

AIRPOS APP USERGUIDE

INSTALLATION



to either Google Play Store (Android) or Apple App Store (iOS).

On your smartphone, go

Step 2 Search "GHL AirPOS".

Step 3 Tap 'INSTALL'.

Step 1

TURN ON BLUETOOTH & GPS



On your smartphone, go to Bluetooth setting.

Step 2 Turn on Bluetooth.

Step 3 Turn your mobile phone location ON

AirPOS by GHL, a mobile point of sale solution from GHL Systems Berhad.

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LAUNCH AIRPOS APP & LOGIN TO AIRPOS



Step 1

Launch AirPOS App. Smartphone will automatically connect to Airpos.

Note: If Bluetooth icon is grey in colour, it means AirPOS is not connected. Tap on Bluetooth icon to connect AirPOS.



Step 2 Key-in username & password. (Mobile user)

Step 3 Tap 'Login'.



Step 4

Tap 'Credit Card' or 'MyDebit' icon to start transaction.

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MYDEBIT CARD TRANSACTION (MCCS)



Step 1

Enter sale amount.

Note: Make sure 'Sales' in orange colour.



MyDebit

0.10

Step 2 (Optional) Tap on 👥 to add sale description to the transaction.

Step 3 (Optional) Type sale description and tap 'OK'.

Step 4

Tap 'OK'.



Insert/Swipe Card

Amount: RM 0.10

Cashback: RM 0.00

0000

0000 NTER 00/00 0000

8

-

BY GHL 沸 (111 Start Transaction Amount: 0,10 Input password Press OK to skip DIANDI M35 3 1 2 4 5 6 7 8 9 0 #

Step 5 Insert Mydebit card in Airpos.

Step 6 Press 2 to choose MCCS.

Note: If you choose 1, you'll be getting error



Step 7 Customer to key in ATM PIN at Airpos device and press ENTER.





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Transaction Info Ø RM0.10 SALE Payment Type Card No. *2025 Card Type MyDebit Ref No. 624142498035 Auth No 549462 Txn No. 1703243087193471 2017-03-24 09:51:56 Date NOTES:

Step 8

Transaction approved. Sale receipt displayed.

Step 9

Tap 'SMS'.

Payment Type	RM0.10		
Payment Type			
	SALE		
Card No.	**********2025		
Card Type	MyDebit		
Ref No.	624142498035		
Auth No.	549462		
Txn No.	1703243087193471		
Date	2017-03-24 09:51:56		
NOTES: '			
Email	SMS	Print	

Step 13 Tap on 🧭 icon to go back to main screen.



Step 10 Enter customer mobile number. (e.g. 601XXXXXXX)

Step 11 Tap 'Confirm'.



Step 12 Тар 'ОК'.

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RECEIPT THROUGH EMAIL (OPTIONAL)

	Transaction Inf	• 🗸	Step 9a
RM0.10		Tap 'Email'.	
Payment Type Card No. Card Type Ref No. Auth No. Txn No. Date	SALE MyDebit 6241424980 549462 1703243087 2017-03-24 I	2025 135 193471 39:51:56	
2	2017-03-24	5.31,30	
	SMS	Print	

Email

Send

juriah.ashbahar@ghl.com

Step 10a Enter customer email address.

Step 11a Tap 'Send'.



RECEIPT THROUGH PRINTER (OPTIONAL)

 \checkmark

Transaction Info

RM0.10

SALE

MyDebit

549462

************2025

624142498035

1703243087193471 2017-03-24 09:51:56

Payment Type Card No.

Card Type

Ref No.

Auth No.

Txn No.

Date

Step 9b Tap 'Print'.

Step 10b

The App will search for Bluetooth printer. (For first time)

Step 11b

Select printer & tap 'OK' to print.



Step 12a Tap 'OK'.



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CREDIT CARD TRANSACTION

⊒ _+ - 0 0.10 Sales 6 00 OK 1

Step 1

Enter sale amount.

Note: Make sure 'Sales' in orange colour.

+



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AirPos Add NOTES before transaction(Max 60)

ОΚ

O

1-1

Sales

Tips:

Step 2 (Optional) Tap on 🚺 to add sale description to the transaction.

Step 3 (Optional) Type sale description and tap 'OK'.



0.50

0.00

Cancel

0 = 🗜 Reserves - D 0.10 Sales 5 4 6 8 0 00

Step 4 Tap 'OK'.



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Auth No.

Txn No.

NOTES:

Date

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Step 5 Insert/Swipe Card Insert credit card in Amount: RM 0.10 Cashback: RM 0.00 Airpos. 000 0000

00/00 0000

Please Insert/Swipe Card

ir POS

Start Transaction Amount: 0,10

Input password: Press OK to skip

3

2

PLANDI

1

GHL

* .

M35

Step 6

Customer to key in PIN at Airpos device and press ENTER.

Step 7 Transaction approved. Sale receipt displayed.

Step 8 Tap 'SMS'.



009623

SMS

1702230464258255

2017-02-23 14:45:18



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Receipt SMS 60123456789

Step 9

.

Step 11

Тар 'ОК'.

Enter customer mobile number. (e.g. 601XXXXXXXX)

Step 10 Tap 'Confirm' to send sale receipt.







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MYDEBIT CARD TRANSACTION (CARD SCHEME)



Step 1 Enter sale amount.

Note: Make sure 'Sales' in orange colour.



Sale

1-1

0.50

Step 2 (Optional) Tap on 🚺 to add sale description to the transaction.

Step 3 (Optional) Type sale description and tap 'OK'.



ir POS BY GHL (888) 浠 Start Transaction 1.VISA DEBIT 2.MCCS <Please choose> M35 2 1 3 5 6 4 7 9 8 0 #

Insert/Swipe Card

Amount: RM 0.10 Cashback: RM 0.00

Please Insert/Swipe Card

0000

00100 0000

+



Step 5 Insert Mydebit card in Airpos.

Step 6 Press 1 to choose Visa Debit.

Note: If you choose 2, you'll be getting error



Step 7 Customer to key in ATM PIN at Airpos device and press ENTER.





Step 4 Tap 'OK'.



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Step 8

Transaction approved. Sale receipt displayed.

Step 9

Tap 'SMS'.

	Receipt Info		
	RM0.10		
Payment Type	SALE		
Card No.	***********2025		
Card Type	Visa		
Ref No.	000011000476		
Auth No.	004240		
Txn No.	1703240967015662		
Date	2017-03-24 09:47:45		
NOTES:"			
Email	SMS	Print	

Step 13 Tap on 🥑 icon to go back to main screen.

Keceipt SMS			
601234	56789		
Confirm			

Step 10 Enter customer mobile number. (e.g. 601XXXXXXX)

Step 11 Tap 'Confirm' to send sale receipt.



Step 12

Tap OK

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VOID MYDEBIT TRANSACTION (MCCS)

Record Q Txn No.(16) User : ghltest2 RM: 0.10 Count: 1 SALE 0.10 ***********6355 () MyDebit 2015-11-25 10:23:29 000020 VOID SALE 0.50 **********2487 2015-11-23 13:22:54 000001 SALE 0.50 2015-11-23 13:20:55 000001 \mathbf{Q}

Transaction Detail Payment Type SALE Card No. ****2025 Card Type MyDebit Ref No. 624142498035 549462 Auth No. 1703243087193471 Txn No BTH No. 000059 Date 2017-03-24 09:51:56 RM 0.10 Void **Re-SMS** Reprir

SALE Card No. Card Type MyDebit Auth No AirPos ID / p User: superipoh1 0.10 Password: Su

Step 1

Tap 'Record'

Note: Make sure you are in Debit Application

Step 2

Tap on sale record





Payment Type

Card No. Card Type

Ref No. Auth No

Txn No BTH No SALE

MyDebit

549462

AirPos

Are you sure to void this transaction

Cancel

Ok

Step 7 Void sale record displayed.

Step 8 Tap 'SMS'.

Step 6

Tap 'OK'.



Step 4

Key-in supervisor user ID & password for approval.

Step 5

60123456789 Confirm

Receipt SMS

+

Step 9

Enter customer mobile number. (e.g. 601XXXXXXXX)

Step 10

Tap 'Confirm' to send void receipt.

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VOID SALE

MyDebit

***********2025

624142498035 549462

1703240138348278

2017-03-24 09:53:50

Payment Type

Card No.

Card Type

Ref No.

Auth No

Txn No.

Date NOTES: Tap on 🥑 icon to go back to main screen.

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VOID CREDIT TRANSACTION (CANCEL A TRANSACTION)

Step 6 Step 1 Tap 'OK'. Q, Txn No.(16) Tap 'Record' SALE Search User : airposipoh1 Card Type RM: 0.10 Count : 1 Note: Make sure you Ref No. 000011000476 0.10 SALE are in Credit Application *****2025 VISA Txn No. 2017-03-24 09:47:45 000032 AirPos VOID SALE 0.10 VISA Are you sure to void this transa Step 2 2017-03-24 09:46:01 000032 SALE 0.10 0.10 Tap on sale record VISA 2017-03-24 09:45:22 000032 Ok 1 Ø Step 7 **Transaction Detail** Step 3 **Transaction Detail** Tap 'Signature'. Tap 'Void'. Transaction Success SALE Payment Type Card No. ***********2025 **VOID SALE** Card Type Visa Ref No. 000011000476 *************2025 Card No. Auth No 004240 Card Type Visa Txn No. 1703240967015662 004240 Auth No. BTH No. 000032 Ref No. 000011000478 2017-03-24 09:47:45 Date 1703240765593751 Txn No. Date 2017-03-24 09:49:49 RM 0.10 NOTES: RM 0.10 Void **Re-SMS** Reprin Signature Step 8 Step 4 Customer to sign on Key-in supervisor user 0.00 screen. Tap 'OK' to ID & password for Card No continue. Card Typ Visa approval. Ref I AirPos Aut sor ID / pas Step 5 User: втн supercsr1 Tap 'Submit'. Password: Submit Cancel

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Step 9 Void sale record displayed.

Step 10 Tap 'SMS'.

	Receipt Info	 Image: Construction 		
	RM0.10			
Payment Type	VOID SALE			
Card No.	************20	25		
Card Type	Visa			
Ref No.	000011000478			
Auth No.	004240			
Txn No.	17032407655	1703240765593751		
Date	2017-03-24 09:49:49			
NOTES: '				
	r			
Email	SMS	Print		

Step 14 Tap on 🧭 icon to go back to main screen.



Step 11 Enter customer mobile number. (e.g. 601XXXXXXXX)

Step 12 Tap 'Confirm' to send void receipt.



Step 13 Tap 'OK'.

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SETTLEMENT

Merchant information

Mobile Number:

Merchant Name AIRPOS CENTRAL REGION

Settlement

MID:

TID:

Daily Transactions: RM 0.00 Monthly Transactions: RM 1.71

Merchant Address: C-G-15, Block C, Jin Dataran SD1, Dataran SD, PJU 9, Bdr Sri Damans 52200 Kuala Lumpur, Malays

👤 Merchant Management

Merchant

0162269225

70014215

Logout

000001163703101

sara

Л

Step 1

Step 3

Tap 'Request

Settlement'.

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Ö

Tap 'Merchant' at the (bottom of the screen).

Step 2 Tap 'Settlement'.



Email

Step 6 Settlement completed. Tap 'OK'.

Step7 Tap on 🔨 icon to go back to previous screen.

Settlement Settlement Receipt will be sent to: beautypeek@gmail.com **Request Settlement** Print Email



Step 4

Key-in supervisor user ID & password for approval.

Step 5

Tap 'Submit'.

Note:

Merchant need to perform settlements for both credit & debit if they are having both transactions.

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RESEND RECEIPT

Q Txn No.(16)

♦MyDebit SALE *********6355

SALE

2015-11-2

VOID SALE

**********2487 2015-11-23 13:22:54

*************2487 2015-11-23 13:20:55

User : ghltest2

RM: 0.10

Record

Count:1

1

0.10

0.50

0.50

Q.

000020

000001

000001

Step 1

Tap 'Record' (at the bottom of the screen).

Step 2

Tap on sale record



Step 6 Tap 'OK'

Reprint	Re-SMS		
Void	Email		
	RM 0.10		
Date	2017-03-24 09:51:56		
BTH No.	000059		
Txn No.	1703243087193471		
Auth No.	549462		
Ref No.	624142498035		
Card Type	MyDebit		
Card No.	***************2025		
Payment Type	SALE		

Step 3 Tap 'Re-SMS.



Step 4

Enter customer mobile number. (e.g. 01XXXXXXXX)

Step 5

Tap 'Confirm' to re-send receipt.

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CHANGE PASSWORD



Step 1

Tap 'Merchant' (at the bottom of the screen).

Step 2





Step 6 Tap 'OK' to re-login.

·	* 📲 🖾 🛯 📲 🖓 74% 🖬 1		
Me	rchant Management		
	\checkmark		
User	airposcsr1		
User Role	normal		
Device SN	79364945		
Email	steven.tanlc@ghl.com		
Currency	RM		

Step 3 Tap 'Modify Login Password'.



Step 4

Enter current login password followed by new login password.

Step 5

Tap 'Submit'.

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OTHERS INFO

1. STEP TO CHECK DEVICE INFO



Step 1 Tap 'More' (at the bottom of the screen).

Step 2 Tap 'Device Info'.



Step 3 Device information displayed.

Step 4 Tap on 🥿 icon to back to previous screen.

2. STEP TO SELECT APPLICATION FROM AVAILABLE APPLICATION LIST

More 🕞	Step 1	Select A	pplication	Step 3
	Tap 'More' (at the bottom of the screen).	CREDIT CARD	eDebit Card	Tap 'Credit Card' or 'MyDebit' icon to start transaction.
WA You	Step 2			
	Tap 'Select Application'.			
Device Info				
Select Application				
About →				
Sale Record Merchant More				

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3. STEP TO CHECK THE VERSION OF AIRPOS APPS



Step 1 Tap 'More' (at the

bottom of the screen).

Step 2





Step 3

Information of AirPOS application displayed.



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