

DejaPayPro

RETAIL USER MANUAL

All procedures for retail businesses

DejaPayPro



powered by **DeNovo**

For iOS tablets, Android tablets and Dejavoo registers

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ABOUT THIS MANUAL

This manual provides basic instructions for user of Dejavo Systems DejaPayPro POS (Point of Sale) Software. It is suggested that you read through this document to assist you in getting the full value of using the features provided by your Dejavo Systems product. Should you need to download additional copies of this manual you can do so on our website, www.dejavoosystems.com, or by emailing support@dejavoosystems.com.

Document Conventions

The following symbols were used throughout this manual allowing the reader to easily identify instructions, explanations and examples of the features found in the Dejavo Systems terminal application.



When you see this symbol it represents an explanation or a definition of the feature or option you are reading about. Information is provided to assist the user when using the many features and options provided by Dejavo Systems software.



When you see this symbol it represents important additional information such as an example of how the feature can be used, an important tip for using the feature or an important note to be brought to your attention.

Set Up for CHD Register (Non Tablet)



Once you have removed the CHD from its packaging insert the Power Supply to the “DC IN” port and plug the other end into the power outlet, using a surge protector is always a good recommendation. Open the paper cover by pressing on the button to the left of the paper cover and simply pull the receipt paper through and shut the paper cover over it. (If your unit is beeping it is because the paper has not been pulled through the cover) Once the unit is connected to power press the Green lit up power button on the right hand side to turn on the CDH Unit.

Default Password



The software’s factory default password is **1 2 3 4**. This password can be customized either through programming or manually at the software level.

What to Expect in This Manual



This manual will provide explanations, important notations, and step/action charts to guide you through the performance of the DejaPayPro Point of Sale software. The features provided are available for retail industry mode,



IMPORTANT NOTE: SCREEN DISPLAY EXAMPLES IN THIS MANUAL MAY DIFFER SLIGHTLY BY INDUSTRY MODE, OPERATING SYSTEM OR DEVICE SUCH AS iOS TABLET, ANDROID TABLET AND CHD REGISTER HOWEVER THE STEPS PROVIDED WILL BE THE SAME.

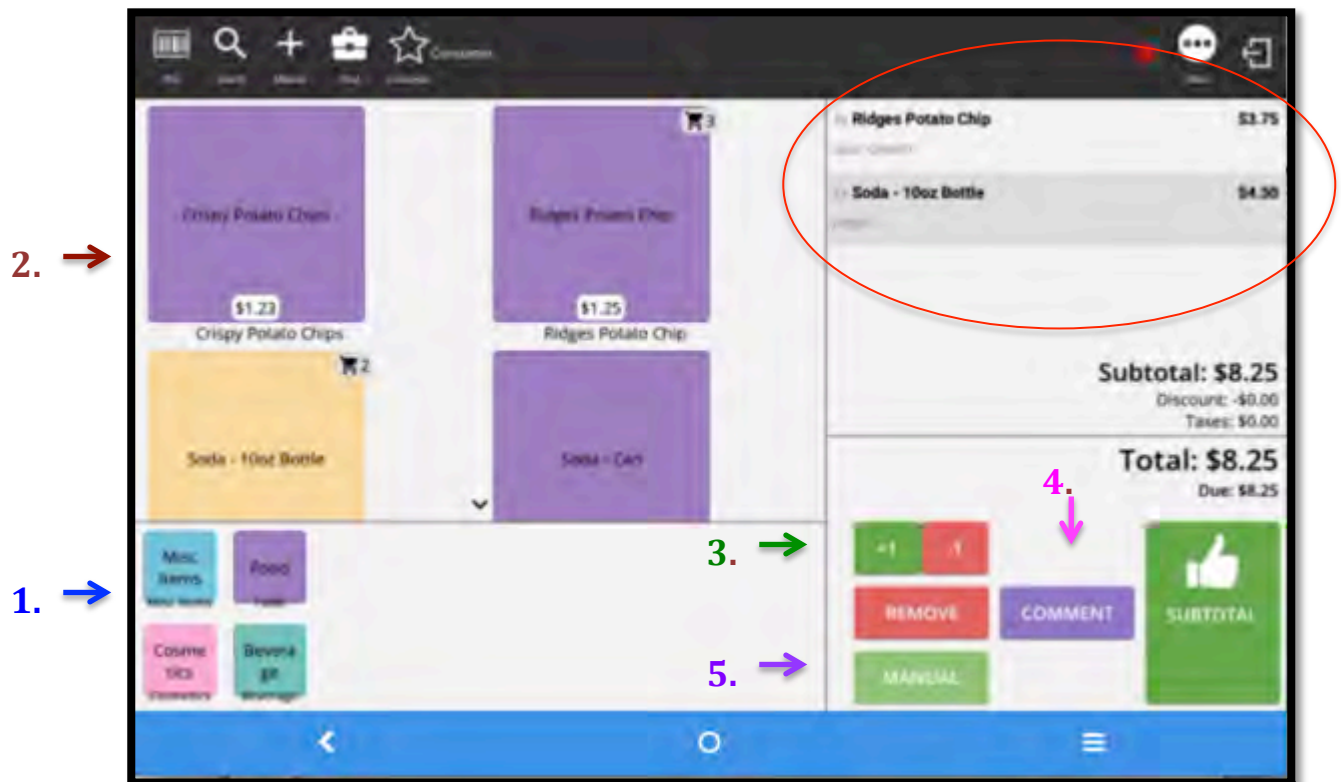
CARTS

Selecting Items For A Cart



In this section follow the steps to add items to your customer's cart.

| Step | Action |
|------|---|
| 1. | Select the department(s) the item(s) can be found in by tapping on it. |
| 2. | Select the item(s) to add to the customer's cart by tapping on them. (you will see the line item appear on the right after it is selected) |
| 3. | When required adjust the item quantities by highlighting the item and tap the + 1 to increase the quantity of the item or -1 button to decrease the quantity of the item. |
| 4. | You can add a comment to an item at any time by highlighting the item and tapping on COMMENT . Simply Add in your comment about the item and press SAVE . |
| 5. | To manually change the quantity of the order, tap on MANUAL and input the new quantity and tap ENTER . |
| 6. | Continue until all items are in your customer's cart. |



Applying a Discount to the Cart



In this section follow the steps to apply a discount to your customer's Cart.

| Step | Action |
|------|---|
| 1. | Tap on the DISCOUNT button. |
| 2. | Tap on the desired discount amount for the cart. |
| 3. | To double the discount tap the DOUBLE DISCOUNT button and for normal discount tap on NORMAL . The discount will now appear in the carts Subtotal as well as Total Due amounts. <i>*Note: Discount and Double Discount Options Must be pre-set.</i> |

1. Tap on the **DISCOUNT** button.

2. Tap on the desired discount amount for the cart.

3. To double the discount tap the **DOUBLE DISCOUNT** button and for normal discount tap on **NORMAL**. The discount will now appear in the carts **Subtotal** as well as **Total Due** amounts.

**Note: Discount and Double Discount Options Must be pre-set.*

PAYMENTS

Understanding Different Payment Options



Below is a list of potential payment options and their definitions.



** Note: Payment Options are Enabled/Disabled by item in your Inventory Set Up section, see page X.

| Payment Option | Definition |
|------------------------|---|
| Credit | Allows user to process a payment by Credit Card and will send message to terminal for card interaction. |
| Debit | Allows user to pay using a PIN Based debit card. |
| Check | Allows user to process payment via check |
| EBT | Allows user to pay via EBT Food or EBT Cash Benefit |
| Cash | Allows user to process and enter a cash payment for products |
| Invoice | Allows user to create an email invoice of the order |
| Gift | Allows user to process payment by gift card |
| Partial Payment | Allows user to process partial amounts of due balance |
| Pre-check | Allows user to print bill for payment without processing the payment |

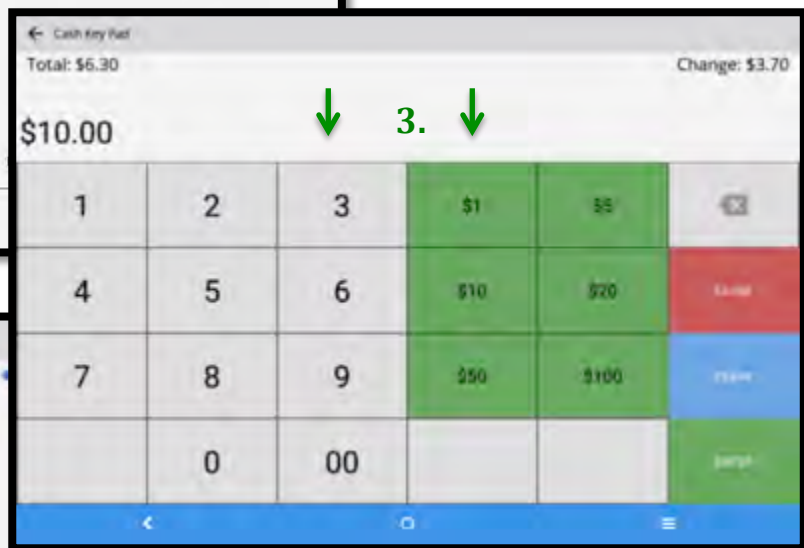
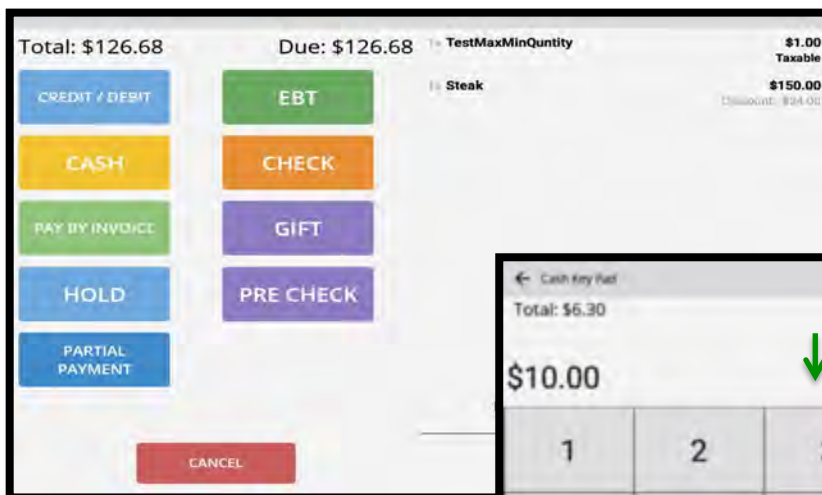
Payment by Cash



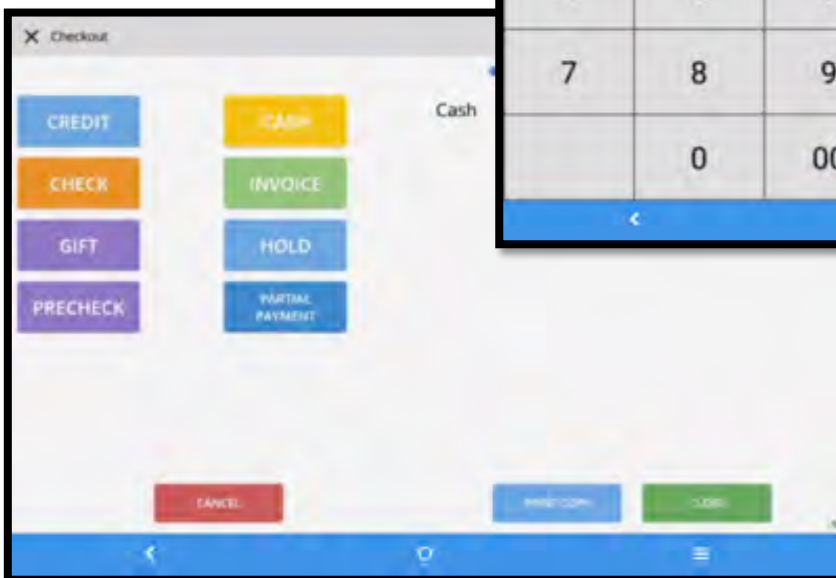
In this section follow the steps close out the cart for Cash Payment.

| Step | Action |
|------|---|
| 1. | When all listed items are added and the cart is complete, tap on the ENTER button. |
| 2. | Tap on CASH to accept payment by cash |
| 3. | Input the dollar amount received by the customer in cash and tap on the ENTER button. |
| 4. | Tap on CLOSE to complete. (It will automatically close after several seconds) |

2 →



← 3.


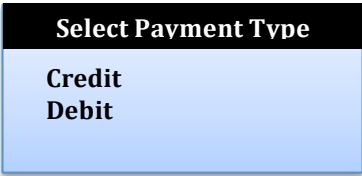
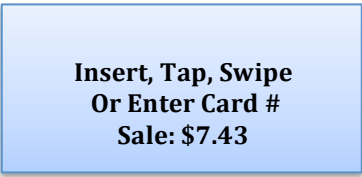


← 4.

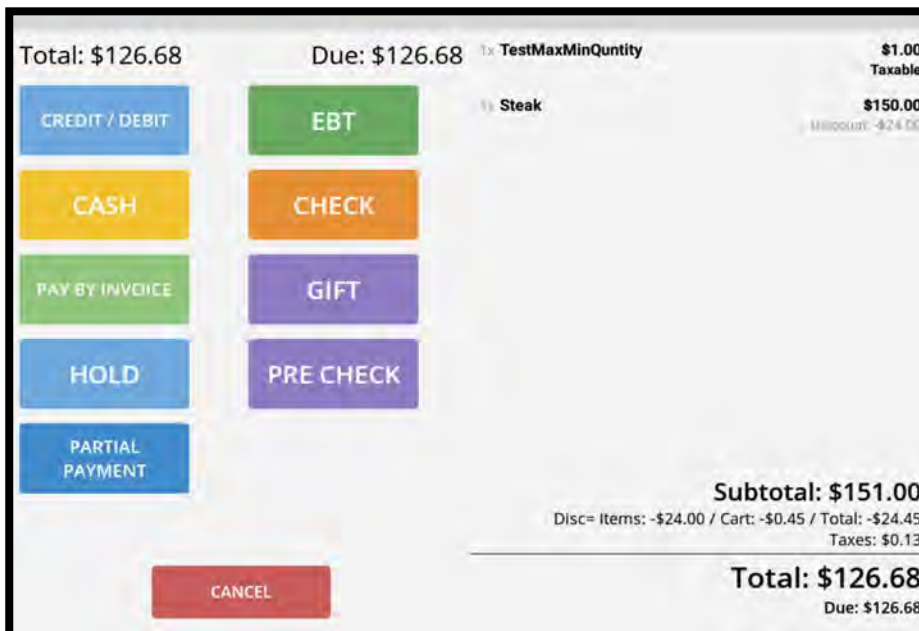
Payment by Credit



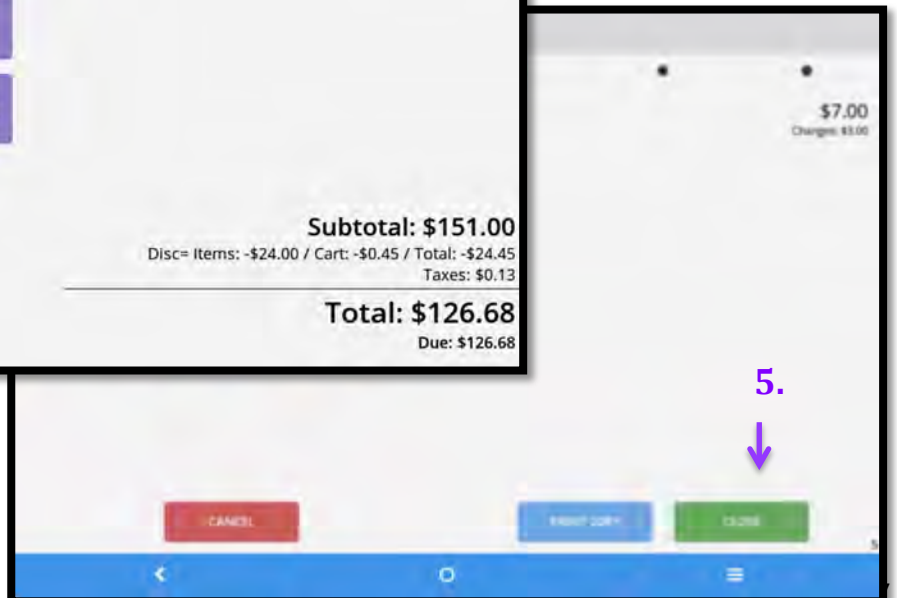
In this section follow the steps close out the cart for Credit Payment.

| Step | Action | |
|------|---|--|
| 1. | When all listed items are added and the cart is complete, tap on the ENTER button.  | |
| 2. | Tap on CREDIT/DEBIT to pay by Credit Card. | |
| 3. | The Dejavo payment terminal will "wake up" and prompt the customer for Credit or Debit, have them select Credit on Terminal. |  |
| 4. | Chip Card – Insert into terminal EMV reader Contactless – Tap on terminals display No Chip – Swipe Card on terminal No Card (unable to read) – Input Card# |  |
| 5. | Tap on CLOSE to complete. (It will automatically close after several seconds) | |

2. →



5.



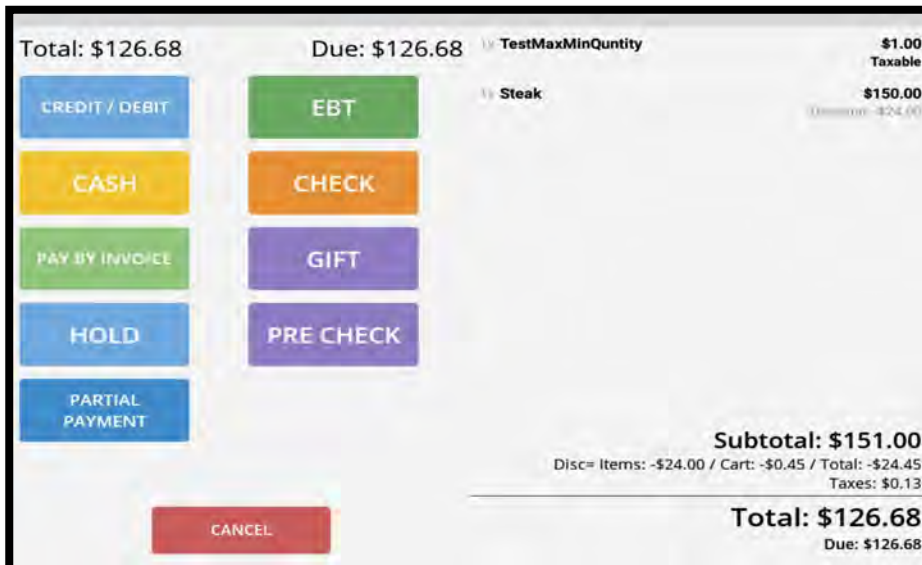
Payment by PIN Debit



In this section follow the steps close out the cart for PIN Debit Payment. Your Dejavo terminal device will need to have the PIN Pad encrypted in order to use this payment method.

| Step | Action | |
|------|--|--|
| 1. | When all listed items are added and the cart is complete, tap on the ENTER button. | |
| 2. | Tap on CREDIT/DEBIT to pay by Credit Card. | |
| 3. | The Dejavo payment terminal will “wake up” and prompt the customer for Credit or Debit, have them select Debit on Terminal. | |
| 4. | Chip Card – Insert into terminal EMV reader Contactless – Tap on terminals display No Chip – Swipe Card on terminal | |
| 5. | Have Customer input PIN on terminal and press OK. | |
| 6. | Tap on CLOSE to complete. (It will automatically close after several seconds) | |

2. →



Payment by EBT



In this section follow the steps close out the cart for EBT Cash and EBT Food Benefit Payment. Your Dejavo terminal device will need to have the PIN Pad encrypted in order to use this payment method.

| Step | Action |
|------|---|
| 1. | When all listed items are added and the cart is complete, tap on the ENTER button. |
| 2. | Tap on E B T to pay by EBT. |
| 3. | Select from EBT FOOD , EBT FOOD VOUCHER or EBT CASH BENEFIT |
| 4. | Swipe or Manually Enter EBT Card |
| 5. | Have Customer input PIN on terminal and press OK. |
| 6. | Tap on CLOSE to complete. (It will automatically close after several seconds) |

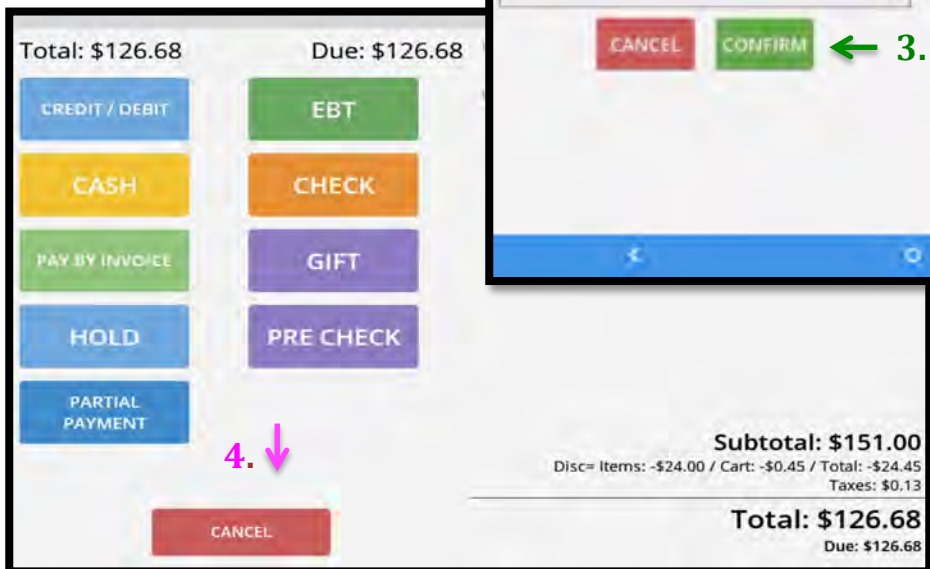
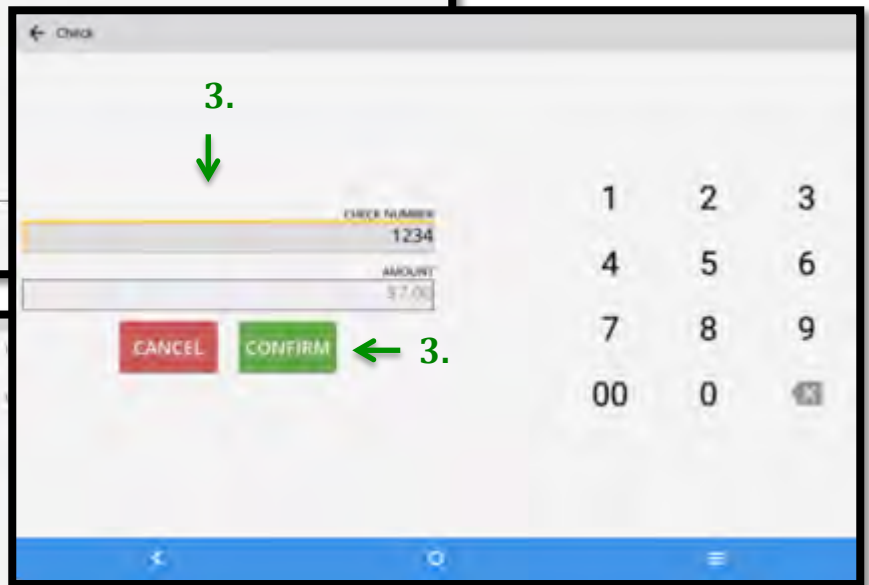
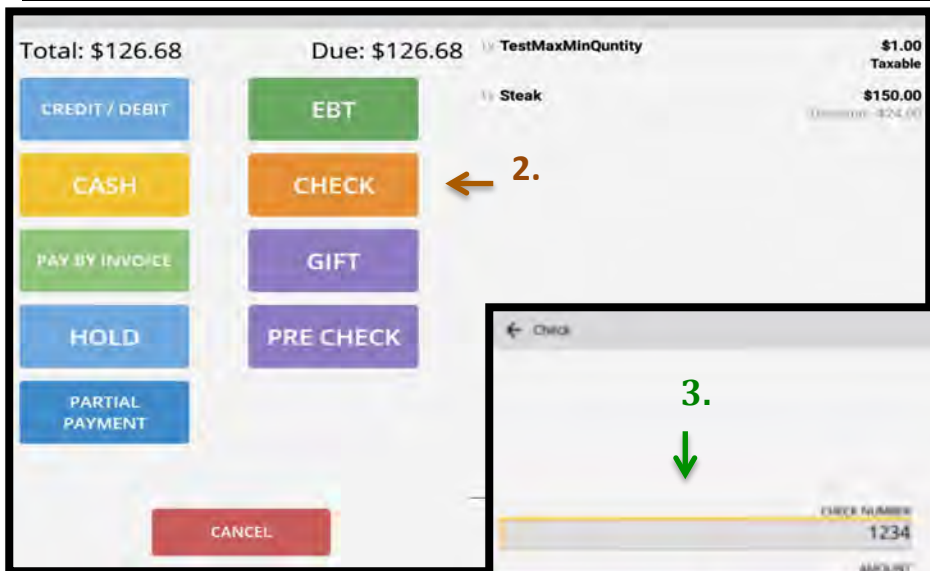
The screenshots illustrate the terminal interface during an EBT payment. The first screen shows the main menu with various payment options, and the 'EBT' option is highlighted with an arrow labeled '2.'. The second screen shows the 'Checkout' screen with the 'EBT' option selected, and a sub-menu with three options: 'EBT FOOD', 'EBT FOOD VOUCHER', and 'EBT CASH'. An arrow labeled '3.' points to the 'EBT' button. The third screenshot shows the bottom of the screen with a 'CLOSE' button highlighted and an arrow labeled '5.' pointing to it.

Payment by Check



In this section follow the steps close out the cart for Check Payment.


| Step | Action |
|------|---|
| 1. | When all listed items are added and the cart is complete, tap on the ENTER button. |
| 2. | Tap on CHECK to pay by Check. |
| 3. | Input the Check # and press CONFIRM |
| 4. | Tap on CLOSE to complete. (It will automatically close after several seconds) |

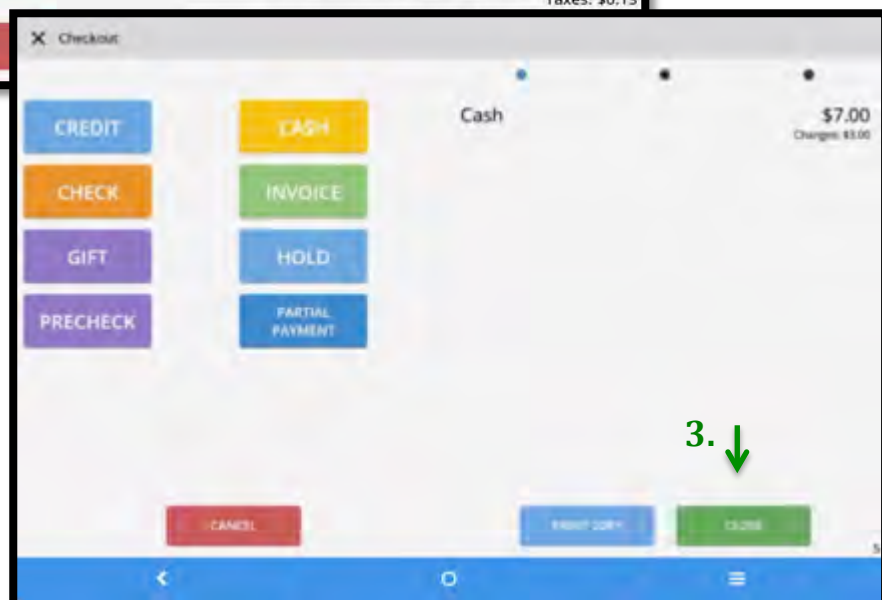
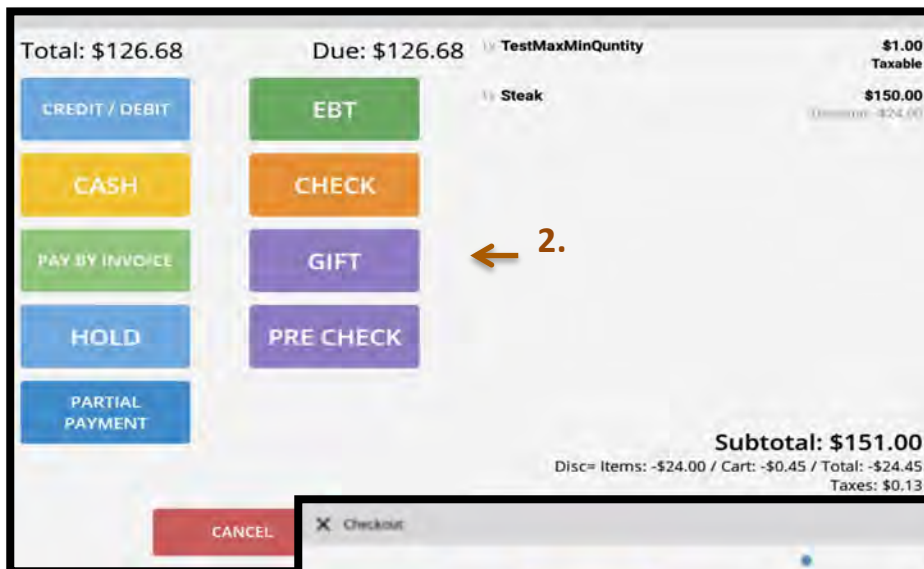


Payment by Gift Card



In this section follow the steps close out the cart with a Gift Card Payment.


| Step | Action |
|------|---|
| 1. | When all listed items are added and the cart is complete, tap on the ENTER button.  |
| 2. | Tap on GIFT to pay by Gift. |
| 3. | Tap on CLOSE to complete. (It will automatically close after several seconds) |



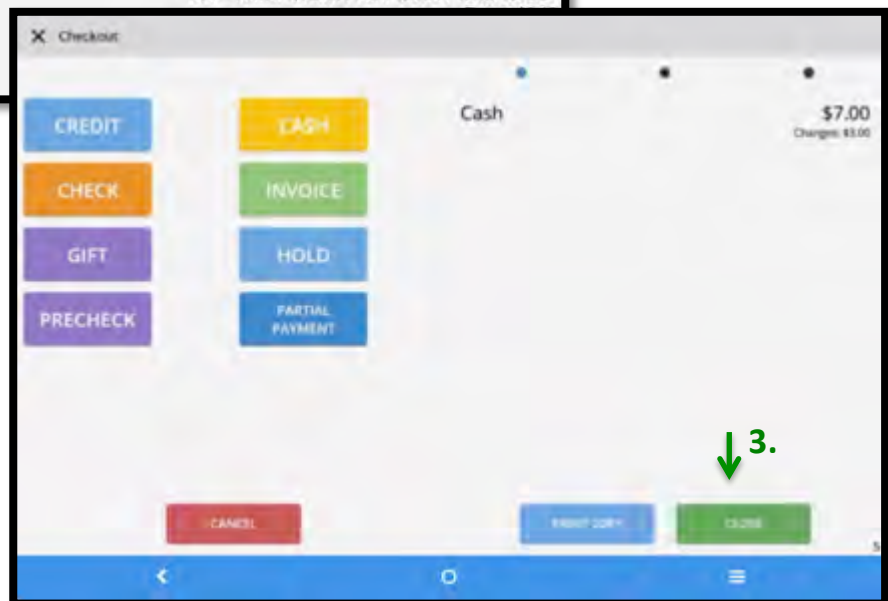
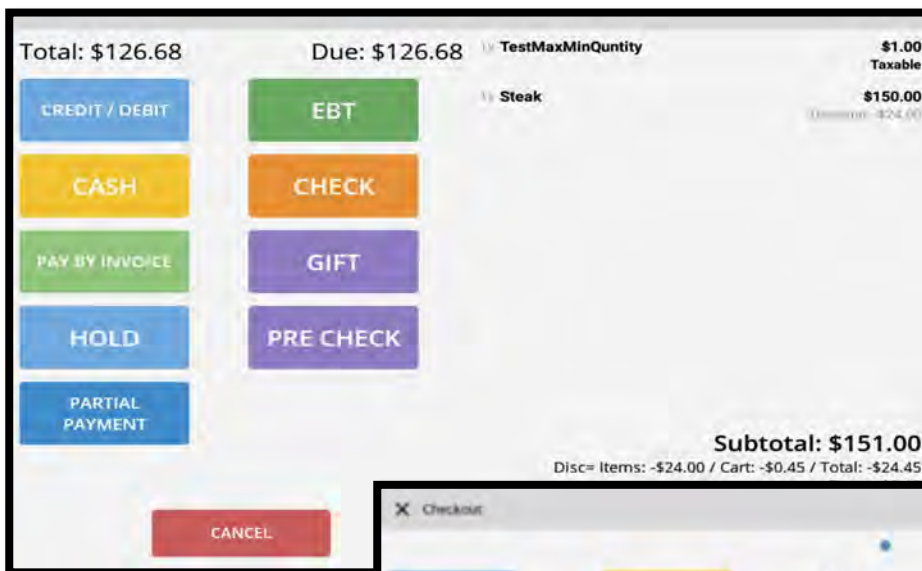
Payment by Invoice



In this section follow the steps to close out the cart for Payment by Invoice.

| Step | Action |
|------|---|
| 1. | When all listed items are added and the cart is complete, tap on the ENTER button.  |
| 2. | Tap on INVOICE to accept payment by invoice |
| 3. | Input the email address of the recipient when prompted and press ENTER |
| 4. | Tap on CLOSE to complete. (It will automatically close after several seconds) |

2. →



Applying Partial Payments



In this section follow the steps to apply a partial payment to the cart:

| Step | Action |
|------|--|
| 1. | When all listed items are added and the cart is complete, tap on the ENTER button. |
| 2. | Tap on Partial Payment to pay by bring up partial payment amount dialog. |
| 3. | Input the partial payment amount and press ENTER . This will return you to the payment selection screen, next you will need to enter the form of the partial payment taken and select confirm or pay. |
| 4. | This process can be repeated to enter multiple partial payment methods until the balance is satisfied. |
| 5. | When the full balance has been satisfied, tap on CLOSE to complete. (It will automatically close after several seconds) |

2. →

↓ 3.

↑ 3.

↑ 4.

Adding Tips During a Payment

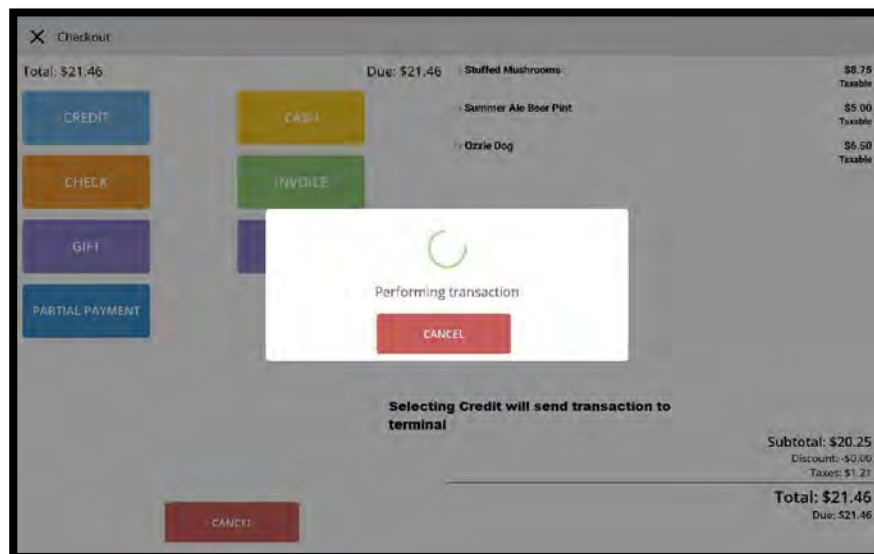


Use the steps below when adding a gratuity (tip) to a payment.



Note: Your terminal must be programmed with “**TIP MODE: ON**” to enable entering a tip at the time of sale. Both Retail and Restaurant software can add tips during a transaction, however only restaurant can add a tip after a transaction is completed.

| Step | Action | |
|------|---|--|
| 1. | After selecting the Payment type on the DejaPayPro POS it will display “Processing Transaction” and send the transaction to the Dejavo terminal. | |
| 2. | The Dejavo payment terminal will “wake up” and prompt the customer to select a pre programmed tip amount or input their own amount. After the customer selects or inputs in the tip amount they press OK. | |
| 3. | Chip Card – Insert into terminal EMV reader Contactless – Tap on terminals display No Chip – Swipe Card on terminal No Card (unable to read) – Input Card# | |
| 4. | Tap on CLOSE to complete. (It will automatically close after several seconds) | |



Payment Receipt Example



See below for examples of the payment receipt

```

Sale

Trans #: 2  Batch #: 1

MASTERCARD      CHIP
*****5785  **/**
Reference Id: baad419d9d

AMOUNT:          $21.46

TIP AMT:         $_____

TOTAL AMT:       $_____

Tip Suggestions
Percent  Tip      Total
15%     $3.21   24.67
22%     $4.72   26.18
28%     $6.00   27.46

Resp:  APPROVAL VTLMC1
Code:   VTLMC1
Ref #:  528200500313
Trans ID: 1212MCC111180

App Name:  CAPITAL ONE
AID:      A0000000041010
TVR:      0000008800
TSI:      E800

Dzzle Dog
1.000 * $6.50   $6.50
Summer Ale Beer Pint
1.000 * $5.00   $5.00
Stuffed Mushrooms
1.000 * $8.75   $8.75

Item subtotal    $20.25
Discount         $0.00
Subtotal         $20.25
Tax              $1.21
Total           $21.46


Cardholder acknowledges
receipt of goods and
obligations set forth
    
```

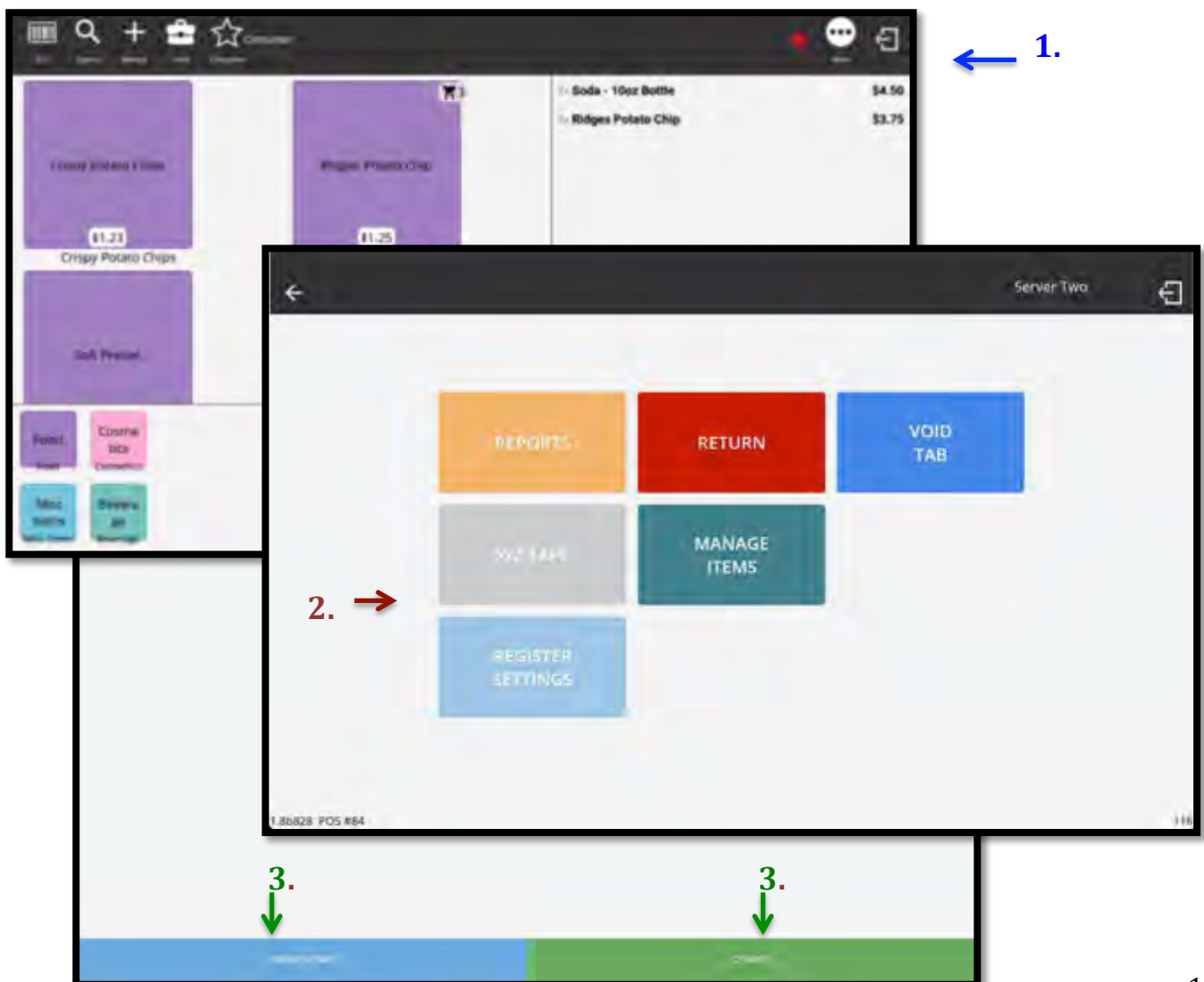
REPORTS & SETTLEMENT

Print X Tape/ Z Tape - SETTLEMENT



In this section follow the steps to print the X Report and Settle the Z Tape

| Step | Action | |
|------|--|--|
| 1. | From the main screen in the upper right corner press the MORE Icon  | |
| 2. | Tap on X/Z Tape to print the X Report | |
| 3. | To Print X Tape Report | a.) Tap PRINT X TAPE b.) Tap on PRINT |
| | To settle and print the Z Tape | a.) Tap Z-TAPE b.) Tap on NEXT c.) Input Password 1234 |



Examples X & Z Tape Reports



See below for examples of the X & Z Report Print Outs


| X REPORT | |
|---------------------|---------|
| ABC STORE | |
| 10/02/2018 17:59:12 | |
| PAYMENT TYPE TOTALS | |
| Cash | \$2.65 |
| Credit | \$1.20 |
| Pay by Invoice | \$6.90 |
| Gift | \$4.50 |
| Check | \$9.95 |
| DEPARTMENT SALES | |
| Items Subtotal | \$25.20 |
| Discount | \$0.00 |
| Tax | \$4.65 |
| Total | \$29.85 |
| Fee | \$1.20 |
| Tip | \$2.10 |
| Items | \$5.00 |
| Sales | \$6.25 |
| Returns | \$1.50 |

| Z REPORT | |
|---------------------|---------|
| ABC STORE | |
| 10/02/2018 18:26:15 | |
| PAYMENT TYPE TOTALS | |
| Cash | \$2.65 |
| Credit | \$1.20 |
| Pay by Invoice | \$6.90 |
| Gift | \$4.50 |
| Check | \$9.95 |
| DEPARTMENT SALES | |
| Items Subtotal | \$25.20 |
| Discount | \$0.00 |
| Tax | \$4.65 |
| Total | \$29.85 |
| Fee | \$1.20 |
| Tip | \$2.10 |
| Items | \$5.00 |
| Sales | \$6.25 |
| Returns | \$1.50 |

View Sales Charts



In this section follow the steps to view sales by Month or by Day

| Step | Action |
|------|--|
| 1. | From the main screen in the upper right corner press the MORE Icon  |
| 2. | Tap on REPORTS to bring up the report menu. |
| 3. | Tap on CHARTS . To bring up your sales summary reports and charts. |

Note: ** You can select daily or monthly by tapping the option on the left corner of the screen.

1.

2.

3.

Example of Sales Summary Reports



You can select daily or monthly by tapping the option on the left corner of the screen.



SEARCHING FOR AN ITEM



In this section follow the steps to search for items that you want to add to your cart.

| Step | Action |
|------|--|
| 1. | When you have your customer cart open, press the SEARCH icon at the top left side of the screen. |
| 2. | Key in the name of the item you want to search for (eg. fries) and a picture of the item should appear below the search bar. |
| 3. | Press on the item picture and it will automatically be added to your cart. If you press the button more than once, it will add that item to your cart each time you press it. A small cart icon will appear in the top right hand side of the picture indicating the quantity of that item in your cart. |
| 4. | Press the X beside the search bar to close your search. |
| 5. | Your cart will automatically save the items you have added to your cart. |

1. →

2.

3.

4.

5.

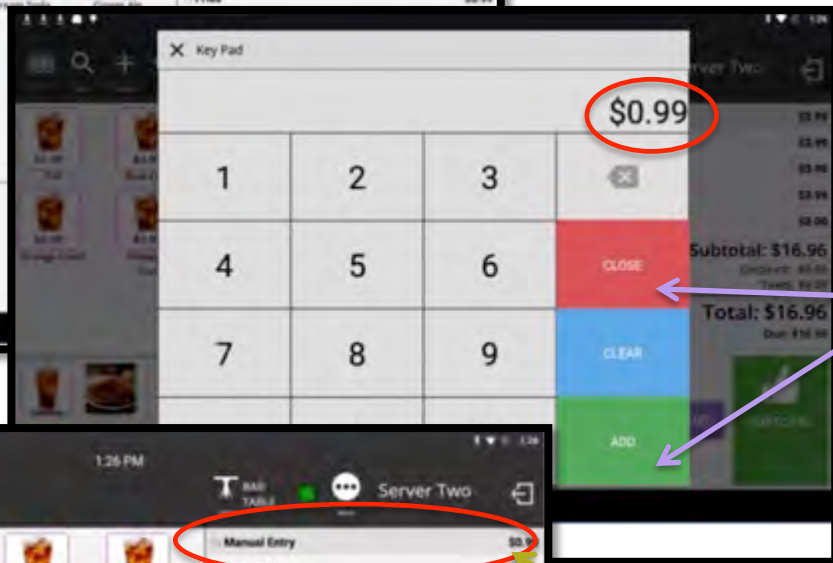
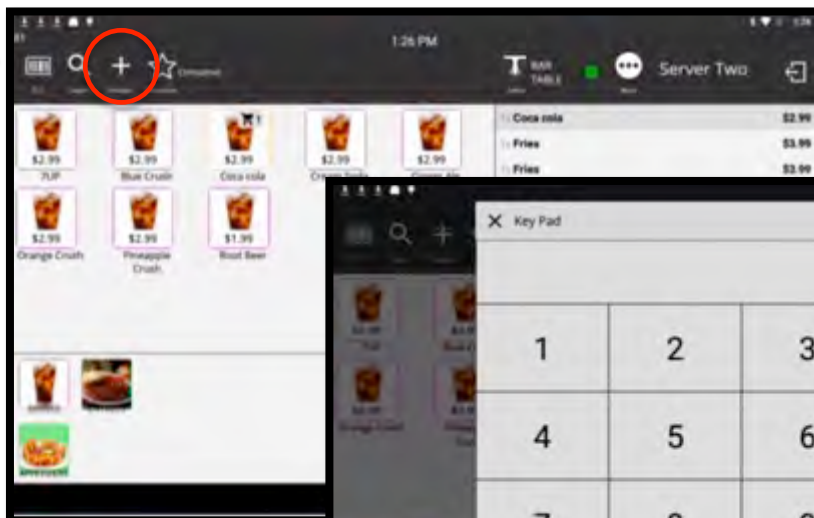
MANUALLY ADDING ITEMS TO A CART



In this section follow the steps manually add items to your cart because they are not in your current inventory.

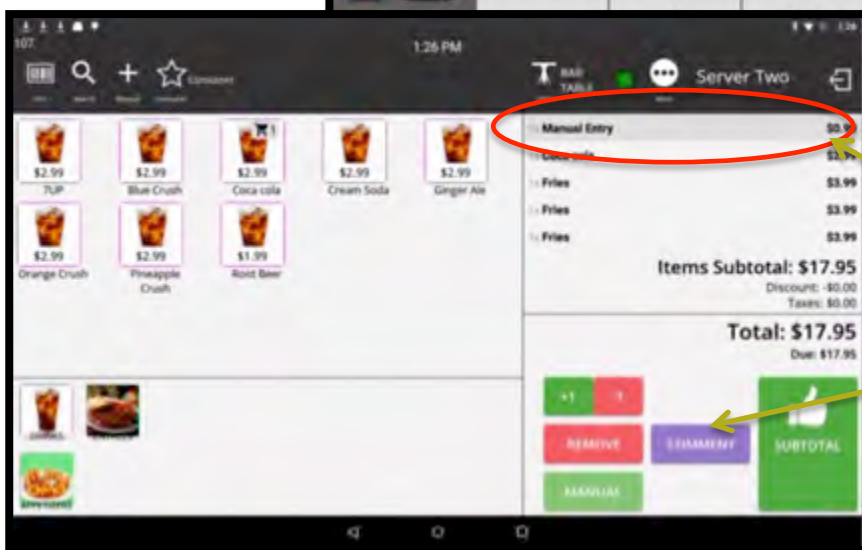
| Step | Action |
|------|---|
| 1. | When you have your customer cart open, press the +MANUAL icon at the top of the screen. |
| 2. | Key in the price of the item you want to add. |
| 3. | Press the ADD button and then press CLOSE . |
| 4. | If you want to include a description of the item you have added, select the item on the right hand side of your screen and then press the COMMENT key below. |
| 5. | Type in a description of the item you have added and press the SAVE button. |
| 6. | Your manual entry will appear on the right hand side of the cart screen with description added. |

1. →



← 2.

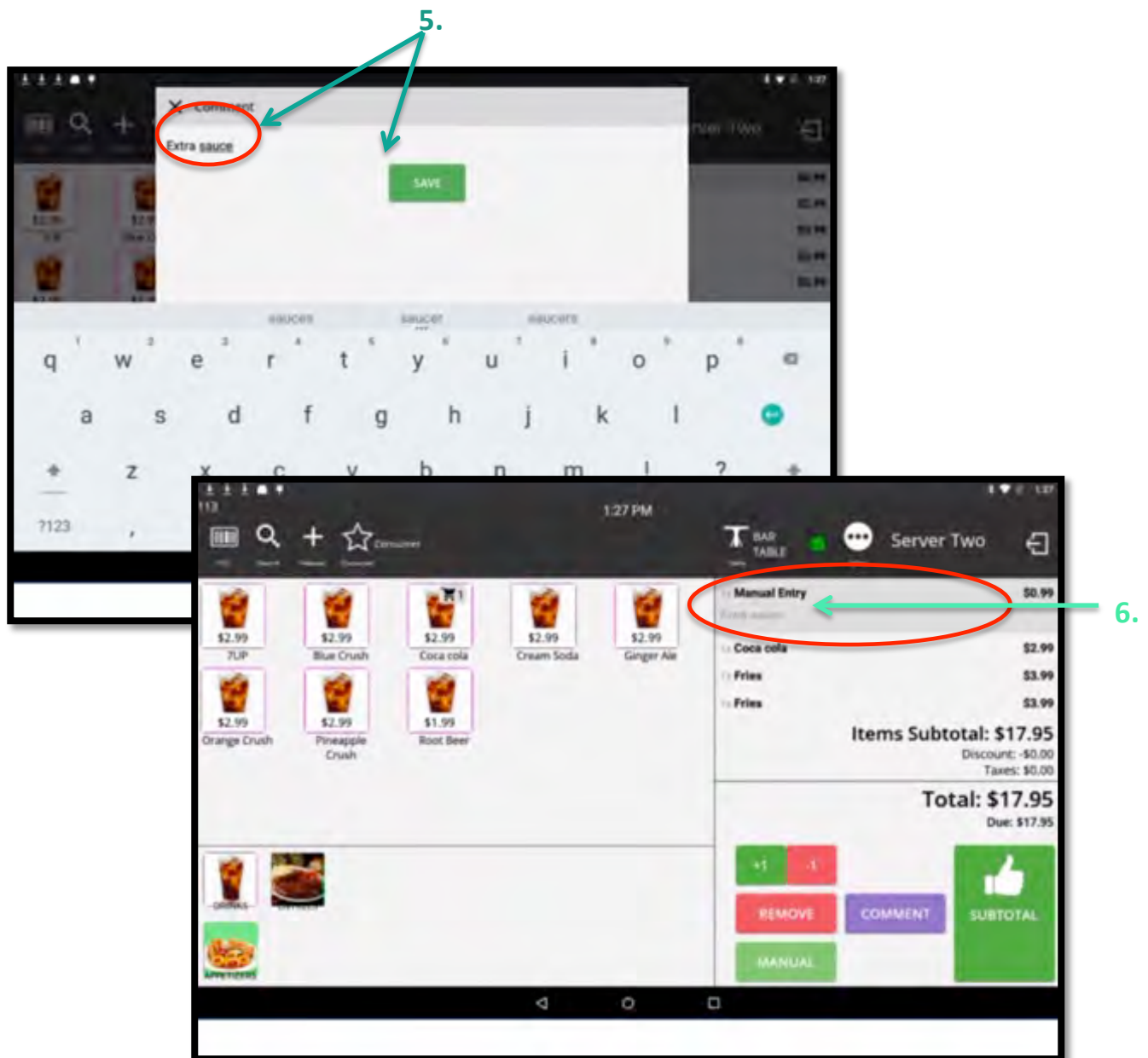
3.



4.

Manually Adding Items To A Cart, cont'd

| Step | Action |
|------|---|
| 5. | Type in a description of the item you have added and press the SAVE button. |
| 6. | Your manual entry will appear on the right hand side of the cart screen with description added. |

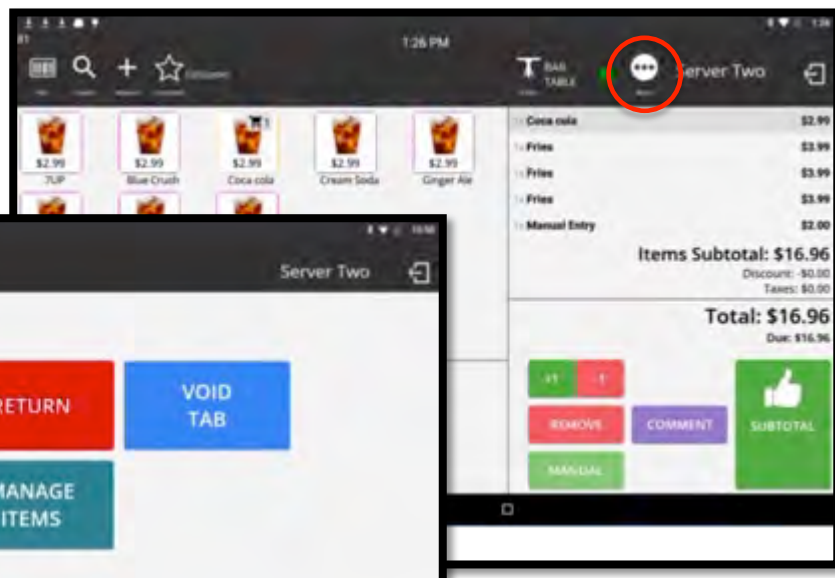


CHANGING HOW YOUR ITEMS APPEAR

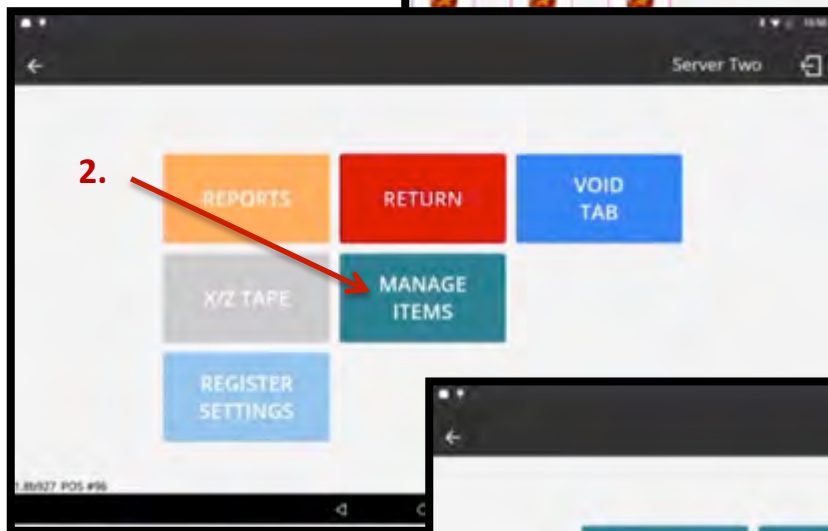


In this section follow the steps to manage how you view the items listed in your store.

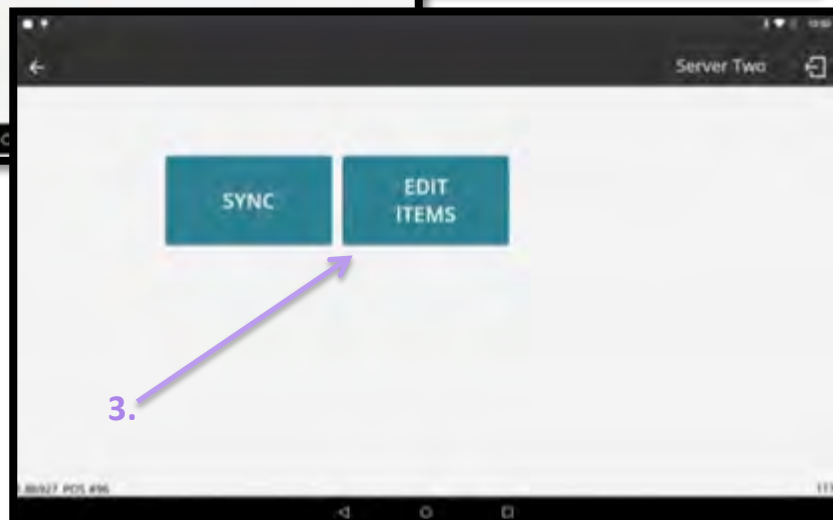
| Step | Action |
|------|--|
| 1. | When you have your customer cart open, press the ...MORE icon at the top of the screen. |
| 2. | A new screen will appear with 5 buttons. Press the MANAGE ITEMS button. |
| 3. | Another screen will appear with 2 buttons. If you press the EDIT ITEMS button you will be offered a selection of options that allow you to choose how many items you view per line in your store. |
| 4. | Make a selection and the inventory will sync accordingly, changing the number of items listed in your cart window. |



← 1.



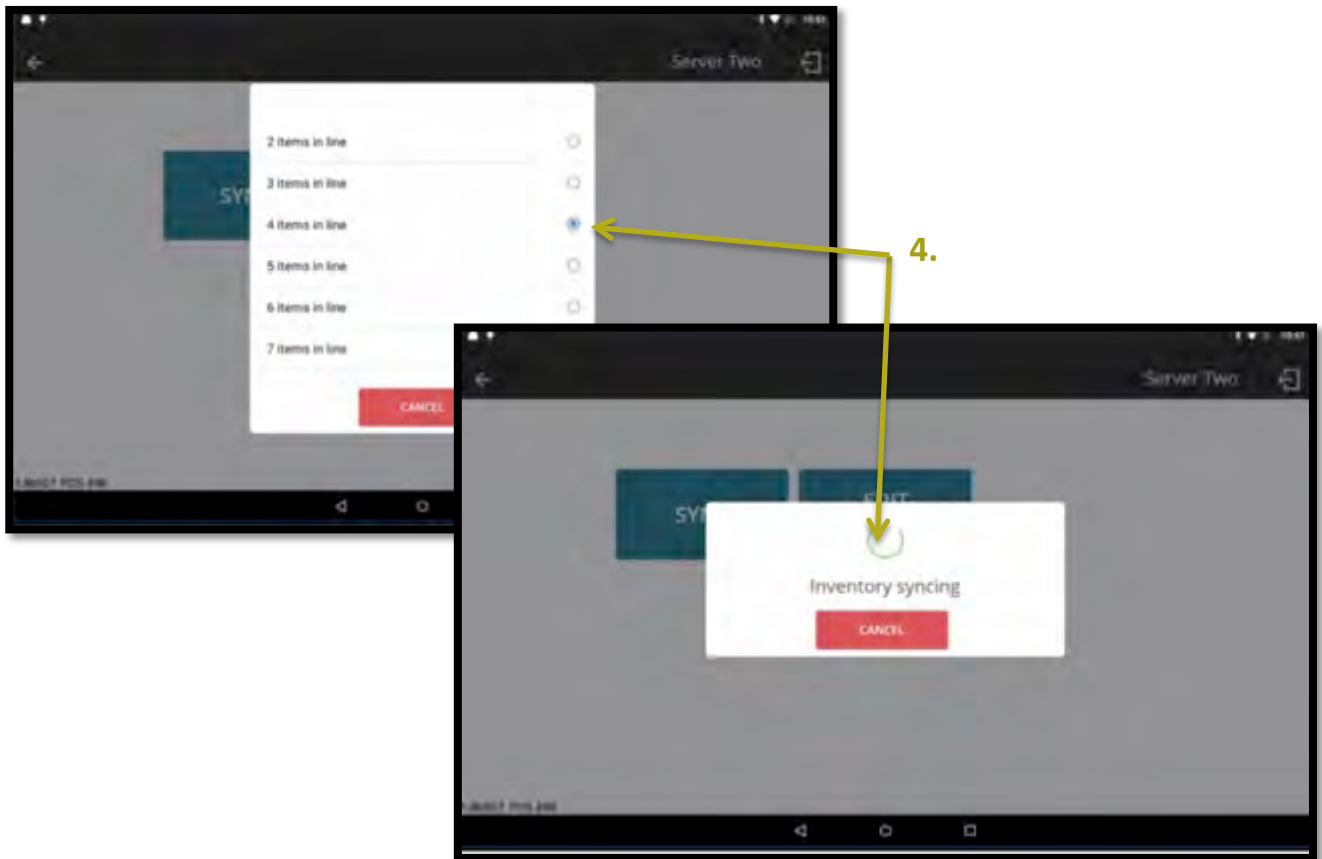
2.



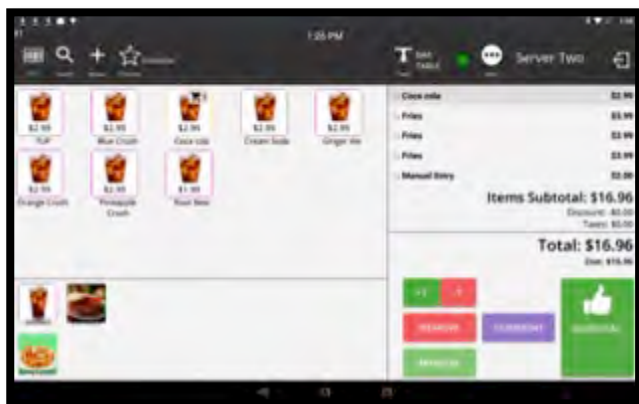
3.

Changing How Your Items Appear, cont'd

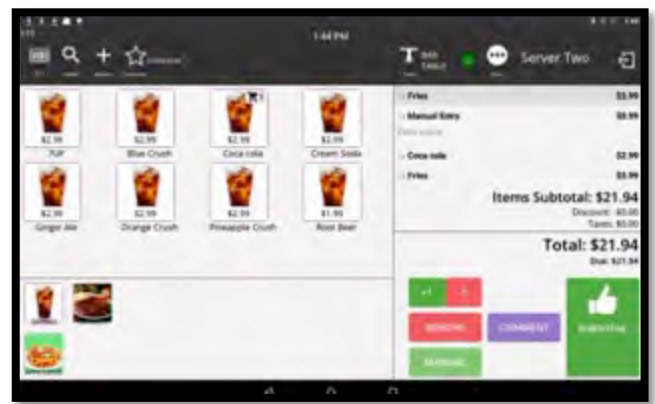
| Step | Action |
|------|--|
| 4. | Make a selection and the inventory will sync accordingly, changing the number of items listed in your cart window. |



EXAMPLES:



5 items per line



4 items per line

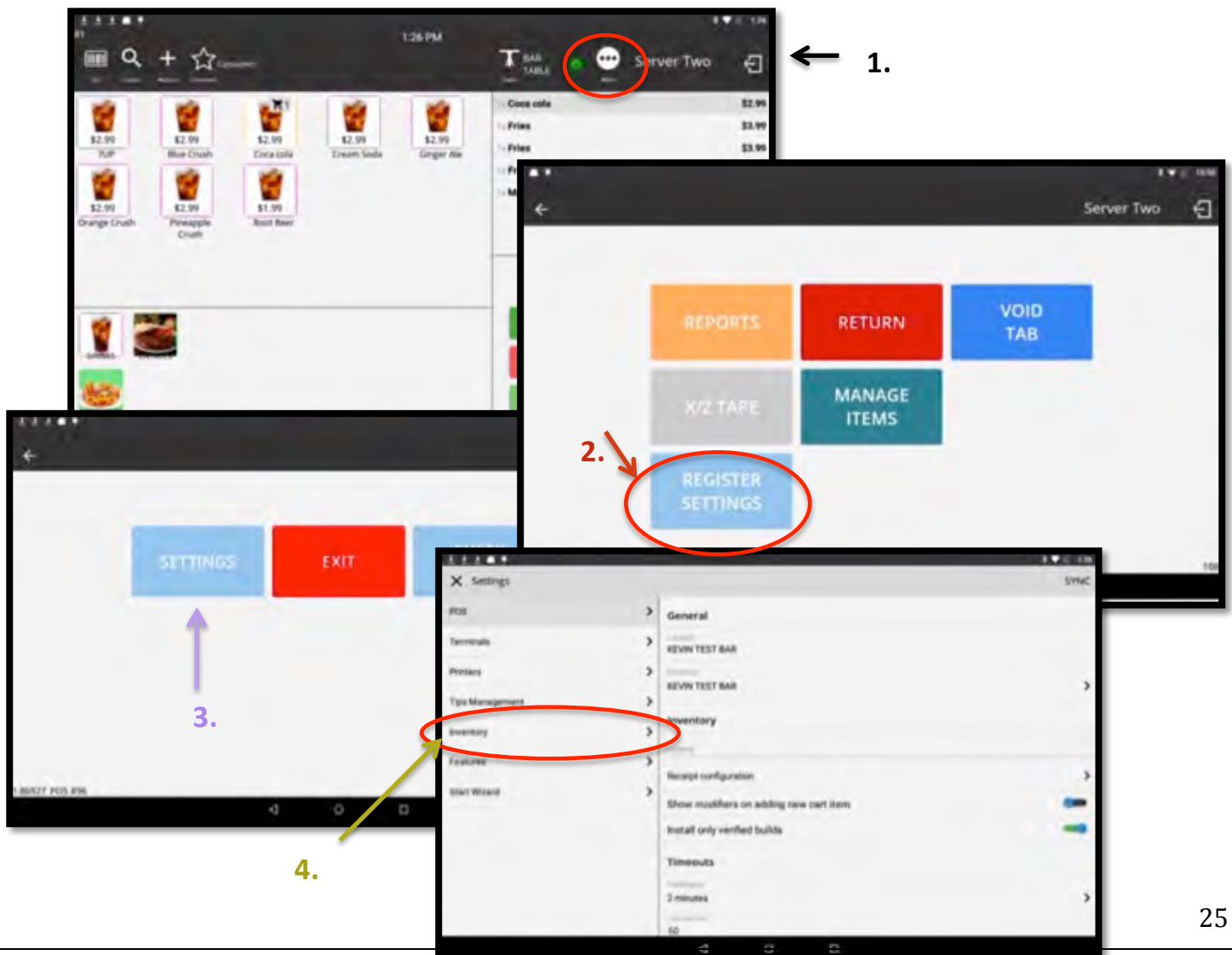
INVENTORY

Add/Edit A Category



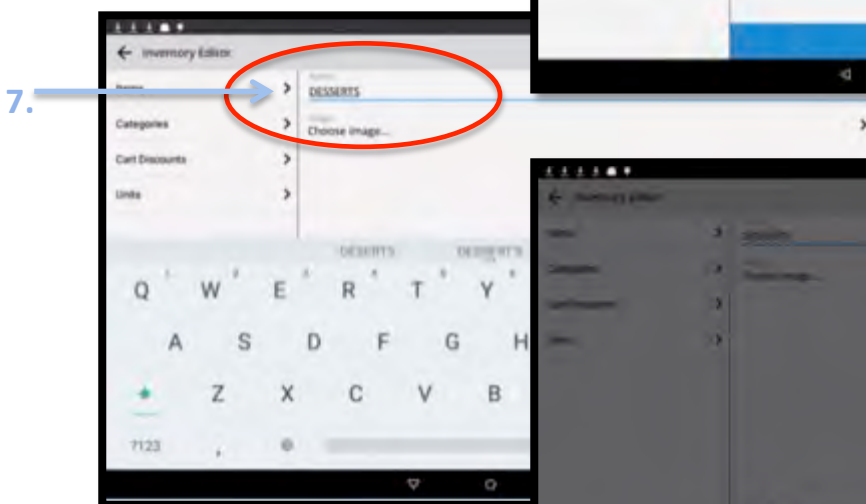
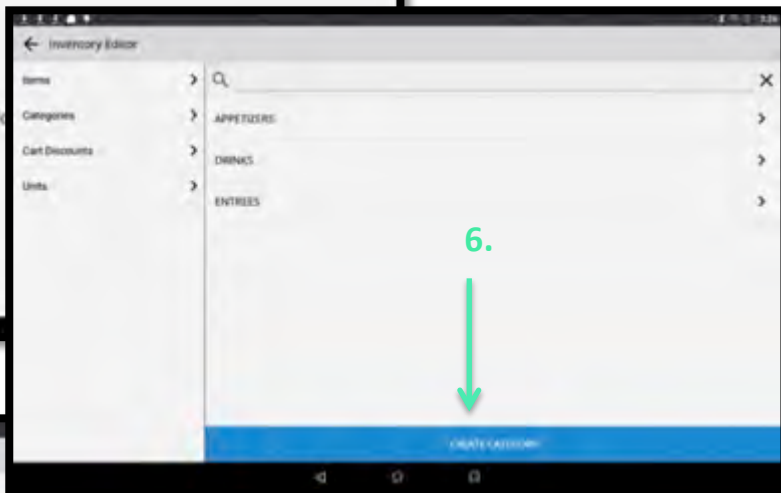
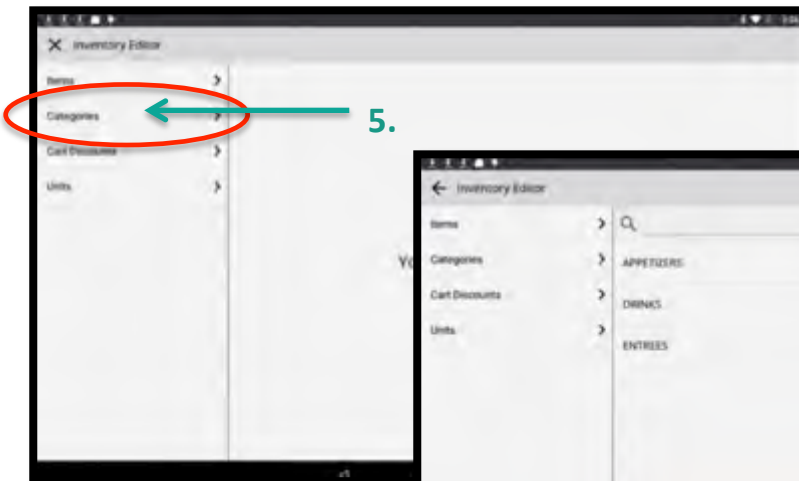
In this section follow the steps to add a category to your Inventory.

| Step | Action |
|------|---|
| 1. | When you have your customer cart open, press the ...MORE icon at the top of the screen. |
| 2. | A new screen will appear with 5 buttons. Press the REGISTER SETTINGS button. |
| 3. | When the next screen appears press the SETTINGS button. |
| 4. | A new SETTINGS screen will appear. Click on the word INVENTORY listed on the left hand side of the screen. |

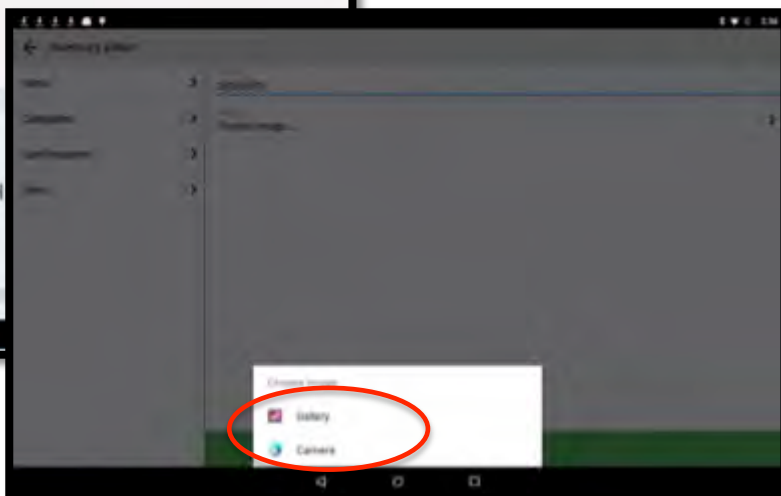


Inventory - Add/Edit A Category , cont'd

| Step | Action |
|------|---|
| 5. | When the INDUSTRY EDITOR appears click on CATEGORIES . |
| 6. | A list will appear to the right of your screen with a blue button at the bottom which says CREATE CATEGORY . Press this button. |
| 7. | A new window will pop up which allows you to enter the name of your new category. We have chosen DESSERTS as an example. At this stage you can also add an image to enhance recognition of your category. Click on CHOOSE IMAGE . |
| 8. | A pop-up menu will appear at the bottom of the screen, allowing you to choose an image from your gallery or your camera. Select the appropriate image and it will appear on the screen below your new category heading. |

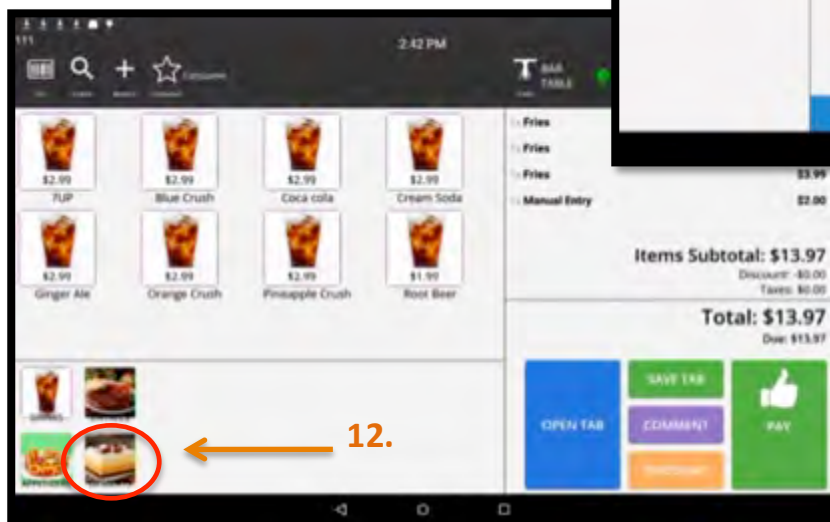
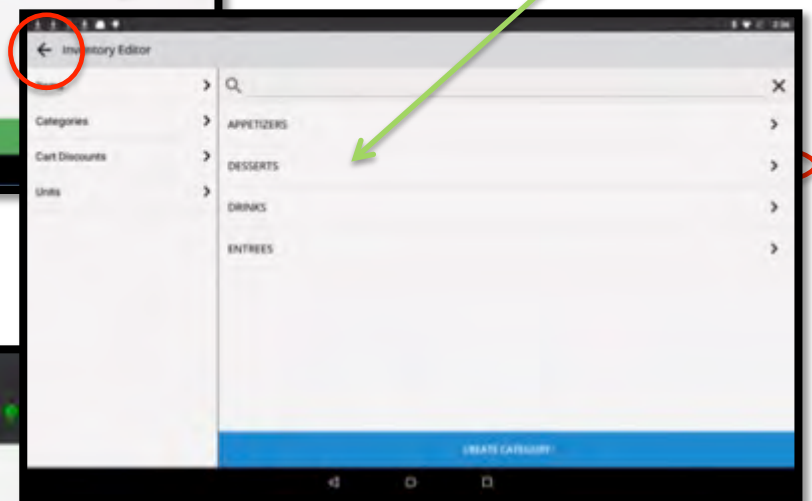
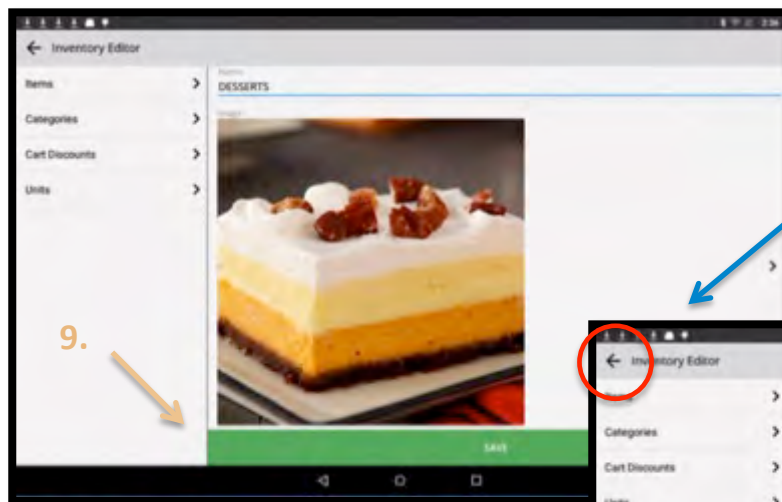


8. →



Inventory - Add/Edit A Category , cont'd

| Step | Action |
|------|---|
| 9. | Click the SAVE button to save your category. |
| 10. | Once your category is saved it will appear in the list on the right hand side of your screen along with the other categories in your store. |
| 11. | To go back to your Cart screen, click on the back arrow button in the top left hand corner of your screen. Keep pressing this button until your Cart screen comes up. |
| 12. | Your new category icon will be visible at the bottom of your Cart screen. |

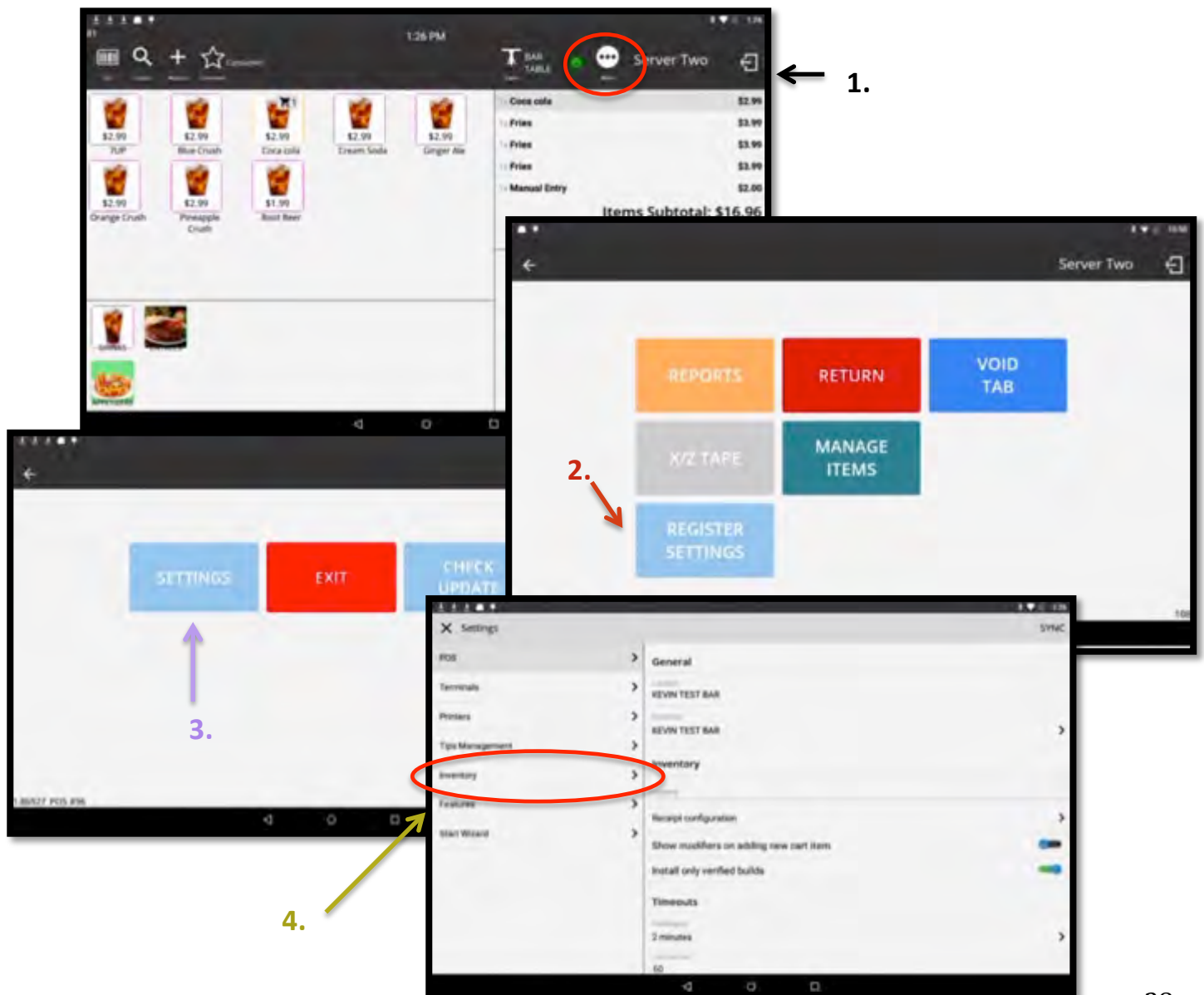


Add/Edit An Item



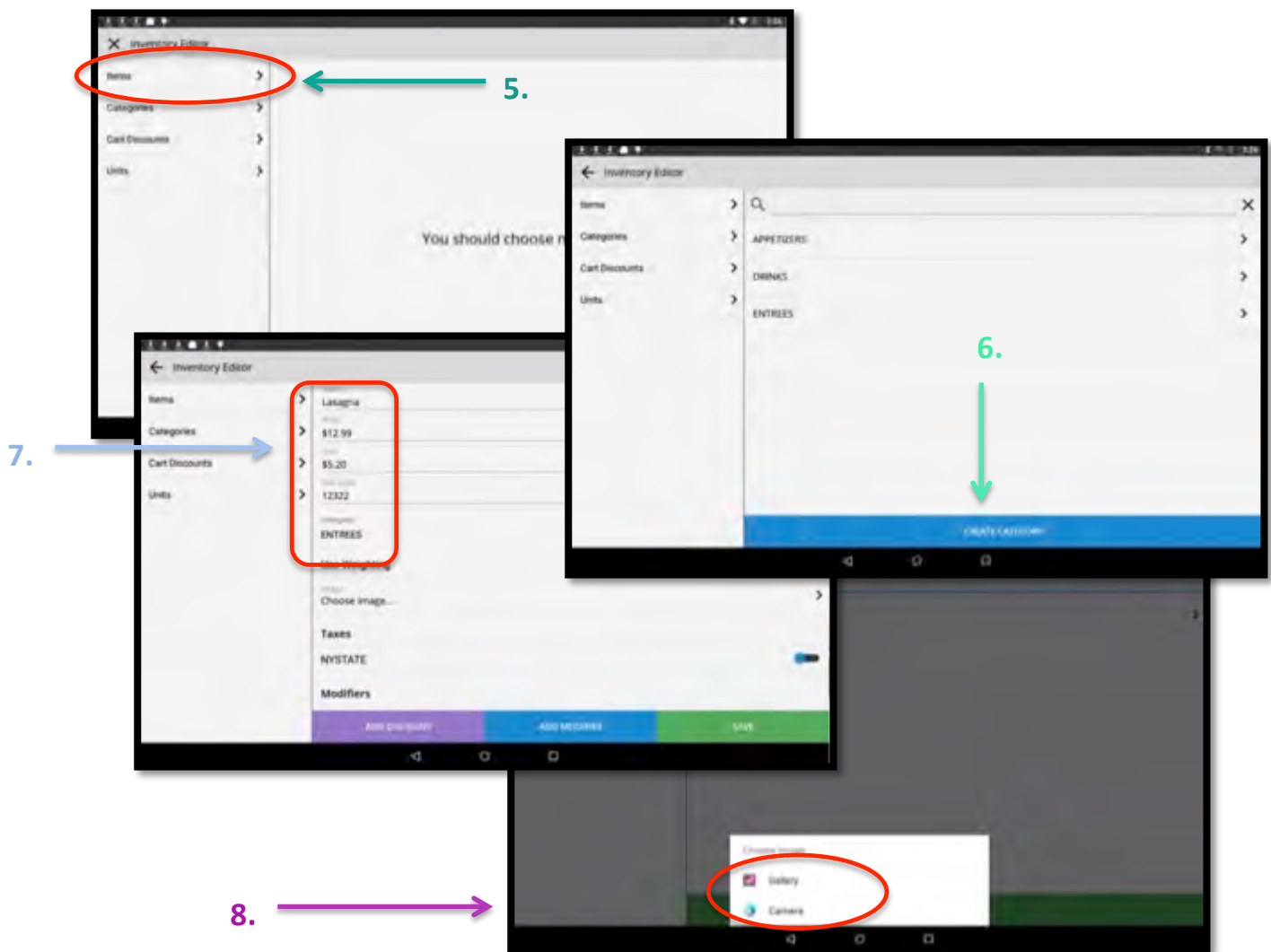
In this section follow the steps to add an item to your Inventory.

| Step | Action |
|------|---|
| 1. | When you have your customer cart open, press the ...MORE icon at the top of the screen. |
| 2. | A new screen will appear with 5 buttons. Press the REGISTER SETTINGS button. |
| 3. | When the next screen appears press the SETTINGS button. |
| 4. | A new SETTINGS screen will appear. Click on the word INVENTORY listed on the left hand side of the screen. |



Inventory - Add/Edit An Item, cont'd

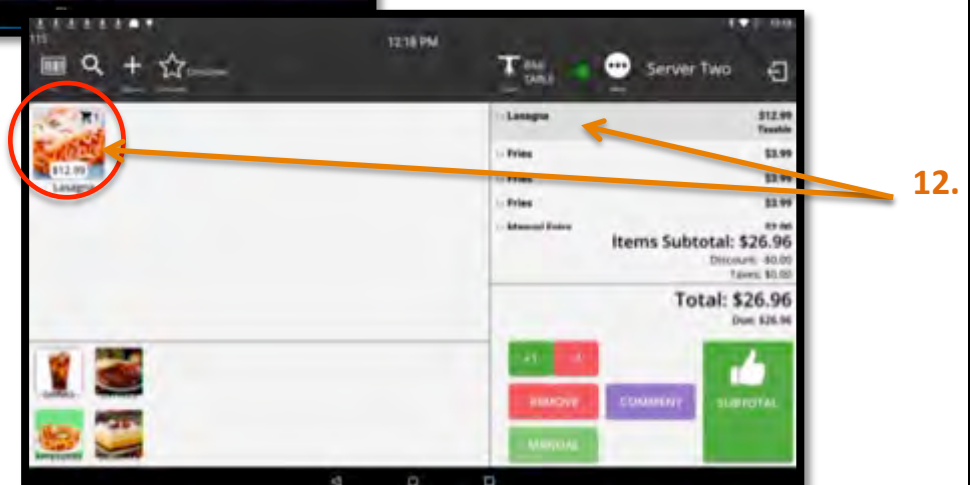
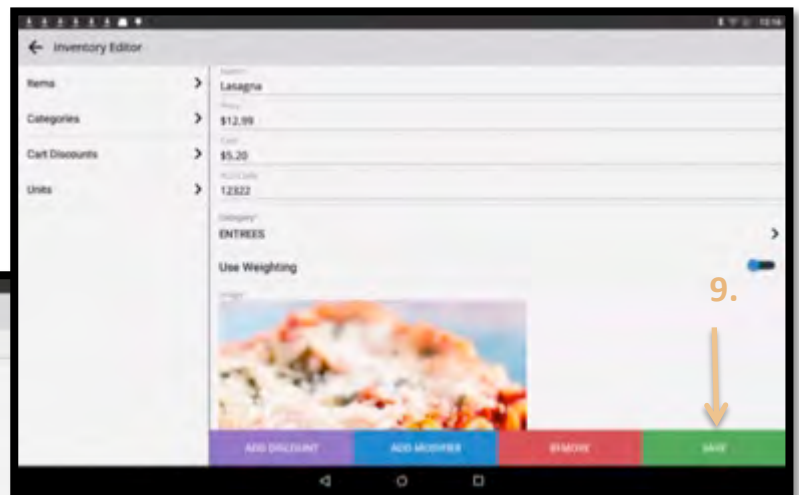
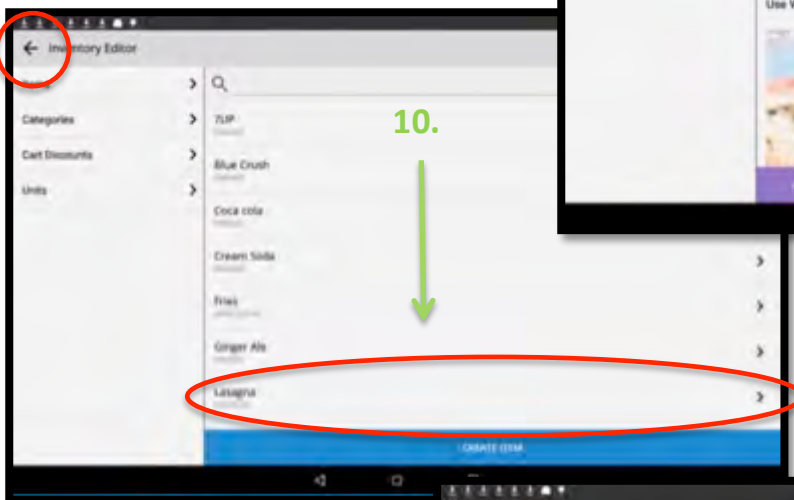
| Step | Action |
|------|---|
| 5. | When the INDUSTRY EDITOR appears click on ITEMS . |
| 6. | A list will appear to the right of your screen with a blue button at the bottom which says CREATE ITEM . Press this button. |
| 7. | A new window will pop up which allows you to enter the name of your new item. We have chosen LASAGNA as an example. Here you must also enter the retail price of the item, the cost price of the item and a PLU code. Your PLU code can be added manually or you can use your barcode scanner to enter this code. You now MUST assign your item to an appropriate category. We have chosen ENTREES as the appropriate category for our LASAGNA item. |
| 8. | Before you save your new item you may choose to add an image to enhance recognition of your item. Click on CHOOSE IMAGE . A pop-up menu will appear at the bottom of the screen, allowing you to choose an image from your gallery or your camera. Select the appropriate image and it will appear on the screen when your item appears in your cart window. |



Inventory - Add/Edit An Item, cont'd

| Step | Action |
|------|---|
| 9. | Click the SAVE button to save your item. |
| 10. | Once your item is saved it will appear in the list on the right hand side of your screen along with the other items in your store. |
| 11. | To go back to your Cart screen, click on the back arrow button in the top left hand corner of your screen. Keep pressing this button until your Cart screen comes up. |
| 12. | Your new item icon will be visible on your Cart screen. |

11.

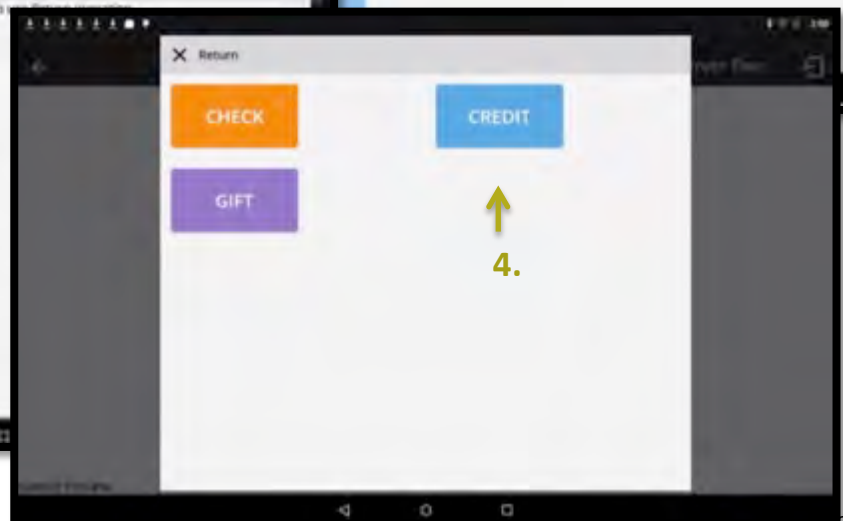
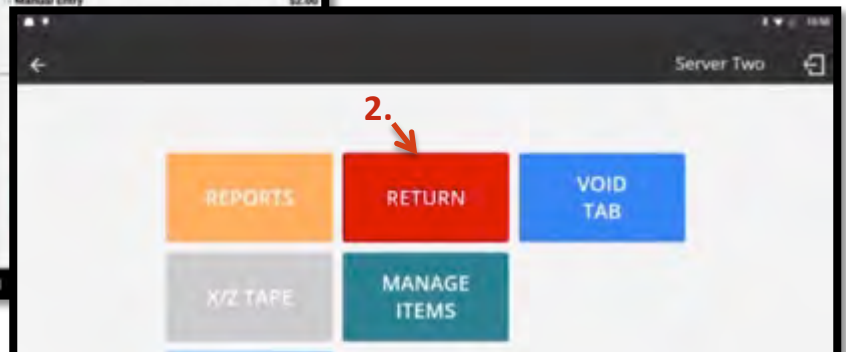
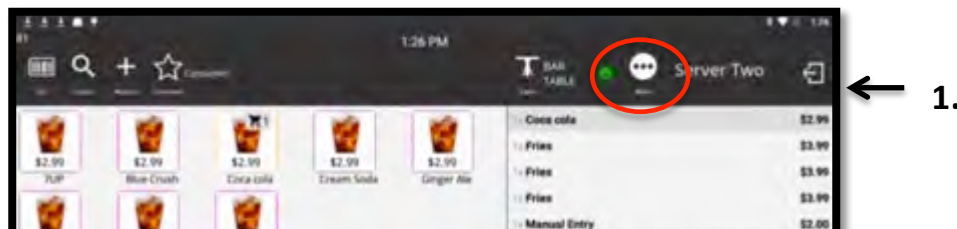


HOW TO PROCESS A RETURN



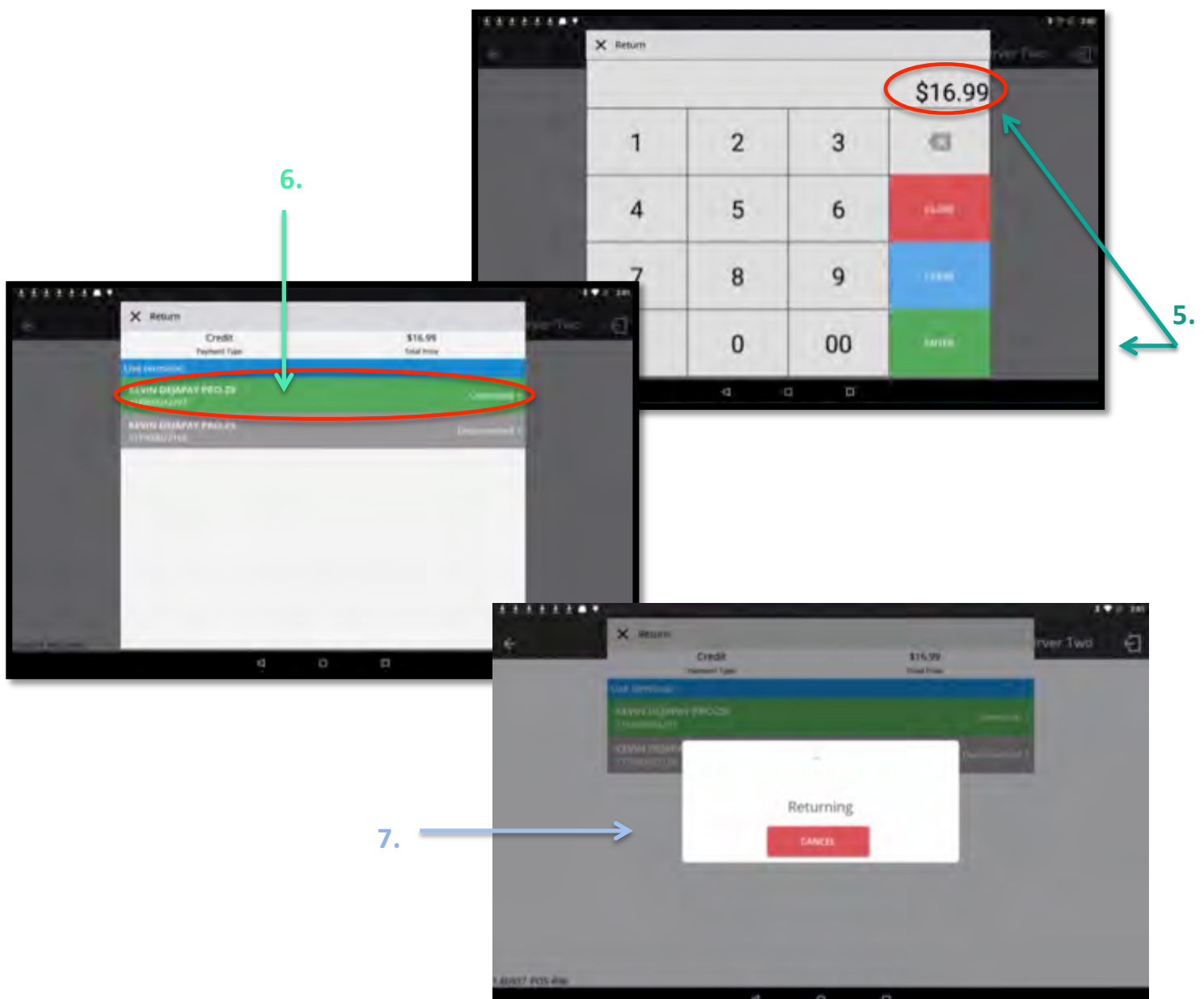
In this section follow the steps to process a return.

| Step | Action |
|------|---|
| 1. | When you have your customer cart open, press the ...MORE icon at the top of the screen. |
| 2. | A new screen will appear with 5 buttons. Press the RETURN button. |
| 3. | Another screen will appear which will ask you to enter your OPERATOR number. |
| 4. | Select the button that applies to the type of return you would like to process. We have chosen CREDIT as an example. |



How To Process A Return, cont'd

| Step | Action |
|------|---|
| 5. | Key in the correct amount of the return and press ENTER . |
| 6. | Choose the terminal you would like to apply the discount to. |
| 7. | Your return will automatically be processed. To exit this screen press the X in the top left hand corner of the window until you return to the Cart screen. |

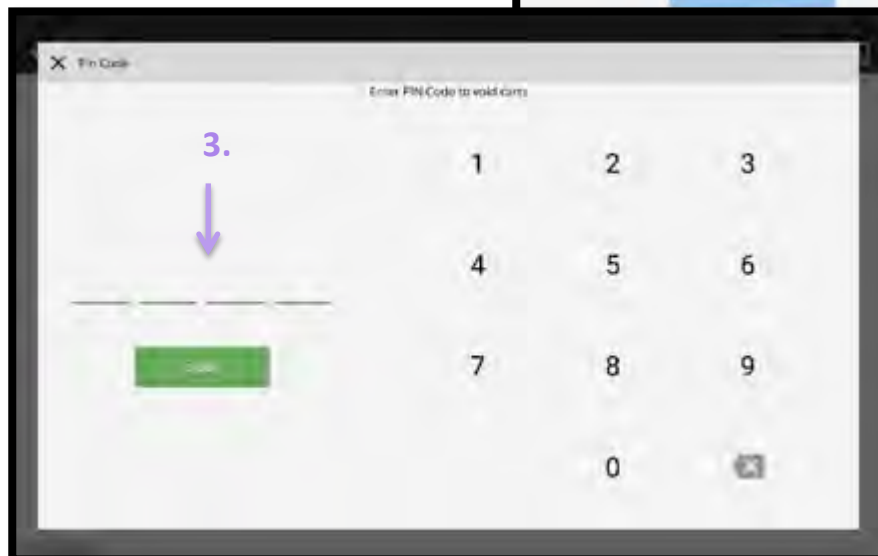
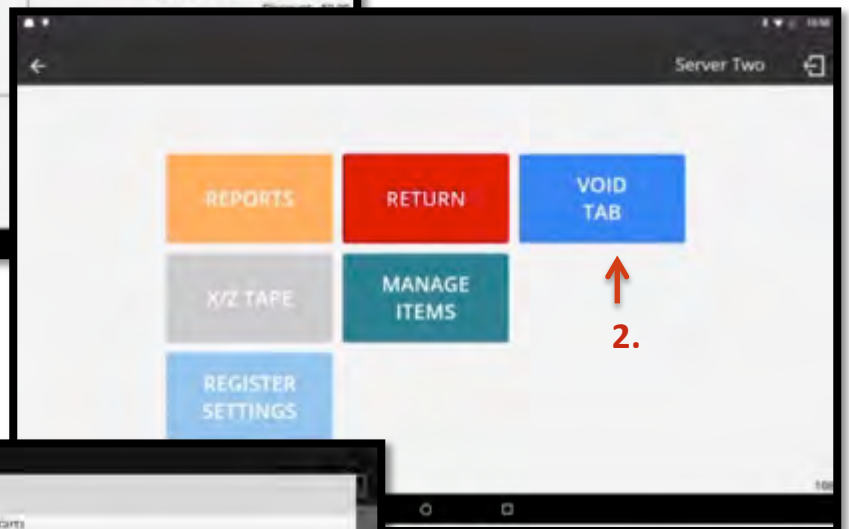
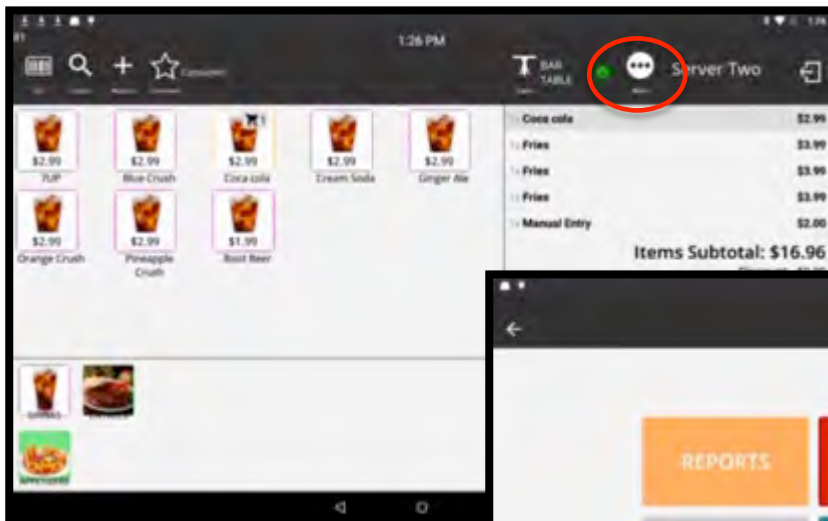


HOW TO VOID A CART



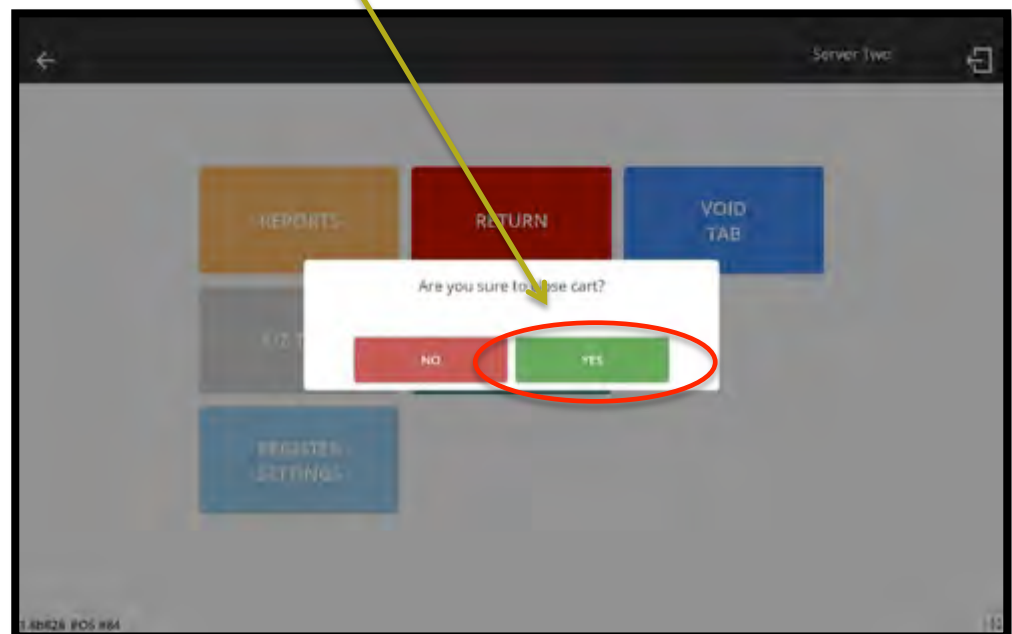
In this section follow the steps to void an existing cart (restaurant) or cart (Retail)

| Step | Action |
|------|--|
| 1. | When you have your customer cart open, press the ...MORE icon at the top of the screen. |
| 2. | A new screen will appear with 5 buttons. Press the VOID button. |
| 3. | Select the Void Cart, enter the Manager PIN, you will be asked to confirm by entry of the password, choose yes to close cart |



How to Void a Cart, Cont'd

| Step | Action |
|------|--|
| 4. | Select the Void Cart, enter the Manager PIN, you will be asked to confirm by entry of the password, then choose yes to close cart. |



ADDING AN EXTERNAL BLUETOOTH PRINTER

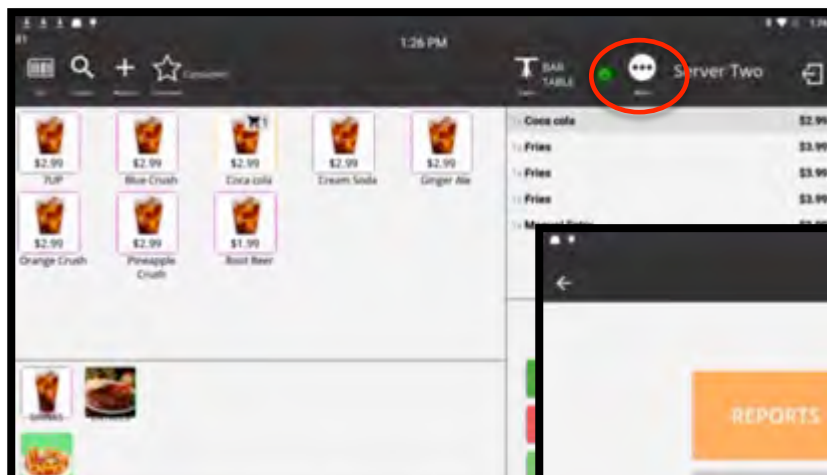


In this section follow the steps to add an external Bluetooth printer.

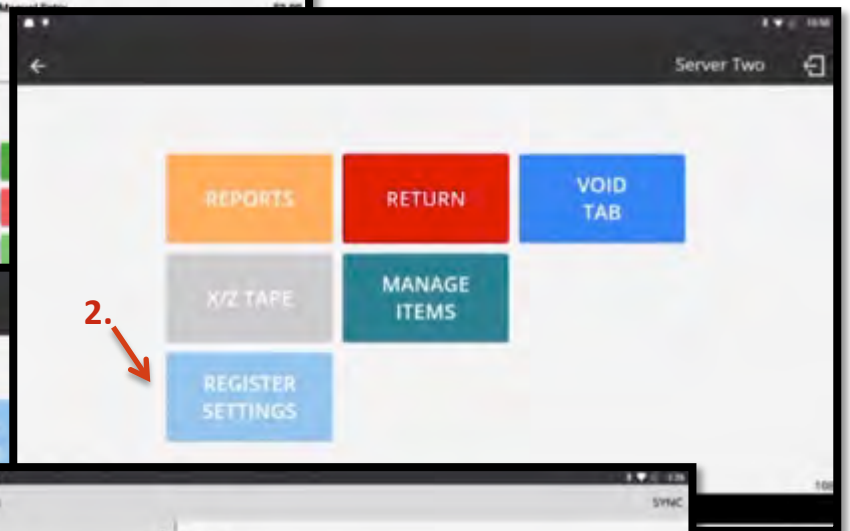


A blue tooth printer can be used for a kitchen printer or counter printer solution.

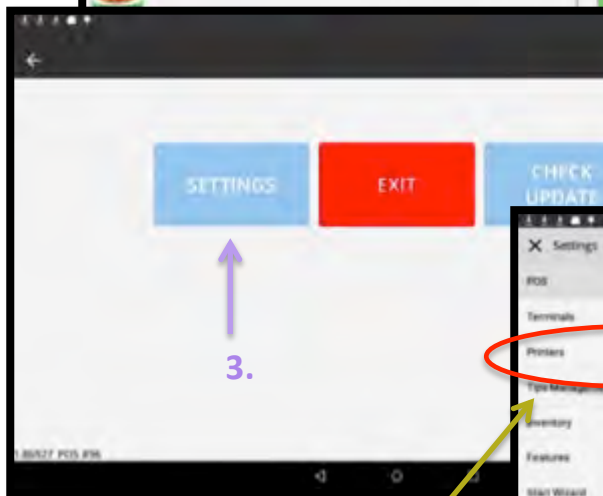
| Step | Action |
|------|--|
| 1. | When you have your customer cart open, press the ...MORE icon at the top of the screen. |
| 2. | A new screen will appear with 5 buttons. Press the REGISTER SETTINGS button. |
| 3. | When the next screen appears press the SETTINGS button. |
| 4. | A new SETTINGS screen will appear. Click on the word PRINTERS listed on the left hand side of the screen. |



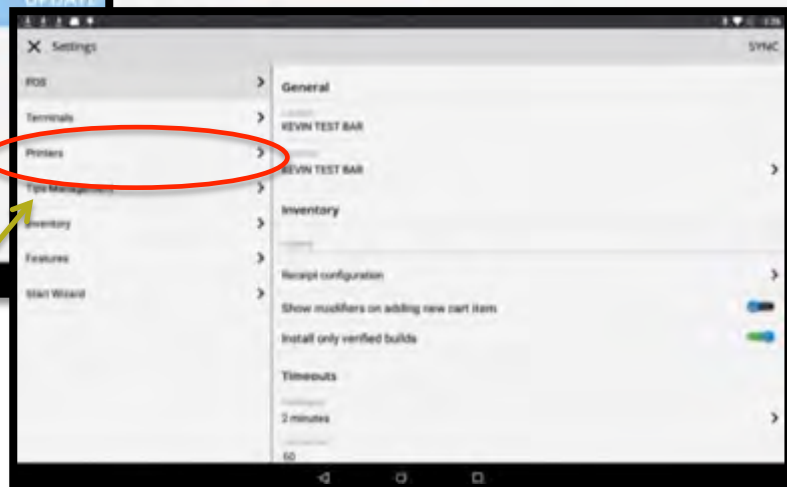
← 1.



2.



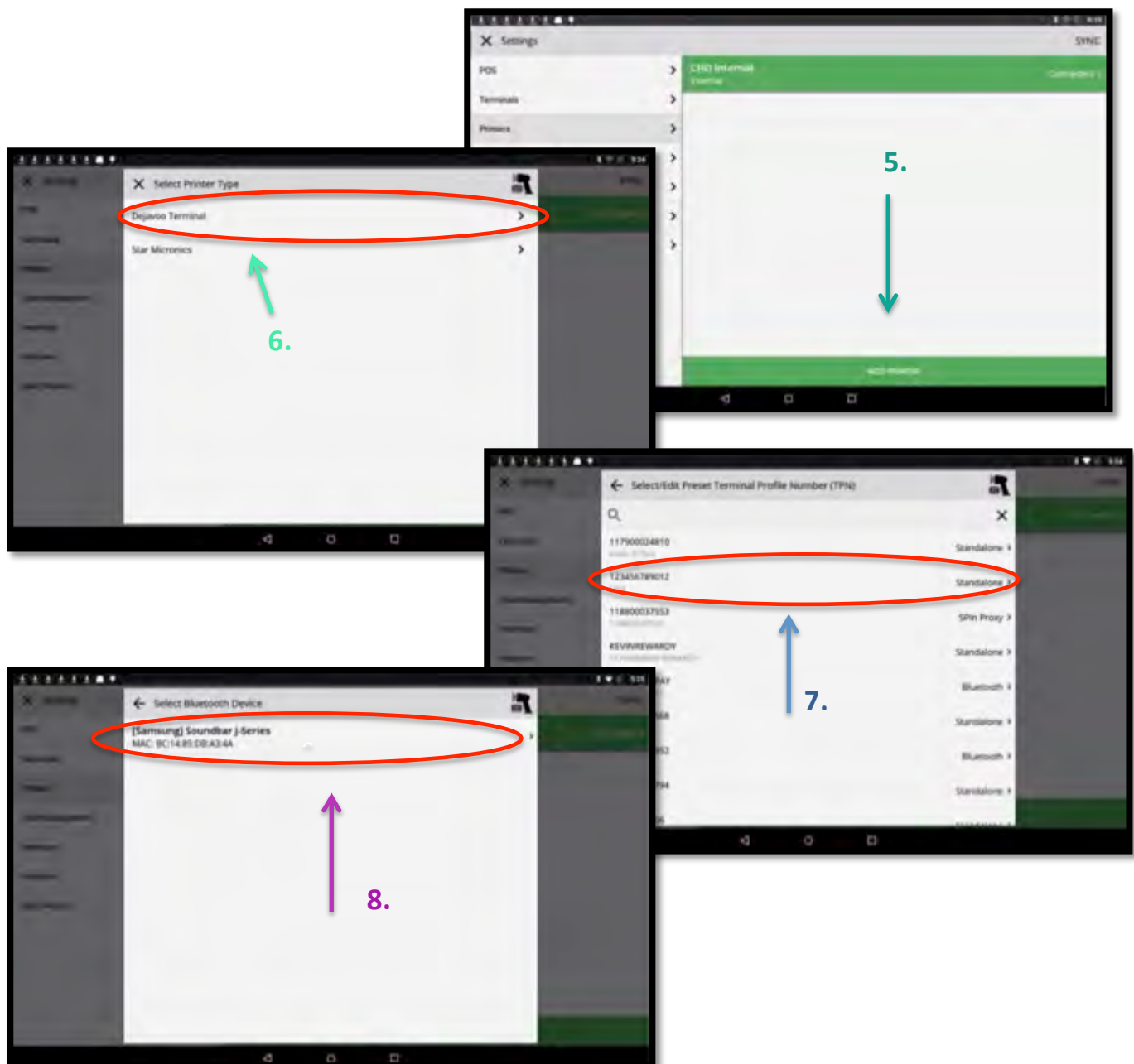
3.



4.

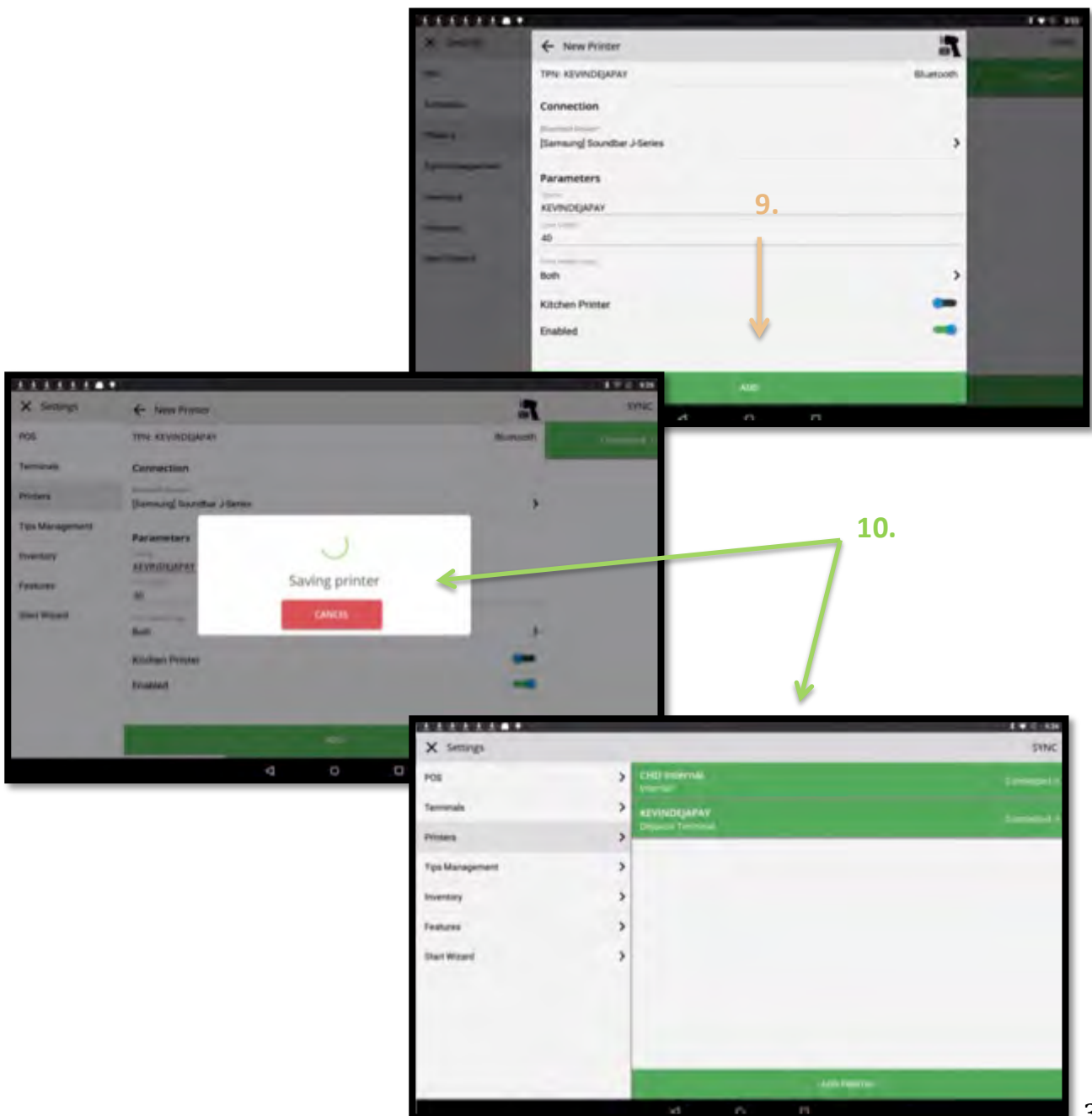
Adding An External Bluetooth Printer, cont'd

| Step | Action |
|------|--|
| 5. | On the right hand screen you are able to add a new printer by pressing the ADD PRINTER button. |
| 6. | A window will pop up asking you to select a printer type from the options available. Click on the type of printer you require. |
| 7. | A new window will pop up allowing you to select a preset terminal profile number (TPN). Select your Bluetooth terminal here. Once selected the register will look for available Bluetooth devices. |
| 8. | A new window will now appear with a list of available bluetooth devices. Select the printing device you require. |



Adding An External Bluetooth Printer, cont'd

| Step | Action |
|------|---|
| 9. | A New Printer window will pop up with details of the printer you have selected. Click the ADD button to save your printer. |
| 10. | Once your item is saved it will appear in the list on the right hand side of your screen along with any other printers you have selected. You will be asked to pair your Bluetooth device |
| 11. | To go back to your Cart screen, click on the back arrow button in the top left hand corner of your screen. Keep pressing this button until your Cart screen comes up. |
| 12. | You will now be able to select your printer when printing receipts. |



EDIT EMPLOYEES

Update the Default Password



Modifying the default password is a function that can be done by accessing your DeNovo Back Office portal.



The default system password is 1 2 3 4 from the factory, however this can be modified to a password of your choosing and for identification and employee specific access.



The password can be changed in the edit operator function within DeNovo inventory. It is required to be four digits and can be manually changed to a four-digit code or the user can elect to have a random code generated. Once the desired change to the password is complete, click save to finalize the change.

Operators [Create new Operator](#)

| Operatorid | Name | Position | Email | Phone | Last operation | Status | Shift Status | |
|------------|-------------------------|-------------|--------------------------|-------|----------------------------|--------|--------------|--|
| 1 | Chris Clarke | | chris@dejavoosystems.com | | 9/26/18 2:12 PM - Selling | Active | | |
| 1 | Chris Clarke | Manager | | | 10/10/18 5:44 PM - Selling | Active | | |
| 2 | Employee #2 Employee #2 | Employee #2 | | | 8/22/18 9:23 AM - Selling | Active | | |
| 3 | Test Worker | Server | | | | Active | | |

1.

2.

Edit Operator

Position

Email
chris@dejavoosystems.com Send PIN-code

Phone
Send PIN-code

Password
1234 Random code

Status
 Active Disabled

Access

Save Cancel

Adding Employees



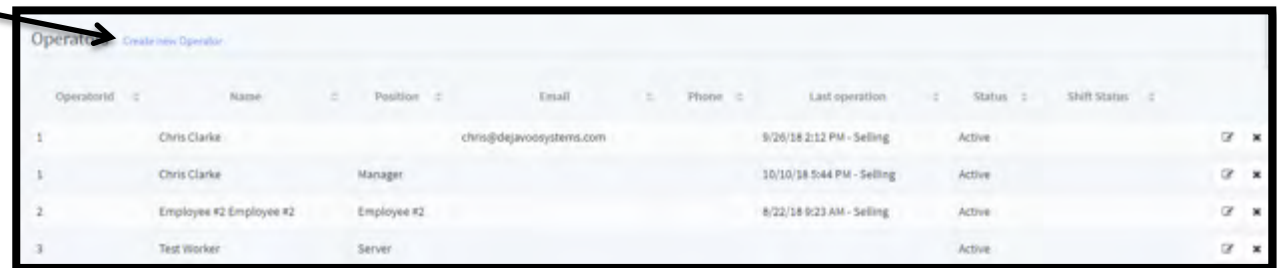
Adding new employees or editing existing employees are functions that can be done by accessing your DeNovo Back Office portal.



You can add employees, assign them unique access passwords to clock in and clock out as well as create different employee roles.

| Step | Action |
|------|--|
| 1. | From the DeNovo portal access the inventory and scroll down to the 'Operators' option. Select 'Create New Operator', Location must match device where server will generate orders and Populate remaining fields as title the Position field to match role of person being added. |
| 2. | Create a four digit numerical password to allow for server logins. Make sure the status is set to Active, configure the access options to suit the employee being added and hit save. |

1.



New Operator

Location: -- Location

First Name: First Name

Last Name: Last Name

Position: Position

Email: Email Send PIN-code

Phone: Phone Send PIN-code

New Operator

Status: Active Disabled

Access

Update/create category and items Allow

Return/void operations Allow

Sales history Allow

Perform batch and Z-report Allow

Register settings Allow

Use Discount Allow

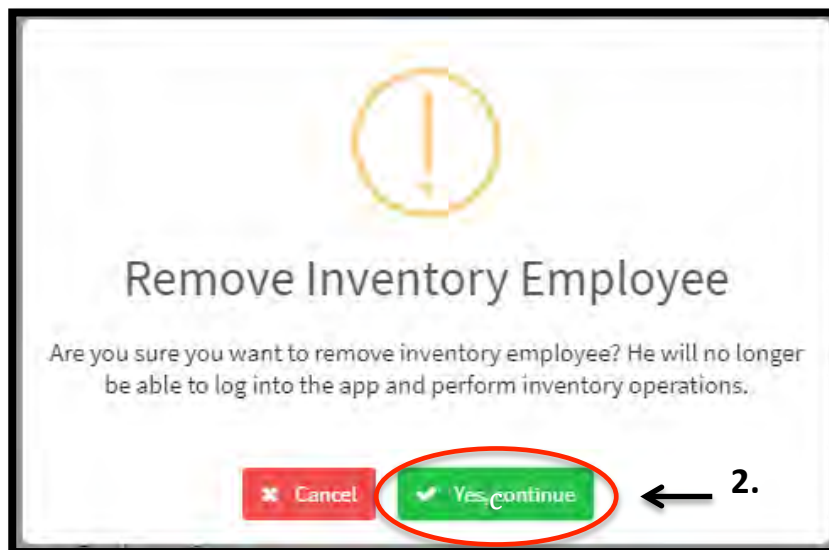
Removing Employees



Removing existing employees is a function that can be done by accessing your DeNovo Back Office portal.

| Step | Action |
|------|--|
| 1. | From the DeNovo portal access the inventory and scroll down to the 'Operators' option. Click the X next to desired employee to remove. |
| 2. | A confirmation dialog will appear tap on "YES CONTINUE" to verify and remove the employee. |

| Operatorid | Name | Position | Email | Phone | Last operation | Status | Shift Status |
|------------|-------------------------|-------------|--------------------------|-------|----------------------------|--------|--------------|
| 1 | Chris Clarke | | chris@dejavoosystems.com | | 9/26/18 2:12 PM - Selling | Active | ☑ ✕ |
| 1 | Chris Clarke | Manager | | | 10/10/18 5:44 PM - Selling | Active | ☑ ✕ |
| 2 | Employee #2 Employee #2 | Employee #2 | | | 8/22/18 9:23 AM - Selling | Active | ☑ ✕ |
| 3 | Test Worker | Server | | | | Active | ☑ ✕ |



TIME TRACKING

Enabling/Disabling Employee Time Tracking



Use these steps to enable or disable Employee Time Tracking



For tracking employees time for Clocking in & out for shifts and breaks you must enable this feature,

| Step | Action | |
|------|---|---|
| 1. | Access Settings and go to the Set Up Wizard then select "GENERAL SETTINGS" | |
| | For | Then |
| | Enabling Time Tracking | Turn "EMPLOYEE TIME TRACKING" to ON |
| | Disabling Time Tracking | Turn "EMPLOYEE TIME TRACKING" to OFF |



Clocking In & Out



Use these steps to Clock In and Clock Out. (ie: Shift begins, breaks, shift ends, etc)



The Clock IN/OUT function must be enabled to use this feature, see page X to enable/disable..

| Step | Action | |
|------|---|----------------|
| 1. | From the DejaPayPro POS start screen select one of the following options: | |
| | For | Then |
| | Clocking In For Shift | Select "IN" |
| | Clocking Out For Shift | Select "OUT" |
| | Clocking IN/Out for Break | Select "BREAK" |
| 2. | Input your unique 4 digit numeric PIN previously assigned | |

