

# Customer Name:

# Generic Android Device Quick Start Guide

This quick start guide will walk you through how to setup your Android Tablet / Smartphone and install the Register application if it has not already been installed by your solution provider.



### Register Quick Start Guide Truepos Ltd



#### **Enrol Register** After installing Register, you must enrol it to your user account in the Web Portal, you will need to know your device enrolment code which will be supplied by your solution provider. You can enrol your device by following these steps (Note, your device must be online): Tap App Draw and then tap Register • Tap button with 3 dots (top right corner) • • Tap Settings Tap Enrolment Code • Enter Enrolment Code provided and tap OK • Tap the Enrol button • After the Sync completes tap Done (top right corner) 6 😪⊿ 🔒 13:33 📚 🖌 🚨 16:2 SERVER CONFIGURATION SERVER CONFIGURATION Enrolment Code Enrollment Code Base URL https://portal.smartvolution.com:8443 Base URL. https://portal.smartvolution.com:8443 ENROL FULL SYNC ENROLL FULL SYNC TEST EMAIL LANGUAGE SETTINGS LANGUAGE SETTINGS Language Auto - Follow device setting Language Auto - Follow d UI MODE SETTING DEVICE SETTING UI Mode Handheld Mode (Portrait) Hide Navigation ON DEVICE SETTING APP VERSION Hide Navigation ON v4.7.14 APP VERSION V4.16.1



### Register Quick Start Guide

This quick start guide demonstrates how to use the basic functions within Register. To view a video tutorial please scan the QR codes on your smartphone (iOS users can scan from the camera, Android users may need an app such as Red Laser or other QR Scanning app) or enter the YouTube links.

1	Launch Register Click the Register icon on the home screen to start using Register.		
2	Login To login to Register, first tap your name on the screen and enter your pin using the number pad.		Scan me https://youtu.be/wec7C6U3Ba8
3	Add Items To add items to your basket, either scan the item barcode using the barcode scanner or select the item from the Product or Department Browser.		Scan me
4	<ul> <li>Pay with Card</li> <li>To pay for the transaction with a card, tap the CARD button and follow the on-screen instructions.</li> <li>Pay with Exact Cash</li> <li>To pay for the transaction with the exact amount of cash, simply tap the CASH button.</li> <li>Pay with Amount of Cash</li> <li>To pay for the transaction with an amount of cash greater than the transaction, enter the amount using the keypad then tap the CASH button.</li> <li>Print Receipt</li> <li>After accepting payment, the customer receipt will automatically print and any change owed will be displayed on the Transaction Summary screen.</li> </ul>		E Scan me https://youtu.be/xqdO3xGaySg
Register Video Tutorials		Register User Manual	
www.youtube.com/smartvolution		nttps://www.manula.com/manuals/register-manual/register- manual?key=eybstPShxpqYOGAuCPIjOcQuV7oJEn0IMb27QKdeZu4D2tYt0x	



## Register Quick Reference Guide

The below is a quick reference of all the key buttons and features within Register.

Product Browser	Products	The Registers Products Browser is used to quickly view common or 'hot' selling items that can then be added to a transaction.	
Department Browser	Departments	The Department Browser allows you to navigate through Departments to easily find a specific product that can then be added to a transaction.	
ltems	Café Latte (Med)	You can tap a product to quickly add it to the transaction, you can also search or scan the items barcode.	
VOID		The Void Item button allows you to remove an item from the transaction. Tap the VOID button, then tap the item you want to void.	
CANCEL SALE		The Cancel Sale button will allow you to cancel the current transaction. This will remove all items and you will be ready to start the next transaction.	
NO SALE	NO SALE	The No Sale button allows you to open the cash drawer if access is needed outside of a normal sale (to make change for example).	
PRINT FEED	The Print Feed button allows you to print some blank receipt paper.		
REFUND	RFThe Refund button allows you to add an item to be refunded to the transaction. Tap the RF button then add the item to be refunded.		
DISCOUNT	The Discount button allows you to add a discount to items or the whole transaction. The Discount an item first tap the item, then tap the DISC button and follow the instruction To apply a transaction discount simply tap the DISC button and follow the instruction		
PRICE OVERRIDE	PRICE oVRDThe Price Override button allows you to change the price of an item in a transaction. To do this tap the item then the PO button and follow the instructions.		
QUANTITY	QTY	The Quantity button allows you to add multiple quantities of a single item or change the quantity of an item. To enter a quantity of an item, tap the QTY button, enter the quantity using the keypad then add your item.	
CANCEL (C)	С	The Cancel button allows you to cancel the current process and acts as a delete backspace when using the keypad. Simply tap the C button to cancel the current workflow.	
CASH	CASH / AMOUNT TENDERED	The Cash button allows you to process a cash payment. You can quickly process the exact amount of cash by tapping the button, or enter the amount tendered by entering the amount with the keypad then tapping the CASH button.	
CARD	CARD	The Card button allows you to process a card payment. Simply tap the CARD button and follow the on-screen instructions.	
Quick Tender	£20	The Quick Tender buttons allow you to quickly process a cash payment for the amount shown on the button. Simply tap the appropriate Quick Tender button to process a cash payment for that amount.	
Menu	MENUThe Menu button gives access to other areas of the Register such as End of Day, Reports and Stock. Simply tap the Menu button and tap the feature from the menu.		
Update Data	C Update Data	CUpdate Data The Update Date button will synchronise your Register with the latest information on the Web Portal. Simply tap the Update Data button to start this process.	

Register video tutorials can be found at <u>www.youtube.com/smartvolution</u> Subscribe to stay updated.

You can access the full Register User Manual at <u>https://www.manula.com/manuals/register-manual/register-manua</u>