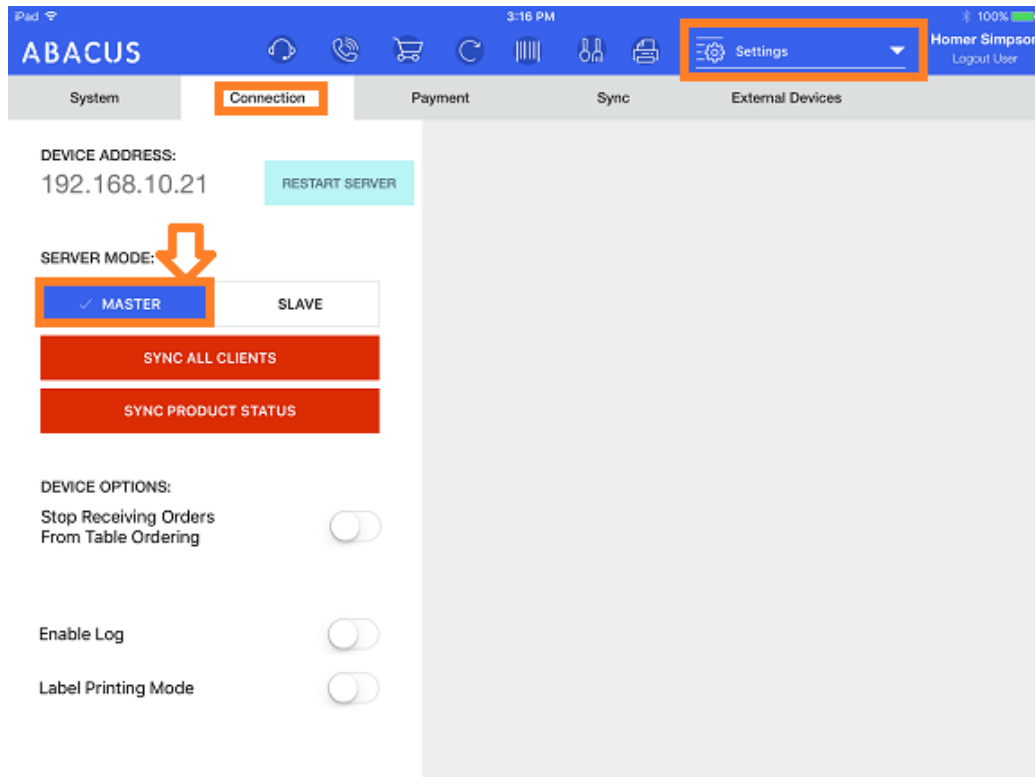


ABACUS GUIDE FOR MANAGERS

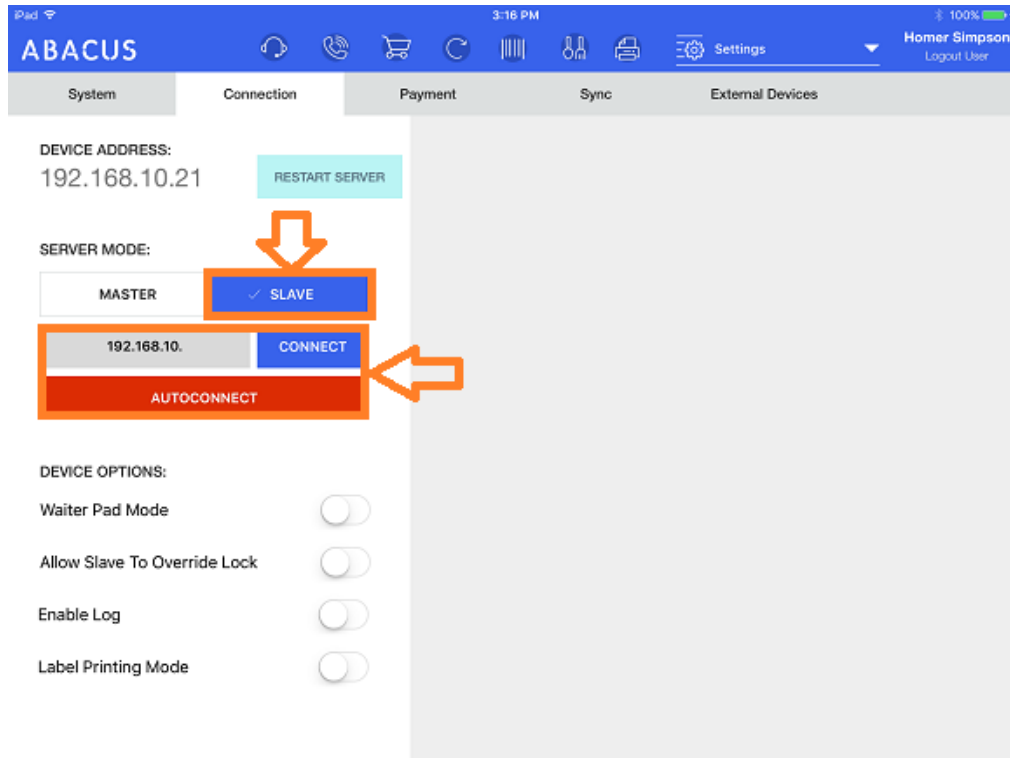
Updated June 2019

Connecting multiple devices

To connect multiple devices, go to the **Device** tab in the **Settings** screen. In one device, select **MASTER** as the server mode.



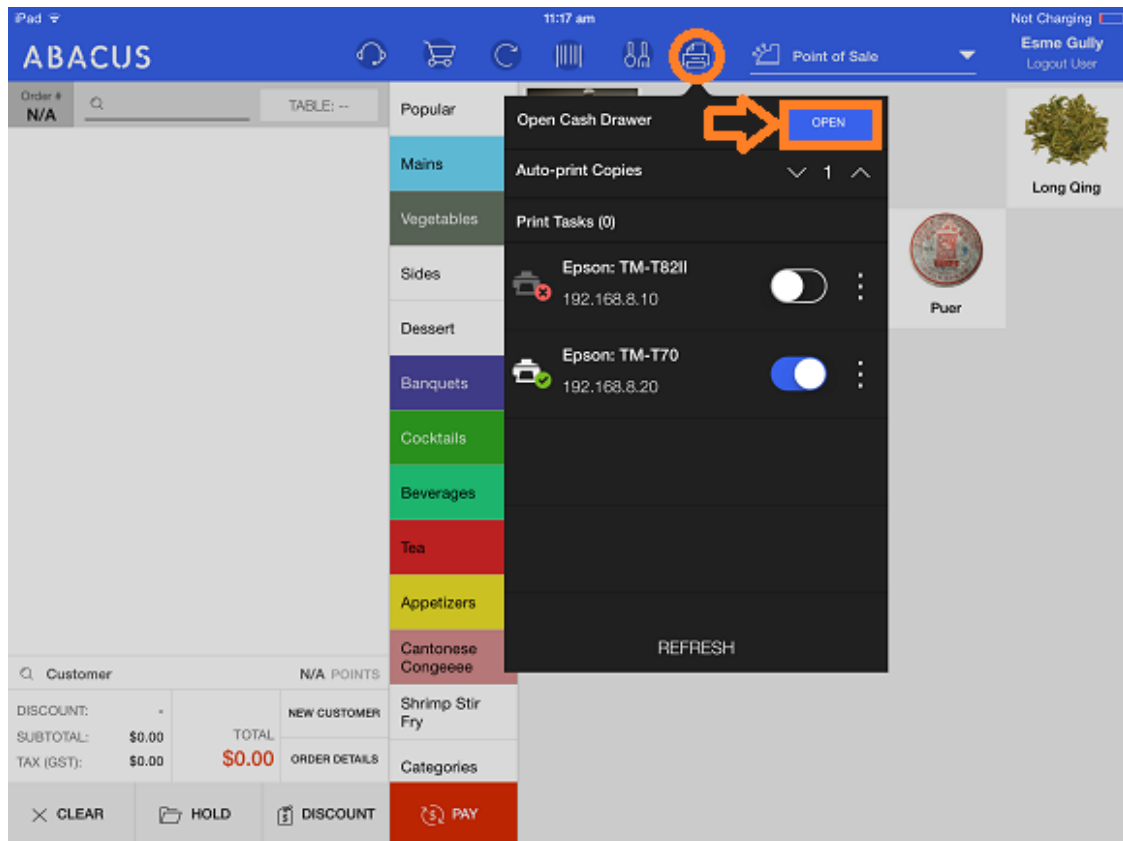
In all other devices, select **SLAVE**. To connect the slave devices to the master device, tap **AUTOCONNECT** in each slave device. The connected devices will be listed on the right side of the screen. Ensure all devices are in the same network before trying to connect them. Alternatively, you can enter the IP address of the master POS and then tap **CONNECT**.



Note: The master POS device must be running at all times in order for the slave devices to communicate with it. In the master POS device settings, go to **General > Display & Brightness > Auto-Lock** and set it to **Never**.

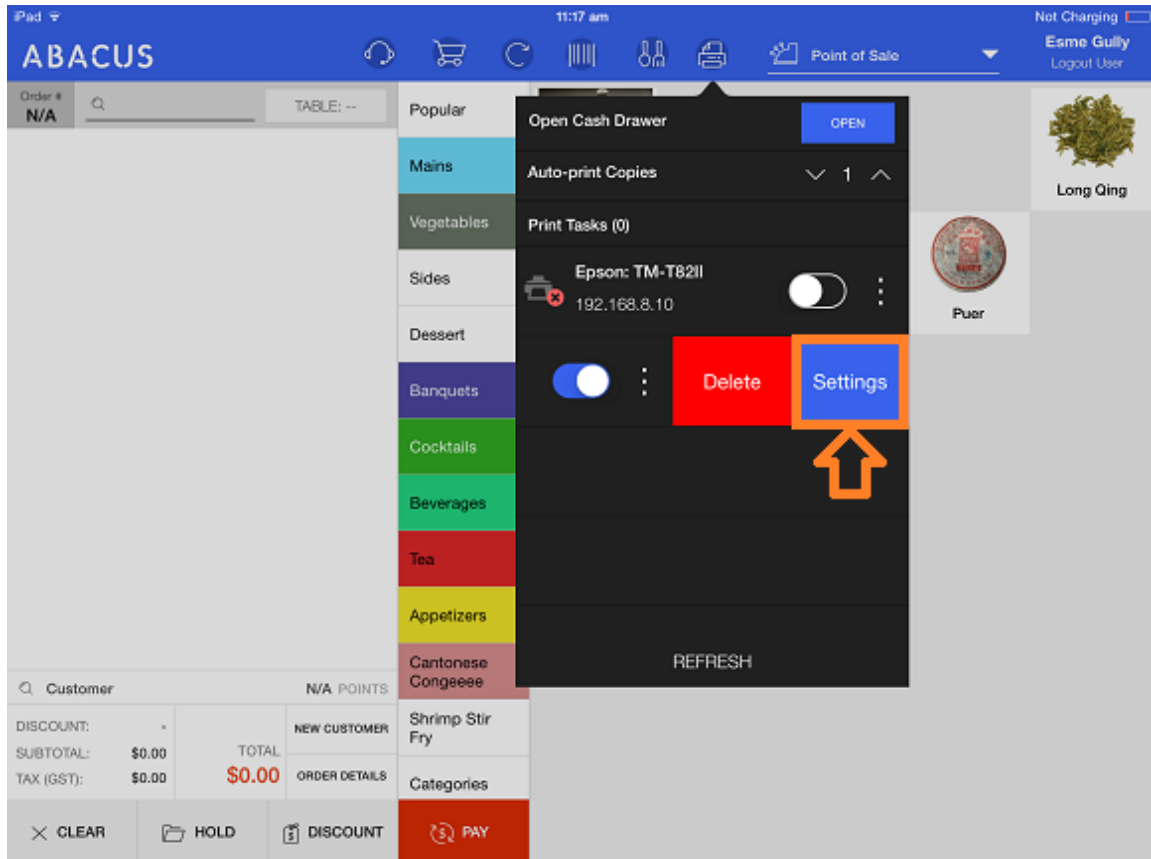
Opening the cash drawer

To open the cash drawer, tap the printer icon and then tap **OPEN**.

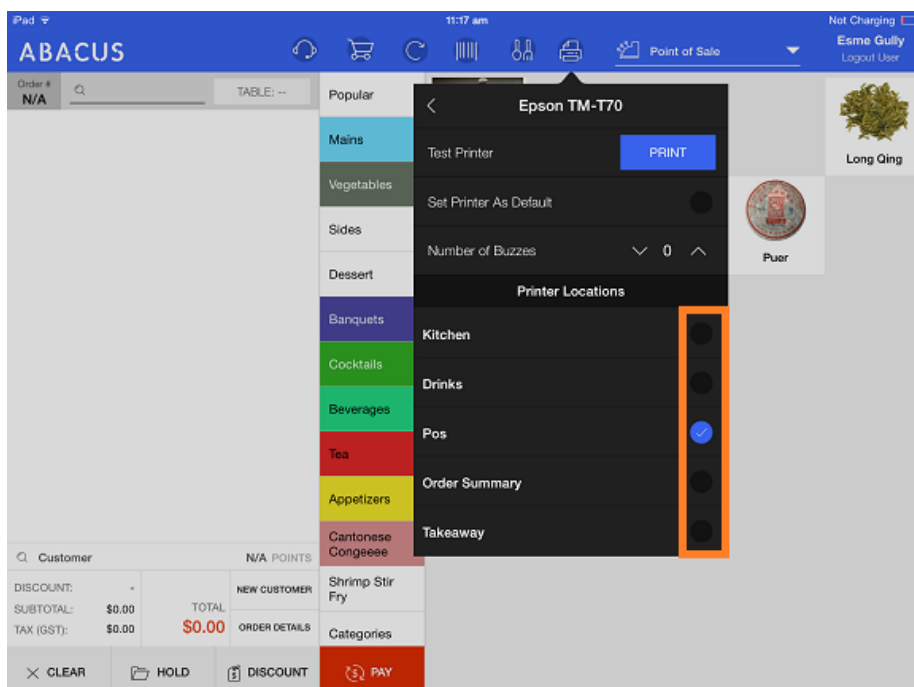


Configuring printers

To configure the printers, tap the printer icon at the top of the screen. You can refresh the list of printers if the printers aren't displaying. Select which printers you are going to use by adjusting the sliders. To set the printer locations, swipe a printer to the left and tap **Settings**.

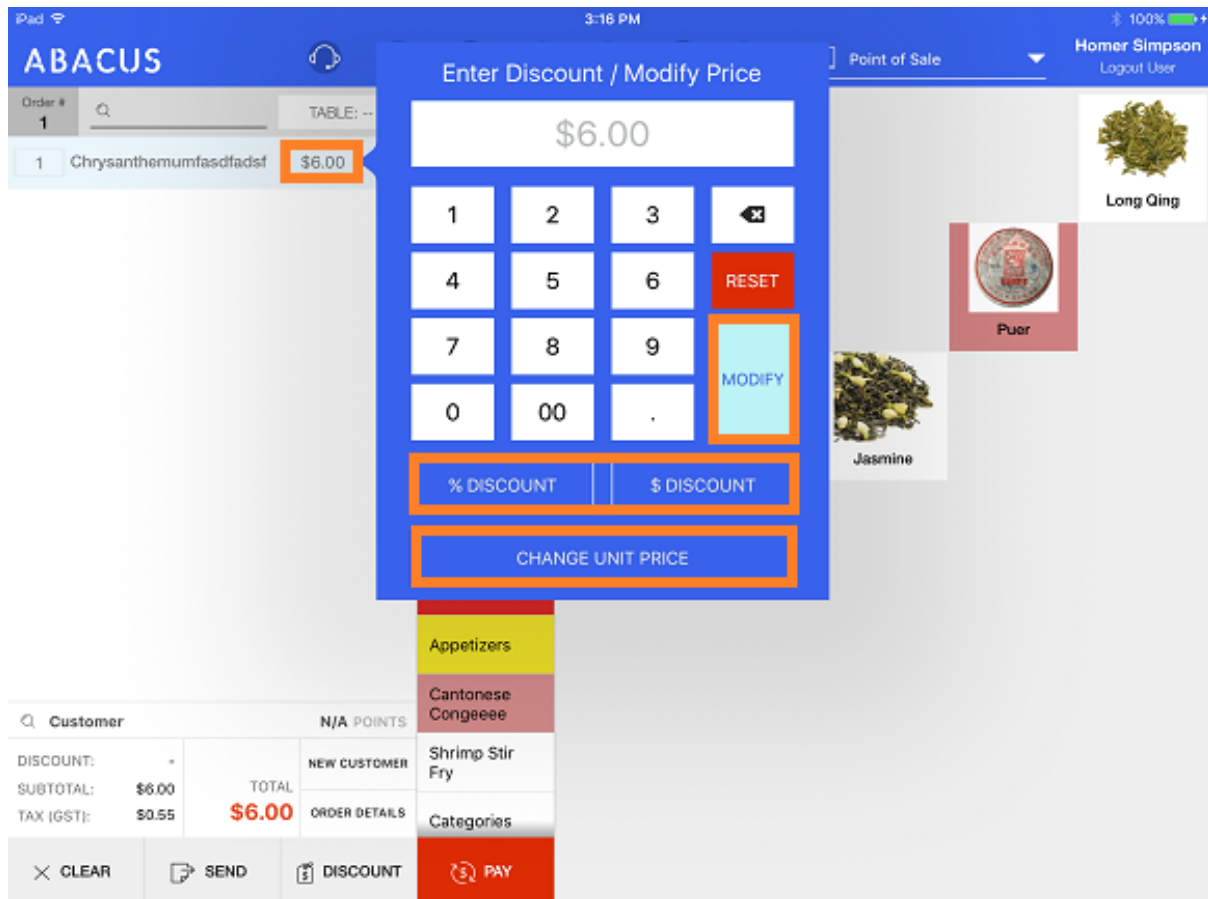


Next, select the locations. The printer locations are managed in the backend.



Modifying pricing

To modify the price of an item in an order, tap its price. This will only change the price of the item in the current order.



To apply a discount to the item, enter the discount amount and then tap either **% DISCOUNT** (for percentage discounts) or **\$ DISCOUNT** (for dollar discounts).

To change the price of the item, enter the new price and then tap **MODIFY**.

To change the unit price of the item, enter the new price and then tap **CHANGE UNIT PRICE**.

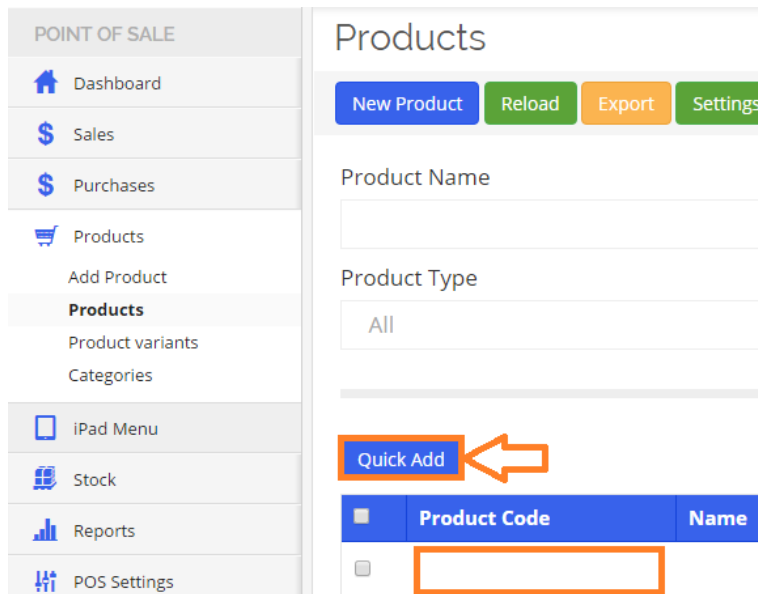
i.e. If you have 3 x coffee in one line, entering \$3 and tapping **MODIFY** will result in \$3 total (\$1 per coffee), whereas entering \$3 and tapping **CHANGE UNIT PRICE** will result in \$9 total (\$3 per coffee).

To return the item to its original price, tap **RESET**.

Note: The amount by which you can modify the price is set in the backend (Configuration tab > Company Profile > Price Change Range).

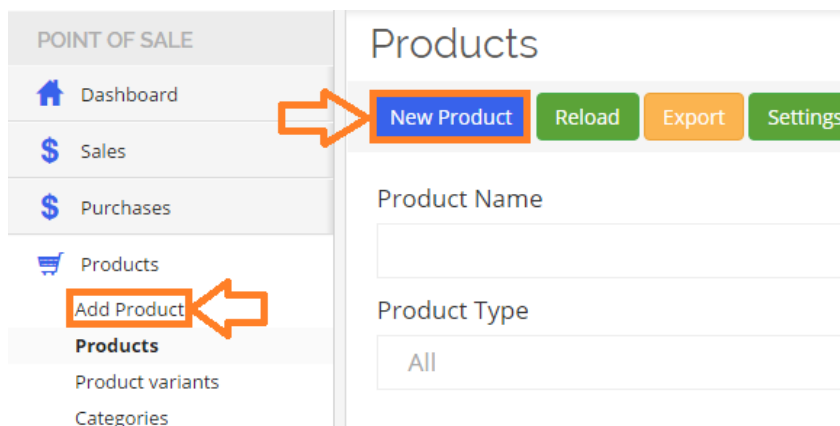
Adding/editing products (computer)

Login to the backend (URL: app.abacus.co) and go to **Products > Products** in the POS tab. Then click **Quick Add** and click in each cell to fill in the product details.



The screenshot shows the 'POINT OF SALE' sidebar on the left with 'Products' selected. The main content area is titled 'Products' and contains buttons for 'New Product', 'Reload', 'Export', and 'Settings'. Below these are input fields for 'Product Name' and 'Product Type' (set to 'All'). A 'Quick Add' button is highlighted with an orange box and an arrow. Below it is a table with columns 'Product Code' and 'Name', and an empty cell under 'Product Code' is also highlighted with an orange box.

If you want to add a product with more advanced details, choose **New Product** instead (or **Add Product** from the left sidebar).



The screenshot shows the 'POINT OF SALE' sidebar on the left with 'Products' selected. The main content area is titled 'Products' and contains buttons for 'New Product', 'Reload', 'Export', and 'Settings'. Below these are input fields for 'Product Name' and 'Product Type' (set to 'All'). The 'New Product' button is highlighted with an orange box and an arrow. In the sidebar, the 'Add Product' option is also highlighted with an orange box and an arrow.

If you have already added the item, you can edit the advanced details by clicking the **Edit** (pencil) button to the right of a product.

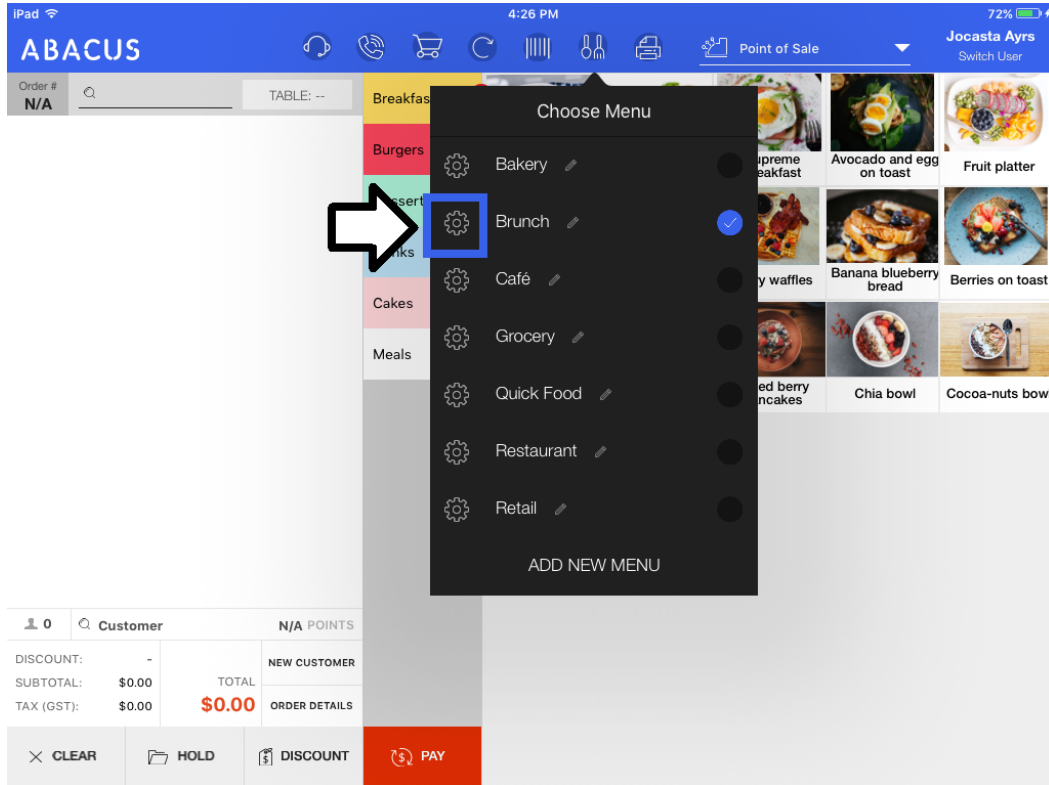
Best practice suggests that you complete the following fields at a minimum:

- *Product Code*
- *Product Name*
- *Printer Location*
- *Price*
- *Category*

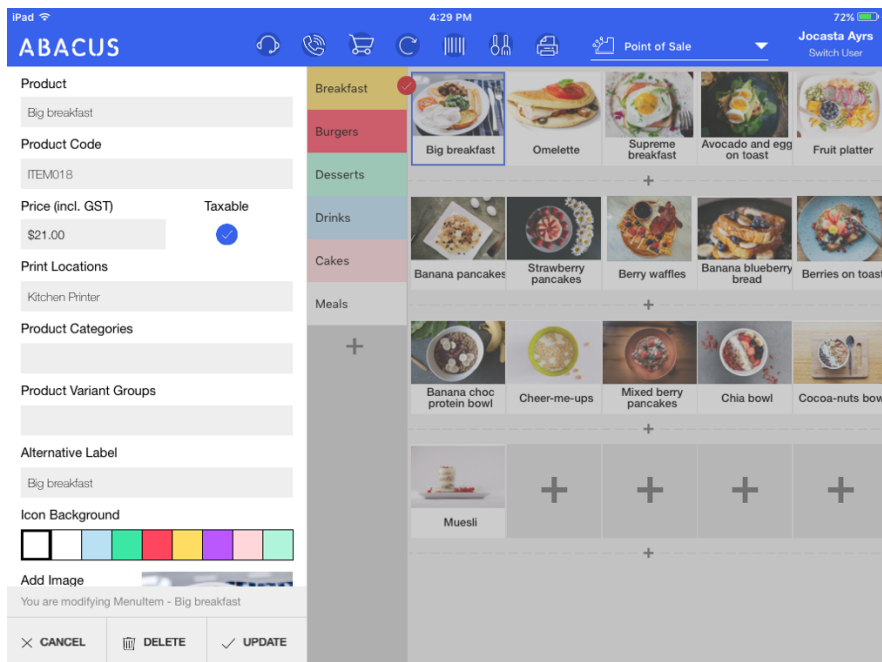
Adding/editing products (iPad)

All amendments and additions of products will ideally be done through the backend (computer). Only use the iPad as a last resort.

To easily add new products, tap the cog next to the menu name.

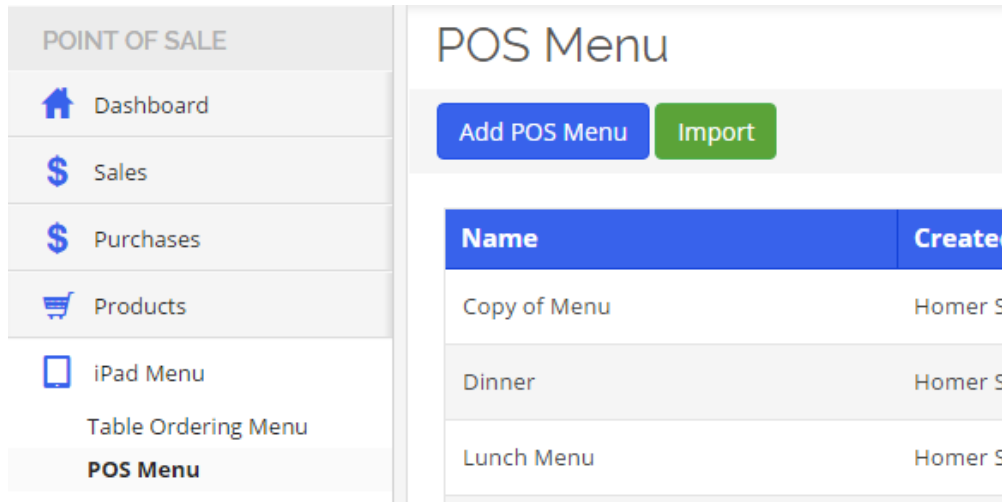


Tap on an existing item to change its details or tap an empty tile to create a new product



Configuring the POS menu

To add products to the POS menu, login to the backend (URL: app.abacus.co) and go to **iPad Menu > POS Menu** in the POS module. Click on the **Edit** (pencil) button to the right of the current menu to go to the **Menu Design** page.



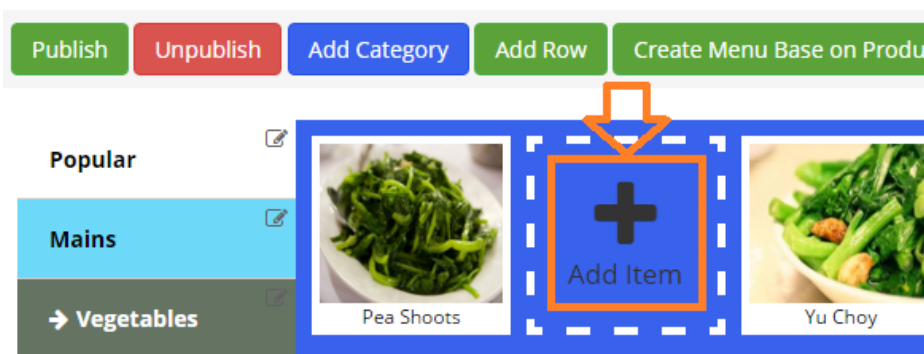
The screenshot shows the 'POS Menu' configuration interface. On the left is a sidebar with navigation options: Dashboard, Sales, Purchases, Products, iPad Menu, Table Ordering Menu, and POS Menu (highlighted). The main area is titled 'POS Menu' and contains two buttons: 'Add POS Menu' and 'Import'. Below these is a table with the following data:

Name	Create
Copy of Menu	Homer S
Dinner	Homer S
Lunch Menu	Homer S

Then, click on a category, click an **Add Item** cell (you may need to add a new row), select the product in the popup, and **Save**.

If you make any changes to the POS menu, make sure you **Publish** on the backend and **sync** the menu in the app.

POS Menu - Menu



The screenshot shows the 'Menu Design' page. At the top are buttons for 'Publish', 'Unpublish', 'Add Category', 'Add Row', and 'Create Menu Base on Produ'. Below is a category list on the left: Popular, Mains, and Vegetables (selected). The main area displays a menu grid with items like 'Pea Shoots' and 'Yu Choy'. A blue dashed box highlights a grid cell containing a plus sign and the text 'Add Item', with an orange arrow pointing to it from the 'Add Row' button above.