

Bos Attic Point of Sale Consignment

Index

Introduction	1
Getting Started	4
How it works	6
Log in Process	9
Dashboard	11
Customers	15
Items	20
Printers	20
Barcodes	25
Item Kits	30
Suppliers	40
Receivings	50
Sales	60
Gift Cards	70
Consignors	80
Reports	90
Employees	110
Store Configuration	130
Location	150

Introduction

Bos Attic Point of Sale Consignment software will be referred to as BOSPOS. The BOSPOS system is accessed via the Internet. Each User will be provided a Login ID/Name and Password. Bos Attic System Administrator will provide this information.

Getting Started

Getting started is very easy. From your computer terminal that has access to the Internet. Using your web browser go to <http://www.mybosattic.com/Employees>

Visit Training Video Login/Out;

<http://www.mybosattic.com/Employees/Training/PosTutorials/LoginOut.mp4>

Employee Home Page.

- Step 1. Employee Login ID and Password (Provided by Store owner / Manager).
- Step 2. Login in the Employee Home page. www.mybosattic.com/Employees
- Step 3. Click on the Link BOSPOS.
- Step 4. Your are now at the Bos Attic POS Login Page.
- Step 5. Enter your Employee ID and Password. (Provided by Store owner / Manager).



Welcome to POS freephpsoftwares.com

[Reset password?](#)

2016 Version [14.1](#)

Login

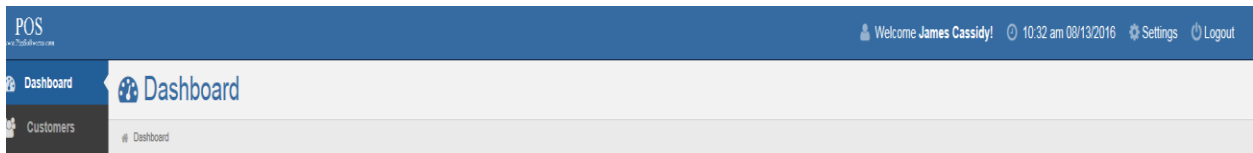
If you forget your Login or Password, use the “Reset password” link.

How it works

How it works is very straight forward. The Bos Attic Point of Sale Consignment Software (BOSPOS), uses a database to store information you provide. All the information is stored on remote a computer you access over the internet. The BOSPOS system home page is the called the “Dashboard”. The Dashboard page will display your User ID and Time you are logged into the system and the Logout link.

Visit Dashboard Tutorial Link;

<http://www.mybosattic.com/Employees/Training/PosTutorials/DashboardInfo.mp4>



To See the Entire BOSPOS Dashboard.

Dashboard

The BOSPOS Dashboard is a internet web page that list several categories, we will call Links. The Categories or Links are;

Dashboard	11
Customers	15
Items	20
Item Kits	30
Suppliers	40
Receivings	50
Sales	60
Gift Cards	70
Consignors	80
Reports	90

The adjacent numbers are the pages in this manual.

By clicking on the Link or Category on the Dashboard will display information for the category / link.

- Customers
- Items
- Item Kits
- Suppliers
- Reports
- Receivings
- Sales
- Employees
- Gift Cards
- Store Config
- Locations
- Consignors
- Logout

Dashboard

Welcome to www.PhpSoftwares.com, click a module below to get started!

- Customers
- Items
- Item Kits
- Suppliers
- Reports
- Receivings
- Sales
- Employees
- Gift Cards
- Store Config
- Locations
- Consignors

Statistics

Total Items : 2	Total Customers : 1	Total Sales : 111
Total Item Kits : 0	Total Employees : 4	Total Gift Cards : 2

Link / Category: Customers

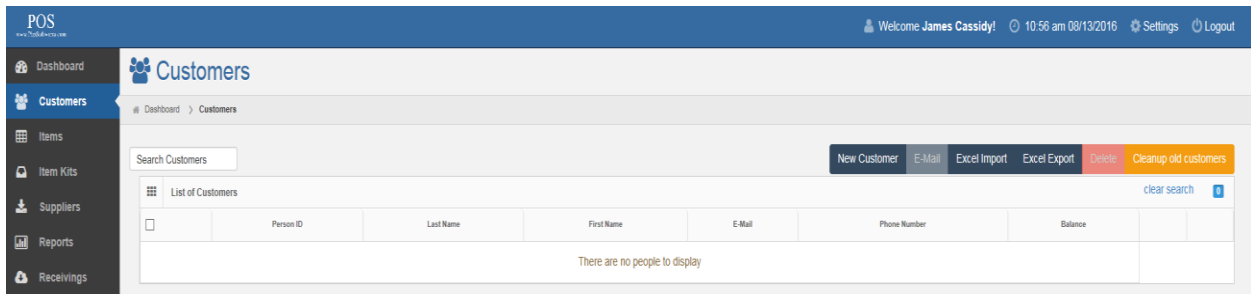
Customers function is to attach each sale from the Sales Cash Register to a Customers "Account".

This will store Customers purchases to assist in returns or question about a product they have purchased in the past.

Clicking on the Link "Customers" from the Dashboard.

"Customers" Options;

- Add a Customers Account
- Delete a Customer
- Edit a Customer
- Import and Export Customers Database



It is very simple to add a Customer into BOSPOS system.

Click the Tab "New Customer" (Black and White Tab New Customer) complete the form and left click Submit Button to complete the process.

Visit Link <http://www.mybosattic.com/Employees/Training/PosTutorials/Customers.png>

New Customer Add;

The screenshot shows a web-based form titled "New Customer" within a BOSPOS system. The form is organized into several sections. At the top, there are fields for "First Name" and "Last Name", with a "Choose Avatar" button next to the First Name field. Below these are fields for "Email", "Phone Number", and "Phone Number 2". A "Choose Avatar" button is also present below the phone number fields. The address section includes fields for "Address 1", "Address 2", "City", "State/Province", "Zip", "Country", and "Postal Code". At the bottom, there are fields for "Company Name", "Account #", "Taxpayer ID", and "Tax Type". A "Save" button is located at the bottom left of the form.

“Customers” Form (Add) BOSPOS system **requires;**

- **First Name**
- **Last Name**
- **Phone**
- **Address**
-

Email is optional. Please always ask for Customers Email Address.

Customer Account Number field is not a requirement to complete the form.

Customer Account Numbers will start with 4550001 and be incremental if needed.

Note: Customer Accounts and Consignor Accounts are not the same.

See Consignor Account for more details. Page 80

Reminder.....

Customer Accounts functions is to link each sale from the Sales Cash Register.

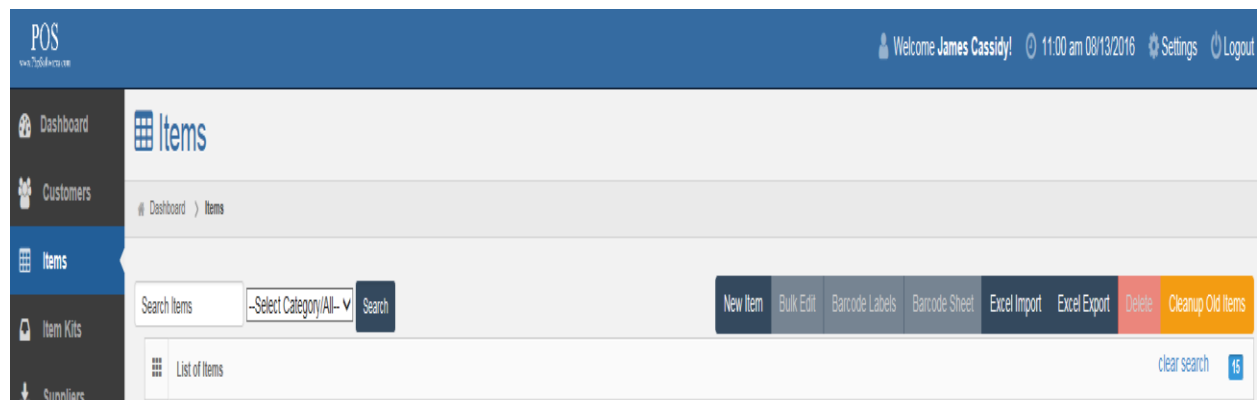
This will store Customers purchases to assist in returns or question about a product they have purchased in the past.

Intentionally left Blank

Link Category: Items

Items is where we **ADD, EDIT, DELETE** inventory either from a Consignor, or Supplier.

ITEMS



Items – New Item function is to add a product into inventory that has never been in inventory in the past.

The New Item form will display the following fields in red that must be completed;

NEWITEM

POS
www.mysattic.com

Welcome James Cassidy! 11:56 am 08/13/2016 Settings Logout

Dashboard Customers **Items** Item Kits Suppliers Reports Receivings Sales Employees Gift Cards Store Config Locations Consignors Logout

New Item

Dashboard > Items > New Item

Fields in red are required

Item Information

UPC/EAN/ISBN:

Product ID:

Item Name:

Category:

Account Type: Store Account

Reorder Level:

Description:

Taxable:

Prices include Tax:

Is Service Item (Does not have quantity?):

Allow Alt Description:

Item has Serial Number:

<http://www.mysattic.com/POS/index.php>

Customers **Items** Item Kits Suppliers Reports Receivings Sales Employees Gift Cards Store Config Locations Consignors Logout

Choose avatar

Pricing and Inventory

Cost Price (Without Tax):

Selling Price:

Close Out: Fixed Price

Christmas: Fixed Price

Halloween: Fixed Price

Easter: Fixed Price

Fathers Day: Fixed Price

Logout

Promo Price:

Promo Start Date:

Promo End Date:

Override Default Tax:

Submit

UPC Code; Eleven digit number.

Product ID; **Not Required**

Item Name; Example **MensClothing**

Category; Example **Mens Clothing**

Account Type; a. **Supplier**
b. **Consignor**

Reorder Level; **1**

Description; **Mens Shirt**

Taxable; Check box (**Clothing is not Taxable**) Unchecked

Prices Includes Tax; **Unchecked**

Service Item; example is Delivery Service – Usually unchecked.

Allow Alternate Description; **Not required** - Used for Website Listing.

Item Has a Serial Number; Would not be required unless a Serial Number is needed.

Choose Avatar; **Not required.** Adding a picture of the item added into inventory.

Quantity: 1

Cost of Price Without Tax; Required - Whole sale price

Selling price; Required - Usually 50 percent more than the Whole Sale Price.

Closeout Price; Optional

Item Id	UPC/EAN/ISBN	Item Name	Category	Cost Price	Selling Price	Quantity	Inventory	Edit
404	31313131311	LadiesClothing	Ladies Clothing	\$0.00	\$3.00	1	Inventory	Edit
405	41414141411	MensClothing	Mens Clothing	\$1.50	\$3.00	1	Inventory	Edit
406	51515151511	GirlsClothing	Girls Clothing	\$0.00	\$3.00	1	Inventory	Edit
407	62626262621	BoysClothing	Boys Clothing	\$0.00	\$3.00	1	Inventory	Edit
408	81818181811	ToysGames	Toys	\$0.50	\$1.00	1	Inventory	Edit
409	24242424241	Housewares	House Wares	\$2.00	\$4.00	1	Inventory	Edit
410	13131313131	Furniture All	Furniture	\$10.00	\$20.00	1	Inventory	Edit

Lets continue with Items, after the product has been added into inventory you will be able to print a barcode for the product.

This barcode will be used at the cash register when selling the product

(See Sales Page 60).

ITEM LAYOUT AND FIELDS

The screenshot displays the 'Items' management page in a POS system. The page features a sidebar with navigation options and a main content area with a search bar and a table of items. The table has the following columns: Item Id, UPC/EAN/ISBN, Item Name, Category, Cost Price, Selling Price, Quantity, and Inventory. Two items are listed:

Item Id	UPC/EAN/ISBN	Item Name	Category	Cost Price	Selling Price	Quantity	Inventory
350	25251	Playstation 3	Item	\$50.00	\$100.00	-1	Inventory
351	25251 - 2	Playstation 3 350 - 2	Item - 2	\$50.00	\$100.00	0	Inventory

The layout of each Product by Category in Item page is similar, which makes it a little easier to learn and use.

View Item Page

The screenshot shows the 'Items' page in a POS system. The page has a dark blue header with the POS logo and user information. A sidebar on the left contains navigation links for Dashboard, Customers, Items, Item Kits, Suppliers, Reports, Receivings, Sales, Employees, Gift Cards, Store Config, Locations, Consignors, and Logout. The main content area displays a table of items with the following columns: Item Id, UPC/EAN/ISBN, Item Name, Category, Cost Price, Selling Price, Quantity, Inventory, and Edit. The table contains 10 rows of data.

Item Id	UPC/EAN/ISBN	Item Name	Category	Cost Price	Selling Price	Quantity	Inventory	Edit
404	31313131311	LadiesClothing	Ladies Clothing	\$0.00	\$3.00	1	Inventory	Edit
405	41414141411	MensClothing	Mens Clothing	\$1.50	\$3.00	1	Inventory	Edit
406	51515151511	GirlsClothing	Girls Clothing	\$0.00	\$3.00	1	Inventory	Edit
407	62626262621	BoysClothing	Boys Clothing	\$0.00	\$3.00	1	Inventory	Edit
408	81818181811	ToysGames	Toys	\$0.50	\$1.00	1	Inventory	Edit
409	24242424241	Housewares	House Wares	\$2.00	\$4.00	1	Inventory	Edit
410	13131313131	Furniture All	Furniture	\$10.00	\$20.00	1	Inventory	Edit

The Item page list all the Product (Items) by UPC, Item Name, Category, Price and Quantity.

Each Item also has a “Inventory Link” and a “Edit Link” if you require additional information about the product listed on the Item Page, or need to make a correction. these links are located to far right of the product or each line Item.

Inventory Tracking Data - (Inventory Link)

The screenshot displays the 'Inventory Data Tracking' interface. The top navigation bar includes 'POS', 'Welcome James Cassidy!', '12:50 pm 08/13/2016', 'Settings', and 'Logout'. The left sidebar lists various system functions, with 'Items' selected. The main content area is titled 'Inventory Data Tracking' and contains a form for entering item details. The form fields are as follows:

UPC/EAN/ISBN:	62626262621
Item Name:	BoysClothing
Category:	Boys Clothing
Account Type:	Supplier
Supplier:	Bos Attic Consignment and Thrift Shop (Bo Attic)
Current Quantity:	1
Inventory to add/subtract:	
Comments:	

A 'Submit' button is located below the form. At the bottom of the page, a table displays the tracking data:

Inventory Data Tracking	Employee	In/Out Qty	Remarks
08/11/2016 06:52 pm	James Cassidy	1	

When adding a product into inventory, you may want to change the quantity or view who supplied / consigned the product and edit the quantity.

In the Items Page view, to the far right of the line item you will see two Links;

a. Inventory

b. Edit

Selecting the Link "Inventory" will allow you to view Inventory Tracking Data.

Inventory Tracking Data - Item Information fields listed are as follow;

a. UPC Code

b. Item Name

c. Category

- d. Account Type; Supplier or Consignor
- e. Current Quantity
- f. Inventory - Add or Subtract Quantity
- g. Comments
- h. Submit Button (Input your changes)
- i. Employee, Date / Time
- j. In/Out Qty
- k. Remarks.

Note: Once you click the Submit Button, be patient it takes a few seconds to write and save your changes into the BOSPOS system.

The BOSPOS is a smart Point of Sale Software,

In that it can remember where you left off, if the unexpected happens.

To reduce or increase the quantity use a negative number to reduce

Example -1, and to increase add 1. Left click the Submit Button to complete the transaction.

It is recommended to add remarks anytime you make adjustments to the inventory. Adding remarks will assist others in why changes were made.

ITEM EDIT LINK (EDIT)

The ITEM EDIT LINK allows you to revisit a product already added into inventory.

You can edit any of the fields. Select the Submit Button to complete your transaction.

Adding remarks will assist others in why changes were made.

How to Print a Barcode for an Item added into inventory.

The screenshot shows the 'Items' management interface. At the top, there's a search bar and a dropdown menu for categories. Below that, a table lists items with columns: Item ID, UPC/EAN/ISBN, Item Name, Category, Cost Price, Selling Price, Quantity, and Inventory. Two items are shown: 'Playstation 3' (ID 350, UPC 25251) and 'Playstation 3 350 - 2' (ID 351, UPC 25251 - 2). Each row has a checkbox in the first column. To the right of the table, there are buttons for 'New Item', 'Bulk Edit', 'Barcode Labels', 'Barcode Sheet', 'Excel Import', 'Excel Export', 'Delete', and 'Cleanup Old Items'.

Check the small “Box” next to each item by placing your mouse over the box and Left click. This will place a check into the box. Select Barcode Label or Barcode sheet. **The Barcode Tab will not become active until after you check a box.**

The bar code will display and you will have option to print barcodes as needed.

Each Barcode will display the following

- Item ID
- Price
- Item Name
- Hidden field in the barcode not viewable is the Consignor Account.

The hidden field will tell the BOSPOS the Consignor Name and Account.

Bos Attic Consignment and Thrift
Shop



00000000350

\$100.00: Playstation 3

Bos Attic Consignment and Thrift
Shop



00000000351

\$100.00: Playstation 3 350 - 2

Barcodes will be attached to the Item and placed on the Floor for Sale.

When selling the item you will scan the barcode and the BOSPOS “Sales Module (Category)” will process the transaction.

PRINTING BARCODES

Printing your barcodes requires a printer to be already installed into the Windows Operating system.

The BOSPOS system is designed to locate the installed printers in Windows 7 and above.

Printer that could be installed are;

- a. Printer for Report 8.5 x 11 paper size
- b. Barrel BarcodeTag Printer for Jewelry
- c. Barcode Printer standard labels

Printer Setup

Printer Setup can be challenging at times. Please use your Printer device manual to setup the printers. Each printer can be setup for different functions

i.e. Receipts, Barcodes, Jewelry Tags, etc.

Note; When accessing the BOSPOS system having the Barcode or Receipt in

View. Go to File at the top left of the web page, scroll down to “Page Setup”.

Page Setup (Webpage)

The Default Margins are as follows;

1. Orientation of Paper “Portrait”
2. Shrink to Fit Unchecked
3. Margins Left, Right, Top, Bottom Set to 000
4. Headers and Footers Set to “Empty”
5. Change Font - No change “unless you know the Font”

Don't forget to click OK, Apply and Save if applicable. Sometimes a restart of your computer can help if the changes are not working.

Note: Start with these setting – Make adjustments as needed. You may need to google for additional information.

Item Search

Item Search will assist in locating a product by Category, and Name. This function greatly speeds up the locating of an item for editing, deleting, printing barcodes and quantity in stock. The BOSPOS is a smart Point of Sale Software, in that it can remember where you left off, if the unexpected happens.

POS
www.PipeSoftware.com

Dashboard
Customers
Items
Item Kits
Suppliers
Reports
Receivings
Sales
Employees

Items

Dashboard > Items

Search Items

List of Items

<input type="checkbox"/>	Item Id	UPC/EAN/ISBN	Item Name
<input type="checkbox"/>	407	62626262621	BoysClothing

Please visit our w

New Item Bulk Edit Barcode Labels Barcode Sheet Excel Import Excel Export **Delete** Cleanup Old Items

clear search 15

Cost Price	Selling Price	Quantity	Inventory	
\$0.00	\$3.00	1	Inventory	Edit

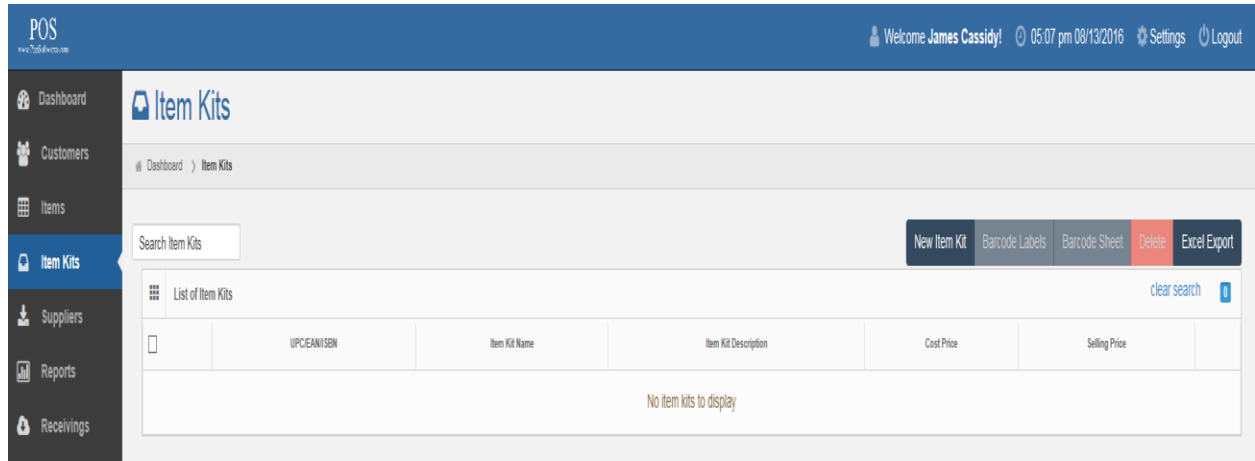
Its important to Clear your search after you are done.

LINK CATEGORY: ITEM KITS

Item Kit is another way to enter several products that should be grouped

together and sold as a “Item Kit”. A good example of this would be a Living Room Suite (several pieces of furniture to be sold as one transaction).

Adding a Item Kit to inventory is similar practice as entering Items into inventory.



Here is the New Item Kit Form for adding grouped items into inventory.

POS
www.720k.com

Welcome James Cassidy! 05:08 pm 08/13/2016 Settings Logout

New Item Kit

Dashboard > Item Kits > New Item Kit

Fields in red are required

Item Kit Info

Item Kits are made up of 1 or more items to see as a group. Add your first item using the below field.

Add Item:

Items added

Delete	Item	Quantity
--------	------	----------

UPC/EAN/ISBN:

Product ID:

Item Kit Name:

Category:

Item Kit Description:

Prices include Tax:

Cost Price (Without Tax):

Selling Price:

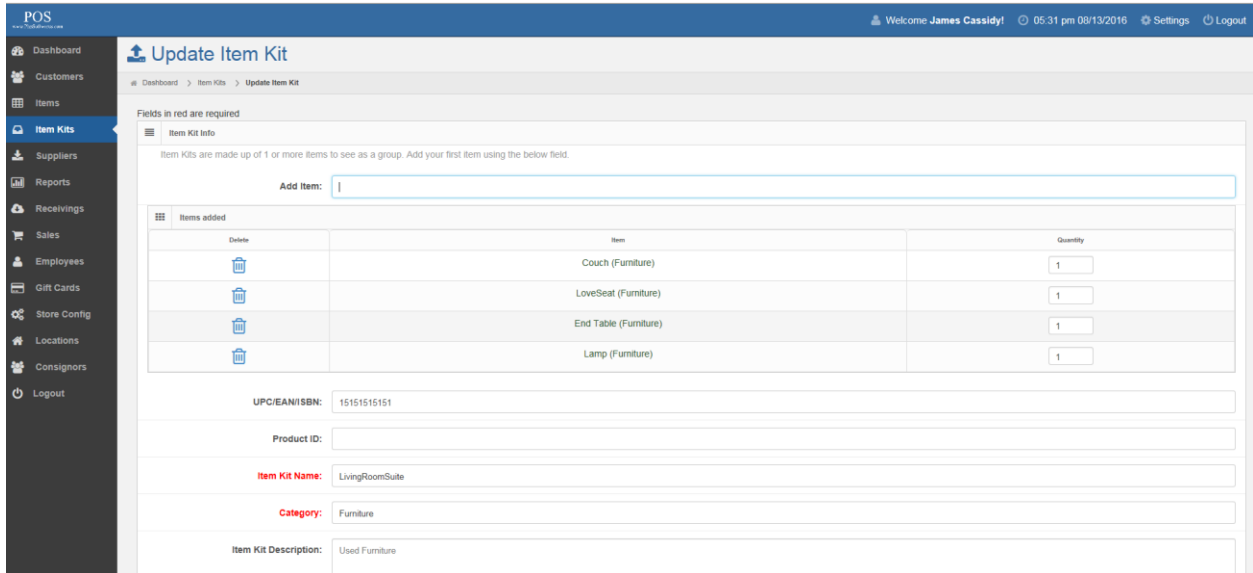
Close Out:

You notice the Red Arrow showing where you group several products together. The remaining fields are the same as New Item Form.

Grouping Items and adding Item Kit

The product must already be in inventory in order to group them together.

See the example below;



POS
www.bospos.com

Welcome James Cassidy! 05:31 pm 08/13/2016 Settings Logout

Update Item Kit

Dashboard > Item Kits > Update Item Kit

Fields in red are required

Item Kit Info

Item Kits are made up of 1 or more items to see as a group. Add your first item using the below field.

Add Item:

Delete	Item	Quantity
	Couch (Furniture)	<input type="text" value="1"/>
	LoveSeat (Furniture)	<input type="text" value="1"/>
	End Table (Furniture)	<input type="text" value="1"/>
	Lamp (Furniture)	<input type="text" value="1"/>

UPC/EAN/ISBN:

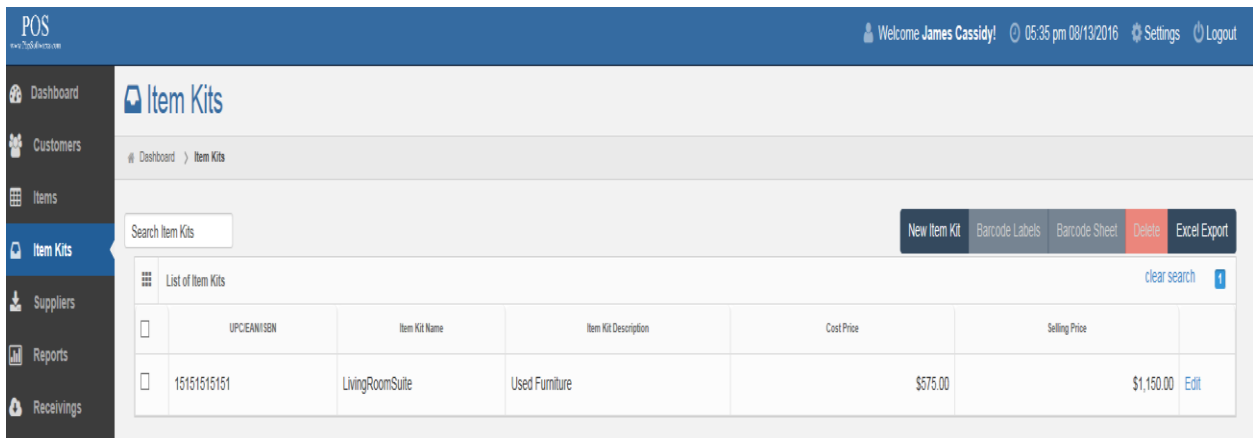
Product ID:

Item Kit Name:

Category:

Item Kit Description:

Complete the Item Kit form and left click on the submit button. The BOSPOS system will add all the items together and give you a whole sale and retail cost.



POS
www.bospos.com

Welcome James Cassidy! 05:35 pm 08/13/2016 Settings Logout

Item Kits

Dashboard > Item Kits

Search Item Kits

New Item Kit Barcode Labels Barcode Sheet Delete Excel Export

List of Item Kits clear search

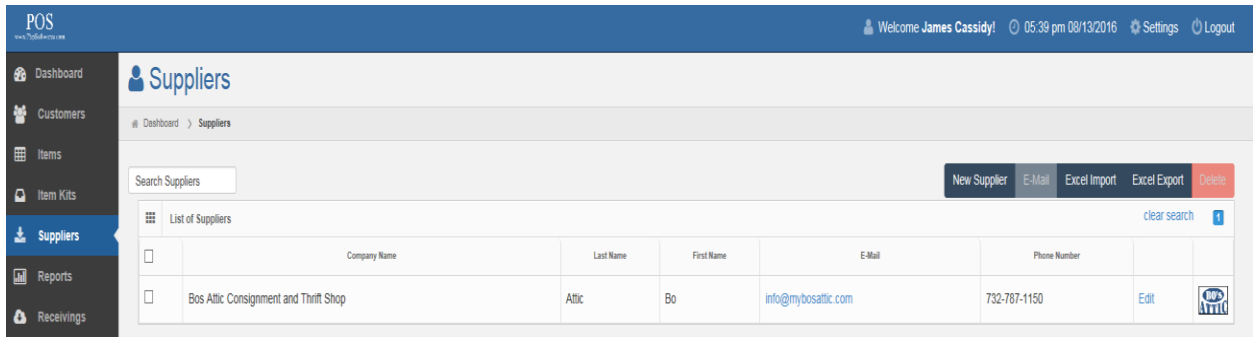
	UPC/EAN/ISBN	Item Kit Name	Item Kit Description	Cost Price	Selling Price	
<input type="checkbox"/>	15151515151	LivingRoomSuite	Used Furniture	\$575.00	\$1,150.00	Edit

Complete the processes by printing the bar code for the Item Kit.

LINK CATEGORY: SUPPLIERS

Suppliers are companies that regularly supply product to the store for sale.

The BOSPOS keep tracks of what product a Suppliers brings.



The most common supplier is Bos Attic. The store provides several different products for sale.

ADDING A SUPPLIER

Adding a supplier is no different from adding a Customer. The functionality is also similar to a Customer Account. See the Screen Shot below.

We will discuss Suppliers again in the Items Link / Category.

REPORTS

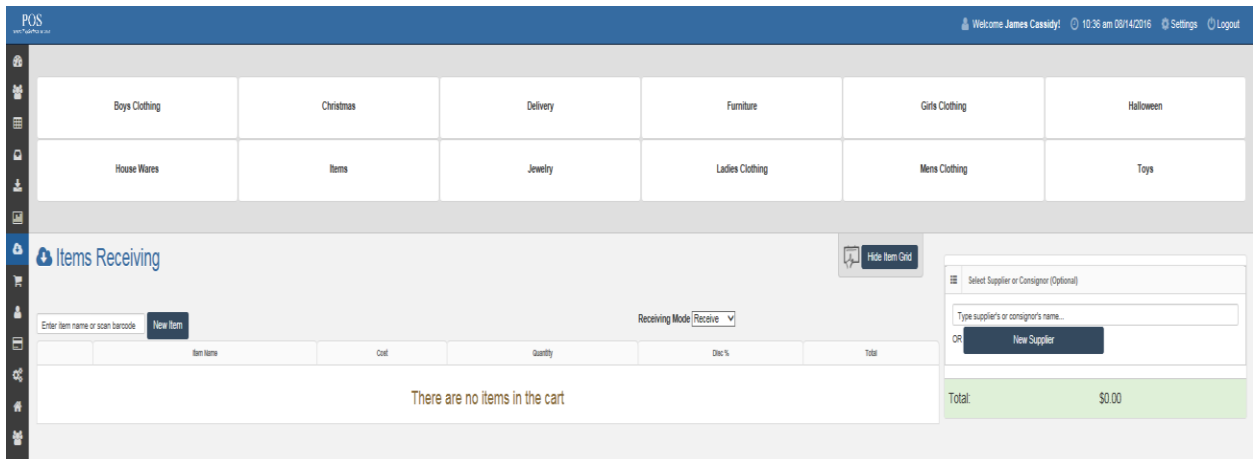
Reports will be used for administration purposes. See Administration in the back of the manual.

LINK CATEGORY: RECEIVINGS (Item Receiving)

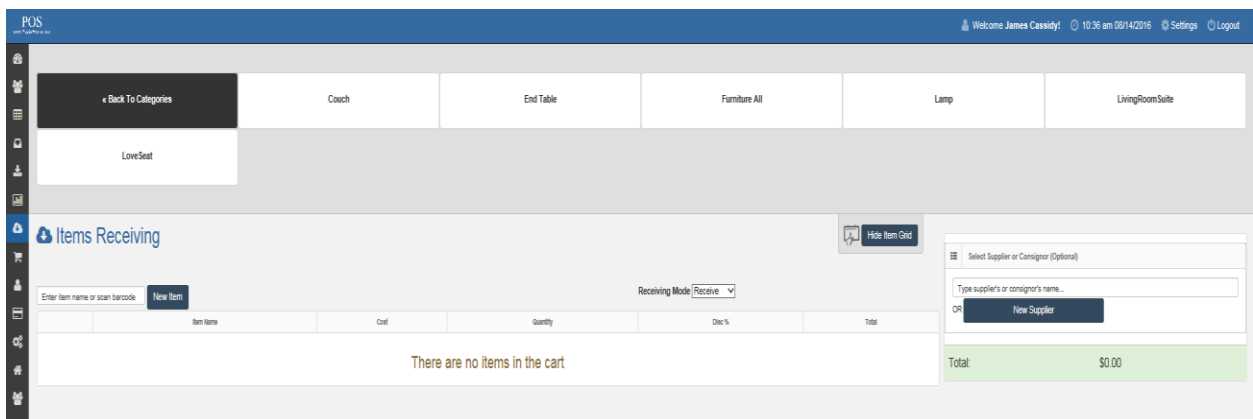
The screenshot displays the 'Items Receiving' screen in a POS system. At the top left, the POS logo is visible. The main header area includes 'Items Receiving' and a 'Show Item Grid' button. Below this, there is a search bar with a 'New Item' button and a 'Receiving Mode' dropdown menu currently set to 'Receive'. A table with columns for 'Item Name', 'Cost', 'Quantity', 'Disc%', and 'Total' is shown, with the message 'There are no items in the cart' centered in the table area. To the right of the table, there is a 'Select Supplier or Consignor (Optional)' section with a text input field for the supplier's name and a 'New Supplier' button. Below this, a 'Total' field displays '\$0.00'. The top right corner of the interface shows the user's name 'Welcome James Cassidy!', the date and time '10:36 am 03/14/2016', and links for 'Settings' and 'Logout'.

[Visit Tutorial: Consign Items using Receiving Category \(Items Receiving\)](#)

Receivings is a quick way of Consigning Inventory. The concept is to use existing items in The Show Item Grid (Listing of Inventory). The “**Receive Mode**” dropdown list” will be changed from **Receive “Default Value”** to **Consign**.

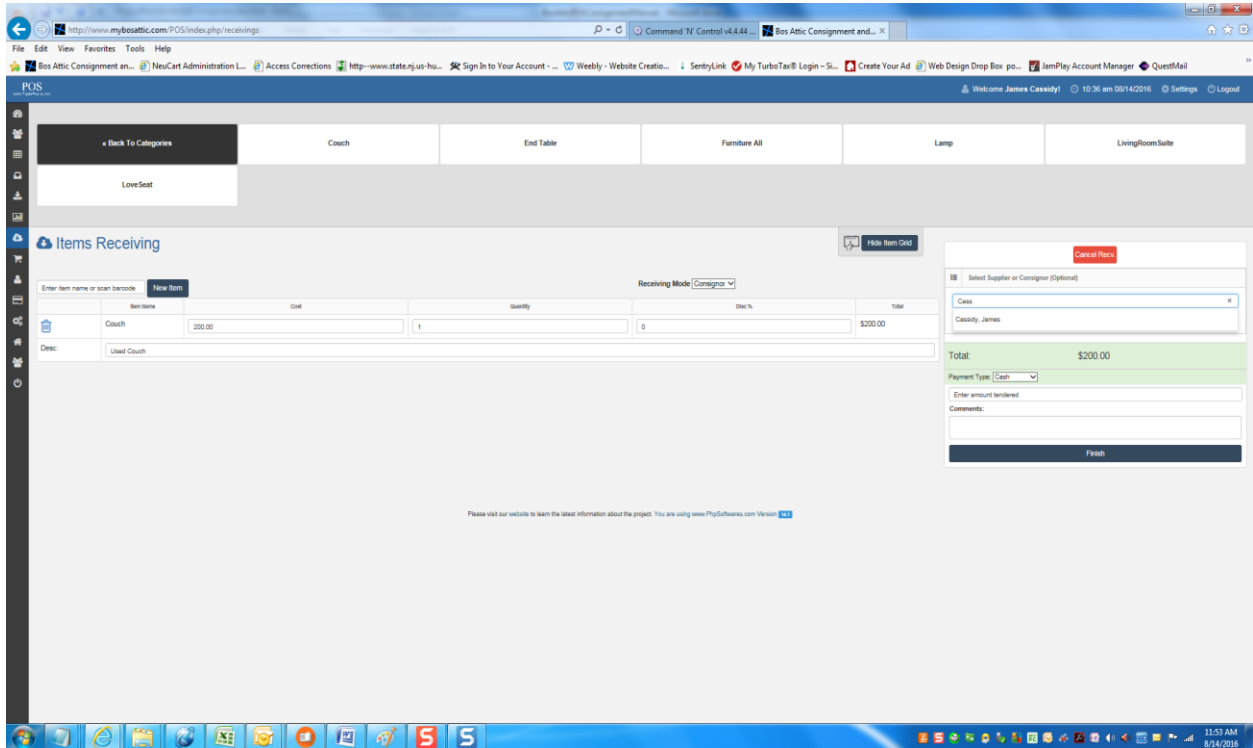


By selecting a Category in Show Item Grid (left mouse click) you will be given access To the inventory. By selecting a product in the Category (closely similar to the Item you are Consigning) and selecting the Consignor from the “Add Consignor Field” you can assign a Consignors.

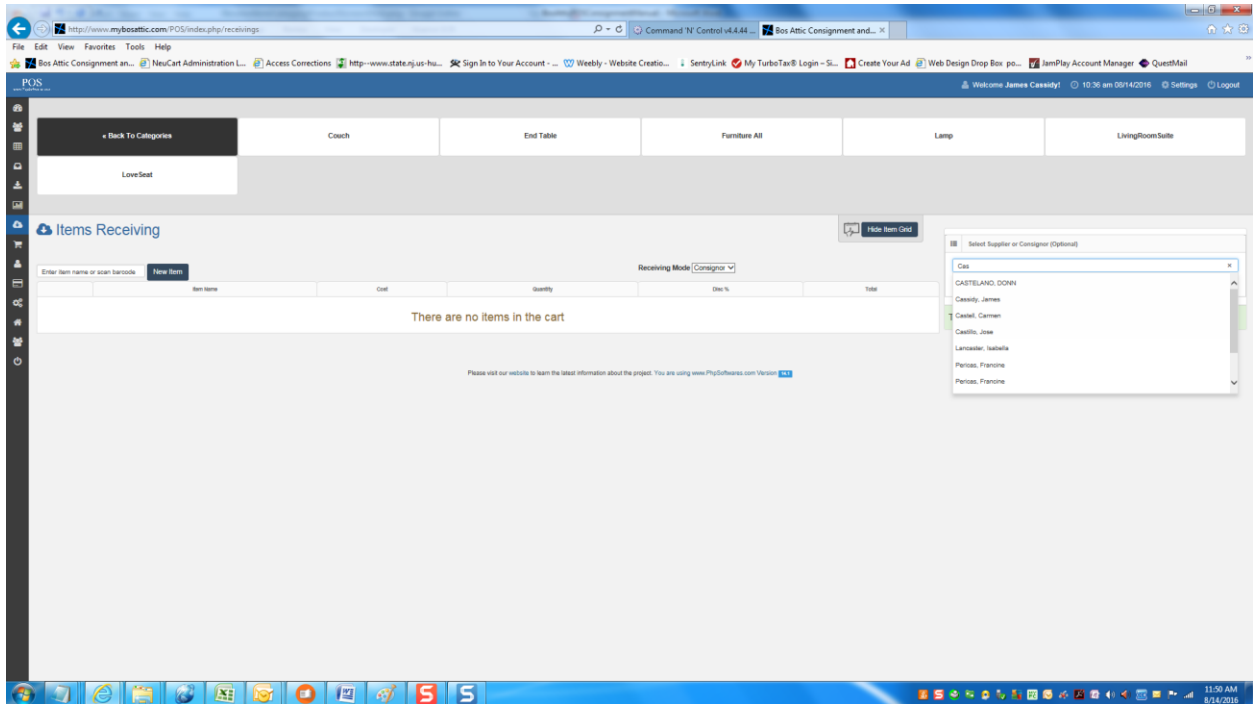


Each item you add to the Item Cart can be updated. You can change the price,

quantity, and description. When you are finished adding items to the cart, select the Finish Button. The system will generate a Receive Item Receipt (RECV ###) with the option to print barcodes for the Items in your Cart.



Screen Shot Adding a Consignor;



The Show Item Grid will give you access to the existing inventory. (See Screen Above)

The Item Receiving Fields are;

- a. Receiving Mode
- b. Add Consignor
- c. Show Item Grid
- d. Item Cart
- f. Total

Receiving Mode Menu

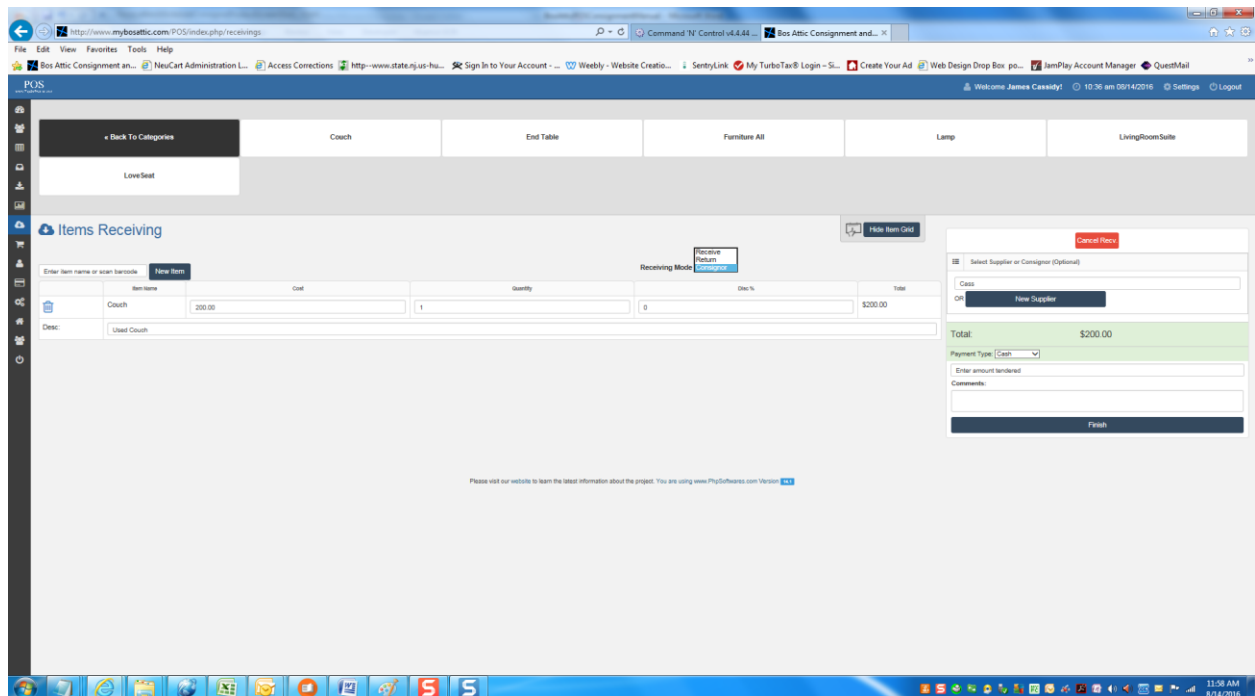
Let talk about Receiving Mode Menu.

The Receiving Mode has three options;

1. Receive (For Suppliers)
2. Return (Return a purchase)
3. Consignor (Consign an Item)

When using the Receive Items Link to consign inventory, its important to Change the Receiving Mode Menu from “Receive” to “Consign”.

Adding Item to Cart:



The Receive Item Receipt (RECV ###) provides the following information.

- a. Consignors Name
- b. Whole sale cost of each item
- c. Quantity
- d. Date and Time
- e. Employee who added the items into inventory
- f. Print Barcode Labels Button

g. Print Receipt Button

h. New Receiving Button

See Example of Receive Item Receipt.

Receiving ID is stored into the system for future retrieval.

Consignor: (JIM BELLACH)
Receiving ID: RECV 397
Employee: James Cassidy

Consignors' Name

Items that are being Consigned to Jim Bellach

Item

Item	Price	Qty.	Disc %
Housewares 409 - 3 House Wares	\$4.00	1.0000000000	0
GirlsClothing 406 - 6... Girls Clothing	\$3.00	1.0000000000	0

Whole Sale Costs:

Quantity

Print Receiving Receipt

Print

New Receiving

Barcode Labels

Consign addition Items

Print Barcodes and attach to the product.

Receiving ID Barcode

RECV 397

Please visit our website to learn the latest information about the project. You are using www.PhpSoftwares.com Version 14.1

Although there seems to be a lot of information here. It really is not. Your eyes will scan over the Receipt quickly over time to confirm you have processed the consignors items. **Review the Consignor Tutorial at the start of Receiving Items.**

CATEGORY / LINK; SALES

Selling your product is the rewards of all the hard work to operating a store.

The “Sales” is where we scan the barcodes of the Consignor Item. Process the Transaction of the Sale. Identify past purchases the customer has made. Open and Close the Sales Cash Register, Balance and Logout at the end of your Shift.

Returning Products

Returning products that have been sold is on a case by case basis.

Bos Attic does not offer any warranty on goods sold.

Great Customer service is to listen, provide options, escalate to (management), and as a last resort say no to the Customer regarding their concerns or return.

How to process a sale through the “Sales” Link. From the Dashboard, Click on the Sales Link. You will be required to enter an amount of Monies to open the Sales register. If your are opening the Sales (Cash Register) **with no funds, enter “0.00”** this is especially applies to BOSPOS Training System.

See Screen Shot of “Sales Link – Opening Amount”

POS
Welcome James Cassidy! 11:37 am 08/23/2016 Settings Logout

Opening amount

Dashboard > Sales

Please enter an opening amount to get in the sales register

Opening amount:

Submit

Please visit our website to learn the latest information about the project. You are using www.PhpSoftwares.com Version 1.1

After you have entered the Opening Amount of Cash, left click on “Submit”.

The BOSPOS Sales Register will now be available. Using your barcode scanner or by selecting the “SHOW ITEM GRID”, you can left click and select an Item to be added to the Sales Cart. Sales Mode default is “Sales” .

Sales Mode Options;

1. Sales
2. Return
3. Store Account

The Sale Cart will display the following information;

- a. Item ID
- b. Item Name (The Item Name is also a Link – Additional Details)
- c. Stock (Quantity of Item in Inventory)

- d. Price (Selling Price)
- e. Quantity (How many of the Items you are selling)
- f. Discount
- g. Total.

Optional Select Customer Field

The Optional; "Select Customer Field" allows you to add the Customers Name and information to the Sales Receipt. This Option also will provide and store past purchases. This can be extremely helpful if a Customer was to return an item purchased.

How to use Select Customer Field. Simply type the Name of the Customer, or Account Number. If the Customer is listed in the BOSPOS Customer Database their Name will be available. **Remember this is Optional and is not required to Complete the Sales Transaction.** Left Click on their Name to apply.

ITEM TIERS:

Item Tiers options; indicates the Item or Items are CloseOut.

Processing the Payment

Lets now take a look at the processing of monies and printing a receipt for the Customer.

Each Item that is added to the Sales Cart the associated cost is added to;

- a. Item – "In Cart Field"
- b. Sub Total – "Sub Total Field"
- c. Total – "Total Field"

Taxes are applied and added to the Total Field.

Payment Options

The Sales Module also offers the option of paying by;

1. Cash (Default)
2. Credit Card
3. Check
4. Debit Card
5. Store Account (Managers Option Only)

Finalize the Sale

After selecting / submit a payment.

The BOSPOS system will ask you to confirm the sale.

Adding Comments to Sale

The option of a adding comments to the Sale Receipt is offered.

Enter your comments, and check the Comment box below.

BOSPOS notification is provided. You must select continue to complete the Sale.

Sale Receipt

A Sales receipt is generated after every sales. The BOSPOS system uses the default printer used by the Windows Operating System.

Note; Windows Operating system under “Devices and Printers” is where the BOSPOS Printers are available. BOSPOS system uses the Printer “Checked – Default”.

Printer Setup

Printer Setup can be challenging at times. Please use your Printer device manual to setup the printers. Each printer can be setup for different functions

i.e. Receipts, Barcodes, Jewelry Tags, etc.

Note; When accessing the BOSPOS system having the Barcode or Receipt in View. Go to File at the top left of the web page, scroll down to “Page Setup”.

Page Setup (Webpage)

The Default Margins are as follows;

1. Orientation of Paper “Portrait”
2. Shrink to Fit Unchecked
3. Margins Left, Right, Top, Bottom Set to 000
4. Headers and Footers Set to “Empty”
5. Change Font - No change “unless you know the Font”

Don't forget to click OK, Apply and Save if applicable. Sometimes a restart of your computer can help if the changes are not working.

Note: Start with these setting – Make adjustments as needed. You may need to google for additional information.

Sales Receipt

The sales receipts is very important step in completing the Sale.

The Sale Receipts provides the following information;

- a. Store Name
- b. Date and Time of Sale
- c. Customers Name (Optional)
- e. Sales ID Number
- f. Employee - signed in to the BOSPOS system

- g. Item Name
- h. Quantity
- i. Cost
- j. Monies Tendered
- k. Type of Transaction - Credit Card, or Cash, or Debt Card
- l. Terms and Conditions of the Sale “Warranty if any”
- m. Sales Code for Reporting Purposes.

Please provide a Sales Receipt with every purchase.

Options: Sale Receipt can be Emailed to customer if Email is on file.

CATEGORY / LINK CONSIGNORS (ACCOUNT)

Consignors' Account is simply an Account that has been created for a Consignor who is going to sell his/her product in Bos Attic Consignment and Thrift Store.

THEY ARE NOT CUSTOMERS - SEE CATEGORY CUSTOMERS FOR MORE DETAILS.

How It Works - From the BOSPOS Dashboard select “Consignors”.

Your Options are;

- a. New Consignor (Add Consignor)
- b. Import or Export (Managers Option)

- c. Edit (make changes to Consignors Account)
- d. Pay (Process a Payment to a Consignor – Manager Only)
- e. Delete (Delete Consignors Account – Manager Only)
- f. Cleanup Old Consignors (Managers Option)

Adding a Consignors Account – Simply complete the following fields and submit.

All Fields in Red must be completed in order to submit.

The screenshot shows the 'New Customer' form in the POS system. The form is titled 'New Customer' and has a 'Submit' button at the bottom. The form fields are as follows:

- First Name:
- Last Name:
- Email:
- Phone Number:
- Phone Number 2:
- Choose Address:
- Address 1:
- Address 2:
- City:
- State/Province:
- Zip:
- Country:
- Comments:
- Company Name:
- Account #:
- Taxable:
- Tier Type:

Screen 2 New Consignor

The screenshot shows the 'New Consignor' form in the POS system. The form is titled 'New Consignor' and has a 'Submit' button at the bottom. The form fields are as follows:

- Address 1:
- Address 2:
- City:
- State/Province:
- Zip:
- Country:
- Comments:
- Company Name:
- Account #:
- Consignor Split:
- Tier Type:

Consignors Account # and Consignor Split Fields

After completing the fields in Red (Name First and Last), you will want to check the Account # field and Consignor Split field. Both the Account # and Consignor Split fields information will be provided by your supervisor or Manager.

Consignors Account Contact Information

Fields that will provide Consignors Contact Information is highly recommended, but Not mandatory for adding a New Consignor to the BOSPOS System.

Consignors Account Email Address

Asking for the Consignors Email address is extremely important. Email Address is the primary way of communicating with the Consignor regarding Account changes, Sales, Emailing a receipt from a purchase. Do ask for their Email Address when ever possible.

Consignors and Customers Differences

Understand the difference between a Consignor and a Customer is one of the most important pieces of information you will need to perform your work at Bos Attic Consignment and Thrift Shop.

Consignors

A Consignor will be getting paid for the Items they bring into Bos Attic Consignment and Thrift Shop.

Consignors have an Account #

Customers

A Customer is in Bos Attic Consignment and Thrift Shop purchasing Items.

Customers No Account #

Suppliers

See additional information under "SUPPLIERS"

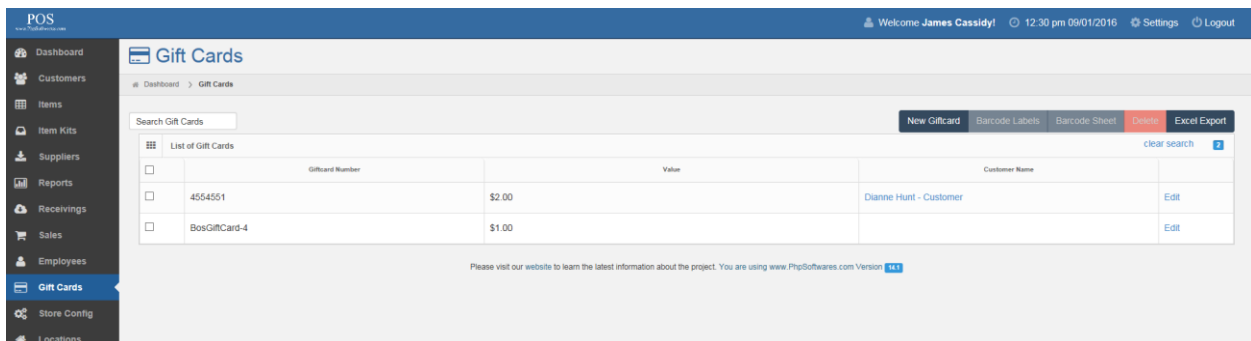
CATEGORY / LINK GIFT CARDS

Gift Cards are useful to Bos Attic Consignment and Thrift Shop and the Customer.

Gift Cards are a great purchase, when there is some doubt in what to buy someone.

Gift Cards are great Holiday Gift, easy purchase for the Giver and can bring a New Customer to the Shop.

[How it Works](#) From the BOSPOS Dashboard click on Gift Card. See the below screen shot of Gift Cards.



The Gift Card Screen has the following information;

1. New Gift Card (Add a Gift Card)
2. View existing Gift Cards.
3. Edit existing Gift Cards

[New Gift Card \(Creating A Gift Card\)](#)

Creating a GiftCard in the BOSPOS System, you would left click "New GiftCard".

See below Screen Shot.

The screenshot shows a web interface for creating a new gift card. The title is 'New Giftcard'. Below the title, it says 'Fields in red are required'. There are three input fields: 'Giftcard Number' (with a red border), 'Value' (with a red border), and 'Customer Name' (a dropdown menu with 'No Customer' selected). A 'Submit' button is located below the fields. The sidebar on the left contains navigation links: Dashboard, Customers, Items, Item Kits, Suppliers, Reports, Receivings, Sales, Employees, Gift Cards (highlighted), Store Config, and Locations. The top header displays 'Welcome James Cassidy!', the time '12:37 pm 09/01/2016', and links for Settings and Logout.

All fields in Red must be completed except Customer Name.

Gift Card Fields are;

- a. Gift Card Number Field (Example - 455000001GC) **Required**
- b. Value Field (Amount of the Card Example 5.00) **Required**

B1. If the Gift Card Value Field is 0.00, The gift card is not activated.

B2. Activate the Gift Card by adding the Value Amount. Must be more than 0.00

B3. Customer Name Need not be assigned to Activate Gift Card.

B4. Barcode can be printed and affixed to the Gift Card. (See Printing Barcode).

- c. Customer Name Field – Selecting the Customers Name from the Customer Account may not be possible, if the Customer purchasing the Gift Card is not listed in the “Category Link / Customers” Module.

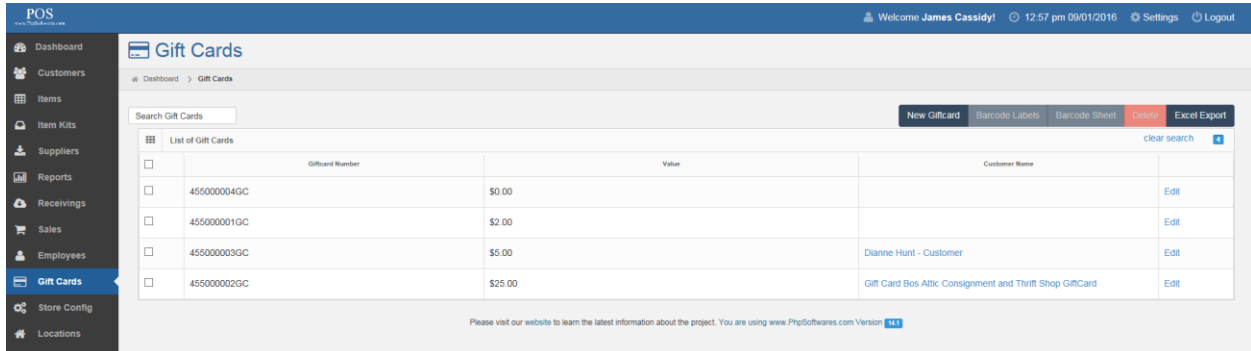
Your options are;

1. Leave the Customers Name Field blank.
 2. Add the Customer to BOSPOS Customers Module.
- d. Click Submit to add the Gift Card.

Barcodes and Gift Card

Generating a Barcode for your Gift is card easy. Select Gift Card from the Dashboard. Find you Gift Card by using search or scrolling through the Gift Card Name and associated Amount.

See Screen Shot below



The screenshot shows the 'Gift Cards' management page in a POS system. The page has a sidebar on the left with navigation options: Dashboard, Customers, Items, Item Kits, Suppliers, Reports, Receivings, Sales, Employees, Gift Cards (selected), Store Config, and Locations. The main content area is titled 'Gift Cards' and includes a search field for 'Search Gift Cards'. Below the search field is a table with the following data:

	Giftcard Number	Value	Customer Name	
<input type="checkbox"/>				
<input type="checkbox"/>	45500004GC	\$0.00		Edit
<input type="checkbox"/>	45500001GC	\$2.00		Edit
<input type="checkbox"/>	45500003GC	\$5.00	Dianne Hunt - Customer	Edit
<input type="checkbox"/>	45500002GC	\$25.00	Gift Card Bos Attic Consignment and Thrift Shop GiftCard	Edit

At the top right of the main area, there are buttons for 'New GiftCard', 'Barcode Labels', 'Barcode Sheet', 'Print', and 'Excel Export'. A footer note at the bottom of the page reads: 'Please visit our website to learn the latest information about the project. You are using www.PhpSoftwares.com Version 1.1.1'.

Locating Your Gift Card

To use the Search Field, Type in the Customers Name, or Value(Amount), or Gift Card Number. I.e. All Gift Cards Start with 455 and end with GC.... There are eleven characters to a Gift Card similar to UPC barcode. Gift Card Numbers are assigned by management. To print a barcode for your Gift Card Check the box at the far left for your Gift Card. The Barcode Label Button will be available to left click.

Note: The Barcode Button is to the right of " New GiftCard Button"

See Screen shot below.



BarCode Label Below.



Your barcode will display in a webpage. The next step would be to print your barcode. Choose File at the top of the Web Page, scroll down to Print, choose your printer and left click print. Affix the barcode to your Gift Card and is ready for use.

Redeeming a Gift Card

When a gift card is presented to the cashier as payment. The cashier will select Payment Type "Gift Card" and confirm the amount of the purchase. By making a mental note of the purchase amount and then scanning the Barcode on the Gift Card you will see what amount from the Gift Card was applied towards the purchase. The BOSPOS system will automatically remember the balance on Gift Card. The Customers Sale Receipt will also show the Gift

Card amount applied and the remaining balance for future use.

Currently there is No expiration date on BOSPOS Gift Cards.

As a courtesy the Cashier should write the remaining balance of the Gift Card on the Front of the Gift Card.

Do Not Write on the Barcode

