

# GET STARTED: APP USERS

## Installing the Point of Sale App on Android Phone

In the Google Play Store search for "WAPPoint POS". Select "Install" and "Open" the App phone and click on 'Skip' on the first window.

*(Follow the same instructions below on the WAPPoint POS App installed on your Card Machine)*

## Adding your Company Details

- On the POS home screen, go to "Set Up"/"Settings" and select "Company Details/Info".
- Capture your company details.

## Adding Users and Setting their Access

- Go to "Setup" menu and select "Users".
- "Add New"/"+" to add a new user.
- Complete their details in the relevant fields.
- Create a password: "Set Pass.", then "Access" to setup access rights to specific options. *For Example:* The owner will have different rights to the manager or a waiter/cashier. Use toggles to set rights to your specifications.
- "Save" when you are done.
- The Forward and the Fast Forward buttons can be used to see the users already on the system.

## Important Settings to Consider

- From the Home Screen go to "Settings".
- Register a [Hive Profile](#) for data to be synced to the cloud.
- Activate the applicable toggle buttons needed.
- Printer Settings: For your device to print a bill, the Bluetooth on the machine must be on.
- "Inner Printer" must be listed at Bluetooth Printer.
- Consider Card Machine & Cash Drawer Connections if your company uses these functions. (Contact [support@wappoint.co.za](mailto:support@wappoint.co.za) for assistance)
- Toggle Buttons Explained: <https://bit.ly/3NvWvi8>
- Pass Key default is "3".

## Adding POS Buttons: <https://youtu.be/FI9JCb1BEI>

- From the Home Screen, Go to "POS Touch" Menu or straight to "Add Buttons" Menu.
- In the right top corner, click on the Menu (3 lines). Select the "Add Button" option. Select "+" to Add a button and then update Category1 by renaming the button to an item on the main category level e.g. "Drinks", "Mains", "Starters"
- When you click on your new button, eg: "Drinks", this will take you to a new screen.
- Select the "Submenu" at the top and now you can add buttons for the different drinks that you sell. If you only have a few products, add to main category level and enter their prices.
- "Set Back Button" on sub menus to create a button for easy navigation.

## Manage Inventory & Link To Buttons

- To link a button to it's inventory, click on the button then on "+New Item". Click on the "Edit Pencil Icon" and "New" if the item hasn't been added to inventory yet.
- Enter "Product Name", "Item Code", "Category", "Retail Price", "Cost Price" and "Quantity". Save.
- Item changes were saved. Click "Back".
- Select the item from the list and "Add Item". Yes to add product to button.
- Now it will track the inventory each time you ring up sales on that button.
- Alternatively we suggest importing inventory directly into the Hive and then syncing your data to the App.

## How to use the Point of Sale

- On the Home Screen, go to "POS Touch".
- Tap the button appropriate to the sale.
- The total payable amount will appear at the top of your screen.
- Use the "Pay" button at the top to receive payment from your client. If you're using an integrated cash drawer or card machine, go to "Settings" and insert the Cash Drawer/Terminal details.
- *In a restaurant*, you will send your order to the kitchen/bar by using the "Send Order" in the bottom right hand corner. Go to "Settings" and scroll down to enable the necessary printers.
- To add a table number, go to "Settings" and scroll down to the option that states "Enter Order or Table Number". Toggle must be on to allow the App to ask you for a table or sale number when starting a new sale.

## How to do the Cash Up

- On the Home Screen, go to the Menu (3 dots) in the left corner.
- Go to "Reports".
- Where it says "All Locations", you can choose which category you want to view.
- Select your "From" and "To" dates.
- By working through each tab, you can view Invoices made, Items Sold, Money captured and user clock in times.

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