



Backoffice Manual

ExtendaGo Backoffice.

Last updated 2023-03-08

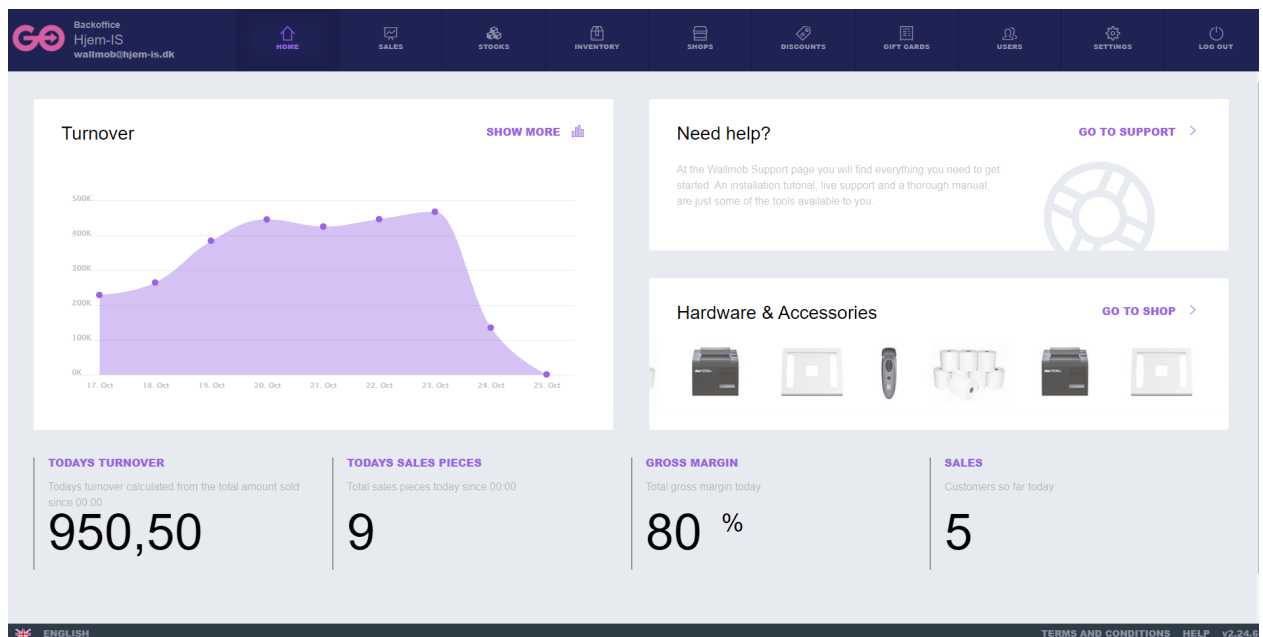


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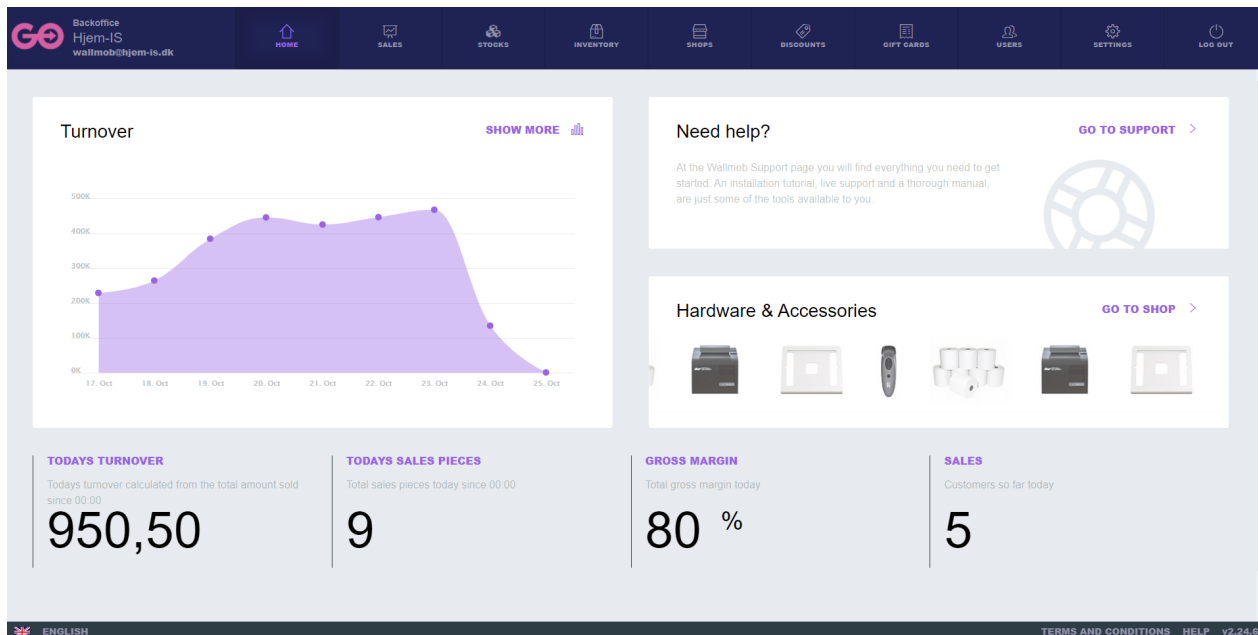
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1. Home

Home window (dashboard overview)

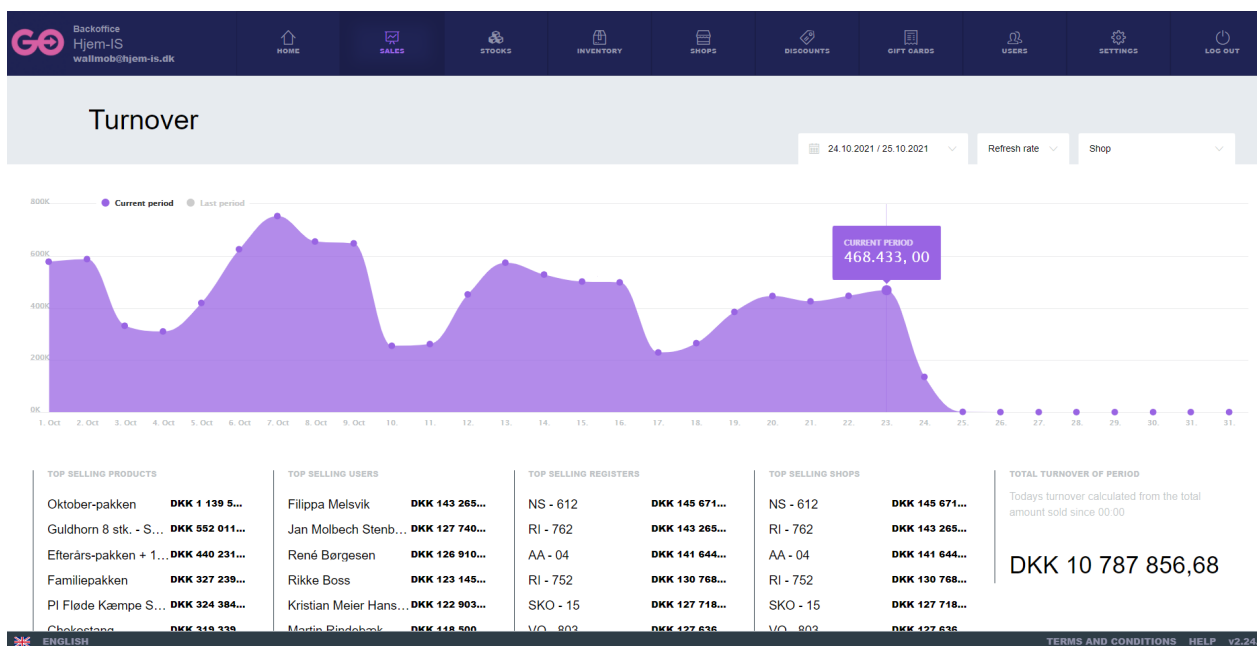
In the home (dashboard) window you get a simple graphical overview of today's turnover



2. Sales

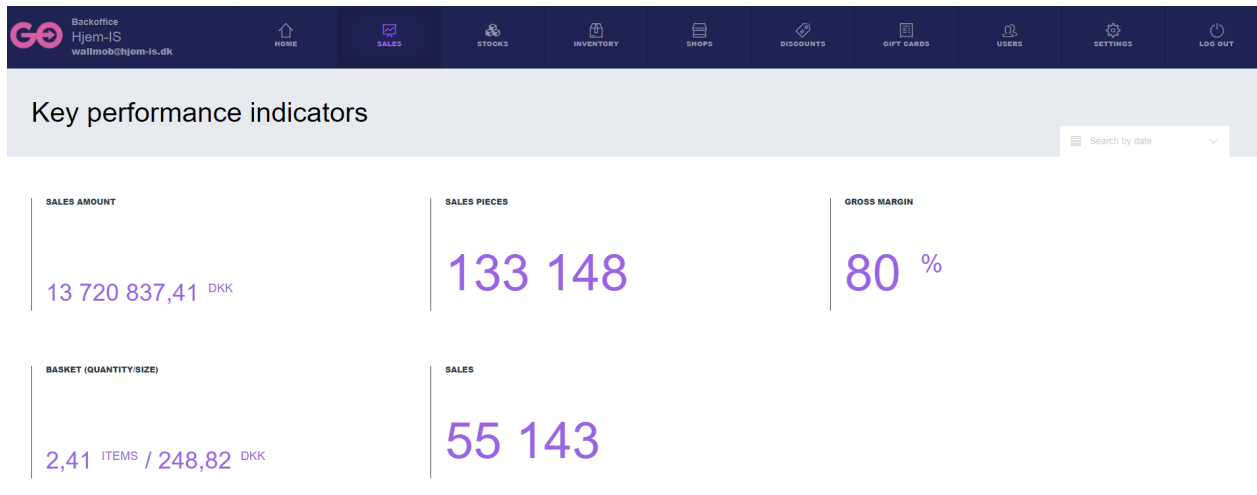
Turnover

It provides an overview of top selling products, top selling users, top selling register, top selling shops and total turnover of period. You can also filter by date and store. It is also possible to set a refresh rate for turnover.



KPI (Key performance indicators)

An overview of Key performance indicators such as sales amount, sales pieces, gross margin, basket (quantity / size) and sale. You can also search KPI by dates.



Orders

In Orders you can see all completed sales, listed by date and time. You can filter by date, Order ID, Shop name, Username or Sequence ID. You can see the total on the sale. You can also download the order as a PDF.

Orders

PAGE 1

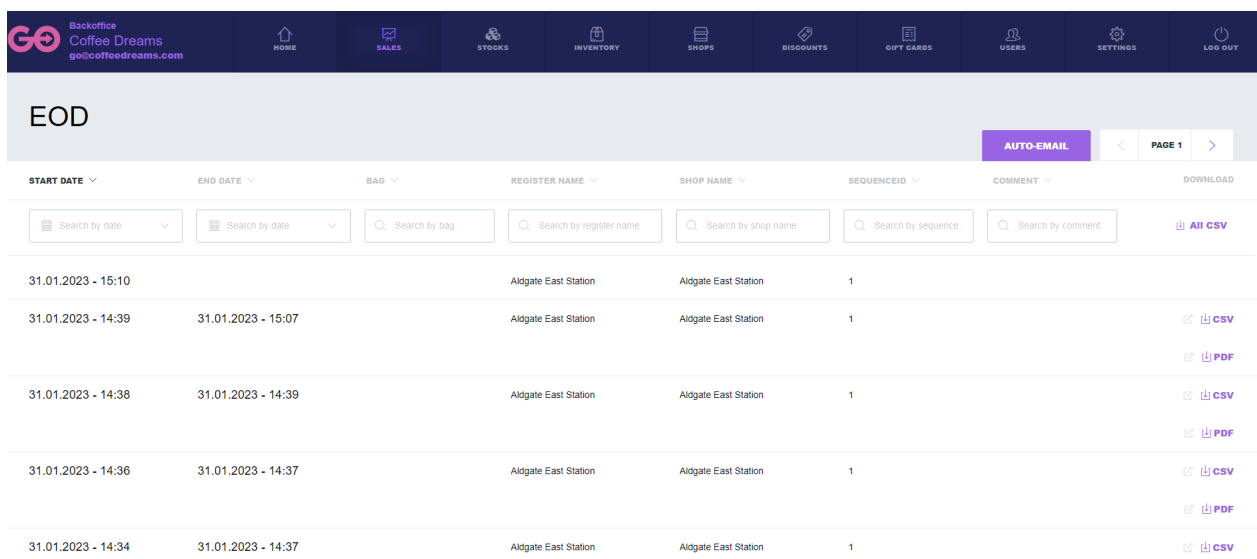
DATE	ORDER ID	SHOP NAME	USERNAME	SEQUENCEID	STATUS	TOTAL AMOUNT	DOWNLOAD
07.03.2023 - 13:06	36E43EE4-3FAC-4EDF-89AF-7E062...	Southwark	Gabriel	221	CANCELED	GBP 1,99	PDF
07.03.2023 - 13:04	A70B807C-C90D-4173-91C3-77FED...	Southwark	Andy	220	COMPLETED	GBP 9,00	PDF
07.03.2023 - 12:59	1E779A5E-29E7-4509-8F99-9AA3E2...	Southwark	Andy	219	COMPLETED	GBP 8,40	PDF
07.03.2023 - 12:58	F762B299-D0BC-4EA2-AD9A-B38B4...	Southwark	Andy	218	COMPLETED	GBP 6,20	PDF
03.03.2023 - 13:25	114B4AE6-5F37-4921-A5F3-E9B1B7...	Aldgate Station	Andy	64	COMPLETED	GBP 150,00	PDF
03.03.2023 - 13:22	5F8A5394-F3A7-4DF6-91FD-FE4A9E...	Aldgate Station	Andy	63	COMPLETED	GBP 500,00	PDF
02.03.2023 - 17:08	C186B848-3A80-434C-9CF5-E4945B...	Southwark	Andy	217	COMPLETED	GBP 8,00	PDF
01.03.2023 - 16:50	Y9bHDNQmVRZctQamftb	Southwark	master user	2	COMPLETED	GBP 5,50	PDF
01.03.2023 - 15:04	DA7598EB-A622-4078-BD22-8DA8C...	Aldgate East Station	Kent	487	COMPLETED	GBP 14,15	PDF

EOD (End of day)

In EOD you see an overview of when the cash register was opened / closed, the name of the cash register, shop name and sequence ID.

If the cashier has added a comment, it will also appear on the far right. You can also filter on the values mentioned above.

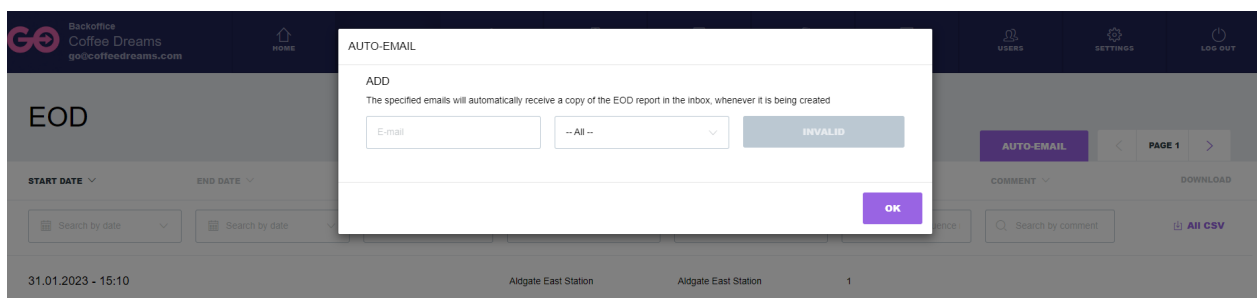
To the right you can download the report as CSV or PDF. You also have the option to download a CSV file for all shops (ALL CSV).



The screenshot shows the EOD report interface. At the top, there's a navigation bar with icons for Home, Sales, Stocks, Inventory, Shops, Discounts, Gift Cards, Users, Settings, and Log Out. Below the navigation bar, the title 'EOD' is displayed. To the right of the title is an 'AUTO-EMAIL' button and a pagination control showing 'PAGE 1'. Below the title, there are search filters for Start Date, End Date, Bag, Register Name, Shop Name, Sequence ID, and Comment. Each filter has a search input field. To the right of the filters is a 'DOWNLOAD' button with a dropdown menu showing 'All CSV'. Below the filters, there is a table with 5 rows of data. Each row contains the Start Date, End Date, Bag, Register Name, Shop Name, Sequence ID, and a 'DOWNLOAD' button with a dropdown menu showing 'All CSV'.

START DATE	END DATE	BAG	REGISTER NAME	SHOP NAME	SEQUENCEID	COMMENT	DOWNLOAD
31.01.2023 - 15:10			Aldgate East Station	Aldgate East Station	1		
31.01.2023 - 14:39	31.01.2023 - 15:07		Aldgate East Station	Aldgate East Station	1		CSV PDF
31.01.2023 - 14:38	31.01.2023 - 14:39		Aldgate East Station	Aldgate East Station	1		CSV PDF
31.01.2023 - 14:36	31.01.2023 - 14:37		Aldgate East Station	Aldgate East Station	1		CSV PDF
31.01.2023 - 14:34	31.01.2023 - 14:37		Aldgate East Station	Aldgate East Station	1		CSV

In the Auto email tab, you can set the EOD report to be sent automatically to a specific email address when the EOD is completed.

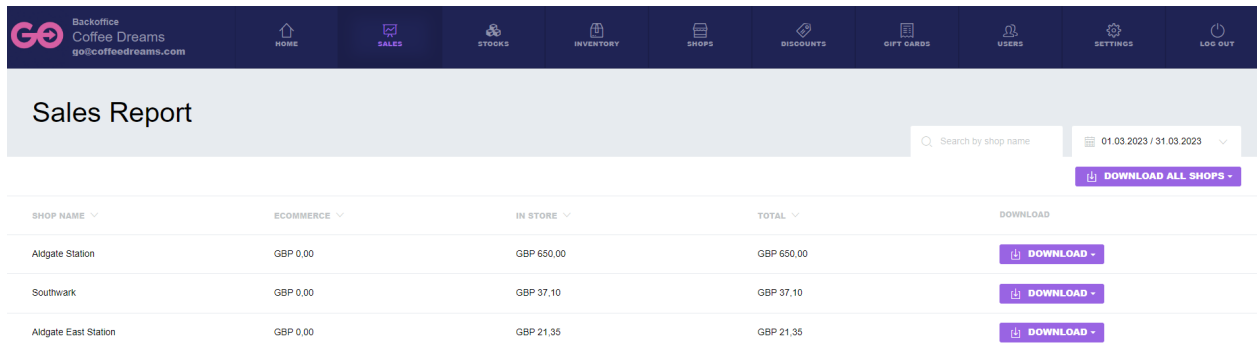


The screenshot shows the EOD report interface with the 'AUTO-EMAIL' modal open. The modal has a title 'AUTO-EMAIL' and a subtitle 'ADD'. Below the subtitle, there is a text input field for 'Email' and a dropdown menu for 'All --'. To the right of the input field and dropdown menu is an 'INVALID' button. At the bottom right of the modal is an 'OK' button. The background shows the EOD report table with the first row visible.

START DATE	END DATE	BAG	REGISTER NAME	SHOP NAME	SEQUENCEID	COMMENT	DOWNLOAD
31.01.2023 - 15:10			Aldgate East Station	Aldgate East Station	1		

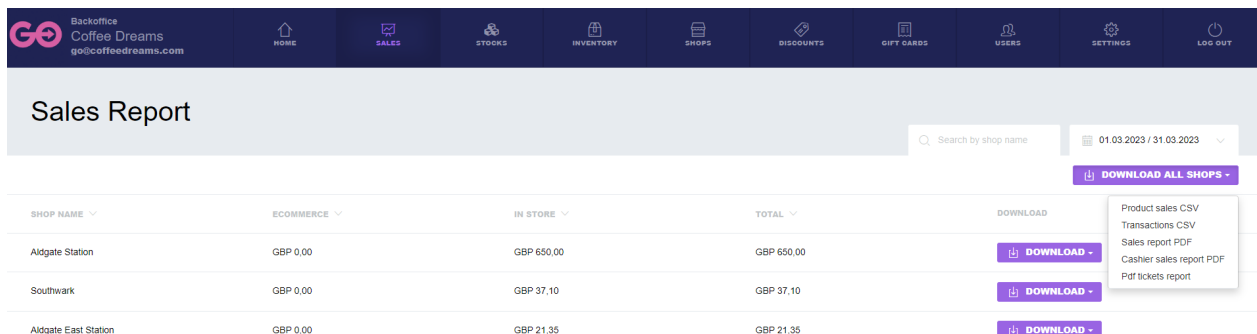
Sales reports

The sales report provides an overview of your shops' total sales in ecommerce and in stores. By default, the sales report shows sales for the current month. You can choose to search by date and / or shop name.



SHOP NAME	ECOMMERCE	IN STORE	TOTAL	DOWNLOAD
Aldgate Station	GBP 0.00	GBP 650.00	GBP 650.00	DOWNLOAD
Southwark	GBP 0.00	GBP 37.10	GBP 37.10	DOWNLOAD
Aldgate East Station	GBP 0.00	GBP 21.35	GBP 21.35	DOWNLOAD

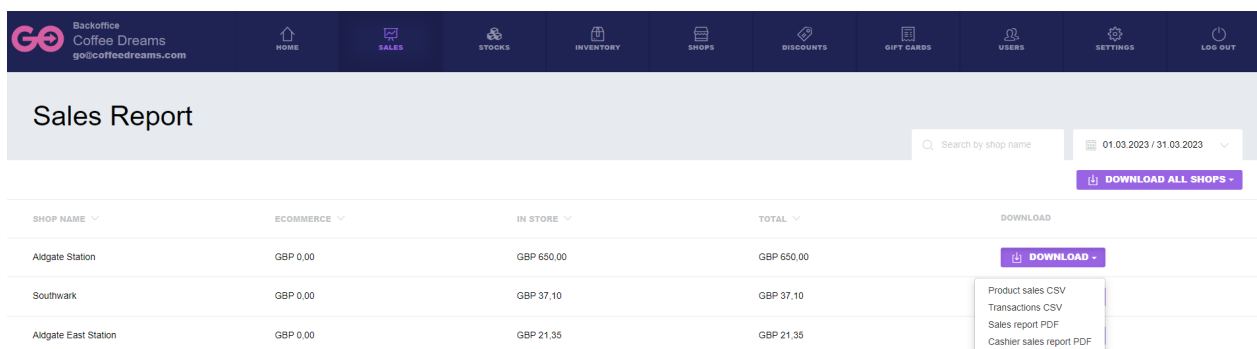
To the right you can download sales reports for all your stores. There are five types of reports - Product CSV, Transactions CSV, Sales Report PDF, Cashier sales report PDF and Accounting categories report PDF



SHOP NAME	ECOMMERCE	IN STORE	TOTAL	DOWNLOAD
Aldgate Station	GBP 0.00	GBP 650.00	GBP 650.00	DOWNLOAD
Southwark	GBP 0.00	GBP 37.10	GBP 37.10	DOWNLOAD
Aldgate East Station	GBP 0.00	GBP 21.35	GBP 21.35	DOWNLOAD

- Product sales CSV
- Transactions CSV
- Sales report PDF
- Cashier sales report PDF
- Pdf tickets report

You can also download sales reports for each store.



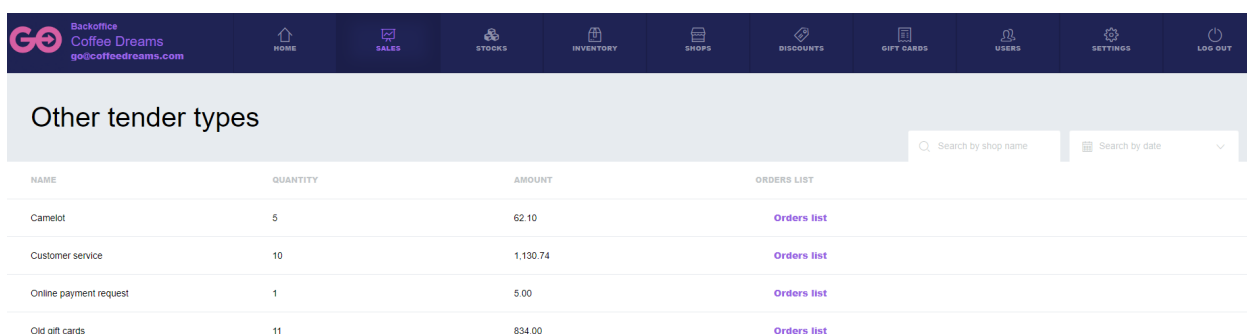
SHOP NAME	ECOMMERCE	IN STORE	TOTAL	DOWNLOAD
Aldgate Station	GBP 0.00	GBP 650.00	GBP 650.00	DOWNLOAD
Southwark	GBP 0.00	GBP 37.10	GBP 37.10	DOWNLOAD
Aldgate East Station	GBP 0.00	GBP 21.35	GBP 21.35	DOWNLOAD

- Product sales CSV
- Transactions CSV
- Sales report PDF
- Cashier sales report PDF
- Pdf tickets report

Other Tender types

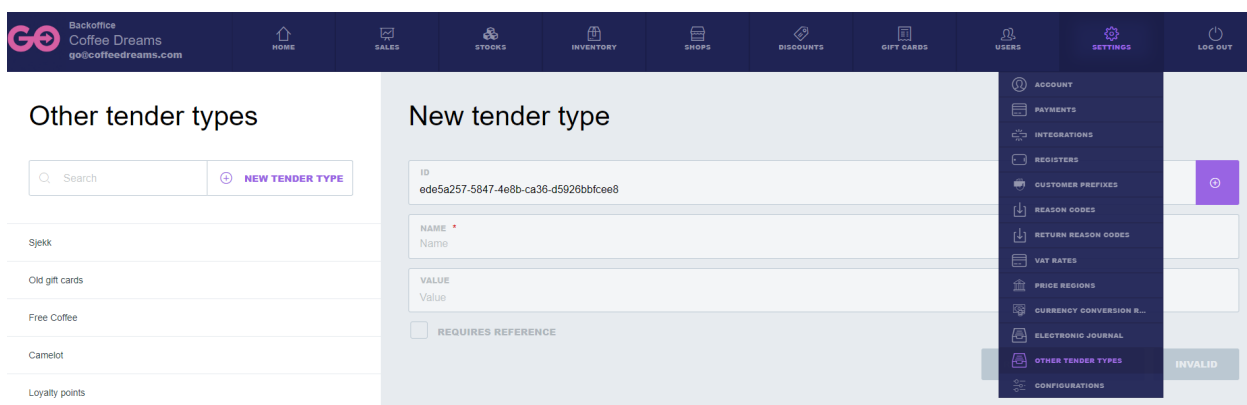
If you have set up a custom payment method, it will appear under tender types. In POS, in the payment window it will be an option to pay with "Miscellaneous".

This type of tender type is used, for example, if you buy vouchers from a shopping center that acts as tender types in all shops at the center. Tender types can also be set up as corporate agreements for a company where the employees use this type of tender type in, for example, the canteen.



NAME	QUANTITY	AMOUNT	ORDERS LIST
Camelot	5	62.10	Orders list
Customer service	10	1,130.74	Orders list
Online payment request	1	5.00	Orders list
Old gift cards	11	834.00	Orders list

You define the different tender types under SETTINGS - TENDER TYPES. See picture below. (Covers this set up later in the manual)



Other tender types

[NEW TENDER TYPE](#)

Sjekk
Old gift cards
Free Coffee
Camelot
Loyalty points

New tender type

ID
ede5a257-5847-4e8b-ca36-d5926bbfcoe8

NAME
Name

VALUE
Value

☐ REQUIRES REFERENCE

- ACCOUNT
- PAYMENTS
- INTEGRATIONS
- REGISTERS
- CUSTOMER PREFIXES
- REASON CODES
- RETURN REASON CODES
- VAT RATES
- PRICE REGIONS
- CURRENCY CONVERSION R...
- ELECTRONIC JOURNAL
- OTHER TENDER TYPES
- CONFIGURATIONS

INVALID

Gift card summary

Types:

An overview of the type of gift cards you have. You see how many units are left, total balance, units total and total amount. You can also filter types of cards by date. By default, the types you have are displayed from today's date to one month ahead.

Cards:

Shows what type of cards are sold in the various shops. You can search by store name to see card information for a specific shop. Here you get an overview of total sold, total amount, total units, total amount redeemed and total units redeemed.

You can also filter card types by date. By default, the types you have are displayed from today's date to one month from now.

Backoffice

Coffee Dreams

go@coffeedreams.com

HOME

SALES

STOCKS

INVENTORY

SHOPS

DISCOUNTS

GIFT CARDS

USERS

SETTINGS

LOG OUT

Gift card summary

08.02.2023 / 08.03.2023

Types

NAME	UNITS LEFT	TOTAL AMOUNT LEFT	TOTAL UNITS	TOTAL AMOUNT
10 CAPPUCCINO	0	0.00	0	0.00
ANYTHING BUT ALCOHOL	0	0.00	0	0.00
GAVERKORT Deleted	0	0.00	0	0.00
GIFTCARD	65 990	659.90	70 000	700.00
TEST	0	0.00	0	0.00

Cards

<PAGE 1>

Q Search by shop name

08.02.2023 / 08.03.2023

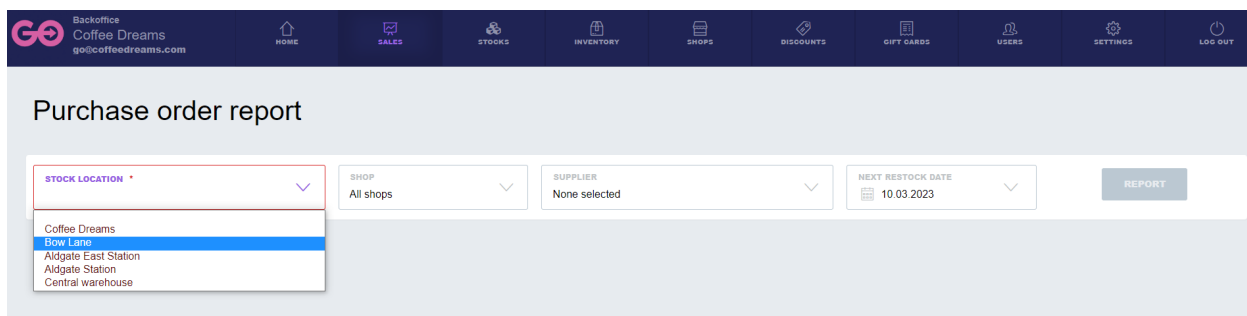
Aldgate East Station

NAME	TOTAL SOLD	TOTAL AMOUNT	TOTAL UNITS	TOTAL AMOUNT REDEEMED	TOTAL UNITS REDEEMED
GIFTCARD	3	GBP 700.00	70 000	GBP 40.10	4 010

Purchase order report

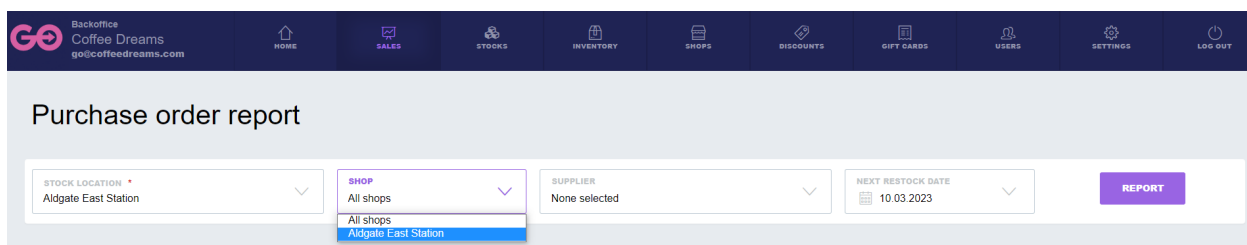
Here you have the opportunity to get a report on product order proposals for the stores. Based on the ability to define minimum stock quantities for products in each stock location, the report will give you suggestions on quantities of each product you can order, to ensure that you stay above the minimum levels.

1. Choose the stock location



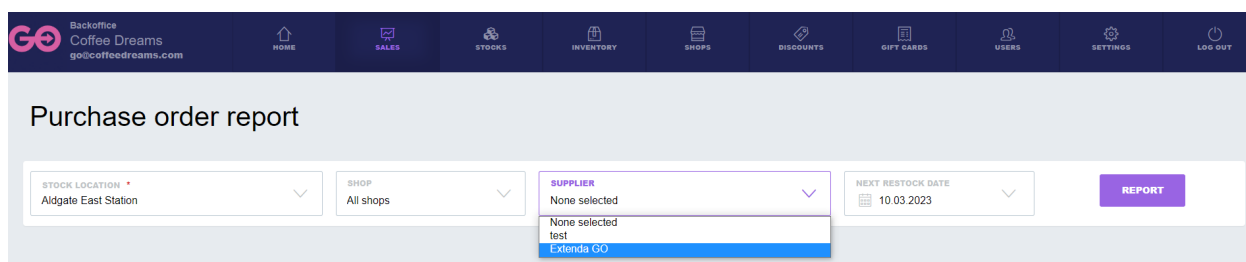
The screenshot shows the 'Purchase order report' form in the 'Backoffice' of 'Coffee Dreams'. The 'STOCK LOCATION' dropdown menu is open, showing a list of locations: 'Coffee Dreams', 'Dow Lane', 'Aldgate East Station', and 'Central warehouse'. The 'SHOP' dropdown is set to 'All shops', the 'SUPPLIER' dropdown is set to 'None selected', and the 'NEXT RESTOCK DATE' is set to '10.03.2023'. A 'REPORT' button is visible on the right.

2. Choose the shop



The screenshot shows the 'Purchase order report' form with the 'SHOP' dropdown menu open. The 'STOCK LOCATION' dropdown is now set to 'Aldgate East Station'. The 'SHOP' dropdown menu shows options: 'All shops' and 'Aldgate East Station'. The 'SUPPLIER' dropdown is set to 'None selected', and the 'NEXT RESTOCK DATE' is set to '10.03.2023'. A 'REPORT' button is visible on the right.

3. Choose supplier



The screenshot shows the 'Purchase order report' form with the 'SUPPLIER' dropdown menu open. The 'STOCK LOCATION' dropdown is set to 'Aldgate East Station', and the 'SHOP' dropdown is set to 'All shops'. The 'SUPPLIER' dropdown menu shows options: 'None selected', 'test', and 'Extenda GO'. The 'NEXT RESTOCK DATE' is set to '10.03.2023'. A 'REPORT' button is visible on the right.

4. Choose the next restock date and then hit the REPORT button

Backoffice
Coffee Dreams
go@coffeedreams.com

HOME SALES STOCKS INVENTORY SHOPS DISCOUNTS GIFT CARDS USERS SETTINGS LOG OUT

Purchase order report

STOCK LOCATION: Aldgate East Station

SHOP: All shops

SUPPLIER: Extenda GO

NEXT RESTOCK DATE: 10.03.2023

REPORT

March 2023

W	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	1
2	3	4	5	6	7	8	9

5. A report will be displayed with product name, supplier quantity, minimal quantity, avg. per day, suggested quantity and requested quantity. Requested quantity can be changed to the desired quantity. Press Submit to create a NEW PURCHASE ORDER

Backoffice
Coffee Dreams
go@coffeedreams.com

HOME SALES STOCKS INVENTORY SHOPS DISCOUNTS GIFT CARDS USERS SETTINGS LOG OUT

Purchase order report

STOCK LOCATION: Aldgate East Station

SHOP: All shops

SUPPLIER: None selected

NEXT RESTOCK DATE: 17.03.2023

REPORT

ADD PRODUCT: Start typing

SUBMIT

PRODUCT NAME	SUPPLIER	QUANTITY	MINIMAL QUANTITY	AVG. PER DAY	SUGGESTED QUANTITY	REQUESTED QUANTITY
<input checked="" type="checkbox"/> Aeropress Combo	—	-1 piece	0 piece	0.07143	2 piece	2
<input checked="" type="checkbox"/> Americano	—	Σ -11 piece	Σ 0 piece	—	Σ 12 piece	—
<input checked="" type="checkbox"/> Americano large	—	-11 piece	0 piece	0.07143	12 piece	12
<input checked="" type="checkbox"/> Bacon Butty	—	-10 piece	0 piece	—	10 piece	10
<input checked="" type="checkbox"/> Baklava	—	Σ 0 piece	Σ 0 piece	—	Σ 1 piece	—

Fill in the mandatory information and send the order to the supplier. You can also change the quantity here if necessary.

NEW PURCHASE ORDER

NAME *
Coffee Dreams; Supplier: Extenda GO - 17.03.2023

DELIVER TO *
Stock location

E-MAIL
test@supplier.com

STOCK LOCATION *
Aldgate East Station

SHOP
Aldgate East Station

SUPPLIER
Extenda GO

NEXT RESTOCK DATE
24.03.2023

PRODUCT NAME	QUANTITY	REQUESTED QUANTITY
Aeropress Combo	-1	2
Americano — Americano large	-11	12

CANCEL **CONFIRM**

After the Purchase orders have been submitted, you will be taken to the overview of active, completed and canceled Purchase orders.

Here you can edit active orders, cancel or complete a Purchase order.

You also have the option to download the Purchase order as a PDF and CSV file.

Purchase orders

Search **ADD NEW**

Coffee Dreams; Supplier: Extenda GO - 17.03.2023	Active
Coffee Dreams; Supplier: Extenda GO - 19.01.2023	Active
Aldgate East Station -> (bestilling_215) - 20221105	Active
Aldgate East Station -> (bestilling_796) - 20221025	Active
Henning Lieng	Active
Coffee Dreams; Leverander: test - 16.09.2022	Completed
Coffee Dreams - 25.04.2022	Completed
Coffee Dreams; Leverander: test - 09.01.2022	Active
Coffee Dreams - 24.06.2021	Completed

Coffee Dreams; Supplier: Extenda GO - 17.03.2023

DETAILS **PRODUCTS**

Status: **Active** Revision no.: 1 **PDF** **CSV**

ID
73ab4e67-59af-45df-b939-f13f0a5e4951

NAME *
Coffee Dreams; Supplier: Extenda GO - 17.03.2023

E-MAIL
kent.kirkhaug@extendaretail.com

EXPECTED DELIVERY TIME *
24.03.2023

STOCK LOCATION *
Aldgate East Station

SHOP
Aldgate East Station

SUPPLIER
Extenda GO

EXTERNAL ID
External ID

EXTERNAL STATUS
External status

DELIVER TO *
Stock location

UNLOCK FOR EDITING **CANCEL** **COMPLETE**

3. Inventory

Categories

1. Hit the "Add new category" button
2. Set a category color or an image.
3. Generate an ID or create your own ID
4. Name the category.
5. Set parent category if you want subcategories.
6. Set an online sorting order if you have this integrated, if not, leave blank.
7. Set the age limit if the category contains products that indicate it. If there is no age limit, leave it blank.
8. How frequently products in this category should be recounted (in days). This updates counting interval values for all child categories as well
9. Exclude this category from discounts given in sales. This include promotions, order discounts, order line discounts coupons
10. Hit the save button when finished. The new category will appear on the left.

Edit a category

On the left you can tap the category you want to change. When you have finished changes, press UPDATE CATEGORY.

Under PRODUCTS IN CATEGORY you can see which products belong to this category.

The screenshot shows the 'Coffee Dreams' backoffice interface. On the left, a sidebar lists categories: Addons, Coffee Dreams (selected), Booze, Drinks, Food (selected), Bagels, Bagels+Dogs+Waffles+Sandwiches, and Bites - Pots - Fruit. The main area is titled 'Food' and has two tabs: 'CATEGORY DETAILS' and 'PRODUCTS IN CATEGORY (2)'. The 'CATEGORY DETAILS' tab is active, showing fields for ID, NAME (Food), PARENT CATEGORY (Coffee Dreams), WEB SORT ORDER, AGE RESTRICTION, COUNTING INTERVAL, and an 'EXCLUDE FROM DISCOUNTS' checkbox. At the bottom right are 'REMOVE CATEGORY' and 'UPDATE CATEGORY' buttons.

Products

Under DETAILS-tab, enter product details. Be thorough. Good basic data is important for the rest of the business. Note that name and SKU are required fields. Select SAVE PRODUCT when ready. Repeat for all your products.

The screenshot shows the 'SATS' backoffice interface. On the left, a sidebar lists various products. The main area is titled 'New product' and has three tabs: 'DETAILS', 'VARIANTS', and 'ADD-ON PRODUCTS'. The 'DETAILS' tab is active, showing fields for NAME, CATEGORIES, SHOP GROUPS, ACCOUNTING CATEGORY, and DESCRIPTION. There are also checkboxes for 'ACTIVE', 'OFFLINE', 'ADD-ON', 'HIDE FROM WEB', 'VARIABLE PRICE', 'PRINT PRODUCT RECEIPT', 'EXCLUDE FROM ORDERING SUGGESTION', and 'BLOCK IN SELF-CHECKOUT'. At the bottom right are 'SAVE' and 'CANCEL' buttons. Numbered callouts (1-13) highlight specific fields and buttons.

- | | | | |
|--|---|------------------------------------|---|
| 1. Set stock. How to set stock will be covered later. | 2. Set product price, how to set price will be covered later. | 3. Enter product name. (required). | 4. Enter a category if the product belongs to a certain category. |
| 5. Typing shop groups. | 6. Set accounting category, by default "others". | 7. Enter product description. | 8. Put a color on the product that appears on the button in POS. |
| 9. Define a device on the product, e.g. pc, cm, g, kg, l, m, m2 etc. | 10. Set the age limit on the product. If there is no age limit, leave it blank. | 11. Enter SKU (required). | 12. Enter product id. |

13. - **ACTIVATE**: Enable/disable products, disable products will not be available in the POS.

- **OFFLINE**: An offline product is loaded into the POS and available when browsing products. Online products will only appear in a product search.

- **ADD-ON**: Product is an add-on for other products.

- **PRINT PRODUCT RECEIPT**: Switch to enable/disable the printing of a separate product receipt when this product is sold in POS.

- **HIDE FROM WEB**: Enable/disable the display of products in web shops, web pages and external apps.

- **EXCLUDE FROM ORDERING SUGGESTIONS**: Apply to products that are bought for one season in advice, products that are going out of assortment and other cases.

- **VARIABLE PRICE**: Could be used if price is based on the weight of the product.

- **BLOCK IN SELF-CHECKOUT**: Enable/disable product sale blocking in POS self-checkout mode.

How to set stock on product?

1. When you tap on the "Stocks" button, a new window appears.

The screenshot shows a product management interface. On the left is a list of products including 'Banana', 'Blåbær', 'Bum', and various 'Casall' tights. The main area is a form for editing a product. At the top, there's a 'NAME' field with 'pc' and a 'CATEGORY' dropdown. Below that is an 'AGE RESTRICTION' field with a placeholder 'Enter age restriction'. To the right are several checkboxes: 'HIDE FROM WEB', 'EXCLUDE FROM ORDERING SUGGESTION', 'VARIABLE PRICE', and 'BLOCK IN SELF-CHECKOUT'. At the bottom, there are two tabs: 'STOCKS' (which is highlighted with a red box) and 'PRICING'. Below the tabs are fields for 'SKU' (with a placeholder 'Enter SKU') and 'PRODUCT ID' (with a placeholder 'Product id').

1	2	3	4	5
STOCK LOCATION	MINIMAL QUANTITY	QUANTITY	ADJUSTMENT	REASON CODE
TEST 1 STOCK LOCATION	0.000	0.000	0.000	- Reason Codes ▾
TEST 2 STOCK LOCATION	0.000	0.000	0.000	- Reason Codes ▾
TEST 3 STOCK LOCATION	0.000	0.000	0.000	- Reason Codes ▾

OK

1. It shows a list of all your Stock Locations.
2. You can make stock adjustments by entering stock quantity into fields. It can be a positive or negative integer/decimal number.
3. In the “Quantity” column we show the quantity of this product stock at the moment, before adjustment. You can choose a reason code for your adjustment (4), but it's not required. For positive stock adjustments only reason codes that are marked as “positive” will be shown. Likewise, for negative stock adjustments only reason codes that are marked as “negative” will be shown.

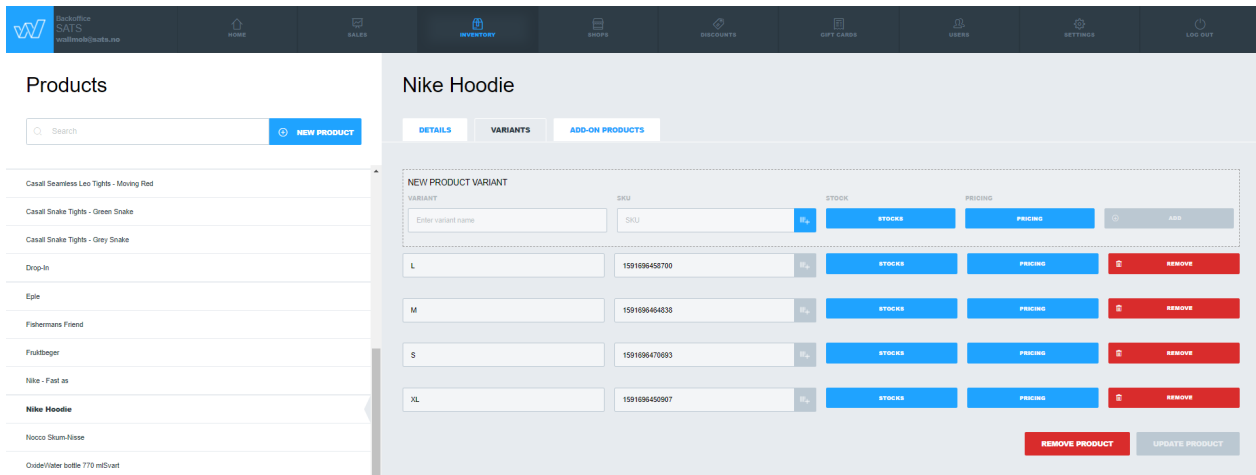
When a sale happens in POS, “Sale” systemic reason code is assigned to the event automatically. As well, if return happens in POS, “Return” systemic reason code is assigned to the event automatically.

(!) For now it's not possible to add Reason Codes when making stock adjustments from POS. But it's coming to POS in the near future.

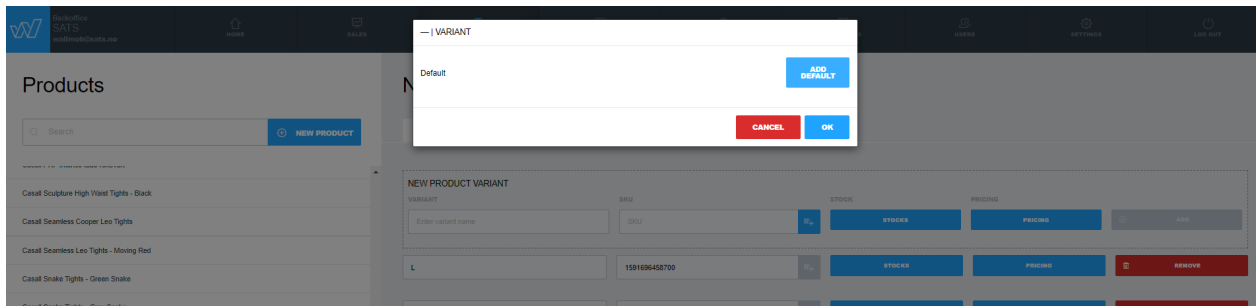
VARIANTS-tab.

Here you can set different variations on a product. For example, on a sweater you would like to put different sizes, but the same price, on body lotion, you have different sizes and different prices. You can also put stock on the different varieties.

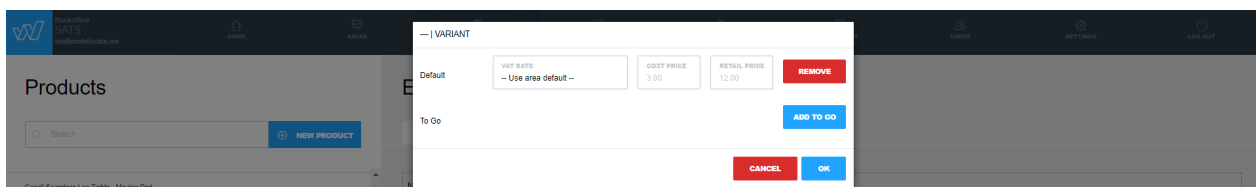
Press the remove button to the right of the defined variant to remove it from the product.



To inherit the price from the product you created for the different variants, press "PRICE" - "ADD DEFAULT" then "OK". This is done, for example, on clothes that have different sizes, but the same price.



You also have the option to set up "ADD TO GO", which is used on e.g. products such as food / drink - take away. Products that are not eaten / drunk in the cafe / restaurant have their own VAT rate. Using the "ADD TO GO" button, you set a predefined VAT rate.



ADD-ON PRODUCTS-tab.

When you create a product earlier, you have the option to set the product as an ADD-ON. See the image below.

This screenshot shows the product details for 'Sugar'. On the left is a product image of white sugar cubes. To the right of the image are several input fields: 'Color' (empty), 'UNIT' (set to 'pc'), and 'AGE RESTRICTION' (with a placeholder 'Enter age restriction'). Above these fields are three checkboxes: 'ACTIVE' (checked), 'OFFLINE' (checked), and 'ADD-ON' (checked and highlighted with a blue circle). Below the image are two tabs: 'STOCKS' and 'PRICING'. At the bottom, there are fields for 'NAME' (containing 'Sugar'), 'SKU' (containing '1602247229495'), and 'PRODUCT ID' (containing 'Product id').

Under the ADD-ON PRODUCTS-tab, you can search for add-ons to the main product. For example, if the main product is coffee, you can set an add-on that can be e.g. “sugar” that you created earlier. Search for add-on in the search field and select.

This screenshot shows the 'New product' page. The 'ADD-ON PRODUCTS' tab is selected and highlighted with a blue circle. Below the tabs is a search bar with the placeholder text 'Search to add new add-on'. To the left, a list of products is visible, including 'Sugar' and 'Apples'. At the bottom right of the main area are buttons for 'REMOVE PRODUCT' and 'INVALID'.

This screenshot shows the 'New product' page with the search results for 'Sugar'. The search bar now contains 'Sugar', and a dropdown menu shows 'Sig' and 'Sugar' as suggestions. The 'ADD-ON PRODUCTS' tab remains selected.

This screenshot shows the 'New product' page for 'Coffee'. The 'ADD-ON PRODUCTS' tab is selected. Below the tabs, a table lists the added add-ons. The table has columns for 'PRODUCT NAME', 'MIN', 'MAX', 'PRODUCT VARIANT', and 'INITIAL'. The first row shows 'Sugar' with 'Min' and 'Max' values, 'No variants', and an 'Initial' value. At the bottom right are buttons for 'REMOVE PRODUCT' and 'UPDATE PRODUCT'.

Hit the UPDATE PRODUCT to save. In POS, you will then have the opportunity to choose sugar for your coffee as an ad-on.

Stock

Here you can set up stock locations. Fill in information. Stock location name is the only one

required.

To the left you can see already created stock locations.

Stock locations

Search [NEW STOCK LOCATION](#)

SATS

Pop Up Nydalen

SATS Sagene

Kundeservice

SATS Carl Berner

New stock location

STOCK LOCATION NAME
Stock location name

STOCK LOCATION ADDRESS
Stock location address

STOCK LOCATION CITY
Stock location city

STOCK LOCATION ZIPCODE
Stock location zipcode

STOCK LOCATION COUNTRY
Stock location country

[REMOVE STOCK LOCATION](#) [CANCEL](#)

Stock locations possibilities

Choose a stock location to the left. Under DETAILS-tab you see information about the stock location.

The STOCK-tab gives you an overview of the stock. You can search by product name or search by sku.

You can download a stock report as PDF or CSV that gives you details about your stock.

Stock locations

Search [NEW STOCK LOCATION](#)

SATS

Pop Up Nydalen

SATS Sagene

Kundeservice

SATS Carl Berner

SATS Carl Berner

[DETAILS](#) [STOCK](#) [EVENTS](#)

[PDF](#) [CSV](#)

PAGE 1

CATEGORIES	NAME	SKU	QUANTITY	COST PRICE	VARIANTS
Drikke	Y1 Restitusjonsdrikk Kalao 330 ml	1580119151687	-1	NOK -8,90	
Drikke	Sats Protein Shake Cocoa Flavor	5711815082208	-3	NOK -70,20	
Næring	Sats Protein Bar Broumie Coconut	5711815082314	12	NOK 154,80	
Timer og Drop-In	Saline	1575029565931	-3	NOK 0,00	
Drikke	Redbull	1601554441119	0	NOK 0,00	
Næring	Pære	1582589521838	0	NOK 0,00	
Timer og Drop-In	PT-Time	1575030325561	-9	NOK 0,00	
Drikke	Powerade	1581412797272	13	NOK 182,00	

The EVENTS-tab

Here you see all events that have occurred on your stock, such as goods receipt, inventory

counts, stock adjustments, store transfer etc. How to adjust your stock etc will be covered in the SmartStore App manual.

You have the option to download a CSV report for all shops by pressing ALL CSV, or for the individual store you have selected on the left by pressing CSV.

To the right of each event, you can download a PDF report for the specific event.

The screenshot displays the SmartStore App interface. On the left, a sidebar titled 'Stock locations' lists several locations: SATS, Pop Up Nydalen, SATS Sagene, Kundeservice, and **SATS Carl Berner** (which is highlighted). The main area is titled 'SATS Carl Berner' and contains tabs for 'DETAILS', 'STOCK', and 'EVENTS'. Below these tabs are buttons for 'ALL CSV' and 'CSV'. The 'EVENTS' tab is active, showing a table of stock events. The table has four columns: 'TIMESTAMP', 'REFERENCE', 'REASON CODE', and 'REPORT'. Each row represents a stock event, such as 'AddStock - Coffee' or 'RemoveStockEvent - Banan', with a corresponding PDF report link.

TIMESTAMP	REFERENCE	REASON CODE	REPORT
2020/10/09 - 15:20:10	AddStock - Coffee	Undefined	PDF
2020/10/09 - 15:19:07	AddStock - Coffee	Undefined	PDF
2020/10/09 - 15:12:51	AddStock - Sugar	Undefined	PDF
2020/10/08 - 09:50:47	RemoveStockEvent - Banan	Sale (Negative)	PDF
2020/10/08 - 09:49:32	RemoveStockEvent - Banan	Sale (Negative)	PDF
2020/10/08 - 09:41:42	RemoveStockEvent - Sals Protein Bar Brouwie Coconut	Sale (Negative)	PDF
2020/10/08 - 09:24:27	selling_527	Undefined	PDF
2020/10/08 - 08:43:40	RemoveStockEvent - Sals Protein Bar Brouwie Coconut	Sale (Negative)	PDF
2020/10/08 - 08:43:40	RemoveStockEvent - PT:Time	Sale (Negative)	PDF
2020/10/08 - 08:43:40	RemoveStockEvent - Fruktbeger	Sale (Negative)	PDF
2020/10/07 - 14:40:40	selling_100	Undefined	PDF

4. Shops

Shops

To create a new shop, fill in the relevant information. Shop name, Price region, and Stock location are required. To the left you see all your stores.

Price region is pre-filled with default. You can create more price regions and connect these to different shops. From the product page, you can then define the prices for the product in each region, meaning that prices for products can now be different between shops. The currency used in each shop also follows the price region, so different shops could have different currencies. How to set up a separate price region is covered later in this manual.

To set a stock location, a stock location must have been created first, as shown earlier in this manual. If you do not set a stock location, it will have the same name as the shop.

Layout template will be covered later in this document.

The screenshot displays the 'New shop' form in the Extendago system. The interface is divided into two main sections: 'Shops' on the left and 'New shop' on the right. The 'Shops' section shows a list of existing shops: Kundenservice, Netbutikken, Pop Up Nydalen, SATS Carl Remer, SATS Sagen, and SATS Skov. The 'New shop' section contains a form with tabs for 'DETAILS', 'OPENING HOURS', and 'VIPPS'. The 'DETAILS' tab is active, showing fields for Shop Name, Price Region (Default), Stock Location (Create stock location), Layout Template (Not set), Address, ZIP, City, Country, Shop Groups, and Data Sources. There are also fields for Receipt Header, Receipt Footer, Org NR, Org NR, Time Zone, Latitude, and Longitude. Buttons for 'REMOVE SHOP' and 'INVALID' are at the bottom right.

Shop groups

Here you can group your stores into shop groups. If you have many shops, it may be appropriate to group shops to which city they belong and the like.

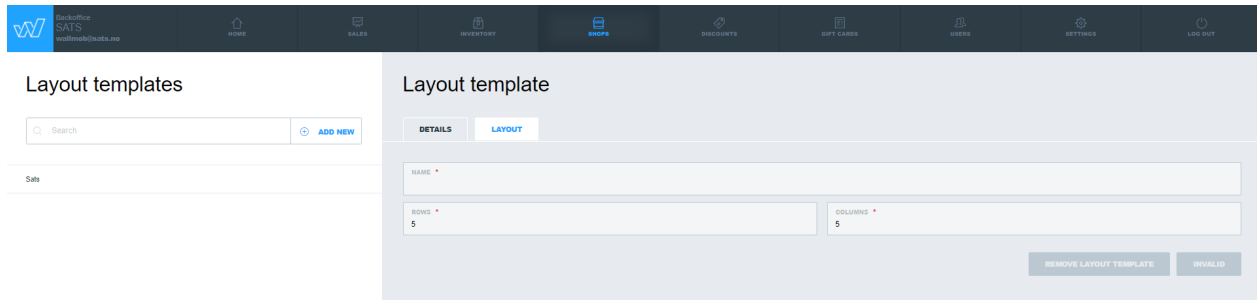
The screenshot shows a web application interface for managing shop groups. At the top is a dark navigation bar with a logo and menu items: HOME, SALES, INVENTORY, SHOPS, DISCOUNTS, GIFT CARDS, USERS, SETTINGS, and LOG OUT. The 'SHOPS' menu item is highlighted. Below the navigation bar, the page is split into two main sections. The left section, titled 'Shop groups', contains a search bar with an 'ADD NEW' button and a list of shop groups, currently showing 'SATS'. The right section, also titled 'Shop groups', is in 'DETAILS' view for a selected group. It contains a 'NAME' field with the value 'Name', a 'PARENT SHOP GROUP' dropdown menu set to 'No parent', and two radio buttons: 'FOR SHOPS AND PRODUCTS' (which is selected) and 'FOR SHOPS ONLY'. At the bottom right of the details section are two buttons: 'REMOVE SHOP GROUP' and 'INVALID'.

POS templates

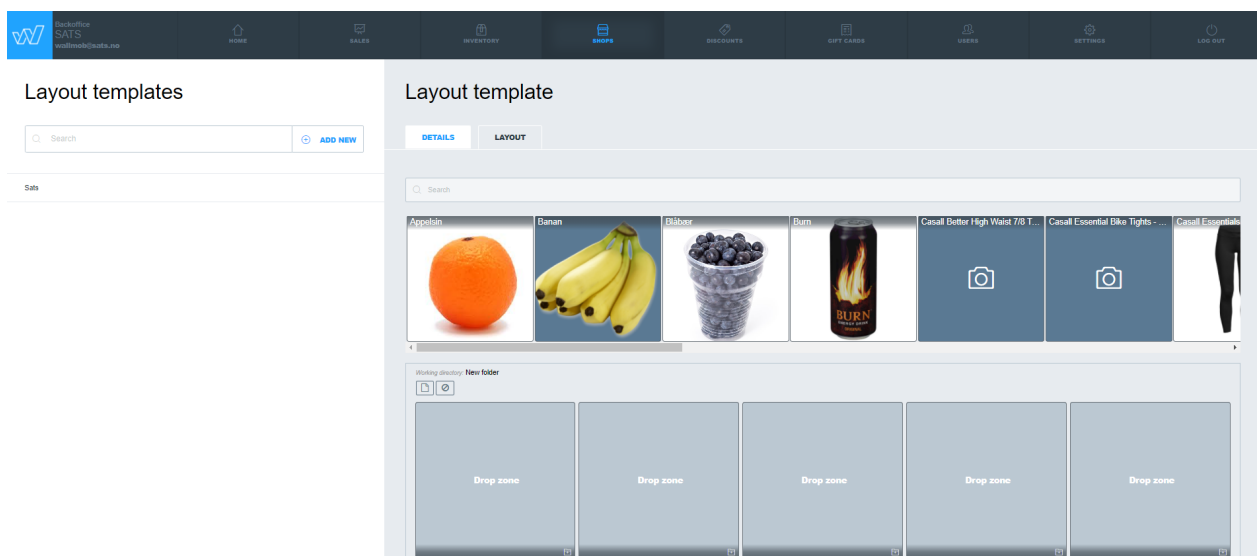
Layout template editor let you define product button templates for how you want to display sales buttons for products.

Under the DETAILS-Tab, fill in the layout template Name (required). Set up the number of rows and columns (required). Default is 5 x 5.

On the left you see your created templates.

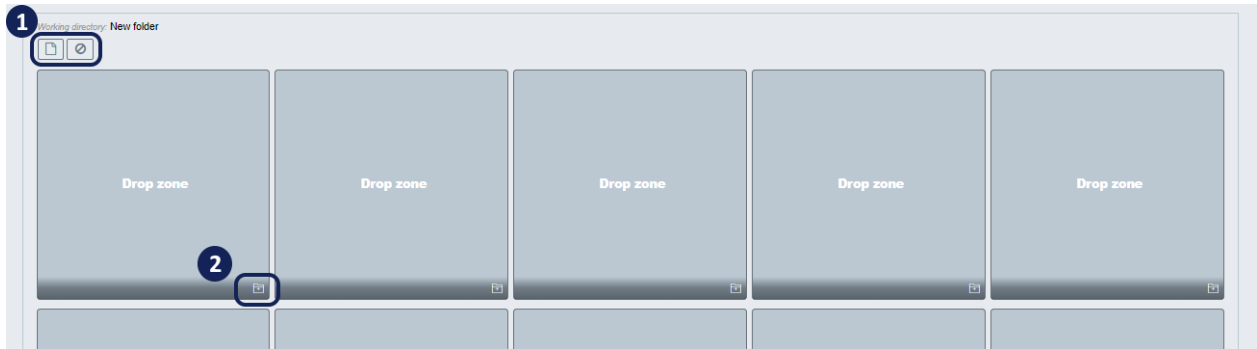


Under the LAYOUT-Tab you can define products you want to display in POS by dragging them down into the drop zone.

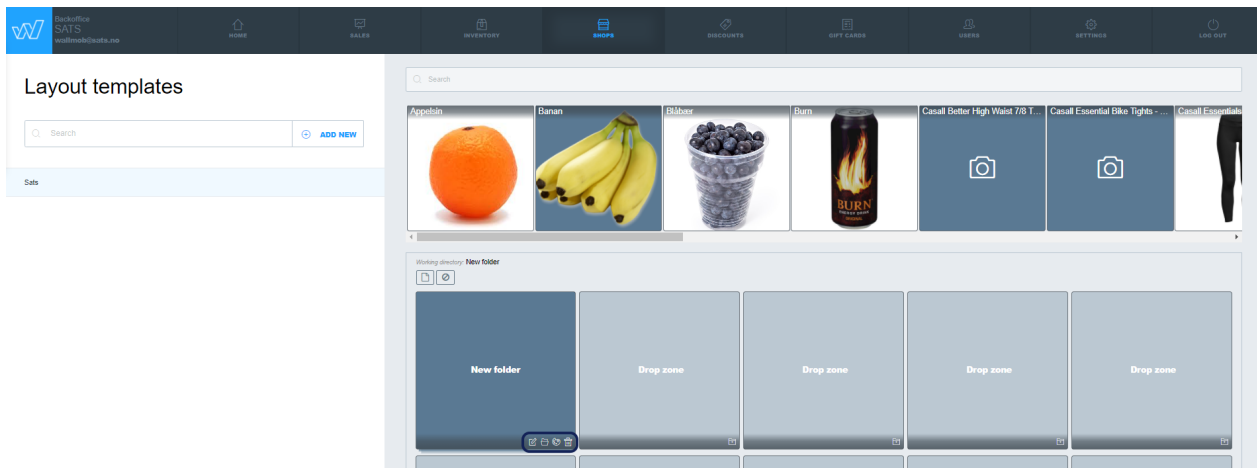


1. Buttons for “Add new page” and “Remove folder items”

2. Button for “Add folder”



By pressing the Add folder button, you have the opportunity to create a folder that contains products. You can rename the folder, open it, set a color, or delete it.



5. Discounts and Gift cards

Discounts and Gift cards set up are covered in a separate manual



6. Users

Users

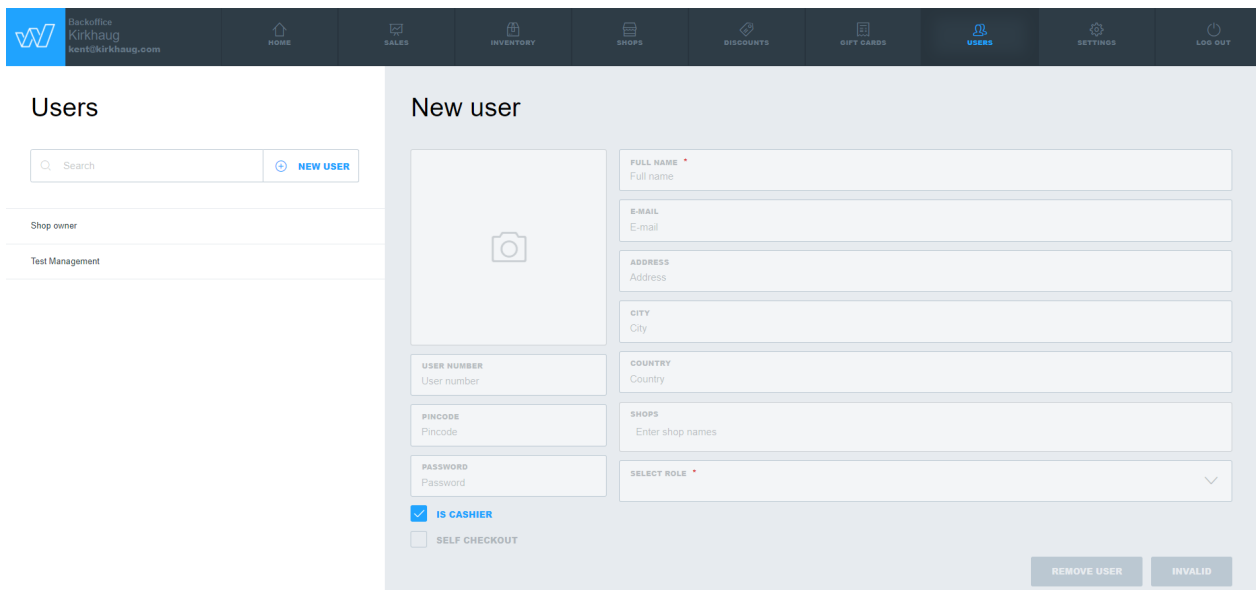
Create a new user for POS and Backoffice by filling in information about the user. FULL NAME and SELECT ROLE is required.

There are three predefined roles you can give the user that cover most user permissions, but you can also define your own roles. It will be covered later.

IS CASHIER is checked off by default. Recommends setting a pin code for each user.

If the register is to function as a self-payment, both IS CASHIER and SELF-CHECKOUT must be set. A pin code is required for a self checkout register.

Press SAVE USER when done. On the left you see a list of created users.



Roles

On the left you will see a list of the predefined roles in Wallmob.

Create a new role

1. Enter a role NAME and press SAVE ROLE

2. Under CONFIGURATIONS-Tab you can set which parameters should apply to the role. Press UPDATE ROLE to save.

ID	TYPE	VALUE
Create	Role	✓
Delete	Module Code	✓
Edit	Module Code	✓
Search	Module Code	✓

3. Under RIGHTS-Tab you can set which rights the user should have. Press UPDATE ROLE to save.

TYPE	MODEL		READ	CREATE	UPDATE	DELETE
Default	ACCESS_TOKEN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Default	ADD_STOCK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Default	ALLOWED_SHIPPING_CARRIERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Default	API_DATA_FILES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Default	AUTOMATIC_EMAIL_SUBSCRIBERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Default	BILLING_INVOICES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Default	BILLING_INVOICE_LINE_ITEMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Default	BLINDGT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Customers

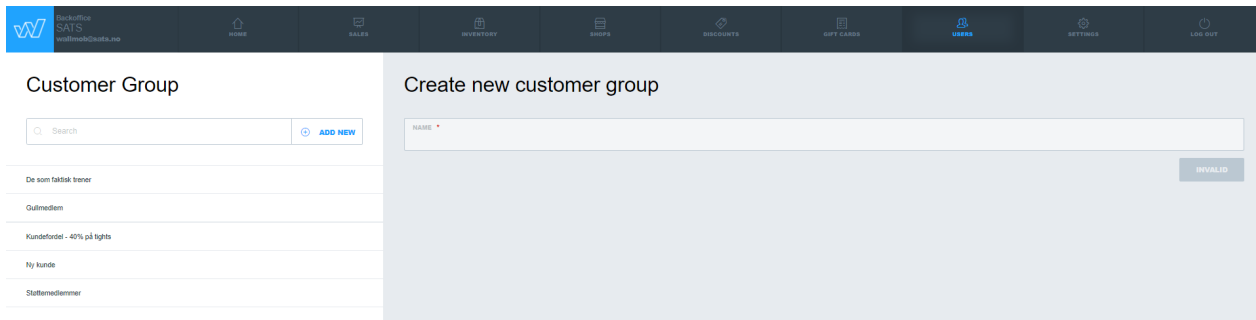
Fill in relevant information about the customer. The customer's name is required. Press **SAVE** when done. All created customers are listed on the left.

Set CUSTOMER GROUP if the customer is to be part of a customer group, e.g. to get various benefits. Which benefits the customer receives is set up under DISCOUNTS where you can define which customer groups receive which benefits / discounts etc.

Customer ID	Customer Name
Kent - kent@kirk.com - 12345678	Kent Kirkhaug
Kent Kirkhaug - kent@kirk.com - 41513508	Kent Kirkhaug

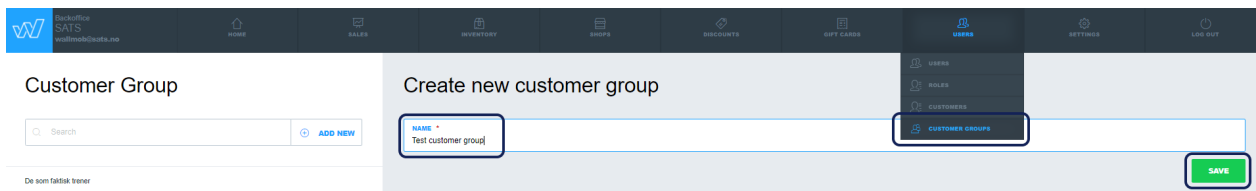
Customers groups

Create new customer group by filling in NAME and press SAVE

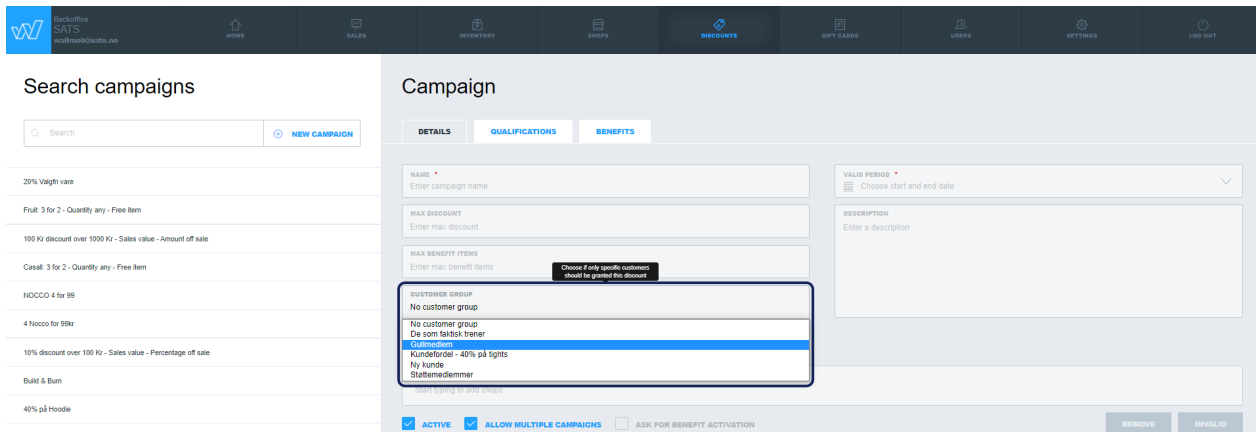


How to use CUSTOMER GROUPS

1. Create new customer groups in USERS - CUSTOMER GROUP. Press SAVE.



2. Go to DISCOUNTS - PREDEFINED DISCOUNTS or CAMPAIGNS. Set up a discount/ campaign and add the customer group the campaign / discount will apply to.



Now you can add customers to the customer group who will receive this promotion/ discount.

7. Settings

Account



Company, user data, license, change license and card options for your company/shop.

The Change license option: Adjust according to how many POS your shop wants.

The Card option: Activate and fill in credit card information for payment of Wallmob license.

Account

Company

WMS NO: *
CORG NO:

UPDATE

User data

E-MAIL:
wallmob@sats.no

COMPANY NAME:
SATS

CONTACT PERSON:
Contact person

PHONE NUMBER:
Phone number

STREET NAME:
Street name

ZIP CODE:
Zip Code

CITY:
City

UPDATE

Password

OLD PASSWORD:
Password

NEW PASSWORD:
New password

CONFIRM NEW PASSWORD:

License

CURRENT LICENSE

Registers: 8

Price per register: NOK: 523.75

Payment period: 30 days

License expires: 22.10.2020

5,613.75

REACTIVATE ACCOUNT

Change license

The change will take effect immediately but you will not be charged before the next time your payment period ends.

NEW LICENSE

Registers: 9

Price per register: NOK: 523.75

Payment period: 30 days

5,613.75

REQUEST CHANGE

Card

ADD CREDIT CARD

☐ I HAVE READ AND ACCEPT TERMS AND CONDITIONS

Payments

An overview of your Wallmob license payments

Payments

DATE PAYMENT ID DESCRIPTION PAYMENT METHOD AMOUNT CURRENCY STATUS DOWNLOAD

22.11.2019 c63d3e6d-805f-8406-88f3-c1c52da51677 License: WMS_BASE_NO, [22-11-2019 - 22-12-2019] 0.00 NOK Paid PDF

Showing 1 to 1 of 1 entries

Integrations

Opportunity to integrate with different systems.



Backoffice SATS
wallmob@sats.no

HOME SALES INVENTORY SHOPS DISCOUNTS GIFT CARDS USERS SETTINGS LOG OUT

Integrations

Accounting SFTP (GBAT10)
eAccounting
SFTP Transfer

Registers

Set up a new Register. Give it a NAME, link it to a SHOP and set REGISTER TYPE (POS or KDS) POS is default. KDS is covered in a separate document.

Set THIS REGISTER HAS AN INTEGRATED CARD TERMINAL if you have an integrated card terminal.

Press CREATE REGISTER when done.

Backoffice SATS
wallmob@sats.no

HOME SALES INVENTORY SHOPS DISCOUNTS GIFT CARDS USERS SETTINGS LOG OUT

Registers

Search [] [NEW REGISTER](#)

Pop Up 1	POP UP NYDALEN
SCO 4 Carl Berner	SATS CARL BERNER
SCO 1 Sagene	SATS SAGENE
SCO 6 Carl Berner	
Kundeservice	KUNDESERVICE

New register

REGISTER NAME *
Test

SHOP *
SATS Carl Berner

REGISTER TYPE *
Register for POS

☐ THIS REGISTER HAS AN INTEGRATED CARD TERMINAL

[CREATE REGISTER](#)

Customer prefixes

To create new customer prefixes. Press SAVE when done.

Backoffice SATS
wallmob@sats.no

HOME SALES INVENTORY SHOPS DISCOUNTS GIFT CARDS USERS SETTINGS LOG OUT

Customer prefixes

Search [] [ADD NEW](#)

2548
exerprechdn

Create new customer prefix

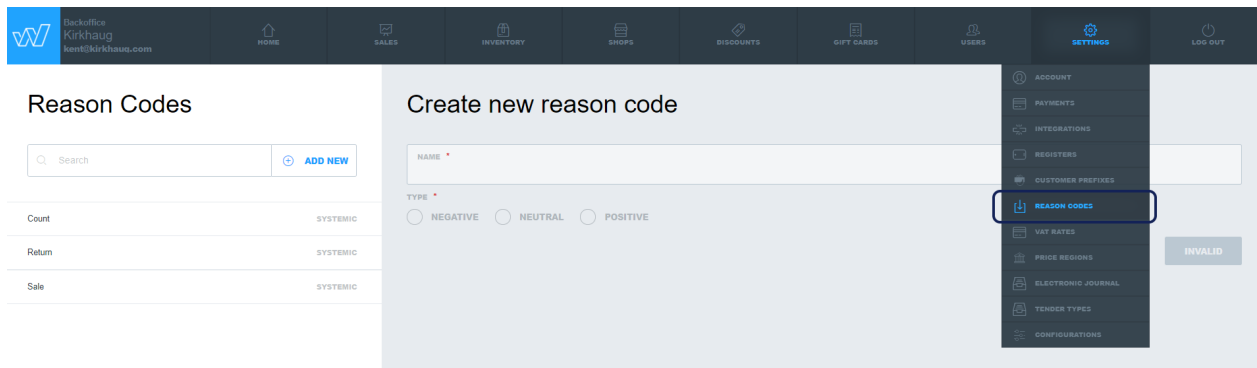
NAME *

[INVALID](#)

Reasons code

Creation of reason codes for stock adjustments

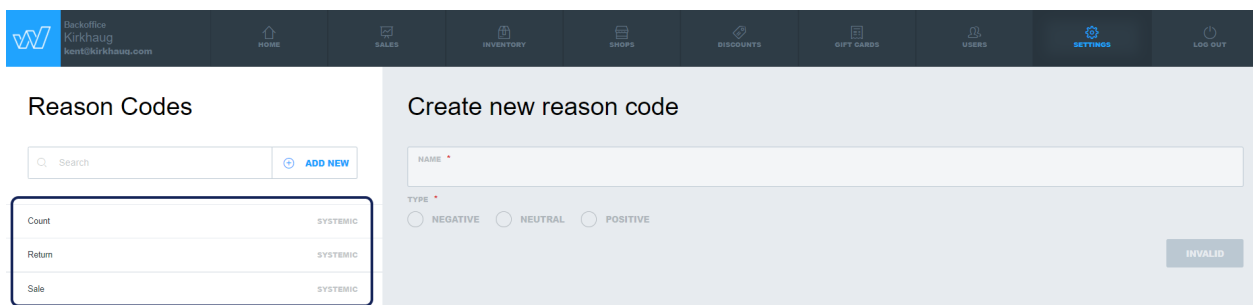
Stock feature functionality – reason codes. You will be able to create reason code, reason why the adjustment to stock was made, and report on the reasons selected. You can find this feature in Backoffice - SETTINGS - REASONS CODES.



Reason codes have a text name, an id, and a selection if the reason code is positive, neutral or negative adjustment.

- If the adjustment is positive, the number sent increases the stock of that product.
- If the adjustment is negative, the number sent decreases the stock of that product.
- If the adjustment is neutral, the stock is not changed. This applies when doing Inventory Count in POS (Not yet implemented).

Initially, three systemic codes are created - Sale (negative), Return (positive) and Count (neutral).



VAT-Rates

To the left you see predefined VAT rates. You also have the option to define your own VAT rate if needed.

VAT Rates

Search [NEW VAT RATE](#)

Zero Rate - 0%
Reduced - 6%
Reduced 2 - 15%
Default - 25% DEFAULT

New VAT Rate

NAME *
Name

PERCENTAGE *
Percentage

[INVALID](#)

Price-regions

You can create more price regions and connect these to different shops. From the product page, you can then define the prices for the product in each region, meaning that prices for products can now be different between shops. The currency used in each shop also follows the price region, so different shops could have different currencies.

Price regions

Search [ADD NEW](#)

Default

New price region

NAME *

CURRENCY * [+](#)

EXCHANGE RATE MARGIN [+](#)

VAT LABEL *
Moms, GST, VAT, ...

DEFAULT VAT RATE *
-- Not set --

[REMOVE](#) [INVALID](#)

Electronic Journal

Generates a JSON file of events in your shop. You can choose which shop, which register and specify the date range.

Electronic Journal

SHOP
SATS Carl Berner

REGISTER
SCO 1 Carl Berner

CUSTOM RANGE
02.08.2020 / 13.10.2020

597 entries matches your search

DOWNLOAD

Tender types

You can set up a custom payment method. In POS, in the payment window it will be an option to pay with "Miscellaneous".

This type of tender type is used, for example, if you buy vouchers from a shopping center that acts as tender types in all shops at the center. Tender types can also be set up as corporate agreement for a company where the employees use this type of tender type in, for example, the canteen.

Tender types

Friskvård

Egitor Bedriftsavtale

Customer Service

NEW TENDER TYPE

New tender type

NAME
Name

VALUE
Value

ACCOUNT

PAYMENTS

INTEGRATIONS

REGISTERS

CUSTOMER PREFIXES

REASON CODES

VAT RATES

PRICE REGIONS

ELECTRONIC JOURNAL

TENDER TYPES

INVALID

Give the tender type a name and set the value

Tender types

Friskvård

Egitor Bedriftsavtale

NEW TENDER TYPE

New tender type

NAME
Test tender type

VALUE
100


REMOVE TENDER TYPE

SAVE TENDER TYPE

Configurations

Here you can turn on / off / configure parameters for your shop.

You can e.g. add your own logo on the receipt.



Backoffice
SATS
wallmob@sats.no

HOME

SALES

INVENTORY

SHOPS

DISCOUNTS

GIFT CARDS

USERS

SETTINGS

LOG OUT

Configurations

SEARCH

POS

EOD

Shared

EOD

ID	TYPE	VALUE
ExternalAttributeBagIdRequiredOnEOD.Enabled	Default	<input type="checkbox"/>