

# VantaPOS User Manual

## Table of Contents

Table of Contents .....	1
1. Introduction .....	2
2. System Requirements .....	2
3. Getting Started .....	2
4. Logging In and Out .....	2
To Log In: .....	2
To Log Out: .....	3
5. Dashboard Overview .....	3
6. Product Management .....	4
To Add a Product: .....	4
To Edit/Delete: .....	6
7. Orders .....	6
To Add an Order: .....	6
To View Past Orders: .....	8
8. Reports .....	8
9. User Management (Admin Only) .....	9
10. Help Page .....	10
12. Logging Out .....	11

# 1. Introduction

VantaPOS is a point-of-sale system designed to simplify product and order management for small businesses. This manual provides a detailed guide for users on how to navigate and use the system effectively.

## 2. System Requirements

- I. Web Browser (Chrome, Firefox, Edge)
- II. Internet connection
- III. Admin-provided credentials

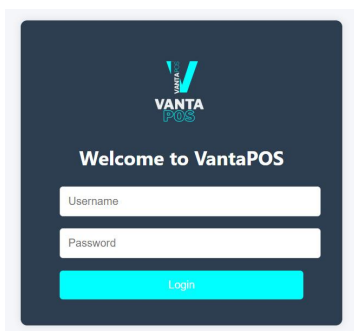
## 3. Getting Started

- I. Open your browser.
- II. Visit the URL provided by your administrator.
- III. Log in using your username and password.

## 4. Logging In and Out

### To Log In:

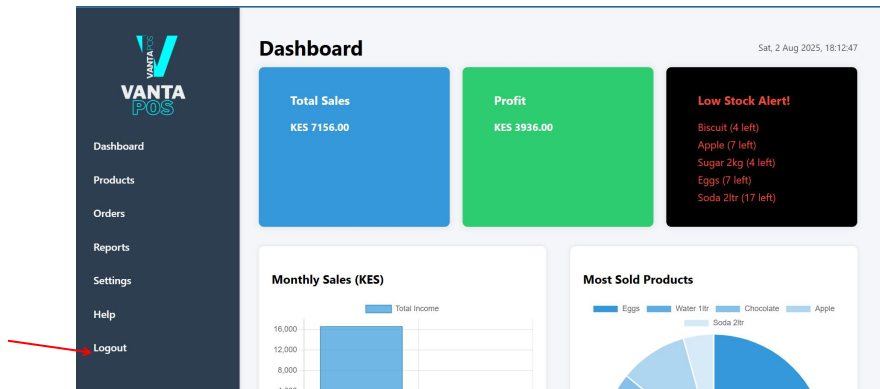
- I. Enter your username and password.
- II. Click **Login**.



- III. If correct, you'll be redirected to the dashboard.

## To Log Out:

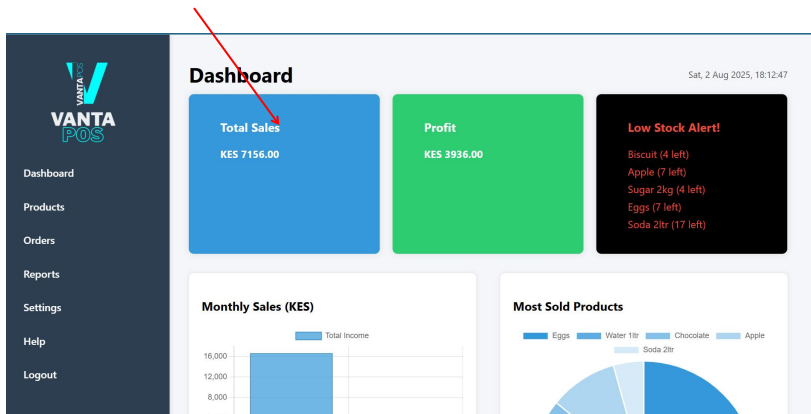
Click the **Logout** button on the sidebar.



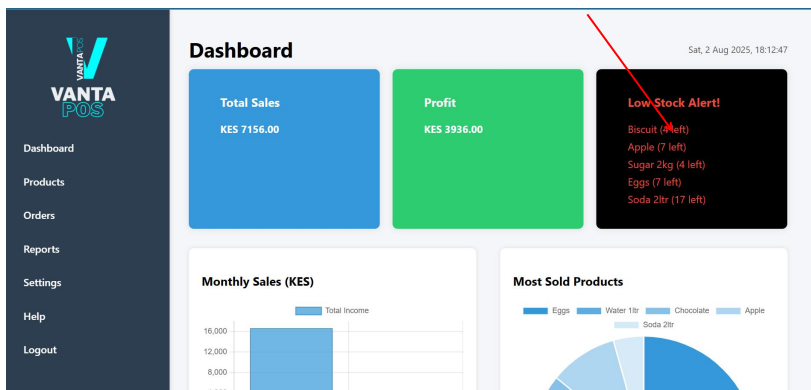
## 5. Dashboard Overview

The dashboard displays:

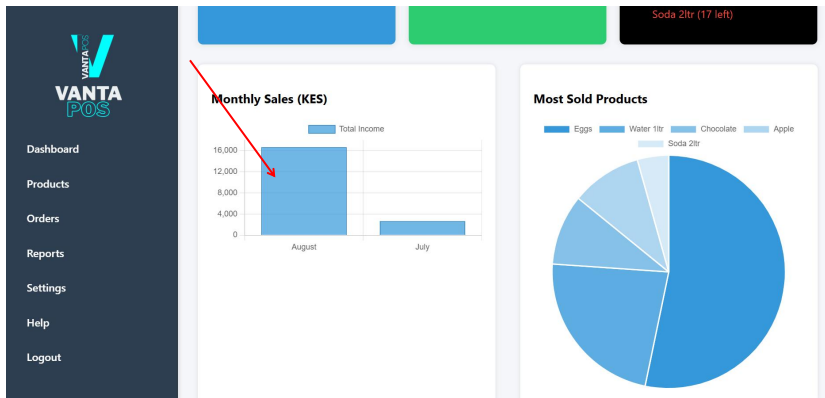
### I. Daily total sales



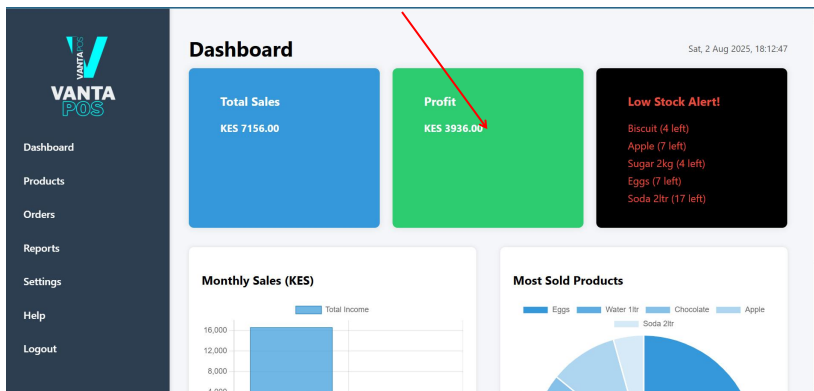
### II. Low stock alerts



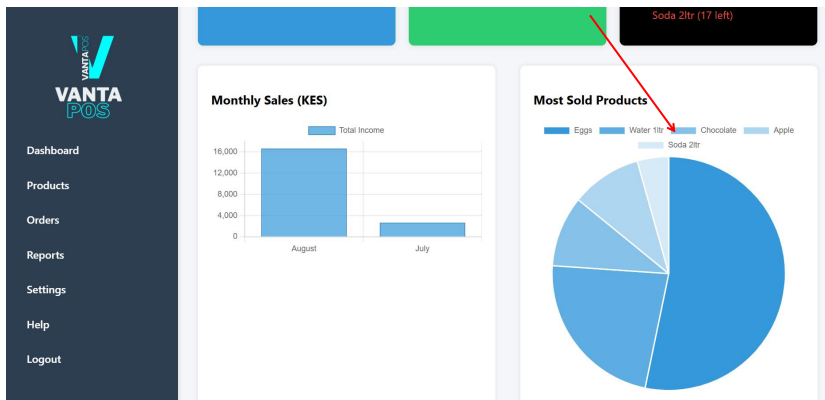
### III. Sales bar chart (monthly)



### IV. Daily Profits



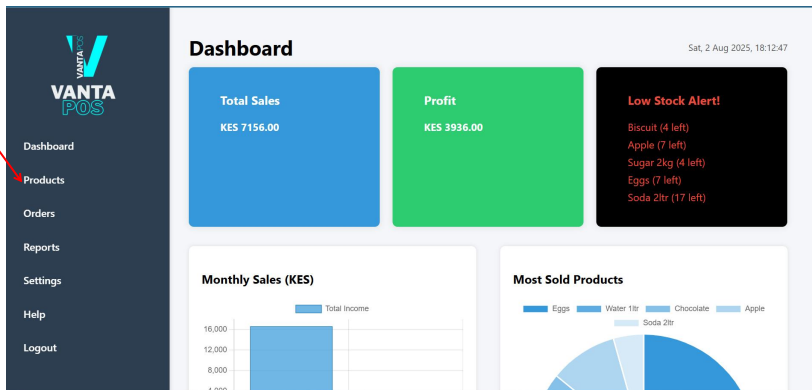
### V. Best-selling products (pie chart)



## 6. Product Management

### To Add a Product(Admin Only):

#### I. Navigate to **Products** from the sidebar.



II. Click Add product button

**Products**

[Add Product](#)

Search by name or category

Product ID	Name	Category	Buying Price	Selling Price	Stock	Threshold	Actions
1	Chocolate	Snack	Ksh 346.00	Ksh 750.00	17	10	<a href="#">Edit</a> <a href="#">Delete</a>
3	Juice	Beverage	Ksh 125.00	Ksh 350.00	19	10	<a href="#">Edit</a> <a href="#">Delete</a>
4	Biscuit	Snack	Ksh 45.00	Ksh 100.00	4	5	<a href="#">Edit</a> <a href="#">Delete</a>
5	Apple	Groceries	Ksh 20.00	Ksh 50.00	7	10	<a href="#">Edit</a> <a href="#">Delete</a>
6	Water 1ltr	Beverage	Ksh 38.00	Ksh 100.00	57	20	<a href="#">Edit</a> <a href="#">Delete</a>
7	Sugar 2kg	Groceries	Ksh 197.00	Ksh 250.00	4	5	<a href="#">Edit</a> <a href="#">Delete</a>

III. Fill in the product name, category, price, stock, and threshold.

**Add New Product**

Buying Price (KES):

Selling Price (KES):

Stock:

Threshold:

IV. Click **Add Product**.

**Add New Product**

Soda 1Ltr

Beverages

Buying Price (KES):  
125

Selling Price (KES):  
250

Stock:  
12

Threshold:  
10

Add Product

Product ID	Name	Category	Buying Price	Selling Price	Stock	Threshold	Actions
1	Chocolate	Snack	Ksh 346.00	Ksh 750.00	17	10	Edit Delete
3	Juice	Beverage	Ksh 125.00	Ksh 350.00	19	10	Edit Delete
4	Biscuit	Snack	Ksh 45.00	Ksh 100.00	4	5	Edit Delete
5	Apple	Groceries	Ksh 20.00	Ksh 50.00	7	10	Edit Delete
6	Water 1ltr	Beverage	Ksh 38.00	Ksh 100.00	57	20	Edit Delete
7	Sugar 2kg	Groceries	Ksh 197.00	Ksh 250.00	4	5	Edit Delete
8	Eggs	Groceries	Ksh 10.00	Ksh 20.00	7	20	Edit Delete
10	Soda 2ltr	Beverage	Ksh 125.00	Ksh 399.00	17	20	Edit Delete
11	Rice 5kg	Groceries	Ksh 999.00	Ksh 2000.00	19	15	Edit Delete
13	Soda 1Ltr	Beverages	Ksh 125.00	Ksh 250.00	12	10	Edit Delete

Product ID	Name	Category	Buying Price	Selling Price	Stock	Threshold	Actions
1	Chocolate	Snack	Ksh 346.00	Ksh 750.00	17	10	Edit Delete
3	Juice	Beverage	Ksh 125.00	Ksh 350.00	19	10	Edit Delete
4	Biscuit	Snack	Ksh 45.00	Ksh 100.00	4	5	Edit Delete
5	Apple	Groceries	Ksh 20.00	Ksh 50.00	7	10	Edit Delete
6	Water 1ltr	Beverage	Ksh 38.00	Ksh 100.00	57	20	Edit Delete
7	Sugar 2kg	Groceries	Ksh 197.00	Ksh 250.00	4	5	Edit Delete
8	Eggs	Groceries	Ksh 10.00	Ksh 20.00	7	20	Edit Delete
10	Soda 2ltr	Beverage	Ksh 125.00	Ksh 399.00	17	20	Edit Delete
11	Rice 5kg	Groceries	Ksh 999.00	Ksh 2000.00	19	15	Edit Delete
13	Soda 1Ltr	Beverages	Ksh 125.00	Ksh 250.00	12	10	Edit Delete

## To Edit/Delete:(Admin only)

Use the action buttons next to each product in the table.

**Products**

Add Product

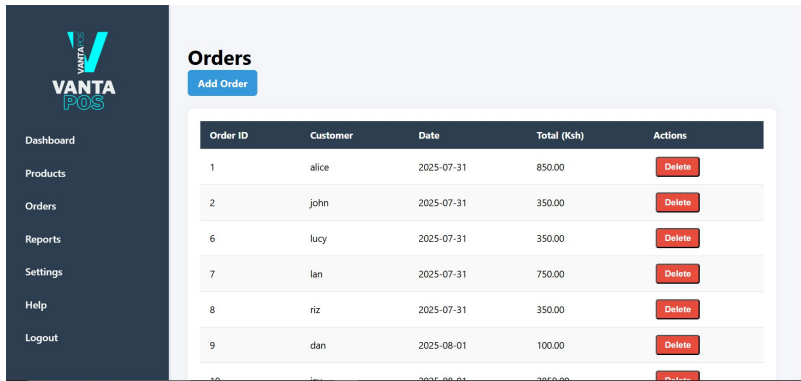
Search by name or category

Product ID	Name	Category	Buying Price	Selling Price	Stock	Threshold	Actions
1	Chocolate	Snack	Ksh 346.00	Ksh 750.00	17	10	Edit Delete
3	Juice	Beverage	Ksh 125.00	Ksh 350.00	19	10	Edit Delete
4	Biscuit	Snack	Ksh 45.00	Ksh 100.00	4	5	Edit Delete
5	Apple	Groceries	Ksh 20.00	Ksh 50.00	7	10	Edit Delete
6	Water 1ltr	Beverage	Ksh 38.00	Ksh 100.00	57	20	Edit Delete
7	Sugar 2kg	Groceries	Ksh 197.00	Ksh 250.00	4	5	Edit Delete

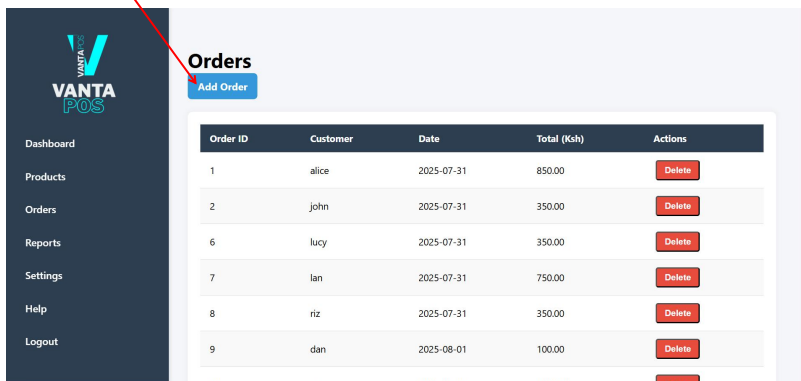
## 7. Orders

### To Add an Order:

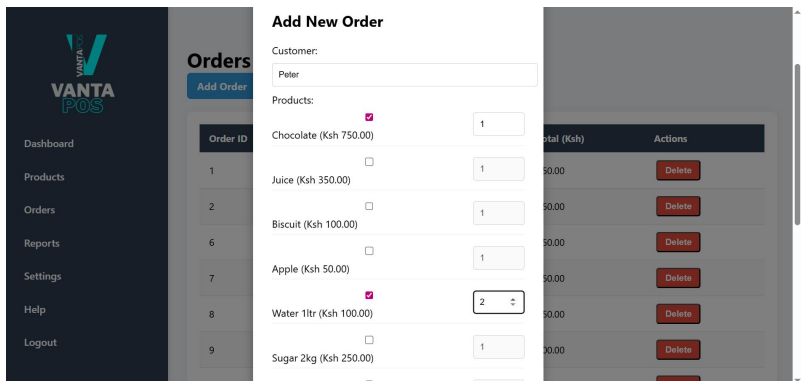
- I. Go to **Orders** page.



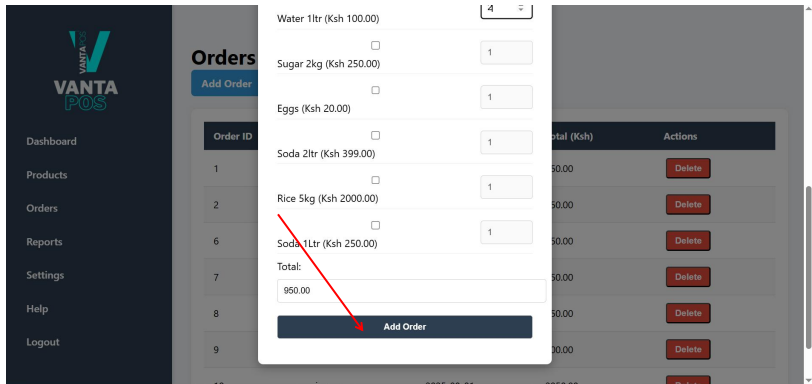
II. Click **Add order.**



III. Enter customer name, Select product(s), quantity, and the order total is calculated automatically.



IV. Click **Add Order.**



## To View Orders:

All orders are listed in the order table on the order page.

13	mike	2025-08-01	1150.00	Delete
14	jane	2025-08-01	530.00	Delete
15	bull	2025-08-01	500.00	Delete
16	lola	2025-08-01	480.00	Delete
17	kelly	2025-08-01	2710.00	Delete
18	kk	2025-08-02	750.00	Delete
19	lucas	2025-08-02	1237.00	Delete
20	ty	2025-08-02	2399.00	Delete
21	gt	2025-08-02	2770.00	Delete
22	Peter	2025-08-02	950.00	Delete

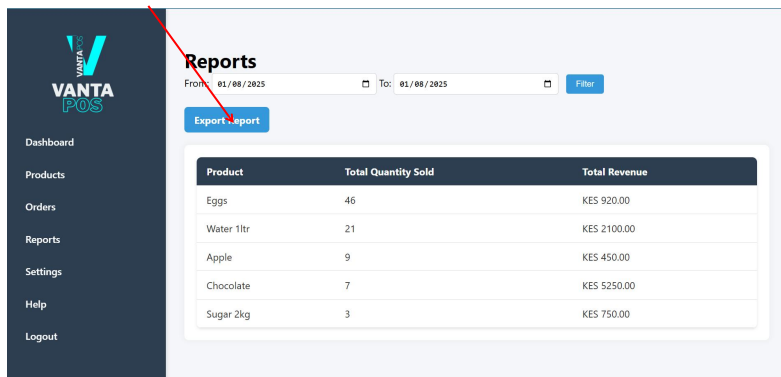
## 8. Reports

- I. Navigate to **Reports** page.
- II. Use filters to select daily, weekly, or monthly data.

<b>Reports</b> From: 01/08/2025 To: 01/08/2025 <span>Filter</span>		
<span>Export Report</span>		
Product	Total Quantity Sold	Total Revenue
Eggs	46	KES 920.00
Water 1ltr	21	KES 2100.00
Apple	9	KES 450.00
Chocolate	7	KES 5250.00
Sugar 2kg	3	KES 750.00

- III. Click **Export report** to export report as **Excel**.





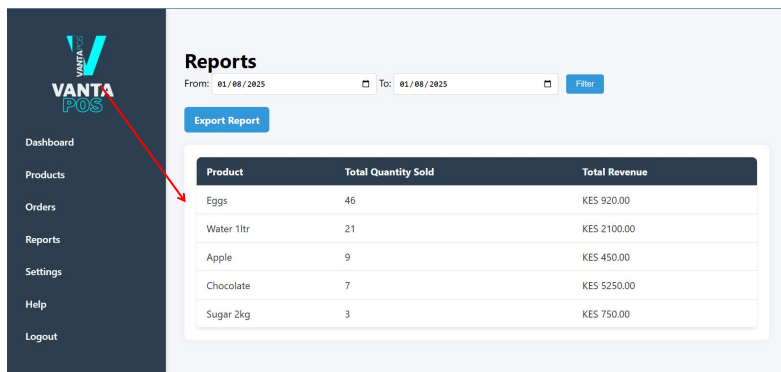
**Reports**

From: 01/08/2025 To: 01/08/2025 Filter

Export Report

Product	Total Quantity Sold	Total Revenue
Eggs	46	KES 920.00
Water 1ltr	21	KES 2100.00
Apple	9	KES 450.00
Chocolate	7	KES 5250.00
Sugar 2kg	3	KES 750.00

IV. View revenue and quantities sold on the table.



**Reports**

From: 01/08/2025 To: 01/08/2025 Filter

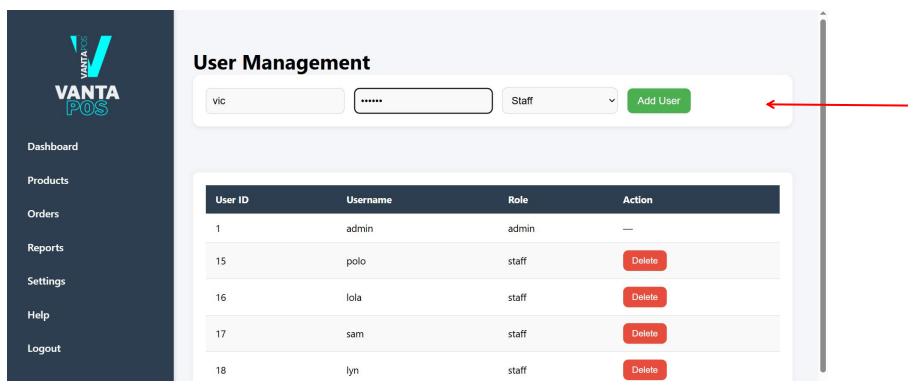
Export Report

Product	Total Quantity Sold	Total Revenue
Eggs	46	KES 920.00
Water 1ltr	21	KES 2100.00
Apple	9	KES 450.00
Chocolate	7	KES 5250.00
Sugar 2kg	3	KES 750.00

## 9. User Management (Admin Only)

I. Go to **Settings > User Management**.

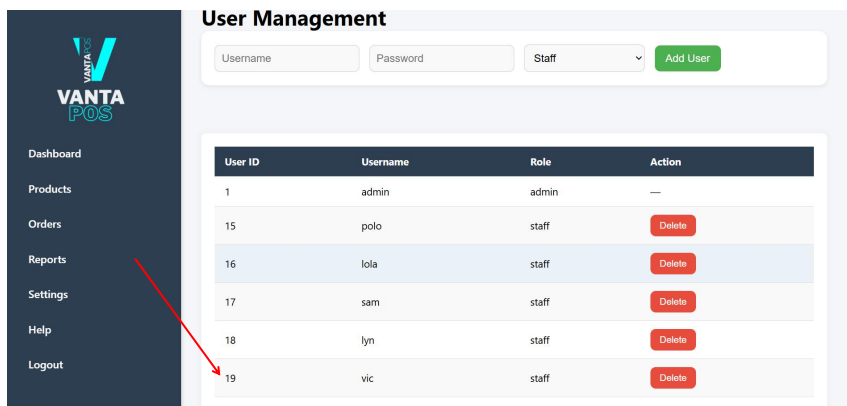
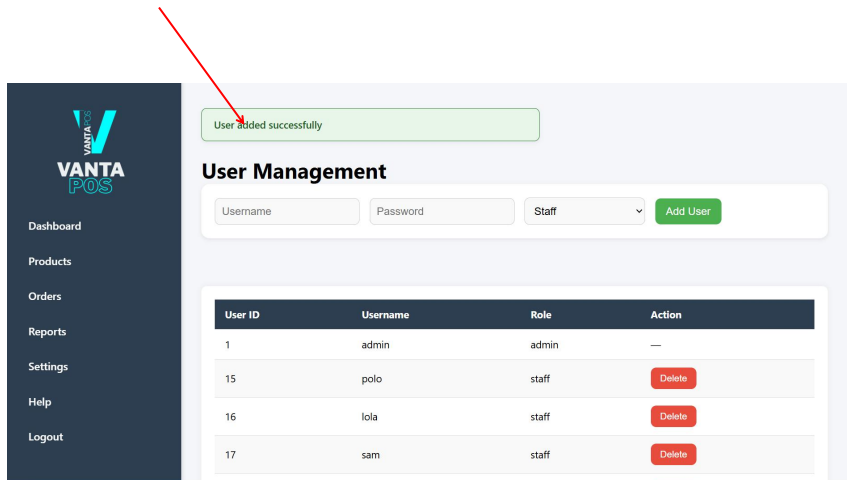
II. Add new users with roles (admin or staff). Enter name and password. Click add user.



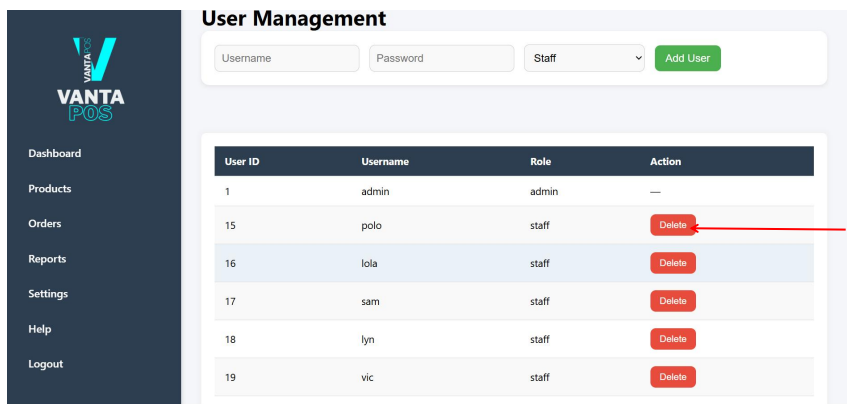
**User Management**

vic \*\*\*\*\* Staff Add User

User ID	Username	Role	Action
1	admin	admin	—
15	polo	staff	Delete
16	lola	staff	Delete
17	sam	staff	Delete
18	lyn	staff	Delete



III. Delete users using the provided action buttons on the table.



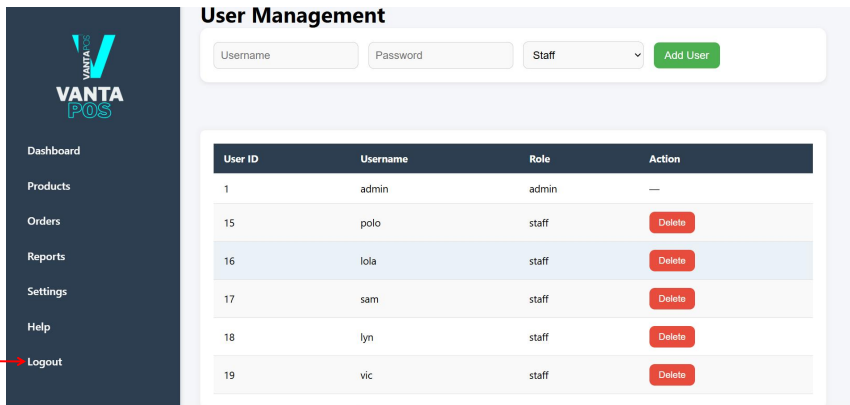
## 10. Help Page

The **Help** page provides:

- I. Contact details for technical support
- II. Links to this manual

## 12. Logging Out

Click the **Logout** button from the sidebar at any time to securely exit the system.



**User Management**

Username Password Staff Add User

User ID	Username	Role	Action
1	admin	admin	—
15	polo	staff	Delete
16	lola	staff	Delete
17	sam	staff	Delete
18	lyn	staff	Delete
19	vic	staff	Delete

**End of Manual**