

# Welcome to Imonggo

## Imonggo User Manual



# Imonggo User Manual

## Welcome to Imonggo

### What is Imonggo POS?

Thank you for choosing Imonggo - a simple yet very powerful point-of-sale used by budding retail entrepreneurs! While we designed Imonggo to be as simple as possible so it can be used intuitively, there are other powerful, advanced features in Imonggo that might require this guide.\_

Imonggo POS is a cloud-based point-of-sale (POS) system that enables businesses to manage their sales, inventory, and customers from a single platform. The Imonggo POS system is designed for small and medium-sized businesses. It can be accessed from any internet-connected device, including desktop computers, laptops, and tablets. We created this guide to further help SMEs using Imonggo to maximize the power of the application. Click on Getting Started button below to get started.

A banner for the Imonggo User Manual. The top part features the Imonggo logo and navigation links: 'About Us', 'Pricing', 'SME Blog', and 'User Manual'. There are also 'Log In' and 'Sign Up' buttons. The main image shows a smiling woman in a white turtleneck and beige apron interacting with a tablet POS system. Text on the banner includes 'Simple and Powerful Point of Sale', 'The secret weapon of budding retail entrepreneurs', and a 'Sign Up for Free!' button. The bottom section is black with white text: 'User Manual', 'Imonggo Web Based POS', and the URL 'https://www.imonggo.com/' in orange.

**imonggo** About Us Pricing SME Blog User Manual Log In Sign Up

## Simple and Powerful Point of Sale

The secret weapon of budding retail entrepreneurs

Sign Up for Free!

# User Manual

Imonggo Web Based POS

<https://www.imonggo.com/>

# Imonggo User Manual

## Logging In

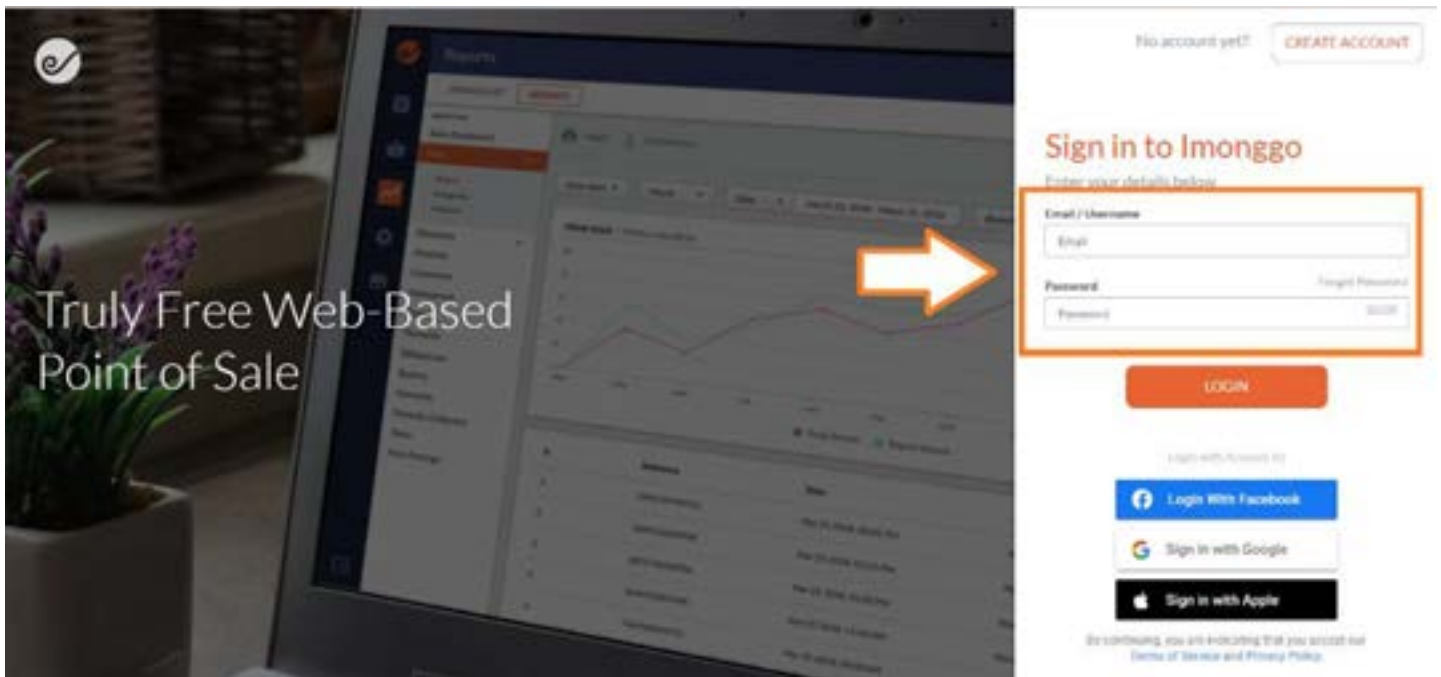
### Step 1:

Take your first step with Imonggo.

### Step 2:

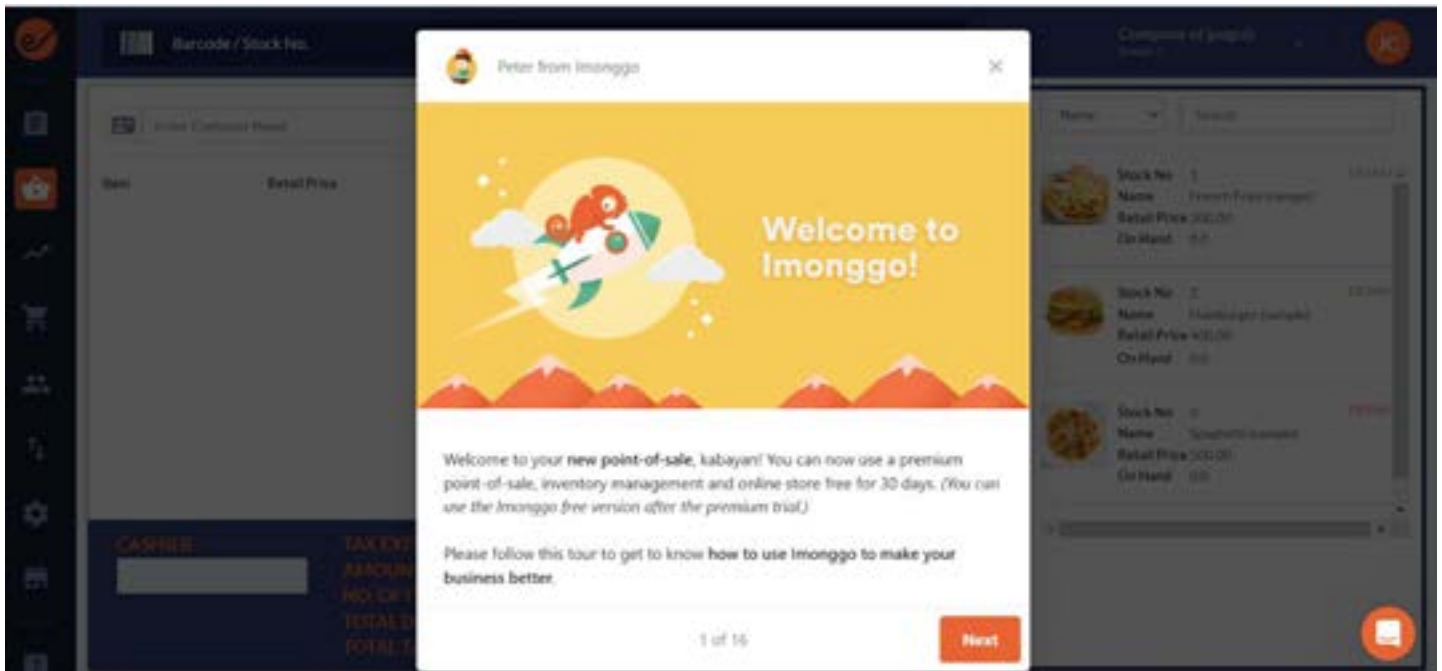
Go to [secure.imonggo.com/login](https://secure.imonggo.com/login)

Enter your registered username/email address and password then click on LOGIN. Click on the Account ID listed below the login button if you registered using your Facebook, Google Account, or Apple ID - whichever is applicable to you.



You're now logged in! You can go on with the product tour as you can see below.

# Imonggo User Manual



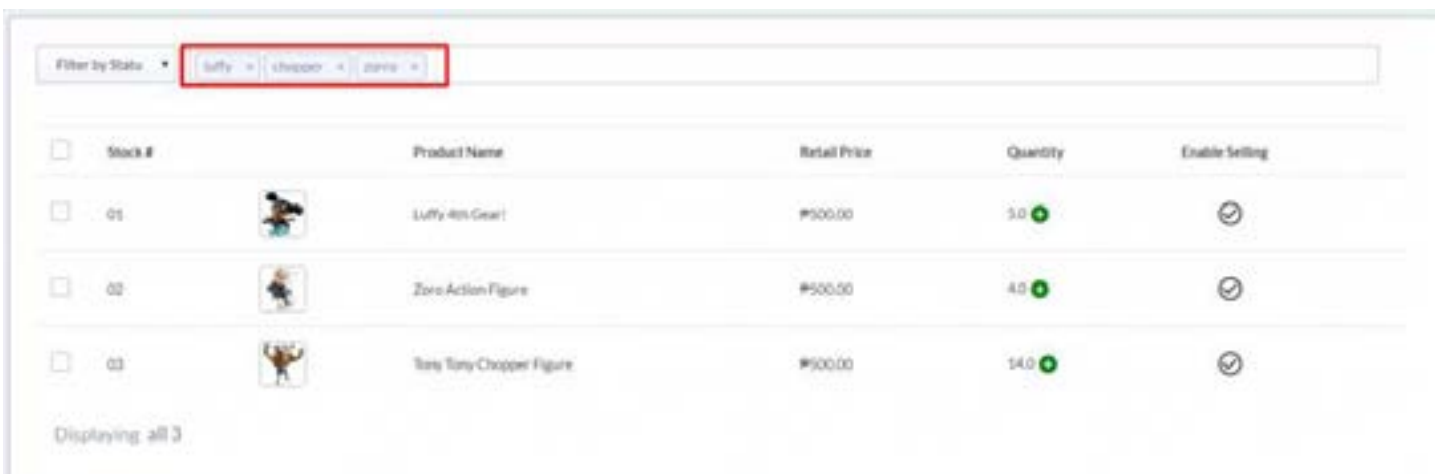
Excited about setting up your Imonggo? Proceed on to the next - Adding New Products.

## Add a Product

<b>Product Name</b> <span>(Required)</span> Enter product name	
<b>Stock Number</b> <span>(Required)</span> 05	
<b>Description</b> Enter description	
<b>Retail Price</b> <span>(Required)</span> 0.00	<b>Cost (Price at Purchase)</b> 0.00

# Imonggo User Manual

- Description – which describes the item in paragraph form. You can add details such as item size, color, supplier and more.
- Cost (Price at Purchase) – the estimated cost of the item when you buy it from the supplier.
- Minimum/Maximum Quantity – just type the min/max values of the item's inventory. We will add reports that will correspond to this later on.
- Add Barcodes – type the barcodes that correspond to the product if it is available, so you can scan the item with a barcode scanner while selling. If the item does not have a barcode, you can type any series of numbers here so you can print a barcode label for it using our barcode printing feature.
- Add Tags – these are words that describe what the item is or how it looks like. You can use tags as categories, or a way to sort your items (this is only applicable if you are a premium user).



The screenshot shows a web interface for managing products. At the top, there is a search bar with the text "luffy", "chopper", and "zero" entered. Below the search bar is a table with the following columns: "Stock #", "Product Name", "Retail Price", "Quantity", and "Enable Setting". The table contains three rows of data:

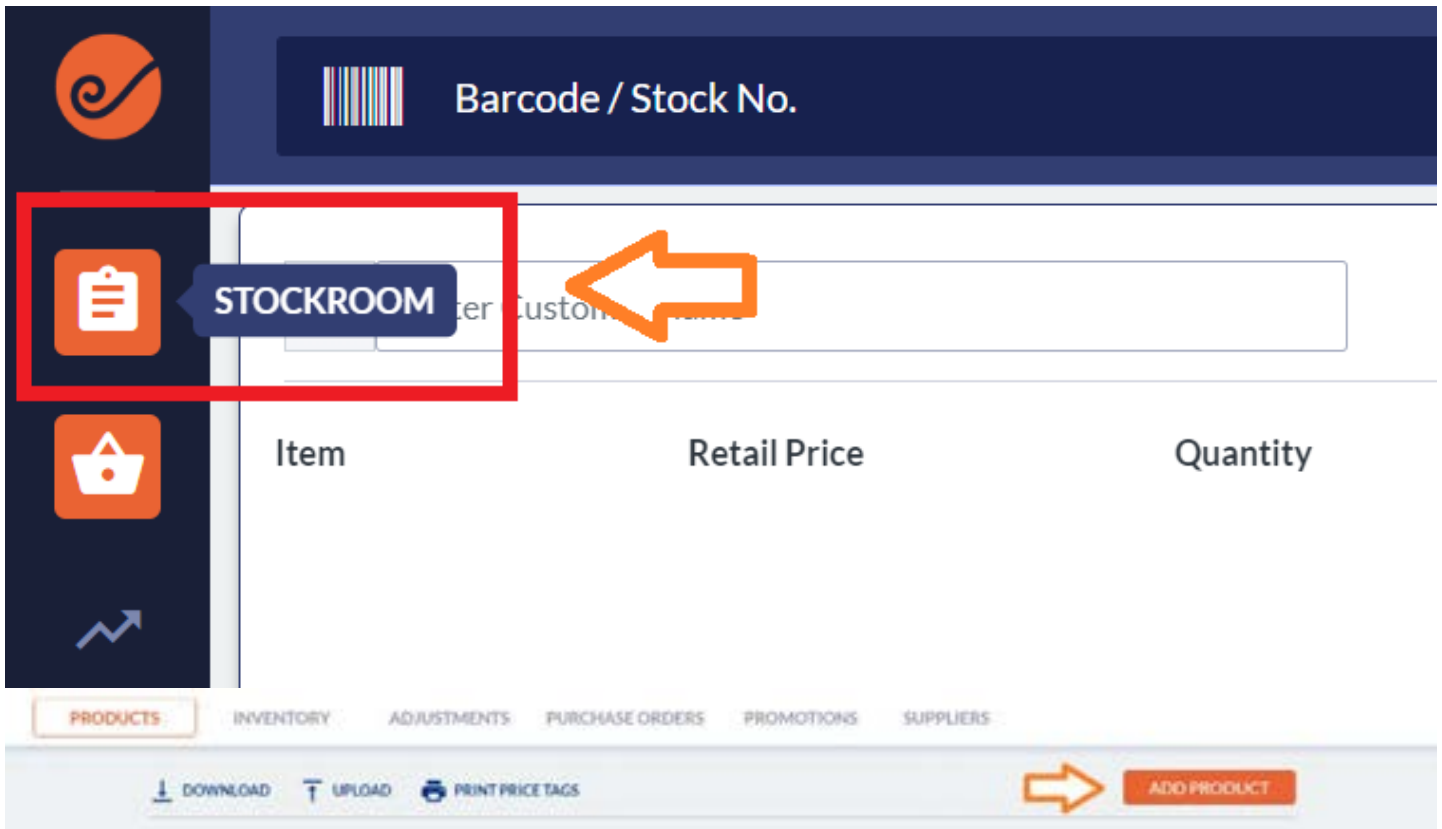
Stock #	Product Name	Retail Price	Quantity	Enable Setting
01	Luffy 400 Gear 1	¥500.00	3.0	☑
02	Zero Action Figure	¥500.00	4.0	☑
03	Tony Tony Chopper Figure	¥500.00	14.0	☑

At the bottom left of the table area, it says "Displaying all 3".

Upload a product image by clicking the Choose File button.

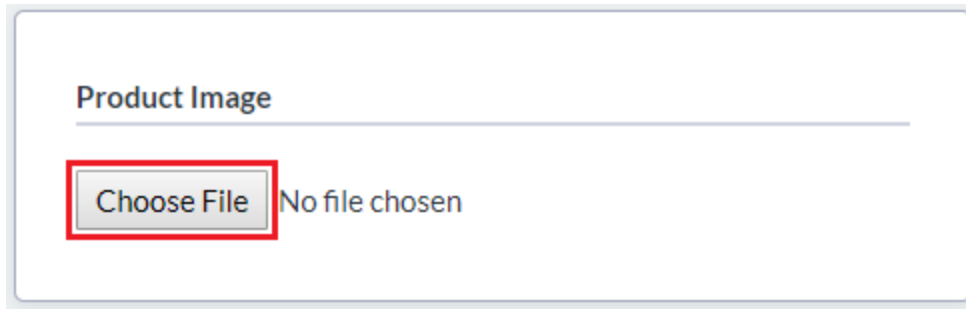
# Imonggo User Manual

Go to Stockroom then click the Add Product button



Fill out all required fields.

# Imonggo User Manual

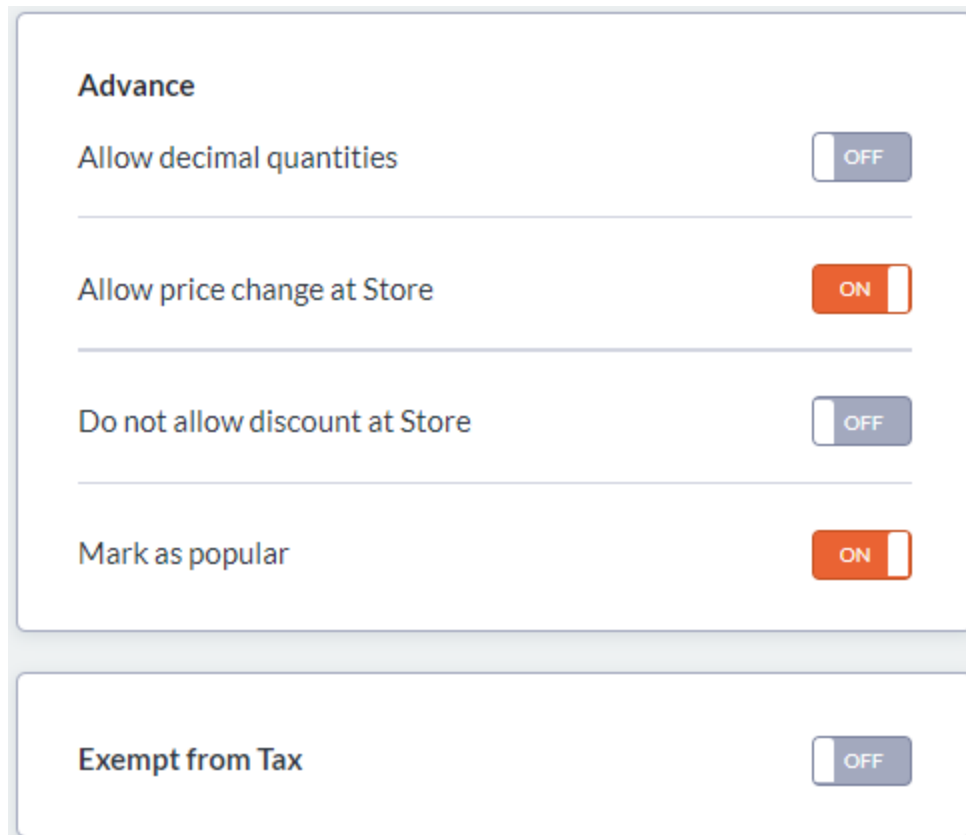


**Product Image**

**Choose File** No file chosen

Note: The maximum size allowed for the picture is 64kb

There is also some Advanced Settings where you can turn on/off the following:



**Advance**

Allow decimal quantities  OFF

Allow price change at Store  ON

Do not allow discount at Store  OFF

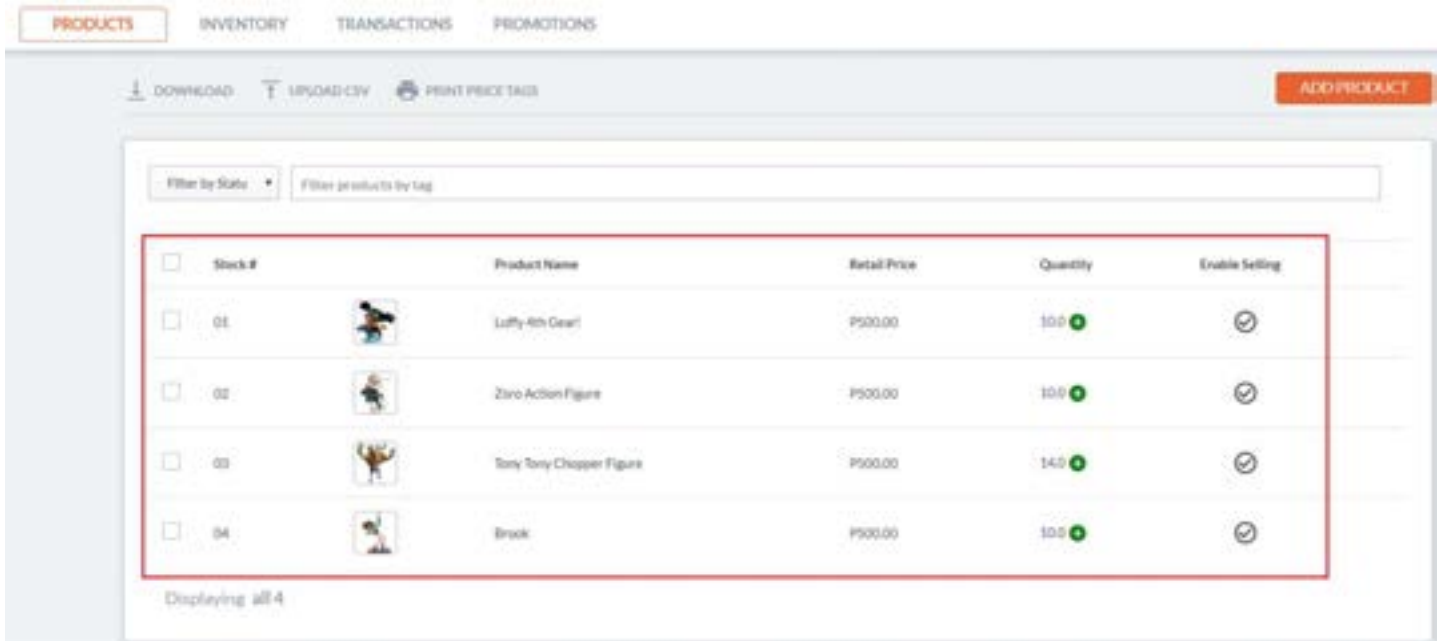
Mark as popular  ON

**Exempt from Tax**  OFF

Note: The Mark as popular option is for items that your customers buy the most.

Once you finalize all the details of the product, click the **SAVE** button to create the item. The product created will be displayed in Stockroom > PRODUCTS.

# Imonggo User Manual



You may also use the upload tool to add all your products quickly using a

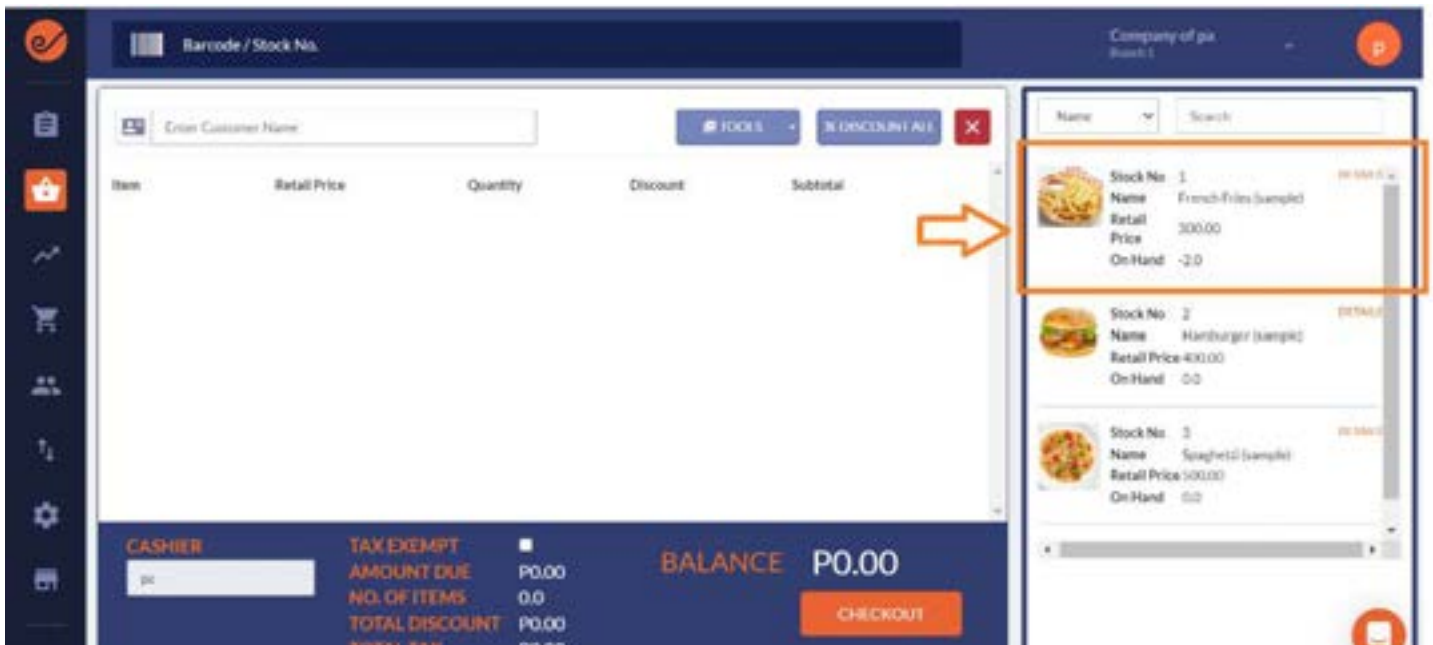
CSV file

After uploading your products, you can now move on to making your first sale.

You can find the Product List Panel - consisting of the products you sell - on the left side of your screen. Click on one item to add to the invoice.



# Imonggo User Manual



You also have the option to easily add a specific discount per item. The subtotal is indicated at the end of each product line.

Item	Retail Price	Quantity	Discount	Subtotal
 1 French Fries (sample)	300.0	1		P300.00

Check the total of the invoice prior to checking out. To finalize your transaction, click on the checkout button.

# Imonggo User Manual

Enter Customer Name

TOOLS

DISCOUNT ALL

Item	Retail Price	Quantity	Discount	Subtotal
1 French Fries (sample)	300.0	1		P300.00

CASHIER: pa

TAX EXEMPT:

AMOUNT DUE: P300.00

NO. OF ITEMS: 1.0

TOTAL DISCOUNT: P0.00

TOTAL TAX: P0.00

**BALANCE P300.00**

CHECKOUT

You may check the details of the invoice here where you have an option to add remarks and/ or type the email of your customer to send the invoice via email.

# Imonggo User Manual

**BALANCE** P300.00

<b>AMOUNT DUE</b>	P300.00
<b>NO. OF ITEMS</b>	1.0
<b>TOTAL DISCOUNT</b>	P0.00
<b>TOTAL TAX</b>	P0.00

**CASHIER**

**CUSTOMER**

**EMAIL**

**LOYALTY**

**POINTS**

**REMARKS**

**CHECKOUT**

Type the tender amount

Select payment type

**CASH** CREDIT DEBIT CHECK  
POINTS GC OTHERS MORE

Tax Breakdown Payments Made

**PAY**

On the right side, you can enter the customer's payments. Multiple payments are allowed. The total payment amount is already indicated but you can edit it. Select the payment type.

# Imonggo User Manual

The image shows a two-part interface. On the left is a dark blue summary panel, and on the right is a light grey checkout modal.

**Summary Panel (Left):**

- BALANCE** P300.00
- AMOUNT DUE** P300.00
- NO. OF ITEMS** 1.0
- TOTAL DISCOUNT** P0.00
- TOTAL TAX** P0.00
- CASHIER** [Input field with "DP" and an orange arrow pointing to it]
- CUSTOMER** [Input field]
- EMAIL** [Input field]
- LOYALTY** [Input field]
- POINTS** [Input field]
- REMARKS** [Large text area]

**Checkout Modal (Right):**

- CHECKOUT** (Title)
- Type the tender amount:
- Select payment type:
  - CASH** (highlighted in green)
  - CREDIT
  - DEBIT
  - CHECK
  - POINTS
  - GC
  - OTHERS
  - MORE ▾
- Tax Breakdown: [Empty area]
- Payments Made: [Empty area]
- PAY** (Large orange button at the bottom)

Then click on the PAY button to end the transaction.

# Imonggo User Manual

The image shows a user interface for a checkout process. On the left, a dark blue sidebar contains the following information:

- BALANCE** P300.00
- AMOUNT DUE** P300.00
- NO. OF ITEMS** 1.0
- TOTAL DISCOUNT** P0.00
- TOTAL TAX** P0.00
- CASHIER** [input field with 'pa']
- CUSTOMER** [input field]
- EMAIL** [input field]
- LOYALTY** [input field]
- POINTS** [input field]
- REMARKS** [input field]

On the right, a light gray modal window titled **CHECKOUT** is open. It contains the following elements:

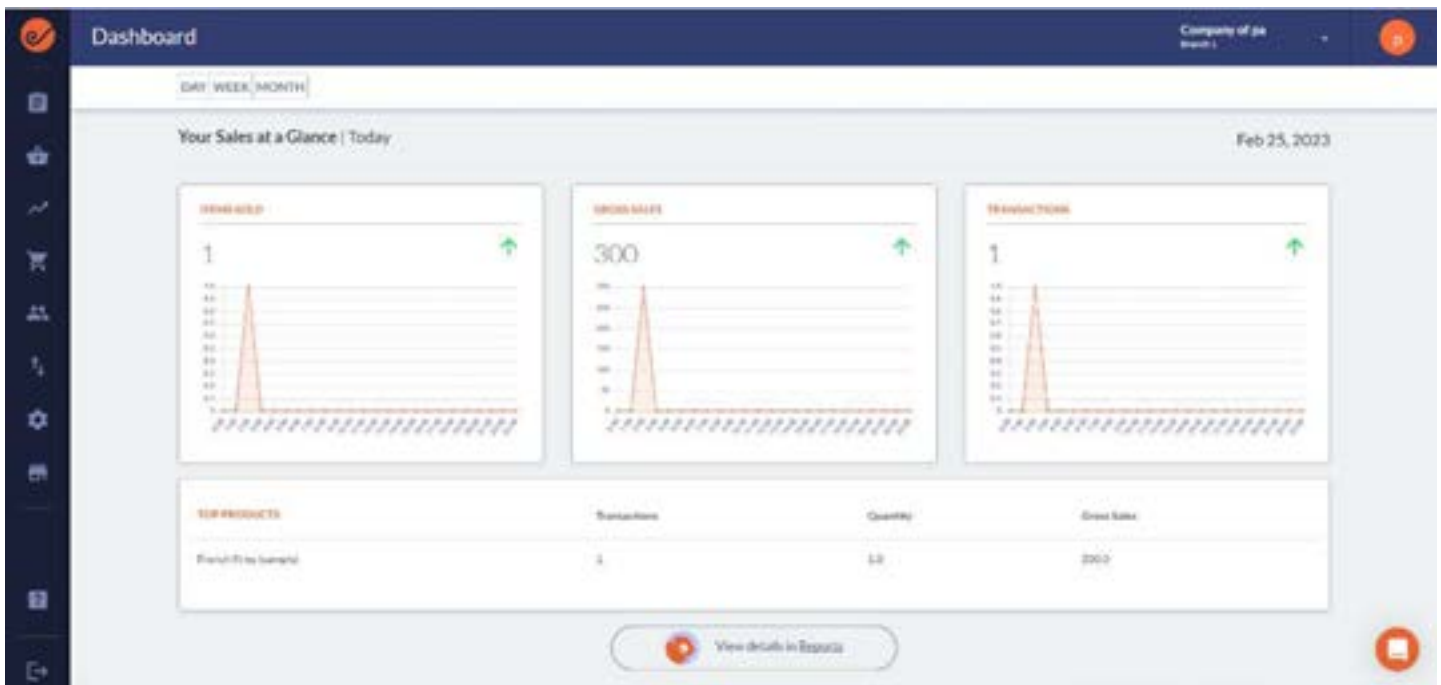
- A text input field labeled "Type the tender amount" with the value "300.0".
- A section labeled "Select payment type" with buttons for **CASH** (highlighted in green), **CREDIT**, **DEBIT**, **CHECK**, **POINTS**, **GC**, **OTHERS**, and **MORE** (with a dropdown arrow).
- Two sections: "Tax Breakdown" and "Payments Made", both currently empty.
- A large orange arrow pointing down towards a red **PAY** button, which is highlighted with a red border.

Congratulations on making your first sale! Move on to the next tutorial to know about your Dashboard.

# Imonggo User Manual

## Viewing Dashboard

Imonggo Dashboard provides you with a quick overview of your store's daily, weekly, and monthly performance. In this dashboard, you can choose between daily, weekly, and monthly overviews. Each contains the total item you sold, your gross sales, the total number of transactions, and even the top product of your chosen period. You can find this dashboard by clicking the topmost-left button of your screen - the Imonggo logo.



Want to know more details of your store's sales transaction? Click on the next guide - Viewing Sales Report.

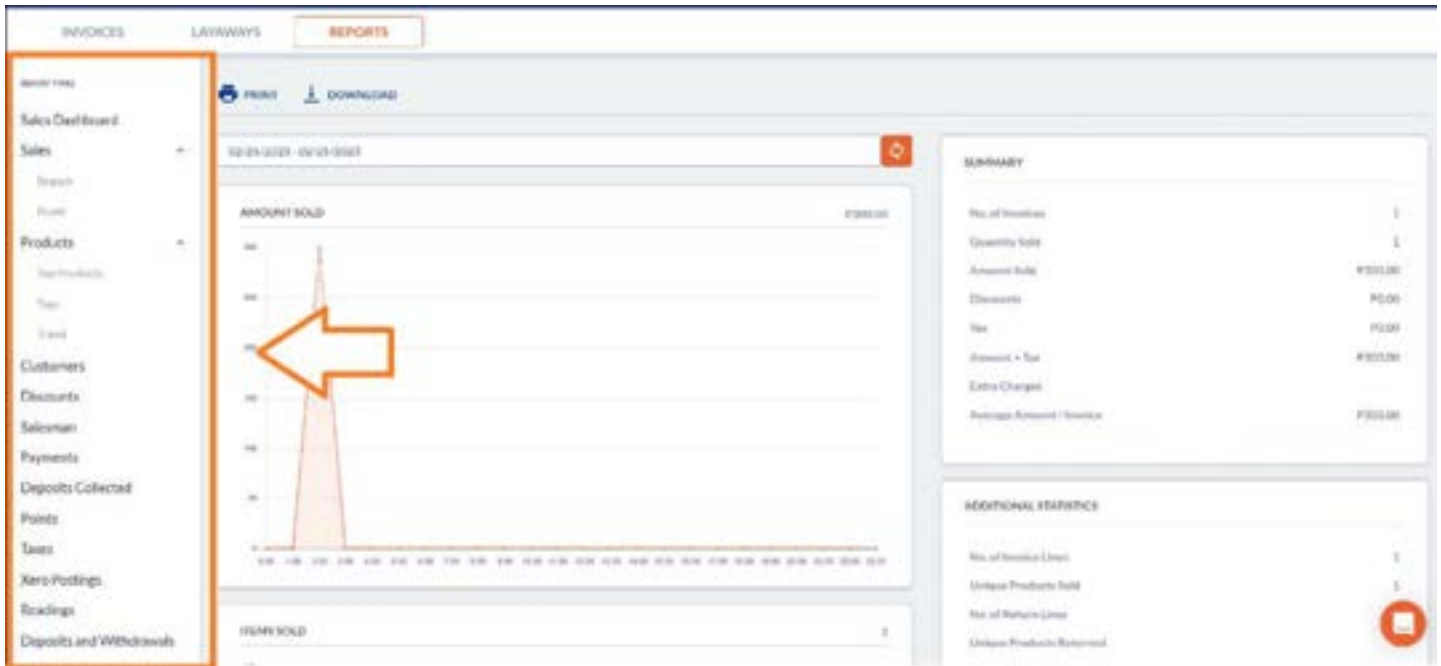
# Imonggo User Manual

The Office is where Imonggo monitors all your store's sales transactions, and presents them in report format.

The screenshot displays the Imonggo Dashboard interface. At the top, the word "Dashboard" is visible. Below it, there are tabs for "DAY", "WEEK", and "MONTH". The main heading reads "Your Sales at a Glance | Today". On the left sidebar, the "OFFICE" menu item is highlighted with an orange box and an arrow. The main content area features a line graph showing sales data over a 24-hour period. The y-axis ranges from 0 to 1.0, and the x-axis shows hourly intervals from 0:00 to 23:00. A single peak is visible at 2:00, reaching a value of 1.0. A green upward arrow is located in the top right corner of the graph area. Below the graph, there is a search bar labeled "Search Invoice". Below the search bar, there are three tabs: "INVOICES", "LAYAWAYS", and "REPORTS", with "REPORTS" highlighted by an orange box and an arrow. Below the tabs, there are "PRINT" and "DOWNLOAD" buttons. At the bottom, there are three dropdown menus: "All Invoices", "All Cashiers", and a date range "02/25/2023 - 02/25/2023".

# Imonggo User Manual

To access any of the reports, click any of the buttons at the right side of the screen that corresponds to the report label.



- The Deposits Collected Report can only be accessed when the Layaway feature is enabled. It is available only for premium accounts.
- The Sales By Salesman Report can only be accessed when the Track Salesman Sales feature is enabled. It is available only for premium accounts.



# Imonggo User Manual

## Setting up a printer



# How to set up a printer

Choosing a printer and printing a receipt on for your iPad

It's fairly easy to set up a printer to use for the Imonggo's iPad app. Just follow these steps:

Before you start, make sure that you have the 1) printer, 2) receipt paper rolls, an 3) ethernet or LAN cable, and a 4) router

Imonggo's iPad app prints through ethernet interface, so you have to purchase ethernet-enabled POS printers. We recommend the EPSON TM-T88V, which you can

Other recommended printers include the following EPSON printers: TM-T70, TM-U220, TM-P60, TM-T82, TM-P80 and TM-P60. Have a printer that's not on the list? Send us a message and we'll tell you if it is supported.

You may ask your technician to set this up for you if one is available. If you plan to do this on your own, don't worry-- we've prepared clear, step-by-step instructions for you to follow.

Newly-bought Epson printers will not automatically be able to connect to your network. You'll need to properly set it up by changing the network settings through the Dynamic Host Configuration Protocol (DHCP).

Note: To set up the DHCP, you will need to connect your iPad to your Mac or Windows computer. You won't be able to do this on your iPad as a connection between your computer and printer is necessary.

## a. Setting up the Dynamic Host Configuration Protocol (DHCP)

Step 1: You first have to know your router's IP Address.



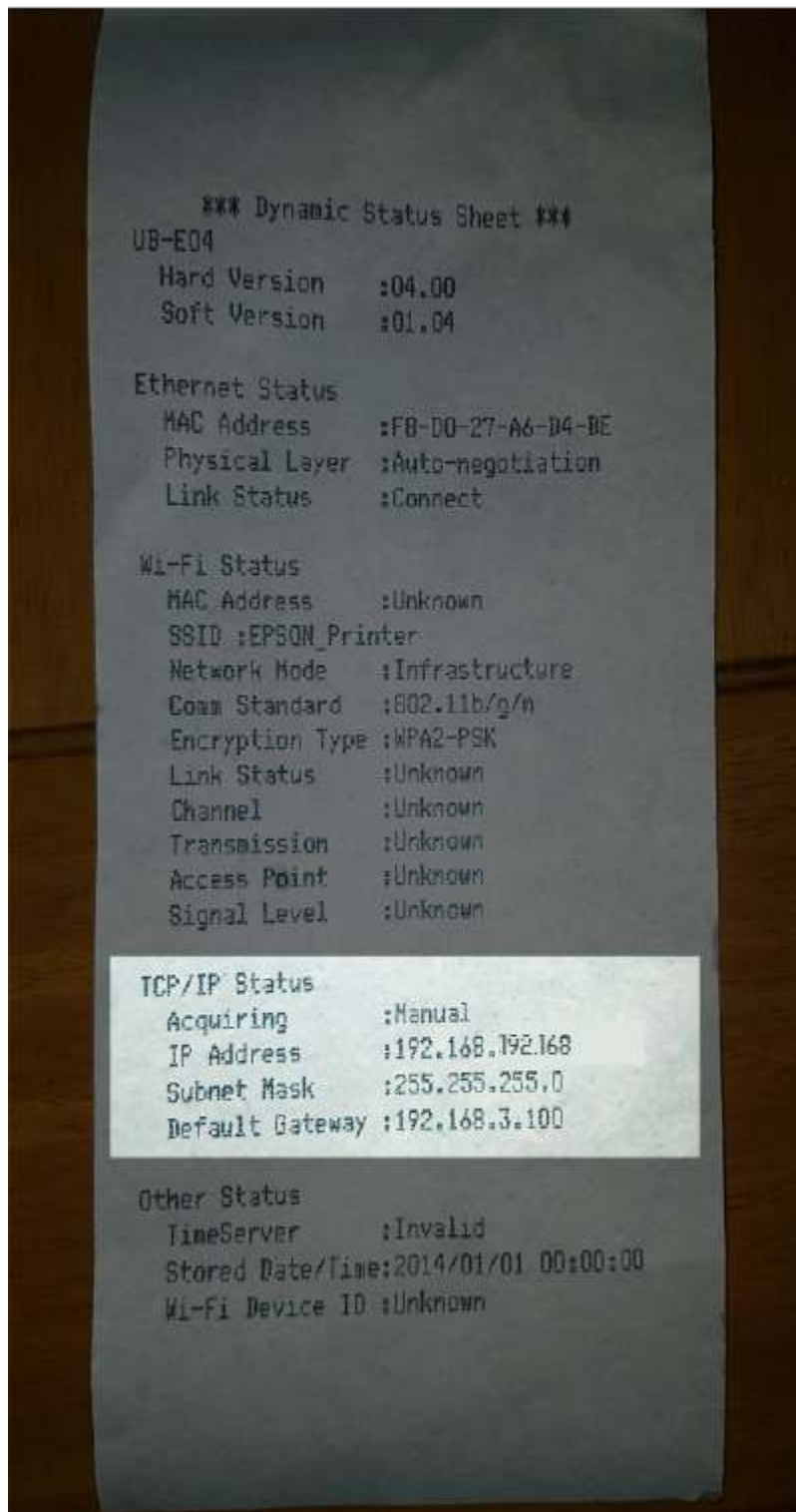
## Step 2: Get your printer's IP address

a. Connect your printer to a power source and turn it on. b. Using a pin, press the reset button located on the back of your printer



c. Your printer will print a receipt containing its network information

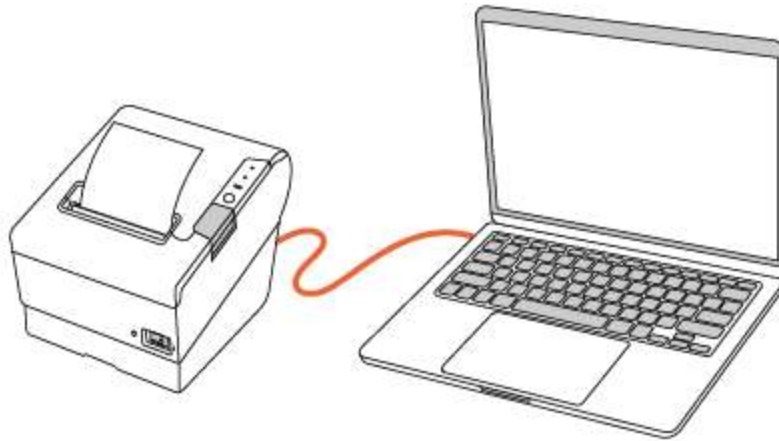
# How to set up a printer



Note: the IP address may vary depending on your printer

Step 3: Connect your printer to your computer via an ethernet cable.

# How to set up a printer



## Step 4: Access your printer's configuration settings

To access your printer's configuration screen, you will need to temporarily switch your computer's IP address to that of the printer's.

**IMPORTANT:** Take note of your current settings as you'll be reverting back to them after the setup is complete.

Go to System Preferences > Network

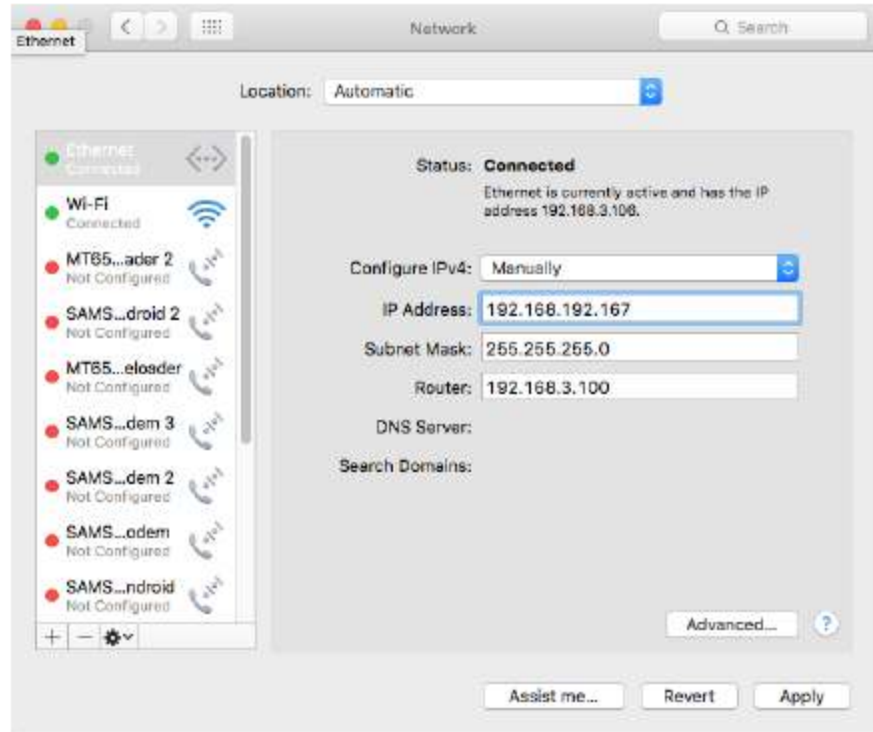


A pop-up will appear. Select 'Ethernet'

Before changing the fields, note down the original input as you'll be reverting to these after the setup.

Input the following settings:

# How to set up a printer



- IP Address: (Enter the IP address on the printer receipt) 192.168.192.167\*
- Subnet Mask: 255.255.255.0
- Router/Default Gateway: e.g. 192.168.3.100 (the IP address of the router)

\*The last three digits should be different from the one written on the receipt. You may input any value from 1-254.

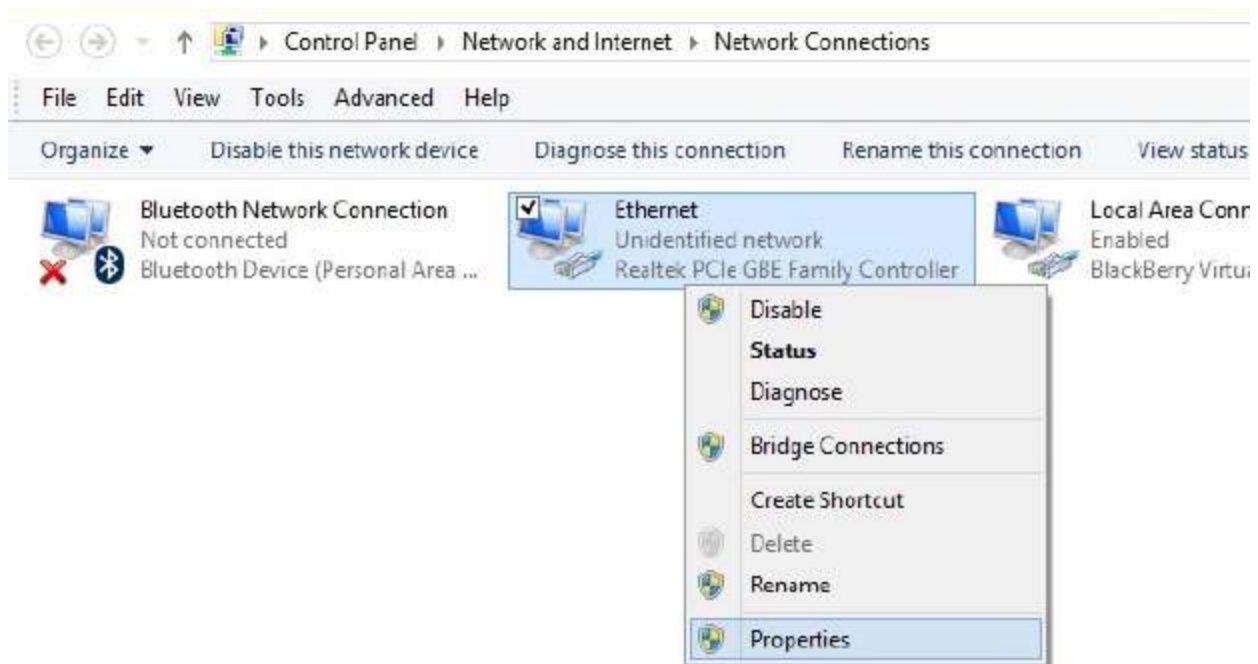
Go to Start > Control Panel

In the search box, type "adapter" and under the Network and Sharing Center click View Network Connections.

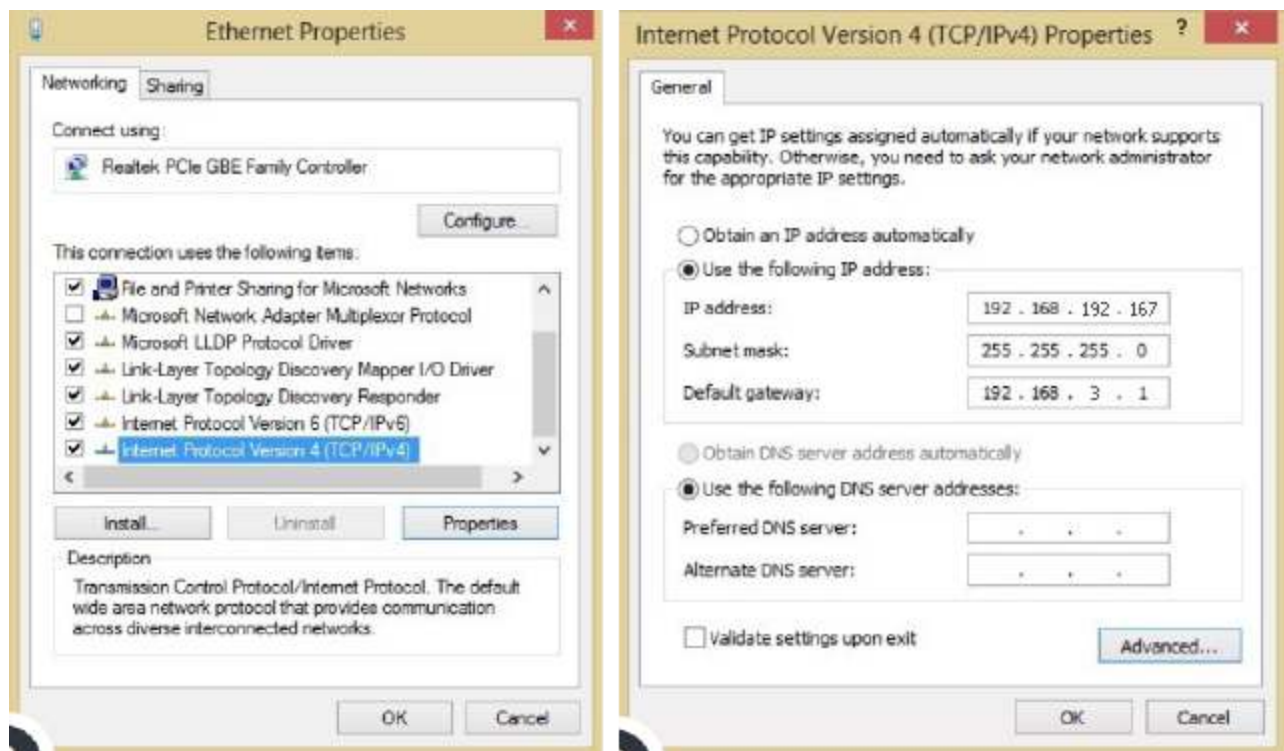


Right-click the connection you want and select Properties (if an administrator password or confirmation is required, enter your details)

# How to set up a printer



Click on Internet Protocol Version 4 (TCP/IPv4) > Properties



Click on 'Use the Following IP address' and enter the following settings



# How to set up a printer

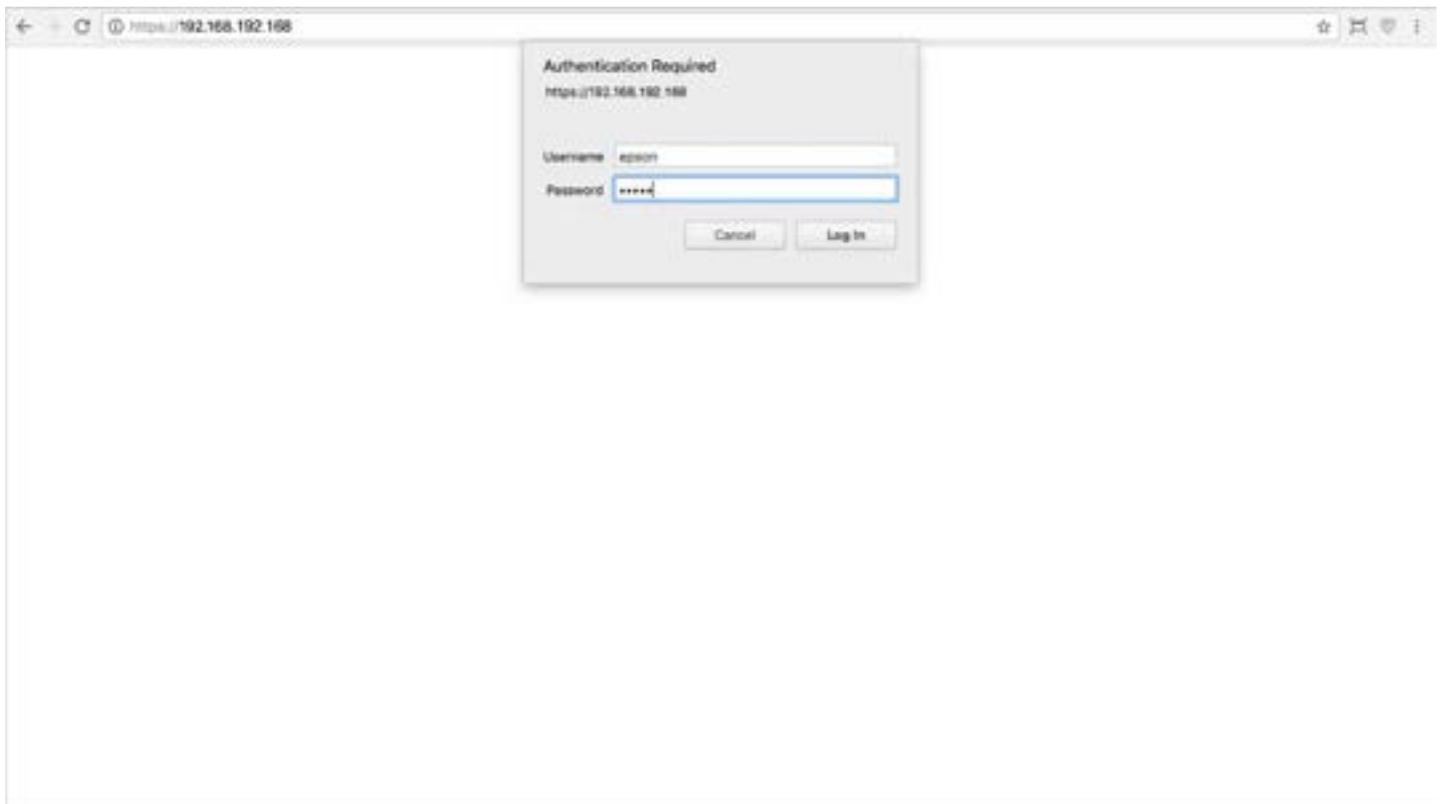
- IP Address: (Enter the IP address on the printer receipt) 192.168.192.167\*
- Subnet Mask: 255.255.255.0
- Router/Default Gateway: e.g. 192.168.3.100 (the IP address of the router)

Click OK to save changes.

## Step 5: Setup your Printer

After following the steps above, you should now be able to access your printer settings through your browser.

- a. Open your preferred browser (e.g. Chrome\*, Firefox, Safari, etc.)
- b. Refer to the receipt you had earlier. Enter the IP Address into your browser



\*For Chrome users: If you encounter an error screen saying "Your connection is not private", simply click on 'Advanced' and click 'Proceed to (router address)'



# How to set up a printer

c. Click Log In to continue. You will be redirected to the printer's configuration screen.

d. Navigate to TCP/IP. You should see the screen below.

The screenshot shows the EpsonNet Config web interface. The browser address bar displays 'https://192.168.102.108'. The page title is 'EpsonNet Config' and the EPSON logo is in the top right. The left sidebar has 'Information' and 'Configuration' sections. The main content area is titled 'Configuration - Network' and 'TCP/IP - IPv4 Address'. Under 'IP Address Settings', 'Acquiring the IP Address' is set to 'Manual'. The 'IP Address' field contains '192.168.3.101', 'Subnet Mask' is '255.255.255.0', and 'Default Gateway' is '192.168.3.100'. Below these, 'Set Using Automatic Private IP Addressing (APIPA)' and 'Set IP Address Using ARP + Ping' are both set to 'Disable'. A 'Send' button is at the bottom of the form.

Enter the following information:

- Acquiring the IP Address: Manual
- IP Address (Printer): e.g. 192.168.3.101\*
- Subnet Mask: 255.255.255.0
- Router/Default Gateway: e.g. 192.168.3.100 (the IP address of the router)
- Set Using Automatic Private IP Addressing (APIPA): Disable
- Set IP Address Using ARP + Ping: Disable

\*Note: The fourth field in the IP Address can be any value from 1-254, except the same value as the Router/Default Gateway's fourth field. However, the value of the third field needs to exactly match the third field of the Router/Default Gateway. This will link the printer and the router together.

For example: IP Address: 192.168.3.101 Router/Default Gateway: 192.168.3.100

In this example, we changed the value of the printer IP address' last field to ".101", to indicate "Printer 1" as a personal preference. Should we add another printer in the future, we could tag the second printer as ".102" for simpler identification.

e. Click Send to save settings. You will be redirected to another screen.

f. You will be prompted to reset your printer. Click the 'Reset' button on the screen or follow the instructions as written on the screen.



Note: It will take a while for the confirmation screen to appear after pressing the button. Please wait until the process is complete.

g. Almost done! Remember to change your computer's IP Address back to its original settings. You may do so by following the guide for Mac or Windows above. Refer to the settings you wrote down earlier.

# How to set up a printer for your iPad

This will help you verify if your printer has been properly set up.

Have your printer turned on.

2. Hold down the 'Reset' button at the back of your printer for 3 seconds. It will print out the current network settings.

Check the IP Address. It should display the IP Address you previously entered in the TCP/IP fields on your browser.



If they don't match, check if the printer is connected to the network. Redo Step 1. (If nothing changes, try setting up the printer once again.)

If the IP Addresses match (are under the same network/group), your setup has been successful.

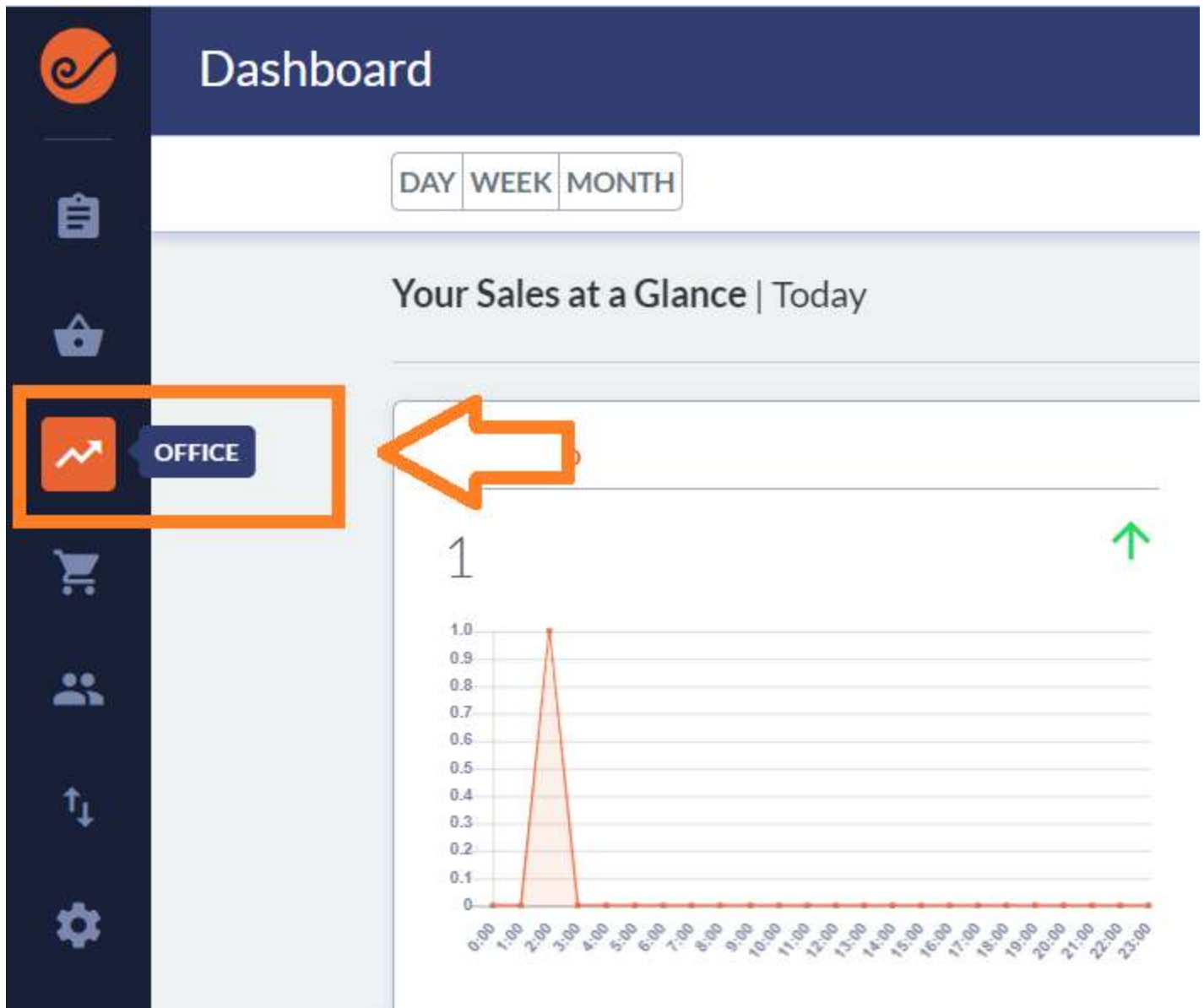
# Sales Dashboard - Imonggo User Manual

Sales Dashboard is where Imonggo monitors all your store's sales transactions and presents them in report format.

To view your Sales Dashboard, follow these steps:

## Step 1:

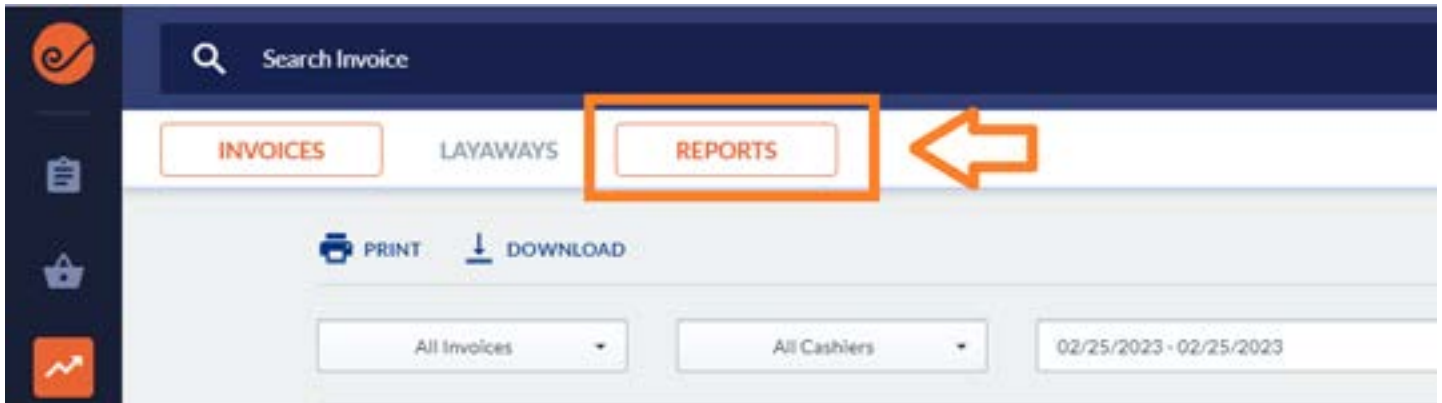
Go to Office.



## Step 2:

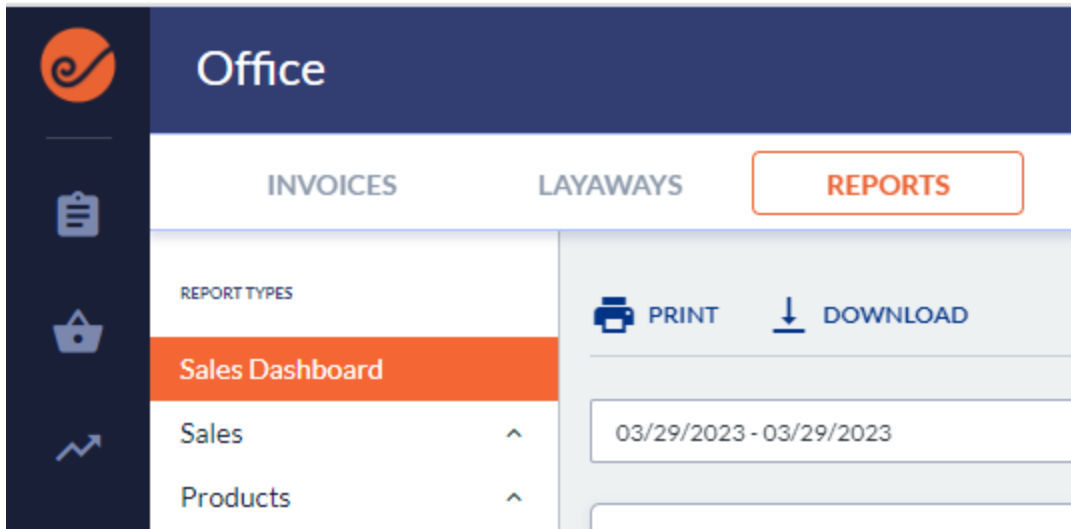
# Sales Dashboard - Imonggo User Manual

Select Reports.



## Step 3:

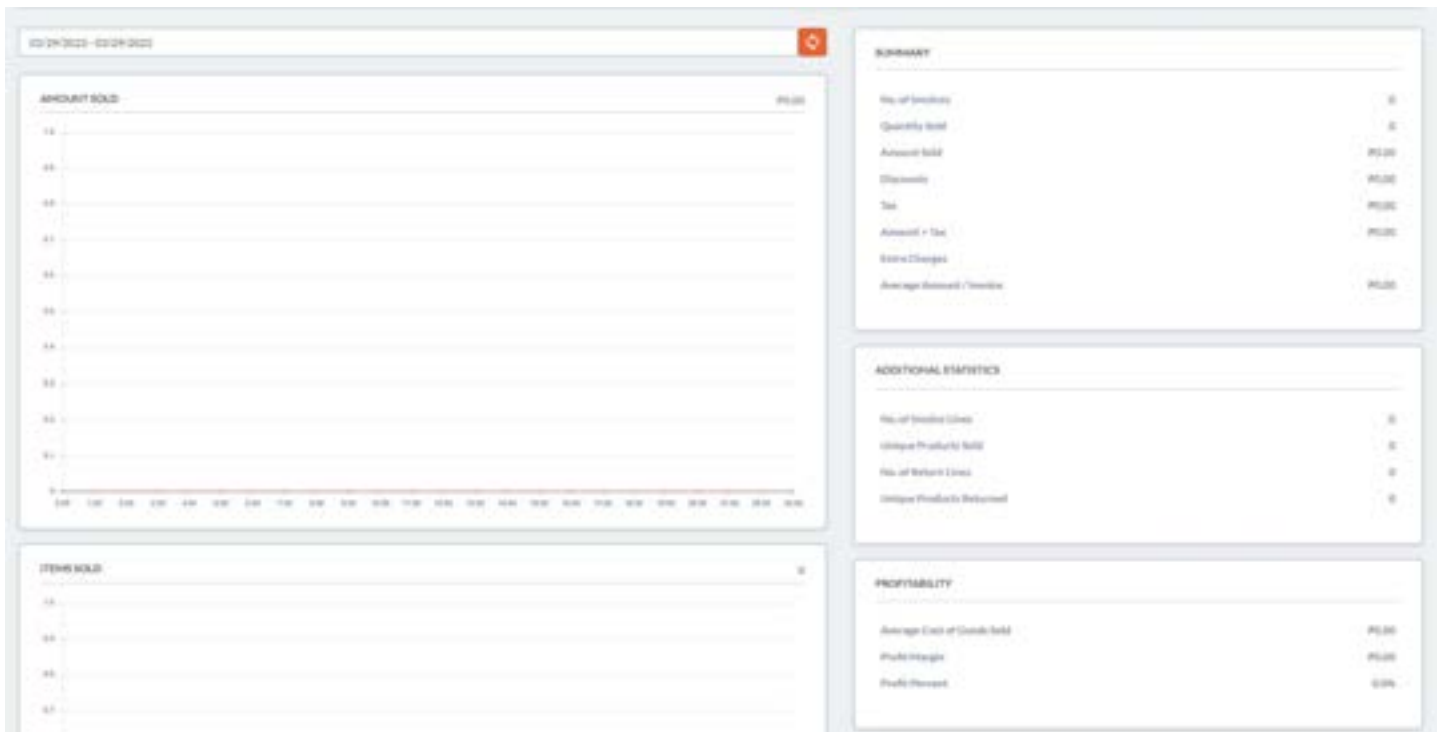
Lastly, click on Sales Dashboard.



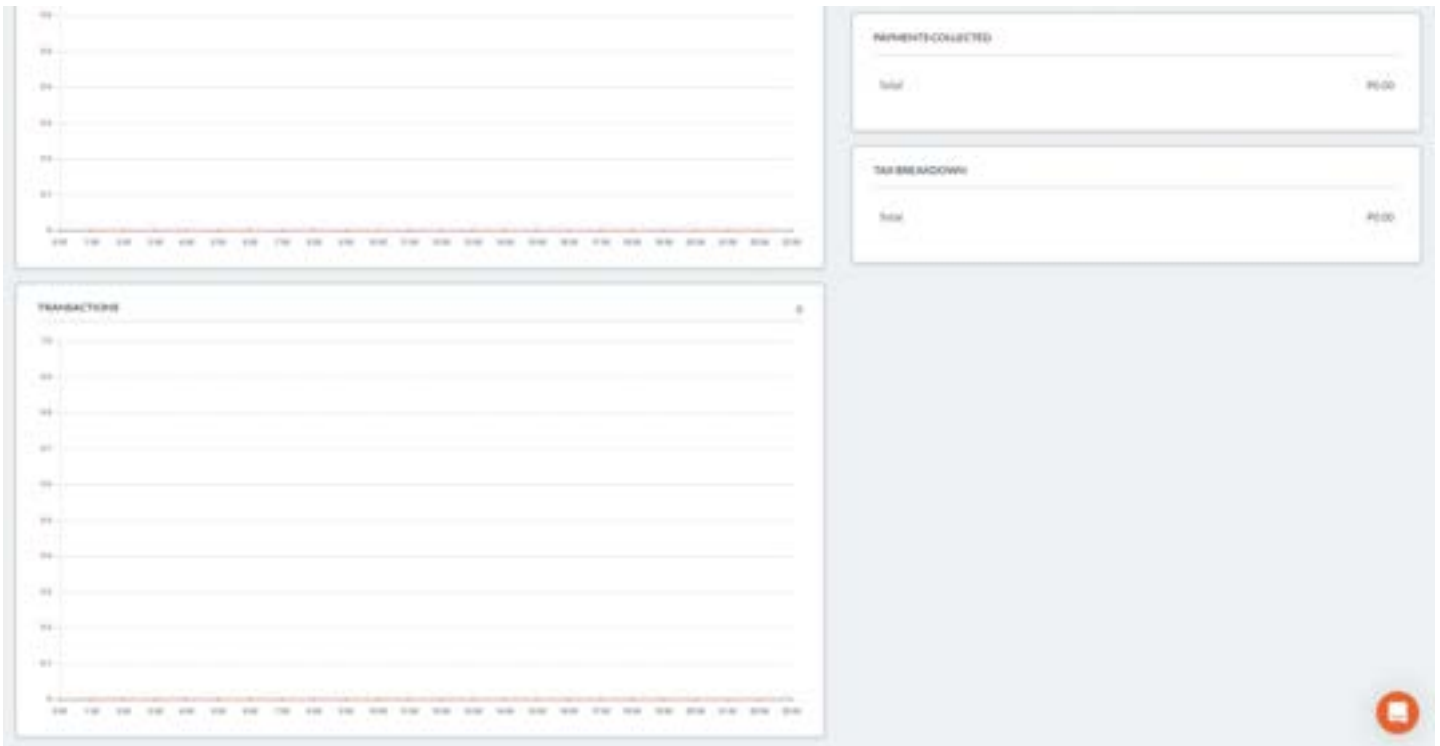
In here you'll find an overview of your sales performance:

# Sales Dashboard - Imonggo User Manual

- Amount Sold
- Items Sold
- Transactions
- Summary
- Additional Statistics
- Profitability
- Payments Collected
- Tax breakdown



# Sales Report - Imonggo User Manual



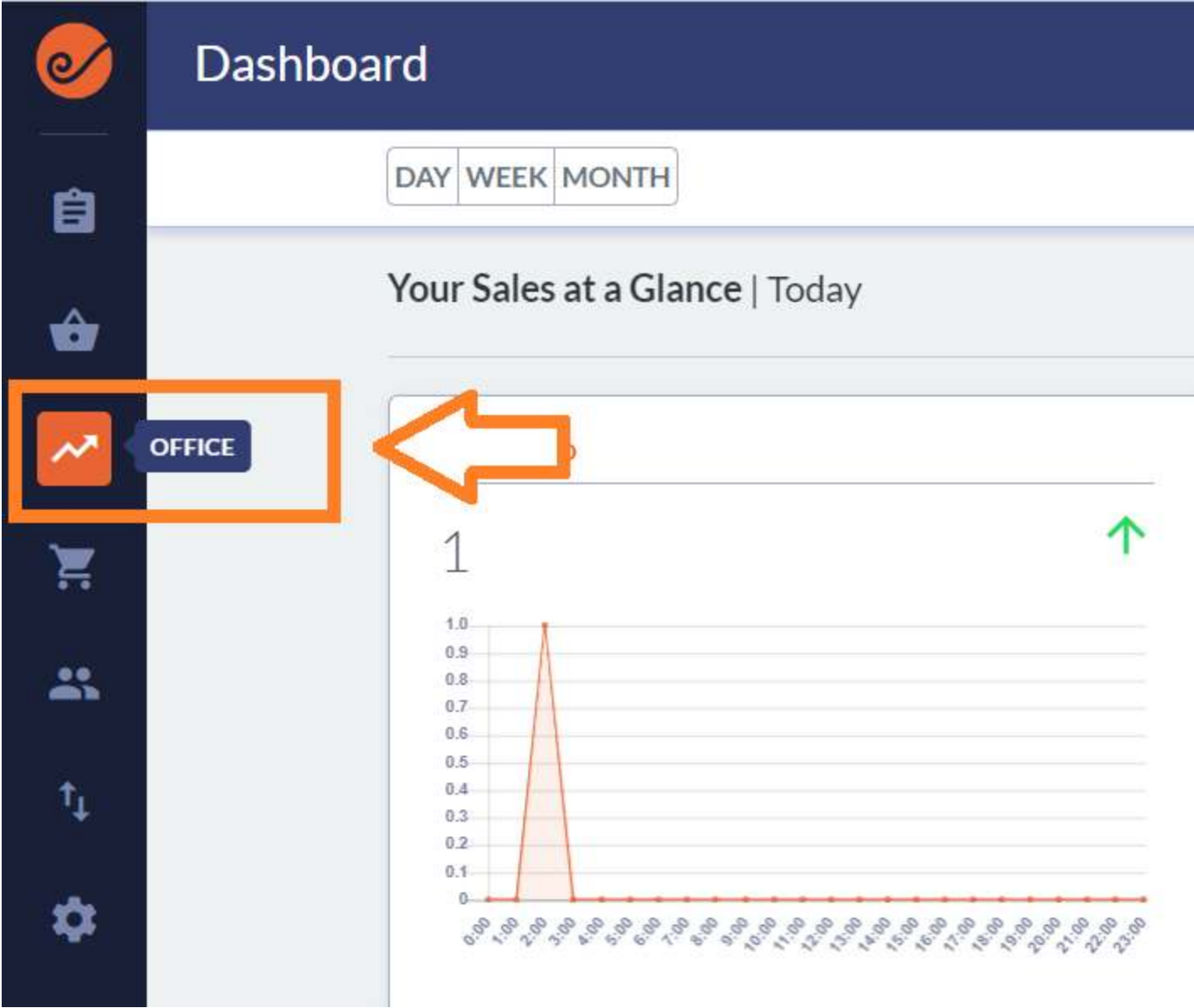
Last modified 6mo ago

## Step-by-Step Guide:

### Step 1:

To see your sales report, go to Office and click the Reports tab.

# Sales Report - Imonggo User Manual

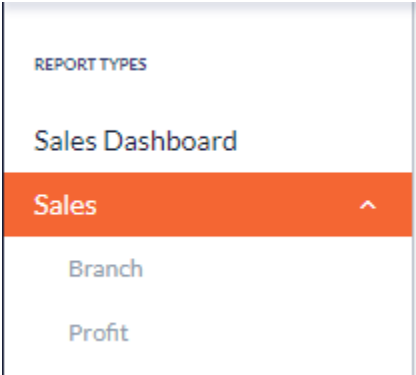


## Step 2:

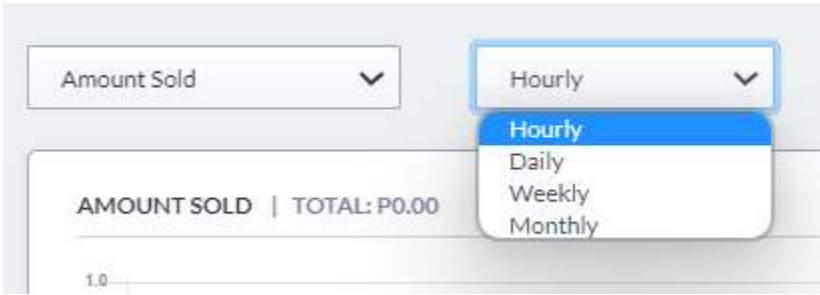
Under Sales, you can view how your store is doing. You can also define the branch whose sales you want to see, and the tags associated to the items you want to review.



# Sales Report - Imonggo User Manual



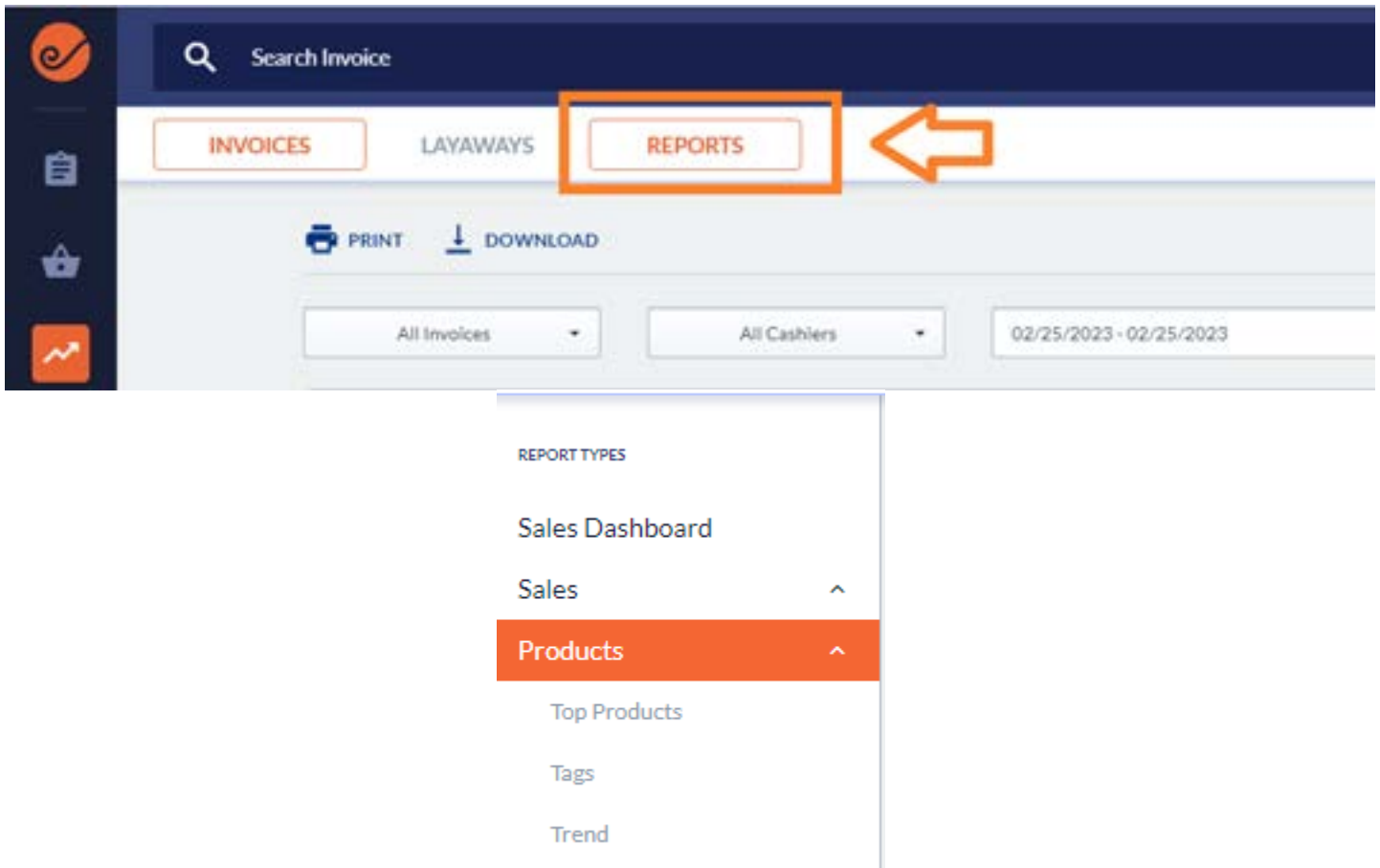
The default date range for this report displays analysis for the last one month. You can change the date range of the report by clicking a pre-defined date range link on top of the reports. you can also click Choose Period to customize the date range.



# Products - Imonggo User Manual

Products report shows your top-selling products, sales by tags, and product trend.

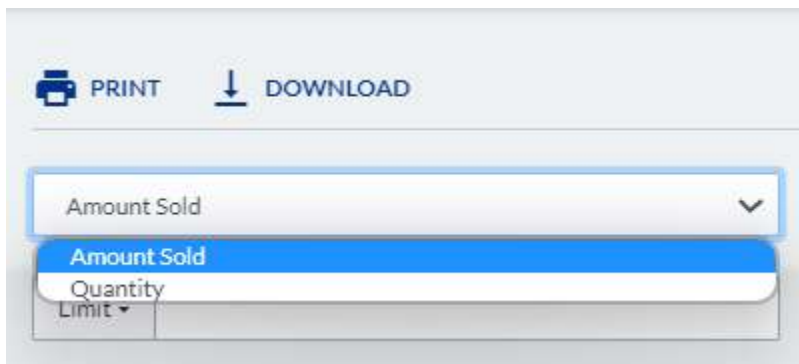
Go to Office and click on Reports.



Here are the different features you can choose from to filter your reports:

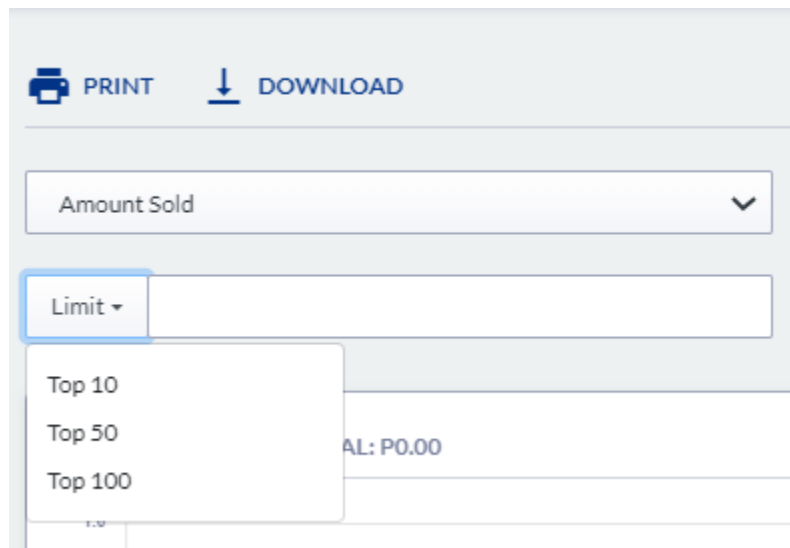
## a. Rank by Amount or Quantity

Click this button to toggle the ranking between amount or quantity.



# Products - Imonggo User Manual

By default, Imonggo displays only the top 100 products. You can configure it to show more or less products.



The screenshot shows a user interface for configuring a report. At the top, there are two buttons: 'PRINT' with a printer icon and 'DOWNLOAD' with a download icon. Below these is a dropdown menu labeled 'Amount Sold'. The main focus is a 'Limit' dropdown menu, which is currently open, showing three options: 'Top 10', 'Top 50', and 'Top 100'. To the right of the 'Limit' dropdown, there is a text input field containing 'AL: P0.00'. The 'Limit' dropdown is highlighted with a blue border.

You can use the Tags feature to filter your report. This will limit your report to only the products that match the tags you entered. You can specify multiple tags by separating them with commas .



The screenshot shows a user interface for configuring a report. At the top, there is a date range input field containing '03/01/2023 - 03/31/2023'. Below this is a 'Tags' input field with the text 'example' entered. To the right of the 'Tags' input field is a red circular button with a white refresh icon.

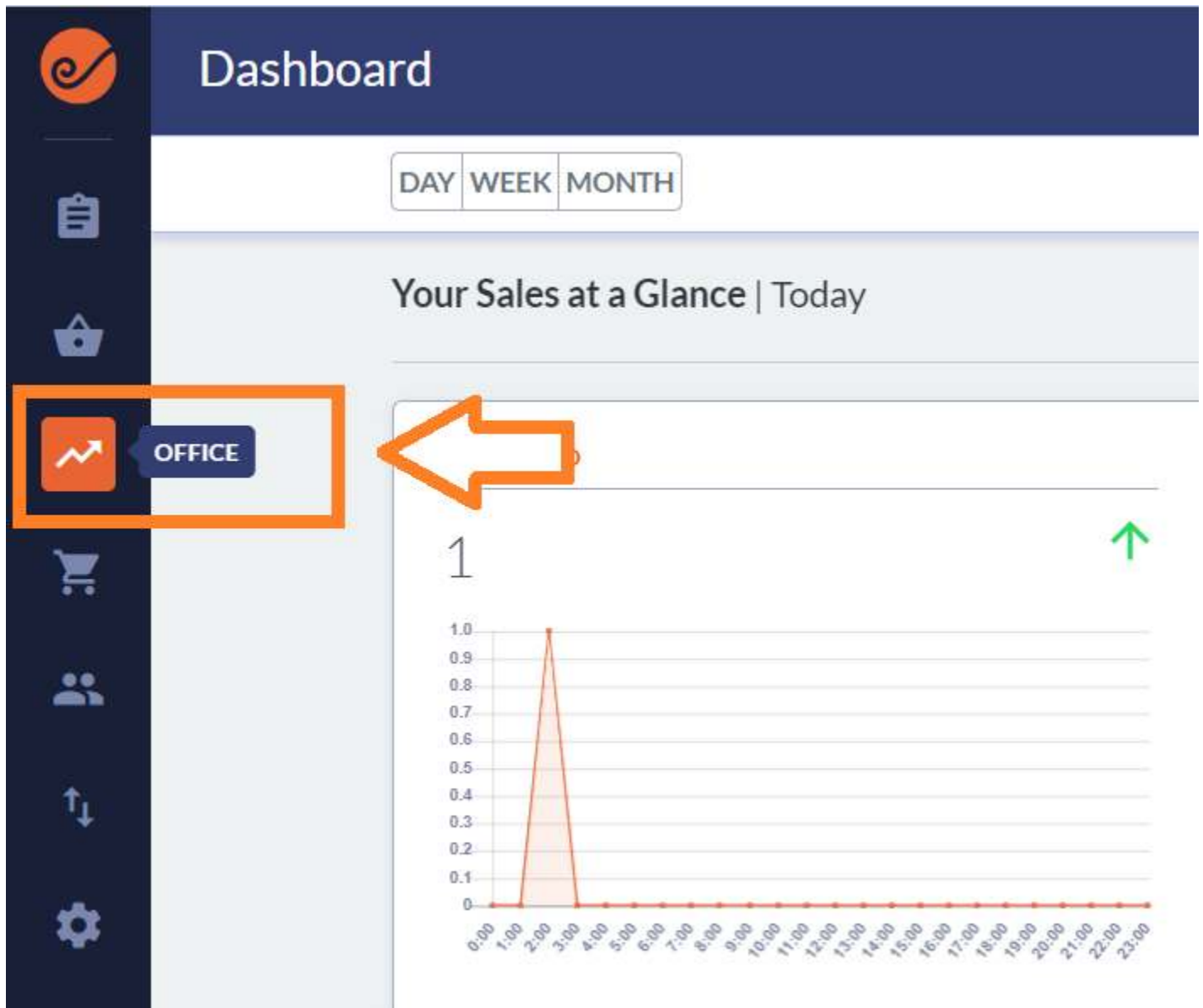
# Discount - Imonggo User Manual

The Discounts report shows a list of discounts, their frequency of application, and the subtotal.

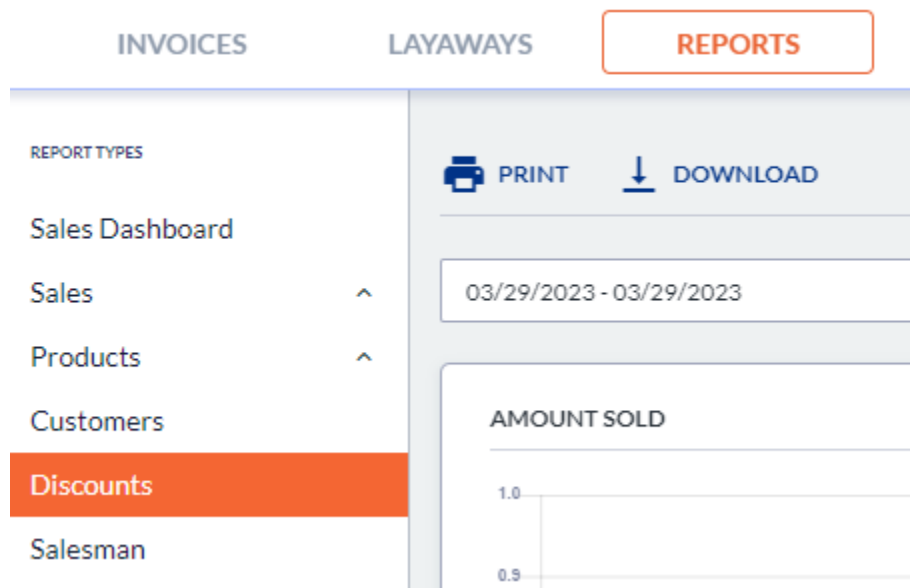
## Step-by-Step Guide

### Step 1:

To view the Payments Collected report, go to Office > Reports then click the Discounts tab.

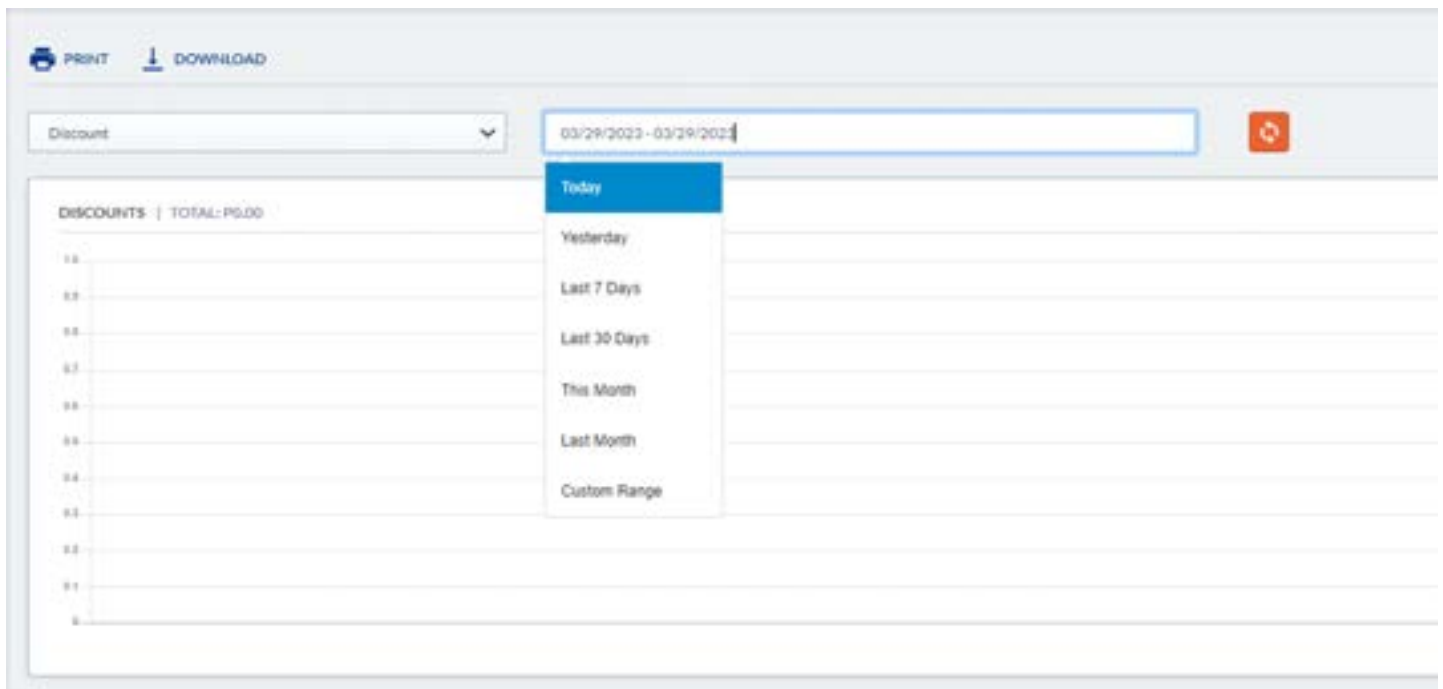


# Discount - Imonggo User Manual



## Step 2:

You can also click Choose Period to customize the date range.



[Previous](#)

[Customers](#)

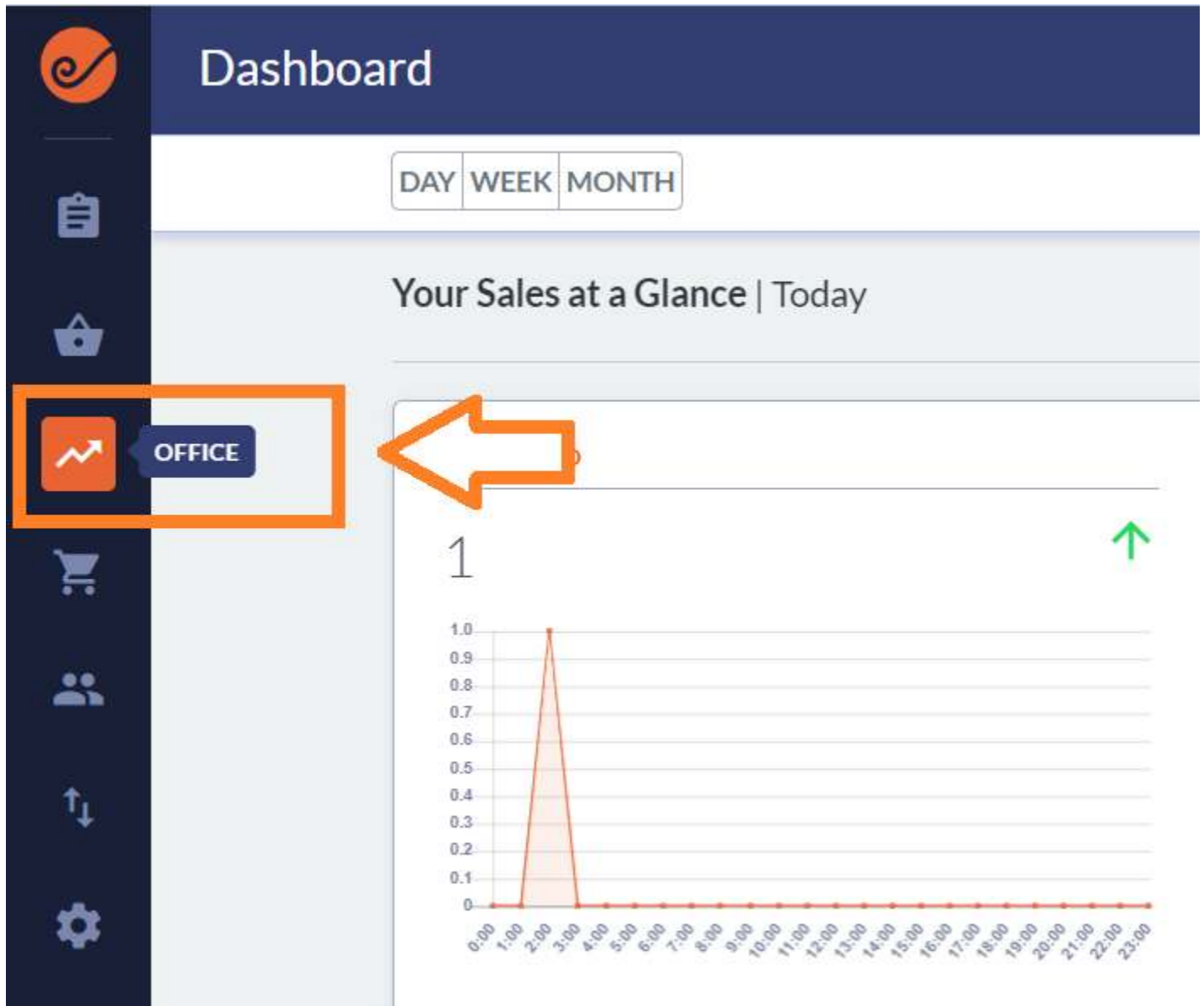
# Salesman - Imonggo User Manual

The Sales by Salesman report shows the sales for a given period of time, grouped by salesman. A pie graph will be shown if the number of salesmen in the report is less than seven.

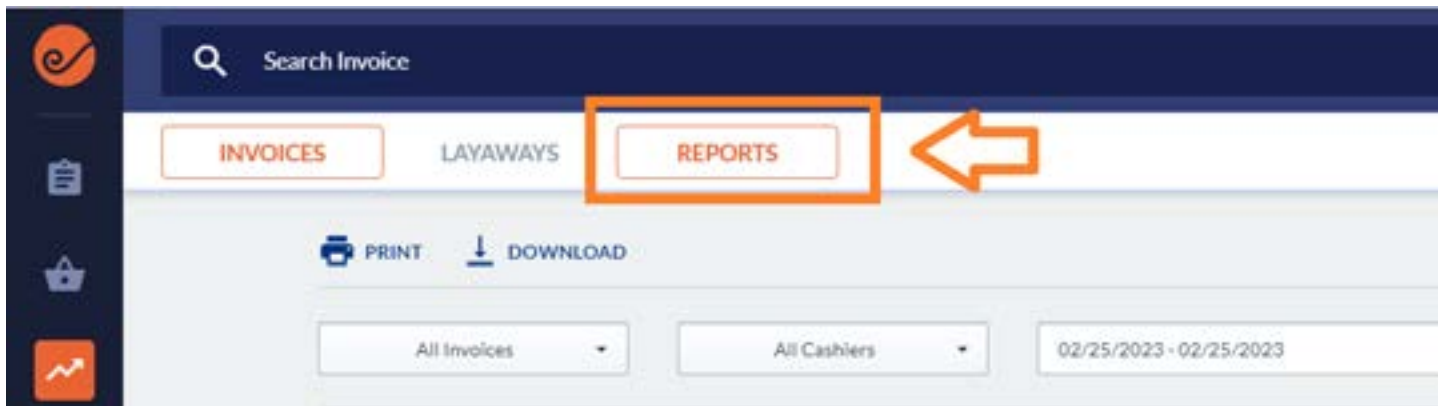
## Step-by-Step Guide

### Step 1:

To see the report reflecting sales by the salesman, go to Office > Reports

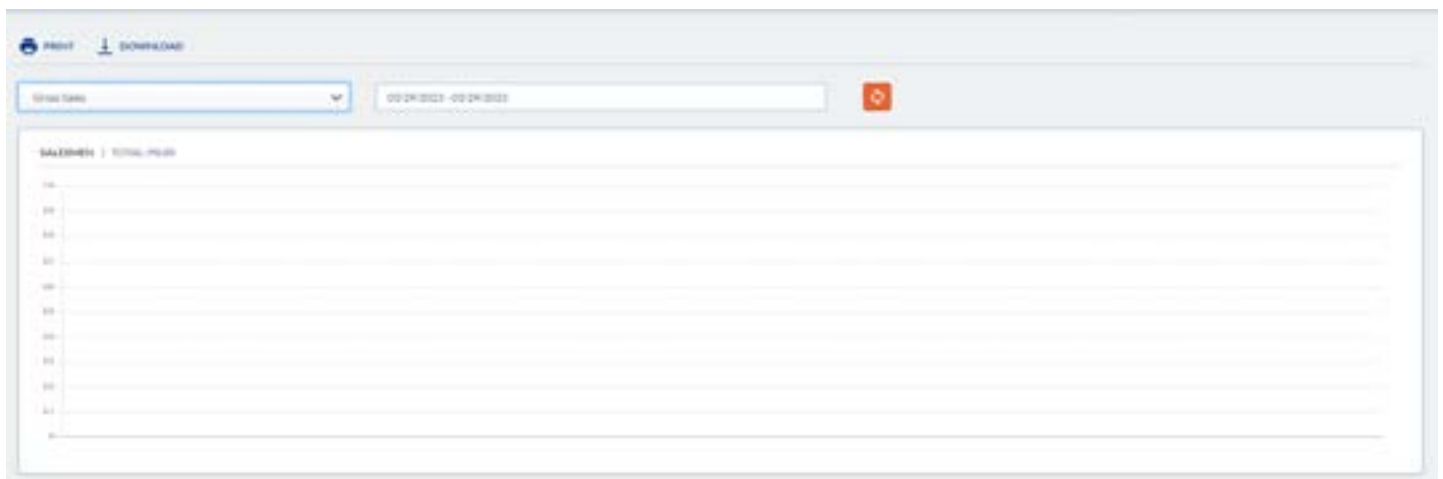


# Salesman - Imonggo User Manual



## Step 2:

Click the Sales by Salesman tab to see a pie graph and a tabular representation of the report.

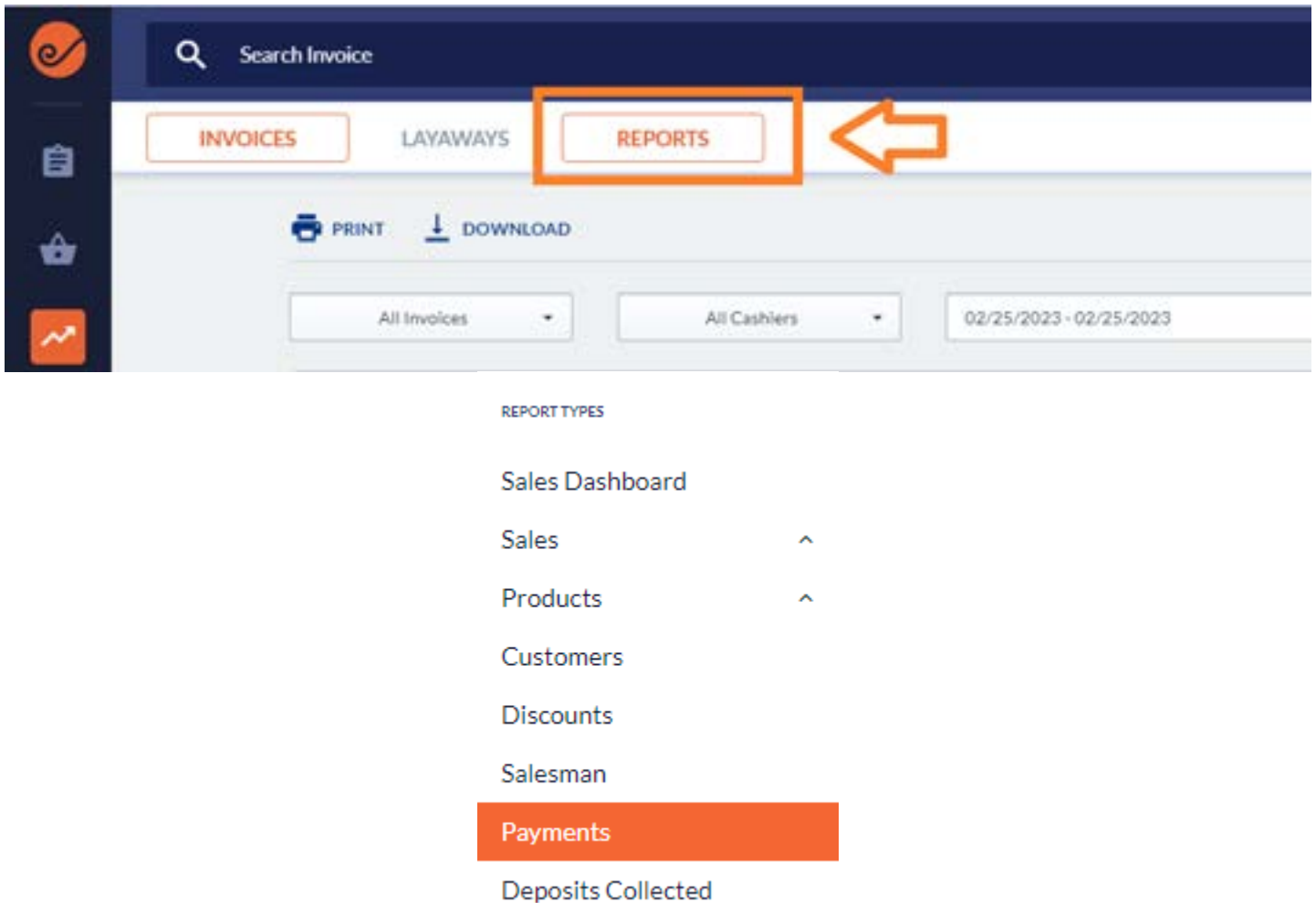


Last modified 6mo ago

# Payments - Imonggo User Manual

The Payments Collected Report provides a summary of all the payments collected during a given period for one or more branches. The payment amounts are represented using a pie graph.

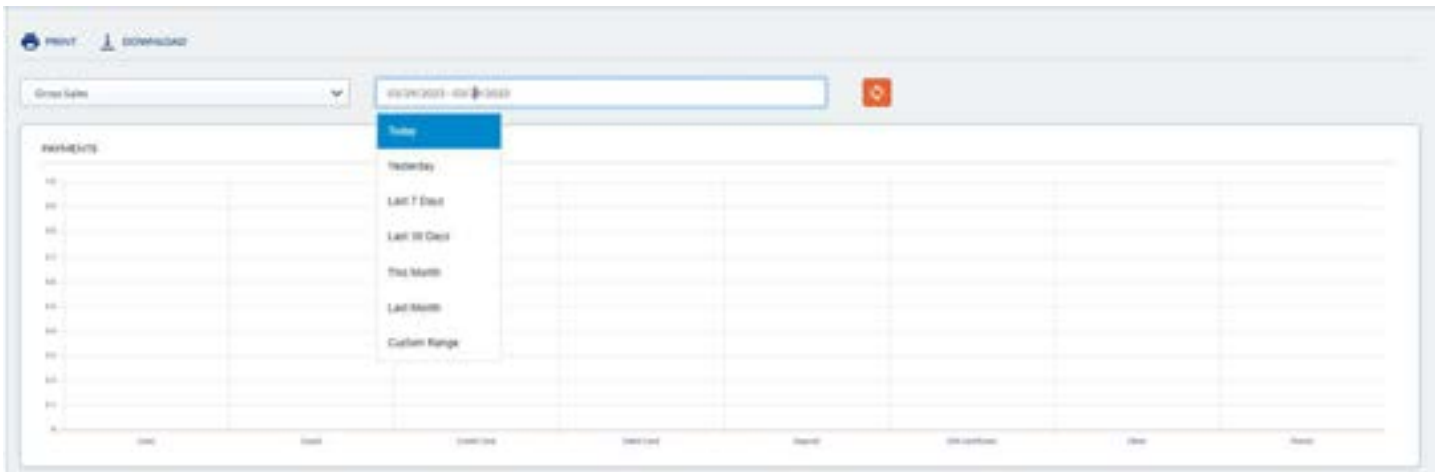
To view the Payments Collected report, go to Office > Reports then click the Sales Reports tab.



The default date range for this report is Today.



# Payments - Imonggo User Manual



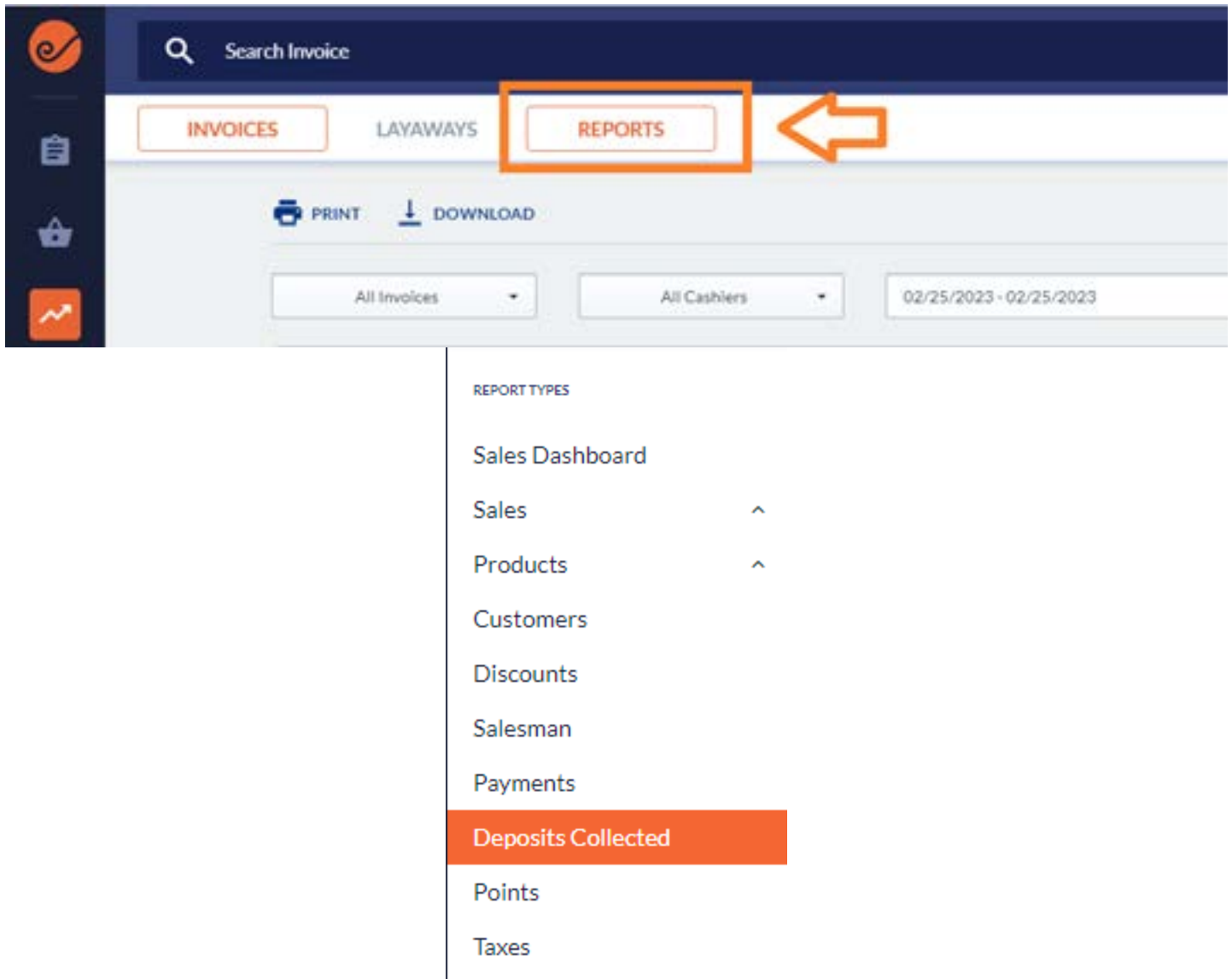
You can change the date by clicking a pre-defined date link on top of the reports. You can also click Choose Period to customize the date range.

Last modified 6mo ago

# Deposits Collected - Imonggo User Manual

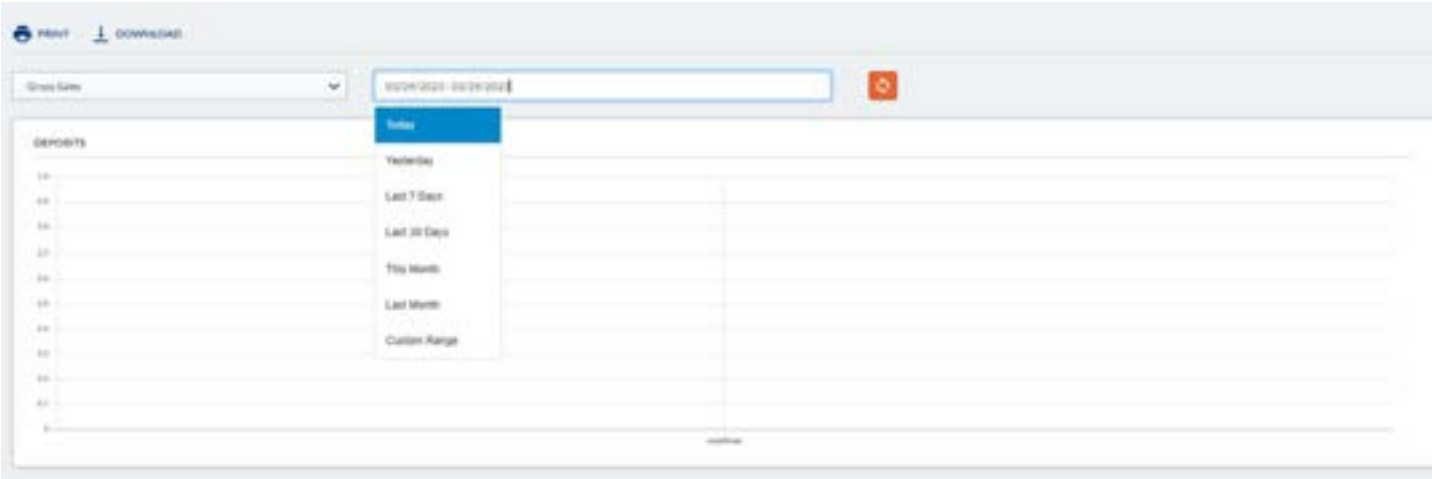
The Deposits Collected Report provides a summary of all the deposits (from Layaway transactions) collected during a given period for one or more branches. The amounts are represented using a pie graph

To view the Deposits Collected, go to Office > Reports then click the Deposits Collected Tab.



The default date range for this report is Today. You can change the date by clicking a pre-defined date link on top of the reports. You can also click Choose Period to customize the date range.

# Deposits Collected - Imonggo User Manual

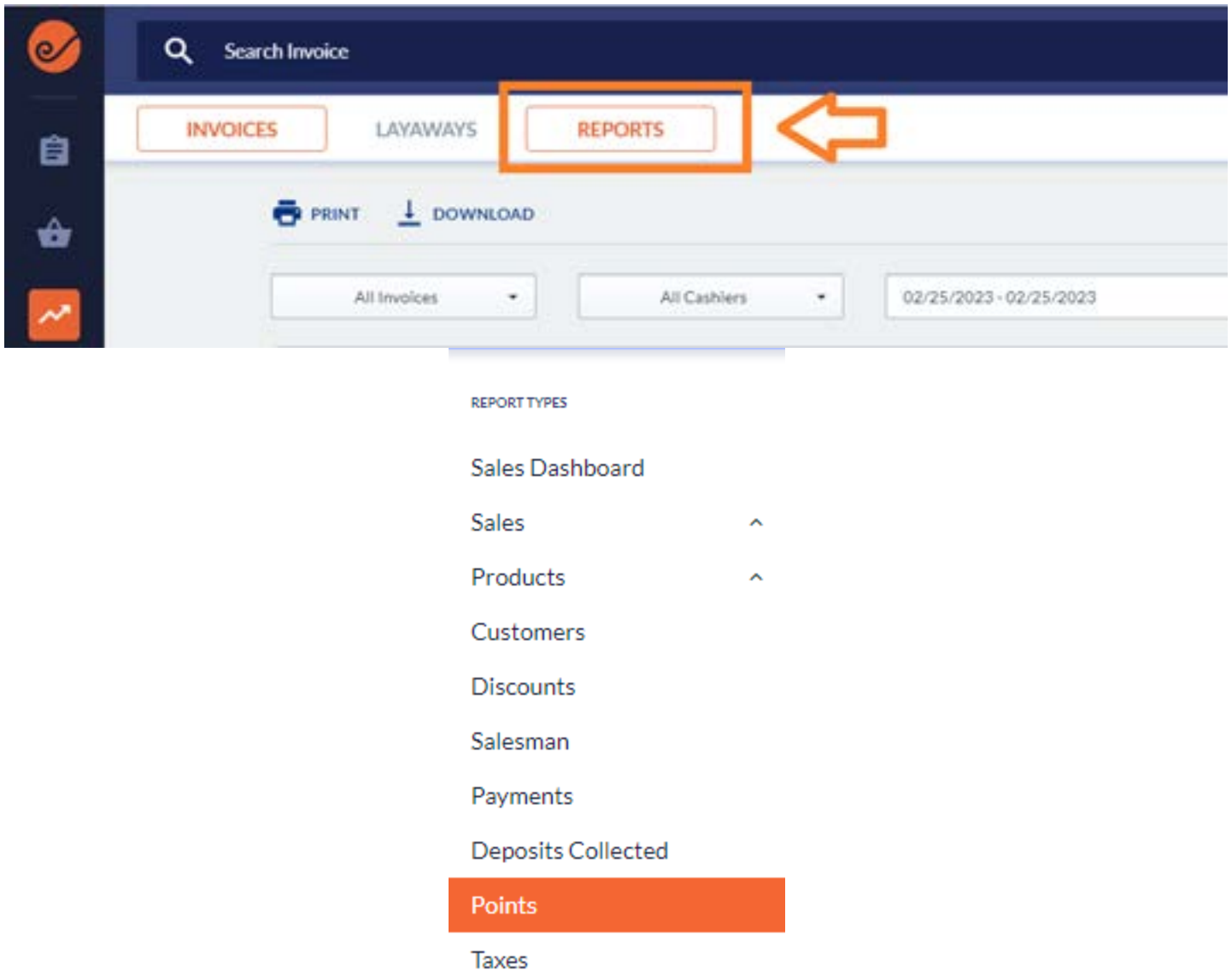


Last modified 6mo ago

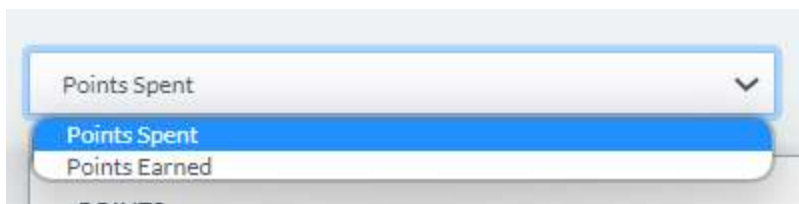
# Points - Imonggo User Manual

The Points report shows the amount of reward points your customer earned and spent in a given period.

To view the Payments Collected report, go to Office > Reports then click the Points tab.

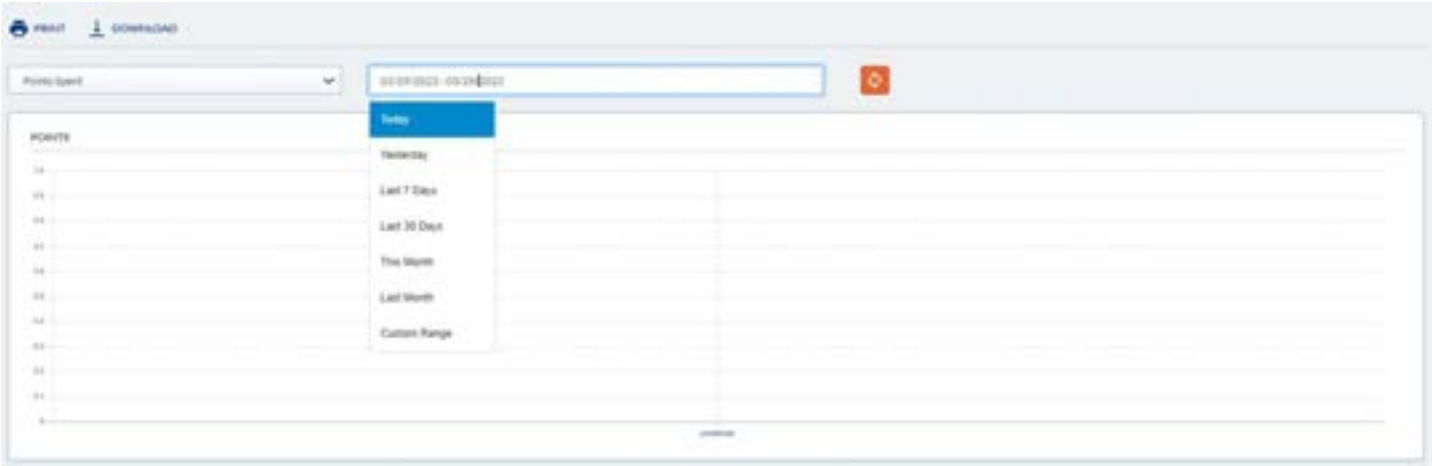


You can choose between Points Spent and Points Earned.



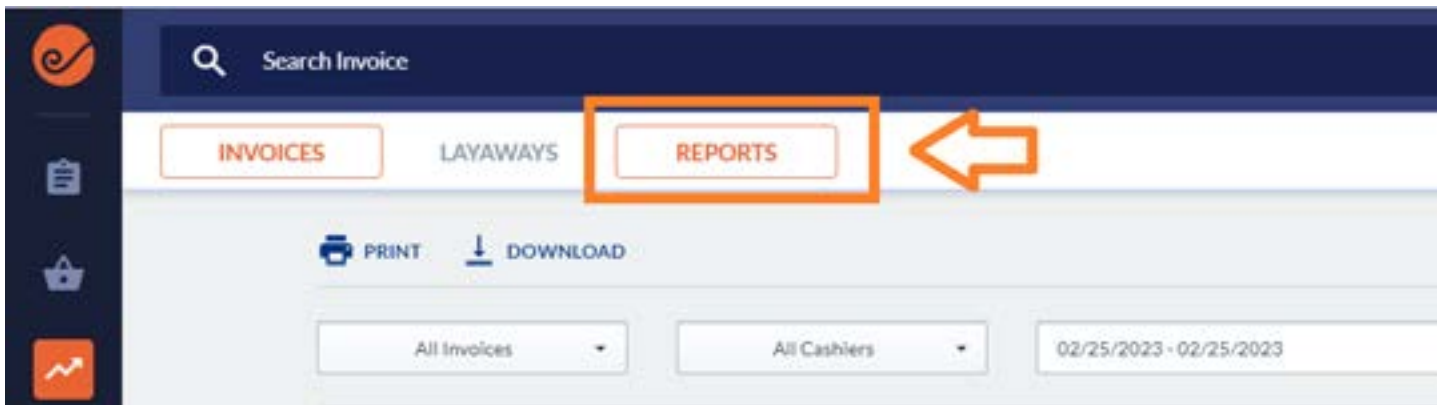
The default date range for this report is Today. You can change the date by clicking a pre-defined date link on top of the reports. You can also click Choose Period to customize the date range.

# Points - Imonggo User Manual



# Tax - Imonggo User Manual

To view the Tax Report, go to Office > Reports then click the Tax Tab.



## REPORT TYPES

Sales Dashboard

Sales ^

Products ^

Customers

Discounts

Salesman

Payments

Deposits Collected

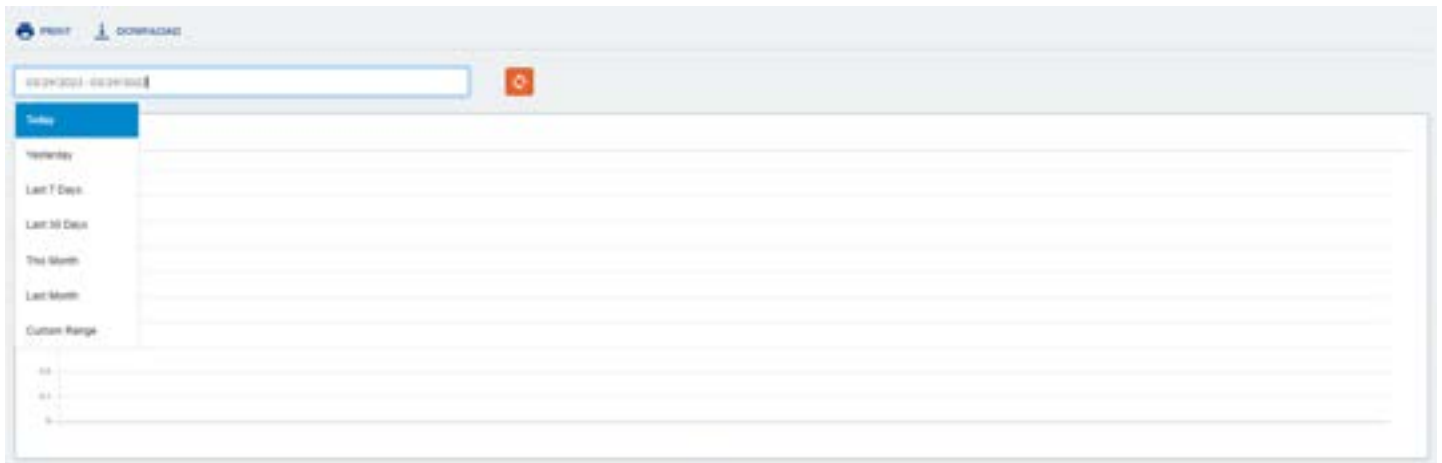
Points

Taxes

Xero Postings

The default date range for this report is Today. You can change the date by clicking a pre-defined date link on top of the reports. You can also click Choose Period to customize the date range.

# Tax - Imonggo User Manual



# Accepting Credit Card Payments with Stripe

Click the Store icon to go to your store page.

Add the customer's items to the cart. Once the customer is ready to pay, click the Checkout button to display the checkout window.

The image shows a checkout interface. On the left, a dark blue panel displays the following information:

- BALANCE** \$275.00
- AMOUNT DUE** \$275.00
- NO. OF ITEMS** 1.0
- TOTAL DISCOUNT** \$0.00
- TOTAL TAX** \$29.46
- CASHIER** Owner Simply Thai
- SALESMAN** Owner Simply Thai
- CUSTOMER** (empty field)
- EMAIL** (empty field)
- LOYALTY** (empty field)
- POINTS** (empty field)
- REMARKS** (empty text area)

On the right, a light gray 'CHECKOUT' window is open, containing:

- A text input field for 'Type the tender amount' with the value '275.0'.
- Four buttons for tender amounts: '\$0.10', '\$0.25', '\$5.00', and '\$1,000.00'.
- A 'Select payment type' section with buttons for 'CASH', 'CREDIT' (highlighted in green), 'DEBIT', 'CHECK', 'POINTS', 'GC', 'OTHERS', and 'MORE'.
- A 'Card Reader' dropdown menu set to 'Reader Simulator' and a 'Connection Status' indicator showing 'Connected' with a green dot.
- A 'Tax Breakdown' section showing 'Tax' as '\$29.46'.
- A 'Payments Made' section.
- A large orange 'PAY' button at the bottom right.

Click Credit as the payment type and select your card reader.

Click the Pay button and wait for the prompt to tap or swipe the card.

Tap on or swipe the customer's card in the reader.

Imonggo will process the payment and record the sale in your invoice list



# Accepting Credit Card Payments with Stripe

Once the payment is successful, you can click the New Transaction button for a new transaction.

The screenshot displays a POS system interface with a dark blue sidebar on the left and a light grey checkout area on the right.

**Checkout Area:**

- CHECKOUT** (Header)
- Type the tender amount:
- Amount buttons: \$0.10, \$0.25, \$5.00, \$1,000.00
- Select payment type: **CASH** (highlighted), CREDIT, DEBIT, CHECK, POINTS, GC, OTHERS, MORE ▾
- Tax Breakdown: Tax \$29.46
- Payments Made: Credit Card \$275.00 ×
- Buttons: PRINT GIFT RECEIPT, **NEW TRANSACTION** (highlighted)

**Sidebar (Dark Blue):**

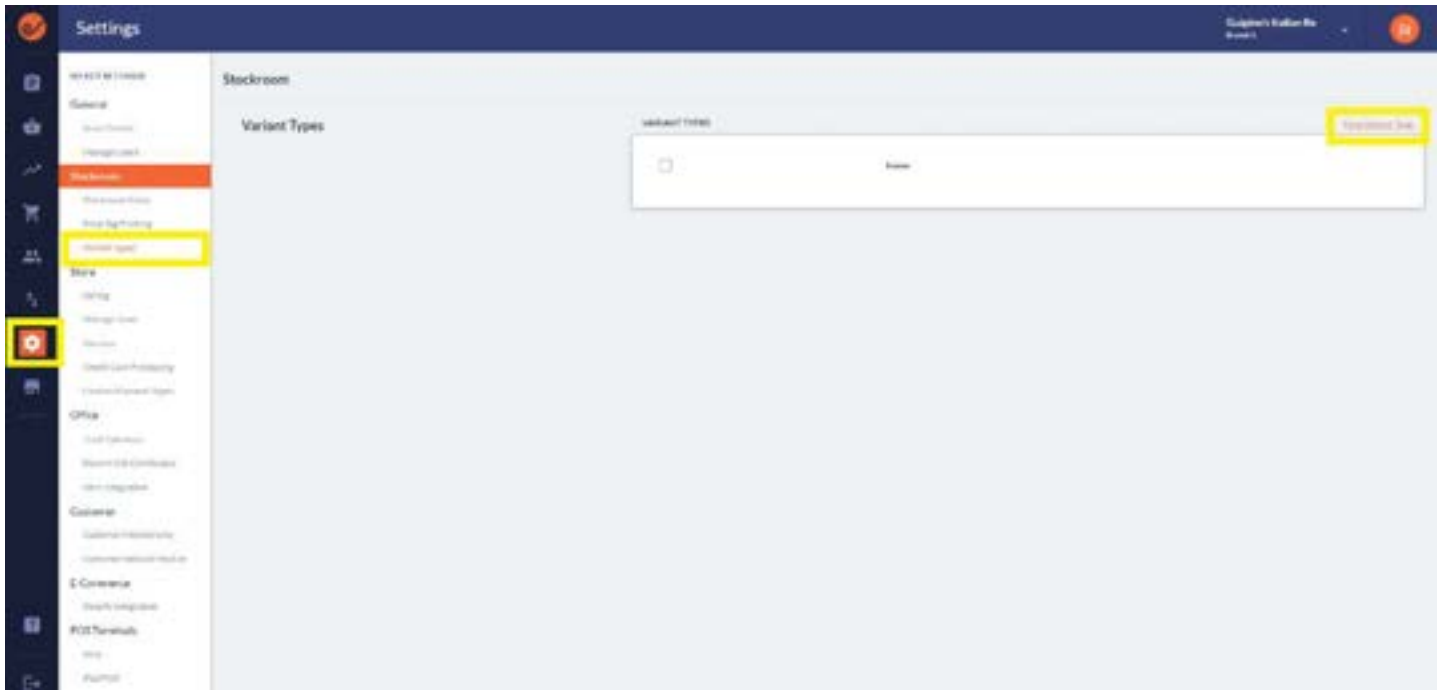
- BALANCE** \$0.00
- AMOUNT DUE** \$275.00
- NO. OF ITEMS** 1.0
- TOTAL DISCOUNT** \$0.00
- TOTAL TAX** \$29.46
- CASHIER** Owner Simply Thai
- SALESMAN** Owner Simply Thai ▾
- CUSTOMER**
- EMAIL**
- LOYALTY**
- POINTS**
- REMARKS**

Congratulations! You've successfully accepted a payment using Stripe with Imonggo.

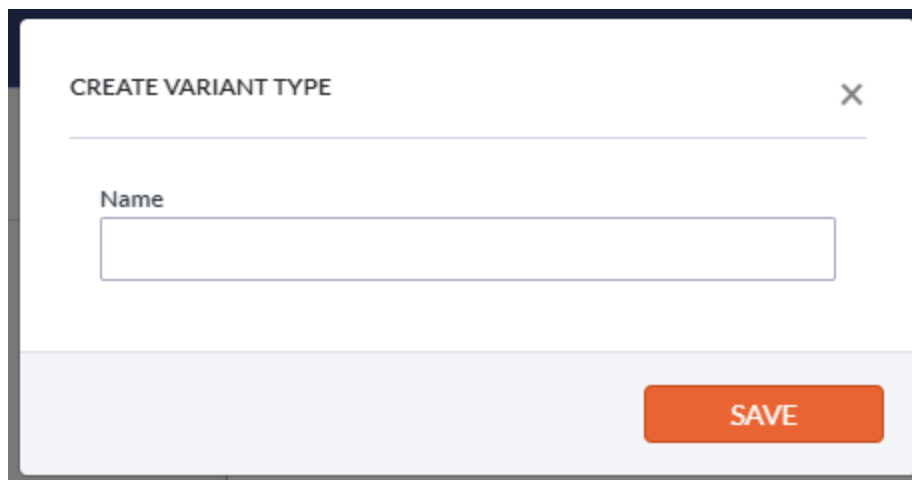
# Product Variants - Imonggo User Manual

Imonggo has different product types for different product scenarios, in this article we will show you how to add your product variants to your stockroom to be sold in your store.

Go to your Settings then Variant Types and click on the New Variant Type link to create a variant type.

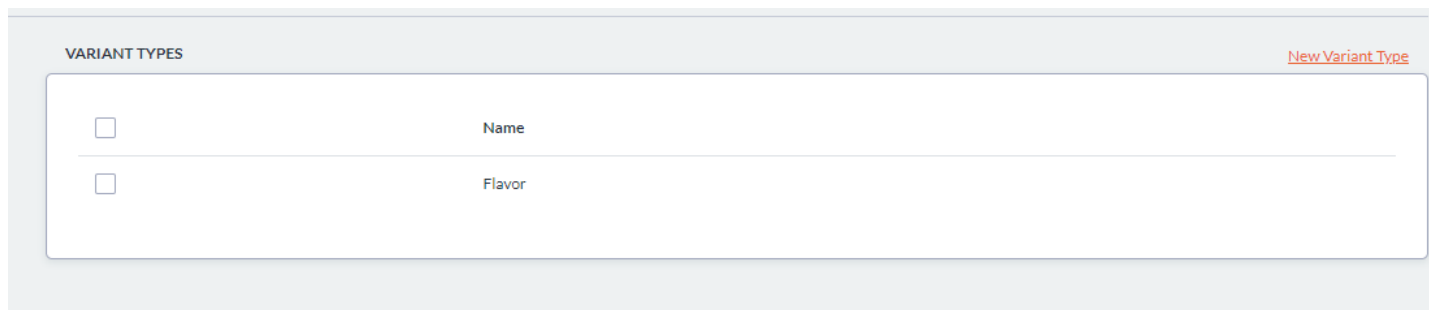


Input the variant type then click the Save button.



Once it's saved, it will appear under variant types. You can only have up to three variant types at a time. Here we created a flavor variant type.

# Product Variants - Imonggo User Manual

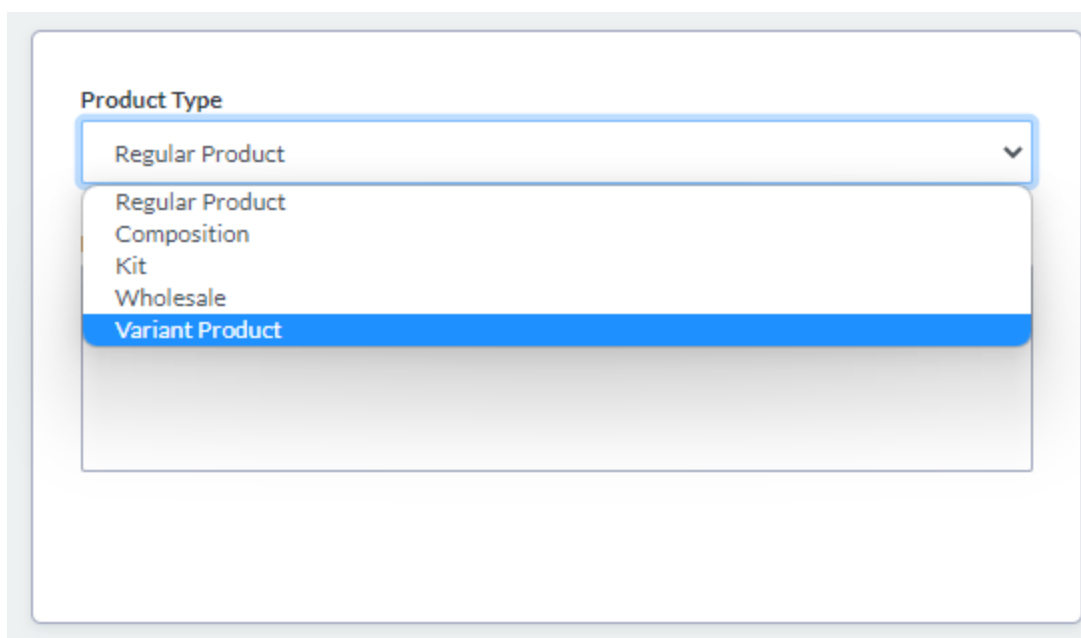


VARIANT TYPES [New Variant Type](#)

<input type="checkbox"/>	Name
<input type="checkbox"/>	Flavor

Go to your Stockroom and click the Add Product button.

In the Add Product page, fill out the details of the product, scroll down to the Product Type and select Variant Product from the drop down.



Product Type

- Regular Product
- Regular Product
- Composition
- Kit
- Wholesale
- Variant Product**

When you select Variant Product, you will see that you now have an Add Variants and Barcodes section below.

# Product Variants - Imonggo User Manual

Product Type: Variant Product

This product type automatically tracks the inventory of its components.

[Add/Edit Components](#) 0 items added.

Description: Enter description

Allow decimal quantities:

Track Quantity:

Minimum Quantity: 0

Maximum Quantity: 0

Initial Quantity: 0

Add Variants and Barcodes

Variant Type: Flavor

Options:

Variant Information: Price Cost Quantity Stock No

Here you can see the variant type we added in step 2. Type in the variant options in the options box, for example the flavor options are strawberry, chocolate and vanilla.

Add Variants and Barcodes

Variant Type: Flavor

Options: Strawberry Chocolate Vanilla

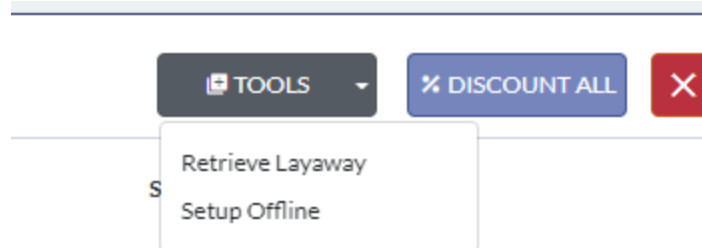
Variant Information: Price Cost Quantity Stock No

	Price	Cost	Initial Quantity	Stock No	Barcode
Strawberry	0.00	0.00	0		
Chocolate	0.00	0.00	0		
Vanilla	0.00	0.00	0		

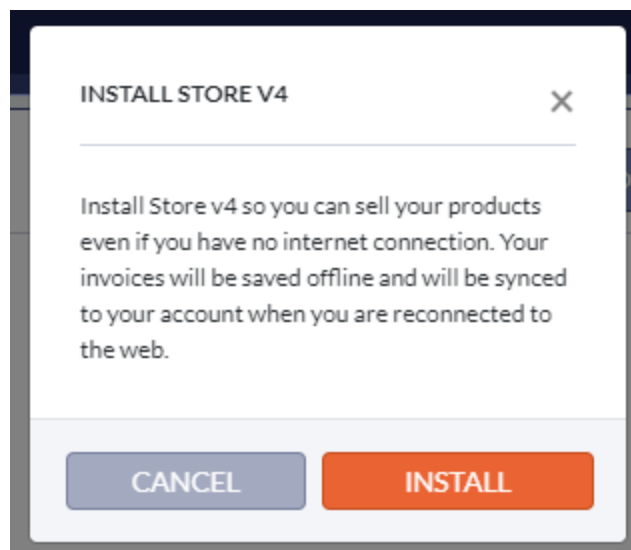
As you add options, the variant information below will display. Here you can input the price, cost, quantity and stock number and click Apply to All to apply it to all the variant options or you can manually fill this information per option.

# Selling with Intermittent Internet - Imonggo User Manual

First you must install your offline store. Click on the Tools drop down and click on Setup Store.

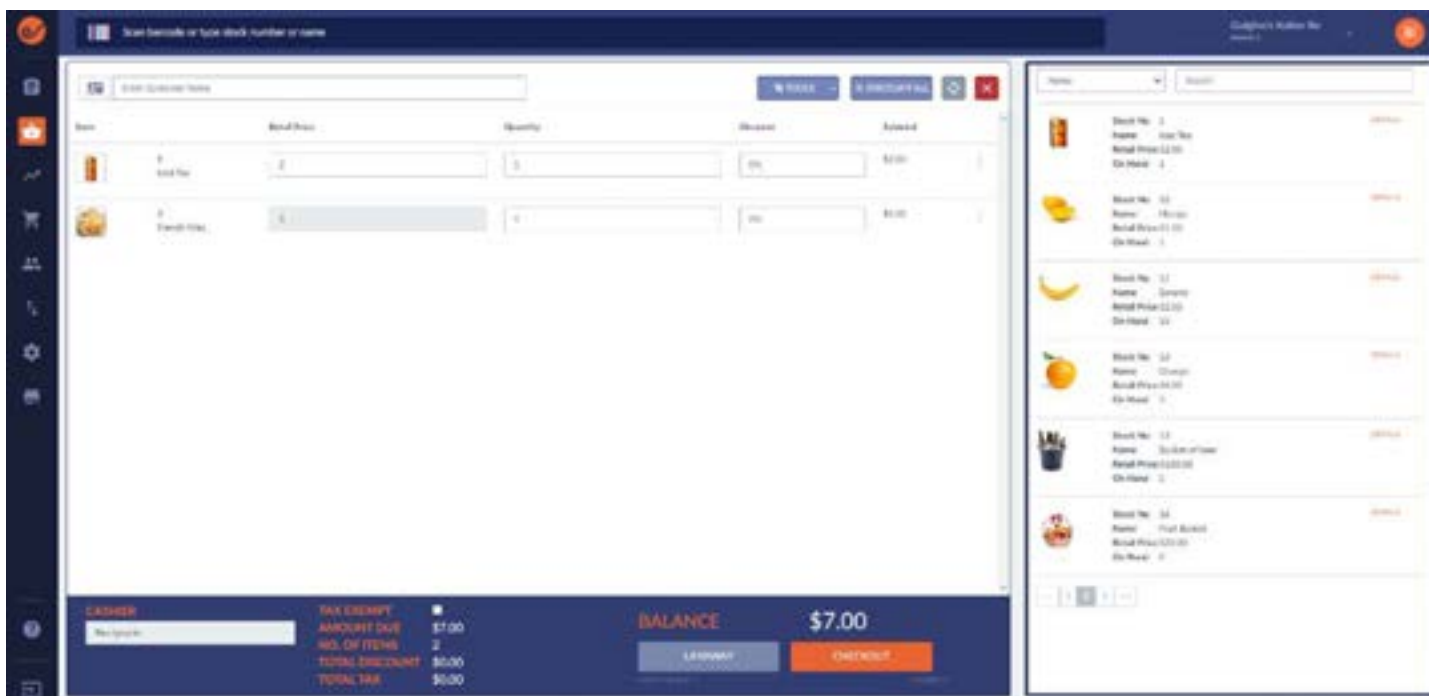


Then Imonggo will notify you that it will need to install Imonggo Store v4. Click the Install button to proceed with the installation.



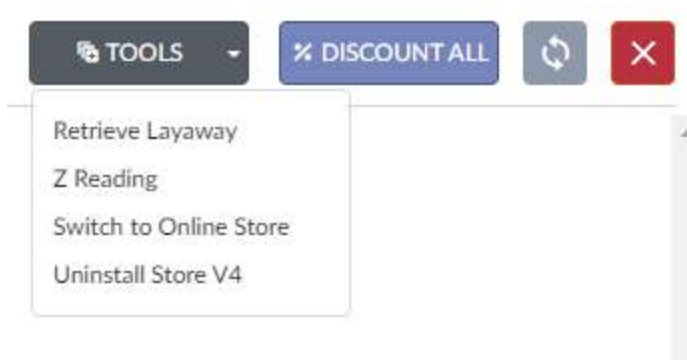
Imonggo will proceed to install and your POS will change to offline mode.

# Selling with Intermittent Internet - Imonggo User Manual



Now you're on offline mode. You can see there's now a grey refresh button, you can click this to sync your sales when you're back online.

While on offline mode, you have the option to switch back to online or uninstall store v4.



You have now successfully installed offline mode! We hope this article answered your question. If you have any feedback or more questions please feel free to chat with us so we can help you out.