MoreFlo Windows

Quick Start Guide

MoreFlo®

AFFÄRS-IT FÖR ALLA

MoreFlo AB

www.moreflo.com

Thank you for choosing MoreFlo Cash register
Here are a few steps to get started

The quick start guide for MoreFlo Cashier for Windows will help you navigate the settings and what you need to do to sell your first item or service.

For more information refer to the MoreFlo Windows manual that explains all functions and settings. You can download the latest version of the manual at: https://www.moreflo.com/support

We listen to you!

If you have comments or concerns about the functions and features of MoreFlo, you are more than welcome to contact us. Our development is largely governed by our customers' needs and we've worked this way for over 15 years.

You can find the latest version of MoreFlo at www.moreflo.com/nedladdning. We recommend that you always use the latest version.

 If you have any questions, you will get the fastest help via our support system www.moreflo.com/support

Table of contents

1   Getting Started

Enter the license key

In some cases, you may need to enter the license key the first time you log in. You will receive the key from MoreFlo. Enter the key by tapping "Enter license code" and then typing or pasting the code and your organization number. Click on "Validate license key".

If you aren't asked to enter a license key it's probably because the license was entered before delivery.
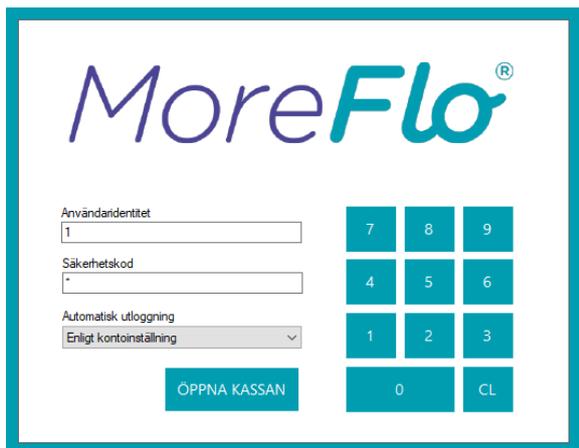

You can also enter the "Demo mode" to test the program before you decide, and then click on the "Demo" button.
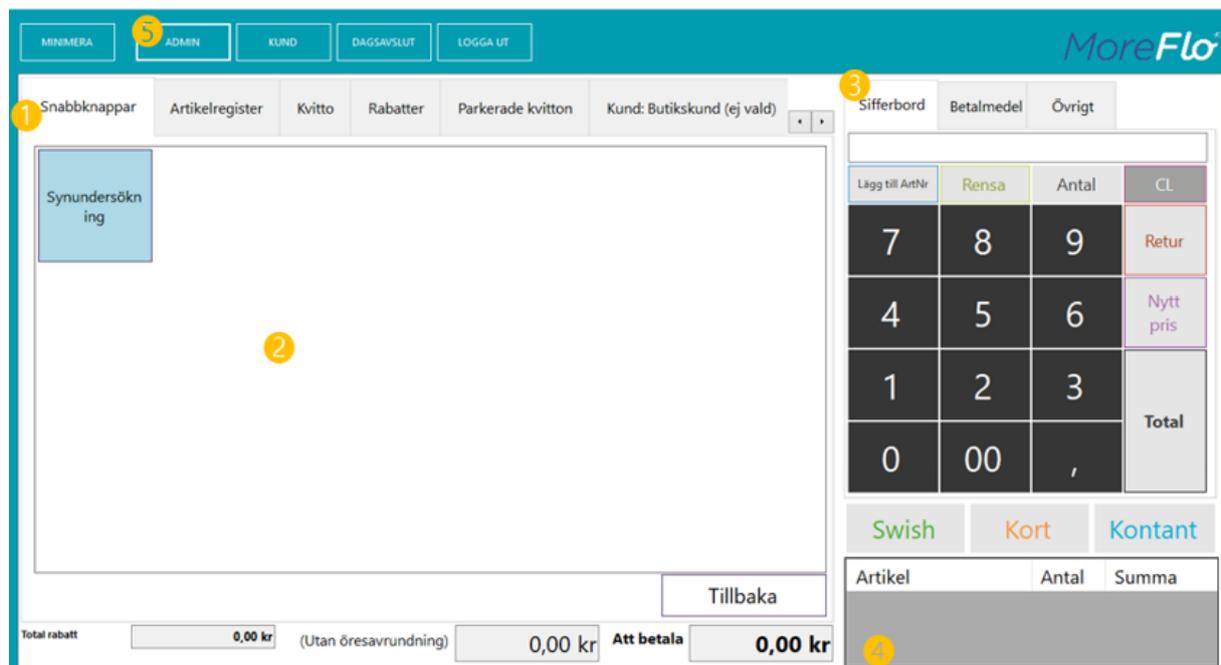
1.1   Logging in

Use the following information the first time you log into MoreFlo Cash register:

User ID ("Användaridentitet"): 1
Security code ("Säkerhetskod"): 1

Then press Open Cash register ("Öppna kassan")

1.2 Overview of the cash register

Once you have logged in, you will be taken to the cash register's home screen. Here you will find a brief review of the various segments of the checkout. You will find a more detailed description in the full manual.

Tabs (1)

Here you will find tabs for the most common functions in the checkout. To add or modify the content below the tabs, e.g. adding customers, go to Settings. You can read more about this later.

Hotkeys ("Snabbknappar")

The hotkey tab will be empty the first time you start the checkout. Here you will see the hotkeys you created and this is the most used segment the checkout.

Article index ("Artikelregister")

Under the tab Item register you will find all your articles, even those you choose not to create hotkeys to. From here you can then create hotkeys or add items to the receipt without a hotkey. This is practical if you have a large number of items or items that are sold very rarely.

Receipt ("Kvitto")

The receipt tab shows a more detailed view of the ongoing receipt.

Discounts ("Rabatter")

Here are the discount offers you have added to the receipt.

Parked receipts ("Parkerade kvitton")

Under the Parked Receipts tab you can manage receipts. Here you can park a receipt with or without listing, sharing a receipt, e.g. if someone wants to share the bill, print a receipt as a bill or retrieve parked receipts.

Customer ("Kund")

The customer tab shows the current customer. If your customers are not named, you can have it set as

"Store customer", but it is also good to choose named customers from the customer register. This is especially useful when you want to pay with invoice or the like.

Main field / start page (2)

Here are all the hotkeys and panels that you have created. Each time you start the checkout, this view is displayed.

Pay panel (3)

In the right part of the box you will find the payment panel. Here is a keypad for input of e.g. number and functions for managing prices and receipts. Here you can also see an ongoing receipt (4).

Under the Payments ("Betalmedel") tab you will find all active payment methods. You can do these set yourself via settings. The Other ("Övrigt") tab gives access to other practical functions such as Cash In and Cash Out for handling of cash register, Opening of cash register, available discounts and the possibility to add text to the receipt.

Ongoing receipt (4)

The field below the numeric table shows the current receipt. You can clear the receipt and change the number of items directly in the list using the buttons in the numeric table.Please note that you can never close the checkout while you have an ongoing one receipt.

Button row (5)

At the top of the program window you will find a number of buttons that give you access to more functions.
Here you will find the following:

Minimize ("Minimera")

Use this button when you want to minimize the cash register program on your computer, for example, to find information on the internet. The program then defaults to the Windows taskbar and you can return to checkout by clicking on the minimized program.

Administration ("Admin")

The Settings button opens the settings view where you can edit articles, create quick buttons, manage customers and more. You can configure peripherals such as card readers and printers, add your MoreFlo Apps information and more.

Customer ("Kund")

The customer button opens the customer register making it easy to select the current receipt for the customer.

End of Day Procedure ("Dagsavslut")

Press the End of day button in order to close the day out and create Z reports or X reports. Here you can also create repurchase receipts and print copies of receipts.

Log out ("Logga ut")

Log out when you are finished with your sales, want to change users, etc..
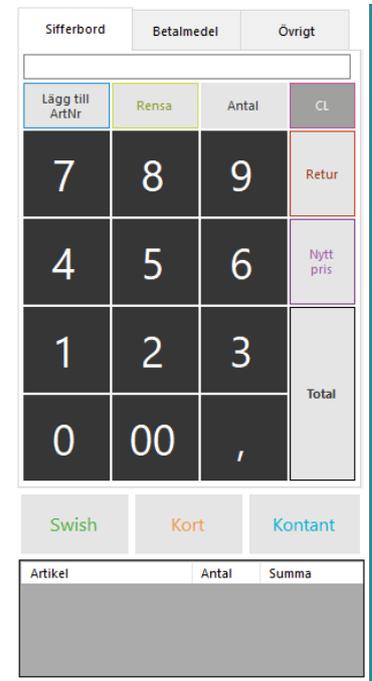
(You may have additional buttons here If you have selected add-ons via MoreFlo Apps)

1.3   Configuring MoreFlo Apps

MoreFlo Apps is a web-based interface that helps you keep track of your transactions, create and edit articles, and customers, etc. The basic functions of MoreFlo Apps are automatically included in the checkout so you can create and import articles and see easier sales statistics.

If you want to expand your system you can add more services. For example, there are functions for warehouse management and inventory, gift cards, customer cards, sales reports, campaigns, labels, personnel layouts, etc.

The log-in information for MoreFlo Apps is provided in the welcome email. Contact MoreFlo if you are missing login information.

1.3.1   Here's how to connect the checkout with Apps.

1. Go to Admin and the Integration ("Integrationer") tab, click the MoreFlo Apps button. At the top you will see three boxes of settings to connect the checkout with Apps.
2. Enter the user name ("Användarnamn") and password ("Lösenord") of MoreFlo Apps Integration that you have received in your welcome email. Please note that this is not the same information you use to log in on the Web. Contact MoreFlo if you do not have this information.

3. Check the options that are current.
Note that you must check the Enable Apps ("Aktivera Apps") box in order for the link to work.
4. Save by clicking "Spara"
5. Then restart the checkout for all settings to be activated.

You can then choose to sync items ("Synkronisera alla artiklar") or receipts ("Synka kvitton").

1.3.2   Login to MoreFlo Apps

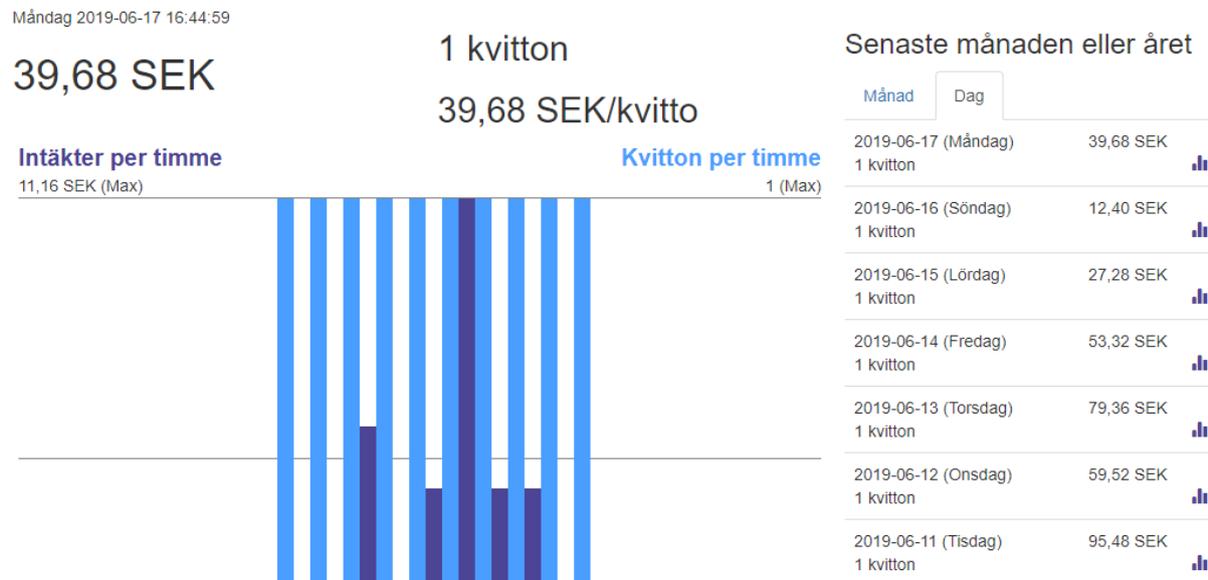When you want to log into MoreFlo Apps, use a regular internet browser and go to:
https://apps.moreflo.com

Log in with the personal user name and password for the web you received in your welcome email.
Contact MoreFlo if you do not have this information.
When you sign in to Apps, the Dashboard will first appear showing you current sales statistics.

Måndag 2019-06-17 16:44:59

39,68 SEK

1 kvitton

39,68 SEK/kvitto

Intäkter per timme
11,16 SEK (Max)

Kvitton per timme
1 (Max)

Senaste månaden eller året

Månad	Dag

2019-06-17 (Måndag) 1 kvitton	39,68 SEK
2019-06-16 (Söndag) 1 kvitton	12,40 SEK
2019-06-15 (Lördag) 1 kvitton	27,28 SEK
2019-06-14 (Fredag) 1 kvitton	53,32 SEK
2019-06-13 (Torsdag) 1 kvitton	79,36 SEK
2019-06-12 (Onsdag) 1 kvitton	59,52 SEK
2019-06-11 (Tisdag) 1 kvitton	95,48 SEK

By using the menu bar you can navigate to other parts of the service.

MoreFlo AFFÄRS-IT FÖR ALLA   Artiklar ▾   Försäljning ▾   Kundkort   Service   Admin   Nyheter

Which menu options are available depends on what services you have purchased.
The basic offer includes article handling under Articles, and the possibility to set up external integrations
under Settings. Once you've received the login details you can start posting articles on the web from any
networked computer you want, even if you haven't yet started the checkout.

?	Help in MoreFlo Apps? The question mark to the right will open the Help menu..

2   Registration to the Swedish Tax Agency

According to the Cash Register Act, most companies must notify their holdings of cash registers Tax. A few exceptions exist, e.g. if the company sells for a certain amount. You will find the current rules on the Swedish Tax Agency's website.

MoreFlo Kassa is approved as a cash register by the Swedish Tax Agency, but you must register your holding yourself.

You can do this most easily via the Swedish Tax Agency's website:

Go to the Tax Agency's website and find the page for cash registers. Here you will find a link to the registration of holdings of cash registers where you can log in with your BankId.

2.1   Control unit

The Tax Agency will first ask you to provide information about your control unit. Which control unit you have depends on which system you have. You can find the information under the ("Admin") button and the About MoreFlo Cash Register ("Om MoreFlo kassa") tab at your cash register.

MoreFlo POS-systems are delivered with either a physical controllbox or a cloud-based controllbox.

2.1.1   Physical control unit

If you have a physical control unit, you will receive a small extra box for your cash register. This often looks like a small box (if you have a CleanCash control unit) or as a small matchbox sized box (if you have a control unit of the Posplus brand).

If you have a physical control unit, you will need to find the information yourself at the Tax Agency by looking at the control unit itself. The manufacturer, model and serial number/manufacturing number are often on a label controller. Note that the Swedish Tax Agency refers to the manufacturing number as a serial number.

Manufacturer ("Tillverkare"): Look at the control unit
Model ("Modell"): Look at the control unit
Manufacturing number ("Tillverkningsnummer"): Look at the control unit

Control unit address ("Kontrollenhetens adress"):
Enter the address where the cash register system will be used, usually the address of your store or company.

2.1.2   Cloud-based control unit

If you have a cloud-based controller, your control unit is instead used on the internet. In that case, enter the information below. The manufacturing number/serial number of the cloud-based version will be found under Admin-> Om MoreFlo kassa -> Control Unit ("Kontrollenhet")

Manufacturer ("Tillverkare"): CleanCash Multiuser
Model ("Modell"): HW rev A/ SW:R1.07
Manufacturing number ("Tillverkningsnummer"):
See Admin –> Om MoreFlo kassa –> Control Unit
("Kontrollenhet")

Control unit address ("Kontrollenhetens adress"):
MoreFlo AB / CloudPro
Våxnäsgatan 10
653 40 Karlstad

2.2   Cash register

 In the control unit box:
Identification number ("Identifikationsnummer"): The
number to be displayed here is generated by the
Swedish Tax Agency and often comes automatically if
you recently notified your cash register. If the number
is missing, you need to verify that you have registered
the control unit correctly or contact the Tax Agency.
You cannot get this number via MoreFlo when it is the Tax Agency who creates it.

In the Cash register box:

 You need the cash register's serial number when it's time to register your cash register. You will find it
under Admin – Om MoreFlo kassa.

On the Swedish Tax Agency's page, you state::

Designation ("Beteckning"): MoreFlo
Model ("Modell"): Moreflo 3 SE 3.x.x
(If you receive multiple versions, select the highest number)
Manufacturing number ("Tillverkningsnummer"): Program serial number, see picture above.
Cash register address ("Kassaregister adress"): The address where you use the system, normally the
address of your store or company
Software address ("Programvarans adress"): Where you use the system, normally the address of your
store or company.
Journal memory or control strip ("Journalminne eller kontrollremsa"): Select Journalminne.
Journal address ("Journalens adress"): The address where you use the system, normally the address of
your store or company

Notification to the Swedish Tax Agency is very important and the Swedish Tax Agency can give a fine if the cash register has not been notified. You can find more information about current rules under the Act on Cash Register on the Swedish Tax Agency's website.

3   Articles

3.1   Manage items via checkout

At present, you cannot add items via the checkout. However, there are some settings that should be set at the checkout.

To change an article you created in Apps, go to Inställningar and you will be directed into the article register.
Select an item, then click Edit ("Redigera").

To be able to print the article on a order printer, select your order printer from the drop-down menu "Bongutskrift", then choose the order type ("Bongtyp") you want.

Here you can also click the Create hotkey ("Skapa snabbknapp") button in order to add a hotkey to the screen.

Artikelnummer	A1000
Namn	Kaffe
Extra kvittotext	Nybryggt
Beskrivning	En kopp kaffe
Enhet	St
Moms	25%
Pris exkl moms	12,00
Pris inkl moms	15,00
Inköpspris	6
Grupp	Varma drycker
Streckkod	1122556669988
Underartiklar	
Artikeltyp	Vara
Tillhör bolag	[Huvudbolag]

☑ Aktiv artikel   ☐ Använd våg   ☐ Ackumulativ
☐ Fråga efter serienummer   ☐ Öppen artikel

Bongutskrift	Ingen Kopior 1
Bongtyp	Med andra artiklar
Redigera Bongtexter	

☐ Visa bongtextdialog när artikel läggs på kvitto

| Avbryt | Skapa snabbknapp | Spara |

3.2 Adding an Article via MoreFlo Apps

MoreFlo Apps is the web-based administration and statistics tool for your cash register. Here you can add to articles either one by one or by importing an Excel file.

1. To add an article, log into MoreFlo Apps with the user information you received in your personalized welcome email. If you have no user information, please contact MoreFlo.

2. Then tap on Articles – Inleverans/Skapa

1. Fill in the details for your new article. Fields with red text are required.
2. After filling in all the required information needed for this article, click Add.
3. Your new article has now been created. In order for it to end up in the article register, you also need to press Run the delivery, at the bottom of the screen:
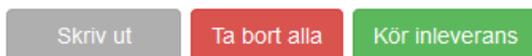
4. You can also import items directly from an Excel file. You will find instructions on how to do this by clicking on the question mark to the right of Apps. This will open the Help menu.

Help in MoreFlo Apps?
The question mark to the right will open the Help menu.

You have to click Run the delivery at the bottom of the screen for the articles to enter the article register.

Create a hotkey

One-touch keys make cash register work easier. You can create hotkeys in two ways - via the tab for Hotkeys ("Snabbknappar") or via the item register ("Artikelregister").

4   Create a hotkey via the article register

The easiest way to create a hotkey for an item is via the article register.

1. Go to Admin.
2. Select the Artiklar tab
3. Select the item you want to add as a hotkey
4. Click Create Hotkey ("Skapa snabbknapp").
5. Select any button color ("Knappfärg"), as well as which panel it should be on, by clicking the plus and mark the desired panel. If you don't have any panels the hotkey will default to "root".
6. Press Ok.

4.1   Create panel

Panels are like categories for the hotkeys. You can collect several hotkeys under a panel, and you can build a long hierarchy of panels in several stages.
To add a new panel, follow these steps:

1. Go to Admin
2. Select the Snabbknappar tab
3. Press New panel ("Ny panel")
4. Enter a name for your panel
5. Press Ok
6. Now you can place hotkeys or more panels in your new panel. If you want to create a panel inside it, double-click on this panel to open it, and then press Ny panel

4.2   Create a hotkey via the Hotkeys tab

The Hotkeys ("Snabbknappar") tab lets you add and edit hotkeys, make hotkeys invisible to get a better layout, change the size and color of the hotkeys and add hotkeys for other functions, such as: discount, receipt text, table marking, etc.
To add a new hotkey:

7. Go to Inställningar
8. Select the Snabbknappar tab
9. Press New button ("Ny knapp")
10. Enter a name for your hotkey
11. Press Ok

Then press Edit ("Redigera") on the right side to change the settings of the new button. Here you enter the button's text ("Knapptext"), size ("Bredd" and "Höjd") and color ("Färg"), as well as the function of the button ("Knappfunktion"). For a regular article sale select Add item on receipt ("Lägg till artikel på kvittot") and then enter the Item number ("Artikelnummer") in the field at the bottom.

You can also add buttons for a number of other functions according to the list. Select Invisible ("Osynlig") to use a button and create a space on the screen.


5   Make a sale

In this chapter we will go through how to use the cash register. If you have a personal user account, you should be logged in with it and not with the administrator account.

## 5.1   Adding goods to the receipt

You can make a sale in several ways:

5.1.1   Press a hotkey

The item is added to the receipt when you press the hotkey. Press repeatedly to add the same item again, or enter the number on the numeric table and then press the hotkey. How to create hotkeys is described in chapter 4.
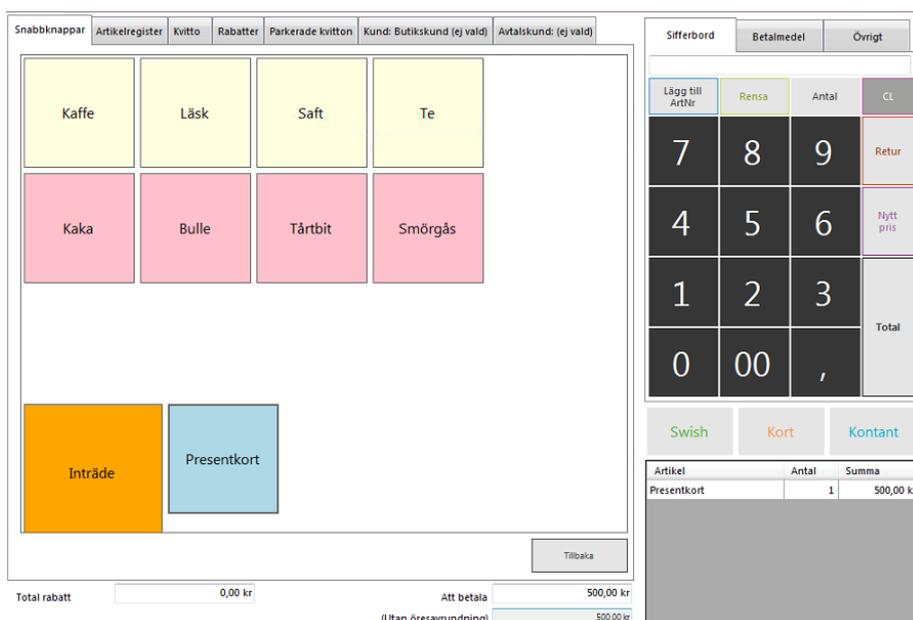
5.1.2   Use article number

Enter the article number in the field at the numeric table and press Add ArtNr ("Lägg till ArtNr").
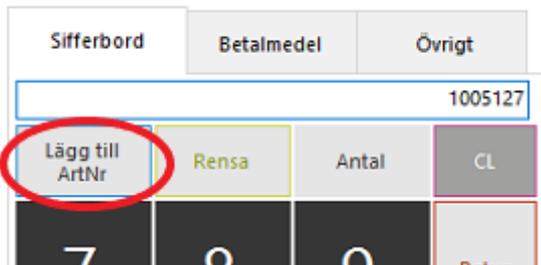
5.1.3   Use barcode scanner

Scan the barcode on the item. To specify several of the same item, you can either scan several times, or first enter the number and then scan the item. If it does not work: check in the article register that the product has a barcode attached.
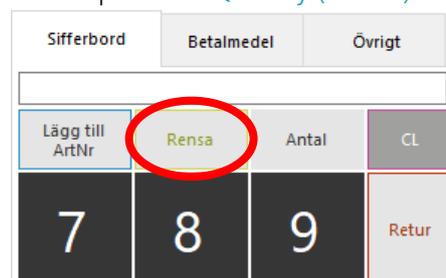
5.1.4   Use the article register

Under the tab Article register ("Artikelregister") you will find all your articles. Select the item you want to add and press Add to marked in receipt ("Lägg till markerad i kvitto") or double click on the article. This is especially useful if you have many items or items that are not sold so often.

 You specify the number of items either by adding the same to be the current number of times, or by Press the number as the number on the numeric table, select the item and press the Quantity ("Antal") button.

5.2   Clear the receipt

Clear your receipt by pressing the Clear ("Rensa") button. This will be registered as an incomplete sale in the daily report.

5.3   Payment methods

Once you have registered the articles on the receipt, you pay by choosing the current payment method. MoreFlo cash register has integrated card payment support. In addition, there is also the opportunity to pay cash or to add your own means of payment, eg Swish, Klarna, gift card, etc.

5.3.1   Cash payment

If the customer pays exact, press Cash ("Kontant"). A receipt is now printed.

If the customer pays more and needs change, first enter the amount on the keypad the you received and then click on Cash ("Kontant"). A window is now displayed with the amount the customer should receive in change. Then print the receipts out.

(If your store does not use cash, you can turn it off under Admin – Inställningar – Betalsätt och kontoplan. Uncheck the box "Aktivera kontanthantering" and save).

5.3.2   Card payment

Most people who have chosen card payment have an integrated card reader. Therefore, paying with cards is easily managed from the checkout. Press the button for Card ("Kort") and ask the customer to insert their card into the reader. You can follow the progress of the screen and see directly if something goes wrong. When the transaction is completed a receipt is printed out.

If no card reader is activated at the checkout, it is still possible to click on the button "Card" as a payment method. The checkout then registers as a standalone card reader and prints a receipt on the purchase.

5.3.3   Swish

To pay with Swish you must have a Swish account. Ask the customer to swish the sum to you and when you have received it, press the button in the checkbox for Swish to get the receipt. This allows the payment to be registered as a Swish payment so it's easier for you to see what has been paid in this method. However, the payment itself is entirely handled by Swish and not by the cash register.

5.3.4   Klarna

MoreFlo cash register can be integrated with Klarna. See separate section to configure your cash register.

5.3.5   More Payment methods

You will find more means of payment such as gift cards, customer cards and more under the Payments ("Betalmedel") tab. These are described in detail in our Manual.

5.3.6   Create an order/invoice

Sometimes you want to create an order or invoice from a reservation.

Do this:

1. Click the Customer ("Kund") button in the main menu and select the current customer
2. At the keypad, under Betalmedel, select Order
3. Optionally write a comment on the order
4. Press OK

The accompanying note and invoice documentation for subscription from the customer are now printed.

5.4   Adding your own payment methods

You can add your own payment means by opening: Admin – Inställningar – Betalmedel och kontoplan – Kontoplan. However, this can only be done at the end of the day, when no new transactions have been carried out at the checkout.

Here you can add names and bookkeeping accounts for the means of payment you want:

When you receive a payment with one of your own payment means, this is posted under that name and account you selected. However, you are responsible for the payment itself being carried out, for example. via Swish, a standalone card reader, coupons, etc.

5.5   Discount at checkout

When you want to give a discount, select the product to be discounted in the receipt box. However you do not need to select any if you want.

You want to give a discount on the entire receipt. Click on the Övrigt tab and then the Rabatt button.

Enter the amount or percentage you want to give in discount using the numeric table. Then choose if you want to give a discount on only the selected article, all articles with the same item number (eg all cheese sandwiches) or entire receipt.

If you have not marked any product, you can only give a percentage discount on the entire receipt.

You can also give a discount directly in the receipt view by entering the sum on the keypad, the item's price (after the discount is deducted), mark the article in the receipt and click on the button "New price". If you have set a lower price than the original of the item you will see that discount on the receipt.

To remove or change the discount: select the Rabatter tab and click "Info" for the current discount. Then click on Ta bort or change the discount type and click Stäng.

5.6 Making returns

To make a return tied to a transaction, do the following:

1. In the main menu, press the button Dagsavslut.
2. Look up the receipt. You can do that in two ways:
   a. Go to the day of the sale.
      Find the right receipt and mark it
      Press Skapa återköpskvitto
   b. Press Skapa återköpskvitto
      Enter the receipt number in the Kvittonummer field, then click "Get receipt".
3. Select which items you want to return via the buttons on the left edge, by clicking on the button Not selcted ("Ej vald"). Selected articles get a green line and the button to the left says "VALD".

4. When finished, click Create receipt with selected items ("Skapa kvitto med valda artiklar").
5. A receipt is now created in the usual cash window with return activated.
6. You carry out the repurchase with the same payment method used in the purchase.
   If the customer paid with a card, click Kort and then let the customer insert their card into the card reader according to the instructions on the screen. If you do not have the customer's card nearby you will get to choose another payment method or disable the connection with the card reader at the checkout.

It is also possible to make open purchases of single products via the Return button in the cash window but then you don't have the connection to the right receipt/order.

5.6.1 Credit receipt

The system now has the opportunity to provide credit for repurchases, since version 3.1.140, rev. 1646. You create an open article in the same way as for gift cards, but with name and article type Credit receipt ("Tillgodokvitto").

Carry out the repurchase as described above with payment method Kontant. Then sell a new receipt as the same amount on the article Tillgodokvitto.

The function will eventually be further developed so that you can choose to print directly at the repurchase credit.

6 Administration

6.1 Adding receipt information

Before you can make a sale you need to add receipt information ("Företagsinformation") so that it is visible from which business the receipt comes. You do this under Admin – Företagsinformation. Under the receipt header ("Kvittohuvud") and receipt foot ("Kvittofot"), you can specify other information such as right of return, opening hours, etc. Fill in your details and save.

6.2 Make End of the Day Report

After you finish the sales for the day, you should make a End of the Day report. You do this by clicking the Dagsavslut button in the upper part of the checkout.

Here you can see today's sales and can produce receipts and review. Press the button Gör dagsavslut and then Genomför dagsavslut to make an End of the Day Report.

An end of the day report means that today's sales are totaled and what's called a Z-report is produced. A Z-rapport has a special format and is a requirement in the Cash Act and for accounting. In some cases the end of the day report also means that all card transactions are collected and sent to the acquirer. It is very important to always make a day end report at the end of the day.

You can also print an X-Day report, which is a preview of the Z-Day report without implementing the closing date. It can be good if you want to check the cash change etc. You can also see previous receipts and print out a copy under Dagsavslut. However, it's only possible to print a copy due to legal requirements.

6.3   Print sales report

You can print a sales report of any period:

Go to Admin – Rapporter - Försäljningsrapport

. In the lower right corner, you will find the box for sales report ("försäljningsrapport").

You can choose between predefined time periods such as Today ("Idag"), Yesterday ("Igår"), This week ("Denna vecka") och This month ("Denna månad") or enter your own time period by pressing Enter period ("Ange period") and fill in the from date and the to date and then click on "Print period".

6.4   Adding more users

In a newly installed cash register you can log in with user ID "1" and security code "1".

To add your own users, do the following:

1. Go to Admin –> Användare
2. Click Ny användare in the lower left corner
3. Now you can create your new user in the right field.
4. You can specify whether the user should be an administrator or not, but each cash register can only have one single administrator.
5. You can also specify whether the account will be automatically logged out after each receipt, to reduce the risk that someone is using the wrong user. This function is especially common in bars, restaurants, salons and hair dressers with rental chairs and several other companies.
6. Click Spara to create your new user.

We recommend you create a new administrator user, but be sure to write down your password. A lost administrator password can mean that your data is lost!

When choosing an ID and password, keep in mind that long names and passwords are difficult if you do not have a keyboard.

6.5   Pay with Klarna

You can use your MoreFlo cash register to pay with Klarna. This allows you to offer your customers partial payment without any risk to you.

To activate Klarna, do the following:

1. First you need to get an agreement with Klarna. You do this by contacting their customer service and tell them that you are a physical store, (and not an online store), that wants to be able to pay with Klarna. When you receive your information, do the following.
2. Go to Admin –> Integrationer. and Click the Klarna button.
3. Fill in your details. SMS sender, that's the name that will appear on the recipient's mobile phone.
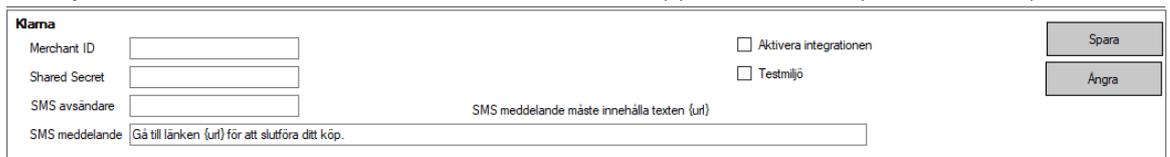
4. Make sure to tick Aktivera integrationen.
5. When finished, press Spara.

Klarna now appears as a button under the Betalmedel tab.

When a customer wants to pay with Klarna, press the button under Payment means and enter the customer's mobile number. The customer now receives an SMS with a link. The customer presses the link and approves the purchase using Mobile BankID.

6.6 Integration with Boka direkt via MoreFlo Apps

MoreFlo cash register can be linked to Boka Direkt, which allows you to easily pick up and pay for bookings.

How to use:

1. Get your username and password that you received from Boka Direkt and log in there.
2. Check that the item names in the checkout match the article names in Book Direct. If they do not match the booking will be added to the standard article ("Standardartikel") specified during the configuration.
3. Log in to MoreFlo Apps on the web with the login details you received in your welcome email.
4. Make sure to create an open article that the bookings can be added if there is no article with the same name as the booking is posted.
5. Press Admin –> Integrationer in the top right corner.
6. Locate Boka Direkt and press Skapa koppling.

   Fill in the details:

   Own name ("Egen benämning") – Name of the connection, for example Boka direkt and your company name.
   Login details ("Inloggningsuppgifter") – You can find the login details at
   https://kund.bokadirekt.se/Beta/Settings/ApiKey.aspx. Here you find a user name, then you generate an API Key which you use as a password.
   Standard article ("Standardartikel") – The number of the item that appears on the receipt if no item matches the booking, ie the open article you created in step 4.
   The Item Pattern ("Artikelmönster") field should usually be {service}.
   Customer information ("Kunduppgifter") – A check here means that the customer is created in the customer register at the checkout.
   Create new booking in status ("Skapa ny bokning i status") – Specifies the status of a new booking. As a rule, *Klar för utlämning* is selected.
   Create new booking ("Skapa ny bokning som") – Select the type of booking to be made. As a rule, *Bokning* should be selected.

7. When you are finished, press Skapa koppling.
8. Check that the link is now active, otherwise click Edit Link and set it as "Aktiv" and save again.

The connection between the Book Direct and your cash register is now being created, and within about an hour a new button pops up in the top part of the checkout next to customer:

If you have problems with the configuration, you will find a more detailed description in the complete manual.

7   More information

Please let us know if there is something you are missing from this Quick Start Guide.

More information about the program, such as installation of printers and card terminals, a review of all settings, etc., can be found in the Manual at www.moreflo.com/manualer.

MoreFlo
AFFÄRS-IT FÖR ALLA

MoreFlo AB

Ramgatan 11

653 41 Karlstad

www.moreflo.com

info@moreflo.com