

MANUAL BOOK SISTEM POINT OF SALES



MANUAL BOOK

Point of Sales

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I. PENDAHULUAN

1.1 Tujuan

Manual book ini bertujuan untuk membantu pengguna dalam mengoperasikan Sistem Point of Sale (POS) secara efektif dan efisien.

1.2 Pengguna

1. Kasir
2. Admin Toko
3. Manajer

1.3 Ikhtisar Sistem

Sistem POS ini digunakan untuk :

- a. Mencatat transaksi penjualan
- b. Mengelola stok barang
- c. Membuat laporan keuangan
- d. Mengelola Barang

II. INSTALASI SISTEM

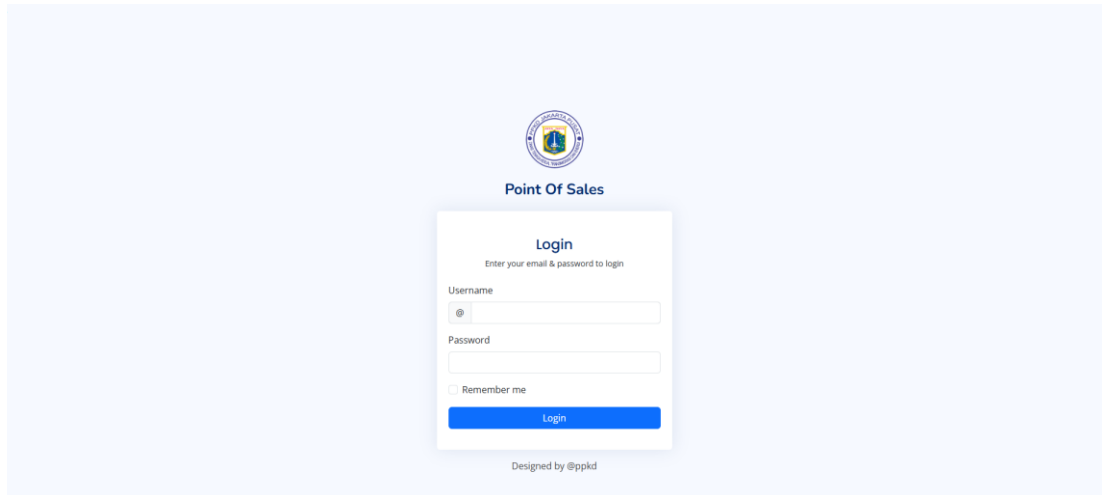
2.1 Persyaratan Sistem

- a. OS: Windows 10/11 atau Linux
- b. RAM: Minimal 4GB
- c. Storage: 500MB ruang kosong
- d. Printer Thermal (Opsional)

III. PENGENALAN ANTARMUKA

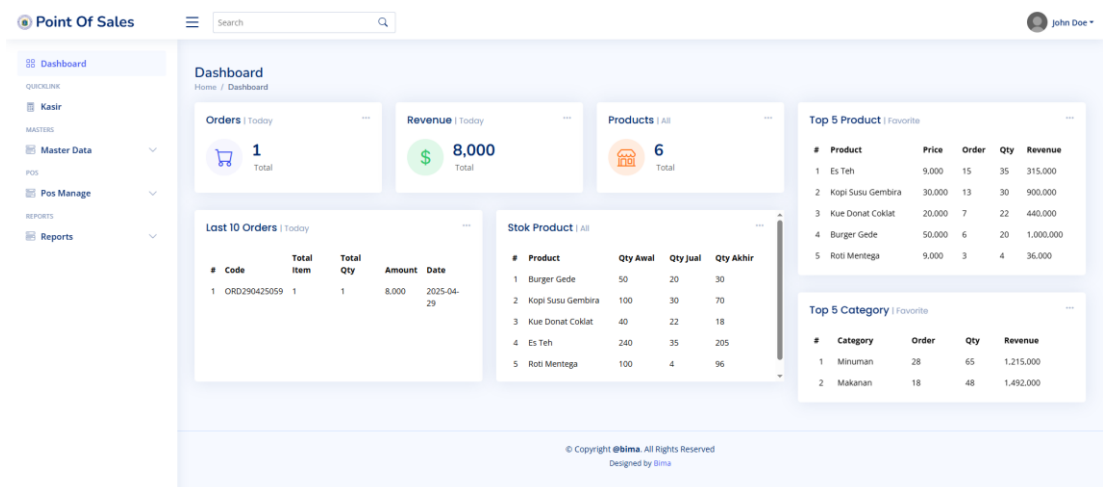
3.1 Login

- Masukkan Username dan Password.



3.2 Dashboard

- Menampilkan ringkasan penjualan dan produk terbaik

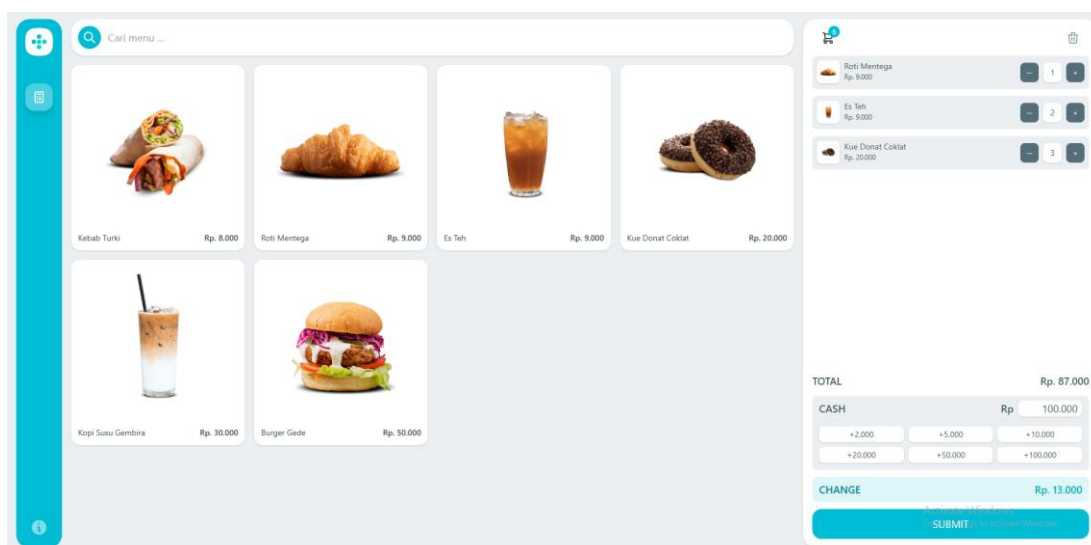


3.3 Menu Utama

Admin	Kasir	Pimpinan
<ul style="list-style-type: none"> • Dashboard • Users • Roles • Top Product • Products • Categories • Products • Logout 	<ul style="list-style-type: none"> • Dashboard • Cashier • Sales • Logout 	<ul style="list-style-type: none"> • Dashboard • Product • Reports Penjualan • Reports Stok • Reports Summary • Logout

IV. MODUL TRANSAKSI

- Pilih produk.
- Masukkan jumlah.
- Klik Bayar dan cetak struk.



V. MANAJEMEN PRODUK

5.1 Menambah Produk dan Stok



















- Buka menu Produk → Tambah Baru.
- Isi: Nama, Harga, Stok, Kategori.
- Simpan data.

Point Of Sales Search John Doe

Dashboard
QUICKLINK
Kasir
MASTERS
Master Data
POS
Pos Manage
REPORTS
Reports

Data Products
Home / Data Products

Data Products Add Product

No	Photo	Category	Name	Price	Stok Awal	Qty Jual	Stok Akhir	Status	
1		Makanan	Burger Gede	50,000	50	20	30	Publish	 
2		Minuman	Kopi Susu Gembira	30,000	100	30	70	Publish	 
3		Makanan	Kue Donat Coklat	20,000	40	22	18	Publish	 
4		Minuman	Es Teh	9,000	240	35	205	Publish	 
5		Makanan	Roti Mentega	9,000	100	4	96	Publish	 
6		Makanan	Kebab Turki	8,000	80	2	78	Publish	 

Activate Windows
Go to Settings to activate Windows.

Point Of Sales Search John Doe

Dashboard
QUICKLINK
Kasir
MASTERS
Master Data
POS
Pos Manage
REPORTS
Reports

Add New Product
Home / Add New Product

Add New Product Back

Product Name *

Category Name *

product Price *

Product Description

Qty Awal Qty Keluar Qty Akhir

Product Photo No file chosen

Status
Publish ☒ Draft ☐

Activate Windows
Go to Settings to activate Windows.


5.2 Mengedit & Menghapus Produk

- Rubah data yang akan di update -> klik tombol save

Point Of Sales Search John Doe

Dashboard
QUICKLINE
Kasir
MASTERS
Master Data
Level
Categories
Users
Product
POS
Pos Manage
REPORTS
Reports

Edit Product



Product Name *
Burger Gede

Category Name *
Makanan

Product Price *
50000.00

Product Description
Harga untuk 1 paket isi 10

Qty Awal: 50 Qty Keluar: 20 Qty Akhir: 30

Product Photo No file chosen

Status
Publish ☒ Draft ☐

Activate Windows
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





- Pilih data yang akan di hapus -> klik tombol delete

Point Of Sales Search John Doe

Dashboard
QUICKLINE
Kasir
MASTERS
Master Data
Level
Categories
Users
Product
POS
Pos Manage
REPORTS
Reports

Data Products

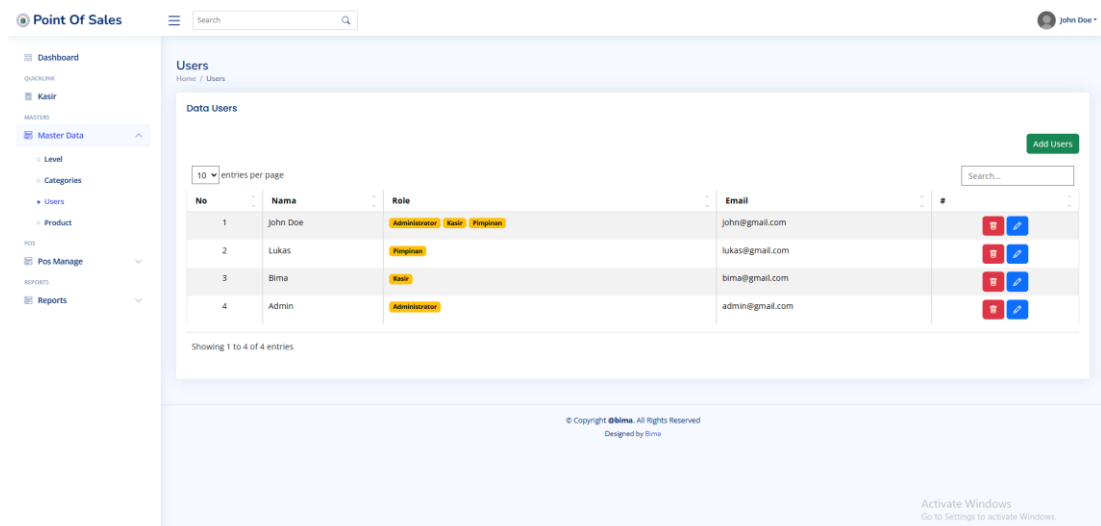
Home / Data Products

No	Photo	Category	Name	Price	Stok Awal	Qty Jual	Stok Akhir	Status	
1		Makanan	Burger Gede	50,000	50	20	30	Publish	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2		Minuman	Kopi Susu Gembira	30,000	100	30	70	Publish	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3		Makanan	Kue Donat Coklat	20,000	40	22	18	Publish	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4		Minuman	Es Teh	9,000	240	35	205	Publish	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5		Makanan	Roti Mentega	9,000	100	4	96	Publish	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
6		Makanan	Kebab Turki	8,000	80	2	78	Publish	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

VI. MANAJEMEN USER

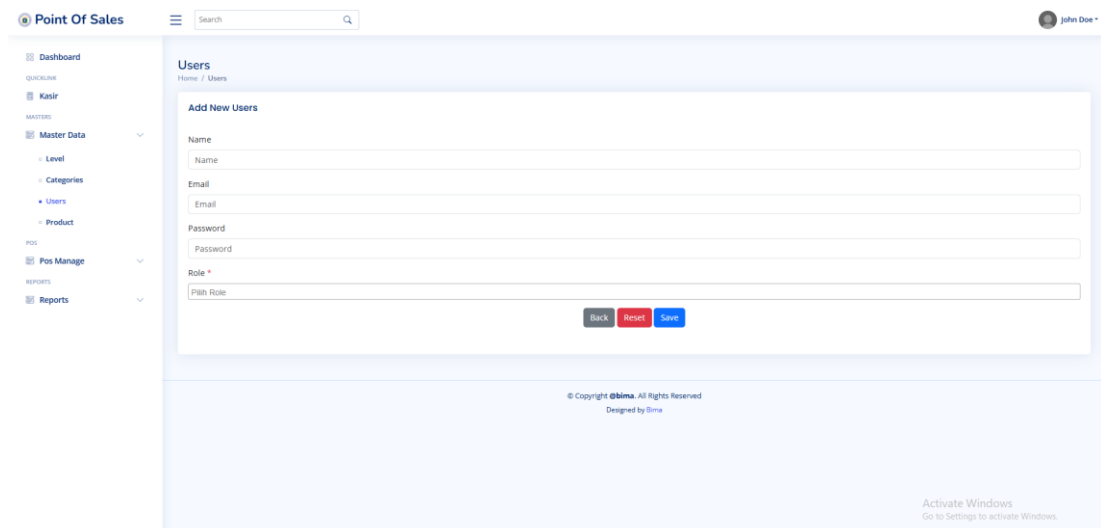
6.1 Menambah Data User

- Buka menu User → Tambah Baru.
- Isi kelengkapan akun.



The screenshot shows the 'Users' management page in the Point Of Sales application. The left sidebar contains a navigation menu with 'Dashboard', 'Kasir', 'Master Data' (expanded), 'Level', 'Categories', 'Users' (selected), 'Product', 'Pos Manage', 'Reports', and 'Reports'. The main content area is titled 'Users' and 'Data Users'. It features a table with 4 columns: 'No', 'Nama', 'Role', and 'Email'. The table contains 4 entries. A search bar and a dropdown for 'entries per page' (set to 10) are at the top. A green 'Add Users' button is in the top right corner. The footer shows '© Copyright @bima. All Rights Reserved. Designed by Bima' and 'Activate Windows Go to Settings to activate Windows.'

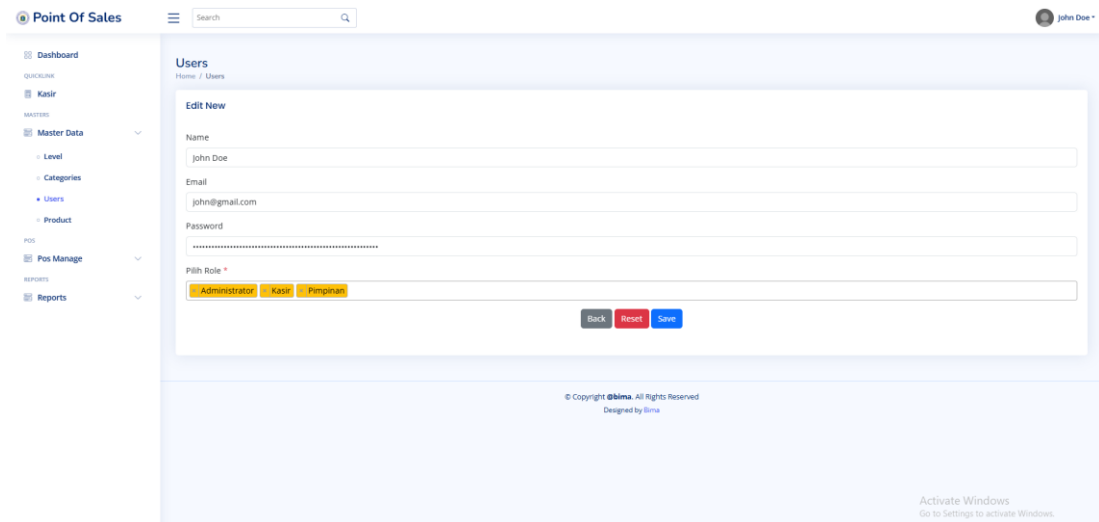
No	Nama	Role	Email
1	John Doe	Administrator Kasir (Pimpinan)	john@gmail.com
2	Lukas	Pimpinan	lukas@gmail.com
3	Bima	Kasir	bima@gmail.com
4	Admin	Administrator	admin@gmail.com



The screenshot shows the 'Add New Users' form in the Point Of Sales application. The left sidebar is the same as the previous screenshot. The main content area is titled 'Users' and 'Add New Users'. It features a form with fields for 'Name', 'Email', 'Password', and 'Role *'. Below the 'Role *' field is a dropdown menu labeled 'With Role'. At the bottom of the form are three buttons: 'Back', 'Reset', and 'Save'. The footer shows '© Copyright @bima. All Rights Reserved. Designed by Bima' and 'Activate Windows Go to Settings to activate Windows.'

6.2 Mengupdate data user

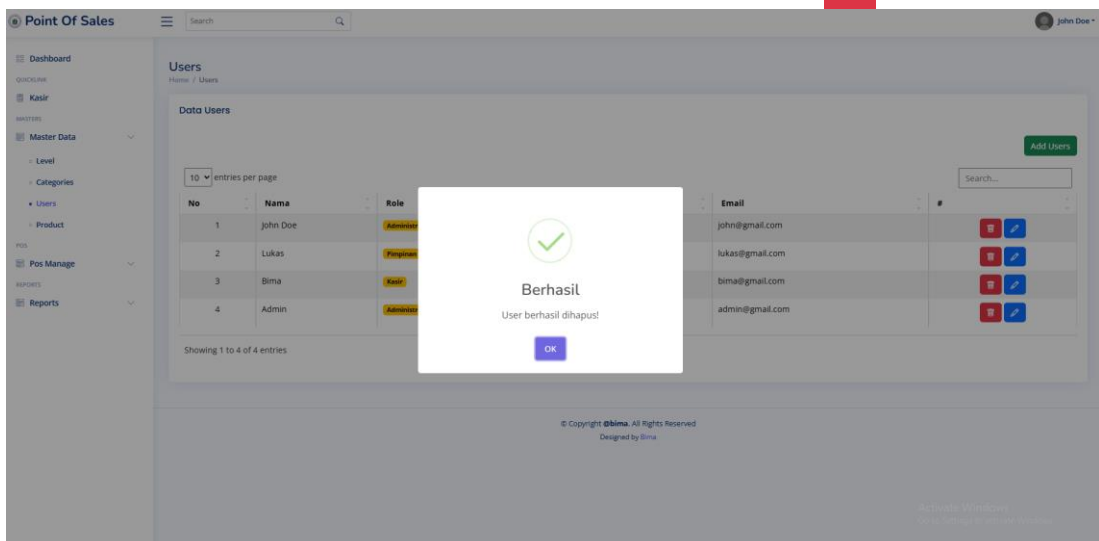
- Ubah data yang di inginkan -> klik tombol Save



The screenshot shows the 'Point Of Sales' application interface. On the left is a sidebar with navigation options: Dashboard, Kasir, Master Data (Level, Categories, Users, Product), Pos Manage, and Reports. The main area is titled 'Users' and contains an 'Edit New' form. The form has fields for Name (John Doe), Email (john@gmail.com), Password, and a 'Pilih Role' dropdown menu with options Administrator, Kasir, and Pimpinan. At the bottom of the form are buttons for Back, Reset, and Save. The footer includes copyright information for @bima and a Windows activation notice.

6.3 Delete data user

- Pilih data yang akan di hapus -> klik tombol delete



The screenshot shows the 'Point Of Sales' application interface. A modal dialog box is centered on the screen, displaying a green checkmark and the text 'Berhasil User berhasil dihapus!' with an 'OK' button. In the background, the 'Users' management page is visible, showing a table of users with columns for No, Nama, Role, Email, and a delete button. The table contains four entries: John Doe (Administrator), Lukas (Pimpinan), Bima (Kasir), and Admin (Administrator). The footer includes copyright information for @bima and a Windows activation notice.

No	Nama	Role	Email
1	John Doe	Administrator	john@gmail.com
2	Lukas	Pimpinan	lukas@gmail.com
3	Bima	Kasir	bima@gmail.com
4	Admin	Administrator	admin@gmail.com

VII. MANAJEMEN ROLES







7.1 Menambah Data Roles

- Buka menu Roles → Tambah Baru.
- Isi data roles.

The image displays two screenshots of the 'Point Of Sales' application interface, specifically the 'Level' management section.

Top Screenshot: Data Level

The interface shows a sidebar with navigation options: Dashboard, Kasir, Master Data (expanded), Level (selected), Categories, Users, Product, Pos Manage, and Reports. The main content area is titled 'Level' and includes a search bar and an 'Add Level' button. Below this is a table with the following data:

No	Level	
1	Administrator	 
2	Kasir	 
3	Pimpinan	 

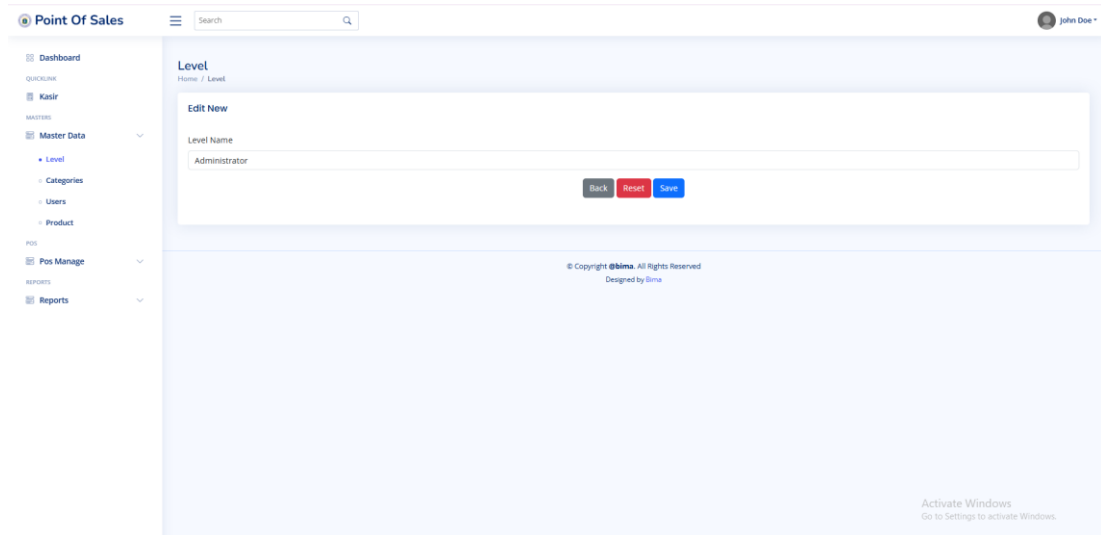
Below the table, it says 'Showing 1 to 3 of 3 entries'.

Bottom Screenshot: Add New

The interface shows the 'Add New' form for adding a new role. It includes a search bar and a 'Back' button. The form has a label 'Level Name' and a text input field. Below the input field are buttons for 'Back', 'Reset', and 'Save'.

7.2 Mengupdate Data Roles

- Isi data roles -> klik tombol save



7.3 Delete Data Roles

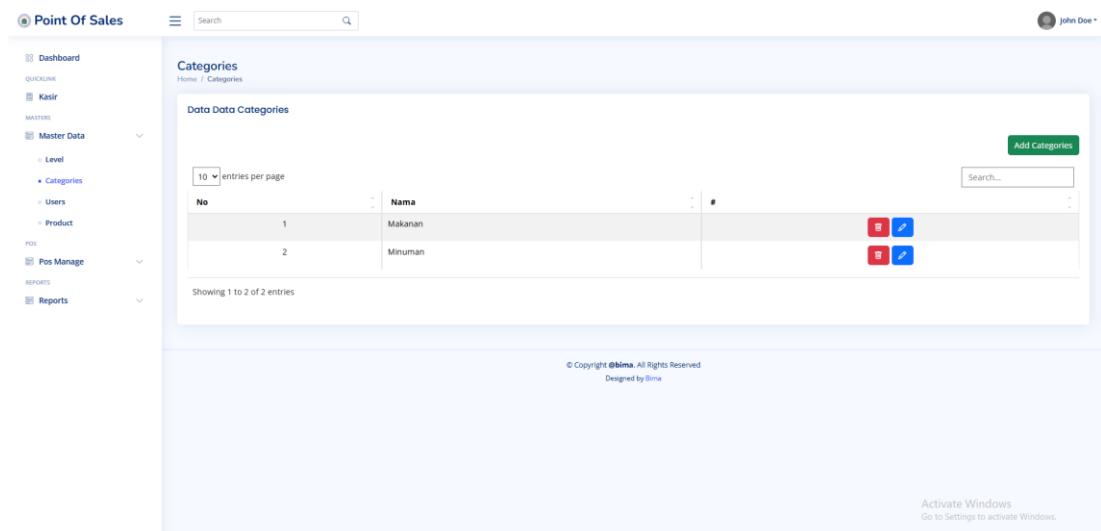
- Pilih data yang akan di hapus -> klik tombol delete

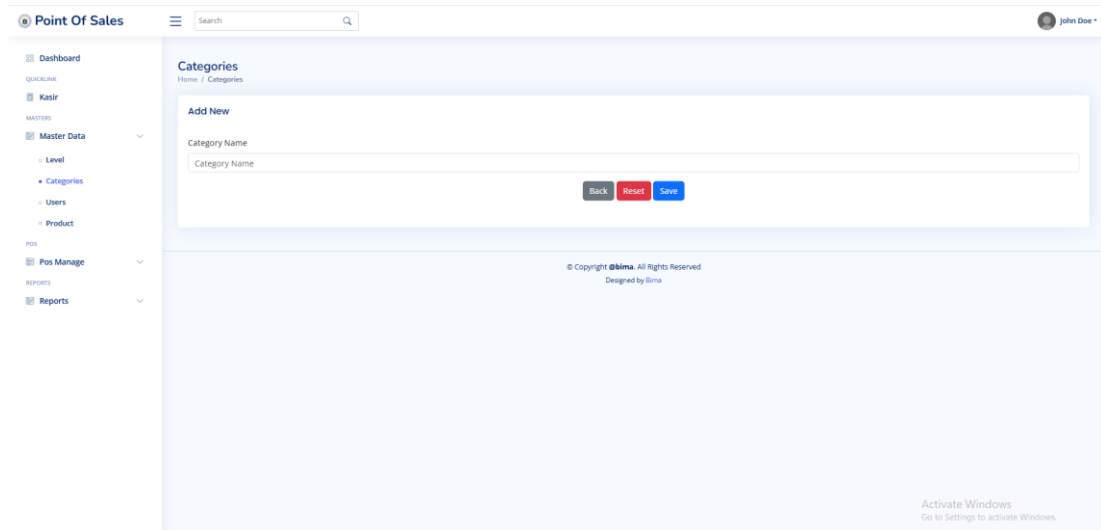


VIII. MANAJEMEN KATEGORI PRODUCT

9.1 Menambah Kategori Product

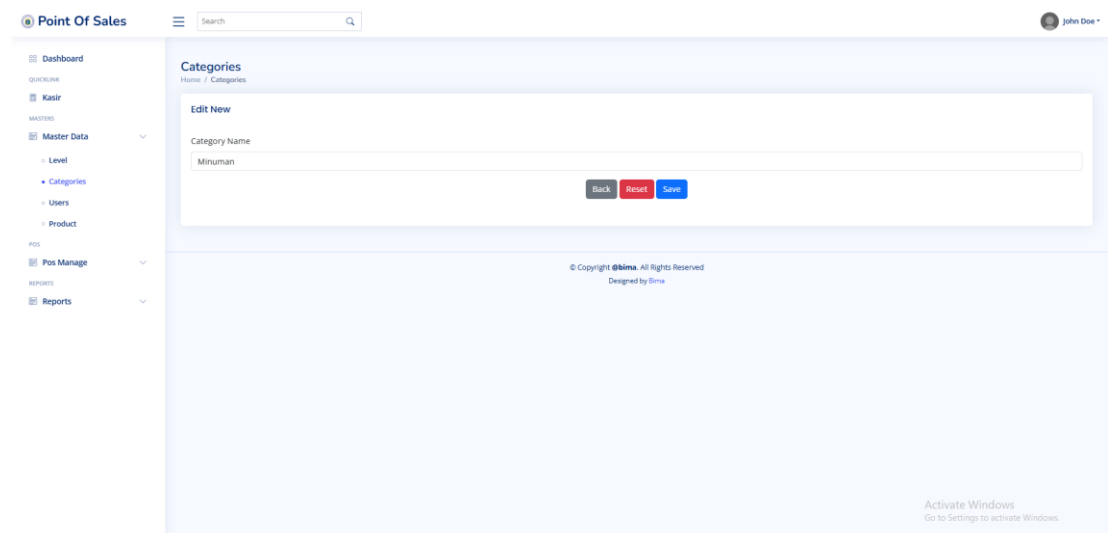
- Buka menu Kategori → Tambah Baru.






9.2 Mengupdate Kategori Product

- Rubah data yang akan di update -> klik tombol save



9.3 Delete Kategori Product

- Pilih data yang akan di hapus -> klik tombol delete 

IX. LAPORAN STOK

- Buka Laporan → Stok Produk.
- Pilih tanggal → Klik tombol list Cetak/Ekspor.

Laporan Stok

Filters

Report Type: Custom Date (selected)
Date From: 20/04/2025
Date To: 29/04/2025
Search

No	Product	Stok Awal	Qty Jual	Stok Akhir
1	Burger Gede	50	3	47
2	Kopi Susu Gembira	100	7	93
3	Kue Donat Coklat	40	5	35
4	Es Teh	240	22	218
5	Roti Mentega	100	4	96
6	Kebab Turki	80	2	78

X. LAPORAN PENJUALAN

11.1 Laporan Penjualan

- Buka Laporan → Penjualan.
- Pilih tanggal → Klik tombol list Cetak/Ekspor.

Laporan Penjualan

Filters

Report Type: Custom Date
Date From: 20/04/2025
Date To: 29/04/2025
Search

Summary

Date	Total Transaction	Total Qty	Total Penjualan
2025-04-24	22	33	600.000
2025-04-25	3	3	38.000
2025-04-28	5	6	64.000
2025-04-29	1	1	8.000
Total	31	43	710.000

Laporan Penjualan

No	Order Code	Order Date	Product	Qty	Price	Subtotal
1	ORD240425039	2025-04-24	Kopi Susu Gembira	1	30.000	30.000
2	ORD240425039	2025-04-24	Burger Gede	1	50.000	50.000
3	ORD240425040	2025-04-24	Kue Donat Coklat	1	20.000	20.000

XI. LAPORAN SUMMARY PENJUALAN

- Buka Laporan → Laporan Summary penjualan.

Pilih tanggal → Cetak/Ekspor.

Point Of Sales Search

Laporan Summary
Home / Laporan Summary

Filters

Report Type: Custom Date Date From: 20/04/2025 Date To: 29/04/2025 [Search](#)

Laporan Summary

[Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

No	Product	Qty Jual	Total Transaksi	Total Pendapatan
1	Burger Gede	3	3	150.000
2	Kopi Susu Gembira	7	5	210.000
3	Kue Donat Coklat	5	5	100.000
4	Es Teh	22	13	198.000
5	Roti Mentega	4	3	36.000
6	Kebab Turki	2	2	16.000

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