

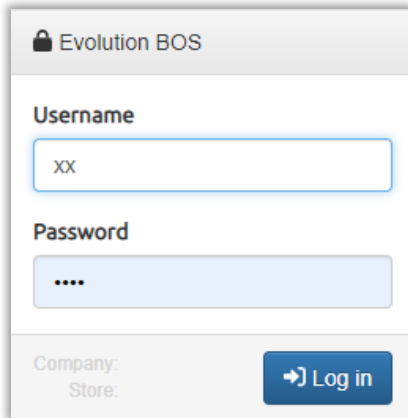
evoBackOffice for evoPOS Getting Started

evoBackOffice is used to configure many functions in evoPOS, you will find the icon to access this on the desktop of the Back Office PC. Full details for using all the functionality can be found in the evoPOS User Guide.

From the back office desktop select




Log on to the Evolution BOS







Username xx is the POS user id.


Password is the same password used to log onto evoPOS with the user id.



These functions are now managed by the store in the *Configuration* menu

 Configuration ▾

-  **POS Menu Editor**
POS buttons can be moved or removed here; buttons can also be renamed if required.
-  **POS Item Panel Editor**
The item panel is used to sell items that are difficult to scan or items without a barcode. In the editor buttons can be added, moved or deleted, and additional menus added.
-  **POS Reporting**
The information printed on the Shift and Day End reports can be modified here as required.
-  **Staff Discounts**
All staff discounts are created and amended here in evoBackOffice

Additional POS reports are available in the *Reporting* menu

 Reporting ▾

-  **POS Transaction Journal**
(electronic till roll) contains details of every transaction completed at each POS, with search facility for historical transactions.
-  **Shift and Period Reports**
Contains a record of all completed Shift End and Period End (day end) reports from all the store POS. The format of data displayed on the report can be customised and saved as a template.



Full details for all the functionality and configuration mentioned in this Flash Card can be found in our Product User Guides:

www.tlmtechnologies.co.uk/our-solutions/support/user-guides