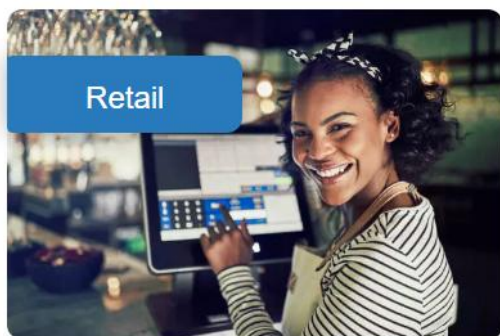# RSSLINE®
Retail Store Solution

Store Management Software

OFFICE

User guide

Last updated: June 2025

Retail
- Grocery Stores
- Supermarkets
- Petrol Station Shops
- Non Food
- Clothing, Shoe
- All Retail Stores

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1. Getting Started

1.1 Creating Subscription and Account

Go to www.rssline.com with your web browser. Click Start Free or the Login link at the top and the next page will be RSSLine Office's home screen. Start by clicking the Create an Account button on this screen.

The screen that appears is the registration form screen containing your RSSLINE subscriptions information. You can quickly start your membership and create your account by filling out the simple registration form.

The e-mail address you enter in this section will be the user with supervisor authority of your business.
The Supervisor user is the main authority of the system.
The supervisor will be the user who will manage RSSLINE notifications and account settings.

The company name section is the main license name we will create for the business. In private businesses, personal name or sign name can be entered.

In the Phone section, put your mobile phone number from which you can receive text messages.
It will send RSSLINE confirmation code to your mobile phone.
Your mobile number 0532xxxxxxx, 90532xxxxxxx , 532xxxxxxx You can enter it as you wish.

If you are from a country other than Türkiye, enter 0044xxxxxxxxxx with the country code at the beginning

1.2 Settings and system definitions

In this section, you can define what the system needs and make the necessary settings during use.
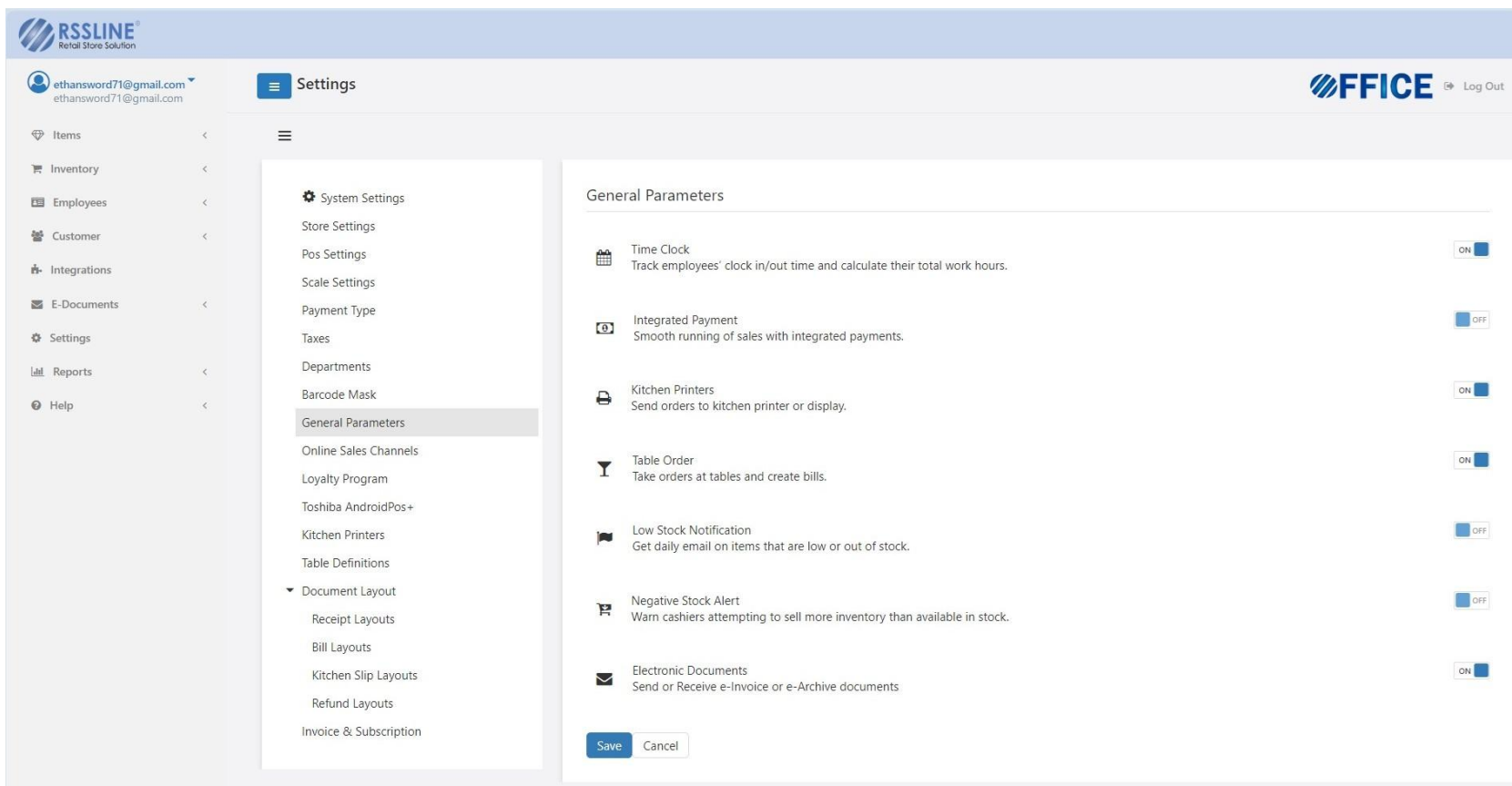
Store Settings: This is the section where the store is defined in the system. When you activate your RSSLINE membership, a free trial period for a store begins. This is the identification page where the name, address, working style and necessary information for your business are set.

POS Settings: The cash registers you need in the system, the service point terminals from which you receive orders, and the necessary information about these devices are defined in this section.

Scale Settings: You can define in this section to send information about the barcode labeled scales you use in your business.

Payment Type: This is the section where definitions and settings are made for Cash, Credit Card, Voucher and all payments instruments you accept that may be specific to you, used throughout your business.

TAXES and Departments: You must define Taxes rate and departments according to item groups in your country. Tax and Department then determine which Tax and Department the item is in when defining the item.

Barcode Mask: Barcode is a must necessary field when defining a item in the RSSLINE system. You must enter the barcodes of the goods you sell into the items. You should define barcode masks in order to automatically create barcodes for items that do not have barcodes on them, or items that you need to print barcode labels on, such as butchers, greengrocers, and delicatessens.

General Parameters: What you will use in the system; These are general settings where you can set shifts, time clock, kitchen printers, customer display and various notifications and customize them according to your business.

Online Sales Channels: If you have E-Commerce marketplaces, online websites, food portals, mobile applications or home delivery package services (phone order) in your business and you want to apply different prices on these channels; You can define and use these channels in the Online Sales Channels section.

Loyalty Program: This is the section where you can increase your customers loyalty and shopping movements. You can create a customer card with a plastic card, mobile phone number or mobile application, and ensure the frequency and continuity of shopping by providing promotions, bonus and special discounts to these customers.

Toshiba AndroidPos+: This is the section where Toshiba Android POS terminals are described.

Kitchen Printers and KDS: This is a system that allows businesses in the food and beverage sector to transmit orders to kitchen points. You can use either paper printouts from printers or kitchen displays in kitchens.

Table Orders: You can track tables and bills in restaurant businesses. You can easily manage all processes.

Document Layout: You can customize the texts in the language you want or with the words you want in documents such as Cash Register Receipt, Information Receipt, Invoice, Bill receipt, Kitchen printouts and Return receipts. These documents can be paper print or electronic E-Mail.

Invoice & Subscription: This is the area where you can see subscriptions information in the system. You can purchase new stores, personnel or modules, track the duration of these modules, download and use your invoice.

1.2.1 Store Settings

When you sign up for RSSLINE, it will ask you to create a New Store. The system structure is based on this. You cannot proceed with item definition or other operations without creating a new store.

From the Settings menu on the left, Store Settings appear on the screen. Click the + button to create a new store.
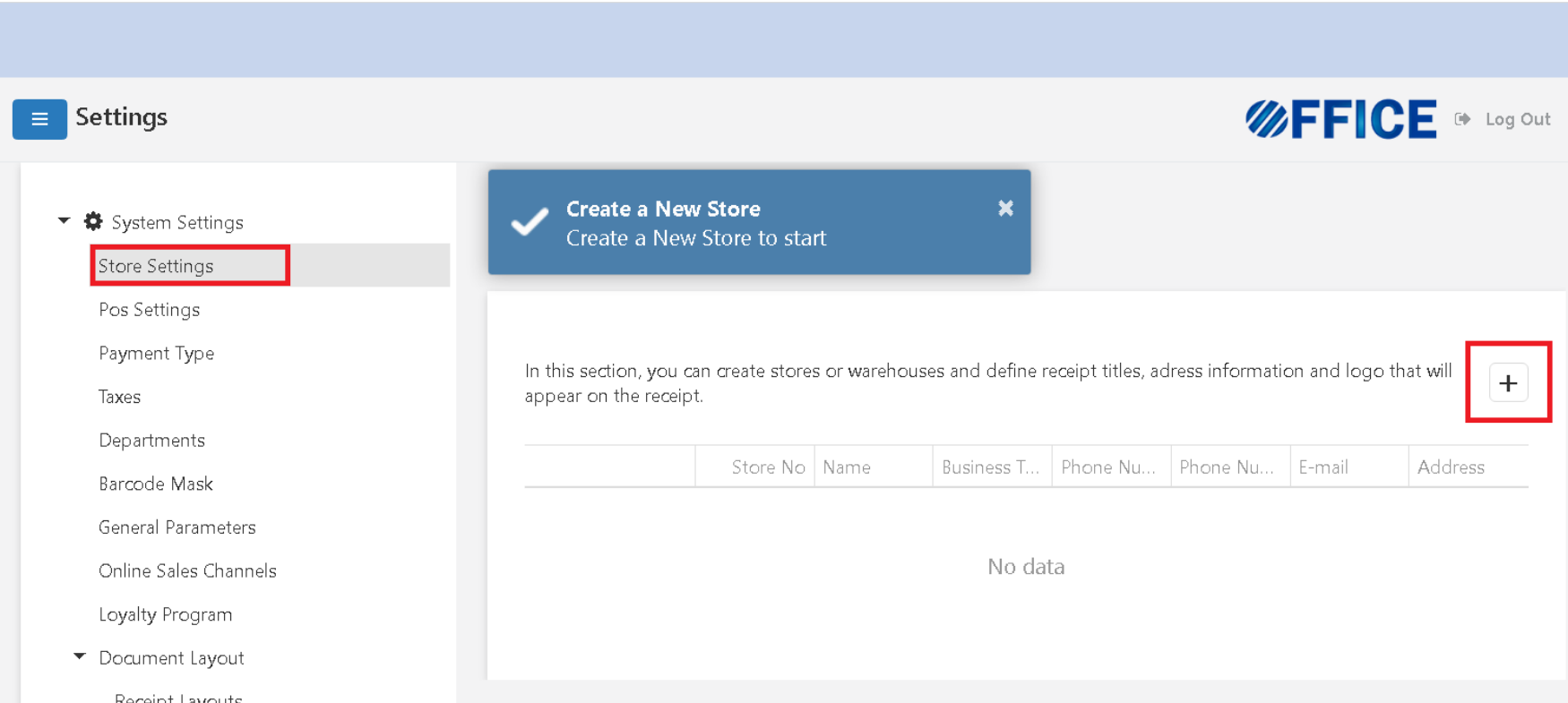
When you click the + button, the store identification screen appears.

The Store Number section must start with 1. You can then create the Stores or Warehouses in the following order or set the Warehouse Number to 99 and Store Numbers as 1 2 3…...n.

The definition made in this section actually means the location of items movements.

Define locations where item sales or purchases are made, such as Warehouse, Mobil Warehouse, Web Store, in this section..

The name, address and other information of the store are entered.

Business Type: Determines the operating model of this store of your business, select one of the business models as Retail, F&B (restaurant), Services

Receipt Limits

Logo

Printed receipt

Emailed receipt

Receipt Limit

SWORD

Select Image

SWORD

Select Image

Receipt limits are defined. In some country regulations, cash register receipt limits are applied. For example, you can issue a receipt for up to 999 pounds and an invoice for sales exceeding 999 pounds.

Logo; Whether paper receipt or e-receipt, it is the logo of your business. You can use a colorless logo on paper receipts and a colored logo on e-receipts.

Save   Cancel

Fiscal Information is available on the right side of the Store Identification screen.

5 lines 38 characters Receipt Top Lines available.

In the Receipt Header; Your business must have a Trade Name, address, phone number, tax office and tax number.

Messages such as Thank You, Waiting Again, Bon Appetit can generally be written on the first line of the Receipt Header. This message can be made bold.

Receipt Header 2nd line can be Business Trade Name or Company Name.

The 2nd and 3rd lines of the Receipt Header can be used as address, phone and website fields.

Receipt Header 5th line is usually the Tax Office and Tax Number or you can write a customer message according to your request.

The desired lines or all of this information can be Bold. You can edit the receipt header according to the conditions of the country you are in.

Receipt Bottom and Return document messages are the same as above.

You can define messages and customize your receipts and documents according to the characteristics of your business and region.

FFICE Log Out

Fiscal Information

| Receipt Top Lines | Receipt Bottom Lines |

First Line
Sword Cafe Restaurant   Bold: ✔

Second Line
Sword Food & Bavarage Co.Ltd   Bold: ☐

Third Line
3456 Bakery St. Croydon London Bold: ☐

Fourth Line
www.swordcafe.co +445467788664 Bold: ☐

Fifth Line
Thank you for choosing us   Bold: ☐

FFICE Log Out

Fiscal Information

| Receipt Top Lines | Receipt Bottom Lines |

First Line
you can orders on our website.

Second Line
www.swordcafe.co

Third Line
delivery service phone

Fourth Line
850 7887 877

Fifth Line
take of surprise discounts

1.2.2 POS Settings

After creating a store, you can define point of sale terminals for this store. If there are point of service terminals for sales personnel (waiter terminals) in your business, you should also define them.

From the Settings menu on the left, POS Settings appear on the screen. Click the + button to create a new pos.
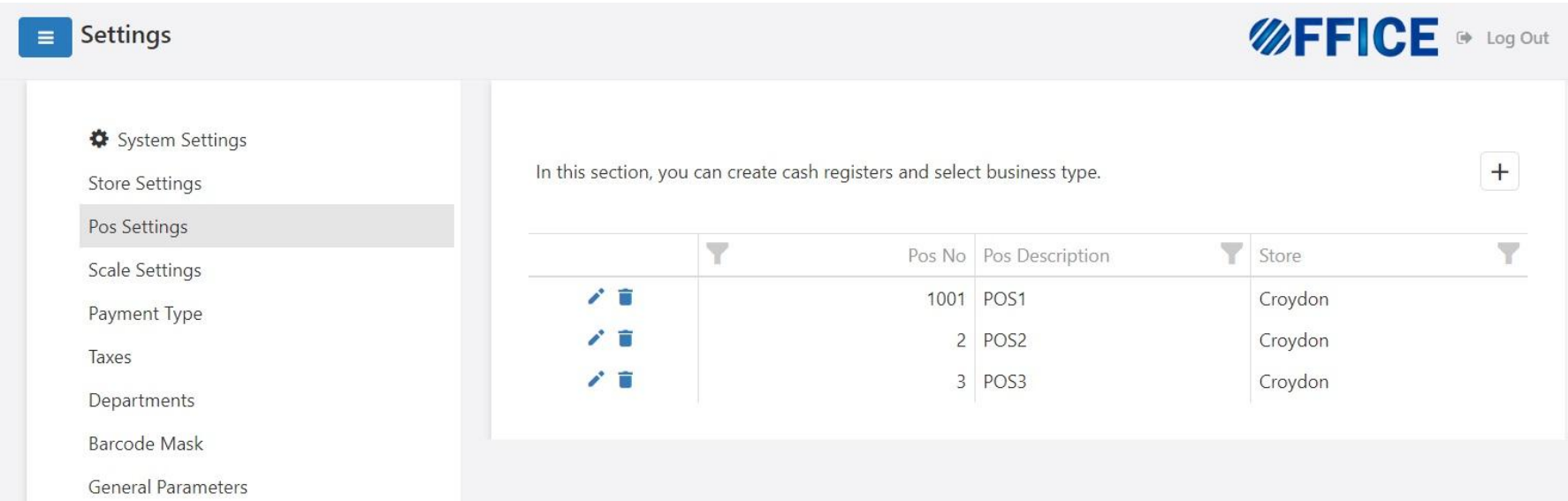

POS No cannot be 0. Start from 1 and define as many times as the number of cash registers in your store. If Integrated EFT POS (ECR connection) will be used in this cash register, make the selection.
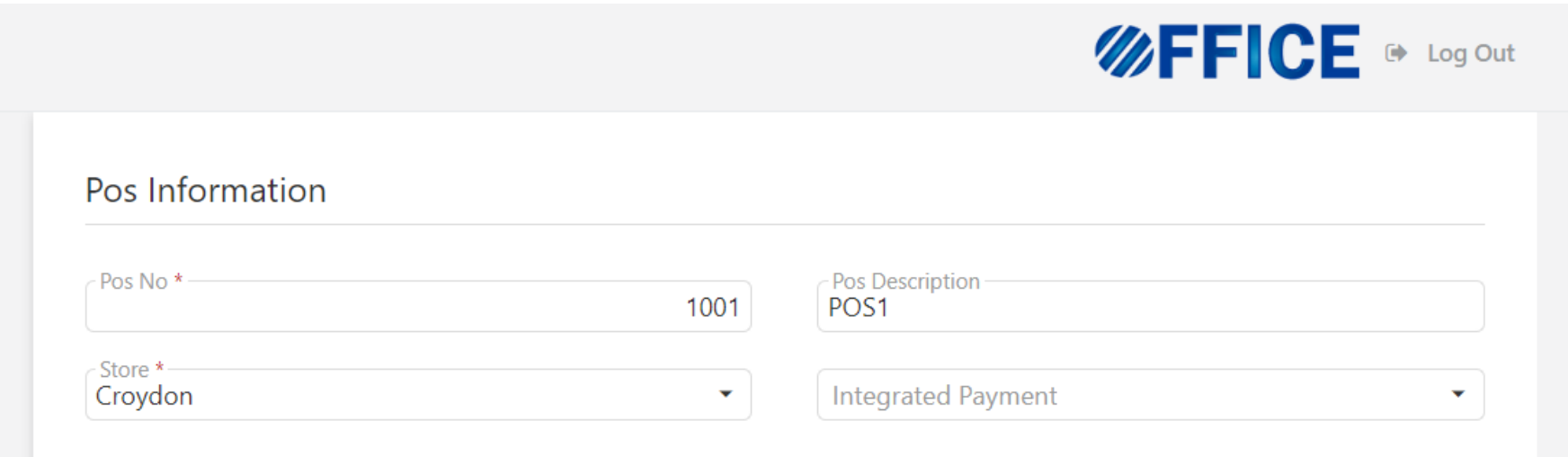
RSSLINE is a sectoral application. It allows mixed applications in its own sector with its cash register-based business type model selection.

In the definition in this section, you can select the Business Type of the POS terminal; is there a package service, will a refund be made in this cash register, if you are a food and beverage service business; you can also set operation types such as Fast Food, table service, package service in this section.

The services business type is organized for the service sector. Let's say you have a car tire service, you can accept customers and then record service sales, thus easing your business processes
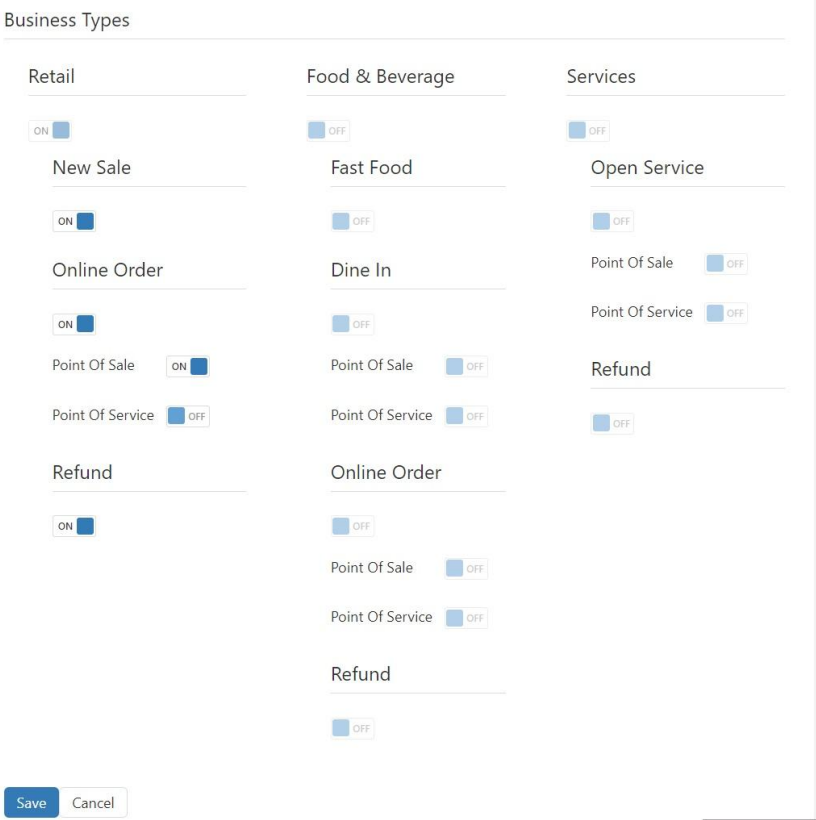
1.2.3 Scale Settings

This is the section where information sending definitions are made to your barcode labeled computer-connected scales that you use in your store's butcher, delicatessen and greengrocer departments.

RSSLINE creates a txt file for Bizerba and Digi scales and this txt file is sent to the scales through the scales' interface programs. When you click on the 3 dots on the right, + Add Line appears and you can add a scale by clicking on this button.
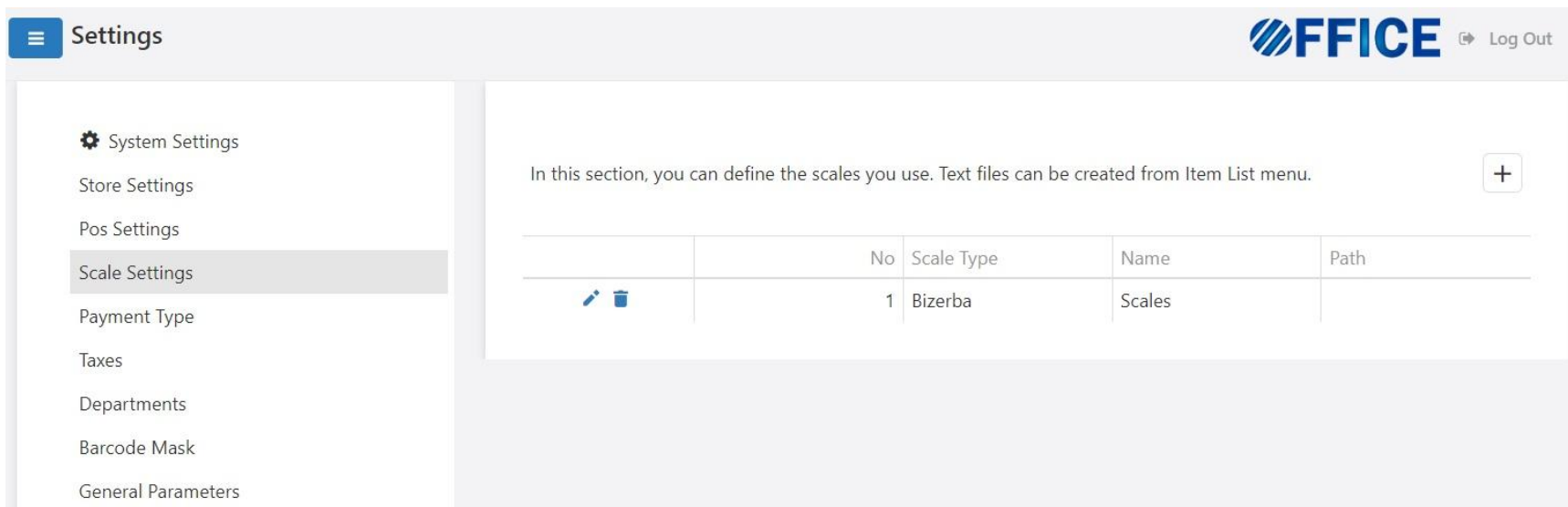
It is enough to define 1 scale for your scales of the same brand. For example, if you have 5 Bizerba scales, do not define 5. Define 1, the resulting file will go to all your scales.

After the scale definition is made in this section, the scale product shipment is made from the Product List screen.
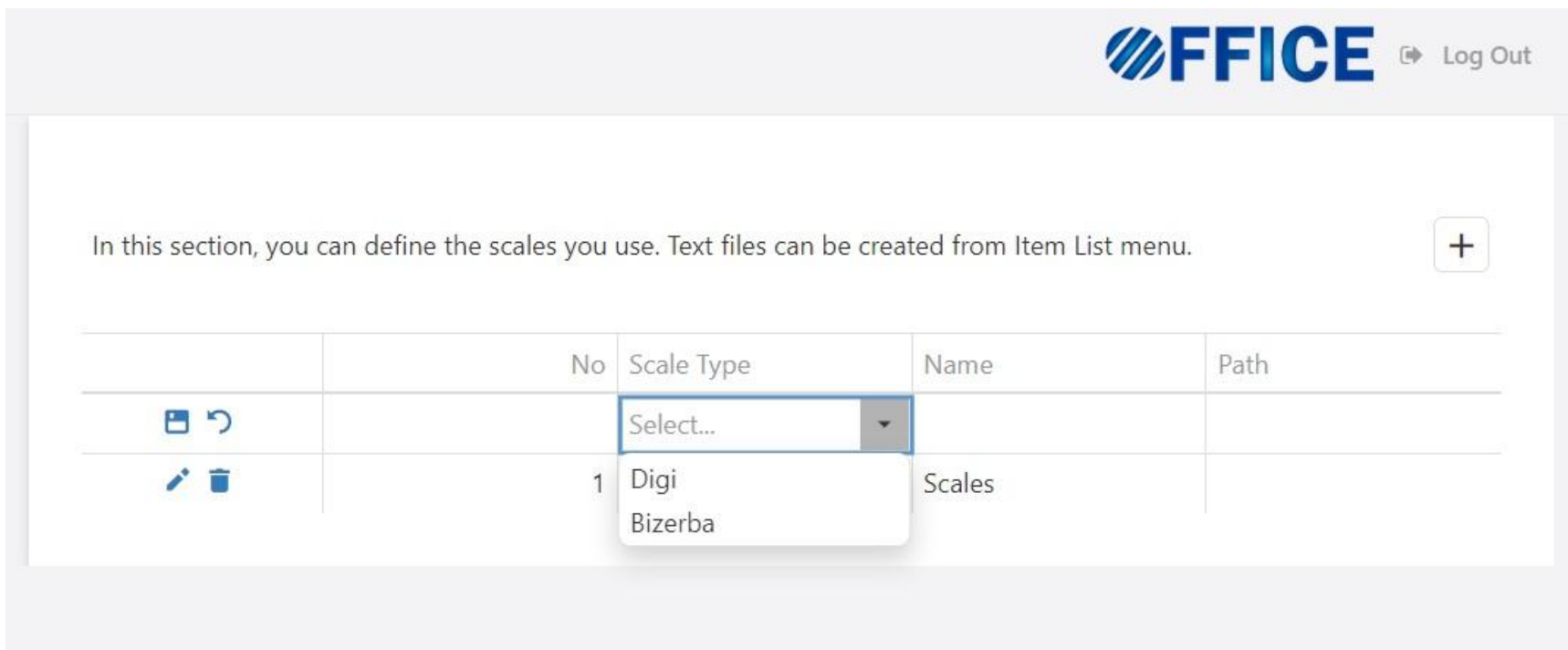
1.2.4 Payment Type

This is the section where you can define and set all payment methods you accept such as Cash, Credit Card, Meal Voucher and all payment methods specific to you used throughout your business.

You can define the payment type you want by pressing the + button.

Integrated EFT POS selection within the payment type definition; This payment type is used to make an ECR connection with the Credit Card POS terminal. The sales amount is automatically sent to the Credit Card POS terminal and the amount to be collected is not entered manually again.

1.2.5 Taxes - VAT and Departments

You should make VAT and Department definitions according to the tax rate of the products in the country you are in. VAT and Department later when making a product definition, it is for which VAT and Department the product is in.

You can define the payment type you want by pressing the + button.

VAT Department sales are a user habit from old cash registers.

Even in a quick Z report, it is for informational purposes in which departments the business has made the most sales.

1.2.6 Barcode Mask

A item without a barcode cannot be saved to the RSSLINE program. If the item or service does not have a barcode, you can generate automatic barcodes with the masks you define in this section.

You can define the payment type you want by pressing the + button.

If the items to be introduced have their own EAN (International Article Numbering Association) 13 and 8 barcodes as above, their barcodes are entered in the barcode field. However, barcodes can be generated by the system for items that do not have a barcode.

"QTY" - Items with 22-27 in the barcode flag
"SCALE" - Items with 28-29 in the barcode flag

After defining Barcode Masks, automatic barcode generation is explained on the Item Identification screen.

Points to be considered when defining the items to be sent to the scale:

In the flag starting with 28, items sold by piece in the scale should be items sold by KG in the flag starting with 29.

22-27-28-29 These are not rules. They are customary. If your system works with a flag that starts with 00, for example, you can start the flag with 00 in RSSLINE.

1.2.7 General Parameters

These are the general settings that you can use in the system; adjust working hours, kitchen printers and various notifications and customize them according to your business.

You can turn the parameter on or off with the buttons on the right. Don't forget to press the SAVE button when you change the parameters.

You can use these parameters depending on the features you use.
These features are explained in their own sections.

1.2.8 Online Sales Channels

If you have E-Commerce marketplaces, Online website, Food Portals, Mobile application or Home delivery package service in your business and want to apply different prices in these channels; You can define and use these channels in the Online Sales Channel section.

You can define by pressing the 3 dots button and then the + button.

1.2.9 Loyalty Program

This is the section where you can increase your customers' loyalty and shopping behavior. You can create a customer card with a plastic card, mobile phone number or mobile application, and provide promotions, points and special discounts to these customers, ensuring their shopping frequency and continuity.

You can define it by pressing the + button.

1.2.10 Toshiba AndroidPOS+

If you are using Toshiba AndroidPOS+ at cash registers in your business, you can make the necessary definitions in this section. The information is FTP information and is given to you with the Toshiba AndroidPOS+ installation.

In order to transfer items, the necessary basic definitions must be made in RSSLINE.
These are; Store definition, Item definition, VAT definition, Payment Type, POS definition, Employee (Cashier) definition.

Sales transfer; In order for the sales transfer to be carried out properly,

1- Store No must be the same as Toshiba POS+.
2- Defined POS No must be the same as Toshiba POS+.
3- In the employee section in RSSLINE, the Employee code must be the same as the cashier code in Toshiba POS+.
4- VAT and Department order defined in RSSLINE must be the same as Toshiba POS+ and the rates must be the same.
5- Payment type codes must be the same as Toshiba POS+ and the sorting codes must be correct.

1.2.11 Kitchen Printers and KDS

In this section, you can define the kitchen printers used in restaurants. Kitchen printer or KDS operation works on a group basis. Production order slips are issued for the products ordered on a group basis to the thermal printers with IPs entered connected to your local network.

In this section you can define Kitchen printers.

	Name	Local Network IP	Group Count
🗑	MainFoods	192.168.5.111	4
🗑	SaladBar	192.168.5.112	2
🗑	Drinks	192.168.5.113	2

1.2.12 Table Definitions

In this section, table definitions used in restaurants are made, these tables are the service points.
Table orders are taken from customers and sent to the kitchens.
The bills entered for the tables provide a perfect tracking process.

In this section you can define the tables you will use.

	Store	Table No	Table Name
✏ 🗑	Kadıköy	1	CORNER1
✏ 🗑	Kadıköy	2	CORNER2
✏ 🗑	Kadıköy	3	CORNER3
✏ 🗑	Kadıköy	4	CORNER4
✏ 🗑	Kadıköy	5	MIDDLE1
✏ 🗑	Kadıköy	6	MIDDEL2
✏ 🗑	Kadıköy	7	MIDDEL3
✏ 🗑	Kadıköy	8	MIDDEL4
✏ 🗑	Kadıköy	9	WINDOW1
✏ 🗑	Kadıköy	10	WINDOW2
✏ 🗑	Kadıköy	11	WINDOW3
✏ 🗑	Kadıköy	12	WINDOW4

1.2.13 Document Layout

In this section, you can customize the words or language in the printed or electronic documents you will use in the operation of your business. These documents are; Receipt, Account Bill, Kitchen Receipt and Return Receipt.

The purpose of this section: To adapt the words of the receipts issued by the system to your region and country.

For example: Changes such as Cashier Code instead of User Code, Date Time instead of Date can be made

1.2.14 Invoice and Subscription

In this section, you can track the modules you have used and your membership. You can add new memberships and track membership periods. When adding a module membership, you should pay attention to the fact that if you become a 12-month member instead of a 1-month membership, you will not pay for 1 month.

2. Items

2.1 Item List

Item list screen; It is the main screen where you manage the items you buy, sell or produce.

All stores: You can manage your items by branch in RSSLINE. You can sell different items in each of your branches. Each user who enters RSSLINE can only see the items sold in their own store and can trade on these items. If desired, they cannot see the items of other stores. If desired, they can use different prices between stores.

Search: This is the section where you can search for the information you want in the columns that appear at the bottom of the item list screen.

Create Item: This is the button you will use when you want to define a new item.

Column Chooser: You can use it when you want to remove the columns below and create a special screen for yourself; If you go to the column selector and move the column you do not want to see to this section, that column will be removed from the main screen.

Three Dots: When you click on the three dots on the right side of the screen, you will see the Print Labels, Scale Transfers, and Export all data to excel features.

			Item N... ↑ ▼	Barcode ▼	Item Group ▼	SKU ▼	Tax ▼	Unit ▼ ▼	Price ▼	Cost ▼	In Stock
▶	✎	🗑	Cappy Orang...	54490000709...	Drinks	10009	VAT10	Each	£6.90	£2.90	100.00
▶	✎		Cappy Orang...	90495434	Drinks	10005	VAT10	Each	£5.00	£3.00	80.00
▶	✎	🗑	DeCecco Gno...	86905760298...	Base Foods	10008	VAT10	Each	£9.90	£4.00	100.00
▶	✎	🗑	DeCecco Ling...	86905760290...	Base Foods	10006	VAT10	Each	£9.90	£4.00	100.00
▶	✎	🗑	DeCecco Rig...	86905760294...	Base Foods	10007	VAT10	Each	£9.90	£4.00	100.00
▶	✎	🗑	Dr.Oetker Ch...	86906294439...	Base Foods	10011	VAT20	Each	£7.50	£4.00	100.00
▶	✎	🗑	Dr.Oetker Ve...	86906294348...	Base Foods	10010	VAT20	Each	£7.50	£4.00	100.00
▶	✎		Fresa Extra A...	86938550055...	Drinks	10003	VAT10	Each	£25.00	£2.05	-137.00
▶	✎		Fresa Extra p...	86938550008...	Drinks	10004	VAT10	Each	£35.00	£4.00	-33.00
▶	✎	🗑	Kelloggs Cor...	86905042716...	Base Foods	10012	VAT20	Each	£12.00	£6.00	100.00

Items — All Stores — Search... — Create Item

10 — Page 1 of 2 (11 items) 1 of 2

Print Labels: You can print shelf labels with a barcode printer for the items cards you have craeted in RSSLINE. The label format can be horizontal and vertical.

Scale Transfers: This is the section where you send data to the scales you have defined in the Settings section.

Export all data to excel: This is the section where you transfer defined items to an Excel file.

Item List Columns:

		Item N... ↑ ▼	Barcode ▼	Item Group ▼	SKU ▼	Tax ▼	Unit ▼ ▼	Price ▼	Cost ▼	In Stock
▶	✎ 🗑									

Sub-Items Button: If you have used a Composite item or Variants item in the item card, when you press the right arrow, the sub-item information of these items will appear on the screen.

Composite Items: It is a product that is produced and has a recipe. Composite items and Variants items are explained in detail in 2.1.1 Create It

Variants Items: It is like Color - Size tracking. In other words, it means putting a product on top of the main product and creating sub-products to this main product.

Variants items are explained in detail in 2.1.1 Create Item

Sub Items Button

Edit Button
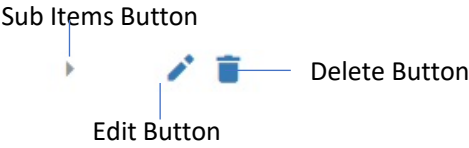
Delete Button

Edit Button: You can use it to quickly change the information you see in the columns related to the item.

Delete Button: If the item card has not been transaction, it can be deleted from this section. Any item that has been proces in RSSLINE cannot be deleted. (transactions: purchase, sale, order)

Detailed Editing (change): You cannot change every information in the column on the Item List screen.

To change other more detailed information, double click on the item you want to change.

Right Mouse: On the Item List screen, when you select more than one items or select a item and right-mouse, you will see operations such as Delete, Group Update, Sales Status Update, VAT Update. You can easily perform these operations by selecting either one item or multiple selections. An example is provided below.

Item List Sorting: You can change the order of items from top to bottom. If you want to sort by item name. When you click on the 'Item Name' column, you can change the order from A to Z or from Z to A. If you click on the 'SKU' column, you can change the order from 1 to N or from N to 1.

Item Column Sorting: Item columns consist of 'Item Name, Barcode, Item Group, SKU, TAX (VAT), Unit, Price, Cost, In Stock ' columns. For example, if you want to move the Barcode column to the left, hold it with the mouse and drop it to the left of the Product Name column. Make it in the order you want and make it a more understandable screen.

Pages and Number of Items: When you first enter the Item List, 10 items are listed. You can increase this number in the lower left section.

There are arrow keys in the lower right section that you can use to navigate between pages.

Product Type Column: Product type is available as a column on the main screen. You can quickly filter Standard item, Composite item, Variant item on the screen.

Promotion Column: You can use this column to easily filter the items you have promoted on the main screen.

2.1.1 Create Item

When you click the Create Item button on the right of the screen, a new item introduction screen pops in the RSSLINE system.

Item Name: The main name of the item to be used in the Item List.
Web Item Name: It is the name of the items to be used on your eCommerce site or Online Sales Channels.
Scale Item Name: It is the name of the item that will be sent to the scales and appear on the barcode label.
Item Group: It is the category that the item belongs to. If Item Groups are defined first, selection will be easier.
Label Item Name: Ürünün raf veya ürün üstü etiketlerde çıkacak ismidir.
Receipt Item Name: It is the name that will appear on documents such as receipts, invoices, information slips, bills, and account slips to be given to the customer..

Ready for Sale: You can use this section when you want to stop selling some items. It makes the item sellable or unsellable.
Unit: You can use 3 types of units in RSSLINE. These are EACH, KG and the item unit labeled on the scale with QTY SCALE. "QTY SCALE" is for items sold by piece in the Scale.
All Stores Details: If you have 1 store and no branches, or if you sell at the same price in all stores even if you have branches, this section will be sufficient for you.
Price: It is the retail sales price of the item including VAT.
Cost: It is the Purchase Cost of the Item excluding VAT.

SKU: It stands for 'Stock Keeping Unit', it is used in usually for item code. RSSLINE automatically gives SKUs starting from 10001 and continuing as you define new items.

Some companies can enter their own codes in this section or the barcode of the item can also be entered.

Barcode: You can enter the barcodes on the items in this field. If there is no barcode on the item or if it is a butcher, fruit and vegetable, delicatessen item, you can create an automatic barcode in this section.

FOR QTY ITEM (EACH): We recommended that you item barcodes using flags between 22 and 27 for barcode masks in unit "EACH".

When you manually type 22 in the barcode section and press the barcode sign on the right, the system automatically produces an EAN13 barcode that continues with the flag 22. You can see it below.

Barcode *		Barcode *	
22	▥	2200000000248	▥

(In this section, in order to generate automatic barcodes with 22, the 22 flag must be defined in the barcode masks.)

FOR KG ITEM: We recommended that you produce barcodes using flags between 28 and 29 for scaled products in barcode masks. When you manually write 29 in the barcode section and press the barcode sign on the right, the system automatically produces the first 7 digits of the EAN13 barcode that continues with the 29 flag. When the scale weighs the remaining 6 digits, it prints the amount in this section and adds a check digit at the end. The 5 digits in front of the check digit are the amount in GRAM. You can see below.

Barcode *		Barcode *	
29	▥	2900001	▥

(In this section, in order to generate automatic barcodes with 29, the 29 flag must be defined in the barcode masks.)

As you can see on the scale label on the left, the last digit of the barcode is check digit, the 5 digits in front of it are 362 as GRAM. This means: 0.362 as KG.
When the price of 1 KG of the item is £69.00 ,
0.362 makes £24.98.

FOR QTY SCALE ITEM (EACH): We recommended that you item barcodes using flags between 28 and 29 for scale items in barcode masks. When you manually write 28 in the barcode section and press the barcode sign on the right, the system automatically produces the first 7 digits of the EAN13 barcode that continues with the 28 flag. The remaining 6 digits are the number of units sold for the product on the scale and add a check digit at the end. The 5 digits in front of the check digit are the amount in EACH. You can see below.

Barcode *		Barcode *	
28	▥	2800001	▥

(In this section, in order to generate barcodes automatically with 28, the 28 flag must be defined in the barcode masks.)

+ Add Barcode: The same product may have different barcodes in different regions or countries. This section is used to track the same item with barcode different. If you create more than one card for the same product, you may make mistakes in your inventory and pricing structure. Using this feature of RSSLINE shows that you have a high level of technology.

Tax (Vat): You can define the VAT you will use in purchasing and selling products in this section. Some items must be processed with different VAT in purchasing and selling.

Puchase Tax		Sale Tax	
VAT10	▸	VAT10	▸

Inventory : In this section, you can enter information regarding stock tracking and inventory.

Composite Item: If you want to produce a item as a product and create its recipes, you can make Composite item definitions.

Inventory

Composite item: ⬜ OFF

If you want to create a production recipe for an item, you can use Composite item option.

Track stock: ⬜ OFF

If you want to track inventory for an item, you can use Track Stock option.

The image below shows a defined composite product.
If you pay attention, its cost comes from its recipe.

☰ Items

⚿FFICE ➡ Log Out

All Stores ▾ 🔍 Eng ⊗ Create Item ▢ ⋮

		Item Name	Barcode	Item Gr... ↑	SKU	Tax	Unit		Price	Cost	In Stock
■											
☐	▸ ✎ 🗑	English Muffin	22000000002...	Base Foods	10063	VAT10	Each		£2.50	£1.41	0.00

100 ▾ Page 1 of 1 (1 items) ‹ 1 of 1 ›

Inventory

Composite item: ON 🔵

If you want to create a production recipe for an item, you can use Composite item option.

Item Search ▾

Component	Quantity	Cost	
Flour SKU 10020	0.027	£0.81	🗑
Butter SKU 10021	0.010	£0.30	🗑
Salt SKU 10022	0.004	£0.12	🗑
Yeast SKU 10023	0.005	£0.15	🗑
Sugar SKU 10062	0.004	£0.03	🗑

Total Cost:£1.41

Points to consider when defining a new composite item.

- First define the raw materials.
- If you are not selling the raw materials, set the Ready for sale status to not selling.
- Create a separate Group for your raw materials to facilitate stock management.
- When you add a new product and enable the Composite item feature, the recipe screen appears.
- Enter the quantities for 1 production in your recipes.
- Don't forget to enter the Purchase Order and Purchase Invoices of your raw materials.
- In the Inventory section, 3.6, it is explained how to enter production slips.

Stock tracking; You do not buy and sell some items, that is, you can use them as fixed assets or consumables. You can set service cards such as Price Difference, Service Fee, and items that you do not want to track stock in this section. For example, you will issue an invoice to your supplier called Shelf Price, and you can keep the Stock tracking section closed on this card and not track stock.
Turn on this feature for the items you want to track stock. When this feature is turned on, the Supplier selection and transactions button appears underneath. If you select the supplier you purchased this item from, you can quickly review the View History

Track stock: ON ▮

If you want to track inventory for an item, you can use Track Stock option.

Coca Cola Co.   ▼   View History

You can quickly see the inventory history of the item you purchased from this supplier..

Date	Item	Store	Employee	Reason	Adjustment	Stock After	Transaction Cost	Transaction To
Oct 16, 2024	Cappy Orange 1Lt SKU 10009	Oxford Circus	Supervisor	Item Edit #Cappy Orange 1Lt	100.00	100.00	£2.90	£290.
Oct 14, 2024	Cappy Orange 1Lt SKU 10009	Croydon	Supervisor	Item Edit #Cappy Orange 1Lt	100.00	100.00	£2.90	£290.
					Sum : 200			Sum : £580.

10 ▼   Page 1 of 1 (2 items) ‹ 1 of 1 ›

Variants: Variants items can be used for different purposes in many sectors. Briefly explained; It is a item definition form with a main item card on top and sub-products below.
This subject is explained below with examples according to sectors.

Variants

Use variants if an item has different sizes, colors or other options

✎ Edit Options

Variant	Price	Cost	SKU	Barcode

1. Example: You have a Clothing Store and you want to track the color and size of your sneakers.

Item Name *	Item Group
Nike Air Max Triax Grey Sude	Sneakers ▸

Web Item Name	Label Item Name
Nike Air Max Triax Grey Sude	Nike Air Max Triax Grey Sude

Scale Item Name	Receipt Item Name
Nike Air Max Triax Grey Sude	Nike Air Max Triax Grey Sude

When you click Edit Options, the following screen appears.
You can duplicate the options in this way.

Supplier Search   ▾   View History

Edit Options

🗑 Option Name *
Color   Green ✖ White ✖

🗑 Option Name *
Size   35 ✖ 36 ✖ 37 ✖

➕ Add Options

Save   Cancel

When you press the Save button on the Edit Options screen, the derivatives come into the Item.
The system automatically creates SKUs, for example, if there is a special stock code for the Green/35 product, you can enter it manually.
Again, if there is a barcode for the Green/35 item in this section, you can enter it manually, if not, if you type 22 and press the barcode button on the right, the system will automatically generate a barcode starting with 22 When you press 22 and press Barcode, it may take about 10 seconds to generate a barcode because it indexes in the first records. It will be corrected in the following records.
In this section, you can also enter any Variant with different Buy and Sell prices.

Variants

Use variants if an item has different sizes, colors or other options

✎ Edit Options

Variant	Price	Cost	SKU	Barcode	
Green/35	£125.00	£78.00	10077	2200000000323	▐▌▌
Green/36	£125.00	£78.00	10078	2200000000330	▐▌▌
Green/37	£125.00	£78.00	10079	2200000000347	▐▌▌
White/35	£145.00	£81.00	10080	22	▐▌▌
White/36	£145.00	£81.00	10081		▐▌▌
White/37	£145.00	£81.00	10082		▐▌▌

The Variants Items appears on the main screen as follows.

			Item Name	Barcode	Item Gr...	SKU	Tax	Unit	Price	Cost	In Stock
■	▾	✏ 🗑	Nike Air Max ...	22000000004...	Sneakers	10101	VAT20	Each	£125.00	£79.50	1,200.00
	Variants			**SKU**		**Barcode**			**Price**	**Cost**	**In Stock**
	✏		Green/35	10102		2200000000484			£125.00	£78.00	200.00
	✏		Green/36	10103		2200000000491			£125.00	£78.00	200.00
	✏		Green/37	10104		2200000000507			£125.00	£78.00	200.00
	✏		White/35	10105		2200000000514			£145.00	£81.00	200.00
	✏		White/36	10106		2200000000521			£145.00	£81.00	200.00
	✏		White/37	10107		2200000000538			£145.00	£81.00	200.00

Items

All Stores ▾   🔍 sne ⊗   Create Item

100 ▾   Page 1 of 1 (1 items) ‹ 1 of 1 ›

2. Example: Let's give an example of Pizza variants from the restaurant industry. Let's say our pizza has 'Pizza Margherita' Doughs; Thick, Thin. Size; Medium and Large.

Item Name *	Item Group
Pizza Margherita	Pizzas ▸

Web Item Name	Label Item Name
Pizza Margherita	Pizza Margherita

Scale Item Name	Receipt Item Name
Pizza Margherita	Pizza Margherita

When you click Edit Options, the following screen appears.
You can duplicate the options in this way.

Edit Options

🗑 Option Name *
Dough Type   Thin ✖ Thick ✖

🗑 Option Name *
Size   Middle ✖ Big ✖

\+ Add Options

Save   Cancel

When you press the Save button on the Edit Options screen, the variants will come into the Item.
The system automatically creates SKUs, for example, if there is a stock code specific to the variants item, you can enter it manually.
Again, if there is a barcode for the variant item in this section, you can enter it manually, if not, if you type 22 and press the barcode button on the right, the system will automatically generate a barcode starting with 22 When you press 22 and press Barcode, it may take about 10 seconds to generate a barcode because it indexes in the first records. It will be corrected in the following records.
In this section, you can also enter any different with variants Buy and Sell prices.

Variants

Use variants if an item has different sizes, colors or other options

✎ Edit Options

Variant	Price	Cost	SKU	Barcode
Thin/Middle	£8.90	£4.50	10116	2200000000620 ▐▐
Thin/Big	£9.90	£4.70	10117	2200000000637 ▐▐
Think/Middle	£8.90	£4.50	10120	2200000000668 ▐▐
Think/Big	£9.90	£4.70	10121	2200000000675 ▐▐

If you pay attention to the pizza example, different prices were applied in Variants.
Medium sizes are recorded as 8.90, Large sizes are 9.90
You can also make a difference in your sector by using these features when defining your products.

Stores: RSSLINE also has multiple store usage. If you have more than one store or warehouse, you can track features such as Price, Stock Quantity, Low Stock, Optimal Stock, Purchase Cost in different ways

Stores

Available	Store	Variant	Price	In Stock	Low Stock	Optimal Stock	Purchase Cost
✓	Croydon		£6.90	100.00	10.00	20.00	£2.90
✓	Oxford Circus		£7.50	100.00	10.00	20.00	£2.90

Online Sales Channels: If you sell items using Package or Cargo services on your eCommerce site, Food portals, Marketplace applications or Alo Package applications, the costs will differ.
Different prices can be applied to ONLINE orders in order to deduct your expenses and site commissions.
Apart from cost concerns, these orders can be reviewed quickly and you can use the RSSLINE Online Sales Channels section for customer satisfaction.

Online Sales Channels

Available	Online Sales Channel	Price	In Stock	Low Stock	
✓	Deliveroo	£8.00	100.00	10.00	✏ 🗑
✓	Trendyol	£8.00	100.00	10.00	✏ 🗑
✓	Hepsiburada	£8.50	100.00	10.00	✏ 🗑
✓	Yemeksepeti	£8.50	100.00	10.00	✏ 🗑
✓	Getir Yemek	£8.50	100.00	10.00	✏ 🗑

Promotion: You can use a promotion application to increase product sales. Below is a campaign that sells a product with a Product Price of 6.90 for 18.00 when 3 are purchased and 35.00 when 6 are purchased. You can show the customer the discount they have earned and increase your sales.

Promotion

Promotion: ON

Store	Promotion Qua...	Promotion Amo...	Saved Amount	Each	Type	
Croydon	3.00	£18.00	£2.70	£6.00	Loyalty Card	✏ 🗑
Croydon	6.00	£35.00	£6.40	£5.83	Loyalty Card	✏ 🗑

Modifiers: This is the section that can be used when a item is sold and some additional features or production method, packaging message, item message are requested.
It is mostly used in restaurants; Kitchen message, Non-spicy, Very Spicy, Non-oily, etc.,
You can also use add-ons that are charged + such as Extra bread, Extra sausage from this section.
Apart from this, let's say you sell Turkish Coffee, it asks you to choose Plain, Medium, Sugary add-ons.

Representation on POS: If the items is a item that does not need to be displayed as a button on POS terminals and you sell it by scanning a barcode, you can keep this section closed.
If you want to sell the item by pressing the button at the POS cash register or in Kiosks or Handheld Terminals, you should go to this section and select the color, button shape, or item image.

The Representation on POS below is an example of the item button appearing red and square.

The Representation on POS below is an example of a item image on the Item button for the Clothing Industry.

The Representation on POS below is an example of a item image on the item button for the clothing Industry.

The following Representation on POS is an example of a item image on the Item button for Supermarket-Grocery.

The Representation on POS below is an example of a item image on a button for the Restaurant industry.

3. Inventory

3.1 Inventory

RSSLINE Office enables you to meet your business's needs quickly and practically with its advanced inventory structure

Purchase Orders: When working with your suppliers, it is a structure that first turns into ordering, then receiving goods and following up on invoices. The ordering, receiving goods and invoicing stages are the most important processes in your business and require great attention.

Sales: This is a sales tracking system where you can take orders from your customers and invoice them upon delivery. Sales invoices that a business needs to issue outside of retail sales are tracked in this section.

Transfer Orders: This is the section where goods are transferred between stores or warehouses. You can make transfers from warehouse to store, from store to store and have full control in stock tracking. You can track your inventory values based on location.

Stock Adjustments: These are the input and output receipts such as consumption, waste, and other purchases that you need during your work. The Stock Adjustments section helps you keep the inventory amount and value accurate.

Inventory Counts: This is the section you use for counting your stores or warehouses. Counting is very important issue in the Retail and Restaurant sectors.

Production: This is the section where you cut the production slips for the products whose recipes have been entered. It is structured to determine raw material needs and keep the correct stock.

Suppliers: This is the section where the definitions of the companies you work with are made and the current account statement is taken. In this section, you can follow all the accounts you will work with as current

Payment Documents: You can enter your payments and receives during your work in this section. You can make your payments and collections in types such as Cash, Bank, Card, Check.

Inventory History: This is a report where you can examine all movements of your items on a quantitative basis.

Inventory Valuation : This is a report where you can view the purchasing, sales and profitability status of your items based on store, warehouse or business.
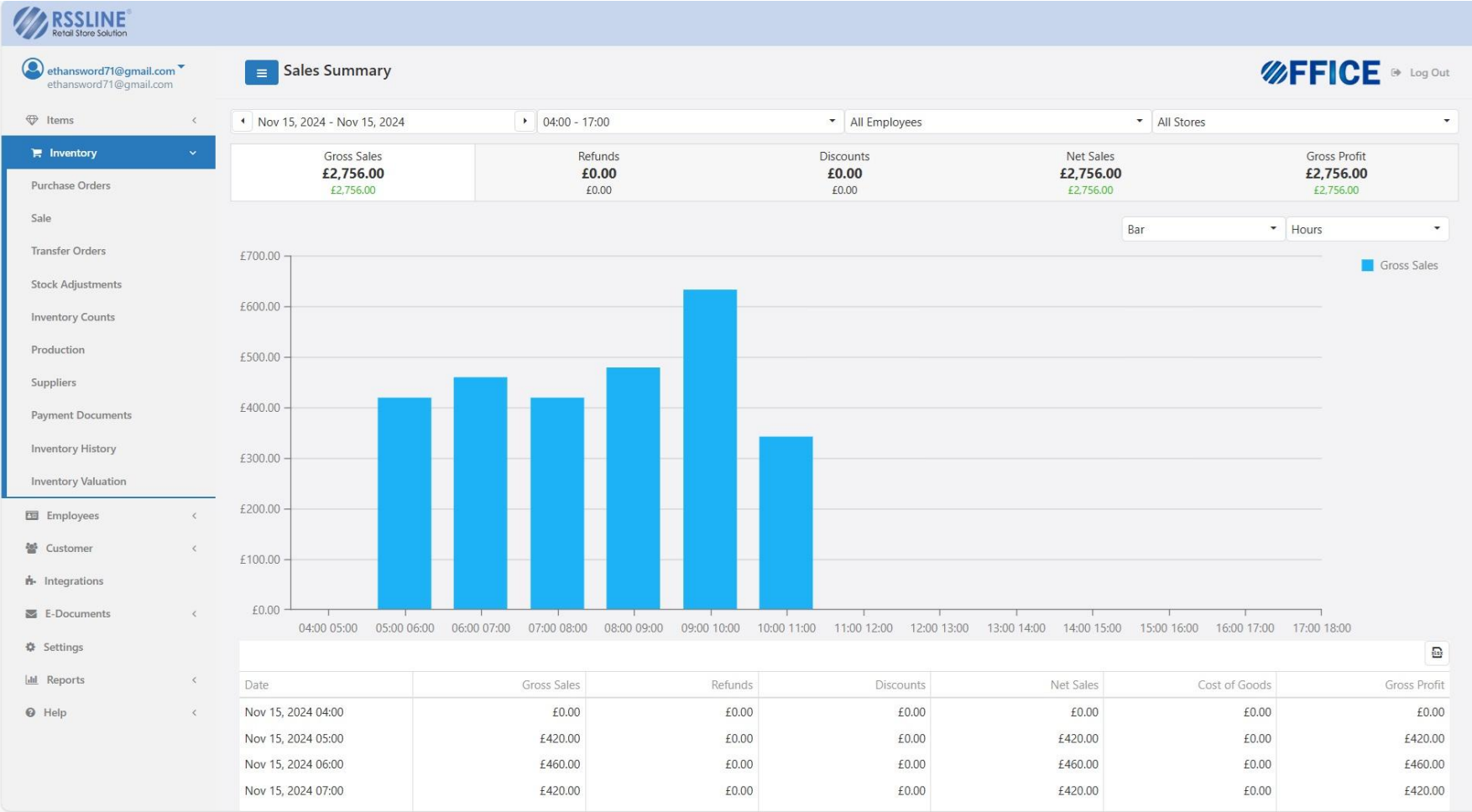
3.1.1 Purchase Orders

When working with suppliers, starting the purchasing process from the ordering stage always means managing the operation better.

Purchase Order No: This is the order number that RSSLINE automatically generates. It starts with PO (Purchase Order) and has 5 digits.

Invoice No: The order is recorded as an invoice after the Goods In is made. It starts with INV (Invoice) and has 5 digits.

Date: This is the date the order was created.

Supplier: This is the supplier from whom the order was placed.

Type: This is the parameter that shows whether the doc is a purchase or a purchase return.

Status: This is the section that shows the latest status of the doc as draft, pending, partial delivery, completed.

Delivery Date: If the order delivery date is determined in the agreement you made with the suppliers, it is tracked from this section.

Total: This is the general total of the order.

VAT Amount: This is the total VAT of the order.

Search: This is the order or invoice search section according to the information in all columns

Create Purchase Order: Placing an order in RSSLine Office can be done manually by clicking the Create Purchase Order button and selecting the products. Apart from this, orders can be placed from the RSSLine Mobile Android application, either from your mobile phone or handheld terminals. In this section, we will explain how to create a manual order. We will explain how to prepare an order by scanning a barcode with RSSLine Mobile in the RSSLine Mobile section.

During Adding a Purchase Order, Supplier; is the company you will order from.

Store; is the location where the order will arrive.

Type; is the Purchase or Return selection, this section has been developed so that you can easily track your returns to your suppliers in RSSLine Office.

Date; is the date the order was placed, Delivery date means the date the order will arrive.

Notes; Write a special note for the order or a message you will give to the supplier in this section.

When you click on the + button, you can create your order starting with the order number in the items row. When you click on the Select column in the item section, the items will open at the top, you can search here, find the item you want to order and select it into the sheet.

In the columns to the right of the Item Name, there are the Stock Quantity and, if there is an order you have previously placed but has not arrived, the Pending Quantity columns.

When you select a product and press the Tab key, the cursor moves to the Quantity column. When you type the quantity you want to order and press the Tab key, you come to the Purchase Cost section.

Purchase Price; The price you enter in this section must be the price minus any discounts. This price should be the price excluding VAT.

When you enter the Purchase Cost and press the tab key, the cursor will be on the SAVE button, if you press the ENTER key, this line will be saved.

You can make changes to a item line that you have saved in the sheet, or delete it from the sheet if you wish, by using the edit or delete buttons on the right.

Costs; The costs section in the Purchase Orders sheet is the section where you can enter costs that you do not want to see on the product prices, such as service, transportation or labor for that purchase. The cost entered in this section must be a cost including VAT.

After all items and information are entered in the Purchase Order, you can save it as a Draft,

If you are not placing an order at the moment and are doing preliminary work, you can save it as a Draft and then create the order.

If you click the Create button, the Purchase Order is saved as orderable (Pending).

If you double-click on an order with a status of Pending on the Purchase Orders main screen, the Purchase Order Details screen opens.

Receive; When an order you have given to your supplier arrives, you goods in from this section.

Receive can be done by manually entering the quantity, you can accept the goods by thinking that all the items have arrived by clicking the Receive All button.

Apart from this, you can also receive by scanning the barcodes in the RSSLine Mobile application and pressing the MOBILE button in this section, by reading the file you have read. This process is explained in detail in the RSSLine Mobile help book.

Edit; You can use the Edit button to make changes to the Purchase Order sheet.

Send; This is the screen where you send your order to the supplier company as an e-mail.

More; In this section, you can save the order as PDF, Copy, Print Labels and Cancel Remaining Items.

Save PDF; You can save the Purchase Order, that is, the order you will place, as a PDF.

Copy; You can create a new Purchase Order by copying an order you have previously placed or a transaction that has been accepted and is now invoiced.

Print Labels; You can print barcoded labels for the products in this sheet. The point to be considered when printing labels from this section is that the number of labels as much as the Purchase Order quantities will first appear on the Label Printing screen. If you are going to print one label for each product, you need to change the quantities.

When you click the Create Label button, the label printing screen appears as seen on the right.

You can print this from the computer where your barcode label printer is defined and use it.

In the RSSLine Mobile application, you can print labels on either Mobile or Desk Top printers.

The process of printing labels on items whose barcodes you have scanned from your Handheld Terminal or Mobile Phone is explained in detail in the RSSLine Mobile Help Book.

If there is a promotional campaign on the item with the label printed, it will appear as above.

Cancel Remaining Items; If an order you have placed has been delivered in parts and the remaining part will not arrive, there is no point in it appearing as a Pending order. You can cancel these pending order items using this feature.

IMPORTANT NOTE:

A Purchase Order is recorded in the system as an Invoice when the Receive is made and Stock Quantity, Stock Cost and Supplier Receivables are automatically created. The payment you will make to your supplier should be entered from the Debit/Credit notes.

Purchase Order No	Invoice No	Date	Supplier	Store	Type	Status	Expected On	Total	Tax Total
PO10002		Nov 13, 2024	Coca Cola Co.	Croydon	Purchase	Pending		£2,020.00	£20.00
PO10003		Nov 13, 2024	Coca Cola Co.	Croydon	Purchase	Pending		£1,555.20	£115.20
PO10004		Nov 13, 2024	Coca Cola Co.	Croydon	Purchase	Pending		£5,500.00	£500.00
PO10006		Nov 13, 2024	Coca Cola Co.	Croydon	Purchase	Pending		£110.00	£10.00
PO10005		Nov 13, 2024	Coca Cola Co.	Croydon	Purchase	Pending		£404.00	£4.00
PO10008	INV10001	Nov 13, 2024	Coca Cola Co.	Croydon	Purchase	Closed		£550.00	£50.00
PO10007	INV10002	Nov 13, 2024	Coca Cola Co.	Croydon	Purchase	Closed		£2,200.00	£200.00
PO10009	INV10003	Nov 13, 2024	Coca Cola Co.	Croydon	Refund	Closed		£55.00	£5.00
PO10010	INV10004	Nov 14, 2024	Coca Cola Co.	Croydon	Purchase	Closed		£6,160.00	£560.00
PO10011	INV10005	Nov 14, 2024	Coca Cola Co.	Croydon	Purchase	Closed		£770.00	£70.00

Page 1 of 3 (21 items) 1 of 3

Pending As seen above, when the Purchase Order is received, it is recorded as an invoice in the system.

3.1.2 Sale

It is a wholesale sales section where you can prepare a draft order sheet for your defined customers, send them an e-mail and invoice them when accepted. It is a sales invoice section for businesses that need it from the office, except for cash register exits.

Sales Order No: This is the order number that RSSLINE automatically generates. It starts with SALE and has 5 digits.

Invoice No: It is saved as an invoice when Create is done after the draft. It starts with INV (Invoice) and has 5 digits.

Date: This is the date the Sales Order was created.

Customer: This is the defined customer to whom the sale will be made. The customer for whom the Sales Order will be created must first be defined in the Customers section.

Store: This is the location where the sale will be made.

Type: This is the parameter that shows whether the invoice is a sale or a return.

Status: This is the section that shows the latest status of the invoice as draft or completed.

Total: This is the sales total.

VAT Amount: This is the total VAT of the sale.

Search: This is the order or invoice search section according to the information in all columns.

Create Sale Order: Taking an order in RSSLine Office can be done manually by clicking the Create Sale Order button and selecting the items. Apart from this, you can take orders from the RSSLine Mobile Android application, either from your mobile phone or from your handheld terminals. In this section, we will explain how to create a manual order. We will explain taking orders by scanning a barcode with RSSLine Mobile in the RSSLine Mobile section.

When adding a Sales Order, Customer; is the company or person you will sell to.
Store; is the location where the sale will be made.
Type; is the Sale or Return selection, we can use this section if customers want to return the products we sell.

Date; is the date the order was received and the sale was made.
Notes; You can write any information notes you want to give to the customer in this section

When you click the + button, you can create a line starting with the line number in the items line. When you click the Select column in the item section, the items open at the top, you can search here, find the item you will sell and select it into the order.

There is a Quantity column in the column to the right of the Item Name.

When you select a product and press the Tab key, the cursor goes to the Quantity column, when you type the quantity you want to sell and press the Tab key, you come to the Sales Price section.

Sales Price; the price you will enter in this section is your Sales Price including VAT.

When you enter the Sales Price and press the Tab key, the cursor moves to the SAVE button,
If you press the ENTER key, this line is saved.

You can make changes to a product line you have saved in the sheet by using the edit or delete buttons on the right, or you can delete it from the sheet if you wish.

After all products and information are entered into the Sales Order, you can save it as a Draft,

If you are not making a sale at the moment and are taking preliminary work or orders, you can save it as a Draft and then create an invoice. Below is a Sales Order Detail screen saved as a Draft.

≡ Sale Order Detail

< Sale Orders   Send   More ▾

SALE10007   Sale

Closed

Date : Dec 29, 2024
Ordered by : Supervisor
Invoice No : INV10013

Customer: **Store:**
Jhon's Cafe Co.   Croydon
jhonscafe@gmail.co
44987645554556

Items

Item	Quantity	Sale Price	Sale Total	Tax Total
Coca Cola 330ML SKU 11324	25.00	£2.50	£62.50	£10.42
Coca Cola 0,5Lt SKU 11327	25.00	£3.49	£87.25	£14.54
Coca Cola 1.5Lt SKU 11325	25.00	£4.90	£122.50	£20.42
Coca Cola 2.5Lt SKU 11326	25.00	£5.90	£147.50	£24.58

Sale Tax Total: £69.96

Sale Total: £419.75

Approve; When a Sales Order saved as a draft is opened with a double click, the Approve button appears, when this button is clicked, the sheet is saved as an invoice.

Edit: It is the feature to change the information in the sheet.

Send: It is the feature to send the Sales Order to the customer as an e-mail.

More; In this section, there are Sales Order PDF Save, Copy, Label Print operations.

Save PDF; You can save the Sales Order as a PDF.

Copy; It is used to copy a previously entered Sales Order or Invoice.

Print Label; You can print barcoded labels for the items in this sheet. The point to be considered while printing labels from this section is that the number of labels as much as the Sales Order quantities first appear on the Label Printing screen. If you are going to print one label for each product, you need to change the quantities.

Delete: The Delete button is only available in draft Sales Orders, an invoice that has approve cannot be deleted.

The Print Label section has the same operations as Purchase Orders.

IMPORTANT NOTE:

A Sales Order is recorded in the system as an Invoice after it is created and Stock Quantity, Stock Cost and Customer Debt are automatically created. The payment you receive from the customer should be entered as a Debit/Credit note.

As seen above, when the Sales Order is Approved, it is recorded as an invoice in the system.

3.1.3 Transfer Orders

It is the item transfer section between your stores. Manage stock tracking between locations and achieve this with transfers.

Transfer Order No: Order number automatically generated by RSSLINE. It starts with TO (Transfer Order) and is 5 digits.
Date: The date the order was created.
Received Date: The date of receive of the opposite location.
Store: The exit location of the order. Source store
Destination Store: The entry location of the order.
Status: The section showing the latest status of the order as draft, in transit, completed.
Search: The section for searching orders according to the information in all columns.

Create Transfer Order: In RSSLine Office, Create Order can be made by clicking the Create Transfer Order button and selecting the products. Apart from this, you can enter order from RSSLine Mobile Android application, either from your mobile phone or handheld terminals. In this section, we will explain how to create manually. We will explain how to create a order by scanning a barcode with RSSLine Mobile in the RSSLine Mobile user guide.

When adding a Transfer Order, Store; is the location that sends the products.
Target Store; is the location where the products are sent.
Date; is the order date.
Notes; In this section, you can write any informational notes you want to give to the Target Store.

When you click the + button, you can create a line starting with the line number in the items line. When you click the Select column in the item section, the items will open at the top, you can search here, find the item you will ship and select it into the sheet.

There is a Quantity column in the column to the right of the Item Name.

When you select the item and press the Tab key, the cursor moves to the Quantity column, when you type the quantity you want to order and press the Tab key, the cursor moves to the SAVE button, if you press the ENTER key, this line is saved

You can make changes to a item line that you have saved in the sheet or delete it from the sheet if you wish, by using the edit or delete buttons on the right.

Once all the items and information have been entered into the shet, you can save it as a order or waybill.

By saving it as a order, you have order an order the warehouse.
Below is a Shipment Order Detail screen that has been saved as a order.

Approve; A Transfer Order arranged as an Order is opened with a double click, the Approve button appears, and the order is save as on the in transit on this button.

Edit: It is the feature to change the information in the Order.

Send: It is the feature to send the Transfer Order to the Target Store as an e-mail.
More; In this section, the Transfer Order can be saved as a PDF.
Save PDF; You can save the Transfer Order as a PDF.
Delete: The Delete button only comes in a draft Transfer Order, an approved order cannot be deleted.

Transfer Order No	Date	Received Date	Store	Destination Store	Status
TO10016	Dec 30, 2024	Dec 31, 1	Warehouse	Croydon	Closed
TO10015	Dec 30, 2024	Dec 31, 1	Warehouse	Croydon	Closed
TO10014	Dec 29, 2024	Dec 31, 1	Warehouse	Croydon	Order
TO10013	Dec 29, 2024	Dec 31, 1	Warehouse	Tottenham	Closed
TO10012	Dec 29, 2024	Dec 31, 1	Croydon	Tottenham	Order
TO10011	Dec 29, 2024	Dec 31, 1	Croydon	Tottenham	In Transit
TO10010	Dec 29, 2024	Dec 31, 1	Croydon	Tottenham	Closed
TO10009	Dec 29, 2024	Dec 31, 1	Croydon	Tottenham	In Transit
TO10008	Dec 29, 2024	Dec 31, 1	Croydon	Tottenham	Closed
TO10007	Dec 29, 2024	Dec 31, 1	Tottenham	Croydon	In Transit

Page 1 of 2 (16 items)   1 of 2

If you have a warehouse, you can open this location as a store and manage your Transfer Orders from the warehouse to your stores.

Order from Store to Warehouse:
The store prepares the order the Warehouse and entering. 'ORDER'

If the warehouse can send this order, it approves and sends it 'IN TRANSIT'

When the store accepts, the order is saved as 'CLOSED'

This is the scenario in the Transfer Orders we wanted to explain above; Location A places an order with Location B, Location B prepares and sends this order, and Location A accepts the incoming order.

In Transfer Orders, a movement with the status Order does not affect any store or warehouse stock,
A movement with the status In transit has been deducted from the source store or warehouse stock,
it is not in the destination store stock. The stock is in the car.

If the In transit movement is Closed, it was enters the destination store stock.

The important point here is that Transfer Orders between stores or warehouses should not be left as IN TRANSIT. The Receive process must be done.

3.1.4 Stock Adjustments

Accurate inventory values are an important practice in all businesses that hold inventory, the retail and food and beverage sectors face many challenges that will cause the inventory unit to malfunction. RSSLine Office offers the opportunity to correct these stock situations that are disrupted during the process.

Loss Slip: Businesses consume some items due to their internal structure, For example; they need a items stock reduction document such as personnel meal, raw material internal use. You can meet this need by issuing a Loss Slip.

Damage Slip: In some items groups, there is decay, deterioration, expiration, shrinkage, and decreases. In such cases, we can create our current stock values by cutting a waste receipt.

Inventory Count: We can easily process our counts that we will make during inventory periods or at the end of the month or the end of the year with this slip.

Receive Items: This is the slip used for inventory entries of stock quantities and values of items that are in stock due to new transitions to the program and other reasons without an invoice. This voucher can be used when you take over a new store and want to create inventory values because there will be no invoices for items in stock.

Add Stock Adjustments: In RSSLine Office, Stock Slip can be done by clicking the Create Stock Adjustments button and selecting the items. Apart from this, you can add Stock Slip from RSSLine Mobile Android application, either from your mobile phone or handheld terminals. In this section, we will explain how to create manually. We will explain how to create Stock Slips by scanning barcode with RSSLine Mobile in RSSLine Mobile User Guide.

Creating Stock Slips has the same features as other vouchers. There are no processes such as draft, approval, etc. When you click the Create button, the slip is saved.

3.1.5 Inventory Counts

Store or Warehouse counts are critical processes in the Retail and Food and Beverage sectors. RSSLine Office ends the counting difficulties and allows you to perform your counts easily and simply.

Inventory Count No: RSSLine Office automatically creates a 5-digit count number starting with IC for each count.
Date: Count start date.
Date Completed: The count end date.
Store: The location where the count is made.
Status: The latest status of the count as Pending, In Progress and Completed.

Create Inventory Count: Counts in RSSLine Office can be done by clicking the Create Count button and selecting the products. Apart from this, you can count and add from the RSSLine Mobile Android application, either from your mobile phone or handheld terminals. In this section, we will explain how to create manually. We will explain how to create a Count by scanning a barcode with RSSLine Mobile in the RSSLine Mobile User Guide.

Counting can be done in two ways: Partial and Full. Partial counting can be grouped as Group, Supplier or the products that we will enter by pressing the + button.

When we click the Save and Count button, we can start counting on the screen that opens. Item counting can be done using a barcode reader. After scanning the item barcode, the quantity is entered.

You can continue later by pressing the Save button without pressing the Complete button.

Partial counting is an ingenious application of RSSLine Office. You can determine the items to be counted before starting the counting, and after the counting, you can reset the uncounted item stocks.

You save and finish the count by pressing the Complete button.

It is also very easy to do a full count in RSSLine Office. You enter the counted sections, save them without completing them, and continue later.

In a full count, the uncounted items stocks are reset at the end of the count.

3.1.6 Production

RSSLine Office is the section where production slips can be entered according to the recipe information available for items defined as Composite items. Raw materials must be defined before entering the recipe.

Create Production: In RSSLine Office, productions can be made by clicking the Create Production button and selecting the products. Apart from this, you can create and add a production receipt from the RSSLine Mobile Android application, either from your mobile phone or handheld terminals. In this section, we will explain how to create a manual production receipt. We will explain how to create a Production Receipt by scanning a barcode with RSSLine Mobile in the RSSLine Mobile User Manuel.

Production No: RSSLine Office automatically assigns a number to each production receipt.Tarih: Üretim Fişi tarihi.
Store: Location where production will take place.
Type: Production or Disassembly (separate)
Quantity: The amount of item to be produced or separated.

3.1.7 Suppliers

In RSSLine Office, we can introduce the companies and suppliers we will work with to the system in this section. Supplier Statements can also be obtained from this section and account tracking can be done.

Name: The trade name of our supplier.
E-Mail: The company e-mail address.
Phone: The company representative phone number.
Contact: The company representative.
Search: You can search according to the information in all columns.
Supplier Statement: There is an Account Statement button next to the Edit and Delete buttons.

Create Supplier: When you click the Create Supplier button in RSSLine Office, a new supplier adding page opens.

It is important to enter the information of our suppliers completely and correctly. Supplier Statement e-mailing, E-Invoice information is necessary for your work in the following sections.

3.1.8 Payment Documents

RSSLine Office is the section where you enter the payments or collections made to the companies we will be working with..

Payment No: It is the tracking number of the document. It starts with PYM (payment) and has 5 digits. It is automatically generated by RSSLine Office.

Date: It is the date the transaction was made.

Supplier: It is the company title that the current account will be worked with.

Type: Cash, Bank transfer, Credit Card, Check as payment/collection tools.

Credit: It is the total amount recorded as receivable in the company account.

Example: When a Purchase Invoice is entered into the system, the company is receivable from us.

Debit: It is the total amount recorded as debit in the company account.

Example: When we make a Bank Transfer to the company, the company is debited to us.

Search: You can search according to the information in all columns.

Create Payment Document: When the button is clicked, a form like the one below opens. You can process your payments/collections this way.

The above transaction is the processing method of a payment we made to the company. When we make a payment, we must write this transaction in the DEBIT section of the company.

The above process is the company processes what they pay us. When we make a collection, we should record this transaction in the CREDIT section of the company.

3.1.9 Inventory History

In the **RSSLine** Office is the report from which we can get the inventory history of the items.

3.1.10 Inventory Valuation

In the **RSSLine** Office is the report from which we can get the inventory values of the products..

4. Employees

4.1 Employees

When you become a RSSLINE Office member, you will have opened a Supervisor user. If you want employees in your business to use the program, you can use this section. Create system usage authorizations and track working hours with timesheets
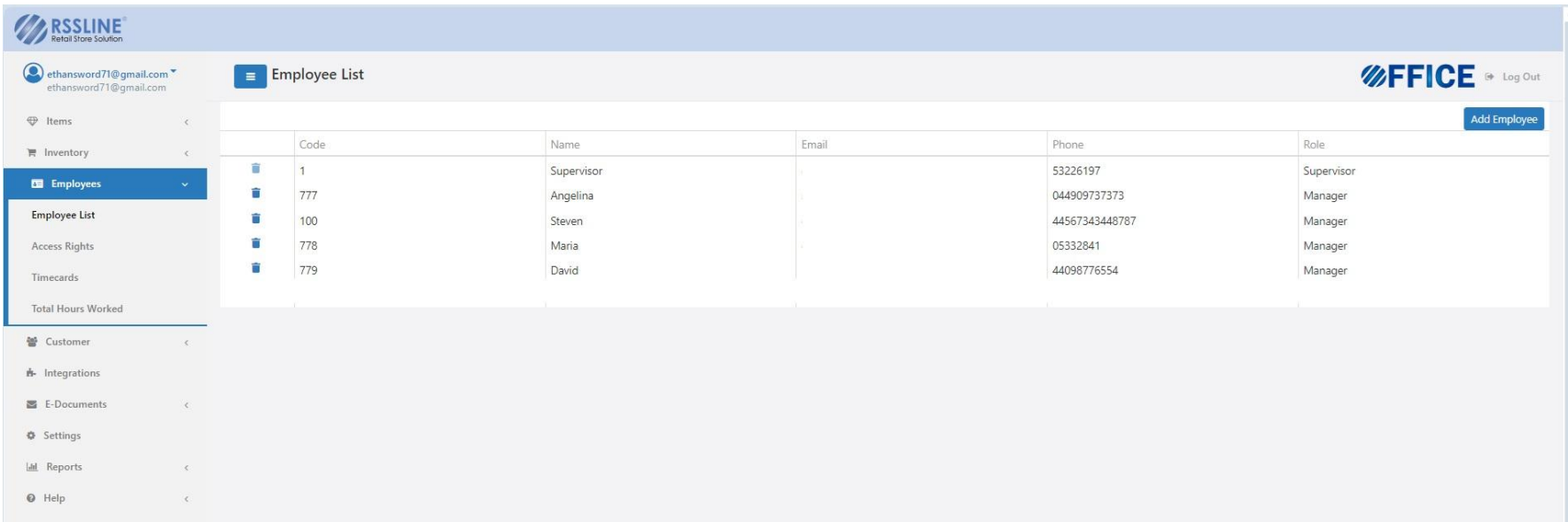
Employee List: This is the area where general information about the staff is defined.
Access Rights: Define roles and authorizations such as Store Manager, Cashier as a group in RSSLine Office and POS.
Timecards: Timecards is the working hours control system of the working personnel. If a daily working schedule is created in this section, it is checked whether the working hours are completed on a weekly or monthly basis.
Total Hours Worked: This is the report where the daily time sheets entered are checked weekly or monthly.

4.1.1 Employee List

This is the area where general information about the personnel is defined. At the same time, when the personnel is first defined, an e-mail is sent to them by RSSLine Office. With this e-mail, the user performs the password determination process and the registration is completed. The e-mail address of the defined personnel is the username for RSSLine Office login.
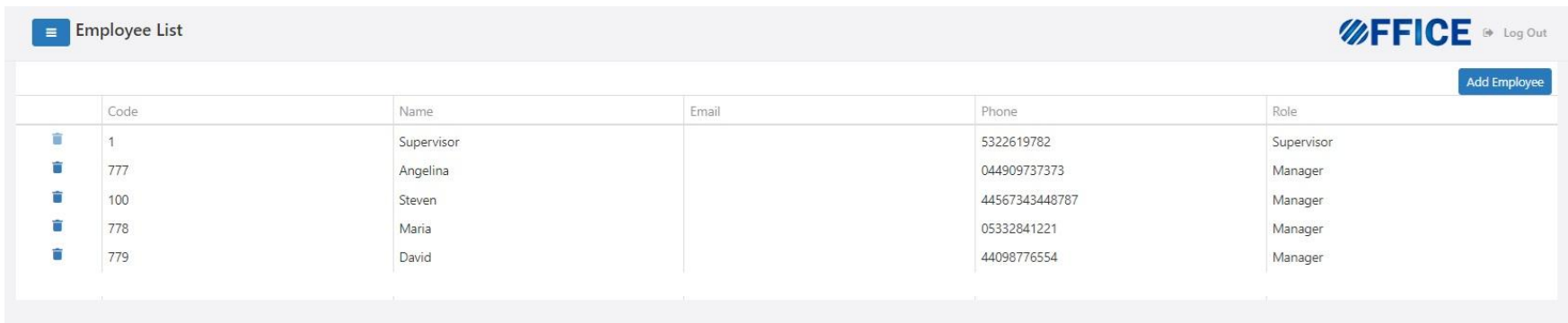
When the Add Employee button is clicked, the personnel definition screen for the system opens.

Code: Each employee is given a personnel code.
Name: The employee's name and surname are entered in this section.
E-mail: Each employee is required to have an e-mail. This e-mail is the username the employee will use when logging into RSSLine Office.
Phone: The employee's mobile phone. In some cases, the RSSLine System requests confirmation via SMS.
Role: Determines the level of authority when using the RSSLine Office program.
Stores: Determines which stores the employee can perform transactions in.

4.1.2 Access Rights

In RSSLine Office and POS usage, rights are configured as groups. Cancellation, Return and similar authorizations are easily implemented thanks to these permissions.

Name: Access Rights is the group name.
Access: Shows the status of the access, For example, a Cashier only has POS authority. RSSLine Office cannot use it.
Employees: Shows how many users belong to this group.

When the **Create Role** button is clicked, a screen appears to open a new authorization group in the System.

Edit Role

Name *
Supervisor

POS

ON

Manual Discount to Receipt Total: ☑   Maximum(%) *
                                           0

Manual Discount to Product: ☑   Maximum(%) *
                                           0

Receipt Cancellation: ☑   Receipt Cancellation with SMS Code: ☐

Line Cancellation: ☑   Line Cancellation with SMS Code: ☐

Return Receipt: ☑   Return with SMS Code: ☐

Open cash drawer: ☑

Reprint and resend receipts: ☑

View Price: ☑

Suspension: ☑

Z Report: ☑

X Report: ☑

Back office

ON

View sales reports: ☑

Cancel receipts: ☑

Manage items: ☑

View cost of items: ☑

Manage employees: ☑

Manage customers: ☑

Edit general settings: ☑

Manage billing: ☑

Manage payment types: ☑

Manage loyalty program: ☑

Manage taxes: ☑

Manage POS devices: ☑

Access to live chat support: ☑

Save   Cancel

The Create Role process includes many permissions as seen above.

4.1.3 Timecards

Daily entry and exit times of employees are entered into the system using time cards. You will have established a shift and payroll tracking system.

Clock in: The employee's shift start time.
Clock out: The employee's shift end time.
Employee: The employee's name and surname.
Store: The location where the employee works.
Total Hours: The time worked on that time card.

When the **Create Time** Card button is clicked, a new time card screen opens.

This system can be used to manually track daily work start and end times with RSSLine Office processing of time cards made with physical card printing devices, as well as integration of 3rd party systems that track personnel with face recognition or fingerprints into this section.

The about of this entegration is explained in detail in the Integrations section.

4.1.4 Total Hours Worked

There is a reporting system that allows you to check whether employees have completed their working hours between the given dates.

Employee	Store	Total Hours
Angelina	Croydon	23 Hours, 47 minutes
Steven	Croydon	23 Hours, 50 minutes
Maria	Croydon	23 Hours, 7 minutes

Total Hours : 70 Hours, 44 minutes

May 7, 2024 - Jan 21, 2025 | All Employees | All Stores

Page 1 of 1 (3 items) | 1 of 1

5. Customer

5.1 Customer

RSSLine Office is the section where you track your customers, the Customer section is basically used for 2 purposes.
1- Loyalty Card (customer card) for Retail Sales
2- Wholesale Sales and tracking

Customer No: In the customer card application, it can be used as Card No or customer number.
Customer Name: It is the customer name that we will define or the legal entity title if it is a company.
E-Mail: It is the customer or company e-mail address.
Phone: It is the customer mobile phone. You can also use the customer mobile phone as Customer No.
First Visit: The first shopping date when the customer used the Loyalty Card (customer card).
Last Visit: The last shopping date when the customer used the Loyalty Card (customer card).
Total Visit: How many times did the customer shop in total.
Total Spend: The customer's shopping amount.
Points Balance: Customer point balance.
Search: It is the section where you search for customer information according to the information in all columns.

5.1.1 Customers

Create Customer: When you click the Add Customer button to add a new customer in RSSLine Office, the following screen will appear.

5.1.2 Payment Documents

RSSLine Office is the section where you enter the collections or payments you make from current customers.

Payment No: The tracking number of the document. It starts with PYM (payment) and consists of 5 digits. It is automatically generated by RSSLine Office.

Date: The date the transaction was made.

Customer: The customer name or commercial title that we will define.

Type: Cash, Bank transfer, Credit Card, Check as payment/collection tools.

Credit: The receivable in the customer account..

Example: When a customer makes a bank transfer to us; The customer is receivable from us.

Debit: The debt in the customer account.

Example: When we issue an invoice to the customer from RSSLine Office; Customer is debit us.

Search: You can search according to the information in all columns.

Create Payment Document: When the button is clicked, a form like the one below opens. You can process your payments/collections this way.

The above transaction is way of recording payment we made to the Customer. When we make a payment, we must write this transaction in the Customer's DEBIT section

The above transaction is way of recording payment made to us by the Customer. When we make a Collection, we must write this transaction in the Customer's CREDIT section.

5.1.3 Customer Groups

You can define groups for your customers in RSSLine Office. These groups will help you with campaign and discount applications and will be used as categories in reporting.

Code	Desription		
001	Loyalty Card Customers	✎	🗑
002	Customers (Wholesale)	✎	🗑
003	Cafes	✎	🗑

5.1.4 Discounts

The discount campaigns you will use in RSSLine Office are defined in this section.

	Name	Value	Campaign Status
✎ 🗑	Staff Discount	5%	Passive
✎ 🗑	Customer Wholesale Disc10%	10%	Passive
✎ 🗑	Receipt total 2% discount campaign GBP500	2%	Active

☰ Create Discount

Discount

Discount Name *
Receipt total 2% discount campaign GBP500

Start Date *
Dec 24, 2024

End Date *
Dec 24, 2025

Item Group ▸

● Everyone ○ Loyalty Card ○ Customer Group

Customer Group ▸

Lower Limit *
£500.00

Upper Limit *
£2,000.00

Type: *   ● Percent ○ Amount

Value *
2

Campaign Status: ON ▉

Stores

▉ Available in all stores
✔ Croydon
☐ Tottenham
☐ Warehouse

[Save] [Cancel]

5.1.5 Gift Cards and Coupons

If you want to sell Gift Cards or Coupons in your business and track them through the system, this is the section you will use. You can start this process by introducing the cards you have printed as coupons or plastic cards to the system and selling them to defined customers.

SAMPLE GIFT CARD

There is a sample card above. You can completely customize the design according to your company. This card is designed for GBP 200 You can create a card with any value you want. The card number is defined as a barcode and QR code.

Things to consider when printing cards; For example, if you want to create 500 cards worth GBP 200

If you print 500 cards starting with Card No: 20253112001 and ending with 20253112501 and introduce them in this way on RSSLine Ofice, you will have established a more useful logic in terms of tracking and using the System.

6. Integrations

6.1 Integrations

RSSLine is a 3rd party software or portal integration with Office. It is the section where external applications access your RSSLine Account via API and application and data communication integration is made.

Above are some sample integration definitions.

6.1.1 Add Integration

Once you activate the integration subscription, you can create an Integration by pressing the + button.

Below you can see the credentials of a defined integration.
For more information about the integration download the RSSLINE-API-Document-en.pdf file.

7. E-Documents

7.1 E-Documents

To switch to E-Invoice - E-Archive application in RSSLine Office, first open the Electronic Documents button from the Settings - General Parameters below and click the ON button. E-Documents will appear in the management tree.

7.1.1 E-Document Application Form

Go to https://www.rssline.com/E-DocumentInformationForm link on RSSLine Website and fill out the information form. When the E-Document application form is filled out, a contract will be sent to you.
Along with the contract, the information you will enter in 7.1.2 E-Document Settings will be sent to you.

7.1.2 E-Document Settings

Fill in and save the following information sent to you with the E-Document contract.
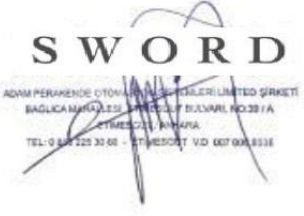
Don't forget to upload your logo and signed stamp that you want to appear on your e-documents.

7.1.3 Outgoing E-Documents

RSSLine is the section you will use to send the invoices you will issue as E-Invoice - E-Archive in Office.

7.1.4 Incoming E-Documents

RSSLine Office is the section where you can download the invoices issued to you as E-Invoice - E-Archive.

8.1.1 Sales Summary

In the Sales Summary report, you can add filters based on date, time zones, employees and stores at the top.

The report has 5 displays. These are GROSS SALES, RETURNS, DISCOUNTS, NET SALES, GROSS PROFIT.

There is also comparison information against the previous day just below these displays.
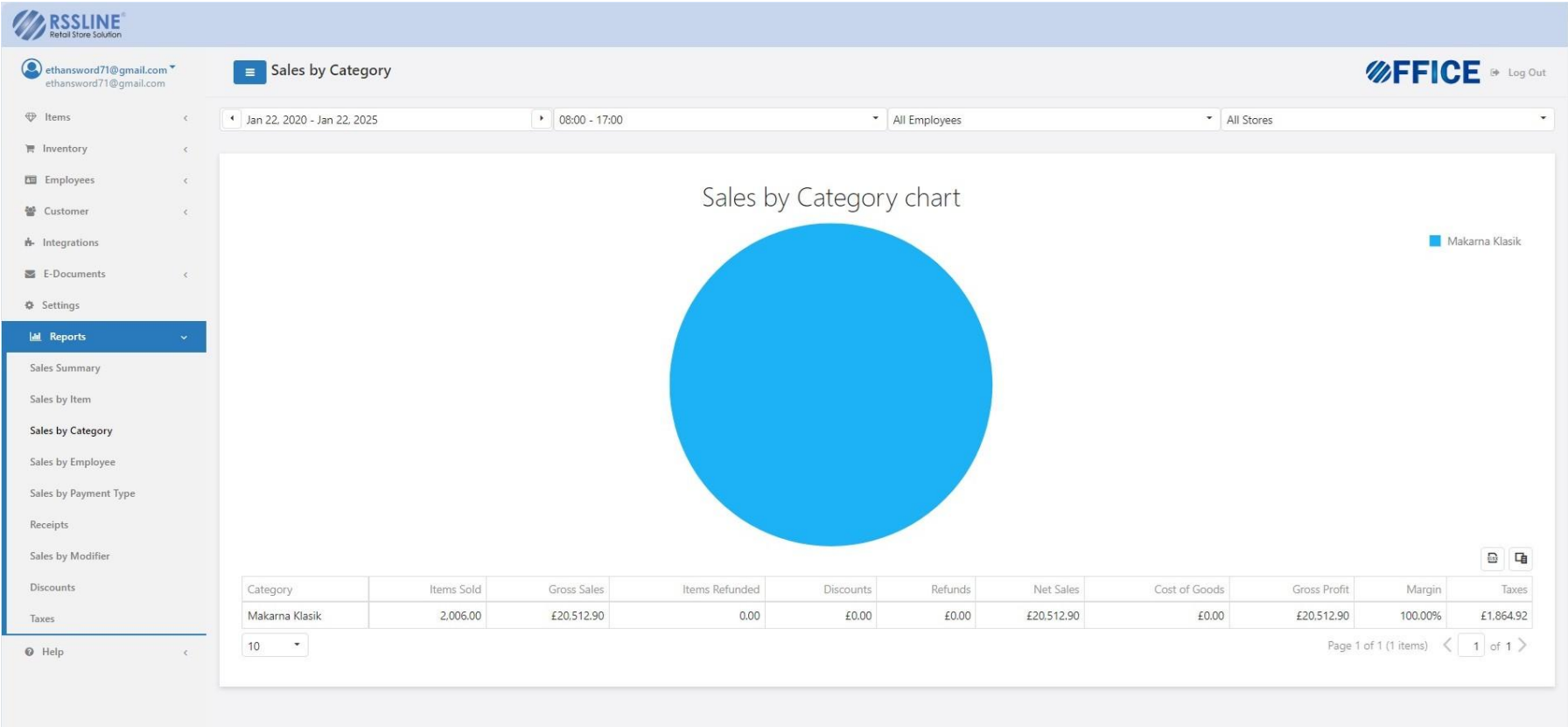The report can be taken as a Bar or Area. The bottom section of the report is in a list format that you can see.
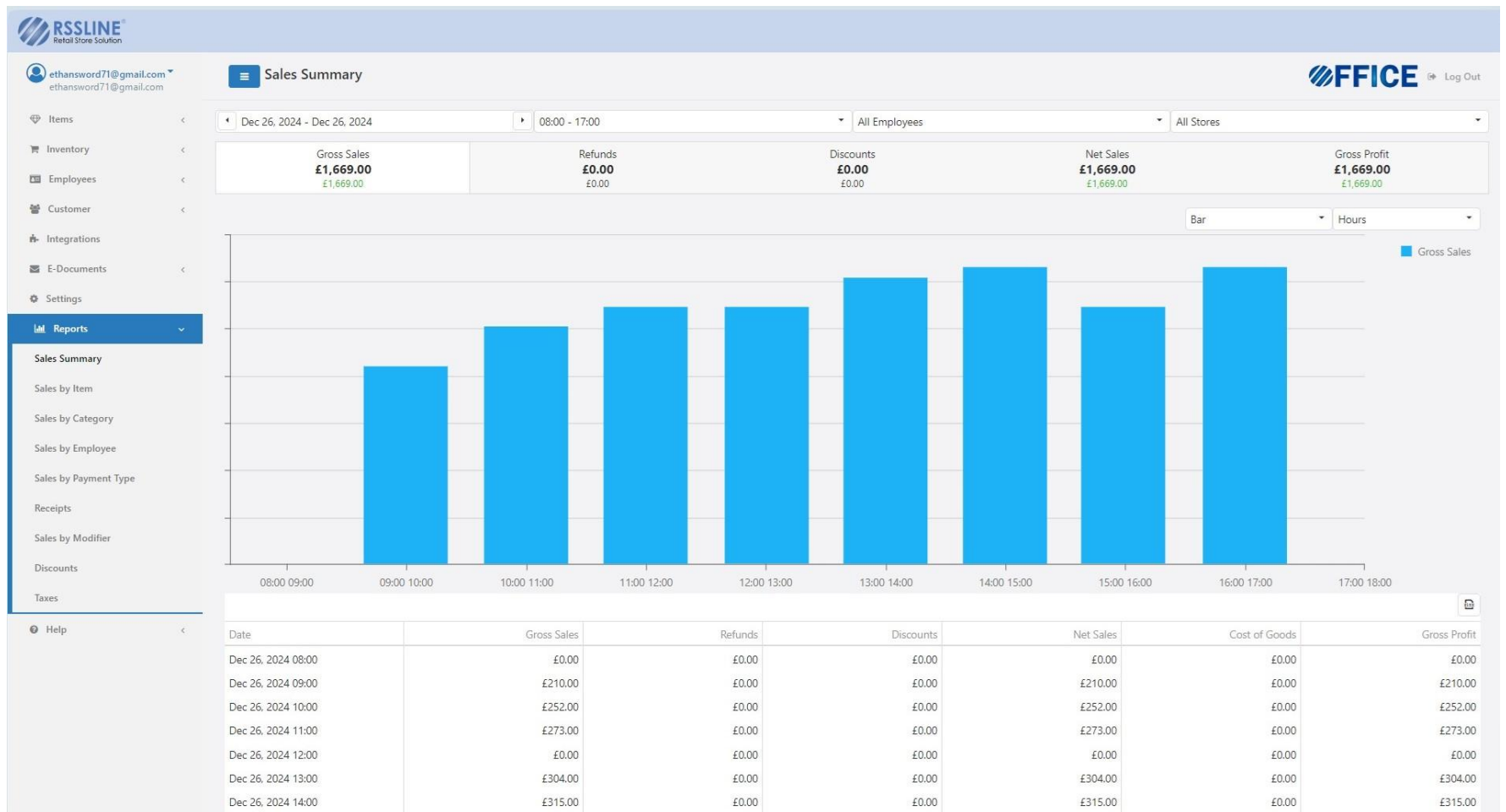
8. Reports

8.1 Reports

8.1.2 Sales by Item

This report can be filtered based on date, time, employee and store. The report graph can be taken as line, bar and pie.

It is a report that you can use to evaluate items sales performance. You can easily get which items are sold on a day, month, year or any date you want.

8.1.3 Sales by Category

This report can be filtered based on date, time, employee and store. The report graph comes as a pie. It is a report where you can compare categories and understand your profitability and which groups to focus

Category	Items Sold	Gross Sales	Items Refunded	Discounts	Refunds	Net Sales	Cost of Goods	Gross Profit	Margin	Taxes
Makarna Klasik	2,006.00	£20,512.90	0.00	£0.00	£0.00	£20,512.90	£0.00	£20,512.90	100.00%	£1,864.92

8.1.4 Sales by Employee

This report can be filtered based on date, time, employee and store. The report comes in pie chart. It allows you to calculate or evaluate the performance of the staff.
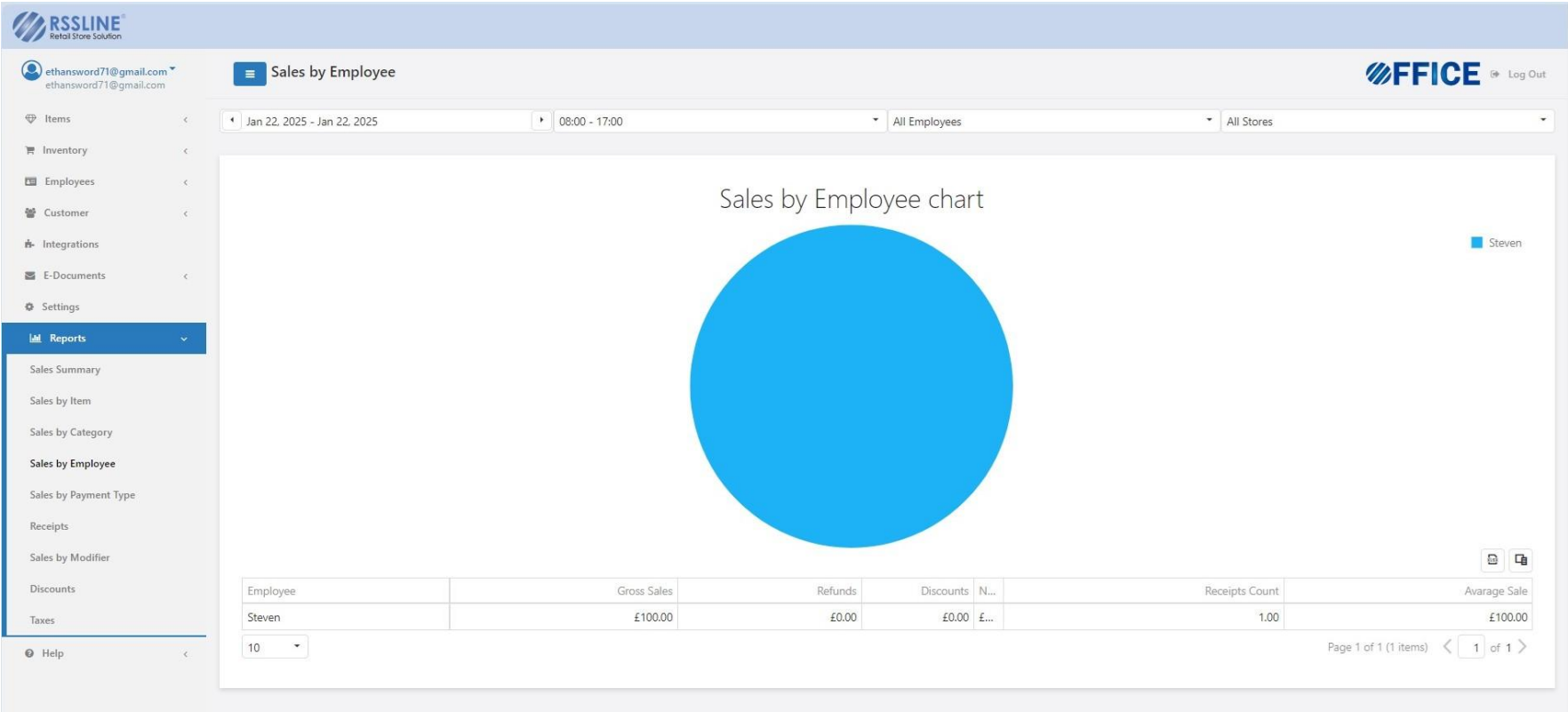
8.1.5 Sales by Payment Type

This report can be filtered based on date, time, employee and store. The report graph comes as a pie. It shows the method by which sales payments are made.
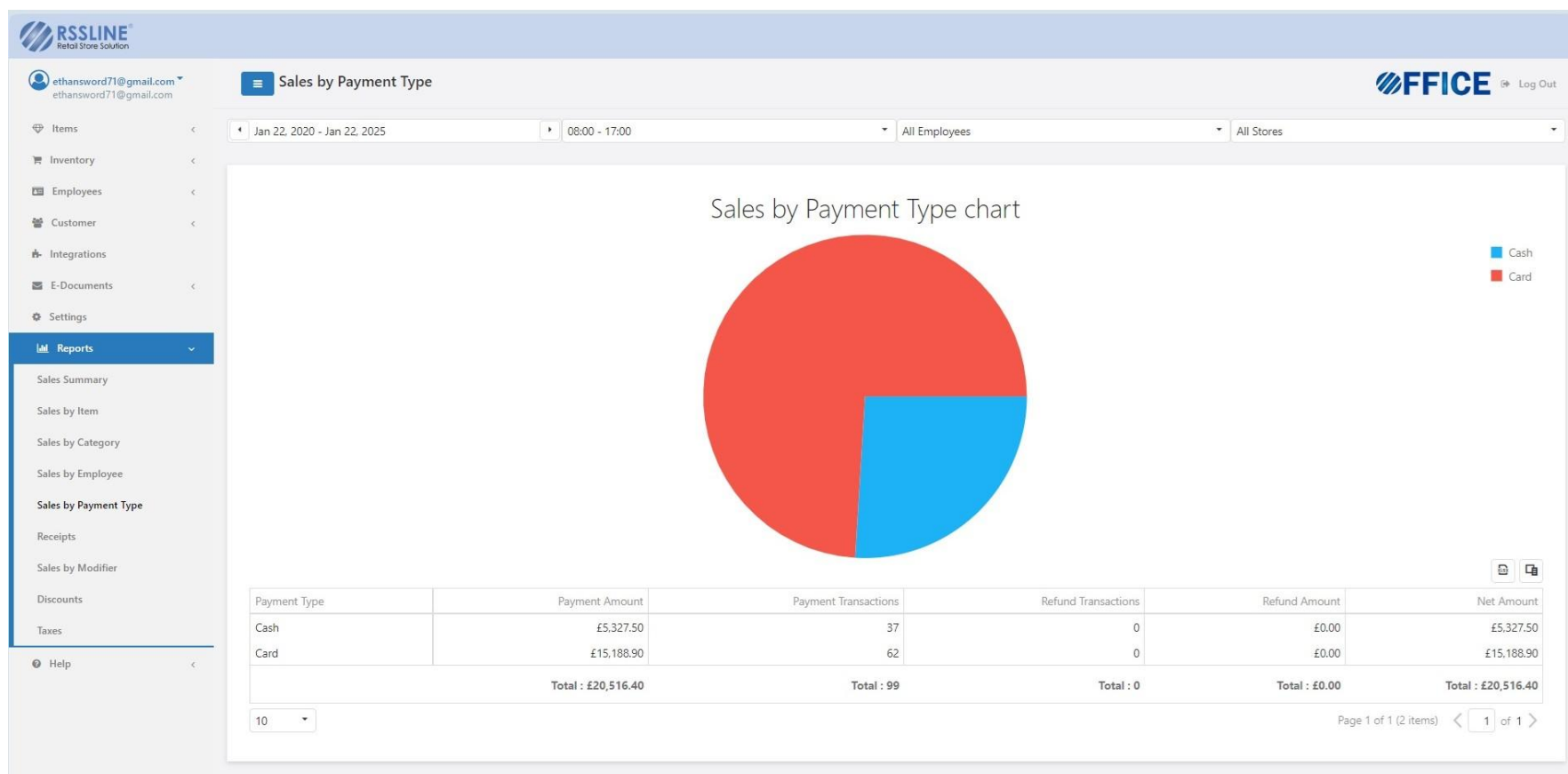
8.1.6 Receipts

This report can be filtered based on date, time, employee and store. This is the section where you can review the receipts that have been cut. A receipt that has been cut in POS Terminals cannot be changed or deleted.

8.1.7 Sales by Modifier

This report can be filtered based on date, time, employee and store. You can check the sales of extra add-ons used in the food and beverage industry.
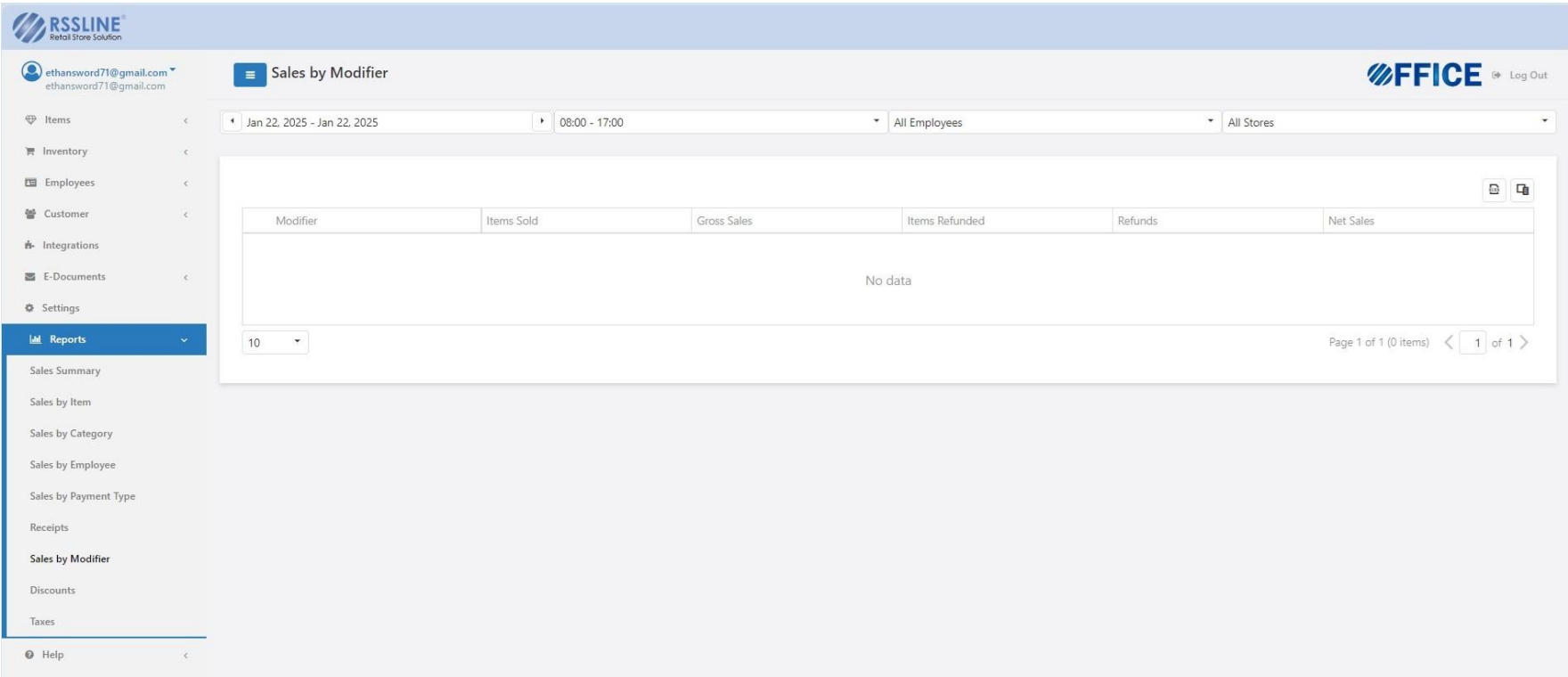
8.1.8 Discounts

This report can be filtered based on date, time, employee and store.

The Retail and Food and Beverage sectors are the businesses where abuses occur the most.
The discounts made must be constantly under control.
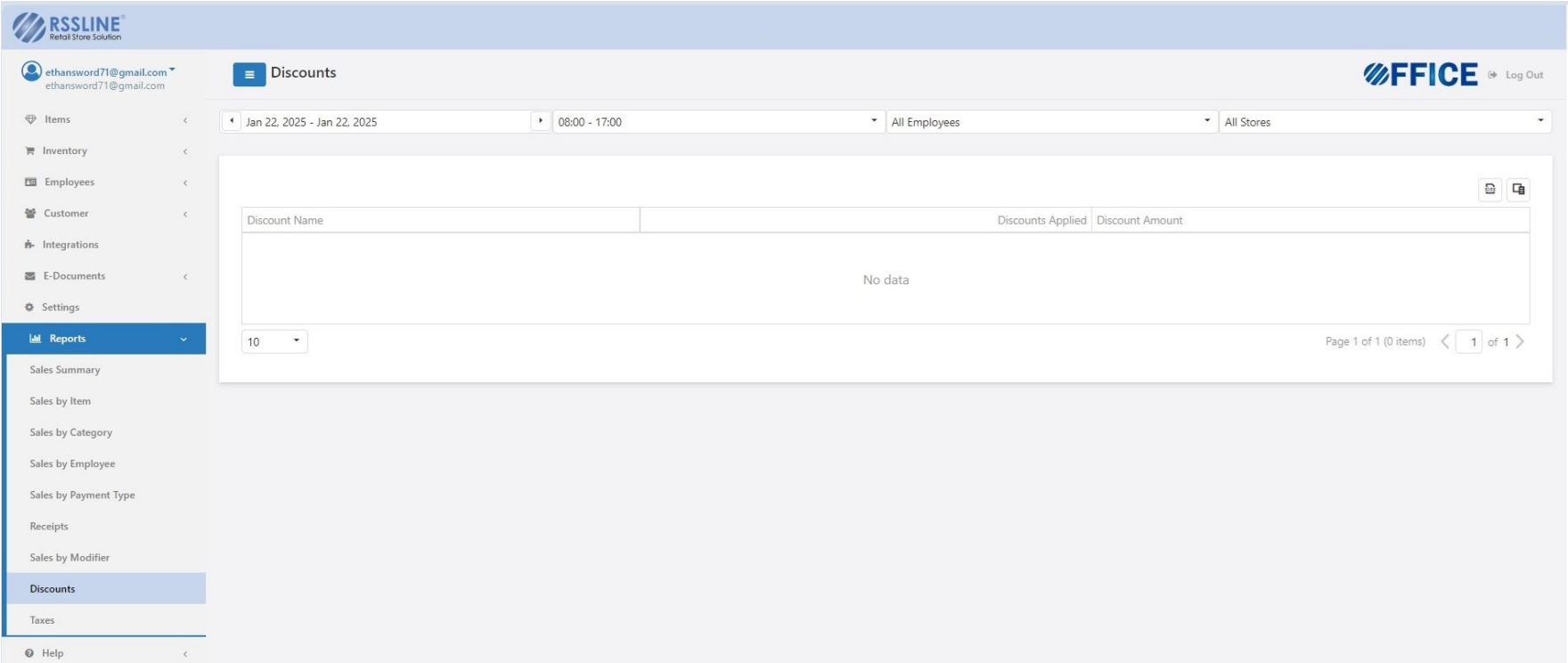
8.1.9 Taxes (VAT)

This report can be filtered based on date, time, employee and store.
You can report the sales amount and VAT amount.