

Getting Started

Getting Started

When you first activate Spectre POS for your pro shop, the WordPress admin walks you through a short setup wizard. After that, day-to-day administration happens under the **SpectrePOS** menu in the WordPress sidebar.

The onboarding wizard

The first time you open the WordPress admin, you are taken to the SpectrePOS onboarding wizard. It has three steps:

1. **Store Details** — confirm your address, city, state/province, postcode, and country. Spectre uses this to pre-fill your tax rates based on where you operate.
2. **Inventory** — choose whether to track inventory for the bowling catalog Spectre syncs into your store. If you opt in, stock tracking is enabled in bulk after the catalog finishes syncing.
3. **Finish** — completes setup and takes you to the **Apps** page.

Once you finish the wizard you won't see it again. If you skip it, your administrator can re-trigger it through the SpectrePOS menu.

The SpectrePOS menu

In the WordPress admin sidebar, **SpectrePOS** is the home for everything pro-shop specific. It sits just under the Dashboard and has these entries:

- **Apps** — connect Stripe, manage integrations like Gift Cards and Mailchimp (where available).
- **Settings** — payment methods, checkout behavior, general POS settings.
- **Open POS** — launches the POS cashier app in a new tab.

You'll also use the standard WordPress / WooCommerce menus for day-to-day data:

- **Products** — manage your catalog (see *Managing Products*).
- **Orders** — see all sales, issue refunds.
- **Customers** — your customer database.
- **Users** — add cashier accounts (see *Cashiers & Permissions*).
- **WooCommerce** → **Settings** → **Taxes** — fine-tune your tax rates (see *Taxes*).

Your first-day checklist

Once the wizard is done, work through this short list:

1. **Connect Stripe** to accept card payments. **SpectrePOS** → **Apps** → **Stripe** → **Connect with Spectre** (see *Connecting Stripe*).
2. **Sync the bowling catalog** (this runs automatically during step 2 of the wizard; see *Catalog Sync* if you need to track or re-run it).
3. **Review your tax rates** under **WooCommerce** → **Settings** → **Taxes**. The wizard pre-fills them based on your location — adjust if needed.
4. **Enable payment methods** under **SpectrePOS** → **Settings** → **Payment Gateways** (Cash and Card are both off by default).
5. **Add cashier accounts** under **Users** → **Add New**, assigning the POS Cashier role (see *Cashiers & Permissions*).
6. **Customize your receipt and email branding** (see *Receipts & Email Branding*).

After that, your cashiers can sign in and start ringing sales.

Where to go next

- *Connecting Stripe* — accept real card payments
- *Catalog Sync* — what gets imported and how to track it
- *Payment Methods* — enable Cash and Card
- *Cashiers & Permissions* — let your staff sign in

Revision #1

Created 31 May 2026 16:33:39 by Luis Javier Rodriguez

Updated 31 May 2026 16:33:39 by Luis Javier Rodriguez