

# POS OS - Quick Start Guide


After finishing the setup you can follow this quick start guide to start working with POS OS.

## **STEP 01 - Login**

Already an admin and staff account has been created. You can just log in using username: admin, password: admin. After login change your username and password.

### Login

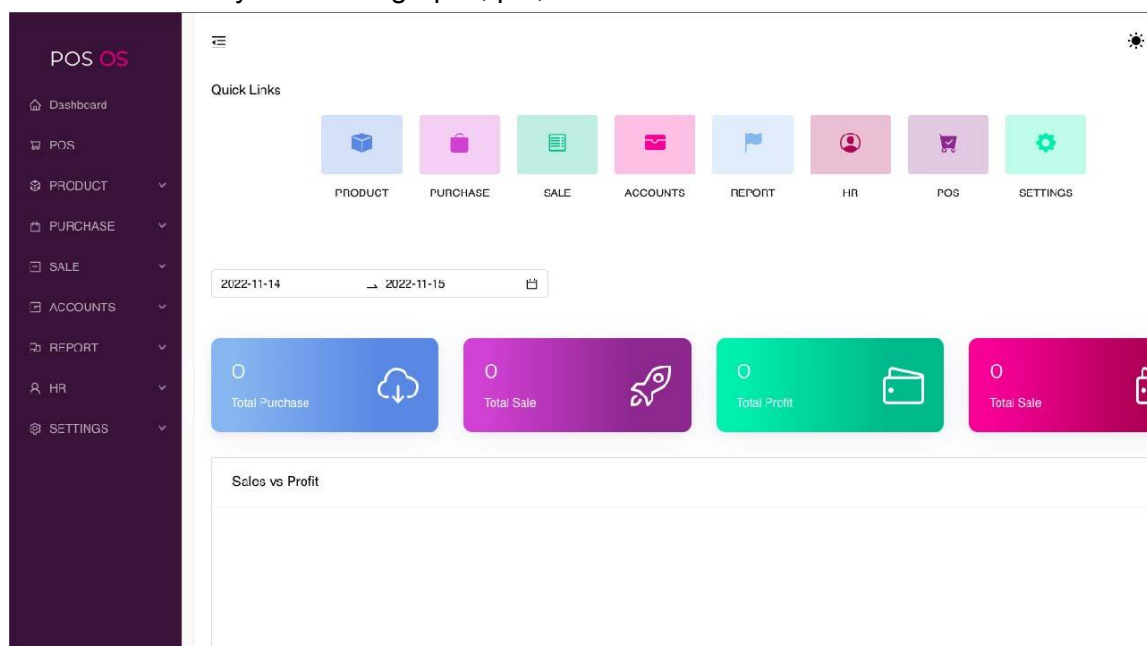
\* Username:

\* Password:  

username	password
staff	staff
admin	admin

## **STEP 02 - Dashboard**

You will see the dashboard after logging in. Here you can find the quick links and your business summary in various graphs, pie, and line charts.



### STEP 03 - Category, Sub-category, Brand

You have to add product category at first. Then you can create sub-category under previously created category. You also have to create brand.

You can create this from the sidenav options.

The screenshot shows the POS OS interface. On the left is a dark purple sidebar with the following menu items: Dashboard, POS, PRODUCT (expanded), PURCHASE, SALE, ACCOUNTS, REPORT, HR, and SETTINGS. The 'PRODUCT' menu is expanded, showing sub-items: Products, Product Category, Product Subcat..., Product Brand, and Product Brand. The main content area has a 'Back' button at the top left. Below it, there are two panels. The left panel is titled 'Add Product Subcategory' and contains a form with the following fields: 'Name' (text input with value 'SSD'), 'Select Category' (dropdown menu with value 'PC Components'), and an 'Add Subcategory' button. The right panel is titled 'Import From CSV' and contains a 'Choose file' button, a 'No file chosen' button, and an 'Import From CSV' button. Below these panels is a 'SUBCATEGORY LIST' section with a 'Column Visibility' button and a 'DOWNLOAD CSV' button. The table below has the following data:

ID	Name	Created At
1	HDD	2022-11-14
2	FAM	2022-11-14

### STEP 04 - Product creation

After creating category, sub-category and brand now you can create product from the same sidenav.

When creating product you will enter necessary product information in that form. After creating the product the product will be available to the product list. You can track your product's quantity and other information there.

The screenshot shows the POS OS interface. On the left is a dark purple sidebar with the following menu items: Dashboard, POS, PRODUCT (expanded), PURCHASE, SALE, ACCOUNTS, REPORT, HR, and SETTINGS. The 'PRODUCT' menu is expanded, showing sub-items: Products, Product Category, Product Subcat..., Product Brand, and Product Brand. The main content area has a 'Back' button at the top left. Below it, there are two panels. The left panel is titled 'Add Product' and contains a form with the following fields: 'Name' (text input with value 'Potato'), 'Select Subcategory' (dropdown menu with value 'Fish'), 'Select Brand' (dropdown menu with value 'brand 1'), 'Select Unit Type' (dropdown menu with value 'kg'), 'Unit Measurement' (text input with value '5'), 'Quantity' (text input with value '20'), 'Purchase Price' (text input with value '20'), 'Sale Price' (text input with value '30'), 'Reorder Quantity' (text input with value '5'), 'Upload Image' (image upload area with a 'DEMO' placeholder and an 'Upload' button), and 'SKU No' (text input with value '1234353532212'). There is an 'Add Product' button at the bottom. The right panel is titled 'Import From CSV' and contains a 'Choose file' button, a 'No file chosen' button, and an 'Import From CSV' button.

## STEP 05 - Create purchase

Now you can create supplier and then create purchase invoice against that supplier. On purchase your new purchased product will be added to the Inventory and necessary accounts transaction will be created.

You can manage your supplier's accounts and other transactions automatically.

POS OS

Dashboard

POS

PRODUCT

PURCHASE

Suppliers

New Purchase

Purchase List

SALE

ACCOUNTS

REPORT

HR

SETTINGS

Purchase New Products

\* Supplier

Frances Cain

\* Date

2022-11-14

Total:

32000 tk

Supplier Memo

KFL--0123

note

Purchased HDD

Discount:

500

After Discount:

31500 tk

Paid Amount:

19990

Due Amount:

11510 tk

SL	Product	Quantity	Unit Price	Total
1	PNY HDD 1TB	10	3200	32000

+ Add Product

Purchase Product

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POS OS

Dashboard

POS

PRODUCT

PURCHASE

Suppliers

New Purchase

Purchase List

SALE

ACCOUNTS

REPORT

HR

SETTINGS

ID : 1 |

Return Product

Print

Purchase Invoice Information

Supplier Information

Initial Invoice Info

Supplier Name : Frances Cain

Due Amount :

Phone : +1 (697) 559-7385

Address : Excepturi illo culpa

Update Invoice Info

Total Amount : 32000

Due Amount : 11510

Paid Amount : 19990

Discount : 500

Purchase Date : 2022-11-14

Supplier Memo No :

Note :

Total Paid Amount : 19990

Total Return Amount: 0

Due Amount : 11510

## STEP 06 - Create sale

The same way you have created the purchase now you can create customer and then new sale under the customer. You can manage all the accounts of that customer automatically.

You use POS interface to create new sales.

Home

Shopping Cart

Product

Category

Product

Product

Product

Product

Product

Product

Product

Product

Search :

Search

Select Subcategory

PNY HDD 1TB

Price : 3800

QTY: 50

SKU : 12434243

Samsung SSD 500

Price : 3900

QTY: 50

SKU : 123413553

GSkill Ram 4GB

Price : 4500

QTY: 100

SKU : 5345345456

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1

>

10 / page

Customer

Date

+1 (619) 749-3194 - Zenia ...

2022-11-14

Sale Product

Total: 12200 tk

Discount: 500

Paid Amount: 11700 tk

Given Amount: 12000

Return Amount: 300 tk

SL	Product	U.M	QTY	U.Price	Total
1	PNY HDD 1TB	1000	1	3	3800
2	Samsung SSD 500	500	1	3	3900
3	GSkill Ram 4GB	4	1	4	4500

ID : 1 |

Return Product

Print PDF

Packing Slip Print

POS Print

Sale Invoice Information

PAID

Initial Invoice Info

Total Amount : 12200

Due Amount : 0

Paid Amount : 11700

Discount : 500

Profit : 1100

Sale Date : 2022-11-14

Update Invoice Info

Total Paid Amount : 11700

Total Return Amount: 0

Due Amount : 0

Customer Information

Customer Name : Zenia Ball

Due Amount :

Phone : +1 (619) 749-3194

Address : Mollitia exercitatio

## STEP 07 - Transaction, Stuff Manage, Invoice Setting

You can also create accounts and make transactions. Manage your stuffs and assign them various roles and permissions.

POS OS

Dashboard

POS

PRODUCT

PURCHASE

Suppliers

New Purchase

Purchase List

SALE

ACCOUNTS

Account

New Transaction

Transaction List

REPORT

HR

← Back

TRANSACTION HISTORY

2022-11-14 → 2022-11-15

Download CSV

Column Visibility

ID	Date	Debit Account	Credit Account	Amount	Particulars
7	Nov 14, 2022	Inventory	Accounts Payable	11510	Due on Purchase Invoice #1
6	Nov 14, 2022	Inventory	Cash	19990	Cash paid on Purchase Invoice #1
5	Nov 14, 2022	Cost of Sales	Inventory	10600	Cost of sales on Sale Invoice #1
4	Nov 14, 2022	Cash	Sales	11700	Cash receive on Sale Invoice #1
3	Nov 14, 2022	Inventory	Capital	160000	Initial stock of product #3
2	Nov 14, 2022	Inventory	Capital	170000	Initial stock of product #2
1	Nov 14, 2022	Inventory	Capital	400000	Initial stock of product #1

< 1 > 10 / page

Trail Balance

Account	Debit	Credit
Inventory	750900	
Cost of Sales	10600	
Cash		-8290
Accounts Payable		-11510
Capital		-730000
Sales		-11700
TOTAL	761500	-761500

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