

# I BOUGHT BEERMODO, NOW WHAT???

## OVERVIEW

Thank you for purchasing BeerModo! Here's what you can expect going forward:

Training – Minimum of 2 separate training sessions

Session 1: Training on how to enter/edit the items within the database

This training will be set up soon after your order is received and is typically done about a week after the order is placed. During this training, you will get access to the back office (Cloud) part of your software so that you can start working on your database. This can be web based training, or you can come in to the Pomodo office for training. We recommend that this training is done at a time where you are not distracted, as getting your items in the database correctly is vital to the use of the software. We can be flexible with the time, so if you have a time that works best for you, please let your sales rep know prior to setting up training.

POS Install and Onsite Session 2 Training:

Installation and Onsite training for the POS is typically done 2-3 weeks after purchase. Once you do the first training session, you will need some time to enter your inventory information, or at least get a good start on it. The installation of the POS software/hardware comes next so that you can go live with BeerModo. This is typically done onsite and takes about a half a day. This includes not only training for additional functionality in the Pomodo Cloud, but also training on the POS and how to ring up day to day transactions.

Go Live:

Once training is complete, and the database information is all set, you can choose a go live date. We like to know when you would like to go live with the POS, so that we can let our technicians know to be prepared for any questions that might come up. Please note that one of the most important things for beer distributors is the PA Beer reports. In order for those to come out right, you must have done a physical inventory, you must be using the POS, and you must be using Purchase Orders to bring new inventory in. These are all vital to having your reports come out correctly.

## TRAINING SESSION 1 OUTLINE

### TECHNICAL SUPPORT

**1. TICKETING SYSTEM**     [www.pomodosoftware.com](http://www.pomodosoftware.com)      Popular Links      My ADI Portal

Give username and password –OR- Username and password will be sent to you if you have not already received it.




Username: \_\_\_\_\_ Password: \_\_\_\_\_

**2. PHONE NUMBER:**     888-239-7689 / 814-288-5034 Option 1

**3. EMAIL:**     [tech@pomodosoftware.com](mailto:tech@pomodosoftware.com)

### POMDOO CLOUD BASICS

**1. BROWSER:**     Google Chrome

**2. ENABLE POP UPS**     Settings  Show Advanced Settings  Content Settings  Pop-Ups – Turn off

\\ADISERVER1\Departments\Pomodo\myPomodoPOS\_V\_3\FAQ's\_User Docs\Complete Pomodo Training Guide.docx

## POMODO CLOUD NAVIGATION

- 1. LOGGING IN:** The first username is provided, but you will be able to set up additional users. The usernames must be valid email addresses for the user. The user will receive an email to set their own password.
  - a. Get owner email and set up their email address in users – make sure they get email, set up password and can get in
- 2. MENU BAR ON TOP AND LEFT SIDE:** The menu bar on top will take to you all main areas of the software. If there are multiple options within a section, a menu will appear on the left side to navigate.

## CONFIGURATION

### 1. SET UP USERS

- a. Add Users
- b. Edit Users
- c. Give user role matrix and explain

### 2. PAYMENT TYPES & CREDIT CARDS

- a. Go through tender types already entered and add any other forms of payment they take

### 3. REPORT AND RECEIPT CONTROL

- a. Fill out header and footers for receipts based on what customer wants on receipt

## SET UP VENDORS, DEPARTMENTS, AND CATEGORIES

### 1. VENDORS

- a. Get list of all Vendors from customer and enter at least a few of them in (all if there aren't too many)
- b. Vendors get assigned to products to make it easy to create purchase orders for new inventory.

### 2. DEPARTMENTS AND CATEGORIES

- a. Departments: We set up several of the basic departments, but this can be added to
- b. Categories: These are set up as the beer brands under the department of "Beer". Instructions below under adding a new product to set up a Category if you are missing one.

## USING YOUR POMODO POS AS A CASH REGISTER IF YOU HAVE NOTHING ELSE IN PLACE

If you do not have any system in place and need to start using the POS right away, we can set it up like a cash register so that it can be used while you are working on the database and updating all of the information. Please note that this method will not have your cost in and you will not be able to populate beer reports with this method, but will allow you sell by department and manually enter the price of the product being sold. While this is not the recommend way to use to software, it can get you started right away if you have nothing else in place.

### **1. STARTER DATABASE**

You will be given the starter database that includes several thousand beer items that are sold in beer stores across PA. This database will not have any price, cost, vendor association, or vendor cost. These are all specific to each beer distributor so must be entered by the beer distributor. There are a lot of items that already have the SKUs so that they can easily be scanned, but there are some that do not, and will need to be entered. Each beer distributor can carry different types of beer as well, so if you carry something that is not already in our database, it will need to be added.

### **2. MOST IMPORTANT INFORMATION TO GET IN PRIOR TO USING BEERMODO: SKUS, PRICE, COST.**

See Important General Information for a step by step of how to do this.

### **3. UNDERSTANDING PACKAGE FAMILIES AND HOW THEY WORK.**

### **4. KEG DEPOSITS AND RETURNS**

See Important General Information for more on how this works.

# TRAINING SESSION 2 OUTLINE

## POMODO POS

Once all of your SKUs and pricing is in, you are able to start ringing up sales and using the POS. At this time, contact Pomodo to set up training specifically for the POS. Please make sure to do this prior to going live with the software, so that you are fully trained on the POS before using it.

## ASSOCIATING YOUR VENDORS/VENDOR COST WITH EACH PRODUCT

**Option 1: Go back through all of the products you stock and enter cost information (if you did not already do this when putting your SKUs and pricing in)**

1. Click on the product in the product list
2. Enter the Weighted Average Cost in the Basic Details Tab

Item: 00018200200793 | Bud Light Orange 12oz Bot 6PK | (6-PK:6)

The screenshot displays the 'Basic Details' tab for a product in the Pomodo POS system. The interface is divided into several sections:

- General Details:** Includes fields for Item Type (Standard), Department (Beer), Item Code (00018200200793), Beer Description (Bud Light Orange 12oz Bot 6PK), Extended Description (Bud Light Orange 12oz Bot 6PK), Category (Bud Light Fruit), and Tax Group (PA Sales). There are also checkboxes for 'Standard', 'Favorite', and 'Active', and a 'Print Barcode Labels' button.
- Quantity Information:** Includes fields for Qty On Hand (0), Min Qty to Have on Hand (Reorder Point) (0), Preferred Qty to Have on Hand (Restocking Level) (0), Suggested QTY to Order (0), Qty Committed (0), Qty Available (0), Qty on PO/Transfer (0), and Qty Back Ordered (0). There is an 'Email Low Stock' button.
- Monetary Information:** Includes fields for Base Price (\$ 0), Shipping Weight (0), Lead Cost (\$ 0.00), and Weighted Avg Cost (0). There is a 'Change Cost Markup' button and a checkbox for 'Exempt From Default Markup'.

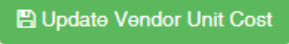
3. Click on the Vendors Tab
4. Click +Add
5. Select your Vendor
6. Enter your Vendor Reorder Number and Cost (Mark as primary vendor if this is your primary vendor for this item).
7. To easily update all items within this package family, go to the packaging tab and click on each item in the list. From that pop up there is a "Go to Item" button that will open that item in a new tab. Enter the weighted average cost, Vendor, reorder number, and cost. Save and close tab. Go to the next one in the package family.

**Option 2: Associate the Vendor, Update the Reorder Number, and Cost as you create purchase orders for your items.**

1. As you start ordering using purchase orders, you can associate the products to the vendors with the correct pricing and item codes.
2. Create a new Purchase Order (if you have not yet been trained on this, contact Pomodo to walk you through how to create a PO).
3. Select your vendor

4. Add Items to your PO using Product Search. Because Vendors are not associated to items yet, Uncheck "Only Show Vendor's Products" and click Search. This will show all products in the product search. You can further narrow down the search with the item code, description, department, and category filters. Select items to put on to the PO. As you select items, you will be asked if you want to associate this vendor with this product. Click YES. Add items to the PO.

5. Click on Item and Enter Vendor's Reorder #, Cost, and Qty to order.

6. Click  to update your item with this vendors Cost and reorder information for this item.

## PHYSICAL INVENTORY

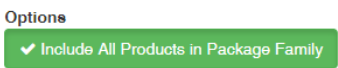
In order to start using your beer reports, you have to be receiving ALL items through Purchase Orders, and selling ALL items through the POS. Once you are using both of these, you can do a physical inventory. It is recommended that you do the physical inventory between receiving trucks at your location. For example, if you receive new inventory on Tuesdays, we recommend that you do your physical inventory after a Tuesday delivery, and complete it before the next delivery.

Because your POS syncs every minute, you can do your physical inventory while your location is open. However, it might be rare, but if you count an item, and it gets sold before it syncs between the cloud and the POS, your inventory could be off. Since the sync happens every minute, this is unlikely but please note that this could happen.

1. Go to Inventory → Price Check/Change

2. Scan the item you are counting.

3. Update the quantity on hand and click save. (If you do not see a box for quantity on hand, let Pomodo tech support know- this is a configuration option that can be turned off/on).

4. Note: If you select  you can see all items within the package and update all in the list to save them all at the same time.

## TRANSFERS AND PURCHASE ORDERS

### 1. TRANSFER IN AND OUT

### 2. PURCHASE ORDERS

a. Need to receive by purchase orders to have beer reports come out correctly

b. If you do keg returns, you can put a (-) quantity on a Purchase Order

c. If you did not enter your Vendor association and cost, the association and cost can be updated the first time you create a PO for that Vendor/item

## POINT OF SALE

1. Open/Close

2. Ringing Up Sale

-Payment Screen

3. Change Quantity

-Keg deposits/returns (can put negative quantity to do a return)

4. Discounts
5. Price Override
6. Tax Override
7. Go through all the options in the Options panel
8. If they plan on using customers, show customer panel
9. On Hold/Recall
10. Admin Section

## REPORTS

1. X & Z Reports
2. Transactions in the Cloud
3. Detailed Sales/Product Sales
4. Inventory Value
5. Accounting Reports
6. Beer Reports