scanned products	<input type="checkbox"/>

19

### In Store Marking Format Flag 2

Universal Product Code (UPC) - Enter the in-store marking format flag number 02 (Blank).

20

### In Store Marking Format Flag 02

Universal Product Code (UPC) - Enter the in-store marking format flag number 02 (Blank).

21

### In Store Marking Format Flag 20

European Article Number (EAN-13) - Enter the in-store marking format flag number 20 (Blank).

22

### In Store Marking Format Flag 21

European Article Number (EAN-13) - Enter the in-store marking format flag number 21 (Blank).

23

### In Store Marking Format Flag 22

European Article Number (EAN-13) - Enter the in-store marking format flag number 22 (345).

24

### In Store Marking Format Flag 23

European Article Number (EAN-13) - Enter the in-store marking format flag number 23 (205).

25

### In Store Marking Format Flag 24

European Article Number (EAN-13) - Enter the in-store marking format flag number 24 (Blank).

26

### In Store Marking Format Flag 25

European Article Number (EAN-13) - Enter the in-store marking format flag number 25 (Blank).

27

### In Store Marking Format Flag 26

European Article Number (EAN-13) - Enter the in-store marking format flag number 26 (Blank).

28

### In Store Marking Format Flag 27

European Article Number (EAN-13) - Enter the in-store marking format flag number 27 (Blank).

29

### In Store Marking Format Flag 28

European Article Number (EAN-13) - Enter the in-store marking format flag number 28 (Blank).

<b>30</b>	<b>In Store Marking Format Flag 29</b>
	European Article Number (EAN-13) - Enter the in-store marking format flag number 29 (Blank).
<b>31</b>	<b>Validate Check Digit for Scanned Products</b>
	All supported scanner are plug and play but must be configured to send the carriage return, with or without a check digit. If the scanner is set up to send check digits, then bar codes in the system need to be created with check digits and this option must be enabled. If the scanner is set up to not send check digits, then bar codes in the system need to be created without check digits and this option must be disabled.

<b>5</b>	<b>Transfer Movil/En Zona</b>
	Caribbean Installations Only.

**6**

## Reports

These settings allow you to customize report names and options.

- Extra Info on PLU computer reports **44**
- Cash declaration mandatory for clerks report **45**
- Report Period 1 **48**
- Report Period 2 **49**
- Report Period 3 **50**
- Report Period 4 **51**
- Print grand total on Z reports **58**
- Allow Z Reports with Open Tables **90**
- Allow Z Reports with Transaction Holds **91**
- Use individual counter for each report **94**

The screenshot shows a settings page titled 'Settings Reports'. It has a search bar at the top and navigation buttons for 'Back', 'Save', and 'Hide'. Below are several settings:

- 44** Extra info on PLU computer reports (checkbox)
- 45** Cash declaration mandatory for clerks reports (checkbox)
- 48** Period 1 report name (text field, default: Daily Report)
- 49** Period 2 report name (text field, default: Weekly Report)
- 50** Period 3 report name (text field, default: Monthly Report)
- 51** Period 4 report name (text field, default: Yearly Report)
- 58** Print grand total on Z reports (checkbox, checked)
- 90** Allow Z reports with open tables (checkbox, checked)
- 91** Allow Z reports with transactions on hold (checkbox, checked)
- 94** Use an individual counter for each report (checkbox)

<b>44</b>	<b>Extra Info on PLU computer reports</b>
	Select this option if you want extra product information printed on the PLU Reports.
<b>45</b>	<b>Cash declaration mandatory for clerks report</b>
	Select this option if a cash declaration is mandatory before the clerk reports can be generated. You must have at least one tender with the <a href="#">Requires Cash Declaration</a> option enabled.
<b>48</b>	<b>Report Period 1</b>
	Enter the name of the report for Period 1. The report name for Period 1 will default to "Daily Report".
<b>49</b>	<b>Report Period 2</b>
	Enter the name of the report for Period 2. The report name for Period 2 will default to "Weekly Report".
<b>50</b>	<b>Report Period 3</b>
	Enter the name of the report for Period 3. The report name for Period 3 will default to "Monthly Report".
<b>51</b>	<b>Report Period 4</b>
	Enter the name of the report for Period 4. The report name for Period 4 will default to "Yearly Report".

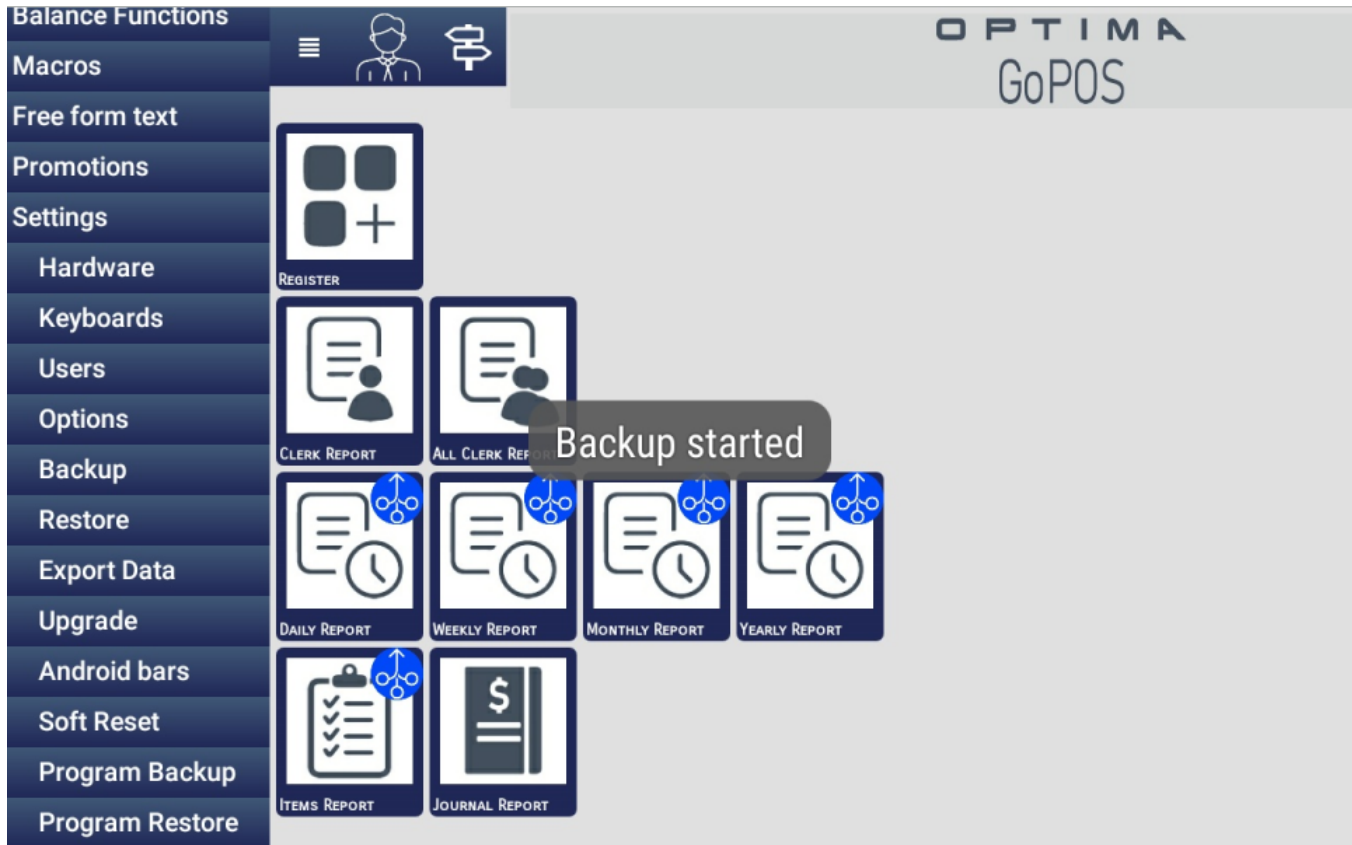
<b>58</b>	<b>Print grand total on Z reports</b>
	Disable this option if you do not want to see the old and new grand totals when generating Z period reports on the APOS.
<b>90</b>	<b>Allow Z Reports with Open Tables</b>
	Disable this option if you do not want to allow the generation of Z period reports on the APOS if there any Tables with open balances.
<b>91</b>	<b>Allow Z Reports with Transaction Holds</b>
	Disable this option if you do not want to allow the generation of Z period reports on the APOS if there any Transactions on Hold.
<b>94</b>	<b>Use individual counter for each report</b>
	Select this option if you want GoPOS to track individual X and Z counters for each report type on GoPOS.  If enabled, GoPOS will only increase the X or Z counter for the specific report type being generated (Clerk Report, All Clerk Report, Daily Report, Weekly Report, Monthly Report, Yearly Report, Items Report, Hourly Report or Journal report).  If disabled, a single X counter will be increased each time a new report is generated and a single Z counter will be increased each time a new report is generated and cleared. The individual X and Z counters for each specific report type will no longer be updated.  Please note that the X and Z counters on PcProg are independent of the X and Z counters on GoPOS. Downloading reports from GoPOS to PcProg will not impact the X and Z counters on GoPOS. Each Report Type on PcProg (Period Report, Clerk Report or Journal Report) will have it's own X and Z counter. This means that each time one of the period reports is downloaded to PcProg, the Period X counter will be increased and each time one of the period reports is cleared, the Period Z counter will be increased.

<b>2</b>	<b>Search Text</b>
	Press in this field and using the pop-up keyboard enter the text you wish to search for.
<b>3</b>	<b>Search</b>
	Press on this button to search for the entered text.
<b>4</b>	<b>Back</b>
	Press on this button to close the window and return to the previous window without saving your changes.
<b>5</b>	<b>Save</b>
	Press on this button to save your changes.
<b>6</b>	<b>Hide</b>
	Press on this button to hide the <a href="#">android keyboard</a> .

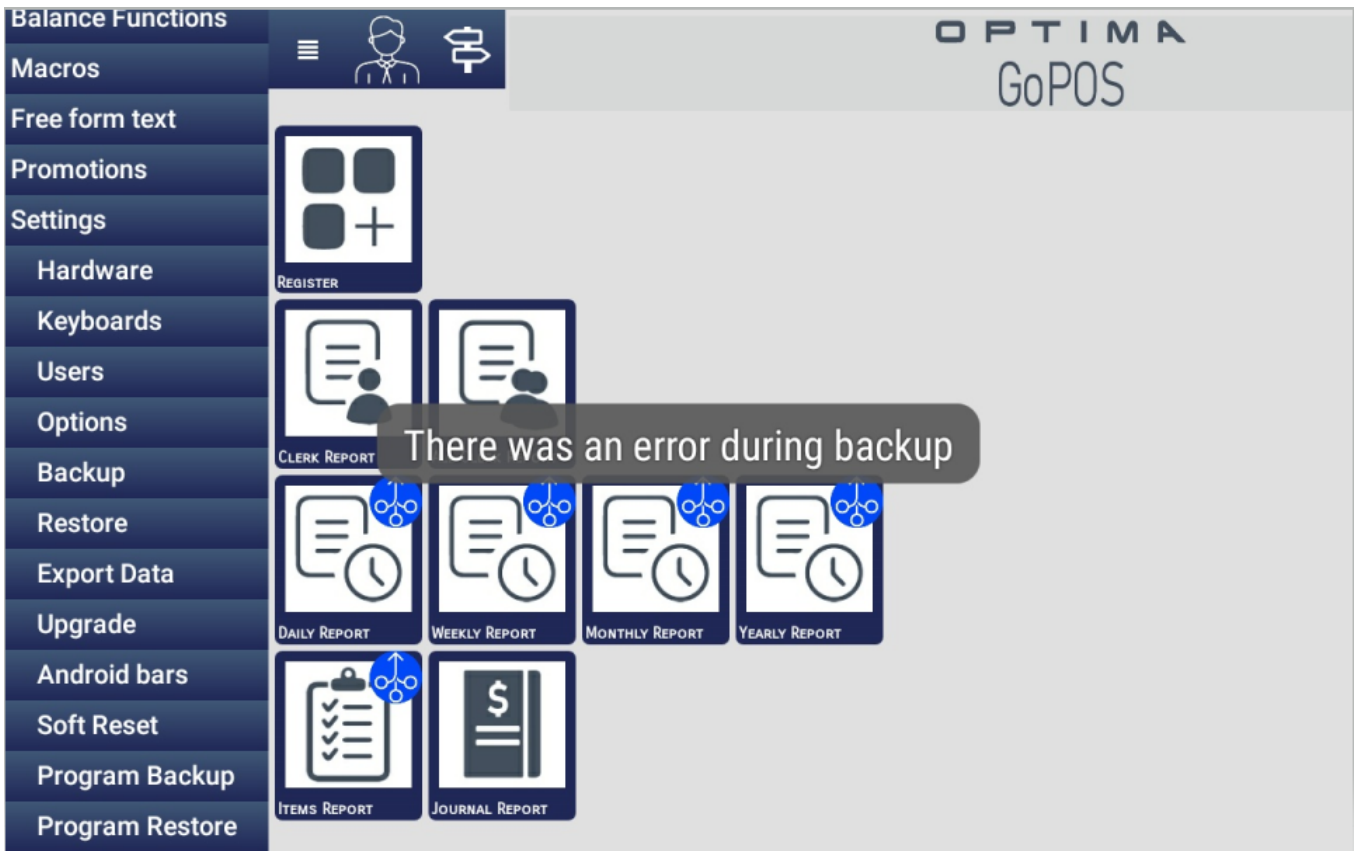


# Backup

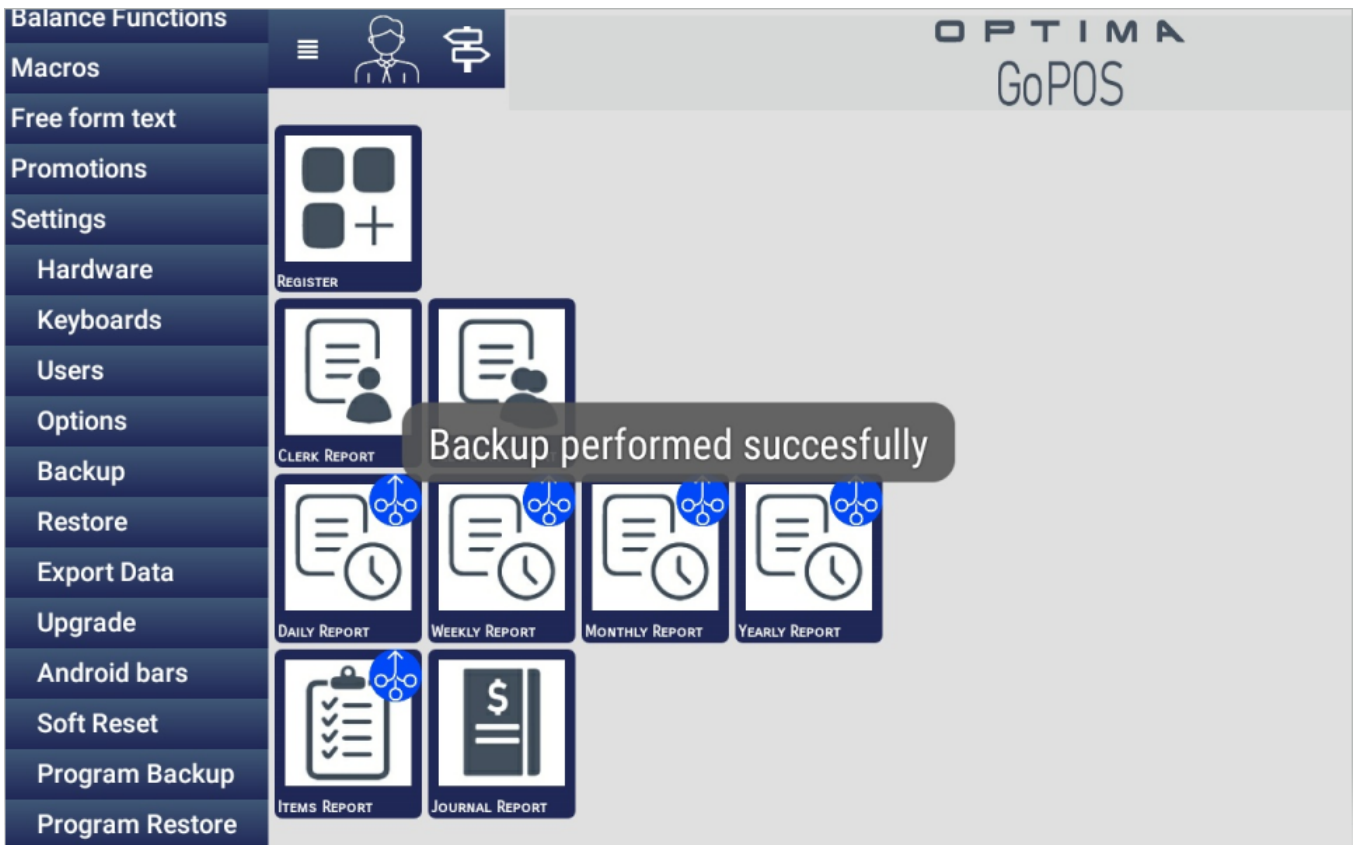
The backup function will perform a data and program backup directly to the SD card installed in your APOS. Pressing on this command will display a "Backup started" message indicating that the backup has been initiated.



If you do not have a valid SD card in your APOS, or the SD card is corrupt, you will receive an error message.



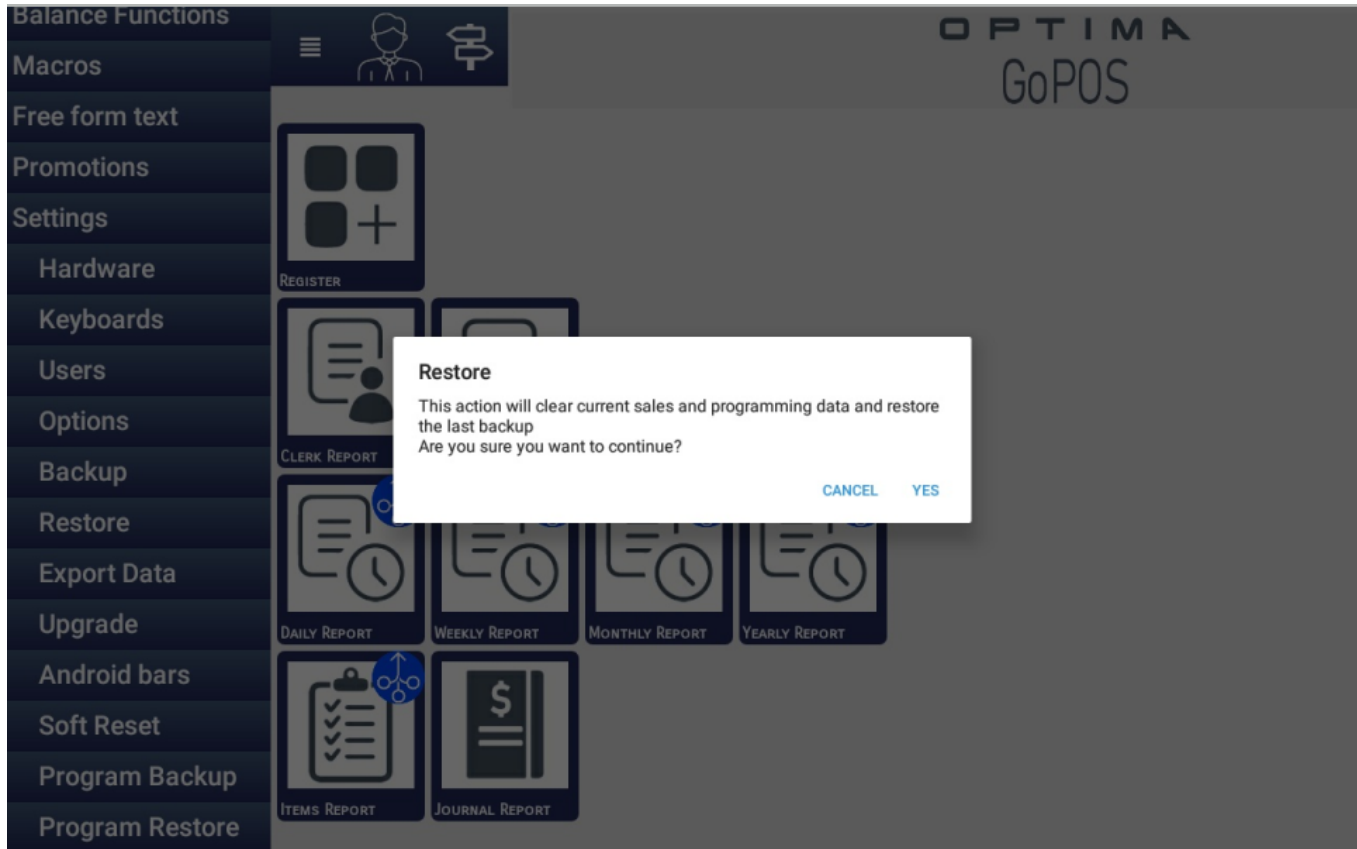
If you do have a valid SD card in your APOS, you will receive a "Backup performed successfully" message.



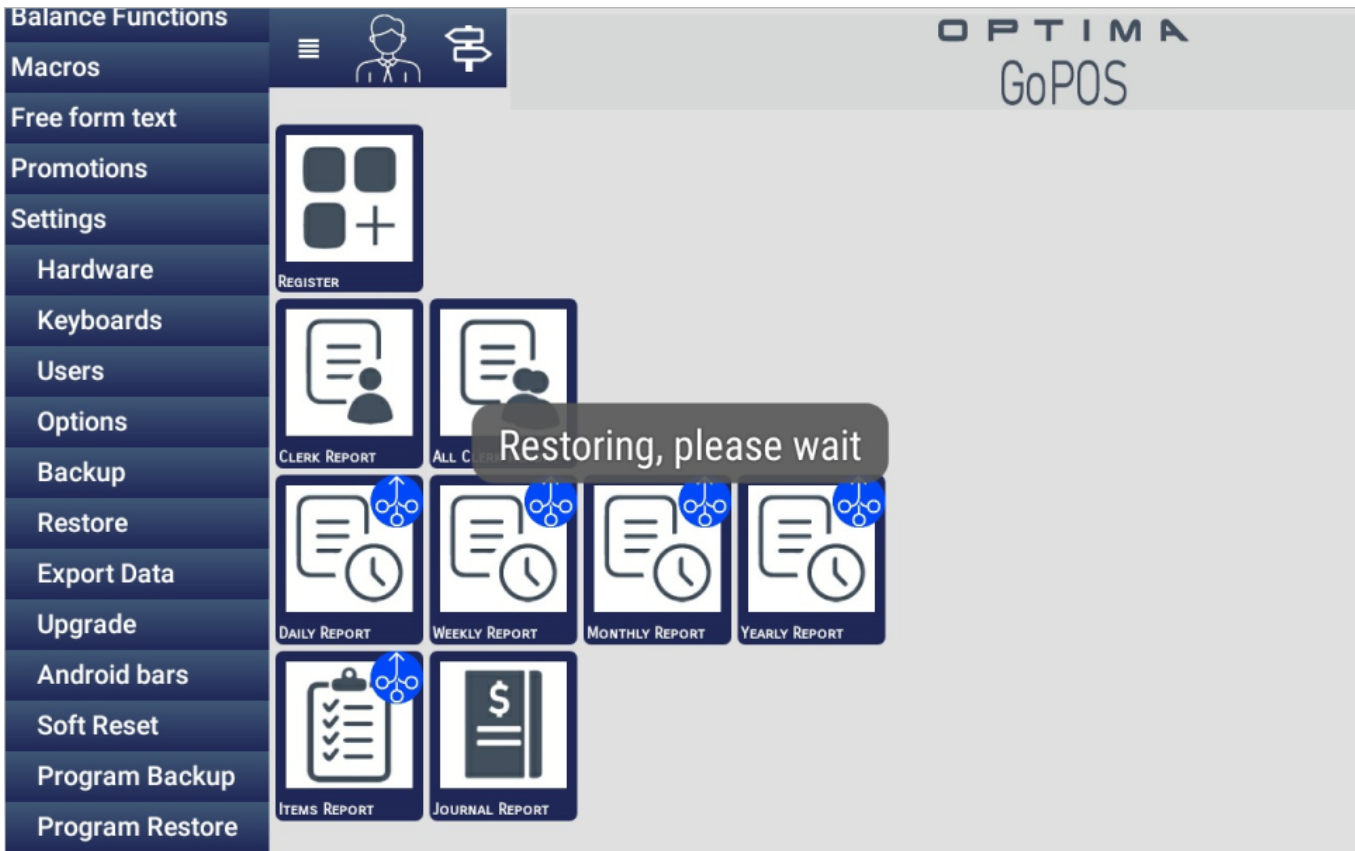
If you have a valid Optima SD card and are still receiving an error message please ensure that it is properly seated and installed. You may verify this through the [Android Device Settings](#). Please contact Optima Support ([possupport@optimagopos.ca](mailto:possupport@optimagopos.ca)) for all other Backup errors or if you do not have a valid SD card installed on your APOS.

# Restore

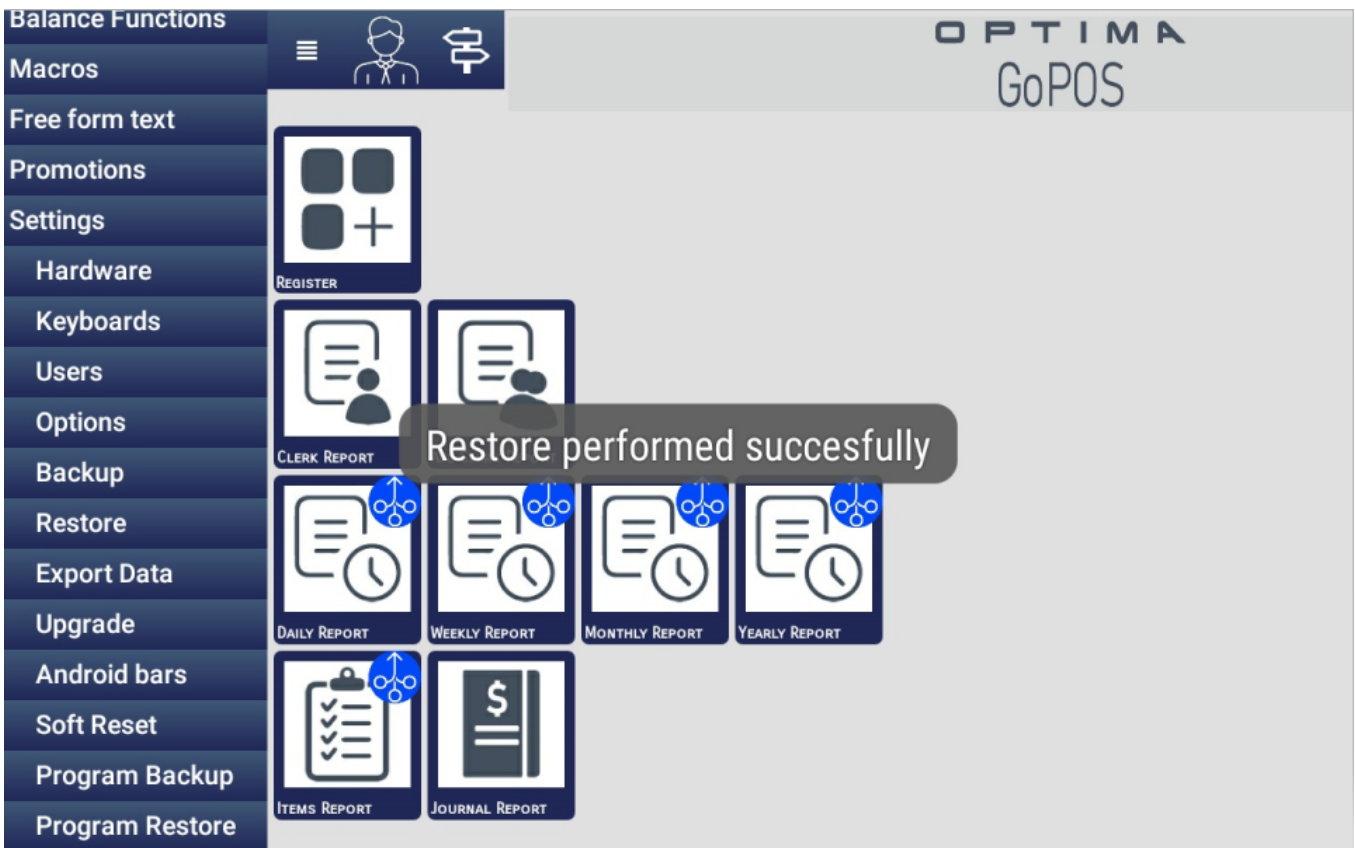
The restore function will perform a data and program restore directly from the the last backup stored on the SD card installed in your APOS. Pressing on this command will display a "warning" message indicating that the restore will clear current sales and programming data. If you are sure you wish to clear this data and continue with the restore press on "Yes". If you are unsure or hit the Restore function accidentally, press on Cancel.



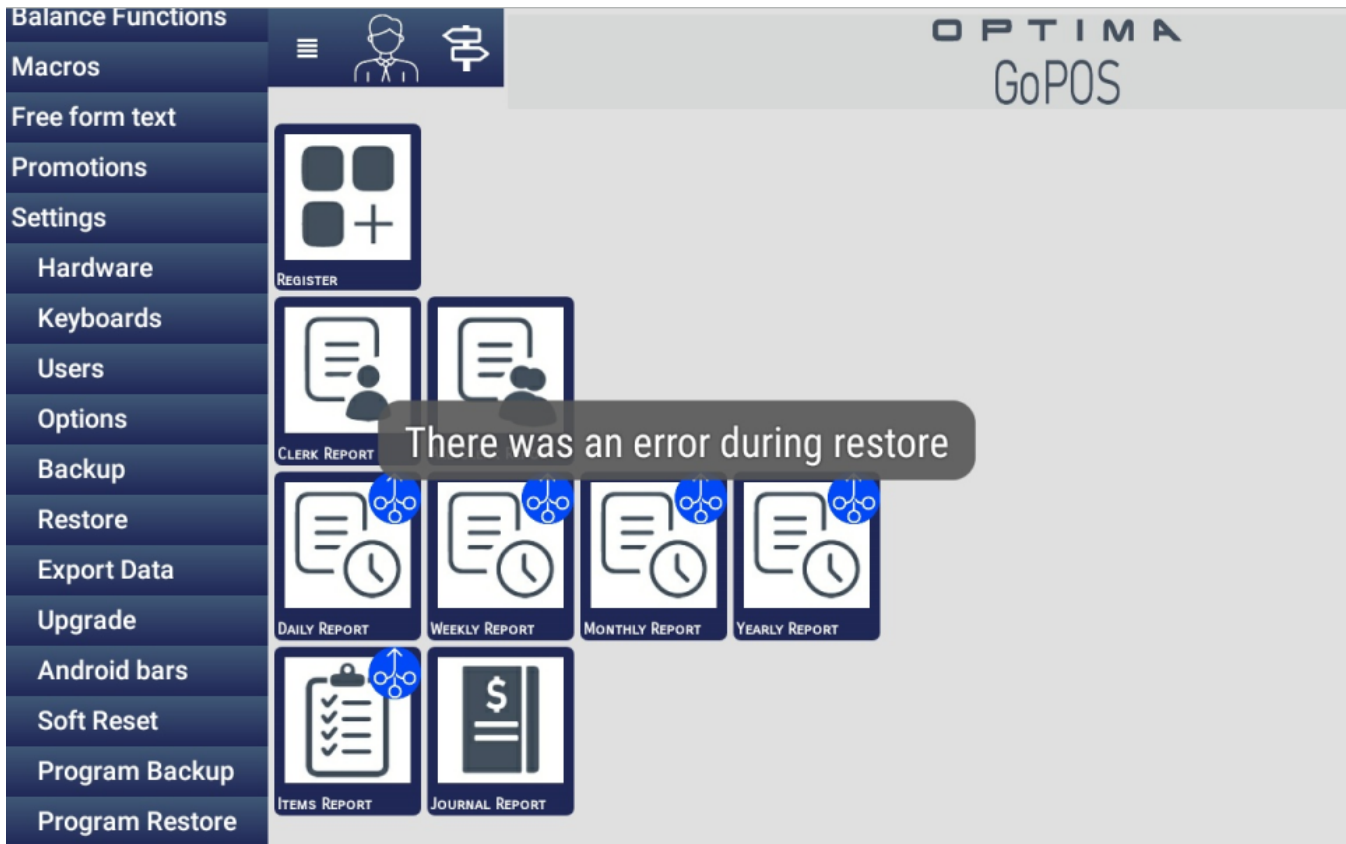
If a valid backup was found on the internal SD card, the existing sales and programming data will be deleted and replaced with the data contained in the last successful backup.



Depending on the size of the backup, the restore may take several minutes. Please be patient and wait until you receive a "Restore performed successfully" message.



If there was an issue with the SD card or no valid backup was found, an error message will be displayed.



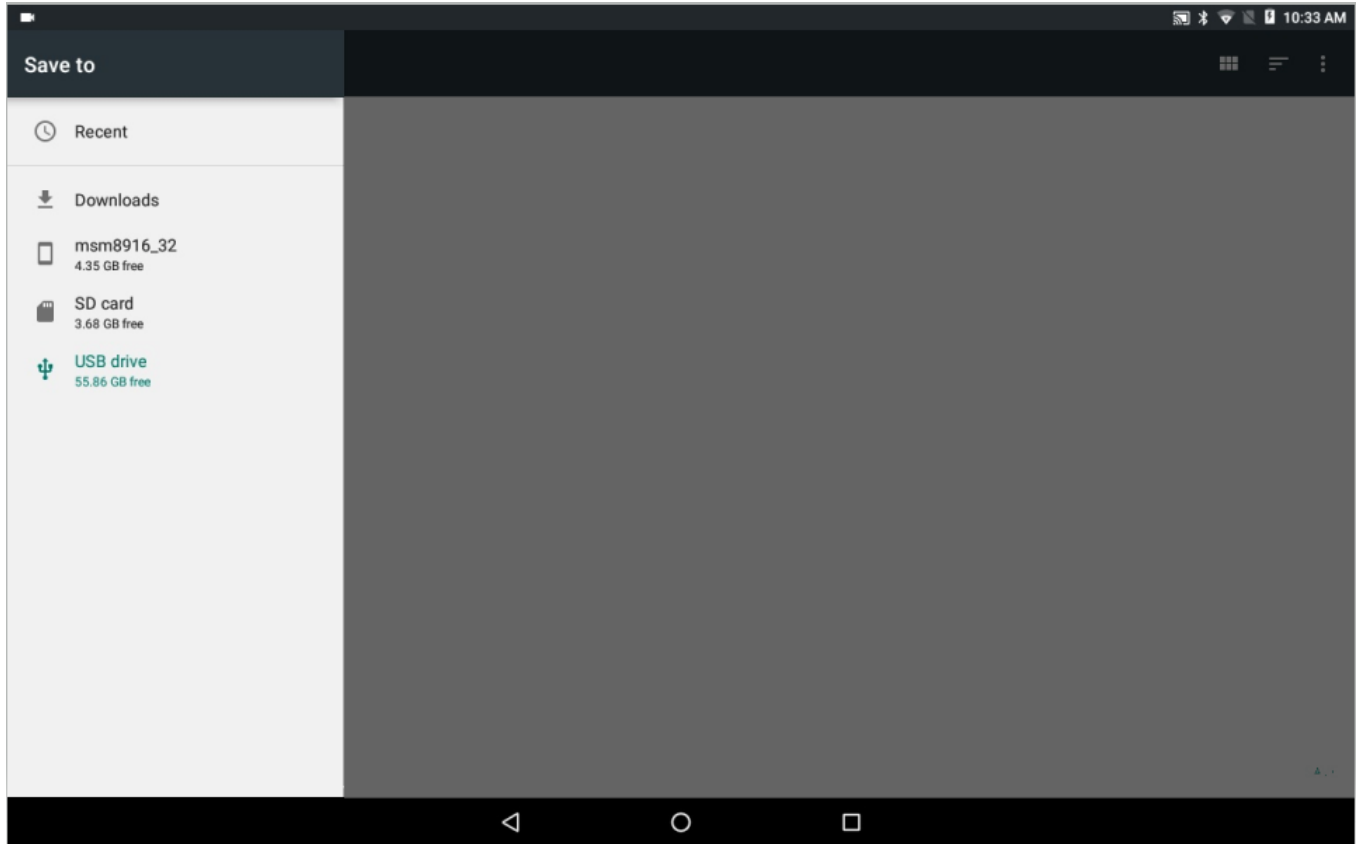
If you have a valid Backup on the Optima SD card and are still receiving an error message please ensure that the SD card is properly seated and installed. You may verify this through the [Android Device Settings](#).

Please contact Optima Support ([possupport@optimagopos.ca](mailto:possupport@optimagopos.ca)) for all other Restore errors or if you do not have a valid SD card installed on your APOS.

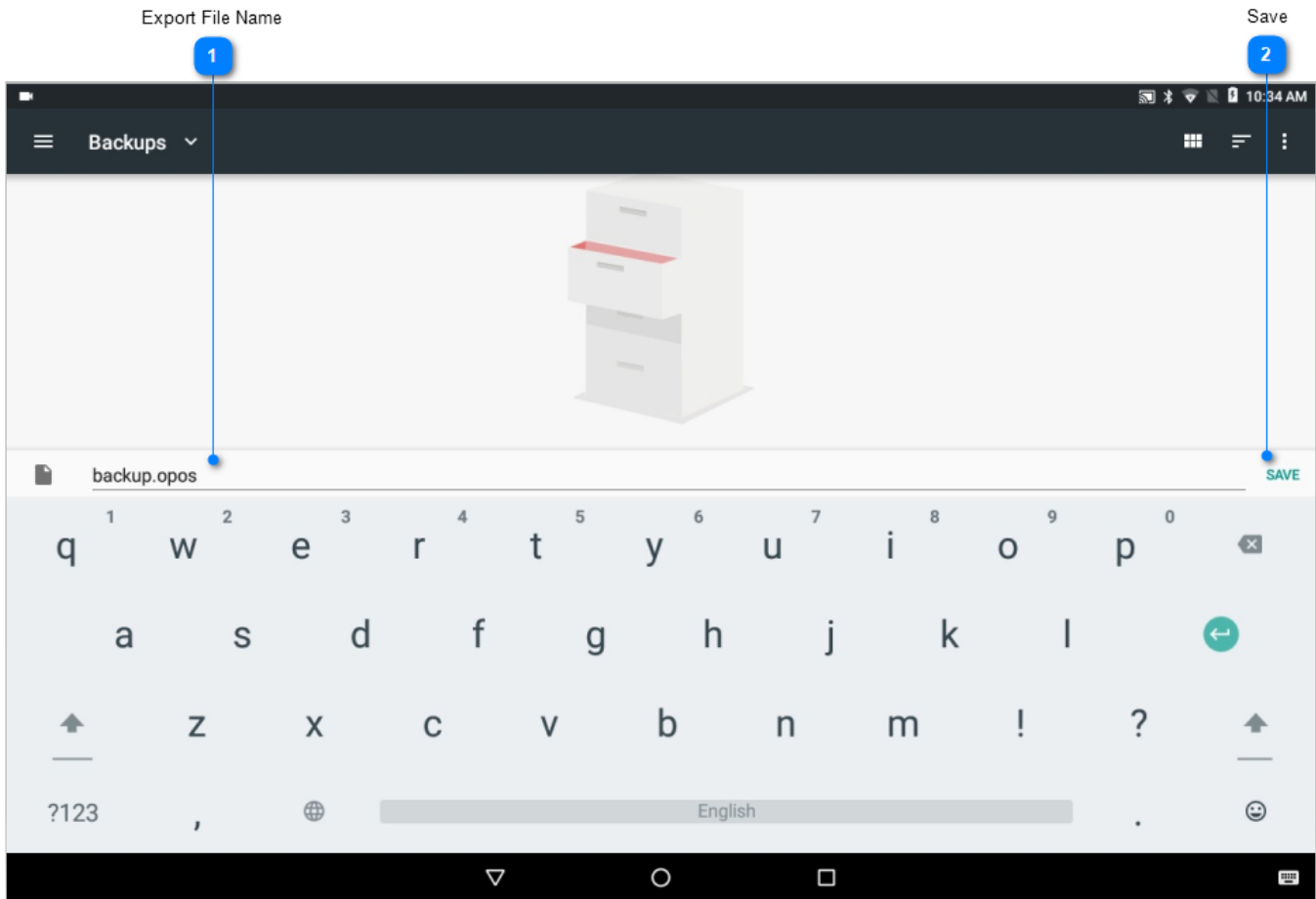
# Export

The export function will perform a data and program export in an encrypted file format and may be saved to the internal hard drive or a USB thumb drive. This function was introduced to help our support desk better understand any issues when sending and receiving data between PcProg and GoPOS. Providing us with this data, when requested, will enable us to more easily replicate and correct these issues.

Pressing on this command will enable the Android Bars and open the android Save to Dialogue box.

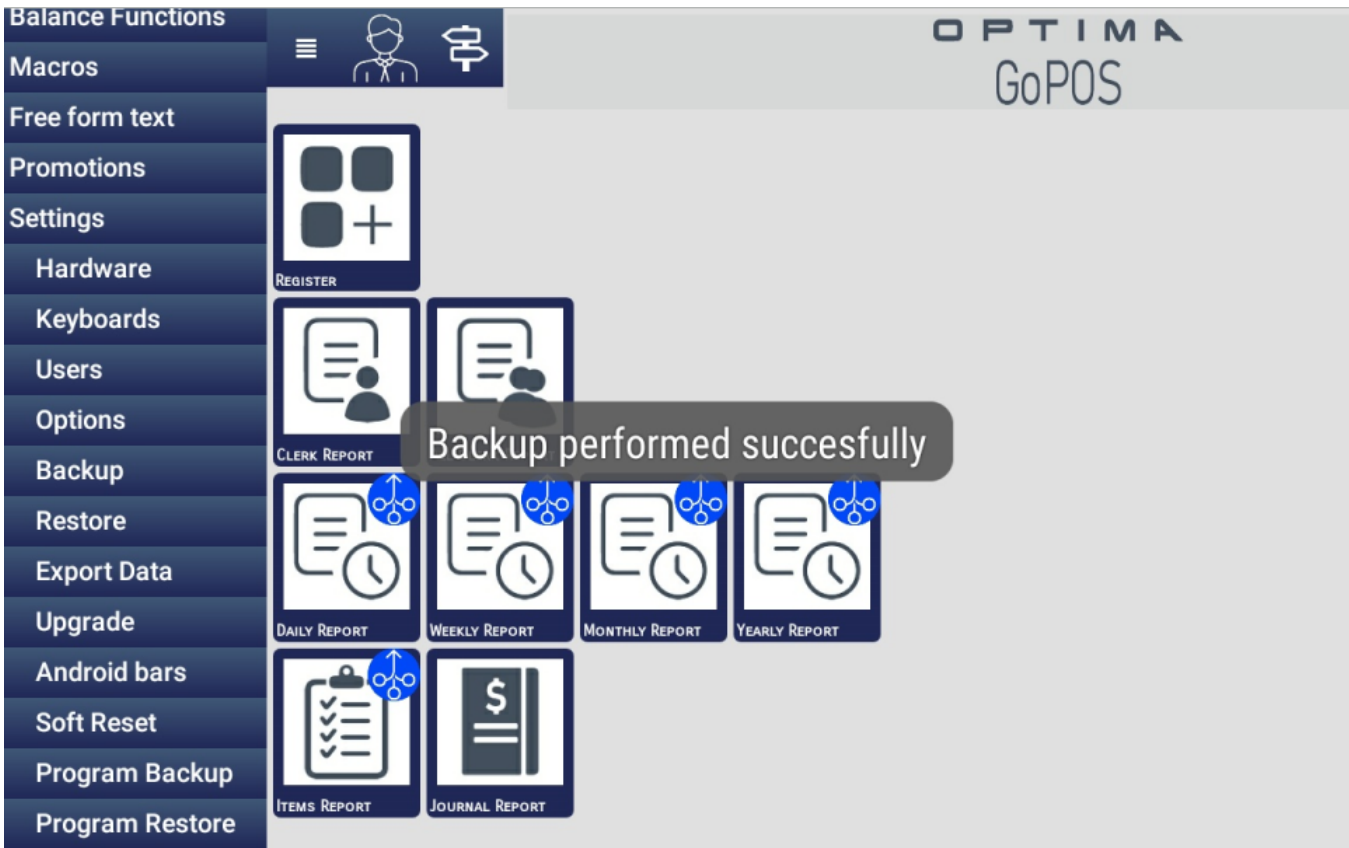


Navigate to the media and folder you wish to save the export to. Type the name of the export file and press on the SAVE button to the right on the file name.



1	<b>Export File Name</b>
	Press on the file name to activate the android Keyboard and rename the export file name to include the device type and store Id. Please ensure that you keep the .opos extension as part of the file name or the Export may not be usable.
2	<b>Save</b>
	Press on the SAVE button to create and store the data export.

The export will be initiated and if successful, GoPOS will display a "Export performed successfully" message.

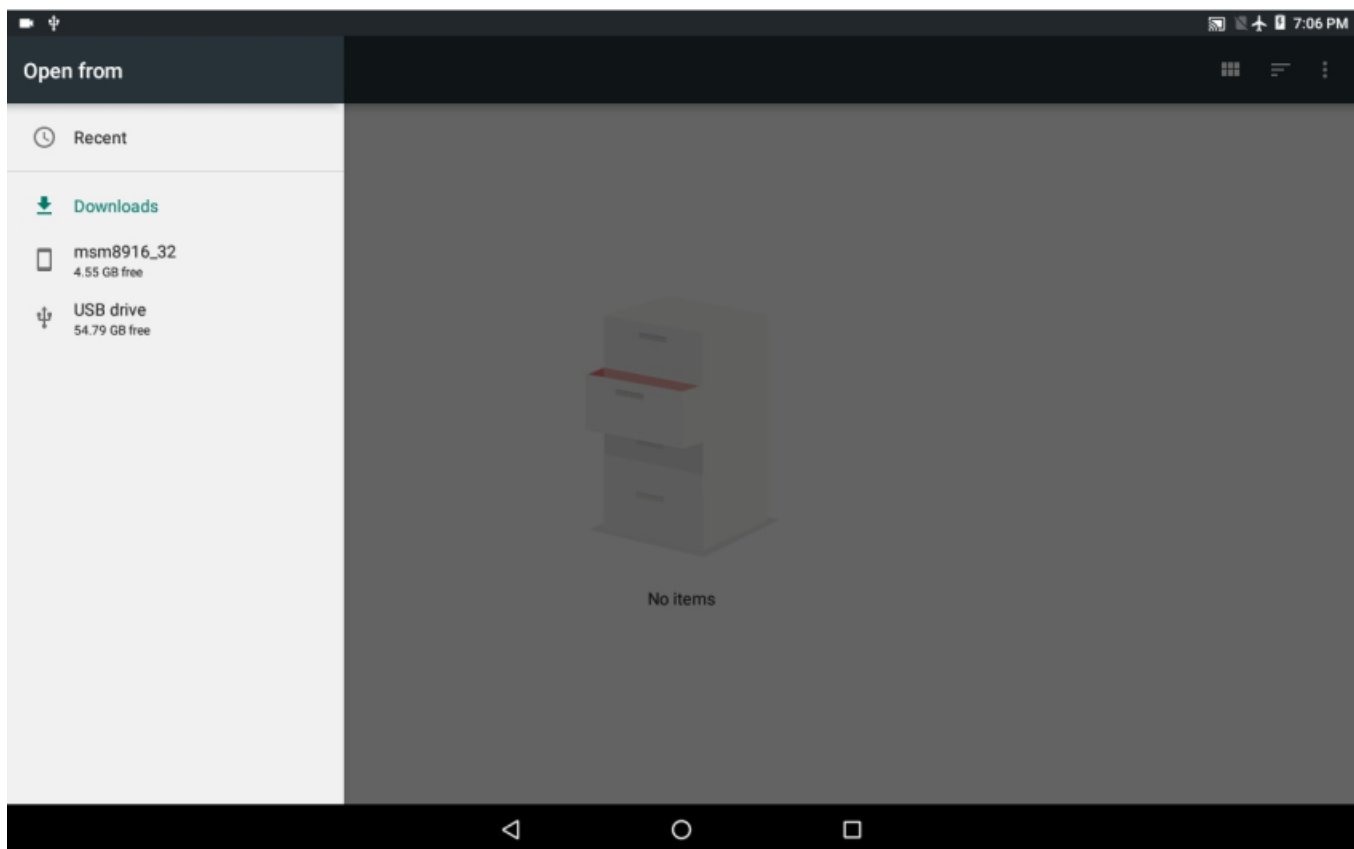


# GoPOS Software Upgrades

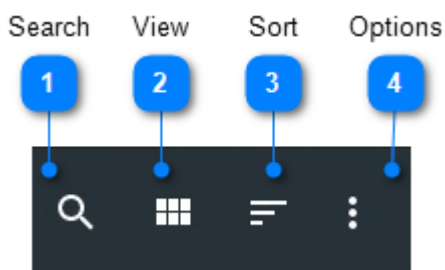
To upgrade the GoPOS application on each of your APOS units, follow the following steps.

- 1) Download and copy the latest GoPOS application package (GoPOS-AYYMMDD.apk) file from the Dealer Portal or from Optima's One drive directory to a USB thumb drive.
- 2) From the GoPOS Home Settings Menu press on Android Bars to enable the android navigation bar.
- 3) Press Upgrade from the Home Settings Menu.

This will display the android Open From Dialogue box.

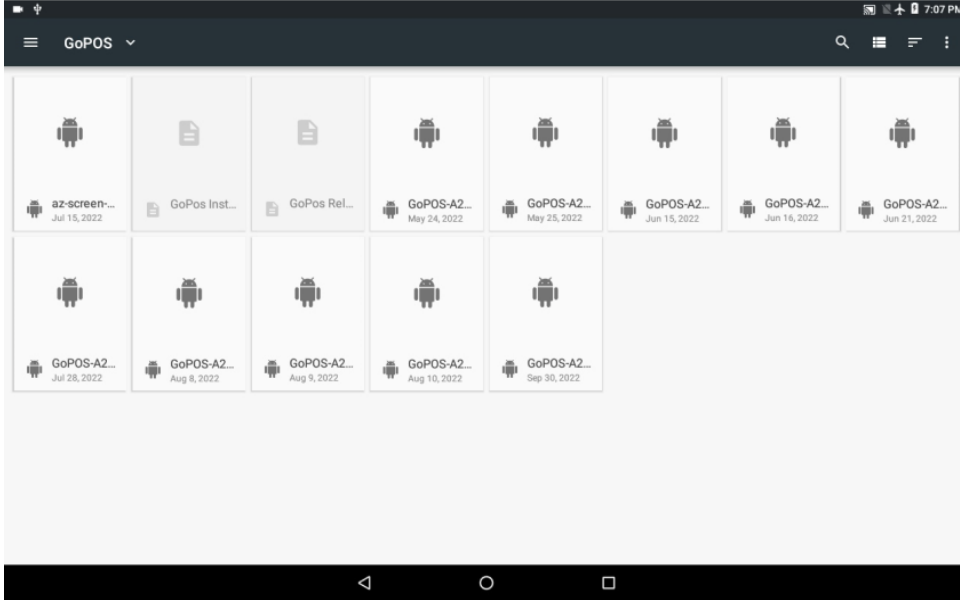


- 4) Insert the USB drive containing the latest APK file, into the back of your APOS unit. The USB drive will be displayed on the left pane of the Open from dialogue. Please note that Android may take a few minutes to verify the USB depending on the capacity of the device. When Android Bars have been enabled, swiping down from the top of the screen with two fingers will display the USB drive status.
- 5) Press on the USB storage and navigate to find the GoPOS installation file. (GoPOS-AYYMMDD.apk) You may press on the View Icon at the top left of the window to change from Grid View to List view.

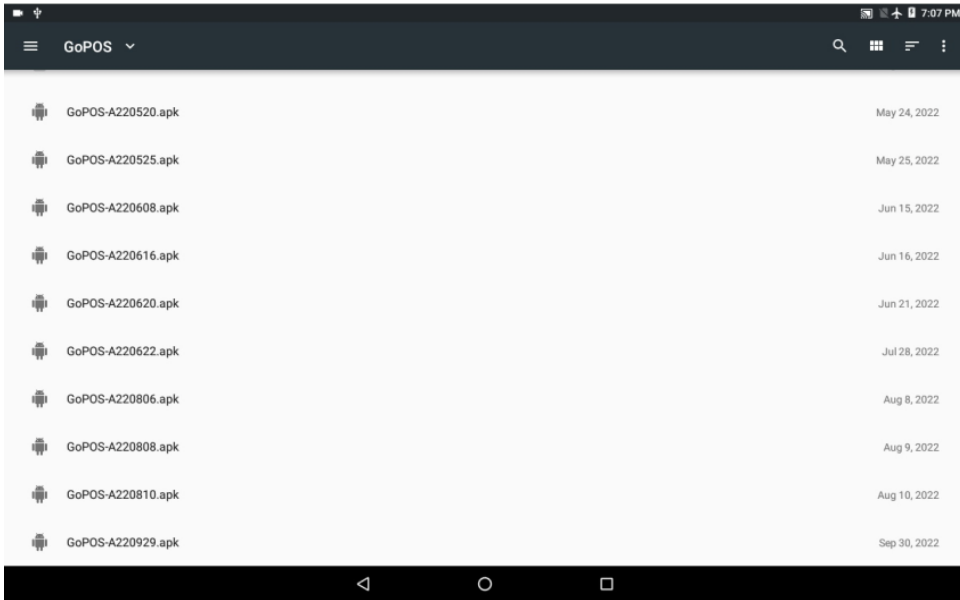


<b>1</b>	<b>Search</b>
	Click on this icon to display a text box, allowing you to enter the text you wish to search for.
<b>2</b>	<b>View</b>
	Press on this icon to toggle from Grid View to List View.

### Grid View

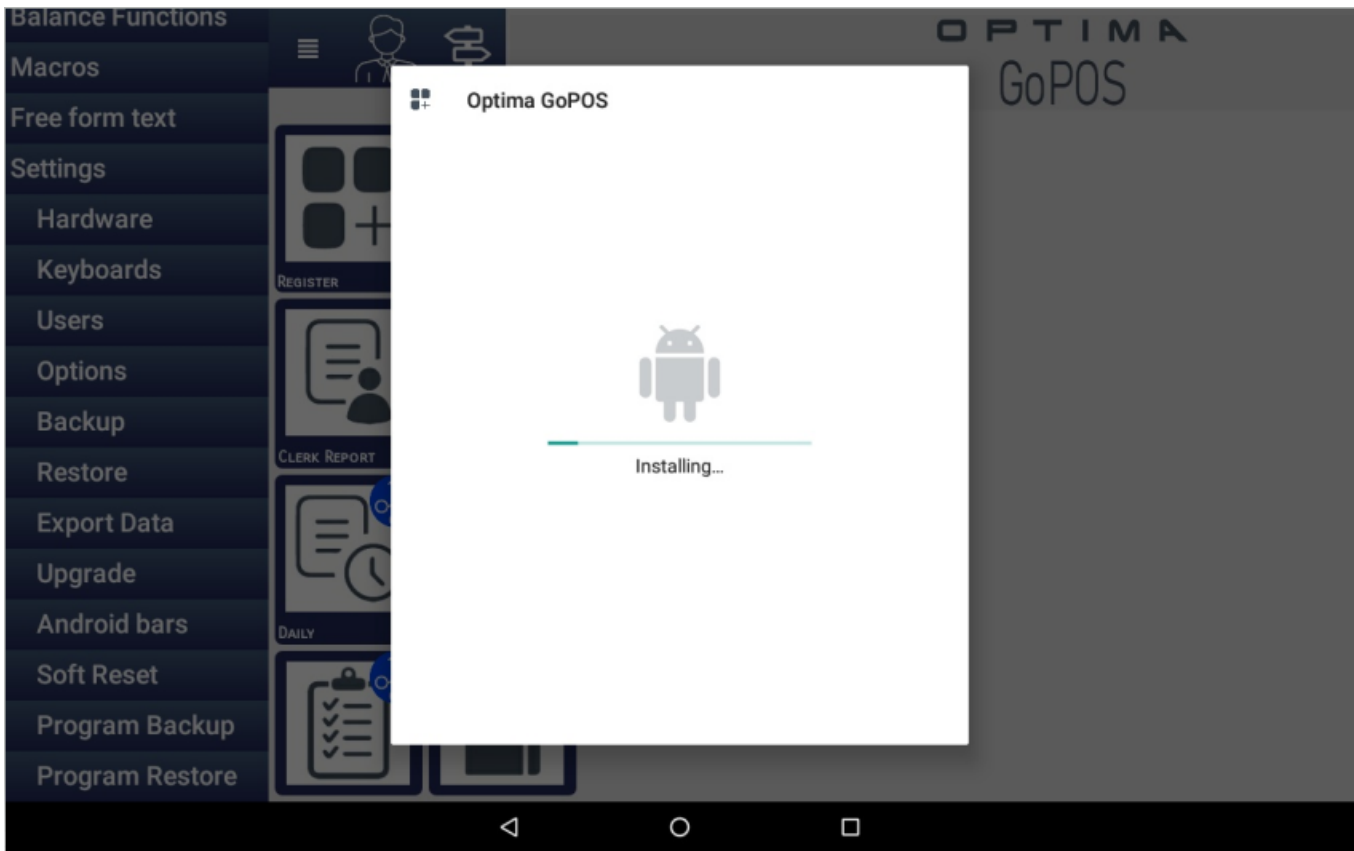


### List View




<b>3</b>	<b>Sort</b>
	Press on this icon to sort by file name, by date modified or by file size.
<b>4</b>	<b>Options</b>
	Press on this icon for additional display options.

6) Once you have located the latest installation file, press on the file to install the latest version and upgrade your APOS.



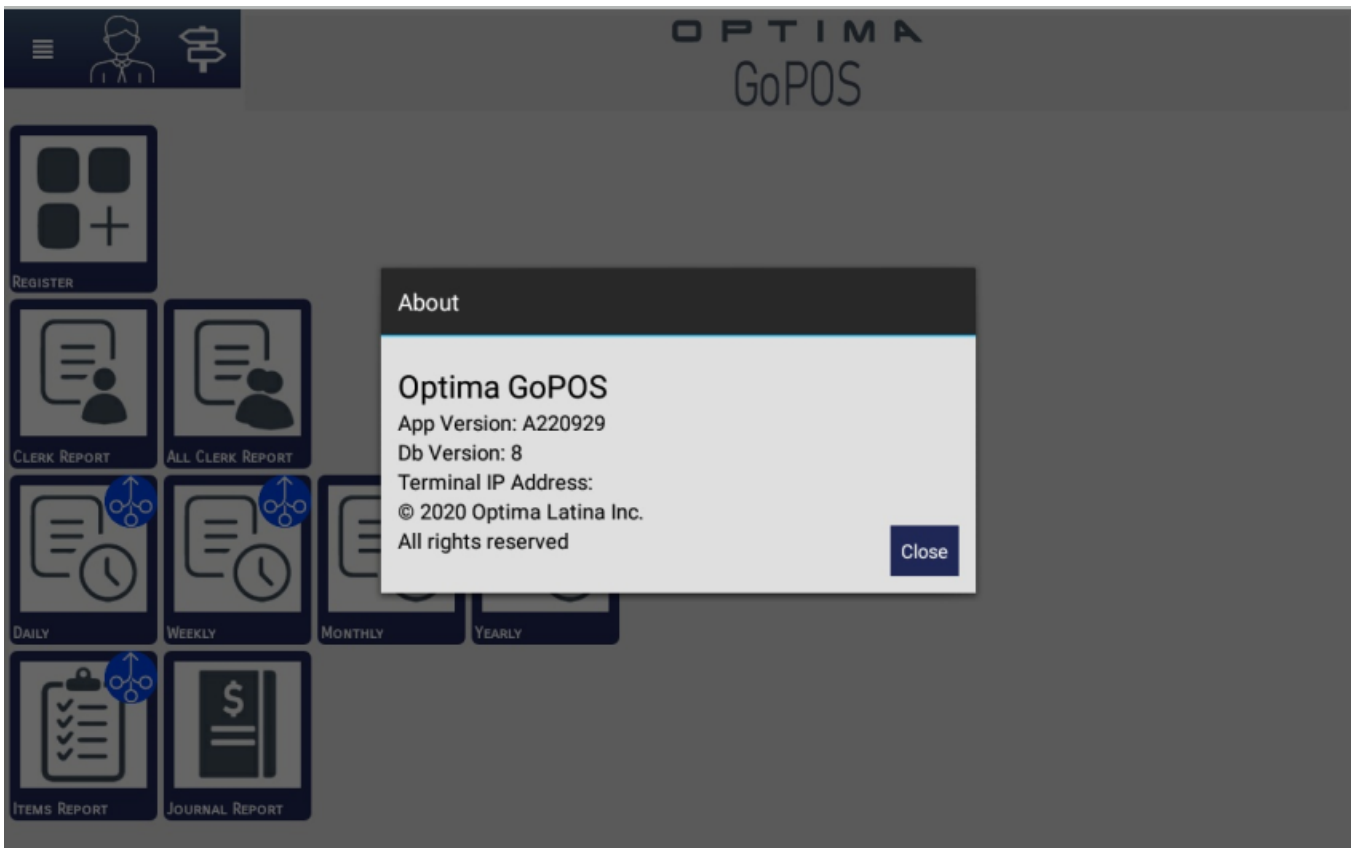
If a permission window appears asking you to Allow Optima GoPOS to access photos, media, and files on your device?

- Press ALLOW. – This will enable the app to control Hardware settings such as Display brightness, Sound Volume and Customer Display contrast directly from the GoPOS Hardware Settings Maintenance Screen.
- Press Home  to display an additional security screen that will ask you if Optima GoPOS can modify system settings.
- Press Optima GoPos and enable "Allow modify system settings".
- Arrow back to return to GoPOS.

Once the installation has completed, GoPOS should launch automatically.



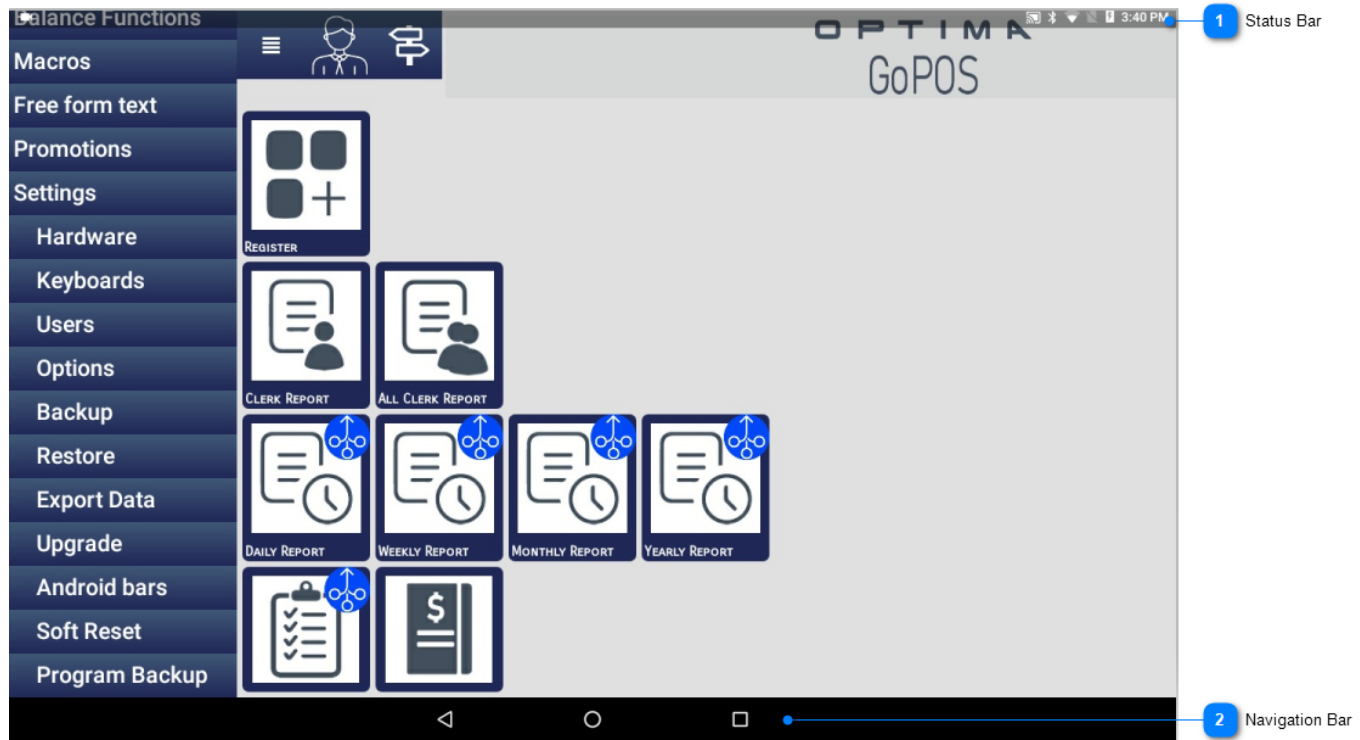
To validate that the upgrade was successful, you may verify the application version in the GoPOS Home About window.



7) When android bars have been enabled, you can swipe down from the top of the screen to safely eject your USB drive. If android bars were not enabled, shut down the APOS before removing the USB drive to ensure that it can be safely ejected.

# Android Bars

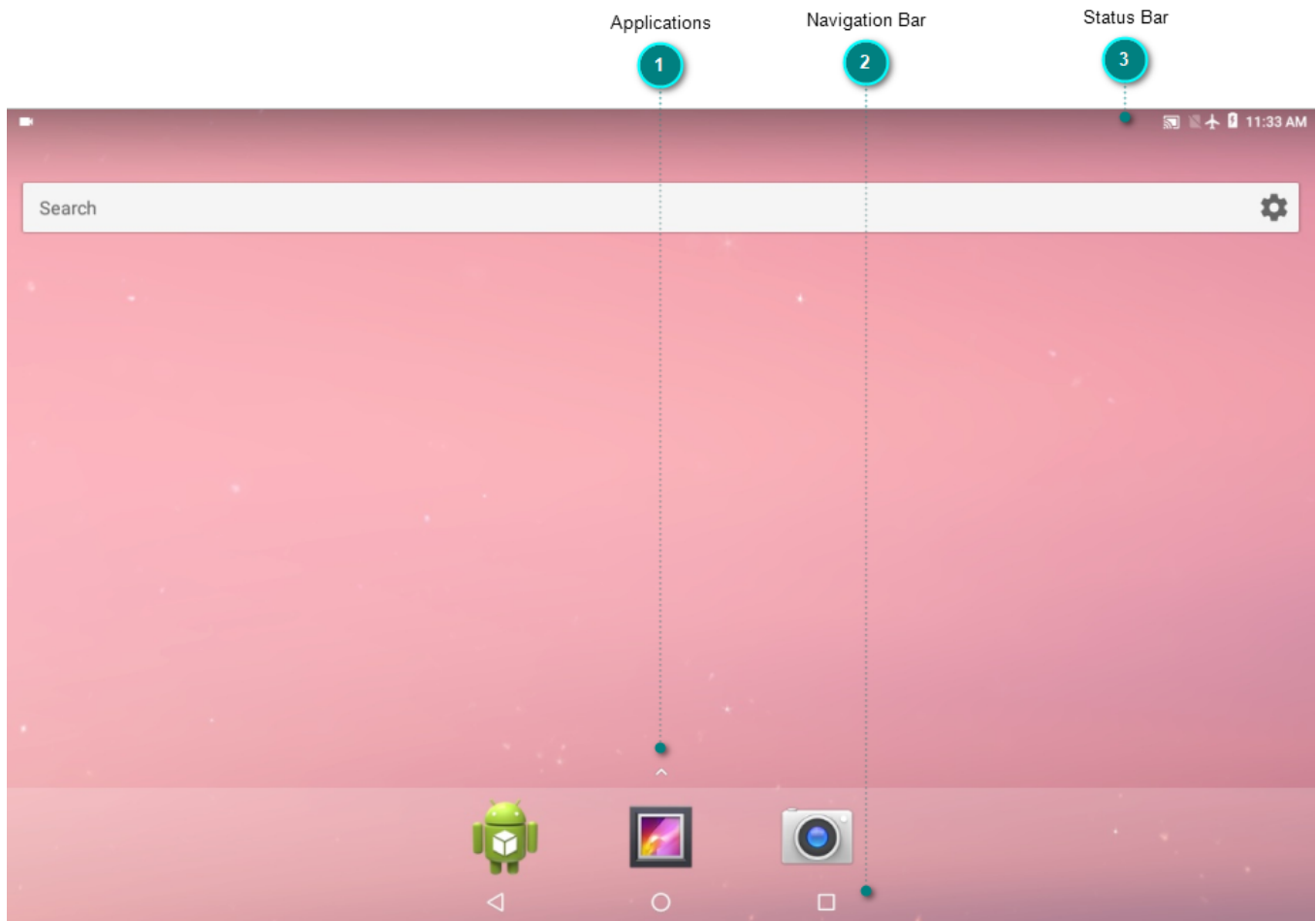
If the current user has Programming (P) rights, pressing on Android Bars will enable and display the [Android Navigation Bar](#) at the bottom of the screen as well as activate the [Android Status Bar](#) at the top of the screen.




<b>1</b>	<b>Status Bar</b> The status bar, at the very top of the screen will display the WiFi and mobile signal strength, how much battery power is left, and the time. This will also give you access to Quick Settings, which allows you to easily get to frequently used settings.
<b>2</b>	<b>Navigation Bar</b> The navigation bar at the bottom of the screen will display the back, home and overview buttons which allow you to navigate from one application or window to the next.

# Android Operating System (OS)

## Home Screen



<b>1</b>	<b>Applications</b> Press on the arrow to display the list of installed <a href="#">applications</a> .
<b>2</b>	<b>Navigation Bar</b>  <p>The diagram shows a red navigation bar with three buttons. The first button is labeled "Back" and has a blue circle with the number "1" above it. The second button is labeled "Home" and has a blue circle with the number "2" above it. The third button is labeled "Overview" and has a blue circle with the number "3" above it. Below the buttons are their respective symbols: a left-pointing triangle, a circle, and a square.</p>

<b>1</b>	<b>Back</b> Opens the previous screen you were working in, even if it was in a different application. Once you back up to the <a href="#">Android Home</a> screen, you can't go back any further.
----------	--

2	<b>Home</b> Opens the central Home screen. By default, this is set to the <a href="#">Optima GoPOS</a> application. Please see <a href="#">Android Settings - Apps</a> to change this default.
3	<b>Overview</b> Opens a list of thumbnail images of screens that you have worked with recently. To open one, touch it. To remove a screen from the list, swipe it left or right or touch on the X.

3

### Status Bar

When [Android Bars](#) are activated, both the navigation bar and the status bar are displayed. The status bar, at the very top of the screen will display the WiFi and mobile signal strength, how much battery power is left, and the time. This will also give you access to Quick Settings, which allows you to easily get to frequently used settings.

To open Quick Settings, swipe down from the top of the screen with two fingers or twice with one finger. To change a setting, just touch the icon.

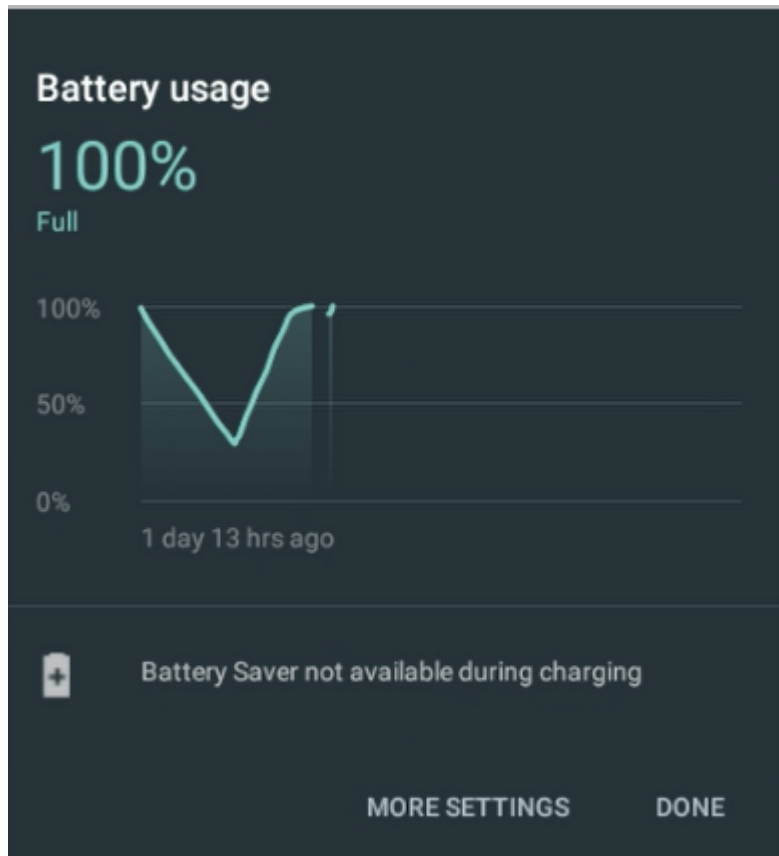
1 Hide/Show  
 2 Settings  
 3 Brightness  
 4 Battery life  
 5 WiFi network  
 6 Auto-rotate  
 7 Airplane mode  
 8 Bluetooth

1	<b>Hide/Show</b> Press on the icon to hide or show the additional quick settings.
2	<b>Settings</b> Settings controls the core <a href="#">Android settings</a> for networks, hardware, location, security, language, accounts, etc. The fastest way to adjust system settings that you access frequently, such as WiFi or brightness, is through Quick Settings or directly from the <a href="#">GoPOS Register Display area</a> .
3	<b>Brightness</b> Slide to lower or increase the brightness of your screen.

4

### Battery life

If equipped, displays the status of the internal battery. The [battery status](#) will also be displayed in the GoPOS Register Display area. Press "DONE" to close the window.

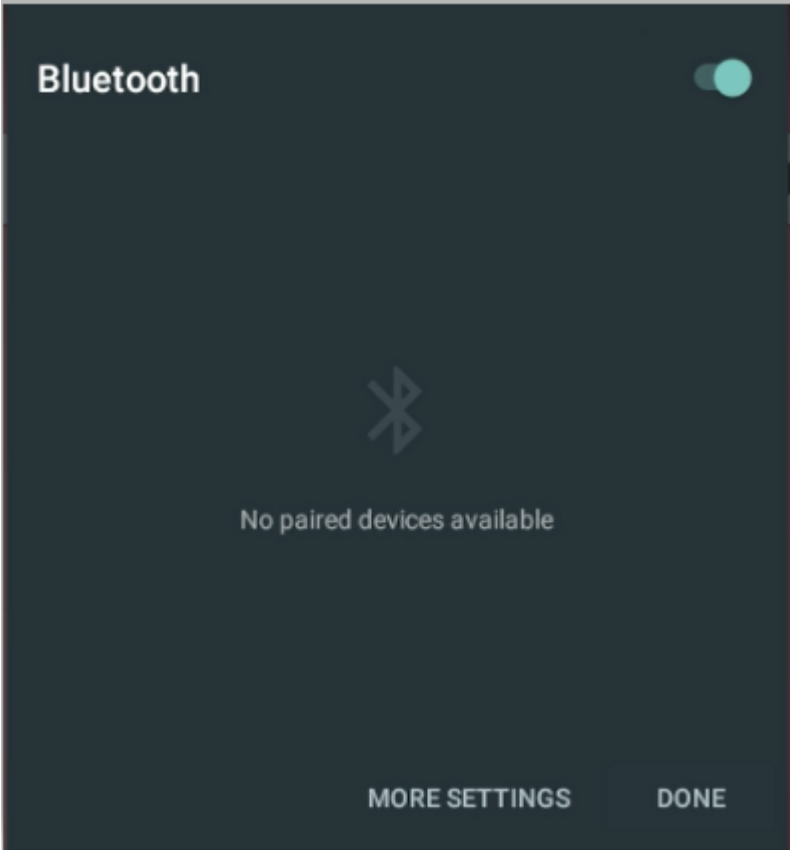


5

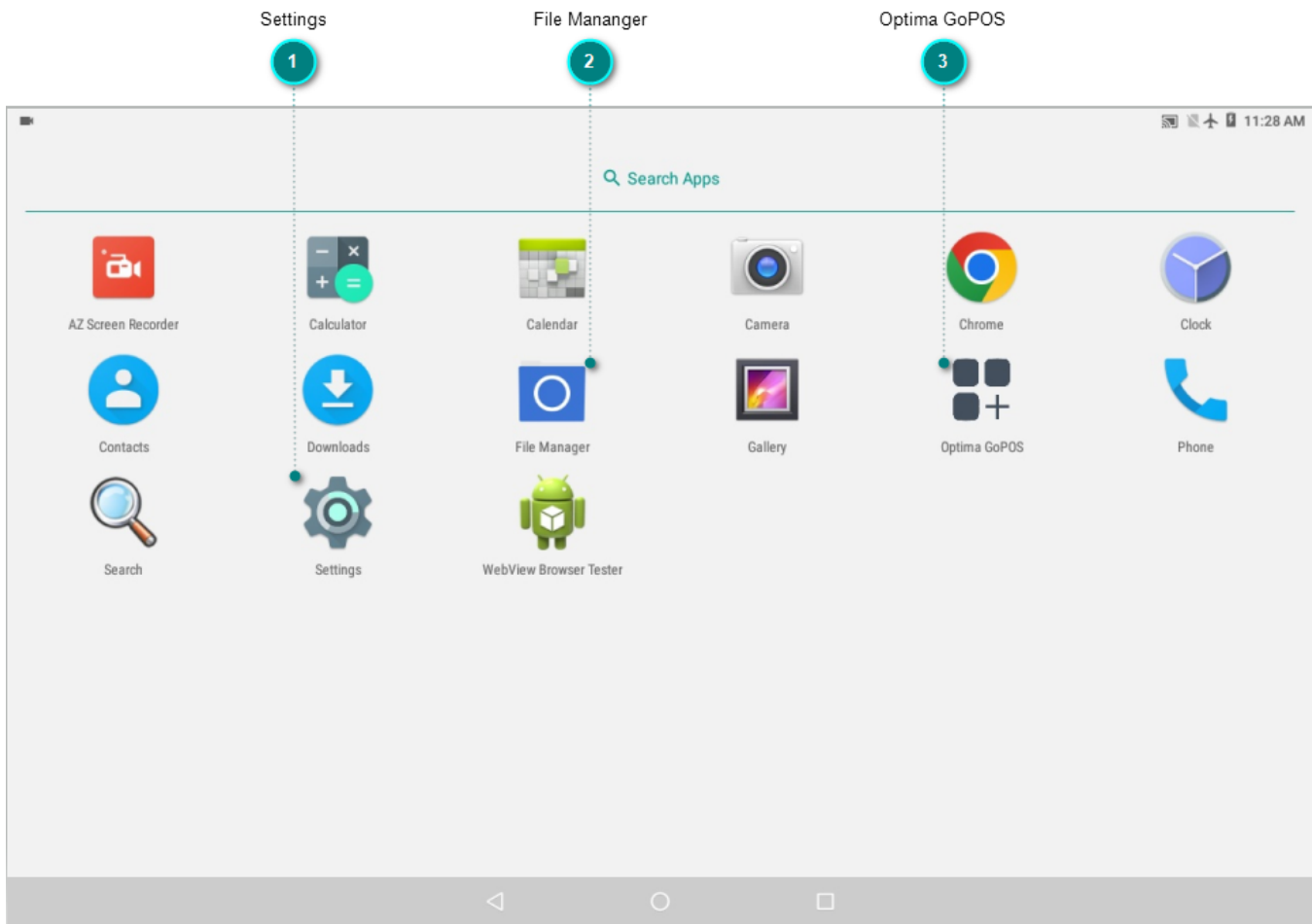
### WiFi network




Turn WiFi on or off. To open WiFi settings, touch the WiFi network name or press "MORE SETTINGS". Press "DONE" to close the window.



<b>6</b>	<b>Auto-rotate</b>
<b>7</b>	<b>Airplane mode</b> Turn Aeroplane mode on or off. Aeroplane mode means that your APOS won't connect to WiFi or a mobile signal, even if one is available.  Please note that PcProg will not be able to communicate with your APOS if aeroplane mode has been turned on.
<b>8</b>	<b>Bluetooth</b> Turn Bluetooth on or off. To open Bluetooth settings, touch "MORE SETTINGS". Press "DONE" to close the window.  

# Android Applications

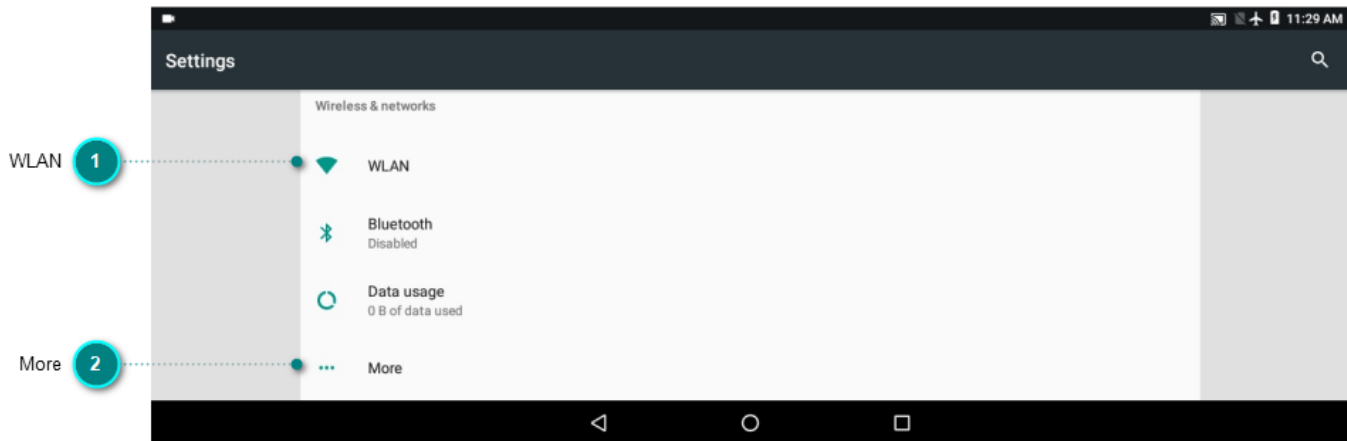


	<b>Settings</b> Press on this icon to display the <a href="#">Android Settings</a> .
	<b>File Mananger</b> Press on this icon to launch the <a href="#">Android File Manager</a> .
	<b>Optima GoPOS</b> Pressing the icon will launch the <a href="#">Optima GoPOS</a> application.

# Android Settings

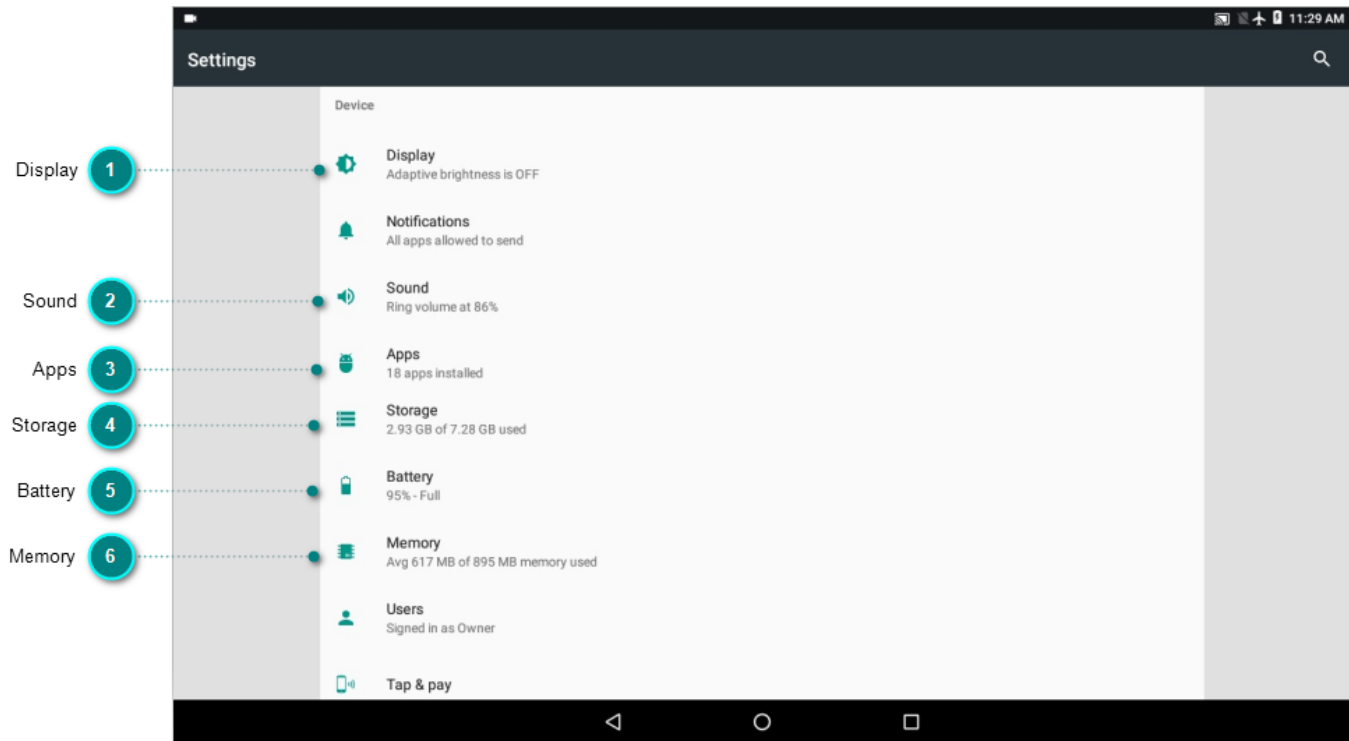
The android settings window is composed of the following 4 groups of settings - [Wireless & Networks](#), [Device](#), [Personal](#) and [System](#) settings.

## Wireless & Networks



<p>1</p>	<p><b>WLAN</b></p> <p>Allows you to connect your APOS to a Wi-Fi network.</p> <p>To turn wifi on &amp; connect, open the android Settings app. If airplane mode has been turned on or Wifi has been turned off, press on the Off/On toggle button to turn it on. Tap a listed network. Networks that require a password have a Lock. After you connect, the network is "Saved." When your APOS is near and Wi-Fi is on, your APOS automatically connects to this network.</p> <p>To turn off or Modify a network, simply press and hold the connected network to get to advanced settings.</p>
<p>2</p>	<p><b>More</b></p> <p>Allows you to connect your APOS to an Ethernet network.</p> <p>Plug in an Ethernet cable linked to your network into the back Ethernet port of your APOS. A green light indicates a good connection. Press on Ethernet to get to the network settings. Enter the IP address, network mask, gateway and DNS of your network. Press on Ethernet IP mode to set your connection to either Static or DHCP.</p> <p>Please note that for multi APOS environments it is recommended that each APOS have a unique sequential static IP.</p>

# Device

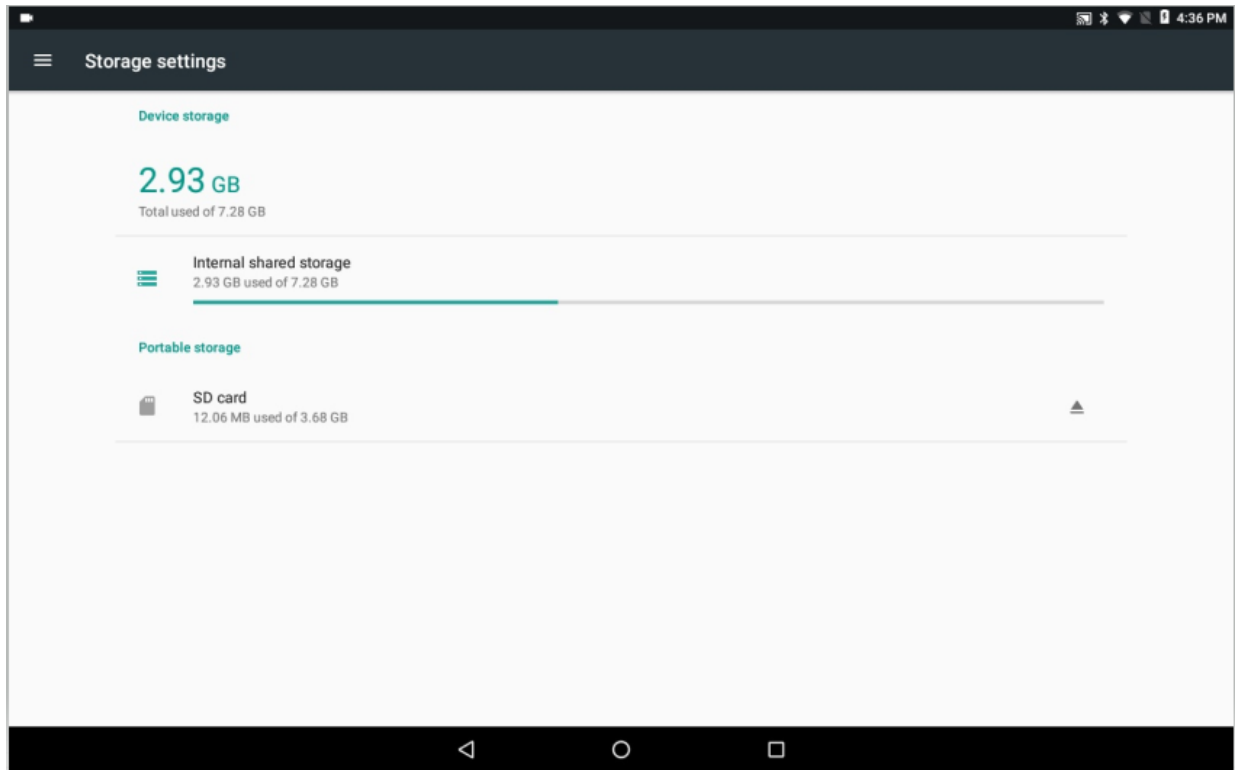


<p><b>1</b></p>	<p><b>Display</b></p> <p>Allows you to change screen brightness and display settings.</p> <p>Please note that the screen brightness can be set directly within GoPOS in <a href="#">Hardware Settings</a>.</p>
<p><b>2</b></p>	<p><b>Sound</b></p> <p>Allows you to change media, alarm and ring volumes.</p> <p>Please note that the volume can also be set directly within GoPOS in <a href="#">Hardware Settings</a>.</p>
<p><b>3</b></p>	<p><b>Apps</b></p> <p>Press on this icon to configure the permissions and settings of all installed applications. Pressing on one of the installed apps will display the App Info window.</p> <p>The Home App will determine what application is launched on startup and when the Home button on the android bar is pressed. It is recommended that Optima GoPOS be set as the home app. The Android Launcher may be set as the home app, but this would display the Android Home page on startup and users must then launch Optima GoPOS manually.</p> <p>Applications may also be stopped and disabled or uninstalled by pressing on the appropriate button.</p>

4

## Storage

Displays the Internal shared storage of your APOS. If a valid Optima SD card has been installed you will also see the SD card displayed under the Portable storage settings.



5

## Battery

Displays the capacity and usage of the internal battery.

Please note that the battery levels can be seen directly on the GoPOS [Register Display](#).

6

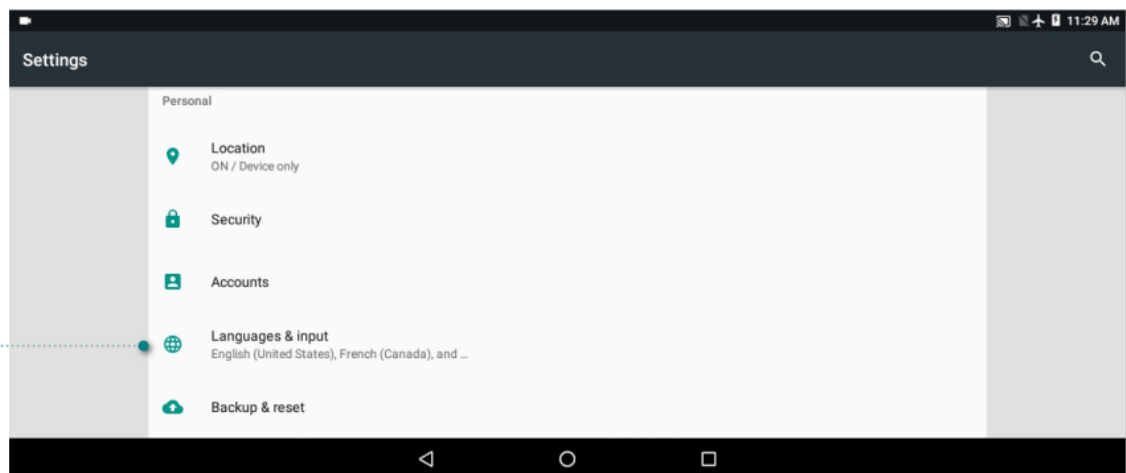
## Memory

Displays the Internal shared memory of your APOS.

## Personal

Languages & Input

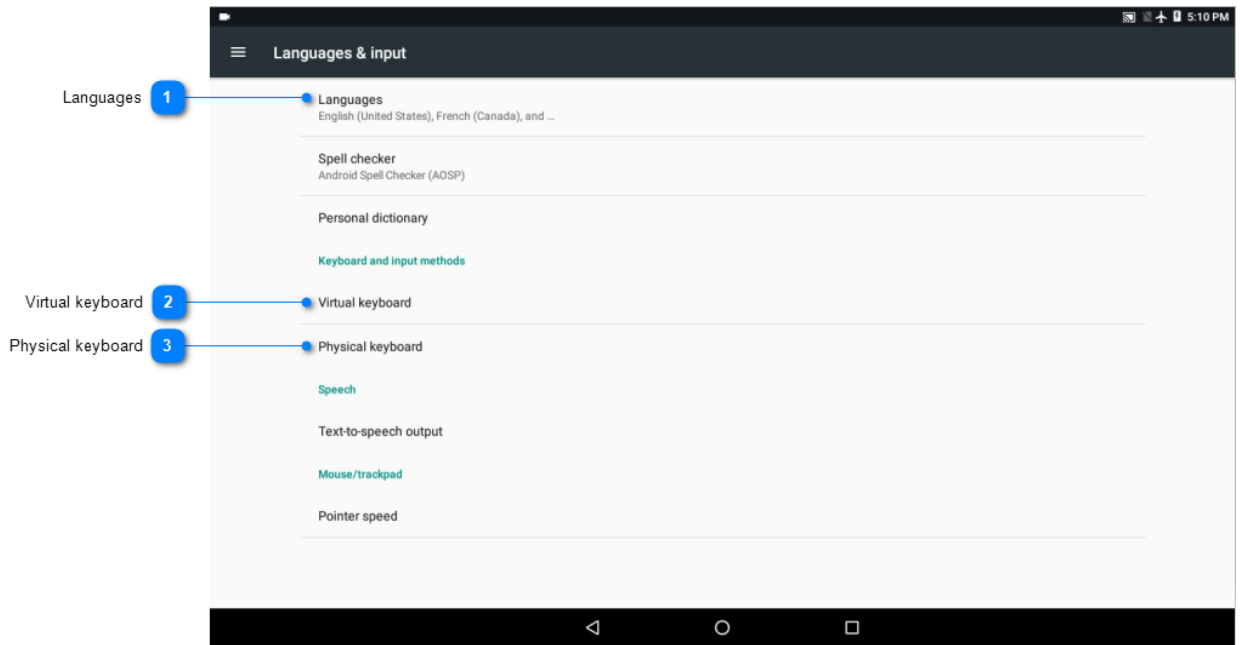
1



1

## Languages & Input

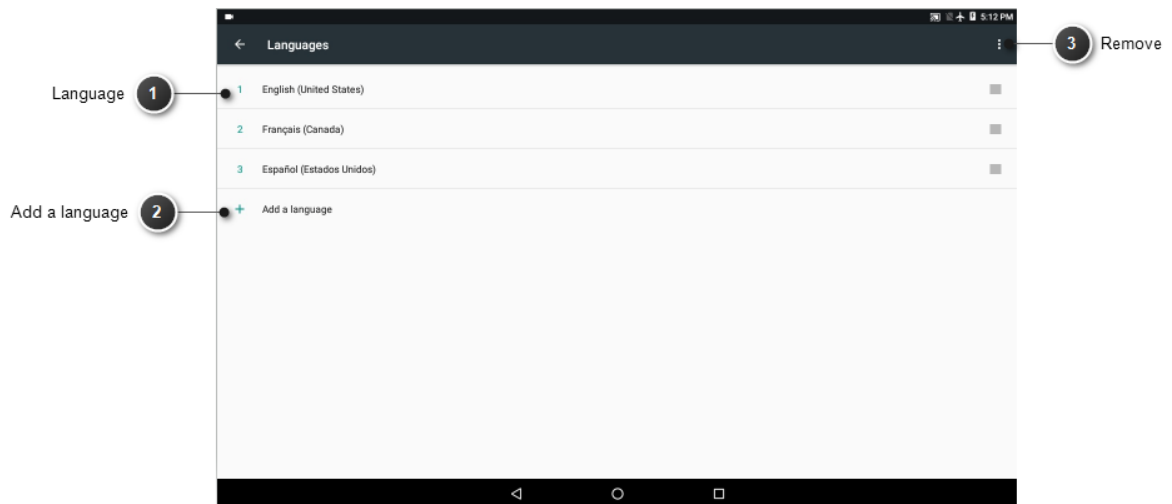
Displays the APOS languages, keyboards and mouse settings.



1

## Languages

Your APOS should come installed with English, French and Spanish languages.



1

### Language

Each installed language will be displayed in preference order. To change the order of a language, press and hold the row and drag it either up or down.

2

### Add a language

To add a new language to the list, press on Add a language. Swipe the screen either up or down to scroll through the list of available languages.

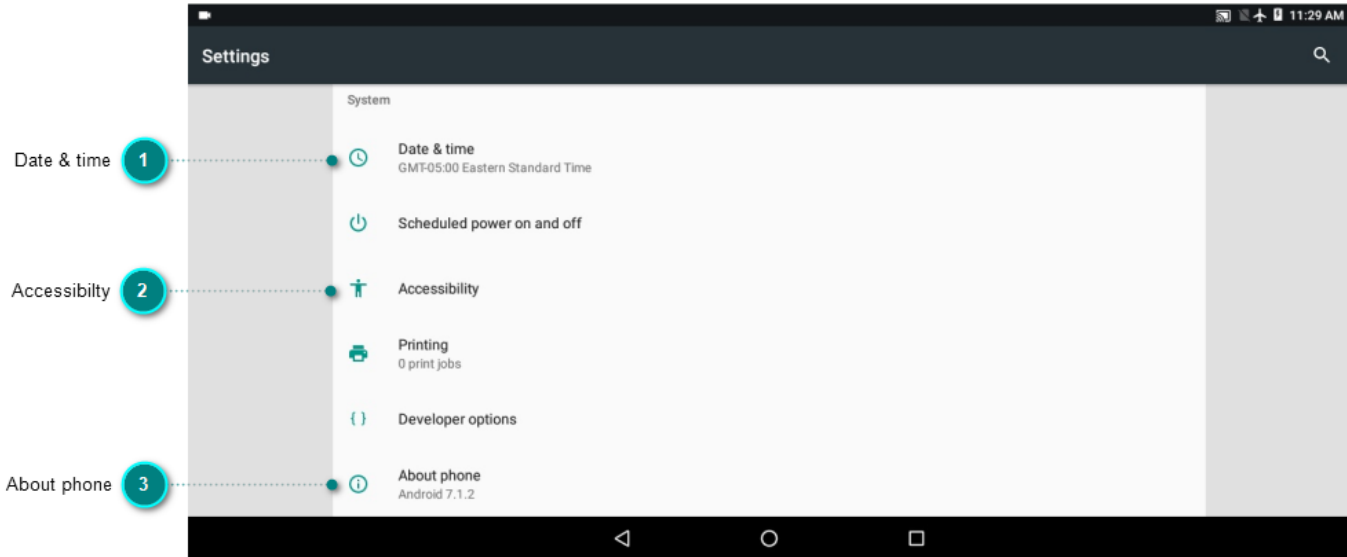
3

### Remove

Press on the icon to display a check box to the left of the installed languages. Check the language or languages you wish to remove and then press on the trash can displayed in the top right corner.

<p><b>2</b></p>	<p><b>Virtual keyboard</b> Allows you to view and manage the Android Keyboard. Press on Manage Keyboards to add additional virtual keyboards.</p>
<p><b>3</b></p>	<p><b>Physical keyboard</b> To use the virtual keyboard displayed on the GoPOS touch screen, "Show Virtual Keyboard" must be enabled.</p>

## System



**1** **Date & time**

Displays the APOS date and time settings. If a user has P-rights, the date and time settings may also be accessed directly from the GoPOS Register screen. Press and hold on the date & time displayed in the top right corner of the screen to change the date and time of your APOS. Android bars will be activated to allow you to arrow back to the Register once your changes have been made.

The image shows the 'Date & time' settings screen. Six callouts with numbered circles (1-6) point to specific settings: 'Automatic date & time' (1), 'Automatic time zone' (2), 'Set date' (3), 'Set time' (4), 'Select time zone' (5), and 'Use 24-hour format' (6). The 'Set date' is 'November 28, 2022' and 'Set time' is '10:27 AM'. The 'Select time zone' is 'GMT-05:00 Eastern Standard Time'.

1

### Automatic date & time

Select this option if your APOS is connected to a network and you wish to use the network provided time.

2

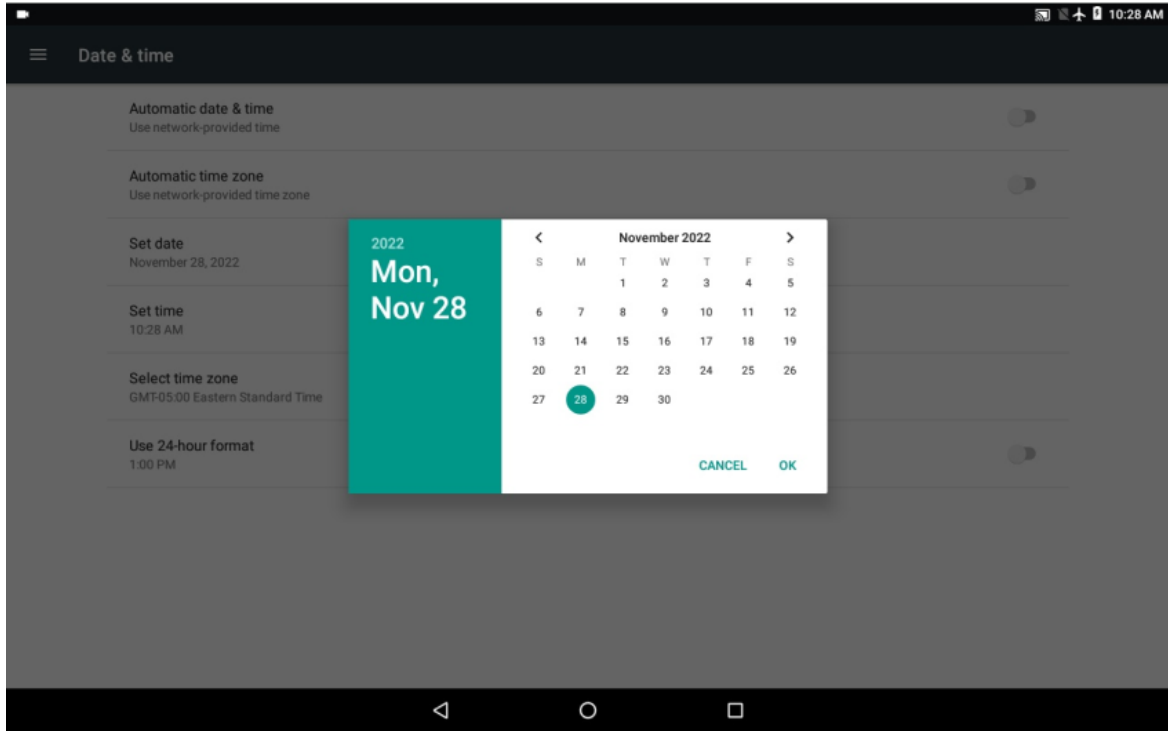
### Automatic time zone

Select this option if your APOS is connected to a network and you wish to use the network provided time zone.

3

### Set date

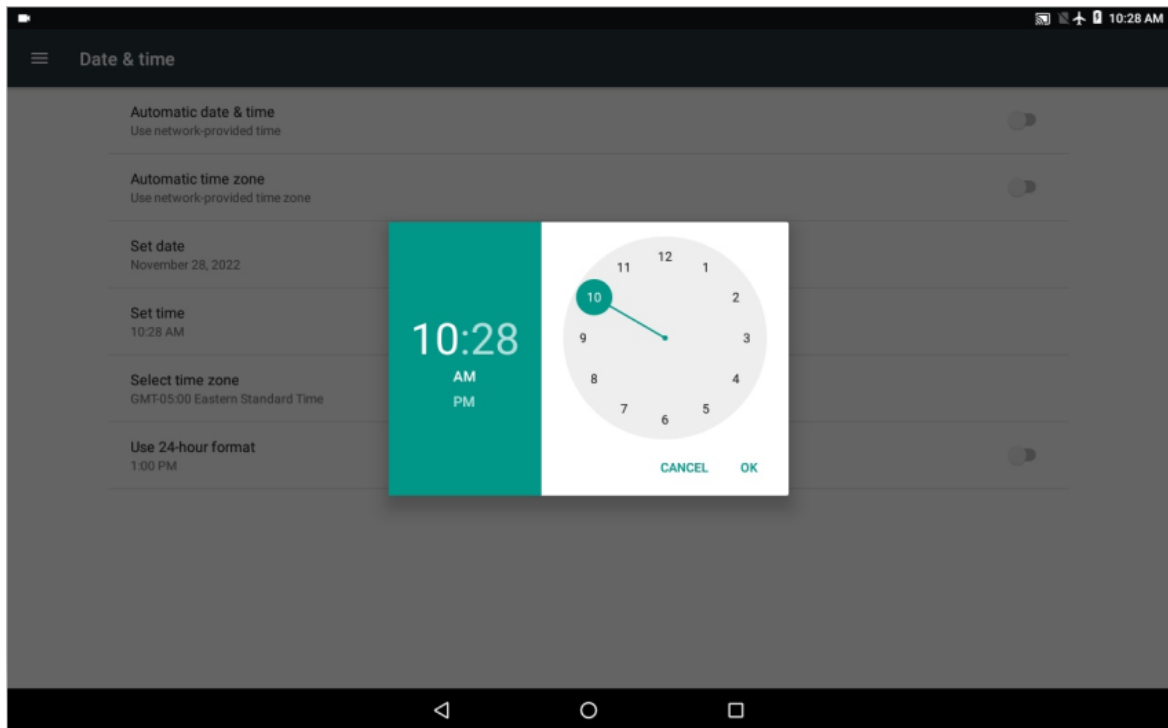
Use the arrows to navigate to the current month and press on the current date.



4

### Set time

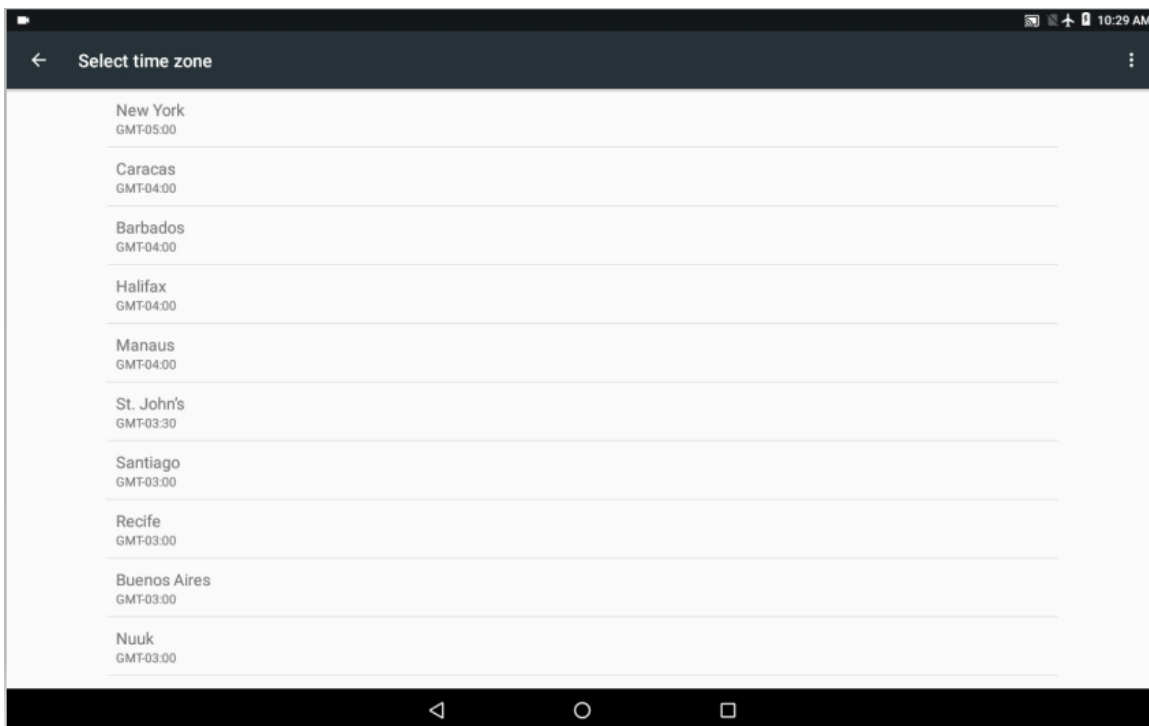
Press on the hours and minutes to set the current time.



5

### Select time zone

Swipe up or down to scroll the window and select your time zone.



6

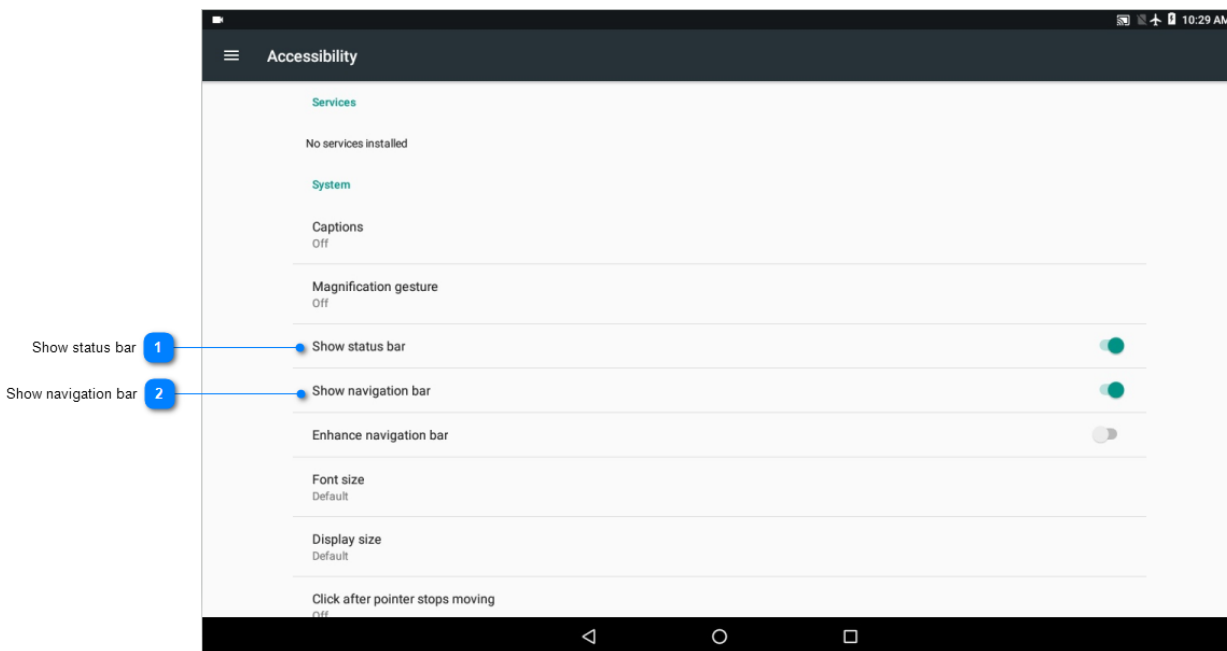
### Use 24-hour format

Select this option to use a 24-hour time format.

2

### Accessibility

Displays the APOS system settings.



1

### Show status bar

This option should be enabled to display the status bar at the top of the screen when android bars have been enabled from the [GoPOS Home](#) screen.

2

## Show navigation bar

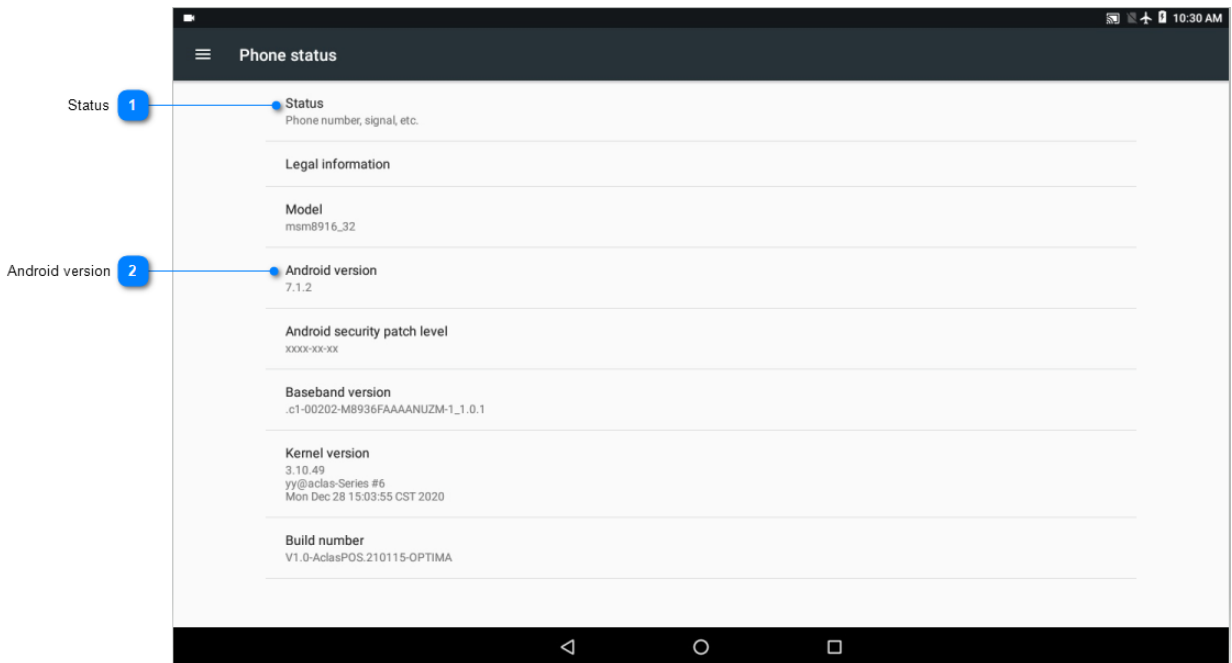
This option should be enabled to display the navigation bar at the bottom of the screen when android bars have been enabled from the [GoPOS Home](#) screen. Enabling Android Bars from the GoPOS home settings screen will automatically enable this option.

Please note that if ever you are in an android window or application and can not exit the window because the navigation bar is not displayed, swiping down with one or two fingers on the status bar will display Android Settings (cog wheel). You can then navigate to this option to enable the navigation bars which will then allow you to exit your window by pressing on the [back button](#).

3

## About phone

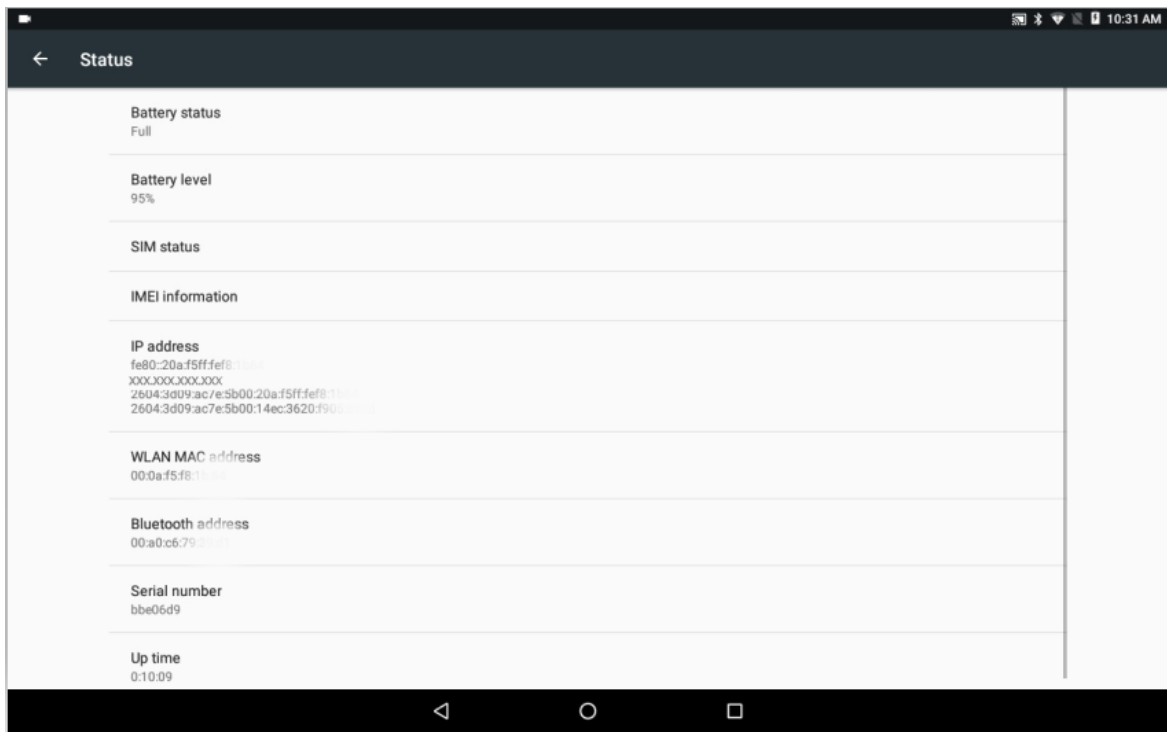
Displays the current status information of your android APOS.



1

## Status

Displays the battery status and IP address of you APOS if connected to a network via Ethernet or Wi-Fi connection.

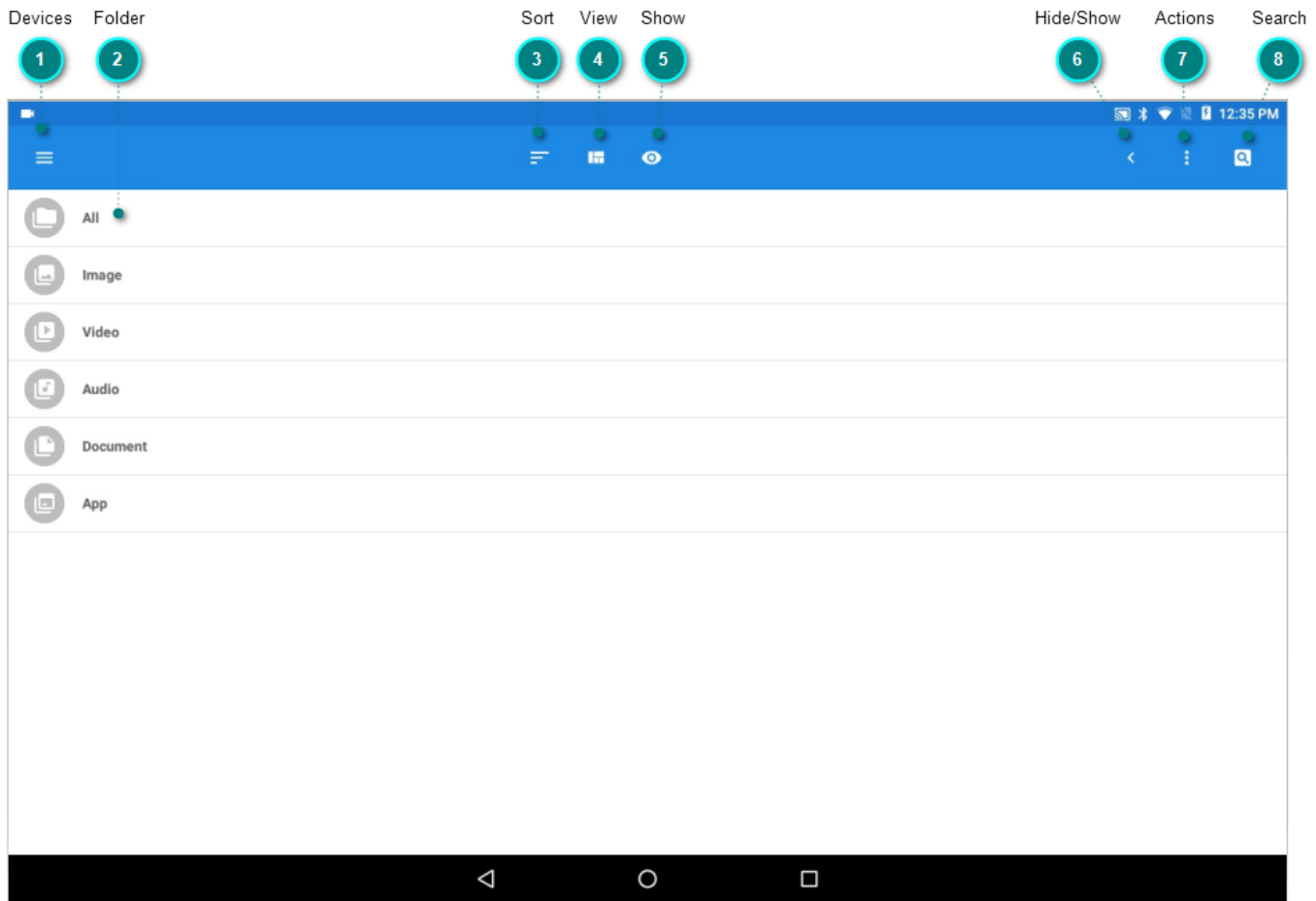


2

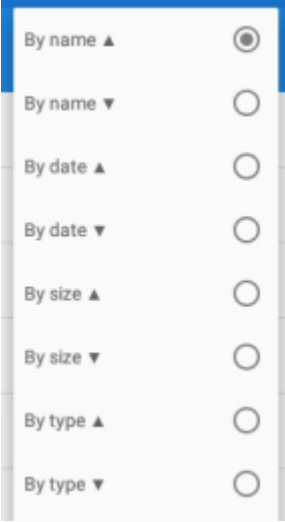
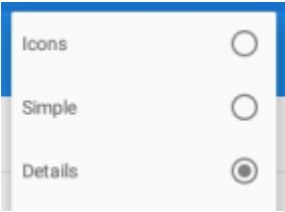
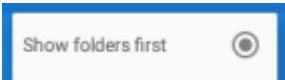
## Android version

Displays the Android version installed on your APOS system.

# Android File Manager



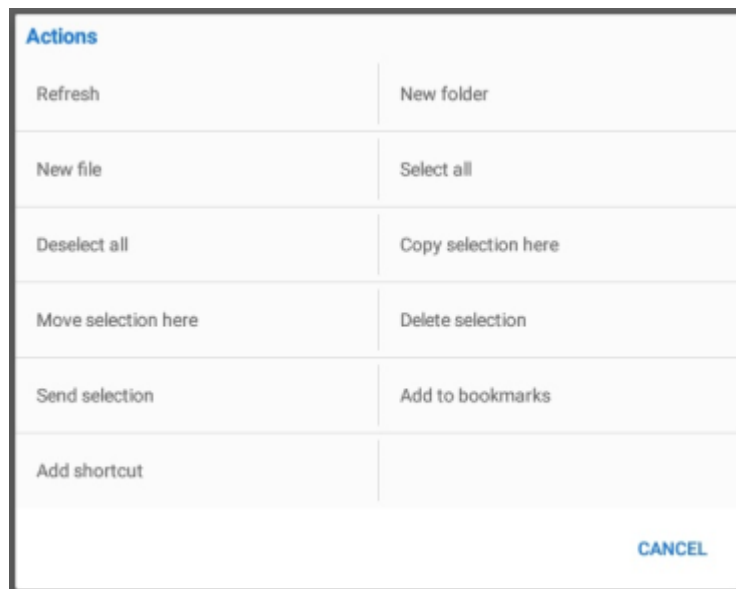
1	<b>Devices</b>
	<p>Press on the icon to display a list of installed storage devices.</p> <p>If you have inserted a USB thumb drive into one of the USB ports at the back of you APOS, Android may take a few minutes to verify the USB depending on the capacity of the device. When Android Bars have been enabled, swiping down from the top of the screen with two fingers will display the USB drive status and any errors associated with the device.</p>
2	<b>Folder</b>
	<p>Press on the folder icon to expand the folder and view it's contents. Press on the arrow at the top left to close the folder and return to the previous view.</p>

<p>3</p>	<p><b>Sort</b></p> <p>Allows to sort the files in ascending or descending order by file name, date, size or type.</p> 
<p>4</p>	<p><b>View</b></p> <p>Allows you to view folders as Icons, Simple view or with file details.</p> 
<p>5</p>	<p><b>Show</b></p> <p>Allows you to show folders first.</p> 
<p>6</p>	<p><b>Hide/Show</b></p> <p>Hides or shows the directory view Options.</p>

7

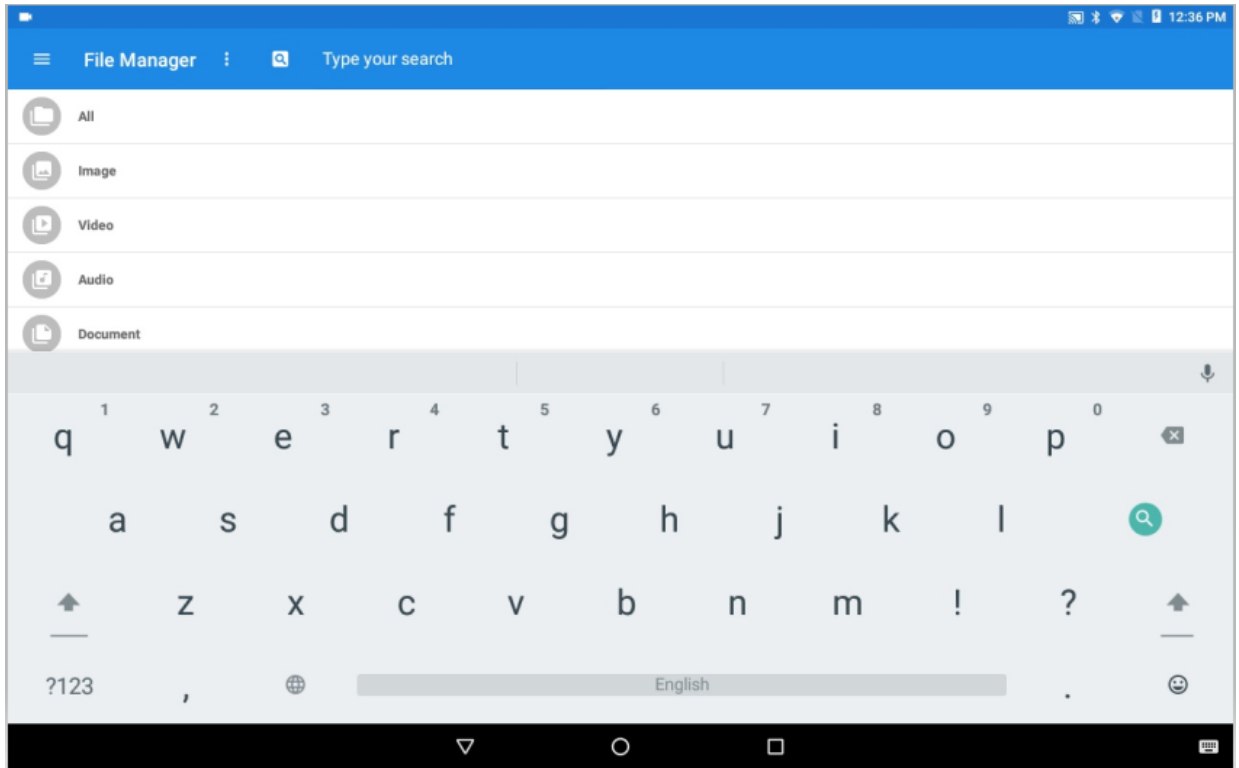
## Actions

Press on this icon to display the Android Actions window. The actions displayed will depend on the current window and object selected. Please note that the actions button is at the top of the screen for the AP04 and AP05, and at the bottom of the screen for the AP01, AP02 and AP03.



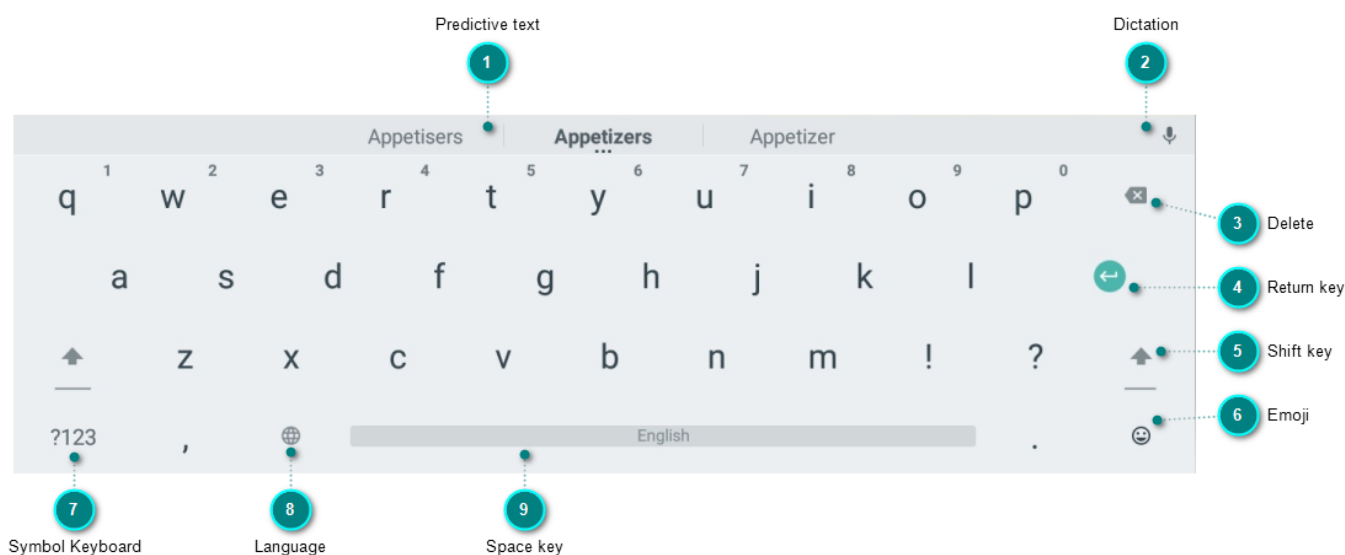
## Search

Press on this icon to display the file manager search window and keyboard. Please note that the search button is at the top of the screen for the AP04 and AP05, and at the bottom of the screen for the AP01, AP02 and AP03.








# Android Virtual Keyboard

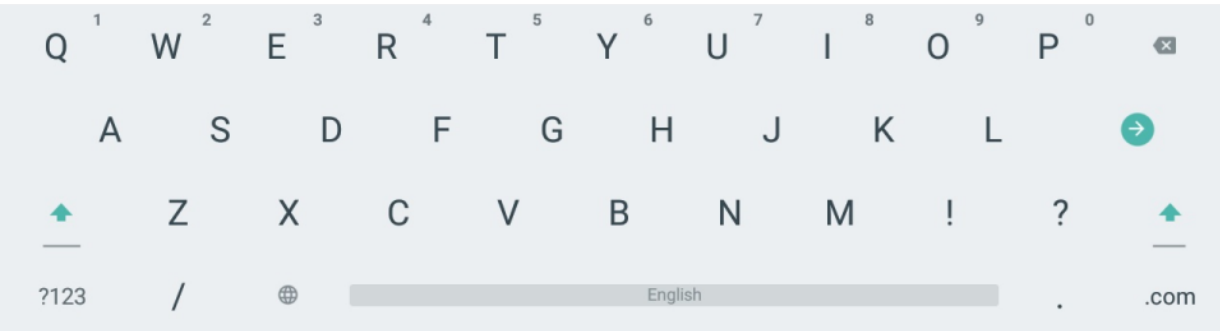
The on screen [virtual keyboard](#) appears on the bottom part of the touchscreen whenever your APOS requires text as input. To display the virtual keyboard, tap any text field or spot on the screen where typing is permitted. To close the on screen keyboard, press on the Back icon. The keyboard on your APOS is based on the traditional QWERTY layout and comes installed with an English, Spanish and French keyboard. The virtual keyboard shown below is in alphabetic mode. You see keys from A through Z in lowercase.



1	<p><b>Predictive text</b></p> <p>Predictive text will appear as you type your word. Press on one of the words displayed to complete your word without having to continue typing to complete the word.</p>
2	<p><b>Dictation</b></p> <p>If equipped, this option allows you to type with your voice.</p> <p>Tap an area where you can enter text. At the top of your keyboard, touch and hold the Microphone. When you see "Speak now," say what you want written.</p> <p>To add punctuation, you can use different phrases. Punctuation might not be available in all languages.</p> <p>Some phrases you can use are:</p> <ul style="list-style-type: none"> <li>Period</li> <li>Comma</li> <li>Exclamation point</li> <li>Question mark</li> <li>New line</li> <li>New paragraph</li> <li>Replace a word</li> </ul> <p>To replace a word, you can also touch and hold the word you want to correct and then tap the Microphone. When you see "Speak now," say the new word.</p>

3	<b>Delete</b> Delete key, which works to backspace and erase characters.
4	<b>Return key</b> The Return key changes its look depending on where and what you are typing. <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;"> <p>Return</p> <p>1</p>  </div> <div style="text-align: center;"> <p>Search</p> <p>2</p>  </div> <div style="text-align: center;"> <p>Next</p> <p>3</p>  </div> <div style="text-align: center;"> <p>Go</p> <p>4</p>  </div> <div style="text-align: center;"> <p>Done</p> <p>5</p>  </div> </div>

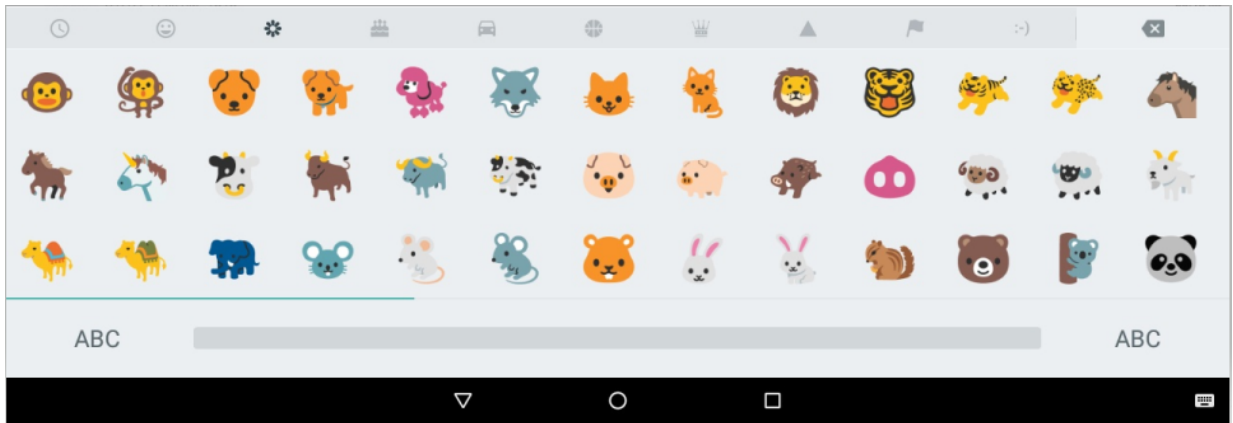
1	<b>Return</b> Just like the Return or Enter key on a computer keyboard, this key ends a paragraph of text. It's used mostly when filling in long stretches of text or when multi-line input is needed.
2	<b>Search</b> You see the Search key when you're searching for something. Tap the key to start the search.
3	<b>Next</b> This key appears when you're typing information into multiple fields. Tap this key to switch from one field to the next.
4	<b>Go</b> This action key directs the app to proceed with a request, accept input, or perform another action.
5	<b>Done</b> This key appears whenever you have finished typing text in the final field and are ready to submit the input.

5	<b>Shift key</b> Press on the Shift key to display and type capital letters. <div style="margin-top: 20px;">  </div>
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6

### Emoji

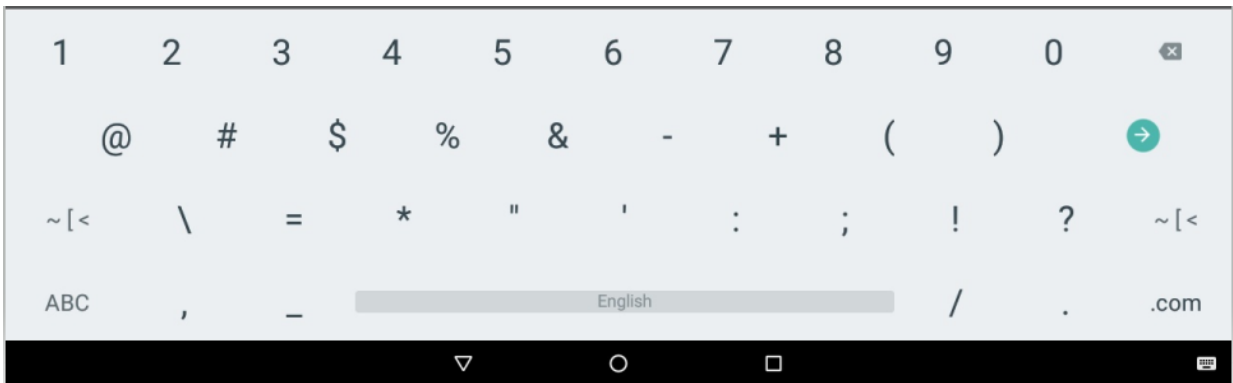
Press on the icon to display the Emoji keyboard. The top menu bar allows you to display the different Emoji groups available.



7

### Symbol Keyboard

Press on the Symbol Keyboard to display and enter symbols and numeric values.



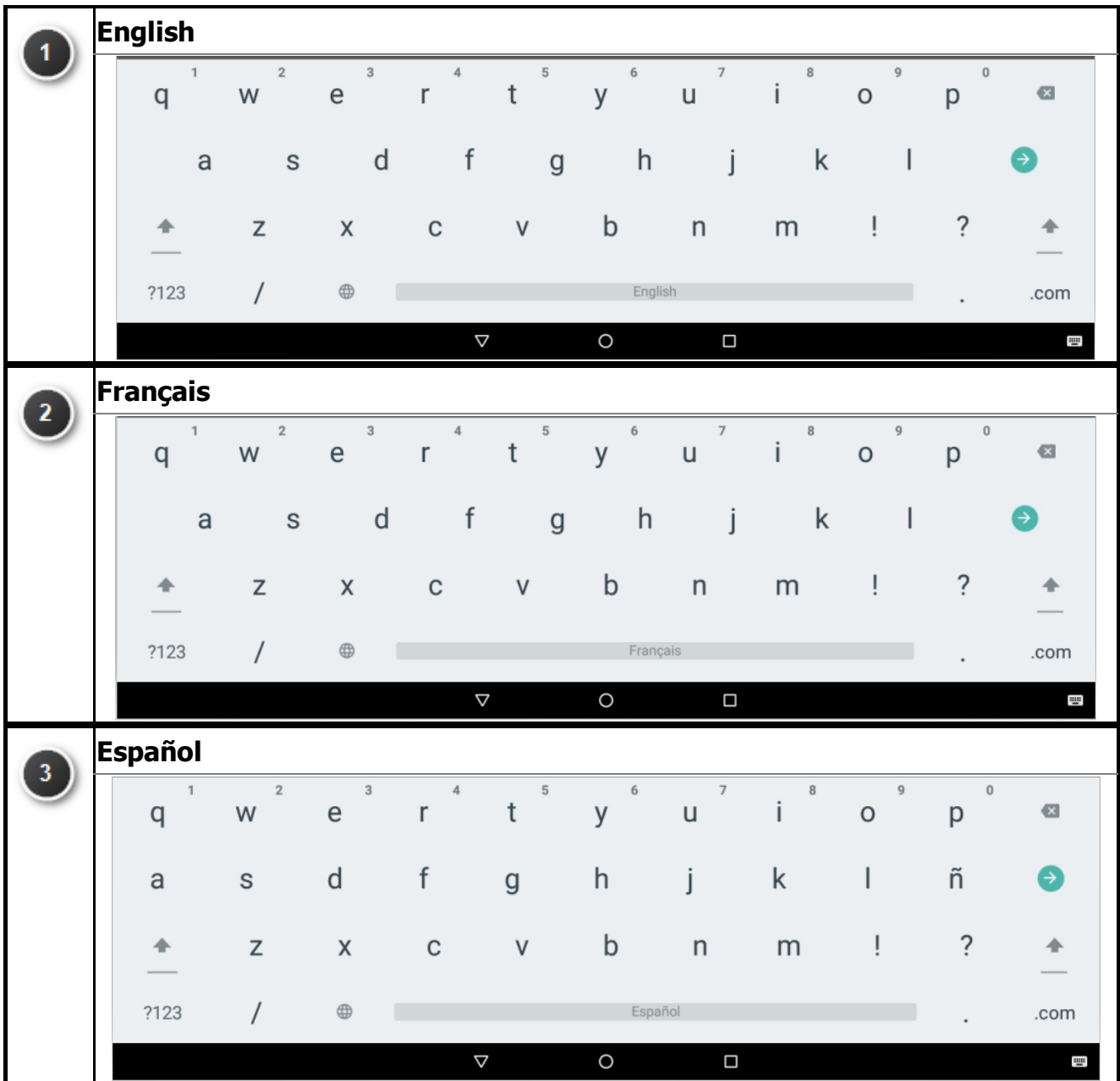
8

### Language

Press on the globe to change keyboard languages. You may also press and hold the space bar or press on the keyboard symbol on the right side of the navigation bar when Android bars have been enabled.

Select the language from the Change Keyboard menu to display the keyboard in your preferred language.





9

### Space key

Press on this key to insert a space when typing. The keys to the left and right may change depending on the context of what you're typing. For example, the / (slash) key or .com key may appear in order to assist in typing a web page or email address. Other keys may change as well, although the basic alphabetic keys remain the same.

Press and hold the space bar key to change the keyboard language.

Please contact Optima Support ([possupport@optimagopos.ca](mailto:possupport@optimagopos.ca)) for all enquiries about AnyDesk or if Anydesk is not installed on your APOS.

## Soft Reset

In the event of a power failure, if the last transaction entered was left in an unfinished state, GoPOS may not launch properly. In order to recover from this state, GoPOS allows you to perform a soft reset. When launching GoPOS, a Cancel button is displayed in the bottom right corner of the screen. Pressing on the cancel button will abort the launch of the Register and bring you to the Home screen.

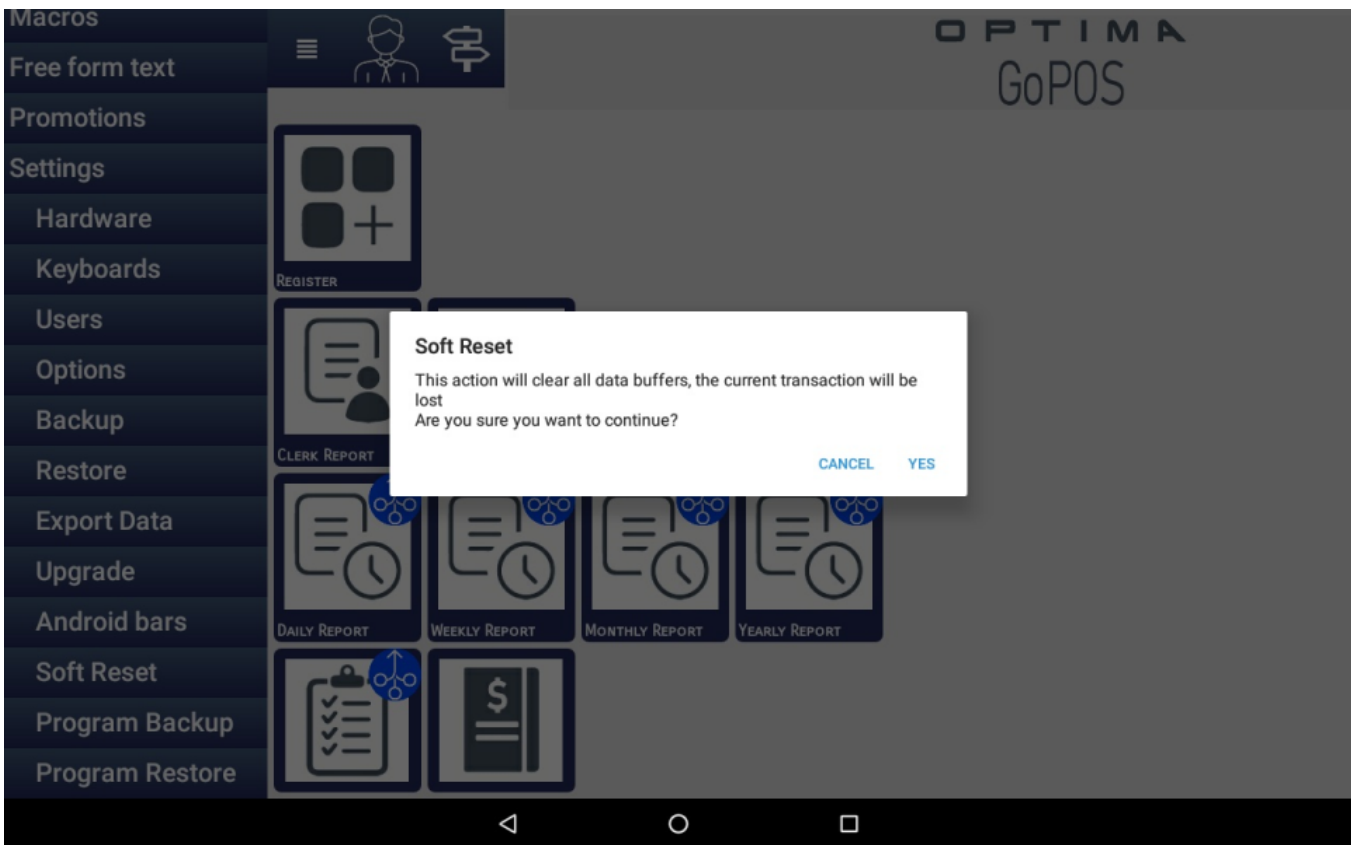


1	<b>CANCEL</b>
Press on the CANCEL button to abort the launch of the GoPOS Register. If pressed prior to the launch, the button will change to an OK button and bring you to the GoPOS Home screen.	

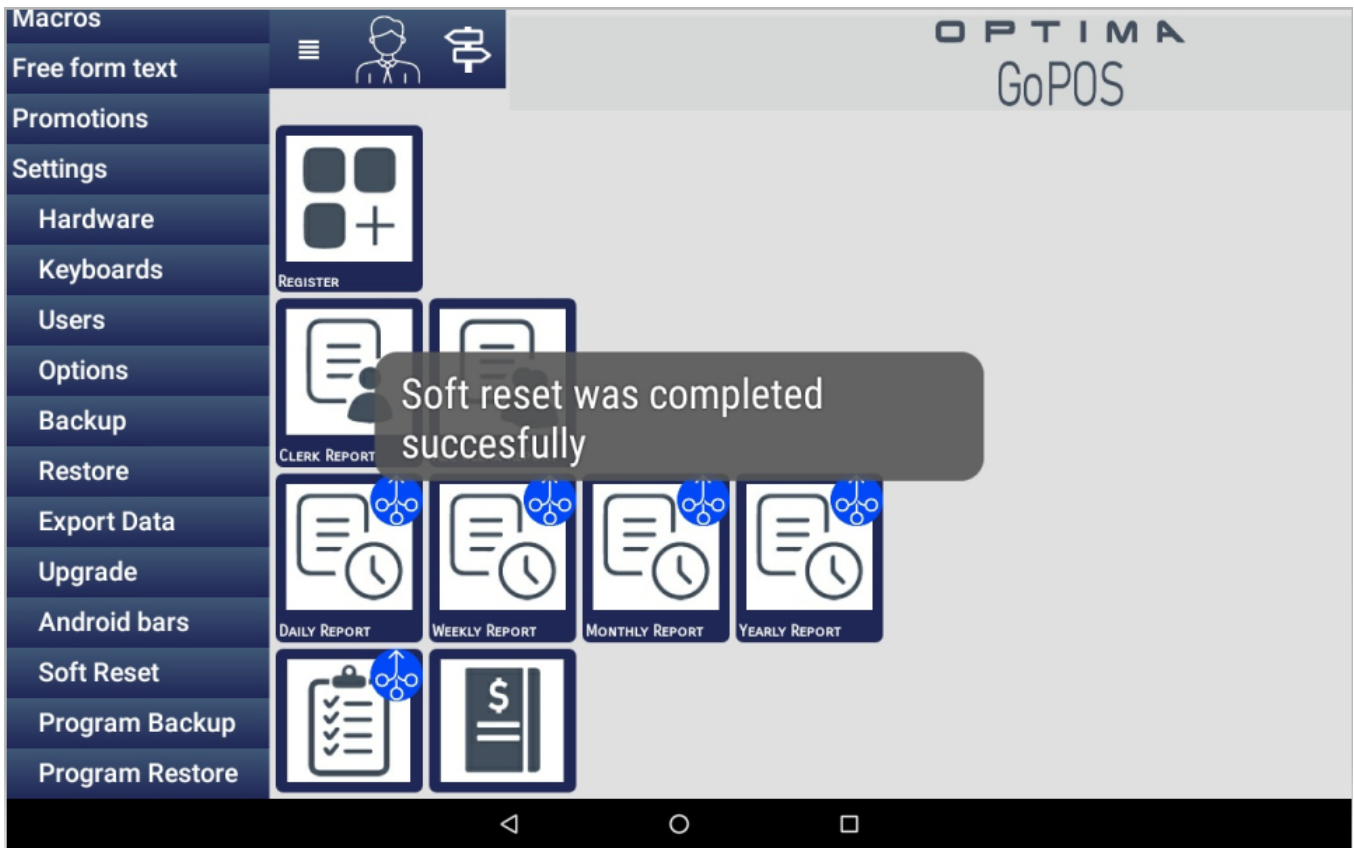


1	<b>OK</b>
The OK button indicates that the launch of the GoPOS Register has been successfully aborted and GoPOS will bring you directly to the Home screen.	

From the GoPOS Home menu, press on Soft Reset to clear the data buffers and the last interrupted transaction.



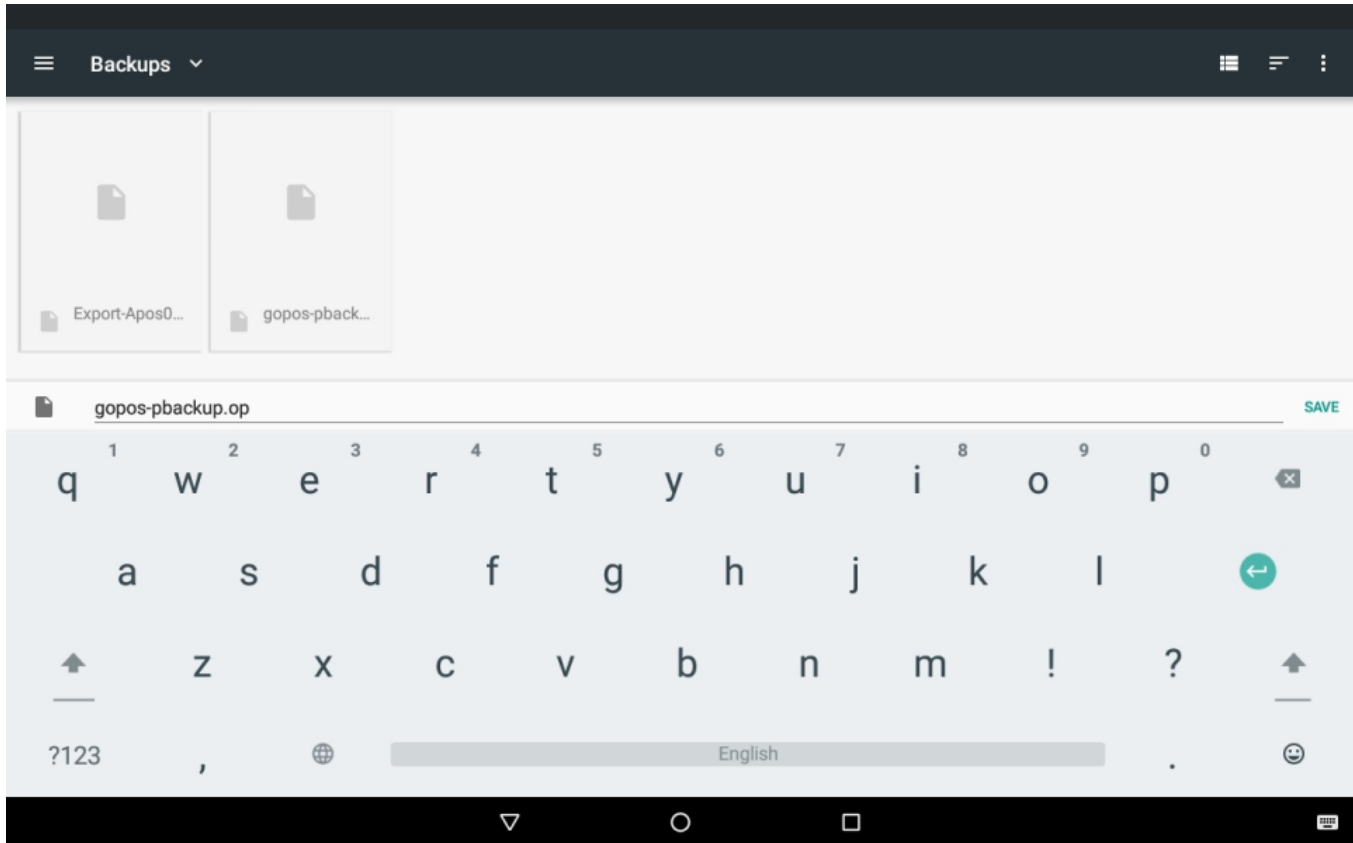
Press on CANCEL to abort the Soft Reset or YES to continue. If successful, a "Soft reset was completed successfully" message will be displayed.



Press on Register to launch the GoPOS register and re-enter the last interrupted transaction.

# Program Backup

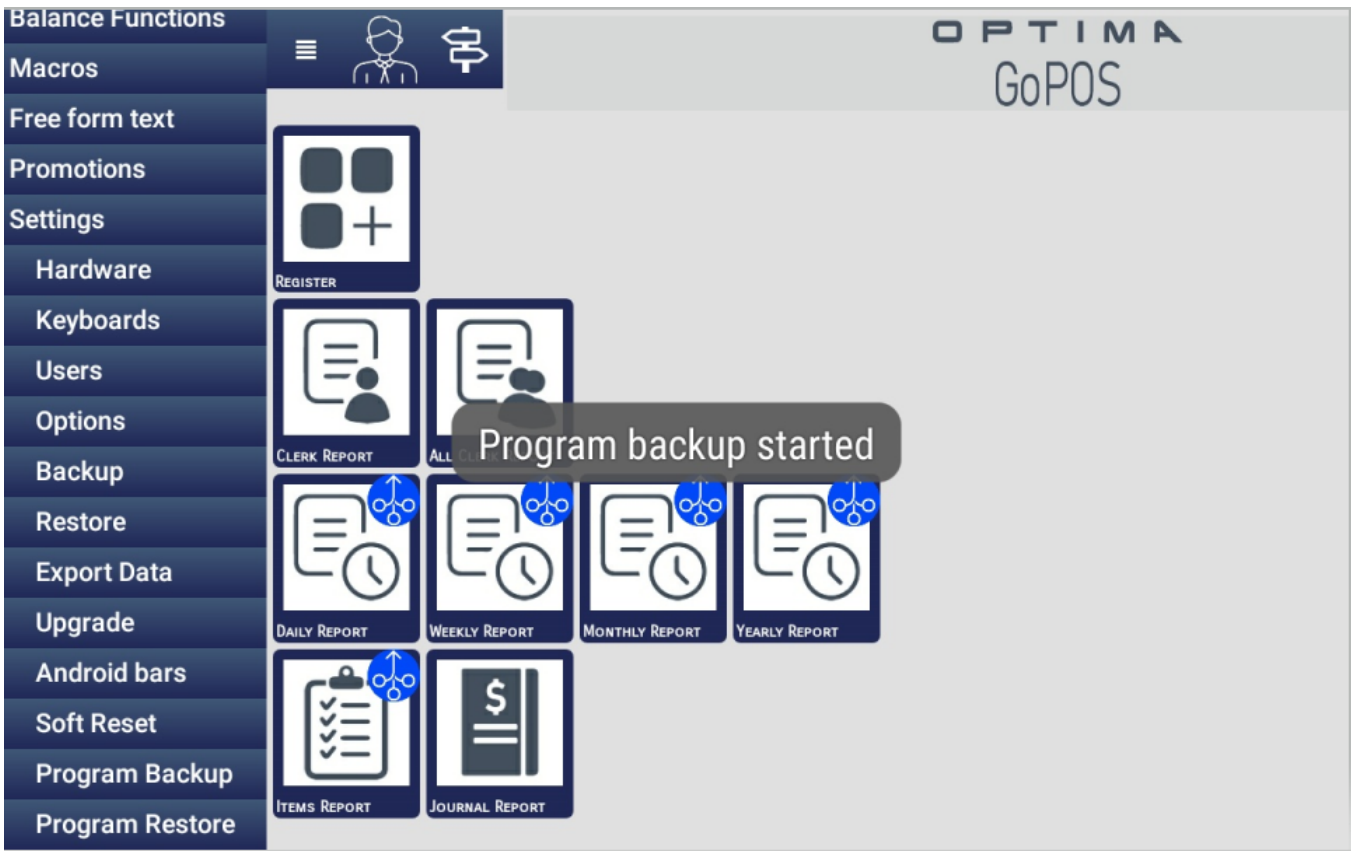
This function will perform a program backup directly to the internal hard drive or a USB thumb drive. This allows you to backup any program changes made and restore this program at a later date if required.



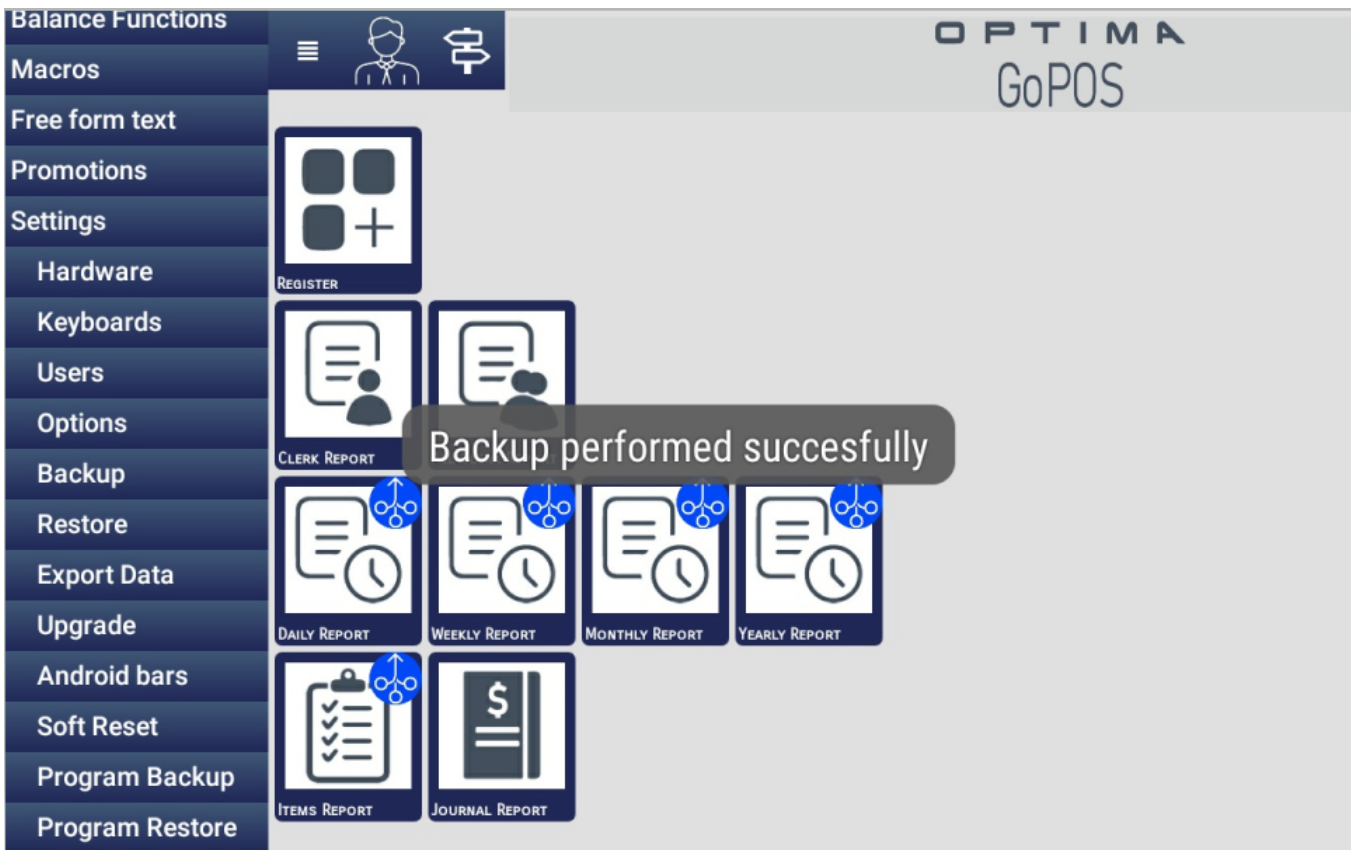
By default the backup will be named `gopos-pbackup.op`. If a previous backup already exists in the current directory, the new program backup file name will be incremented by one (example `gopos-pbbackup.op(1)`, `gopos-pbbackup.op(2)`, etc).

To change the backup file name, press on the file name to enable the virtual keyboard and type a file name of your choice. Please ensure that you keep the `.op` extension as part of the file name or the Program Backup may not be usable during a Program Restore.

If you do not see the file name, the virtual keyboard may be hidden by pressing on the Back button (triangle) in the navigation bar. Once completed, press **SAVE** to the right of the file name. A "Program backup started" message will be displayed.

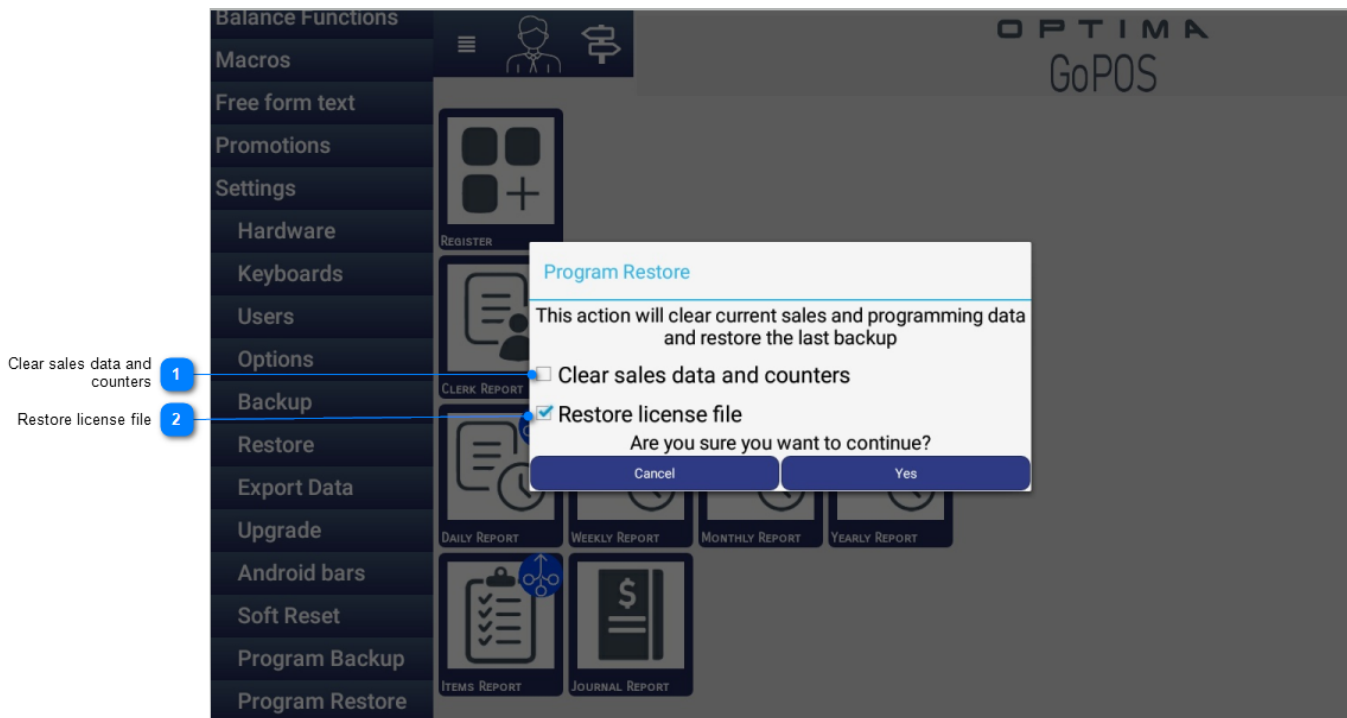


Once completed a "Program Backup performed successfully" message will be displayed.



# Program Restore

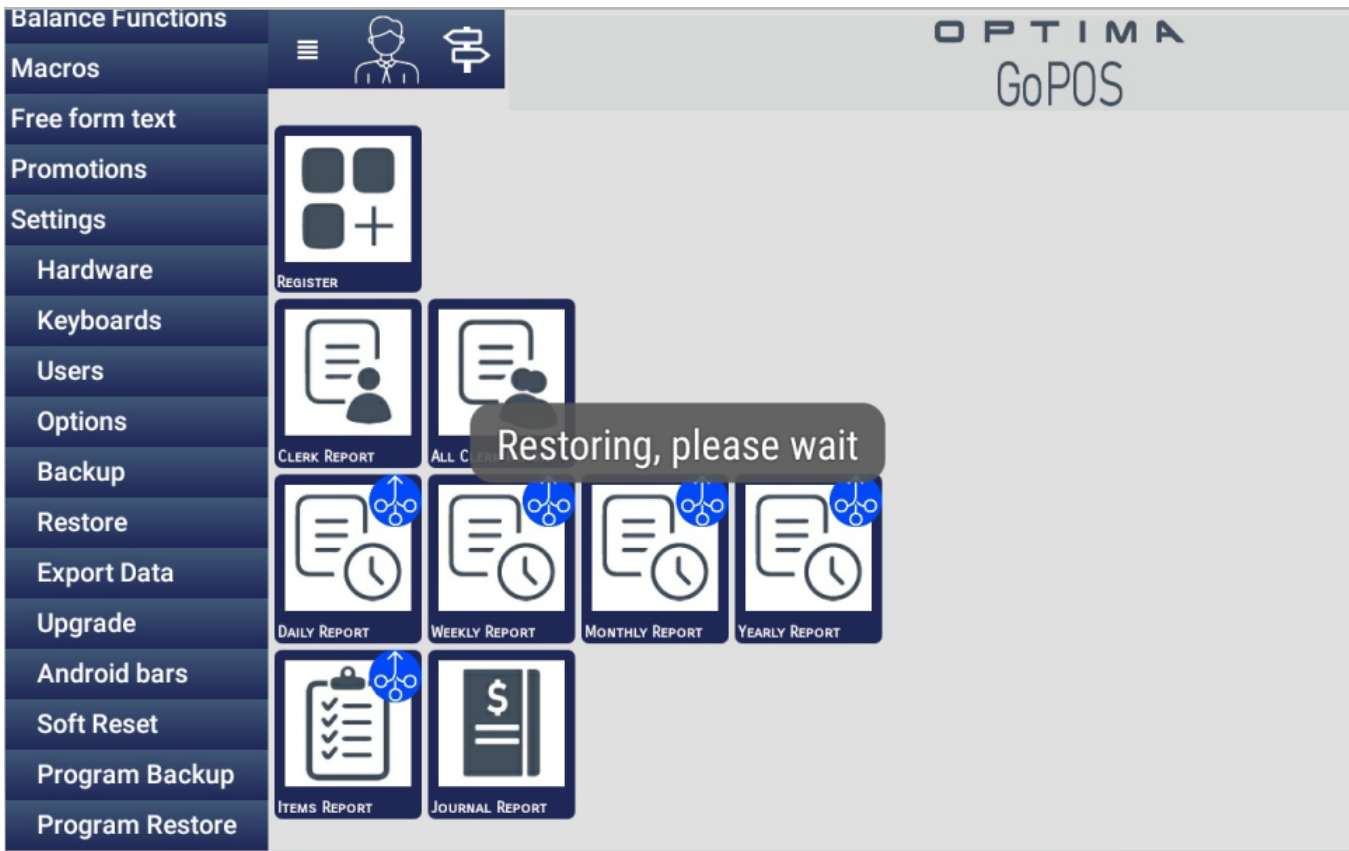
This function will perform a program restore directly from the one of your previous program backups. Pressing on this command will display a dialogue box prompting you if you wish to clear sales data and counters and whether or not you wish to restore the license file.



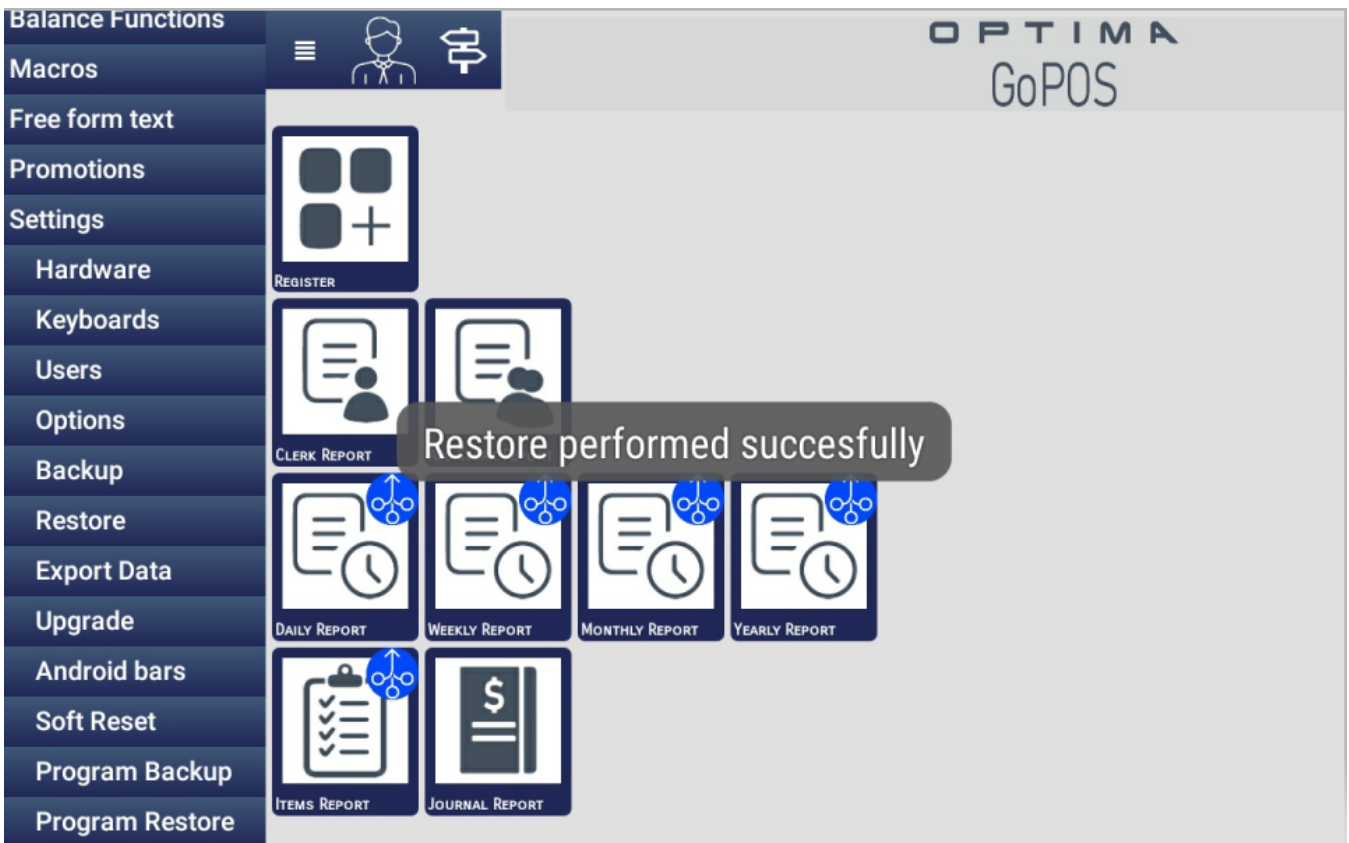
<b>1</b>	<p><b>Clear sales data and counters</b></p> <p>Press on the check box if you wish to clear all sales data and all sales counters. It is a good idea to enable this option if you wish to eliminate any test or training data whenever you are starting a new program and wish to start with a fresh database on this APOS.</p> <p>Warning: All sales data will be permanently lost if you enable this option. Please ensure that you have a valid Backup of your data before clearing the sales data and counters.</p>
<b>2</b>	<p><b>Restore license file</b></p> <p>Enable this option if you wish to restore the license file contained as part of the program backup. In general this should be done if the program backup you are restoring from was generated from the same APOS. If you are restoring the program backup from a different APOS, do not enable this option.</p> <p>If for any reason you lose the license file, the first time you attempt to enter a transaction on the Register, GoPos will request that a license be installed. A new license may be requested by contacting Optima and sending a screen shot of the license request to Support (<a href="mailto:possupport@optimagopos.ca">possupport@optimagopos.ca</a>).</p>

If you are unsure if you should perform the Program Restore or hit the Program Restore function accidentally, press on Cancel.

If you are sure you wish to continue with the restore press on "Yes" to open the Android file manager. Navigate to the folder containing the program backup (gopos-pbackup.op) and press on the file to initiate the program restore. A "Restoring, please wait" message will be displayed.



Once completed, a "Program Restore performed successfully" message will be displayed.





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