DRUK POS

User Manual
For
User: Cashier

Technical Documentation

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An Overview on Druk POS

Druk POS (Point of Sale) is a web application that allows the retailers and wholesalers alike to record inventory, track suppliers and customers, sell products and services, and generate sales reports. Druk POS software comes in two versions;

1. Cloud-based Retail System and,
2. Cloud-based Wholesale System.

Geared towards efficiency and convenience, the cloud-based systems are fast and reliable with your business data securely backed up. As long as you are connected with the internet, you can access your POS from anywhere, any time providing you the flexibility of managing your business from any location in the world.

Why Choose Druk POS?

- Easy to learn and get acquainted with
- Simple inventory management
- User friendly sales transaction window
- Sales tracking based on transactions and cashiers
- Effective measures to boost cashier accountability
- Generate daily or date range based report
- Automatic discounts with predefined promotions
- Set up and brand the POS as your own with your own logo and information.
- Prompt technical support whenever required.
- Have easy and complete access to your data
- Local tech team: Proactive response towards fixing bugs and malfunctions

Getting Started

The main operation of Druk POS is carried out through two user roles:

1. Admin
2. Cashier.

The majority of the tasks are executed by the Admin starting from adding products to the inventory, user management, creating promotions to report generation, while the Cashier acts as the frontline operator of executing sales using the Point of Sale window.
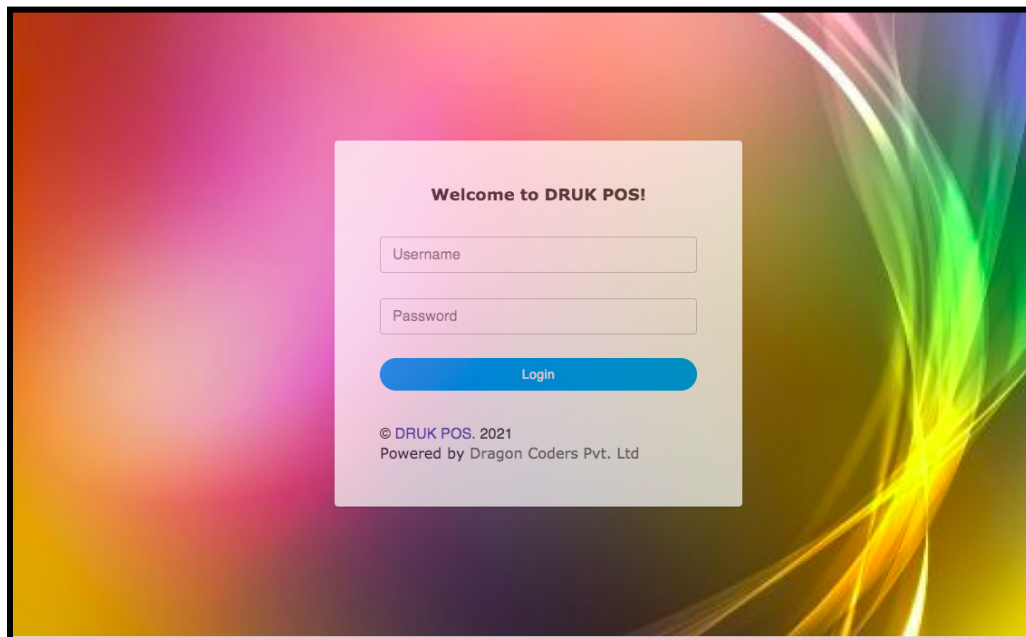
USER GUIDE

This manual will help you navigate through the Druk POS system.

Launching Druk POS

Open a browser and type in the POS URL provided to you by the vendor (Dragon Coders).

Feed in the credentials and login:

Picture 1.0

POS Transaction Window

The Cashier will land on the Transaction Window from where the items can be sold and the sales can be recorded.

1. How to Sell

- Scan product barcodes OR search for product manually in the search bar
- Adjust the quantity
- Select Payment Mode:
    - Cash
    - Bank Transfer
        - mBoB
        - BNB mPay
        - eTeeru
        - TPay
        - BDB ePay
        - goBOB
        - DrukPay
        - DK
        - BoB Offline
    - Credit Sale

If you are going to give credit to a customer, you have two options:

1. Select the customer name from the available list.

2. Search for the customer name by entering their phone number in the search function.
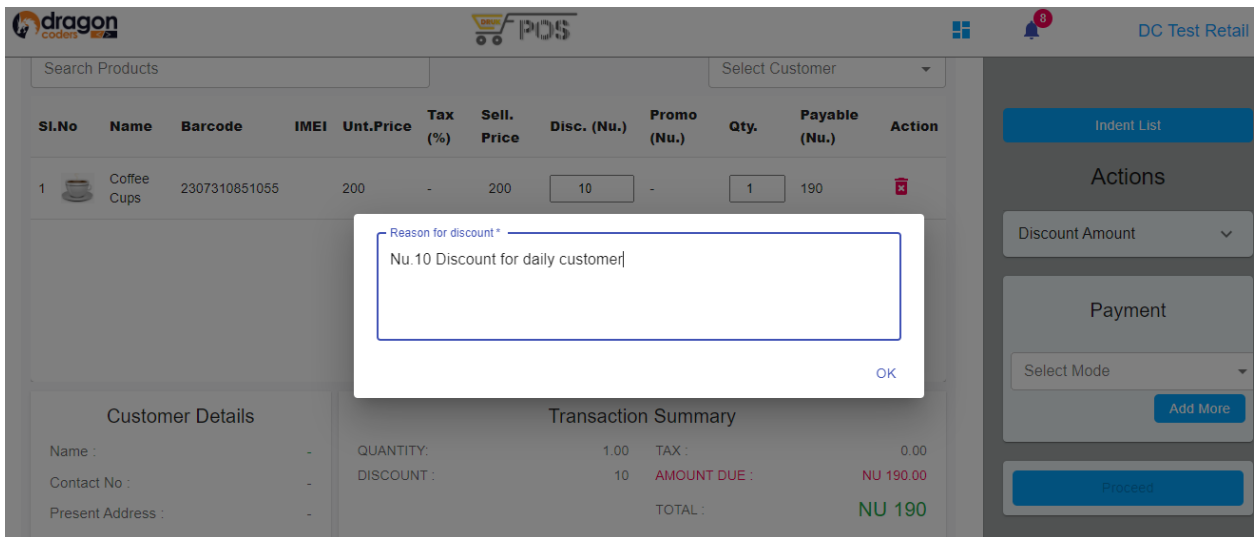
Once you have identified the customer, you can proceed with the credit process.

- Record journal/reference number if customer pays using any of the Bank Transfer types. Note other details for other payment modes, as prompted by the system.
- Click on "Proceed"
- The system will prompt you to print a receipt.
- Click "Yes" or "No" to print the receipt, as required.

2. How to give discount

As a Cashier who is processing items for sale, you can give discounts manually, when required.

- On the Sale Window, give a discounted price under Selling Price
- The system will throw a comment section where you can note why the discount was given. This message will be displayed in the Sales Report for Admin to review.

Picture 1.1

- Proceed to sale as described in section 1.

3. How to process items returned for Exchange

- On the transaction window, press the shortcut "**^E** (Ctrl E)".
- Enter the transaction number
- Edit details
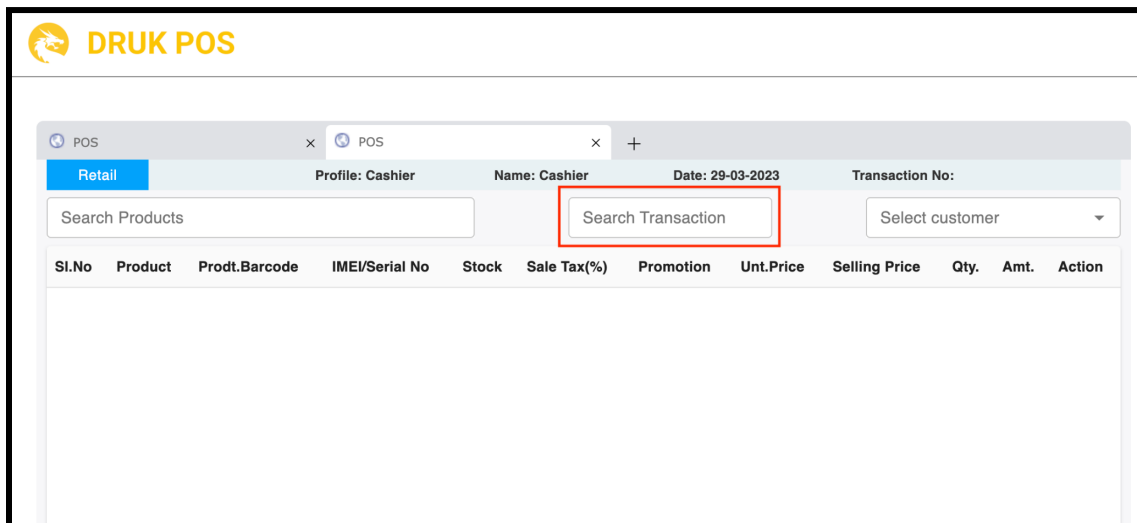
● Proceed to normal sale

Note: The amount of the exchange transaction should be greater or equal to the previous transaction amount in order to execute the transaction successfully.

4. Shortcut keys and Function

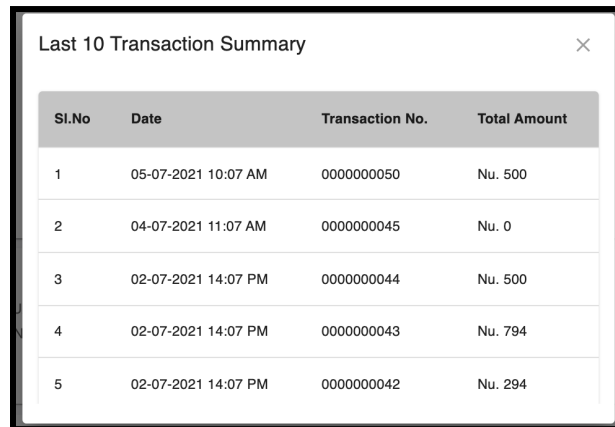| F3 Add Qty	F4 Deduct Qty	F5 Rate Change	^Z Delete	^E Exchange
^C View Credit Txn	^ alt S Session	^ alt T View Txn	F9 Select Customer	^X Logout

Picture 1.2

1. **F3** - pressing F3 will let you add quantity to the selected item on the sale window.

2. **F4** - pressing F4 will let you deduct quantity from the selected item

3. **F5** - pressing F5 will highlight the selling price of the item so that you can change the rate.

4. **F9** - pressing F9 will let you select a customer.

5. **^ alt C** - shortcut key "Ctrl Alt C" will take you to the credit report

6. **^ alt Z** - shortcut key "Ctrl Alt Z", will delete the item.

7. **^ alt E** - shortcut key "Ctrl Alt E", will let you exchange item.

Picture 1.3

    a. Enter the transaction number and check out the sales as usual.

    b. To go back to the previous window, press **^ alt E** again.

8. **^ alt S** - shortcut key "Ctrl Alt S" will open a new customer session

9. **^ alt X** - press shortcut key "Ctrl Alt X" to Log Out

10. **^ alt T** - shortcut key "Ctrl Alt T" will display last 10 transactions

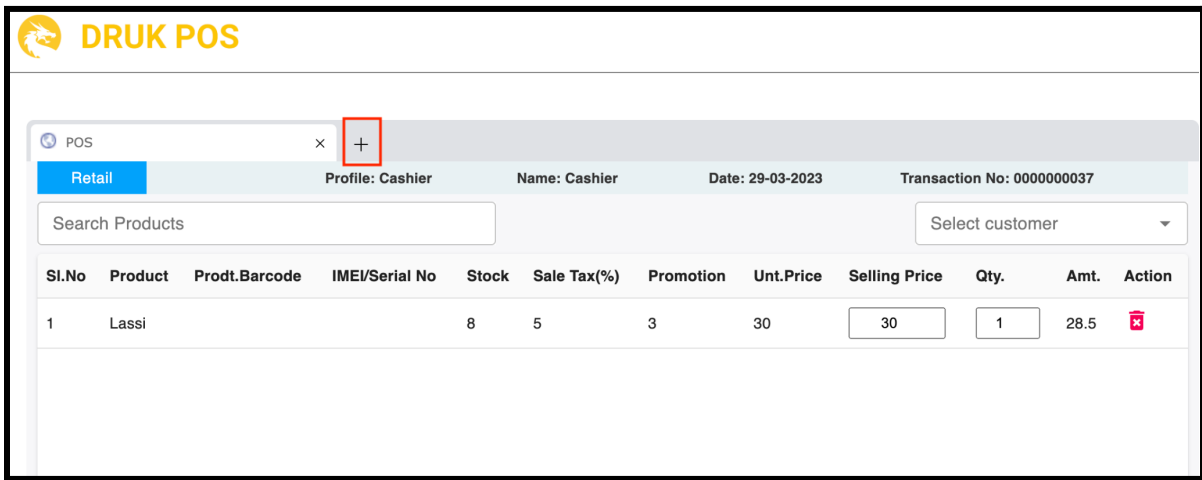| Last 10 Transaction Summary			✕
SI.No	**Date**	**Transaction No.**	**Total Amount**
1	05-07-2021 10:07 AM	0000000050	Nu. 500
2	04-07-2021 11:07 AM	0000000045	Nu. 0
3	02-07-2021 14:07 PM	0000000044	Nu. 500
4	02-07-2021 14:07 PM	0000000043	Nu. 794
5	02-07-2021 14:07 PM	0000000042	Nu. 294

Picture 1.4

11. **Tab** - pressing Tab will trigger functions through the cycle of :

    -   Search Product

    -   Select Customer

    -   Selling Price

    -   Qty

    -   Select Payment Mode

    -   Add More

5. Open Multiple Customer Sessions

The Cashier can open and manage multiple sessions to process sales for multiple customers at a time.

- Click the (+) icon on the top of the sales window to open a new sales transaction window.
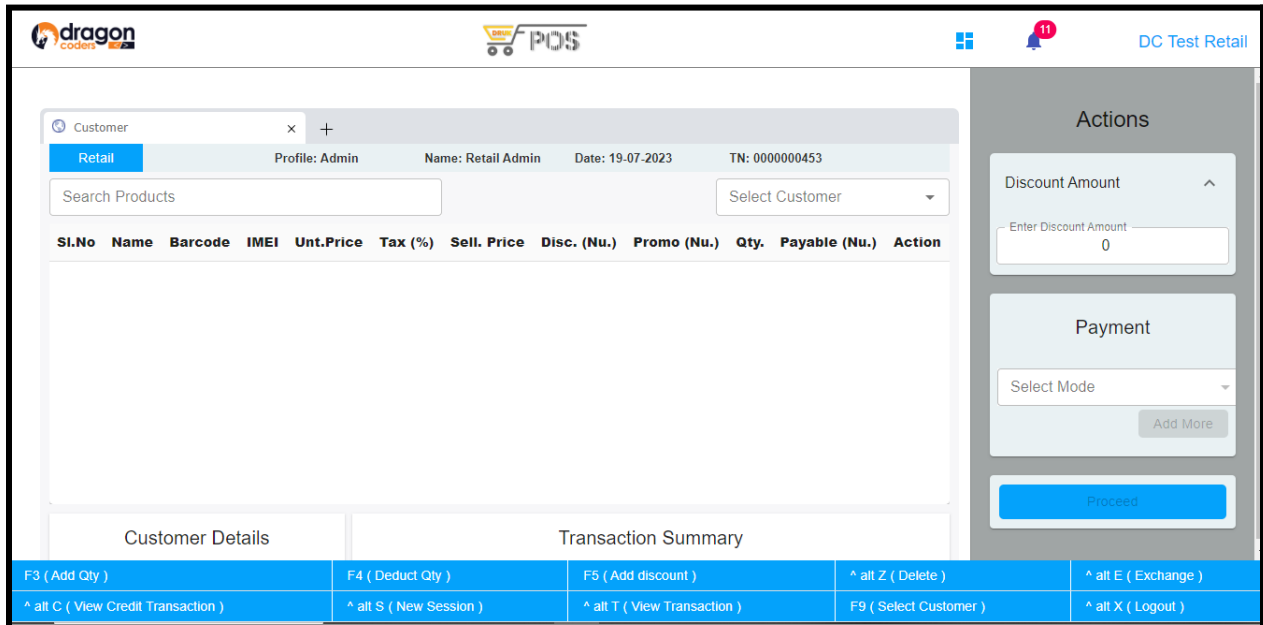

Picture 1.5

- Switch between the sessions
- Proceed to sales as usual.

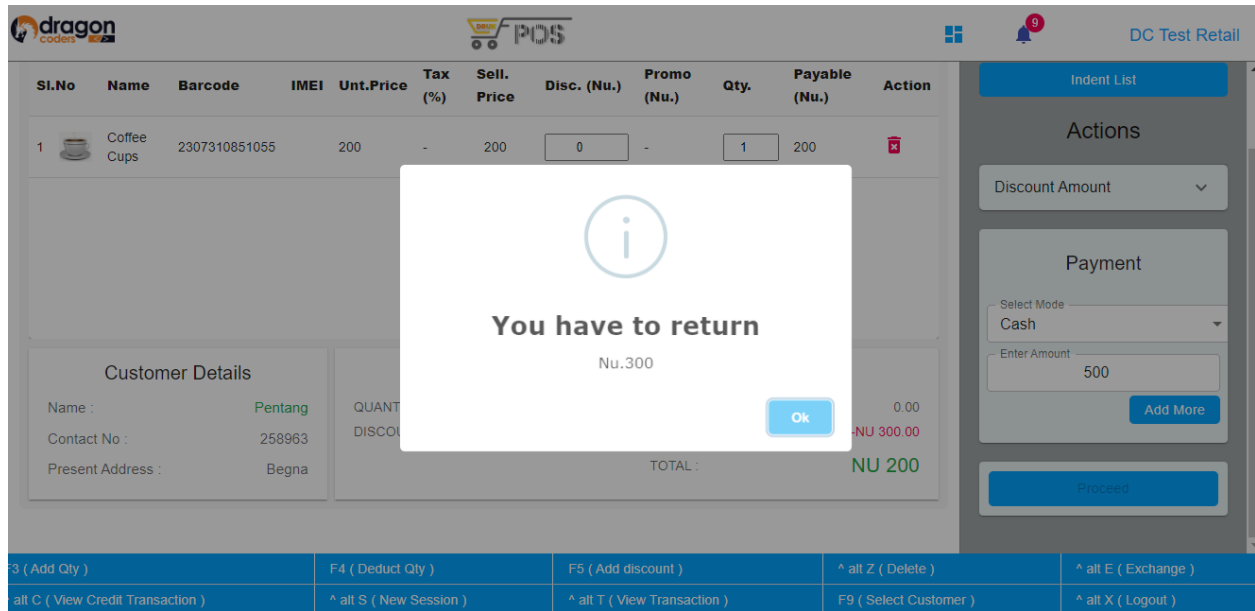# 6. Overall Discount:

The cashier can give an overall discount.

- Click on the dropdown arrow and enter the amount. This amount will represent the overall discount on the inventories.

7. Change amount

In the cashier window, cashiers can enter an amount more than the total price and the system will automatically calculate the change amount that needs to be returned. To do that:

1. Select Product.
2. Select customers.
3. Choose the mode of transfer.
4. Enter an amount greater than the actual price. Then the system will calculate the return amount and you can proceed with the transaction.

8. Remarks During Payments

- The Cashier can add remarks for every payment mode selected during the sales checkout process.

  These remarks will be displayed in the sales detail page.