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# **USER MANUAL**

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**2014 Version 1.14.3.b**

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**Beep ePOS User Manual**

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# 1. Installing Beep ePOS

Beep ePOS comes in two flavours:

- A. Cloud Based Hosted Edition - Hosted on BeepXtra Secured Infrastructure
- B. On Premise - Installed onto your local servers (Enterprise Installations Only)

Once you have purchased an integration from BeepMarket (<https://www.beepmarket.com/product-p/epos-beep-integration.htm>), BeepXtra Compliance will review your application and request you submit additional documents for evaluation (Legal Entity - Company, or Personal Identification). Once approved and all legal documents are signed, your order will be transferred to the integration department and an integrator install your system or guide you through installation (If on-premise).

## 1.1 Prerequisites for Cloud Based Hosted Edition

- Working Computer with Linux, iOS or Windows
- Minimum Screen Resolution 1024 x 768
- Working Internet Connection
- Google Chrome 32.0.x + , Firefox 25.0.x +

## 1.2 Prerequisites for On-Premise Installations

- Working Computer with Linux or Windows O/S
- Working Internet Connection
- Local Area Network (For accessing the ePOS via browser)
- PHP 5.3.1 +
- MySQL 5.5.x +
- Google Chrome 32.0.x + , Firefox 25.0.x +

If you are running windows recommend use of WAMP Server (<http://www.wampserver.com/en/>)

## 2. Getting started with Beep ePOS

### 2.1 Login to Beep ePOS

Once installed and activated, you should be provided with a direct link to access your ePOS system. This link is unique to your installation. If you are integrated with the cloud hosted option, your ePOS can be accessed from anywhere in the world through the internet, using any compatible internet enabled device!

It is secured through our Secured Cloud Infrastructure and SSL Certificates, plus our live backups and data-center synchronizations ensure your data is safe at any given time.

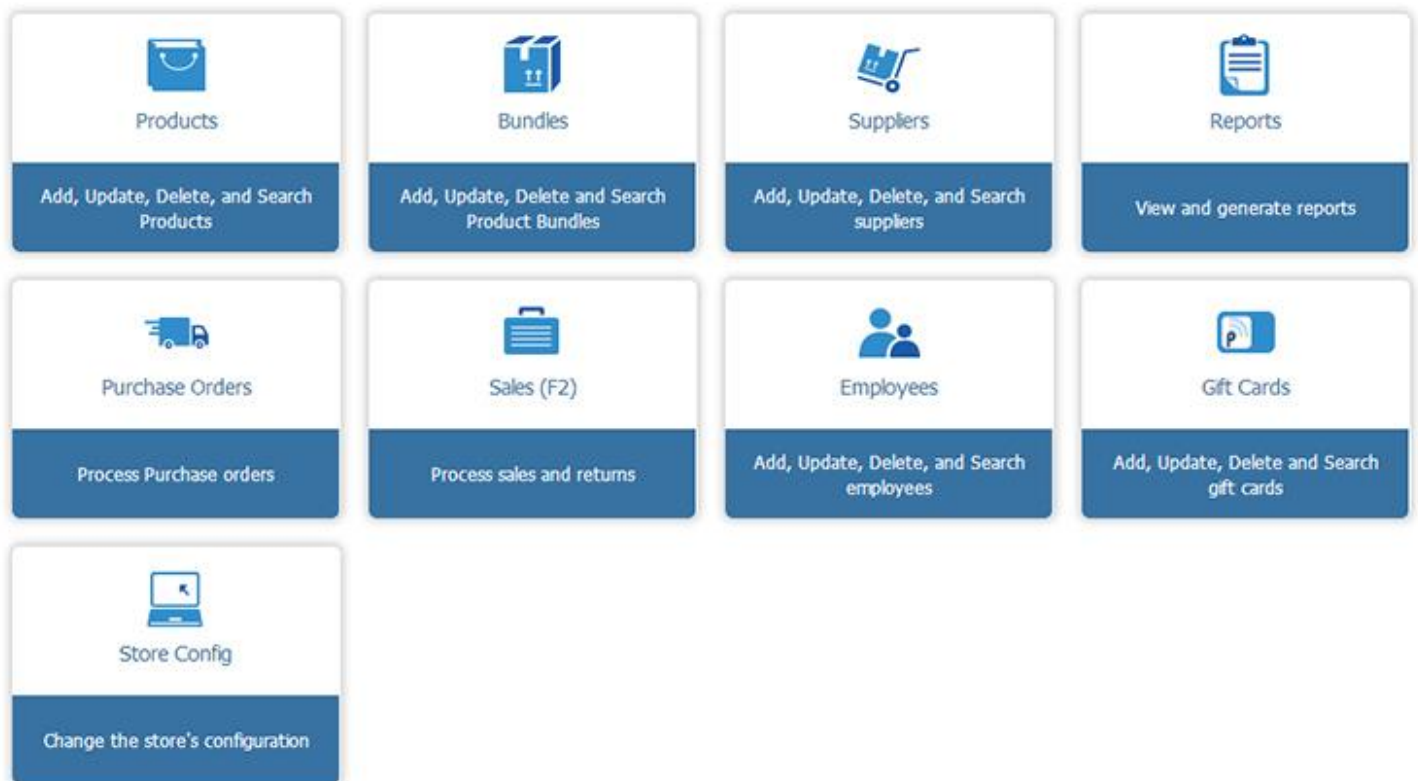
When accessing your ePOS system, you will first be prompted to login, using your username and password. Please keep these credentials secret and secure.



The image shows the Beep ePOS login interface. At the top is the Beep ePOS logo, which consists of the word "beep" in a bold, dark blue font, with "e P O S" in a smaller, lighter blue font below it. To the right of the text is a blue Wi-Fi signal icon. Below the logo is a login form with a blue header bar. The form has two input fields: "Username:" with the text "admin" and "Password:" with a masked password represented by eight dots. Below these fields is a large, grey "Login" button. At the bottom of the form, there is a blue bar containing a "Reset password" link on the left and the text "2014 Version 13.2" on the right.

## 2.2 Beep ePOS Dashboard

Once you have logged in securely with your password, the system will provide a dashboard displaying all the available module which you have access to. Please note that some users can have limited access while others have access to more modules and features. An administrator password is always provided to the owner of the ePOS licence so as to manage these access levels.



## 3. Products Manager

### 3.1 Add a product

1. To add new product, click the “New Product” button which looks like the figure below.



2. Then a pop up box will be shown. Fill in the necessary information for the product. (The fields in red are required)

New ProductX

Fields in red are required

Product Information

UPC/EAN/ISBN:

Product Name:

Category:

Select Category

Supplier:

None

Cost Price:

Unit Price:

Beep Discount(%):

Promo Price:

Start:

12/31/1969

Finish:

12/31/1969

Tax 1:

Sales Tax19%

Tax 2:

Sales Tax 28%

☐ Cumulative?

Quantity:

Reorder Level:

Location:

Description:

☐ Allow Alt Description:

☐ Product has Serial Number:

Submit

3. Then scroll down and click the “Submit” button which is in the bottom left of the pop out box.
4. Once submitted, the system will notify the user and save the product to the database.

**You have successfully added product Chocolate**



### 3.2 Edit a product

1. To edit a product, click the “edit” button which looks like the figure below.

	Product Id	UPC/EAN/ISBN	Product Name	Category	Cost Price	Unit Price	Quantity	Inventory		
	8	455555555	Chocolate	Food & Beverage	€1.00	€1.00	148	<a href="#">inv</a>	<a href="#">details</a>	<a href="#">Edit</a>

2. Then a pop out box will be shown. Edit the necessary information and click the “Submit” button.
3. Once submitted, the system will notify the user and update the product to the database.

**You have successfully updated product Chocolate**



### 3.3 Delete a product

1. To delete a product, select the product by clicking on the product name or the check box provided.

	Product Id	UPC/EAN/ISBN	Product Name	Category	Cost Price	Unit Price	Quantity	Inventory		
	8	455555555	Chocolate	Food & Beverage	€1.00	€1.00	148	<a href="#">inv</a>	<a href="#">details</a>	<a href="#">Edit</a>

2. Then click on the “Delete” button to delete the product.

**Delete**



3. Once deleted, the system will notify the user and delete the product from the products table.

**You have successfully deleted 1 product(s)**



### 3.4 Barcode Generator

1. To generate barcode for a product, select the product by clicking on the product name or the check box provided.

	Product Id	UPC/EAN/ISBN	Product Name	Category	Cost Price	Unit Price	Quantity	Inventory
<input type="checkbox"/>	8	455555555	Chocolate	Food & Beverage	€1.00	€1.00	148	<a href="#">inv</a> <a href="#">details</a> <a href="#">Edit</a>

2. Then click on the “Barcode sheet” button to generate the barcode.



3. Once generated, a new window/tab will be opened to display the barcode.



## 4. Product Bundles

### 4.1 Add a Product Bundle

1. To create new product bundle, click the “Product Bundles” button.

**New Product Bundle +**

2. Then a pop up box will be shown. Add as many products as needed, followed by the quantity. Then fill in the other necessary information for the product bundle. (The fields in red are required).

New Product BundleX

Fields in red are required

Product Bundle Info

Add Product:

Delete	Product	Quantity
--------	---------	----------

UPC/EAN/ISBN:

Product Kit Name:

Category:

Select Category

Cost Price:

Unit Price:

Tax 1:

Sales Tax19%

Tax 2:

Sales Tax 28%

☐ Cumulative?

Product Bundle Description:

Submit

3. Then scroll down and click the “Submit” button which is in the bottom left of the pop out box.
4. Once submitted, the system will notify the user and save the product bundles to the database.

**You have successfully added product bundle TV Bundle**

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## 4.2 Edit a Product Bundle

1. To edit a product bundle, click the “edit” button which looks like the figure below.

<input type="checkbox"/>	UPC/EAN/ISBN	Product Bundle Name	Product Bundle Description	Unit Price	Tax Percent(s)	
<input type="checkbox"/>		TV Bundle	TV Bundle	€500.00	19.000%, 8.000%	<a href="#">Edit</a>

2. Then a pop out box will be shown. Edit the necessary information and click the “Submit” button
3. Once submitted, the system will notify the user and update the product bundle to the database.

**You have successfully updated product bundle TV Bundle** 

## 4.3 Delete a Product Bundle


1. To delete a product bundle, select the product bundle by clicking on the product bundle name or the check box provided.

<input type="checkbox"/>	UPC/EAN/ISBN	Product Bundle Name	Product Bundle Description	Unit Price	Tax Percent(s)	
<input type="checkbox"/>		TV Bundle	TV Bundle	€500.00	19.000%, 8.000%	<a href="#">Edit</a>

2. Then click on the “Delete” button to delete the product bundle.

**Delete** 

3. Once deleted, the system will notify the user and delete the product bundle from the product bundle table.

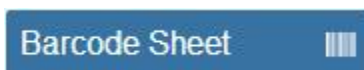
**You have successfully deleted 1 product bundle(s)** 

## 4.4 Generate Barcodes for Product Bundles

1. To generate a barcode for a product bundle, select the product bundle by clicking on the product bundle name or the check box provided.

<input type="checkbox"/>	UPC/EAN/ISBN	Product Bundle Name	Product Bundle Description	Unit Price	Tax Percent(s)	
<input type="checkbox"/>		TV Bundle	TV Bundle	€500.00	19.000%, 8.000%	Edit

2. Then click on the “Barcode Sheet” button to generate the barcode.



3. Once generated, a new window/tab will be opened to display the barcode.



## 5. Suppliers Management

### 5.1 Add a Supplier

1. To create new supplier, click the “New Supplier” button which looks like the figure below.

New Supplier +

2. Then a pop up box will be shown. Add as many products as needed, followed by the quantity. Then fill in the other necessary information for the product bundle. (The fields in red are required).

New Supplier X

Fields in red are required

Supplier Information

Company Name:

First Name:

Last Name:

E-Mail:

Phone Number:

Address 1:

Address 2:

City:

State/Province:

Zip:

Country:

Account #:

Comments:

Submit

3. Then scroll down and click the “Submit” button which is in the bottom left of the pop out box.
4. Once submitted, the system will notify the user and save the supplier to the database.

You have successfully added supplier Dell



## 5.2 Edit a Supplier

1. To edit a supplier, click the “edit” button which looks like the figure below.

<input type="checkbox"/>	Company Name	Last Name	First Name	E-Mail	Phone Number	
<input type="checkbox"/>	Dell	Michael	George			<input type="button" value="Edit"/>

2. Then a pop out box will be shown. Edit the necessary information and click the “Submit” button
3. Once submitted, the system will notify the user and update the supplier to the database.

**You have successfully updated supplier Dell**

## 5.3 Delete a Supplier

1. To delete a supplier, select the product bundle by clicking on the supplier name or the check box provided.

<input type="checkbox"/>	Company Name	Last Name	First Name	E-Mail	Phone Number	
<input type="checkbox"/>	Dell	Michael	George			<input type="button" value="Edit"/>

2. Then click on the “Delete” button to delete the supplier.

**Delete**

3. Once deleted, the system will notify the user and delete the supplier from the supplier table.

**You have successfully deleted 1 supplier(s)**

## 6. Reporting

The system is capable to produce three (3) types of report. Those are graphical report, summary report and detailed report. The reports are based on customers, employees, sales, categories, discounts, products, product bundles, payments, suppliers, taxes, receivings, inventory and deleted sales.

### 6.1 Graphical Report

1. To create a graphical report, click the “Graphical Report” button which looks like the figure below.

Graphical Reports 

2. The next screen that this shown will allow user to select the date range and sale type. Once it is selected to the desired option, then click the “Submit” button to produce the report.

**Report Input**

**Date Range**

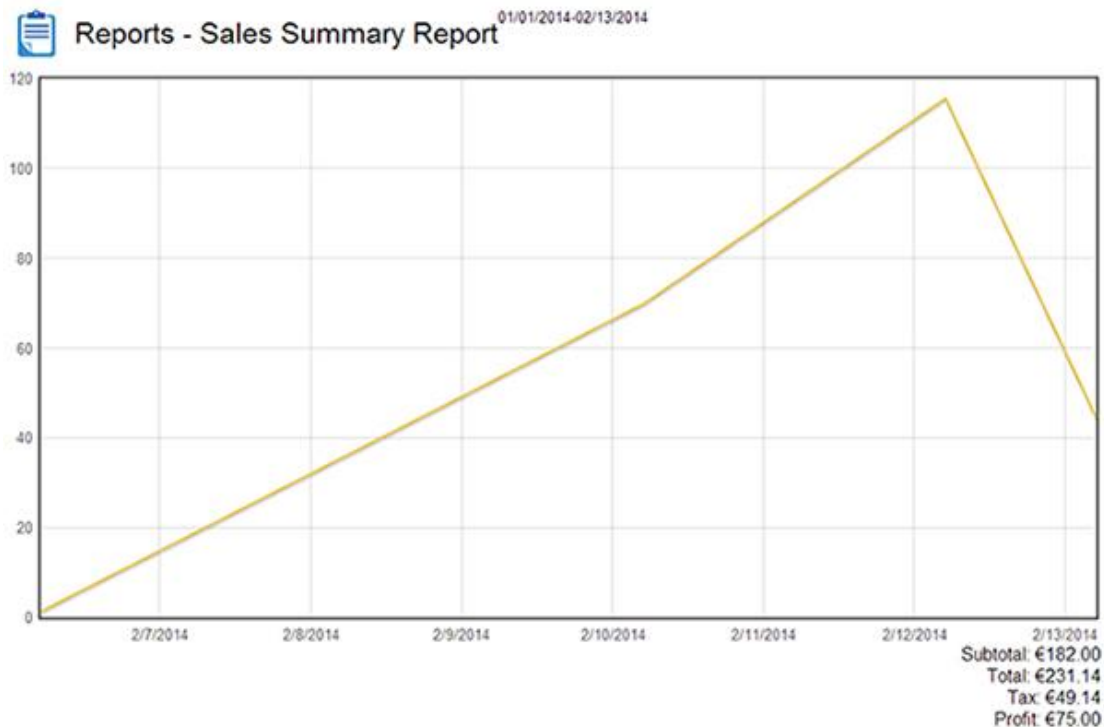
☒ Today

☐ April 23 2014 - April 23 2014

**Sale Type**

☐ All

3. The generated chart would look like the figure below.



## 6.2 Summary Report

1. To create a summary report, click the “Summary Report” button which looks like the figure below.

Summary Reports ≡

2. The next screen that this shown will allow user to select the date range, sale type and the option to export to Microsoft Excel. Once it is selected to the desired option, then click the “Submit” button to produce the report.

### Report Input

**Date Range**

☒ Today ▼

☐ April ▼ 23 ▼ 2014 ▼ 12 am ▼ : 0 ▼ - April ▼ 23 ▼ 2014 ▼ 11 pm ▼ : 59 ▼

**Sale Type**

All ▼

Export to Excel: ☐ Yes ☒ No

Submit

3. The generated chart would look like the figure below.



### Reports - Sales Summary Report

01/01/2014-02/13/2014

Date	Subtotal	Total	Tax	Profit
02/06/2014	€1.00	€1.27	€0.27	€0.00
02/10/2014	€55.00	€69.85	€14.85	€25.00
02/12/2014	€91.00	€115.57	€24.57	€35.00
02/13/2014	€35.00	€44.45	€9.45	€15.00
				<b>Subtotal: €182.00</b>
				<b>Total: €231.14</b>
				<b>Tax: €49.14</b>
				<b>Profit: €75.00</b>

## 6.3 Detailed Report

1. To create a detailed report, click the “Detailed Report” button which looks like the figure below.

Detailed Reports 

2. The next screen that this shown will allow user to select the date range, sale type and the option to export to Microsoft Excel. Once it is selected to the desired option, then click the “Submit” button to produce the report.

### Report Input

**Date Range**

☒ Today ▼

☐ April ▼ 23 ▼ 2014 ▼ 12 am ▼ : 0 ▼ - April ▼ 23 ▼ 2014 ▼ 11 pm ▼ : 59 ▼

**Sale Type**






All ▼

Export to Excel: ☐ Yes ☒ No

**Submit**

3. The generated chart would look like the figure below. The +/- sign on the left will display/hide the detailed report of that particular sale.

### Reports - Detailed Sales Report 01/01/2014-02/13/2014

+	Sale ID	Date	Products Purchased	Sold By	Sold To	Subtotal	Total	Tax	Profit	Payment Type	Comments
+	 Edit 1	02/06/2014-06:46 am	1	Beep Store		€1.00	€1.27	€0.27	€0.00	Cash: €1.27	
+	 Edit 2	02/10/2014-07:19 am	3	Beep Store		€55.00	€69.85	€14.85	€25.00	Cash: €69.85	
+	 Edit 3	02/12/2014-11:11 am	7	Beep Store		€21.00	€26.67	€5.67	€5.00	Beep Card: €20.00 Cash: €6.67	
+	 Edit 4	02/12/2014-01:23 pm	4	Beep Store		€70.00	€88.90	€18.90	€30.00	Beep Card: €88.90	
+	 Edit 5	02/13/2014-10:54 am	1	Beep Store		€35.00	€44.45	€9.45	€15.00	Cash: €44.45	
										<b>Subtotal:</b> €182.00	
										<b>Total:</b> €231.14	
										<b>Tax:</b> €49.14	
										<b>Profit:</b> €75.00	

## 7. Purchase Orders

Purchase orders are used during restock of the products. The supplier's name details are added optionally to the receipt.

### 7.1 Inbound Orders for Stock

The screenshot shows the 'Purchase Orders' interface. At the top, there's a title 'Purchase Orders' with a truck icon. To the right, 'Purchase Mode' is set to 'Receive'. Below the title is a search bar with a magnifying glass icon and a 'New Product +' button. A table with columns 'Product Name', 'Cost', 'Qty.', 'Disc %', and 'Total' is shown. Below the table, a pink message states 'There are no items in the cart'. On the right side, there's a 'Select Supplier (Optional)' section with a text input 'Type supplier's name...', an 'OR' option, and a 'New Supplier +' button. At the bottom right, a yellow box shows 'Total: €0.00'.

1. To create a receiving statement/receipt, type the product's name or scan the barcode of the product.
2. Then select the supplier's name by typing the name or hitting the backspace to get a list of existing suppliers. (This step is optional)
3. After filling in the required products, the page will look like the figure below.

This screenshot shows the 'Purchase Orders' screen with two items added to the cart. The table has columns 'Product Name', 'Cost', 'Qty.', 'Disc %', and 'Total'. The first item is 'Wine' with a cost of 10.00, quantity of 1, and a total of €10.00. The second item is 'Chocolate' with a cost of 1.00, quantity of 1, and a total of €1.00. Each item row has a 'Delete' button. On the right side, the 'Select Supplier (Optional)' section is visible. Below it, a 'Payment Type:' section shows 'Cash' selected. At the bottom right, a blue box shows 'Total: €11.00' and a 'Finish' button.

4. Then enter the payment type and click “Finish” to complete the transaction. Once transaction is complete a receipt will be presented.

**Beep Extra Ltd**

123 Somewhere street  
555-555-5555  
Receivings Receipt  
01/01/2014 05:12 am

Receiving ID: RECV 41  
Employee: George Beep

Product	Price	Qty.	Beep Disc %	Total
Wine	€10.00	1	0	€10.00
				---
Chocolate	€1.00	1	0	€1.00
				---
Total				€11.00
Payment Type				Cash

Test



RECV41

## 8. Sales Register

The Sales Register screen is one of the frequently used screens in the system. It is use to conduct and complete a sale with receipt.

### 8.1 Using the Sales Register

The Sales Register screen displays a header with a menu icon, the title "Sales Register", and a "Register Mode" dropdown set to "Sale". A "Suspended Sales" button is in the top right. Below the header is a search bar with a magnifying glass icon and a "New Item +" button. The main area features a table with columns: Product Name, Item #, Stock, Price, Qty., Beep Disc %, and Total. A pink message bar states "There are no items in the cart". At the bottom left is a "Sell GiftCard" button, and at the bottom right is a "Search Sales" button. On the right side, there is a "Select Beep Customer (Optional)" section with a text input for "Type email or beepcard" and a "Find Customer" button. Below this is a summary box showing "Items In Cart: 0", "Sub Total: €0.00", and "Total: €0.00".

Product Name	Item #	Stock	Price	Qty.	Beep Disc %	Total
There are no items in the cart						

1. To create a sale, type the product's name or scan the barcode of the product.
2. To edit price and quantity, simply fill in the price and quantity and click update.
3. Then choose the payment mode from the combobox provided and enter the amount given by the customer. Then click the "Add Payment" button.

The Sales Register screen shows a sale in progress. The "Register Mode" dropdown is still "Sale". The table now contains one item: "TV Bundle" with a price of 500.00, quantity of 1, and a total of €500.00. A "Delete" button is next to the item. Below the table, the description "Desc: TV Bundle" is visible. The "Sell GiftCard" and "Search Sales" buttons remain at the bottom. On the right, the "Suspend Sale" and "Cancel Sale" buttons are now active. The "Select Beep Customer" section is unchanged. The summary box shows "Items In Cart: 1", "Sub Total: €500.00", "19.000% Sales Tax: €95.00", "8.000% Sales Tax 2: €40.00", and "Total: €635.00". A new section at the bottom right shows "Amount Due: €635.00", an "Add Payment:" dropdown set to "Cash", an input field with "635.00", and a highlighted "Add Payment +" button. Below this is a "Comments:" text area and a "Show comments on receipt:" checkbox.

Item Name	Item #	Stock	Price	Qty.	Beep Disc %	Total
TV Bundle			500.00	1	0	€500.00

- Once the payment has been added, click the “Complete Sale” button on the next screen.

The screenshot displays the 'Sales Register' interface. At the top, there's a 'Register Mode' dropdown set to 'Sale' and a 'Suspended Sales' button. Below this is a search bar and a 'New Item +' button. The main table lists items with columns: Item Name, Item #, Stock, Price, Qty., Beep Disc %, and Total. One item, 'TV Bundle', is listed with a price of 500.00 and a quantity of 1. To the right of the table are buttons for 'Suspend Sale', 'Cancel Sale', and 'Select Beep Customer (Optional)'. Below these is a 'Find Customer' button. At the bottom left is a 'Sell GiftCard' button, and at the bottom right is a 'Search Sales' button. On the right side, there's a summary section showing 'Items In Cart: 1', 'Sub Total: €500.00', '19.000% Sales Tax: €95.00', '8.000% Sales Tax 2: €40.00', and a 'Total: €635.00'. Below this is a payment section with a table for 'Type' and 'Amount', showing 'Cash' for €635.00. It also shows 'Amount Due: €0.00' and an 'Add Payment' section with a dropdown for 'Cash' and a value of '0.00'. At the bottom right, there's a 'Complete Sale' button highlighted with a green border.

- Once transaction is complete, a receipt will be presented. The receipt will look like the figure below.

The receipt is from 'Beep Extra Ltd' located at '123 Somewhere street', '555-555-5555', and 'www.beepstores.com'. It is a 'Sales Receipt' dated '01/01/2014 02:07 pm'. The receipt details a sale with 'Sale ID: POS 55' and 'Employee: George Beep'. The main table lists the product 'TV Bundle' with a price of €500.00 and a quantity of 1, totaling €500.00. Below this, the receipt shows the 'Sub Total' as €500.00, '19.000% Sales Tax' as €95.00, '8.000% Sales Tax 2' as €40.00, and a 'Total' of €635.00. The 'Payment Type' is 'Cash' for €635.00, and the 'Change Due' is €0.00. At the bottom, there is a 'Test' label, a barcode, and the text 'POS 55'.

## 9. Employees Management

### 9.1 Add an Employee

1. To add an employee, click the “New Employee” button which looks like the figure below.

New Employee +

2. Then a pop up box will be shown. Then fill in the e-mail of your employee and click the “Search Employee” button and the employee will be found by the database

New EmployeeX

Fields in red are required

Find Employee

E-Mail:

Search Employee

3. Once the employee found, will be needed to define the type of the employee.

New EmployeeX

Fields in red are required

Find Employee

E-Mail:

beep@beepextra.com

Search Employee

New Employee Details

First Name:

George

Last Name:

Beep

Employee Type:

Cashier

Cashier

Manager

Administrator

Submit

4. Then click the “Submit” button which is in the bottom right of the pop out box.
5. Once submitted, the system will notify the user and save the employee to the database.

**You have successfully added employee George Beep**



## 9.2 Edit an Employee

1. To edit an employee, click the “edit” button which looks like the figure below.

<input type="checkbox"/>	Last Name	First Name	Employee Type	Started Work	
<input type="checkbox"/>	<a href="#">Beep</a>	<a href="#">George</a>	Store Cashier	2014-03-26 11:48:53	<a href="#">Edit</a>

2. Then a pop out box will be shown. Edit the necessary information and click the “Submit” button.
3. Once submitted, the system will notify the user and update the employee to the database.

**You have successfully updated employee George Beep**



## 9.3 Delete an Employee

1. To delete an employee, select the employee by clicking on their name or the check box provided.

<input type="checkbox"/>	Last Name	First Name	Employee Type	Started Work	
<input type="checkbox"/>	<a href="#">Beep</a>	<a href="#">George</a>	Store Cashier	2014-03-26 11:48:53	<a href="#">Edit</a>

2. Then click on the “Delete” button to delete the employee.

**Delete**



3. Once deleted, the system will notify the user and delete the employee from the employee table.

**You have successfully deleted 1 employee(s)**



## 10. Beep Cards / Gift Cards

A gift card can be used to pay instead of cash if sufficient amount of credit is in the card. The card can be loaded by a user in few simple steps.

### 10.1 Add a Gift Card

1. To create new gift card, click the “New Giftcard” button which looks like the figure below.

New Giftcard +

2. Then a pop up box will be shown. Then fill in the value and card number for the gift card. (The fields in red are required).

**New Giftcard** X

*Fields in red are required*

**Giftcard Information**

Giftcard Number:

Value:

Submit

3. Then click the “Submit” button which is in the bottom left of the pop out box.
4. Once submitted, the system will notify the user and save the gift card to the database.

You have successfully added giftcard 100000001



### 10.2 Edit a Gift Card

1. To edit a gift card, click the “edit” button which looks like the figure below.

	Giftcard Number	Value	
	1000000000	€50.00	Edit

2. Then a pop out box will be shown. Edit the necessary information and click the “Submit” button
3. Once submitted, the system will notify the user and update the gift card to the database.

You have successfully updated giftcard 10000000



## 10.3 Delete a Gift Card

1. To delete a gift card, select the gift card by clicking on the gift card number or the check box provided.

<input type="checkbox"/>	Giftcard Number	Value	
<input type="checkbox"/>	1000000000	€50.00	<a href="#">Edit</a>

2. Then click on the “Delete” button to delete the gift card.



3. Once deleted, the system will notify the user and delete the gift card from the gift card table.



## 10.4 Generate Barcode for a Gift Card

1. To generate barcode for a gift card, select the gift card by clicking on the gift card's number or the check box provided.

<input type="checkbox"/>	Giftcard Number	Value	
<input type="checkbox"/>	1000000000	€50.00	<a href="#">Edit</a>

2. Then click on the “Barcode Sheet” button to generate the barcode.



3. Once generated, a new window/tab will be opened to display the barcode.



## 11 Hardware

### 11.1 Barcode Scanner

Almost any [barcode scanner](#) will work as long as it can read code-128 and programmed to hit return after scanning. You can test out your barcode scanner using UPC codes or the system generated barcodes in the demo ([demo.beepextra.com](http://demo.beepextra.com))

### 11.2 Receipt Printer

The recommended receipt printer for the Beep ePOS system is the [Star TSP 100 ECO](#) using the [Firefox browser](#) or [Safari browser](#). Although this is the recommended printer, you can try your own on the demo site to see if it will work correctly. (Make sure to set margins to 0 and remove any headers/footers).

### 11.3 Cash Drawer

The only types of cash drawers that are possible to support (that open automatically) are the ones that connect to a receipt printer such as [Posiflex CR6310b](#)

### 11.4 Barcode Printer

We support the [Zebra LP2824 plus model using 2"x1" labels](#).

### 11.5 Magnetic Swipe Card Reader

We support the [Magtek 21040108 Card reader](#). It is a simple USB card swipe. If you already have a card swipe, you will be able to use existing equipment.