### UrTechCity - UrTechPOS

## Point-of-Sale

- 1. Go to the UrTechPOS website:
  - a. Desktop



TechPOS is a small Point of Sales product that is designed for small and medium size business establishments that consists of product selling. It also as an added feature of monitoring your POS transactions, sales & inventory report, and your net income. It makes sure the numbers of the inventory and sales are always tallied so that auditing is more secure and accurate.

a. Mobile Devices

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- 2. Click **Promos** from the menu:
  - a. <u>Desktop</u>

or realizing of				
urTechPOS				B Log-Out C Messages A Update Profile
		<b>☆ HOME</b>	O YOUR ACCOUNT	
	Promos	• Total:	×4 Switch To	View Order
	Type your key	vords here to sear	≁ Inventory	
	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		™ Expenses	
1 bucket RH Stallion	- Cust	1 bucket	■ Items	1 bucket SanMig Light - Cus
	the second		Promos	
300		AL Z	Sales	300
		1. S.	Suppliers	
1.000			🖞 Business Profile	1.000
,,			Employees	.,
1 bucket SanMig Lid	bt - Stall A	1 bucket S	× Payments	1 hucket San Mig Annie - St
T DUCKET Salliving Lig	inc - Stan	T DUCKET S	★ Recommend Us	Pucket Salt Mig Apple - St
260			Maintain Payments	260 🌲 🕅
AA WAY AA	a hà	AA NEA	Add Site Map Url	AA NOS AA NOS AA
	son Ce			
1,000			1,000	1,000
1 bucket Pale Pilsen	- Cust	1 bucket	Pale Pilsen - Stall	1 bucket Redhorse Stallion

b. Mobile Devices

UrTechPOS للله	<b>^</b>					
YOUR ACCOUNT	× SWITCH TO					
P Point-of-Sales						
+ 🖌 Inventory 🔹 show	Inventory show/hide the <u>User's</u>					
<u>C</u> ⊯Expenses						
≡ Items	Add					
● Promos e						
∎ Sales	Clear					
€ Suppliers	Search					
🖞 Business Profile	Edit					
Employees	Delete					
⇒ Payments	Delete					
	Edit					
★ Recommend Us	Delete					
Maintain Payments	Edit					
Add Site Map Url	Delete					
	Delete					

- 3. This page is where the main transaction happened. Once you have the inventory and promos filled, you can already the POS:
  - 3.1. This is where you can select to display other product types.
  - 3.2 **Clear** this button once clicked, it will clear all items you added to the cart.

3.3 View Order - this button when clicked, it will view all items you added to the cart for the current customer.

3.4 The search box is used to narrow down the list from the specified keyword you entered.

3.5 Once you click that item, it will pop-up an entry so that you can see the information of that specific item, change the quantity and add that to the cart of the customer.



b. Mobile Devices

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- 4. Once you click the View Order button, you can now finalize the order to be paid:
  - Is Credit checkbox means it will be credited and will be paid later.
  - **Cash** input is the cash given by the customer.
  - Sales Date is when is the sales happened
  - Pay button when clicked, it will finalize the order to be paid or under credit
  - a. <u>Desktop</u>

#### View Order

Name	Price/Piece	Quantity	Selling Price	2
1 bucket RH Stallion - Stall	260	1	260.00	
1 bucket RH Stallion - Cust	300	1	300.00	
		Total:	560.00	
Sales Date*				
Jul 22, 2019				
ls Credit				
C h +			0/	20
Casn*			07.	-
Ch			0	
Change			07.	30
Additional Information			0/10	00
Additional Information			0,10	
				1
	c	ancel	Pay	

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View	Order					
	Name: 1 bucket RH Stallion - Cust Quantity: 1 Price/Piece: 300	Selling Price				
	Name: 1 bucket RH Stallion - Stall Quantity: 1 Price/Piece: 260	260.00				
	Total: 560.00					
	* Jul 22, 2019 Is Credit Cash*	0/30				
	Change	0/30				
		0/1000				
	Cancel	Pay				