User Guide

# TARA SYSTEM




Tara Aung Co., Ltd

www.taraaung.com

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## 1) How to login to TARA System

When opening the software the following login popup will be appearing.

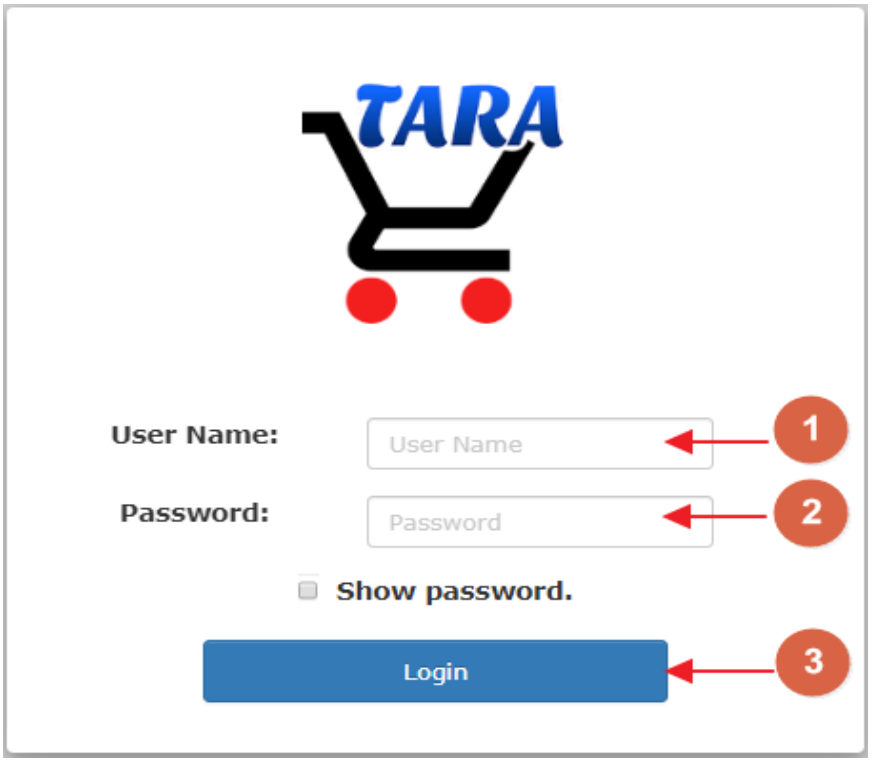



**Figure 1.1 Login page**

1) Type user name,

2) Type password,

3) Click the login button to login into software.

## 2) Home page

After login to the software, the following page will appear.

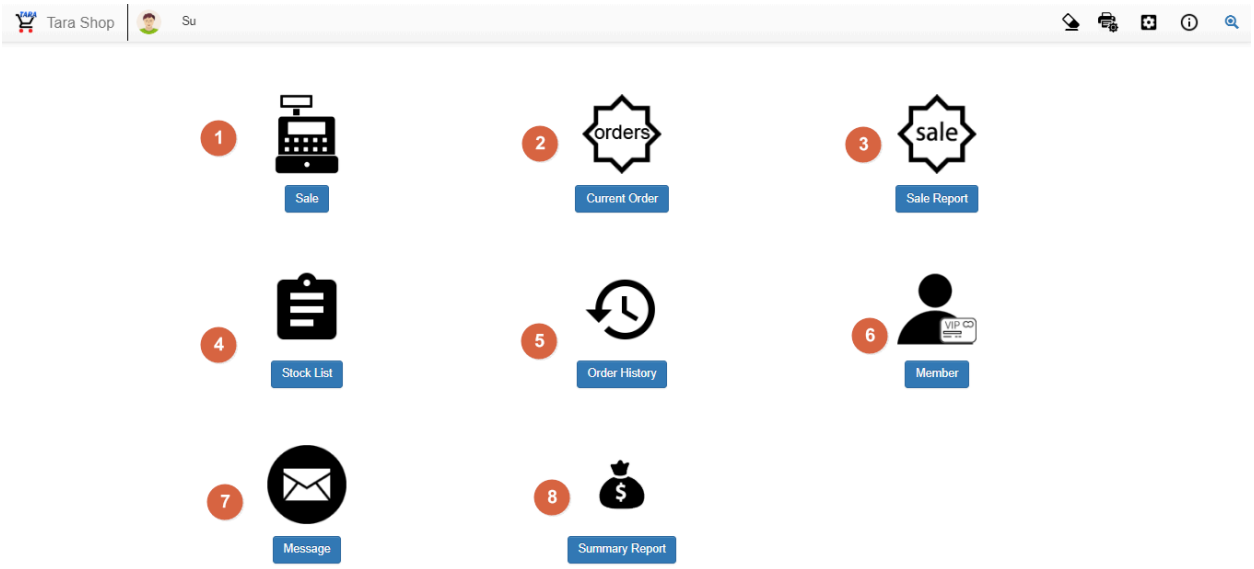



**Figure (2.1) Home page**

1) Sale /terminal icon

When clicking on the sale/ terminal icon, it will redirect to the sale /terminal page and the user can create orders.

2) Current order icon

When clicking on the current order icon, it will redirect to the current order page and the user can check the current pending orders list.

3) Sale report icon

When clicking on the sale report icon, it will redirect to the sale report page and the users can check (daily /monthly /yearly) in the sale reports.

4) Stock list icon

Users can add new items , edit existing items information , item stock in/ stock out and check all stock reports by clicking the stock list icon.

5) Order history icon

When the user clicks on the order history icon, it will redirect to the order history page and the user can check (daily /monthly/yearly) in order history report.

6) Member icon

When users click on the member icon, it will redirect to the member list page and users can create new members and also check & update member information.

7) Message icon

When clicking the message icon, it will redirect to the message page and the user can check the member credit over the due date messages alert .

8) Summary Report icon

When users click on the summary report icon, it will redirect to the summary report page and the user can check all summary reports at the summary report page.

## 3) How to create Top-category for item (Edit & Delete)

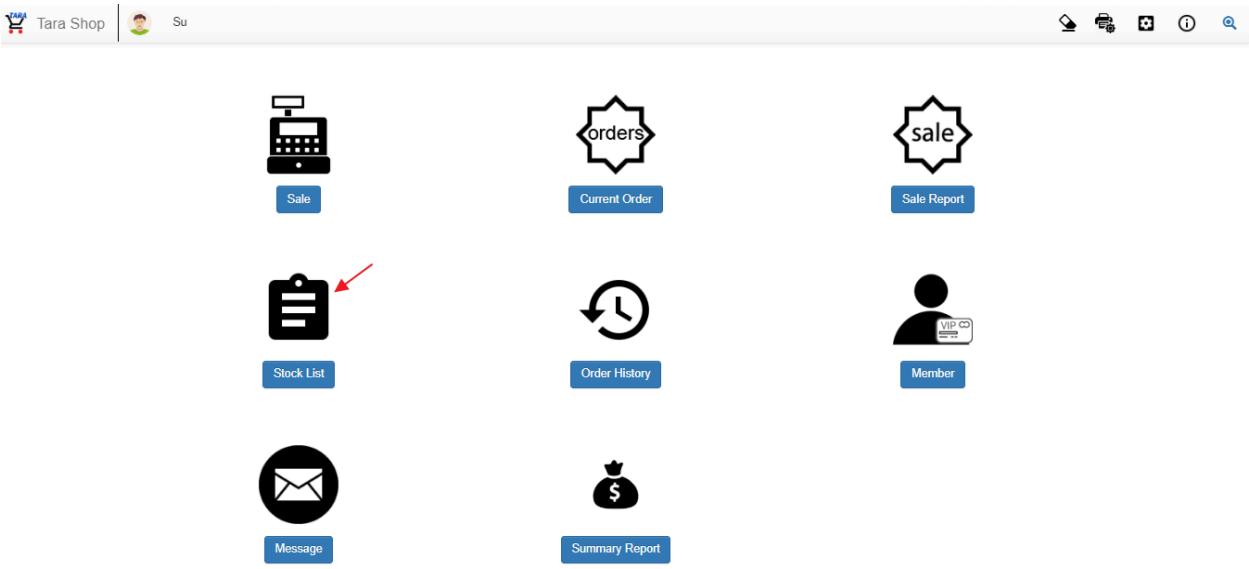



**Figure (3.1) Stock list icon in home page**

1) Click the stock list icon and it will redirect to the stock list page

## 3.1) How to create main category

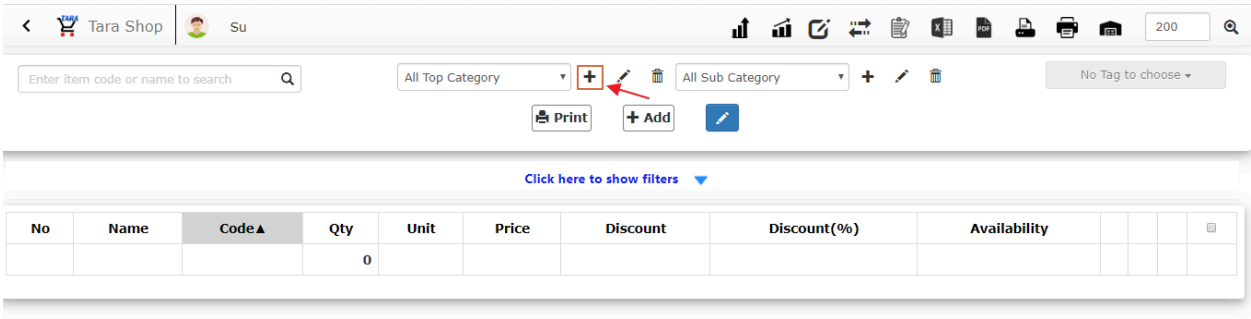



**Figure (3.1.1) How to add top category in stock list page**

Click “plus sign “beside all top categories and the following pop-up will be appearing.

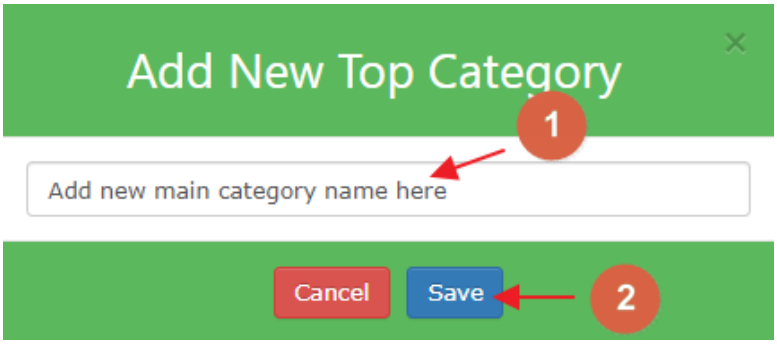



**Figure (3.1.2 )Add new Top Category popup**

1) Add new categories name in text box.
2) And click the save button, this new category name will be saving in all top categories drop-down.

## Update

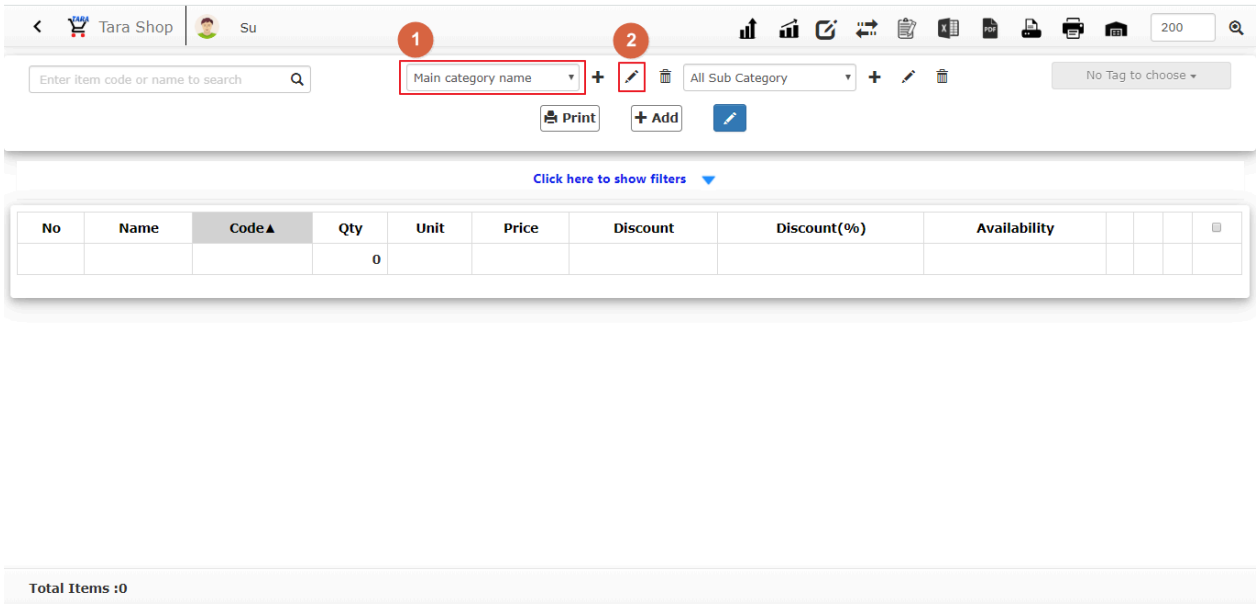



**Figure (3.1.3 )How to edit top categories name**

1) First, choose “Top category name” which users want to update in drop-down.
2) And click the Edit button and the following popup will appear.

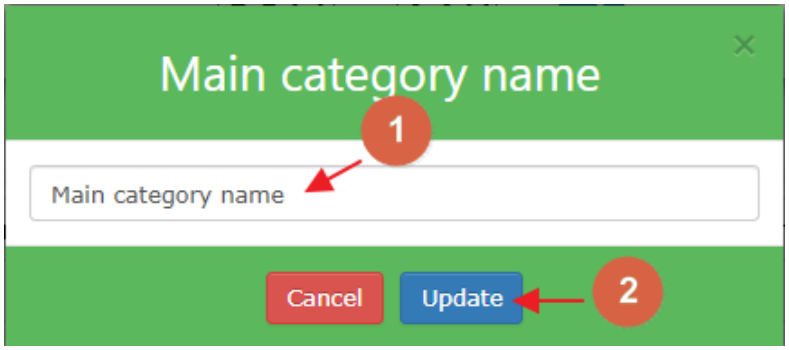



**Figure (3.1.4 )Edit top category name popup**

1) Edit main category name in text box first.
2) And click the "Update " button for the updated main category name.

## Delete

`

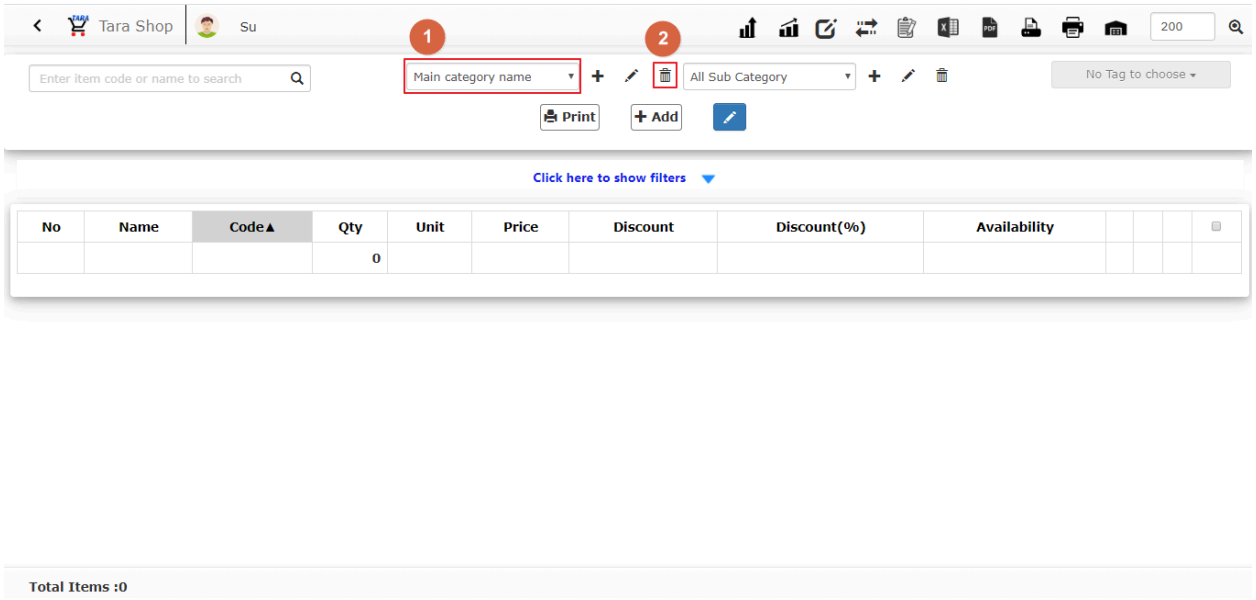



**Figure (3.1.5 ) Delete top category name**

1) Choose main category which user wants to delete in all top category drop-down
2) And click the delete icon, the following pop-up will appear.

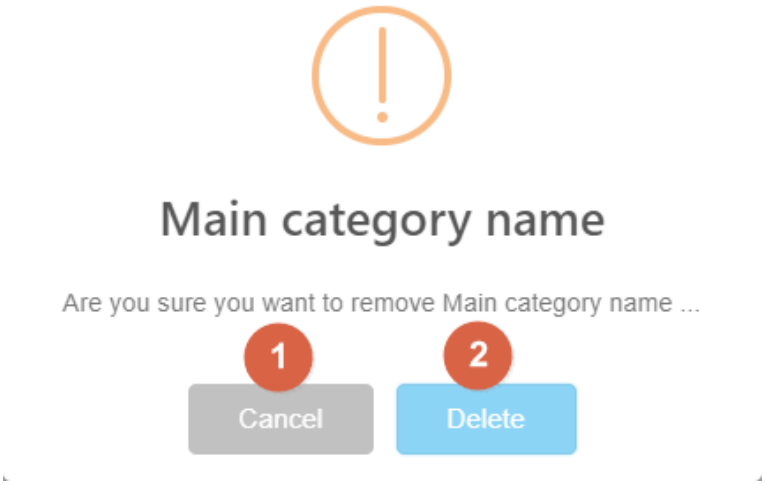



**Figure (3.1.5 ) Delete top category name confirm popup**

1) Click the “Cancel “ button to cancel deleting the main category name.
2) Click the “ Delete” button to delete the main category name .

**Note: Users can’t delete the main category, if this category still has sub-categories .So, if users want to delete the top-category, they need to delete the sub-category first.**

# 4) How to create sub-category for items (Edit & Delete)

## 4.1) How to create sub-category for items

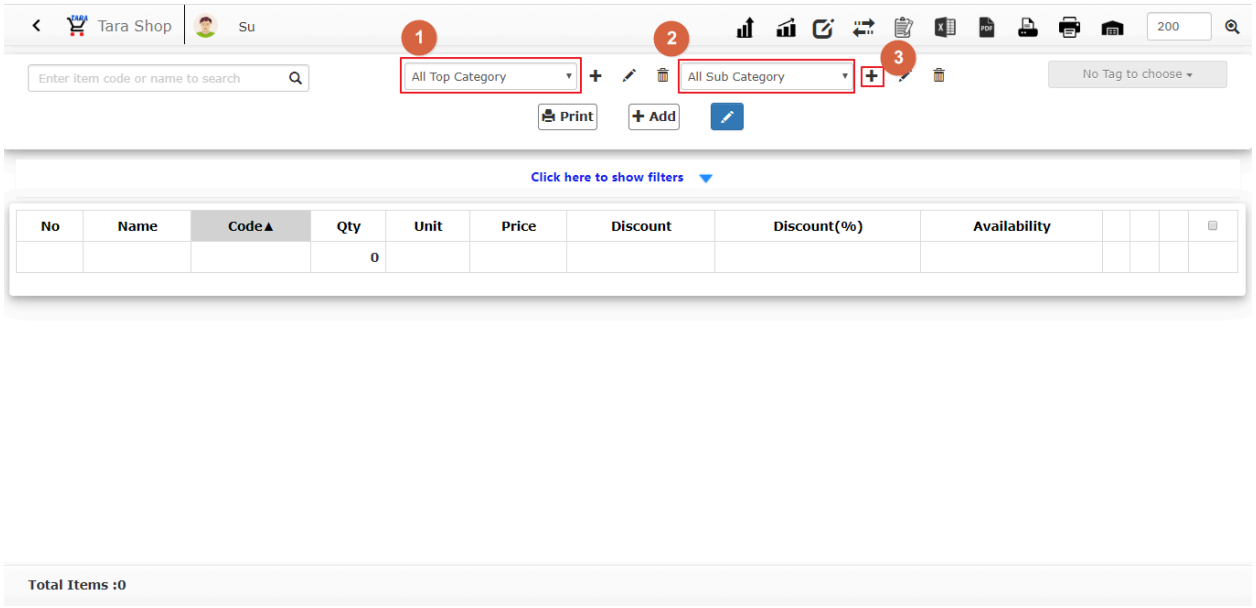



**Figure (4.1.1 ) How to create sub category**

1) First choose the top/main category for the new sub-category.

2) And click “plus sign” beside the sub-category drop-down.

After that the following pop-up will appear.

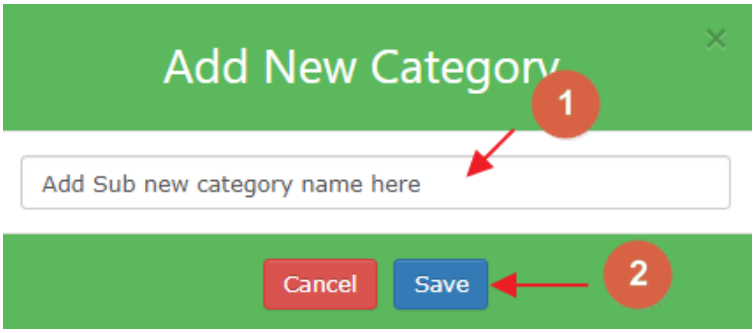
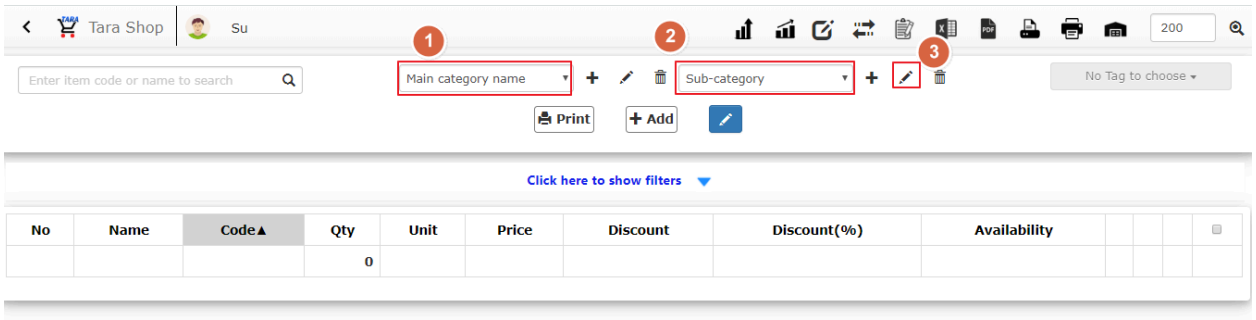


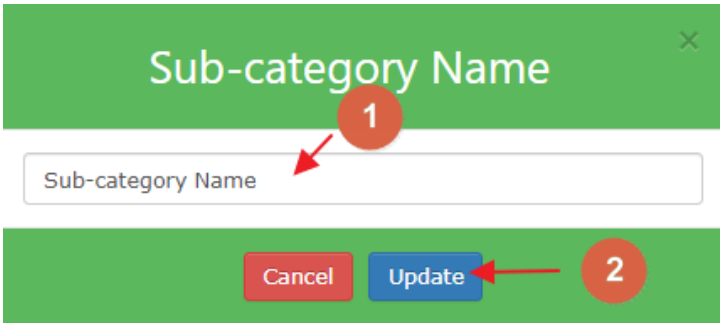

**Figure (4.1.2 ) How to create sub category**

1)Enter sub–new category name in text pop-up.
2) Click the save button and the new sub-category will be saved in all sub- categories drop-down.

## Update

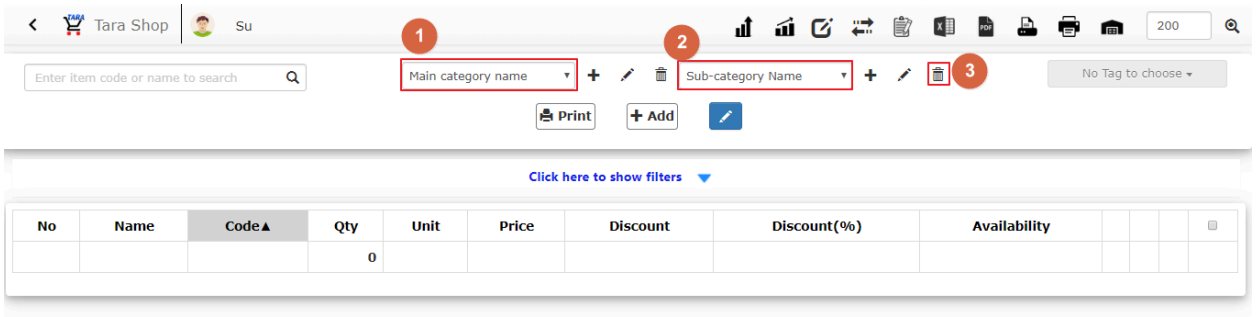



1) Choose Top–category for sub-category which user wants to edit in top-category drop-down.
2) After that choose this sub-category in sub-category in sub-categories drop-down.
3) And click edit icon and the following pop up will appear




1) Update sub-category name in text box
2) Click the “Update” button and the sub-category name will be updated.

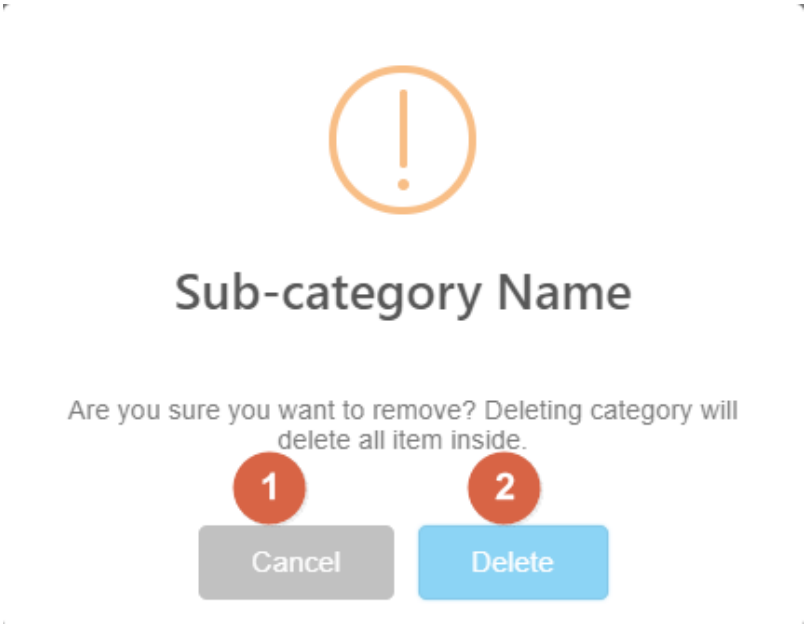
## Delete







1) Choose Top–category for sub-category which user wants to delete in top-category drop-down.
2) After that choose this sub-category in sub-category in subcategory drop-down
3) And click delete icon the following pop-up will appear.




1) Click cancel button for cancel delete sub-category name
2) Click the Delete button for deleted sub-category names.

## 5) How to add new items in stock list

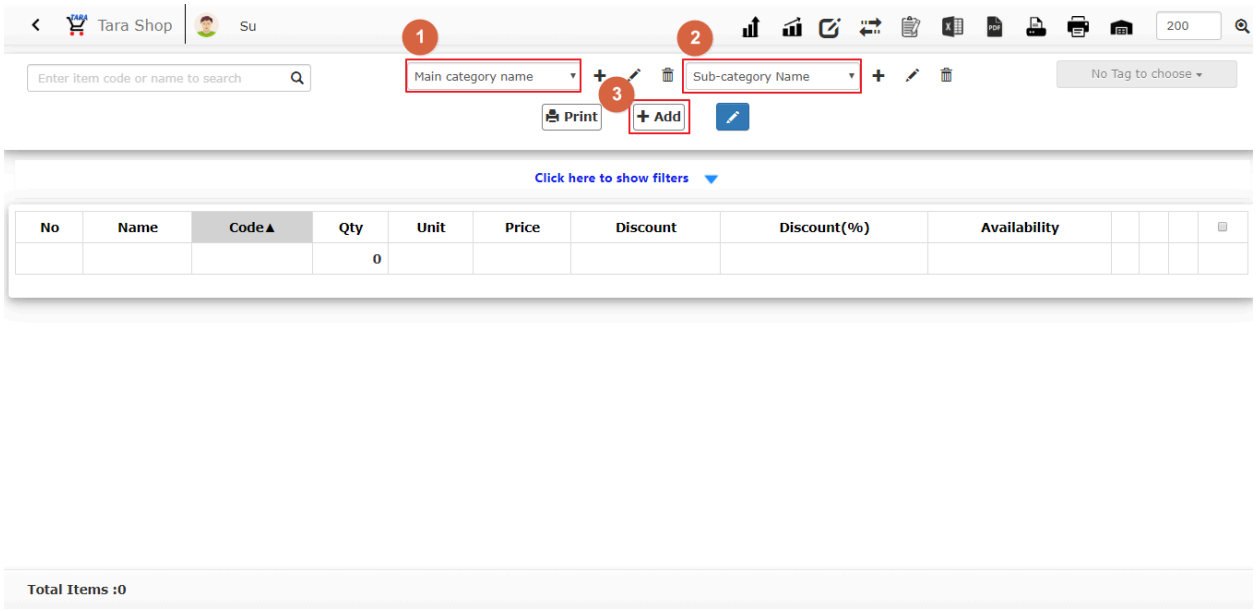



**Figure5.1 Add new item in item lists**

1) Choose main category for item

2) Choose sub-category for item

3) And click the “Add” button, the following popup will appear.

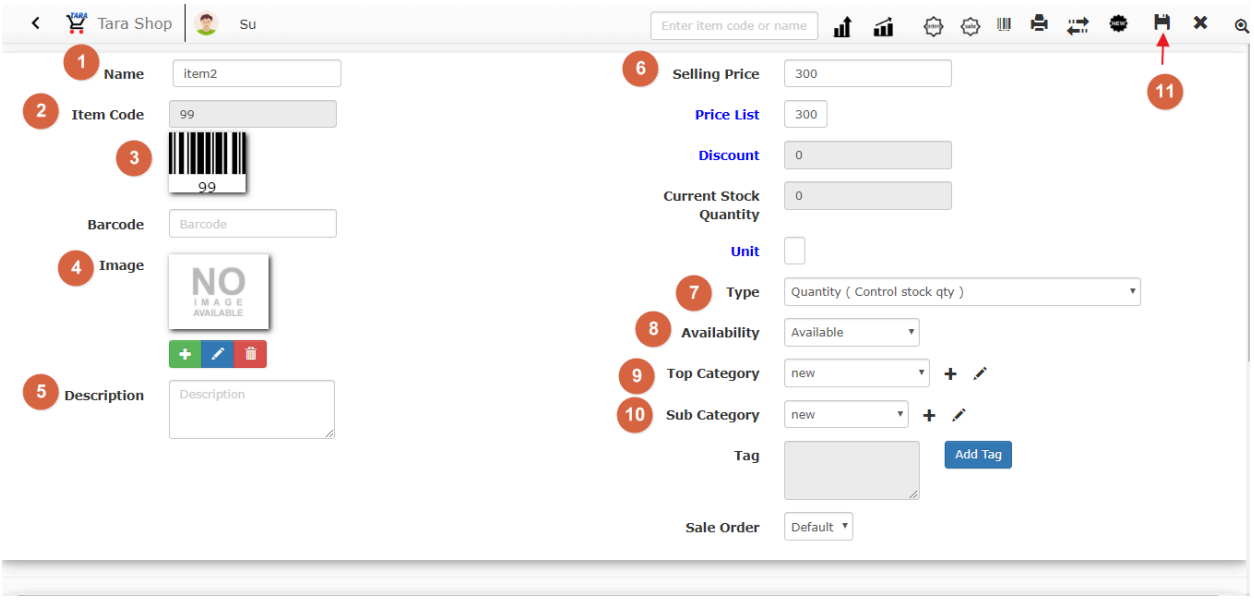



**Figure5.1) Item detail page**

**1) Item name**

Enter Item name in name text box.

**2) Item code**

Item code will be auto generated from software and users can create their own custom item code . Can't create duplicate items code.

**3) Barcode**

Item barcodes will be auto generated from software and users can create custom barcodes too.

**4) Image**

Users can add related item images and it will be shown in the terminal.

**5) Description**

Users can add an item's description in the description text box.

**6)Selling price**

Users can define the selling price for each item.

**7)Type**

User can choose the following two value in drop-down

7.1) Quantity ( Control stock)
7.2) In Stock ( Do not control stock )

**7.1) Quantity (Control stock)**

If users choose Quantity (control stock), the mean user will control item stock and the following ‘purchase ‘section will appear.

**7.2) In stock (not control quantity)**

If users don’t want to control the stock ,users can choose “In stock ( not control value )’ in the Type drop down .

**8) Availability**

If users don’t want to sell items or don’t have stock, users can change ‘out of stock ‘value in drop-down and terminal users can’t sell this product.

**9) Top Category**

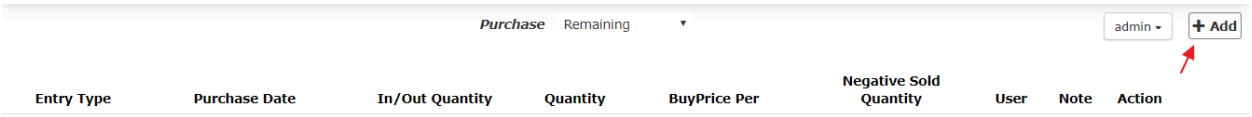
If users didn’t select any top-category for an item, users can search the existing top category in the drop-down and create a new top category by clicking the ‘plus sign ‘icon.

**10) Sub Category**

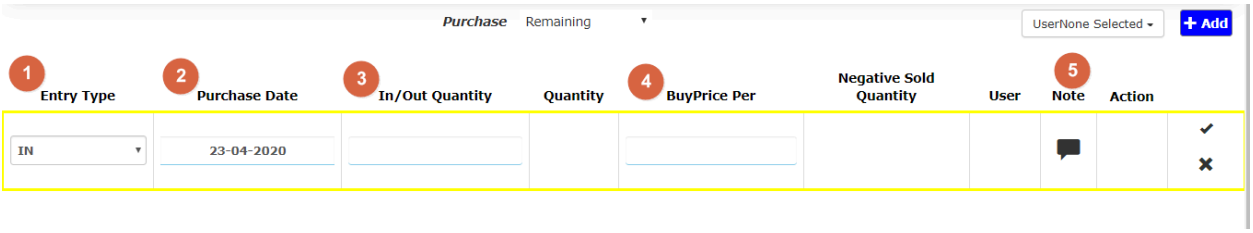
If users didn’t select any sub-category for items, users can search existing sub-categories in drop-down and create a new sub-category by clicking the ‘plus sign ‘icon.

**11) Save icon**

After filling all information in item detail, click the save icon and all stock information will be saved in the stock list.




Click the 'add' button and the following stock info table will appear.




### 1) Entry type drop-down

In the entry type drop-down, it must choose' IN'.

### 2)Purchase Date

In Purchase date, it will keep the time that user added stock and user can also customize Purchase date too.

### 3) In /Out Quantity

Users must enter the quantity of added stock in this field.

### 4) Buy price per

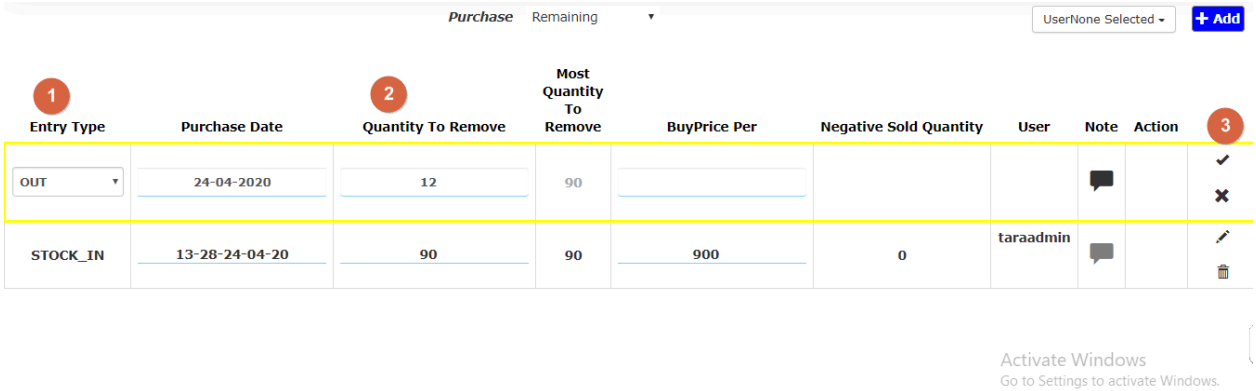
If users want to check average bought price and estimate profit, users can add buy item price per one item for this product.

### 5) Note

In note, users can add 'stock in' notes by clicking the note icon in the table.

After that click the correct sign and all stock information will be added to the stock list.

## 5.1)How to remove quantity of stock in the stock detail page (stock –out)




1) **Entry type drop-down**
   In entry type drop-down, it must choose' OUT '

2) **In /Out Quantity**

   - Users must enter the quantity of added stock in this field.

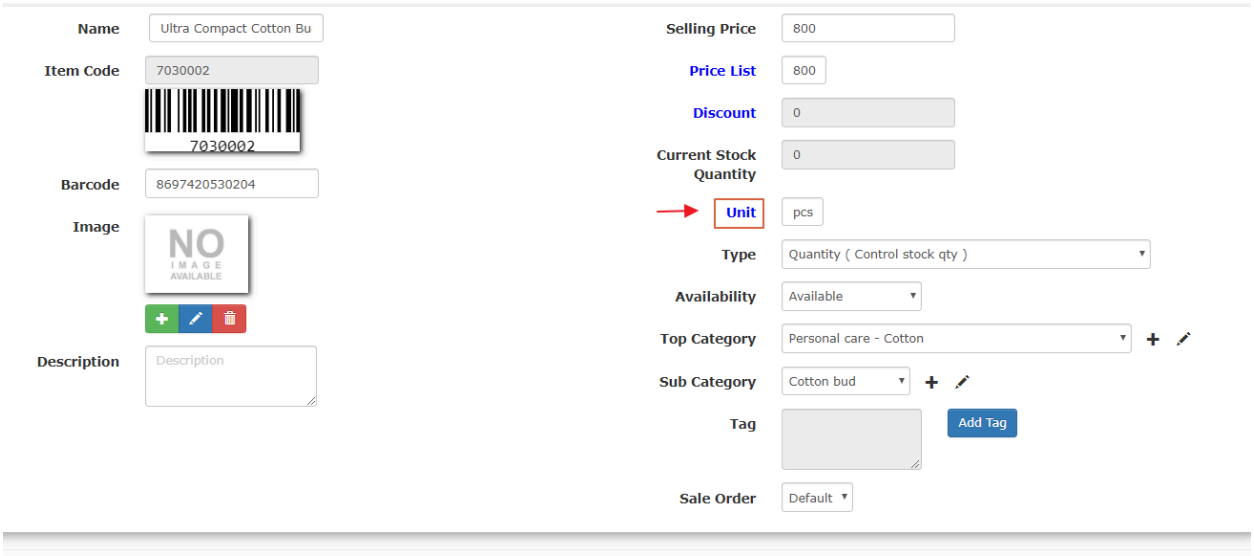
3) **Note**

In note, users must add 'stock out' notes by clicking the note icon in the table.

After that click the correct sign and all stock information will be added to the stock list.

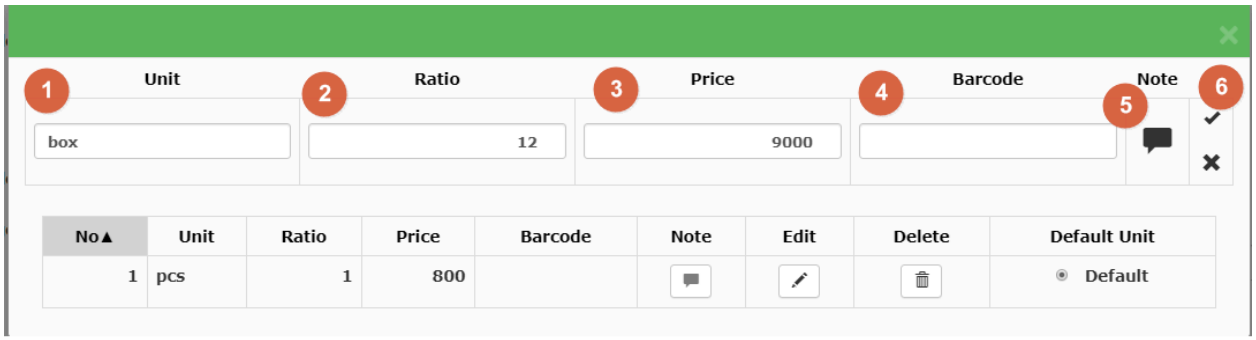
# 6) Multi Unit Feature

1) Go to the item detail which users want to define as a multi unit .




Figure(9.1) Item detail page

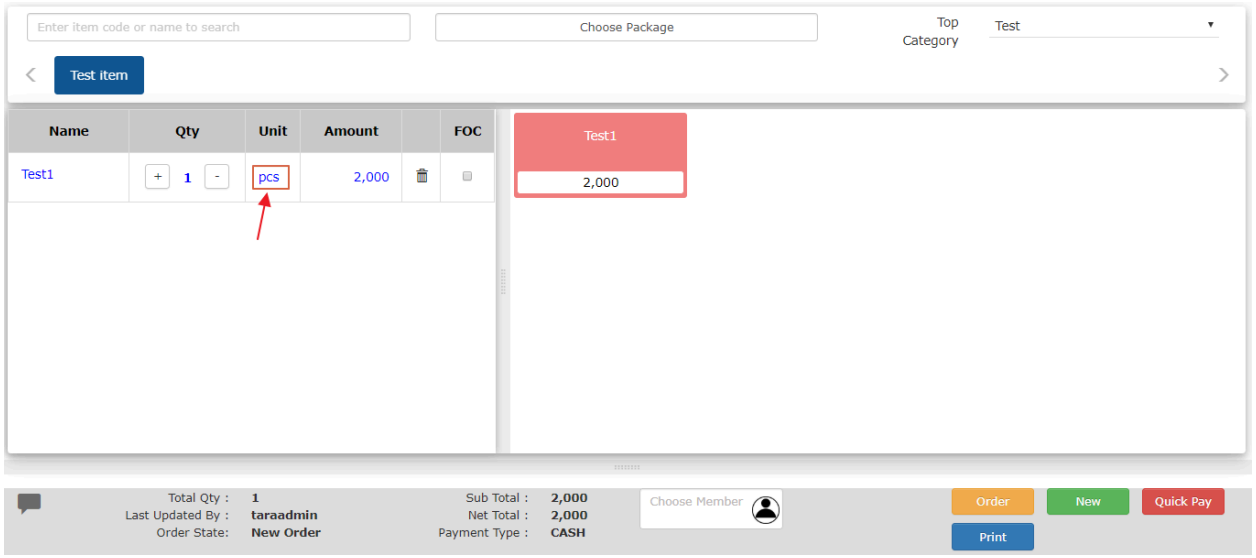
2) Click "unit "text and the following popup will appear




1) Users can define unit name as per user want
2) Users can define ratio depend on the smallest unit
3) Users can define item price depend on item unit
4) Users can add item barcodes ,if there is a barcode for an item with a unit which users define.
5) Users can add note regarding this unit
6) If users want to save an item unit , users can click the correct sign and save it .
7) If users want to cancel the saving unit , users can click the cross sign .

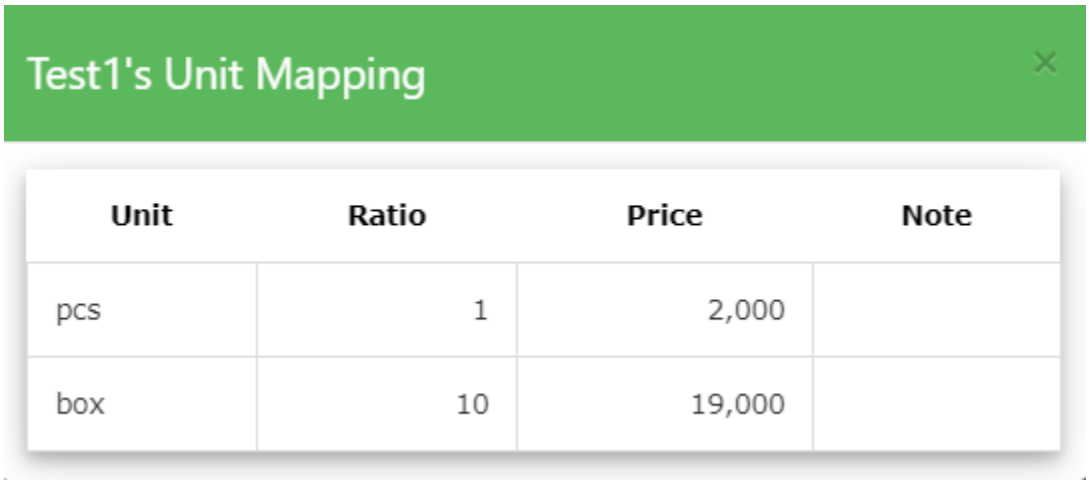
**Note:If each item has more than one item unit , users need to choose the default unit and it will be shown in the terminal as default .**

## 6.1)Multi unit in frontend




Default unit will be shown in the terminal with a text link as in the above image.

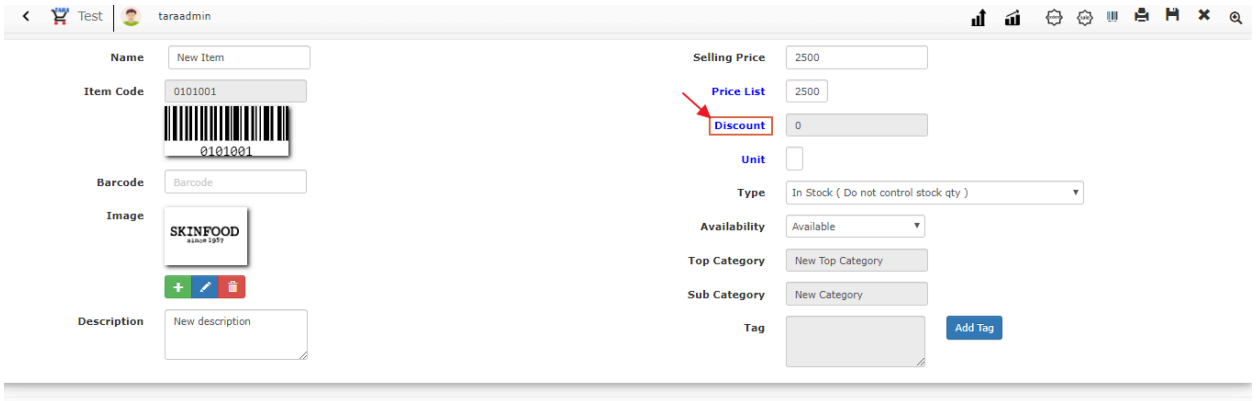
When users click on the unit text link , the following unit mapping popup will appear.




Users can choose the unit which users want to order and it will be added in the terminal.

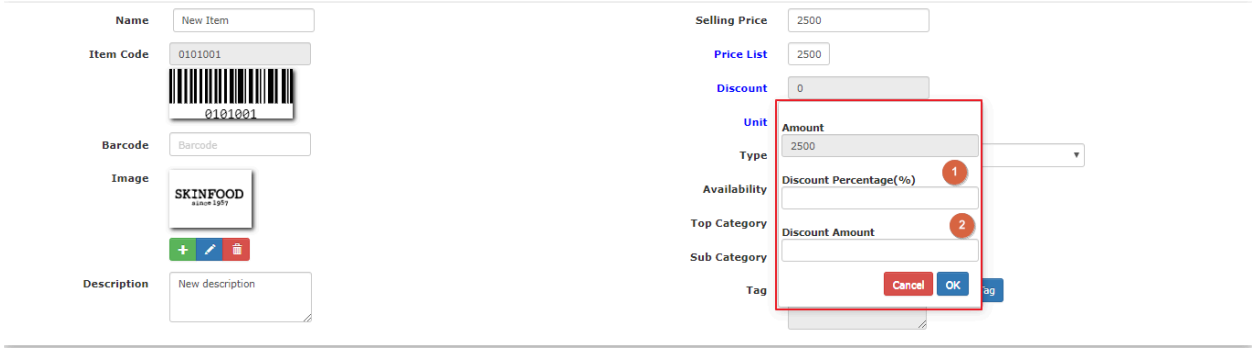
Users can tick and untick units filed in “Click to Configure Columns to Show” and check multi units in all reports .

# 7) How to define item discount in item detail




Activate Windows
Go to Settings to activate Windows.

1) Click 'Discount' text in item detail and the following pop-up will appear .

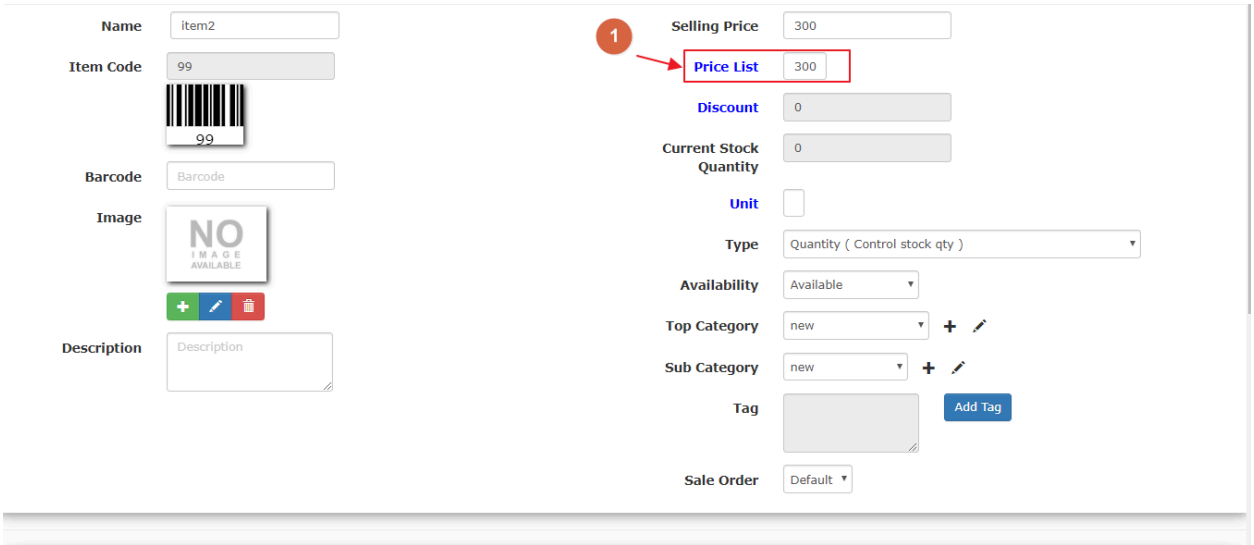



In pop-up, users can define two types of item discount.

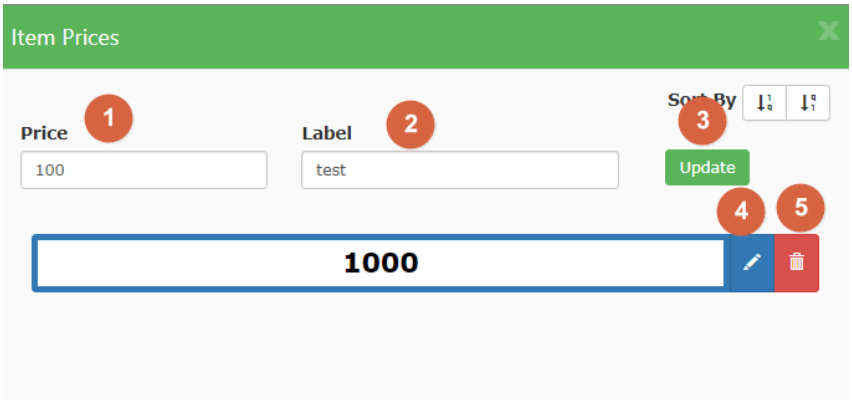
1) Discount Percentage (%)
2) Discount Amount

After entering the discount (percent or amount), click the' ok ' button to update the item discount.

# 8) How to define various of item price




1) Click on price list text and the following price list pop-up will appear.



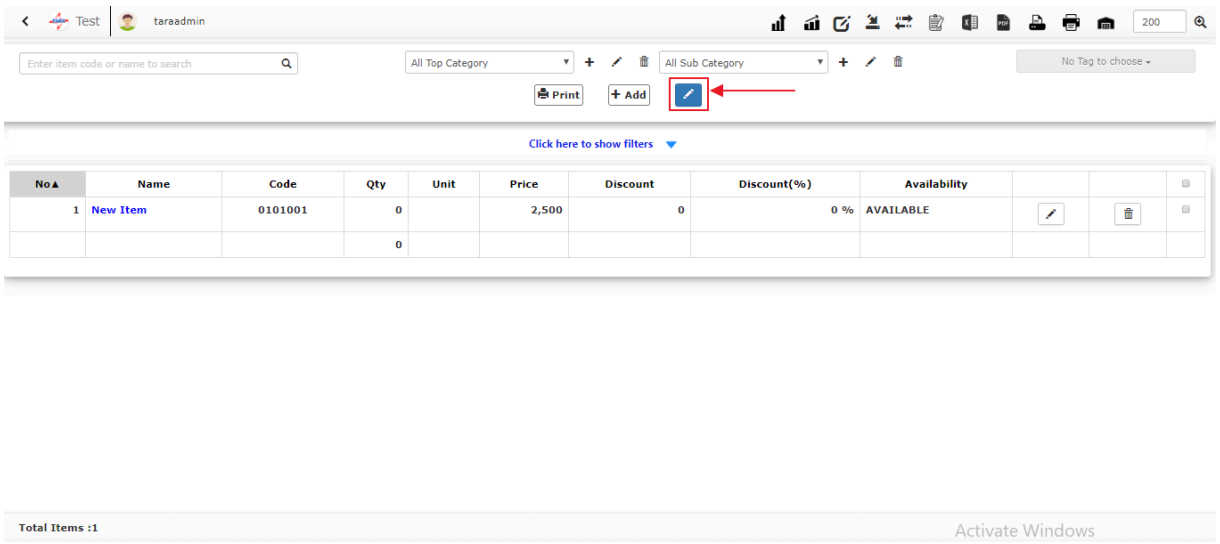

In the pop-up, users can define new prices in 1)“price” text box, and also need to add a note in 2)’label ‘and 3) Click ‘Add new ‘ button to save a new price.

4) Users can edit item prices in the price list by clicking the edit icon.

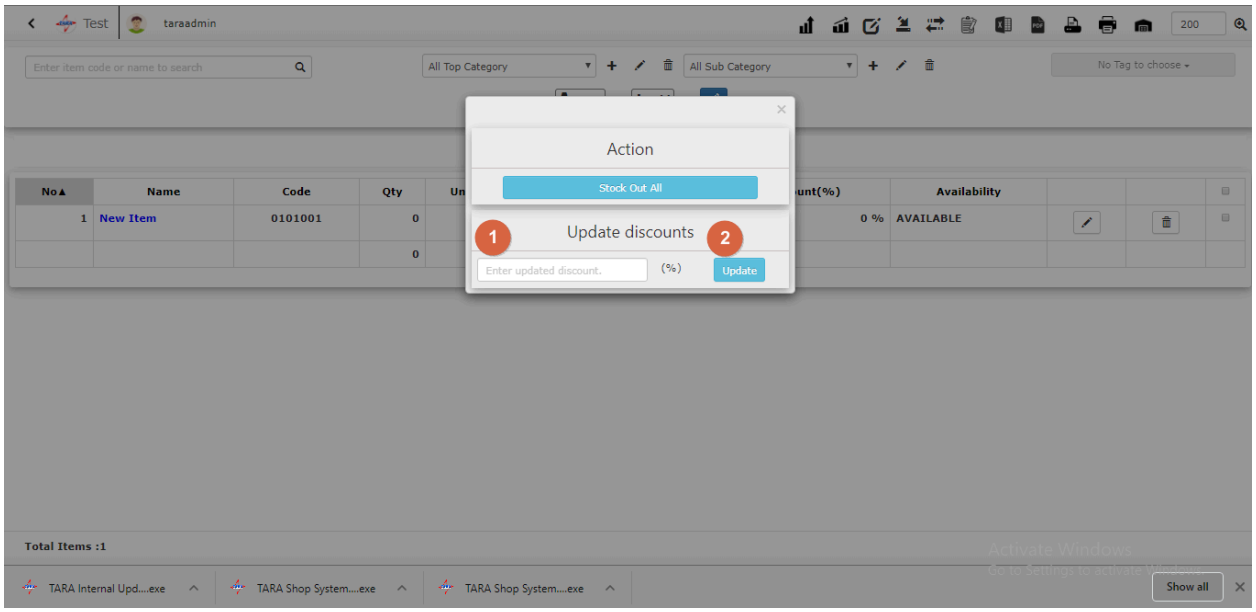
5) Users can delete item prices in the price list by clicking the delete icon.

**Note: In the terminal when the user clicks on the default price, the price list will appear and the user can choose the various prices also.**

## 9) How to give all item discount in stock list



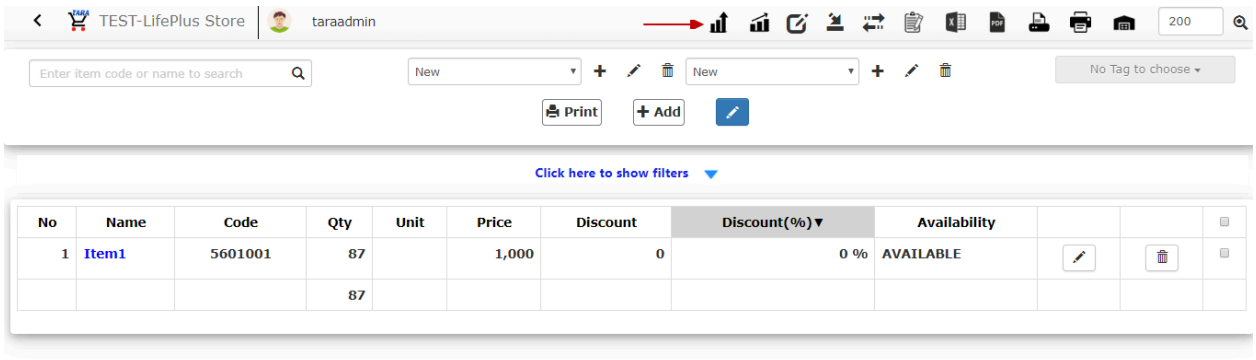

Users can click on the “edit “button, the following pop-up will appear and users can update all item discounts in the following pop-up.



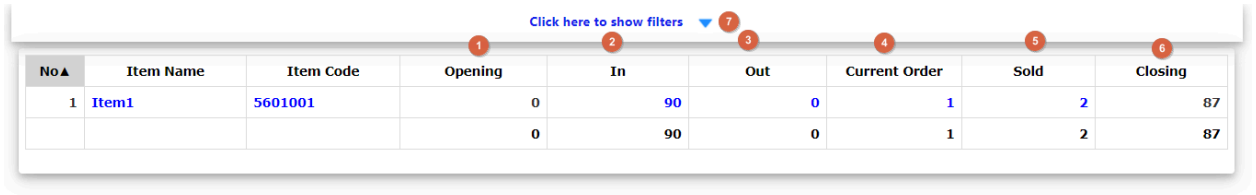

Users can add percent discounts in the text box and click the update button. The discount will be applied on all items in the stock list.

Users can define different discounts in stock lists depending on top categories and sub-categories

## 10) How to check stock report balance one



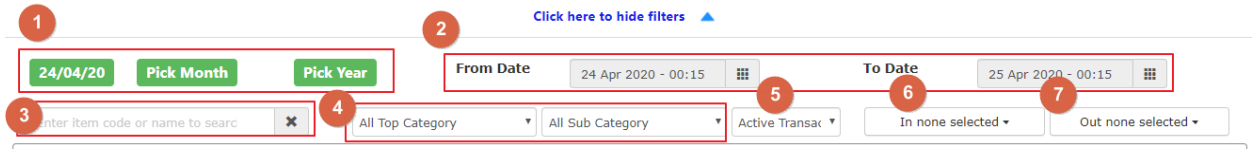

1) In the stock list, users can check the daily stock report summary by clicking the “stock balance report one “icon.




In’ stock Balance report one’ user can check Daily stock reports for each item.

1) Opening Stock Quantity
2) Stock In Quantity
3) Stock Out Quantity
4) Quantity of sock in pending order
5) Sold Quantity
6) Closing Stock Quantity
7) Users can click the filter button for the expanded filter section in the sale report one .

## 10.1) How to use filter in sale report one

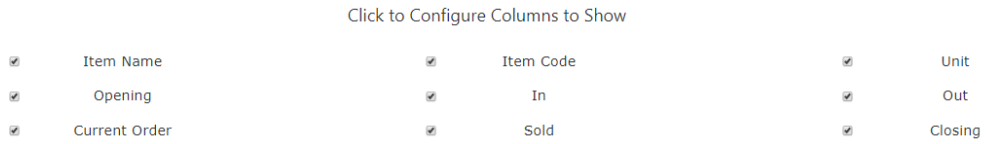



1) Use Date & Month and Year filter and check stock report balance one for daily, monthly and yearly

2) Use from date –to date filter and users can check the stock report depending on date period.

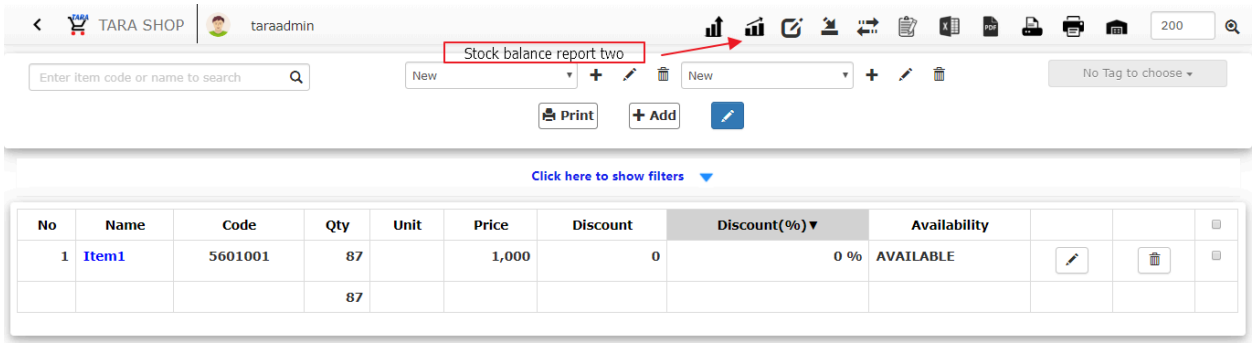
3) Use the search function and check each item's stock balance report one.
4) Users can use top-category & sub-category drop-down and check each category or each sub-category stock balance report one.
5) User can use translation filter and check stock report balance for each translation
6) Type of added stock filter (there is a different type to added stock in stock list 'eg. Input ,transfer….etc)
7) Type of Removed Stock filter (there is a different type to added stock in stock list 'eg. Stock out ,transfer….etc)

### 10.2) How to use click to configure to Show in sale report one

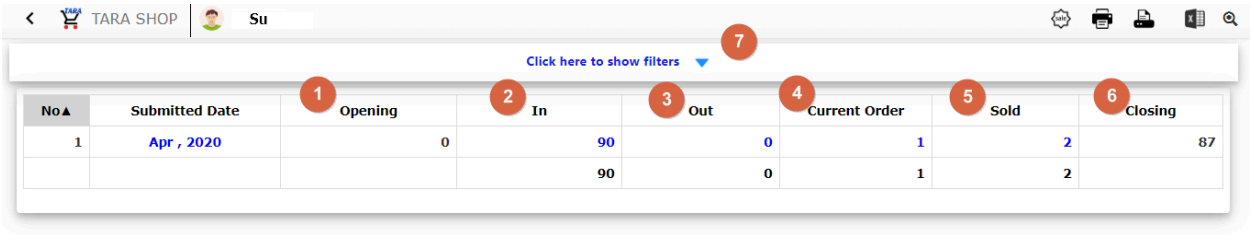



Users can modify columns in the sales balance report one by check and uncheck table field in "click to configure columns to show" in stock balance report one.

## 11) Stock balance report two



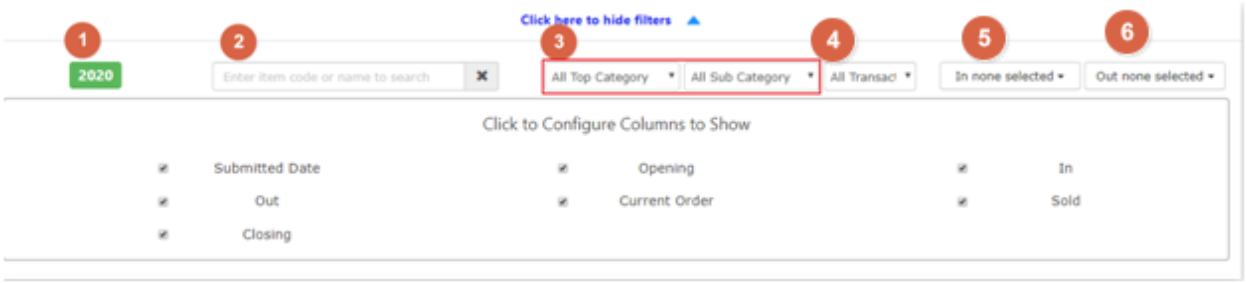

1) First , click stock report two icon in stock list menu and it will redirect to stock report two page




In' stock Balance report two' users can check Yearly stock reports for each item.

1) Opening Stock Quantity
2) Stock In Quantity
3) Stock Out Quantity
4) Quantity of sock in pending order
5) Sold Quantity
6) Closing Stock Quantity
7) Users can click the filter button for the expanded filter section in the sale report one two.

## 11.1) Filter in stock balance report two




1) *Year Filter*
   Users can choose the year in the filter and check the yearly stock balance report.

2) *Search*
   Add Item name and code to check those items' stock balance report .

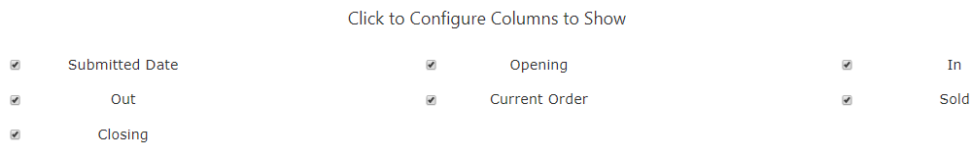
3) *Top-category and sub-category drop-down*
   Choose the top category in top categories drop-down and choose sub-categories in sub-category drop-down for checking those categories' stock report.

4) User can use translation filter and check stock report balance for each translation

5) Type of added stock filter (there is a different type to added stock in stock list 'eg. Input ,transfer….etc)

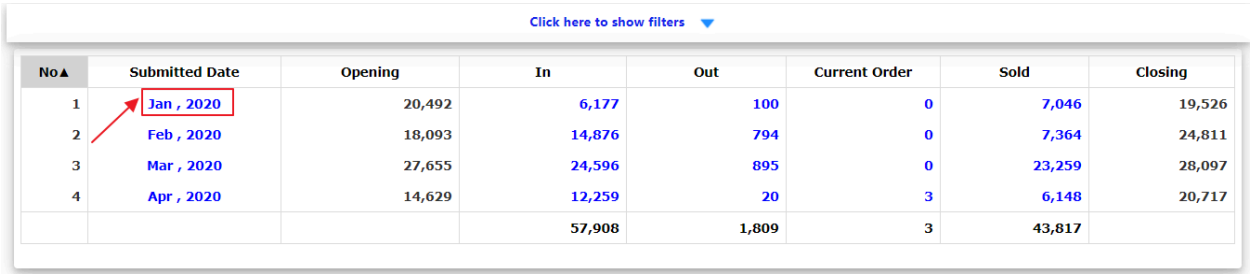
6) Type of Removed Stock filter (there is a different type to added stock in stock list ‘eg. Stock out ,transfer….etc)

## 11.2) How to use click to configure to Show in sale report two



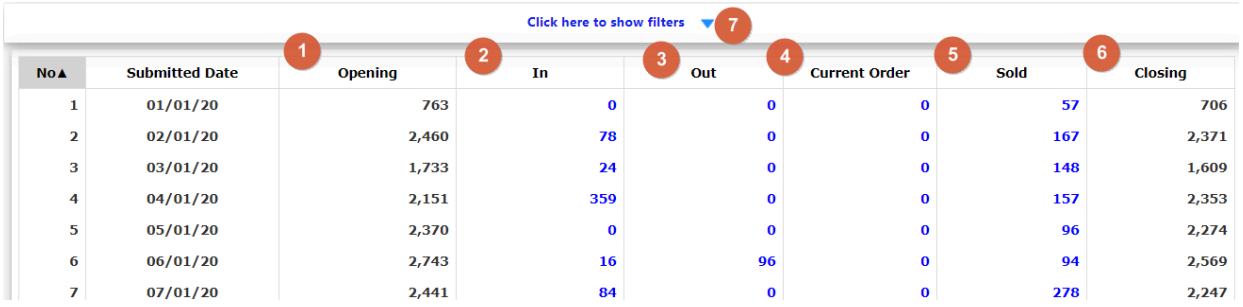

Users can modify columns in sales balance report two by check and uncheck table field in “click to configure columns to show” in stock balance report two.

# 12) Stock Report balance three




| No▲ | Submitted Date | Opening | In | Out | Current Order | Sold | Closing |
|---|---|---|---|---|---|---|---|
| 1 | Jan , 2020 | 20,492 | 6,177 | 100 | 0 | 7,046 | 19,526 |
| 2 | Feb , 2020 | 18,093 | 14,876 | 794 | 0 | 7,364 | 24,811 |
| 3 | Mar , 2020 | 27,655 | 24,596 | 895 | 0 | 23,259 | 28,097 |
| 4 | Apr , 2020 | 14,629 | 12,259 | 20 | 3 | 6,148 | 20,717 |
| | | | 57,908 | 1,809 | 3 | 43,817 | |

1) Click the monthly “Submitted date “value in the stock balance report, it will redirect to the stock report balance three page.

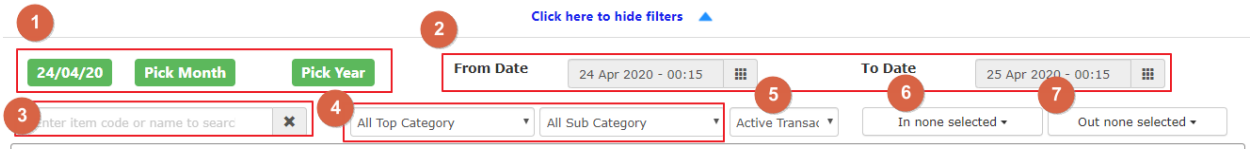



| No▲ | Submitted Date | Opening | In | Out | Current Order | Sold | Closing |
|---|---|---|---|---|---|---|---|
| 1 | 01/01/20 | 763 | 0 | 0 | 0 | 57 | 706 |
| 2 | 02/01/20 | 2,460 | 78 | 0 | 0 | 167 | 2,371 |
| 3 | 03/01/20 | 1,733 | 24 | 0 | 0 | 148 | 1,609 |
| 4 | 04/01/20 | 2,151 | 359 | 0 | 0 | 157 | 2,353 |
| 5 | 05/01/20 | 2,370 | 0 | 0 | 0 | 96 | 2,274 |
| 6 | 06/01/20 | 2,743 | 16 | 96 | 0 | 94 | 2,569 |
| 7 | 07/01/20 | 2,441 | 84 | 0 | 0 | 278 | 2,247 |

In' stock Balance report three' users can check Yearly stock reports for each item.

1) Opening Stock Quantity
2) Stock In Quantity
3) Stock Out Quantity
4) Quantity of sock in pending order
5) Sold Quantity
6) Closing Stock Quantity
7) Users can click the filter button for the expanded filter section in the sale report one three.

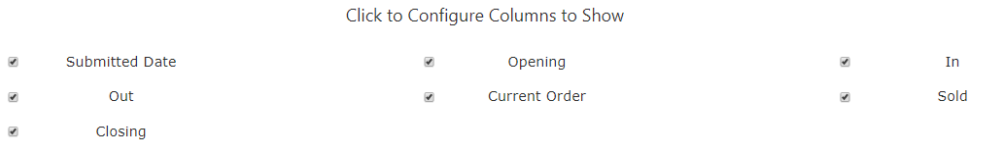
## 12.1) How to use filter in stock balance report three




1) Use Date & Month and Year filter and check stock report balance one for daily, monthly and yearly .

1) Use from date –to date filter and users can check the stock report depending on date period.
2) Use the search function and check each item stock balance report .
3) Users can use top-category & subcategory drop-down and check each category or each sub-category stock balance report .
4) User can use translation filter and check stock report balance for each translation
5) Type of added stock filter (there is a different type to added stock in stock list 'eg. Input ,transfer….etc)
6) Type of Removed Stock filter (there is a different type to added stock in stock list 'eg. Stock out ,transfer….etc)

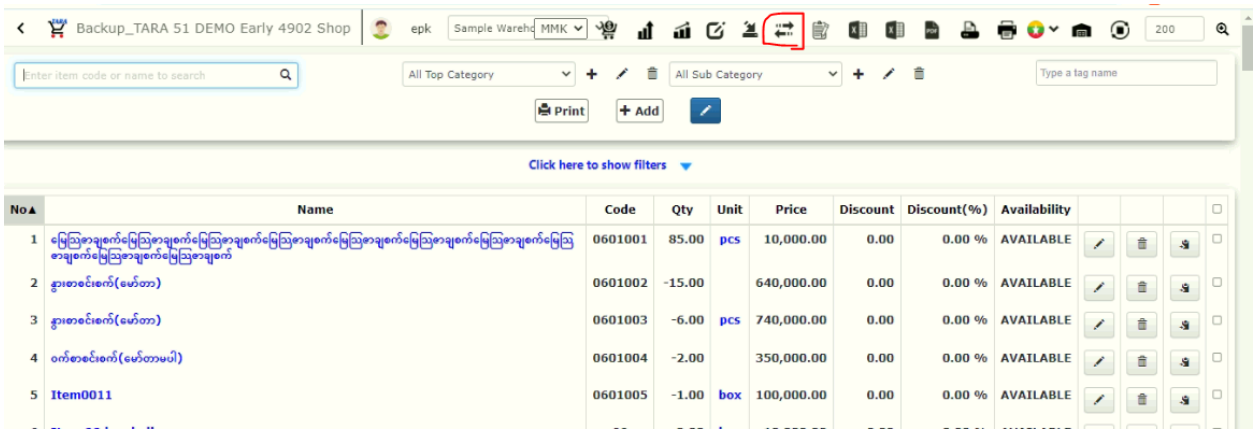
## 12.2) How to use click to configure to Show in sale report two



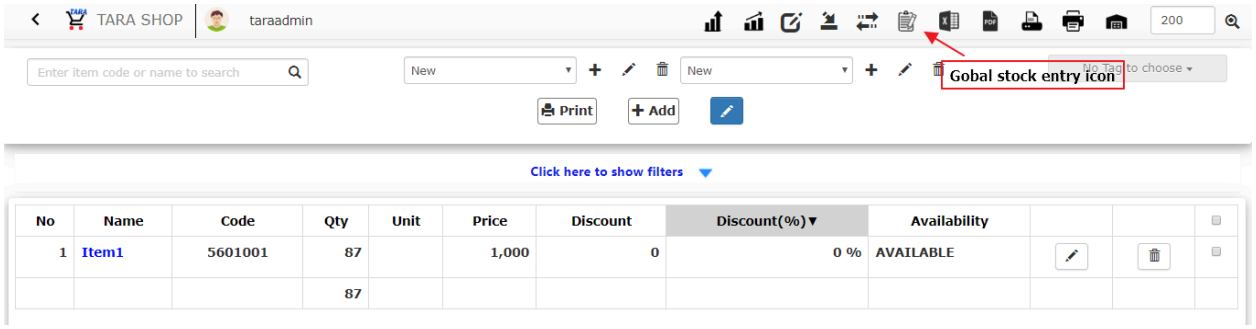

Users can modify columns in the sales balance report thereby checking and uncheck table fields in "click to configure columns to show" in stock balance report three.

## 13) Move and sort icon

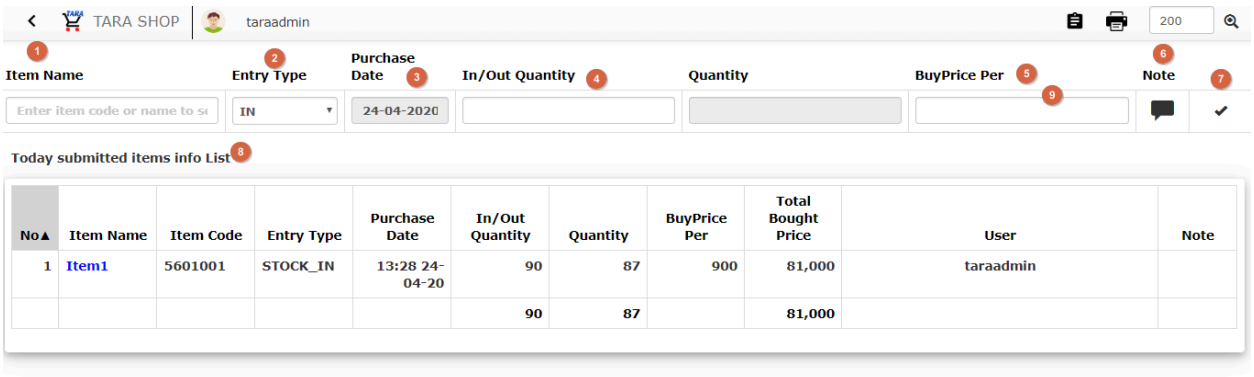
Users can sort & move top-categories, sub-categories and items by dragging in “move and sort “.




## 14) Global Stock Entry




1) Click the global stock icon in the stock list and it will redirect to the global stock entry page.




Activate Windows

### *1) Search box*

Users can search existing item code and item name in the search box.

### 2) Entry Type

If user want to add stock in stock list user should choose 'IN' value in Entry type and if user want to remove stock from stock list user should choose 'OUT' value in Entry Type drop-down.

### 3) Purchase Date

In Purchase date, it will keep the time that user added stock and user can also customize Purchase date too.

### 4) In /Out Quantity

Users must enter the quantity of stock which the user will add /remove in/from the stock list.

### 5) Buy price per

If a user wants to check average buying price and estimate profit, the user can add buy item price per one item for this product.

### 6) Note

In note, users can add 'stock in' notes by clicking the note icon in the table.

RemarK: For the 'stock out 'process, the user must add the reason for why to remove stock. After that click the correct sign and all stock information will be added to the stock list.

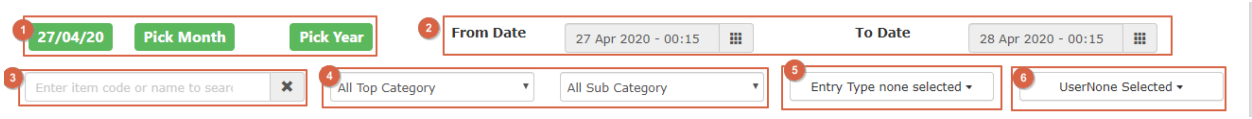
Submitted item info list.

When the user clicks the global stock entry, it will redirect to the global stock page.

## 14.1) Global Stock report

First user can click the global report icon and it will redirect to the global report page. In the global report list, it will show daily global stock report and daily total phrase amounts.

11.2) Filter in global report




1) Use Date & Month and Year filter and check summary report for daily, monthly and yearly.

2) Use from date –to date filter and user can check summary report on date period.

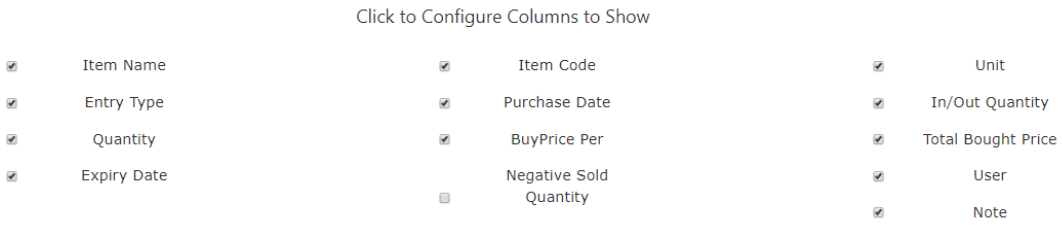
3) Use search function and check summary report for each item.

4) Users can use top-category & subcategory drop-down and check each category or each sub-category summary report.

5) Type of added & Remove stock filter (there is different type to added/ removed stock in stock list 'e.g. Input, transfer….etc)

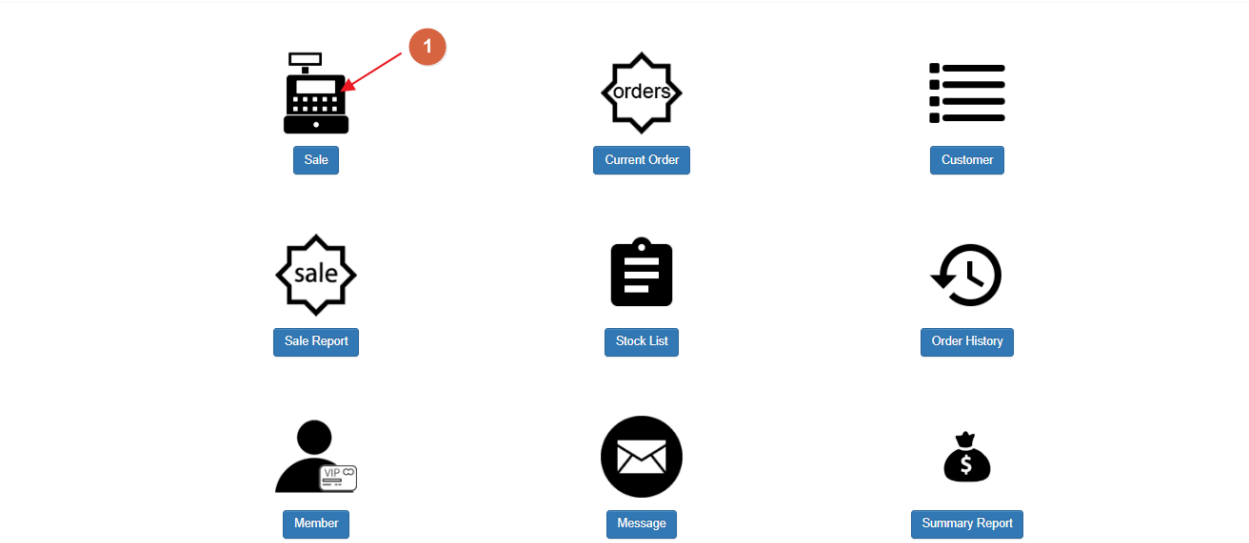
6) Use the user filter and check which user changed stock in the summary stock report.

## 14.2) How to use click to configure to Show in global summary report

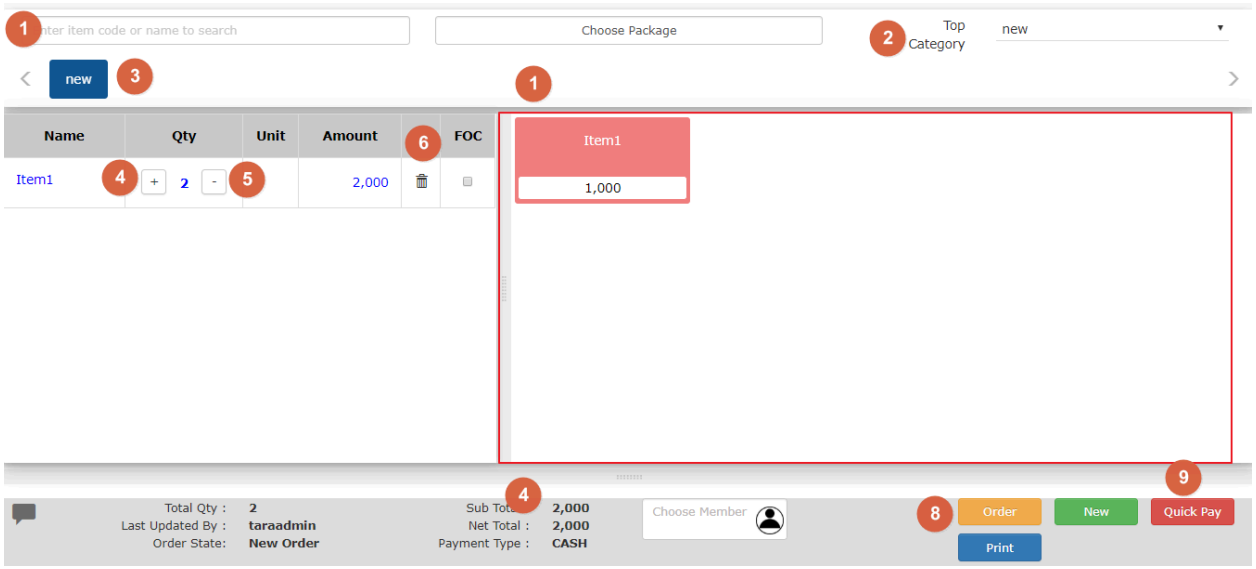


Users can modify columns in the global summary report by check and uncheck table field in “click to configure columns to show” in global summary report.

## 15) How to make order and pay bill ( in shop system)




1) First, click the sale icon to enter the terminal and sell items.




**1) Search box**

Users can search items in the search box with scanning item code or barcode and entering item code or barcode or item name.

**2) Top category**

Users can search items by using top-categories name filter. After choosing the top-category in drop-down, the related sub-categories will be appearing.

**3) Sub-category**

Users can search items by choosing sub-categories showing in the terminal.

**4) Plus-sign button**

Users can increase the quantity of items customers want to buy by clicking the plus-sign button.

**5) Minus-sign button**

Users can decrease the quantity of items customers want to buy by clicking the minus-sign button.

**6) Delete button**

Users can remove items in order.

**7) Items Grid View**

Users can add items to order by clicking each of the item names.

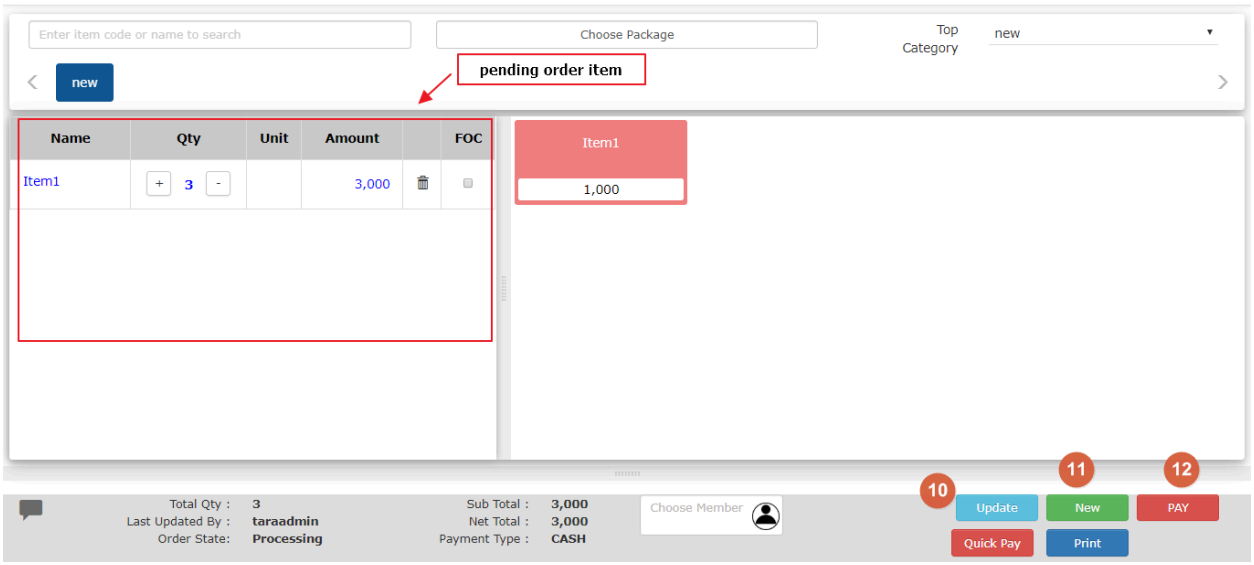
**8) Order button**

After adding items which the customer wants to buy, the user can create an order by clicking the order button. This order will be added to the current order pending list.

**9) Quick pay button**

If the user does not need to change other information (e.g.-order discount, change amount) In receipt, the user can click the “Quick pay “button for pay bill. After that receipt will be automatically printed out.

**Note: After clicking the order button, the order button will hide from the terminal. At that time the order will be created. After that update button and pay button will appear as per the following image.**




10) Update button

If the user wants to update the order item in the current pending order, the user can edit the order item and update it by clicking the “update “button.

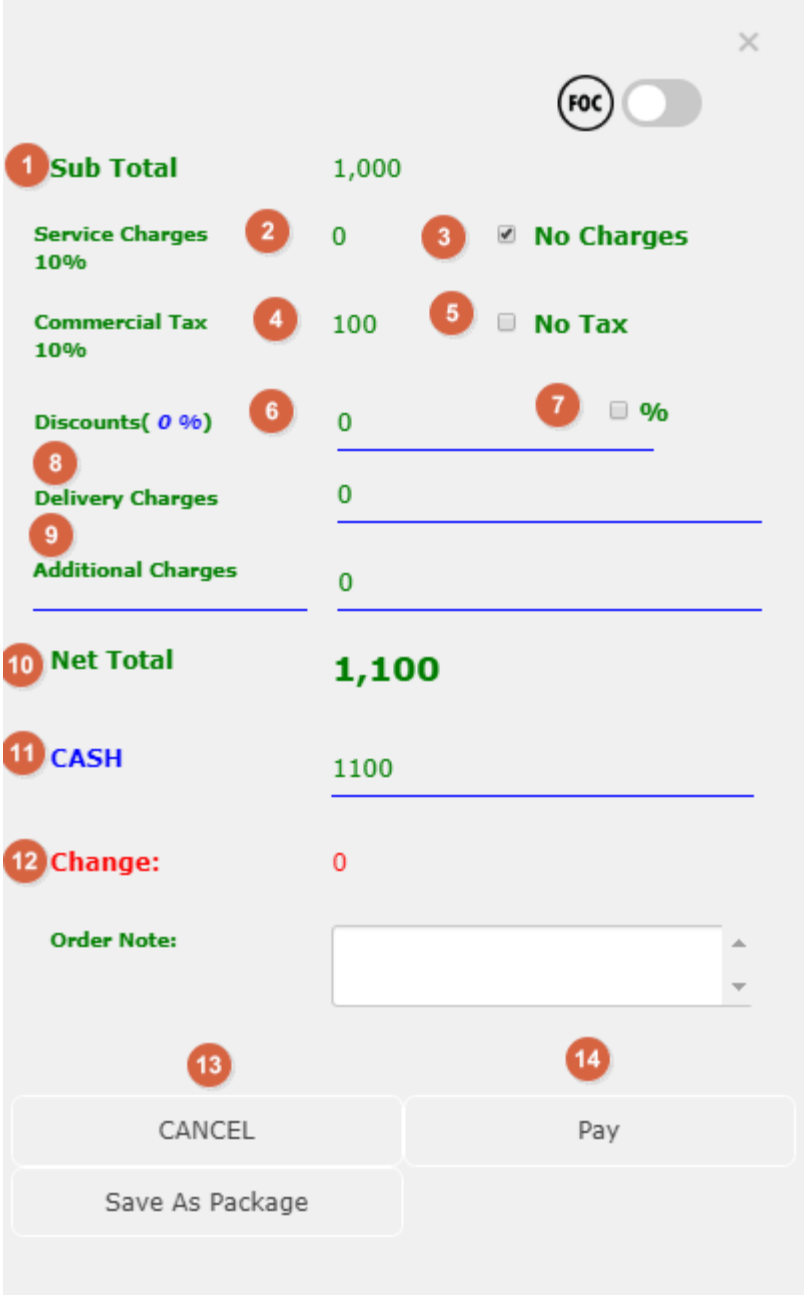
**Note: If the user removed some item in pending order, the user must remove the note.**

11) New button

After clicking the order button, pending order items are still appearing in the terminal. At that time if the user wants to make a new order, the user can click a new button and can create a new order.

12) Pay Button

When the user clicks the pay button, the following “pay dialog” will appear.




1) Sub total

It shows a subtotal amount of order.

2) Service Charges

If a user adds service charges in setting, the service charges will be shown in the pay dialog.

3) No service charges box

If the user doesn't want to add commercial tax in the current pending order, the user can check the "no tax "check box.

4) Commercial Tax

If a user adds commercial tax in a setting, the commercial tax will be shown.

5) No tax check box

If the user doesn't want to add commercial tax only for the current pending order he can check the "no tax "check box.

6) Order Discount (with amount)
Users can add an order discount amount.

**7)** Order Discount (with percent)
Users can add an order discount with percent by ticking "%" in the checkbox.

8) Delivery charges

For Delivery order, users can add delivery charges in the delivery field.

9) Additional charges

Users can add other additional charges in the additional field.

10) Net total

Above all charges will be included in the order's net total amount.

11) Cash
Users can use various multi payment types for order by clicking "CASH" and type customer's pay amount.

12) Change
It shows the difference between the net total amount and the customer's pay amount for each order.

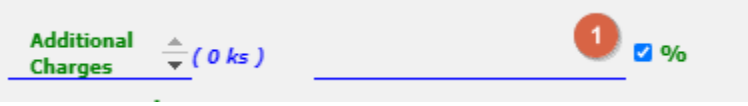
13) Cancel

If the user wants to cancel the order, the user can click the cancel button.

12) Pay

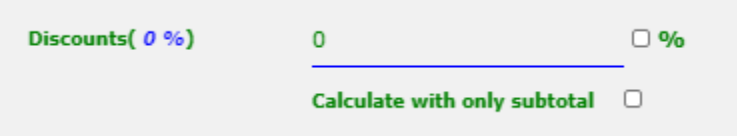
Users can click the pay button and pay the bill.

## 15.1) How to add additional charges with percentage .



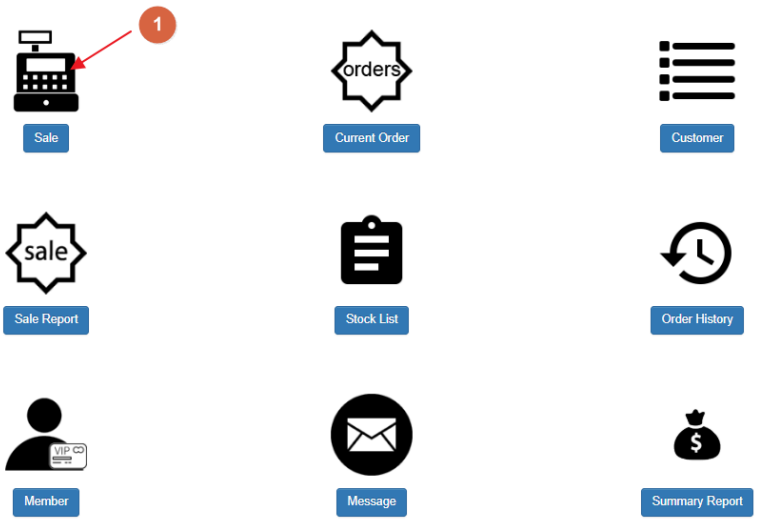

Check the percentage checkbox and users can add additional charges with percentage .

## 15.2) How to Calculate discount on Subtotal

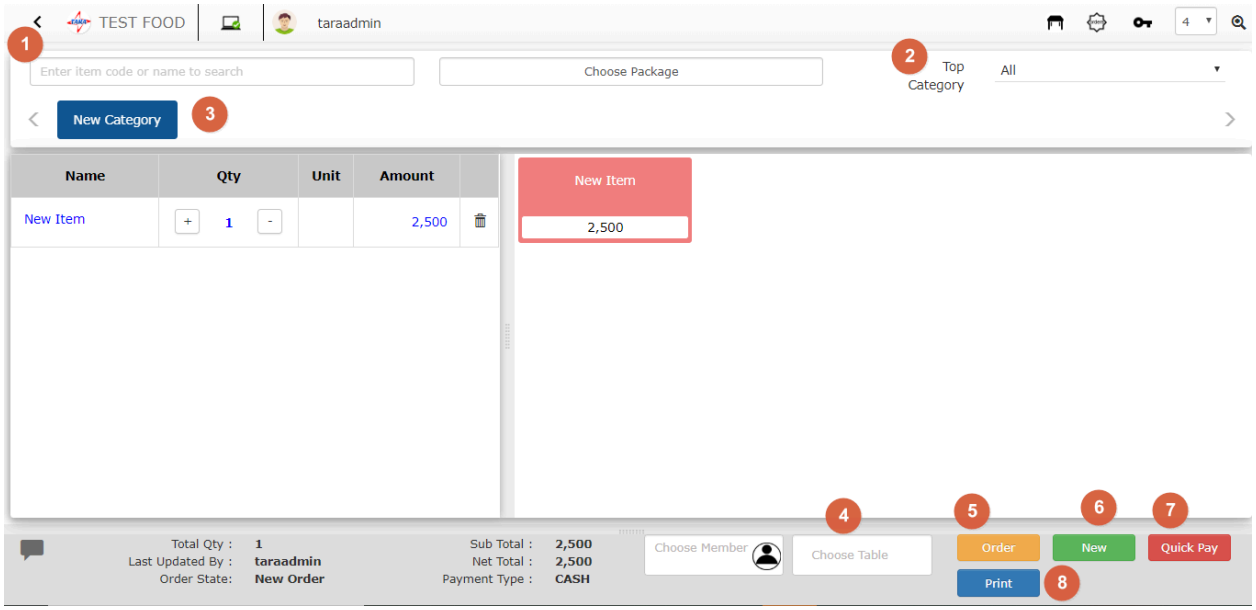



If users want to calculate a discount on subtotal , users must check the “Calculate with only subtotal “ checkbox .

## 16) How to make order and pay bill ( for Restaurant )




First, click the sale icon to enter the terminal and sell items.




**1)Search box**

Users can search items in the search box with scanning item code or barcode and entering item code or barcode or item name.

**2)Top category**

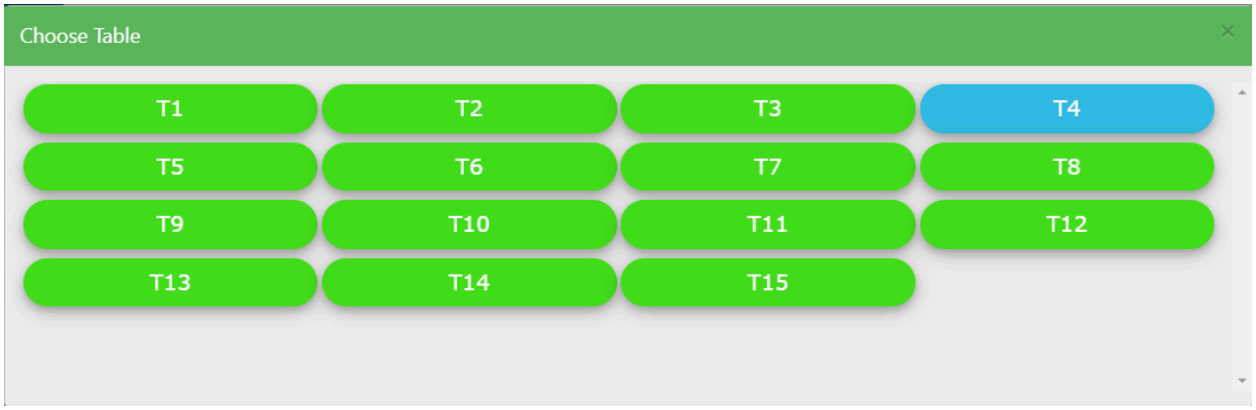
Users can search items by using top-categories name filter. After choosing the top- category in drop-down, the related sub-categories will be appearing.

**3)Sub-category**

Users can search items by choosing sub-categories showing in the terminal.

**4)Choose Table**

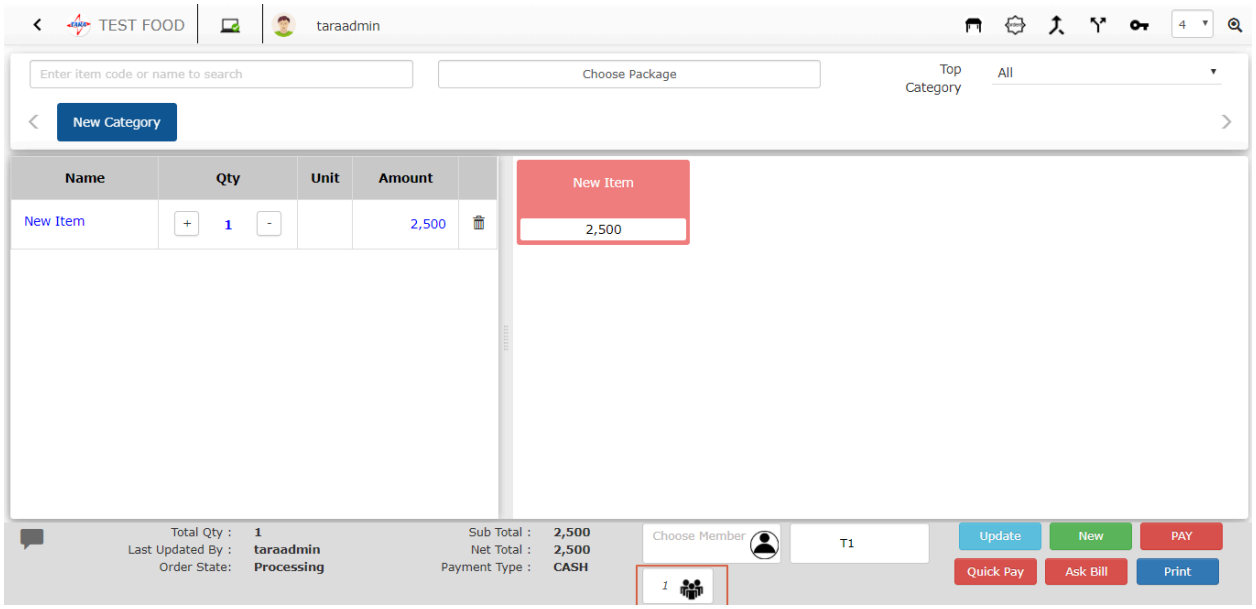
When users click the “choose table” button, the following popup will appear.



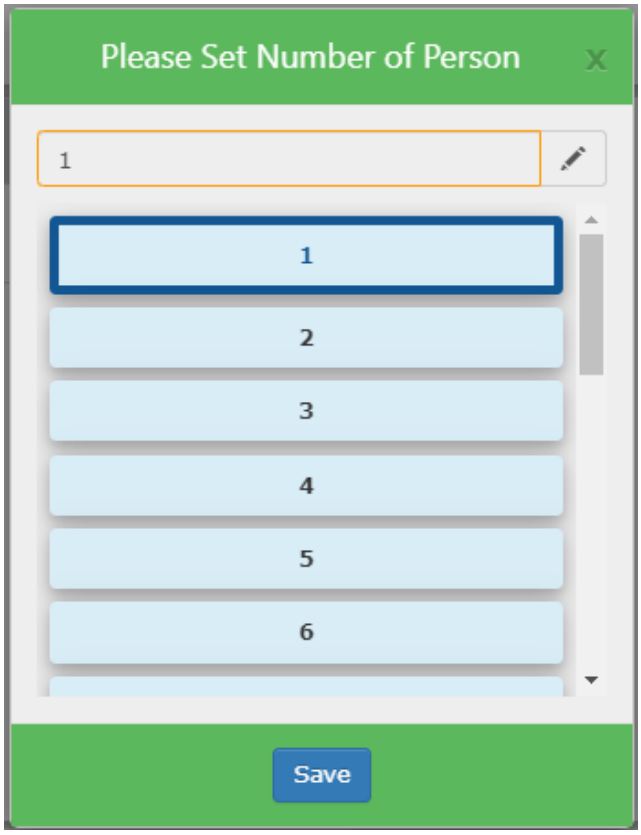

And users can choose tables for customers.Blue Color means the table already has an order, Pink Color means that the table wants to pay the bill, Green Color means it's free).

5) Number of person ( If user open number of person feature in configuration setting, users should add number of person in table )

There are two ways to add a person count for the table .




1.By click "Please set member count " button in terminal




member

2.And the member count in the popup will appear after choosing the table .

**5)Order button**

After adding items which the customer wants to buy, the user can create an order by clicking the order button. This order will be added to the current order pending list.

**6)New Button**

If the user wants to renew the order or want another order, you can click a new button to start over.

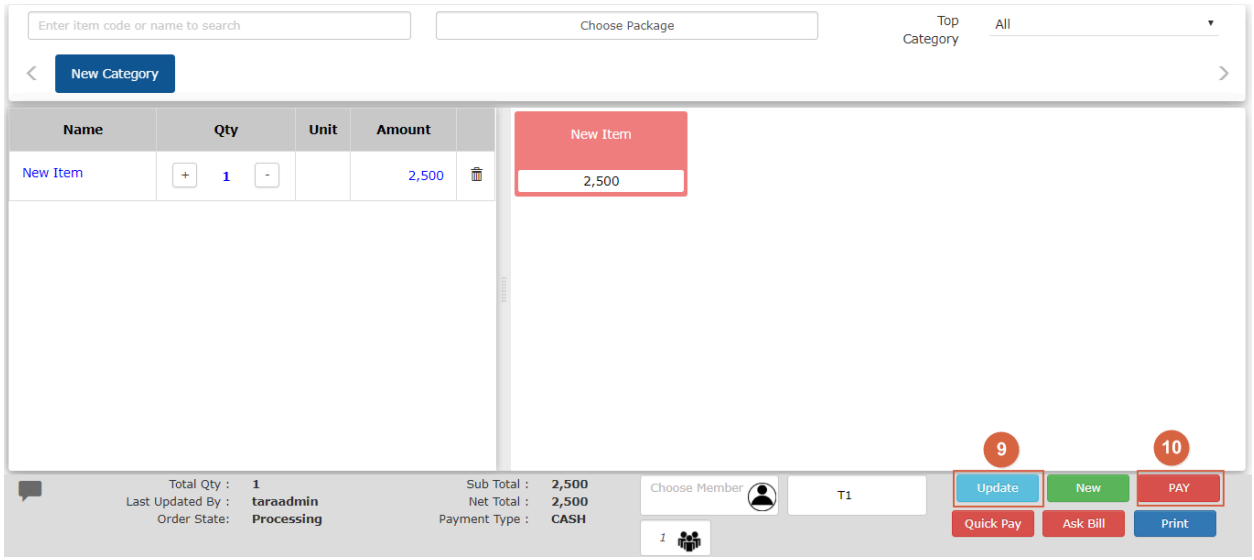
***7)Quick pay button***

If the user does not need to change other information (e.g.-order discount, change amount) In receipt, the user can click the “Quick pay “button for pay bill. After that receipt will be automatically printed out.

**8)Print Button**

If the User wants to print the order slip, can click the print button to print out order slip.

**Note: After clicking the order button, the order button will hide from the terminal. At that time the order will be created. After that update button and pay button will appear as per the following image.**



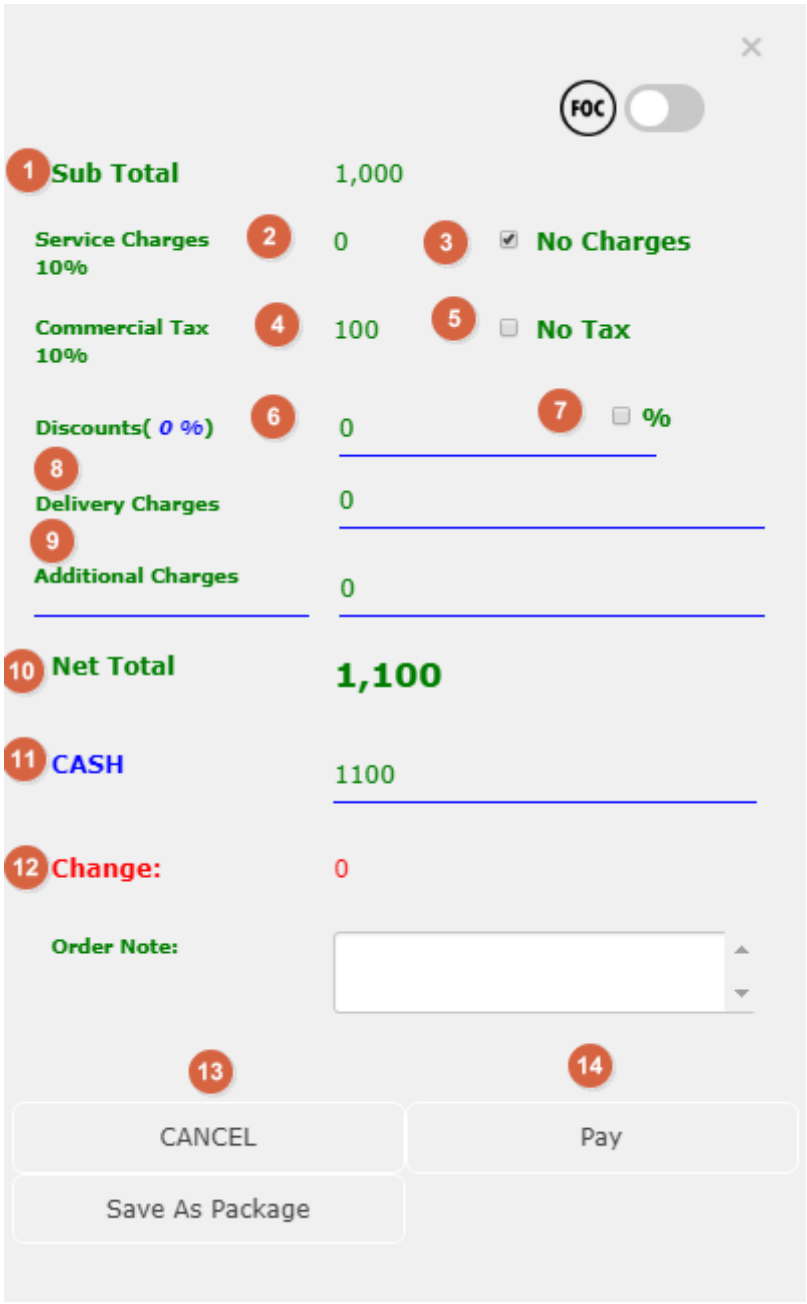

**9)Update button**

If the user wants to update the order item in the current pending order, the user can edit the order item and update it by clicking the “update “button.

**Note: If the user removed some item in pending order, the user must remove the note.**

10**) Pay Button**

When the user clicks the pay button, the following “pay dialog” will appear.


FOC
1 Sub Total
1,000
Service Charges 10%
2
0
3
No Charges
Commercial Tax 10%
4
100
5
No Tax
Discounts( 0 %)
6
0
7
%
8
Delivery Charges
0
9
Additional Charges
0
10 Net Total
1,100
11 CASH
1100
12 Change:
0
Order Note:
13
14
CANCEL
Pay
Save As Package

**1)Sub total**

It shows a subtotal amount of order.

**2)Service Charges**

If a user adds service charges in setting, the service charges will be shown in the pay dialog.

**3)No service charges box**

If the user doesn't want to add commercial tax in the current pending order, the user can check the "no tax "check box.

***4)Commercial Tax***

If a user adds commercial tax in a setting, the commercial tax will be shown.

***5)No tax check box***

If the user doesn't want to add commercial tax only for the current pending order he can check the "no tax "check box.

***6)Order Discount (with amount)***

Users can add an order discount amount.

**7)Order Discount (with percent)**

Users can add an order discount with percent by ticking "%" in the checkbox.

**8)Delivery charges**

For Delivery order, users can add delivery charges in the delivery field.

**9)Additional charges**

Users can add other additional charges in the additional field.

***10)Net total***

Above all charges will be included in the order's net total amount.

**11)Cash**

Users can use various multi payment types for orders by clicking "CASH" and type customer's pay amount.

***12)*Change**

It shows the difference between the net total amount and the customer's pay amount for each order.

***13)*Cancel**

If the user wants to cancel the order, the user can click the cancel button.

***14)Pay***

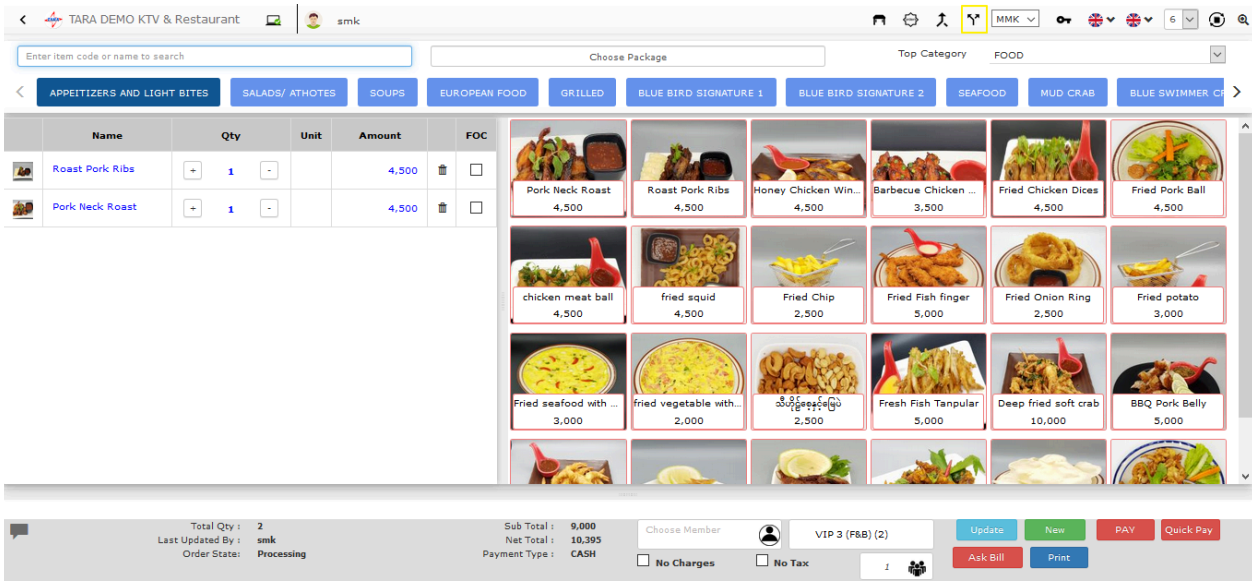
Users can click the pay button and pay the bill.

## 17) How to Split Order and Pay Bill

This State can present an order or present bill( Current Order ) // User can split all pending orders .

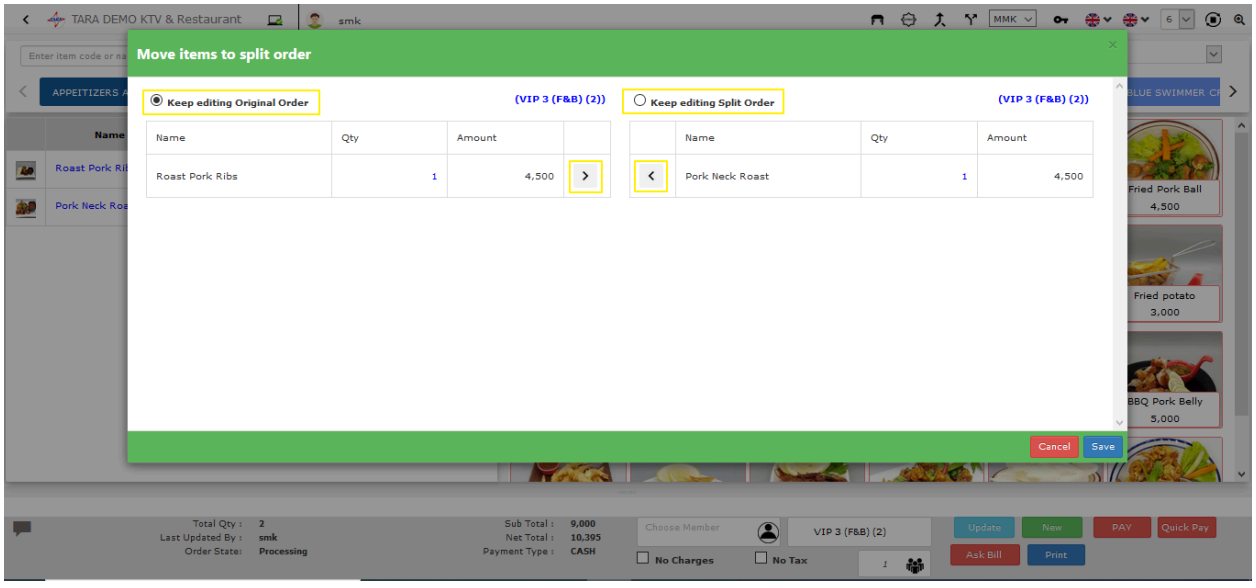
## 17.1 )How to split pending order

The Following steps are Split Order and Pay Bill.




(step-1)Choice 1 orders which you want to Split in the current order list and Click Split Button .

The following “move item to split order “ popup will appear.




(step-2)Select Which function for split,there are two functions as follows.

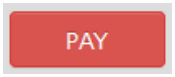
-If users choose’ Keep Editing Original Order’ (want to split but see in first order ticket)

-If userKeep ‘Editing Split Order’ ( want to split but see in Second order ticket)

(step-3)Click Select which side to Choose.

-move to second order ticket  or move to first order ticket 

(step-4) Click Save 

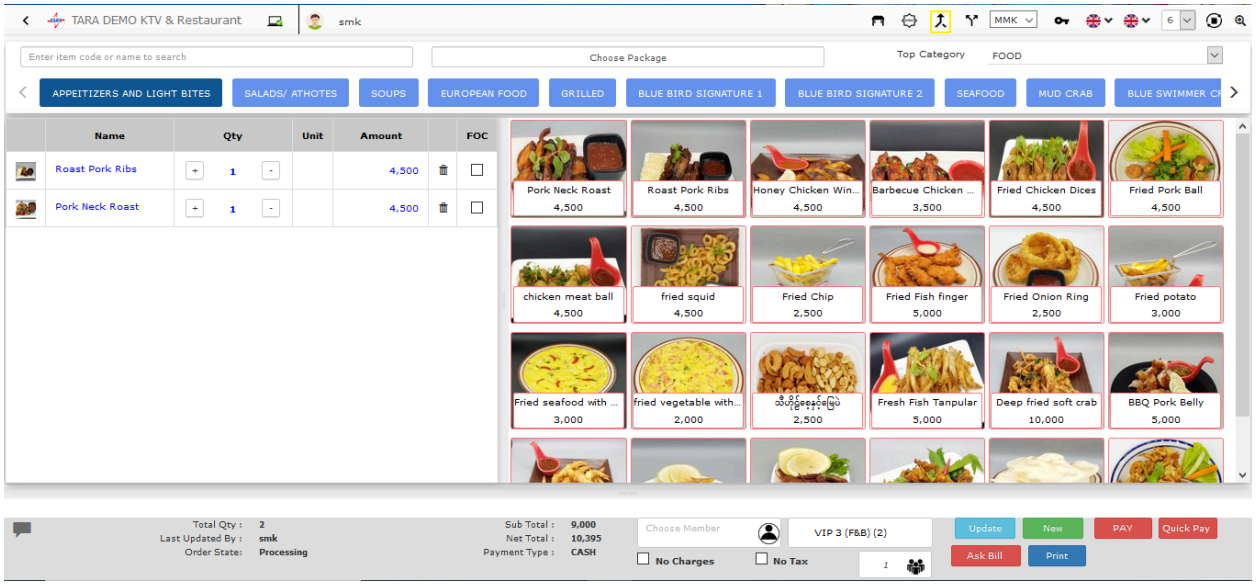

(step-5)Click PAY Button 


(step-6)Choose Payment Type and Click PAY Button.

## 18) How to merge order and pay bill

This State can present order or present bill( Current Order )

The Following steps are Combine\Merge Order and Pay Bill.

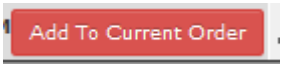


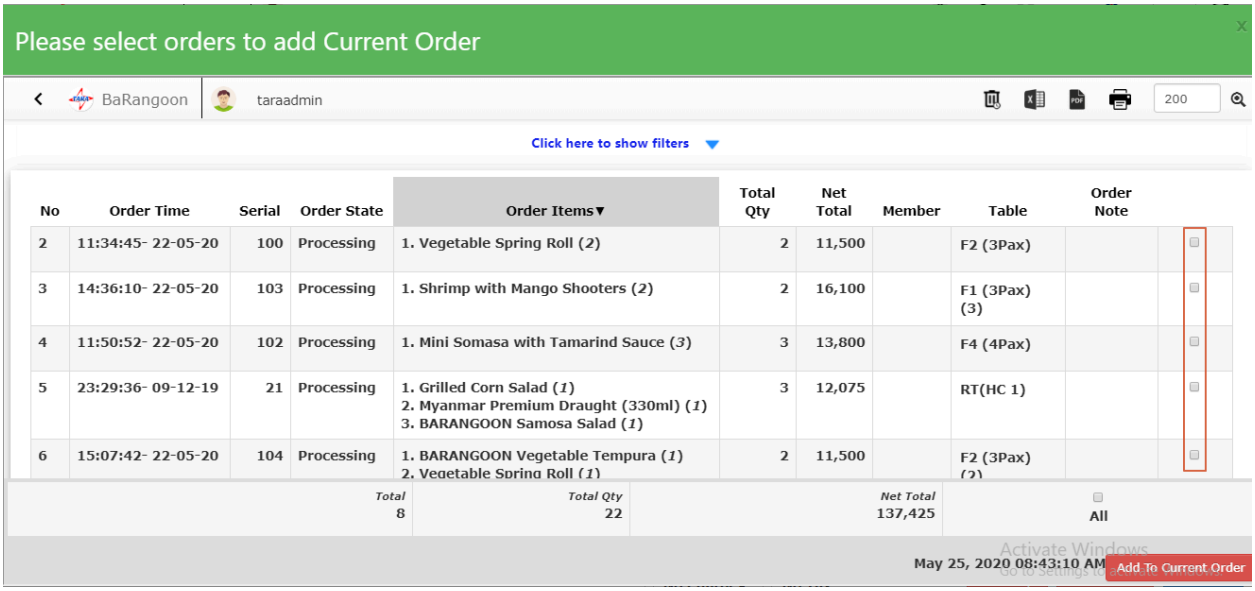
(step-1)Choose 1 order which users want to Combine\Merge in current order and Click merge button .



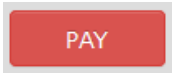
The following pending order list appears .

(step-2)Select orders which users want to combine.

(step-3)Click Add to Current Order Button 

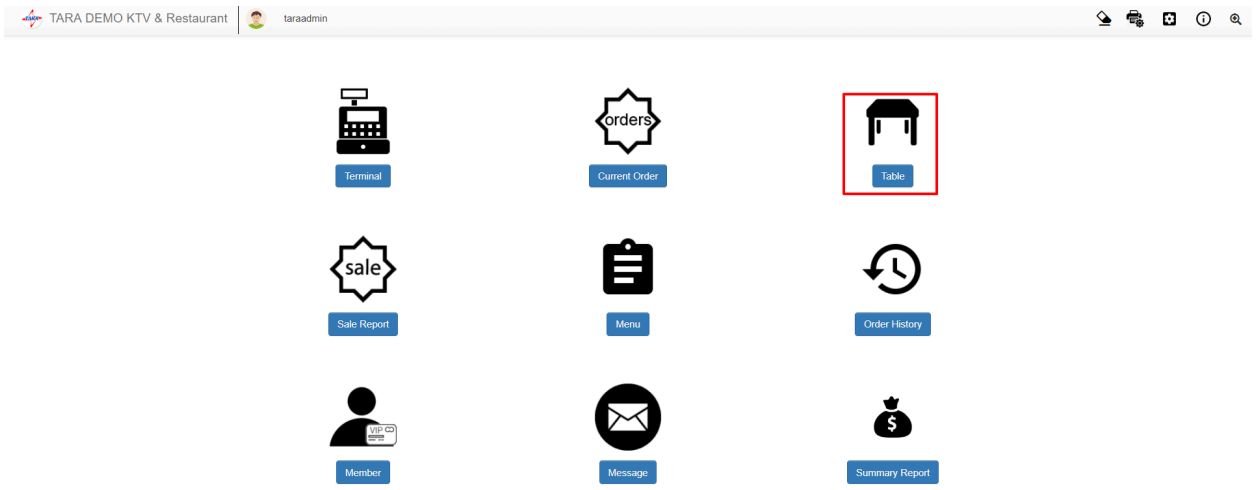

(step-4)Click OK Button for Combine 


(step-5)Click PAY Button 


(step-6)Choose Payment Type and Click PAY Button.

## 19) How to create new table (Edit & Delete)

-Table create is your shop has table input.(e.g:VVIP1,VIP1,Table1,ect....)
-Table create is a waiter from ordering to the kitchen.

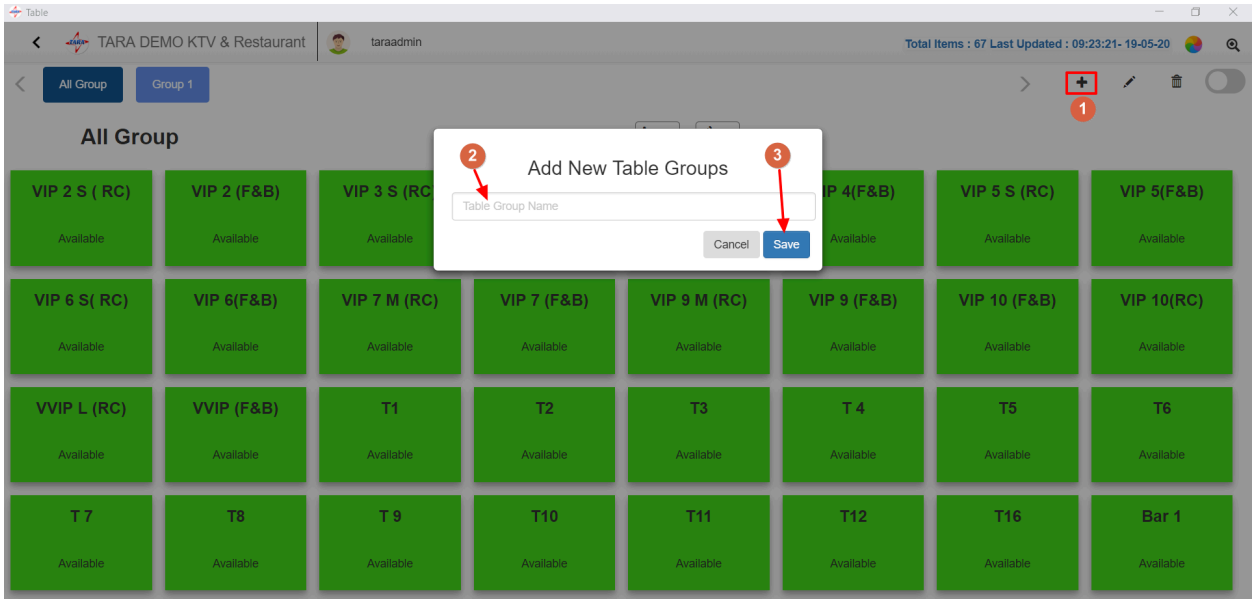



-First step input Table Button.




1) (+)sign is a New Table group created.
2) Select table group which users want to edit and click “edit “ icon for editing table group name
3) Select table group which users want to delete and click “delete “ icon for delete table group name
4) Choose one of the table groups which the users want to add a new table and click the “add” button .
5) In each table, edit and delete buttons will appear by clicking the Edit button.

## 19.1) New Table Group Create




1) (+)sign is a New Table group created.
2) Input Group name.
3) Submit is table group create is finished.

## 19.2) Table Group Rename



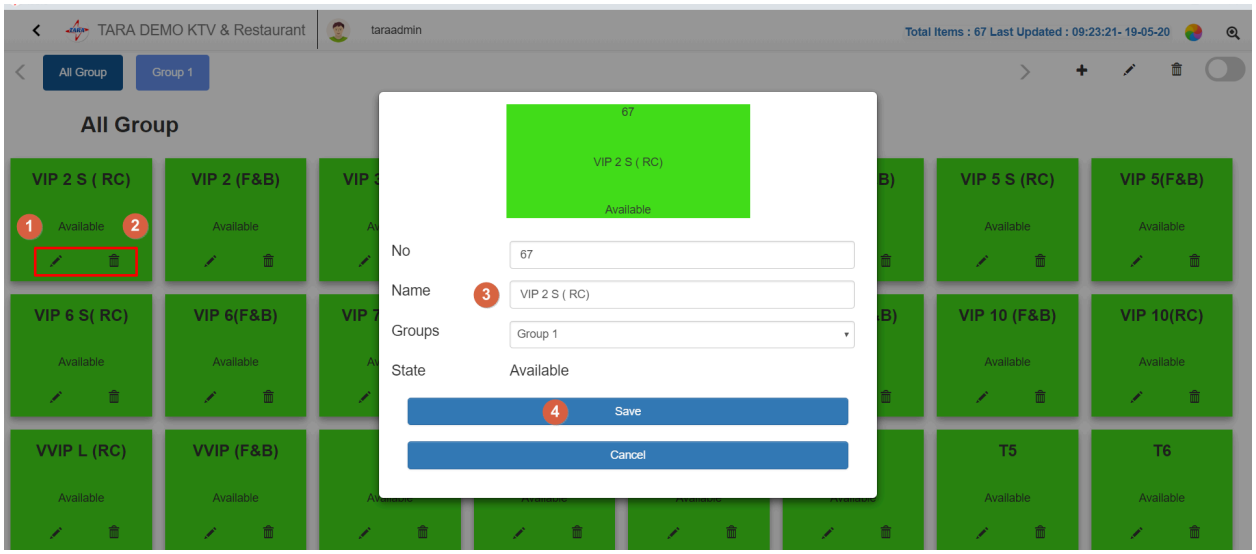

1) Do you want to rename a table group?(Please select)
2) edit click.
3) You want to change the table group name .
4) Submit button is changed finish.

## 19.3) New Table Create




1) Table create button click after Name input is table name .
2) You have a Table group, please choose a table group.
3) Submit button is completed.

## 19.4) Table Rename




1) Edit button click after above photo box.
2) You want to delete its button.
3) You want to change the name of the table name .
4) Submit Button is finished

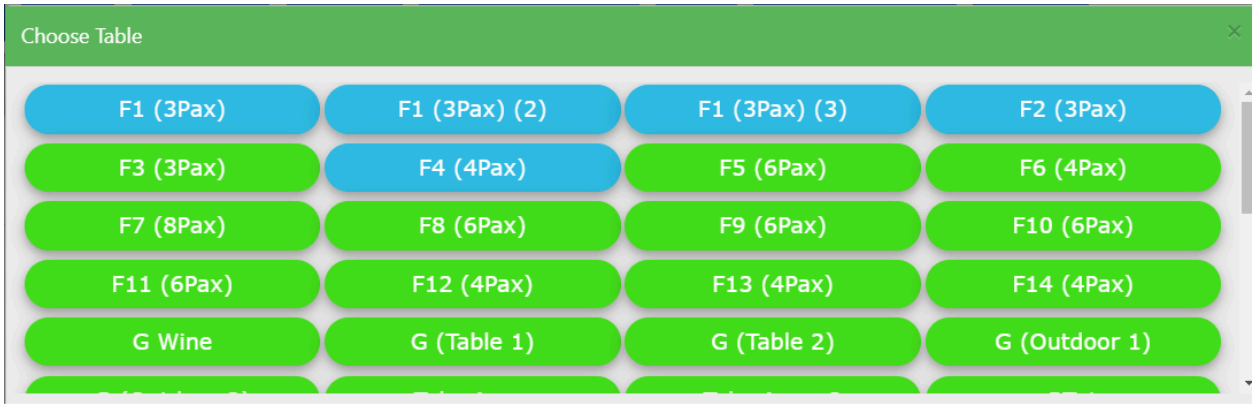
# 20) How to move table

## 20.1) How to move pending order to another table

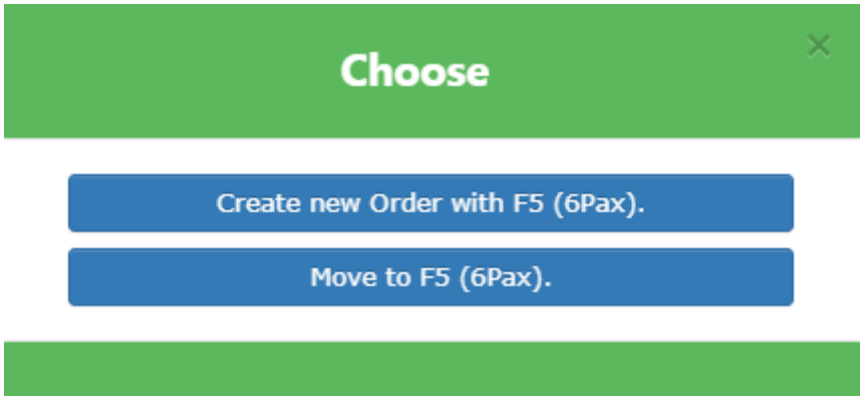
1)Go to the current pending list .

2) And click “terminal” and go to the terminal page.

3)Click the table button and the following table popup will appear.




Users can choose the table which they want to change and the following popup will appear

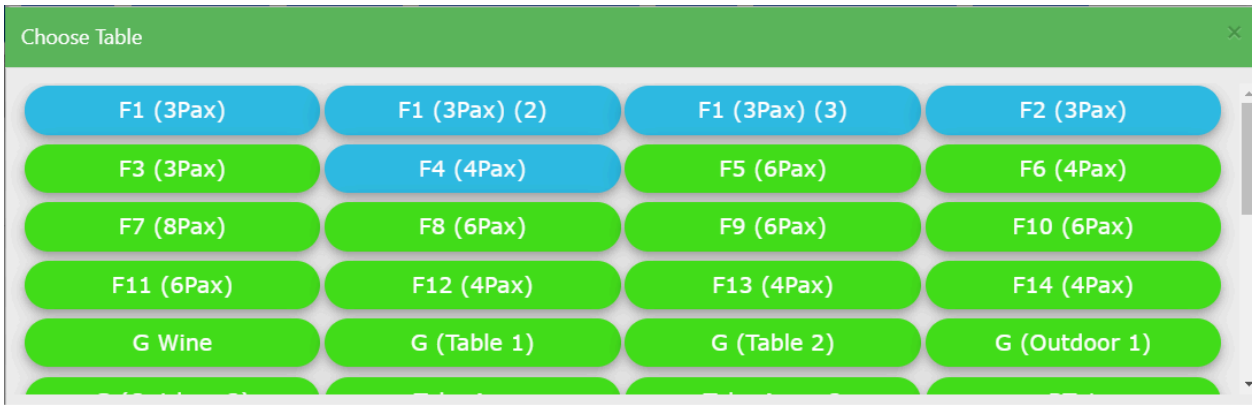



And choose the " Move to F5(6px) " button and this order will be changed table successfully.

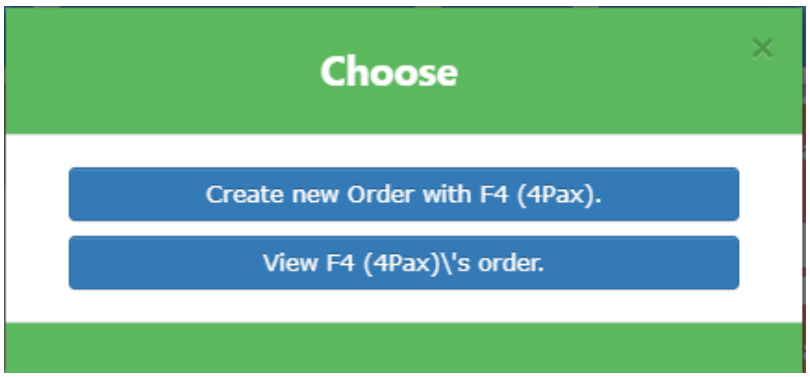
## 20.2) How to add new order in the same table with current pending order

Add item in terminal and create new order

Click the choose table button and the following table pop-up will appear .

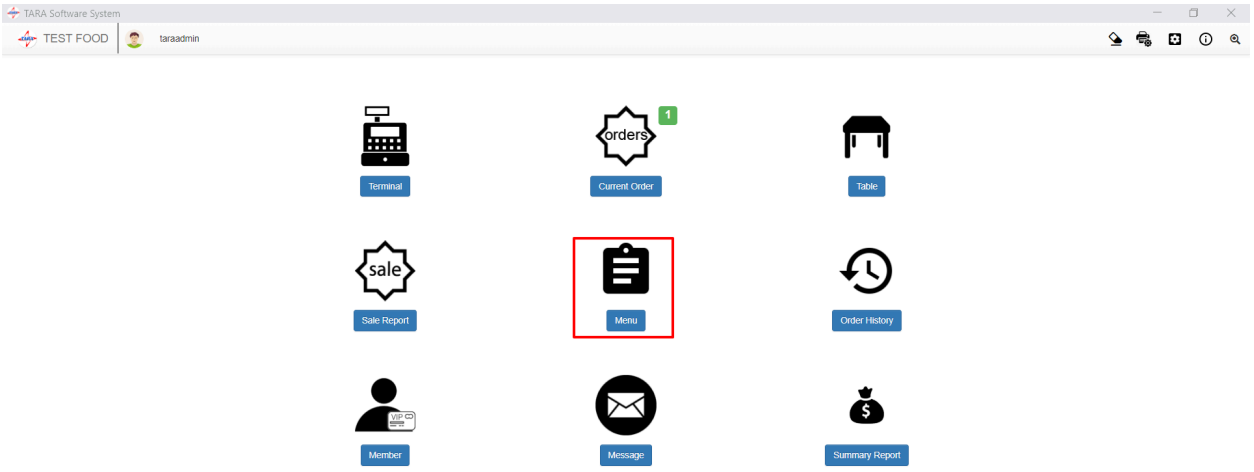



And choose the table which has a pending order , the following pop-up will appear .

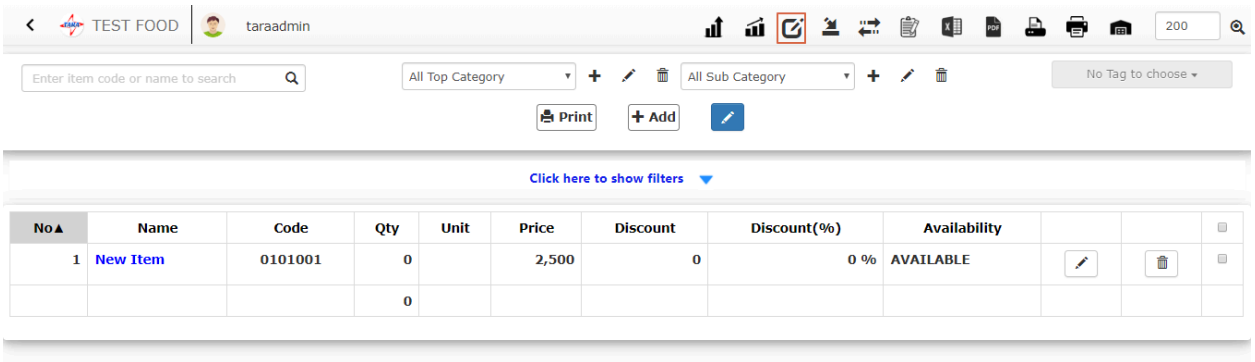


And choose “create a new order with F4” and a new order will be created in the same table with the current pending order.

## 21) How to create item modifier

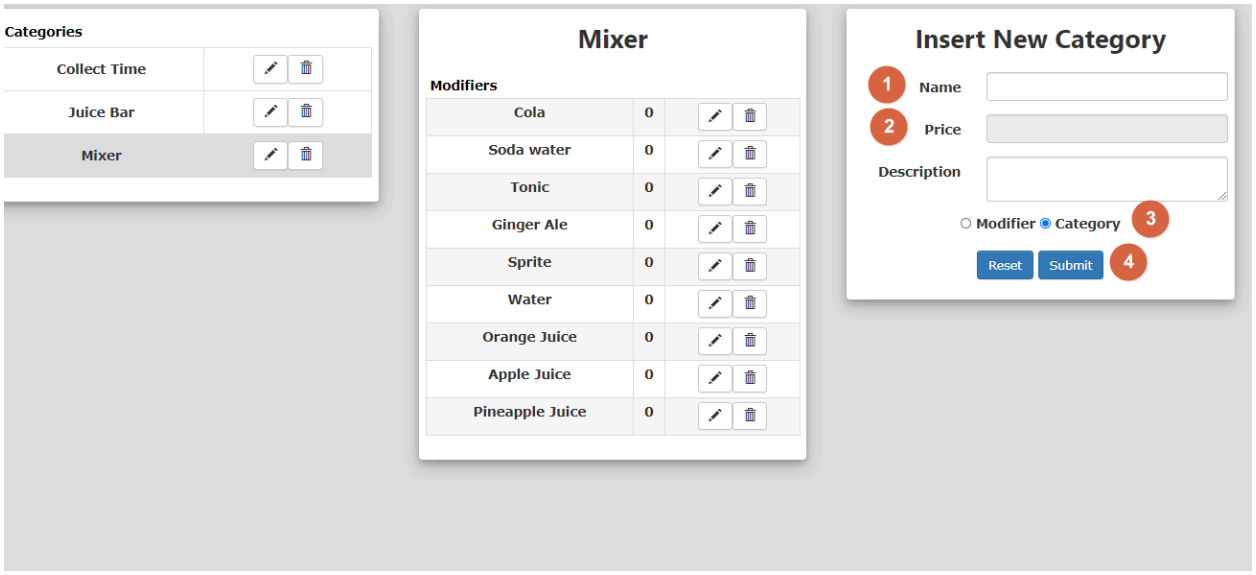



First Step click the Menu button.




After that click modifier icon as per the above image and go to the modifier setting.

## 21.1) How to create modifier categories




1)Add new categories name

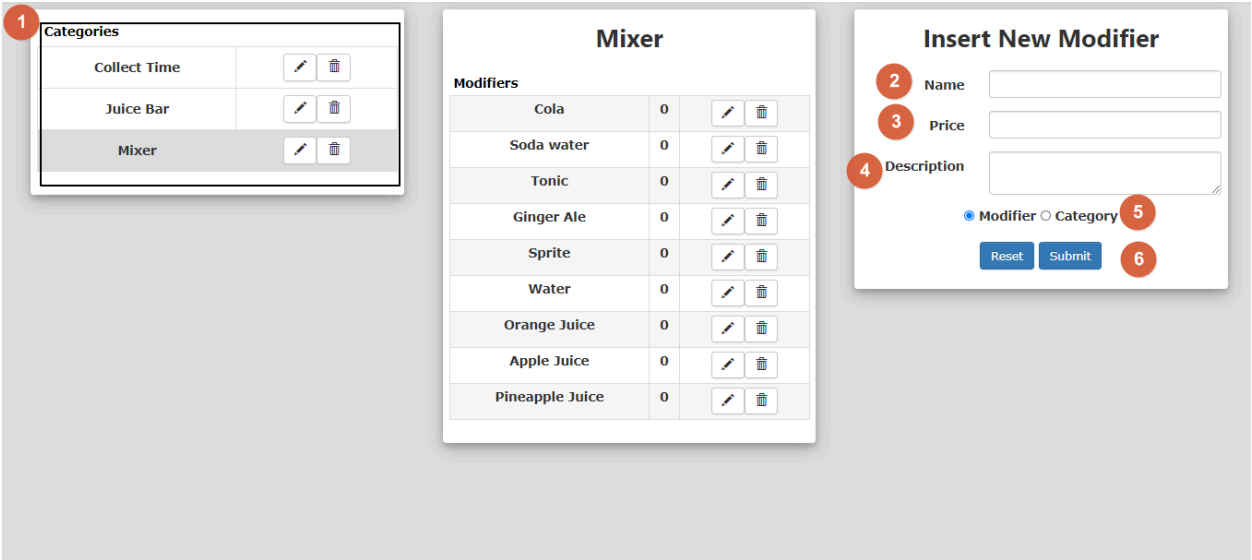
2)User can add modifier description

3)Choose "Category" option

4)And click "Submit" button

Users can check all modifier categories in the categories list .

## 21.2) How to create new modifier




1) Choose modifier categories in modifier list

2) Add new modifier name

3) Define price for modifier item

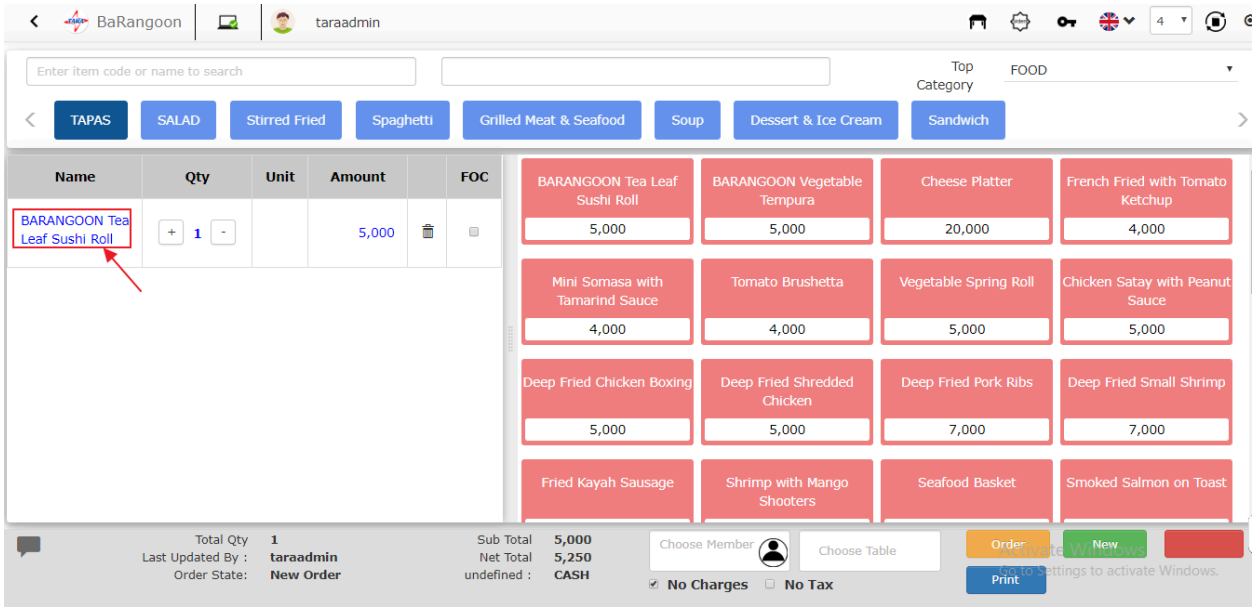
4) Users can add description for new modifier item

5) Choose "Modifier" option

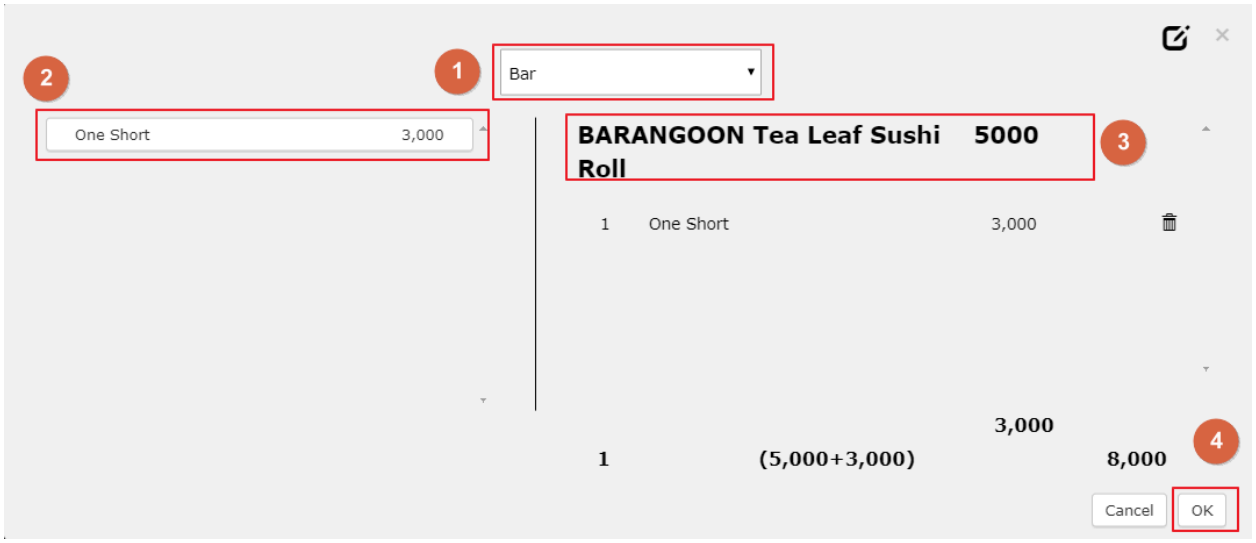
6) And click Submit for saving new modifier

Users can check the new modifier in the modifier list .

## 21.2) How to use a modifier from Terminal selling.

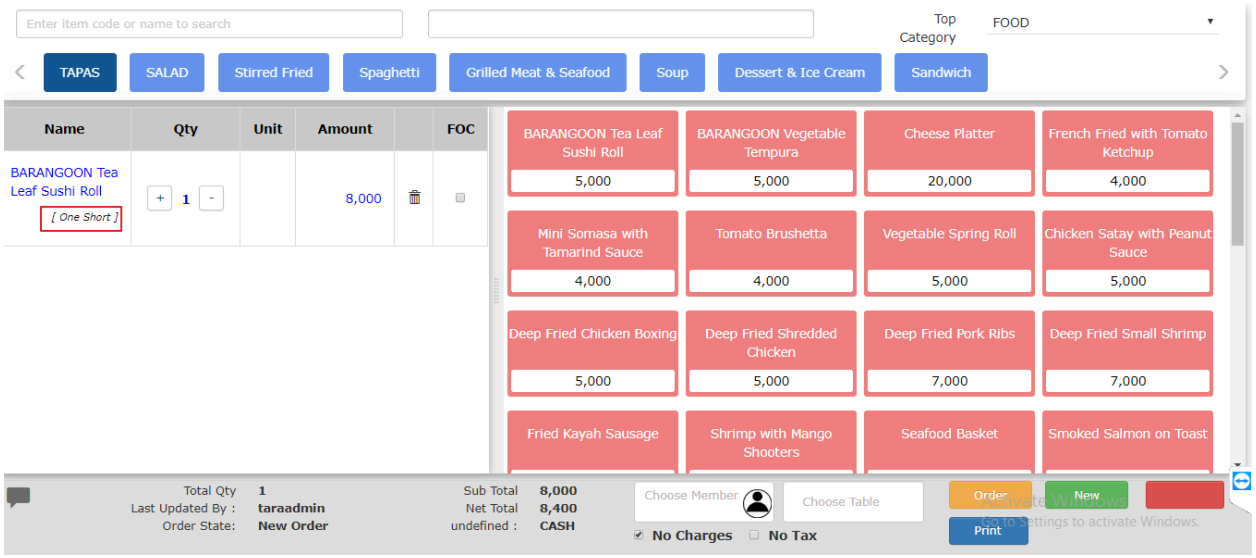



-Your order is a modifier import please order item name on click. // Click item name and the following modifier popup will appear .



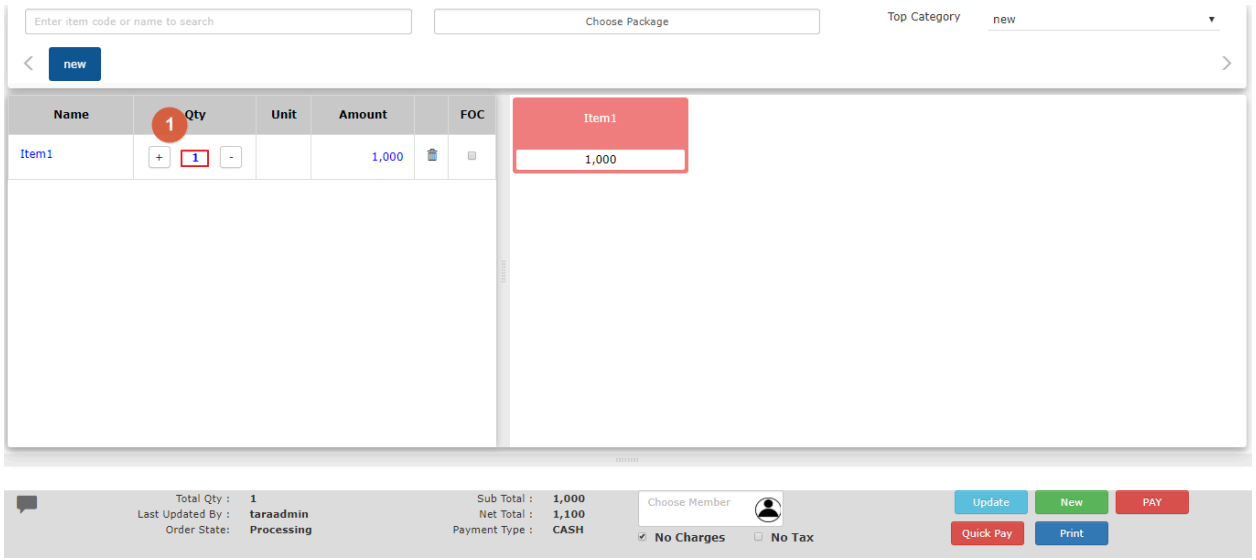

-Above photo shows your choice modifier.

1) Modifier category choice.//Choose modifier category in category drop-down
2) You want to modify the name select. // And choose modifier name
3) You want to delete the modifier name.// Users and click “delete “ icon if users want to remove modifier
4) OK for modifier import complete. //And click “OK “ button

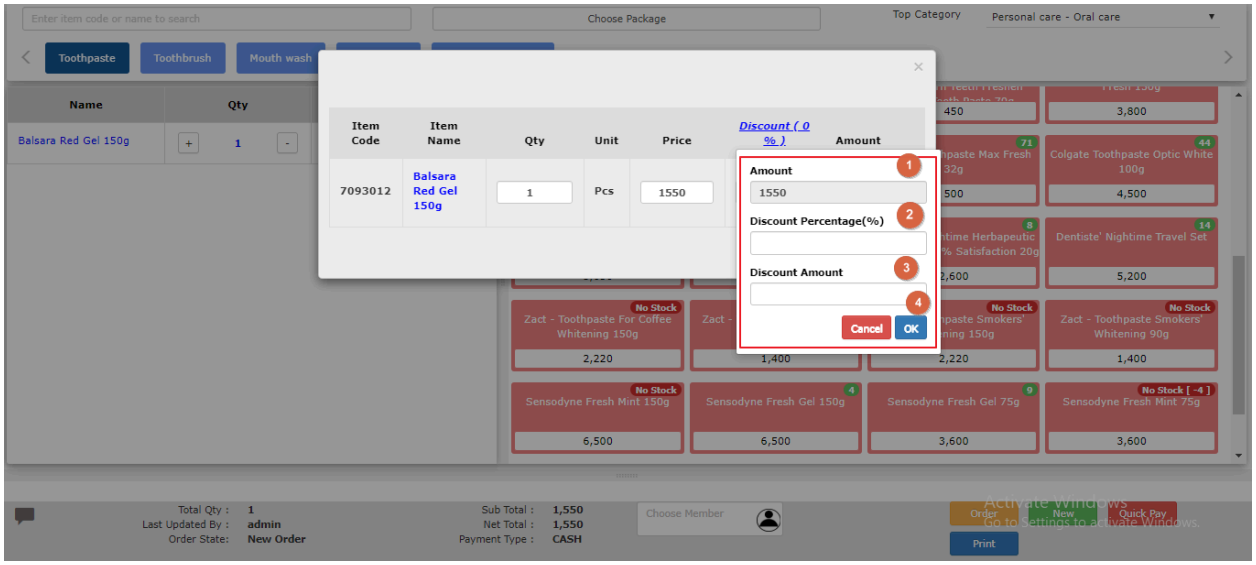



-Above photo show on modifier for with order.

# 22) How to add item discount in terminal




1) In the terminal, click on item Quantity and the following pop-up will be appearing.




### 1) Discount Text link

Click ‘Discount Text ‘to define a discount with percent or amount.

***2) Amount***

Show Selling price of one quantity.

**3) Discount Percentage**

If the user wants to give each item a discount with a percentage, the user can enter the discount percentage in the discount text box.

**4) Discount Amount**

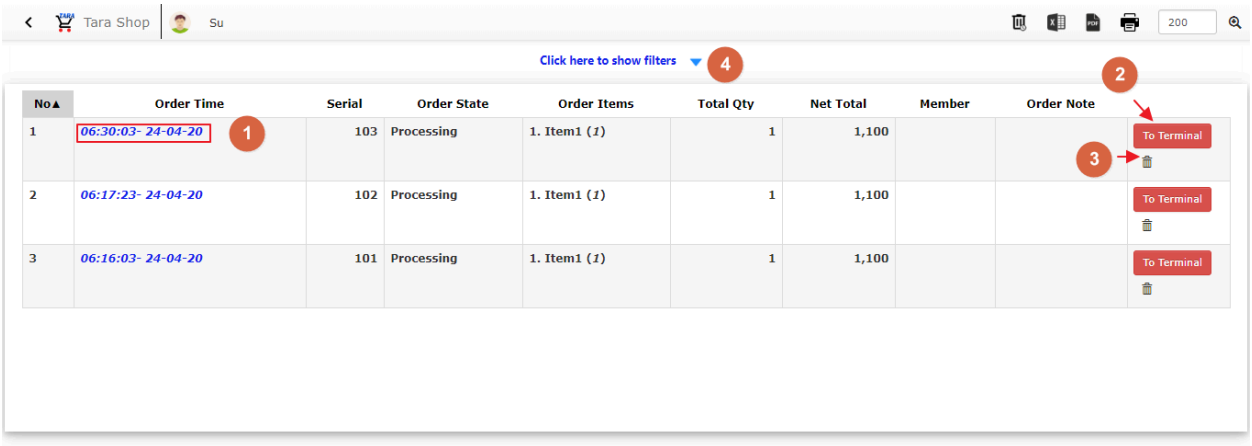
If the user wants to give each item a discount with the amount, the user can enter the discount amount in the discount amount text box.

## 23) How to check current pending order list



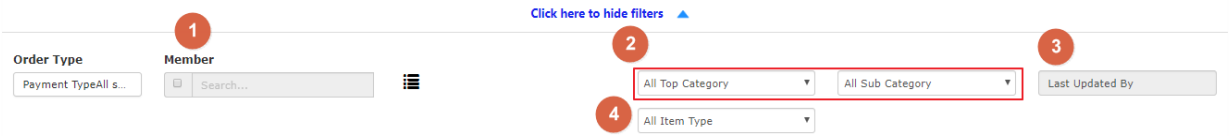

1) Click the current order icon and it will redirect to the current order page.

“




1) Click order Time for this pending order detail.
2) When clicking the “To terminal “button it will redirect to the terminal and the user can continue the payment process.
3) If user want to delete current pending order ,click’ delete ‘ button
4) Click the filter arrow to expand the filter section.

## 23.1 ) Filter section in current order list

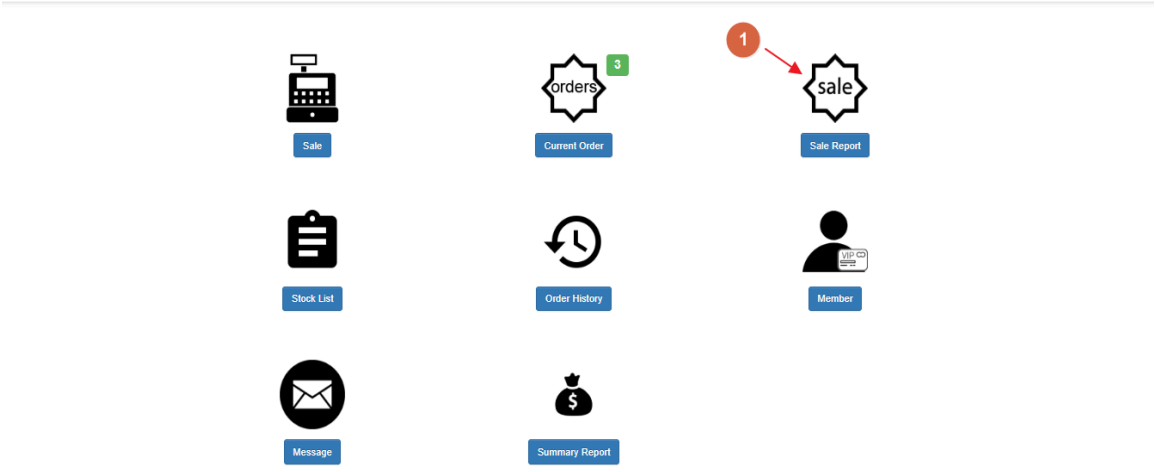



1) Enter the Member name and search if this member has a pending order or not.
2) Choose the top-category, sub-category name in drop-down and check which item in those categories are in pending order.
3) Users can check who the latest update is for those pending orders by choosing the login user name in “Last Updated By” drop-down.
4) If a user wants to know the current order list for each Item type, the user can use Item Type drop-down and check it.

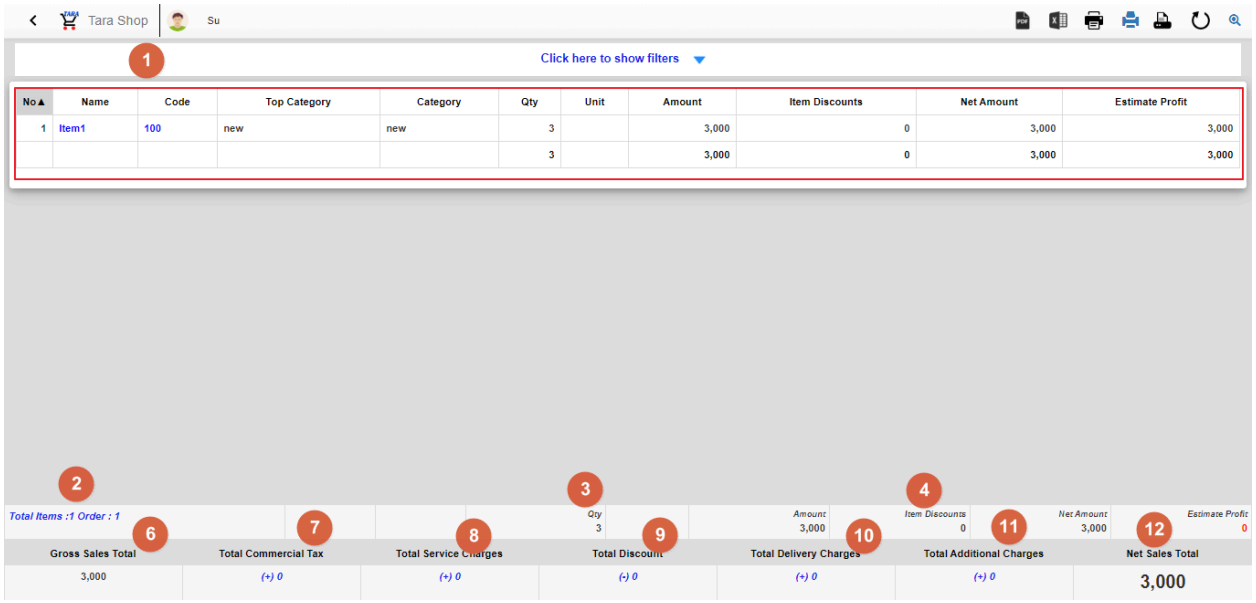
## 23.2) How to use “Click to Configure Columns to Show “in current order

Users can modify columns in current order by checking and uncheck table fields in “click to configure columns to show” in the current order page.

# 24) How to check sale report




1) Click the sales report icon and it will redirect to the sale report page.

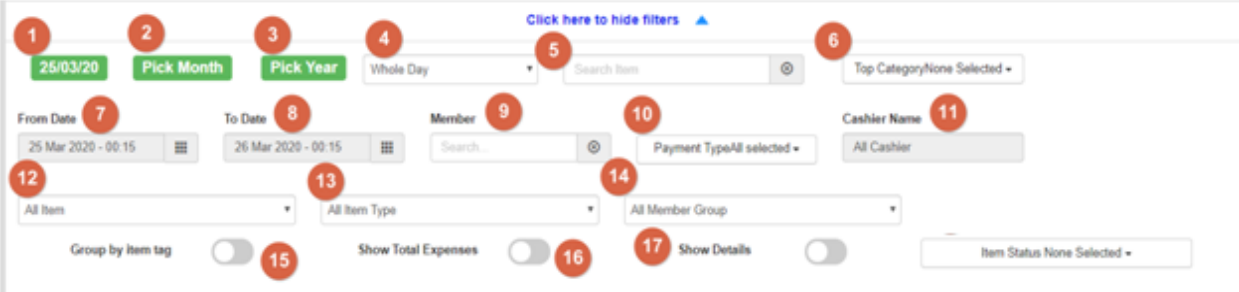



In default sale report, it shows detail information regarding sale report for current pending date

1) Each item sale report list
2) Total order count
3) Item Quantity
4) Item Discount
5) Cross Sale total
6) Total commercial Tax
7) Total Service Charges
8) Total Discount
9) Total Delivery charges
10) Total additional charges
11) Net sale total
12) If the user wants to use the filter in the sale report, click the filter button and expand the filter section in the sale report .

# 25) How to use filter in sale report

Users can use the following filter section in the sales report and check report as the user wants to.




**1) Date filter**

User can use this filter to check daily sale report

**2) Pick Month filter**

User can use this filter to check monthly sale report

**3) Pick year filter**

User can use this filter to check yearly sale report

**4) Whole day filter**

Users can choose morning shift and evening shift sale reports by using this filter.

**5) Search Item box**

Users can enter item code roar code item name and check the sale report for this item.

**6) Top-category drop-down**

User can choose top-category name in drop-down and check sale report and sub-category drop-down will appear

**Sub-category drop-down**

User can choose sub-category drop-down name and check sale report

**7) "From Date" and**

**8) "To Date " filter**

Users can set date and time for the "from date" and "To date "filter and check sales reports.

**9) Member**

User can enter member name and check sale report for that member

10) **Payment Type All selected**

Users can choose payment type in drop-down and check each payment sale report.

**11) Cashier Name Filter**

User can choose cashier name in cashier name drop-down and check sale report for that user

**12) All Item filter ( Filter for delete item and active item )**

Users can choose delete and active in the drop-down filter and check related sale reports.

**13) All item type filter**

Users can check the sale report with item type.

**14) Member group drop-down**

Users can choose member groups in member group drop-down and check sale reports.

**15) Item tag**

Users can use filters with item tags.

***16) Show total Expense***

When the user opens the “Show total expense “feature, it will show total expense in the sales report.

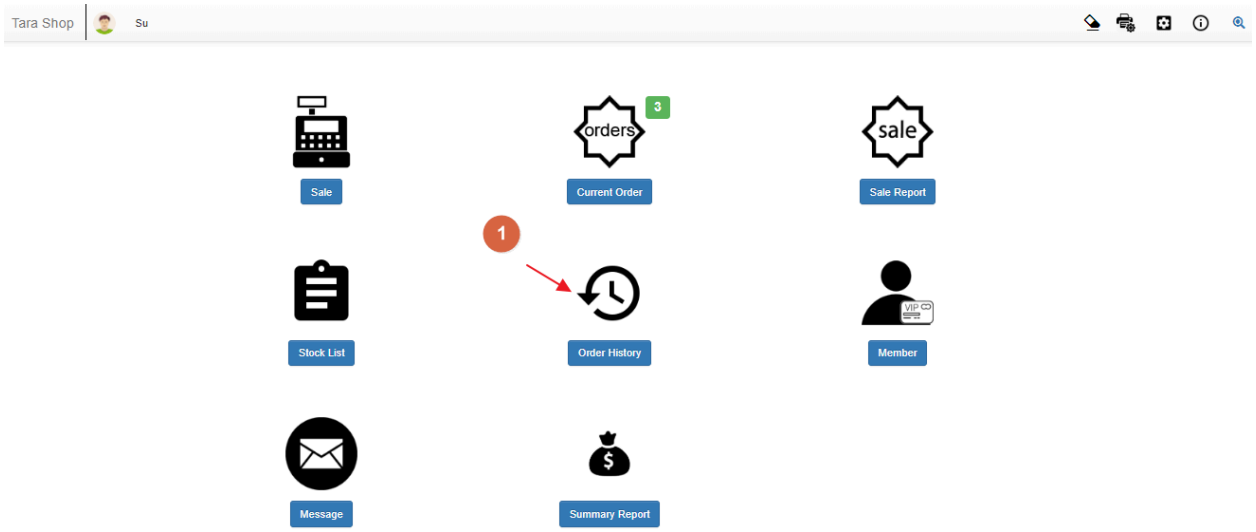
**17) Show Detail**

Users can open show details for checking the different prices of each item.

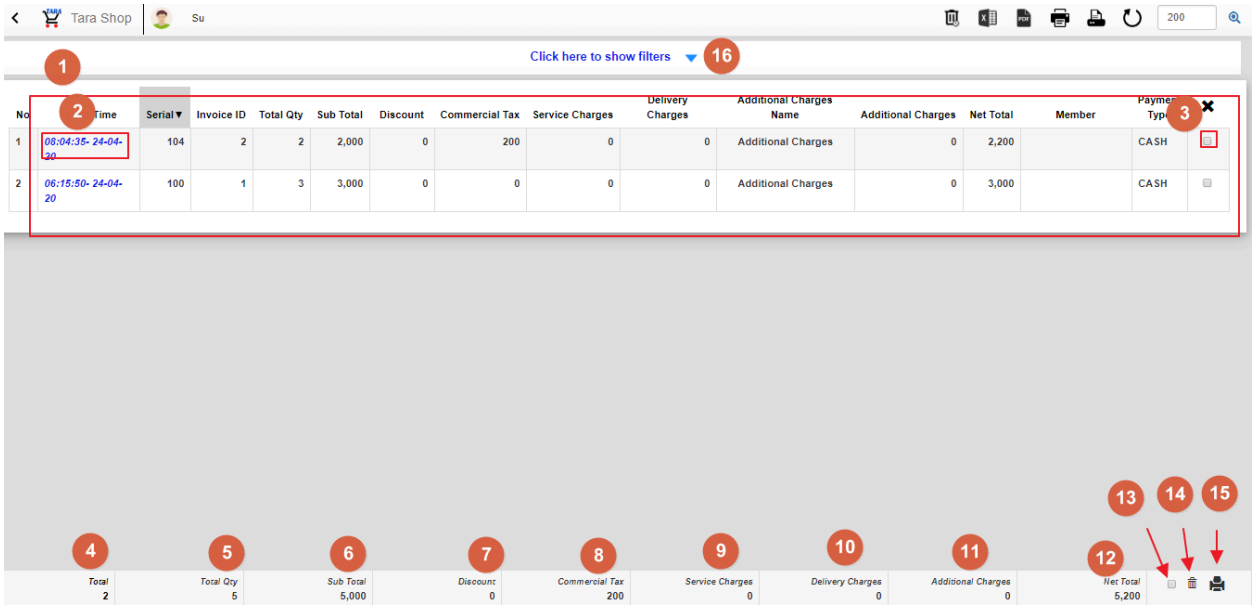
## 25.2) How to use “Click to Configure Columns to Show “in sale report

Users can modify columns in sales reports by checking and uncheck table fields in “click to configure columns to show” in the sales report page.

# 26) How to check order history



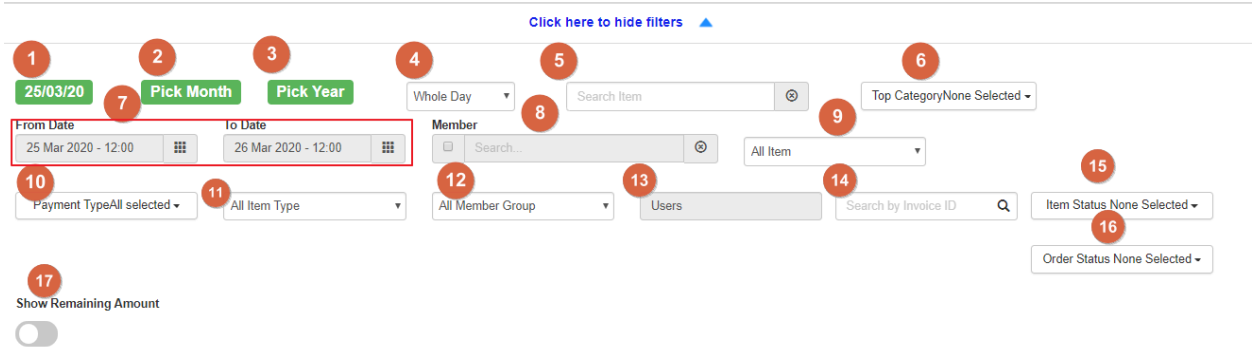

1) Click the order icon and the following order history page will appear.




1) Order history List
2) Click ‘finish time’ for check order history detail
3) User can tick in checkbox for each order in order history for delete and print those order receipt

4) Order total count
5) Items quantity
6) Sub total
7) Discount
8) Commercial tax
9) Service Tax
10) Delivery Charges
11) Additional charges
12) Net Total
13) If user want to select all order , user can check box
14) After user selected order ,click “delete “ button for delete the selected order history
15) After the user selected the order, click the “print” button for printing out the selected order receipt again in the order history page.
16) Click Filter button and expend order history filter

## 26.1 ) How to use filter section in order history




1) **Date filter**
User can use to check daily sale report

2) **Pick Month filter**
User can use this filter to check monthly sale report

3) **Pick year filter**
User can use this filter to check yearly sale report

4) **Whole day filter**
Users can choose morning shift and evening shift sale reports by using this filter.

5) **Search Item box**
   Users can enter item code and item mane and check the sale report for this item.
6) **Top-category drop-down**
   User can choose top-category name in drop-down and check sale report and sub-category drop-down will appear

   **Sub-category drop-down**
   User can choose sub-category drop-down mane and check sale report

7) **"From Date" and "To Date " filter**

Users can set date and time for the "from date" and "To date "filter and check sales reports.

8) **Member**
   First user needs to tick the check box in the member field.
   Users can enter a member name and check the sales report for that member.

9) **All Item filter ( Filter for delete item and active item )**

Users can choose delete and active in the drop-down filter and check related sale reports.

*10) P***ayment all type filter**

Users can check order history depending on payment type by using payment all type filter.

*11)* **All item type filter**
Users can check the sale report with item type.

12) **Member group drop-down**
Users can choose member groups in member group drop-down and check sale reports.

13) **User**

Users can choose the user name in the user name drop-down and check the sale report for that user.

14) **Invoice ID**
Users can search Invoice ID by typing Invoice ID number and check order history.

15) **Item status none selected**
User can check order history by using item status filter (normal item, promotion item and gift item)

**16) Order status None selected**

User can check order history by using order status filter (normal order, Exchanged order)

**17) Show Remaining Amount Tag**

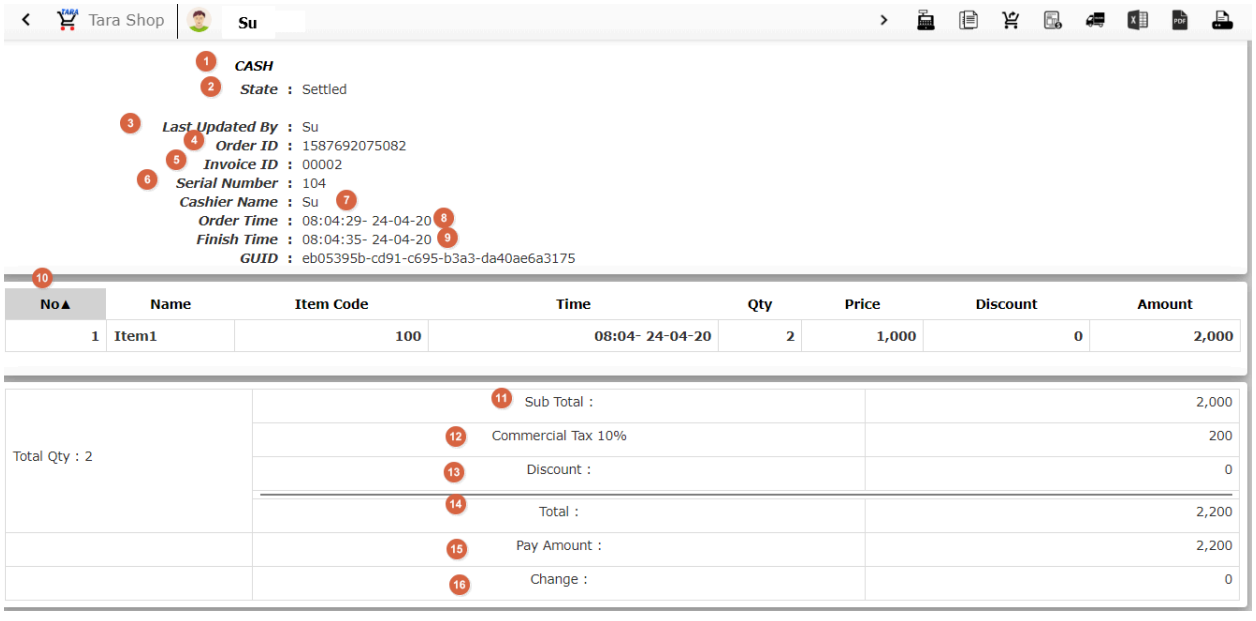
When on the “Show Remaining Amount “toggle, the user can check the credit amount in each order.

## 26.2) How to use “Click to Configure Columns to Show “in order history

Users can modify columns in order history by checking and uncheck table fields in “click to configure columns to show” in order history.

## 26.3) Order history detail page

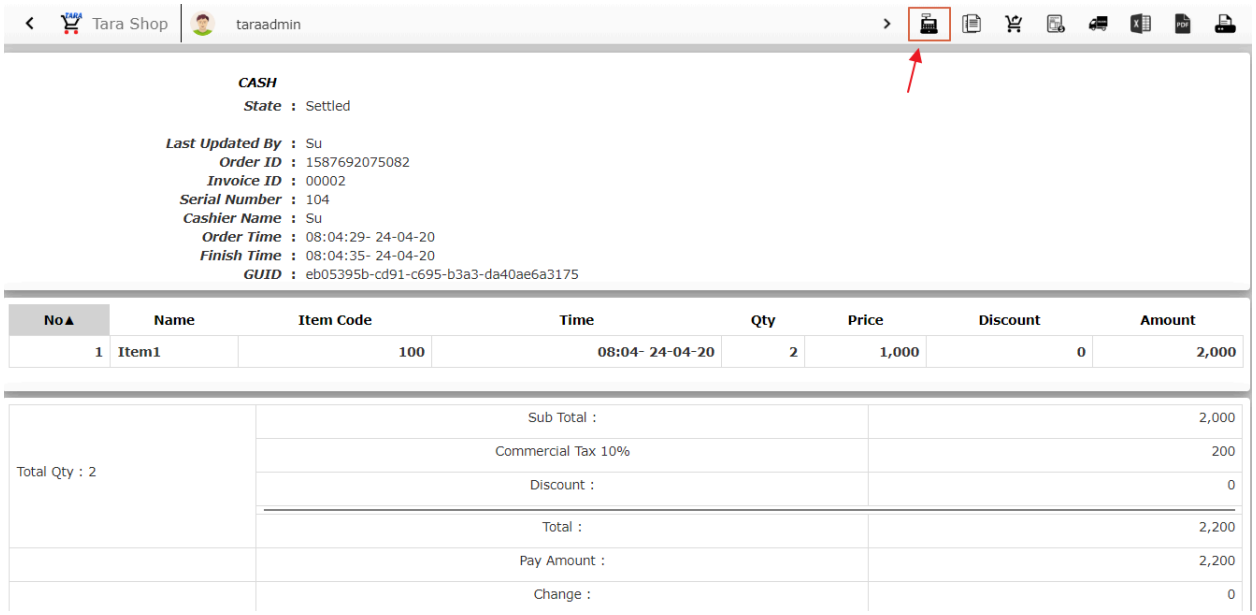
Users can click ‘finish time’ in order history list and it will redirect to order history detail page.




In order detail, user can check all information detail regarding the order

1) Order Payment type
2) Order Status
3) Last updated user
4) Order Id
5) Invoice Id
6) Serial number
7) Cashier name
8) Order Time
9) Finished Time
10) Order item list
11) Order Subtotal
12) Commercial tax
13) Discount
14) Order total amount
15) Pay amount
16) Change amount

## 26.4) How to exchange order




First click “Exchange order icon” in the order history detail page and it will redirect to the terminal page.

After that the user can edit the order item in the terminal and click the pay button and submit payment for those orders again .

### 26.4.1) How to Exchange payment type in order .

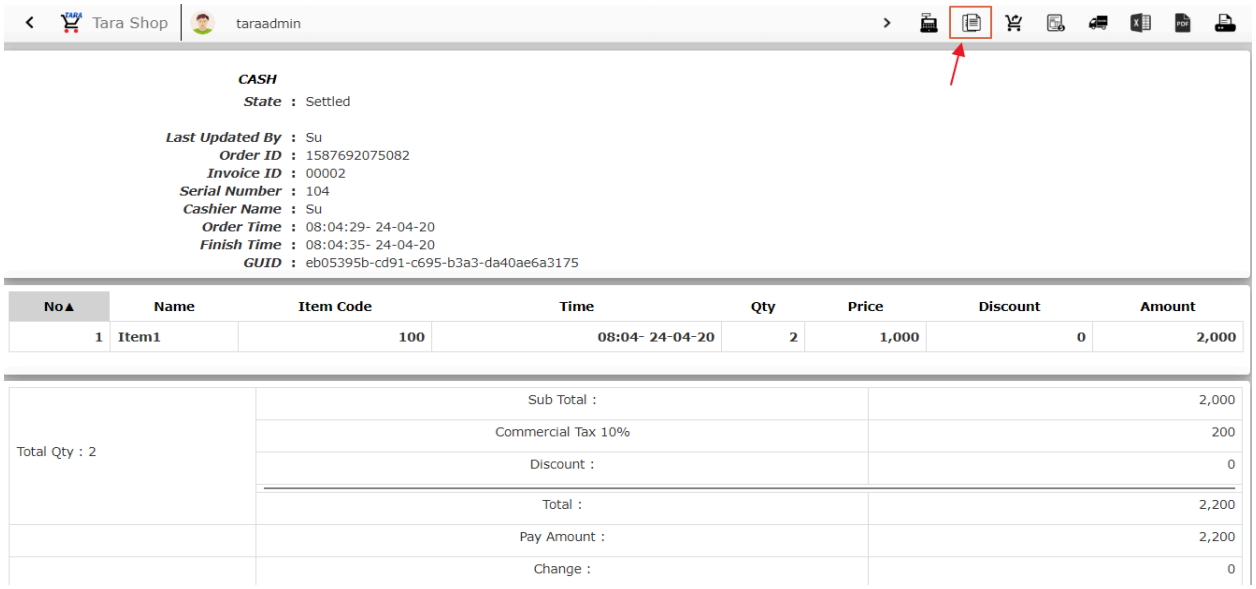
1) Go to order history
2) Go to order detail page
3) Click the exchange order button and it will redirect to the terminal page .
4) User can edit order items in terminal and click pay button

5) In pay dialog , users can exchange cash payment type to credit payment type by clicking “Cash “ text and changing payment type in popup.
6)

and also can change cash payment type to credit payment type .

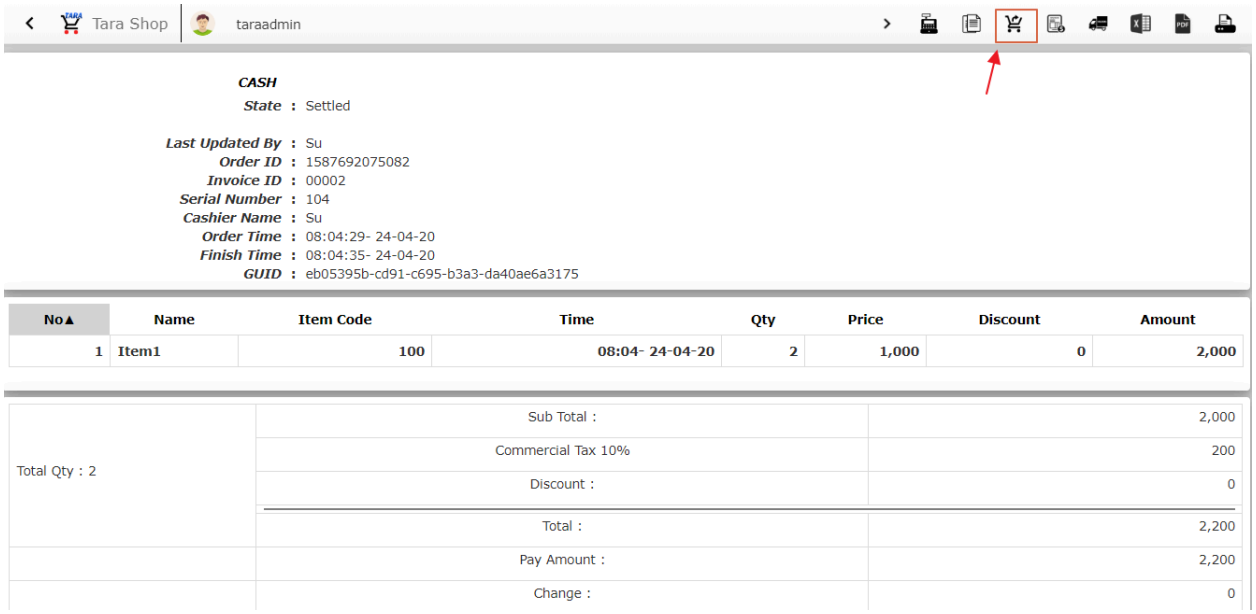
**Note: Users must add an exchange note.**

## 26.5) How to copy order




User ready to make order with this order item in terminal by clicking “copy order icon” in order history detail page

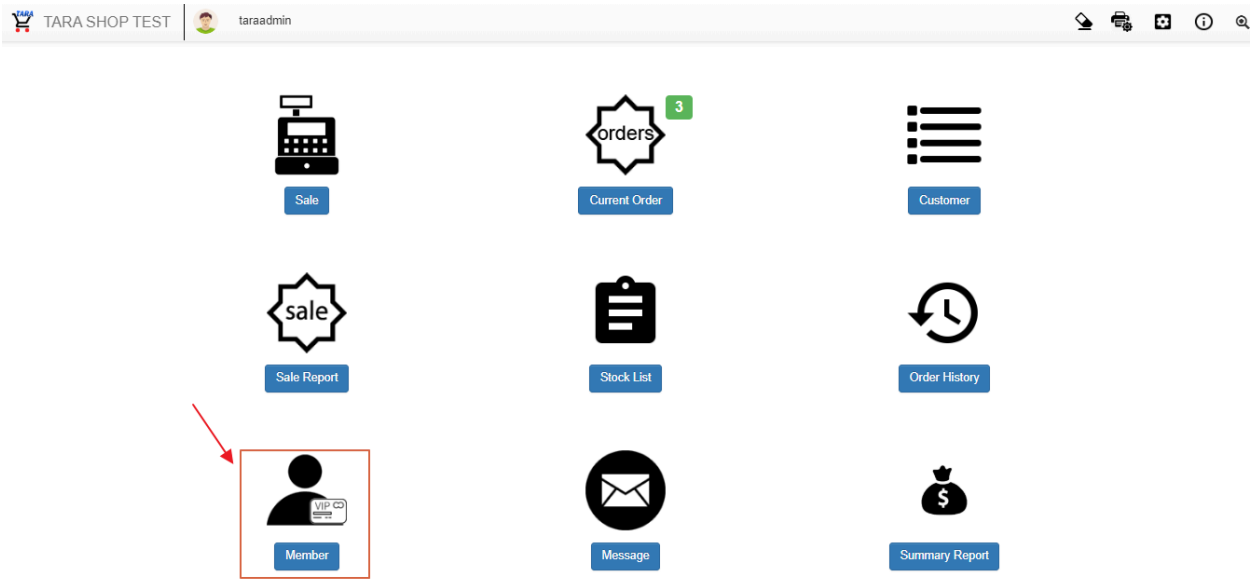
## 26.6) How to make sale return



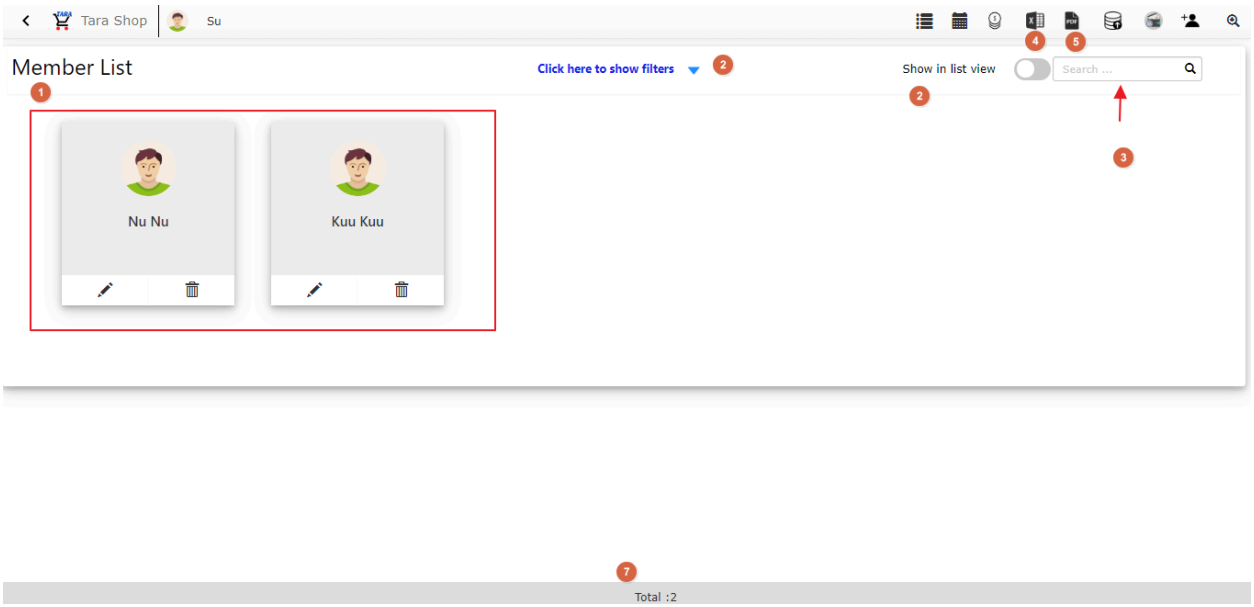

Users can make a sale return in order history by clicking the sale return icon in the order history detail page.

**Note: Users must add notes when making a sale return.**

## 27) How to check member information (Create, Edit and delete)

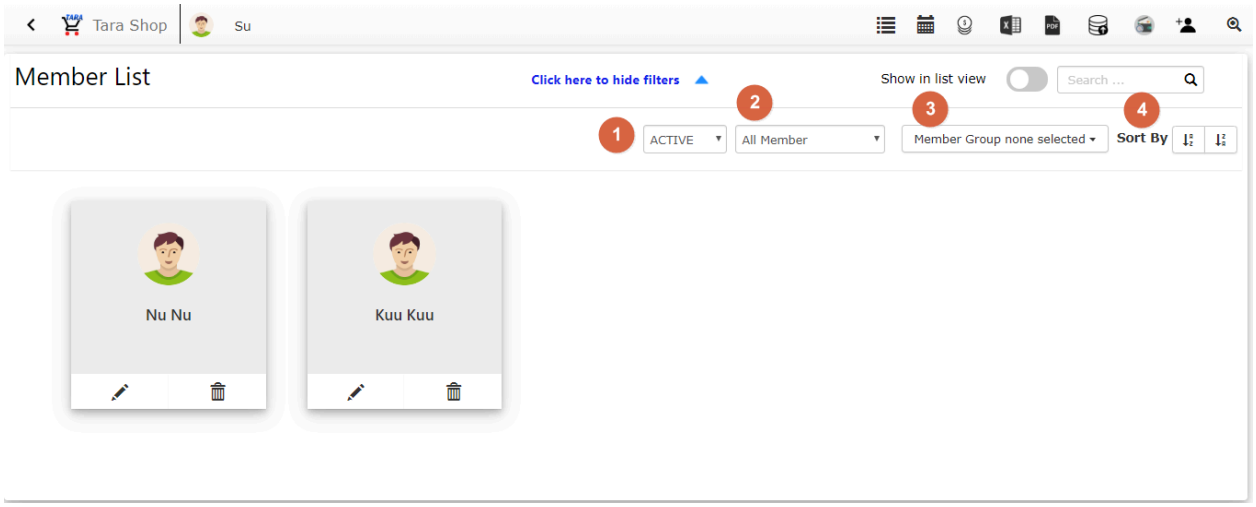



1) Click on the member and it will redirect to the member page.



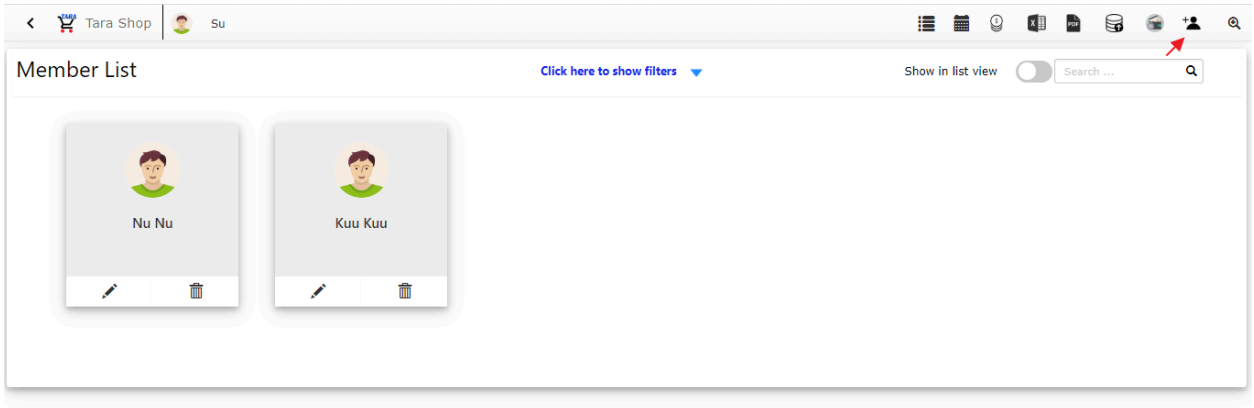

1) All Member List
2) If user open show in list view toggle and member page view will change to list view
3) User can search member name in search box
4) Users can export member lists with excel by clicking on the excel icon in header menus.
5) Users can export member lists with pdf by clicking on the pdf icon in header menus.
6) Click filter button for expand filter section in member page

## 27.1) filter section in member page

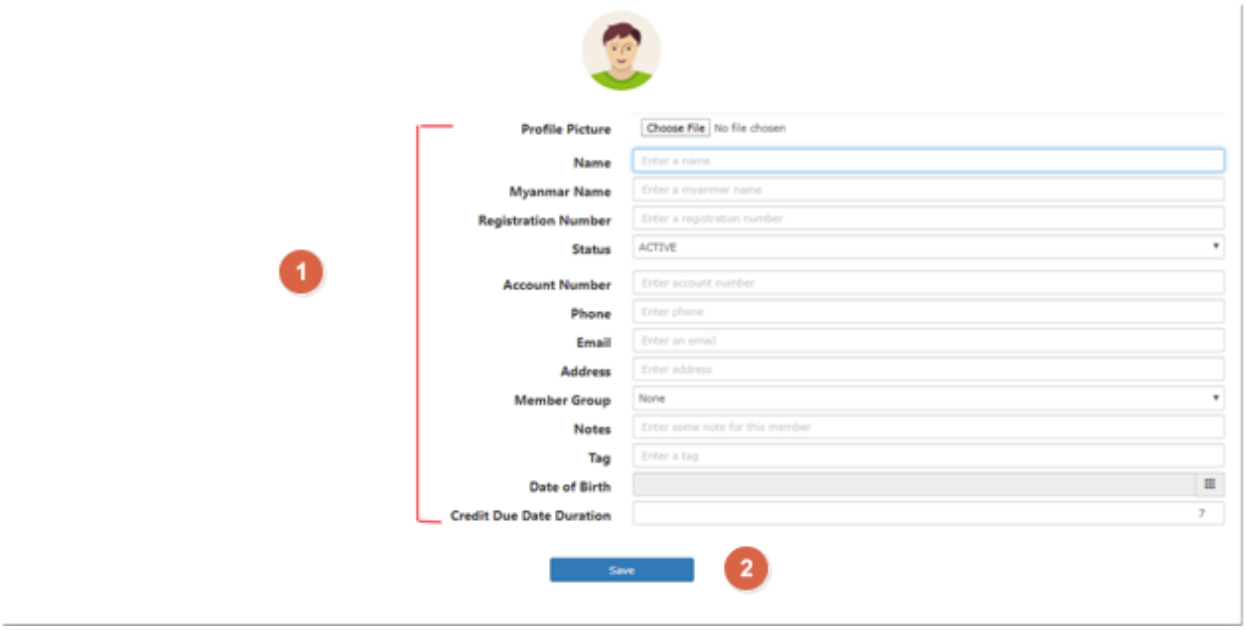



1) Can check active and inactive member list by choosing ‘active ‘and ‘inactive’ value in drop-down
2) User can check order member and non-order member by choosing ‘ order member ‘and ‘non-order member” in all member drop-down
3) Users can use member group filter drop-down and check member information.
4) Users can sort user mane with A_Z and Z_A sorting.

## 27.2) How to create new member

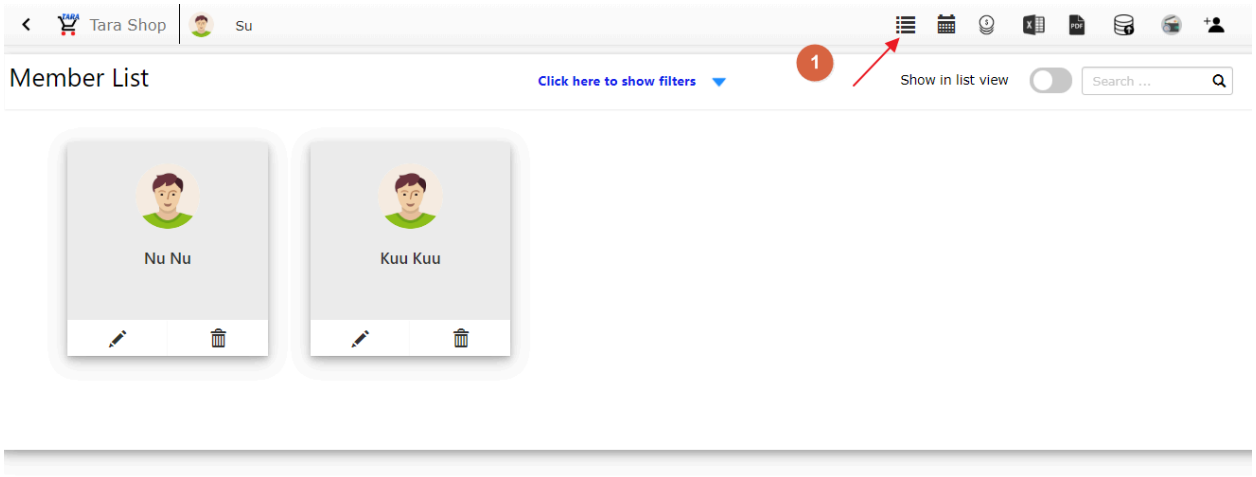



1) Click the ‘add member’ icon in the menu and it will redirect to the following new member create page.



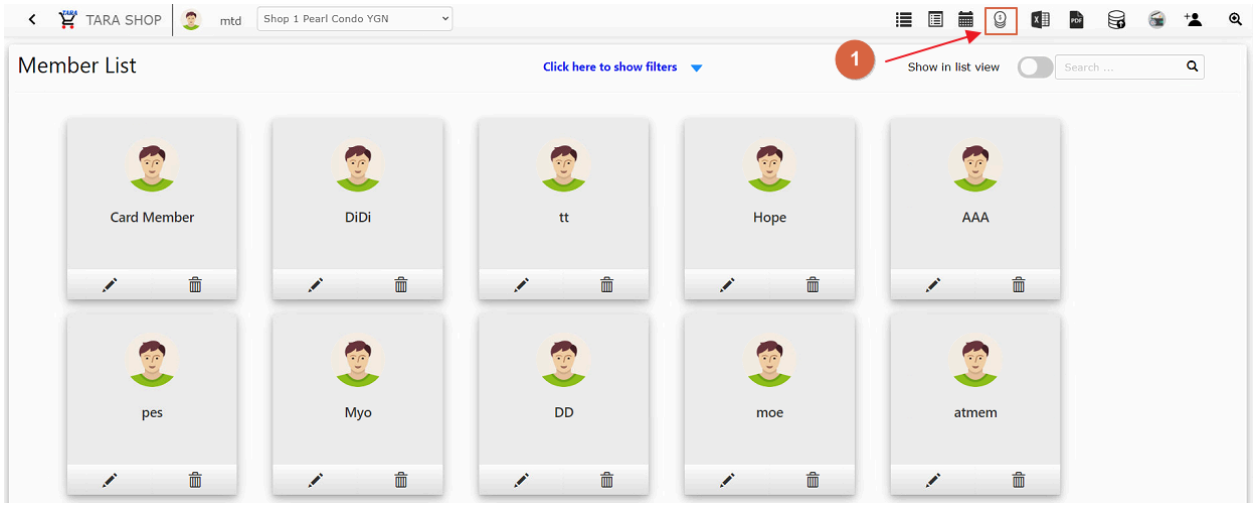

1) Add detail information for member
2) And click the save button, this member will be created successfully and it will be shown in the member list.

## 27.3) How to check Member Balance report



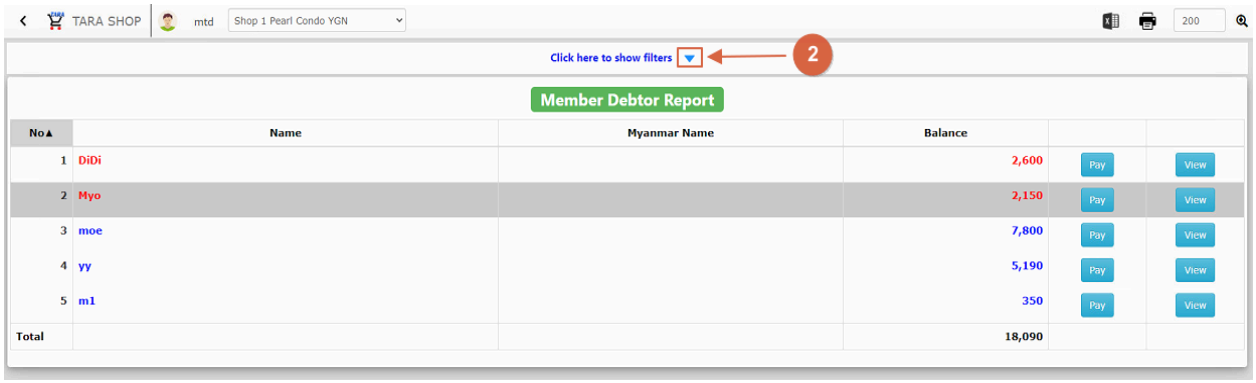

Users can check all member balance reports in the member balance report list.

## 27.4 ) How to check member debtor report

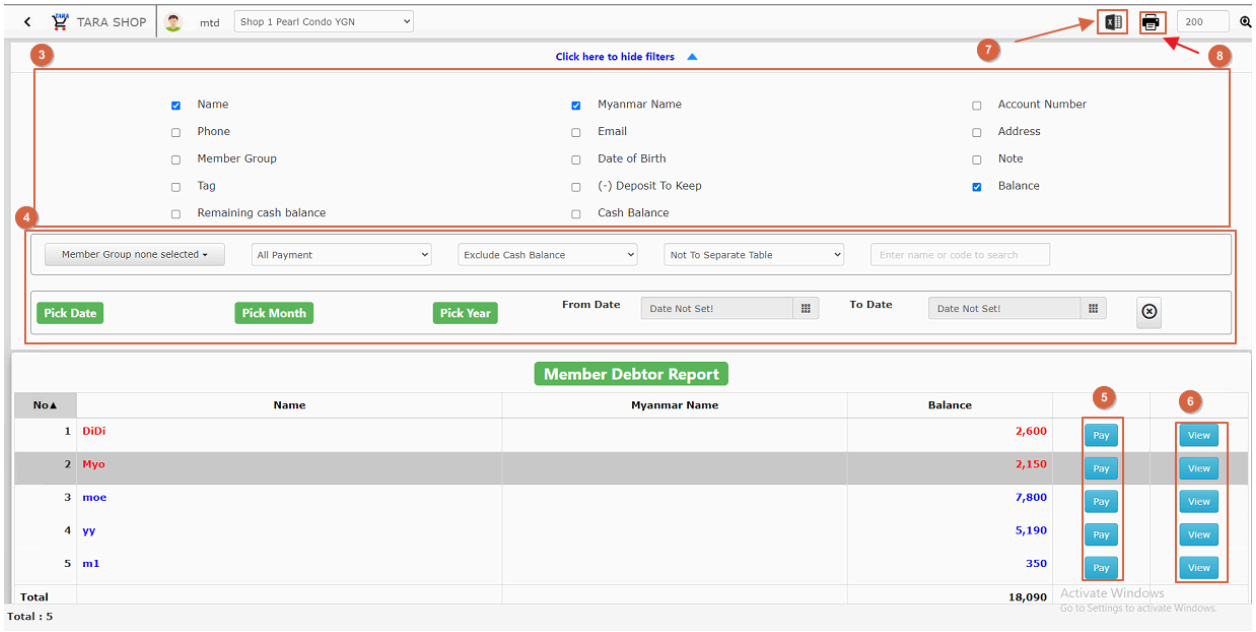



Click the member debtor report in the member page and it will redirect to the member debtor list page .

## 46.1) Member debtor report filter



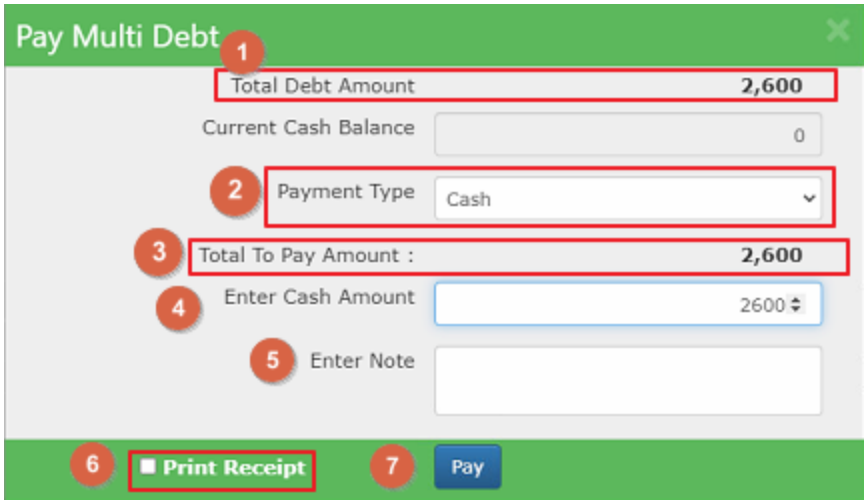

2.Click the down arrow beside "click here to show filter" and the following filter section will appear .




3. Users can check and uncheck columns' names to show and hide those columns in the member debtor report list .

4. Users can use the filter section for the debtor report list.

5. Click the pay button and the following " Pay Multi Debt " pop-up will appear .




1) Total Debt Amount

2) Choose payment type in drop-down

3) Total Pay amount

4) Enter Cash Amount

5) Enter Note for this payment

6) if user want to print receipt for this transaction , user need to check " Print Receipt " checkbox

7) Click the pay button.

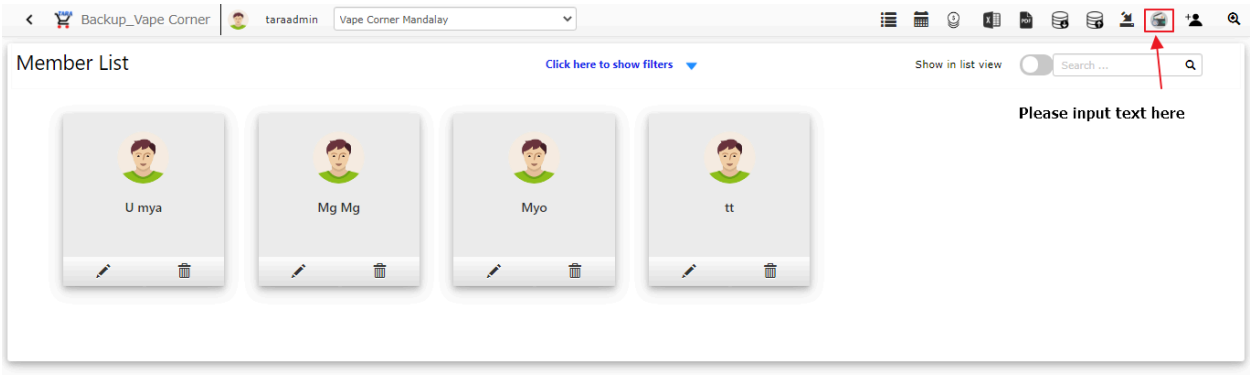
After the above step debt payment process will be successful

6. Users can check the debtor due date summary by clicking the view button .

7. User can export excel by clicking excel export icon

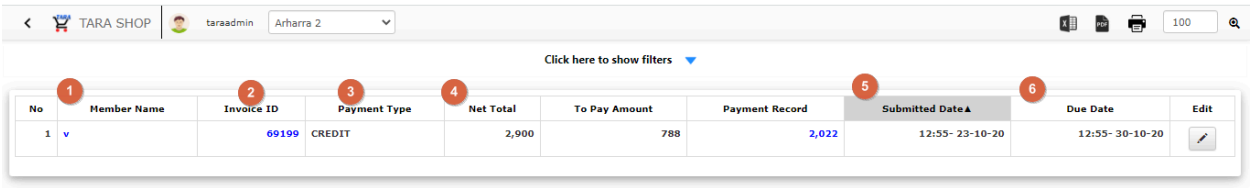
8.User can print debtor list by clicking print icon.

## 27.5) Member translation history




Users can check all number translations by clicking translation history .

In translation history , users can check the following translation history information .




1)Member name

2) Invoice ID

3) Payment type

4) Net total and To pay amount

5)Submitted Date

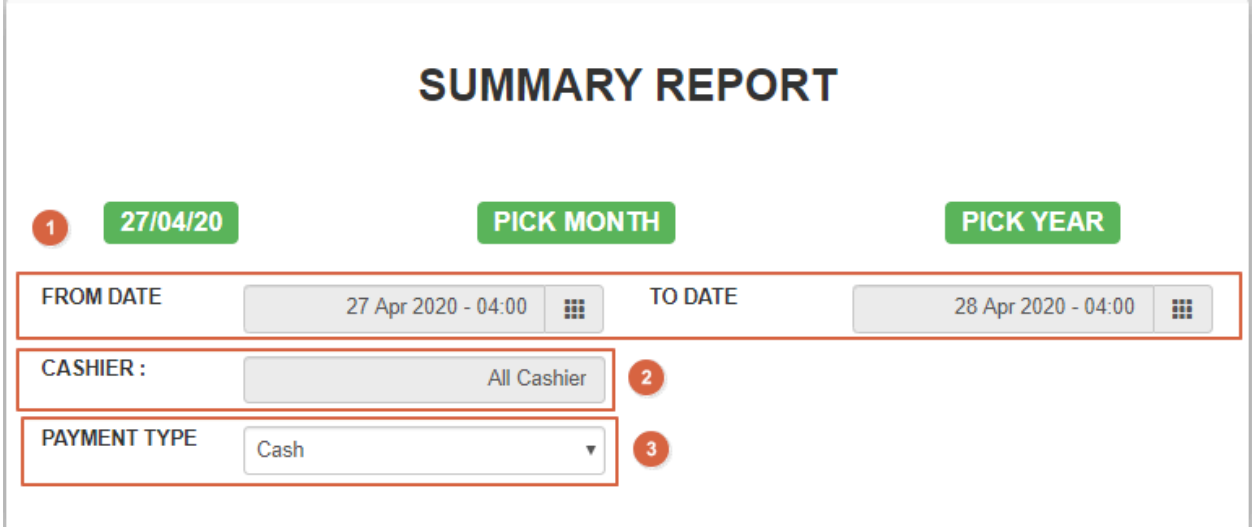
6)Due Date .

# 28) Cash report summary

In the sale report summary users can check sale summary, order history summary, pending order summary and actual cash flow summary.

Users can print all summary reports in the sale report summary.

## 28.1) Filter section in summary report




*1) "From Date" and "To Date " filter*

Users can set date and time for "from date" and "To date "filter and check sale report, order history report, cash report and current order report.

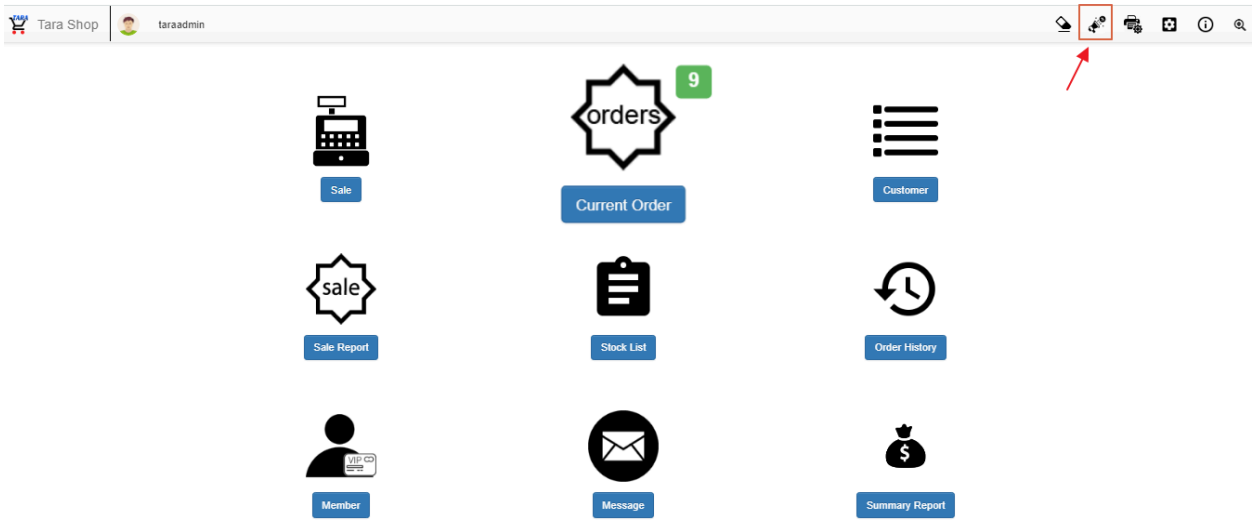
*2) Cashier*

Use a cashier filter in summary report and check sale report , sale report, order history report, cash report and current order report regarding each cashier .

*3) Payment type*

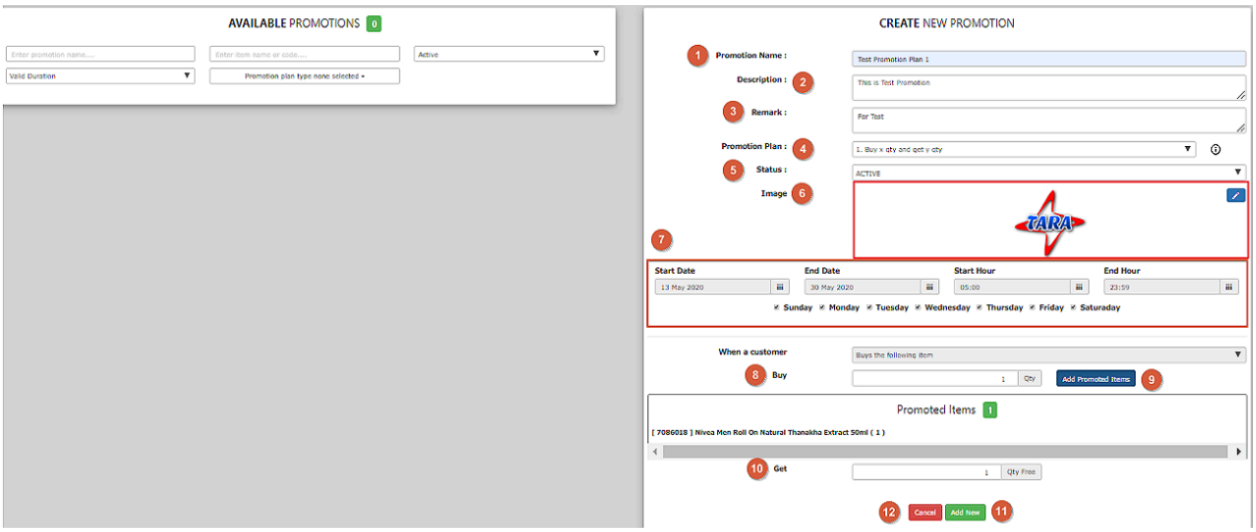
Users can use a payment type filter and check each payment report.

# 29) Promotion Features




-Click on the promotion icon and it will redirect to the promotion set up page.

## 29.1) How to create New Promotion




### 1) Promotion name

-Enter promotion name in text box.

**2) Description**

-Users can add a promotion's description in the description text box.

**3) Remark**

-User can add any remark about set up promotion.

**4) Promotion plan**

-Users can choose one promotion plan that they want to set up.

**5) Status**

-User can choose one state as per the following drop-down

1) ACTIVE - If user choose this step,the promotion set up is active (promotion is working)
2) INACTIVE- If user choose this step ,the promotion set up is not active (promotion is not working)

**6) Image**

Users can attach a related promotion image for user confirmation by clicking the edit button and it will only be shown in the promotion set up form.

**7) Promotion Date/Hour/Day**

Users can define and choose custom promotion date, hour and day //User can define promotion period in date time section by choosing promotion starting date and ending date.

**8) Buy Item**

-User must define item quantity that want to give promotion in 'Enter quantity ' text form

-User must define promoted items by clicking the promoted item button.

**9) Add Promoted Items Button**

This Table show all stock list with column of (No,Name,Code , Unit,Price , Barcode , Action)

**10) Get Item**

-User can type item quantity or can define like promoted items depend on promotion plan

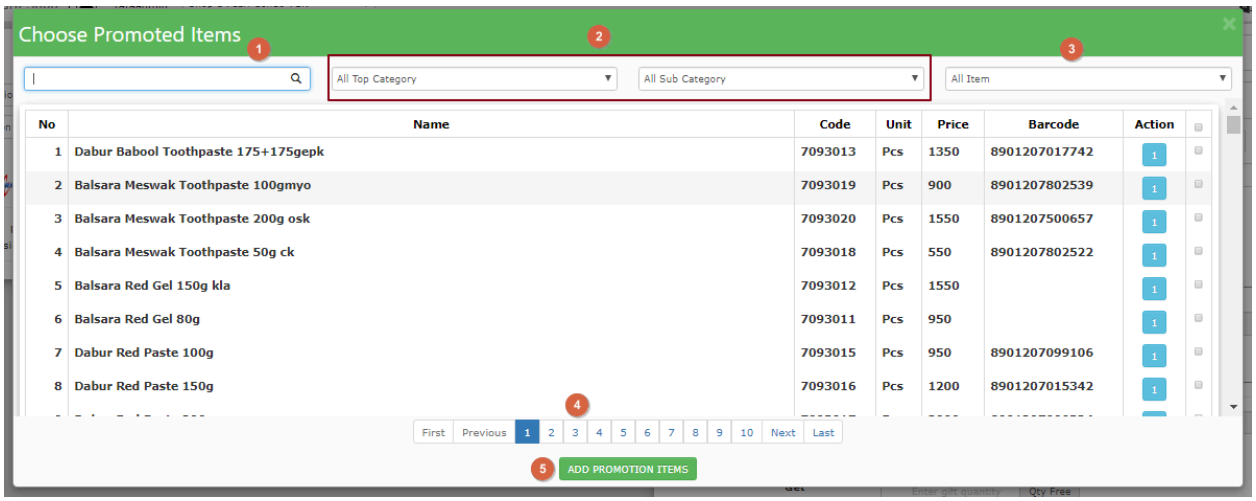
**11) Add New Button**

-User can finish promotion set up after clicking 'Add New' button

**12) Cancel Button**

-If the user clicks the 'Cancel' button ,all promotion set up data will clear.

## 29.2) How to filter in choose promoted item form




**1) Search**

-Search Item by item name , item code and barcode

**2) All Top Category and All Sub Category**

-User can search item by top category and sub category filters

**3)All Item & Selected Item**

-All Item filter fall all items as per filters

-Selected Item fall as per user selected item

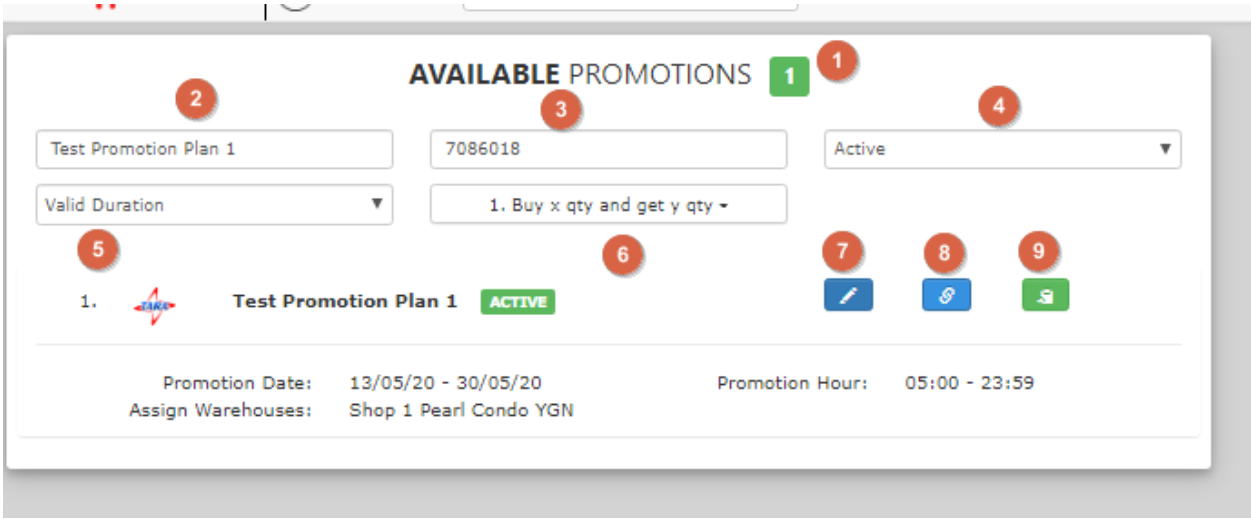
**4)Pagination**

-User can choose and see each page of all items with pagination

**5) Add promoted items button in choose promoted item form**

-User can finish adding promoted item by clicking promoted item button after selected that user want to give promoted items

## 29.3) Filter Section in Promotion




-User can filter related data like in the image

**1)**User can see promotion count number that right side of available promotion

**2)**User can search using promotion name filter

**3)** Search Item by item name , item code and barcode

**4)**Users can search about the promotion state in the promotion list using ‘All promotion’ , ‘Active’ or ‘InActive’ state filter.

**5)**User can search duration filter which All Duration and Valid Duration mean that current time is enter in Promotion period

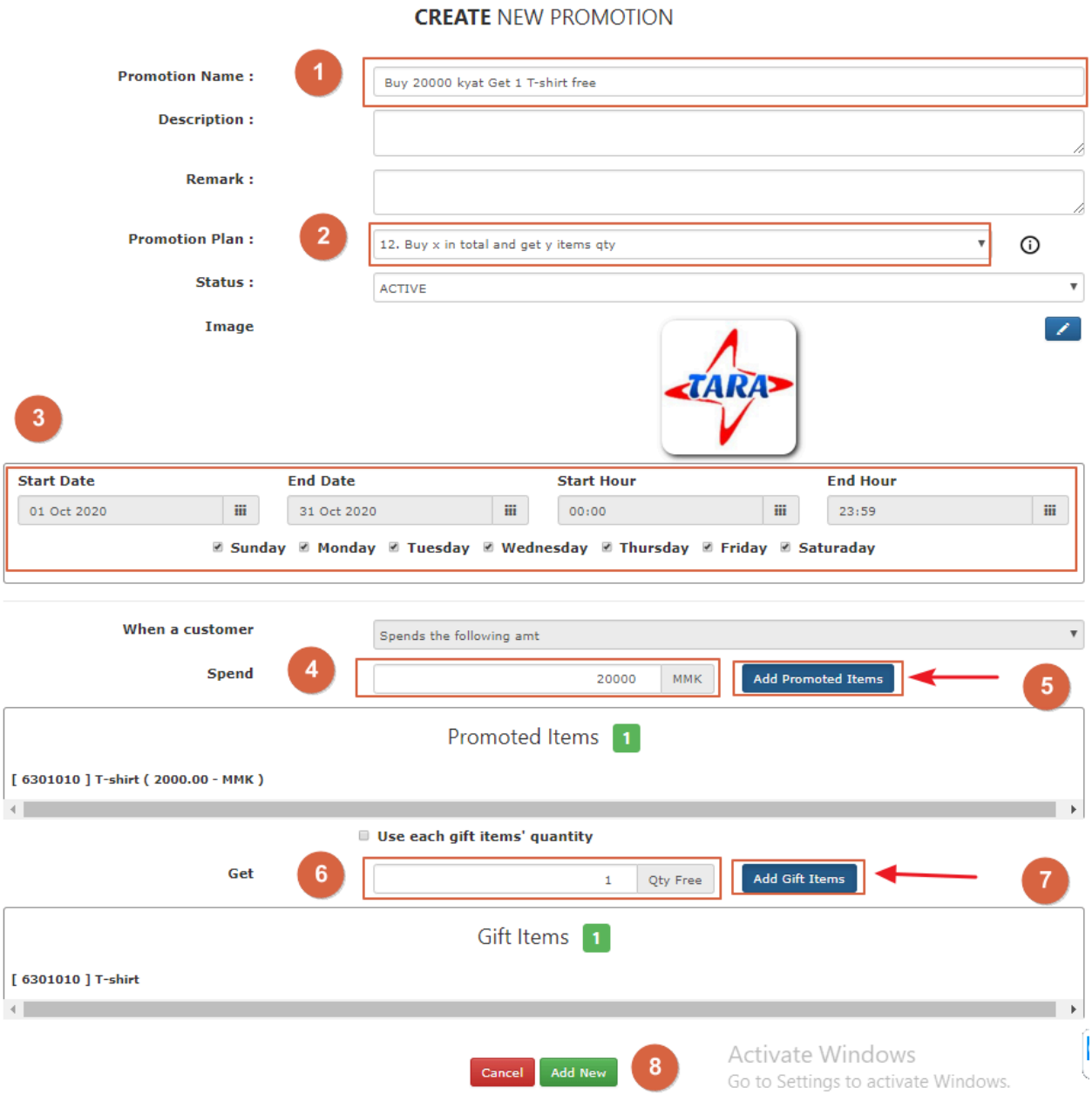
**6)**User can search Promotion using promotion plan type filter

**7)**User can edit everything about promotion by edit button

**8)**User can click ‘sale report button’ that link to sale report about promoted items

**9)**User can click ‘copy promotion button’ that copy same to current promotion

## 29.4) How to create duplicate promotion items by using promotion plan 12.




1) First add a promotion name.( eg -**Buy 20000 kyat get1 T-shirt free**)

2) Choose "promotion plan 12 " in promotion plans drop-down.

3)And define promotion periods .( eg- 1 October 2020 to 31 October 2020)

For example : If users buy T-shirts with 20000 kyats , the user will get one T-shirt as a gift .

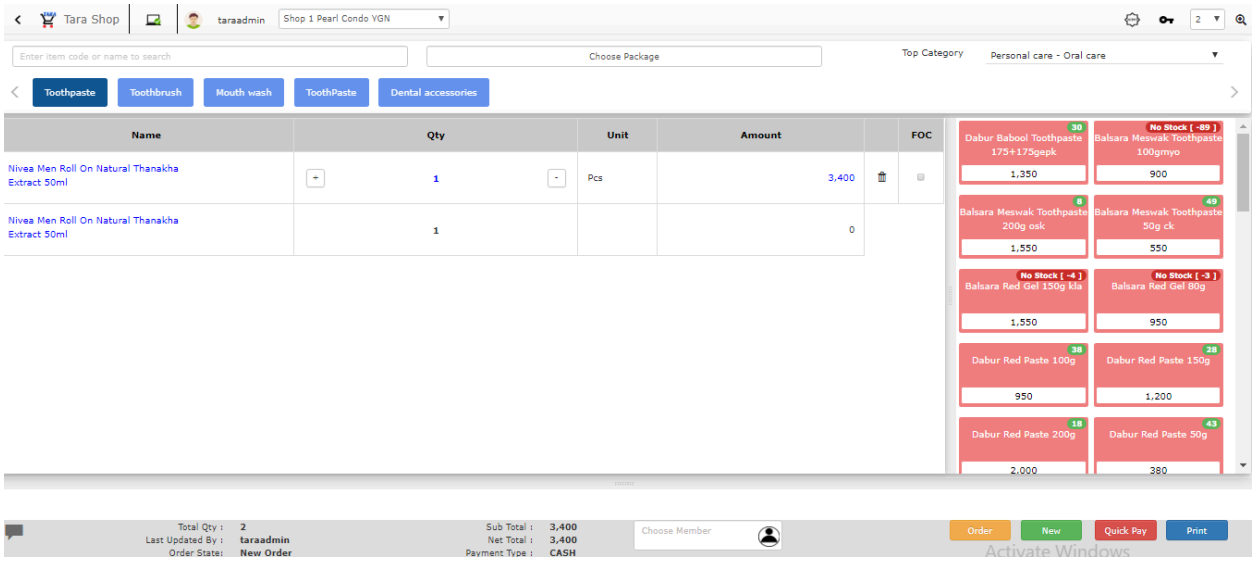
That ‘s why users should add 4 ) 20000 kyats in the spend amount .After that click the 5) Add Promoted Items button to add “T-shirt ” items . And then add 6) “1 “ in the gift quantity and click 7) add a gift item button to add one “T-shirt “ item .

7) And then click the "Add New" button for saving promotion plans .

After creating the above promotion plan , can apply this promotion in terminal

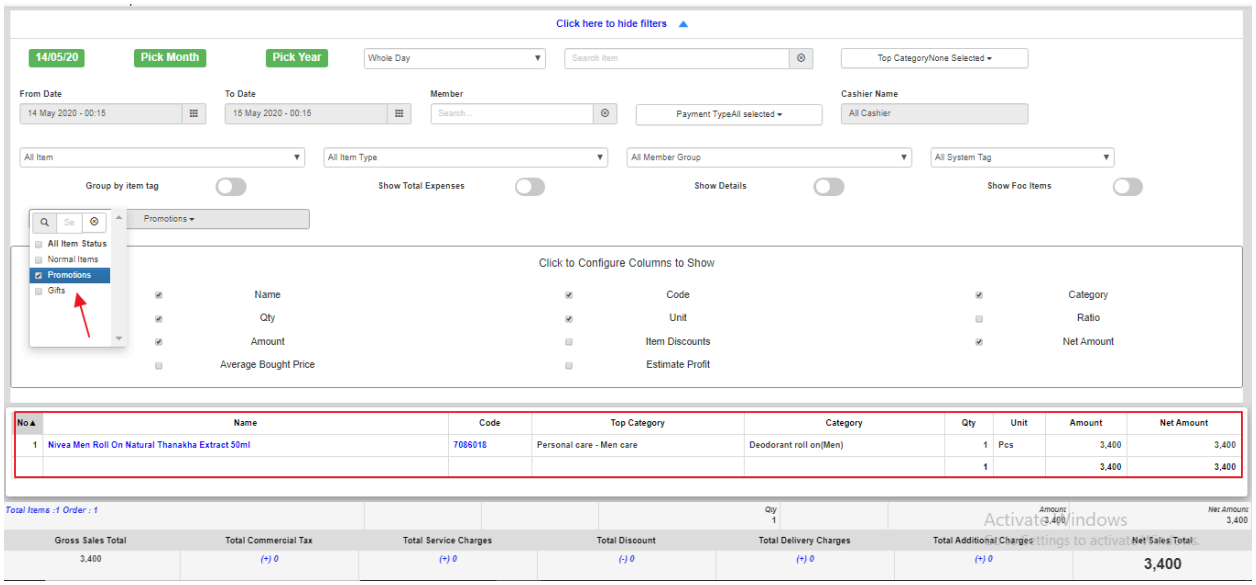
Users can use **T-shirts** as a promotion item and create different promotion plans like “**Buy 50000 kyat get 2 T-shirts as a gift** “ by using promotion plan12 in the same promotion periods .

## 29.5) How to show promotion item in Terminal



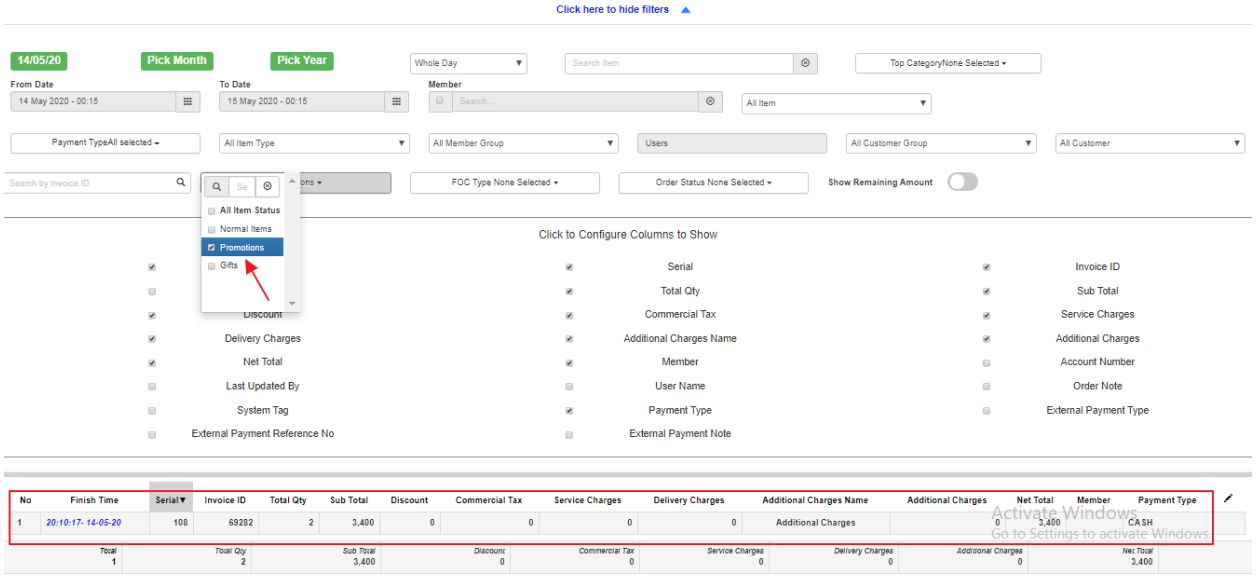

-User can see in the form of ‘buy 1 get 1’ because the promotion set up is (Buy 1 Get 1) promotion plan.

## 29.6) How to check promotion item and gift item in sale report

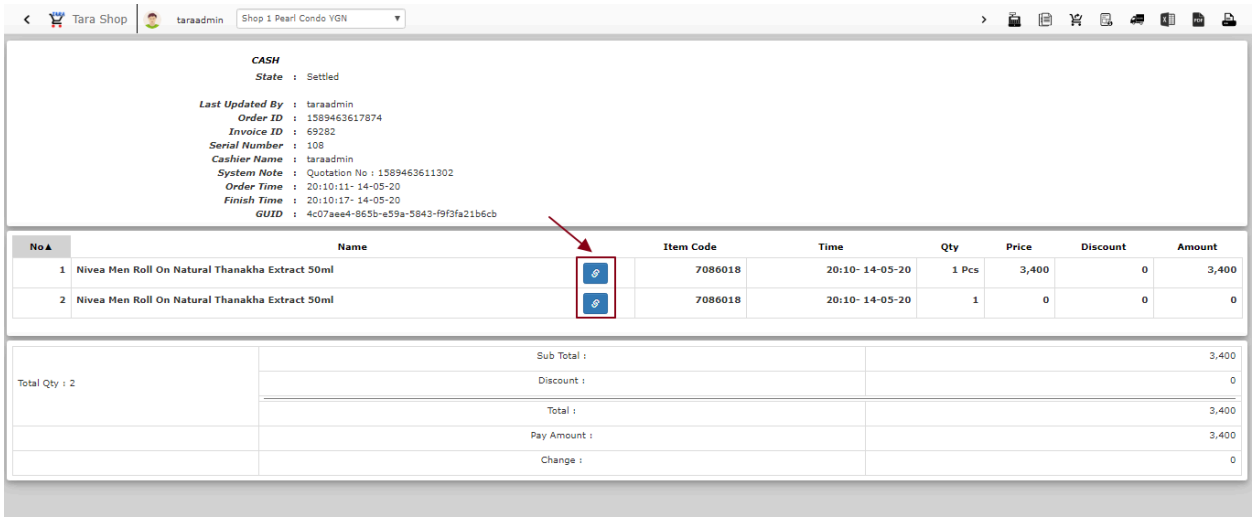



**1)** User can check promotion items by selected ‘promotions’ and gift items by selected ‘gifts’ in ‘All Item status’ filter

## 29.7) How to check promotion order in order history




- User can check promotion items’s order by selected ‘promotions’ and gift items’s order by selected ‘gifts’ in ‘All Item status’ filter

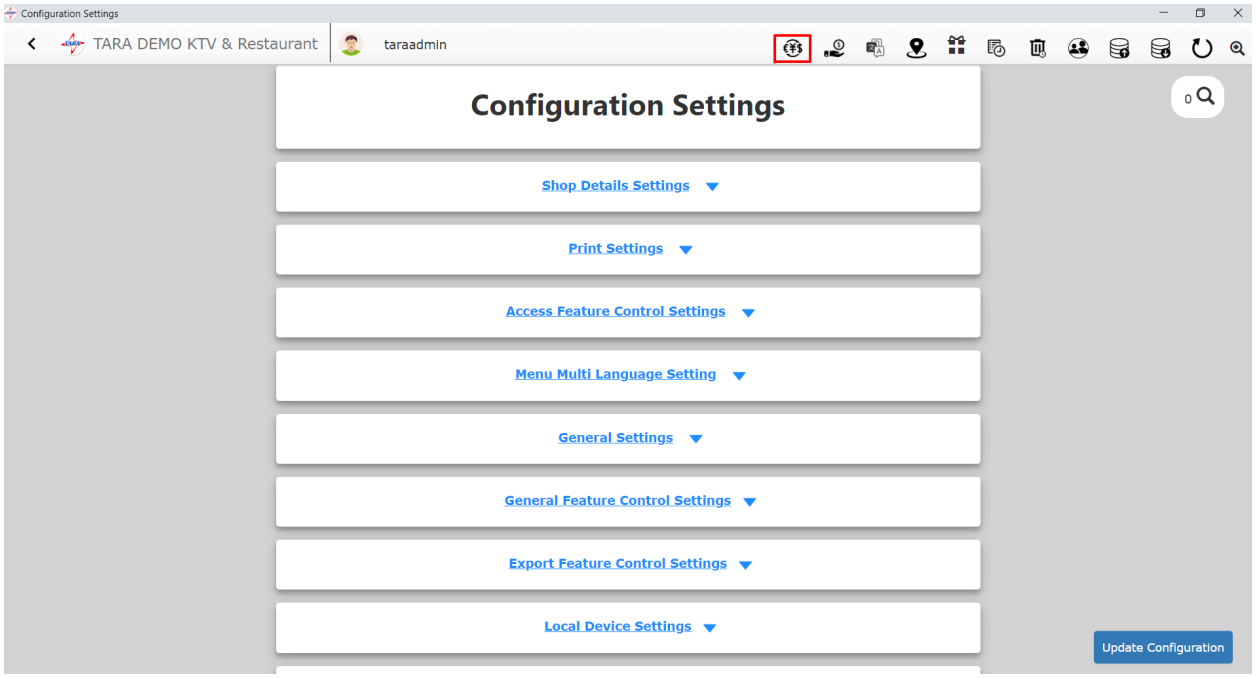



-User can check that the blue button in image in order detail link to related promotion set up page

**Note: User can define the various of promotion because promotion plan are so many in our software**

## 30) Multi currency

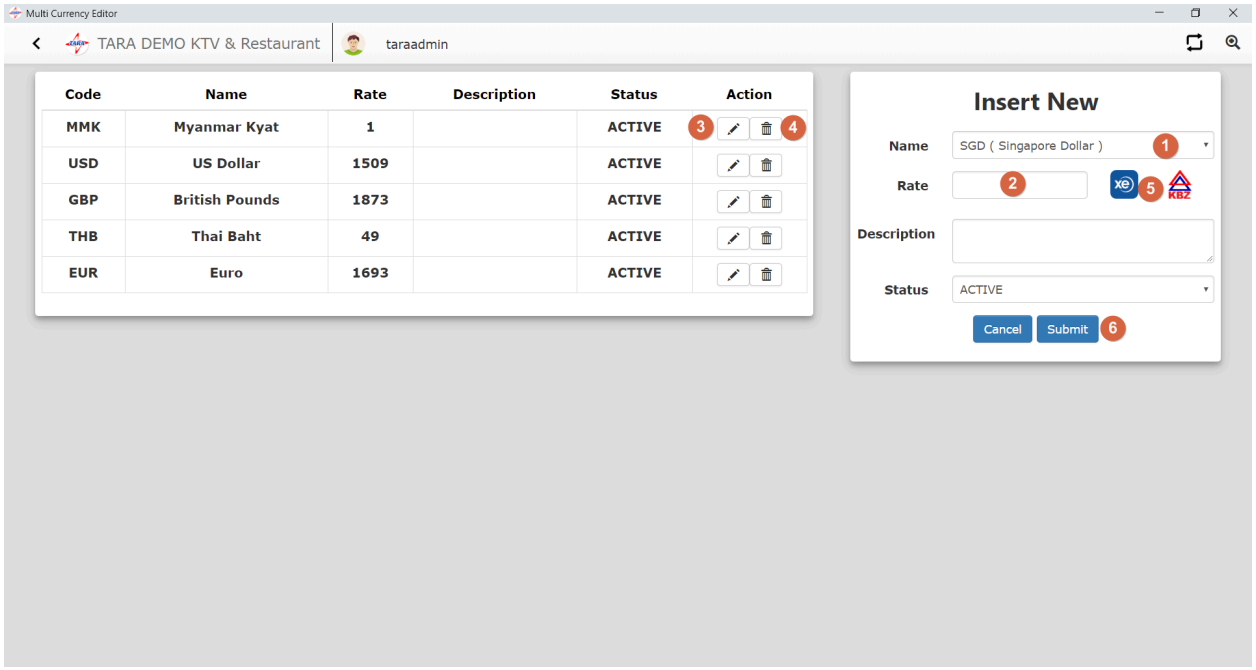
-Multi currency icon is Following




What is Multi Currency?

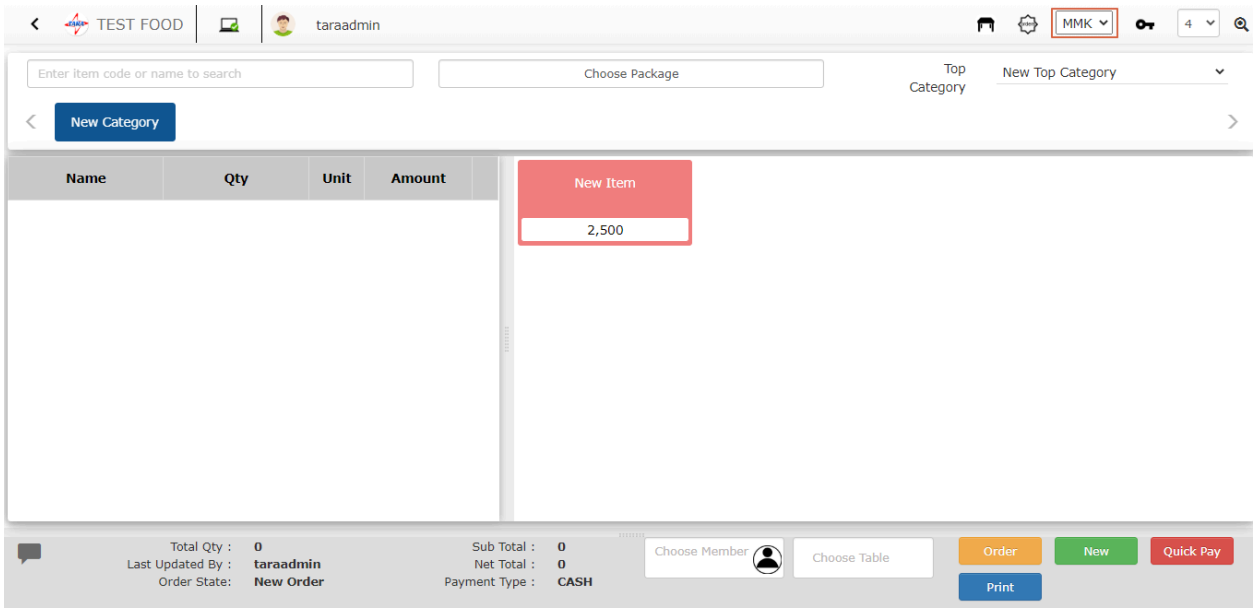
A system of money in general use in a particular country.e.g(MMK,US Dollar,ect….)

## 30.1) Multi Currency Button and Filed



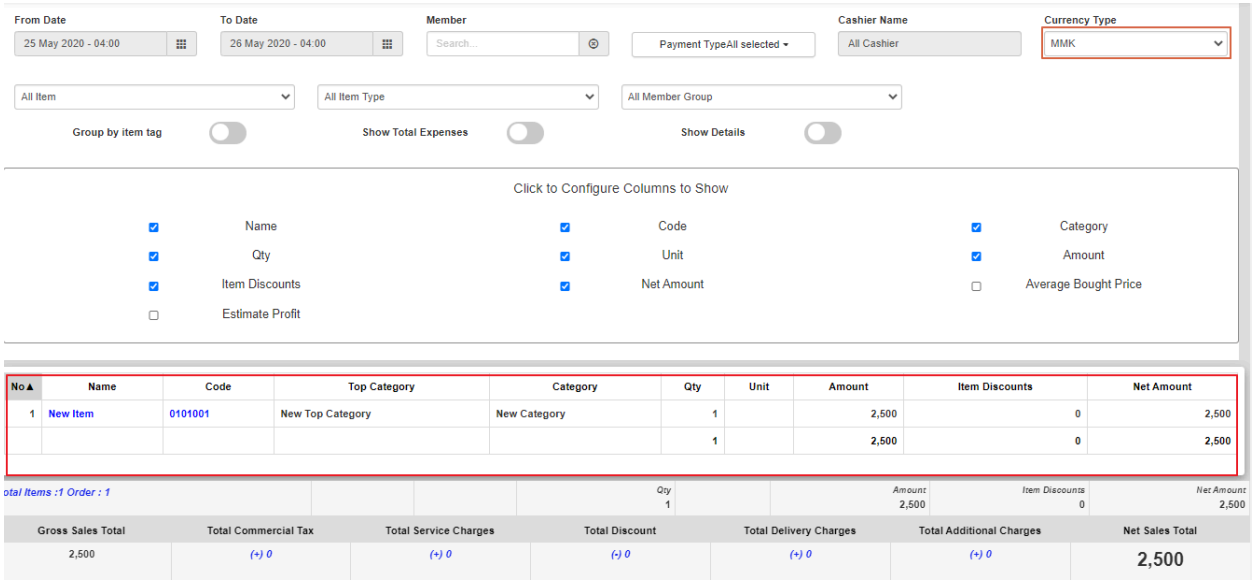

1) Name of your choice currency type.
2) Your shop is saved currency rate input.
3) You want to change the currency rate.
4) You want to delete currency type.
5) Day by day currency exchange rate is shown.(remark-Require internet connection).
6) All of the input is confirmed by clicking the submit button.\

## 30.2)How to use Multi Currency in Terminal

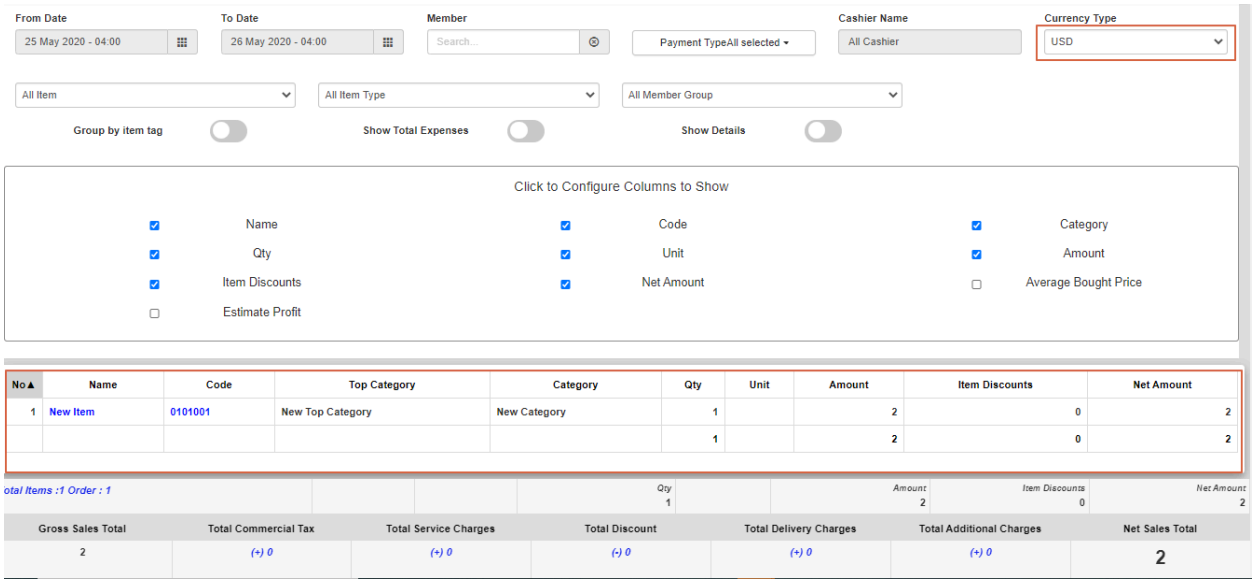


-Above photo in red cycle you want to change currency type with selling.(e.g:MMK,USDollar ,ect...)

## 30.3) How to Check sale reports in multi Currency type.



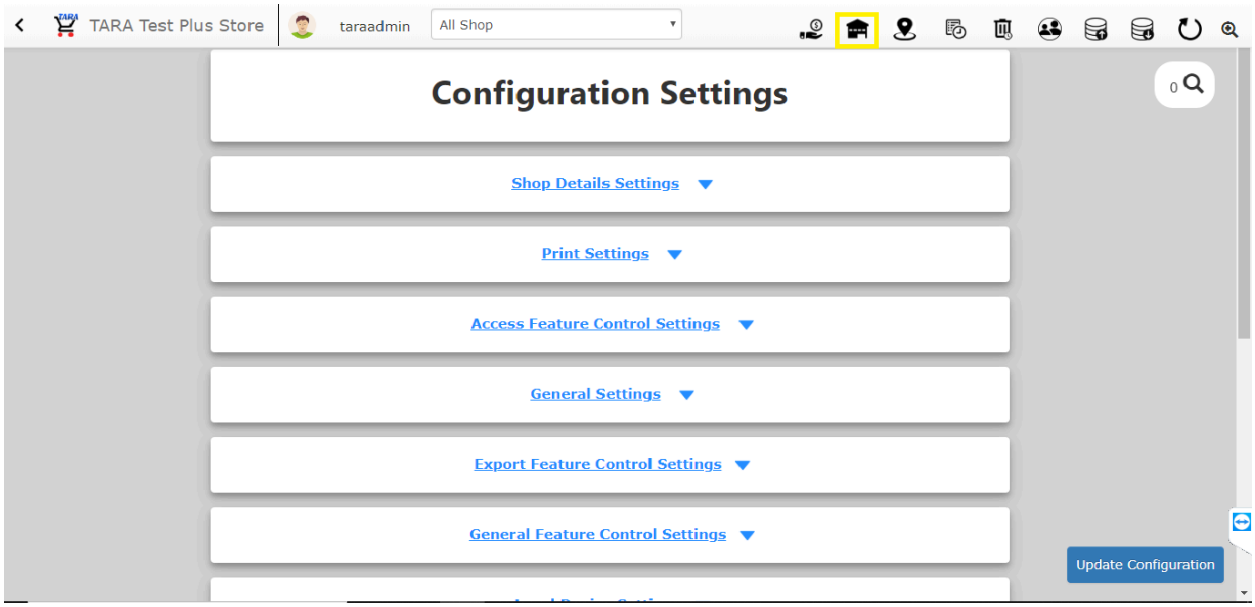

-Above image is MMK payment type.You want to change currency type in click MMK to US Dollar … other Payment type.



-Above image is USD payment type.You want to change currency type in click USD to MMK … other Payment type.

## 31) Warehouse Feature

-WareHouse Icon is Following




**-What is Warehouse**

-A **warehouse** is a building for storing goods.Warehouses are used by Manufacture,Companies,Shops,Wholesale and etc.They are located in many different places.

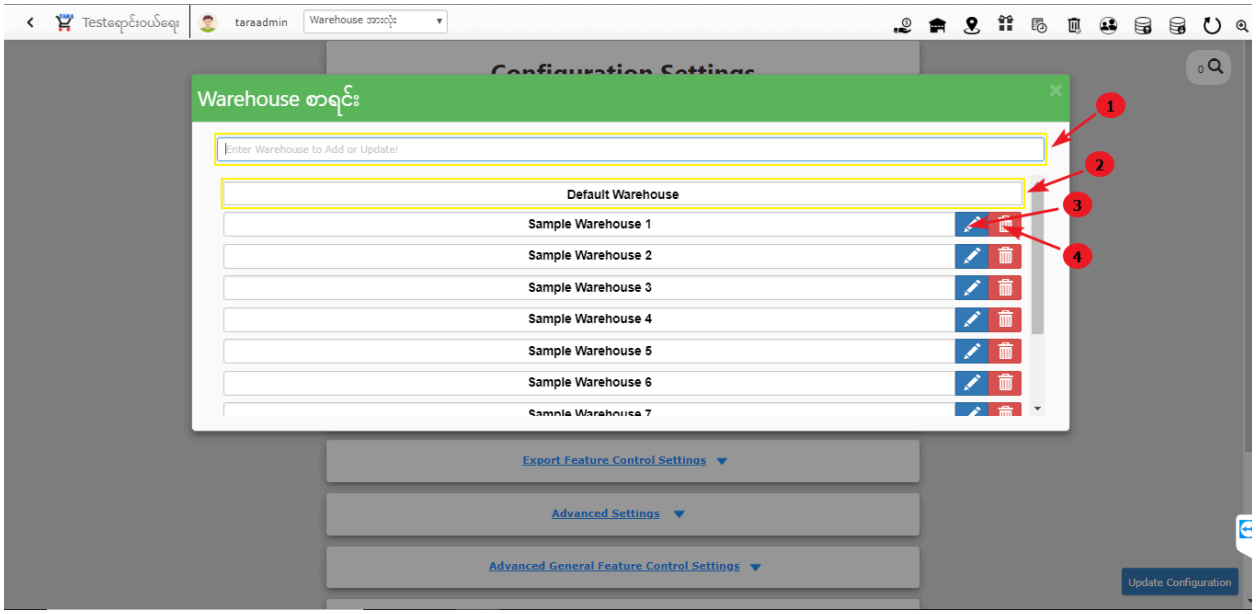
Example

-Shop 1 / Shop2

-Main Warehouse / Shop

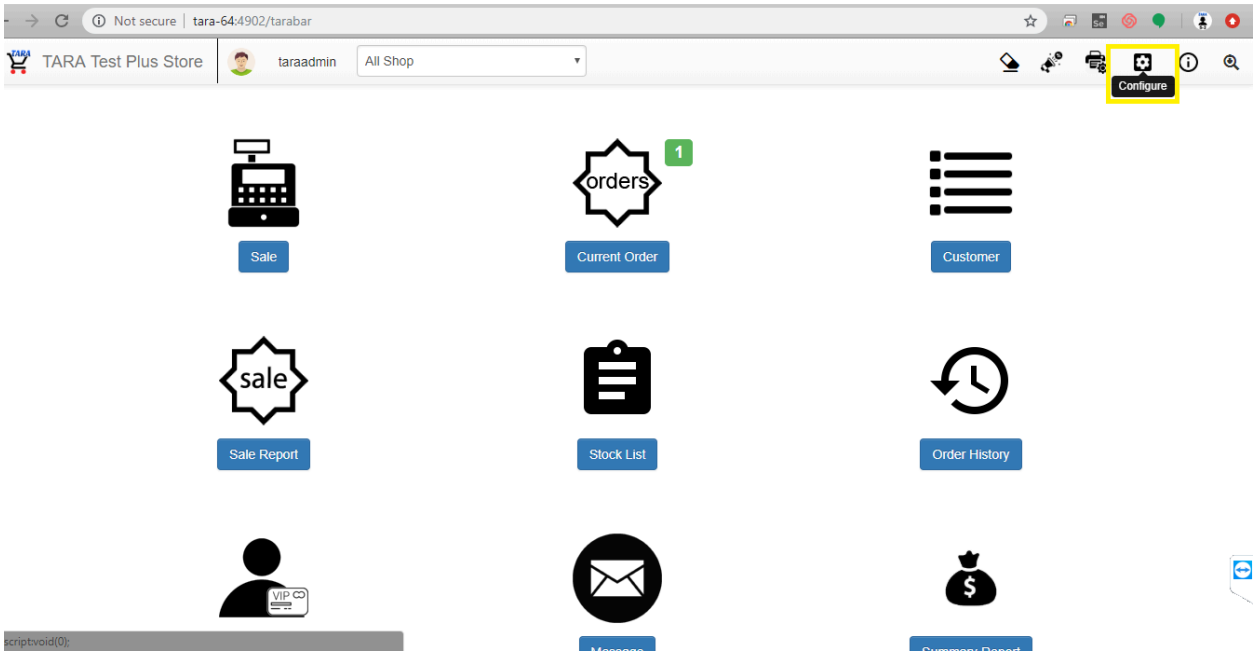
**-Warehouse Button and Field**

There are Button and Field of Warehouse Function as follows.

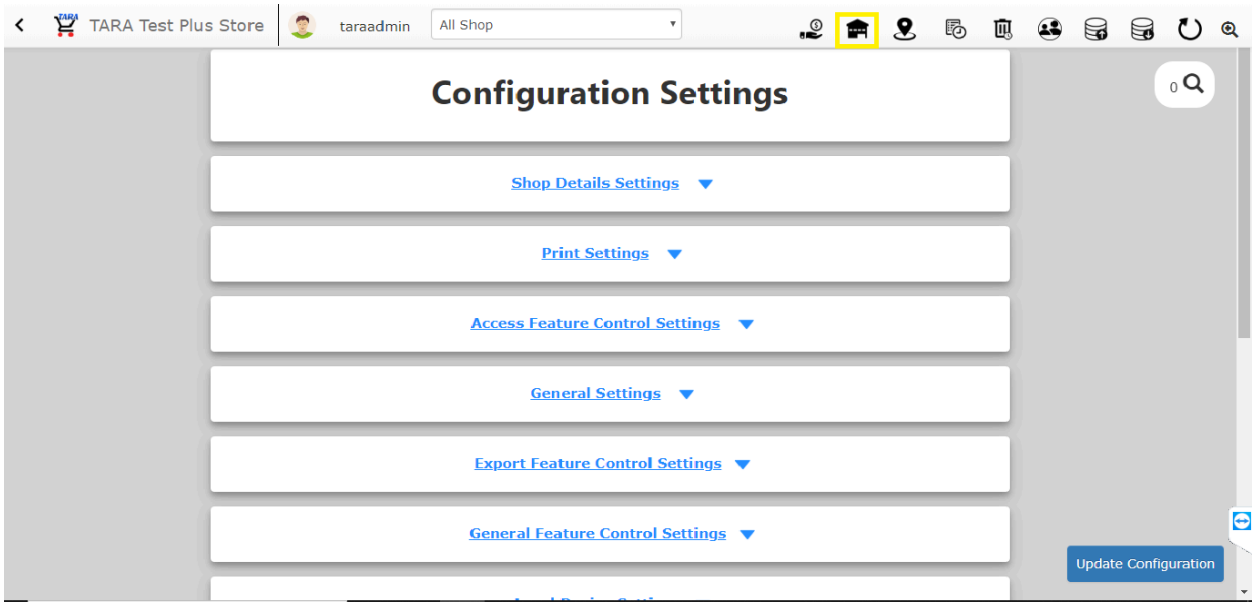



1) Name of Warehouse field that you want to add new Warehouse.
2) Default Warehouse what it is Main Warehouse from our software (can not be edit and delete)
3) “Edit button” what you want to edit information about Second warehouse.(ex. warehouse name \ address)
4) “Delete button” is what you want to delete from the warehouse.

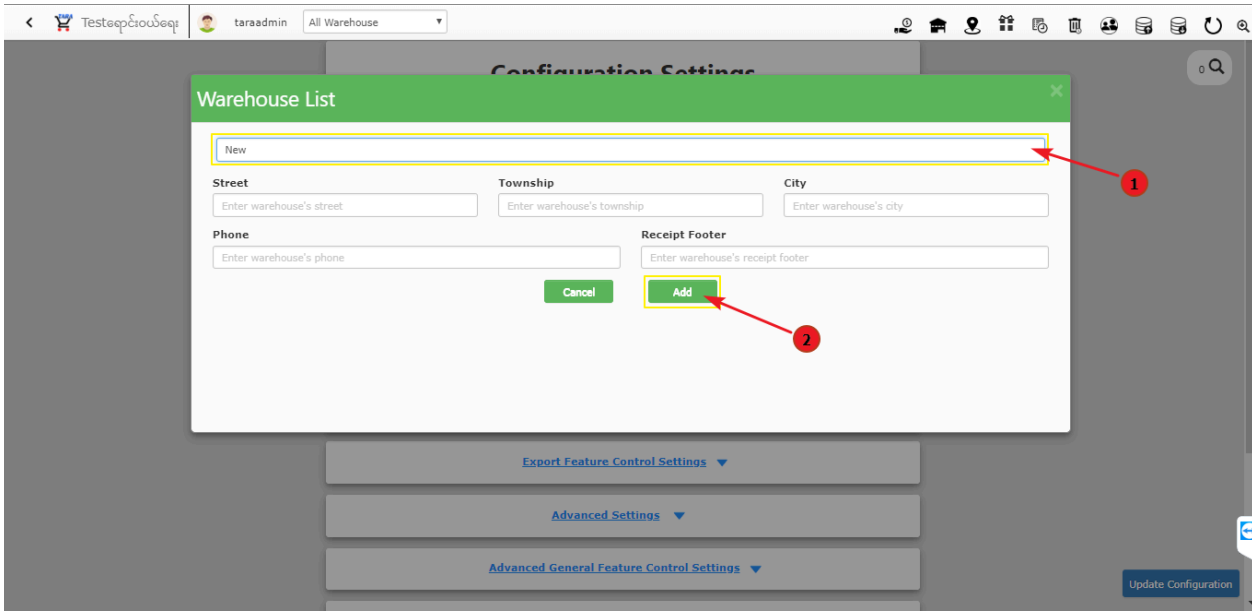
## 31.1) How to Setup New Warehouse




(step-1)Click on Configure (Show above picture)



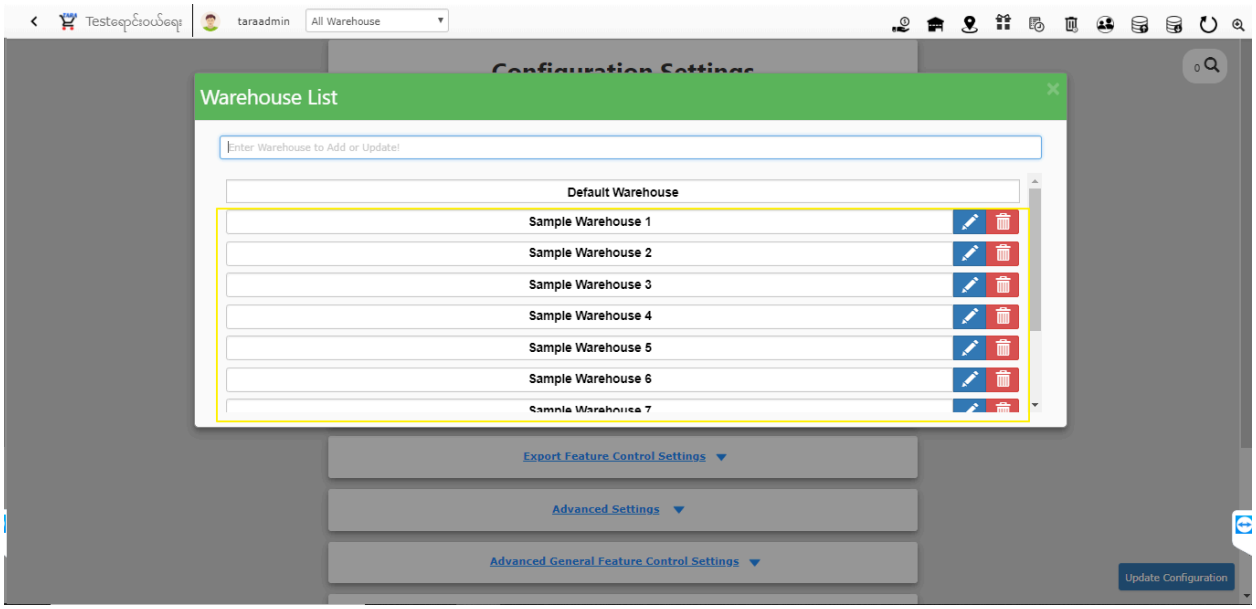

(step-2)Click Warehouse icon\button(show above picture)




(step-3) Type Name of warehouse\store ,Address and information.(Name , Address and Information are showing in Receipt\Invoice)

(step-4) Click on Add Button

## 31.2) How to Edit Warehouse

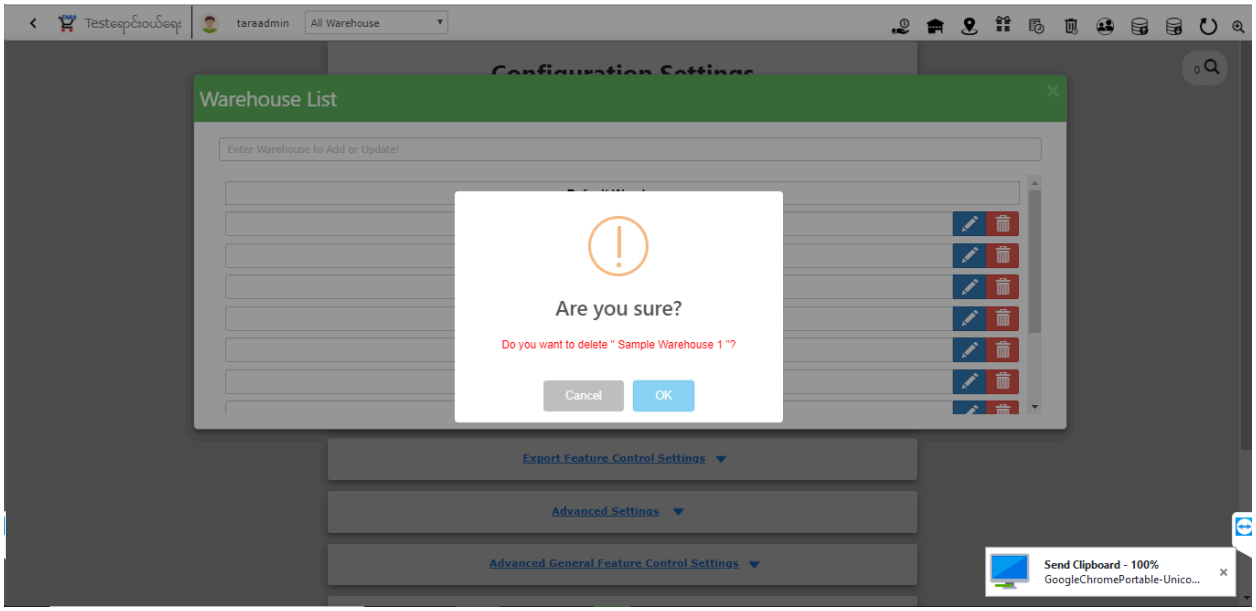



(step-1)Choice one Warehouse what you need to edit and then click “Edit Button”

(step-2)Type Name and Information of Warehouse and then click “Update Button”

Update

## 31.3) How to Delete Warehouse




(step-1)Choose one Warehouse what you want to delete and then click on “Delete Button”

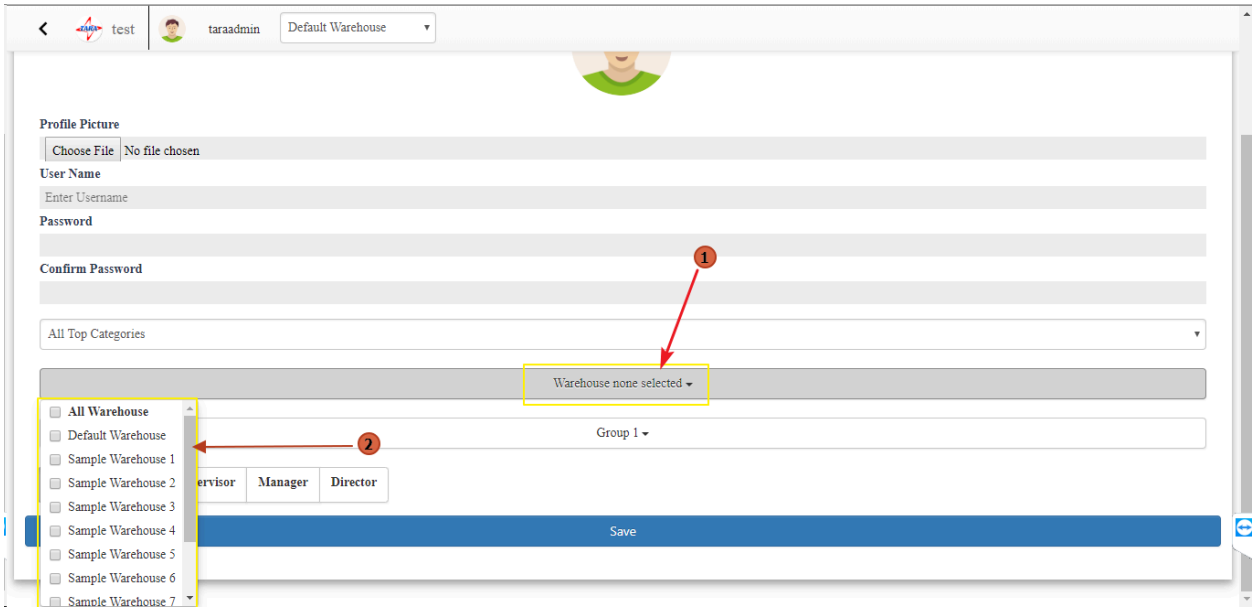
(step-2)Click on “OK Button”

OK

## 31.4) How to Configure Warehouse with User

-This Step can already have User account state or Create New User state.

-The Configuration of Warehouse with User steps are follows.




(step-1)Choice User which you want to assign with warehouse and then click on “Warehouse non select”

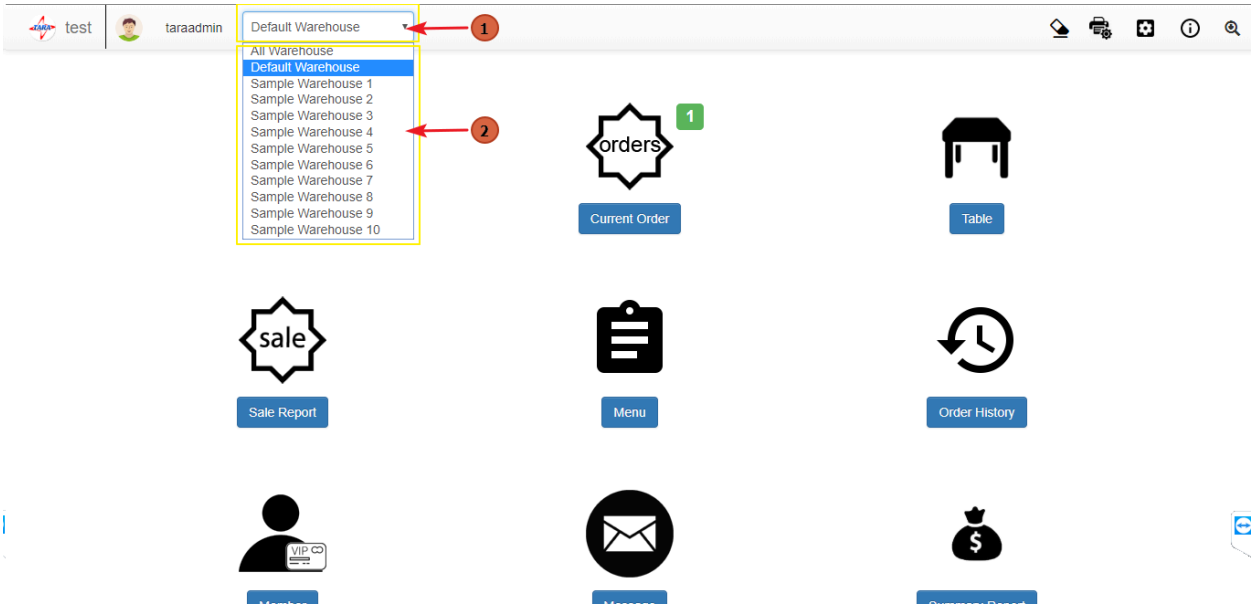
(step-2)Choice and tick the Warehouse which you want to assign

(step-3)Click on “Save Button” 


## 31.5) How to Change Warehouse in Sale and Reports

-This step will help High Level Users manage all Warehouse permission.

-There are places Change Warehouse in Our Software.



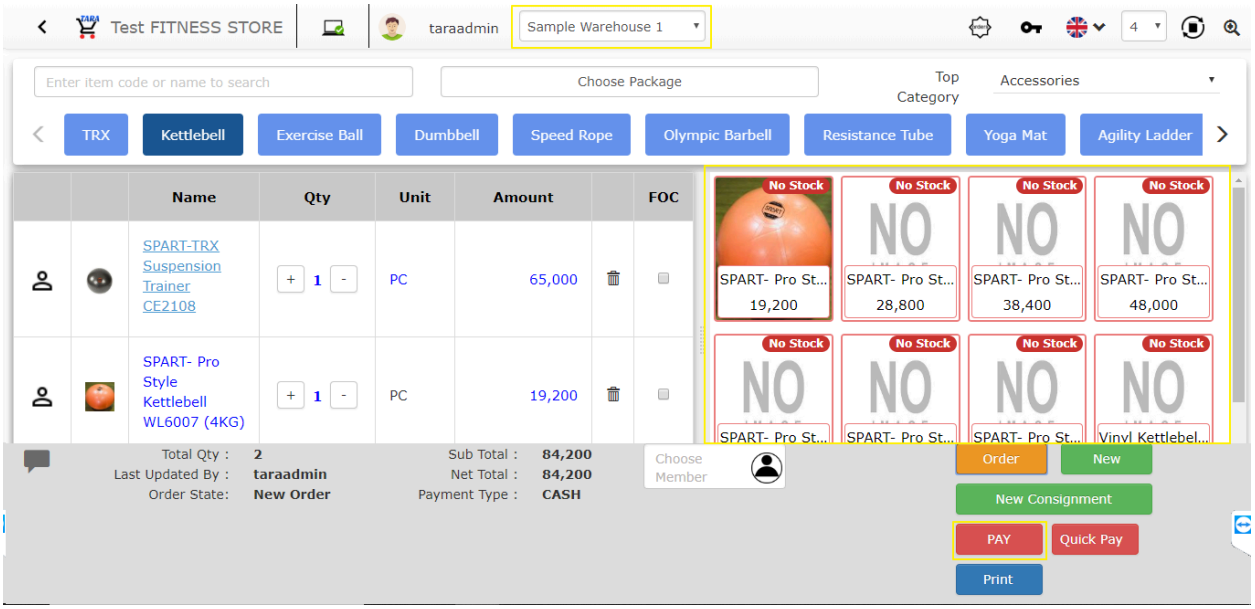

1)Show the Warehouse what you selected.

2)Show All Warehouse and selection field what you want.

-Above Steps, change Warehouse in the whole function of our system.

and then can do what you want to do. (Example - Sale or Reports)

*For Example - Sale with Warehouse*

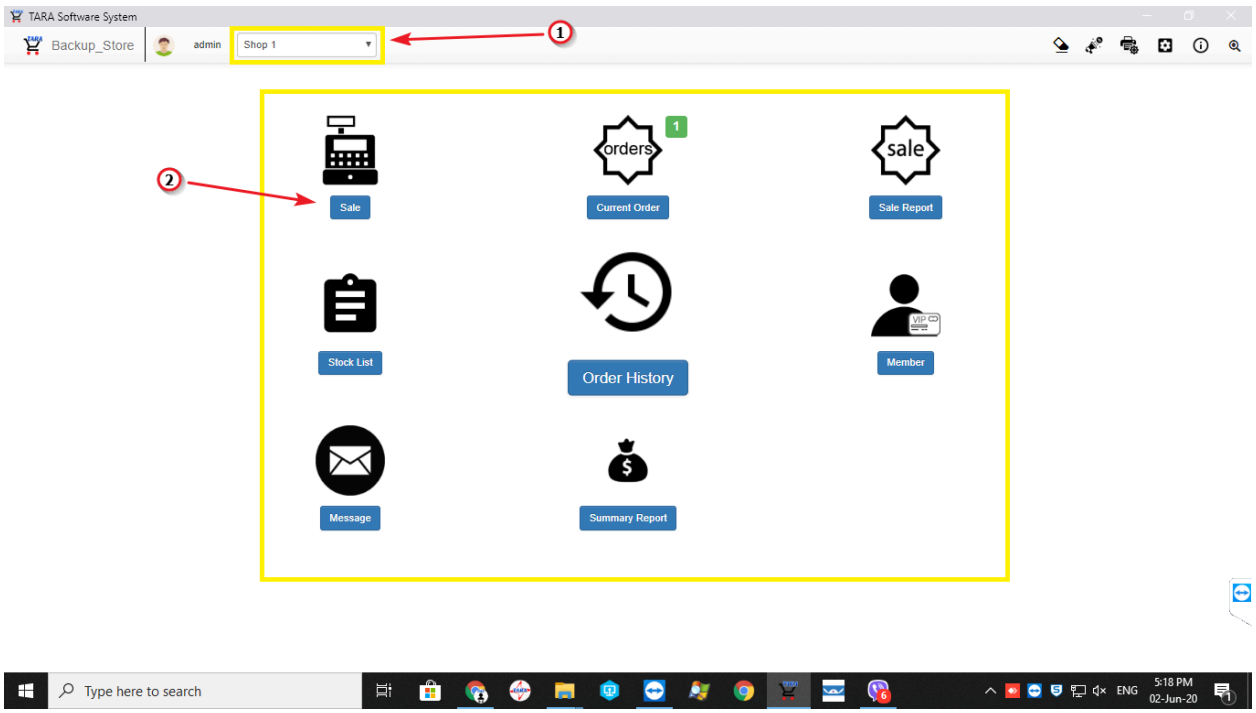



(step-1) Choice and Change Warehouse what you want to sell menu\item in Warehouse.

(step-2) Click Sale\Terminal and then sell and settle it.

The above steps are a sale\order with the present Warehouse.

For Example - View Reports with Warehouse




(step-1) Choice and Change Warehouse what you want to see Reports.

(step-2) Click Reports (Sale , Stock list\Menu , Current Order , Order History , and etc.)

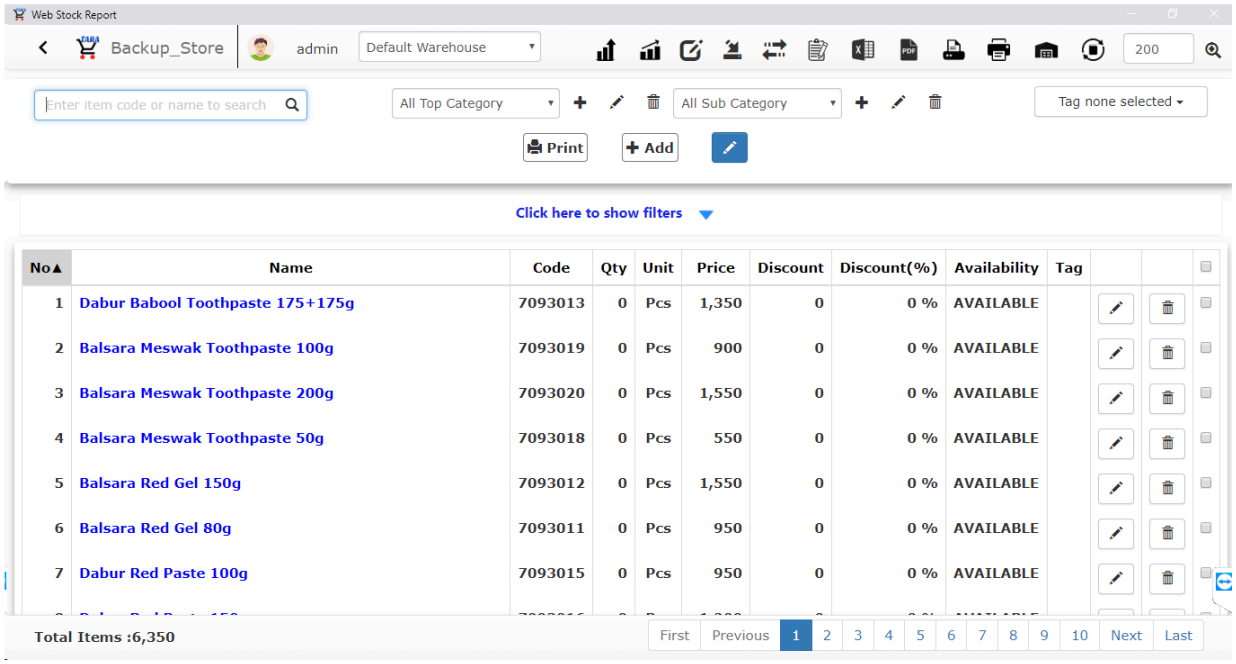
The above steps are see Reports with the present Warehouse.

## 31.6) How to Stock In\Out , Move\Transfer & See Stock Report with Warehouse

The usable Buttons of Stock are as follows.

1. Add button 

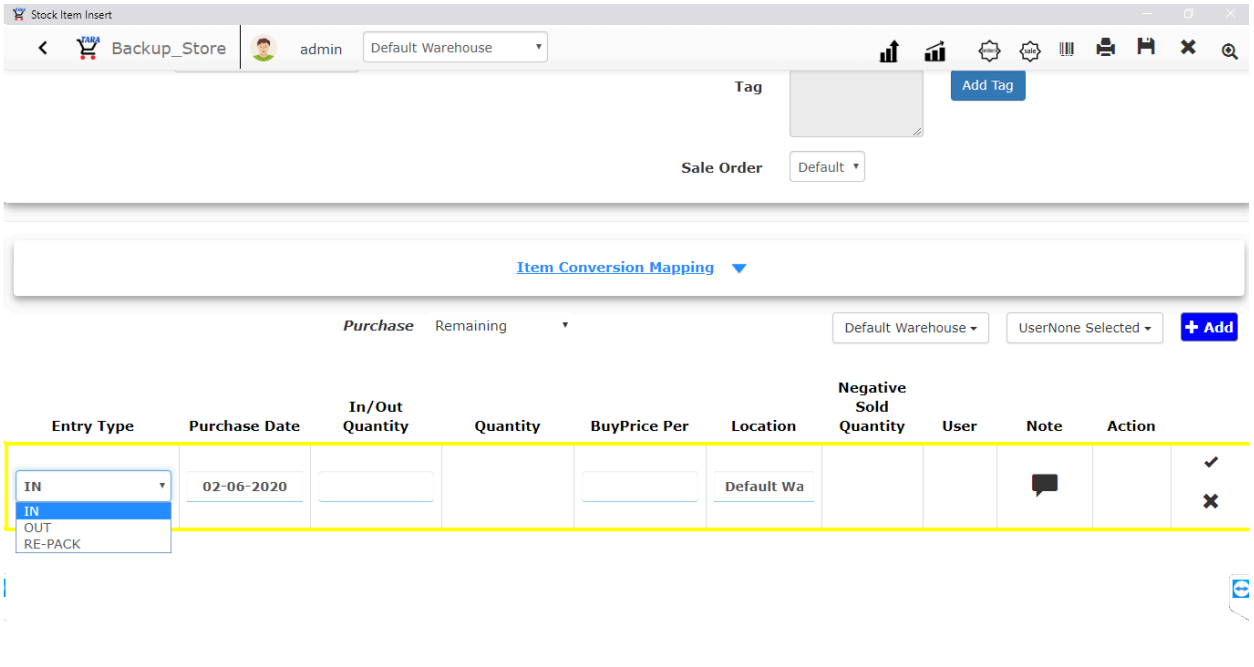
(Use in Stock In\Out State)
2. Edit button  (Use in edit Stock In\Out State)
3. Delete button  (Use in delete Stock In\Out State)
4. Move\Transfer button  (Use in Stock Move\Transfer State)
5. Global Stock Entry  (Use in All Above State)
6. Stock Balance Report One  (See Stock Report with item by Item)
7. Stock Balance Report Two  (See Stock Report with all items)




Stock In\Out in Item Detail with Warehouse

1. Choice and Change Warehouse what you want to stock in\out in Warehouse.

2. Click on Stock List Button
3. ClicK on Item Name What you want to edit.

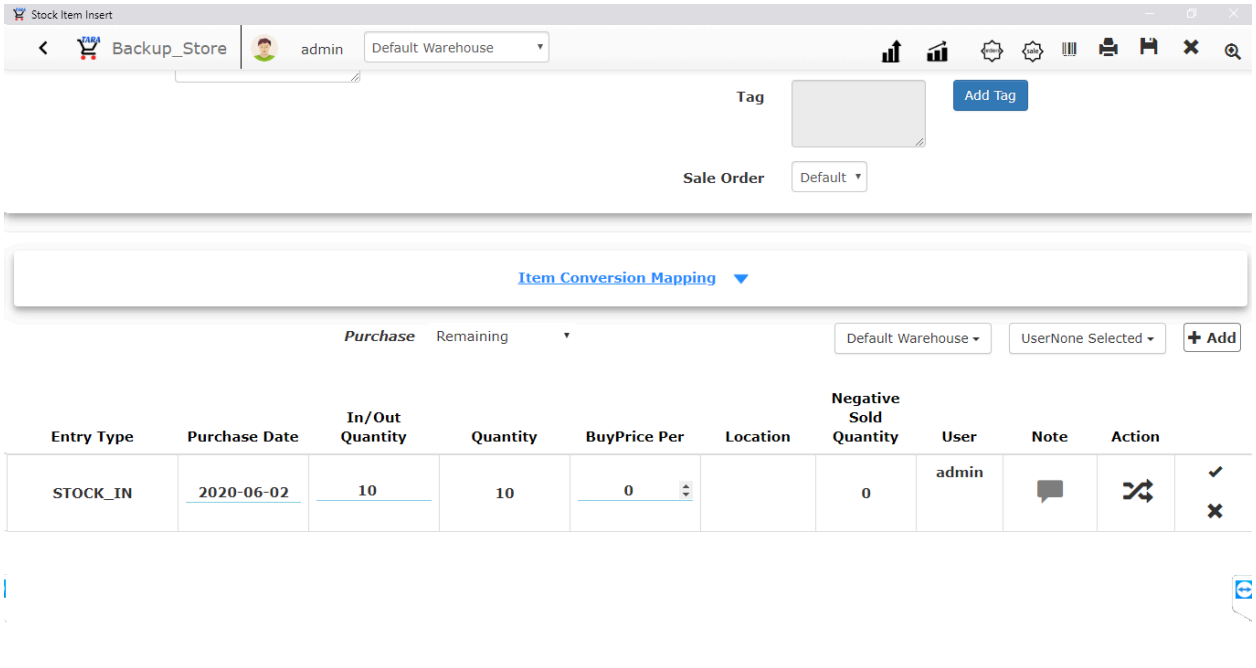



4. Click Add Button + Add in Purchase Tab ( Below of the screen)

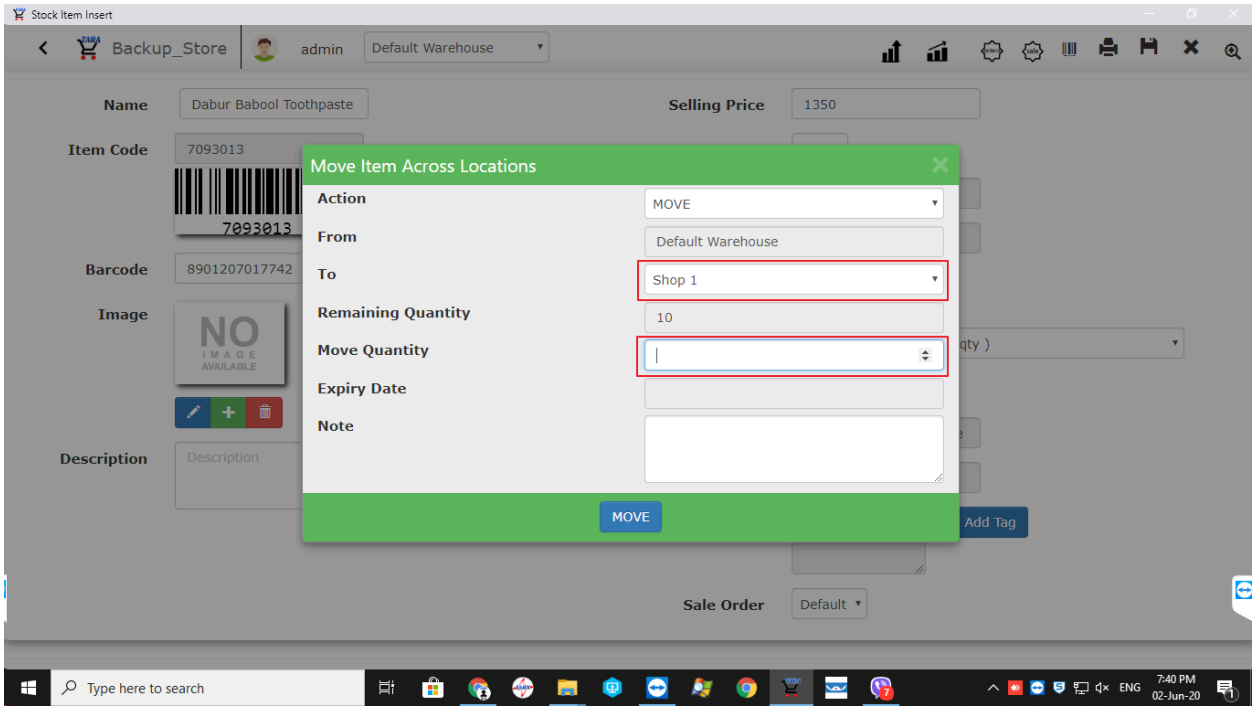
5. Chose Entry Type(Stock In\Out)
6. Fill in In/Out Quantity and All about Inform (Buy price , Note , etc.)
7. And Click Right Button ✔
8. Click Save 💾

Stock Move\Transfer in Item Detail with Warehouse

This State can do after Stock In\Out of Items.



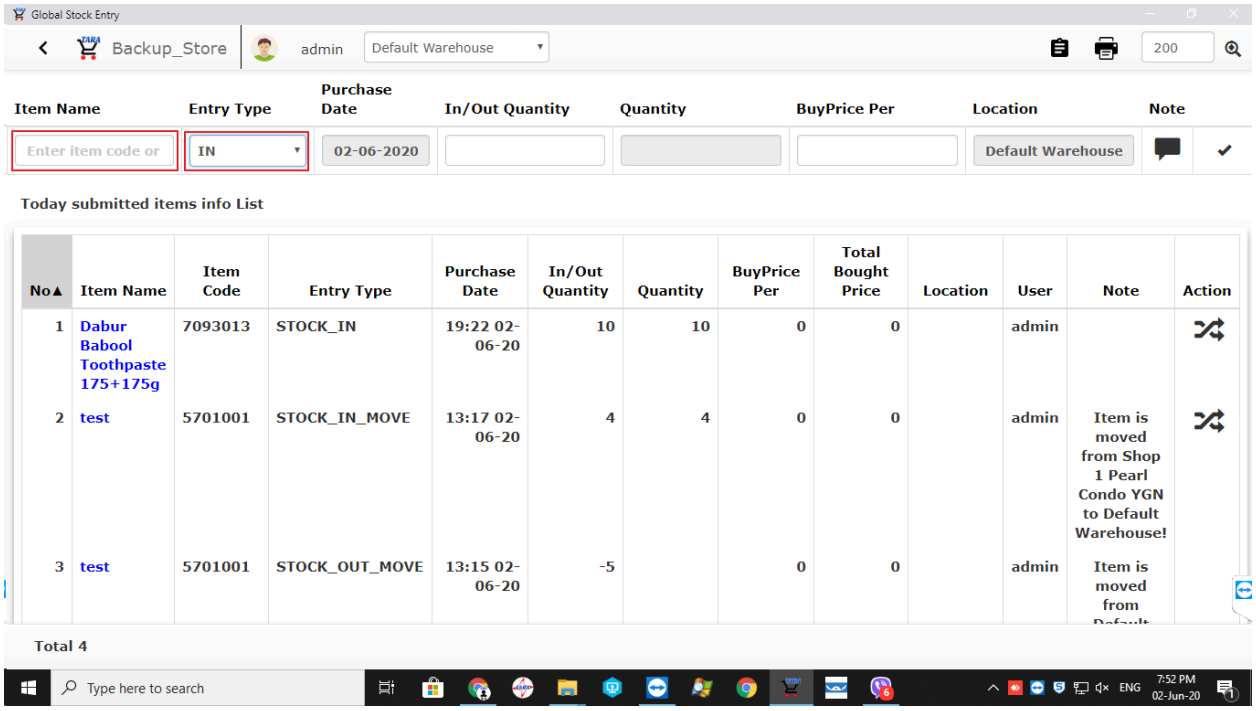

1. Click Edit Button ✎ In Purchase tab
2. Click move Button 🔀




3. Chose Transfer to Warehouse
4. Fill Move Quantity and Note
5. Click Move.

Stock In\Out & Move\Transfer in Global Stock Entry with Warehouse

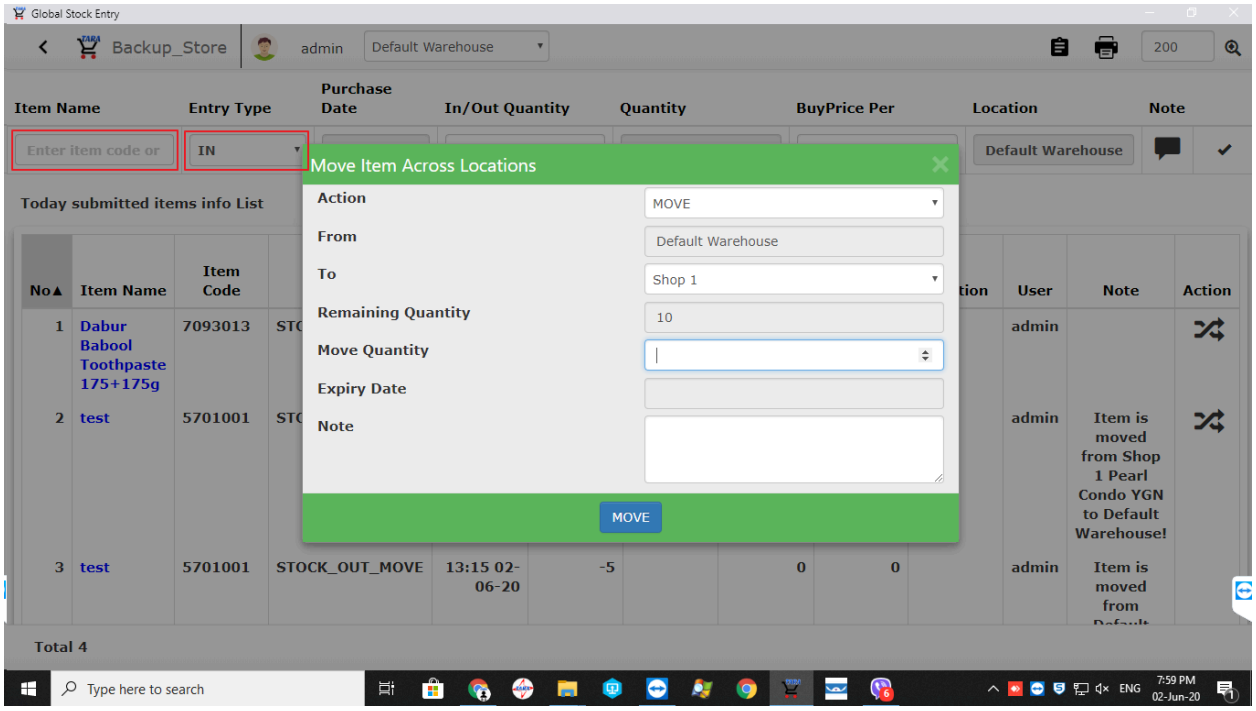
1. Click Stock List
2. Click Global Stock Entry




3. Type Item Name
4. Select Entry Type
5. Fill In\Out Quantity and Inform (Buy Price , Note , etc.)
6. Click Right ✔

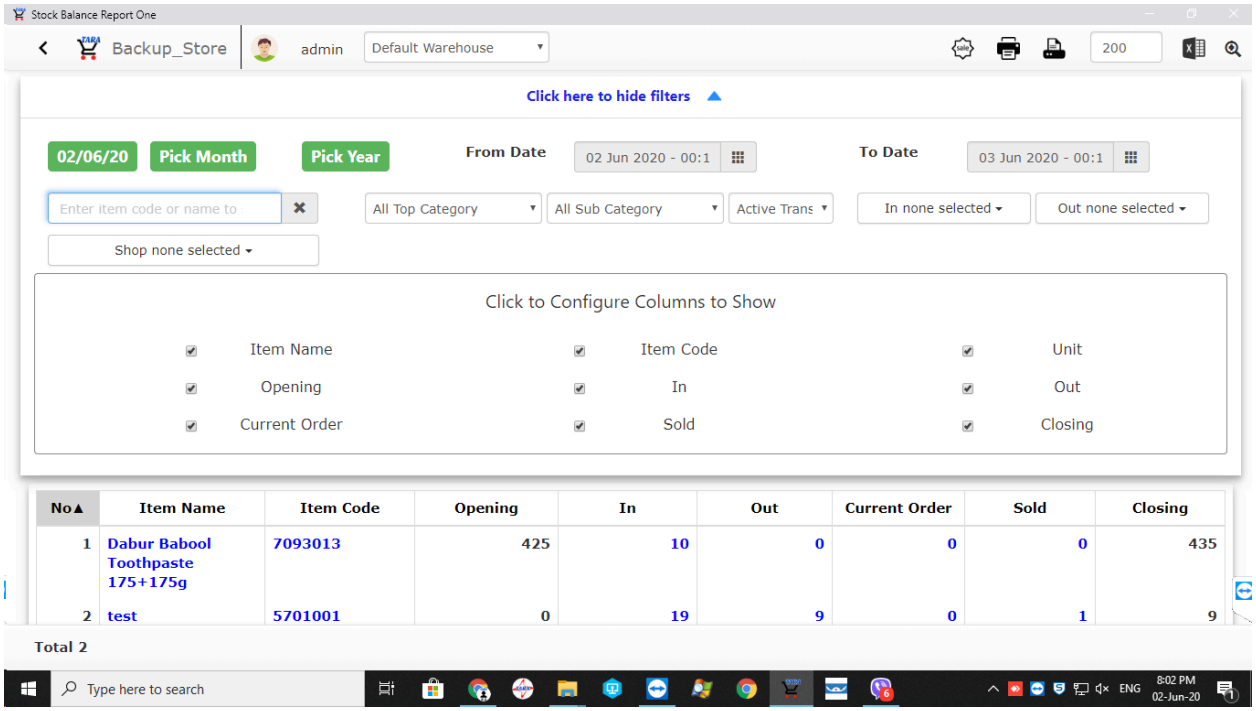
If You want to stock Move\Transfer

7. Click Move




8. Chose Transfer to Warehouse
9. Fill Move Quantity and Note
10. Click Move.

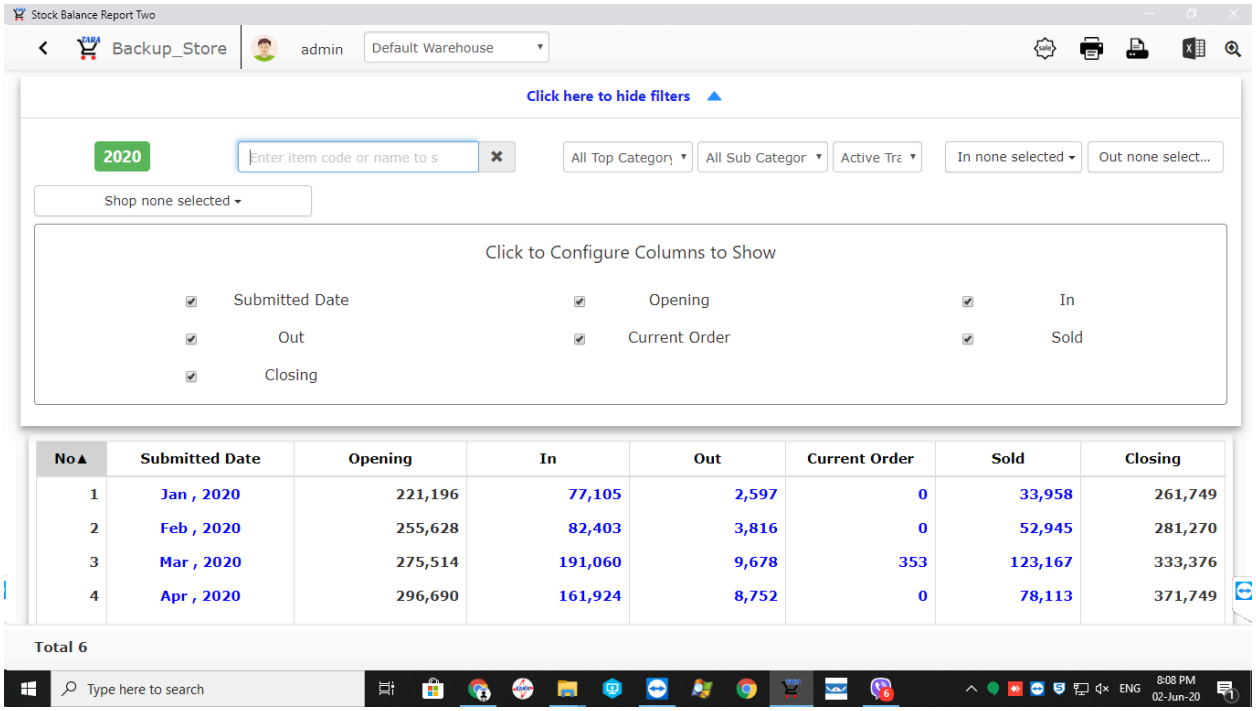
Stock Balance Report One 




Stock Balance Report One Is Show Stock What it is In\Out (or) Move\Transfer with item by item.

- Click Stock Balance Report one
- Select Filter What you want to see.

Stock Balance Report Two



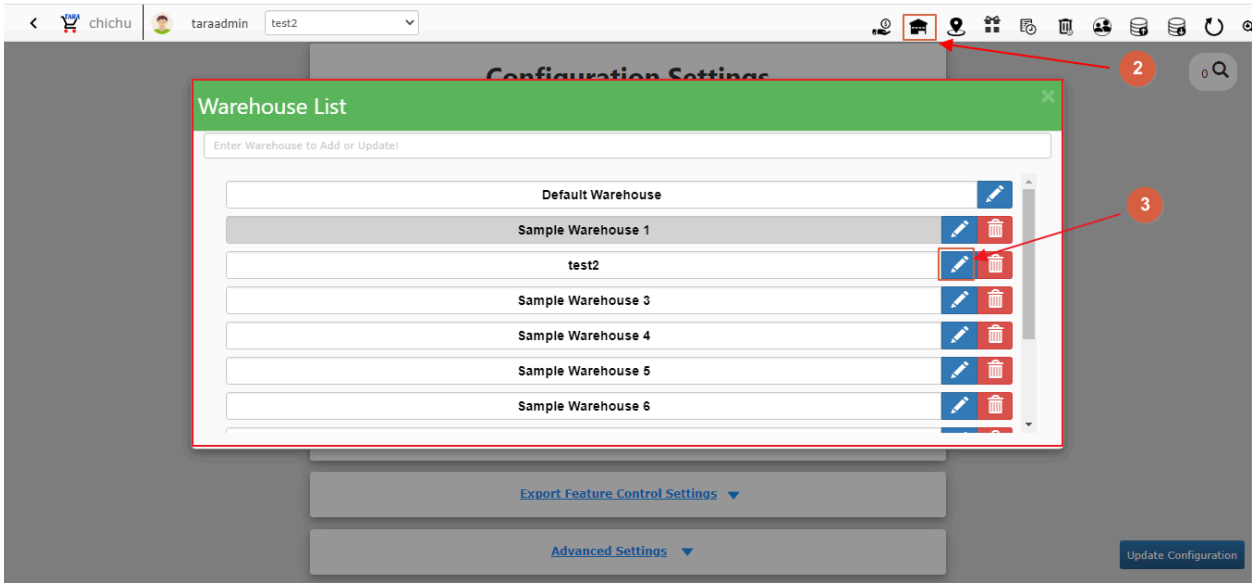

Stock Balance Report Two Is Show Stock What it is In\Out (or) Move\Transfer with Summary All Item.

- Click Stock Balance Report two
- Select Filter What you want to see.

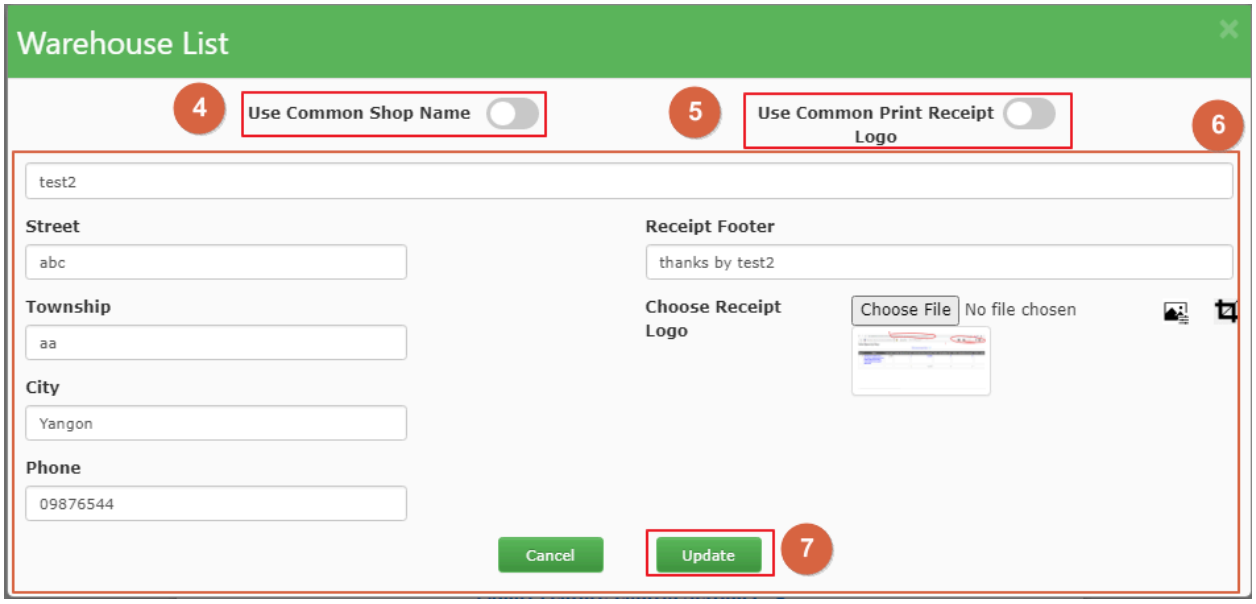
## 36) How to create different shop names ,shop logos and shop addresses for different warehouses

1) Go to configure setting

2) Click on warehouse icon and warehouse list will be appear




3) Click edit button in warehouse list the following pop-up will be appear




4) If users want different shop names, users should turn off the " Use Common Shop Name " feature .

5) If users want a different shop logo, users should turn off the "Use Common Print Receipt logo" feature .

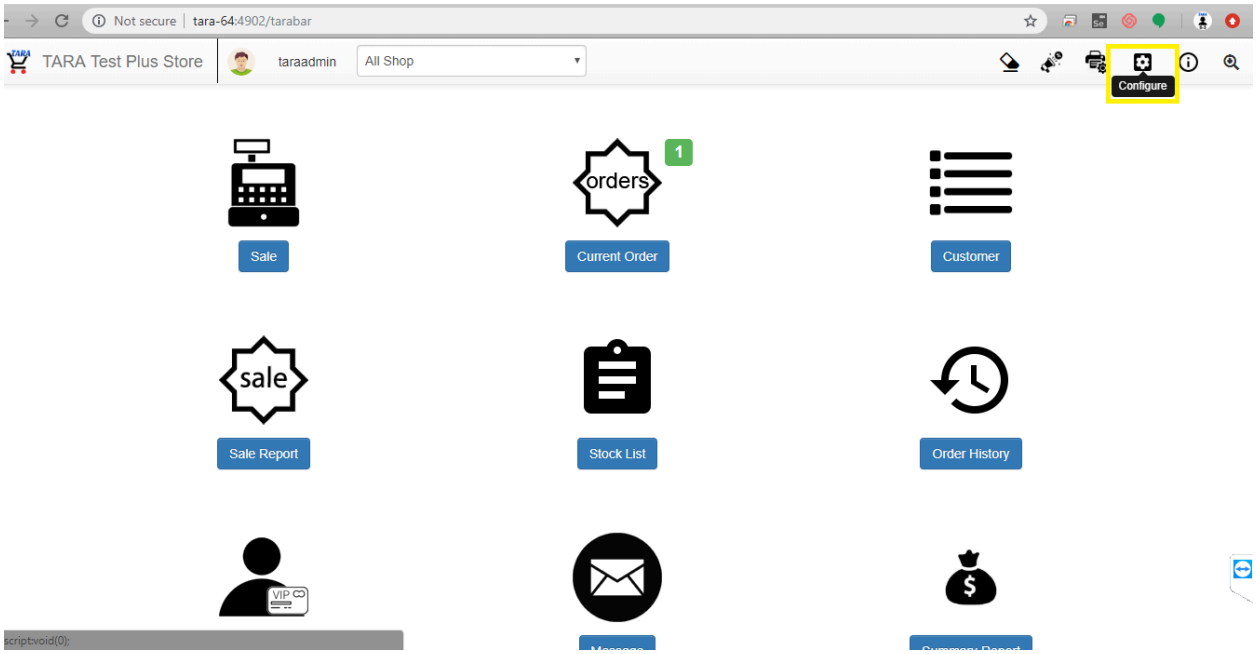
6)Users can add a different shop name, shop logo , Address , phone number and different receipt footer in the warehouse list pop-up.

7) Click the Update button and all information will be saved .

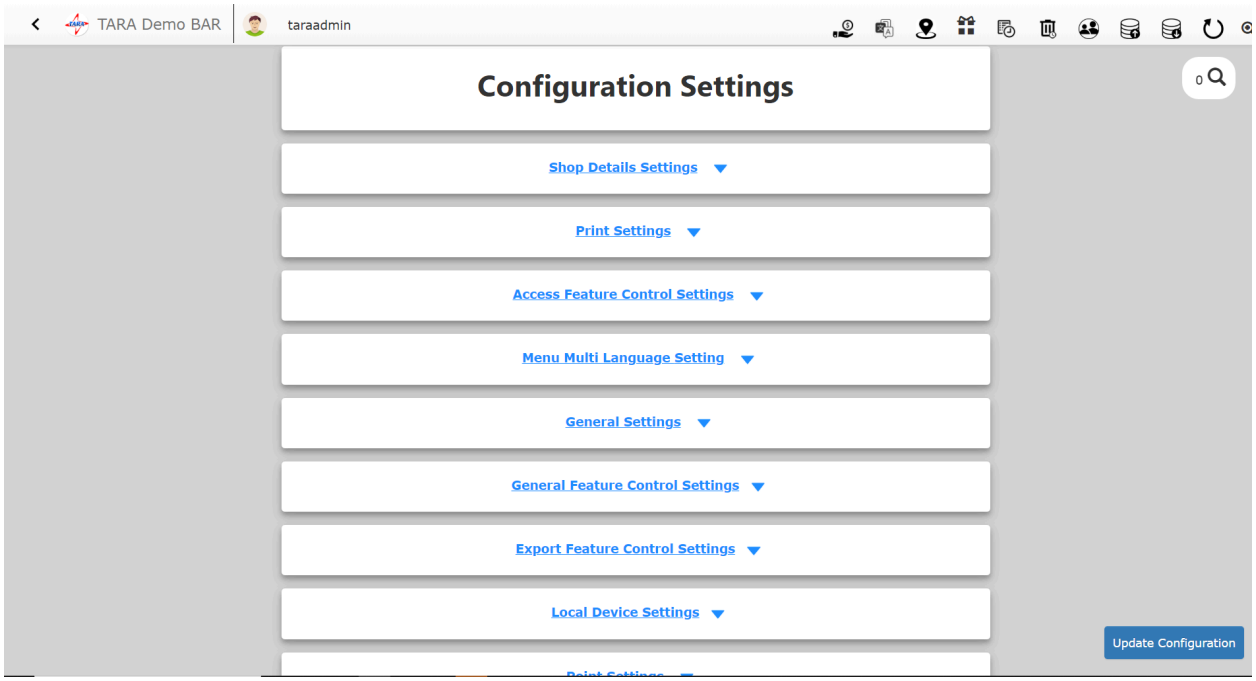
# 32) Multi Language

## 32.1) How to Configure Menu Multi Language Setting with User

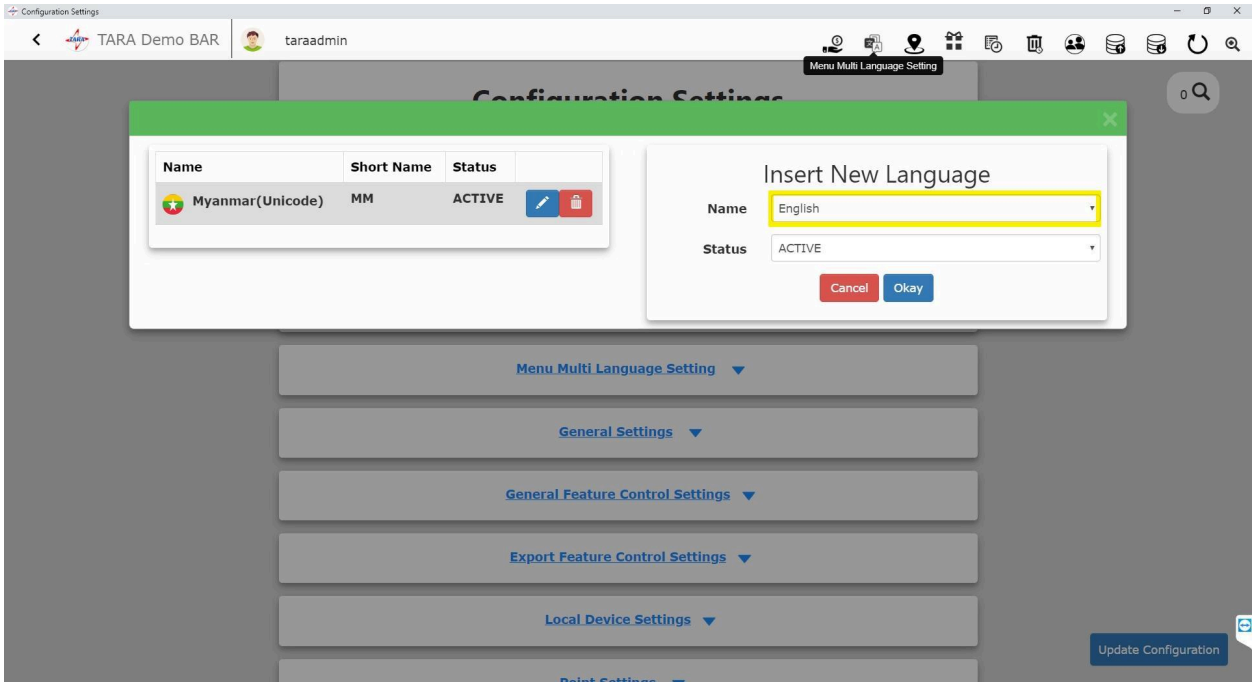
How to add multi language in TARA Software Systems.



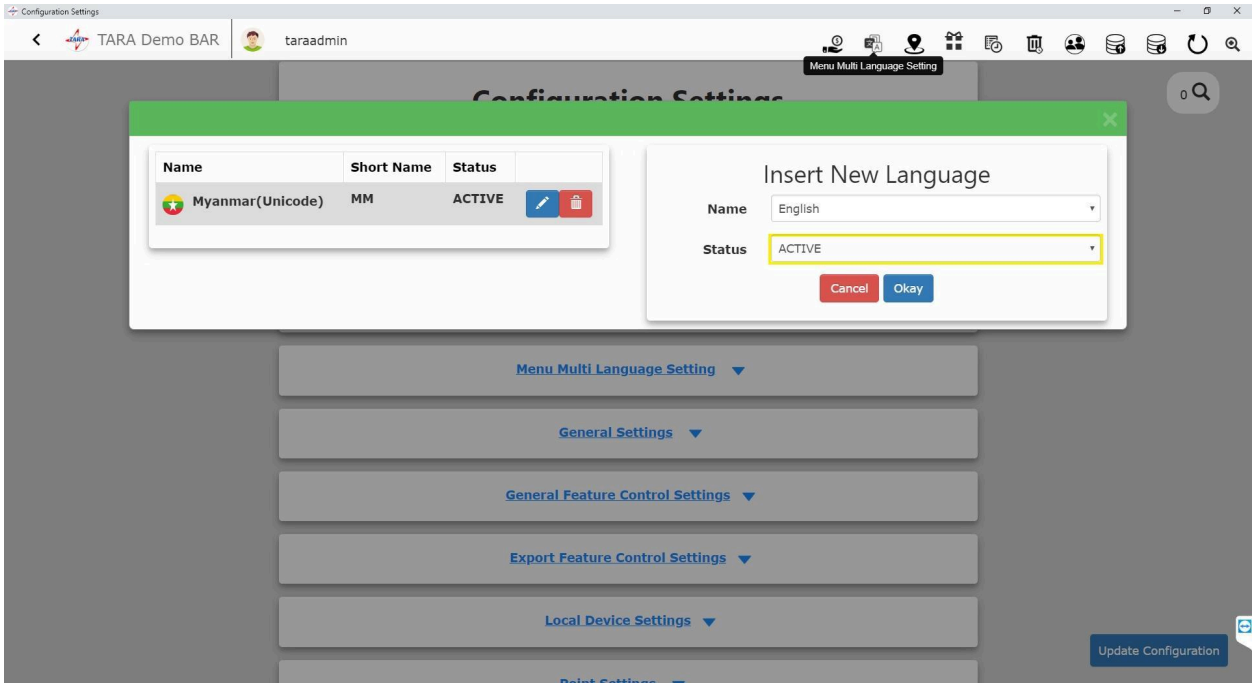

(step-1)Click on Configure (Show above picture)



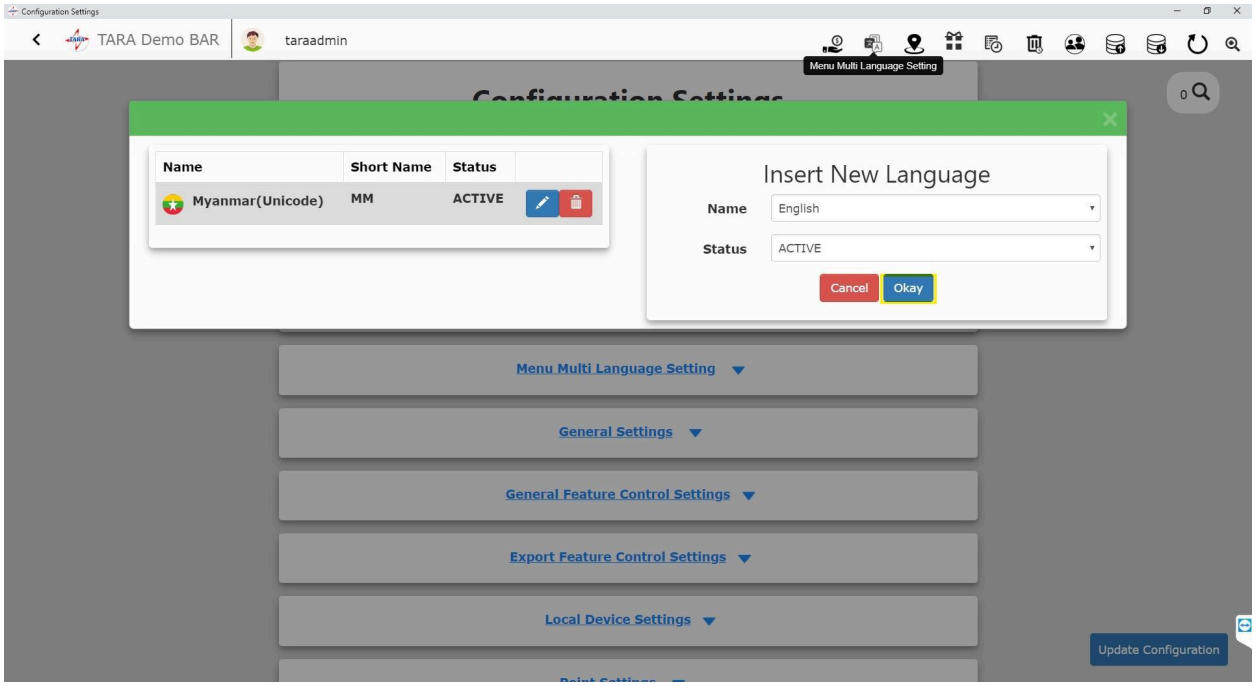

(step-2)Click on Menu Multi Language Setting (Show above Picture)



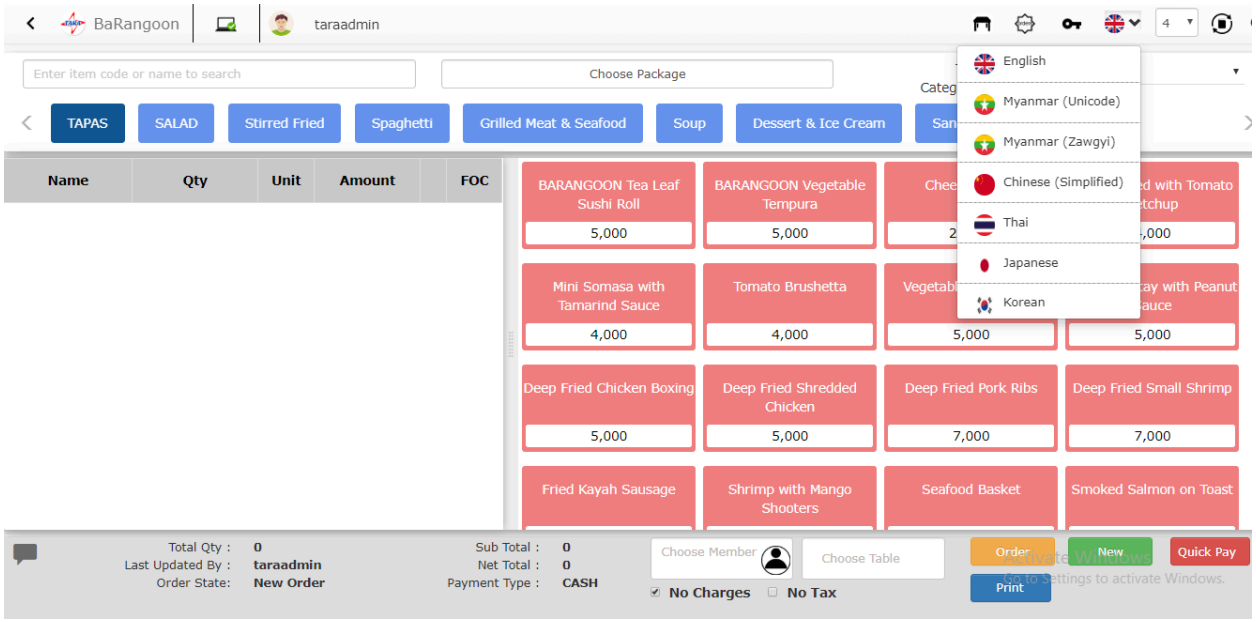

(step-3)Select One Language u want to add to your TARA Software System (Show above Picture)



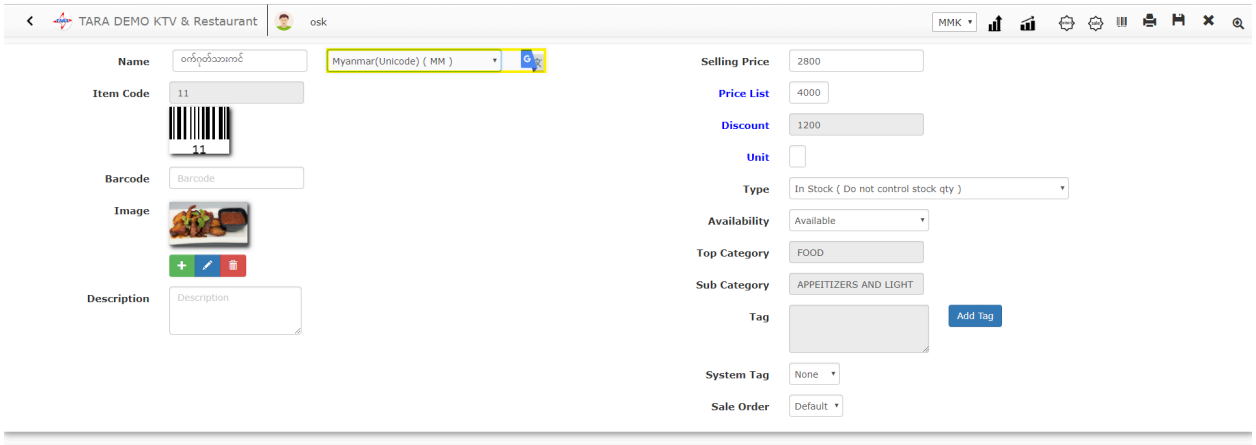

(step-4)Make Sure to change Status to Active before click ok (Show above Picture)




(step-5)Click ok when you are all done above step.




(step-6) You can change language preference by clicking the multilanguage.




(step-7) You can add more than one language for every single item. (Show above picture).

## 32.2) How to Change User Interface Language

How to Change User Interface Language in TARA Software System.

(step-1)Click on Configure (Show above picture)

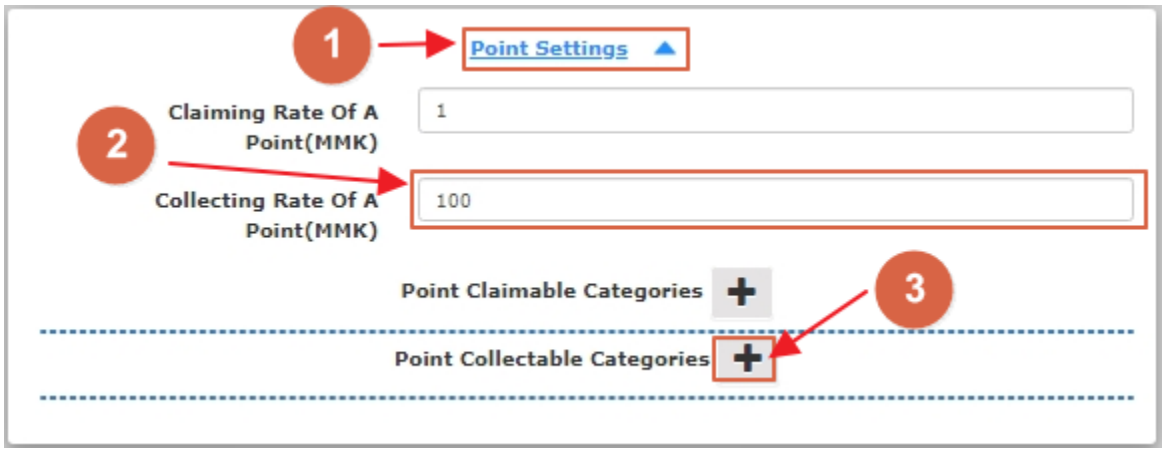
(step-2)Expand Menu Language setting tab in Configure (Show above picture)

(step-3)To configure default menu language, choose one language u want to use in your default menu language (show above picture)

(step-4)To configure default slip language, choose one language u want to use in default slip language (show above picture)

# 33) Member Loyalty feature

## 32.1) How to define amount for one collecting point

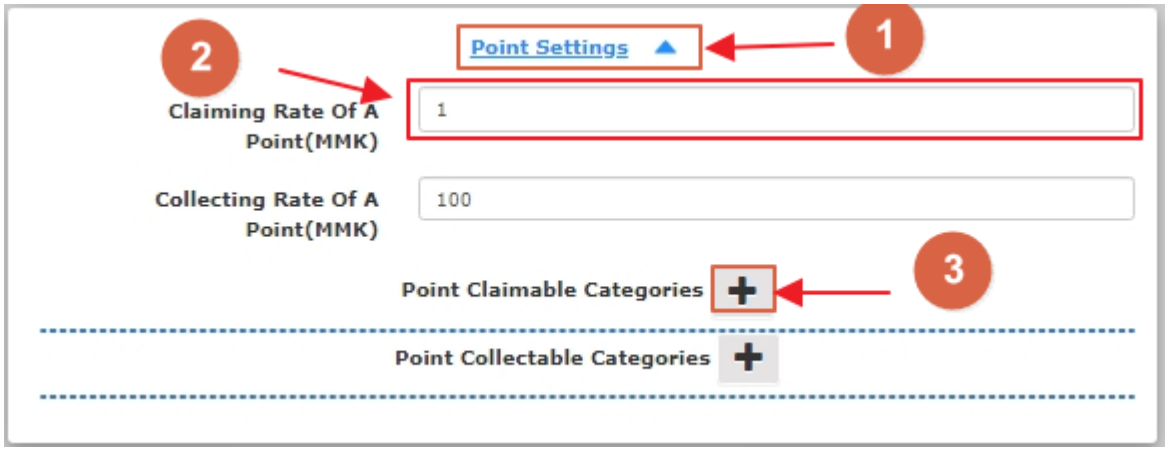



1) Go to setting > Point setting
2) Define amount in collecting rate of point (mmk) (Define amount for collecting one point )

(eg - User adds x amount in collecting rate of point (mmk) and if a member makes an order with x amount, this member will get one point .)

3) Click the “Add” button beside Point Collectable Categories and define categories for member point discount .

## 32.2) How to define Claiming amount for one point



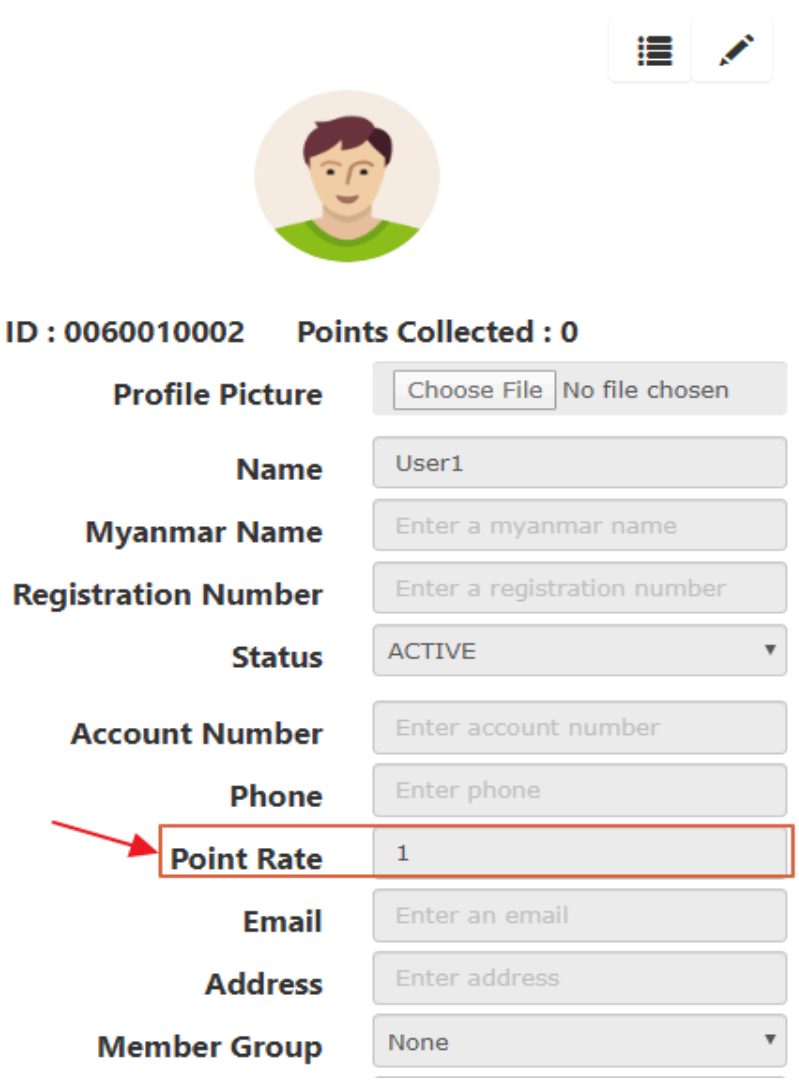

1)Go to setting > Point setting

2) Define claiming amount in claiming rate of point (mmk) (Define claiming amount for one point)

(eg - User adds x amount in claiming rate of point (mmk) and the member will get x amount when this member spent one point )

3) Click the "Add" button beside Point claiming Categories and define which categories members can claim by using their collected point.

## 32.3) How to applied point discount in specific member

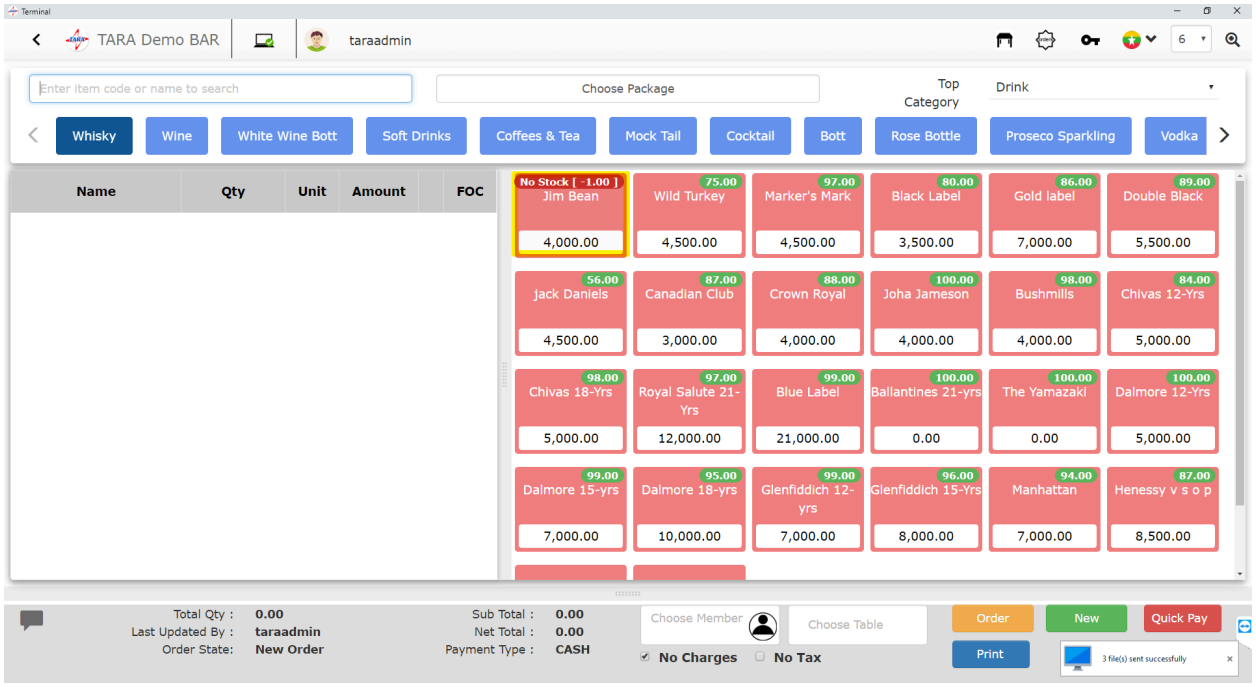



Go to members detail and add the value "1" in point rate and those members will get member point discounts.

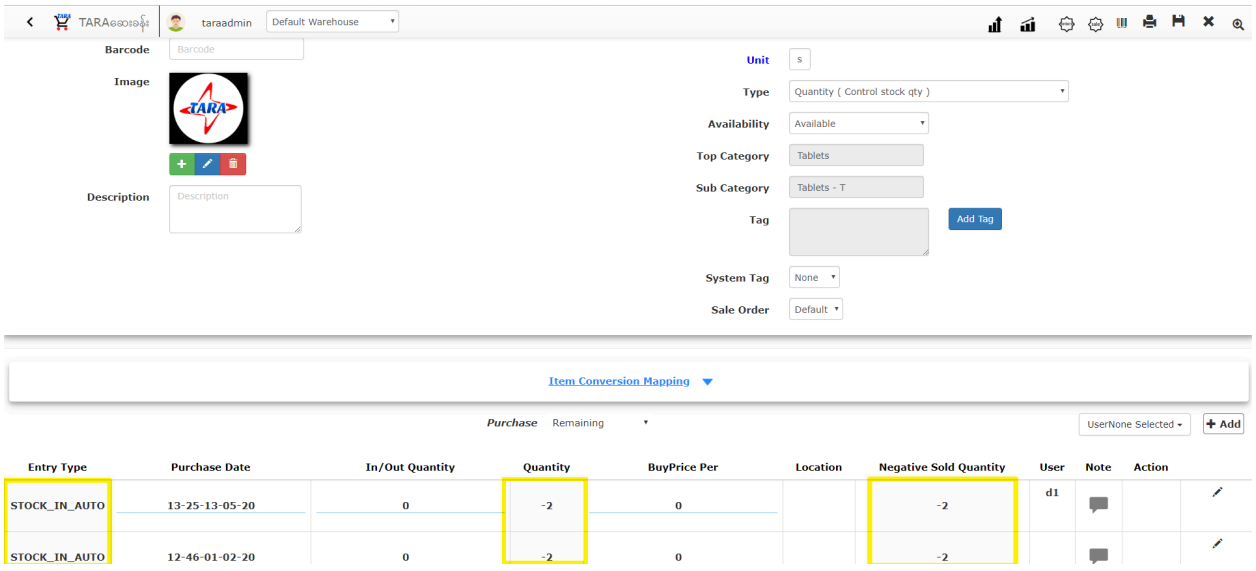
If those members make an order and get a member point , they can check in member detail , sale report by using member filter and also in terminal item search ( it shows total collecting point beside member name in search drop-down).

## 33) Negative stock feature

## 33.1) How to Negative Stock Feature work in TARA Software System




(step-1)If the Negative Stock Feature is on, you can see the (-) (Minus) stockQty on your item stock in Software Terminal as shown in the above image. It will automatically stock-in as a minus when the item is out of stock (as Shown in Image).




When You Sell your item with negative feature, it will show in stock detail as above image.

**Note : When you stockQty is negative, it will not show the buying price of that item in the Sale Report and Stock Report. It will show the buying price of that item back when you updated the stockQty with the latest data.**

Other Support with noted google sheets

## 34) Offline selling feature

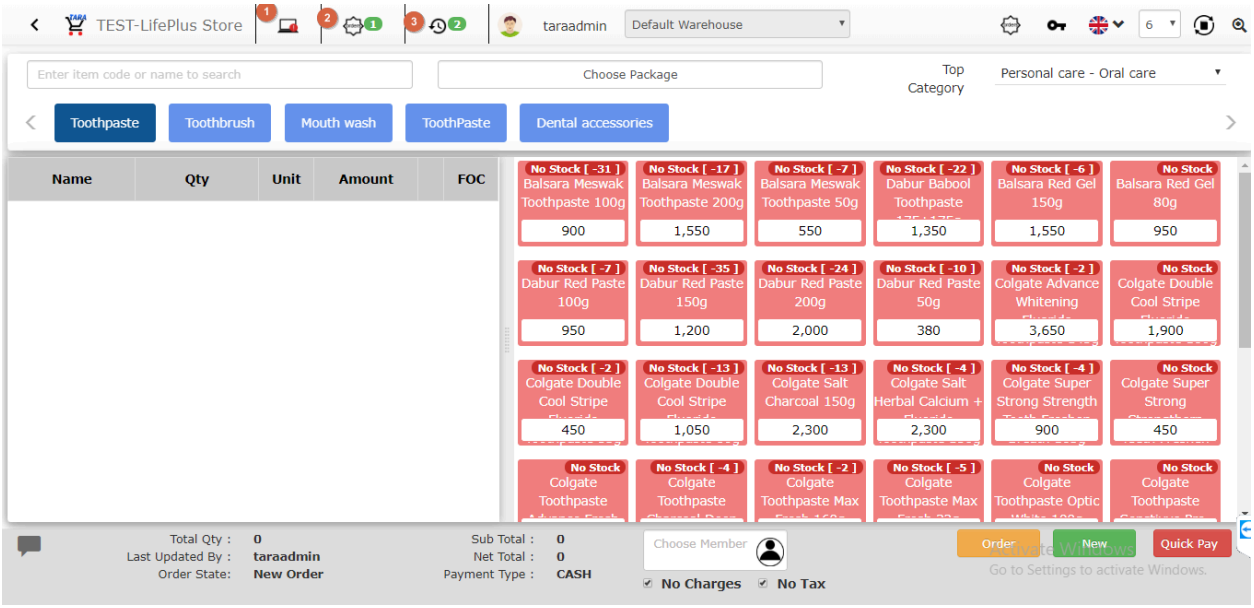
When server connection breaks up , users can continue selling items in the terminal by using offline selling mode .

## 34.1) How to applied offline selling feature in software

Offline selling feature can use only feature on in software

**Note : This feature must be open before the server connection broke up.In offline selling mood users can access only the terminal page .**

## 34.2) Offline selling feature




Before the server connection broke up , Users must be in the terminal page .

1) Server icon will show connection broken up sign .
2) Can't make payment order from current order list.

   Current order count will be shown in the menu with count notifiaction on current order icon

3) Users can make orders ,pay bill and manual print out order receipt

   Order history count will be shown in the menu with count notification on order history icon

## 34.3) Keep current order and order history information in offline mode.

1) Current order in offline selling will be in the current order list on terminal .

2) Order history in offline selling will be in order history list on terminal .

If Server is return to online state from offline state , User selling all orders in offline state will all be back in online state

## 34.4) How to print offline selling receipt

1) Add an order item and place the order .
2) After that click the pay button and the pay dialog will appear.
3) Click the pay button in the pay dialog and the following print receipt popup will appear .




4)Click the “Print 80mm “ receipt button to print out the receipt .

# 35) Cloud Feature

If users have an internet connection, the users can access the server by using cloud features in your device.

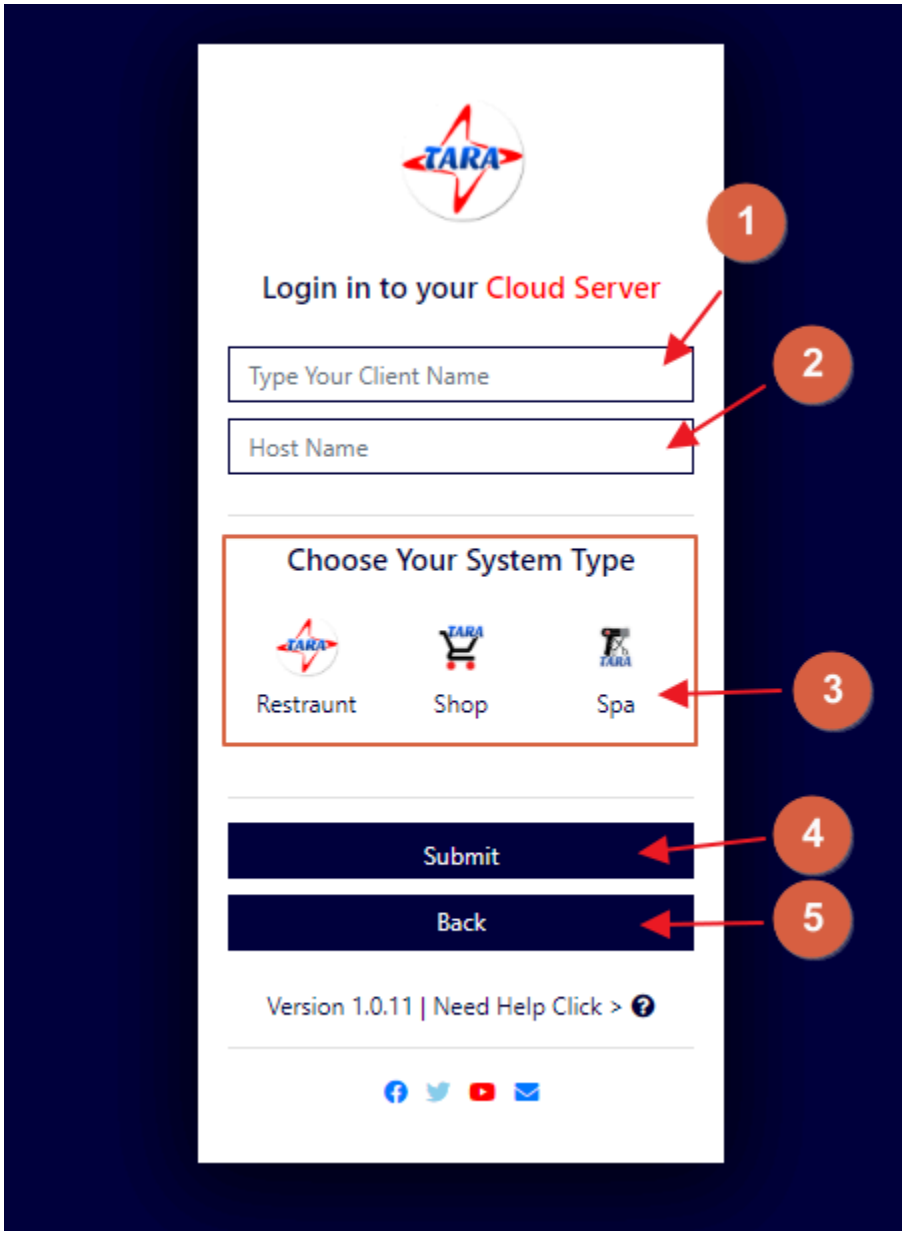
And also can check sales reports , order history reports ,etc…..

## 35.1) How to use cloud feature

1)Go to www.taraaung.com website

2) Click the "CLIENTS PORTAL" tag on the website.

The following popup will appear



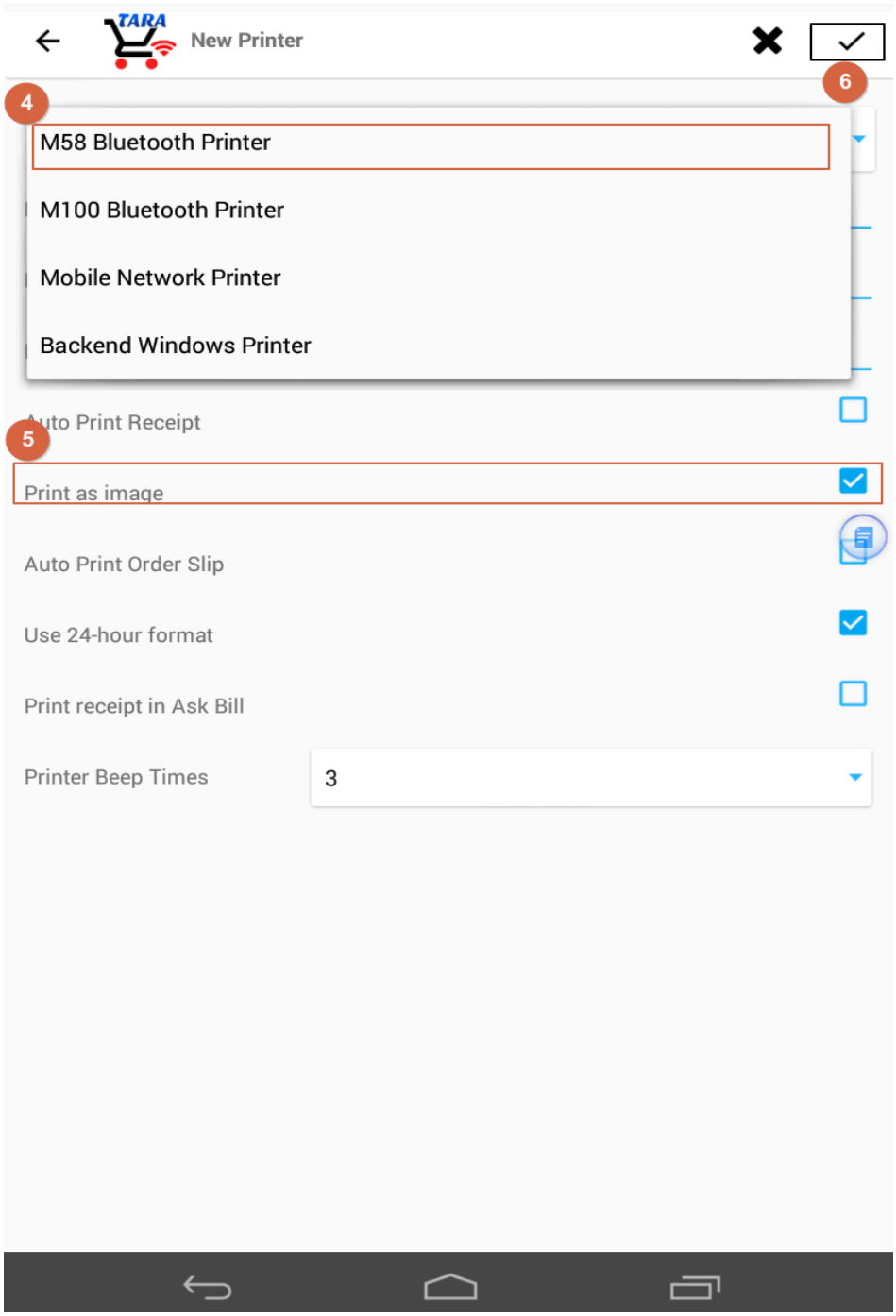
1) Fill Client Name
2) Fill host name
3) Choose one of your system
4) Click “Submit “ button to access all information from server
5) Click the “Back “ button to go back.

## 36) How to connect with bluetooth printer by using TARA app:

1) Open bluetooth printer

2) Open bluetooth on POS device and connected with bluetooth printer

3) Go to printer setting in TARA software




4) Choose "M58 Bluetooth Printer " in drop down .

5) Users can add printer names as users want (eg “Receipt printer ,... etc).

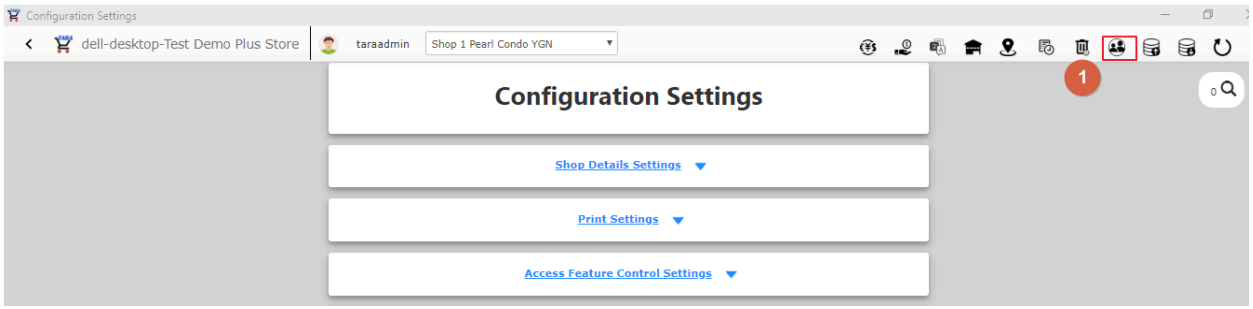
6) Set print count .

7) Uncheck print with image checkbox.( Because currently buletooth is available for english language)

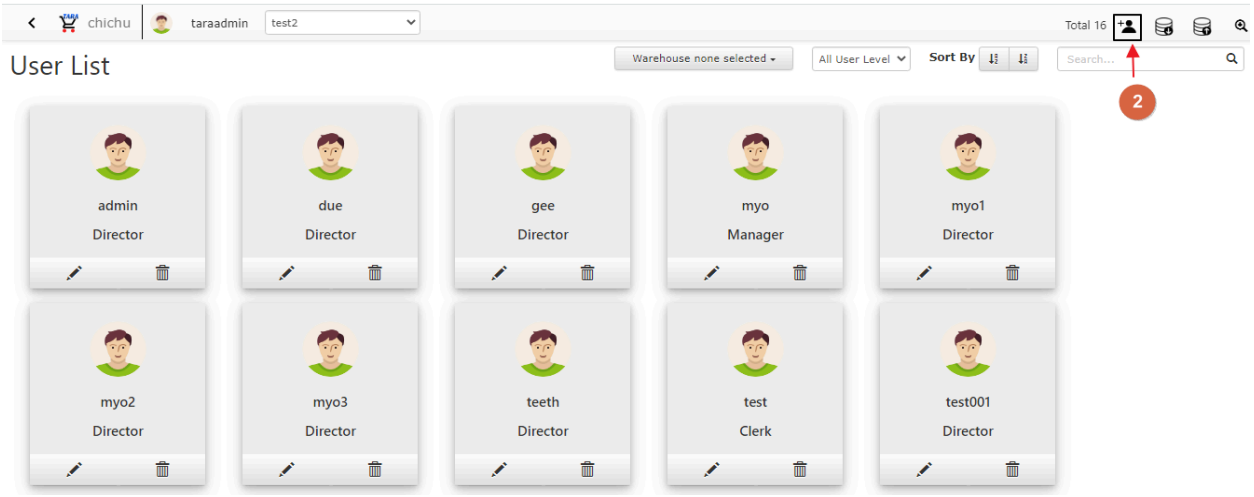
8) And click the correct sign and save the printer setup.

# 37) Configuration setting

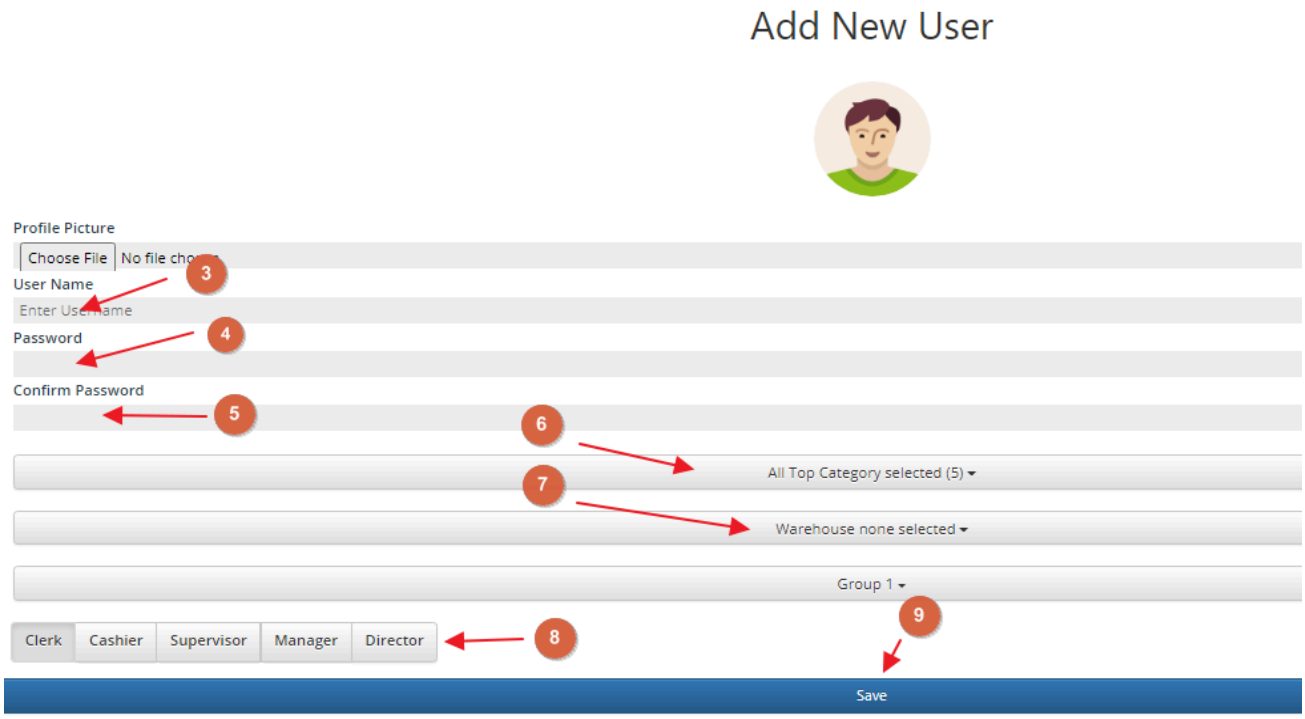
## 37.1) How to create login user




1) Click users icon in configuration setting




2) Click push sign to create new user




3) Add user name .

4) Add password .

5) Add a confirm password .

6) All top- categories must be selected .

(If user don't want new user access all top-categories , can selected only categories they want to access in drop- down. )

7)If the warehouse feature is on, users must allow new users to access at least one warehouse and must select one warehouse in the warehouse drop-down list .

8)Depending on the user's role , the user can create various roles of new users .

(Eg -If users is Director role , those user can created new user with Director role to Clerk

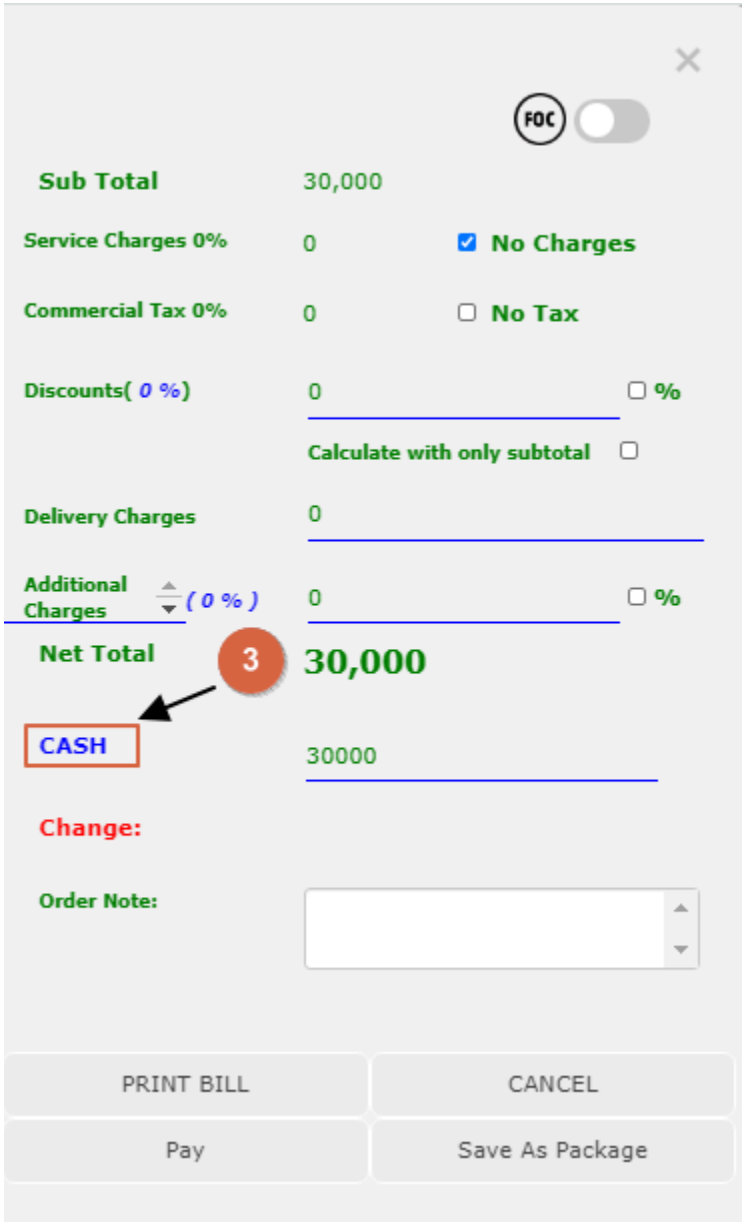
-If users is Manager role , those user can created new user with Manager role to Clerk )

9) Click the save button and save new login user information .

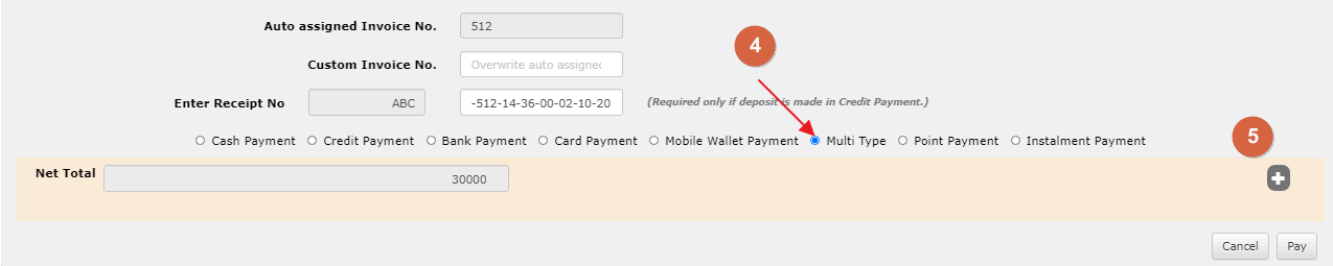
# 38) Multi payment feature

## 38.1) How to make multi payment .

1) Add order item in terminal and place order .
2) Click the pay button and the following pay dialog will appear .

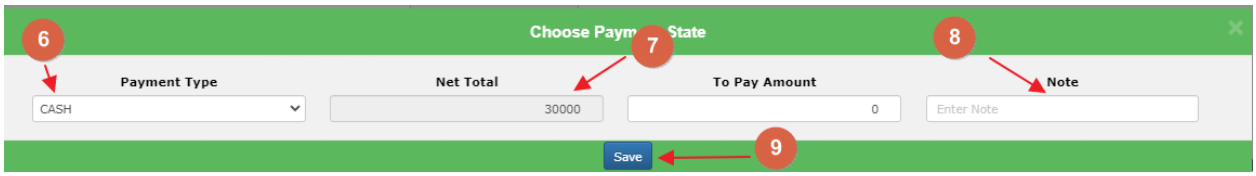



3)Click the “CASH” text and the following pop-up will appear .




4) Click “multi payment” option and multi payment section will appear

5)Click add button the following pop-up will be appear




6) Choose payment type in payment type drop-down

7)Add payment amount in “To Pay Amount “

8) Users can add notes in the note section .

9) And click the save button and the payment type will be saved for order .

User can add different payment type by using the above step

After that click the “Pay” button in the pay dialog and this order will be successfully paid with a multi payment type.

## 38.2) How to check multi payment type in sale report and order history

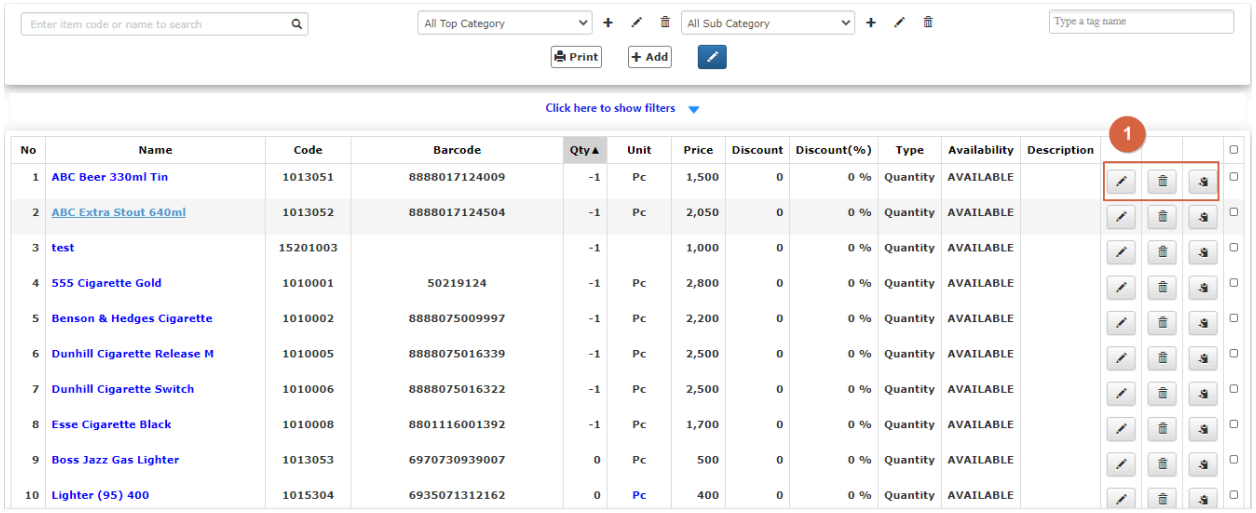
Users can check multi payment types in the sales report by selecting the multi payment type in the show filter section .

Users can check multi payment types in the order history by selecting the multi payment type in the show filter section .

## 38.4) How to check multi payment type in summary report

Users can also check multi payment types in summary reports by selecting the multi payment type in the show filter section and all payment type sections.

## 39) Allow to edit and delete items feature




| No | Name | Code | Barcode | Qty▲ | Unit | Price | Discount | Discount(%) | Type | Availability | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ABC Beer 330ml Tin | 1013051 | 8888017124009 | -1 | Pc | 1,500 | 0 | 0 % | Quantity | AVAILABLE | |
| 2 | ABC Extra Stout 640ml | 1013052 | 8888017124504 | -1 | Pc | 2,050 | 0 | 0 % | Quantity | AVAILABLE | |
| 3 | test | 15201003 | | -1 | | 1,000 | 0 | 0 % | Quantity | AVAILABLE | |
| 4 | 555 Cigarette Gold | 1010001 | 50219124 | -1 | Pc | 2,800 | 0 | 0 % | Quantity | AVAILABLE | |
| 5 | Benson & Hedges Cigarette | 1010002 | 8888075009997 | -1 | Pc | 2,200 | 0 | 0 % | Quantity | AVAILABLE | |
| 6 | Dunhill Cigarette Release M | 1010005 | 8888075016339 | -1 | Pc | 2,500 | 0 | 0 % | Quantity | AVAILABLE | |
| 7 | Dunhill Cigarette Switch | 1010006 | 8888075016322 | -1 | Pc | 2,500 | 0 | 0 % | Quantity | AVAILABLE | |
| 8 | Esse Cigarette Black | 1010008 | 8801116001392 | -1 | Pc | 1,700 | 0 | 0 % | Quantity | AVAILABLE | |
| 9 | Boss Jazz Gas Lighter | 1013053 | 6970730939007 | 0 | Pc | 500 | 0 | 0 % | Quantity | AVAILABLE | |
| 10 | Lighter (95) 400 | 1015304 | 6935071312162 | 0 | Pc | 400 | 0 | 0 % | Quantity | AVAILABLE | |

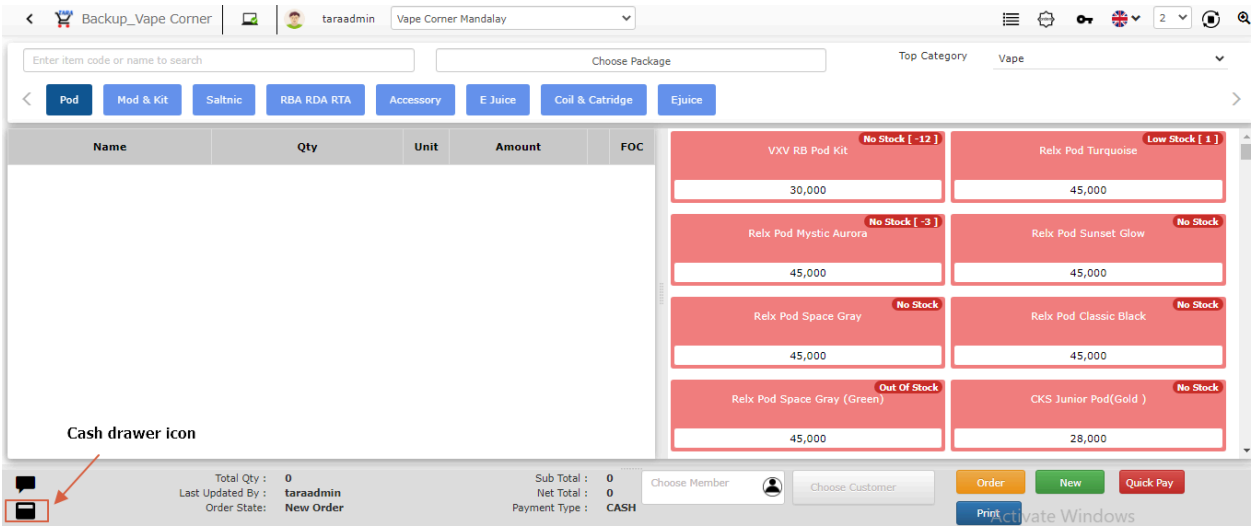
1) If the "Allow to edit and delete item information "feature is open , users can see the delete button in the item list .

Users can delete and edit item information in item detail .

Note: Users can't delete stock in items rows if users have sold one of items in this row .

## 40) Cash drawer feature

If users have access to the " allow to open cash drawer " feature ,users can click the following cash drawer icon and open the cash drawer .




## 36) Function of Icons



Users can check all stock and order edit information by clicking this icon.



Click the refresh icon to refresh the current page.



Click the zoom icon for zoom in zoom out pages .




Click the pdf icon for export data with the pdf format .



Click the excel export icon and export data with excel format.

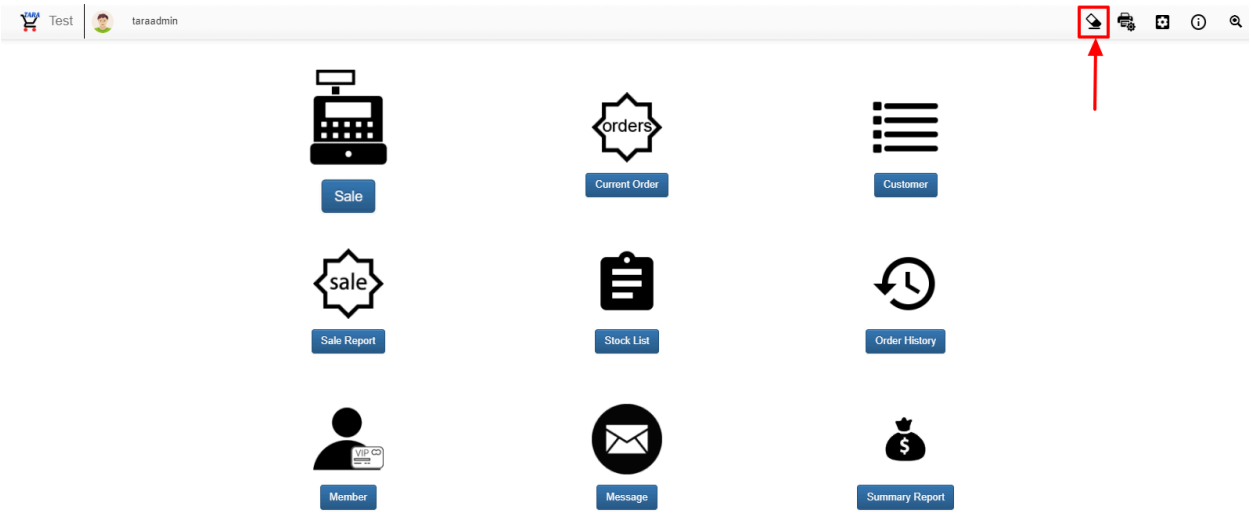
 Users can print out data by clicking the printer icon.

 80mm printer icon

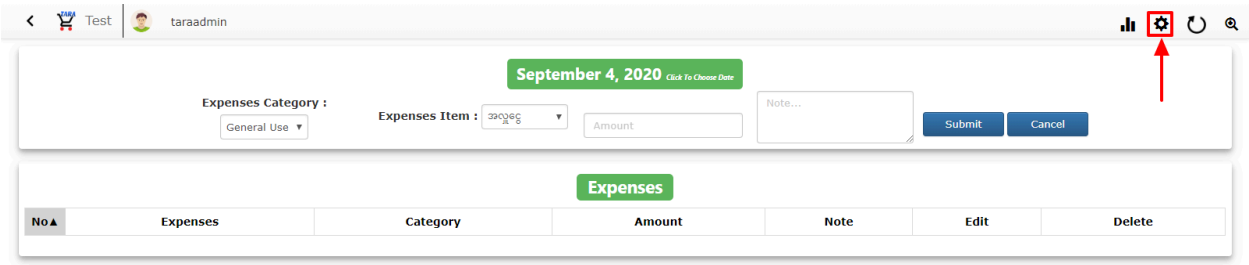
 Can edit all information by clicking the edit button.

## 37) Expense Feature

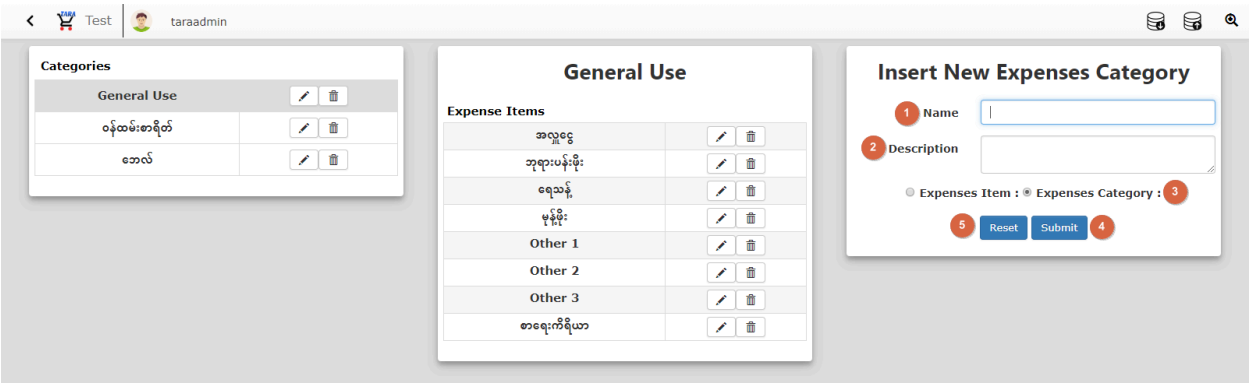
Firstly please click the Expense icon as per the following image.



## 37.1) How to create Expense categories and items




After clicking the settings icon , the following image will appear.



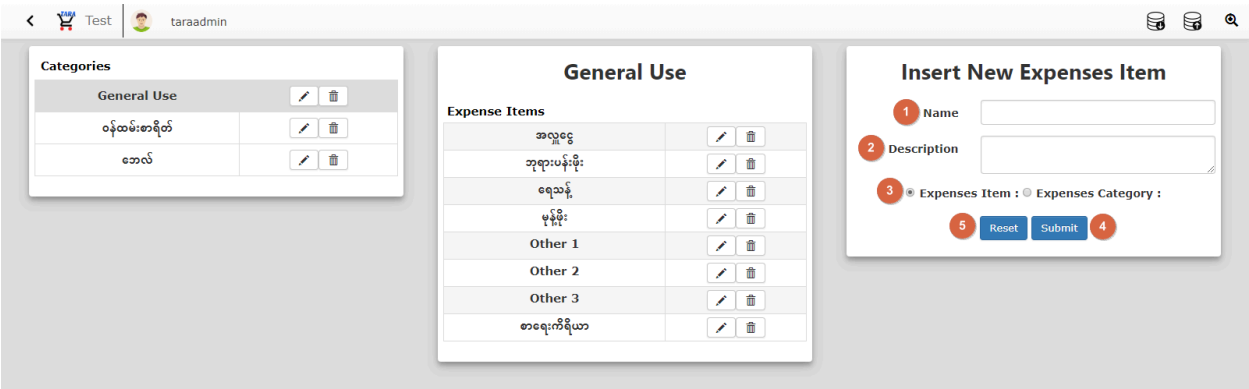

1) Please type the Expense Category name.

2) Please type the Expense Category Description.

3) Select the Expense Category.

4) Already save after the user clicks the "**Submit**" button.

5) Click the "**Reset" button** which cancel above Expense Category creating.




1) Please input the Expense Item name.

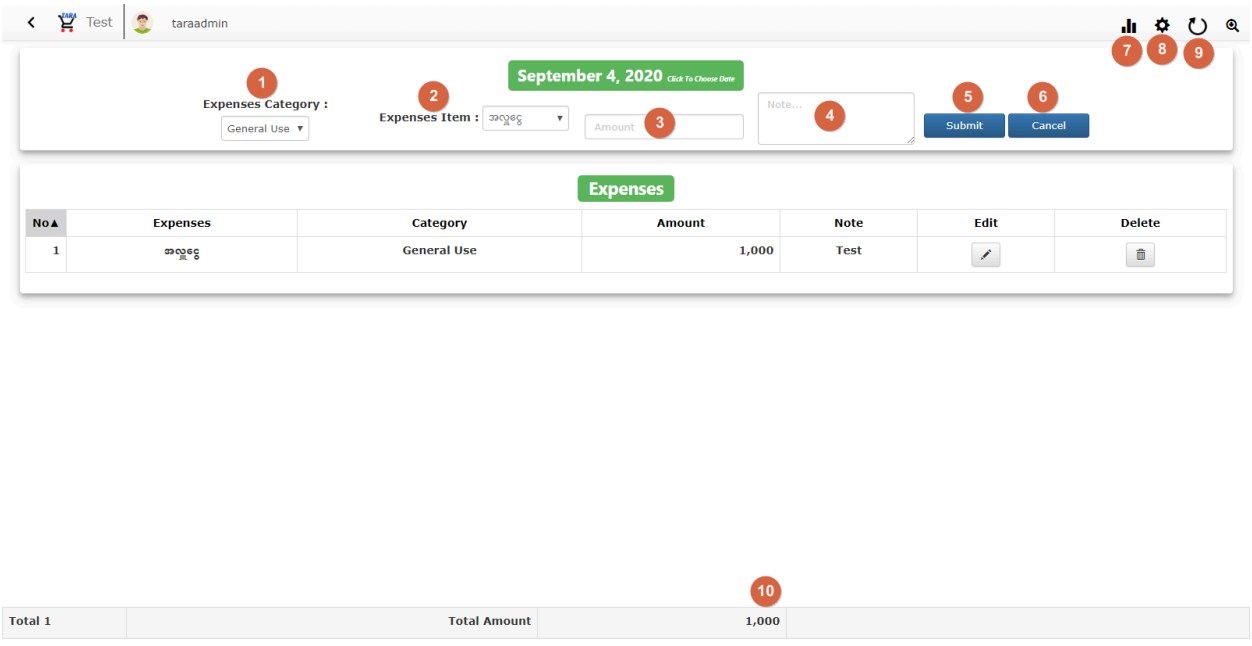
2) Please type the Expense Item Description.

3) Select the Expense Item.

4) Already save after the user clicks the "**Submit**" button.

5) Click the "**Reset" button** which cancel above Expense Item creating.

As soon as the user click expense icon from the home page , will see expense form view




1.Choose Expense category.

2.Choose Expense Item.

3.Type expense amount of relation to expense item .

4.Type note if user wants to note about expense item.

5) Save after the user clicks the "**Submit**" button.

6) Click the "**Reset" button** which cancel above adding expense amount action

7).Expense Report Icon.

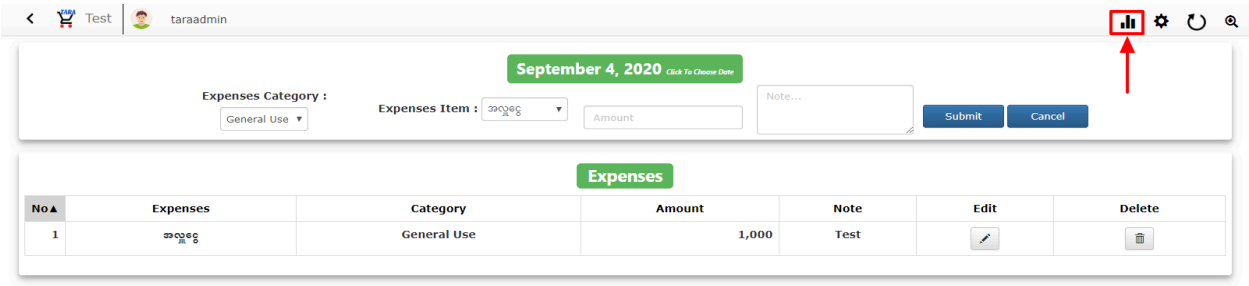
8.Expense Editor Setting.

9.Current Expense adding Data Refresh.

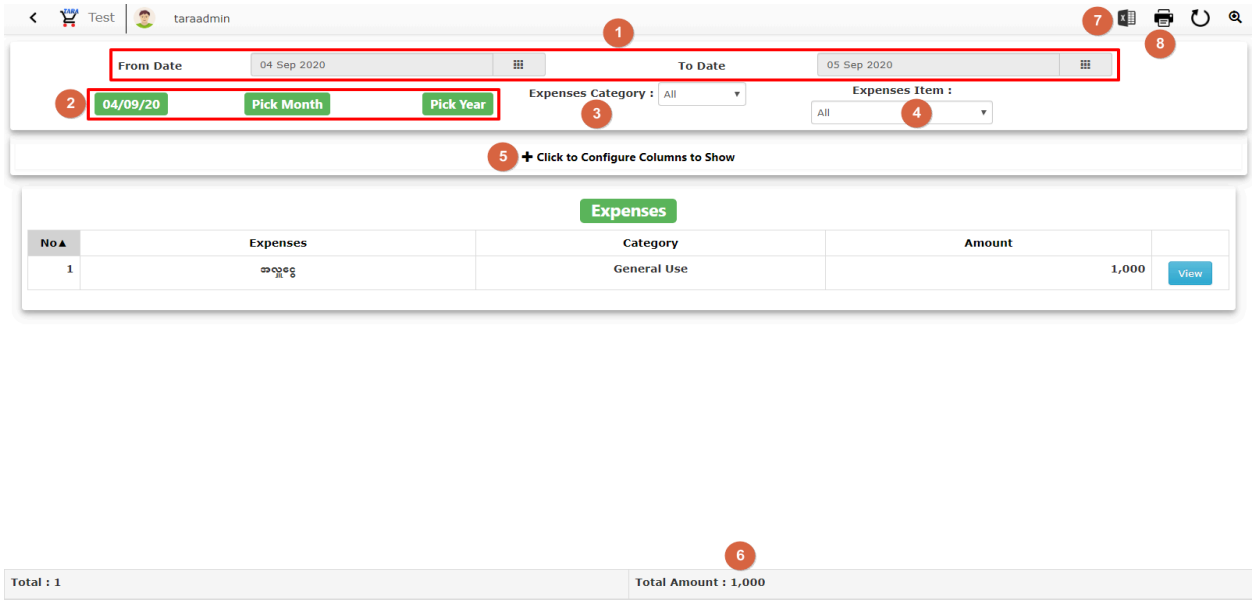
10.Total Expense amount.

## 37.2) How to Check Expense Report

Please click expense report icon as per the following image




User can see Expense Report




1.User can see Expense reports by customizing with From/To Date filter

2.User can see by choosing with Daily,Monthly and Yearly Filter.

3..Users can search Expense Category Filter.

4.Users can search Expense item name.

5.User can show or hide expense item , expense category and expense amount

by checkbox .

6.Total Expense Course Show.

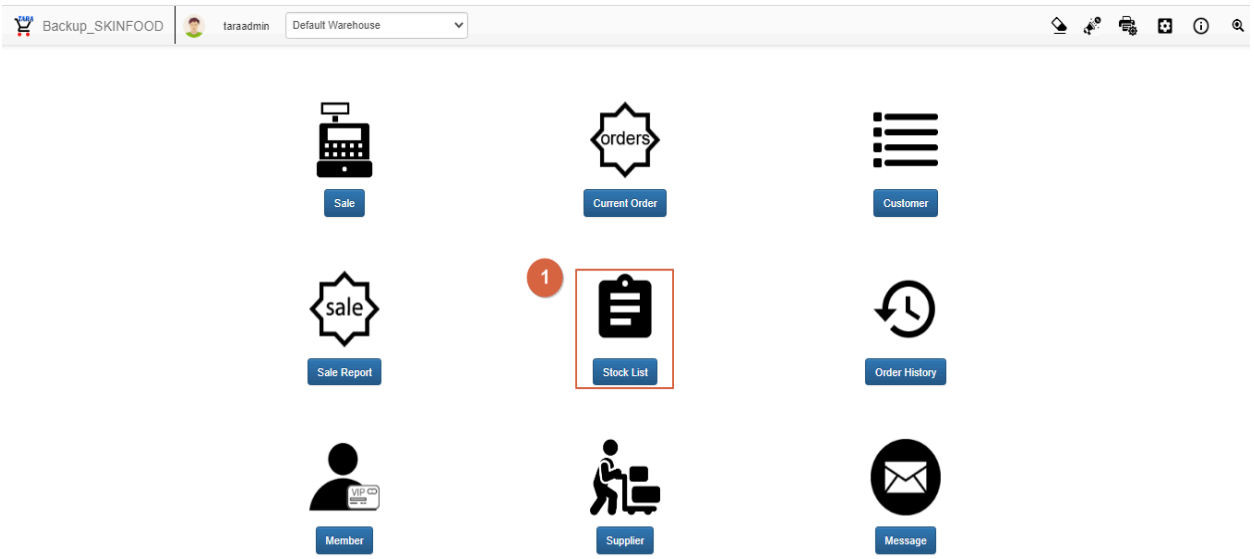
7.Users can export by clicking the export icon.

8.Users can print by clicking the print icon.

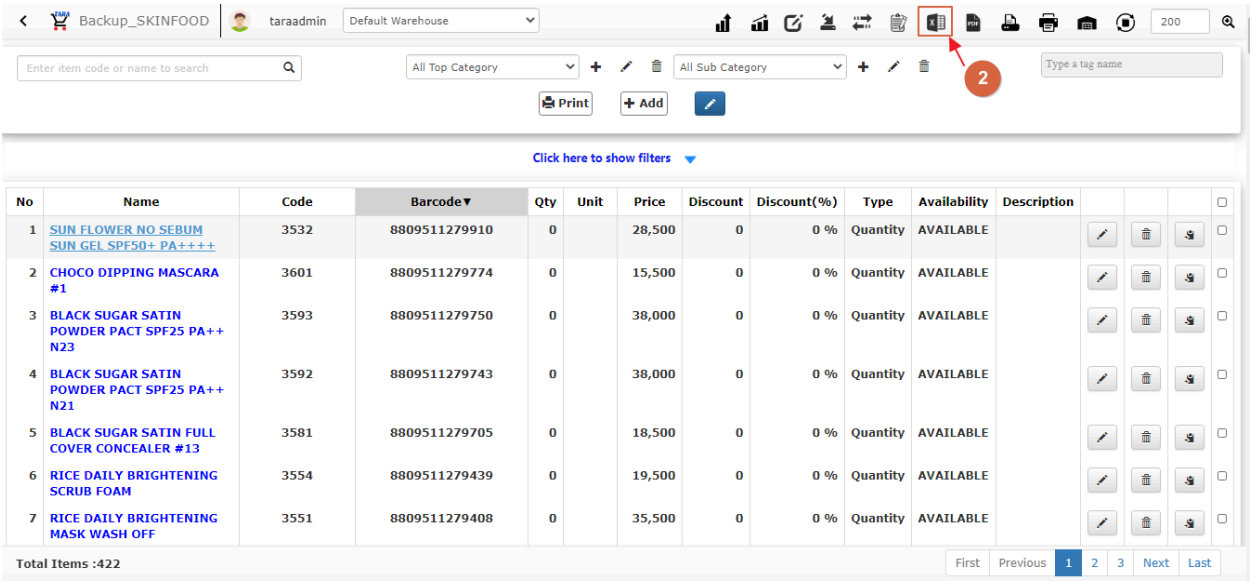
Note -User can see daily expense report also in cash summary report.

# 43) Excel Export and Import in stock list

## 43.1) How to Export excel in stock list .



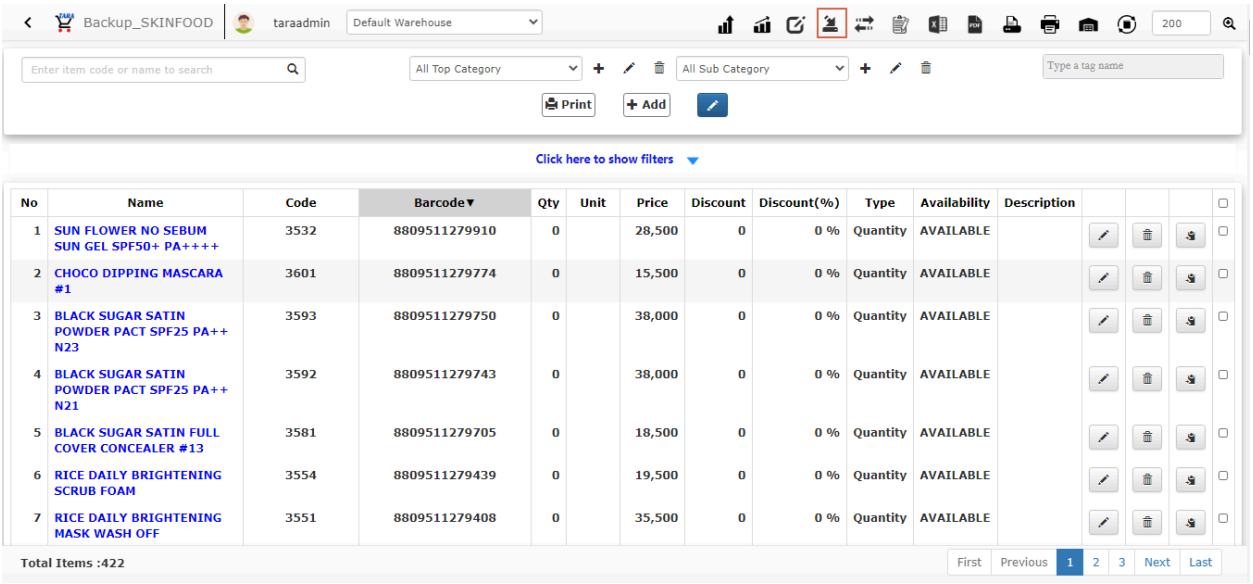

1)Click Stock list icon and Go to stock list page




| No | Name | Code | Barcode | Qty | Unit | Price | Discount | Discount(%) | Type | Availability | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | SUN FLOWER NO SEBUM SUN GEL SPF50+ PA++++ | 3532 | 8809511279910 | 0 | | 28,500 | 0 | 0 % | Quantity | AVAILABLE | |
| 2 | CHOCO DIPPING MASCARA #1 | 3601 | 8809511279774 | 0 | | 15,500 | 0 | 0 % | Quantity | AVAILABLE | |
| 3 | BLACK SUGAR SATIN POWDER PACT SPF25 PA++ N23 | 3593 | 8809511279750 | 0 | | 38,000 | 0 | 0 % | Quantity | AVAILABLE | |
| 4 | BLACK SUGAR SATIN POWDER PACT SPF25 PA++ N21 | 3592 | 8809511279743 | 0 | | 38,000 | 0 | 0 % | Quantity | AVAILABLE | |
| 5 | BLACK SUGAR SATIN FULL COVER CONCEALER #13 | 3581 | 8809511279705 | 0 | | 18,500 | 0 | 0 % | Quantity | AVAILABLE | |
| 6 | RICE DAILY BRIGHTENING SCRUB FOAM | 3554 | 8809511279439 | 0 | | 19,500 | 0 | 0 % | Quantity | AVAILABLE | |
| 7 | RICE DAILY BRIGHTENING MASK WASH OFF | 3551 | 8809511279408 | 0 | | 35,500 | 0 | 0 % | Quantity | AVAILABLE | |

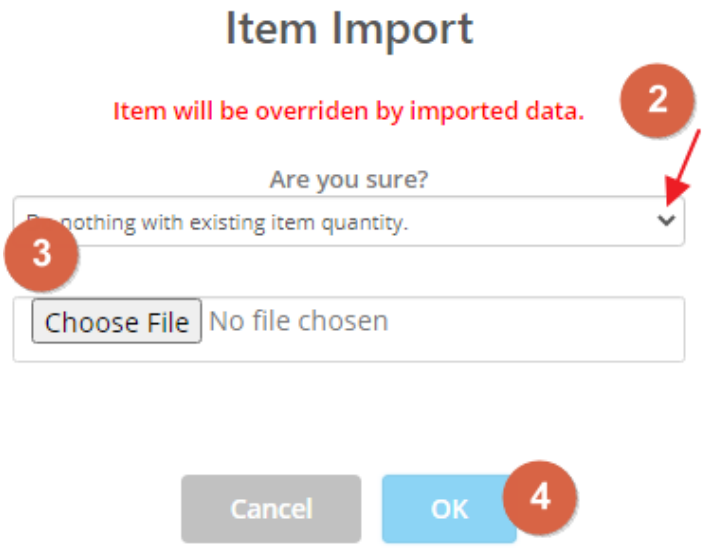
2) Users can select Top categories ,subcategories filter and export stock excel list by clicking excel export icon.

## 43.2) How to import item excel to stock list




| No | Name | Code | Barcode | Qty | Unit | Price | Discount | Discount(%) | Type | Availability | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | SUN FLOWER NO SEBUM SUN GEL SPF50+ PA++++ | 3532 | 8809511279910 | 0 | | 28,500 | 0 | 0 % | Quantity | AVAILABLE | |
| 2 | CHOCO DIPPING MASCARA #1 | 3601 | 8809511279774 | 0 | | 15,500 | 0 | 0 % | Quantity | AVAILABLE | |
| 3 | BLACK SUGAR SATIN POWDER PACT SPF25 PA++ N23 | 3593 | 8809511279750 | 0 | | 38,000 | 0 | 0 % | Quantity | AVAILABLE | |
| 4 | BLACK SUGAR SATIN POWDER PACT SPF25 PA++ N21 | 3592 | 8809511279743 | 0 | | 38,000 | 0 | 0 % | Quantity | AVAILABLE | |
| 5 | BLACK SUGAR SATIN FULL COVER CONCEALER #13 | 3581 | 8809511279705 | 0 | | 18,500 | 0 | 0 % | Quantity | AVAILABLE | |
| 6 | RICE DAILY BRIGHTENING SCRUB FOAM | 3554 | 8809511279439 | 0 | | 19,500 | 0 | 0 % | Quantity | AVAILABLE | |
| 7 | RICE DAILY BRIGHTENING MASK WASH OFF | 3551 | 8809511279408 | 0 | | 35,500 | 0 | 0 % | Quantity | AVAILABLE | |

1) Click the "Import excel" button and an item import pop-up will appear .




2) Choose the option for import excel in drop-down .

The import option in drop-down are:

1)**Do nothing with existing item quantity**

> This option will update item information and do nothing with item quantity .

**2)Add to existing item quantity**

>This option will add stock over existing item quantity and also update item information.

**3)Import purchase order**

> This option aimd for supplier features.

**4)Overwrite existing item quantity**

>This option will overwrite item quantity .( The updated item should not be in current order and order history )

**5)Only update existing item quantity**

> Users can use this option when users want to update only item quantity and do nothing with item information.

3) Click "choose file " and users can add excel files from other resources .

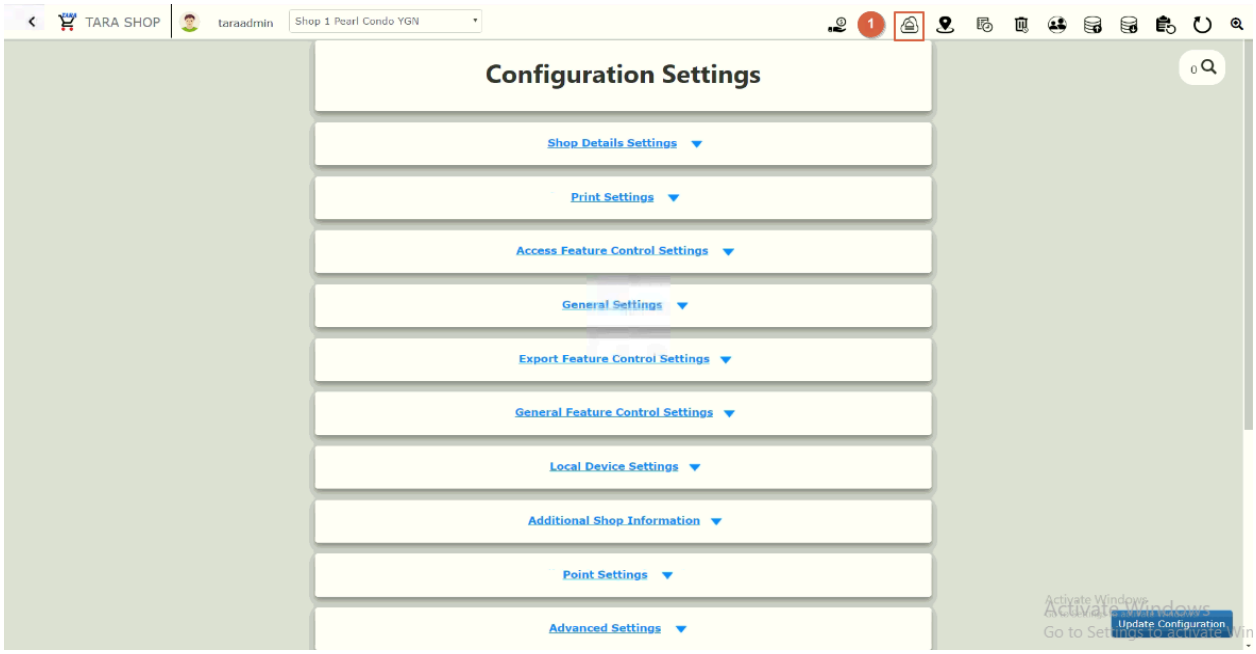
4) And click the Ok button.

# 44) Online Items feature (This feature will be available for cloud user )

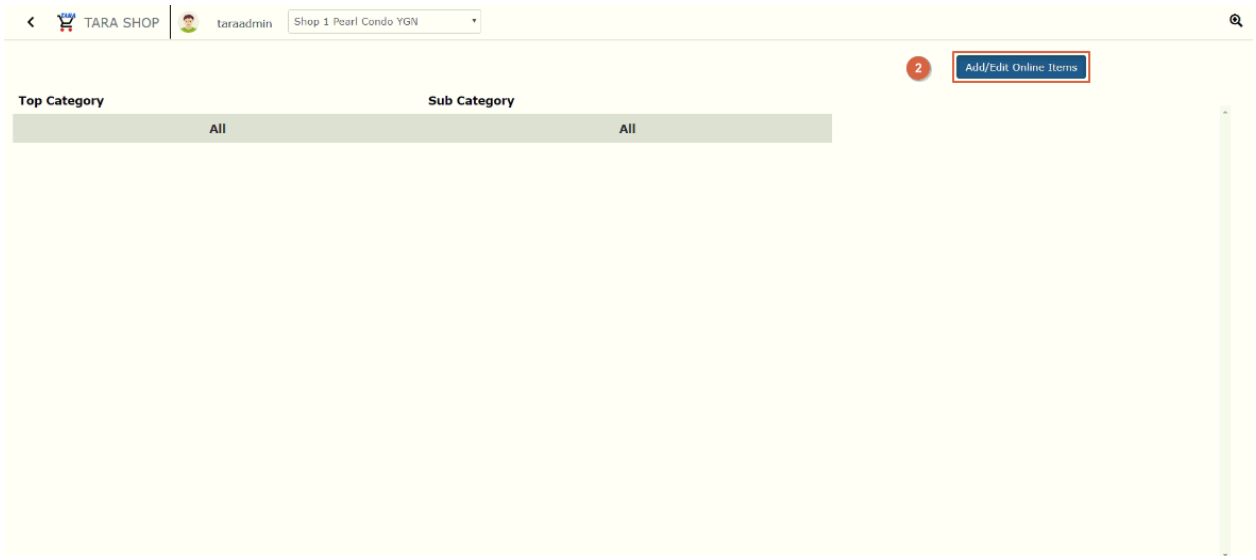
## 44.1) What is Online Menu or Online Catalogue ?

Customers can access all menus listed in your restaurant or all items in your shop by scanning QR and entering related links with their mobiles .And customers also can calculate and estimate the total order charges and can add their favourite items in their own favourite list .

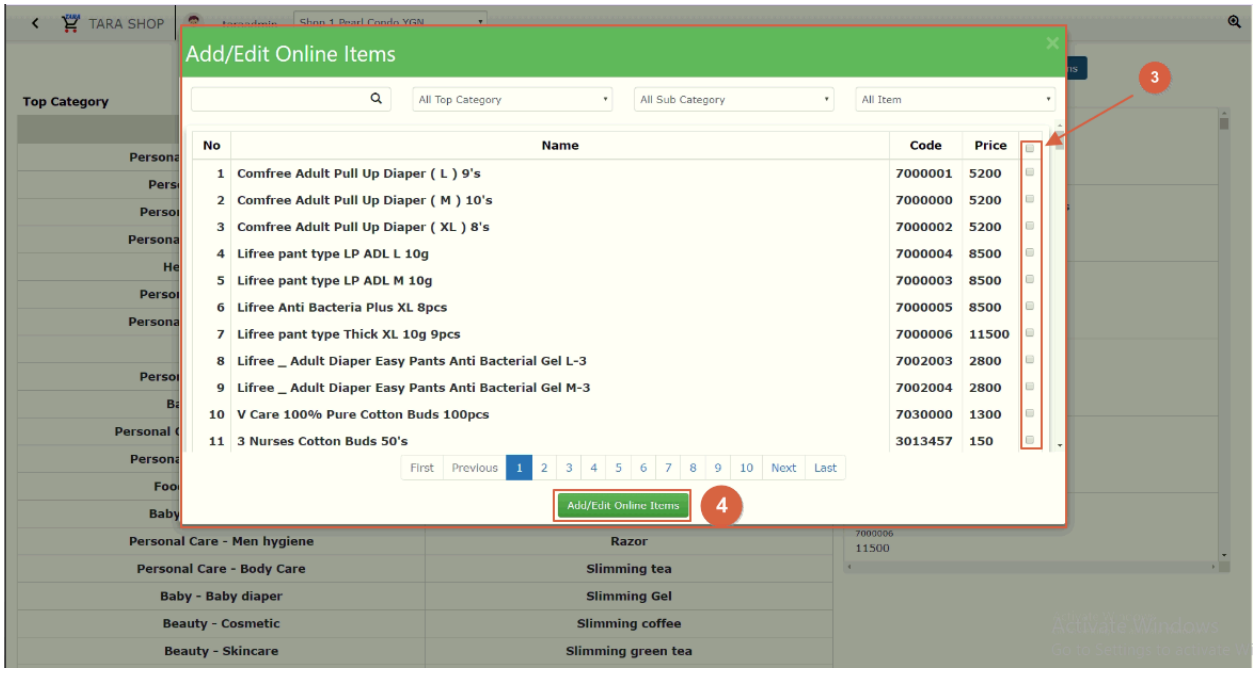
## 44.2) How to configure online menus list




1) Click the public online icon and it will redirect to the online menus configuration page .



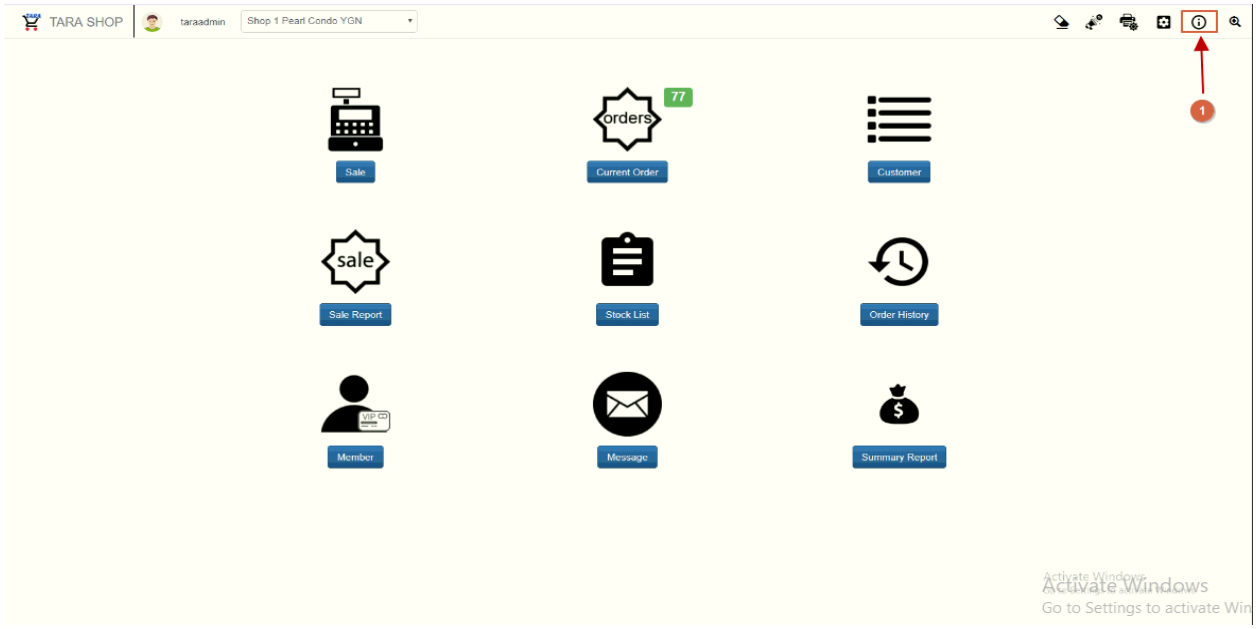

2) Click " Add/Edit Online Items " and the following page will appear.



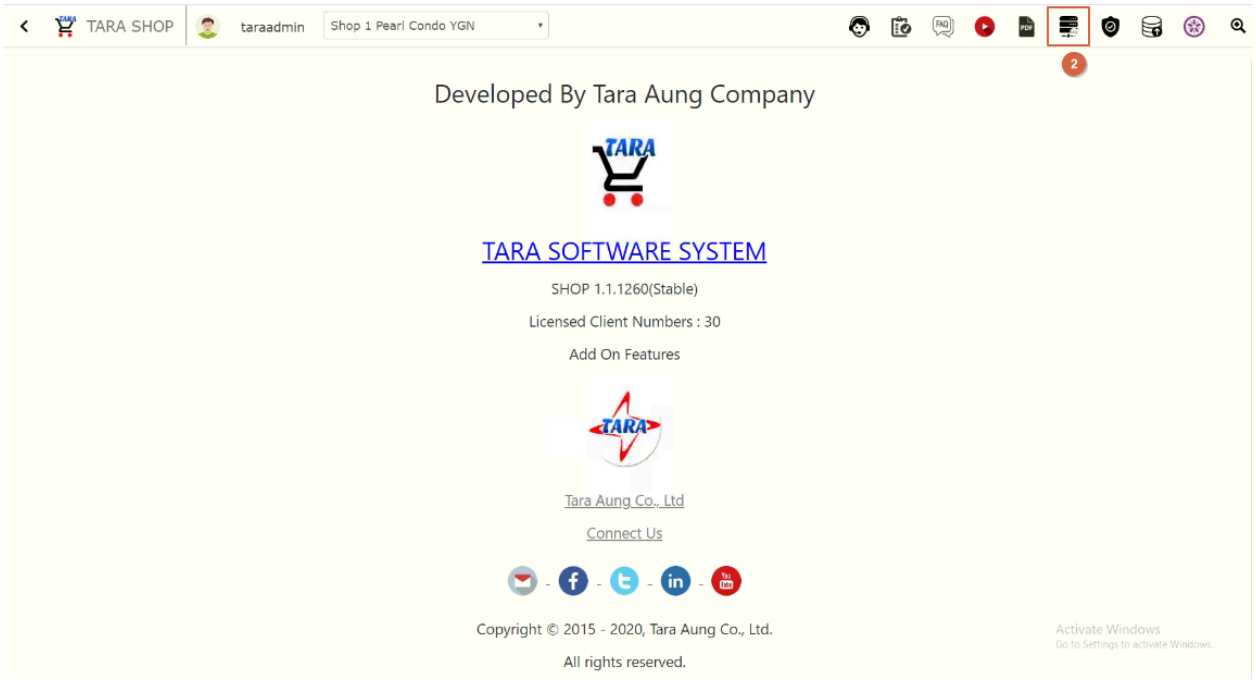

3) User can add online item by checking checkbox beside menus /items name

4) And click the " Add/Edit Online Items " button for saving the selected item as online menus /items .

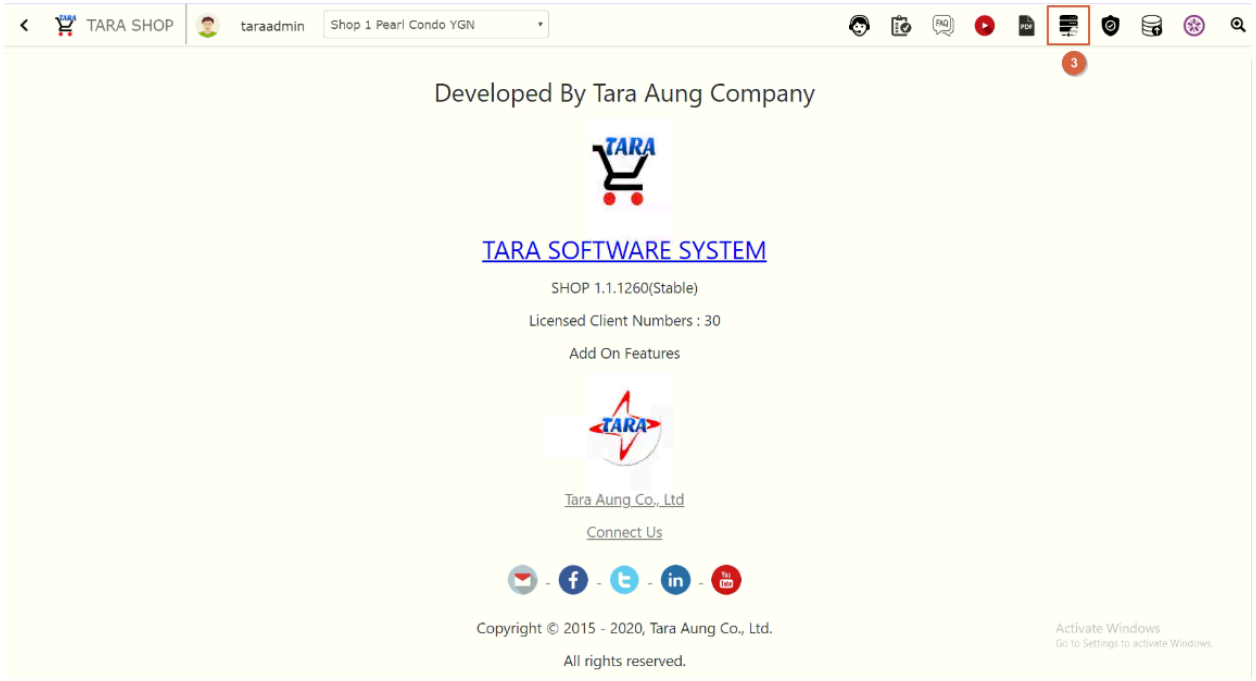
## 44.3) How to print online menus QR code and get related link



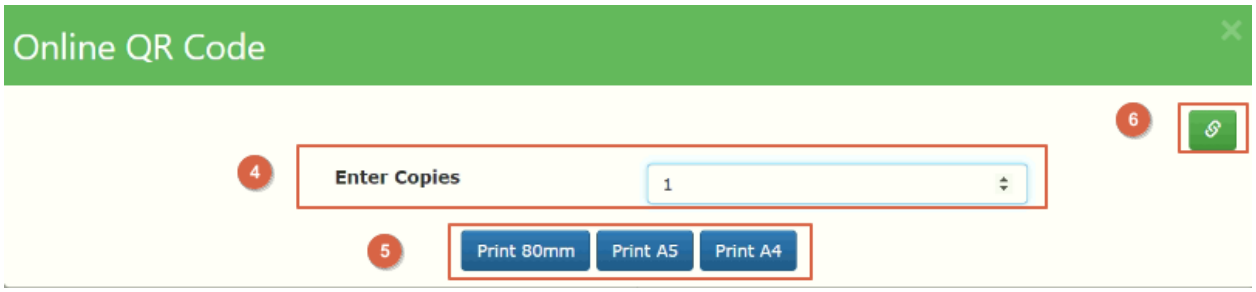

1) Go to the About page .




2)Click the server log icon and it will redirect to the server log page .




3)Click the " Online QR code " icon and "Online QR code " popup will appear .




4)Users can add a number of copies to print QR code in the "Enter Copies " input field .

5) Users can print out QR code with " 80mm , A5 and A4 " by clicking " Print 80 mm , print A5 and print A4 " .




Print QR code with 80 mm




Print QR code with A5



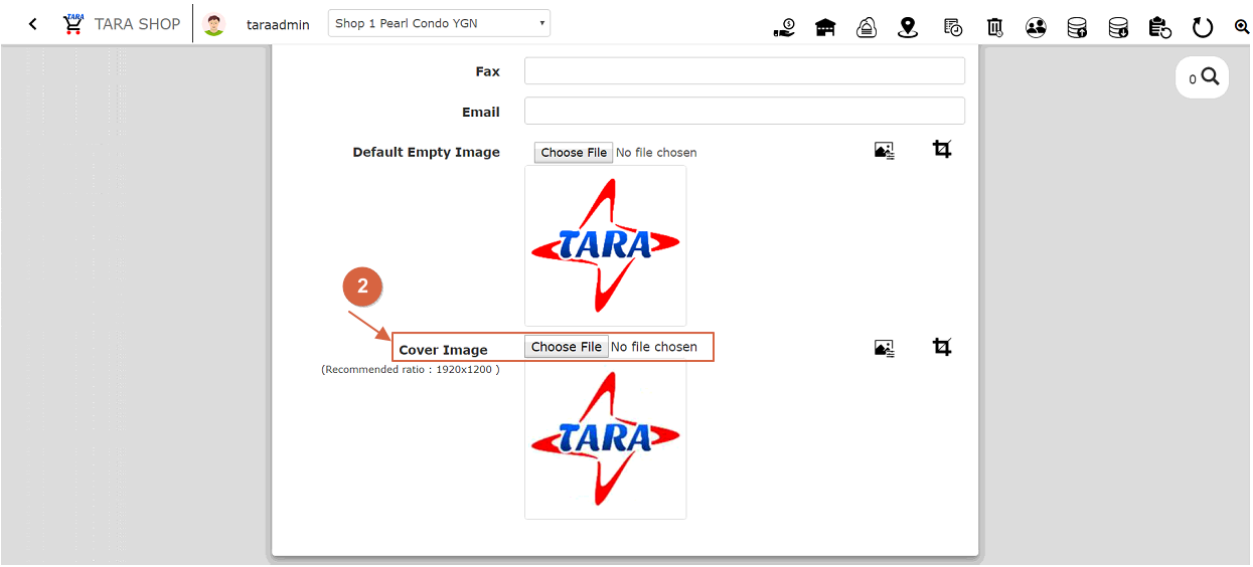

Print QR code with A4

6)Users can enter the online menus page by clicking the attached image icon.

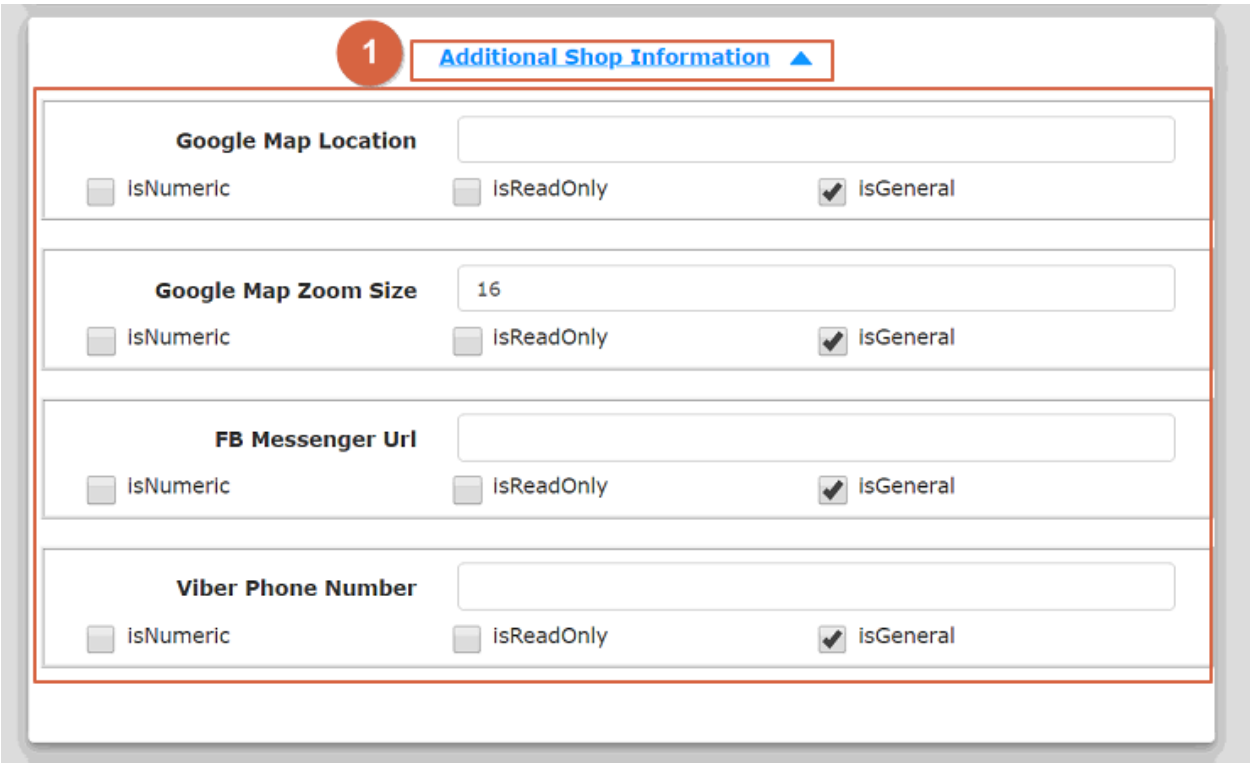
## 44.4 ) How to add shop detail information in Online menus and Online items

**Shop cover image**

1) Go to shop detail page setting




2)Choose the cover image and upload it in the "Cover Image" field.



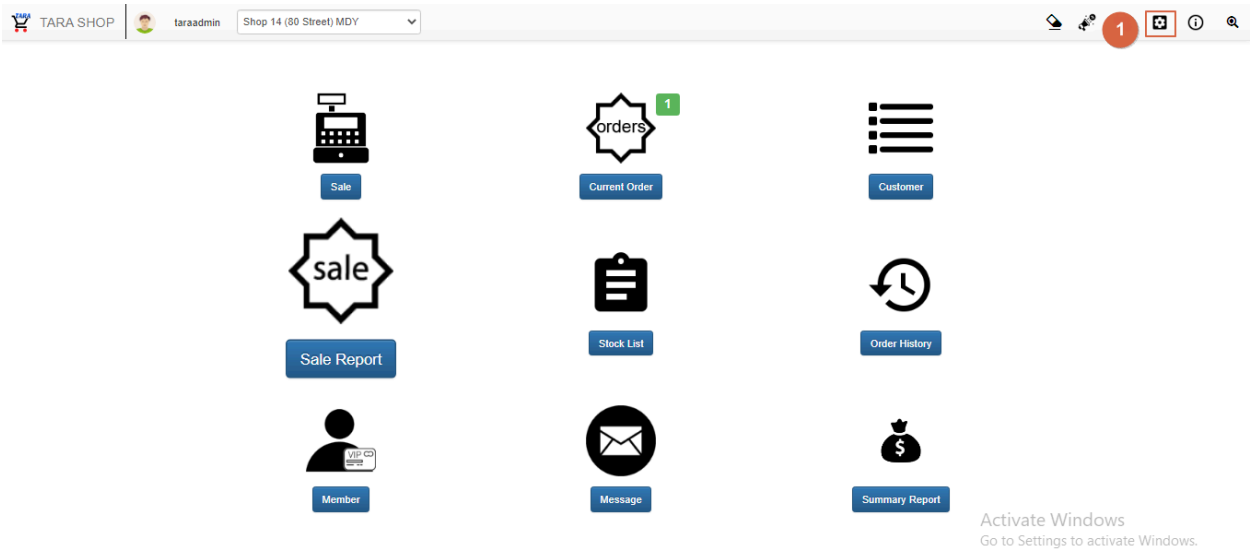

Users can add " Google Map Location, Google Map Zoom Size , FB Messenger URL and Viber Phone Number " value in Additional Shop Information settings .

### 44.5) End user Access

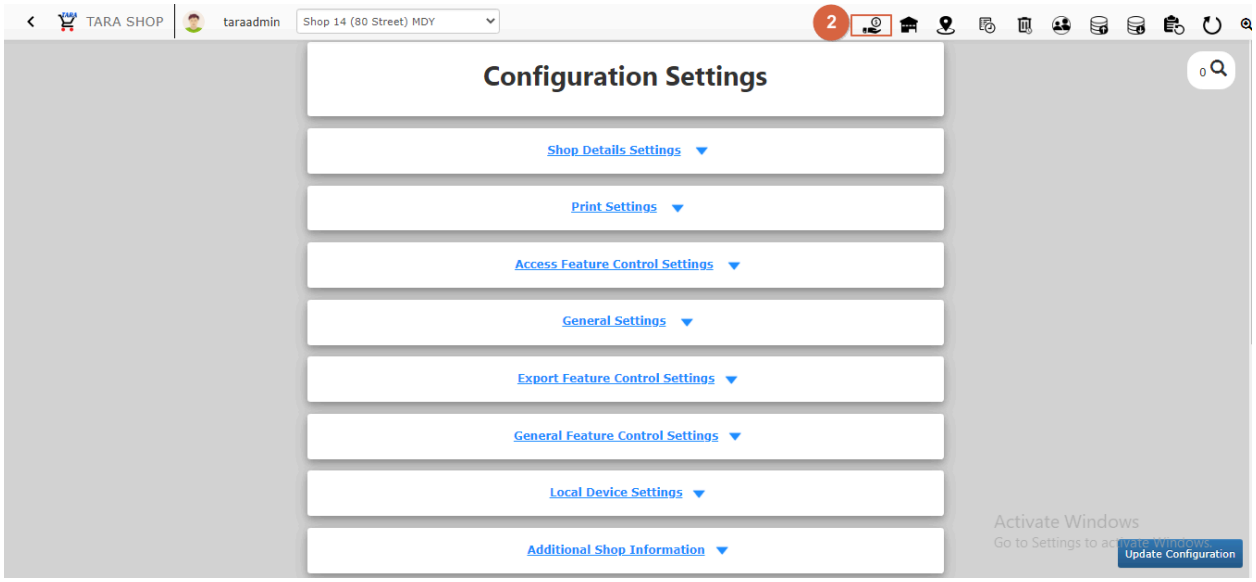
# 45 ) External Payment type

## 45.1) How to create external payment type in payment type editor

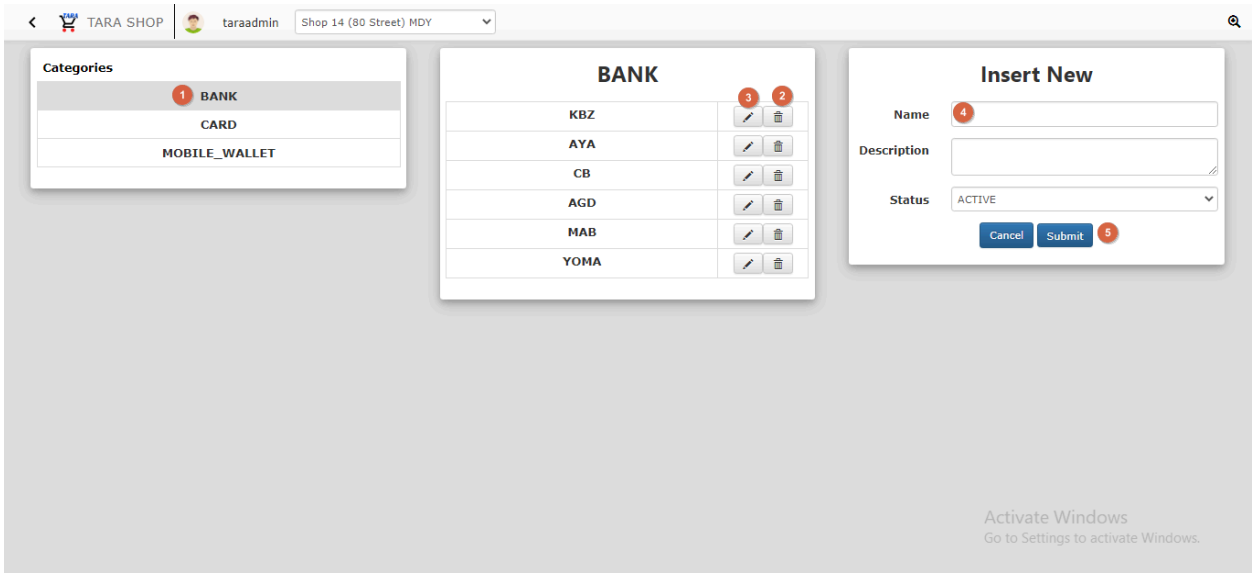
1) Go to configure settings .




2) Click the payment type icon and external payment type editor page will appear.




If user want to " add " ," delete" and "edit" bank name in bank categories ,




1) Users should choose " BANK " in categories first .

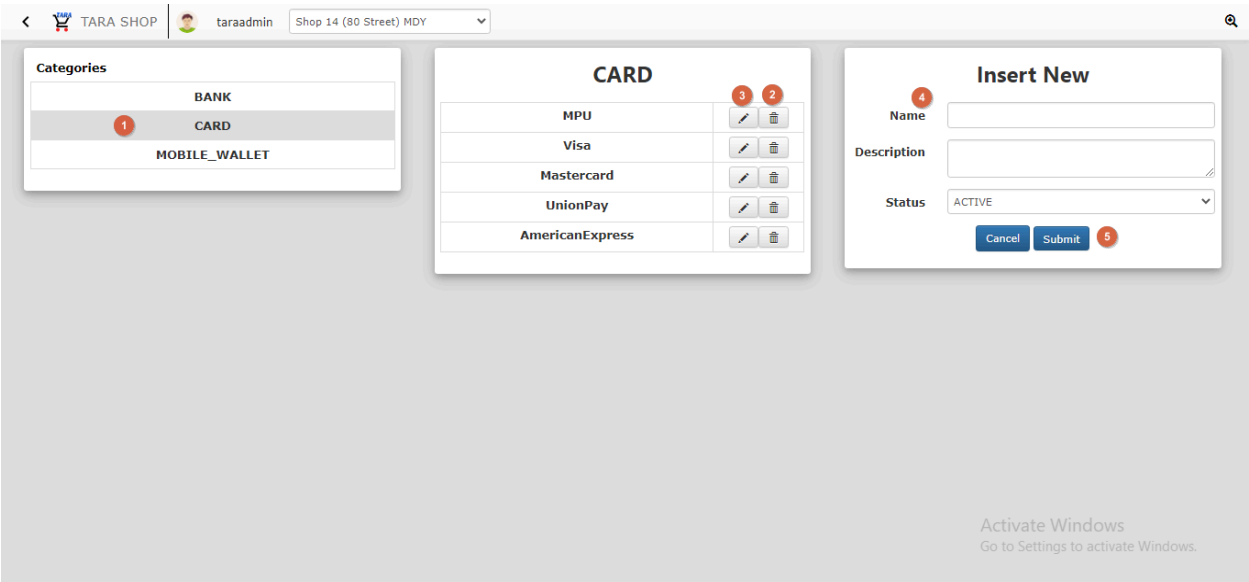
2) Click the delete button to delete the bank name in the bank list .

3) Users can edit the bank name by clicking the edit button .

4) Add a new bank name in " Insert new".

5)And click the submit button for saving new bank names in bank categories.

If user want to " add " ," delete" and "edit" card name in card categories ,




1) Users should choose “CARD“ in categories first .

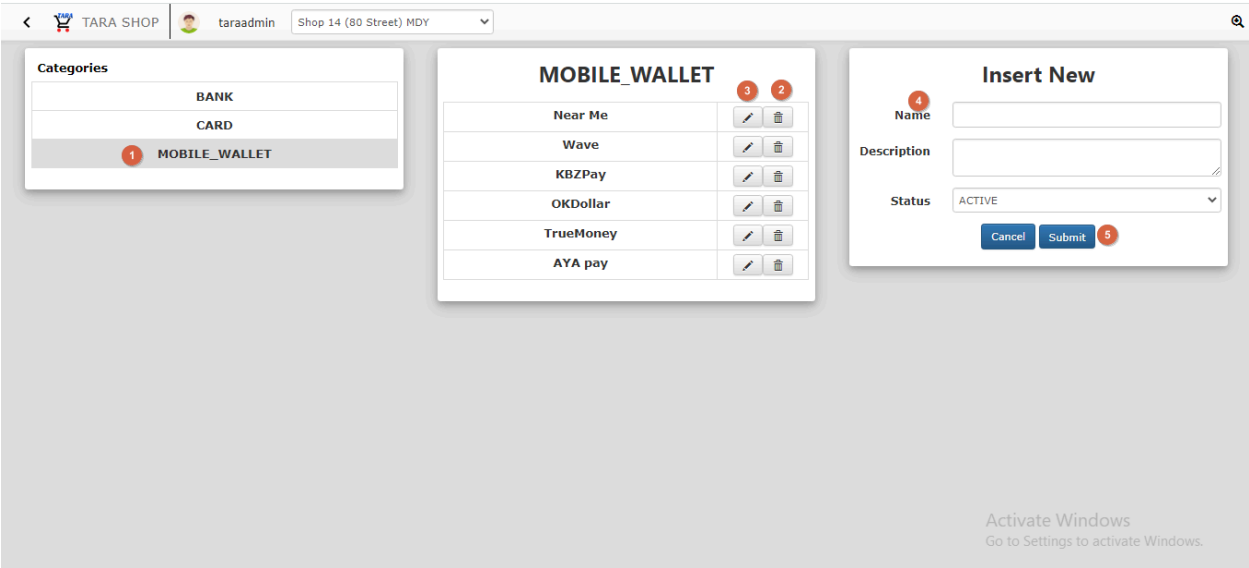
2) Click the delete button to delete cards' names in the card list .

3) Users can edit the card names by clicking the edit button.

4) Add a new card name in “Insert new”.

5) And click the submit button for saving new card names in card categories.

If user want to " add " ," delete" and "edit" Mobile_ Wallet name in Mobile_ Wallet categories ,



1) Users should choose “Mobile_ Wallet “ in categories first .

2) Click the delete button to delete Mobile_ Wallet names in the Mobile_ Wallet list .

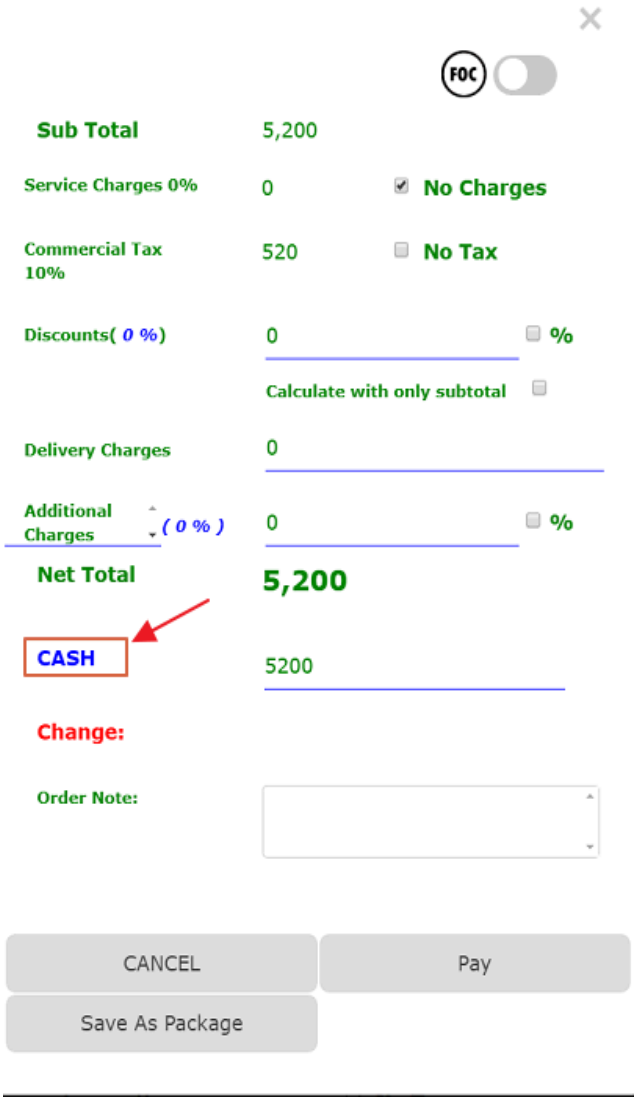
3) Users can edit the Mobile_ Wallet name by clicking the edit button.

4) Add new Mobile_ Wallet in “ Insert new”

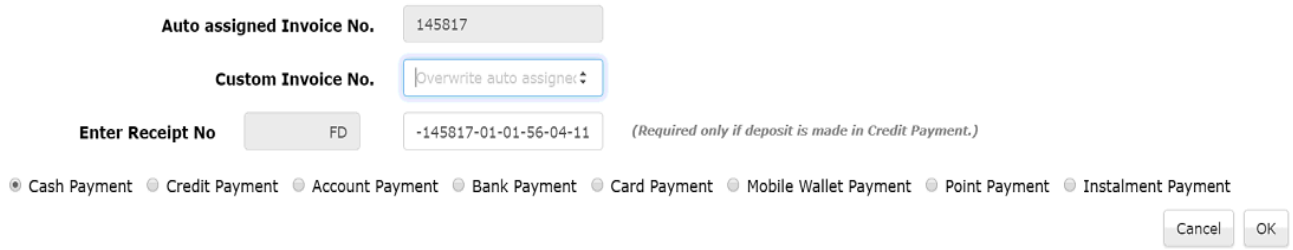
5) Click the submit button for saving new card names in card categories.

## 45.2) How to applied external payment in terminal

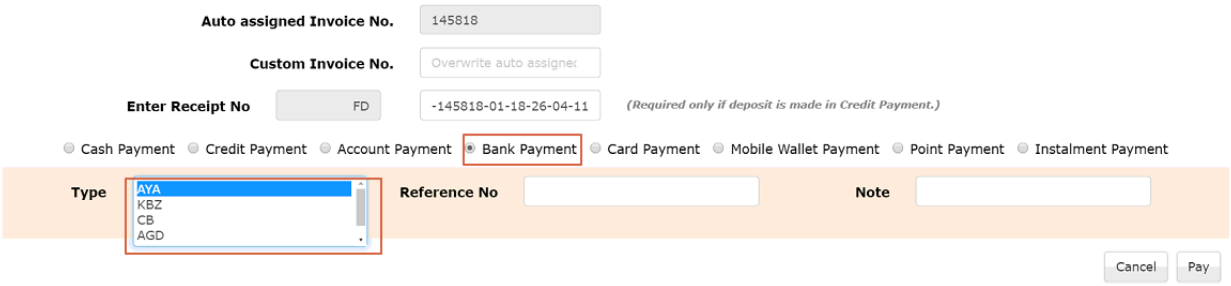
1) Click the pay button in the terminal and Pay Dialog will appear .




2) Click “CASH : text and the following external payment type pop-up will be appear

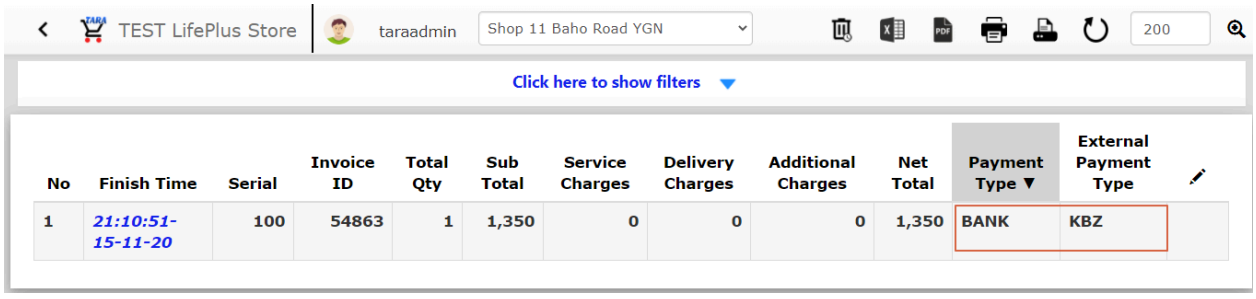



When users choose payment categories, their related payment type will appear .Eg if users choose bank categories , all bank lists in bank categories will appear and users can choose one of those banks for payment .



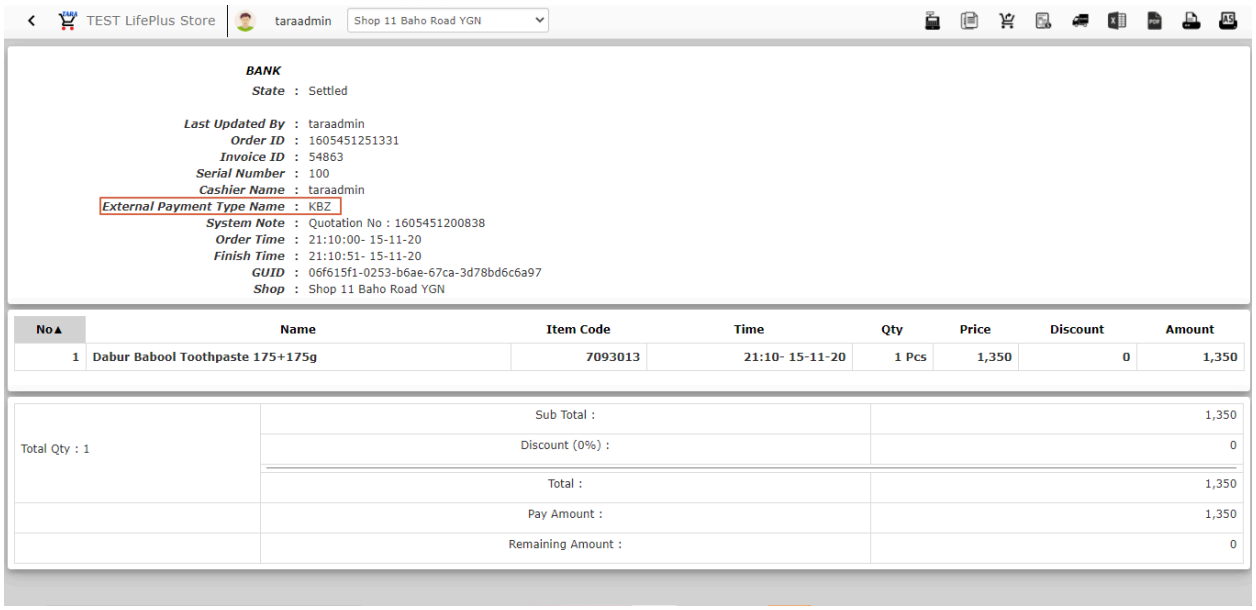

## 45.3) How to check different external payment type in report

In the order history list and order history detail , users can check detailed information of different external payment types .



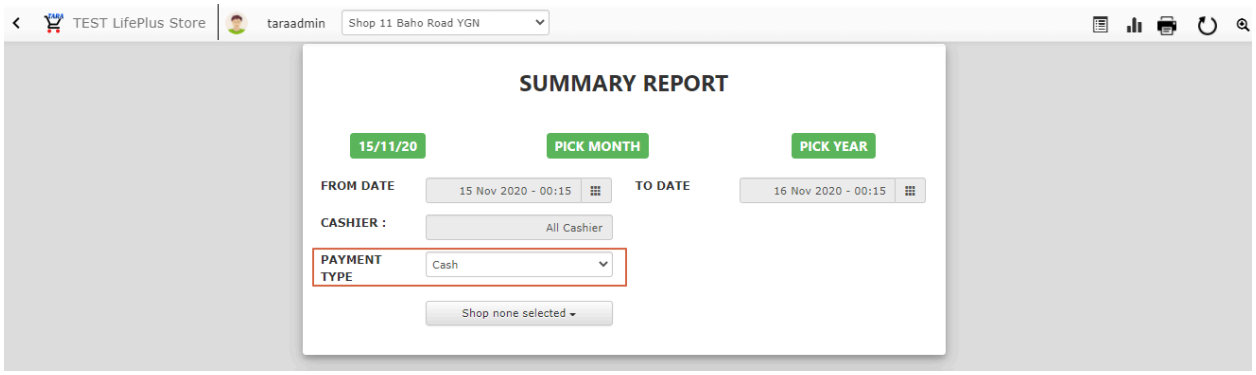

| No | Finish Time | Serial | Invoice ID | Total Qty | Sub Total | Service Charges | Delivery Charges | Additional Charges | Net Total | Payment Type ▼ | External Payment Type |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 21:10:51-15-11-20 | 100 | 54863 | 1 | 1,350 | 0 | 0 | 0 | 1,350 | BANK | KBZ |

**Detail information of different external payment types in order detail list**



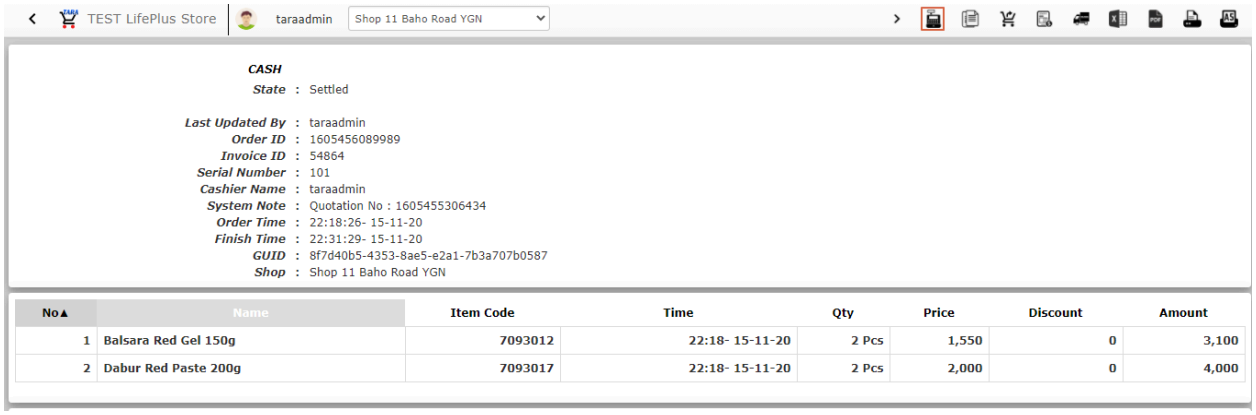

**Detailed information of different external payment types in order detail .**

In summary report , users can use payment type filters and check daily , monthly and yearly external payment reports .



# 47) Exchange cash payment order to external payment feature

1)Create order with cash payment

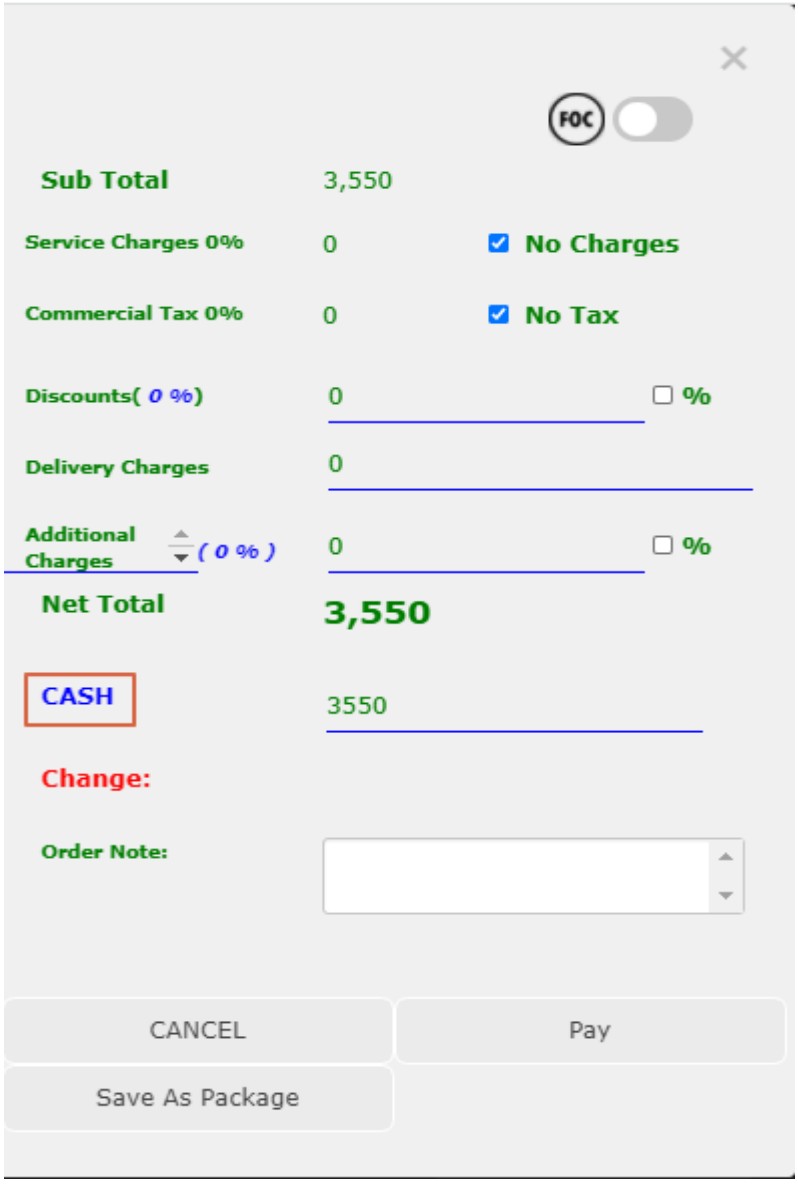



| No▲ | Name | Item Code | Time | Qty | Price | Discount | Amount |
|---|---|---|---|---|---|---|---|
| 1 | Balsara Red Gel 150g | 7093012 | 22:18- 15-11-20 | 2 Pcs | 1,550 | 0 | 3,100 |
| 2 | Dabur Red Paste 200g | 7093017 | 22:18- 15-11-20 | 2 Pcs | 2,000 | 0 | 4,000 |

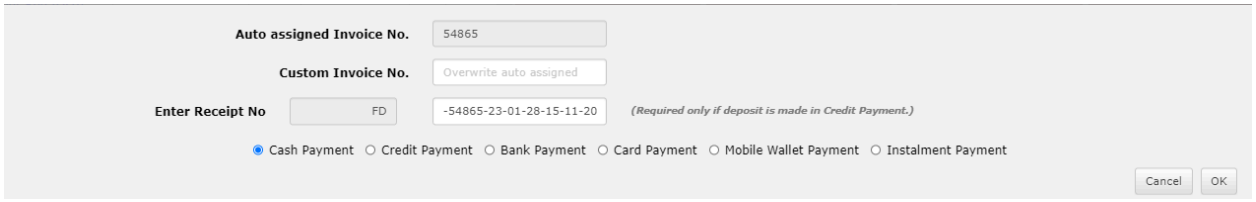
2)Go to order history details and click the exchange order icon.

3)It will redirect to the terminal page.

4)Click the pay button and the pay dialog will appear .




5)click on “CASH” text and an external payment type popup will appear .



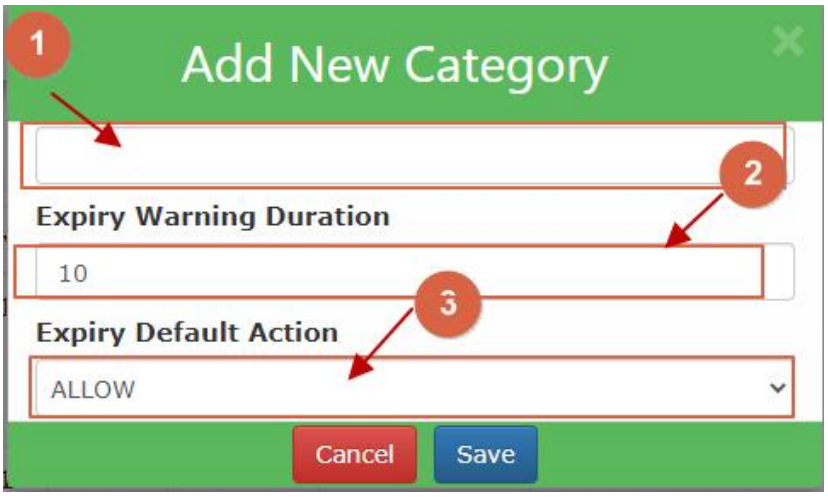

6) In external payment type popup , user can choose one of external payment and click pay button

7) After that the “Note for exchange order “ popup will appear .

# 48) Expired feature (Premium Feature)

## 48.1) How to set up expiry warning duration and expiry default action for expired item group ?

1) Click plus sign beside sub -Categories and create a new item group and the following popup will appear .




1. Add new expiry item group name .

2. Define expiry warning duration period .

( eg:If users want to see item expiry warning five day before the item expires , users should add “5'' in "Expiry warning duration".

3 . Choose " Allow " or “Block” in expiry default action drop-down.

-If users choose "Allow" in the default action drop-down , users can sell those items since items are expired .

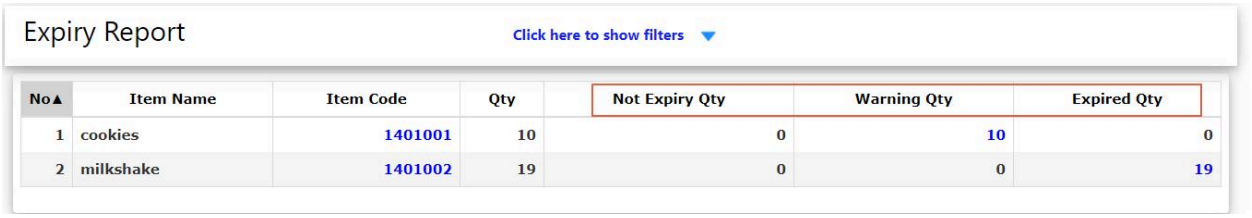
- If user choose " Block" in default action drop-down , user can't sell expired item

## 48.2) How to edit expiry warning duration and expiry default action ?

Users can click the edit button beside expiry items group name and update expiry warning duration and expiry default action.

## 48.3) Expiry report

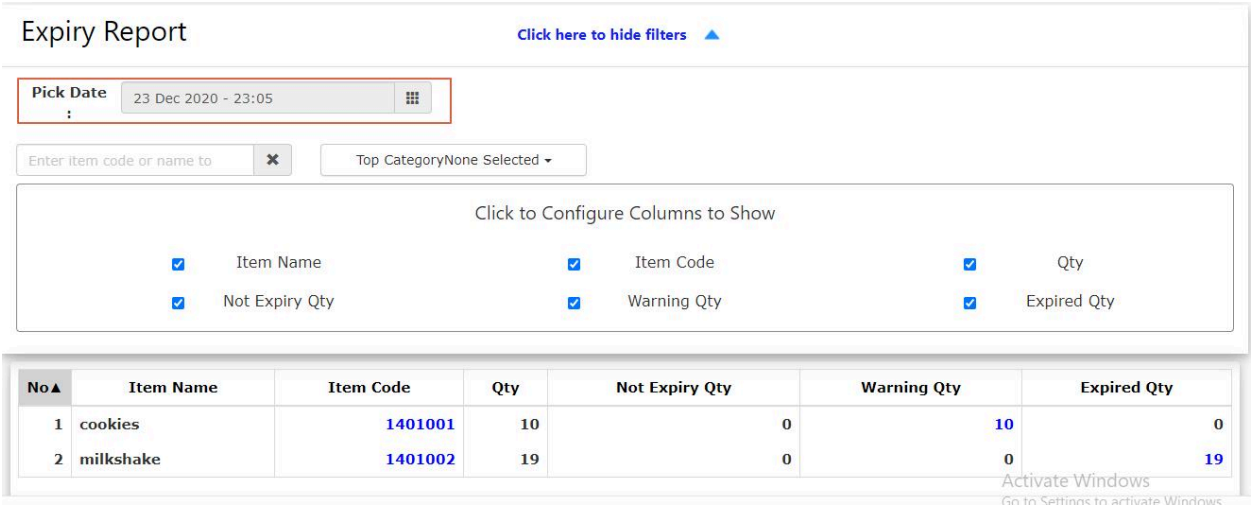
1)Click the expiry report icon and it will redirect to the expiry report page .




| No▲ | Item Name | Item Code | Qty | Not Expiry Qty | Warning Qty | Expired Qty |
|---|---|---|---|---|---|---|
| 1 | cookies | 1401001 | 10 | 0 | 10 | 0 |
| 2 | milkshake | 1401002 | 19 | 0 | 0 | 19 |

In the expiry report page users can check not expiry Qty , expiry warning Qty, Expiry item Qty for all items .

## 48.4) Expiry report filter



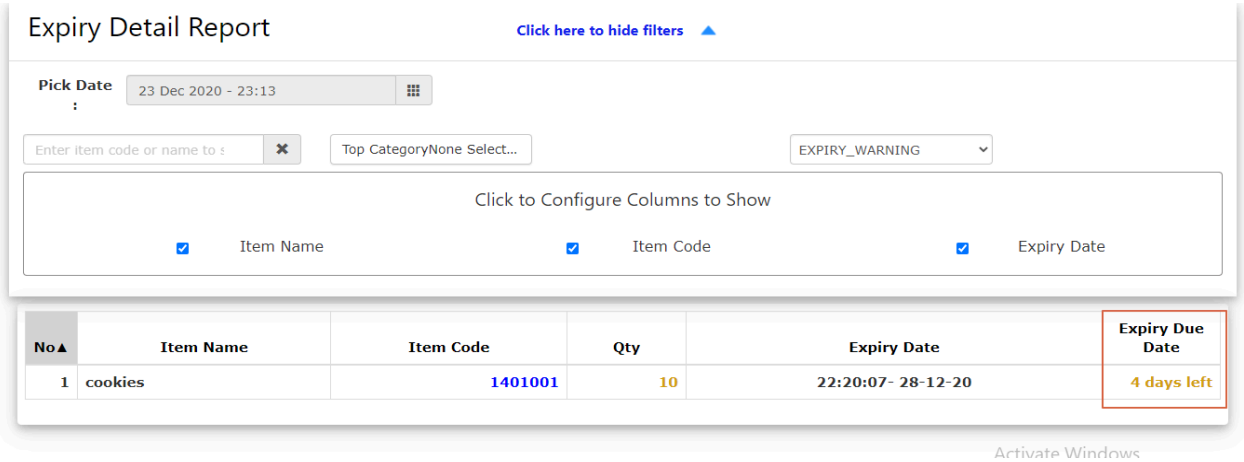

| No▲ | Item Name | Item Code | Qty | Not Expiry Qty | Warning Qty | Expired Qty |
|---|---|---|---|---|---|---|
| 1 | cookies | 1401001 | 10 | 0 | 10 | 0 |
| 2 | milkshake | 1401002 | 19 | 0 | 0 | 19 |

Activate Windows
Go to Settings to activate Windows.

Users can choose the date in the expiry report date filter and check not expiry Qty , expiry warning Qty, Expiry item Qty for all items .

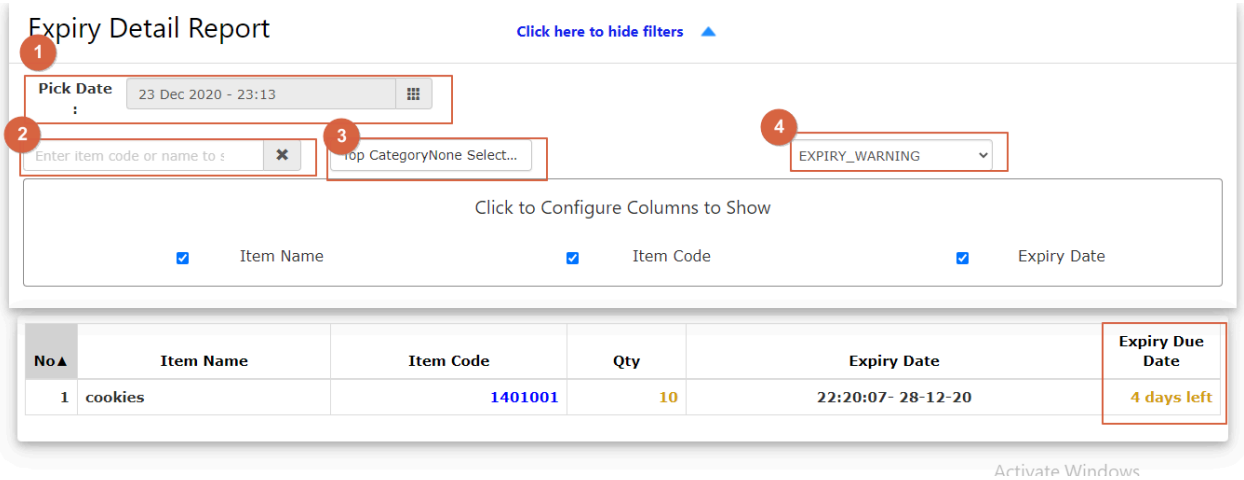
## 48.5) Expiry report detail report

Click the expiry detail report icon and it will redirect to the expiry detail report page .




In the expiry detail report , users can check details of expiry warning items and their due date.

## 48.6) Expiry report detail report filter




**1)Date filter**

Users can choose the date in the expiry report date filter and check detailed information of not expiry Qty , expiry warning Qty, Expiry item Qty for all items .

**2)Search function**

Users can search items with item code and item name in the search box.

**3)Top-categories and subcategories filter**

User can search expiry item with their Top-categories and sub-categories

**4)Drop-down filter**

Users can choose not expiry , expiry warning , Expired value in drop-down filter and check detailed information.

## 49) How to use Additional discount?

## 50) How to watch the Sale Report By Category with Modifier?

## 51) How to export/import the Stock List Excel?

## 52) Quotation Feature (Premium Feature)

## 53) Booking Feature (Premium Feature)

## 54) Deposit Feature

## 55) BackDate Selling Feature

## 56) How to do Order Exchange?

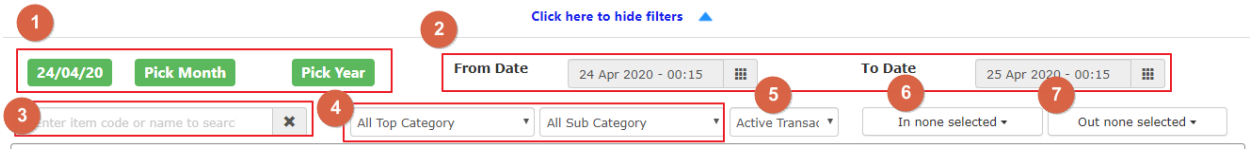
## 57) How to add the new External Payment Type?

## 58) How to sell with Credit Multi Payment Type?

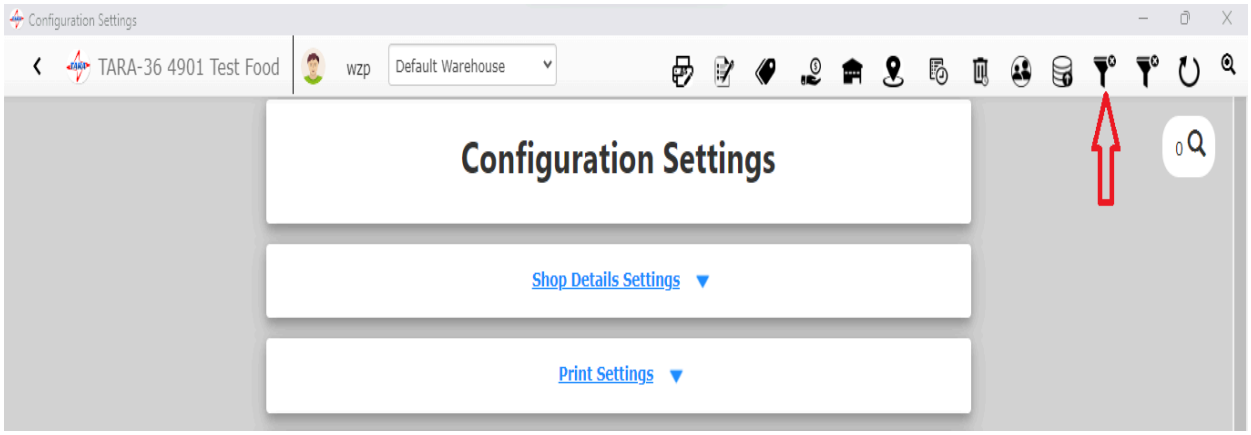
## 59) How to increase/decrease Selling Price by Percentage?

## 60) How to sell with Multi Payment Type?

## 61) How to Reset Filters




1. If the user wants to change the original filter setting when using after select customized filters.
2. First step, go to Configure Setting from the Home page.
3. In the Configuration Settings, click on the Reset Filters icon as per below image.
4. Then, click the 'Yes' Button from "Are you sure?" message box.




## 38) More information

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www.taraaung.com

https://www.youtube.com/c/Taraaung/

https://www.facebook.com/taraaungcompany

https://twitter.com/taraaung

https://www.instagram.com/tarasoftwaresystems

https://www.linkedin.com/company/tara-aung-co-ltd-/

https://taraaung.business.site

https://tarasoftwaresystems.tumblr.com

Restaurant E-Commerce DEMO Site : http://Demo-001.taraaung.com

Shop E-Commerce DEMO Site : http://Demo-002.taraaung.com

FAQs : http://faqs.taraaung.com

Release Notes : http://releasenotes.taraaung.com

User Guide Myanmar : http://userguide.taraaung.com

User Guide English : http://english.userguide.taraaung.com

Software Overview YouTube Playlist

TARA Support YouTube Playlist

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