

RoyalPOS

# User Help Manual

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Reeva Tech

<https://royalpos.in/>

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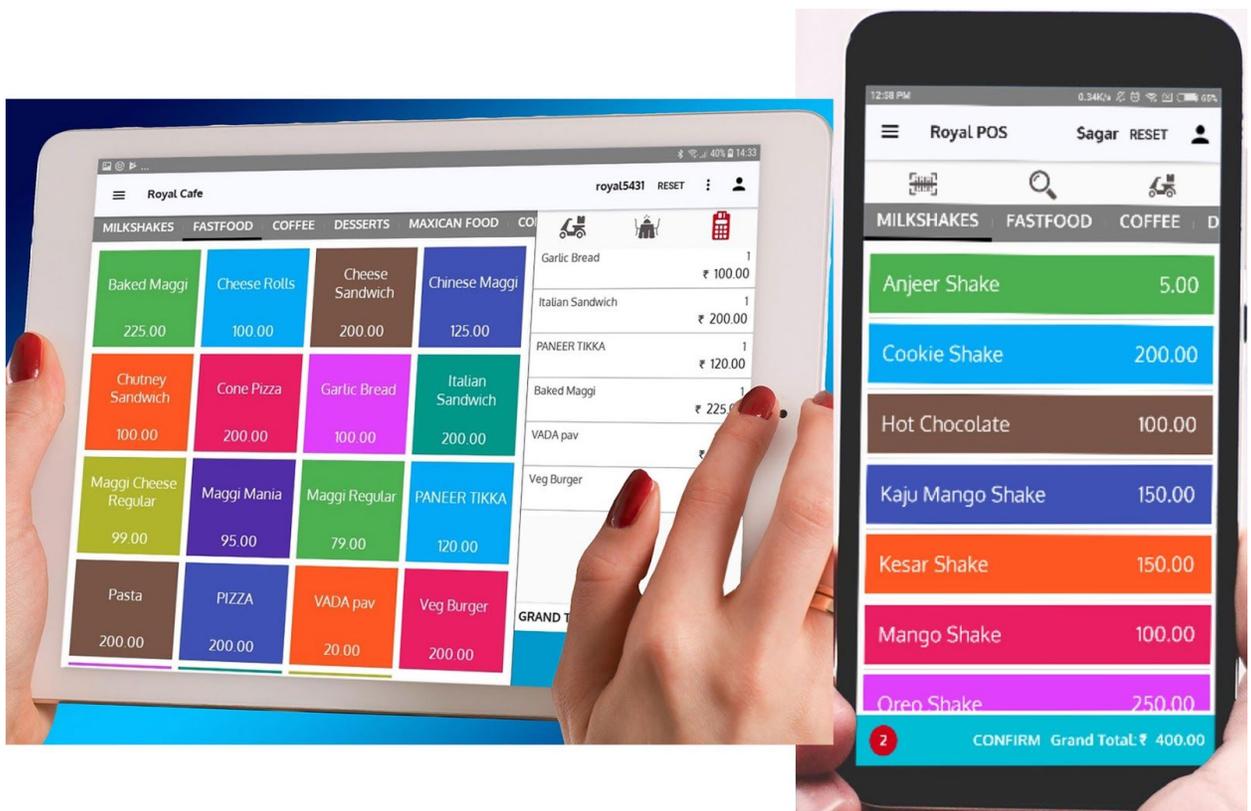
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## 1. Introduction

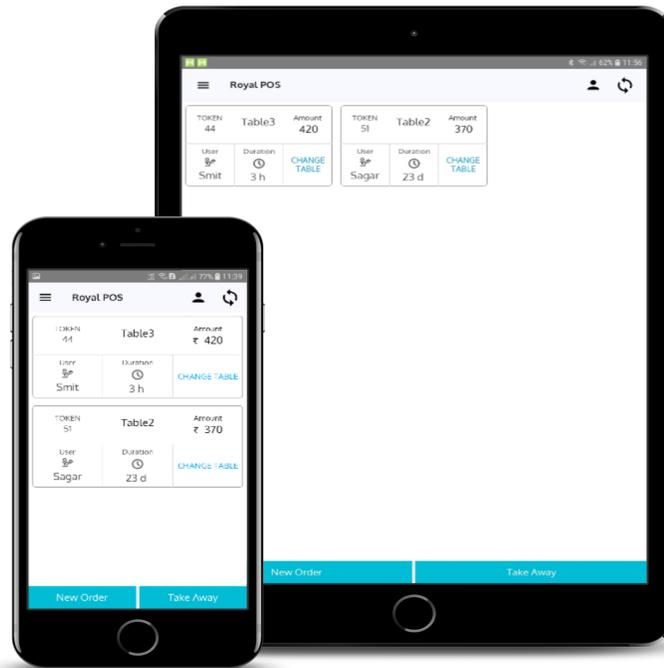
- RoyalPOS is Cloud Based Android Point of Sale Application that will help your business to function efficiently and easily.
- We have carefully crafted our system, that's why it is flexible with all Business Types like Quick Service Restaurants, Fine Dine Restaurants, Spa & Salons, Retail Stores Includes Chocolate Stores, Laundry Stores, Pathology Labs and So Many More!!
- Royal POS is developed with the cutting edge latest Android Technology and provides user friendly layouts for super easy Retail POS processing which is compatible with Android Tablet and Android Mobile Apps Too!



- Retail POS made so much simple and easy with Royal POS, no need to install those huge hardware systems which take up so much space in your Shops, instead use the Very Simple yet Powerful Android App **Royal POS**
- RoyalPOS has Amazing set of Advantages over traditional desktop based Point of Selling Systems

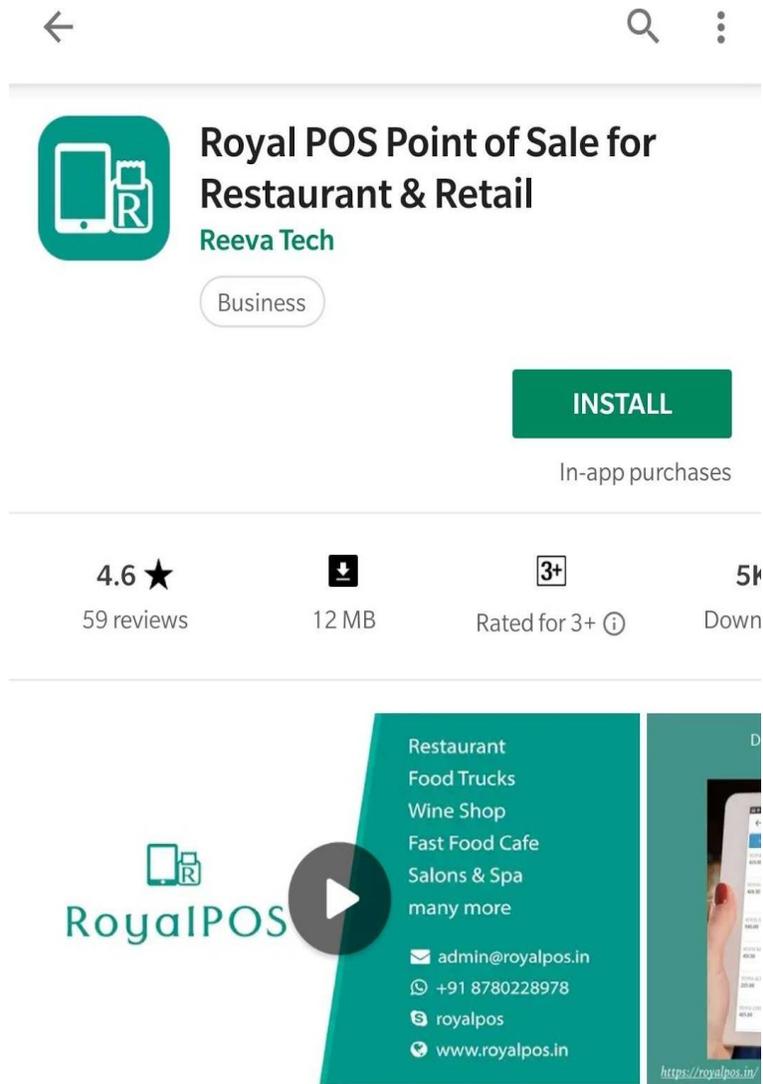
Traditional POS	RoyalPOS
<ul style="list-style-type: none"> <li>● Takes Up Huge Space</li> <li>● Requires High Maintenance</li> <li>● Stop Working When Power Is Off</li> <li>● Special Bulky Hardware Required</li> <li>● OS or Software License Required</li> <li>● Person Visit to fix Issues</li> </ul>	<ul style="list-style-type: none"> <li>● Takes Space as a Tablet or Mobile</li> <li>● No Maintenance as Totally Cloud Based</li> <li>● Billing Never Stops even if Power is Off</li> <li>● Works on All Android Tablets &amp; Phones</li> <li>● No Such Requirements</li> <li>● Almost all issues are fixed from Remote</li> </ul>

- Table Wise Order Taking (Waiter App) for Fine Dine Restaurants : Seamlessly Perfect for Fine Dine Restaurant Restaurants, Easily Manage Table Wise Waiter Order Taking Process, Add New Tables as per Guests Arriving, Easy and Convenient way to manage orders for Active Tables



## 2. Getting Started

- You can start using RoyalPOS on any android device by simply Download the App from Play Store



Royal POS Cloud based Point of Sale for Fast Food Chains,  
Retails & Restaurants

Figure 1 : Download App From Play Store

### 3. Register/Sign Up

- You can register/sign up by filling up the sign up form

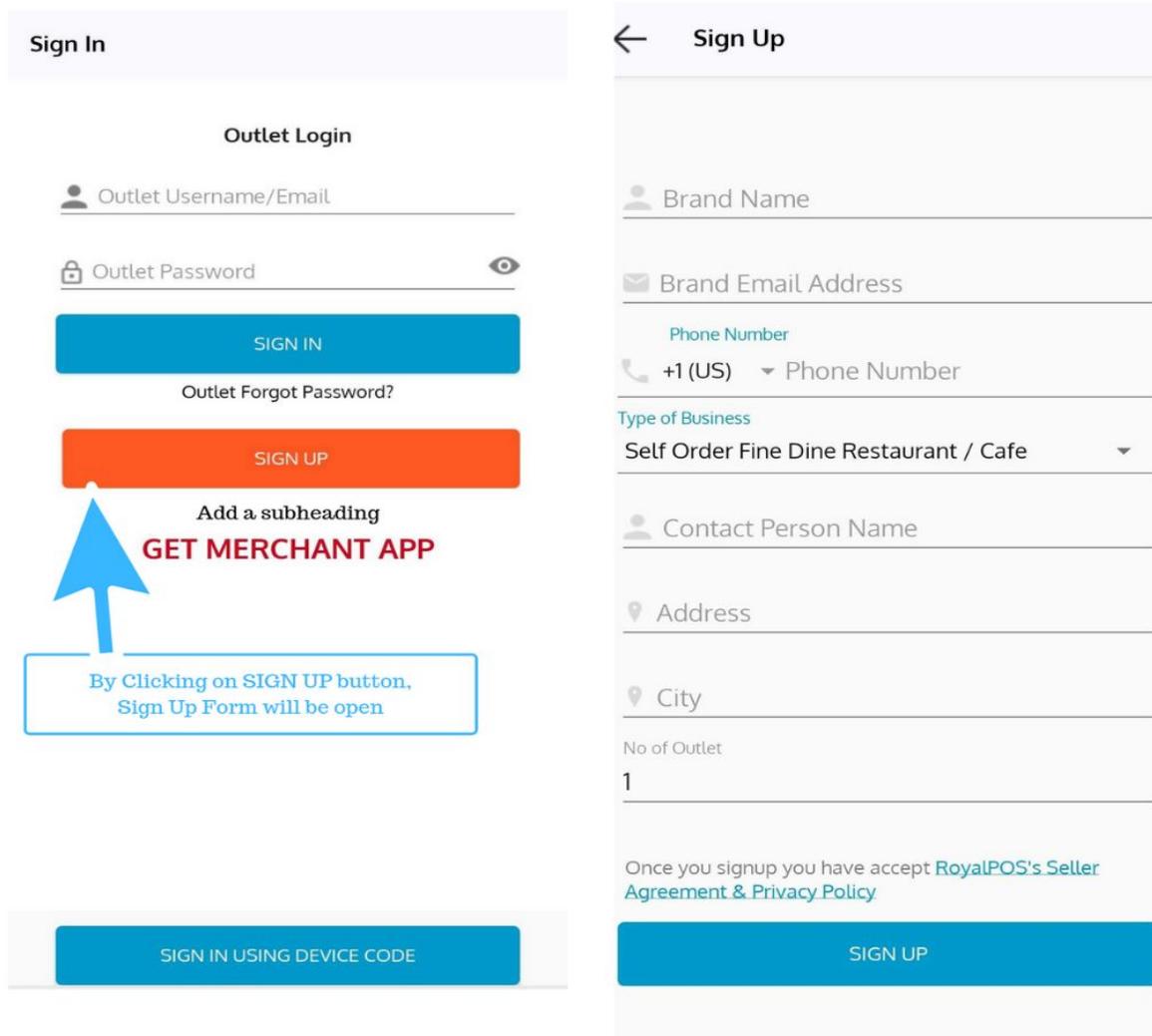


Figure 2 : Register/Sign Up From App

- After successfully sign up, following screen will be displayed and verification mail will be send on your entered email

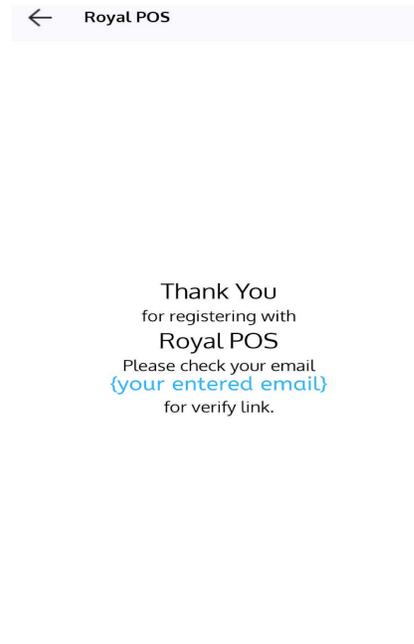


Figure 3 : Thank You Message In App After Signing Up

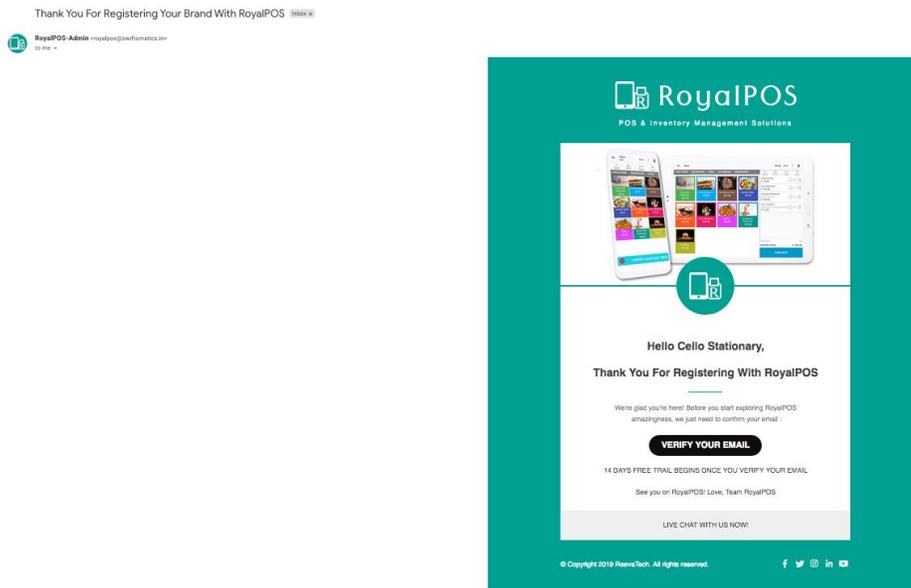


Figure 4 : Verification Email Send On Entered Email

- By Clicking on Verify Email button, Your email will be verified and login credential will be sent on your email

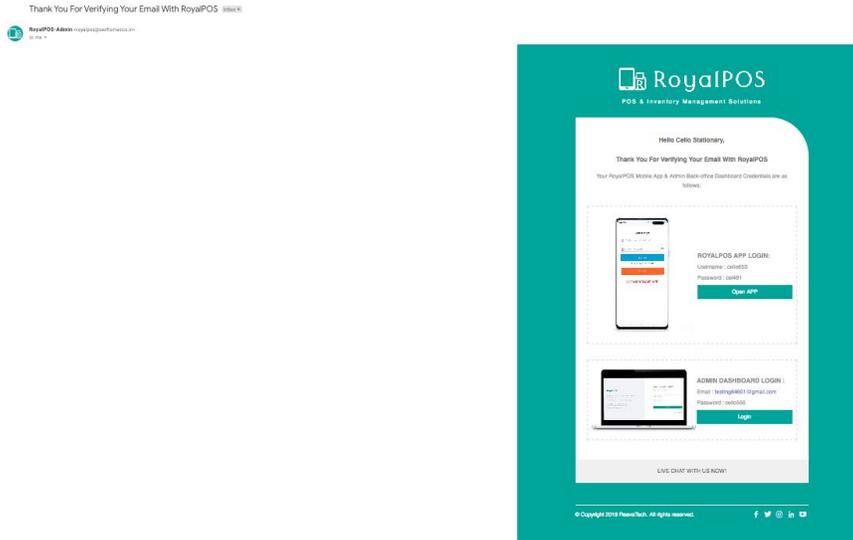


Figure 5 : Login Credential For Admin Portal And App Login

## 4. Login Credentials

- **Brand Admin Login:** Brand Admin Login is Used for Login in your [Admin Portal](#)

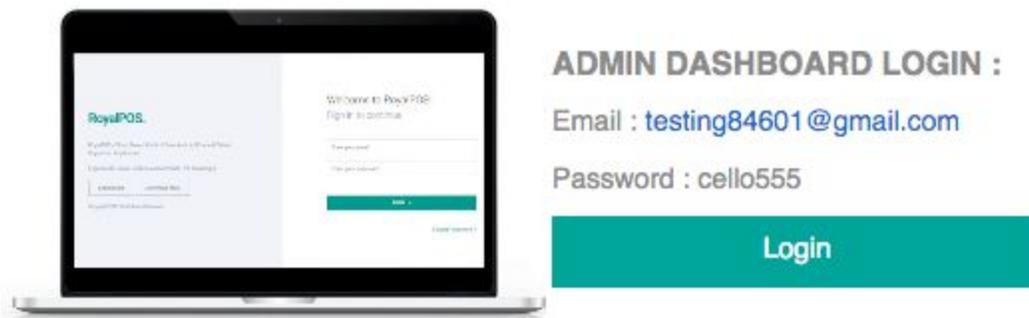
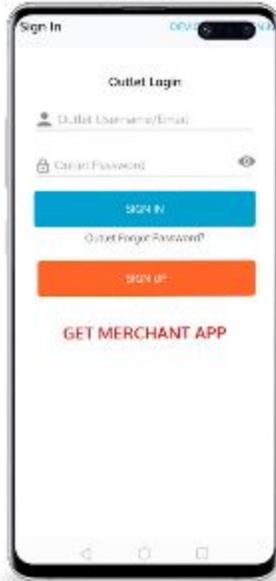


Figure 6 : Brand Admin Login Credential

- **Outlet Login:** Outlet Login is your Store Location Login. Use this credentials to Login to your [Mobile Application](#).



**ROYALPOS APP LOGIN:**

Username : cello653

Password : cel491

[Open APP](#)

Figure 7 : Outlet Login Credential

## 5. Outlets - Store Location

- **Outlets Sore Location:** While you Register your Brand with RoyalPOS, We Create One default Outlet (Store Location for you) with the address provided at the time of Registration.
- You can see your outlet by Logging into your [Admin](#) Dashboard (with the credentials given above) and navigating to Outlet tab.
- You can add multiple Outlets (Stores) from Admin dashboard
- Each New Outlet has the default 3 days of expiry in trial period, you can then renew your Stores [Check Pricing](#).
- Similarly to Adding a New Outlet, you may want to edit Outlet Information as per your requirements.

**RoyalPOS** FAQ  Cello Stationary

[DASHBOARD](#) **LOCATION** [ITEMS](#) [REPORTS](#) [MORE](#)

**LOCATION** Home / Location

[+ Add Location](#)

10 items/page  Show Inactive

Search...

REFERENCE ID	LOCATION NAME	ADMIN USERNAME	QR CODE	FREE TRIAL END DATE	RESET	DELETE
1	Cello Stationary	cello653	<a href="#">Generate QR Code</a>	2019-12-02	<a href="#">Reset Password</a>	

Showing 1 to 1 of 1 entries Previous **1** Next

Figure 8 : Outlets/Store Locations List

ADD NEW LOCATION

Home / Add New Location

Location Name *	<input type="text" value="Cello Stationary - Adajan"/>
Username	<input type="text" value="cello755"/>
Address	<input type="text" value="Address"/>
Phone Number	<input type="text" value="8855228855"/>
Country	<input type="text" value="India"/>
State	<input type="text" value="Gujarat"/>
City	<input type="text" value="Surat"/>
Email *	<input type="text" value="testing84601@gmail.com"/>
Tax No.	<input type="text" value="Tax No."/>
Reporting Emails	<input type="text" value="x testing84601@gmail.com"/>
Location PIN	<input type="text" value="Location PIN"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Payment Mode Type	<input type="text" value="x cash x card"/> + Add New Payment Mode
Same Menu As	<input type="text" value="No Location"/>
Cash Drawer	<input type="radio"/> On <input checked="" type="radio"/> Off
Recipe Inventory	<input type="radio"/> On <input checked="" type="radio"/> Off
Start Stock Deduction	<input type="radio"/> On <input checked="" type="radio"/> Off
Currency	<input type="text" value="Currency"/>
Receipt Footer	<input type="text" value="Receipt Footer"/>

Figure 8.1 : Add New Outlet/Store Location Page

LOCATION

Home / Location

Location Payment Mode Change Password Select Menu

LOCATION INFORMATION UPDATE

Location Name	<input type="text" value="Cello Stationary"/>
Address	<input type="text" value="Adajan, Surat"/>
Phone Number	<input type="text" value="8855228855"/>
Country *	<input type="text" value="India"/>
State *	<input type="text" value="Gujarat"/>
City *	<input type="text" value="Surat"/>
Email	<input type="text" value="testing84601@gmail.com"/>
Tax No.	<input type="text" value="Tax No."/>
Reporting Emails	<input type="text" value="testing84601@gmail.com"/>
Location PIN	<input type="text" value="1234"/>
Payment Mode Type	<input type="checkbox" value="cash"/> <input checked="" type="checkbox" value="card"/> + Add New Payment Mode
Open Price	<input type="radio" value="On"/> On <input checked="" type="radio" value="Off"/> Off
Cash Drawer	<input type="radio" value="On"/> On <input checked="" type="radio" value="Off"/> Off
Barcode Receipt Payment	<input type="radio" value="Enable"/> Enable <input checked="" type="radio" value="Disable"/> Disable
Currency	<input type="text" value="Currency"/>
Receipt Footer	<input type="text" value="Receipt Footer"/>
QR Code Header	<input type="text"/>
QR Code Footer	<input type="text"/>
Kiosk URL	<input type="text"/>
Allow Update Order	<input type="radio" value="Enable"/> Enable <input checked="" type="radio" value="Disable"/> Disable
Logo	<input type="text" value="Upload Logo"/>

Update Cancel



Figure 8.2 : Edit Outlet/Store Location View Page

## 6. User or Employees Roles / Levels

- A user's role determines what they can and cannot do in their login. Each role has a default set of permissions.
- The following sections describe these roles and their access permissions :

<b>Role</b>	<b>Description</b>	<b>Permissions - Access Levels</b>
Admin	Super Brand User	Complete super access
Cashier	Person at Cash Counter who takes orders from customers	Can add order, take payment if given permission,
Kitchen Manager	Chef - Person in Kitchen who notifies waiter when the ordered Item is ready to be served. Applicable to Business Types like Fine Dine Restaurants	Can accept/complete order
Driver		Will delivered order and take payment if it is not paid online
Captain	Waiter who takes order from RoyalPOS Captain App	Captain App permission
Account Manager		Can view all reports in admin portal
Stock Manager		Can add item/raw material stock, view stock related reports
Sub Admin		All access except add new outlet/store location
Service Provider	Service Provider is a person that provides services to customers and organizations.	

EMPLOYEES Home / Employees

+ Add Employee

Select Location: \*

Cello Stationary

Search

---

10 items/page Search...

SR NO.	USERNAME	ROLE	RESET PASSWORD	CLEAR DEVICE	GENERATE DEVICE CODE	RESET DEVICE CODE	DELETE
1	cello653	Admin	Reset Password				🗑️
2	cello6531	Cashier	Reset Password		Generate Device Code		🗑️
3	cello6533	Driver	Reset Password				🗑️

Showing 1 to 3 of 3 entries 
Previous
1
Next

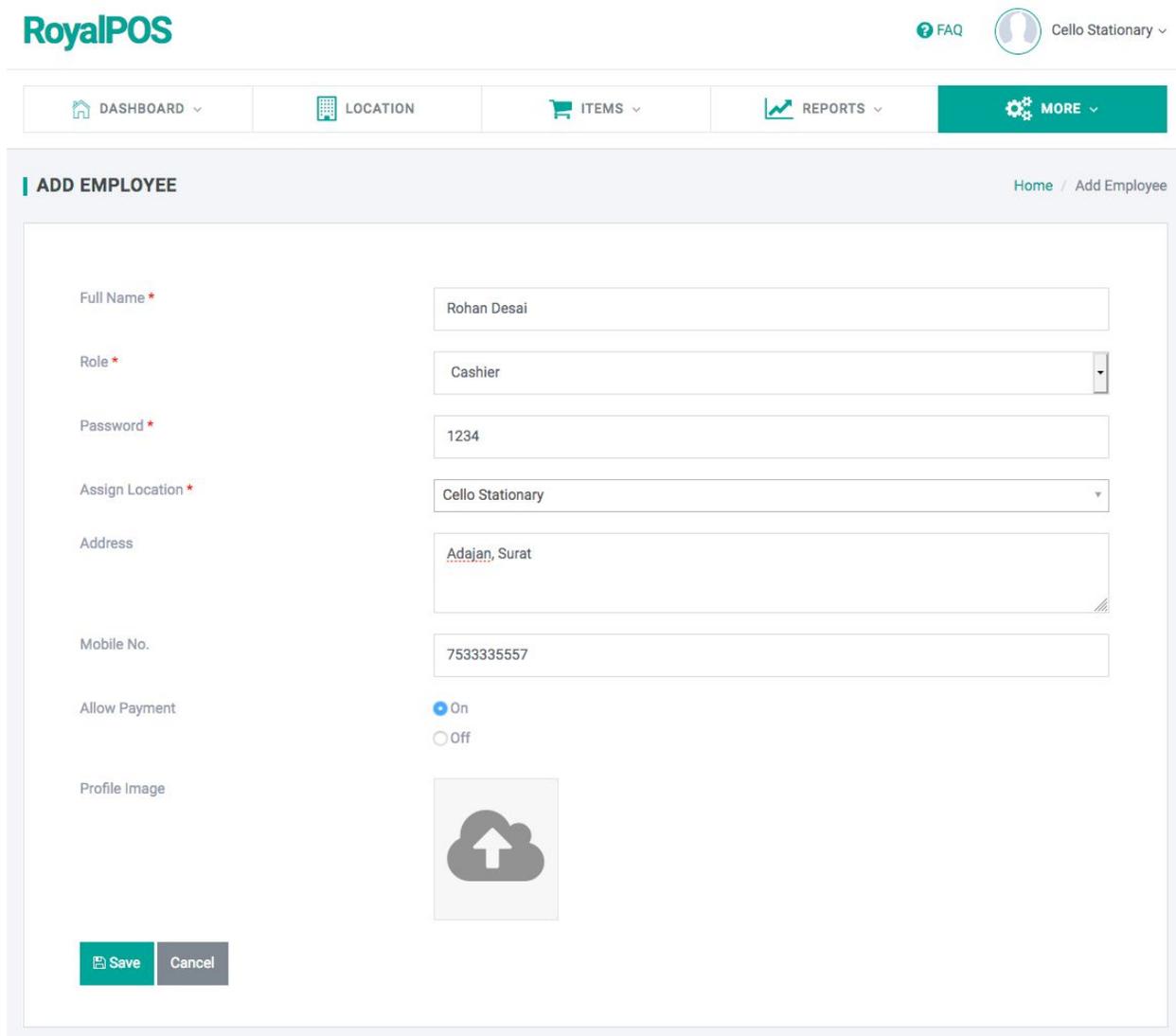
Figure 9 : User/Employee List View Page

## How to Add User/Employee in RoyalPOS?

- There are Multiple ways to add user/employee from Admin Portal as well as RoyalPOS Mobile App

### How to Add User/Employee from Admin Portal?

- Go to **'More'** Menu, and click on **Employees** Menu
- Click On To "Add Employee" button to add Single Employee at a time
- Add First Name, Select Role, Add Password, Select the Outlet, Add Address, Mobile Number, And Upload Profile Image for adding new user/employee



The screenshot shows the 'ADD EMPLOYEE' form in the RoyalPOS Admin Portal. The form is titled 'ADD EMPLOYEE' and is located under the 'MORE' menu. The form fields are as follows:

- Full Name \***: Rohan Desai
- Role \***: Cashier
- Password \***: 1234
- Assign Location \***: Cello Stationary
- Address**: Adajan, Surat
- Mobile No.**: 7533335557
- Allow Payment**:  On,  Off
- Profile Image**: A placeholder image with an upload icon.

At the bottom of the form, there are two buttons: **Save** and **Cancel**.

Figure 9.1 : Add User/Employee View Page

UPDATE EMPLOYEE

Home / Update Employee

Full Name *	<input type="text" value="Rohan Desai"/>
Username *	<input type="text" value="rohand931"/>
Role *	<input type="text" value="Cashier"/>
Assign Location *	<input type="text" value="Cello Stationary"/>
Address	<input type="text" value="Adajan, Surat"/>
Mobile No.	<input type="text" value="7533335557"/>
Allow Payment	<input checked="" type="radio"/> On <input type="radio"/> Off
Profile Image	
New Password	<input type="text" value="New Password"/>

Figure 9.2 : Edit User/Employee View Page

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## 7. Demo Data

- At Royal POS we provide you the Demo Data according to your business type to get you started with setting up your stores quickly! You can of course can edit or delete the data and setup a completely new Catalogue / Menu for your store.
- Demo Data import Dialogue will be popped up while you Login to your Mobile App for the first time, if you select to Import Demo Data - It will Add some demo Categories, Items, and item variation
- This is completely Optional, If you want, you can skip this.

## 8. Taxes

- To Define Taxes in RoyalPOS, Move your Mouse over Item Tab, Select Taxes.

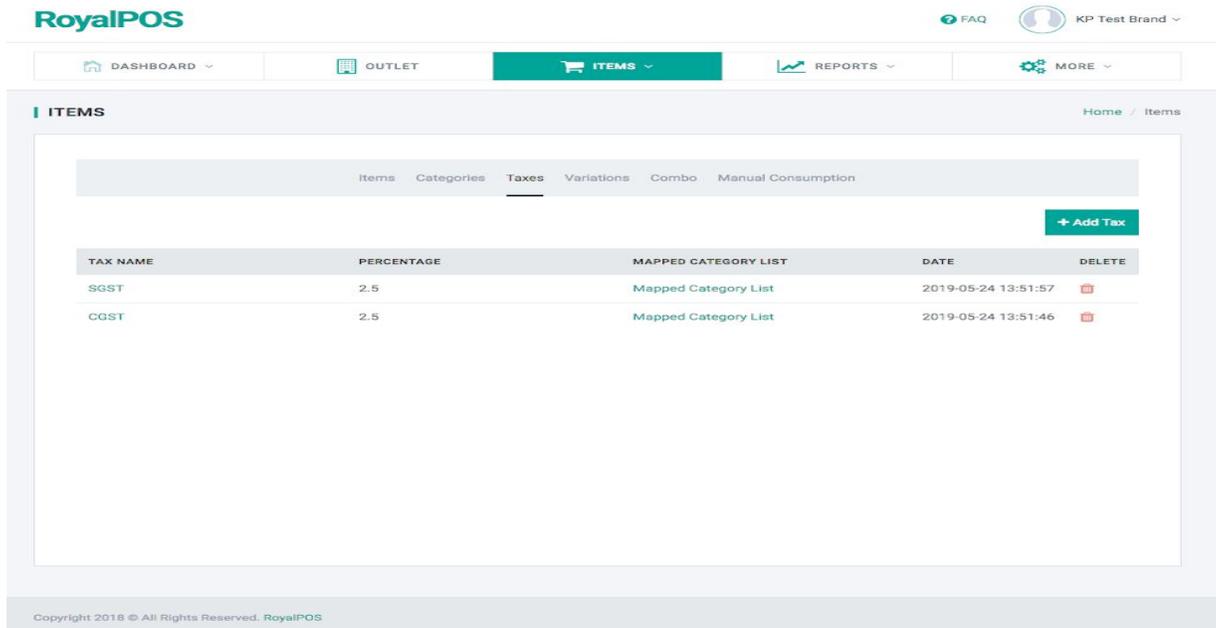


Figure 10 : Taxes List View Page

### How to Add Taxes in RoyalPOS?

- There are Multiple ways to add taxes from Admin Portal as well as RoyalPOS Mobile App

### How to Add Taxes from Admin Portal?

- Select Add Tax to Define new Tax, Add Name of Tax & Its Percentage
- You can select the Included or Excluded Option while defining the Taxes
- Included - Taxes are Included in MRP
- Excluded - Taxes are Excluded from MRP

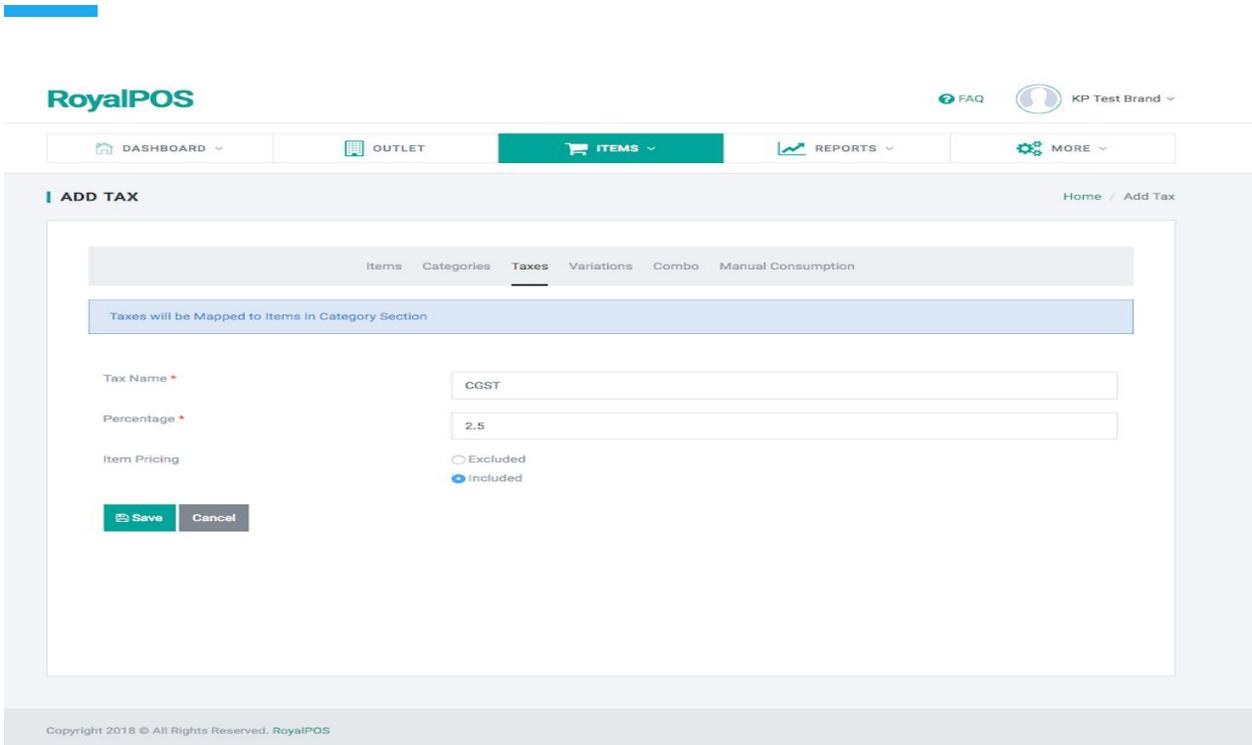


Figure 10.1 : Add Tax View Page

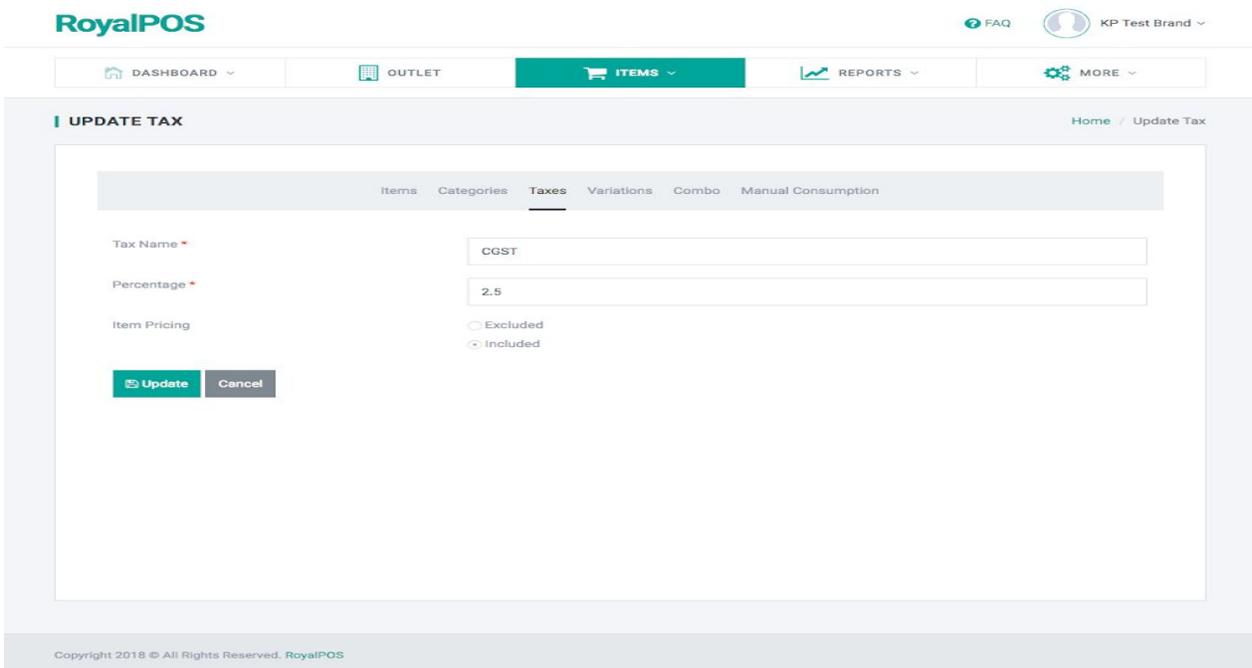
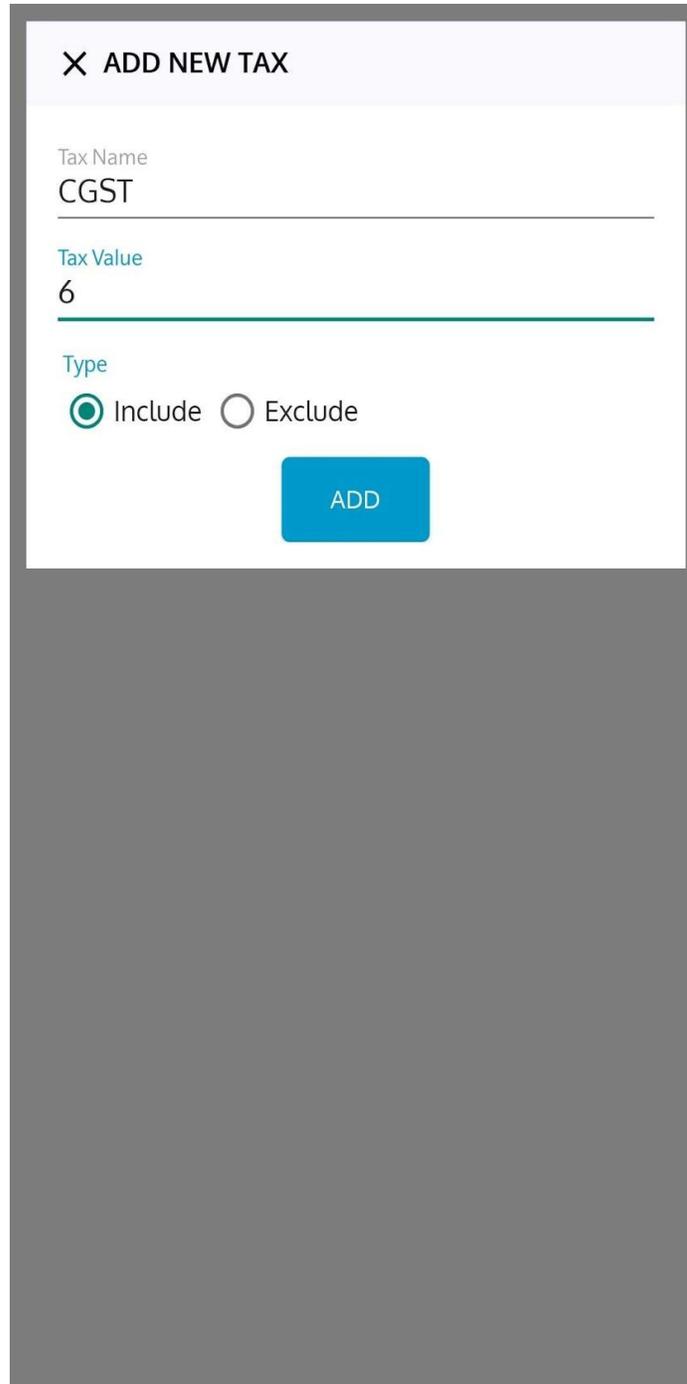


Figure 10.2 : Edit Tax View Page

## How to Add Taxes from RoyalPOS Mobile App?

- Taxes Can be added from RoyalPOS Mobile App



**✕ ADD NEW TAX**

Tax Name  
CGST

Tax Value  
6

Type  
 Include  Exclude

ADD

Figure 10.3 : Add Tax From App View Page

**✕ MODIFY TAX**

Tax Name  
CGST

Tax Value  
6

Type  
 Include  Exclude

UPDATE

Figure 10.4 : Edit Tax From App View Page

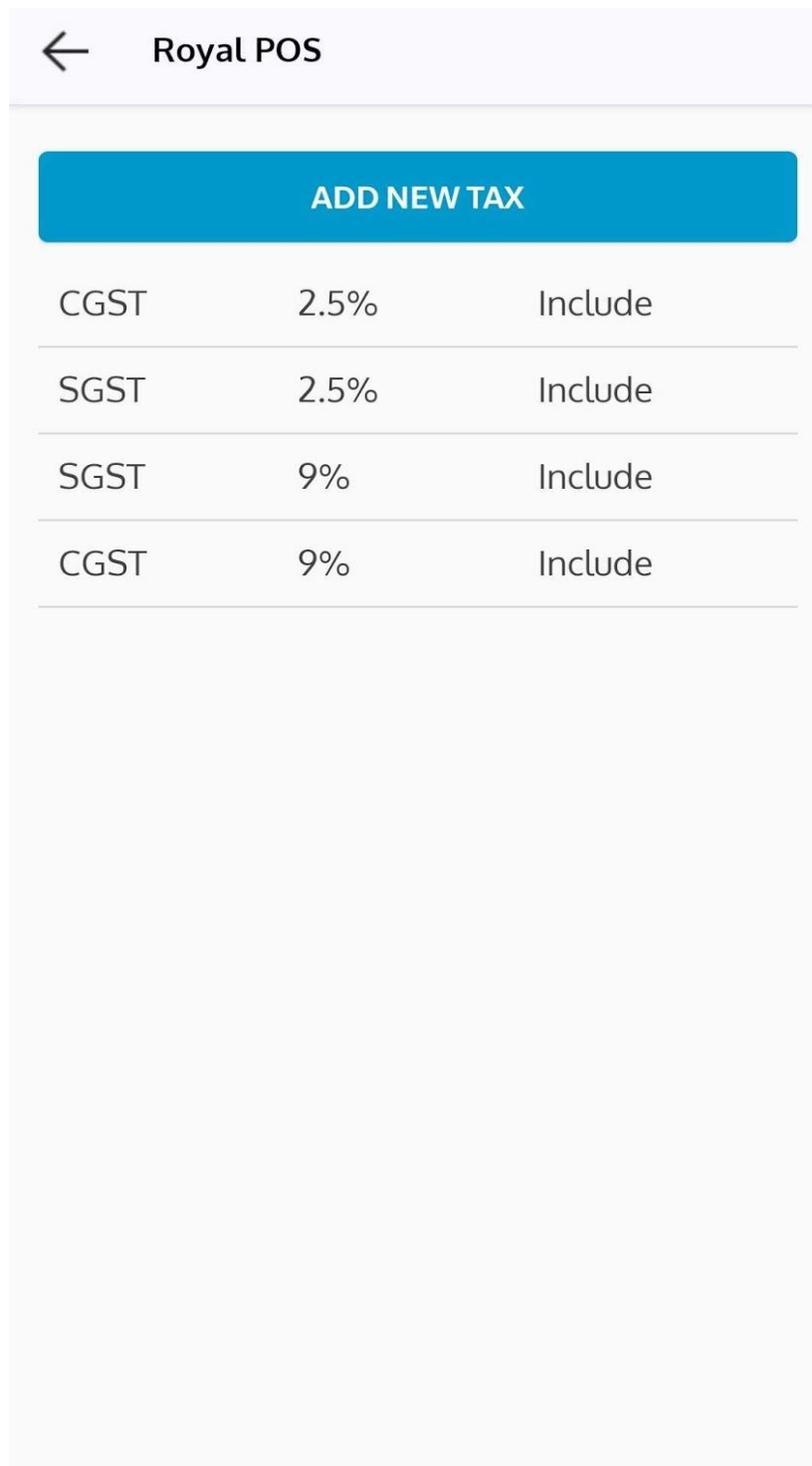


Figure 10.5 : Taxes List View Page In App

## 9. Categories

### Items Categories

- Categories are the Types of Products in your Catalogue or Menu
- To go to Categories Section, in RoyalPOS, Move your Mouse over Item Tab, Select Categories under Items Header.
- In case you have imported Demo Data, than the default categories will be added - you can remove these if you want and create new ones or can use if you require.

RoyalPOS

FAQ KP Test Brand

DASHBOARD OUTLET ITEMS REPORTS MORE

ITEMS Home / Items

Items Categories Taxes Variations Combo Manual Consumption

Export Data + Add Category + Quick Add Category

10 items/page  Show Inactive Search...

REFERENCE ID	CATEGORY NAME	SORT BY	TAXES	LOCATION	ASSIGN VARIATION	ASSIGN TAX	DELETE
1	Cakes	0		1	Assign Variation	Assign Tax	
2	Pastries	0		1	Assign Variation	Assign Tax	
3	Cupcake	0		1	Assign Variation	Assign Tax	
4	Doughnuts	0		1	Assign Variation	Assign Tax	
5	Brownie	0		1	Assign Variation	Assign Tax	

Showing 1 to 5 of 5 entries Previous 1 Next

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Figure 11 : Categories List View Page

## How to Add Categories in RoyalPOS?

- There are Multiple ways to add categories from Admin Portal as well as RoyalPOS Mobile App

### How to Add Categories from Admin Portal?

- Click On To “Add Category” button to add Single Category at a time
- Select the Outlet, Add Category Name
- Now Select the Item Pricing Option i.e. Included & Excluded - based on the selection, the taxes defined in previous step will be shown, you can accordingly choose the taxes for the category
- To Add Multiple Categories from Admin Panel - Select Quick Add Category

The screenshot displays the 'ADD CATEGORY' page in the RoyalPOS Admin Portal. The page features a navigation bar at the top with the RoyalPOS logo, a user profile for 'KP Test Brand', and a menu with options: DASHBOARD, OUTLET, ITEMS, REPORTS, and MORE. Below the navigation bar, the page title is 'ADD CATEGORY' with a breadcrumb trail 'Home / Add Category'. The main content area contains a form with the following fields and options:

- Outlet Name \***: A dropdown menu showing 'KP Test Brand' and 'KP Test Outlet 2'.
- Category Name \***: A text input field containing 'Breads'.
- Item Pricing**: Radio buttons for 'Excluded' and 'Included' (selected).
- Taxes**: Checkboxes for 'CGST - 2.5%' and 'SGST - 2.5%' (both selected).
- Status**: Radio buttons for 'Active' (selected) and 'Inactive'.

At the bottom left of the form, there are 'Save' and 'Cancel' buttons. The footer of the page contains the text: 'Copyright 2018 © All Rights Reserved. RoyalPOS'.

Figure 11.1 : Single Category Add View Page

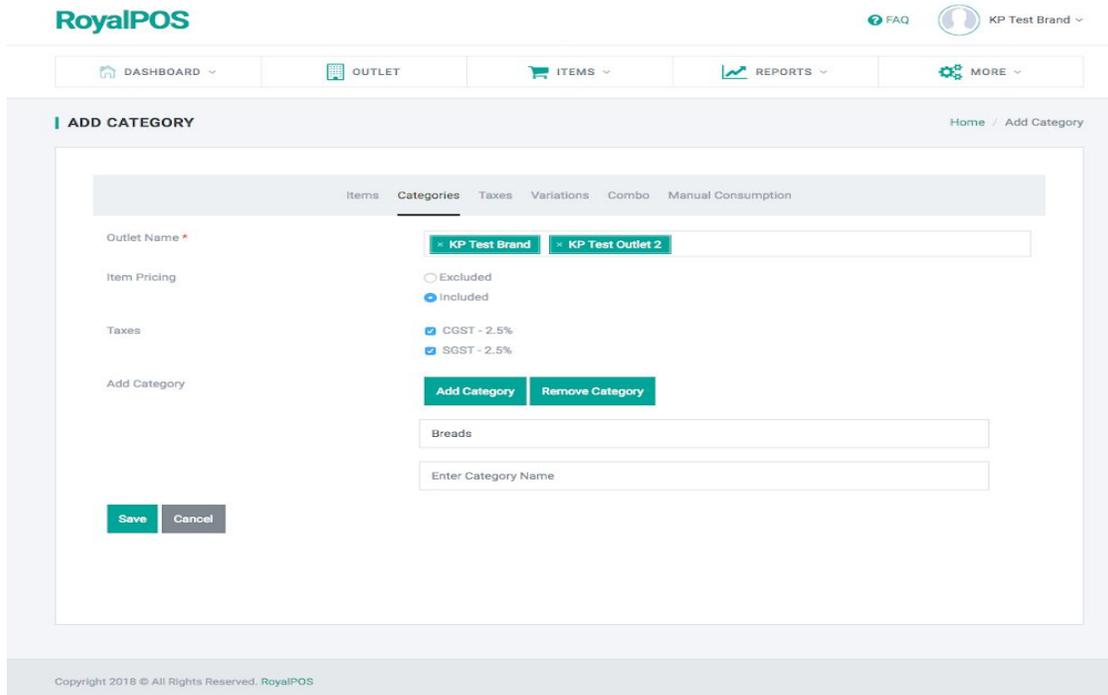


Figure 11.2 : Multiple Category Add View Page

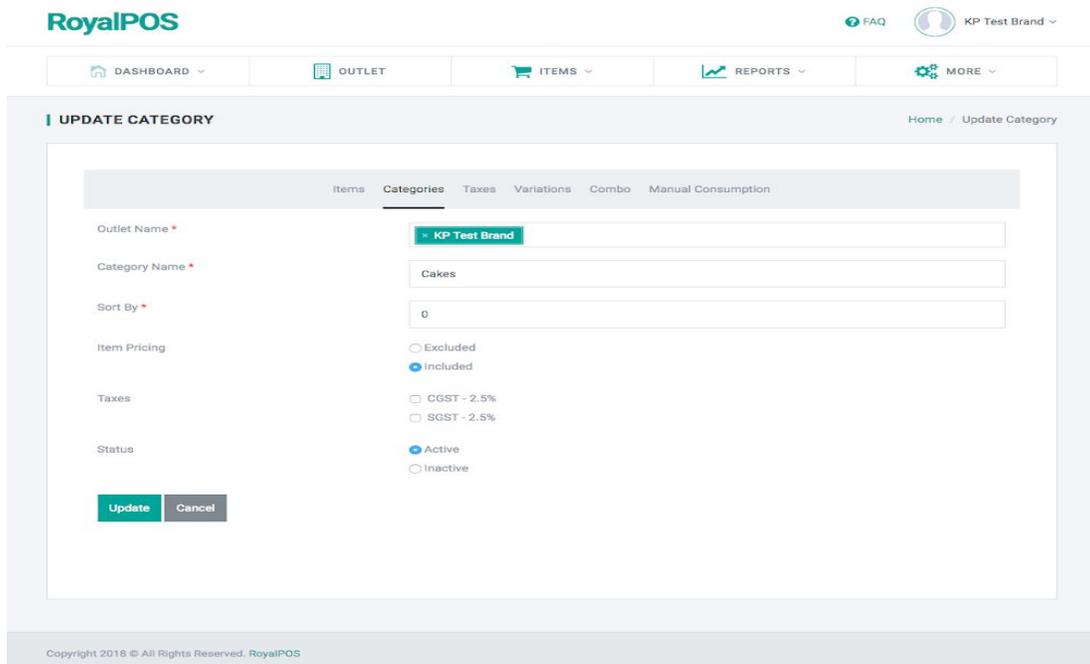
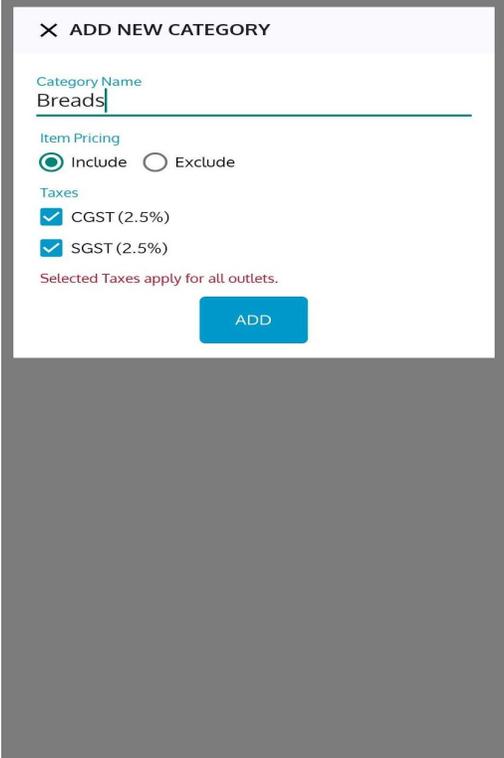


Figure 11.3 : Single Category Edit View Page

## How to Add Categories from RoyalPOS Mobile App?

- Categories Can be added from RoyalPOS Mobile App



✕ ADD NEW CATEGORY

Category Name  
Breads

Item Pricing  
 Include  Exclude

Taxes  
 CGST (2.5%)  
 SGST (2.5%)

Selected Taxes apply for all outlets.

ADD

Figure 11.4 : Single Category Add View Page In App

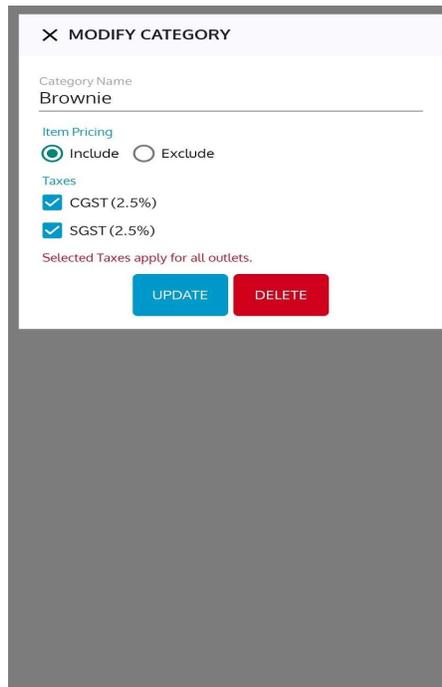


Figure 11.5 : Single Category Edit View Page In App

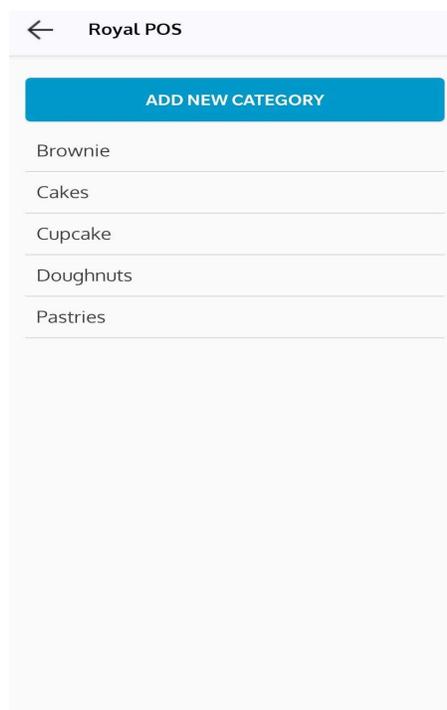


Figure 11.6 : Category List View Page In App

## Raw Materials Categories

- Raw Materials Categories are the Types of Raw Materials which are used in, for making the item.
- To go to Raw Material Categories Section, in RoyalPOS, Move your Mouse over Item Tab, Select Raw Material Categories under Items Header.

The screenshot displays the 'Raw Material Categories' list view in the RoyalPOS system. The interface includes a top navigation bar with 'DASHBOARD', 'LOCATION', 'ITEMS', 'REPORTS', and 'MORE'. The 'ITEMS' tab is active, and the sub-menu 'Raw Material Categories' is selected. Below the navigation, there are buttons for 'Export Data', '+ Add Category', and '+ Quick Add Category'. A 'Select Location' dropdown is set to 'Royal Cafe'. The main content area shows a table with 8 entries, each representing a raw material category. The table columns are: REFERENCE ID, CATEGORY NAME, TAXES, ITEMS COUNT, ASSIGN TAX, and DELETE. Each row includes an 'Assign Tax' button and a delete icon.

REFERENCE ID	CATEGORY NAME	TAXES	ITEMS COUNT	ASSIGN TAX	DELETE
1	Organic Vegetables	• CGST-2.5% • SGST-2.5%	2	Assign Tax	
2	Bakery Items	• CGST-2.5% • SGST-2.5%	8	Assign Tax	
3	Dairy Items	• CGST-2.5% • SGST-2.5%	7	Assign Tax	
4	Beverages	• CGST-2.5% • SGST-2.5%	1	Assign Tax	
5	Foodgrains, Oil & Masala	• CGST-2.5% • SGST-2.5%	7	Assign Tax	
6	Herbs & Seasonings	• CGST-2.5% • SGST-2.5%	0	Assign Tax	
7	Organic Fruits	• CGST-2.5% • SGST-2.5%	1	Assign Tax	
8	Disposable Items		1	Assign Tax	

Showing 1 to 8 of 8 entries

Navigation: Previous | 1 | Next

Figure 11.7 : Raw Material Categories List View Page

## How to Add Raw Material Categories in RoyalPOS?

### How to Add Raw Material Categories from Admin Portal?

- Click On To "Add Category" button to add Single Category at a time
- Select the Outlet, Add Category Name
- Now Select the Item Pricing Option i.e. Included & Excluded - based on the selection, the taxes defined in previous step will be shown, you can accordingly choose the taxes for the category
- To Add Multiple Categories from Admin Panel - Select Quick Add Category

The screenshot shows the 'ADD CATEGORY' page in the RoyalPOS Admin Portal. The page is titled 'ADD CATEGORY' and has a breadcrumb trail 'Home / Add Category'. The main content area is divided into several sections:

- Navigation:** A horizontal menu with options: Items, Categories, Taxes, Variations, Combo, Raw Materials, and Raw Material Categories (which is currently selected).
- Sub-navigation:** Below the main menu, there are three options: Set Consumption, Item Wise Recipe Consumption, and Manual Consumption.
- Form Fields:**
  - Location Name:** A dropdown menu showing 'Royal Cafe'.
  - Category Name:** A text input field containing 'Dry Fruits'.
  - Item Pricing:** Radio buttons for 'Excluded' and 'Included' (selected).
  - Taxes:** A list of checkboxes for various tax types: CGST - 2.5% (checked), SGST - 2.5% (checked), Cgst 1.5 - 1.5%, Sgst 1.5 - 1.5%, GST - 5%, Hst - 13%, Sgst 9 - 9%, and Cgst 9 - 9%.
  - Status:** Radio buttons for 'Active' (selected) and 'Inactive'.
- Buttons:** At the bottom left, there are two buttons: 'Save' (green) and 'Cancel' (grey).

Figure 11.8 : Single Raw Category Add View Page

QUICK ADD CATEGORY Home / Quick Add Category

Items Categories Taxes Variations Combo Raw Materials **Raw Material Categories**

Set Consumption Item Wise Recipe Consumption Manual Consumption

Location Name \*

Item Pricing  Excluded  Included

Taxes  CGST - 2.5%  SGST - 2.5%  
 Cgst 1.5 - 1.5%  Sgst 1.5 - 1.5%  
 GST - 5%  Hst - 13%  
 Sgst 9 - 9%  Cgst 9 - 9%

Add Category

Figure 11.9 : Multiple Raw Category Add View Page

UPDATE CATEGORY Home / Update Category

Items Categories Taxes Variations Combo Raw Materials Raw Material Categories

Set Consumption Item Wise Recipe Consumption Manual Consumption

Location Name \*

Category Name \*

Item Pricing  Excluded  Included

Taxes  CGST - 2.5%  SGST - 2.5%  Cgst 1.5 - 1.5%  Sgst 1.5 - 1.5%  GST - 5%  Hst - 13%  Sgst 9 - 9%  Cgst 9 - 9%

Status  Active  Inactive

Figure 11.10 : Single Raw Category Edit View Page

## 10. Items

### Items

- Items are the Products in your Catalogue or Menu
- To go to Items Section, in RoyalPOS, Move your Mouse over Item Tab, Select Items under Items Header.
- In case you have imported Demo Data, than the default items will be added - you can remove these if you want and create new ones or can use if you require.

**RoyalPOS** FAQ KP Test Brand

**DASHBOARD** **OUTLET** **ITEMS** **REPORTS** **MORE**

**ITEMS** Home / Items

Items Categories Taxes Variations Combo Manual Consumption

Select Outlet: KP Test Brand Select Category: All Categories

Export Data + Add Item + Quick Add Item Bulk Purchase

10 items/page  Show Inactive Search...

REFERENCE ID	ITEM NAME	SORT BY	ADD STOCK	CREATE RECIPE	CATEGORY	PRICE	ASSIGN VARIATION	DELETE
1	Belgium Truffle (500 gm)	0		+	Cakes	460	+	🗑️
2	Swiss Chocolate (500 gm)	0		+	Cakes	400	+	🗑️
3	Black Forest (500gm)	0		+	Cakes	380	+	🗑️
4	Red Velvet (750 Gm)	0		+	Cakes	920	+	🗑️
5	Dutch Truffle	0		+	Cakes	320	+	🗑️
6	Belgium Truffle Pastry	0		+	Pastries	110	+	🗑️
7	Red Velvet Pastry	0		+	Pastries	130	+	🗑️
8	White Chocolate Pastry	0		+	Pastries	150	+	🗑️
9	Chocolate Nuts Pastry	0		+	Pastries	80	+	🗑️
10	Chocolate Trilogy Pastry	0		+	Pastries	80	+	🗑️

Showing 1 to 10 of 22 entries

Previous **1** 2 3 Next

Figure 12 : Items List View Page

## How to Add Items in RoyalPOS?

- There are Multiple ways to add items from Admin Portal as well as RoyalPOS Mobile App

### How to Add Items from Admin Portal?

- Click On To “Add Item” button to add Single Item at a time
- Select the Outlet, Category, Add Item Name, Select Item Type, Add Barcode No, Batch No, Product No if exist, Select Track Stock ‘Enable’, if you want to track stock of item, Select Sold by, if you select Sold By ‘Weight’, then select Purchased In Unit, Used In Unit and add Default Sale Value
- Track Stock ‘Enable’, - This Option if Enabled - then add Price, Low Stock For Notification, and Commission Price, If this option is enabled than It will start inventory management for this Item.
- Now if you have selected Track Stock ‘Disable’, then add Price, Costing Price, and Commission Price
- Can also upload image for item, and add description
- Can select multiple variations for item also
- To Add Multiple Items from Admin Panel - Select Quick Add Item
- To Add Items, which are sold by each, In Bulk from Admin Panel, Select For Sold By Each from Bulk Upload dropdown button. You can upload csv with predefined csv format
- To Add Items, which are sold by weight, In Bulk from Admin Panel, Select For Sold By Weight from Bulk Upload dropdown button. You can upload csv with predefined csv format

ADD ITEM

Home / Add Item

Items Categories Taxes Variations Combo Manual Consumption

Location Name \*

Category \*

Item Name \*

Item Type  
 Veg  
 Non Veg  
 NA

Barcode No

Batch No

Product No

HSN No

Track Stock \*  
 Enable  
 Disable

Sold By \*  
 Each  
 Weight

Locations \*  The Item is available for sale in all stores

Available	Location	Price	Costing Price	Commission Price
<input checked="" type="checkbox"/>	KP Test Brand	350	100	0
		CGST(2.5%) : 8.33	CGST(2.5%) : 2.38	
		SGST(2.5%) : 8.33	SGST(2.5%) : 2.38	
		Price Without Tax 333.33	Price Without Tax 95.24	

Item Image (For Best Results Upload Item Image 360x240)  


Description

Status  
 Active  
 Inactive

Figure 12.1 : Add Item View Page

UPDATE ITEM

Home / Update Item

Items Categories Taxes Variations Combo Manual Consumption

Location Name \*

Category \*

Item Name \*

Sort By \*

Item Type  
 Veg  
 Non Veg  
 NA

Barcode No

Batch No

Product No

HSN No

Track Stock \*  
 Enable  
 Disable

Sold By \*  
 Each  
 Weight

Locations \*  
 The Item is available for sale in all stores

Available	Location	Price	Costing Price	Commission Price
<input checked="" type="checkbox"/>	KP Test Brand	<input type="text" value="350"/>	<input type="text" value="100"/>	<input type="text" value="0"/>

Item Image  
 (For Best Results  
 Upload Item Image  
 360x240)



Description

Status  
 Active  
 Inactive

Figure 12.2 : Edit Item View Page

QUICK ADD ITEM

Home / Quick Add Item

[Items](#) | 
 [Categories](#) | 
 [Taxes](#) | 
 [Variations](#) | 
 [Combo](#) | 
 [Manual Consumption](#)

Outlet Name \*

\* KP Test Brand

Category \*

Cakes

Add Item

Add Item Remove Item

Coffee Cake

360

SGST(9%) : 27.46

CGST(9%) : 27.46

Price Without Tax 305.08

Banana Cake

350

SGST(9%) : 26.69

CGST(9%) : 26.69

Price Without Tax 296.61

Enter Item Name

Enter Item Price

Save Cancel

Figure 12.3 : Quick Add Items View Page

**BULK UPLOAD FOR PRODUCT/ITEMS. CHECK THE DEMO CSV**

Outlet Name

Track Stock  Enable  Disable

Upload file

[Download CSV Demo File For Sold By Each](#)

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Figure 12.4 : Add Items Sold By Each Using CSV View Page

RoyalPOS FAQ KP Test Brand

[DASHBOARD](#) [OUTLET](#) [ITEMS](#) [REPORTS](#) [MORE](#)

Home / Items

Items Categories Taxes Variations Combo Manual Consumption

Select Outlet:

10 Items/page  Show Inactive

**CONFIRM**

Are You Sure U want to add 3 Items?

REFERENCE ID	ITEM NAME	SOBT BY	ADD STOCK	CREATE RECIPE	CATEGORY	PRICE	ASSIGN VARIATION	DELETE
1	Belgium Truffle (500 gm)	0		+	Cakes	460	+	
2	Swiss Chocolate (500 gm)	0		+	Cakes	400	+	
3	Black Forest (500gm)	0		+	Cakes	380	+	
4	Red Velvet (750 Gm)	0		+	Cakes	920	+	
5	Dutch Truffle	0		+	Cakes	320	+	

Figure 12.5 : Alert before Add Items Sold By Each Using CSV

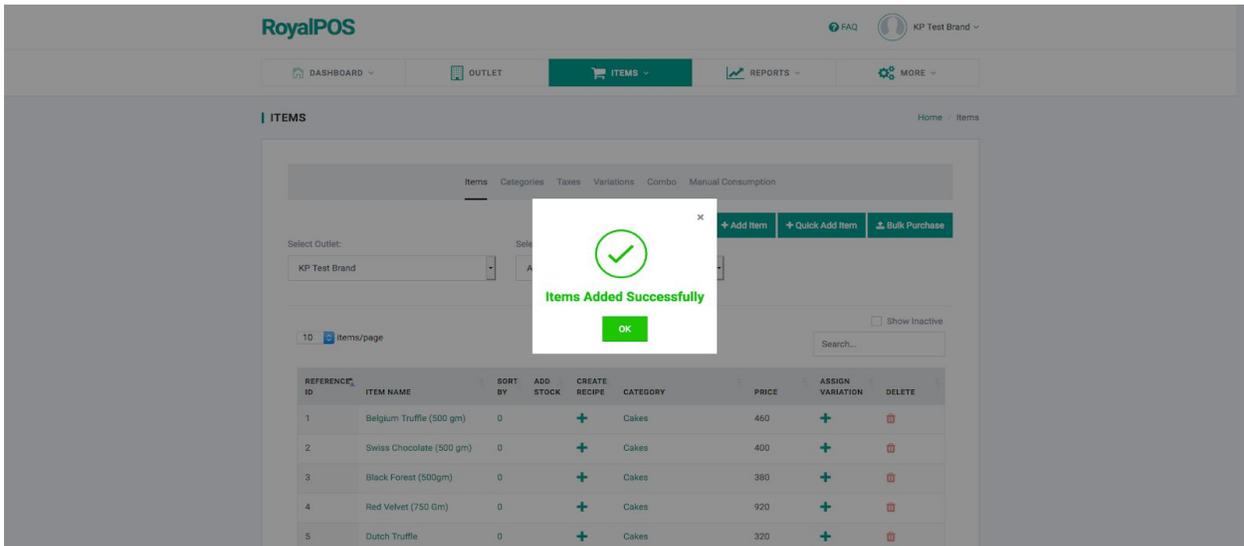


Figure 12.6 : Success Popup on Add Items Sold By Each Using CSV

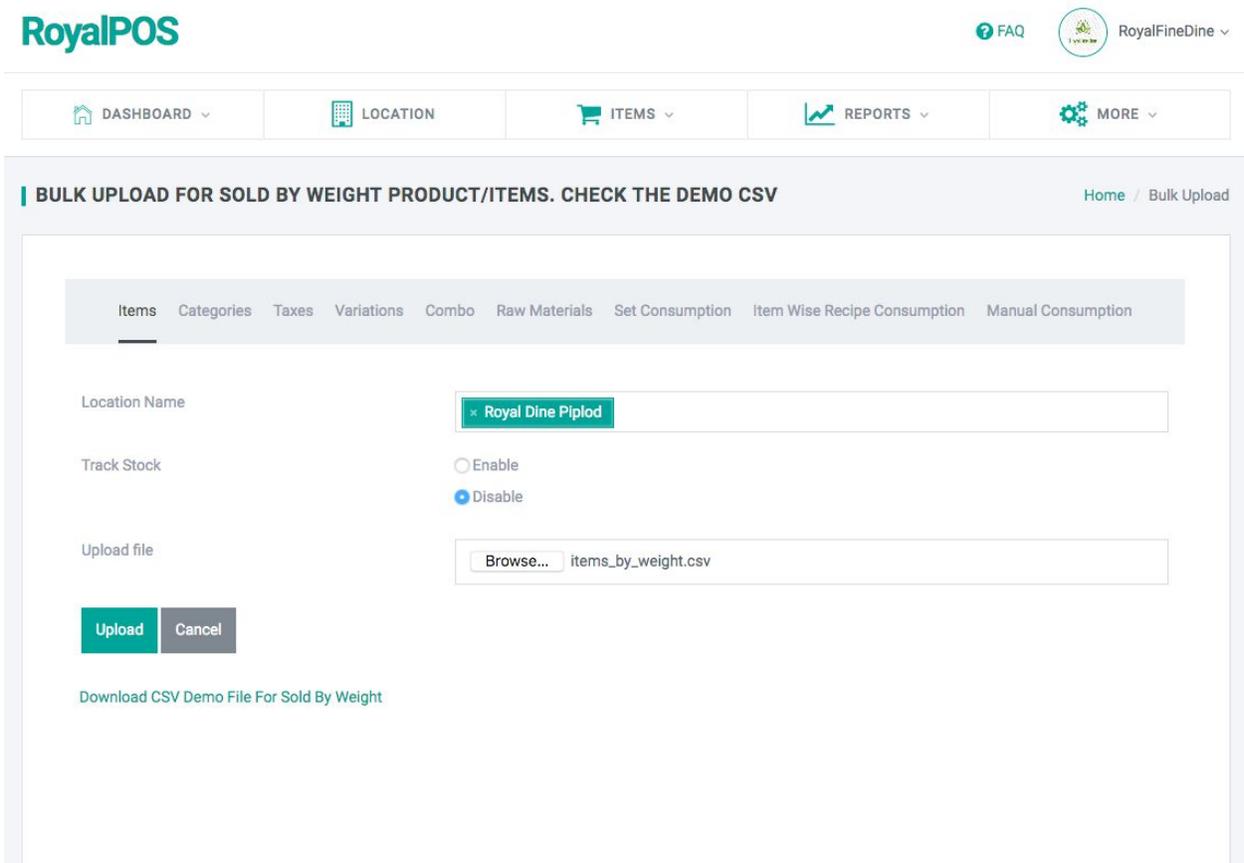


Figure 12.7 : Add Items Sold By Weight Using CSV View Page

**PLEASE CONFIRM CSV DATA** Home / Bulk Upload

[Items](#) | 
 [Categories](#) | 
 [Taxes](#) | 
 [Variations](#) | 
 [Combo](#) | 
 [Raw Materials](#) | 
 [Set Consumption](#) | 
 [Item Wise Recipe Consumption](#) | 
 [Manual Consumption](#)

[+ Add Item](#)

	CATEGORY NAME	ITEM NAME	BARCODE NO	BATCH NO	PRODUCT NO	PURCHASE UNIT	USED UNIT	DEFAULT SALE VALUE	PRICE PER PURCHASE UNIT
	Indian Sweet	Kajuka	Barcode	Batch	Product	KILOGRAM	KIL	100	420
	Indian Sweet	Kesar f	Barcode	Batch	Product	KILOGRAM	KIL	100	650
	Indian Sweet	Kesar f	Barcode	Batch	Product	LITRE	MIL	100	600

[Submit](#) | 
 [Cancel](#)

Figure 12.8 : Confirm CSV Data before Add Items Sold By Weight Using CSV

## How to Add Items from RoyalPOS Mobile App?

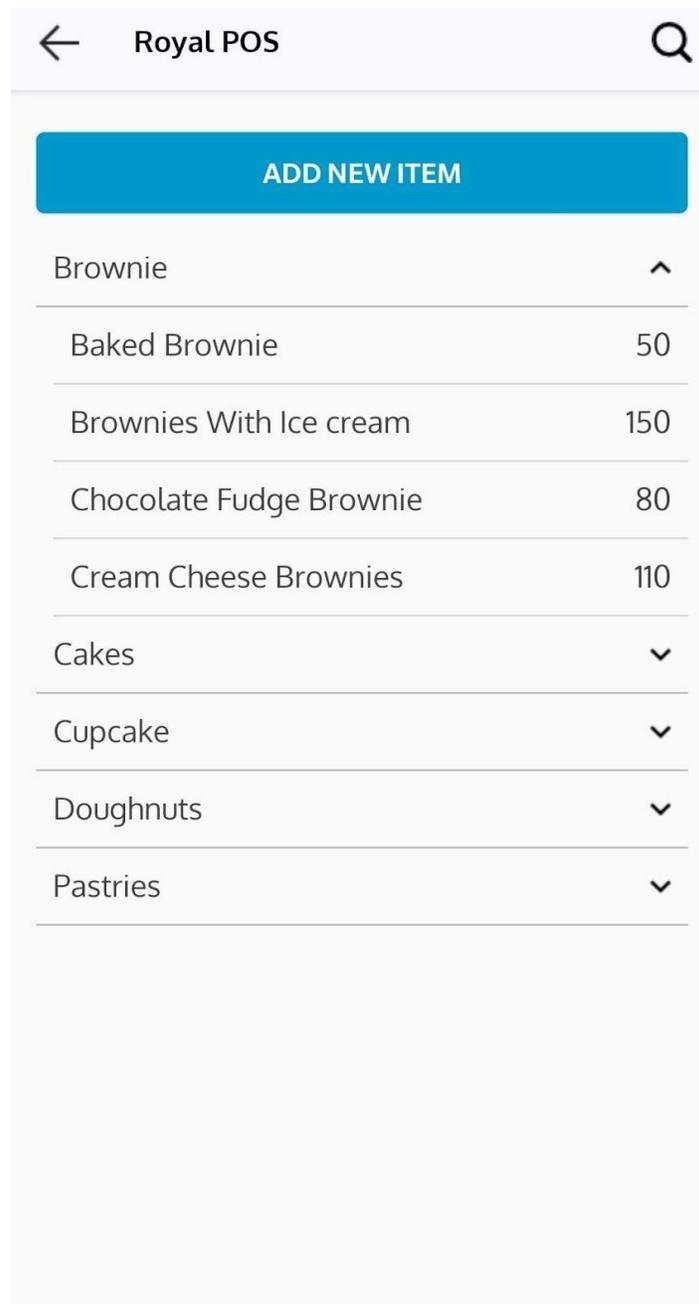


Figure 12.9 : Items List View Page In App

**✕ ADD NEW ITEM**

Item Name  
Banana Cake

Select Category  
Cakes

Barcode 

Batchno

Product No

Select Variations

Add Ons

Track Stock

True  False

Sold By

Each  Weight

Price 350 Costing Price 100

Description  
Banana cake is prepared using banana as a prima

**ADD**

Figure 12.10 : Add Item View Page In App

**X MODIFY ITEM**

---

Item Name  
Banana Cake (500 gm)

---

Select Category  
Cakes

---

Barcode 

---

Batchno

---

Product No

---

Select Variations

Add Ons

Track Stock

True  False

Sold By

Each  Weight

Price	Costing Price
350	0

---

Description  
Banana cake is prepared using banana as a prima

---

UPDATE

DELETE

Figure 12.11 : Edit Item View Page In App

## Raw Material

- Raw Material are the ingredients which are used in, for making the item.
- To go to Raw Materials Section, in RoyalPOS, Move your Mouse over Items Tab, Select Raw Materials under Items Header.

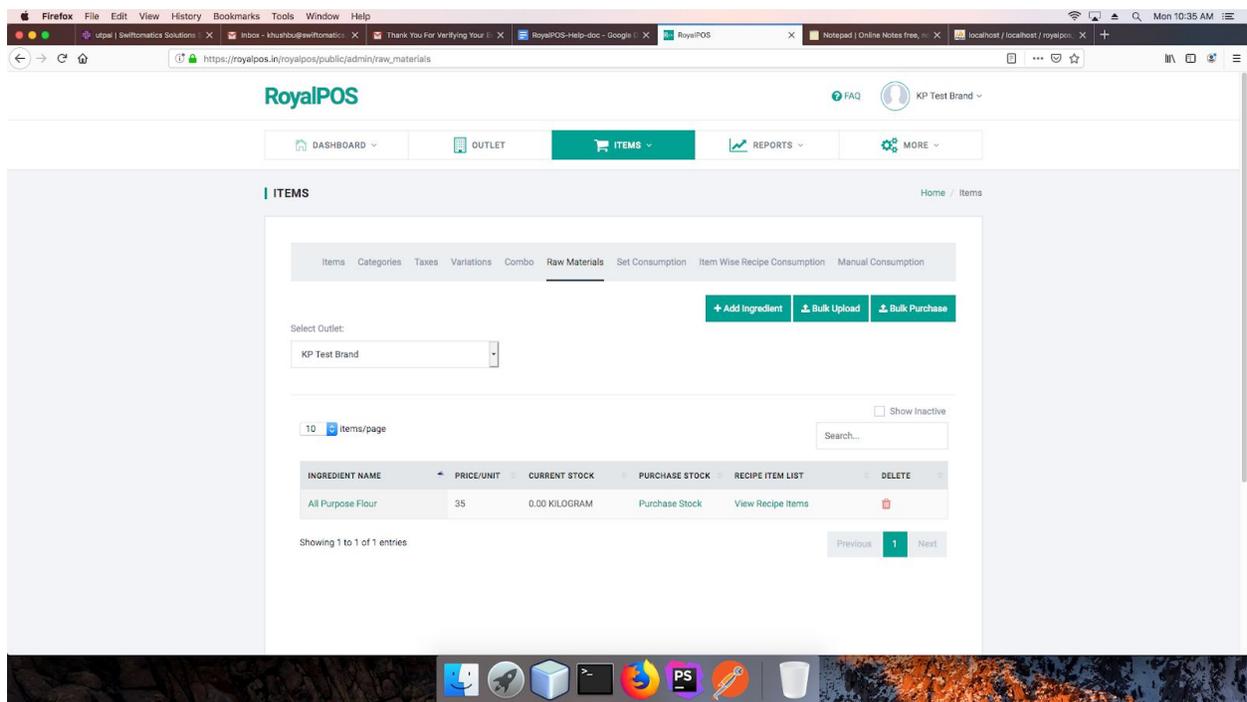


Figure 13 : Raw Material List View Page

## How to Add Raw Material in RoyalPOS?

- There are Multiple ways to add raw material item from Admin Portal

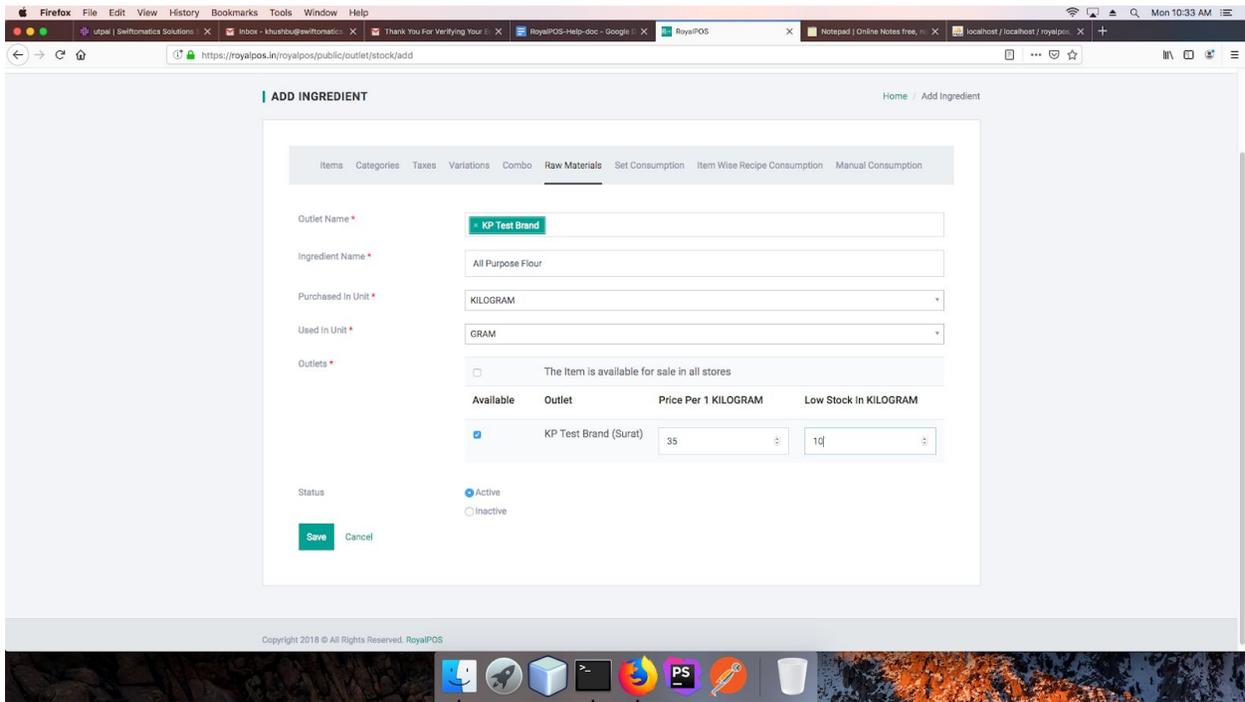


Figure 13.1 : Add Raw Material View Page

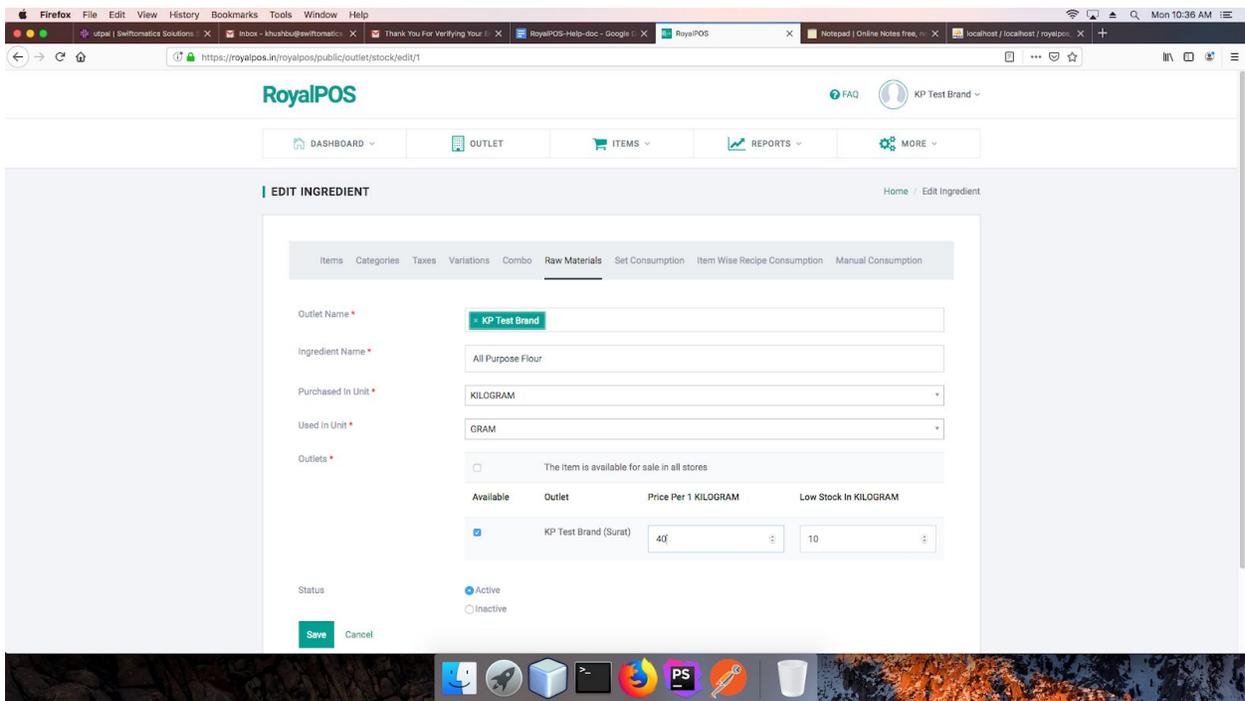


Figure 13.2 : Edit Raw Material View Page

**BULK UPLOAD FOR RAW MATERIAL STOCK. CHECK THE DEMO CSV**

[Home](#) / [Bulk Upload](#)

[Items](#) | 
 [Categories](#) | 
 [Taxes](#) | 
 [Variations](#) | 
 [Combo](#) | 
 **[Raw Materials](#)** | 
 [Set Consumption](#) | 
 [Item Wise Recipe Consumption](#) | 
 [Manual Consumption](#)

Location Name

x KP Test Brand

Upload file

Browse... recipe\_stock(24).csv

[Download CSV Demo File](#)

MICROGRAM	MILLIGRAM
GRAM	KILOGRAM
METRIC_TON	OUNCE
POUND	STONE
SHORT_TON	LONG_TON
MILLILITRE	LITRE
PIECES	

Figure 13.3 : Add Raw Material In Bulk Using CSV View Page

PLEASE CONFIRM CSV DATA

Home / Bulk Upload

Items Categories Taxes Variations Combo **Raw Materials** Set Consumption Item Wise Recipe Consumption Manual Consumption

+ Add Item

ITEM NAME	PRODUCT NO	PURCHASED UNIT	USED UNIT	PRICE PER PURCHASED UNIT
 Cheese	121212	KILOGRAM	KILOGRAM	385
 Butter	232323	KILOGRAM	KILOGRAM	450
 White Bread	343434	PIECES	PIECES	2

Submit

Cancel

Figure 13.4 : Alert before Add Raw Material Using CSV

## 11. Items Variations

- Variations are the Addons or the Top ups of your Items.
- For Example, Extra Cheese in Pizza or Extra Chocolate in your Milkshake
- Variations along with its price can be defined individually and can be mapped with while creating the Items
- If variation is selected added along with the Item, its price gets added to MRP
- For Example Consider Price of Milkshake as Rs 100 & the Price of a variation 'Extra Chocolate' as Rs. 10, If Extra chocolate variation is added than the price of the Milkshake will be Rs 110
- Variations can be added from Admin Portal as well can from Mobile App and Added Variations can be Mapped to Items while Adding a New Item

### How to Add Variations from Admin Portal?

The screenshot displays the RoyalPOS Admin Portal interface. At the top, the RoyalPOS logo is on the left, and 'FAQ' and 'KP Test Brand' are on the right. Below the logo is a navigation bar with 'DASHBOARD', 'OUTLET', 'ITEMS', 'REPORTS', and 'MORE' options. The 'ITEMS' option is highlighted. The main content area is titled 'ITEMS' and includes a breadcrumb 'Home / Items'. A sub-navigation bar contains 'Items', 'Categories', 'Taxes', 'Variations', 'Combo', and 'Manual Consumption', with 'Variations' selected. A '+ Add Variations' button is located on the right. Below this is a table with the following data:

REFERENCE ID	VARIATIONS CATEGORY NAME	DELETE
1	Add Ons	

At the bottom of the page, there is a copyright notice: 'Copyright 2018 © All Rights Reserved. RoyalPOS'.

Figure 14 : Variation List View Page

ADD VARIATION CATEGORY

Home / Add Variation Category

Items Categories Taxes **Variations** Combo Manual Consumption

Name\*

Allowed Selection

Variations

Variation Name	Variation Price
<input type="text" value="Chocolate Syrup"/>	<input type="text" value="20"/>
<input type="text" value="Strawberry Syrup"/>	<input type="text" value="30"/>

Figure 14.1 : Add Variation View Page

UPDATE VARIATION CATEGORY

Home / Update Variation Category

Items Categories Taxes Variations Combo Manual Consumption

Name \*

Allowed Selection

Variations

Reference ID	Variation Name	Variation Price
1	<input type="text" value="Chocolate Syrup"/>	<input type="text" value="10"/>
2	<input type="text" value="Strawberry Syrup"/>	<input type="text" value="20"/>

Figure 14.2 : Edit Variation View Page

## How to Add Variations from RoyalPOS Mobile App?

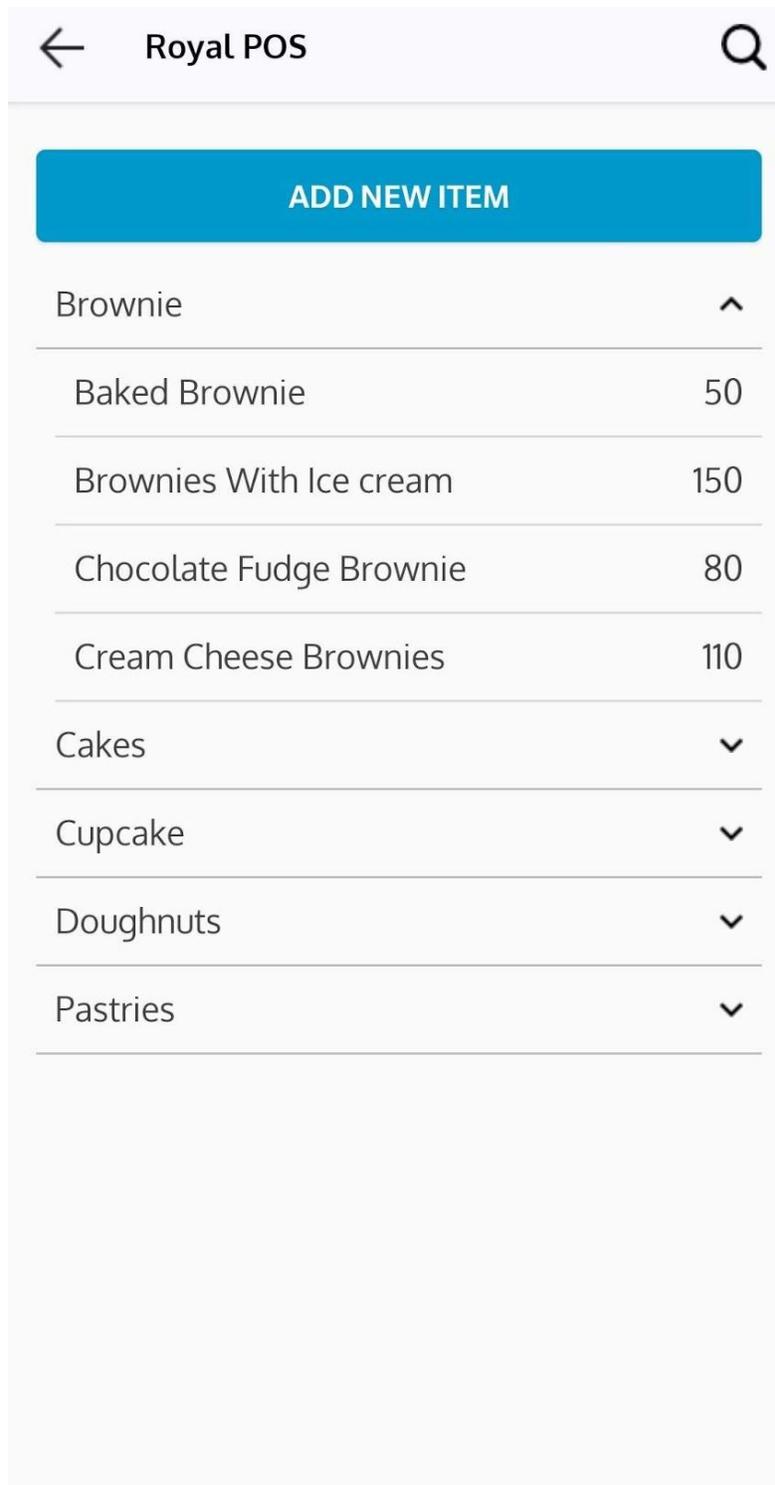


Figure 14.3 : Variation List View Page

**✕ ADD NEW VARIATION**

Name	Selection	
Extra	2	<input type="button" value="ADD"/>
Chocolate Chips	10	<input type="button" value="DELETE"/>
Strawberry Slices	20	<input type="button" value="DELETE"/>

Figure 14.4 : Add Variation View Page

**✕ MODIFY VARIATION**

Name	Selection	
Extra	2	<input type="button" value="ADD"/>
Chocolate Chips	10	<input type="button" value="DELETE"/>
Strawberry Slices	20	<input type="button" value="DELETE"/>
Graded Chocolate	15	<input type="button" value="DELETE"/>

Figure 14.4 : Edit Variation View Page

## 12. Items Combos

- Items Combos are Item Groups which gives your customers a good deal and for your side more items are being sold in one go.
- For Example A Combo of Fries with Coke and Burger always makes a good deal for customers so instead of purchasing individual Items customers usually prefers combos.
- You Can Define your Item combos from Admin Portal

### How to Add Item Combos from Admin Portal?

The screenshot shows the RoyalPOS Admin Portal interface. At the top, there is a navigation bar with the RoyalPOS logo, a FAQ icon, and a user profile icon labeled 'KP Test Brand'. Below this is a secondary navigation bar with tabs for DASHBOARD, OUTLET, ITEMS (highlighted), REPORTS, and MORE. The main content area is titled 'ITEMS' and includes a breadcrumb trail 'Home / Items'. A sub-navigation bar contains tabs for Items, Categories, Taxes, Variations, Combo (underlined), and Manual Consumption. On the right side of this bar are buttons for 'Export Data' and '+ Add Combo'. Below the navigation is a 'Select Outlet:' dropdown menu currently set to 'KP Test Brand'. Further down, there is a '10 items/page' selector, a 'Show Inactive' checkbox, and a search bar. The main data area features a table with the following structure:

COMBO NAME	ACTUAL PRICE	CALCULATED PRICE	COMBO ITEMS	DELETE
Chocolate Feast	200	240	Combo Items	

Below the table, it says 'Showing 1 to 1 of 1 entries' and includes pagination controls with 'Previous', '1' (selected), and 'Next' buttons. At the bottom of the page, there is a copyright notice: 'Copyright 2018 © All Rights Reserved. RoyalPOS'.

Figure 15 : Combo List View Page

**ADD COMBO** Home / Add Combo

[Items](#)
[Categories](#)
[Taxes](#)
[Variations](#)
Combo
[Manual Consumption](#)

Outlet Name \* \* KP Test Brand

Combo Name \* Chocolate Feast

Combo Items

Items	Quantity	Unit	Approximate Price
<span style="background-color: #008080; color: white; padding: 5px;">+</span>	<span style="background-color: #008080; color: white; padding: 5px;">-</span>		
Chocolate Nuts Pastry	1	EACH/PIECES	KP Test Brand: 80
Chocolate Trilogy Past	1	EACH/PIECES	KP Test Brand: 80
Chocolate Black Out	1	EACH/PIECES	KP Test Brand: 40
Chocolate Nutella	1	EACH/PIECES	KP Test Brand: 40
<b>Total Price</b>			<b>KP Test Brand: 240.00</b>

Outlets \*  The Item is available for sale in all stores

Available	Outlet	Price	Costing Price	Commission Price
<input checked="" type="checkbox"/>	KP Test Brand	200	50	0
		Price Without Tax 200.00	Price Without Tax 50.00	

Status  Active  Inactive

Save Cancel

Figure 15.1 : Add Combo View Page

ADD COMBO Home / Add Combo

- [Items](#) | 
 [Categories](#) | 
 [Taxes](#) | 
 [Variations](#) | 
 [Combo](#) | 
 [Manual Consumption](#)

Outlet Name \*

Combo Name \*

Combo Items

Components	Quantity	Unit	Approximate Price
<input type="button" value="+"/>	<input type="button" value="-"/>		
Chocolate Nuts Pastry	1	EACH/PIECES	KP Test Brand : 80
Chocolate Trilogy Past	1	EACH/PIECES	KP Test Brand : 80
Chocolate Nutella	1	EACH/PIECES	KP Test Brand : 40
Chocolate Black Out	1	EACH/PIECES	KP Test Brand : 40
Total Price			KP Test Brand : 240

Outlets \*

The Item is available for sale in all stores

Available	Outlet	Price	Costing Price	Commission Price
<input checked="" type="checkbox"/>	KP Test Brand	200	50	0
		Price Without Tax 200.00		

Status  Active  Inactive

Figure 15.2 : Edit Combo View Page

## 13. Tables

- Tables are mainly used in Fine Dine Restaurants for taking table wise order

**RoyalPOS** FAQ RoyalFineDine

DASHBOARD **OUTLET** ITEMS REPORTS MORE

**OUTLET** Home / Outlet

Outlet **Tables** Orders Payment Mode Change Password Select Menu

**TABLES** Refresh + Add Table

Table	Sort By	Current Status
Table1	0	Inactive
Table2	0	Inactive
Table3	0	Inactive
Table4	0	Active
Table5	0	Inactive
Room5	0	Inactive

Table4 details:  
Order No: ROY110-109609  
Token: 109609  
Employee: Test  
Duration: 1 Days  
Amount: ₹ 1.58  
No Of People: 5

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Figure 16 : Tables List View

## How to Add Tables in RoyalPOS?

- There are Multiple ways to add tables from Admin Portal as well as RoyalPOS Mobile App

## How to Add Tables from Admin Portal?

The screenshot shows the 'ADD TABLE' interface in the RoyalPOS Admin Portal. At the top, there is a navigation bar with the RoyalPOS logo, a FAQ link, a user profile for 'KP Test Brand', and a menu with options: DASHBOARD, OUTLET, ITEMS, REPORTS, and MORE. The main content area is titled 'ADD TABLE' and contains a form with a 'Table Name' input field. Below the input field are two buttons: 'Save' and 'Cancel'. The breadcrumb trail at the top right reads 'Home / Add Table'. A footer at the bottom of the page states 'Copyright 2018 © All Rights Reserved. RoyalPOS'.

Figure 16.1 : Add Table View

The screenshot shows the 'UPDATE TABLE' interface in the RoyalPOS Admin Portal. The navigation bar is identical to the previous view. The main content area is titled 'UPDATE TABLE' and contains a form with several fields: 'Table Name' (containing 'Table1'), 'Sort By' (containing '0'), and 'Status' (with radio buttons for 'Active' and 'Inactive', where 'Inactive' is selected). Below these fields are 'Update' and 'Cancel' buttons. The breadcrumb trail at the top right reads 'Home / Update Table'. A footer at the bottom of the page states 'Copyright 2018 © All Rights Reserved. RoyalPOS'.

Figure 16.2 : Edit Table View

How to Add Tables from RoyalPOS Mobile App?

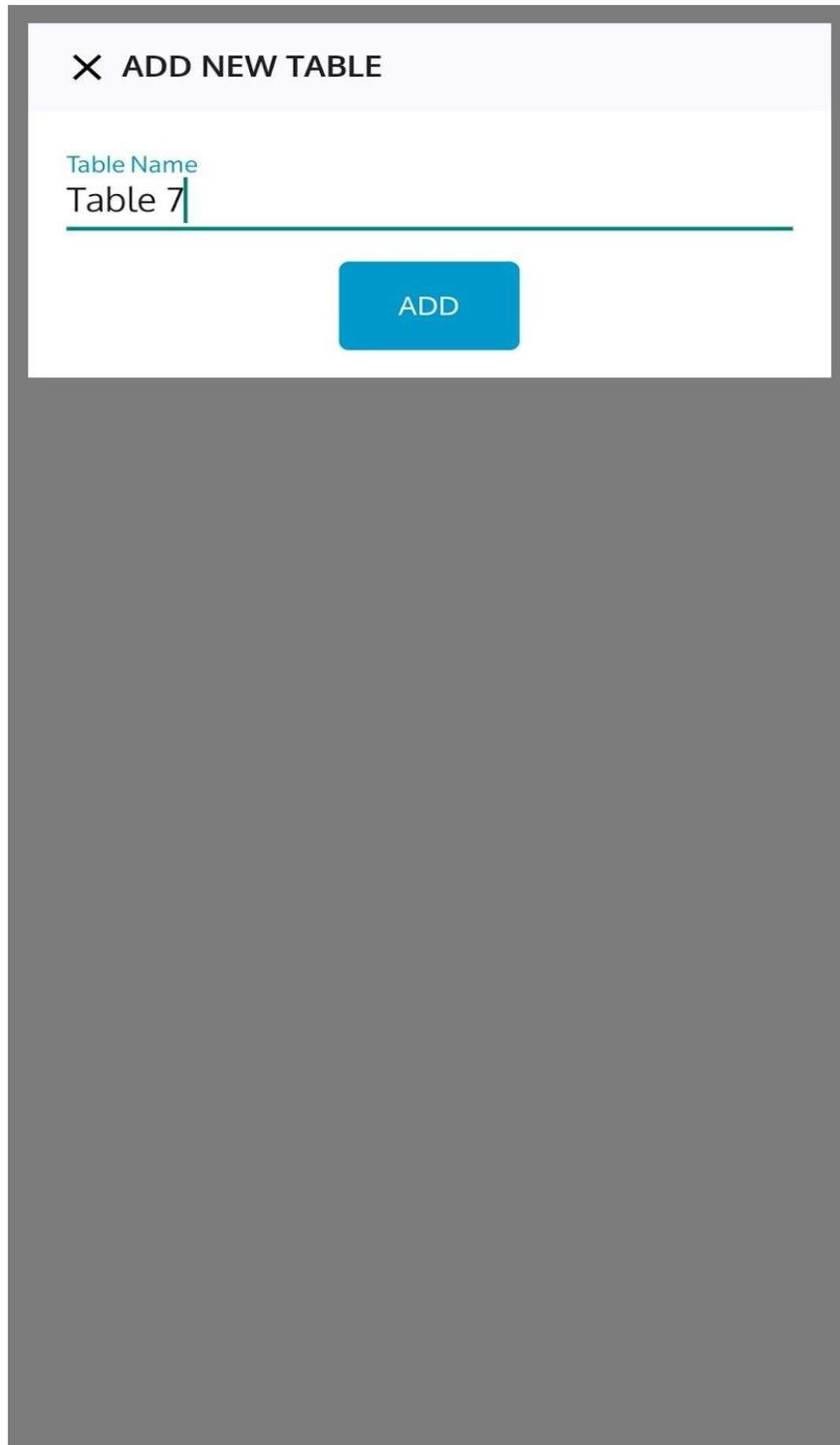


Figure 16.3 : Add Table View In App

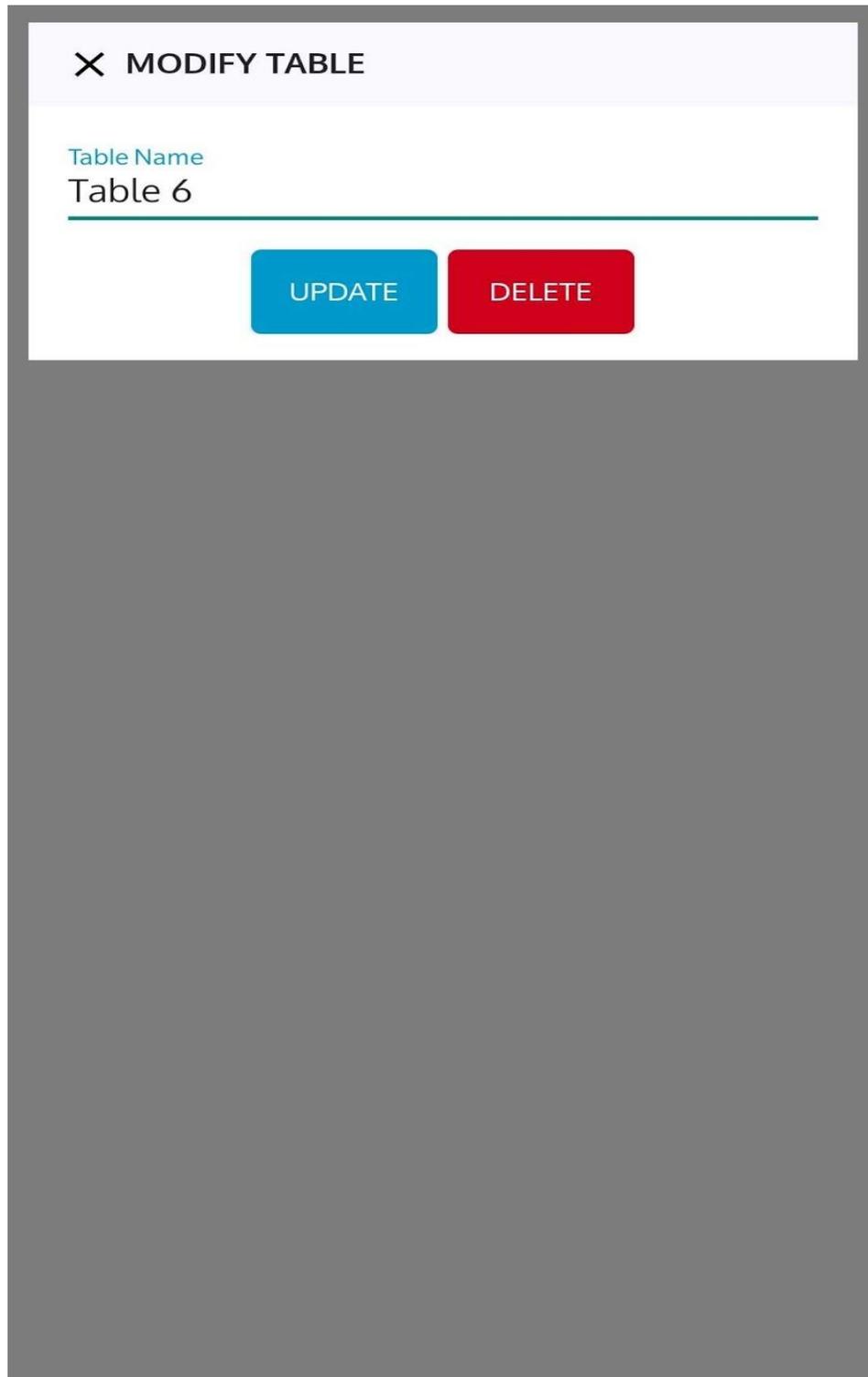


Figure 16.4 : Edit Table View In App

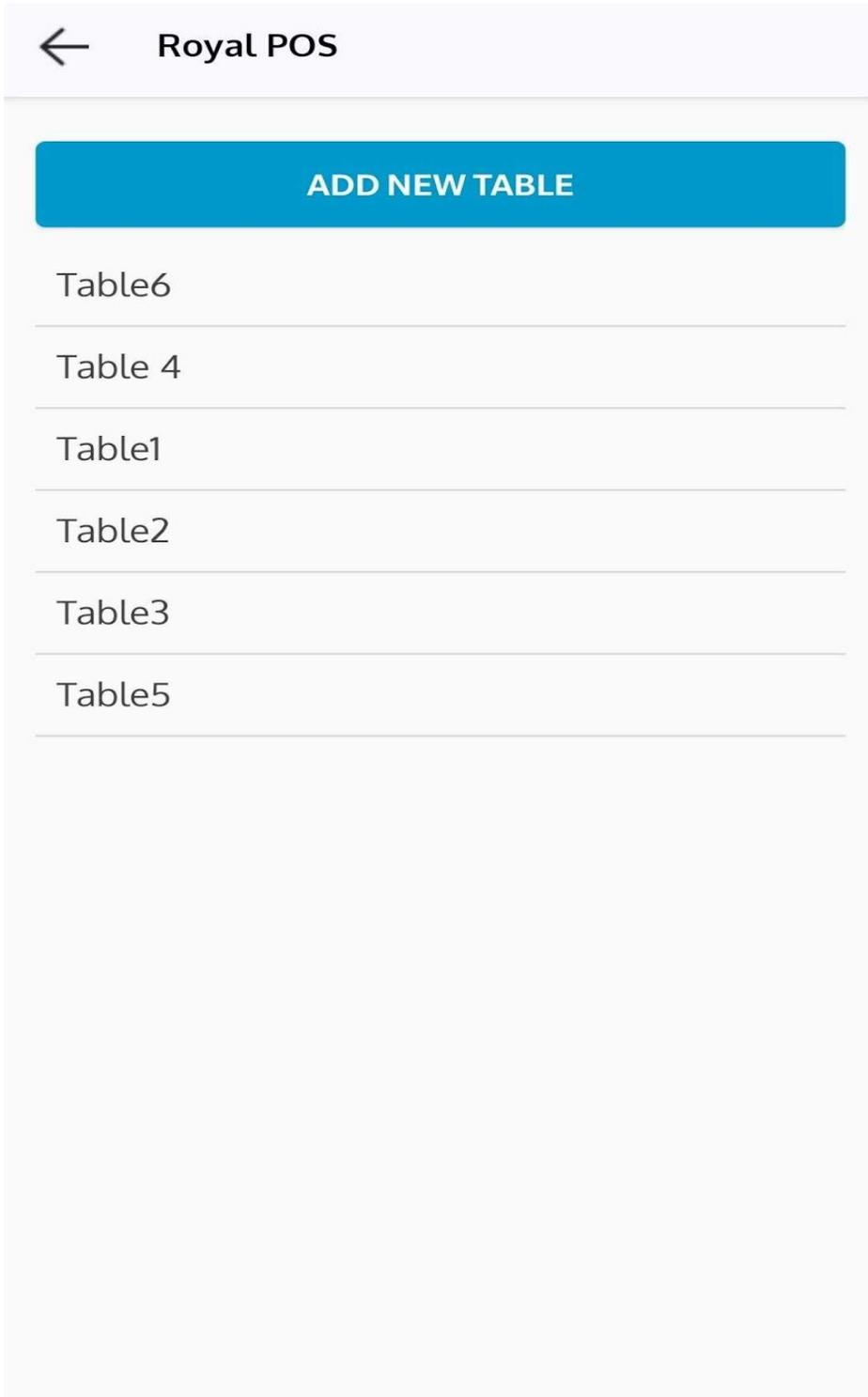


Figure 16.5 : Table List View In App

## 14. Payment Mode

- Payment Mode is the type of payment, which will be done by customer when bill payment is done

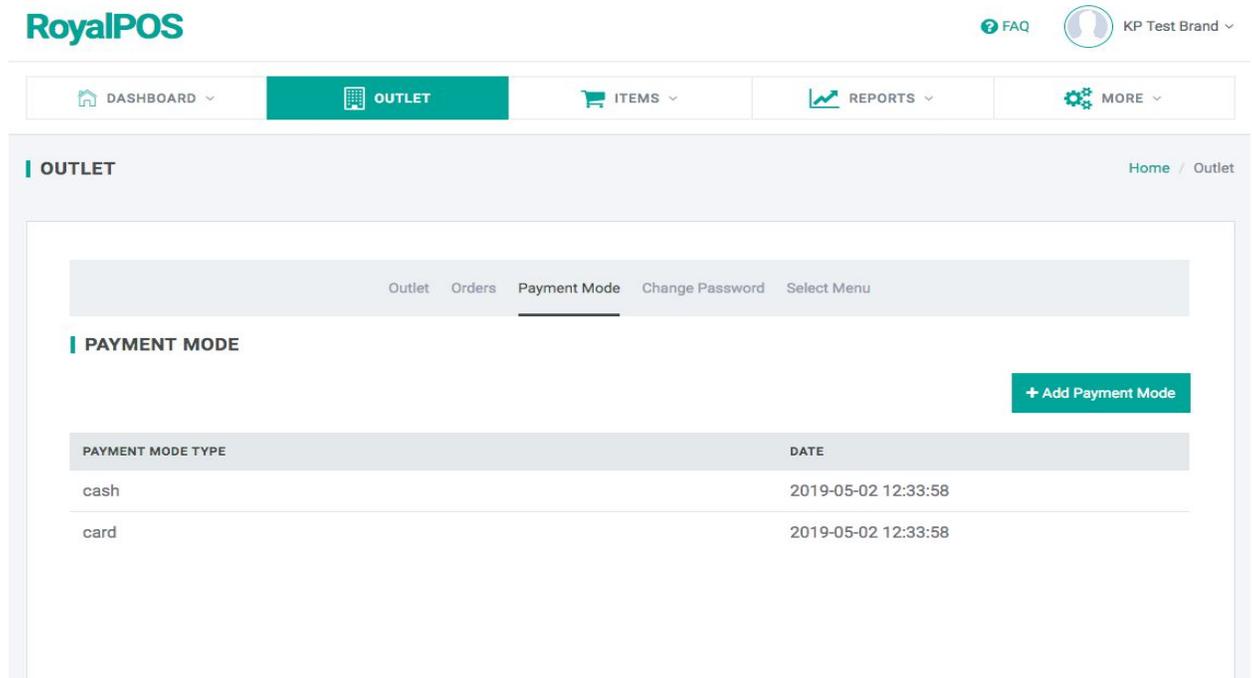


Figure 17 : Payment Mode List View

### How to Add Payment Mode in RoyalPOS?

- There are Multiple ways to add payment mode from Admin Portal as well as RoyalPOS Mobile App

## How to Add Payment Mode from Admin Portal?

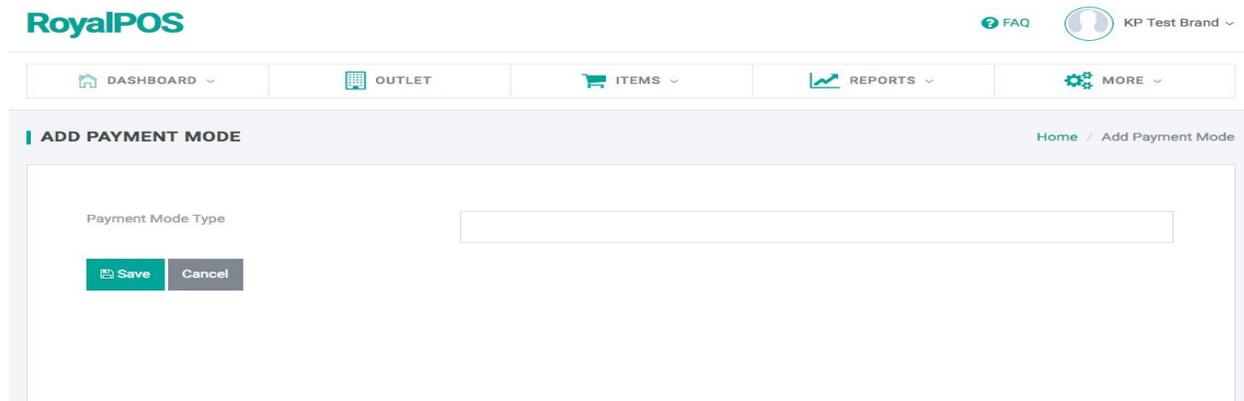


Figure 17.1 : Add Payment Mode View

## How to Add Payment Mode from RoyalPOS Mobile App?

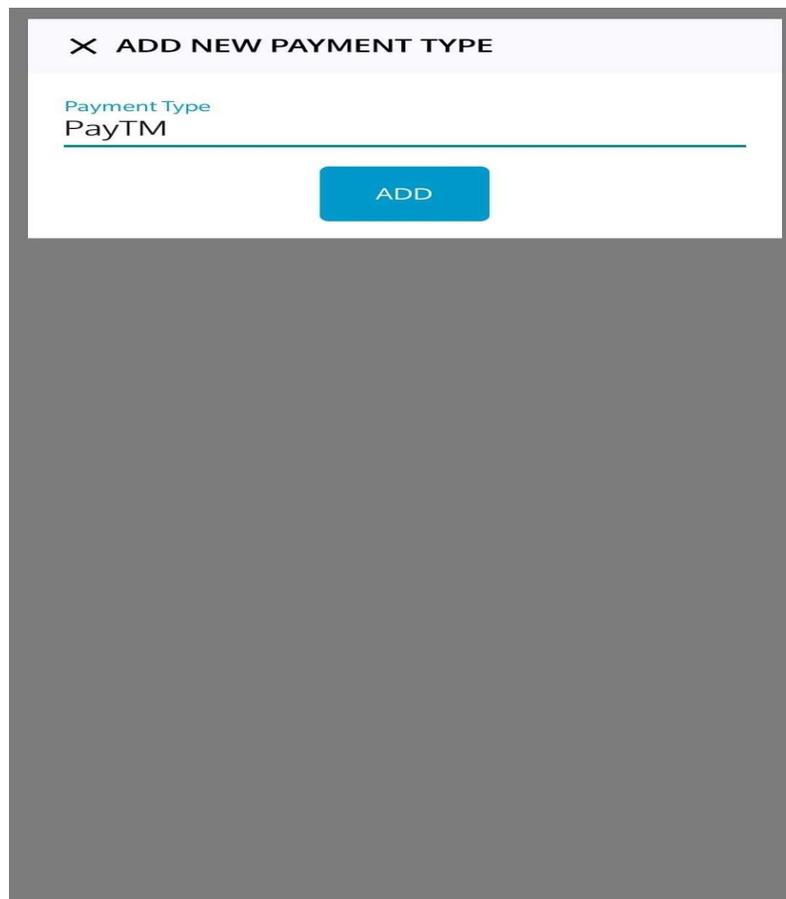


Figure 17.2 : Add Payment Mode From App View

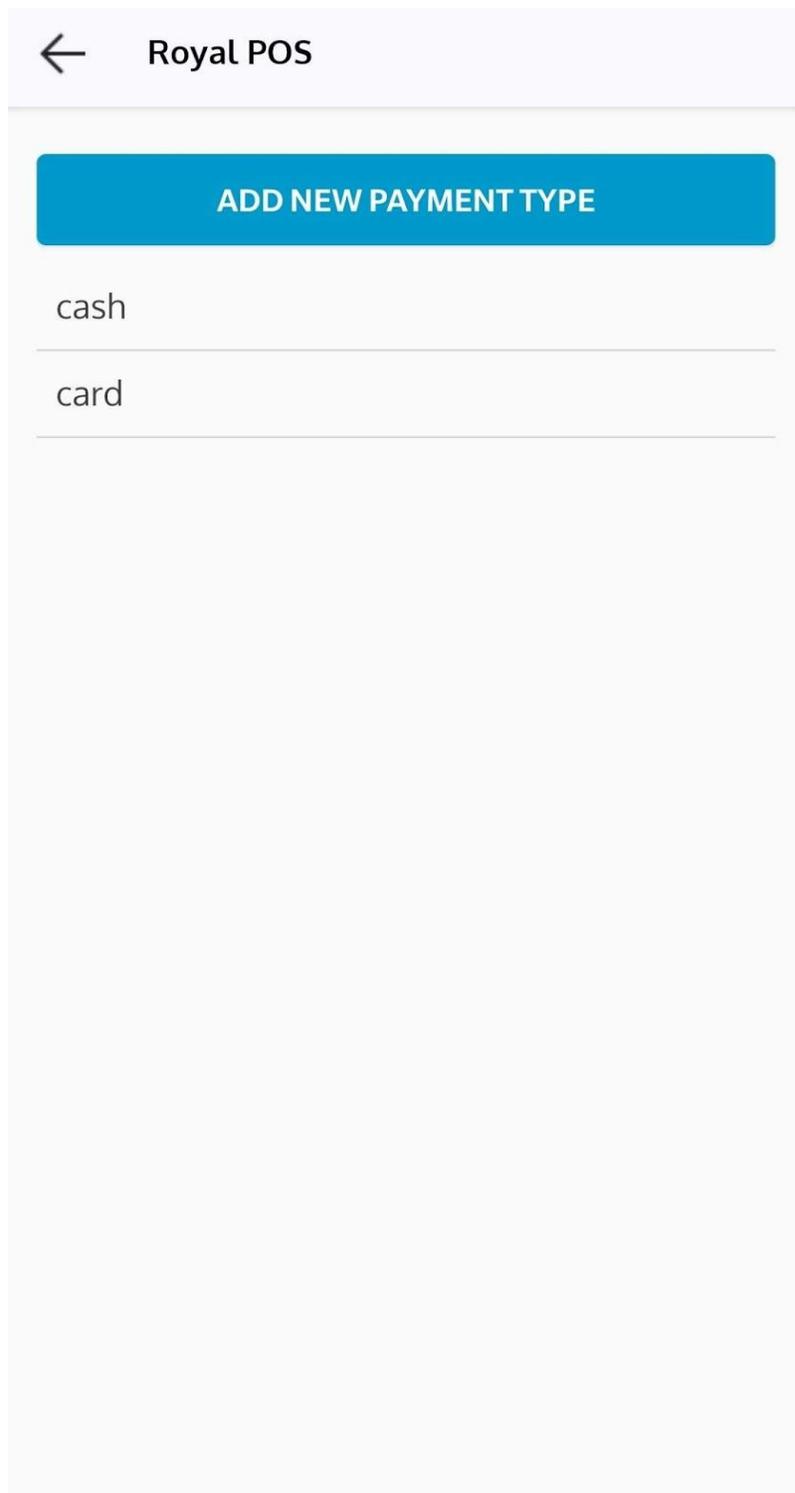


Figure 17.3 : Payment Mode List View In App

## 15. Change Password For Outlet

- Outlet Password can be changed form “Change Password” Tab, by adding current and New password

The screenshot displays the RoyalPOS web application interface. At the top left is the 'RoyalPOS' logo. On the top right, there is a 'FAQ' icon and a user profile icon labeled 'KP Test Brand'. Below the logo is a navigation bar with tabs for 'DASHBOARD', 'OUTLET' (which is highlighted in green), 'ITEMS', 'REPORTS', and 'MORE'. The main content area is titled 'OUTLET' and includes a breadcrumb trail: 'Home / Outlet'. A secondary navigation bar contains links for 'Outlet', 'Orders', 'Payment Mode', 'Change Password' (which is underlined), and 'Select Menu'. The main heading is 'CHANGE PASSWORD FOR OUTLET - KP TEST BRAND'. Below this heading are two input fields: 'Current Password' and 'New Password'. A green 'Change Password' button is positioned below the input fields. At the bottom of the page, a footer contains the text 'Copyright 2018 © All Rights Reserved. RoyalPOS'.

Figure 18 : Change Password For Outlet/Store Location

## 16. Copy Menu

- Outlet Menu can be copy from “Copy Menu” Tab
- Select Categories From List, for copy menu

**RoyalPOS** FAQ KP Test Brand

[DASHBOARD](#) [OUTLET](#) [ITEMS](#) [REPORTS](#) [MORE](#)

**OUTLET** Home / Outlet

Outlet Orders Payment Mode Change Password **Select Menu**

**SELECT OUTLET TO COPY MENU**

Same Menu As

Category

- Combo
- Cakes
- Pastries
- Cupcake
- Doughnuts
- Brownie

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Figure 19 : Copy Menu

## 17. Add Stock

### Bulk Purchase for Items

- When you add item, if you have 'Enable' Track Stock field, then you need to add stock for that item to track inventory
- Stock will be automatically deducted when sale of that item is done
- There are multiple ways to add stock from admin portal

The screenshot shows the RoyalPOS admin portal interface for bulk purchasing items using a CSV file. The page title is "BULK PURCHASE FOR ITEM STOCK. CHECK THE DEMO CSV" and the breadcrumb is "Home / Bulk Purchase".

The interface includes a navigation menu with "DASHBOARD", "OUTLET", "ITEMS", "REPORTS", and "MORE". The main content area has a sub-menu with "Items", "Categories", "Taxes", "Variations", "Combo", "Raw Materials", "Set Consumption", "Item Wise Recipe Consumption", and "Manual Consumption".

The "Items" sub-menu is active, and the "Outlet Name" field is set to "KP Test Brand". The "Upload file" field shows a file named "item\_stock(14).csv" with a "Browse..." button. There are "Upload" and "Cancel" buttons, and a link to "Download CSV Demo File".

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Figure 20 : Bulk Purchase for Items Using CSV

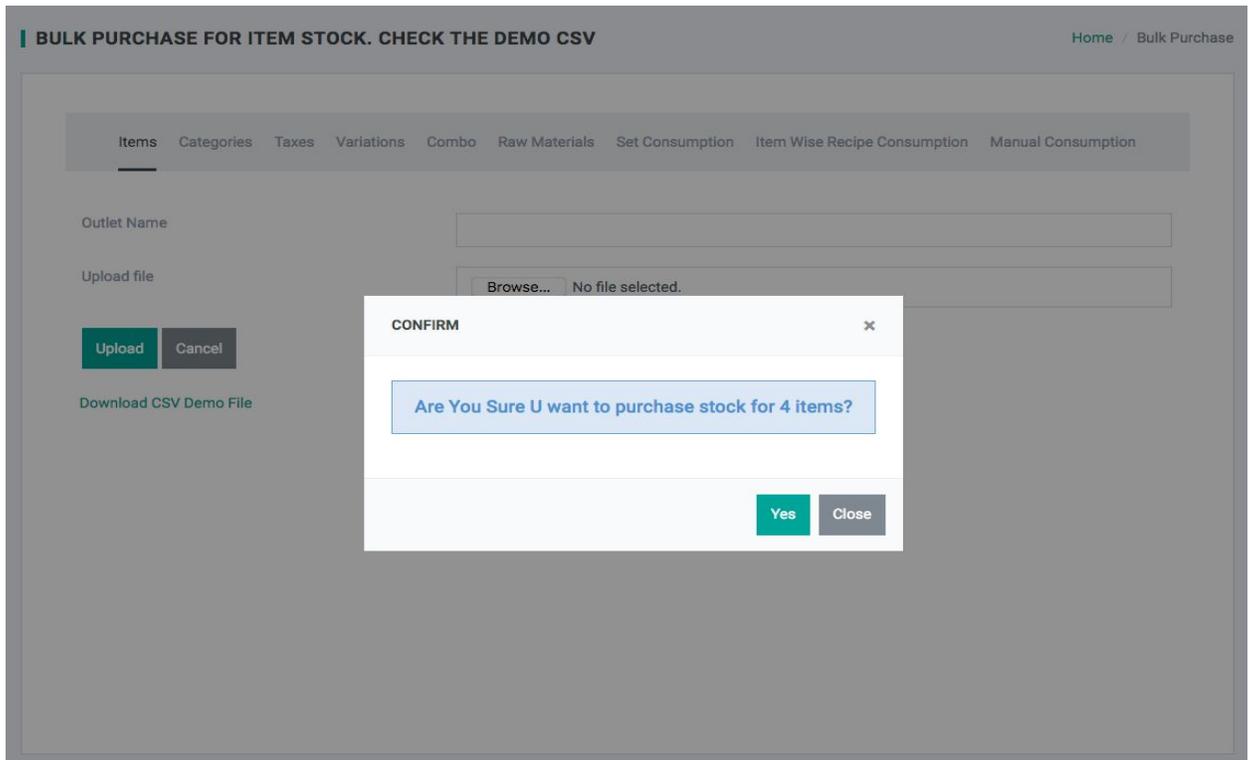


Figure 20.1 : Alert Before Bulk Purchase for Items Using CSV

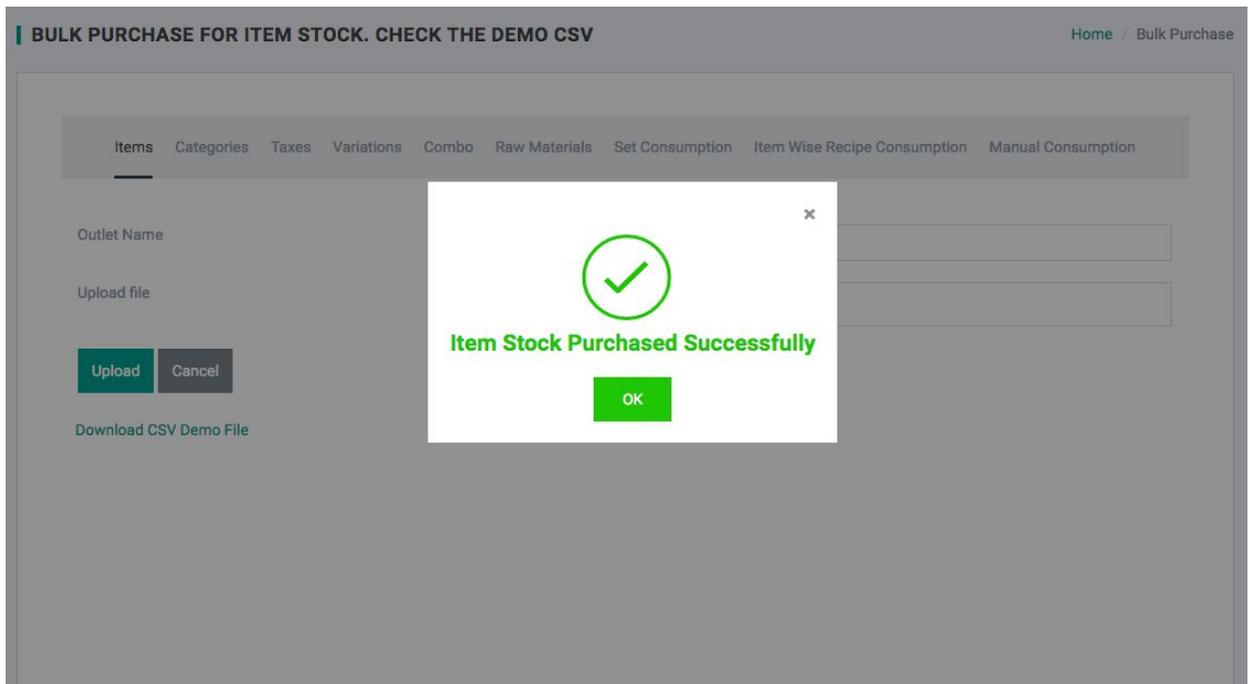


Figure 20.2 : Success Popup For Bulk Purchase for Items Using CSV

## Bulk Purchase for Raw Material Items

- If you have 'On' Recipe Inventory field in Outlet, then you need to add stock for all raw material items to track inventory
- Material Item's stock will be automatically deducted, as per the recipe of the Item when sale of that item is done
- There are multiple ways to add raw material stock from admin portal

**RoyalPOS** FAQ KP Test Brand

DASHBOARD OUTLET ITEMS REPORTS MORE

**BULK PURCHASE FOR RAW MATERIAL STOCK. CHECK THE DEMO CSV** Home / Bulk Purchase

Items Categories Taxes Variations Combo **Raw Materials** Set Consumption Item Wise Recipe Consumption Manual Consumption

Outlet Name

Upload file

[Download CSV Demo File](#)

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Figure 21 : Bulk Purchase for Raw Material Items Using CSV

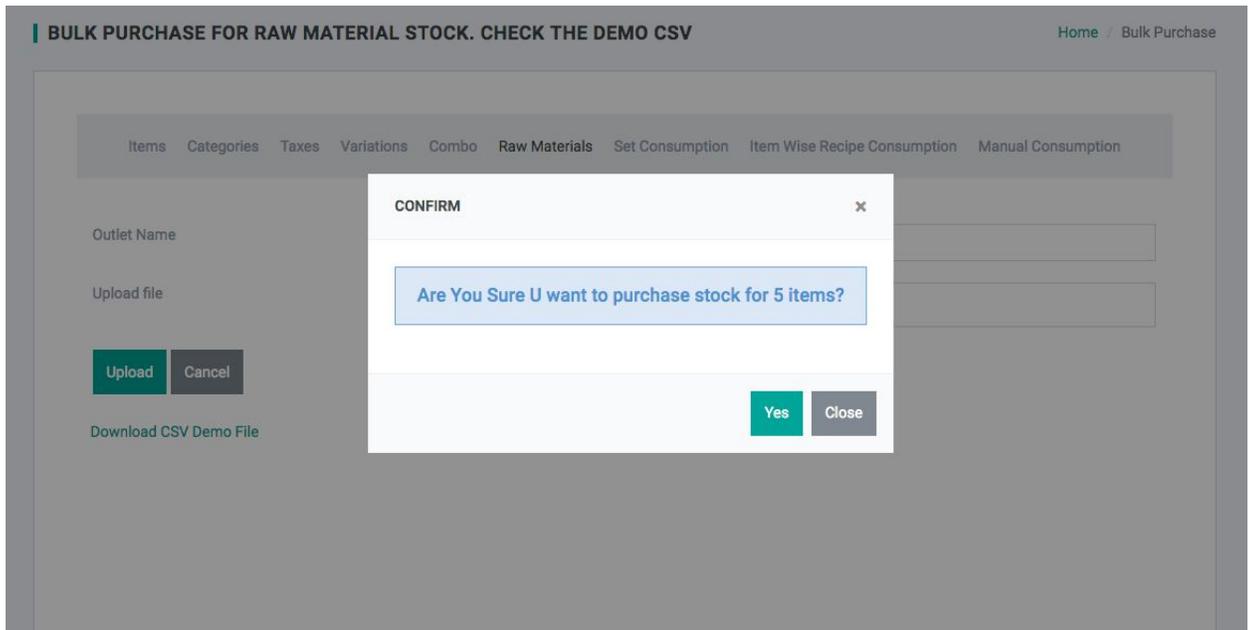


Figure 21.1 : Alert Before Bulk Purchase for Raw Material Items Using CSV

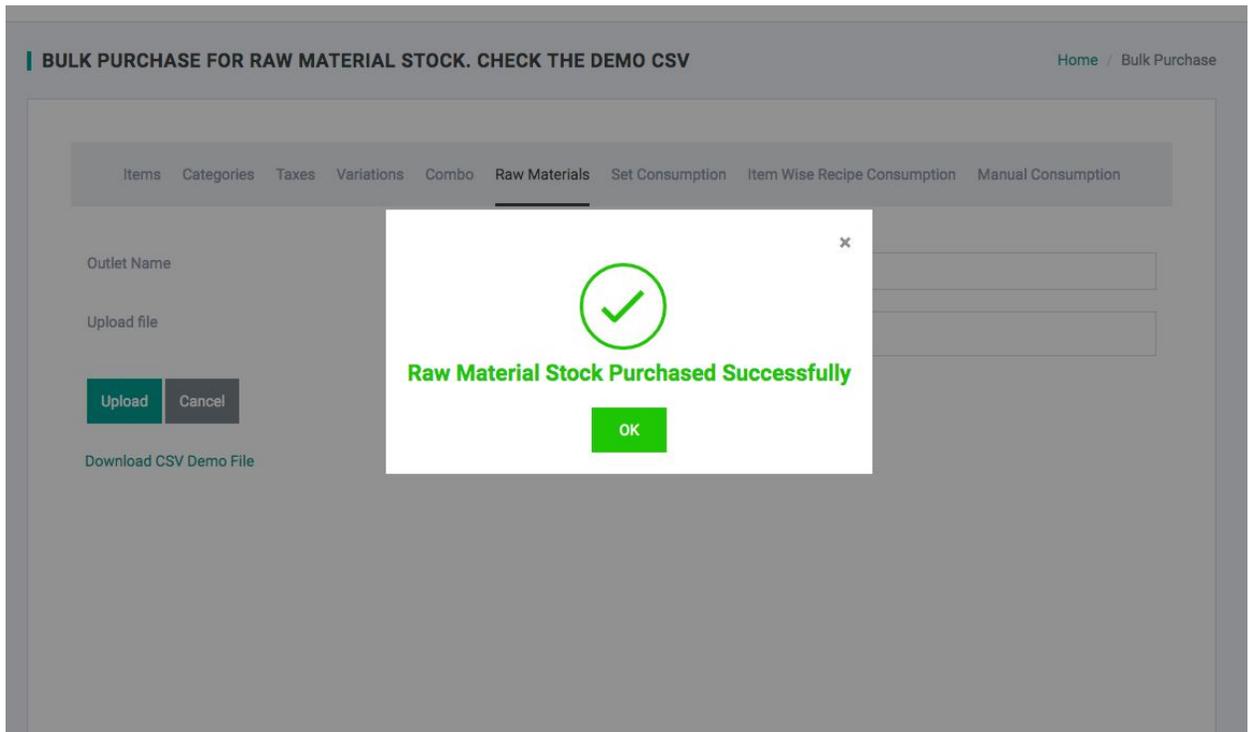


Figure 21.2 : Success Popup For Bulk Purchase for Raw Material Items Using CSV

## Single Purchase for Item

**RoyalPOS** FAQ KP Test Brand

[DASHBOARD](#) [OUTLET](#) [ITEMS](#) [REPORTS](#) [MORE](#)

**ITEMS** Home / Items

[Items](#) [Categories](#) [Taxes](#) [Variations](#) [Combo](#) [Raw Materials](#) [Set Consumption](#) [Item Wise Recipe Consumption](#) [Manual Consumption](#)

Ingredient Name \*

Outlet Name \*

Stock in EACH/PIECES \*

Purchase Date \*

Price Per EACH/PIECES \*

Total Price \*

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Figure 22 : Single Purchase for Item

## Single Purchase for Raw Material Item

**RoyalPOS** FAQ KP Test Brand

DASHBOARD OUTLET ITEMS REPORTS MORE

**ITEMS** Home / Items

Items Categories Taxes Variations Combo **Raw Materials** Set Consumption Item Wise Recipe Consumption Manual Consumption

Ingredient Name \*

Outlet Name \*

Stock \*

Price Per 1 KILOGRAM \*

Purchase Date \*

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Figure 23 : Single Purchase for Raw Material Item

## 18. Create Recipe

- A recipe is a bunch consisting of different raw material to make the final product.
- To create recipe, click on “+” icon under, “Create Recipe”, in Items List for single item at a time
- Select raw material item from list and quantity, and click on “Save”

**RoyalPOS** FAQ KP Test Brand

[DASHBOARD](#) [OUTLET](#) [ITEMS](#) [REPORTS](#) [MORE](#)

**CREATE RECIPE** Home / Create Recipe

[Items](#) [Categories](#) [Taxes](#) [Variations](#) [Combo](#) [Raw Materials](#) [Set Consumption](#) [Item Wise Recipe Consumption](#) [Manual Consumption](#)

Item Name \*

Inventory

Components	Quantity		Approximate Price
<input type="button" value="+"/>	<input type="button" value="-"/>		
All Purpose Flour	<input type="text" value="50"/>	GRAM	KP Test Brand : 2
Sugar	<input type="text" value="250"/>	GRAM	KP Test Brand : 11.25
Butter	<input type="text" value="100"/>	GRAM	KP Test Brand : 45
Total Approximate Price			KP Test Brand : 58.25

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Figure 24 : Create Recipe For Items

## 19. Set Consumption

- By setting raw material consumption for Item, you are defining recipe indirectly
- To go to Set Consumption Section, in RoyalPOS, Move your Mouse over Items Tab, Select Set Consumption under Inventory Header.
- Select Ingredient Name, Items in which it will consume and add that item's quantity

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**ITEMS** Home / Items

Items Categories Taxes Variations Combo Raw Materials **Set Consumption** Item Wise Recipe Consumption Manual Consumption

Assign your ingredients to Item with weight or unit

Ingredient Name

Items

Quantity Used Per Item

Item Name	Quantity
Carrot Cake(500 gm)	<input type="text" value="100"/>
Lemon Cake(500 gm)	<input type="text" value="200"/>
Marble Cake(500 gm)	<input type="text" value="150"/>

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Figure 25 : Raw Material Set Consumption

## 20. Rounding

- When the rounding is applied, the amount payable for a selected payment mode transaction is rounded to the nearest rounding interval with specified rounding rule, whereas transactions paid in other ways are not rounded.
- Rounding does not affect the amount of taxes.
- There are 4 types of **Reference Tags** :

Name	Tag
Round Up	1
Round Down	2
Always Up	3
Always Down	4

- Following are the **Rounding Rules**:

Interval	Rounding Rule	Description	Tag
0.5	Rounding to Nearest Value (0.25 Up)	values from 0.01 to 0.24 will round to 0.00	1
		values from 0.25 to 0.49 and from 0.51 to 0.74 will round to 0.50	
		values from 0.75 to 0.99 will round to 1.00	
0.5	Round to the nearest value (0.25 down)	values from 0.01 to 0.25 will round to 0.00	2
		values from 0.26 to 0.49 and from 0.51 to 0.75 will round to 0.50	
		values from 0.76 to 0.99 will round to 1.00	
0.5	Always Round Up	values from 0.01 to 0.49 will round to 0.50	3
		values from 0.51 to 0.99 will round to 1.00	
0.5	Always Round Down	values from 0.01 to 0.49 will round to 0.00	4
		values from 0.51 to 0.99 will round to 0.50	
1	Round to the nearest value (0.50 up)	values from 0.01 to 0.49 will round to 0.00	1

		values from 0.50 to 0.99 will round to 1.00	
1	Round to the nearest value (0.50 down)	values from 0.01 to 0.50 will round to 0.00	2
		values from 0.51 to 0.99 will round to 1.00	
1	Always Round Up	values from 0.01 to 0.99 will round to 1.00	3
1	Always Round Down	values from 0.01 to 0.99 will round to 0.00	4
0.05	Always Round Up	values from 0.01 to 0.04 will round to 0.05	3
		values from 0.06 to 0.09 will round to 0.10	
0.05	Always Round Down	values from 0.01 to 0.04 will round to 0.00	4
		values from 0.06 to 0.09 will round to 0.05	
0.05	Rounding to Nearest Value	values 0.01, 0.02 will round to 0.00	1
		values 0.03, 0.04, 0.06, 0.07 will round to 0.05	
		values 0.08, 0.09 will round to 0.10	

- By default Rounding is “Off”. If you want to “On” Rounding, Go to Settings

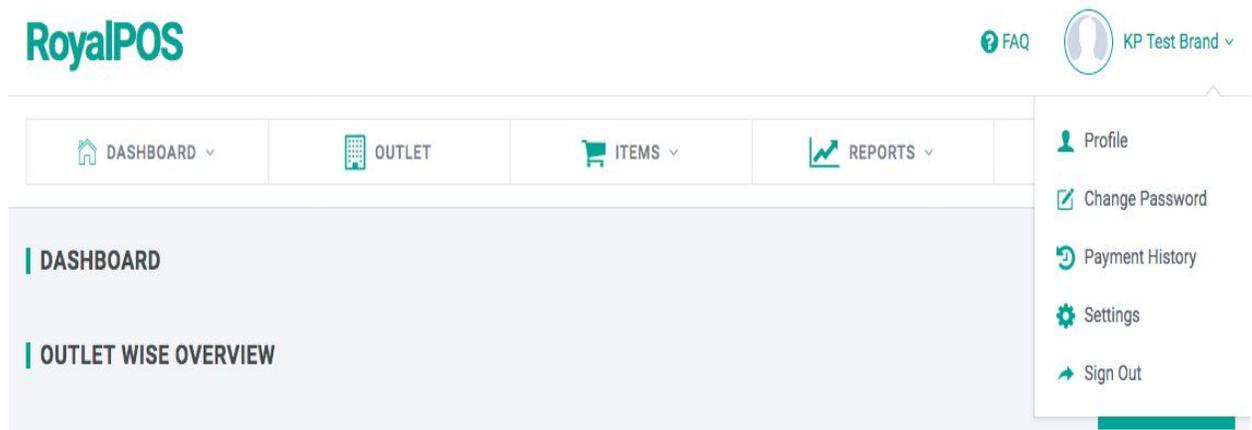


Figure 26 : Go to Settings

- In Setting Page, there will be “Rounding Status”. By default, it will be “Off”

Rounding Status

On

Off

Figure 26.1 : Rounding Status

- When You Click on “On”, you will see the following fields :

Interval

Rounding Rule

Rounding Payment Mode Type

Figure 26.2 : When “On” Rounding Status

- Now you can select Interval, Rounding Rule, Rounding Payment Mode Type according to your preference

Interval

Rounding Rule

- values from 0.01 to 0.49 will round to 0.00
- values from 0.50 to 0.99 will round to 1.00

Rounding Payment Mode Type

Figure 26.3 : Interval, Rounding Rule, Rounding Payment Mode Type Settings

## 21. Offers And Discounts

- To increase sales, company provide different types of offers and discounts to customers
- To go to Offers And Discounts Section, in RoyalPOS, Move your Mouse over More Menu, Select Offers And Discounts Menu under More Menu

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### OFFERS AND DISCOUNTS

Home / Offers And Discounts

Offers And Discounts

[+ Add](#)

Show  entries Search:

OFFER NAME	OUTLETS	CREATED AT	STATUS	DELETE
Test offer1	• KP Test Brand	2019-05-28 11:51:05	<input checked="" type="checkbox"/>	
Test offer2	• KP Test Brand	2019-05-28 11:58:09	<input checked="" type="checkbox"/>	

Showing 1 to 2 of 2 entries Previous 1 Next

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Figure 27 : Offers And Discounts List View Page

## How to Add Offer from Admin Portal?

- Click On To “Add” button to add Offer
- Select Offer Type , Discount Type, Add Offer Name, Coupon Code, Select Outlet Name, Add Discount
- If you have selected “Item Wise” Offer Type, then select Items
- If you have selected “Bill Amount Wise” Offer Type, then add Minimum Bill Amount
- If you have selected “Free Item On Bill Amount” Discount Type, then select single item for free on entered bill amount

The screenshot shows the 'New Offer' form in the RoyalPOS Admin Portal. The form is titled 'Offers And Discounts' and 'New Offer'. A blue banner at the top states: 'Offers And Discounts are not applicable for sold by weight wise items'. The form fields are as follows:

Offer Type	Item Wise
Discount Type	Percentage
Offer Name *	Test offer1
Coupon Code *	TEST15
Outlet Name *	x KP Test Brand
Discount (%)	15
Items	x Carrot Cake(500 gm) x Lemon Cake(500 gm)
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The footer of the page reads: 'Copyright 2018 © All Rights Reserved. RoyalPOS'.

Figure 27.1 : Add Item Wise Offer View Page

OFFERS AND DISCOUNTS

Home / Offers And Discounts

Offers And Discounts **New Offer**

Offers And Discounts are not applicable for sold by weight wise items

Offer Type	Bill Amount Wise
Discount Type	Percentage
Offer Name *	Test offer2
Coupon Code *	TEST20
Outlet Name *	KP Test Brand
Discount (%)	20
Minimum Bill Amount	1000
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 27.2 : Add Bill Amount Wise Offer View Page

EDIT OFFER

Home / Edit Offer

Offers And Discounts are not applicable for sold by weight wise items

Offer Type	<input type="text" value="Item Wise"/>
Discount Type	<input type="text" value="Percentage"/>
Offer Name *	<input type="text" value="Test offer1"/>
Coupon Code *	<input type="text" value="TEST15"/>
Outlet Name *	<input type="text" value="x KP Test Brand"/>
Discount (%)	<input type="text" value="15"/>
Items	<input type="text" value="x Carrot Cake(500 gm) x Lemon Cake(500 gm) x Marble Cake(500 gm) x Banana Cake (500 gm) x Pineapple Cake (500gm) x Belgium Truffle (500 gm)"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Figure 27.3 : Edit Offer View Page

## 22. Suppliers and Purchase Orders

### Suppliers

- A **supplier**, also called a vendor, is a person or company that provides raw material to other companies as one of the contributors to the development process on the way to the ultimate customer.
- To go to Suppliers Section, in RoyalPOS, Move your Mouse over Items Tab, Select Suppliers under Advanced Inventory Header.

The screenshot displays the 'Suppliers' section in the RoyalPOS application. At the top, there is a navigation bar with 'ITEMS' highlighted. Below this, a breadcrumb trail shows 'Home / Suppliers'. A '+ Add Supplier' button is located in the top right corner of the main content area. On the left, there is a dropdown menu set to '10 items/page' and a search bar labeled 'Search...'. The main content area contains a table with the following data:

SUPPLIER NAME	PHONE NUMBER	EMAIL	CITY	DELETE
Happy Co	6565656565	john@happy.co	Surat	

Below the table, it indicates 'Showing 1 to 1 of 1 entries'. At the bottom right of the table area, there are pagination controls: 'Previous', '1' (highlighted), and 'Next'. The footer of the page contains the text 'Copyright 2018 © All Rights Reserved. RoyalPOS'.

Figure 28 : Suppliers List View

## How to Add Suppliers from Admin Portal?

- Click On To “Add Supplier” button to add Single Supplier at a time
- Add Supplier Name, Contact Person Name, Supplier Email, Phone numbers, Website, Fax, Tax No, Address 1, Address 2, Select Country, State, City, Add Postal Code, Note to add supplier and click on “Save”

The screenshot shows the 'ADD SUPPLIER' form in the RoyalPOS Admin Portal. The form is titled 'ADD SUPPLIER' and includes a breadcrumb trail 'Home / Add Supplier'. The form fields are as follows:

Supplier Name *	Happy Co
Contact Person Name	John
Supplier Email	john@happy.co
Phone Number *	6565656565
Website	
Fax	
Tax No.	
Address 1	
Address 2	
Country	India
State	Gujarat
City	Surat
Postal Code	
Note	
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive

At the bottom of the form, there are two buttons: 'Save' (in green) and 'Cancel' (in grey). The footer of the page reads 'Copyright 2018 © All Rights Reserved. RoyalPOS'.

Figure 28.1 : Add Supplier View

UPDATE SUPPLIER Home / Update Supplier

Supplier Name *	Happy Co
Contact Person Name	John
Supplier Email	john@happy.co
Phone Number *	6565656565
Website	
Fax	
Tax No.	
Address 1	
Address 2	
Country	India
State	Gujarat
City	Surat
Postal Code	
Note	
Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive

Figure 28.2 : Edit Supplier View

## Purchase Orders

- 'Purchase Orders' is a part of the 'Advanced inventory management' option and allows you to create and save orders for the supply of products, to send orders to suppliers, to receive products
- To go to Purchase Orders Section, in RoyalPOS, Move your Mouse over Items Tab, Select Purchase Orders under Advanced Inventory Header.

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[DASHBOARD](#) [OUTLET](#) [ITEMS](#) [REPORTS](#) [MORE](#)

### PURCHASE ORDERS

Home / Purchase Orders

[+ Add Purchase Order](#)

Today Yesterday This Week This Month Last Month All

Select Outlet: \*

Start Date: \*

End Date: \*

Stock Type: \*

Select Supplier: \*

Select Status: \*

[Search](#) [Export Data](#)

10 items/page

SR NO.-	PURCHASE ORDER NO.	ORDER DATE	STOCK TYPE	SUPPLIER	STATUS	RECEIVED	EXPECTED ON	TOTAL
No data available in table								

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

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Figure 29 : Purchase Order View

## How to Add Purchase Order from Admin Portal?

- Click On To “Add Purchase Order” button to add Purchase Order or can also Save As Draft
- Select Stock Type, Outlet, Add Shipping Address, Select Supplier, Purchase Date, Expected Date, Add Note
- In the ‘Items’ section, you can add items from the list of your items. Select item from the drop-down list of your items, add Quantity and Purchase Price Per Unit. Total Amount will be calculated automatically and will be displayed on screen. Now you can click on “Create”, to save the Purchase Order or click on “Save As Draft”, to save as draft for further corrections.

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**ADD PURCHASE ORDER** Home / Add Purchase Order

Stock Type \*

Outlet Name \*

Shipping Address \*

Supplier \*

Purchase Date \*

Expected On

Notes

Items \*

[+ Add Item](#)

ITEM NAME	IN STOCK	INCOMING	QUANTITY	UNIT	PURCHASE PRICE	AMOUNT	
<input type="text" value="Belgium Truffle (500 gm)"/>	0 EACH/PIECES	0	<input type="text" value="10"/>	EACH/PIECES	<input type="text" value="100"/>	1000	
<b>TOTAL AMOUNT</b>						<b>1000</b>	

[Create](#) [Save As Draft](#) [Cancel](#)

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Figure 30.1 : Purchase Order Add View



Figure 30.2 : Purchase Order List View

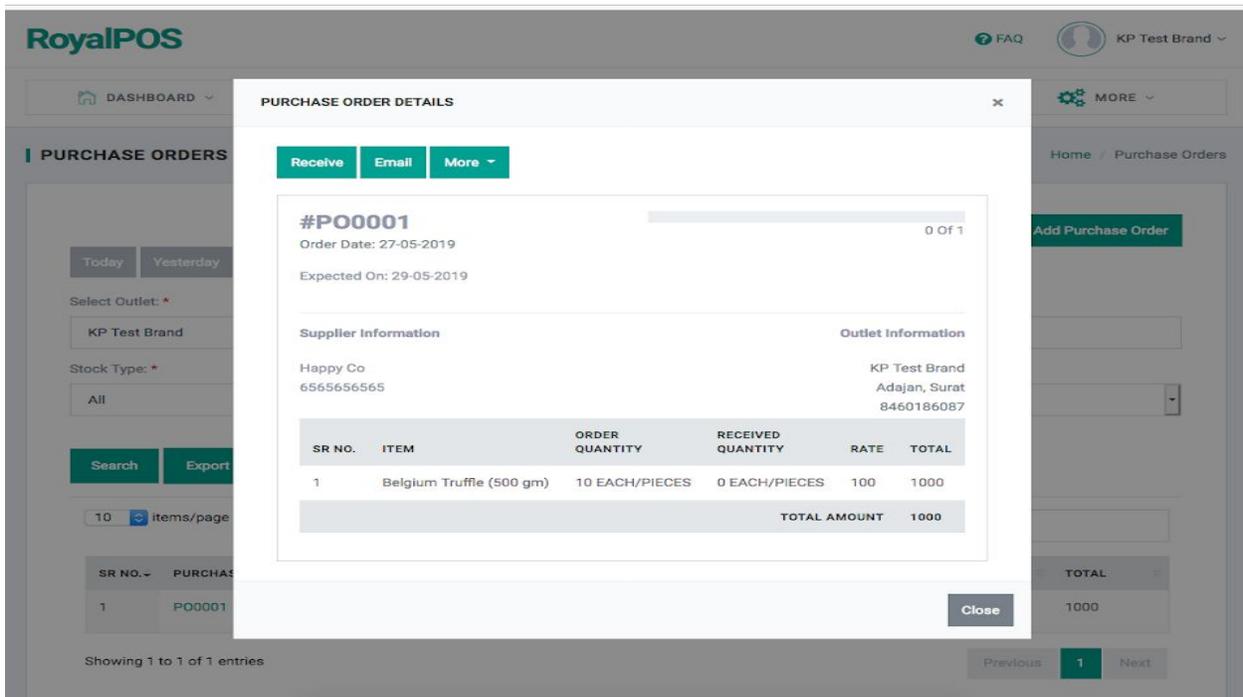


Figure 30.3 : Purchase Order Details View

## How to Receive Purchase Order from Admin Portal?

- To receive an order, click on the “Receive” button at the top in purchase order details popup.
- You can put the number of items “To Receive” or “Mark All Received” and click on the “Receive” button.

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### RECEIVE PURCHASE ORDER

Home / Receive Purchase Order

Stock Type \*

Outlet Name \*

Supplier \*

Purchase Date \*

Expected On

Notes

Received Date \*

Items \*

**MARK ALL RECEIVED**

ITEM NAME	ORDERED	RECEIVED	TO RECEIVE	
Belgium Truffle (500 gm)	10 EACH/PIECES	0 EACH/PIECES	<input type="text" value="5"/>	EACH/PIECES

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Figure 30.4 : Purchase Order Receive View

## How to Send Purchase Order By Email from Admin Portal?

- You can send your purchase order to your supplier. Click on the “Email” button at the top in purchase order details popup.
- Fill out the “To” and click the “Send” button at the bottom. The purchase order will be sent on entered email with an attached file.

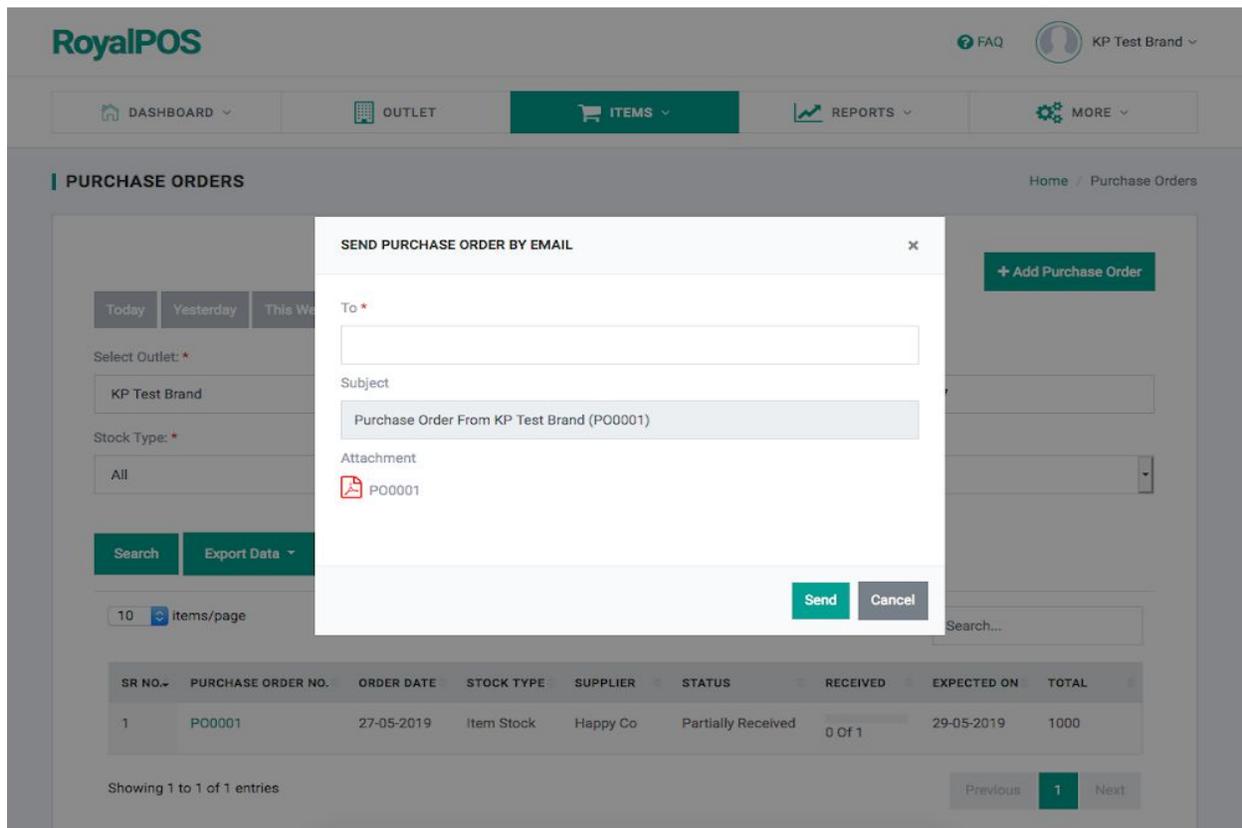


Figure 30.5 : Send Purchase Order On Email View

## How to Edit Purchase Order from Admin Portal?

- If purchase order is “Save As Draft”, then only you can edit it
- To “Edit”, Click on purchase order number from purchase order list
- After Editing, Now you can click on “Create”, to save the Purchase Order or click on “Save As Draft”, to save as draft for further corrections.

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DASHBOARD OUTLET ITEMS REPORTS MORE

### EDIT PURCHASE ORDER DRAFT

Home / Edit Purchase Order Draft

Stock Type \*

Outlet Name \*

Shipping Address \*

Supplier \*

Purchase Date \*

Expected On \*

Notes

Items \*

+ Add Item

ITEM NAME	IN STOCK	INCOMING	QUANTITY	UNIT	PURCHASE PRICE	AMOUNT	
<input type="text" value="Belgium Truffle (500 gm)"/>	25 EACH/PIECES	5	<input type="text" value="10"/>	EACH/PIECES	<input type="text" value="100"/>	1000	
<input type="text" value="Black Forest (500gm)"/>	20 EACH/PIECES	0	<input type="text" value="10"/>	EACH/PIECES	<input type="text" value="150"/>	1500	
<b>TOTAL AMOUNT</b>						<b>2500</b>	

Create Save As Draft Cancel

Figure 30.6 : Edit Purchase Order View

## 23. Item Wise Recipe Consumption

- When item/product is damaged, at that time if that item's stock is being tracked, then you need to minus its stock as well as its defined recipe from current stock to manage inventory
- To go to Item Wise Recipe Consumption Section, in RoyalPOS, Move your Mouse over Items Tab, Select Item Wise Recipe Consumption under Advanced Inventory Header.
- Select Outlet, Consumption Date, Item, Add Quantity, Select Unit and Add Comment and click on "Submit"

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**ITEMS** Home / Items

Items Categories Taxes Variations Combo Raw Materials Set Consumption **Item Wise Recipe Consumption** Manual Consumption

Outlet Name: KP Test Brand

Consumption Date: 2019-05-28

Items: Belgium Truffle (500 gm)

Quantity: 1

Unit: EACH/PIECES

Comment: wastage

**Submit** Cancel

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Figure 31 : Item Wise Recipe Consumption View Page

## 24. Manual Consumption

- When item/product is damaged, at that time if that item's stock is being tracked, then you need to minus its stock from current stock to manage inventory
- To go to Manual Consumption Section, in RoyalPOS, Move your Mouse over Items Tab, Select Manual Consumption under Advanced Inventory Header.
- Select Stock Type, Outlet, Consumption Date, Items and add it's Stock, Select Unit and Add Comment and click on "Submit"

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[DASHBOARD](#) [OUTLET](#) **[ITEMS](#)** [REPORTS](#) [MORE](#)

**ITEMS** Home / Items

Items Categories Taxes Variations Combo Raw Materials Set Consumption Item Wise Recipe Consumption **Manual Consumption**

Remove stock from system if damaged

Stock Type:

Outlet Name:

Consumption Date:

Items:

Item Name	Stock	Unit	Comment
Black Forest (500gm)	<input type="text" value="1"/>	EACH/PIECES	<input type="text" value="wastage"/>
Red Velvet (750 Gm)	<input type="text" value="1"/>	EACH/PIECES	<input type="text" value="wastage"/>

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Figure 32 : Manual Consumption View Page

## 25. Transfer Stock

- **Stock transfer** is the act of moving physical stock from one location to another.
- To go to Transfer Stock Section, in RoyalPOS, Move your Mouse over Items Tab, Select Transfer Stock Details under Advanced Inventory Header.
- Click On “Transfer Stock” Button to transfer Stock
- Select Stock Type, Transfer From Outlet, Transfer To Outlet, Add Comment, Select Items and add it's Stock, Select Unit and Add Comment and click on “Submit”

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**TRANSFER STOCK** Home / Transfer Stock

Stock Type \*

Transfer From Outlet \*

Transfer To Outlet \*

Comment \*

Items \*

Stock \*

Item Name	Stock	Unit
Belgium Truffle (500 gm)	<input type="text" value="10"/>	EACH/PIECES
Black Forest (500gm)	<input type="text" value="10"/>	EACH/PIECES

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Figure 33 : Add Transfer Stock View Page

**TRANSFER STOCK DETAILS** Home / Transfer Stock Details

Transfer Stock

Today Yesterday This Week This Month Last Month

Start Date: \*  End Date: \*

Search Export Data

10 items/page Search...

SR NO.	TRANSFER FROM OUTLET	TRANSFER TO OUTLET	STOCK TYPE	COMMENT	DATE	VIEW DETAILS
1	KP Test Brand	KP Test Outlet 2	Item	transfer item	2019-05-28 07:26:55	<span>View Details</span>

Showing 1 to 1 of 1 entries Previous **1** Next

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Figure 33.1 : Transfer Stock List View Page

**TRANSFER STOCK DETAILS** Home / Transfer Stock Details

Transfer Stock

Today Yesterday This Week This Month Last Month

Start Date: \*  End Date: \*

Search Export Data

10 items/page Search...

SR NO.	TRANSFER FROM OUTLET	TRANSFER TO OUTLET	STOCK TYPE	COMMENT	DATE	VIEW DETAILS
1	KP Test Brand	KP Test Outlet 2	Item	transfer item	2019-05-28 07:26:55	<span>View Details</span>

Showing 1 to 1 of 1 entries Previous **1** Next

**TRANSFER STOCK DETAILS** ✕

SR NO.	ITEM NAME	TRANSFER STOCK	DATE
1	Belgium Truffle (500 gm)	10 EACH/PIECES	2019-05-28 12:56:55
2	Black Forest (500gm)	10 EACH/PIECES	2019-05-28 12:56:55

Cancel

Figure 33.2 : Transfer Stock Detail Popup View

## 26. Reconcile Stock

- As a retail business owner, your inventory is in a constant state of flux. It's virtually guaranteed that for the most part, your latest inventory records don't match your actual physical inventory with 100 percent accuracy.
- That's why you have to periodically reconcile your inventory records against your physical stock. Doing so helps you identify the source of discrepancies, improve your procedures, and prevent loss due to theft.
- To go to Reconcile Stock Section, in RoyalPOS, Move your Mouse over Items Tab, Select Reconcile Stock Details under Advanced Inventory Header.

The screenshot shows the RoyalPOS interface for the 'RECONCILE STOCK DETAILS' section. The top navigation bar includes 'DASHBOARD', 'OUTLET', 'ITEMS', 'REPORTS', and 'MORE'. The main content area features a header with 'RECONCILE STOCK DETAILS' and a breadcrumb 'Home / Reconcile Stock Details'. Below the header, there are two buttons: 'Reconcile Stock' and 'Reconcile Stock Using CSV'. A filter section includes tabs for 'Today', 'Yesterday', 'This Week', 'This Month', and 'Last Month'. Below these are input fields for 'Select Outlet:' (KP Test Brand), 'Start Date:' (2019-05-28), and 'End Date:' (2019-05-28). There is also a 'Stock Type:' dropdown set to 'Item Stock'. Below the filters are 'Search' and 'Export Data' buttons. A pagination control shows '10 items/page' and a search box. The main data table has columns: SR NO., STOCK ITEM, OLD STOCK, NEW STOCK, DIFFERENCE, COMMENT, and DATE. The table contains one entry: SR NO. 1, STOCK ITEM Red Velvet (750 Gm), OLD STOCK 20 EACH/PIECES, NEW STOCK 30 EACH/PIECES, DIFFERENCE 10 EACH/PIECES, COMMENT stock recon, and DATE 2019-05-28 13:21:36. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons. The footer contains the text 'Copyright 2018 © All Rights Reserved. RoyalPOS'.

Figure 34 : Reconcile Stock List View

- To Reconcile Stock, Click on “Reconcile Stock”, then Select Stock Type, Outlet, Items and Add New Stock, Select Unit And Add Comment and click on “Submit”

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DASHBOARD OUTLET ITEMS REPORTS MORE

**RECONCILE STOCK** Home / Reconcile Stock

Stock Type \*

Outlet Name

Items \* x Red Velvet (750 Gm) x Black Forest (500gm)

Item Name	New Stock	Unit	Comment
Red Velvet (750 Gm)	<input type="text" value="10"/>	EACH/PIECES	<input type="text" value="reconcile stock"/>
Black Forest (500gm)	<input type="text" value="10"/>	EACH/PIECES	<input type="text" value="reconcile stock"/>

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Figure 34.1 : Reconcile Stock View

- To Reconcile Stock Using CSV, Click On “Reconcile Stock Using CSV”, then Select Stock Type, Outlet, and Upload CSV file and click on “Submit”

**RECONCILE STOCK USING CSV** [Home](#) / [Reconcile Stock Using CSV](#)

Stock Type \*

Outlet Name

Upload file

[Download CSV Demo File](#)

Figure 34.2 : Reconcile Stock Using CSV View

## 27. Feedback

- Customer feedback is one of the most important things for your business. It helps improve product development, marketing, operations, services, and so much more. Many businesses fail because they do not listen to their customers enough. These are the people that spend the most amount of real-world time with a product or service. Listening to customers and applying those insights is the best way to propel a business forward.
- To go to the Feedback Section, in RoyalPOS, Move your Mouse over More Menu, Select Feedback Menu under More Menu

**RoyalPOS** FAQ RoyalFineDine

DASHBOARD LOCATION ITEMS REPORTS MORE

**FEEDBACK** Home / Feedback

Add Question Feedback Questions

Emoji Rating - How do you feel about our service? edit delete up

Sort By : 1

Rating Data :  1-Very unsatisfied  
 2-Unsatisfied  
 3-Neutral  
 4-Satisfied  
 5-Very satisfied

Single Choice - Would you use our customer service in the future? edit delete up

Emoji Rating - How satisfied are you with the customer support? edit delete up

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Figure 35 : Feedback View Page

FEEDBACK Home / Feedback

Add Question Feedback Questions

Question Text \*

Input Type \*

Answer Required \*

Options

Figure 35.1 : Add Question View Page

**FEEDBACK** Home / Feedback

[Update Question](#) | 
 [Feedback Questions](#)

**Question Text \***

**Sort By \***

**Input Type \***

**Answer Required \***

**Rating Data**

Rating	Rating Text	Emoji
1	<input type="text" value="Worst"/>	
2	<input type="text" value="Poor"/>	
3	<input type="text" value="Average"/>	
4	<input type="text" value="Good"/>	
5	<input type="text" value="Excellent"/>	

Figure 35.2 : Edit Question View Page

---

## 28. Printer Settings on Mobile App

Before Taking the first order Make sure you setup Thermal Printer for Kitchen as well as Bill for customer. Both are optional. You can also select 58mm or 80mm page for print.

- When you are on Order screen, press top left side side menu. In that you will see printer settings. You can setup 3 kind of **Thermal Printers**.
  - Wifi / Lan Printer - Add correct IP address of your Wifi/LAN printer and save it.
  - USB Printer - Connect using OTG connector
  - Bluetooth - First Pair your printer with Android device then select respective printer from bluetooth.

## 29. Customer Loyalty

Customer loyalty is a customer's willingness to buy from a brand again and again, and it's the result of a positive customer experience, customer satisfaction, and the value of the products or services the customer gets from the transaction.

Customer Loyalty is a simple points-based system to reward initial loyalty and encourage more purchases. It costs a business about 25% more to acquire a new customer than it does to sell to an existing one. Not only that, but existing customers spend 67% more than new customers. In short, customer loyalty really pays off -- and customer loyalty programs end up paying for themselves.

To start Customer Loyalty in RoyalPOS,

- user need to set **Loyalty (Points Per 1 Currency)** setting, greater than 0.
- To update, Go to Settings

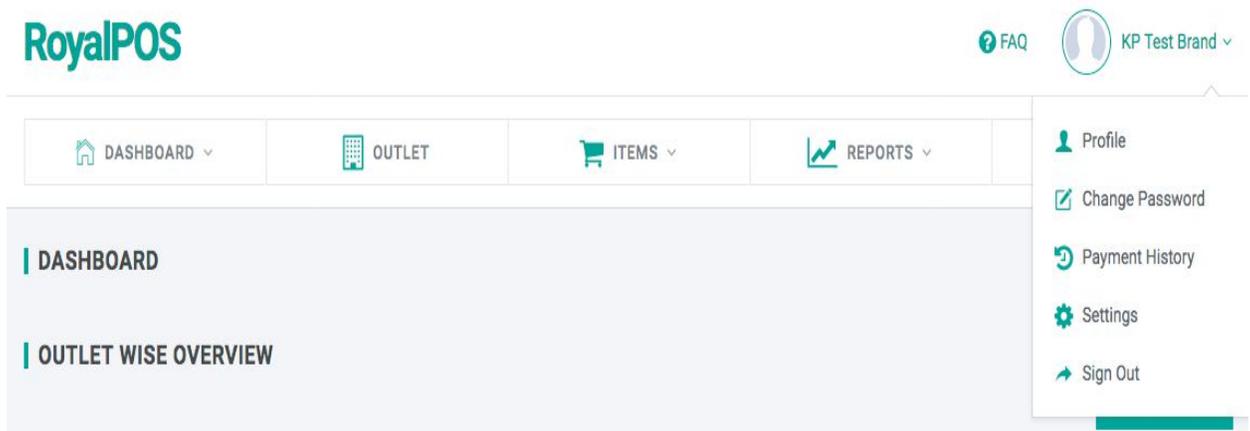


Figure 35 : Go to Settings

- In Setting Page, there will be “**Loyalty (Points Per 1 Currency)**”. By default, it will be “0”

The image shows a settings page with a label "Loyalty (Points Per 1 Currency)" and a text input field containing the number "0".

Figure 35.1 : Loyalty (Points Per 1 Currency)

- Set this field greater than zero as per your requirement.
- Loyalty Points will be assigned for each customer as per Mobile/Phone number provided at the time of billing.
- Frequent customers earn loyalty points, which can be redeemed for later transaction. Points will be given to customer, as much of billing amount, customer has paid for transaction.

Amount Paid	Earned Points
10	10
100	100
1000	1000

- Customers can redeem the earned loyalty points, before finishing the transaction. Loyalty points redemption will be done, in the following way :

Loyalty (Points Per 1 Currency)	Redeem Amount	Redeem Points
1	100	100
10	100	1000
100	100	10000

## 30. Appointments

Appointment is defined as a meeting set at a specific time. An example of the word appointment is when a time has been set to meet with a doctor on a specific date.

### Services

- Services are the Products in your Catalogue or Menu
- To go to Items Section, in RoyalPOS, Move your Mouse over Item Tab, Select Items under Items Header.
- In case you have imported Demo Data, then the default services will be added - you can remove these if you want and create new ones or can use if you require.

The screenshot displays the RoyalPOS interface for the 'ITEMS' section. The top navigation bar includes 'DASHBOARD', 'LOCATION', 'ITEM MASTER', 'REPORTS', and 'MORE'. The 'ITEMS' header is active, and the 'Manual Consumption' tab is selected. Below the header, there are buttons for 'Export Data', '+ Add Item', '+ Quick Add Item', 'Bulk Upload', and 'Bulk Purchase'. A 'Select Location' dropdown is set to 'Royal salon', and a 'Select Category' dropdown is set to 'All Categories'. A 'Delete' button and a 'Show Inactive' checkbox are also visible. The main content area shows a table of 10 items per page, with a search bar and pagination controls at the bottom.

REF ID	ITEM NAME	SORT BY	ADD STOCK	CATEGORY	PRICE	ASSIGN VARIATION	STATUS	DELETE
1	Manicure basic	0		Nail Care	100.00		<input checked="" type="checkbox"/>	
2	Pedicure basic	0		Nail Care	120.00		<input checked="" type="checkbox"/>	
3	Manicure and pedicure Kids	0		Nail Care	150.00		<input checked="" type="checkbox"/>	
4	Acrylic nails	0		Nail Care	130.00		<input checked="" type="checkbox"/>	
5	Acrylic refill	0		Nail Care	150.00		<input checked="" type="checkbox"/>	
6	Hot stone massage	0		Body Care	300.00		<input checked="" type="checkbox"/>	
7	Back-neck-shoulder massage	0		Body Care	340.00		<input checked="" type="checkbox"/>	
8	Gold mask with honey	0		Body Care	350.00		<input checked="" type="checkbox"/>	
9	Stretching massage	0		Body Care	350.00		<input checked="" type="checkbox"/>	
10	Relaxing massage	0		Body Care	350.00		<input checked="" type="checkbox"/>	

Showing 1 to 10 of 20 entries

Previous 1 2 Next

Figure 36 : Services List View Page



## How to Add Services in RoyalPOS?

- There are Multiple ways to add services from Admin Portal as well as RoyalPOS Mobile App

### How to Add Items from Admin Portal?

- Click On To “Add Item” button to add Single Item at a time
- Select TypeService, Select the Outlet, Category, Add Item Name, Add Service Duration, Add Buffer Duration, Add Barcode No, Add Batch No, Add Product No, Add HSN No
- Then add Price, Costing Price and Commission Price
- Can also upload image for service, and add description
- To Add Services in bulk from Admin Panel - Select For Service from Bulk Upload dropdown button. You can upload csv with predefined csv format

**ADD ITEM** Home / Add Item

Items
Categories
Taxes
Variations
Combo
Package

Manual Consumption

Type \*  Product  Service

Location Name \*

Category \*

Item Name \*

Service Duration (Please Enter Service Duration In Minutes)

Buffer Duration (Please Enter Buffer Duration In Minutes)

Barcode No

Batch No

Product No

HSN No

Kiosk Display  Enable  Disable

Locations \*  The Item is available for sale in all stores

Available	Location	Price	Costing Price	Commission Price
<input checked="" type="checkbox"/>	Royal salon	<input type="text" value="2000"/> Price Without Tax 2000.00	<input type="text" value="0"/> Price Without Tax 0.00	<input type="text" value="0"/>

Item Image (For Best Results Upload Item Image 360x240)  [Remove file](#)

Description

Status  Active  Inactive

Figure 36.1 : Add Service View Page

UPDATE ITEM

Home / Update Item

Items Categories Taxes Variations Combo Package

Manual Consumption

Location Name \*

Category \*

Item Name \*

Sort By \*

Service Duration (Please Enter Service Duration In Minutes)

Buffer Duration (Please Enter Buffer Duration In Minutes)

Barcode No

Batch No

Product No

HSN No

Kiosk Display  Enable  Disable

Locations \*  The Item is available for sale in all stores

Available	Location	Price	Costing Price	Commission Price
<input checked="" type="checkbox"/>	Royal salon	<input type="text" value="2000.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>

Item Image (For Best Results Upload Item Image 360x240)  [Remove file](#)

Description

Status  Active  Inactive

Figure 36.2 : Edit Service View Page

BULK UPLOAD FOR SERVICES. CHECK THE DEMO CSV

Home / Bulk Upload

Items Categories Taxes Variations Combo Package

Manual Consumption

Location Name

Upload file

[Download CSV Demo File For Services](#)

Figure 36.3 : Add Items Sold By Each Using CSV View Page

BULK UPLOAD FOR SERVICES. CHECK THE DEMO CSV

Home / Bulk Upload

Items Categories Taxes Variations Combo Package

Location Name

Upload file

[Download CSV Demo File For Services](#)

**CONFIRM** x

Are You Sure U Want To Add 3 Services?

Figure 36.4 : Alert before Add Services Using CSV

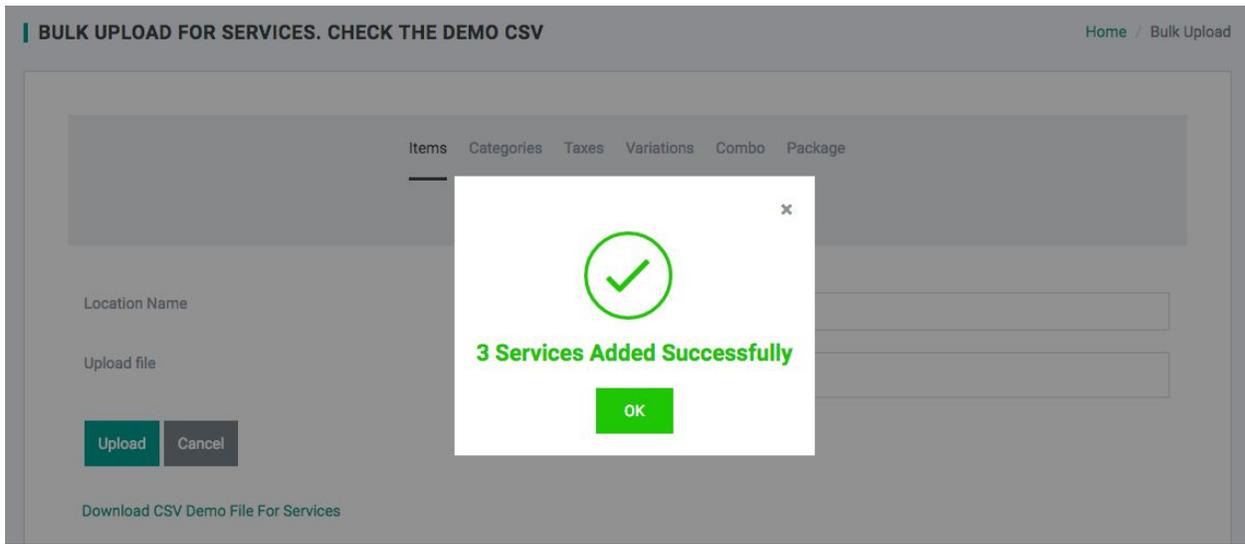


Figure 36.5 : Success Popup on Add Services Using CSV

## How to Add Services from RoyalPOS Mobile App?

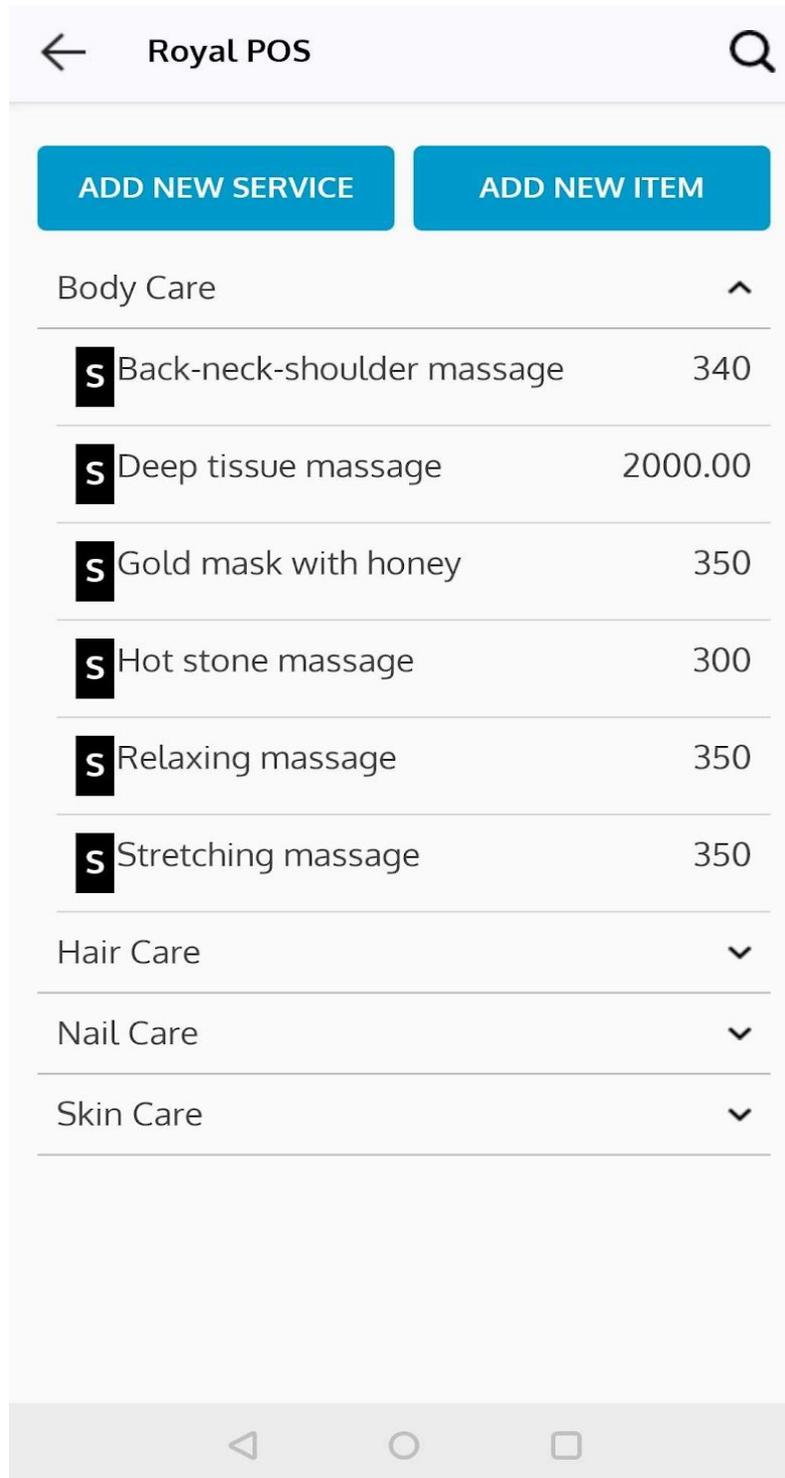


Figure 36.6 : Services List View Page In App

**✕ ADD NEW SERVICE**

Service Name  
Manicure Brazilian

Select Category  
Nail Care

Service Duration (In Minutes)  
90

Buffer Duration (In Minutes)  
15

Product No

Price  
1000

Description

ADD

Figure 36.7 : Add Service View Page In App

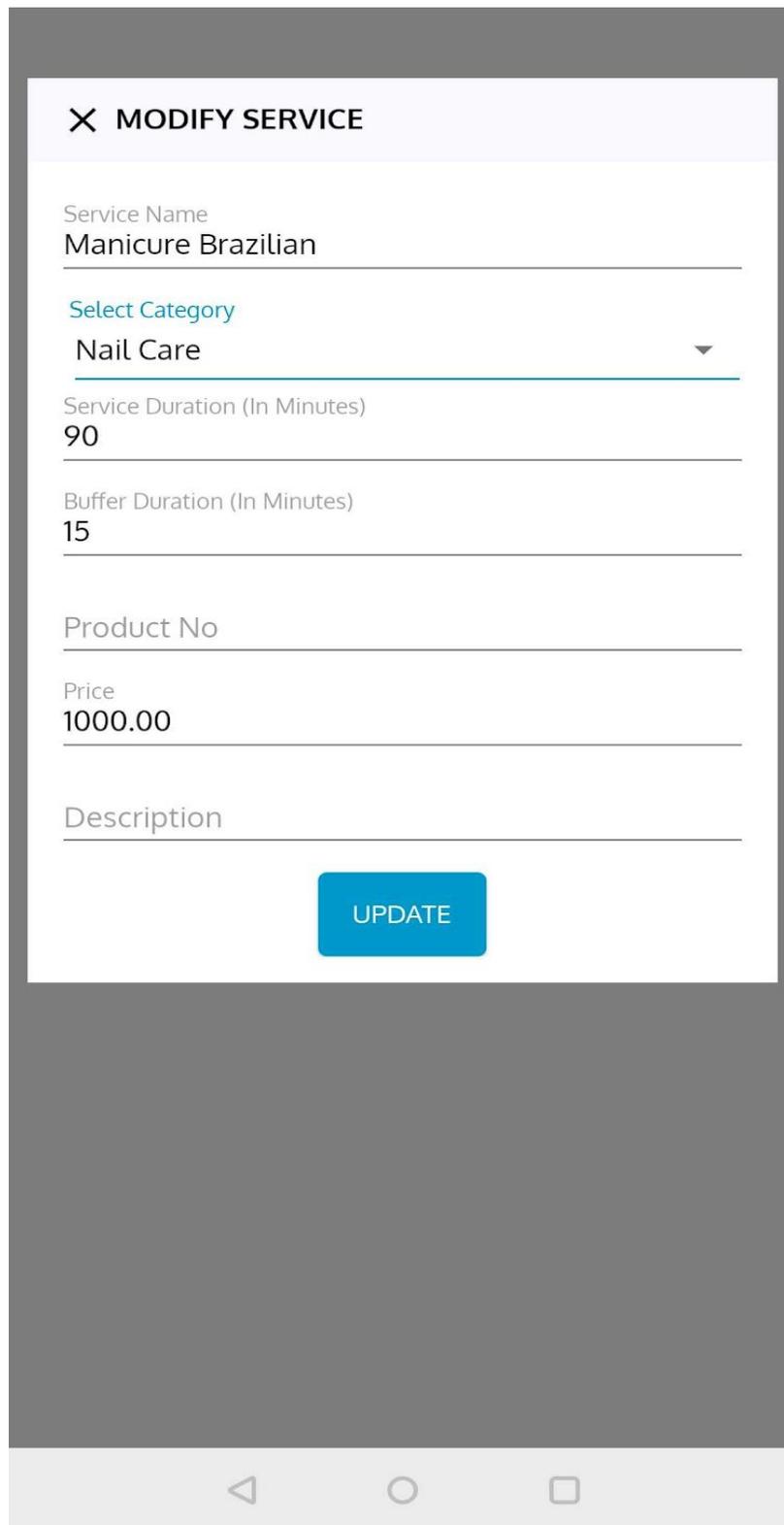


Figure 36.8 : Edit Service View Page In App

## Service Provider

- Service Provider is a person that provides services to customers and organizations.
- To go to Service Provider Section, in RoyalPOS, Move your Mouse over **More** Tab, Select **Employees**.

RoyalPOS

FAQ Royal salon

DASHBOARD LOCATION ITEM MASTER REPORTS MORE

### EMPLOYEES

Home / Employees

+ Add Employee

Select Location: \*  
Royal salon

Search

10 items/page  Show Inactive Search...

SR NO.	USERNAME	ROLE	RESET PASSWORD	CLEAR DEVICE	GENERATE DEVICE CODE	RESET DEVICE CODE	STATUS	DELETE
1	royal995	Admin	Reset				<input checked="" type="checkbox"/>	
2	royal9951	Cashier	Reset	Clear	Generate		<input checked="" type="checkbox"/>	
3	royal9953	Driver	Reset				<input checked="" type="checkbox"/>	
4	royal9954	Service Provider	Reset				<input checked="" type="checkbox"/>	
5	bimala784	Service Provider	Reset				<input checked="" type="checkbox"/>	
6	dipesh240	Service Provider	Reset				<input checked="" type="checkbox"/>	
7	fenila721	Service Provider	Reset				<input checked="" type="checkbox"/>	
8	ganesh158	Service Provider	Reset				<input checked="" type="checkbox"/>	
9	hrishp615	Service Provider	Reset				<input checked="" type="checkbox"/>	

Showing 1 to 9 of 9 entries

Previous 1 Next

Figure 36.9 : Service Provider View Page



## How to Add Service Provider in RoyalPOS?

- Go to '**More**' Menu, and click on **Employees** Menu.
- Click On To "Add Employee" button to add Single Service Provider at a time.
- Add First Name, Select Role **Service Provider**, Add Password.
- Select the Outlet, Add Address, Mobile Number, And Upload Profile Image.
- Select Color Code for Service Provider to show particular service provider's appointment in calendar in specific color.
- Select Services and Speciality.
- Add Availability timing of Service Provider for adding new Service Provider.

### ADD EMPLOYEE Home / Add Employee

Full Name *	<input type="text" value="Hrish"/>
Role *	<input type="text" value="Service Provider"/>
Password *	<input type="text" value="1234"/>
Assign Location *	<input type="text" value="Royal salon"/>
Address	<input type="text" value="Adajan, Surat"/>
Mobile No.	<input type="text" value="7533335557"/>
Profile Image	

---

### SERVICE PROVIDER SETTINGS

Color Code	<input type="text" value="#FF00FF"/>								
Services	<input type="text" value="x Manicure basic x Pedicure basic"/>								
Speciality	<input type="text" value="manicure, pedicure"/>								
Availability	<table><tr><td>Sunday</td><td>Monday ✓</td><td>Tuesday</td><td>Wednesday ✓</td></tr><tr><td>Thursday</td><td>Friday ✓</td><td>Saturday</td><td></td></tr></table> <p>Monday : Start Time: * <input type="text" value="9:30pm"/> End Time: * <input type="text" value="10:30pm"/></p> <p>Wednesday : Start Time: * <input type="text" value="9:30pm"/> End Time: * <input type="text" value="10:30pm"/></p> <p>Friday : Start Time: * <input type="text" value="9:30pm"/> End Time: * <input type="text" value="10:30pm"/></p>	Sunday	Monday ✓	Tuesday	Wednesday ✓	Thursday	Friday ✓	Saturday	
Sunday	Monday ✓	Tuesday	Wednesday ✓						
Thursday	Friday ✓	Saturday							

Figure 36.10 : Add Service Provider View Page

UPDATE EMPLOYEE Home / Update Employee

Full Name \*

Username \*

Role \*

Assign Location \*

Address

Mobile No.

Profile Image

**CHANGE PASSWORD**

New Password

**SERVICE PROVIDER SETTINGS**

Color Code

Services

Speciality

Availability

Sunday	Monday ✓	Tuesday	Wednesday ✓	Thursday ✓
Friday	Saturday			

Monday :

Start Time: \*  End Time: \*

Wednesday :

Start Time: \*  End Time: \*

Thursday :

Start Time: \*  End Time: \*

Figure 36.11 : Edit Service Provider View Page

## Package

- Service Packages are Service Groups which gives your customers a good deal and for your side more services are being sold in one go.
- You Can Define your Service Packages from Admin Portal

### How to Add Service Packages from Admin Portal?

The screenshot shows the RoyalPOS Admin Portal interface. At the top, there is a navigation bar with the RoyalPOS logo on the left and 'FAQ' and 'Royal salon' on the right. Below this is a secondary navigation bar with menu items: DASHBOARD, LOCATION, ITEM MASTER, REPORTS, and MORE. The main content area is titled 'ITEMS' and includes a breadcrumb trail: Home / Items. A sub-menu is open for 'Package', with other options like Items, Categories, Taxes, Variations, and Combo. Below the sub-menu, there is a 'Manual Consumption' section. A 'Select Location:' dropdown menu is set to 'Royal salon'. To the right, there are buttons for 'Export Data' and '+ Add Package'. Below this, there is a '10 items/page' selector and a 'Search...' input field. A table displays the package list with columns: PACKAGE NAME, ACTUAL PRICE, CALCULATED PRICE, PACKAGE ITEMS, STATUS, and DELETE. The table contains one entry: 'Complete Care' with an actual price of 3700 and a calculated price of 3790. The status is 'ON' (indicated by a green toggle) and there is a delete icon. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and there are 'Previous', '1', and 'Next' navigation buttons. The footer contains the text 'Copyright 2020 © All Rights Reserved. RoyalPOS'.

Items Categories Taxes Variations Combo Package

Manual Consumption

Export Data + Add Package

Select Location:

Royal salon

10 items/page

Show Inactive

Search...

PACKAGE NAME	ACTUAL PRICE	CALCULATED PRICE	PACKAGE ITEMS	STATUS	DELETE
Complete Care	3700	3790	Package Items	<input checked="" type="checkbox"/>	

Showing 1 to 1 of 1 entries

Previous 1 Next

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Figure 36.12 : Package List View Page

ADD PACKAGE

Home / Add Package

[Items](#) | 
 [Categories](#) | 
 [Taxes](#) | 
 [Variations](#) | 
 [Combo](#) | 
 **Package**

Manual Consumption

Location Name \*

Package Name \*

Time Period (Please Enter Time Period In Days)

Package Items

Items	Quantity	Approximate Price
<input type="button" value="+"/>	<input type="button" value="-"/>	
<input type="text" value="Manicure basic"/>	<input type="text" value="3"/>	Royal salon: 300.00
<input type="text" value="Pedicure basic"/>	<input type="text" value="3"/>	Royal salon: 360.00
Total Price		Royal salon: 660.00

Locations \*  The Item is available for sale in all stores

Available	Location	Price	Costing Price	Commission Price
<input checked="" type="checkbox"/>	Royal salon	<input type="text" value="600"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
		Price Without Tax 600.00	Price Without Tax 0.00	

Status  Active  Inactive

Figure 36.13 : Add Package View Page

UPDATE PACKAGE

Home / Update Package

[Items](#) | 
 [Categories](#) | 
 [Taxes](#) | 
 [Variations](#) | 
 [Combo](#) | 
 **Package**

Manual Consumption

Location Name \*

Package Name \*

Time Period (Please Enter Time Period In Days)

Package Items

Components	Quantity	Approximate Price
<input type="button" value="+"/>	<input type="button" value="-"/>	
Manicure basic	<input type="text" value="3"/>	Royal salon : 300
Pedicure basic	<input type="text" value="3"/>	Royal salon : 360
Acrylic nails	<input type="text" value="3"/>	Royal salon: 390.00
Total Price		Royal salon: 1050.00

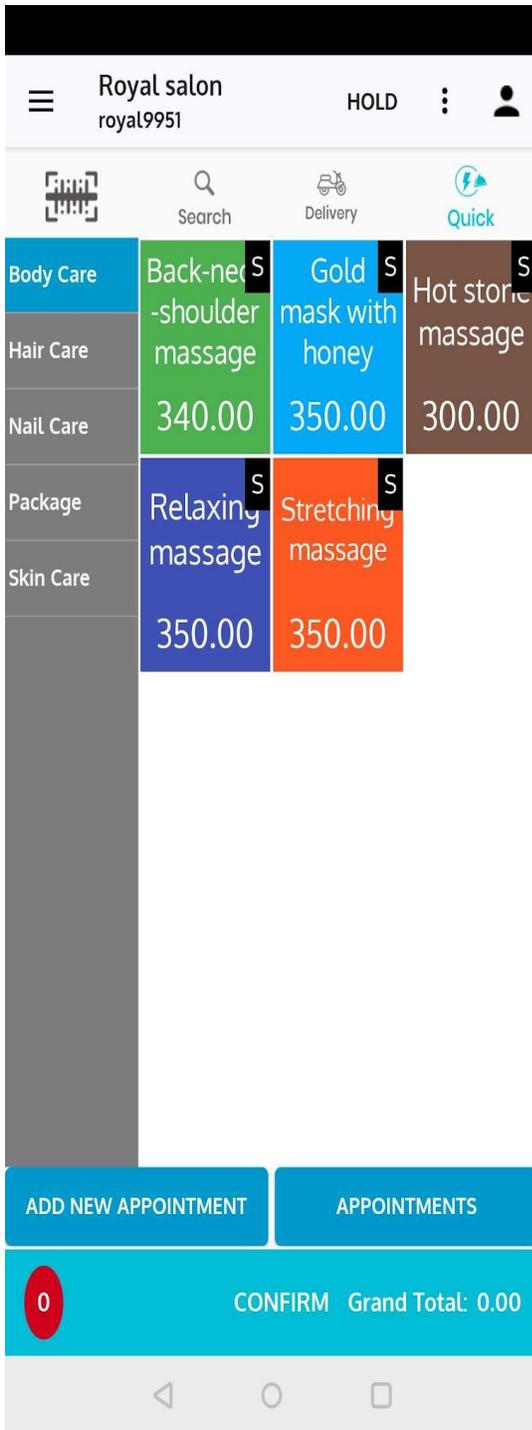
Locations \*  The Item is available for sale in all stores

Available	Location	Price	Costing Price	Commission Price
<input checked="" type="checkbox"/>	Royal salon	<input type="text" value="1000"/> Price Without Tax 1000.00	<input type="text" value="0.00"/>	<input type="text" value="0"/>

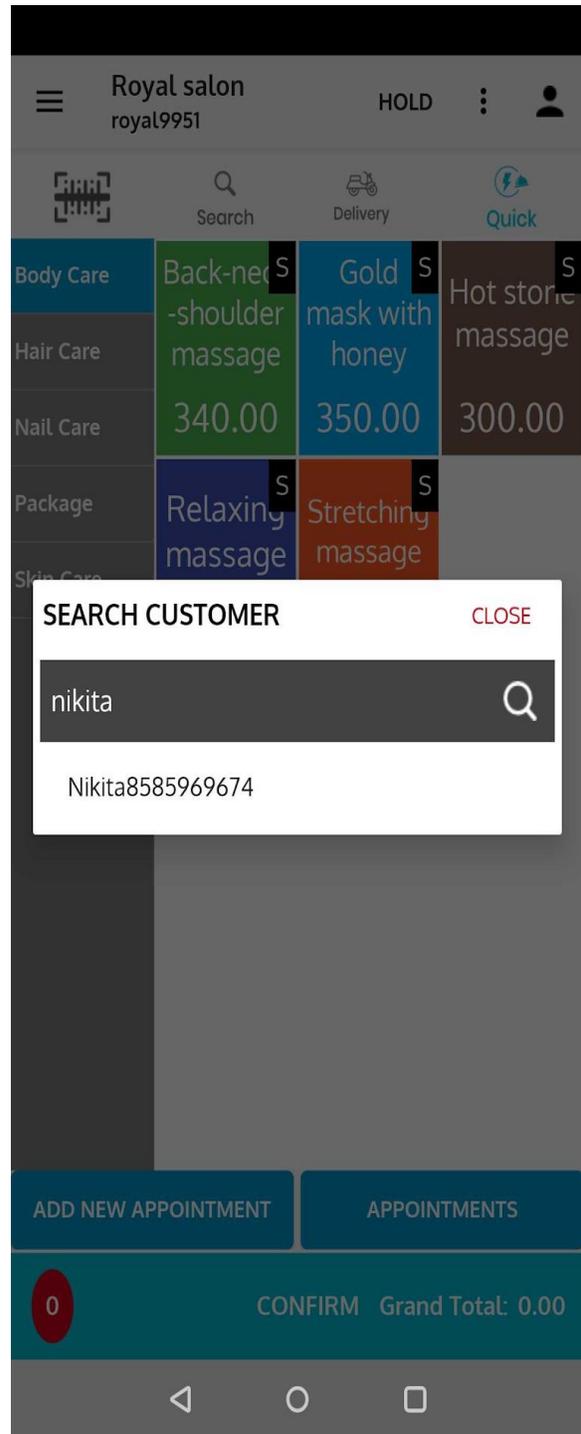
Status  Active  Inactive

Figure 36.14 : Edit Package View Page

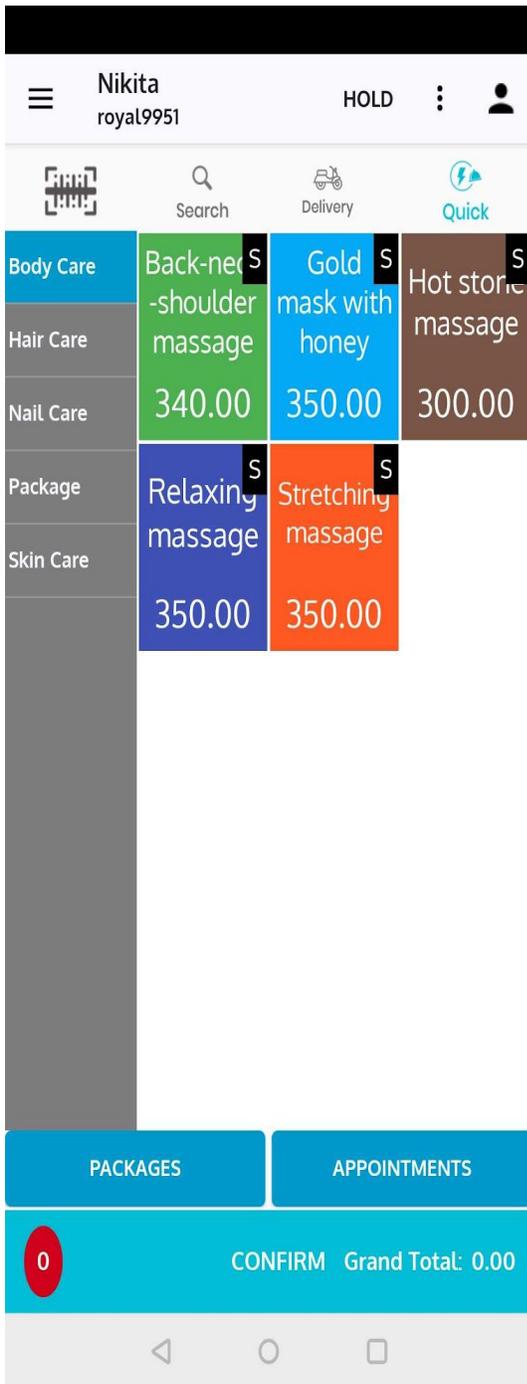
## Add Appointment



Items And Services Add To Cart View



Search Customer For Appointment Add

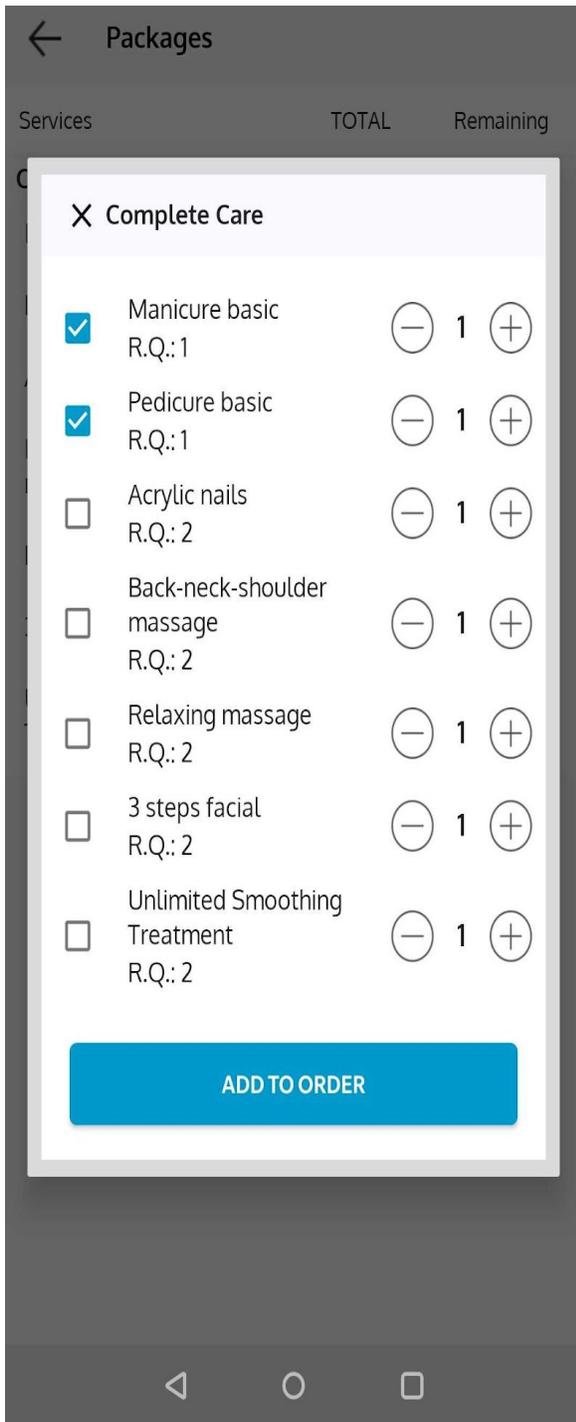


Customer's Existing Package

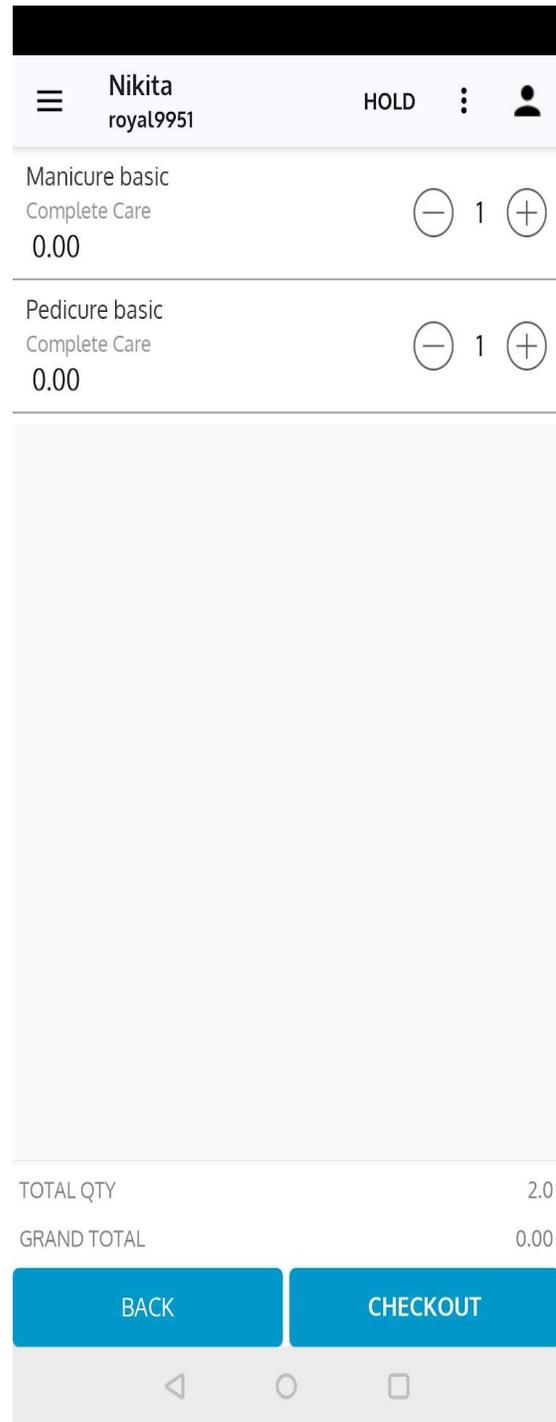
Services	TOTAL	Remaining
<b>Complete Care</b>		
Manicure basic	2	1
Pedicure basic	2	1
Acrylic nails	2	2
Back-neck-shoulder massage	2	2
Relaxing massage	2	2
3 steps facial	2	2
Unlimited Smoothing Treatment	2	2

Customer's Existing Package Details

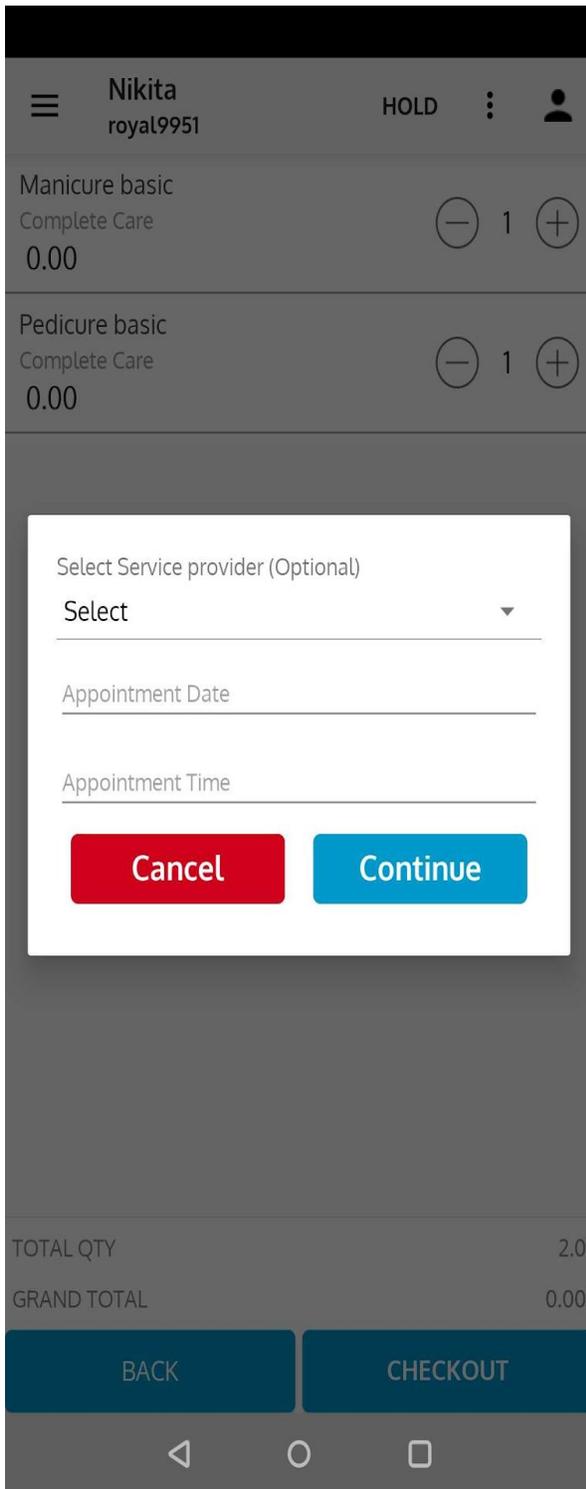
Customer's Existing Package Details



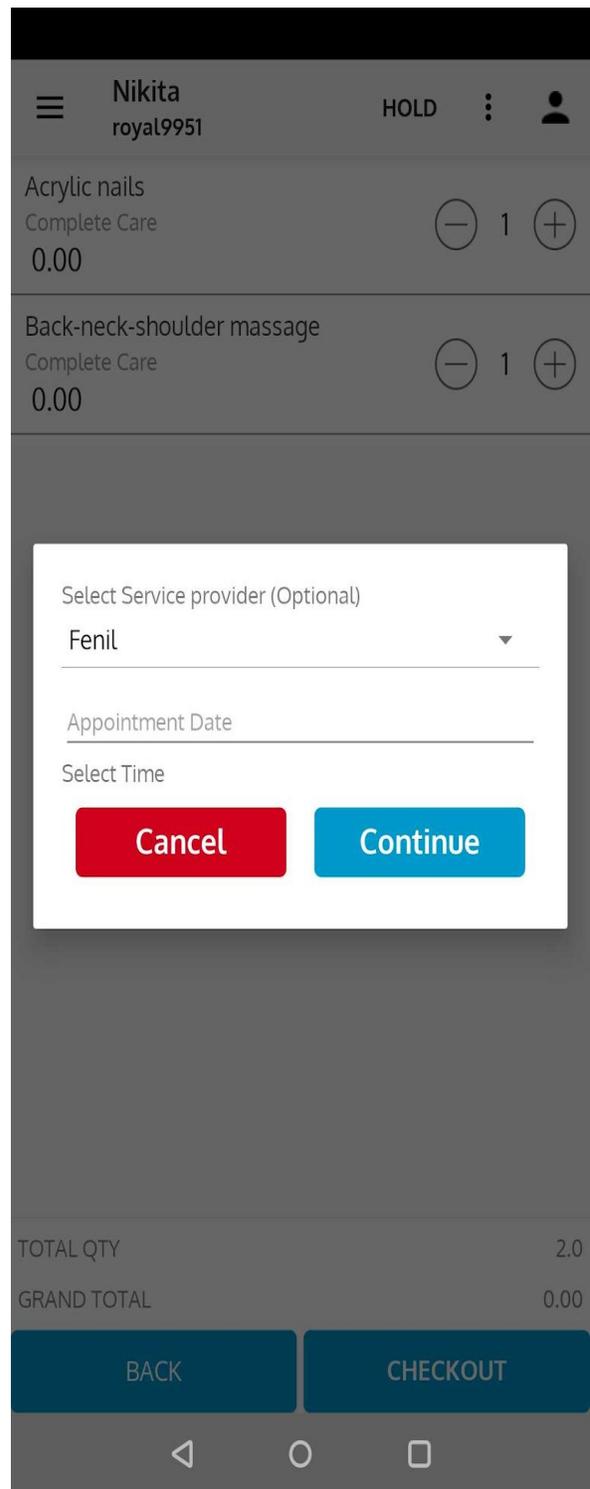
Service Selection From Customer's Package



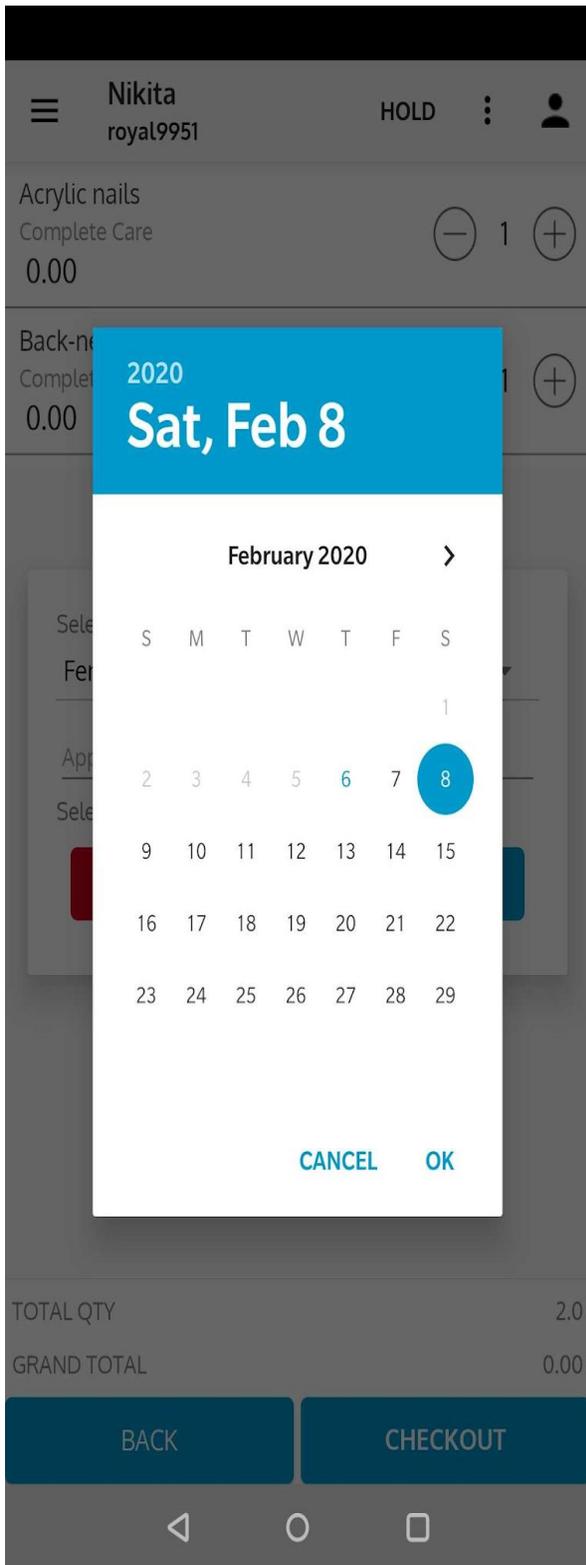
Selected Services In Cart



On Checkout Service Provide And Appointment Date-Time Selection



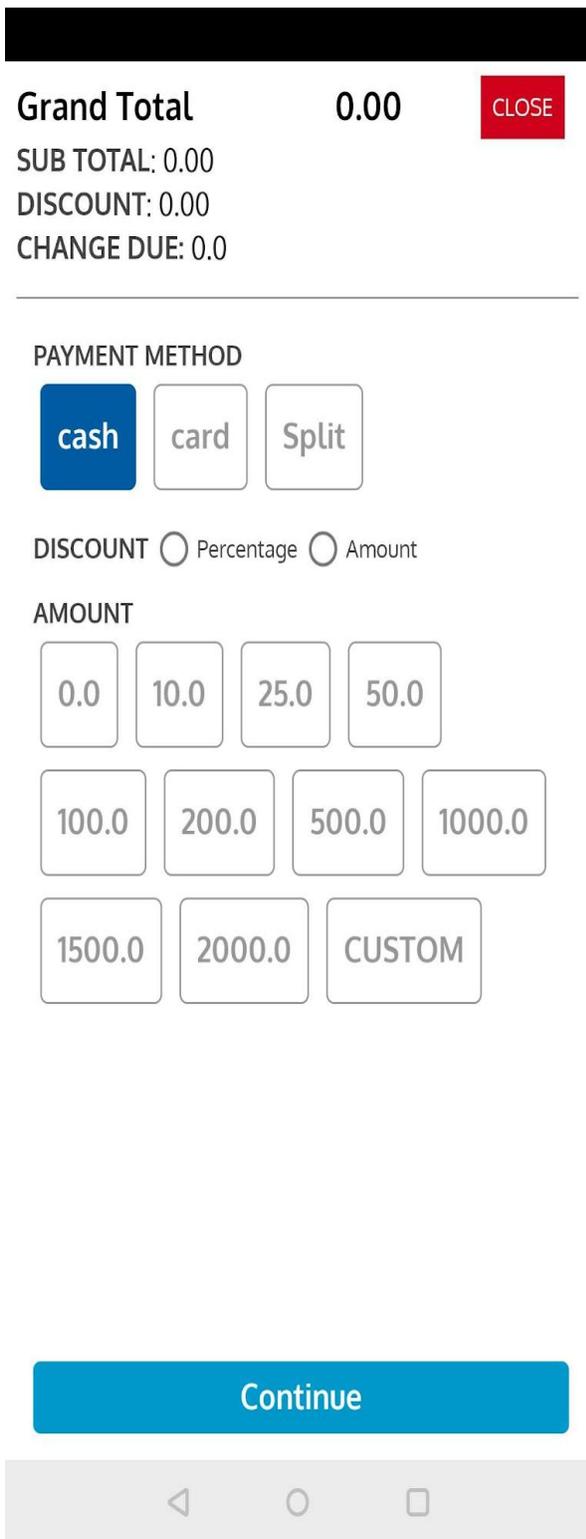
Service Provider Selection



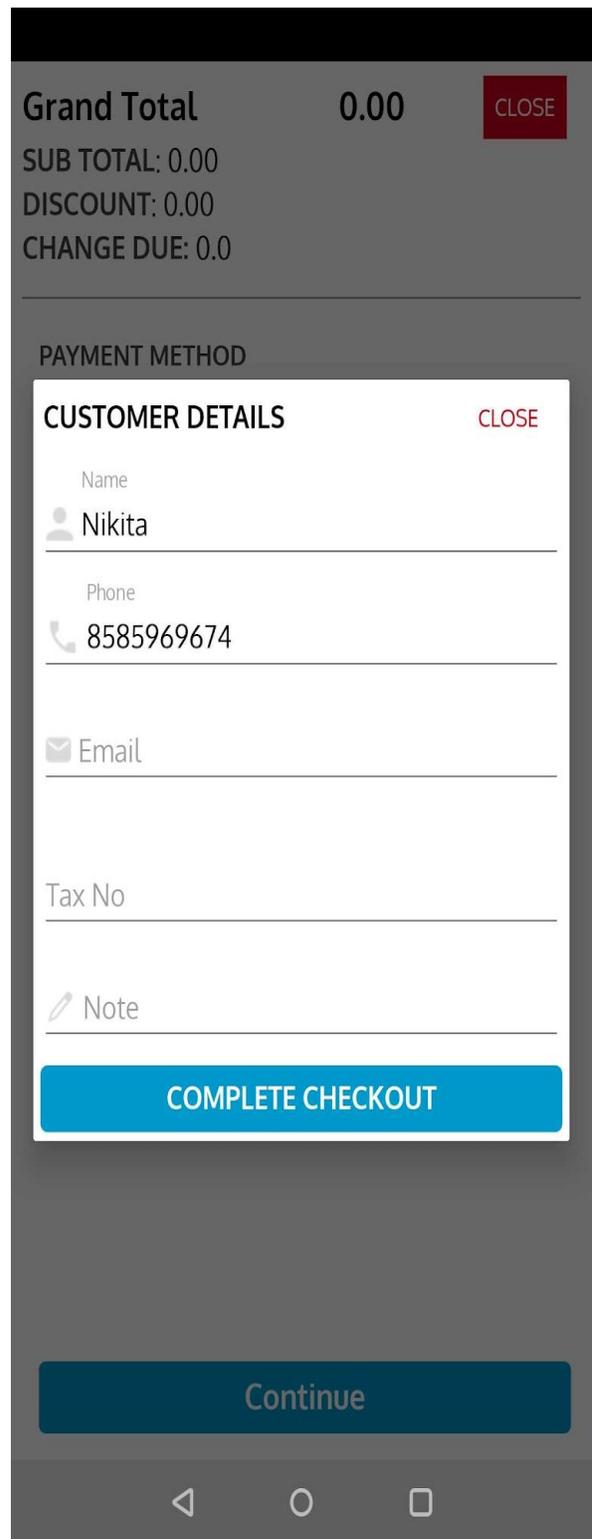
Appointment Date Selection



Appointment Time Selection



Payment Method Selection, Discount To Give And Given Cash By Customer



Final Add Customer's All Details Before Complete Checkout

← HOME

Order Completed

**0.00**

New Order

Print Bill

Bill send to email

Send on Whatsapp

Invoice

Share Bill



Appointment Added Successfully

Added appointment will be displayed in Admin Portal as well as in RoyalPOS Mobile App

### Appointments View in Admin Portal?

- Go to **'More'** Menu, and click on **Appointment Calendar** Menu.

The screenshot displays the RoyalPOS interface for the 'Appointments View Page'. At the top, the RoyalPOS logo is on the left, and 'FAQ' and 'Royal salon' are on the right. Below this is a navigation bar with 'DASHBOARD', 'LOCATION', 'ITEM MASTER', 'REPORTS', and 'MORE' (highlighted in green). The main header shows 'CALENDAR' and 'Home / Calendar'. A dropdown menu for 'Royal salon' is visible in the top right of the main content area.

The main content area is divided into two sections: 'SERVICE PROVIDER' on the left and 'APPOINTMENTS' on the right. The 'SERVICE PROVIDER' section lists: All (6), Amit (1), Bimal (1), Dipesh (1), Fenil (1), and Ganesh (2). The 'APPOINTMENTS' section shows a calendar for 'Feb 2 - 8, 2020' with tabs for 'month', 'week', and 'day'. The calendar grid has columns for SUN 2/2, MON 2/3, TUE 2/4, WED 2/5, THU 2/6, FRI 2/7, and SAT 2/8. The time slots range from 10am to 4pm. Several appointments are visible as colored blocks with details:

- 10:00 (Red block, Fri 2/7):** khushbu, 7412580963. Services: Back-neck-shoulder, Radiant Colour Treat, Acrylic nails, 3 steps facial.
- 12:00 (Green block, Fri 2/7):** rekha, 7896541230. Services: Unlimited Smoothin.
- 12:30 (Cyan block, Sat 2/8):** Anjali, 8899776655. Services: Gold mask with hon, Anti dandruff dose.
- 1:00 (Blue block, Thu 2/6):** Nikita, 8588969674. Services: Manicure basic, Pedicure basic.
- 2:00 (Yellow block, Thu 2/6):** Tina, 74125896. Services: Manicure, Pedicure.
- 3:00 (Purple block, Fri 2/7):** yamini, 9876543210. Services: Manicure basic, Pedicure basic, Acrylic nails.

At the bottom left, the copyright notice reads: 'Copyright 2020 © All Rights Reserved. RoyalPOS'.

Figure 36.15 : Appointments View Page

## Appointments View in RoyalPOS Mobile App?

- Go to 'Menu' Home, and click on **Appointments** Button.

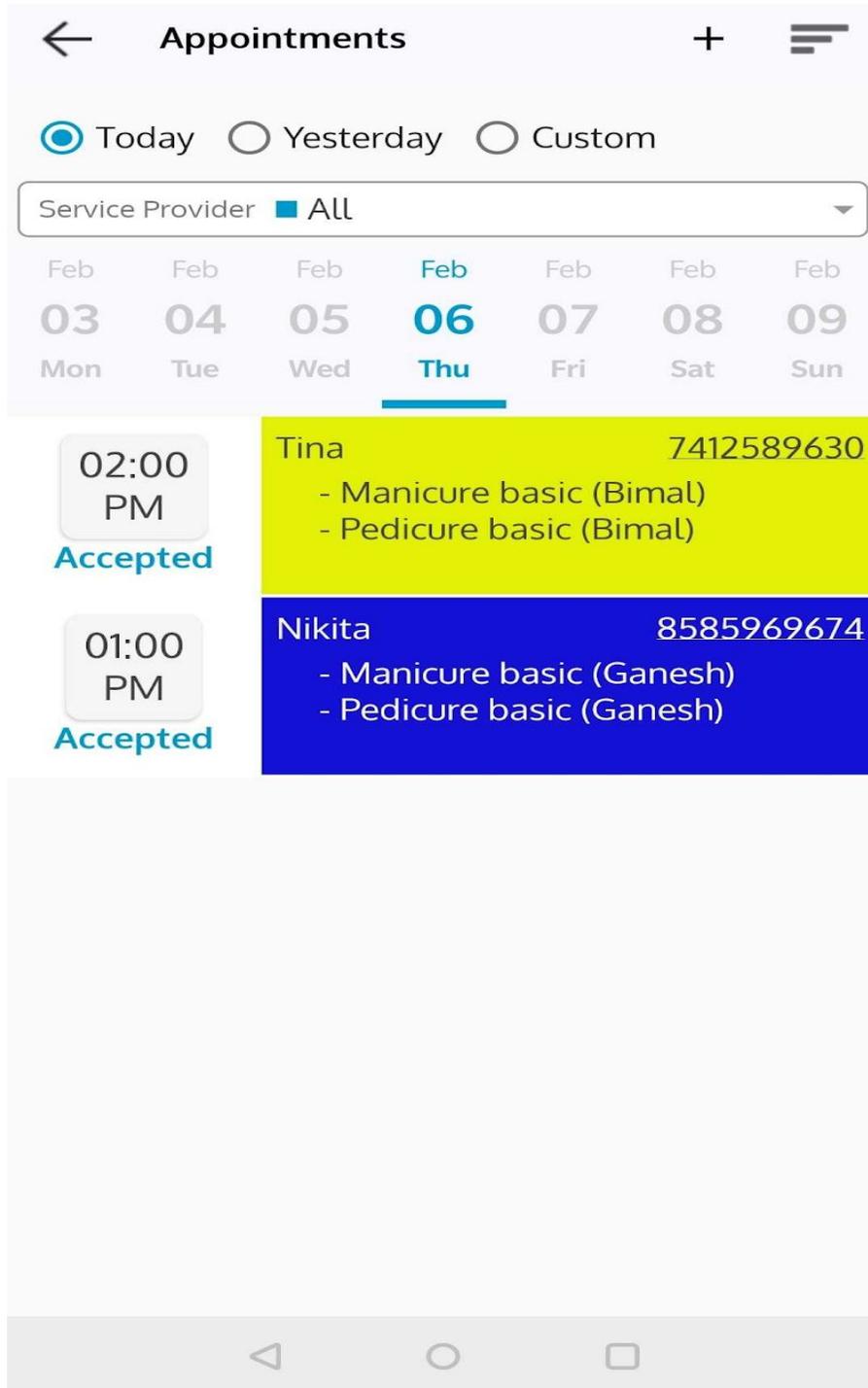


Figure 36.16 : Appointments View Page