



Onespacy

POS

QUICK START Guide

www.onespacy.com

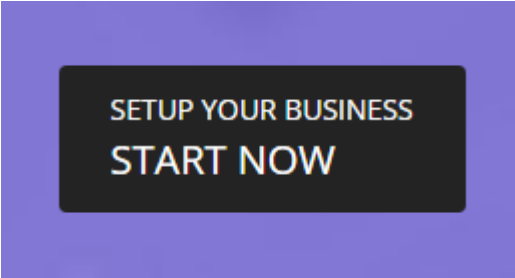


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1. Register the Business

Goto **www.onespacy.com**

Click **Start Now** Button



**SETUP YOUR BUSINESS
START NOW**

Enter your details

New here?

Signing up is easy. It only takes a few steps

Tom Steve

6626262063

tomsteve@gmail.com

United Arab Emirates

.....

8 characters in length and should include at least one upper case letter, one number, and one special character

I agree to all Terms & Conditions

Password should be more than 8 characters in length and should include at least one upper case letter, one number, and one special character

2. Create a new POS



Click Create new POS button

It will take you to goto (Subscription -> New POS)

<https://portal.onespacy.com/newpos>

Enter new POS details

Company / Store Name

Store Email

Package

Payment method

Domain Type

Domain

Coupon / Agent Code (Optional)

I agree to all Terms & Conditions

Submit request

3. POS Details

Company / Store Name

Your Store name or Company Name.
This will be used for all your brandings

Store Email

Email for store, we are using this to
send alerts and notification about your
POS and also admin login

Package

Select required POS package based on your
requirement

- **Onespace POS**
This is suitable for Retail stores
- **Onespace Restaurant**
This package is suitable for Restaurants.
It has table wise billing module and
kitchen screens

Payment Method

You can pay your subscription with any
of below options,

- Every Month
- Every Three Months
- Every Six Months
- Every Year

*Your rate will get discounts based on your
payment method*



Domain Type

Each POS account will have a unique web address.

Use Onespace subdomain

You can use sub domain of onespace.com. So if your sub domain is “mystore” your address will be “mystore.onespace.com”

Use your own domain/sub domain

You can use your own domain or sub domain as your POS address as well. Such as “pos.mystore.com”

If you use your own Domain

- You need to either own it or purchase it by you
- You need set DNS record “CNAME” to “pos.onespace.com”

Domain

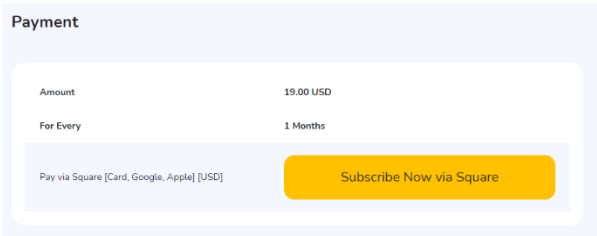
Based on above selection, you can auto generate the domain or type your desired domain.

Coupon / Agent Code (Optional)

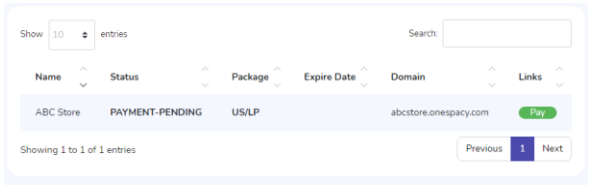
If you have a promotional Coupon code or agent code, enter it here.

Based on that, you will get discounts and easy support access

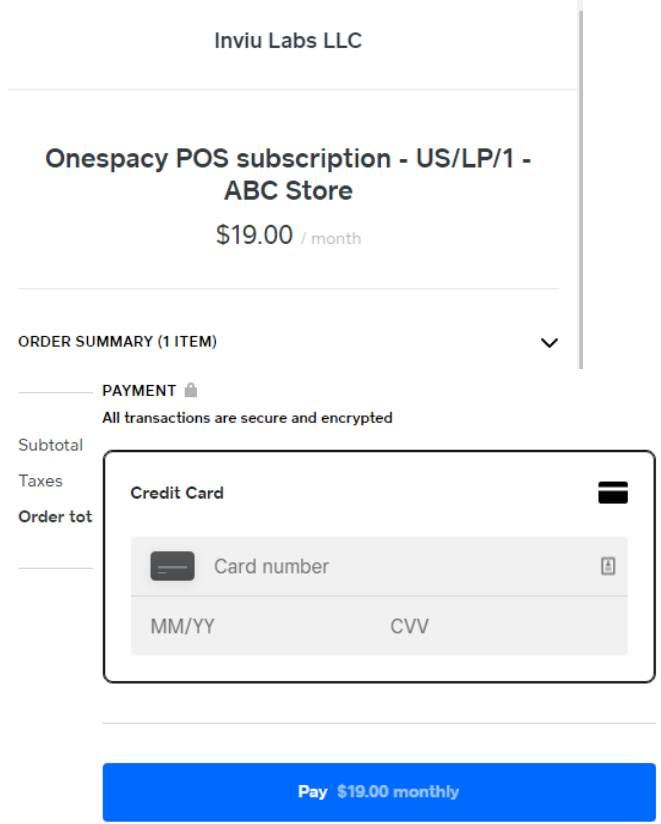
4. Payment



As soon as you create POS, you will be landing on this page. You can do the payment. If not you can go to **Subscription** menu on the side bar and click **PAY** or click link that you got via email



Subscribe via Doing payment



5. POS Admin Details

Within 1-2 mins after your payment done, You POS will be deployed and send Email to your email for access

- Login to “**portal.onespacy.com**” and goto **Subscription** in sidebar menu
- Or Click email link that you received
- Click “**More**” Button

Administrator User mystore

Password Utg70Fle

Login to POS <https://abcstore.onespacy.com>

Manage Payment [Manage Payment / Cancel Subscription](#)

Administrator User

You can use this user name or your pos email to login as admin

Administrator Password

Use this password to login to POS as admin

Login to POS

Click Yellow Domain Name button to login to POS

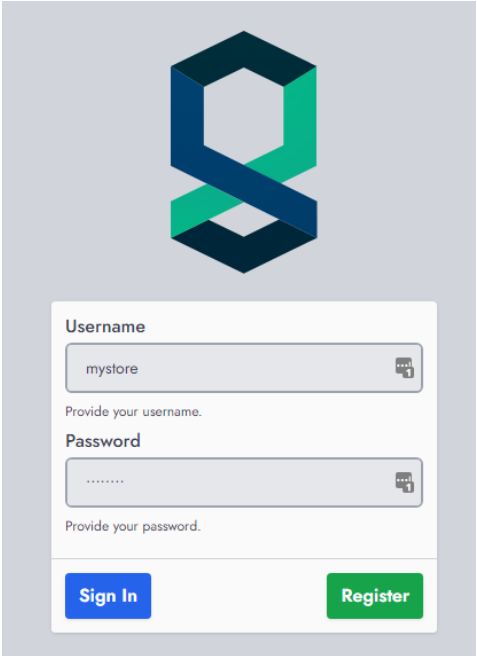
Manage Payment

You can Cancel Subscription, Change Payment Card/Bank Accounts from this

If you subscribe for 1 Month and if you cancelled subscription on the 15th day, still you can access your POS for another 15 days

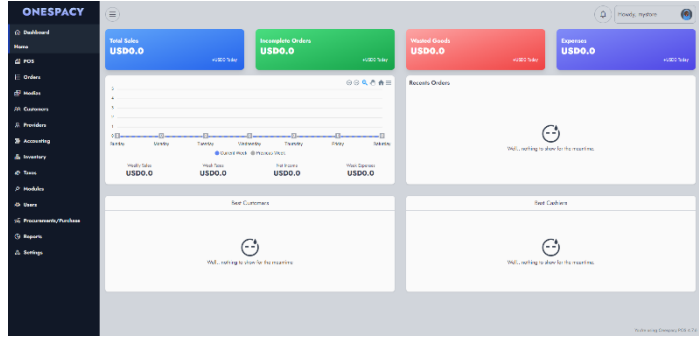
6. Access your POS

Visit your POS domain to access your POS



The login form features the Onespace logo at the top, which is a stylized infinity symbol in blue and green. Below the logo, there are two input fields: 'Username' with the text 'mystore' and 'Password' with masked characters. A 'Sign In' button is on the left and a 'Register' button is on the right.

You can obtain administrative credentials via portal.onespace.com or can login as user



Here is your Dashboard

7.1 General Settings

Set Currency

Settings > General > Currency

7. Start Configuration

The screenshot displays the 'General Settings' interface. At the top, the title 'General Settings' is followed by the instruction 'Configure the general settings of the application.' Below this, there are four tabs: 'Identification', 'Currency', 'Date', and 'Registration'. The 'Currency' tab is selected. Under this tab, there are two input fields. The first is labeled 'Currency Symbol' and contains the text 'USD'. Below it is the text 'This is the currency symbol.' The second is labeled 'Currency ISO' and also contains 'USD'. Below it is the text 'The international currency ISO format.'

Set Date

Settings > General > Date

General Settings
Configure the general settings of the application.

Identification Currency **Date** Registration

Date Format

This define how the date should be defined. The default format is "Y-m-d".

Date Format

This define how the date and times hould be formatted. The default format is "Y-m-d Hi".

Date TimeZone (Now: 2022-07-02 04:08:22)

Determine the default timezone of the store.

Save Settings

Date Format

If you need to change default date Settings, set own format using bellow

Eg : Y-m-d will render as 2022-05-02

Date Format

This is for Time format. If you don't like to use default time format, use your own

Time zone

Select your Store Time zone for system wide use

Find Time zone by Location

https://en.wikipedia.org/wiki/List_of_time_zones_by_country

Date formats

Character	Meaning	Example
d	day of the month with leading zeros	03 or 17
j	day of the month without leading zeros	3 or 17
D	day of the week as a three-letter abbreviation	Mon
l	full day of the week	Monday
m	month as a number with leading zeros	09 or 12
n	month as a number without leading zeros	9 or 12
M	month as a three-letter abbreviation	Sep
F	full month	September
y	two-digit year	18
Y	full year	2018

Time formats

Character	Meaning	Example
g	hours in 12-hour format without leading zeros	1 or 12
h	hours in 12-hour format with leading zeros	01 or 12
G	hours in 24-hour format without leading zeros	1 or 13
H	hours in 24-hour format with leading zeros	01 or 13
a	am/pm in lowercase	am
A	am/pm in uppercase	AM
i	minutes with leading zeros	09 or 15
s	seconds with leading zeros	05 or 30

7.2. POS Settings

Cash Registers

Setup Cash register if Required

If a Cash Register is required, **Enable Cash Register** First. Then you can set other parameters

With Cash Register Enabled, you can view Collection and Balance on each Session / Day

The screenshot shows the 'POS Settings' interface with the 'Cash Registers' tab selected. The interface includes a header 'POS Settings' and a sub-header 'Configure the pos settings.'. Below this are several tabs: 'Layout', 'Printing', 'Cash Registers', 'VAT Settings', 'Keyboard Shortcuts', and 'Features'. The 'Cash Registers' section contains three main settings:

- Enable Cash Registers:** A dropdown menu currently set to 'Yes'. Below it is the instruction: 'Determine if the POS will support cash registers.'
- Cashier Idle Counter:** A dropdown menu currently set to 'Choose an option'. Below it is the instruction: 'Selected after how many minutes the system will set the cashier as idle.'
- Cash Disbursement:** A dropdown menu currently set to 'Choose an option'. Below it is the instruction: 'Allow cash disbursement by the cashier.'

A blue 'Save Settings' button is located at the bottom right of the settings area.

POS Settings

Configure the pos settings.

Layout Printing Cash Registers VAT Settings Keyboard Shortcuts **Features**

Show Quantity
 Yes No
Will show the quantity selector while choosing a product. Otherwise the default quantity is set to 1.

Allow Customer Creation
 Yes No
Allow customers to be created on the POS.

Editable Unit Price
 Yes No
Allow product unit price to be edited.

Order Types
 Take Away Delivery
Control the order type enabled.

Merge Similar Items
 Yes No
Will enforce similar products to be merged from the POS.

Quick Product
 Yes No
Allow quick product to be created from the POS.

Use Gross Prices
 Yes No
Will use gross prices for each products.

[Save Settings](#)

Features

You can Enable Feature configuration as based on your Requirement

If you Enable Customer Creation, you can simply Create Customers at POS windows

Customers Settings

Configure the customers settings of the application.

General

Enable Reward <input type="text" value="No"/> <small>Will activate the reward system for the customers.</small>	Require Valid Email <input type="text" value="No"/> <small>Will for valid unique email for every customer.</small>	Require Unique Phone <input type="text" value="No"/> <small>Every customer should have a unique phone number.</small>
Default Customer Account <input type="text" value="Walk-In"/> <small>You must create a customer to which each sales are attributed when the walking customer doesn't register.</small>	Default Customer Group <input type="text" value="Customer"/> <small>Select to which group each new created customers are assigned to.</small>	Enable Credit & Account <input type="text" value="No"/> <small>The customers will be able to make deposit or obtain credit.</small>

[Save Settings](#)

7.3. Customer Settings

Default Customer Account

You can select default customer for POS. By default, it will select and Cashier can change or create customer based on configuration

You must create a customer to which each sales are attributed when the walking customer doesn't register

7.4 Setup Inventory

Set Unit Group

Inventory > Create Unit Group

You need to setup Unit Group first

Create a new unit group
Register a new unit group and save it.

Name Go Back

Countable Eggs Save

Provide a name to the resource.

General

Description

[Empty text area for description]

What are Unit Groups

Concept of units group which ensures to have units of the same nature grouped together. For example, within the unit group "Liquids", we can create "Liters", "Milliliters" measures. Within the unit group "Weighable", we can create "Kilogram" and "Gram" measures.

7.4 Setup Inventory

Set Unit Inventory > Create Unit

After Unit Group, You can setup Units

Now that we have a Unit Group ready, let's create some Units. As we're working on "Countable Eggs", we need to identify what are the possible way eggs could be sold on the system. Usually, eggs can be sold as :

- Piece (1): base unit**
- Pack of Six (6)**
- Dozen (12)**
- Thirties (30)**

<input type="checkbox"/>	Name	Value	Base Unit	Group	Author
<input type="checkbox"/>	Piece	1	Yes	Countable Eggs	admin
<input type="checkbox"/>	Pack Of 6	6	No	Countable Eggs	admin
<input type="checkbox"/>	Dozen	12	No	Countable Eggs	admin
<input type="checkbox"/>	Thirties	30	No	Countable Eggs	admin

7.5. Products

Products Category

Create a new category product
Register a new category product and save it.

Name Go Back

Farm Products Save

Provide a name to the resource.

General

Preview Preview

Provide a preview url to the category.

Displays On POS

No **Yes**

If clicked to no, all products assigned to this category or all sub categories, won't appear at the POS.

Parent

If this category should be a child category of an existing category

Description

Paragraph **B** *I* Link **List** **Image** **Quote** **Table** **Undo** **Redo**

- You can set Name and create Category
- Category is used to group Inventory Items for organizing purpose
- Each Group can set an Icon. It will show on POS interface

Parent

Parent is Parent Category for Childs. You can Create multiple category hierarchy

Eg :

Bakery Items

- Sweet
- Breads
- Savory

Products

You can Enter Products Details and create one

Create a product
Add a new product on the system

Name Return
Yellow Egg Save

Provide a name to the resource.

Identification Units Expiry Taxes Images

Category
Farm Products

Select to which category the item is assigned.

Barcode
12345

Define the barcode value. Focus the cursor here before scanning the product.

SKU
Y-EGG

Define a unique SKU value for the product.

Barcode Type
Code 128

Define the barcode type scanned.

Searchable
Yes No

Determine if the product can be searched on the POS.

Product Type
Materialized Product

Define the product type. Applies to all variations.

Status
On Sale

Define whether the product is available for sale.

Stock Management Enabled
Yes No

Enable the stock management on the product. Will not work for service or uncountable products.

Description

You Can Add Multiple Unites to Item and can set Inventory values and Prices

At least one unit is required for Inventory Enabled Items

Identification Units Expiry Taxes Images

Accurate Tracking
Yes No

The product won't be visible on the grid and fetched only using the barcode reader or associated barcode.

Unit Group
Countable Eggs

What unit group applies to the actual item. This group will apply during the procurement.

Selling Unit
Determine the unit for sale.

Available Quantity

Assigned Unit
Piece

The assigned unit for sale

Sale Price
10

Define the regular selling price.

Wholesale Price
5

Define the wholesale price.

Stock Alert
No Yes

Define whether the stock alert should be enabled for this unit.

Low Quantity
4

Which quantity should be assumed low.

Preview Url

Provide the preview of the current unit.

Delete

8. Setup Stock

8.1 Create Supplier

Create a new provider
Register a new provider and save it.

Name Go Back

Orange Farm Save

Provide a name to the resource.

General

Email

Provide the provider email. Might be used to send automated email.

Surname

Provider surname if necessary.

Phone

Contact phone number for the provider. Might be used to send automated SMS notifications.

Address 1

First address of the provider.

Address 2

Second address of the provider.

Description

Further details about the provider

You can create Product/Material Provider

At least one supplier is required to Receive Stocks

When you receive items from Providers, you can create Procurement / PO (Purchase Order) against them and track the items

This can use as Suppliers profile for operational

8.2 Update Stock Items via Procurement / Purchase Order

New Procurement

Make a new procurement.

Procurement Name Go Back

OF-2022-04-30 Save ↺

Provide a name that will help to identify the procurement.

Details **Products**

Invoice Number
INV-01344

If the procurement has been issued outside of Onespace POS, please provide a unique reference.

Invoice Date
04/05/2022

If you would like to define a custom invoice date.

Delivery Status
Delivered

Determine what is the actual value of the procurement. Once "Delivered" the status can't be changed, and the stock will be updated.

Provider
Orange Farm

Determine what is the actual provider of the current procurement.

Delivery Time
05/25/2022

If the procurement has to be delivered at a specific time, define the moment here.

Automatic Approval
No Yes

Determine if the procurement should be marked automatically as approved once the Delivery Time occurs.

Payment Status
Paid

Determine what is the actual payment status of the procurement.

New Procurement

Make a new procurement.

Procurement Name Go Back

OF-2022-04-30 Save ↺

Provide a name that will help to identify the procurement.

Details **Products**

SKU, Barcode, Product name.

Name	Unit Price	Tax	Tax Value	UOM	Quantity	Total Price
Yellow Egg Delete Options	0	▼	USD0	Piece ▼	1	USD10
			USD0			USD10

For each item purchased from the suppliers, you need to create a procurement and update details as this.

It will update stocks when you set/Change **Delivery Status to Delivered**

8.3. Stock Adjustment Stock -> Stock Adjustment

When you recheck your stock,
You can adjust your stock.
This allows you to put note and adjust the stock

Stock Adjustment

Adjust stock of existing products.

Product	Unit	Operation	Procurement	Quantity	Value	Actions
Yellow Egg (1)	<input type="text" value="v"/>	<input type="text" value="Add v"/>		<input type="text" value="1"/>	<input type="text" value="USD10"/>	<input type="button" value="Info"/> <input type="button" value="Close"/>

8.3 Product History Stock -> Product History

Logs of Product Stock adjustments and orders

Product Histories

Display all product stock flow.

<input type="checkbox"/>	Product	Procurement	Order	Operation Type	Unit	Initial Quantity
<input type="checkbox"/>	Yellow Egg	N/A	220702-001	Sold	Piece	2
<input type="checkbox"/>	Yellow Egg	N/A	N/A	Added	Piece	1
<input type="checkbox"/>	Yellow Egg	OF-2022-04-30	N/A	Stocked	Piece	0

Bulk Actions displaying 3 on 3 items

9. Create Cash Register

This is Available only if you enable the Cash register

Create a new register

Register a new register and save it.

Name Go Back

Counter 1 Save

Provide a name to the resource.

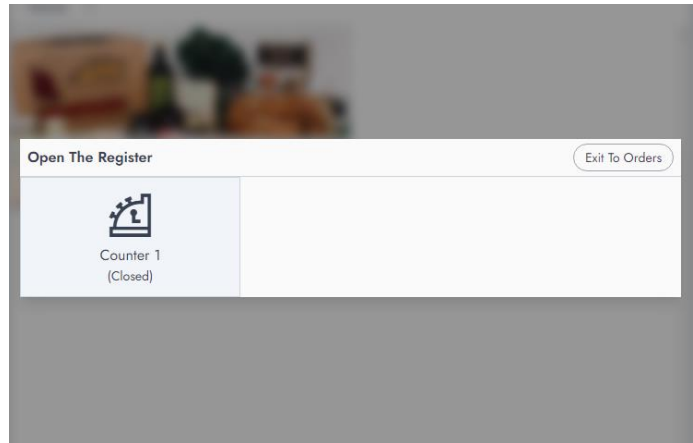
General

Status

Closed

Define what is the status of the register.

Description



If you enable cash register, you can select Cash Register when you start POS session

Setup Completed

