

# 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

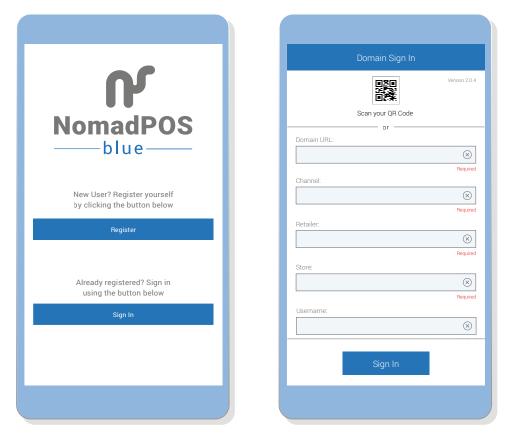
This document describes how to set up and get started with NMC as the Administrator of the system.

## STEP 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

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

	nboarding for blue	
	A LETTER FF	ROM THE TEAM
Welcome to the onboarding page for NomadPOS blue; your 30 Day I	Free Trial waiting, we just need to grab some deta	alls first
Firstly we'll collect some personal details from you, so we can get th some payment details - you won't be charged until after the 30 Day I reason.		
Secondly you can download the NomadPOS blue app from Google P	Play. We will send you an email with your access i	nformation.
That's it! We're here to chat, if you have any questions, via support@nomadpos.com.au or 1300 552131 between 8am and 9pm AEST.		
Sincerely, The NomadPOS team.		
Sincerely,		
Sincerey, The NormadPOS team.	Full Company Name	
Sincerely, The NomadPOS team.	Full Company Name	
Stoomly, The NormadPOS team. Customer Details Merchare: Sourt nume for your company used for logging into our system.		
Stoornly, The HommePOS team. Customer Details Merchard: Stort name for your company used for togging into our system. D-9, b-2, and _only	A-Z, a-z, 0-9 only	
Shorendy, The Normad/DOS team. Customer Details Merchart - Short name for your company used for legging into our system. OR, $b \in And_{and}$ Unerrame - Name of person legging into our system.	A-Z, a-z, 0-9 only	

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.

<b>NomadPOS</b>	
NomadPOS	
Retailer	
Username	
Password	
Login	
3.0.49 #151	

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.

# **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. Eq: 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

Click on

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

NomadPOS 3.0.49 #151	let's get you sorted
Welcome           Dashboard           Image: Deports           Reports           Settings           Transactions	Before you start   A couple of steps Sy were taken care of most of the subgry serve well with the fun steps for you. Please complete Step 1 and Step 2 before you start using NomadPOS; you'll be gliad you did. When you're filiantly, usus in Arde this Waterians Borean in the future by clocking 'Tm dome' in Step 3. PREMUM ON-BOARDING SERVICE For an extra cost, we can take care of the following steps, and more. We're always happy to help, so get in touch at supportBinomadpos.com if you need us. Email ust
(i) Legent	Step 1 [Create your Categories & Products         Bay, Mr set up, the study your going to set. Firstly you'r need your product categories, so everything has a home, and then the products themselves. We've got a couple of ways to be the DM type, that's coup.        getore J lets in group resonances            (FIL State)             (FIL S
	Step 2   Create your Receipt style We have custorised the Header and Footer of your Receipt. If you would like to add a logo (format, size), please email it to us using the button below. Email ust

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

# INTRODUCING

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.

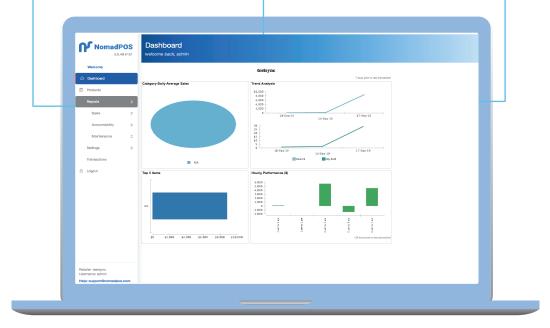
You can also use our handy template to import and export all your product data.

## Dashboard

Get a quick overviews 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.



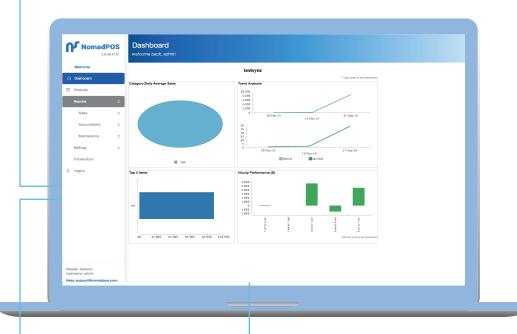
# INTRODUCING

### 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

#### - Logout

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

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 NomadPOS Blue prompted to confirm the item's refund price. NomadF Find Past Activity -Use Transactions to see all purchases and S Transactions 🕄 Settings 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**

New Sale	CANCEL TRANSACTION
	Operator ID: retailer1 Terminal ID: 1
<b>\$14.00</b> Amount Due: \$14.00 2 Item (2 Products)	PAY
Apple Juice Bottled\$7.00 x 2\$7.00	Refund Show Basket
Q	Juni:
Apple Juice Bottled	i
Can Coke	(j)
Ice Cream	(j)

## 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 (i) 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.

Payment VIEW TRANSACTION	← Cash Payment	← Cash Payment
Amount Due: \$3.50 Total: \$3.50 Tax \$0.32	Amount Due: \$3.50 Total: \$3.50 Tex: \$0.32	Amount Due: \$3.50 Total: \$3.50 Tex: \$9.32
Pay by	Tender Amount: <u>\$3.50</u>	Tender Amount: \$3.50 Payment
Manual EFTPOS	1 2 3	Please verify transaction amount \$3.50
on Other	4 5 6	
	C 0 <	C 0 <

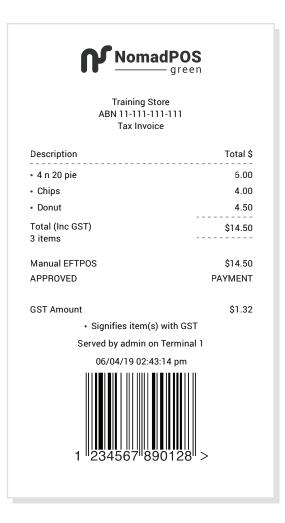
#### 2. Complete a transaction

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

← Receipt Options	← Receipt Options
Transaction Complete Thu Mar-29-2019 15.08:58 Change Due \$0.00	Email Receipt S email@email.com recurst
Print Receipt	Send Cancel
Email Receipt	Email Receipt
No Receipt, Thanks	No Receipt, Thanks

## SALES APP **KEY FEATURES**

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





http://nomadpos.com/blue