

POS SOFTWARE DOCUMENTATION

1. User Login

2. Select Settings in the Settings Menu (Left Side)

You can set the default mail, Currency code and some other informations here You can enable multiple stores here ie, you can manage more than one store .

Grocery Softw	vare	三	Sat 14 Sep 2019 04:06 PM 🛛 🗃
Dashboard		Overselling	Yes
POS		Enable	Titem Addition
Products	<	Multiple Stores	Add new item
Categories	<	Disable	▼ Default Category
		Currency code	Select Default Category
Sales	<	AED	Default Customer
People	<	Auto Print Receipt	Walk-in Client
Settings	~	Disable	▼ Date Format C
Settings		After Sale Page	DjMY
) Stores		Receipt	Time Format
Printers		Default Discount	h:i A
Add Printer			Default email
) Backups			dynatechitsolutions@gmail.com
Reports	<	Default Order Tax	RTL Support
		070	Disable

Once you fill the information -> Click UPDATE SETTINGS button in the bottom

3. How to add Store

Grocery Software	≡ ೫≍ ■						Sat 14 Sep 2019 04:13 PM	2 2	e s	÷.		۵ <mark>1</mark>
🚳 Dashboard	Stores											
III POS	Please use the tab	le below to n	navigate or filter th	e res	ults.			_				
Products <	Show 10 + entr	ies							Co	py E	xcel	CSV
Categories <	Name 👫	Code 🔱	Phone	11	Email	1t	Address lin	e 1			11	City
🃜 Sales 🛛 <	Grocery Software	POS	Call:+97143346221		store@tecdiary.com		Shop N0 3, Al Johi Building, Nea	r Jose	ph Clir	iic,		
📽 People 🛛 🖌	Type & hit enter to s	earch the table										
📽 Settings 🗸 🗸	Showing 1 to 1 of 1 entr	ies										Previo
C Settings												
O Stores												
O Add Store												
O Printers												

Select Settings ->Stores

Here you can see all the stores you added.

You can edit store information by clicking the box with pencil icon in the right side of the store name NB: Click EDIT STORE button once you finish editing

To add new store Select Settings ->Add Store

🕥 WhatsApp	X 🖸 Add Store Pos Software X +	- C 💌
\leftrightarrow \rightarrow C (Not secure	projects.dynatechitsolutions.com/salon/settings/add_store	☆ ◎ 등 🧐 :
Grocery Software	≡ ₩ ■	Sat 14 Sep 2019 04:18 PM 🍙 📽 🖵 🇮 🕂 🏺 Admin Admin
🚳 Dashboard	Add Store	Be Home → Settings → Stores → Add Store
III POS	Please fill in the information below	
Products <	Name	
Categories <		
🏋 Sales 🛛 🗸	Code	
嶜 People 🛛 🗸	Logo	
📽 Settings 🗸 🗸	Eogo 😂 Choose file	
O Settings	Email Address	
O Stores		
O Add Store	Phone	
O Printers		
O Add Printer	Address line 1	
O Backups		
Ⅲ Reports <	Address line 2	Activate Windows
Products Report Pxl ^	III SMALL-ONION-30jpg ^ III LONG-BEAN-600xjpg ^ III cashewj	jpg ^ I almond.jpg ^ Go to PC settings to activate Windows. Show all >
🔲 ڬ 💶 🕓	ं 💶 💽 🥥 🥖 💋 🚇 🚞 🚾	▲

Fill information about your store and save it.

4. How to add categories

	(in the case of Gro	ery Shop we can add Beverages, Vegetables, D	ry fruits etc as categories)										
	🚫 WhatsApp	× 🔂 Add Category Pos Software 🗙 🕂											
	\leftrightarrow \rightarrow C \land Not s	← → C ▲ Not secure projects.dynatechitsolutions.com/salon/categories/add											
	Grocery Software	≡ ₩ ■	Sat 14 Sep 2019 04:2										
	🍘 Dashboard	Add Category	dd Category										
	III POS	Please fill in the information below											
	Products	< Code											
1	Categories	C1BVRG											
(O List Categories	Name											
\mathbf{i}	O Add Category	Beverages											
	Import Cetcgories	Image											
	🏲 Sales	< milk.jpg	陆 Choose file										
	嶜 People	< Add Category											
	🌣 Settings	Contraction (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (19977) (19977) (1997) (1997) (1997) (1997) (1997) (1997)											
	III Reports	 											

Select Categories -> Add category

Fill category information and click ADD CATEGORY button

5. How to View all categories and edit it

Grocery Software				Sat 14 Sep 2019 04:28 PM 🛛 🚯	≪ ♀ ≕	Δ 👰 /	Admin Admii
🍄 Dashboard	Categories					🙆 Hom	ne > Categor
III POS	Please use the table	below to navigate or filter	the results.				
Products	 Show 10				Copy Excel	CSV PDF	Columns
Categories	Image	Code	11	Name		J† A∕	Actions
O List Categories O Add Category	01		Beverages			E	
O Import Categories	Type & hit enter to sear	rch the table					
🐂 Sales	Showing 1 to 1 of 1 entries				/	Previous	1 Next
嶜 People	<						
🕫 Settings	¢						
In Reports	<						
elect catego	ories-> List catego	ories					
_	-						
	gories on the right s	_					
o edit Category	/ Click->Box with Pe	ncil icon of the c	ategory you want to	edit			

6. How to add Products

Grocery Softwar	e 業 ■	Sat 14 Sep 2019 04:36 PM 🔹 📽 🖵 🇮 🗸
🚯 Dashboard	Add Products	鍲 Home >
III POS	Please fill in the information below	
Products O List Products O Add Products	Type Standard	Grocery Software (POS) Quantity
O Print Barcodes	Name	0 Price
O Print Labels	Code you can use product barcode as code	Optional
 Categories Sales 	Code128	•
嶜 People	Category	¥
🗱 Settings	< Select Category	•
In Reports	< Cost	Activate Window

Select Products->Add Products

NB: Select Store (On which store you want to add the product) in the case of multiple store enabled

Fill all fields (category , quantity, name, cost, selling price, alert quantity are the important fields) And save it.

7. <u>View All Products (Edit, Delete Operations)</u>

🕥 WhatsApp	× 🗗 Pro	oducts Pos Soft	vare ×	+								- 1
← → C () Not secur	e projects.dy	natechitsolutio	ns.com/salon/prod	ucts							\$	0 8
Grocery Software	= #	× 🗆					Sat 14 Se	p 2019 04:56 PM	<i>6</i> 0 °	: 🖵 🖩	Δ.	👮 🛛 Admin A
🚯 Dashboard	Produ	ict successfully a	added									
III POS												
Products	s Please use the table below to navigate or filter the results.											
O List Products	Show	10 👻 ent	tries							Copy Excel	CSV PE	OF Columi
O Add ProductsO Import Products	Imag	e Code 🎝	Name 🎝	Type ↓†	Category 👫	Quantity 🔱	Tax ↓↑	Method 👫	Cost 🗍	Price 🔱	Ac	tions
O Print Barcodes	3	VEGSMON	Small Onion	Standard	Vegetables	21.00	0	Inclusive	3.00	8.00	₿ 8 8) 🔼 🔽 🔒
O Print Labels		VEGLB	Long bean	Standard	Vegetables	20.00	0	Inclusive	6.00	12.00	₿ ₽ ₽) 🖸 🗹 🗎
Categories	<	DRYFRCSW	Cashew	Standard	Dry Fruits	15.00	0	Inclusive	15.00	25.00	₽ ₽ €) 🖾 🗹 🖞
🏲 Sales	<	DRYFRAL	Almond	Standard	Dry Fruits	13.00	0	Inclusive	10.00	18.00	₿ ₽ ₽) 🖸 🗹 🖞
嶜 People	< Imag	e [Code]	[Name]	[Type]	[Category]	[Quantity]	[Tax]	All 👻	Cost	Price	Ac	tions
📽 Settings	< Туре	e & hit enter to	search the table									
I Reports	< Showin	ng 1 to 4 of 4 ent	ries								Previou	s 1 Ne

Select Products->List Products

You can perform edit and delete operations on products same as categories.

8. How to Add Users, Customers and Suppliers

🚯 Dashboard		Show 10 v er	ntries				Copy Excel C	SV
POS								5.
Products	<	Name 🎝	Phone 🗍	Email Address	ţţ	Customer Custom Field 1	Customer Custom Field 2	2
		sadfsdf						
Categories	<	sadf						
🏲 Sales	<	sadfsd						
🚰 People	~	asdf						
O List Users		clancy						
O Add User		clancy						
O List Customers		nijas	0527908101					
O Add Customer		Walk-in Client	012345678	customer@tecdiary.com				
O List Suppliers		Type & hit enter to	search the table					
O Add Supplier		Showing 1 to 7 of 7 er						F

Select People -> Add User for users Select People -> add customers for customer Select People-> Add Supplier for supplier

9. How to Add purchasing Details

Click POS from the left menu

Gro	cery Software						Sat 14 Sep 2019 05:09	ЭРМ 🚳 🗘	\$ 🖵 I	
Dashb	poard	Products								
POS		Please use th	ie table be	low to navigate	or filter the results.				G	irocer
Produ	ıcts 🗸								_	
_		Show 10	- entries					Conv	Evcol C	°C\/
DS 🔋	3K				Sat 14 Sep 2019 05:11	рм 🙆 📽	🖵 🔩 Re	egister Details	Today's Sa	ale
80										
	Walk-in Client			· 🗘	and the second	A 88 1				
	Reference Note				Carlo C	105				
	Search product by o	ode or name, you	an scan ba	rcode too		8.0 C.S.				
•	Product	Price	Qty	Subtotal 🗎	Almond	Cashew	Long bean	Small Onion	1	
	Small Onion (VEGSMON) 8.0	0 1	8.00 🗎						
	Cashew (DRYF ₹CSW)	25.0	0 1	25.00 圓						
	Almond (DRYF RAL)	18.0	0 2	36.00 🗎						
3										
\$ \$	Total Items	3 (4.00)	Total	69.00						

Can zel Print Bill Payment

Select Customer name from the drop down and you will see all products in the right side, you can add product to this customer by drag and drop the product image or search product using the search box and click the product name.

69.00

Search Box

Total Payable 9

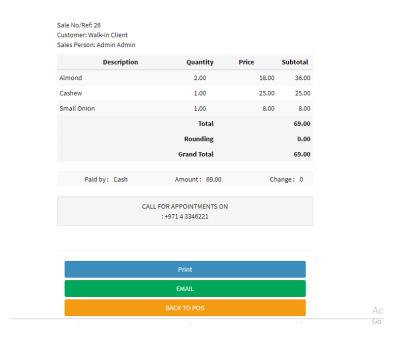
We can Update the quantity (Qty)of the product, and we can remove the product from the bill also After select products and quantity **CLICK PAYMENT** button



POS									
6 2	Walk-in Client		Payment						
=	Reference Note		Total Items	3 (4)	Total Payable	69.00 (0.00))	69	
	Search product by code o		Total Paying	69.00 f	Balance	0.00	5	10	
- N	Product	Price Qty	Note					20	
۲.	Small Onion (VEGSMON)	8.00 1						50	
	Cashew (DRYFRCSW)	25.00 1					<u>//</u>	100	
+	Almond (DRYFRAL)	18.00 2	Amount		Paying by			500	
			69		Cash			Clear	
<u>88</u>			Payment Note						
					Cash				
¢\$	Total Items	3 (4.00) Total			Credit Card				
.hl					Cheque				
	Total Payable 🗩		Close		Gift Card			Submit	
	Hold	Print Order	Payment		Stripe				
	Cancel	Print Bill	Payment		Other				

You will be directed to this box.

Here select the payment method and click **SUBMIT** button

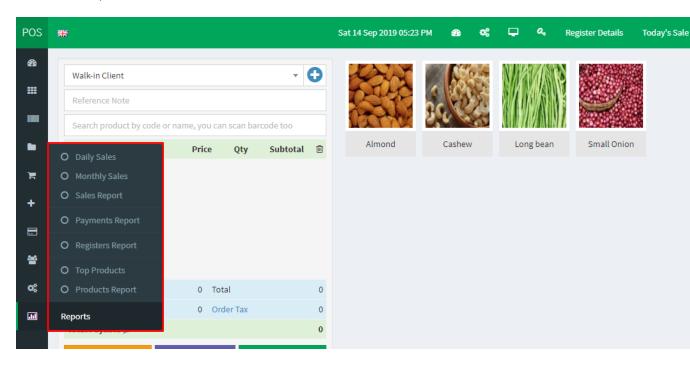


You can take print out of the bill To go back to the POS software click **BACK TO POS** button



10. How to view the Report

You can see the Daily Sales, Monthly Sales, Sales Report, payment Report, Registers report, Top Products and Product Reports Here.



To view Products Report

Select Reports -> Products Report

Grocery Softwa	ire	三 熊		Sa	at 14 Sep 2019 05:2	28 PM 🚳	≪ ⊑	- E 😨	Admin Admin				
III POS		Products Report					æ	Home > Reports	> Products Report				
Products		You can customize the r	eport as your requirement		Show/Hide Form								
Categories		Show 10 v entries					Copy Excel	CSV PDF	Columns				
🐂 Sales							copy Exect		cotumis				
😤 People		Code ↓↑	м	lame ↓↑	Sold 🗍	Tax ↓↑	Cost ↓↑	Income 🗍	Profit ↓↑				
		VEGSMON	Small Onion		1.00	0.00	3.00	8.00	5.00				
📽 Settings		DRYFRCSW	Cashew		1.00	0.00	15.00	25.00	10.00				
III Reports		DRYFRAL	Almond		2.00	0.00	20.00	36.00	16.00				
O Daily Sales		[Code]	[Name]		4	0.00	38.00	69.00	31.00				
O Monthly Sales		Type & hit enter to search t	he table										

Here the Money you spent, income and Profit will be displayed in the bottom