G-SOFT

G-SOFT Play Zone

User Manual

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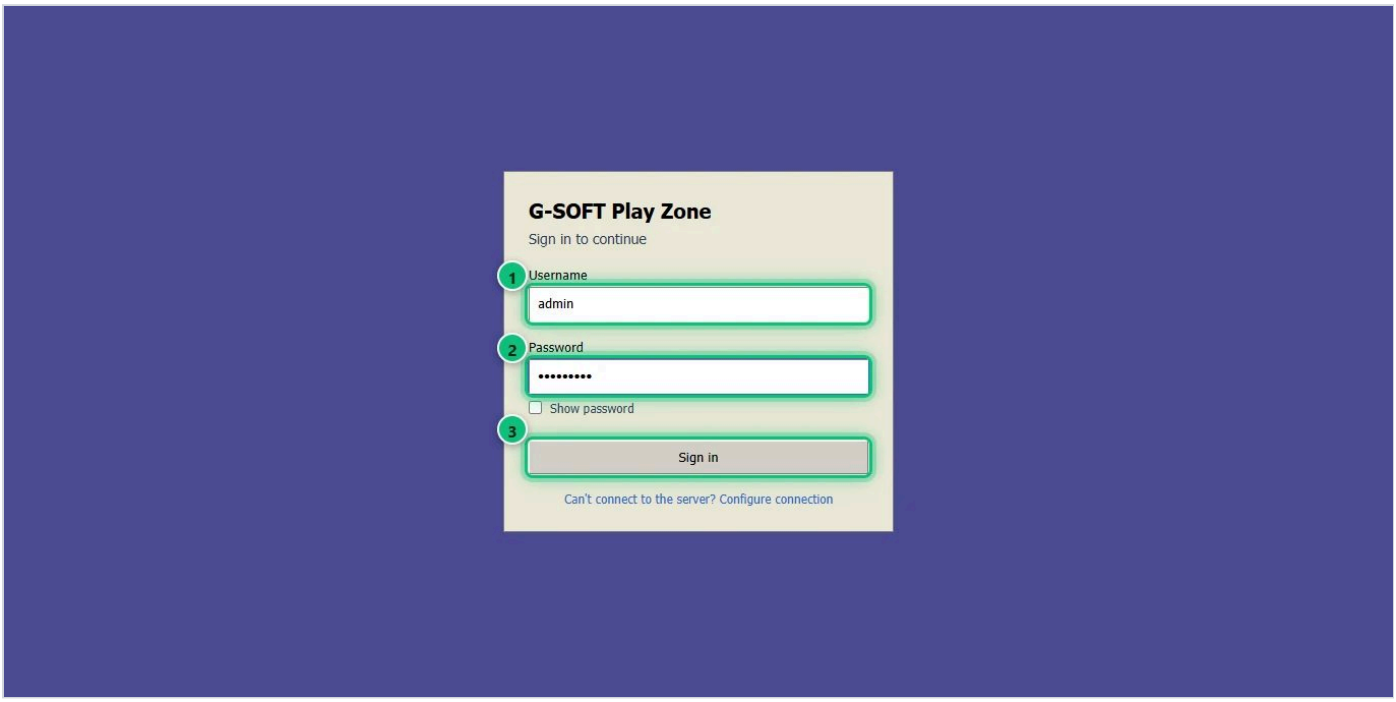
1 Sign in

Every person who uses the program has their own username and password, so the program knows who checked in each visitor and took each payment.

STEP 1 OF 1

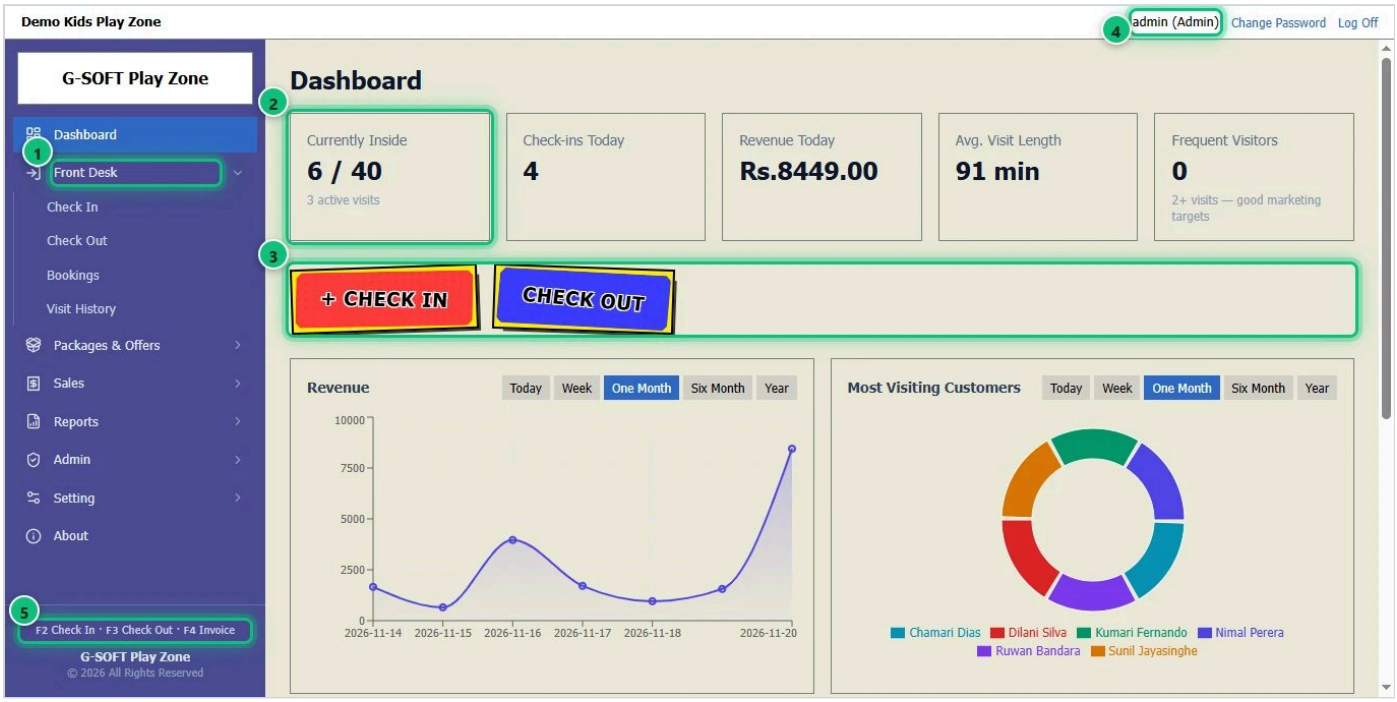


1. Type your **username** 1 and **password** 2.
2. Click **Sign in** 3, or press **Enter**.

2 The main screen

After signing in you see the Dashboard: money taken, who is inside right now and how long they have left, and the menu that opens every part of the program.

STEP 1 OF 1

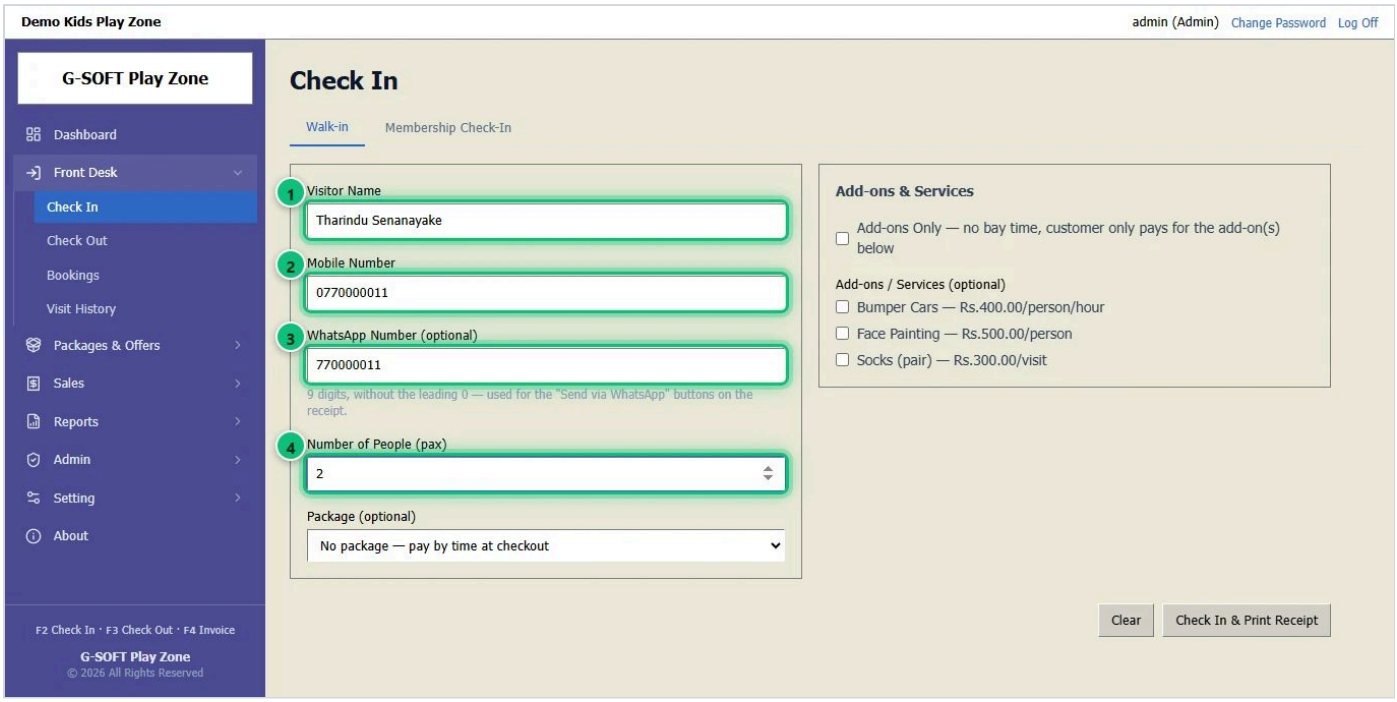


1. The **menu** on the left opens every part of the program. **Front Desk** 1 has Check In, Check Out, Bookings and Visit History.
2. **Currently Inside** 2 shows how many people are playing now, out of your maximum. The Dashboard also shows today's check-ins and takings, charts, and further down a list of everyone inside with the **time left** on their package.
3. The big **CHECK IN** and **CHECK OUT** buttons 3 open the front desk screens.
4. The top bar shows **who is signed in** 4. **Log Off** signs you out.
5. Shortcut keys 5 work from any screen: **F2** Check In, **F3** Check Out, **F4** Invoice (snack shop).

3 Check in a visitor

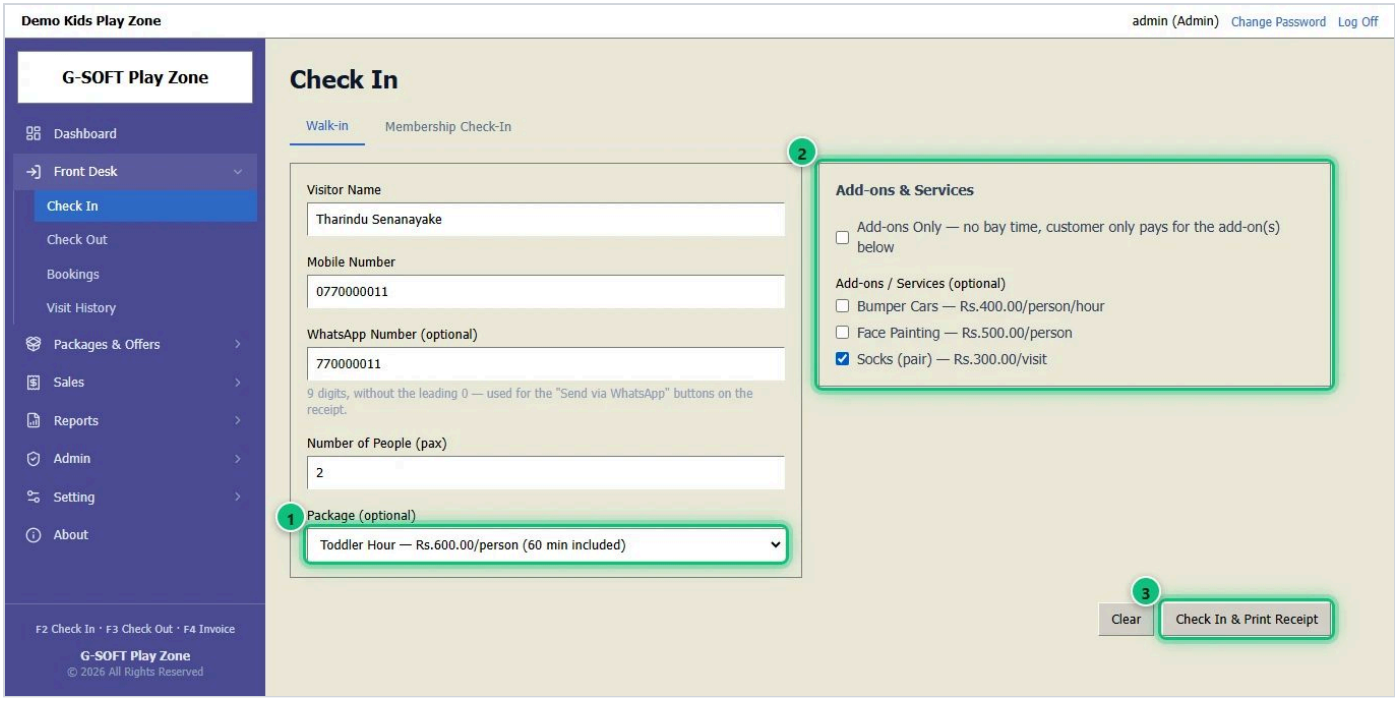
When children arrive, check them in. A receipt with a QR code is printed — it is scanned at check-out to work out the bill.

STEP 1 OF 3



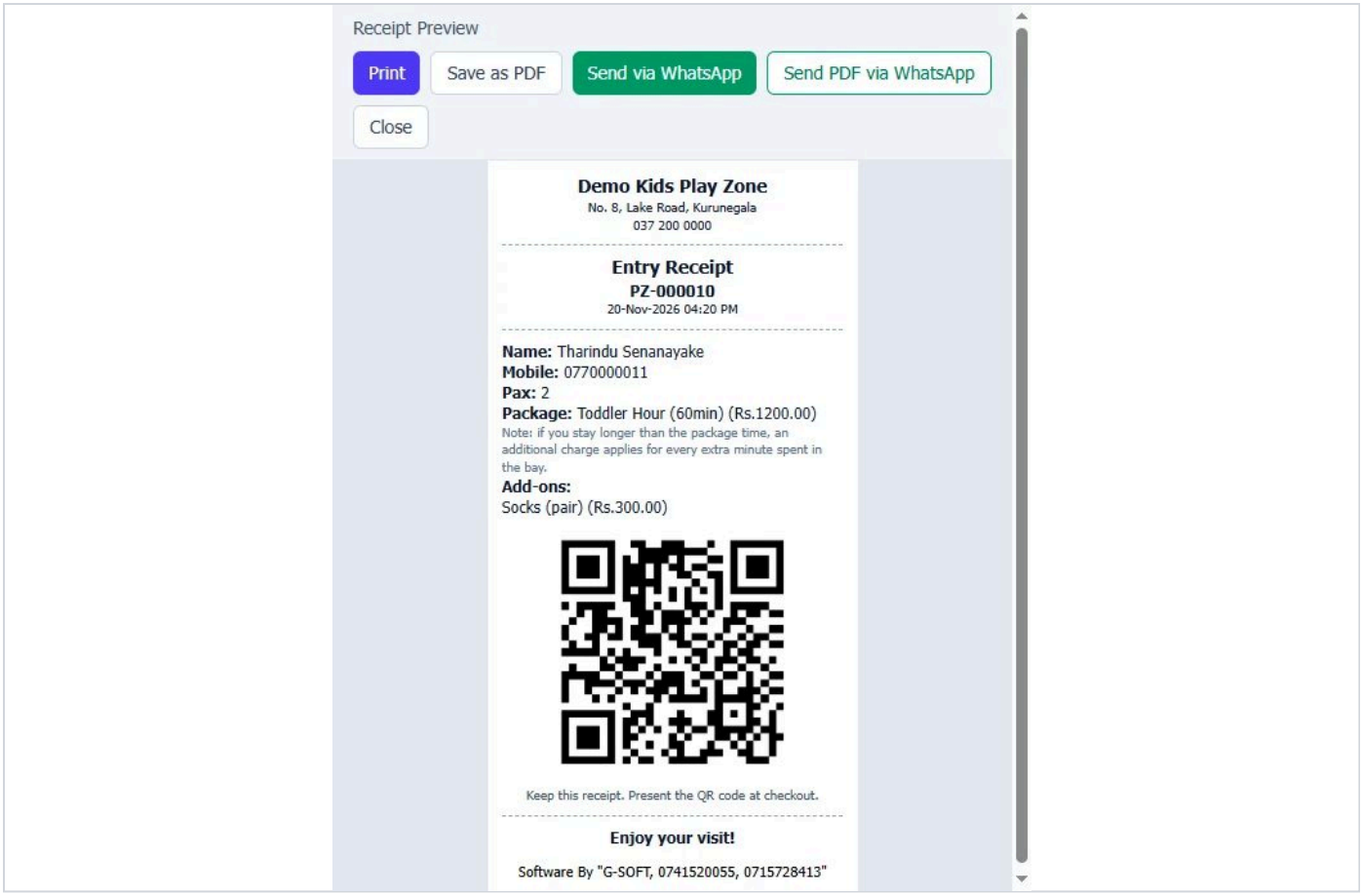
1. Open **Front Desk** → **Check In** — or press **F2**.
2. Type the **Visitor Name** 1 and **Mobile Number** 2. The **WhatsApp** number 3 is optional — 9 digits without the first 0; it lets you send the receipt by WhatsApp.
3. Type the **Number of People** 4 — how many children are going in.

STEP 2 OF 3



1. Choose a **Package** 1 if they bought one — or leave **No package** and they pay by time at check-out.
2. Tick any **Add-ons** 2 — socks, rides, face painting.
3. Click **Check In & Print Receipt** 3.

STEP 3 OF 3

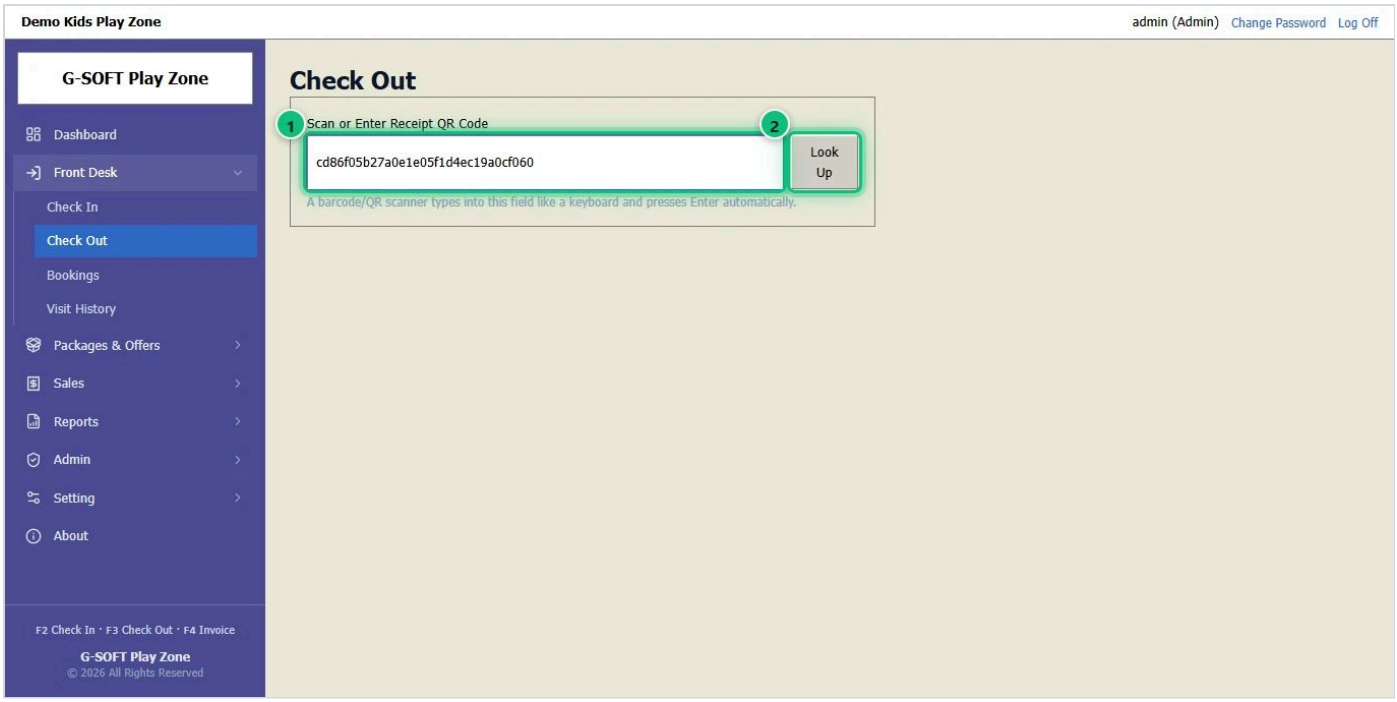


1. The receipt opens, ready to print. Give it to the parent: its **QR code** is scanned at check-out. You can also send it by WhatsApp or SMS.

4 Check out and take payment

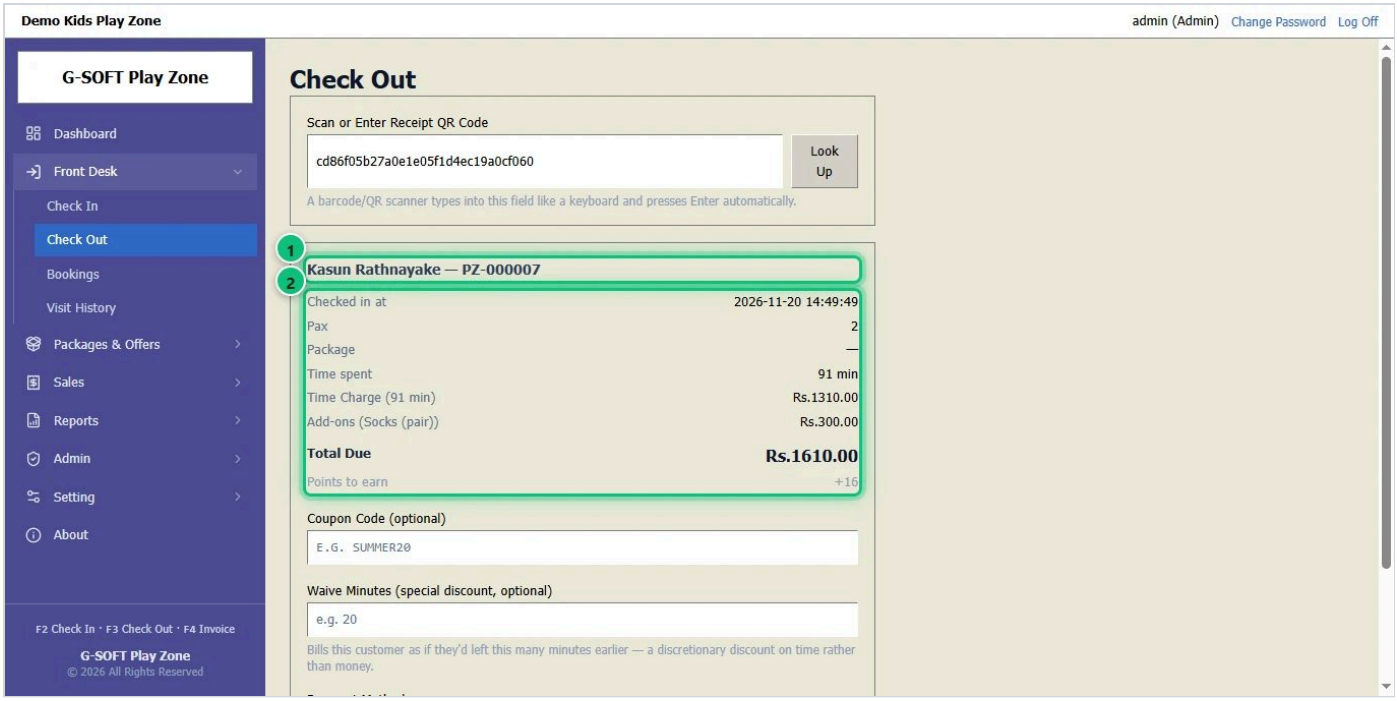
When they leave, scan the receipt. The program works out the time played, extra time and add-ons, and prints the bill.

STEP 1 OF 5



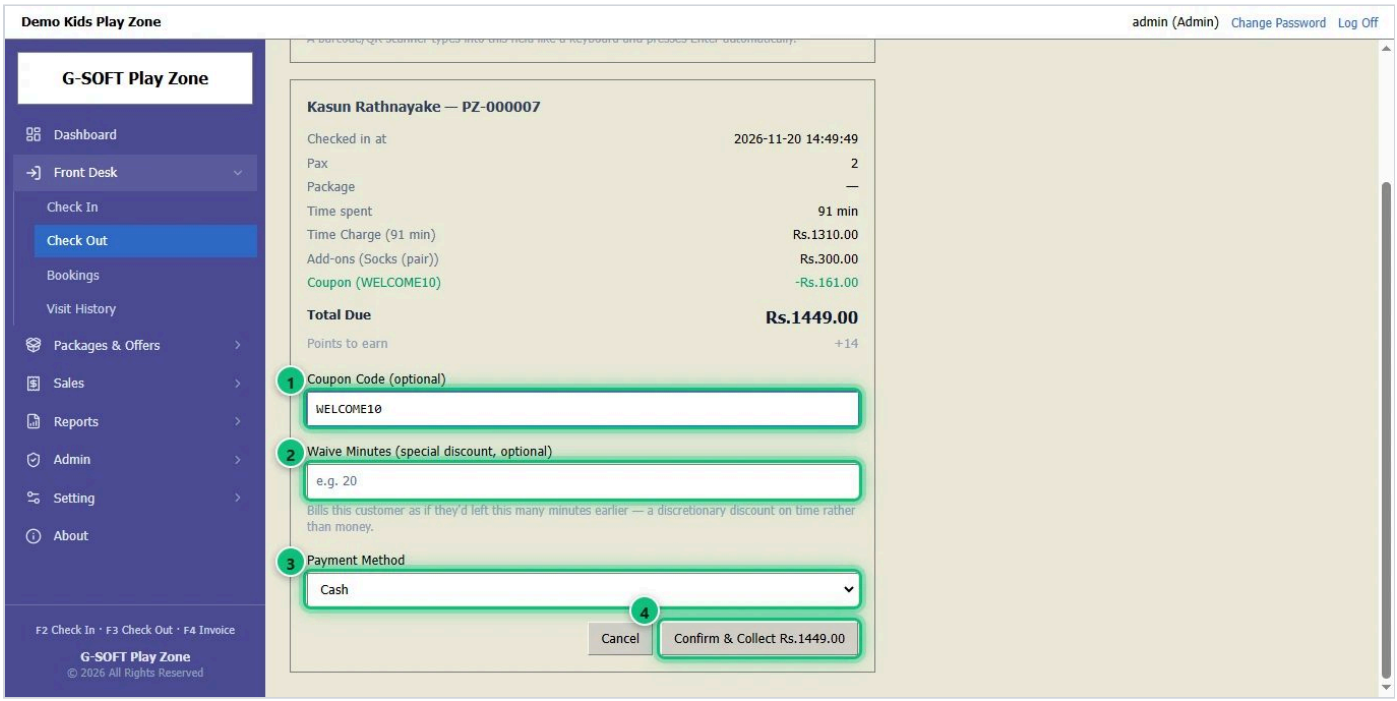
1. Open **Front Desk** → **Check Out** — or press **F3**.
2. **Scan the QR code** on the receipt (1). The scanner types it in and presses Enter — or click **Look Up** (2).

STEP 2 OF 5



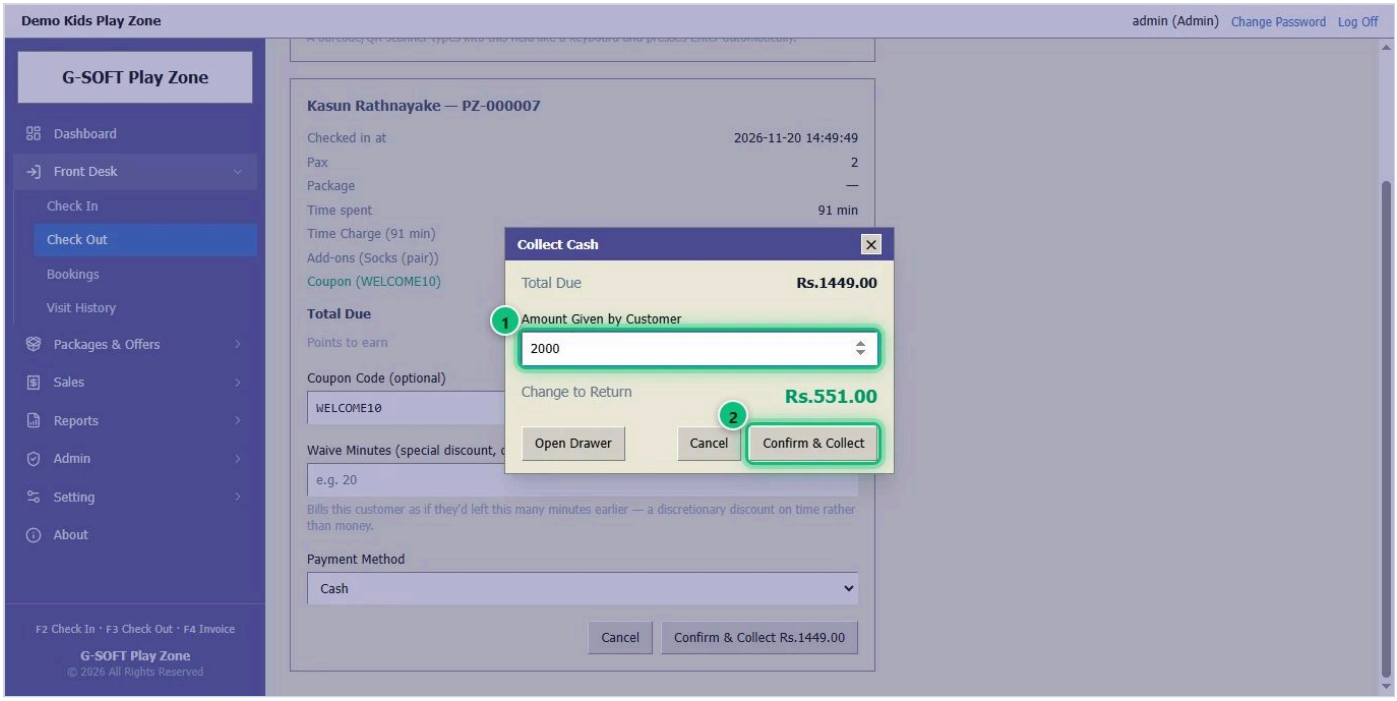
1. The visit is shown 1: when they came in, how many, the package, the **time spent**, the time charge and add-ons.
2. **Total Due** 2 is the bill. Loyalty points they will earn are shown under it.

STEP 3 OF 5



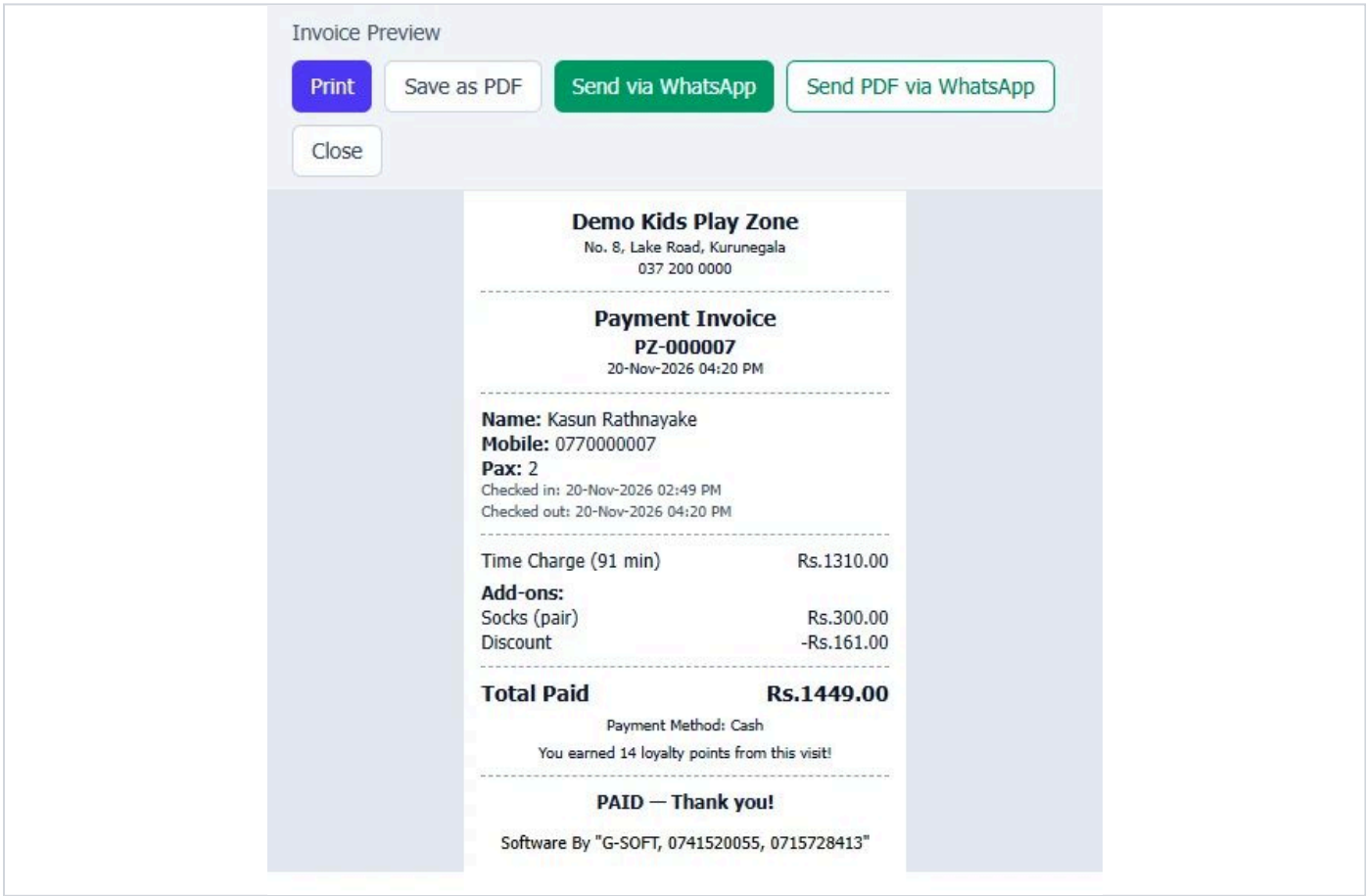
1. Have a **coupon**? Type its code 1 — the discount comes off the bill.
2. **Waive Minutes** 2 is an optional special discount: the bill is worked out as if they left that many minutes earlier.
3. Choose the **Payment Method** 3 and click **Confirm & Collect** 4.

STEP 4 OF 5



1. For cash, type the money you received **1** — the change to give back is shown.
2. Click **Confirm** **2**.

STEP 5 OF 5

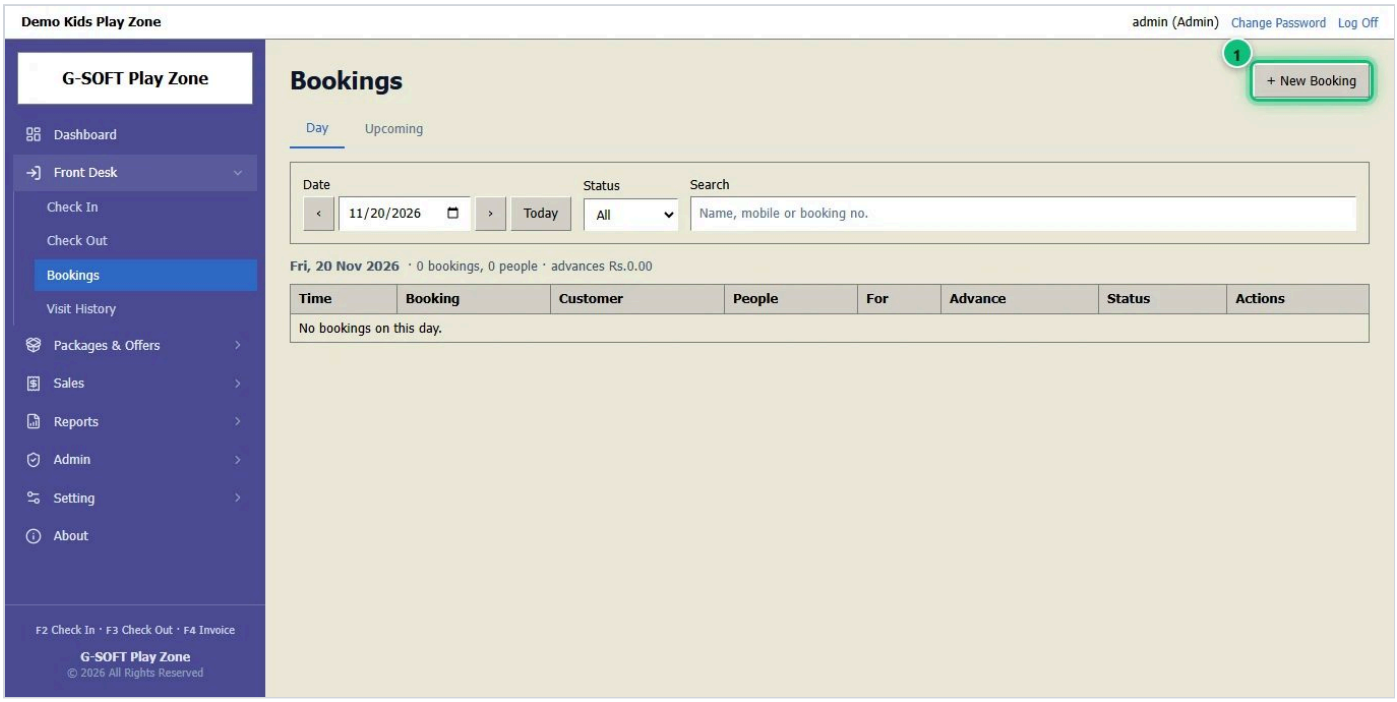


1. The bill opens, ready to print — time played, add-ons, coupon discount and points earned. The visit moves to **checked out** in Visit History.

5 Take a booking

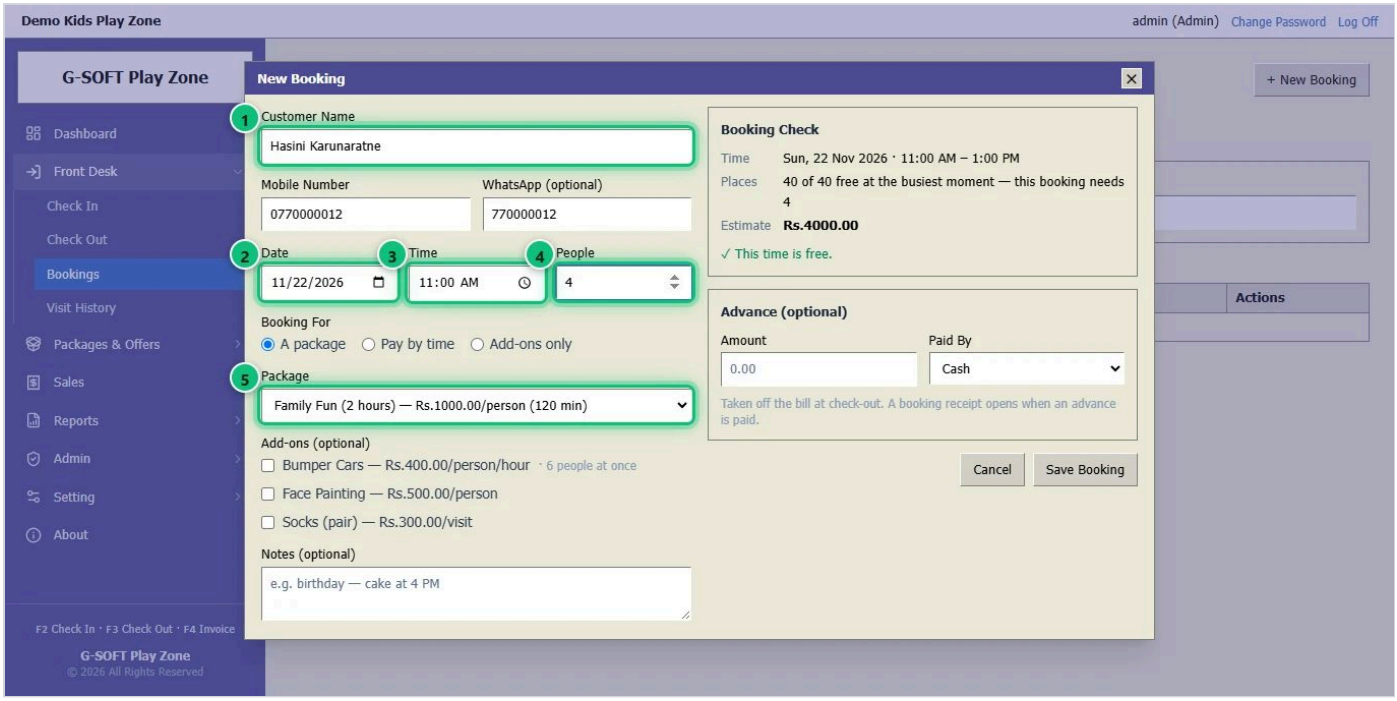
Book a birthday party or a group visit in advance, take an advance payment, and check them in with one click when they arrive.

STEP 1 OF 4



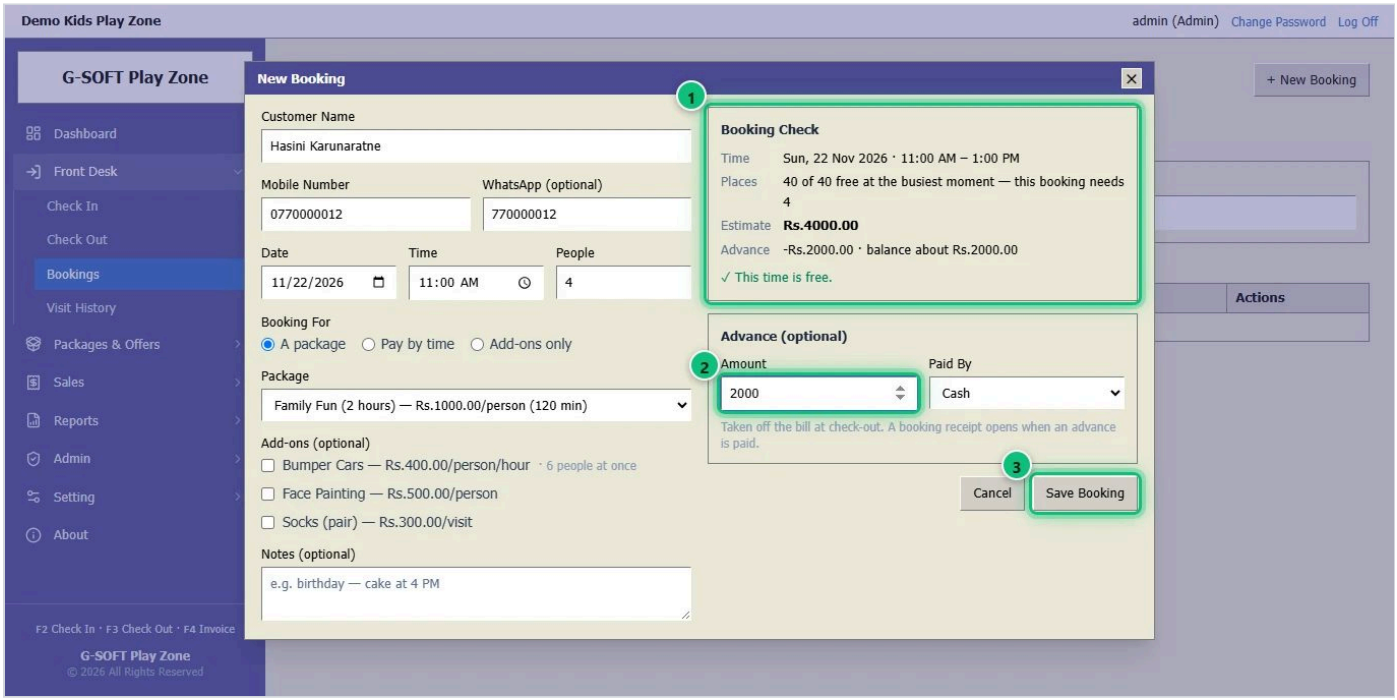
1. Open **Front Desk** → **Bookings**. **Day** shows one day's bookings, **Upcoming** shows all that are coming.
2. Click **+ New Booking** 1.

STEP 2 OF 4



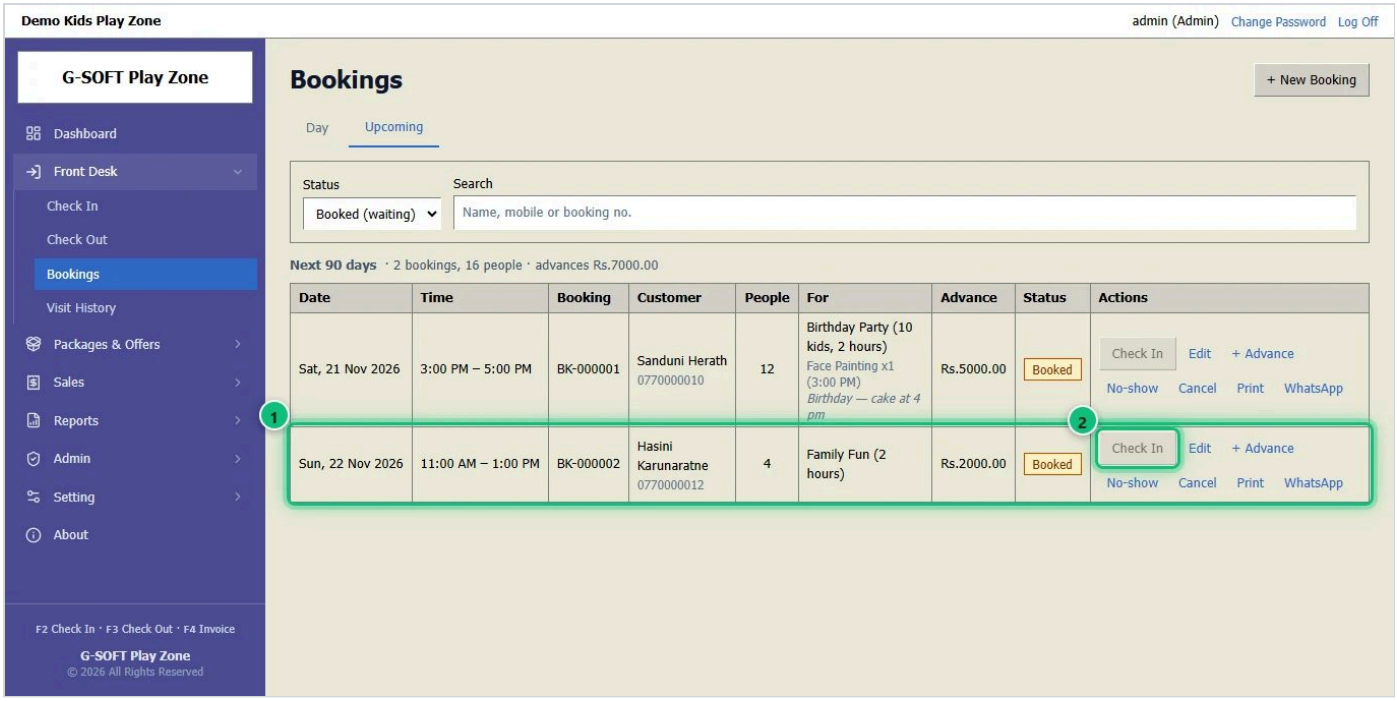
1. Type the **Customer Name** 1, mobile and WhatsApp number.
2. Choose the **Date** 2, **Time** 3 and number of **People** 4.
3. Choose what they booked: **A package** 5, **Pay by time**, or **Add-ons only**. Tick any add-ons below.

STEP 3 OF 4



1. **Booking Check** 1 shows the estimated bill and warns you if the place is full or closed at that time.
2. Took an **advance**? Type the **Amount** 2 and how it was paid. It is taken off the bill at check-out.
3. Click **Save Booking** 3.

STEP 4 OF 4

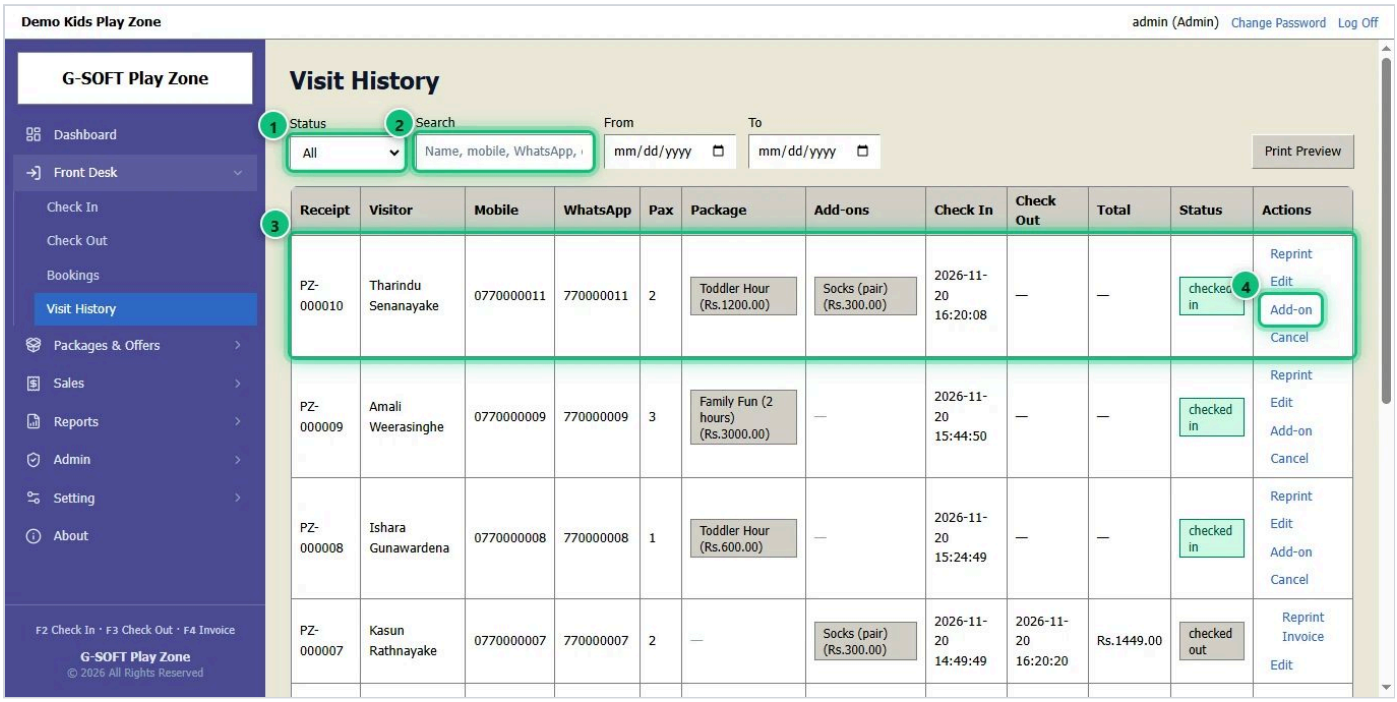


1. The booking is listed 1. A booking receipt opens when an advance is paid; the customer can also get an SMS confirmation and reminder.
2. When they arrive, click **Check In** 2: the check-in form opens already filled in.

6 Find a visit (visit history)

See every visit — who is still inside and who has left — reprint a receipt, add an add-on later, or cancel a mistaken check-in.

STEP 1 OF 1

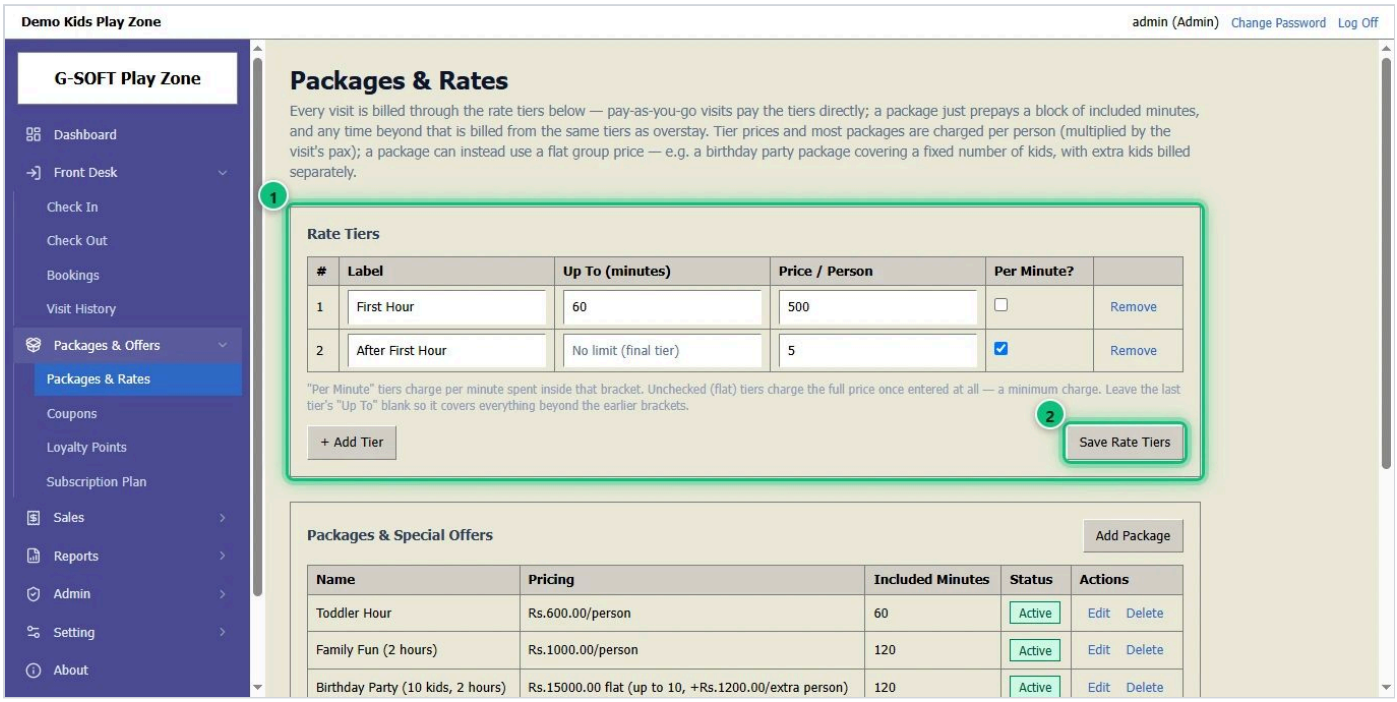


1. Open **Front Desk** → **Visit History**.
2. Choose a **Status** 1 — for example only those still checked in — or search by name, mobile or receipt number 2.
3. Each visit 3 shows the package, add-ons, times and total.
4. **Add-on** 4 adds a ride or socks to someone already inside; **Reprint** prints the receipt again; **Edit** fixes the name or number; **Cancel** removes a mistaken check-in.

7 Set prices: time rates, packages and add-ons

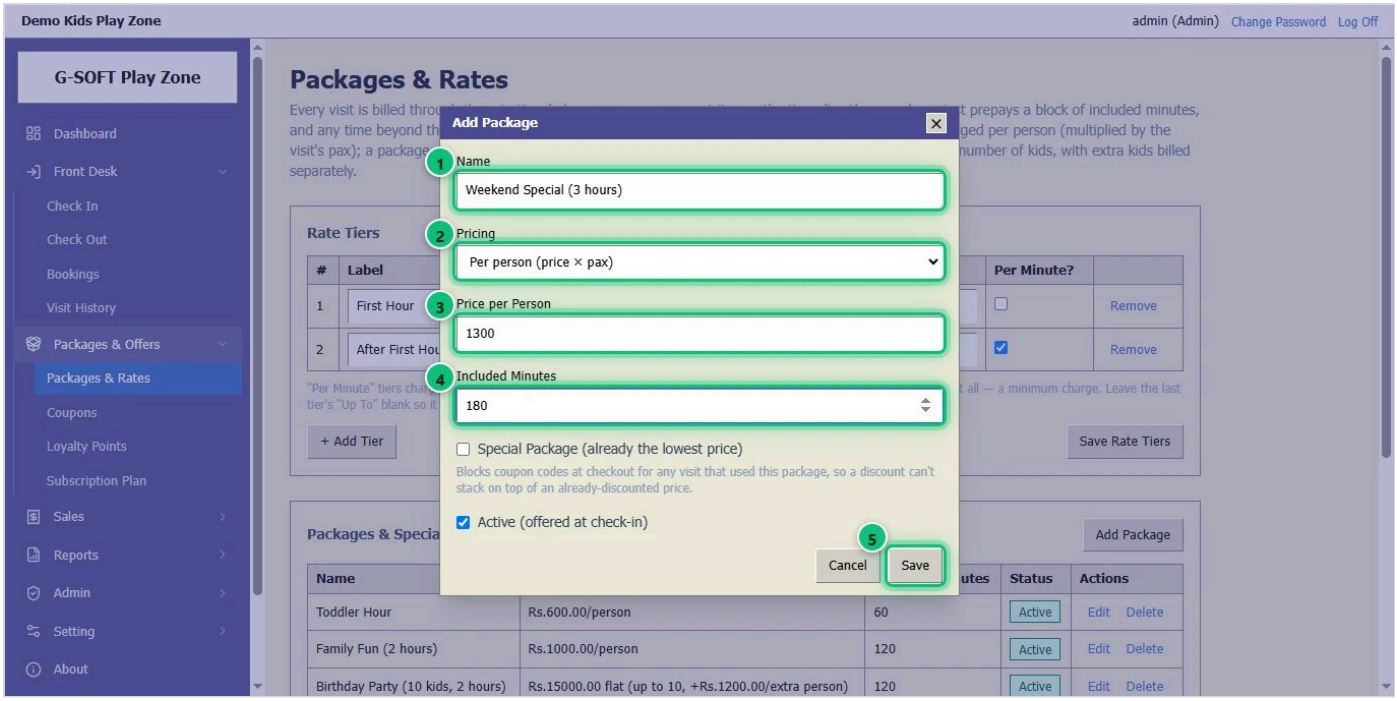
Decide what a visit costs: the price by time, ready-made packages, and extras like rides and socks.

STEP 1 OF 3



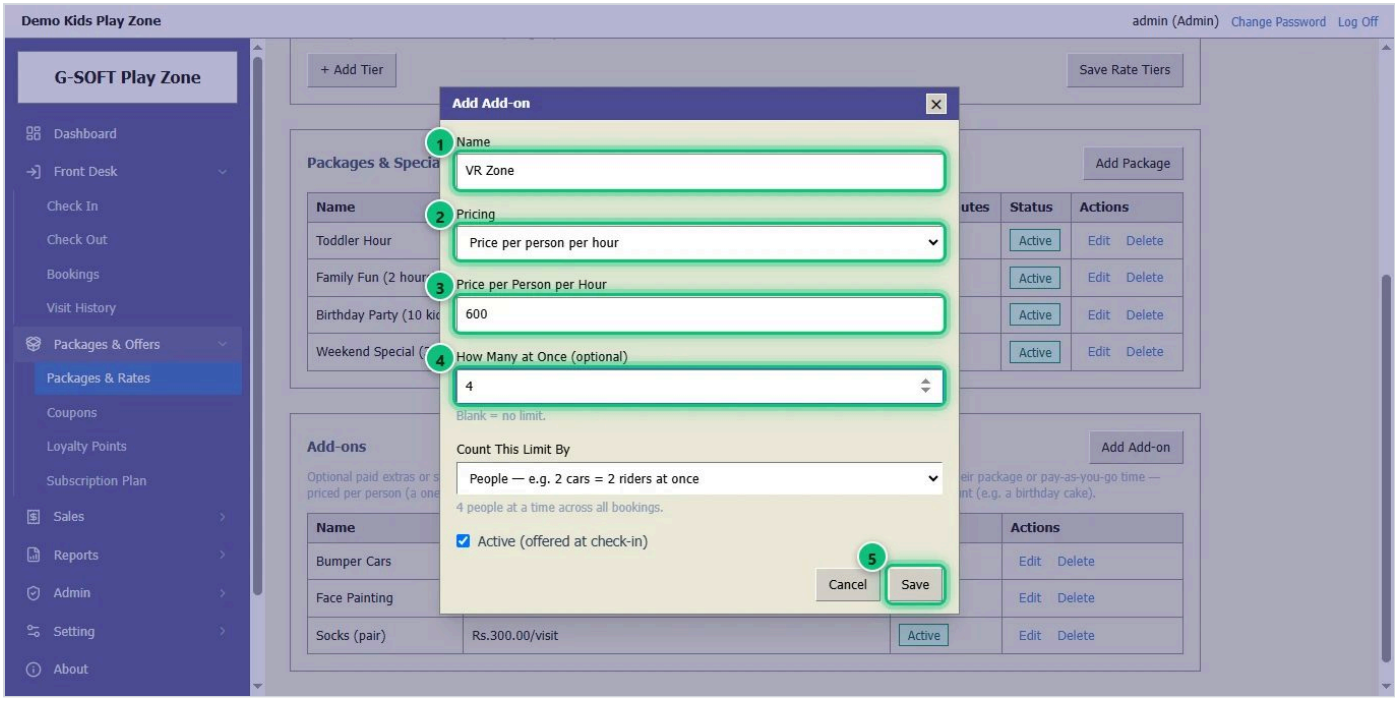
1. Open **Packages & Offers → Packages & Rates**.
2. **Rate Tiers** 1 is the price for visitors without a package: for example **Rs.500 for the first hour**, then **Rs.5 a minute** after that. Change a price or add a tier with **+ Add Tier**.
3. Click **Save Rate Tiers** 2.

STEP 2 OF 3



1. Under **Packages & Special Offers**, click **Add Package**.
2. Type the **Name** 1.
3. **Pricing** 2: **Per person** (price × number of children) or a **Flat group price** — for a birthday party, with how many children it includes and the price for each extra child.
4. Type the **Price** 3 and the **Included Minutes** 4. Time over that is charged at the rate tiers.
5. Click **Save** 5. The package is offered at check-in.

STEP 3 OF 3

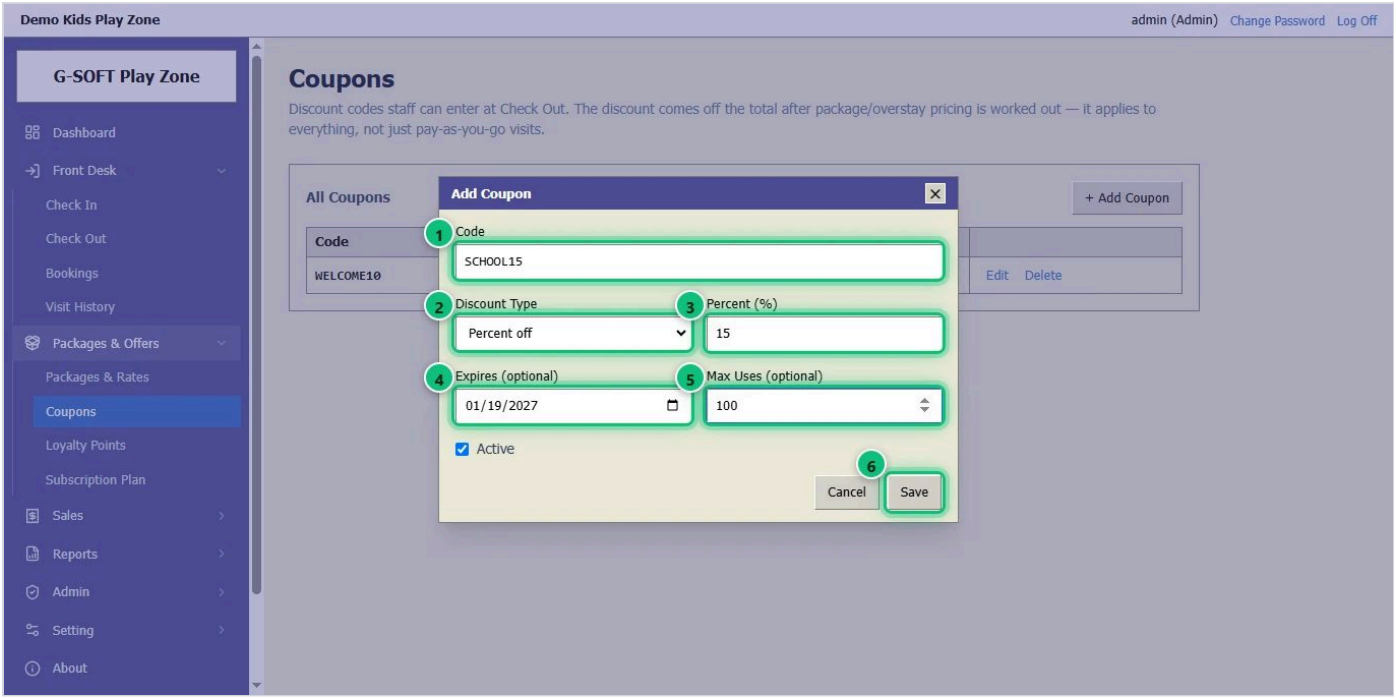


1. Under **Add-ons**, click **Add Add-on**.
2. Type the **Name** 1 and choose the **Pricing** 2: once per person, per person per hour, or one flat price for the whole visit.
3. Type the **Price** 3.
4. **How Many at Once** 4: for a ride with limited places, the program warns when it is full.
5. Click **Save** 5.

8 Make a discount coupon

Give a coupon code for an offer — a percent or an amount off. It is typed in at check-out.

STEP 1 OF 1

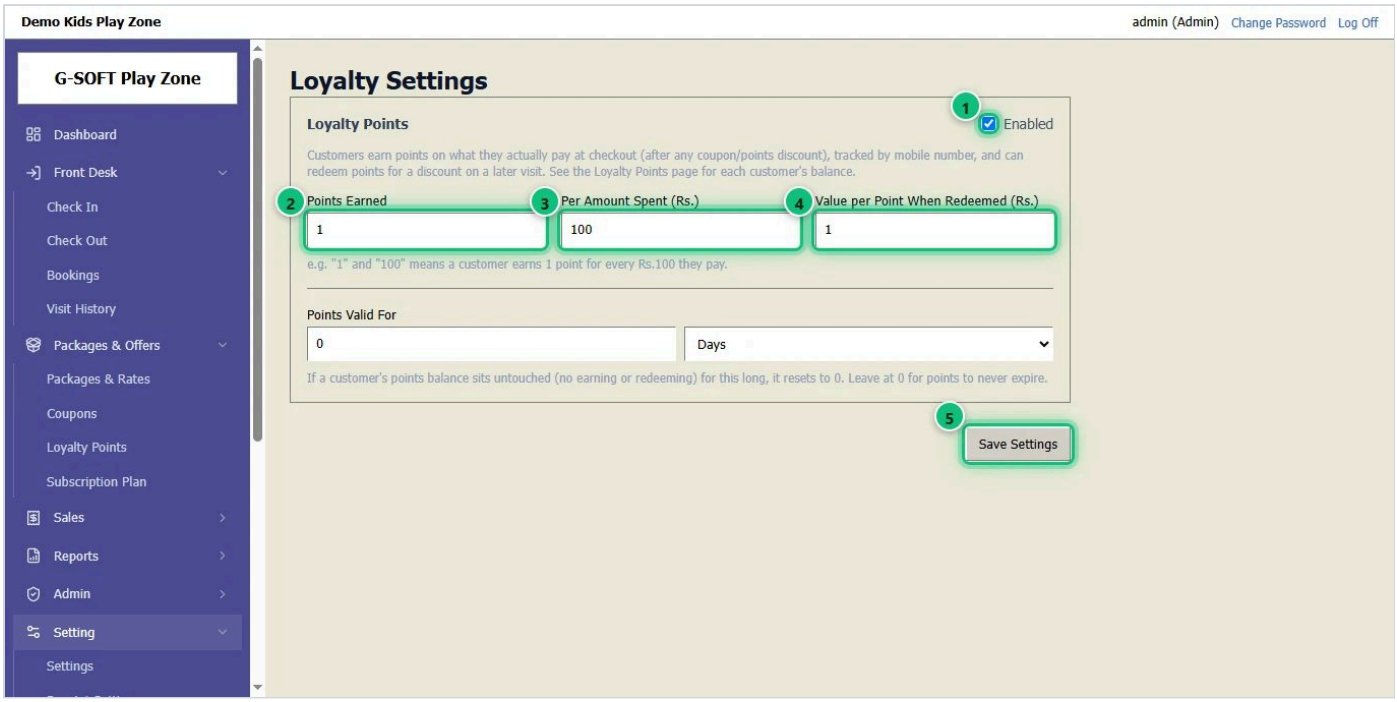


1. Open **Packages & Offers** → **Coupons** and click **+ Add Coupon**.
2. Type the **Code** 1 customers will give you.
3. Choose the **Discount Type** 2 — percent off or a flat amount off — and the **value** 3.
4. Optional: an **expiry date** 4 and the **most times it can be used** 5.
5. Click **Save** 6. At check-out, type the code in **Coupon Code**.

9 Loyalty points

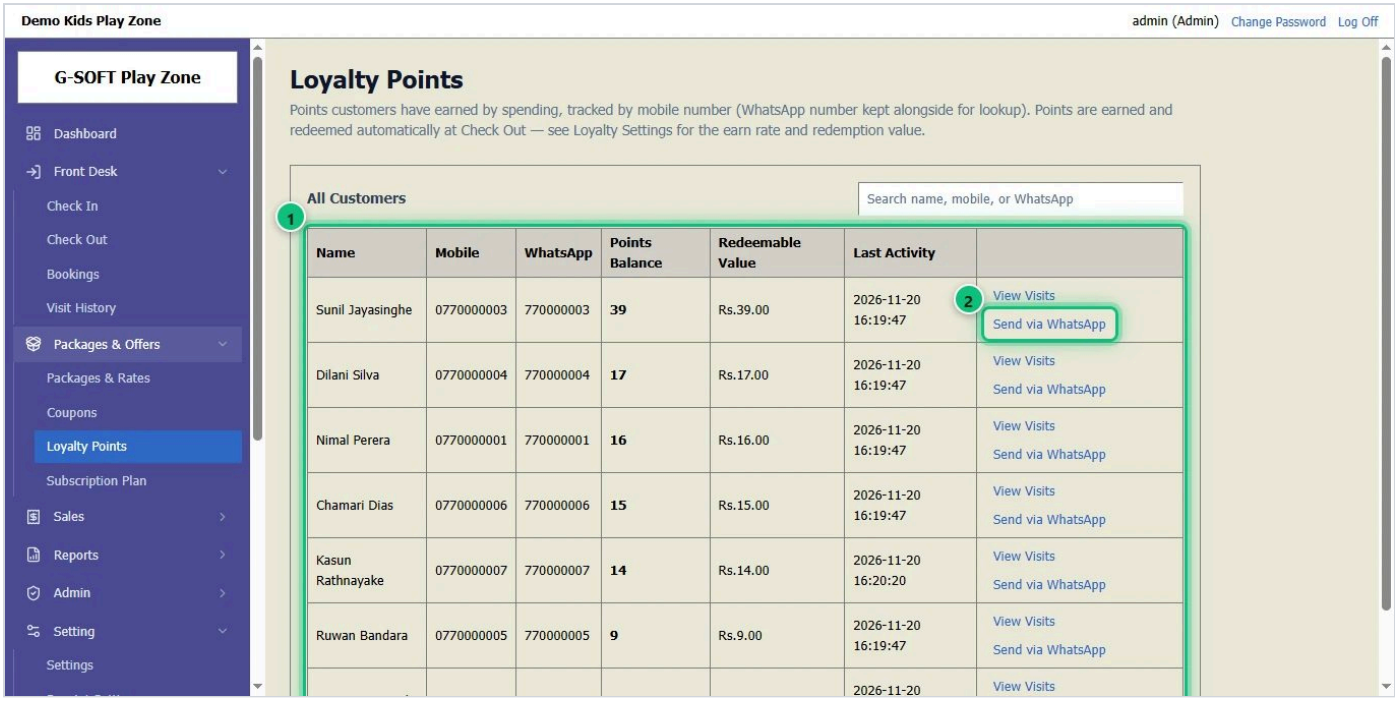
Regular families earn points on every visit and spend them on a later one. Points follow the mobile number.

STEP 1 OF 2



1. Open **Setting** → **Loyalty Settings**.
2. Tick **Enabled** 1.
3. Set how many **points** 2 are earned for each **amount spent** 3 — for example 1 point for every Rs.100.
4. Set what one point is worth when spent 4, and how long points stay valid. Click **Save Settings** 5.

STEP 2 OF 2

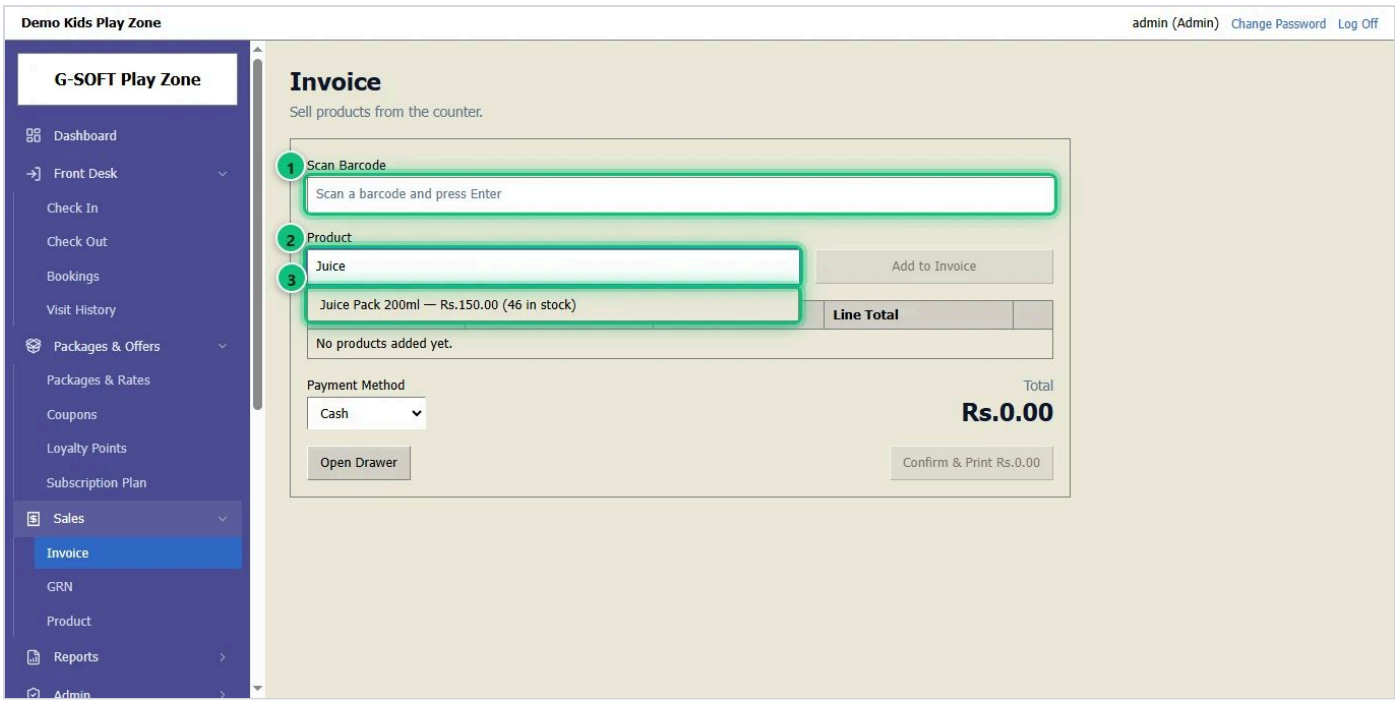


1. **Packages & Offers** → **Loyalty Points** lists every customer's **points balance** and what it is worth 1.
2. **Send via WhatsApp** 2 tells the customer their points.
3. At check-out, points are added by themselves; a customer with enough points can spend them on the bill.

10 Sell snacks and drinks

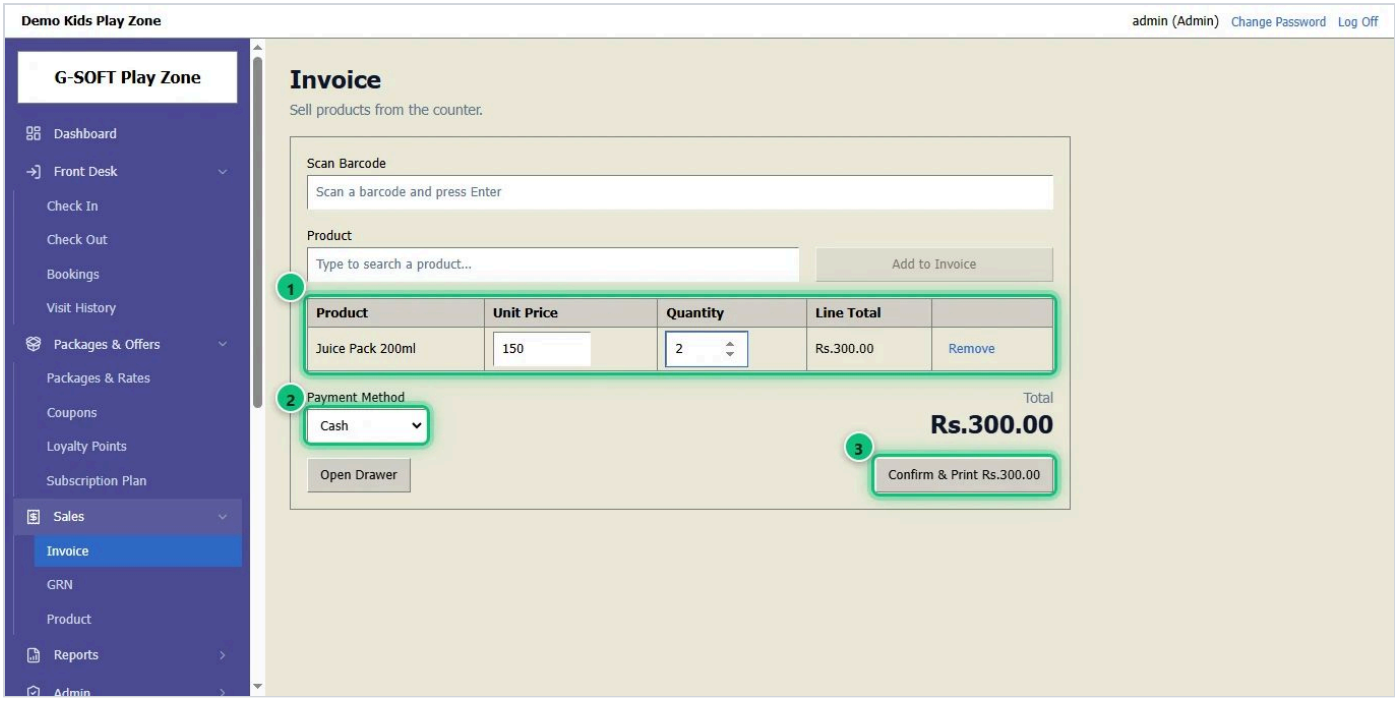
Sell juice, snacks and other items from your counter on a separate invoice.

STEP 1 OF 4



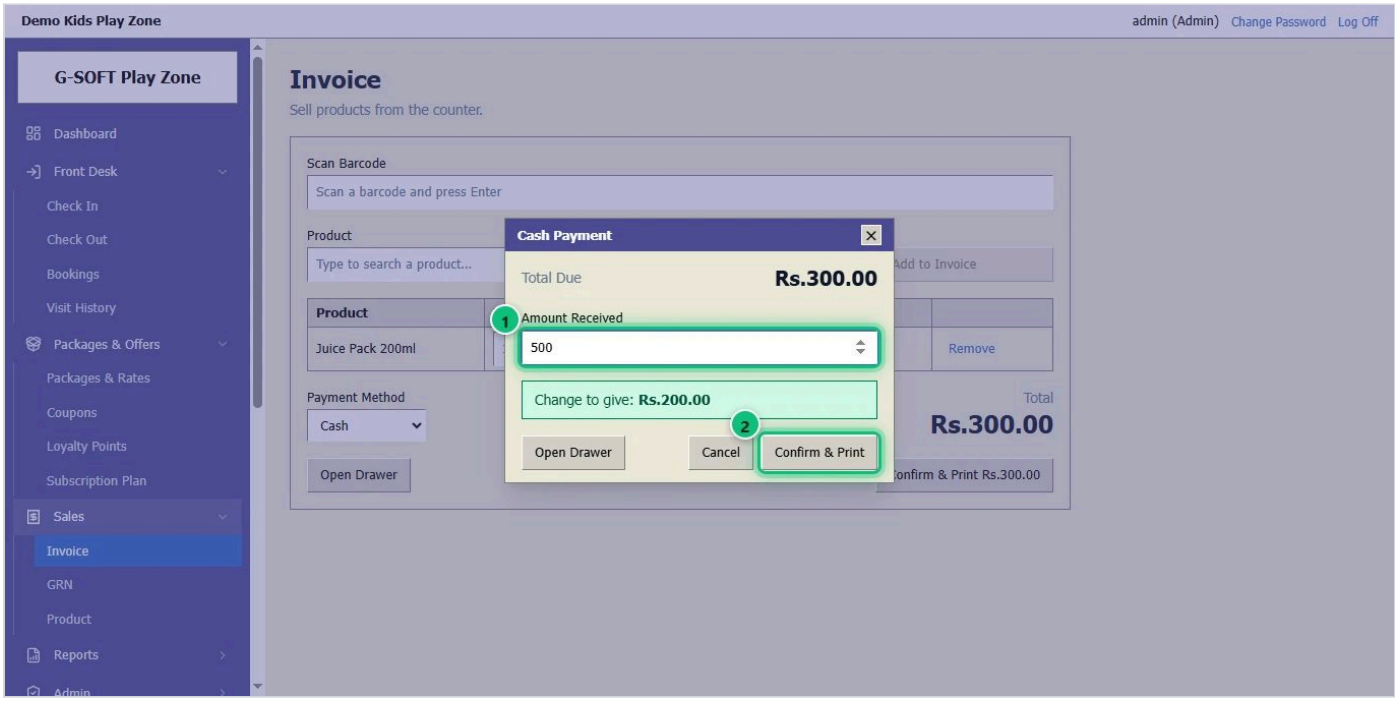
1. Open **Sales** → **Invoice** — or press **F4**.
2. **Scan the barcode** 1 — or type the product name 2 and pick it 3.

STEP 2 OF 4



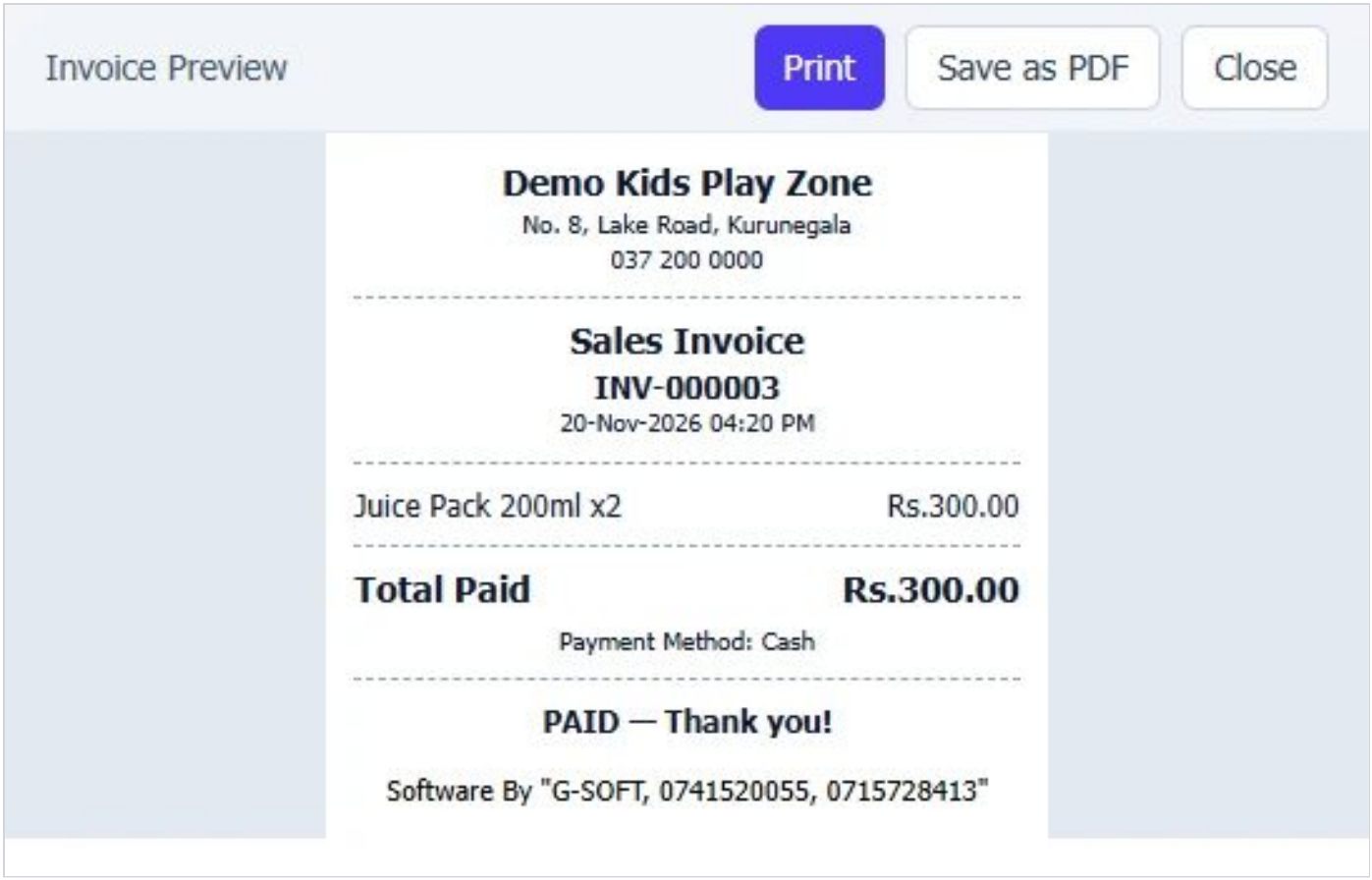
1. Check the items 1 — change the **Quantity** if needed. Add more items the same way.
2. Choose the **Payment Method** 2.
3. Click **Confirm & Print** 3.

STEP 3 OF 4



1. For cash, type the money received 1 — the change is shown.
2. Click **Confirm & Print** 2. The stock goes down and the invoice opens to print.

STEP 4 OF 4

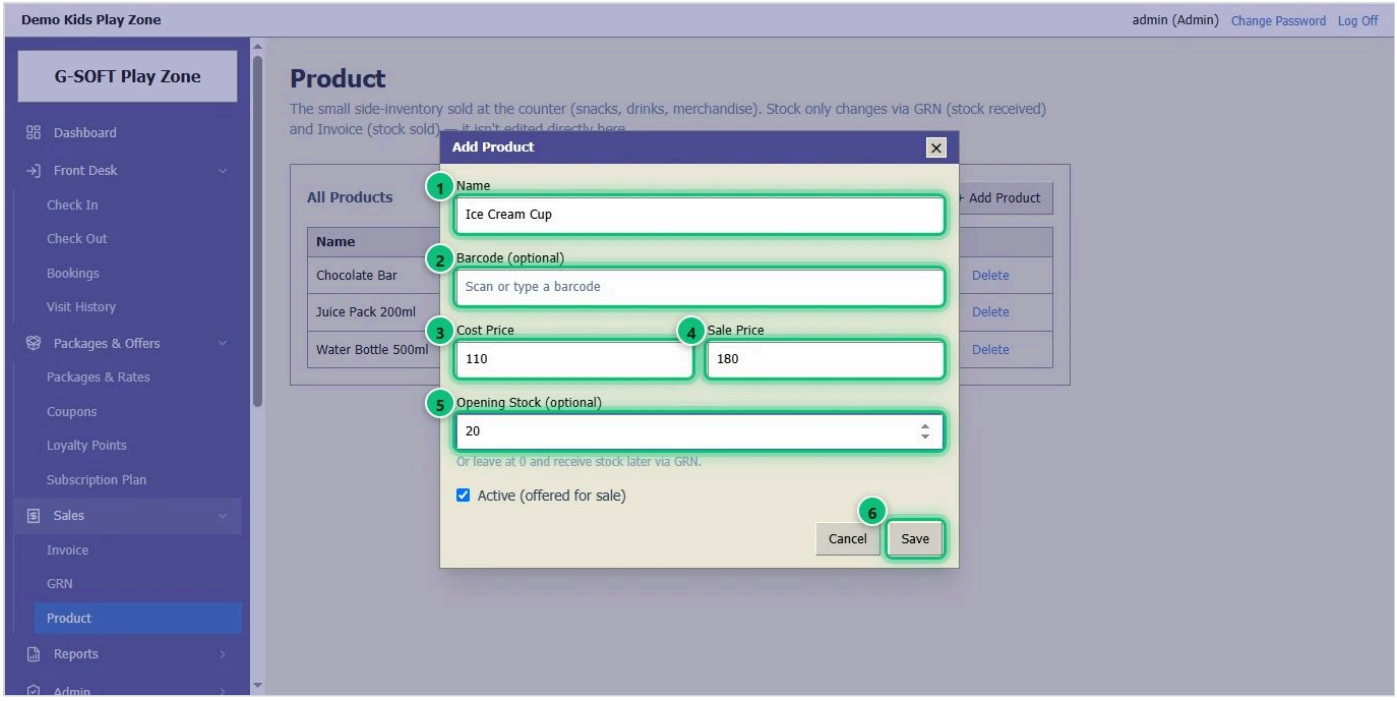


1. The invoice, ready to print.

11 Add shop items and receive stock

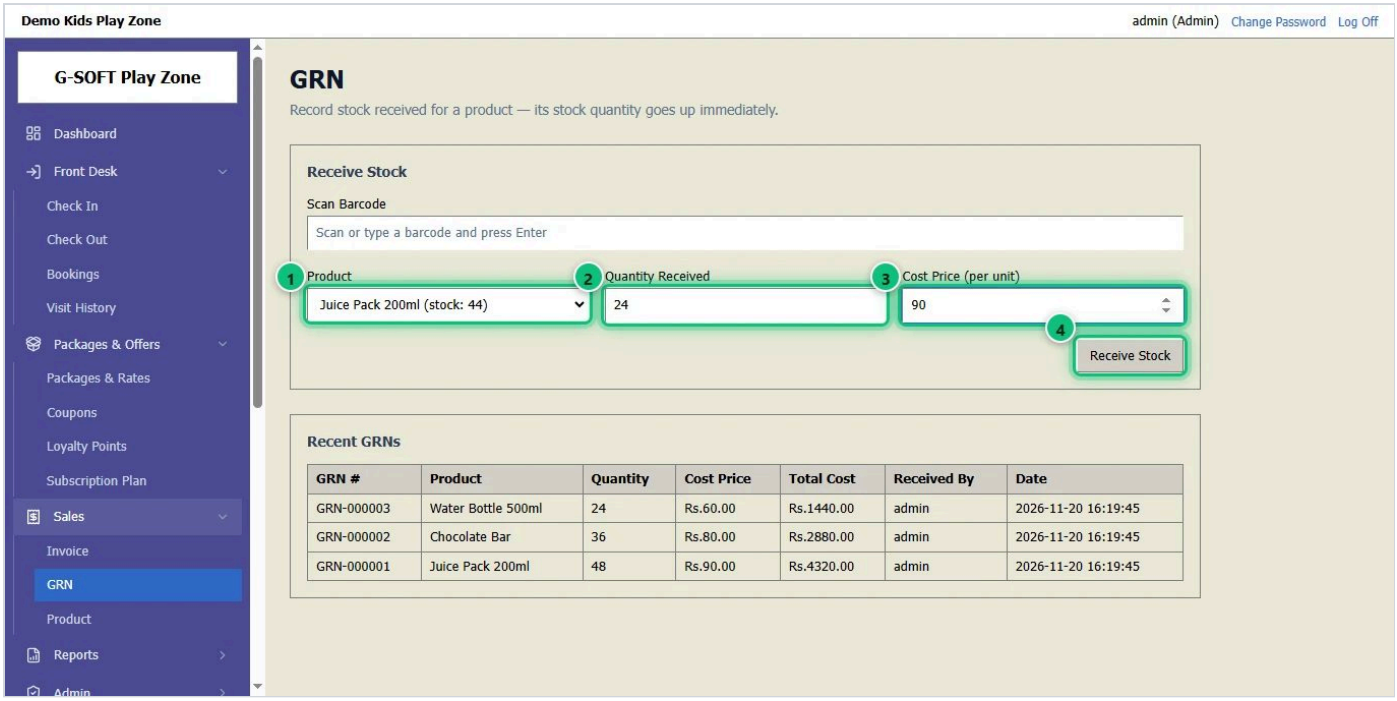
Add each snack or drink you sell once, then enter new stock when it arrives (GRN).

STEP 1 OF 2



1. Open **Sales** → **Product** and click **+ Add Product**.
2. Type the **Name** 1. Scan its **Barcode** 2 if it has one.
3. Type the **Cost Price** 3 and **Sale Price** 4.
4. The **Opening Stock** 5 is how many you have now. Click **Save** 6.

STEP 2 OF 2

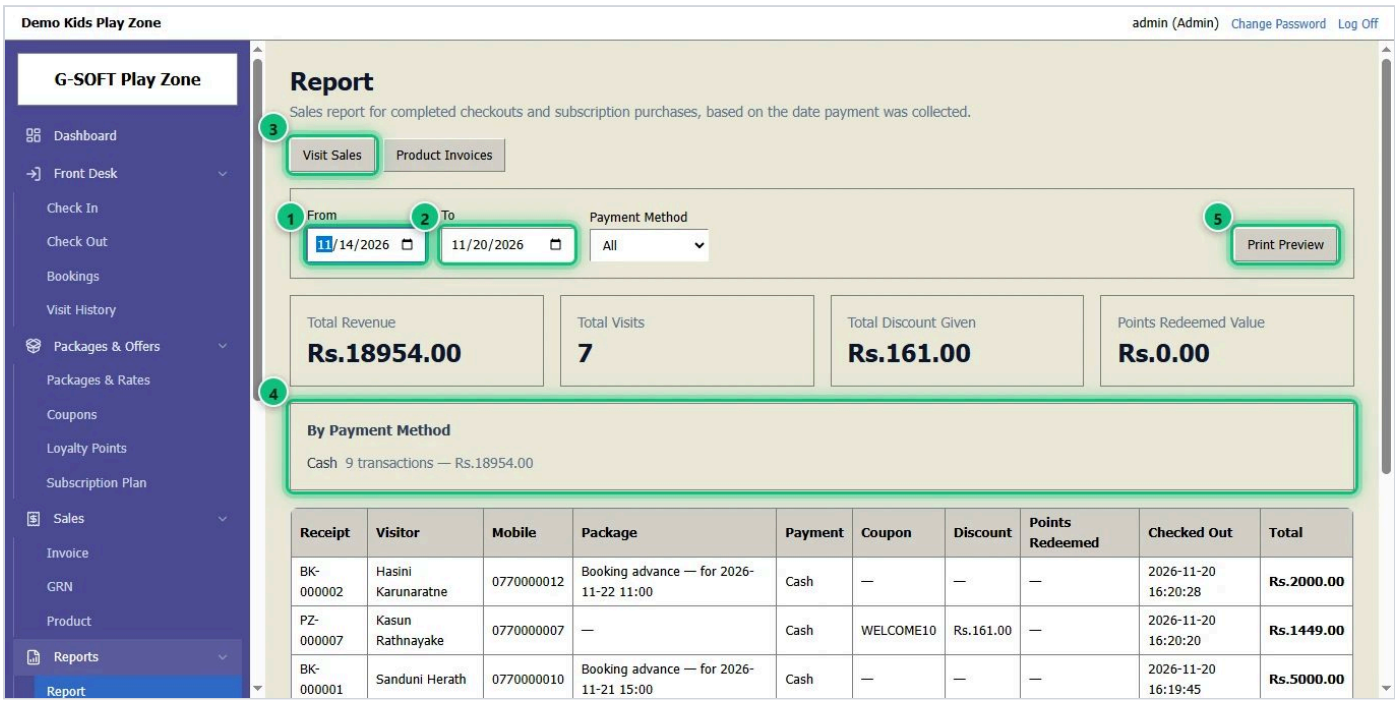


1. When stock arrives, open **Sales → GRN**.
2. Scan the barcode or choose the **Product** 1.
3. Type the **Quantity Received** 2 and the **Cost Price** 3 of one.
4. Click **Receive Stock** 4. The stock goes up and the GRN is listed under **Recent GRNs**.

12 Daily sales report

See the money taken for any day — visits and shop invoices — by payment method and visit by visit.

STEP 1 OF 1

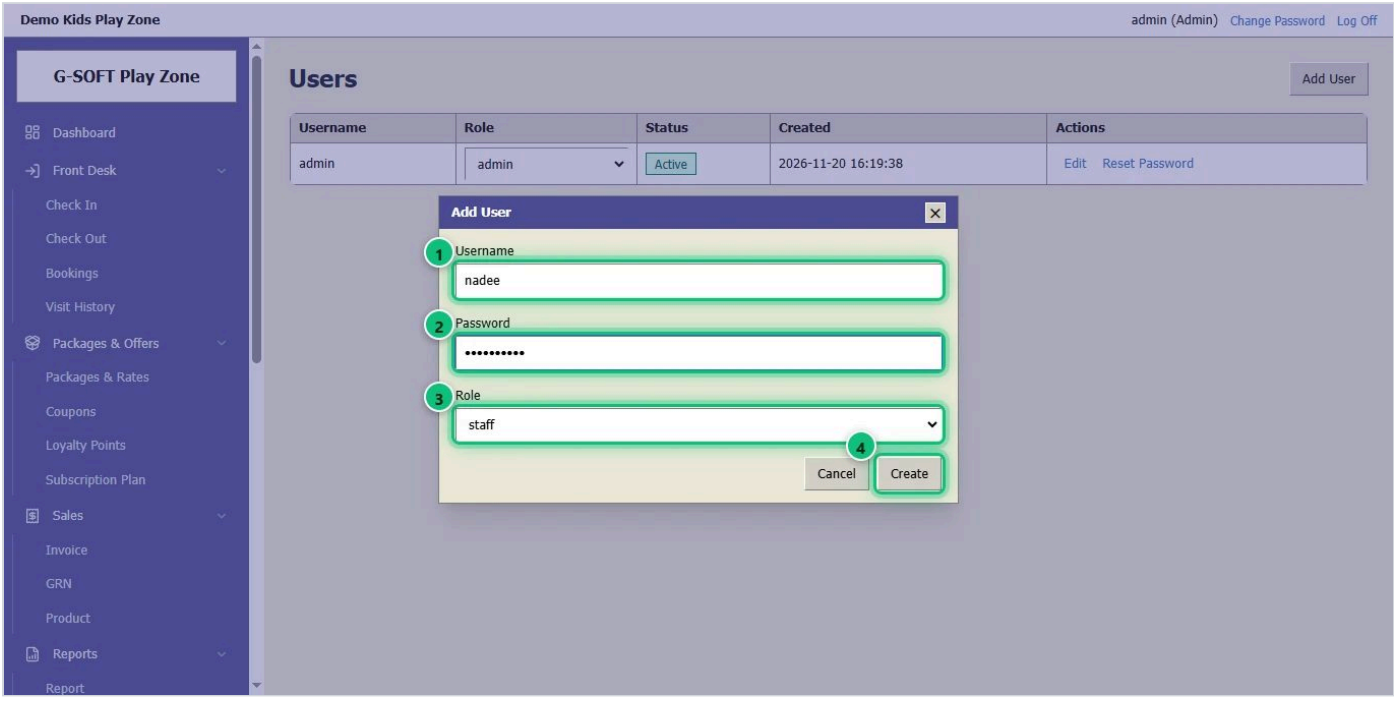


1. Open **Reports** → **Report**.
2. Choose the dates **From** 1 and **To** 2 — the same day for a daily report.
3. **Visit Sales** 3 shows play-area takings; **Product Invoices** shows the snack shop.
4. **By Payment Method** 4 gives the totals for cash, card and bank transfer; each visit is listed below.
5. **Print Preview** 5 prints the report.

13 Add a user (staff member)

Give each staff member their own sign-in. Their role decides which screens and figures they can see.

STEP 1 OF 1

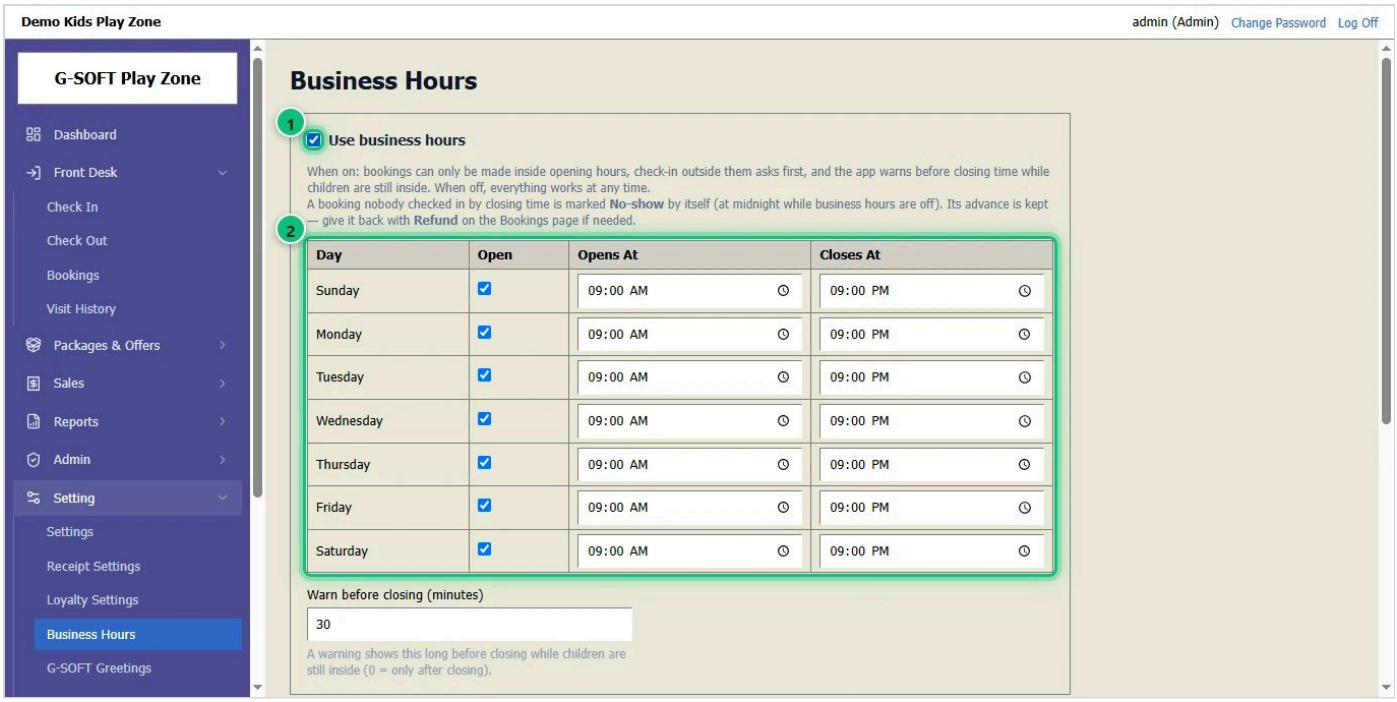


1. Open **Admin** → **Users** and click **Add User**.
2. Type the **username** 1 and a **password** 2 for the staff member.
3. Choose the **role** 3: **Admin** sees everything, **Staff** sees less.
4. Click **Create** 4. Change what each role may do in **Admin** → **Permissions**.

14 Opening hours and holidays

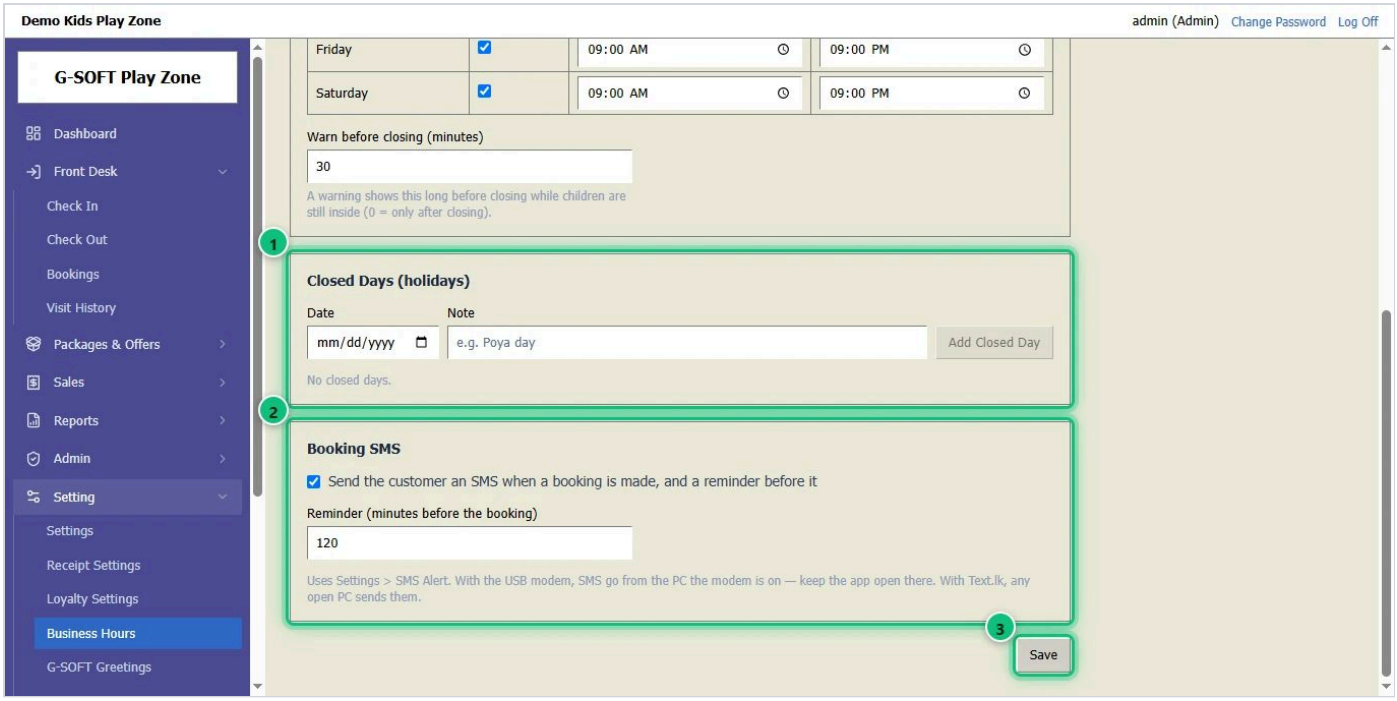
Set when you are open. The program warns before closing time and when a booking falls outside opening hours or on a holiday.

STEP 1 OF 2



1. Open **Setting** → **Business Hours**.
2. Tick **Use business hours** 1.
3. For each day 2, tick it if you are open and set the **opening** and **closing** time.

STEP 2 OF 2

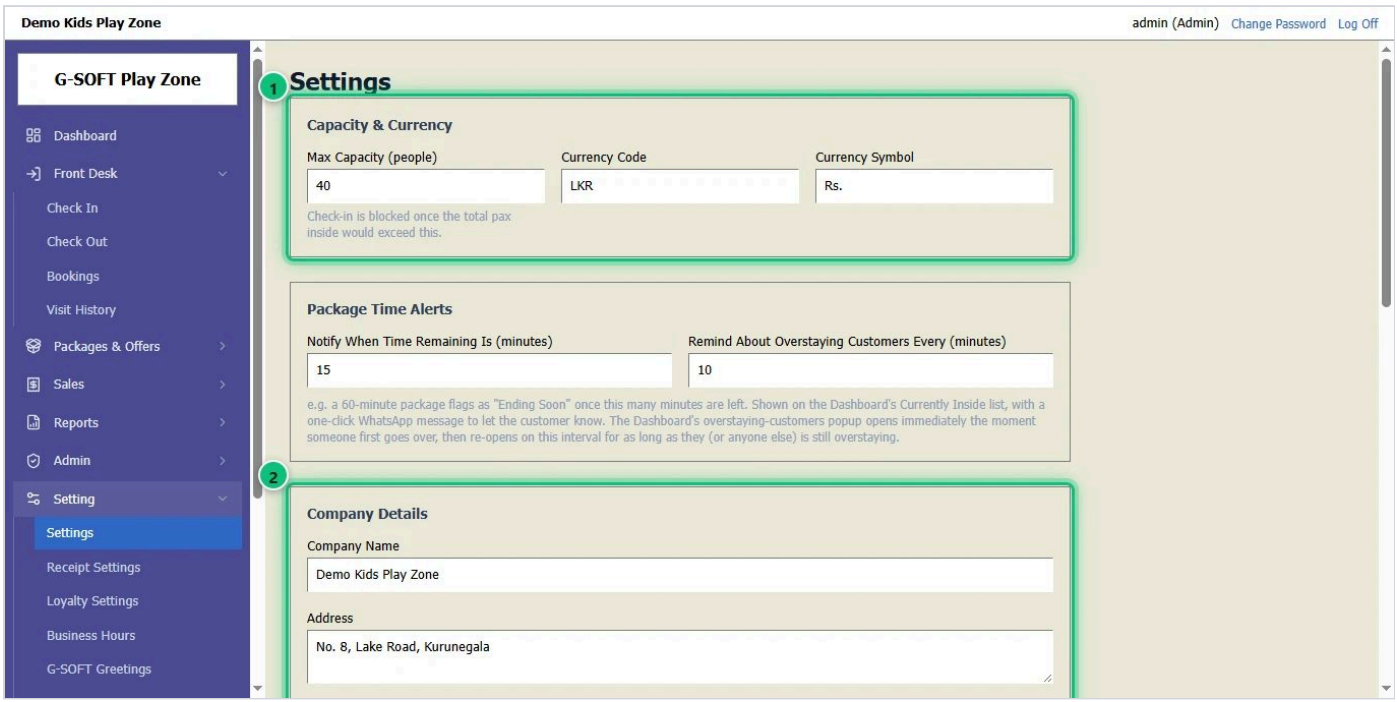


1. **Closed Days** 1: add holidays such as Poya days with **Add Closed Day**.
2. **Booking SMS** 2: send the customer an SMS when a booking is made, and a reminder before it.
3. Click **Save** 3.

15 Company details and capacity

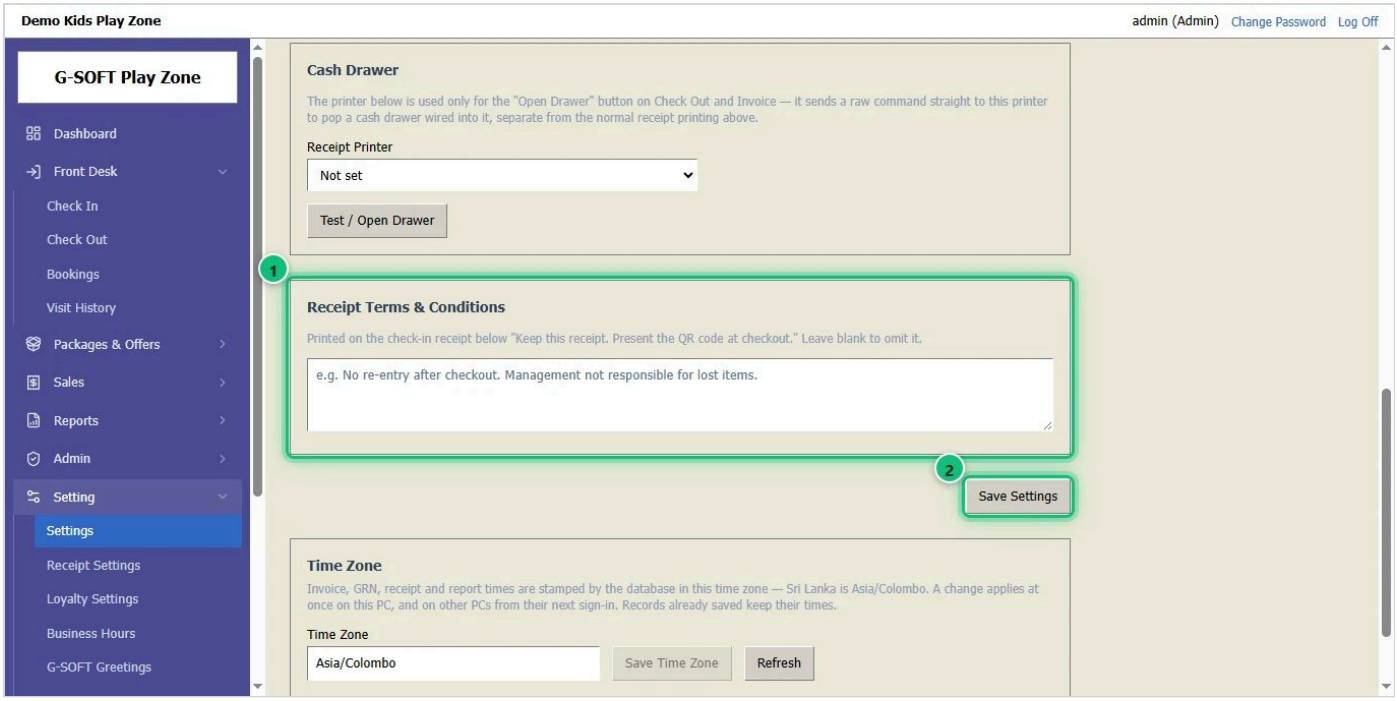
Your name, address and logo on every receipt, and the most children allowed inside at once.

STEP 1 OF 2



1. Open **Setting** → **Settings**.
2. **Capacity & Currency** 1: the **maximum number of people** inside at once — check-in and bookings warn when it is full.
3. **Company Details** 2: your name, address, phone and logo, printed on every receipt.

STEP 2 OF 2

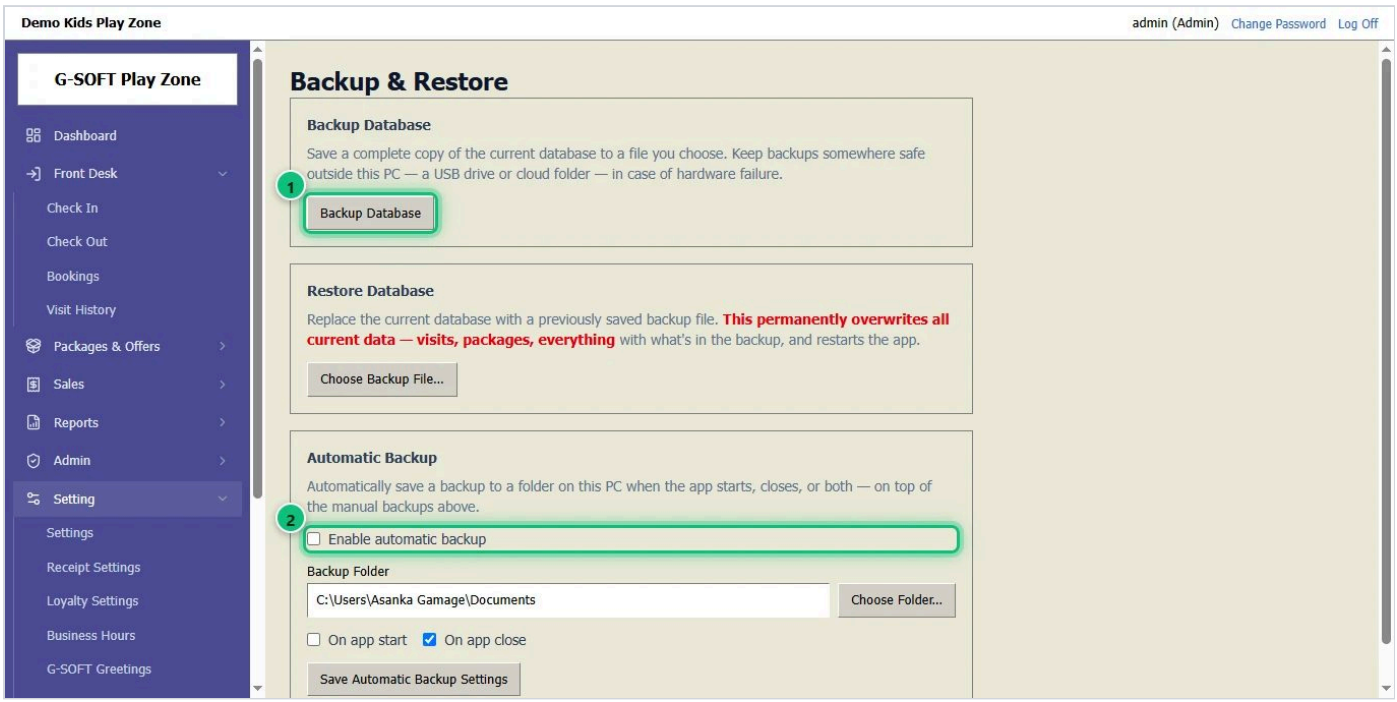


1. **Receipt Terms & Conditions** 1: rules printed at the bottom of the receipt — for example "No re-entry after checkout".
2. Click **Save Settings** 2. The look of the receipt (size, fonts, language) is in **Setting** → **Receipt Settings**.

16 Back up your data

Keep copies of your data. If a PC breaks, a backup brings everything back.

STEP 1 OF 1



1. Open **Setting** → **Backup & Restore**.
2. **Backup Database** 1 saves a copy now — choose a USB drive or another folder.
3. **Automatic backup** 2: tick it, choose a folder, and the program backs up by itself when it opens or closes.
4. To bring data back, use **Restore Database** on the same page. A backup is also made by itself before every software update.