

# Retail Tech Management System APP Operating Manual

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FOR P500

# CONTENT

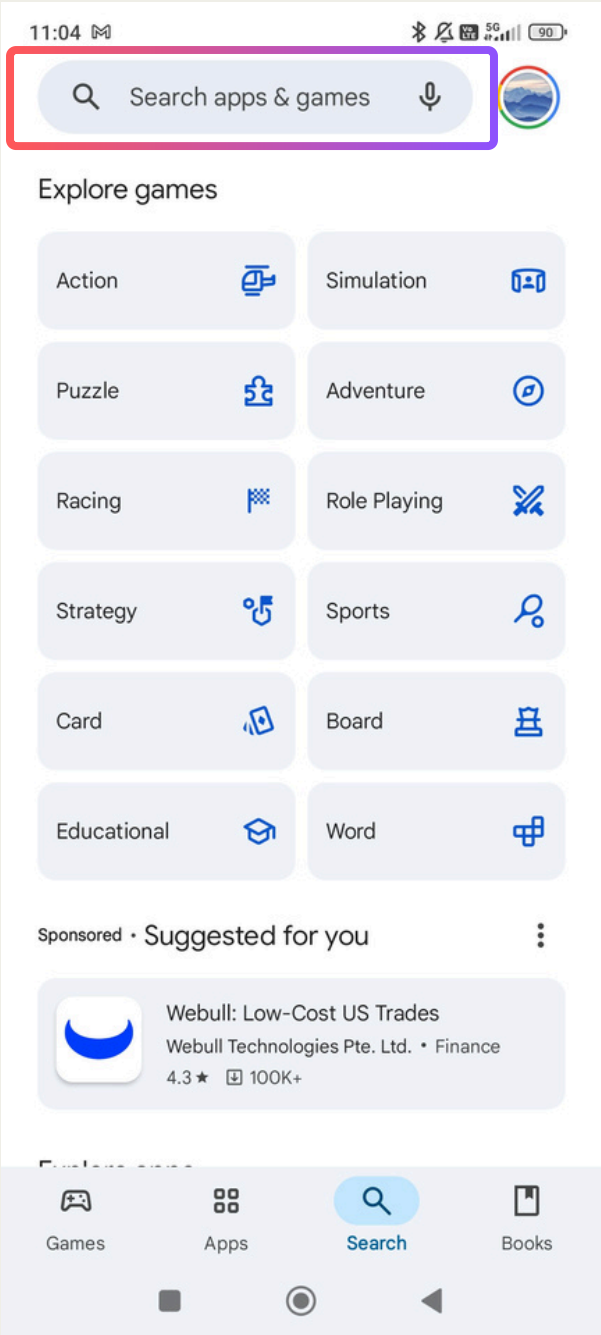
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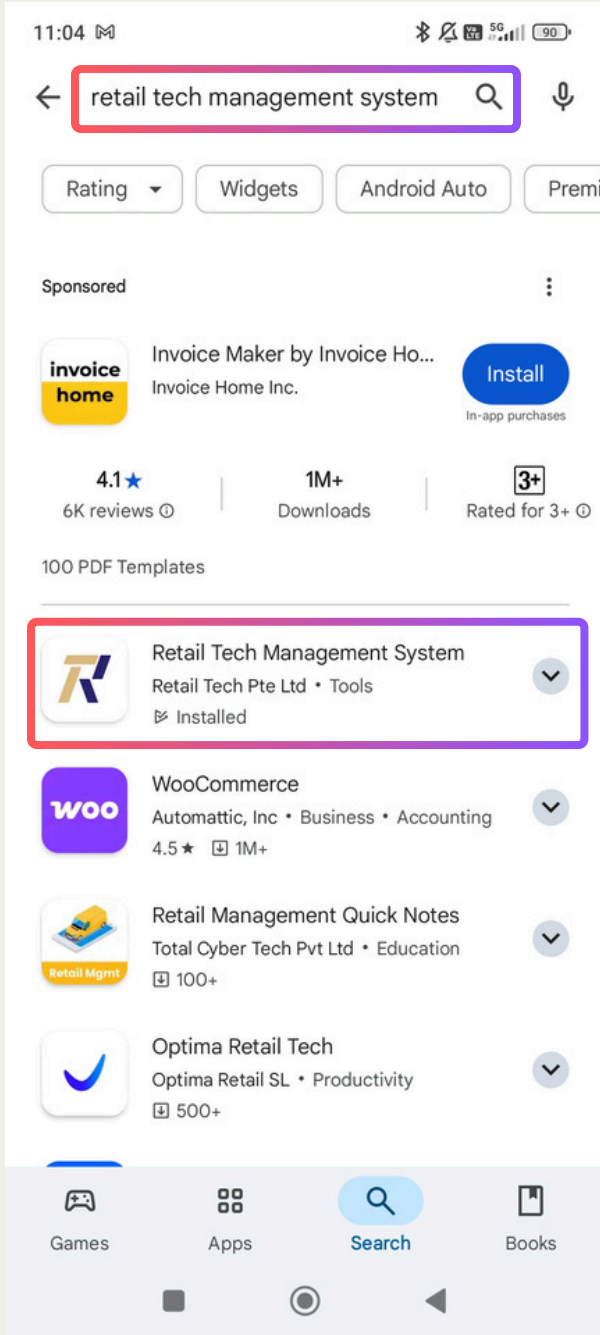
\*Access to menu and functions depends on business scheme and user type



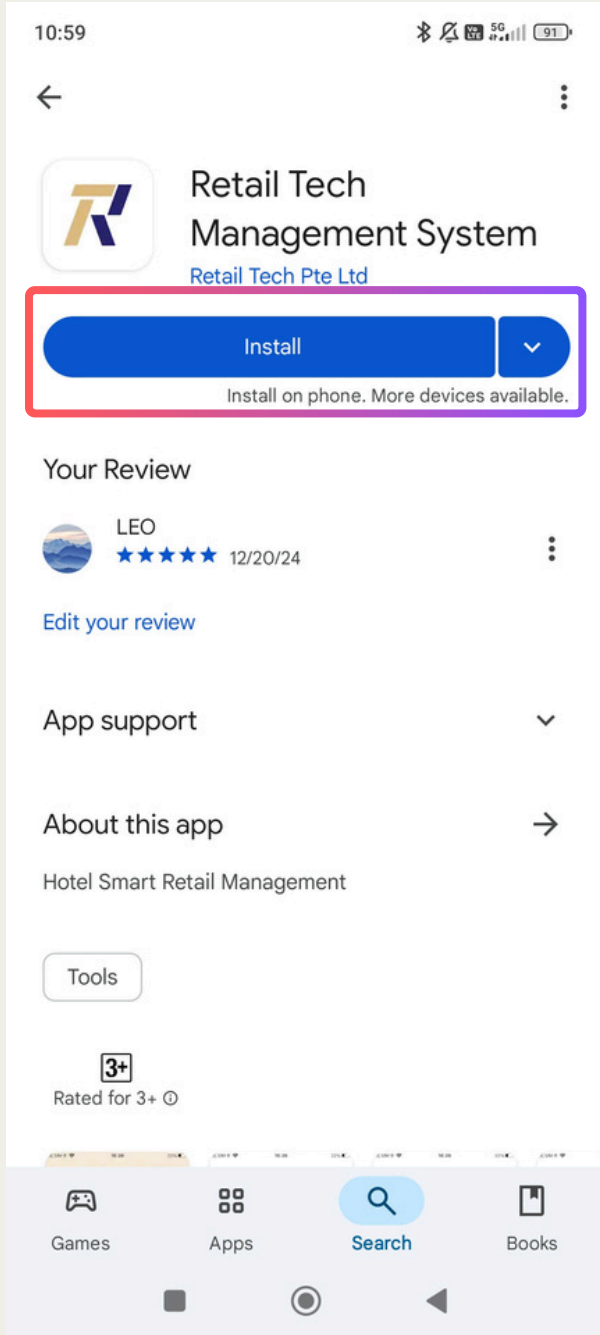
# 1. DOWNLOAD AND INSTALL



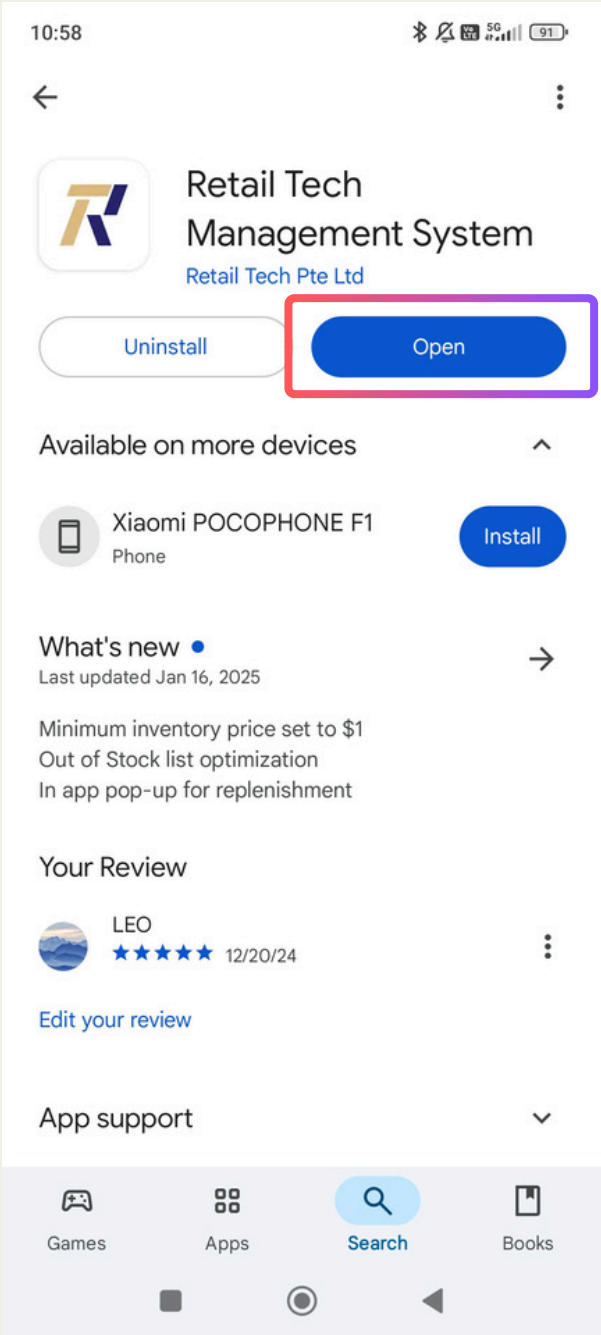
1. Open Google Play or App store



2. Search “Retail Tech Management System”

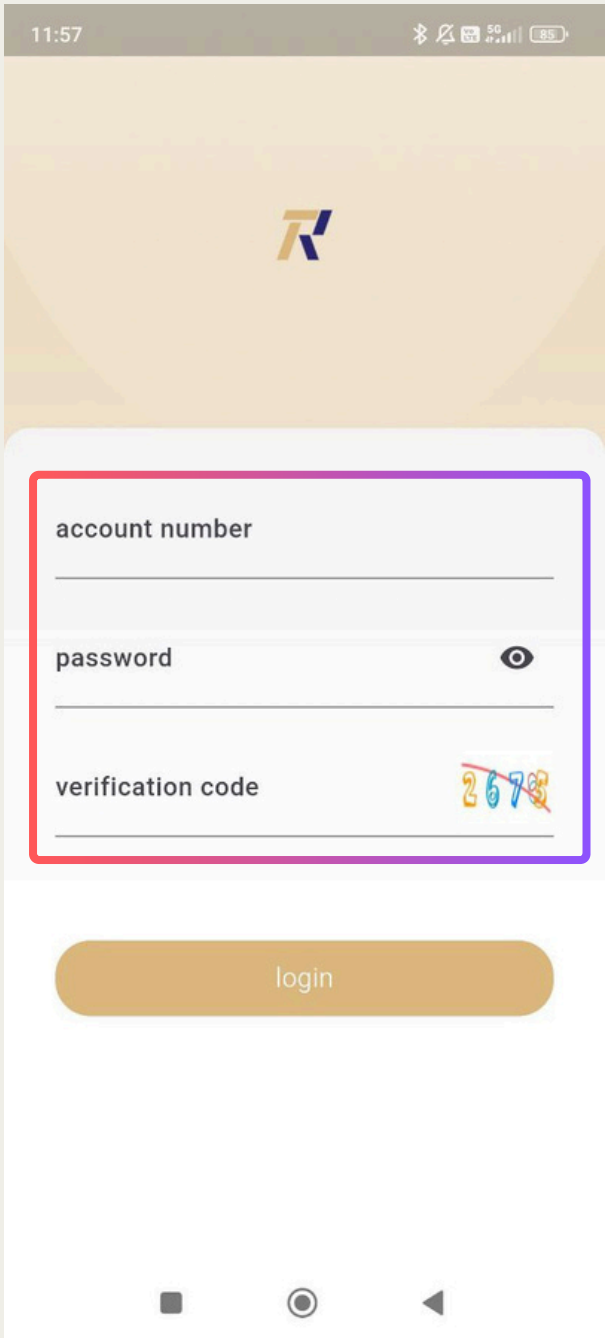


3. Press “Install”

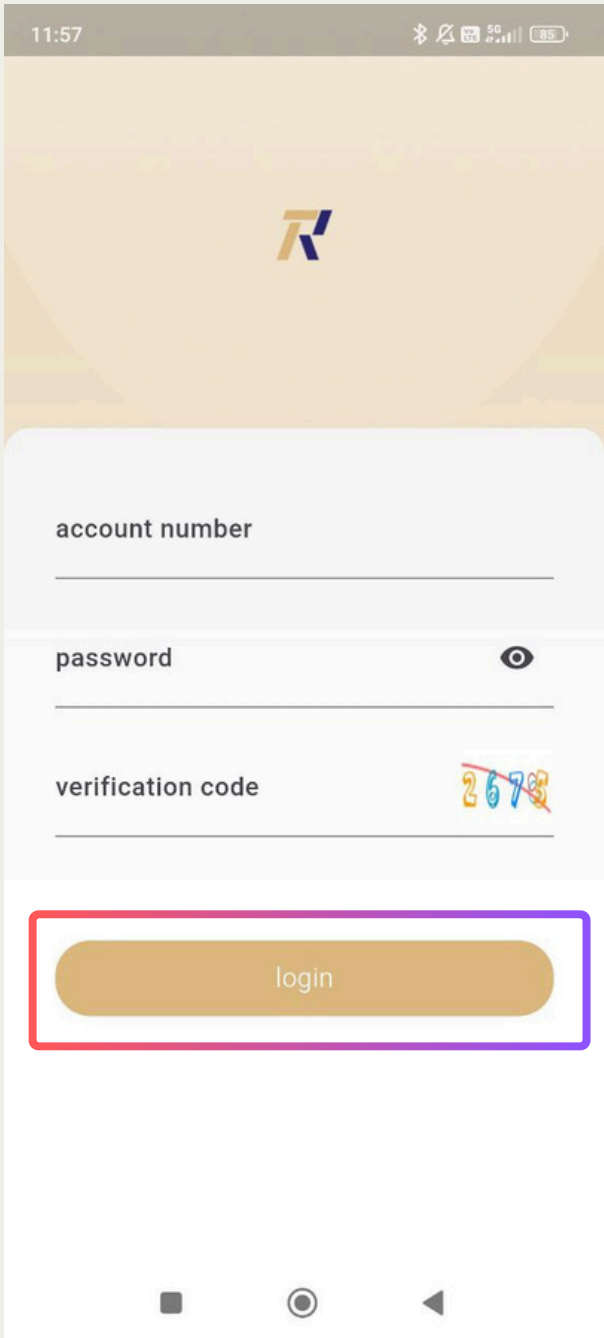


4. Press “Open”

# 2. LOGIN



1. Key in account number, password, verification code accordingly



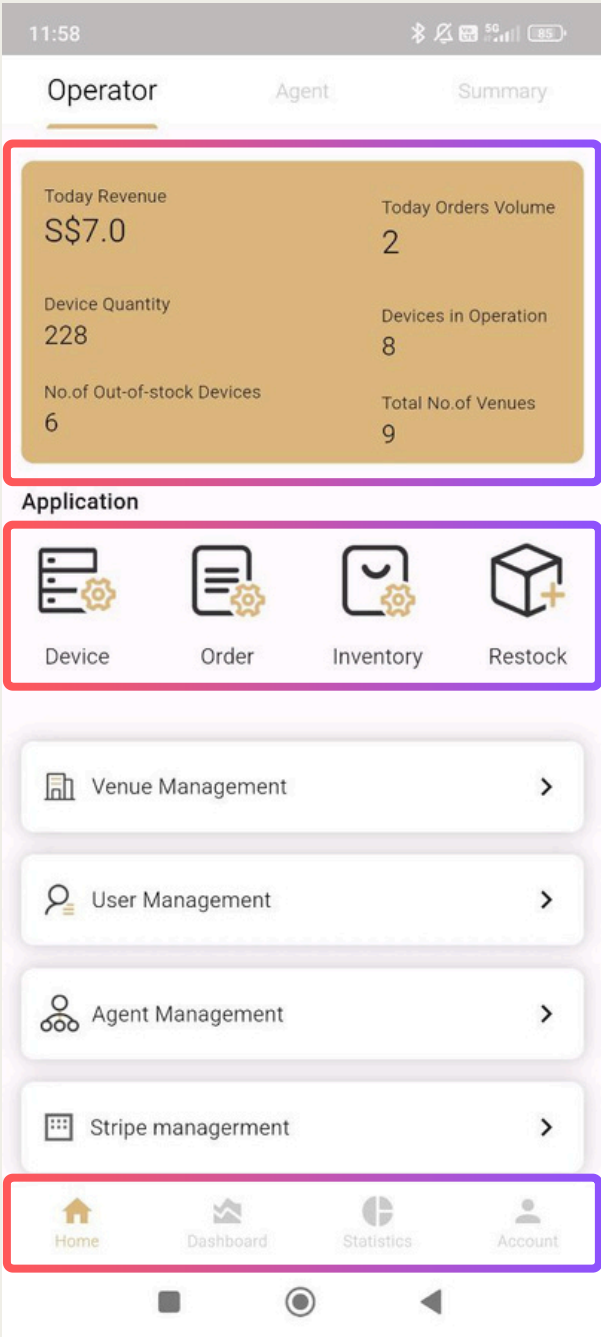
2. Press “login”

# 3. DASHBOARD OVERVIEW

Transaction Data Overview

Main operations

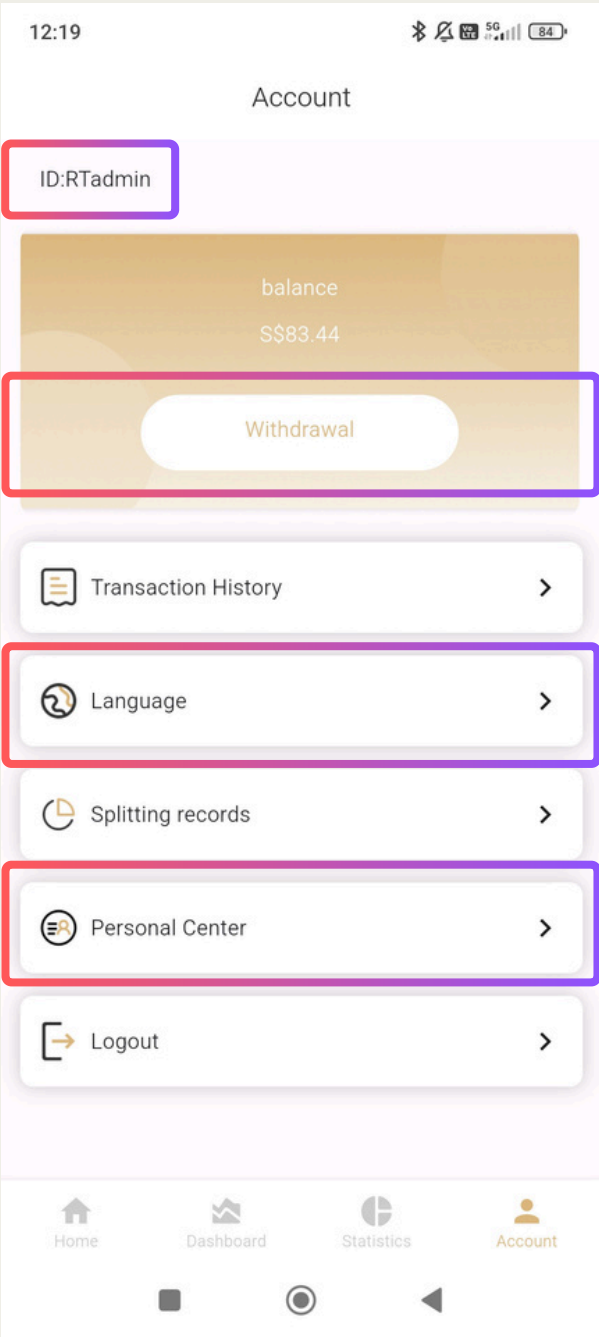
Tabs



Home - Management of devices and inventories



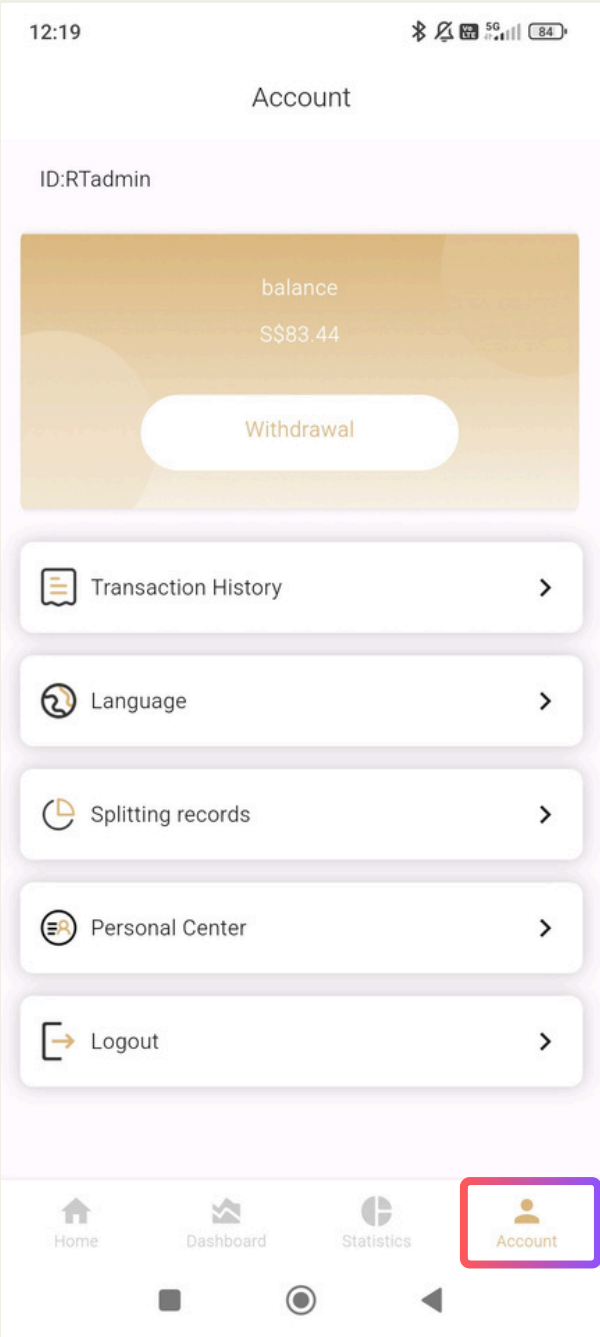
Statistics - Details of Orders and Inventories



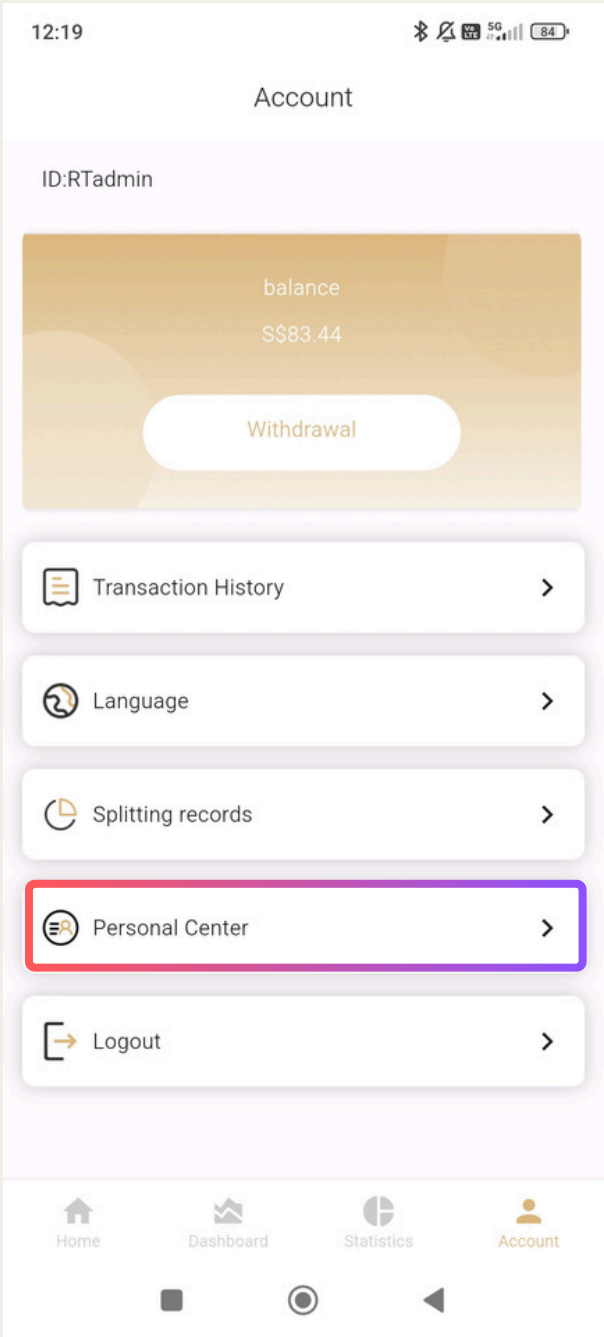
Account and Settings

- Account ID
- Balance withdrawal
- Change language
- Change password

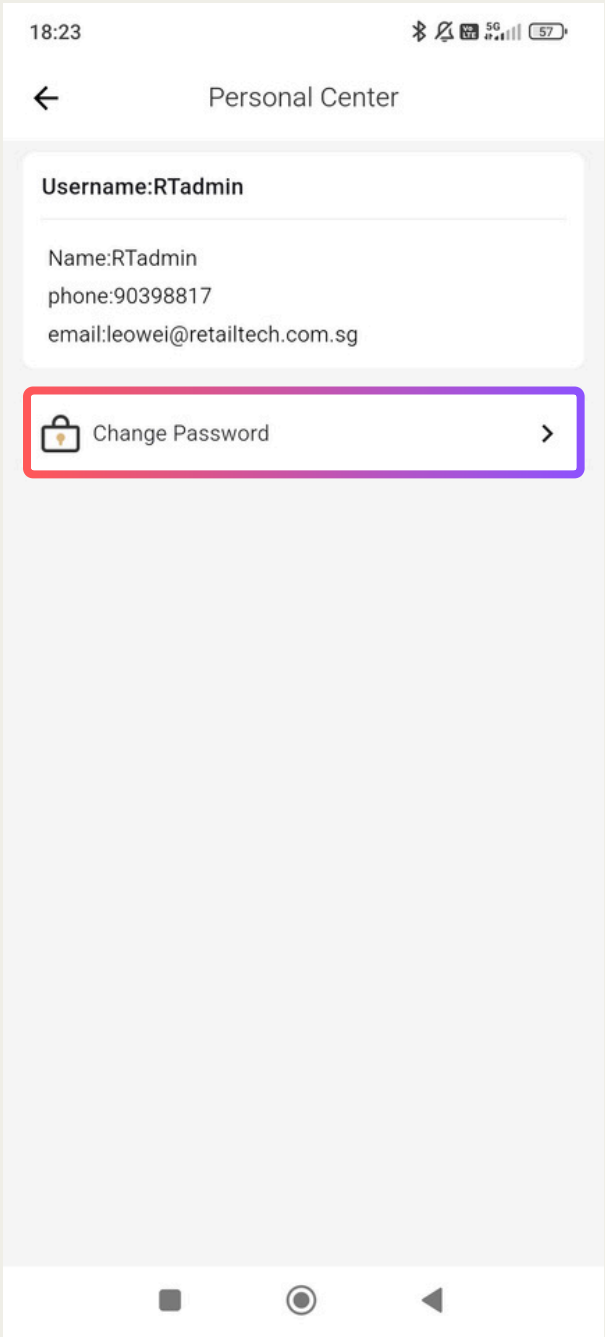
# 4. CHANGE PASSWORD



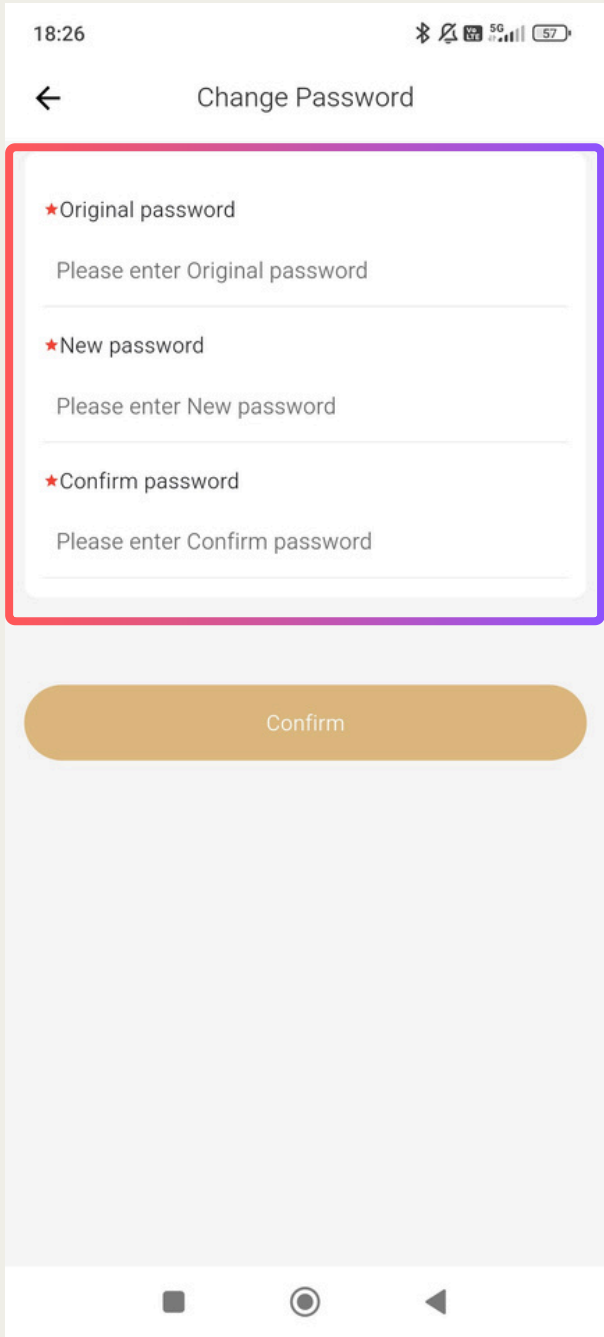
1. Go to “Account”



2. “Personal Center”



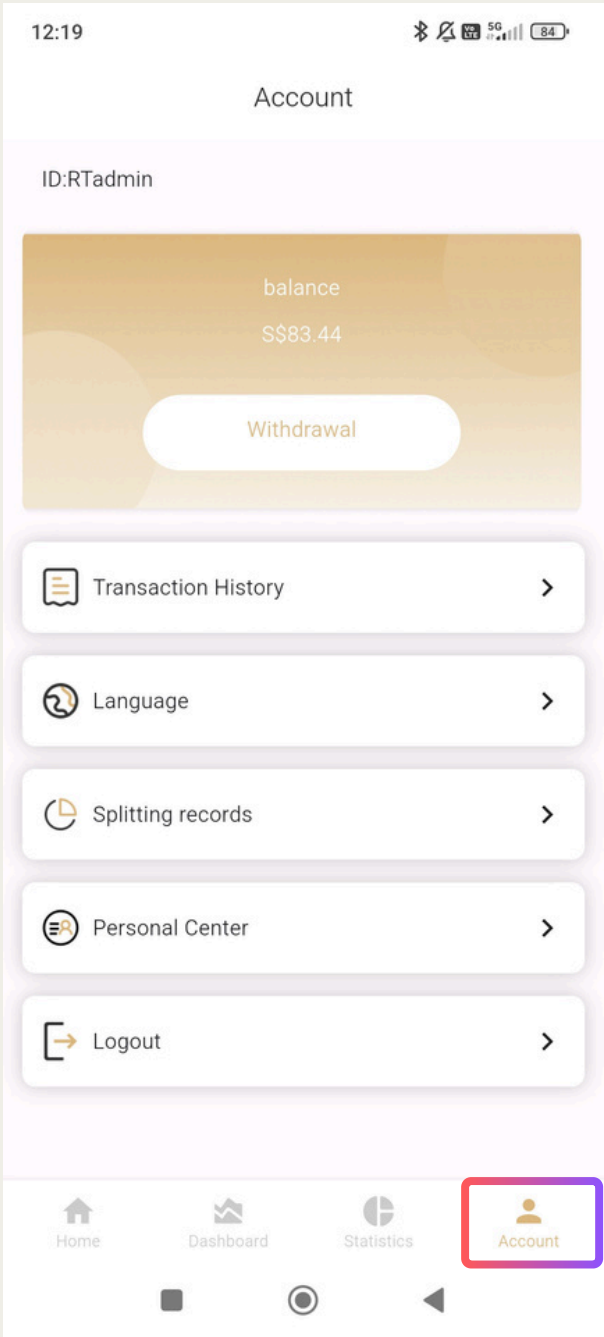
3. “Change Password”



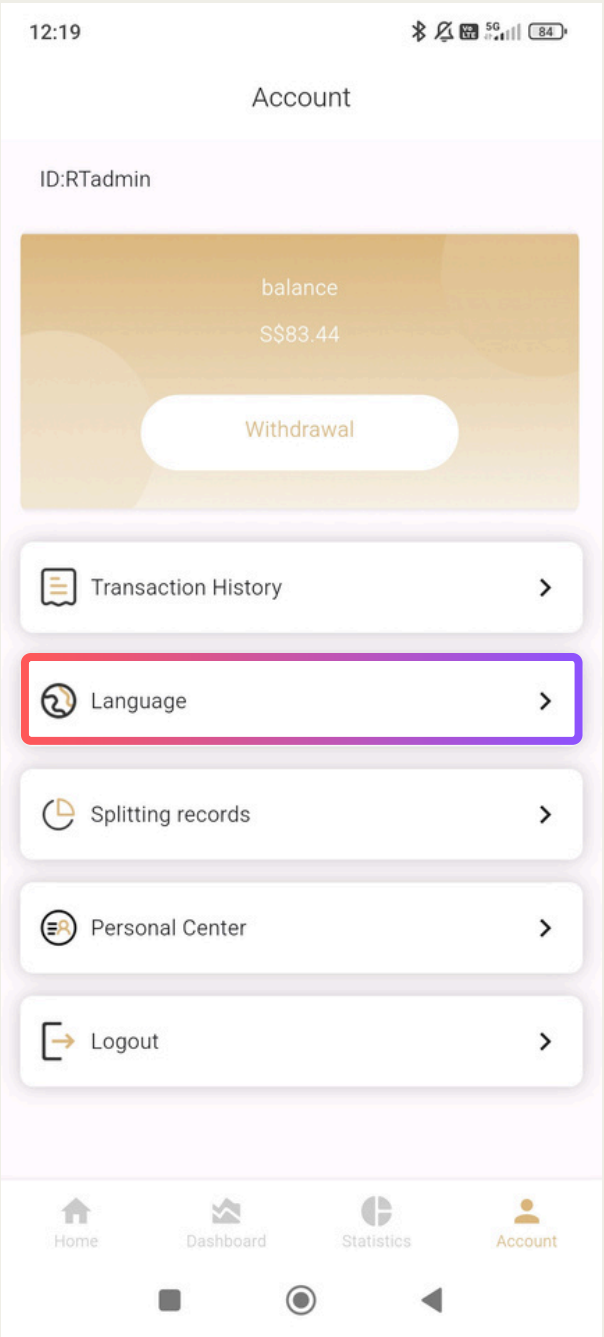
4. Enter existing password and new password. Press “Confirm”

\*Note: If you have forgotten your password, please inform your manager to change your password.

# 5. CHANGE LANGUAGE



1. Go to “Account”

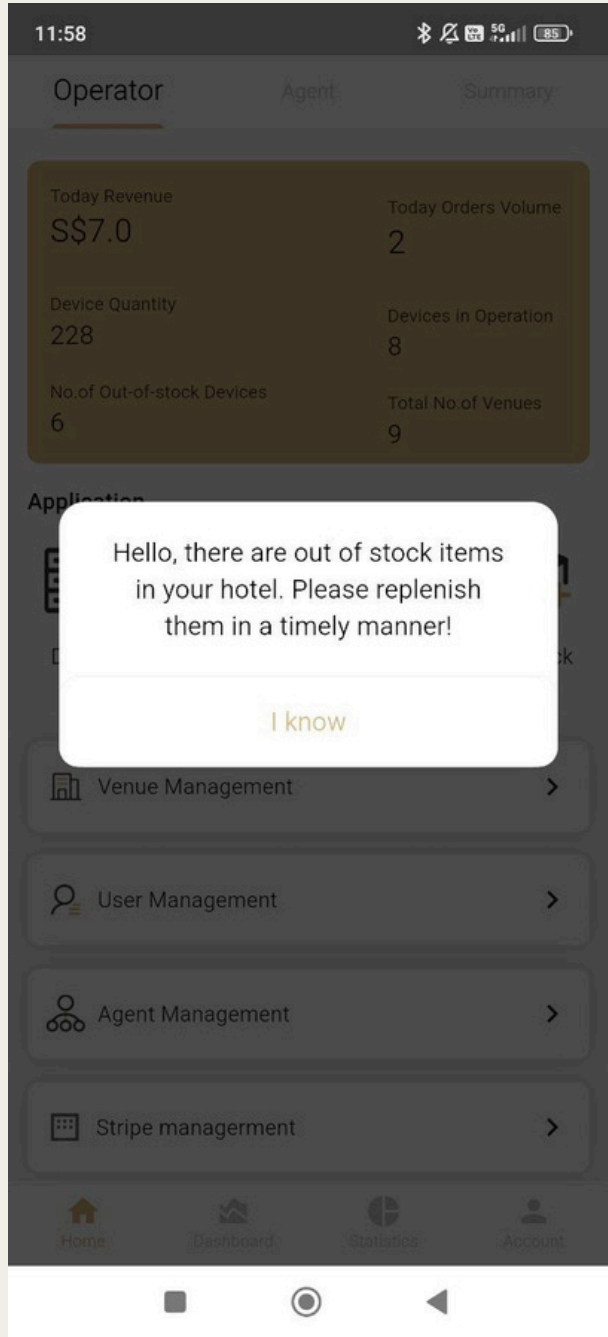


2. Press “Language”

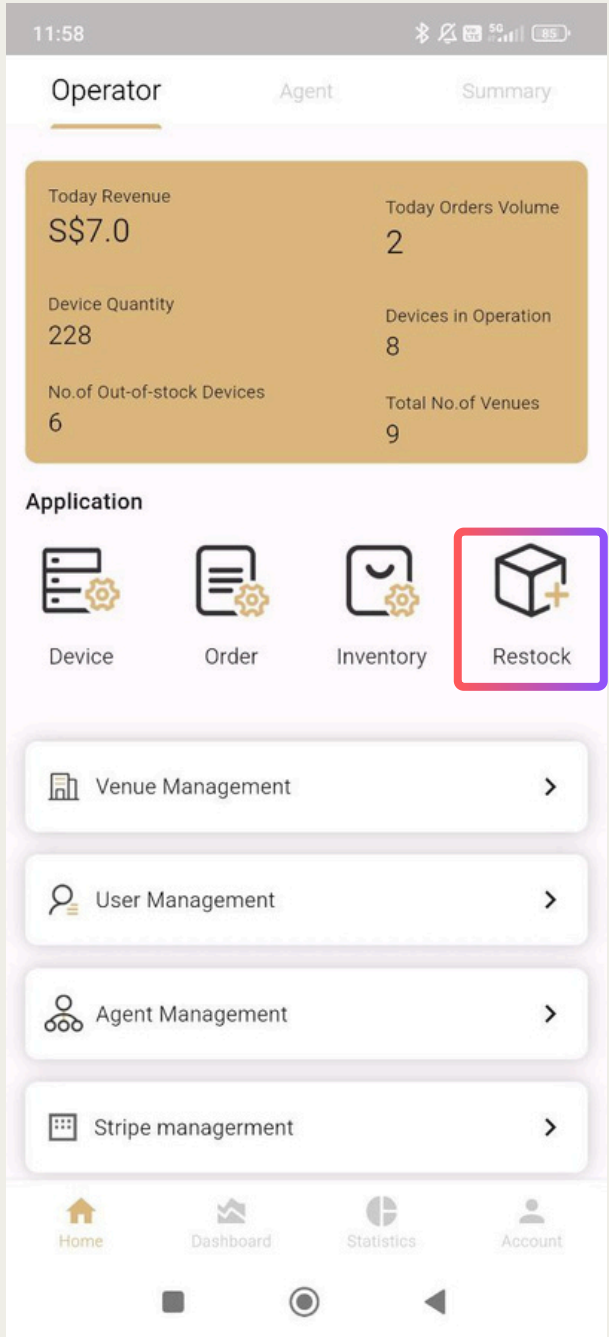


3. Select preferred language

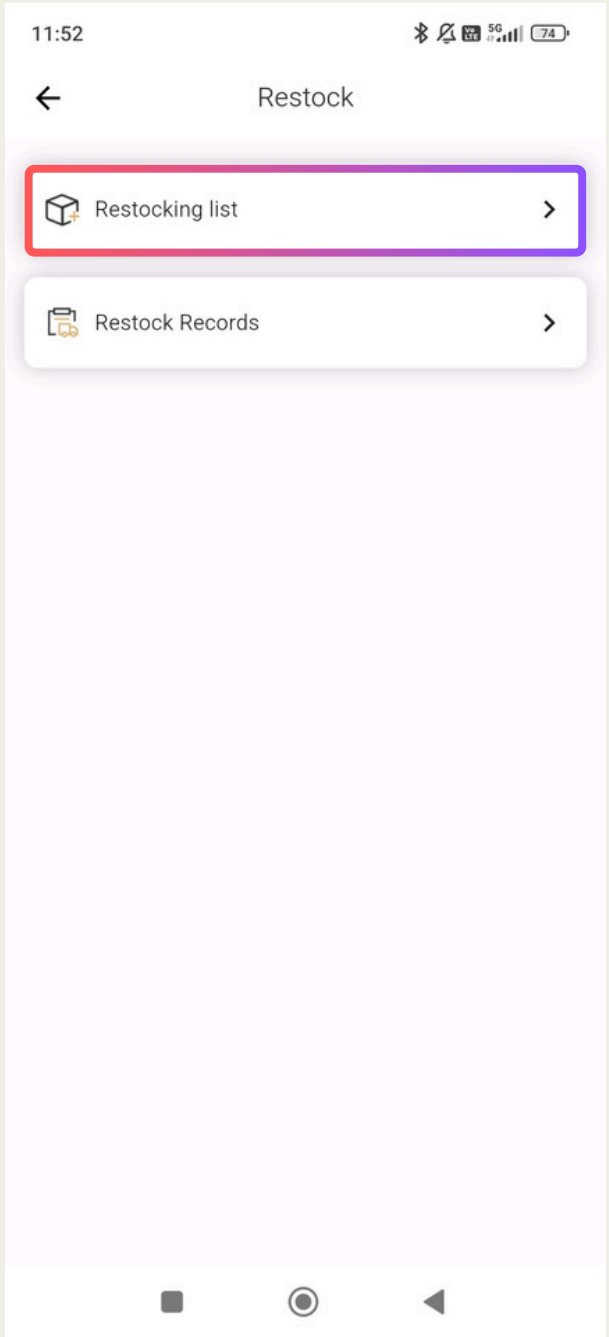
# 6. STOCK CHECK



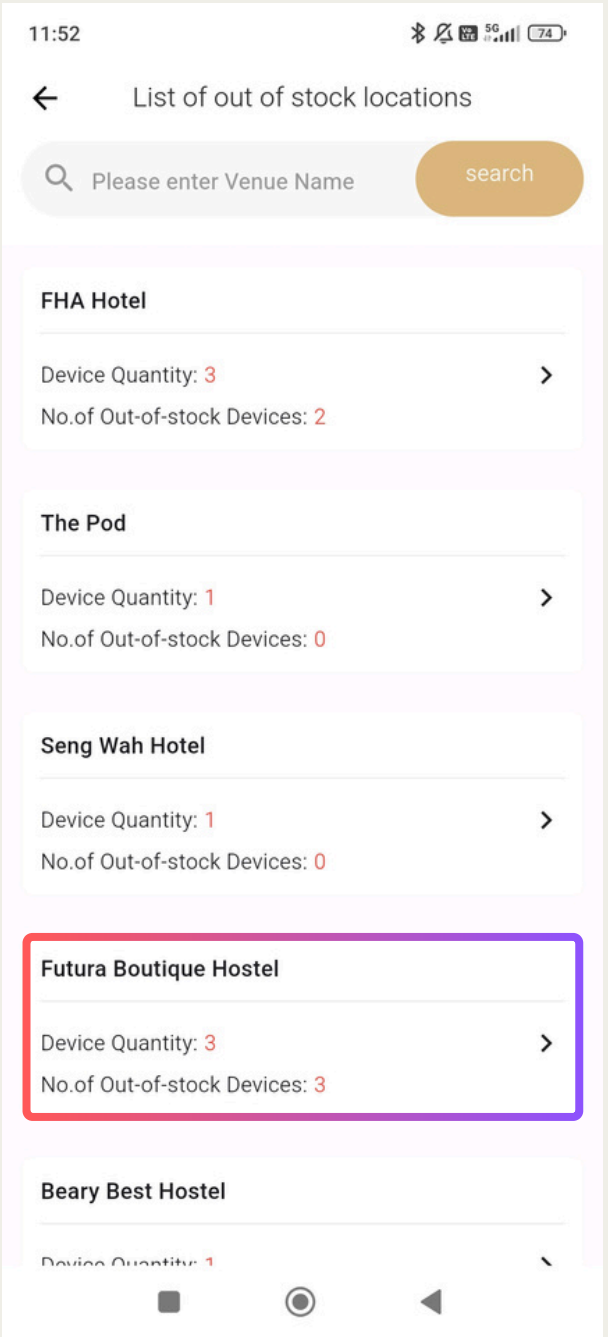
1. User will be notified of empty device at login.



2. To check on stock, on homepage, go to “Restock”



3. Go to “Restocking list”

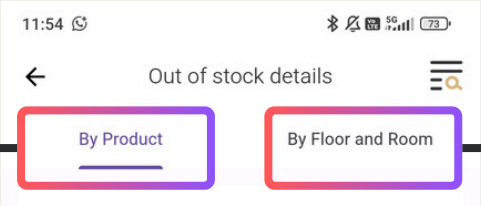


4. Select the venue

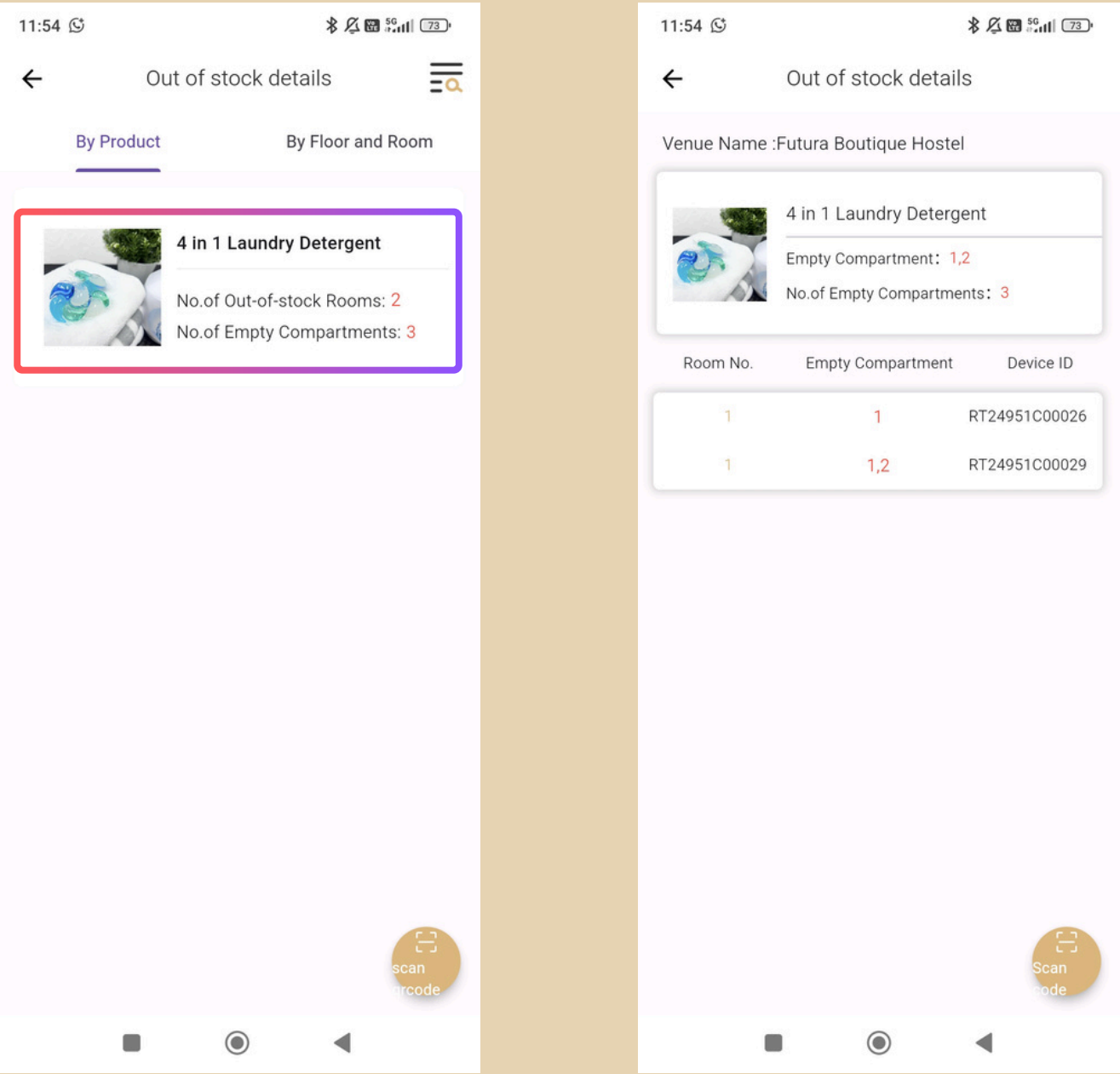


# 6. STOCK CHECK

5. User can choose to group restock list **By Product** or **By Floor and Room**

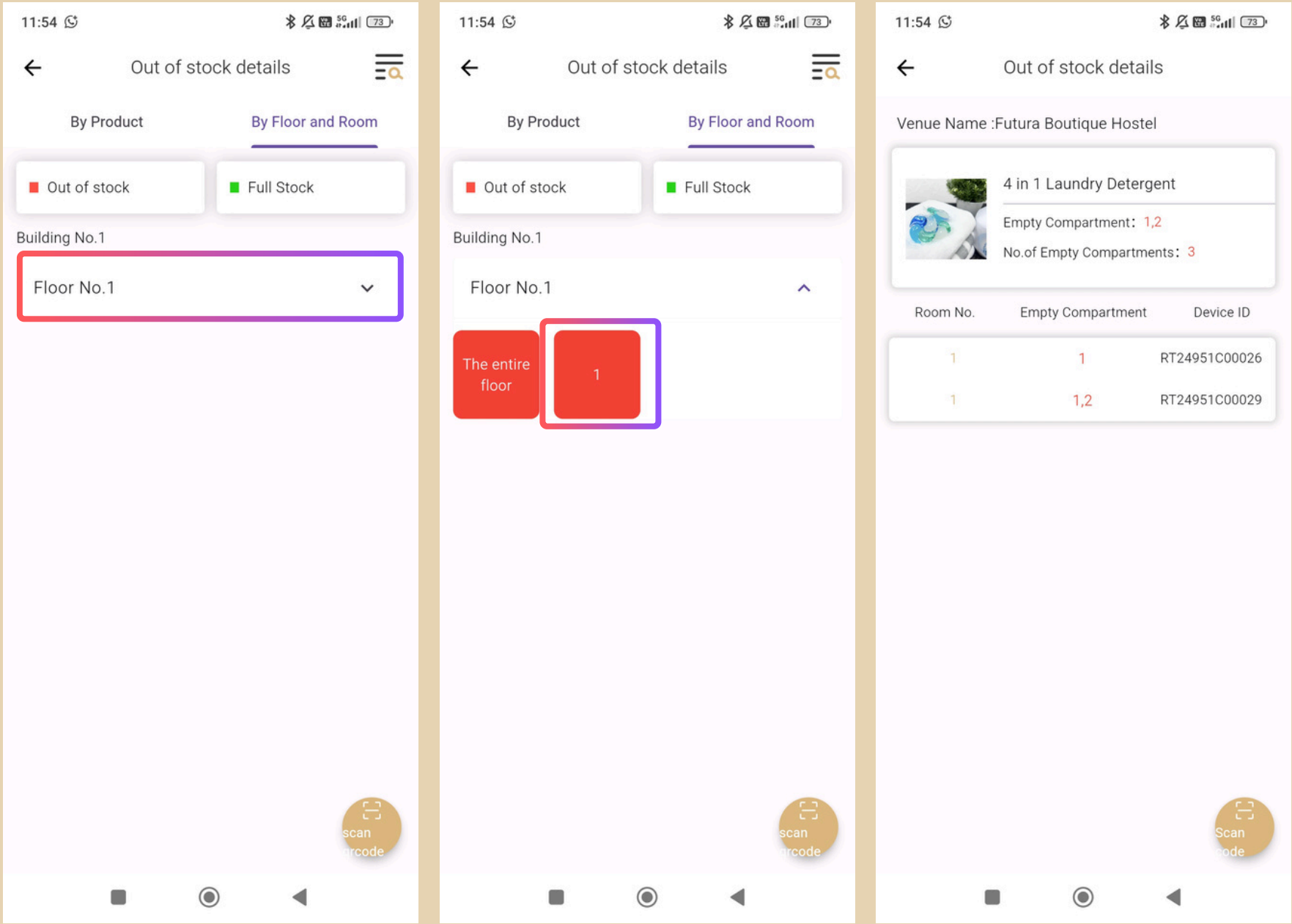


## By Product



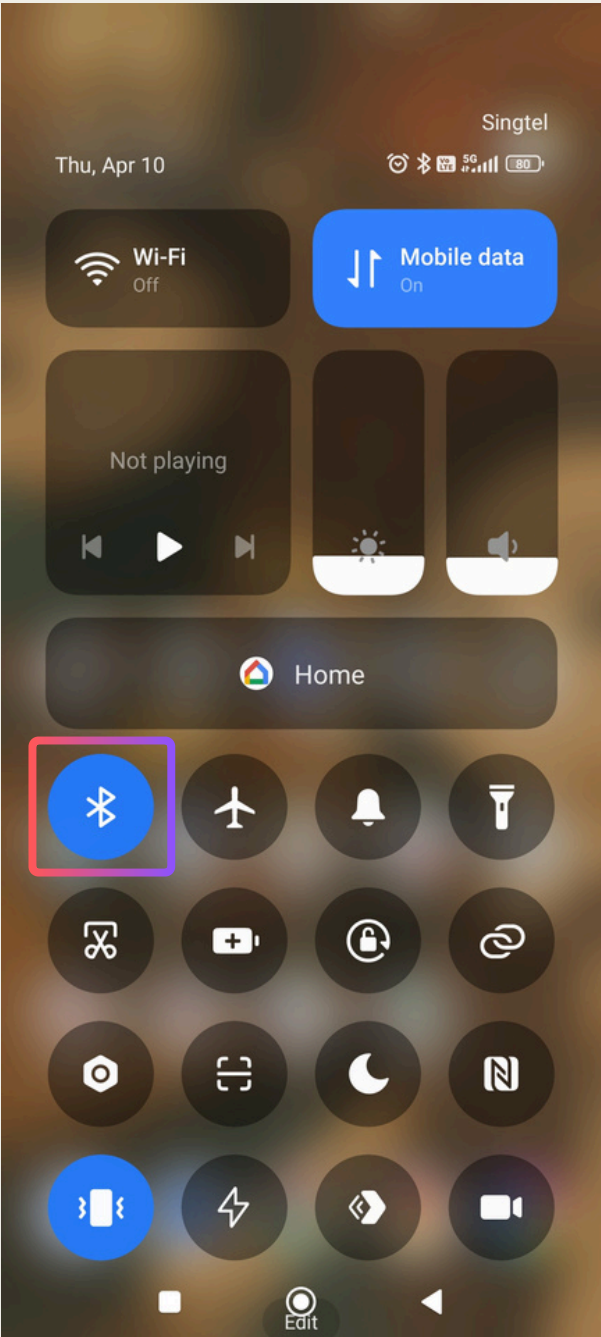
6.1 Under group **By Product**, choose the product to view shortfall details

## By Floor and Room

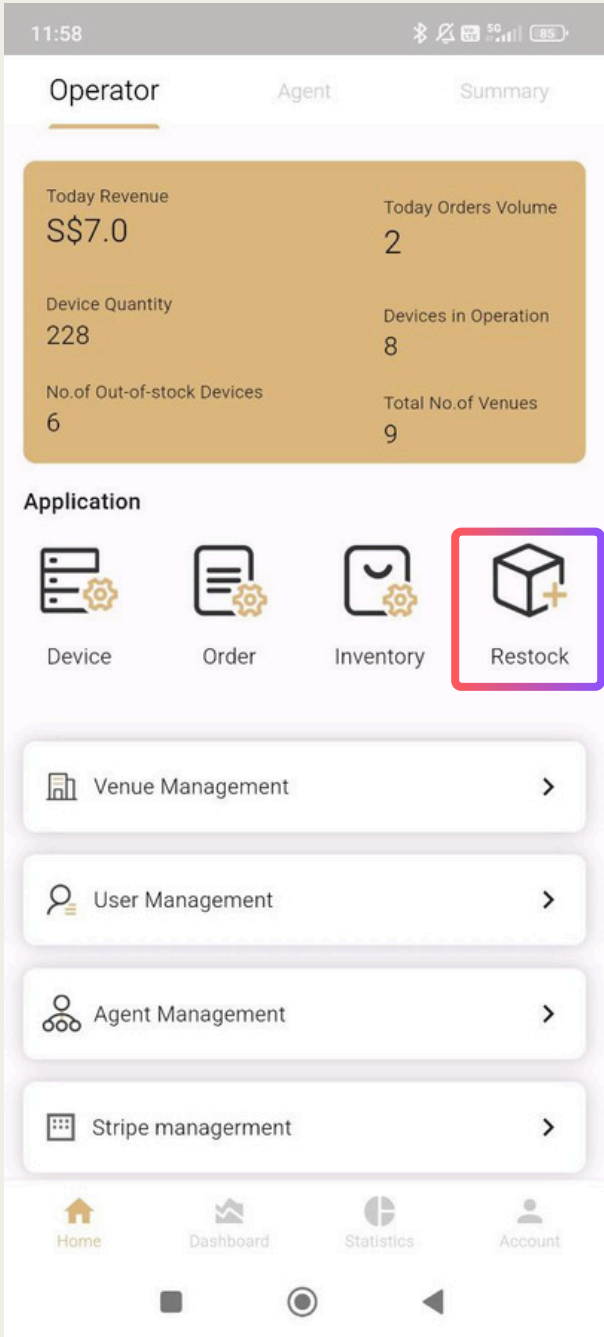


6.2 Under group **By Floor and Room**, select the floor and room number to view shortfall details

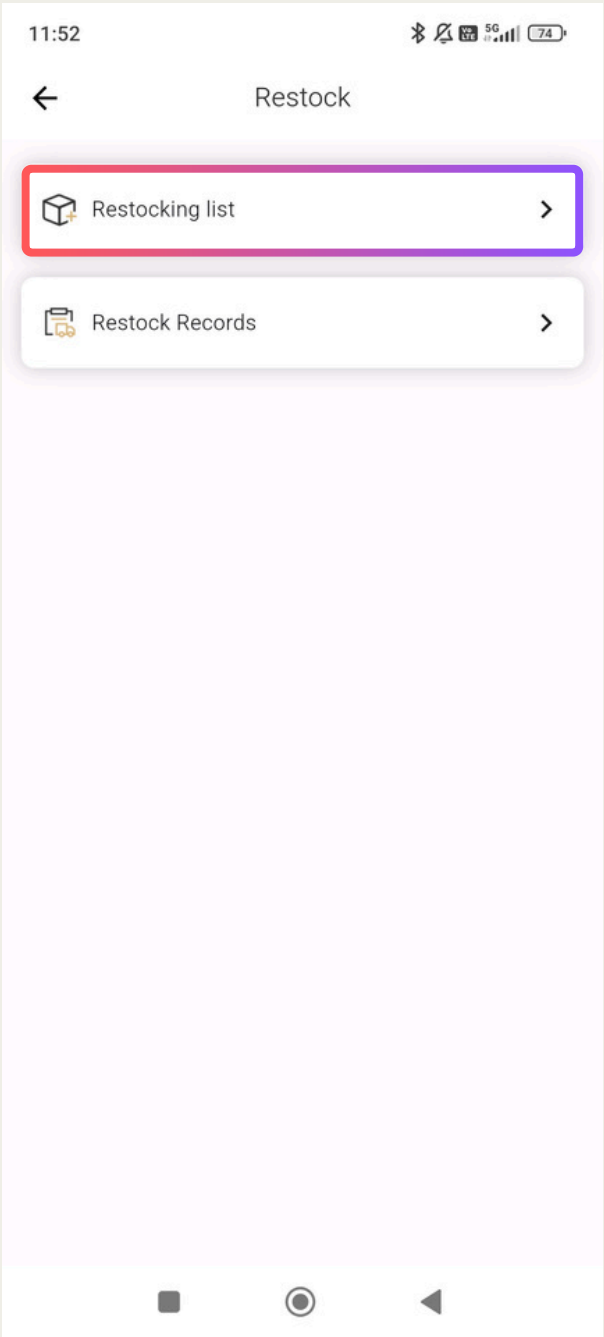
# 7. RESTOCK



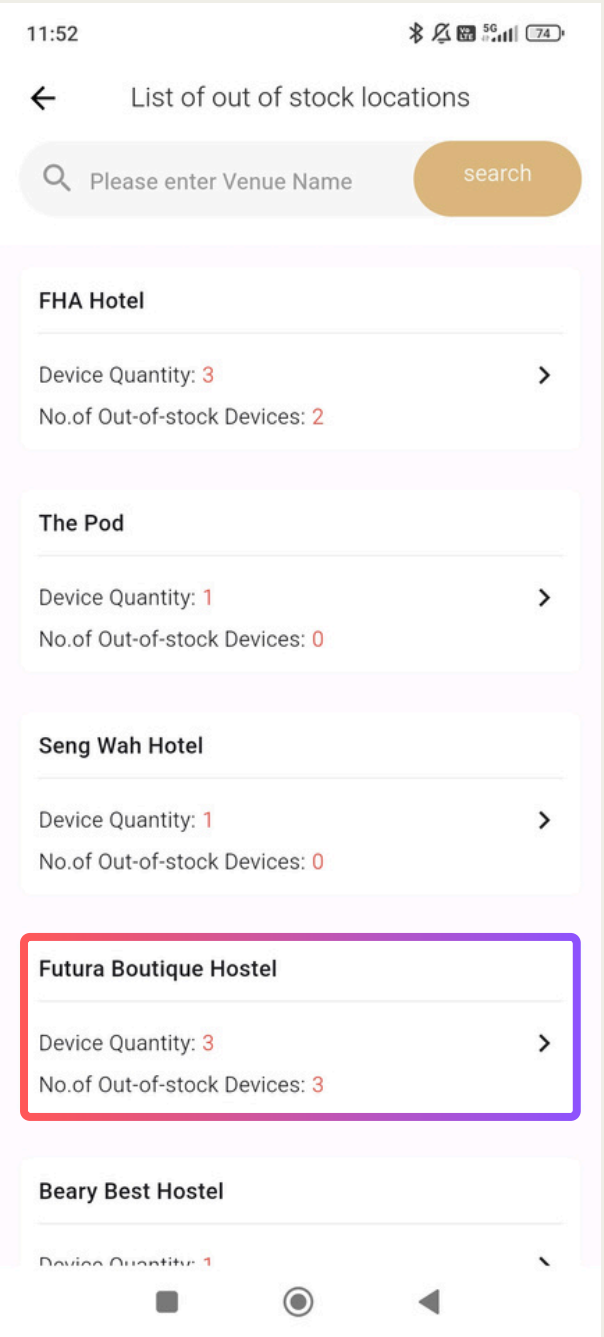
1. To restock, turn on mobile device bluetooth



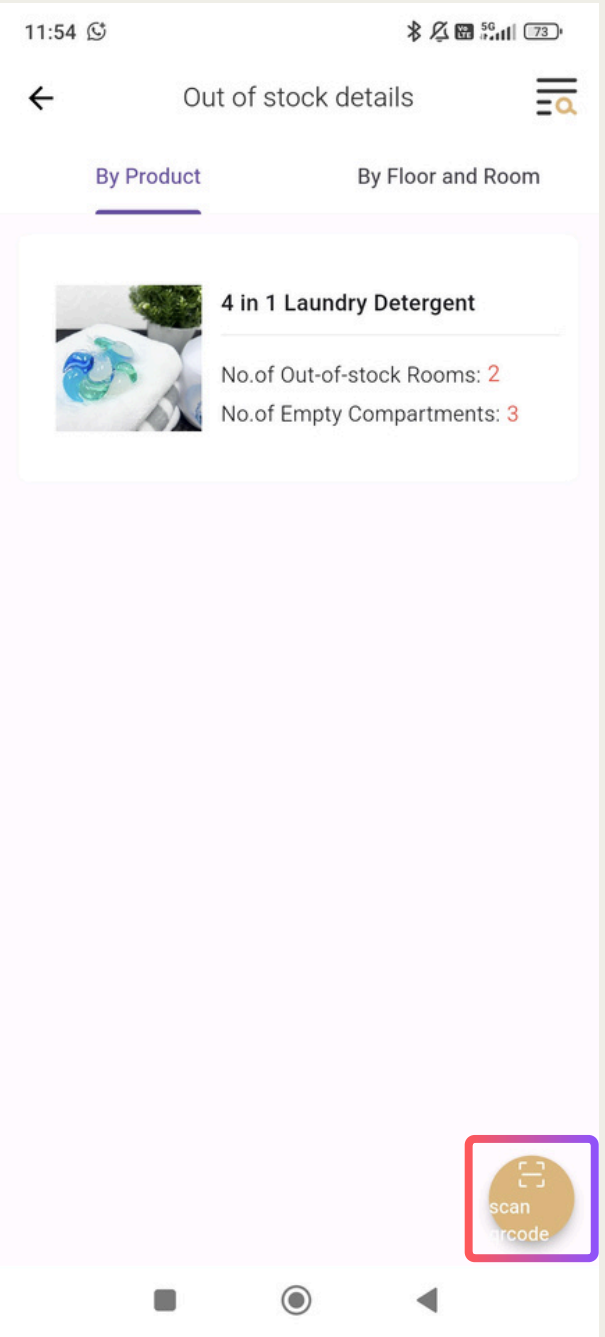
2. On homepage, go to “Restock”



3. Go to “Restocking list”



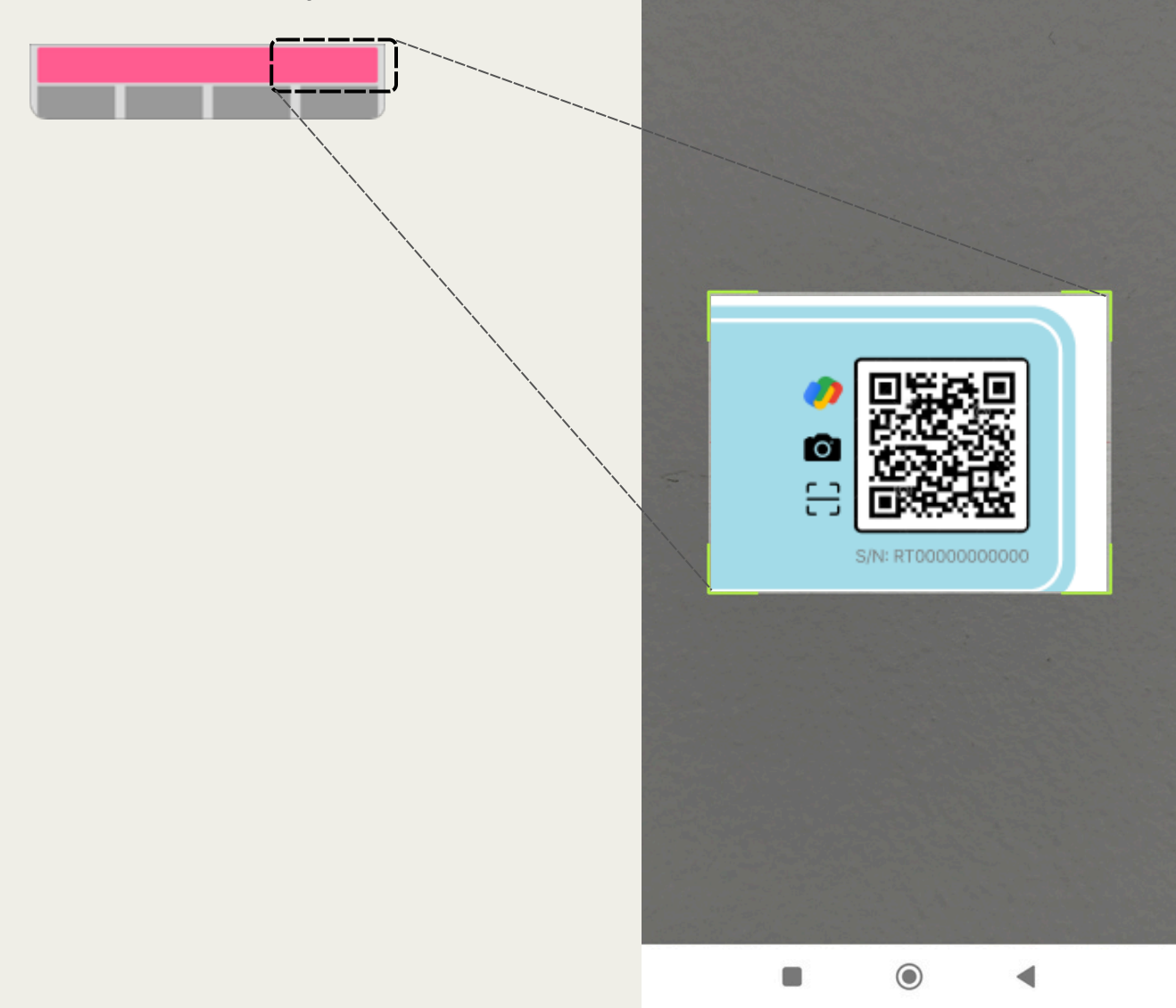
4. Select the venue



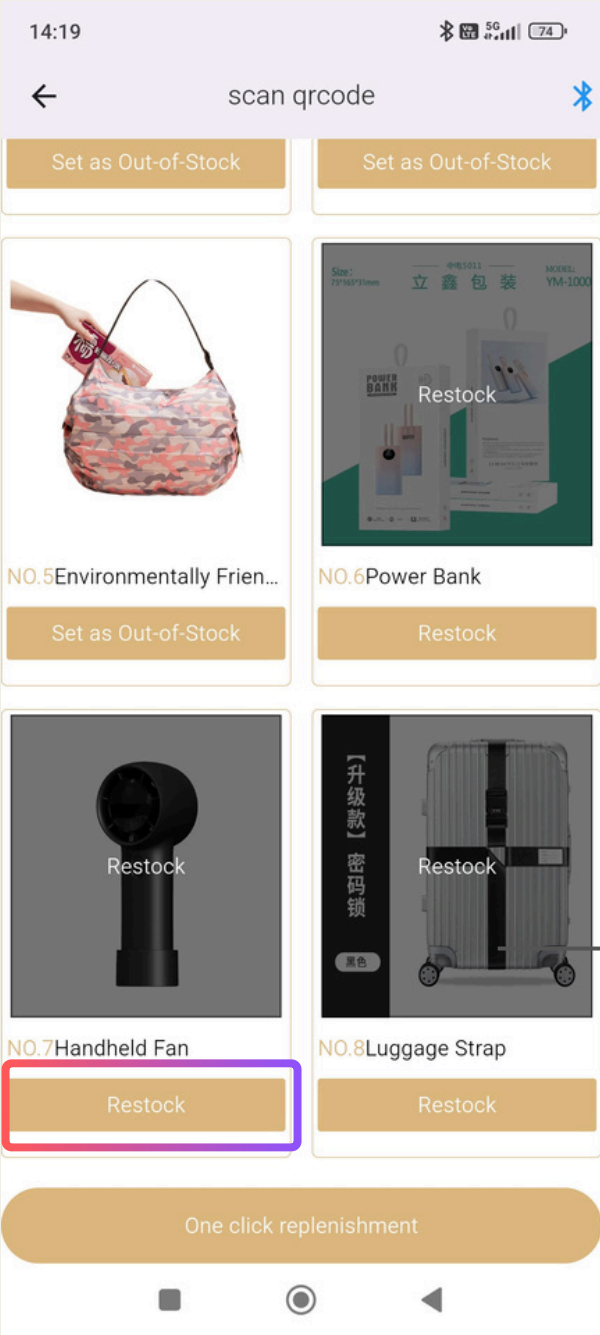
5. Go to “Scan QR”

# 7. RESTOCK

Pandora device top view



6. Scan device QR code found on Pandora device decal



Bluetooth connected with device successfully

Out of stock compartments are greyed out

7. To restock one compartment, press “Restock” button found under the item image



## 7. RESTOCK



8. Selected compartment will unlock

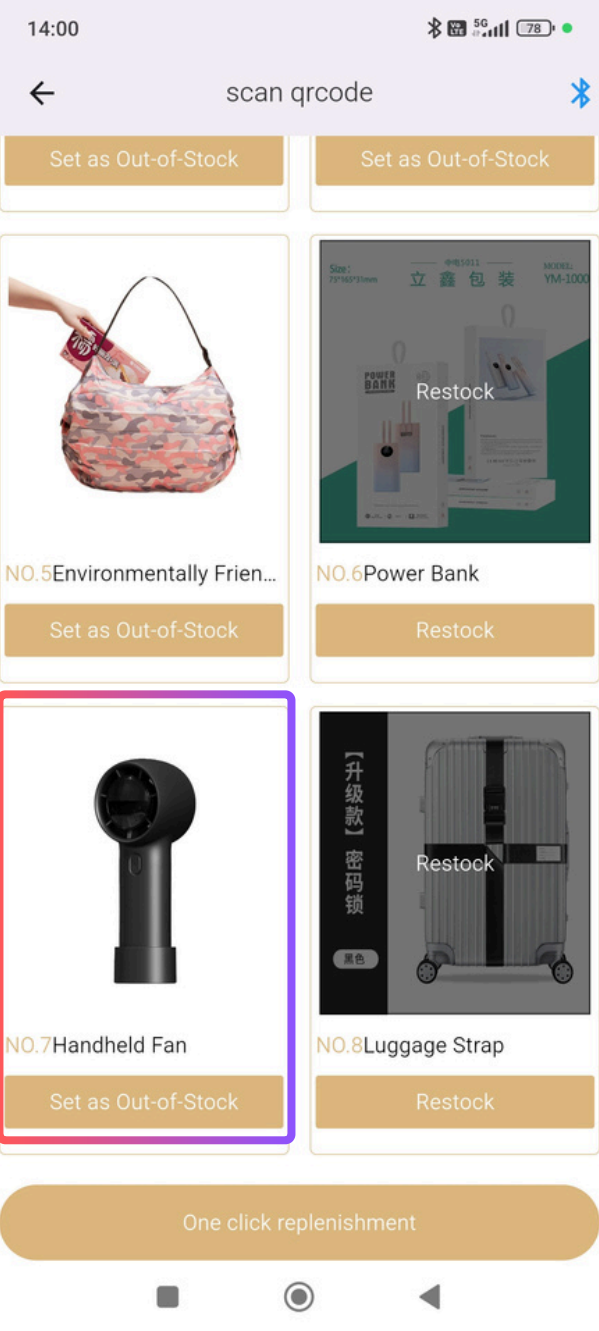


9. Place item in the compartment



10. Close the panel

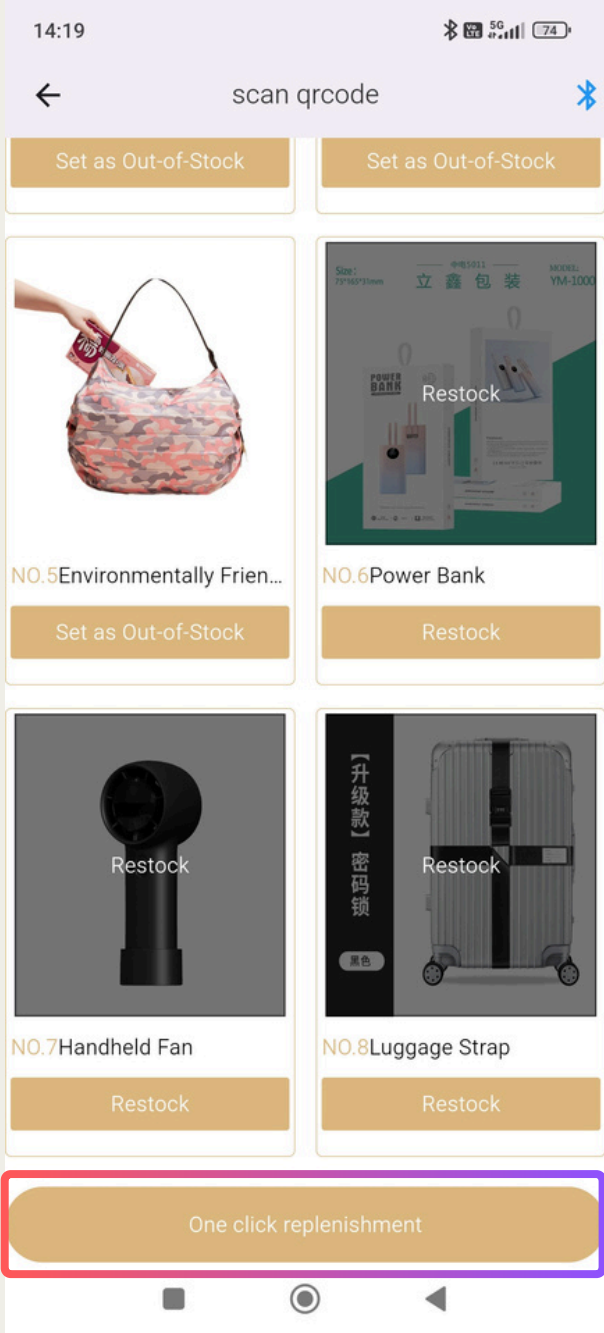
# 7. RESTOCK



11. The system will update the compartment as stocked



# 7. RESTOCK

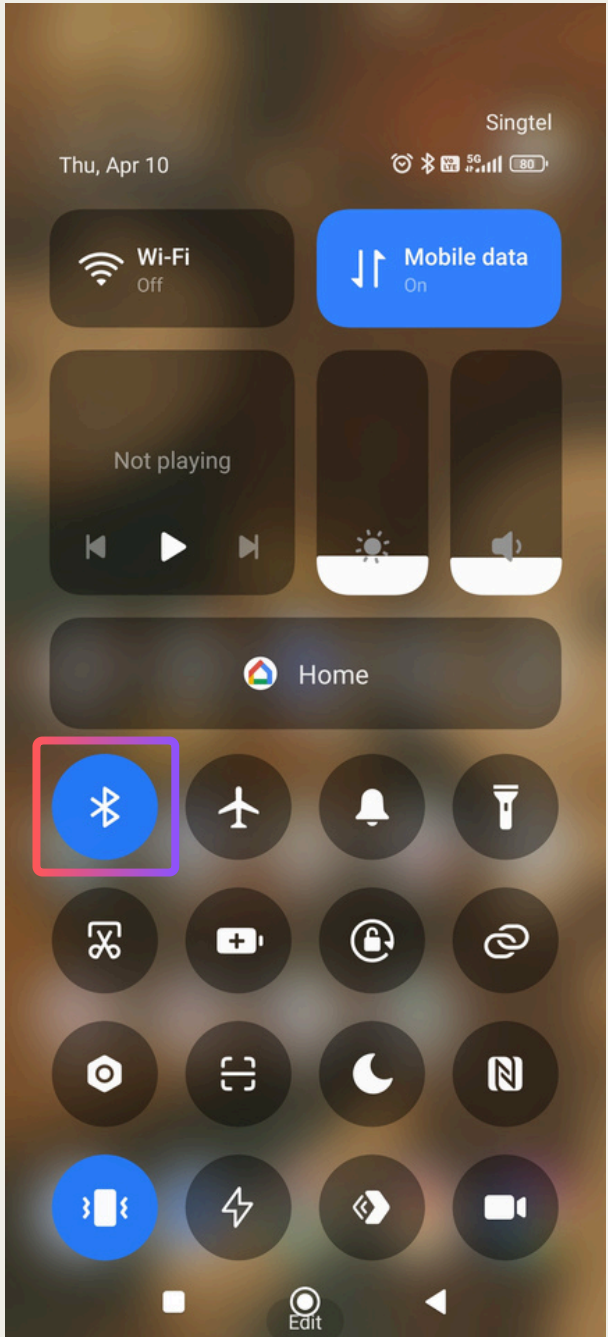


12. To restock all empty compartments, go to “One-Click Replenishment”

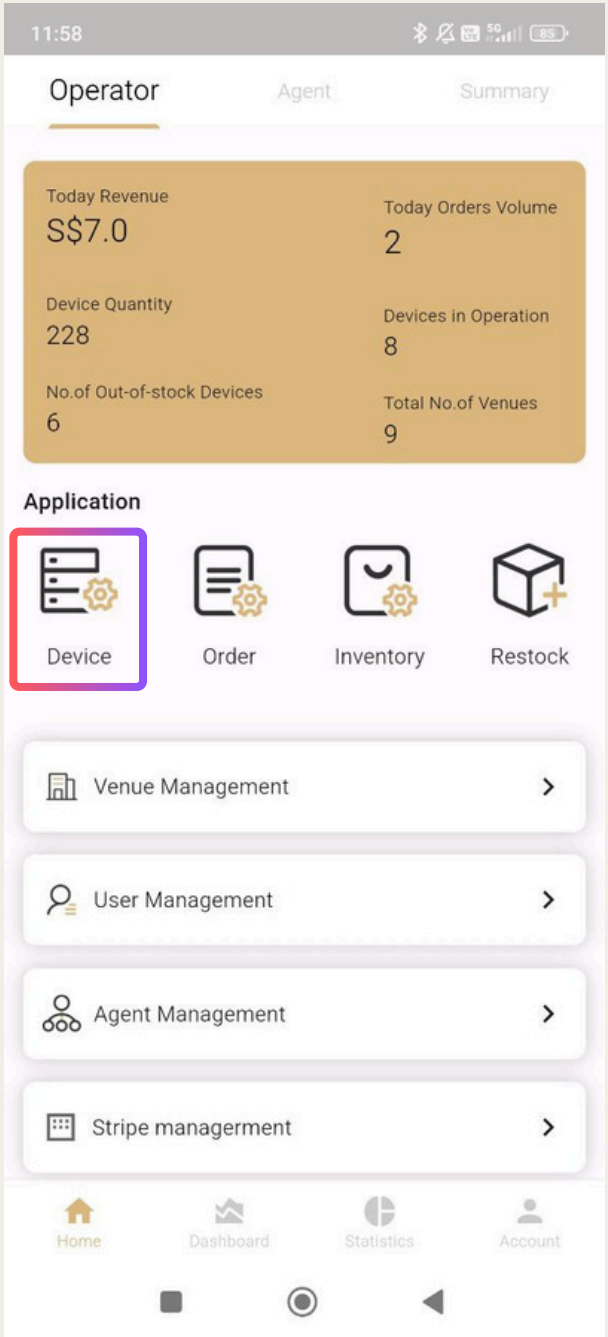


13. All empty compartments will open for restock, continue with **steps 9-10** to complete the process

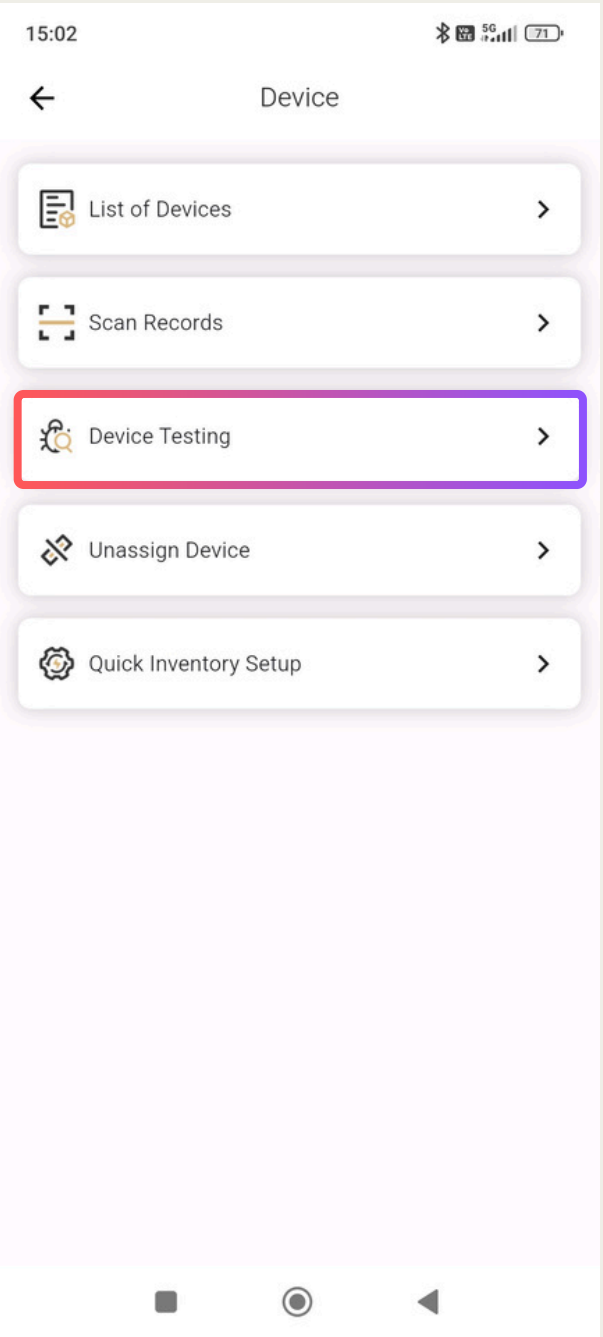
# 8. DEVICE TESTING



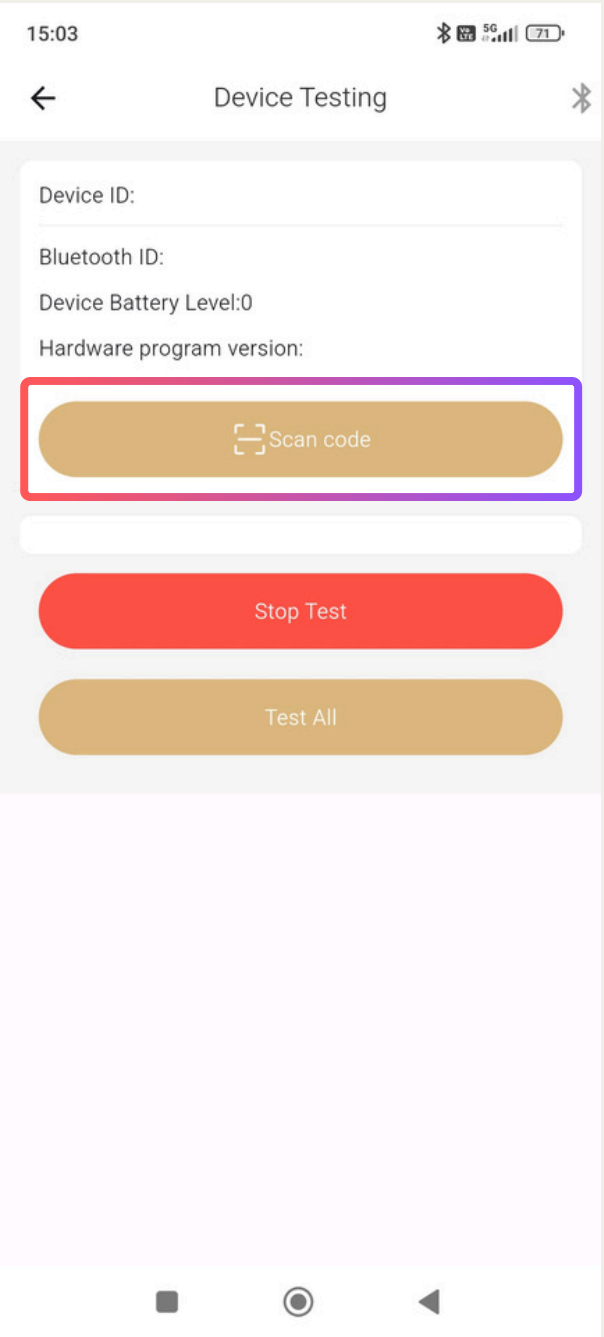
1. To test device, turn on bluetooth



2. On homepage, go to “Device”



3. “Device Testing”



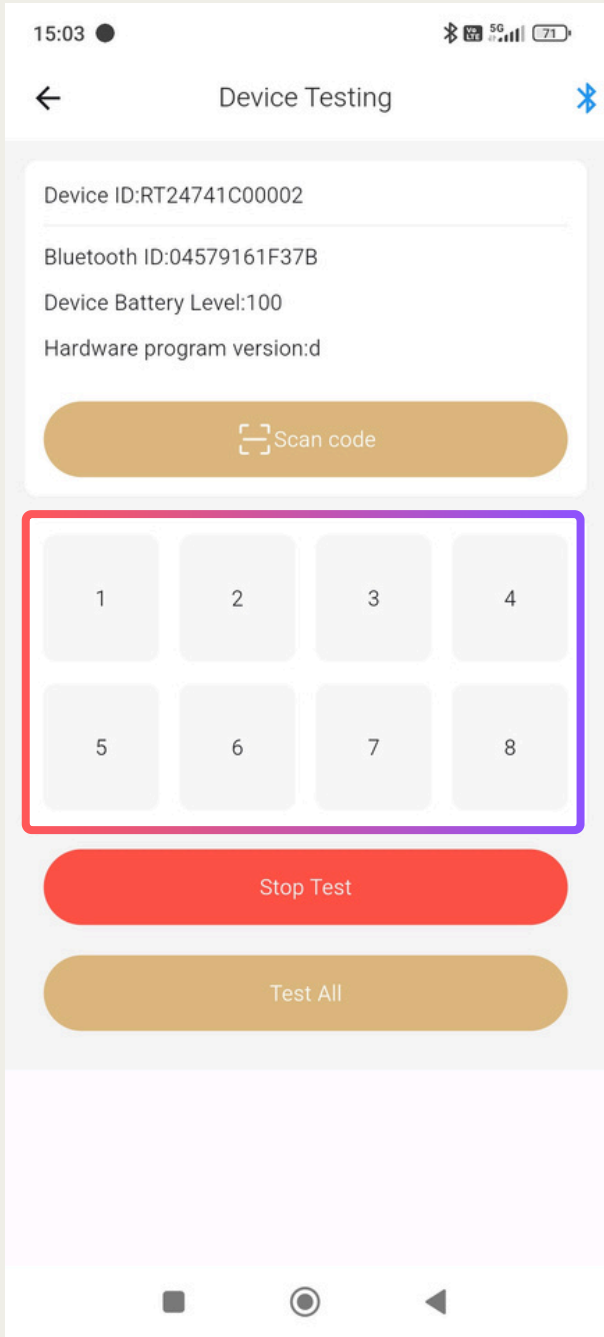
4. “Scan Code”

# 8. DEVICE TESTING

Pandora device top view

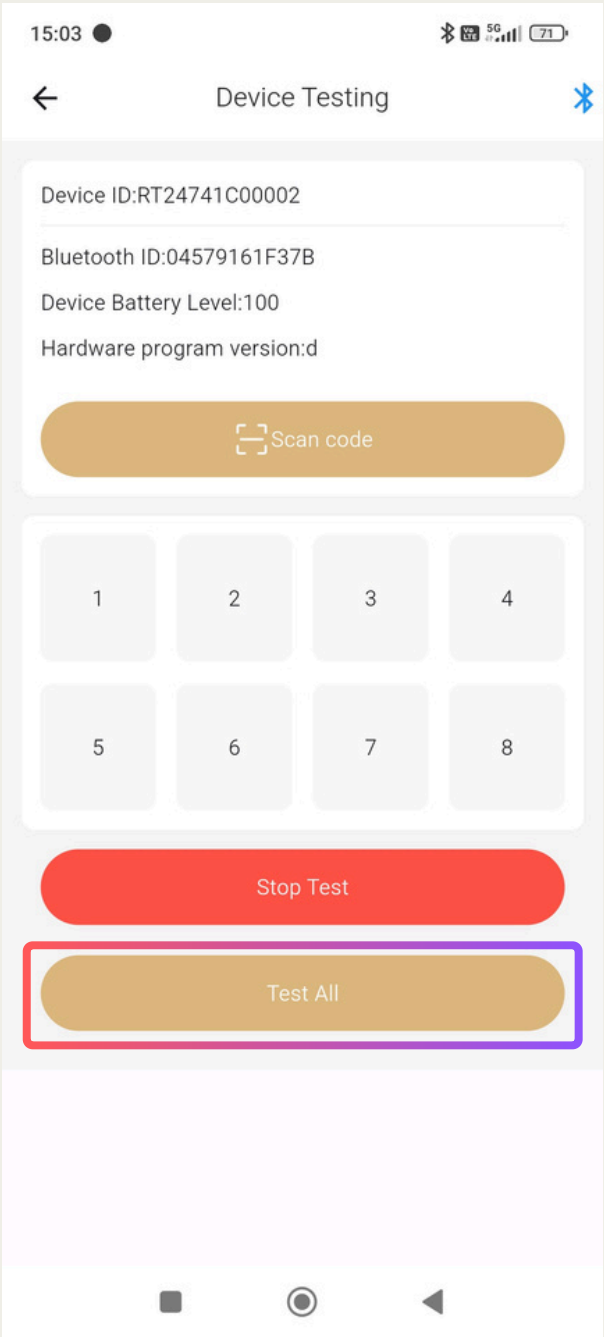


5. Scan QR code found on Pandora device decal



6. Once bluetooth is connected, select the compartment no. to open the compartment.

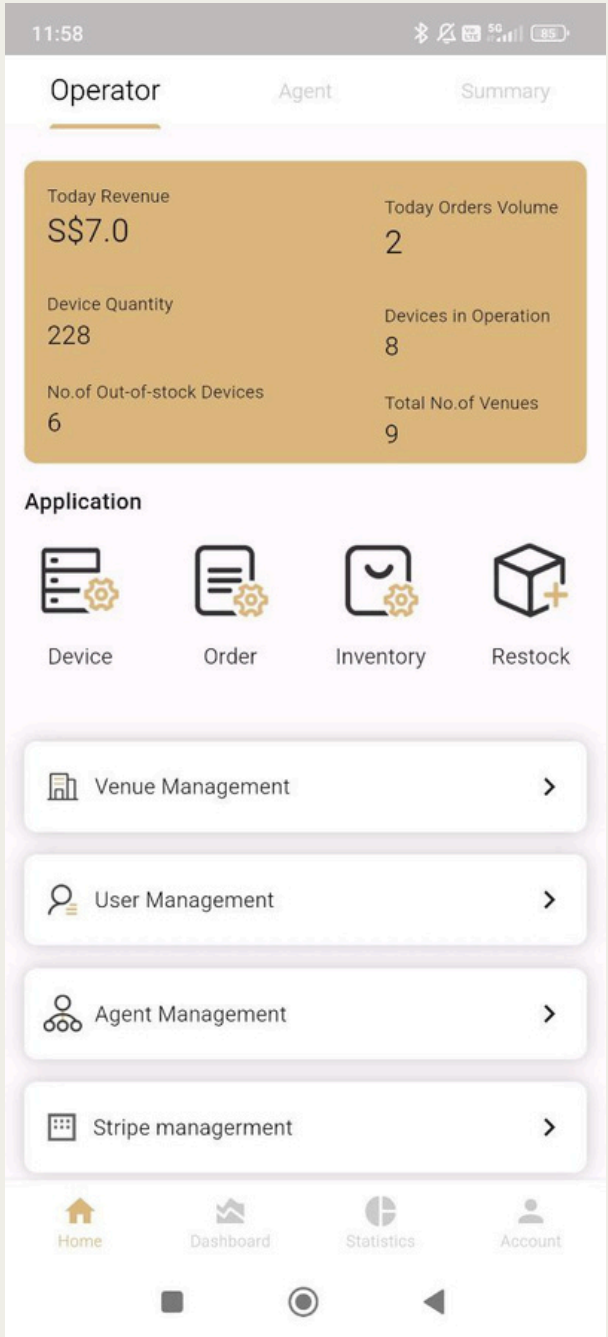
Bluetooth connected with device successfully



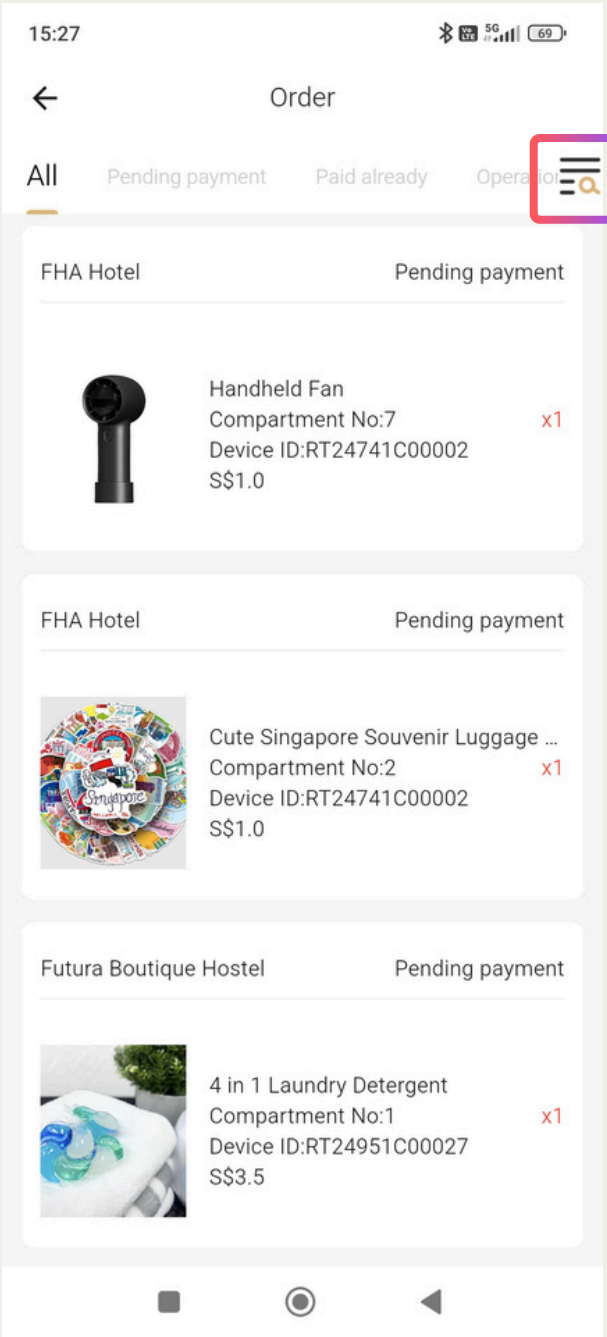
7. To open all the compartments, use “Test All”



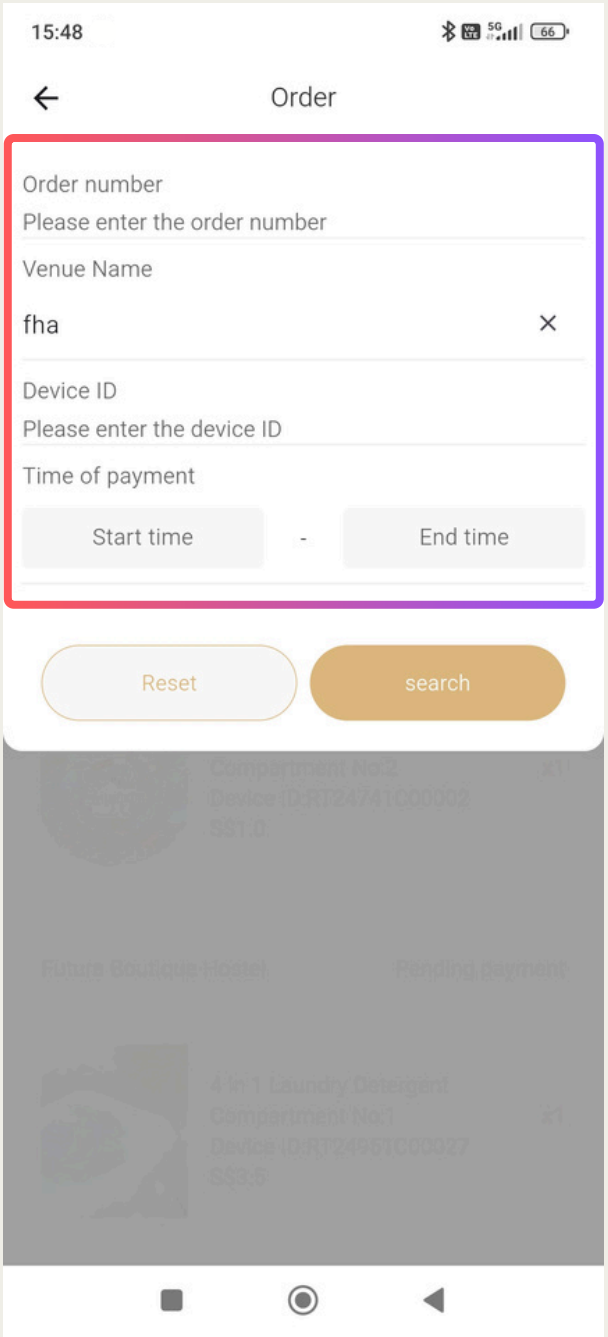
# 9. ORDER CHECKING



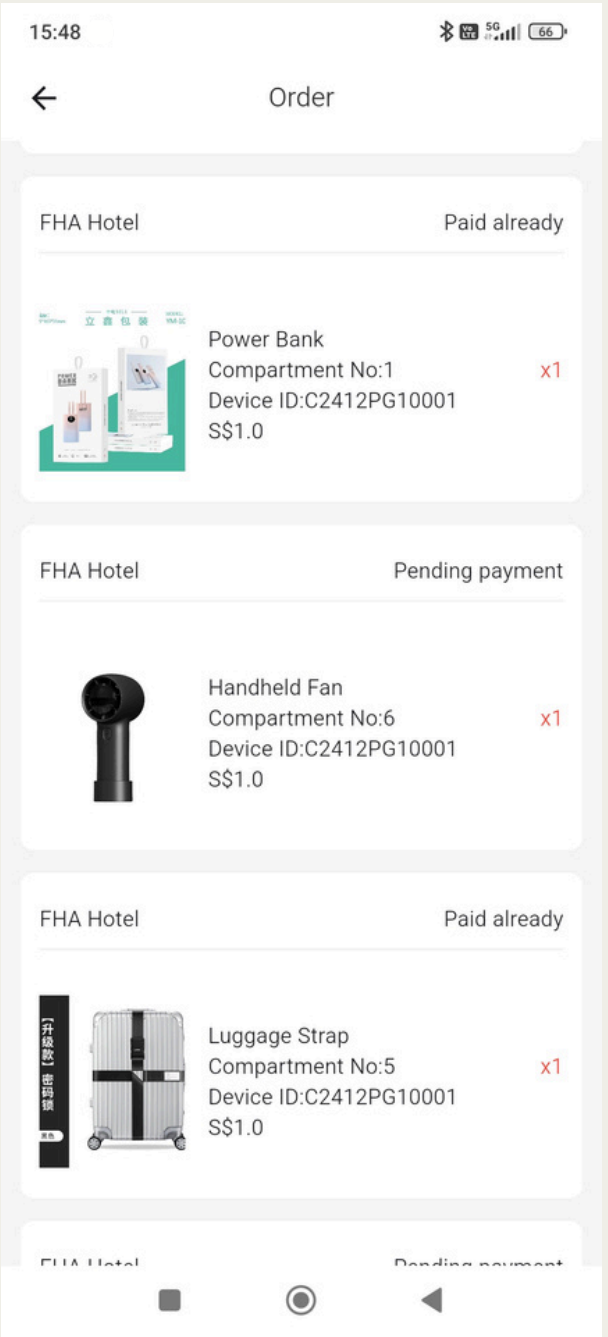
1. On homepage, go to “Order”



2. The main menu list all the orders viewable by the user. User can filter the orders with filtering function.

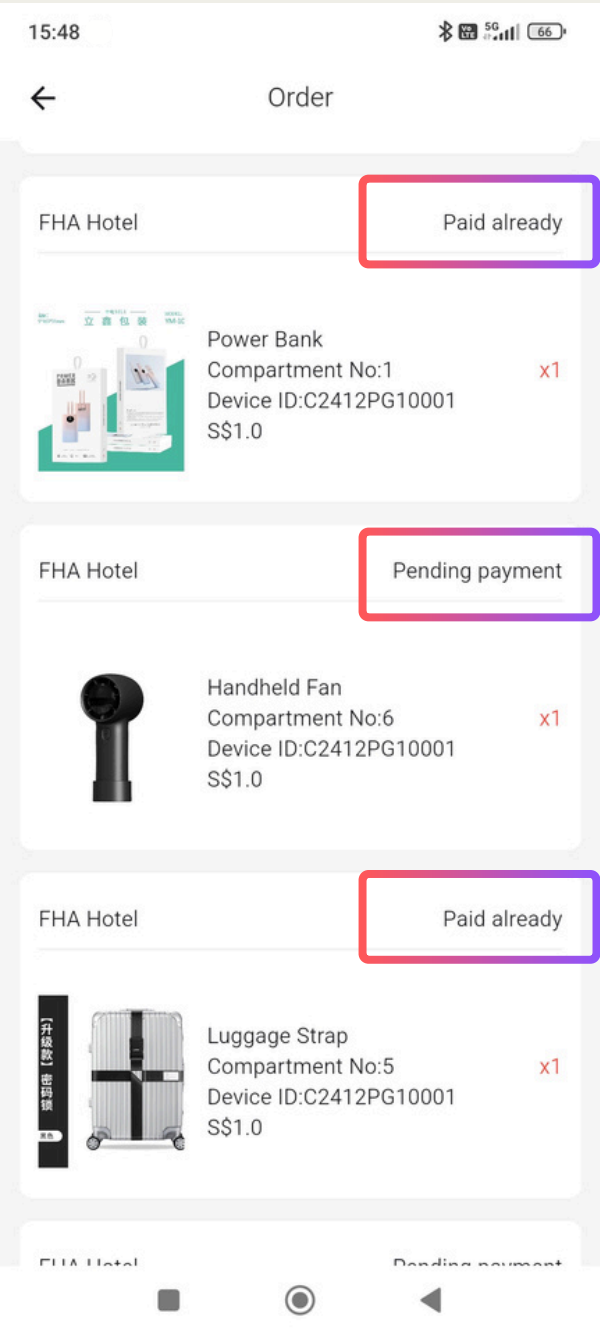


3. Key in any information for filtering

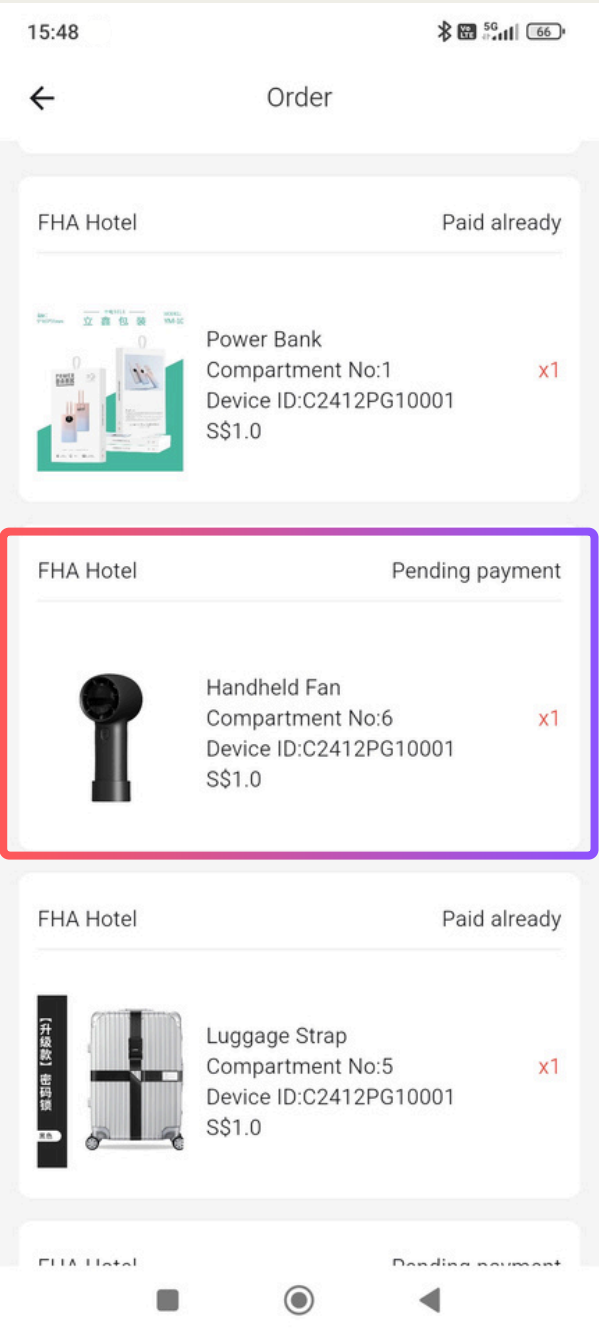


4. Orders are filtered as shown

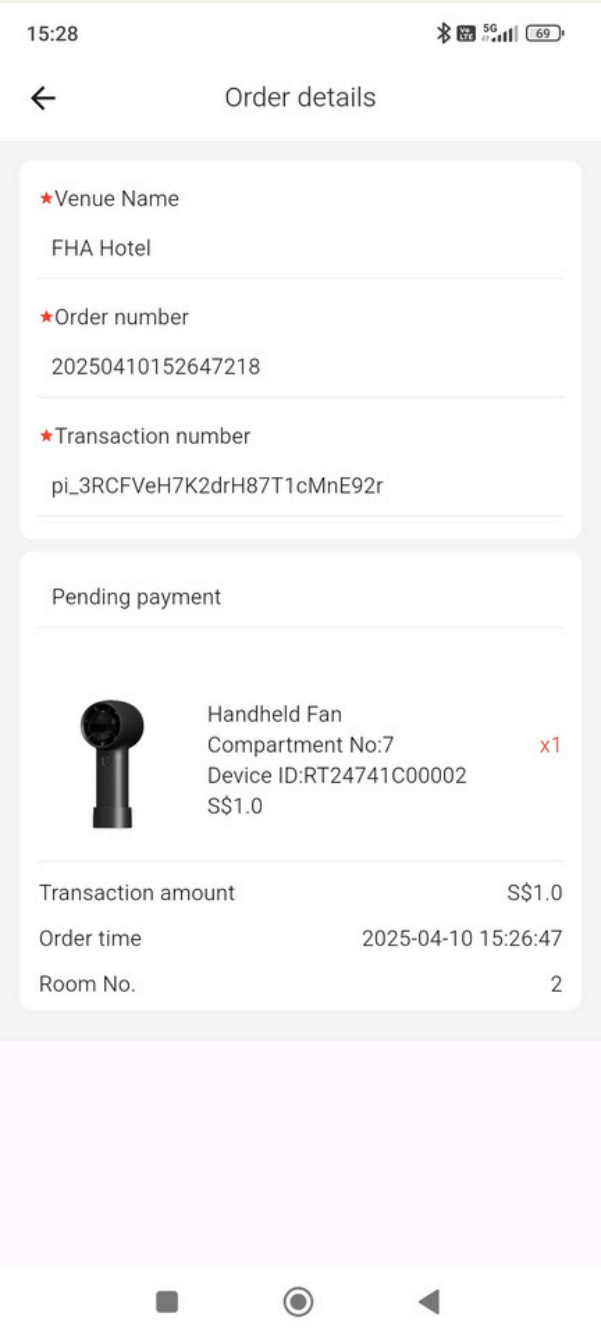
# 9. ORDER CHECKING



5. Order status is shown on the top right hand corner

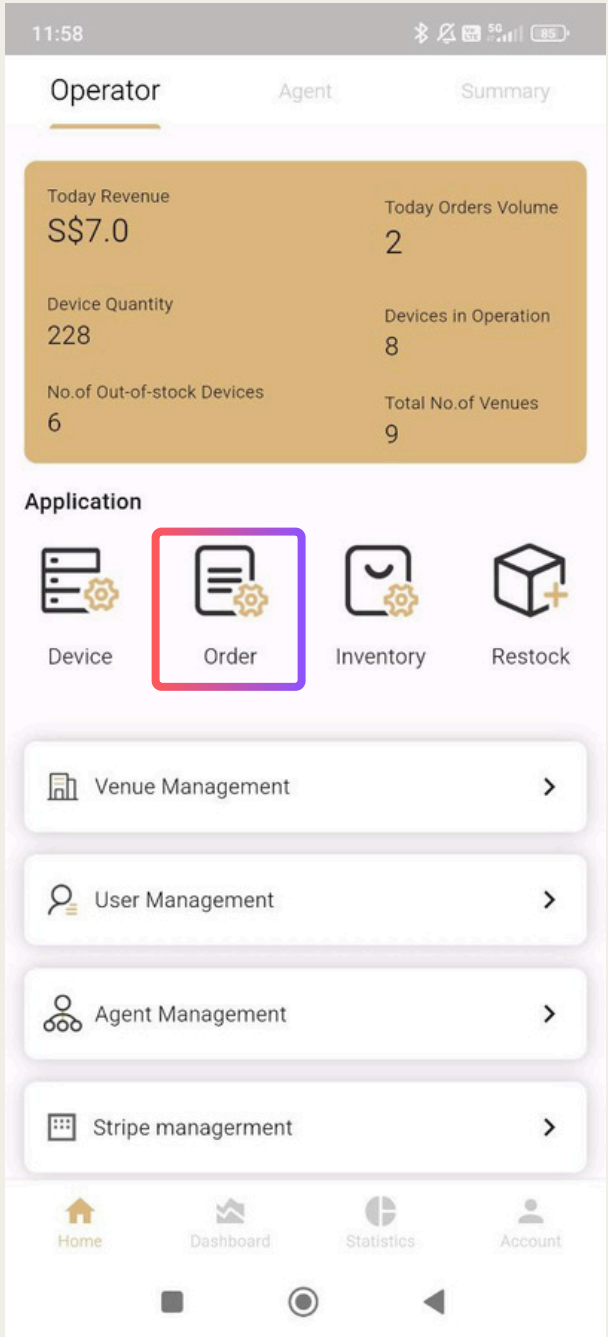


6. To view the order details, select the order

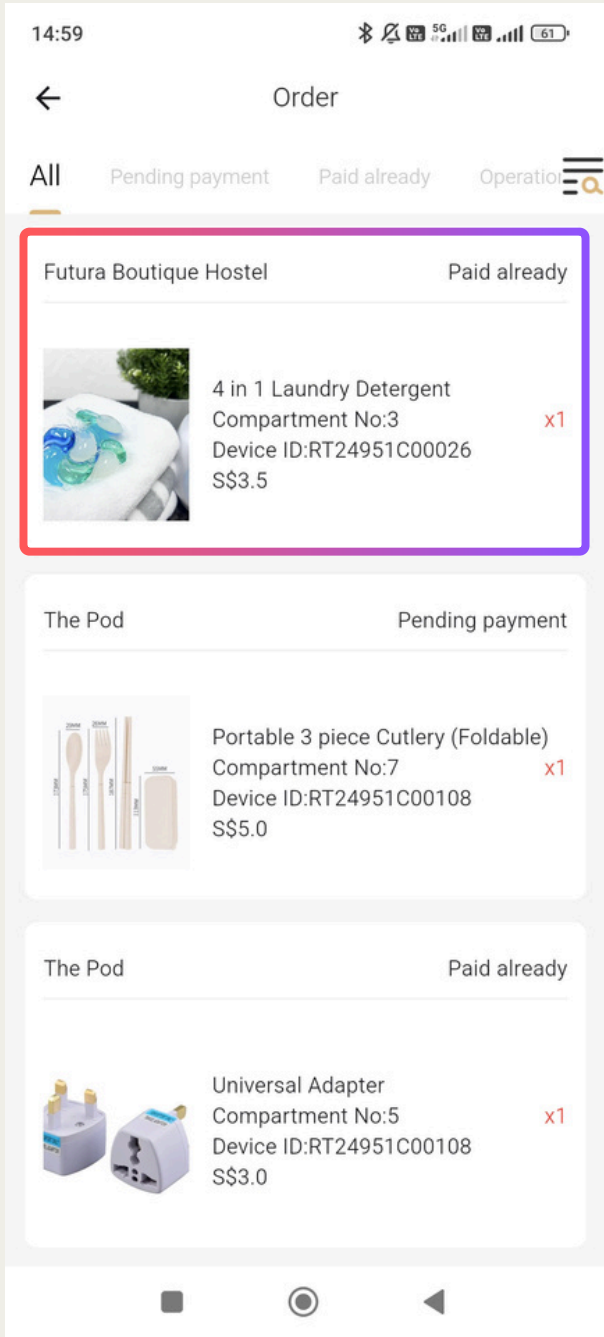


7. User can see the order details such as order number, transaction number, payment status, item details

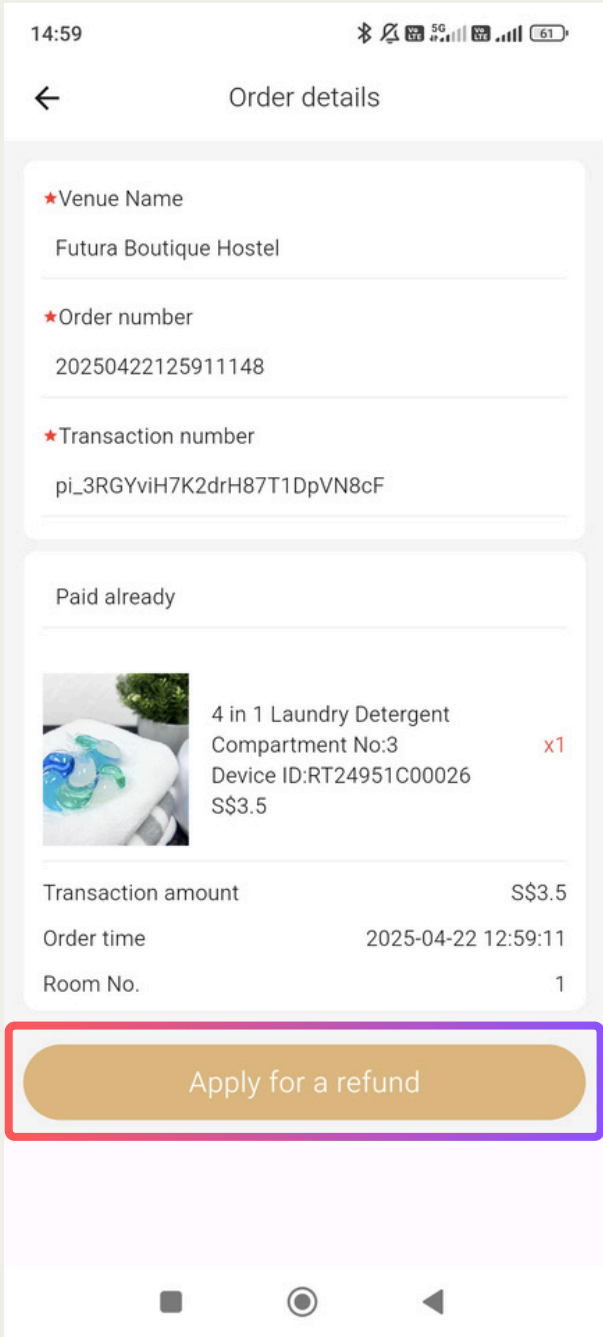
# 10. REFUND



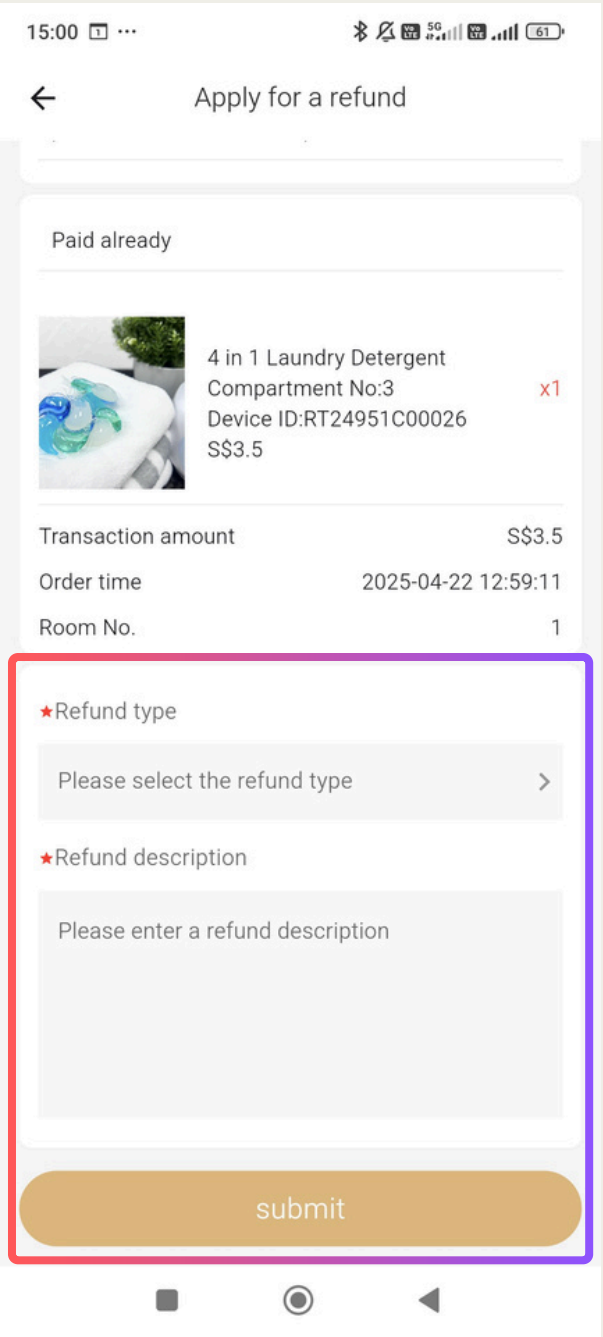
1. On homepage, go to “Order”



2. Select the order for refund



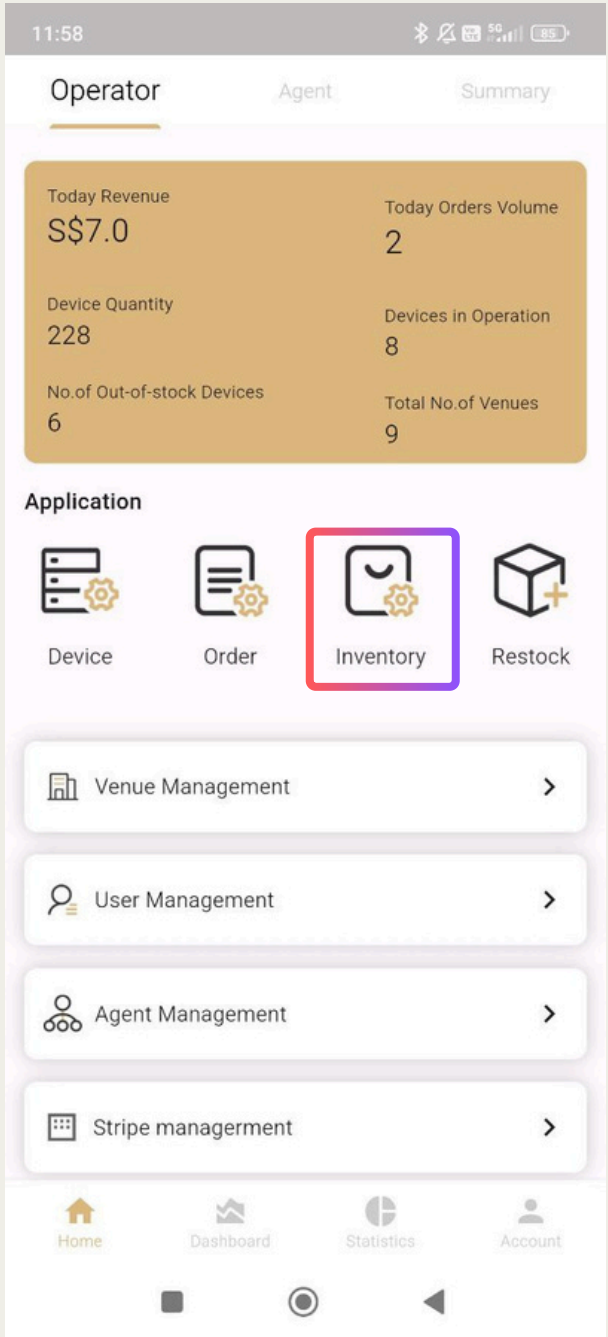
3. Scroll down to the bottom, press “Apply for a refund”



4. Fill in the required details and press “Submit”

\*Refund request will be processed and and full amount returned to the customer via same payment method within 5 business days.

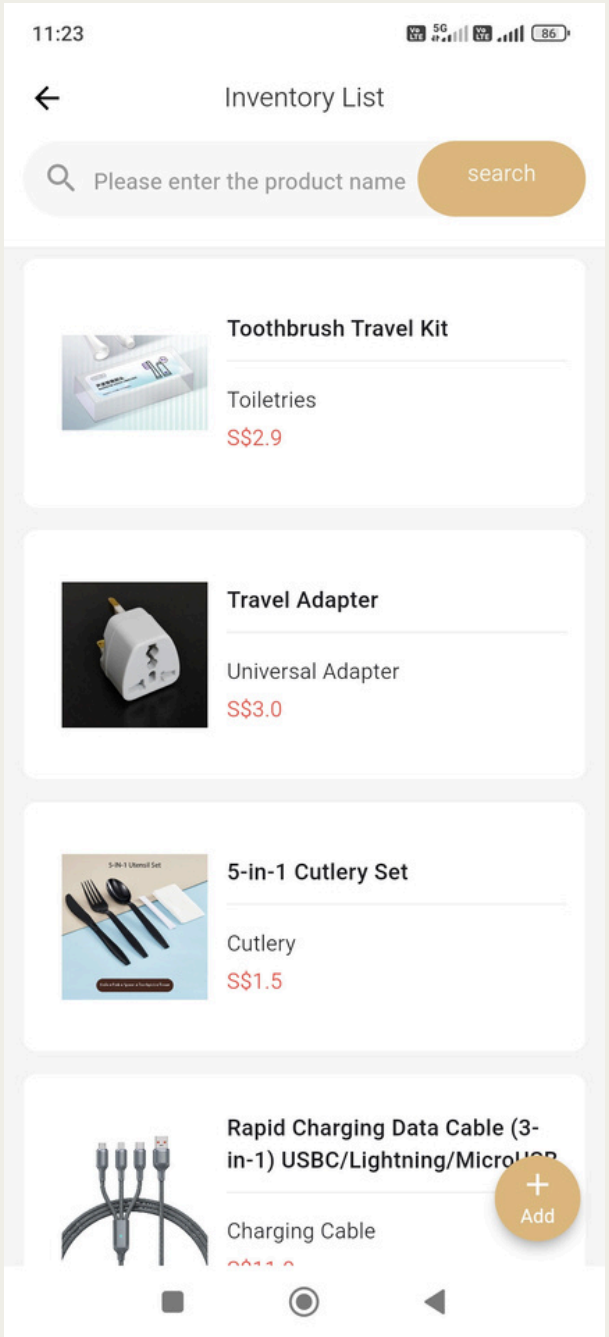
# 11. INVENTORY DETAILS



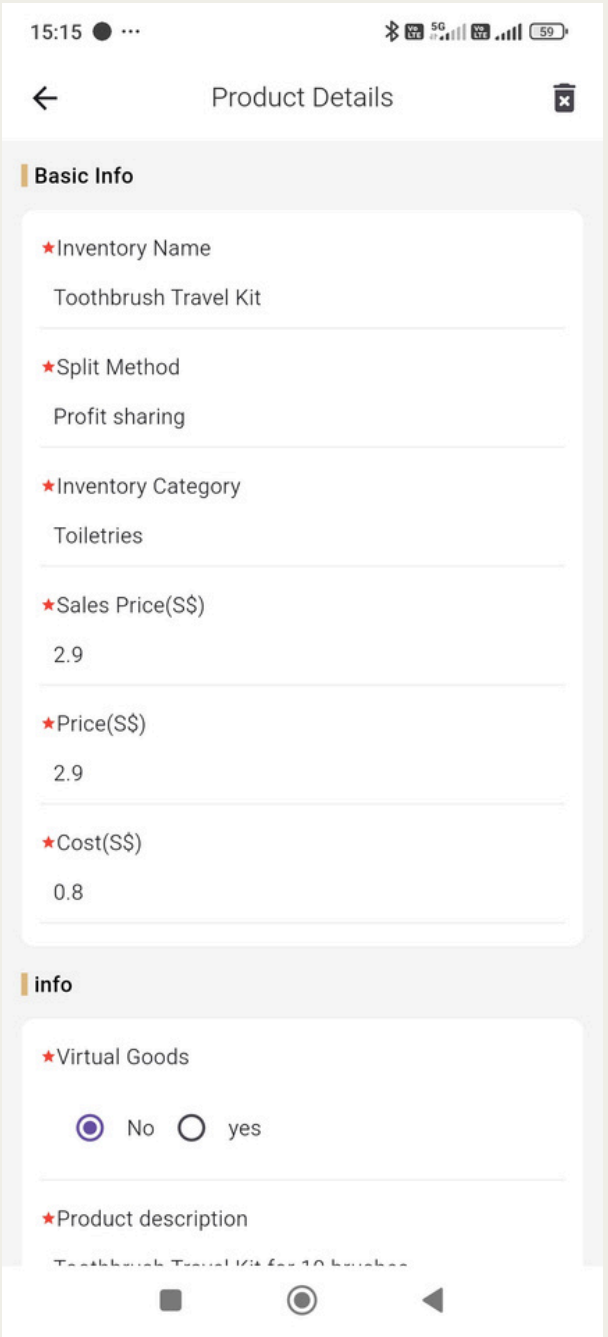
1. On homepage, go to “Inventory”



2. Go to “Inventory List”

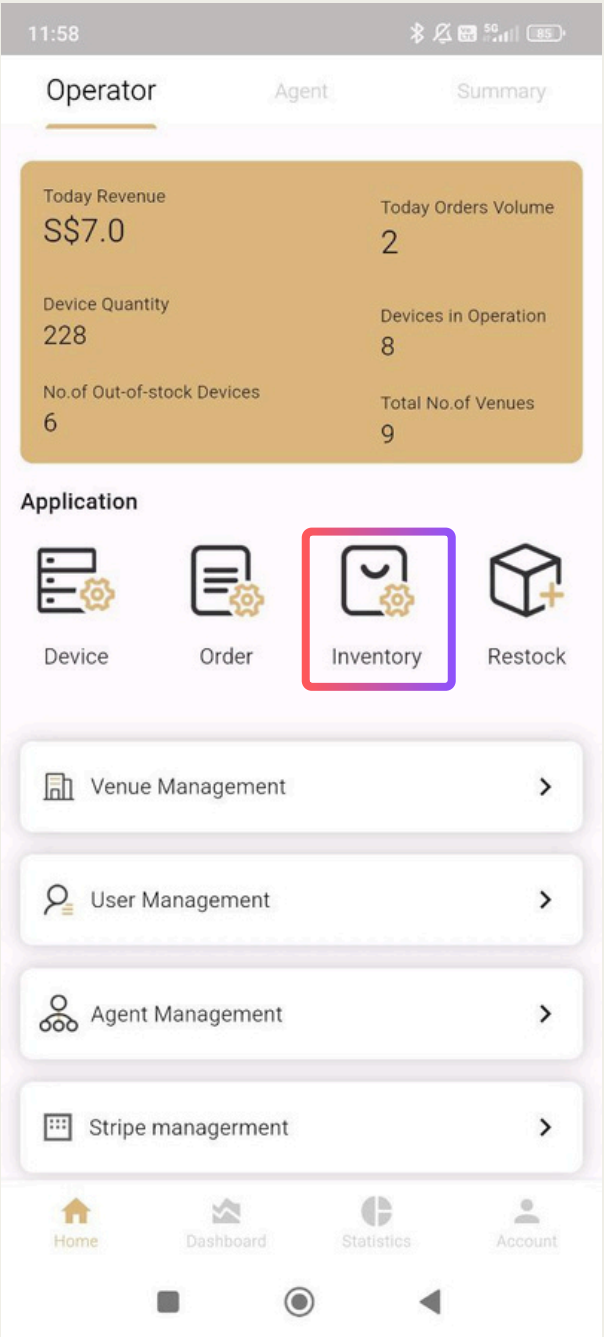


3. Select an item to check on its details

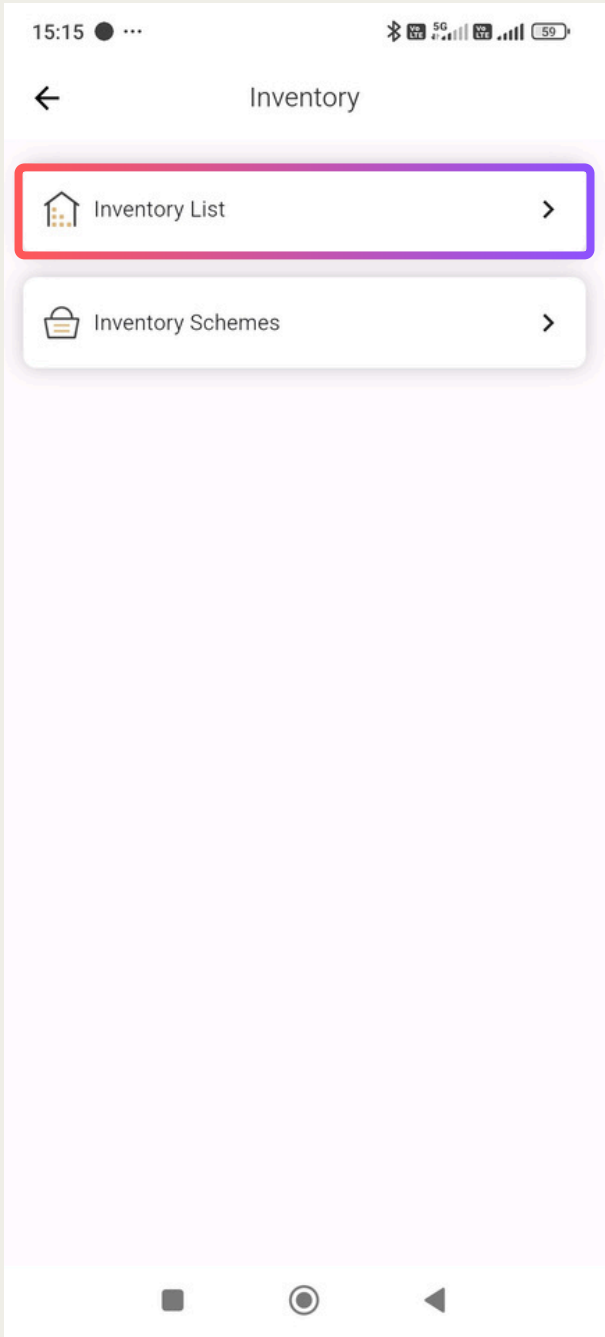




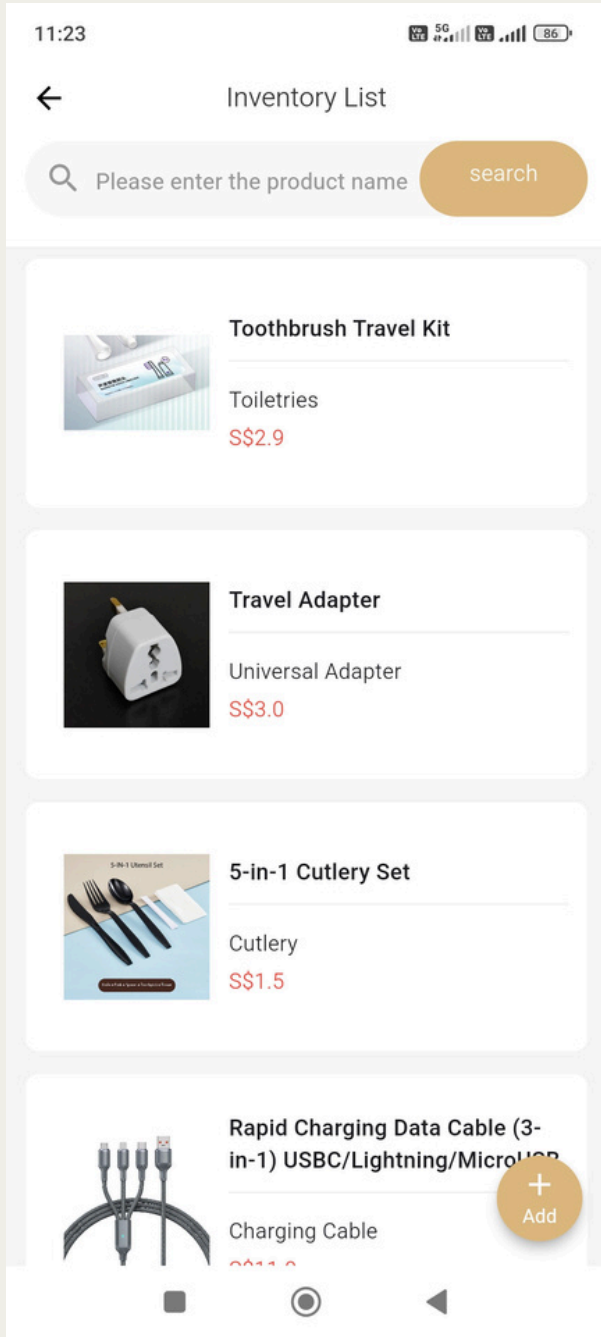
# 12. INVENTORY AMENDMENTS



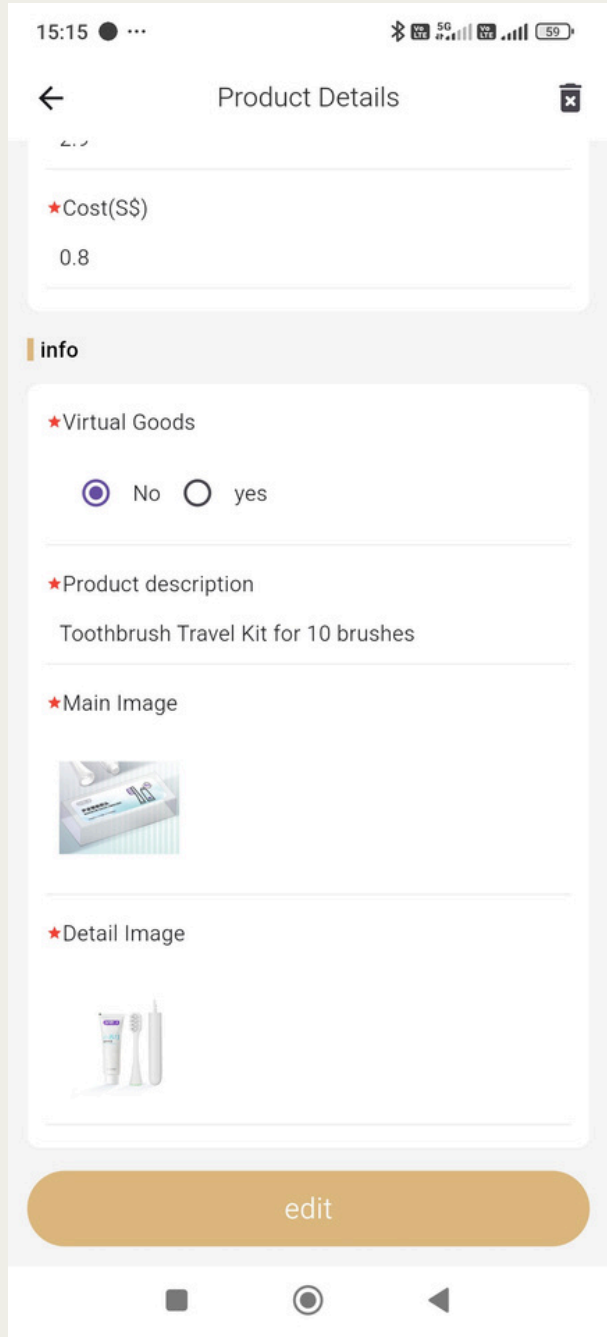
1. On homepage, go to “Inventory”



2. Go to “Inventory List”



3. Under Inventory List, choose an item for amendment



4. Scroll down the detail page and press “edit”

# 12. INVENTORY AMENDMENTS

15:15 ● ... 5G 59

← Editorial Goods

**Basic Info**

★Inventory Name  
Toothbrush Travel Kit ×

★Split Method  
Profit sharing >

★Inventory Category  
Toiletries >

★Sales Price(\$\$)  
2.9 ×

★Price(\$\$)  
2.9 ×

★Cost(\$\$)  
0.8 ×

**info**

★Product description  
Toothbrush Travel Kit for 10 brushes ×

5. Amend the inventory details as required.


15:15 ● ... 5G 59


← Editorial Goods

0.8 ×

**info**

★Product description  
Toothbrush Travel Kit for 10 brushes ×

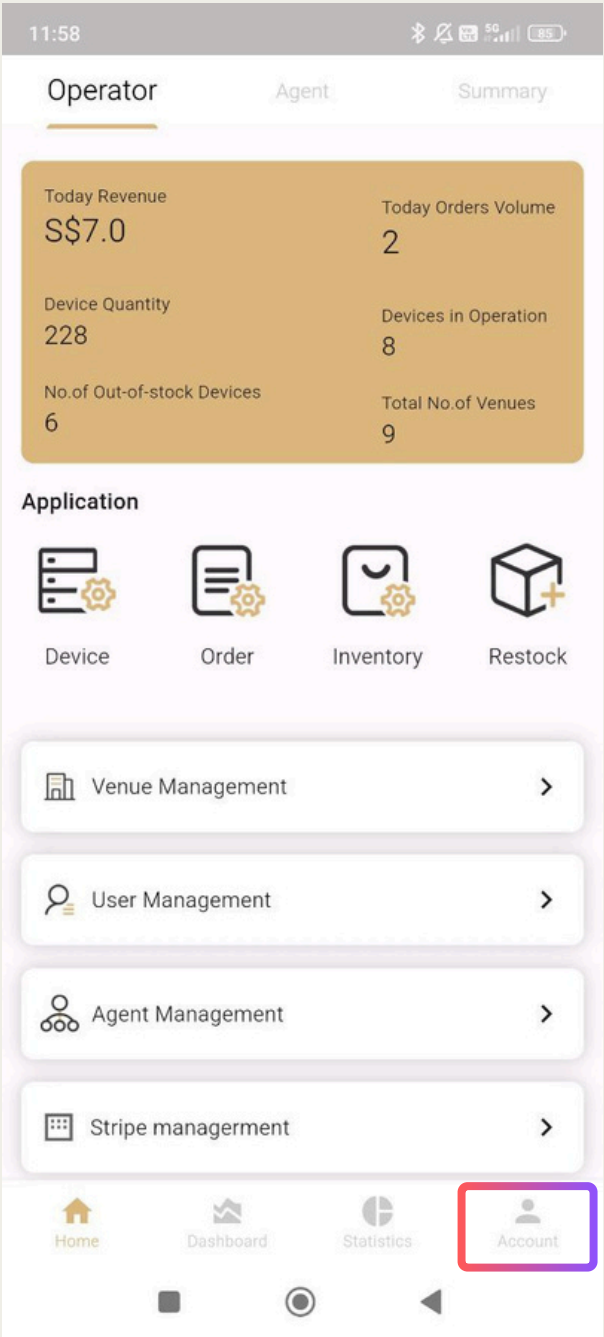
★Main Image  


★Detail Image  
(Add up to 10 pictures)  


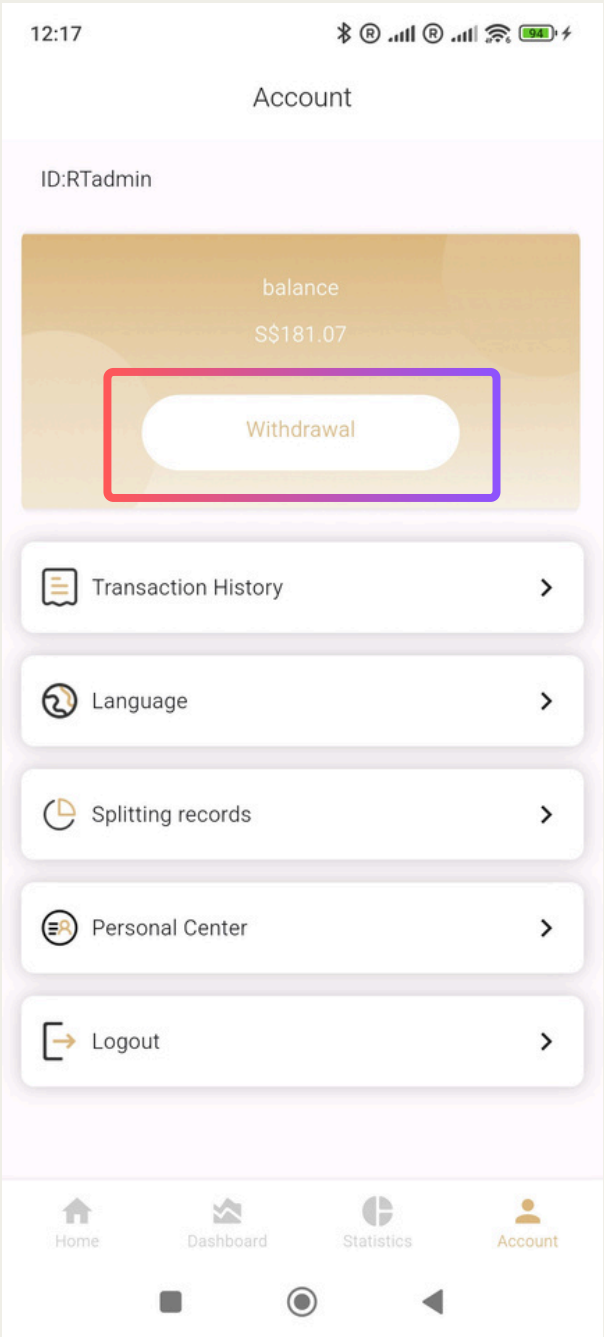
submit

6. Scroll down to the bottom and press “submit”

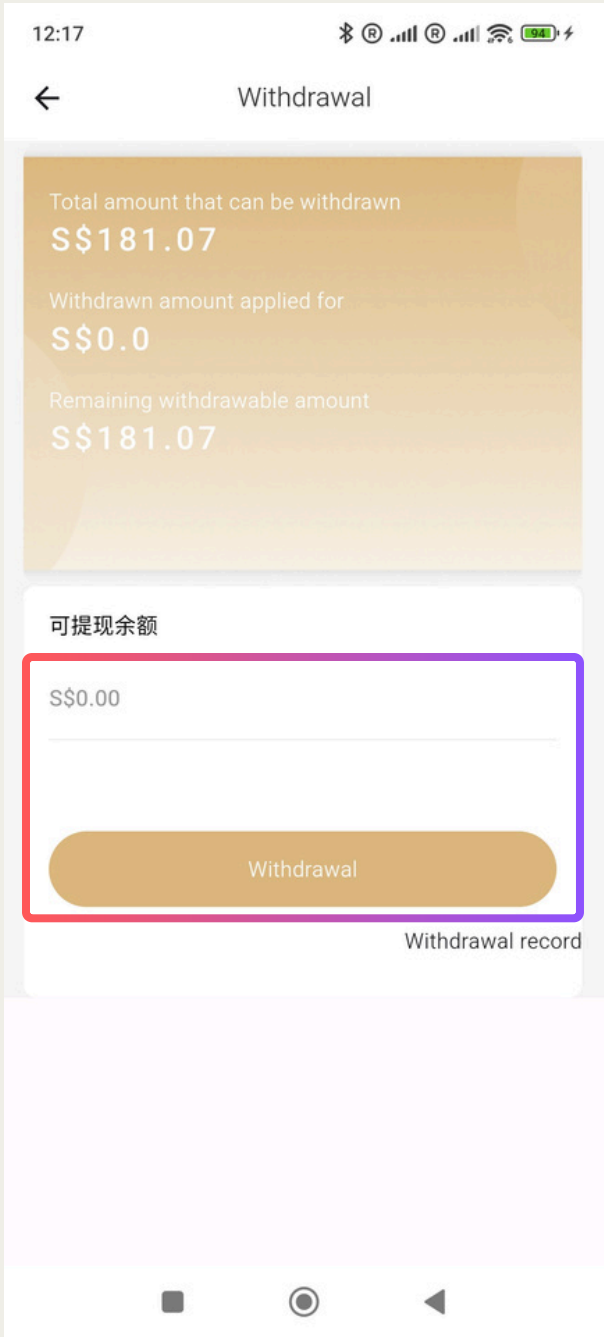
# 13. WITHDRAWAL



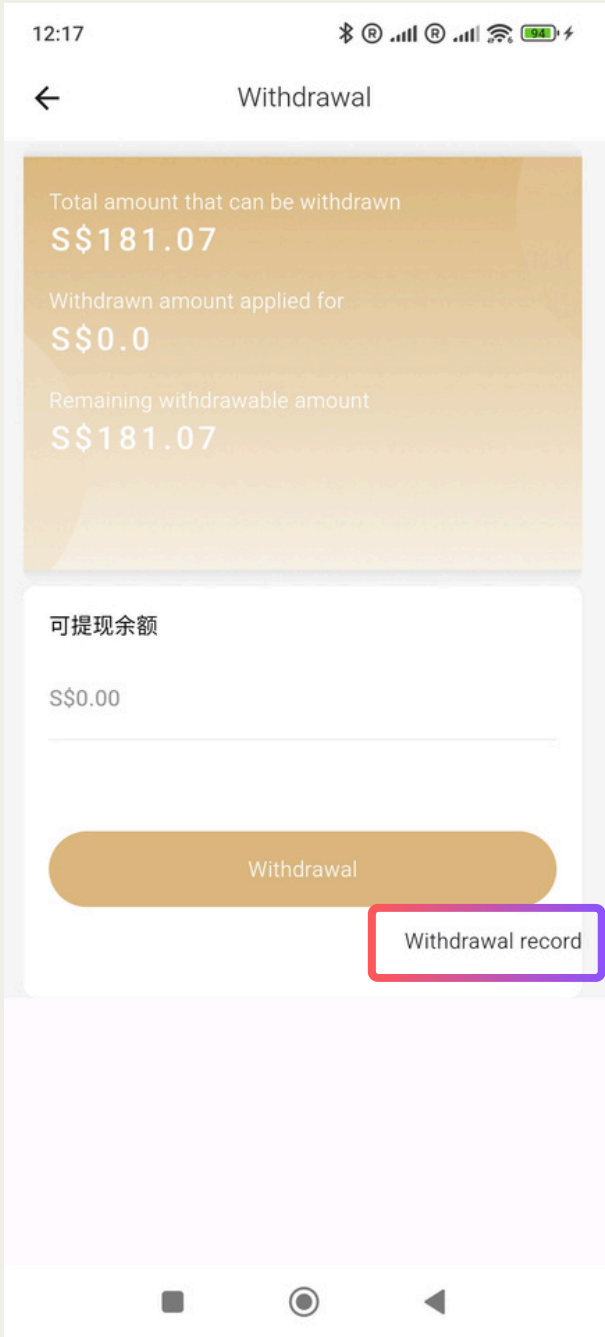
1. On homepage, go to “Account”



2. On Account page, select “withdrawal”



3. The amount available for withdrawal and amount drawn is shown on the withdrawal page. Enter the amount to withdraw and press “withdrawal”



4. To check past withdrawal status, press “Withdrawal record”