

DynamicSoft

# Restaurant POS Win - RPW

Restaurant POS Win - RPW | User Guide 1.02

DynamicSoft  
3-18-2021

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## Settings / Configuration

### How to setup system

Menu -> Settings -> Configuration

## System Configuration

System Setup Email Config

Company Limited

Address:

3838 Rue Zilton Clieo,  
Montreal, QC H6X H8Y, CA.

Please add Address

Phone:

+0012263409652

Fax:

54896522399

Web site:

www.fimty.com

Email:

citkar@live.com

Company Regi No:

T3459999

Footer Message

N.B: This is an automatically generated Slip. If you  
find any miscalculation please to contact us.

Save

## How to POS terminal / How to add branch

Menu -&gt; Settings -&gt; POS Terminal

## POS Terminal

Terminals Add New

Terminal name:

Terminal Address:

Phone:

Email:

Currency Code:  Currency Sign:

TAX Registration no:

TAX Rate(%)

Discount Rate(%)

Footer Message:

Save Add new

Clear Delete

## How to Edit Terminal

## POS Terminal

Terminals Add New

Search

Terminal ID	location	phone	Email	VAT
MTQC02	Lachine	+0012263409652	MTQC02@fimty.c...	14.975

## POS Terminal

Terminals Add New

MTQC02

Terminal name:

Terminal Address:

Phone:

Email:

Currency Code:  Currency Sign:

TAX Registration no:

TAX Rate(%)

Discount Rate(%)

Footer Message:

Save Add new

Clear Delete

## How to setup email

Menu -> Settings -> Configuration -> Email Config **tab**

System Setup
Email Config

### Email Setup

SMTP: \*

Port: \*

Sender Email Address: \* Email send from this address

Username: \*

Password: \*

Display Name: \*

Leave application Receiver

Expense Claim Email

Save

➔ Check **SMTP** setup guide next tab

## How to add Departments

Menu -> Settings -> Departments

## How to add Designations

Menu -> Settings -> Designations

## How to add Expense type

Menu -> Settings -> Source name

## How to add Sauces Options

Menu -> Settings -> Sauces

## Data Manager

### How to reset /refresh system

Menu -> File -> Reset Data / Clear Data – Select option and Press Reset

## Reset

☒ Clear Working hours / Entry logs

☐ Clear chatlogs

Reset

### How Restore or import previous backup file

Menu -> File -> Import Data ... Restore Data

Select your backup file (.bak)

## Restore System

Select your backup file

Select .bak file

Browse

Submit

Restore Data: When you press submit your whole system will back to your previous backup Data.  
Restore your system if you lose your Database or New install SQL server

### How Take Data Backup

Menu -> File -> Data Backup -> Select your store location

## Backup Data

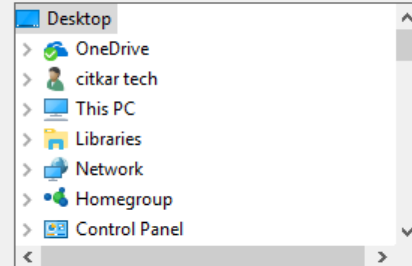
Select your folder destination where you want to save backup file

C:\Users\User\Desktop\IndianGST

Browse

Export Data

Browse For Folder



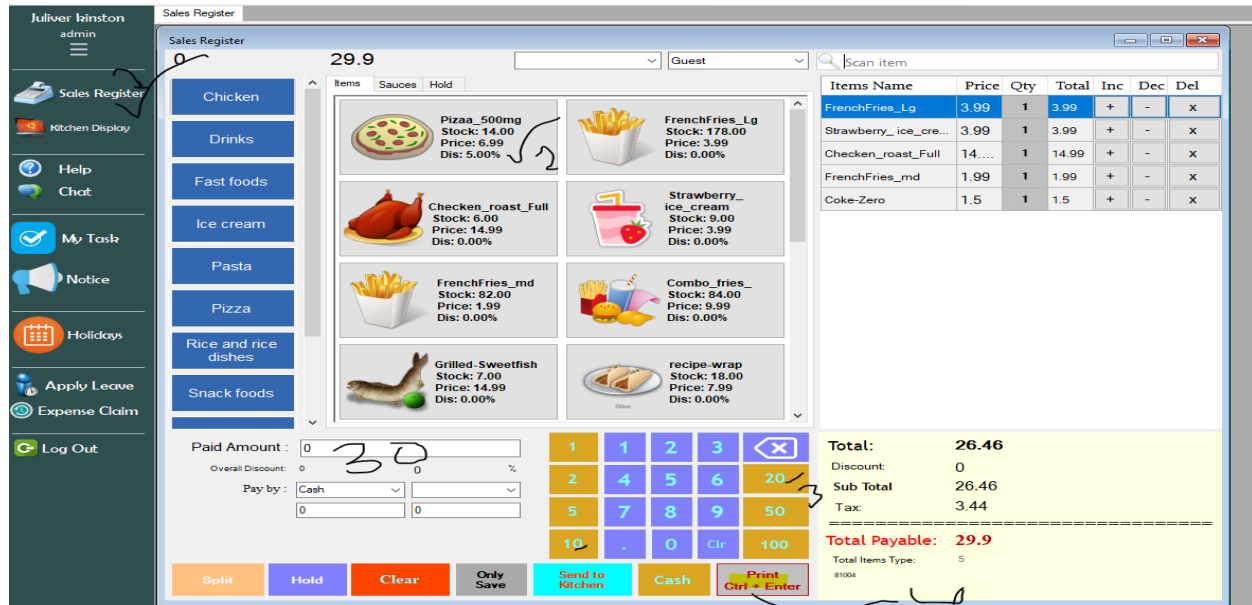
Make New Folder

OK

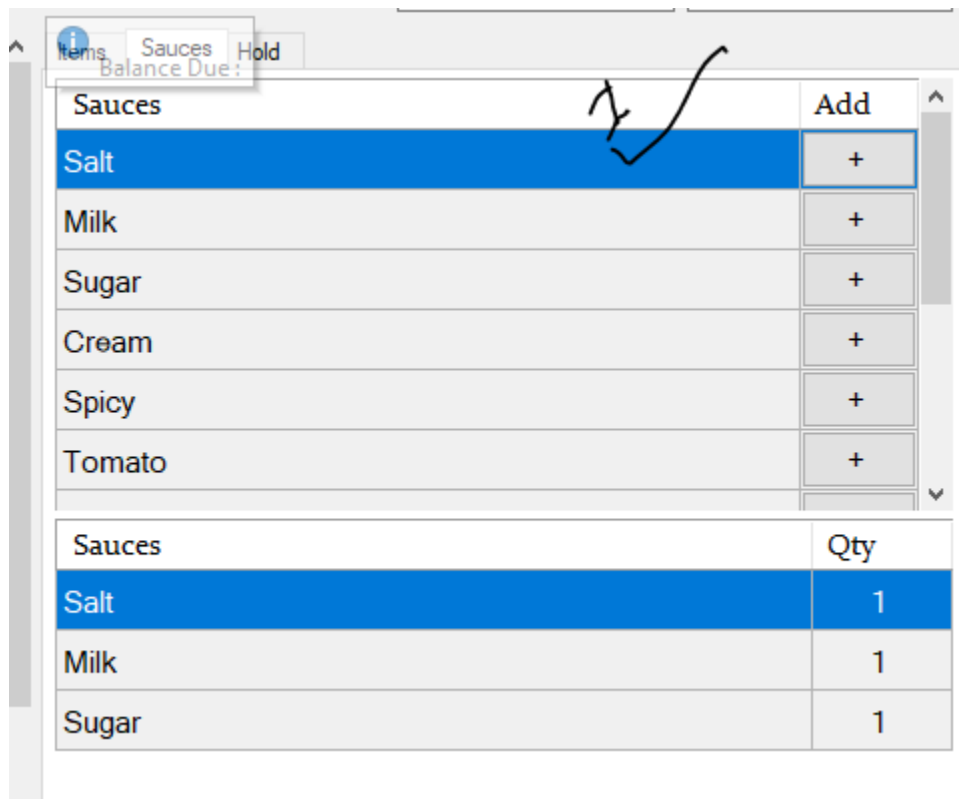
Cancel

## POS

How to sell an items / How to add item to sales cart



How to add item Sauces





## How to hold an order

Add items to cart -> Press **Hold** Button

## How to resume an order

The screenshot shows the 'Hold' tab selected. A table lists orders with columns: salesid, tokenno, ordertime, and Del. The first row is highlighted in blue. To the right, a list of items is visible.

salesid	tokenno	ordertime	Del
2102121844442	TK-064444	18:44	X
2102121849234	TK-064923	18:49	X
2102121912314	TK-191231	19:12	X
2102121913473	TK-191347	19:13	X

Items Name list: FrenchFries\_L, Strawberry\_ice, Chicken\_roast, FrenchFries\_n, Coke-Zero

## How to return an items

The screenshot shows the 'Return Items' window. A menu is open with 'Return product' selected. Below, a form for 'Return Items' is shown with a receipt number and a table of items to be returned.

Return Items

Insert receipt no: 2103081827275


Del	Dec	itemname	Price	Qty	Total
X	-	Mc_Chicken_sm	1.50	1.00	1.50
X	-	Diet-Coke	1.29	1.00	1.29
X	-	Dish-Pasta-Spaghetti	8.99	1.00	8.99


## Items


### How to add an items to Stock

Menu -> POS -> Add item (fill-up all fields, upload item picture, select store location -> save)

Item List Add Items Add Category

Product Code \* 

Product Name \* 

Description 

Product Quantity (Qty) \*

Purchase Price \*

Sale Price \*

Discount % 5.00

Category \* Alcoholic drinks

Is it Kitchen Item? ☐ Yes


Tax Rate 13.000


Weight

Manufacturing Date 2021-03-15

Expire Date 2021-04-14

Assign Shop Location \* Lachine

Save 




Standard Size: 128 \* 128 | .png

Browse


Item.png

### How to add an ingredient to item

Select an item from **Item List** -> select add ingredient Tab (Select ingredient, use Qty)

Items 


Update Item info

Item List Edit Add Ingredient 


id	Name	Use Recipe weight per package	Recipe unit
5513	Cheese	120.00	GM
5514	Pizza Bread	1.00	Piece
5515	White Pepper	1.00	Tea Spoon

Ingredient's name: Chilli

Use Qty: 1

Save  Delete

Pizaa\_500mg



### How to edit / Delete an item

Menu -> POS -> Add item -> Select an item -> Update for Edit

Delete for Remove item from stock.

### How to add an item Category

Menu -> POS -> Add item -> select Add Category tab

### How to import bulk item

Menu -> POS -> Add item -> click an **Import Item**

### Download Data Sample

Fill-up data (all Asterisk column are required)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	product_id*	product_name*	product_quantity*	cost_price*	retail_price*	category*	description	discount rate	tax rate	display	mdate*	exdate*	weight*	image url	shopid
2	894510000936	Rice-dishes	9	12	100	Rice	rice,shrimp	0	0	3	#####	#####	1kg	C:\Users\IUser\Desktop\ITEMIMAGE\item.png	MTQC02
3	894510000937	Coke-Zero	12	1	2	Drinks	coke	0	0	1	#####	#####	370ml		WIVA
4	894510000939	CoCola-250ml	12	1	2	Drinks	coke	0	0	1	#####	#####	370ml		WIVA

## Stock Details Report

Menu -> POS -> Item alert

### Stock Details

Search by Item Code or Item Name  Category  Total item :21

IN STOCK Stock Warning OUT OF STOCK EXPIRED ITEMS EXPIRING ITEMS Save Changes Export to Excel Import items

	Item Code	Item Name	Quantity	Buy Price	Sales Price	Category	Exp_Date
1	891255646224	Mc Double sm	0.00	1.99	2.49	Fast foods	2021-03-30
2	891255646225	Vegetable pizza	0.00	6.00	10.00	Pizza	2021-03-05
3	891255646230	Noodles-pasta	0.00	3.00	4.99	Fast foods	2021-12-17
4	891255646223	Chicken roast ...	6.00	10.00	14.99	Chicken	2021-01-24

Export to Excel: Export item to excel

Import items: Import items to stock database

IN STOCK: Filter Stock Item

Stock Warning: Lower than 10 quantity will be yellow color. Its shows as warning item.

Out Of Stock: Lower than 1 quantity will be Red color.

### How to update items:

Click on Qty, Buy Price, and Sales Price column to Edit and press **Save Changes**.

## POS Reports

### How to Receive Due Payment

Menu -> POS -> Due List

Due List    Receive Due

**Due List**    Search Sales Due by Receipt no:    2021-03-16    Lachine    Export to Excel

Invoice No	Date	Total	Paid Amount	Payment Type	Due	Sold by	CustID	Cust Name	shopid	Receive
210302...	2021-0...	17.43	10.00	Cash	7.43	admin	81004	Guest	WiVA	+
210303...	2021-0...	6.76	5.00	Cash	1.76	admin	81004	Guest	WiVA	+
210303...	2021-0...	11.88	10.00	Cash	1.88	admin	81002	Sorma ...	WiVA	+
210308...	2021-0...	26.31	0.00	Cash	26.31	admin	81004	Guest	WiVA	+

**Receive Due**

Date: 2021-03-02 12:00:00 AM    Customer: 81004

Receipt No: 2103021750454

Receive Date: 2021-03-16

Total Amount: 17.43

Paid Amount: 10.00

Due Amount: 7.43

Receive Amount:

**Save**

Find your due payment -> click on row -> and insert amount.

How to view Received due payment details.

Menu -> peoples -> Customers -> Find customer - click on customer - >> and follow below as like:

**Due payment History**

Invoice No: 2103021750454    Customer id: 81004

InvNo	Date	Receive Amount
2103021750454	2021-03-17	1.00
2103021750454	2021-03-16	5.00

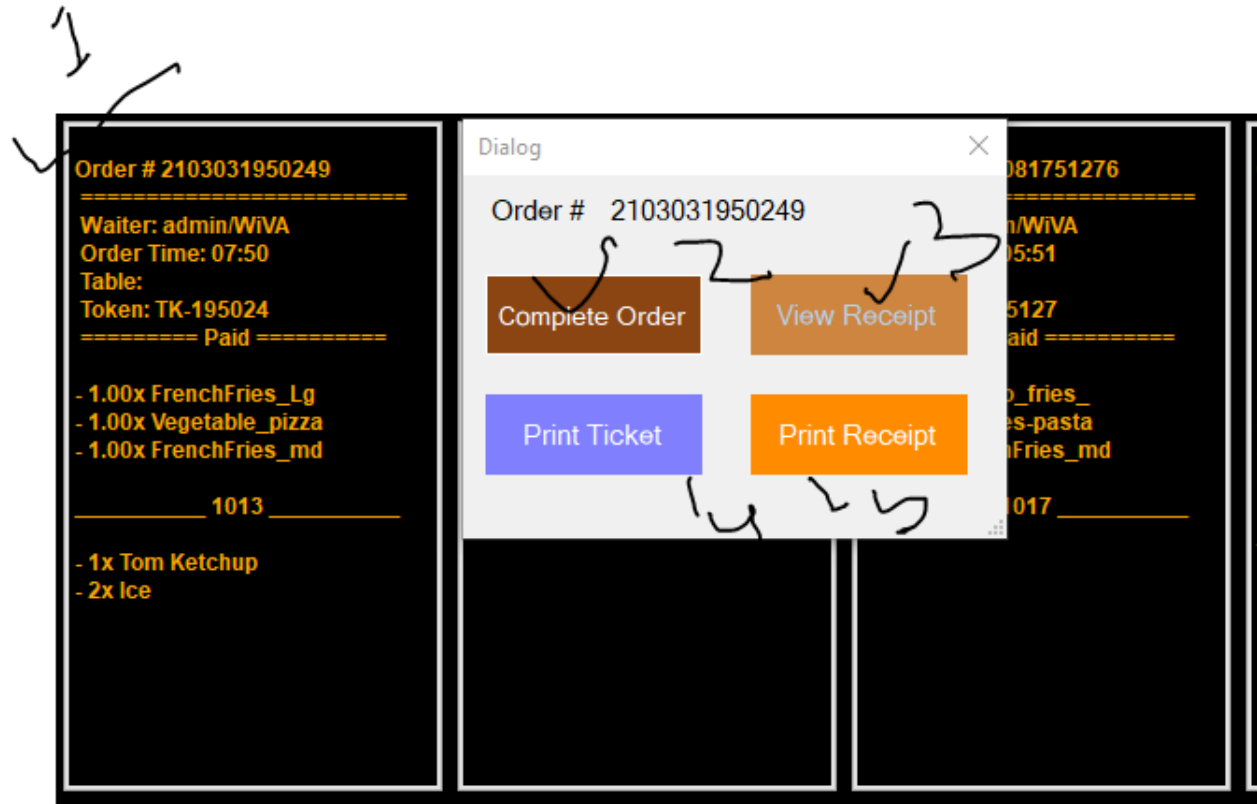
Customer's Transaction history

InvNo	Date	Sub Total	Sold by	
2103082115...	2021-03-08	10.97	admin	0.
2103081827...	2021-03-08	11.78	monika	0.
2103081751...	2021-03-08	16.97	admin	0.
2103031959...	2021-03-03	6.99	admin	0.
2103031953...	2021-03-03	2.49	admin	0.
2103031950...	2021-03-03	15.98	admin	0.
2103031930...	2021-03-03	12.49	admin	0.
2103031928...	2021-03-03	13.98	admin	0.
2103031927...	2021-03-03	5.98	admin	0.
2103031917...	2021-03-03	25.27	admin	0.
2103031913...	2021-03-03	10.28	admin	0.
2103031907...	2021-03-03	4.49	admin	0.
2103031859...	2021-03-03	16.49	admin	0.
2103031857...	2021-03-03	14.98	admin	0.
2103022059...	2021-03-02	17.98	admin	0.00
2103021750...	2021-03-02	16.49	admin	0.00
2103021750...	2021-03-02	29.98	admin	0.00

InvNo	Date	Receive Amount					
2103021750...	2021-03-02	16.49	0.00	0.94	Cash	1.43	17.43
2103021750...	2021-03-02	29.98	0.00	3.90	Cash	0.00	33.88

## Kitchen Display

Menu -&gt; POS -&gt; Kitchen Display

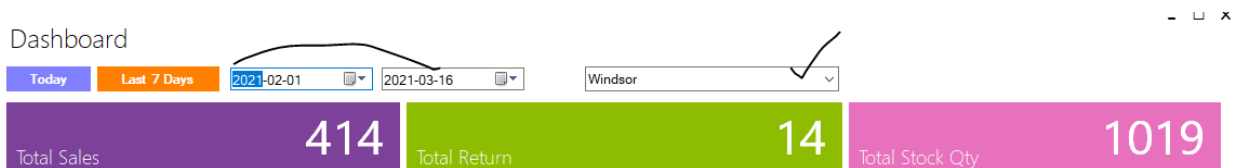


Click on the order -> Press **Complete order** button, when order ready to serve.

Press **Print Ticket** button to print ticket.

## Dashboard

Menu -&gt; POS Reports -&gt; Dashboard (select location)



## Sales Repots

Menu -&gt; POS Reports -&gt; Sales Reports

Sales Report

Payment Report [Overall turnout]  
Daily Payment Report  
2021-03-16

Date to Date Payment Report  
2021-02-01  
2021-03-16

Sales Item Report  
Date to Date Sales Report  
2021-03-16  
2021-03-16

Sales Report

Search Product Name, Receipt No

Search By Customer, Waiter

Date	Sub Total	Discount	TAX	Due	Total
2021-03-02	87.43	0.00	8.97	1.43	96.40
2021-03-03	140.40	1.02	16.14	3.64	155.52
2021-03-08	63.19	0.35	8.36	26.31	71.20
2021-03-09	22.27	0.00	1.70	0.00	23.97
2021-03-10	16.47	0.00	2.14	0.00	18.61
2021-03-11	39.96	0.00	5.20	0.00	45.16
2021-03-12	112.64	0.35	12.38	0.00	124.67
<b>Sub Total</b>	<b>482.26</b>				

## Sales Chart

Menu -&gt; POS Reports -&gt; Sales Chart

## Overview

Menu -&gt; POS Reports -&gt; Overview

## Top sales

Menu -&gt; POS Reports -&gt; Top Sales

## General Ledger

Menu -&gt; POS Reports -&gt; General Ledger

## Find a Receipt

Menu -&gt; POS Reports -&gt; Find a receipt (Click on receipt)

How to delete a sales / transaction -&gt; click on delete this Transaction.

Find a Receipt

Report by date  
2021-02-01 To 2021-03-16

Receipt No:

Click on Row for Details

Rpt No	Date	Sub Total	Sold by	Dis	TAX	Pay type	Due	Total	Cust ID	shopid
2103021750113	2021-03-02	29.98	admin	0.00	3.90	Cash	0.00	33.88	81004	WiVA
2103021750454	2021-03-02	16.49	admin	0.00	0.94	Cash	1.43	17.43	81004	WiVA

Sales Details

Receipt No : 2103021750113

View Receipt Print Receipt Print Ticket Delete this Transaction


Receipt No	Date	Item ID	Item Name	Price	Discount	QTY	TAX	-Total-	Profit
2103021...	2021-03...	8912556...	Grilled-...	14.99	0.00	2.00	3.90	33.88	11.9800

## Employees

### How to add new employee

Menu -> Employees -> Add New Employee (select store location)

#### Add New Employee



Standard picture size: 256 \* 256  
Format: .png

Arina keo  
89898963  
arinakeo@gmail.com

Edit Document Bank info

Full Name \*

Arina keo

Employee ID \* (Unique Employee id)

arinakeo

Username \* (Unique username)

admin

Password \*

admin

Phone \*

89898963

Home contact (Optional)

255656

Email Address

arinakeo@gmail.com

Monthly Salary

2500.00

Total Annual Leave

12.00

Department \*

Marketing

Designation \*

Officer

Joining Date \*

2018-03-02

Date of Leave

Mailing Address \*

8956 Road milona, Najila House, IN

Father Name

Keo jali

Mother Name

Kirona

Date of Birth \*

1985-01-16

Gender \*

Female

Permanent Address

8956 Road milona, Najila House, IN

Save

### How to add employee documents

Edit Document Bank info

Document Name

Document Name

Select file

Browse

Add

Search

ID	Document Name	Ext	View
802	Photo	.jpg	View
801	Resume	.pdf	View

### How to add employee bank info

Edit Document Bank info

Bank Name \*

Branch

Account No \*

Account Name \*

Swift code

Add

ID	BANK NAME	BRANCH	ACCOUNT NO	ACCOUNT NAME	CODE	X
221	My Bank	Najila	789233232	Arina keo		X



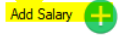
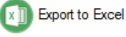
## How to add Salary

Menu -> Employees -> Manage Salary -> click Add Salary

**Manage Salary**

Search

Start Date  End Date



  
Click on Row to Delete salary

Fill all fields and its produce Pay Slip

**Add Salary**

Type: \*

Select Employee

Payment Type: \*

Amount: \*

TAX Rate:

Provident Fund emp Share Cut % : 0

Provident Fund Org Share Cut % : 0

Date: \*

Month: \*

Year: \*

Note:

**Save**

## How to View Pay Slip

Menu -> Employees -> Manage Salary -> Right Click on Row -> Click on View Pay Slip

S.N.	ID	Employee	Date	Type	Amount	TAX	P.Fund	
3	5107	Alen draw	2018-02-28	Biweekly	6000.00	300.00	420.00	N
4	5106	Arina keo	2018-02-28	Monthly	5000.00	250.00	750.00	F
5	5103	Arina keo	2018-02-28	Weekly	200.00	4.00	30.00	J:
2	5111	Arina keo	2021-05-01	Monthly	2000.00	100.00	0.00	N
1	5112	Blillo nato	2021-05-15	Weekly	500.00	10.00		
		=====		=====				
				Total:	13700	664		
		Salary Re...						

View PaySlip ✓

Export to Excel ~

Import Salary from Excel

**Delete This Record**

To Delete Salary record -> Right Click on Row -> Click on Delete this record.  
Import Salary from Excel sheet.

## How to apply Leave application

Click -> Apply Leave -> Fill all fields -> check checkbox if you want to send email

admin

Manage My Leave

My Applications Apply New

Subject: -

Subject

Leave reason ...

Leave From: 2018-03-05

Leave To: 1 2018-03-05

☒ Full Day ☐ Half Day

☒ Paid ☐ UnPaid

Leave Type:

☐ I want to send email to concern department

Save Add new

## How to apply Expense claim

Click -> Expense claim -> Fill all fields -> check checkbox if you want to send email

admin

Apply Expense Claim

Date: 2018-03-05

Expense Type: \* Advertise

Amount: \* 500

Select file

Browse

Expense Title: \*

Title

Note:

Note

☐ I want to send email to concern department

Save

## How to add provident fund

Employees Reports Settings Tasks Help

Add New Employee  
Manage Employees  
Work Sheet  
Manage Salary  
Manage Leave  
**Provident Funds**

### Manage Provident Funds

Apply list Apply New

Employee -  Status: -

Provident Fund Type:

Provident Fund emp Share Cut % :

Provident Fund Org Share Cut % :

Save Add new  
Clear Delete

## How to find employee work records

Users Employees Reports Settings Tasks Help

Work Sheet

Add New Employee  
Manage Employees  
**Work Sheet**  
Manage Salary  
Manage Leave  
Provident Funds

Search

End Date  2018-03-05

Total Hours: **90.24**  
Total: 3:18:14:16  
Day:HH:MM:SS

Export to Excel

username	Date	IN	OUT	HOURS
admin	2018-02-27	17:27:39	23:20:41	05:53:02
admin	2018-02-28	11:09:14	23:45:05	12:35:51
admin	2018-03-01	14:45:13	23:32:20	08:47:07
admin	2018-03-02	14:39:15	23:59:01	09:19:46

## Tasks

### How to add task

Menu -> Tasks -> Holiday List -> fills all fields

Task Title: -

Task Description ...

Date:  2018-03-05

Assign Employee -

Save Add new  
Clear Delete

## How to add new holiday

Menu -> Tasks -> Task List -> fills all fields

Date: -

2018-03-05

Holiday name:

Holiday name

Save Add new Clear Delete

## How to chat to other employee

Sidebar -> click on Chat ->

Help

Chat

My Task

Notice

Holidays

Apply Leave

Expense Claim

Log Out

Search

Alen draw

811312

Executive

Arina keo

89898963

Officer

Billio nato

91457875646

Sr.Officer

Milton Gorge

9898765462

Deputy Manager

arikeo

arikeo: hi

arikeo: hilton How are you ?

arikeo: hi

arikeo: asdasd

hilton12: ad

hilton12: good

arikeo: no

hilton12: hahahhhh

arikeo: Oh no

arikeo: kolk;

Type a message

## How to add New Notice

Menu -> Tasks -> Notices -> fills all fields

## Expenses

Menu -> Expenses -> Add New Expense -> file upload file type is .pdf, .jpg, .png

## Users

### Create new user and Page Permission

Menu -> Users -> Add New User – Fill all required Fields -> select **user** as user type assign Shop Location and **save**.

Select Checked if page is allow for that user and **save**.

### How can do change password as user

Click on user name from left side menu

### Where can I find my working records?

Click on user name from left side menu - > Click **Show my Working hours** link below

## Peoples

### Customers

Menu -> Peoples -> Customers

The screenshot displays the 'Customers' section of the Restaurant POS Win - RPW application. It features a search bar at the top, followed by a table of customer details. Below this is a table of customer transaction history, and at the bottom, there is a 'Due payment History' section.

**Customer Details Table:**

ID	Name	Contact	Email
810...	Guest	255862246	sales@fimty.co
810...	Huloka Neo	7895623147	hulokaneo@gr

**Customer's Transaction history Table:**

Invo_No	Date	Sub Total	Sold by	Dis	TAX	Pa typ
2103121847...	2021-03-12	18.97	admin	0.35	2.60	Cash
2103121825...	2021-03-12	9.76	admin	0.00	1.27	Cash
2103121718...	2021-03-12	16.49	admin	0.00	2.14	Cash

**Due payment History Table:**

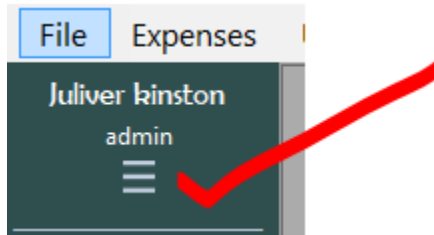
Invo No	Date	Receive Amount
2103021750454	2021-03-17	1.00
2103021750454	2021-03-16	5.00

## Vendors

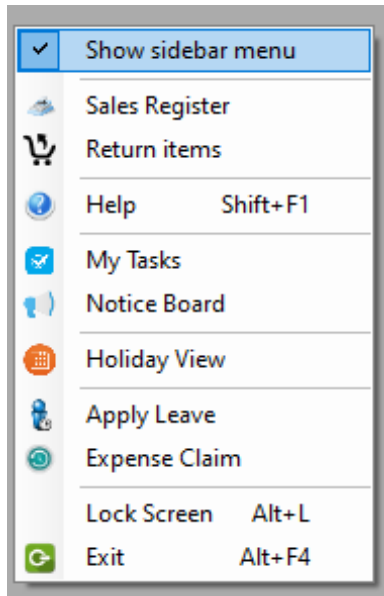
Menu -> Peoples -> Vendors

## How to Show and hide Sidebar menu

Click to toggle icon to **hide** menu



How to show sidebar | Right click on dashboard -> click Show sidebar menu



## Shortcut Key

### SalesRegister

Cash payment	Shift + C
Print Receipt	Ctrl + Enter
Send to Kitchen	Shift + K
Save Only	Shift + S
Hold	Shift + H
Clear	Shift + Delete
Search item	Shift + B
Cursor to paid amount	Shift + P
Split payment	Shift + Q
Delete Selected item	Shift + D
Increase item quantity	F6
Decrease quantity	F7
Help	Shift + F1
Lock Screen	Alt + L
Logout	Alt + F4

## Video Tutorial

[DynamicSoft](#)  
[Youtube Channel](#)

citkar@live.com