



The first professional POS software for terminals based on Android® operating systems

User quick guide

Mynt



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Clarification

All contents included in this document are subject to be changed without previous notice.

Revision history

Version 2.00.00 - June 2014

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A) Action buttons

In Mynt you will find some buttons that are repeated in all screens:



Exit. This button allows you to exit to the last menu.



Help. This button shows the screen help.



Previous. This button shows the previous screen.



Next. This button shows the next screen.



Insert. This button inserts a new record.



Edit. This button edits selected record.



Delete. This button deletes selected record.

B) Keyboard on screen

Every time you edit a text field, the virtual keyboard will appear on screen.

Depending of the kind of data being entered, either a complete keyboard or a numeric keyboard will appear on screen.



FEATURES

C) Warning messages

Warning message for the user.

You haven't select any product.

Accept

Exit

Do you really want to exit the application?

Cancel

Accept

Selection message.

D) Date selector

If you press the icon on the left of Date Filters, you can choose:

- · All the dates
- · Filter by year
- · Filter by month
- Filter by day
- Filter between two dates

E) Image selector

Mynt allows you to assign images to users, families of items and items.

When you are in editing mode, press on the image and it will show the image selection screen.

You can assign an image from the wide images catalogue preinstalled with the software, assign a color as a image, access the image gallery of your Android device, or even take a picture with your Android devices camera.



Image selection screen from the preinstalled image catalog.



Selection screen for color as an image.



Image selection screen from the images gallery or the camera (if available).



To change from one view to the other, slide the screens with your finger from right to left to move to the next screen, or from left to right to move to the previous.

F) Multiple screens

In Mynt there are a multiple screens that allow you to scroll horizontally and vertically.

Vertical scrolling allow you the access to all elements within a list:



In the previous example, the families list and items list are vertically scrolled to access all collection.

Sometimes, and depending of the size of the screen of the device, the information to be shown on screen exceeds the size of it, so you can move vertically with your finger.

Other screens can be scrolled horizontally.

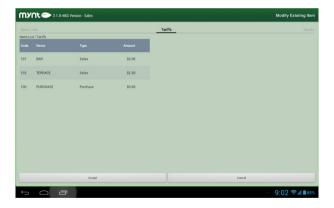
This is the case of the image selection screen or the items editing:





This image shows the item edit screen.

If we slide the finger on the screen from right to left, we will access the second screen.



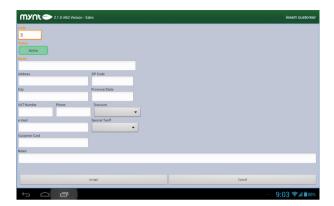
G) Creation and Editing Screens

Use the Insert button to create new records.



Insert a new record.

All new records creation screens have the same blue color to identify them easily:



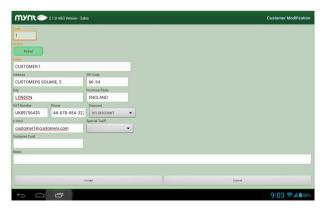
Use the Edit button to modify records.



Modify the selected record.

To modify one record, you have to select it first.

All records screens have the same green color to identify them easily:





H) Deletion of Records

Use the Delete button to eliminate records.



Eliminate the selected record.

To delete one record, you have to select it first.

Once you press the Delete button, it will appear a dialog screen to confirm the deletion:



I) Differentiations, Classifications, Supplements, Modifiers and Production Groups

I1) What are Differentiations?

Differentiations are used generally on clothes stores. They allow to have a master item (Father Item), for example, a shirt model 1, and associate all variations produced after combining the different sizes with the different colors, generating different items (Child Items).

The advantage is in the creation of items and the automatic assignment of the item code and the bar code.

In Mynt, Differentiations are the elements that "differentiate" the Child Items (for example, sizes, colors, etc.).

I2) What are Classifications?

In Mynt, items are grouped into families.

Classifications offer alternative grouping in order to report statistics based on these classifications.

There can be created as many classifications as needed.

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I3) What are Supplements?

Supplements are variations of an item during the sale that alter its price.

For example, a beef steak can have a supplement of french fries that may increase the price by \$2.

I4) What are Modifiers?

Modifiers are variations of an item during the sale that not affect its price but the cooking process. For example, a beef steak can be well done, medium or rare.

I5) What are Production Groups?

They are used generally in hospitality.

Production groups are the different points at the business where products are prepared.

One business can have a production group for hot dishes, one for cold dishes and another one for coffee.



When you run the software for the first time, it will start a setup guide that will help you during the process of configuring your data.

Using the guide, you can configure the following elements:

A) Language Selection

Select the language used by the software.



Once the language is selected, end-user license agreement will appear. You should accept it in order to continue.

After that, you'll be asked if you'd like to store the database on a Sd card or in the internal memory of the device.

Once the selection is done, the software will load the database structure. This process requires that your terminal is connected to the internet (it is recommended to use a WiFi connection due to the high volume of data to be transferred).

B) Software License Code Introduction

If you are in possession of a license code, press the License Type button to change it into green color. Enter the license number and press the Activate button.

If you don't have any license code, simply press the Next button and the software will work in Demo Mode (30 days working

D CONFIGURATION

limitation). At any point during this period you will be able to enter a license code by selecting this option in the configuration menu.



This process needs to have an Internet connection.

C) Load Demo Database

If the software is in Demo Mode, you can load some data base examples to be able to evaluate our software properly. The demo examples are classified by languages.

D) License Type

Mynt can be used in two different ways: as a traditional sale unit (PAD) with a similar behavior to any POS software or as a digital menu (MENU).

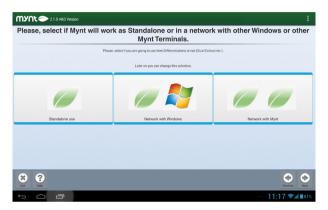
Once the wizard is finished, you will not be able to change this selection.

E) Working Mode

Mynt can work in three different ways:



- Standalone. Mynt does not link to any other terminal.
- Network with Mynt for Windows. Mynt links to a Mynt for Windows/server to share all information.
- Network with Mynt. This options allows to link Mynt with another Mynt (option not available yet).



F) Region Selection

Select the region of your business. This process will automatically populate all taxes and currencies associated to your region.

G) Business Model Selection

Select the business model that matches the best with yours.

H) Currencies Configuration

Choose the currency you will use to work.

When the region is selected, Mynt automatically creates the default currency.

Due to system limitations, the software will use automatically the region established in Android options.

I) Tender Media Configuration

Configure the tender media allowed in your business (by default the software is configured with cash tender, credit card, delayed payment and restaurant ticket).



J) Tax Configuration

Check if taxes have been created correctly. You can modify or create new taxes. You will not be able to delete a set tax already assigned to an item.

In addition to the Insert, Edit and Delete buttons, there is a last button to Change taxes:



After selecting one tax record, press this button. It will show a screen to select the destinated tax. If you accept, Mynt will exchange all items with the previous tax assigned with the new one selected on the screen.

K) Tax Included on Prices

Select if the amounts entered in your price levels have taxes included or not.



L) Peripherals Configuration

Configure the devices you wish to work with. Available devices that can be set up are:

- · Receipt Printer
- Cash Drawer
- Up to 6 Kitchen Printers
- Customer Card Reader
- Barcode Scanner
- Customer Display
- Scale
- FFT Terminal

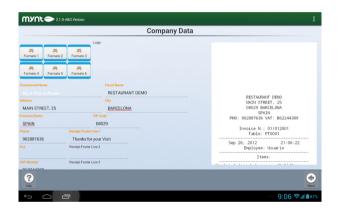


To set up a device, press the corresponding button (devices already set up have a green background and devices not configured are shown with a red background).

M) Definition of the Company Data and Receipt Format Selection

Enter here your business information, customize your receipt by inserting your logo and receipt footer lines and select one of the receipt formats available.

Press the Print button to print a sample with the selected format.



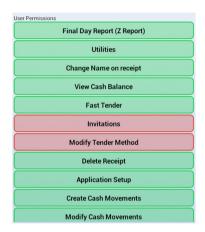


N) Users Configuration

Enter the users (at least one) that can use the software defining also permissions for each of them.

It is not required but recommended to assign a password for each user.

You can define the access permissions for each user to certain program functionalities:



O) Differentiations

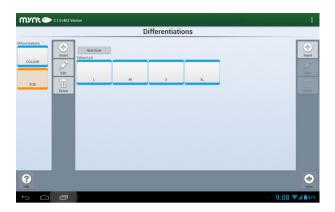
O1) Do you have Differentiations?

Select here if your business needs to have differentiations on the sale items (for example sizes and colors).

O2) Differentiations

If your business works with differentiations, use this screen to create the various configurations.

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In the left area, you can create the differentiation types and, in the right area, you can set up the different values for each type of differentiation.

When you create items with differentiations, Mynt will automatically generate the internal item codes and bar codes.

Differentiations

In the differentiation screen, you must indicate the position of the suffix from the right of the item code defined for every value of the differentiation.

It must be defined the same for the suffix of the bar code. For example, differentiation "COLOR" could have the position 1 for the code and position 1 for the bar code, which means that the suffix will be added to the right of the code and the bar code in first place.

If differentiation "SIZE" is created with position 2 for the code and position 2 for the bar code, suffixes will be added in second place.



WITH THE PREVIOUS EXAMPLE:

Internal code Father item: 34556 Bar code Father item: 34900000

It will create:

Internal code Child item: 34556CS Bar code Child item: 3490000CS

Where C is the Color suffix and S is the Size suffix.

Values of the Differentiations

Every value of the differentiation must have a defined suffix for the internal code and a suffix for the bar code.

Pay special attention to positions and suffixes to avoid duplicating items.

P) Classifications

P1) Do you have Classifications?

Select if you need to assign classifications to the items

P2) Classifications

You can create all classifications that can be assigned later to the items, to be able to get statistics filtered by classifications.

Q) Modifiers

Q1) Do you have Modifiers?

Select if you need to assign modifiers to the items.

Q2) Modifiers

Insert the item modifiers that you wish to select during the sale.

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R) Packs

R1) Do you have Pack Type Items?

Select if you are going to sell pack type items (f.e. menus).

R2) Pack Types

If you work with packs in your business (for example, menus), define here the Pack Types.

S) Production Groups

S1) Do you have Production Groups?

Select if you need to define production groups (necessary to manage kitchen printers).

S2) Production Groups

Define the production groups that you can assign to the items. Each production group can be assigned with one or more kitchen printers.

T) Price levels

Here you can create, edit or delete price levels. Also modify the item prices for each price levels.





If you select an item line, a pencil icon will appear. Press the pencil icon to edit the amount of the price levels.

NOTE: You will need a minimum of a Purchase price levels and a Sale price levels.

On the right side of the screen there are 4 buttons:



If you press this button after selecting one price levels, you can choose one original price levels to copy the prices from.



If you press this button, it will fill the price levels with the items not assigned to this price levels.

This option is not necessary to be used as items created are automatically associated to every price levels and when there is a new price levels created, all items are associated.

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If you press this button, you can perform a massive change on the price levels prices.

Enter the variation percentage (positive to increase prices and negative to decrease) and select the families to apply the price variations.

This price variation will only be applied to the selected price levels.

Next image shows the price variation screen:





If you press this option, you can change the assignment of price levels.

All areas, customers and suppliers assigned to one price levels will be assigned with the new price levels.

U) Families and Items

Here you create families and their items. Find more information in chapter *Families and Items*.

V) Areas and Tables

V1) Do you have Areas and Tables?

Select if your business has different consumer areas (i.e. tables).



V2) Areas and Tables

If your business has consumer areas or tables, you can establish them in this screen.



W) Discounts

Define the receipt discounts that will be available in your business.

These discounts will be applied to the receipt net total and can be of two different types:

- A percentage on the net amount
- · A discount amount

X) Customers

Create your usual customers and assign a special price levels to each of them and, as an option, a fixed discount.

Y) Suppliers

Create your suppliers, select the purchase price levels and, as an option, a fixed discount.

Z) Additional parameters

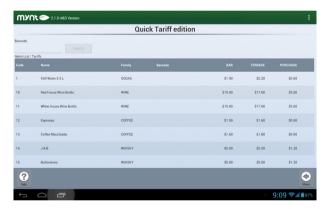
In the following screen you can set up some additional functions in Mynt. See more in detail in *Additional parameters*.



You can access this information by pressing the Setup button on the main menu.

a) Advanced Price levels

From this option you can make batch changes to item prices quickly (on screen you will see a data sheet to change prices without editing items one by one)..



b) Change ADMIN Password

With this option you can change the Admin User password (default is 5555).

c) Utilities

This option allows you perform the following functions:

- · Delete Sales Data
- Delete ALL DATABASES OF THE PROGRAM
- Export Data in Excel Format
- · Import Data from Excel Format



c1) Delete Sales Data

This option allows you to delete all sales data without deleting the programming data (users, currency, taxes, families, items, price levels, etc).

It is useful to delete the sales data created during the initial training period.

This process cannot be reverted so it is highly recommended to backup the database first before deleting actual sales data. Once the process is finished, the program will restart automatically. Mynt will ask to delete sales data of NORMAL mode, TRAINING mode, or both.







c2) Delete All Databases of the Program

This option allows you to delete all programming data except the license code.

The database structure will remain intact, so it will not be necessary to reload the structure.

This process cannot be reverted so it is highly recommended to backup the database first.

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Once the process is finished, the program will restart automatically.

c3) Export Data to EXCEL

This option allows you to save data in CSV format (EXCEL compatible).

The information data that can be stored are:

- Families
- Items
- Price levels

The export process lets you specify the folder where the data will be saved and the name of the file.

c4) Import Data from EXCEL

This option allows you to read data saved in CSV format (EXCEL compatible) and load into Mynt databases.

The information data that can be read are:

- Families
- Items
- · Price levels

IMPORTANT: The import process will overwrite information data stored on Mynt. **Please, backup databases first**.



d) Additional Parameters



In these additional parameters you can:

d1) Group the receipt lines by item

This option changes receipt format so every time you sell an item, it is either added to the same line or it is added as a new line on the receipt.

d2) Covers compulsory

Active this option to make the number of covers entry necessary every time you start a sale.

d3) Users compulsory

Active this option to make the user identification necessary every time you start a sale.

d4) Tables compulsory

If you have defined consumer areas and tables, active this option to require the entry of a table every time you start a sale.

d5) Automatic items on receipt

You can assign an item to be sold automatically when you start a sale, and will take the same quantity as the number of covers. If you change the number of covers during the sale, the program will apply the new number as this item quantity.

d6) Under stock items

Coming soon in updated version of Mynt

Activate this option to show on-screen items with a red square if they have stock under minimum quantity.

d7) Kitchen printer without table

Activate this option to send orders to the kitchen printer even if there is no table assigned.

This option can be used send orders to multiple locations.

d8) Receipt printing language

Select the language that will be used to print on receipts and create invoices.

This is useful when using the software in a different language than local

d9) Print items with zero price

If this option is disabled, items sold with zero price will not be printed.

d10) Print time on receipts

Disable this option to remove date from receipts.

d11) Lock receipts by user

Coming soon in updated version of Mynt

With this option active, a user can only edit receipts opened by him, and not other user receipts.

d12) Default Price levels

Select the default price levels that will be used to receipts not assigned to a customer area.

d13) Default Area

Select the default consumer area that will be shown when you enter in the sale screen.



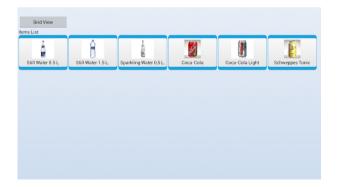
Families and Items are managed from a single screen:



Left area of the screen manages the product families and the right area is to manage items.

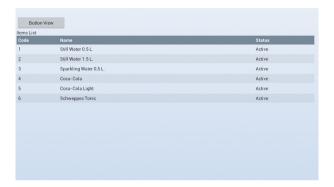
Items view can be changed from Grid View to Button View:

A) Button View Format



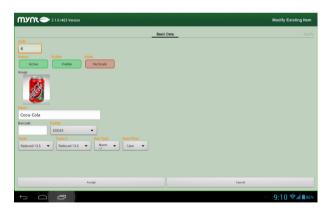
AND ITEMS

B) Grid View Format



C) Item Addition Screen

C1) General Screen



On this screen enter the basic info on the item If the item is set as Visible, it will appear on the sale screen. If it is set as Hidden, it will not appear.



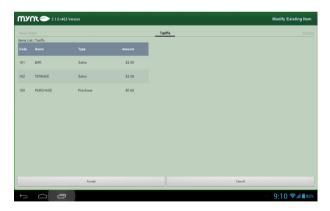
Item Types that can be defined are:

- Normal: The item is sold normally as independent units inside the receipt.
- Supplement: The item is a supplement that can be used to complement another item. It doesn't appear on the sale screen.
- Pack: The item is a composition of other items (for example, a menu).

Mynt allows you to assign a different price for the items during the sale. You can define the behavior of these Open Prices. There are three options:

- Always: The item always asks for an open price.
- User: The item allows open price but only users with open price permission can change the price.
- Never: The item price cannot be changed during the sale.

C2) Price levels Screen



On this screen you assign the prices of the item for the different price levels.

C3) Stocks

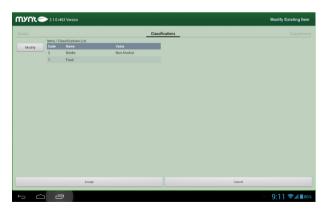


On this screen you can fix the minimum and maximum stock quantities.

Activate Stock Control to track the stock of this item (*stock module will be available in future versions*).

Also, you can define if it is allowed to refund this item.

C4) Classifications



On this screen you can define and assign classifications to each item, to be able to get reports sorted by classification.



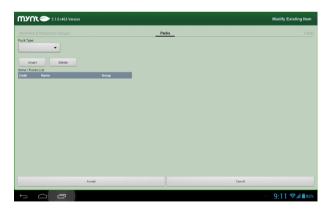
C5) Supplements



On this screen you can define all supplements that can be linked to an item.

If you set Supplement required, when you sell the item it will appear automatically the supplement selection screen.

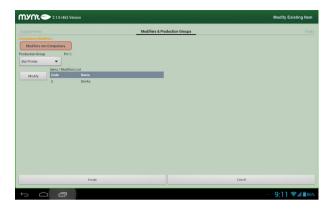
C6) Packs



On this screen you select the pack type (only of this item is Pack Type).

Select the products that will compose the pack by entering them on the grid.

C7) Modifiers and Production Groups



On this screen you can enter the item modifiers (if needed). If you set Modifier required, when you sell the item it will appear automatically the modifier selection screen. You can also select here the Production Group to print orders on a kitchen printer.

C8) Tablet



On this screen you can define the image of the item that will be shown on screen using the MENU module.

You can enter also the description that will be shown on screen using the MENU module.



D) Other actions

The Families and Items screen has two additional buttons to perform the following actions:



If you have an item selected and press the Duplicate button, Mynt will ask for a new code and will create a duplicate item.



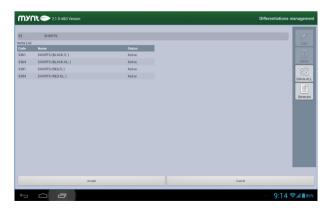
If you have an item selected and press the Differentiation button, it will show the Differentiations management dialog (size and color).

E) Differentiations

Mynt allows you to create differentiations on the items. Differentiations use the concept of Father Item with some linked Child Items.

For doing that, it is assigned to a Father Item a combination of differentiations so Mynt will create a Child item automatically for each combination.

After pressing the Differentiations button, the following screen appears.



This screen shows a list of the differentiations (*Child item*) created for the selected item.

Besides the edit action (modify the differentiation or Child Item selected) and delete action (erase the differentiation or Child Item selected), you can perform two other options:



With this button you can delete all generated differentiations and the Father Item becomes a standard item.



Press this button to load a screen to generate all differentiations.

E1) Generate Differentiations Screen

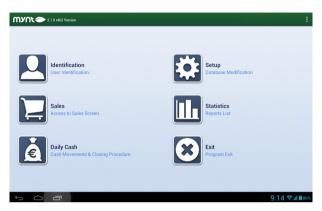
This screen appears when you press Generate button.



Select the combinations you need to generate and press Accept button.



This screen will be shown after the initial setup is finished and every time you start the program.



From the general menu you can:

A) Identify the User

Enter on this option to identify the user of the program. Create a user to access all other options.



Select the user from the list of available users and enter the ac-

L MENU

cess password.

By default, **the Admin user password is 5555**. Use the option Change ADMIN Password to modify it.

B) Setup

From this screen you can access all programs you found on the initial setup and also:

- Advanced Price levels
- · Change Admin Password
- Utilities
- · Additional Parameters

C) Sales

Use this option to start the sales operations of the program.

D) Statistics

Use this option to access to the different reports and statistics provided by Mynt.

E) Daily Cash

Use this option to access to the Daily Cash Report screen. From this screen you can perform the cash declaration, enter received on account or payouts and close the Daily Cash Report.

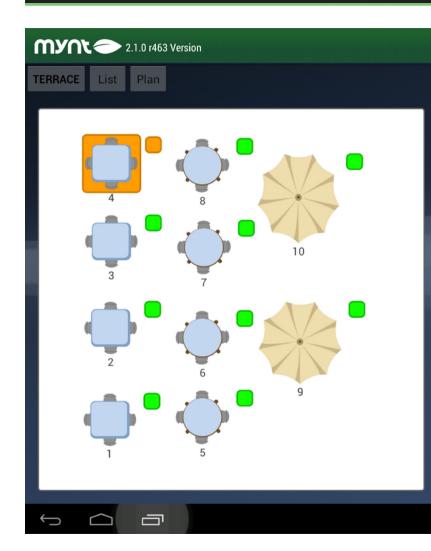
F) Exit

Use this option to close the program.

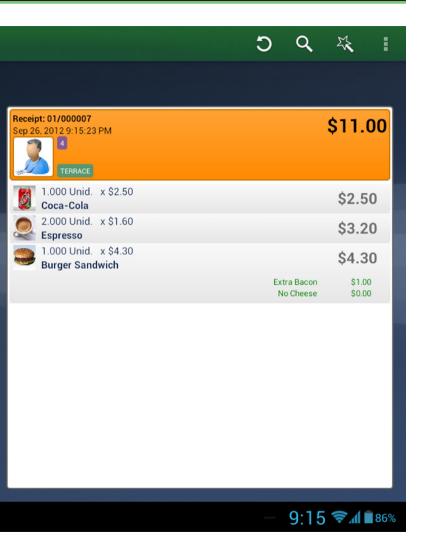
You can also exit the program by using the Back button of your Android device.



TABLE SELECTION AN



ID PARKED RECEIPTS



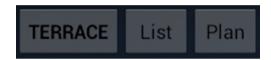


When you enter in the Sales option, a table selection and parked receipts screen will open.

From this screen you can:

- · Access to the consumer areas defined
- Create new receipts
- · Restore parked receipts
- · Print preview invoices
- · Search for already paid receipts

You will see 3 buttons over the customer area:



A) Customer Area Selection

If you press this button, you can select any of the customer areas defined on the software.

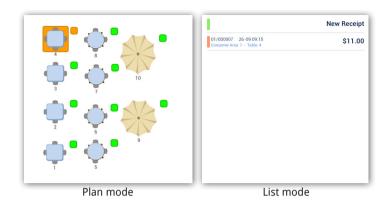
Besides the defined customer areas, it appears the option "No Area" where you can park all receipts not linked to a table. If there are no defined customer areas, "No Area" will be displayed.

B) Plan Mode Selection

With this option you can choose to view the customer area in a Plan format or Grid format (better access to big dimension plans).

C) View Mode Selection

With this option you can choose to review parked receipts in Plan format or in List format:



Receipts and tables appear remarked in three different colors:



f you press on a Free Table you can create a new receipt. If you press on a Busy Table, you can unlock it. If you press on an Occupied Table you can

- Restore the receipt (to insert new lines)
- Print a Preview Invoice
- Discard the receipt (delete)
- Preview the receipt



Use this button to return to the General Menu of the program.

You can also use the Back button of your Android device to return.





Use this button to search for receipts already tendered.

From the receipt search screen you can:

- · Reprint a receipt already tendered
- Change the payment method of a receipt already tendered
- · Amend a receipt already tendered



Use this button to access to additional actions:



- · Open Cash Drawer
- · Reprint the last tendered receipt
- · Add Movements to Daily Cash

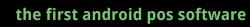


Use this button to access to the rest of options of the menu.

The actions linked to this button, can also be shown using the Menu button of your Android device.

If the software is licensed as Mynt/pad you can find the information of use by checking the chapter *SALE OPERATION IN PAD MODE*.

If the software is licensed as Mynt/menu you can find the information of use by checking the chapter *SALE OPERATION IN MENU MODE*.

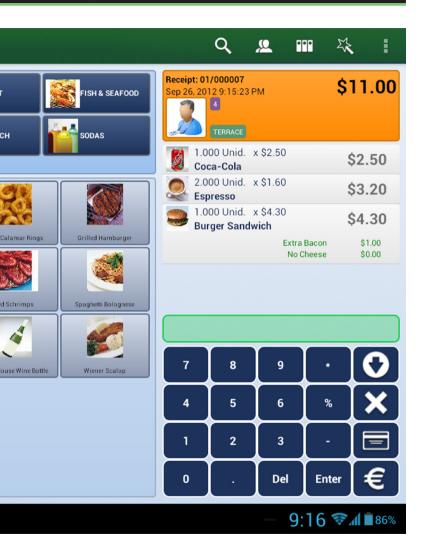




SALE OPERATIO



N IN PAD MODE





A) Actions Zone:

In this area appear all buttons that adjust general operations for Mynt.



Search.

Access to the item search and receipt search screen. For further information, check the chapter *Search*.



Customers.

Access to the customer search screen to assign them to the receipt.

When you assign a customer it will apply the preset price levels and special discount of the customer on the receipt.

To do so, it will show a confirmation message to apply the new price levels.



Price levels.

Assigns a new price levels to the receipt.



The pop-up menu shows the list of available sale price levels.

Once selected, press the Accept button to apply the change.

A screen message will ask to apply the price levels change to the items already introduced on the receipt.



Fast Actions.



Through this menu you can:

- · Open the cash drawer
- · Reprint the last tendered receipt
- Add a Cash Movement
- Print a Proforma Preview Invoice of the open receipt

B) Families and Items Zone:

Press on the Families buttons to select a family.
Press on an item to insert it to the receipt.
Press on a button item to show a menu of special actions of the item.



From this special actions menu you can:

- Add/Delete selected item to the Favorites group. If this
 item doesn't belong to the favorites group, you can add it. In
 the other case, if this item belong to the favorites group, you
 can delete it.
- Modify the Receipt Price. It will show a screen to enter the new price. Next time you sell the item again it will use again the price levels price.
- Modify the Receipt and Price levels Price. It is the same case as before but the Price levels price is also modified definitively.



C) Receipt on Screen Zone:

C1) Receipt Header

In the top area you have the receipt header with all the brief information about the receipt.



In the header you can see this information:

- In Violet, the description of the table.
- In Blue, the name of the customer.
- In Green, the description of the price levels.
- · The clerk image.
- The receipt total in bold, big characters.
- · Also, you can see the gross total and applied discounts



Covers.

Access to the covers number screen.

Covers number screen:



C2) Receipt Lines

In the below area you can see the receipt lines. If you press on one of them it will show a menu with the following options:



- Add Units. This option increases by one the item units.
- Delete Units. This option reduces by one the item units.
- Delete Line. This option deletes the item line from the receipt. This is available if the user has permission to delete lines.

If you press and hold an item line for more than one second, it will show a menu with additional actions:





- Supplements. It allows you to enter supplements to the receipt line.
- *Modifiers*. It allows you to enter modifiers to the receipt line.
- *Packs*. If this is a Pack type item, use this option to modify the pack.
- Apply Invitation. This option allows you to apply a 100% invitation to the receipt line.
- *Delete Invitation*. This option allows you to remove the invitation of the receipt line.
- *Change Name*. This option allows you to change the item's name for this receipt. This is available if the user has permission to change it.
- Delete Name. This option allows you to remove the changed name of the receipt line.
- *Kitchen Message*. This option allows you to write a text message that will be printed on the kitchen printer.
- *Modify Receipt Price*. This option allows you to change the item price on this receipt if the item open price is set as "Always" or "User" and the user has permission to change it.

D) Keyboard Zone

When pressing on a text field, a keyboard will appear along the bottom of the screen:

- If you enter a number and press the Enter button, the program will search this number as a barcode and, if found, will insert the item to the receipt. If not found, will search for an item with this internal code and, if found, will insert the item to the receipt. If both searches fail, it will show a message that item doesn't exist and give the option to create the item.
- If you enter a number, the asterisk symbol and another number, it will recognize the first number as quantity and the second number as the item code to be searched like the previous point.
- If you enter a number and press on an item button, it will recognize the number as unit price.
- If you enter a number, the asterisk symbol and press on an item button, it will recognize the number as quantity.
- If you enter a number, the asterisk symbol, another number

- and press on an item button, it will recognize the first number as quantity and the second number as unit price.
- If you enter a number, the asterisk symbol and press on a receipt line, it will change the quantity of the receipt line with the new number.
- If you enter a number and press on a receipt line, it will change the unit price of the receipt line with the new number
- If you enter a number, the percentage symbol and press on a receipt line, it will apply the number as a discount percentage of the line.
- If you enter a zero, the percentage symbol and press on a receipt line, it will remove previous discount percentage.

Other options:



Park Receipt.

Press this button to park the receipt and return to the consumer area screen.



Cancel Receipt.

Press this button to delete the current receipt.



Quick Tender.

Press this button to perform a quick tender (*)



Normal Tender.

Press this button to perform a normal tender. For further information you can check *Tendering operation*.

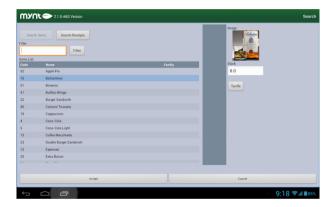
(*) If you have entered a value with the keyboard on screen, it will be used as tendered amount to calculate the change. If not, it is assumed that the receipt is paid with the exact amount. The program will print the receipt (if the print button is active in the Tender Screen) and will open the cash drawer. It will show a message with the change amount in case there is any.

E) Search

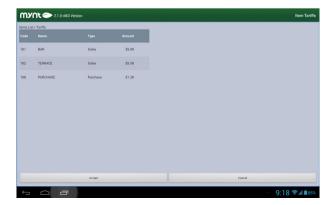
If you access to the search screen from the sale screen, you can



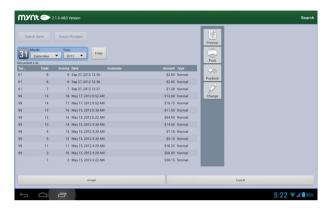
search for an item by entering part of the internal code, the barcode or a part of the name, showing also the current stock and the sale price levels. Once you find the item, you can insert it into the receipt by pressing the Accept button.



If you press the Price levels button you will see all Price levels of the selected item:



You can also search for previous receipts to review them on screen, reprint and even amend them.



Select the range of dates to use as a filter of the receipts list.

Once you have located a receipt, you can use any of the actions that appear next to the list:



View.

Press to preview on screen the selected receipt..



Print.

Press to reprint the selected receipt.

The counter of prints of this receipt will be increased by one.



Amend.

Press to amend the selected receipt.



Change.

Press to change the payment method of the selected receipt.

E1) Amend

After pressing the Amend button, it will show a message asking for confirmation.



After confirming it will be created a complete amend of the selected receipt and will be printed through the receipt printer.

A duplicate of the original receipt will be created with all the payment methods as they were originally.

A message on screen will advise the user to edit the new generated receipt (the new receipt is called Amending Receipt).

On this amending receipt you can make the modifications that you need:

- · Delete lines
- · Insert new lines
- Modify units
- · Modify prices
- Etc.

Finally you can tender the new receipt again.

In the tendering screen of the amending receipt it will show the payments of the original receipt in a different color and cannot be deleted.

E2) Change the Payment Method

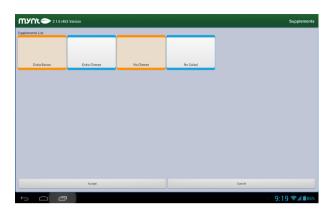
After pressing the Change button, it will show the tendering screen with the select receipt and all payment lines introduced.

You can change all payment lines and finalize again the receipt.

F) Supplements, Modifiers, Packs and Differentiations

F1) Supplements

If the item inserted on the receipt has supplements, they can be selected by pressing and holding on the receipt line for more than 1 second to show the actions menu and then select supplements.



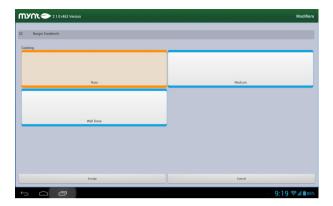
On the supplements screen you can select as many as you want to apply and then:

- If you press Accept button, they will be applied to the receipt line.
- If you press Cancel button, it will show a message on screen to delete all supplements of the receipt line or leave them as before.

F2) Modifiers

If the item inserted on the receipt has modifiers, they can be selected by pressing and holding on the receipt line for more than 1 second to show the actions menu and then select modifiers.



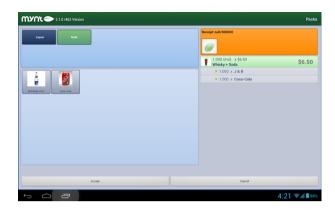


On the modifiers screen you can choose one of each type and then:

- If you press Accept button, they will be applied to the receipt line.
- If you press Cancel button, it will show a message on screen to delete all modifiers of the receipt line or leave them as before.

F3) Packs

If one item is Pack type, when you insert it on the receipt it will automatically show the packs manage screen.



Once the pack is inserted on the receipt, you can edit it by pressing and holding the receipt line for more than 1 second to show the actions menu and then select packs.

F4) Differentiations

If one item has differentiations, it will show a screen to select the proper differentiations:





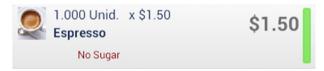
G) Format of the Receipt Lines

Receipt lines on screen show the following information:

Normal receipt line showing the item image, units, unit price, name of the item and total amount:



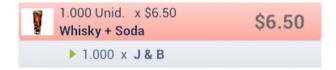
Receipt line showing modifiers:



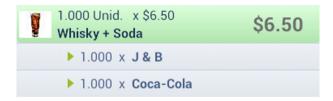
Receipt line showing supplements:



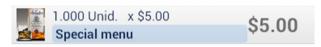
Receipt line showing a not completed pack (menu):



Receipt line showing a completed pack (menu):



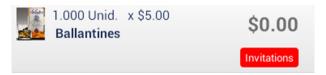
Receipt line showing an item description change:



Receipt line showing an applied discount:

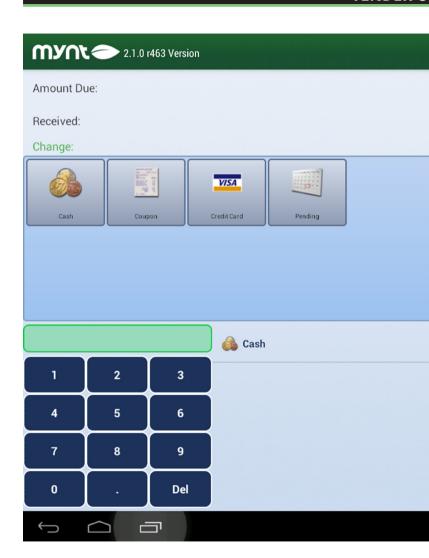


Receipt line showing an applied invitation:

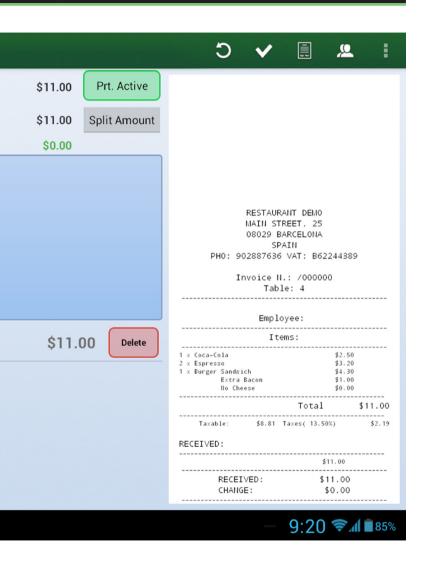




TENDER O



PERATION





From the tendering screen you can perform the following operations:



Continue.

If you press this button, the payment lines introduced will be deleted and returns to the sale screen.



Finish.

If you press this button the receipt will be closed and will be considered as tendered.

The receipt will be printed and the cash drawer opened.



Print Preview

If you press this button it will issue a Print Preview invoice through the receipt printer, the payment lines introduced will be deleted and returns to the sale screen



Customers.

Access to the customer search screen to assign them to the receipt.

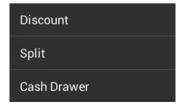
When you assign a customer it will apply the preset price levels and special discount of the customer on the receipt.

To do so, it will show a confirmation message to apply the new price level.



More actions.

If you press this option it will appear a menu with the rest of options that you can apply to the tender:



- · Apply a receipt discount.
- Split the receipt in some receipts.
- Open the cash drawer.

Enter the amount on the numeric keypad and press on a tender function to insert the payment.

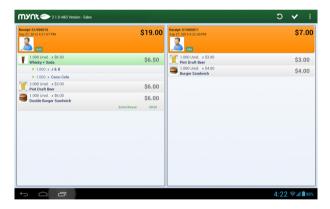
To delete a payment line, press the Delete button of the line you want to delete.



A) Receipt Split

If you split the receipt all the payment lines introduced will be deleted.

You can see on screen the original receipt on the left side and the new one on the right:



Press and drag over the original receipt lines (left) to move them to the new receipt and press and drag over the new receipt lines (right) to move them back to the original receipt.

Once you moved the desired lines to the new receipt, you have to press one of the two options from the top:





Continue.

If you press this button, the receipt split will be deleted and it returns to the original receipt as it was before the split operation.



Finish.

If you press this button the split will be validated and it will appear the tendering screen for the new generated receipt.

If you finalize this new receipt, the tendering screen will appear with the pending receipt lines.

If you press the Continue button on the tendering screen the split will be deleted and the original receipt is shown as before the split operation.

B) Coupons

To generate coupons you must finalize the sale with a COUPON tender function.

If there is a an amount to be returned as change, Mynt will ask to finalize the sale and print the receipt an a coupon with that amount as value.

To use the coupon as a tender function, you must enter the coupon code with the numeric keypad on screen and press a COUPON function.

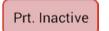
C) Printing Active/Inactive

On the tendering screen you can activate or deactivate the receipt printing:



Printing Active.

In this mode, when you finalize a receipt it will be printed on the receipt printer.



Printing Inactive.

In this mode, when you finalize a receipt it will not be printed on the receipt printer.

If you finalize a receipt with the printing mode inactive, it will not print a receipt.

If you want to print the last receipt, you can use the quick action Reprint last receipt or you can search the receipt and print from the search screen.



Mynt offers you reports and statistics to manage your business in an efficient way.

A) Reports and Statistics on Mynt

A1) Programming List

- Families List. List of the programmed families.
- Items List. List of the programmed items.
- Customers List. List of the programmed customers.
- Suppliers List. List of the programmed suppliers.
- Price levels List. List of the programmed price levels.

A2) Basic Statistics

- Receipts List. Summary of receipts for a period of time defined by the user.
- *Monthly Sales*. Summary of sales grouped by months for a period of time defined by the user.
- Item Sales. Summary of sales grouped by items for a period of time defined by the user.
- Family Sales. Summary of sales grouped by families for a period of time defined by the user.
- Tender Media Sales. Summary of sales grouped by tender medias for a period of time defined by the user.
- User Sales. Summary of sales grouped by users for a period of time defined by the user.
- *Tax Sales*. Summary of sales grouped by taxes for a period of time defined by the user.
- Fiscal Sales. Summary of sales grouped by taxes for a period of time defined by the user, taking the data from the sale totals.

A3) Fiscal Documents

- *Daily Tax*. Daily summary of sales grouped by taxes (*Available in future versions*).
- Z Report. Summary of sales totals, sales by tender media, sales by item, sales by family and sales by tax, for a day selected by the user. It prints on the receipt printer (Avail-

D STATISTICS

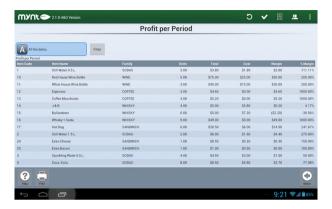
- able in future versions).
- *Fiscal Journal*. List of all receipts for a period of time defined by the user. Can be printed on the receipt printer or export into a text file (*Available in future versions*).

A4) Advanced Statistics

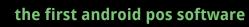
- Yearly Comparative of Sales. Shows a graphic chart comparing the sales by month of one year with the previous year (Available in future versions).
- *Monthly Comparative of Sales*. Shows a graphic chart comparing the sales by days of a month with the previous month (*Available in future versions*).
- *Customer Debts*. Shows customer balance. You can obtain a detail of the payments and sales of each customer (*Available in future versions*).
- *Price levels Comparative*. You can compare two price levels to get margins in money and percentage (*Available in future versions*).
- Profit. Shows on screen a summary of profits by item for a period of time defined by the user.
- Sales per Customer. Shows the sales by customer for a period of time defined by the user (Available in future versions).
- Receipts per Customer. Shows the number of receipts by customer for a period of time defined by the user.
- Media Receipt. Shows the average amount of receipts for a period of time defined by the user.
- *Invitations Statistic*. Shows the units and amount of invitations for a period of time defined by the user (*Available in future versions*).
- **Sales per Time Zone**. Shows the sales by hour for a period of time defined by the user (*Available in future versions*).
- Classifications' Sales. Shows the sales for a period of time defined by the user grouping the amounts by the item classifications.
- Pending Coupons. Shows a list of coupons that are issued and not used yet.



Some of the reports show the results in a data grid format and others include a graphic view of the data:

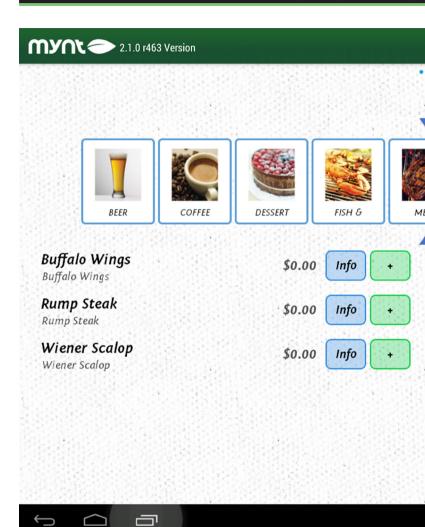


All reports can be exported to Excel (CSV) and to PDF format.

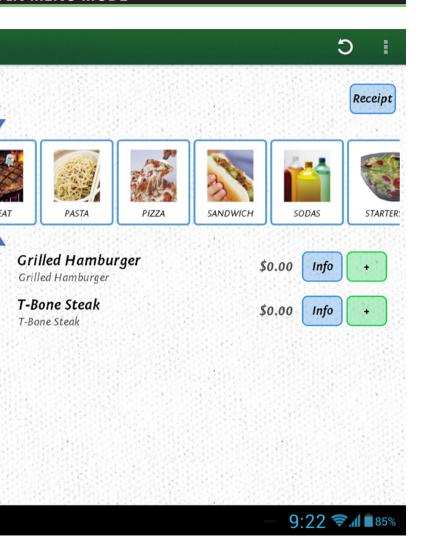




SALE OPERATION



IN MENU MODE





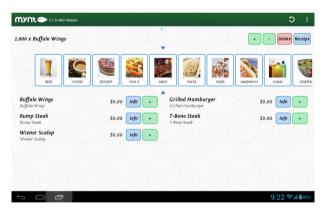
The digital menu module allows your customers to see the menu of products that are offered by your business in a interactive way and, in addition, they can enter their own order.

It is initially designed for hospitality business but can be applied to a wide variety of alternative business.

Once you enter to the digital menu screen (MENU PAD) from the table selection screen, the receipt will be open and all product selections made will be reflected on the receipt.

The screen is divided into three parts:

- The top area will show the last product selected.
- The middle area will show a row with all families of products (the same as the sales screen).
- The lower area will show in one or two columns all products of the selected family.



A) Top area

Once you select an item to insert into the receipt, it appears in the top area a line showing the units and the name of the product.

In the right side of the line, there are four action buttons:

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Increase.

This button increases the units by one.

Reduce.
This button reduces the units by one.

Delete.
This button deletes the line.

Receipt.
This button shows the complete receipt.

B) Families area (Middle)

In this area of the screen appears one row with all categories. To move the categories you must slide your finger over the row, from left to right or from right to left.

The family that stands centered in the middle of the screen is the selected family.

C) Products area (Bottom)

In this area appears a list of products in the above selected family. For each product you can see the description, the sale price of the current price levels and there are two buttons shown:

Info.
This button gives more information of the product.

Add.
This button adds a unit of this product to the receipt.

D) Product information

If you press the Info button that appears next to the product price, it will show a window with a high resolution image of the product next to a extended explanation of its properties.



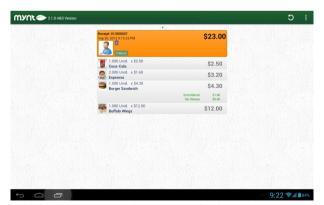


When you are done of reviewing the information, press the Close Info button.

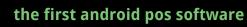
E) Receipt preview

To review the receipt you can press the Receipt button in blue color in the top area or by sliding the finger from left to right on the screen.

The receipt preview screen shows the complete receipt:



Check the chapter *Receipt lines* to get further information of the actions you can perform on the receipt lines.



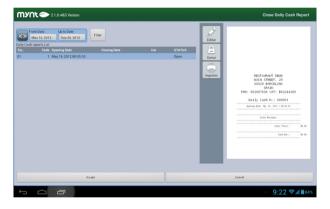


The Daily Cash button will show you the Cash Report management screen.

In this screen you can:

- Review previous daily cash reports
- Print previous daily cash reports
- Introduce received on account or paid outs amounts in the current cash report
- Close the current cash report (with cash declaration)

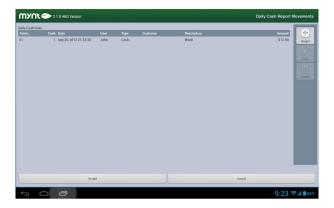
When you enter into the screen, you will see the daily cash reports for the period of dates selected.



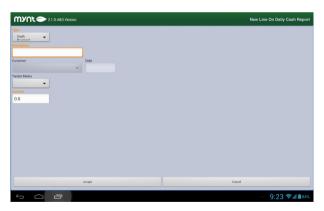
You can only Edit (enter received or paid amounts) and Close the Daily Cash with an OPEN status (the current cash report).

If you press the Edit button, it will show a list of all received and paid amounts introduced.

CASH



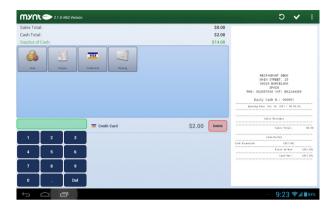
With the buttons on the right, you can add new movements, edit the existing ones or delete them.



When you enter a new movement of received amounts you can select a customer to assign this money to that customer. When you select the customer it will show the current debt balance of the customer (this debt belongs to the receipts finished with the Pending tender function).



When you press the Close button, you will access the Daily Cash Close screen (similar to tendering screen).



Enter the amounts and the payment functions you have in your drawer.

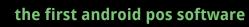
While you enter the amounts, the state indicator of daily cash will vary:

- If you have more money in the cash drawer that the expected cash, a message will read: "Surplus of Cash" in green.
- If you have less money in the cash drawer that the expected cash, a message will read: "Cash Deficit" in red.
- If you have the same money in the cash drawer that the expected cash, a message will read: "Balance Correct" in green.

Once you enter all money, press the Accept button and the cash declaration will be finished.

Mynt will ask if you want to print the Daily Cash Report.

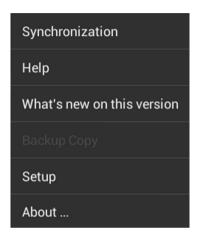
From the list of Daily Cash Reports you can print any of the previously closed cash reports.





To access to the additional options of Mynt, press the Menu button of your Android terminal.

It will open a menu on screen with the following options:



A) Synchronization

This option will be active if Mynt is linked to a Windows/server or another Mynt Server.

When you synchronize, it will get a copy of the server data into this terminal (taxes, payment functions, families, items, price levels, etc.).

Remember to synchronize every time you change data on the server.

B) Help

Press Help to open a help window related to the current screen being displayed.

L OPTIONS



C) What's new on this version

Every new version you install of Mynt will show a list with the added improvements.

To check this list of improvements for this new version again, use this option.

D) Backup Copy

This option is only active if the software has been licensed. It is very important to perform a backup of the program data every day.

If you select Backup Copy, the program will show a window to select to backup on a SD card (or USB drive if your device has a USB HOST connector) or in a Dropbox account (Dropbox has free accounts with 2Gb of store capacity).







D1) Backup Copy on SD Card

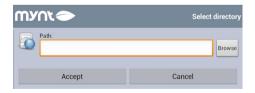
Select this option if you wish to perform the backup of the program data on a SD Card or a USB device.

When you press on SD Card Copy, you can choose to Save Backup or Restore Backup.



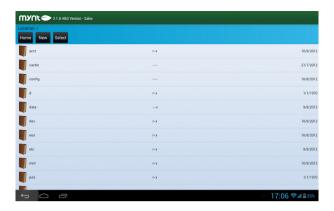


In both cases, the program will show a dialog to enter the folder where the backup will be stored:



You can manually enter the name of the folder or press the Browse button to access the file explorer of Mynt.

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Mynt will create a folder for every backup inside the directory you selected.

When you select the option to restore backup, after selecting the folder, you will see a list with the backup copies stored on the selected folder:





D2) Backup Copy on DROPBOX

Select this option if you wish to perform the backup of the program data on your DROPBOX account.







First time you access to the DROPBOX backup options, you will be requested to confirm the access to your account:



Besides the options to save or restore backup, you also have an option to delete your user credentials (after using this option, the program will request again your access credentials to DROPBOX).

The restore backup process will restart the program automatically (both for restore from a SD Card or from DROPBOX).

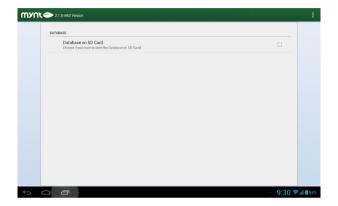
E) Setup

The Setup screen appears automatically the first time you run the

program.

This screen allows you to choose if you want to store the databases of Mynt on the internal memory of your device or on a SD Card.

We recommend to use the internal memory of the device, if possible.



You can change this selection any time, but to make it effective you must close the program and start again.

F) About

This option shows a screen with a summary of the current version and our web site.



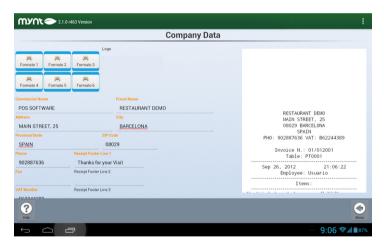
On devices with less than 8" the screens are adjusted to a working model for handy terminals.

In every screen you will see less information but, through vertical and horizontal scrolling, you can access to all data available on devices with bigger dimensions.

Not only the dimensions of the device affect to the screens visualization, but the Android version can also introduce changes on menus.

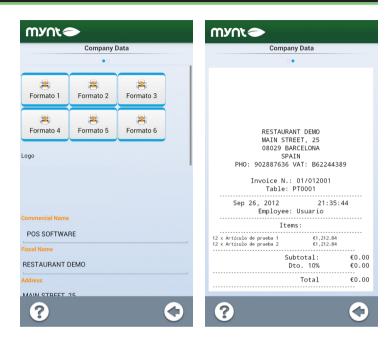
A) Setup screens in less than 8"

Example of Company data setup on 10" devices:



The same example on a 5" device

SS THAN 8"



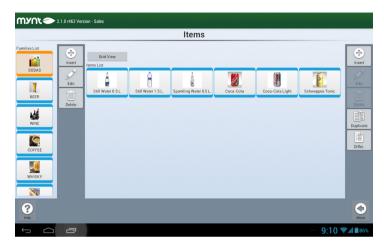
In this example you can notice that the company data has been split in two screens and the fields are distributed to be shown in vertical.

Slide your finger left and right on the screen to slide between screens. The blue dots at the top of the screen indicates the number of screens.



Another example is the Items setup.

Setup of families and items on 10" terminals:

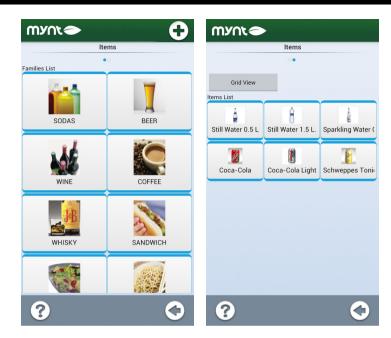


This kind of screens with groups on the left area (families) and each group information on the right area (items) are called masters / detail.

On terminals 8" or larger, all information will appear complete on screen. Terminals with smaller dimensions, information must be split into two screens to be easier to work with.

The same example on a 5" terminal:

the first android pos software



As in the previous case, to move from one screen to the other, just swipe the finger from right to left and left to right.

The action buttons (Add, Edit, Delete, etc) are no longer buttons at the right of families and items and are changed by an icon with the + symbol in the top right corner of the screen. This icon is used to add a new register.

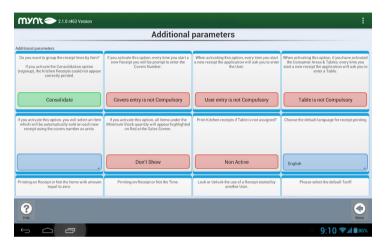
The rest of actions (Edit, Delete, etc.) are accessible by using the menu button of your Android terminal.

If the Android version is 3.0 or lower, all action icons will appear in the top area of the screen.



The buttons lists and data grids are adapted automatically to the screen size and vary the number of columns to make the information to appear clear.

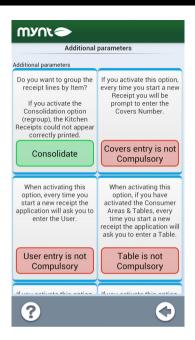
Example on a 10" screen:



Mynt detects the size of the screen and auto-adjusts the number of columns to show.

The same example on a 5" device:

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On smaller devices, only 2 columns will display.

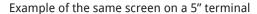


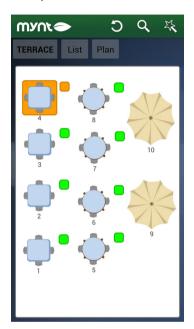
B) Sale screen

Tablet displays 8" or larger will display in a similar way as a standard POS software. On smaller terminals and tablets, the display is more like the traditional "ordering systems".

Example of Table management screen on 10"









Due to the reduced space, the consumer area is shown full screen (left image).

By selecting one table, you can use the Preview button to show one window with the contents of the receipt (right image).



Example of the sale screen on a 10" device:

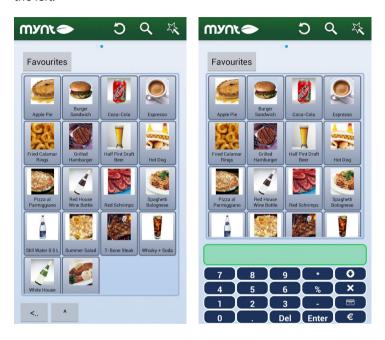


The same screen on a 5" terminal:



the first android pos software

On smaller terminals, the receipt section appears in full screen. Again, a blue color indicator in the top area shows that there is a second screen that can be accessed sliding the finger from right to the left.



The products view is also shown at full screen.

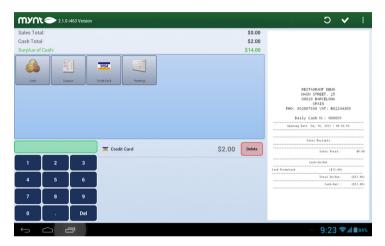
The on-screen keyboard is optional and can be opened or closed by pressing the ^ button that appears in the bottom of the screen.



C) Tendering screen

The tendering screen follows the same display criteria as the previous screens.

Example of tendering screen on a 10" terminal



The same screen on a 5" terminal:



To get further information about the different functionalities that Mynt offers, you can check the web page:

http://http://www.myntpos.com

Soon you will be able to check the online version of the complete user manual by visiting the web page:

http://www.xxxxxxxx