



## DubTel - Getting Started Guide

### **DUBTEL**

8050 Beckett Center Drive  
West Chester Township, Ohio 45069  
(866) 229-1605  
[www.dubtel.com](http://www.dubtel.com)

# Table of Contents

1-Getting Started.....	3
1.1-Login	
1.1.1-Power on – POS.....	3
1.1.2 Charging - POS.....	3
1.1.3 Sign In via POS.....	3
1.2-Logout.....	5
1.3-Setup Receipt Printer	
1.3.1-Selecting Printer.....	6
1.4-Process a Sale	
1.4.1-Add to cart.....	7
1.5-Check out – POS	
1.5.1-Checkout via Cash.....	7
1.5.2-Check out via Card.....	8
1.6-Printing.....	10
1.7-Refund – POS	
1.7.1-Refund orders through cash.....	11
1.7.2-Refund orders though card.....	14
1.8-Manage Your Store	
1.8.1-Sign in to POS from PC.....	14
1.8.2-Add products to your store.....	15
1.8.3-Edit product – Product Category.....	17
1.8.4-Edit product – Product Price.....	18
1.8.5-Edit product – Manage stock.....	19
1.8.6-Delete Product.....	20
1.8.7-View orders.....	21
2-QuickBooks.....	21

# Getting Started

## Login

### Power on – POS

1. To Switch on the POS click on the power button on the right side of the device (Samsung Note) and when asked to enter your PIN number. It will take you to the home page.

### Charging – POS

1. Plug the supplied USB connector into the power/accessory interface connector on the bottom of your device.
2. Plug the wall charger into an electrical outlet.
3. To ensure your device is fast charging, open the Notification Panel by swiping from the top of the screen to the bottom.

### Sign In via POS

1. To sign into the POS using your Samsung Note, open the Dubtel POS app already installed in your device.
2. The Login page will be displayed. Enter your user name and password and click login as shown below.
3. It will take you to the home page.



Username or Email Address

Password

Remember Me

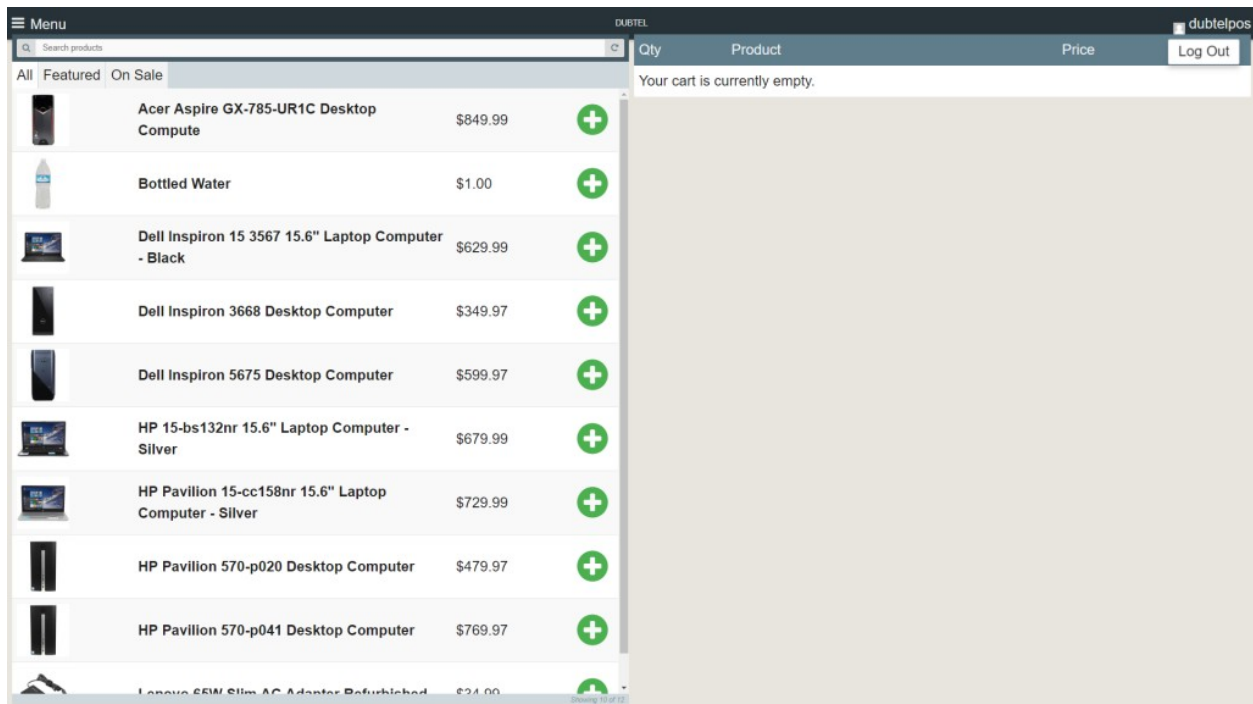
Lost your password?  
[Back to DUBTEL](#)

Menu		DUBTEL		dubtelpos	
Search products		City	Product	Price	Total
All	Featured	On Sale			
	Acer Aspire GX-785-UR1C Desktop Compute			\$849.99	<input data-bbox="755 1045 787 1087" type="button" value="+"/>
	Bottled Water			\$1.00	<input data-bbox="755 1108 787 1150" type="button" value="+"/>
	Dell Inspiron 15 3567 15.6" Laptop Computer - Black			\$629.99	<input data-bbox="755 1171 787 1213" type="button" value="+"/>
	Dell Inspiron 3668 Desktop Computer			\$349.97	<input data-bbox="755 1234 787 1276" type="button" value="+"/>
	Dell Inspiron 5675 Desktop Computer			\$599.97	<input data-bbox="755 1297 787 1339" type="button" value="+"/>
	HP 15-bs132nr 15.6" Laptop Computer - Silver			\$679.99	<input data-bbox="755 1360 787 1402" type="button" value="+"/>
	HP Pavilion 15-cc158nr 15.6" Laptop Computer - Silver			\$729.99	<input data-bbox="755 1423 787 1465" type="button" value="+"/>
	HP Pavilion 570-p020 Desktop Computer			\$479.97	<input data-bbox="755 1486 787 1528" type="button" value="+"/>
	HP Pavilion 570-p041 Desktop Computer			\$769.97	<input data-bbox="755 1549 787 1591" type="button" value="+"/>
	Lenovo 65W Slim AC Adapter Refurbished			\$24.00	<input data-bbox="755 1612 787 1654" type="button" value="+"/>

Your cart is currently empty.

# Logout

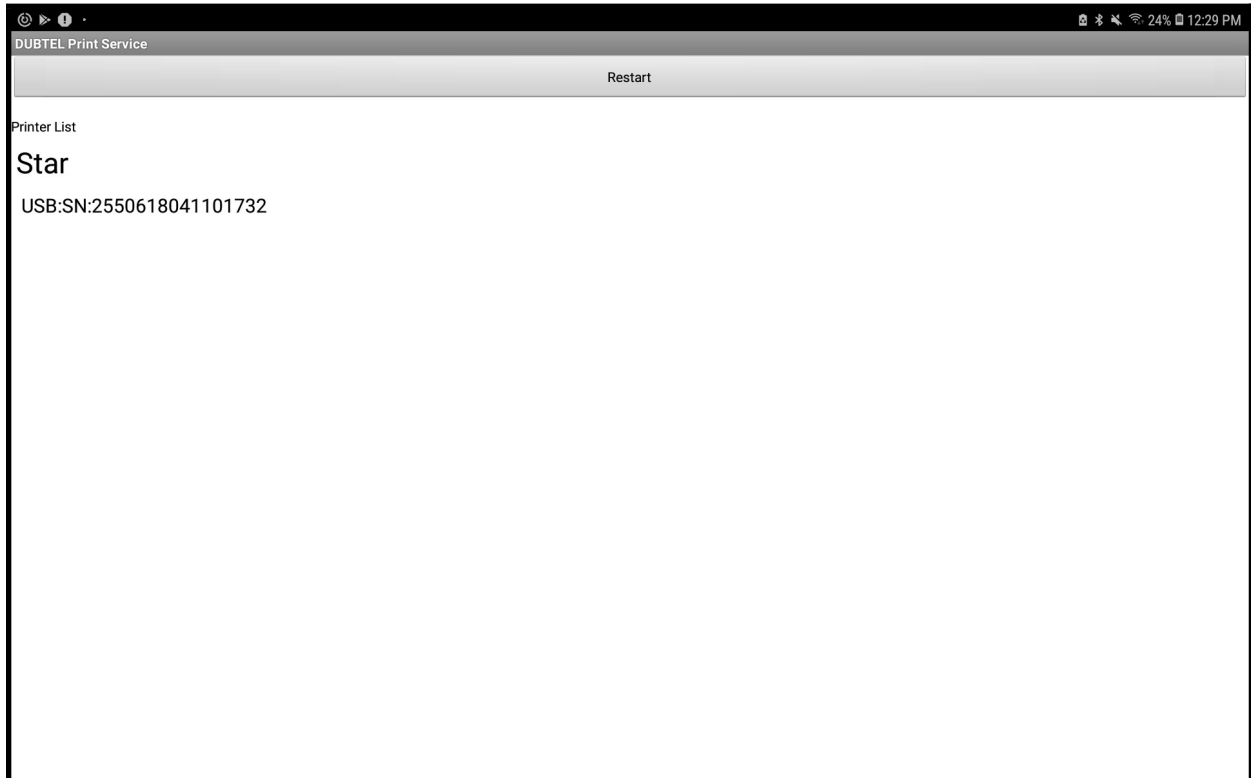
1. To Log out click on the user icon on top right of the home page. Logout option will display.
2. Click log out as shown below.



# Setup Receipt Printer

## Selecting Printer

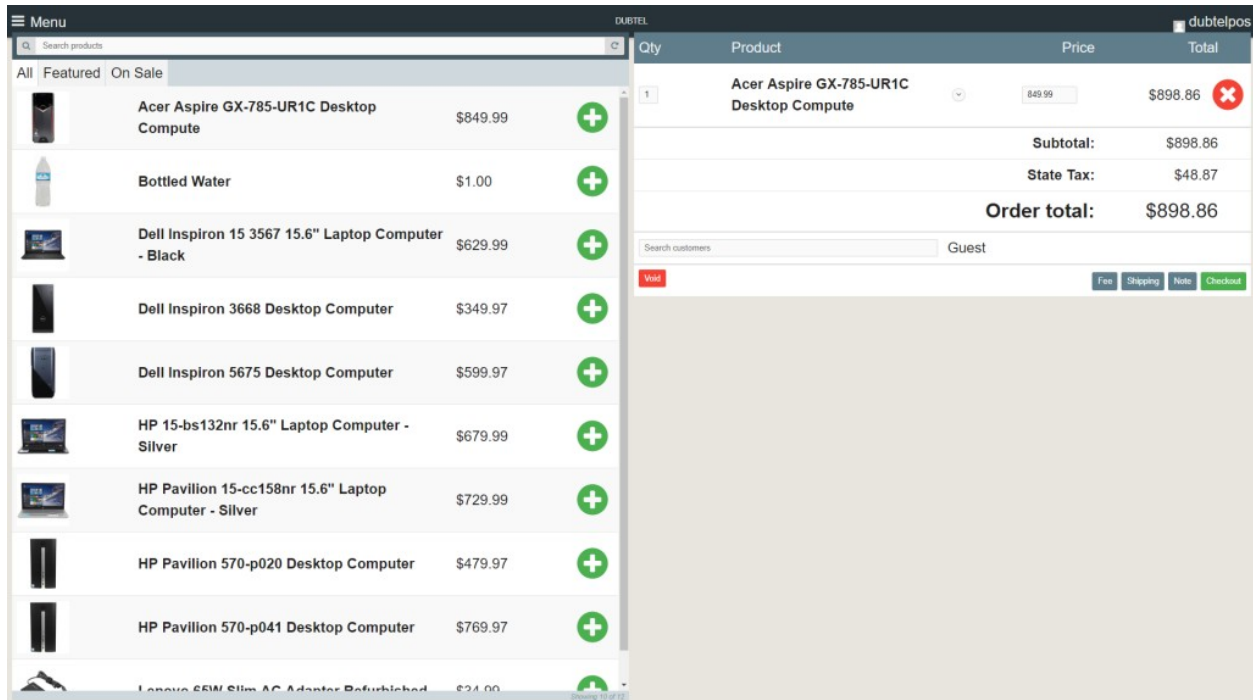
1. Open the pre-installed DUBTEL Print Service app.
2. Select the printer in the list to use it for future orders.



# Process a Sale

## Add to cart

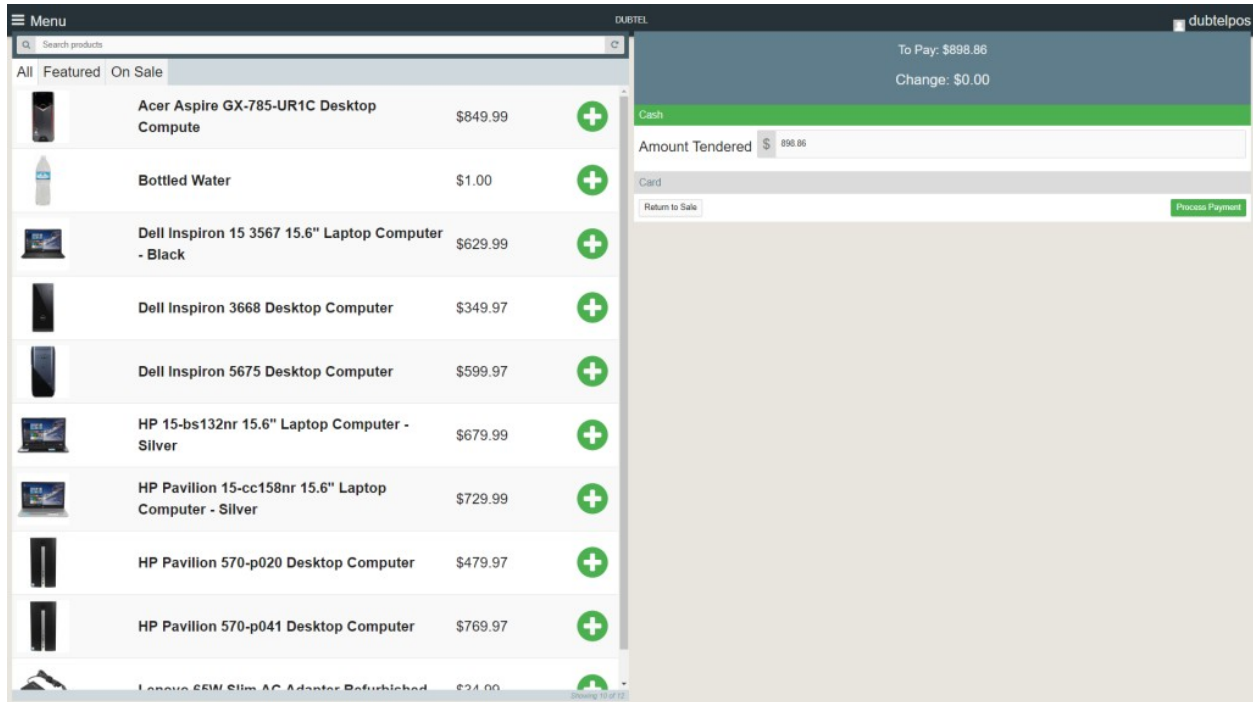
1. To Add product to cart click on the green plus button. The items selected will be displayed as shown below.



# Check out – POS

## Checkout via Cash

1. To check out via cash click on the checkout button and it will take you to the check out page.
2. The default tab will be cash.
3. The total amount will be shown on the 'Amount Tendered' box.
4. Once you collect the cash, click 'Process Payment' button.
5. It will take you to receipt page.
6. To continue shopping click 'New order' button.
7. Receipt can be printed out and sent via email. See pictures below.



## Check out via Card

1. To check out via card click on the checkout button and it will take you to the check out page.
2. Click on the card tab.
3. If you need any cashback, enter the amount.
4. Click process payment button.
5. It will take you to the assigned card reader on the machine.
6. Once the payment is processed, it will take you to the receipt page.
7. To continue shopping, click 'New Order' button.
8. Receipt can be printed out and sent via email. See pictures below.



Menu DUBTEL dubtelpos

Search products

All Featured On Sale

	Acer Aspire GX-785-UR1C Desktop Compute	\$849.99	+
	Bottled Water	\$1.00	+
	Dell Inspiron 15 3567 15.6" Laptop Computer - Black	\$629.99	+
	Dell Inspiron 3668 Desktop Computer	\$349.97	+
	Dell Inspiron 5675 Desktop Computer	\$599.97	+
	HP 15-bs132nr 15.6" Laptop Computer - Silver	\$679.99	+
	HP Pavilion 15-cc158nr 15.6" Laptop Computer - Silver	\$729.99	+
	HP Pavilion 570-p020 Desktop Computer	\$479.97	+
	HP Pavilion 570-p041 Desktop Computer	\$769.97	+
	Lenovo 65W Slim AC Adapter Refurbished	\$24.00	+

To Pay: \$898.86

Cash

Card

Cashback \$ 0.00

Return to Sale Process Payment

Menu DUBTEL dubtelpos

Search products

All Featured On Sale

	Acer Aspire GX-785-UR1C Desktop Compute	\$849.99	+
	Bottled Water	\$1.00	+
	Dell Inspiron 15 3567 15.6" Laptop Computer - Black	\$629.99	+
	Dell Inspiron 3668 Desktop Computer	\$349.97	+
	Dell Inspiron 5675 Desktop Computer	\$599.97	+
	HP 15-bs132nr 15.6" Laptop Computer - Silver	\$679.99	+
	HP Pavilion 15-cc158nr 15.6" Laptop Computer - Silver	\$729.99	+
	HP Pavilion 570-p020 Desktop Computer	\$479.97	+
	HP Pavilion 570-p041 Desktop Computer	\$769.97	+
	Lenovo 65W Slim AC Adapter Refurbished	\$24.00	+

Paid: \$898.86

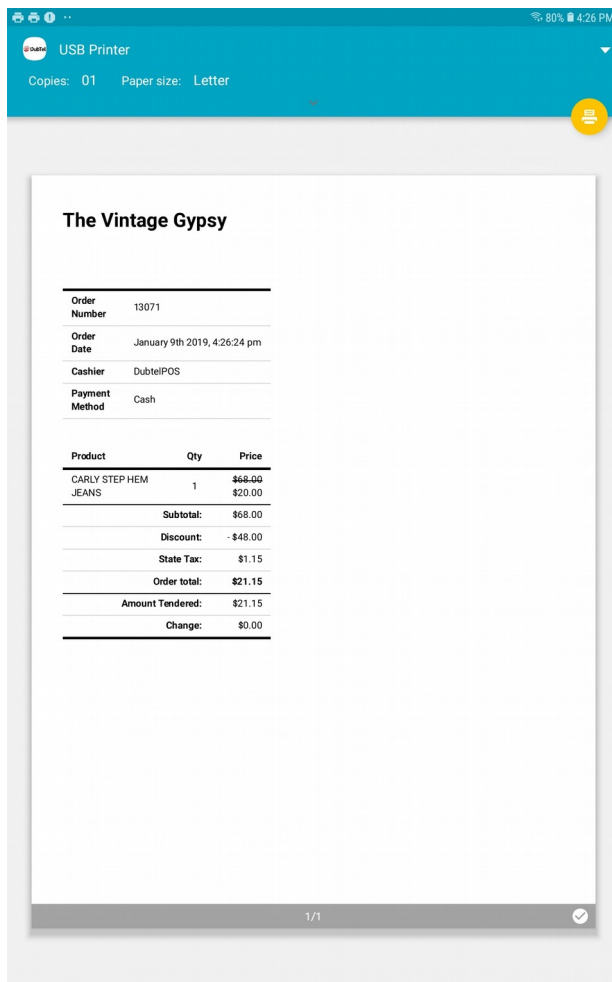
Qty	Product	Price	Total
1	Acer Aspire GX-785-UR1C Desktop Compute	\$898.86	\$898.86
		<b>Subtotal:</b>	\$898.86
		<b>Service Fee:</b>	\$35.86
		<b>State Tax:</b>	\$48.87
		<b>Order total:</b>	\$934.72

Add Tip

Print Email New Order

# Printing

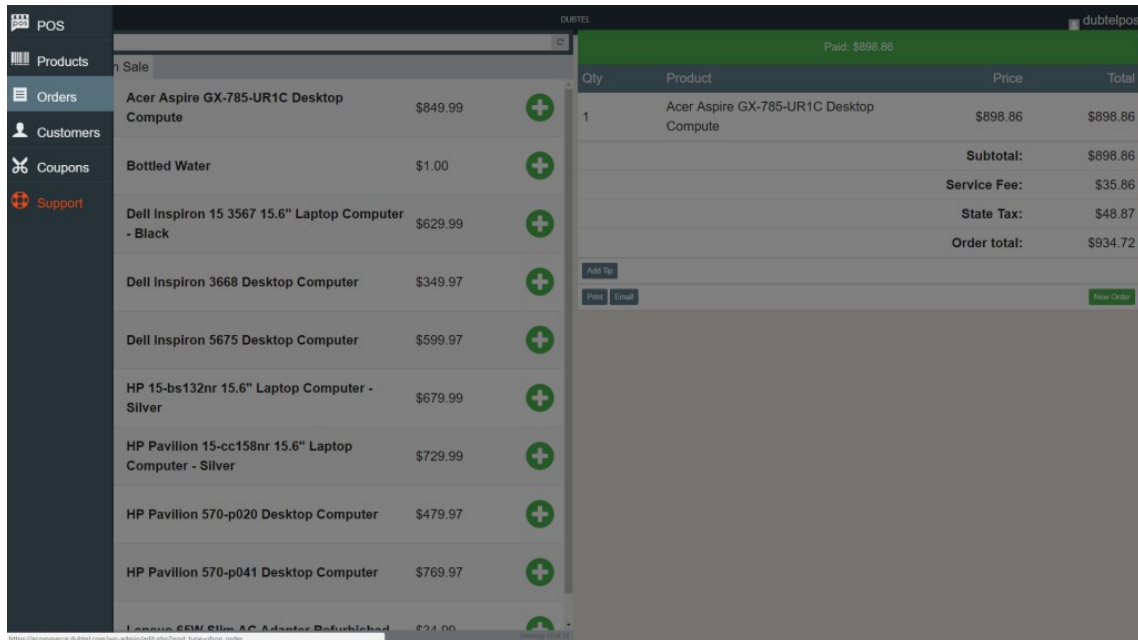
1. Press the "Print" button.
2. A preview will show up and the printer icon can be pressed to confirm.
3. The first time you print, the device will ask
4. "Allow the app DUBTEL Print Service to access the USB device?"
5. \* Use by default for this USB device"
6. Press OK



# Refund – POS

## Refund orders through cash

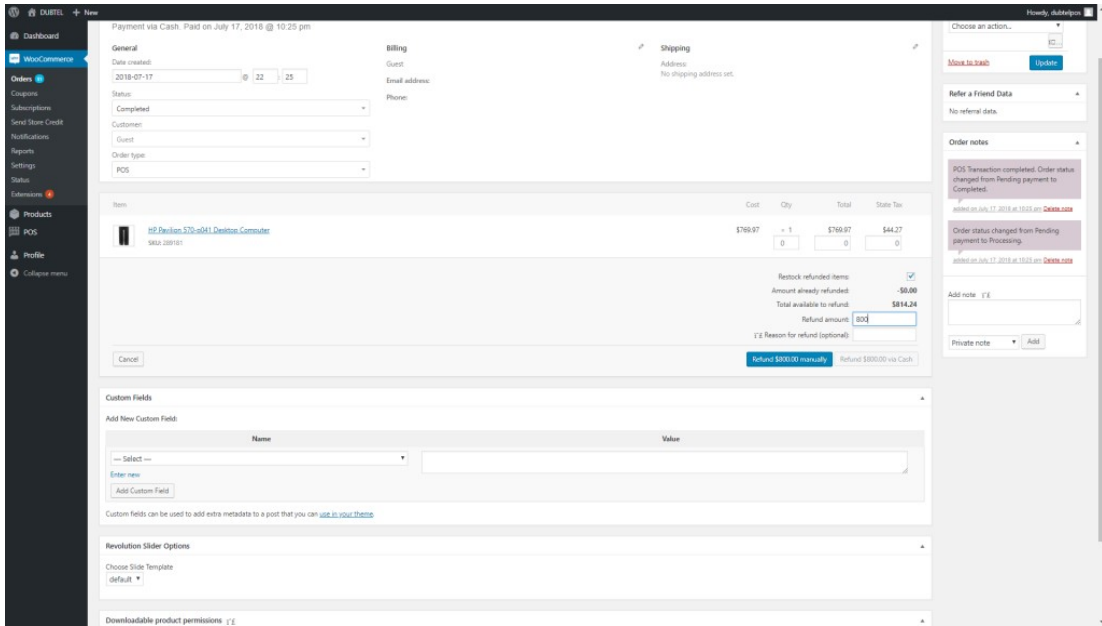
1. To refund, Click on the Menu on the top left of the screen.
2. Click 'Orders' from the Menu as shown below.



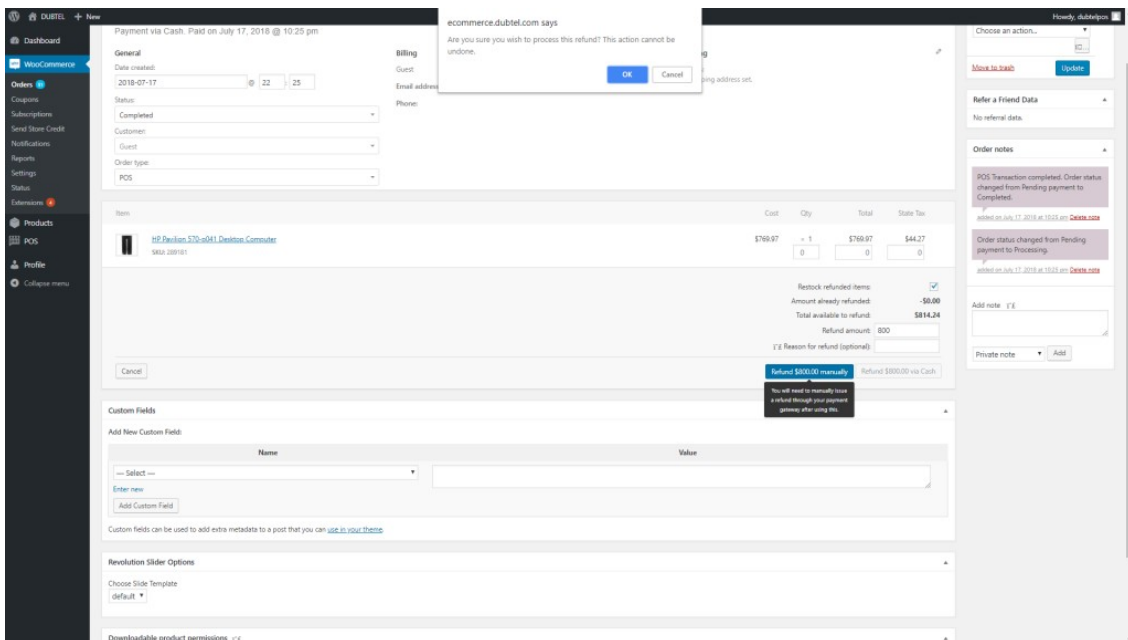
3. It will take you to the orders list as shown below.

<input type="checkbox"/>	Order	Date	Status	Total
<input type="checkbox"/>	#5252	Jul 17, 2018	Completed	\$184.24
<input type="checkbox"/>	#5245	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5238	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5231	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5224	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5217	Jul 17, 2018	Completed	\$814.24
<input type="checkbox"/>	#5210	Jul 17, 2018	Completed	\$370.09
<input type="checkbox"/>	#5203	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5196	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5189	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5182	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5175	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5168	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5161	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5154	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5147	Jul 17, 2018	Completed	\$634.47
<input type="checkbox"/>	#5140	Jul 17, 2018	Completed	\$634.47
<input type="checkbox"/>	#5133	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5126	Jul 17, 2018	Completed	\$634.47
<input type="checkbox"/>	#5119	Jul 17, 2018	Completed	\$793.11
<input type="checkbox"/>	#5112	Jul 17, 2018	Completed	\$634.47
<input type="checkbox"/>	#5105	Jul 17, 2018	Completed	\$538.74

4. Select the order to refund.
5. Edit order page is shown. Scroll down to order details
6. Click on the refund button.
7. Enter the refund amount and reason for refund which is optional as shown below.



8. Click 'Refund \$Amount manually' button.
9. A dialogue box will appear to confirm the refund. Click OK.



10. The order detail page will show the refunded amount in red.

## Refund orders though card

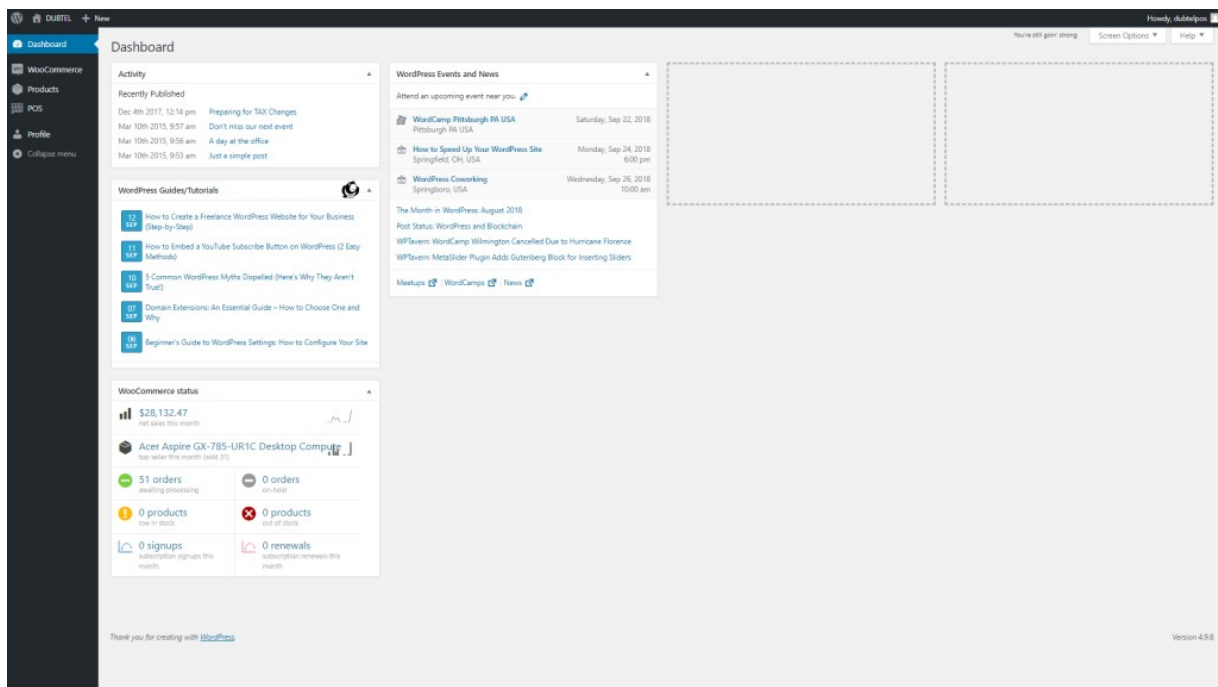
1. Follow the same as Refund through cash from steps 1 through 10.
2. To refund payments through card, once you click OK, It will redirect you to the assigned card reader and follow the steps to refund as per the card reader.
3. Once refund processed successfully, the refunded amount will be displayed in red.

□

## Manage Your Store

### Sign in to POS from PC

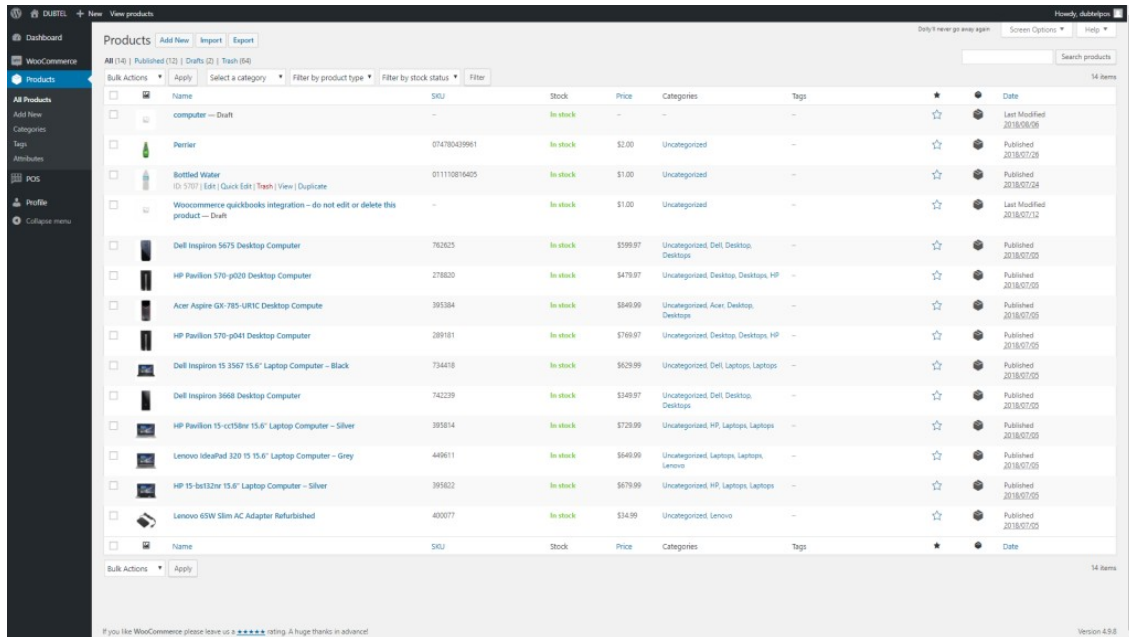
1. Go to the wp-admin URL of your store. Login page will be displayed.
2. Enter email and password. Click Login.
3. It will take you to the store.



The screenshot displays the WordPress dashboard interface. On the left is a dark sidebar with navigation links for Dashboard, WooCommerce, Products, POS, Profile, and a Collapse menu. The main content area is titled 'Dashboard' and features several widgets: 'Activity' with a 'Recently Published' list; 'WordPress Guides/Tutorials' with a list of articles; 'WooCommerce status' showing sales of \$28,132.47 and 51 orders; and 'WordPress Events and News' with a list of upcoming events. The top right corner shows the user's name 'Howdy, Subhrajit' and options for screen settings and help. The bottom of the dashboard includes a 'Thank you for creating with WordPress' message and the version number 'Version 4.9.0'.

## Add products to your store

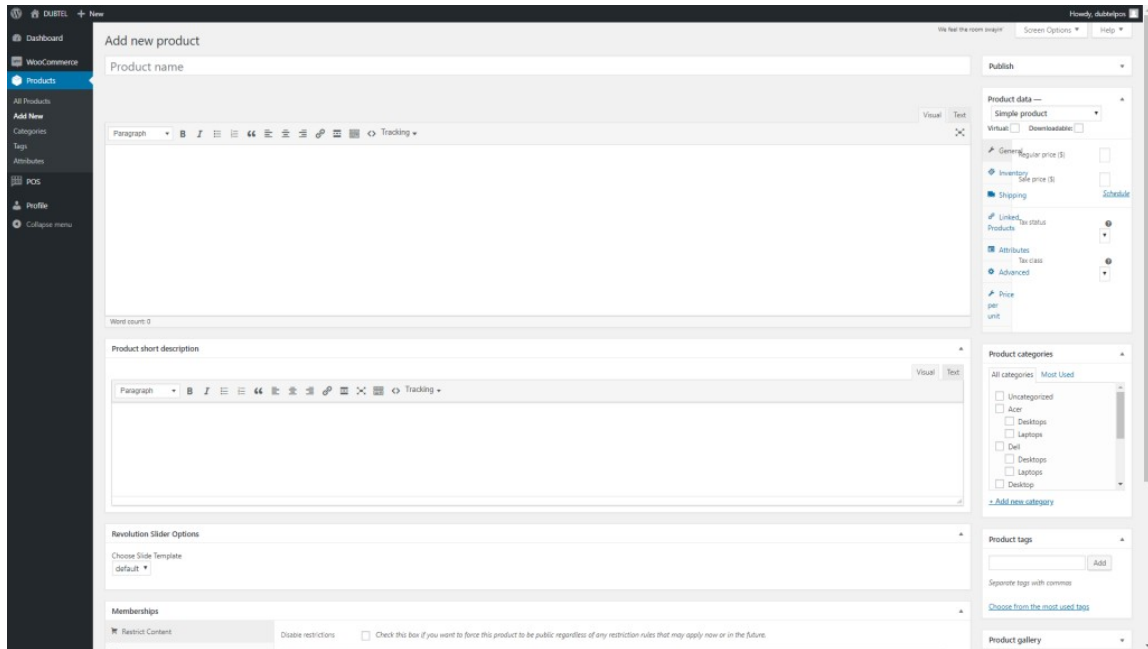
1. In the menu on the left sidebar, click Products.
2. To view product list, click 'All Products'.



The screenshot displays the WooCommerce 'Products' management interface. The left sidebar shows the 'Products' menu item selected. The main content area shows a list of 14 products. The table columns are: Name, SKU, Stock, Price, Categories, Tags, and Date. The products listed include a draft 'computer', 'Perrier', 'Bottled Water', a draft about WooCommerce integration, and various desktop and laptop computers from brands like Dell, HP, Acer, and Lenovo.

Name	SKU	Stock	Price	Categories	Tags	Date
computer – Draft	–	In stock	–	–	–	Last Modified: 2018/08/08
Perrier	07478043961	In stock	\$2.00	Uncategorized	–	Published: 2018/07/28
Bottled Water (ID: 379)   Edit   Quick Edit   Trash   View   Duplicate	011110816425	In stock	\$1.00	Uncategorized	–	Published: 2018/07/24
WooCommerce quickbooks integration – do not edit or delete this product – Draft	–	In stock	\$1.00	Uncategorized	–	Last Modified: 2018/07/12
Dell Inspiron 5675 Desktop Computer	762625	In stock	\$599.97	Uncategorized, Dell, Desktop, Desktops	–	Published: 2018/07/25
HP Pavilion 570 p020 Desktop Computer	278820	In stock	\$479.97	Uncategorized, Desktop, Desktops, HP	–	Published: 2018/07/25
Acer Aspire GX-785-UR1C Desktop Compute	395384	In stock	\$849.99	Uncategorized, Acer, Desktop, Desktops	–	Published: 2018/07/25
HP Pavilion 570-p041 Desktop Computer	289181	In stock	\$769.97	Uncategorized, Desktop, Desktops, HP	–	Published: 2018/07/25
Dell Inspiron 15 3567 15.6" Laptop Computer – Black	734418	In stock	\$629.99	Uncategorized, Dell, Laptops, Laptops	–	Published: 2018/07/25
Dell Inspiron 3668 Desktop Computer	742229	In stock	\$349.97	Uncategorized, Dell, Desktop, Desktops	–	Published: 2018/07/25
HP Pavilion 15-cx15br 15.6" Laptop Computer – Silver	395814	In stock	\$729.99	Uncategorized, HP, Laptops, Laptops	–	Published: 2018/07/25
Lenovo IdeaPad 320 15 15.6" Laptop Computer – Grey	449611	In stock	\$649.99	Uncategorized, Laptops, Laptops, Lenovo	–	Published: 2018/07/25
HP 15-bt122v 15.6" Laptop Computer – Silver	395822	In stock	\$679.99	Uncategorized, HP, Laptops, Laptops	–	Published: 2018/07/25
Lenovo 65W Slim AC Adapter Refurbished	400077	In stock	\$34.99	Uncategorized, Lenovo	–	Published: 2018/07/25

3. On the top you can see the buttons: 'Add New', 'Import' and 'Export'.
4. To add a single product, click the 'Add New' button.
5. Enter Product Name, Description, Product Categories, Product Data, Product Tags and Product Gallery.

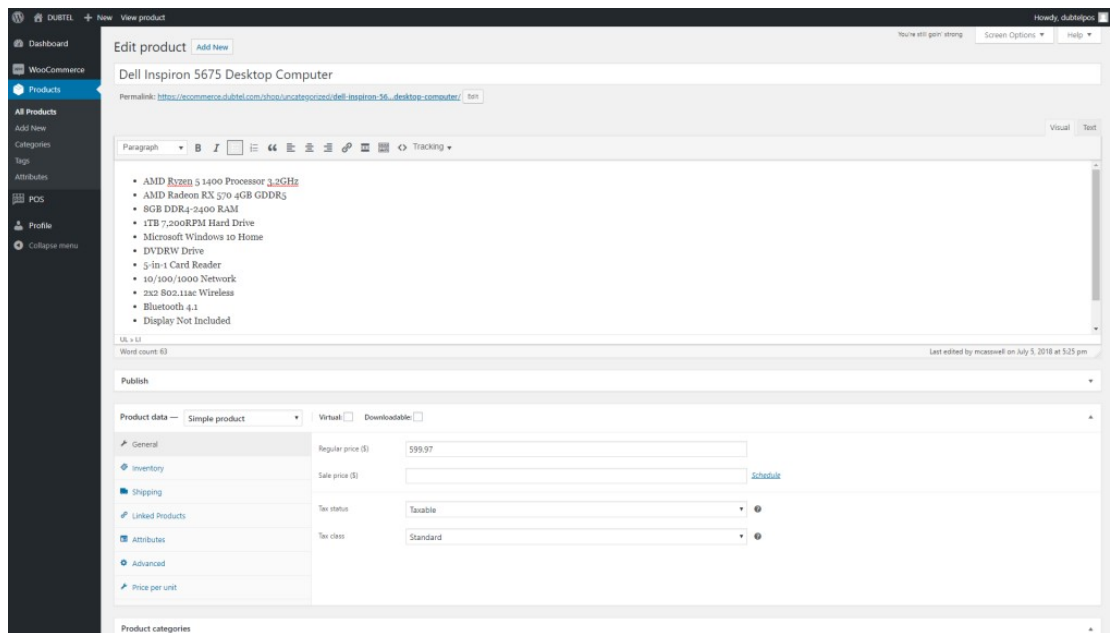


6. Click Publish. Product will be displayed on the cart.
7. To add multiple products, you can use import button.

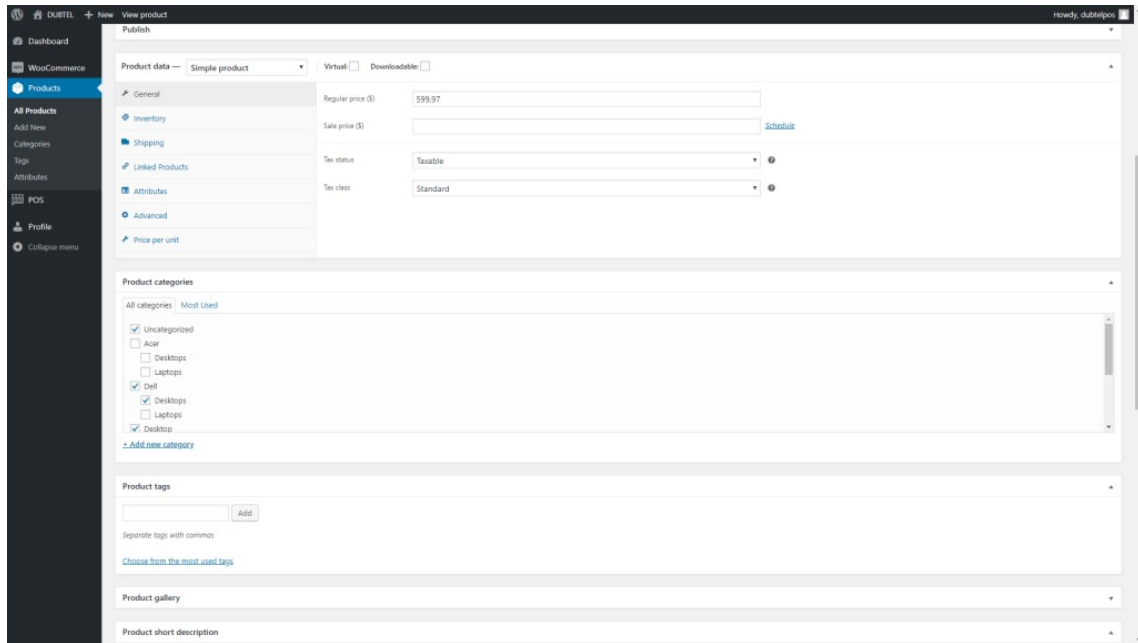


## Edit product – Product Category

1. In the store from menu on left click products.
2. To view product list, click 'All Products'.
3. Click Edit link on the product you need to Edit.

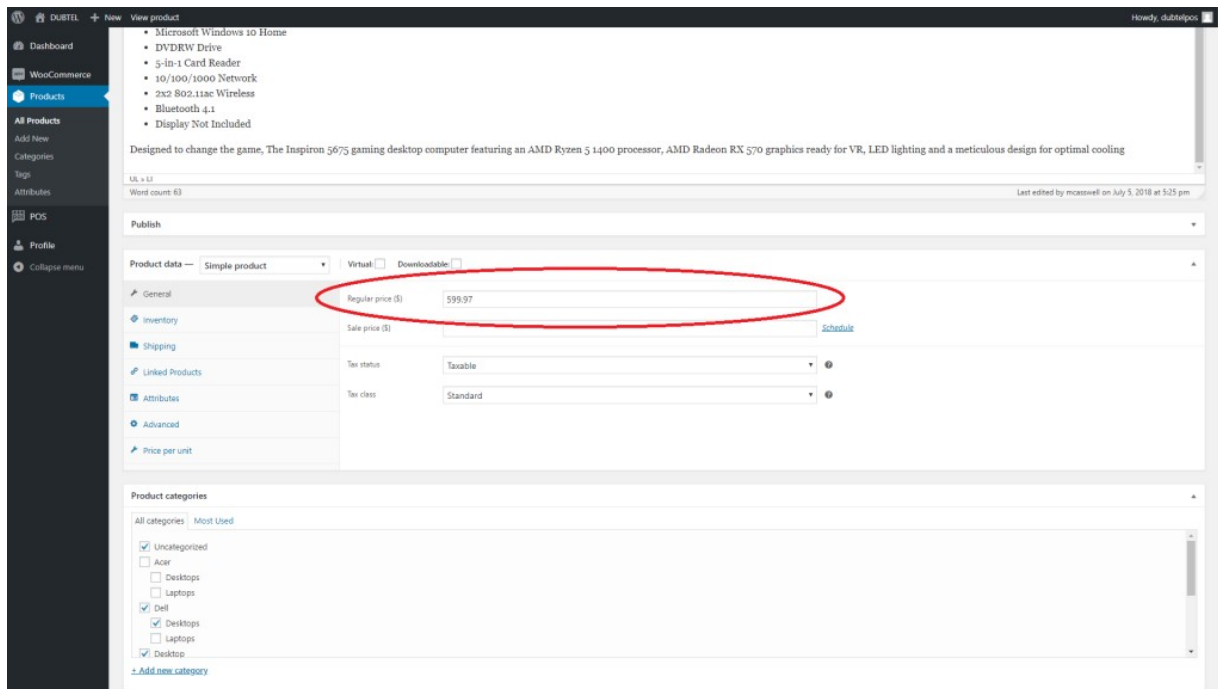


4. To change categories, scroll right to Product Categories section.
5. Update from predefined category sections.



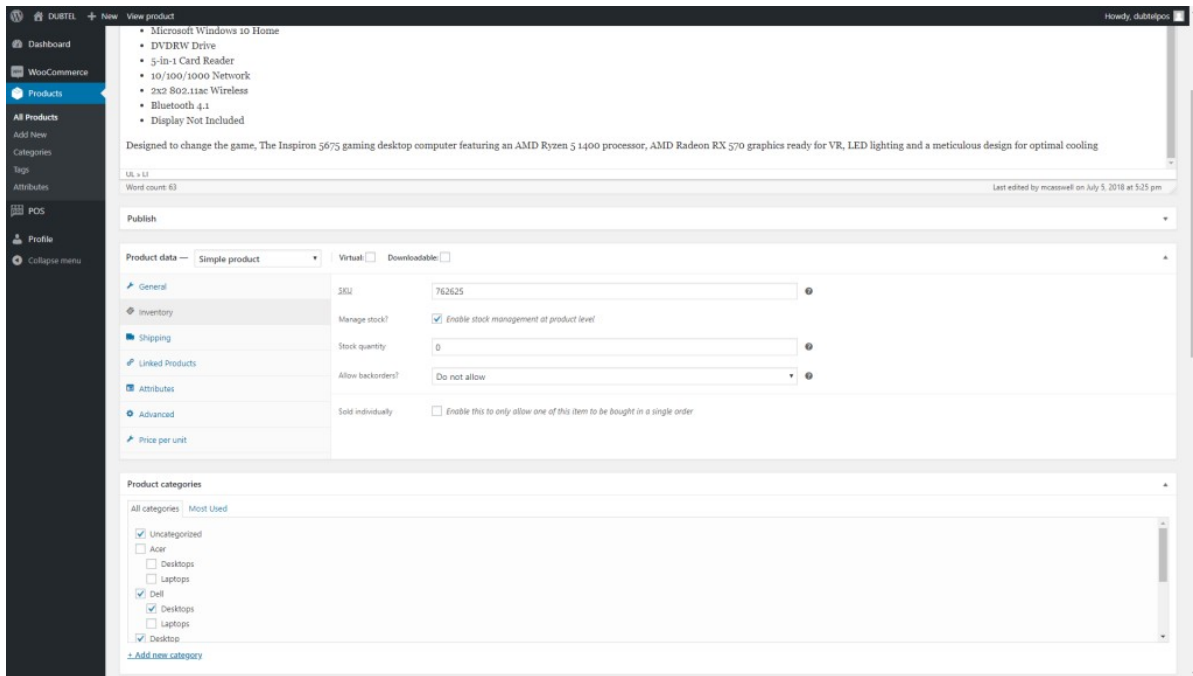
## Edit product – Product Price

1. In the store from menu on left click products.
2. To view product list, click 'All Products'.
3. Click Edit link on the product you need to Edit.
4. To update price, scroll right to product data section.
5. Click General tab which will show the fields to enter Regular price, Sales Price etc.
6. Update the regular price as needed.



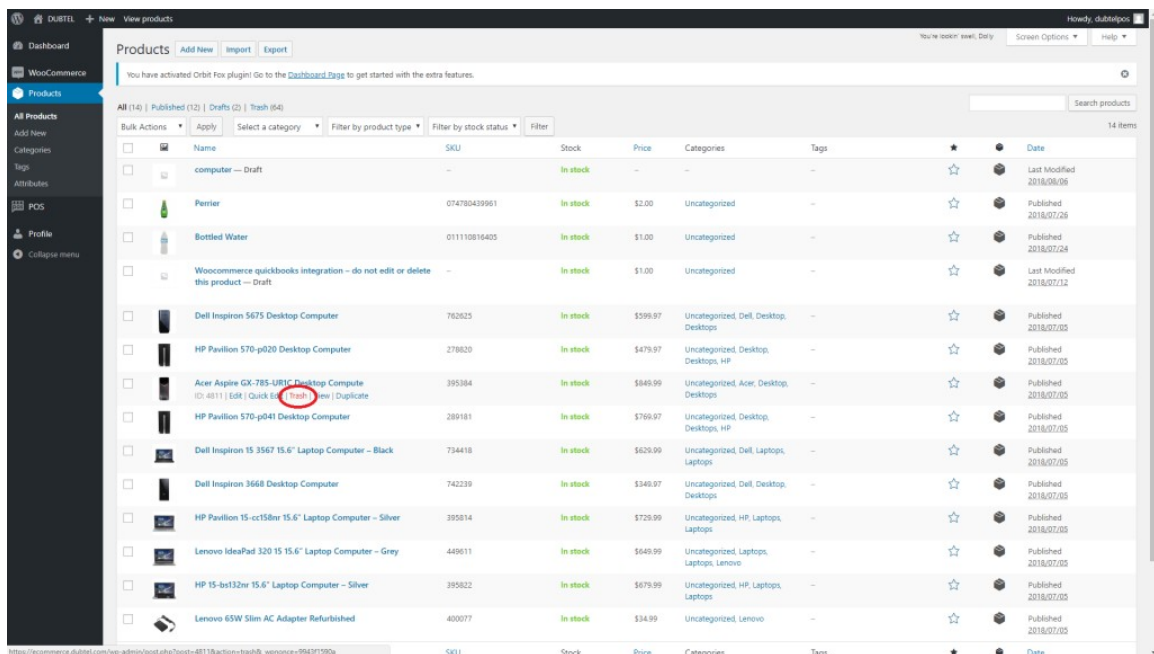
## Edit product – Manage stock

1. In the store from menu on left click products.
2. To view product list, click 'All Products'.
3. Click Edit link on the product you need to Edit.
4. To manage stock, scroll down to product data section.
5. Click on the Inventory tab.
6. There you will see option to manage SKU, Manage stock option, Stock status etc.



## Delete Product

1. In the store from menu on left click products.
2. To view product list, click 'All Products'.
3. Click Trash link on the product you need to Delete



4.

## View orders

1. In the store from menu on left click WooCommerce
2. To view order list, click 'Orders'.
3. It will take you to the orders list.

## QuickBooks

1. Login to your QuickBooks account.
2. Go to the Sales tab.
3. Various Sales Transaction data can be found here and other reports.

The screenshot displays the QuickBooks interface for Sales Transactions. At the top, there are navigation tabs for Dashboard, All Sales, Customers, and Products and Services. The main header shows 'Sales Transactions' with buttons for 'Import Transactions' and 'New transaction'. Below this is a summary bar with four colored segments: a blue segment for 'Unbilled Last 365 Days' showing \$0 (0 ESTIMATE), a blue segment for 'Unbilled Last 365 Days' showing \$750 (2 UNBILLED ACTIVITY), an orange segment for 'Unpaid Last 365 Days' showing \$5,282 (20 OVERDUE), and a green segment for 'Paid' showing \$0 (0 PAID LAST 30 DAYS). Below the summary bar is a table of transactions with columns for DATE, TYPE, NO., CUSTOMER, DUE DATE, BALANCE, TOTAL, STATUS, and ACTION. The table lists various transactions including payments and invoices from different customers like Freeman Sporting Goods, Sonnenschein Family Store, and others.

DATE	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
05/16/2018	Payment		Freeman Sporting Goods 096...	05/16/2018	\$0.00	\$-387.00	Closed	
05/16/2018	Invoice	1037	Sonnenschein Family Store	06/15/2018	\$362.07	\$362.07	Overdue	Receive payment
05/16/2018	Invoice	1036	Freeman Sporting Goods 096...	06/15/2018	\$477.50	\$477.50	Overdue	Receive payment
05/16/2018	Invoice	1035	Mark Cho	06/15/2018	\$314.28	\$314.28	Overdue	Receive payment
05/16/2018	Payment		Cool Cars	05/16/2018	\$0.00	\$-1,675.52	Closed	
05/15/2018	Payment		Theris Waldron	05/15/2018	\$0.00	\$-81.00	Closed	
05/15/2018	Invoice	1034	Rondonuvu Fruit and Vegi	06/14/2018	\$78.60	\$78.60	Overdue	Receive payment
05/15/2018	Invoice	1033	Geeta Kalapatapu	06/14/2018	\$629.10	\$629.10	Overdue	Receive payment
05/15/2018	Payment		Amy's Bird Sanctuary	05/15/2018	\$0.00	\$-220.00	Closed	
05/14/2018	Time Charge		Rondonuvu Fruit and Vegi	06/14/2018	\$0.00	\$30.00	Closed	
05/14/2018	Invoice	1015	Paulsen Medical Supplies	06/13/2018	\$954.75	\$954.75	Overdue	Receive payment
05/14/2018	Invoice	1010	Waskopf Consulting	06/13/2018	\$375.00	\$375.00	Overdue	Receive payment
05/14/2018	Invoice	1023	Red Rock Diner	06/13/2018	\$70.00	\$70.00	Overdue	Receive payment