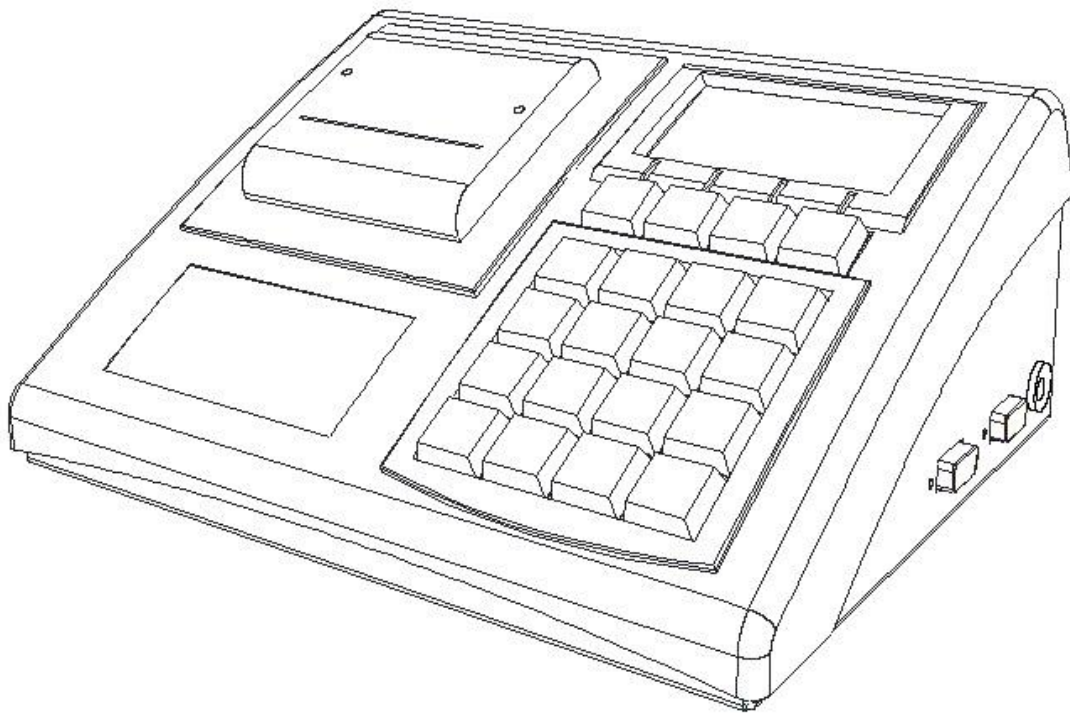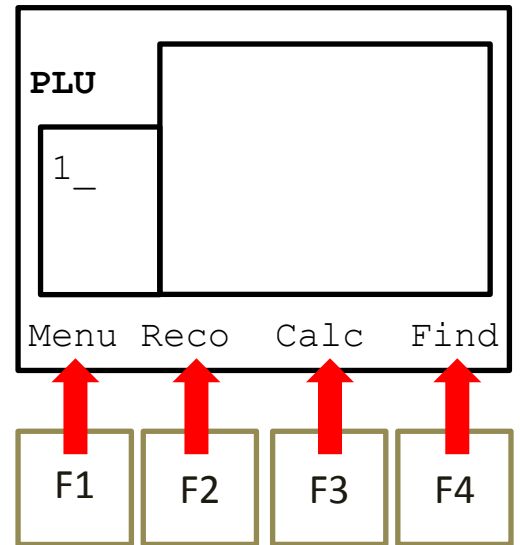# ORION POS

USER GUIDE

Ver: 1.0

Date: 04 Feb 2016

Orion POS has an interactive user interface to help hassle-free generation of sale invoice, and various reports. User can configure the device features, billing parameters, and calibrate the device using an intuitive and interactive keypad and graphic interface. Orion-POS has dual display - Graphic LCD display for user, and customer facing character LCD.

```
PLU
 ____
1_

Menu  Reco  Calc  Find

 F1   F2    F3    F4
```

Soft Keys

Orion POS has 4 soft keys Soft-keys. The function of each soft key varies based on state of operation, and are guided by the display.

Key Pad

Orion POS has 16 kay main key-pad. The intuitive design allows user to easily type Alpha-Numeric characters, erase and modify characters, accept entry and move UP/Down into various operations.

```
 1      2      3    CANCEL
       ABC    DEF     ←

 4      5      6      ↑
GHI    JKL    MNO    FEED

 7      8      9      ↓
PQRS   TUV   WXYZ

Alpha   0      .      ↵
CAPS    ␣    ,-/+
```

Pressing "Alpha" button allows user to change Numeric keypad to Alphabetic characters. Pressing the same "Alpha" button quickly 2 times consecutively enables CAPS-lock.

In idle condition ↑ button gives a Line-Feed to the printer.
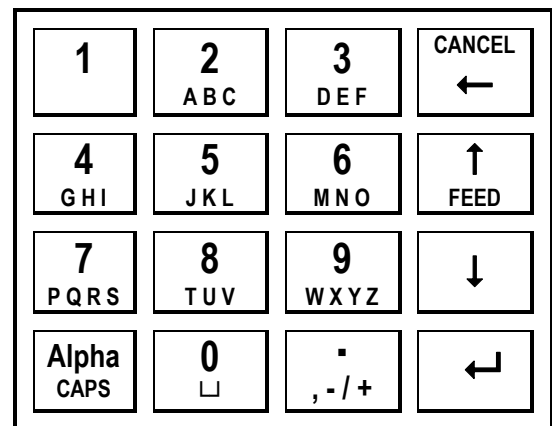
↵ Button accepts an entry.

← Button works as Backspace or Cancel based on mode of operation.

System Login

At Power-on, user need to Login with designated user ID and Password. There are 3 types of user with different levels of access.

Clerk: Can only generate invoice, no access to Menu

Admin: Can Generate Invoice and Reports, Add/modify PLU and price, Change Print settings – such as Header/Footer, printer selection, etc.

Supervisor: Has access to all that Admin can do. Additionally supervisor has access to System settings, Erase Memory/Bills, Create different users and assign password.

```
System Login
_____

User ID  : 2

Password :  _
_____

Num 04/02/16 13:00:27
```
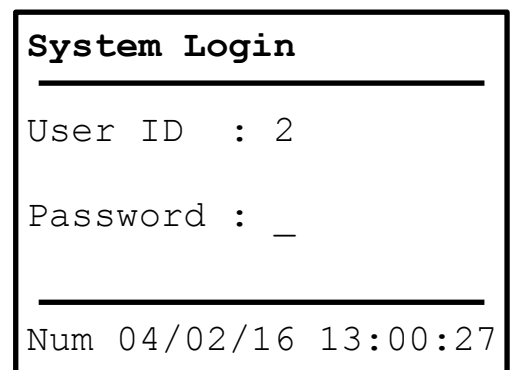
* There is an option of factory reset, which can be performed only by manufacturer with special user credentials.

In default screen, display prompts for PLU number.

Soft keys show following options:

"Reco" – to recover a Hold bill, or to print duplicate bill

"Menu" – To log out

"Calc" – to enable calculator mode

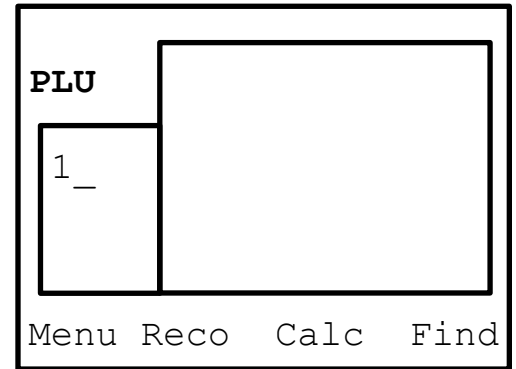"Find" – to search an Item with Name

```
PLU

  1_


Menu  Reco    Calc    Find
```

Billing:

To start billing, enter a PLU number, and press ↵

The Item Name and Price is displayed, Prompted for entering Quantity. Enter quantity and press ↵ or "Go" soft-key.

In case, weighing scale is enabled, it'll take the input directly from scale, and display on screen.

Display prompts for next PLU.

Soft key shows options for:

"Cash" – to finish billing and accept cash

"Prev" – to browse through billed items. Items can be removed / edited if necessary.

"Hold" – Option to hold current Bill, and proceed with next billing. This option will generate a token number, using which the invoice can be recovered again later. Any items entered after generating a token belongs to a new Invoice.
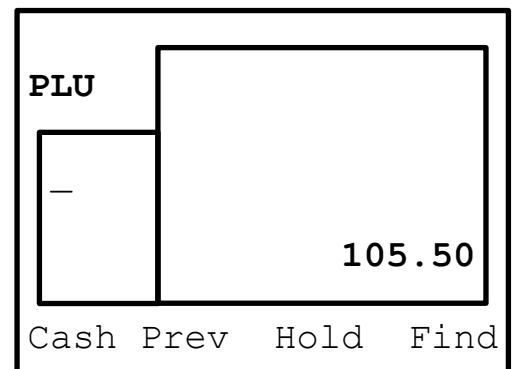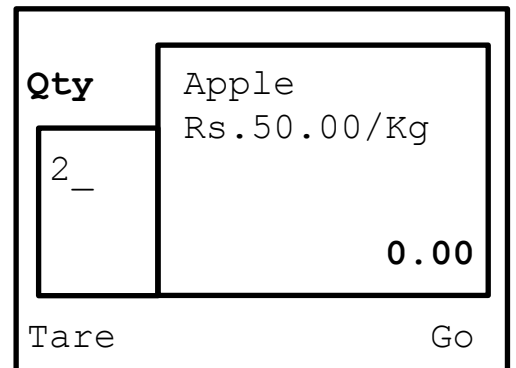
Current software can hold maximum 50bills at a time.

```
Qty     Apple
        Rs.50.00/Kg
  2_

              0.00

Tare               Go
```

```
PLU

  _

          105.50

Cash  Prev    Hold    Find
```

Browsing through Billed Items

In browsing mode, user can press "Prev", "Next", ↑, or ↓ keys to browse through the billed items.

```
Item    Apple
        Rs.50.00/Kg
  1_    2.00Kg

          105.50

Exit  Prev    Next    Edit
```
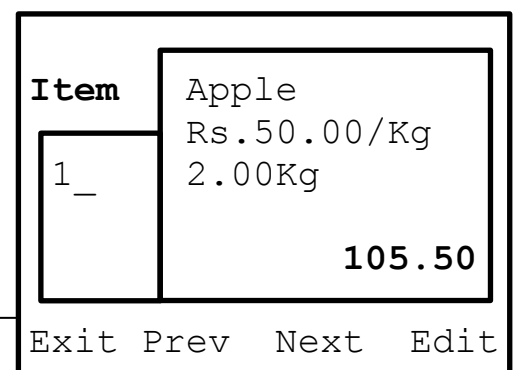
"Edit" soft-key allows user to edit Quantity, Price and Discount for the selected item.

To remove an item from invoice, user can edit the quantity to '0'.

User can also remove an item from invoice during browsing mode by pressing ← button to erase the item sequence number, and continuing once more press of ← button, display prompts to confirm erasing the item.

```
┌─────────────────────────┐
│ Cancel Item?            │
│ ─────────────────────── │
│ Remove Current Item     │
│                         │
│                         │
│ Sure?                   │
│ ─────────────────────── │
│ No                  Yes │
└─────────────────────────┘
```

Cash receipt and Bill Print ("Cash")

Cash receipt screen prompts for Cash entry.

Entering an amount automatically calculates and displays return amount

Soft key shows options for:

"Prin" – To print the bill and finish the transaction

"Disc" – To give a discount on the Subtotal

"Back" – to go back to billing

```
┌─────────────────────────┐
│ TOTAL: ₹51.27           │
│ ─────────────────────── │
│  Cash: _                │
│                         │
│  Return:                │
│ ─────────────────────── │
│ Prin Disc          Back │
└─────────────────────────┘
```

The invoice includes:

- Header / Footer
- Date, Time, machine ID and User ID
- Item details consisting of Name, unit price, quantity, total, tax slab, and discount if any
- Subtotal / Total
- Tax details with various tax slabs

```
        Crevavi Technlogies
           Hebbal,Mysore
           India-570016
 Inv.No.:00014     04/02/16 12:38
 M/c.No.:0001          User ID:2
 Item  Disc Price   Qty    Total
 Apple      50.00    1U   50.00A
 Number of Items: 1
 SUBTOTAL                  50.00
 TAX-A @ 2.55% on 50.00     1.27
 TOTAL TAX                  1.27
 GROSS TOTAL               51.27
           Thank You
           Visit Again
```

Bill Recovery ("Reco")

Recover a Hold bill, and continue billing.

```
┌─────────────────────────┐
│ Invoice Hold            │
│ ─────────────────────── │
│ Token No: 2             │
│                         │
│                         │
│                         │
│ ─────────────────────── │
│ Exit               Prin │
└─────────────────────────┘
```

Display prompts for token no. Enter token no, and press ↵ or "Go" soft-key.

If a valid token number is entered, it loads the bill on hold, now user can continue adding items to the bill or finish invoicing and accept cash.

```
┌─────────────────────────────┐
│ Historic Invoice            │
│ ─────────────────────────── │
│ Enter Invoice no            │
│                             │
│                             │
│ _                           │
│                             │
│ ─────────────────────────── │
│ Back                     Go │
└─────────────────────────────┘
```

Soft key shows option for "Dupl" – Duplicate bill

Duplicate Billing screen prompts for Invoice no.

User can enter a valid invoice no to print a duplicate of it.

Find Item (Using Alpha-numeric characters)

While billing, user can find an item using its name by pressing the "Find" soft-key, and entering first few letters (max 3 letters) of the item name.

User can browse through the items (using ↑↓ keys, or "Prev"/"Next" soft keys) with names starting with same letters and select one (using ↵ key or "Sel" soft-key), and continue billing.

```
┌─────────────────────────────┐
│ Enter Name:B_               │
│ ┌─────┬───────────────────┐ │
│ │ 6   │  → banana         │ │
│ │ 27  │    Bulb           │ │
│ │ 28  │    Book           │ │
│ │ 36  │    ButterMilk     │ │
│ └─────┴───────────────────┘ │
│ Exit  Prev   Next   Sel     │
└─────────────────────────────┘
```

Calculator

A calculator option is provided in idle screen, which allows Addition, Multiplication and Subtraction operations.

This data cannot be printed or stored in the system.

```
┌─────────────────────────────┐
│ 2x45+10=100.00-20=80.       │
│ 00                          │
│                             │
│                             │
│ ┌─────────────────────────┐ │
│ │ 80.00                   │ │
│ └─────────────────────────┘ │
│ Clr    +      x      -      │
└─────────────────────────────┘
```

Menu

Menu
- 1. Reports
  - 1. Current
    - 1. Day
    - 2. Month
    - 3. Year
  - 2. Past: From Date – To Date
  - 3. All pending
    - 1. Summary (Prints only total no of bill, total tax, and gross)
    - 2. Bill wise (Bill wise detail of date, tax and gross)
    - 3. Item wise (Each item wise total sale is calculated)
- 2. Manage PLU
  - 1. Edit Price (Next bills will take edited new price)
  - 2. Print PLU-List
  - 3. Manage Groups (Currently 4 Groups are available)
    - 1. Starting offset (Starting no. of group: like, All Fruit items will start from 1, all vegetables will start from 101, and all packed foods from 201)
    - 2. Group Name
    - 3. Sort Group wise
    - 4. Reset PLU Seq.
  - 4. Add new PLU
- 3. Print Setup
  - 1. Header / Footer (4 Header Lines, 2 Footer Lines)
  - 2. LF post Footer (0-9 lines – to push the paper to cutting edge)
  - 3. Header Position
    - 1. No Header
    - 2. Top of bill (Default)
    - 3. Bottom of Bill
  - 4. Printer Type
    - 1. External 40col
    - 2. External 80col
    - 3. Internal (Default)
  - 5. Printer Speed (To handle different buffering time)
- 4. System Setup
  - 1. Machine ID (4 characters)
  - 2. Date / Time (Time in 24hrs format)
  - 3. Weigh Scale (Selection of External / Internal weighing scale – currently not enabled)
  - 4. Manage Memory (Erase Memory, void bill)
  - 5. Edit Tax Slabs (8 Tax slab % values)
  - 6. Factory Reset (Only Authorized for Manufacturer)
- 5. User Setup (Setup access privilege for each user, and set password)