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Mall Accreditation Demo Process (RLC)

MALL ACCREDITATION IN ROBINSONS GALLERIA

October 11, 2019

Departure from Nelsoft Office: 10:30AM

Arrival at Mall: 11:19AM via Grab

The first thing you need to do in a mall accreditation is to coordinate with the Mall Admin. Look for the **Head of Accreditation Team**, he or she will give you a list containing different instructions or scenarios in which our system needs to follow. They will also give the time for you to setup. In our case, there were 50 instructions we need to follow, some of them were already NA due to repetition of details. The Head of Accreditation Team was **Ms. Erlinda Turla**, we were also accommodated by **Mr. Jojo P Garay (Admin)**. After that, they lent us a room enough for us to setup.

Lunch at 12:00-1:15....

For the setup of mall accreditation, you will need the following:

- **Laptop** - this will be used for the accred generator. If ever there were mistakes in the readings or outputs, we can use it to apply fixes or changes in the codes. It will also be used for different transactions such as adding products in the system.
- **Strong Internet Connection** - you will need it in order to make different transactions. It can be a pocket Wi-Fi
- **Router** - it will be used to accommodate LAN cable connection for the thermal printer and network connection with the tablet.
- **Thermal Printer** - it will be used for printing the receipts of every transaction and readings made in the POS sys
- **Tablet with POS system installed** - you will need it in order to use the POS system when creating different transactions written in the paper which were given by the mall.
- **Chargers** (for tablet and laptop/pocket wifi) - this will allow you to use the laptop and tablet for a longer time as it will take a lot of time to finish the accreditation.
- **Extensions** - this will be used for the chargers, printer, and router to plug in.
- **LAN Cables** (Cat5) - this is needed for setting up connections between the laptop, router and printer.
- **Thermal Paper** - it is the type of paper needed for printing receipts. Make sure that you bring many of these just in case there are mistakes in the printing of transactions.

The next step is to study the list containing the instructions or scenarios given by

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the mall. Take note of the discounts, Senior, PWD, and service charges if there are any. After paying attention to it, you will now proceed to the transaction part.

Using laptop or any computer, you need to login at the website “test.lettuce.ph” with the username “009988” and the password is “111111”.

Upon Logging in:

1. **Drag the mouse on the left side of the screen**
2. **Click New Store Setup then click Category Setup.**
3. **Click the Add New Category button.**
4. **In the Name field, type the name of the mall. For Robinsons, type RLC.**

After adding a category, click again the New Store Setup on the left side of the screen. This time there is a category named after the mall which is already existing, so

1. **Click Item Setup to add products.**
2. **Input the store name, category, the item name and the price.**
3. **The item name can be anything related to the type of the product such as foods.**

For the price field, look at the paper containing the scenarios. Copy the prices given by the scenario. Take note that if a price already exists, you can just skip it and proceed to the next scenario. Leave the other fields unchanged then click submit. Keep on adding products until you finished all the scenarios.

After adding the products, you will create transactions using the android-based POS called **Lettuce**. This application is installed in the tablet. When creating transactions, you should follow the scenarios given by the mall. Look at the price and discounts if there any. Reprint or void a transaction if the scenario tells you to.

1. **For creating transaction**
2. **Choose the number of tables.**
3. **Choose a product in the said category.**
4. **Bill out. Apply item discounts if there are any. Input details if it is a Senior or PWD.**

After that, you will print the receipt of every transaction. Organize the receipts in ascending order. Then print the Z-reading using the tablet.

For the next scenario, you don't need to add products in the system. In our case, the given scenarios are reprinting and voiding transactions. Check the details if they are correct. After finishing the list of scenarios:

1. Open the **Accred Generator**, make sure the settings and configuration are already set up.

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Note: The Details needed by the Accred Generator will be provided upon coordinating with the Mall Admin.

Collect all of the receipts and the printed output from the Accred Generator. Make sure all details and readings are accurate. This will be checked by the Head of Accreditation Team. If there are miscalculations or errors or the output doesn't match the expected output from the mall, we will need to apply fixes and adjustment that are needed to meet their desired output.

The Head of Accreditation Team will give his/her sign if our system already met their expected output otherwise the Accreditation will not be settled.

Unique solution ID: #1135

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