6 A POS SET UP GUIDE







A step by step guide on setting the retailcloud 6IX POS



https://retailcloud.com/products/6ix

support@retailcloud.com



ESTABLISH YOUR ACCESS POINTS

• Download the 6IX POS app from the Pax store

- If you pay for the file build, we will push the app to the device for you
- Go to the Pax Store on the device, search 6IX POS & download
- Download these two mobile apps on your preferred IOS or android device
 - nGauge (the Business Owner App) only for System Admin and Financial users
 - mInventory (Inventory Management App) this can be given to cashiers or other trusted employees
- How to access Console
 - https://console.retailcloud.com/#/console/login

Username		reporti	×
Personal	1	×	۲
Company Code	- 0	1 2	
Remember me			
Second Constants			
No account? Sign up now	Logia	na pa certor cert	
noauge			
a cobil for a	of the consideration of the construction	5.GO HELA	-
resulcious motels investory OP		nGaugeApp Lethies	

	_	-	-
M 💳 🕴 🖉 🚽			-
and a second second	S		

ACCOUNT CREATION

• Where?

- \circ account.retailcloud.com
- On terminal in 6IX App
 - make a note of your system admin password
- Company Code should be a shorthand name for the business. No spaces, no special characters
- Tax Rate entered here will carry over to POS settings

	Subscribe to	oretailcloud		
Name of your business "				
Reason on the The The Parties of Yoran Stationets				
Enter a Company Code 1				
Research and a short name for your constanty				
Besten Admin Name"				
Search and the second second second second				
Admin Clasmana *		Admin Paraword *		
Raam anter susannese for your administrati-		Please where a participant for your approximate		
Admin Email *		Primary Contact Number 1		
Reserve the surface/yethed address		Page-enter à la Vestrummer		
Address 1				
Name and an Adult State Street				
Nameriar (Nadhos) (ni) Addreae 2				
Name anter triaditori (no 1 Idánes 2				
Name anter Friedhens (no) Inderne 2 Name anter Friedhens (no)				
Name was the state loss los 1 Address 2 Name was the state los 2 Ohy	Sizte		ZIP	
Name mer Hanthens Inn 1 Addresse 2 Diese were Handhens Inn 2 Die	Sizte		ZIP	
Nexue offer Filedofers Inv 3 Address 3 Researces the statistics Inv 3 CIN Masse offer part of the	Sizte Biological parameter		ZIP Website strary your 201 cccs	
New or the Prophets Tru S dictions 2 Tasks once the Substitute Tru S The New other prot offy Doubtry	Sizte Masseriaryorzzei Gyrtesyr		ZIP The Associate your 201 tasks Energy of 1	
Name man Planches the 1 dictions 2 Taxe when the different to 2 Different term of the Name when you of the Doubting	S296 Massersryurges Connection Usc		Z# Penersker und 2010.00 Tencovel Cott Anneliae Chilago	v
Insertion Problems to 5 dollars 2 dollars of the Tricketter bio 2 70/ mean time pain (1); doubtly	3528 Mission File your 200 Currency Discussion from Staff Connersy Mission and File You Staff Connersy	•	739 Means area your 2010aa Fancture 1 Catt (America) Chicago Means adult par tabult direction	¥
Amore the Productions the 1 deforms 2 there are the Production to 2 295 Minute are the production Amore are production Amore and a more and a more and a more are production Amore and a more and a more are production Amore and a more and a more and a more and a more a mor	State Masserate put dat Cyrangy" USD Deskublinger of Multi servicy	Yandoore*	29 Relations of the second sec	
Insert and Productions the 5 debtase 2 and an entrance of the former to a 1997 These strees part of the country of the former to any strees to any strees to any strees to any strees \$252	State Guinershy unital Guinershy Mass adverget Mark enviry	Fandyans * Snart Terninals	29 Penanser yar 201as <mark>Freesene Carl Awarda (Chingo)</mark> Penanda tayar shini Penane	~
Insertion Problems In 5 down 2 assert Problems In 5 307 March The part of 12 States Problems Inter Pro- lates of the Problems Inter Pro- lates of Type * 55 States and Problems Inter Pro- lates of Type *	State Measuremy und the Cyntesgy USD Aleasadorgyn staful rowny Y	rtandyans * Sincer Terrebus Teasurendus	79 Teas day yu 201co Teasa day yu 201co Teas day yu 201co Teas day yu 201co	
American Produktion She S deforme 21 deforme 21 deforme 21 deforme 21 deforme 21 deforme 21 deforme 22 deforme 23 deforme 23 def	95% Beauting youngs Ourses? Use Peakabingsr biblit on vrys	Fanduare* Sinct Terribulas Teacourar analysis and Textoster	29 Passarerya 24an Concert Con	
Inserting Productions the 5 deformer 2 Deformer that Address the 2 25% Deformer that any prod of by Deformer that any prod of by Deformer types of boots SSR SSR SSR SSR SSR SSR SSR SS	3516 Historersry/2005 Curristor* USD Research type Infault convery	Presidents* Sourt Terrolited Descutores you and Textee O(0)	29 Passaner ya 2010a Tecane (C21 (America Chicago) Passaner shint Prezes	~
Near and Private Strep 5 Market and Private Strep 2 Market and Private Strep 2 2019 Market and private Strep 2 Market and private Strep 2 Market and private Strep 2 Strep 2 S	SISE Basevising of stat Cyrresy" USD Researching of status oversy	Vietnove * Since to do to do	29 Release of the control of the con	v
Near are the Address the S Address 2 Hears are the Address the S Manual are the Address the S Manual are the Address the S Manual are the Internet of S Manual are the Internet of S Manual Address the S Manual Address th	Size Beauershylurizes USD Researchinger Madricenny	Plandours * Sinicit Terridoui Teachard an spir Juant Data Data Data Data Data Data Data D	28 Penararan yar 201as <mark>Penararan Catri (wanka Kolango)</mark> Penandaran shirif Penares	~
Near and Practices the S Materian Annu Practices See 2 See Annu Practices See 2 See Annu Practices See 2 See Annu Practices See 3 See Annu See Annu Practices See 3 See Annu See Annu Practices See 3 See Annu See Annu Practices See 3 See 3	Size Base of the year 20 Currency" USD Press adverger of table to very	Patricicanos" Securitorio da Calcolar Tacatoria Tacatoria Tacatoria Partne Colo	79 Peier scrar pub 24 tate Tecnorot Catr (Annical Chiaga) Parent adurt pub 16 traces	~
New or the Address the S ideal was at the Address the S ideal was the Statistics the S Difference of the Statistics the S Difference of the Statistics t	95% Granso? U20 Peakadorger shalk oversy v	randoure * Sout the module Data the module Data OCO Parties Cook Parties Cook Parties Cook	29 Parameterya 24tan: Castrone (C21 (www.salf-Mage) Parameteri futur 3 waters)	÷

0

• The simplest way to set up your 6IX settings is to visit your console home page

• <u>https://console.retailcloud.com/#/console/login</u>

- In the top right corner you will see two hands shaking

 •
- This button will provide a walkthrough on basic 6IX setup, marking each option complete as you fill them out
- This option can be bypassed all of these settings can be changed individually through the back office or POS

CONFIGURATION

Receipt configuration on console or on 6IX POS

- Main Menu > Configurations > Receipt
 - Headers and footers
 - Promotional Messages
 - Enable Kitchen Receipt
 - Custom Labels > Cash Discount Term or Title
 - Global Comments for Kitchen Receipt or KDS

Create Tax Setting

- On 6IX: Configurations > Location > Tax Rate
- On Console: Settings > Tax > Add/Edit Tax Rate

Set payment settings on pos to Pax Integrated

- Configurations > Payment > Payment Processor Pax
- Configurations > Payment > Processor Type > Pax Integrated

Enable Tips on payment app and 6IX POS configuration

• Configurations > General > Enable Tip/Enable Tip on Glass



Welcome

Company Settings

ip your company d





0

ACCOUNT SETUP WALKTHROUGH



Quick Add Information

Create Users from POS, nGauge, or console.

- **Ngauge:** Menu > User > Press (+) (in bottom right corner)
- **POS:** Main Menu > Users > Select Add User button () in bottom right corner
- **Console:** Settings > User Management > Add/Edit

Create Items from POS, mInventory, or console (UI or import) & Modifiers

- Minventory: Product > Press (+) > scan or add manually (+) > Enter desired info
 - UPC, item ID, Quantity, Cost price, selling price, tax included, vendor, department, category
- POS: Main Menu > Products > Select Add item button ()
- Console:
 - For individual upload: Catalog > Products > Add New Item
 - For Smart/Bulk Upload: Utilities > Import > Select type of import (item / modifier) > drag.csv file to upload

Add/import images to item inventory

- From mInventory: Select the product > Change Photo
- **From console:** Catalog > Products > Select Item > Image Gallery

Create Quick Pick Pages on POS or Console

- From POS: Scroll to end of Quickpicks > Select (+) > Input name, color, and sequence
- From Console: Settings > Quickpick > Add/Edit

Add Modifiers to an item

- From POS: Main Menu > Products > Select Item > Edit (top right corner) > Change "Type" from Store Item to Modifier > Save > Select Item > Edit Modifiers (bottom right) > Select Add Optional Value to add modifiers
- From Console: Catalog > Select item > Attributes & Classification > Change "Type" from Store Item to Modifier > Save

HOW TO USE

Create Customers from POS only

• Top right corner there is a outline of a person with (+) > Select same logo in bottom right corner > add customer info

Clock In / out

• Main Menu > Clock in/out > Select password/PIN > Select clock in/out

Open / Close Day

- Bank Management > Open Bank/ Close Bank
- For daily sales report: Reporting > Print > Daily Sales Report

Ring up Item / Sale

- Tap/scan to add to cart
- $\circ \qquad {\sf Add\ customer\ in\ upper\ right\ corner}$
- Add discount by selecting apply discount
- Choose tender type > Choose print/Email receipt



retailcloud



https://retailcloud.com/products/6ix

support@retailcloud.com