

BNODY

Point **O**f **S**ale

User Manual

بنودبي

BNODY.COM

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Bnody POS

Bnody Point of Sale is an advanced programming answer for improving and managing all your business operations related to point of sale, and for simplifying crucial daily business operations with greater proficiency.

BNODY POS serves as the central component for your business, it covers each part of Point of Sale operations from invoice creating with different payment methods and different billing styles to invoice printing, invoice return, drawer handling and much more.

Main features of Bnody POS are:

- Bnody POS is compatible with any device.
- Bnody POS is based on a smart user-friendly interface that any company can use without difficulty. Because it's extremely flexible, secure and friendly, you can configure Bnody POS to meet your precise needs.
- Bnody POS keeps on working even if your connection is lost. Although an internet connection is necessary to start the Point of Sale, it will still be functioning even when your internet connection is lost.
- Bnody POS supports Barcode Nomenclatures, which determine the mapping and interpretation of the encoded information. You can configure your own barcode structure by giving measurements. Make a rule and print bar code labels easily from our print barcode setup.
- You can add discounts that will be applied to all the items in a customer's basket or to particular items only.
- Add can add notes that will be shown on your customer's receipts to let them know about care guidelines, special offers and discounts.

BNODY
Point Of Sale
User Manual

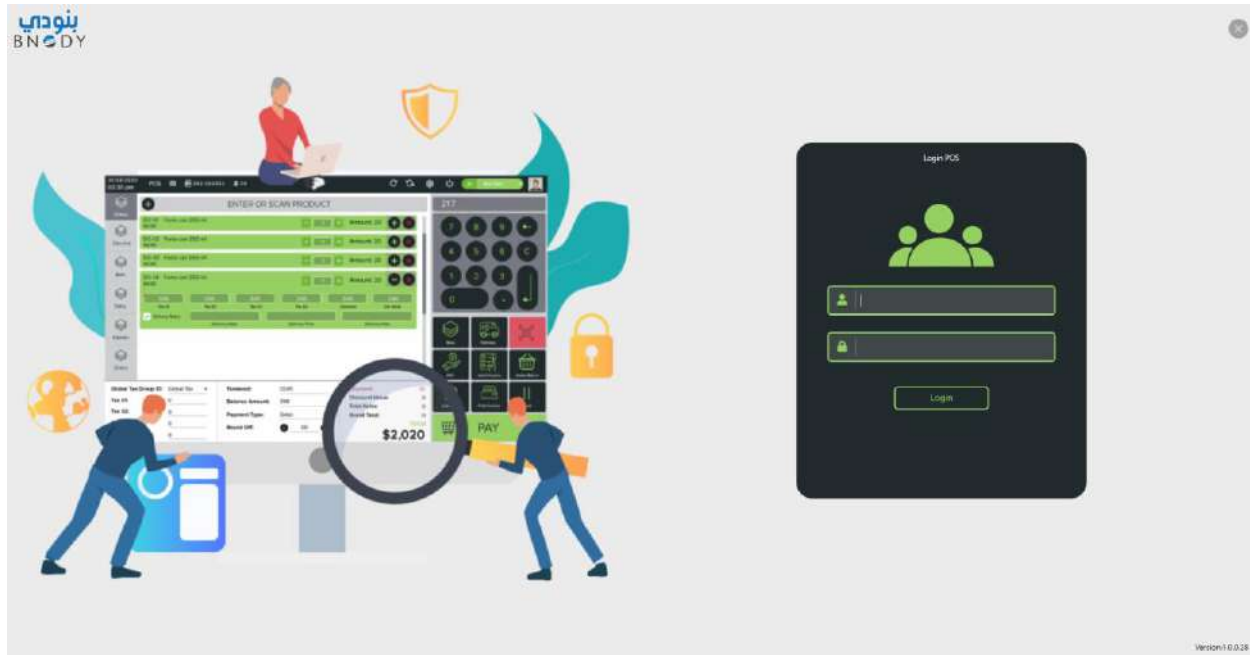
In the user manual we will see how you can easily get all these benefits from bnody POS.

Let's Start:



Login:

To begin using Bnody Point Of Sale application. Click on Bnody icon on your desktop to login, This window will appear on your screen.

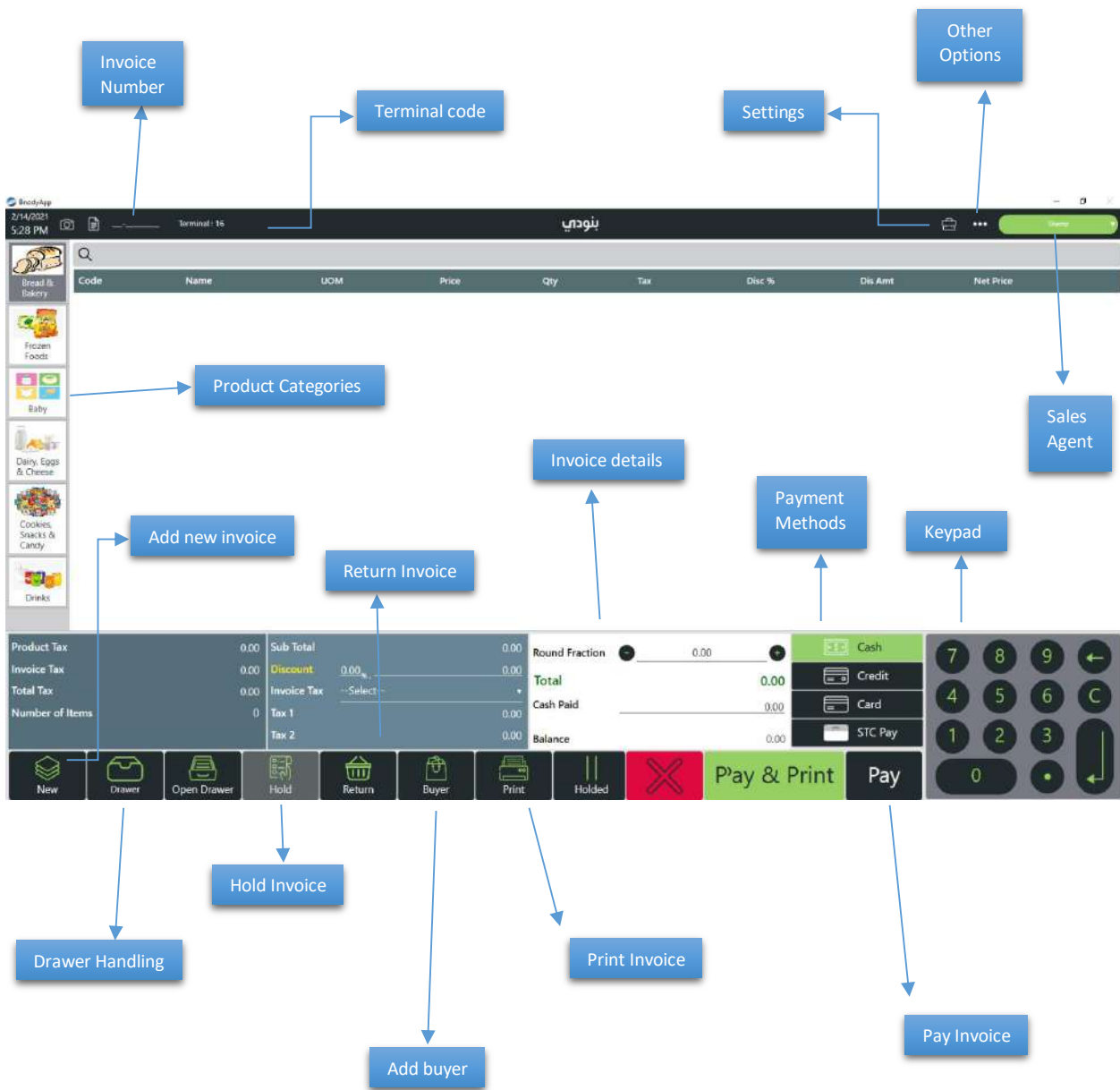


Enter your username and password here and press Login.

When you click login, the software will ask you for a terminal code, type your terminal code and press "OK".

A dialog box titled "Terminal Code" with a close button (X) in the top right corner. The text "Required Terminal code" is centered. Below it, the label "Terminal Code" is followed by a text input field containing the number "2". At the bottom, there are two buttons: a green "OK" button and a red "CANCEL" button.

This window will appear when you log in successfully.

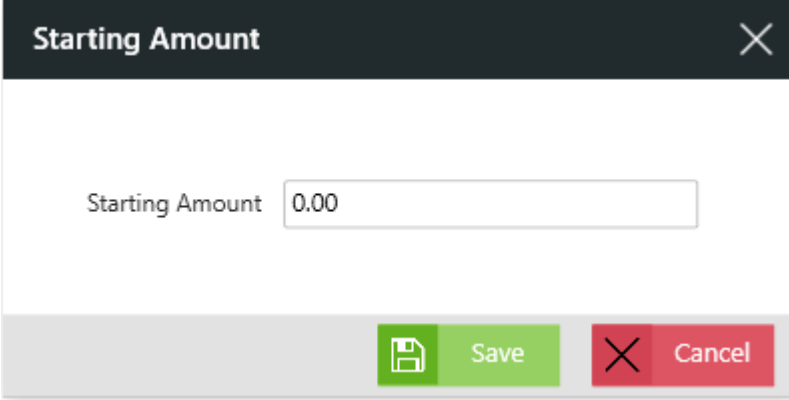


Bnody POS User Interface

The user interface of Bnody POS is very smart, simple, user-friendly and easy to understand.

Starting Amount:

After the login process is complete, you have to enter “Starting Amount in the drawer” before any transaction. This popup will appear on your screen when you will start making your first transaction.



Write down Starting amount in it. If there is no money in your drawer at the moment, write Zero '0', otherwise enter the amount and then press “Save”.

Create invoice

Now we will see how to create sales invoice in Bnody POS.

Select / Add products

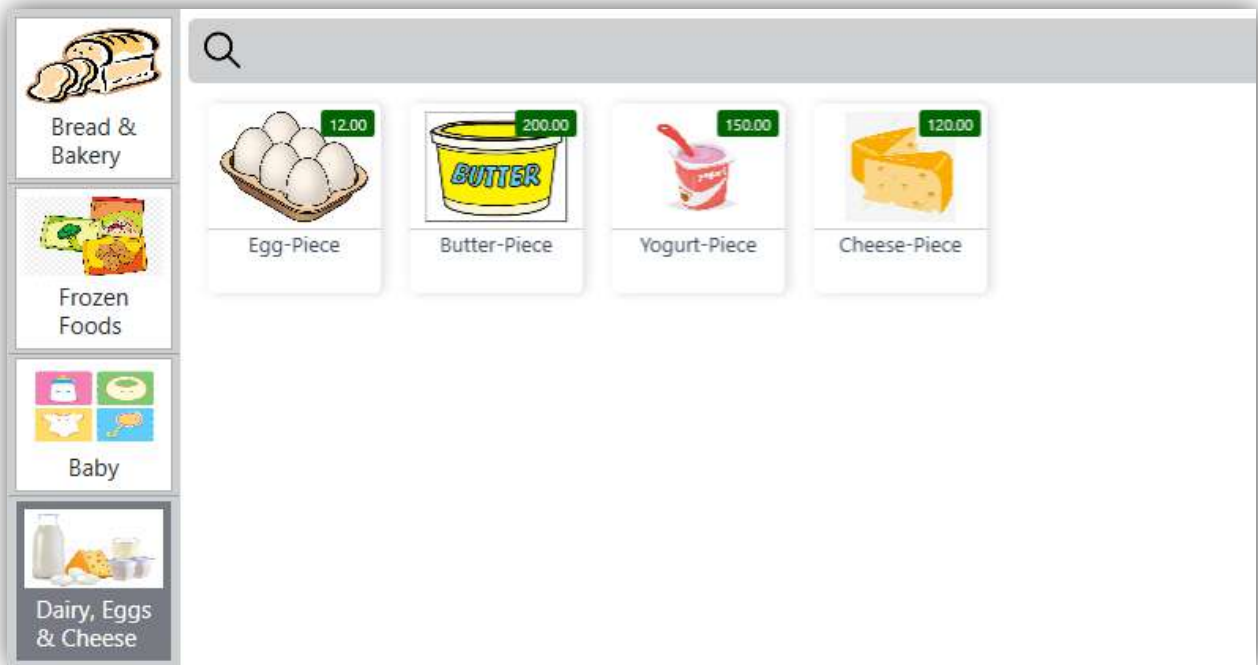
To create a sales invoice, let's first look at how to add products. You can add products in different ways according to your convenience. Like:

- By manually selecting products from categories.
- By using a barcode scanner.
- Or by searching using search option.

Now let's see all these in detail.

Method 1:

POS shows your products in different categories. As you can see in this picture.



Select category of the product you want. All products included in this category will appear on your screen.

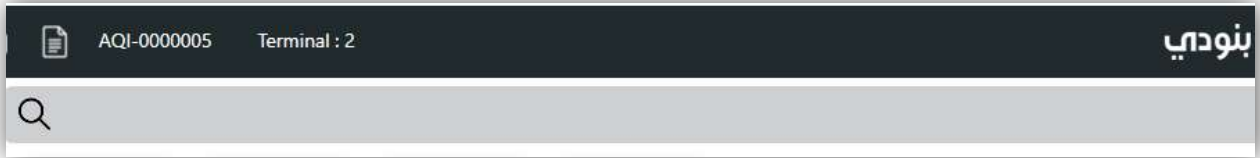
Now click on your desired product/products to add them into invoice.

Method 2 (Using a barcode scanner):

Bbody POS have a feature to add products into invoice via barcode scanner. Scan the product's barcode which you want to add into invoice with barcode scanner, the product will be added automatically to the invoice.



Instead of barcode scanner, you can also enter barcode manually. To do this, click on search bar, type Barcode or Product code from keypad and press Enter.



Method 3 (Search option):

You can also search for specific products. Click the Search icon to view this window on the screen.



Product Code	Product Bar Code	Name	Unit Name
--------------	------------------	------	-----------

- Write down name of your product or some components of its name.
- Click Search.
- Then choose the product from the list.
- And then click “SELECT” to add that product into invoice.

Product Code	Product Bar Code	Name	Unit Name
P-5	167135-2	Egg	Pet
P-5	269216-1	Egg	Piece

View invoice:

To see invoice click on invoice number (from top left side of screen).

All the important information about your selected items can be seen here. Such as quantity, UOM, price, taxes and discounts on products, etc.

Also here you can:

- Change products quantity.
- Mention discount percentage / amount.
- And can delete any product.
- POS shows the sales price defined on website, but you can change it from POS too.

The screenshot shows a POS interface with a header bar containing the invoice number 'AQI-0000102', terminal '2', the logo 'بنودبي', and the user name 'Umar'. Below the header is a search bar and a table of items. The table has columns for Code, Name, UOM, Price, Quantity, Tax, Discount %, Discount Amount, and Net Price. Two items are listed: 'Table' (P-20) and 'Chair' (P-21). Callouts point to various controls: 'Invoice number' points to the top left; 'Click on "X" button to delete product' points to the red 'X' buttons in the table; 'Click here to change sales price' points to the price field; 'From here you can change product quantity' points to the quantity field; 'Here you can add product discount' points to the 'In %' and 'In amount' fields.

Code	Name	UOM	Price	Quantity	Tax	Discount %	Discount Amount	Net Price	
P-20	Table	Piece	2000.00	- 1.00 +	0	0.00	0.00	2000.00	X
P-21	Chair	Piece	1000.00	- 1.00 +	0	0.00	0.00	1000.00	X

Add Customer

To add information about the consumer / buyer to the invoice, click "Buyer".



This popup will appear.

Buyer Info [X]

Search ADD

Phone/Code

Phone Name CCR

VAT ID Code

If you have already added buyer information, type Buyer code or Buyer Phone number in the search bar and click “Search”. Buyer's detail will appear.

Buyer Info [X]

Search ADD

Phone/Code

Phone Name CCR

VAT ID Code

Now press “Save”. This buyer will be added.

You can also add a new buyer, for that you have to:

- Select “Add”
- Write down the name of new buyer, phone number, CCR and VAT ID.
- Click “Add” button.
- And then click “Save”.

Buyer Info [X]

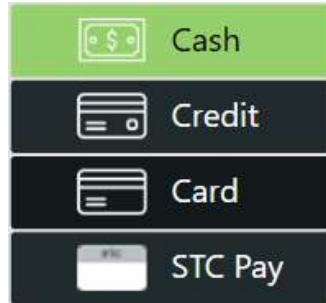
Search ADD

Phone Name CCR

VAT ID Code

Payment methods

Bnody POS offers you to use various payment methods, such as Cash, Credit, Card and STC payments.



Now let's see all these in detail.

Cash Payment:

After creating an invoice, you can see all the related information like Sub Total (It is the total amount before invoice tax and discount), Number of items in invoice, Taxes, and Discounts etc. in the boxes below.

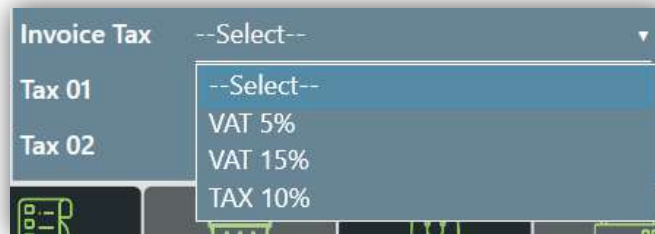
Product Tax	0.00	Sub Total	0.00	Round Fraction	- 0.00 +
Invoice Tax	0.00	Discount	0.00%	Total	0.00
Total Tax	0.00	Invoice Tax	--Select--	Cash Paid	0.00
Number of Items	0	Tax 1	0.00	Balance	0.00
		Tax 2	0.00		

Here you can add invoice discount

Here you can select Tax group

- You can also add here **Invoice discount** in the form of percentage or fix amount. (Invoice or bill discount is that discount that will be applied to all the items in a customer's basket)
- And you can also add here **invoice tax/taxes**.

- You can't define taxes on POS. To define taxes and tax groups, visit your domain from bnody's website where you can apply taxes in two ways, for individual products and for full invoice.
- On website you can add one or 2 taxes to a "Tax Group". And then you can apply these tax groups from POS. To do this, click on "--Select--" next to the invoice tax, a dropdown list of all tax groups will appear.



From here, select the tax group you want to apply. The amount of taxes will be calculated automatically and displayed below.

Sub Total		92.00	Round Fraction	-	95.22	+
Discount	10.00%	9.20	Total		95.22	
Invoice Tax	VAT 15%		Cash Paid		95.22	
VAT 15%		12.42	Balance		0.00	
Tax 02		0.00				

- Here in this Image you can see the total amount is 95.22, you can **round off** this amount to nearest number like 95 or 96 by pressing (-) and (+) buttons.

Have a look on this image.

Round Fraction	-	95.22	+
Total		95.00	
Cash Paid		95.00	
Balance		0.00	

Now we will discuss about what is **Cash Paid** and **Balance**.

Let's take an example, if your customer has made a purchase of 95 dollars from you (As in above mentioned example). And he gives you a \$ 100 note, then you will write \$ 100 in the Cash Paid box. In this case the Balance Amount box will show \$ 5. This \$ 5 is the amount that you now have to return to the customer.

Round Fraction	-	95.22	+
Total			95.00
Cash Paid			100
Balance			5.00

Now for Cash payment just press “Pay” button. And if you want to print it too, press “Pay & Print” button.



Credit Payment:

In case of credit payment, first select the buyer, and then click Credit. This popup will appear.

Credit Info ✕

Total	Cash Advance	Credit
<input type="text" value="250.00"/>	<input type="text" value="0.00"/>	<input type="text" value="250.00"/>
Cash Paid	Balance	
<input type="text" value="0"/>	<input type="text" value="0.00"/>	

Buyer Code

Name

Save
 Cancel

Total	Total amount of invoice.
Cash Advance	If buyer is also paying some cash amount in advance, write down it in Cash Advance.

Credit	It is credit amount that's to be paid by the buyer. It is = Total - Cash Advance.
Cash Paid	Cash paid by customer, It may be more than Cash Advance.
Balance	Difference between Cash Advance and Cash Paid.

If buyer is paying some cash amount in advance, write down it, also write cash paid. Then click on save. And if buyer is not paying any cash advance, then just click Save button.

Card Payment / STCpay:

Click Card / STCpay for Card payment / STCpay. This popup will appear.

Card ✕

Total	Cash Advance	Credit
<input type="text" value="250.00"/>	<input type="text" value="0.00"/>	<input type="text" value="250.00"/>
Cash Paid	Balance	
<input type="text" value="0"/>	<input type="text" value="0.00"/>	

Card Number

Name

Save Cancel

STC Pay ✕

Total	Cash Advance	Credit
<input type="text" value="250.00"/>	<input type="text" value="0.00"/>	<input type="text" value="250.00"/>
Cash Paid	Balance	
<input type="text" value="0"/>	<input type="text" value="0.00"/>	

Card Number

Name

Save Cancel

Fill in the boxes as we discussed in credit case and also write down Card Number (Credit card number or STC pay card number). And then click on Save.

Billing Styles

You can choose any of these three different Billing Styles.

16/02/2021 01:36:57 PM

VAT12345876



AQI-000013

Egg-Piece 144.00
@ 12.00 x 12.00
Butter-Piece 200.00
@ 200.00 x 1.00
Yogurt-Piece 150.00
@ 150.00 x 1.00
Cheese-Piece 120.00
@ 120.00 x 1.00
Item Quantity 15.00
كمية الاصناف
Total 614.00
الاجمالي

Cash Paid 614.00
النقدية المدفوعة

Net Amount 614.00
المبلغ قبل الضريبة
Round Off 0.00
تقريبي

Sale type Sales Agent Terminal
Sales - Cash Umar 2

Buyer Code Buyer Name Buyer Phone
3 Ali 1234
Buyer VAT Buyer CCR
5434 453245

Bill Style 1

16/02/2021 03:40:40 PM

VAT12345876



AQI-000025

اسم السعر كمية الاجمالي
144.00 12.00 144.00 Egg-Piece
200.00 1.00 200.00 Butter-Piece
150.00 1.00 150.00 Yogurt-Piece
120.00 1.00 120.00 Cheese-Piece

Item Quantity كمية الاصناف 15.00
Total الاجمالي 614.00

Cash Paid النقدية المدفوعة 614.00

Net Amount المبلغ قبل الضريبة 614.00
Round Off تقريبي 0.00

Sale type Sales Agent Terminal
Sales - Cash Umar 2

Buyer Code Buyer Name Buyer Phone
3 Ali 1234
Buyer VAT Buyer CCR
5434 453245

Bill Style 2

VAT NO: VAT12345876

فاتورة المبيعات
Sales Bill

رقم ضريبية: VAT12345876

Due Date:	تاريخ الاستحقاق	Invoice:	AQI-0000239	فاتورة	Date Issue:	24/02/2021	تاريخ الامداد
Buyer Name:	علي	اسم مشتري	Buyer No:	3	رقم مشتري	Buyer VAT:	5434
Buyer VAT:	5434	الرقم الضريبي للعميل	Buyer CCR:	453245	مشتري CCR	Buyer Phone:	1234
Buyer Phone:	1234	هاتف مشتري					

مستل S.N	رقم الكود Item No	وصف Description	الكمية QTY	ضريبة Tax	وحدة Unit	سعر الوحدة Unit Price	السعر Price
1	fvdt55	زبادي	1	0	قطعة	150.00	150.00
2	qwe324	زبد	1	0	قطعة	200.00	200.00
3	123123123123	جبنه	1	0	قطعة	120.00	120.00
4	P-5	بيضة	1	0	قطعة	12.00	12.00

Sub Total (المجموع الفرعي):	482.00
Discount (خصم):	0
New Group:	82.30
Round Off (تقريب):	0
Sale Type (نوع البيع):	Cash (كاش)
Total (اجمالي):	564.30

المستلم

تمت بواسطة

الدفع

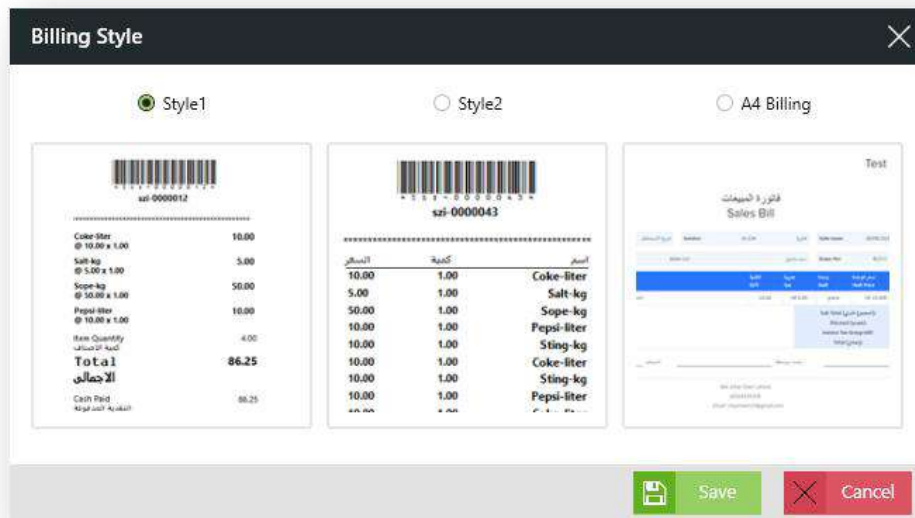
Bill Style 3 (A4)

To change billing style, click this icon  on the top right side of the screen.

And then click Billing style from dropdown list.



This window will appear. You can choose any of these styles.

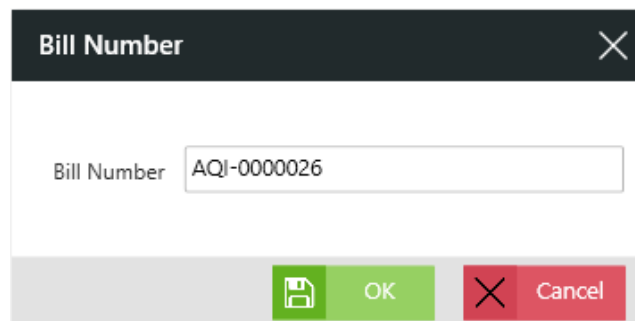


Sales Return

Press Return button to return Sales.



This popup will appear.



Enter here invoice number that you want to return. And press OK. The show / hide box will appear on the top left side of the screen.



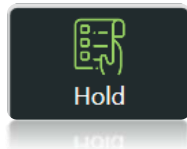
Click on this show / hide box and it will appear like this.



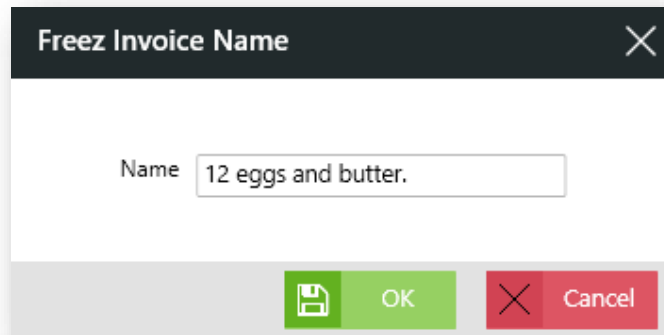
Now click on product/ products that you need to return. Or you can click Select All button, if you want to return full invoice. The invoice will open for return. If quantity of a particular product is more than one in the invoice, you can decrease its quantity return bill. Now after selecting your desired products and quantity, click "Pay" or "Pay & Print", the invoice will be returned.

Hold invoice

After making an invoice you can also hold/freeze it for future use. For it, after making an invoice, click on Hold button.



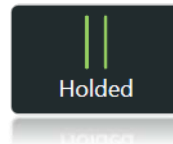
This pop up will open.



A dialog box titled "Freeze Invoice Name" with a close button (X) in the top right corner. It contains a text input field labeled "Name" with the text "12 eggs and butter." entered. At the bottom, there are three buttons: a green "OK" button with a floppy disk icon, a red "Cancel" button with an X icon, and a grey button with a floppy disk icon.

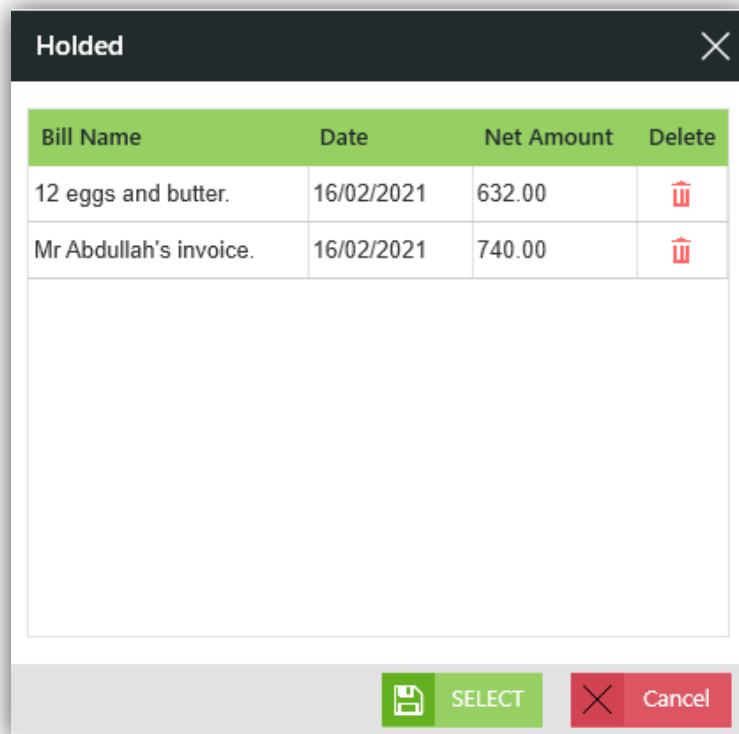
Give it a name and click OK. The invoice will be holded.

To retrieve holded invoices, Click Holded button.





To view all the holded/

freezed invoices on your screen.



A dialog box titled "Holded" with a close button (X) in the top right corner. It displays a table with the following data:

Bill Name	Date	Net Amount	Delete
12 eggs and butter.	16/02/2021	632.00	
Mr Abdullah's invoice.	16/02/2021	740.00	

At the bottom, there are three buttons: a green "SELECT" button with a floppy disk icon, a red "Cancel" button with an X icon, and a grey button with a floppy disk icon.

Then choose the invoice from the list and press "SELECT". Invoice will be recovered.

Drawer handling

Click on Drawer for Drawer handling.



This screen will appear.

Drawer

Start Date 16-02-2021 03:36:04 PM

Initial Cash	0.00
Deposit	0.00
Cash Refund	0.00
Cash Sales	2630.00
Withdraw	0.00
Estimated Amount in Drawer	2630.00
Credit Sales	1966.00
Credit Refunds	0.00
Card Sale	0.00
Card Return	0.00
STC Sale	0.00
STC Return	0.00

Initial Drawer Cash

Deposit Withdraw Deposit Withdraw

Value Note

Report Deposit Withdraw

Here you can also view the full report of drawer. Here is an explanation of some more parts of it:

Start drawer / End drawer

To start drawer, just write down starting amount in “Initial Drawer Cash” box and then press START button.

Initial Drawer Cash

After starting the drawer, all transactions you do will be the part of drawer report.

You can print this report on end drawer. For it, press “END” button.

Initial Drawer Cash

And then press SAVE.

Real Amount in Drawer

Drawer Report تقرير صندوق النقدية		
Sales Agent	وكيل المبيعات	Umar
Terminal	كاونتر	2
Start Invoice Number	رقم فاتورة البداية	AQI-0000035
End Invoice Number	رقم الفاتورة النهائية	AQI-0000037
Start Date	تاريخ البدء	17-02-2021 09:51:17 AM
End Date	تاريخ الانتهاء	17-02-2021 09:57:02 AM
Duration	المدة الزمنية	0:05:45
Initial Cash	النقد الأولي	0.00
Cash Sales	مبيعات الصندوق	8,445.00
Cash Refund	عوائد نقدية	0.00
Cash Deposit	إيداع نقدي	0.00
Cash WithDraw	سحب نقدي	0.00
Estimated Amount in Drawer	المبلغ المقدر في الدرج	8,445.00
Real Amount in Drawer	المبلغ الحقيقي في الدرج	0.00
Difference Amount	مقدار الفرق	<u>8,445.00</u>
Total Items Sold	إجمالي الكميات المباعة	7.00
Total Items Sold Amount	قيمة الكميات المباعة	14,845.00
Total Services sold	إجمالي الخدمات المباعة	0.00
Total Services Sold Amount	قيمة الخدمات المباعة	0.00
Total Sales Before VAT	إجمالي المبيعات قبل ضريبة القيمة المضافة	14,845.00
VAT Amount	قيمة الضريبة	0.00
Total Sales After VAT	إجمالي المبيعات بعد ضريبة القيمة المضافة	14,845.00
Total Discount	إجمالي الخصم	0.00
Total Sales After Discount	إجمالي المبيعات بعد الخصم	14,845.00
Total Round Off Difference	مجموع جولة قبالة الفرق	0.00
Cash Sales	مبيعات الصندوق	8,445.00
Cash Refund	عوائد نقدية	0.00
Credit Sales	مبيعات اجلة	6,400.00
Credit Refunds	المبالغ المستردة الدائنة	0.00
Card Sale	بطاقة البيع	0.00
Card Return	رد البطاقة	0.00
STC Sale	بيع STC	0.00
STC Return	عودة STC	0.00
Total	الإجمالي	14,845.00

Deposit and Withdraw

To deposit amount into drawer, just click Deposit.

Deposit Withdraw

Deposit Withdraw

Value Note

Report

Deposit Withdraw

Write down amount in “Value” box. If you want to explain anything about the deposit, add notes that will be shown on your deposit report. And then click “Save” button. The amount will be deposited and you will get deposit report.

And similarly for withdraw, Just click Withdraw, and then write down its amount and notes and press Save.

Withdraw		سحب نقدية
Value		150.00 SR
Terminal	2	كاونتر
Date	17-02-2021 12:30:44 PM	التاريخ
Sales Agent	Umar	وكيل المبيعات
Signature	_____	

Withdraw Report

Deposit		الوديعة
Value		100.00 SR
Terminal	2	كاونتر
Date	17-02-2021 12:12:19 PM	التاريخ
Sales Agent	Umar	وكيل المبيعات
Signature	_____	

Deposit Report

For complete report of all deposits/ withdraws, select Deposit/ Withdraw respectively from Report.

Report

Deposit Withdraw Show

And press "Show" button.

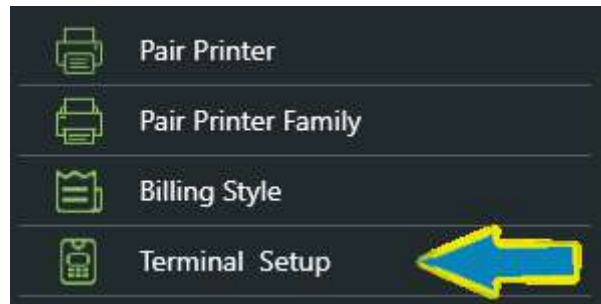
Deposits Report

Deposit		الوديعة
Time زمن	Note ملحوظة	Value القيمة
17-02-2021 12:12:19 PM		100.00
17-02-2021 12:36:11 PM		120.00
17-02-2021 12:36:18 PM		300.00
Total	520.00	الإجمالي
Sales Agent	Umar	وكيل المبيعات
Terminal	2	كائنات
Date	17-02-2021 12:12:19 PM	التاريخ
Signature	_____	

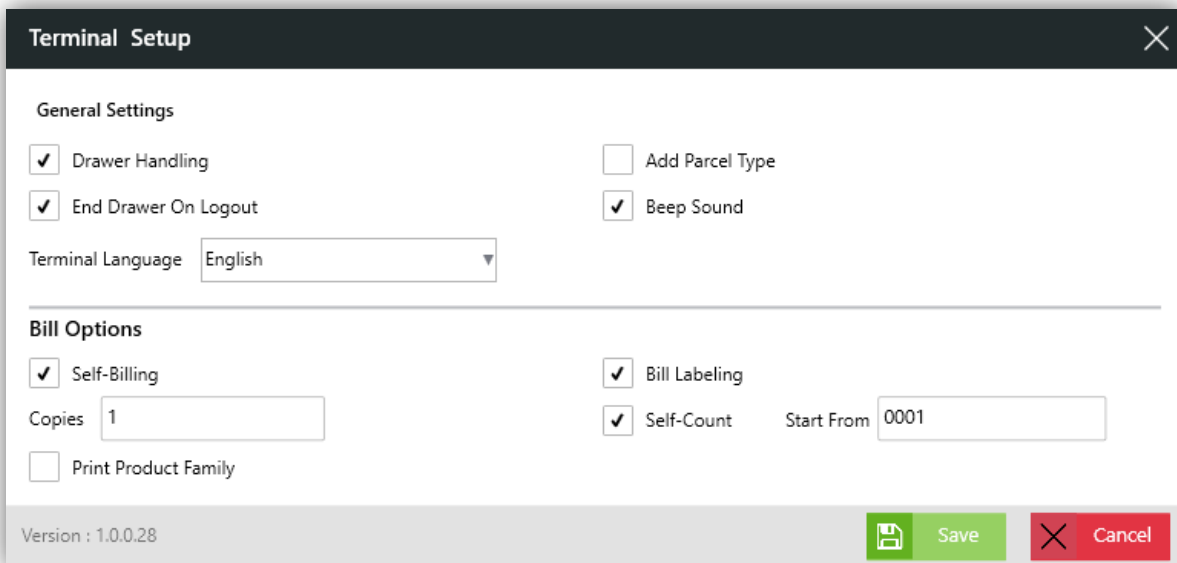
Settings

For settings, click this icon  on the top right side of the screen.

And then click Terminal Setup from dropdown list.



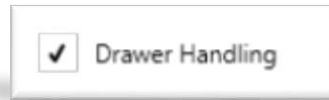
This window will appear.

A screenshot of the 'Terminal Setup' window. The window title is 'Terminal Setup' with a close button (X) in the top right corner. It is divided into two sections: 'General Settings' and 'Bill Options'.
General Settings:
- Drawer Handling
- End Drawer On Logout
- Terminal Language: English (dropdown menu)
- Add Parcel Type
- Beep Sound
Bill Options:
- Self-Billing
- Copies: 1 (text input)
- Print Product Family
- Bill Labeling
- Self-Count
- Start From: 0001 (text input)
At the bottom, there is a footer with 'Version : 1.0.0.28', a green 'Save' button with a floppy disk icon, and a red 'Cancel' button with an X icon.

It has two parts, General Settings and Bill Options, which are explained below.

General Settings

Drawer Handling



Activate this checkbox. If you want to generate drawer report, all transactions you do will be the part of this drawer report. And if you do not want to create a drawer report, uncheck "Drawer Handling".

End Drawer on Logout



If you activate this checkbox, then on every logout the drawer will be ended and drawer report will be printed. And if this checkbox is unchecked, then drawer will not be ended on logout.

Terminal Language



Bnody POS is now available in English and Arabic languages. You have option to select English or العربية from here.

Add Parcel Type



If you activate this checkbox, "Add Parcel Type" button will be shown on the bottom left side of the screen.

Product Tax	0.00
Invoice Tax	0.00
Total Tax	0.00
Number of Items	1

Add Parcel Type

This popup will appear when you click Add parcel Type button.

Add Parcel Type

Tag No

Notes

Here you have two options, "Dine in" and "Take away".

Select Parcel Type

Dine In

Take away

Select "Dine in" or "Take away", and if you have to explain something important, write it in notes and then click "OK". When the invoice is printed, the parcel type will appear on it.

If you don't want to add parcel type, uncheck this checkbox.

18/02/2021 12:34:19 PM

Take away

VAT12345876



AQI-000068

اسم	السعر	كمية الاجمالي	الاجمالي
Egg-Pet	260.00	2.00	260.00
Total	الاجمالي		260.00
Cash Paid	النقدية المدفوعة		260.00
Net Amount	المبلغ قبل الضريبة		260.00
Round Off	تقريبي		0.00

Sale type	Sales Agent	Termina	
Sales - Cash	Umar	2	

Invoice with parcel type "Take away"

Beep Sound

 Beep Sound

Beep sound on adding products into invoice, you can turn it on or off.

Billing options

Self-Billing

 Self-Billing
Copies

If you uncheck it, the invoice will be saved in the system but will not be printed. And if you need to print the invoice, activate it.

Now if you want to take only one print of each invoice, type 1 in the text box of "Copies", and if you need to print more copies, write down their number here and click "Save". Copies of the invoice will be printed according to the number you specified.

Print product family

 Print Product Family

Activate it to print invoices of products from different product families separately.

Bill labeling

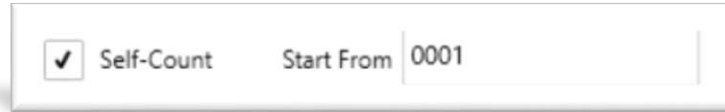
 Bill Labeling

You can put a label/Tag on top of the invoice by activating this checkbox.

Self-Count

After activating “Bill labeling”, you have two options.

This label will be system generated if you activate “Self-Count” checkbox as well, and in this case the system will number the invoices in a sequence, beginning from the number you type in in “Start from”.



A settings window with a checkbox labeled "Self-Count" which is checked. To its right is a text field labeled "Start From" containing the value "0001".

If you want to write this label manually, uncheck “Self-Count”. In this case, whenever you create an invoice, this popup will appear in front of you, and you will have to enter the label / tag number in it manually.



A "Tag Info" popup window. It has a dark header with the text "Tag Info". Below the header is a text input field labeled "Tag No". At the bottom right of the window is a green button labeled "OK".



21/02/2021 03:08:08 PM

0003
12345

* A S I - 0 0 0 0 0 4 4 *
asi-0000044

اسم السعر كمية الاجمالي
700.00 1.00 700.00 Test group
Item Quantity كمية الاصناف 1.00
Total الاجمالي 700.00
Cash Paid النقدية المدفوعة 700.00

Net Amount المبلغ قبل الضريه 700.00
Round Off تقريبي 0.00

Sale type Sales Agent Terminal
Sales - Cash Sheraz 16

Invoice with label “0003”

Printer settings



For printer settings, click this icon . Here in dropdown list, there are two options for printer settings, Pair printer and Pair Printer family. The explanation of which is as follows.



Pair Printer

Here you can set up your printer from which you want to print your invoices. To do this, select your printer by clicking on “Select Printer” and then press the “Save” button. And if you want to delete some printer, select it and click “Delete”.

A screenshot of a dialog box titled 'Pair Printer' with a close button (X) in the top right corner. The dialog contains a 'Printer' section with a dropdown menu labeled 'Select Printer' and a 'Hide Price' checkbox. Below this is a green 'Save' button. A table lists two printers: '\\192.168.30.73\XP-80C (copy 1)' and 'Microsoft Print to PDF', each with a 'No' in the price column. At the bottom are 'Delete' and 'Close' buttons.

Printer	Hide Price
\\192.168.30.73\XP-80C (copy 1)	No
Microsoft Print to PDF	No

If you don't want to show price on some specific printer, you can activate “Hide Price” check.

Invoice without price

21/02/2021 03:23:58 PM	

0003	
AQI-0000106	

8.00	Egg-Piece
2.00	Cheese-Piece
1.00	Yogurt-Piece

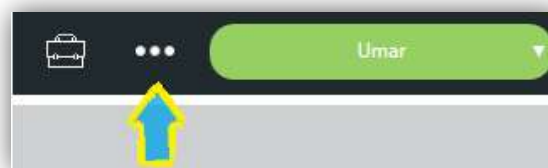
Sales Agent Switching

With sales agent switching option, you can switch from one sales agent to another. To do this, click on the green button, then a drop down list of all sales agents will appear. You can choose any of these sales agents.

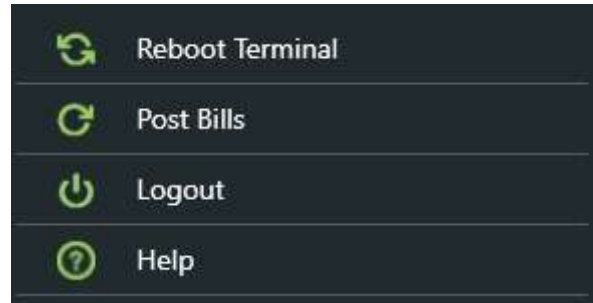


Other functions

Click on this three dots icon on the top right side of the screen.



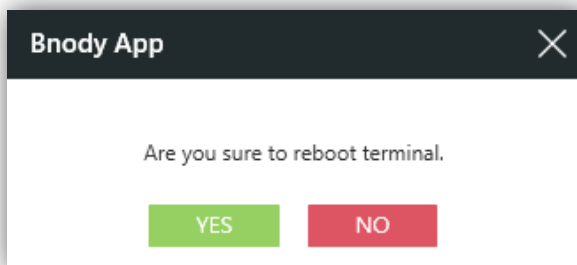
This dropdown list will appear.



Here are four important options, let's now talk about them.

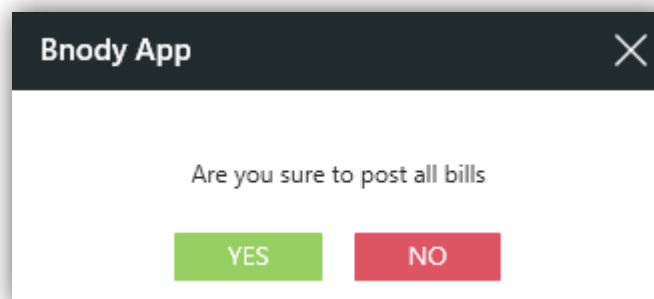
Reboot Terminal

You can reboot your terminal to get the latest settings, changes and updates from the web. For example, if you've added a new product, or have updated some existing product, or you've defined a new tax group, or changed user settings, or if there is any other update like this, you should reboot the terminal.



Post Bills

Click here to post all your bills / invoices on the web. So that they can be part of your financial reports and procurement reports.



Logout

Click here to logout from POS.

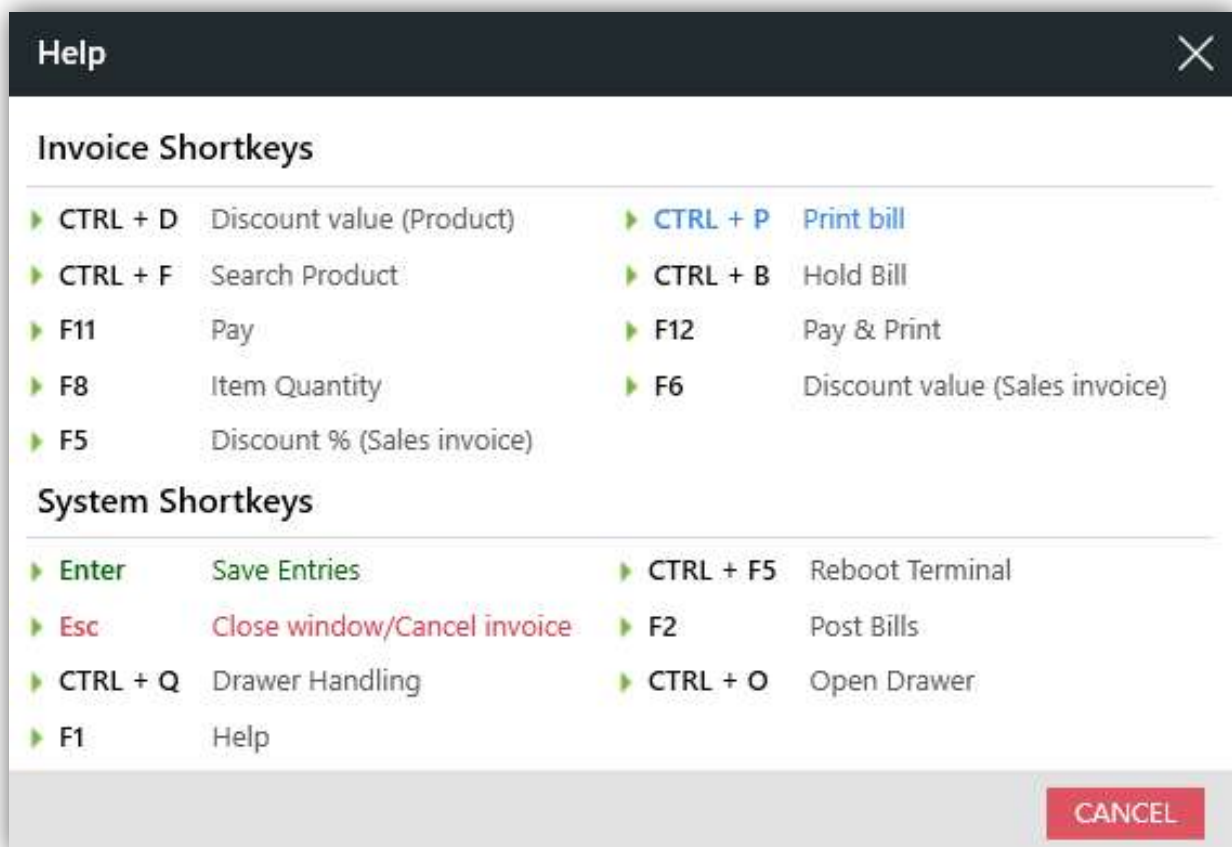
Help

Click here for help.

Short keys

Using short keys makes you more efficient at doing certain tasks on your computer. It increases productivity and saves your time.

Some useful keyboard short keys that you can use in Bnody POS are:



The screenshot shows a 'Help' window with a dark header and a white body. The window title is 'Help' and it has a close button (X) in the top right corner. The content is organized into two sections: 'Invoice Shortkeys' and 'System Shortkeys'. Each section contains a list of keyboard shortcuts with their corresponding actions. A 'CANCEL' button is located in the bottom right corner of the window.

Invoice Shortkeys			
▶ CTRL + D	Discount value (Product)	▶ CTRL + P	Print bill
▶ CTRL + F	Search Product	▶ CTRL + B	Hold Bill
▶ F11	Pay	▶ F12	Pay & Print
▶ F8	Item Quantity	▶ F6	Discount value (Sales invoice)
▶ F5	Discount % (Sales invoice)		

System Shortkeys			
▶ Enter	Save Entries	▶ CTRL + F5	Reboot Terminal
▶ Esc	Close window/Cancel invoice	▶ F2	Post Bills
▶ CTRL + Q	Drawer Handling	▶ CTRL + O	Open Drawer
▶ F1	Help		

CANCEL