

RANGER POS



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POS HELP GUIDE – RESTAURANT

1. **DINE IN**

This Function allows you to start using the POS for Restaurant use and when the customers come in for In- Store Consumption. When you click that Icon you will get in to the secondary screen where the table set up appears.



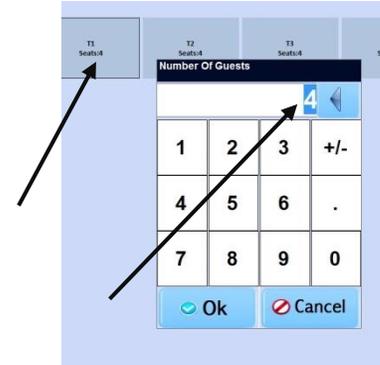
A) Left hand pane :

This shows the restaurant's main areas which has the table set up.

B) Right hand pane

This shows you the table arrangement in selected restaurant area.

- When you click the appropriate restaurant area you will be able to click on the table (Ie. Table 1) and enter the number of guests and start the taking the order



C) Table set up

Click "Setup" in the Main POS screen window and click "Features" and click " Dine- In Group Set up" and set up the groups first(Bar / Restaurant)

Then select The "Dine - In Table Set up"
Click "Move" to move the table.



D) More functions

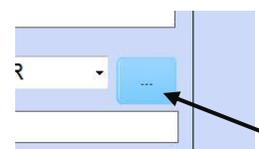


- Change Customer -When you have a table open still you can change the same seat with a different name.
- Change guest- When you want to change the number of the guest later time
- Change Server- allows you to change the servers from one to another
- Change Table- Change the order table in to different location

2. TAKE OUT / DELIVERY

This function will allow you to do the takeout orders. When a customer calls you, first should enter the customer information in the next page.(So next time it'll easy for you to find the customer by their Ph. No. or name) and start taking the new order.

You should select the city from the dropdown menu. If the city is not in the list you should add the city name by clicking the blue icon right next to the box



• More Options

- Call History - When you click on the "Call History" it takes you to the place where all the call history is stored.
- Duplicate order- if you already find the customer and if there were preferred previous order received from him, it can be brought up to the current POS screen.



3. INVENTORY

A) Add New Item :

i. Open the “INVENTORY” tab and click ‘NEW”. In the next page we have to select the department by clicking a drop down arrow sitting next to it, in which the new item will belong to. If the desired department is not listed, click “ADD NEW DEPARTMENT” blue icon right next to the department.

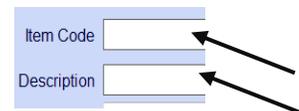


ii. Then click “ADD” On the next screen to add a desired department.



iii. Giving it a Department Code and a Name as you want and hit “SAVE” and exit the window

iv. Repeat A) i./ When you select the appropriate department now you can give the “ITEM CODE” and “DESCRIPTION” to the new item.



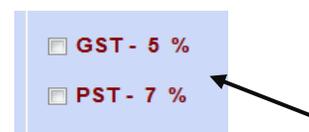
v. If the item has UPC or bar code, scan the item in “ITEM CODE” line.



vi. In Some cases when you don't find a UPC or bar code enter the “DESCRIPTION” same as the “ITEM CODE”

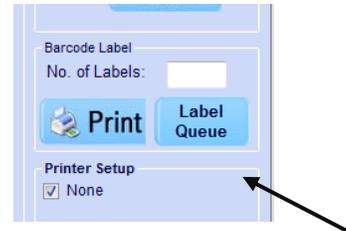


vii. Enter the other optional details as needed. Remember to select applicable tax or taxes by tick marking it.



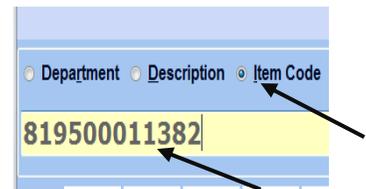
viii. Indicate the selling price in "PRICE" box and click save. If you are going to add more items you can hit "YES" to the next page. If not click "NO" to return to the previous page.

ix. If you want to print the Bar code of the product you can click "Print" right next to the pricing column in order to get a bar code printed in a Bar code printer. When you click Label queue, those bar codes are saved under "Label" feature and can be recalled those later on (Printed on a regular papers)

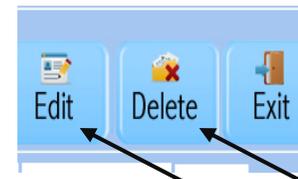


B) Edit Item

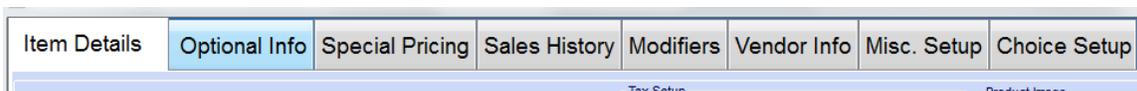
i. Select the "DESCRIPTION" or "ITEM CODE" to search now you can scan the item under "ITEM CODE" selection



ii. And now you can click "EDIT" The next edit page gives you an opportunity to edit the selected items details le: Description, price, Tax level, stock quantity etc. And it has the "DELETE" option to delete the whole item from the inventory



iii. Under "EDIT" item there are few more useful feature listed



a. SPECIAL PRICING

Under this Page we have four deferent special price levels based on how you want to offer it

- Quantity wise Pricing - Allows you to set a price according to deferent quantity levels

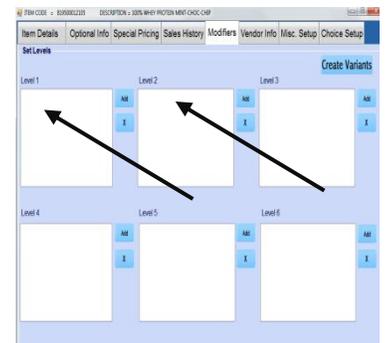
- Bulk Pricing - Allows you to set a price according to the specific bulk le; One for 3 \$ and two for 5 \$
- Time Based Pricing - Allows you to set a price according to the certain time range
- Date based Pricing - Allows you to set a price according to one certain date
- After you did the alterations please hit “Save” and close

b. MODIFIERS

In this page you are allowed to add several modifier levels to the product which modify the quality of the item

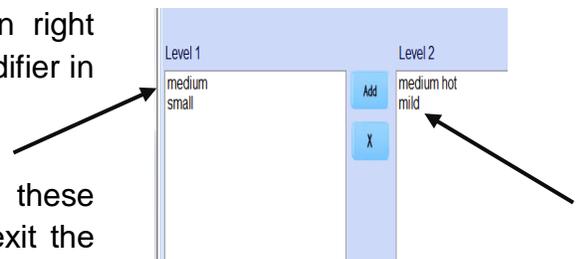
ie: Chile chicken → Medium (Level 1) Chile chicken,
 → Medium Mild hot (Level 2)
 Chile Chicken

Modifiers: Medium, Mild Hot



- First you have to Create Variants by clicking “Create variants”

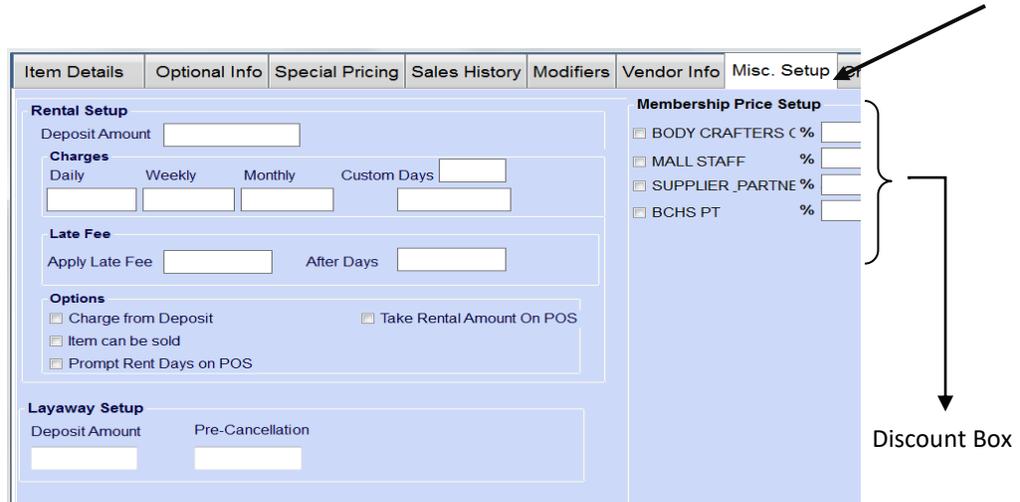
- Then you can click the add button right next to Level box and select the modifier in a level base, ie. Level 1 and Level 2



- After you add the modifiers in to these levels click “Save” and “Close” to exit the window.

c. MISC. SETUP

This page will allow you to set up the Rental merchandisers according to the membership levels. This function mostly used when you are renting an item (ie. Pharmacy or rental business environment)

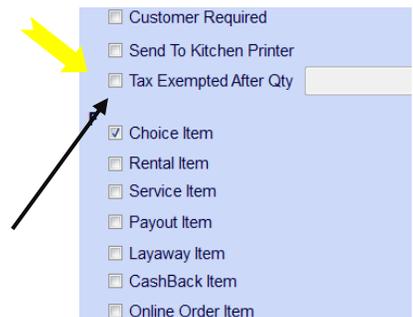


- When you are renting an item you can enter the deposit amount in the box shown above and according to the daily, weekly or monthly basis you can set it up with the applicable discount level on the right hand side of the window. Hit “save” and Close to exit the window.

d. CHOICE SET UP

To activate this option you should put a tick mark on the “Choice Item” under F section in the “Optional Info”

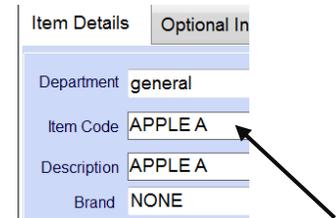
- When you want to categorize items, you can use this icon to manage it. Description as below
- Suppose an “Apple” group has many kind of Apples so you can categorize them



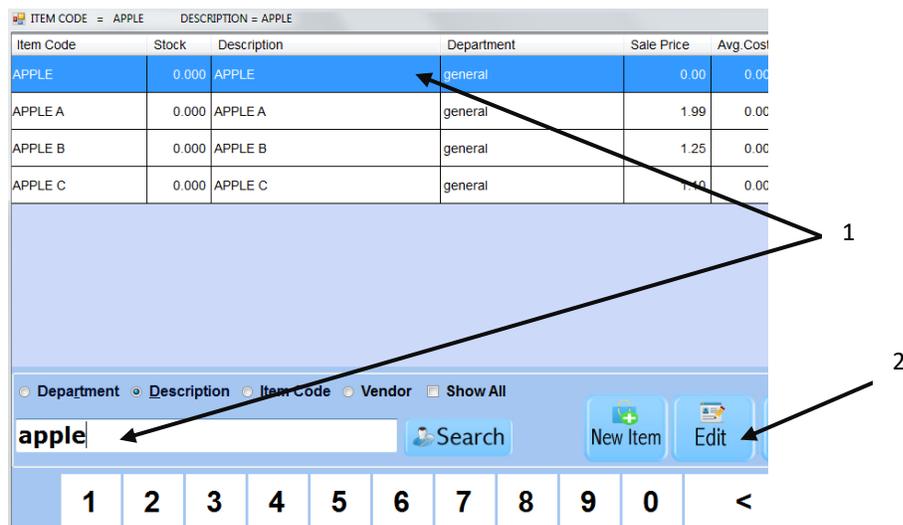
Step 1. Create one new Item called "Apple" under desired department i.e. Under "General" Department. **Important : Don't put Price.**



Step 2. Create all different Apple types which you want to add in "Apple" Group. (Just as you create new items under the same "General" Department) i.e. "Apple A" This time **remember to add price.** Same as "Apple B" and "Apple C"



Step 3. Go to Inventory in the main screen and search (In the Inventory Box) for the very first item you added which is "Apple" then click "Edit"



Step 4. In the "Edit" Page go to the "Optional Info" tab and Tick mark on the "Choice Item" under F Section

Step 5. Go to the “Choice Setup” Page

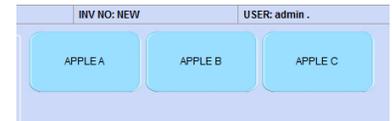


Step 6. Click “Add” in the below right hand corner of the window and type “Apple A, Apple B and Apple C” to search for those items you entered.

Step 7. Add a tick mark in the box right in front of the item click “Select” and repeat (Step 6 and Step 7) it for Apple B and Apple C

Step 8. Click “Save” and Close to exit the window

Now when you click “Apple” under “General” Department you can see “Apple A, Apple B and Apple C” and lick on those to see the price



4.

NEW ENTRY

When you already have entries in your POS screen as shown in the Picture, still this option helps you quick clear the whole entries (instead of delete those one at a time) and ready a new POS entry.



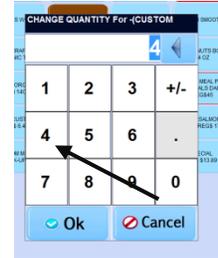
5.

LOOK UP

In this Page you can view all your products and the services at a one glance of a view. Options are described as below

A) Change Qty

This allows you to change the scanned items quantity quickly without having to scan over again and this will apply to the current sale for the current item.



B) Delete

This allows you to delete the scanned item from the screen

C) Change Price

Once an item is scanned you still can temporarily change the price immediately without permanently affecting the Item's price in the system



D) Recall Orders

Once any ongoing order is being on hold, you can recall these orders by clicking this icon and now can do any alteration such as adding a new item, deleting an existing item, price change and so on just as ringing a new order.



E) Hold

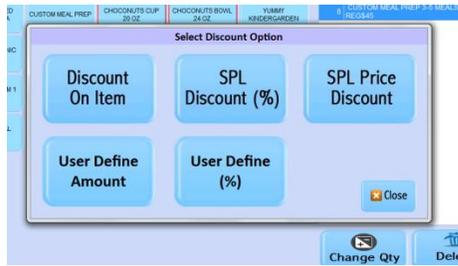
When you are middle of ringing in an order and need to put that customer on hold for a late settlement you can use this icon to Hold. Use the "Recall Orders" to bring them back on to your current pos screen.



F) Discount

When you ring in a new order and you want to offer an instant discount on those items you can click this icon and set it in a many different ways





- i. **Discount on Item** -Helps you offer a amount or percentage wise discount on a selected item
- ii. **SPL Discount(%)** -Helps you offer a special percentage level discounts based on specific groups
- iii. **SPL Price Discounts** - Helps you offer a special amount wise discounts based on specific groups
- iv. **User Define Amount** -Allows you to offer an amount wise discount on the whole order
- v. **User Define (%)** -allows you to offer a percentage wise discount on the whole order

6.

SETUP

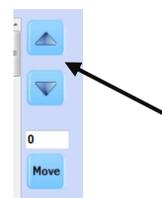
This is the page where allows you to set up the basic and advanced level of features in your POS according to your absolute needs. This contains few important options



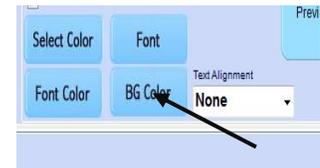
TOUCH	HARDWARE	BARCODE	EMPLOYEE	VENDOR	TAX	DEALS	COMPANY	LABEL	FEATURES	MARKETING	TIMECARD
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A) TOUCH

In this page we basically can see “Departments” and “Items” listed on each side



- On the left hand side “Departments” listed down and you can move them in specific order (How you would like to see them in the look up screen) by click in the up and down arrows or use the appropriate place to move them
- Right in the bottom you can change the Text color and the background color or even the position of the text in the icon shown in the look up page



- On the right hand side of the page you can view all the items sitting in the one selected “Department”
- Same as mentioned above you are allowed to change the order of the item (In the Look up Page) by clicking up and down arrow and give them the text color levels and the background color levels in the way you prefer

Important: Once you make all the alterations be sure to hit “save” and close the window

B) HARDWARE

This page allows you to add the hardware connected to the POS such as “Receipt Printer, Kitchen Printer, Bar code Printer, Report printer Weight Scales and so on”

If you are unable to add hardware in to your system, the Ranger POS technical team will be happy to help you

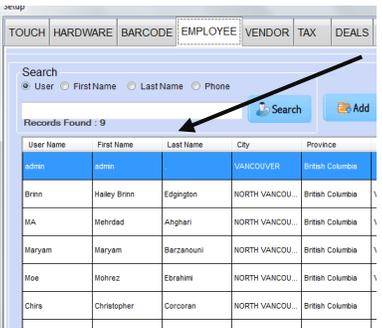
C) BAR CODE

When you ever want to print item’s bar code then you can use this page to set it up and print those. You can print more than one bar code in a one single page by clicking “Add” feature right next to the “Print Icon”

D) EMPLOYEE

This page you are able to view all the employees in your company. More over you can add, remove or even edit their details in this page

- Once you select one user in the list and hit “Edit” in the next screen you can see that employee’s all the important information. If you are the Administrator you can edit their Access code, Permission level being granted and so many



Records Found : 9

User Name	First Name	Last Name	City	Province
admin	admin		VANCOUVER	British Columbia
Brinn	Hailey Brinn	Edgerton	NORTH VANCOU...	British Columbia
WA	Mehrdad	Abghani	NORTH VANCOU...	British Columbia
Maryam	Maryam	Barzanouni	NORTH VANCOU...	British Columbia
Moe	Mohrez	Ebrahmi	NORTH VANCOU...	British Columbia
Chris	Christopher	Corcoran	NORTH VANCOU...	British Columbia

E) VENDOR

This page allows you to add the Vendor’s information and their details which easy to manage your vendors and the payments

F) TAX

In this page you can enter the Taxes under three deferent levels which is being saved throughout the POS

G) COMPANY

Enter all your company information in this page which will be shown in the receipts generated by the POS and for other inquiries

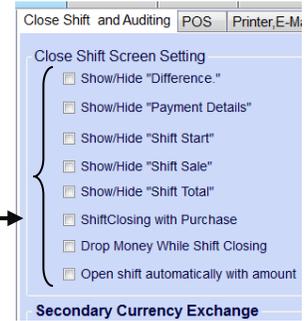
- When you finish entering the details make sure hit “Update” and close the Window

H) FEATURES

Close Shift and Auditing	POS	Printer,E-Mail,Reports	Discount,Insurance,Service Charge	Online Order	Logo Setup
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This page will allow you to add more features to your POS such as seen as above

- Under “Close shift and Auditing” you can set the close shift screen setting by tick mark the appropriate feature
- Under “POS” Tab you can mark many POS set up features according to your POS needs

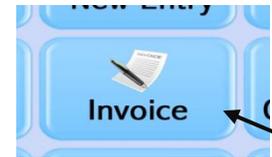


Important: After make those selections and changes please hit “UPDATE” and “CLOSE”

Lots of these features are set by the Ranger POS Team and the technical team will always be happy to help you

7. INVOICE

This feature helps you access all the previous Invoices being through the POS until today within the desired date range



- Select “Period From” then “Period To” and then click “Show” button to view all those Invoices
- If you click on an invoice you can view it in the window right next to it

RECALL INVOICE QUOTATIONS

Period From: 7/17/2017 Period To: 7/17/2017

Inv.No: Cashier: All Show

Inv No	Dated	Customer	Cashier	Price	Tax	Payable	Status
1492	07/17/2017 13:59:49	WALK IN CASH	admin	170.330	8.82000	185.15	CLOSED
1491	07/17/2017 13:59:37	WALK IN CASH	admin	232.850	11.95000	244.50	CLOSED
1490	07/17/2017 13:59:26	WALK IN CASH	admin	101.030	5.04000	106.07	CLOSED
1489	07/17/2017 13:59:16	WALK IN CASH	admin	251.970	12.60000	264.57	CLOSED

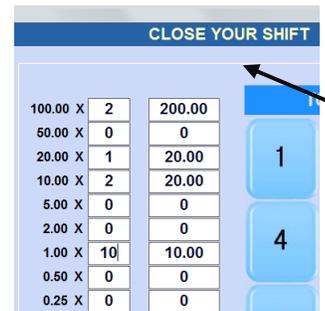
- Right below the entire screen there are few features that allows you to “Void, Re Open and Re-Print” the selected invoice



8.

CLOSE SHIFT

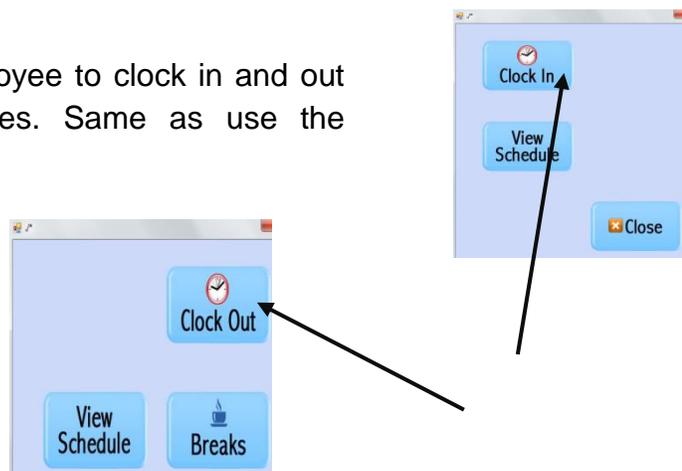
When you are at the end of the Shift click “Close Shift” Icon and in the next window you will enter the cash total left in the cash drawer and hit “Ok” if there is any discrepancy noted, you will be asked to provide a reason



9.

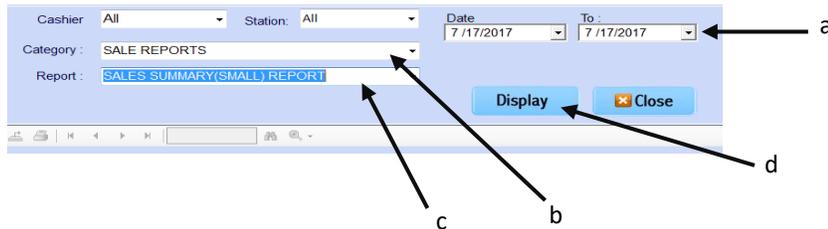
CLOCK IN/OUT

This feature allows employee to clock in and out using their access codes. Same as use the access code to clock out



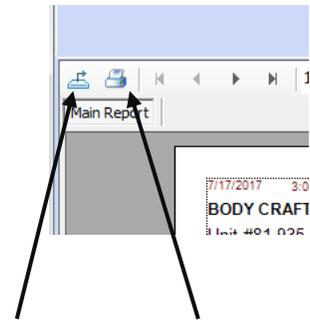
10. REPORTS

This page allows you to create necessary reports which you might need for the Auditing purposes.



- There are several types of reports in **Ranger POS**

- First select the date range when the report would be generated within
- Then select the "Category" Type
- Then select the desired "Report" type
- Click "Display"
- Once its displayed you can "Export" or "Print" the report where the printer is already assigned
-

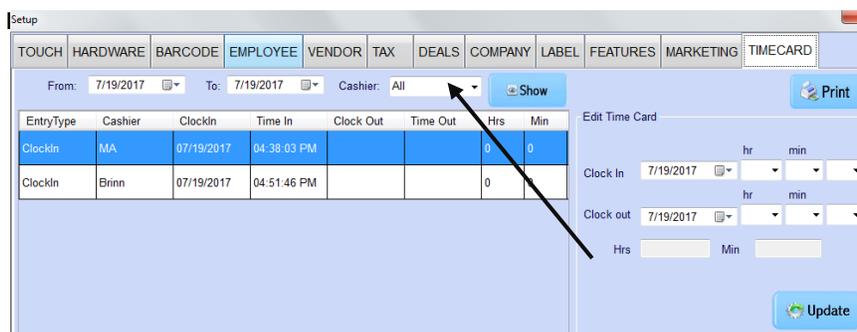


Export

Print

11. TIME CARD

This page allows you to view the employee working time period within the selected time



- First you click “From” and then click “To” and click “all”
- Then you click “show”
- Here you can view all the employees’ time card information and on the right hand side you will be able to edit the time card. Information subject to print
- In order to do that first you will have to select one employee with a one click on it and edit it’s entry on the right hand side of the window. After you edit the information hit “Update”
- Once you hit update you will be asked for your Administration Privilege in order to do that.

12.

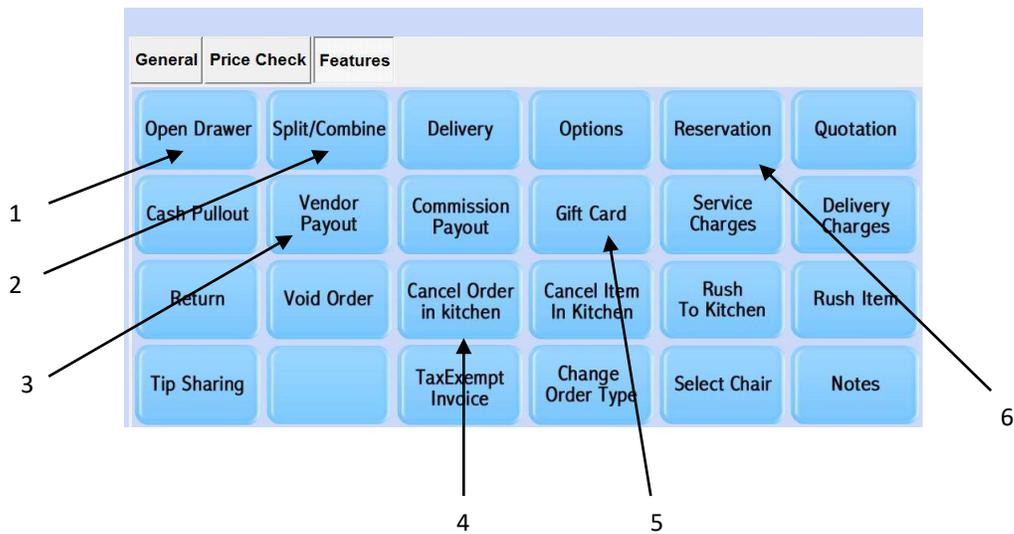
PRICE CHECK

In the main POS screen on the bottom you can see an Icon called “Price check” Type the Item name or Item code then click “Search” then you through the system .

13.

FEATURES

Option Page allows you to quick access POS system’s different features such as mentioned below.



1. **Open Drawer** - Open the cash drawer instantly
2. **Split/Combine** - Use it When you have a Dine-In order and when customer wants to split between them or combine with any order
3. **Vendor Payout** - When you have certain vendor to pay for, then you can use this option to keep a track of it.
4. **Cancel order in Kitchen** - When you already have sent an order to the kitchen, still you be able to cancel it with this option.
5. **Gift Card** - If you set it up any Gift card in your Restaurants for the clients, then this option will help you do it.

- **SPLIT /COMBINE**

When you have an order already been sent and ready to settle it, still the clients wants to split the bills evenly or according to their individual consumption you can do it as shown below.

1. Recall the order that's been ready to settle



2. Select the desired order which need splitting



Order	Token	Dated	Payable	Customer	Pf
1497	1	08/08/2017	243.81	WALK IN	
1227	0	05/31/2017	60.86	MPOWER	

3. Click the **Split/Combine** on the bottom right hand corner of the window



4. Now you are directed to the **Split order** Window and you have three important icons which you will need to use.



- a. **Remove Split** : Remove the current split on the Invoice

- b. **Split**: Split the entire order between many clients. You need to click (equal to no. of splits) split button according to how many splits may need. Then move the individual items in to each split window (depend on which one each clients would like to pay for) Below the each window will show you how much each has to pay. Now you can settle the each.

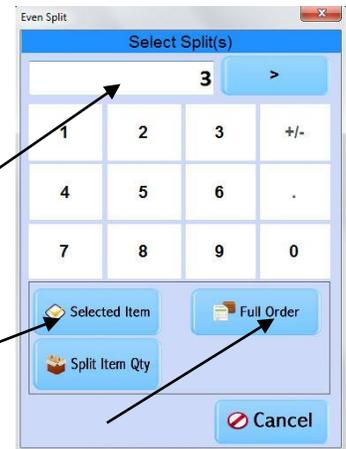
c. **Split even:** Select the items in the invoice. Then click on **split even** in below middle of the screen. It will ask you to enter how many even splits you might need. Enter the amount in the next window.

d. Click on either **Selected Item** or **Full order** depends on how you want to split it.

e. Now you can hit **Done** (going to the recall invoice, settle the invoice later) or **Pay/ Settle** for immediate pay and settle the invoice

f. **Reset:** Cancel all the splitting on the selected invoice.

g. **Combine:** when you have more than one invoice, those can be combined as one and be settled as one



END

