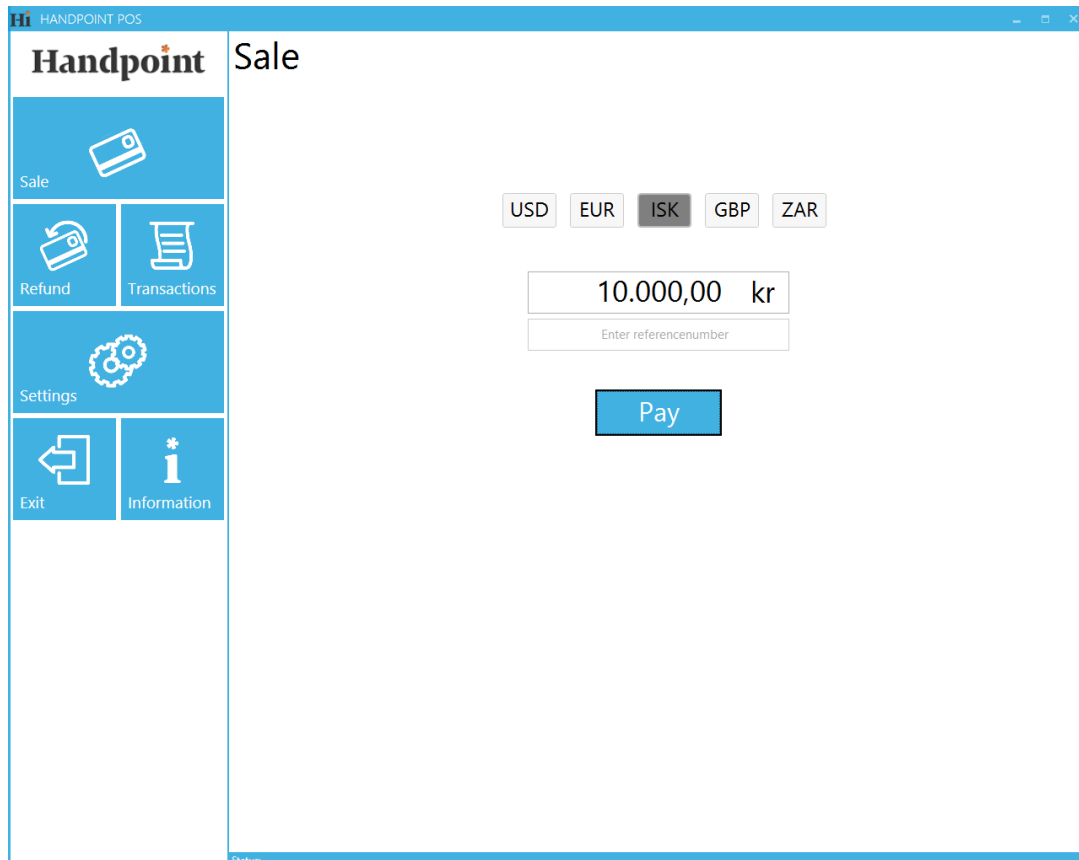


Handpoint



HiPOS for Windows

User Guide

V. 0.1

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Table of Contents

HiPOS for Windows User Guide	3
Quick start Guide	3
Settings.....	4
General settings	4
Currency settings.....	4
Email settings	4
Print settings	5
Device settings	5
Transactions supported.....	6
Sale	6
Sale result - Send email.....	6
Refund	7
Refund result - Send email	7
Transactions list	8
View list of transactions.....	8
Print or send email	8
Sale reversal.....	9
Refund reversal	9
Information.....	10
Exit	10

HiPOS for Windows User Guide

This document is a user guide for the Handpoint Point of Sale (HiPOS) application for Windows 8.1 OS. In this document you will find information about how to use the HiPOS application. The first section is a quick start guide, the second section is about how to change settings, the third section is about how to perform transactions and the fourth sections is about how to view transaction information.

Quick start Guide

This section covers how to start using the HiPOS application to perform transactions.

Before you can start a sale or refund transaction you have to be connected to a card reader. When the program starts it will connect with recently used card reader and if this is the first time using the application, the program will try automatically to find devices. The user can then decide which device he wants to connect to. Note that before you can print a receipt or send an email you have to set the default printer and enter your email settings (See Section 2).

Settings



This section contains information regarding the various settings available in the HiPOS application. You can change the general settings, currency settings, email settings, print settings and device settings. When a modification is done the application saves the new settings automatically.

General settings

In this section the user can change the 'Shared Secret Key' needed to communicate with the card reader.

General Settings

Shared Secret Key

Currency settings

In this section the user can change the default currency of the application. You can choose between five different currencies. EUR, GBP, ISK, USD, and ZAR.

Currency Settings

Default Currency

If the user chooses, for example, USD then the currency buttons will be set to USD automatically if application is restarted.

Email settings

In this section the user can change all configuration settings, regarding how to send emails.

Email Settings

SMTP Server	<input type="text" value="smtp.gmail.com"/>
Port	<input type="text" value="587"/>
SSL	<div>On <input checked="" type="checkbox"/></div>
Email Address	<input type="text" value="bjarni7@gmail.com"/>
Email Password	<input type="password" value="••••••••"/>
Email Subject	<input type="text" value="Handpoint receipt"/>
Email Body	<input type="text" value="Attached you can find your receipt from Handpoint."/> <input type="text" value="Have a nice day!"/> <input type="text" value="Handpoint staff"/>

Print settings

In this section the user can change the default printer and allow different receipts to be printed automatically or not.

Print Settings

Default Printer: EPSON TM-T88V Receipt

Print Receipts Automatically

Merchant Receipt: **On** ☒

Customer Receipt: **Off** ☐

When the merchant receipt parameter is 'On' every time you perform a transaction, merchant receipts will be printed automatically. If the merchant receipt parameter is 'Off' no merchant receipts will be printed.

When the customer receipt parameter is 'On' every time you perform a transaction, receipts will be printed automatically. If the customer receipt parameter is 'Off, the user will be asked if he wants to print out the customer receipts.

Print customer receipt
Do you want to print the customer receipt?

Device settings

In this section the user can search for surrounding card readers (devices). The user needs to choose between USB or Bluetooth connections method. Only one method can be active at a time.

Device Settings

Connection: Datecs Virtual Serial Port (COM7) (USB) #5

USB: On ☒ #1

Bluetooth: Off ☐

Devices: Datecs Virtual Serial Port (COM7) #3

#2 #4

When the application is started for the first time, the user gets a message stating that he needs to choose a connection method in the settings menu. After opening the settings menu, the user needs to comply with the following steps:

1. Choose connection method. If the user chooses USB, the application will search for USB devices. If the user chooses Bluetooth, the application will search for Bluetooth devices.
2. Press the 'Search' button to start searching for devices.
3. When the application finds devices, the user chooses the appropriate one from the combobox.
4. After choosing a device from the list, press the 'Connect' button to connect the device to the application.
5. If the user wants to disconnect from chosen device, he presses the 'Disconnect' button and restarts at step one to find other devices.

Next time the application is started, the application tries to connect to the most recently used device automatically.

Transactions supported

There are four different kind of transactions that HiPOS can perform. Sale, Refund, Sale Reversal and Refund Reversal. In this section you will find information about how to perform a Sale and a Refund, but in the last section (Transaction list) you will find information regarding Sale reversal and Refund reversal.

Sale



To perform a sale transaction the user has to follow 4 steps:

1. Choose the currency
2. Enter the amount
3. Enter reference number if needed. Reference number can be up to 25 character long and is used to explain the transaction (F.ex: Booking nr.:253215)
4. Press the 'Pay' button

When the user presses the 'Pay' button a message dialog opens which displays status changes and the result of the transaction.



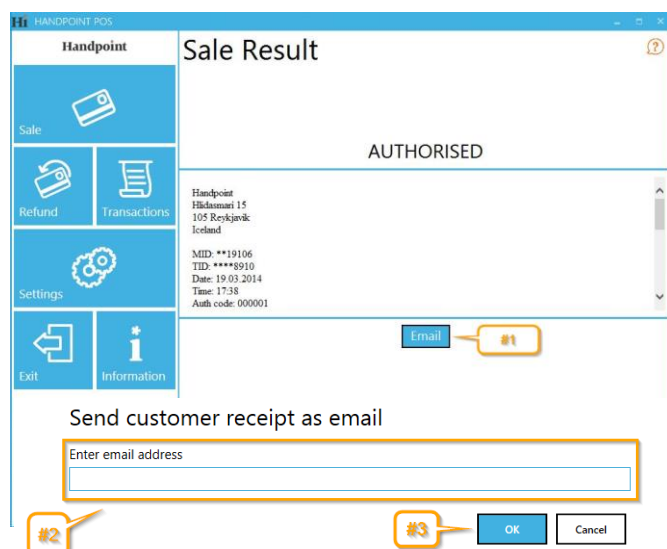
When the transaction is finished a sale receipt will be displayed in the application.

Sale result - Send email

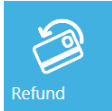
To send an email after the sale transaction is finished;

1. Press the 'Email' button, a message dialog window opens
2. Enter the customer email address
3. Press the 'Ok' button

After pressing 'Ok', a message dialog window opens notifying the user if the email was correctly sent or if an error occurred.



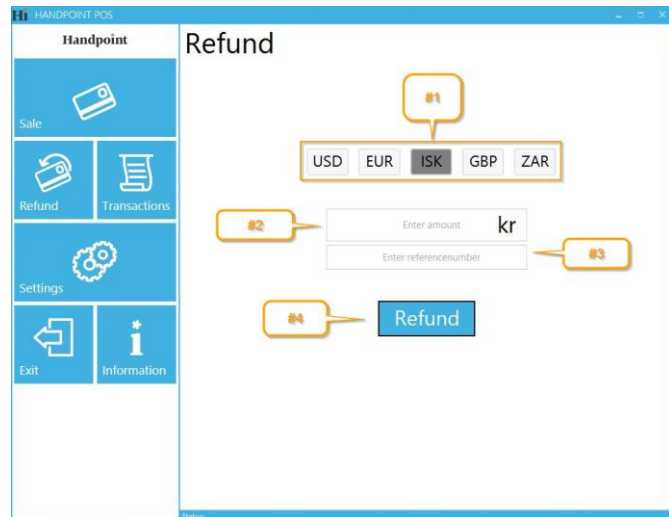
Refund



To perform a refund transaction the user has to follow 4 steps:

1. Choose the currency
2. Enter the amount
3. Enter reference number if needed. Reference number can be up to 25 character long and is used to explain the transaction (F.ex: Booking nr.:253215)
4. Press the 'Refund' button

When the user presses the 'Refund' button a message dialog opens which displays status changes and the result of the transaction.



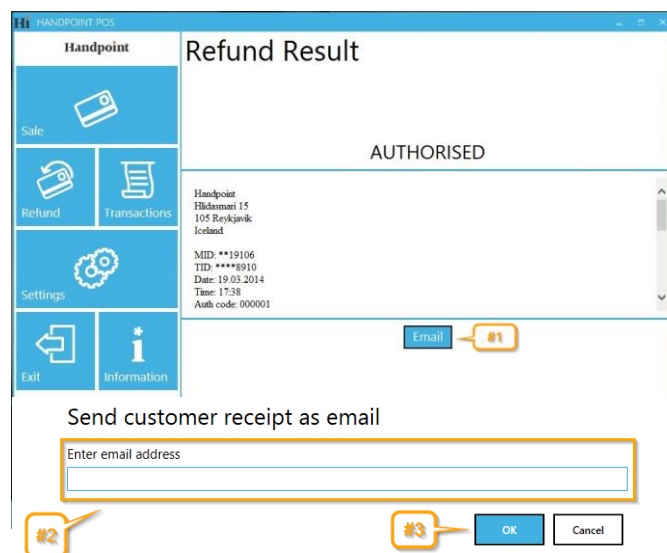
When the transaction is finished a refund receipt will be displayed on the application.

Refund result - Send email

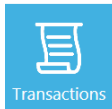
To send an email after a refund is finished;

1. Press the 'Email' button, a message dialog window opens
2. Enter the customer email address
4. Press the 'Ok' button

After pressing 'Ok', a message dialog window notifying the user if the email was correctly sent or if an error occurred.



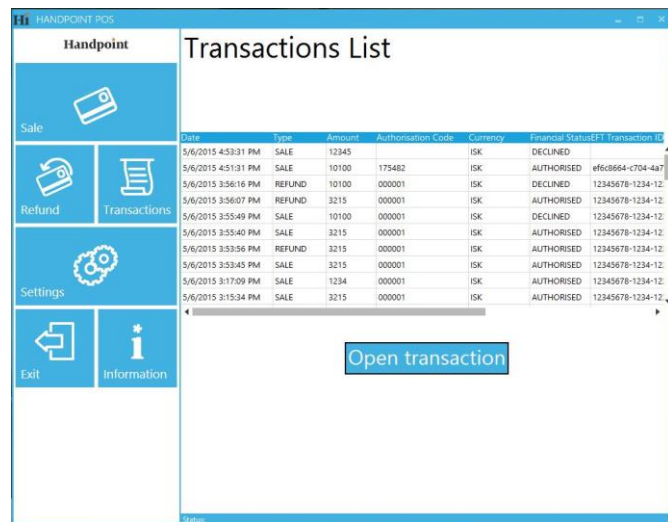
Transactions list



This section contains information regarding how to view a list of previous transactions, how to print a transaction receipt and how to send previous transactions via email. Furthermore there are information regarding how to perform a Sale reversal and Refund reversal.

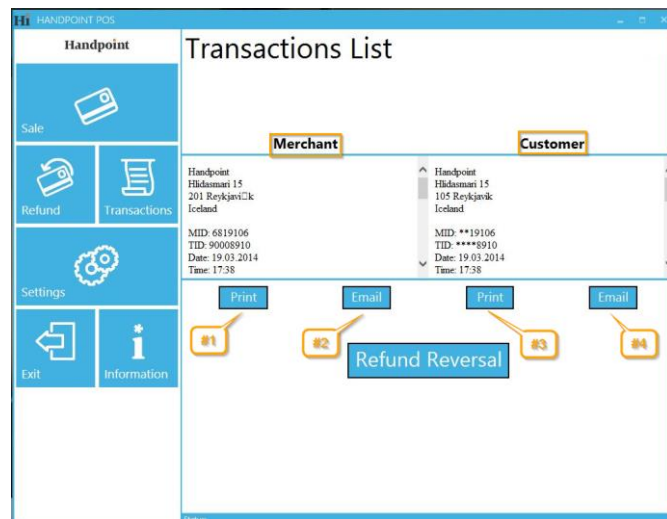
View list of transactions

To access previous transactions the user presses the 'Transaction' tile. A transaction list view opens. When the user double clicks on a transaction in the list, or chooses transaction and presses the 'Open transaction' button a transaction result view opens.



Print or send email

1. To print out a merchant receipt press the 'Print' button.
2. To send a merchant receipt via email, press the 'Email' button. A message dialog opens and the user enters the customer's email address and presses 'Ok'.
3. To print out the customer receipt press the 'Print' button.
4. To send the customer receipt via email, press the 'Email' button. A message dialog opens and the user enters the customer's email address and presses 'Ok'.

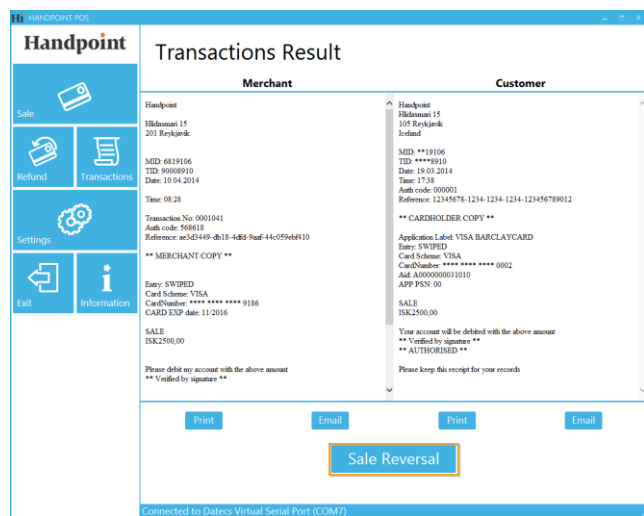


Sale reversal

To perform a Sale reversal the user has to follow 4 steps:

1. Press the 'Transaction' tile
2. Choose Sale transaction and double click on selected line
3. Press 'Sale Reversal' button, a message dialog opens with a question if the user wants to 'Confirm reversal transaction?'.
 4. Press the 'Yes' button.

When the user presses the 'Yes' button a message dialog opens which displays status changes and the result of the transaction.



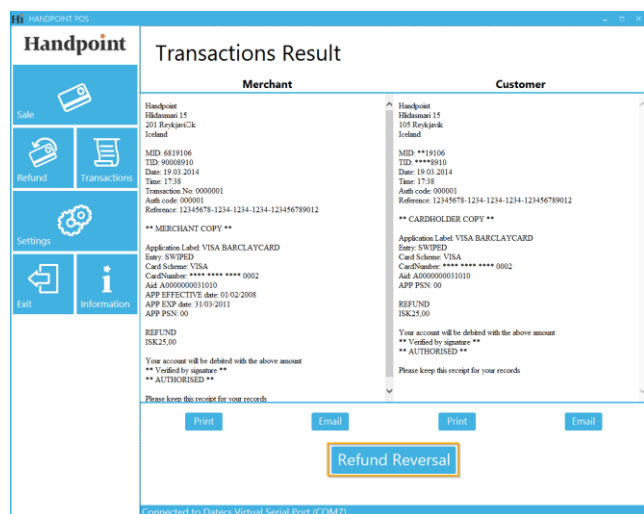
When the transaction is finished a new set of receipts will be displayed on the application.

Refund reversal

To perform a Refund reversal the user has to follow 4 steps:

1. Press the 'Transaction' tile
2. Choose Refund transaction and double click on selected line
3. Press 'Sale Reversal' button, a message dialog opens with a question if the user wants to 'Confirm reversal transaction?'.
 5. Press the 'Yes' button.

When the user presses the 'Yes' button a message dialog opens which displays status changes and the result of the transaction.



When the transaction is finished a new set of receipts will be displayed on the application.

Information



When the user presses the information tile an 'About' window opens. If the user presses www.handpoint.com he will be automatically redirected to Handpoint's homepage.

If the user presses the support email address, a default email client will open with support@handpoint.com in.



Exit



When the user presses the 'Exit' tile he will get a question whether he wants to quit the application. If he presses 'Cancel' then he will be back in the application. If he presses 'Quit' the application shuts down.

Quit application?

Are you sure you want to quit?

