USER MANUAL

ZKPOS RESTAURANT BACK OFFICE

Version: 4.0.0

Date: 15-01-2021

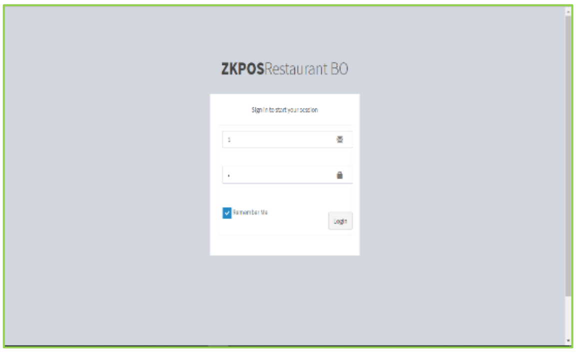
Software Version: 4.0.0

GET STARTED

Every retailer has to constantly face the complexities of handling wide range of product mix. Out of stock products and spoilage items are the main cause for lost sales in the grocery business. So, every retailer needs a complete and efficient interface to manage the day-to-day business activities in the shop. ZKPOS RESTAURANT SOFTWARE is a complete solution for your business needs.

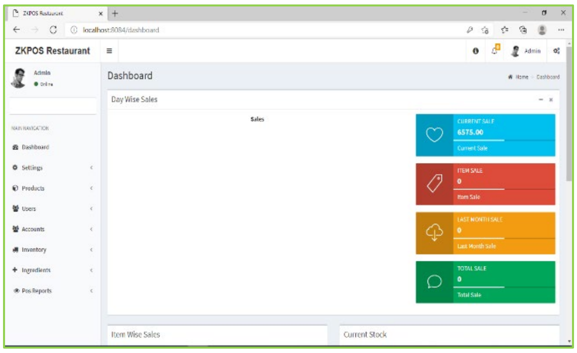
Now let's start exploring ZKPOS RESTAURANT SOFTWARE. After installation you need to open ZKPOS RESTAURANT SOFTWARE. The first step you have to follow is LOGIN process.

STEP 1 - LOGIN



- Open ZKPOS restaurant Back Office (BO)
- You will have a USER NAME with PASSWORD.
- Type USER NAME and PASSWORD.
- Click LOGIN button.

STEP 2 - DASHBOARD

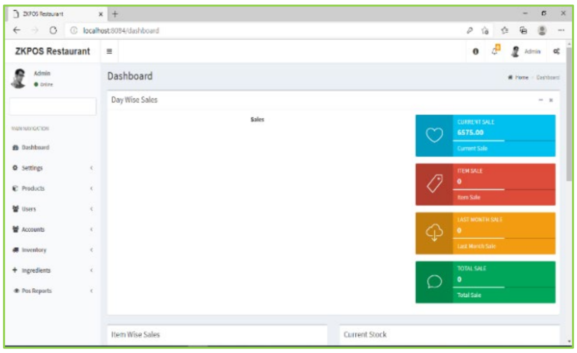


- Now you will be redirected to the MAIN MENU.

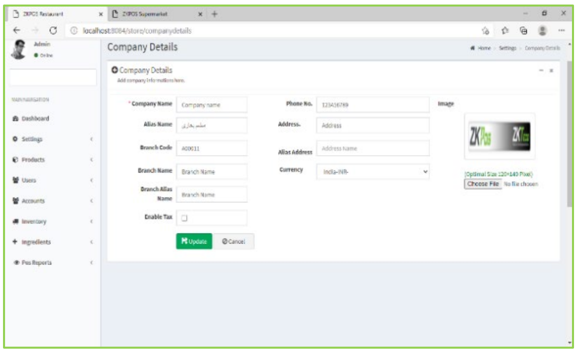
STEP 3 – SETTINGS

COMPANY DETAILS

Company details like COMPANY NAME, ALIAS NAME, BRANCH CODE, BRANCH NAME, BRANCH ALIAS NAME, TAX NAME, TAX ALIAS NAME, PHONE NO, ADDRESS, ALIAS ADDRESS etc. can be saved.



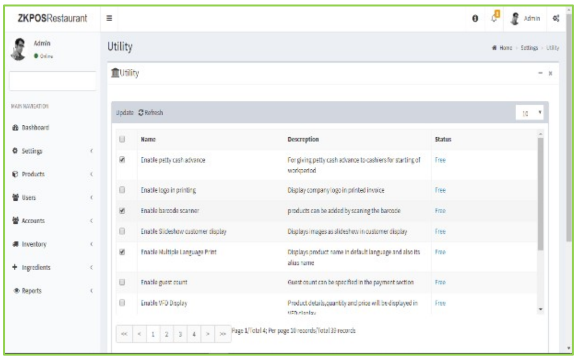
- Login as ADMIN.
- Click on SETTINGS MENU.
- Click the COMPANY DETAILS menu.



- Enter all necessary details in the appropriate fields.
- If you want to enable tax, tick the checkbox for “ENABLE TAX”
- Finally browse the company logo and then update the data by clicking on UPDATE button.
- Click OK.

UTILITIES

In some situations, you may need to grant permissions to access some features. That is done in the UTILITIES. For example, if you want to use Gifts and Points functionality, you need to enable it in the utilities. You need to login as ADMIN to view/access UTILITIES.



- Go to SETTINGS.
- Click on UTILITY from the setting options.

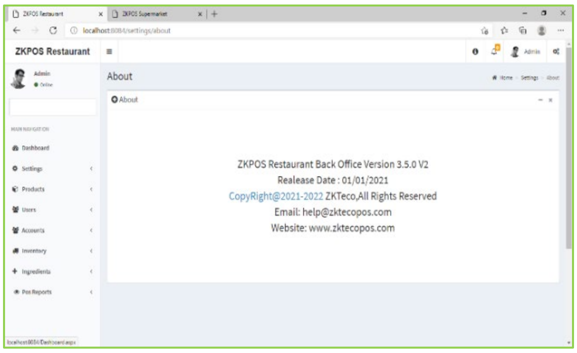
Now let’s learn each utility one by one.

- ***PETTY CASH ADVANCE***: Petty cash is the advance amount given to cashier before start billing operation. To enable petty cash, tick the checkbox corresponds to “ENABLE PETTY CASH ADVANCE” and then click UPDATE button.
- ***ENABLE LOGO IN DUPLICATE PRINTING***: If you want to display your company logo while printing invoices, you have to enable it here. Tick the checkbox that corresponds to “ENABLE LOGO IN PRINTING” and then click UPDATE button.
- ***ENABLE BARCODE SCANNER***: When we enable this feature, we can add products using BARCODE SCANNER. To enable tick the checkbox corresponding to “ENABLE BARCODE SCANNER” and then click UPDATE button.
- ***ENABLE SLIDESHOW CUSTOMER DISPLAY***: You can display company promotional videos, images, combo offers, and discounts in customer display screen by enabling this utility. To enable follow the steps that you have done earlier.
- ***ENABLE MULTIPLE LANGUAGE PRINT***: This feature enables multiple language feature while printing invoices.
- ***ENABLE GUEST COUNT***: Customers are considered as your guests and you could save their count for reference purpose or to print with the invoice.
- ***ENABLE VFD DISPLAY***: When we enable this feature, PRODUCT, PRICE and QUANTITY will be displayed in the VFD DISPLAY during product selection in the POS menu.
- ***ENABLE LED DISPLAY***: To display the PRODUCT PRICE and TOTAL BILL AMOUNT in the LED DISPLAY you have to enable this feature.
- ***ENABLE MULTI CURRENCY PAYMENT***: Customers will be happy if you could produce the invoice in their desired currency. To display total invoice amount in desired currency, enable this feature by ticking on the checkbox that corresponds to “enable multi-currency payment”. Then UPDATE it.
- ***ENABLE SIMPLE PRINT***: If you want a simple print layout, then you need to enable this feature.

- ***ENABLE BIG PRINT***: You can take big printout by enabling this feature.
- ***ENABLE COMBO/SIDE DISH***: You have to enable this utility if you want to display combo products and side dish in the POS section.
- ***ENABLE FINGERPRINT LOGIN***: If this feature is enabled users can login/register using their fingerprint.
- ***ENABLE INGRDIENTS***: We could add ingredients only if we enable this feature.
- ***ENABLE KITCHEN PRINT***: This feature allows kitchen manager to print orders.
- ***ENABLE ORDERPRINT***: By enabling this feature you can take printout of the orders.
- ***ENABLE GIFTS AND POINTS***: If you want to set gifts/points against invoice count/amount you have to enable it here.
- ***ENABLE MENU FILTER***: By enabling menu filter, you can show the products according to the time like breakfast, lunch, snack and dinner.
- ***ENABLE MINUS STOCK***: If this feature is enabled you can sale products without stock. For instance, suppose, you didn't update the stock receiving details to your ZKPOS, but you want to sale the products. You can do it by enabling this utility.
- ***ENABLE CUSTOMER ACCOUNT AUTHENTICATION***: This feature is used for authenticating customer card on each ACCOUNT PAYMENT.
- ***ENABLE ROUNDING TAX***: If this feature is enabled, tax will be calculated after rounding the amount.
- ***ENABLE AUTO ROUNDOFF***: This feature will round off the amount in decimals automatically.
- ***SPECIAL CHARGES***: You can additional special charges to the invoice amount.
- ***ENABLE TABLE SEATS***: This will display table seats when you click on a table in POS.
- ***ENABLE TEMPORARY BILL***: You can create a temporary bill for the customers.
- ***EDIT PRODUCT***: You can edit product details by enabling this feature.
- ***ENABLE SERVER DATA SYNC***: This feature needs to be activated manually.
- ***ENABLE ANDROID***: This feature needs to be activated manually.
- ***ENABLE 58MM PRINT***: This feature used to take print from thermal print.
- ***ENABLE SCHEDULED EMAIL***: This feature used to enable scheduled email.
- ***ENABLE END WORK PERIOD EMAIL***: This feature enables end work period email.
- ***ENABLE NOTIFICATION***: This feature used to get notification.
- ***ENABLE AUTO PRINT***: This feature used to take print automatically.
- ***ENABLE INBUILT FINGERPRINT LOGIN***: This feature enables fingerprint login.
- ***ENABLE ON-SCREEN KEY BOARD:*** This feature enables On-Screen Key Board.
- ***ENABLE AUTO BACKUP***: This feature enables Auto Backup.
- ***ENABLE INCLUSIVE TAX CALCULATION***: This feature enables inclusive tax calculation.
- ***ENABLE BEVERAGE***: This feature is to enable the Bar.
- ***ENABLE GARTUITY***: By enabling this feature you can save the details of tip/gratuity given to each food server.
- ***ENABLE ANDROID REPORT***: You can see the reports in your android device.
- ***ENABLE BACK OFFICE***: If you want to enable the ZKPOS restaurant back office, you have to enable this option.

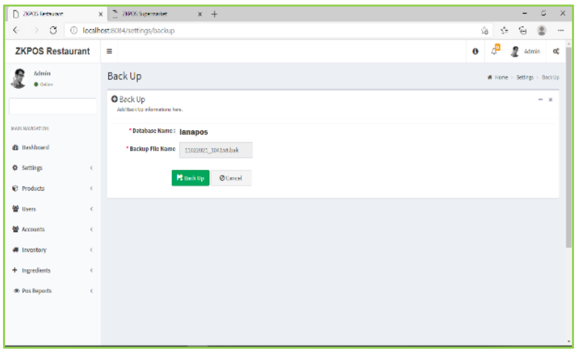
ABOUT

ZKPOS version, Copyright, Website address, Release date, support mail ID etc. are provided in this section. This is just for your reference purpose. You can contact or send your queries to the provided mail id.



BACKUP YOUR DATA

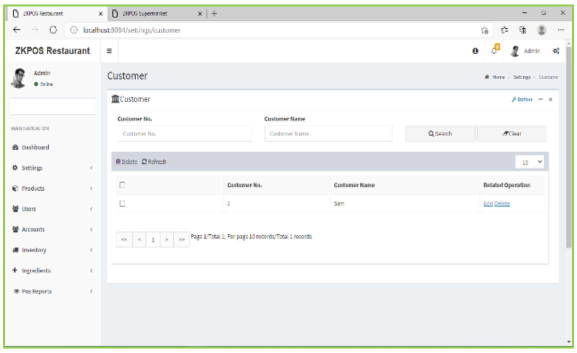
It is better to keep a backup copy of the important data somewhere else in the system. So you have an option to do the same.



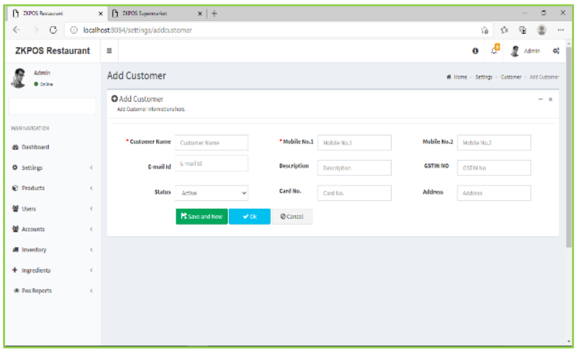
- Go to SETTINGS.
- From the MENU OPTIONS, click BACKUP.
- DATABASE NAME will be there by default.
- You can browse and select the location to store your backup file.
- Enter the backup file name.
- Click BACKUP button to backup or CANCEL to cancel the operation.

NEW CUSTOMER

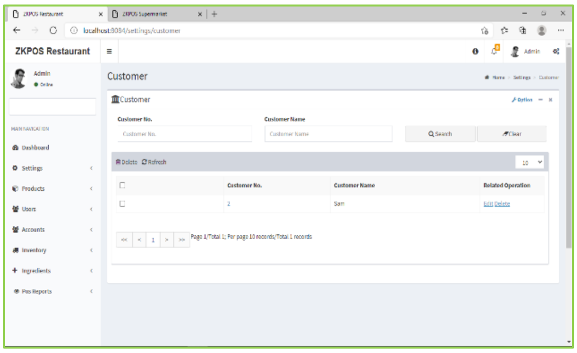
If you have regular CUSTOMERS, you can save their details. Later that will help you during payment and promote their visits by giving gifts or points.



- Go to SETTINGS.
- Click on CUSTOMER.
- To add a new customer, click on the ADD button in option link.



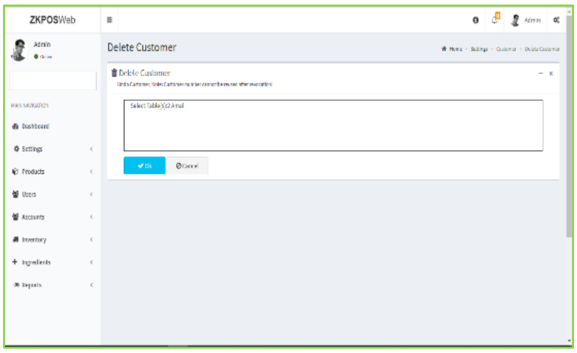
- Enter basic customer details in the appropriate fields including customer name, phone numbers, email id, status and finally the address of the customer.
- Enter card number, GSTIN Number.
- Save the details by clicking on the SAVE button.



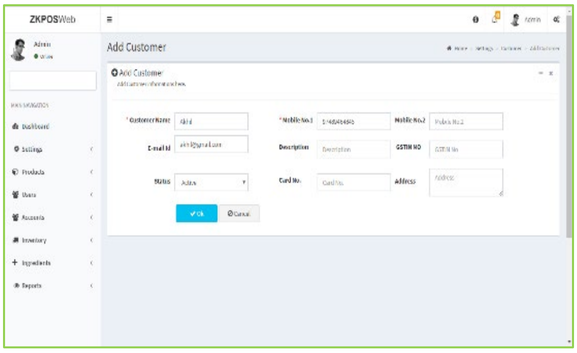
- Go to SETTINGS menu.
- Click CUSTOMER.
- To search a customer a search field is there.

EDIT / DELETE A CUSTOMER

If you want to delete a saved customer, you may follow the steps below.



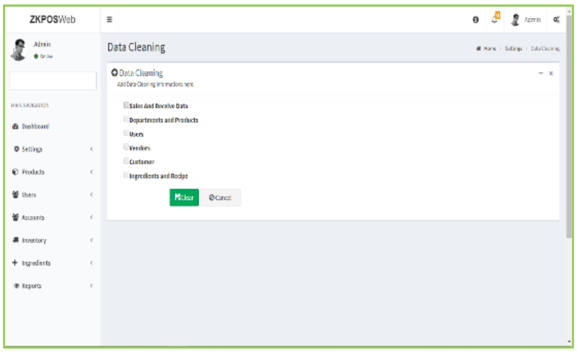
- Go to SETTINGS.
- Click CUSTOMER from the menu options.
- You can see the saved customers as shown above. Click on the Customer that you want to delete.



- If you want to edit the customer details, then make necessary changes and click UPDATE button.
- Otherwise click DELETE button and YES in the confirmation pop up.
- Click OK in the confirmation dialog box.

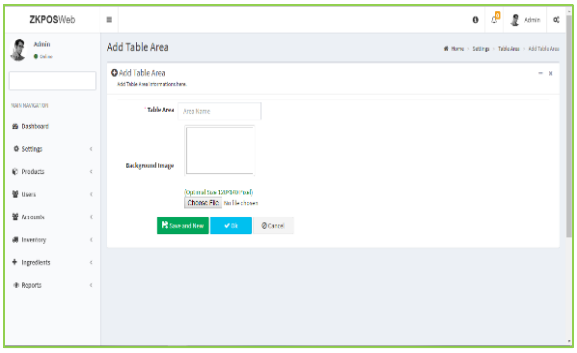
DATA CLEANING

When you want to delete the data stored in ZKPOS, erase everything from it using this functionality. But it needs the ADMIN privilege to do this task.

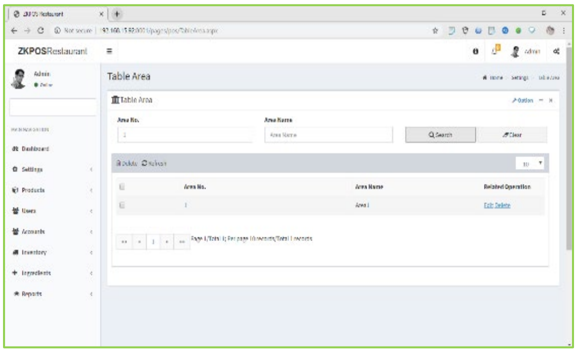


- Go to SETTINGS.
- Click on DATA CLEANING.
- Select appropriate checkboxes based on your requirements.
- Now click CLEAR button.
- Click YES on the warning popup, and then click.
- OK in the confirmation dialog box.

TABLE AREA



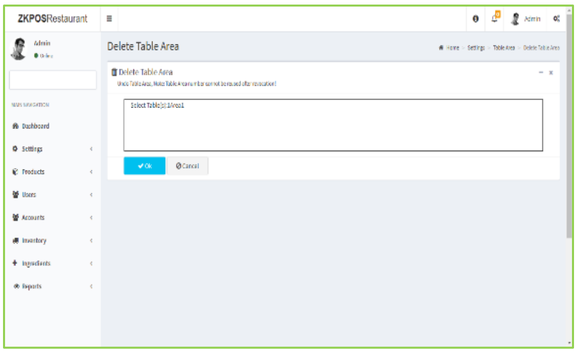
- Go to SETTINGS.
- Click on TABLE AREA.
- To add a new TABLE AREA
- Click on the ADD button in option link.
- Enter Table Area.
- Choose Background image.
- Save the details by clicking on the OK button.



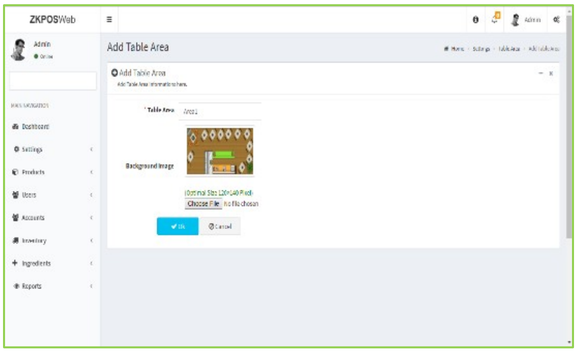
- In this section SEARCH facility is there.
- Go to SETTINGS menu.
- Click TABLE AREA.
- To search a Table Area a search field is there.

EDIT/DELETE TABLE AREA

If you want to delete a saved area, you may follow the steps below.

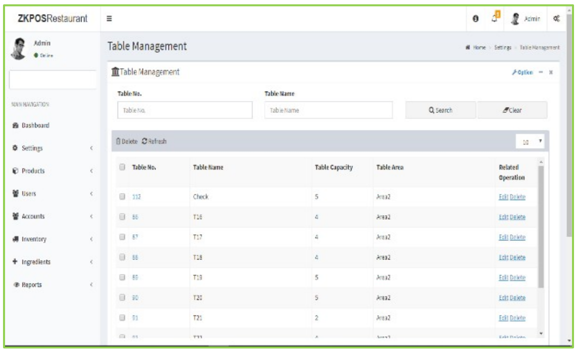


- Go to SETTINGS.
- Click TABLE AREA from the menu options.
- You can see the saved area as shown above. Click on the Table Area that you want to delete.

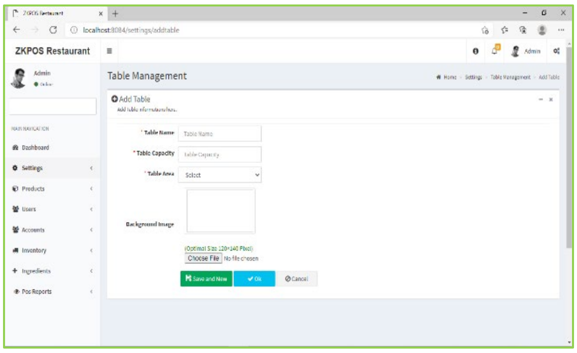


- If you want to edit the Table Area, then make necessary changes and click OK button.

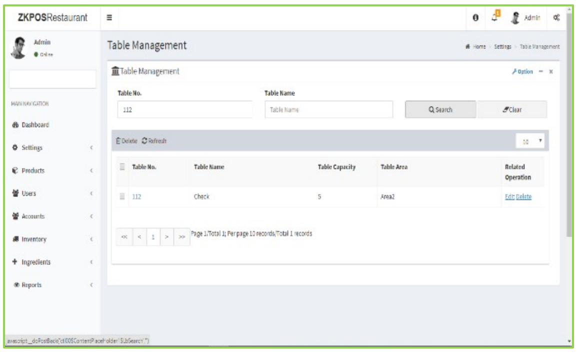
TABLE MANAGEMENT



- Go to SETTINGS.
- Click on TABLE MANAGEMENT.
- To add a new TABLE, click on the ADD button in option link.



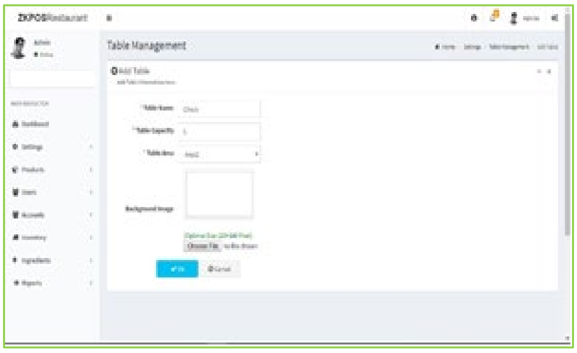
- Enter Table Name, Table Capacity and Table Area.
- Choose Background image.
- Save the details by clicking on the OK button.
- In this section SEARCH facility is there.



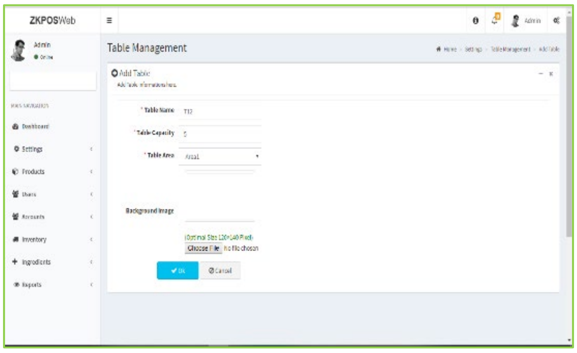
- Go to SETTINGS menu.
- Click TABLE MANAGEMENT.
- To search a Table Management a search field is there.

EDIT/DELETE TABLE MANAGEMENT

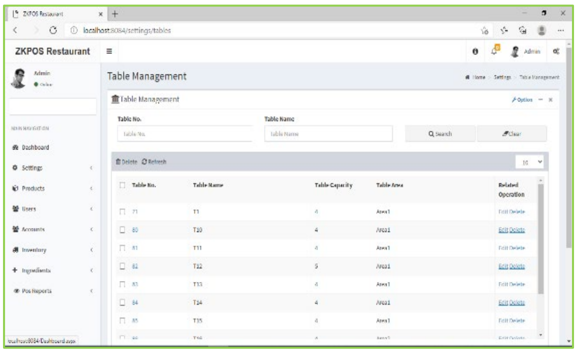
If you want to delete a saved area, you may follow the steps below.



- Go to SETTINGS.
- Click TABLE MANAGEMENT from the menu options.
- You can see the saved table as shown above. Click on the Table that you want to delete.

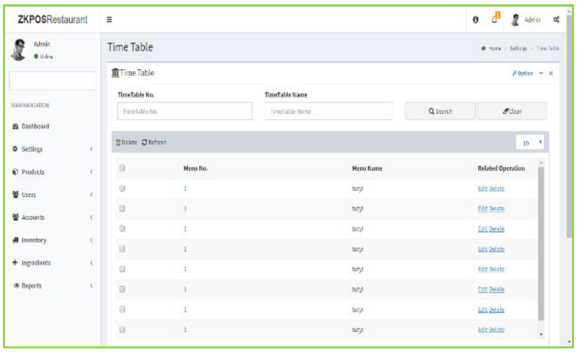


- If you want to edit the Table, then make necessary changes and click OK button.

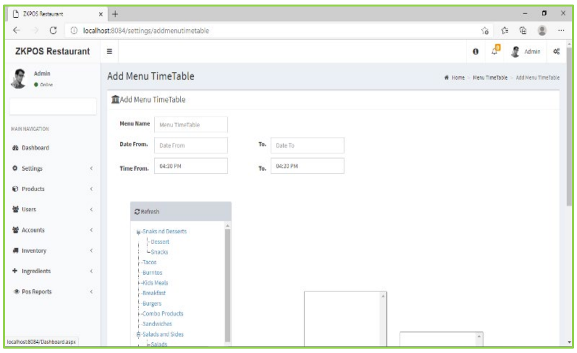


- Otherwise click DELETE button and in the confirmation text area is there.
- Click OK in the confirmation dialog box.

ADD MENU TIME TABLE



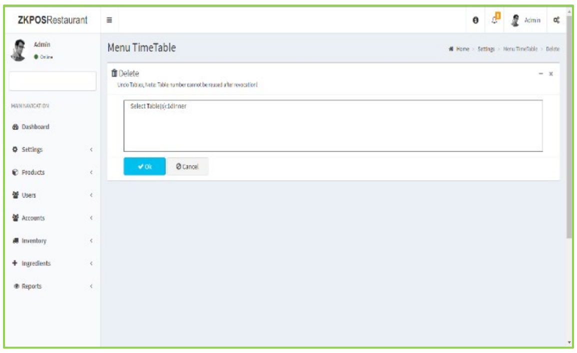
- Go to SETTINGS.
- Click on MENU TIME TABLE on the option button.
- To add a new TIME TABLE, click on the ADD button.



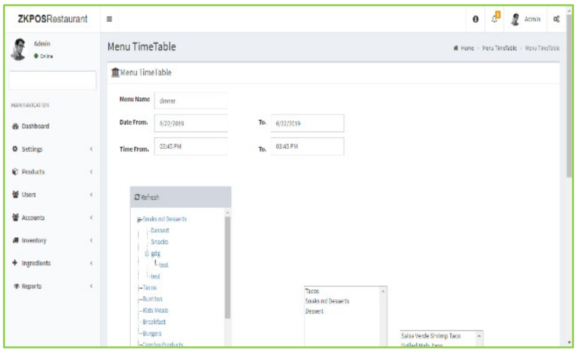
- Enter Menu Name, Date From, Date To, Time from and Time To.
- Add department and products to the list.
- Save the details by clicking on the OK button.

EDIT/DELETE MENU TIME TABLE

If you want to delete a saved menu time table, you may follow the steps below.



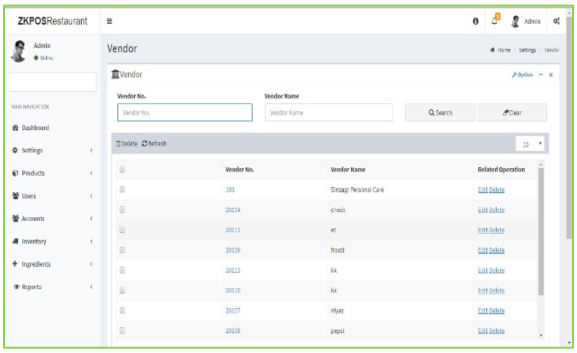
- Go to SETTINGS.
- Click MENU TIME TABLE from the menu options.
- You can see the saved menu as shown above. Click on the Delete menu that you want to delete.



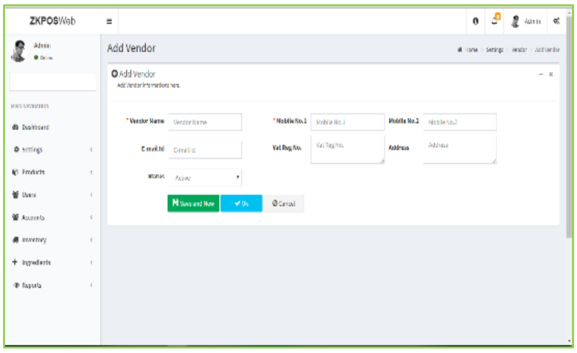
- If you want to edit the Table, then make necessary changes and click OK button.

ADDING NEW VENDOR

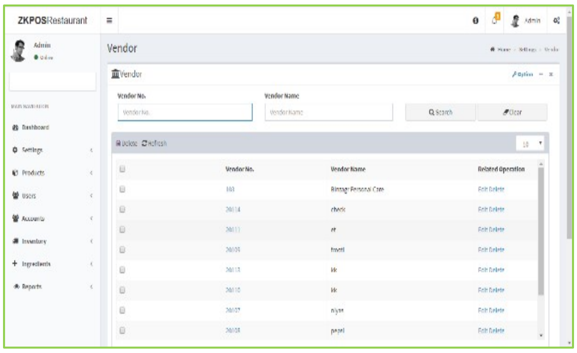
A Vendor is a person whom provides the products, so to add vender details while adding product, first you need to add Vendor details. Here you can see how to add a VENDOR



- Login as ADMIN.
- Go to SETTINGS.
- Choose VENDOR and then click ADD button.



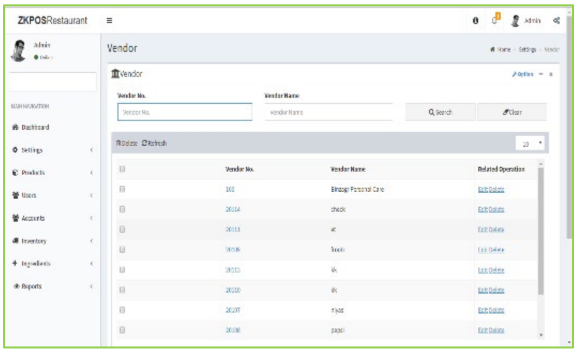
- Enter the VENDOR DETAILS in the appropriate fields like Name, Phone Number, Email ID, Vat Register Number, Address and Status.
- After entering necessary details click SAVE button.



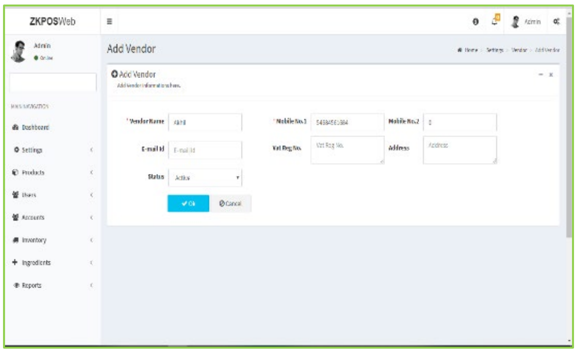
- Go to SETTINGS menu.
- Click VENDOR.
- To search a vendor a search field is there.

EDIT / DELETE A VENDOR

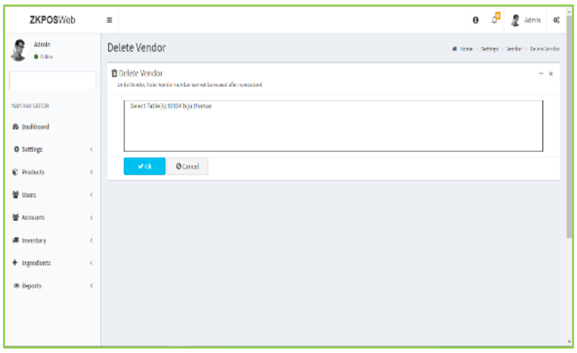
You can delete a vendor as you deleted a customer before.



- Go to SETTINGS.
- Click on VENDOR.



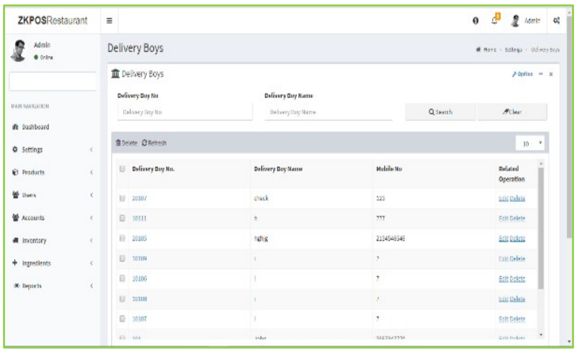
- Every saved vendor name will be displayed; you have to choose the vendor that you want to edit/ delete.
- If you want to edit, then make necessary changes and click UPDATE button.



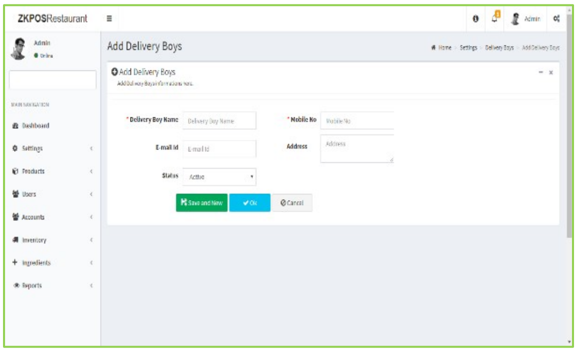
- Now click on the delete button and YES in the confirmation pop up.
- Click OK in the confirmation dialog box.

ADDING DELIVERY BOYS

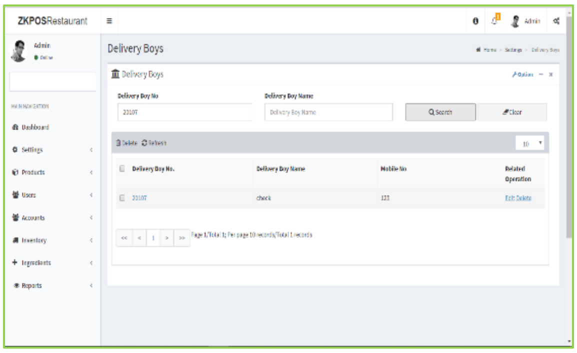
A Delivery boy is a person whom provides the products, so to add vender details while adding product, first you need to add Vendor details. Here you can see how to add a VENDOR.



- Login as ADMIN.
- Go to SETTINGS.
- Choose DELIVERY BOYS and then click ADD button in option menu.



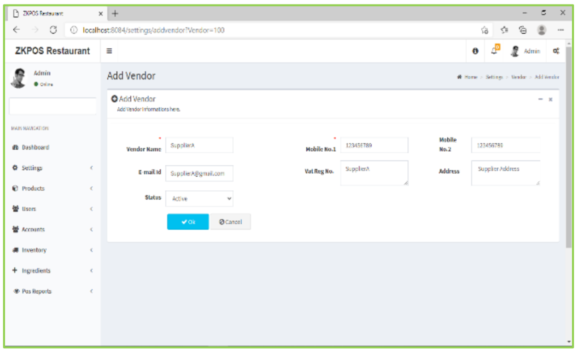
- Enter the DELIVERY BOYS DETAILS in the appropriate fields like Delivery Boy Name, Mobile Number, Email ID, Address and Status.
- After entering necessary details click OK button.



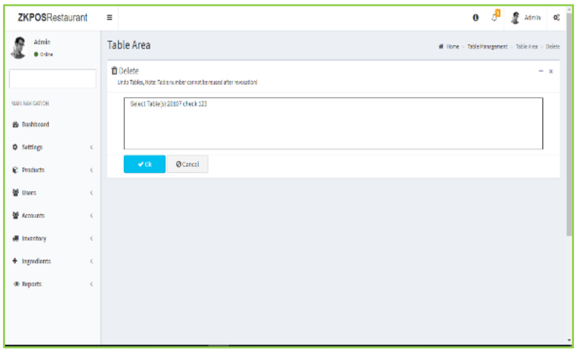
- In this section SEARCH facility is there.
- Go to SETTINGS menu.
- Click DELIVERY BOYS.
- To search a Delivery Boys a search field is there.

EDIT / DELETE A DELIVERY BOYS

You can delete a Delivery Boys as you deleted a Delivery Boys before.

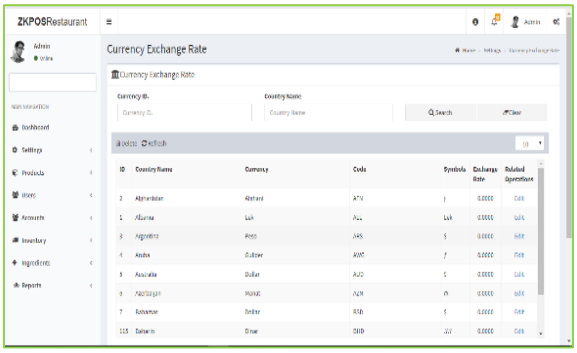


- Go to SETTINGS.
- Click on DELIVERY BOYS.
- Every saved delivery boy name will be displayed; you have to choose the delivery boys that you want to edit/ delete.
- If you want to edit, click on edit button, then make necessary changes and click UPDATE button.

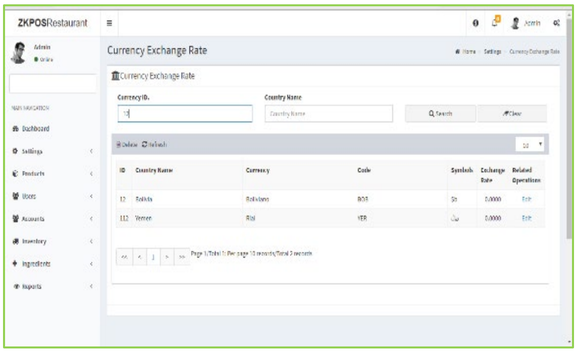


- Now click on the delete button.
- Click OK in the confirmation dialog box.

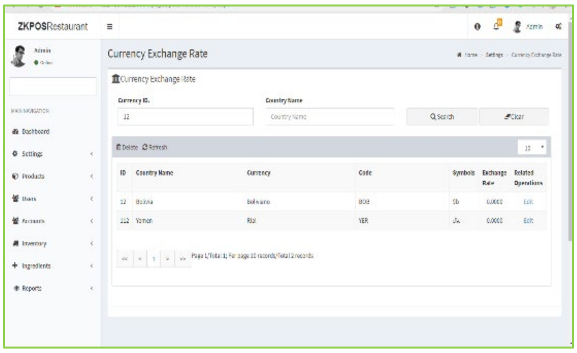
CURRENCY EXCHANGE RATE



- Go to SETTINGS.
- Click on CURRENCY EXCHANGE RATE.
- All Multicurrency's are displayed there.

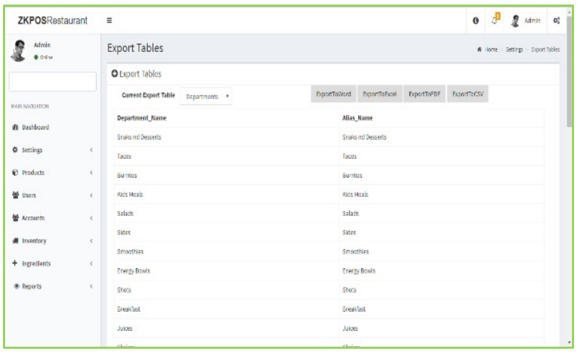


- In this section SEARCH facility is there.
- Go to SETTINGS menu.
- Click MULTICURRENCY.
- To search a Multicurrency a search field is there.



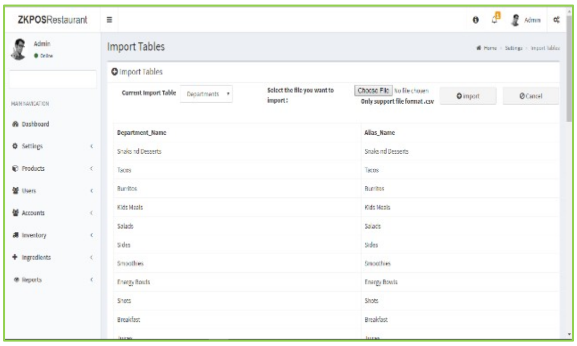
- All multicurrency is displayed there, you have to choose the multicurrency that you want to edit.
- If you want to edit, then make necessary changes and click UPDATE button.

EXPORT TABLES



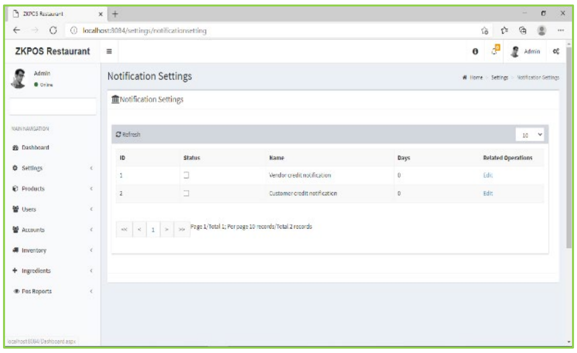
- Go to SETTINGS.
- Click on EXPORT TABLES.
- All Export Tables are displayed there.
- Choose Current Export Table.
- Some options are there, Export to Word, Export to Excel, Export to PDF, and Export to CSV. You can choose the above options.

IMPORT TABLES

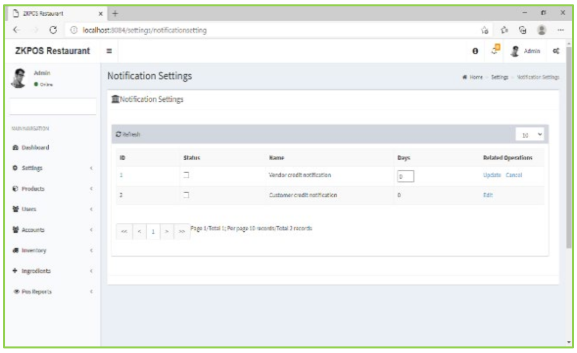


- Go to SETTINGS.
- Click on IMPORT TABLES.
- All Import Tables are displayed there.
- We can Import Table, then choose Current Import Table.
- Then select the file you want to import.
- Then click IMPORT button.

NOTIFICATION SETTINGS

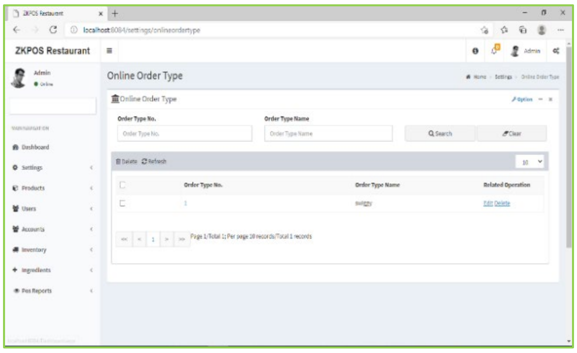


- You can add the notification details here.
- You get notification about vendor credit and customer credit.
- Tick on the check box under the status column.

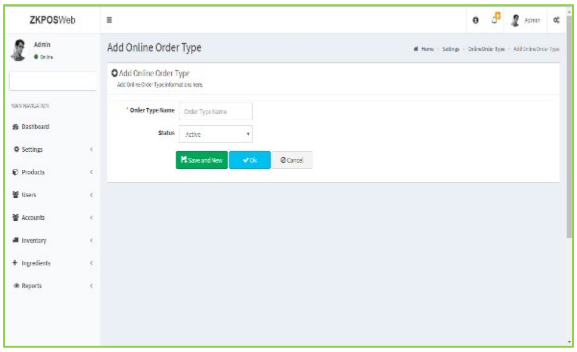


- To edit the notification days, click on edit button against it.
- Enter the number of days and click update button.

ONLINE ORDER TYPE

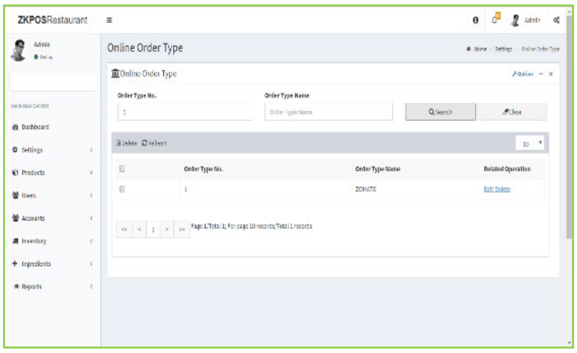


- Go to Settings.
- Click ONLINE ORDER TYPE.
- Click ADD button in option menu.



- Enter the ONLINE ORDER TYPE DETAILS in the appropriate fields like Order Type Name, Status.
- After entering necessary details click SAVE AND NEW button.

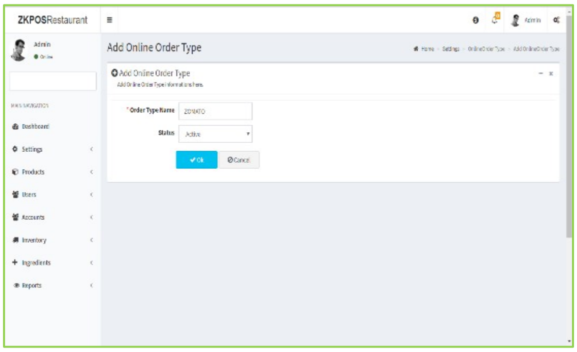
In this section SEARCH facility is there.



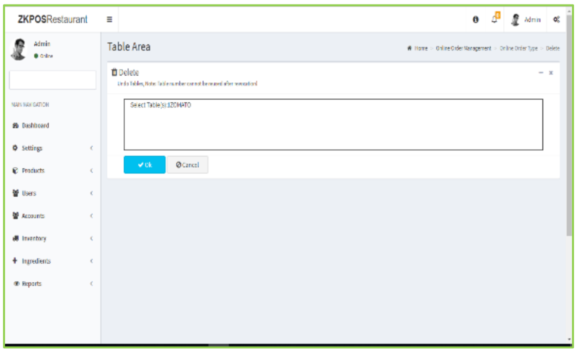
- Go to SETTINGS menu.
- Click EXPENSE DETAILS.
- To search an Expense Details a search field is there.

EDIT / DELETE A ONLINE ORDER TYPE

You can delete an Online Order Type as you deleted an Expense Type before.

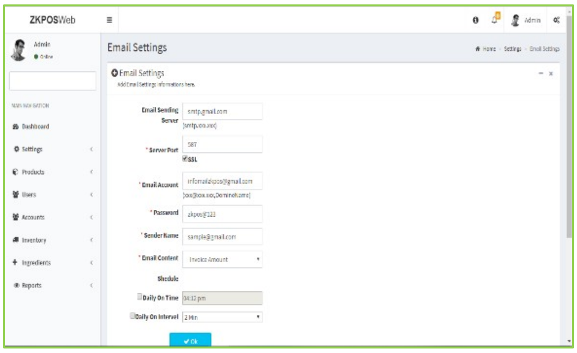


- Every saved online order type will be displayed; you have to choose the online order type that you want to edit/ delete.
- If you want to edit, then make necessary changes and click OK button.



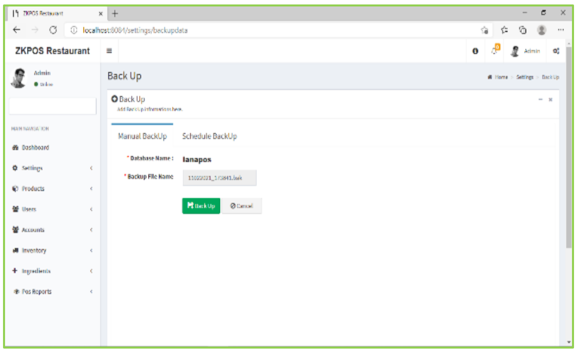
- Now click on the delete button and YES in the confirmation pop up.

EMAIL SETTINGS

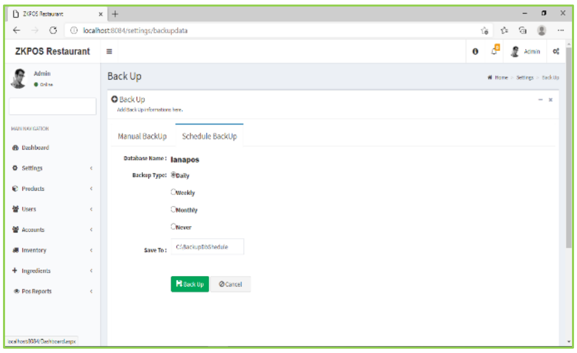


- Go to SETTINGS.
- Click on EMAIL SETTINGS.
- Enter the details as shown in the figure.
- Enter the schedule.
- Click OK.

AUTO BACK UP



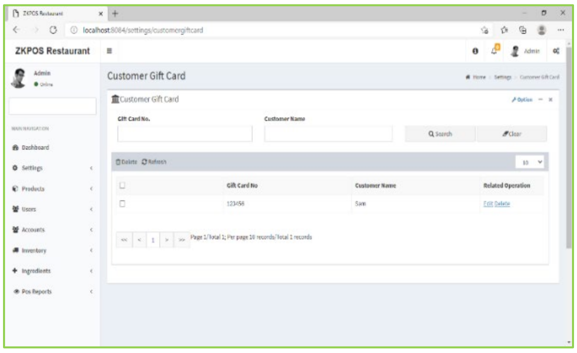
- You can back up your database here.
- Go to SETTINGS.
- Select Auto back up.
- You can see two options there- manual back up and schedule back up.
- Select manual back up first.



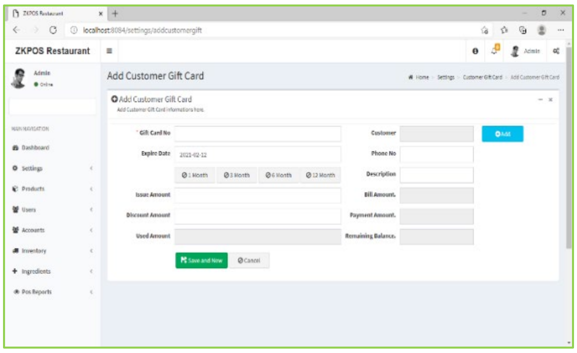
- Database name and back up file name automatically appears there.
- Click back up button to complete the action.
- Now select schedule back up.
- Select the backup type.
- Select the location at which the backup is saved.

CUSTOMER GIFT CARD

You can give gift cards to particular customers.



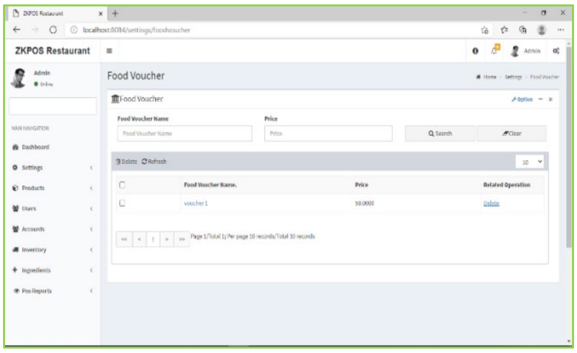
- Go to SETTINGS.
- Click on Customer gift card.
- You can view the already save gift cards there.



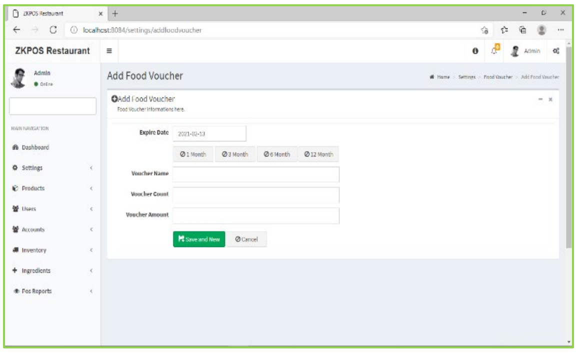
- To add new gift card, click ADD button from option link.
- Enter gift card number, expiry date, customer and amount details.
- Click Save & New button.
- You can edit or delete the customer gift card details by clicking the respective button in related operation.

FOOD VOUCHER

You can create vouchers through this feature.



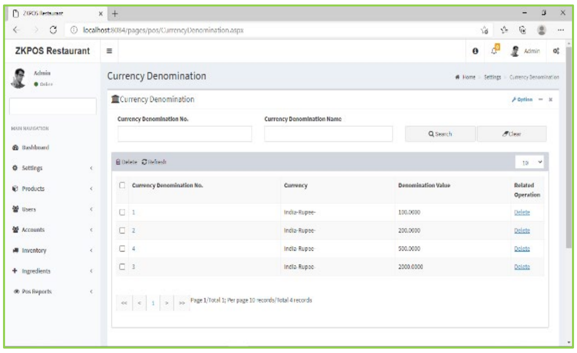
- Go to SETTINGS.
- Select Food voucher.
- You can see already created vouchers there.



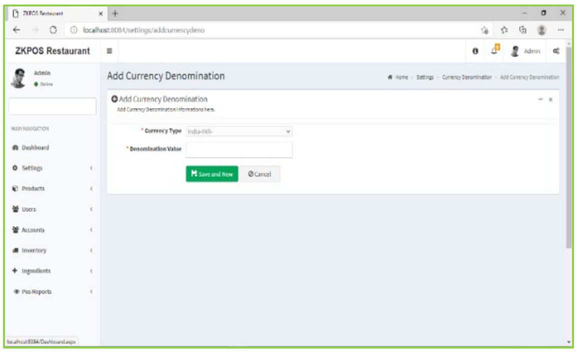
- Click on add button in option link to create a new voucher.
- Enter expiry date, voucher name, voucher count, and voucher amount.
- Click Save & New button.

CURRENCY DENOMINATION

Denomination is a proper description of a currency amount, usually for coins or banknotes.



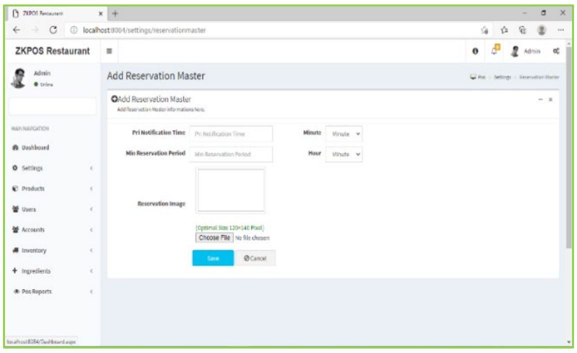
- Go to SETTINGS.
- Click on currency denomination.



- To add new currency denomination, click on Add button from option link.
- Enter the denomination value.
- Click Save & New button.

RESERVATION

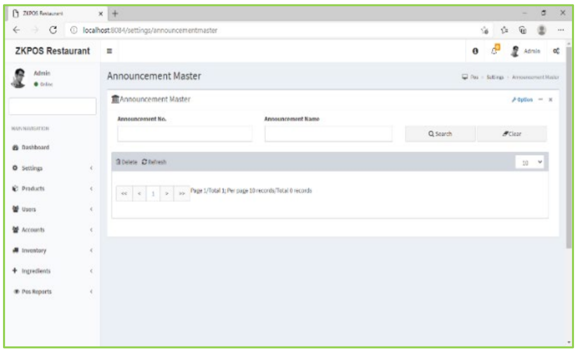
We can set the master settings for reservation here.



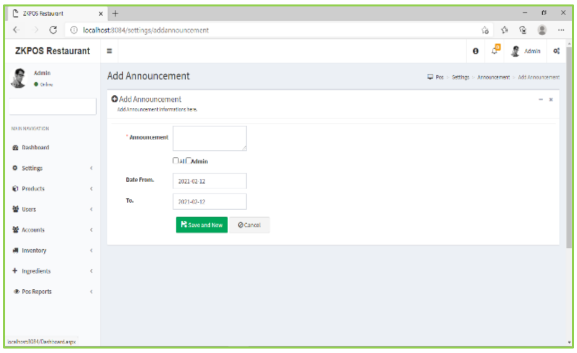
- Go to SETTINGS.
- Click reservation.
- Add primary notification time and minimum reservation period.
- Browse the image.
- Click SAVE button.

ANNOUNCEMENT MASTER

You can see the announcement you created here.



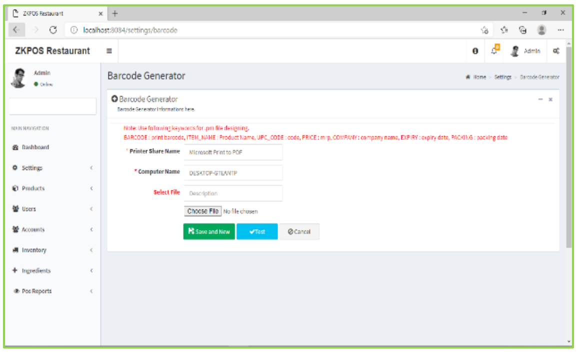
- Go to Settings.
- Click on Announcement.
- To add new announcement, click on add button in option link.



- Enter the announcement.
- Select the user.
- Enter the date range.
- Click Save and New.

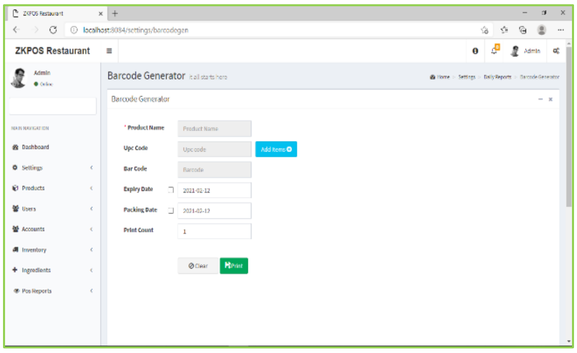
BARCODE

Enter barcode generator information here.



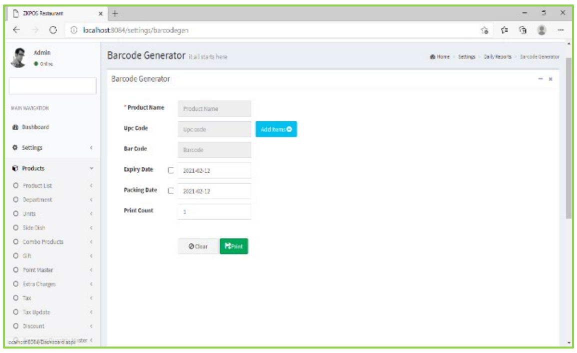
- Go to settings.
- Click BARCODE option.
- Enter printer share name and computer name.
- Select .prn file.
- Click save & New button.
- Test the connection.

BARCODE GENERATOR



- Go to Settings.
- Click on Barcode generator.
- Click add items.
- Select item from the pop up.
- Select if you want to show the expiry date and packing date.
- Enter the print quantity.
- Click print button.

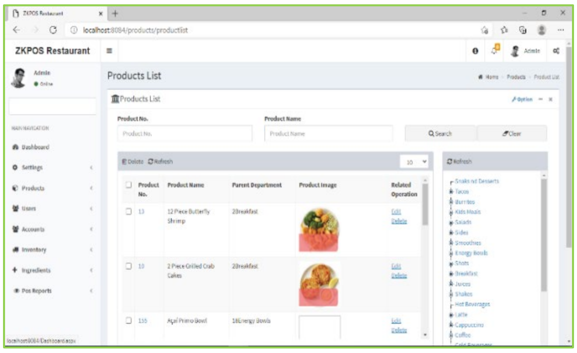
STEP 4 - PRODUCTS



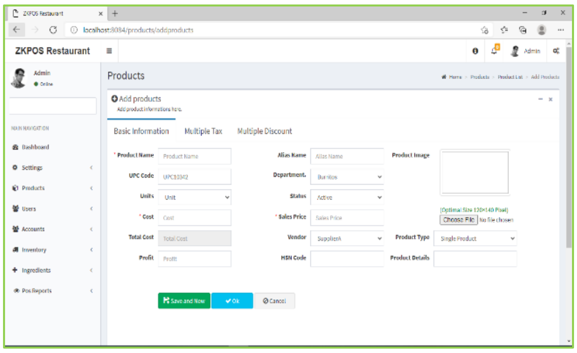
- Click on PRODUCTS.

PRODUCT LIST

Add all product details to ZKPOS.

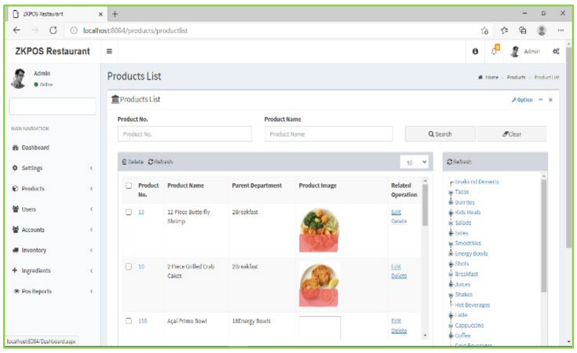


- To add a new product, go to PRODUCTS.
- Click PRODUCTS.
- From the menu options, select PRODUCT LIST.
- Then click ADD button in option menu.



- UPC code is automatically displayed.
- Enter Product Name, Alias Name, Cost, And Sales Price.
- Choose Units, Status, Vendor, and Product Type.
- Then Click SAVE AND OK button.

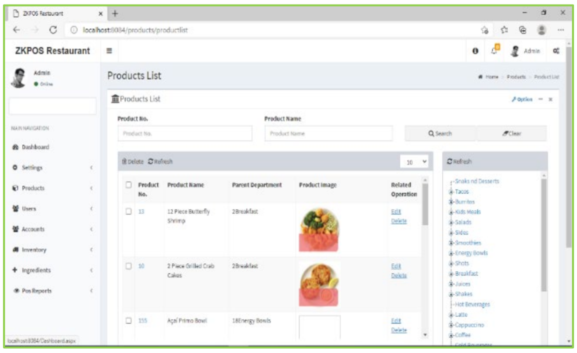
In this section SEARCH facility is there.



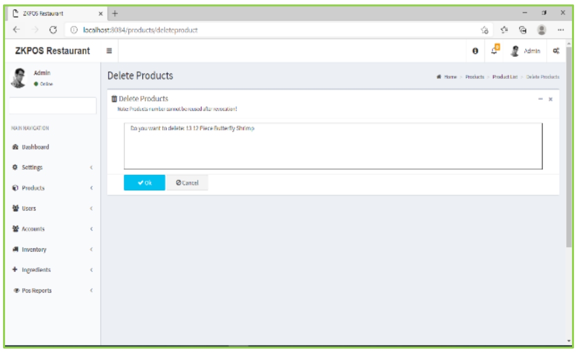
- Go to PRODUCTS menu.
- Click PRODUCT LIST.
- To search a Product List a search field is there.

EDIT / DELETE A PRODUCT LIST

You can delete a Product List as you deleted a Product List before.



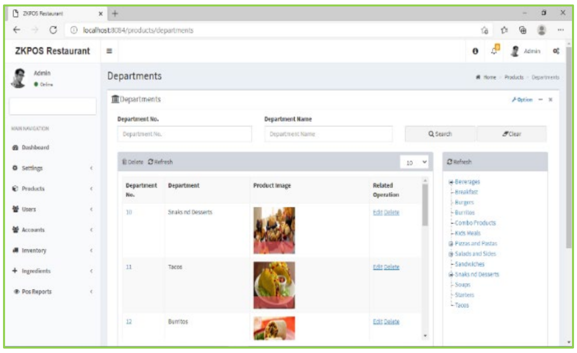
- Go to PRODUCTS.
- Click on PRODUCT LIST.
- Every saved Product List will be displayed; you have to choose the Product that you want to edit.
- If you want to edit, click edit button from related operation.
- Make necessary changes and click OK button.



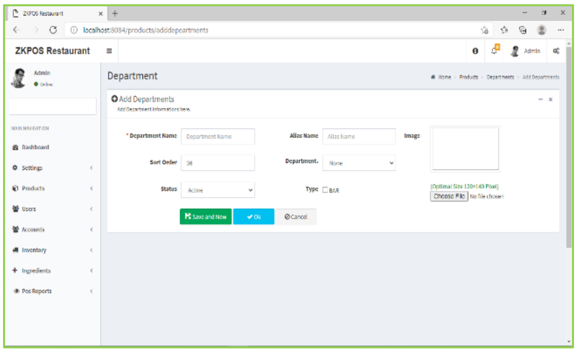
- If you want to delete a product, click delete button from related operation.
- Click ok to confirmation.

DEPARTMENT

A grocery retailer may feel difficulty in handling wide range of products. But you can manage them easily if you could categorize products into different departments. In order to do so, follow the steps below.

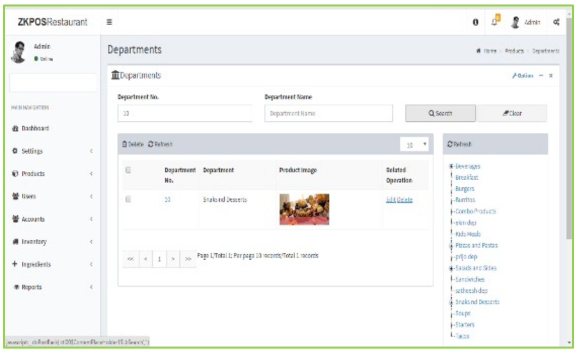


- To add a new department, go to PRODUCTS.
- Click PRODUCTS.
- Click DEPARTMENT.
- Then click ADD button in option menu.



- Enter Department Name, Alias Name, Sort Order, Department, And Status.
- Choose Image.
- Then Click SAVE AND OK button.

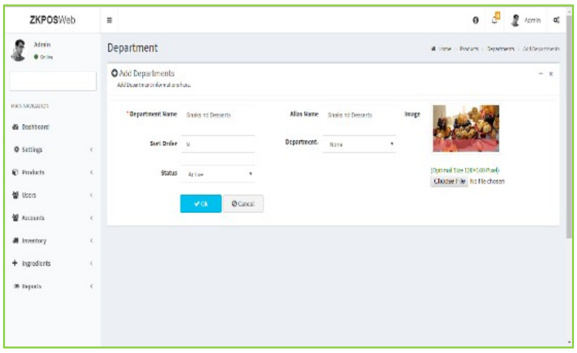
In this section SEARCH facility is there.



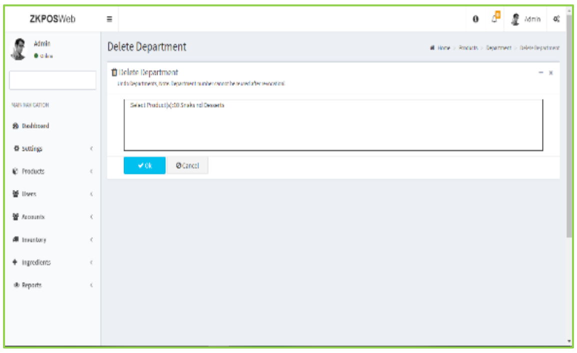
- Go to PRODUCTS menu.
- Click DEPARTMENT.
- To search a Department a search field is there.

EDIT / DELETE A DEPARTMENT

You can delete a Department as you deleted a Department before.



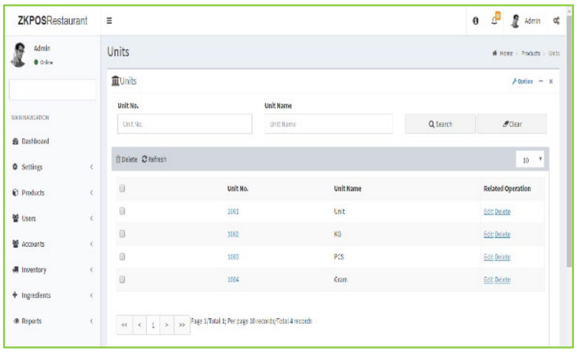
- Go to PRODUCTS.
- Click on DEPARTMENT.
- Every saved Department will be displayed; you have to choose the Department that you want to edit.
- If you want to edit, select edit option from related operations, then make necessary changes and click OK button.



- Now click on the delete button from related operations and YES in the confirmation pop up.

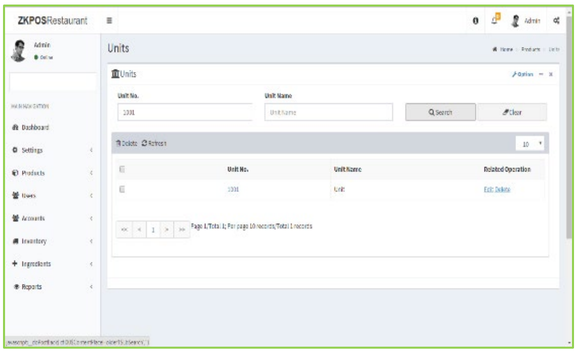
UNIT

Each item is measured as a particular UNIT. You can add, edit and delete units in this section.



- To add a new Unit, go to PRODUCTS.
- Click PRODUCTS.
- Click UNIT.
- Then click ADD button in option menu.
- Enter Unit ID, Unit Name and Quantity.
- Then Click Save & New or OK button.

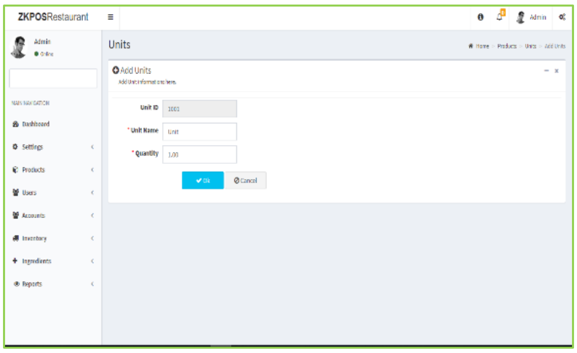
In this section SEARCH facility is there.



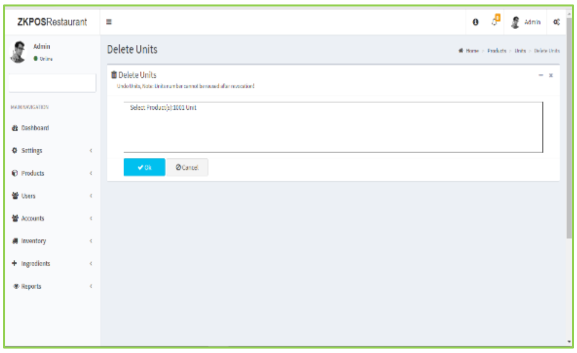
- Go to PRODUCTS menu.
- Click UNITS.
- To search a Units a search field is there.

EDIT / DELETE A UNIT

You can delete a Unit as you deleted a Unit before.



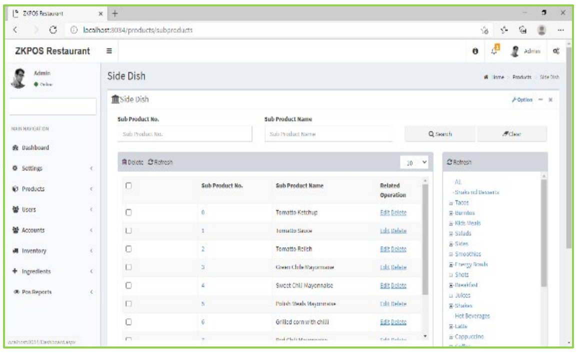
- Go to PRODUCTS.
- Click on UNITS.
- Every saved Units will be displayed; you have to choose the Units that you want to edit
- If you want to edit, then make necessary changes and click OK button.



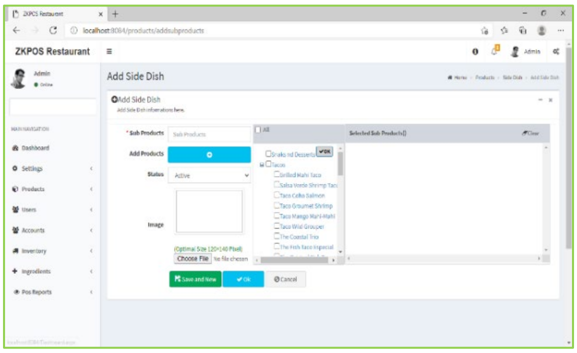
- Now click on the delete button from related operations and YES in the confirmation pop up.

SIDE DISH

Each side dishes are displayed there. You can add, edit and delete side dish in this section.

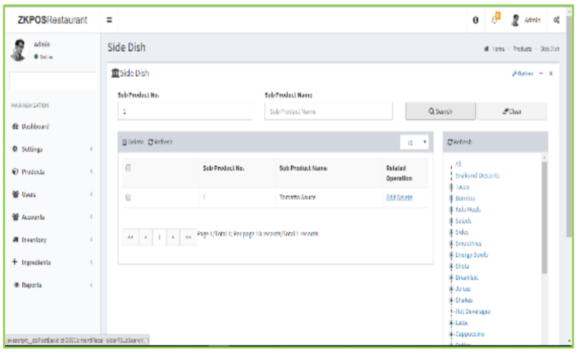


- To add a new Side dish, go to PRODUCTS.
- Click SIDE DISH.
- Then click ADD button in option menu.



- Enter Sub products.
- Add product into the list.
- Browse Image.
- Then Click SAVE AND NEW button.

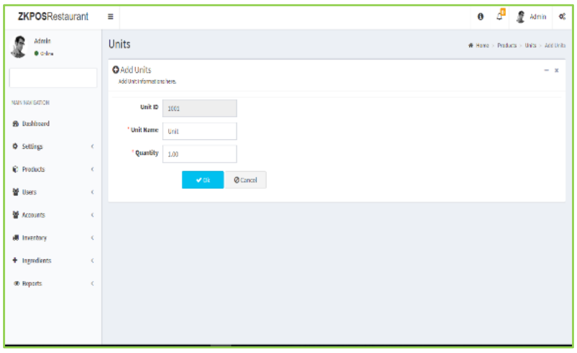
In this section SEARCH facility is there.



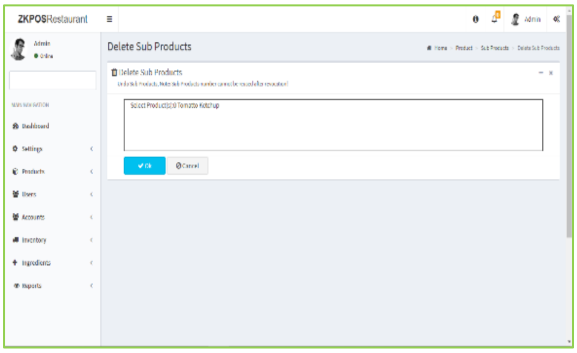
- Go to PRODUCTS menu.
- Click SIDE DISH.
- To search a Side dish a search field is there.

EDIT / DELETE A SIDE DISH

You can delete a Side dish as you deleted a Side dish before.

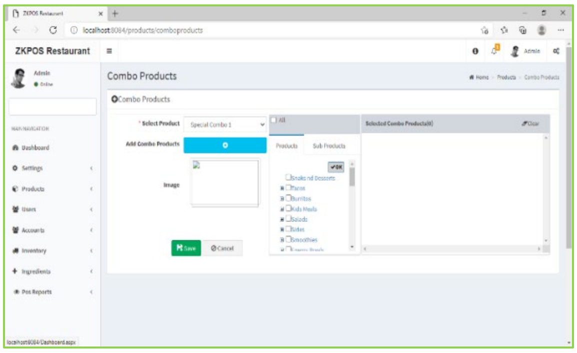


- Go to PRODUCTS.
- Click on SIDE DISH.
- Every saved Side dish will be displayed; you have to choose the Side dish that you want to edit.
- If you want to edit, then make necessary changes and click OK button.



- Now click on the delete button and YES in the confirmation pop up.

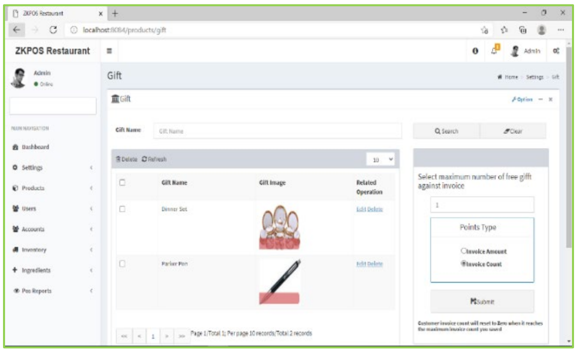
COMBO PRODUCT



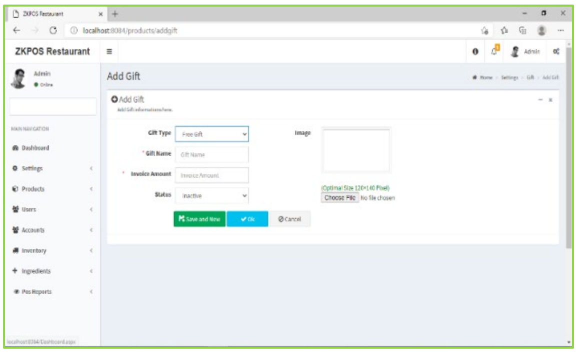
- Go to PRODUCTS.
- Click COMBO PRODUCT.
- Select combo Product from drop down.
- Corresponding Images are displayed.
- Click Add Combo Product.
- Select the products from it
- Then Click SAVE button.

GIFT

Each gift is displayed there. You can add, edit and delete gift in this section.

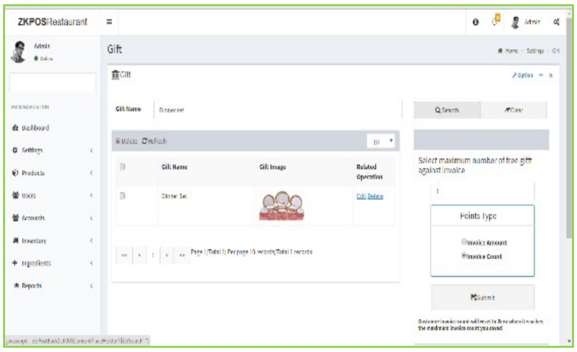


- To add a new gift, go to PRODUCTS.
- Click GIFT.
- Then click ADD button in option menu.



- Choose Gift type.
- Enter Gift name and Invoice Amount.
- Choose Status.
- Browse Image.
- Then Click SAVE AND NEW button.

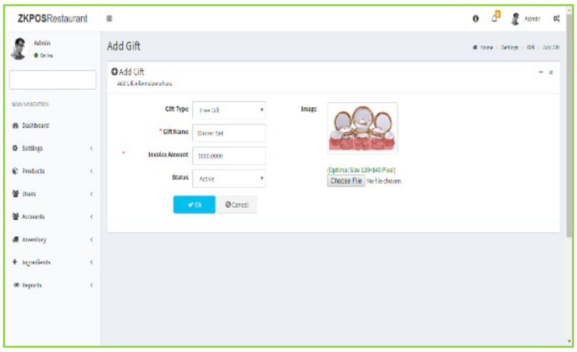
In this section SEARCH facility is there.



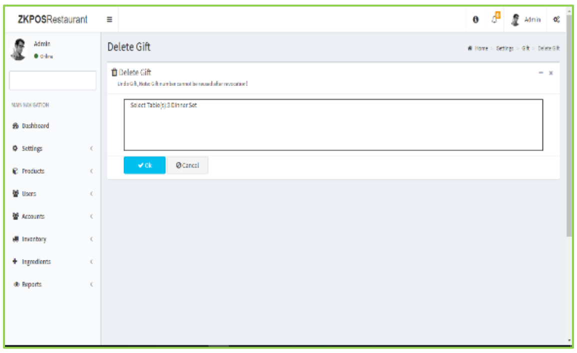
- Go to PRODUCTS menu.
- Click GIFT.
- To search a Gift a search field is there.

EDIT / DELETE A GIFT

You can delete a Gift as you deleted a Gift before.

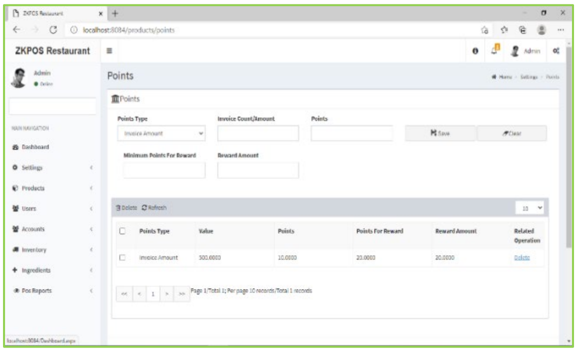


- Go to PRODUCTS.
- Click on GIFT.
- Every saved Gift will be displayed; you have to choose the Gift that you want to edit.
- If you want to edit, then make necessary changes and click OK button.



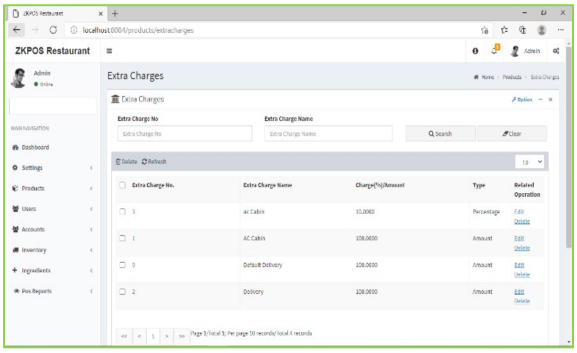
- Now click on the delete button and YES in the confirmation pop up.

POINT MASTER

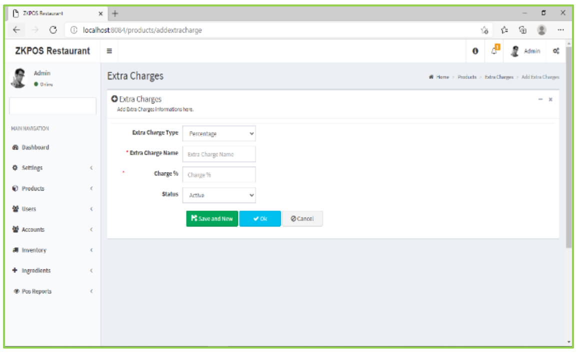


- Go to PRODUCTS.
- Click on POINT MASTER.
- Enter the details in respective fields.
- Click SAVE.

EXTRA CHARGES

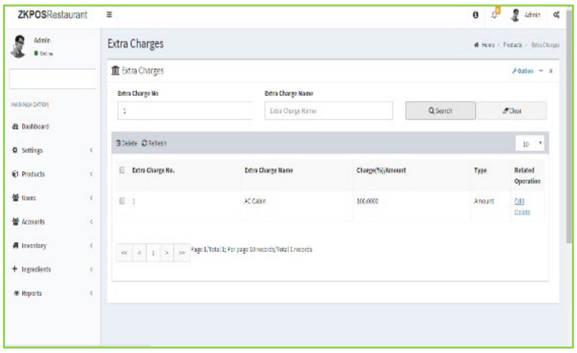


- To add a new Unit, go to PRODUCTS.
- Click EXTRA CHARGES.
- Then click ADD button in option menu.



- Enter Extra Charge Type, Extra Charge Name, Charge % and Status.
- Then Click SAVE AND NEW button.

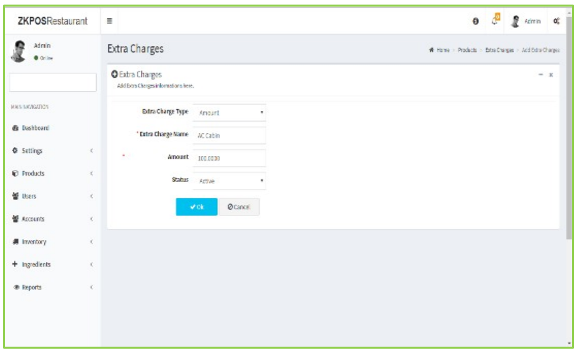
In this section SEARCH facility is there.



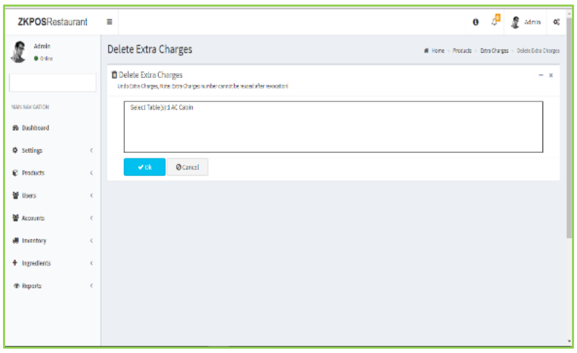
- Go to PRODUCTS menu.
- Click EXTRA CHARGES.
- To search an Extra Charges a search field is there.

EDIT / DELETE EXTRA CHARGES

You can delete an Extra Charges as you deleted an Extra Charges before.

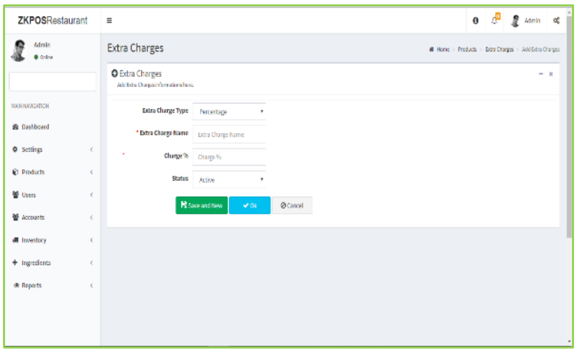


- Go to PRODUCTS.
- Click on EXTRA CHARGES.
- Every saved Extra Charges will be displayed; you have to choose the Extra Charges that you want to edit
- If you want to edit, then make necessary changes and click OK button.

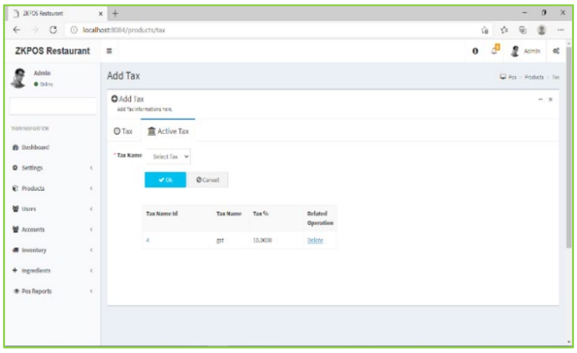


- Now click on the delete button and YES in the confirmation pop up.

TAX



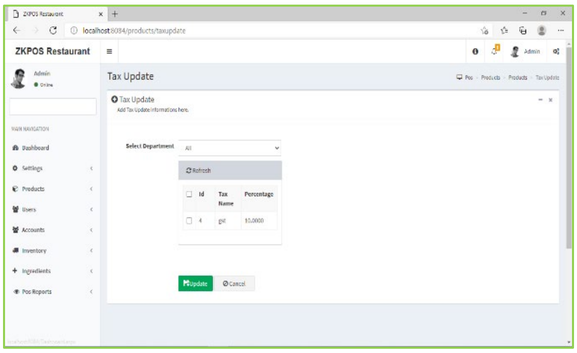
- To add a new Tax, go to PRODUCTS.
- Click TAX.
- Enter Tax Name, Tax %.
- Then Click SAVE AND NEW button.



- Every tax you saved will be shown as in the figure.
- The saved taxes are automatically displayed in active tax tab.
- If you want to inactivate the tax delete it from active tax tab.
- You can add the tax to active tax by selecting the tax from the drop down.

TAX UPDATE

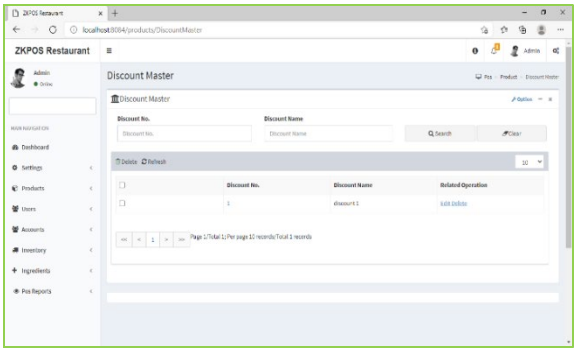
Here we can update the tax department wise.



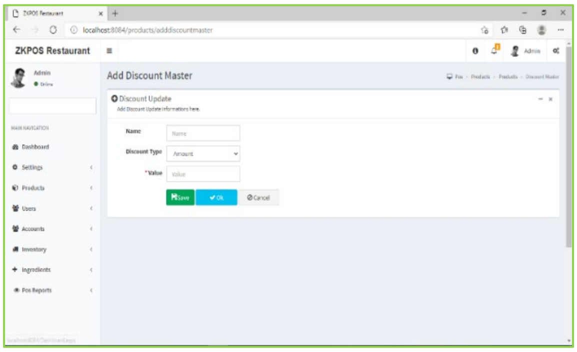
- Go to products.
- Click tax update.
- Select department from drop down.
- Select tax.
- Click update button.

DISCOUNT

You can add discounts here.



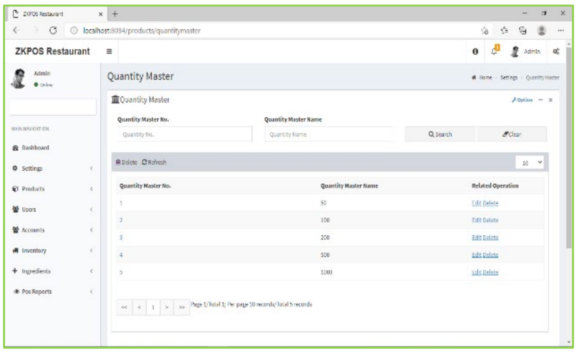
- Go to products.
- Click discount button.
- You can see already saved discounts there.
- To create new discount, click add button from option link.



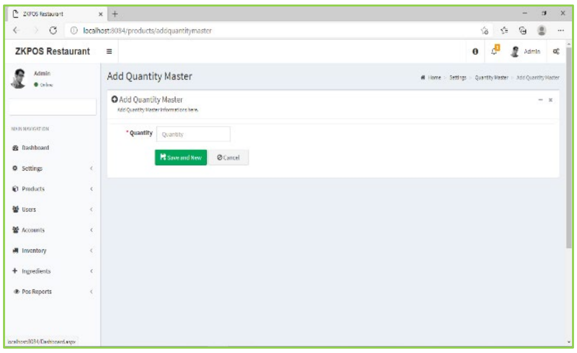
- Enter name, discount type and value.
- Click SAVE button.

BEVERAGES QUANTITY MASTER

You can give quantity details for beverages/bar here.

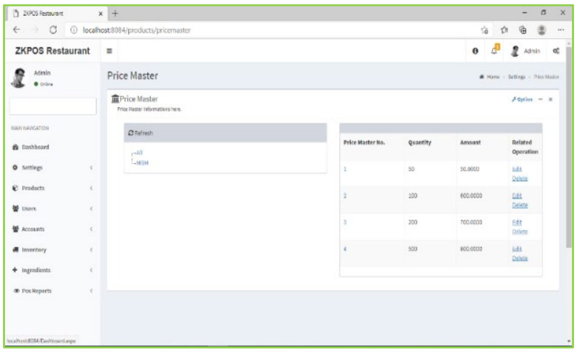


- Go to products.
- Click on beverages quantity master.
- Click on add button from option link to create new quantity.

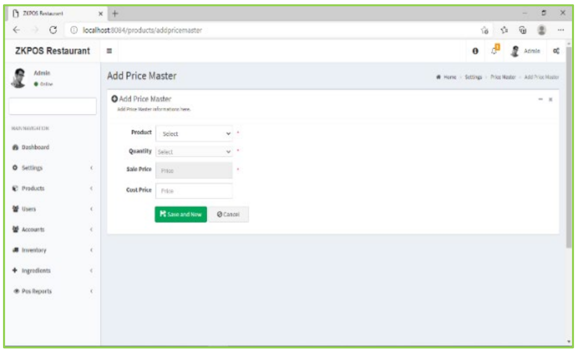


- Enter the quantity.
- Click save &new.

BEVERAGES PRICE MASTER

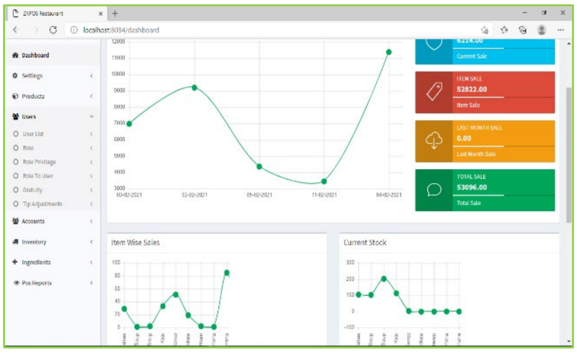


- Go to settings.
- You can see the beverage items and details there.
- To add new price, click on add button from options link.



- Select product and quantity.
- Enter sale price.
- Cost price will be appeared there by default.

STEP 5 - USERS

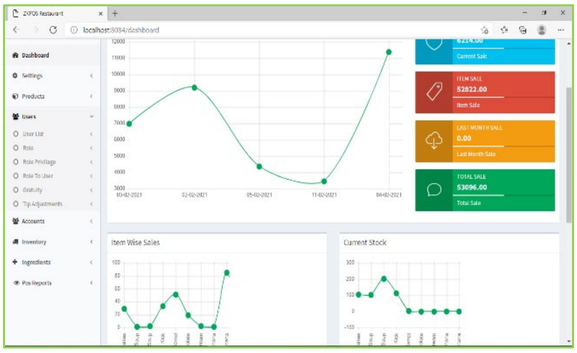


- Go to USERS.

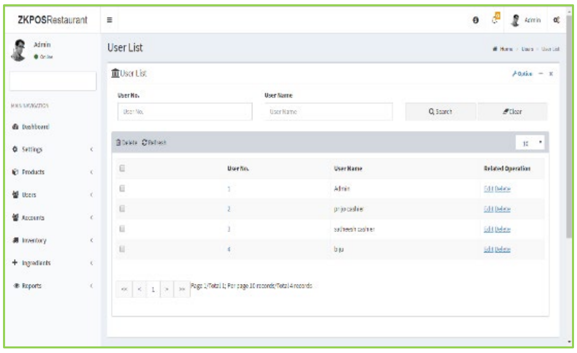
USER LIST

Other than admin you can add other users to ZKPOS Restaurant software. This will let other users to access ZKPOS. Other users can access only limited features that assigned to them. We can add 5 types of user privileges. Admin, Cashier, Food Server, Kitchen Manager and finally the custom. Follow the below steps to learn about other user privileges.

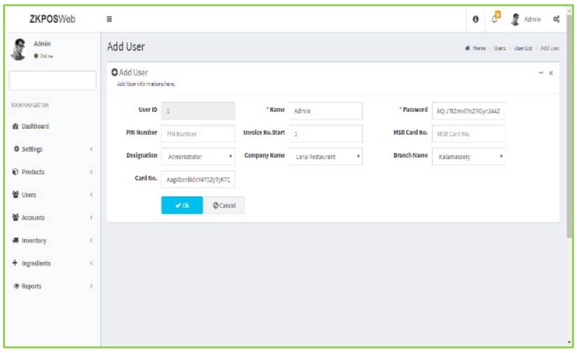
To create a NEW USER, follow the steps below.



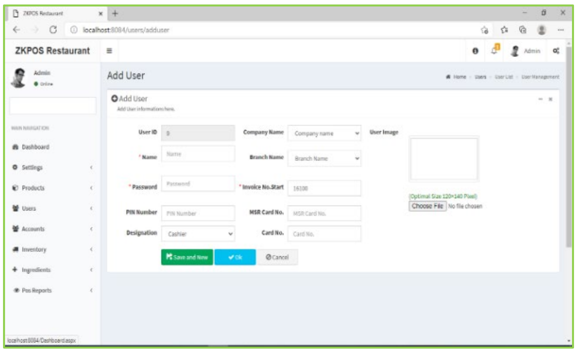
- Open ZKPOS from the menu options click on USERS.



- Click on USER LIST menu on the top left of USER window.
- ADMIN USER will be there by default. To view/edit Admin details click on ADMIN button.



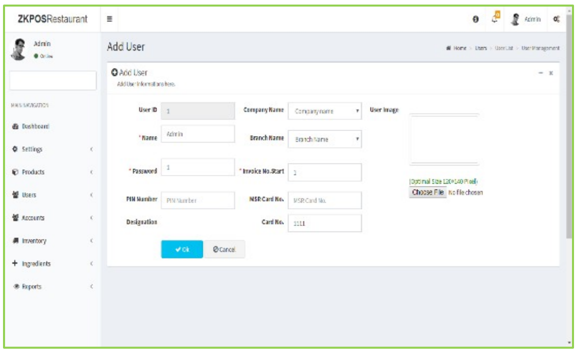
- USER ID, NAME, PASSWORD, COMPANY NAME, BRANCH NAME, INVOICE START NUMBER, CARD NUMBER, MSR CARD NUMBER etc. everything will be displayed. You can't edit the designation of admin. Also, you have an option to login using a PIN number, for that enter the pin number.
- After making necessary alterations click on OK button. You cannot DELETE admin.



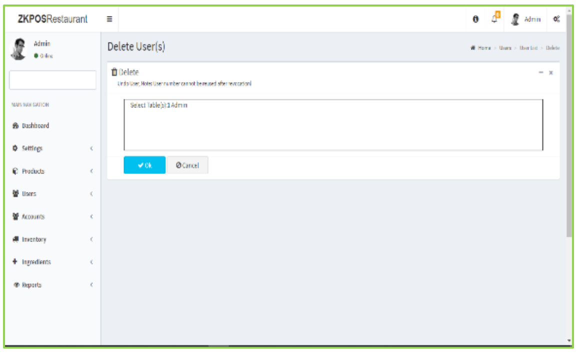
- To add a new USER, click ADD button.
- In the new window you have to specify the User ID, Password and Designation of the user. Default User ID can change as you wish. Pin is optional that lets you to login using your pin number.
- Company details and invoice start number will display automatically. Add CARD NUMBER and MSR CARD NUMBER if necessary.
- After adding all necessary details click SAVE AND NEW button.

EDIT / DELETE USER

You can delete a User as you deleted a User before.

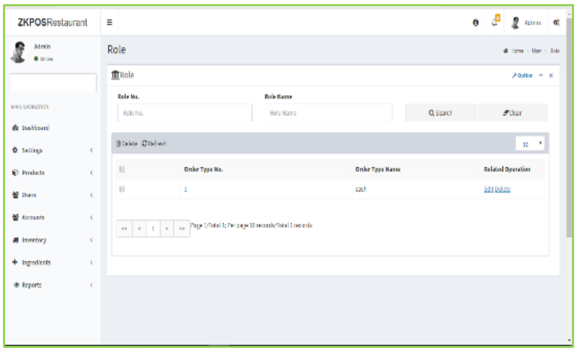


- Go to USERS.
- Click on USER LIST.
- Every saved User List will be displayed; you have to choose the User List that you want to edit/ delete.
- If you want to edit, then make necessary changes and click OK button.

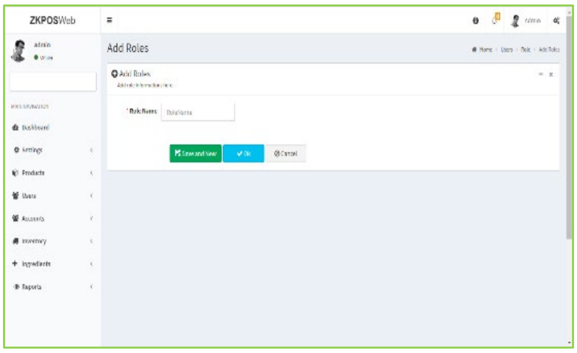


- Now click on the delete button and YES in the confirmation pop up.

ROLES



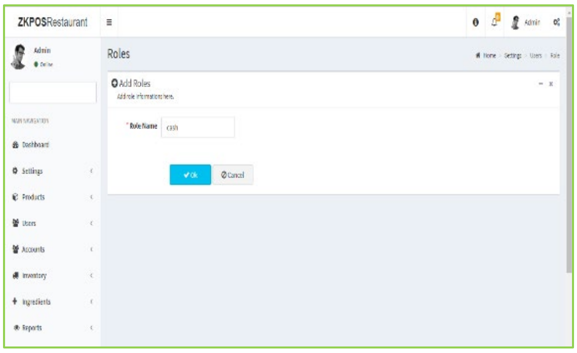
- Open ZKPOS.
- From the menu options click on USERS.
- Click Role.



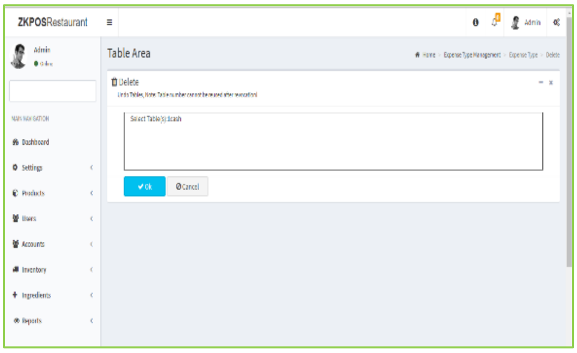
- To add Role then click ROLES.
- Enter Role name.
- Click SAVE AND NEW.

EDIT / DELETE ROLES

You can delete a Roles as you deleted a Roles before.

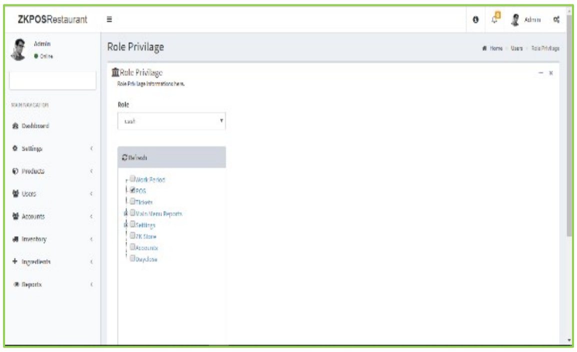


- Go to USERS.
- Click on ROLES.
- Every saved Roles will be displayed; you have to choose the Roles that you want to edit.
- If you want to edit, then make necessary changes and click OK button.



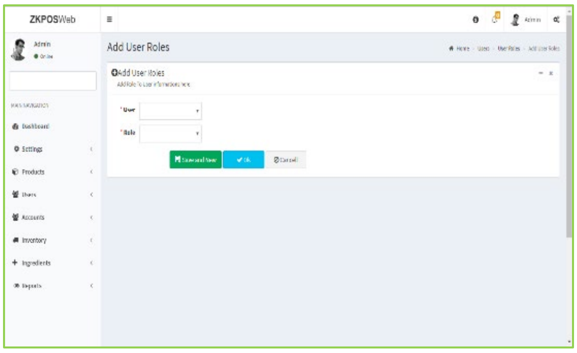
- Now click on the delete button and YES in the confirmation pop up.

ROLE PRIVILAGE



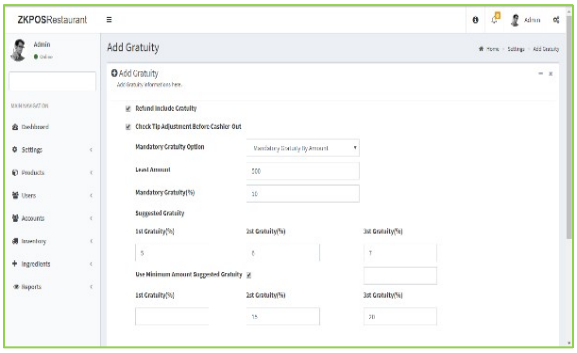
- Open ZKPOS RESTAURANT BACK OFFICE.
- From the menu options click on USERS.
- Click Role Privilege.
- Tick the Options.

ROLE TO USER



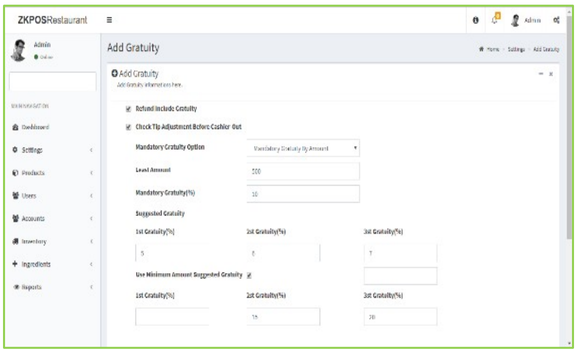
- Open ZKPOS RESTAURANT BACK OFFICE.
- From the menu options click on USERS.
- Click Role TO User.
- Enter the User and Role Name.
- Click SAVE AND NEW button.

GRATUITY



- Open ZKPOS Restaurant back office.
- From the menu options click on USERS.
- Click GRATUITY.
- Details are there.

TIP ADJUSTMENTS

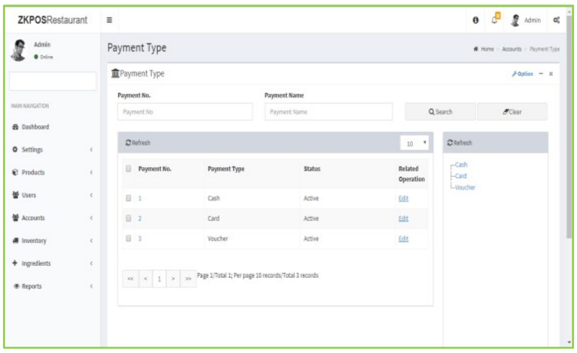


- Open ZKPOS RESTAURANT BACK OFFICE.
- From the menu options click on USERS.
- Click TIP ADJUSTMENTS.
- Details are there.

ACCOUNTS

PAYMENT TYPE

You can let the customers to pay the bill by cash, card or voucher based on their easiness. Here you can set different types of payments

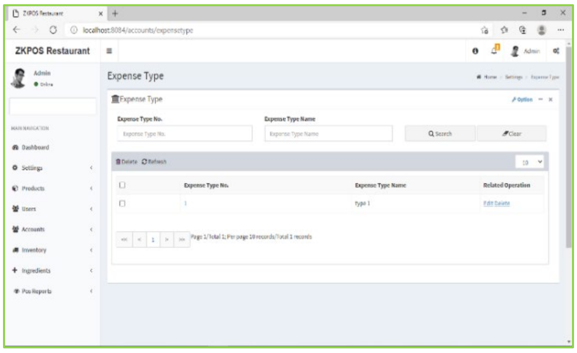


- Click on ACCOUNTS.
- From the options, select ADD.
- Specify the payment type, parent type
- (cash/card/voucher) and status.
- Now save the details by clicking on SAVE button and click OK in the confirmation message.

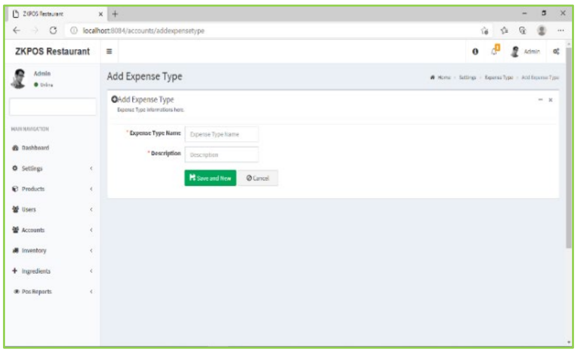
There are CASH, CARD and VOUCHER by default. You can add another by clicking on ADD button or you can edit the details. For that, make necessary changes and click on UPDATE button.

EXPENSE TYPE

You can add expense type here.

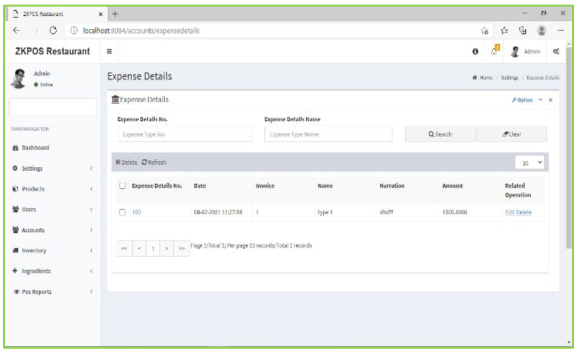


- Go to accounts
- Select expense type
- You can see already saved details there
- To add a new expense type, click on add button from option link.

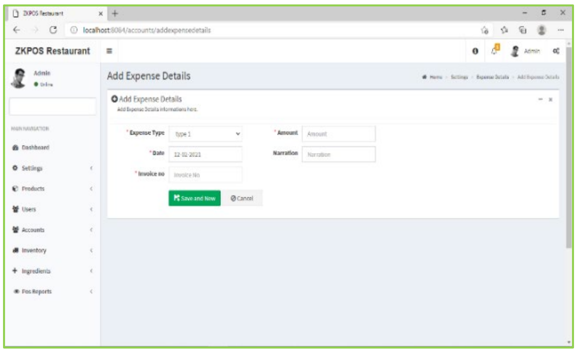


- Enter expense type name and description.
- Click Save & New.

EXPENSE DETAILS



- Go to accounts.
- Select expense details.
- Displays the already saved license here.
- To add new expense details, click add button from option link.



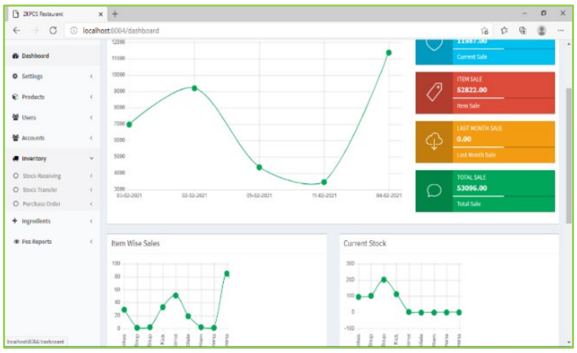
- Select expense type from drop down.
- Enter date, invoice number, amount and narration.
- Click Save & New button.

STEP7 - INVENTORY

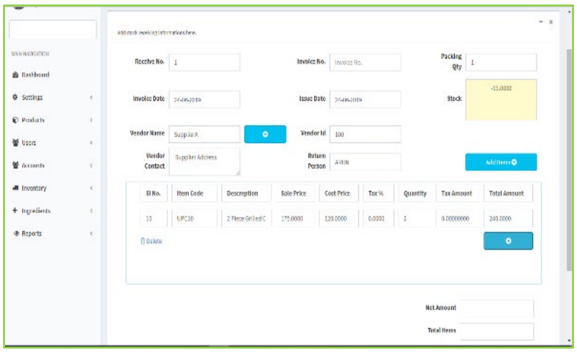
This is the stock management section. There are three sections STOCK RECEIVING, STOCK TRANSFER and PURCHASE ORDER. While receiving stock from suppliers you can save the details about the purchase and stock in ZKPOS.

STOCK RECEIVING

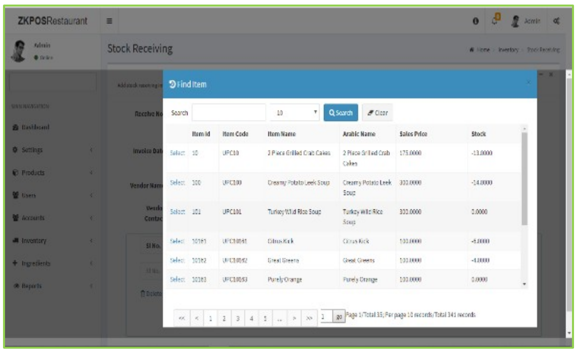
Save the stock receiving details in ZKPOS.



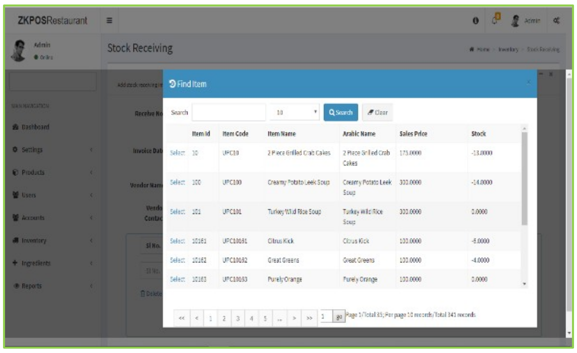
- Login as ADMIN.
- Click INVENTORY.
- You can see three options, STOCK RECEIVING, STOCK TRANSFER and PURCHASE ORDER.
- First let's learn how to do STOCK RECEIVING. Click on STOCK RECEIVING.



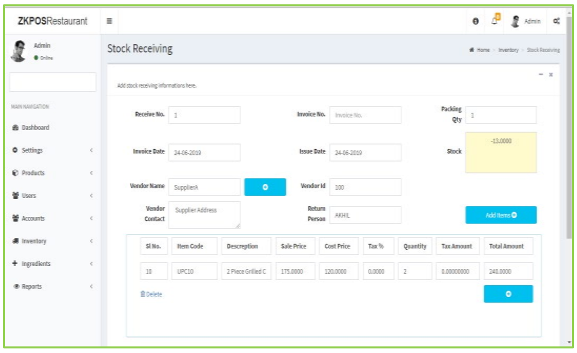
- Enter the Receive Number, Invoice Date, Invoice Number and Receiving Person's Number.

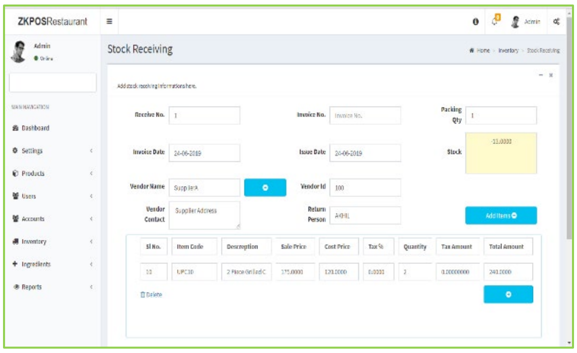


- To add Vendor details, click on the text field Corresponds to Vendor Name. Now a grid showing all vendors that you have saved in the vendor section will appear.
- Now select the appropriate vendor from the list. Click Close button.

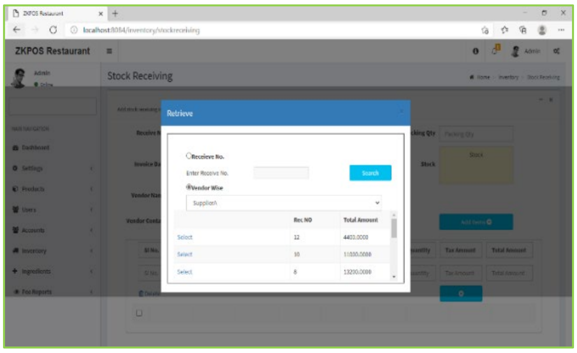


- To add a new item, click on the ADD ITEM button.
- From the list, click on the item that you want to add.





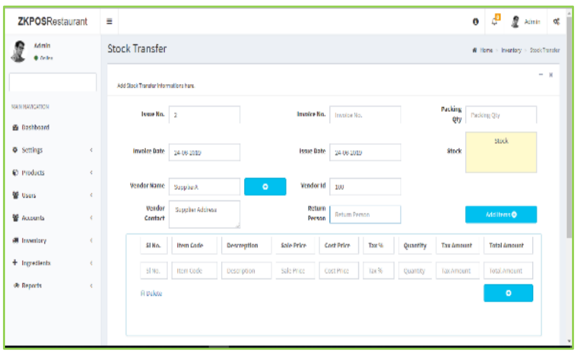
- Enter the receiving quantity and tax for the item if any. Then total tax amount and total amount will be calculated automatically. Packing quantity will be 1 by default. You can edit it.
- Press Enter button to save the entry.
- Now Net Amount, Total quantity will get displayed automatically.
- To add another Item, you have to follow the same steps as above.
- To add a new stock receiving entry, click on the NEW button.
- You can take the printout of the entry by clicking on PRINT button.
- If you want to review previous entry, just click on the RETRIEVE button.



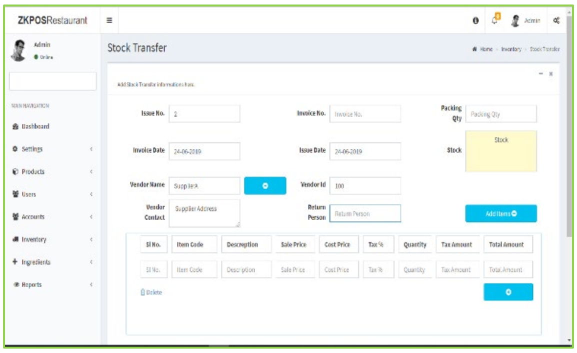
- If you know the receive number in advance, then enter the receive Number in the respective field. Now click on SEARCH button. You will get the report.
- If you know the vendor details, then select the option button corresponds to Vendor Wise and then click search button. Select the receive details from the list.

STOCK TRANSFER

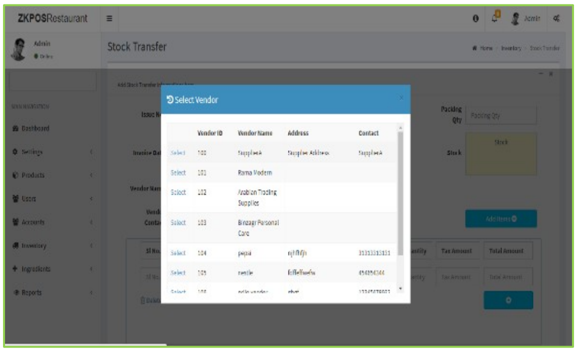
Some items in the inventory may damage or get expired, so you need a space to categorize them from inventory. This is the main advantage of STOCK TRANSFER.



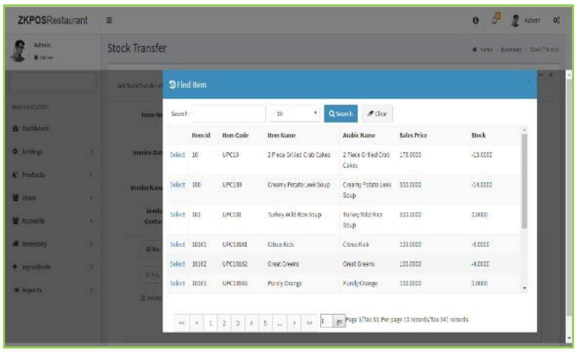
- Go to SETTINGS.
- Click INVENTORY and choose STOCK TRANSFER.



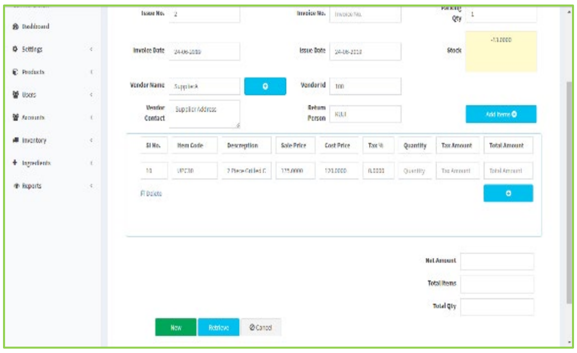
- Enter Issue Number, Invoice Number, invoice date and Issue date.
- Click on the Vendor Name text field to add the vendor details.
- From the list select the vendor. Now all fields related to Vendor will get filled.



- Enter Return Person's Name.
- Click ADD button to add an item to return.
- Select the item that you want to return.



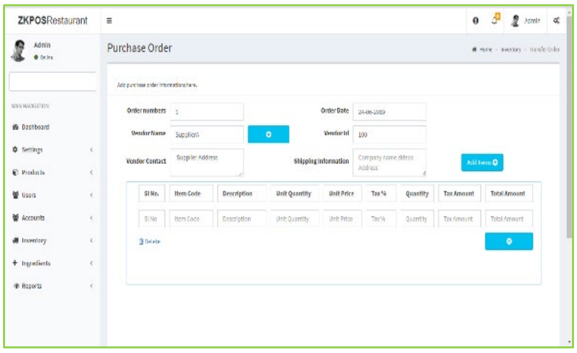
- Currently available stock will display in a yellow box.
- You have to enter the quantity that you want to return to the vendor. After entering the quantity press ENTER Key.



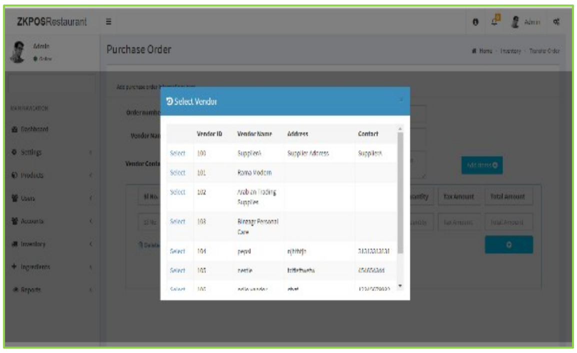
- That quantity will be reduced from the item stock. You can manage spoiled items in this way.
- Here also you can check with previous spoiled items using RETRIEVE button. To do so click on RETRIEVE button.

PURCHASE ORDER

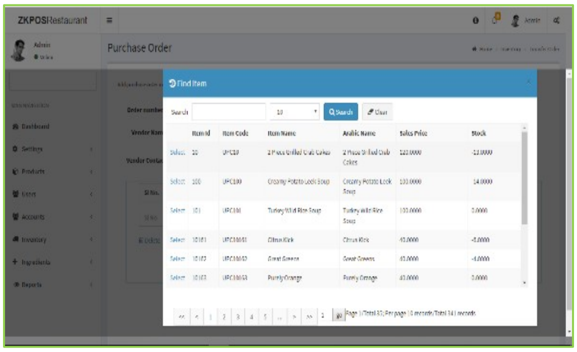
If you have created a purchase order for a vendor, then save them using this interface.



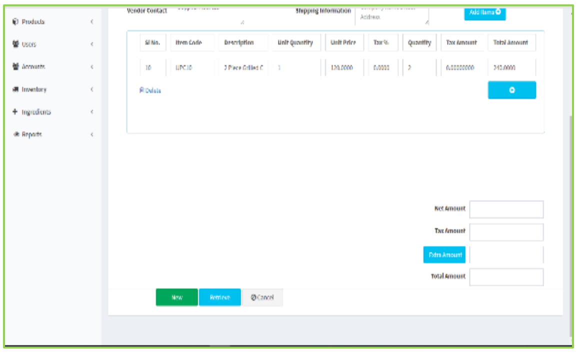
- Go to SETTINGS.
- Click on INVENTORY.
- From the menu options, click on PURCHASE ORDER.
- Click on Vendor Name text box.



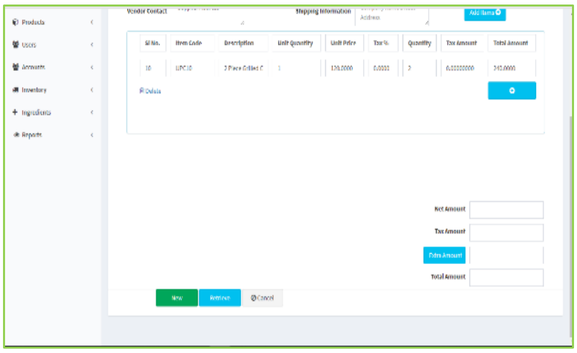
- Select the vendor from the grid.
- Fill Shipping information text area.
- Now click Add Item button.



- Select the Item by clicking on it.
- Enter the quantity and press Enter key.



- You can create another purchase order by clicking on the NEW button.

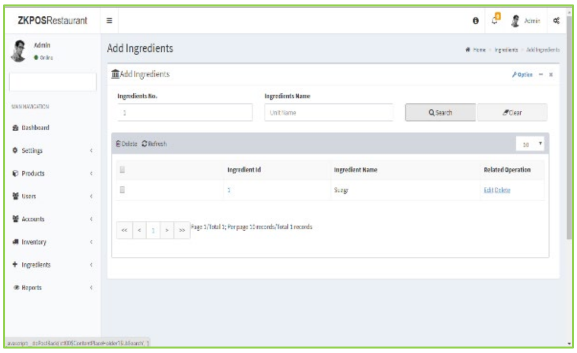


- Take printouts using PRINT button.
- To view previous entry details, click on the
- RETRIEVE button.

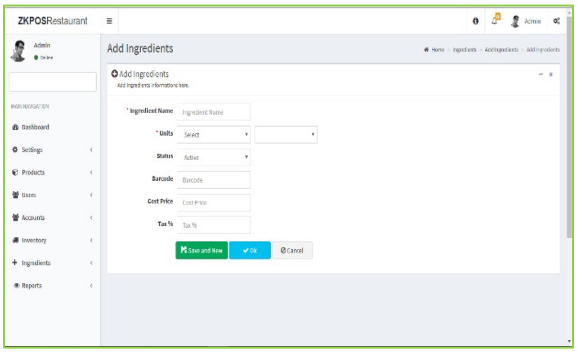
STEP 8 - INGREDIENTS

A product means the combination of some INGREDIENTS. You can add the details of all ingredients using this facility.

ADD INGREDIENTS



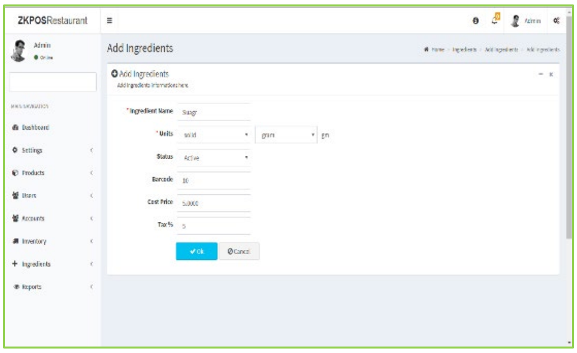
- Go to SETTINGS.
- Select INGREDIENTS.
- From the menu options, choose ADD INGREDIENTS.
- To add a new INGREDIENT, click on ADD button.



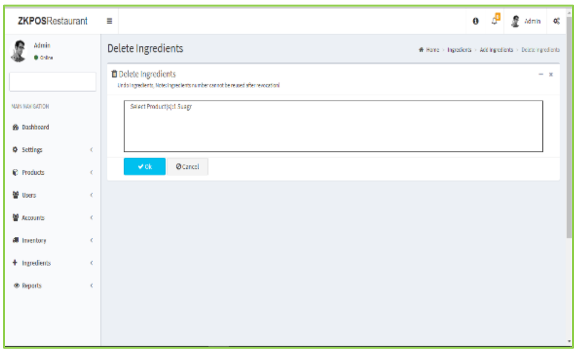
- Fill the fields with INGREDIENT NAME, UNIT TYPE, UNIT, STATUS and BARCODE.
- Now click SAVE button.

EDIT / DELETE INGREDIENTS

You can delete an Ingredients as you deleted an Ingredients before.



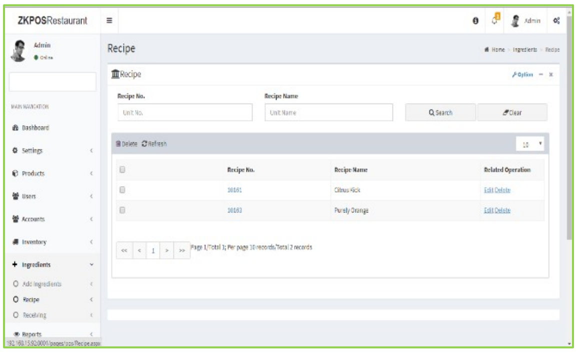
- Go to INGREDIENTS.
- Click on ADD INGREDIENTS.
- Every saved Ingredients will be displayed; you have to choose the Ingredients that you want to edit/ delete.
- If you want to edit, then make necessary changes and click OK button.



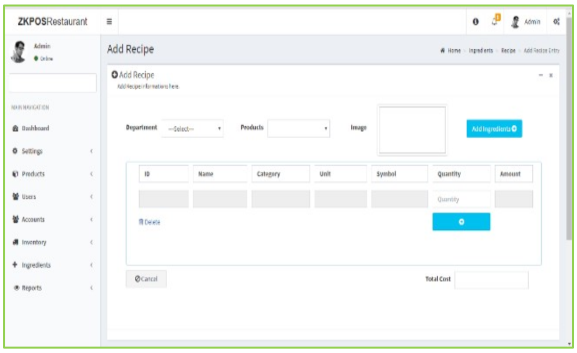
- Now click on the delete button and YES in the confirmation pop up.

RECIPE

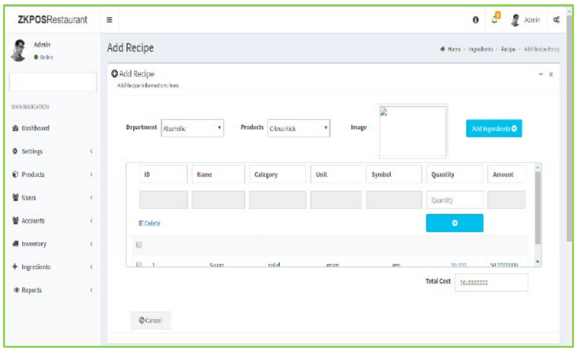
You can save your recipe. When a product gets sold, particular amount of ingredients used in that product gets deducted from the inventory. That’s why we use recipe. Follow the steps below.



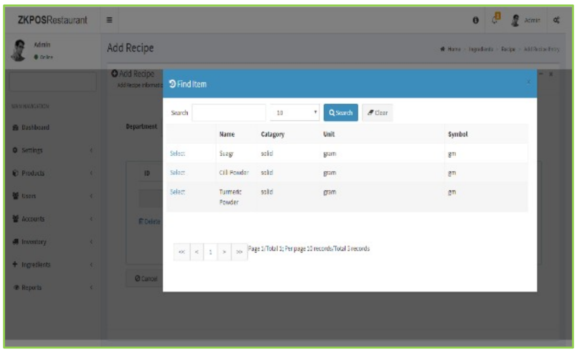
- Go to SETTINGS.
- Click on INGREDIENTS.
- From the menu options, choose RECIPE.



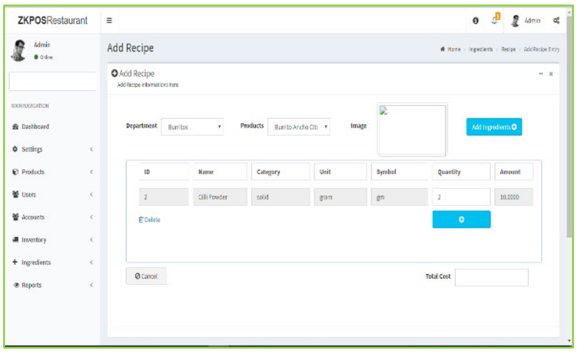
- To add a new recipe, click on the ADD button.
- Again, to add the Product Name click on the ADD button.



- All departments that you have created earlier will display here.
- From the list, click on any department that you want to choose. For instance, click on Biriyani.



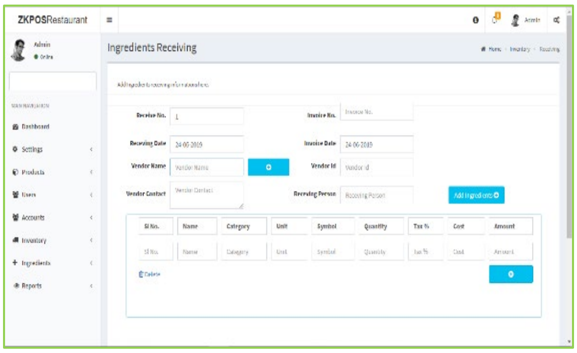
- Now to add recipe for Chicken Biriyani, click on ADD INGREDIENTS button.
- Now all ingredients that you have added earlier will display in a new window.



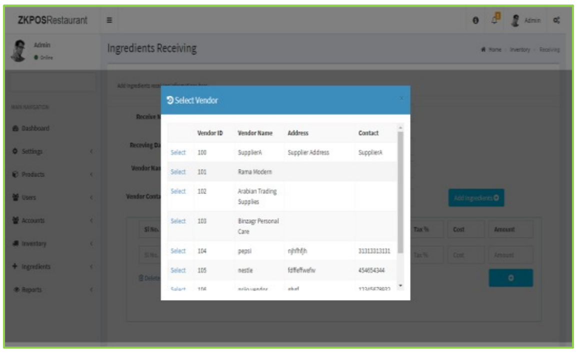
- You can select the necessary ingredients from the list.
- Then click ADD button.
- Enter the quantity required to make one product and press ENTER Key.
- A new ingredient will be added to the recipe.

RECEIVING

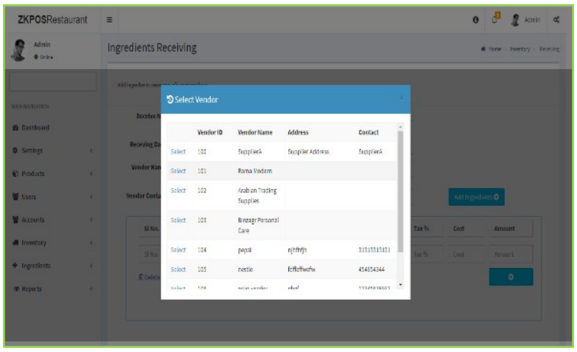
We can receive the ingredients from the ingredients receiving window. The main advantage of this is that, when a customer order for a product appropriate amount of ingredients required to make that product will be deducted automatically form the stock. This makes stock management easier and efficient.



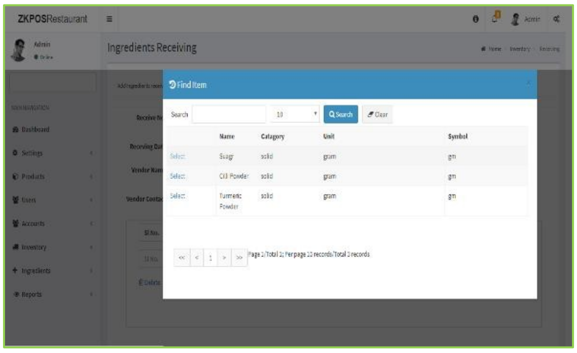
- Go to SETTINGS.
- Among the INGREDIENT menu options you can see one menu option for RECEIVING. Click on it.



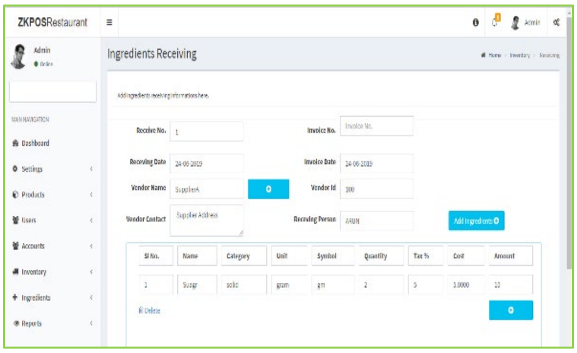
- Enter the Receive Number, Invoice Date, Invoice Number and Receiving Person's Number.
- To add Vendor details, click on the text field corresponds to Vendor Name. Now a grid showing all vendors that you have saved in the vendor section will appear.



- Now select the appropriate vendor from the list. Click Close button.
- Now click ADD INGREDIENTS button.



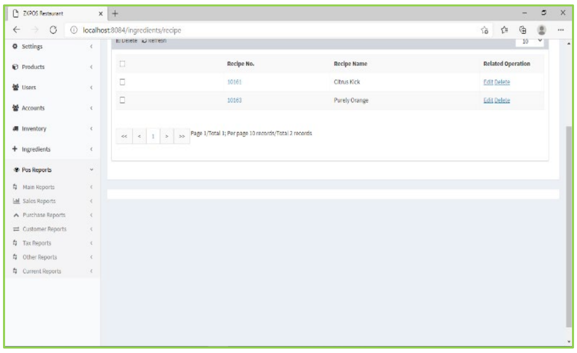
- Click on the Item that you want to add.



- You can enter the QUANTITY of the item and press ENTER key. To add another item, use the ADD button.

STEP 9 - REPORTS

Everything that you enter in ZKPOS is saved and you can check with the data whenever you want it. Different data are stored as different reports.

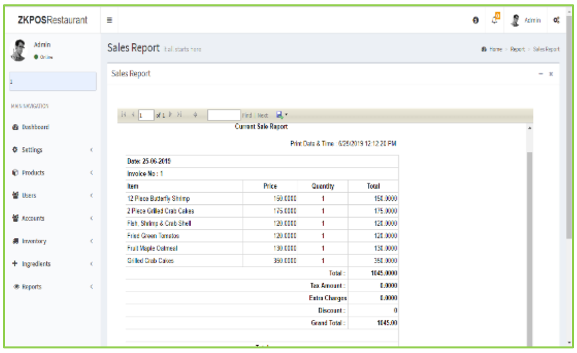


- To view reports in settings, you have to login as admin. Go to settings and click on reports. There were 15 reports. Let's learn them one by one.

MAIN REPORTS

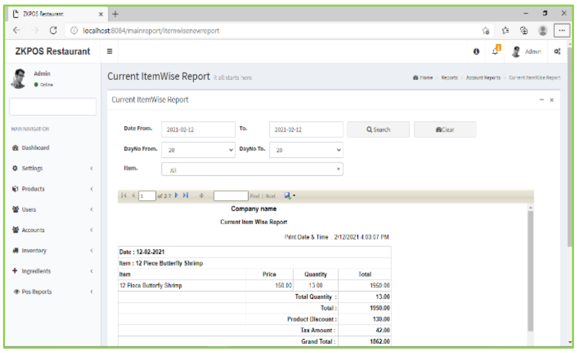
CURRENT SALE REPORT

It shows the report of last sale report.



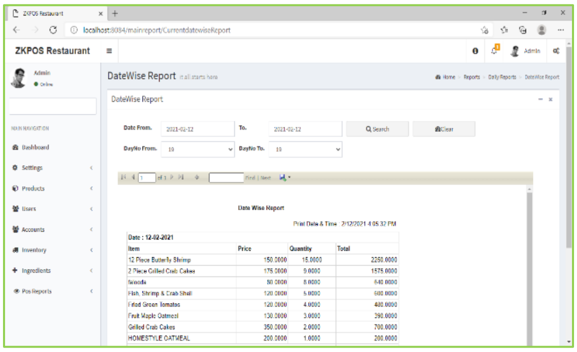
- Click CURRENT SALE REPORT

CURRENT ITEM WISE REPORT



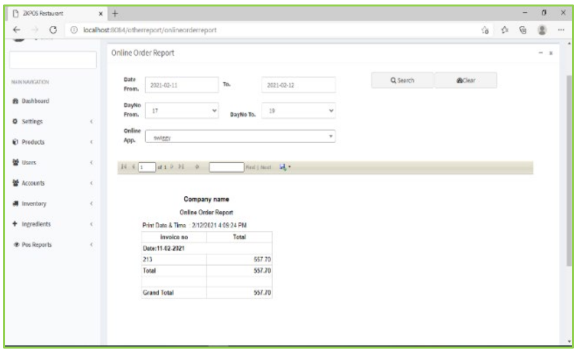
- Select date, day number and item
- Click search button.

CURRENT DATE WISE REPORT



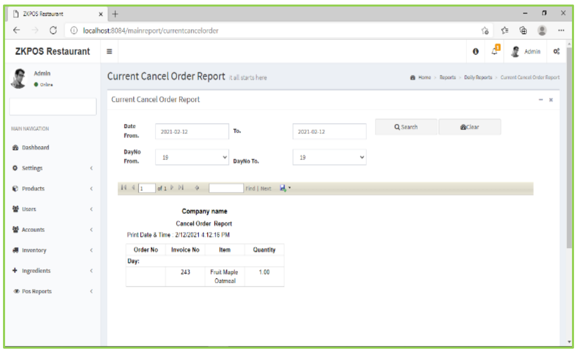
- Select date and day number.
- Click search button.

ONLINE ORDER REPORT



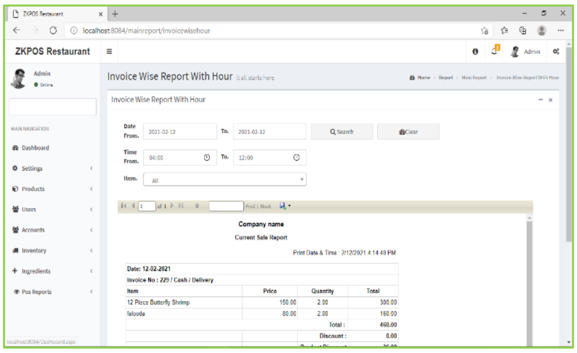
- Enter date, day number and online app.
- Click Search button.

CURRENT CANCEL ITEM WISE REPORT



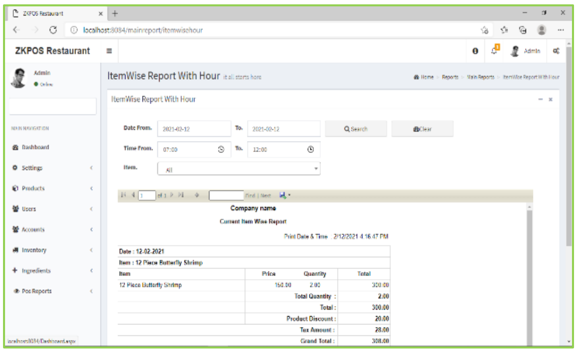
- Enter date and day number.
- Click search button.

INVOICE WISE REPORT WITH HOUR



- Enter date, time and item.
- Click Search button.

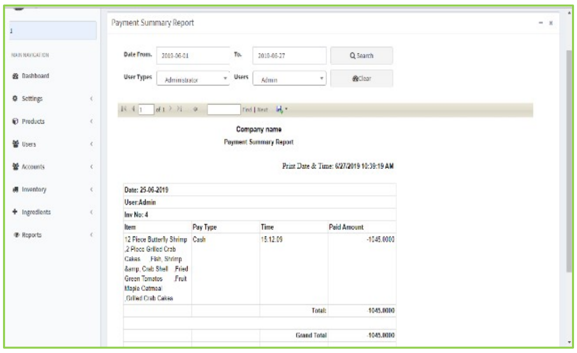
INVOICE WISE REPORT WITH HOUR



- Enter date, time and item.
- Click search button.

PAYMENT SUMMARY REPORT

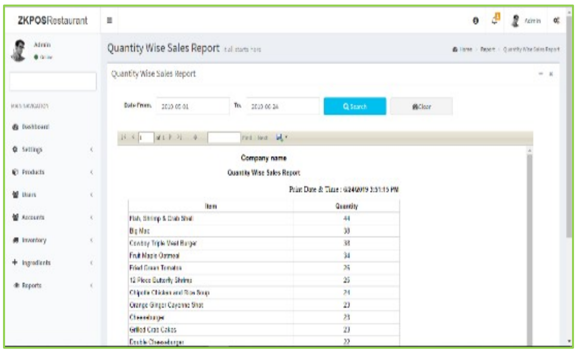
This shows the Payment Summery Report details.



- Click on Payment Summary report.
- Choose Date from and Date To.
- Select User Types and Users.
- Click SEARCH button.

QUANTITY WISE SALES REPORT

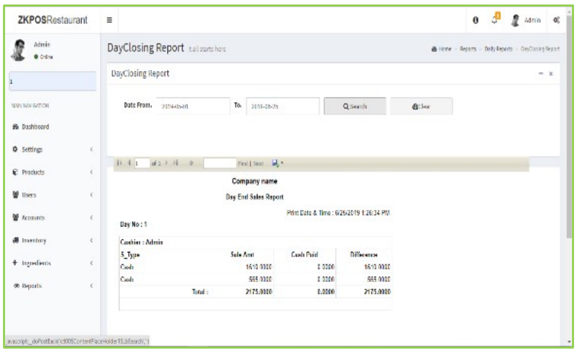
It shows the report of Quantity Wise Sales report.



- Click QUANITY WISE SALES REPORT
- Choose DATE FROM and DATE TO.
- Click SEARCH button.

DAY CLOSING REPORT

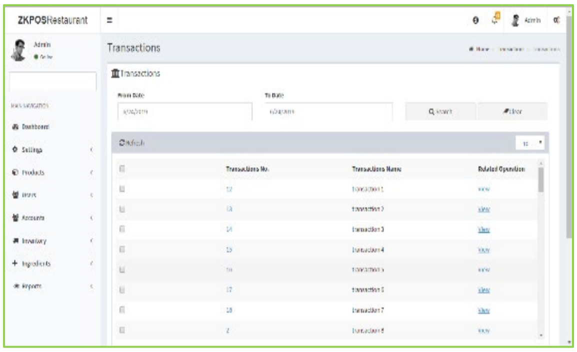
This report shows the total sales done in a day.



- Click on DAY CLOSING REPORT.
- Enter the day number.
- Click SEARCH button.

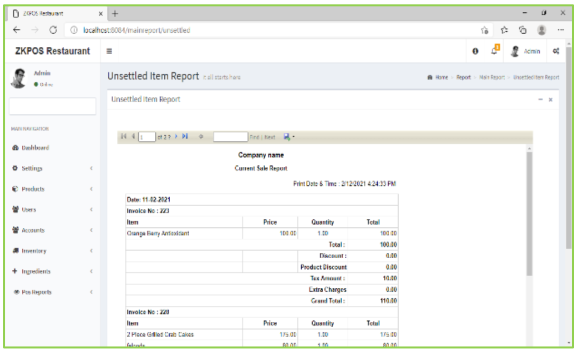
MONTHWISE REPORT

This report will display the report for a selected month. You can choose the month that you want to view the report.



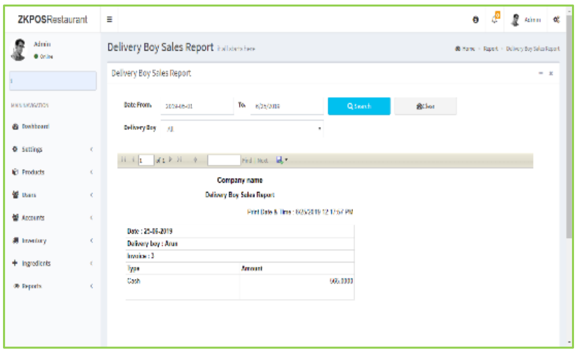
- Click on MONTH WISE REPORT.
- Select the month from the dropdown.
- Click VIEW button.

UNSETTLED ITEM REPORT



DELIVERY BOY SALES REPORT

It shows the report of delivery boy sales report.

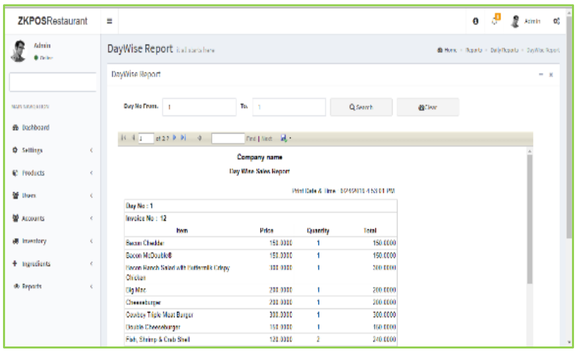


- Click DELIVERY BOY SALES REPORT
- Choose DATE RANGE.
- Choose DELIVERY BOY.
- Click SEARCH button.

SALES REPORTS

DAY WISE REPORT

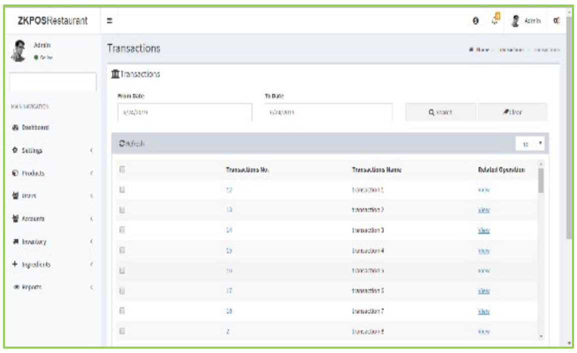
You can view the day wise sales report using DAY WISE REPORT.



- Click on DAY WISE REPORT.
- Enter the FROM and TO day number.
- Click VIEW button to view the report.
- Use print, layout and export features as done in the other reports.

MONTHWISE REPORT

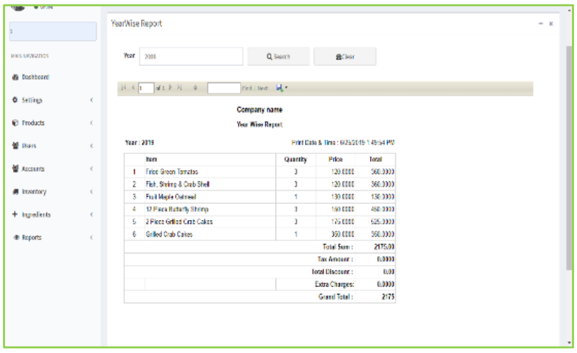
This report will display the report for a selected month. You can choose the month that you want to view the report.



- Click on MONTH WISE REPORT.
- Select the month from the dropdown.
- Click VIEW button.

YEAR WISE REPORT

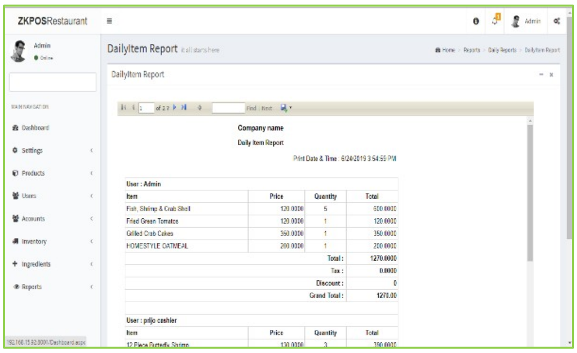
Provides the year wise sales report.



- Click on YEAR WISE REPORT.
- Select the year.
- Click VIEW button.

DAILY ITEM REPORT

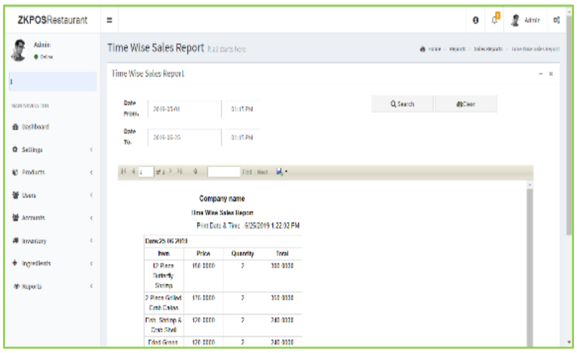
This report shows the item report for current day.



- Click on DAILY ITEM REPORT
- To view the report click VIEW button.
- Take the printout by the selecting the print type option to big print/small print. Then click PRINT button
- You can export the report to excel or any other format using the export option.
- Clear the report by clicking CLEAR button.

TIME WISE SALES REPORT

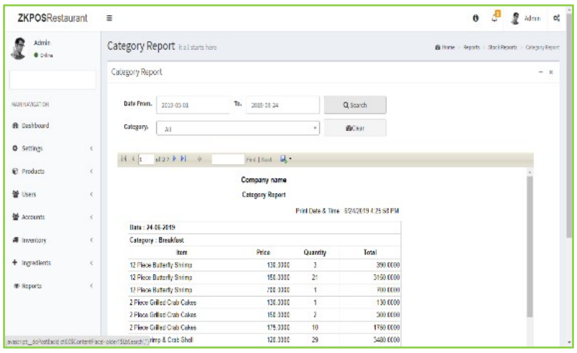
It shows the report of Time Wise Sales report.



- Click TIME WISE SALES REPORT
- Choose DATE FROM and DATE TO.
- Click SEARCH button.

CATEGORY WISE PROFIT REPORT

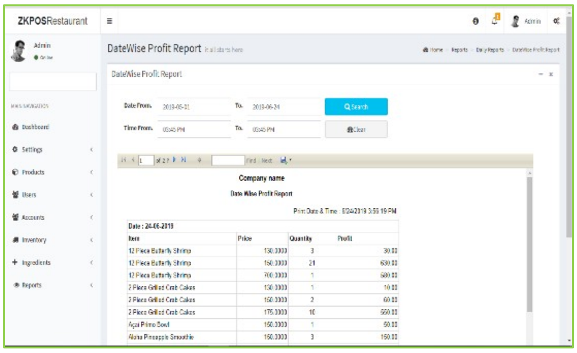
This report shows the category wise profit details.



- Click on CATEGORY WISE PROFIT REPORT.
- Choose DATE FROM and DATE TO.
- Choose CATEGORY.
- Click search button.

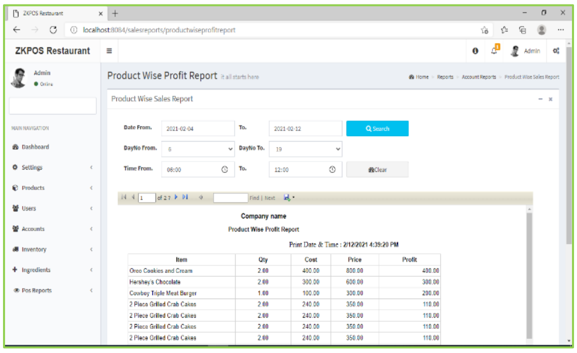
DATE WISE PROFIT REPORT

This report will provide the date wise profit report. To view the report, follow the below steps.



- Click on DATE WISE PROFIT REPORT.
- Here you have an option to set the FROM DATE and TO DATE. Set a “from date” and “to date”.
- Set TIME FROM and TIME TO.
- Click SEARCH button.

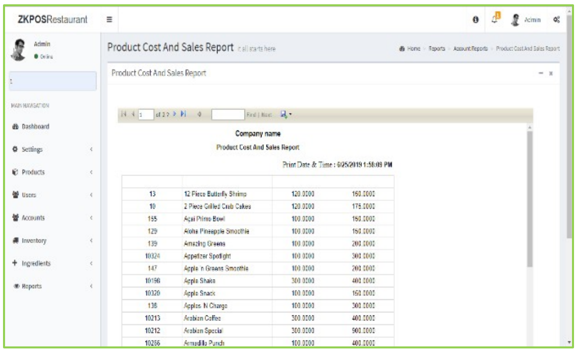
PRODUCT WISE PROFIT REPORT



- Enter date, day umber and time.
- Click search button.

PRODUCT COST AND SALES REPORT

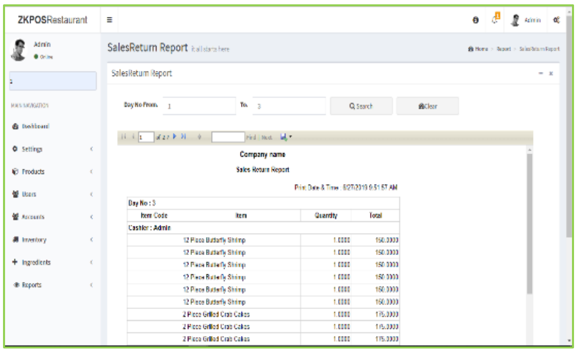
This shows the Product cost and N Sales Report details.



- Click on Product cost and N Sales REPORT.

SALES RETURN REPORT

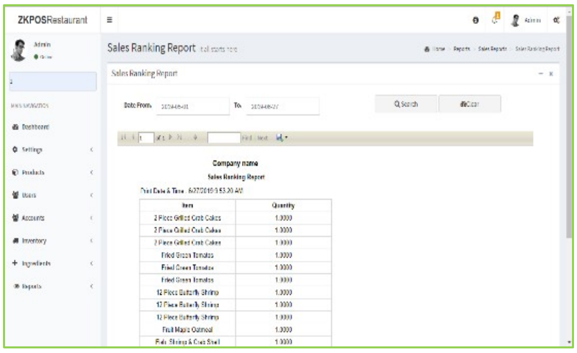
It shows the report of Sales Return report.



- Click SALES RETURN REPORT.
- Enter DAY NO FROM and DAY NO TO.
- Click SEARCH button.

SALES RANKING REPORT

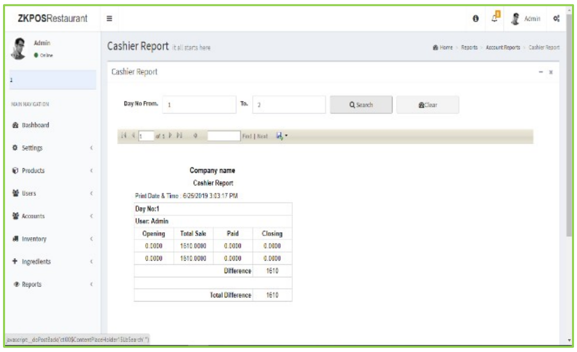
It shows the report of Sales Ranking report.



- Click SALES RANKING REPORT.
- Choose DATE FROM and DATE TO.
- Click SEARCH button.

CASHIER REPORT

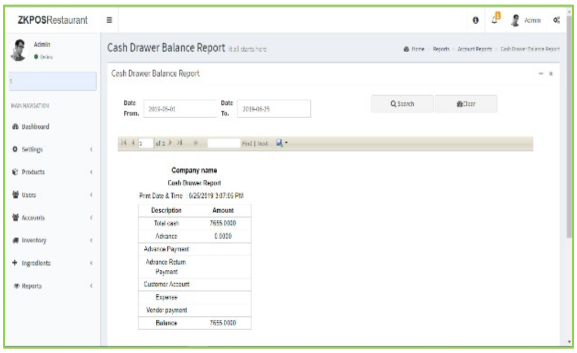
This shows the Cashier Report details.



- Click on Cashier Report.
- Enter Date No from and Date No To.
- Click SEARCH button.

CASH DRAWER BALANCE REPORT

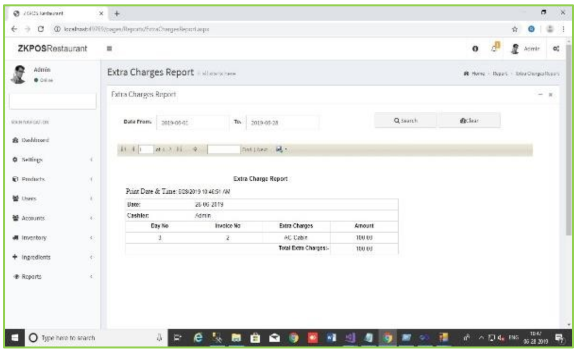
This shows the Cashier Drawer Balance Report details.



- Click on Cashier Drawer Balance Report.
- Enter Date No from and Date No To.
- Click SEARCH button.

EXTRA CHARGES REPORT

This shows the Extra Charges Report details.

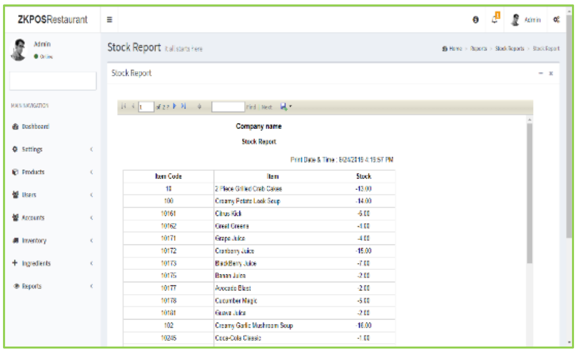


- Click on Extra Charges Report.
- Choose Date from and Date To.
- Click SEARCH button.

PURCHASE REPORTS

STOCK REPORT

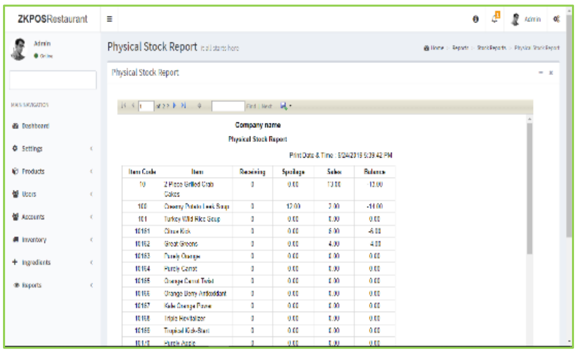
You can view the stock report of each item here.



- Click STOCK REPORT.
- Click VIEW button.
- Clear the report by clicking on CLEAR button.

PHYSICAL STOCK REPORT

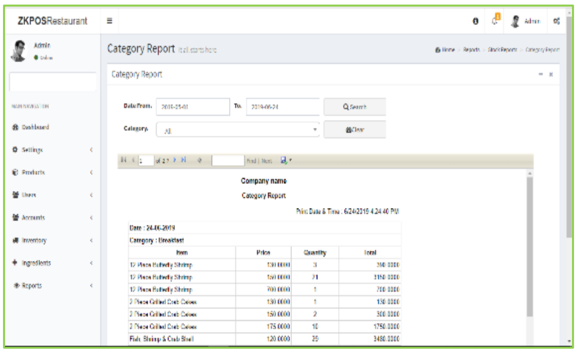
It gives a detailed report of received stock, spoilage sales and balance of each items.



- Click on the PHYSICAL STOCK REPORT.
- Click VIEW button.
- To clear the data, click CLEAR button.

STOCK RECEIVING REPORT

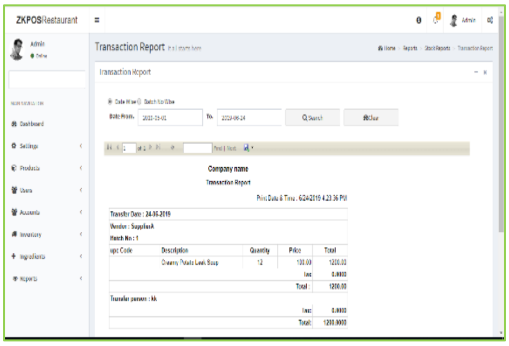
This report shows the stock receiving details. You can view date wise report and batch number wise report.



- Click on STOCK RECEIVING REPORT.
- Select date wise/batch wise.
- Select the date range.
- Click VIEW button.

STOCK TRANSACTION REPORT

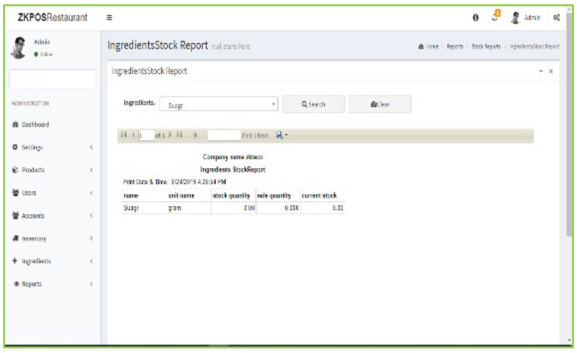
This report shows the transaction details.



- Click on TRANSACTION REPORT.
- Click SEARCH button.

INGREDIENTS STOCK REPORT

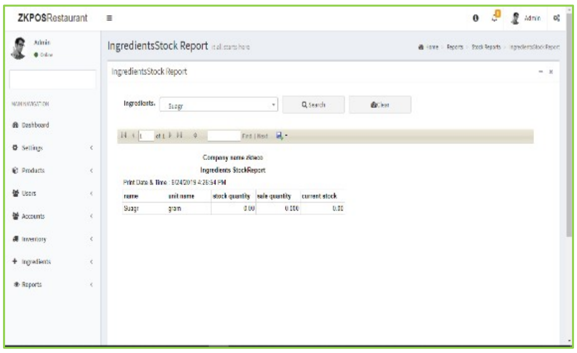
This report shows the ingredients stock details.



- Click on INGREDIENTS STOCK REPORT.
- Choose INGREDIENTS.
- Click SEARCH button.

INGREDIENTS RECEIVE REPORT

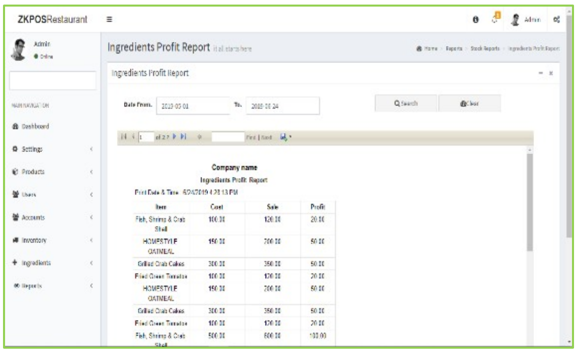
This report shows the ingredients receive details.



- Click on INGREDIENTS RECEIVE REPORT.
- Choose DATE FROM and DATE TO.
- Choose INGREDIENTS.
- Click SEARCH button.

INGREDIENTS PROFIT REPORT

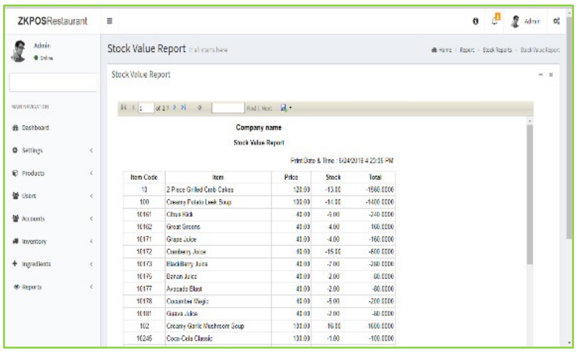
This report shows the ingredients profit details.



- Click on INGREDIENTS PROFIT REPORT.
- Choose DATE FROM and DATE TO.
- Click SEARCH button.

STOCK VALUE REPORT

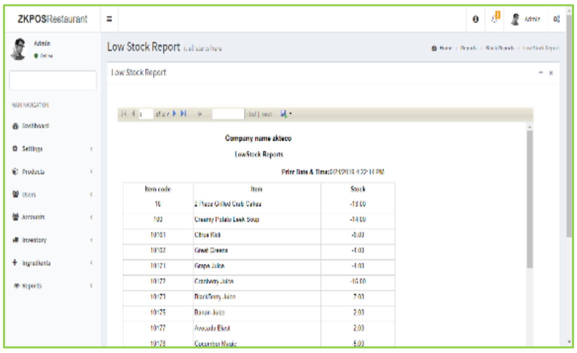
This report shows the stock value details.



- Click on STOCK VALUE REPORT.
- Click VIEW button.

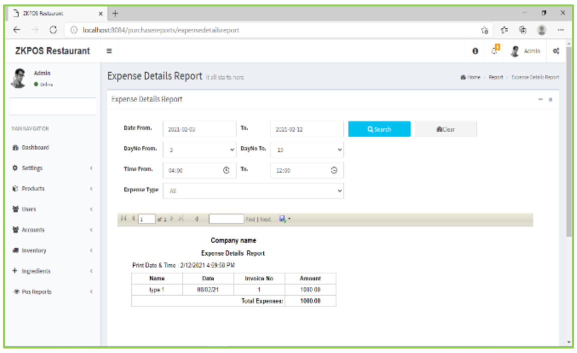
LOW STOCK REPORT

You can view the low stock report of each item here.



- Click LOW STOCK REPORT.

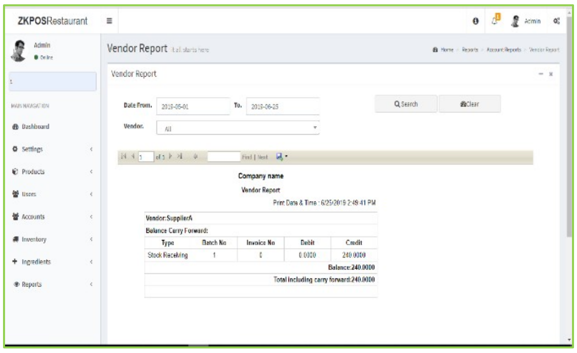
EXPENSE REPORT



- Select date, day number, and time and expense type.
- Click search button.

VENDOR REPORT

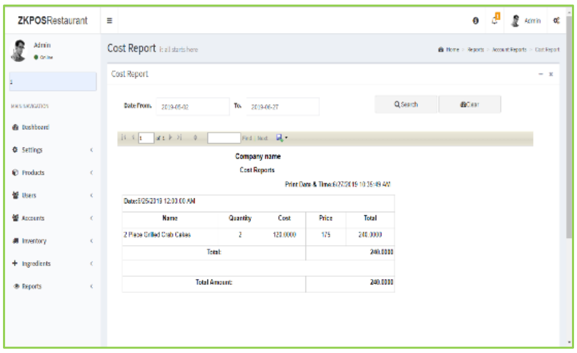
This shows the Vendor Report details.



- Click on Vendor Report.
- Choose Date from and Date To.
- Choose VENDOR.
- Click SEARCH button.

COST REPORT

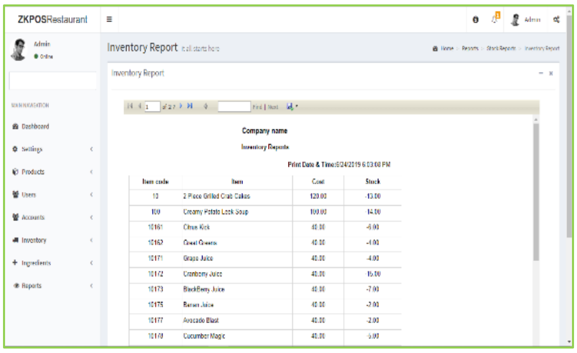
This shows the cost details.



- Click on COST REPORT.
- Choose DATE FROM and DATE TO.
- Click SEARCH button.

INVENTORY REPORT

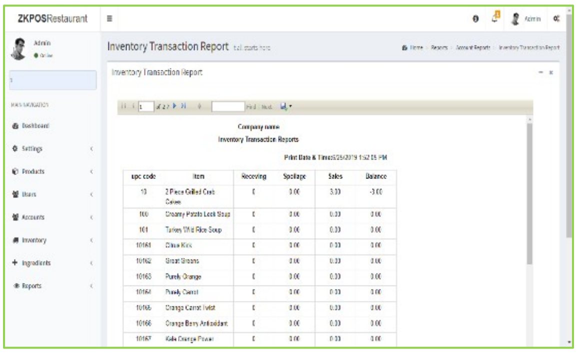
This report shows the Inventory details.



- Click on INVENTORY REPORT.

INVENTORY TRANSACTION

This shows the inventory transaction details.

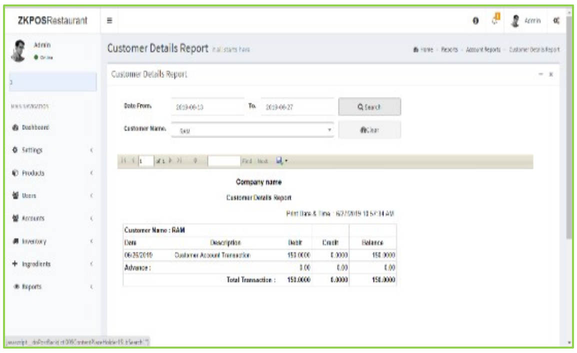


- Click on INVENTORY TRANSACTION.
- Choose DATE FROM and DATE TO.
- Click SEARCH button.

CUSTOMER REPORTS

CUSTOMER DETAILS REPORT

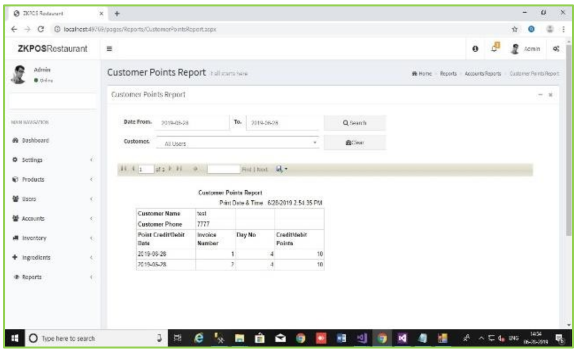
This shows the customer details.



- Click on CUSTOMER DETAILS REPORT.
- Choose DATE FROM and DATE TO.
- Choose CUSTOMER NAME.
- Click SEARCH button.

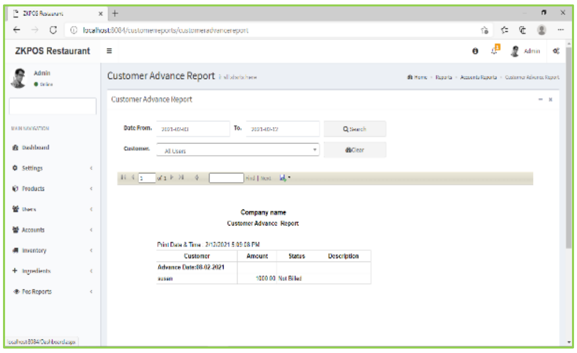
CUSTOMER POINT REPORT

This shows the Customer Point Report details.



- Click on Customer Point Report.
- Choose Date from and Date To.
- Choose Customer.
- Click SEARCH button.

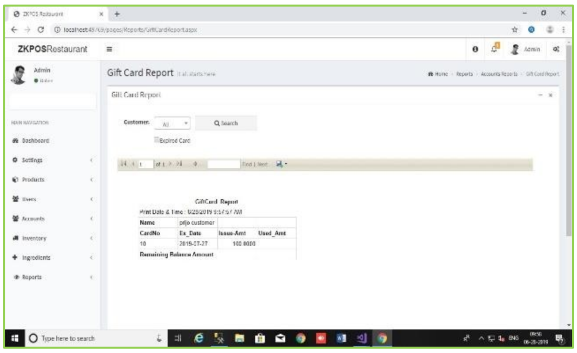
CUSTOMER ADVANCE REPORT



- Select date and customer name.
- Click search button.

CUSTOMER GIFT CARD REPORT

This shows the Gift Card Report details.

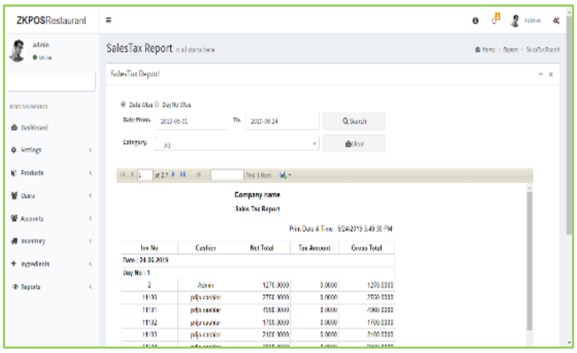


- Click on Gift Card Report.
- Choose Customer.
- Click SEARCH button.

CUSTOMER REPORTS

SALES TAX REPORT

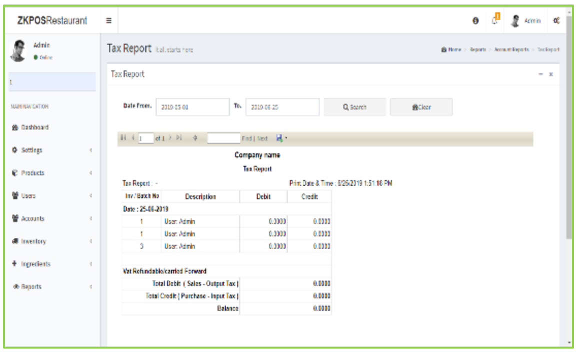
It shows the report of sales tax report.



- Click SALES TAX REPORT
- Choose DATE FROM and DATE TO.
- Choose CATEGORY.
- Click SEARCH button.

TAX REPORT

This report shows the tax details.

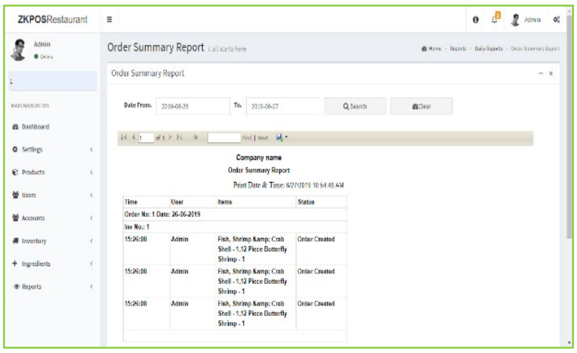


- Click on TAX REPORT.
- Choose DATE FROM and DATE TO.
- Click VIEW button.

OTHER REPORTS

ORDER SUMMERY REPORT

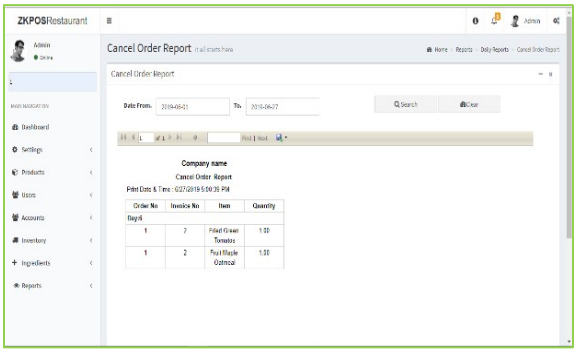
This report will provide the order summery report. To view the report, follow the below steps.



- Click on ORDER SUMMERY REPORT.
- Here you have an option to set the FROM DATE and TO DATE. Set a “from date” and “to date”.
- Click SEARCH button.

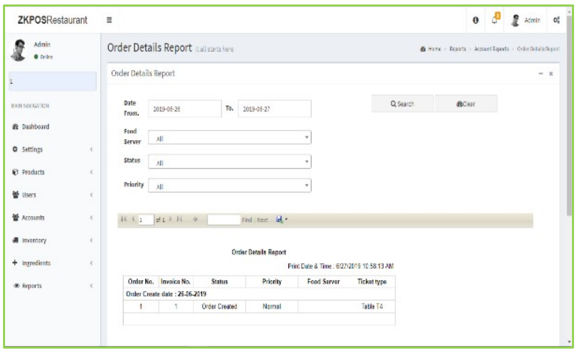
CANCEL ORDER REPORT

This report will provide the cancel order report. To view the report, follow the below steps.



- Click on CANCEL ORDER REPORT.
- Here you have an option to set the FROM DATE and TO DATE. Set a "from date" and "to date".
- Click SEARCH button.

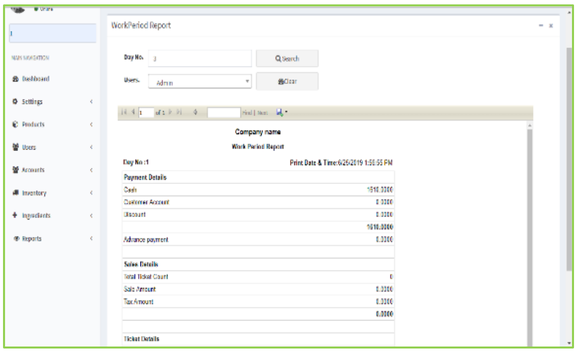
ORDER DETAILS REPORT



- Click on ORDER DETAILS REPORT.
- Choose DATE FROM and DATE TO.
- Choose FOOD SERVER.
- Choose STATUS.
- Choose PRIORITY.
- Click SEARCH button.

WORK PERIOD CLOSING REPORT

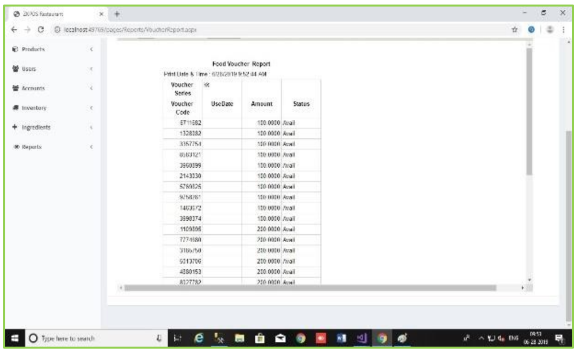
This shows the work period closing details.



- Click on WORK PERIOD CLOSING REPORT.
- Choose DATE FROM and DATE TO.
- Choose USERS.
- Click SEARCH button.

FOOD - VOUCHER REPORT

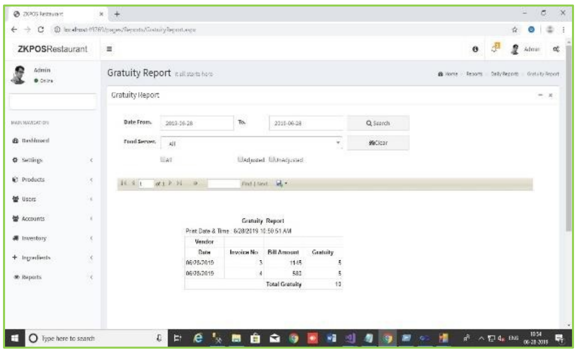
This report will provide the Food-Voucher report. To view the report, follow the below steps.



- Click on FOOD VOUCHER REPORT.

GRATUITY - TIP REPORT

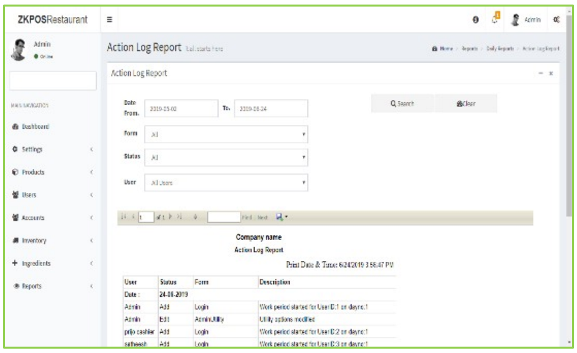
This report will provide the Gratuity-Tip report. To view the report, follow the below steps.



- Click on GRATUITY REPORT.
- Here you have an option to set the FROM DATE and TO DATE. Set a “from date” and “to date”.
- Choose FOOD SERVER from the list.
- Click SEARCH button.

ACTION LOG REPORT

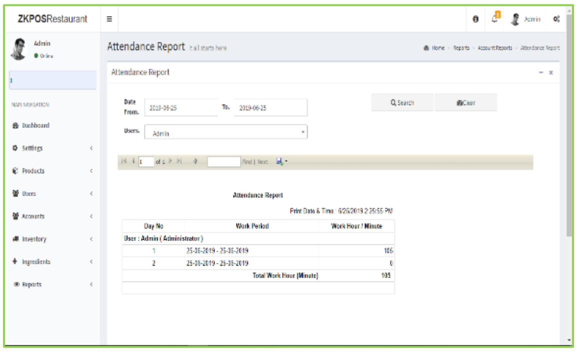
This report will provide the action log report. To view the report, follow the below steps.



- Click on ACTION LOG REPORT.
- Here you have an option to set the FROM DATE and TO DATE. Set a “from date” and “to date”.
- Choose FORM, STATUS, and USER.
- Click SEARCH button.

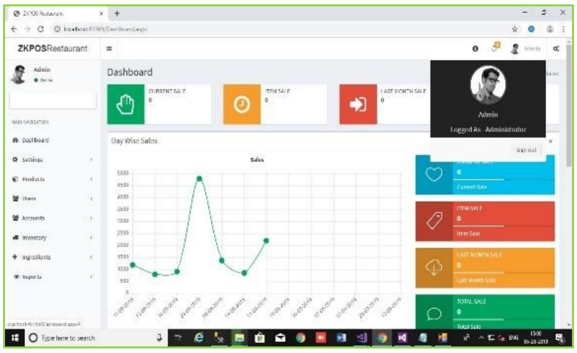
ATTENDENCE REPORT

This shows the Attendance details.



- Click on ATTENDANCE REPORT.
- Choose DATE FROM and DATE TO.
- Choose USERS.
- Click SEARCH button.

STEP 10 LOGOUT



- You have to logout the section, Click LOGOUT button.