# USER MANUAEL

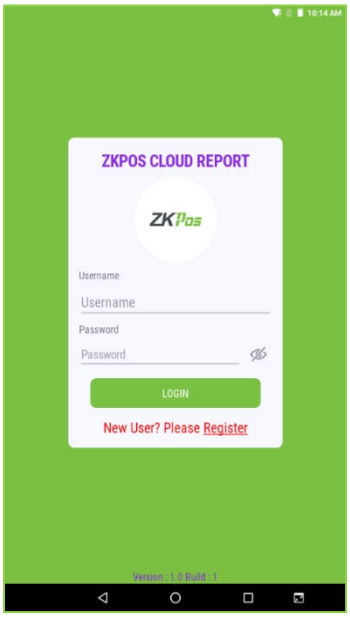
## ZKPOS CLOUD REPORT APP

**Version: 1.2.0**
**Date: 01-09-2022**
**Software Version: 1.2.0**

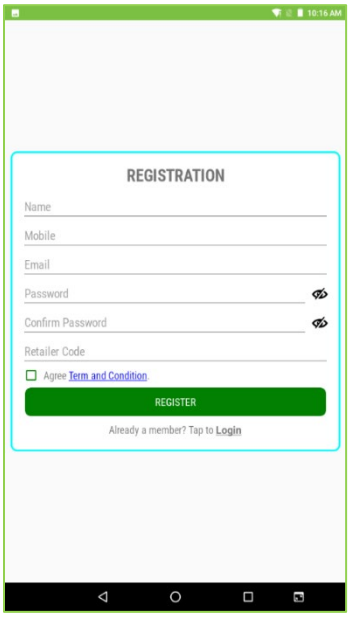
## ZKPOS CLOUD REPORT APP

ZKPOS Cloud Report App brings your business analytics to the palm of your hand. Reports can be filtered by a period or groups of event statuses. ZKPOS Cloud Report App helps to know about the total sale and stock receive. Access the sales details from different branches at anywhere in this world with a network connection. It also maintains a real-time view of available inventory, and we can proactively restock inventory to maintain ideal levels. Beyond that we get the notification when a sale happens. Thus, we can get the exact and precise details of our business.

### LOGIN



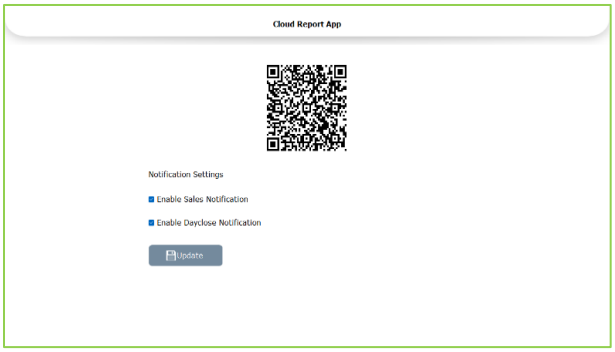

- Open ZKPOS Cloud Report App in your Android device.
- If you already register your details, you will have a username and password.
- Enter username and password.
- Click Login.



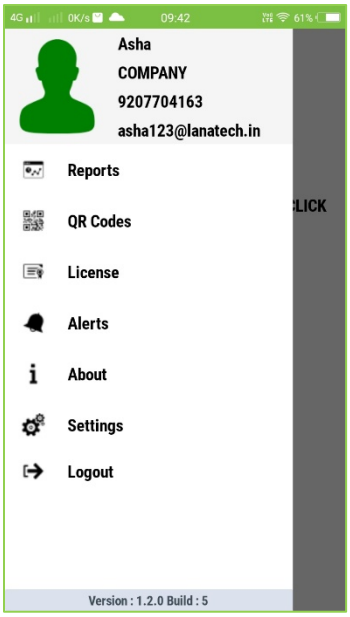

- If you are a new user, please register your details.
- Click on register button.
- Enter the details.
- Contact your retailer to get the retailer code.
- Agree Terms & Conditions.
- Click on register button.
- After registration login to the Cloud Report App.

- Now you can see the available reported listed as in the figure.
- You can view the reports of your restaurant/supermarket shop by simply scanning a QR Code.
- QR code is available in ZKPOS Restaurant/Supermarket windows Application.

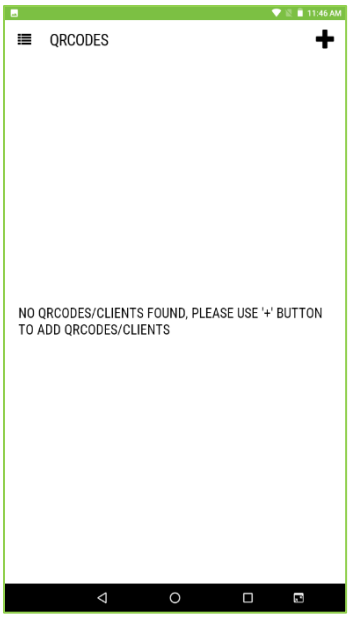
**QRCODE**



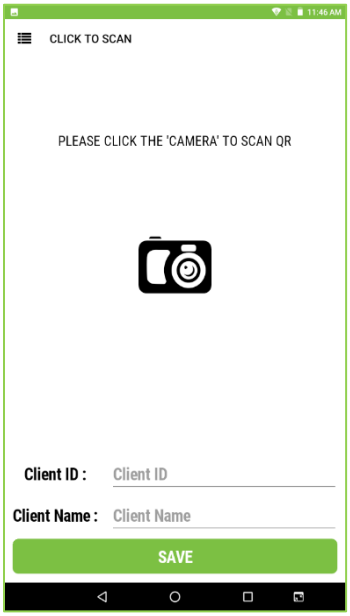

- Login to ZKPOS Restaurant / Supermarket Windows Application.
- Go to settings > ZKPOS Cloud App.
- You can see the QR code here.
- Here you have the option to enable notifications to ZKPOS Cloud App.
- You can enable sales notification as well as day close notification.




- Click on the menu button (left top side of the screen) in ZKPOS Cloud Application.
- Select QR code option.

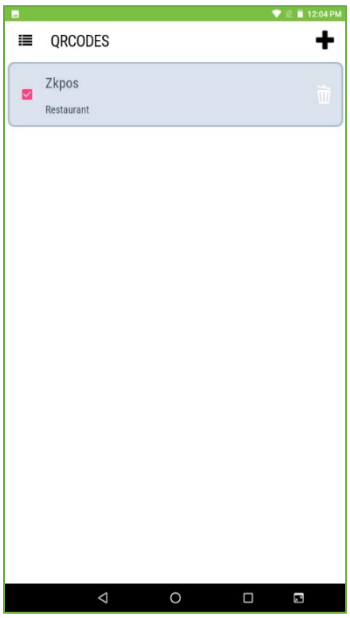



- You will get a screen to ask click + button to scan QR Code.




- Now you get a screen shows Client ID and Client name.
- Click on the camera to scan the QR code.

- By scanning the QR code Client ID automatically appears as shown in figure.
- Enter the client's name.
- Click SAVE button.




- You are successfully added one client to ZKPOS Cloud Application.
- You can add more than one client by scanning the QR Code.
- Select the check box against the client that you need to view the details.
- You can change the selection if you want to view the reports of other clients.

**REPORTS**

You can see the reports of the selected client anywhere and anytime.

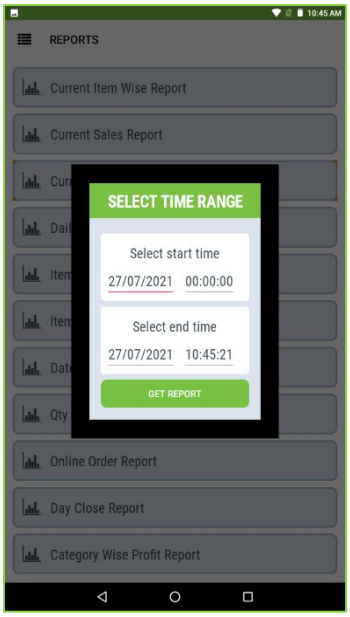
**Current Item Wise Report**

- Go to main menu icon.
- Select Reports.
- Select current item wise report.
- Details of current sale will be shown as in the figure.

- You can share the report by clicking share button in left bottom corner of the screen.
- You can also export the report to PDF by clicking the PDF icon.

**Current Sale Report**

- Current Sale details will be listed as shown in the figure.
- You can view the invoice wise details and total sale details.
- You can also share the report or export it to PDF.



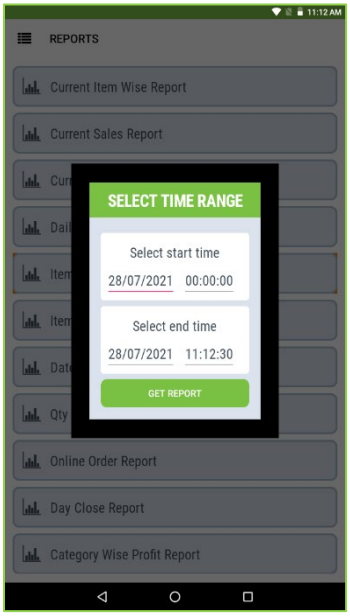

**Current Online Order Report**

- Select start date and end date to view the details between them.
- Set the start time and end time also.
- Click on Get Report Option.

- Current online order report shows the current details of online delivery orders.
- Share and export option is available for further analysis.

## Daily Item Report

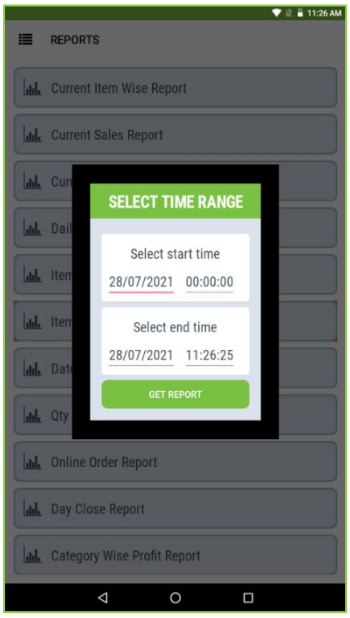
- Click on the daily item report to see the details of daily sale.
- You can share the report or export it to PDF.




## Item Wise Report

- To view the item wise report, select item wise report option.
- Enter Start date/time and end date/time.
- Click on Get Report.

- You can view the reports as shown in figure.
- You can view the details item wise.
- Price, quantity, and total amount will be shown as in figure.




**Item Wise Report with Time**

- Select start date and end date to view the details between them.
- Set the start time and end time also.
- Click on Get Report Option.

| ITEM | PRICE | QTY | TOTAL |
|---|---|---|---|
| 12 Piece Butterfly Shrimp | 150.0000 | 2.0000 | 300.0000 |
| 2 Piece Grilled Crab Cakes | 175.0000 | 1.0000 | 175.0000 |
| Fish, Shrimp & Crab Shell | 120.0000 | 2.0000 | 240.0000 |
| Fried Green Tomatos | 120.0000 | 1.0000 | 120.0000 |
| Fruit Maple Oatmeal | 130.0000 | 1.0000 | 130.0000 |
| Grilled Crab Cakes | 350.0000 | 1.0000 | 350.0000 |
| HOMESTYLE OATMEAL | 200.0000 | 1.0000 | 200.0000 |

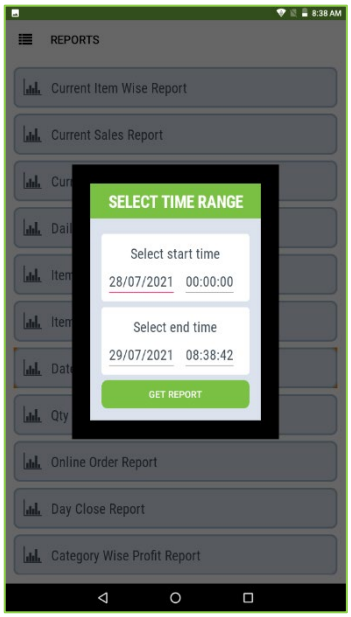
Total Sale :1515

Total Tax :227.25

Total Product Discount :0

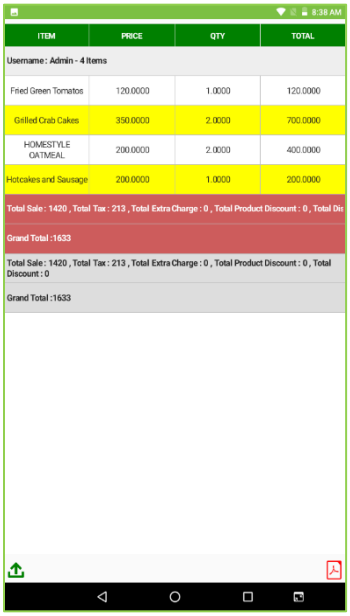
Grand Total :1742.25

- You can view the sale data within the time range.
- You can share or export it to pdf.

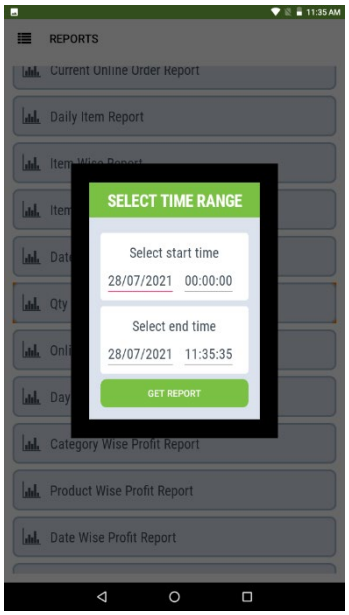



**Date Wise Sales Report**

- Select start date and end date to view the details between them.
- Set the start time and end time also.
- Click on Get Report Option.



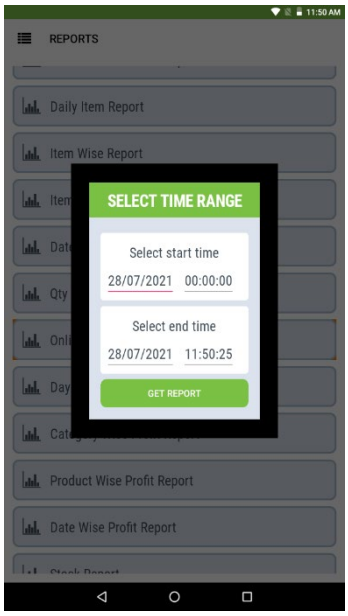

- You can view the details of sale according to date here.




**Quantity Wise Sales Report**

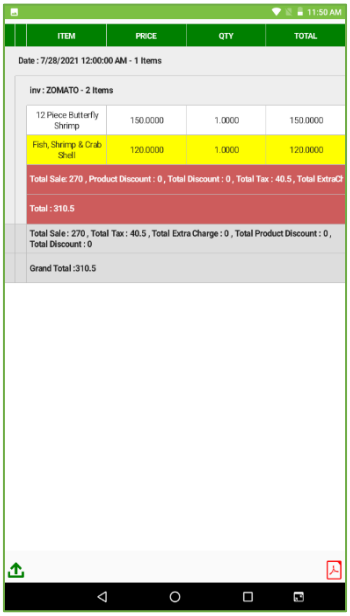
- To view quantity wise sales report, enter start time and end time.
- Click on Get Report Option.

- Here you can see the quantity wise sales details of items.
- Share or export to PDF according to your wish.

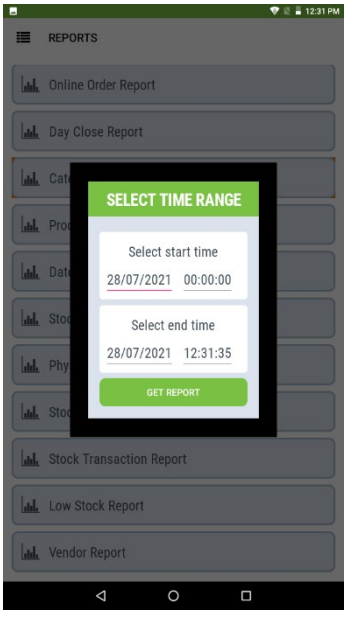



**Online Order Report**

- Online order details can be viewed by selecting start time and end time.
- Click Get Report button.



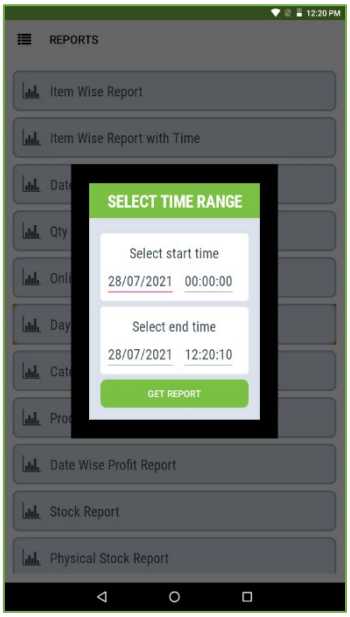

- You can see the online order report as shown in the figure.
- You can share or export to pdf for future analysis.




**Day Close Report**

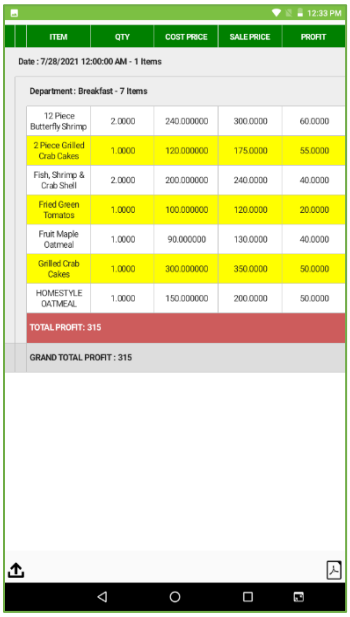
- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.

- You can see the day close details and total amount here.
- Click on share or PDF icon if you want to save the details.

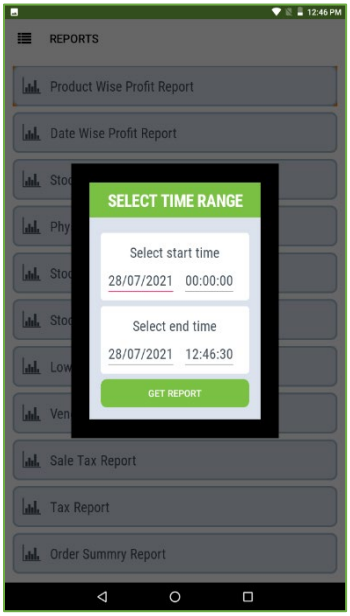



**Category Wise Profit Report**

- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.



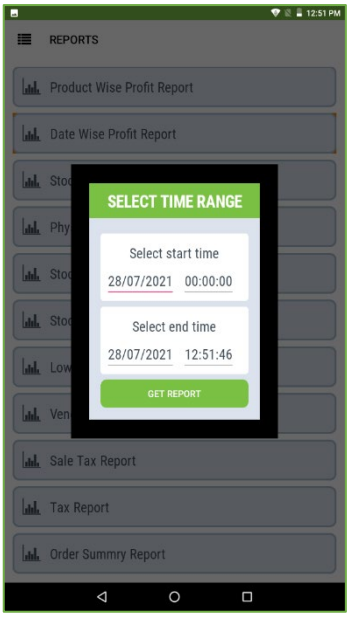

- Category wise profit report will be shown as in the figure.
- It shows the total profit of the selected time period.
- It's grouped as category wise/ Department wise.




**Product Wise Profit Report**

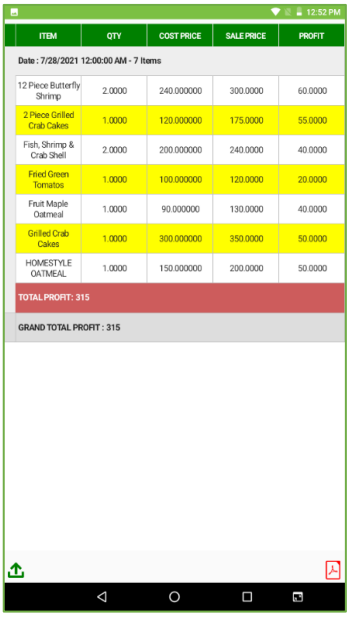
- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.

- Product wise profit report will be shown as in the figure.
- It shows the total profit of the selected time period.
- You can see the product wise profit details here.




**Date Wise Profit Report**

- Date wise profit report can be viewed by selecting start time and end time.
- Click Get Report button.



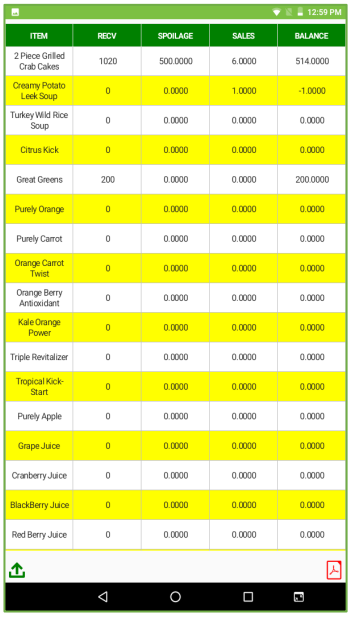
| ITEM | QTY | COST PRICE | SALE PRICE | PROFIT |
|---|---|---|---|---|
| Date : 7/28/2021 12:00:00 AM - 7 Items | | | | |
| 12 Piece Butterfly Shrimp | 2.0000 | 240.000000 | 300.0000 | 60.0000 |
| 2 Piece Grilled Crab Cakes | 1.0000 | 120.000000 | 175.0000 | 55.0000 |
| Fish, Shrimp & Crab Shell | 2.0000 | 200.000000 | 240.0000 | 40.0000 |
| Fried Green Tomatos | 1.0000 | 100.000000 | 120.0000 | 20.0000 |
| Fruit Maple Oatmeal | 1.0000 | 90.000000 | 130.0000 | 40.0000 |
| Grilled Crab Cakes | 1.0000 | 300.000000 | 350.0000 | 50.0000 |
| HOMESTYLE OATMEAL | 1.0000 | 150.000000 | 200.0000 | 50.0000 |
| TOTAL PROFIT: 315 | | | | |
| GRAND TOTAL PROFIT : 315 | | | | |

- Date wise profit details of items will be shown here.
- You can export the report to PDF or share it.

| ITEM CODE | ITEM | STOCK |
|---|---|---|
| 10 | 2 Piece Grilled Crab Cakes | 514.0000 |
| 100 | Creamy Potato Leek Soup | -1.0000 |
| 10162 | Great Greens | 200.0000 |
| 10191 | Peanut Butter | 500.0000 |
| 102 | Creamy Garlic Mushroom Soup | -1.0000 |
| 10287 | Grilled Mahi Taco | -7.0000 |
| 105 | Chinese Chicken Mushroom Soup | -2.0000 |
| 11 | Fried Green Tomatos | -13.0000 |
| 110 | Chipotle Chicken and Rice Soup | -1.0000 |
| 111 | Chipotle Pumpkin Soup | -3.0000 |
| 116 | Cheesy Chicken Parmesan Soup | -1.0000 |
| 13 | 12 Piece Butterfly Shrimp | -10.0000 |
| 130 | Banana Berry Smoothie | -1.0000 |
| 132 | Chili Mango Smoothie | -2.0000 |
| 138 | Apples 'N Charge | -2.0000 |
| 139 | Amazing Greens | -1.0000 |
| 147 | Apple 'n Greens Smoothie | -1.0000 |

**Stock Report**

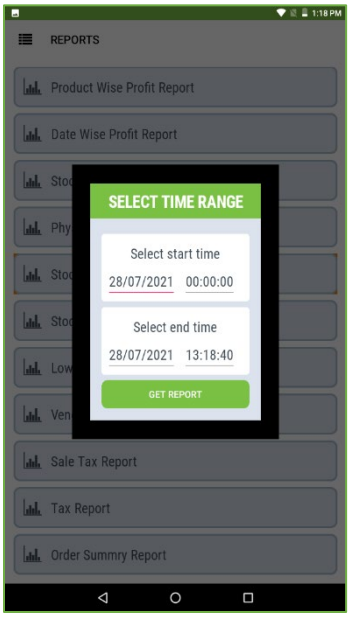
- To view the stock details of your shop, click on Stock report from report section.
- Stock details of each item will be listed as shown in the figure.
- You can export the report to PDF or share it.



| ITEM | RECV | SPOILAGE | SALES | BALANCE |
|---|---|---|---|---|
| 2 Piece Grilled Crab Cakes | 1020 | 500.0000 | 6.0000 | 514.0000 |
| Creamy Potato Leek Soup | 0 | 0.0000 | 1.0000 | -1.0000 |
| Turkey Wild Rice Soup | 0 | 0.0000 | 0.0000 | 0.0000 |
| Citrus Kick | 0 | 0.0000 | 0.0000 | 0.0000 |
| Great Greens | 200 | 0.0000 | 0.0000 | 200.0000 |
| Purely Orange | 0 | 0.0000 | 0.0000 | 0.0000 |
| Purely Carrot | 0 | 0.0000 | 0.0000 | 0.0000 |
| Orange Carrot Twist | 0 | 0.0000 | 0.0000 | 0.0000 |
| Orange Berry Antioxidant | 0 | 0.0000 | 0.0000 | 0.0000 |
| Kale Orange Power | 0 | 0.0000 | 0.0000 | 0.0000 |
| Triple Revitalizer | 0 | 0.0000 | 0.0000 | 0.0000 |
| Tropical Kick-Start | 0 | 0.0000 | 0.0000 | 0.0000 |
| Purely Apple | 0 | 0.0000 | 0.0000 | 0.0000 |
| Grape Juice | 0 | 0.0000 | 0.0000 | 0.0000 |
| Cranberry Juice | 0 | 0.0000 | 0.0000 | 0.0000 |
| BlackBerry Juice | 0 | 0.0000 | 0.0000 | 0.0000 |
| Red Berry Juice | 0 | 0.0000 | 0.0000 | 0.0000 |

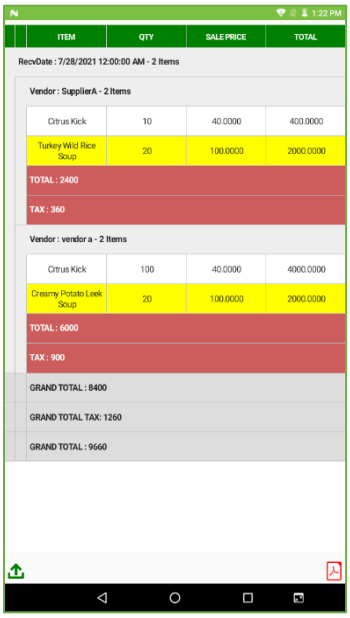
**Physical Stock Report**

- To view the physical stock report, click on it.
- Receiving quantity, spoilage, sales, and balance stock will be shown as in the figure.
- You have export and share option in the bottom side of the screen.

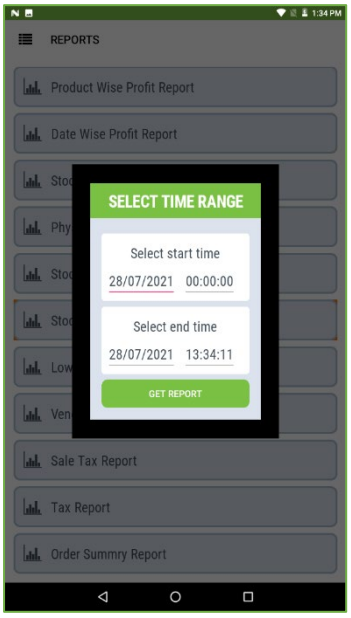



**Stock Receiving Report**

- Stock Receiving report can be viewed by selecting start time and end time.
- Click Get Report button.

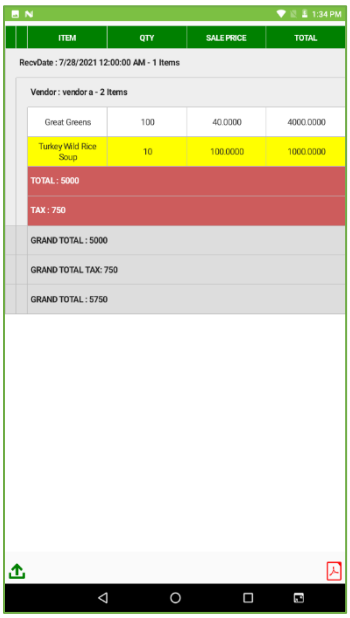



- Supplier wise receive details can be viewed as in the figure.
- You can share or export the report.




**Stock Transaction Report**

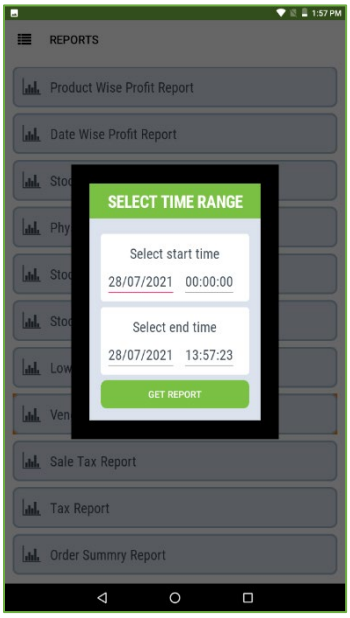
- Stock Transaction report can be viewed by selecting start time and end time.
- Click Get Report button.




- Stock transaction details will be shown as in the figure.
- Share the report or export it to PDF using respective buttons.

**Low Stock Report**

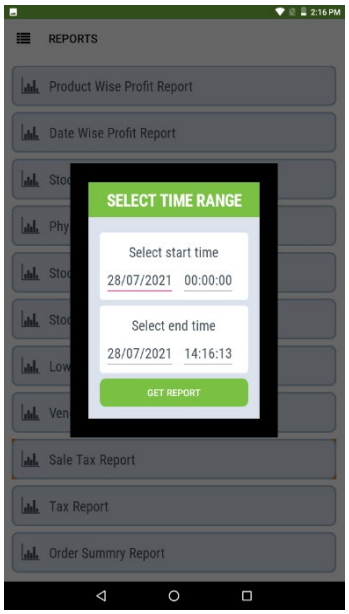
- By clicking this report, you can view the details.
- In this report low stock items will be listed.




**Vendor Report**

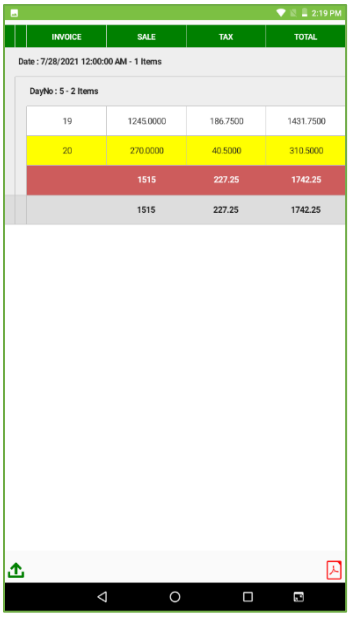
- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.

- Vendor wise stock receiving details will be shown as in the figure.

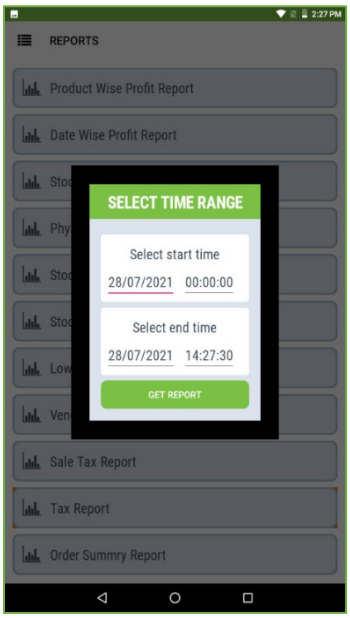



**Sales Tax Report**

- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.

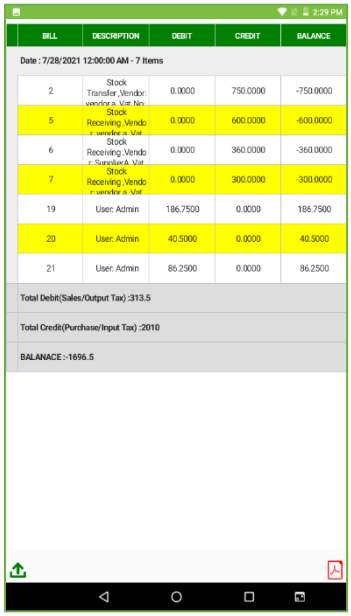



- Sales tax details will show as in the figure.
- You can share the report or export it to PDF.

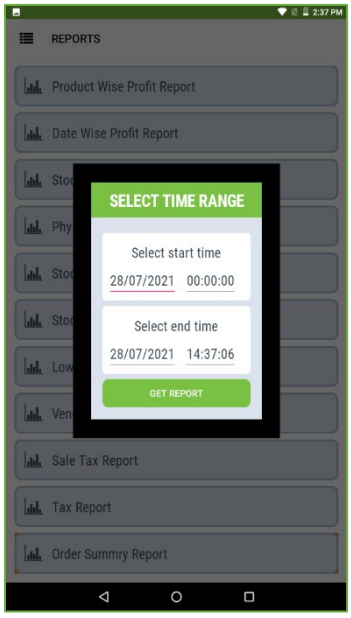



**Tax Report**

- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.



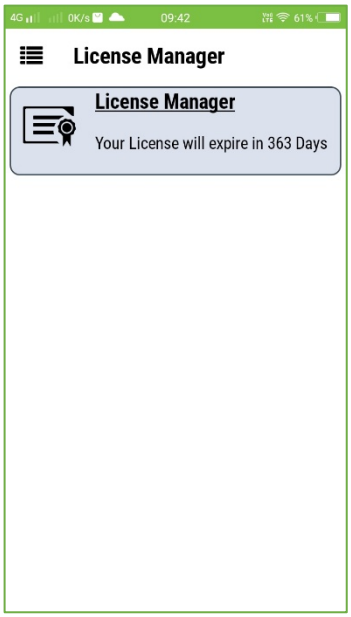

- You can view the tax details here.




**Order Summary Report**

- Select start date and end date to view the details.
- Set the start time and end time also.
- Click on Get Report Option.

- Order summary of items will be shown here.
- Share or export according to your requirement.




**LICENCE**

- To know about your licence details, click on licence manager from the menu lists.
- You can view the expiry details of your software here.

**ALERTS**

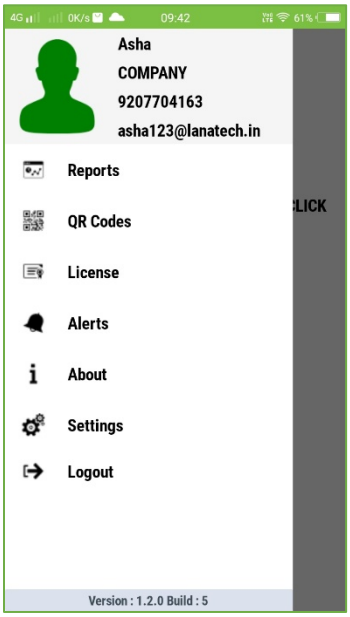
- Go to Alerts from menu list.
- You can see invoice alerts and day close alerts.
- You will get a notification to your android device, if you enable the notification in connected client software.

**ABOUT**

- The details of software version will be shown here.

**SETTINGS**

- You can change the language of the application from settings option.




**LOGOUT**

- To log out from the app click on LOG OUT button.

ZK Building, Wuhe Road, Gangtou, Bantian, Buji Town, Longgang District, Shenzhen China 518129

Tel: +86 755-89602345

Fax: +86 755-89602394

www.zkteco.com

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