



ces edge



CES EDGE APP GUIDE: VERSION 1.0

Michael Morris

39 Lindsey Street, Epping, Essex, CM16 6RB

Contents

Introduction:	2
Connecting the Edge App to clover:	2
First time login:.....	4
Enter license code:.....	5
Main Menu Screen:.....	6
Options Screen:	8
Download Data:.....	10
Registration Details:.....	11
Transactions	11
Account Details:.....	11
Reports:.....	12
Exit Application:.....	13
Sales Mode:	13
Sign On Options:	14
Sales Screen:.....	15
Sales Basket item Options:	16
Sales Basket Options Menu:	17
Condiments and Menus:	18
Multi Price levels:	19
Payments:	20
Cash Payments:	21
Card Payments:.....	22
Tips:	22
Cash Back:	23
Receipts.....	23
Kitchen Printing:	23
Version History:	24

CES Edge App Guide

Introduction:

CES Edge is a “POS on a Payment Terminal” Android application designed to run on Clover Flex and Clover Mini devices. It is centrally managed through the CES Edge Web Portal, providing a streamlined way to configure, monitor, and maintain your system.

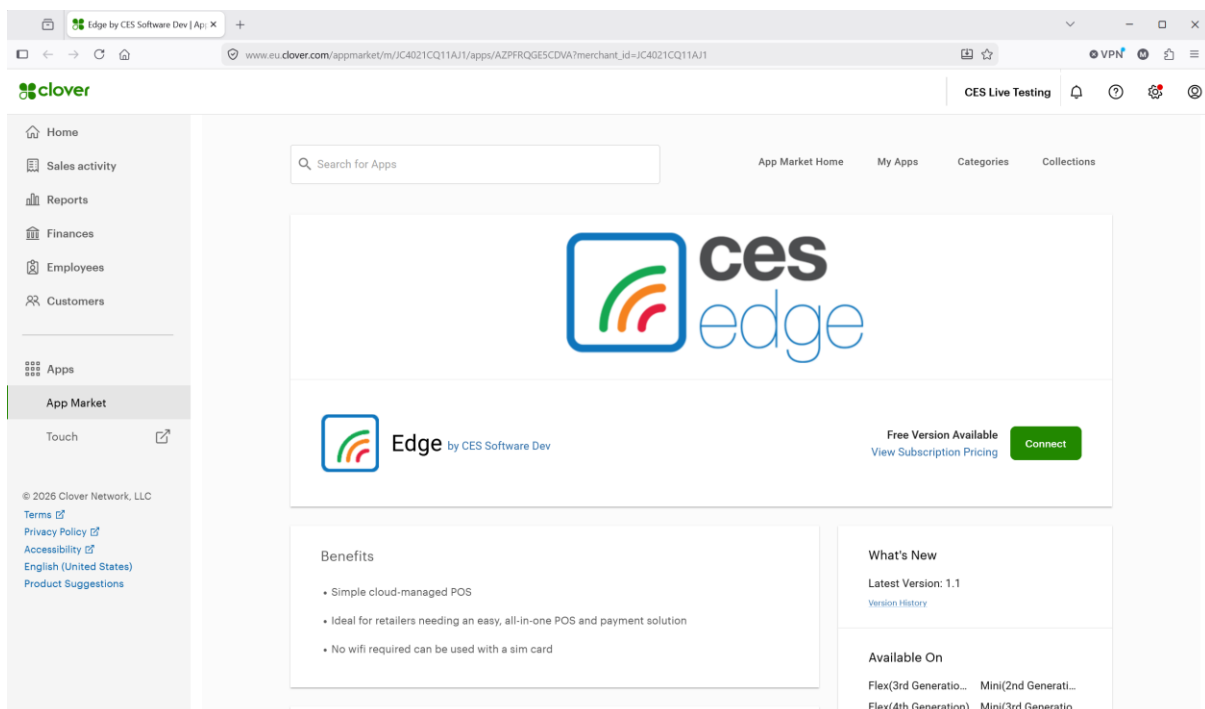
This guide outlines how to set up and operate the CES Edge app.

Connecting the Edge App to clover:

The Edge app must be connected through the merchant’s Clover portal and downloaded directly to the terminal from the App Market (accessible via the App Market icon on the terminal’s home screen).

To connect the Edge app:

1. Click on the link below
2. https://www.eu.clover.com/oauth/authorize?client_id=AZPFRQGE5CDVA
3. Log in to the merchant’s Clover account and complete the two-factor authentication process.
4. Click the green **“Connect”** button



1. Click the green **“Connect”** button to link the Edge app to the merchant’s account.
5. When the screen below appears, click the green **“Connect”** button. Once completed, the Edge app should be connected to the merchant’s Clover account.

Pricing & Subscription Information



This app will not be billed to your account at this time.

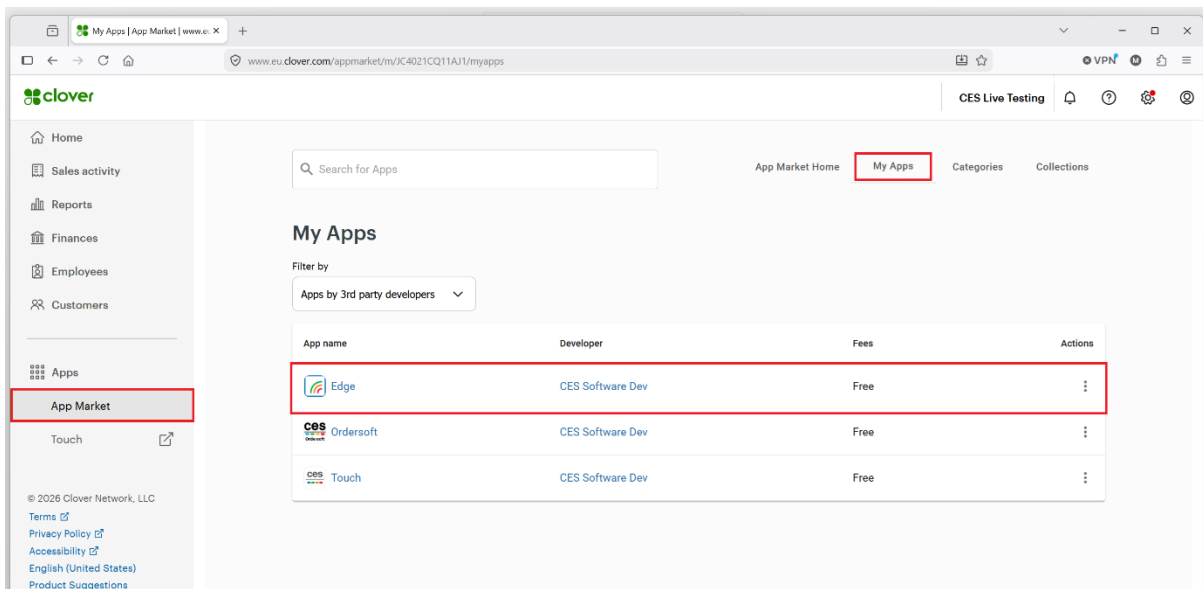
*Additional pay-per-action fees may apply

FREE
 Free
 FREE

By clicking Connect, you agree to the [End-User License Agreement](#) and [Privacy Policy](#).

Cancel
Connect

6. Once connected the Ordersoft app will be displayed in the My Apps tab on the merchants Clover portal

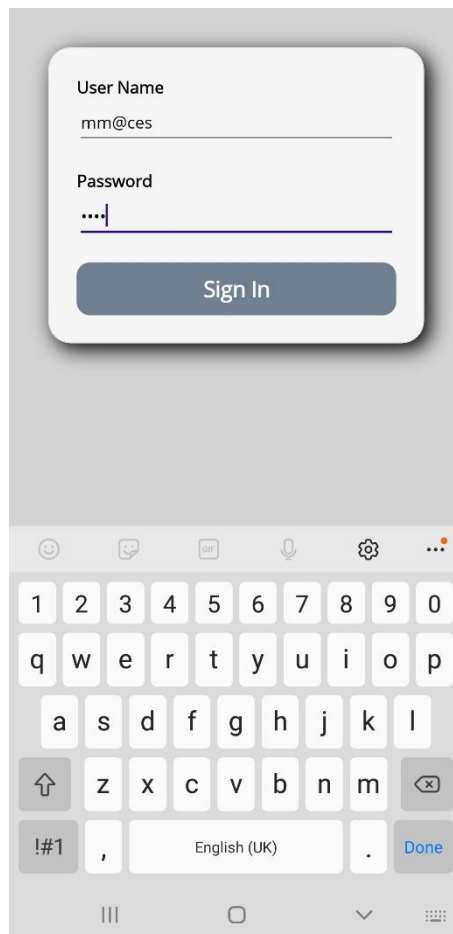


First time login:

The App Users are set up on the CES Edge Portal, make sure you have valid app user login details.

When running the Edge app for the first time you will be presented with the login page.

1. Enter your **username** in the Username field.
2. Enter your **password** in the Password field.
3. Click the Sign **in** button to access the system.

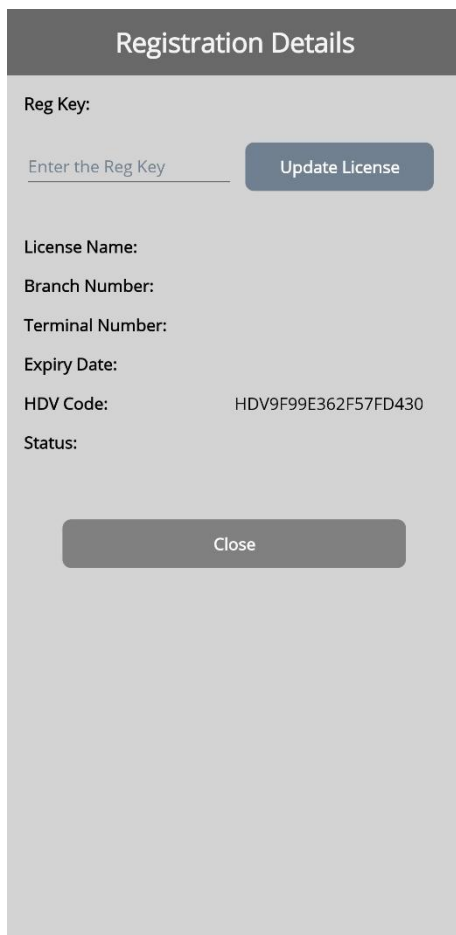


Enter license code:

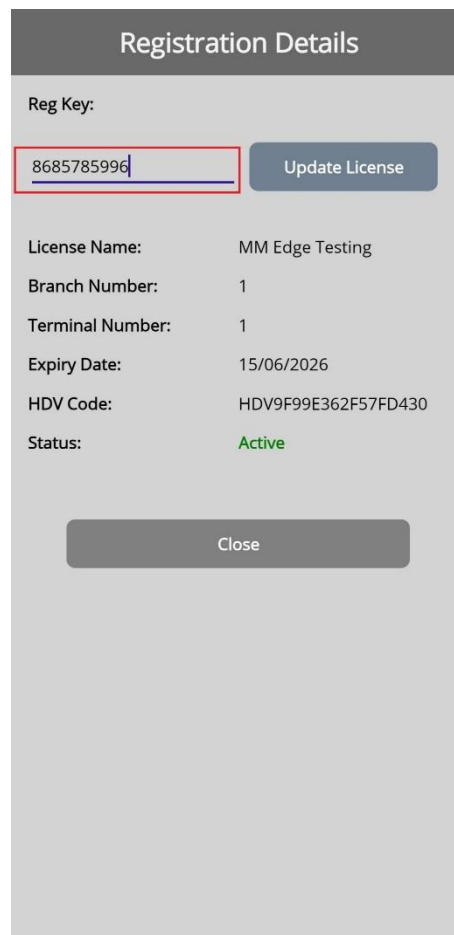
After logging in for the first time, the Edge app will display the License screen with a blank licence record.

Enter the valid Registration Key (Reg Key) that was provided to you as part of the application process, then click **Update License**.

Once a valid Reg Key has been entered, the license details will automatically populate on the screen.



The screenshot shows a mobile application interface titled "Registration Details". At the top, there is a header with the title. Below the header, the "Reg Key:" label is followed by a text input field containing the placeholder text "Enter the Reg Key". To the right of the input field is a blue button labeled "Update License". Below this, several fields are listed: "License Name:", "Branch Number:", "Terminal Number:", "Expiry Date:", "HDV Code:", and "Status:". The "HDV Code:" field contains the value "HDV9F99E362F57FD430". At the bottom of the screen is a grey button labeled "Close".



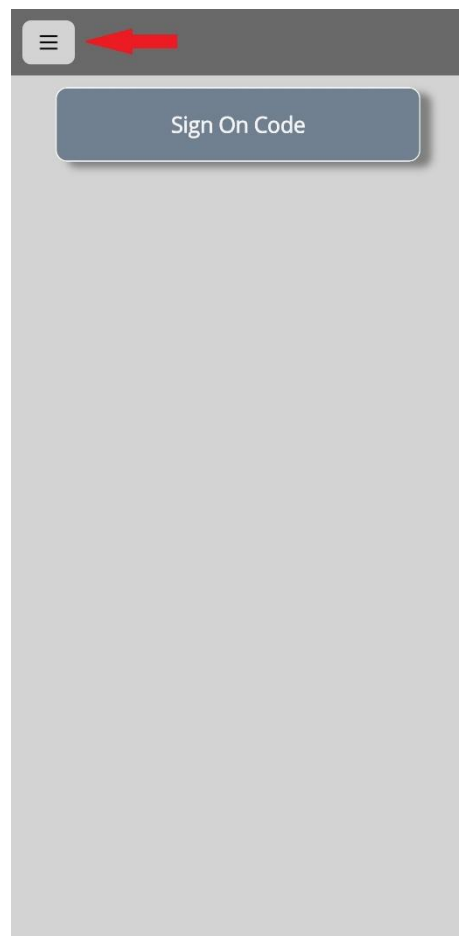
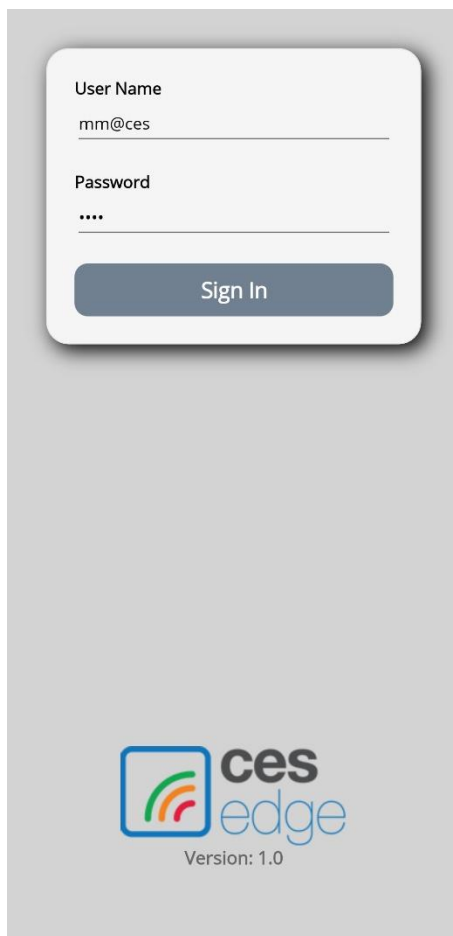
The screenshot shows the same "Registration Details" screen, but now the license details are populated. The "Reg Key:" label is followed by a text input field containing the value "8685785996", which is highlighted with a red border. To the right of the input field is a blue button labeled "Update License". Below this, the fields are populated: "License Name:" is "MM Edge Testing", "Branch Number:" is "1", "Terminal Number:" is "1", "Expiry Date:" is "15/06/2026", "HDV Code:" is "HDV9F99E362F57FD430", and "Status:" is "Active". At the bottom of the screen is a grey button labeled "Close".

Main Menu Screen:

Once the licence has been successfully validated for the first time, the Edge app will automatically return to the login screen.

The username and password entered previously will be retained, so simply press **Sign In** to continue.

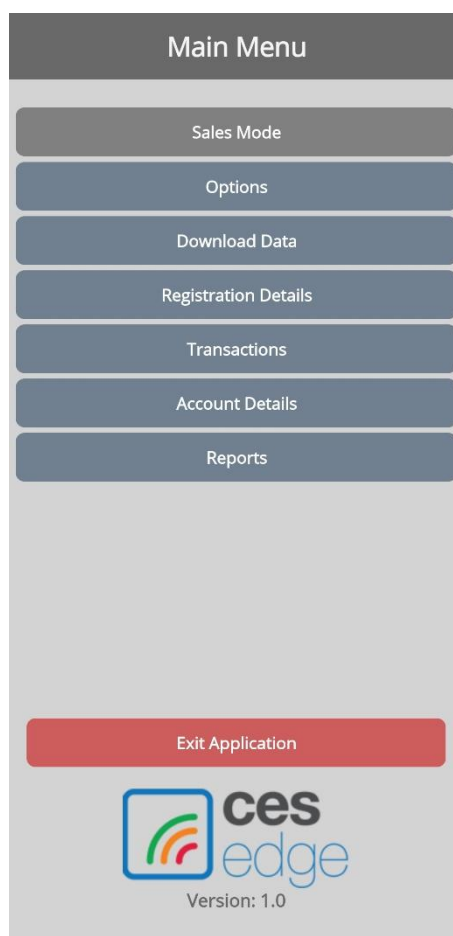
After signing in, press the **Menu** button in the top-left corner of the screen to access the **Main Menu**.



The Main Menu provides access to all functions within the Edge app.

The following options are available:

- **Sales Mode** – Opens the sales screen where transactions can be processed.
- **Options** – Access and configure the various application settings.
- **Download Data** – Downloads the latest data from the Edge Cloud Portal, including products, operators, button layouts, and other configuration data.
- **Registration Details** – View and update the licence registration details for the app.
- **Transactions** – View transaction history and transaction details.
- **Account Details** – View and edit the account login details used to access the Edge Cloud Portal.
- **Reports** – Run sales reports, including current trading reports and End of Day reports.



Options Screen:

The **Options** screen allows you to configure how the Edge app operates.

The following settings are available:

- **Landscape Screen Mode** – Enable this option when using a Clover Mini to display the Edge app in landscape orientation.
- **Use Order Number** – When enabled, a 4-digit order number will be printed on customer receipts and kitchen tickets. The order number sequence resets when an End of Day is performed.
- **Cash Payment** – Enables a **Cash** button on the Payments screen.
- **Card Payment** – Select the payment type to be used for card transactions.
- **Receipt Options** – Controls receipt printing at the end of a sale. Available options are:
 - **Always** – Automatically print a receipt.
 - **Optional** – Prompt the user to choose whether to print a receipt.
 - **Never** – Do not print receipts.
- **Printer** – Select the receipt printer to use. Available options are:
 - **None**
 - **Clover**
 - **IP**
- **Kitchen Printer** – Select the printer used for kitchen tickets. Available options are:
 - **None**
 - **Clover**
 - **IP**
- **Font Size** – Sets the font size used on kitchen tickets. This setting only applies to IP printers, as Clover printers use a fixed font size.
- **Use Tabs** – Enables the use of tabs for storing open orders.
- **Tab Title** – Defines the name used for tabs, for example **Table**, **Room**, or **Customer**.
- **Tab Count** – Specifies the number of tabs that will be available.

Options

Landscape Screen Mode	<input checked="" type="checkbox"/>
Use Order Number	<input checked="" type="checkbox"/>
Cash Payment	<input checked="" type="checkbox"/>
Card Payment	<input type="text" value="Clover"/>
Receipt Options	<input type="text" value="Optional"/>
Printer	<input type="text" value="Clover"/>
Kitchen Printer	<input type="text" value="Clover"/>
Font Size	<input type="text" value="Small"/>
Use Tabs	<input checked="" type="checkbox"/>
Tab Title	<input type="text" value="Tab"/>
Tab Count	<input type="text" value="1"/>

Close

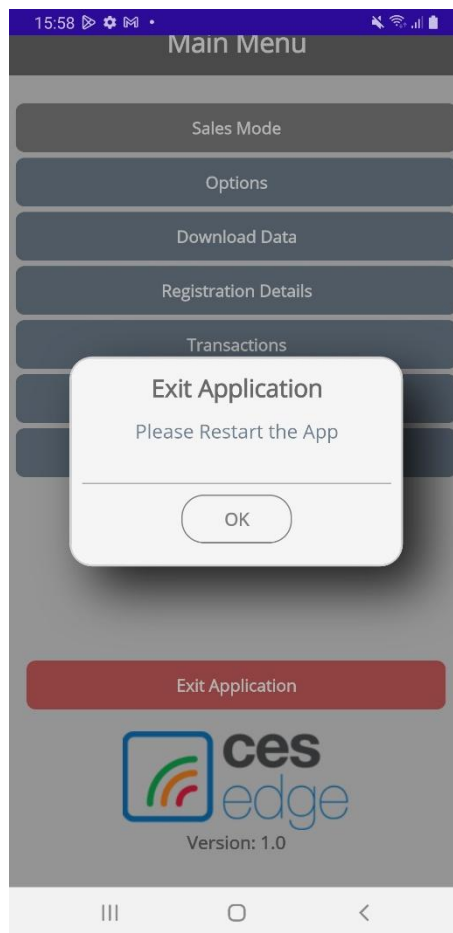
Download Data:

The **Download Data** button is used to download all data required for the Edge app from the Edge Cloud Portal.

This function must be used when setting up the Edge app for the first time. It should also be used whenever changes are made in the Edge Cloud Portal, such as adding new products, updating prices, or making any other data changes, to ensure the Edge app is up to date.

Once the download has completed successfully, a message will be displayed prompting you to restart the app.

Press **OK**, then close and restart the Edge app from the terminal's home screen for the changes to take effect.



Registration Details:

The **Registration Details** screen displays the licence information entered during the initial registration process, as shown on page 5. If required, the licence details can be edited from this screen, for example if the terminal number needs to be updated.

Transactions

The **Transactions** Screen displays the current transactions, with the most recent transaction shown at the top of the list.

To view the details of a transaction, tap the transaction entry to open it. The **Print** button can be used to print a duplicate receipt if required.

The transaction list is cleared when an **End of Day** is performed.

Transactions

001-01-00030	12/06/2026 11:35:13
Jon	£6.30
001-01-00029	12/06/2026 11:34:42
Michael Morris	£10.00
001-01-00028	12/06/2026 11:32:52
Michael Morris	£13.50
001-01-00027	12/06/2026 11:30:53
Fred	£13.60
1 Hamburger	£9.60
1 Regular Fries	£2.00
1 Regular Coke	£2.00
Sub Total: £13.60	
Items: 3	12/06/2026 11:30:53
Operator: Fred	
Order Number:	
Cash: £13.60	

Print

Total Card: £0.00
Total Cash: £43.40

Close

Account Details:

The **Account Details** screen displays the username and password associated with the account. For security purposes, the password is masked and displayed as asterisks (****).

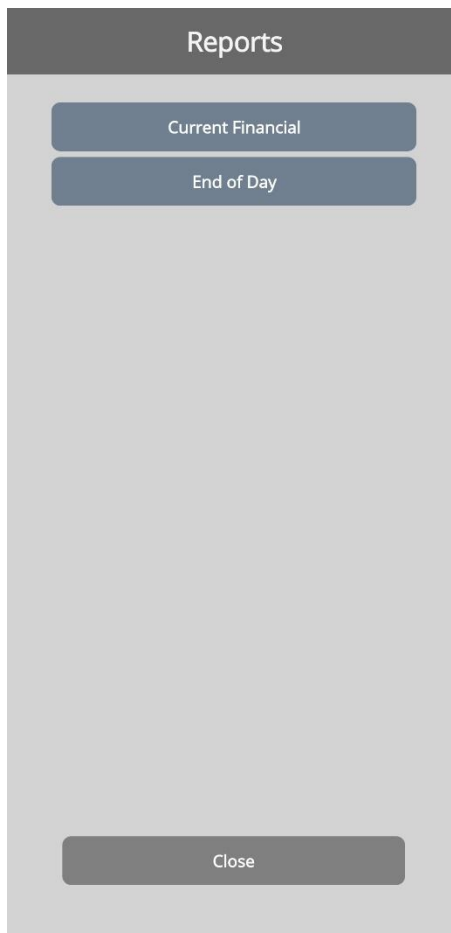
The application retains these login details, so you do not need to re-enter your username and password each time the app is started.

Reports:

The **Reports** screen contains two report options:

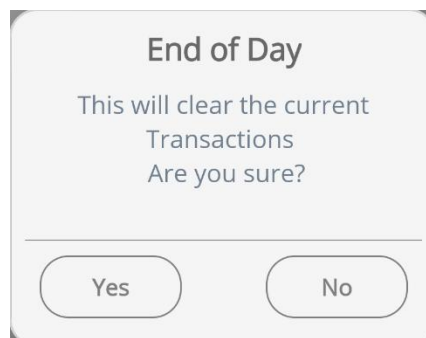
- **Current Financial Report** – This report can be run at any time during the day to view the current sales totals. Running this report does not reset or clear any sales figures.
- **End of Day Report** – This report displays the same sales figures as the Current Financial Report but also performs an End of Day process, clearing the current sales totals ready for the next trading day.

Previous days' transaction history can be viewed on the Edge Cloud Portal.



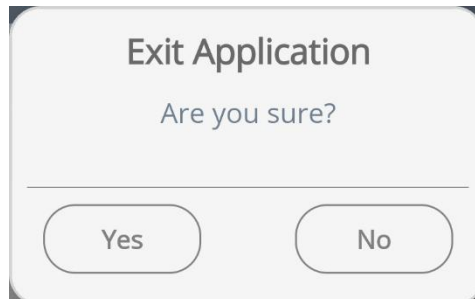
Current Financial		
Branch: 001	Terminal: 01	
Transactions:	4	
Gross Sales:	10	£43.40
Less Refunds:	0	£0.00
Less Discount:	0	£0.00
Net Sales:		£43.40
Balance:		£43.40
Cash:	4	£43.40
Card:	0	£0.00
Balance:		£43.40
Service Charge:		£0.00
Cashback:		£0.00
Tip:		£0.00
VAT Analysis		
Rate (%)	Goods(Ex)	VAT
20.00%	£31.60	£6.30
5.00%	£1.90	£0.10
0.00%	£3.50	£0.00
Total:	£37.00	£6.40
Date: 12/06/2026	Time: 12:00:35	

When the **End of Day** option is selected, the confirmation message shown below will be displayed.



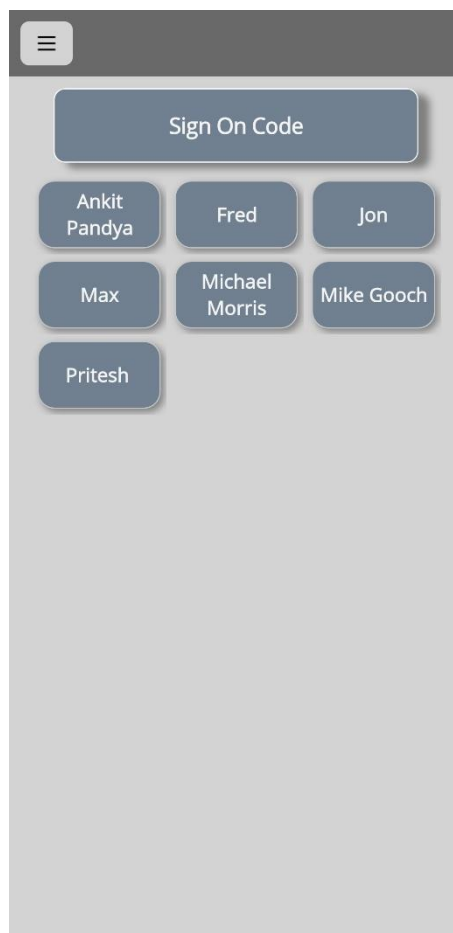
Exit Application:

The **Exit Application** option is used to close the app. When selected, a confirmation message will be displayed asking you to confirm that you wish to exit the application.



Sales Mode:

The **Sales Mode** button takes you to the **Operator Sign On** screen. Once the initial configuration has been completed, this is the screen that will be displayed each time the app is started.

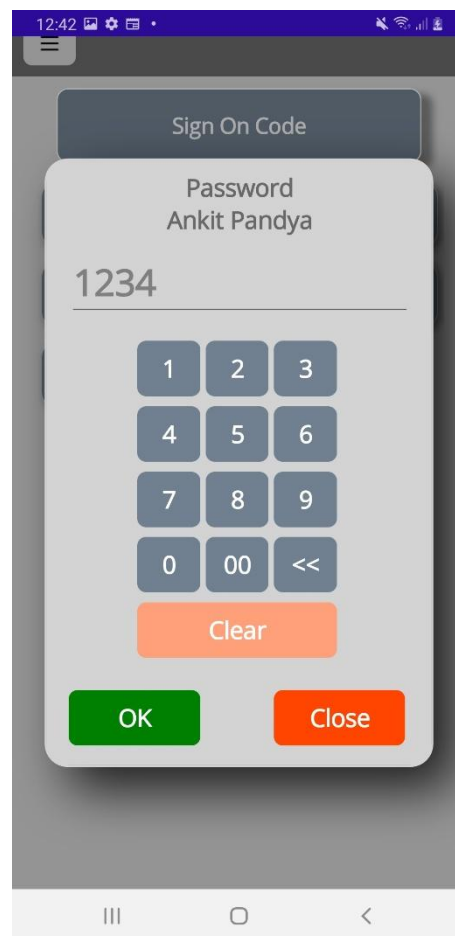
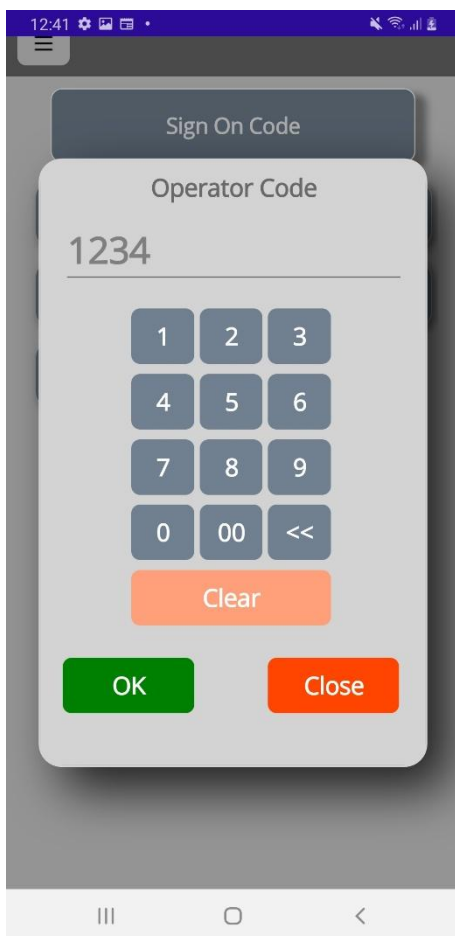


Sign On Options:

Operators are configured on the Edge Cloud Portal and can be set up to either **Display Button** mode or **Sign On Code** mode. Both options can also be configured to require a password.

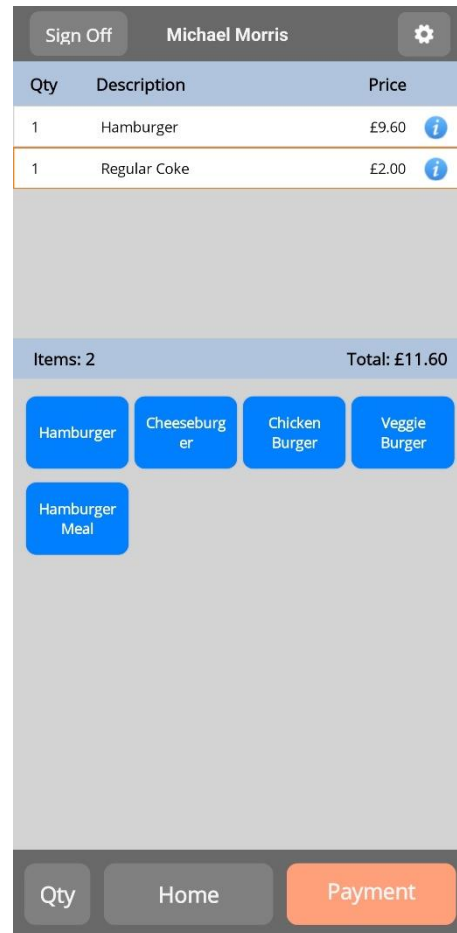
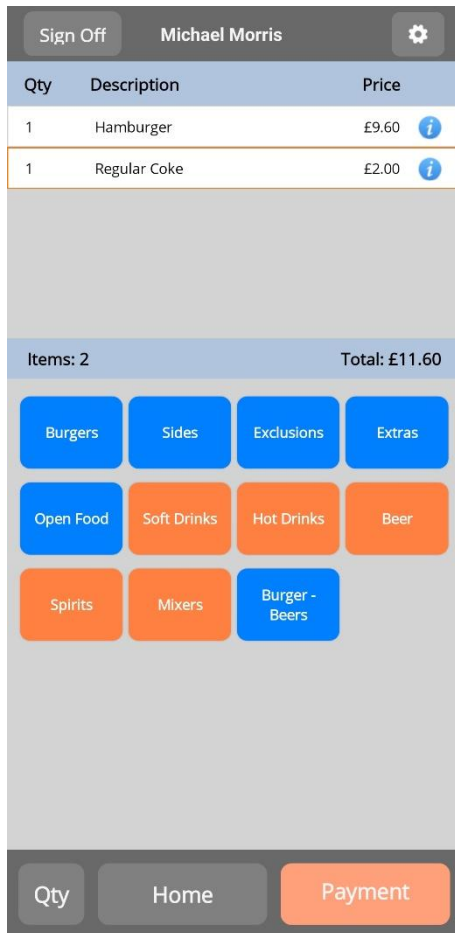
For operators configured in **Display Button** mode, simply press the button corresponding to the operator you wish to sign on as.

If a **Sign On Code** or **Password** is required, the number pad and input boxes shown below will be displayed, allowing the required credentials to be entered.



Sales Screen:

The screen on the left shows the home screen displaying all available departments. The screen on the right shows the view after selecting the **Burger** department button, displaying all products available within the Burger department.



The buttons on the bottom row are as follows

Qty – Used for selecting multiples of the same item

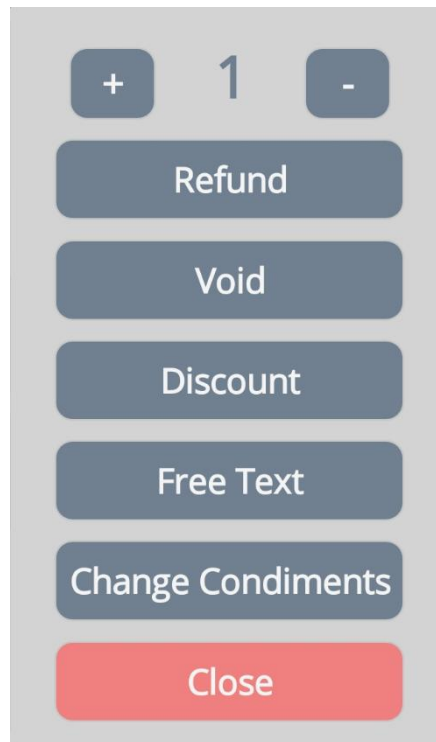
Home – Returns to the Home page

Payment – To go to the payment screen

Sales Basket item Options:

The top grid displays the current sales basket containing all products selected for the transaction.

The **i** button next to each product in the basket opens the **Item Options** screen, allowing changes to be made to the selected product.



The available options are:

+ / - – Increase or decrease the quantity of the selected item.

Refund – Refund the selected item.

Void – Void and remove the selected item from the transaction.

Discount – Apply a discount to the selected item by percentage or fixed amount.

Freetext – Allows additional text or special instructions to be added below the selected item on kitchen tickets.

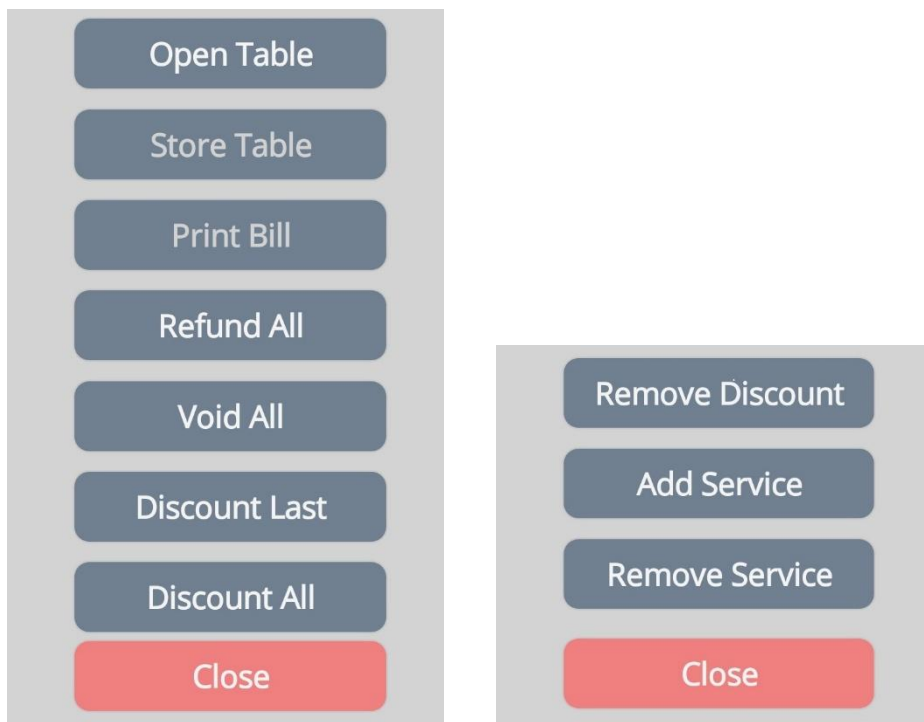
Change Condiments – Re-open the condiment selection screen to change the options selected for the item.

Close – Close the Item Options screen and return to the Sales screen.

Sales Basket Options Menu:

The Sales Basket Options Menu is opened by pressing the **gear icon** located at the top-right corner of the sales basket.

When all available options are enabled, the options list on the right side of the menu may extend beyond the screen. Scroll down to view and access all available options.



Open Table – This button is displayed when **Use Tabs** is enabled in the Main Menu options. It opens the table selection screen, showing available tables in grey and open tables in green.

Store Table – Stores the current tab, allowing it to be retrieved later.

Print Bill – Prints the bill for the currently open tab.

Refund All – Refunds all items currently in the sales basket.

Void All – Voids all items currently in the sales basket.

Discount Last – Applies a discount to the last item entered into the sales basket.

Discount All – Applies a discount to all items currently in the sales basket.

Remove Discount – Removes any discounts that have been applied to items in the sales basket.

Add Service – This button is displayed when service charge settings are configured on the Edge Web Portal. It is used to apply a service charge to the transaction.

Remove Service – Removes any service charge that has been applied to the transaction.

Condiments and Menus:

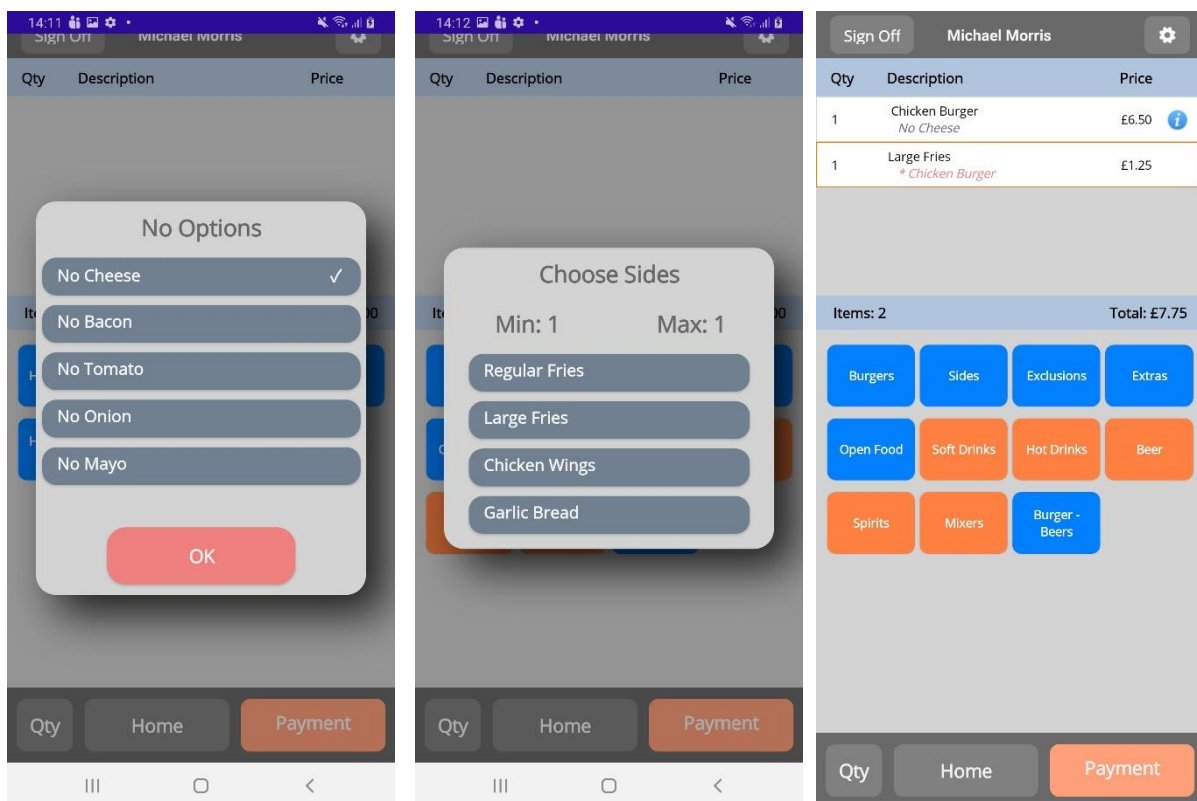
In Sales Mode, menus and condiments appear similar, but they function differently.

The image on the left shows a **condiment option**, which is mainly used to send additional instructions to the kitchen. This example displays an **OK** button, indicating that the selections are optional and can be skipped.

The image in the middle shows a **menu option**. In this example, there is no **OK** button because the menu is set as compulsory, meaning at least one selection must be made before continuing. The selected menu item(s) are then added to the sales basket.

The image on the right shows the sales basket after selecting one option from both the condiment and the menu.

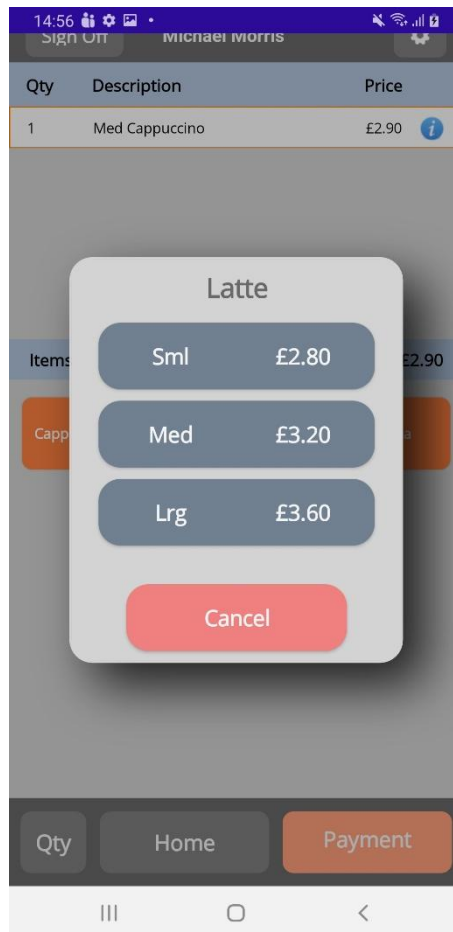
Various settings are available within the Edge Web Portal for both condiments and menus, allowing you to configure whether selections are optional or compulsory, as well as setting the minimum and maximum number of selections allowed.



Multi Price levels:

If a product is configured on the Edge Web Portal with multiple prices and has the **Multi Price** setting ticked, the product will be displayed as shown below, allowing the operator to choose the required size or price option.

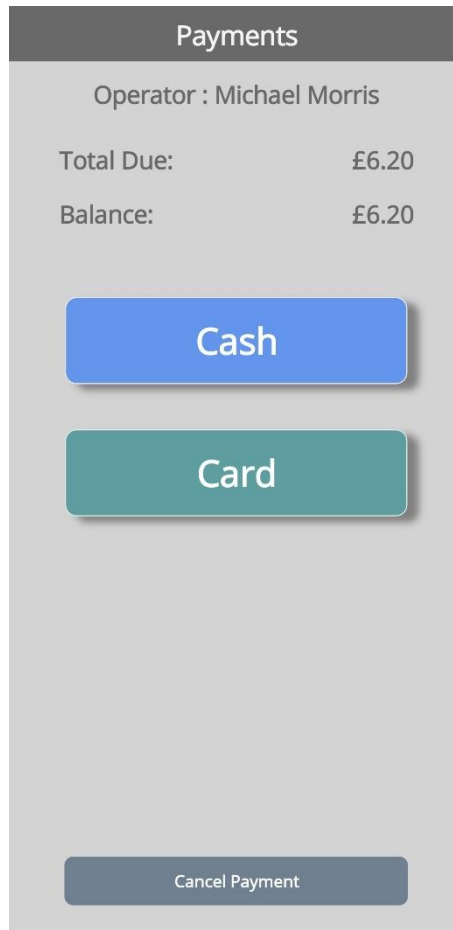
Note: The product must be configured with different units of sale for the Multi Price option to display correctly.



Payments:

Two payment options are available in Edge: **Cash** and **Card**. Both payment methods can be enabled or disabled in the Main Menu Options screen.

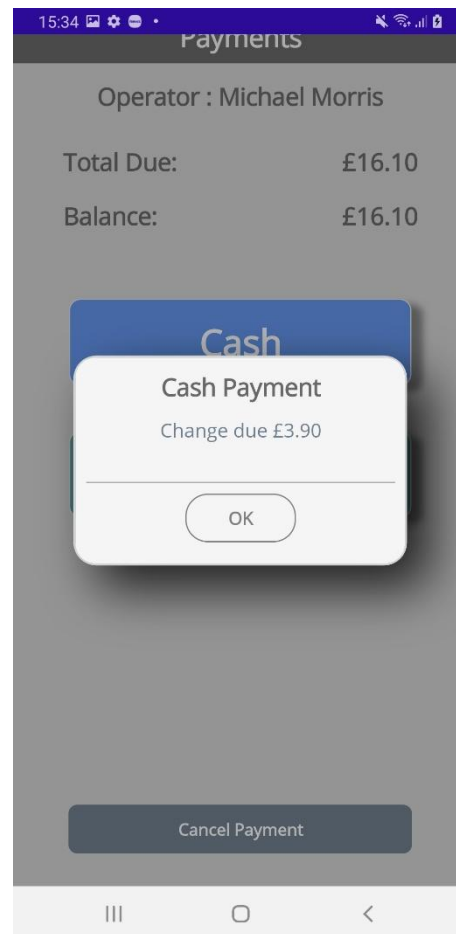
The payment screen shown below will be displayed when the **Payment** button is selected from the Sales Screen and there are items in the sales basket.



Cash Payments:

To process a cash payment, press the **Cash** button. The number pad shown on the left will be displayed, allowing the operator to enter the amount of cash received.

If the amount tendered is greater than the sale value and change is required, the pop-up screen on the right will be displayed showing the change due.



Card Payments:

The image on the left shows the page that will be displayed when the Card button is selected on the payment screen,

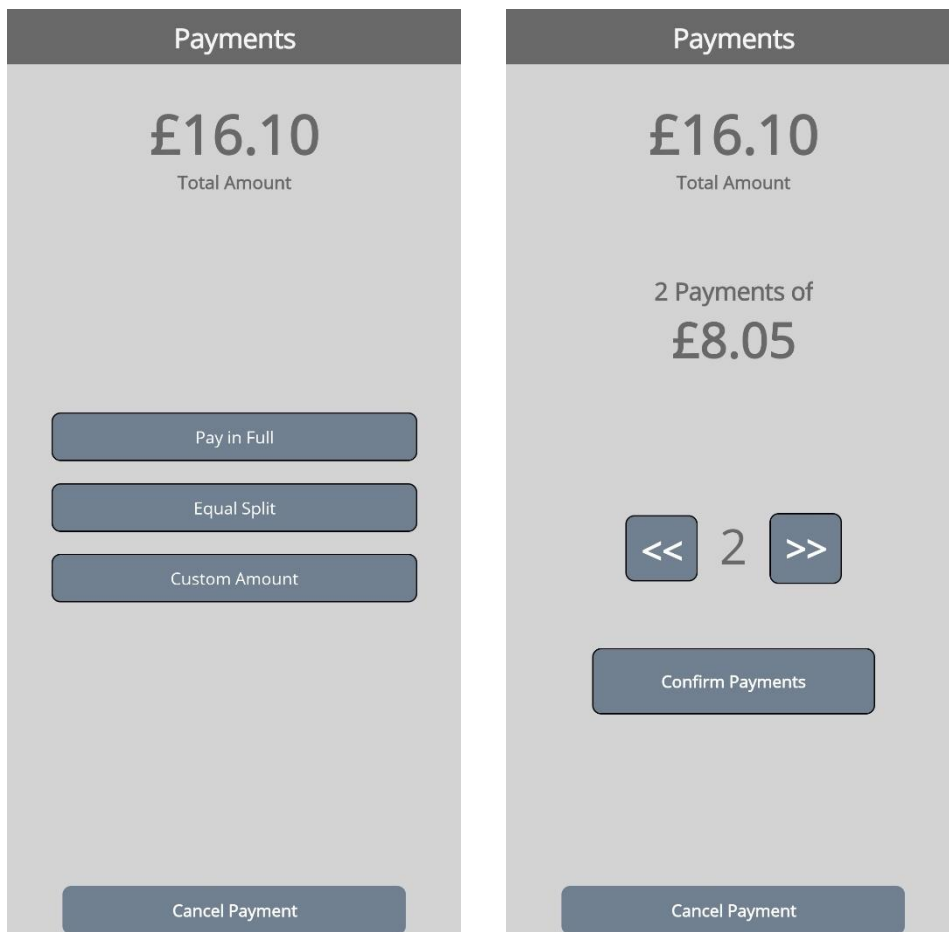
The image on the left is showing the three options that are available when the Card option is selected.

Pay in full - Initiates a transaction for the full transaction value

Equal split – Allows the bill to be split equally, the left and right arrow buttons are used to change the number of splits

Custom Amount – Allows entering a part payment value (value cannot exceed the sale total)

The image on the right is showing the Equal Split option.



Tips:

There is a setting to enable Tips on the Clover payment terminal, which can be accessed via the **Setup** icon on the terminal home screen.

When this setting is enabled, Edge will handle tips during the payment process and report them accordingly.

Cash Back:

There is a setting to enable Cash Back on the Clover payment terminal, which can be accessed via the **Setup** icon on the terminal home screen.

When this setting is enabled, Edge will handle Cash Back during the payment process and report them accordingly.

Receipts

Receipt printing can be configured using one of the following options:

- Use the onboard printer built into the Clover payment terminal.
- Use an external IP receipt printer.

There are three receipt printing options available in the Main Menu Options settings:

- **Always** – A receipt will print automatically at the end of the sale.
- **Optional** – A prompt will be displayed at the end of the sale asking whether a receipt should be printed.
- **Never** – Receipt printing options will not be displayed at the end of the sale.

Kitchen Printing:

Kitchen printing can be configured using one of the following options:

- Use the onboard printer built into the Clover payment terminal.
- Use an external IP receipt printer.

Note: The onboard printer on the Clover payment terminal uses a fixed font size. External IP printers can be configured to use Small, Medium, or Large font sizes.

Products with the **Print to Kitchen** option enabled will be printed at the end of the sale or when an order is stored to a tab.

Version History:

Version	Date	Author	Changes Made
1.0	June 2026	Michael Morris	Initial release