



User Manual

POINT OF SALE SOFTWARE SYSTEM



ONTOEASE™

<https://www.ontoease.com>

ONTOEASE™ Point of Sale User Manual

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Welcome to the Store Management Application! This application helps you manage your store efficiently by allowing you to add and categorize products, view reports, back up and restore data, and manage user accounts. This manual provides detailed instructions on how to use each feature of the application.

Login Page

Steps to Log In:

1. Open the application.
2. Enter your username in the "Username" field. [default: admin]
3. Enter your password in the "Password" field. [default: admin]
4. Click the "Login" button.

If your credentials are correct, you will be logged into the application and redirected to the main dashboard.

Activation of Product:

Click on the activate button and contact the company at ontoease@gmail.com for your product activation

Category Management

Adding a New Category:

1. Navigate to the "Category" screen by selecting it from the main menu.
2. Click the "Add New Category" button.
3. Enter the name of the new category in the "Category Name" field.
4. Click the "Save" button to add the category.

The new category will now be available for selection when adding products.

Product Management

Adding a New Product:

1. Navigate to the "Product" screen by selecting it from the main menu.
2. Click the "Add New Product" button.
3. Fill in the product details:
 - **Name:** Enter the name of the product.
 - **Batch:** Enter the batch number of the product.
 - **Category:** Select the appropriate category from the dropdown menu.
 - **Cost Price:** Enter the cost price of the product.
 - **Selling Price:** Enter the selling price of the product.
 - **Quantity:** Enter the quantity available in stock.
 - **Manufacturing Date:** Select the manufacturing date from the calendar.
 - **Expiry Date:** Select the expiry date from the calendar.
 - **Description:** Enter a description of the product.
4. Click the "Save" button to add the product.

The product will now be listed in the product inventory.

Sales Section:

Processing a Sale:

1. Navigate to the "Sales" screen by selecting it from the main menu.
2. Select the product category from the dropdown menu.
3. Choose the product you want to sell from the list.
4. Click the "Add to Cart" button.
5. In the cart, you can:
 - Change the quantity of the product.
 - Apply a discount if needed.
6. Once all products are added to the cart and the quantities and discounts are adjusted, click the "Print Receipt" button to finalize the sale.

The receipt will be printed, and the sale will be completed.

Reports Section:

Viewing Reports:

1. Navigate to the "Reports" screen by selecting it from the main menu.
2. The Reports screen displays various statistics about your store, including product performance, sales data, and inventory status.

You can use these reports to analyze the performance and make informed business decisions.

Backup and Restore Section:

Important: Please Read

Here on this page, you can start the backup and restoration process for your data. Backup is a routine procedure to ensure all your important data and information are safely stored and can be easily recovered if needed. The backup will hardly take a few seconds up to a few minutes depending on the size of your data and machine performance. We advise you to establish a regular backup schedule.

Backup:

1. Navigate to the "Backup" screen by selecting it from the main menu.
2. Click the "Backup Data" button.
3. Choose a location to save the backup file.
4. Confirm the backup action.

Your data will be saved to the specified location.

Backup Restoration:

When beginning the process of restoring data from the backup, we take every precaution to ensure a smooth and successful restoration. Please wait patiently during both the backup and restoration processes to avoid any inconsistencies.

Restoration is an administrator-level operation, do not restore unless necessary. Restoration will revert your system to the state it was in at the time of the last backup. Any changes made since then will be lost. Only proceed if you need to roll back these changes.

1. Navigate to the "Backup" screen by selecting it from the main menu.
2. Click the "Restore Data" button.
3. Select the backup file you want to restore from.
4. Confirm the restore action.

The application will restore your data from the selected backup file.

If you experience any problems or have any questions, please feel free to let us know. Thank you for your patience and cooperation.

Help Section:

Accessing the Help Manual:

1. Navigate to the "Help" screen by selecting it from the main menu.
2. The Help screen provides detailed instructions on how to use various features of the application.

You can refer to this manual whenever you need assistance with the application.

OR

Contact at ontoease@gmail.com or visit our website www.ontoease.com

Settings

Adding a New User:

1. Navigate to the "Settings" screen by selecting it from the main menu.
2. Click the "Add New User" button.
3. Enter the new user's details, including username, password, and role.

4. Select the appropriate role for the user (Admin, Cashier, Assistant).
5. Click the "Save" button to add the new user.

Deleting a User:

1. Navigate to the "Settings" screen by selecting it from the main menu.
2. Select the user you want to delete from the user list.
3. Click the "Delete User" button.
4. Confirm the deletion action.

The selected user will be removed from the system.

User Roles and Permissions

Roles and Their Permissions:

1. Admin:

- Has access to all screens: Category, Product, Sales, Reports, Backup, Help, Settings, and Logout.
- Can perform all actions, including adding and deleting users.

2. Cashier:

- Has access to the Category, Product, Sales, and Help screens.
- Can perform actions related to managing categories, products, and sales.

3. Assistant:

- Has access to the Product and Category screens only.

- Can manage product and category information but does not have access to other functionalities.

Assign roles based on the responsibilities and access levels required for each user in your store.

Warnings

Important Warnings:

1. Do Not Click Create Multiple Times:

- When creating a product or category, do not click the "Create" button multiple times. This will result in the creation of multiple identical products or categories.

2. Do Not Delete Categories with Products:

- Do not delete a category if you have added products to it. Deleting the category will prevent you from selling the associated products.

Please follow these guidelines to ensure smooth operation and avoid potential issues.

Logout

Logging Out:

1. Click the "Logout" button located in the top-right corner of the application.
2. You will be logged out and redirected to the login screen.

Make sure to save any unsaved work before logging out to avoid losing data.

This concludes the user manual for the ONTOEASE™ POS software system. If you have any further questions or encounter any issues, please refer to the Help section within the application or contact support.

Privacy Statement:

Privacy and Usage Policy

Important Notice:

This ONTOEASE™ POS is a proprietary software system.

product designed and developed to assist in managing store operations efficiently. By using this application, you agree to the following terms and conditions:

1. Proprietary Rights:

This application and all related materials are the exclusive property of the company and are protected by copyright laws and international treaties. Unauthorized copying, distribution, or modification of this software is strictly prohibited.

2. License Agreement:

The use of this software is governed by a license agreement between the user and the company. This agreement grants the user a non-exclusive, non-transferable license to use the application solely for internal business purposes.

3. Distribution Restrictions:

Redistribution or resale of this software, in whole or in part, without the express written permission of the company is forbidden. Any unauthorized distribution of this application, including uploading, hosting, or sharing it on the internet, is a violation of this privacy statement and will be pursued legally.

4. User Data Protection:

The company respect the privacy of your data. Any personal or business data entered into the application remains confidential and will not be accessed, shared, or used by the company without your explicit consent.

5. Data Security:

The company have implemented appropriate technical and organizational measures to protect your data from unauthorized access, alteration, disclosure, or destruction. However, the company are not responsible for any data breaches resulting from user negligence or third-party actions.

6. Usage Monitoring:

The company may monitor the usage of this software to ensure compliance with the license agreement and improve the application. Any data collected during this process will be anonymized and used solely for analytical purposes.

7. Updates and Support:

The company may release updates to improve functionality, security, and performance. It is recommended to only install updates that are backward compatible. Support for the application is provided according to the terms specified in the license agreement.

8. Termination of Use:

The license to use this application will be terminated if the user violates any terms of this privacy statement or the license agreement.

Contact Information:

For any questions or concerns regarding this privacy statement, or to request permission for distribution, please contact the company at ontoease@gmail.com.

By using this application, you acknowledge that you have read, understood, and agreed to this privacy statement and the associated terms and conditions.