Hop In Express Command OS

User Guide & System Walkthrough (Light Mode)

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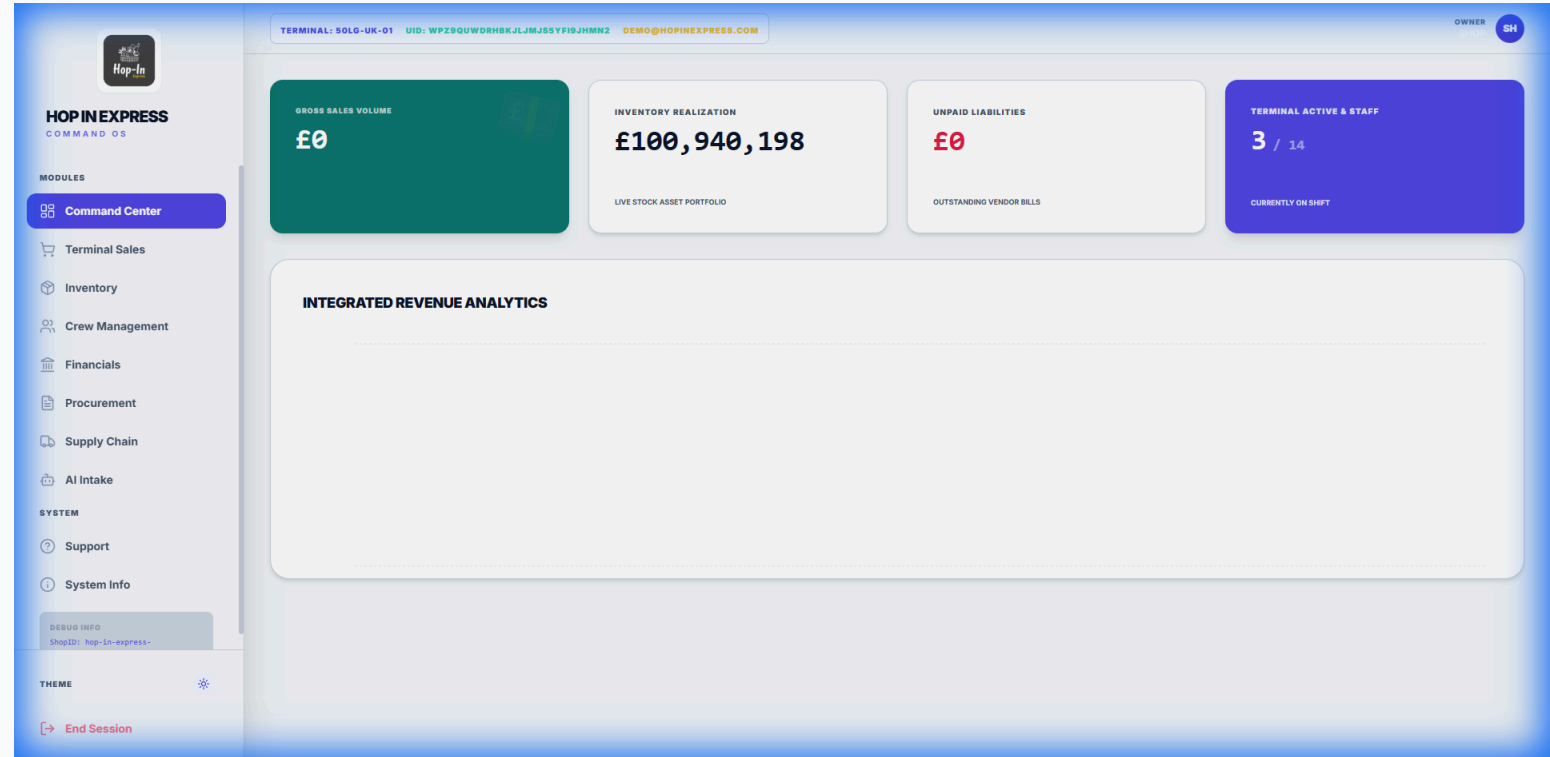
1. System Access

Secure Authentication

- **Secure Login**: Access the terminal using your **Fleet Identity** (Email) and **Access Key**.

- **Branding**: The interface features the new **Hop In Express** identity with a clean, high-contrast light theme.
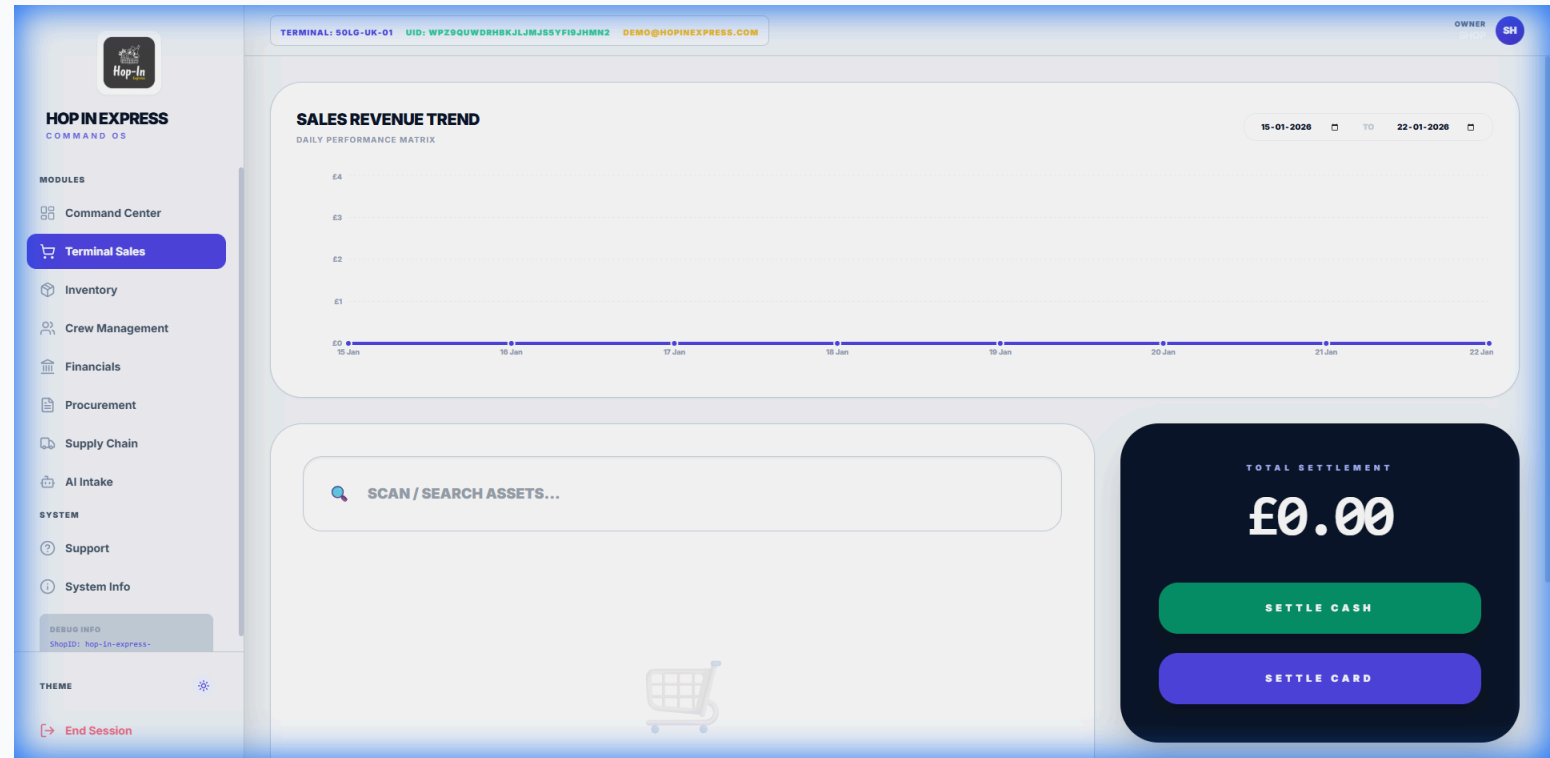
2. Command Center

Real-Time Operational Overview

- **Metrics**: Monitor **Gross Sales**, **Inventory Valuation**, and **Staff Activity** in real-time.

- **Notifications**: See critical alerts for stock levels or system updates.

- **Quick Links**: Access frequently used

3. Terminal Sales (EPOS)
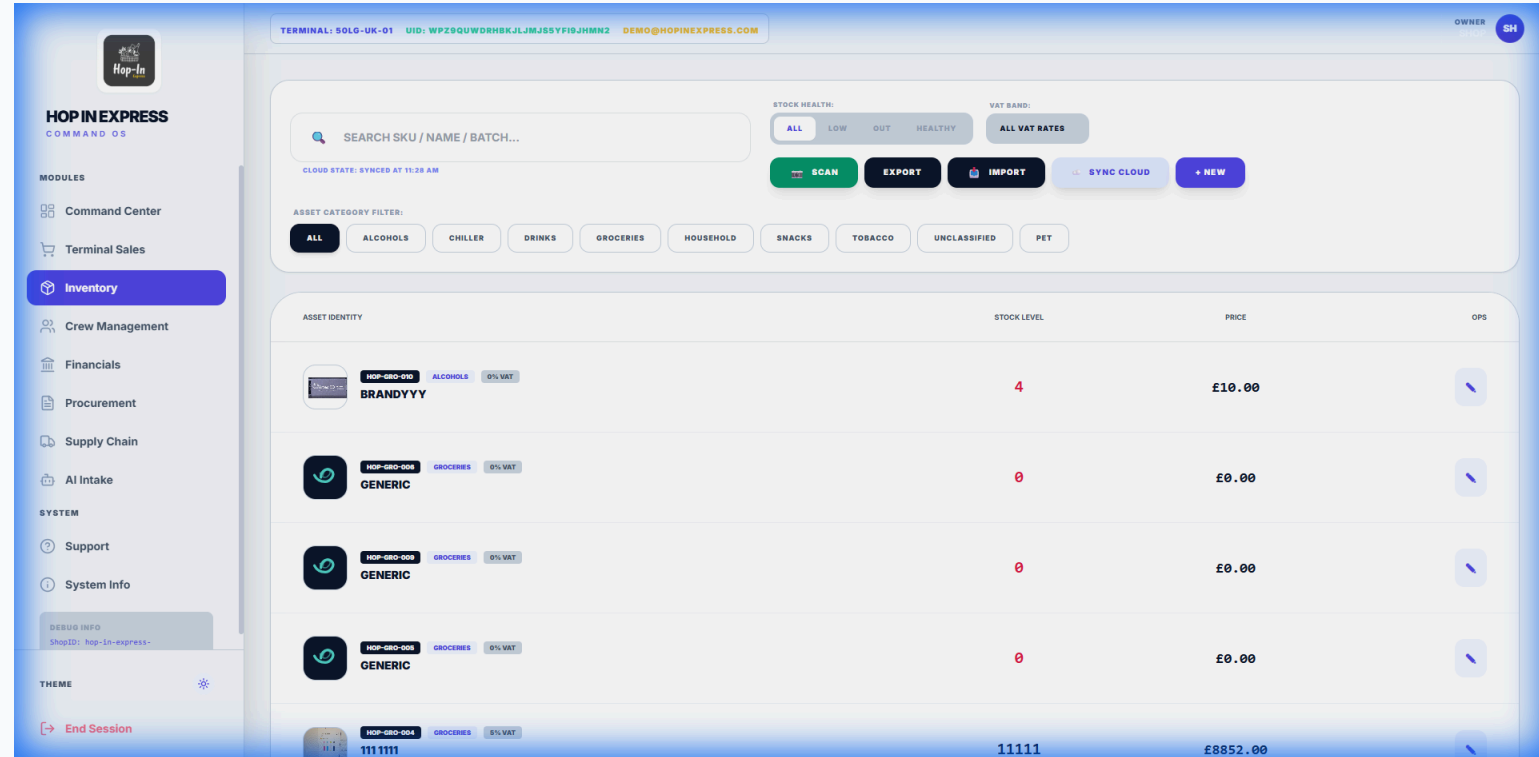
Point of Sale Interface

- **Sales Processing**: Scan items seamlessly to add them to the cart.

- **Search**: Manually search for products if barcodes are unreadable.

- **Payment Modes**: Accept **Cash** or **Card** payments natively.

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4. Inventory Management
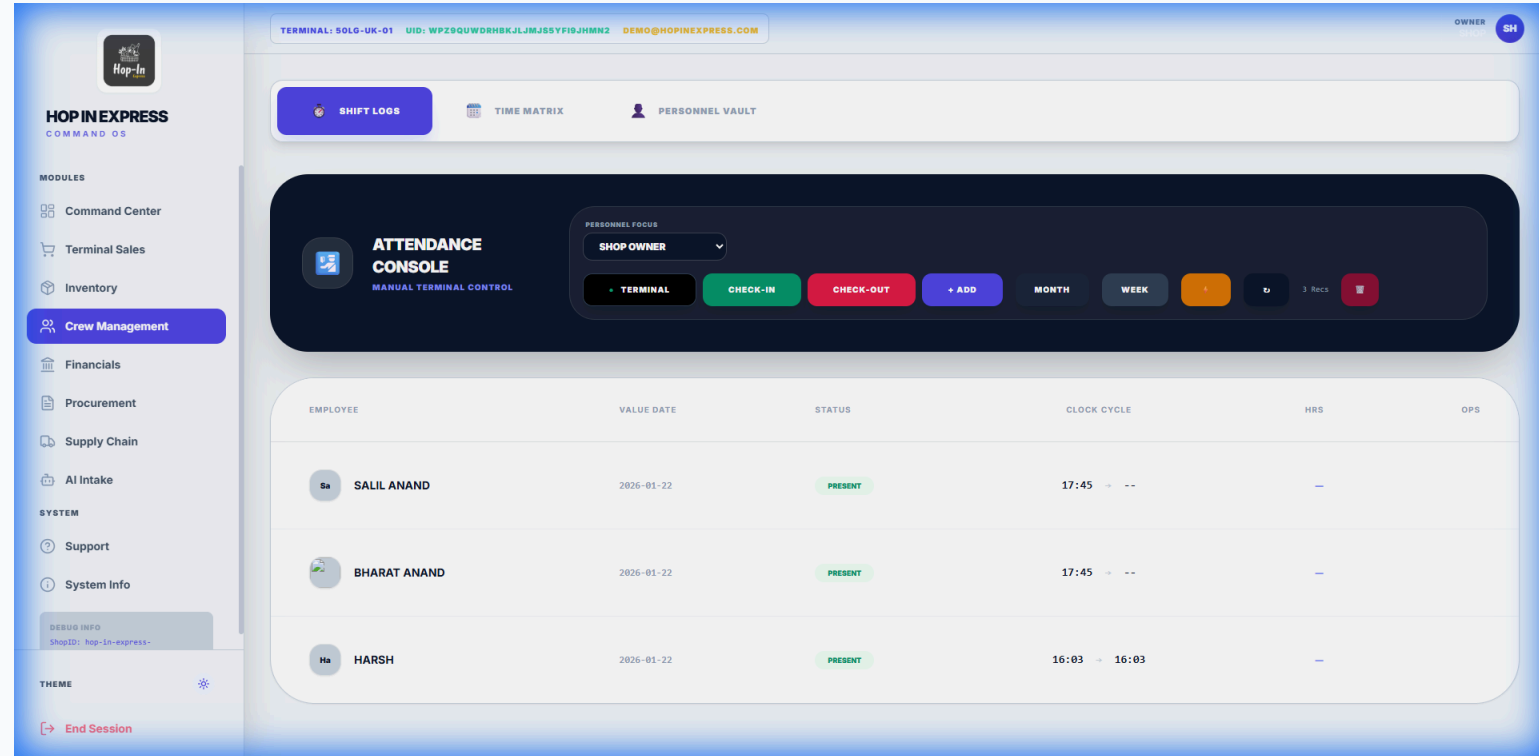
Asset Tracking & Control

- **Stock List**: View all products with images, stock levels, and pricing.

- **Low Stock Alerts**: Items needing replenishment are highlighted.

- **Editing**: Managers can

5. Crew Management
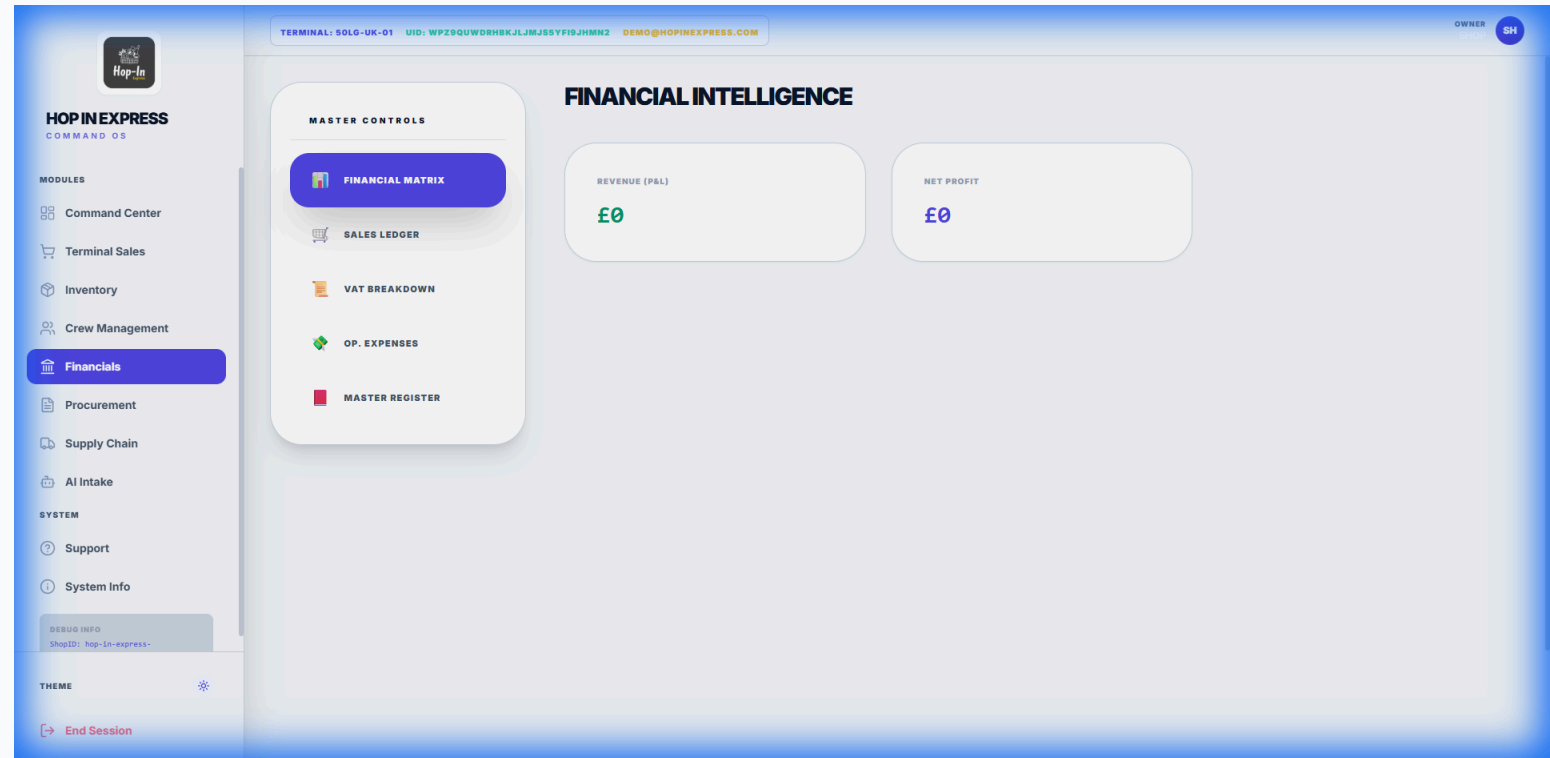
Staff & Attendance Rota

- **Staff List**: View all active personnel and their roles.

- **On-Shift Status**: Real-time indicator of who is currently clocked in.

- **Performance**: Track sales performance per staff member.

- **Management**:

6. Financials

Ledger & Profitability

- **General Ledger**: A comprehensive record of all financial transactions (Sales, Expenses, Purchases).

- **Profit & Loss**: View calculated Net Profit based on COGS and Revenue.

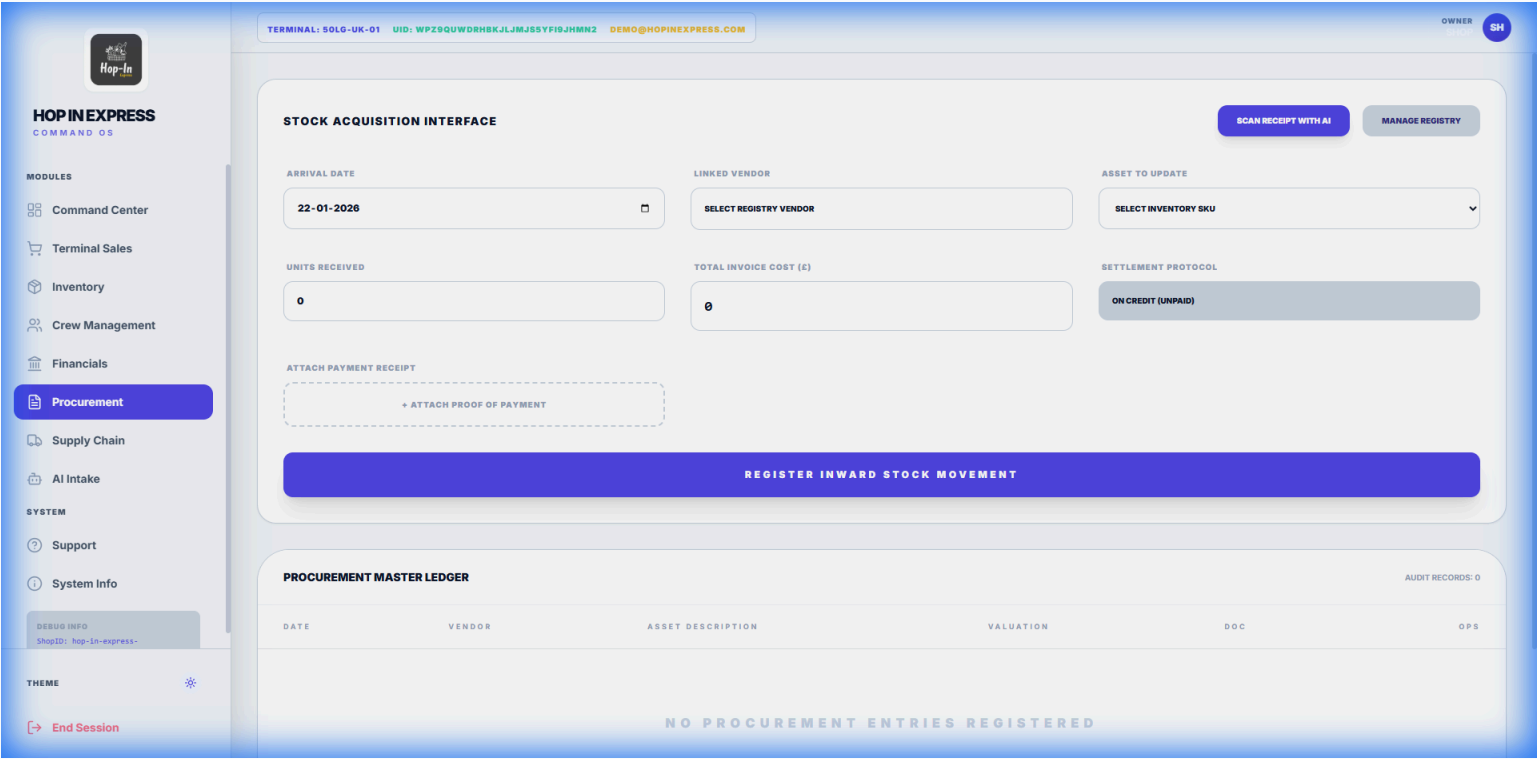- **Export**: Download financial reports for

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7. Procurement

Purchase Orders & Stock Intake

- **Purchase Orders**: Log new stock purchases from suppliers.

- **Stock Updates**: Automatically updates inventory counts upon verifying delivery.
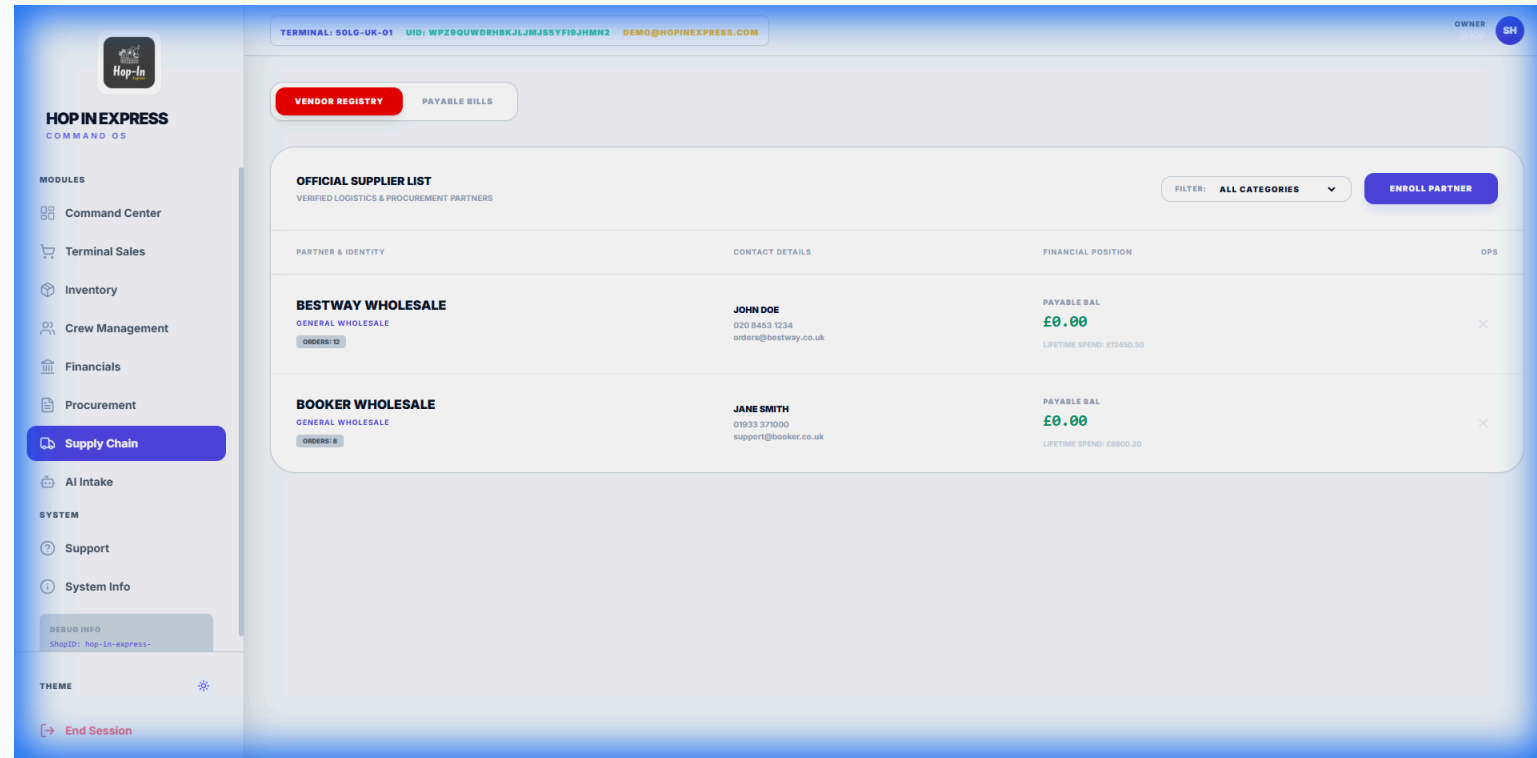
- **Documentation**: Upload invoice images for digital record-
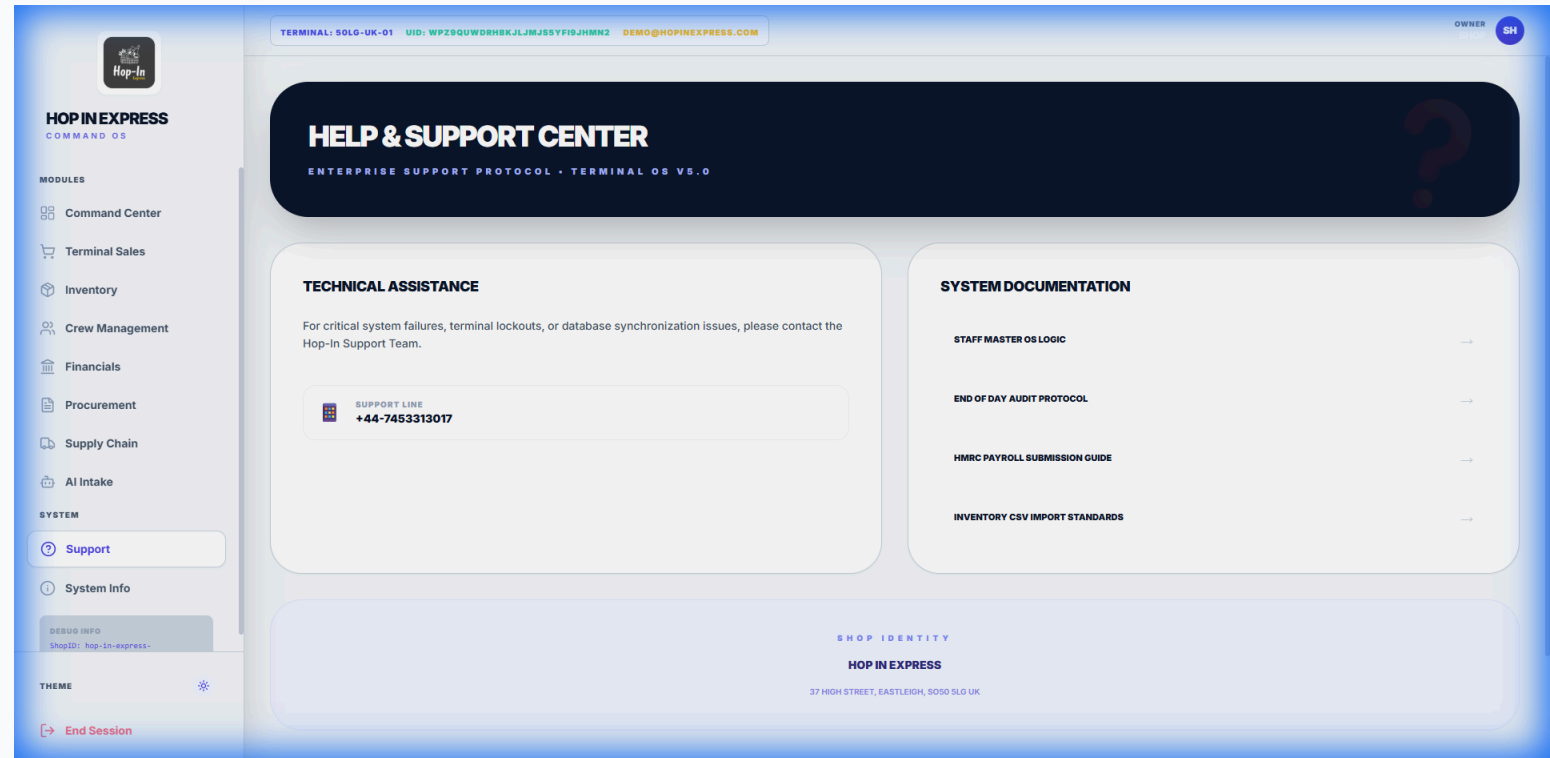
8. Supply Chain

Vendor Management

- **Supplier Database**: Manage contact details and agreements for all vendors.

- **Performance**: Track fulfillment rates and delivery times (future feature).

- **Linking**: Associate specific products with

9. Support Center

Help & Documentation

- **Knowledge Base**: Access guides on POS operation, closing procedures, and staff policies.

- **Contact Support**: Direct line to **Hop-In Support Team** for technical issues.

- **System Info**: View current version and

Thank You

Empowering Retail Excellence

Hop In Express Command OS

v2.0.0