

dnapayments



 Zash

DNA Payments: Zash Android Epos

User Guide

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Introduction

Our **Zash Android Epos** is a cloud-based Point of Sale solution consolidating software and hardware into one platform. Depending on your business's needs, you can use our **Zash Android Epos** on a regular Android Phone/Tablet, a dedicated **PAX A920 Pro**.

- 1 Point of Sale System:** an Android App downloaded from Google Play Store on any Android Device:
<https://play.google.com/store/apps/details?id=com.zash.go>

Our Point of Sale interface has a web-based version you can use without an Android Device; it includes a web dashboard to check your reports and manage your assortment.

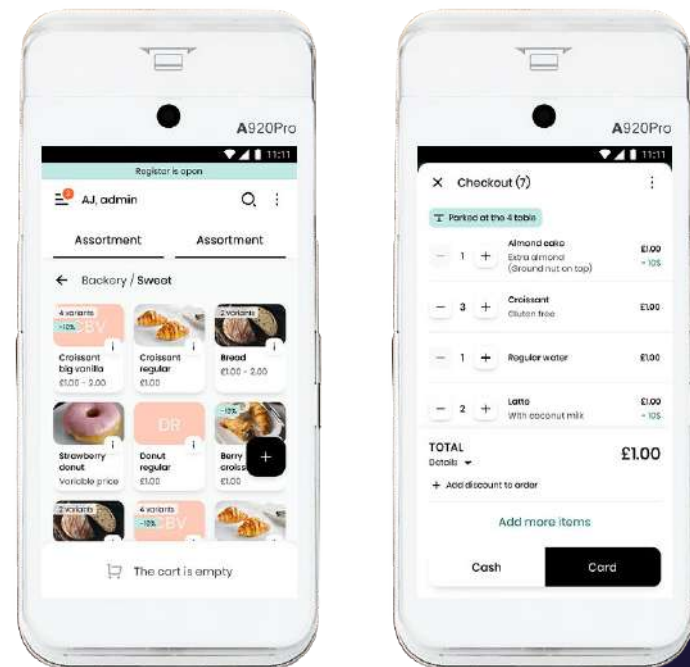
To test the service, use the following credentials
Login: hello@getzash.com
Password: Zash2020

- 2 Hardware:** PAX Payment Terminals, Printers and Android Tabs that provide flexible setup, depending on your business's needs. To have our **Zash Android Epos** set up with your Payment Solution and your preferred acquirer connected, we need to link it to your MID, and you're then good to go. The onboarding process takes less than an hour.

Android payment terminal (Hardware and Software in one), or a number of devices bundled together. See the example below:

The solution consists of 3 main components:

- 3 DNA Payments Acquiring: Zash Android Epos** can connect to your DNA Payments Acquiring, so all your card payments will directly settle on your account. Delivered in the cloud, our Payment Solutions provide flexibility and scalability while reducing capital investment requirements. For more details, please visit our website dnapayments.com



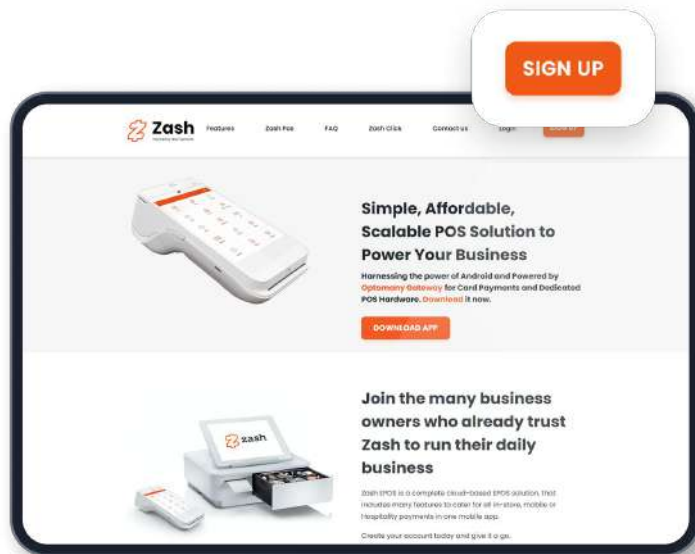
Getting started

Create an account

Setting up your account with **Zash Android Epos** is quick and easy. Register your business account both using our website and **Zash Android Epos App** by following these steps:

Web-based registration

- 1 Go to www.getzash.com.
- 2 Click the “**Sign Up**” or the “**Login**” button on the main page of our website.



- 3 Fill in the registration form as shown below:
- 4 Fill in the first 3 fields, select your country, tick a checkbox, and click the “**Sign-up**” button.
- 5 Verify your email address by pressing the button in our email (please check your spam folder).
- 6 Log in to your account using your email address and the password you created previously, and fill in additional Account and Company information forms.
- 7 Your account is ready to use on the website and the **Zash Android Epos App**.

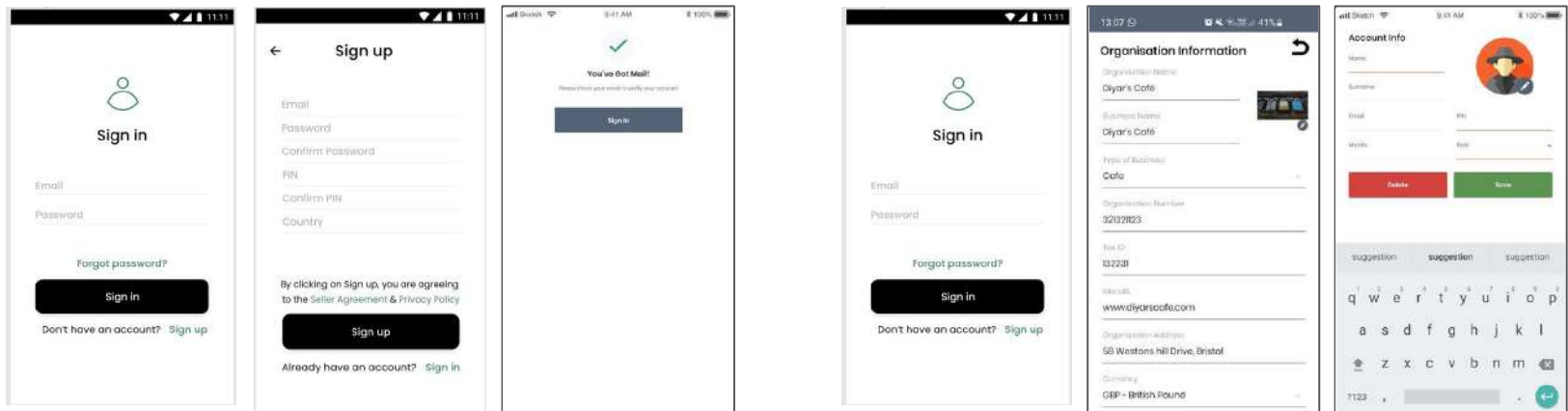
A screenshot of the Zash website registration form. The form is titled 'Sign Up' and contains fields for Email, Password, Confirm Password, Pin, and a dropdown menu for 'Select your country'. Below the fields, there is a checkbox for 'By clicking on Sign Up means you agree to the Zash Seller Agreement & Privacy policy.' and a 'Sign Up' button. At the bottom, there is a link for 'Already have an account? Sign In'.A screenshot of the Zash website login form. The form is titled 'Let's go!' and contains fields for 'Enter your email' and 'Enter your password'. Below the fields, there is a 'Login' button. At the bottom, there is a link for 'Don't have an account? Sign Up!'. The 'Login' button is highlighted with a blue border.

Getting started

Create an account

App-based account registration

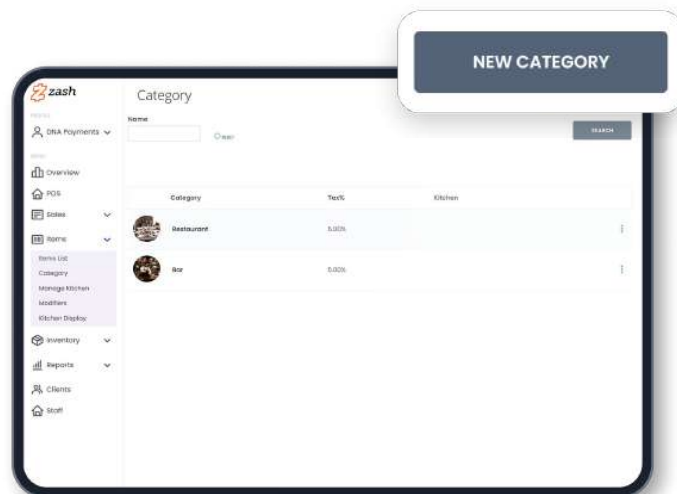
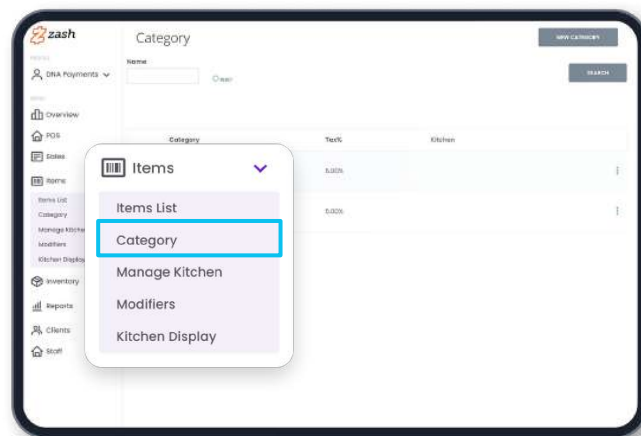
- 1 Download the **Zash Android Epos App** from Google Play Market and click **"Sign-up"**.
- 2 Check your email inbox and authenticate the registered email.
- 3 Your account is now live.
- 4 Go Back to the **Zash Android Epos App** and click the **"Sign In"** button.
- 5 Continue filling in your Account and Business details.
- 6 Your account is ready, and now you can use the POS functionality of the App.



Getting started

Adding and Editing Categories and Items

To start operating your **Zash Android Epos**, you need to set up the **Product Categories** and **Items** you'll be selling in your store.



Adding Items and Categories using the Website dashboard

To add **Items** and **Categories** via the website dashboard, please follow these steps:

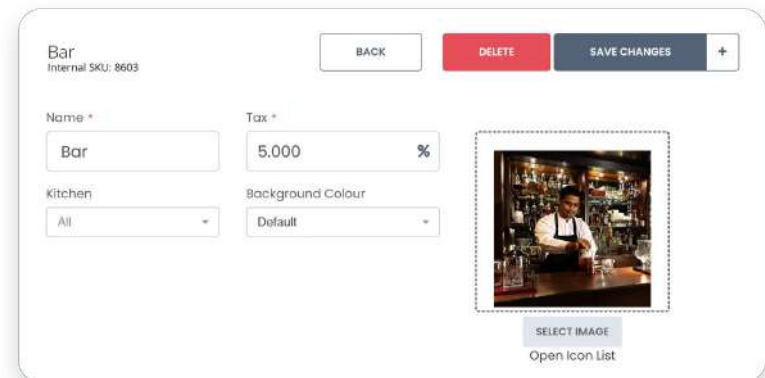
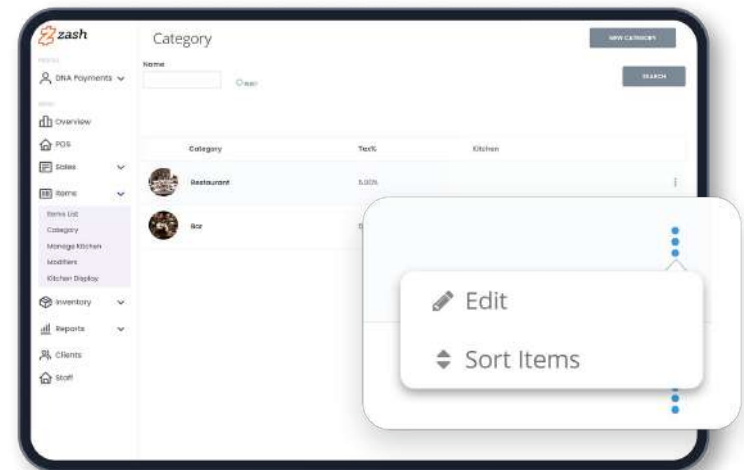
- 1 Log in to your account through the website.
- 2 Click on the “**Items**” section of the main menu on the left of the screen.
- 3 Click the “**Category**” tab on top, which will open a page with a “**New category**” button on the upper right corner of your screen. After filling in all the category information, press “**Save Changes**”. The category is now created.

A screenshot of the 'New Category' form in the website dashboard. The form has fields for Name, Tax, Kitchen, and Background Colour. A blue button labeled 'SAVE CHANGES' is highlighted in the top right corner. Below the form is a 'SELECT IMAGE' button with a camera icon and a link to 'Open Icon List'.

Getting started

Adding Items and Categories using the Website dashboard

- 4 To create an item, press the **“New product”** button, leading you to a product creation page. Then, fill in the product name, description, and price.
- 5 All **Categories** and **Items** created on the website will appear in your **Zash Android Epos App**, and those Items created within the App will be visible on your website dashboard.



Getting started

Adding Items and Categories using the Zash Android Epos App

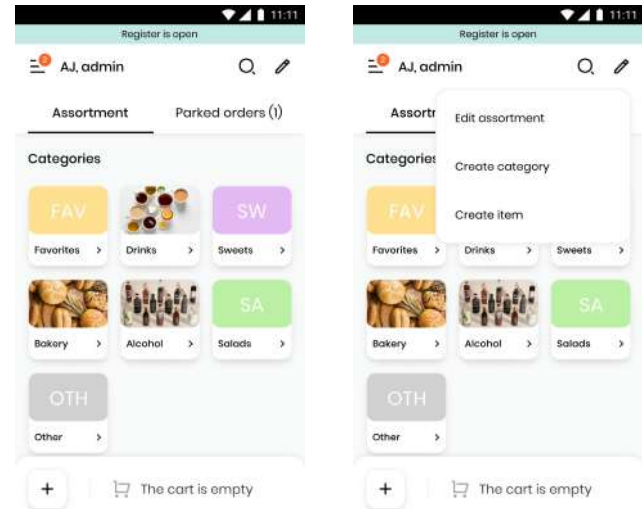
To add **Items** and **Categories** via the **Zash Android Epos App**, please follow these steps:

Create a category

- 1 From the Home screen, tap the "✎" icon on the top right corner of your **"Assortment"** screen.
- 2 Select **"Create category"**, which will bring you to the **"Create New Category"** section.
- 3 Fill in the blank fields and press **"Save"** (in this section, you'll also be able to create a new sub-category).

NOTE

When adding a VAT% to the category, the tax will be applied to all items within the category.



Getting started

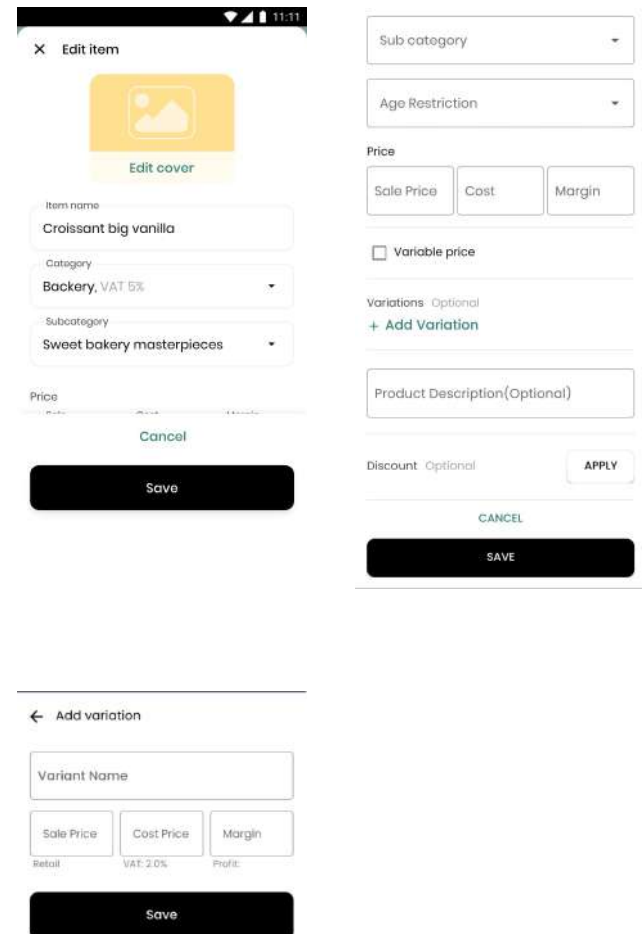
Adding Items and Categories using the Zash Android Epos App

Create an Item

- 1 Tap the "📎" icon on the top right corner of your Assortment screen.
- 2 Tap **"Create Item"**.
- 3 Enter your **Item** name, price and cost.

NOTE

If your Item sells in several variations, you may add a variation by pressing the **"Add Variations"** button. The **Item** margin will be calculated automatically to allow you to price it accordingly. Your customers will never see the margin or cost.



The image displays two screenshots from the Zash Android Epos App. The top screenshot shows the 'Edit item' screen for an item named 'Croissant big vanilla'. It includes fields for 'Category' (Bakery, VAT 5%), 'Subcategory' (Sweet bakery masterpieces), and 'Price' (Sale Price, Cost, Margin). There is a 'Variable price' checkbox and a '+ Add Variation' button. The bottom screenshot shows the 'Add variation' screen, which has a 'Variant Name' field and 'Sale Price', 'Cost Price', and 'Margin' fields. It also displays 'Retail', 'VAT: 2.0%', and 'Profit' values. Both screens have 'Cancel' and 'Save' buttons.

Getting started

Bulk Upload of the product assortment using a spreadsheet

Zash Android Epos makes importing all your products, categories, prices, costs and product variations easy from your previous EPOS solution. Fill in the spreadsheet template and send it to our **Support Team** to get all your products into **Zash Android Epos**.

[illegible]

Setting up your card payments

Zash Android Epos offers integration exclusively with the **PAX A920 Pro** payment terminal, which has a pre-installed app with pre-setup MID from the Card Acceptance service provider.

With the **PAX A920 Pro** payment terminal, **Zash Android Epos App** will automatically appear on your device. You'll be able to create your account and use the **Zash Android Epos App** immediately.



Getting started

Kitchen Setup

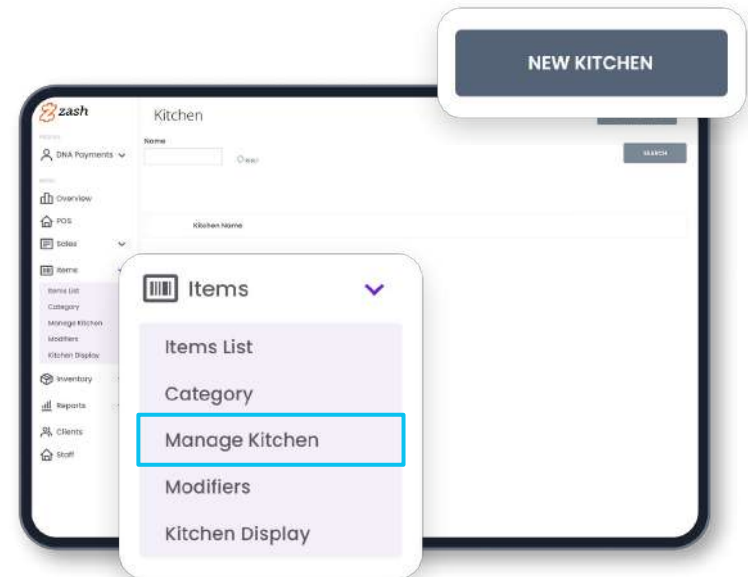
To set up communication between your order desk and your **Kitchen**, please:

- 1 Set up a new **Kitchen** in the **"Items"** menu using your web-based dashboard.
- 2 Using the App, the setup flow is different: Go to the **"Settings"** menu, select the **"Kitchen Management"** option and create a new kitchen.
- 3 Choose the categories from your menu, which should send a message to the kitchen once ordered.



EXAMPLE

You've got a **"Warm Salad"** item in your menu. Once the sales desk parks the order containing **"Warm salad"**, it'll appear on the kitchen screen, so that kitchen staff gets notified.

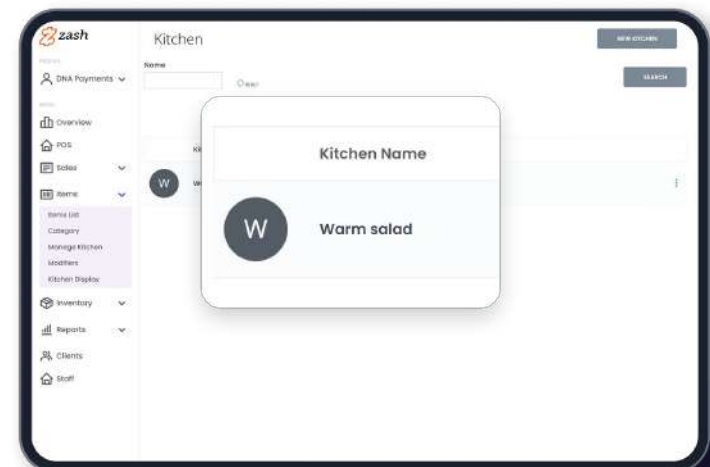


New Kitchen

BACK SAVE CHANGES

Name *

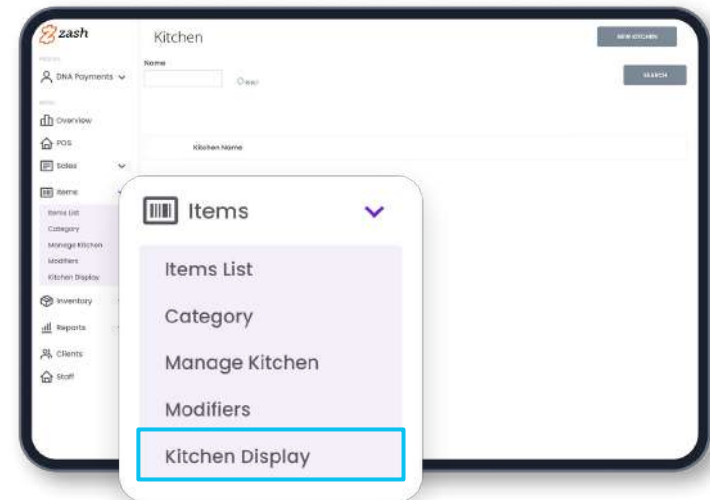
Warm salad



Getting started

To choose categories, simply:

- 1 Click on the **"Edit Assortment"** tab in the "🔧" section.
- 2 Select the category you need, and select the **Kitchen** you've just created in the drop-down.
- 3 To install the screen in your **Kitchen**, you need a display with an Internet connection; it can be a tablet, mobile phone, desktop, or laptop.
- 4 Once chosen, access your web dashboard, go to the **"Items"** menu, and select the **"Kitchen Display"** option.



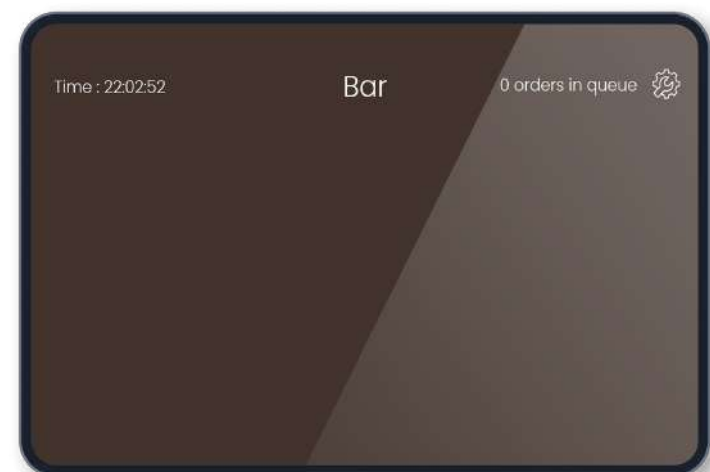
Hi, Adam!

Select kitchen (Version 2.0)

Bar

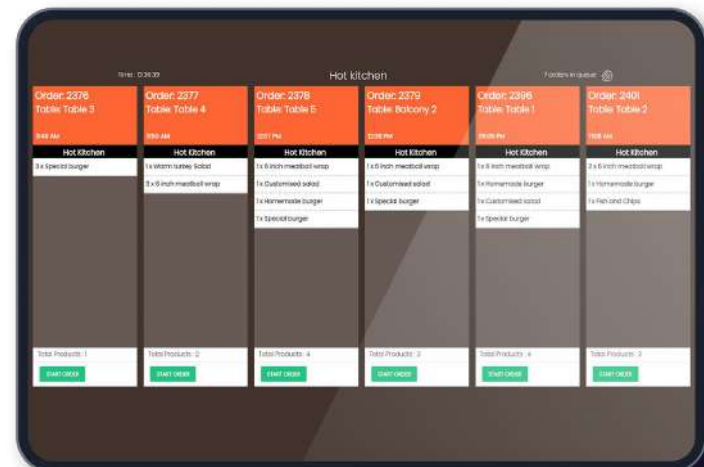
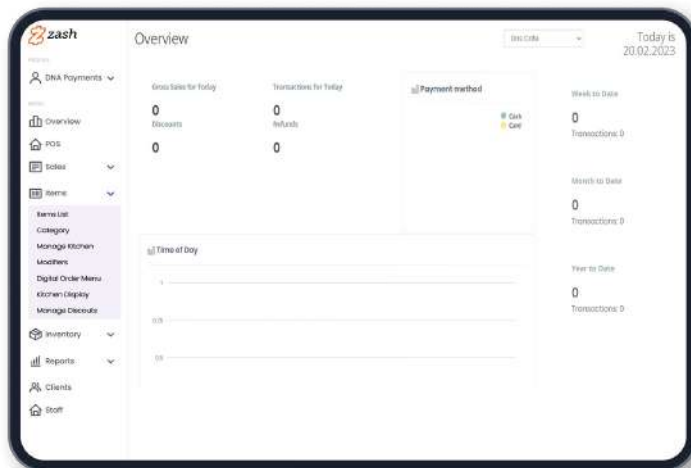
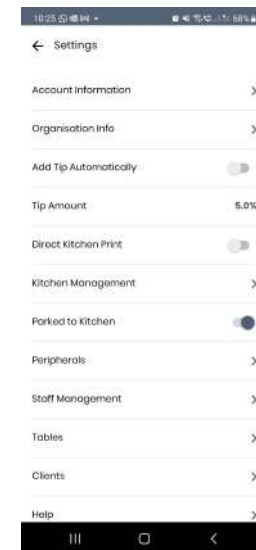
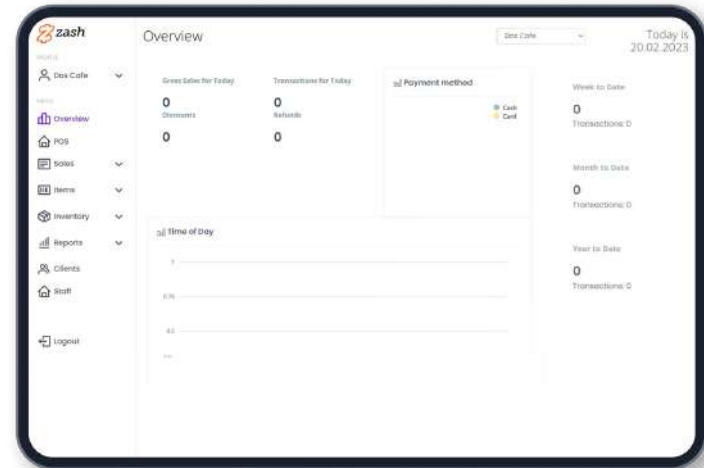
Restaurant

Back



Getting started

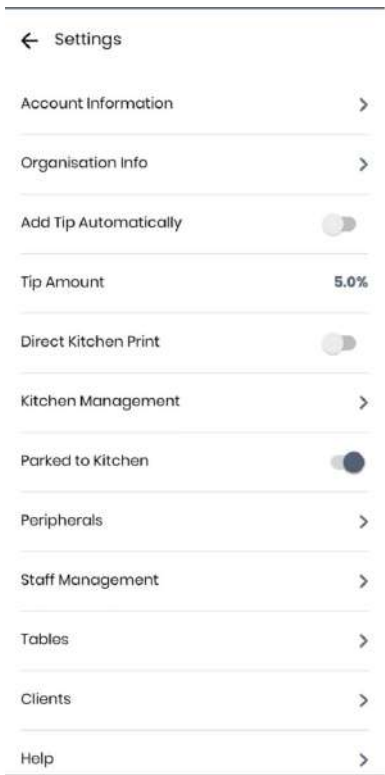
- 5 In the new tab, select the Kitchen you need to turn on.
- 6 Your **Kitchen** screen is all set up, and you should see a blank brown screen on your display.
- 7 Using your **Zash Android Epos App**, go to **"Settings"** and turn on the toggle called **"Parked to Kitchen"**.
- 8 Your **Kitchen** is all set up. After these steps, all parked items from your selected categories will pop up on the **Kitchen** screen.



Getting started

Table management

The **Table Management** function lets you create your tables list, with the capacity of each table mentioned, allocate orders to the tables and see whether the table is free or occupied. You'll be offered this table list when you're creating and parking the order next. If you'd like to enable the **Table Management** function, you only need to create the tables as shown in the screenshots below:



← Tables

Table	Capacity	Status	
Table 1	4	Occupied (2164)	
Table 2	4	Occupied (2165)	
Table 3	10	Occupied (2169)	
Table 4	6	Occupied (2172)	
Table 5	4	Free	
Table Central	8	Free	
Balcony 2	4	Free	
Balcony 1	4	Free	

Add Table

← Tables

SAVE

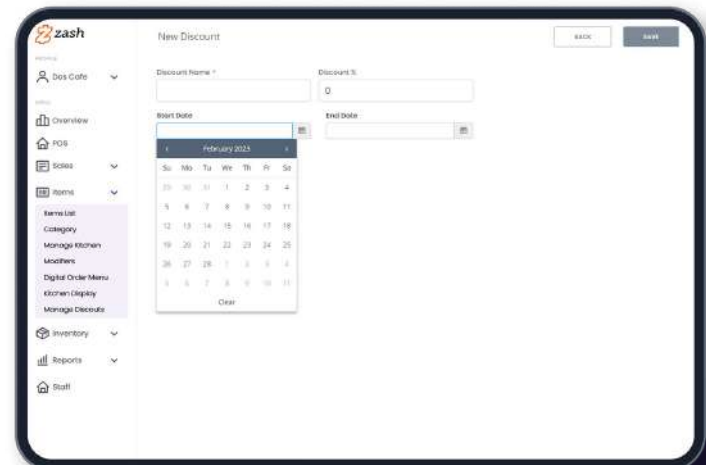
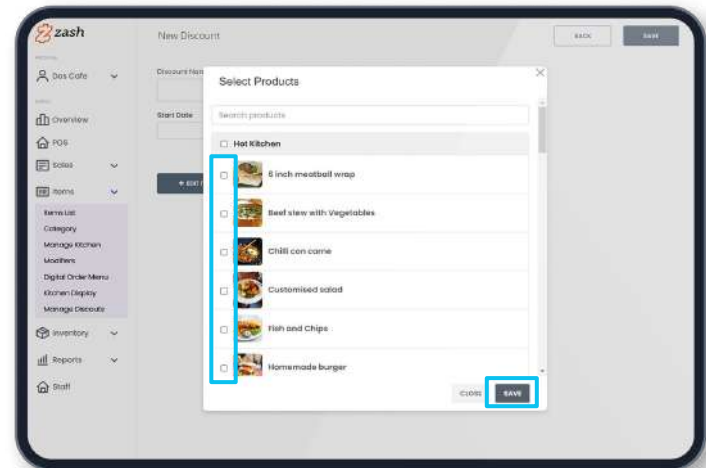
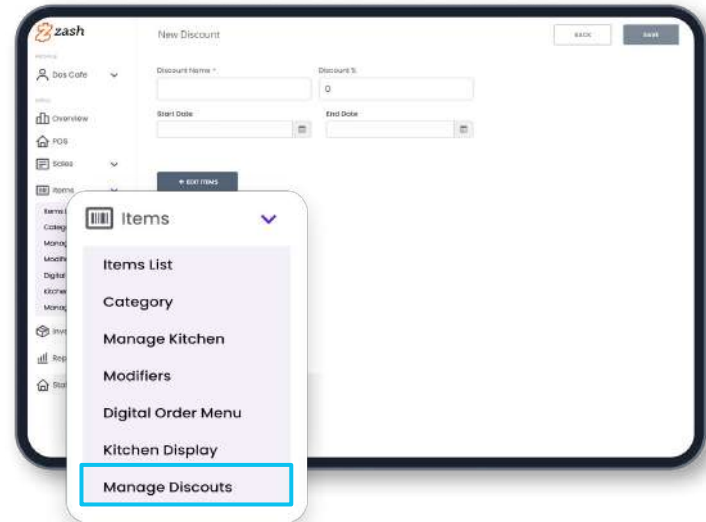
Getting started

Discount Management

The **Discount Management** function lets you create a discount campaign for a selection of products or product categories, schedule it and apply the size of the discount.

To create a discount, you need to:

- 1 Use your web dashboard and go to the **Items** section, ☐ **Manage Discounts**.
- 2 Press the **"New Discount"** button.
- 3 Name your discount campaign, select a discount % size and choose your campaign's start and end dates.
- 4 Press **"Edit Items"** and choose the items and/or categories by ticking the tick boxes next to its name.
- 5 Save the selection, and save the campaign.



Getting started

Staff Management

To register your staff to **Zash Android Epos**, you need to follow these quick steps:

- 1 Go to the **Staff Management** section by clicking the **"Staff"** button in the **"Settings"** menu.
- 2 Click the **"Add staff"** button.
- 3 Fill in your staff member's name, surname, email, and mobile phone and select either admin or staff user permissions (**"Admin"** can change items, control staff, and create staff members, whereas **"Staff"** can operate only order creation and sales functions).



TIP

To complete the registration of an additional staff member, you need to input the PIN that you created during your main account registration.



NOTE

The maximum number of staff members depends on your plan. To learn more about product pricing, please visit dnapayments.com

Staff Management

Search

Name	Role
Diyar di.daskhathayev@gmail.com	Admin
Samantha samantha@zash.com	Admin
Bar diyar@dnapayments.com	Staff
Ice ice@zash.com	Staff

Add Staff

Staff

Name

Surname

Email

Mobile

PIN

Role

Save

Getting started

Attendance

You will need the **"Attendance"** function to track your staff's hours during a specific period. To start counting hours, your staff members need to Clock in - Start the shift. To do so, you need to:

- 1 Enter the **Attendance** section.
- 2 Tap **"Clock in"**.
- 3 Select the Staff member.
- 4 Enter the Staff's PIN code.

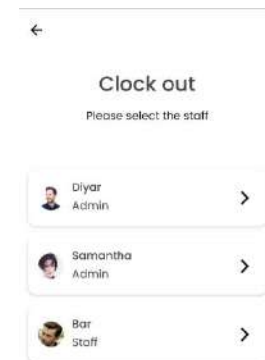
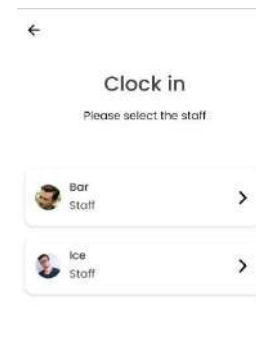
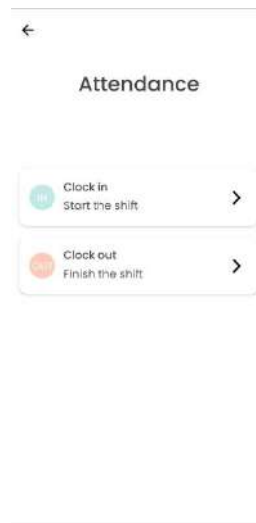
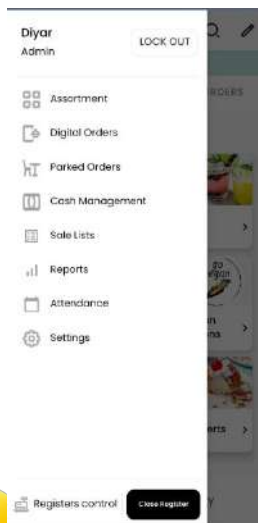
Thus, the shift for the selected member of staff has been started.

If you would like to stop the shift:

- 1 Enter the **Attendance** section.
- 2 Tap **"Clock out"**.
- 3 Select the Staff member.
- 4 Enter the Staff's PIN code.

Thus the shift for the selected member of staff has been stopped.

To view the **Timesheet** report of your staff member, you need to go to the **Web Dashboard** ▢ **Staff** section and press three dots on the right side of the staff member's name. There, select the period of the report and press Download.

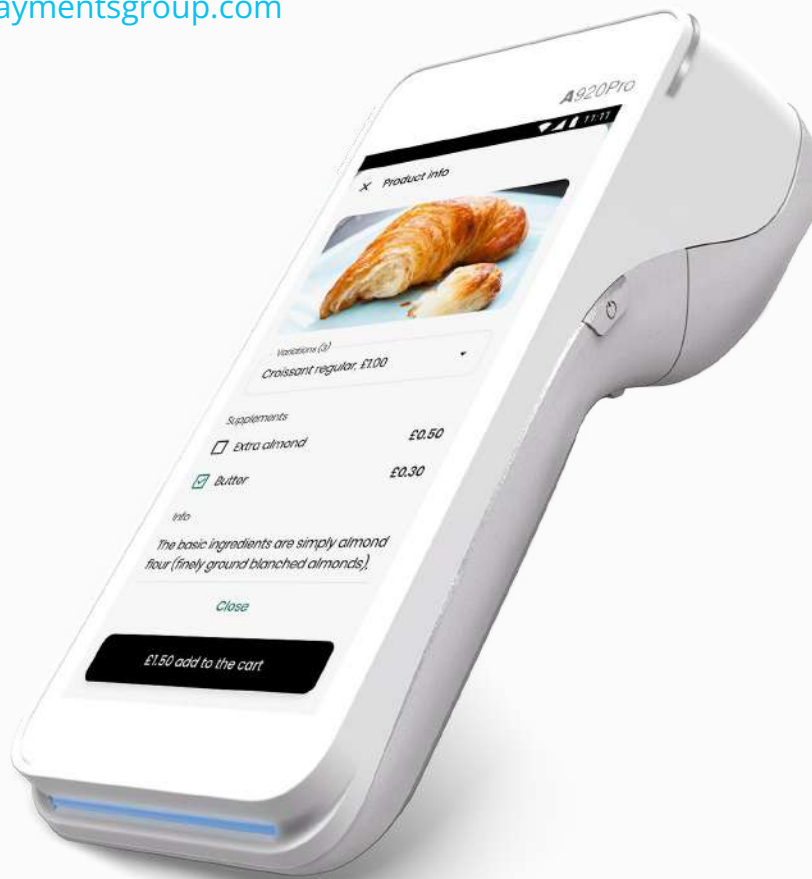


Hardware and peripherals

Hardware requirements

We provide the **PAX A920 Pro** payment terminal to set up a complete EPOS solution. An Android-based payment terminal, the **PAX A920 Pro** includes a built-in printer and touch screen all in one device. The **PAX A920 Pro** payment terminal settings are ready to use; however, if you've got any additional questions on the functions of the **PAX A920 Pro** terminal, please get in touch with us at:

support@dnapaymentsgroup.com



Hardware and peripherals

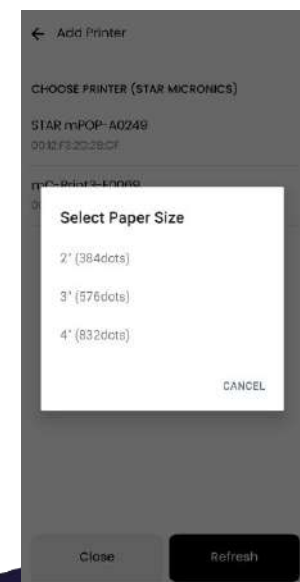
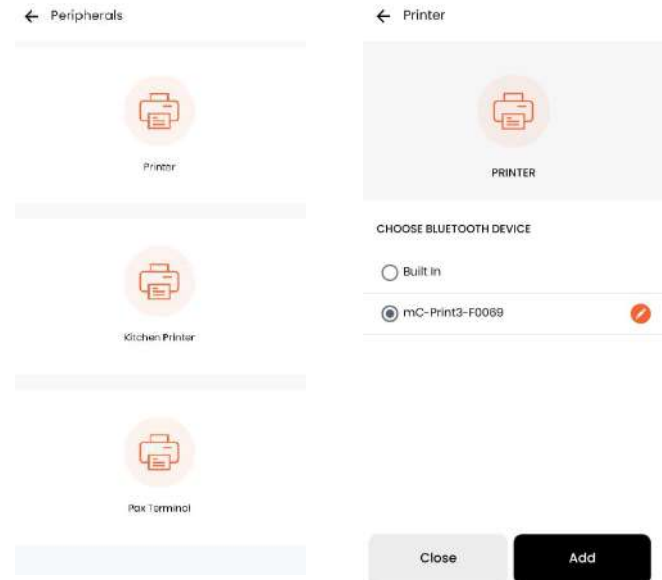
Connecting to a Printer

To connect a printer, follow these quick steps:

- 1 Go to the **"Side Menu"**.
- 2 Click the **"Peripherals"** section.
- 3 Click the **"Printer"** button and follow the instructions to connect the printer.

NOTE

Currently, **Zash Android Epos App** only supports printers produced by **"Star Micronics"**.



Hardware and peripherals

Connecting to Tablet

Please follow these steps to connect your **A920 Pro terminal** to an **Android Tablet** (please check the recommended tablet model with sales).

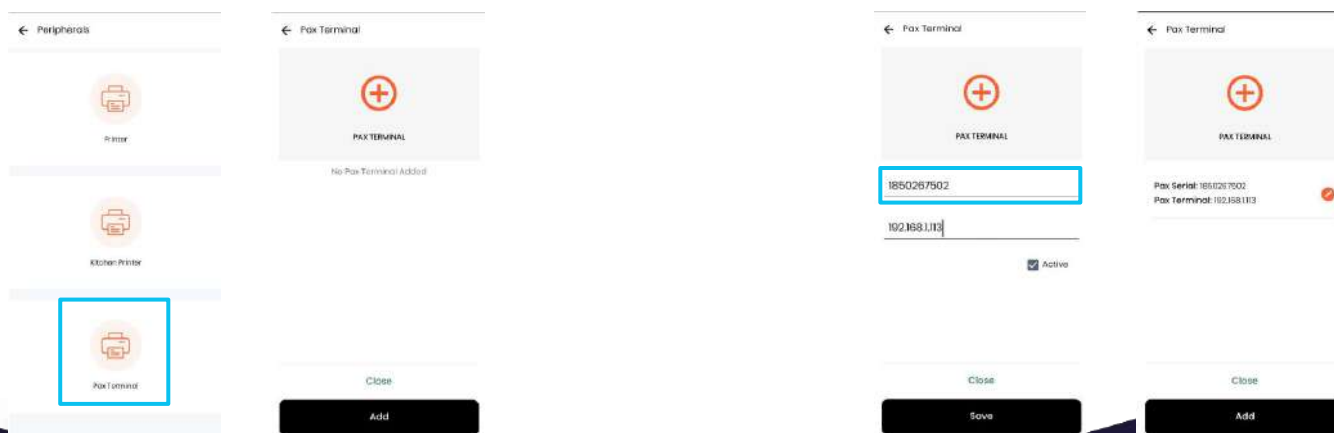
- 1 Connect your **Android Tablet** and **A920 Pro** to the same Wi-Fi network.
- 2 Install the latest **Zash Epos app** on your Android Tablet from the Play market.
- 3 Open the **Zash app** on your tablet. Log into your account.
- 4 Go to **Settings** □ **Peripherals** □ **PAX Terminal**.
- 5 Press the **"ADD"** button. Enter your **PAX A920 Terminal Serial Number** on your terminal's back cover. The serial number example is S/N: **1850267502**; please use only the numeric part of it.

- 6 Now enter your **PAX terminal's IP Address**.

1. On your PAX terminal, go to the settings of your payments app. It looks like three horizontal lines on the top right corner of your main menu.
2. Select **Wi-Fi settings**. Tap the **Wi-Fi network** you are connected to and find your terminal's IP address. An example is 192.168.1.113.
3. Enter your terminal's IP address on your tablet.

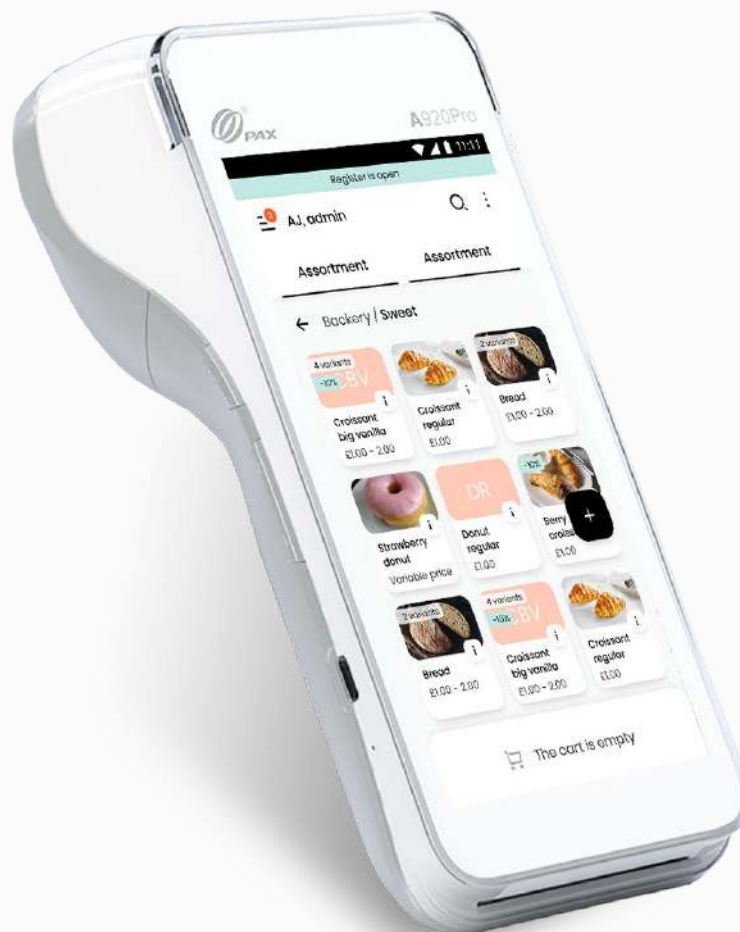
- 7 On your tablet, tick the **"Active"** tick box and press **"SAVE"**.

You can now create orders using the tablet and take card payments using your **PAX A920 Pro terminal** in a single flow.



Operating your POS

You'll mainly use the main **Assortment Screen** during your business operations. You'll access it once you're logged in and open the **Register**. You'll see your product assortment and existing parked orders on this screen. You can also go to your side menu (☰ button on the top left) or edit your product assortment.



Operating your POS

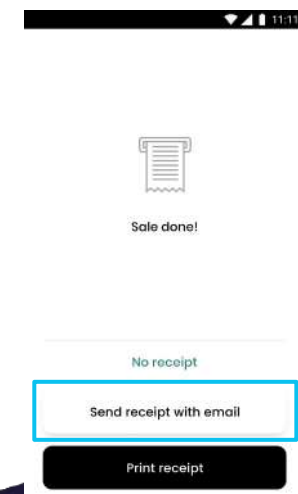
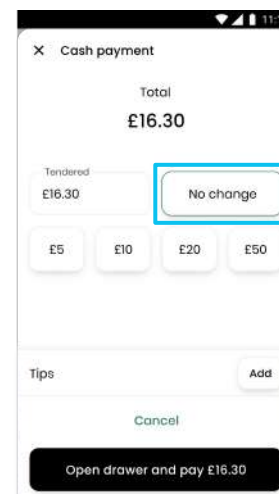
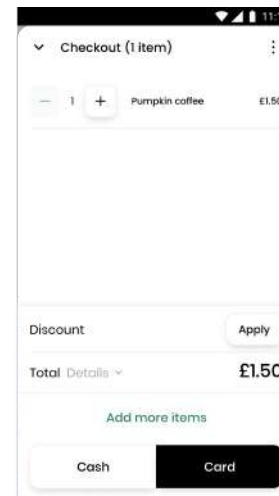
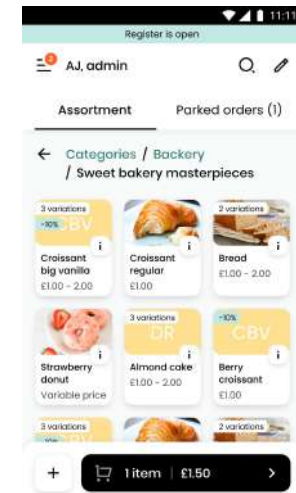
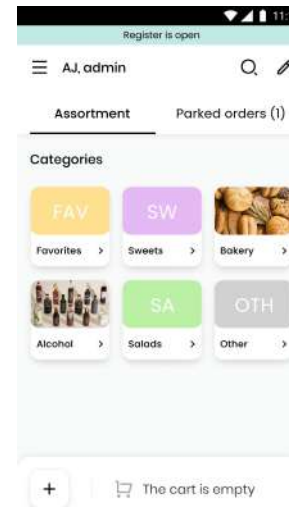
Order creation and Accepting Payments

To create an order, follow these quick steps:

- 1 Click on a **Category** and an **Item** you would like to add to your order.
- 2 Once you've tapped the **Item** from your main screen, it's added to your order.
- 3 Once complete, select the payment method: **Cash** or **Card**. **Cash** payments can be operated separately or by connecting a cash drawer, and the card payments are processed via the payment terminal.

Cash

- 1 Select **"Cash"**, and a new window will appear where you'll see the amount. Let's say this amount is £16.30. You can enter quick buttons, such as **"No change"**.
- 2 Once you click **"Open Drawer"** and **"Pay"**, the order is closed, and the **Confirmation screen** opens up. Here you can select if the customer wants a receipt printed, emailed or doesn't need a receipt.



Operating your POS

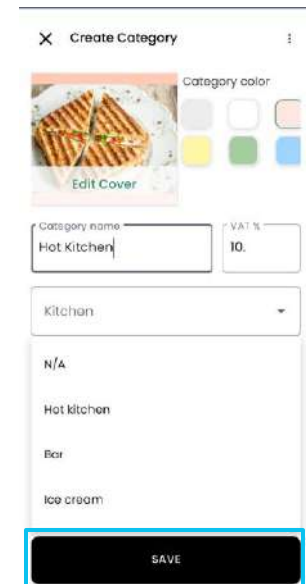
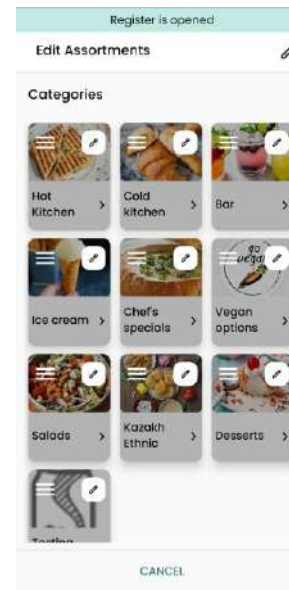
Card

- 1 Press **"Card"** when the order is completed.
- 2 Follow the instructions on the screen of your **PAX A920 Pro** payment terminal.



TIP

You can increase the quantity of the selected Item by repetitively clicking. You can also change the Item's quantity by tapping it in the order at the bottom of your main screen. It will unwrap the order, and you can amend the contents.

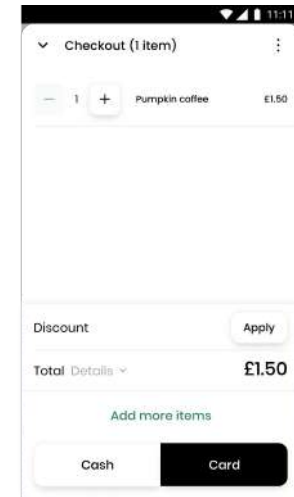
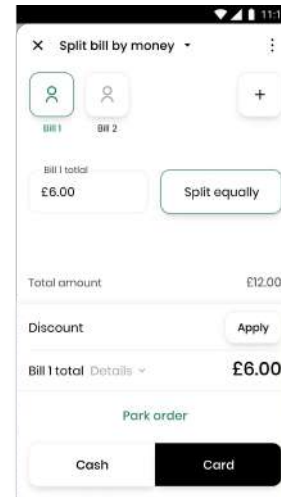


Operating your POS

Split bill

To split a bill so that customers can pay separately for the items in the order, follow these quick steps:

- 1 Before going to the payment, click the **“Three dots”** button on the top right corner of the checkout page.
- 2 Select whether you want to split the bill by items or by the amount. Here you can **“Add bill(s)”** and assign the items to a separate bill.
- 3 To split the bill, click the **“Split bill”** option, then click the **“Add bill”** button, to create an empty bill.
- 4 Find your **Item** in the list above and press on it. You will see a pop-up asking you where to assign this **Item**.
- 5 Press **“Bill #2”**. You'll then have 2 bills; press the one you want to be paid first, and proceed with **Cash** or **Card** payment method selection.

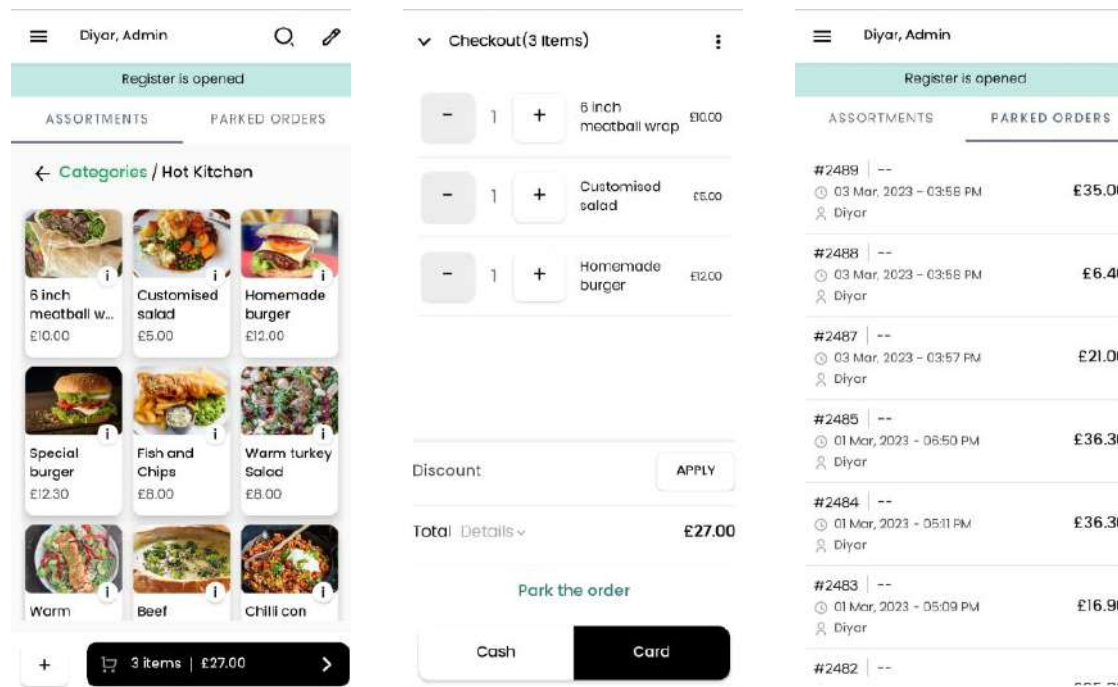


Operating your POS

Parking the order to a Table

After the tables are created, you can assign the order to a relevant table by following these quick steps:

- 1 Click the **"Park"** button on the POS order creation screen.
- 2 If you've enabled the kitchen display functionality, parked orders (whether with a table assigned or without) will be sent to the associated kitchen display.

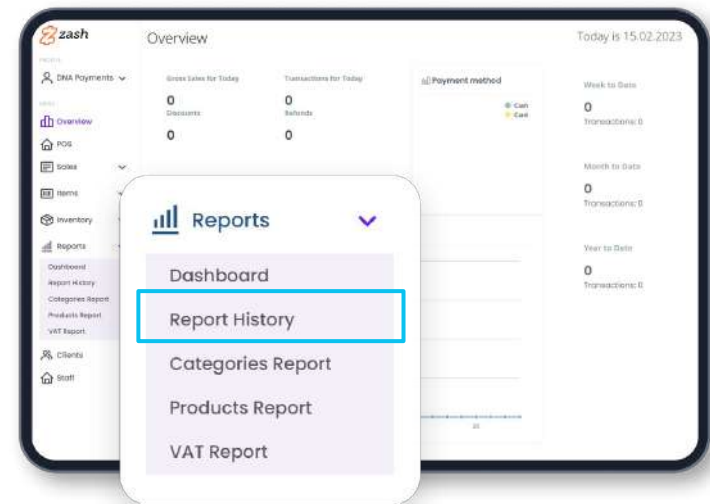


Operating your POS

Reports and Sales List

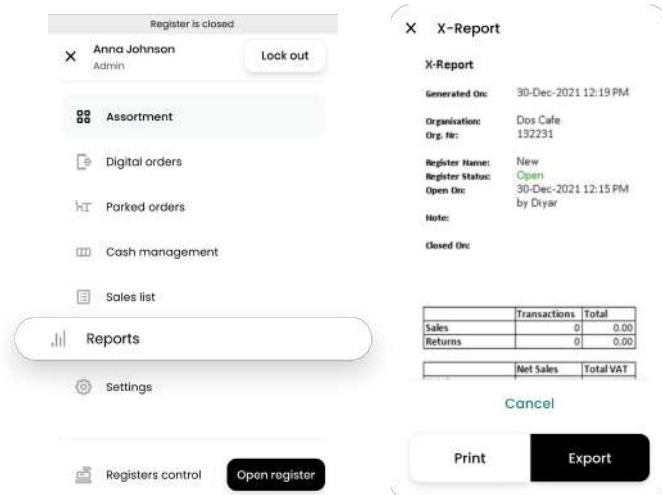
To operate on-site or remotely, access the **Zash Android App** from your Device (or our getzash.com website) and see your business's current and past reports.

From the **Home** screen, click **"Reports"** or go to **"Reports"** from your admin portal interface for a performance overview of the past week's sales or sales per POS terminal and your top-selling products, which can be exported into excel or PDF documents.



Open and Close a Register

Suppose you formalise reporting for a shift or specific point of sale. In that case, you can open a Register to view that particular shift or POS, how many sales they've had currently (**X-Report**) or by a total at the end of the day (**Z-Report**).



Operating your POS

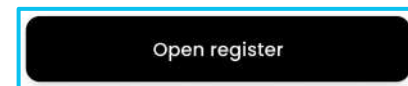
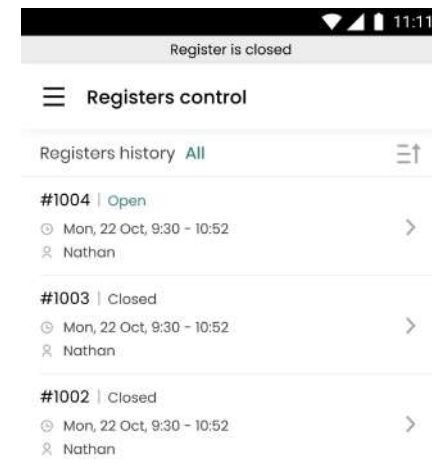
Open Register

At the beginning of each business day, you must open the Register to start accepting payments. To do this, follow these quick steps:

- 1 Log in to the **Zash Android Epos App** with your account. The system will ask whether you want to open the **Register** or continue.
- 2 From the main screen, Go to **"Menu"** and click the **"Open Register"** button.

NOTE

When the **Register** is closed, you need to open it by clicking the **"Open Register"** button and register a cash amount to start the shift. Fill in the amount you've got in the cash register. Enter your **PIN** code so the system records the user opening the **Register**. The **Register's** cash amount is nulled at the end of a shift (When the **Z-Report** gets produced). Therefore, you must enter a new amount, even if it's the same as when closing the previous shift. Press **"Open Register"** and enter **Cash Amount** to start the day.



Operating your POS

Closing the Register

Closing the **Register** means you clear your cash register at the end of the day.

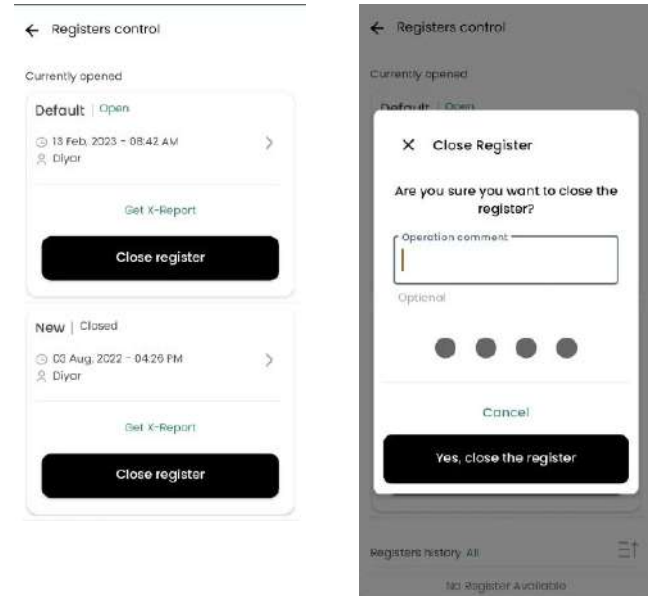
A **Z-Report** is automatically generated when closing and sent to your email address. When the **Register** is closed, you cannot receive any payments.

To close the **Register**, follow these quick steps:

- 1 Go to your **"Side Menu"**.
- 2 Click the **"Close Register"** button.
- 3 Enter your **PIN** code.
- 4 Close the **Register**.
- 5 A **Z-Report** is generated automatically. You must take the cash left in the Cashbox, which is nulled with the terminal closed.

NOTE

You can print the **Z-Report** by clicking the **"Print"** button. The built-in printer on a **PAX A920 Pro** payment terminal will print it. You can also email the **Z-Report** by pressing the **"Export"** button.



Operating your POS

X-Reports

An **X-Report** is a round-up report of the terminal's sales since the previous **Z-Report**, during a business day. You can print or send an **X-Report** via email anytime during a shift.

Z-Reports

A **Z-Report** is a round-up of all sales processed by your terminal since you opened it at the start of your business day and includes data such as your total sales, total returns and total net. These amounts are the sum after the cash register was used and cannot be reset.

All **Z-Reports** are under "**Z-Reports**" on the **Zash Android Epos App** terminal screen. Only an account owner has access to this information.

All **Z-Reports** are stored digitally for seven years and listed in chronological order under "**Z-Reports**" on the terminal screen of the App (only available to the account owner).

Daily and Monthly Reports

Account owners can access daily and monthly reports in the **Zash Android Epos App**. These reports summarise all sales made by the business.

Staff accounts can only access their specific sales during an ongoing shift (**X-Report**).



Operating your POS

Z-day reports - History (only visible to the account owner)

As an account owner, under **Z-day reports**, you can view generated **Z-day** reports on behalf of the company in chronological order and can choose to print them there.

Sales List

All payments processed by your terminal are listed in chronological order in the **Sales List**. You can also search for a transaction. You get detailed information about the purchase by pressing any transaction in the list. You can also refund or send or print a receipt copy.

☰ Sale Lists

Register is opened

Search

2486

🕒 03 Mar, 2023 - 02:15 PM

👤 Diyar

32.00

2470

🕒 01 Mar, 2023 - 04:53 PM

👤 Diyar

35.30

2469

🕒 01 Mar, 2023 - 04:53 PM

👤 Diyar

35.30

2468

🕒 01 Mar, 2023 - 04:53 PM

👤 Diyar

41.20

2464

🕒 01 Mar, 2023 - 04:21 PM

👤 Diyar

47.70

2463

🕒 01 Mar, 2023 - 04:21 PM

👤 Diyar

47.70

← Sale Detail

ID: 2470

Client Name:

Created By: Diyar

Terminal ID: 7174

Time: 01 Mar, 2023 - 04:53 PM

6 inch meatball wrap x1

£10.00

Customised salad x1

£5.00

Special burger x1

£12.30

Cappuccino x1

£3.00

Homemade lemonade x1

£2.50

Lotte Macchiato x1

£2.50

Net total

32.09

Discount

0.00

VAT

3.21

Tip Amount

0.00

Total

35.30

Card

35.30

EMAIL

REFUND

PRINT

Operating your POS

Processing a Refund

In the **Sales List** section of the **Zash Android Epos**, you can find the transaction by the **Order ID** you wish to refund. The **"Refund"** button will initiate the payment application and perform the refund action flow if a transaction is by **Card**. The refund can be processed for the whole order or a separate item. A **Cash** refund procedure will be reflected on the screen if paid by cash. The daily report will show all in and out payments.

☰

Sale Lists

Register is opened

Search

2486

03 Mar, 2023 - 02:15 PM

Diyar

32.00

2470

01 Mar, 2023 - 04:53 PM

Diyar

35.30

2469

01 Mar, 2023 - 04:53 PM

Diyar

35.30

2468

01 Mar, 2023 - 04:53 PM

Diyar

41.20

2464

01 Mar, 2023 - 04:21 PM

Diyar

47.70

2463

01 Mar, 2023 - 04:21 PM

Diyar

47.70

←

Sale Detail

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6 inch meatball wrap x 1

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£5.00

Special burger x 1

£12.30

Cappuccino x 1

£3.00

Hammada lemonade x 1

£2.50

Latte Macchiato x 1

£2.50

Net total

32.09

Discount

0.00

VAT

3.21

Tip Amount

0.00

Total

35.30

Card

35.30

EMAIL

REFUND

PRINT

Refunded Sale Detail

Total Refunded

21.60

Cinnamon Roll

2.30

2.30

(Name Total: 2.30)

Carrot Cake

7.00

7.00

(Name Total: 7.00)

Bagel

5.00

5.00

(Name Total: 5.00)

Chicken wrap - Mega wrap

8.30

8.30

(Name Total: 8.30)

Sandwich - Chicken half

1.00

1.00

(Name Total: 1.00)

Net total

20.97

Discount

0.00

VAT

0.63

Tip Amount

0.00

Payment

Sold By

Card

Refund

11:48

Refund

Sale refunded successfully

OK

Payment

Sold By

Cash

Doj

Refund

Operating your POS

Cash Management

To see how much cash you've got in your POS, or if you want to take out cash, please:

Go to **HOME** ▢ **CASH MANAGEMENT**.

You can then add or delete cash assigned to the specific POS payment terminal.

EXAMPLE You have £1,000 and want to add £500. Or you've received £750 and want to deduct £150 at the end of the day. You'll then be left with £600 in your **"Float"**. All in and out transactions are registered in the **Cash List**.

Clients Database

Typically, you'd prefer to save your clients' details in a journal to recognise your customers. To do this in the **Zash Android Epos**, please follow these quick steps:

- 1 Click the **"Clients"** button in your App. Inside, you'll find the list of the clients that you've previously registered.
- 2 To create a new client, click the **"Add client"** button and input as much information about your client as you have. For the returning customers, you can also see how many transactions the client has spent in your store.

← Cash Operations

Add Cash

Withdraw Cash

-100

Adjusted sum

100.00

+100

Operation comment

Optional

Current drawer balance

£374.70

Input sum

£100.00

Balance after operation

£474.70

Open drawer and add £474.70

← Clients

Email

Q

Name	Mobile
<div><div>Adam</div><div>test@test.com</div></div>	0777777777
<div><div>Charlotte</div><div>test@test.com</div></div>	0707070700
<div><div>Daniel</div><div>d.doskhodzayev@gmail.com</div></div>	070707070707
<div><div>Jose</div><div>d.doskhodzayev@gmail.com</div></div>	70707070700
<div><div>Martin</div><div>martinsmith@test.com</div></div>	070707070707

Add Client

← Client Information

Name

Surname

Email

Mobile

Credit Balance

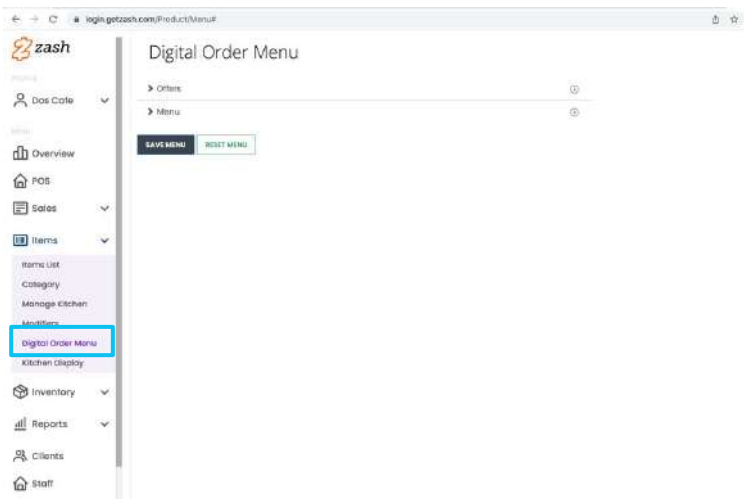
More

Save

Digital Ordering

Digital Ordering lets customers place orders directly from their mobile phones. To do so, please:

- 1 Get your customer to scan the **QR code** at the table or follow a link.
- 2 Once scanned, the **QR code** will bring them to your business's website that **Zash Android Epos** generates (you don't need to have a separate website for this function, **Zash Android Epos** creates it for you).



i NOTE

This function is only available for our **Zash Restaurant** plan subscribers. The subscribers of the **Digital Ordering** function will see additional sections in the Web dashboard as described below.

Digital Ordering Menu management

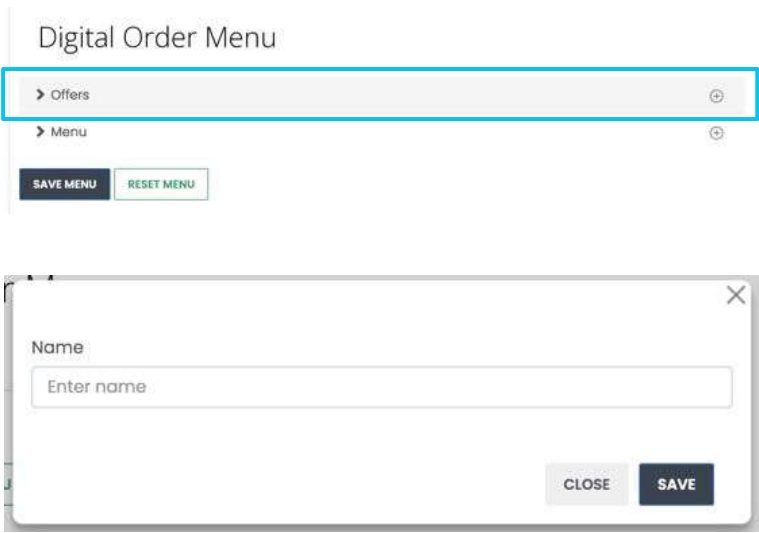
Digital Ordering lets you reflect your assortment in **Zash Android Epos** in various customised options. You can create special menus, hide particular items or create entirely new categories. The only restriction is that you can only create new Items that exist in the **Zash Android Epos** assortment.

Digital Ordering

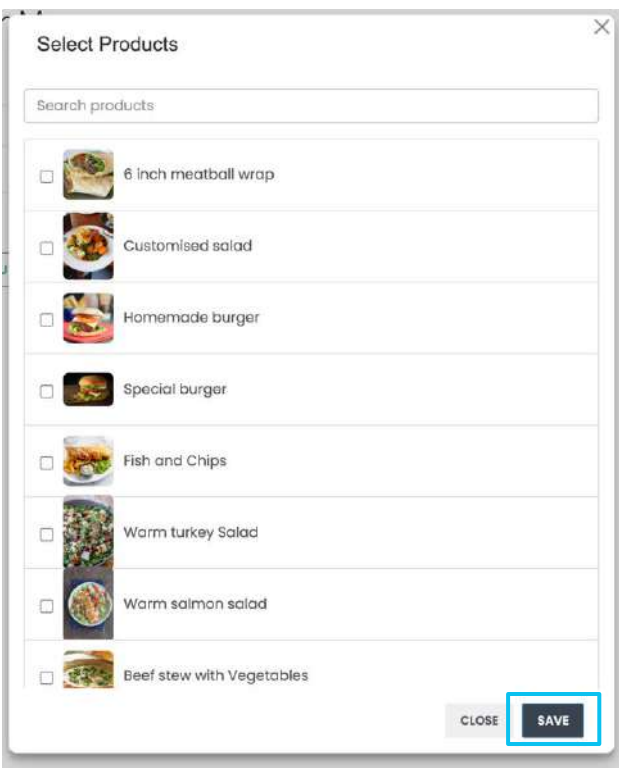
Special Offer menu creation

To create a **Special Offer** menu, follow these quick steps:

- 1 Press the **+** button on the **Offer** line of the menu creation page.
- 2 Create the title of your **Special Offer** and press **"Save"**.
- 3 To add the items to your new **Special Offer** menu, press the **"Add item"** button and select the items from your assortment.
- 4 Once selected, press **"Save"**.



Digital Order Menu



Digital Ordering

Main categories menu management

All categories in your **Zash Android Epos** will automatically reflect in the main categories of **Digital Ordering**. To manage it, you need to press the **“Remove”**, **“Add sub-category”**, or **“Edit”** buttons on the corresponding category name.

Remove category: this button will remove the selected category from the **Digital Ordering** menu.

NOTE

The category will be deleted from the **Digital Ordering** menu and kept in the **Zash Android Epos** main menu. If you removed the category accidentally, click the **“Reset menu”** button to get back to the initial stage of the **Digital Ordering** menu creation.

Add sub-category: this button lets you create a sub-category within the existing category that helps you to sort the items by common characteristics.

Edit: this button lets you add or remove items within the existing category of **Items**.



Digital Ordering

Digital Ordering QR code and links

You can print and place your **QR codes** on your tables or share the URL on your social media accounts. Customers will be redirected to the website that **Zash Android Epos** generates. Your website will look as described below:

- 1 Your business's name on the top of the menu, address, links to your social media accounts and business description.
- 2 The **Digital Ordering** menu managed in the web dashboard.
- 3 **Ecommerce Payment** widget that lets you to accept payments without hardware.
- 4 Link to the incoming orders to your **Zash Android Epos Kitchen** displays, terminals and reporting.



Managing your account

To update your account or business details, you can do this either in the **Zash Android Epos App** or the web-based dashboard.

Zash Android Epos App

To change your details in the **Zash Android Epos App**, follow these quick steps:

- 1 Click the "**Settings**" button.
- 2 Select the appropriate option.
- 3 Click the "**Save**" button after the details are updated.

Web-based dashboard

To change your details in the **Web-based dashboard**, follow these quick steps:

- 1 Click the drop-down menu next to your account name.
- 2 Choose the suitable option to edit.

NOTE

Email and business data types are fixed and cannot be changed.

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