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Device Instruction Manual

HTH mensa

Canteen Management System

Manage your Canteen Operations with Mantra's Biometric POS Machine and Application

Version 1.0

MANTRA

ABOUT MANTRA

Mantra Softech (India) Private Limited is a global hi-tech manufacturer of biometric products and solutions. We offer the wide range of products in biometric and RFID industry. This dream project of like-minded visionaries started in 2006 continues to push the envelope on biometric system capabilities. Customers rapidly growing requirements for complex and sophisticated security system are the inspiration behind Mantra's Innovative products and solutions.

Globally recognized as one of the leaders in this field, Mantra continues to position itself as an innovation driven brand. Mantra's product portfolio includes Fingerprint Sensors, IRIS Sensor, Integrated Fingerprint Devices, Integrated IRIS devices, POS / MicroATM / Financial Terminal, IRIS Recognition in Mobile and many more biometric devices. New products and solutions are added every year in our services and in product category to meet the future needs of business in terms of their security concerns. Our security solutions include Business Security Systems, Enterprise Security Solution, Integrated Security Solution, Access control system, Smart City Solution, Airport Solution, suitable for application in both SME and large enterprises.

Mantra is the pioneer of Aadhaar, enabling biometric devices which are currently used by the Indian government for social welfare scheme, and also by telecom and banking sector for KYC purposes. Our manufacturing units are equipped with cutting-edge technology, intense automation and zero chance of human error. Mantra's state-of-the-art, manufacturing facility in Ahmedabad.

Our valuables assets are the Mantra brand, R&D and Manufacturing facilities along with unparalleled, multi-layer distribution network. With a view to taking our range of products to distant corners, we have carved out a strong network around the globe. In addition, Mantra's international presence spans across African and middle eastern countries.

Mantra is one of the few players in the industry to have successful R&D facilities to improve product functionality and develop new products which are future proof. As for quality standards, Mantra is committed to the core values of integrity, ethical practices and responsibility towards customers and the environment. Brilliant quality and design achieved by the vision of our leaders, has led to the rapid growth of Mantra as a global brand and Mantra has now become a powerhouse of biometric innovations in just a few years even though it is just a beginning.

Why Can Mantra Help?

Mantra supports GOI citizen identification solution "Aadhaar" and has capabilities to develop Aadhaar based products & solutions, offering a range of services like enrollment for on-boarding a customer to access government-run social welfare scheme, Aadhaar verification for legal documentation etc.

Who Can Mantra Help?

Business security for the organization has unique requirements that can change based on business domain, location and nature of assets. That's why we offer a range of advanced business security solutions to protect and secure them.

How Can Mantra Help?

Mantra is the undisputed leader in Biometrics, Access control & RFID industry in India. Mantra's focus is to produce innovative products and services to simplify the organizational tasks like Access control, time and attendance, salesforce tracking, data collection and reporting.



ABOUT SERVICO



About us

We are engaged in offering state-of-the-art Biometric Fingerprint Attendance Machine Maintenance Services to our clients across the country. Our services are highly preferred, as we ensure that installed fingerprint device which scan with precision and reduce the chances of mistake.

We are backed by a team of competent professionals who have years of experience in their domain and can address any complaint of the client.

SERVICO use the web-based tool, Specially developed for SERVICO by MANTRA and it gives the capabilities to generate and track complaints regarding the devices supplied by Mantra. It also allows you to monitor the total number of complaints received in particular regions and also track those complaints in detailed, This application allows you to register complains and track those state wise and district wise also Customer will get the regular update on the raised ticket via email.

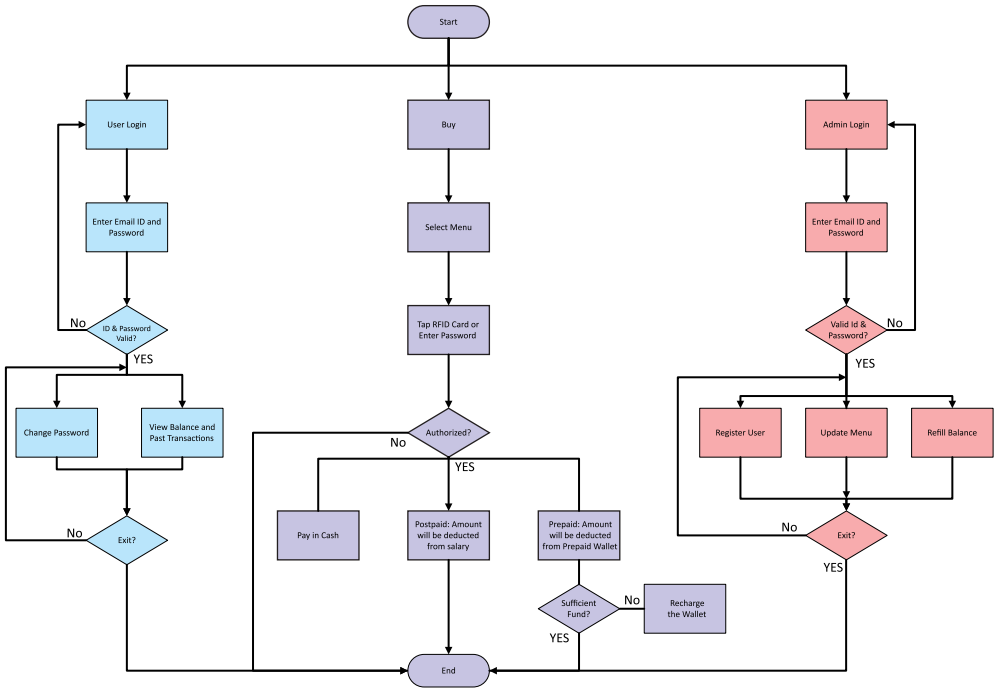
INTRODUCTION

Canteen Management System is to store the records of employees availing the Canteen services for lunch and dinner. This software maintains the current balance amount of an employee, along with his/her lunch and dinner details. The daily limit on the amount for the usage of canteen facility can also be preset. This system is designed to cater the needs of all kind of possible users e.g., factories, corporate offices, government offices, school, colleges and many more.

Advantages of having this type of system are:

- Maintains record of the employee like, which item he takes at lunch time etc.
- Cost of the each item and total amount of all item.
- Maintains record of employee current balance amount.
- Maintains record of the employee transaction.
- Check the balance of the employee before giving permission to take any item .If the balance available then it give permission to take the item otherwise denied.

CANTEEN MANAGEMENT SYSTEM



Steps Involved in Canteen Management System

1. Recharge: An employee, availing the canteen facilities can recharge canteen balance amount in two ways – prepaid and postpaid. In the prepaid method, an employee will have to add the recharge amount in advance while in the postpaid method, canteen expenses will directly be deducted from an employee's salary amount.
2. Item Order: After selecting the recharge mode, an employee chooses meal items from the given menu.
3. Credential Verification: An employee will have to verify his/her identity by providing credentials such as biometric fingerprint recognition, proximity card or smart card.
4. Report Generation: The canteen management software will monitor, track and manage an employee's meal records, tracks item-wise food consumption and generate various reports (including daily/weekly/monthly item-wise reports) that support PDF and excel format.

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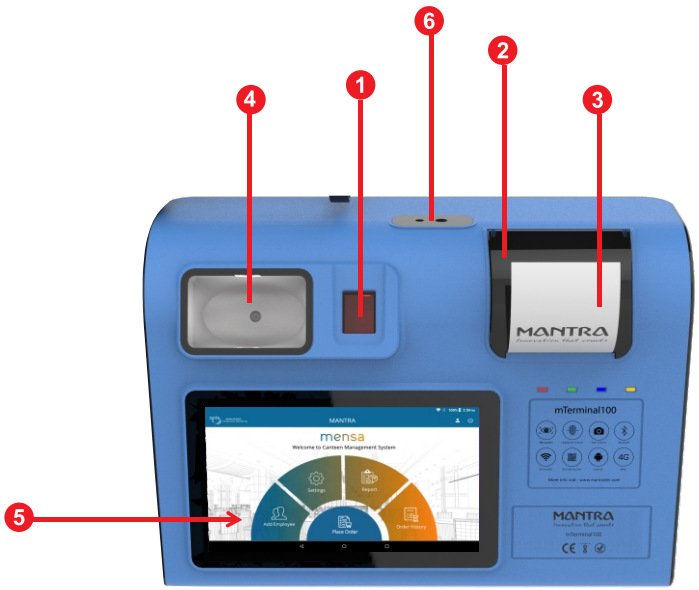
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BIOMETRIC POS MACHINE DISPLAY INFORMATION

1 Fingerprint Scanner
2 Bill Printer
3 Receipt
4 QR Code Scanner
5 Touch Screen
6 Camera
7 On/Off Button
8 Charging Point







Fingerprint Scanner



QR Code Scanner

BIOMETRIC POS MACHINE SUPPORT ACCESSORIES



CHARGER



QR CODE & FINGERPRINT SCANNER



SIM







PRINTER

INTRODUCTION OF BIOMETRIC POS MACHINE

Mantra mTerminal100 is a fingerprint POS machine developed based on the latest biometric technology. The use of biometric fingerprint recognition within a POS system adds value to the customer by eliminating the use of barcodes and/or pin numbers for more secure transaction and increasing the overall operational efficiency of the business.

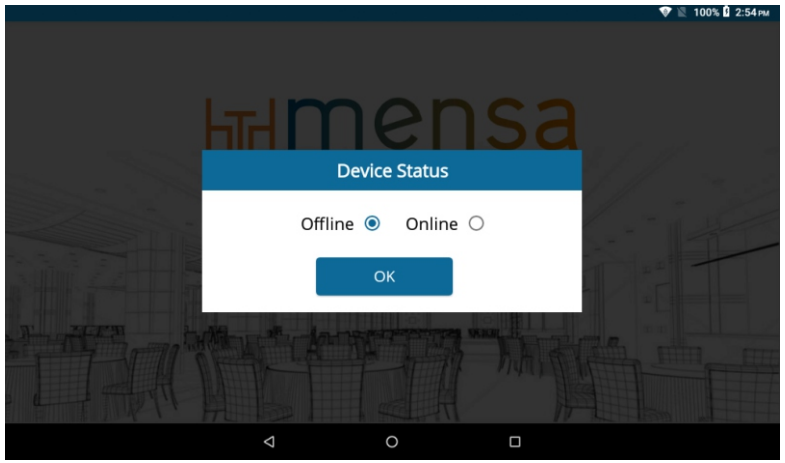
mTerminal100 biometric POS machine runs on the Android Operating System and is powered by 1GHz Quad Core ARM processor. It also includes 1GB RAM and 8GB Flash memory. The device supports an external keyboard which can be connected through USB or Bluetooth interface. With STQC certified fingerprint , the terminal is designed to accommodate the rising use of biometric authentication for payments.

FEATURES

- Support STQC/Aadhaar Certified Fingerprint
- 8GB Flash for Storage of Fingerprint Templates / Photos with Transactions
- 3G/4G/GPS/Bluetooth/ WIFI Connectivity
- Quad Core Processor & Supports Android OS
- Online/Offline Software Makes Individual Operation Easy to Manage
- Inbuilt Battery Backup to Ensure 99.9% Uptime
- Data Retention in Case of Power Failure, No Loss of Data
- Contemporary Aesthetic that Blends Perfectly with Modern Architecture

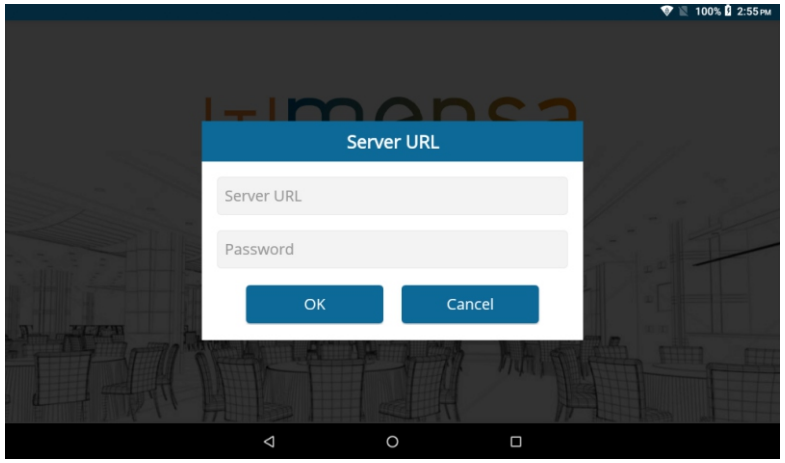
1. DEVICE STATUS

The device status allows a user to choose a mode of operating the device such as 'Online' or 'Offline'. After clicking on Canteen Management App on the display screen of Mantra's device, a pop-up with the name 'Device Status' will be visible on the screen. From two existing mode of operations: 'Online' and 'Offline' modes, choose the one which is suitable for you.



1.1 If you are selecting an online mode then you need to follow the steps given below:

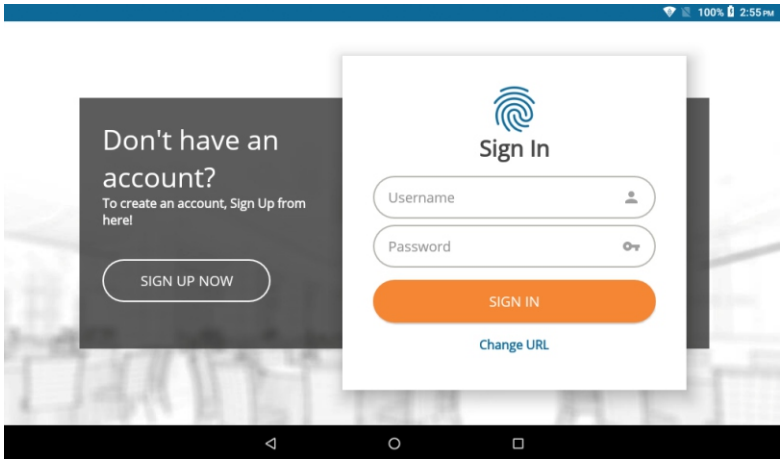
1. After choosing an online mode, you will be able to see a window 'Server URL' on the display screen.
2. Enter the server URL and password to access online canteen management service.
3. Click on the OK button to proceed further.



1.2 If you are selecting an offline mode then you need to follow the steps given below:

1. After selecting an offline mode, click on OK button and a login page will appear on the display screen.
2. If enter the registered user name and password and click on the "Sign In" button to be able to use the canteen management application.

Note: If the user do not have an account created in the application then authentication of the user will be required to Sign Up, otherwise the user need not to authenticate during the Sign In process.



2. NAVIGATING THROUGH THE DASHBOARD

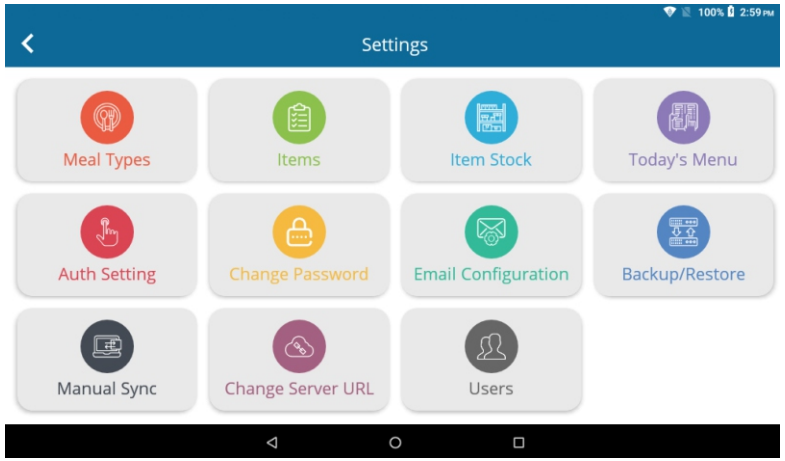
- After successfully login into the system, a dashboard will be visible on the screen.
- The dashboard will display the following options on the screen:
  1. **Add Employee:** Selecting 'Add Employee' option will lead you to the new page which gives you the functionality of adding an employee in the database.
  2. **Settings:** By clicking on the Settings option, it leads you to the settings page from where you will be able to modify or add meal items, can reset the password, restore data, change server URL and configuration of e-mail.
  3. **Report:** Selecting this option will lead you to the 'Reports' page, where you can get various reports on employee balance, meal order, menu item, etc.
  4. **Prepaid Balance:** This option will allow you to recharge a consumer's meal balance in the canteen management system.



3. SETTINGS PAGE

After clicking the 'Settings' button on the Dashboard, you will be redirected to the 'Settings' page where you can modify or add the meal items/item stock, today's meal menu, change password, manage e-mail configuration, change server URL, backup or restore the data, manually sync the data, monitor or update the details of registered users and manage authentication settings.

The 'Settings' page is typically used to change or modify all or any of the following settings in Mantra's Canteen Device as:



Settings: Visibility of Menu for Admin :

- If a user log in as an Admin then a 'Settings' page will appear which will allow a user to add or modify the following things: Meal Types, Items, Item Stock , Today's menu, Auth Setting, Change Password, Email Configuration, Backup/Restore, Manual Sync, Change Server URL, Users.

Setting: Visibility of Menu for User:

- If a user log in as Users, then a 'Settings' page will appear which will allow a user to add or modify the following things: Today's Menu, Auth Setting, Change Password, Email Configuration, Backup/Restore, Manual Sync, Change Server URL and Users.

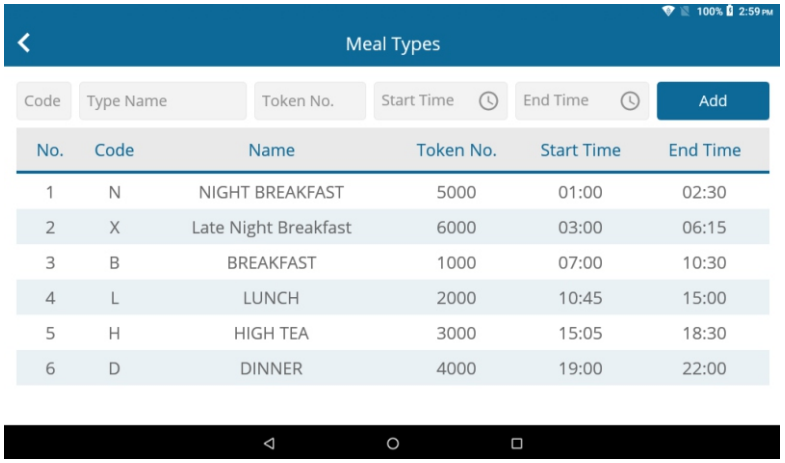
3.1 MEAL TYPES

- The 'Meal Types' option is used to define the availability of different types of meal during the day as per the selected time duration i.e. the start time and the end time of meals in the canteen device.

How to add the details of a meal in the 'Meal Types' list?

1. Enter the code of a meal in 'Code' textbox.
2. Next, enter the name of a meal type in the 'Type Name' textbox along with the token number in the 'Token No.' textbox.
3. Select the start time and end time for meal type.
4. Click on the Add button to add all the meal details in the list.

Clicking on the 'Meal Types' option will allow to see the 'Meal Types' screen as shown below, where you will be able to add the meal type, add description for the same, add the start and end time of the breakfast and token number in the respective canteen's device.



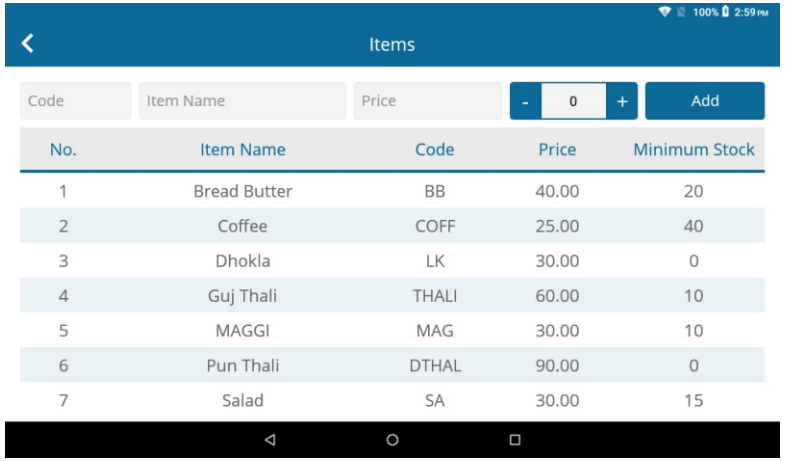
No.	Code	Name	Token No.	Start Time	End Time
1	N	NIGHT BREAKFAST	5000	01:00	02:30
2	X	Late Night Breakfast	6000	03:00	06:15
3	B	BREAKFAST	1000	07:00	10:30
4	L	LUNCH	2000	10:45	15:00
5	H	HIGH TEA	3000	15:05	18:30
6	D	DINNER	4000	19:00	22:00

3.2 ITEMS

- The 'Items' page will enable you to define the food item and the basic details of an added item such as item code, item price and the quantity in the selected canteen device.

How to add a new food item in the 'Items' page?

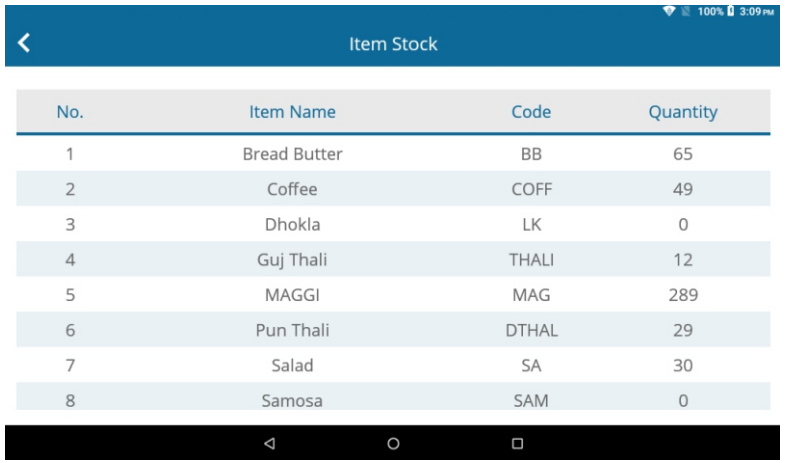
1. Enter the name of a food item in Item Name' textbox.
2. Next, enter an item code for the respective food item in the 'Code' textbox.
3. Now, add the price of a food item in the textbox.
4. Enter the quantity of an item in the box or else click on the plus/minus button to change or add the minimum available stock of food item.
5. Click on the Add button to add all the details in the list.



No.	Item Name	Code	Price	Minimum Stock
1	Bread Butter	BB	40.00	20
2	Coffee	COFF	25.00	40
3	Dhokla	LK	30.00	0
4	Guj Thali	THALI	60.00	10
5	MAGGI	MAG	30.00	10
6	Pun Thali	DTHAL	90.00	0
7	Salad	SA	30.00	15

3.3 ITEM STOCK

- The 'Item Stock' is used to display the available quantity or remaining stock of a respective food item. Click on the food item of which you wish to change the available stock quantity.



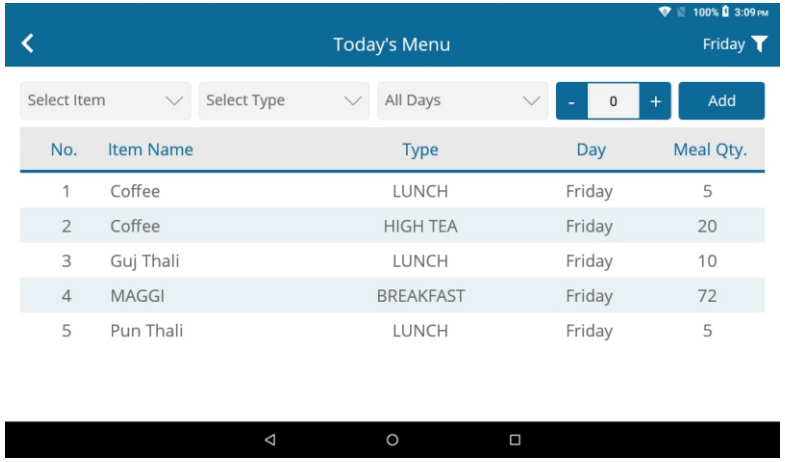
No.	Item Name	Code	Quantity
1	Bread Butter	BB	65
2	Coffee	COFF	49
3	Dhokla	LK	0
4	Guj Thali	THALI	12
5	MAGGI	MAG	289
6	Pun Thali	DTHAL	29
7	Salad	SA	30
8	Samosa	SAM	0

3.4 TODAY'S MENU

- The 'Today's Menu' option will help you in defining the menu and the essential details of the food item for the present day. For instance, on the Today's Menu page, you can add tea, coffee, etc as a menu for the breakfast with the item code and its price.

How to add menu for the present day in 'Today's Menu'?

1. Select an item from the 'Select Item' drop-down.
2. Next, select the meal type of a food item from the 'Select Type' drop-down list.
3. Select the day for which you wish to show the meal item from 'All Days' drop-down menu.
4. Set the meal quantity of food item by clicking on the plus/minus buttons or directly entering the digits in the textbox.
5. Click on the Add button to add the details in the 'Today's Menu' list.

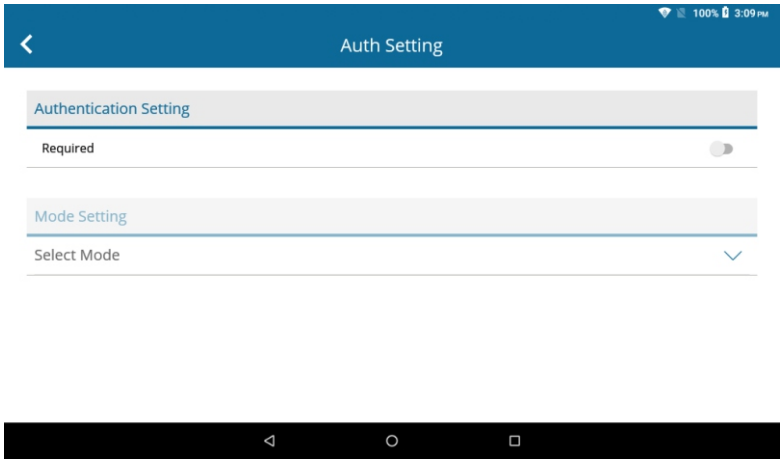


No.	Item Name	Type	Day	Meal Qty.
1	Coffee	LUNCH	Friday	5
2	Coffee	HIGH TEA	Friday	20
3	Guj Thali	LUNCH	Friday	10
4	MAGGI	BREAKFAST	Friday	72
5	Pun Thali	LUNCH	Friday	5

3.5 AUTH SETTING

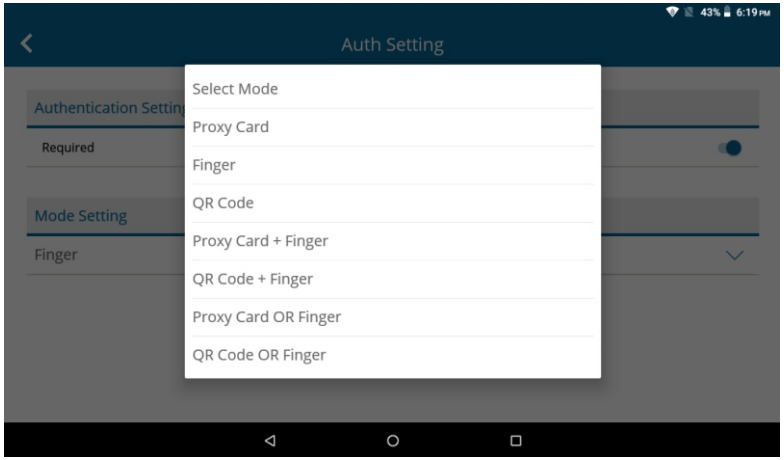
- 'Auth Setting defines the mode of enrollment and authentication in the Mantra's canteen management device. There can be numerous modes of enrolling and authenticating a user. In the 'Auth Setting page, you will find six modes of enrollment and authentication allowing a user to enroll and authenticate in Mantra's Canteen Management Device using:

- Proxy Card
- Fingerprint
- QR Code
- Proxy Card + Fingerprint
- QR Code + Fingerprint
- Proxy Card or Fingerprint



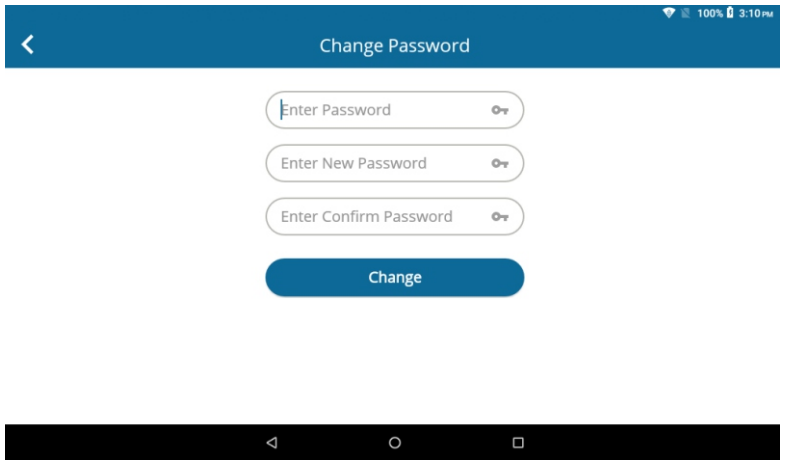
How to select an enrollment or authentication mode?

1. Click on the 'Select Mode' drop-down menu under the mode setting option.
2. Select the method of enrollment or authentication you want to define.



3.6 CHANGE PASSWORD

- The 'Change Password' option allows a user to change his/her login password in the selected canteen's device application. To reset a password, enter the old password and then add a new password twice, which you wish to set. Now click on the 'Change' button and your password will be altered successfully.

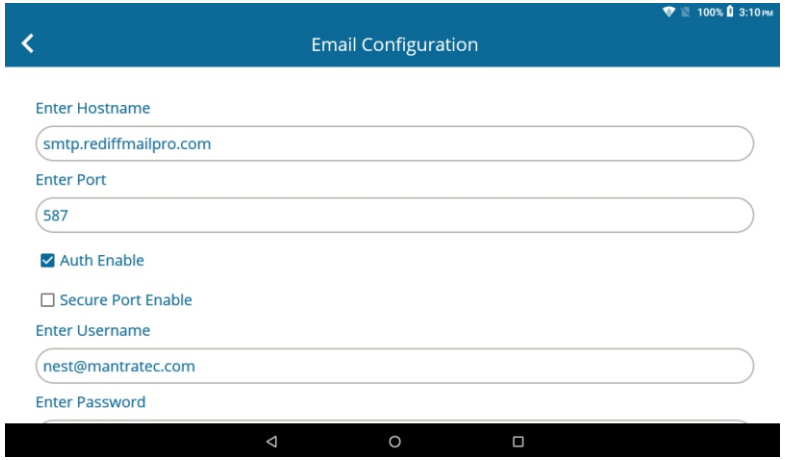


3.7 EMAIL CONFIGURATION

- The 'E-mail Configuration' option provides the facility to configure an e-mail port that will allow you to access e-mails in the selected canteen device.

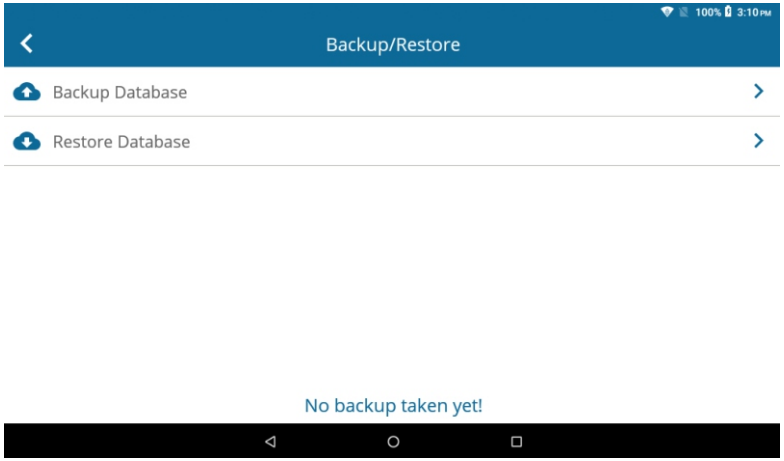
How to configure e-mail in the selected canteen device?

1. To configure e-mails into your system, enter the hostname and port number.
2. As per your requirement, select either one or both the checkboxes: 'Auth Enable' and 'Secure Port Enable'.
3. Enter the username and password that will allow you to access e-mails.



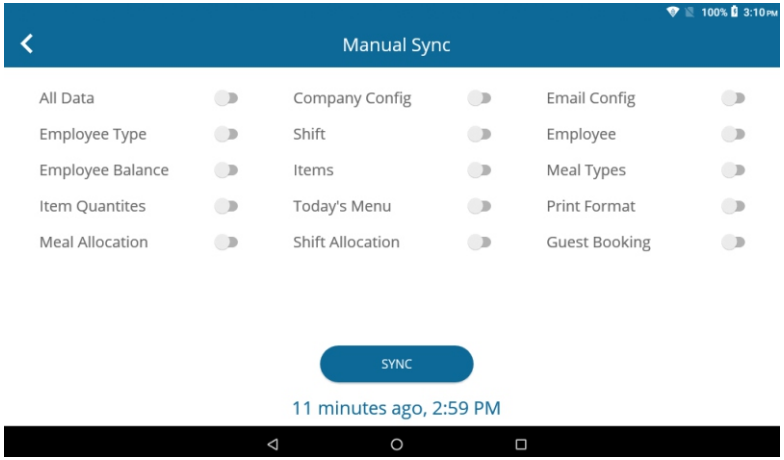
3.8 BACKUP/RESTORE

- The 'Backup/Restore' page is used to take a backup of the data from the selected canteen's device. You can even restore the data of the selected canteen's device.



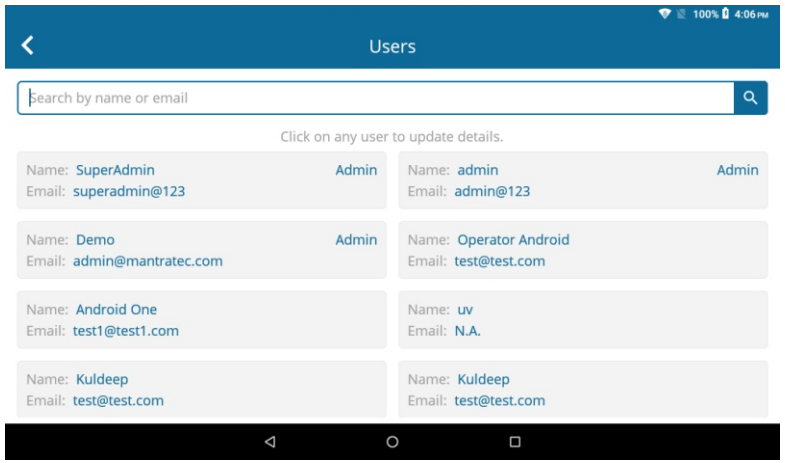
3.9 MANUAL SYNC

The 'Manual Sync' option is used if you want to sync the data related to given field with the data available in web application. You need to activate the field for which you need to sync the data manually and click on the SYNC button.



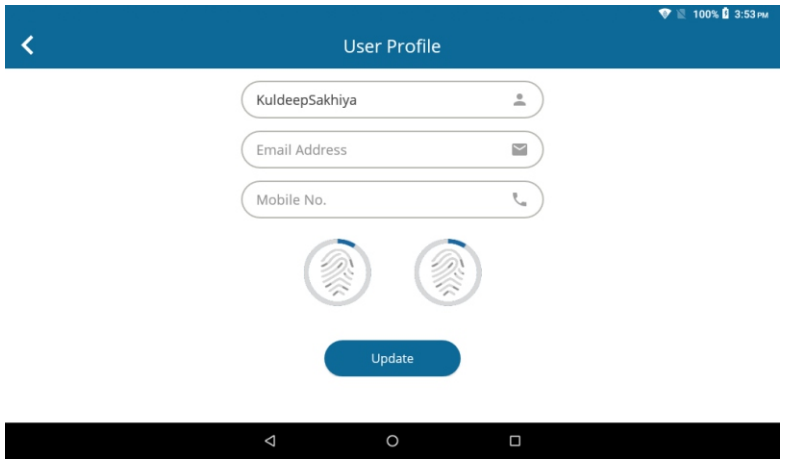
3.10 USERS

'Users' page is used to see and update all the registered users in the device. To search the user, kindly type the user name and press the search button to the get the details of the user.



How to modify or update user details?

1. Click on the user details to modify or update the details.
2. Enter an e-mail address and a mobile number in the respective textboxes.
3. Now, authenticate the identity through fingerprint scanner device.
4. After successful verification, click on an Update button.

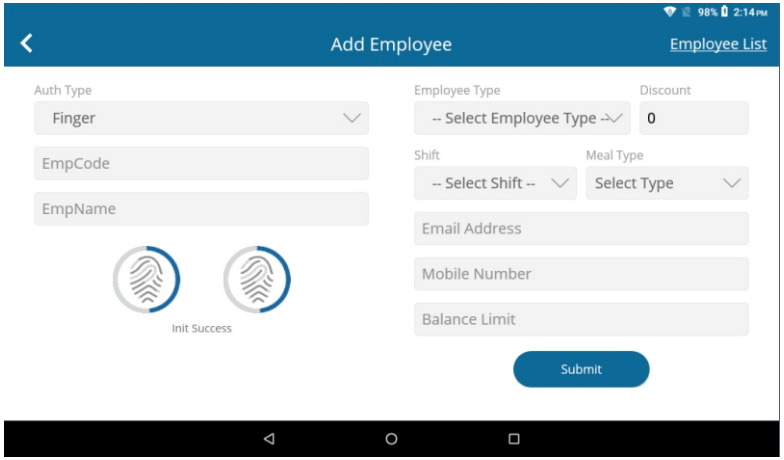


4. ADD EMPLOYEE

'Add Employee' page is used to enroll an employee on the device from the selected 'Auth Type'. The user can be enrolled in various ways as specified in the 'Auth Type' page and as per the option selected on that page; you will be able to enroll a user here in the 'Add Employee' page.

How to add an employee in an 'Add Employee' page?

1. Select the 'Auth Type', 'Employee Type', 'Meal Type' and 'Shift' the drop-down menu of respective fields.
2. Enter Employee Code and Employee Name in the respective text box.
3. Enter an e-mail address, mobile no and balance limit (An employee can consume meal in canteen up to his/her balance limit amount).
4. After filling in all the details, enroll an employee by capturing his/her fingerprint image one by one.
5. Click on Submit button to enroll an employee in the device.



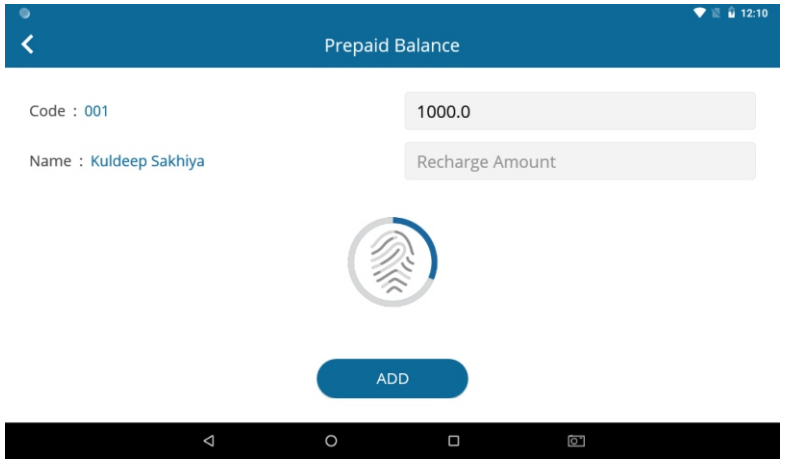
5. PREPAID BALANCE

The 'Prepaid Balance' option is used to add the recharge amount of an employee for allowing him/her to avail the meal facility in the canteen. You can define an employee's maximum limit amount on the prepaid balance page. The maximum limit is the amount up to which an employee can avail the meal facility.

How to add a balance amount in the 'Prepaid Balance'?

1. After clicking on the prepaid balance menu on the dashboard, a window naming 'Prepaid Balance' will appear on the screen.
2. Enter the recharge amount and click on "Auth" button for authentication of an employee. In case of fingerprint registration mode, a red light of scanner will glow. Put the finger on Mantra's fingerprint scanner device to carry out authentication process.
3. The registered employee code and name against which the fingerprint of the user is verified will be visible on the screen once successful verification of an employee is completed through his/her fingerprint image capture.
4. Click on the 'Add' button to add balance in the account.
5. After clicking on the 'Add' button, you will get a popup message of 'Balance Added Successfully' on the screen.

1. After clicking on the prepaid balance menu on the dashboard, a window naming 'Prepaid Balance' will appear on the screen.
2. Enter the recharge amount in the recharge amount textbox as shown in the window.
3. Now enter the maximum limit amount up to which you will be able to avail the meal facilities in the canteen.
4. Authenticate yourself through biometric authentication. In the case of fingerprint registration mode, the red light of the scanner will glow. Put the finger on Mantra's fingerprint scanner device to carry out an authentication process.
5. The registered employee code and name against which the fingerprint of the user is verified will be visible on the screen upon successful biometric verification.
6. Click on the 'Add' button to add balance in the account.
7. After clicking on the 'Add' button, you will get a popup message of 'Balance Added Successfully' on the screen.



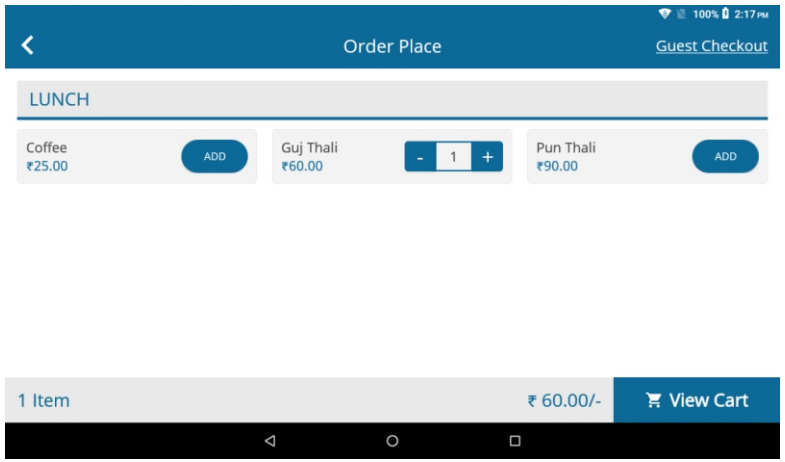
6. ORDER PLACE

'Order Place' is used to place the meal order in the canteen by an employee or a guest using Mantra's device. Click on an 'Order Place' option on the dashboard and a window named 'Order Place' will appear on the display screen. You can either place an order as an employee or as a guest at the time of placing a meal order.

How to place a meal order?

1. Click on the ADD button and select a meal which you want to consume.
2. Select the quantity of the food item by entering the digit or by clicking on the plus or minus buttons.
3. Click on the View Cart button to complete the order placement as an employee.

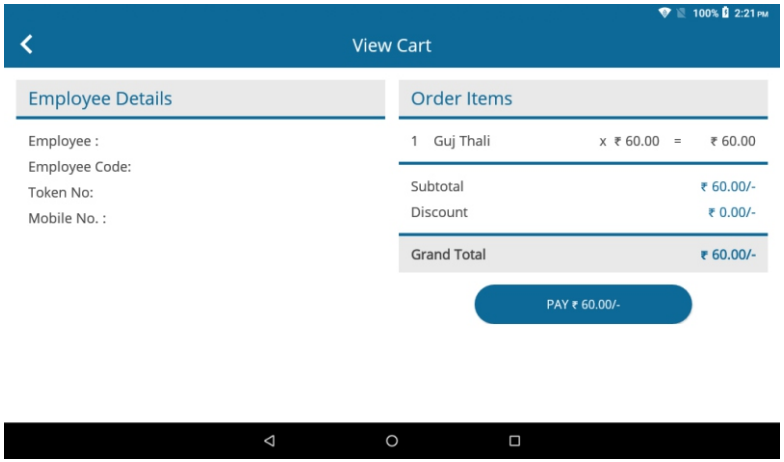
Note : Click on the 'Guest Checkout' option to place a meal order as a Guest.



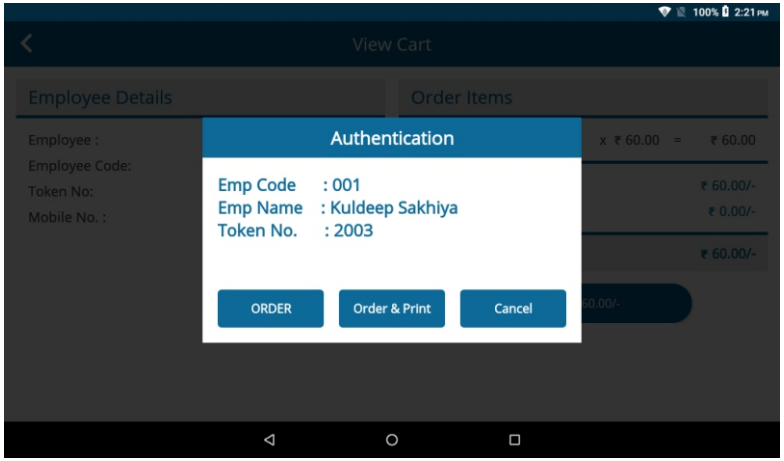
6.1 CHECKOUT AS AN EMPLOYEE

After clicking on the 'View Cart' button on the Order Place page, you will be taken to the 'View Cart' page where the order will be placed as an employee. The page will show details of an ordered item like the quantity, price of the meal, discount received and the total amount.

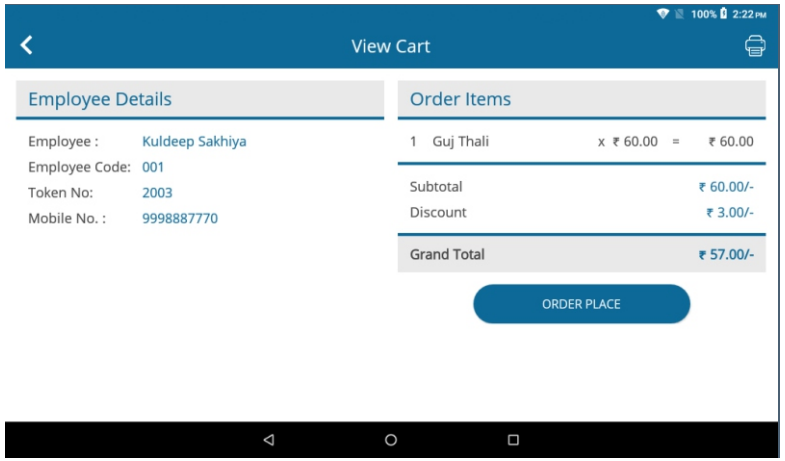
1. Click on PAY button to pay the amount of the meal.
2. To pay the amount, you will have to authenticate yourself through biometric fingerprint scanner device. Put your fingerprint to authenticate yourself and the red light of fingerprint scanner will lit up for authentication.
   - You will be able to see a pop-up window with employee details and options to place an order only after you are able to authenticate successfully through biometric verification.



3. After successful verification, 'Authentication' pop up screen will appear which will show your code, name and token number.
4. Three buttons will be visible on the Authentication window for either placing an order or cancelling the order : 'Order', 'Order & Print' and 'Cancel'
5. Click on 'Order' button to place an order of the meal or 'Order & Print' button to order meal and get a print receipt also.

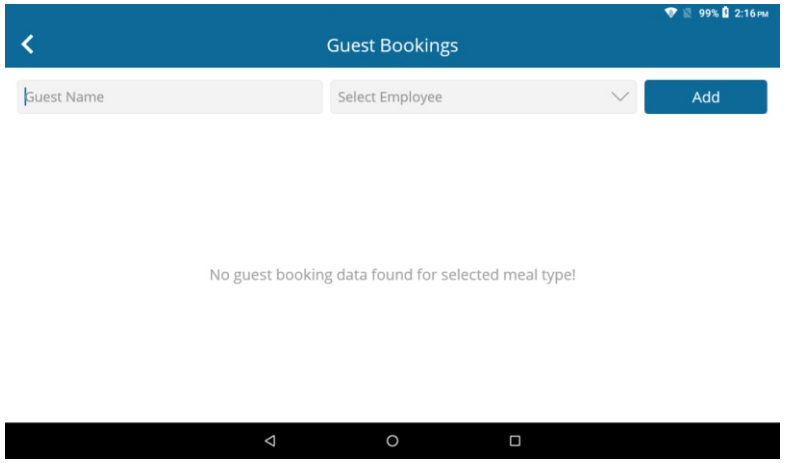


6. After placing an order, you will be able to see the employee details such as employee name, employee code, token number and mobile number on the 'View Cart' page.

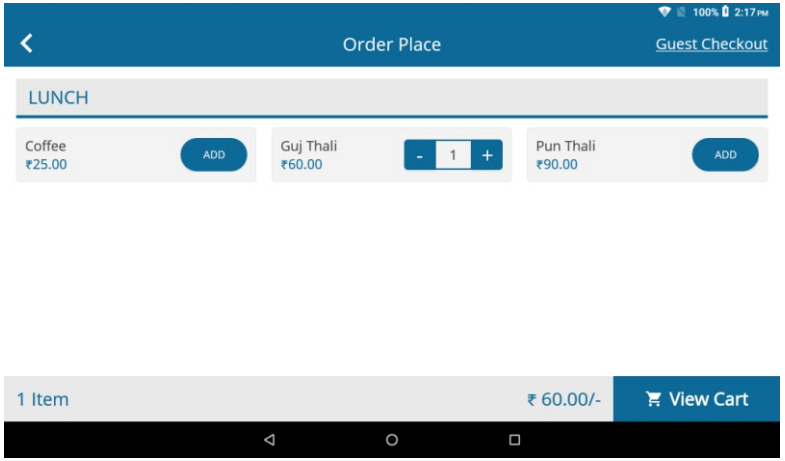


6.2 CHECKOUT AS GUEST

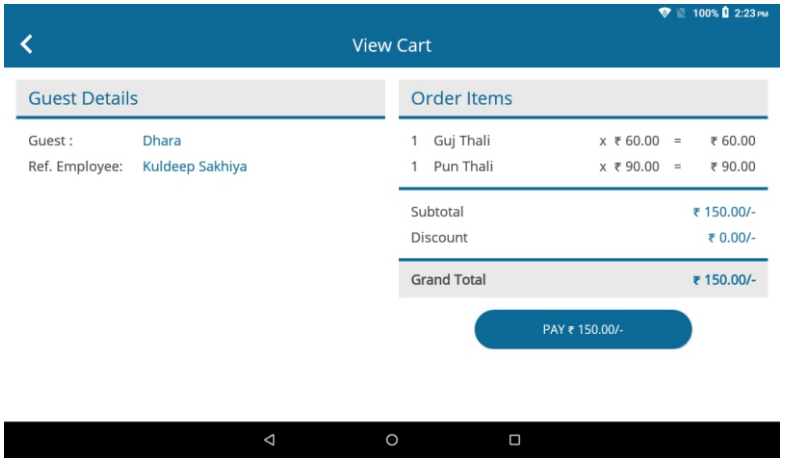
1. Click on "Guest Checkout" option on the 'View Cart' page if you want to place an order for a guest.
2. A window of 'Guest Bookings' will be visible on the screen as shown in the image below.
3. Enter the name of a guest in the 'Guest Name' text box and select reference employee name from the 'Select Employee' drop-down list.
4. Click on the ADD button to proceed further with an order placement.



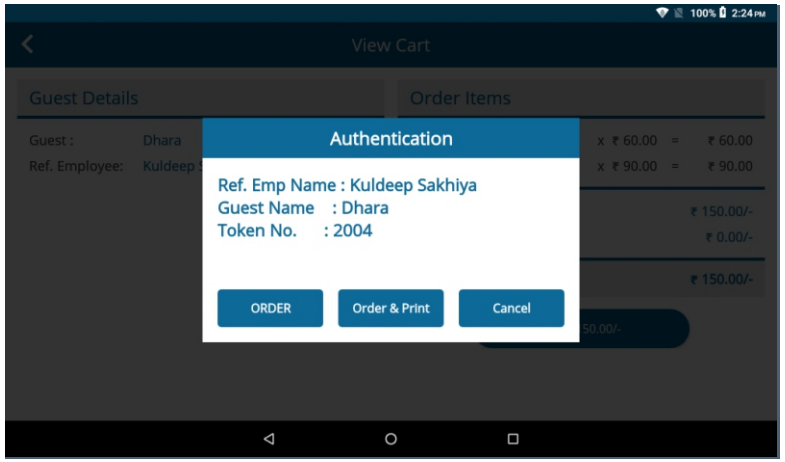
5. An 'Order Place' window will appear on the screen. Add your meal in the cart to proceed with the order placement process.



6. Click on the View Cart button after adding meal order and a window of placed order will be visible on screen as:



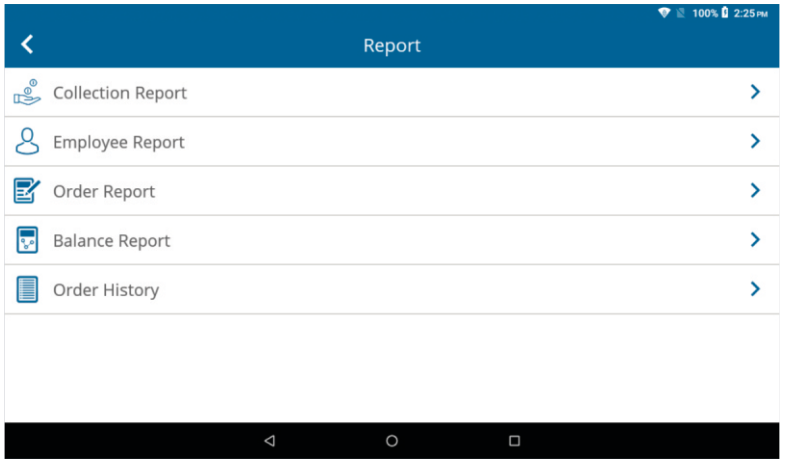
7. Click on PAY button to pay the amount for a selected meal.
8. An 'Authentication' message will pop-up on the screen with reference employee name, guest name and token number along with these three buttons: 'Order', 'Order & Print' and 'Cancel'.
9. Click on an "Order" button to order a meal or "Order & Print" to order a meal and want to take print receipt also.



7. REPORT

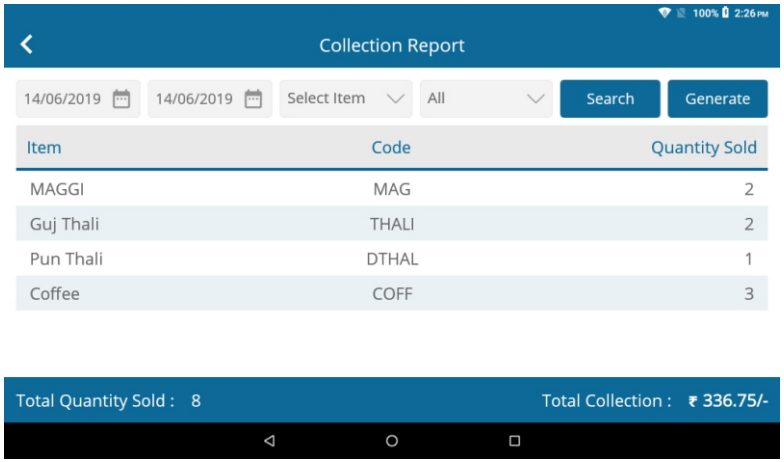
The 'Report' page provides you with the facility of generating different types of reports such as:

- Collection Report
- Employee Report
- Order Report
- Balance Report
- Order History



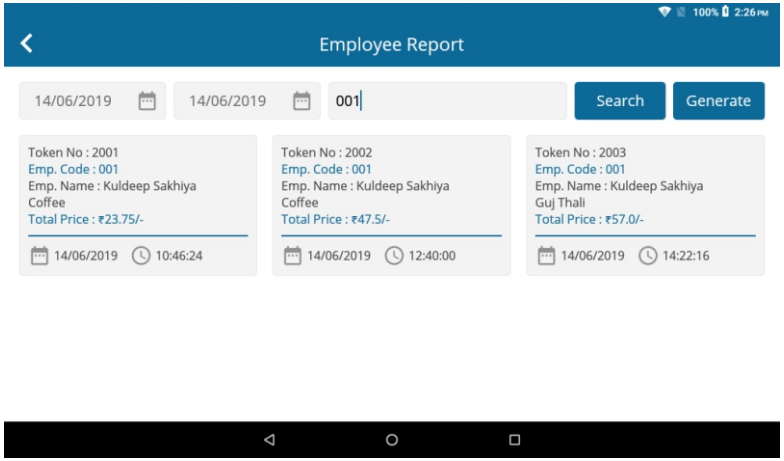
7.1 COLLECTION REPORT

The 'Collection Report' is basically used to see the Total Meal Amount Collection and Total Quantity Sold of a respective item in the canteen against a selected date. The report consists of an item name, item code and the total quantity sold.



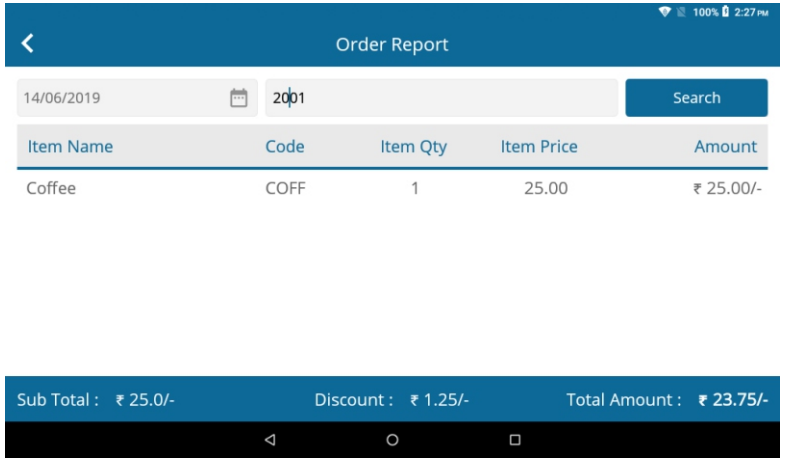
7.2 EMPLOYEE REPORT

An 'Employee Report' represents order history of employees along with token number, price and consumed meal item. To view a particular employee's meal details, you need to select the time period and enter an employee code to view the meal information such as name of meal consumed, total price, time and date on which meal was consumed.



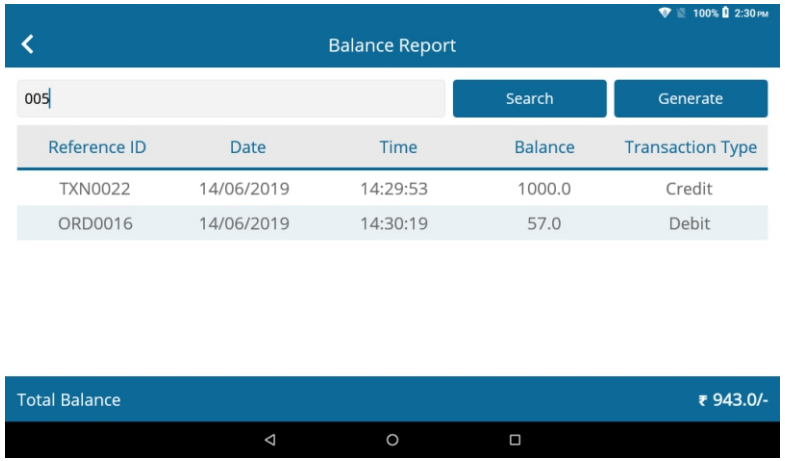
7.3 ORDER REPORT

The 'Order Report' represents an employee's report of daily ordered food item/s against a selected date. The report shows name of a meal item, item code, the quantity of an item, price of food item and the total amount. The window also showcases discount amount at the bottom of window.



7.4 BALANCE REPORT

The 'Balance Report' represents a transaction history of an employee's meal balance along with the transaction type. The report consists of reference ID, date, time,balance and the transaction type such as credit/debit. The total balance will be displayed at the bottom of the window.



7.5 ORDER HISTORY REPORT

The 'Order History' report represents an order history of an employee's meal consumption for a selected time period. The order history report will provide the details such as token number, meal type, employee code, employee name, meal item and total price of an order along with the date and time.

