

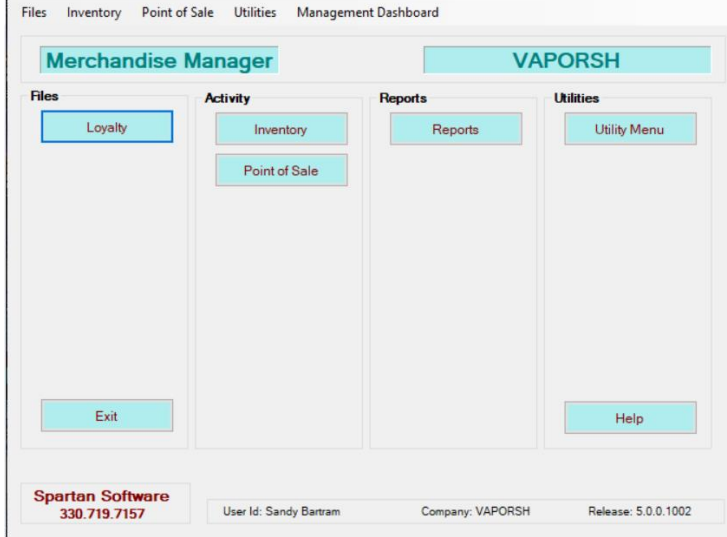
## Installing Merchandise Manager Dashboard on your Electronic Device

The remote dashboard will allow you to view your daily sales in real time from your electronic device.

iPhone  
Android  
Tablet

Setting up your device is simple. We provide a secure web link that you can select from your device. All sites are password protected. Before you can be set up, Spartan Software will need to authorize your access. Please contact us at 330.719.7157 or [spartansoftware@zoominternet.net](mailto:spartansoftware@zoominternet.net). Provide your name, email address and your Merchandise Manager company ID.

Your Company ID can be found on the bottom of your back office screen. (ex: VAPORSH)



Once approved you are ready to set up your device.

Android:

1. Open Chrome
2. Navigate to the website: [www.backoffice.spartansoftware.net](http://www.backoffice.spartansoftware.net)
3. Tap the menu icon (3 dots in upper right-hand corner) and tap Add to home screen.
4. Choose a name for the website shortcut. The icon is now added to your device.

iPhone or iPad:

1. Open Safari. Other browsers such as Chrome will not work for this.
2. Navigate to the website: [www.backoffice.spartansoftware.net](http://www.backoffice.spartansoftware.net) Tap "Go"
3. Tap the Share button on the bottom of the page. It looks like a square with an arrow pointing out of the top.
4. From the list of options, scroll down until you see Add to Home Screen. Tap this option.
5. The Home screen dialog box will appear. Choose a name for the website shortcut.  
You will see the link so you can confirm it is correct. The sites favicon will appear as the 'app' icon on your
6. Safari will close and direct you to the screen where you icon is located.

Dashboard Login:

# Merchandise Manager Login

Enter your user name and Password

User Name:   
Password:

Login

Enter the username and password that was provided to you from Spartan Software.

Once your credentials are accepted, you will see the main dashboard menu:

## Merchandise Manager Back Office Menu

- All Sales Totals
- All Sales By Drawer
- All Sales Combined Drawer
- Last 7 Days Sales By Drawer
- Last 7 Days Sales Combined
- View Sales
- Change Password
- Exit

You can change your password by selecting that from the main menu.

## Change Password

Enter your current password

Please enter a new password

Please retype the password

Submit Menu

All Sales Totals/ All Sales by Drawer / All Sales Combined Drawer:  
Shows daily sales totals and tax. All payment methods used are displayed.  
Below is a breakdown of the number of sales separated by hours of the day.  
Use the buttons on the bottom to move to a previous day or the following day.  
Use the menu button to return to the main menu.

Menu ☰

Date 1/31/2024 Drawer ALL

Sales	Tax	Discount
\$1,080.87	\$67.32	\$10.00
Cash	Credit Card	EBT
\$34.49	\$1,046.38	\$0.00
Coupon	Manual CC	On Account
\$0.00	\$0.00	\$0.00

Mid-6AM	6AM-9AM	9AM-Noon
0	0	2
Noon-3PM	3PM-6PM	6PM-9PM
5	10	3
9PM-Mid		
0		

1-30

Menu

2-1

View Sales allows you to look at each completed sale for your company.  
 Only fifteen days of sales are provided on the dashboard. Scroll the sales.

### Sales From Last 15 Days

Receipt	Sale	Drawer	Transaction Date	Cust	Type	Tax	Total
<a href="#">View</a>	3488	1	1/31/2024 2:11:35 PM	0	Sale	1.58	25
<a href="#">View</a>	3487	1	1/31/2024 2:09:35 PM	0	Sale	3.16	50
<a href="#">View</a>	3486	1	1/31/2024 2:09:22 PM	0	Sale	1.01	16
<a href="#">View</a>	3485	1	1/31/2024 2:09:08 PM	0	Sale	0.1	1.6
<a href="#">View</a>	3483	1	1/31/2024 1:49:06 PM	0	Sale	11	174
<a href="#">View</a>	3482	1	1/31/2024 1:48:46 PM	0	Sale	2.02	32

Select View to see the detail information of that sale.

VAPORSH Receipt  
 Sale  
 1/31/2024 2:09:35 PM

Sale #3487

Qty	Item	Price
1	JUICE HEAD Blueberry Lemon 6MG	\$23.42
1	Age Verified 12/15/77	\$0.00
1	JUICE HEAD Freeze Pineapple Grapefruit 0MG	\$23.42
	Subtotal	\$46.84
	Tax	\$3.16
	Discount	\$0.00
	Total	\$50.00
	Coupon	\$0.00
	Coupon	-\$5.00
	Cash	-\$50.00
	CHANGE	\$5.00

[Back](#) [Menu](#)