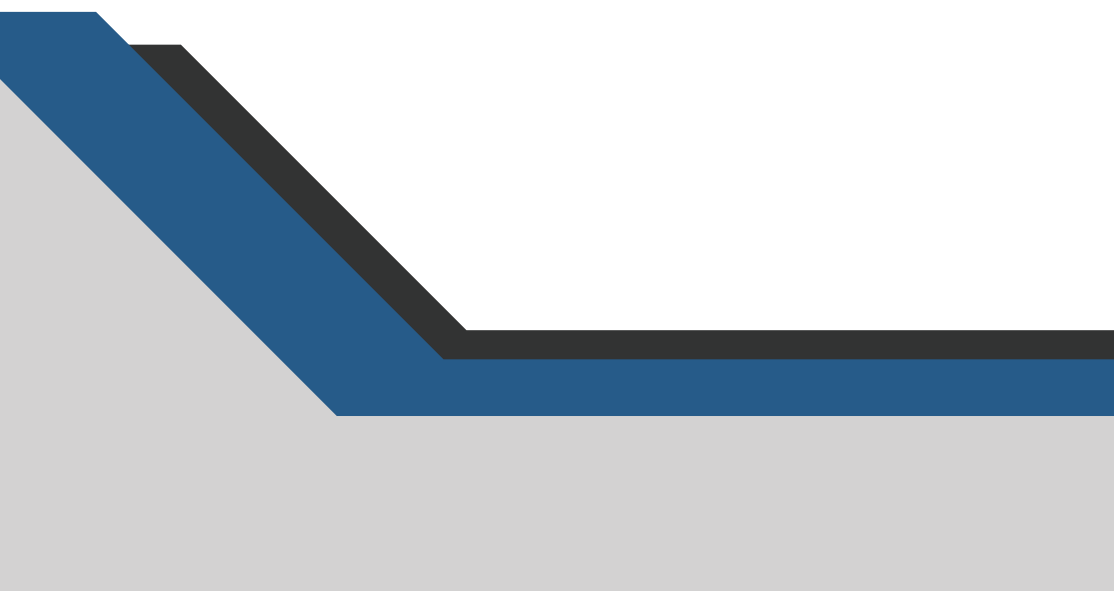




QUICK START GUIDE



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.

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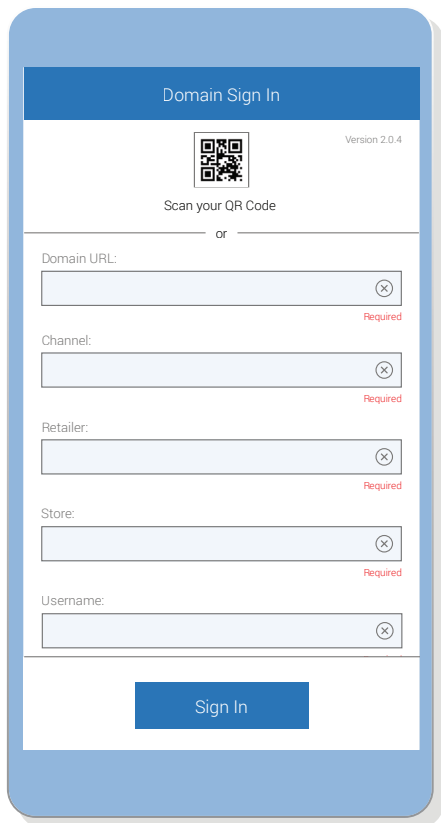
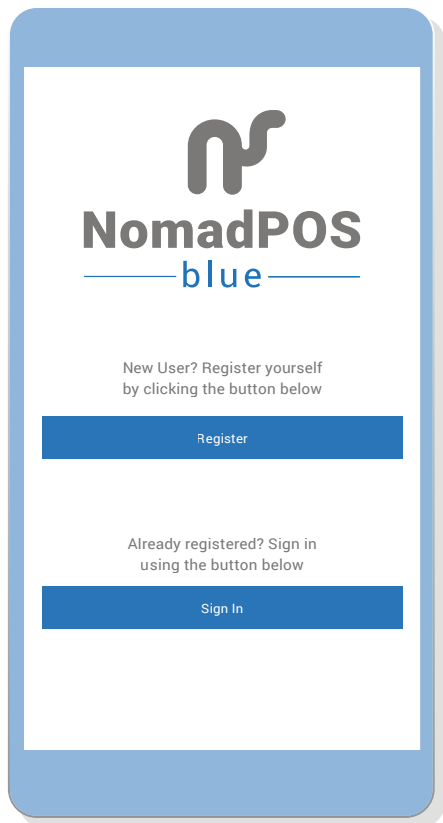
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STEP 1 DOWNLOAD

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

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

NomadPOS blue

let's get going
welcome to onboarding for blue

A LETTER FROM THE TEAM

Welcome to the onboarding page for NomadPOS blue: your 30 Day Free Trial waiting, we just need to grab some details first!

Firstly we'll collect some personal details from you, so we can get the NomadPOS Management Console (NMC) set up for your business, as well as some payment details - you won't be charged until after the 30 Day Free Trial, and you're always free to discontinue, if you are unhappy for some reason.

Secondly you can download the NomadPOS blue app from Google Play. We will send you an email with your access information.

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.

Customer Details

Merchant - Short name for your company used for logging into our system.
0-9, a-z, and _ only

Full Company Name
A-Z, a-z, 0-9 only

Username - Name of person logging into our system.
0-9, a-z, and _ only

ABN Number

Email Address
user@email.com

Phone
(0-9 only)

Payment Details

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.

First things first

Follow the sequence for a hassle-free setup

STEP 1	Login to NMC with Credentials provided via email
STEP 2	Create Categories and Set up Products / Services for sale
STEP 3	Customise the receipt you will send out to customers
STEP 4	Set up Sale Locations (if selling at multiple locations)
STEP 5	Set up Operators (if there are multiple operators)
STEP 6	Change Password. Log out
STEP 7	Re-login to Android App and NMC using new Password

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

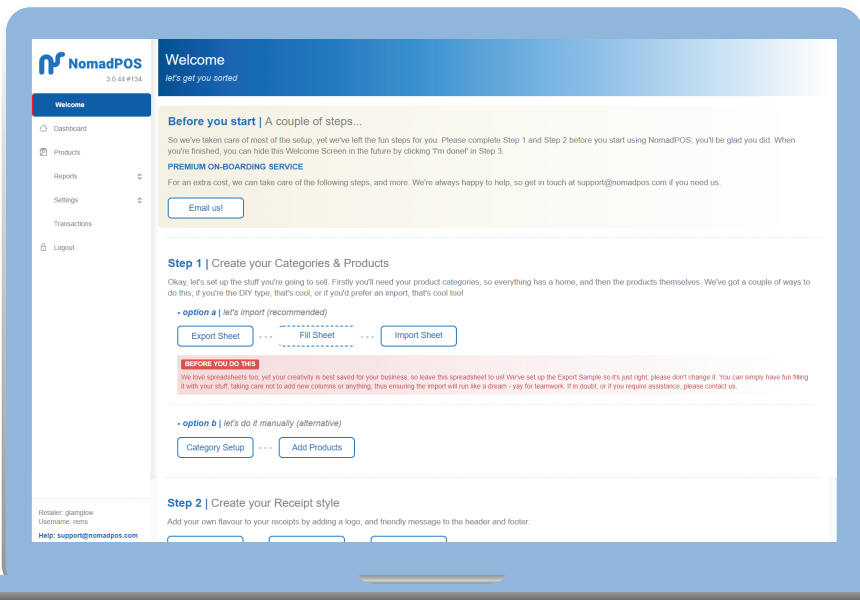
- export the sample excel file,
- fill in your product details in the exact format as specified
- and then import the completed product file.

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

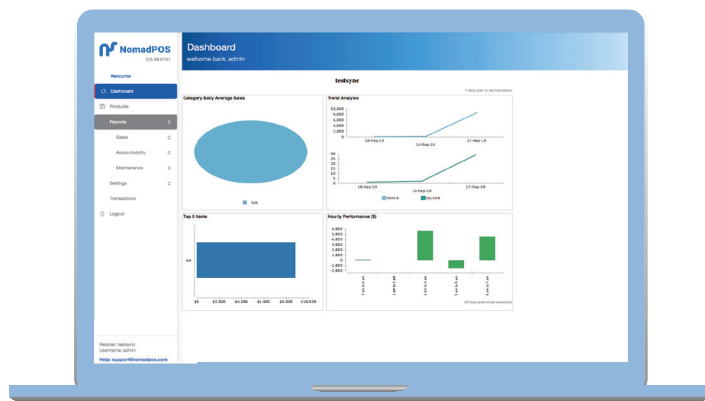
The Admin has access to these NMC features and is responsible for system set up and maintenance.

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.

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

Reports

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

Settings

Settings has features to set up product categories, locations, operators, Import product/service list and also view status of your product import

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

SALES APP: NOMADPOS BLUE

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

Make a Sale

After you have added products/services via NMC, you are now ready to start selling using the app

Click on 'Make a Sale' to view the list of items and add them to the basket

Transactions

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.

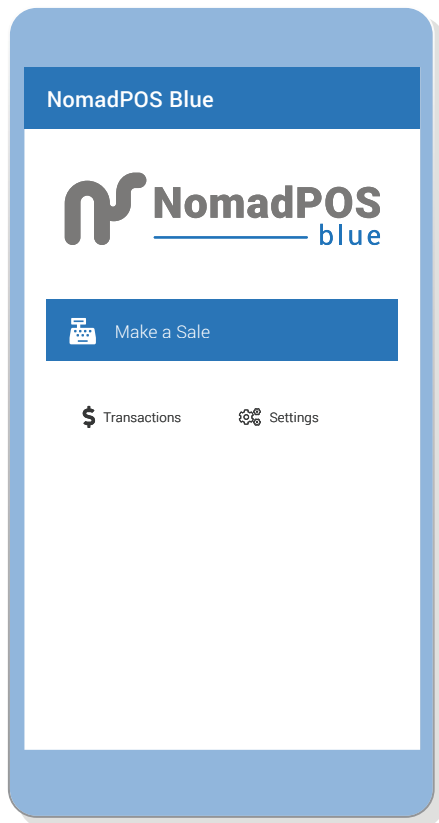
Settings

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

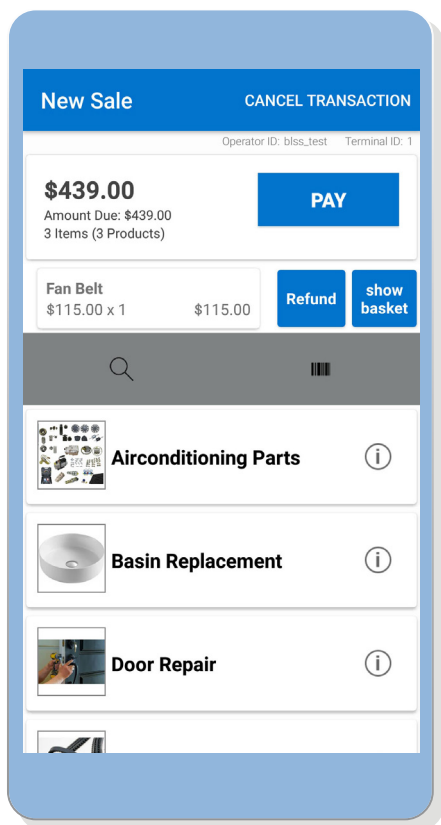
Also Check **application logs** to see all events recorded by the device

Pair a bluetooth **printer**. Currently, we support HPRT Printer

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



SALES APP: NOMADPOS BLUE



There are 3 ways to add items to the basket:

- Scroll through the list of items, selecting/clicking on the item will add it to the basket
- Search for the items using the search icon
- Scan the barcode of the item using the camera of your android device

Show Basket

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

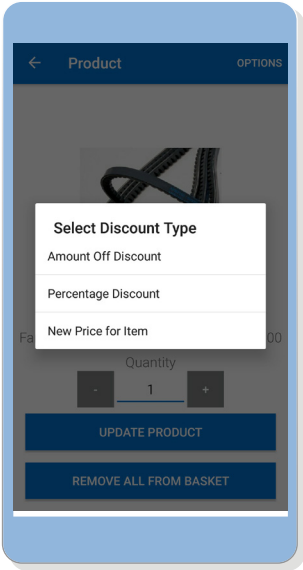
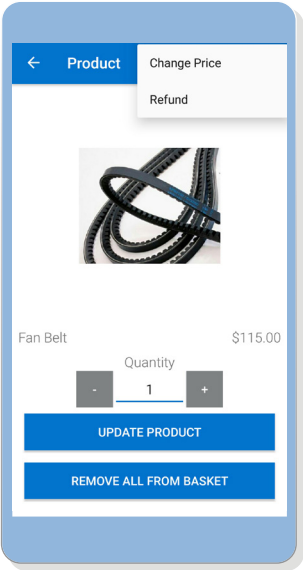
Tap ⓘ for more options, before adding an item. If you need to quickly add multiple units, apply discounts or remove all units.

SALES APP

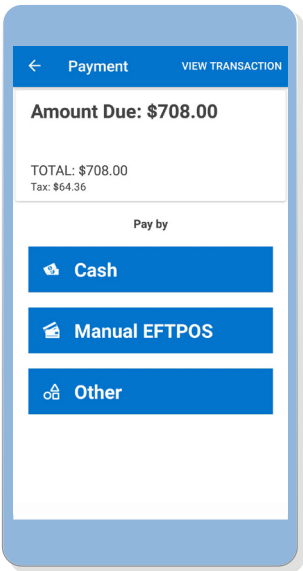
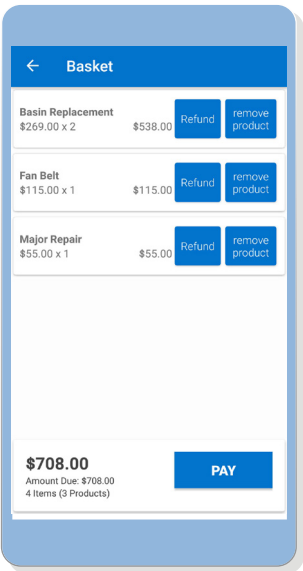
KEY FEATURES

Update Product / Service

Quantity or Price



Finishing the Sale

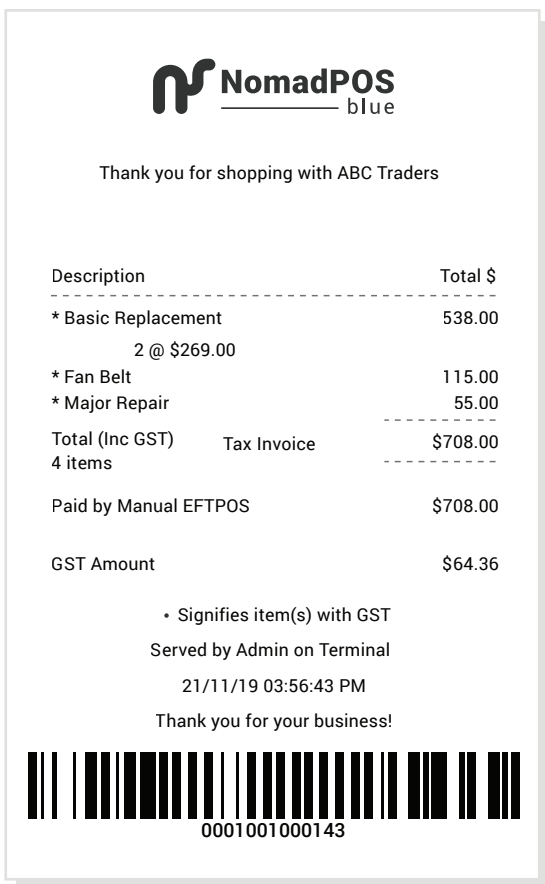
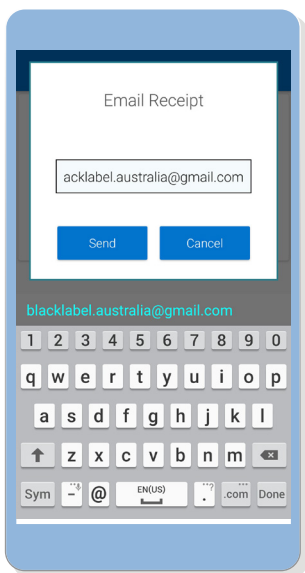
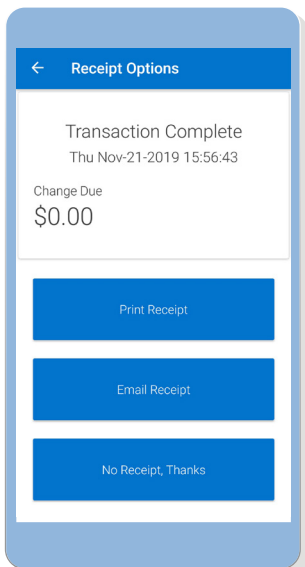


SALES APP

KEY FEATURES

3 Receipt Options

1. Print using a HPRT (blue tooth) printer
2. Send a digital receipt to the customer's email id
3. No receipt at all





<http://nomadpos.com/blue>