

# POINT OF SALE SYSTEM USER MANUAL



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# **1. Introduction**

## **1.1. Purpose of the Manual**

The purpose of this user manual is to provide a comprehensive guide for understanding and operating the POS (Point of Sale) system effectively. It is designed to assist administrators, cashiers, and other users in navigating the system's features and functionalities, ensuring seamless integration into daily business operations.

Specifically, this manual aims to:

- Provide step-by-step instructions for installing and setting up the system.
- Explain the roles and permissions for different user types (admin and regular users).
- Detail the functionality of each module, including user management, product management, cashier operations, GRN management, and reporting.
- Offer guidance on troubleshooting common issues and maintaining the system.
- Serve as a reference for maximizing the efficiency and accuracy of transactions and inventory management.

## **1.2. Overview of the POS System**

The POS (Point of Sale) system is a comprehensive solution designed to streamline retail operations, enhance customer service, and manage inventory efficiently. It caters to two types of users: administrators and regular users.

This system facilitates the management of sales, products, categories, suppliers, customers, and financial transactions, ensuring smooth daily operations. It includes robust reporting capabilities for tracking profits, analyzing sales data, and monitoring user activity. With an intuitive interface and modular design, the POS system is adaptable for businesses of various sizes.

## **1.3. Key Features**

- **User Management**
  - Role-based access control with admin and user roles.
  - Add, edit, activate/deactivate users, and assign permissions.
- **Product Management**
  - Add, edit, delete, and search for products.
  - Manage stock levels with alert notifications for low stock.

- **Category Management**
  - Organize products into categories for streamlined navigation and reporting.
- **Supplier Management**
  - Maintain supplier information and track GRN (Goods Receipt Note) details.
- **Customer Management**
  - Track customer loans and payments.
  - Set loan limits and view transaction histories.
- **Cashier Operations**
  - Barcode scanning for quick product entry.
  - Support for multiple payment methods (cash, bank transfer, card).
  - Manage cart items with options to hold, cancel, or save orders.
- **GRN (Goods Receipt Note) Management**
  - Add products to stock with detailed GRN entries, including free items.
  - Print GRN bills and review past entries.
- **Financial Transactions**
  - Record daily pay-ins and payouts.
  - Balance user accounts for transparent financial management.
- **Reports and Analytics**
  - Generate detailed reports for sales, profits, stock, customer loans, and user activities.
  - Date-range filtering for focused insights.
- **Security and Permissions**
  - Restricted access for new users until permissions are assigned by an admin.
  - Role-specific home page views based on user type.
- **Profile and Company Management**
  - Admins can update personal and company details, including passwords.
- **System Flexibility**
  - Modular structure for managing products, users, and transactions efficiently.
  - Print receipts for orders and transactions directly from the system.

By combining these features, the POS system empowers businesses to simplify operations, improve accuracy, and enhance customer satisfaction.

## 2. System Installation and Setup

### 2.1. Minimum Requirements

To install and run the POS system, ensure your environment meets the following requirements:

- **Server Requirements:**
  - **Operating System:** Linux, macOS, or Windows
  - **Web Server:** Apache or Nginx
  - **PHP Version:** PHP 8.0 or higher
  - **Database:** MySQL 5.7+ or PostgreSQL
  - **Composer:** Latest version (dependency manager for PHP)
- **System Requirements:**
  - **RAM:** 2GB or more
  - **Disk Space:** At least 500MB for the application files (more for database storage)
  - **Browser Compatibility:** Google Chrome, Mozilla Firefox, or Microsoft Edge
- **Additional Tools:**
  - **Node.js:** Required for front-end asset compilation
  - **Git:** For version control (optional but recommended)

### 2.2. Initial Configuration

- **Admin Account Setup:**
  - After installation, the system generates a default admin account.
  - Use the credentials provided in the seeder or documentation to log in as the admin.
- **Configure Application Settings:**
  - Navigate to the admin panel to update company details, such as name, logo, and contact information.
- **Set Up User Permissions:**
  - Use the admin account to define permissions and roles for other users.
  - Restrict access for newly registered users as needed.

- **Customize POS Settings:**
  - Update system-specific settings, including tax rates, default currency, and payment methods.
- **Verify Functionality:**
  - Test core features like user registration, product addition, and cashier operations to ensure the system is ready for use.

### 3. User Roles and Permissions

#### 3.1. Admin Users

**Admin users** have full access to all the system's features and functionalities. They are responsible for overseeing operations, managing users, and configuring system settings.

##### **Key Responsibilities of Admin Users:**

- Adding, editing, and deleting users.
- Assigning and managing user roles and permissions.
- Managing product, category, supplier, and customer information.
- Generating and analyzing reports.
- Configuring system settings, including company details and default values.
- Monitoring stock levels, low stock alerts, and customer loan limits.

##### **Default Admin Account:**

- Upon installation, a default admin account is created.
- Admins can update their credentials and profile information through the "My Profile" section.

#### 3.2. Regular Users

**Regular users** are individuals who handle day-to-day tasks like managing sales, entering transactions, and interacting with customers. By default, newly registered users are restricted from accessing most pages until permissions are granted by an admin.

##### **Default Access for Regular Users:**

- Initially, regular users can only view the Home page.
- They cannot access other pages or perform any actions until permissions are explicitly assigned.

### **Enhanced Permissions for Regular Users:**

Depending on their role and responsibilities, regular users can be granted access to specific modules, such as:

- Cashier operations (e.g., adding items to the cart, processing payments).
- Managing products, categories, suppliers, or customers (if authorized).
- Generating reports for specific areas (if permissions allow).

### **3.3. Managing User Permissions**

Admin users can customize permissions for regular users to ensure they have access only to the functionalities required for their role.

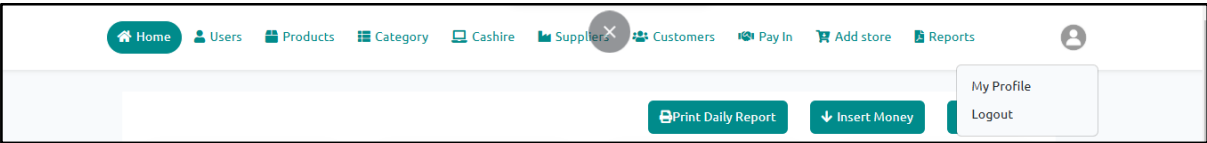
#### **Steps to Manage User Permissions:**

- Navigate to the User Management Page:
  - Log in as an admin and access the "Users" page from the navigation bar.
- Select the User to Modify:
  - Locate the user in the list and click on the "Edit" or "Permissions" button.
- Assign Permissions:
  - Enable or disable access to specific pages and functionalities.
  - Permissions can include:
    - Viewing, adding, editing, or deleting products, categories, and customers.
    - Accessing cashier operations and transaction management.
    - Generating reports or viewing financial data.
- Set User Role:
  - Change the user role to either "Regular User" or "Admin" as needed.
- Activate or Deactivate the User:
  - If required, toggle the user's active status to control their access to the system.
- Save Changes:
  - Click the "Save" or "Update" button to apply the changes.

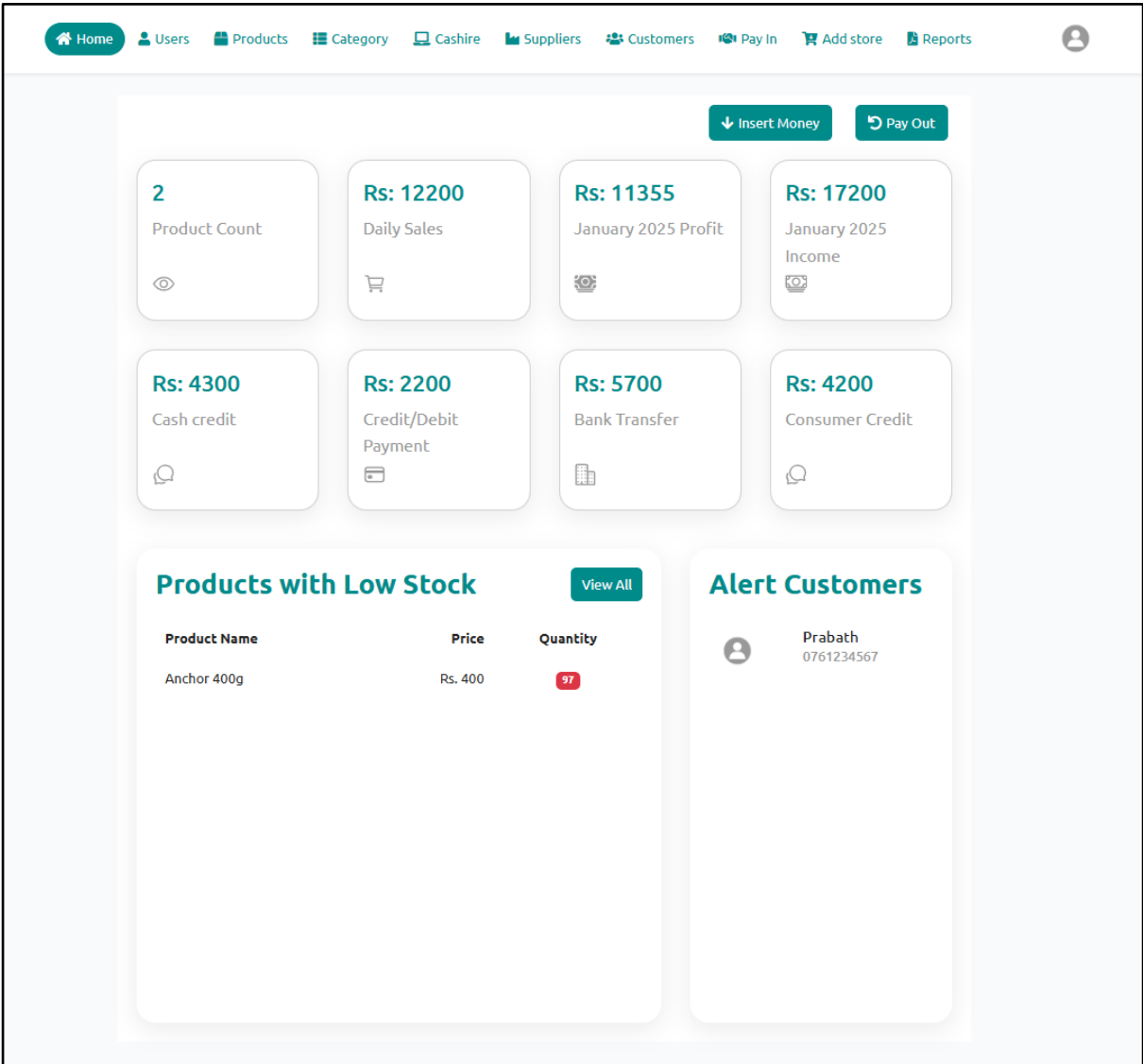


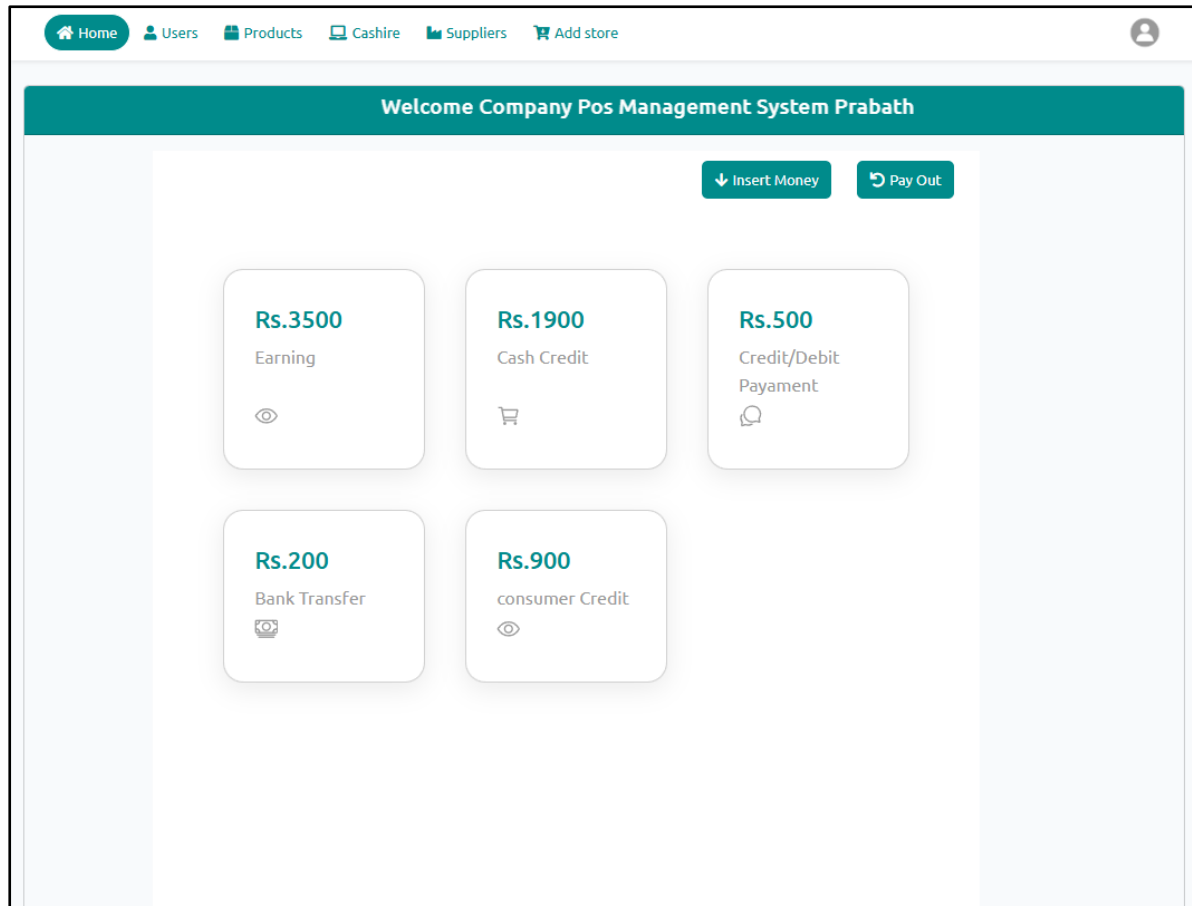
## 4. Navigation and User Interface

### 4.1. Overview of the Navigation Bar

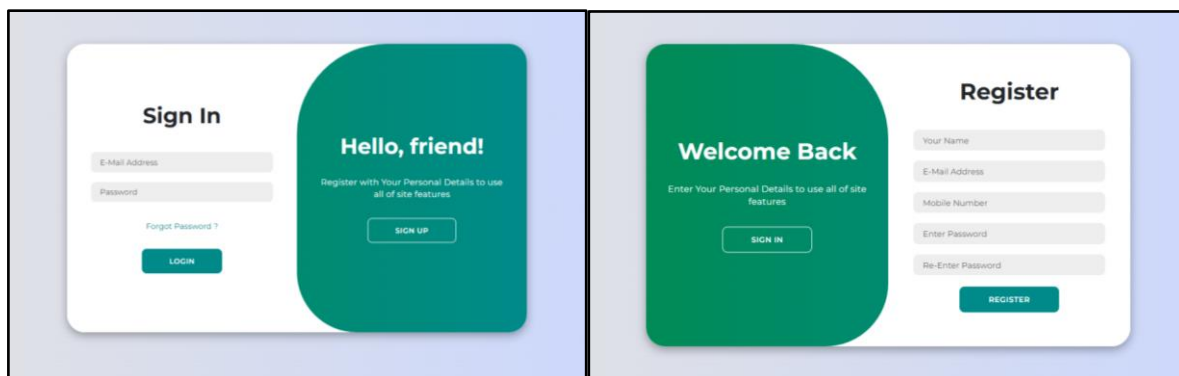


### 4.2. Home Page Features





#### 4.3. Login & Register



## 5. User Management

[Home](#) [Users](#) [Products](#) [Category](#) [Cashire](#) [Suppliers](#) [Customers](#) [Pay In](#) [Add store](#) [Reports](#)

Add User

+ Add New User

#	Name	Email	Role	Status	Action
2	Deshan	jayawardana@gmail.com	User	Active	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Permission</a>
3	Prabath	prabath@gmail.com	User	Active	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Permission</a>

### 5.1. Adding & Editing Users

Edit User

Name

Bhathiya

Email

jehangamagge@gmail.com

Phone

0781234567

Password

.....

Role

Admin

Update User

Add User

Name

Bhathiya

Email

jehangamagge@gmail.com

Phone

0781234567

Password

.....

Confirm Password

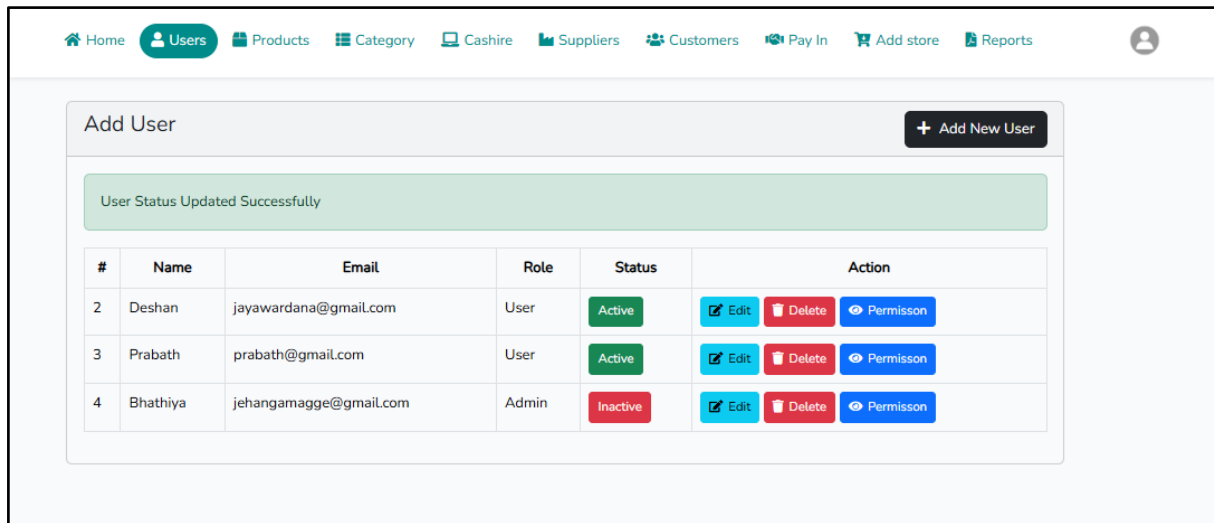
.....

Role

Admin

Save User

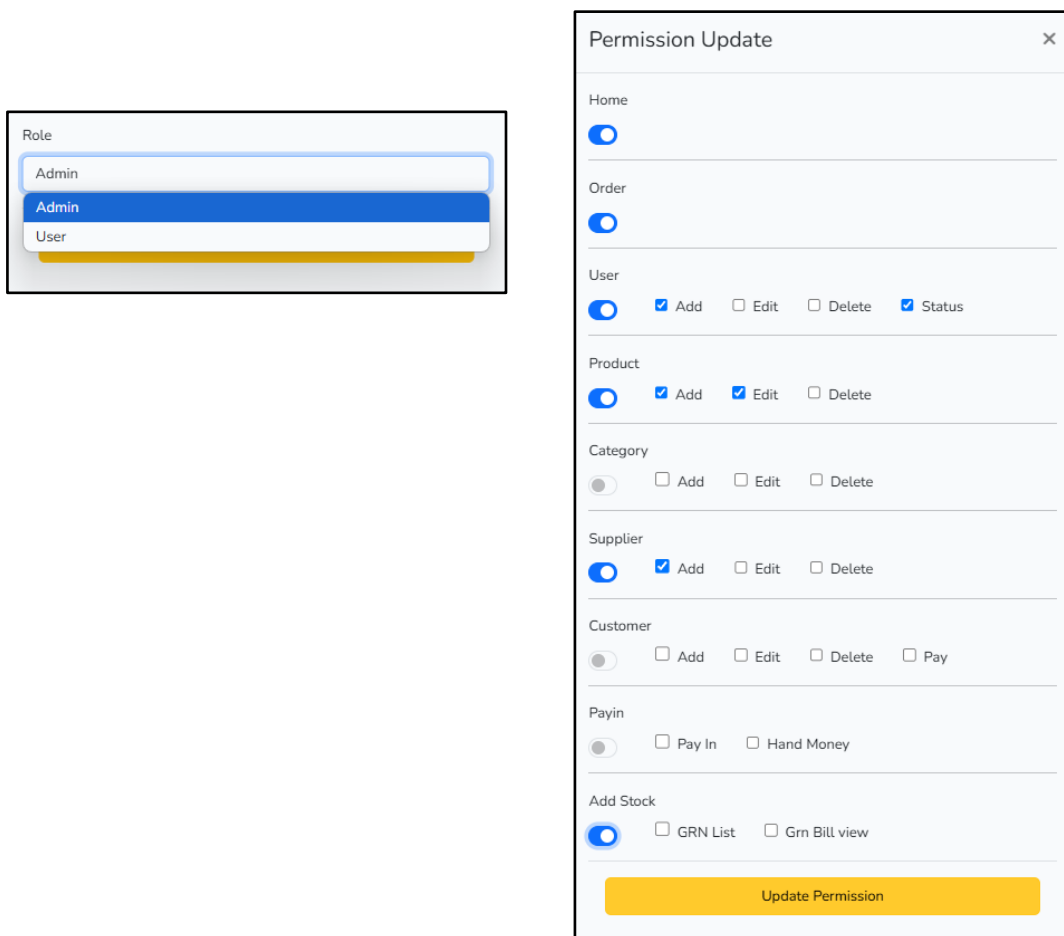
## 5.2. Activating/Deactivating Users



The screenshot shows the 'Add User' interface. At the top, there is a navigation bar with icons for Home, Users, Products, Category, Cashire, Suppliers, Customers, Pay In, Add store, and Reports. Below the navigation bar, there is a header 'Add User' with a '+ Add New User' button. A green message box says 'User Status Updated Successfully'. Below this is a table with columns: #, Name, Email, Role, Status, and Action.

#	Name	Email	Role	Status	Action
2	Deshan	jayawardana@gmail.com	User	Active	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Permission</a>
3	Prabath	prabath@gmail.com	User	Active	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Permission</a>
4	Bhathiya	jehangamagge@gmail.com	Admin	Inactive	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Permission</a>

## 5.3. Changing User Roles & Adjusting User Permissions



The screenshot shows the 'Permission Update' dialog box. On the left, there is a 'Role' dropdown menu with options: Admin, Admin, and User. On the right, there is a 'Permission Update' form with a close button (X) in the top right corner. The form has sections for Home, Order, User, Product, Category, Supplier, Customer, Payin, and Add Stock. Each section has a toggle switch and checkboxes for various permissions.

**Role:** Admin, Admin, User

**Permission Update**

Home: ☒

Order: ☒

User: ☒ Add ☐ Edit ☐ Delete ☒ Status

Product: ☒ Add ☒ Edit ☐ Delete

Category: ☐ Add ☐ Edit ☐ Delete

Supplier: ☒ Add ☐ Edit ☐ Delete


Customer: ☐ Add ☐ Edit ☐ Delete ☐ Pay

Payin: ☐ Pay In ☐ Hand Money

Add Stock: ☒ GRN List ☐ Grn Bill view

**Update Permission**

## 6. Product Management

[Home](#) [Users](#) **[Products](#)** [Category](#) [Cashire](#) [Suppliers](#) [Customers](#) [Pay In](#) [Add store](#) [Reports](#) 

Add Products

+ Add New Product

Q Search... x

#	Product Name	Price	Qty	Alert Stock	Action
1	Anchor 1Kg	1,000.00	155	100	<a href="#">Edit</a> <a href="#">Delete</a>
2	Anchor 400g	400.00	208	100	<a href="#">Edit</a> <a href="#">Delete</a>

### 6.1. Adding New Products

Add Product x

Barcode

101

Product Name

Muchi Tikiri mari

Category

Biscut

Price

90

☐ Editable Price

Retail Price

90

Wholesale Price

87

Special Price

86

Print Name

මන්චි ටිකිරි මාරි

Supplier

Rusiru

Quantity

0

Alert Stock

200

Save Product

## 6.2. Editing and Deleting Products

Edit Product

Barcode

101

Product Name

Muchi Tikiri mari

Category Name

Biscuit

Price

90

☐ Editable Price

Retail Price

90

wholesale Price

87

Special Price

86

Print Name

මත්වී ටිකිරි මාරි

Supplier Name

Rusiru

Quantity

0

Alert Stock

200

Update Product

Delete product

Are you sure you want to delete this Muchi Tikiri mari ?

Close

Delete

## 6.3. Using the Search Function

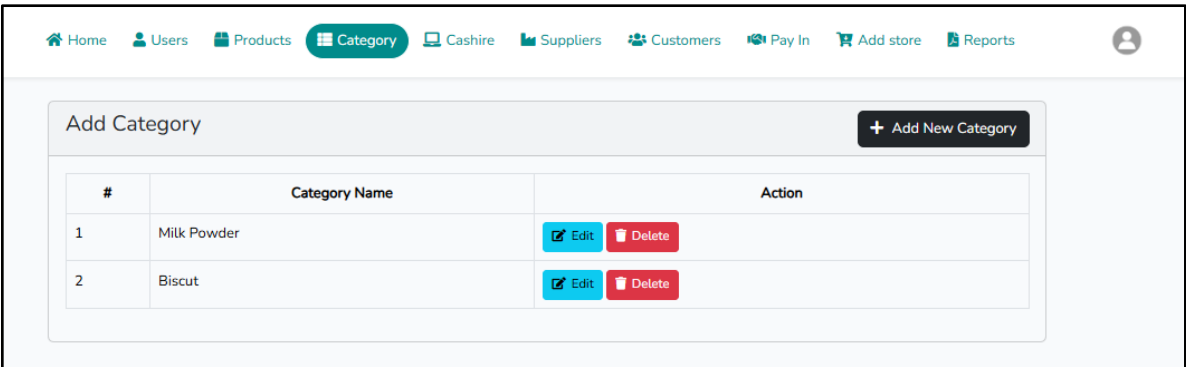
Q

Anchor

x

#	Product Name	Price	Qty	Alert Stock	Action
1	Anchor 1Kg	1,000.00	155	100	<div><div>Edit</div><div>Delete</div></div>
2	Anchor 400g	400.00	208	100	<div><div>Edit</div><div>Delete</div></div>

## 7. Category Management



### 7.1. Adding New Categories

Add Category

Category Name

Enter Category Name

Save Category

### 7.2. Editing and Deleting Categories

Edit Category

Category Name

Biscut

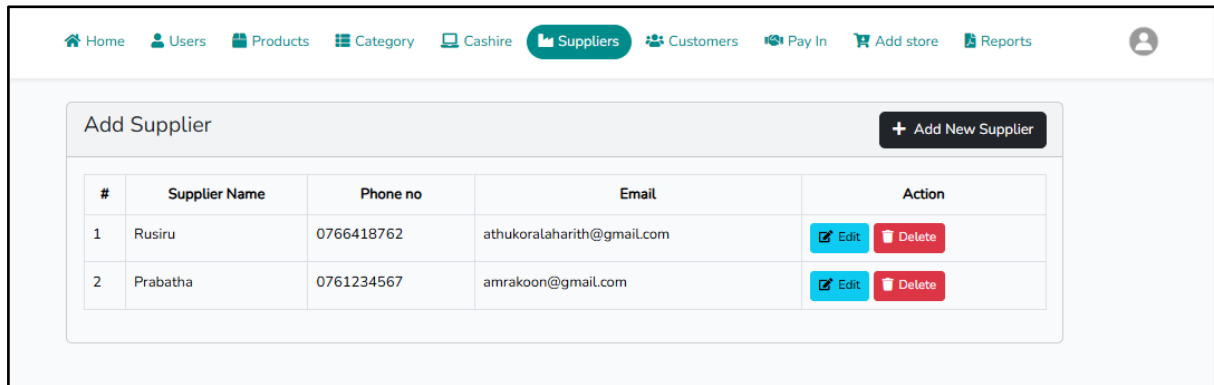
Update Category

Delete category

Are you sure you want to delete this Biscut ?

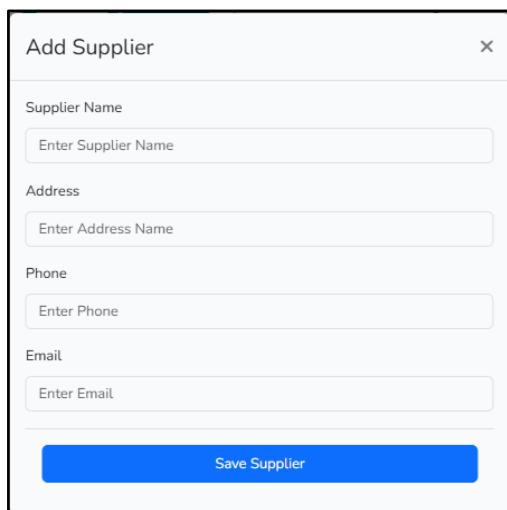
Close Delete

## 8. Supplier Management



#	Supplier Name	Phone no	Email	Action
1	Rusiru	0766418762	athukoralaharith@gmail.com	<a href="#">Edit</a> <a href="#">Delete</a>
2	Prabatha	0761234567	amrakoon@gmail.com	<a href="#">Edit</a> <a href="#">Delete</a>

### 8.1. Adding New Suppliers



Add Supplier

Supplier Name

Enter Supplier Name

Address

Enter Address Name

Phone

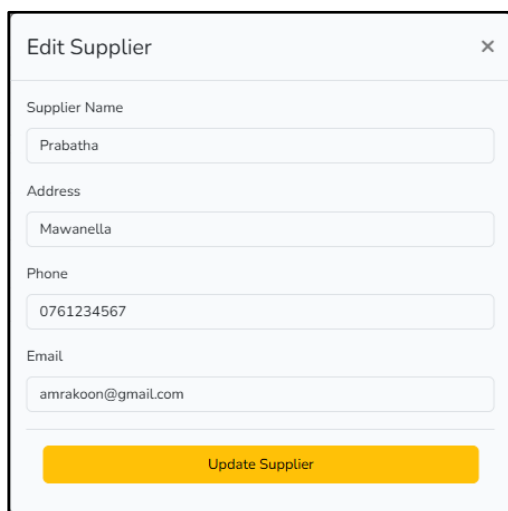
Enter Phone

Email

Enter Email

Save Supplier

### 8.2. Editing and Deleting Supplier Information



Edit Supplier

Supplier Name

Prabatha

Address

Mawanella

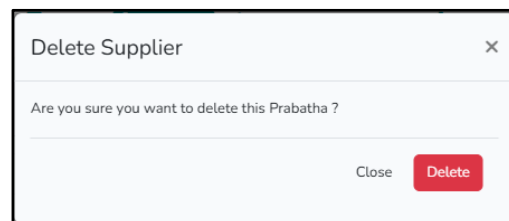
Phone

0761234567

Email

amrakoon@gmail.com

Update Supplier



Delete Supplier

Are you sure you want to delete this Prabatha ?

Close Delete



## 9. Customer Management

HomeUsersProductsCategoryCashireSuppliersCustomersPay InAdd storeReports

Add Customer

+ Add New Customer

#	Name	Email	Phone	Address	Amount	Action
1	Prabath	amrakoon@gmail.com	0761234567	Mawanella	5100	<div>EditDeletePay</div>
2	Deshan	jayawardana@gmail.com	0761231231	Kegalla	0	<div>EditDeletePay</div>

### 9.1. Adding and Editing Customers

Add Customer

Name

Deshan

Email

jayawardana@gmail.com

Phone

0761231231

Address

Kegalla

Amount

0

Alert Amount

10000

Add Customer

Edit customer

Name

Deshan

Email

jayawardana@gmail.com

Phone

0761231231

Address

Kegalla

Amount

0

Alert Amount

10000

Update customer

## 9.2. Managing Payments and Viewing Transactions

Home

Users

Products

Category

Cashire

Suppliers

Customers

Pay In

Add store

Reports

Pay Customer

Name : Prabath

Tel : 0761234567

Email : amrakoon@gmail.com

Amount

3600

Paying Amount

Enter Paying Amount

Balance

your balance

Pay

History

Back

#	Date	Bill No.	Amount	Balance
6	2025-01-23	P6	1500	3600
5	2025-01-23	C9	-900	5100
4	2025-01-19	C6	-1200	4200
3	2025-01-18	C4	-1000	3000
2	2025-01-18	C3	-1000	2000
1	2025-01-18	C2	1000	1000

## 10. Cashier Operations

Home

Users

Products

Category

Cashire

Suppliers

Customers

Pay In

Add store

Reports

Order Products

Enter Product code

Enter Quantity

Product Name	Qty	Price	Total
--------------	-----	-------	-------

Total 0

Discount 0

Print

Hold List

Customer Phone

Click to select a customer phone

Payment Types

Cash Amount

Bank Transfer Amount

Credit Card Amount

Payment Change

0

Save

Hold

Cancel Order

17

10.1. Adding Items to the Cart

Step 01

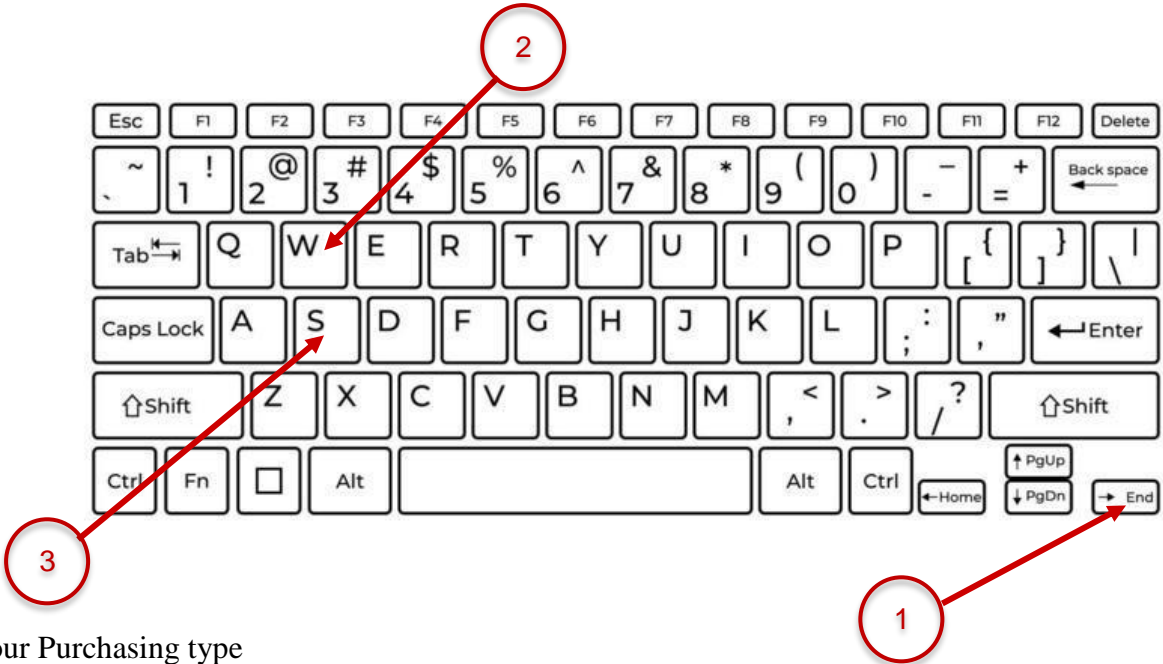
Order Products

10

2

Product Name	Qty	Price	Total
--------------	-----	-------	-------

Step 02



Select Your Purchasing type

- 1. Retail price
- 2. Wholesale price
- 3. Special price

Step 03

Order Products

10

2

Product Added successfully

	Product Name	Qty	Price	Total
1	Anchor 1Kg - 10	<div>+ 2 -</div>	1000	2000 <div>×</div>

## 10.2. Managing Cart Items

	Product Name	Qty	Price	Total	
1	Anchor 1Kg - 10	<div><div>+</div>2<div>-</div></div>	1000	2000	<div>×</div>
2	Anchor 400g - 11	<div><div>+</div>4<div>-</div></div>	400	1600	<div>×</div>
3	Muchi Tikiri mar... 101	<div><div>+</div>1<div>-</div></div>	90	90	<div>×</div>

Item remove

Increment

Decrement

## 10.3. Payment Methods and Order Management

Total 3690Discount 0

Print

Hold List

Customer Phone

0761234567

Payment Types

₹

2000

₹

Bank Transfer Amount

₹

2000

Payment4000.00

Change310.00

Save

HoldCancel Order

## 11. GRN (Goods Receipt Note) Management

Home

Users

Products

Category

Cashire

Suppliers

Customers

Pay In

Add store

Reports

Add Product Store(GRN)

Barcode

Enter Quantity

Quantity Price

Full Price

	Product Name	Qty	Price	Total
--	--------------	-----	-------	-------

Total Rs. 0

Print

Date

Invoice No

mm/dd/yyyy

Invoice No

Supplier

Click to select a supplier phone

Discount Amount

Balance

Save

View List

Cancel Order

### 11.1. Adding Products to GRN

Add Product Store(GRN)

10

5

Quantity Price

0

Product Added successfully

	Product Name	Qty	Price	Total	
1	Anchor 1Kg - 10	<div><div>+</div><div>100</div><div>-</div></div>	950	95000	<div>×</div>
2	Anchor 1Kg - 10	<div><div>+</div><div>5</div><div>-</div></div>	0	0	<div>×</div>

20

## 11.2. Viewing GRN Bills and GRN Lists

[Home](#) [Users](#) [Products](#) [Category](#) [Cashire](#) [Suppliers](#) [Customers](#) [Pay In](#) [Add store](#) [Reports](#)

GRN View

+ Add New GRN

Bill NO.	Bill Date	Supplier	Discout	Pay Amount	Action
121212	2025-01-21	Rusiru	0	86000	<a href="#">View Bill</a>
1234	2025-01-16	Prabatha	0	36500	<a href="#">View Bill</a>
1212	2025-01-16	Rusiru	0	95000	<a href="#">View Bill</a>
11	2025-01-13	Rusiru	0	4750	<a href="#">View Bill</a>

[Home](#) [Users](#) [Products](#) [Category](#) [Cashire](#) [Suppliers](#) [Customers](#) [Pay In](#) [Add store](#) [Reports](#)

GRN Bill

[GRN List View](#) + Add New GRN

Bill No : 11  
Billing Date : 2025-01-13  
Bill Enter Date : 2025-01-13

Barcode	Product	Quantity	Avialable Quantity	Unit Price	Total Amount
10	Anchor 1Kg	5	0	0	0
10	Anchor 1Kg	5	0	950	4750
Total					4750
Discount					-0
Amount					4750

Print Bill

## 12. Payin and Payout Management

### 12.1. Recording Payin & Payouts Transactions

Pay In User

Name

Harith Athukorala

Pay In

1000

Update Pay In

Pay Out User

Name

Harith Athukorala

Pay out

Enter Amount

Discription

Enter Name

Close 

Pay out

## 12.2. Balancing & confirmation User Accounts

[Home](#)
[Users](#)
[Products](#)
[Category](#)
[Cashire](#)
[Suppliers](#)
[Customers](#)
[Pay In](#)
[Add store](#)
[Reports](#)

The Money at Hand

Rs. 0

		Count	Sub Total			Count	Sub Total
Coins	1	20	20	Banknote	20	5	100
	2	15	30		50	33	1650
	5	26	130		100	77	7700
	10	37	370		500	19	9500
			1000		23	23000	
			5000		5	25000	
Total			550		Total		66950
				Total Amount		67500	

✓ Ok

[Home](#)
[Users](#)
[Products](#)
[Category](#)
[Cashire](#)
[Suppliers](#)
[Customers](#)
[Pay In](#)
[Add store](#)
[Reports](#)

Account balance Confirmation

Pay In/Out List View

Name : Harith Athukorala  
Email : athukoralaharith@gmail.com  
Phone No. : 0769783829

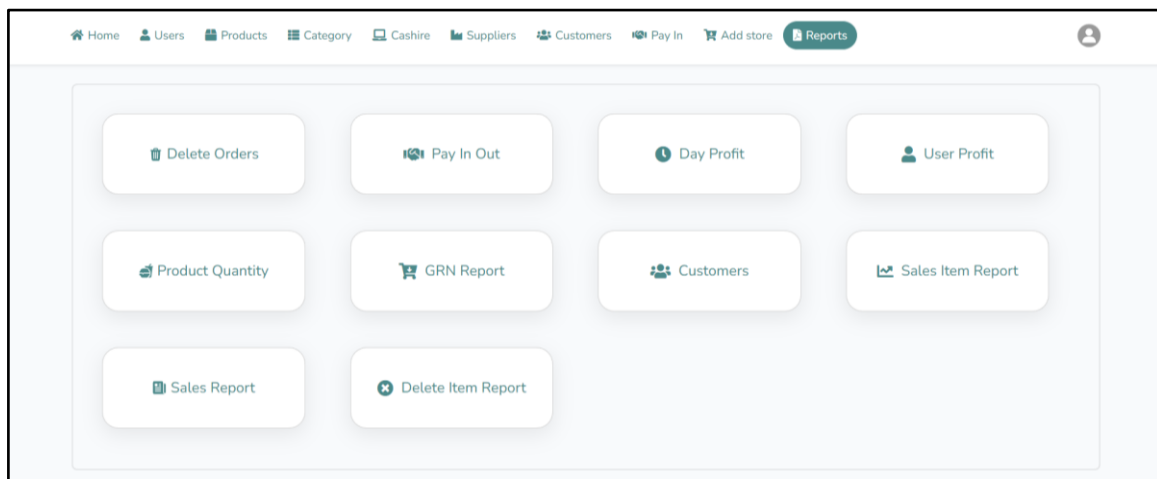
Pay In Cash	1000
Pay Out Cash	0
Cash	5300
Bank	5700
Card	2200
Consumer Credit	1200
Total	14400
Total Sale	13400
The money at hand	5300
Difference	0
Bill Count	4

OK

## 13. Reports and Analytics

### 13.1. Types of Reports

- Delete Orders Report
- Payin/Payout Report
- Day Profit Report
- User Profit Report
- Product Quantity Report
- GRN Report
- Customer Report
- Sales Item Report
- Sales Report
- Delete Item Report



### 13.2. Using Date Ranges for Generating Reports

**DELETE ORDER REPORT**

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy


close

View



14. Profile and Company Management

14.1. Updating Admin Profile Details



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Contact Number : 0769783829

Member Since : 13,Jan,2025

Change Password

Company Details

Home

14.2. Changing Password

**Change Password**

Current Password

Password

New Password

Confirm New Password

Save

Back

14.3. Managing Company Information

Company Details

Company Name

Abc Company

Address

addresss

Email

example@gmail.com

Phone

07123456789

Company Logo

Choose File

No file chosen

Update

Cancel

## 15. Appendices

### 15.1. Glossary of Terms

- **Admin User:** A user with full access to all features and functionalities of the POS system, including managing users, products, reports, and system settings.
- **Regular User:** A user with restricted access, typically limited to cashier operations, basic reporting, or other specific tasks assigned by an admin.
- **Home Page:** The default landing page upon logging in, displaying user-specific information and key metrics.
- **Navigation Bar:** The menu located at the top or side of the interface, allowing users to access various modules and features of the POS system.
- **Module:** A section of the system dedicated to a specific function, such as Users, Products, Categories, Cashier, Suppliers, or Reports.
- **Cashier Page:** A module where products are scanned or entered for checkout, and payments are processed.
- **Cart:** A virtual container for items being purchased during a transaction.
- **GRN (Goods Received Note):** A record of goods received from suppliers, managed through the "Add Store" module.
- **Payin Page:** A module where users record funds provided to them for daily operations.
- **Permission:** The level of access granted to a user, determining which pages, features, or actions they can use.
- **Role:** A predefined set of permissions assigned to a user, such as Admin or Regular User.
- **Alert Stock:** A threshold value set for products; an alert is triggered when stock levels fall below this value.
- **Alert Amount:** A limit set for customer loans; an alert is triggered when a customer's outstanding loan exceeds this amount.
- **Daily Report:** A summary of all transactions or activities recorded by a user during a specific day.
- **Delete Item Report:** A report showing details of items added to an invoice but later removed before completing the transaction.
- **Discount:** A reduction applied to the price of a product or total order during checkout.
- **Hold Order:** Temporarily saving an order in progress to allow the user to process another order and retrieve the held order later.

- **Loan:** An arrangement where a customer is allowed to defer payment for their purchase.
- **Low Stock Alert:** A notification indicating that the stock of a product has fallen below its alert stock threshold.
- **My Profile:** A section where users can update their personal details, change passwords, and (for admins) edit company information.
- **Permissions Management:** The process by which admins assign, edit, or revoke user permissions.
- **POS (Point of Sale):** A system that handles transactions, inventory, and customer data at the point of purchase.
- **Product Search:** A search bar available in the product module for quickly finding specific items based on their details.
- **Reports Page:** A module for generating various reports, such as sales summaries, profit analysis, or deleted items.
- **Transaction:** Any activity that involves the movement of funds or inventory, such as a sale, payment, or payout.
- **User Management Page:** A module where admins can add, edit, or deactivate user accounts and manage their roles and permissions.

## 15.2. Contact Support

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