



AMBER SYSTEMS TECHNOLOGIES

USER MANUAL 2017

Vigore 17.1 User Guide

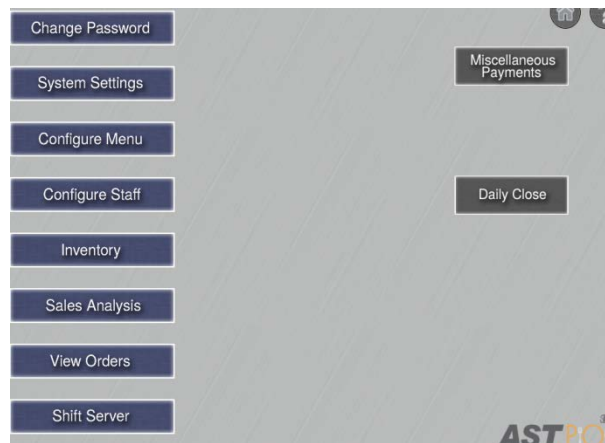
ASTPOS
5990 Stoneridge Drive #101
Pleasanton CA 94588
Phone 925 417 0762 • Fax 925 399 5686
www.astpos.com



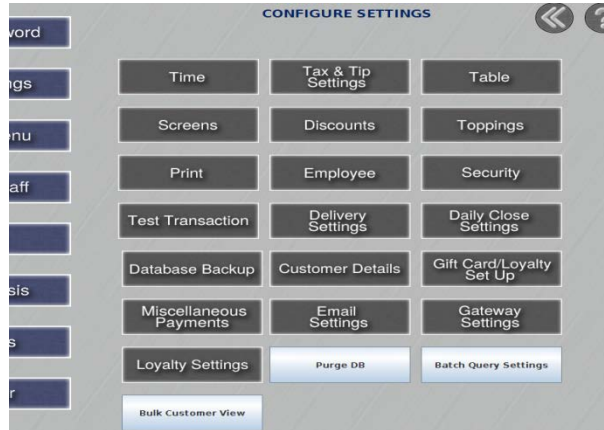
Set Up your POS with default log in access

Admin: User ID: M Password: 12

Sales: User ID: 1 Password: 12



SYSTEM SETTINGS



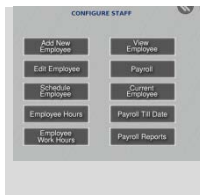
Check Tax & Tip are properly set for your area.

Screens: Shows what module you want to use (Quick Serve, Table Service, Retail, Delivery, etc)

Print: Show which printer on setting and receipt print with your business profile

Email Settings: email send on daily close, void or refund

Daily Close Setting: What to print on daily close report



Create Employee Profile

Add new employee, input area in red

Birthday is Year/Month/Date to make sure employee is over

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NAME : First Name Middle Ini Last Name

ADDRESS : Street ZIP City State

CONTACT : Phone E-Mail

TAX INFO : S... Marital DOB
(Eg. yyyy-mm-...)

W2 withheld(%)

EMPLOYMENT : DOJ SALARY Hourly Rate
(Eg. yyyy-mm-...) 2017-02-16 per Annum

ACCESS : USERNAME PASSWORD

Can be Manager? Yes No Is Driver ? Yes No

Can Access ChangePassword? Yes No

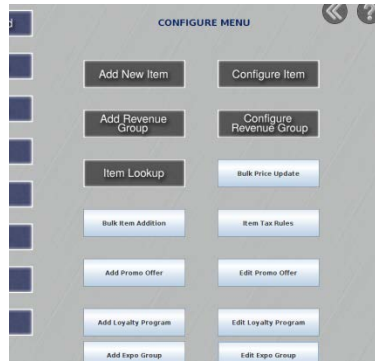
Can Access GeneralSettings ? Yes No

Can Access ConfigureMenu ? Yes No

Profile setting on access level, clock in override “Y” Done

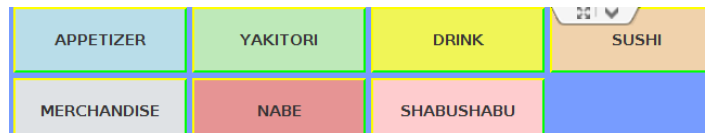
You can check under View Employee to make sure created profile

Configure your menu



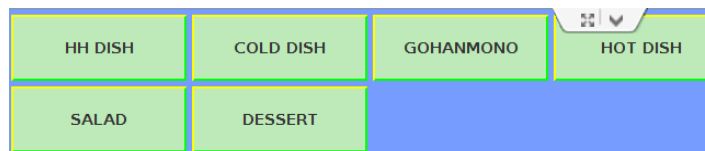
Configure item

You should see the group of your items available



Example of how to change prize on Appetizer item

Click on Appetizer



Click on item



Modify Item : KARAAGE

Choose Color

BreakFast Price 3.15

Lunch Price 3.15

Dinner Price 3.15

Brunch Price 3.15

HappyHour Price 3.15

MidNight Price 3.15

Special Price 3.15

Location Number 111295

Choose 1 Choose 2 Choose 3 Choose 4 Choose 5 Choose 6 Choose 7 Choose 8 Choose 9

Add Image Cost Price 1.5

Check ... Service It... Item Ident

Copy Price Next Edit Item Name X Item Cancel

Change price, if all same then use copy price item. It special pricing based on time then indicate prices during that time. You may choose to input cost price and choose color for that icon. Next for more options such as printers, tax, modifier with or without charge, comments toppings or linked items.

Cook Options Tax Option Modify 1

Modify 2 + \$ Modify 3 + \$ Modify 4

Comments Link Item Toppings

Ingredients Item Info Item Alias Settings

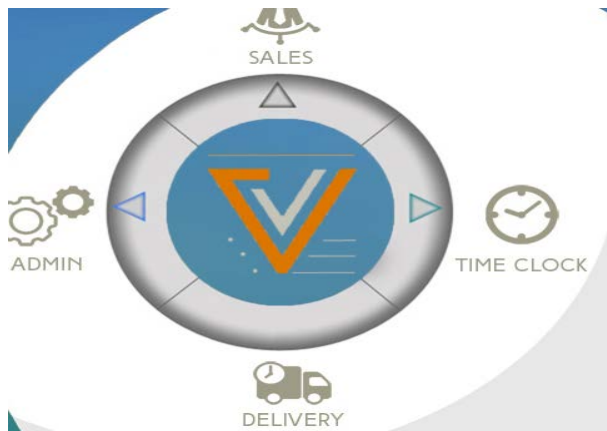
Price Update View Item Summary Search ID

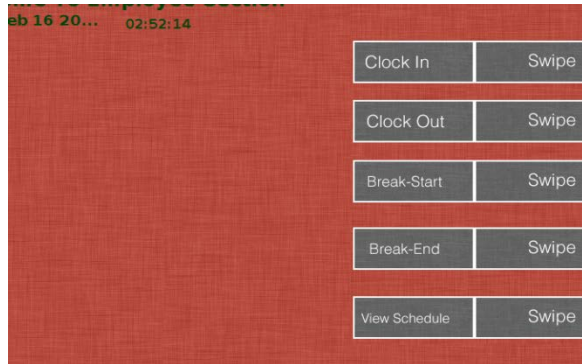
Club Item Label Print Discounts

Discounts Loyalty

Employee Clock In: Clock in via Time clock, find name.

You may use this for break and schedule employee work hours





View Orders: Use this function when you want to find current or past transactions for adjustment purpose. View archive to pull past orders



Sales Analysis for history of past data this also can be shown on Aura



Inventory Module



Update invoices and inventory items

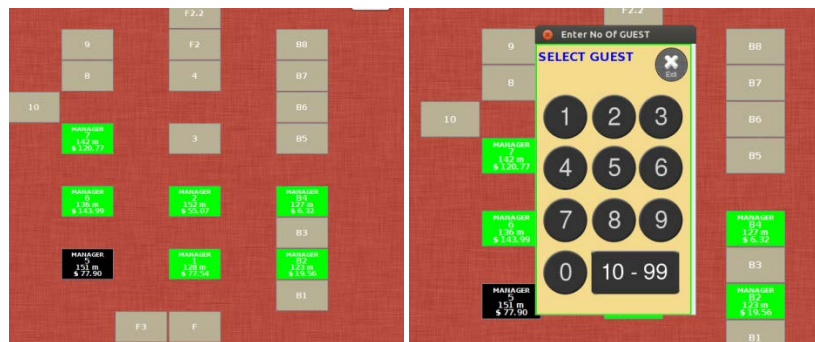
Use your POS at Opening

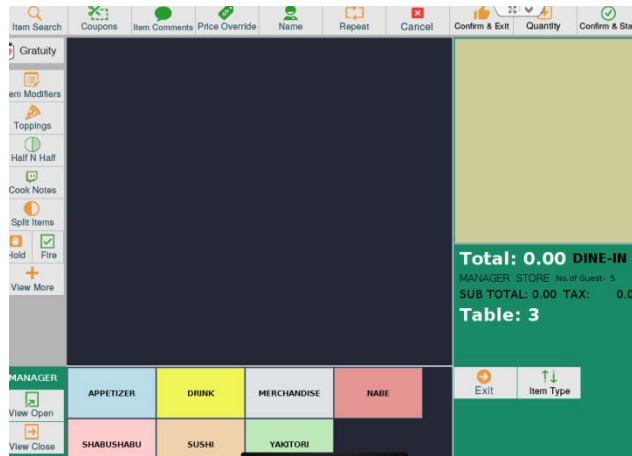
Login by Clock in employee ID and password

Sales

Cash Drawer: count

Ready to take order: Table service/table layout or quick serve





Start taking orders and then confirm & exit or confirm & stay



Look for unpaid sales to be paid, click on unpaid sales and look for item to print or pay.



Choose payment method. If client wants to add more, please use reorder icon.

If use cc then choose charge card

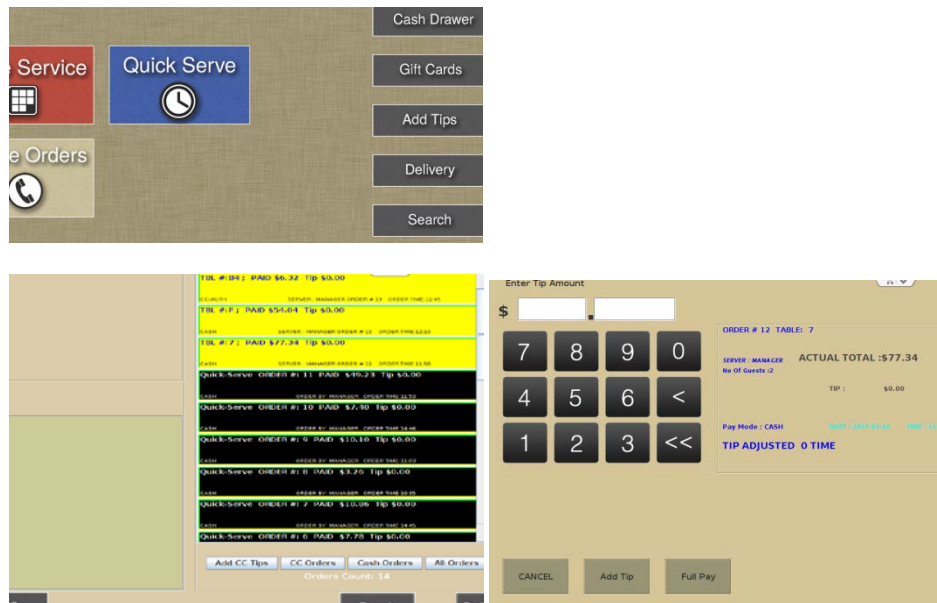
Wait for your pin pad to initiate

Please insert card

Wait for approval and receipt printed on the printers

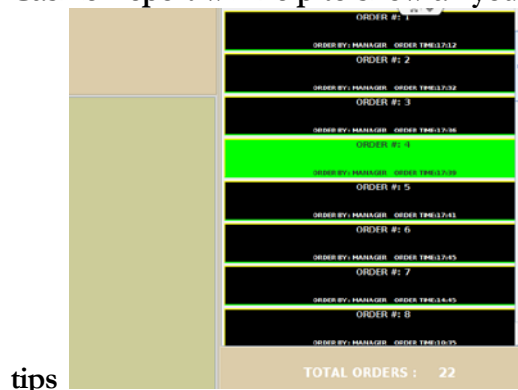
Pin pad shows please remove card, then the transaction is completed.

Add tips by finding your ticket and click on add tips and indicate full pay or add tips

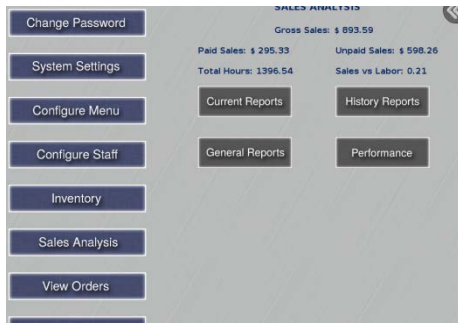


When transaction is completed it will change to pink

Cashier report will help to show all your orders and print summary with details



Trial close: Sales analysis/General Reports/Trial close/code/choice of print out



Other payment/Misc payment

Misc Payment Details Print Summary EMAIL Add New Payer

Count: 3 **Total: \$ 18.94**

Name	Payer Id	Due Amt...	Paid Amt(\$)			
EAT24	02	8.05		Pay	Full Pay	History
GHUGBRUB	01	7.78		Pay	Full Pay	History
OFFLINE CC	001	3.11		Pay	Full Pay	History

End of day, cash drawer count all tickets closed

Admin/Daily close

