

POS Manual

Sales and use of registers

Last updated 2020-10-28

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1. Registration

Enter the website

Go to https://www.extendago.com/sign-up-for-wallmob/ for registration.



Why choose Wallmob iPad POS?

Compared to other POS solutions Wallmob iPad POS is unique in terms of ease of use and design - making shopping a delight for customers and sellers!

Wallmob is very easy to use. All you need to get started is:

- ✓ An iPad
- ✓ Internet



Create account

Enter required information and choose preferred Wallmob license.

- One POS
- Up to three units

Note that the country dropdown menu will decide which currency is used.

	Sign Up
Sign up for a free 30-day trial!	Enter company name
You will get access to:	
Wallmob iPad POS to carry out sales.	Enter e-email
 Web browser backoffice to manage goods and users. 	
 SmartStore App for regular in-store tasks. 	
Get started in 3 simple steps:	Enter phone number
 Complete the form to the right for a free 30-day trial. Select payment solutions and equipment in the next step. Add products and you're ready to sell them in your store! 	Password Enter password (min 6 characters)
To get started you need an iPad. Use the one you already have or order a new one and other equipment from our partner's webshop that you can access after submitting the form.	Confirm password
If you want to continue with Wallmob after 30 days, add your credit card inside the solution account page or contact us to request invoicing. Using a single POS in the store will cost only 299,- (NOK) per month for the	
complete solution. No startup cost.	Select a country *
	Туре
	• One POS (299 NOK/Month after trial period)
	O Up to three units (499 NOK/Month after trial period)
	I agree to the Terms & Conditions
	Submit

Select "*Start free trial*". You will be redirected to a registration is successful page with a *"What do you need to get started with Wallmob"* button. You will also receive a welcome email. Read them both.



Login to your backoffice

Go to: https://wbo-etail.wallmob.com/

Use the email and password registered to log in to backoffice:

←	\rightarrow	C	wbo-etail.wallmob.com/login		
				Wallmob Backoffice – Login	
				MASTER USER USER	
				USERNAME * Enter username	
				PASSWORD * Enter password	
				LOGIN	



Add payment method

First Month using Wallmob will always be free of charge. To ensure that your license will stay active you should add payment card details. Add payment card details using dropdown menu SETTINGS - ACCOUNT.

Backoffice Kirkhaug kent@kirkhaug.com	Юме	्र SALES		SHOPS	DISCOUNTS	GIFT CARDS	D) USERS	SETTINOS	
Turnover	No data to display		SHOW MORE 🏦	At sta are	eed help? he Wathed Support page for An installation tutorin just some of the tools av ardware & Acco	al, live support and a thor allable to you essories	you need to (ough menual e c e c e c e c e c e c e c e c e c e c	AVHENTS AVHENTS BOUSTORES BOUSTORES ALTONG DUSTORES PROFILES BOUE REGIONS BUDE REGIONS LECTHONIC JOURNAL BUDER TYPES ON/PICURATIONS	DRT >
Todays TURNOVER Todays turnover calculated from spece 00 00 0,000		DAYS SALES PIECE al sales pieces today sim			MARGIN s margin today %		SALES Customers so far t O		

Then agree to the terms and select ADD CREDIT CARD. Add the details and select SAVE CARD.

Backomice Kirk/haug kenti@Kirk/haug.com	WALLMOB Wallob Py Extends Retail AS Organo Systems Control of the systems
Account	1. Payment selection 2. Save payment card 3. The card is saved
Company	Card holder This save your payment card so that in the finance you even that so correspond to the source of the so
org Nr. * 9876543210	Lisp. date / O Save card O HAVE READ AND ACCEPT
UPDATE	CVC AND CONDITIONS
User data	Order ID: 317.14092202033.337 Card renewal for kentijkirkhang.com
kent@kirkhaug.com	
COMPANY NAME * Kirkhaug	bambara divir / Payment statistics is PC certified by VGA / Materiard and all communication is exception.
CONTACT PERSON Kent Kirkhaug	Registers
PHONE NUMBER 41513588	Payment period: 30 days
STREET NAME Street name	

For invoic option contact your local Wallmob supplier.



2. Add products

Add your products

Add your product using dropdown menu INVENTORY - PRODUCTS.

Backoffice Kirkhaug kent@kirkhaug.com									
Turnover			CATEGORIES	At	eed help? the Wallmob Support pag- arted. An installation tution a just some of the tools av	al, live support and a tho		GO TO SUPPO	DRT >
	No data to disp	lay		, 1	ardware & Acc	-	RP.	GO TO SH	
Todays TURNOVER Todays functional from the following of the tool and the tool of the today of today of the today of today		TODAYS SALES PIEC Total sales pieces today			MARGIN ss margin todey %		Customers so far to		

Enter product details. Be thorough. Good basic data is important for the rest of the business. Note that name and SKU are required fields. Select SAVE PRODUCT when ready.

Kirkhaug kent@kirkhauq.com	Номе	SALES	INVENTORY	SHOPS	DISCOUNTS	GIFT CARDS	USERS	55 Settings	
Products		New	product						
Q. Search	• NEW PRODUCT	DETAILS	VARIANTS	ADD-ON PRODU	стя				
				Color UNIT PC AGE RESTRIC Enter age ret	TION E	CTIVE EQUIRES PREPARATION RINT PRODUCT RECEIPT KCLUDE FROM ORDERING S LOCK IN SELF-CHECKOUT	A	DFFLINE ADD-ON HIDE FROM WEB VARIABLE PRICE	
			STOCKS		PRICING	SKU * Enter SKU			- m ₊ -
		NAME * Enter produ				PRODUCT ID Product Id			⊙
		CATEGORIES Enter cate							
		SHOPS Enter shop							

Repeat for all your products.



3. Activate Point Of Sale (POS)

Download Wallmob App

Download the Wallmob POS application from App Store to your iPad.



Open and login to Wallmob POS

Log in using the same credentials as in backoffice.





Select the correct shop/store.

There should be only one option in the list. Then select PROCEED. POS application will download relevant store and product information.



Select the correct register. Select register There should be only one option the Then select in list. PROCEED. warning pop-up will be А displayed. Read it. The very first time you log into a

POS it will not be relevant. Then select PROCEED.



Select the correct cashier.

Select the cashier "Shop Owner" and then LOG IN. Note! As default there is no pin code required.







Point of Sale - Sales window



1. BACK OFFICE

Here you can go to sales statistics, user settings, and setup of hardware such as bank terminal and printer.

2. SYNCHRONIZATION

This icon indicates whether the checkout is on - or offline - and synchronized with the database.

3. TERMINAL STATUS

This icon indicates if it is connection between the box and possibly connected to a bank terminal (ISMP Companion).

4. SCANNER FUNCTION

Here you can switch on and off, if necessary scanner (thus saving battery when this is not in use). Including a scanner at any bank terminal.

5. OPEN CASH DRAWER

Opens the cash drawer

6. EOD (END-OF-DAY) Here you start the box's EODprocess, where one counts up the current turnover and ends the day.

7. PROFILE

Here you can see who is logged on. It is also possible to log out the current user.

8. SEARCH Here you can search for products in the product window

9. PRODUCTS All the products that are created in the product catalog of WallMob back office.

10. CATEGORY Here you can see the products sorted by category.

11. RETURN Here you can return products which the customer does not want.

12. DISCOUNT Here you can add discounts. 13. ADD MANUAL LINE Here you can manually add one product for the receipt

14. PARK SALE Here you can park the sale, as well bring it back at a later date point.

15. SEARCH SKU Here you can search for a product via a specified SKU code.

16. RECEIPT Here you can see the products that has been sold so far on the receipt

17. CANCELLATION By pressing the red 'Cancel' button, you can cancel a sale.

18. PAY By pressing the green 'Pay' the button continues to the payment window.



4. Sell your products

Select product(s).

To add a product to the shopping cart just tap the image or scan the barcode on the product. Repeat to add more than one.



Get paid.

Select TENDER to enter payment mode. Then select the method of payment.



man. 31. aug.		WALLMOB		🗢 31 % 🚺
< 1 •	амоинт L2,00 NOK (To pay: 12.00)		ensante su	12,00
1	2	3		
4	5	6	mva.	2,40
7	8	9	Total items in bill Total NOK	12,00
)	0	$\langle X \rangle$		

Select TENDER again to complete the transaction. You will be presented a page that makes it possible to send a receipt by e-mail to the customer (if requested). Select CLEAR PAYMENT to start a new sales process.



Add manual product.

You can add a product manually if the product is not added in the product catalog. Press the "Add Product" button.



- 1. Enter the amount/ price.
- 2. Enter the quantity.
- 3. Optional: Enter the name of the product

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Add manı	ual produc	t		×	E 2 0	
			Units			
Quantity 10	mva. 25% >	Product price	:e	0.00		
	ADD	TO BILL				
	_					
	1	2	3		\bigotimes	
	4	5	6			
	7	8	9			
	00	0			(1111111)	





This can be done in two ways;

- By manually return.
 Or
- 2. By selecting specifically the current product to be returned.



Return a product - step 1/2.

By pressing the return button you will see a dialogue to the right, where it is possible to scan the receipt using the QR code. Alternatively, press the "Enter return mode" button at the bottom, to get to the checkout

return dialog.



IMPORTANT: When the return status is on, the products will be displayed in red, and prices will be minus in front to indicate that the amount is deducted. Only when you press the Return button again, you can use the register to make a sale.



Return a product - step 2/2.

Return against receipt (recommended)

Press the return button and scan or enter the receipt number in the input field.

Select the products you want returned. Fill inn "Reason for return". Press the "Tender" button to return them with the price they were sold for.

12:18 man. 31. aug.	WALLMOB-	A	
C Search	8 88 1		(+) 000
Banan		Nike Hoodie -sx M	-699,00
22 0 - 12.00	-12.00	RETURN STATUS A Added products will be	
	New Hoods	mva.	-139,80
		Total items in bill	1
		Total NOK -69	99,00
FRUKT	>	Ø √ 11	NDER

Return - Add manual product for return

You can also add a manual product for return, if the item is not in POS as a product. NB! Make sure the "Return" button and "Add product" button are selected.

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Add manu	al produc	t		×		+ 000
			Units		Nike Hoodie	-699,00
Quantity -1.0	mva. 25% >	Product price		0,00	Plasson for return	
	ADD	TO BILL				
	_					
	1	2	3		\bigotimes	
	4	5	6			
	7	8	9			
	00	0				



Add discount.

It is possible to add a discount on a product by pressing the discount button.



- Choose whether the discount should be in %, price discount, or by setting a new price.
- 2. Enter %-discount, price discount or enter a new price in the discount field
- 3. Optional: Enter the reason for the discount.

:47 man. 31. aug.	[88]	w	ALLMOB		-	0
Add disc	count		3	< E		000
					LEGO Mindistor IX	: 990,00
Discount		ò	% NOK (
	ADD	DISCOUNT				
	1	2	3	Q	3	
	4	5	6			
	7	8	9			
		0		Ę	ļ	



The receipt.

It is possible to change products in the receipt by tapping the product you want to change. By tapping a product on the receipt you can edit the number, discount and variant on the selected product.

14:10 man. 31. aug.	📮 📖 🛠	WALLMOB.		≈ 50 % 💌
Q. Search		8 == =		(+) 000 Alle researce wide
Parket Street	2		Nike Hoodie 5x M	699,00
			mwa.	139,80
			Total items in bill Total NOK	99,00

Touch a product on the receipt to edit it.

- Once you have selected a product, then you can change the variant, add or reduce the number.
- 2. By pressing the Discount buttons, you can add %, price discount, or price at your own request.

1:13 man. 31. aug												🗢 50 % 🚯 🗋
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				VARIANTS	1		+	(F) 		Ð	+	000
Banari		Eplo	1	L		699.00	0		Nike 1x M	Hoodie		699,00
	-Th											
1	1			S		699,00	0					
		10	-	XL		699.00	0					
-				DISCOUNTS			_					
				26	NOK							
					4							
								mva.				139,80
								Total ite	ims in bil	1.5		1
								Total NO	ОК	6	99,	00
<			FRUI	кт		>		Ø		1	TENDER	



- 1. State a reason for the discount
- 2. Enter percentage discount, price discount or customized price discount.



- 1. You now have the option to delete the discount by pressing the minus, to the right of the discount.
- If you want to edit the discount, then press the discounted item as you want to change.





Park bill

You have the option to park a bill.

After products have been added to the bill, it can be parked by pressing the **PARK BILL**.



Give the parked bill a description and press OK/OK-Print to print receipt. (use OK-PRINT if you need a receipt to prepare goods for a customer)

							WA	LLMO	B-					0	
<	FOOD														000
							F	Park bill			- 22	Cooki 3x Blue	e berry coo	kāto"	60,00
					Test	stomer	01				8	Produ zx	ct 1		20,00
				I		ок			OK - PI			Cupca	akes		0,00
5	: 0		_								_	-		-	_
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	a	s	d	I	å f		g	h		j	k		ľ.	re	eturn
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.?123			Q									2	123		



To retrieve the parked bill, press the PARKED BILLS icon.



An overview of parked bills is displayed. Tap the parked bill to retrieve it. You can also delete a parked bill by tapping the trash can on the right.

Tap the **RESUME BILL** to retrieve it.

You can now continue to dispatch the customer.

กกั (ๆ) 📮 🔟	WA	LLMOB	e (0
Parked bills		×		
			Cookie zx Blueberry cookie	40,00
Filler on description			Product 1	
Date Description	User	Total	1x	10,00
28-10-2020 09:41 TestCustomer bt	Ship owner	NOK 50.00 👚		
		m	1va.	10,00
		Те	stal items in bill	3
		Те	ылок <u>5</u> 0	0,00



Share bill

You have the option to share a bill.

After products have been added to the bill, it can be set to a shared bill by pressing the **SHARE BILL**.



Give the shared bill a description and press OK.





An overview of shared bills is displayed. Tap the shared bill to retrieve it. You can also delete a shared bill by tapping the trash can on the right.

Tap the **RESUME BILL** to retrieve it.



Tap **TENDER** for payment





Tap the SPLIT-icon \searrow

Wed 28 Oct 🕈 🕫 87 % 💼 WALLMOB (19) × AMOUNT Cookie 5x Blueberry cookie 20,00 0,00 NOK 2. Sales value - Amount off sal. (To pay: 0.00) Cookie 1x Blueberry cookie 20,00 2. Sales value - Amount off sal. **9 5** Cupcakes 0,00 . 2. Sales value - Amount off sal. Product 1 10,00 4 2 Sales value unt off sal.. Total items in bill 9 0,00 Total NOK $\langle \times \rangle$

Choose payment method and which products the customer will pay for (marked in gray). Press tender when done.

(cps)		WALLMOB.		
×	AMOUNT 37,00 NOP (To pay: 37.00)	9	Cookie 2 Sales value - Amoun Sales Cookie 1 Sales value - Amoun 2 Sales value - Amoun Cookie	20,00 t off sal
1	2	3	1x 2. Sales value - Amount Line discounts	0,00 It off sal. 2,66
4	5	6	mva.	7,47
7	8	9	Total Items in bill Total NOK 37	° 7.34
r.	0	\boxtimes	√ TENDER	



3. End of day (EOD)

Press the EOD button in the product window, "End Of Day" window shows, which is divided in two; left part you can enter the required amounts to close the register; right part has one overview of starting stock, cash in register, enumerated cash. amounts from card payments, and other payments.

Initial stock (as shown) the example is 1,000.00 NOK) and is displayed at the top right.



Cash in register

The EOD process starts by counting up and entering the current amount (Cash in register). This can be done by counting up and calculating the cash in register, using the plus and minus buttons, or by entering the cash balance directly. Remember to press the '=' sign before pressing the 'Next' button, to ensure that the amount entered is registered, and corresponds to the amount in the register.





In parentheses, below the amount entered, is an amount consisting of the initial stock + the amount that is paid during the day. For example, if the initial stock is NOK 1,000.00 and has been purchased for NOK 1,596.00 during the day, then the difference will be NOK -1,596.00. provided that the cash register is correct, the amount entered must also be NOK 1,596.00, and the difference will then show the amount NOK 0.00.



If the amount in the cash register is below or exceeds the difference, then this difference will be in red next to 'Cash in checkout 'the text in the right window, after pressing' Next '. If you press the 'Back' button, you have the option to return to previous steps, to check previously entered amounts.

Deposit to bank

Under 'Deposit to bank' enters the amount to be deposited with the bank. As long as it is made a sale in another currency than NOK, then this will automatically stand as deposited to the bank as it is not possible to open the register with another currency than NOK. When the amount to be deposited until the bank is entered, press 'Next' to move on.

\times	Ene	d of day - Deposited to			
	-	ter amount in	Cash start	NOK 1 000.00	
	Eni	Cash in register	NOK 1 596.00		
		596,00 NOK	(Deposited to bank	NOK 0.00
				Card	NOK 0.00
	1	* 🕀 C	=	Invoice	NOK 0.00
	1	2	3		
	4	5	6		
	7	8	9		
		0	\bigotimes		
	васк	NEXT			



Card

IMPORTANT: With an integrated bank terminal, the register will auto calculate the amount, and continues to the 'Others' section. It is highly recommended to have an integrated terminal to save time and money in this step. If you don't have an integrated bank terminal, then you should enter the credit card balance. Also this one must match the difference, which is the amount it is sold for via credit card. This amount stands in parentheses, under the entered amount.



For example, if NOK 50.00 has been sold on a card, the difference will be NOK -50.00. In order for the register to be reconciled correctly, you must therefore deposit the NOK 50.00 received via credit card. If the register is tuned correctly, then the difference will appear as NOK 0.00, and you can then press next. If the amount does not match the cashier, the difference will appear in red, next to the 'Credit Card' text in the window on the right.



The balance match

If the balance matches, you will see a window indicating that the balance is correct. You can then write out and receive the EOD receipt by entering the desired email address, count the register again or close the register. EOD receipt can be found in the Wallmob office under back reports. When closing the register, will the remaining amount of cash in the checkout also make up the amount, which is proposed at the next checkout. You can now print a z-report for the day.



The balance mismatch

If you have gone through all of the counts and the balance does not match, then you will see a window indicating that the balance mismatch. You then have the opportunity to explain why there are discrepancies in the count by entering a reason and exit the checkout, or do the count again. It is not possible to close the register without the balance being right or given a reason why it mismatch.





4. Additional information

Additional payment methods

It is possible to add numerous other payment methods like payment cards, gift cards, vouchers, mobile pay etc. Descriptions on how to do this is available in other 'How to'-documents.

Peripherals

Lots of equipment can be added to ease or/and improve the sales process for the cashier and the customer such as receipt printers, item scanners and payment terminal. Descriptions on how to do this is available in other 'How to'-documents.

Our hardware recommendations can be found here: **Equipment recommended by ExtendaGO**.

Feel free to use equipment you already have, get it yourself or buy from our partner: <u>Visma</u> <u>Exso online store.</u>

Backoffice

The backoffice web page is an easy to use administrator tool for the store and/or the chain of stores. Examples of some of the functions:

- user administration
- product and inventory management
- campaign management
- customer administration
- sales reporting

