



Fiscal Cash Register (FCR) Device User Manual

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1. Basic Operation

1.1. System introduction

ZRB provides electronically device called Fiscal Cash Register (thereinafter referenced as FCR) to Zanzibar hotel taxpayer for issuing receipt, recording transaction and uploading receipt data. This user manual describes how to use the FCR and some important notices. This manual includes three parts, i.e. basic operation, major function modules and other basic functions. The System Functions section describes several function modules, including hotel room management, receipt issuance management for catering services, receipt issuance management for retail, comprehensive receipt issuance and common functions. The version of FCR described in the manual is V1.0.

1.2. Turn on/off FCR

1. Turn on FCR

Connect power supply. Press the yellow button located at left bottom corner of FCR keypad.

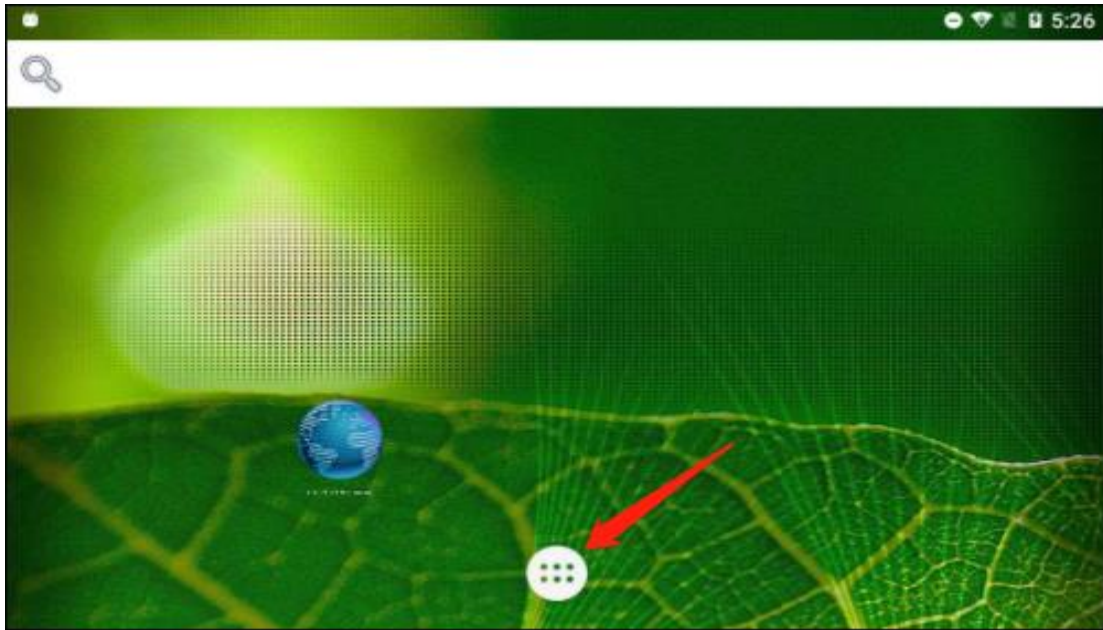
2. Turn off FCR

Press and hold the yellow button located at left bottom corner of FCR keypad.

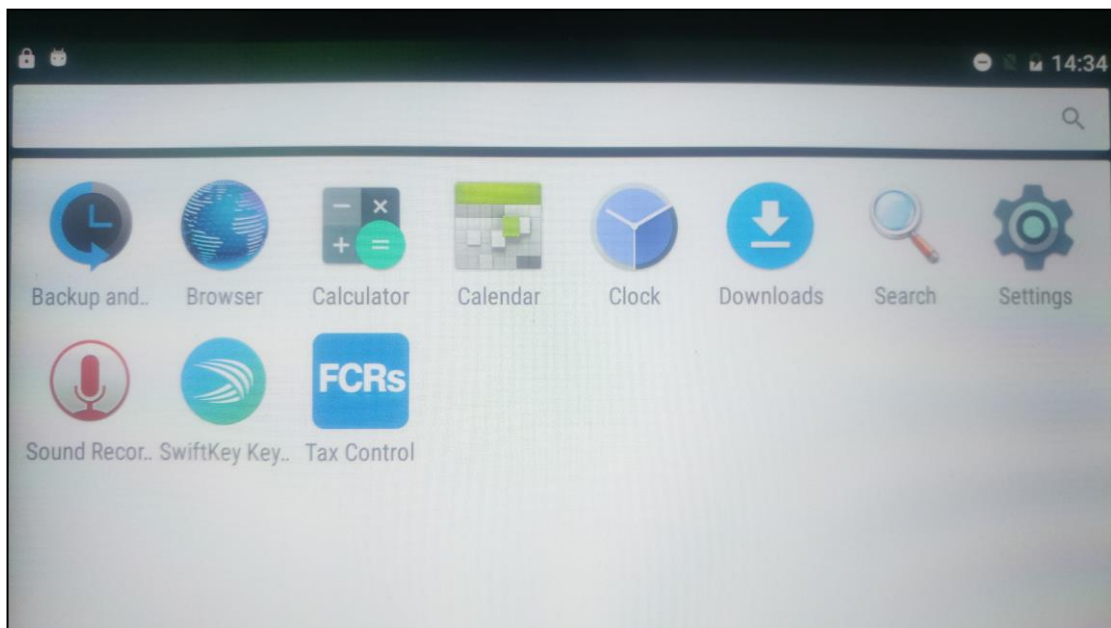
3. WiFi connection

Slide from top of screen. The WiFi connection prompt is shown. If the connection is successful, FCR will connect the wireless network automatically in the future. However, if the password of the wireless network is changed, user needs to do this step again.

4. User logs in: Turn on FCR, open function list and press the function button in the middle.



5. Press icon named Tax Control to start the APP, as shown below.



6. Usage of USB flash disk

Function: configure privilege of USB flash disk.

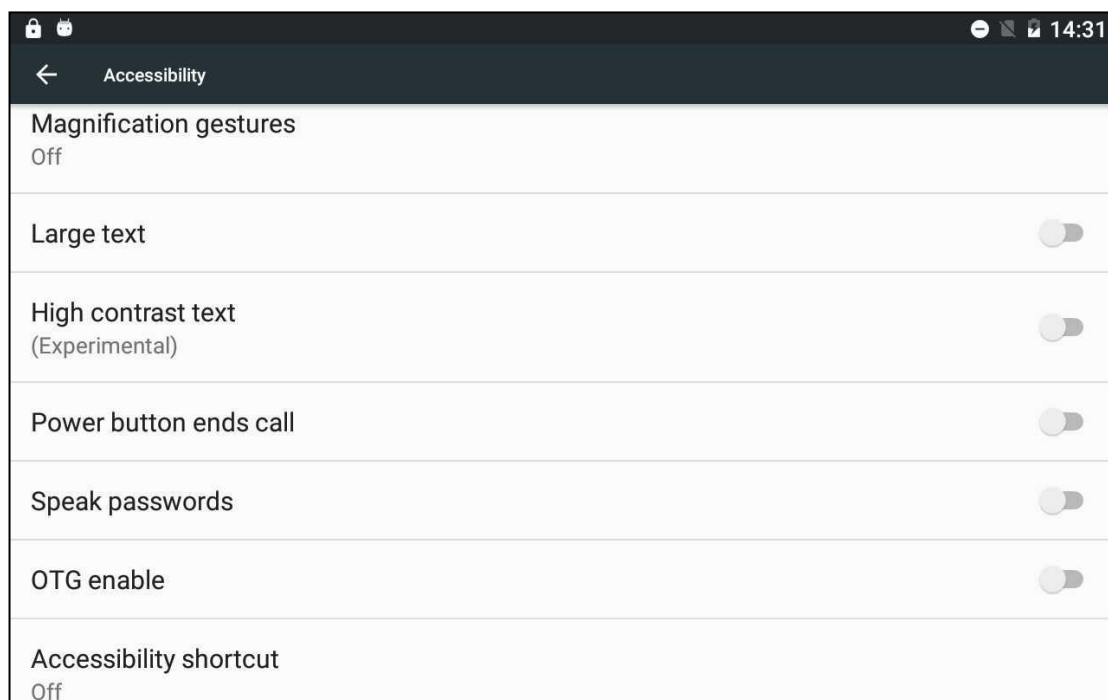
User needs to use USB flash disk if user wants to import or export data. Please refer to steps described below.

Steps:

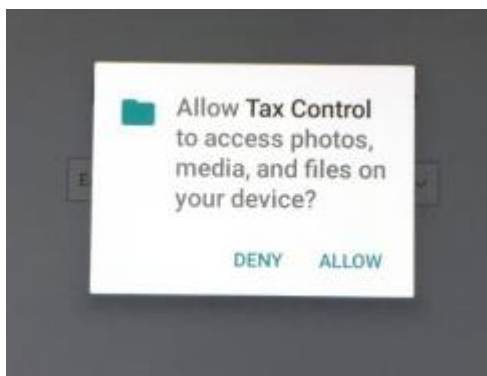
1. There are several ports on the back of FCR, such as power supply, ethernet port, scanner gun port and 2 USB ports, as shown below. Insert USB flash disk into USB1 or USB2 port.



2. Configure system device: Press 'Settings' -> 'Accessibility' and enable OTG. In case OTG button is disabled, insert data cable into 'SYS' port to connect FCR with external device.



3. System displays a prompt box, as shown below. Press 'ALLOW' button to use USB flash disk within scope of Tax Control APP. If user presses 'DENY' button, USB flash disk cannot be connected in Tax Control APP thus it cannot be used for data import and export. However, usage of USB flash disk out of scope of Tax Control APP is not affected. USB flash disk can be used normally.



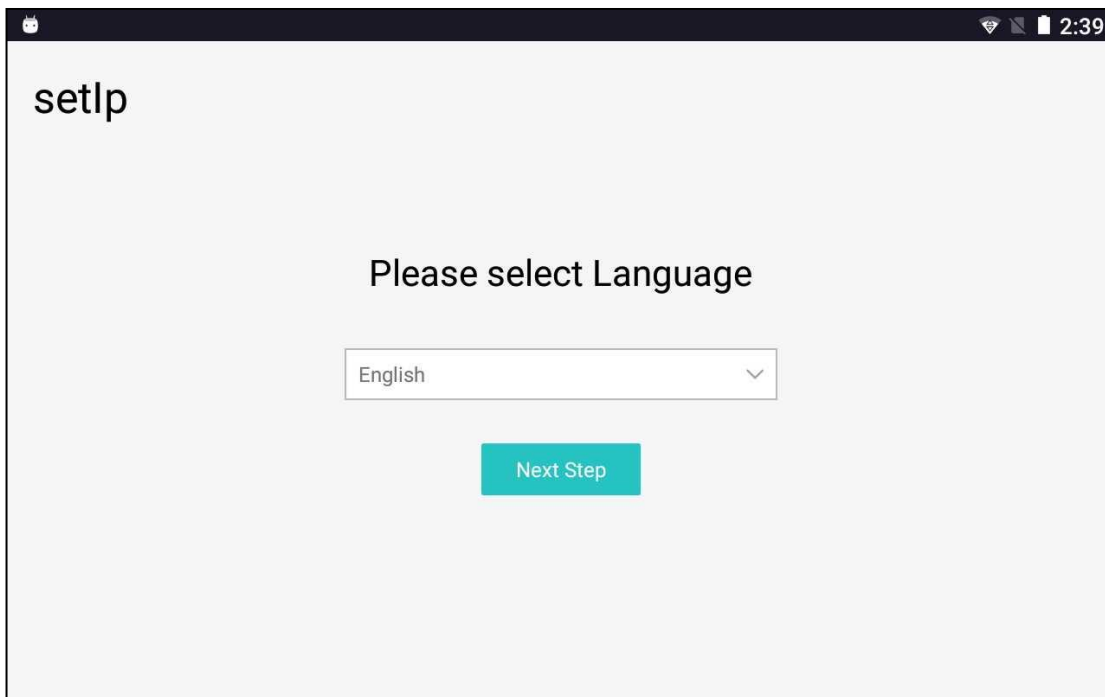
1.3. Initialize system

Function: Configure initialization settings for Tax Control APP

There are a few basic settings to be configured after user gets a new FCR or reinstalls the APP. Please refer to following steps to configure FCR.

Steps:

1. Select language: Select your favorite language from the dropdown list. Currently there are two options, English and Kiswahili. Press 'Next Step';



2. Enter taxpayer's ZNO. If you want to change previous settings, press 'Previous Step' button. Otherwise, Press 'Next Step' button;

System Initialization

ZNO

Last Step Next Step

3. Verify information. If anything is incorrect, you may press 'Previous Step' to go back and correct information. Otherwise, press 'Ok' button to complete initialization setting;

System Initialization Please confirm whether information below is correct or not

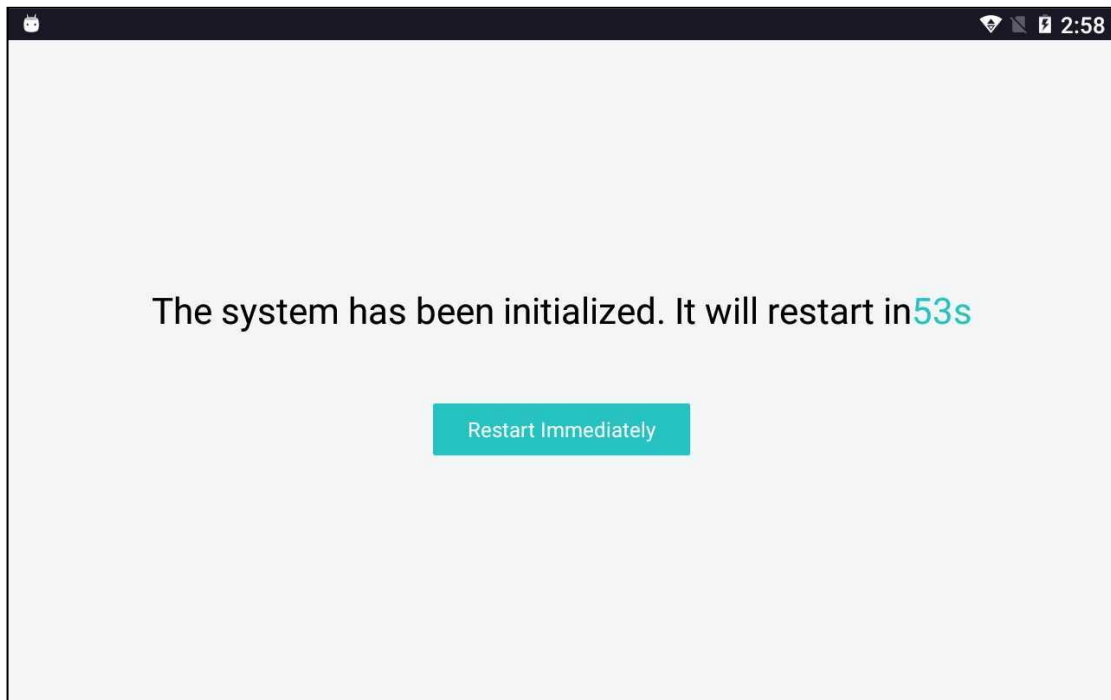
Taxpayer Info	
ZNO	100000008
Taxpayer Name	TaxpayerName08
TIN	200000008

Device Info

Valid Period	2 years
Tax Type	HOTEL LEVY
Tax Rate	20.0 %
Currency	Tanzanian Shilling
Functions	Shop

Last Step Ok

4. Following screen is shown. You may wait until the timer counts down to 0 to restart system or press 'Restart Immediately' button to force an immediate system restart.

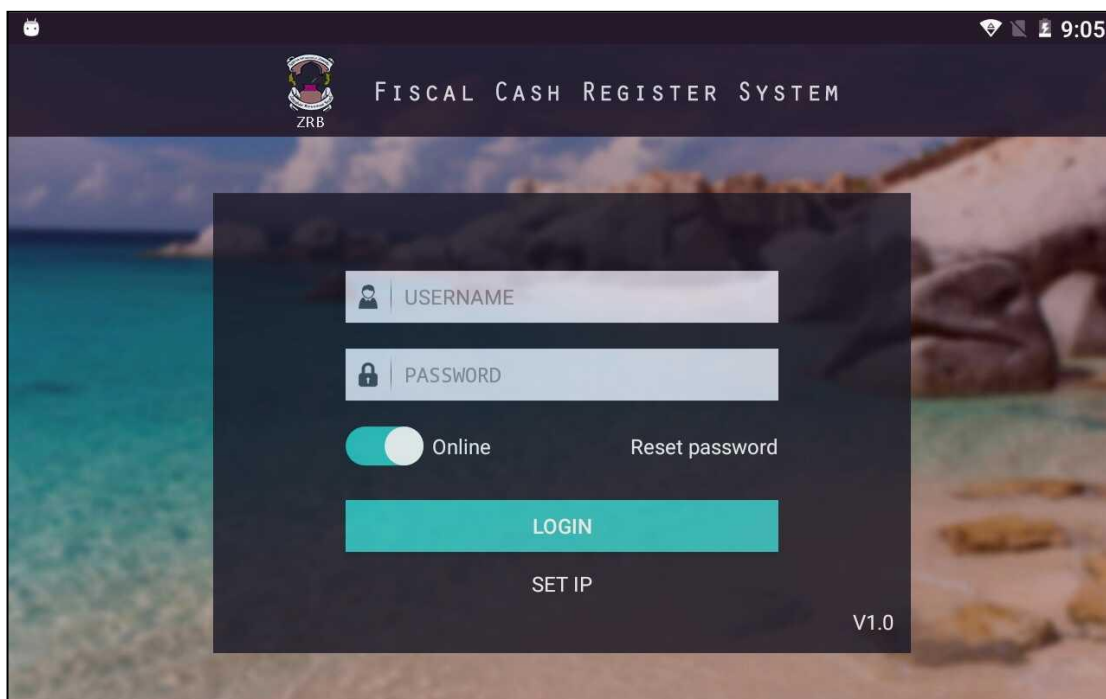


1.4. Login

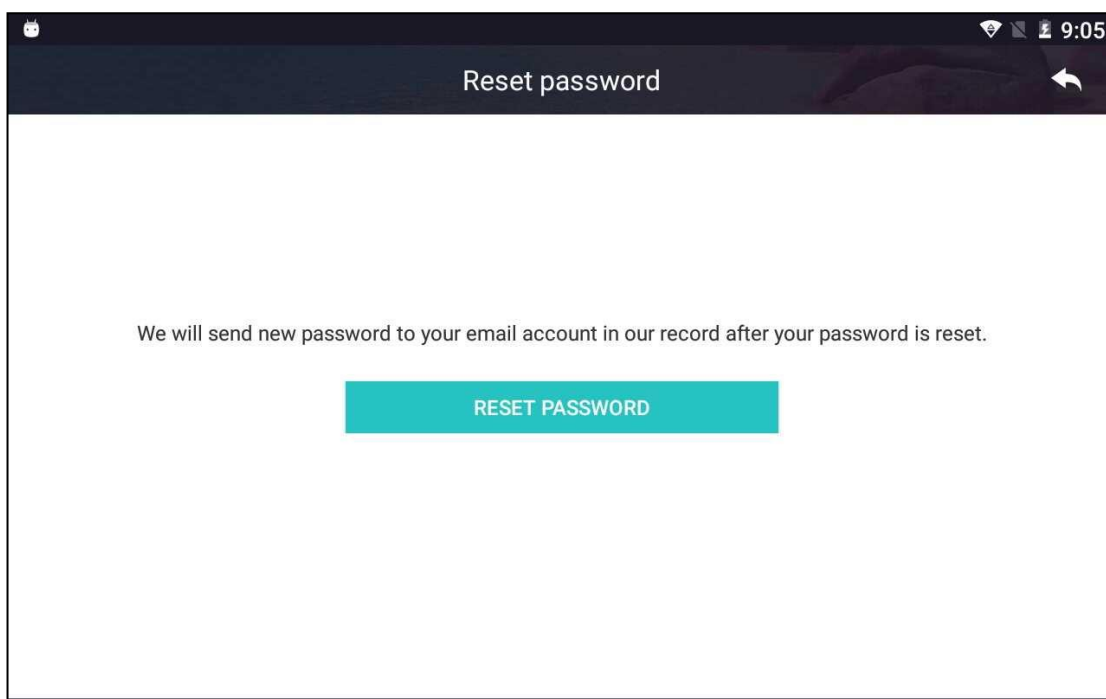
Function: Log in Tax Control APP.

Steps:

1. Log in: Open Tax Control APP login page. Enter username and password and press 'LOGIN' button. System verifies login information. If username and password are correct system displays Home page. Otherwise, system displays a message prompting incorrect login information. User selects login mode by toggling online button, as shown below.



2.Reset password: User presses 'Reset password' button. System displays a confirmation message. User presses 'RESET PASSWORD' button to confirm the operation. The password is reset and the new password is sent to the email account bound to the FCR.



2. System Functions

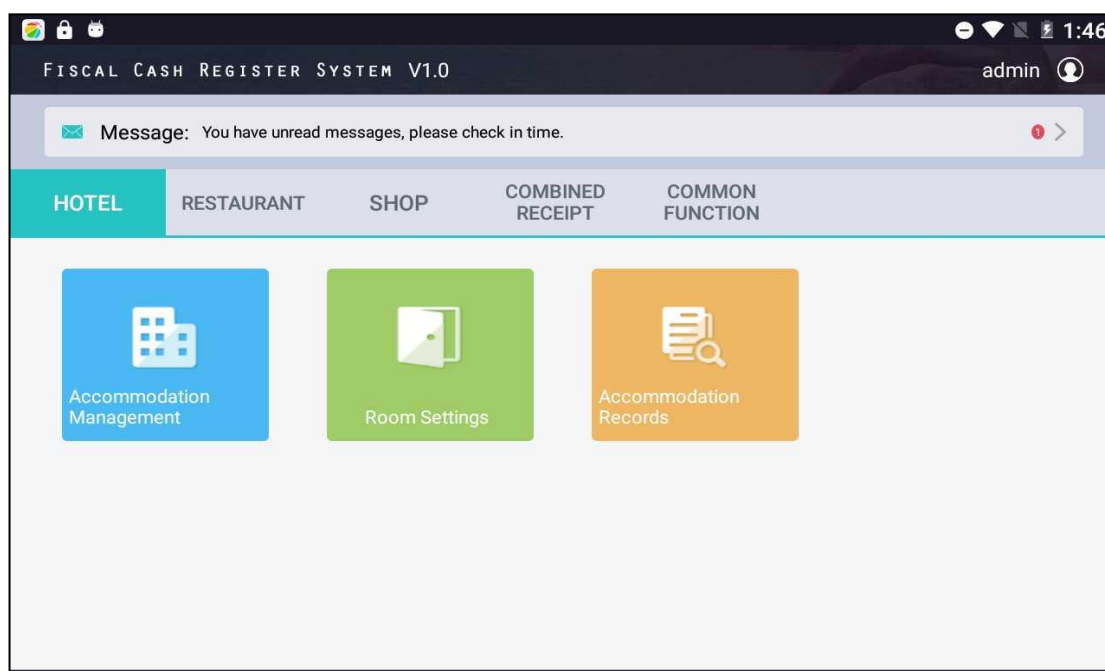
System shows the Home page which contains five (5) icons named 'HOTEL', 'RESTAURANT', 'SHOP', 'COMBINED RECEIPT' and 'COMMON FUNCTION', from left to right.

Note: ZRB sets functions of Tax Control APP based on scope of taxpayer's business

before handing over FCR to taxpayer. For example, if a hotel only provides accommodation service, ZRB sets 'Hotel' function only for Tax Control APP. If a hotel has accommodation, restaurant and retail shop, the functions of Tax Control APP are set to 'Hotel', 'Restaurant' and 'Shop'.

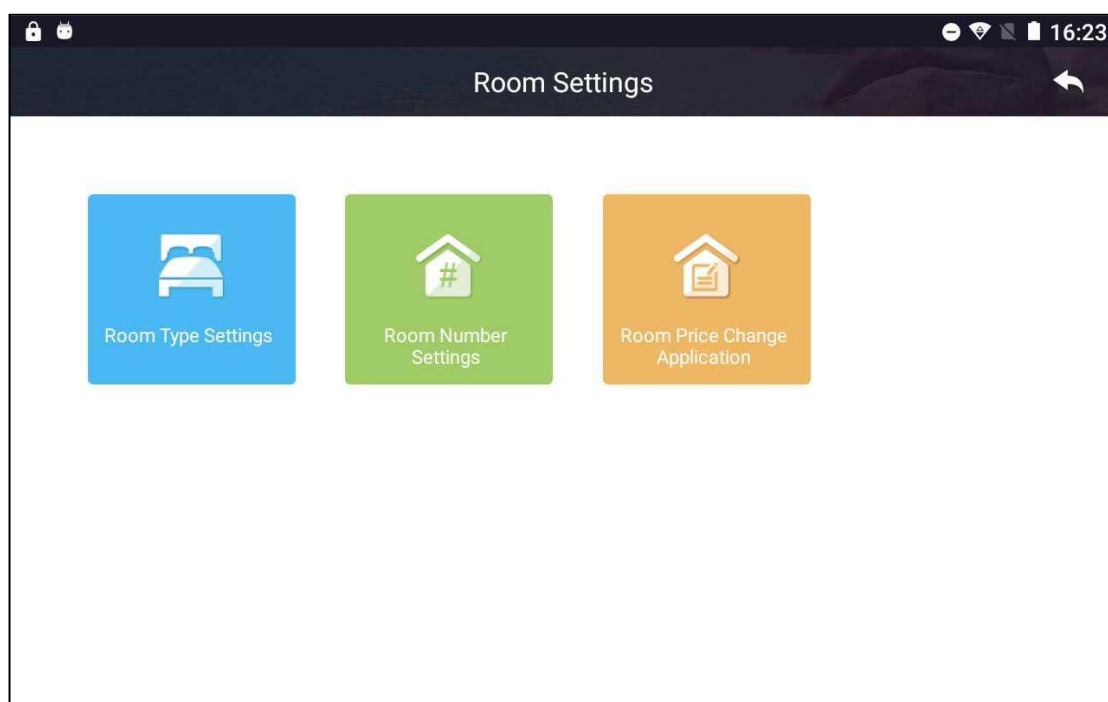
2.1. HOTEL

Press 'Hotel' icon to start the function module. There are three (3) sub-modules in this module, namely 'Accommodation Management', 'Room Setting' and 'Accommodation Records', as shown below.



2.1.1. Room setting

Function: User use this module to create and manage room type and room number. User can use 'Room Price Change Application' function to request change of room price if the price of certain room type is locked.



2.1.1.1. Room type settings

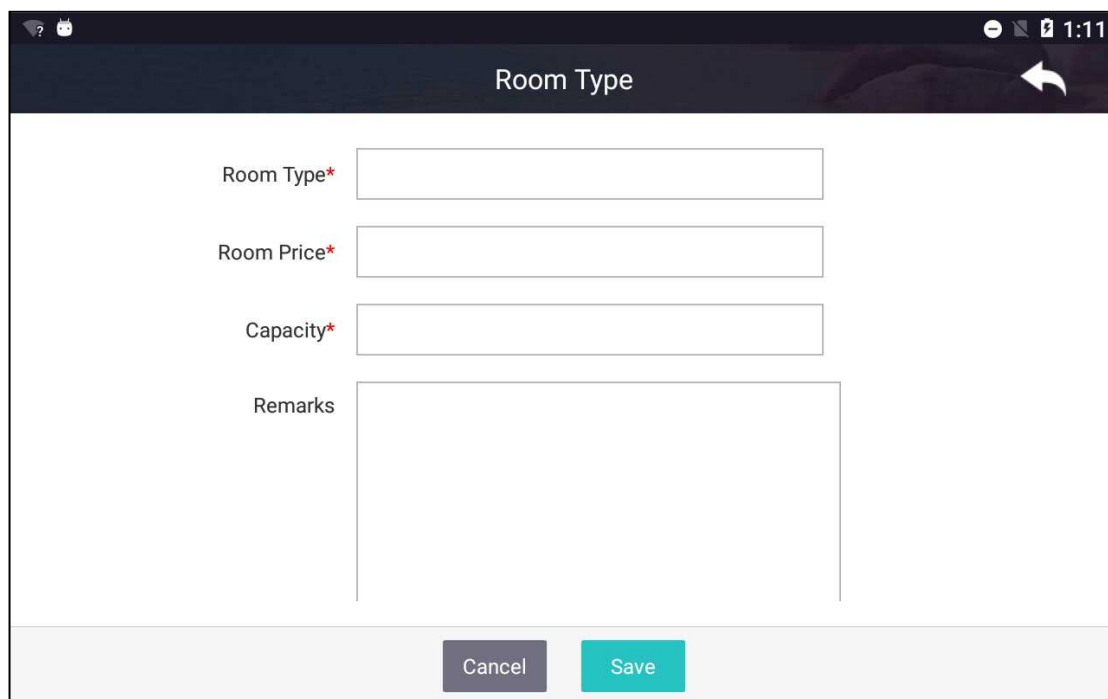
Function: Create, modify and delete room type and set price for each room type.

Room Type	Price	Status	Capacity	User	Timestamp
Single	30.00	Unlocked	1	admin	18/10/2018 11:39:40
Double	40.00	Unlocked	2	admin	18/10/2018 11:40:13
Triple	50.00	Unlocked	3	admin	18/10/2018 13:00:45

Steps:

Please make sure room types are defined properly in the system before adding rooms to the system. Please refer to steps below if room types are not defined.

1. Press 'Add' button on Room Type page. The room type definition page is shown. Enter name, price and room capacity of the room type. Once a room type is defined, price and room capacity of all rooms of the room type use the values defined in definition of the room type. Press 'Save' button to save data.



Room Type

Room Type*

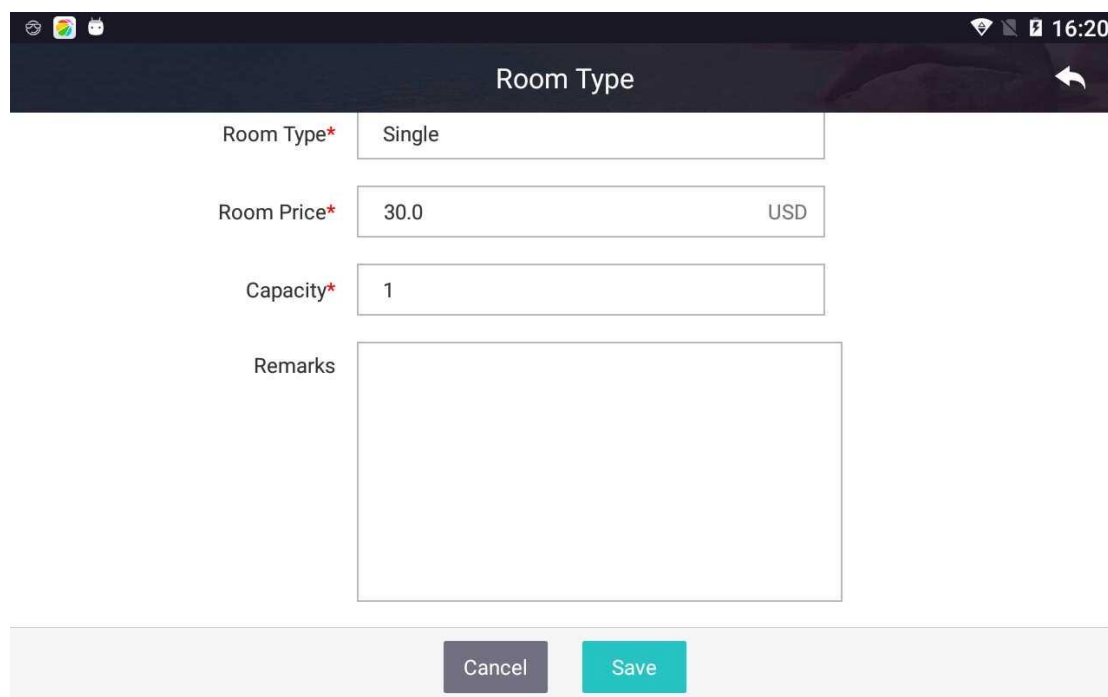
Room Price*

Capacity*

Remarks

Cancel Save

2. Press a room type of room type list on Room Type page to open modification of room type page, as shown below. Enter new values for fields to be modified. Press 'Save' button to save data.



Room Type

Room Type* Single

Room Price* 30.0 USD

Capacity* 1

Remarks

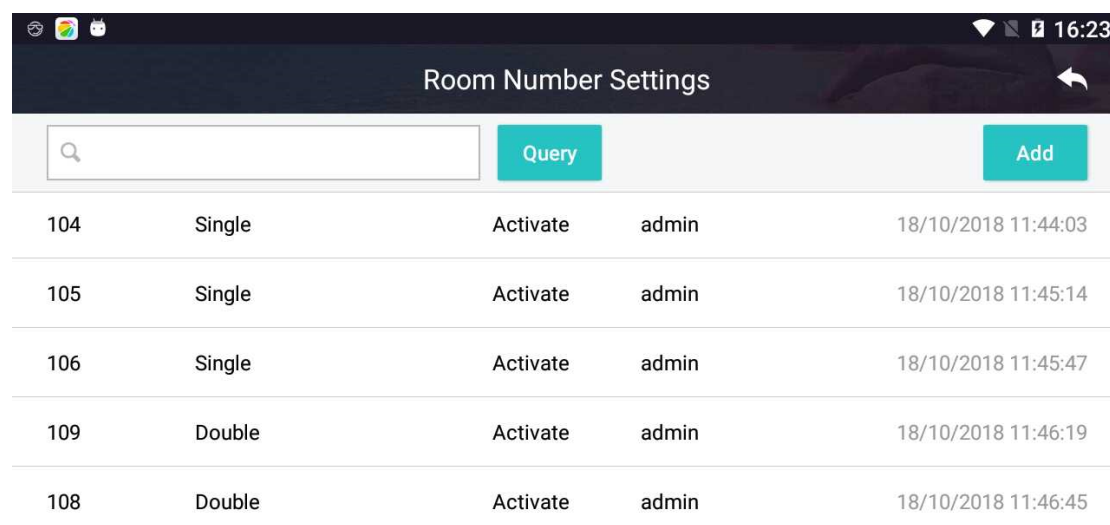
Cancel Save

3. On Room Type page, User selects a room type, presses it and holds. System displays a confirmation dialog box. User confirms the operation to delete selected room type.
4. Once a room type is created, user can create rooms of that room type.

2.1.1.2. Room number settings

Function: Create, modify and delete room numbers.

Please set up room types before setting room numbers. Check-in and check-out can be done only if room numbers are set up properly.

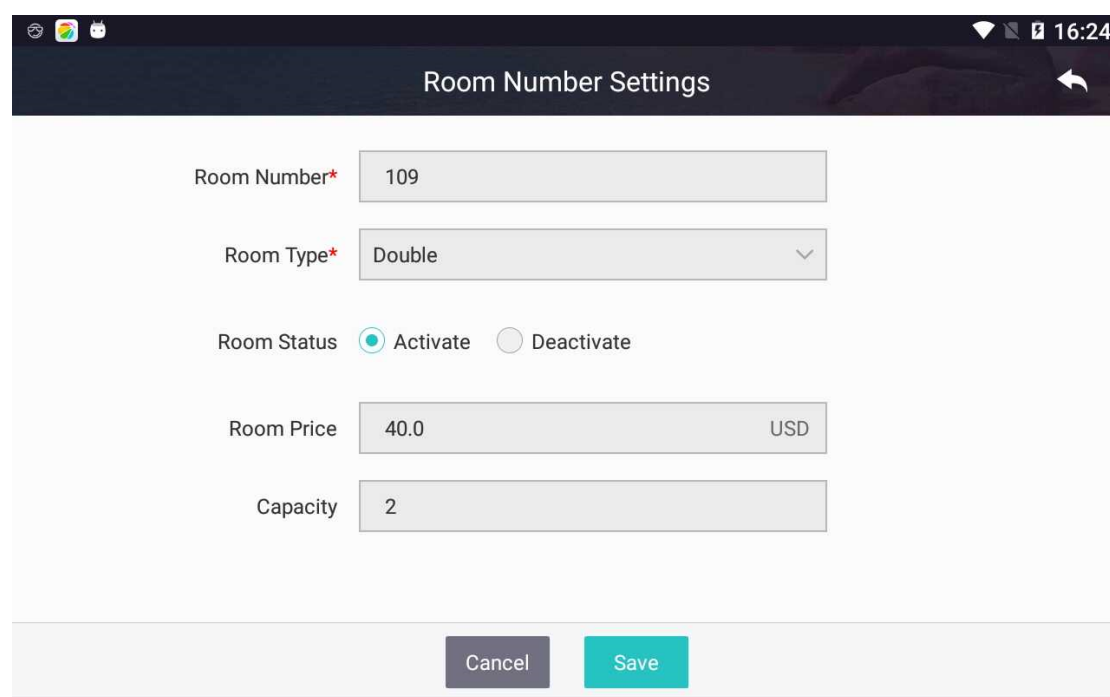


The screenshot shows the 'Room Number Settings' app interface. At the top, there is a search bar with a magnifying glass icon, a 'Query' button, and an 'Add' button. Below this is a table listing several rooms. Each row contains a room number, room type, status, user, and a timestamp.

Room Number	Room Type	Status	User	Timestamp
104	Single	Activate	admin	18/10/2018 11:44:03
105	Single	Activate	admin	18/10/2018 11:45:14
106	Single	Activate	admin	18/10/2018 11:45:47
109	Double	Activate	admin	18/10/2018 11:46:19
108	Double	Activate	admin	18/10/2018 11:46:45

Steps:

1. Press 'Add' button to open room number setting page. Enter room number, select room type from dropdown list, set room status and press 'Save' button to complete setting.



The screenshot shows the 'Room Number Settings' app interface for adding a new room. The form includes the following fields:

- Room Number***: A text input field containing the value '109'.
- Room Type***: A dropdown menu currently showing 'Double'.
- Room Status**: Two radio buttons, 'Activate' (which is selected) and 'Deactivate'.
- Room Price**: A text input field containing '40.0' and a 'USD' label.
- Capacity**: A text input field containing the value '2'.

At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

2. Refer to following instruction to deactivate unoccupied rooms.
Select an unoccupied room on 'Room Number Settings' page and press the room to open modification page. User can change room type, room number and room status. However, if the room is occupied, no change is allowed.

Room Number Settings

Room Number* 106

Room Type* Single

Room Status ☒ Activate ☐ Deactivate

Room Price 30.0 USD

Capacity 1

Cancel Save

3. Select a room number, press and hold to delete the room number. User can delete a single room number or multiple numbers. Press 'Select All' button to select all room numbers and then press 'Delete' button to delete all room numbers on the page. Alternatively, user can select multiple room numbers by checking respective checkboxes and press 'Delete' button to delete selected room numbers. Note: room number of occupied rooms cannot be deleted.

Room Number Settings

Cancel Batch Delete Select All Delete (0)

104	Single	Activate	admin	18/10/2018 11:44:03	<input type="checkbox"/>
105	Single	Activate	admin	18/10/2018 11:45:14	<input type="checkbox"/>
106	Single	Activate	admin	18/10/2018 11:45:47	<input type="checkbox"/>
109	Double	Activate	admin	18/10/2018 11:46:19	<input type="checkbox"/>
108	Double	Activate	admin	18/10/2018 11:46:45	<input type="checkbox"/>

2.1.1.3. Room price change application

Function: View history of room price change, request change of room price.

The price of certain room type is locked on FCR if authorized user from ZRB side modifies the price. In this case, taxpayer uses this module to request change of room price. The price can be changed only if the room price change application is approved by ZRB.

Refer to following steps to request change of room price.

Room Number	Room Type	Status	Timestamp
1524706921834	Single	Approved	04/26/2018 09:42:00
1524709472269	Single	Approved	04/26/2018 10:24:31

Steps:

1. Press the item you want to modify on 'Room Price Change Application' page. Enter new price. Enter justification in 'Remarks' field. Press 'Save' button to save data. Now the status of the application is set to 'Draft'. Press 'Submit' button to transmit the application to ZRB for approval. The status of the application is set to 'Pending'. Upon approval from ZRB, the status is set to 'Approved'.

Room Type	Single
Room Price	30.0
New Room Price*	
remarks*	

Cancel Save Submit

2. Press an item on 'Room Price Change Application' page to view its detail, as shown below. Note: Additional information is out of the screen. User can slide the screen to view

more information.

Room Price Change Application

Application Information

No. 1524706921834

Applicant admin

Application Time 04/26/2018 09:42:00

Approval Status Approved

Cancel

2.1.2. Accommodation management

Function: View room status, as shown below. User can use this module to perform check-in, check-out and payment if room setup is completed.

Accommodation Management

Please input key word for room number

Go Filter Settle

108 0/3	107 1/2	0002 0/2	0001 0/2	120 0/4
130 0/1	110 0/1	203 0/2	305 0/2	401 1/1
502 0/2				

**Blue indicates unoccupied; Red indicates occupied; Grey indicates out of order.*

2.1.2.1. Check in

Function: Check in guest, register guest information and arrange room.

Steps:

1. The screen shot shown above shows vacancy of rooms. Blue rooms are empty. Red rooms are occupied, including partially filled and full. Grey rooms are unavailable, for example, being decorated. Press desired vacant room and then press 'Add Guests' button to open 'Check in' page, as shown below.

The screenshot shows the 'Check in' interface. On the left, a dark sidebar contains room details: 'Room Type: single-room', 'Room No.: 102', 'Price: 1200.00', and 'Capacity: 1'. Below this is a teal button labeled 'Add guests' and a teal bar with the text 'jjjjk cyuvu'. The main area is a light grey form titled 'Check in' with a back arrow. The form contains the following fields: 'ID type' (a dropdown menu currently showing 'Passport'), 'ID No.' (a text input field), 'Surname' (a text input field), 'ForeName' (a text input field), 'SecondName' (a text input field), 'Forenames' (a text input field), 'DateOfBirth' (a text input field), and 'ExpiryDate' (a text input field). At the bottom of the form are four buttons: 'Reset' (grey), 'Check-in' (teal), 'Next' (teal), and 'Finish' (teal).

2. Select ID type from dropdown list and enter ID no. and guest name by keying in information, swiping foreign passport or scanning domestic ID using scanning gun. Press 'Check-in' button after completing the information.
Note:
 - (1) The first four items, marked by a "*", are required fields; and
 - (2) There are three options for ID type, i.e. passport, ID card and driver license.
3. Some guests may want to make portion of payment in advance. If this is the case, FCR operator can press 'Next' button after checking in the guest, as described in Step 2. The 'Advance Payment' page is displayed, as shown below. Enter payment information and press 'Complete' button to finish the operation.

Advance Payment

Pricing Currency: USD

Prepaid: 0.00

Advance Payment: 100

Close Complete

- Press 'Finish' button to complete check-in registration and return to 'Accommodation Management' page.

2.1.2.2. Check out and issue receipt

Function: Check out guests and settle payment.

Accommodation Management

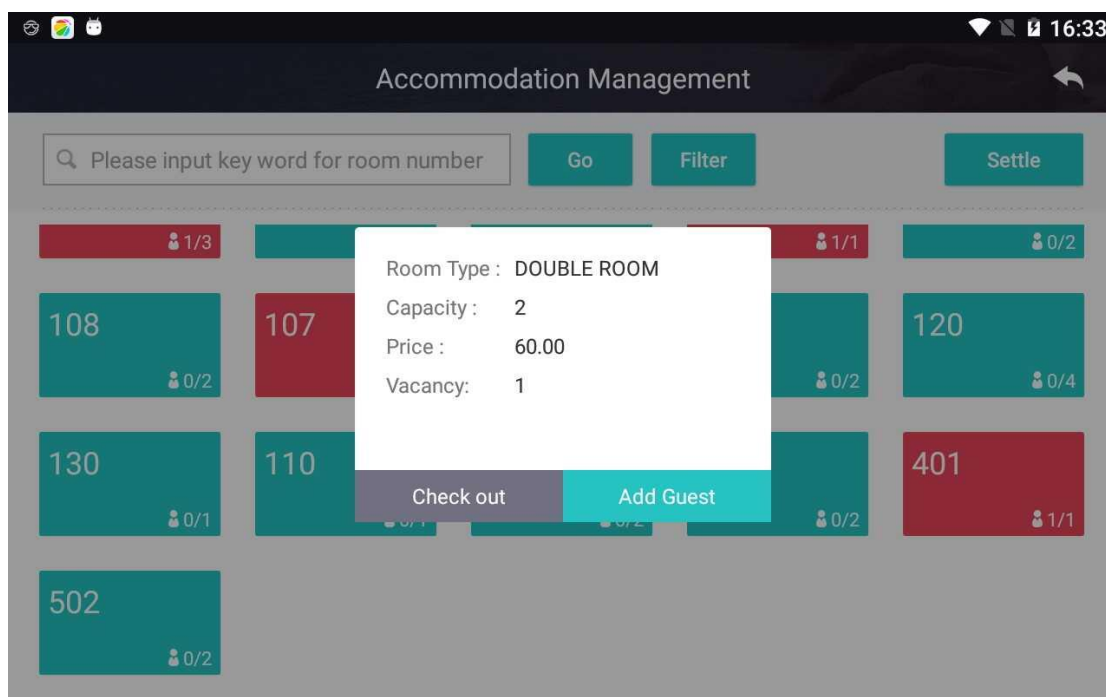
Please input key word for room number Go Filter Settle

108 0/2	107 1/2	0002 0/2	0001 0/2	120 0/4
130 0/1	110 0/1	203 0/2	305 0/2	401 1/1
502 0/2				

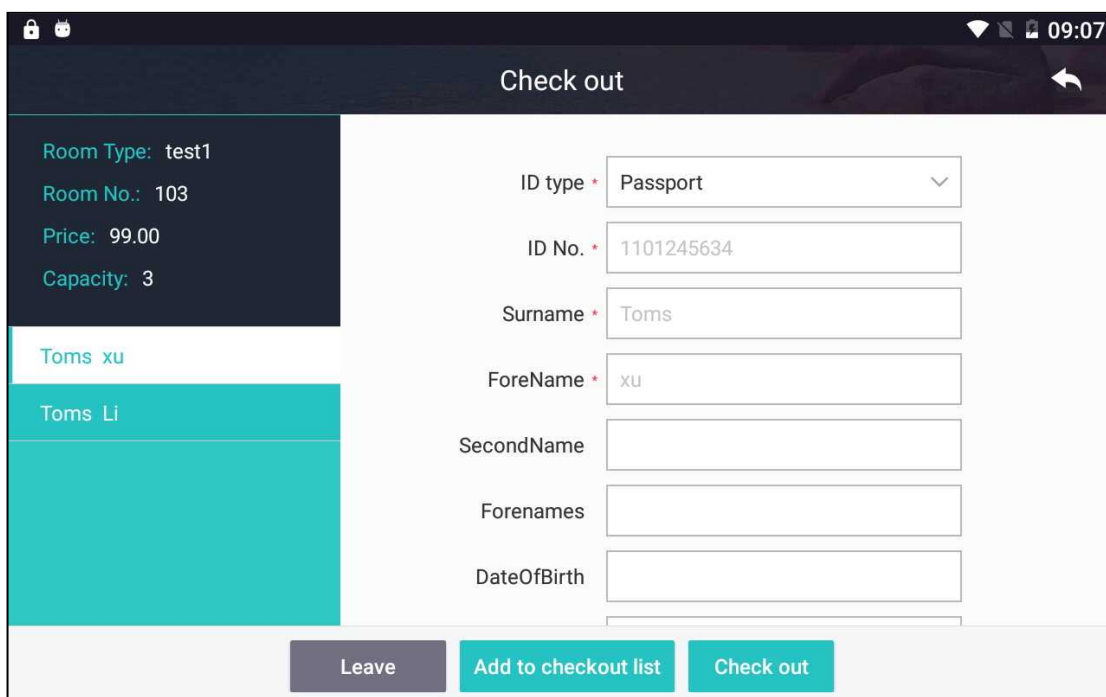
Steps:

- Press the room and then press 'Check out' on the box as shown below. Note: 'Add

Guest' is for adding guest to the room, which is described in previous section.



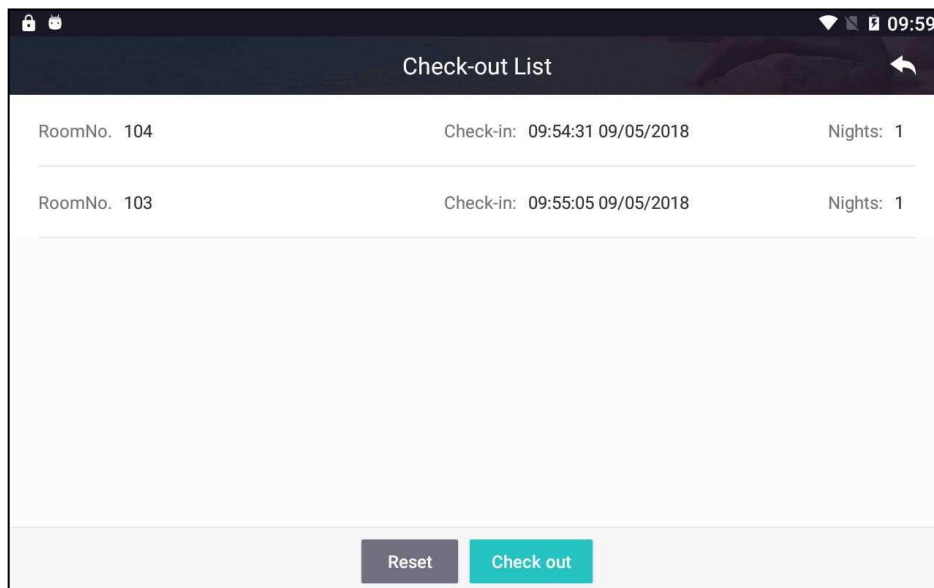
2. The 'Check out' page is shown after pressing 'Check out' button. Select guest to check out from left panel and press 'Check out' button.



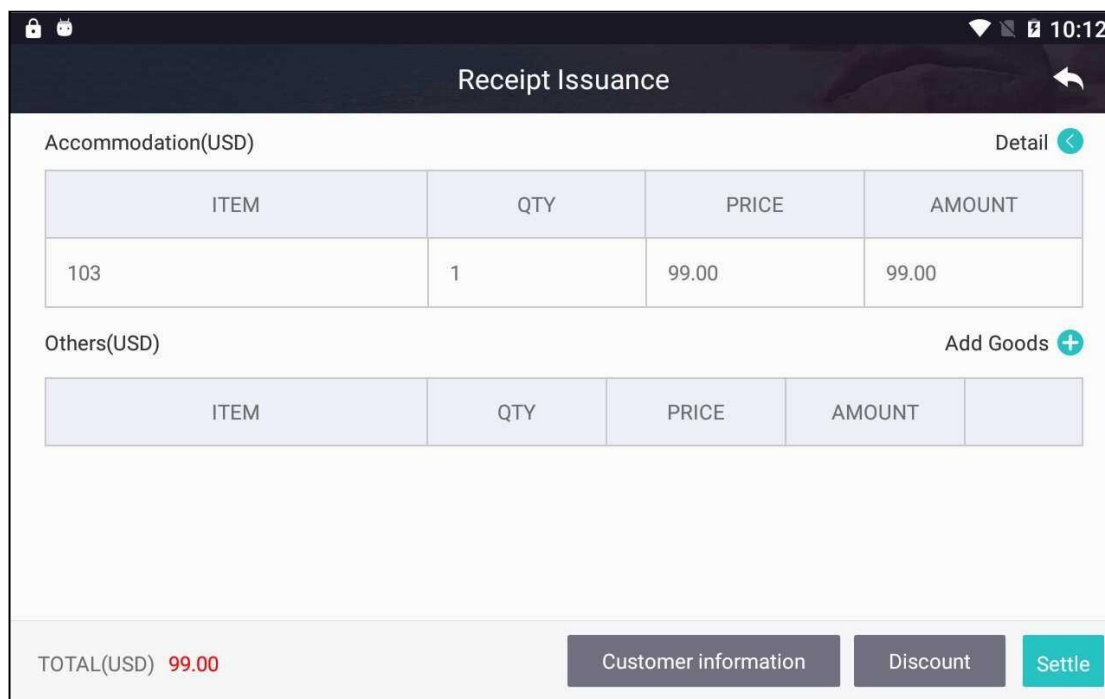
Note:

- (1) 'Leave': guest leaves hotel but not checked out. Someone else will pay for the guest.
- (2) 'Add to checkout list': User can add the check-out to a list and process all check-out in the list together later. The 'Settle' button on 'Accommodation

Management' page shows the number of check-out waiting. Press 'Settle' button to display 'Check-out List' page, as shown below. Press 'Check out' button on 'Check-out List' page to settle all rooms in the list. The 'Receipt Issuance' page is shown, as described in Step 3. Press 'Reset' button to clear content of the list.



3. Guest's consumption detail is shown on 'Receipt Issuance' page, as shown below.



4. Press 'Detail' button on 'Receipt Issuance' page to show detail of accommodation, as shown below.

The screenshot shows the 'Receipt Issuance' screen. On the left, there is a sidebar with the following sections:

- Accommodation(USD)**: A list of items, with '103' selected.
- Others(USD)**: A section for additional charges, with an 'ITEM' button.
- TOTAL(USD)**: A red text label showing '99.00'.

The main area displays a table with the following data:

Name	Check-in	Check-out	Night(s)
Toms xu	09:55:05 09/05/2018	10:11:56 09/05/2018	1
Toms Li	10:07:52 09/05/2018	10:11:56 09/05/2018	1

5. Press 'Add Goods' button on 'Receipt Issuance' page to add consumption information other than accommodation, as shown below. Enter information and press 'OK' button to save data.

The 'Add Goods' dialog box contains the following fields and buttons:

- ITEM***: A text input field.
- QTY***: A numeric input field with a value of '1' and minus/plus buttons.
- PRICE***: A text input field.
- Buttons**: 'Cancel' and 'OK' buttons at the bottom.

6. There are three buttons, i.e. 'Customer information', 'Discount', and 'Settle', at the bottom of 'Receipt Issuance' page.
- (1) 'Customer information': View guest information and add new guest information. User can enter guest information manually or grab information from 'Frequent Contacts'. Press 'OK' button to save data.

Receipt Issuance

Accommodation(USD)

Others(USD)

Wa

TOTAL(USD) 149.00

Customer information

Customer information

CUSTOMER	Toms Li
TIN	TIN of company N/A for individual
VRN	VRN of company N/A for individual
ZNO	Z Number of company N/A for individual

Cancel OK

Customer information Discount Settle

(2) 'Discount': Add discount to accommodation expense. The options are 'No Discount', 'Discount' and 'Reduction'.

Receipt Issuance

Accommodation(USD)

Others(USD)

TOTAL(TZS) 150.00

Discount

☒ No Discount ☐ Discount ☐ Reduction

Cancel OK

客户信息 折扣 Settle

'No Discount': No discount provided and guest shall pay in full.

'Discount': Discount is given in percentage. User enters the percentage of discount. For example, 10% discount means guest shall pay 90% of accommodation expense. The range of discount is between 1 and 99. System shows the amount after discount automatically.

Discount

☐ No Discount ☒ Discount ☐ Reduction

Discount % off

Cancel OK

'Reduction': This type of discount deducts the amount that user enters from accommodation expense directly. For example, if accommodation expense is USD50 and the discount is 10, guest shall pay 50 minus 10, which is USD40. System shows the amount after discount automatically.

Discount

☐ No Discount ☐ Discount ☒ Reduction

-

Cancel OK

- Press 'Settle' button on 'Receipt Issuance' page after entering customer and discount. Verify information on 'Payment' page. Enter amount and select 'Payment Method' from dropdown list. User can preview the receipt by pressing 'Print preview' button or print receipt directly by pressing 'Print' button.

Note: User can modify the amount field. However, the new value must be greater than actual expense, which is shown in 'Total Due' field.

Payment

Summary of sales and tax(total)	
Accommodation(USD)	
TOTAL	99.00
DISCOUNT	0.00
VAT(20.00%)	19.80
INFRA.(USD)	6.00
Others(USD)	
TOTAL	50.00
VAT(20.0%)	10.00
TOTAL	184.80
Pre-paid(USD)	0.00

Payment

Currency

Total Due

Payment Method

Amount

Change

Printing preview Print

8. If guest makes advance payment, such as deposit, the amount of advance payment will be deducted from total. That is, the total due is the total expense minus advance payment. If the advance payment is greater than total expense, the guest will receive a refund. If the advance payment is less than total expense, guest pays the difference.

Summary of sales and tax(total)		Payment	
Accommodation(USD)		Currency	USD
TOTAL	99.00	Total Due	21.80
DISCOUNT	0.00	Payment Method	Credit
VAT(20.00%)	19.80	Amount	21.80
INFRA.(USD)	3.00	Change	0.00
Others(USD)			
TOTAL	0.00		
VAT(20.0%)	0.00		
TOTAL	21.80		
Pre-paid(USD)	-100.00		

Printing preview Print

2.1.3. Accommodation records

Function: View guest accommodation information, as shown below.

Accommodation Records				
Please input key		Go	Filter	
Passport 11122	Room No. 101	vhhh hjjj		
Check-in Time 16:19:40 07/05/2018	Check-out Time	Days		
Passport 2253	Room No. 102	jjjjk cyuvu		
Check-in Time 16:22:43 07/05/2018	Check-out Time	Days		

Refer to following steps to view complete accommodation records, including currently staying in the hotel and already checked out.

Steps:

1. Enter keyword and press 'Go' button to search.

2. Press 'Filter' button and enter check-in/check-out time to narrow down search result.

The screenshot shows the 'Accommodation Records' screen. At the top, there is a search bar with the placeholder 'Please input key' and a 'Go' button. To the right is a 'Filter' button. Below the search bar, there are two date selection fields: 'Start Date' and 'End Date', both with a placeholder 'dd/MM/yyyy'. There are radio buttons for 'Check in' (selected) and 'Check out'. Below these are 'Empty' and 'Ok' buttons. The screen displays a list of records with the following details:

Passport	Room No.	Guest Name	Check-in Time	Check-out Time	Days
354712800	107	Irving Kaili	11:39:19 17/05/2018	11:42:47 17/05/2018	1
111144380	106	Lebron James	11:40:19 17/05/2018		

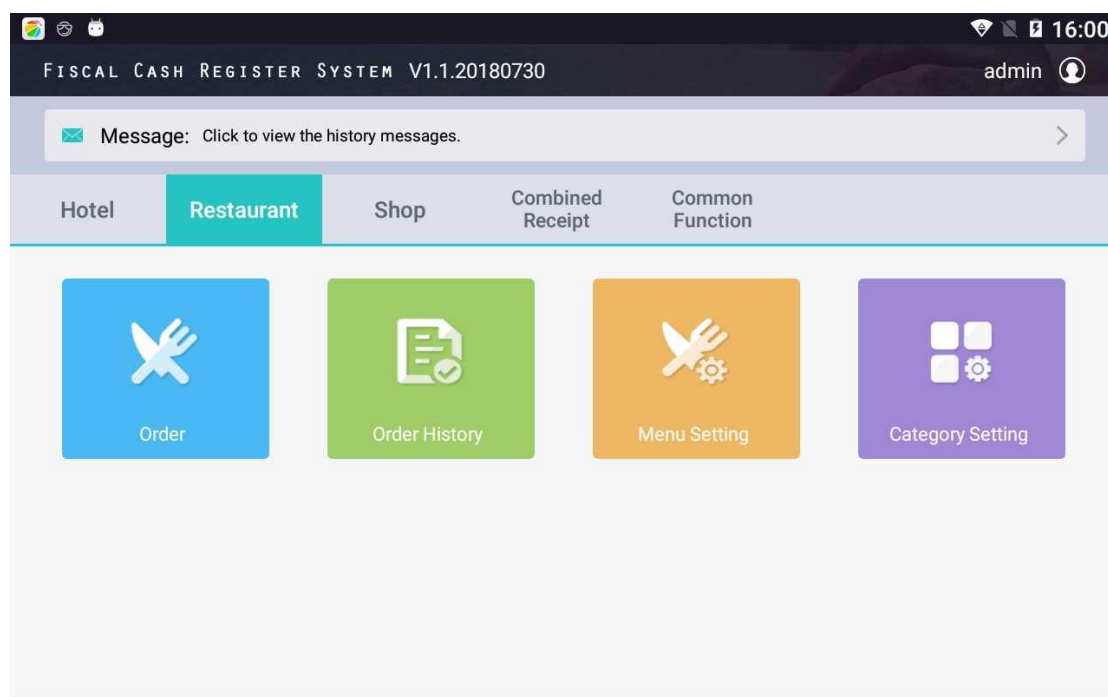
3. Press a record to view its detail, as shown below.

The screenshot shows the 'Lodging detail' screen. It contains a form with the following fields:

Certificate Type	Passport
Certificate No.	11122
Surname	vhhh
Forename	hjfff
Room No.	101
Check-in Time	16:19:40 07/05/2018
Check-out Time	

2.2. RESTAURANT

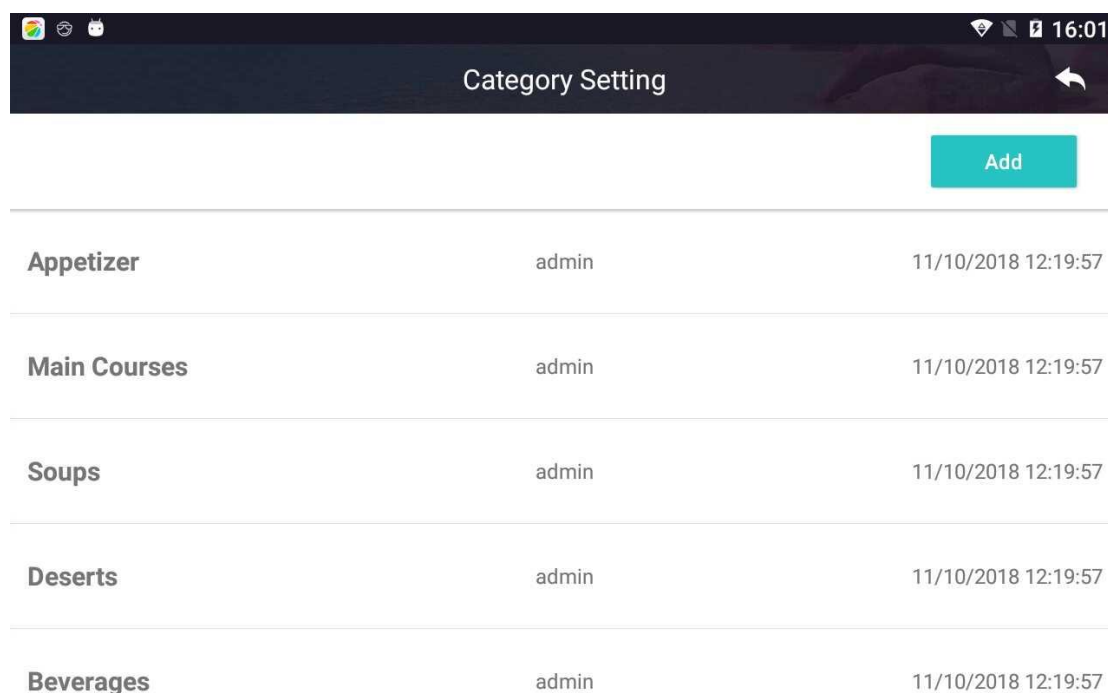
There are four functions under 'Restaurant' module. They are 'Category Setting', 'Order History', 'Menu Setting', 'Order'.



2.2.1. Category Setting

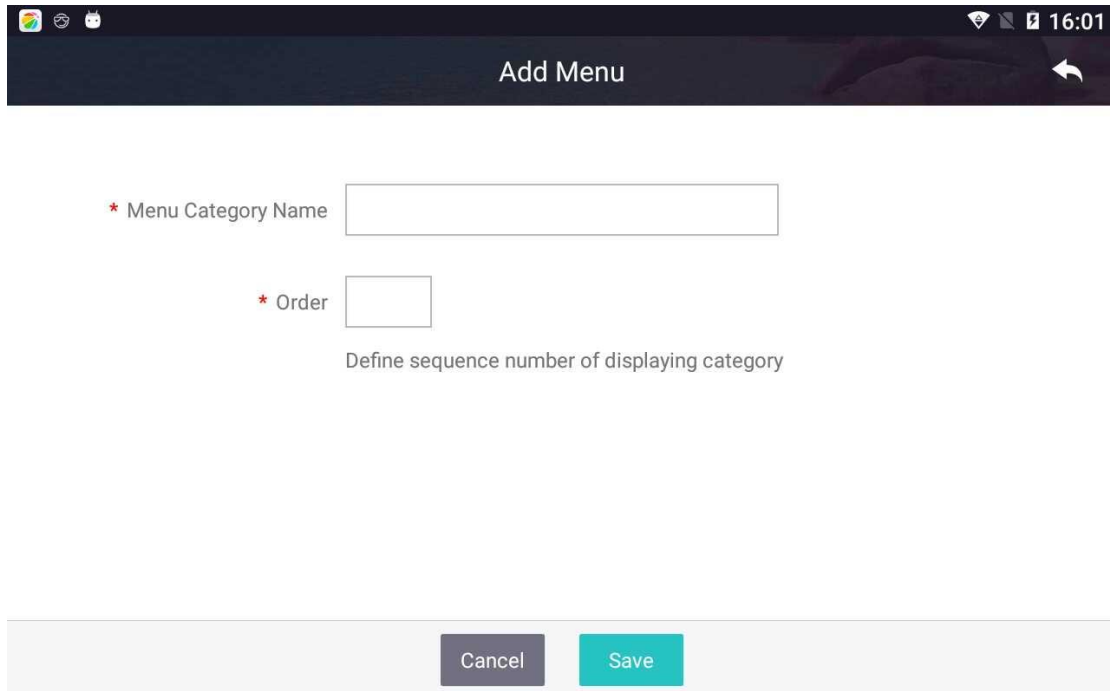
Function: Add, modify, delete category menu.

Make sure menu are properly set up in the system before adding dishes. Press 'Category Setting' to add category menu in the system. If there is no category menu in the system or user wants to add new category menu, it can be done using this function.



Steps:

1. Press 'Add' button to open 'Menu Category Name' page. Enter information and press 'Save' button to save the menu.



* Menu Category Name

* Order

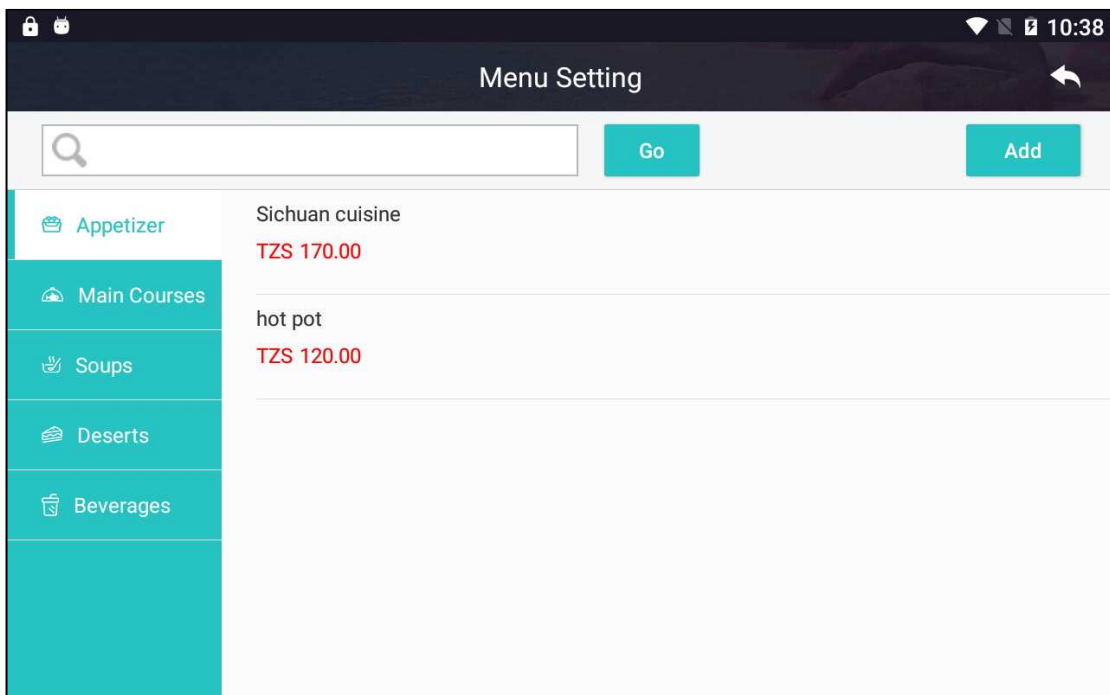
Define sequence number of displaying category

Cancel Save

2.2.2. Menu setting

Function: Add, modify and delete dishes.

Make sure dishes are properly set up in the system before placing orders. Press 'Menu Setting' icon to view dishes in the system. If there is no dish in the system or user wants to add new dishes, it can be done using this function.



Menu Setting

Search Go Add

Appetizer Sichuan cuisine
TZS 170.00

Main Courses hot pot
TZS 120.00

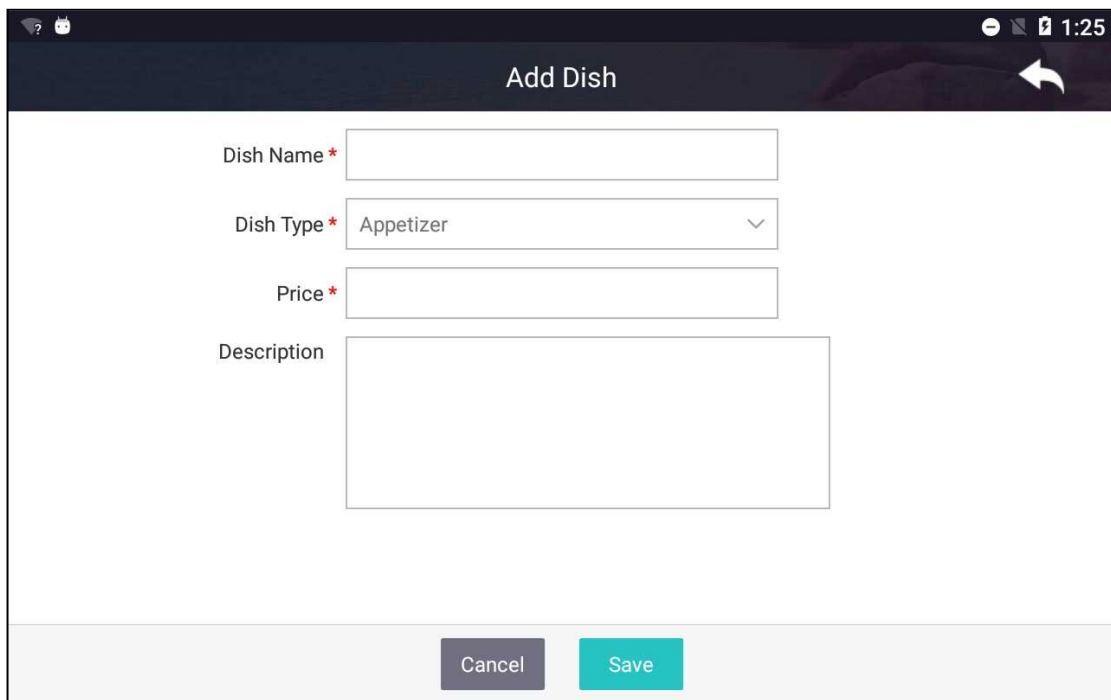
Soups

Deserts

Beverages

Steps:

2. Press 'Add' button to open 'Add Dish' page. Enter information and press 'Save' button to save the dish.



Add Dish

Dish Name *

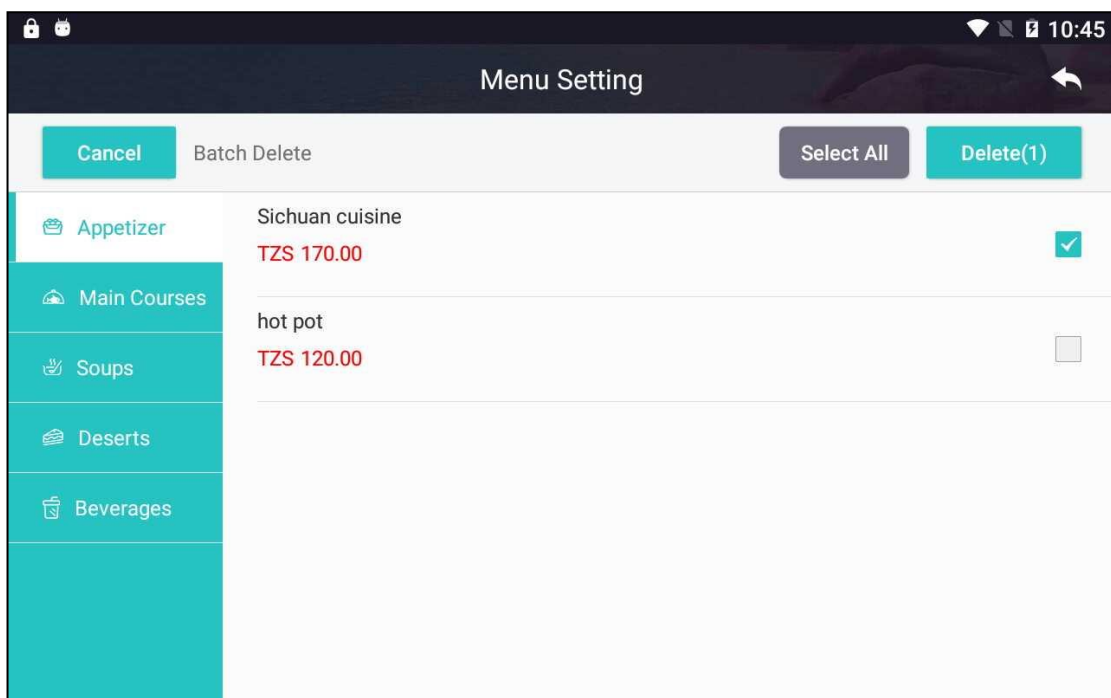
Dish Type * Appetizer ▼

Price *

Description

Cancel Save

3. Press a dish on 'Menu Setting' page to open its detail. Enter information user want to modify and press 'Save' button to save the dish.
4. If user wants to delete dishes, user can press and hold on a dish on 'Menu Setting' page. User selects individual dishes by pressing checkboxes or selects all dishes by pressing 'Select All' button. Press 'Delete' button to delete selected dishes. The number of dishes selected is shown on 'Delete' button, as shown below.



Menu Setting

Cancel Batch Delete Select All Delete(1)

Category	Dish Name	Price	Selected
Appetizer	Sichuan cuisine	TZS 170.00	<input checked="" type="checkbox"/>
Main Courses	hot pot	TZS 120.00	<input type="checkbox"/>
Soups			
Deserts			
Beverages			

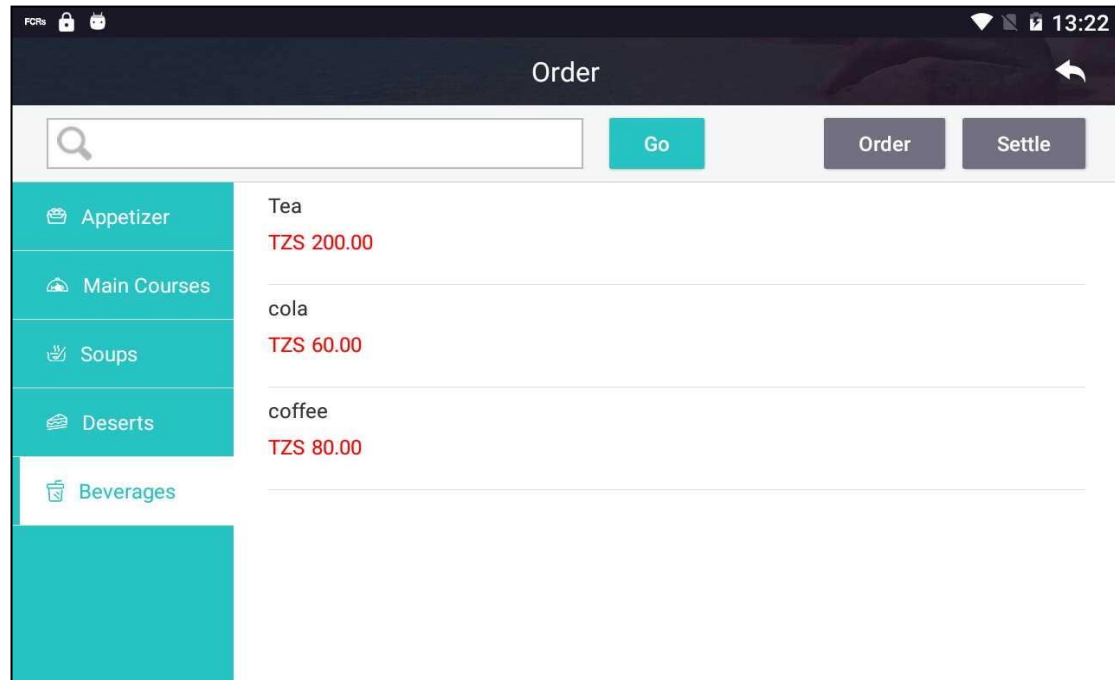
2.2.3. Order

Function: Select dishes, place order and settle bill.

2.2.3.1. View menu

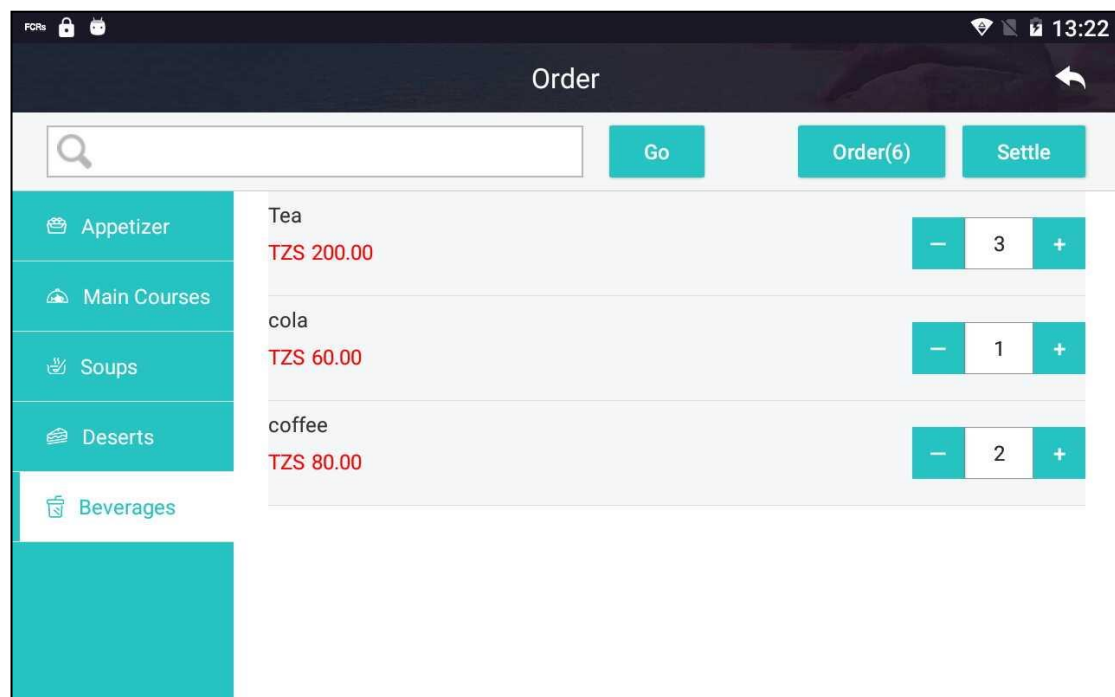
Function: View menu and place order.

Make sure dishes are added to the system before taking orders.



Steps:

1. Select dish: Select a category from left panel and select available food from main display area. Press an item and adjust order quantity by pressing '+' and '-' button of the item. The quantity of ordered item is shown on 'Order' button. Change food category and order other items.



2. Continue above actions until all items are ordered. Press 'Order' button to go to 'Order Sheet' page where user can place the order. Press 'Settle' button to make payment for the order.

2.2.3.2. Settlement

Function: Generate order, settle order and print receipt.

'Order Sheet' page shows detail of an order, as shown below. Refer to following steps to generate and settle the order.

The screenshot displays the 'Order Sheet' application interface. At the top, there's a dark header bar with the title 'Order Sheet' and a back arrow icon. Below the header, there are two input fields: 'Order No.' (which is empty) and 'Table No.' (which contains the number '1'). The main content area lists three items: 'Tea' with a price of 'TZS 200.00' and a quantity of '3', 'cola' with a price of 'TZS 60.00' and a quantity of '1', and 'coffee' with a price of 'TZS 80.00' and a quantity of '2'. Each item has a minus button to the left and a plus button to the right of its quantity. At the bottom right of the list, it shows 'TOTAL:(TZS) 820.00'. The bottom of the screen features a navigation bar with four buttons: 'Add', 'Reset', 'Generate', and 'Settle'.

Steps:

1. Enter table no. of customer.
2. Adjust quantity of items by pressing '+' and '-' button or keying in the number.
3. Press and hold on an item to remove the item from the order. Or press 'Reset' button to clear all items ordered and start over again.
4. Press 'Add' button to add new items to the order.
5. Press 'Generate' button to place order. Now the order can be seen in 'Order History' module.
6. Press 'Settle' button to settle the order. Alternatively, user can go to 'Order History', which is described in Section 2.2.3, and settle the order from that place.

FCRs [Icons] 13:25

Receipt Issuance

Details(TZS)

ITEM	QTY	PRICE	AMOUNT
Tea	3	200.00	600.00
cola	1	60.00	60.00
coffee	2	80.00	160.00

TOTAL(TZS) **820.00**

Customer information Discount Settle

7. Press 'Customer Information' button to add customer information. User can key in the information or select it from 'Frequent Contacts', as shown below.

[Icons] 2:53

Receipt Issuance

Details(TZS)

Customer informationin Frequent Contacts +

CUSTOMER	Name of company or individual
TIN	TIN of company N/A for individual
VRN	VRN of company N/A for individual
ZNO	Z Number of company N/A for individual

Cancel OK

TOTAL(TZS) **455.00**

Customer information Discount Settle

8. Press 'Discount' button to add discount to the order. Refer to Step 6 of Section 2.1.2.2 for detail about how to add discount.

The screenshot shows the 'Receipt Issuance' screen. A modal dialog box titled 'Discount' is displayed in the center. It contains three radio button options: 'No Discount' (which is selected), 'Discount', and 'Reduction'. Below the options are 'Cancel' and 'OK' buttons. In the background, the 'Details(TZS)' section is visible, showing a table with columns for item details. At the bottom of the screen, the 'TOTAL(TZS)' is 455.00, and there are buttons for 'Customer information', 'Discount', and 'Settle'.

9. 'Payment' page is shown as below. Enter payment information as required. Press 'Print Preview' button to view receipt. Press 'Print' button to print receipt.

The screenshot shows the 'Payment' screen. On the left, there is a teal sidebar titled 'Summary of sales and tax(total)' containing the following items:

Summary of sales and tax(total)	
TOTAL(TZS)	455.00
Discount	0.00
Restaurant Levy(20.00%)(TZS)	91.00
TOTAL AMOUNT(TZS)	546.00

The main area is titled 'Payment' and contains the following fields:

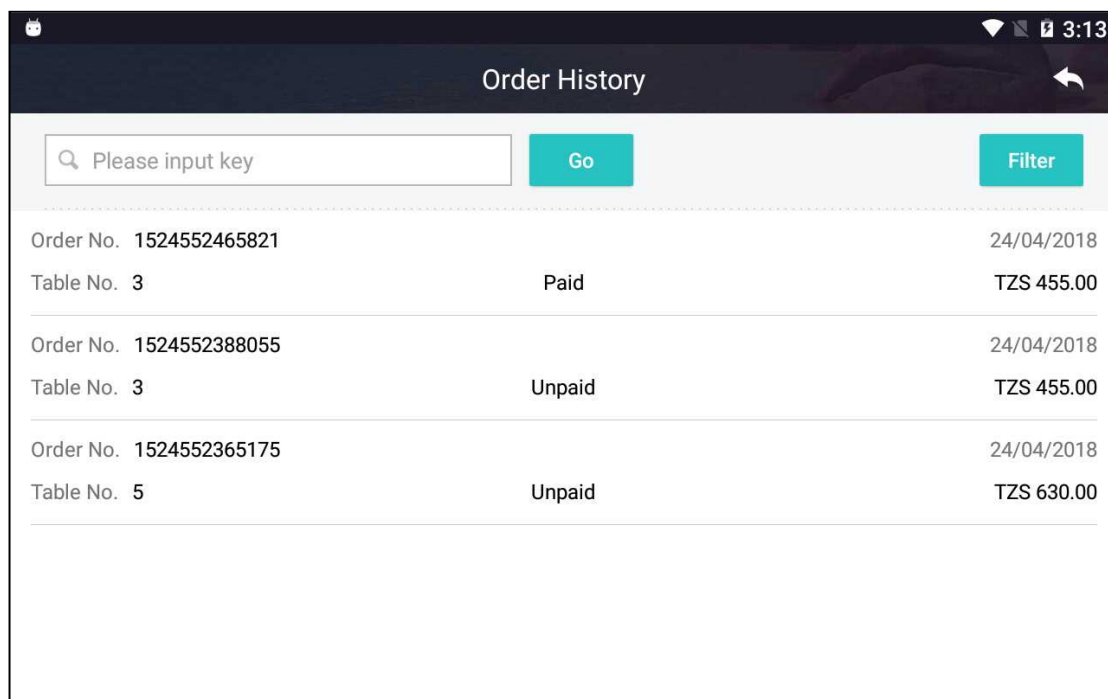
Payment	
Currency	TZS
Total Due	546.00
Payment Method	Credit
Amount	546.00
Change	0.00

At the bottom, there are 'Printing preview' and 'Print' buttons.

2.2.4. Order History

Function: View order history and settle order.

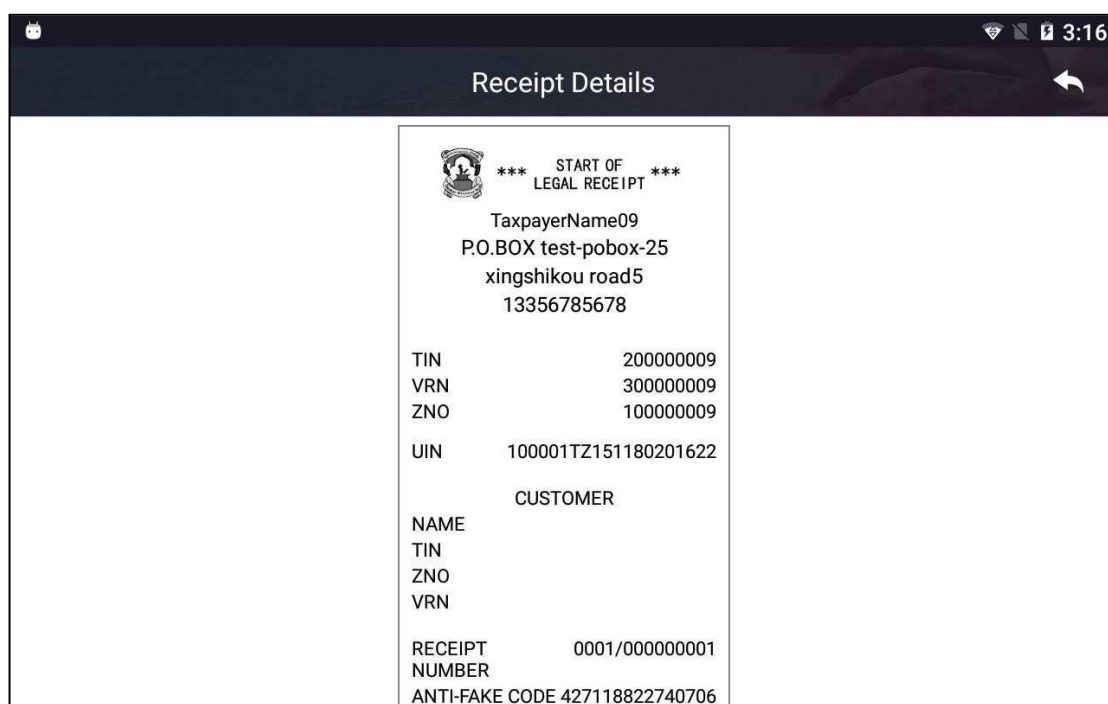
Press 'Order History' icon on main page. The 'Order History' page shows all orders, paid or unpaid. Orders of status 'Unpaid' are orders generated but not settled as described in previous section. Orders of 'Paid' status are orders that has been settled (paid).



Order No.	Table No.	Status	Amount (TZS)
1524552465821	3	Paid	455.00
1524552388055	3	Unpaid	455.00
1524552365175	5	Unpaid	630.00

Steps:

1. Enter keyword and press 'Go' button to search orders. User can press 'Filter' button to add date as additional condition for searching orders.
2. Press an order of 'Paid' status to view its receipt information, as shown below.



*** START OF LEGAL RECEIPT ***	
TaxpayerName09	
P.O.BOX test-pobox-25	
xingshikou road5	
13356785678	
TIN	200000009
VRN	300000009
ZNO	100000009
UIN	100001TZ151180201622
CUSTOMER	
NAME	
TIN	
ZNO	
VRN	
RECEIPT NUMBER	0001/000000001
ANTI-FAKE CODE 427118822740706	

3. Press an order of 'Unpaid' status on 'Order History' page to open 'Order Sheet' page. User can modify the order as well as settle the order.

Order Sheet

Order No. 1524552365175 Table No. 5

Apple	TZS 25.00	- 2 +
gftf	TZS 200.00	- 2 +
coffee	TZS 50.00	- 2 +

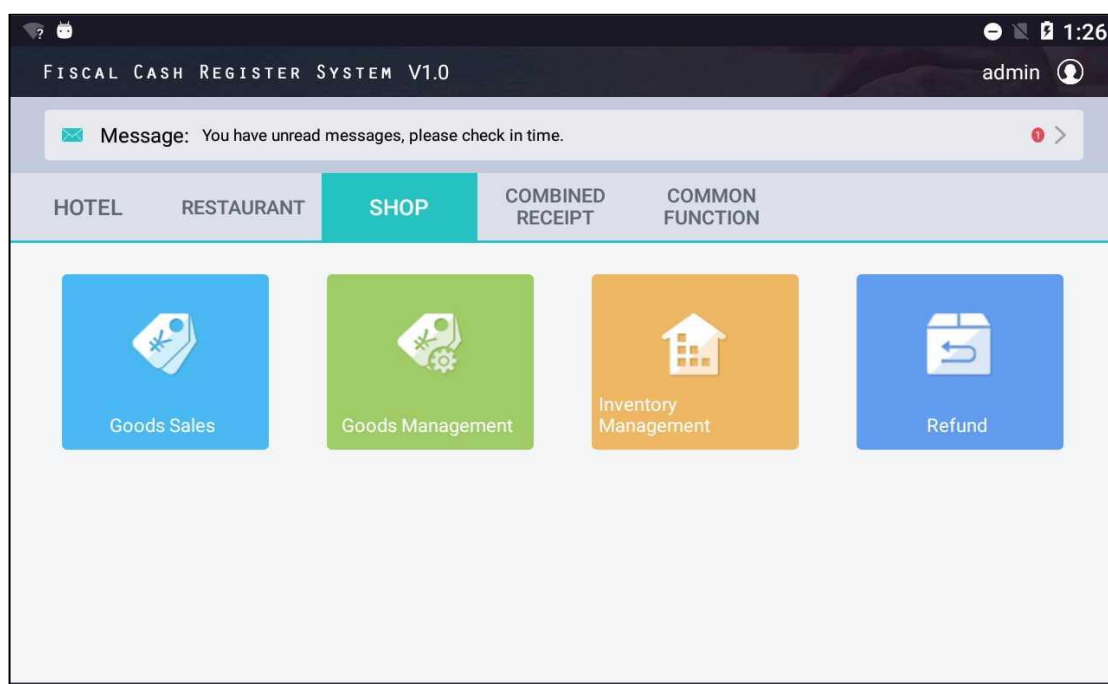
TOTAL:(TZS) 630.00

Add Reset Modify Settle

- (1) Press 'Add' button to add additional items to the order.
- (2) Press '+' or '-' button to adjust quantity of the item.
- (3) Press 'Modify' button to save the order after adding new items and/or modifying quantity.
- (4) Press and hold on an item to remove it from the order. Press 'Reset' button to remove all items from the order.
- (5) Press 'Settle' button to settle the order, as described in Section 2.2.2.2.

2.3. SHOP

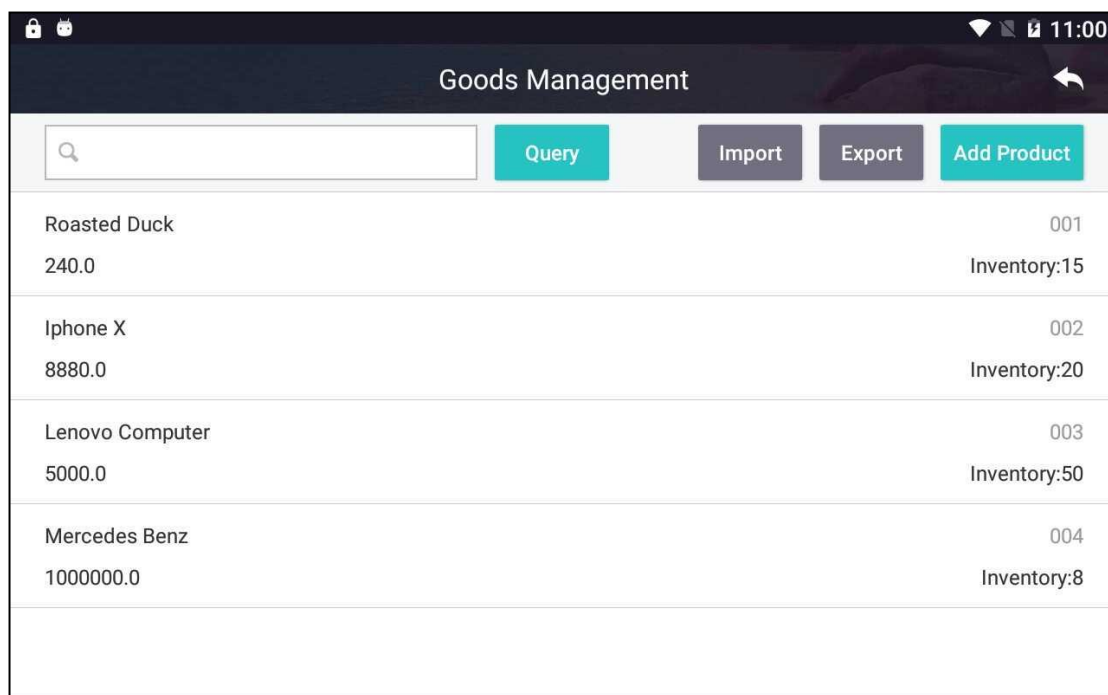
Function: Sell goods, manage goods, manage inventory and return goods.



2.3.1. Goods Management

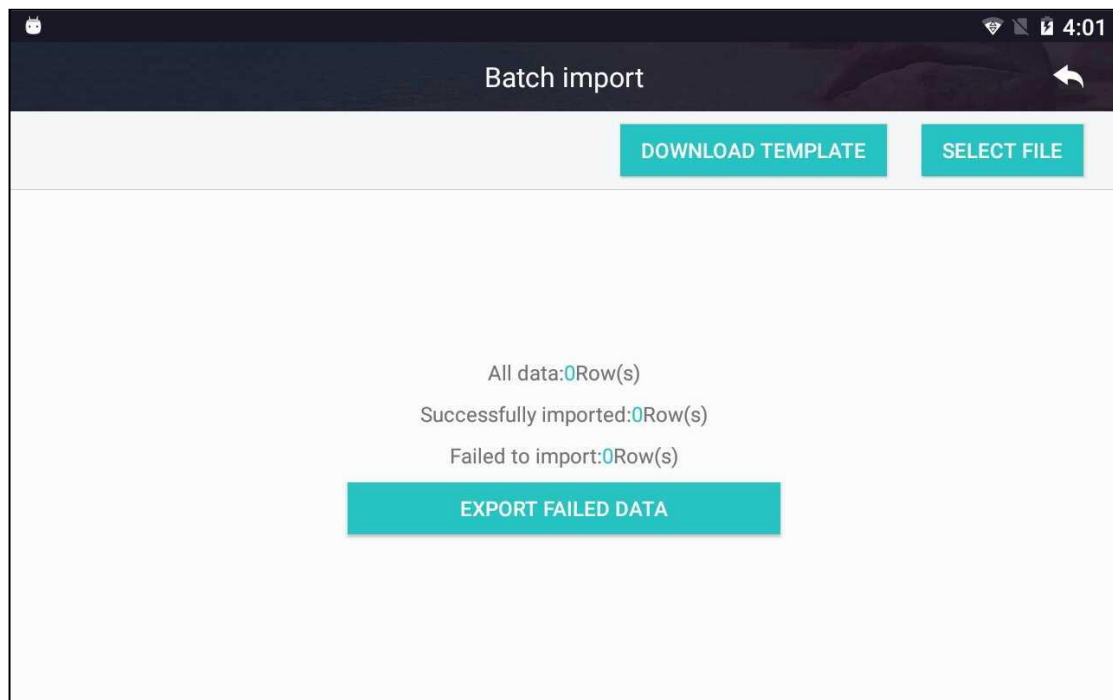
Function: Add goods by manually keying in or batch import from Excel file and Export goods to Excel file.

Go to 'Goods Management' page by pressing 'Goods Management' icon on main page under 'Shop' tab. The page shows goods in the system. If there is no good or user wants to add new goods, user can import goods from Excel file or manually add goods. Refer to steps described below.



Steps:

1. Batch import: Press 'Import' button to open 'Batch Import' page, as shown below.



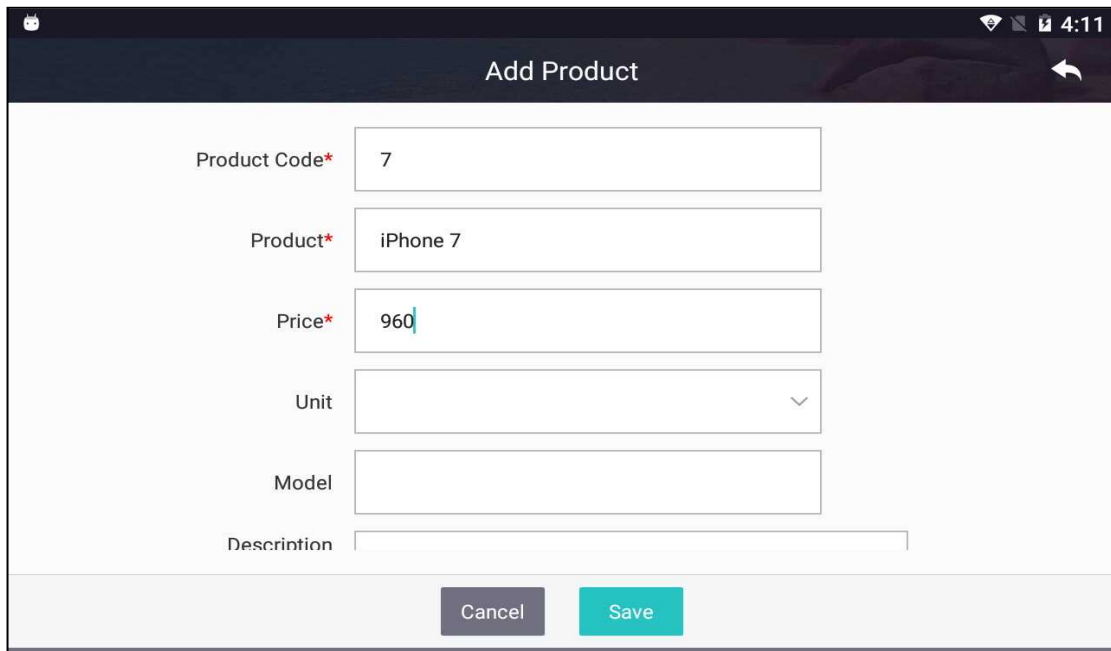
(1) 'DOWNLOAD TEMPLATE' button: Press the button to download template of the import file which contains good information.

(2) 'SELECT FILE' button: Plug in USB disk containing import file, press the button, select file to be imported and import goods from the file.

(3) 'EXPORT FAILED DATA' button: If there is failed data during import process, press the button to export the data which is failed.

2. 'Export' button: Select data to be exported, plug in USB disk and press the button to export data to Excel file.

3. Manually add goods: Press 'Add Good' button and enter good information. The first three fields, which are marked by '*', are required fields. Press 'Save' button to save the good after entering necessary information.



Product Code* 7

Product* iPhone 7

Price* 960

Unit

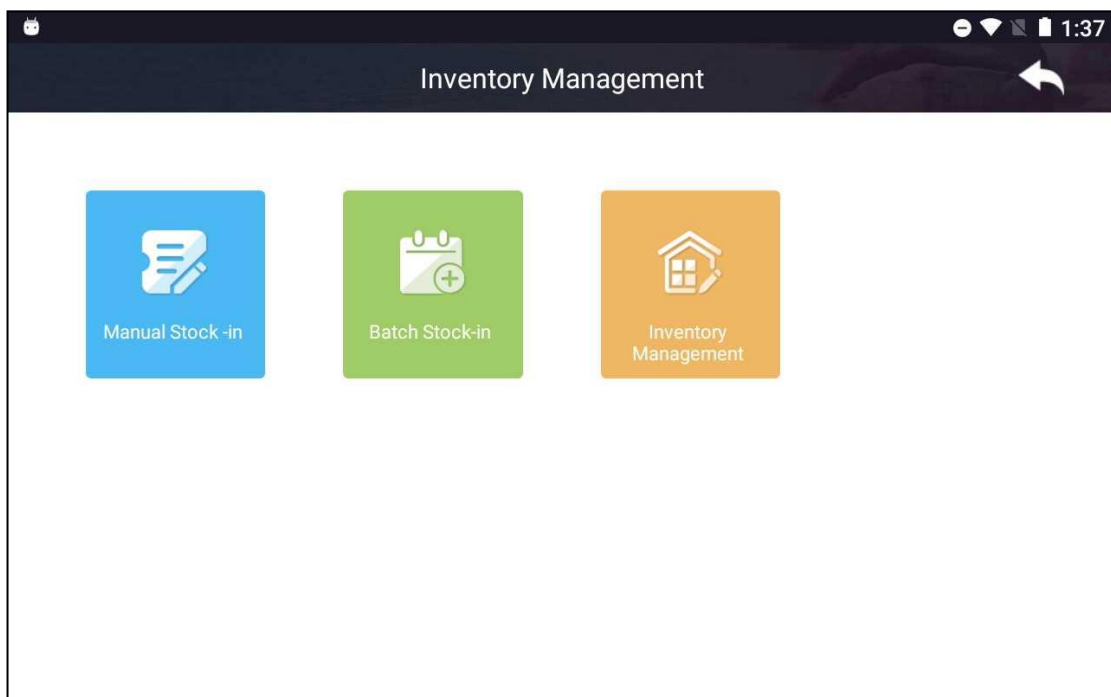
Model

Description

Cancel Save

2.3.2. Inventory Management

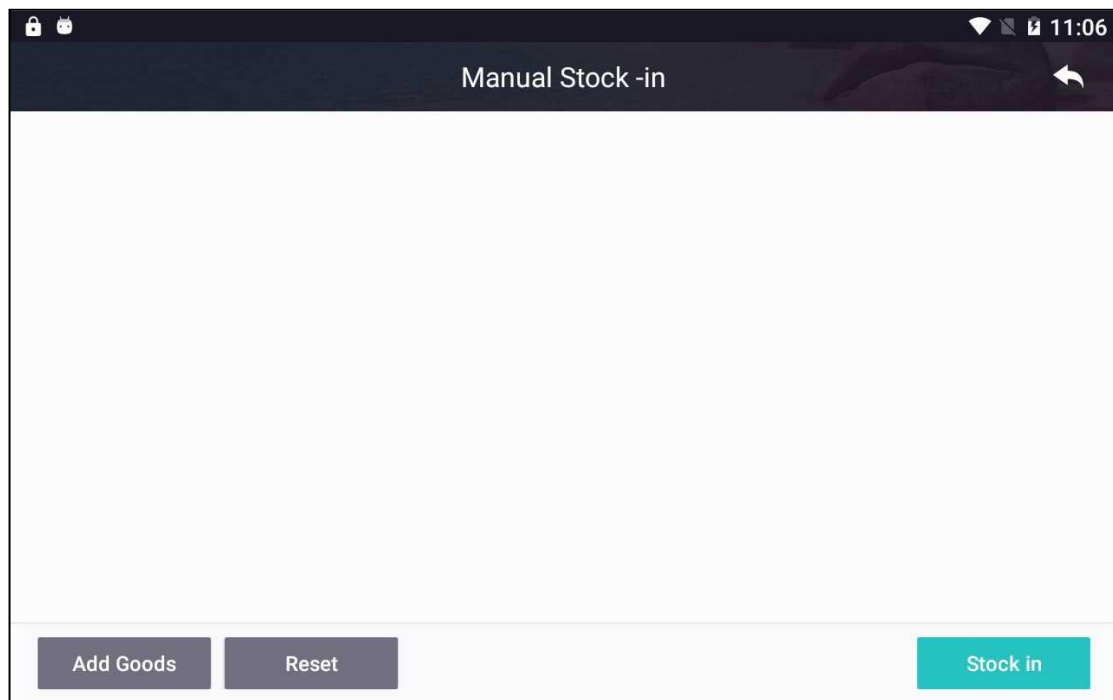
Function: Manages inventory of the shop.



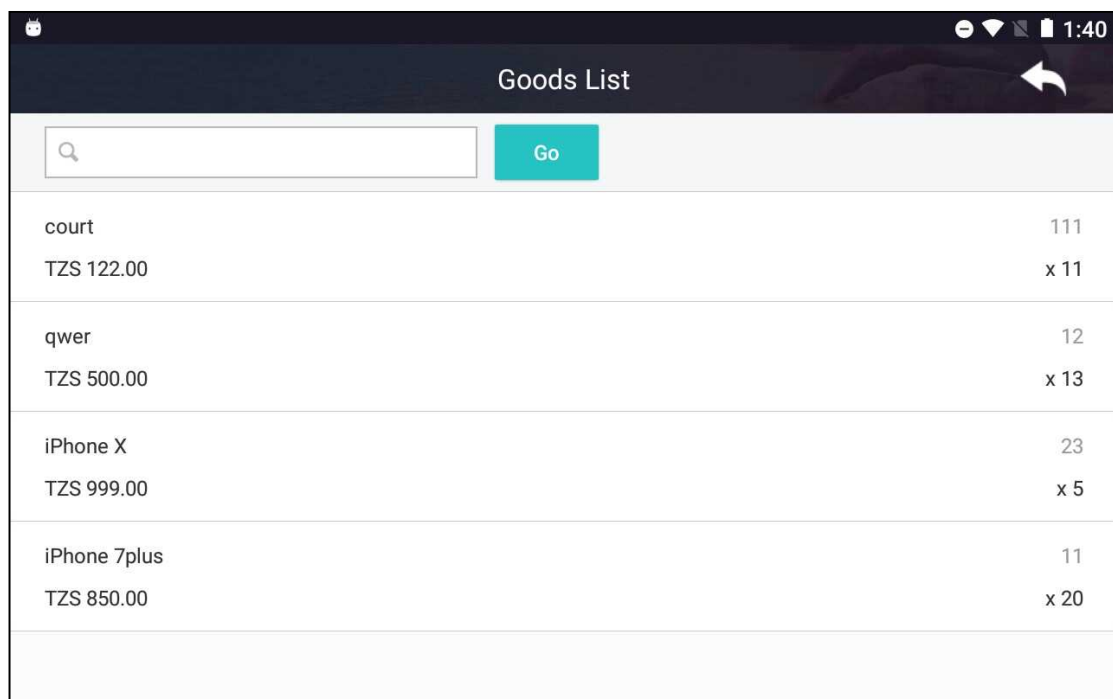
Before adding inventory of goods, make sure the corresponding goods are added to the system. If the goods are not in the system, please add goods first.

2.3.2.1. Manual Stock-in

Function: Manually add good inventory.

**Steps:**

1. Press 'Add Goods' button to open 'Goods List' page, as shown below.



2. Press an item on 'Goods List' page to open 'Manual Stock-in' page. Adjust the inventory by pressing '+' and '-' button or keying in the value. The number in front of inventory adjustment button is the current inventory of the goods. Press 'Add Goods' button to add other goods to be adjusted. After setting inventory adjustment of all goods, press 'Stock in' button to save data. Press and hold on an item to remove it from inventory adjustment list. Press 'Reset' button to clear all values and start over.

Item Name	Price	Code	Quantity
Roasted Duck	240.00	001	5
Iphone X	8880.00	002	1
Mercedes Benz	1000000.00	004	1

Buttons: Add Goods, Reset, Stock in

2.3.2.2. Batch Stock-in

Function: Add goods inventory in batch mode.

If importing a large number of goods inventory from USB disk is needed, refer to steps described below.

Buttons: DOWNLOAD TEMPLATE, SELECT FILE

Status: All data: 0Row(s)
Successfully imported: 0Row(s)
Failed to import: 0Row(s)

Button: EXPORT FAILED DATA

Steps:

1. Plug in USB disk and select template to be downloaded. Press 'DOWNLOAD TEMPLATE' button to download the template.
2. Plug in USB disk, press 'SELECT FILE' button and select file. Please note that code of

goods in the file shall be in the system already.

3. If there is failed data during import process, press 'EXPORT FAILED DATA' button to export failed data to USB disk.

2.3.2.3. Inventory Management

Function: Check and adjust goods inventory.

Refer to steps described below to check and adjust goods inventory.

Serial No	User	Time
1526548239428	admin	17/05/2018 17:10:39
1526548252401	admin	17/05/2018 17:10:52

Steps:

1. Press 'Add Stocktake' to open 'Stocktake' page.

Product	Specification	Current Inventory	Adjusted Inventory	Difference
---------	---------------	-------------------	--------------------	------------

- Press 'ADD GOODS' button on 'Stocktake' page to add goods which inventory is to be checked and adjusted. Enter adjusted quantity in 'Adjusted Inventory' field. Please note that the adjusted inventory, which is determined and entered by FCR operator, can be different from current inventory. Press 'Add Goods' button and repeat these actions to adjust inventory for additional goods. Press 'Ok' button to save data. Press 'Reset' button to clear all goods and start over.

Product	Specification	Current Inventory	Adjusted Inventory	Difference
iPhone X		18	18	0
002				
Lenovo Computer		50	51	1
003				
Mercedes Benz		8	2	-6
004				

Buttons: Add Goods, Reset, OK

- Press a record on 'Stocktake List' page to view its inventory detail.

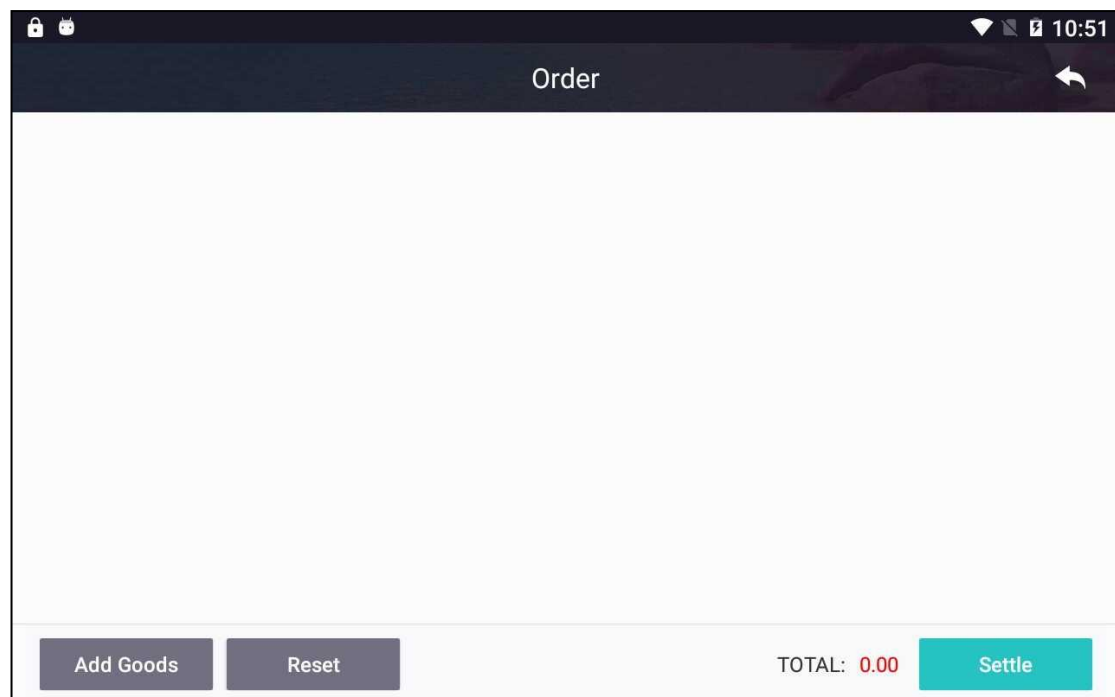
Product	Specification	Current Inventory	Adjusted Inventory	Difference
iPhone X		45	5	40
23				

Buttons: Add Goods, Reset, OK

2.3.3. Goods Sales

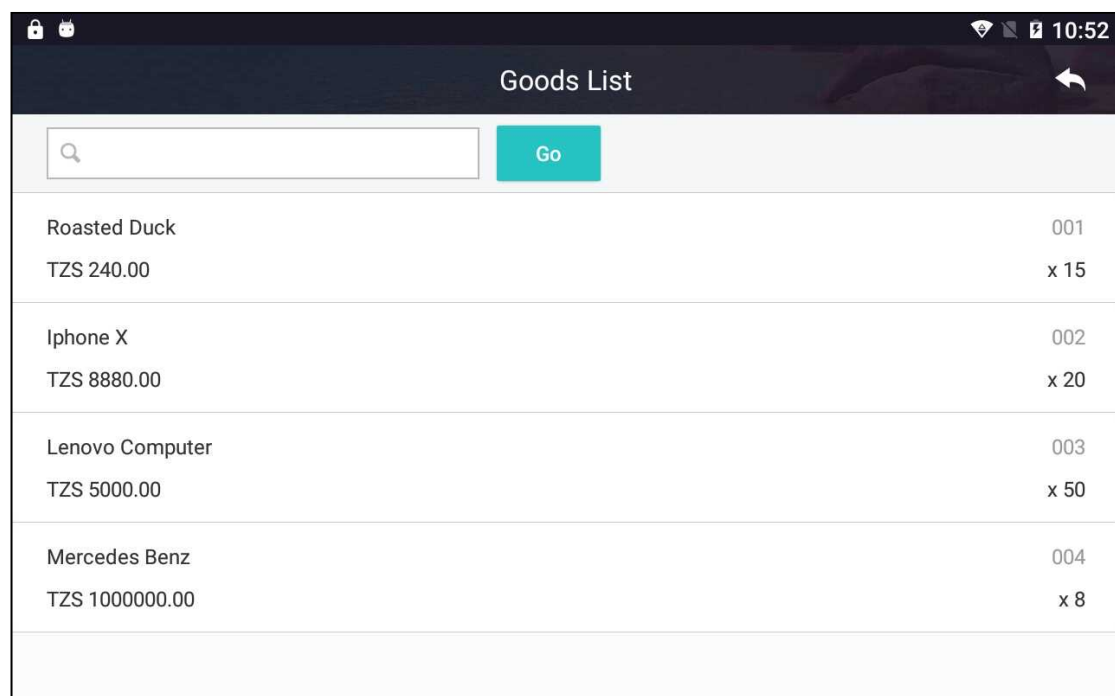
Function: Sell goods.

Before selling goods make sure goods and inventory are properly added to the system.



Steps:

1. There are two ways to add goods to sell. User scans barcode of goods using barcode scanner or presses 'Add Goods' button and selects goods from subsequent 'Goods List' page, as shown below.



2. On 'Goods Sales' page, adjust quantity by pressing '+' and '-' button or keying in the value. Press 'Add Goods' button to add additional goods. Press and hold on an item to remove it from the list. Press 'Reset' button to clear all goods and start over. Press 'Settle' button to open sales summary page.

Goods Sales

Lenovo Computer	003	— 1 +
5000.00	x 50	
Mercedes Benz	004	— 1 +
1000000.00	x 8	

Buttons: Add Goods, Reset, TOTAL: 1005000.00, Settle

3. This page shows summary of the sale. Press 'Customer information' button to add customer information. Press 'Discount' button to add discount. Press 'Settle' button to open 'Payment' page.

Receipt Issuance

Details(TZS)

ITEM	QTY	PRICE	AMOUNT
Lenovo Computer	2	5000.00	10000.00

Buttons: Customer information, Discount, Settle

TOTAL(TZS) 10000.00

4. FCR operator verifies information shown on 'Payment' page. Press 'Print preview' button to preview receipt. Press 'Print' button to print receipt.

Payment

Summary of sales and tax(total)	Payment
TOTAL(TZS)	Currency: TZS
10000.00	Total Due: 12000.00
Discount	Payment Method: Credit
0.00	Amount: 12000.00
VAT(20.00%)(TZS)	Change: 0.00
2000.00	
TOTAL AMOUNT(TZS)	
12000.00	

Printing preview Print

2.3.4. Refund

Function: Return goods and view receipts.

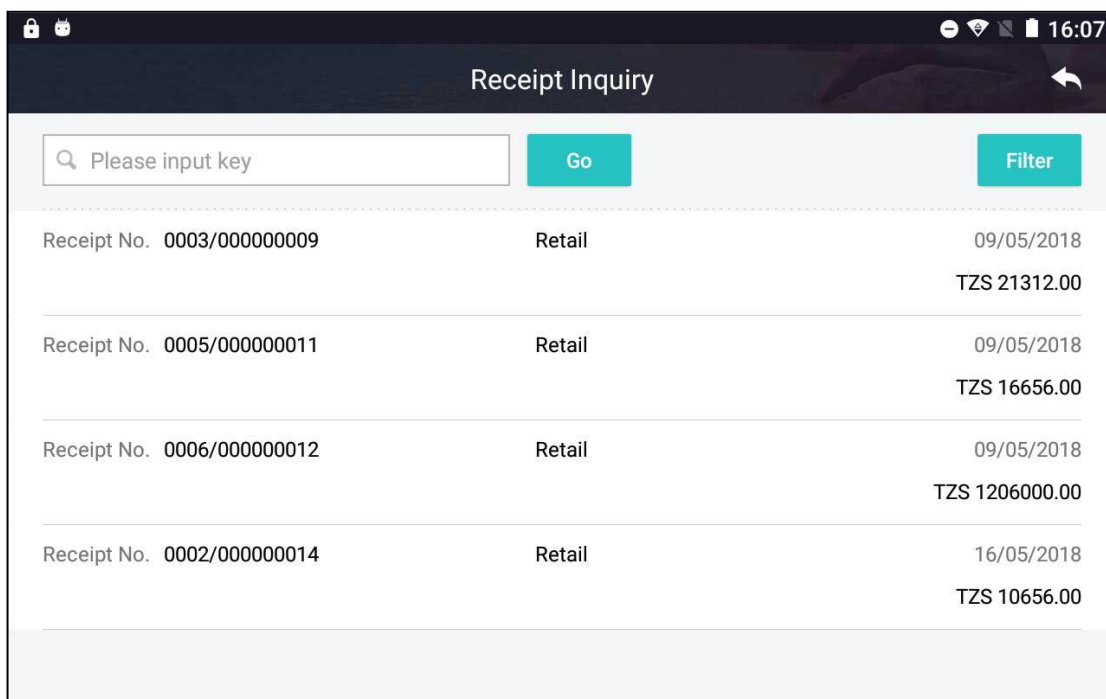
Returns List

Please input key Go Filter Add

0003/000000009	2	admin	09/05/2018 13:49:52
----------------	---	-------	---------------------

Steps:

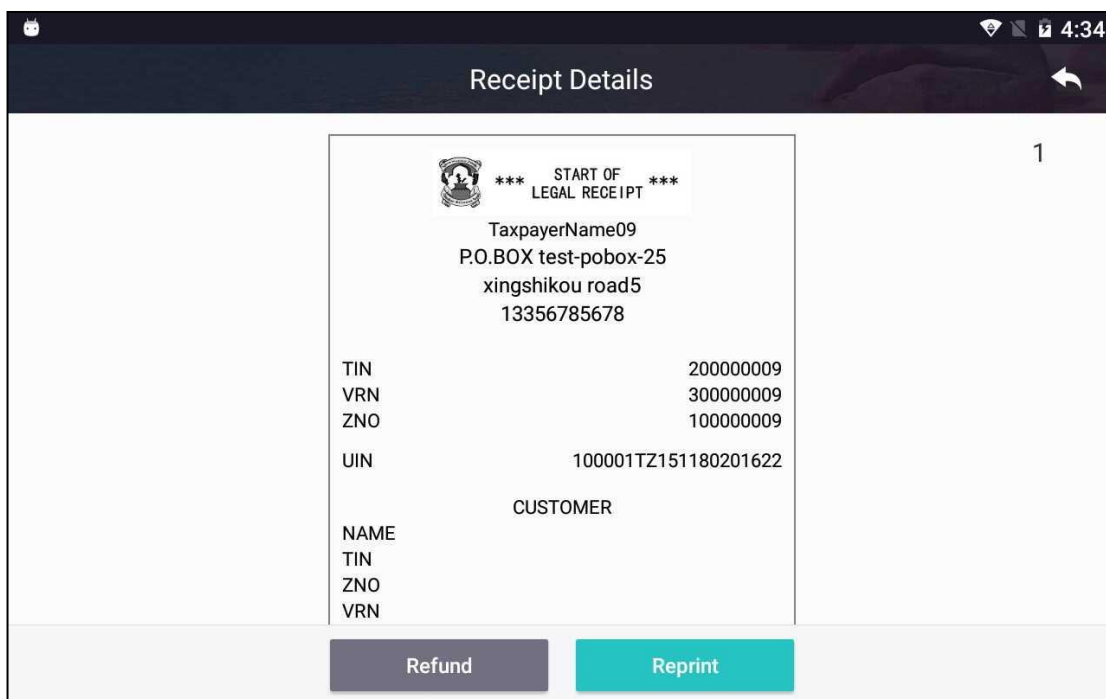
1. Enter keyword and press 'Go' button to search receipt.
2. On 'Returns List' page, press 'Add' button to open 'Receipt Inquiry' page. On 'Receipt Inquiry' page, press the receipt related to the return to add return information.



The 'Receipt Inquiry' screen features a search bar with the placeholder 'Please input key', a 'Go' button, and a 'Filter' button. Below the search bar is a table listing four receipts. Each row contains the Receipt No., Retail status, Date, and Total (TZS).

Receipt No.	Retail	Date	Total (TZS)
0003/000000009	Retail	09/05/2018	21312.00
0005/000000011	Retail	09/05/2018	16656.00
0006/000000012	Retail	09/05/2018	1206000.00
0002/000000014	Retail	16/05/2018	10656.00

3. Press a receipt to display receipt detail, as shown below. Press 'Refund' button to complete return transaction.



The 'Receipt Details' screen displays a receipt preview. The preview includes a header with a logo and the text '*** START OF LEGAL RECEIPT ***'. Below this is the TaxpayerName09 and address: P.O.BOX test-pobox-25, xingshikou road5, 13356785678. The receipt also lists TIN, VRN, ZNO, and UIN. At the bottom, there are 'Refund' and 'Reprint' buttons.

1

*** START OF LEGAL RECEIPT ***

TaxpayerName09
P.O.BOX test-pobox-25
xingshikou road5
13356785678

TIN 200000009
VRN 300000009
ZNO 100000009
UIN 100001TZ151180201622

CUSTOMER

NAME
TIN
ZNO
VRN

Refund Reprint

4. On 'Returns List' page, press a record to view its detail, as shown below. Press 'Reprint' button to print the receipt.

Receipt Details

1

*** START OF LEGAL RECEIPT ***

TaxpayerName06
P.O.BOX test-pobox-26
Aisino6-test
88273681-test6

TIN 200000006
VRN 300000006
ZNO 100000006
UIN 100001TZ151171200001

CUSTOMER

NAME
TIN
ZNO
VRN

Refund Reprint

2.4. COMBINED RECEIPT

Function: Receipts for industries other than those three described earlier can be issued using this function.

Press 'Combined Receipt' tab on main page to enter the function.

FISCAL CASH REGISTER SYSTEM V2.0

admin

Message: You have unread messages, please check in time. 27

Hotel Restaurant Shop Combined Receipt Common Function

Comprehensive Receipt

2.4.1. Comprehensive Receipt

Function: Issue receipt for business scenarios other than those described above.

Comprehensive Receipt

Details(TZS) Add Goods +

ITEM	QTY	PRICE	AMOUNT
------	-----	-------	--------

TOTAL(TZS) 0.00

Customer information Settle

Steps:

1. Press 'Add Goods' button and enter item name, quantity and price.

Comprehensive Receipt

Details(TZS) Add Goods +

ITEM* QTY* PRICE*

Cancel OK

TOTAL(TZS) 0.00

Customer information Settle

2. Press 'Customer information' button to add customer information. User can key in customer information or retrieve it from 'Frequent Contacts'.

Comprehensive Receipt

Details(TZS) Add Goods +

Customer information Frequent Contacts +

CUSTOMER	Name of company or individual
TIN	TIN of company N/A for individual
VRN	VRN of company N/A for individual
ZNO	Z Number of company N/A for individual

Cancel OK

TOTAL(TZS) 0.00 Customer information Settle

3. Press 'Settle' button to print receipt after completing all necessary information. Please note that discount is not applicable to 'Comprehensive Receipt'.

Comprehensive Receipt

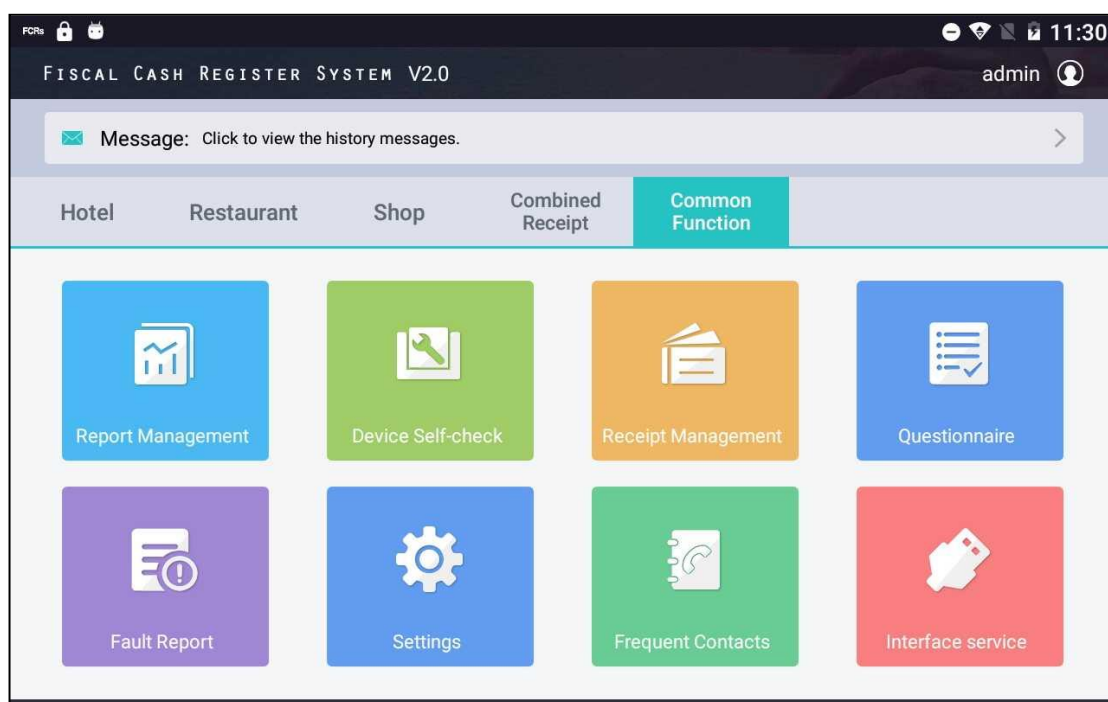
Details(TZS) Add Goods +

ITEM	QTY	PRICE	AMOUNT	
sofa	1	2300.00	2300.00	🗑
table	1	1750.00	1750.00	🗑

TOTAL(TZS) 4050.00 Customer information Settle

2.5. COMMON FUNCTION

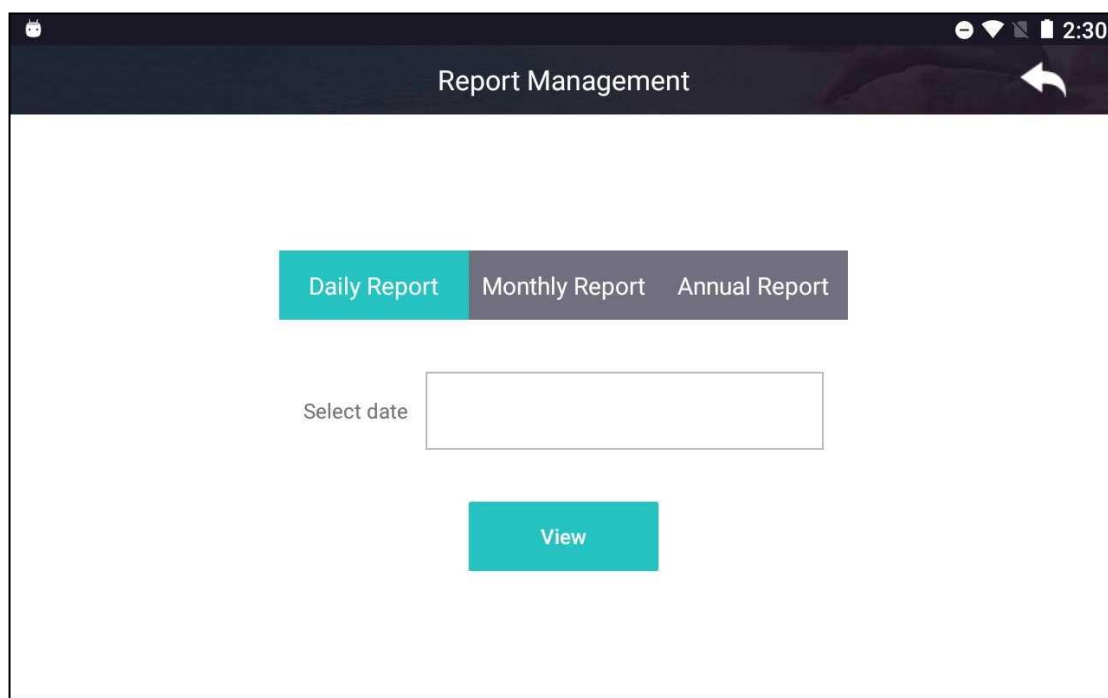
Common function module includes 'Report Management', 'Device Self-check', 'Receipt Management', 'Questionnaire', 'Fault Report', 'Settings', 'Frequent Contacts' and 'Interface service'.



2.5.1. Report Management

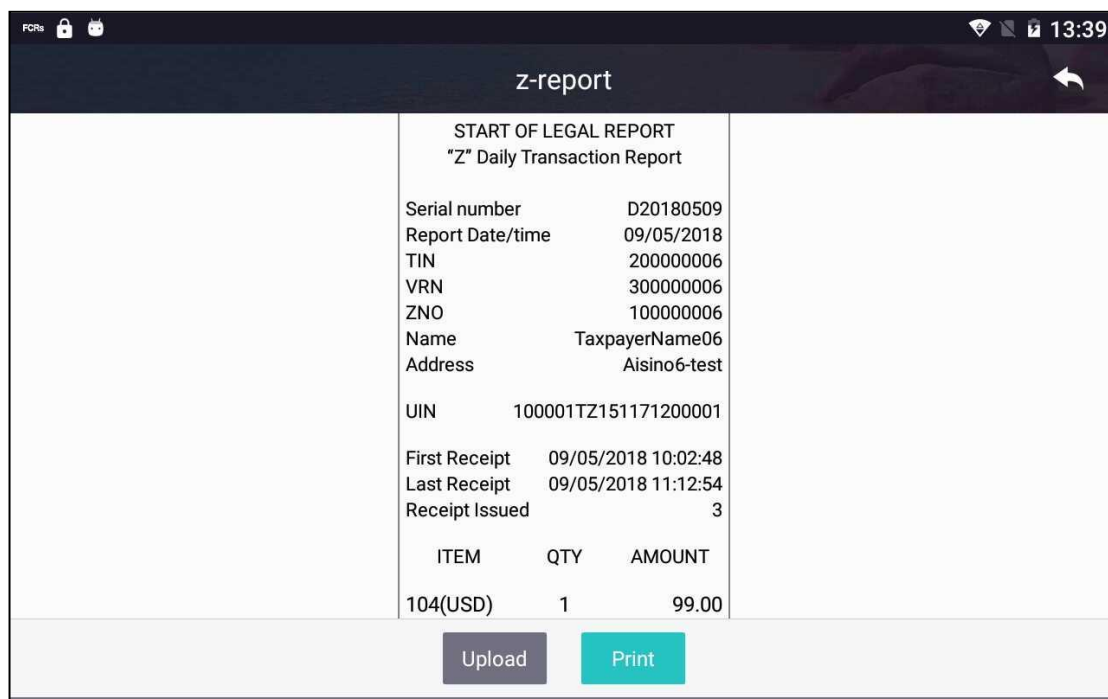
Function: View daily report, monthly report and annual report.

Press 'Report Management' icon or press the blue 'Z-Report' key on FCR keypad to open 'Report Management' page.



Steps:

1. "Z" daily report: Select a date in 'Select date' field and press 'View' button to show receipt summary of the date selected. Press 'Print' button to print the 'Z' Daily Report. Press 'Upload' button to transmit the report to ZRB, if it has not been uploaded yet.



z-report

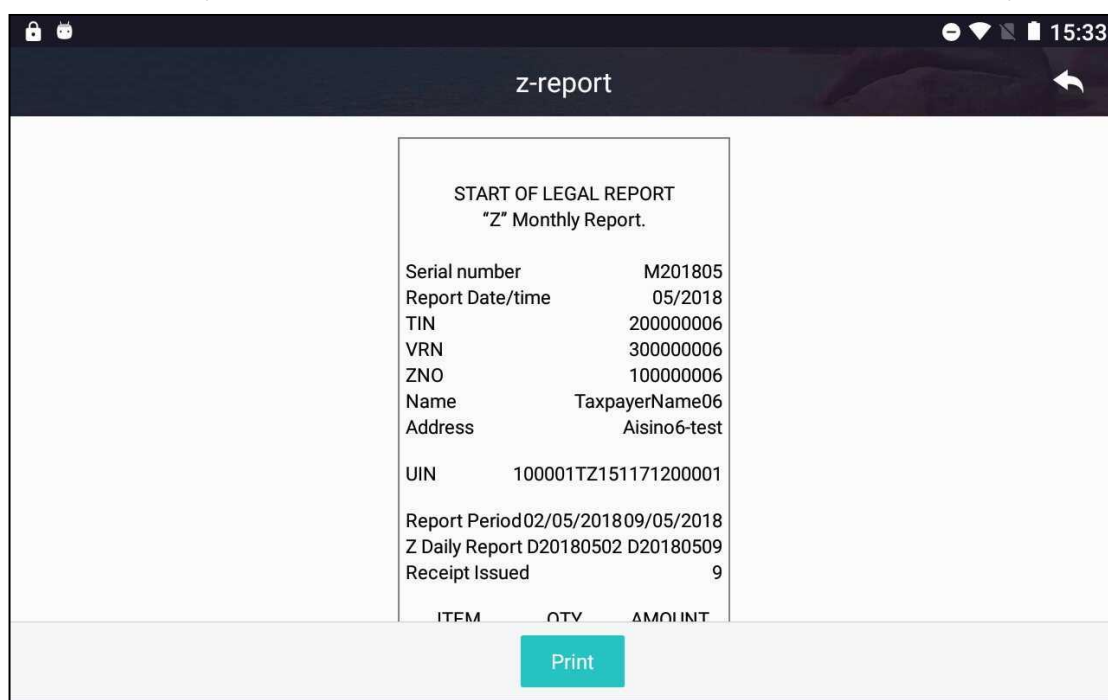
START OF LEGAL REPORT
"Z" Daily Transaction Report

Serial number D20180509
Report Date/time 09/05/2018
TIN 200000006
VRN 300000006
ZNO 100000006
Name TaxpayerName06
Address Aisino6-test
UIN 100001TZ151171200001
First Receipt 09/05/2018 10:02:48
Last Receipt 09/05/2018 11:12:54
Receipt Issued 3

ITEM	QTY	AMOUNT
104(USD)	1	99.00

Upload Print

2. "Z" Monthly Report: Select a month in 'Select date' field and press 'View' button to show receipt summary of the month selected. Press 'Print' button to print the 'Z' Monthly Report.



z-report

START OF LEGAL REPORT
"Z" Monthly Report.

Serial number M201805
Report Date/time 05/2018
TIN 200000006
VRN 300000006
ZNO 100000006
Name TaxpayerName06
Address Aisino6-test
UIN 100001TZ151171200001
Report Period 02/05/2018 09/05/2018
Z Daily Report D20180502 D20180509
Receipt Issued 9

ITEM	QTY	AMOUNT
------	-----	--------

Print

3. "Z" Annual Report: Select a year in 'Select date' field and press 'View' button to show receipt summary of the year selected. Press 'Print' button to print the 'Z' Annual Report.

z-report

START OF LEGAL REPORT
Annual Report

Serial number	A2018
Report Date/time	2018
TIN	200000006
VRN	300000006
ZNO	100000006
Name	TaxpayerName06
Address	Aisino6-test
UIN	100001TZ151171200001
Report Period	27/04/201809/05/2018
Z Monthly Report	D2018042D2018050
	7 9
Receipt Issued	12

ITEM	QTY	AMOUNT
------	-----	--------

Print

2.5.2. Device Self-check

Function: FCR self-check

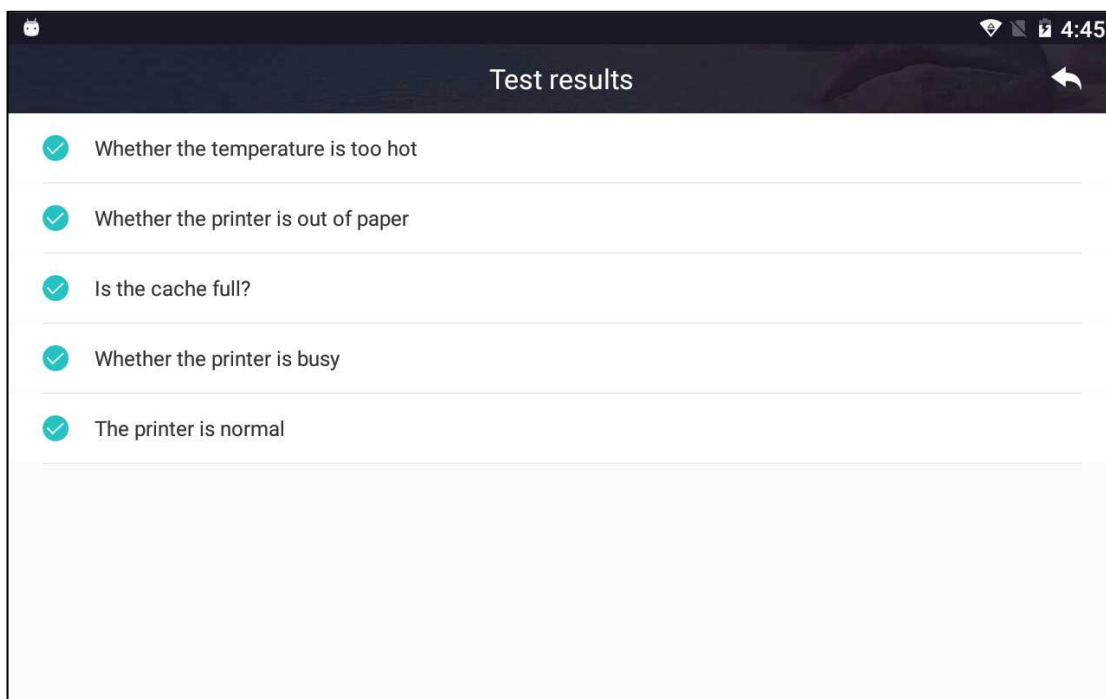
Run Device Self-check to check if FCR has any malfunction

Device Self-check

Check whether the system is normal.

START

Step: Press 'START' button to initiate self-check program. The result is displayed after program completes, as shown below.

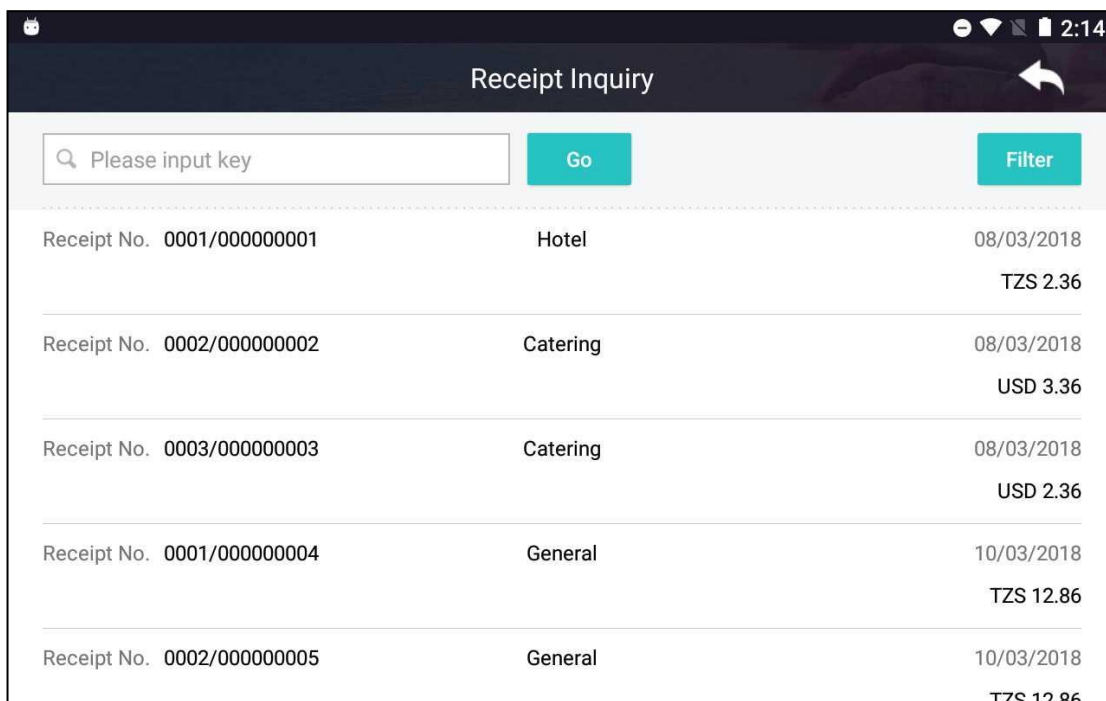


2.5.3. Receipt Management

Function: Inquire receipts and refund receipt.

2.5.3.1. Receipt Inquiry

Function: Inquire receipts.



Step: Press a receipt to view its detail, as shown below. Press 'Reprint' button to reprint the receipt.

Payment

1

*** START OF LEGAL RECEIPT ***

TaxpayerName06
P.O.BOX test-pobox-26
Aisino6-test
88273681-test6

TIN 200000006
VRN 300000006
ZNO 100000006
UIN 100001TZ151171200001

CUSTOMER

NAME
TIN
ZNO
VRN

Reprint

2.5.3.2. Refund receipt management

Function: Manage refund receipt and related operations.

If FCR operator prints a receipt incorrectly or there is goods return occurred, user, i.e. taxpayer, shall submit application for refund receipt. Refund receipt cannot be issued until the application gets approved by ZRB.

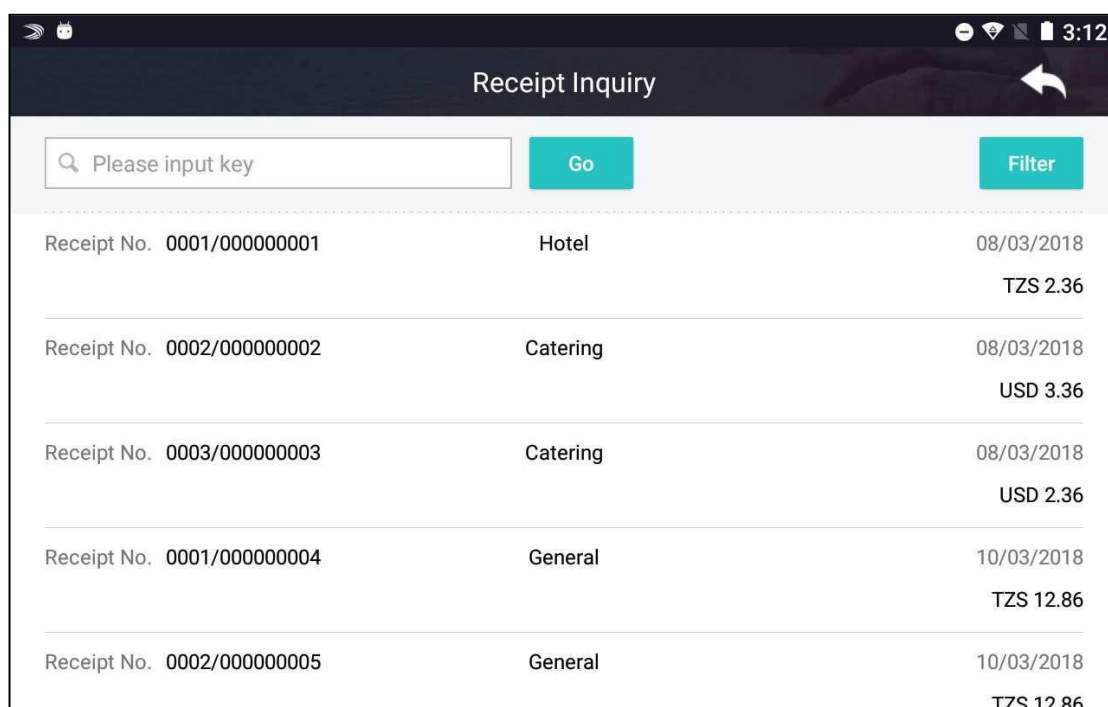
Refund receipt management

Please input key **Go** **Filter** **Add**

0001/000000004	Printed	02/05/2018
Guest checked out/Goods returned		USD 209.04
0003/000000003	Rejected	27/04/2018
Guest checked out/Goods returned		USD 228.60
0002/000000002	Unprinted	27/04/2018
Guest checked out/Goods returned		USD 228.60
0001/000000001	Unprinted	27/04/2018
Guest checked out/Goods returned		USD 245.64

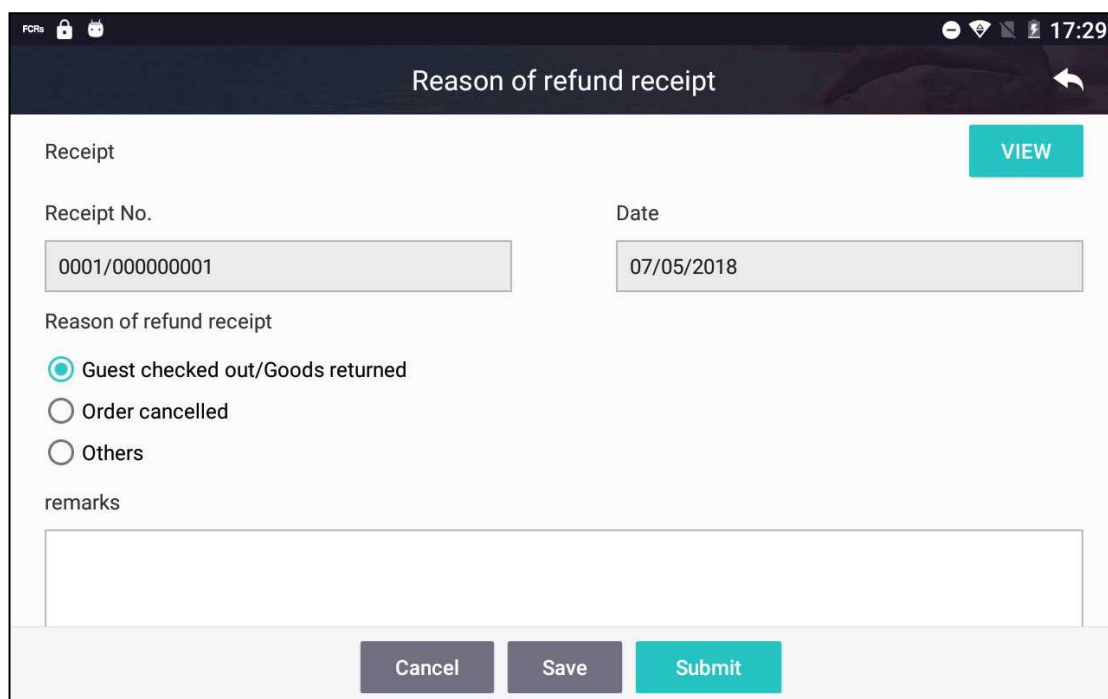
Steps:

1. Press 'Add' button to add new refund receipt. Press the receipt to proceed. Note: all receipts will be shown in the list, including those linked to goods return.



Receipt No.	Category	Date/Amount
0001/000000001	Hotel	08/03/2018 TZS 2.36
0002/000000002	Catering	08/03/2018 USD 3.36
0003/000000003	Catering	08/03/2018 USD 2.36
0001/000000004	General	10/03/2018 TZS 12.86
0002/000000005	General	10/03/2018 TZS 12.86

2. Refund receipt application is shown below. Enter reason of refund in 'Remarks' field. View detail of the original receipt. Press 'View' button to Press 'Save' button to save the application. Press 'Submit' button to submit the application to ZRB.



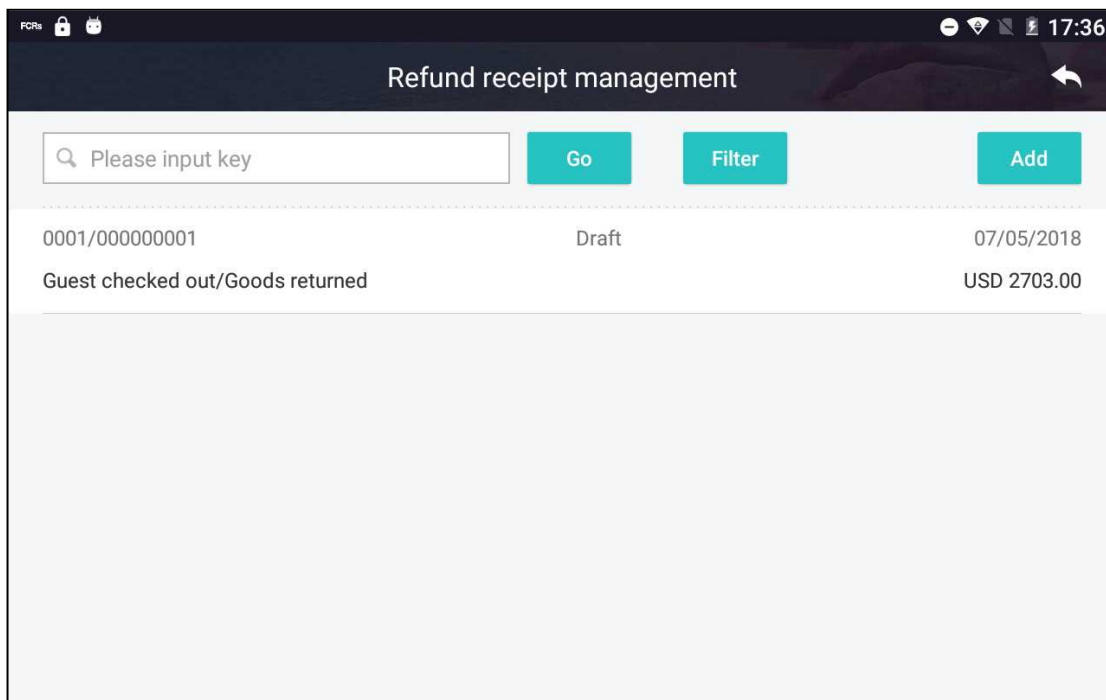
Reason of refund receipt

☒ Guest checked out/Goods returned
☐ Order cancelled
☐ Others

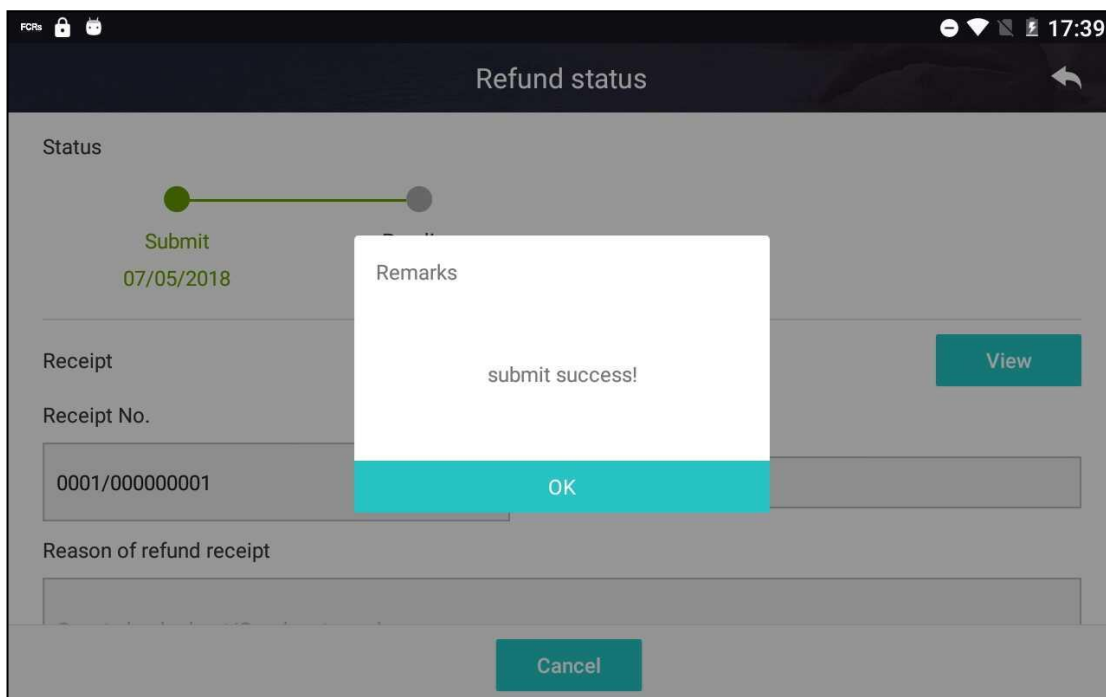
remarks

Cancel Save Submit

4. The status of refund receipt is set to 'Draft' if 'Save' button is pressed. The status is set to 'Pending' if 'Submit' button is pressed.



5. Press a refund receipt application of 'Draft' status. Press 'Edit' button to re-enter reasons of refund. Press 'View' button to view its detail. Press 'Submit' button to submit the application to ZRB. Now status of the application is set to 'Pending'.



Note: There are different statuses, such as 'Draft', 'Pending', 'Printed', 'Unprinted' and 'Denied', indicating different stages of refund receipt application, as shown below.

Refund receipt management		
<input type="text" value="Please input key"/>	<input type="button" value="Go"/>	<input type="button" value="Filter"/>
		<input type="button" value="Add"/>
0002/000000008 Others	Draft	09/05/2018 TZS 330.00
0001/000000007 Order cancelled	Pending	09/05/2018 USD 229.80
0001/000000004 Guest checked out/Goods returned	Printed	02/05/2018 USD 209.04
0003/000000003 Guest checked out/Goods returned	Rejected	27/04/2018 USD 228.60
0002/000000002 Guest checked out/Goods returned	Printed	09/05/2018 USD 228.60

(1) Pending: The refund receipt application has been submitted but not been processed. Press the record and then press 'Withdraw' to withdraw the application. The status area shows approval flow and the status of application.

Refund status	
<p>Status</p>	
Receipt	<input type="button" value="View"/>
Receipt No.	Date
<input type="text" value="0001/000000007"/>	<input type="text" value="09/05/2018"/>
Reason of refund receipt	
<input type="text"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Withdraw"/>

(2) Printed: The application has been approved and refund receipt has been issued.

The screenshot shows the 'Refund status' screen with a dark header bar. The status bar at the top indicates 'FCRs' and a lock icon. The title 'Refund status' is centered. A progress bar shows four steps: 'Submit' (02/05/2018), 'Approval' (02/05/2018), 'Print' (02/05/2018), and 'End'. All steps are marked with green dots. Below the progress bar, there is a 'Receipt' section with a 'View' button. The 'Receipt No.' field contains '0001/000000004' and the 'Date' field contains '02/05/2018'. The 'Reason of refund receipt' field is empty. A 'Cancel' button is at the bottom.

(3) Unprinted: The application has been approved but refund receipt has not been issued. For this type of application, press 'Print' button to issue refund receipt.

The screenshot shows the 'Refund status' screen with a dark header bar. The status bar at the top indicates 'FCRs' and a lock icon. The title 'Refund status' is centered. A progress bar shows four steps: 'Submit' (27/04/2018), 'Approval' (02/05/2018), 'Print' (grey dot), and 'End' (grey dot). The 'Print' step is not completed. Below the progress bar, there is a 'Receipt' section with a 'View' button. The 'Receipt No.' field contains '0001/000000001' and the 'Date' field contains '27/04/2018'. The 'Reason of refund receipt' field contains 'Guest checked out/Goods returned'. 'Cancel' and 'Print' buttons are at the bottom.

(4) Draft: User presses 'Save' button on refund receipt application page or the application is rejected by ZRB. Press 'Edit' button to modify reason of refund receipt application and then press 'Submit' button to submit the application.

(5) Denied: The status of application is set to 'Denied' if ZRB denies the application.

Refund status

Status

Submit 27/04/2018 Reject 27/04/2018 Draft

Receipt Edit View

Receipt No. Date

Reason of refund receipt

Cancel Submit

2.5.4. Questionnaire

Function: View questionnaires designed and published by ZRB and response to questionnaire.

Questionnaire

Go Filter

New Questionnaire	2018/04/25
New Questionnaire	2018/04/26

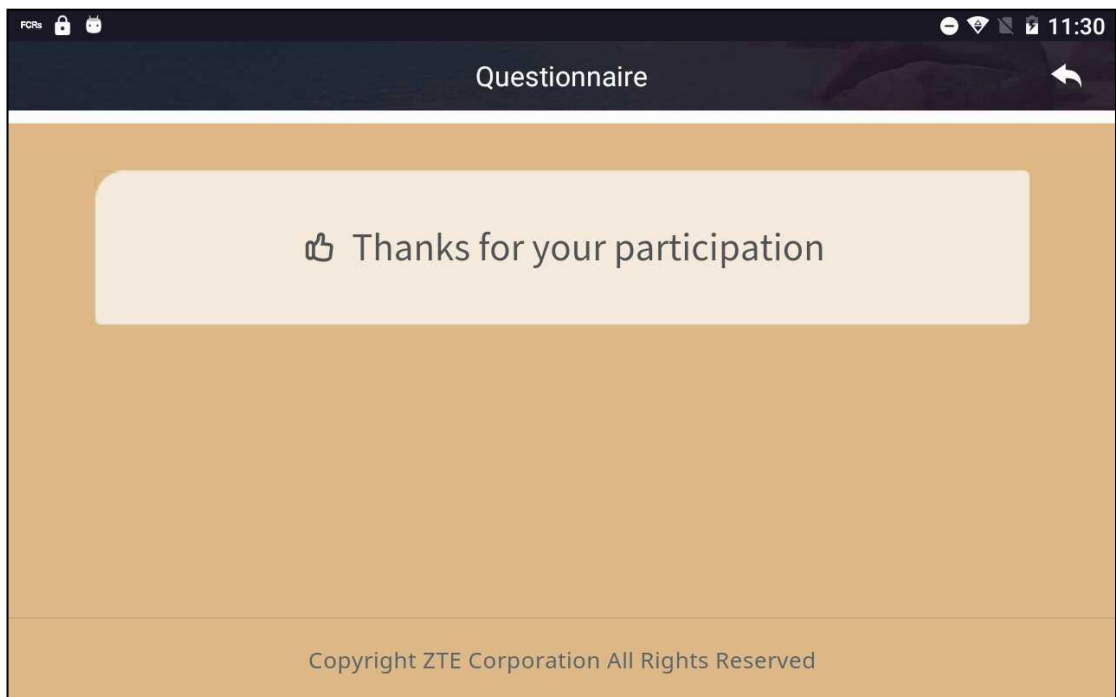
Steps:

1. Enter keyword and press 'Go' button to search questionnaires.
2. Press a questionnaire to open the questionnaire, as shown below.

The screenshot shows a mobile application titled "Questionnaire". At the top, there is a status bar with "FCR" and a lock icon on the left, and signal, Wi-Fi, and battery icons with the time "14:56" on the right. Below the title bar, the word "Questionnaire" is centered. The main content area has a light beige background and contains the following elements:

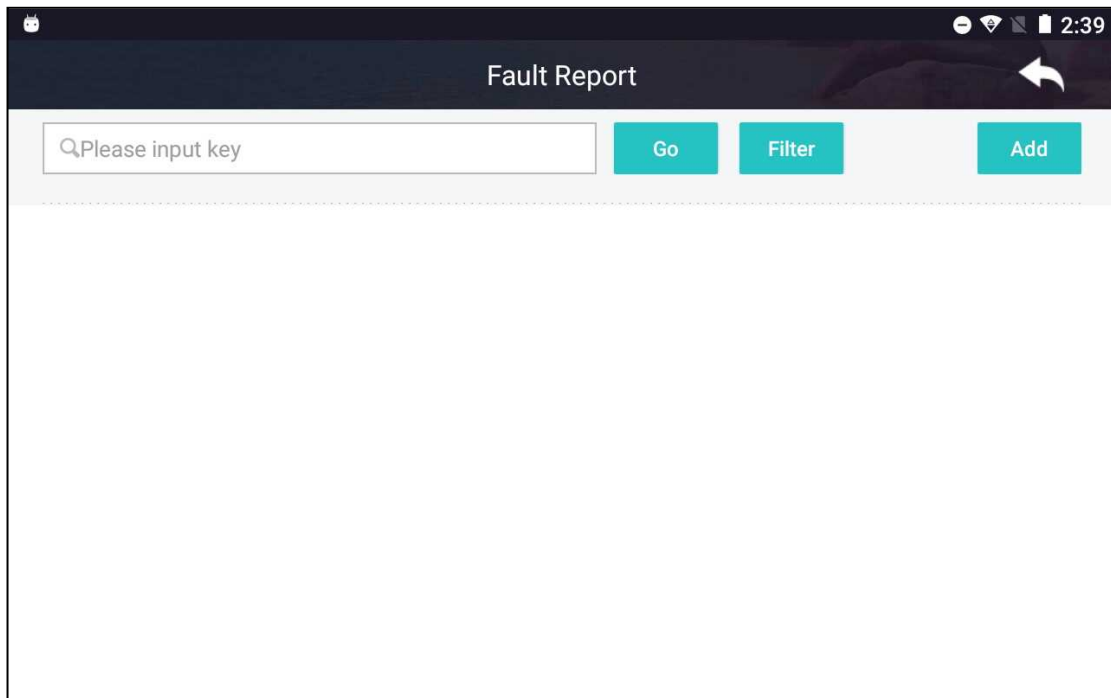
- A section titled "Problem feedback" with a horizontal line below it.
- A section titled "Background Information" with a horizontal line below it.
- A question: "1. How much do you score on the product". Below it is a "Score*" label followed by a minus icon and ten star icons. A green button labeled "Not Rated" is to the right of the stars.
- A section titled "Subject" with a horizontal line below it.
- A question: "1. Is it difficult for you to feel the operation in the process of using it?". Below it is a "Choice*" label followed by two radio button options: "A.yes" and "B.no".

3. Taxpayer fills questionnaire and press 'Submit' button to submit feedback. The screenshot below indicates successful submission. Press 'Reset' button to clear all answers and start over.

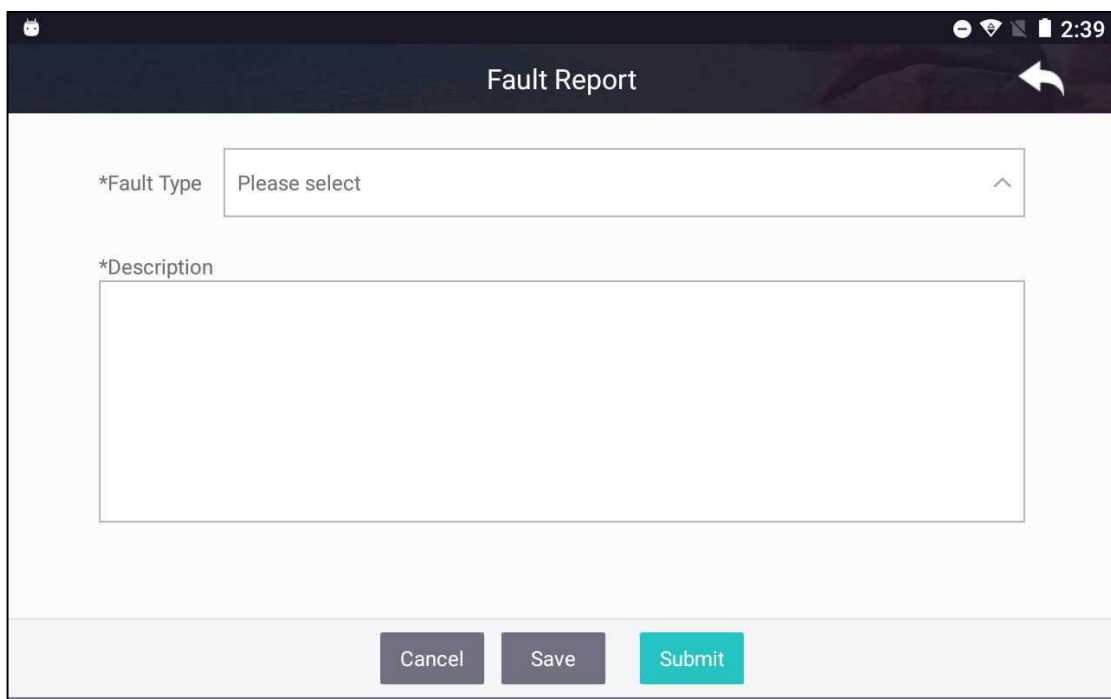


2.5.5. Fault Report

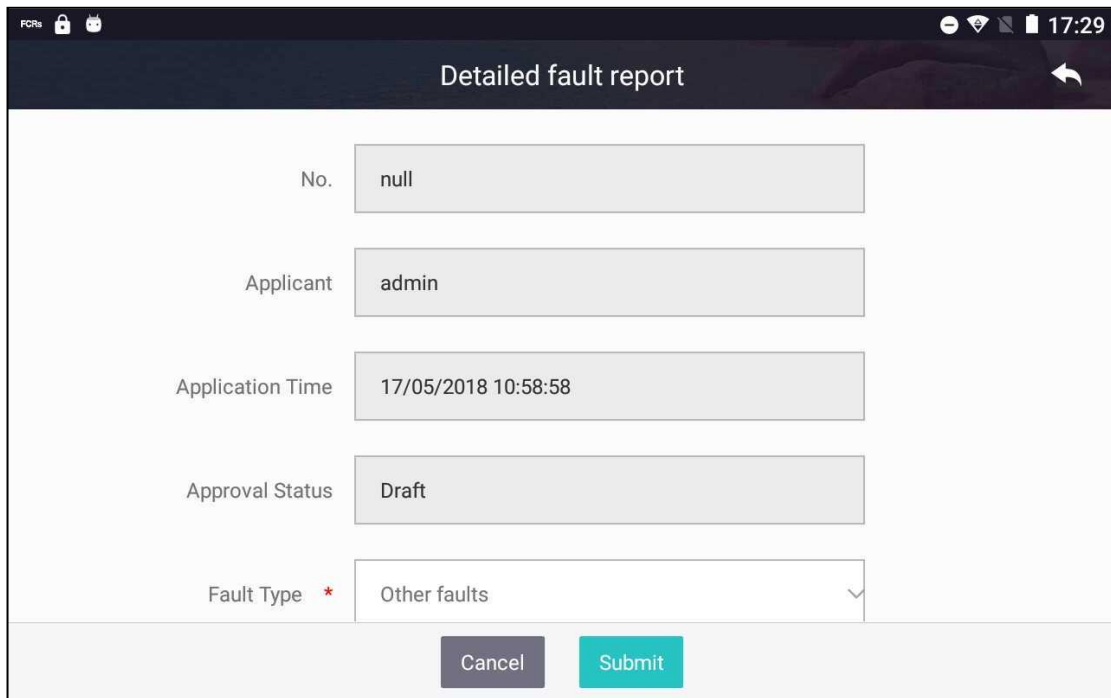
Function: Create fault report and submit it to ZRB. View all fault reports submitted by the FCR.

**Steps:**

1. Press 'Add' button to open fault report creation page. Enter required information.



2. Press 'Save' button to save the report without submission to ZRB. The status of report is set to 'Draft'. Or, press 'Submit' button to save and submit the report. The status is set to 'Being Processed'.
3. Saved and submitted reports are shown in the list. Press a report of 'Draft' status to view its detail, as shown below. Press 'Submit' button on report detail page to submit it.

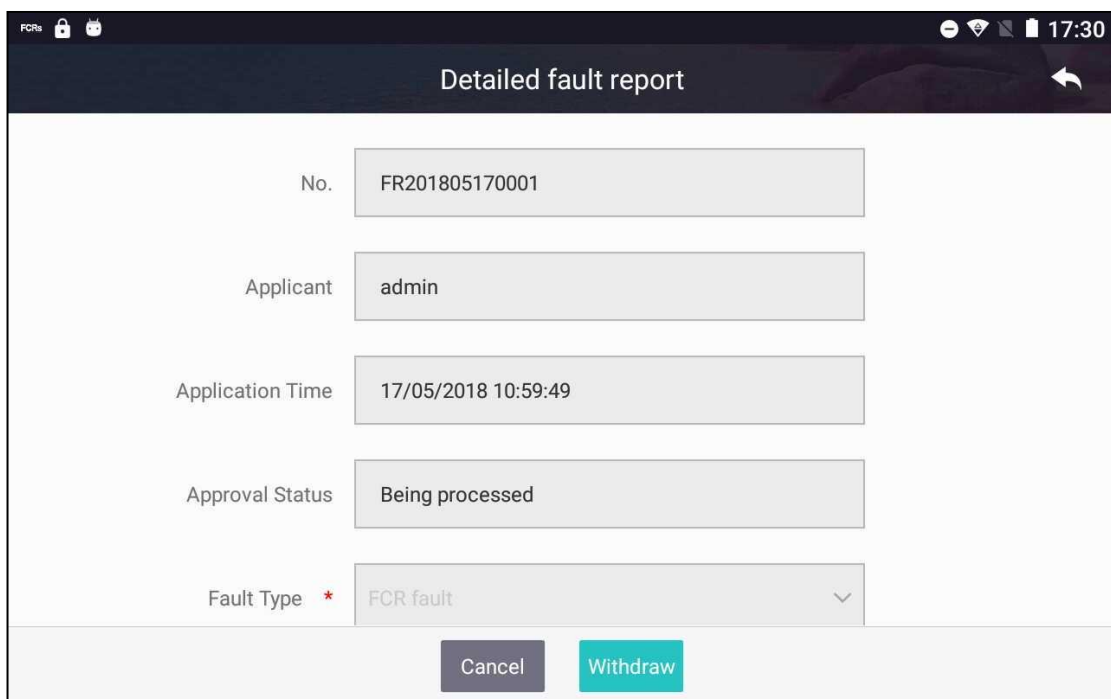


The screenshot shows a mobile application interface for a 'Detailed fault report'. The form contains the following fields:

Field	Value
No.	null
Applicant	admin
Application Time	17/05/2018 10:58:58
Approval Status	Draft
Fault Type *	Other faults

At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'.

4. Press a report of 'Being Processed' status to view its detail. Press 'Withdraw' button to withdraw the report.



The screenshot shows the same 'Detailed fault report' form, but with the following values:

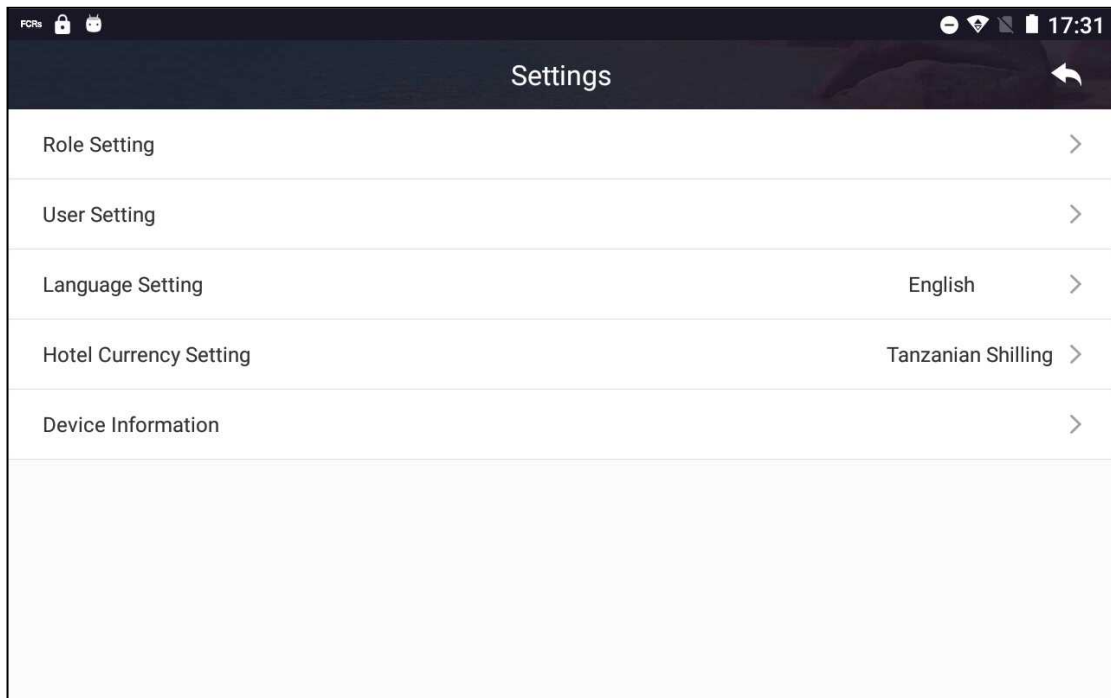
Field	Value
No.	FR201805170001
Applicant	admin
Application Time	17/05/2018 10:59:49
Approval Status	Being processed
Fault Type *	FCR fault

At the bottom of the form, the buttons are 'Cancel' and 'Withdraw'.

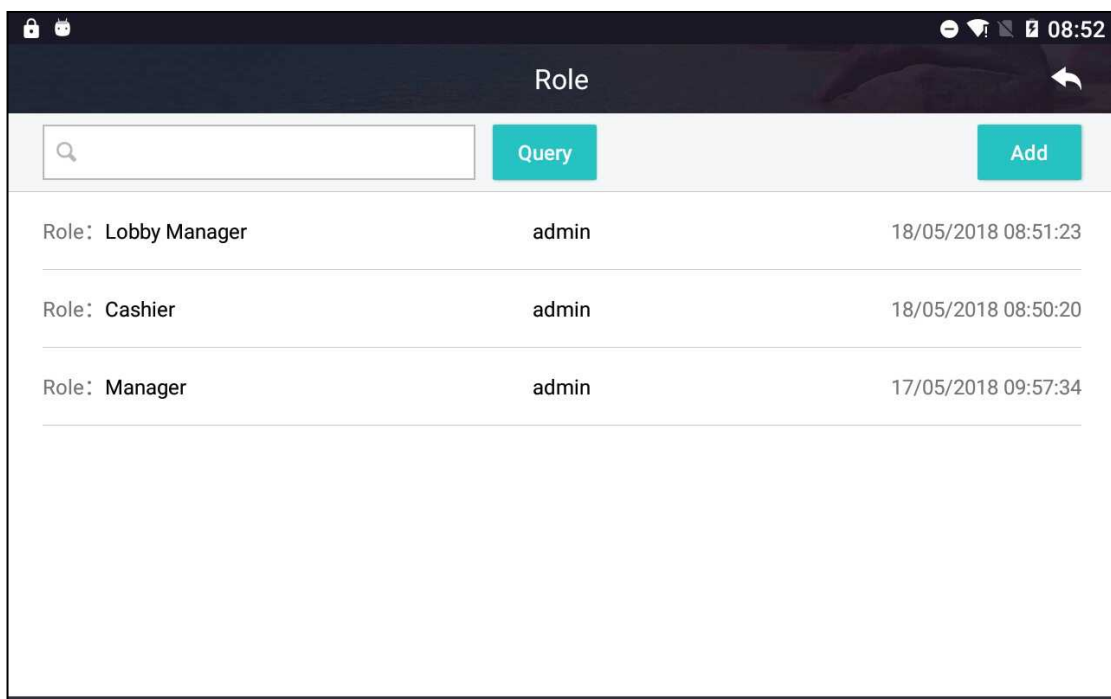
2.5.6. Setting

Function: Configure APP system settings.

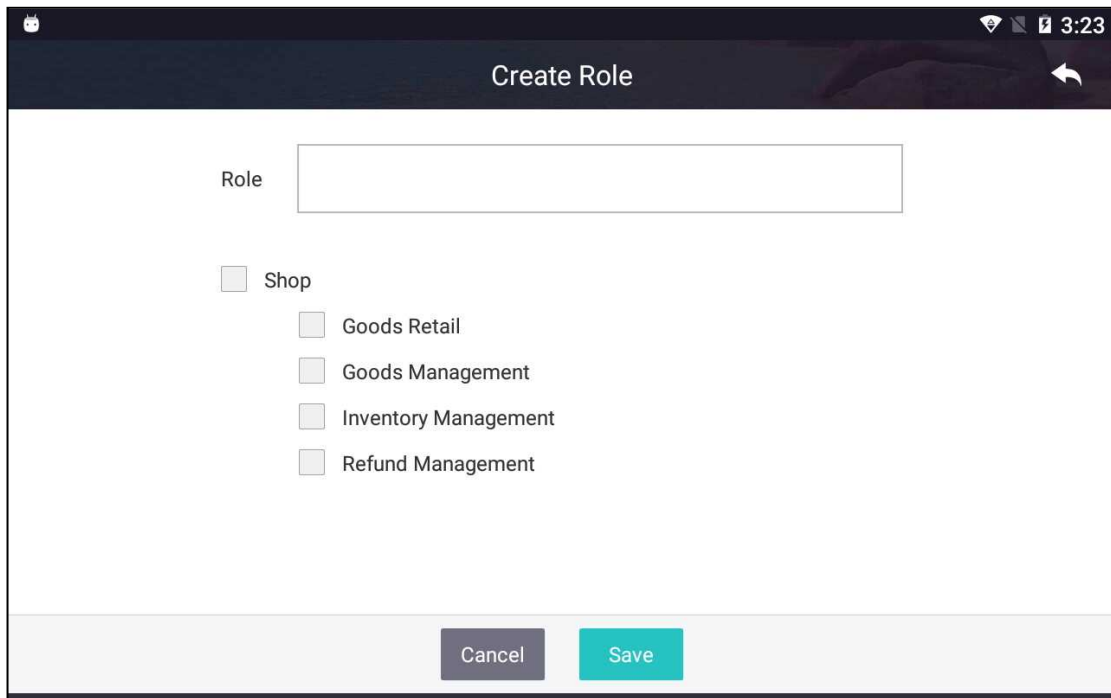
This function covers role setting, user Setting, language setting, hotel currency setting and device information.

**Steps:**

1. Press 'Role Setting' to open 'Role' page, as shown below.



- (1) Press 'Add' button to open 'Create Role' page, as shown below. Enter a name for the role and assign privileges to the role.



Role

☐ Shop

☐ Goods Retail

☐ Goods Management

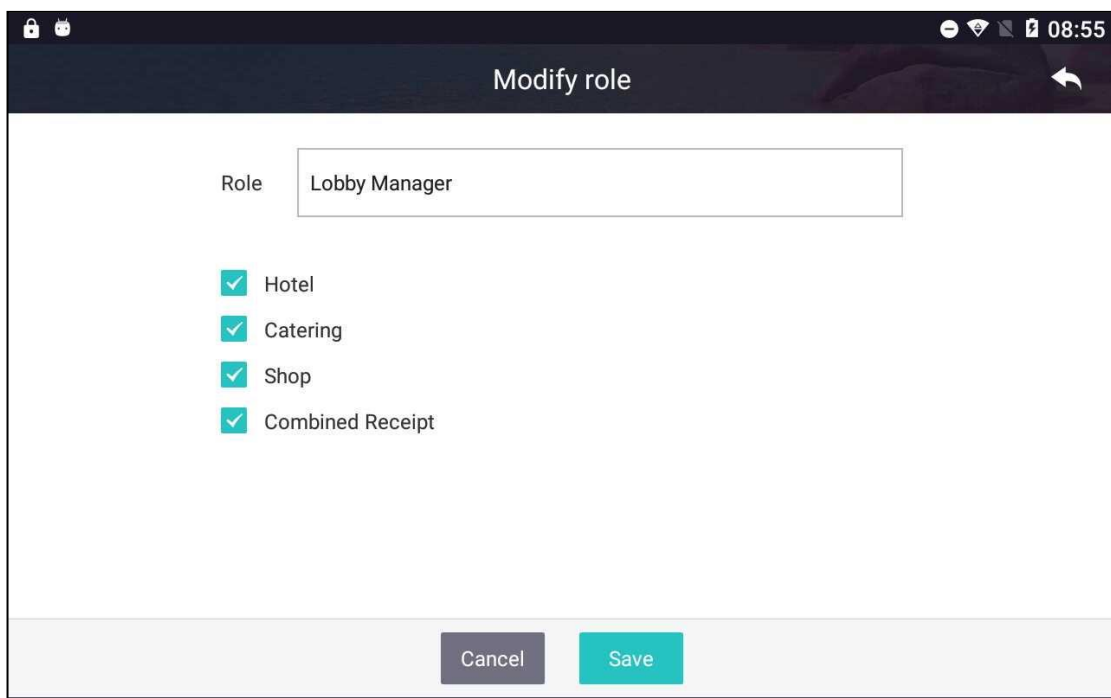
☐ Inventory Management

☐ Refund Management

Cancel Save

(2) On 'Role' page, press and hold on a role to delete it. A dialog box appears requesting confirmation of the operation.

(3) Press a role on 'Role' page to open detail page, as shown below. User can modify the name and associated privileges. Press 'Save' button to save the change.



Role

Lobby Manager

☒ Hotel

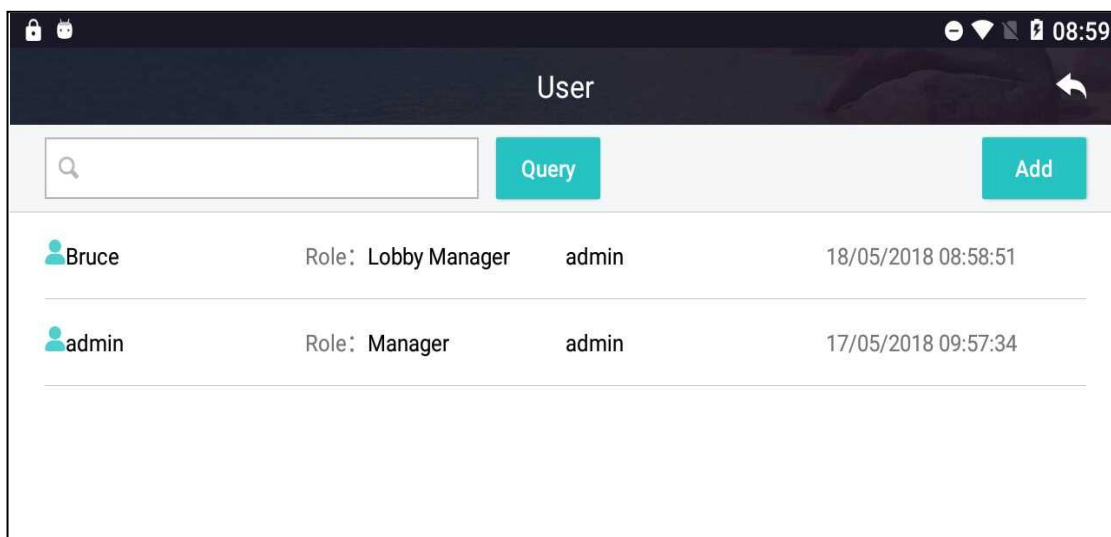
☒ Catering

☒ Shop

☒ Combined Receipt

Cancel Save

2. Press 'User Setting' to open 'User' page, as shown below.



- (1) Press 'Add' button to open 'Create User' page. Enter required information and press 'Save' button to create the user. Note: values of 'Role' dropdown list are retrieved from 'Role Setting'.

The screenshot shows the 'Create User' form. It has a dark header with the title 'Create User' and a back arrow. The form contains several input fields: 'Username*' (text), 'Role*' (dropdown menu), 'Password*' (password field with dots), 'Surname' (text), 'Forename' (text), and an empty text field below 'Forename'. At the bottom, there are 'Cancel' and 'Save' buttons.

- (2) Press and hold on a user to delete it. A dialog box appears requesting confirmation of the operation.

- (3) Press a user on 'User' page to open detail page, as shown below. Modify information and press 'Save' button to save changes.

Modify User

Username*

Role*

Password*

Surname

Forename

3. Press 'Language Setting' to select language. Kiswahili is not available for now and will be supported in the future.
4. Press 'Hotel Currency Setting' to select pricing currency for the APP. The system supports US dollar and Tanzanian Shilling. Note: Except receipts issued from 'Hotel' module, all receipts are issued in Tanzanian Shilling.
5. Press 'Device Information' to view detail of the FCR, as shown below.

Device Information

ZNO	100000008
Taxpayer Name	TaxpayerName08
Standard currency	Tanzanian Shilling
Machine No.	ASE3020
Date format	dd/MM/yyyy HH:mm:ss
Tax types	
Tax rate	20.0 %
Offline Days	2
Offline amount	100000.0
Offline number	10000000
Software version number	V2.0

2.5.7. Frequent Contacts

Function: View and add frequent customers.

Frequent Contacts

Search: Go Add

Lebron James	TIN:	ZNO: 884122456	VRN:
Irving Kaili	TIN:	ZNO: 141580069	VRN:
Durant Kevin	TIN:	ZNO: 100745235	VRN:

Steps:

1. Press 'Add' button to open 'Frequent Contacts' page. Enter information and press 'Save' button to save the customer.

Frequent Contacts

CUSTOMER*

TIN

VRN

ZNO

Description

Cancel Save

2. Press and hold on customer list. Select customer to be deleted by selecting checkbox of each customer. Press 'Delete' button to delete selected customers.

The screenshot shows the 'Frequent Contacts' interface. At the top, there is a dark header bar with the title 'Frequent Contacts' and a back arrow. Below the header, there is a light gray bar containing three buttons: 'Cancel' (teal), 'Select all' (teal), and 'Delete' (teal). The main area displays a list of three contacts. Each contact entry consists of a name, followed by three fields labeled 'TIN:', 'ZNO:', and 'VRN:', and a checkbox on the right. The contacts listed are Lebron James (ZNO: 884122456), Irving Kaili (ZNO: 141580069), and Durant Kevin (ZNO: 100745235). The bottom of the screen is a light gray bar.

Name	TIN	ZNO	VRN	Checkbox
Lebron James		884122456		<input type="checkbox"/>
Irving Kaili		141580069		<input type="checkbox"/>
Durant Kevin		100745235		<input type="checkbox"/>

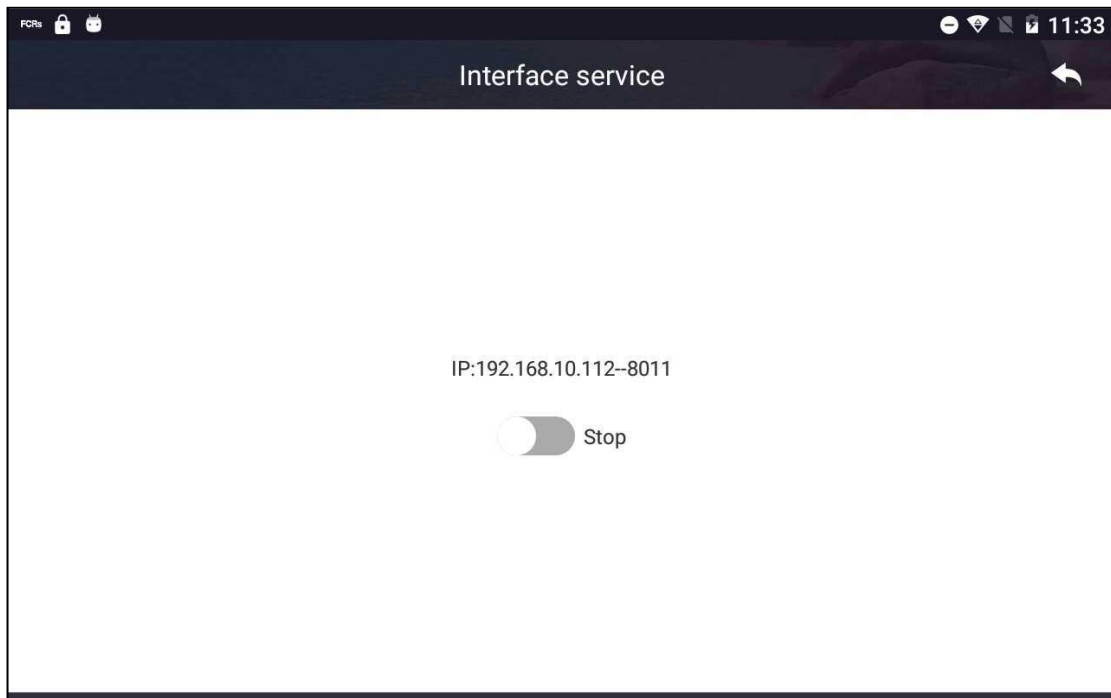
3. Press a customer to open detail page. Modify information and press 'Save' button to save changes.

The screenshot shows the 'Frequent Contacts' interface in detail view. The title 'Frequent Contacts' is at the top. Below the title, there is a light gray bar. The main area contains five input fields with labels to their left: 'CUSTOMER*' (with a red asterisk), 'TIN', 'VRN', 'ZNO', and 'Description'. The 'CUSTOMER*' field contains 'Lebron James'. The 'ZNO' field contains '884122456'. The other fields are empty. At the bottom, there is a light gray bar containing two buttons: 'Cancel' (gray) and 'Save' (teal).

Field	Value
CUSTOMER*	Lebron James
TIN	
VRN	
ZNO	884122456
Description	

2.5.8. Interface service

Function: Turn on/off interfaces.



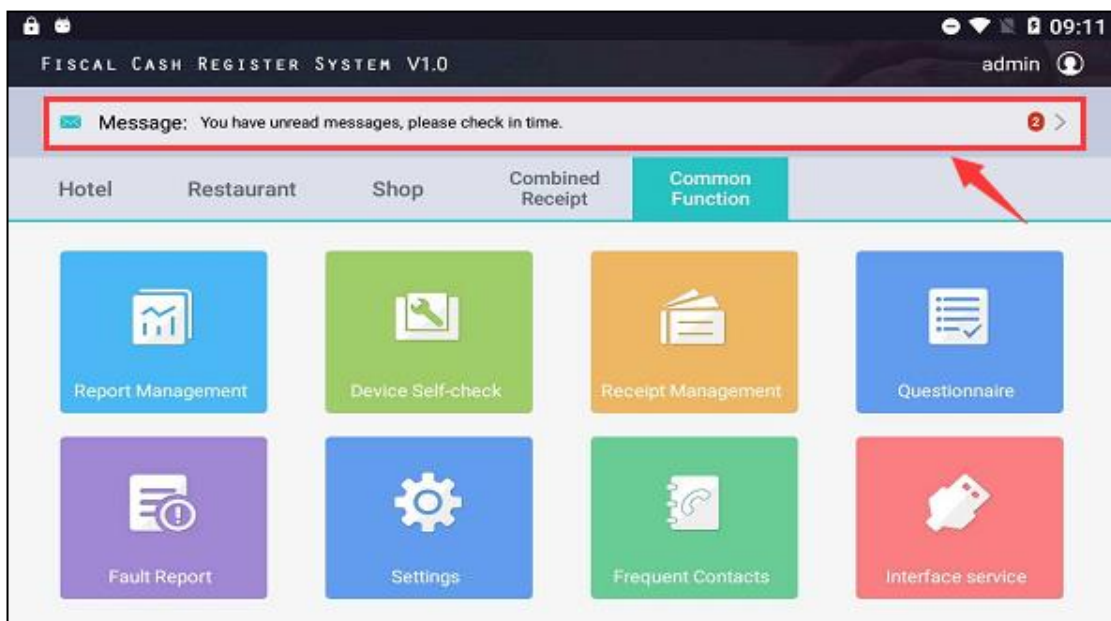
Steps: Turning on an interface enables FCR connecting to external device and exchanging data with that device. User can turn on/off interfaces based on needs.

3. Other

3.1. Message

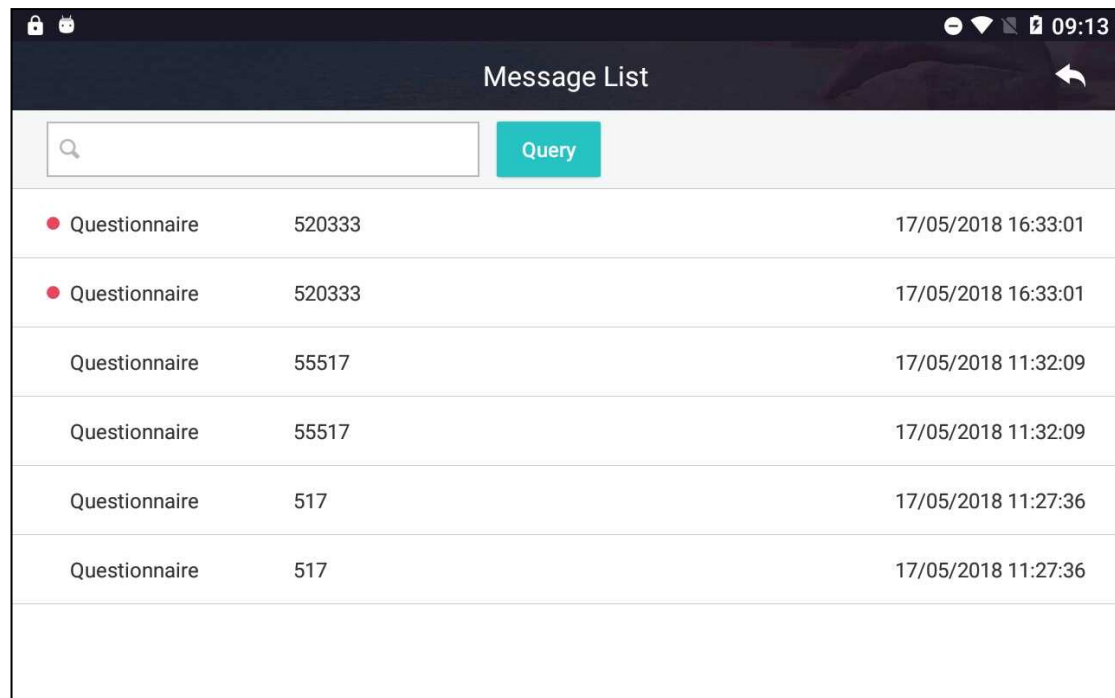
Function: Receive and display messages.

All messages sent by ZRB can be found here, such as questionnaire, approval of refund receipt application and room price change application.



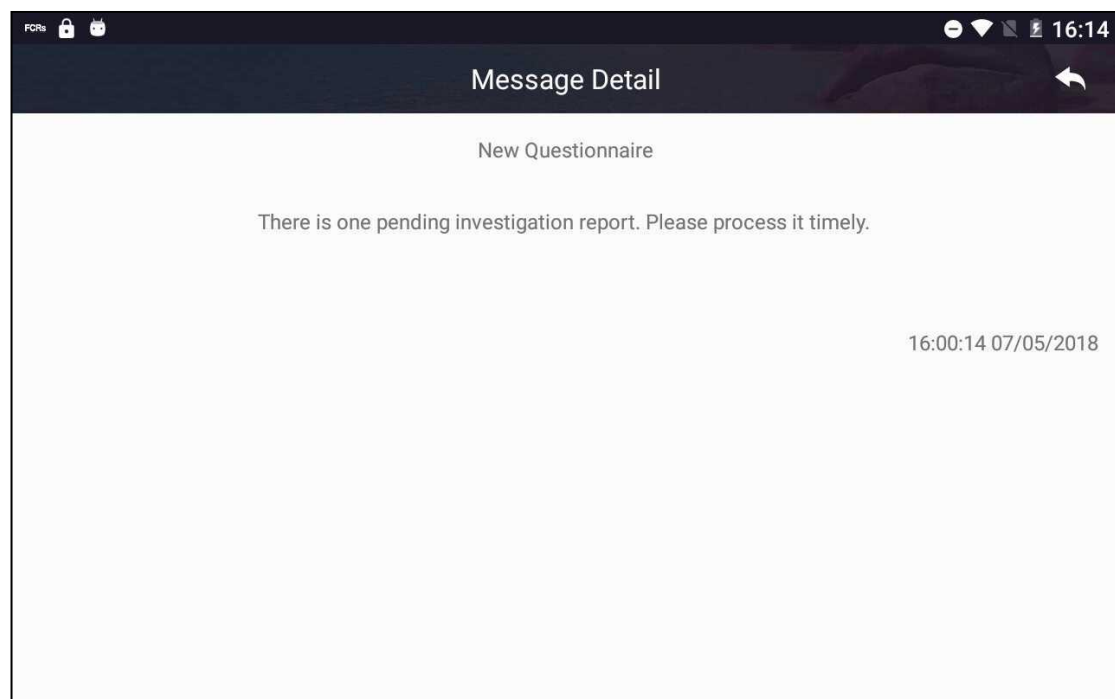
Steps:

1. Messages marked by a red dot are unread messages, as shown below.



•	Questionnaire	520333	17/05/2018 16:33:01
•	Questionnaire	520333	17/05/2018 16:33:01
	Questionnaire	55517	17/05/2018 11:32:09
	Questionnaire	55517	17/05/2018 11:32:09
	Questionnaire	517	17/05/2018 11:27:36
	Questionnaire	517	17/05/2018 11:27:36

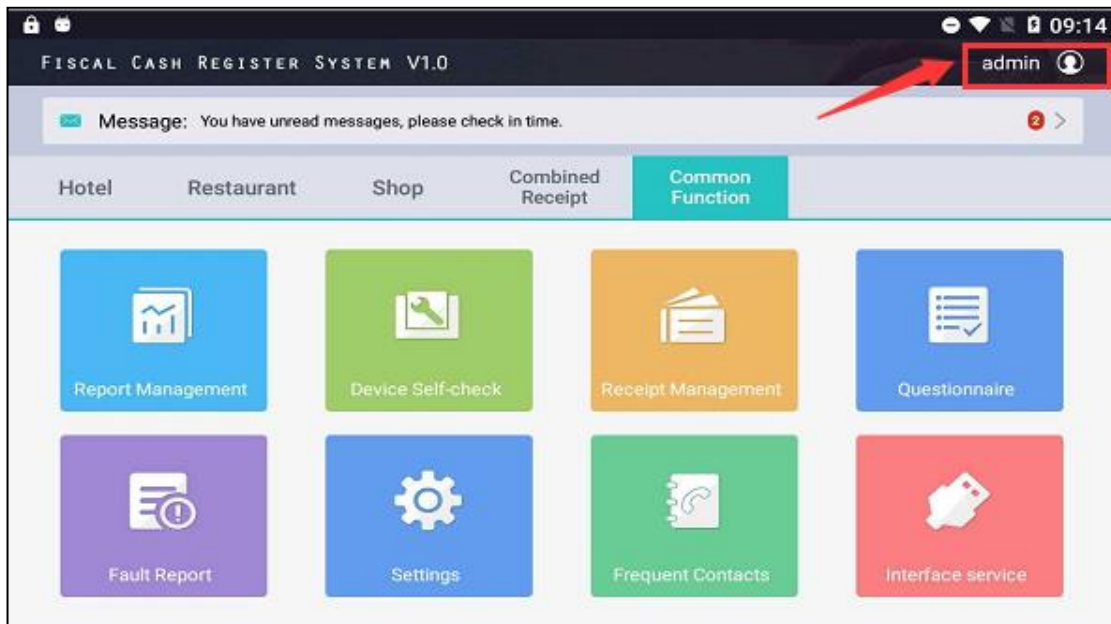
2. Press a message to view its detail.



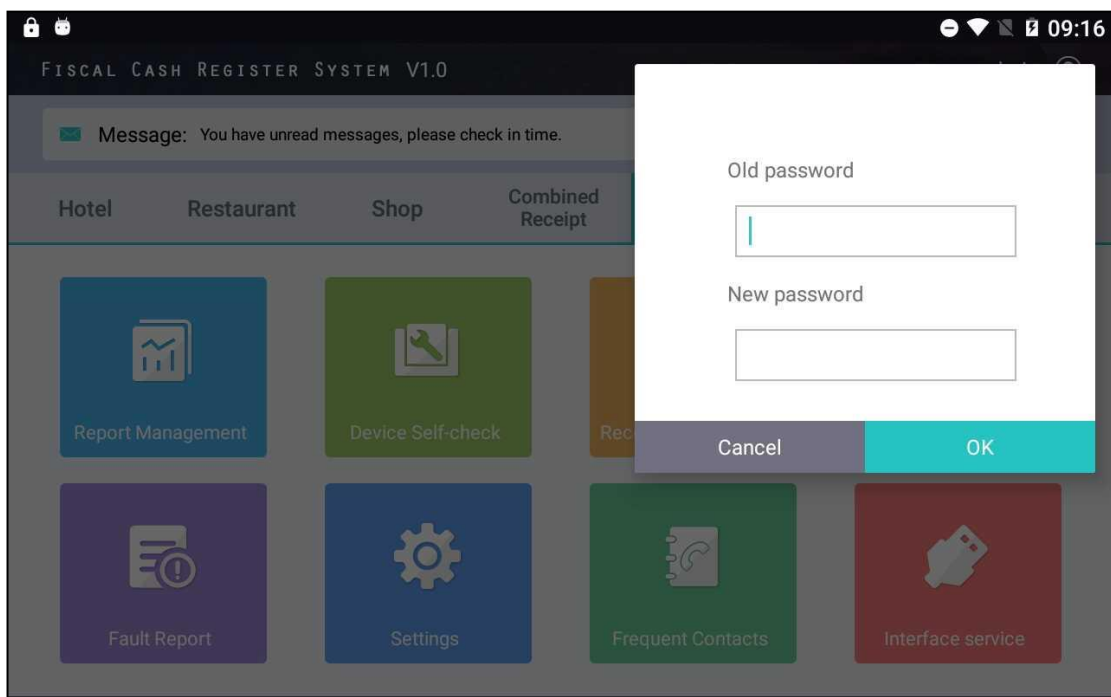
New Questionnaire
There is one pending investigation report. Please process it timely.
16:00:14 07/05/2018

3.2. Change Password

Function: Change login password.



Steps: Press user icon on top right of the screen. Press 'Change Password' to shown change password dialog box. Enter old password and new password. Press 'Ok' to save new password.



3.3. Logout

Function: Log out current user.

Steps: Press user icon on top right of the screen. Press 'Logout'. The current user is logged out the APP. The FCR returns to APP login page.

