

Smart 360 POS Express **Management iOS Manual**

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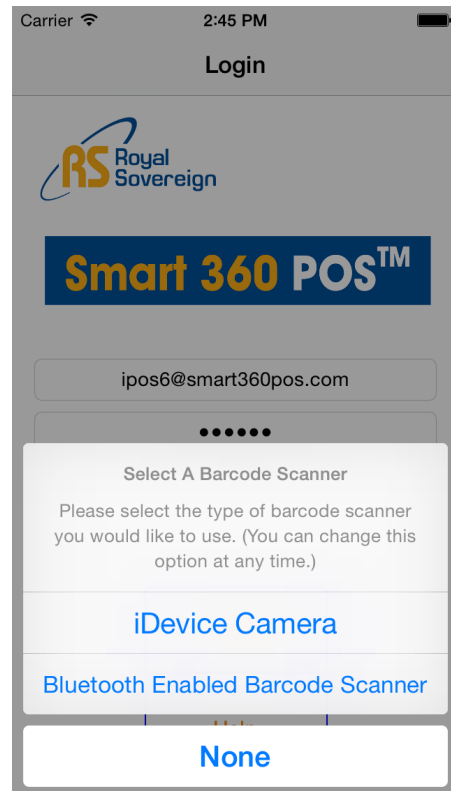
1 - Logging In

Log in to the Smart 360 POS Express Management app using the same credentials given to you when you purchased the Smart 360 POS software and tablet and press the 'Login' button.

If you require assistance, press the 'Help' button to visit our website, send us an e-mail or call our support line.

Once you log in, you will be given an option for the type of barcode scanner you would like to use.

- iDevice Camera uses your iPhone's camera.
- Bluetooth Enabled Barcode Scanner uses an external Bluetooth barcode scanner that is connected to your iPhone.
- None lets you enter barcodes in manually

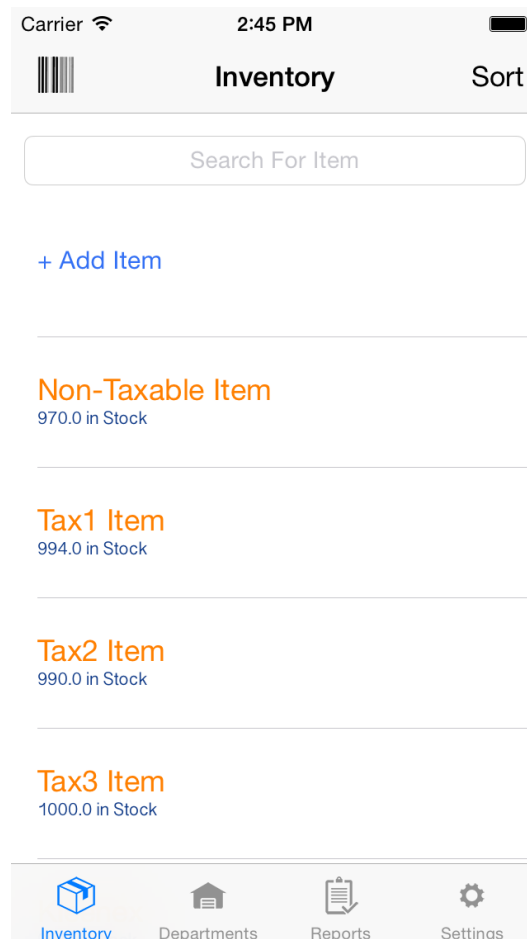


2 - Inventory

Once you are logged in, you will be able to view your inventory. You can view items that have been loaded while your whole inventory is initializing. The spinner on the top right corner indicates that your inventory is still loading.

Once your inventory has fully loaded, you will be able to sort your inventory by stock, re-order level, or price.

You can also start scanning items with the barcode scanner icon on the top left corner (see 2.1 – Barcode Scanning)

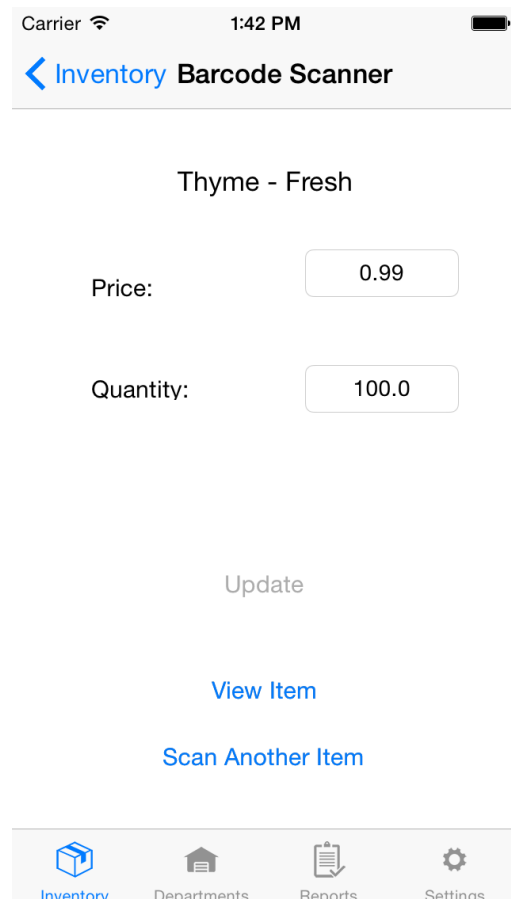
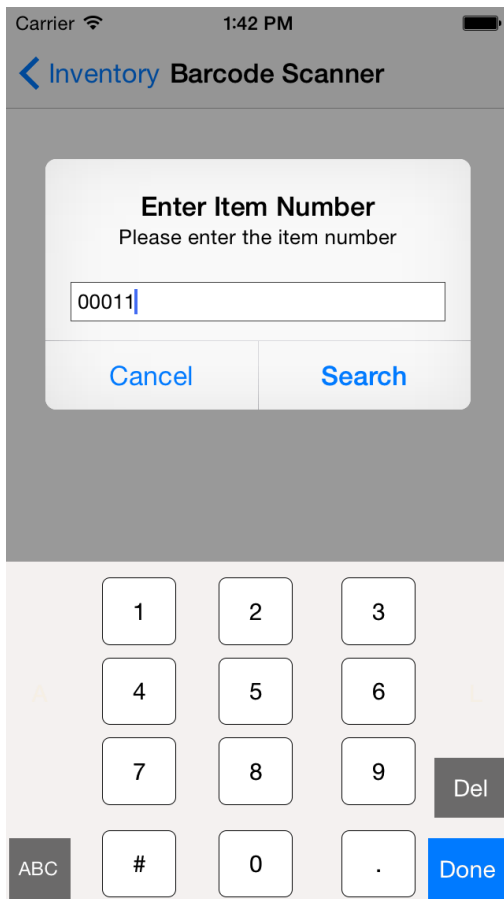


You can search for any item in your inventory by product name from the search bar.

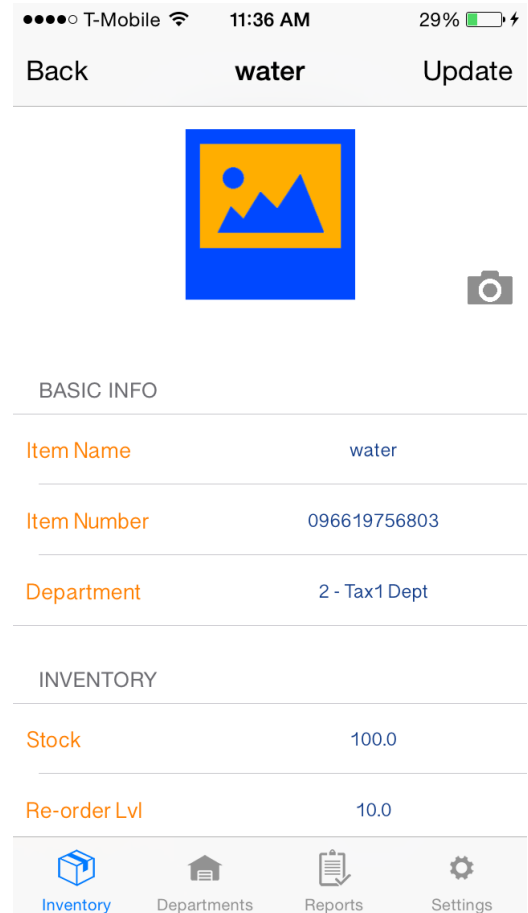


2.1 – Barcode Scanning

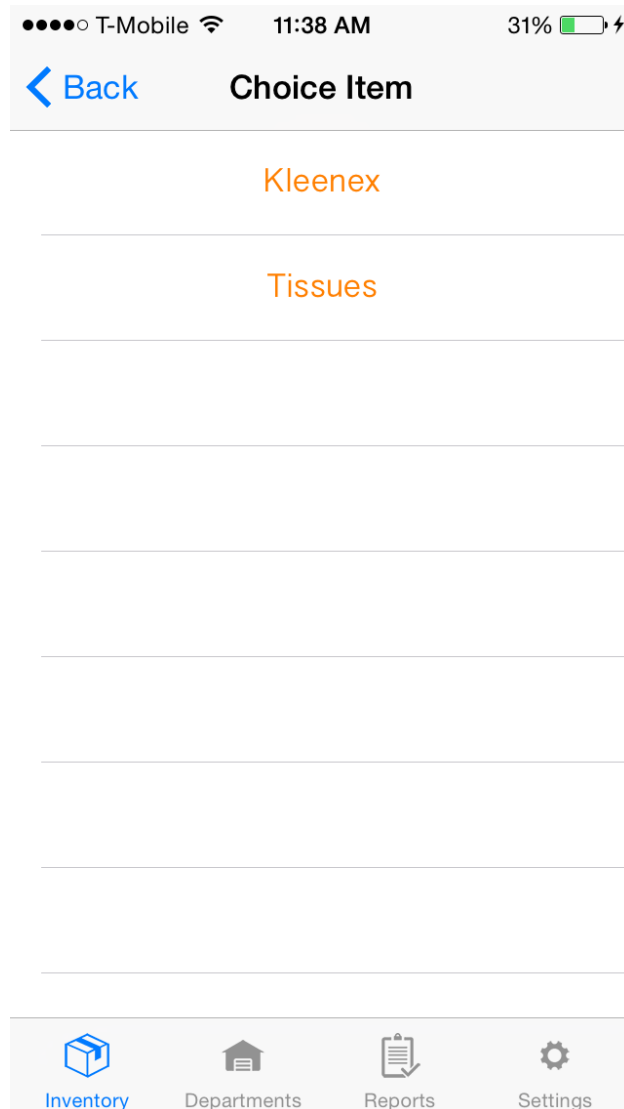
Depending on the barcode scanner option you have chosen, you can scan or enter in a barcode (this can be changed in settings. See 5 – Settings). Using the 'Bluetooth Enabled Barcode Scanner' and 'None' barcode scanner options opens a pop-up that allows you to enter or scan the barcode into. A quick view product information page is opened, where you can quickly update the stock and price of the item. You may also view the 'Product Information' page by selecting the 'View Item' button (see 2.2 – Product Information). If the barcode does not exist in your inventory, you will be sent to the 'Add New Item' page (see 2.3 – Add New Item).



If the 'iDevice Camera' barcode scanner option is chosen, the camera view is opened. You will be allowed to scan barcodes in real-time. The 'Product Information' page is opened when the item is successfully scanned. If the barcode does not exist in your inventory, you will be sent to the 'Add New Item' page.

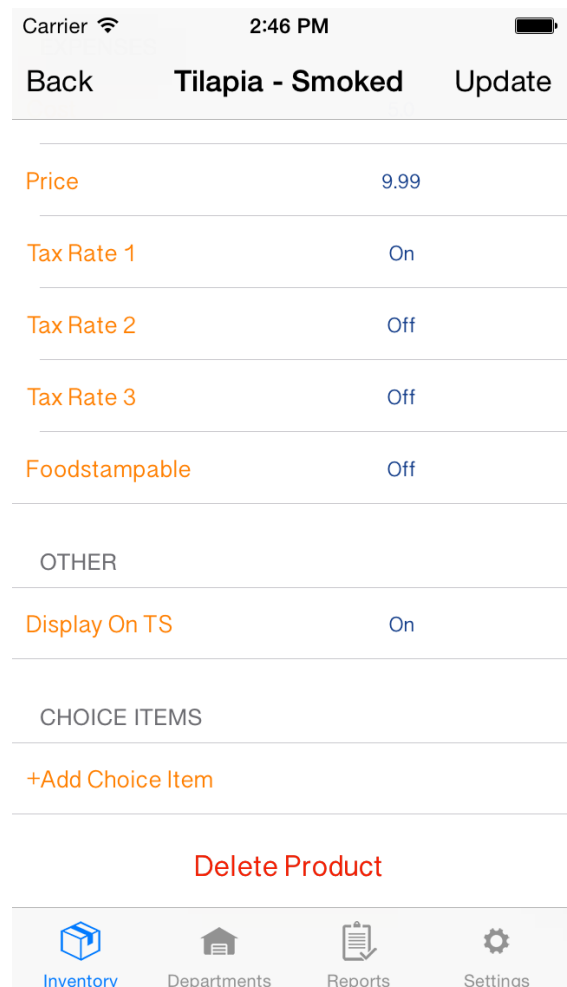
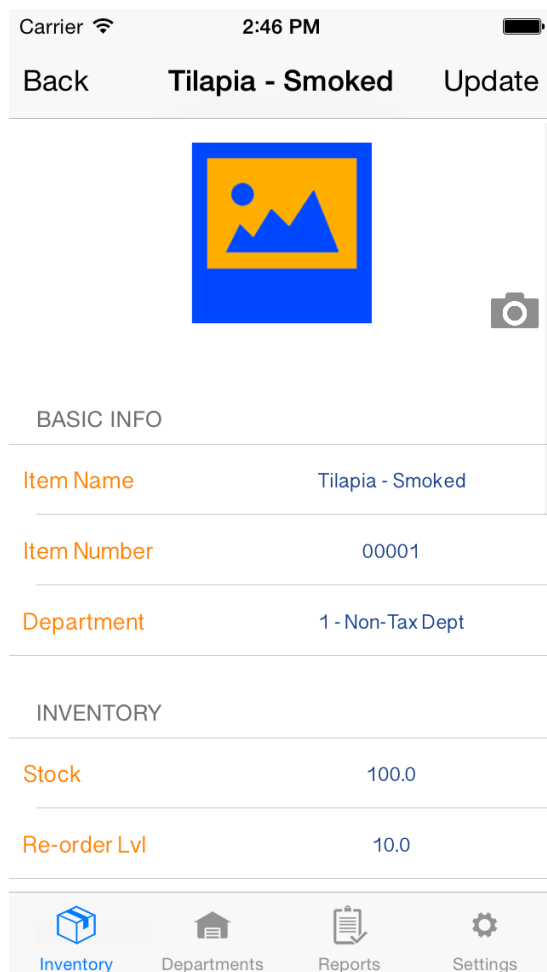


If there are choice items in your inventory that have the same barcode, you will be shown all the choice items when you scan the barcode. You can select one of the items to view the 'Product Information' page.



2.2 - Product Information

In the 'Product Information' page, you can view, delete, and edit all the details of an item in your inventory, including the item image, the department, stock, re-order level, cost, price, taxes, display on touch screen, and choice items.

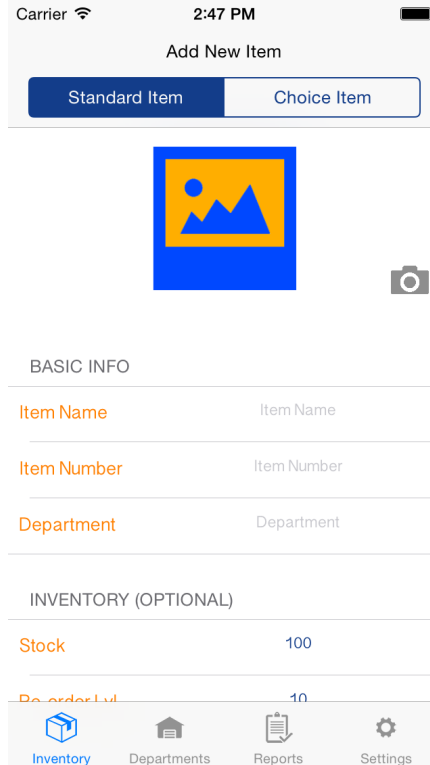


2.3 – Add New Item

In order to add a new item to your inventory, either scan an item that does not exist in your inventory with the barcode scanner, or press the '+ Add Item' button on the 'Inventory' page. When you add an item with the '+ Add Item' button, you will be given two options, 'Single Add' or 'Bulk Add'.

'Single Add' allows you to add a 'Standard Item' or a 'Choice Item'.

When adding 'Standard Item', you are adding an item to your inventory. Only the 'Basic Info' fields are required, including the item name, number and department. The rest of the fields are optional, you can change them at any time from the 'Product Information' page. Scroll down and select the 'Save' button to save the item.

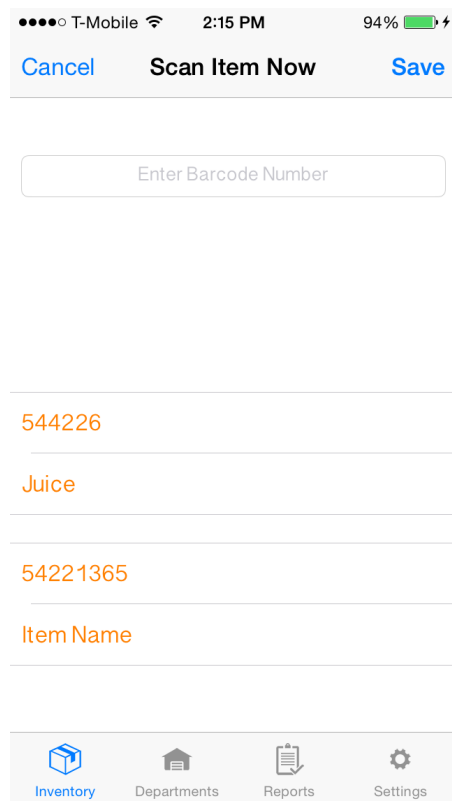
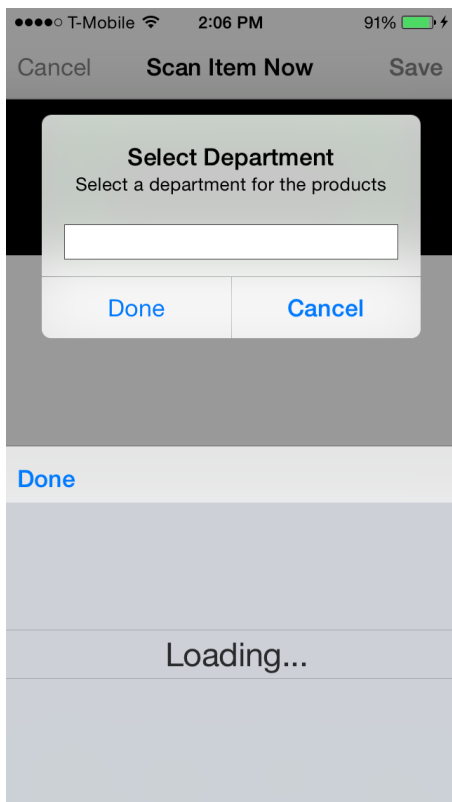


The screenshot shows the 'Add New Item' screen in a mobile application. At the top, the status bar displays 'Carrier', signal strength, '2:47 PM', and battery level. Below the title 'Add New Item', there are two tabs: 'Standard Item' (selected) and 'Choice Item'. A large blue square with a yellow mountain and sun icon is centered, with a camera icon to its right. Below this is a section titled 'BASIC INFO' with three input fields: 'Item Name', 'Item Number', and 'Department'. Underneath is an 'INVENTORY (OPTIONAL)' section with two fields: 'Stock' (value 100) and 'Re-order Level' (value 10). At the bottom is a navigation bar with four icons: 'Inventory' (selected), 'Departments', 'Reports', and 'Settings'.

When adding a 'Choice Item', you are required to enter a 'Choice Text' and select items from your inventory to make a choice item. To select items, press the '+ Add Choice Item' button and select any item from your inventory to add to the choice item. Press the 'Save' button to save the choice item.

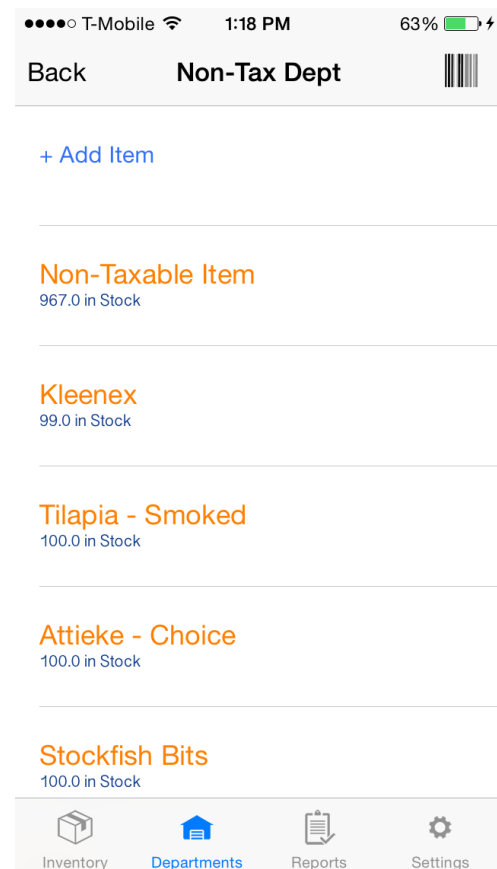
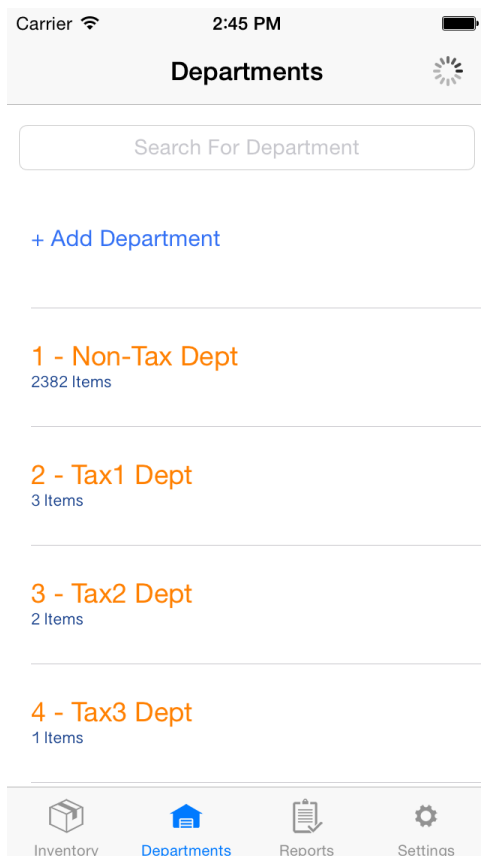
The screenshot shows a mobile application interface for adding a new item. At the top, the status bar displays 'Carrier', signal strength, '2:47 PM', and battery level. Below this, the title 'Add New Item' is centered. There are two buttons: 'Standard Item' and 'Choice Item', with 'Choice Item' being the active selection. A text input field labeled 'Enter Choice Text' is positioned below the buttons. Underneath the input field is a blue link labeled '+ Add Choice Item'. At the bottom of the main content area are two buttons: 'Save' and 'Cancel'. The bottom navigation bar contains four icons with labels: 'Inventory' (a blue cube icon), 'Departments' (a house icon), 'Reports' (a clipboard icon), and 'Settings' (a gear icon).

When adding multiple items using 'Bulk Add', you will first be given an option to choose a department you would like the items into. Depending on your barcode scanner option, two different views can be shown in the 'Bulk Add' page. If you have chosen either a 'Bluetooth Enabled Barcode Scanner' or 'None', a text box will appear where you can directly scan or manually enter your item numbers into. Once the item number is entered, you can enter the item name. If you have chosen the 'iDevice Camera', you can use the camera to scan barcodes and enter the item names once the barcode has been scanned.



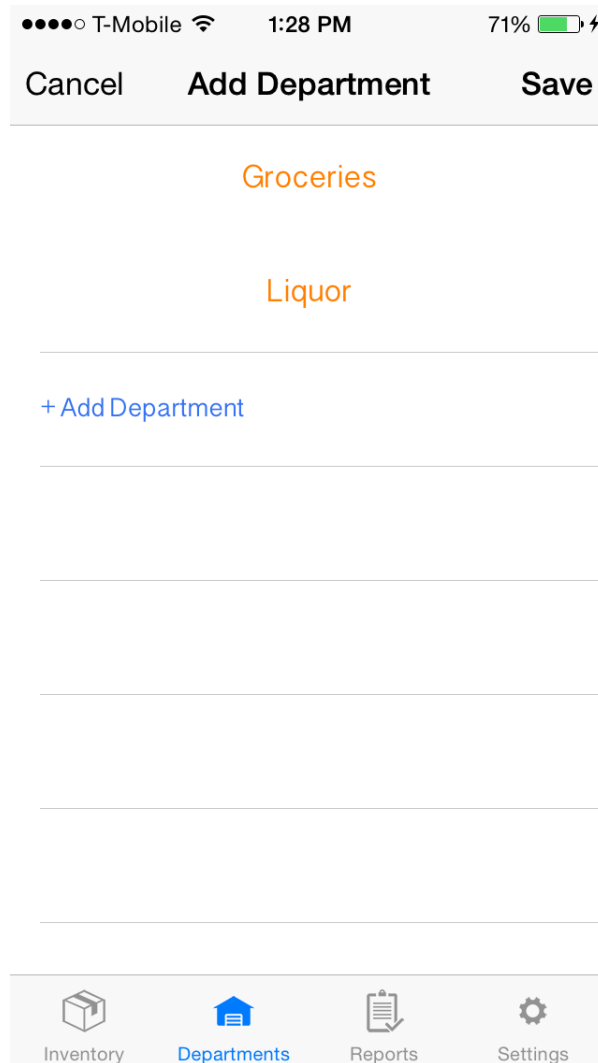
3 – Departments

You can view all your departments and number of items in each department in the 'Department' page. Select a department to view all inventory items in that department, and add new inventory items to that department. You can search for departments using the search bar as well. Press the '+ Add Department' button to add a new department in the 'Add Department' page (see 3.1 – Add Department).



3.1 – Add Department

To add a new department, just enter the department name and press the 'Save' button on the top right corner. If you would like to add multiple departments, press the '+ Add Department' button to enter another department name.



4 – Reports

View your ‘Detailed Daily Report’, ‘Department Report’, ‘Report by Payment Type’, ‘zOut Report’, and export your ‘Inventory Report’ from the ‘Reports’ page.

In order to access all the reports other than the ‘Inventory Report’, you must enter the start and end dates and times that you would like to receive the data from. The ‘Start Date and Time’ automatically sets to exactly a month previous to the current date and time, and the ‘End Date and Time’ automatically sets to the current date and time.

Carrier 2:45 PM

Get Report

Start Date and Time:

2015/03/21

02:45:58

End Date and Time:

2015/04/20

02:45:58

Export Inventory Report

View Detailed Daily Report

View Department Report

View Report by Payment Type

View zOut Report

Inventory Departments Reports Settings

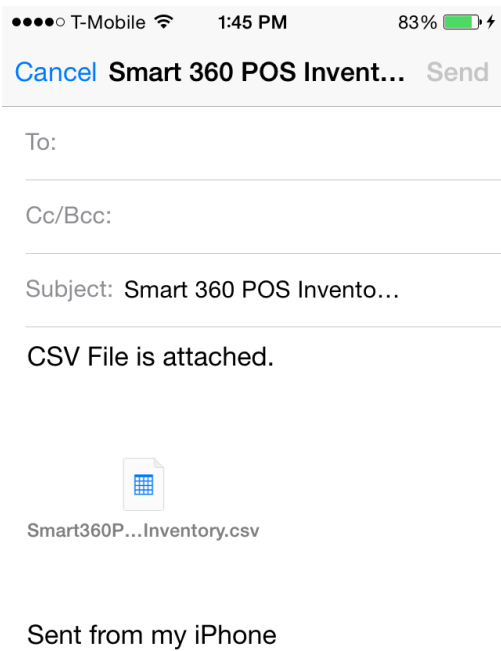
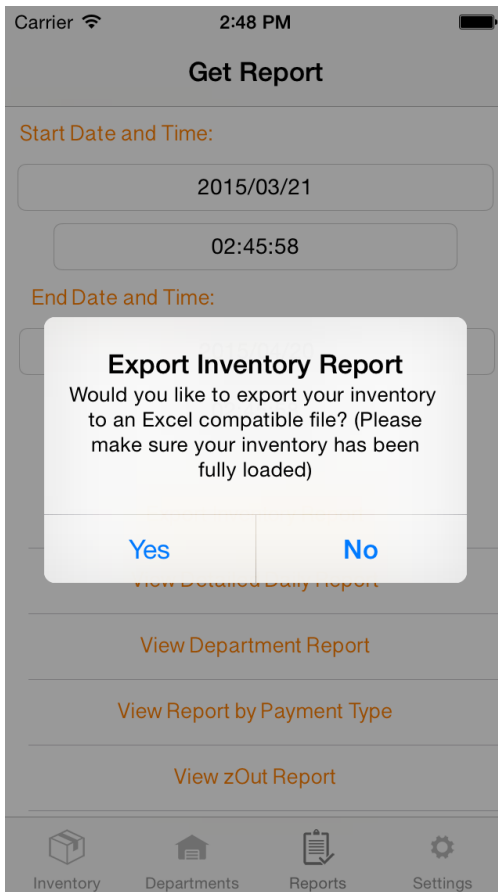
Carrier 2:48 PM

[Get Report](#) zOut Report

SALES TOTALS	
Total Undiscounted Sales	40.70
Whole Invoice Discounts	22.80
Net Sales	41.25
Net Tax1	
Net Tax2	23.46
Net Tax3	23.08
Grand Total Sales	25.46
Net Taxed Sales	124.05
Net Non Taxed Sales	

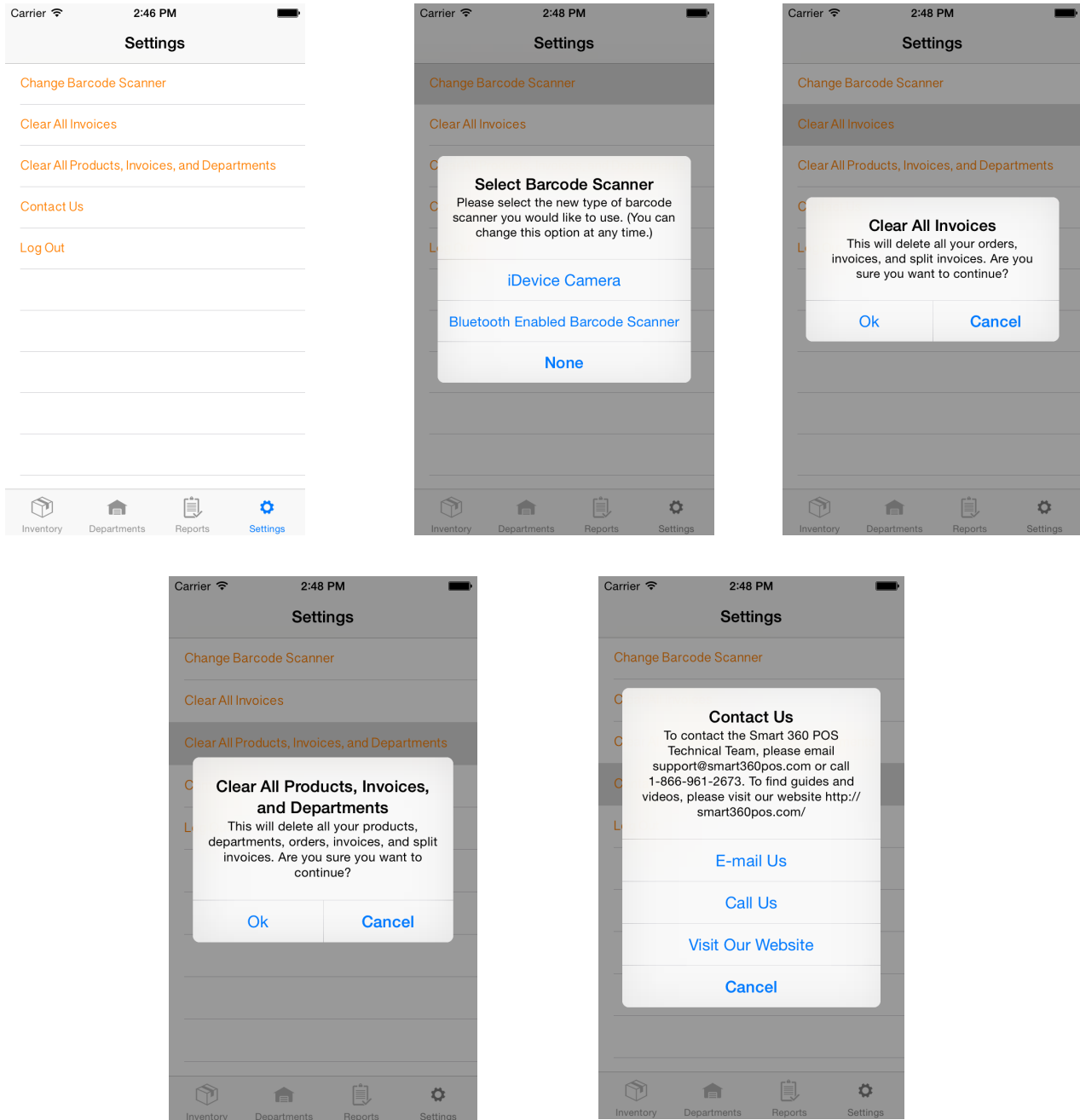
Inventory Departments Reports Settings

The 'Export Inventory Report' button allows you to export your inventory via e-mail to a CSV (comma-separated values) file that is compatible with Excel and can be imported into QuickBooks. **Please make sure your inventory has been fully loaded before you export the 'Inventory Report', otherwise not all your items will be exported to the report.**



5 – Settings

The 'Settings' page allows you to change your barcode scanner option, clear your invoices, clear your products and departments, get contact information and log out of the application.



6 – Tips and Tricks

- When scrolling through the 'Inventory' or 'Department' page, if you wish to scroll back to the top, just tap on the time on the top of your screen. You will be automatically scrolled to the top of the page.

- Easily import your inventory to QuickBooks using the 'Export Inventory Report' feature. You will be able to e-mail yourself a report with your inventory items in a CSV file that can be imported into QuickBooks right away.

- In the 'Bulk Add' feature, if you press 'Done' without selecting a department, the department with id 1 will automatically be chosen.

- In the 'Bulk Add' feature, the item name will automatically come up if the barcode is found in a database, otherwise you would have to enter the item name yourself.

- If an item has reached your defined re-order level, the stock in the 'Inventory' page will be shown in red.