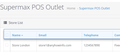
Supermax POS Multi-User/Outlet Manual

Configuration Setting

-Status: The admin can change the **Status of the Module** by choosing Enabled or Disabled from the drop down menu. When the Status is Disabled then the Multi User functionality will not work.

-To display just the assigned products in the terminal's front end, keep the setting to **Enable**; otherwise, all products will be displayed.

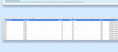
Stores/Outlets



-Stores are located in various locations. Under **Stores list**, the admin can view the details of all the stores and can check the **Product History** of each outlet.

-Under the Product History, the details of all the products added and assigned to that particular store is listed.

-The following details are listed down:
- Product ID
- Product Name
- Product Image
- Quantity of products assigned to the store
- The product's per-unit Price
- Product Status whether it is active in relation to that product
- The date and time of the action



-To edit the specification of the store from the list click on the **edit icon button** in the Action column.

-The admin can amend the store's information and make changes when needed.

-When the admin have to assign the products with specifications to the stores in bulk then he/she can use the **excel sheet to import** of the details at once.

-The sample of the excel sheet can easily be downloaded. Importing the sheet with the specifications otherwise the system will not recognize data with the respective column.

-The admin can view the store history of each product by clicking on **Store History button** in the Action Column.

-The list clearly states all of the names of the stores where that product is added, as well as the number of quantities available in each store, the price, and a note indicating what action is performed in regard to that product, as well as the date and time of the action.

-To assign, increase or decrease stock on a store click on the **Assign Product POS Outlet Wise button.**

-A screen will pop-up from where the admin can **update the inventory** of the store.

-To **raise or reduce stock**, choose an option from the drop down menu. Input the quantity you want to increase or decrease, mark the update price box if you want the price to be modified, and then press **Submit**.

-When the stock is not assigned, the **stock Assign** option will appear in the drop down menu. Select it, then enter the stock amount, mark the update price box if you want the price to be modified, and finally tap **Submit**.

-Administrators are unable to assign stock when the relevant stores are not linked to one another.

Cashier Role

-Under the **Cashier Role list** the following details are displayed.

Role Title: This title states the ranking of the cashier, as there are several cashiers at the store, each one is given a title.

Status: When a status is disabled, the cashier who is allocated to that function will be unable to perform their duties.

Action: The admin can edit the Status, Role Title and Select the services the cashier will have the permission to perform in the POS terminal of the store.

-The admin can add a new cashier role to the list by typing the Role title and selecting the permissions from the drop down menu.

-The permissions to perform the services in the POS terminal is given according to there specific role.

Cashier

-Under the **Cashier list** the details of the all the cashier is listed down.
- Name of the cashier
- Email address
- Telephone
- Cashier Role (which is used in the front-end to login)
- Name of the allotted store
- Role of the cashier and
- Status.

-The admin can put the **cashier out of action** by disabling the Status.

-By clicking on the edit button in the Action column, the admin can **edit the details of a cashier** from the list.

-To **add a new cashier** to the list, go to the top right corner and click the **plus button**, then fill out the form.

-For each cashier, the **username must be different**. There can't be two cashiers with the same username.

Commission

-The admin can charge commission to the stores and the stores receive a commission on every order, it's a vice-versa situation. The amount varies depending on the quantity of orders placed.

-When the **commission type is in percentage** then the commission is calculated on the amount of the total order of the store.

-When the **commission type is Fixed**, an orders are assigned a fixed amount of commission.

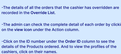
-The **total amount of the commission**, as well as the **remaining commission** that each store has to payget depending on the situation, are stated in the commission list with the store name.

-The admin can examine the **commission list** in detail by clicking on the view icon under the Action column.

-For each order placed the **individual commission amount and total order price** are given.

-To make the payment the admin has to click on the **Paid button** under the Action column and when the payment is complete the **Remaining commission amount** get decreased in the commission list.

Price Override



-In the **Price Override Management List**, the admin records the detail of the maximum capacity value which will be applied while adjusting the price of the product in the cart. The changed price have to be within the set range otherwise the update will get rejected.

-The admin can add a new price override value in the **Price Override** page the **plus** icon on the top right corner of the screen.

-To edit the list click on the **edit** icon under the action column.

POS Terminal Overrides

-The **overriding feature** allows head cashier to provide authorization to the cashier who don't have the permission.

-The overriding permission is applicable on the following :
- Add Custom Product
- Customer
- Discount
- Voucher
- Cashier
- Tax
- Charge

-When the permission is disabled, it appears in grey, and when it is enabled, it appears in black.

-To get access, enter the incharged cashier's **username and password**, as well as a note in the comment box, and then click the **Override button** to proceed.

-**Only the cashier who has the accessibility can provide the permission**. If the head cashier himself do not have the permission then his username and password will be of no use.

-A green message box will appear in the upper right corner when the override permission is **granted successfully**, stating that the access has been given. And in case the access is not approved then a warning message will appear.

-The **Override permission gets enabled for one time**, after the cashier perform the action it gets disabled again.

-**Only at the time of requesting the override permission to change the price of the product**, the price reduction from the drop down menu will appear. In other cases, only the username and password has to be entered.

-If the cashier enters a figure that is **less than the fixed value or percentage** then the update will not get approved.

-For instance, if the product's price is P100 and the set price reduction value fixed is P10, the cashier will not be able to reduce the product's price below P90.

Overrides

-The overrides List will be displayed only after the cashier has been granted the permission to override.

-The details of all the orders that the cashier has overridden are recorded in the **Overrides List**.

-The admin can check the complete detail of each order by clicking on the **view icon** under the Action column.

-Click on the ID number under the Order ID column to see the details of the order. Alternatively, click to view the profiles of the cashiers, click on their names.

-All of the permissions requested by the cashier are recorded in the **Override Detail List**, along with the name of the Approver, Permission Value, Comment, and Product Name.

Anyhow Infosystems (OPC) Private Limited,
B-5, ABL Workspace, Anshdeep Marg, Block B, Sector 4, Noida,
Uttar Pradesh 201301, India.

support@anyhowinfo.com https://anyhowinfo.com https://store.anyhowinfo.com

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