

QR Ordering Quick Setup

This is a quick setup guide on how to apply **QR Ordering** with our **AutoCount POS FnB 5.1**. This guide also assumes that you already have the knowledge and know how to operate AutoCount POS Backend and AutoCount POS FnB.

Minimum Requirements

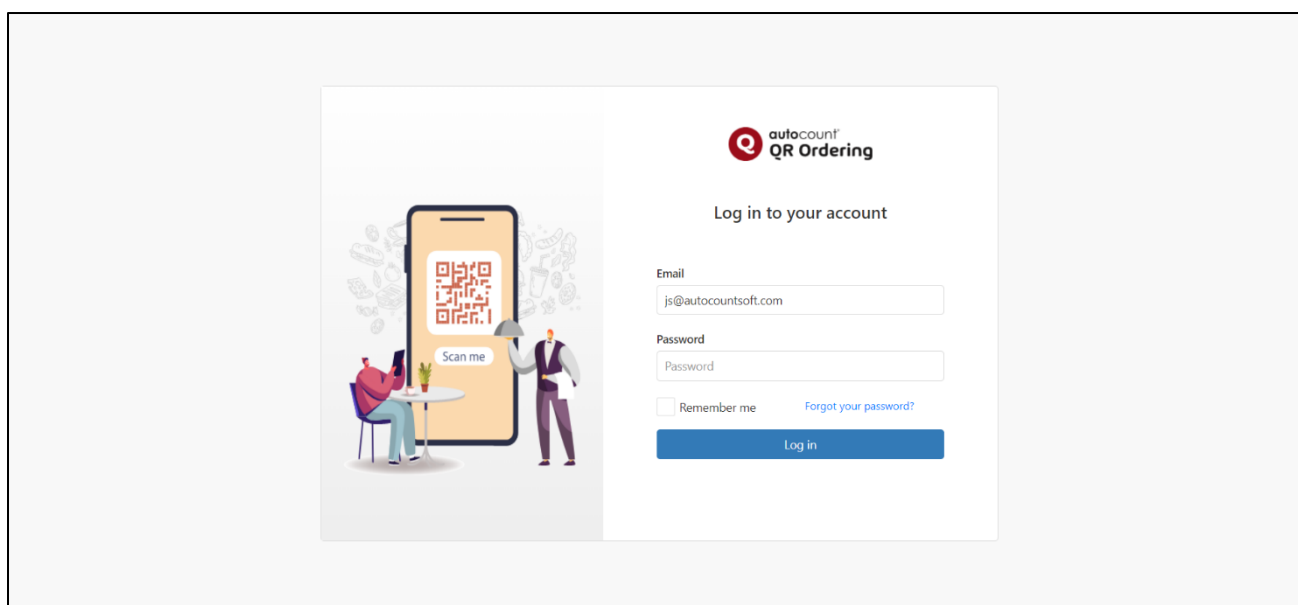
- AutoCount POS Backend 5.1.5.15 (Compatible with Accounting 2.1.8.24, AutoCount Server 2.1.0.7)
- AutoCount FnB 5.1.5.15
- Register an account for AutoCount Cloud Service using an email (Skip this if you already had an email registered with one of our cloud services – Cloud Accounting, Cloud Payroll or OneSales, it can be used together for this QR Ordering)
- Internet connection for Frontend Terminal to receive QR Orders

**This guide will not show AutoCount POS installation or AutoCount Cloud Service registration steps.*

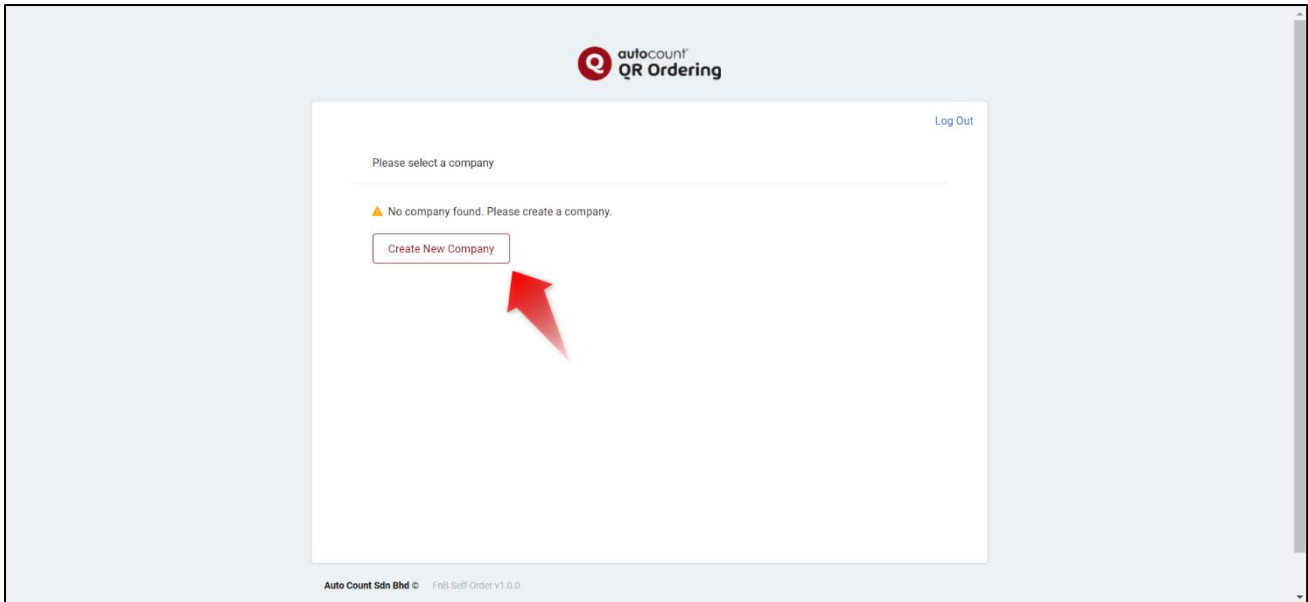
QR Ordering Backend Setup

1. Login into AutoCount QR Ordering backend:

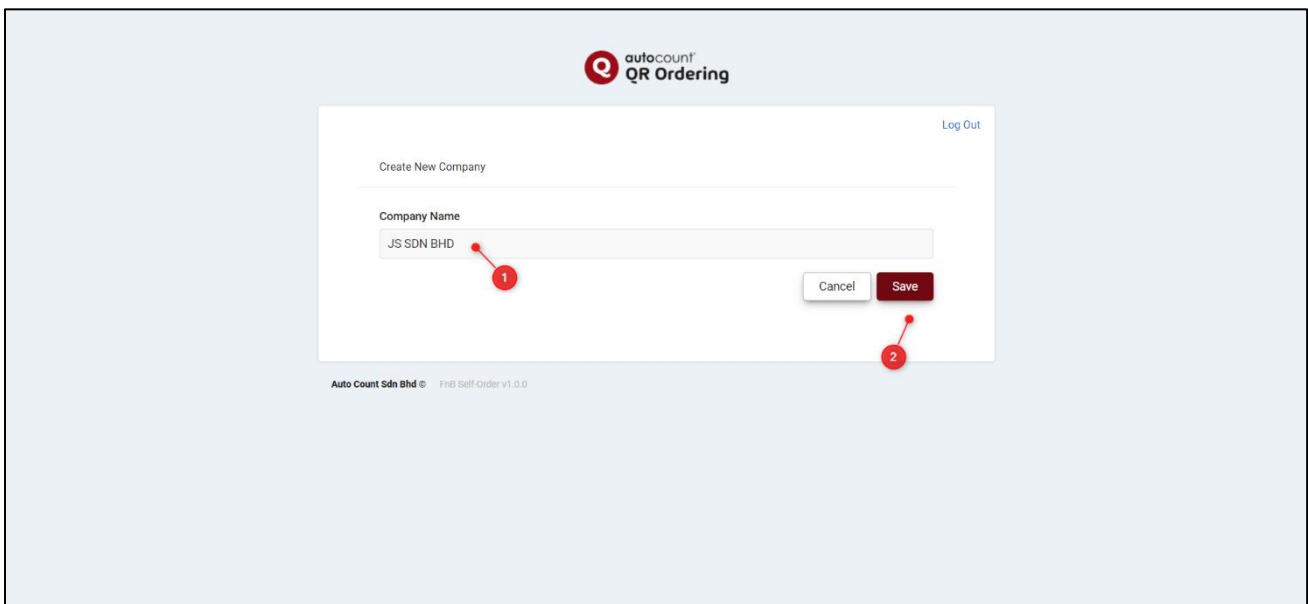
<https://qrorordering-backend.autocountcloud.com>



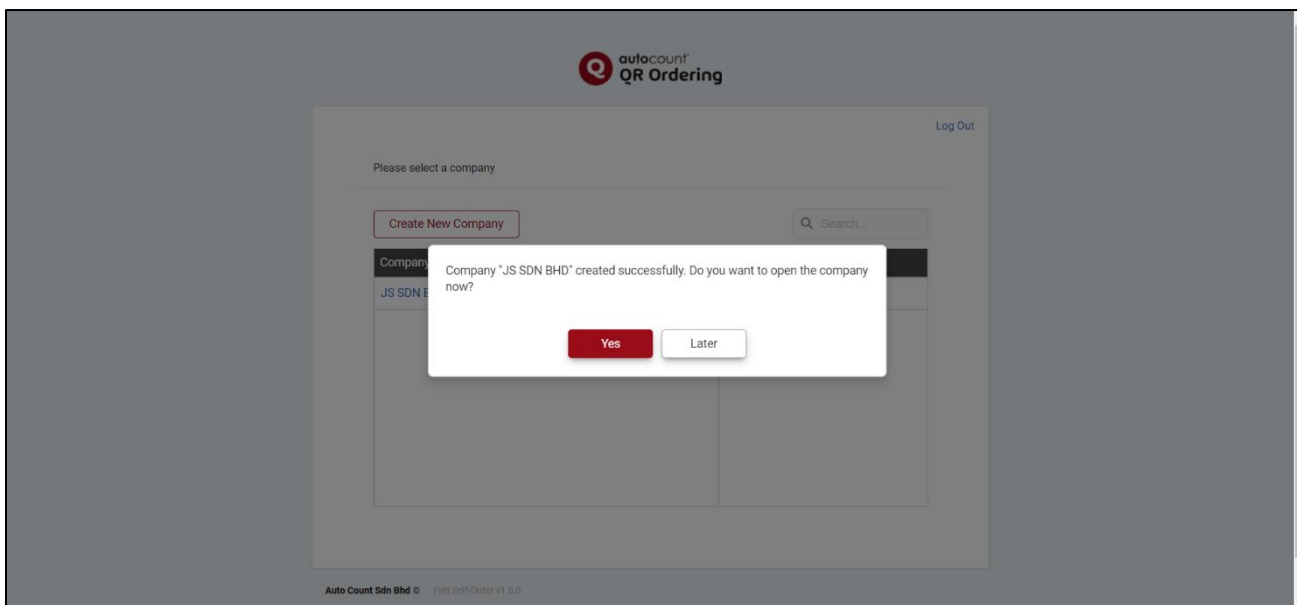
2. For first timer, after you login into the QR Ordering Backend, you will need to create a new company. Click on the **“Create New Company”**.



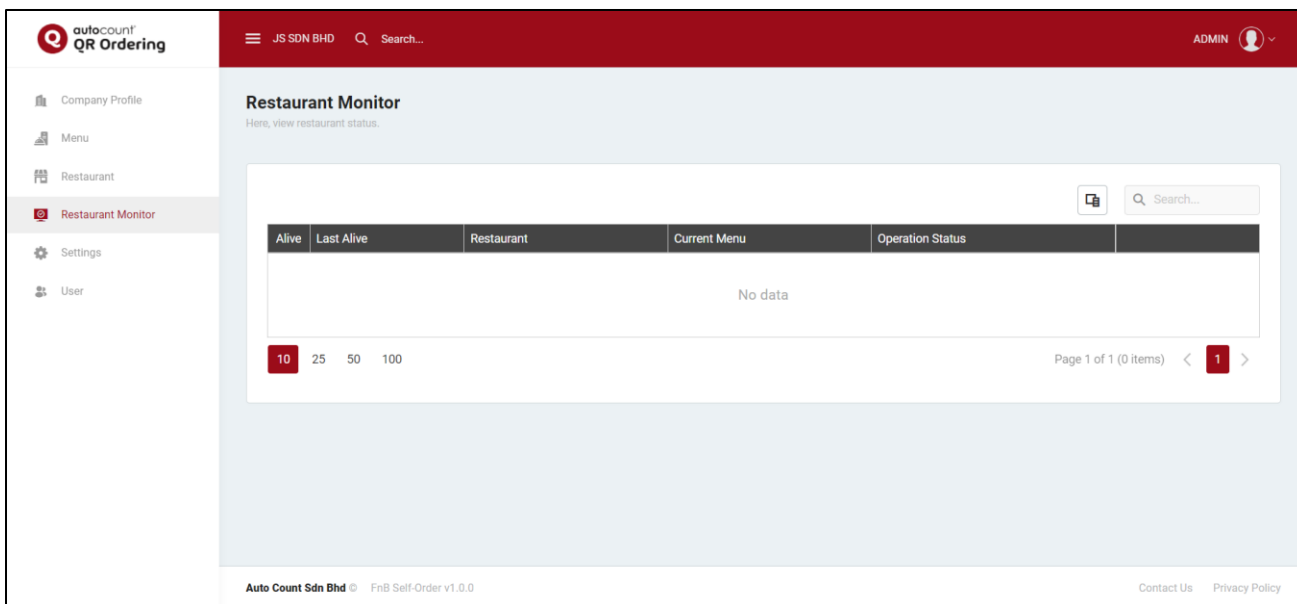
3. Key in your Company Name. Example JS SDN BHD. Then click “Save”.



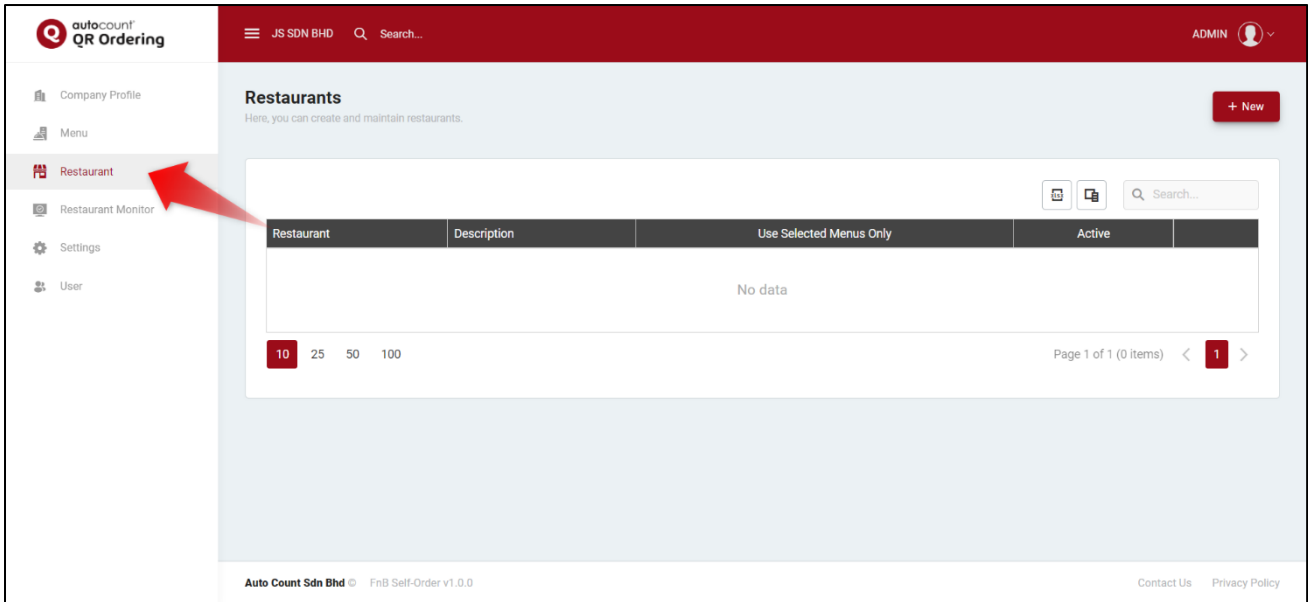
4. After creating your company, the system will prompt a success message and ask if you wish to open the company now. Click “Yes”.



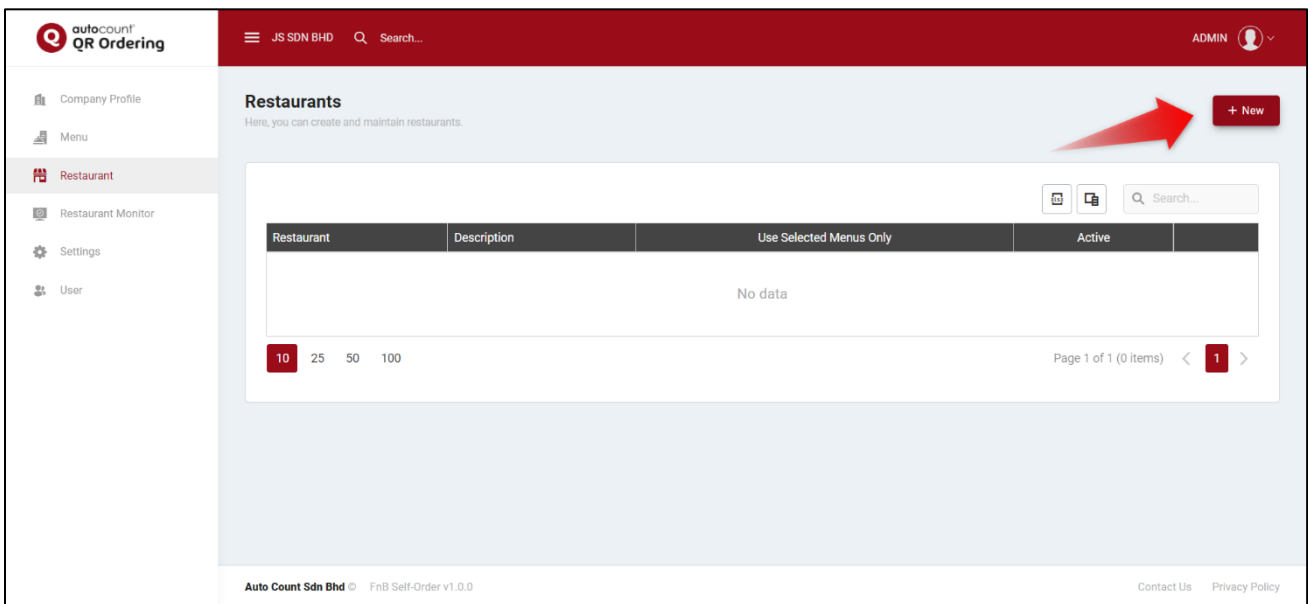
5. After clicking “Yes”, it will open that company and you can now access the function for QR Ordering Backend.



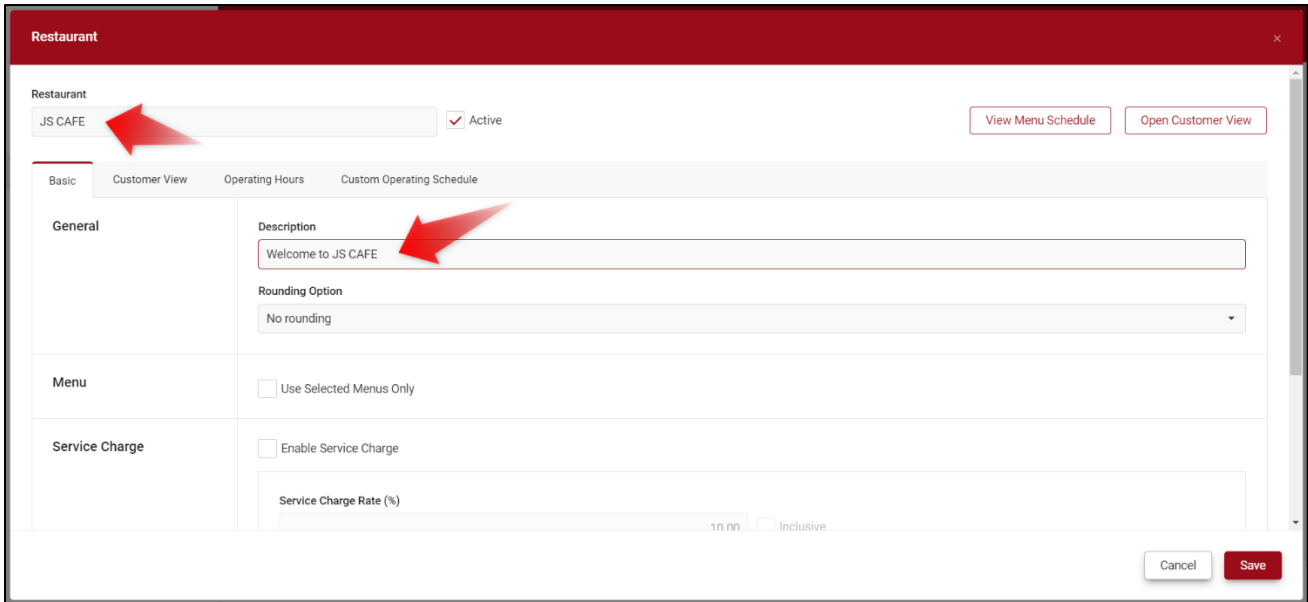
6. First you need to setup your restaurant, click on the “Restaurant” menu at the left side menu bar.



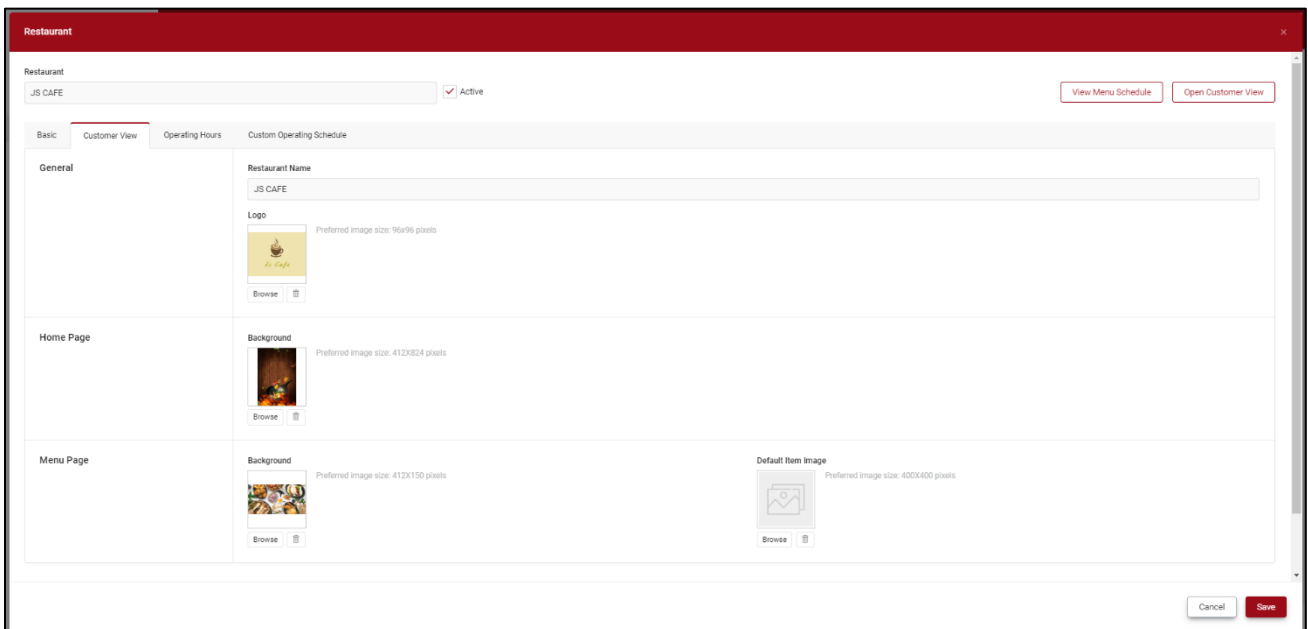
7. At the Restaurant function, click on the “New” button to create a new Restaurant.



8. At the header section, key in your restaurant name. At the bottom section under “Basic” tab, key in your restaurant general information and settings. For this quick setup, just key in the “Description” field will do.

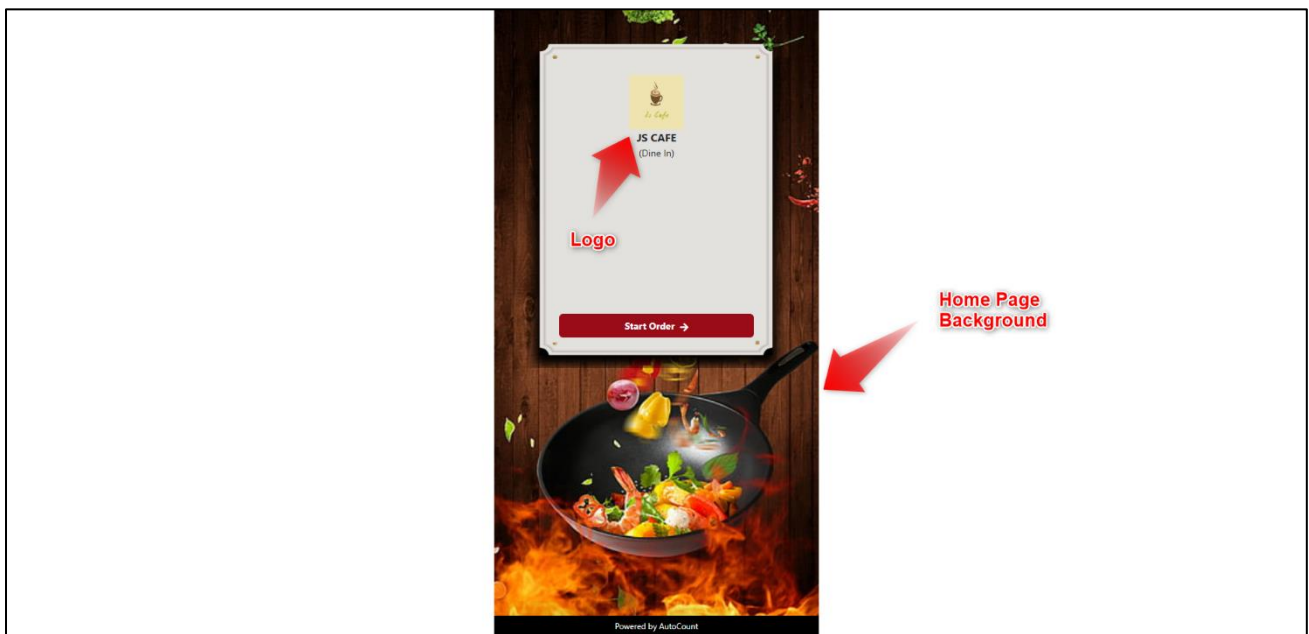
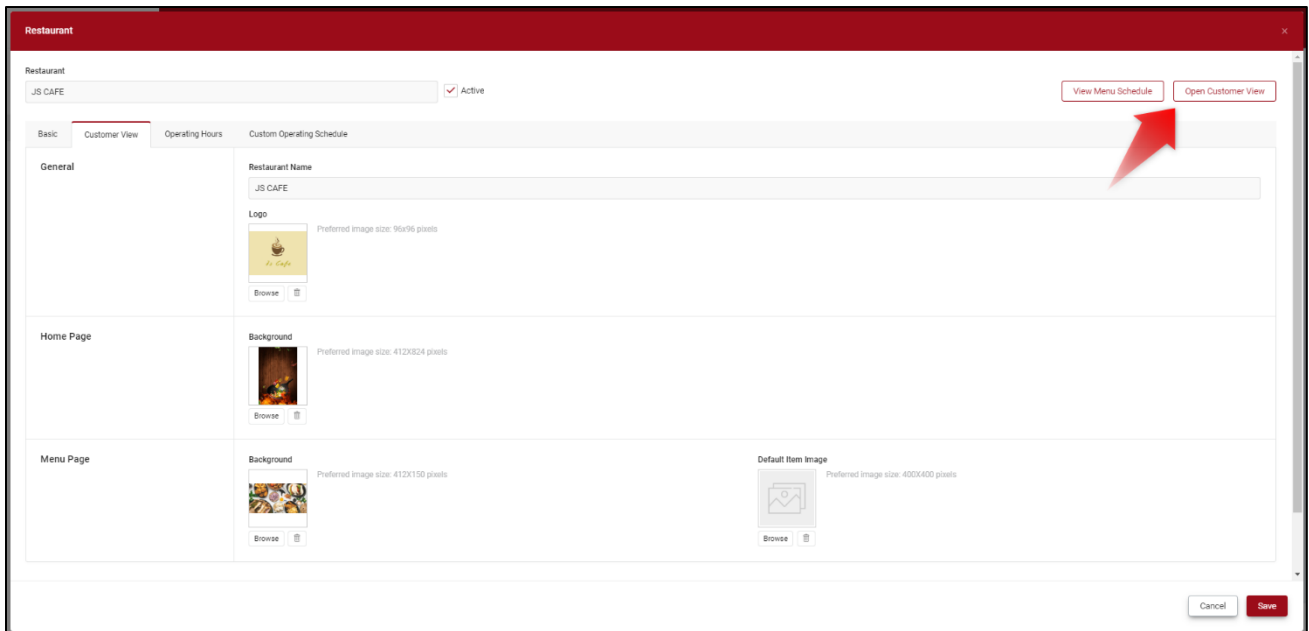


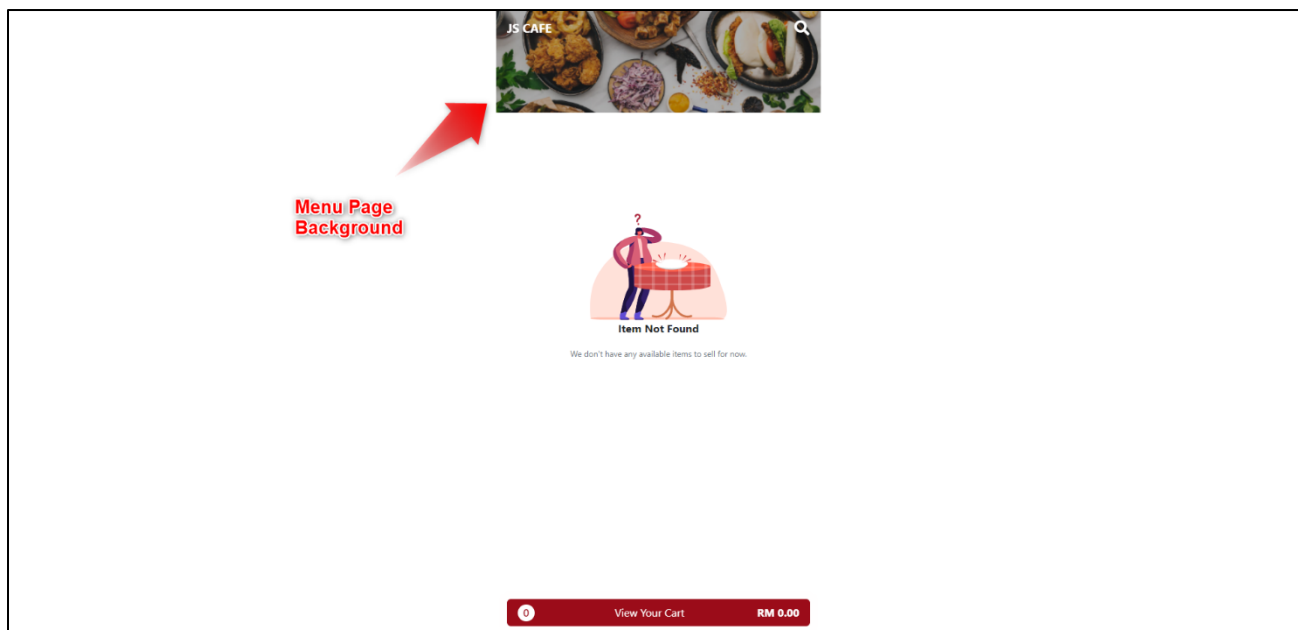
- Moving on to the next tab – **“Customer View”**, this tab is for you to setup your restaurant’s QR Ordering home page. You can key in your restaurant display name at the **“Restaurant Name”** field and upload related images to beautify your QR Ordering home page menu.



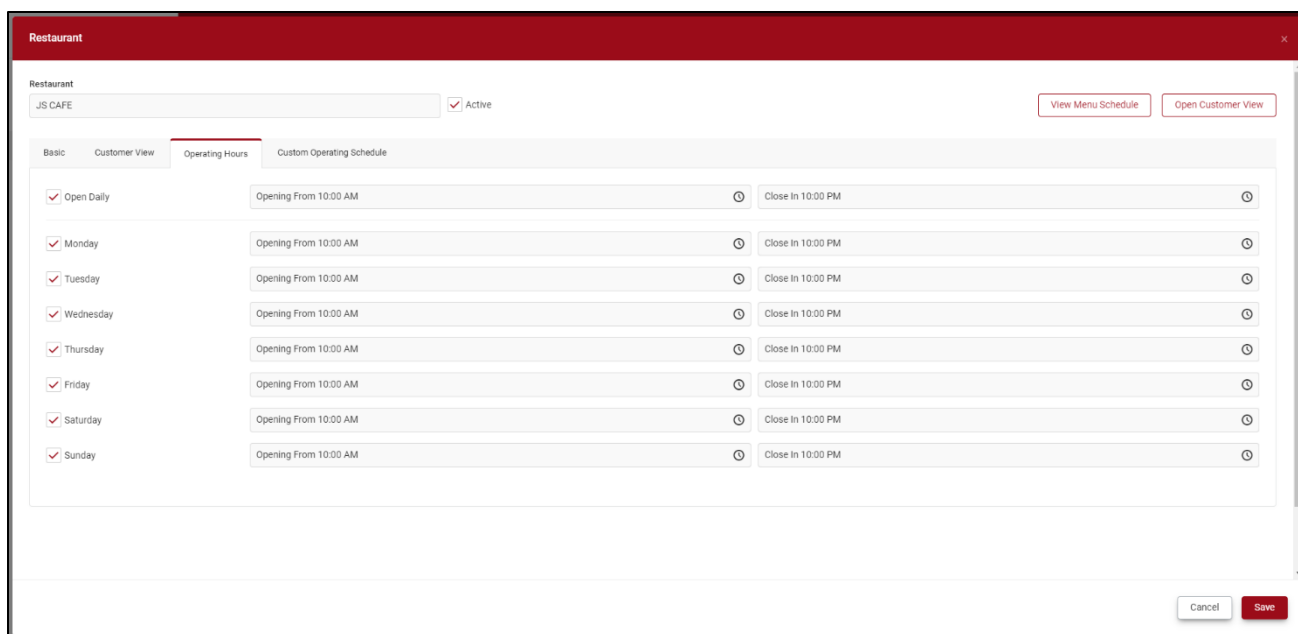
- If you wish to see how your QR Ordering home page looks like, you can click on the **“Open Customer View”** button on the right. The system will open the view in your browser as another tab. You can refer the following images on where the images will appear each category (General, Home Page and Menu Page).

**Default Item Image is a general display image for those products that does not contain any Stock Images. We will skip this for now.*

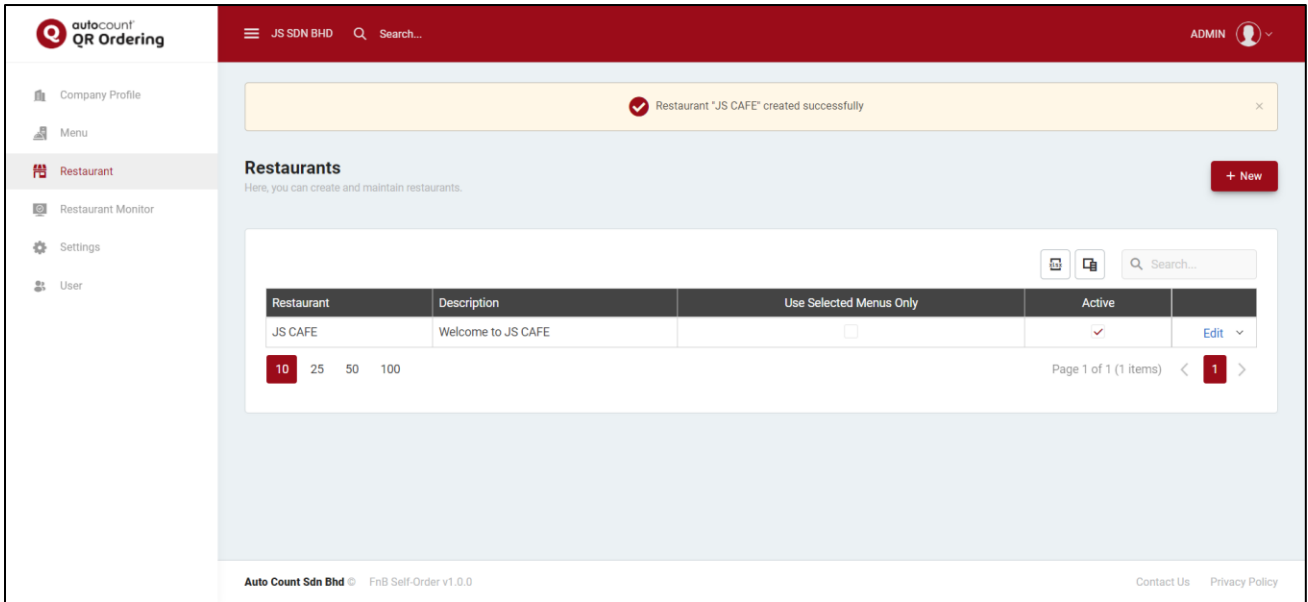




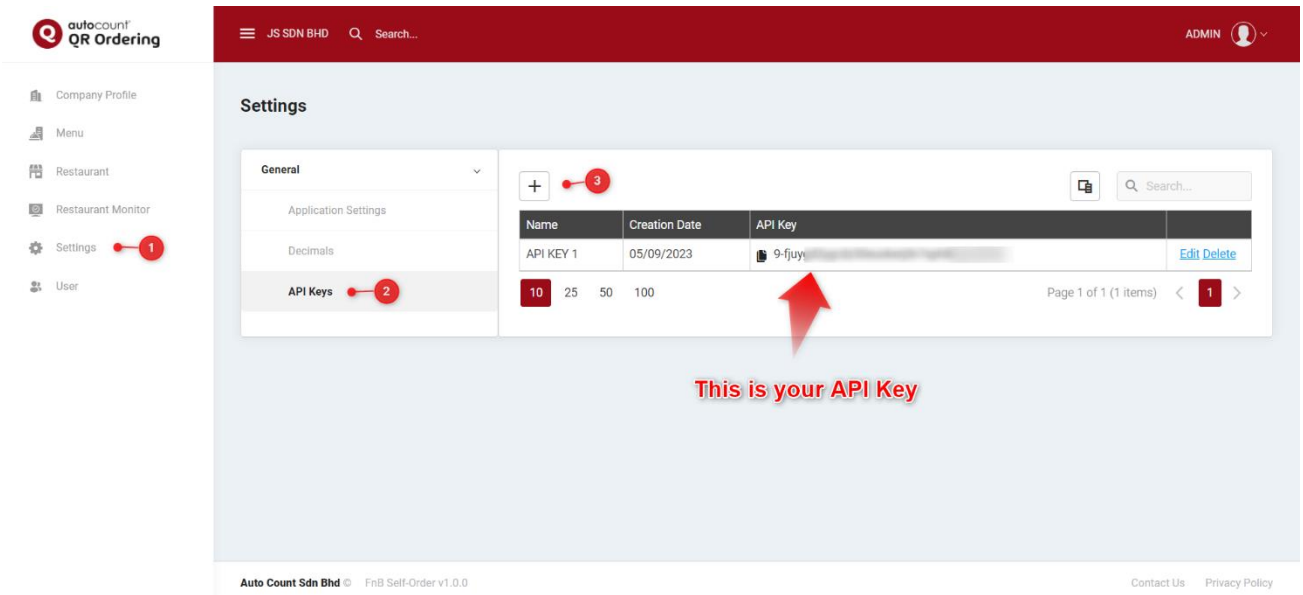
11. After that you will need to set your restaurant’s operating hour. Go to the **“Operating Hours”** tab and setup your operation hour. For now, we will set opening from 10.00am to 10.00pm.



12. In this guide we will ignore the **“Custom Operating Schedule”**. This is mainly for special arrangement for your operation hour. Kindly click **“Save”** to create your first restaurant. You will then see a new restaurant record under the Restaurant function.

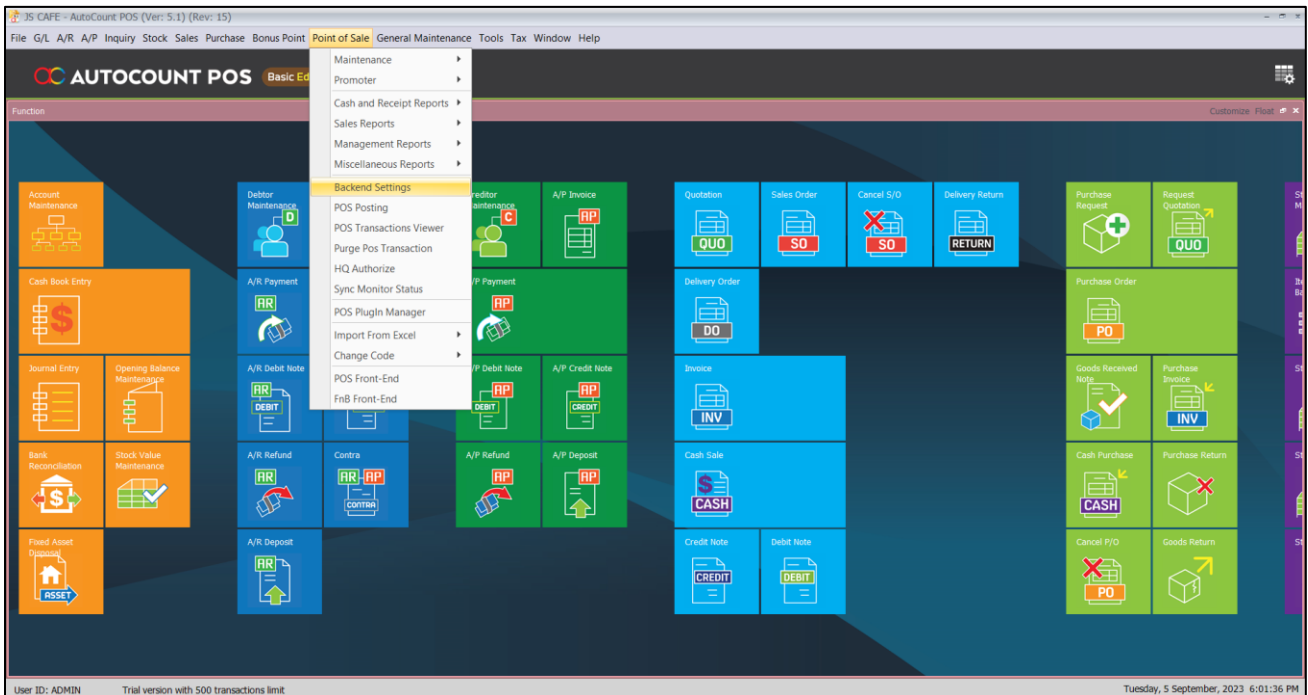


13. After creating your restaurant, we will now want to link it to your POS account book at backend. You will need to create an API Key first for that. Go to **Setting → API Keys → Click “+” button**. A new API Key will be generated and this key can be used to link to your POS account book. Copy down this API key for later use.

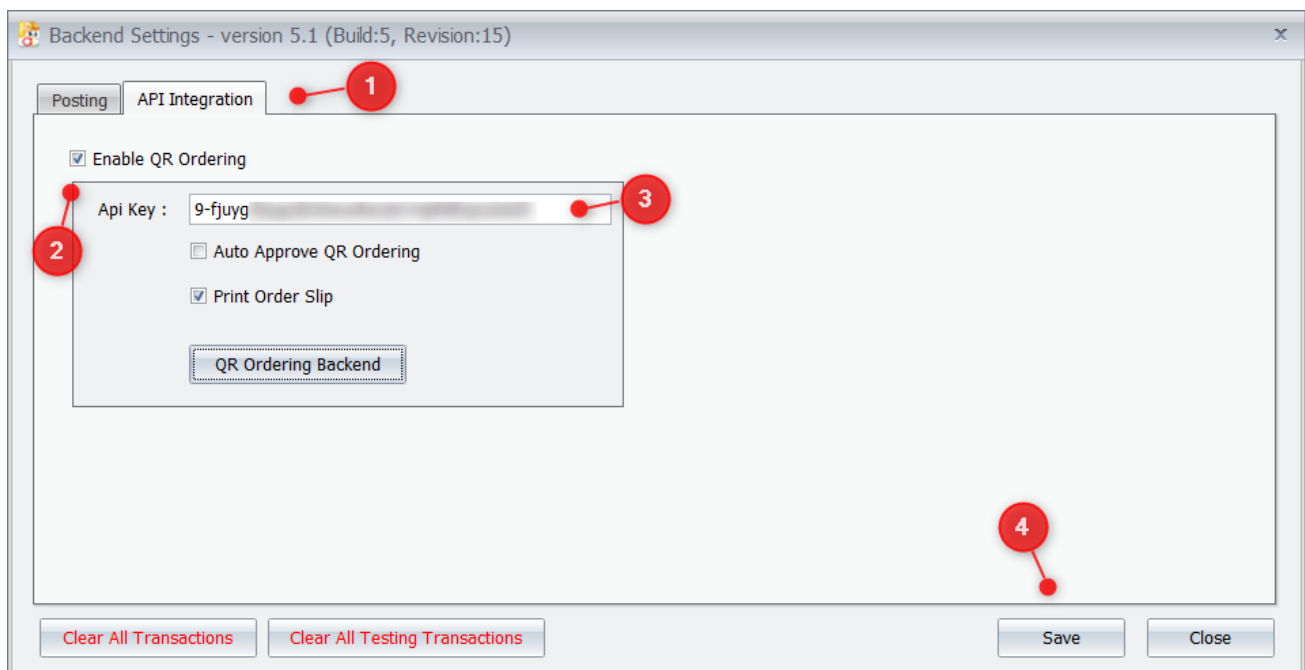


POS Backend Setup

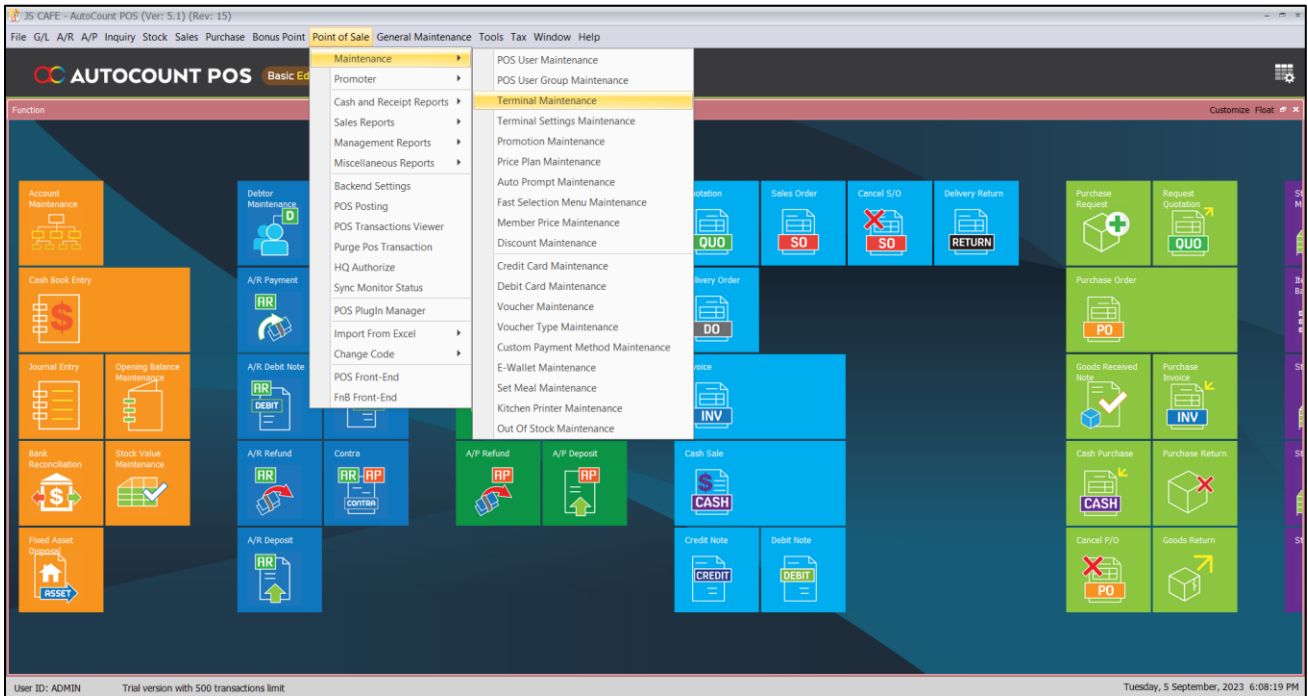
1. You will need to link your POS Backend to QR Ordering Backend. **Login to your AutoCount POS account book → Point of Sale Menu → Backend Settings.** (Please ensure you used the minimum required version **5.1.5.15**)



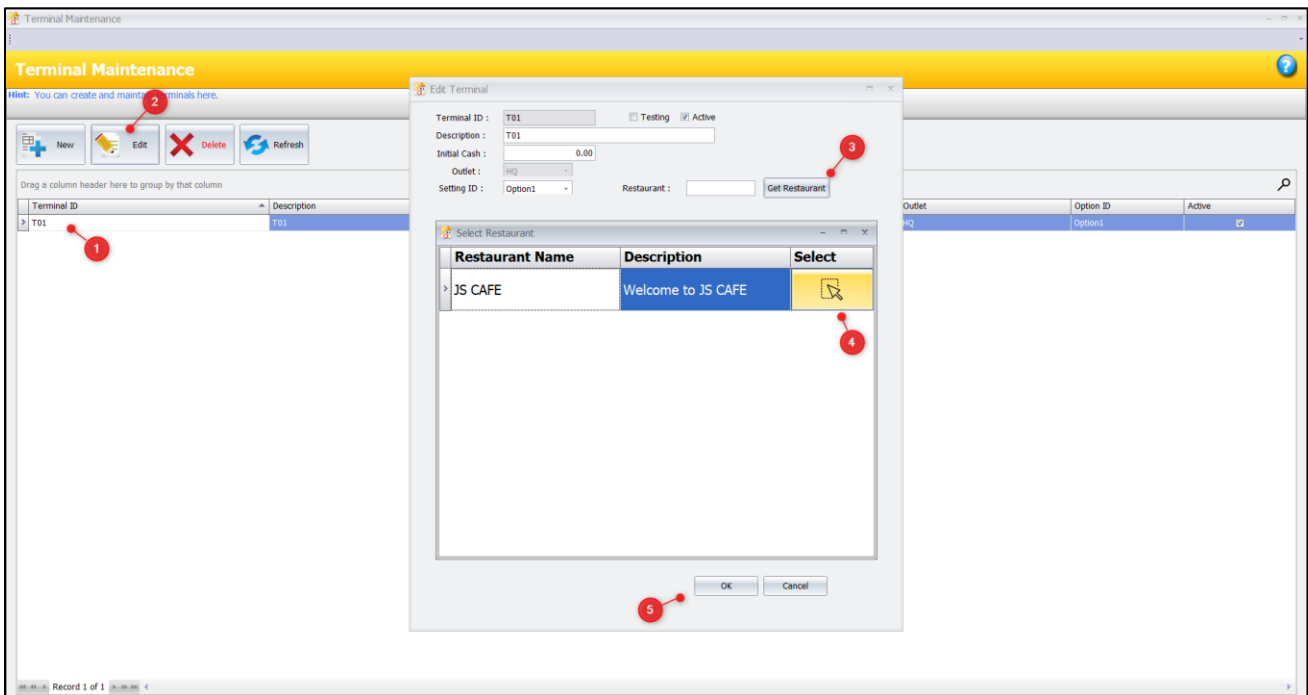
2. At Backend Settings, go to **API Integration** tab → **Enable QR Ordering** → **Key in your API Key** → Click **“Save”**.



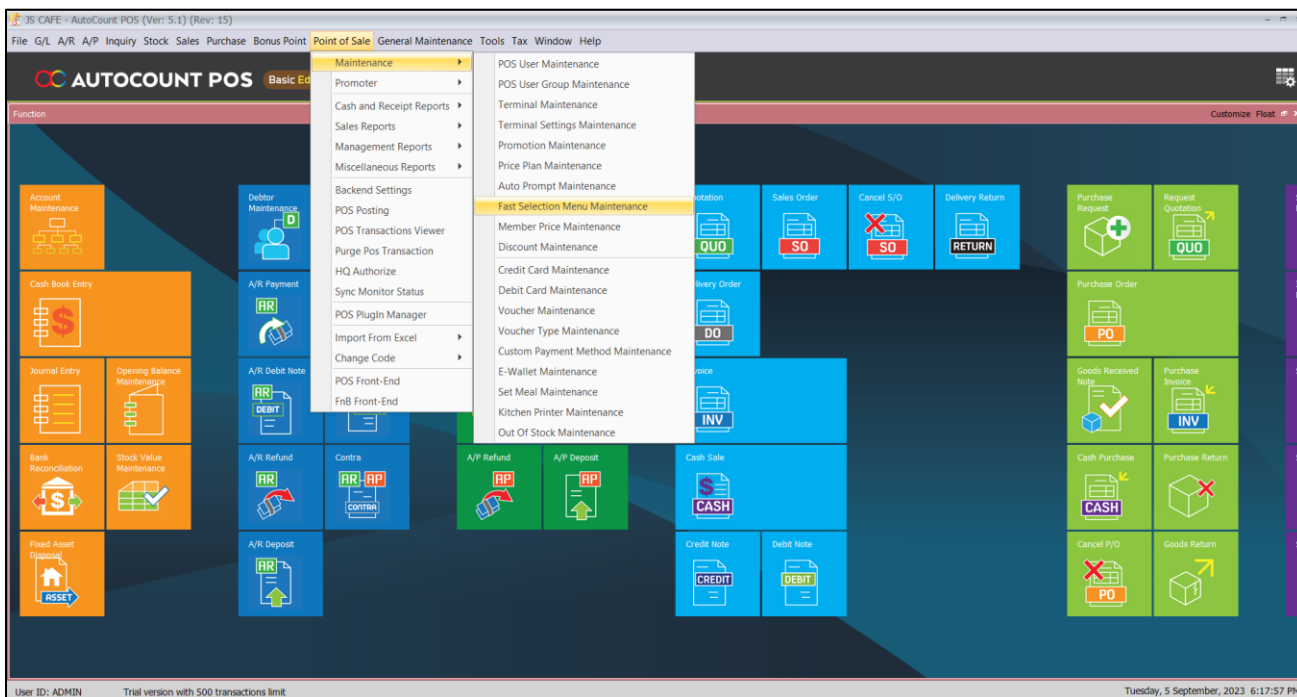
- After setting up the API setting, you can now link your Terminal with your restaurant created at QR Order Backend. Go to **Point of Sale Menu → Maintenance → Terminal Maintenance**.



- Select the terminal you wish to link with your restaurant to edit. Click on the **“Get Restaurant”** button and select which restaurant you wish to link by clicking on the **“Select”** button. Click **“OK”** once you’re done.

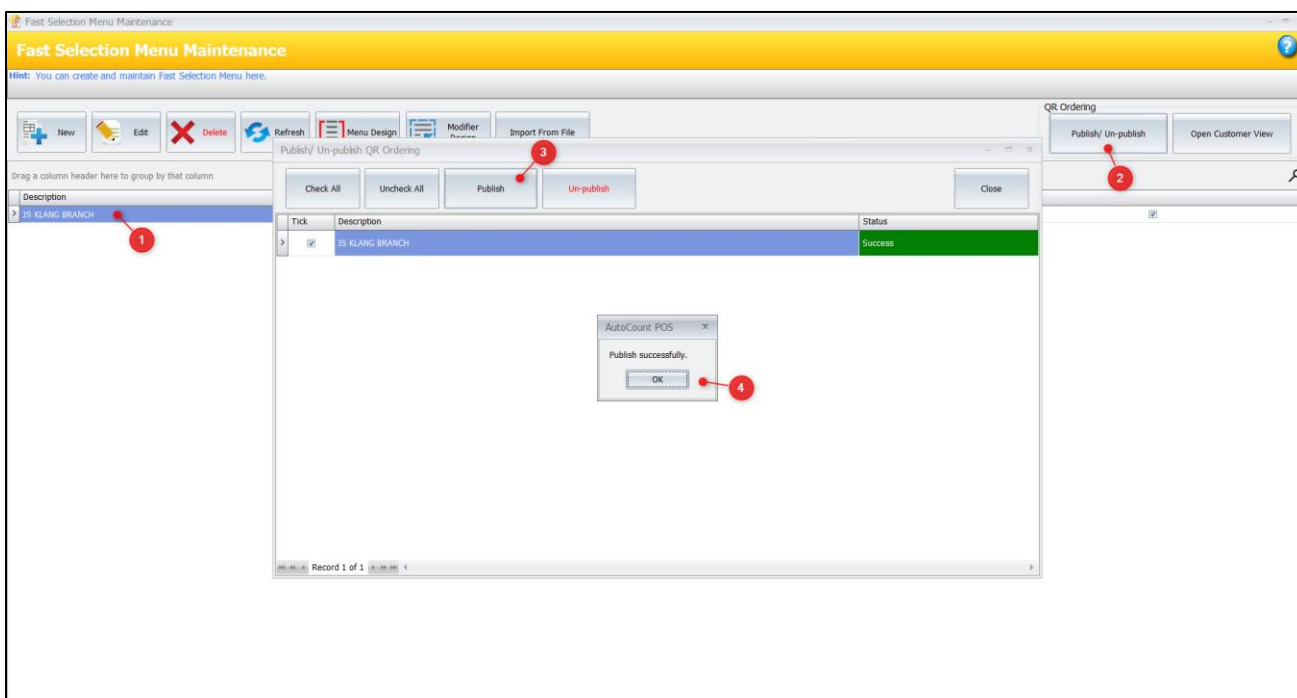


- Next you will need to upload your menu items to QR Ordering Backend. To do this, go to **Point of Sale Menu → Maintenance → Fast Selection Menu Maintenance**.



- You will need to create a menu for this QR Order. If you already had one, **select on the menu that you wish to upload for this QR Order → Click “Publish / Un-publish” → Click “Publish”**. A success message will appear later. You can then click **“OK”** and close all the dialog box.

**We assume that you already know how to create a fast selection menu.*

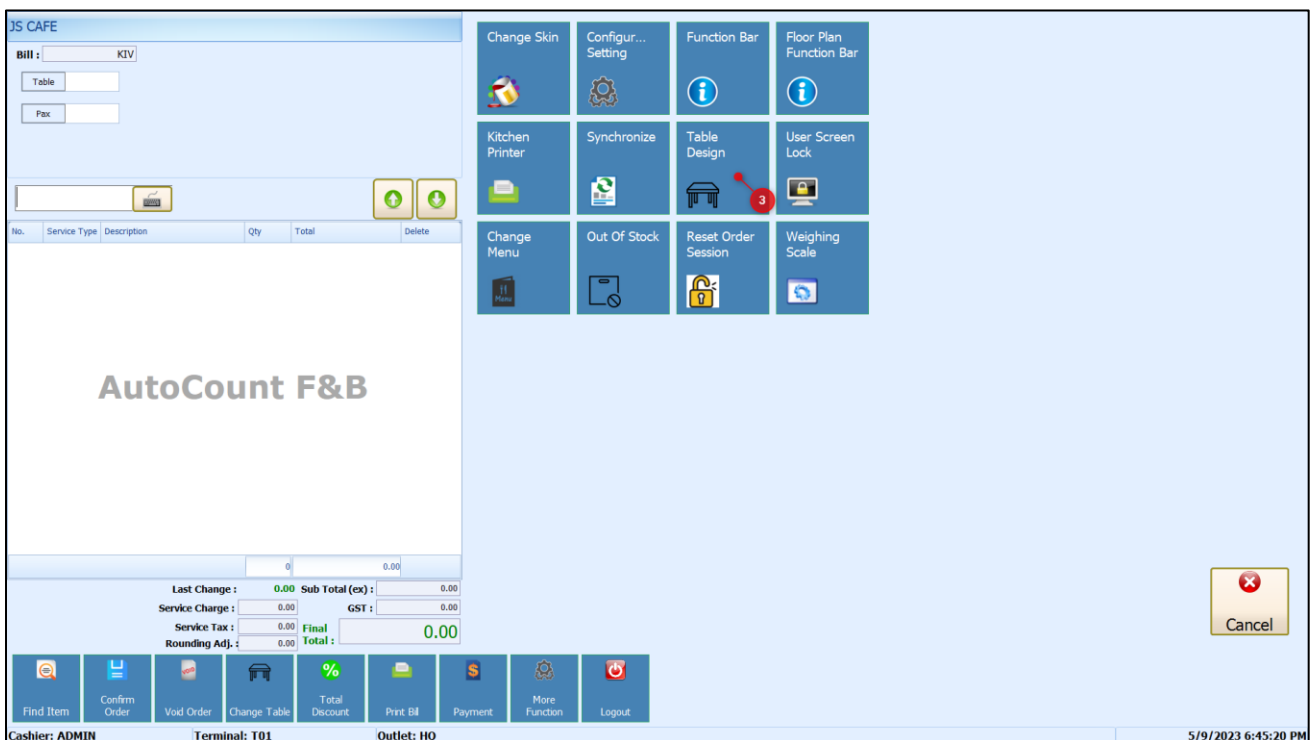
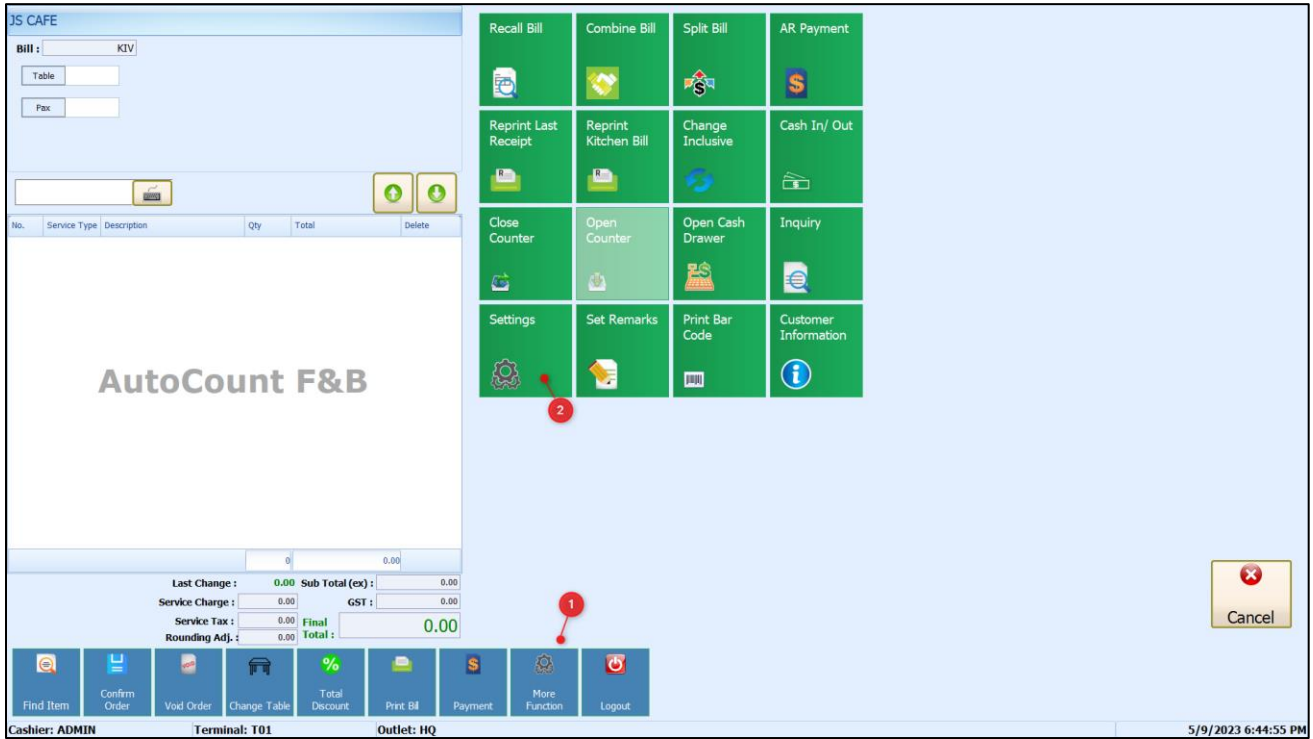


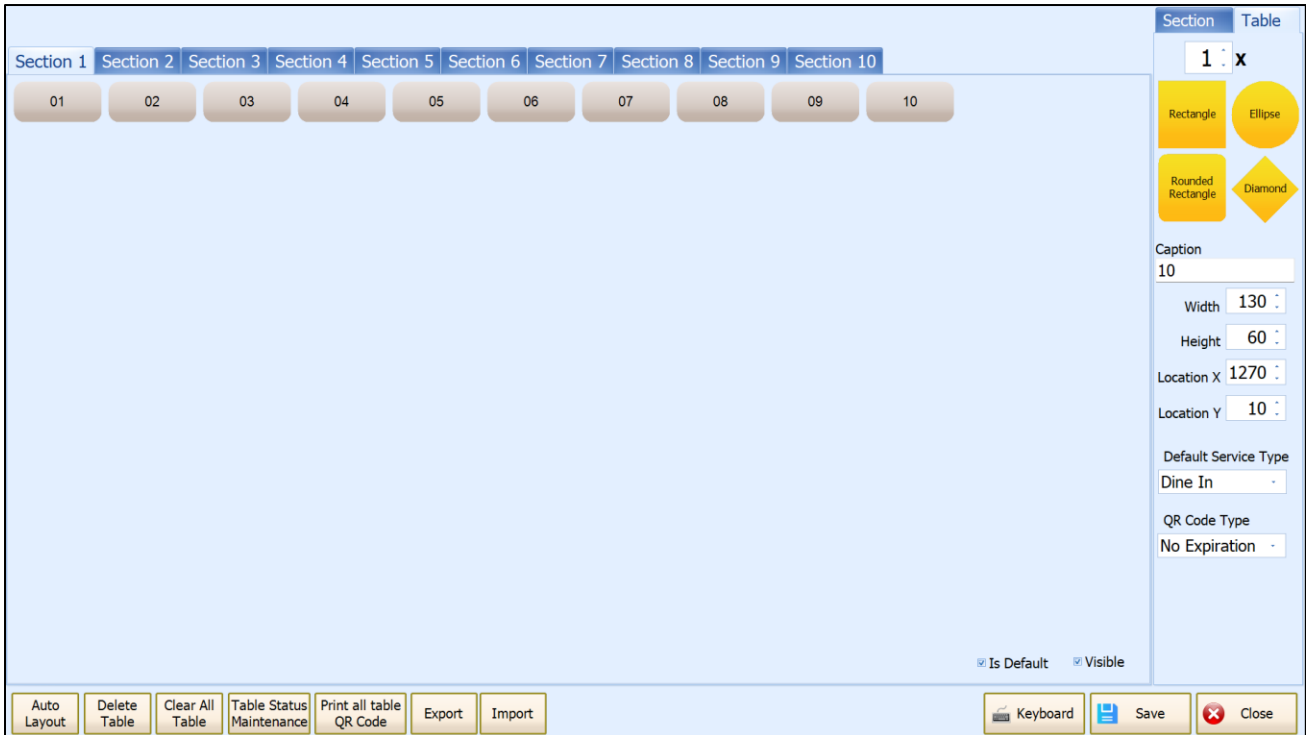
POS FnB (Frontend) Setup

1. You will need to setup your Frontend table to use QR Code. **Login to your AutoCount POS Frontend → More Function → Settings → Table Design.** Setup your table if you had not done so. (Please ensure you used the minimum required version **5.1.5.15**)

**Please ensure your Frontend is synced for restaurant linking which you set in Terminal Maintenance.*

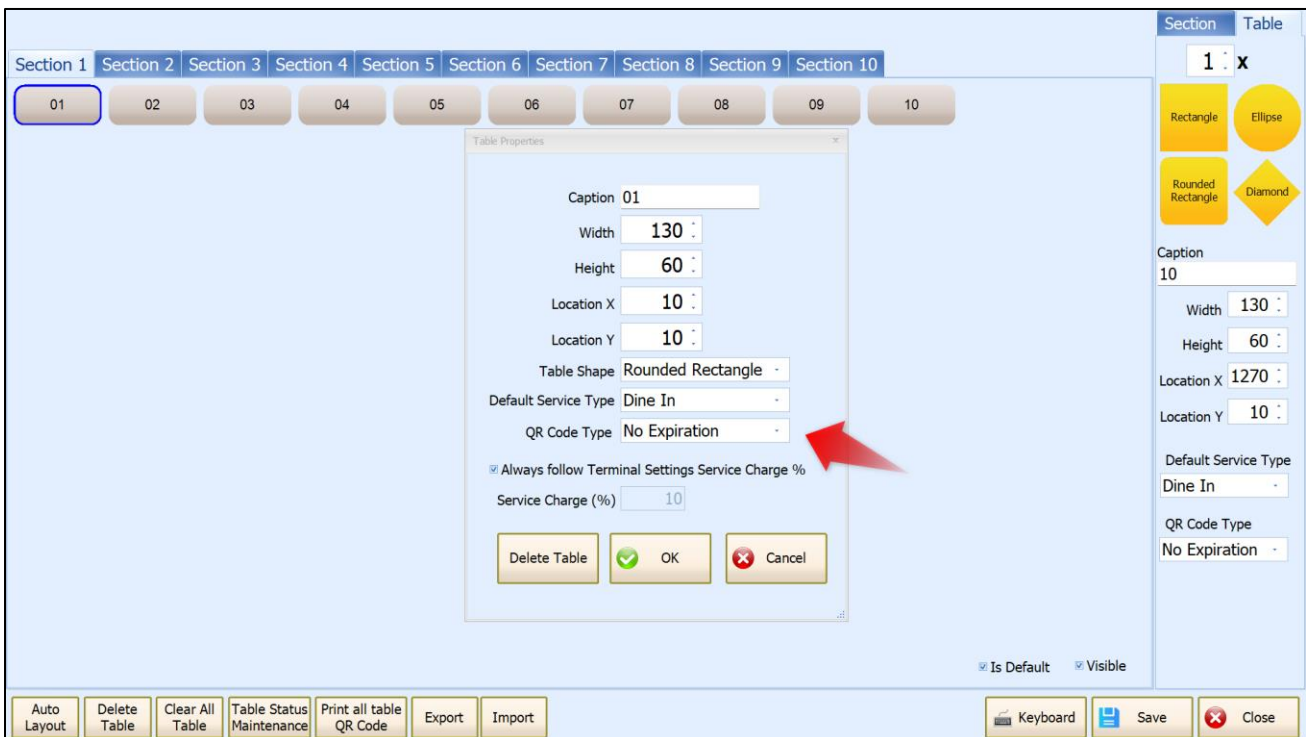
**We assume that you already know how to setup table design.*

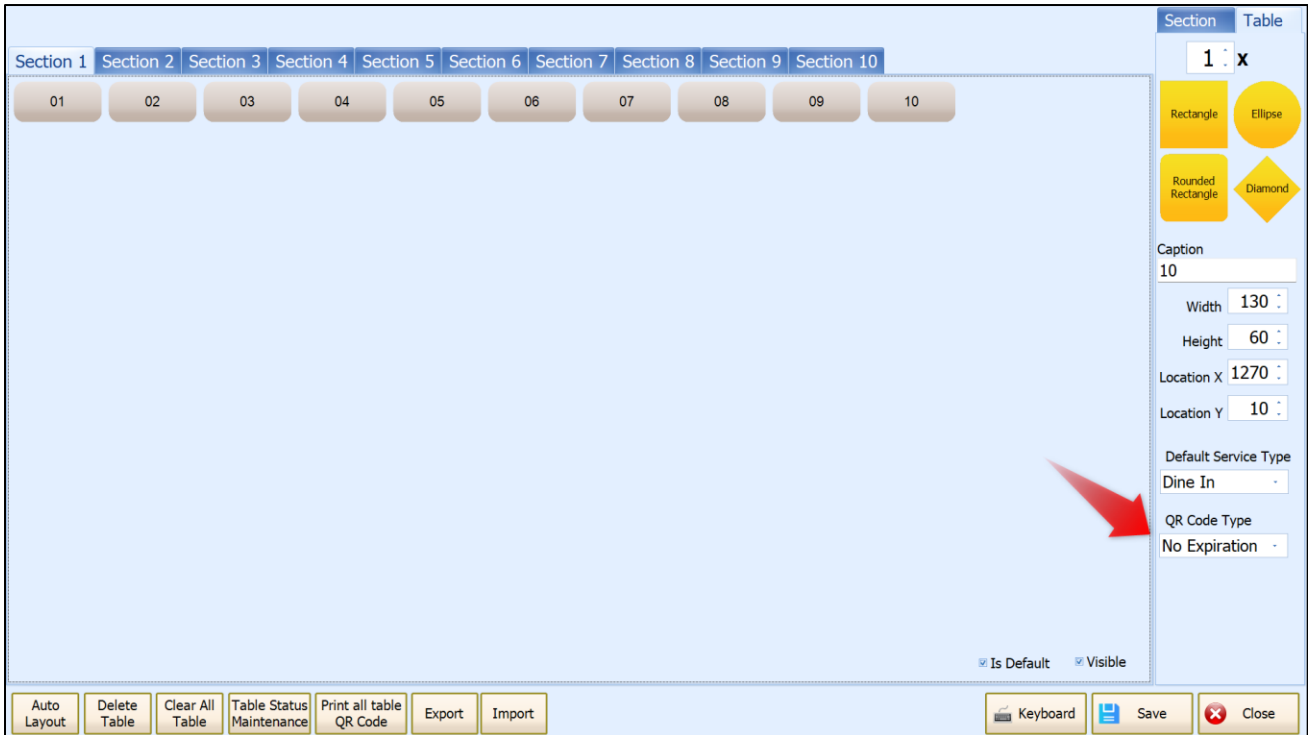




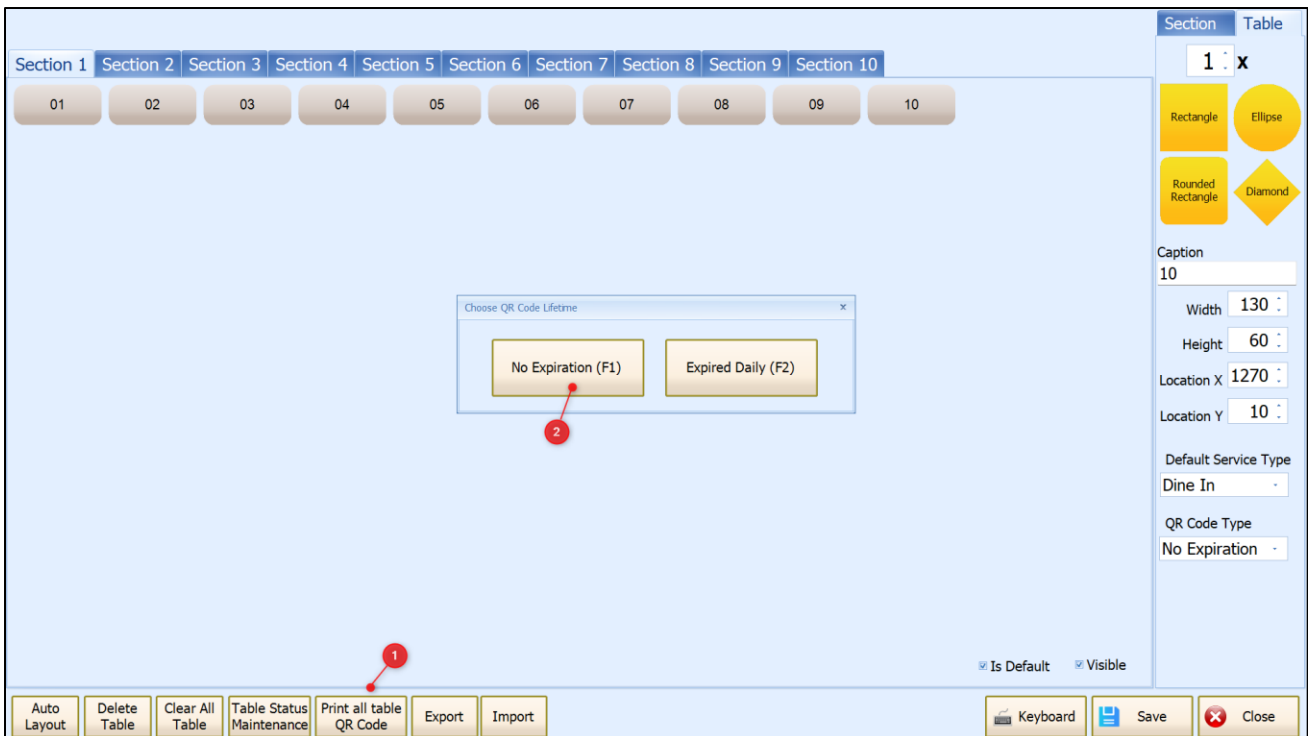
2. There are 2 ways for you to set your QR Code for each table.
 - a. Right click on any table → Choose your QR Code Type → Click “OK”.
 - b. Select the table → Change the QR Code Type on the right bar.
- For this guide, we will be choosing “No Expiration”. Click “Save” after you’re done.

**Currently we implemented 3 types of QR Code usage – No Expiration, Expired Daily and One-time use.*





3. After setting up your table design and QR Code Type, you can then print each of the table’s QR code to be placed on each table. Click on the **“Print all table QR Code” → “No Expiration”**.



4. For One-time use, you can print the QR code from the **table function by right clicking on each table**.
**This method is also applicable to No Expiration and Expired Daily type.*

JS CAFE

Bill: KTV

Table:

Pax:

Qty: X 1 X 2 X 3 X 4 X 5 X 6 X 7 X 8 X 9

Category: 1 / 1

JS SPECIALTY LUNCH SET WESTERN PASTA PIZZA SOUP DESSERT BEVERAGE

Food Menu: 1 / 1

JS SPECIAL CHICKEN CHOP 13.50	JS MALA SPECIAL CHICKEN CHOP 15.50	JS SPECIAL LAMB CHOP 18.50	JS MALA SPECIAL LAMB CHOP 20.50	JS SPECIAL MIX MUSHROOM SOUP 8.50
JS HOMEMADE BURNT CHEESE CAKE 12.90	JS HOMEMADE CARROT CAKE 11.90	JS RAINBOW SPECIAL ICE CREAM 3.00		

AutoCount F&B

Last Change: 0.00 Sub Total (ex): 0.00
 Service Charge: 0.00 GST: 0.00
 Service Tax: 0.00 Final Total: 0.00
 Rounding Adj.: 0.00

Find Item Confirm Order Void Order Change Table Total Discount Print Bill Payment Misc Function Logout

Cashier: ADMIN Terminal: T01 Outlet: HQ 5/9/2023 7:12:56 PM

Table No:

QR Ordering: Open QR Backend Table Session QR Orders

Section 1

01 02 03 04 05 06 07 08 09 10

RM 13.50

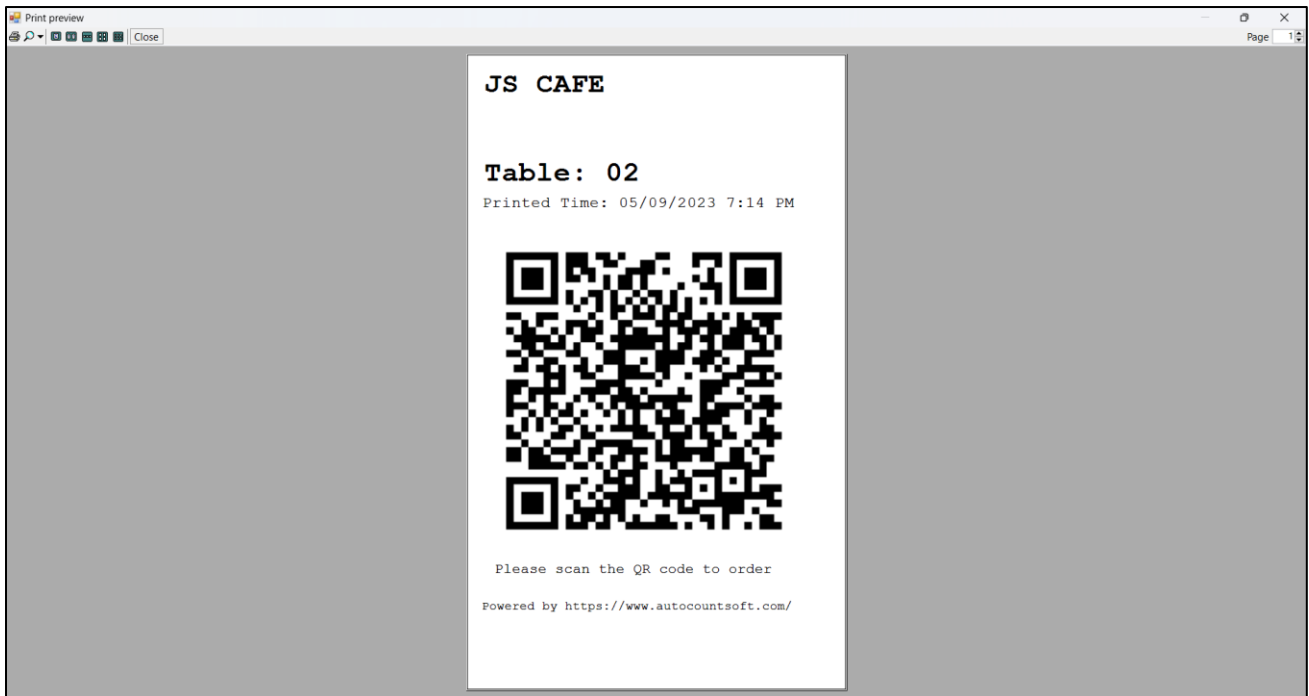
Right click on table to generate QR Code

Total: 0.00
 Paid: 0.00
 Change: 0.00

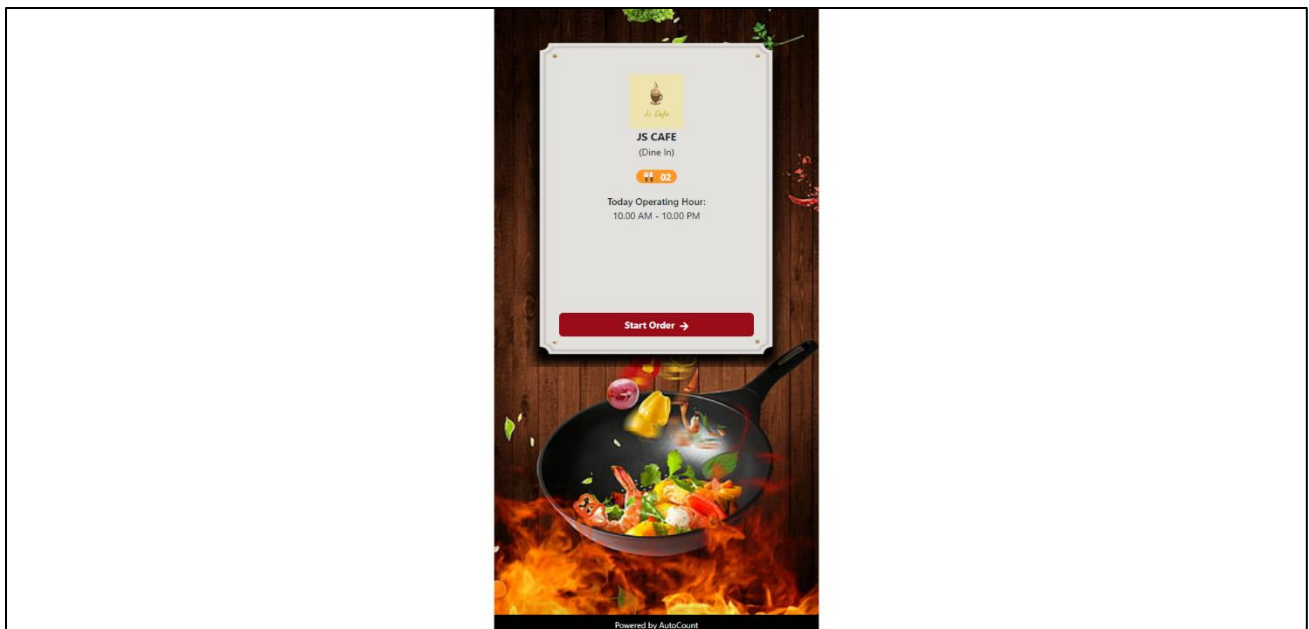
View Order Listing
 Take Away
 Reprint Last Receipt
 Reservation
 Change Table
 Mark Served
 Share Table
 Join Table
 Clear Join Table

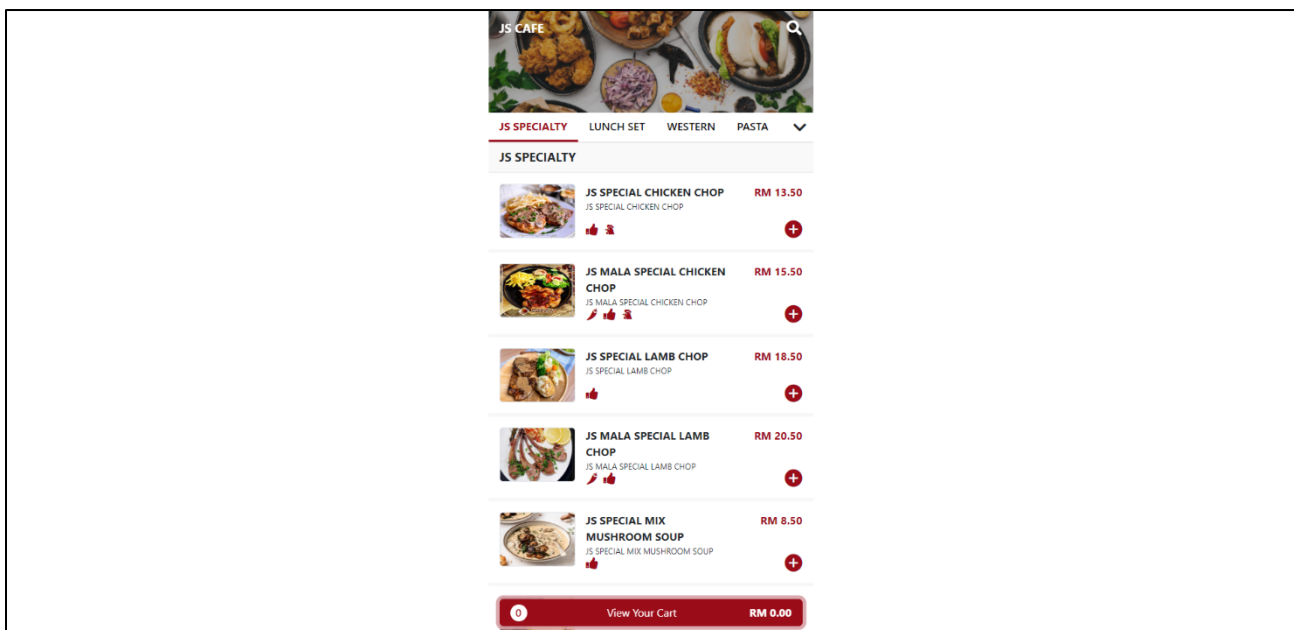
Empty Seated >= 5 min >= 15 min Served Bill Printed Reserved Share Table Join Table

Cashier: ADMIN Terminal: T01 Outlet: HQ 5/9/2023 7:13:04 PM

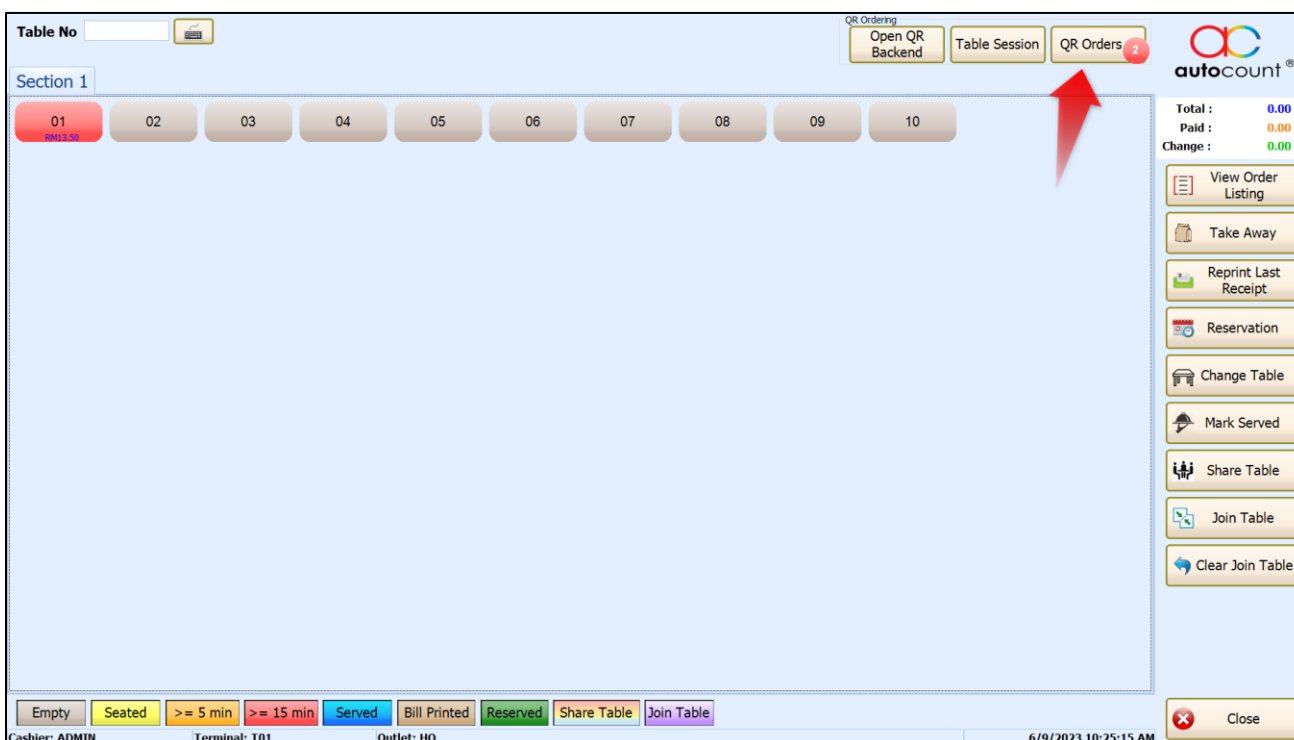


5. You can try to scan on the QR Code generated and you will be directed to the QR Code Menu as designed in your fast selection menu.

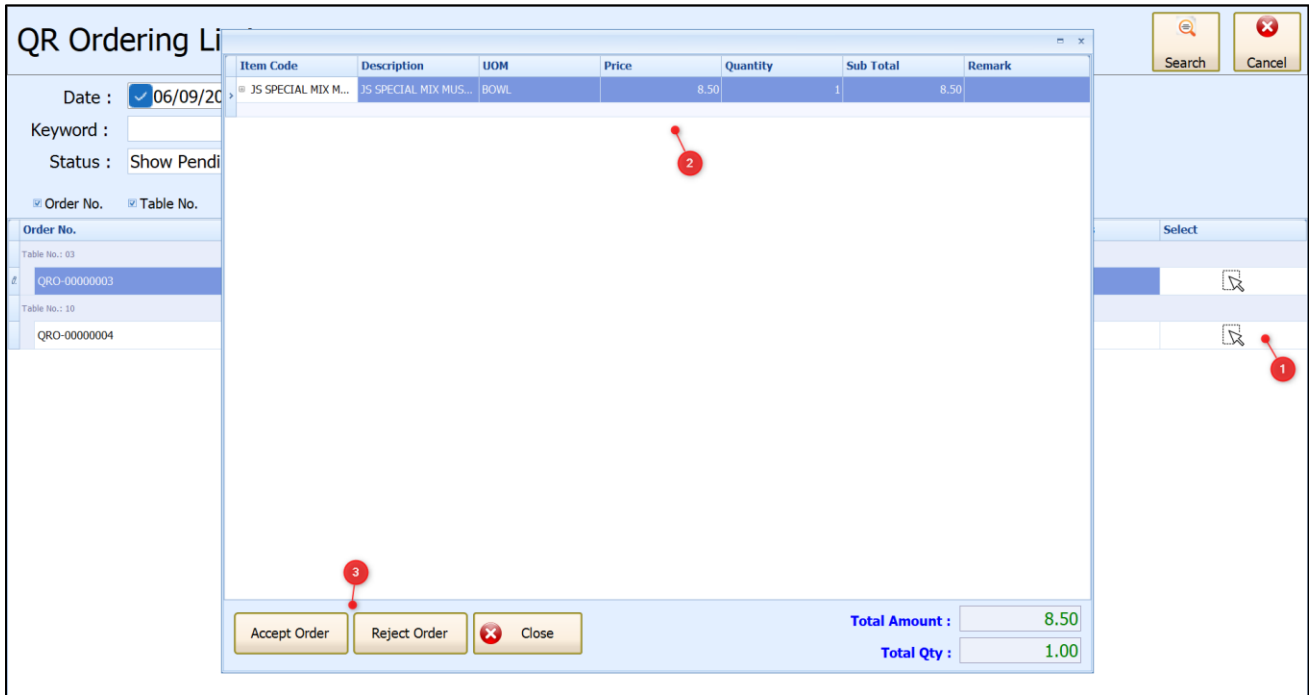




- You can test Order from the QR menu and confirm your order. If you **did not enable the auto approval**, kindly check on your **“QR Orders” function at your POS Frontend Table function** as you will need to approve those orders. Skip this step if you enabled auto approval.
**You will need internet connection for this and please ensure that your AutoCount QR Ordering Service is enabled at your Services.*



- 7. To perform approval, click on the **“QR Orders”** button. It will prompt a list which shows today’s pending order by default. Click on the **“Select”** button on any orders. Details of the orders will appear and you can choose to accept or reject the order. Skip this step if you enabled auto approval.



Prepared by Jae Sen

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