

# Simple Register Quick Setup Guide

11-04-2020 V1.0



### Preface

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#### **TECHNICAL SUPPORT CONTACT INFORMATION**

Phone: (877) 859-0099

Email: support@pax.us

URL: www.pax.us



# **Revision History**

Date	Version	Description
11-04-2020	v1.0	Initial release.



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# **1. Introduction**

Welcome to Simple Register—Commerce Integration Made Easy.

### **1.1 Purpose**

This document provides Simple Register users with information on setting up their store and terminals directly from the terminal. This guide also walks the users through the process of upgrading their subscription for additional enhancements.

### **1.2 Intended Audience**

This guide is intended for use by:

- ISOs
- Merchants
- Employees using Simple Register



# 2. Creating a Store

This section provides information on creating a store.

### 2.1 Creating a Store

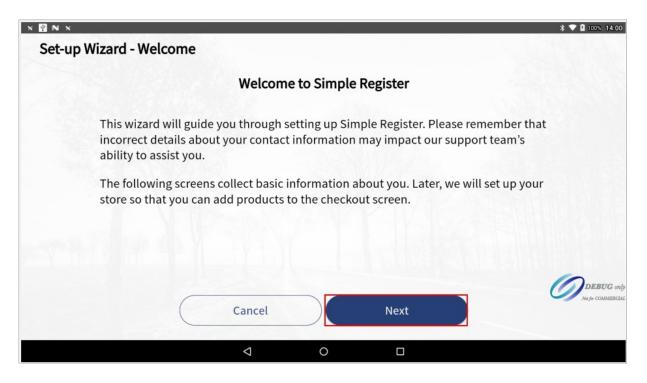
Use the following steps to create a store.

1. On the homepage select **[Yes]** to create a store for the first POS device.

x ¥ N x			* 🖤 🖬 100% 14:00
	<b>COMM</b> Integration Mad	<b>ERCE</b> e Easy	
	This is first Simple Re	gister in a store?	
	Yes		
	No		DEBUG only Native COMMERCENT
	< 0	D	



2. Read the welcome information then select [Next].

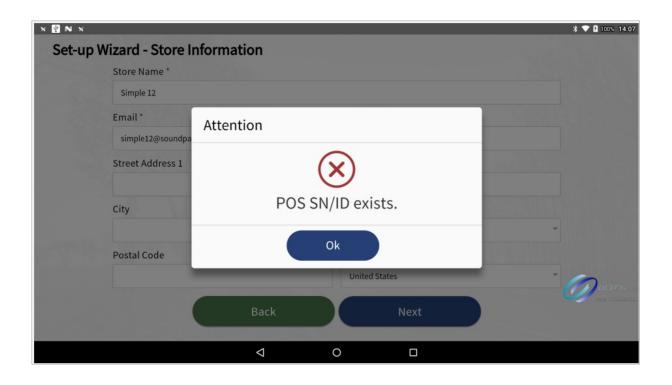


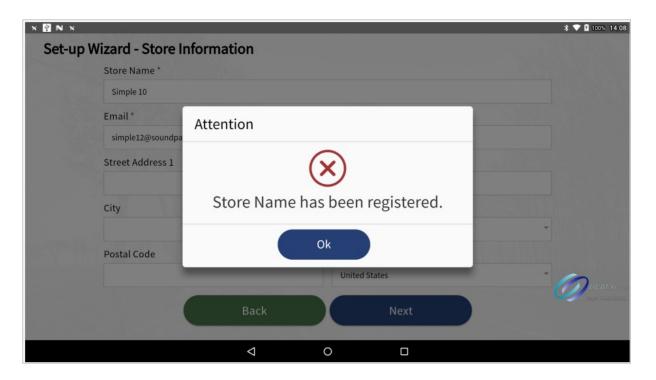
3. Input the store information then select **[Next]**. Sections marked with a red asterix are mandatory.

Store Name *		
Simple 12		
Email *	Phone Number	
simple12@soundpayments.cn	1212	
Street Address 1	Street Address 2	
City	State	
	Florida	-
Postal Code	Country	
	United States	
Back	Next	Not fir CO



**Note:** Stores cannot share the same POS SN/ID, Store Name, and Email Address. The following error messages displays in instances where users attempt to use the same information to create a new Store.







× ♥ × × Set-up Wizard - Store I	nformation	* 💙 🚨 100% 14:09
• Store Name *		
Simple 12		
Email * simple10@soundpa	Attention	
Street Address 1	$\bigotimes$	
City	Email has been registered.	
Postal Code	Ok	
	United States	
	Back Next	
	< 0 □	

### 2.2 Setup Wizard

Use the following steps to navigate the Setup Wizard.

1. Set the login password for user: 0001

IIN× Set-up∖	Wizard - Account Info	ormation					* 🕈 🖬 100%
	User ID *				_		1
	0001			1	2	3	
	Password *			4	5	6	
			*	7	8	9	
	Confirm Password *						
			***	Clear	0	Del	
	a la				-		
		Back		Next			Jierger CObe
		$\triangleleft$	0				



2. Read the setup wizard information then select [Next].

N 🔛 N N	14:12
Set-up Wizard - Next steps explained	
Thank you for providing your store setup information. The next screens will assist you in setting taxes and categories for easier product management.	
Carefully plan your next steps. These settings will be the foundation for your inventory going forward.	
The Next Steps:	
1) Set up Taxes: Set up each tax that may apply to products in your store.	
2) Set up Tax Categories: Group the taxes created in Step 1 based on how they will be applied to your products. Products are taxed based on their assigned tax category.	
3) Set up Product Categories: Create categories to organize your products. Products will appear within their category on the Sale menu and can be searched by category in the inventory.	
4) Set up Products: Add products sold to your inventory. Once you've created a product, you'll be able to easily add it to a customer's cart by scanning a barcode or selecting the product from the Sale menu.	UG only
Back Next	AMERCIAL

#### 3. Users must set at least one tax template. Users **cannot** skip taxes in the Setup Wizard.

X 🖞 N X						* 💎 🛿 100% 14:12
Set-up Wizard - Taxe	es					
Tax #1	Name	Tax a		Rate	8%	
Tax #2	Name			Rate		
Tax #3	Name			Rate		
Tax #4	Name			Rate		
Tax #5	Name			Rate		
Tax #6	Name			Rate		
String in						
		Back		Next		Jun jur COMMENCIAL
		$\bigtriangledown$	0			



4. Enter the Tax Category information then select [Next].

× 昭 N ×			* 💎 🛿 100% 14:13
Set-up Wizard - Tax Categories		Tax Categories 🔅 Product Categ	ories Product
Create tax categories for easy tax grouping (i.e.	State, Local, County taxes may r	not be applicable for all items)	
Tax Category Name*	Standard tax		
Tax Name	Rate(%)	Taxable Tax	
🔽 Tax a	8%		
and the second s			
			6
			DEBUG only
(Skip	Back	Next	
You can	skip this page and set it later in t	he APP.	
Þ	0		

5. Enter the Product Category information then select [Next].

× 🕅 N ×				-	* 💎 🔒 100% 14:19
Set-up Wizard - Produ	ct Categories		Tax Categories 🔌	Product Categories	s Product
	Name *				
	C1				
	Description				
A States	Category 1				
	Image				
2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					
Lengel Stopped					
					-
					DEBUG only
SI	kip	Back	Ne	ext	
	You can s	kip this page and set it later in the	APP.		
	$\bigtriangledown$	0			



6. Enter Product information then select [Next].

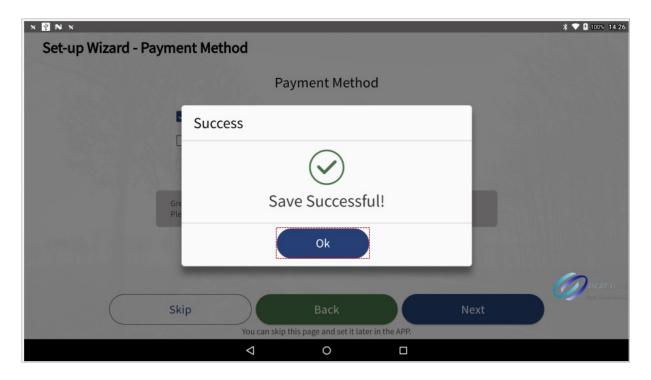
XINX						* 💎 🛿 100% 14:21
Set-up W	Vizard - Add Product			Tax Categories 🔌 Pr	oduct Categorie	es > Product
	Item *	Category *				
	Pro1		C1 -		Add Category	
	Inventory Tracking *		Tax Category *			
	Track inventory	1000	Standard tax	×	⊕ Add Category	
	Sales Price *	Price with Tax	*	Cost of Goods So	ld	
	\$5.88	\$6.35				
	SKU		GTIN			
	Image					
			Тах		\$0.47	DEBUG only
	Skip	в	ack	Next		NE JW CAMMERCEAL
		You can skip this page	and set it later in the A	PP.		
		$\bigtriangledown$	0 (			

7. Select the accepted Payment Methods then select [Next].

X 🛛 N X				-	* 💙 🛿 100% 14:22
Set-up Wizard - Pa	yment Method				
		Payment N	lethod		
	🗌 Credit Card		Debit Card		
	🗌 Gift Card		Local Gift C	Card	
	🖸 Account		Loyalty		
	Greyed out items are ava Please contact your sale				
	23 Y	1.Ye			
	Skip	Back		Next	
	You	can skip this page and	set it later in the APP.		
	$\bigtriangledown$	0			



8. The Save Successful confirmation displays. Select [Ok].



Note: Users can skip the Tax Categories, Product Categories, and Add Product sections by selecting [Skip].



# 3. Send Upgrade Request

This section provides information on sending upgrade requests.

### 3.1 Upgrade Subscription

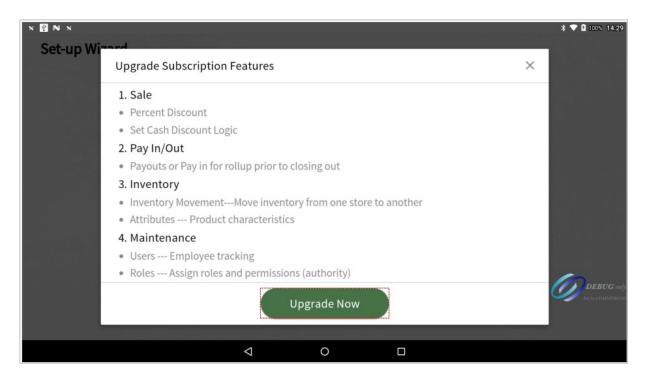
Use the following steps to upgrade a subscription.

1. Select [Upgrade Subscription].

X 🕅 N X		* 💙 🛿 100% 14:26
Set-up Wizard		
	Set-up Wizard Finished	
	$\bigcirc$	
	Available with a paid subscription please upgrade your registration. Click "Upgrade Subscription" for more details.	
	Upgrade Subscription	
	<u>Log In</u>	DEBUG only Justic COMMERCIAL



#### 2. Select [Upgrade Now].



#### 3. Enter a phone number or email address then select [Send Request].

× 🛛 N ×							* 💎 🛿 100% 14:29
Set-up Wi~	and						í l
	Upgrade Subsci	ription Features				×	
	1. Sale <ul> <li>Percent Disco</li> </ul>	Upgrade Subsc	ription Only		×		
	<ul> <li>Set Cash Disc</li> <li>2. Pay In/Out</li> </ul>		able with an upgraded enter your phone or				
	<ul><li>Payouts or Pa</li><li>3. Inventory</li></ul>		hone				
	Inventory Mc     Attributes	simple12@soundpa	ayments.cn				
	<ul> <li>4. Maintenance</li> <li>Users Emp</li> <li>Roles Assi</li> </ul>	Cancel	Se	nd Request			6
			Upgrade Now				DEBUG only
-							
		$\bigtriangledown$	0				



## 3.2 Login

Use the following steps to login to Simple Register.

1. Select [Login] for immediate access to Simple Register.

× 🖞 N ×		* 💎 🔒 100% 14:26
Set-up Wizard		
	Set-up Wizard Finished	
	$\bigcirc$	
	Available with a paid subscription please upgrade your registration. Click "Upgrade Subscription" for more details.	
	Upgrade Subscription	
	<u>Log In</u>	DEBUG only My COMMERCIAL



2. Enter the User ID 0001 and the password created during the Setup Wizard.



Note: Users can send an Upgrade Request by clicking on any grayed-out icon.





## 4. Second POS Device Activation

This section provides instructions for activating a second POS Device.

#### 4.1 Get Store Name and Serial

Use the following steps to get the Store Name and Serial Number.

1. In the first POS Device select [Settings].





2. Select [Merchant Info] to get the Store Name and SN.

					<b>* ▼ 1</b> 1000 14:43 Settings
Merchant Info	Receipt Setup	Configuration	Pay Method	Activation	Cloud
Petro Setting	Printer Setup	(i) About			
					DEBUG only
		⊲ (			

× 21 N ×			* 💙 🖬 100% 14:43
Save	Customer Display		Merchant Info
Merchant Name *	Simple 12	Logo	
Phone Number	121212		
City		Address line1	4
Country	United States 👻		
State	Florida 👻	Address line2	A
Zip/Post Code		Store Name: Simple 12 Store Serial Number: MDJhMzQ	2YzAtyjy4
			Julye COMMERCIAL
	<		



### 4.2 Activate a Second POS Device

Use the following steps to Activate a Scond POS Device.

1. From the homepage select [No].

* ¥ • *				* 🕈 🕯 1003 14:46
	(CO) Integr	<b>MME</b> ration Made E	asy	
	This is first Sim	nple Regi	ster in a store?	
		Yes		
		No		DEBUG only
	4	0		

2. Enter the Store Name and Serial Number obtained from section 4.1 then select [Activation].

x 🖞 X					* 💎 🛿 100% 14:4
Set-up	Wizard - Simple Register				
	Please input or sc	an your store	info to connect w	vith commerce.	
	Store Name *		Store Serial Number *		
	Simple 12		MDJhMzQ2YzAtYjY4		
	ompre 12		bibonnege te terje t		
					DEPUIC
				and the second	
	<u> </u>		Antivesting		Not for COMME
	E	Back	Activation		New few COMMEN



3. The Activated Successfully confirmation displays. Select [Ok].

Set-up Wizard - Simple	e Register	* 💎 🛿 100% 14:50
	input or scan your store info to connect with commerce.	
Store Name *	Success	
Simple 12	$\langle \checkmark \rangle$	
	Activated successfully	
and the second	Ok	
	Back Activation	

4. Once complete, log in to the second terminal using **User ID 0001** and the original passcode for the store. With an upgraded subscription users can create a single sign-on for each user

× № × COMMERCE Integration Made Easy				* ▼ 1 1000 14:50 Simple 12 ▲ 1212
		USER ID		
and the second			×	
	1	2	3	
	4	5	6	
	7	8	9	
10.000	Clear	0	Enter	DERUG only in the condustrated Language
	$\bigtriangledown$	0		



## **PAX Customer Support**

For questions or help with the terminal installation please contact your service provider or PAX customer support.

PAX Technology Inc. 8880 Freedom Crossing Trail Building 400 3<sup>rd</sup> Floor, Suite 300 Jacksonville, FL 32256

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