Find and add your POS

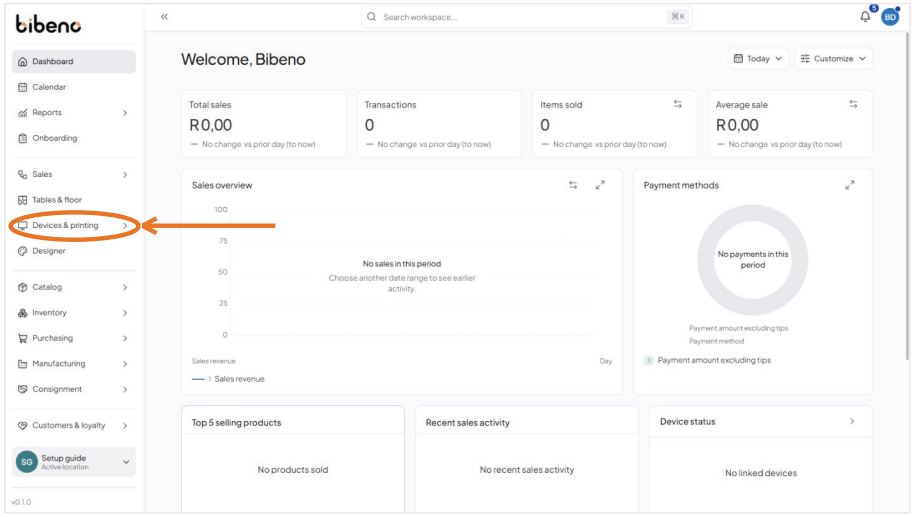
Start with the correct business and location, then add your first terminal.

01 DASHBOARD

Open Devices

Sign in at app.bibeno.co.za. Choose your business and location from the menu at the bottom of the sidebar.

From the dashboard, choose Devices & printing. The orange ring and arrow mark the sidebar item that opens Devices.



An empty dashboard, with the complete sidebar and topbar visible.

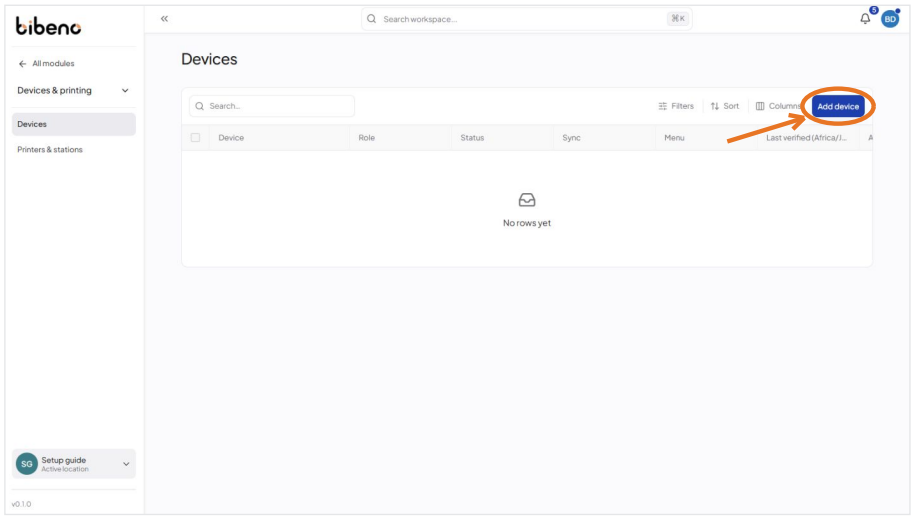
YOUR ROUTE Dashboard > Devices & printing > Devices

02 DEVICES

Add a device

The Devices page shows terminals for the selected location. A new location has an empty list with No rows yet.

Choose Add device at the top right of the table. Use an owner account or an employee account with Devices access.



The highlighted Add device button opens the device-role selection modal.

YOUR ROUTE Devices > Add device

Create your POS

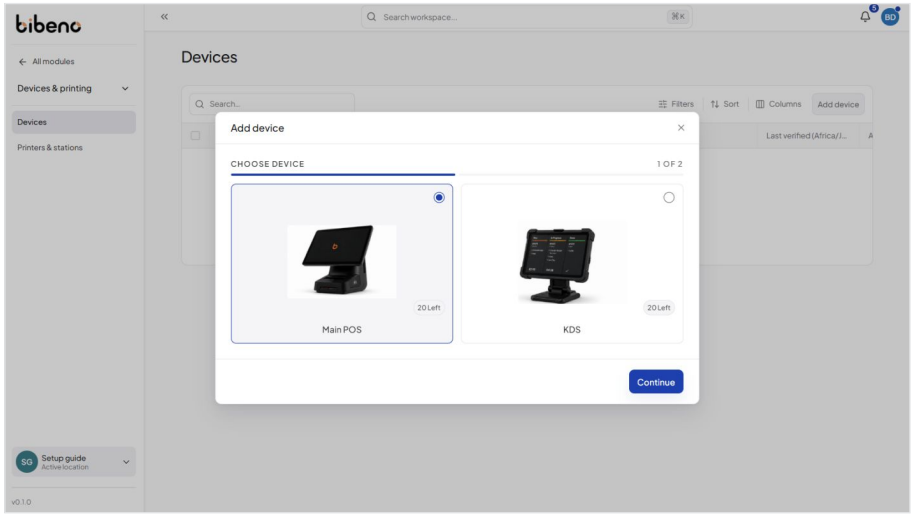
Choose the terminal role and give the POS a name your team will recognise.

03 DEVICE ROLE

Choose Main POS

Main POS is the sales terminal. Keep it selected, then choose Continue. Choose KDS only for a kitchen display.

The available licence allowance appears on each option. If none is available, ask the owner to review the plan or device allowance.



The device-role modal opens over the Devices workspace.

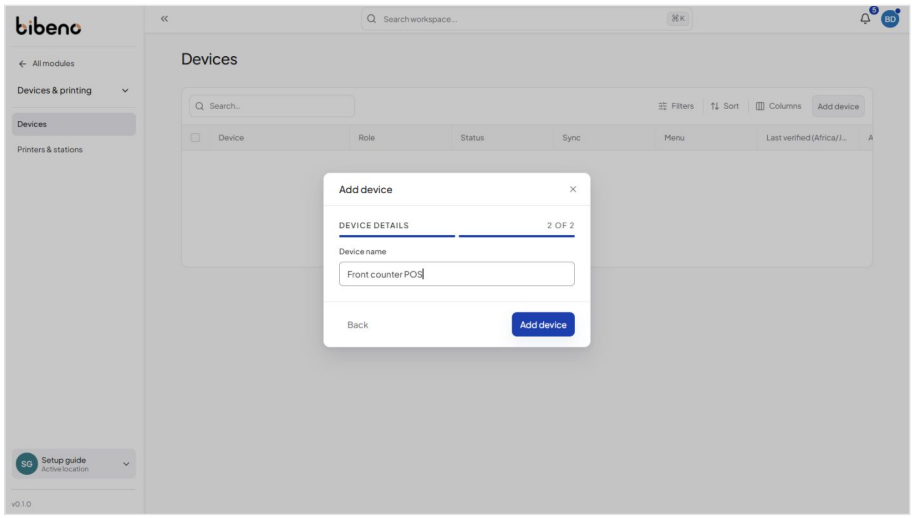
YOUR ROUTE Add device > Main POS > Continue

04 DEVICE DETAILS

Name the POS

Enter a name such as Front counter POS, then choose Add device. The terminal belongs to the location selected in the sidebar.

Connect device opens next. If returning later, open the inactive device's Actions menu and choose Continue setup.



Use a short, recognisable name for the physical terminal.

YOUR ROUTE Device name > Add device > Connect device

Connect and finish

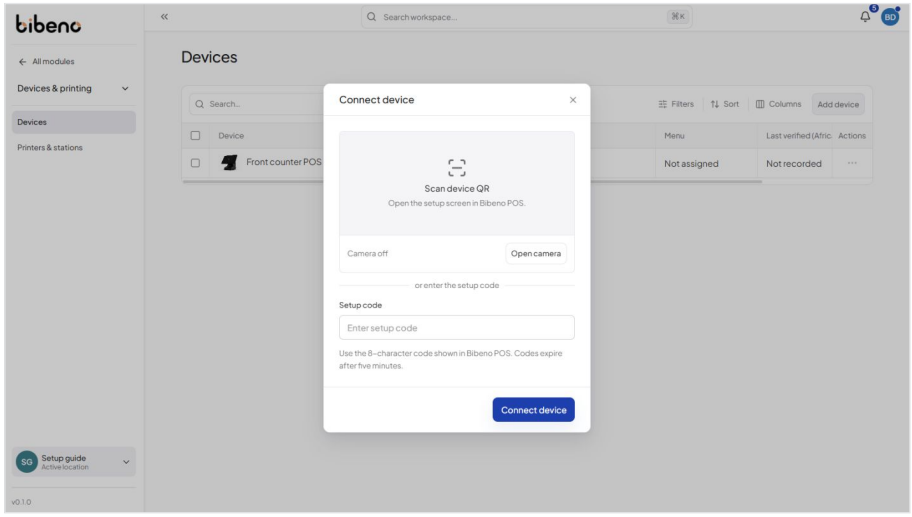
Pair Backoffice with the POS, wait for sync, then choose the terminal preferences.

05 CONNECTION

Connect the POS

On the POS: Start setup > Main POS > Continue. In Backoffice, scan its QR or enter the current 8-character Setup code. Choose Connect device.

Codes renew automatically every five minutes while this screen is open. Use the current QR or code. If renewal fails, choose Generate new code to retry.



Use the current code on your own POS. Camera access is only needed for scanning.

YOUR ROUTE POS setup code > Backoffice > Connect device

06 AT THE TERMINAL

Finish on the POS

Keep both screens open and the POS online. A saved device is ready to use after the POS completes its first sync.

When Device connected appears, choose Set up this POS. Work through the terminal choices, then continue to login with your assigned employee PIN.

BEFORE YOUR FIRST SALE

01 **Sync complete**
Follow the retry instructions if sync cannot finish.

02 **Payment and interface**
Choose your default payment method and interface size.

03 **Products and receipts**
Choose your product view and receipt preferences.

04 **Employee login**
Continue to login with your assigned employee PIN.

YOUR ROUTE POS > Sync > Set up this POS > Continue to login