



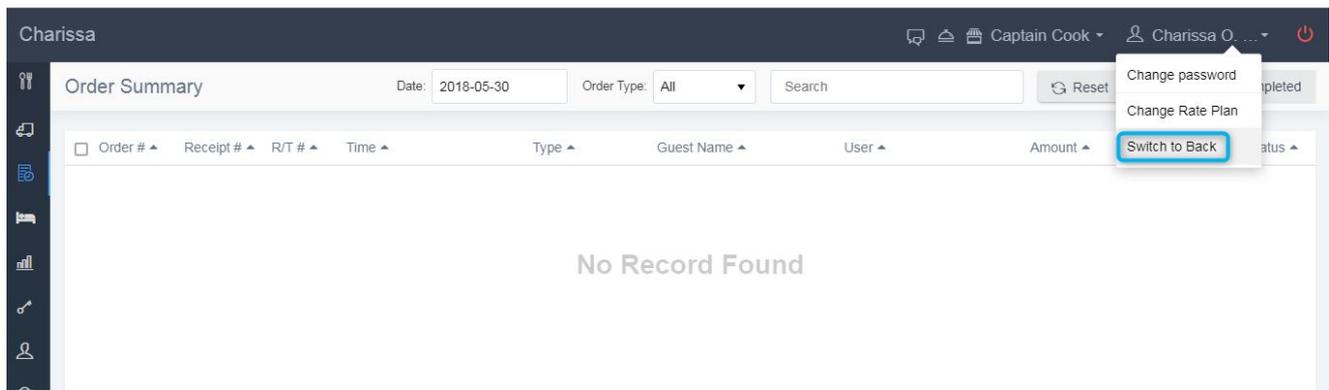
# eZee Optimus Backoffice

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# Getting Started with eZee Optimus

eZee Optimus configuration requires outlet details, menu items, rates, taxes and such likes. Follow below mentioned steps to start with eZee Optimus configuration.

To start with eZee Optimus configuration click on **“Switch Back”** option available on the front-end of eZee Optimus.



By selecting **“Switch Back”** option you’ll be redirected to configuration panel as shown in below screenshot.

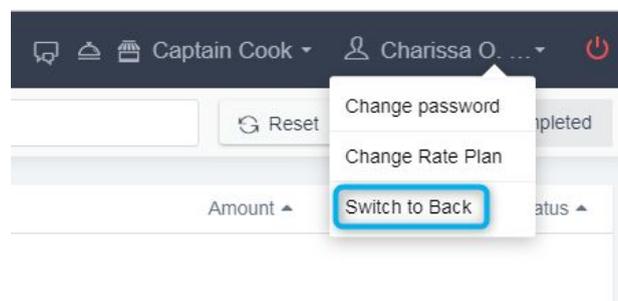
Let’s get started to configure cloud-based restaurant POS system eZee Optimus.

## Login

Open your web browser and use the below link to open login page for the eZee Optimus front.

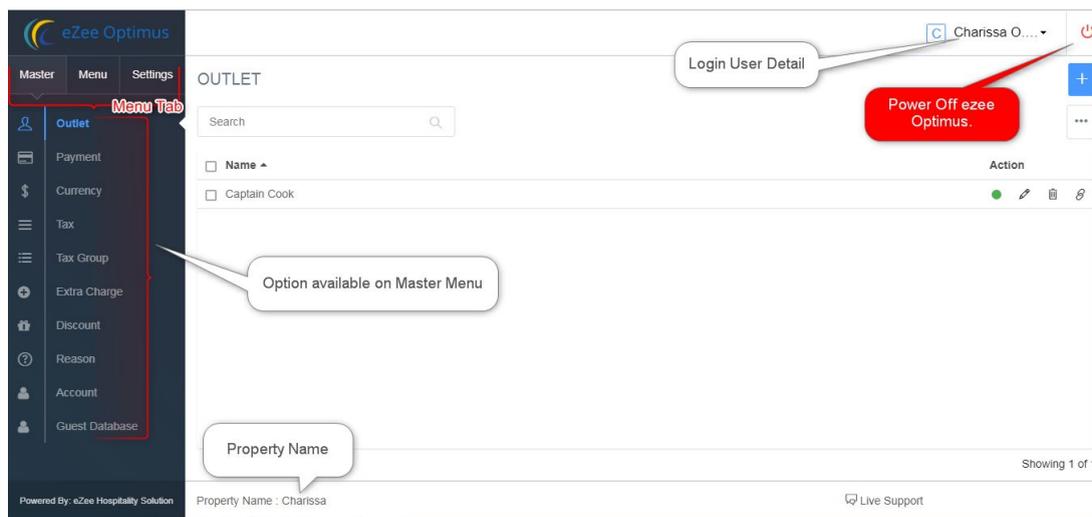
<http://app.ipos247.com/app/cloudPOS/#!/login>

Once you enter the above URL, you’ll be redirected to the login page. In that particular page, you need to select **“Switch to Back”** option available at top right of your eZee Optimus front screen to redirect with eZee Optimus Back.



## Configuration Tab

Once you redirect with eZee Optimus Back, it'll display three main configuration tab i.e. Master, Menu and Settings followed with sub menu, Property name, Live support button, login username and close Optimus button as shown in the screenshot below:



Let's begin with all three configuration tab followed with Master Configuration tab.

In eZee Optimus, Master Configuration tab covers Outlet settings, Add Payment type, Setup multiple currencies, Add tax heading and activate that tax, configure extra charges, Discount configuration, Add the reason for void payment, order item or order, Add credit accounts and also manage the Guest database.

### Master Configuration tab:

**Outlet Configuration:** An Outlet is a retail store where menu items are sold to the guest (end user) in a restaurant. With this "Outlet" Option under the Master tab, you are allowed to configure outlets which participate in the sales of items. you will have to define POS and classify the items under the POS which will make the task easy while doing the sale for menu items over Front.

Click on Master tab -> Outlet and from that select + sign available at top right of the Master configuration window it will open the new window as shown below screenshot.

**Name:** Enter the name of Outlet which you want to display over KOT and Receipt.

**Menu:** Select menu which you added from menu management like Food Menu, Fast food Menu etc.

**Next Receipt Number:** Set receipt prefix and receipt number as per restaurant want to display on receipt.

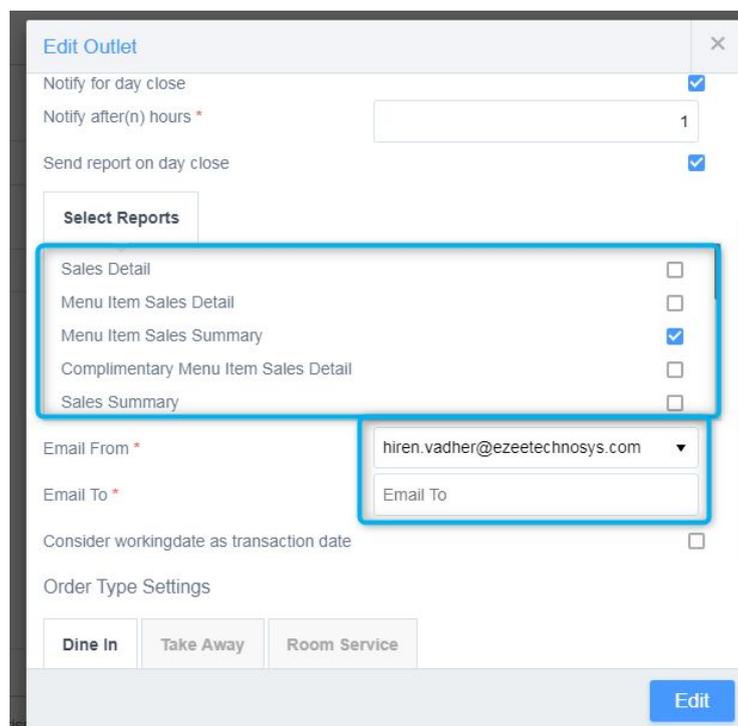
**Day Close Settings:** For outlet day close operation, there are 3 settings available.



The screenshot shows a form titled "Day Close Settings" with the following fields and controls:

- Activate Day close process:** A checkbox that is checked.
- Notify for day close:** A checkbox that is checked.
- Notify after(n) hours \*:** A text input field containing the number "1".
- Send report on day close:** A checkbox that is unchecked.

1. **Activate Day close process:** This option allows you to perform Day activity. Software won't allow you to view this option in eZee Optimus front until it's enabled from the back.
2. **Notify for day close:** Once you enable Day close process for that particular outlet, the system will automatically set "N" hours using "Notify after(n) hours" for the next day - if in case you forget to perform the day close.
3. **Send report on day close:** Once you enable Day close process for that particular outlet, system will allow you to select report which you want to send on configured email id.

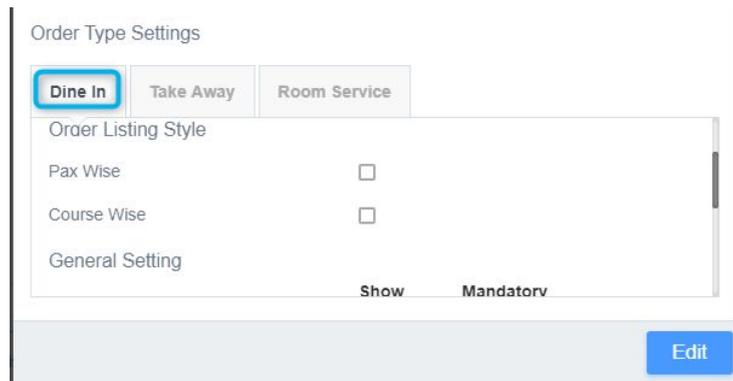


The screenshot shows the "Edit Outlet" form with the following fields and controls:

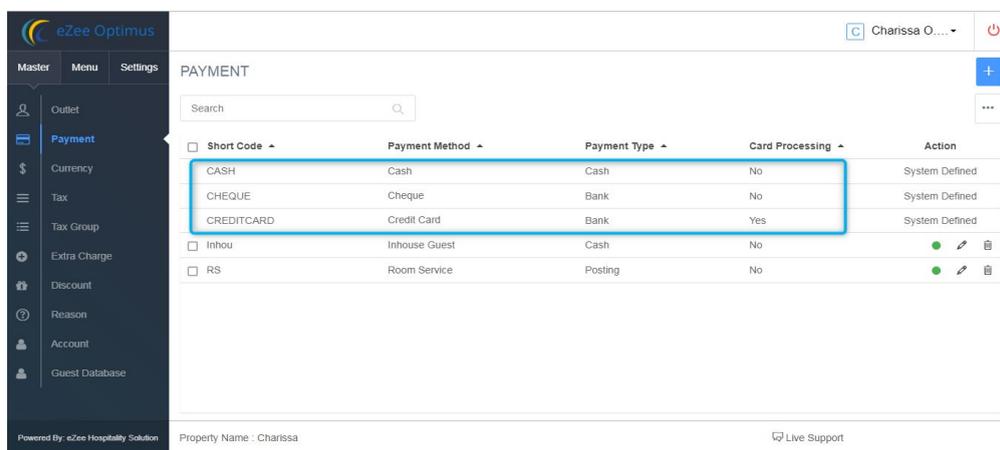
- Notify for day close:** A checkbox that is checked.
- Notify after(n) hours \*:** A text input field containing the number "1".
- Send report on day close:** A checkbox that is checked.
- Select Reports:** A section containing a list of reports with checkboxes:
  - Sales Detail:
  - Menu Item Sales Detail:
  - Menu Item Sales Summary:
  - Complimentary Menu Item Sales Detail:
  - Sales Summary:
- Email From \*:** A dropdown menu showing "hiren.vadher@ezeetechnosys.com".
- Email To \*:** A text input field containing "Email To".
- Consider workingdate as transaction date:** A checkbox that is unchecked.
- Order Type Settings:** A section containing three buttons: "Dine In", "Take Away", and "Room Service".
- Edit:** A blue button at the bottom right.

**Consider working date as transaction Date:** With this option, the transaction will be added in the system as working date transaction instead of system date transactions.

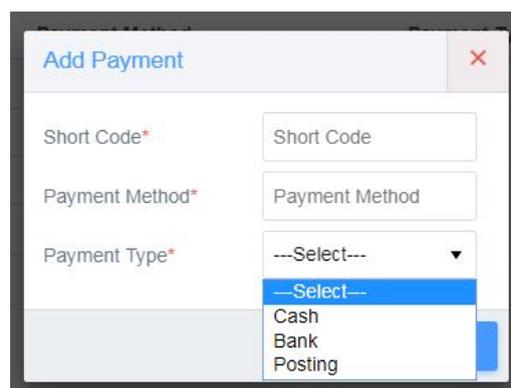
**Order Type Settings:** In eZee Optimus, outlet setting covers order type settings for Dine in, Take away and Room services. It includes Price Mapping, Order Listing style and general Mandatory order settings like Guest name, email id, Phone no., Table Notification, Remark and Waiter. For more clarification, you can refer the below screenshot.



**Payment Methods:** Outlet provides different Payment method option to settle receipts for the guest. This payment tab allows you to define all such payment types, which is used to settle that receipts. Once you click on Payment tab from Master menu tab it will display default payment like Cash, Credit Card, cheque etc.

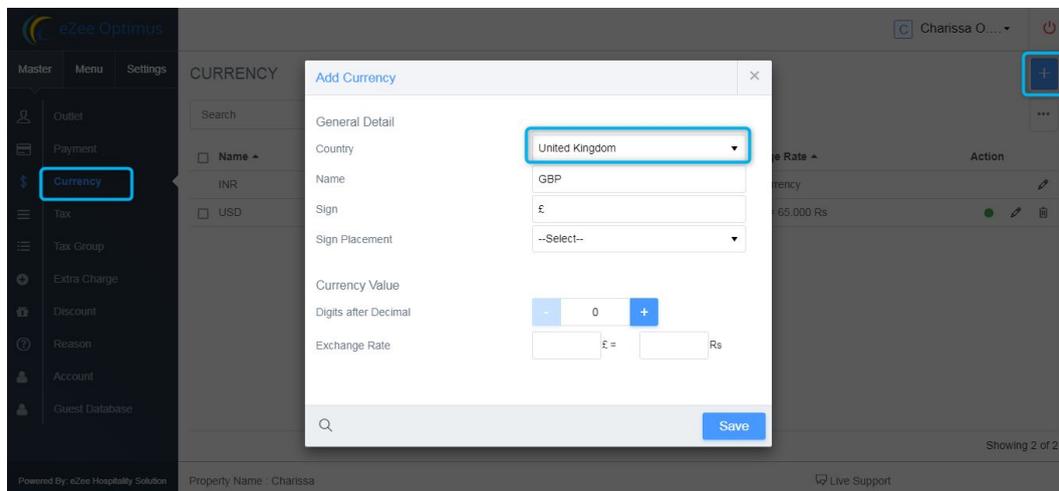


“+” sign allows you to add new Payment method followed by Shortcode, Payment method and Payment type. All 3 options are important.

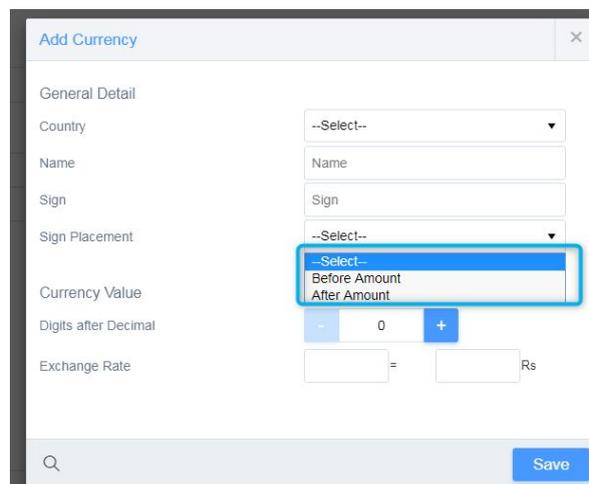


In the Payment Type, the system provides you the options to select Cash, Bank, Room Posting etc.

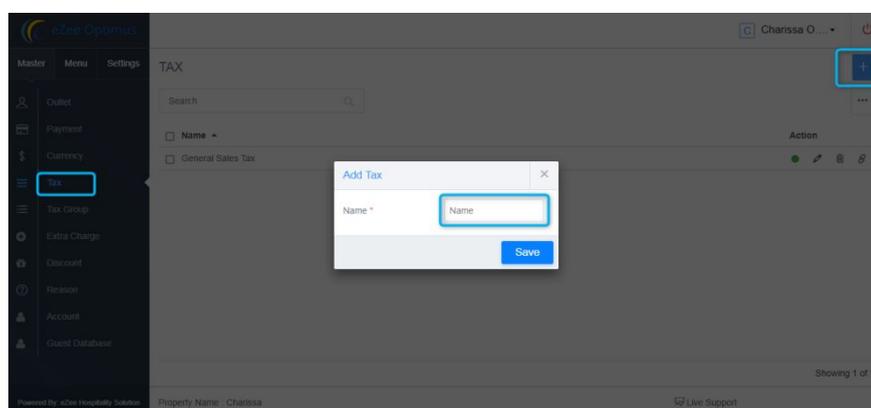
**Currency:** The outlet allows you to accept payment in multiple currencies from the guest. This currency option defines all that currencies which is used to settle the guest receipts. However, the base currency is your local currency.



While configuring currency, select country as per selected country currency name and sign will be displayed automatically. Choose where you want to show the currency sign in receipts and vouchers; before or after the amount. With that, you also need to enter the no. of digits required after decimals with the exchange rate and click on “Save” button.



**Tax:** Applicable tax is added from the Tax tab. In this tab, tax is added like Service Tax, General Sales Tax etc.



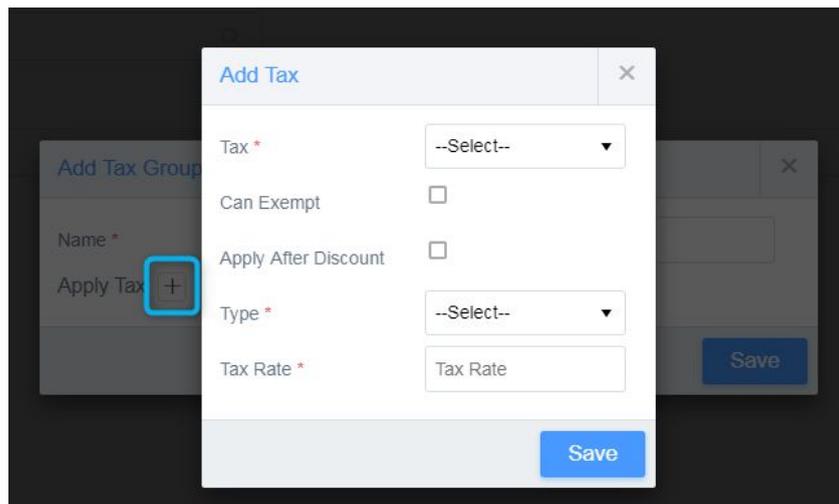
**Tax Group:** Added tax is configured by using the Tax group. Once you click on “+” sign to configure tax, add short name on that window, and then click on “+” sign to add tax.

**Tax:** In Add Tax window - select Tax which you want to configure, and added from Tax button.

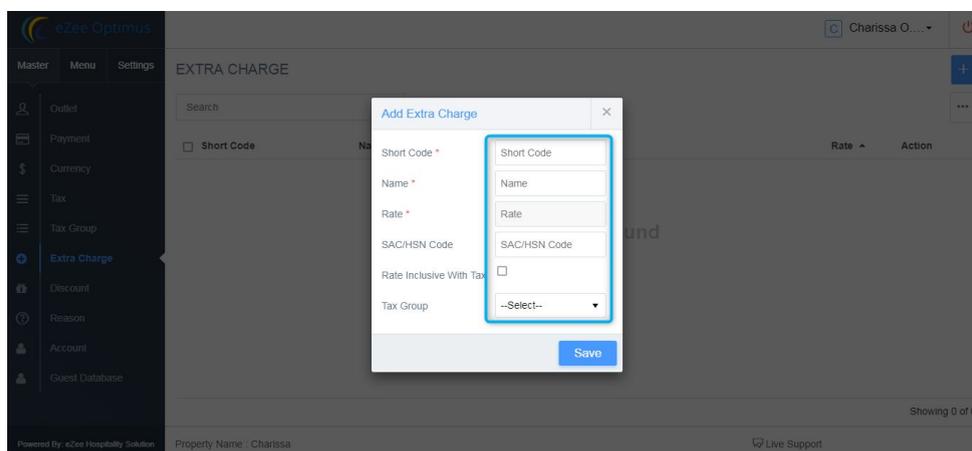
**Can Exempt:** This checkbox allows you to exempt that configure tax at the transaction level.

**Apply After Discount:** This option allows you to apply configured tax after discount.

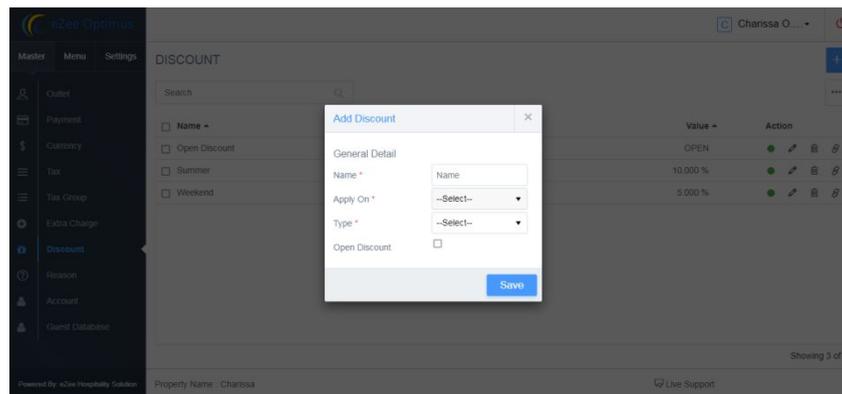
**Type:** Here you can select the type of tax that needs to be calculated as a percentage or flat amount. Based on the selected option, system allow the amount to enter or % of the tax to be configured.



**Extra Charges:** This tab will allow you to configure extra charges like packing charges, Delivery charges etc.



**Discount:** This tab will allow you to add a discount type which can be defined on item level or receipt level to pick while selling items. Select Discount tab available under Master menu tab and click “+” sign



Once you click on add discount button, the system will open above screenshot window to add the discount.

**Name:** Enter discount name. It should be a simple name.

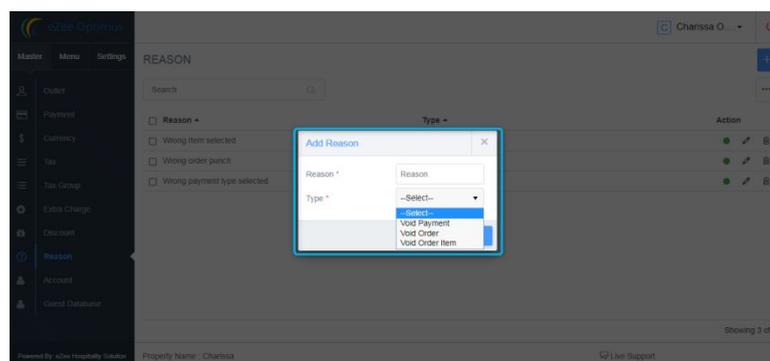
**Apply On:** This added discount is applied on Order, Item or Bulk item as per require discount type.

**Type:** This discount is configured in eZee Optimus base on discount types like a percentage(%) or Amount.

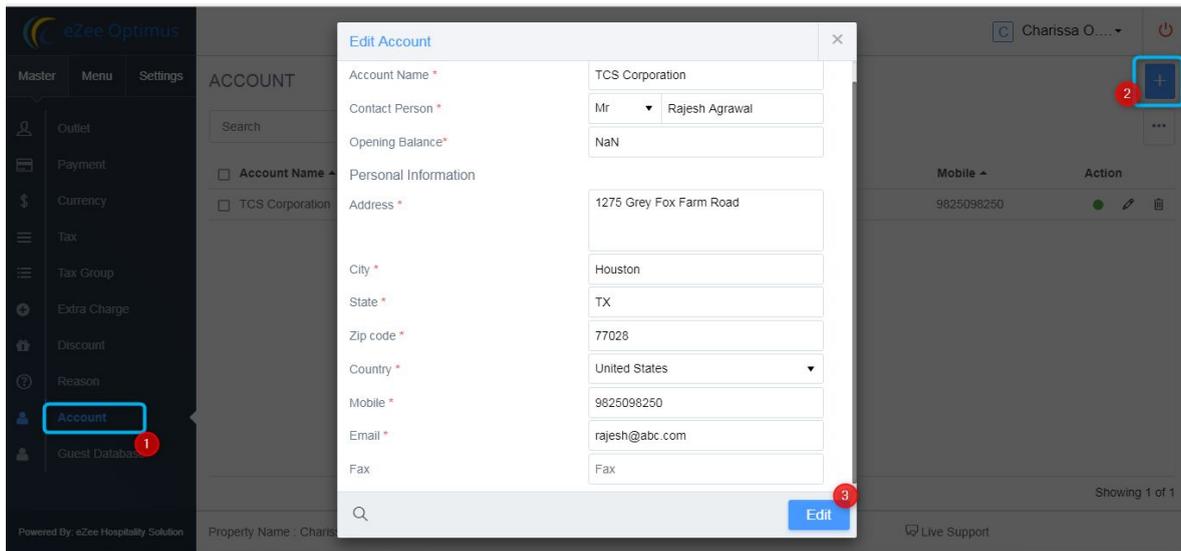
**Open Discount:** To apply a discount on a receipt at the time of generating it with a user defined discount, the discount amount or percentage (%) must be added in ezee Optimus.

**Maximum Discount:** In this - as per configure type, system will allow to add % or Amount.

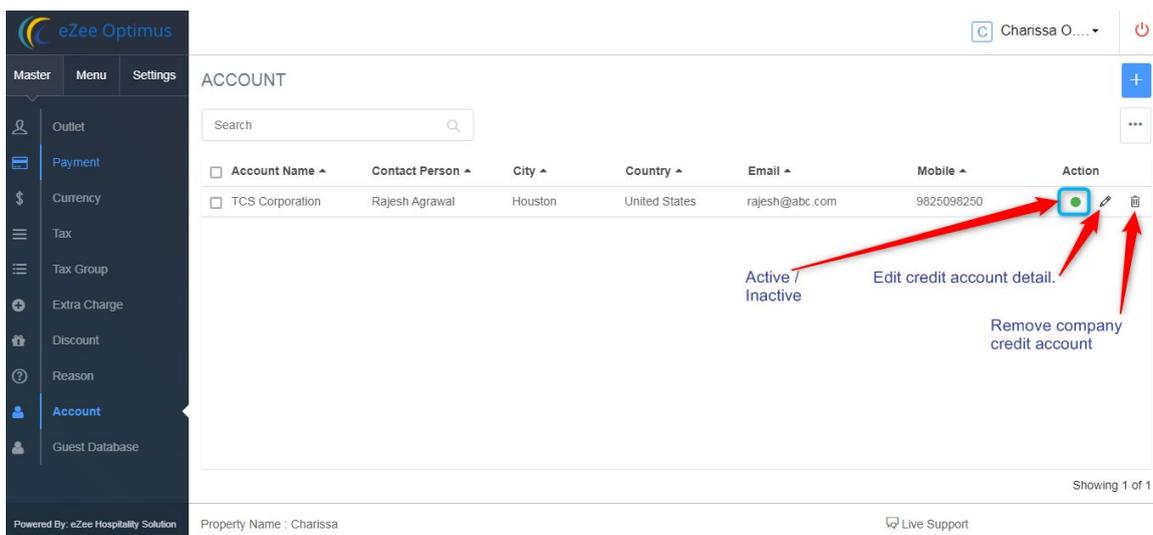
**Reason:** This window allows you to define 3 types of reason that can be used while performing actions in front - i.e; Void Payment, Void Order, and Void Order items



**Credit Account:** Many times the restaurant signs a contract with corporates and have an account created that will pay for their employees whenever they use the restaurant's services. This account offers a credit limit with a time frame (e.g. Week, monthly) to clear credit. The dues are posted to the account whenever a company employee uses the services of the restaurant. The company can then take care of the due amount by the agreed time frame. Basically, these are credit sales.



Click on Account tab and click on “+” sign available at top right of that account window to add new credit account. Fill all credit account related details like Account Name, Contact Person, Opening balance, Address, City, State, Zip code, Country, Mobile#, Email & Fax etc. Once fill all require data click on save button.



Once you created Credit account, the system will allow you to activate/Inactive, edit or remove the operations from the Account-tab available on the master-tab. You can refer the same in the above screenshot.

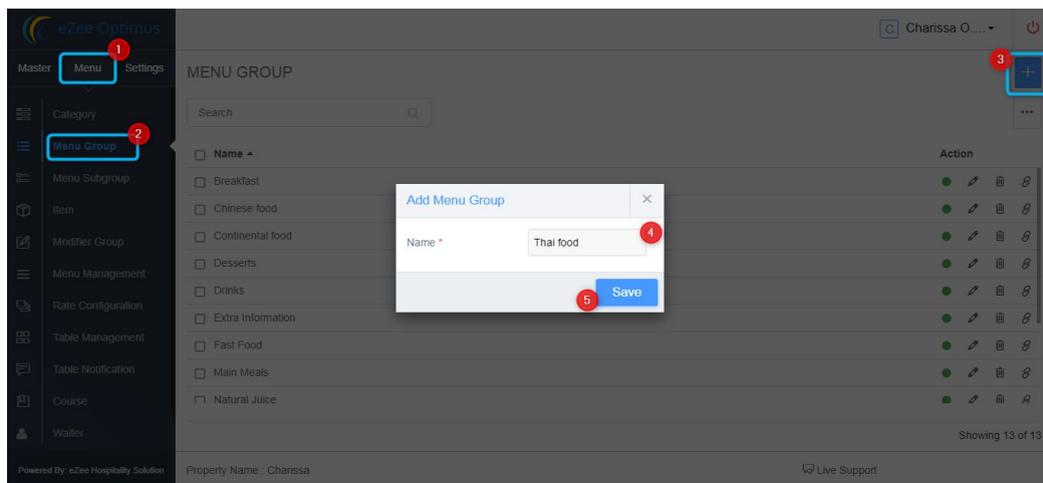
**Guest Database:** The guest database is managed from “Guest database” tab available under the master tab. From this tab you can Add, edit, remove, active/inactive that guest record from the database. You can recall that guest detail while taking order in eZee Optimus Front.

## Menu Configuration

This is a very important part, as this will decide the menu that will be used by all the screen in eZee Optimus cloud-based POS system. This decision should be taken wisely as this will decide the location of the menu item under the categories. Hence, if not done properly - then it won't be easy for you to operate the program fast.

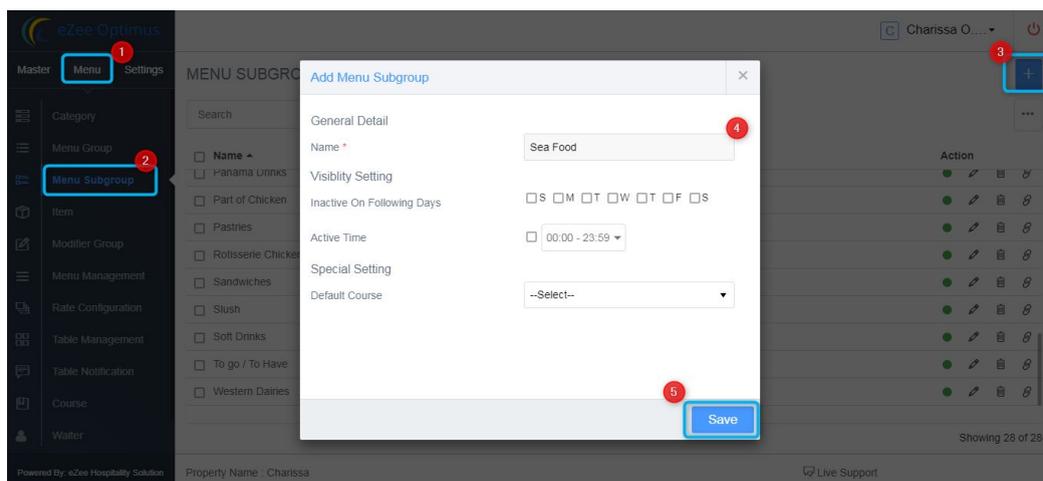
**Item Category:** Item category is an indicator to segregate the characteristics of specific menu items. Further, you can filter or locate the menu items quickly by item category. Management can also see the reports based on the filter. For example; you can put 7UP, Sprite and Thumbs up in a category called Drinks. To add Category select Category under Menu tab and click on “+” sign.

**Menu Group:** We have a main heading Menu Group, and below that submenu group - you can find the items. The main menu group can be defined as Chinese food, Continental food, Thai food etc.



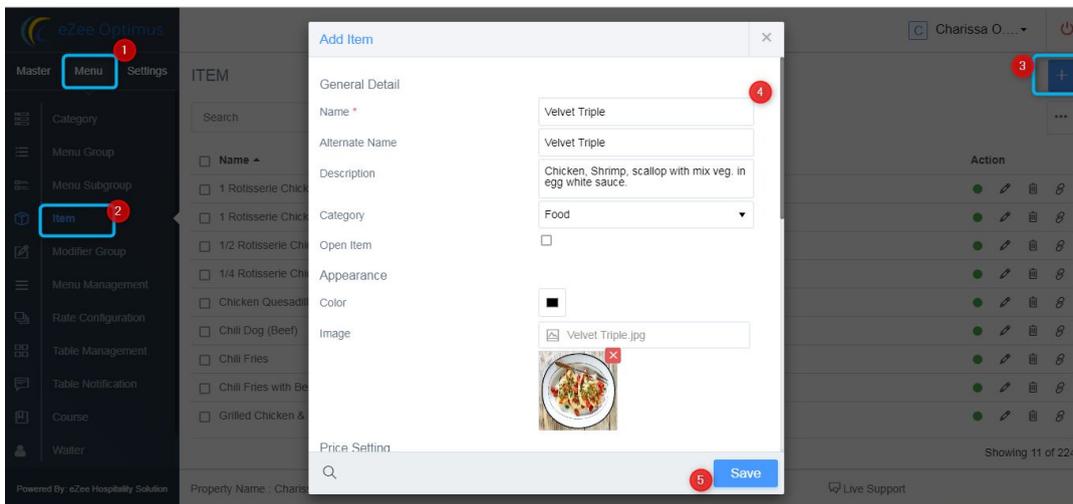
To create new menu group select Menu -> Menu Group tab and click on “+” sign followed by that menu group and click on Save button to confirm that menu group in the system.

**Menu Subgroup:** Menu Subgroup is subheading and it will get selected when we select the main group of a menu. The main menu subgroups can be defined as Soups, Salads, Veg. Food, Non-Veg. Food, Bread etc. The basic operation of this screen is to add a new “Menu subgroup”, edit a menu subgroup, Activate/Deactivate Menu Subgroup, delete an existing Menu Subgroup and also you can view that Menu subgroup linked with which menu group.



To create new menu subgroup select Menu >> Menu Subgroup tab and click on “+” sign followed by the menu subgroup detail and click on Save button to confirm that menu subgroup in a system. In this window, you can set visibility settings also. For example; if you want to hide this menu subgroup on Sunday, then it can be done by putting a checkmark on “Sunday” checkbox followed by the active time.

**Menu Item:** Menu item has two main options one to add an item and other is to view the list of added items.



## General Details:

**Name:** You can define the item name which he wants to display on the front.

**Alternate Name:** Alternate name can be termed as a short name which you can use in front to search this item by using this alternate name.

**Description:** Add short description about this menu item.

**Category:** Assign category to the menu item, which would be useful in the item category.

**Open Item:** You can check this option if the you want to allow the name of the item to be changed anytime later.

## Appearance:

**Color:** You can set menu item of different colors through this box.

**Image:** You can select an image if he wants to view the item image instead of a text name to be displayed. We can use this option to make the graphical interface.

## Price Settings:

**Item code/SKU:** Stock keeping Unit

**SAC/HSN Code:** Services Accounting code/Harmonized system of Nomenclature code in this field add the code under which the services fall under GST

**Cost:** Cost price configure and updated in this field.

**Price:** Configure the sale price in this field.

**Open Price:** You can check this option, if the you want to change price of the item to be changed anytime later.

**Minimum Price:** Once enable Open price minimum price can be set for this item.

**Maximum Price:** Once enable Open Price maximum price can be set for this item.

**Ask Quantity:** You can check this option if you wants the system to prompt a window to enter the quantity of menu item.

**Can apply discount:** You can check this option if you want to apply a discount to the item if required.

## Tax:

**Rate inclusive of Tax:** When you check this option then configured rates will be inclusive of tax.

**Tax Group:** With this drop-down list, you'll be able to select applicable tax group for that particular configured item

### Visibility Setting:

**Inactivate on following days:** With selecting days of the week this configures item will be inactive on front.

**Active Time:** By the entered time this item will be available to sell.

### Printing Setting:

**Kitchen printer:** You can apply/change Kitchen printer setup using device setting.

**Print on Receipt:** Selecting this option item name print on receipt.

**Print on KOT:** Selecting this option item name print on Kitchen Order Printer.

## Modifiers:

Modifiers are special instructions given to menu items which can be helped to group some items to be sold with the main item or even make some changes in the main item. If we have to make a pizza we can define modifiers like pizza toppings. The other way we can create combo on ordering pizza they can have one soft drink so they can select the desired soft drink while ordering. Selecting Modifier you can get a similar screen as shown above screenshot.

## General Detail:

**Modifier Group:** You can select this option to add a modifier group to the modifier.

**Minimum Modifier to Order:** You can specify minimum quantity limit for the item that should be added when you are selecting the modifier item.

**Maximum Modifier to Order:** You can specify maximum quantity limit for the item that should be added when you are selecting the modifier item.

**Jump to next group when maximum modifier ordered:** By selecting this option once maximum modifier order limit reach it will move to next modifier group

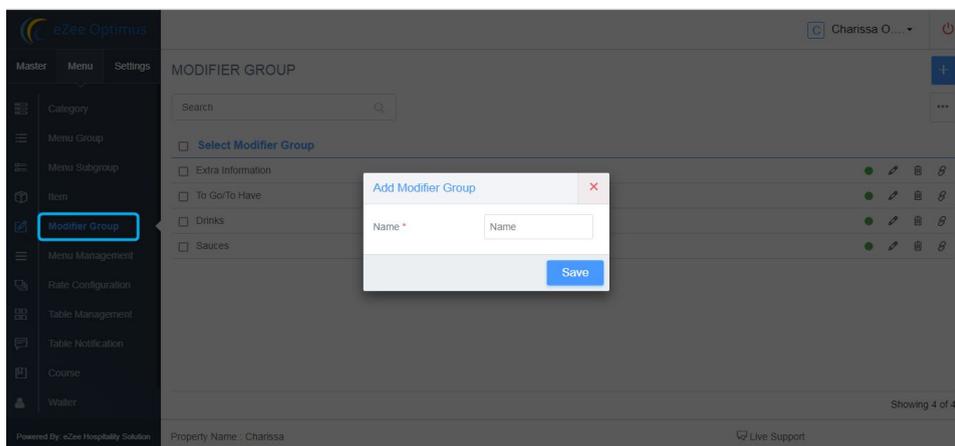
## Visibility Setting:

**Inactivate on following days:** With selecting days of the week this configures item will be inactive on front.

**Active Time:** By entering time this item will be available to sell.

## Modifier Group:

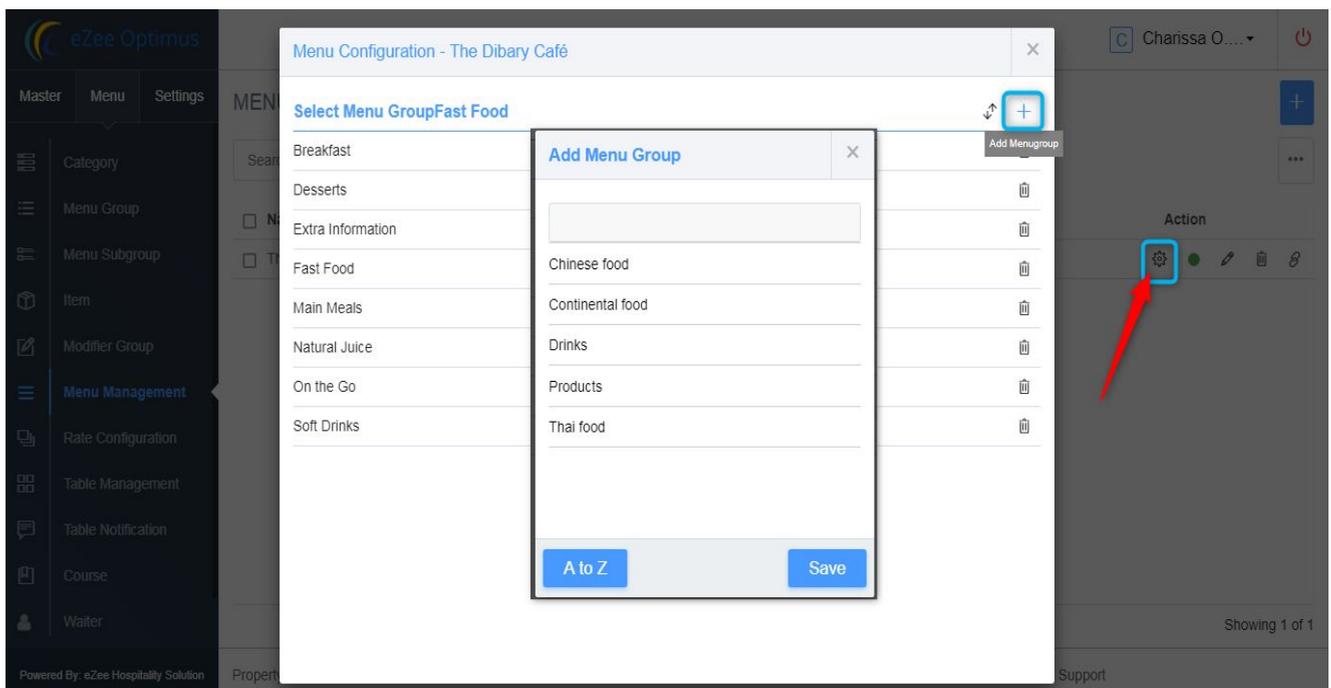
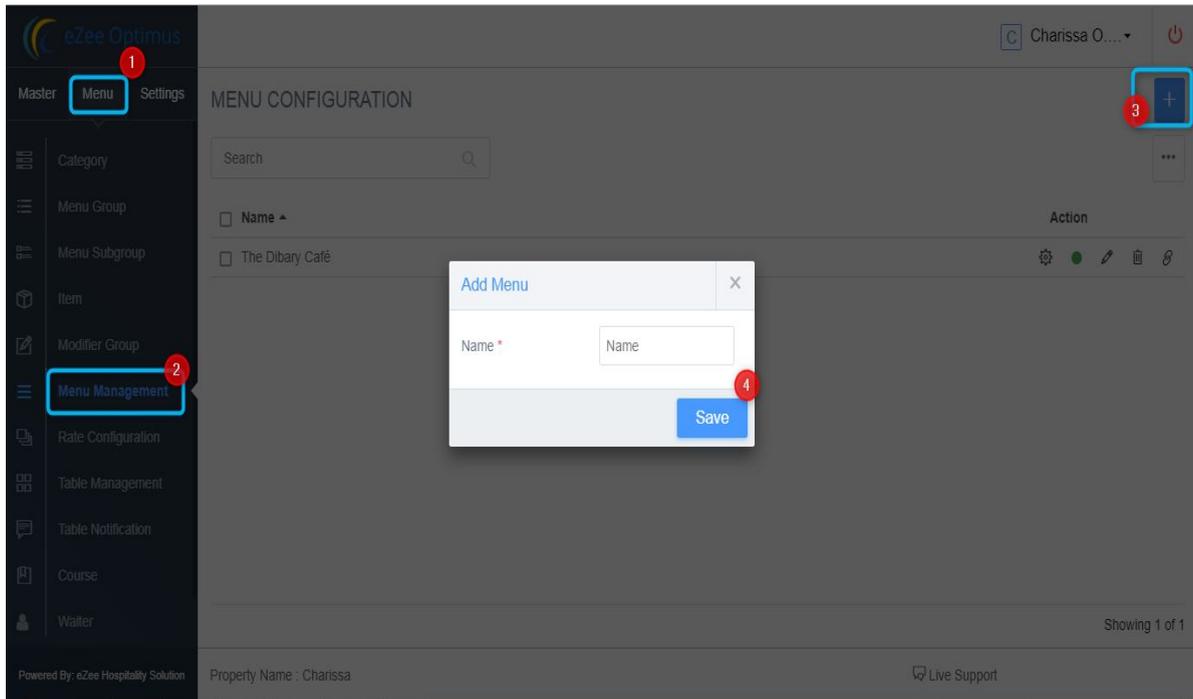
You can select this option to define modifier group which will be displayed at the time of assigning modifier in item configuration.

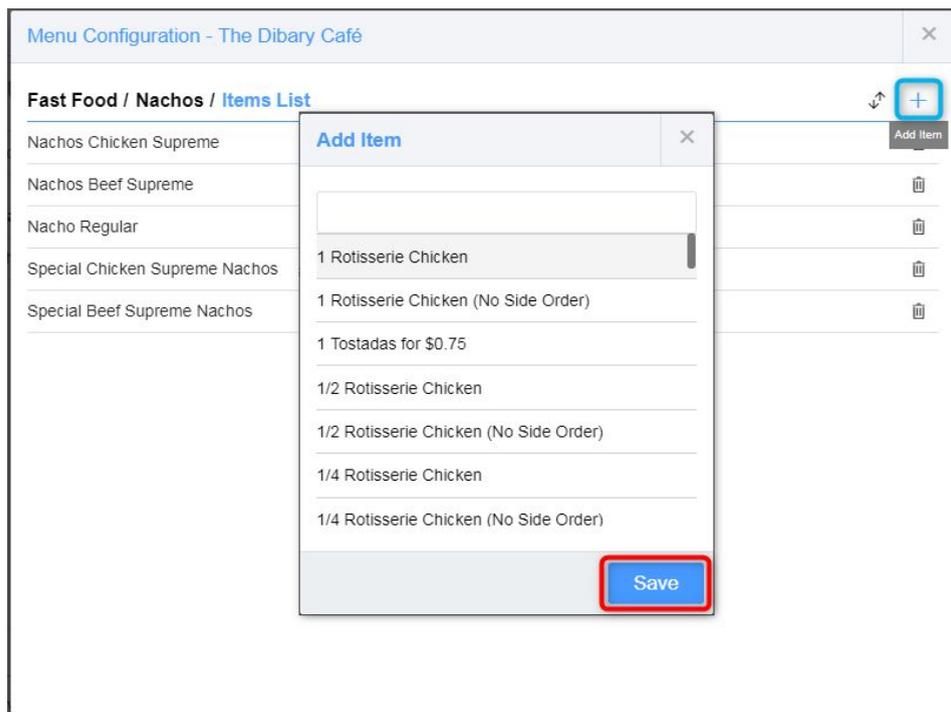
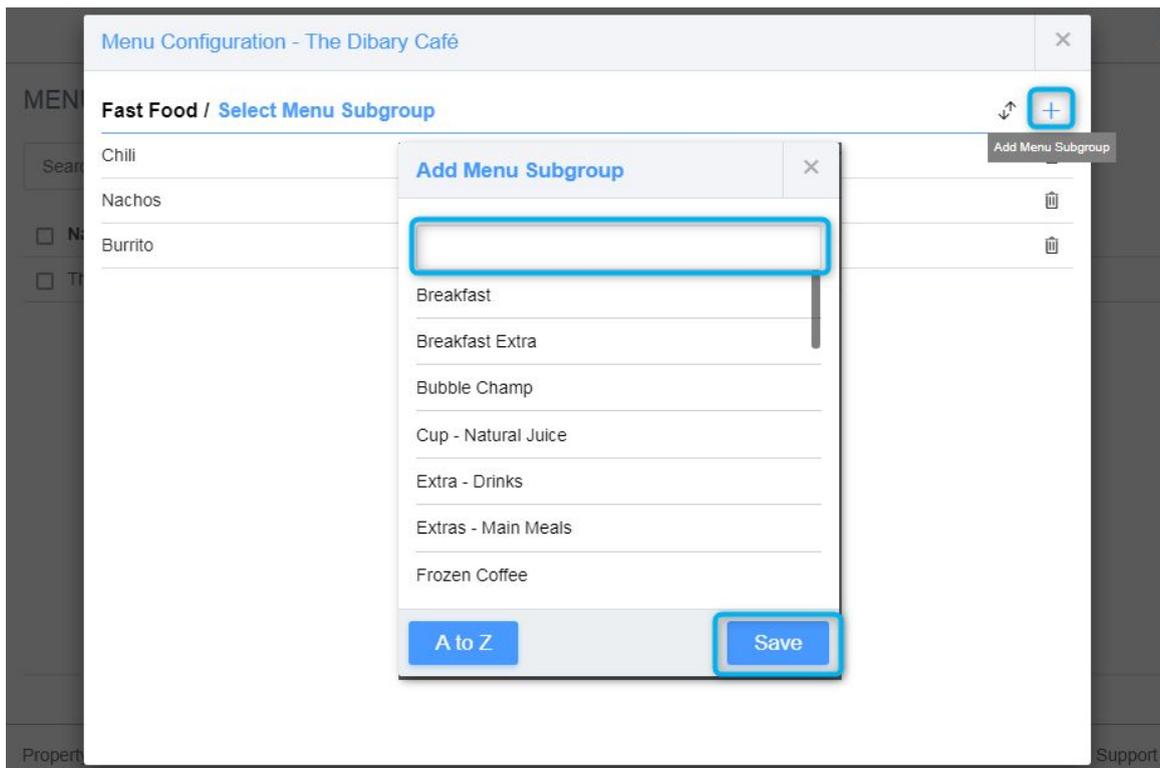


## Menu Arrangement:

Menu management option is used to set the arrangement of the main group, subgroup and menu items. The default listing for all main group, subgroup and menu items is alphabetical, but as per your requirement of the outlet, we can arrange that. To manage menu follow below mention steps.

1. Add Menu
2. Select the setting button.
3. Add the Main group for that Menu
4. Click on that Main group to add a subgroup
5. Select that subgroup to add the item
6. Select items from item list to add an item for that menu.





### Rate Configuration:

Menu item rate configuration tab is about configuring rates for the menu items. You have an option to define different rates for an item like different rate for Dine in, Take away, Room services etc. The system has an option to pick a different rate for different operations from Outlet configuration, So you can define maximum 3 rate plan from rate configuration tab under the Menu tab.

The screenshot shows the eZee Optimus BackOffice interface. The top navigation bar has 'Master', 'Menu', and 'Settings' tabs. The 'Menu' tab is selected (1). The left sidebar contains various menu management options, with 'Rate Configuration' highlighted (2). The main content area is titled 'RATE CONFIGURATION' and features a search bar. Below the search bar, there is a 'Select Menu' section with a list of menu items. 'The Dibary Café' is selected (3). A note at the bottom of the screen states: 'Note : You can configure Maximum 3 Rate Plan at once.' The property name is 'Charissa'.

1. Select Rate configuration tab from Menu and select Menu.
2. Select rate list and click on configuration button available at top right of the screen once you select rate list.
3. Select Price field, item for which you want to configure rates and click on f(x) heading.
4. Select base rate from which you want to update rates. Like you want to set 1.5 times more than default rate for Room Service rate list and click on save to update rates.

The screenshot shows the eZee Optimus BackOffice interface. The top navigation bar has 'Master', 'Menu', and 'Settings' tabs. The 'Menu' tab is selected. The left sidebar contains various menu management options, with 'Rate Configuration' highlighted. The main content area is titled 'RATE CONFIGURATION' and features a search bar. Below the search bar, there is a list of menu items. 'The Dibary Café / Rate List' is selected (1). The 'Configure Price' button is highlighted with a red arrow (2). The list includes 'Take Away', 'Room Service', and 'Dine In'. A note at the bottom of the screen states: 'Note : You can configure Maximum 3 Rate Plan at once.' The property name is 'Charissa'.

Price Configuration : The Dibary Café

Field: Price Menugroup: All Sub Menugroup: All

Price  
Cost  
Inclusive & Taxgroup  
Discountable  
Open Price

Item	f(x) Default	f(x) Dine In	f(x) Room Service	f(x) Take Away
1 Rotisserie Chicken	27.0000	27.5000	40.5000	29.0000
1 Rotisserie Chicken (No Side Order)	20.0000	20.5000	30.0000	22.0000
1/2 Rotisserie Chicken	14.0000	14.5000	21.0000	16.0000
1/2 Rotisserie Chicken (No Side Order)	10.5000	11.0000	15.7500	12.5000
1/4 Rotisserie Chicken	7.5000	8.0000	11.2500	9.5000
1/4 Rotisserie Chicken (No Side Order)	5.0000	5.5000	7.5000	7.0000

Save

Price Configuration : The Dibary Café

Field: Price Menugroup: All Sub Menugroup: All

Item Name

Item Name	f(x) Default	f(x) Dine In	f(x) Room Service	f(x) Take Away
1 Rotisserie Chicken			40.5000	108.0000
1 Rotisserie Chicken (No Side Order)			30.0000	80.0000
1/2 Rotisserie Chicken			21.0000	56.0000
1/2 Rotisserie Chicken (No Side Order)			15.7500	42.0000
1/4 Rotisserie Chicken			11.2500	30.0000
1/4 Rotisserie Chicken (No Side Order)	5.0000	5.5000	7.5000	20.0000

Rate : Take Away

Calculate Value of \* Default

Multiply by \* 1

Summation \* 5

Note : You can configure : `price(Default)*1+5` will be apply on Take Away

Save

Save

After configure rate need to select that rate plan in outlet configuration then only that rates are applied and reflect while take order in front.

### Table management:

Allows defining all the tables available in all Outlets with guest capacity. To configure tables select Outlet from table management tab available under Menu tab.

TABLE MANAGEMENT

Search

Select Outlet

Captain Cook - Main Hall, Cafeteria

Showing 1 of 1

Property Name : Charissa

Live Support

From selecting Outlet system will allow you to add a floor on that outlet. Once you add floor select that floor to add a table on that floor.

TABLE MANAGEMENT

Search

1 Captain Cook / Select Floor

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Showing 2 of 2

Property Name : Charissa

Live Support

TABLE MANAGEMENT

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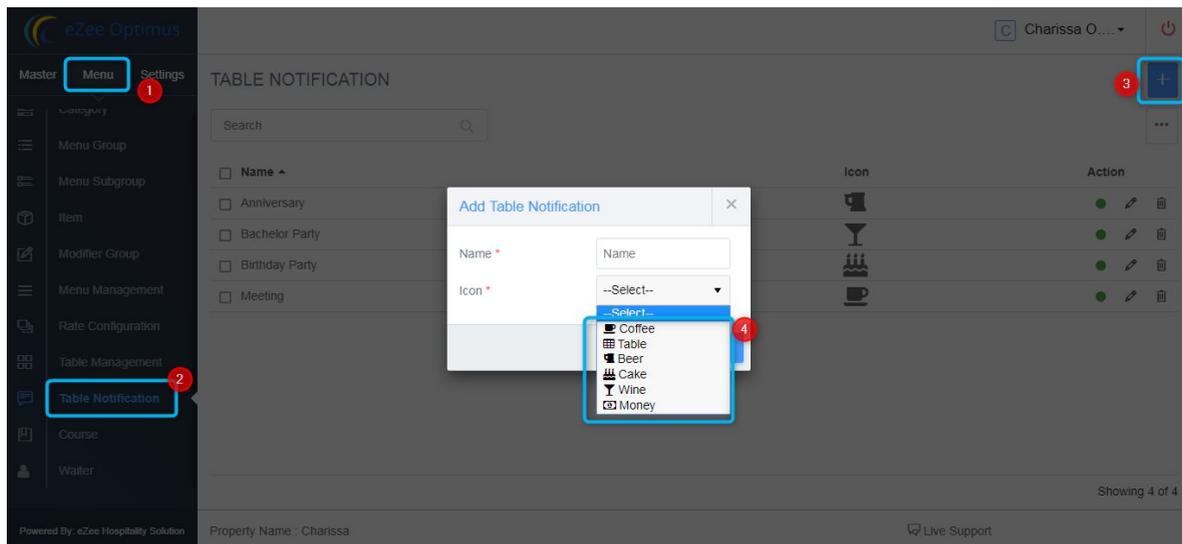
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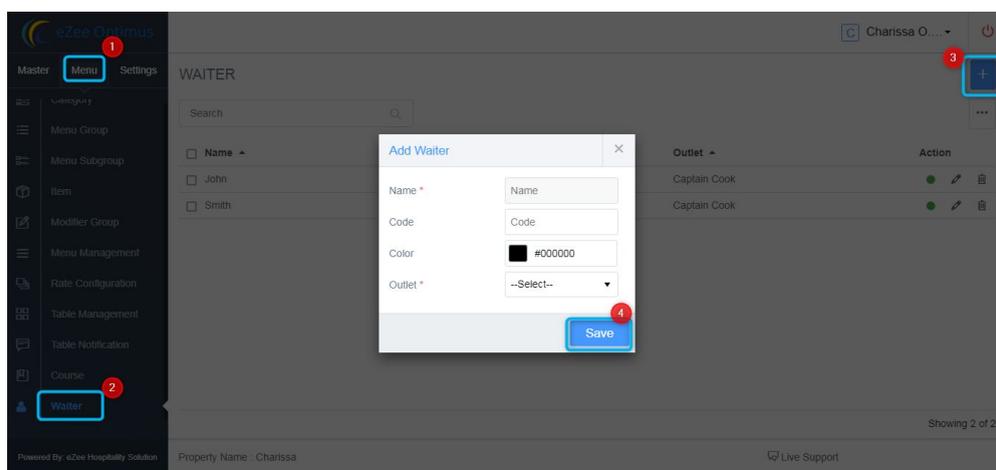
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## Waiter (Server):

To take guest order waiter configuration is done with this tab.



## Settings Tab:

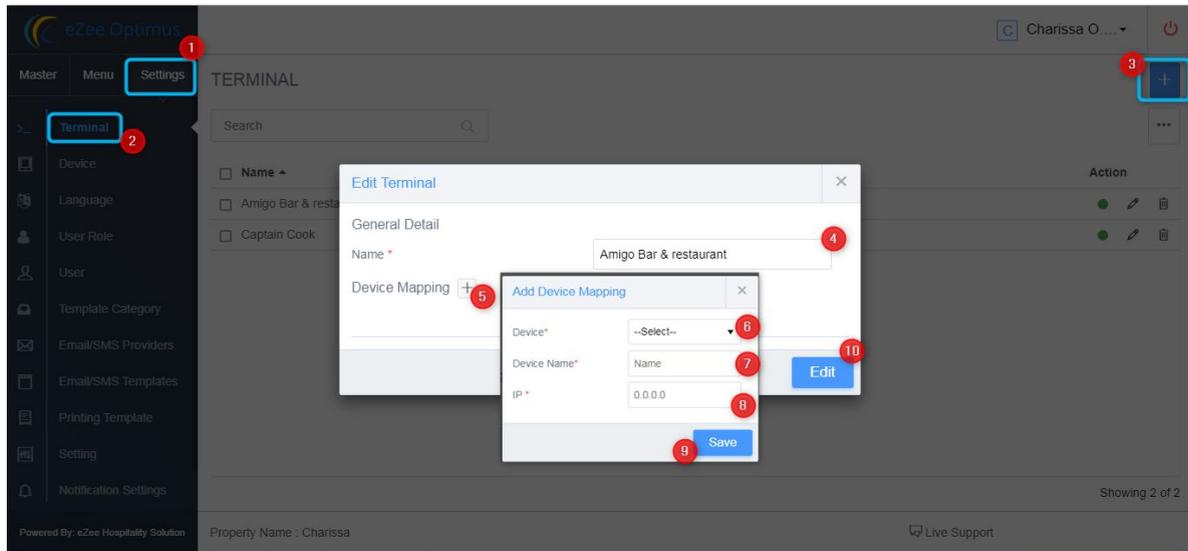
This setting tab determines device mapping for Terminal, change language captions, define user roles, add users, Design KOT/receipt/printing/Email templates, SMS service integration, Email account configuration and also it's used to set table notification for eZee Optimus Cloudbase POS system.

## Terminal:

In Terminal tab configure system IP address on which printer is installed. In which we are defining a terminal name or system name followed by KOT & Receipt device mapping by following below steps.

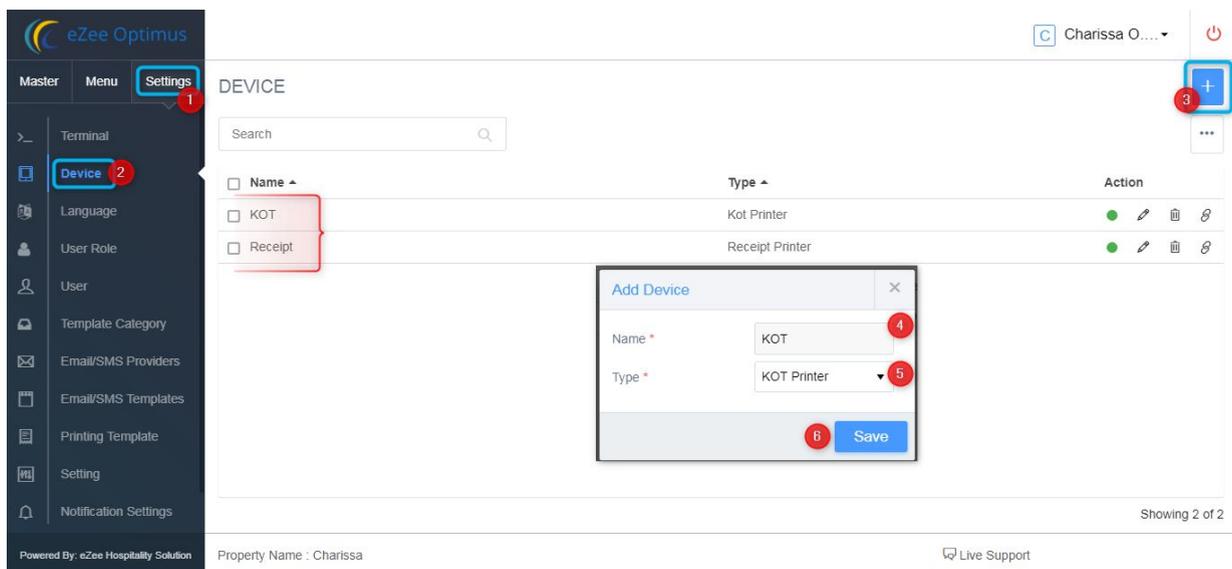
1. Select the Terminal option from Setting tab and click "+" to add new terminal.
2. Define Terminal name under General Detail tab and click on "+" sign to add a device.

3. Select a device from the device list, and add device name as it's available printer name from Device and Printers and add local IP as 127.0.0.1 and save this device mapping detail.
4. Once Device mapping is done for connected terminal click on Edit button.



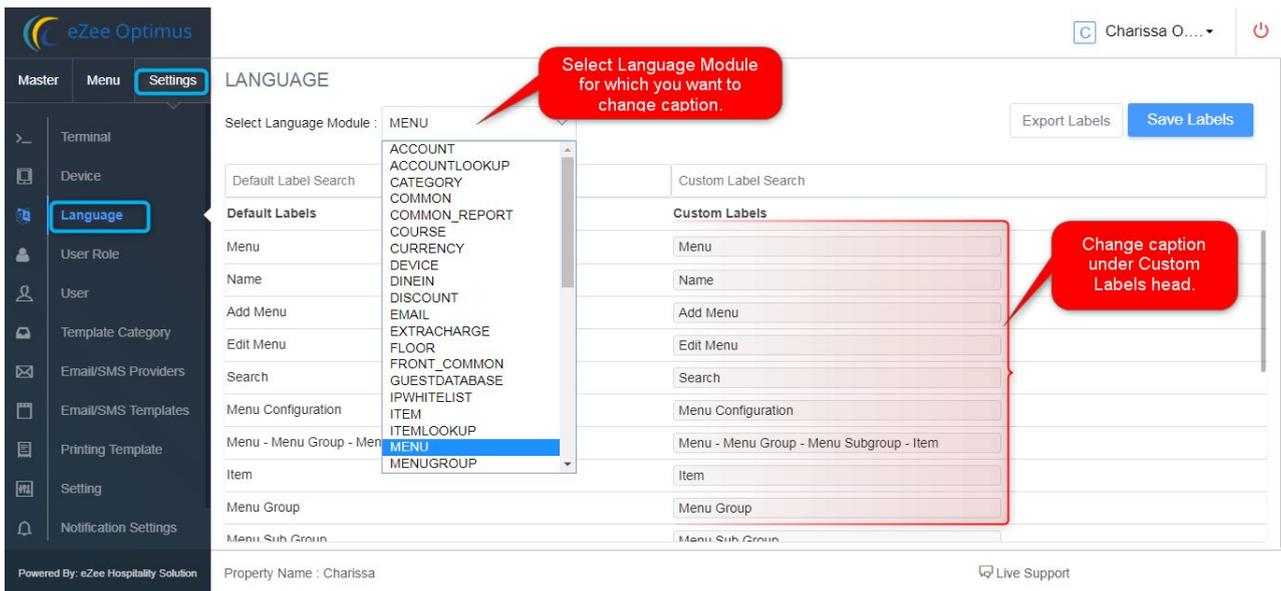
## Devices:

Device is a hardware device which is used to print KOT & Receipt. In the system, we need to add KOT and Receipts as Devices which will be displayed in Terminal field to configure printer at the time of Device mapping.



## Language:

eZee Optimus POS system is supported in a different language and can be converted into your local language for eg. Arabic, French, Spanish etc. After making changes in language, you can save a copy of changed language by exporting the language in XLS format.

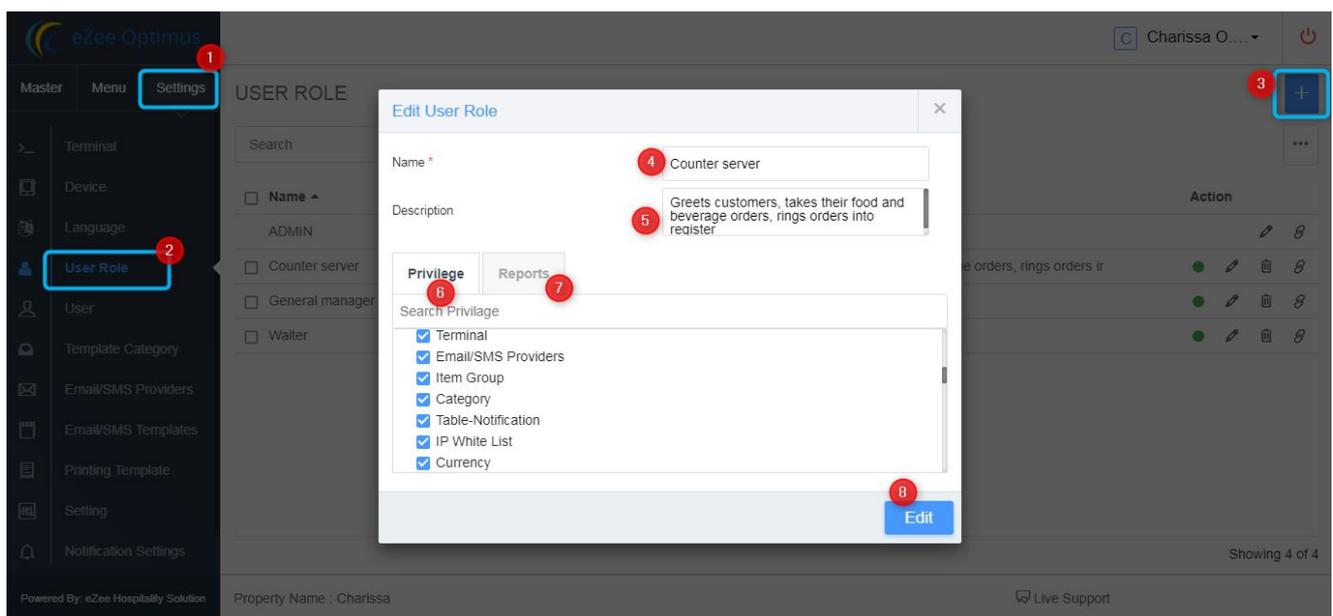


**Note:** To see the other configured language, user language should be selected as “Custom” language while defining user from Settings -> User

## Users and privileges

### User Role:

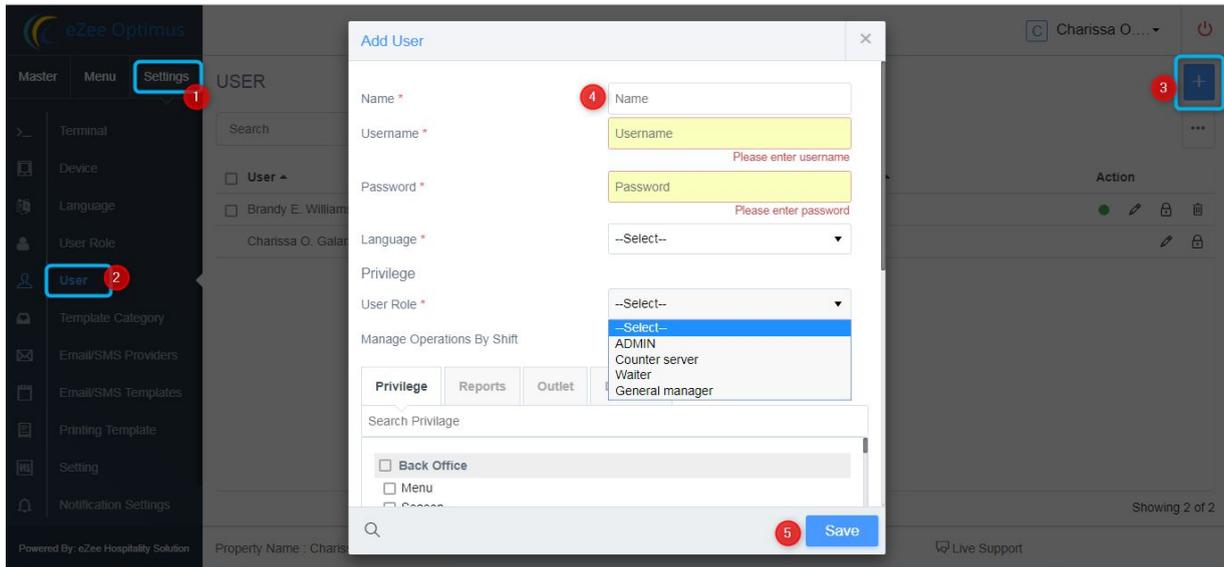
You can group functions for a different user role, by default those functions will be available to users processing that user role. An administrator can click on the combo boxes of privileges to provide additional privileges than the defined set of privileges. User level report privileges can also set using this User Role tab.



An administrator can create different roles like server, cashier, front office manager etc and provide operations privileges and reports privileges as per user role. You can refer above the provided screen.

## Users:

It is important to create the separate account for all users who are going to use this eZee Optimus Cloudbase POS system. All users should login using their username and password. Admin user generates user account and provide different user role as per their work. Depending on these privileges - user will have access to different functions of eZee Optimus POS system.



Fill all required details while adding new user like Name, User name and Password

**Language:** Select language Default language or Custom for other configured language.

### Privilege of user roles:

Select user role as per configure privileges while defining user role.

### Manage Operations by Shift:

By enabling this option your shift can be managed. With this option when you successfully login with eZee Optimus Cloudbase PMS system, you will get the similar screen shown below. This screen has shift Details and you can also enter opening balance.



### Shift Details

---

Opening Balance

Rs    0.0000

\$     0.0000

Start Shift

**Privilege Tab:**

you can click on the combo boxes of Privilege frame to give additional privilege for this new user - by selecting combo boxes from the respective privilege frame.

**Reports Tab:**

To restrict the access for viewing the reports by the Users ( As per the user role). Assign the reports from the respective report privileges frame.

**Outlet tab:**

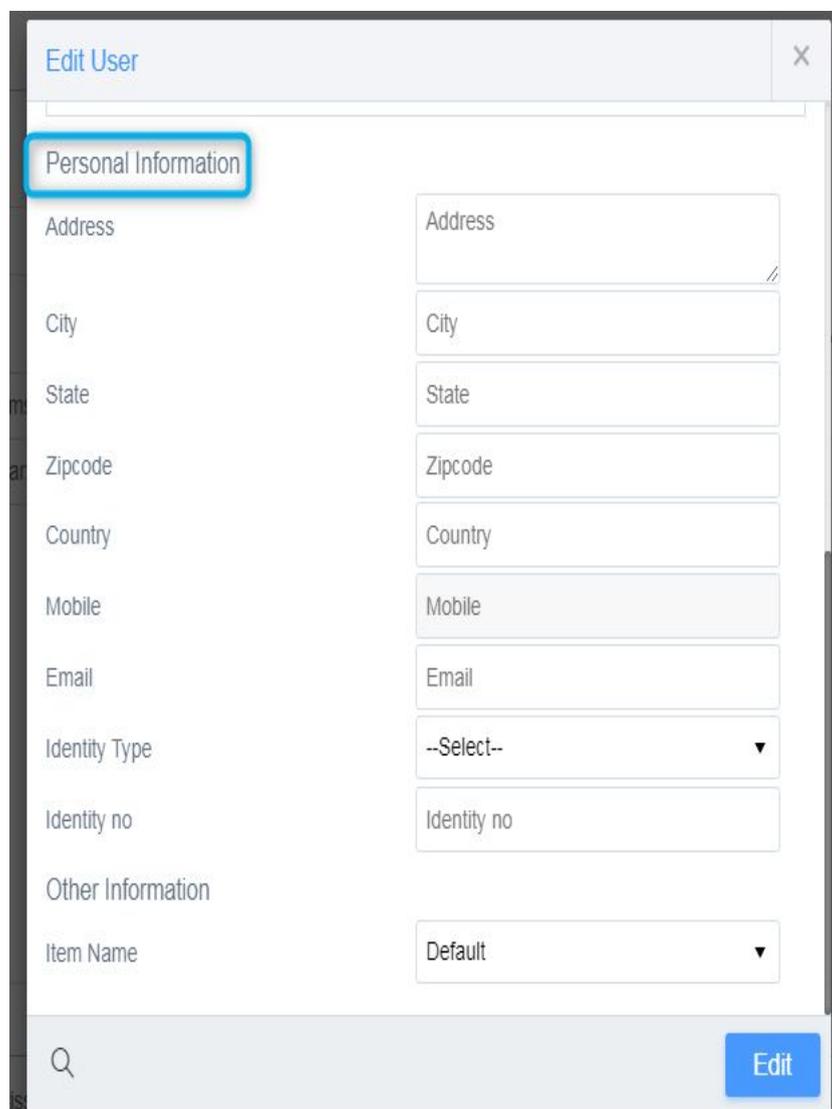
Assign the outlets by selecting respective combo boxes, to enable to perform functions only on the permitted outlets. The user will be able to view/work only on the permitted outlets.

**Discount tab:**

Allow the privilege by selecting respective combo boxes to give pre-configured discount type.

**Personal Information:**

This field is used to add user personal details like address, City, State, Zip code, Country, Mobile no., email id, Identity type followed with identity no.



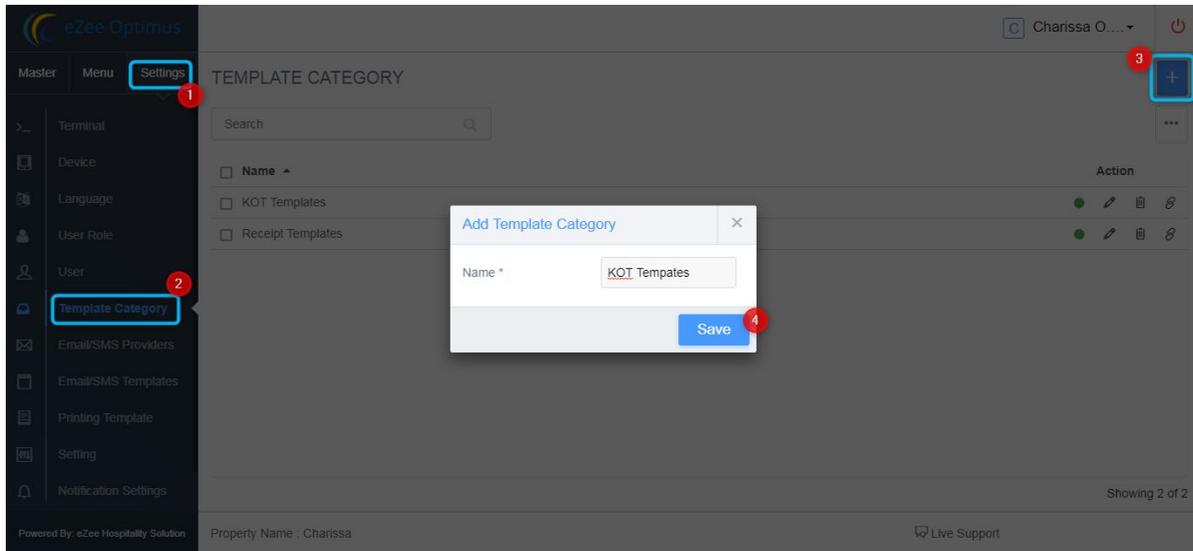
The screenshot displays the 'Edit User' form with the 'Personal Information' tab selected. The form contains the following fields:

Field Name	Field Type
Address	Text Input
City	Text Input
State	Text Input
Zipcode	Text Input
Country	Text Input
Mobile	Text Input
Email	Text Input
Identity Type	Dropdown Menu (Value: --Select--)
Identity no	Text Input
Other Information	Section Header
Item Name	Dropdown Menu (Value: Default)

At the bottom of the form, there is a search icon and a blue 'Edit' button.

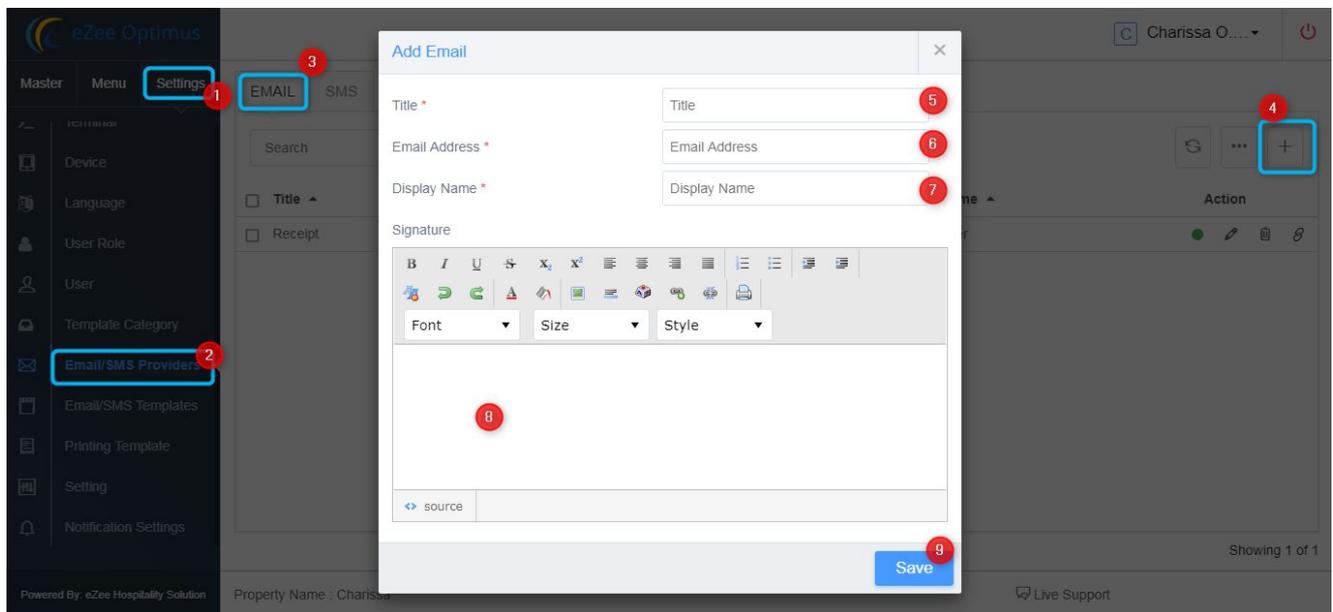
## Template Category:

With this option, you can define a template category name like KOT Template, Receipt Template, SMS Template etc.



## Email and SMS Providers:

This option helps in configuring the email account through which emails are to be sent to guest and also help to configure SMS provider.

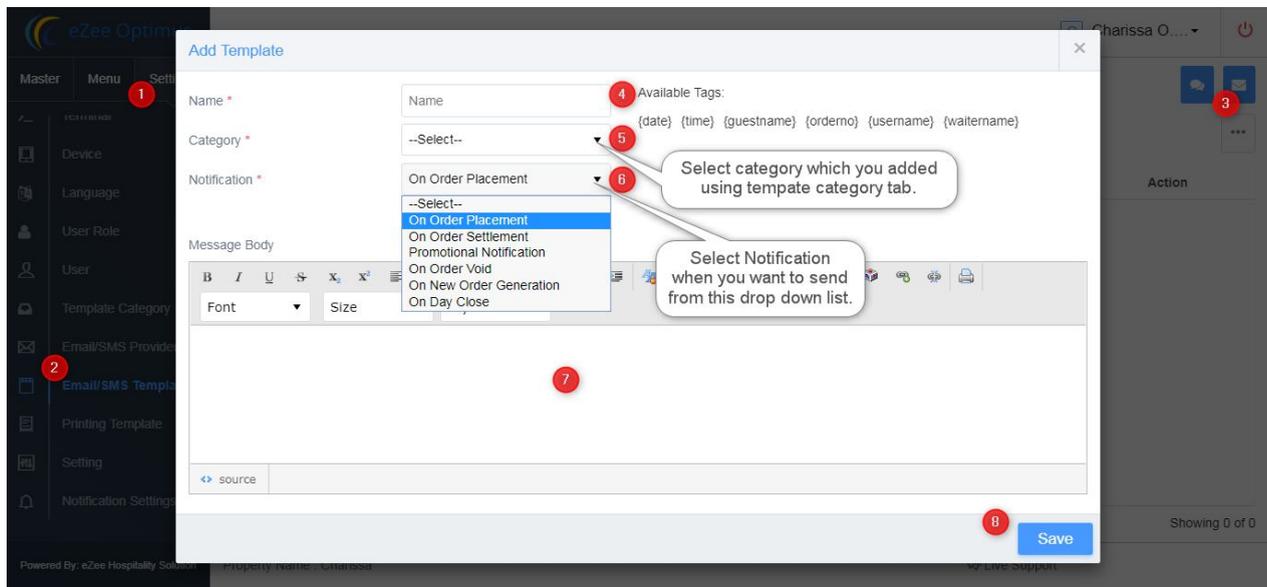


In the above setting add Title, email id and display name followed with signature and click on save button. You can refer above screenshot.

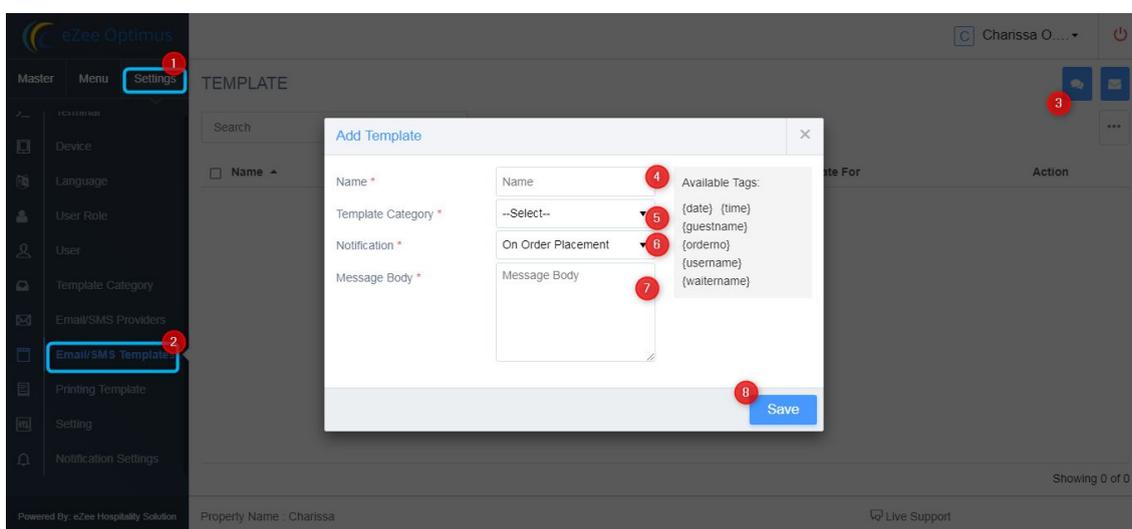
For SMS provider selects SMS provider from the available list and contact our technical team to complete with the integration process by sharing with API Key and Sender ID.

## Email and SMS Template:

This option helps in designing email as well as SMS template. To design email template, select Email option available at the right top of your screen followed by Email/SMS template option available under the Settings tab. While selecting the email template, add template name and select the category. Also, mention the operation name for which you want to send notification. You can select the name from the notification list available. Also, design the content of the message and click on save button to store that template.

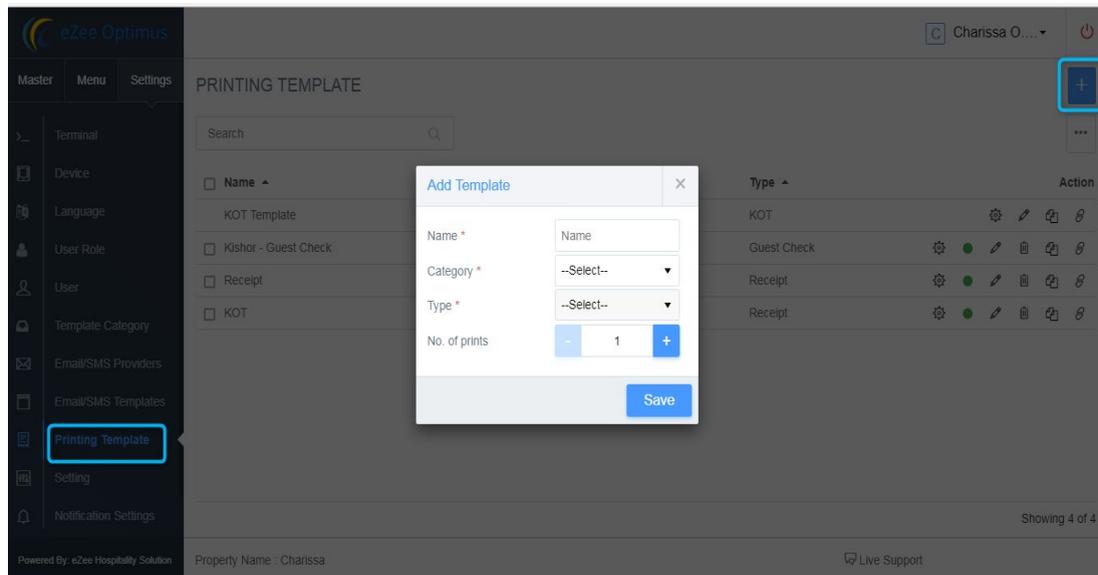


And for SMS template design, select SMS option available at the top in the right side of the screen, while you select Email/SMS template under the settings tab.



## Printing Template:

This tab will allow you to define custom templates of outlet owners choice which can be printed on a printer. After saving these templates, you will see all templates listed in this tab.



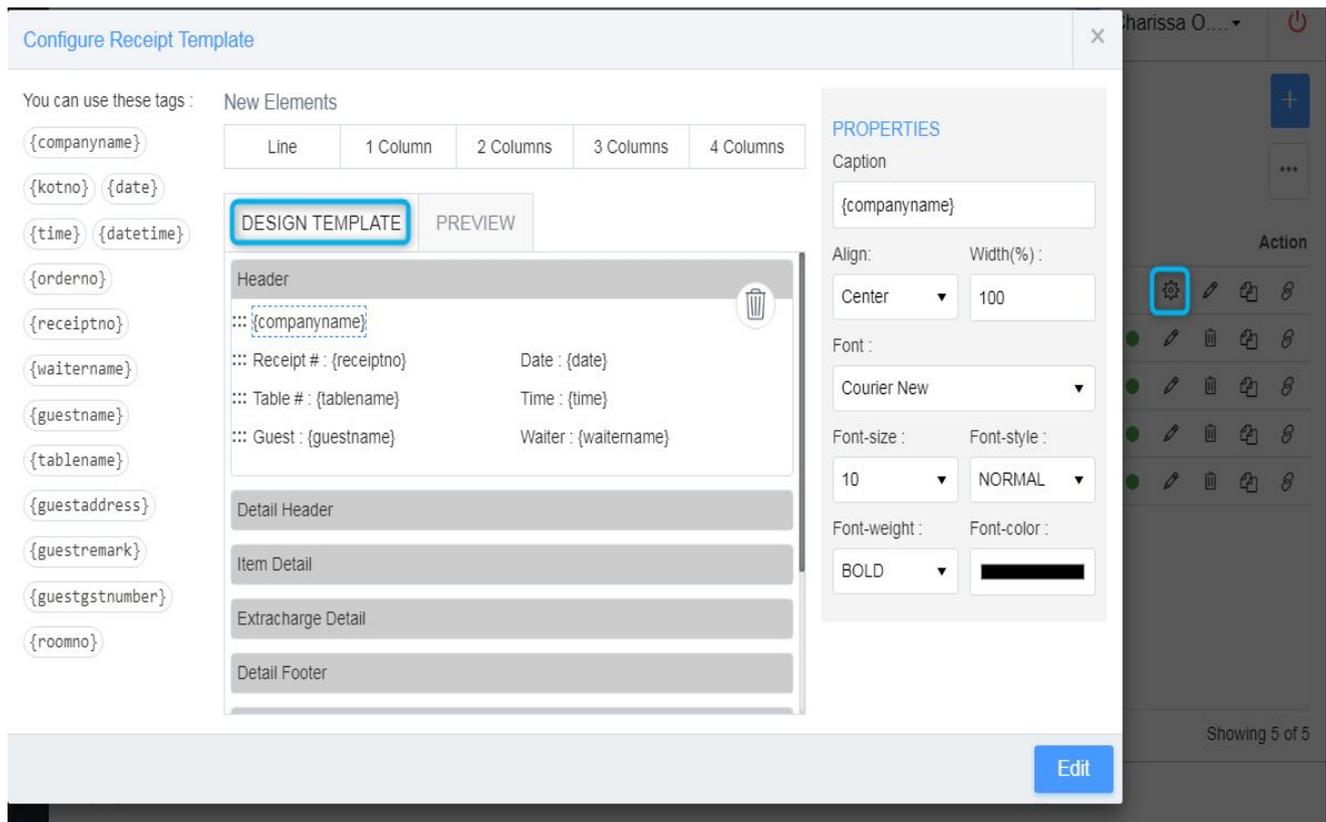
**Name:** Define the printing template name in this text box.

**Category:** Select the Template category from the available list.

**Type:** Select template type from system define the list like (Receipt, Guest Check, KOT)

**No. Of Print:** At single select the number of copies you need to print or define the number in this tab.

Once you define template, click on setting button to customize printing template. While customization, you can add new field or you can remove field as per your requirement under specified area like (Header, Detail Header, Item detail, Extra charge detail, Detail Footer, Discount Detail, Tax Detail, Payment Detail, Footer) under design Template tab, and also you can view preview of that designed template before you finalize it.



In designing template you can decide No. of columns you want in each row. For eg: in header you want to display 2 column Receipt and Date so select 2 Columns from above element list, drag and drop once it's done. After that, enter the property details like Caption, Alignment, Width, Font followed by font size, style, weight and color. You can also get the preview for the designed template by clicking on "Preview" tab.

## General settings

This setting tab determines the menu item display settings, general setting related to Printing & SMTP Email verification, Integration POS with PMS system and tax settings, GST India setting and integration JioGST Interface etc. Let's see all these settings one by one.

1. **Display Settings:** In this display settings we can define and set display time format under Time format,
  - A. Date format: It allows to define display date format.
  - B. Time Format: It allows to define Time format.
  - C. Time Zone: Using this tab regional time zone can be selected.
  - D. Round Off Type: With this setting receipt level amount round off settings is done.
  - E. Menu Item layout: Design menu item layouts like Image, tax layout or text with back color layout selection. As per selected layout Menu item will be displayed on the front while taking an order it looks attractive.

SETTING

DISPLAY SETTING

Time Format: 01:30:55 PM

Date Format: 2001-03-14

GENERAL SETTINGS

Time Zone: [GMT+05:30] India Standal

INTEGRATION

Round Off Type: --Select--

GST INDIA SETTINGS

Menu Item Layout

Audit Trail Save

- 2. Other Settings:** This general setting determines defining printing receipt on the settlement, define guest check on the finish, print this receipt or KOT on the browser or on a printer and also system enable email verification for sending mail through SMTP.

When you activate "Enable email verification to send email through SMTP", you will receive a Service on configured and unverified "Sender Email Accounts". You can monitor this verification notification email from Amazon n "Status" in EMAIL Section of the Email/SMS Providers Module.

SETTING

DISPLAY SETTING

GENERAL SETTINGS

INTEGRATION

GST INDIA SETTINGS

Printing Settings

Print Receipt on Settle

Guest Check on Finish

Print From: Browser

Note : This setting is only applicable on Receipt

SMTP Email Verification

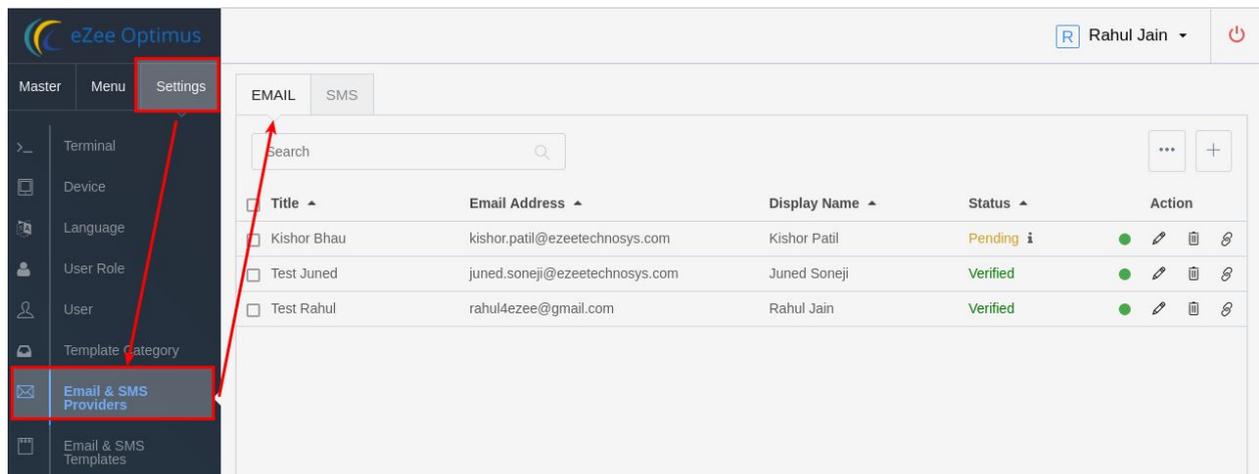
Enable Email Verification for Sending mail Through SMTP

Audit Trail Save

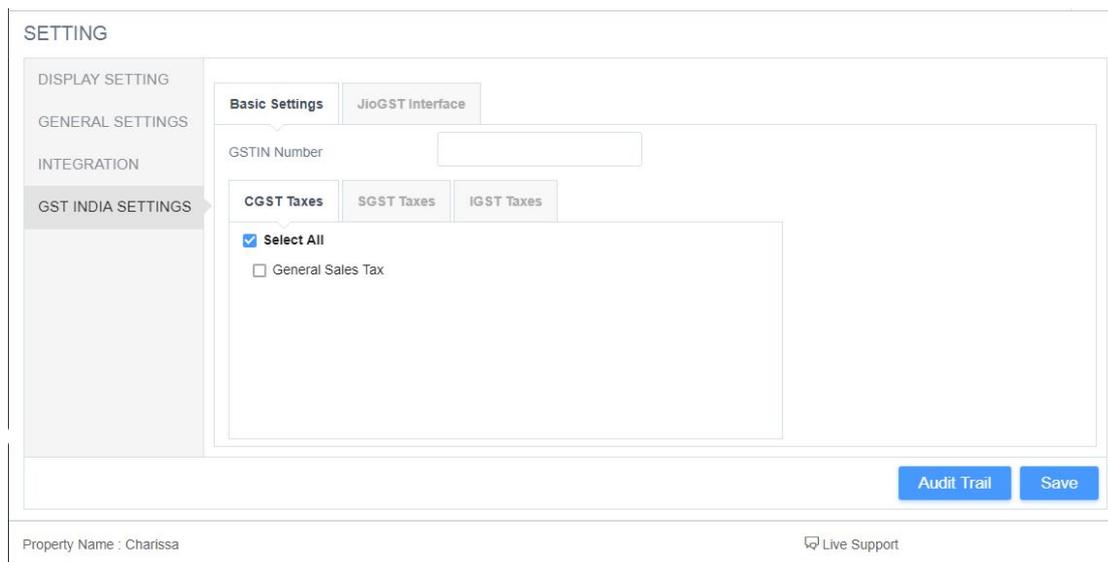
Property Name : Charissa

Live Support

Once you verify your email through SMTP it will be displayed as "Verified" status under Email & SMS Provider tab under settings.



- Integration:** POS integration with PMS system and activate multiple taxes is done by the technical team on request.
- GST India Settings:** This setting allows to configure tax based on Indian national tax rules. It is followed by entering GST Number, CGST - SGST & IGST Tax selection and also this setting allows you to avail JioGST Integration on requesting to submit tax report on the government portal.



For this Setting tab you can try modification log by clicking on Audit trail button available in all 4 tabs. This will display modification operation followed by user, IP with date and time.

Audit Trail				
Date/Time	Name	Logs	User	IP
2018-04-11 14:07:47	Time Zone	Old : EST New : IST	Juned Soneji	192.168.20.151
2018-04-11 14:07:47	Round Off Type	Old : 200 New : 20	Juned Soneji	192.168.20.151
2018-04-11 14:07:34	Date Format	Old : d-M-Y New : d/M/Y	Juned Soneji	192.168.20.151
2018-04-11 14:07:28	Menu Item Layout	Old : withBackgroundColor New : withBottomBorderColor	Juned Soneji	192.168.20.151
2018-04-11 14:07:07	Print Receipt on S...	Old : New : 1	Juned Soneji	192.168.20.151
2018-04-11 14:07:00	Print Receipt on S...	Old : 1	Juned Soneji	192.168.20.151

Close

## Notification Settings:

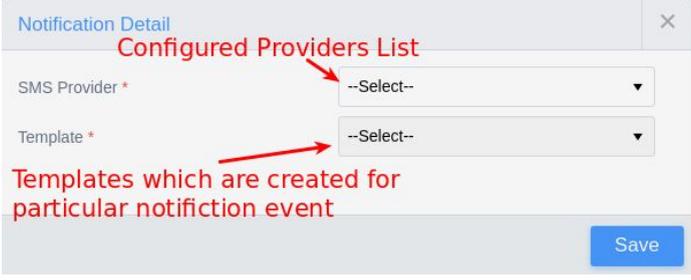
This setting tab determines email and SMS notification setting for yourself and the guest.

For user-level settings, you can get the notification whenever you want by defining the time in the system. For example you can enable the notification on order generation, order void and on the day close.

And for guest level settings you can enable to send the notification whenever an order is placed, an order is settled and on promotional notifications.

The screenshot shows the 'Notification Settings' page in the eZee Optimus BackOffice. The page is divided into two main sections: 'Guest' and 'User'. Each section has a table with columns for 'Notification', 'Email', and 'SMS'. The 'Guest' section includes 'On Order Placement', 'On Order Settlement', and 'Promotional Notification'. The 'User' section includes 'On Order Void', 'On New Order Generation', and 'On Day Close'. Each cell in the 'Email' and 'SMS' columns contains a gear icon, indicating that these settings can be configured. The sidebar menu on the left includes options like 'Terminal', 'Device', 'Language', 'User Role', 'User', 'Template Category', 'Email/SMS Providers', 'Email/SMS Templates', 'Printing Template', 'Setting', and 'Notification Settings' (which is highlighted). The top right corner shows the user name 'Charissa O...' and a power icon. The bottom of the page displays 'Powered By: eZee Hospitality Solution', 'Property Name : Charissa', and 'Live Support'.

For SMS Notification, you need to configure SMS Provider and select template which was created for notification from Email/SMS Template.



Notification Detail

**Configured Providers List**

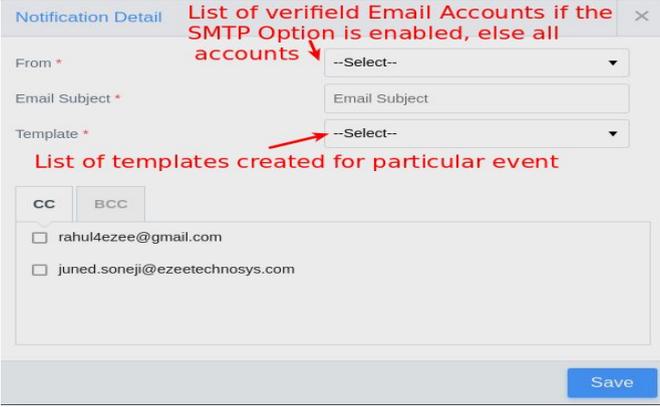
SMS Provider \* --Select--

Template \* --Select--

**Templates which are created for particular notification event**

Save

For Email notification, select SMTP Verified email from email list, add email subject and select email template which was configured under Email/SMS Template tab. You can add CC or BCC from this tab only so select as per your email configuration and requirement.



Notification Detail

**List of verified Email Accounts if the SMTP Option is enabled, else all accounts**

From \* --Select--

Email Subject \* Email Subject

Template \* --Select--

**List of templates created for particular event**

CC BCC

rahul4ezee@gmail.com

juned.soneji@ezeetechnosys.com

Save