



# QUICK START GUIDE



**NomadPOS Blue incorporates an Android App plus the Nomad Management Console (NMC)**



The NomadPOS Blue app is installed on a mobile device (such as a phone or tablet) and used as a Sales application.

This Sales App then integrates with the Nomad Management Console (NMC) for administrative control. The Sales app features are described later in this document

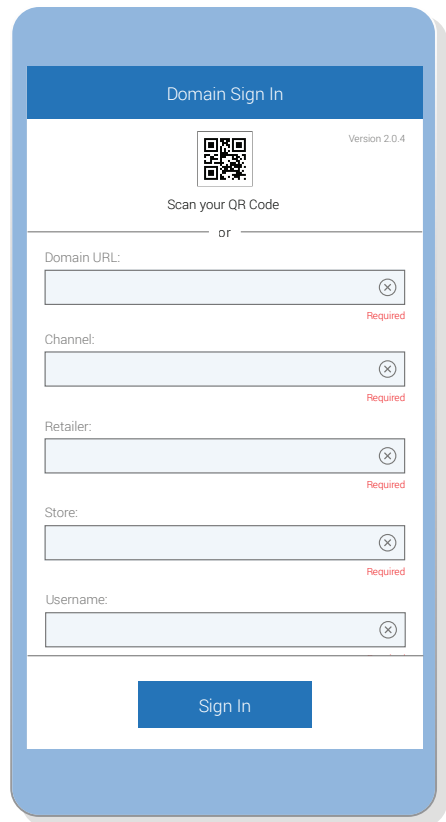
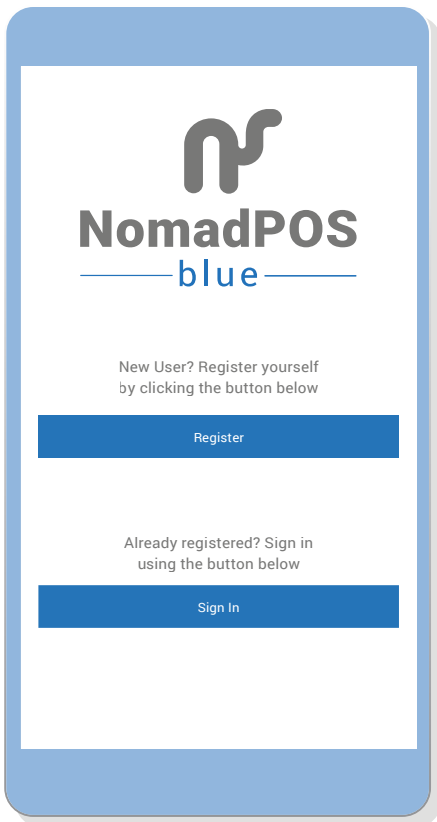
This document describes how to set up and get started with NMC as the Administrator of the system.

# STEP 1 DOWNLOAD

Download the app from google Play store on your Android device



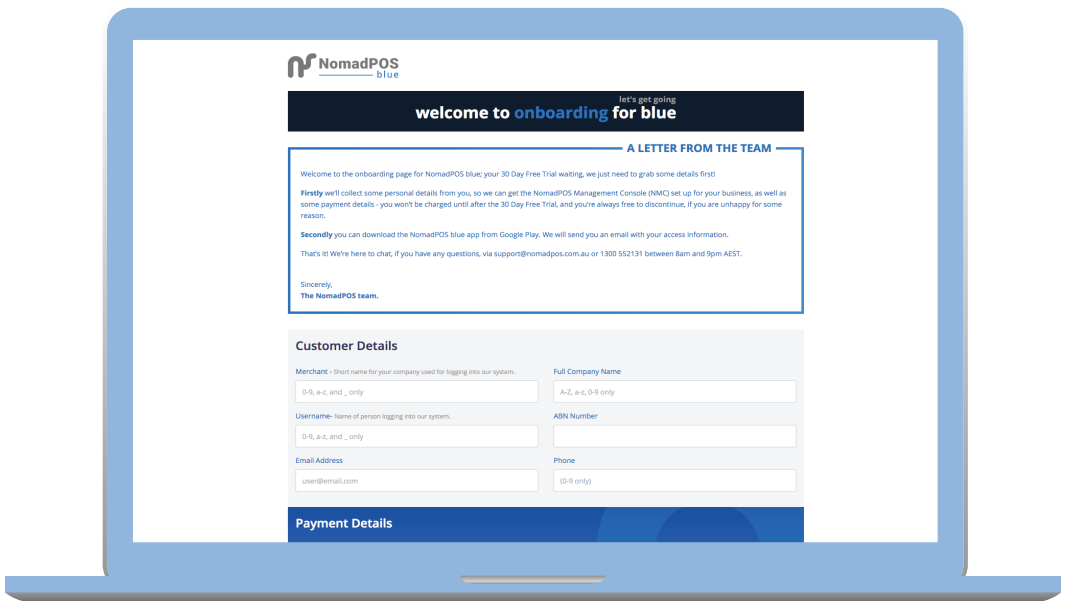
Launch the app.



# STEP 2 ONBOARDING

Before you start using the app, you will need to set up the Management Console. Signing into Nomad Management Console (NMC) and onboarding is via our website. [www.nomadPOS.com](http://www.nomadPOS.com)

Access to NMC starts via a Welcome Screen as pictured below.



You will need internet connection to begin.  
Things to Consider

- We use and recommend Google Chrome and IE 11 (Windows) as web browsers. Unsupported web browsers may cause the application to not work properly.
- We issue you a web LINK that you use to sign into the NMC. This link creates the reference against which we store all your company's data in the cloud.

- When you sign in to the NMC, you're also prompted to enter your Retailer name. This information is issued during your onboarding (via email) and is your Merchant name.

All selling locations belong to one Merchant name and share the same product database, categories, and operators.

# STEP **3** LOGIN TO NMC

Use the LINK and your merchant and user credentials to login to NMC.



The first person to create the set up in NMC becomes the Administrator of the system. This Admin maintains responsibility for sign in credentials and assignment of operators.

# STEP 4 NMC WELCOME

## Set up your products (and/ or services) file

There are 2 ways of adding products or services.

The first option (recommended) is to

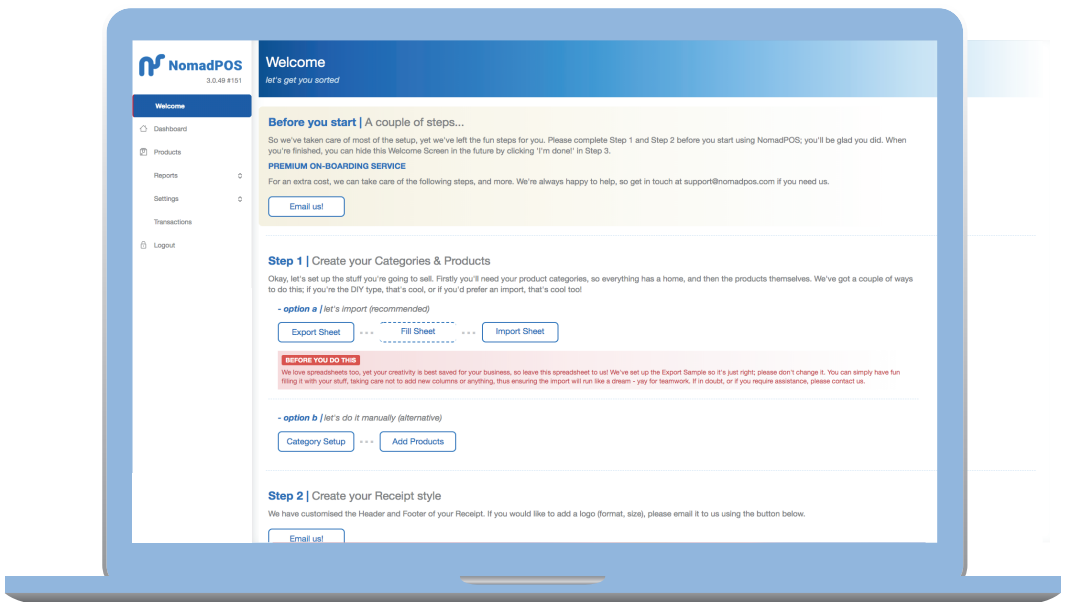
- export the sample excel file,
- fill in your product details in the exact format as specified
- and then import the completed product file.

The 2nd option is to manually add categories and then add products/services under each category. Categories relate to groups of products.  
Eg: Electronics >> Television

If you would like to add images to your products / services, you can go in to the products tab and add images or modify product details.

## Customise your customer receipt

Add your logo, please email us your logo and we will set it up for you



Click on **I'm Done!** and you are all set to use the app to record transactions.

# INTRODUCING NMC

NMC starts with a home screen called Dashboard.

Here are the main sections of NMC.

## Products

Search for, edit, and delete products in your database. We make it easy to add the selling basics for your products, and let you choose from many optional extras.

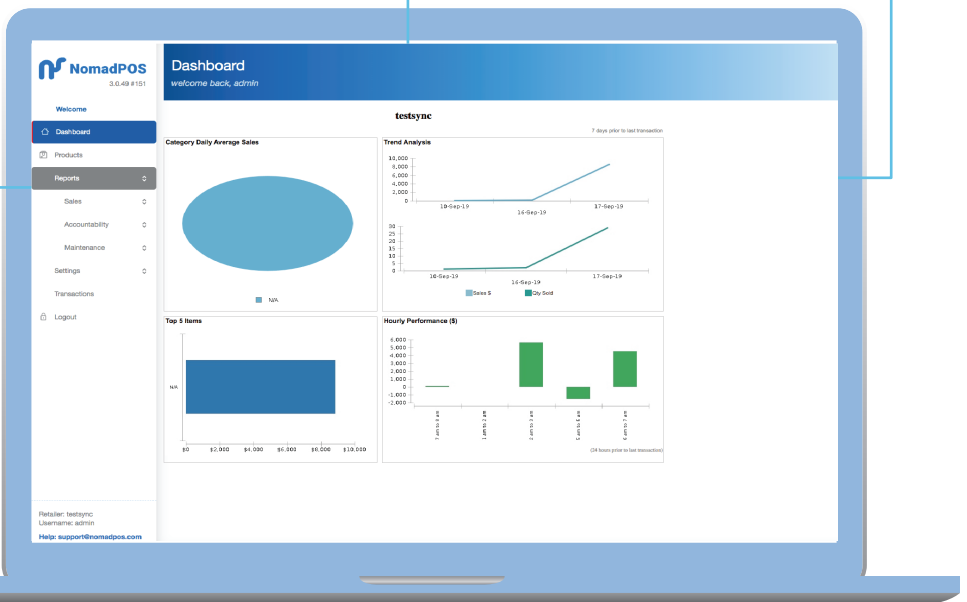
You can also use our handy template to import and export all your product data.

## Dashboard

Get a quick overview of how your business is performing with a number of key graphs to show different aspects.

## Reports

This gives more specific information of the key data generated from your selling locations.



# INTRODUCING NMC

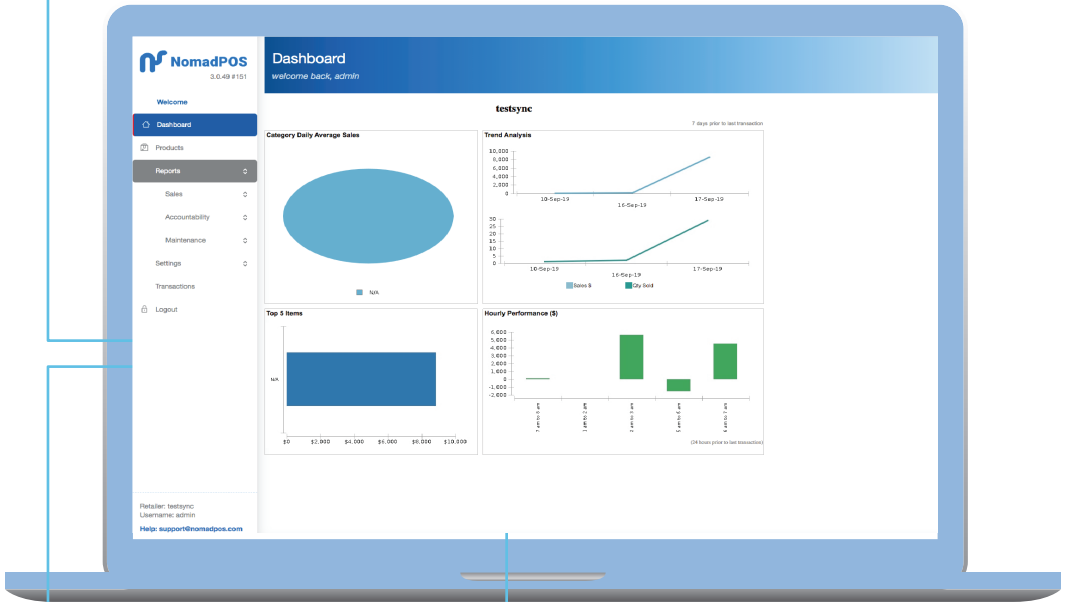


## Settings

See how your system works by exporting the available tools. This includes things such as your operators, my password policy, importing.

## Add

Any time you need to add something, such as new product or user, always look for the **Add** to begin the task.



## Transactions

Find past completed sales and refunds. View or download a PDF copy of the tax invoice.

## Logout

You're automatically signed out if there has been no activity for 30 minutes.

The Admin has access to these NMC features and is responsible for system set up and maintenance.

The Admin will learn how to use Settings and assign operators and passwords. Operators are then users of the Sales App and can use the Operator names and passwords to sign into the Sales App.



# SALES APP: NOMADPOS BLUE

Introduction to the main features on the home screen and New Sale screen.

## Start a New Sale

A sale can include refund items if you need to give the customer their money back. You'll be prompted to confirm the item's refund price.

## Find Past Activity

Use **Transactions** to see all purchases and refunds done on this device in the past 30 days.

To reprint a sales receipt, tap on a past 'finalised' transaction.

Use **Settings | Application Logs** to see all events recorded by the device.

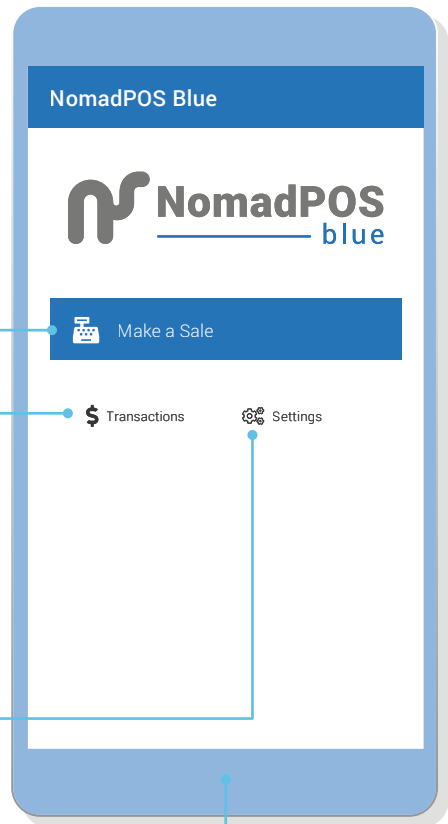
## Technical Tasks

Push any unsent completed **Transactions** to the cloud database (this usually happens automatically).

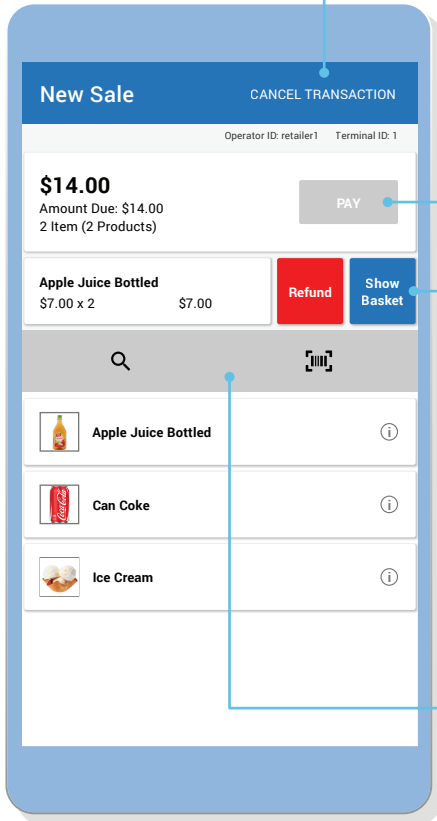
Also come here to check **application logs** and pair a bluetooth **printer**.

## Close the app

Also sign out and back in to apply product updates, rather than wait for next auto-refresh.



# SALES APP: NOMADPOS BLUE



## Cancel or pause a sale or refund

Go to **Transactions** to continue a paused sale or refund.

## Pay

You can print or email a receipt (as enabled).

The **Amount Due** includes any tax which applies. In Sale mode, **Total Items** ignored any refund items.

## Review

Tap the last item added to easily update its sale options.

Click **Show Basket** to see all items added, and to **update, refund, or remove** an item. Items of the same type (product and price) are grouped together.

## Add Products

Choose from Favourites, Search, or scan your product barcode.

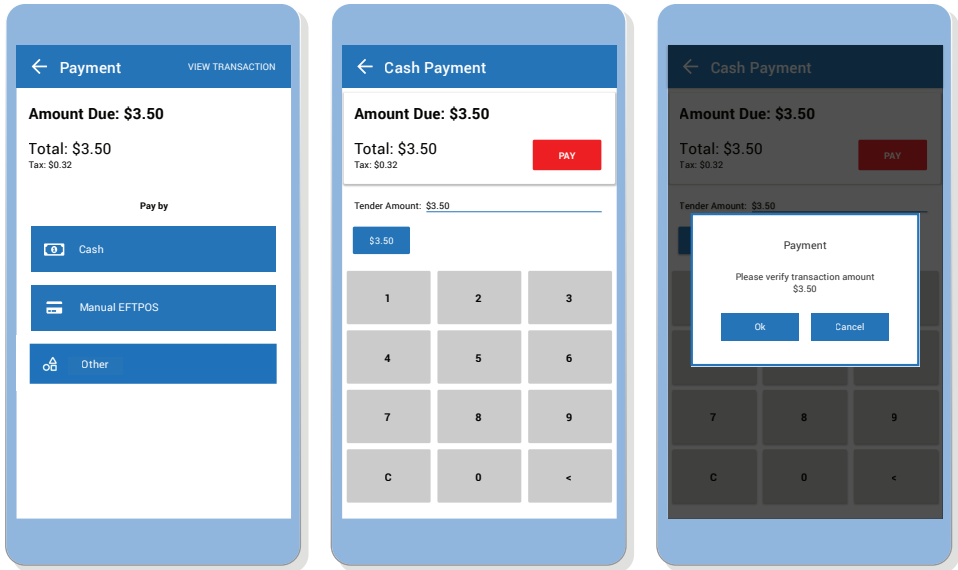
Tap ⓘ for more options, before adding an item. If you need to quickly add multiple units, apply discounts or remove all units.

# SALES APP

# KEY FEATURES

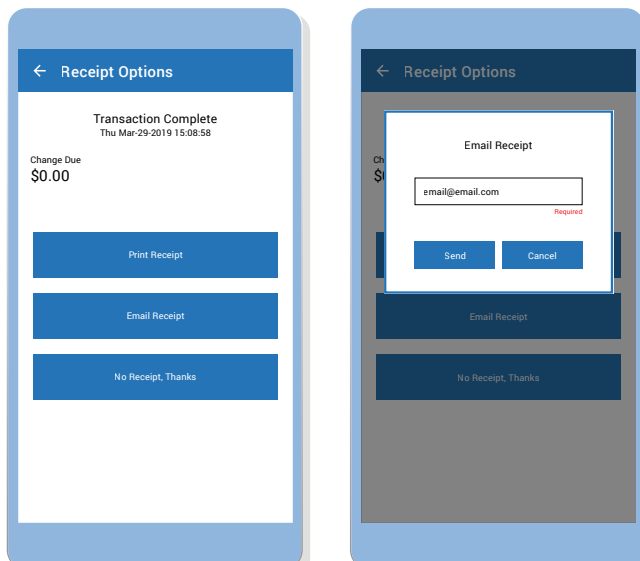
## 1. Make a Sale

Identify and add products to create a sales basket for each customer. Pricing is automatically added.



## 2. Complete a transaction


Make a payment by cash, Manual EFTPOS or other when all items are recorded and the transaction is totalled.



# SALES APP KEY FEATURES



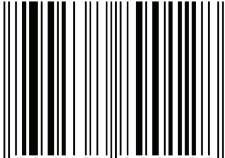
3. Send a digital receipt to the customer using the customers email.



Training Store  
ABN 11-111-111-111  
Tax Invoice

Description	Total \$
• 4 n 20 pie	6.00
• Chips	4.00
• Donut	4.50
<b>Total (Inc GST)</b>	<b>\$14.50</b>
3 items	
Manual EFTPOS	\$14.50
APPROVED	PAYMENT
GST Amount	\$1.32

• Signifies item(s) with GST  
Served by admin on Terminal 1  
06/04/19 02:43:14 pm



1 234567 890128 >



<http://nomadpos.com/blue>