

Mobile Release Guide

Version 6.30

Build 6.30.49

Build 6.30.45

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POS

Managing tax refund vouchers in V6 POS Pro

Build 6.30.45: PRO-1182

V6 POS Pro app now provides the capability to issue tax refund vouchers to customers.

For this purpose, Teamwork Commerce Pro integrates with WestID, a middleware platform which ensures communication between Teamwork and Planet, a tax refunding service.

Planet, in its turn, processes customer information from Teamwork and issues tax refund vouchers in compliance with tax regulations.

Purpose

Within the European Union, tax-free shopping is typically available to non-resident customers who are privately exporting the purchased goods. Accordingly, such customers are eligible to receive tax refund vouchers for their purchases.

The POS Pro app now allows the following:

- generate a tax refund voucher at the time of sale
- generate a voucher up to 3 days after the sale
- reprint an existing voucher
- cancel an existing voucher

Configuration in CHQ

For tax refund vouchers to be available in POS Pro, in CHQ under **settings** > **sales** > **sales documents** > the **tax refund service** section, all the required fields must be correctly populated.

Also, tax refunding must be enabled for your store location by selecting the **enable tax refund option** checkbox under **settings** > **location settings** > **location settings** > **[your store location]** > **sales** > the **taxes** section.

NOTE

For details on configuring tax refunding in CHQ, see V6.30 CHQ Release Guide.

Generating a tax refund voucher at the time of sale

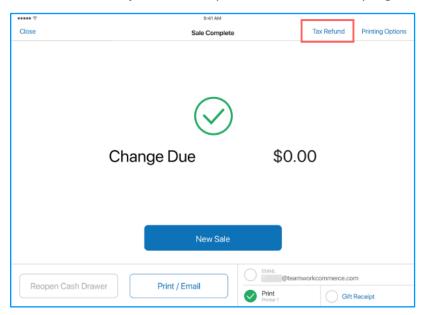
To create a tax refund voucher right after the sale:

1. From POS Pro **Home Screen**, start and complete a new sale.

NOTE

For information on how to add a customer and items to the sale as well as accept different types of payment, see V6.29 Mobile Quick Reference Guides.

2. In the **Sale Complete** area, tap **Tax Refund** at the top-right:



WARNING

A tax refund voucher cannot be issued for a Sales Receipt with return items.

Also, a minimum purchase amount must be reached (100.01 Euros as of version 6.30.45) for a tax refund voucher to be available.

3. In the WestID webview that opens, enter the requested customer information or any other additional information required for generating the tax refund voucher.

IMPORTANT NOTE

Please note that WestID is responsible for the user's experience as well as processing the user's actions in the webform. For the best experience, follow your company's instructions on generating a tax refund voucher via WestID.

Once the required information is passed to WestID, the POS Pro app receives the tax refund voucher in the PDF format and the webform automatically closes.

Alternatively, to close the webview at any other moment, tap **Close** in the upper left corner.

4. In the **Tax Refund Voucher** printing dialog, tap the **Select Printer** field to select the required printer and then tap **Print** in the upper right corner.

After printing the user is returned to the **Sale Complete** area.

5. Under **Sale Complete**, tap **New Sale** to start a new Sales Receipt or tap **Close** in the upper left corner to return to the **Home Screen**.

Generating a post-sale tax refund voucher

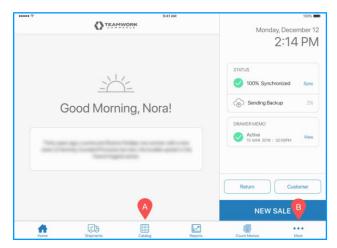
WARNING

Generating a post-sale tax refund voucher is available only within 3 days since the original transaction.

To create a post-sale tax refund voucher, in POS Pro:

1. On the **Home Screen**, tap **Sales Receipts**.

Depending on your customs settings, the **Sales Receipt** button can be located in the navigation panel at the bottom (**A** in the screenshot below) or in the **More** menu (**B** in the screenshot):



- 2. In the **Sales Receipts** area, tap the **History** tab.
- 3. Tap **Options** in the upper right corner (**A** in the screenshot below) and then select **Tax Refund Voucher**:



4. In the WestID webview that opens, enter the number of the Sales Receipt, required customer information as well as any other information required for tax refunding.

IMPORTANT NOTE

Please note that WestID is responsible for the user's experience as well as processing the user's actions in the webform. For the best experience, follow your company's instructions on generating a tax refund voucher via WestID.

Once the customer information is passed to WestID, the POS Pro app receives the tax refund voucher in the PDF format and the webview closes automatically.

Alternatively, to close the webview at any other moment, tap **Close** in the upper left corner.

5. In the **Tax Refund Voucher** printing dialog, tap the **Select Printer** field to select the required printer and then tap **Print** in the upper right corner.

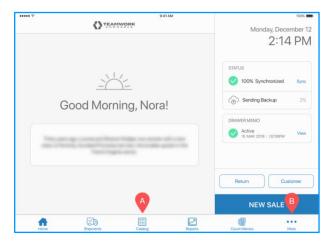
After printing the user is returned to the **Sales Receipt > History** area.

Reprinting an existing tax refund voucher

To reprint a tax refund voucher, in POS Pro:

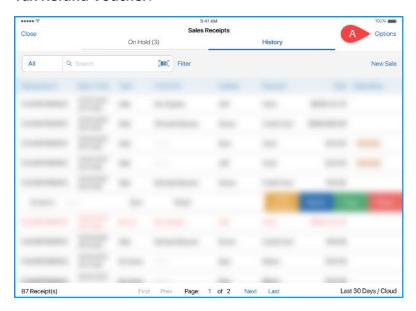
1. On the Home Screen, tap Sales Receipts.

Depending on your customs settings, the **Sales Receipt** button can be located in the navigation panel at the bottom (**A** in the screenshot below) or in the **More** menu (**B** in the screenshot):



2. In the **Sales Receipts** area, tap the **History** tab.

3. Tap **Options** in the upper right corner (**A** in the screenshot below) and then select **Tax Refund Voucher**:



4. In the WestID webview that opens, enter the number of the required voucher and then select the reprint option.

IMPORTANT NOTE

Please note that WestID is responsible for the user's experience as well as processing the user's actions in the webform. For the best experience, follow your company's instructions on reprinting a tax refund voucher via WestID.

The POS Pro app then receives the tax refund voucher in the PDF format and the webview closes automatically.

Alternatively, to close the webview at any other moment, tap **Close** in the upper left corner.

4. In the **Tax Refund Voucher** printing dialog, tap the **Select Printer** field to select the required printer and then tap **Print** in the upper right corner.

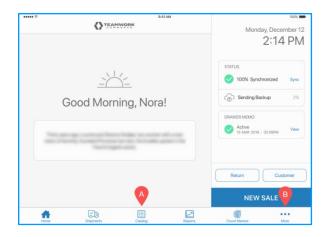
After printing the user is automatically returned to the **Sales Receipt > History** area.

Cancelling an existing tax refund voucher

To cancel a tax refund voucher (for example, if any incorrect customer information was incidentally passed on generating the voucher), in POS Pro:

1. On the **Home Screen**, tap **Sales Receipts**.

Depending on your customs settings, the **Sales Receipt** button can be located in the navigation panel at the bottom (**A** in the screenshot below) or in the **More** menu (**B** in the screenshot):



- 2. In the Sales Receipts area, tap the History tab.
- 3. Tap **Options** in the upper right corner (**A** in the screenshot below) and then select **Tax Refund Voucher**:



4. In the WestID webview that opens, enter the number of the required voucher and then select the cancellation option.

IMPORTANT NOTE

Please note that WestID is responsible for the user's experience as well as processing the user's actions in the webform. For the best experience, follow your company's instructions on cancelling a tax refund voucher via WestID.

After cancelling the user is automatically returned to the **Sales Receipt** > **History** area.

See also

<u>V6.30 CHQ Release Guide</u> <u>V6.29 Mobile Quick Reference Guides</u>

Customer purchase history in POS Pro V6

Build 6.30.45: PRO-2036

The new functionality, customer purchase history, allows for viewing details of your customers' purchases and returns, such as the store where the transaction occurred or the transaction total amount.

Purpose

The new **Purchase History** area allows users to view the details of the customer's buying history, such as preferred colors and sizes. Additionally, it's now possible to find information on a specific past transaction in case a return of the merchandise is required.

IMPORTANT NOTE

Please be advised that **Verified Returns** are NOT available in version 6.30 of the software.

On attempting to open a transaction from the customer's history, the following **Verified Returns** dialog displays:



In future versions of POS Pro, opening a transaction under **Purchase History** will display the **Return** dialog where it's possible to make a verified return of the merchandise.

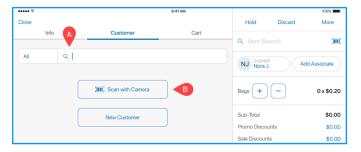
Accessing customer history in POS Pro

You can open the customer's purchase history either from the **Sales Receipt** or the **Customer** area of POS Pro.

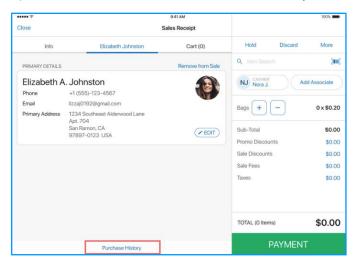
Opening from the Sales Receipt area

To open the customer's history from the **Sales Receipt** area:

- 1) On the **Home Screen**, tap **New Sale**.
- 2) In the **Sales Receipt** area, tap the **Customer** tab at the top.
- 3) In the **Customer** tab, use the **Search** field at the top (**A** in the screenshot below) to find the required account or tap **Scan with Camera** (**B** in the screenshot) to scan the customer's membership code:



4) Once the customer is added to the sale, tap **Purchase History**:



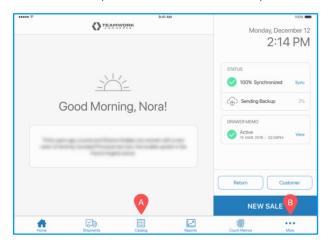
Opening from the Customer area

To open the customer history from the **Customer** area:

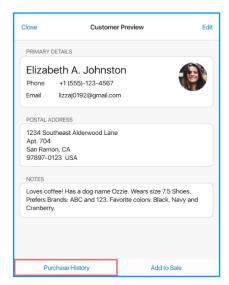
1) On the Home Screen, tap Customer.

NOTE

Depending on your settings, the **Customer** button can be located either in the navigation panel at the bottom (**A** in the screenshot below) or in the **More** menu (**B** in the screenshot):

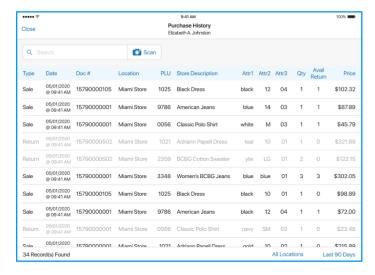


- 2) In the **Customer** area, tap the required customer in the list. Alternatively, use the **Search** field at the top to find the required account.
- 3) In the **Customer Preview** dialog, tap **Purchase History**:



Viewing customer history in POS Pro V6

The **Purchase History** area contains the grid with the customer's past transactions:



NOTE

In CHQ, it is possible to configure what columns display in the **Purchase History** grid under **settings** > **company settings** > **v6 App Designer** > **Point of Sale v6** > **iPad** > **Customer** > **Purchase History**.

The following columns display by default:

• **Type**: transaction type, "Sale" or "Return"

- **Date**: transaction date and time
- **Doc #**: unique document number
- Location: store where the transaction occurred
- PLU: Product Lookup Code
- **Store Description**: user-defined item description
- Attr1-3: item attributes
- Qty: item quantity sold or returned
- Avail Return: item quantity available for returning
- Price: transaction total amount; the calculated value takes into account the VAT tax, item discounts, promotions, and item fees

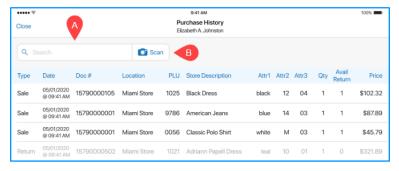
NOTE

It's possible to sort the list by the following columns by tapping the respective column header:

- Type
- Location
- Store Description
- Attr1-3
- Price

Searching for a specific transaction

To find a specific transaction in the customer's purchase history, enter the *full* **Doc** # in the **Search** field (**A** in the screenshot below):



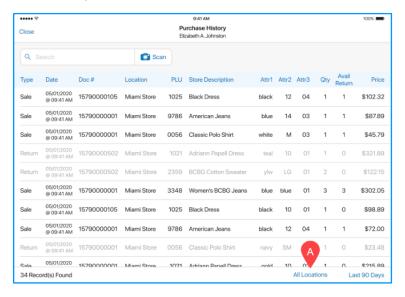
Alternatively, to scan a Sales Receipt and thus open the respective transaction, tap **Scan** next to the **Search** field (**B** in the screenshot above).

Filtering transactions

Filtering the list of transactions is possible by the following:

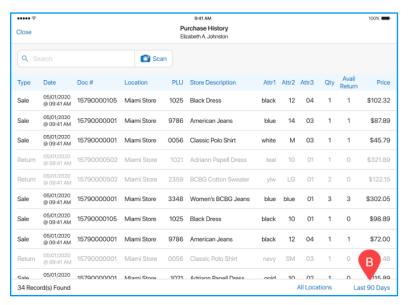
- store location where the transaction occurred
- time when the transaction occurred

To display transactions for a specific location, tap **All Locations** at the bottom-right (**A** in the screenshot):



In the **Location** dialog that opens, tap the required location in the list or use the **Search** field to find the required store.

Alternatively, to set a time frame for displayed transactions, under **Purchase History**, tap **Last 90 Days** (**B** in the screenshot below) and then select the required time period:



See also

V6.30 CHQ Release Guide
V6.29 Mobile Quick Reference Guides

Multiple location-based return policies

Build 6.30.45: PRO-2839

Teamwork Commerce Pro now supports storing multiple return policies that can be assigned to specific stores for printing on Sales Receipts.

Purpose

The multiple location-based return policies feature may be useful for storing return policies in different languages as well as assigning different return policy texts to regular and outlet stores.

Configuration in CHQ

For a return policy to be assigned to a specific store, in CHQ, the following must be done:

- 1) The return policy must be created under settings > sales > return policies.
- 2) Once created, the policy must be selected for the required store under **settings** > **locations** / **location settings** > **[selected store location]** > **sales** > **sales** section in the **return policy** field.

Also, it's possible to mark one of the return policies as default under **settings** > **sales** > **return policies** > **new** or **edit** by selecting the **default** checkbox. Store locations without an assigned return policy will use the default return policy for printing on Sales Receipts.

NOTE

For details on configuring return policies in CHQ, see **Location-based return policies** in V6.30 CHQ Release Guide.

Location-based return policies in POS Pro V6

WARNING

Please be advised that your company's Sales Receipt printing design must include return policy for the feature to work correctly.

Return policy texts are not configurable in the POS Pro app.

If a return policy was assigned to the store from CHQ, the return policy text will be visible in the print preview in POS Pro and then automatically printed on the Sales Receipt.

If the store doesn't have a return policy assigned, and there is a default return policy in CHQ, then the latter is automatically printed on Sales Receipts.

See also

V6.30 CHQ Release Guide
V6.29 Mobile Quick Reference Guides

Discount restrictions in POS Pro V6

Build 6.30.45: PRO-2886

The POS Pro app now can apply limitations as to how many discounts can be assigned to a single sale item or the whole Sales Receipt.

For example, if only one discount type is allowed on a sale (either item or document discount), POS Pro doesn't permit the second discount.

NOTE

A document-level discount is applied to the receipt total amount whereas an item discount is applied to a single item's price.

Purpose

This feature allows for better management of sale discounts at the company level. For example, it's now possible to prohibit combining item-level and document-level discounts.

Configuration in CHQ

To limit the number of discounts available in POS Pro, under chq > settings > sales > sales documents > the sales section, define the number of discounts allowed on a single item and number of discounts allowed on a document fields.

Also, to prohibit combining item and document discounts on a sale, select the **restrict discount** class to one type on sale (item or document) checkbox.

NOTE

For more information on configuring settings in CHQ, see <u>V6.30 CHQ Release Guide</u>.

Discount restrictions in POS Pro V6

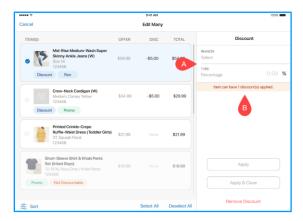
If discount limitations were set in CHQ, in POS Pro, restrictions are applied in the following discount-related areas:

- Sales Receipt > Edit Many
- Sales Receipt > [item name] edit > Discounts
- Sales Receipt > Sale Options > Discounts

For the areas mentioned above, the following is true:

1) If the number of item- or document-level discounts reaches the configured limit, the user cannot add another discount.

For example, under **Sales Receipt > Edit Many**, the **Discount** section in the right-side panel becomes disabled (**A** in the screenshot):



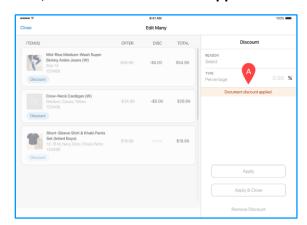
Also, the Item can have X discount(s) applied notification is shown (B in the screenshot above).

To add another discount, it's required to remove the applied discount from the item by tapping **Remove Discount** at the bottom-right.

2) If only one type of discounts (either item-level or document-level) is allowed on a sale, then the user cannot apply a discount of the second type.

For example, under **Sales Receipt** > **Edit Many**, if a document discount is already applied and the user tries to add an item discount, all buttons in the area become disabled.

Also, the **Document discount applied** notification displays:



To add an item-level discount, it's first required to remove any applied document discounts under Sales Receipt > Sale Options > Discounts.

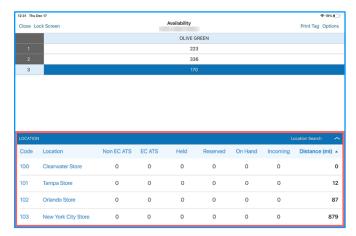
See also

V6.30 CHQ Release Guide
V6.29 Mobile Quick Reference Guides

Availability: Updated values in the Locations grid

Build 6.30.45: PRO-2815

We've added new quantities for display in the **Locations** grid of the **Availability** area in POS Pro:



NOTE

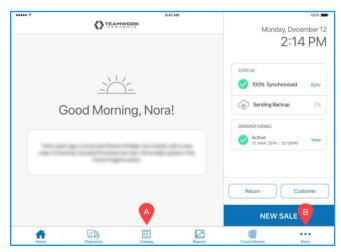
The **Availability** area of POS Pro allows users to see detailed real-time information on merchandise quantities available for the whole company. Accordingly, the **Locations** grid at the bottom shows merchandise quantities per location.

Viewing the Locations grid in POS Pro

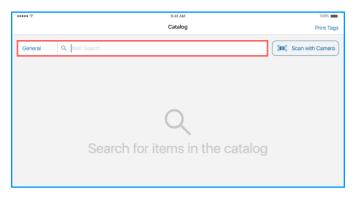
To view the **Locations** grid, in POS Pro:

1. On the Home Screen, tap Catalog.

Depending on your custom settings, the **Catalog** button can be located in the navigation panel at the bottom (**A** in the screenshot) or in the **More** menu (**B** in the screenshot):



2. In the **Catalog** area, use the **Item Search** field at the top to search for the required item:



- 3. In the list of search results, tap the required item to open the **Availability** area.
- 4. Under **Availability**, if the **Locations** grid is hidden, tap the **arrow** icon in the bottom right corner.

In the **Locations** grid, the following new item quantities are now available:

- Non EC ATS: available to sell items not reserved for eCommerce
- EC ATS: items reserved for eCommerce
- Held: items on held documents
- Reserved: items blocked by Reserve Orders
- On Hand: items in stock
- **Incoming**: items incoming to the company's warehouses and stores

See also

V6.29 Mobile Quick Reference Guides

Inventory: Viewing committed item quantities

Inventory: Order Fill Logic

Promotions restricted to certain membership levels in POS Pro

Build 6.30.45: PRO-2847

Teamwork Commerce Pro now provides the capability to restrict promotions only to customers with certain membership levels.

Purpose

The new feature allows the retailers to fairly reward their most loyal customers as well as encourage their activity within the retailer's company.

Configuration in CHQ

In CHQ, restricting a promotion to certain membership levels is possible by selecting the restricted memberships checkbox under sales > promotion engine > new or sales > promotion engine > [selected promotion].

After selecting the checkbox, it's required to configure the **eligible membership levels** field that becomes visible.

NOTE

For details on configuring this feature in CHQ, refer to the V6.30 CHQ Release Guide.

Restricted promotions in POS Pro

In the POS Pro V6 app, promotions are automatically applied to eligible items when the user adds such items to the sale under **Sales Receipt** > **Cart**.

Now, if an applied promotion is restricted to customers with a certain membership level, and an associate adds a customer to the sale who doesn't have that membership level, then the promotion is automatically removed from the Sales Receipt after that customer is added.

Also, if the customer with an insufficient membership level is then removed from the sale, the promotion is automatically re-applied to the Sales Receipt.

See also

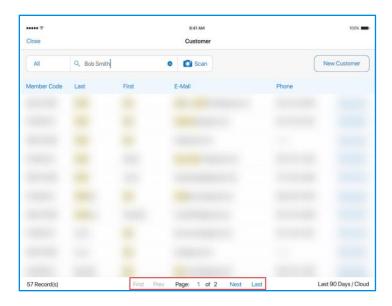
V6.30 CHQ Release Guide
V6.29 Mobile Quick Reference Guides

Pagination on Customer Search

Build 6.30.45: PRO-3105

In POS Pro version 6, if searching in the **Customer** area yielded more than 50 results, the search results now display in multiple pages.

Using the pagination functionality, the POS Pro user can easily advance to the next (previous) or last (first) pages with search results or select the exact page they want to open (see the screenshot below).



See also

V6.29 Mobile Quick Reference Guides

UI updates to accommodate translations

Build 6.30.45: PRO-3291

In POS Pro version 6, translations of one and the same UI label can differ in length depending on the app's interface language that is configured under **Settings** > **Administration**.

We've introduced a number of changes to the UI to accommodate longer label text strings. In particular, we've:

- increased the width of the Loading message text area at the app's start
- resized the Amount Due font and added additional rows for multiple payment types in the Sale Complete area
- moved the **Settings** option to its own row in the app's fly-out menu (displays on tapping **More** on the app's **Home Screen**)
- increased the width of the Last Run column in the Reports area
- changed the **Disposition** label to **Status** in the **History** area of **Sales Receipts**

Drawer Memo: Removed deposit confirmation

Build 6.30.45: PRO-2846

To respect the change made in CHQ, in particular, removal of the **require confirmation of deposit to bank** option from **settings** > **location settings** > **locations/location settings** > **[your location]** > the **drawer memo** tab, the following adjustments have been made to the Drawer Memo area of POS Pro version 6:

- the Deposit Confirmed and Deposited fields have been removed from the Deposit dialog
- the Confirmed column has been removed from Drawer Memo > Cash Management > Deposits
- the Deposits Confirmation field has been removed from the Finalize section under Drawer Memo > End of Day

Also, the following checks related to deposit confirmation have been removed:

- the check for deposit confirmation when voiding a deposit record
- the check if all deposit records have been confirmed on the End of Day finalization

See also

V6.30 CHQ Release Guide
V6.29 Mobile Quick Reference Guides

Updated multi-language values

Build 6.30.45: PRO-1705

We've added the capability to set up multiple translations for the following in POS Pro:

- transfer reasons
- transfer reject reasons
- transfer hold reasons
- tax exempt reasons
- Sales Receipt reprint reasons
- purchasing hold reasons
- shipment reject reasons
- reserve reasons

NOTE

Please be advised that, once translations are set up in CHQ, it's required to change the user interface language of the POS Pro app for these translations to be visible.

The app language can be changed under POS **Settings** > **Administration**.

See also

<u>V6.30 CHQ Release Guide</u> <u>V6.29 Mobile Quick Reference Guides</u>

Issue Resolutions

Gift Card balance not updated

Build 6.30.45: DS-1821

Prior to version 6.30.45, if a Gift Card was sold to the customer in POS Pro with a certain balance added, in CHQ under **sales** > **gift cards** > [**your sold gift card**], the card's balance would still display "0". That happened when no balance recharging was allowed for that Gift Card.

Now, the Gift Card balance updates properly after adding balance on selling even if no recharging is allowed.

The Disposition column name improperly aligned in the Sales Receipt History area

Build 6.30.45: DS-1804

We've fixed the issue where for non-English locales of POS Pro version 6, under **Sales Receipts** > **History**, the name of the **Disposition** ("**Status**" starting from version 6.30.45) column would be improperly aligned.

Incorrect adding of items to a finalized Sales Receipt

Build 6.30.49: DS-1857

We've fixed the issue where it was possible to add an item to a finalized Sales Receipt from **Sales Receipts** > **History** by scanning the item with the F-NEDAP RFID reader.

Previously, the item could be scanned when, after opening the Sales Receipt, the user tapped **Payment** and then returned to the **Cart** again. This is no longer possible.

Epilogue

This release guide was published on April 19, 2021 by Teamwork Commerce.

Mobile apps are procured via the app store, Meraki, or otherwise provided by a Teamwork representative. This manual provides documentation on new features and product updates to the existing Mobile software.

If you have any questions or wish to receive training from Teamwork Commerce, email us at: training@teamworkretail.com.

If you need technical support, have a question about whether or not you have the current version of the manual, or you have some comments or feedback about our manual, please contact us at: support@teamworkretail.com.

For emergency support call the Teamwork Main Line (727) 210-1700 and select 1 to leave a message that will immediately be dispatched to an on-call tech.