Onespacy

POS

QUICK START Guide

www.onespacy.com

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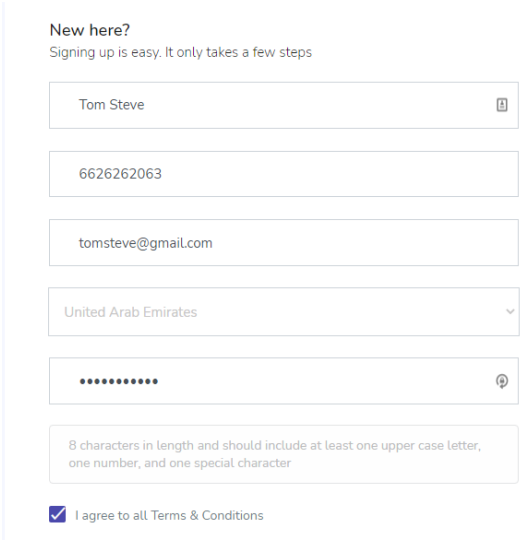
1. Register the Business

Goto **www.onespacy.com**

Click **Start Now** Button

Enter your details



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

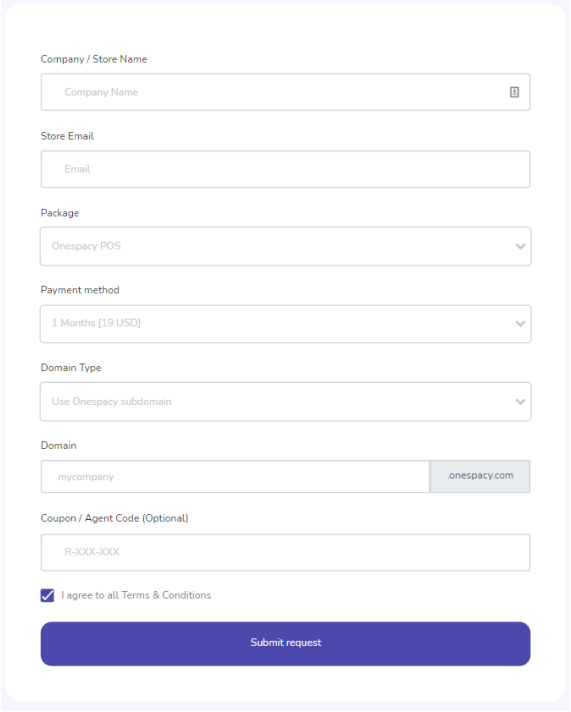
2. Create a new POS

Click Create new POS button

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

https://portal.onespacy.com/newpos

Enter new POS details



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

- ***Onespacy POS***
  This is suitable for Retail stores
- ***Onespacy 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 Onespacy subdomain

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

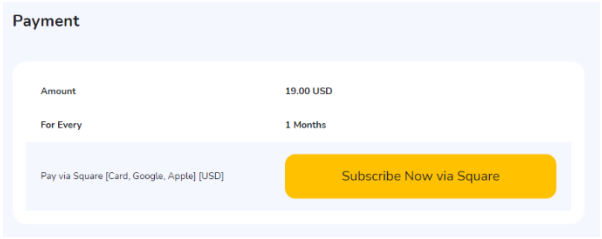
Domain

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

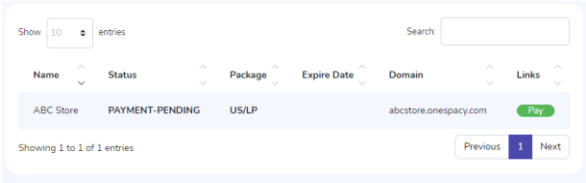
Coupon / Agent Code (Optional)

If you have a promotional Coupon code or gent code, enter it here. Based on that, you will get discounts and easy support access

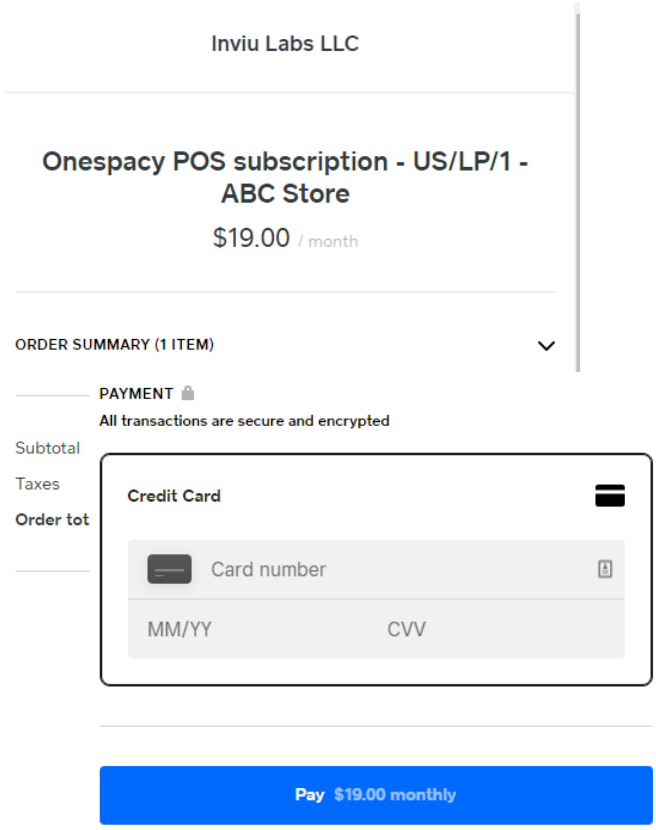
4. Payment



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



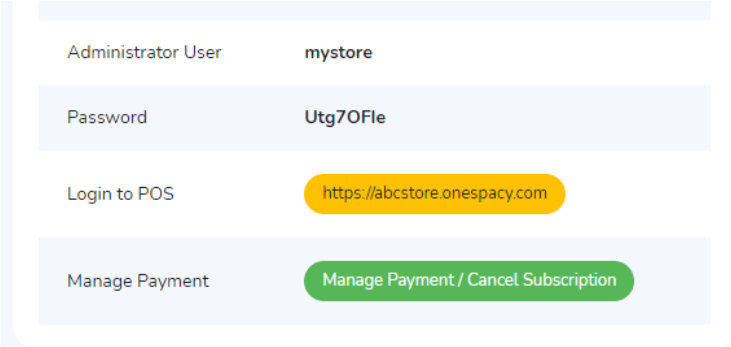
Subscribe via Doing payment



5. POS Admin Details

Within 1-2 mins after your payment done, You POS will we 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

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

Administrator Password

Use this password to login to POS as admiin

Login to POS

Click Yellow Domain Name button to login to POS

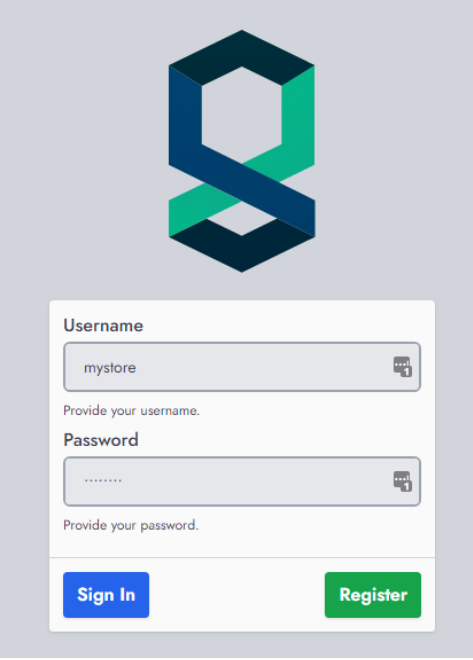
Manage Payment

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

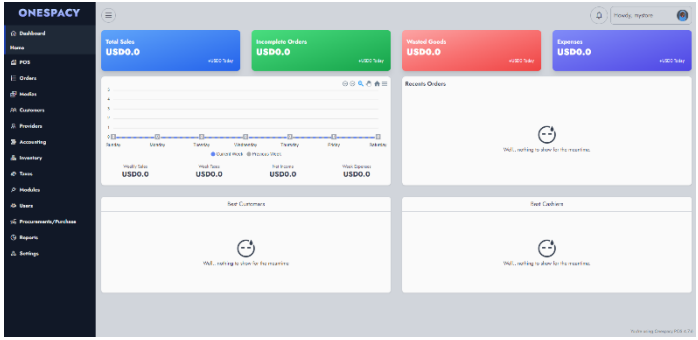
If you subscribe for 1 Month and if you cancelled subscription on the 15th day, still you can access your POS for another 15 days

6. Access your POS

Visit your POS domain to access your POS



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



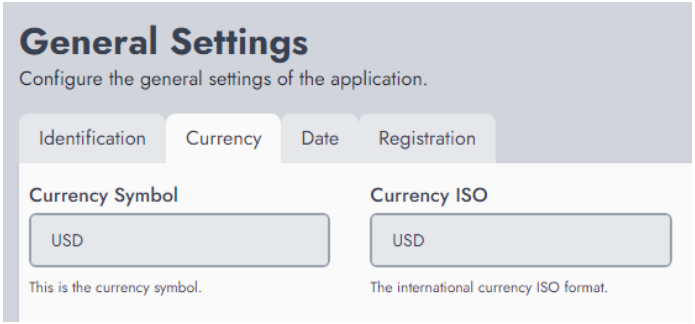
Here is your Dashboard

7. Start Configuration

7.1 General Settings

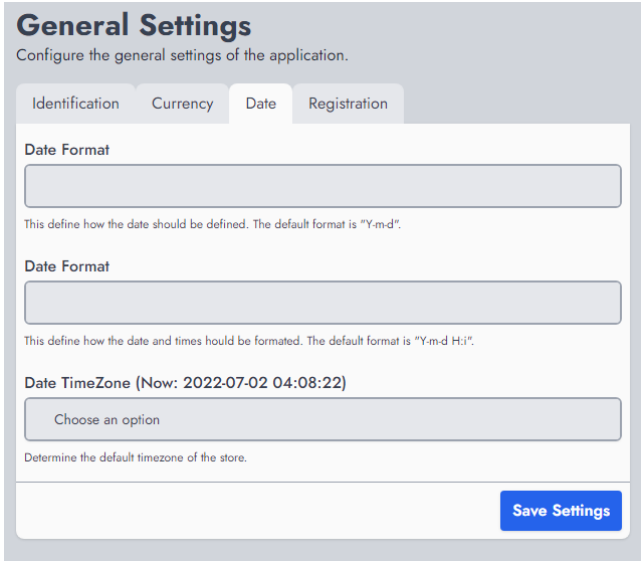
Set Currency

Settings > General > Currency



Set Date

Settings > General > Date



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

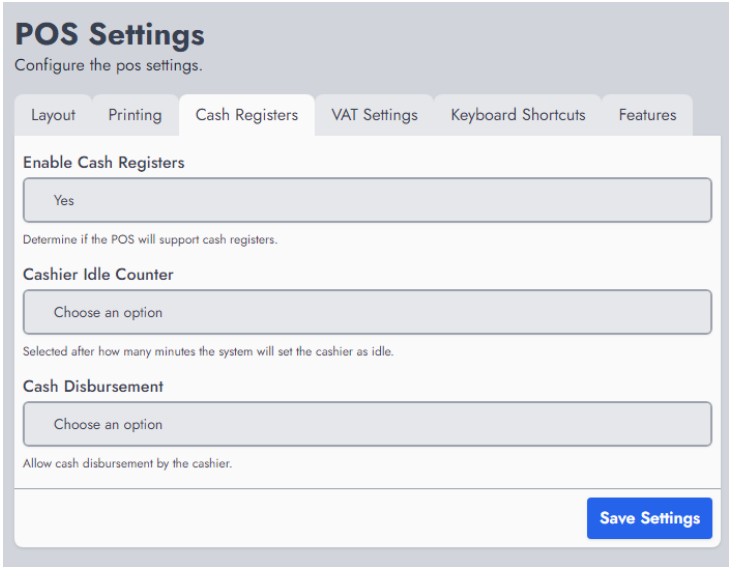
7.2. POS Settings

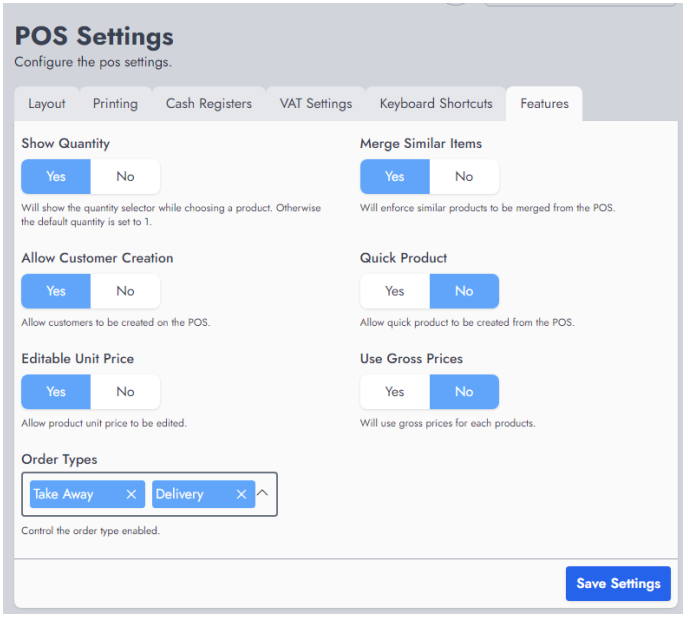
Cash Registers

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

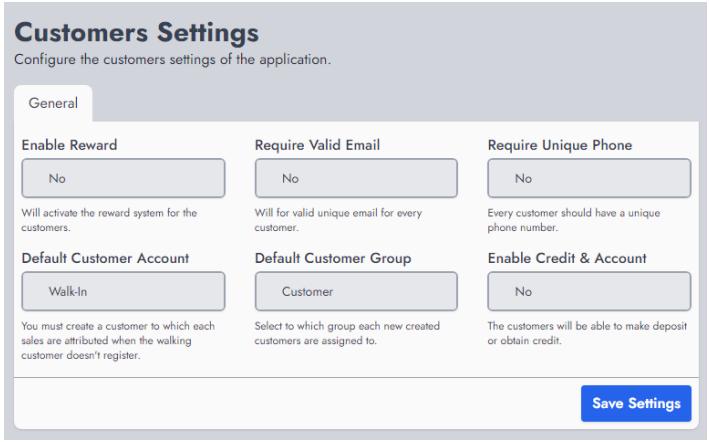




Features

You can Enable Feature configuration as based on your Requirement

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



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

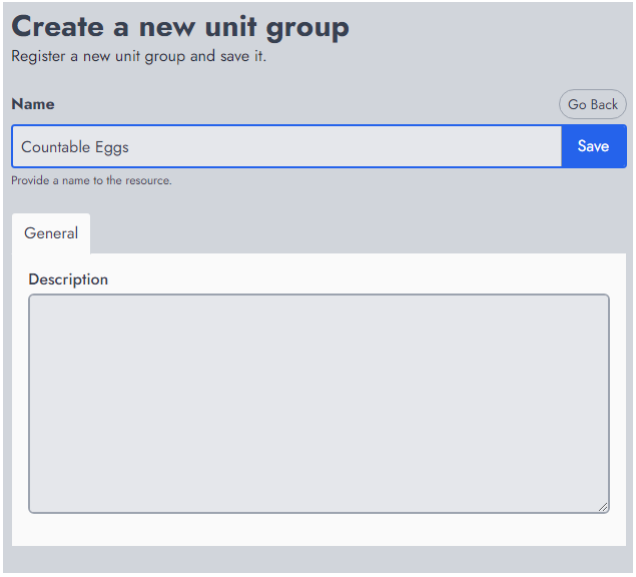
You must create a customer to which each sales are attributed when the walking customer doesn't register

7.4 Setup Inventory

Set Unit Group

Inventory > Create Unit Group

You need to setup Unit Group first



What are Unit Groups

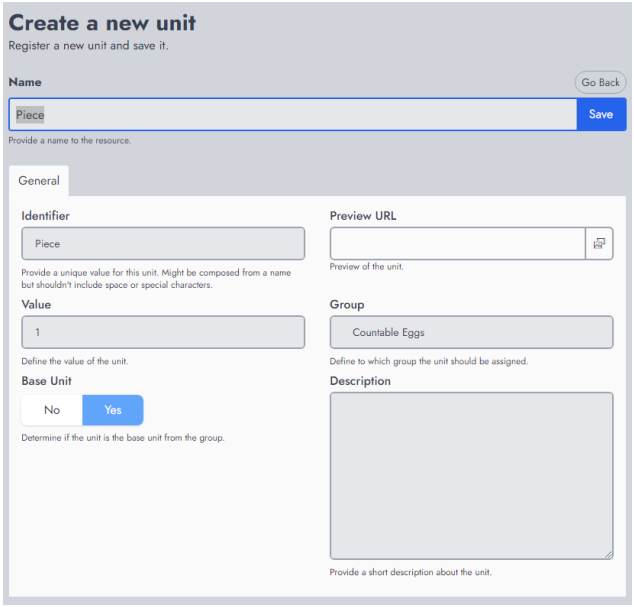
Concept of units group which ensures to have units of the same nature grouped together. For example, within the unit group "Liquids", we can create "Liters", "Milliliters" measures. Within the unit group "Weighable", we can create "Kilogram" and "Gram" measures.

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)

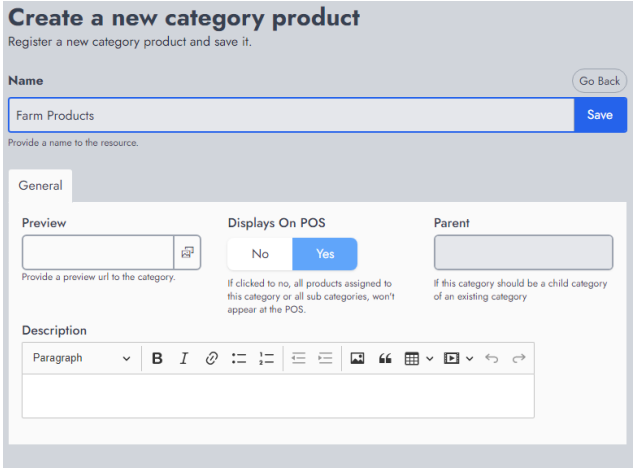
Dozen (12)

Thirties (30)

Name	Value	Base Unit	Group	Author
Piece	1	Yes	Countable Eggs	admin
Pack Of 6	6	No	Countable Eggs	admin
Dozen	12	No	Countable Eggs	admin
Thirties	30	No	Countable Eggs	admin

7.5. Products

Products Category



- 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

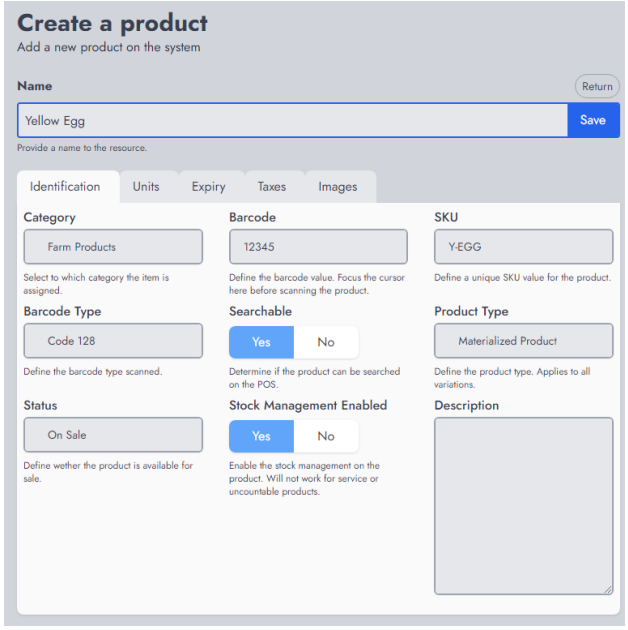
Parent is Parent Category for Childs. You can Create multiple category hierarchy

Eg :

Bakery Items
- Sweet
- Breads
- Savory

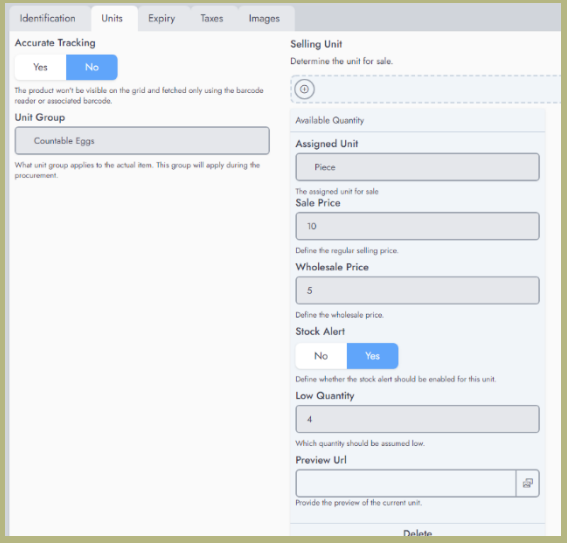
Products

You can Enter Products Details and create one



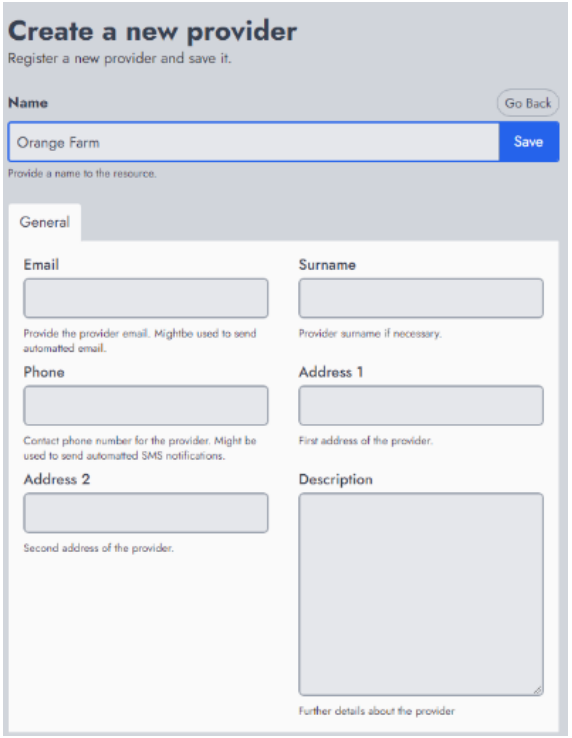
You Can Add Multiple Unites to Item and can set Inventory values and Prices

At least one unit is required for Inventory Enabled Items



8. Setup Stock

8.1 Create Supplier



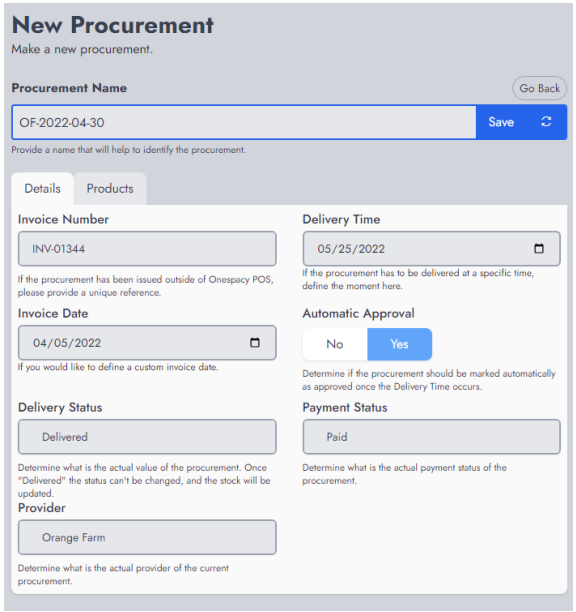
You can create Product/Material Provider

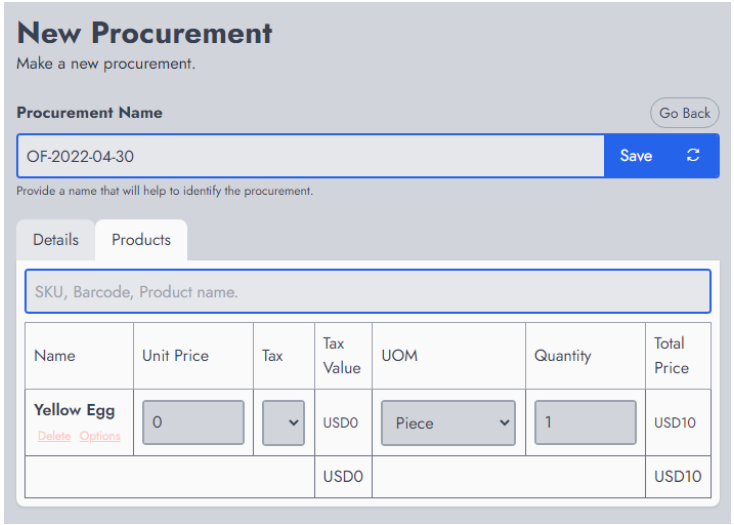
At least one supplier is required to Receive Stocks

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





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**

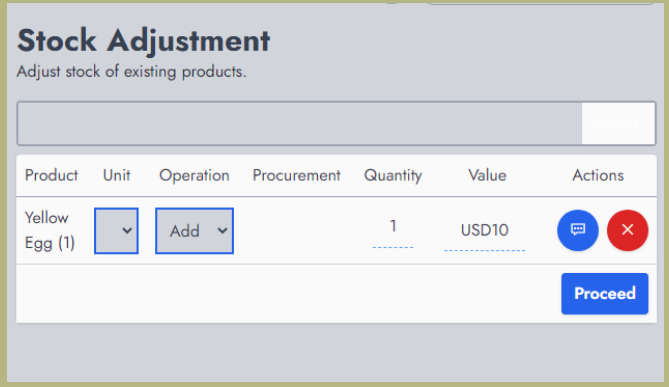
8.3. Stock Adjustment

Stock -> Stock Adjustment

When you recheck your stock,

You can adjust your stock.

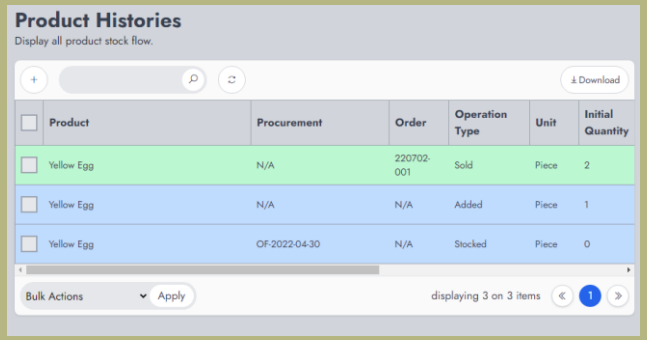
This allows you to put note and adjust the stock



8.3 Product History

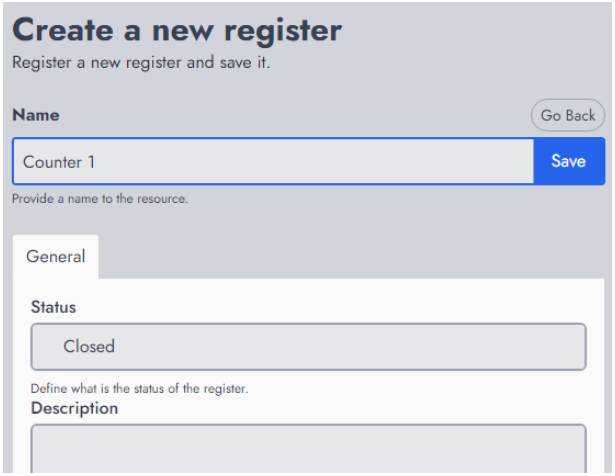
Stock -> Product History

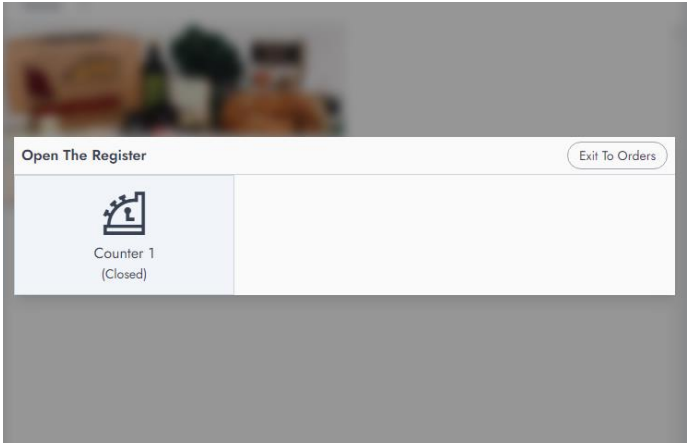
Logs of Product Stock adjustments and orders



9. Create Cash Register

This is Available only if you enable the Cash register





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

Setup Completed