



Software Guide



Available on the
App Store



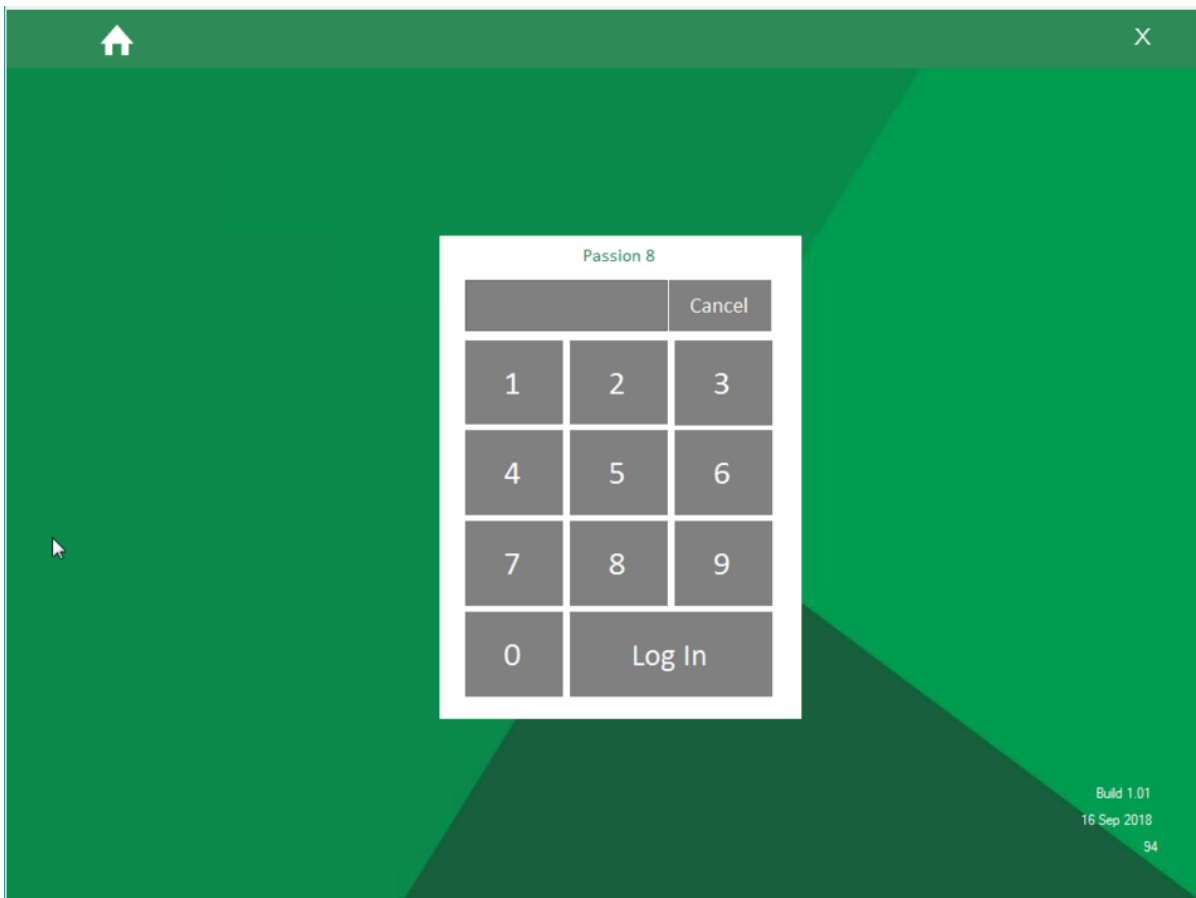
Hello from the iDeal EPOS Team!

Thank you for choosing the Ideal EPOS System! As we grow and add new features, some of the things in this guide may not match your system, feel free to download the latest one from our website at anytime for free!

When you first start up your software, it will ask you for a password to login, these are as follows:

Manager Login: 1 – Login

Staff Login: 2 – Login

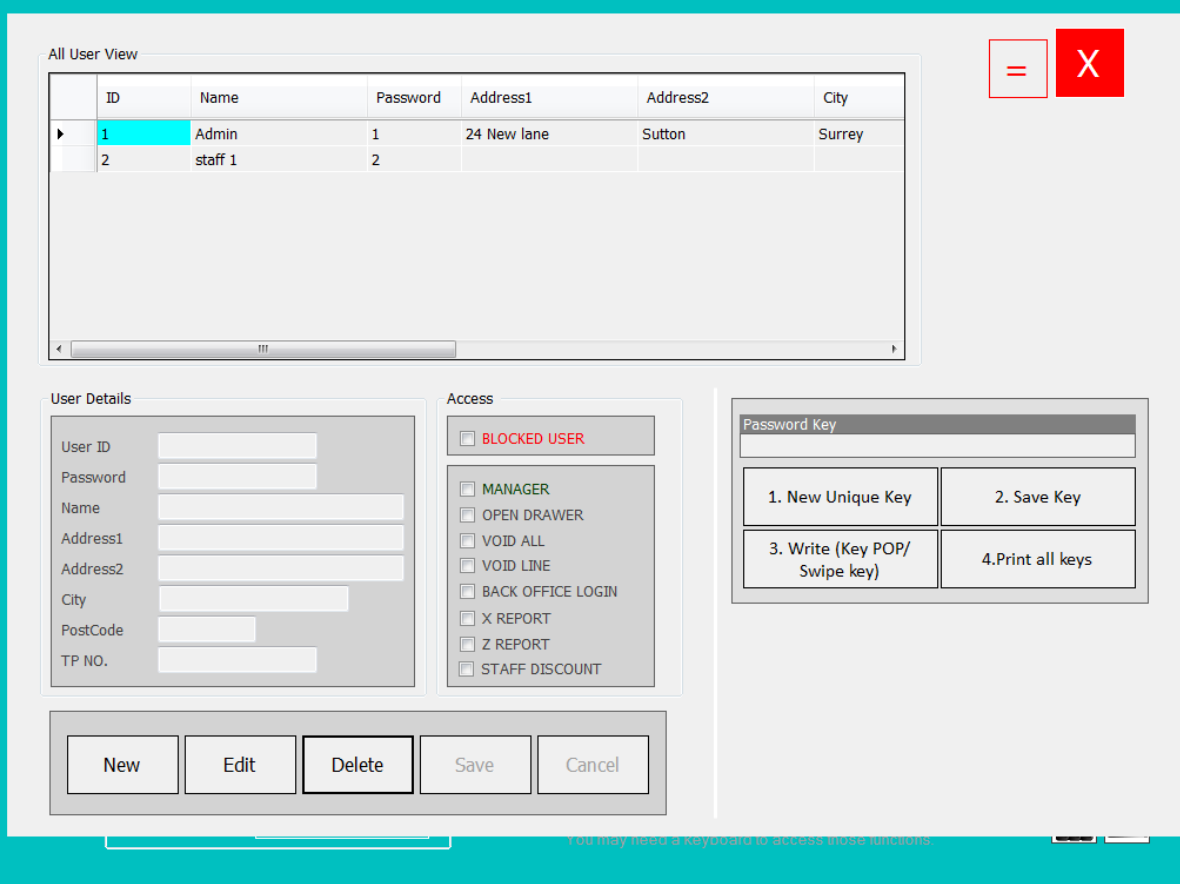


You can create different staff accounts in the back office by going to

Type Manager Pin (Don't press Login) – Click Manager Dashboard– Staff

**** PLEASE ENSURE YOU HAVE AT LEAST 1 USER WITH MANAGER ALLOWED OTHERWISE YOU WILL BE LOCKED OUT OF THE BACK OFFICE! ****

The Basics – Creating Staff



Managing your staff and what they can and can't access couldn't be easier: -

Start at the Login Screen -Type Manager Pin (Don't press Login) – Click Manager Dashboard– Staff

(This is where you'll see the screen above)

The 2 default users are here, to edit them Click Edit, Then Click the arrow to the right of the user you wish to edit

Key

User ID: Assigned by you for identifying staff in reports

Password: 4 Digits used to login to the software

Name: Users Name

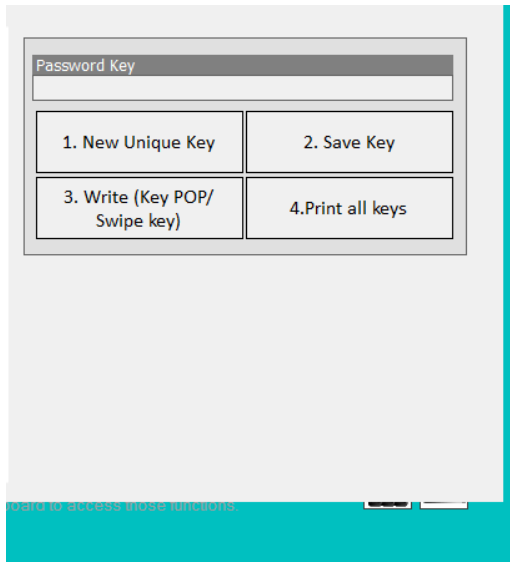
Address (enter staff address for records)

TP NO: telephone number

Use the check boxes on the right to select what specific users have access too!

**** PLEASE ENSURE YOU HAVE AT LEAST 1 USER WITH MANAGER ALLOWED OTHERWISE YOU WILL BE LOCKED OUT OF THE BACK OFFICE! ****

The Basics – Creating Staff Keycards



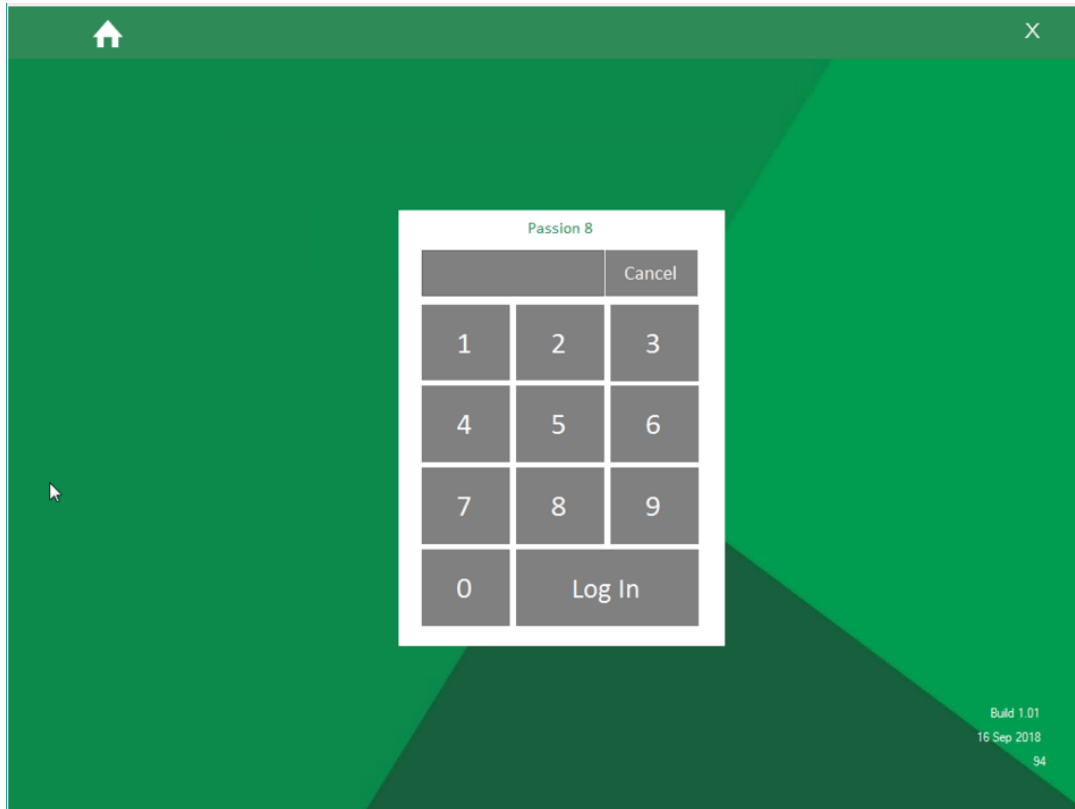
The iDeal EPOS Software allows you to create Barcode key cards for staff to log in by scanning them into the login screen.

This is the same generator for MSI Swipe Cards

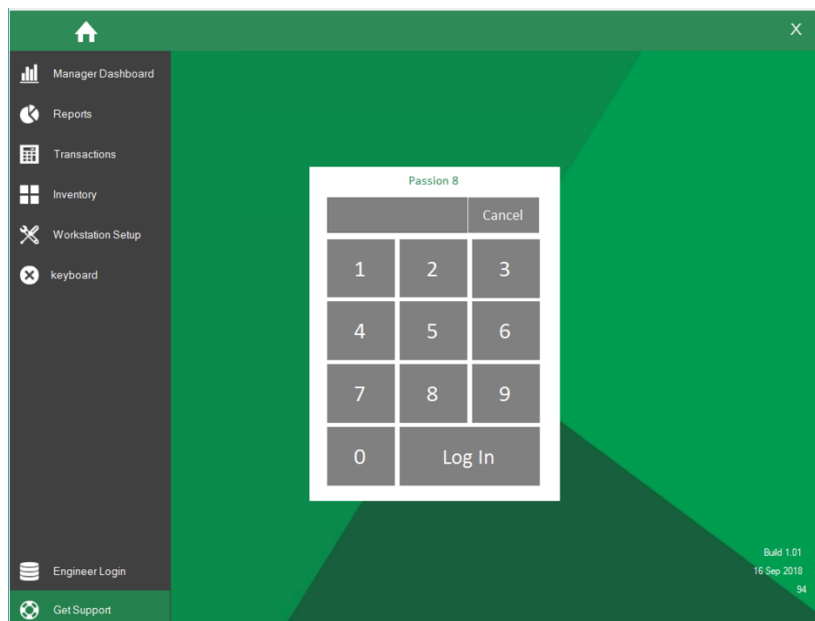
- 1) Select User from list
- 2) Select “New Unique Key”
- 3) Save Key
- 4) Click Write
- 5) Print Key to get a temporary Scan Card

Getting Started

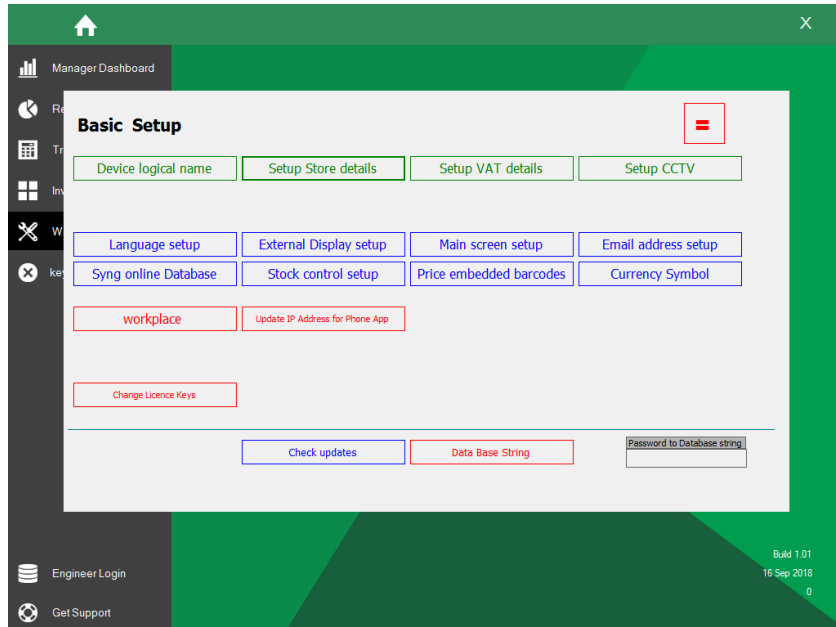
One of the first steps you may want to take it too enter your stores details – Start at the Logon Screen



Step 1: Click the Home Button (Top Left) – Type your Admin Pin (Don't click log in) Click Workstation Setup



Step 2 – Select Setup Store Details



Step 3 – Setup Store Details

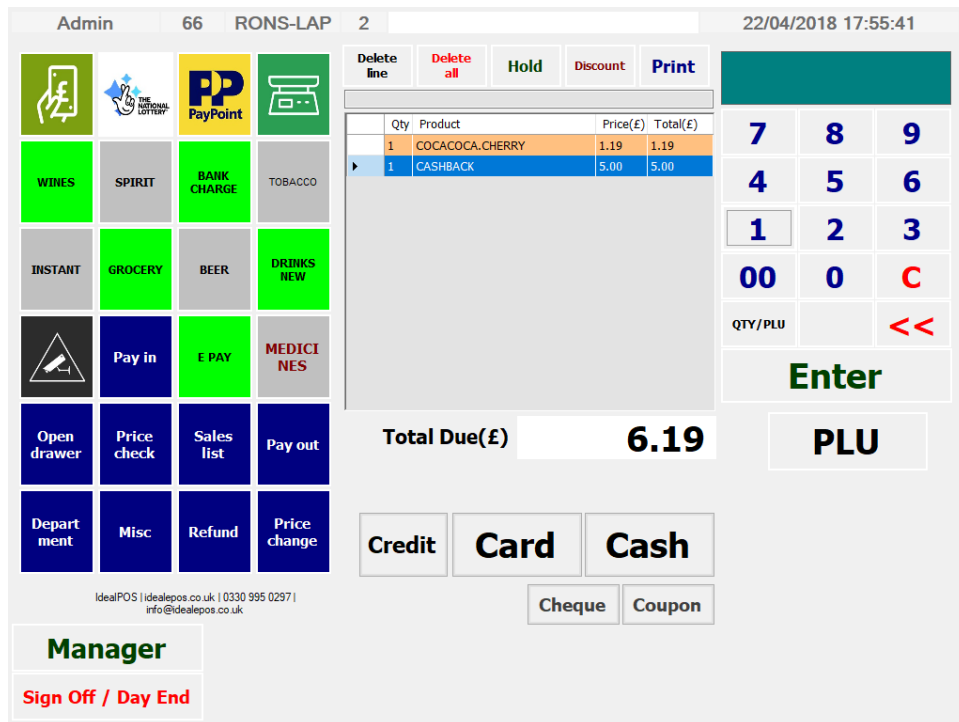
Load from Reg.

Name	Ideal EPOS
Add1	1 PONDS ROAD
Add2	BRISTOL
City	BS1 1SP
PCod	01100000168
Tel	
VAT	

Enter the correct details, then click the green “Save” Button, you will then need to restart the software for changes to take effect

The Basics – Making a Sale

After Scanning or Adding any items to sales “basket” your sales screen will show the payment method buttons



Admin 66 RONS-LAP 2 22/04/2018 17:55:41

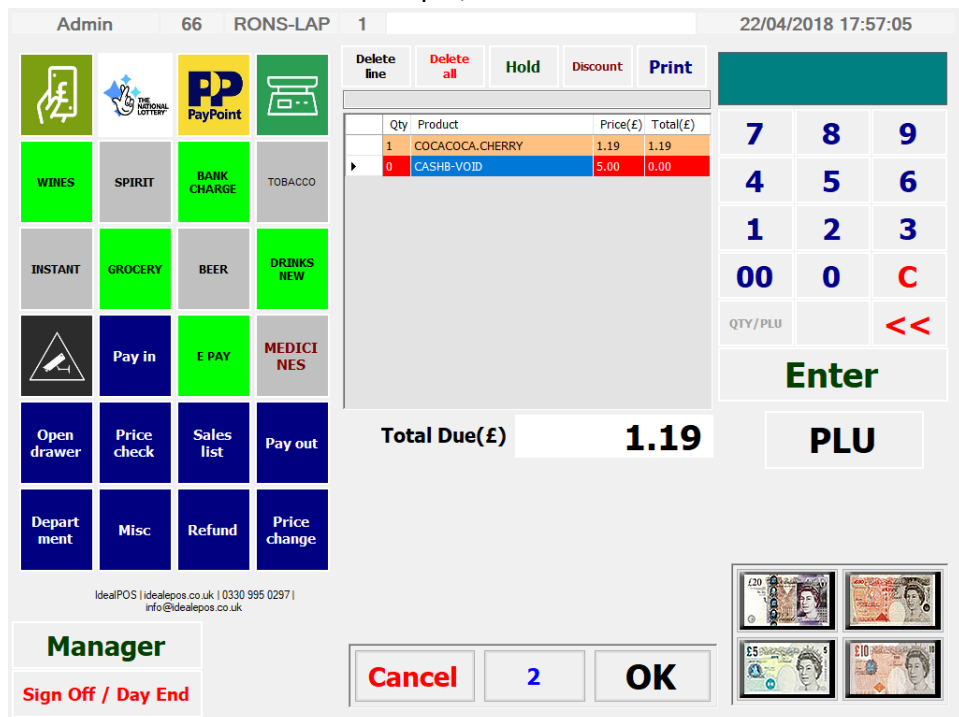
Qty	Product	Price(£)	Total(£)
1	COCACOCA.CHERRY	1.19	1.19
1	CASHBACK	5.00	5.00

Total Due(£) **6.19**

Payment methods: Credit, Card, Cash, Cheque, Coupon

Manager Sign Off / Day End

For this example, we will Press Cash -



Admin 66 RONS-LAP 1 22/04/2018 17:57:05

Qty	Product	Price(£)	Total(£)
1	COCACOCA.CHERRY	1.19	1.19
0	CASHB-VOID	5.00	0.00

Total Due(£) **1.19**

Confirmation dialog: Cancel, 2, OK

Manager Sign Off / Day End

If customer gives an exact amount in change press OK to complete sale

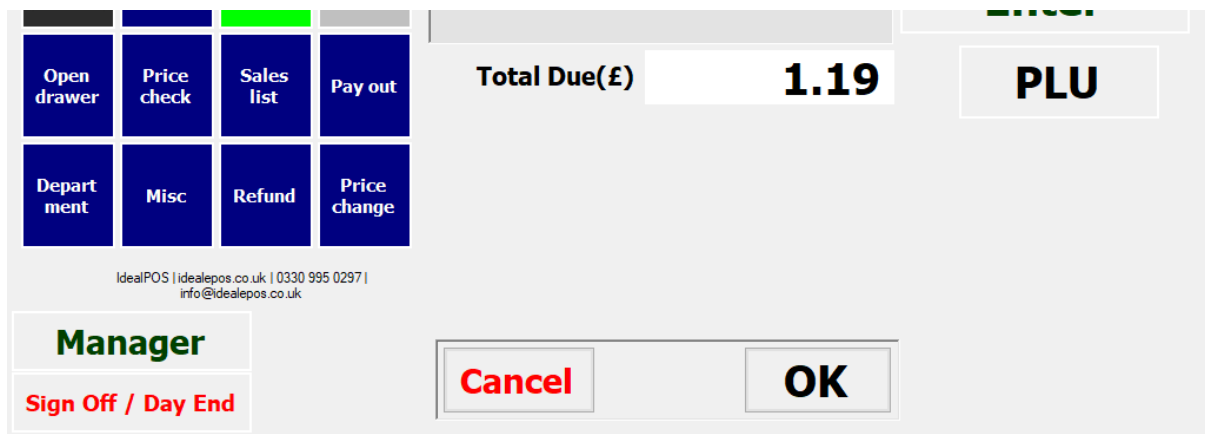
If customer gives the next round figure of the total (in this sale £2.00)

Press “2” Button then press ok, this will display change required for £2

If customer gives a note just press the note they have given and it will display relevant change required

Or to cancel the cash sale and to go back press Cancel button

If you Press Card – Non-Integrated (separate card machine)



Press OK to finish Card transaction or press Cancel to go back

- This Will Kick the cash drawer for you to put the confirmation receipt into the drawer

If you want to do Coupon OR Cheque Sales

There are two methods:

1. If you are given the exact amount in cheque or coupons just press

Cheque or coupon button then press OK

2. If they give some coupons or cheque and the remainder by cash or card

2a) First enter coupon or cheque amount on the number pad, then select first payment button cheque or coupon.

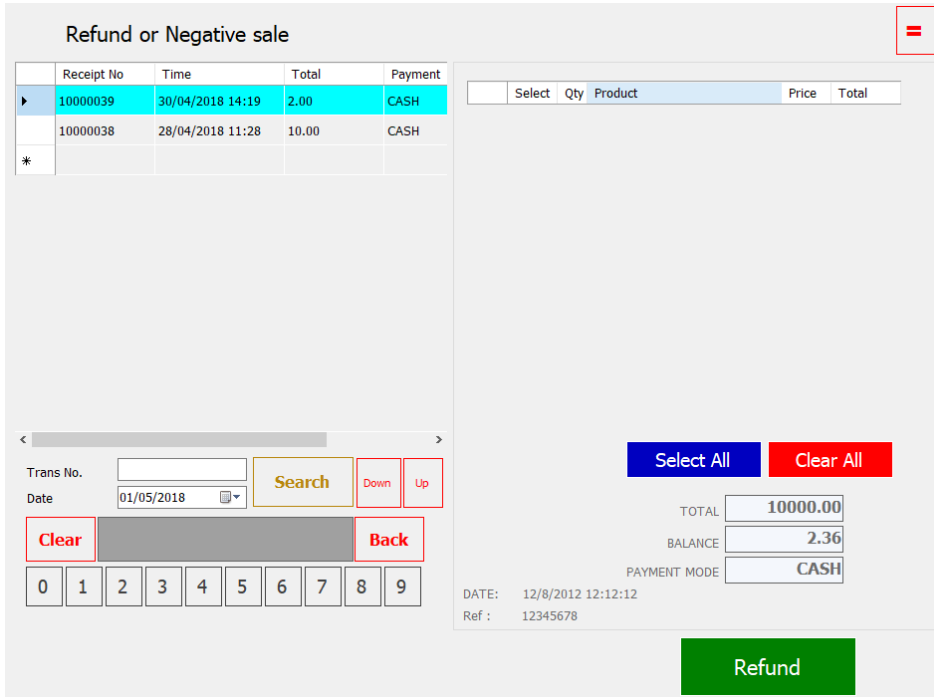
The amount will be subtracted from the total amount owed

2b) Then you can continue with a cash or card sale as normal.

The Basics – Refund A Sale

Step 1 – Find the Sale you wish to refund

- If the sale was from “today” before Z report you can look through the list to find it
- Alternatively Scan or Type in the Sale Barcode/ID
- Or Select A date of transaction



Refund or Negative sale

Receipt No	Time	Total	Payment
▶ 10000039	30/04/2018 14:19	2.00	CASH
10000038	28/04/2018 11:28	10.00	CASH
*			

Trans No.

Date: 01/05/2018

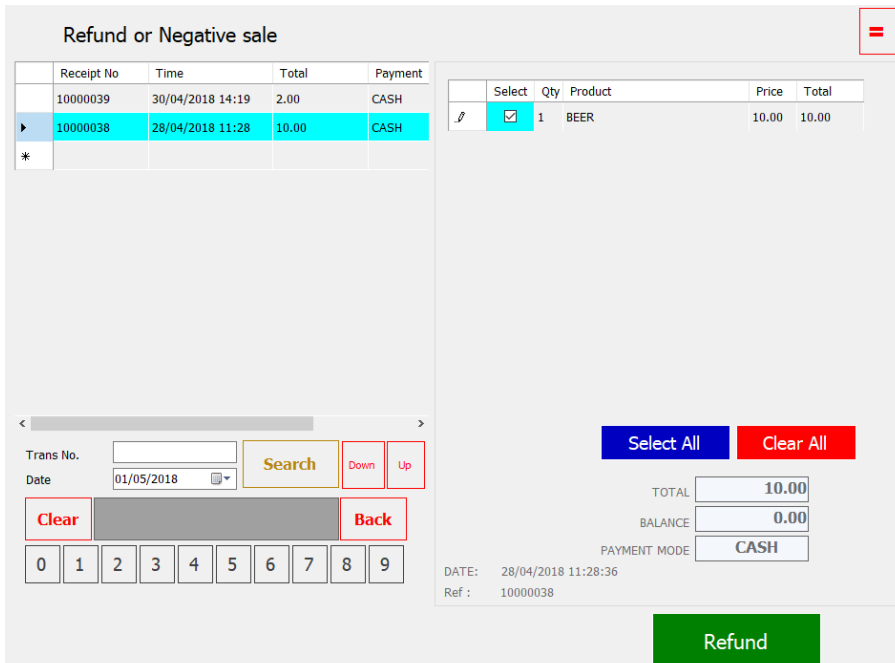
0 1 2 3 4 5 6 7 8 9

Select	Qty	Product	Price	Total

TOTAL: 10000.00
BALANCE: 2.36
PAYMENT MODE: CASH

DATE: 12/8/2012 12:12:12
Ref: 12345678

Step 2 – When the sale is selected, Tick or select the items you wish to refund from the sale, or click select all to refund the full amount



Refund or Negative sale

Receipt No	Time	Total	Payment
10000039	30/04/2018 14:19	2.00	CASH
▶ 10000038	28/04/2018 11:28	10.00	CASH
*			

Trans No.

Date: 01/05/2018

0 1 2 3 4 5 6 7 8 9

Select	Qty	Product	Price	Total
<input checked="" type="checkbox"/>	1	BEER	10.00	10.00

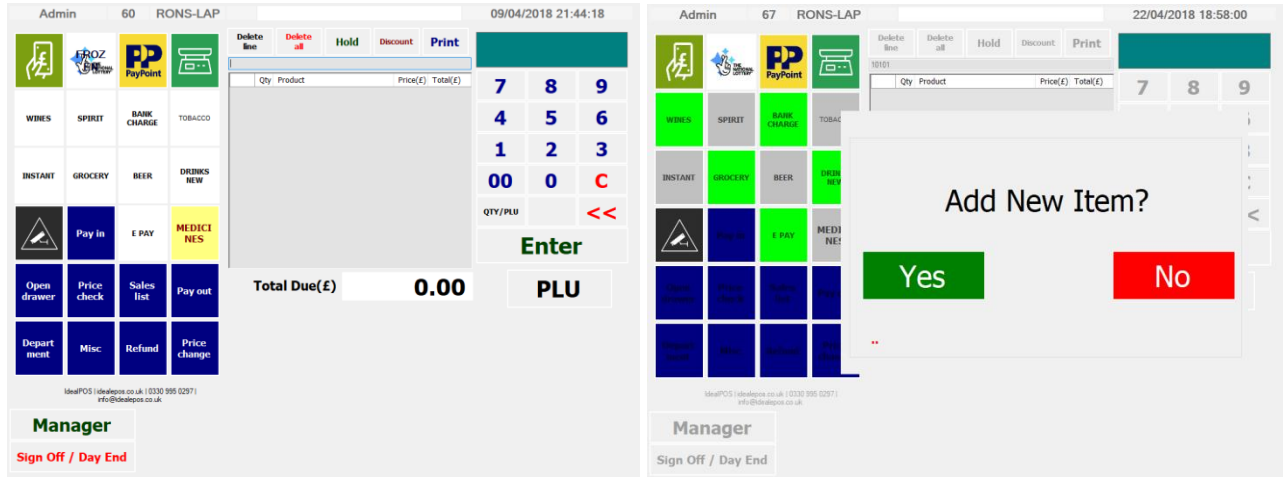
TOTAL: 10.00
BALANCE: 0.00
PAYMENT MODE: CASH

DATE: 28/04/2018 11:28:36
Ref: 10000038

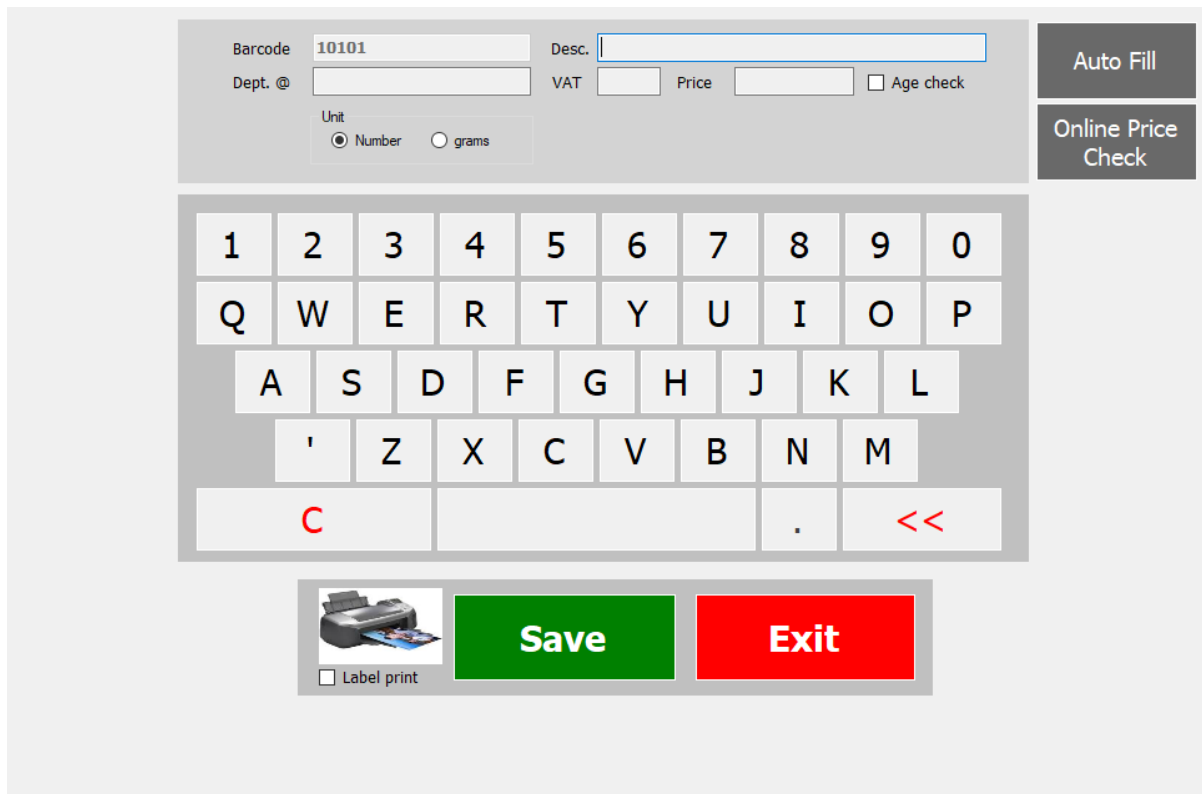
The Cash Drawer will now Kick for you to retrieve the Cash and the system will print a receipt for the customer to sign. The refund is now complete

Adding A New Items – Using Barcodes

When in the Sales screen scan the item you wish to add, if it is not already in the system the message will display asking if you wish to add it:



Select yes and a new window will open for you to enter product details:



BARCODE: The items barcode you scanned

DESC. : Item name / Description

Dept. @ : Double click the empty box to select the department this product is in

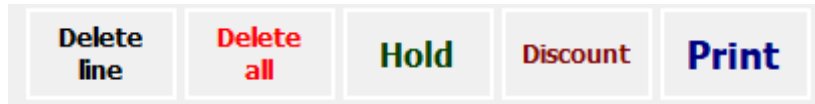
Price: The price you wish to sell the item at

SAVE To Complete

Adding an Item – Restaurant Mode / Item without Barcode

For Help adding items this way, please visit our YouTube Channel ([Search Ideal EPOS](#)) or speak to our Support Staff

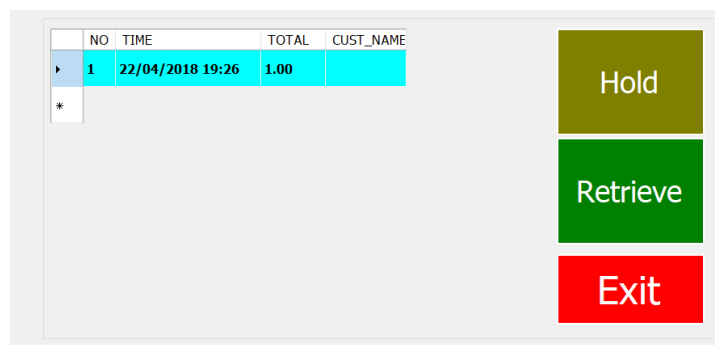
The Basics – Sales Bar



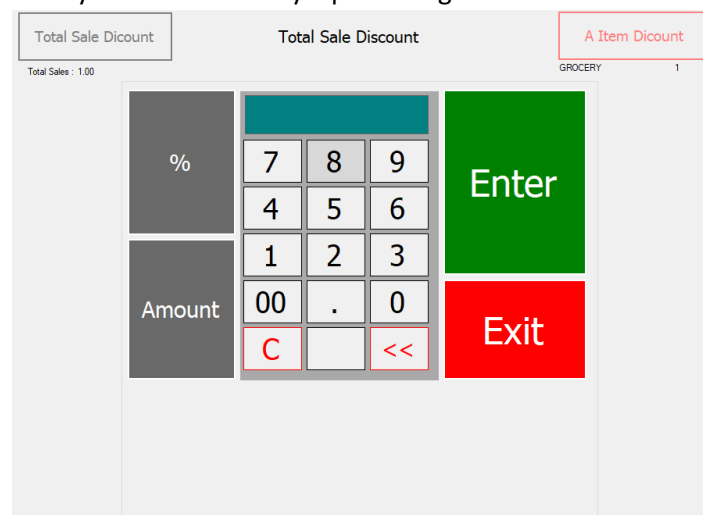
Delete Line - Delete Selected single item from sales list

Delete All - Delete all items from sales list

Hold - You Can Hold sales which means all scanned items will be logged and is instantly retrievable whilst a customer gets more items and in the mean time you can continue to serve other customers



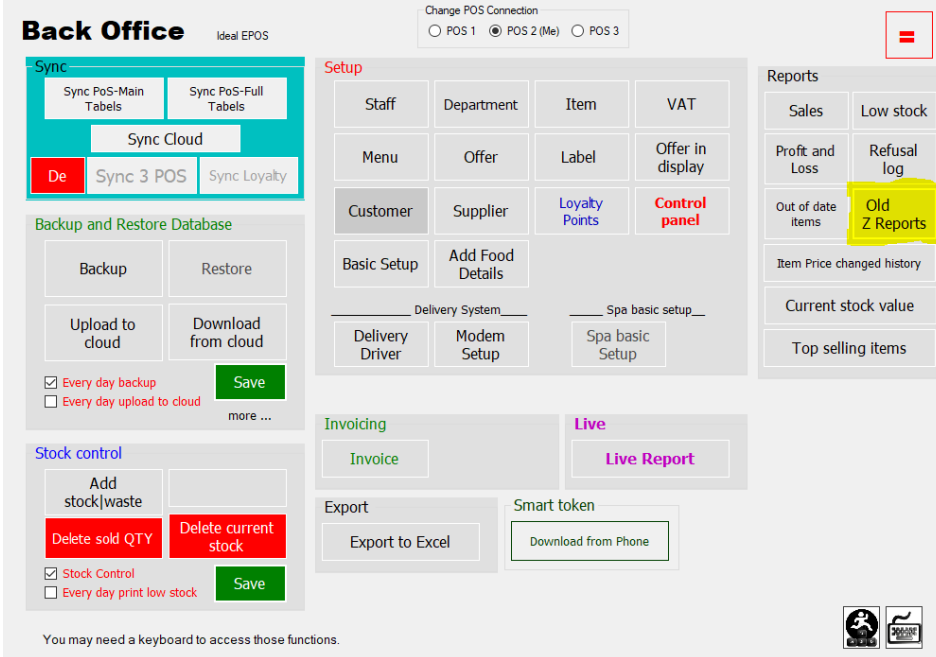
Discount - Give discount by the amount or by a percentage



Print - You can print / re-print the Last sales receipt

The Basics – Reprint Old Z Reports

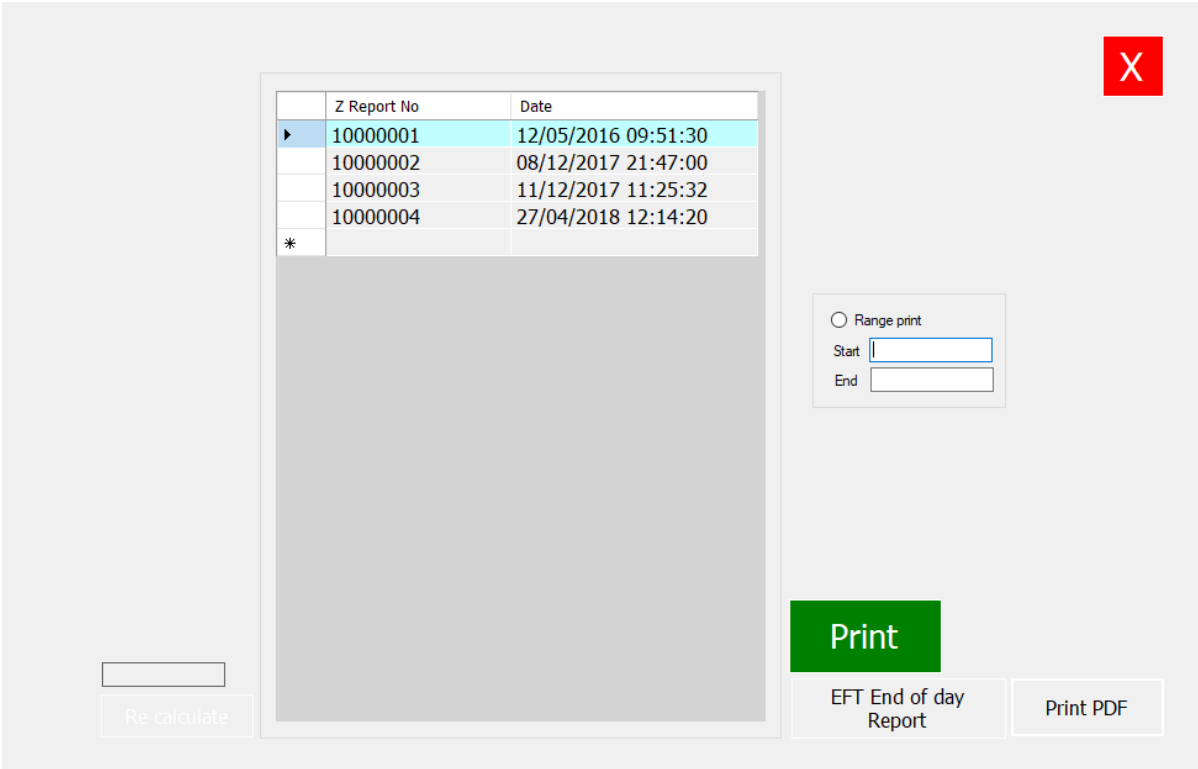
Step 1 – Go to Manager – Back office Login – Select “Old Z Reports”



The screenshot shows the 'Back Office' interface with various sections: Sync, Backup and Restore Database, Stock control, Setup, Invoicing, and Reports. The 'Reports' section on the right contains several options, with 'Old Z Reports' highlighted in yellow.

Step 2 – Select Required Z report and select Print

- You can also enter a range to print multiple reports at once
- Print PDF prints this as a A4 PDF (May Require Additional Setup)



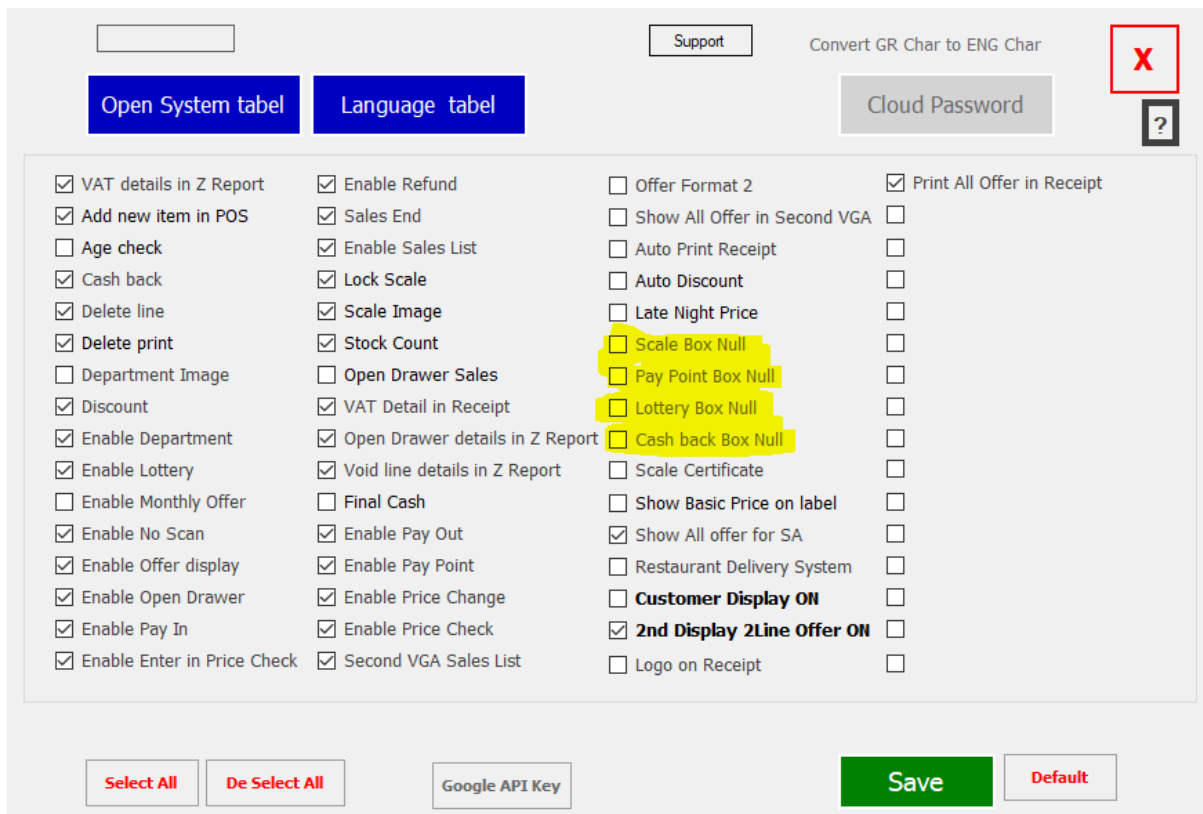
The screenshot shows a table of Z Reports with columns for 'Z Report No' and 'Date'. The first row is selected. Below the table, there is a 'Print' button and a 'Print PDF' button. A 'Range print' section is also visible, allowing for selecting a range of reports to print.

Z Report No	Date
10000001	12/05/2016 09:51:30
10000002	08/12/2017 21:47:00
10000003	11/12/2017 11:25:32
10000004	27/04/2018 12:14:20
*	

The Basics – Removing the Retail Buttons from the sales Screen



Step One – Go to Manager – Back office Login – Control Panel



Support Convert GR Char to ENG Char

Open System tabel Language tabel Cloud Password

<input checked="" type="checkbox"/> VAT details in Z Report	<input checked="" type="checkbox"/> Enable Refund	<input type="checkbox"/> Offer Format 2	<input checked="" type="checkbox"/> Print All Offer in Receipt
<input checked="" type="checkbox"/> Add new item in POS	<input checked="" type="checkbox"/> Sales End	<input type="checkbox"/> Show All Offer in Second VGA	<input type="checkbox"/>
<input type="checkbox"/> Age check	<input checked="" type="checkbox"/> Enable Sales List	<input type="checkbox"/> Auto Print Receipt	<input type="checkbox"/>
<input checked="" type="checkbox"/> Cash back	<input checked="" type="checkbox"/> Lock Scale	<input type="checkbox"/> Auto Discount	<input type="checkbox"/>
<input checked="" type="checkbox"/> Delete line	<input checked="" type="checkbox"/> Scale Image	<input type="checkbox"/> Late Night Price	<input type="checkbox"/>
<input checked="" type="checkbox"/> Delete print	<input checked="" type="checkbox"/> Stock Count	<input type="checkbox"/> Scale Box Null	<input type="checkbox"/>
<input type="checkbox"/> Department Image	<input type="checkbox"/> Open Drawer Sales	<input type="checkbox"/> Pay Point Box Null	<input type="checkbox"/>
<input checked="" type="checkbox"/> Discount	<input checked="" type="checkbox"/> VAT Detail in Receipt	<input type="checkbox"/> Lottery Box Null	<input type="checkbox"/>
<input checked="" type="checkbox"/> Enable Department	<input checked="" type="checkbox"/> Open Drawer details in Z Report	<input type="checkbox"/> Cash back Box Null	<input type="checkbox"/>
<input checked="" type="checkbox"/> Enable Lottery	<input checked="" type="checkbox"/> Void line details in Z Report	<input type="checkbox"/> Scale Certificate	<input type="checkbox"/>
<input type="checkbox"/> Enable Monthly Offer	<input type="checkbox"/> Final Cash	<input type="checkbox"/> Show Basic Price on label	<input type="checkbox"/>
<input checked="" type="checkbox"/> Enable No Scan	<input checked="" type="checkbox"/> Enable Pay Out	<input checked="" type="checkbox"/> Show All offer for SA	<input type="checkbox"/>
<input checked="" type="checkbox"/> Enable Offer display	<input checked="" type="checkbox"/> Enable Pay Point	<input type="checkbox"/> Restaurant Delivery System	<input type="checkbox"/>
<input checked="" type="checkbox"/> Enable Open Drawer	<input checked="" type="checkbox"/> Enable Price Change	<input type="checkbox"/> Customer Display ON	<input type="checkbox"/>
<input checked="" type="checkbox"/> Enable Pay In	<input checked="" type="checkbox"/> Enable Price Check	<input checked="" type="checkbox"/> 2nd Display 2Line Offer ON	<input type="checkbox"/>
<input checked="" type="checkbox"/> Enable Enter in Price Check	<input checked="" type="checkbox"/> Second VGA Sales List	<input type="checkbox"/> Logo on Receipt	<input type="checkbox"/>

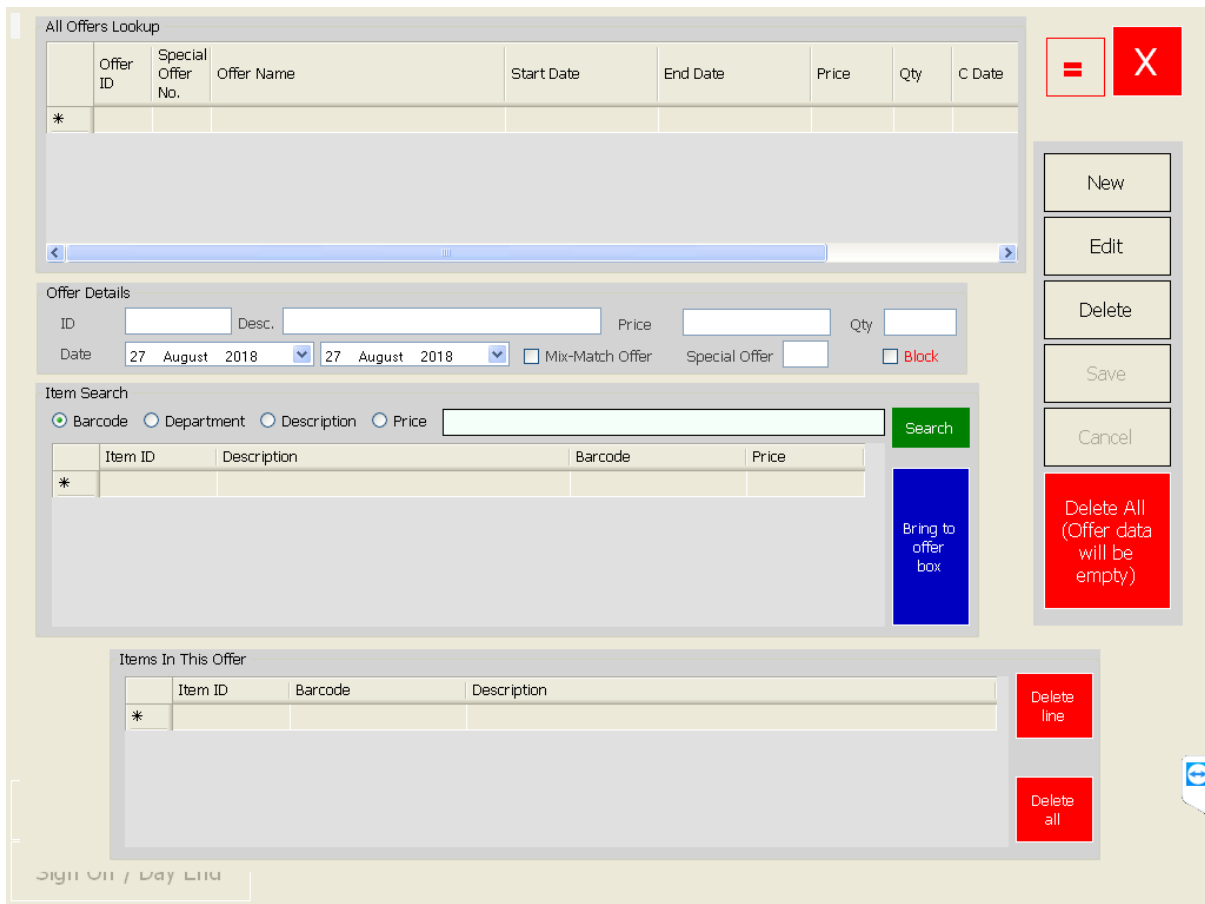
Select All De Select All Google API Key Save Default

Step Two: Tick the non-required boxes, click save when asked to restart the software, click NO then manually restart software

The Retail Boxes will no longer be there

Special Offers

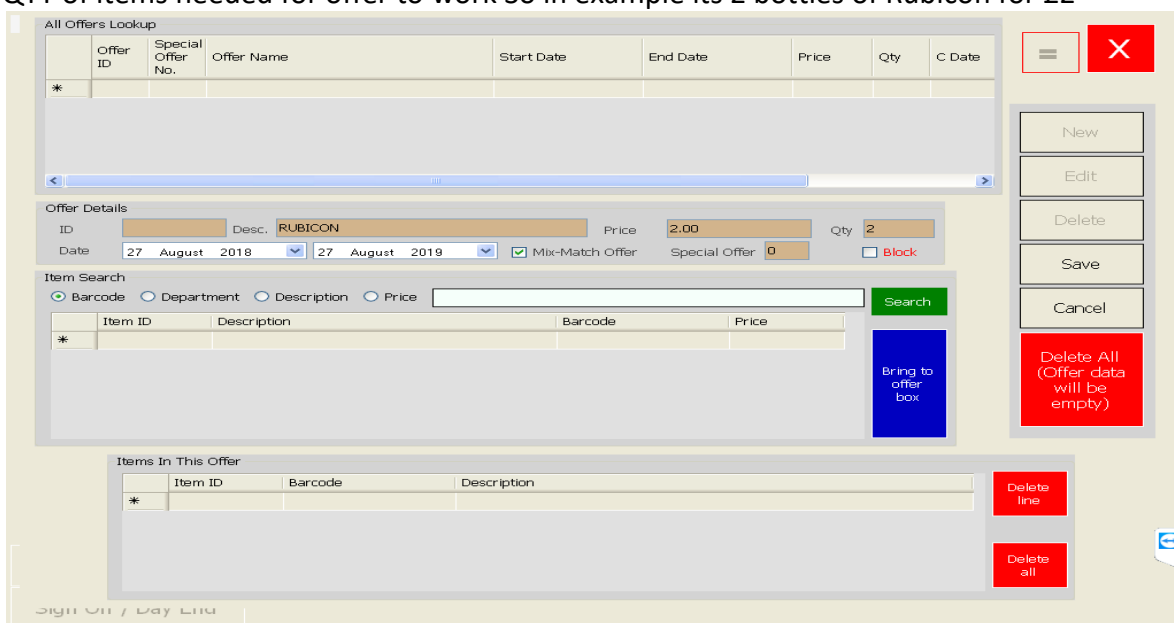
Start By Going to Manager - Back Office - Offers



The screenshot shows the 'All Offers Lookup' interface. At the top is a table with columns: Offer ID, Special Offer No., Offer Name, Start Date, End Date, Price, Qty, and C Date. Below this is the 'Offer Details' section with fields for ID, Desc., Price, Qty, Date (27 August 2018), and checkboxes for Mix-Match Offer, Special Offer, and Block. The 'Item Search' section has radio buttons for Barcode, Department, Description, and Price, with a search box and a 'Search' button. Below the search is a table with columns: Item ID, Description, Barcode, and Price. At the bottom is the 'Items In This Offer' section with a table with columns: Item ID, Barcode, and Description. On the right side, there are buttons: New, Edit, Delete, Save, Cancel, and a red 'Delete All (Offer data will be empty)' button.

Click New - Enter the offer Name (E.G Rubicon 2 for £2) - Final Price (Usually £1.30 each with the offer £2.00 so this would be £2) and

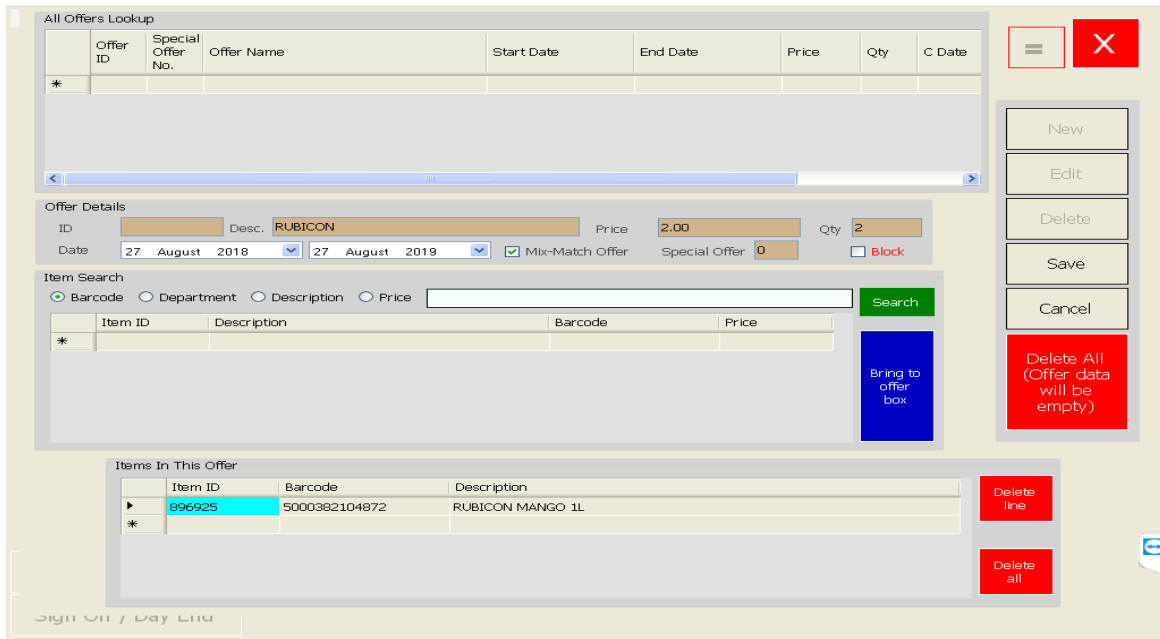
QTY of items needed for offer to work So in example its 2 bottles of Rubicon for £2



The screenshot shows the 'All Offers Lookup' interface with the offer details filled in. The 'Offer Details' section shows: ID, Desc. RUBICON, Price 2.00, Qty 2, Date 27 August 2018, and checkboxes for Mix-Match Offer (checked), Special Offer (0), and Block. The 'Item Search' section has the 'Barcode' radio button selected. The 'Items In This Offer' section is empty. On the right side, the buttons are the same as in the previous screenshot.

Search the barcode of the item for the offer and click search.

Select item and click bring to offer box



All Offers Lookup

Offer ID	Special Offer No.	Offer Name	Start Date	End Date	Price	Qty	C Date
*							

Offer Details

ID: [] Desc: RUBICON Price: 2.00 Qty: 2

Date: 27 August 2018 - 27 August 2019 Mix-Match Offer Special Offer: 0 Block

Item Search

Barcode Department Description Price [] **Search**

Item ID	Description	Barcode	Price
*			

Items In This Offer

Item ID	Barcode	Description
096925	5000382104872	RUBICON MANGO 1L
*		

Buttons: New, Edit, Delete, Save, Cancel, Delete All (Offer data will be empty), Bring to offer box, Delete line, Delete all.

If Multiple items scan and add them in the same way

Clicking Mix-Match will allow any of the items in the offer box to activate the offer mix and matched

Leaving it unticked will mean it has to be the same item for the QTY Defined

Click **Save**



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built into it!

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