evoBackOffice Getting Started

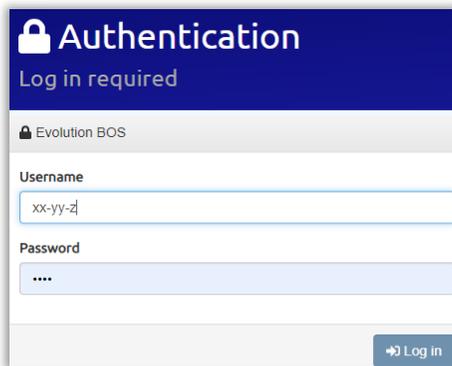**evoBackOffice**

evoBackOffice is used to configure your evoPOS, you will find the icon to access this on you back office desktop.

From the back office desktop select

Log on to the Evolution BOS

Authentication
Log in required

🔒 Evolution BOS

Username
xx-yy-z

Password
····

➡ Log in

Username is in the format xx-yy-z where

xx is the company,

yy is the store, and

z is the POS user id.

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

Company and store number can be found on the POS screen, bottom right. *Company - Store*

POS 45-412-✕

Once you are logged in you will see the top Menu Bar.

🏠 Home   ☑ Reconciliation ▾   🛒 Stock ▾   🕐 Reporting ▾   🔧 Configuration ▾   ➡ Log Out

The options below are managed by the store in the *Configuration* drop-down menu.

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. Here, you can add and remove buttons and menus to your item panel.

POS Reporting
The information printed on the Shift and Day End reports can be added or removed as required here.

Staff Discounts
All staff discounts are created and amended in evoBackOffice.

Options to create promotions are available in the *Stock* drop-down menu.

Promotion Maintenance
Voucher promotions are available to set up here; a great way to increase customer spend and loyalty.

👍 *Full details for all the functionality and configuration in this Flash Card can be found in our Product User Guides:*
www.tlmtechnologies.co.uk/our-solutions/support/user-guides

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