Sassco POS – Cheat Sheet

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#1 Installation & Setup

How do I connect my iPad/Android with the printer and cash drawer?
Please remember that your iPad and printer connect wirelessly (no physical connection). On the other hand, your printer sends the signal to the cash drawer to open so you will need to connect the cash drawer to the back of your printer (cable attached by default to cash drawer, connect the other end into your printer).

Assuming that your iPad is connected to the same router that your printer is connected to, ensure that your printer is set as default (with a tick) in Sassco POS (left menu, settings, printers) then pay off a takeaway or table order. The tablet will send a signal via your router to your printer to print, the printer then sends a signal to your cash drawer to open.

In summary, connect your cash drawer to the back of your printer. Connect your printer to your wireless router via a blue cable. Connect your iPad wirelessly to the same wireless router and you're ready to go.

Note: please see below on how to configure your printer with an IP address.

How do I configure my Epson printer?
Connect the TM-T82II-i printer to the network router with an Ethernet cable then turn it on.
The printer will claim a dynamic IP address and print the details.
To print all settings - push and hold the reset button at the rear of the printer for 3 to 4 seconds (use a pen tip).
Note: If you keep pressing the button for more than 10 seconds, factory default settings are restored
Using a PC connected to the network, browse to http://192.168.0.xxx/PrinterConfigurationPage/ (replace 192.168.0.??? with your IP address printed in the step above).
Use the Login "epson", password "epson".
Set the printer to use a static IP Address:
[Configuration -› System Settings -› TCP/IP]
[IP Address -› e.g. 192.168.0.250]
[Subnet Mask -› as per default settings e.g. 255.255.255.0]
[Default Gateway -› as per the default settings e.g. 192.168.0.1]

#2 Sassco POS Front Office

How do I delete an order?

Login as an Administrator to Sassco POS, click the top left icon to open left menu, click Orders, select an order by highlighting it then click Delete from the bottom right hand side box.

How do I rename my tables?

Login as an Administrator to Sassco POS, click the top left icon to open left menu, click Settings. Under Tables (tab) you will find your 50 tables and next to each table a text box. Change the value in that text box then click Save (top right) once done. Note: use simple characters e.g: TB1, TB2 etc.

How do I hide tables on Floor Map?

Login as an Administrator to Sassco POS, click the top left icon to open left menu, click Settings. Under Hide/Show (tab) you will find your 50 tables with a tick next to each one. Untick to delete. Click Save once done.

How do I rename my floor levels?

By default, Sassco POS comes with Inside, Outside, Upstairs and Downstairs. To change these, simply do the following:

Login as an Administrator to Sassco POS, click the top left icon to open left menu, click Settings. Under Tables (tab), scroll down the page to the very bottom. Next to each level there is a textbox. Change the value of the textbox then click Save to Apply.

How do I move my tables?

Login as an Administrator to Sassco POS, click the top left icon to open left menu, under SELECT TABLE TO MOVE, select a table from the drop down then click 'Move To'. Click any blue box with a tick to move your selected table to that location.

How do I add my printers?

Once you have setup your printers IP address, ensure your iPad/Android tablet is connected to the same wireless router as the printer, then do the following:

Login as an Administrator to Sassco POS, click the top left icon to open left menu, click Settings. Under Printers (tab) enter the IP address of the printer in the middle box. In the nickname box, enter whatever name you want. This will be shown when you add your products to identify printers. Click Save to Apply.

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How do I set my default printer for printing tax receipts?
Login as an Administrator to Sassco POS, click the top left icon to open left menu, click Settings. Under Printers (tab) click the round dark grey box (to the left of Printer 1, Printer 2 etc). The grey box will change to a (TICK) symbol. Click Save to Apply.

How do I pay a T/A or Table order using a customer's loyalty account?
Open a table or create a new takeaway order and click 'Pay'. Click 'No Customer Selected' and search for your customer with a loyalty account. Now click Loyalty button. The order payment will be processed and the amount will be deduced from the customer's loyalty account.

Discount, Tips and Partial payments.
Sassco POS offers some advanced payment options for both takeaway and table orders. Open a table order or process a takeaway order, click Pay, click Discount. You will need to select a discount reason (shown at manager's reports), then enter a discount amount, click save discount.

If you are looking at a table order (not takeaway) you will see the option to Add tips. Click Tips, enter amount then click Save Tips.

Finally, to partially pay an order, (same for split payments), you can pay using any of the payment buttons displayed. For example if you want to pay $10 cash, $20 eftpos, $5 cash you simple click the following in the same sequence. 1 -0 –cash-2-0-eftpos-5-cash. It's as simple as that.

How do I clock-in and clock-out?
Sassco POS allows for clock-ins with a picture. Open Sassco POS, enter your login code then click Clock In or Clock Out (buttons in red). App will take a picture and upload to the cloud for reporting.

#3 Sassco POS Back Office

How do I add a new product?

Sassco POS Back Office is probably the world's easiest point of sale when it comes to managing products. You can add a new product with a few clicks. Login to Back Office, click Products and lastly, click Add New. Remember to enter all fields with a red astrix: Product name, Staff description (what staff will see when using Sassco POS), Selling Price and Screen Position.

 Select a category from the drop down or click 'Add New' to add a new category.

Next to 'Where to Print' click to select where you want the new product to print.

If you don't wish to manage stock for this product, tick ignore next to stock, otherwise untick and enter stock count.

Print category is important if you have a big restaurant and you want items to be printed based on their categories in the kitchen. Example, all the entrees first under a heading ENTRÉE, followed by MAINS etc. If that's what you want, select the category type of the new product from the drop down.

Screen Position is where you want the product to appear. Click the Map Button next to it; select any box with a GREEN tick.

Now click 'Add Product' and you're done

How do I add a new product popup?

One of the most popular features of Sassco POS is the ability to easily add popups and allocate to different products. For example, when you click on the item 'Latte', you want to add a popup asking staff to select one of the different types of milks.

Login to Back Office, click Product, click Add New button (next to popup). A new window will open.

Under item, add your new option, example Soy. If you charge extra for Soy then enter the additional charge next to Extra Charge, click Add.

Repeat the above step for all your other options, e.g: skim, decaf $0.5, hot, warm etc

Now because we want users to be able to select one or more of the above selections (example skim and warm), tick to select Multiple.

Finally, give it a Nickname, example: coffee options. Click Create Popup.

Now you can use this popup (coffee options) for one or more of your products, e.g: latte, cap, flat white etc.

Note: you can have up to 2 popups within the popup. E.g: first option is to select the milk, then to select the size. For that, you can click (Add another) in the popup window under WINDOW #1.

How do I populate my modifiers?

Modifiers are different to popups in the sense that you can use the same modifier for ALL products. For example if you have a modifier called Chilli, you can use EX/NO Chilli for any product in your POS. The more modifiers you have, the easier your POS is to use. To add your modifiers simple do the following: Login to Back Office, click Product, click Add Modifiers (top right). Enter your modifier item (e.g: Chilli) and enter additional charge. For example if you want customers to be charged $0.50 for each time you add chilli to their product, enter 0.50 in the Extra charge text box. Click Add when done.
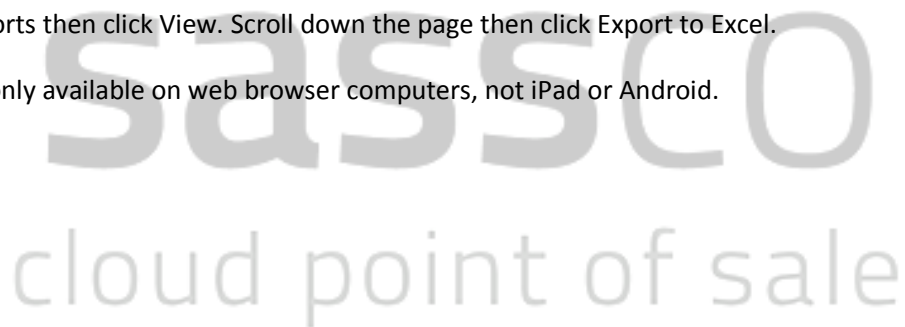

Why is there a wage option under staff?

If you're using our ClocksApp Time and Attendance software, the wage values under staff are used when exporting your weekly timesheet. ClocksApp will list all your staff hours for the week and calculate their wages for you. Pretty cool feature if you have ClocksApp enabled.

How do I export my reports into Excel?

This can be done using Sassco POS Back Office or our Analytics App. Login to Back Office, click Reports, and select your time frame by clicking on the top line showing the dates. Now click to select any of the available reports then click View. Scroll down the page then click Export to Excel.

Note: this is only available on web browser computers, not iPad or Android.

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