USER MANUAL

ZKPOS STANDALONE ANDROID APP

Version: 2.0.0

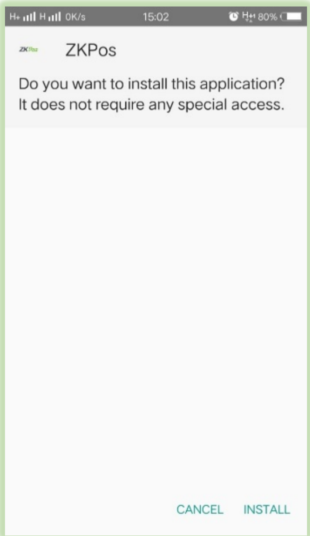
Date: 04-01-2021

Software Version: 2.0.0

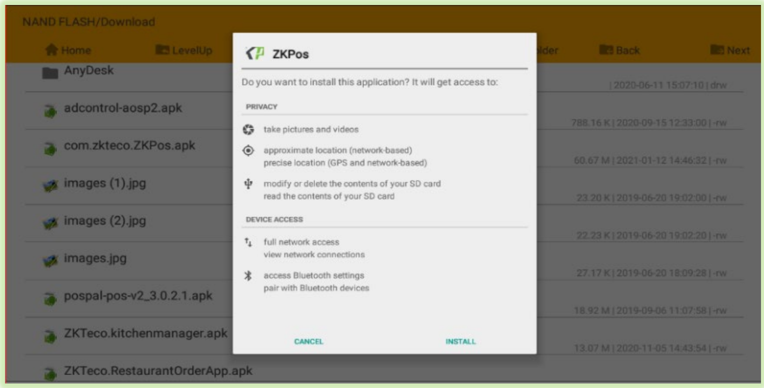
ZKPOS STANDALONE ANDROID APP

Mobile gadgets and android devices have become the order of the day. As that is the case, conventional point-of-sale systems started giving way for Mobile and Android POS systems. Android POS is in great demand for its mobility, agility and affordability. The process performance of these mobile and Android POS systems is on par with that of any traditional one. ZKPOS STAND ALONE ANDROID APP simplifies the way you do billing at your point of sale (POS). Instantly record sale & customer details and get powerful business insights. Print invoices right and make your billing system efficient and cutting-edge.

Mobile View



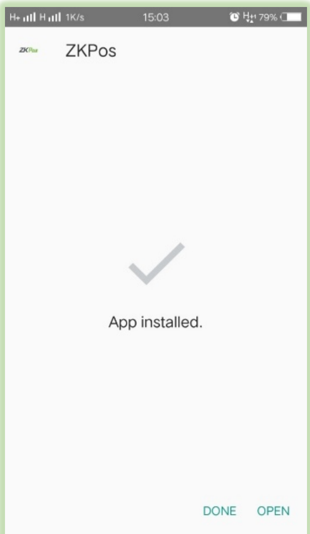
POS View



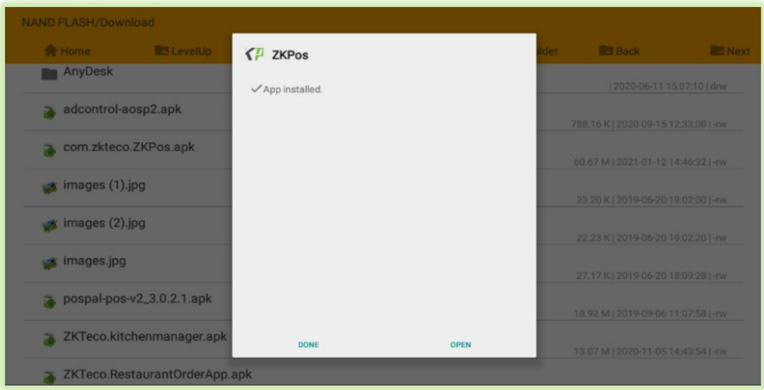
HOW TO INSTALL

- Click on the ZKPOS STANDALONE ANDROID apk.
- Click on the INSTALL button to continue the installation of application.

Mobile View

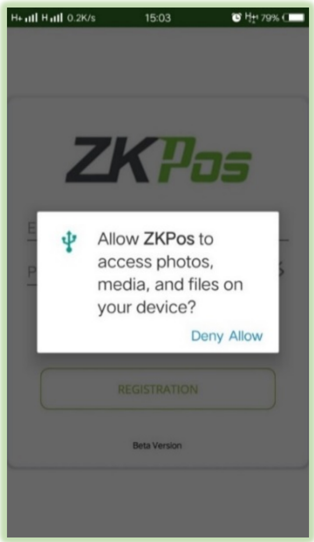


POS View



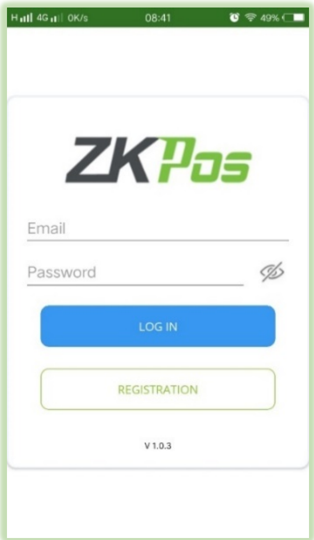
- After installation you get a window as shown in figure.
- Click on button if you want to work with the ZKPOS STAND ALONE ANDROID application.

Mobile View

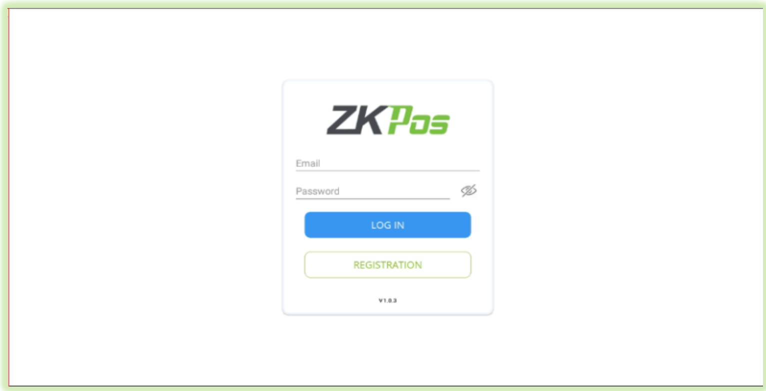


- Allow the access to photos, media and files on your device.
- Then you get a window for Login/ Registration to the ZKPOS STANDALONE ANDROID APP.

Mobile View



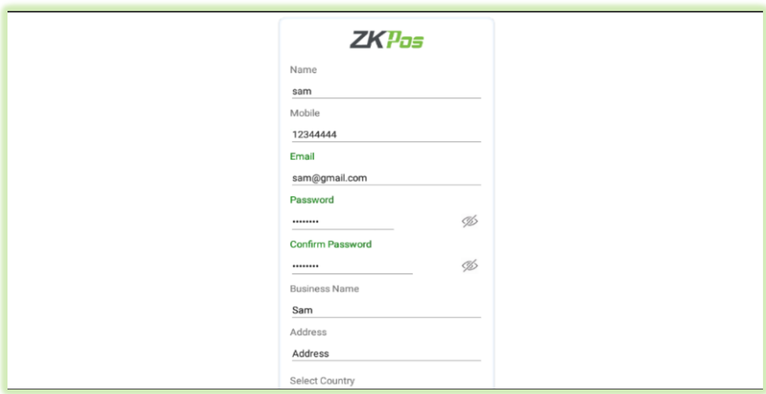
POS View



- Enter the details if you already register.
- Otherwise click on Registration button.

Mobile View

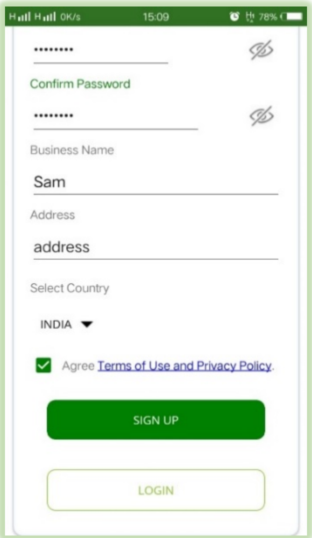
POS View



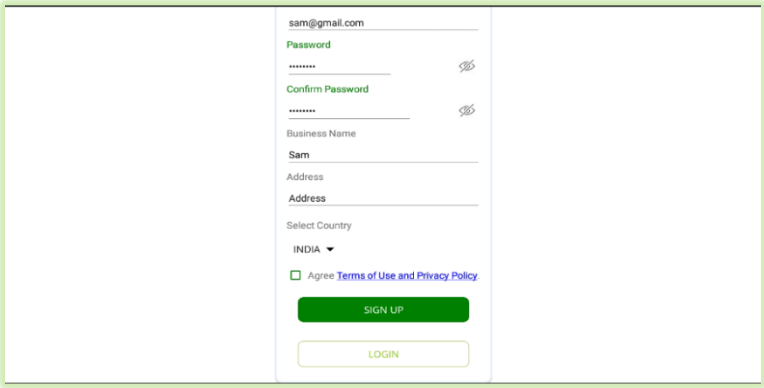
REGISTRATION

- Enter the details in the respective fields.
- Make sure that your password must contain at least 8 characters including uppercase, lowercase, number and symbol.

Mobile View

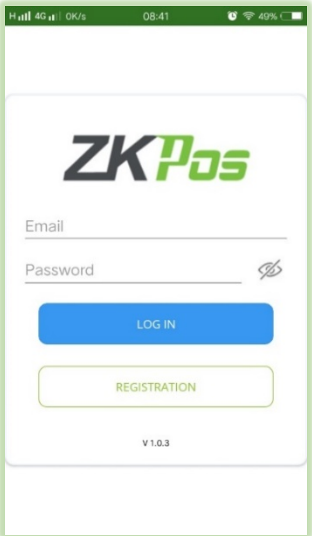


POS View



- Select your respective country from dropdown menu.
- Agree the terms of use and privacy policy.
- Click on Sign Up button to complete the registration purpose.

Mobile View



POS View

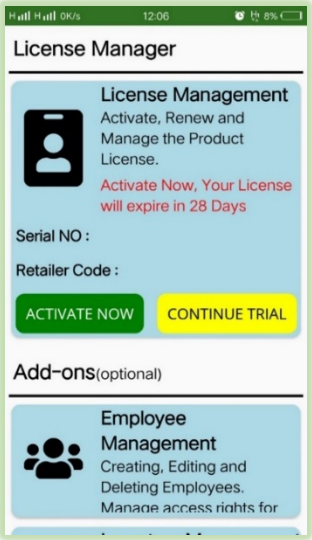
- Enter the email and password.
- Click on LOGIN button.

Mobile View

POS View

- Select the store and POS.
- Select the currency from the dropdown menu.
- If you want start the application with sample data, tick the check box against sample data. Otherwise start afresh.
- Click OK to continue.

Mobile View

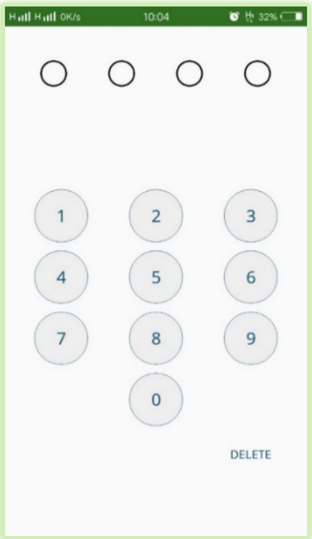


POS View

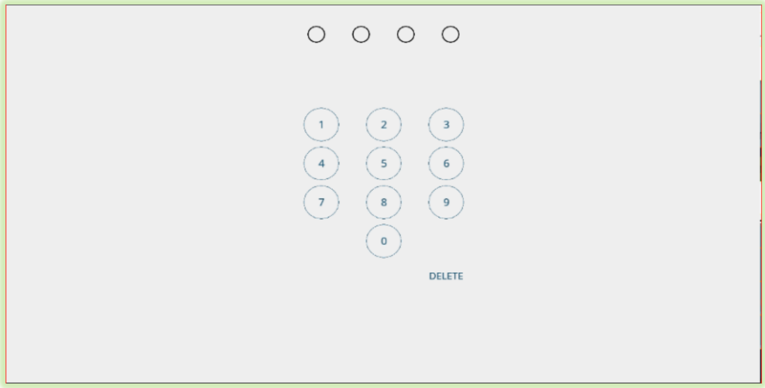
- You are redirected to the licence management window.
- For activating the licence click on ACTIVATE NOW button.
- You get an alert message that shows 'Your request is in processing state, please contact the administrator.

- Contact respective person to activate the licence.
- You can continue with trial version by clicking CONTINUE WITH TRIAL (30 days) button.
- Employee management and Inventory management are the optional features to this application.
- These features are available in trial version, to manage employee and inventory beyond trial period contact ZKTeco administrator before the expiry date.

Mobile View

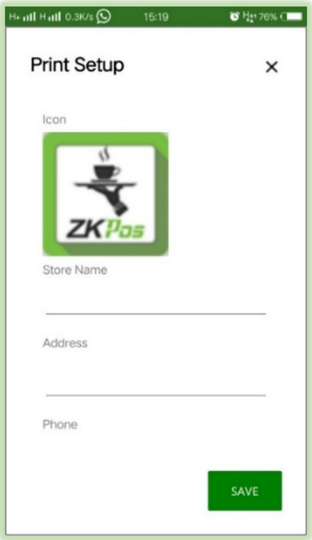


POS View

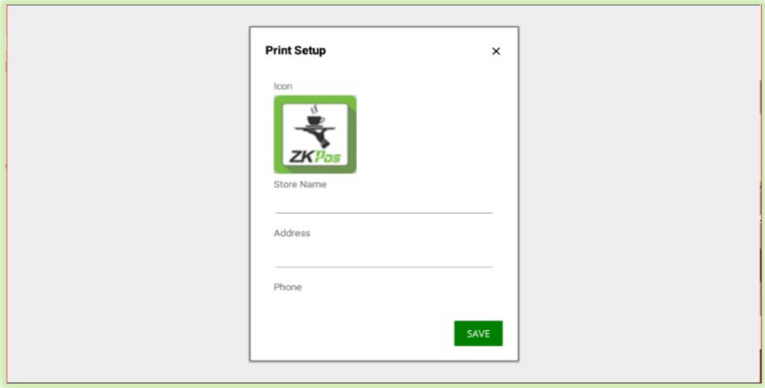


- Default password is 1234.
- Enter the password.

Mobile View

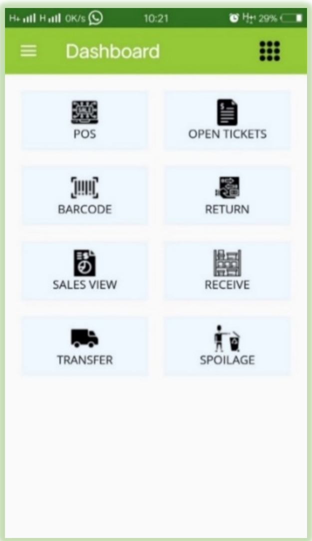


POS View

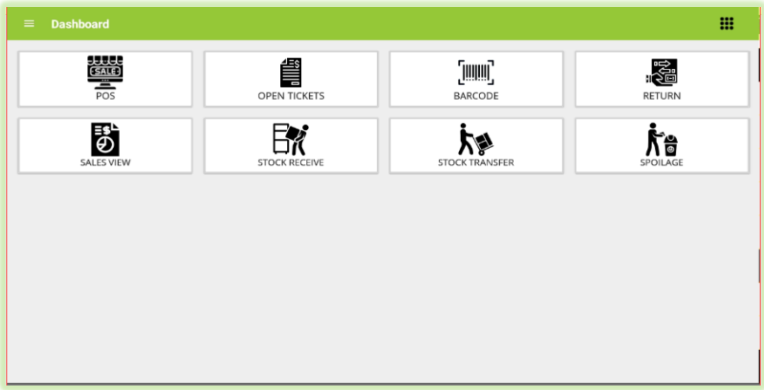


- Enter the details for print set up.
- Enter store name, Address, phone, tax number and footer (see My store).
- Click Save button.

Mobile View



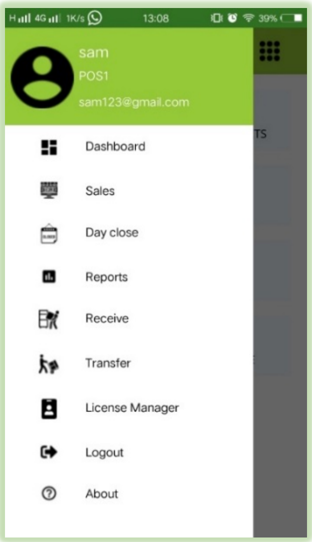
POS View



GETTING STARTED

- After completing the print set up you are redirected to DASHBOARD.
- Click the menu button on the left side of the figure.

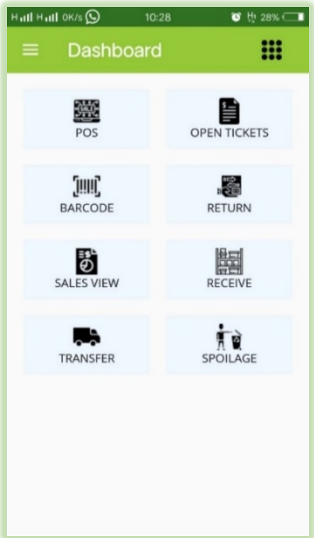
Mobile View

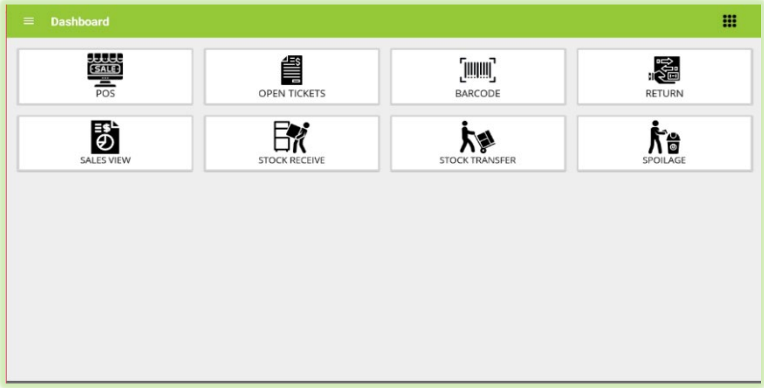


POS View

- The menu shows the registration details on the top.
- Click on dashboard.

Mobile View *POS View*

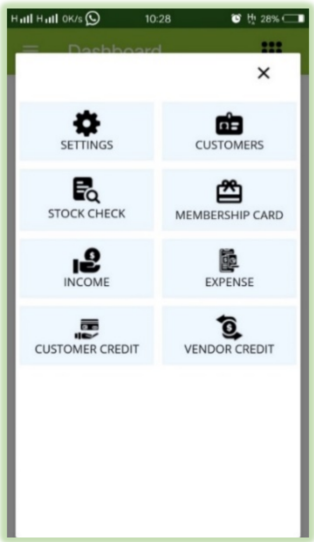




DASHBOARD

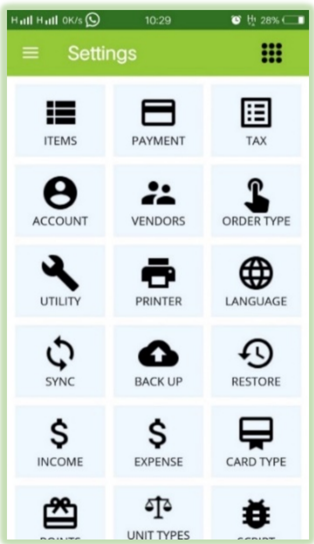
- Dashboard contains POS, Open tickets, Barcode, Return, Sales view, Receive, Transfer and Spoilage.
- Click on the menu button on the right top side of the application as shown in the figure.

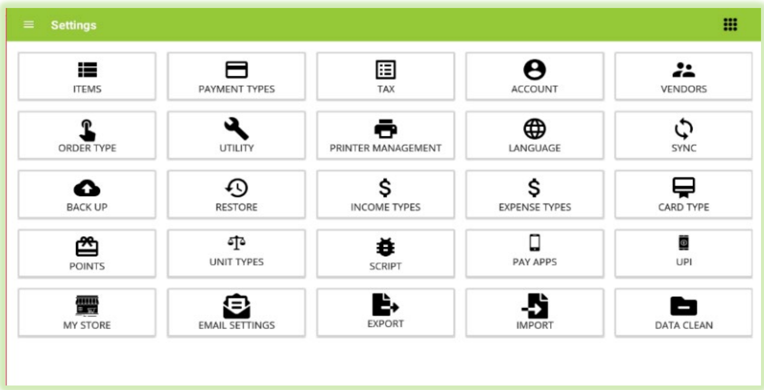
Mobile View *POS View*



- On clicking the menu button, you can see Settings, Customers, Stock check, Membership card, Income, Expense, Customer credit and Vendor credit.

Mobile View *POS View*

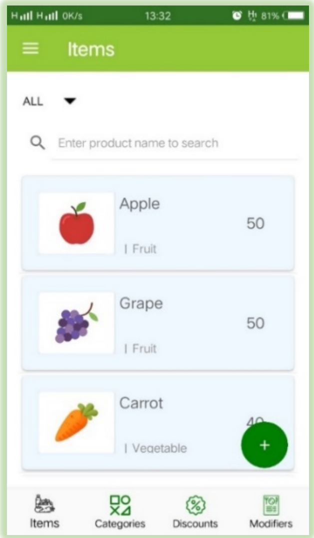




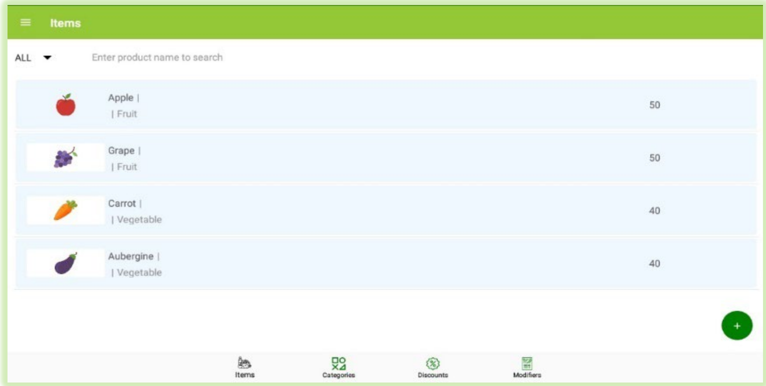
SETTINGS

- Click Settings option.
- Settings page contains the features as shown in the figure.

Mobile View



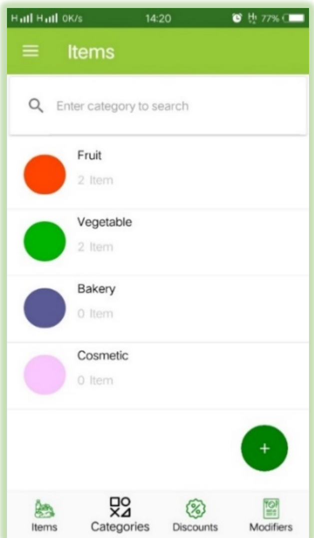
POS View



ITEMS

- Click on ITEMS option.
- ITEMS menu contains Items, Categories, Discounts and Modifiers.
- Here you can see the sample products we already add in the application.
- There is a search field pick the products/ items easily.
- We can sort the products category wise by clicking the drop-down symbol as shown in the figure which makes searching even easier.

Mobile View

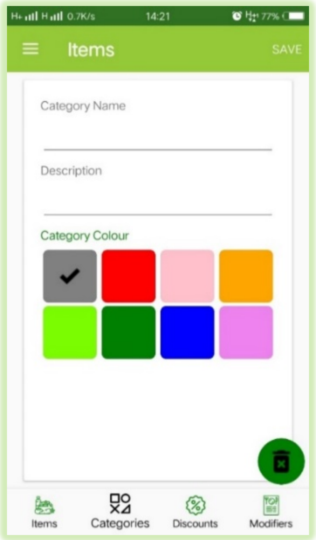


POS View

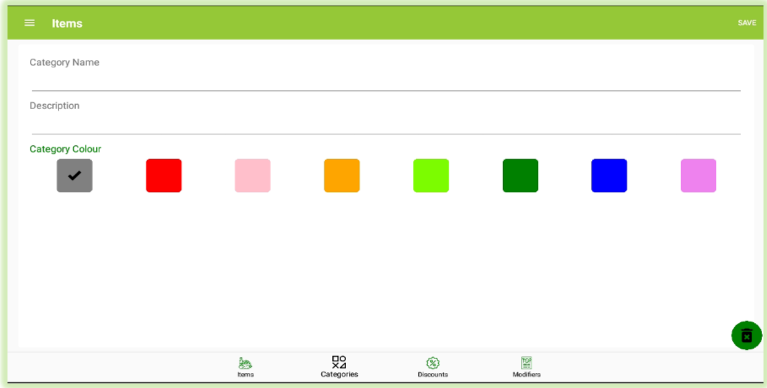
Adding Category

- Click on Category button at the bottom side.
- You can see the sample categories that created by the application.
- Enter the category name in the search field to find a particular category.
- To add a new category to this app, click on the '+' button in the category page.
- Enter category name, Description and category colour.
- Click save button to save the category to the application. Click OK to the confirmation message.

Mobile View

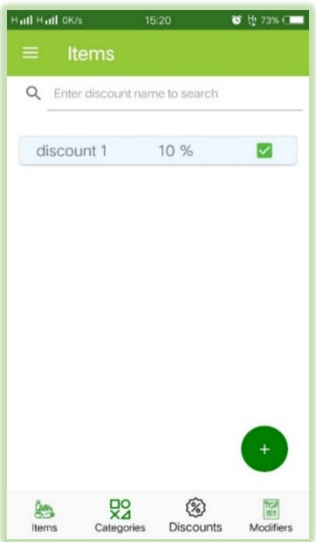


POS View

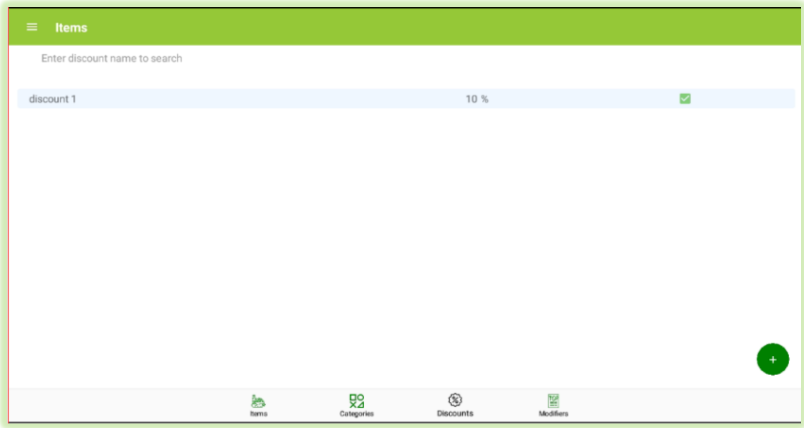


- To delete a particular category, click on the 'x' symbol in the right bottom of the window. On deletion of a category, all products/items under this category will be deleted.
- To edit the details of an already saved category, select that particular category from the category window and make necessary changes.

Mobile View



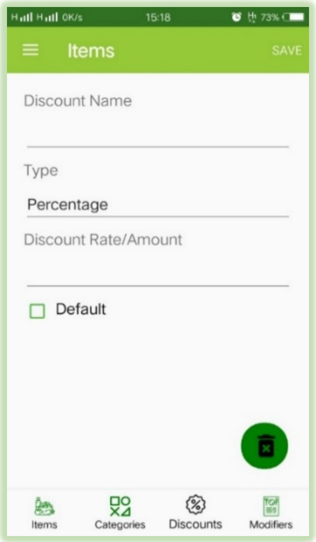
POS View

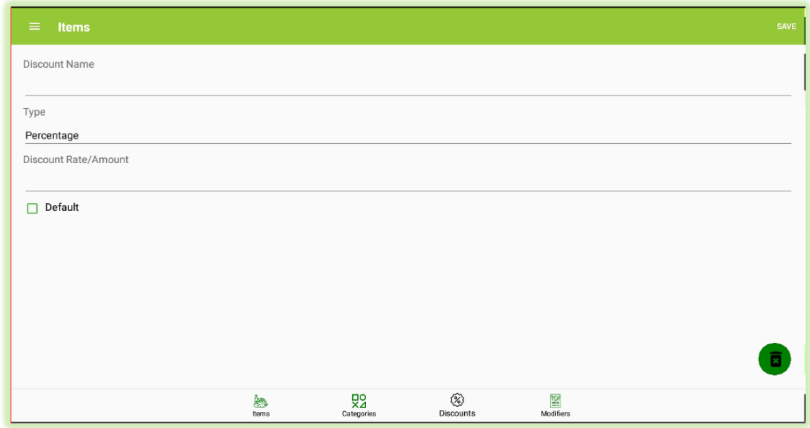


Adding discount

- For adding discount to the products, click on the discount menu as shown at the bottom of app.
- You can see and search already saved discounts in the window.
- To add new discount to the app, click on '+' button as shown in the figure.
- Enter the discount name, and type of the discount.
- Discount type can be percentage or amount.
- Enter the discount rate or amount in the respective field.
- Select whether the discount is default or not and click the save button. Select OK to the confirmation message.

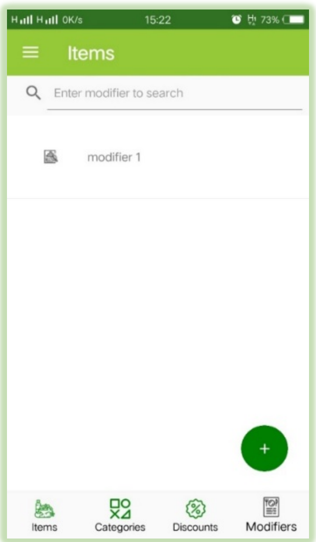
Mobile View *POS View*

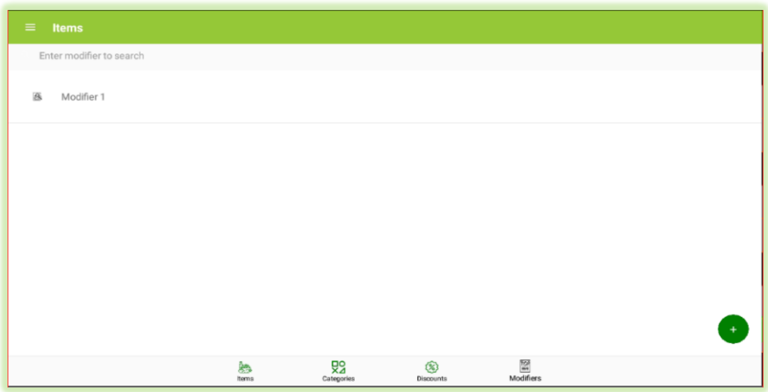




- Only percentage wise discount can be selected as default discount. More than one default discount cannot be created.
- Make sure that the discount does not violate the cost and sale price criteria.
- To delete a particular discount, click on the 'x' button at the right top side of the window and Click yes to the confirmation message.
- To edit a particular discount details, select the discount from discount window, make necessary changes and click Save.

Mobile View *POS View*

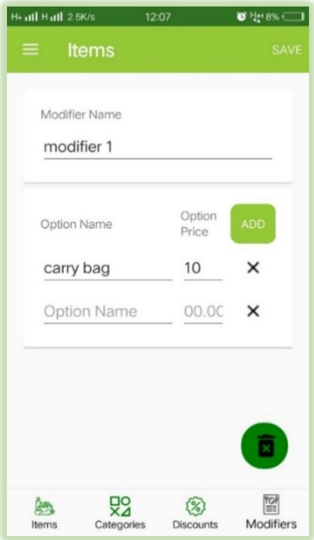


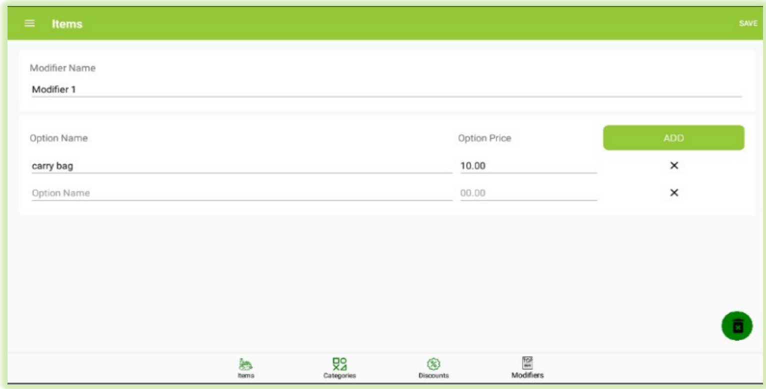


Adding modifiers

- Modifiers are the extra items with the products like sauces, salads or carry bags etc.
- You can see and spot the already saved modifiers using the search field.
- To add a new modifier, click '+' button.
- Enter the modifier name.
- Below you have the option to add modifiers and its price.

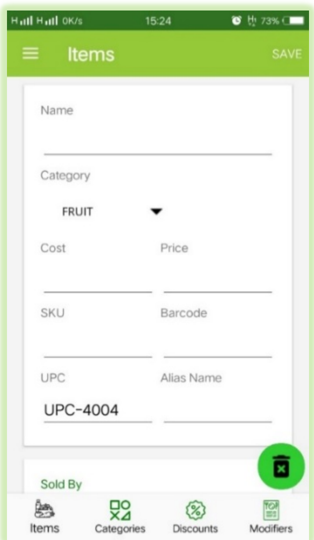
Mobile View *POS View*

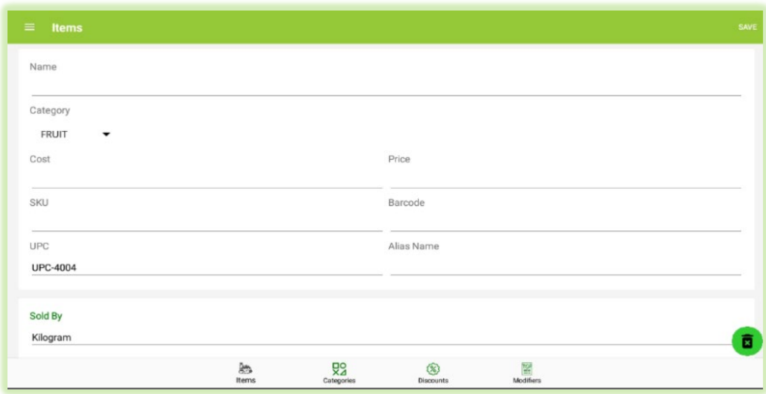




- Click ADD button to enter the option name and option price.
- Enter the option name and option price.
- To add new option, click on add button again.
- If you want to delete a particular option click on ‘x’ button against it.
- If you want to delete the modifier, altogether click on the ‘x’ button at the right bottom side of the window and click yes to the confirmation.
- To edit a particular modifier, select that one from the modifier window, make necessary changes and click ok to the confirmation message.

Mobile View *POS View*

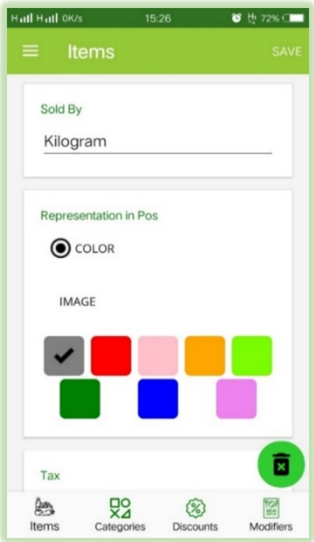


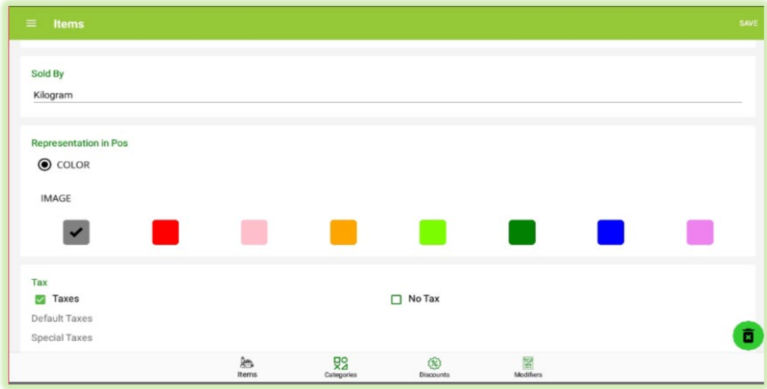


Adding item/product

- Click on items menu at the left bottom side of the window, then click on ‘+’ button.
- Enter name, select the category from the drop-down box, enter cost price (cost) and sale price (price), SKU, barcode and alias name if any.
- UPC code is automatically updated by the application itself.

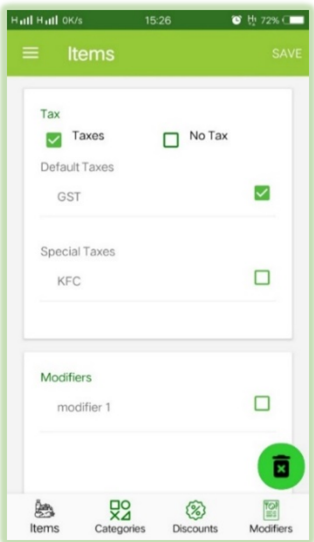
Mobile View *POS View*

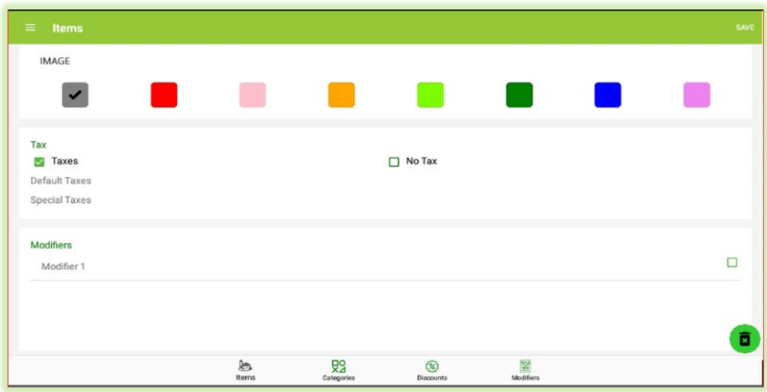




- Select the unit by clicking sold by field (see units).
- You can select the representation of an item in POS.
- Select colour or image.
- Select one colour if you want to represent the item in a particular colour.
- Select image otherwise.
- You have the option to browse for the image or you can take the photo by clicking the option 'CAMERA'.
- Click remove button if you want to delete the image.

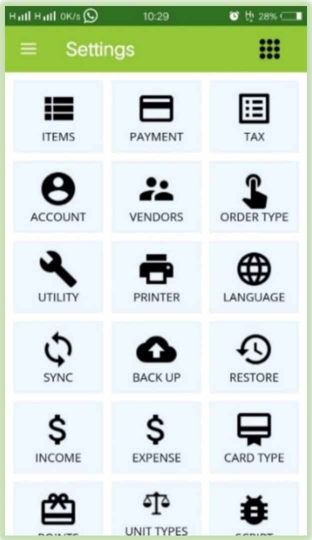
Mobile View *POS View*

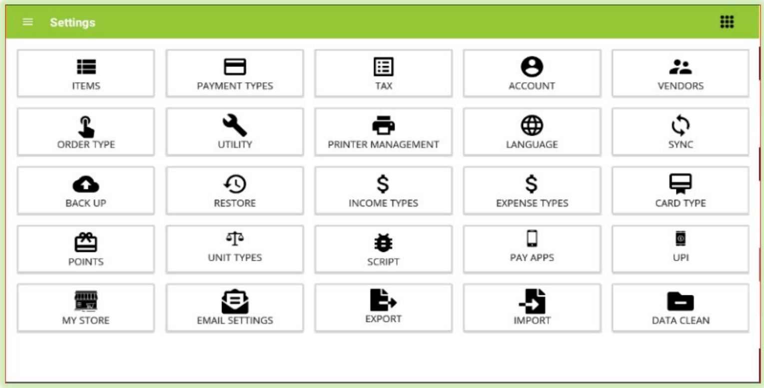




- Select the tax (*See tax*) for the item, default tax is already selected by the app. If additional (special) tax is applicable, select the check box. Select no tax if none of them is applicable.
- Select the modifiers from the list as shown in figure.
- Click save button and click ok to the confirmation message.
- If you want to delete an item, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.
- To edit a particular item, select that one from the item window, make necessary changes and click ok to the confirmation message.

Mobile View *POS View*

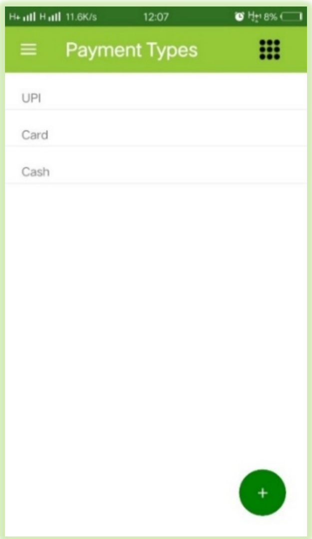


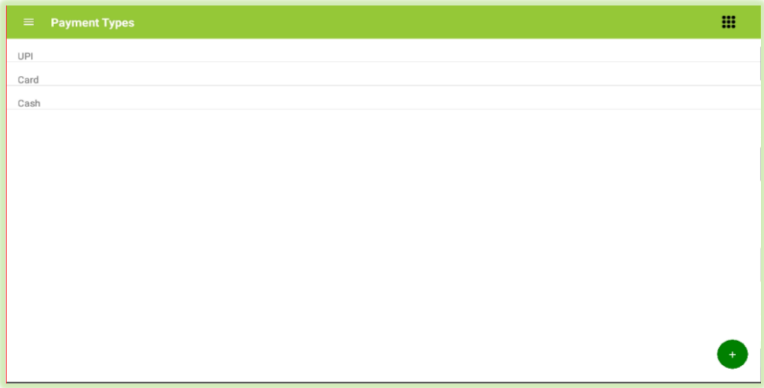


PAYMENT TYPES

- You can define the payment options while settlement of a receipt by clicking the payment menu from the settings page.

Mobile View *POS View*

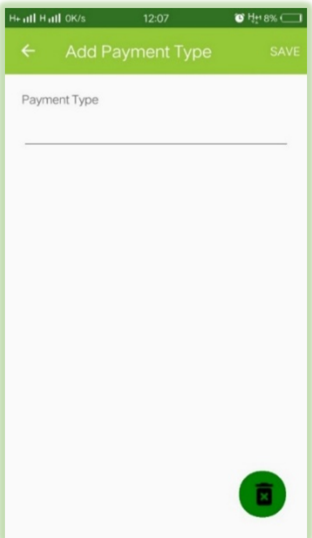


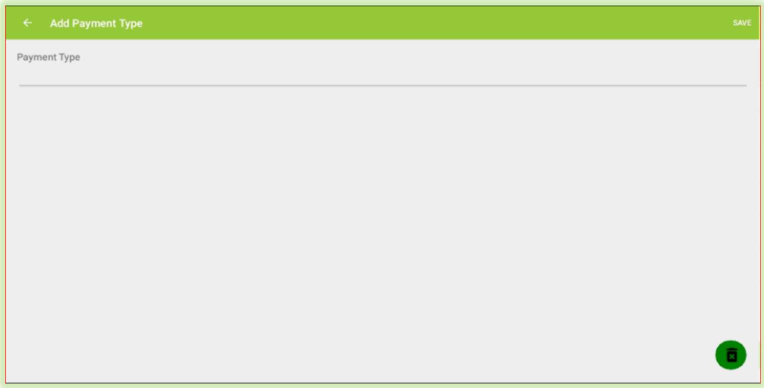


Adding payment types

- You can see the saved payment types here UPI, card and cash.

Mobile View *POS View*

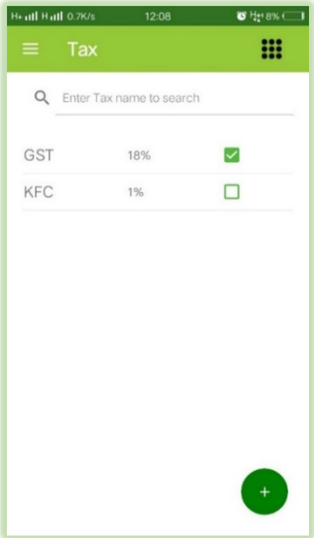


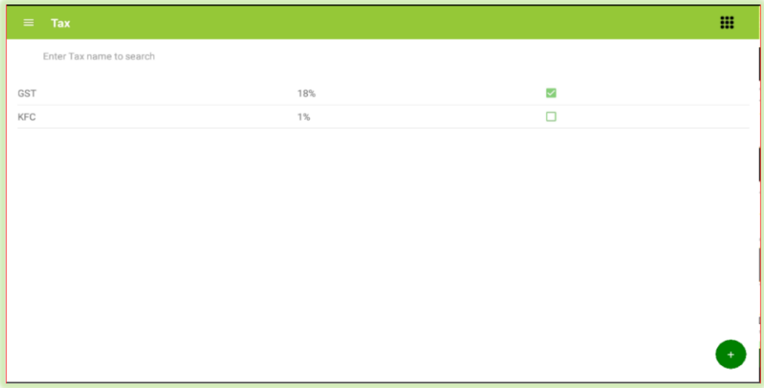


- To add a new payment method, click on '+' button.
- Enter the payment type in the respective field.
- Click save button.
- Select ok for confirmation message.
- If you want to delete a payment type click on the 'x' button at the right bottom side of the window and click yes to the confirmation.

- To edit a particular payment type, select that one from the item window, make necessary changes and click ok to the confirmation message.

Mobile View *POS View*

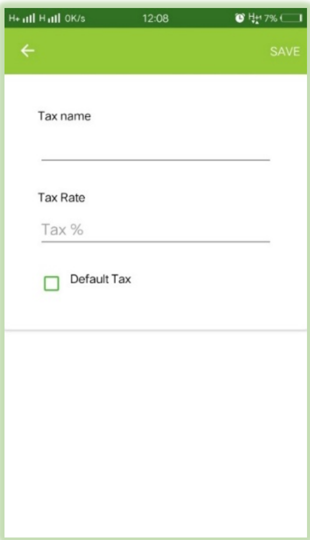


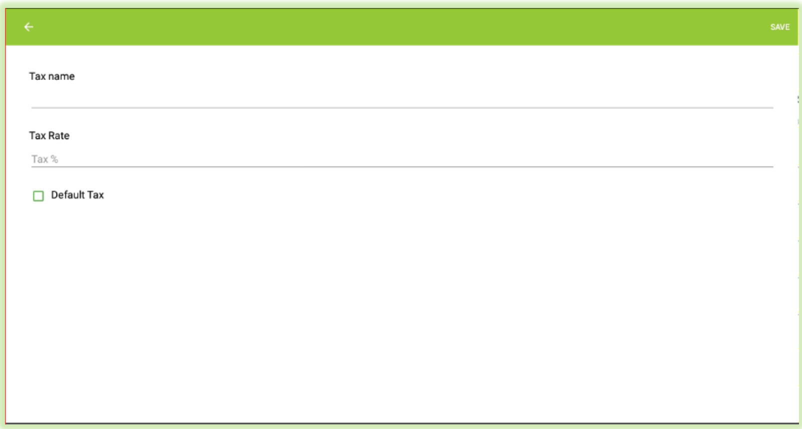


TAX

- Select Tax from the settings window.
- Already created taxes shown in the screen.
- You can create tax as a default tax or as a special tax. Default tax has a green tick mark as shown in the figure.
- Enter the tax name in the search field to spot it easily.
- To create a new tax, click on '+' button.

Mobile View *POS View*

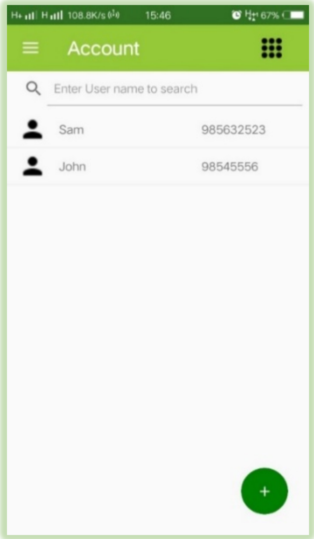




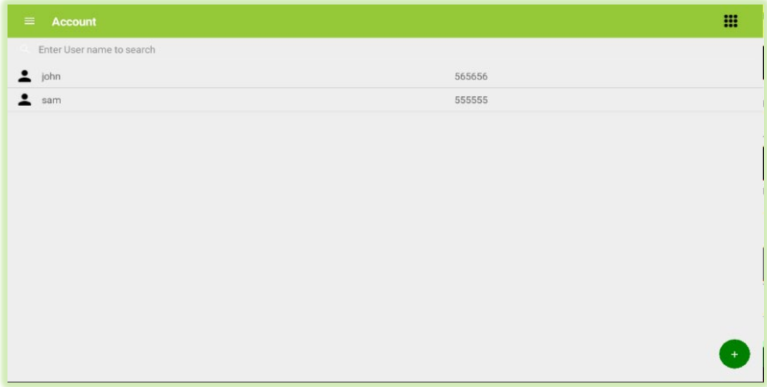
Adding tax details

- Enter tax name and tax rate.
- Select the check box if the tax is default one.
- Default tax is applicable to all items.
- Taxes other than default tax comes under the special tax, Special taxes are assigned while adding an item to the application.
- After entering the details click save button.
- You cannot delete tax details once you saved it.

Mobile View



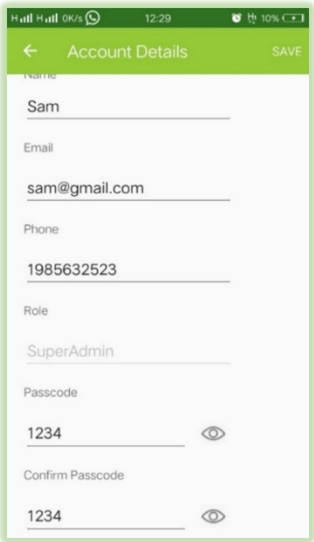
POS View



ACCOUNT

- We can create users in account option.
- Select Account from settings menu.
- Registered account details can be shown here along with the users we created in the application.
- Click on the registration account.

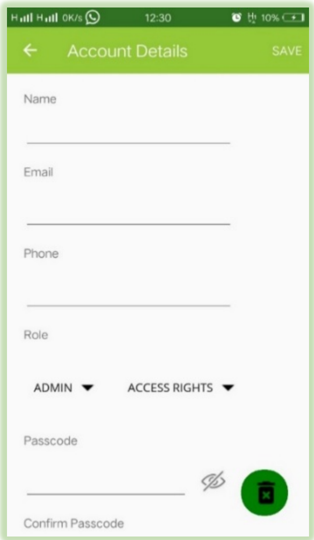
Mobile View



POS View

- Our registered account details can be shown as in the figure.
- Role of the account is super admin and has full access to the application, it cannot be changed.
- We can change the passcode ‘1234’ here.
- This account cannot be deleted.
- To create new account/ user click on the ‘+’ button in the account window.

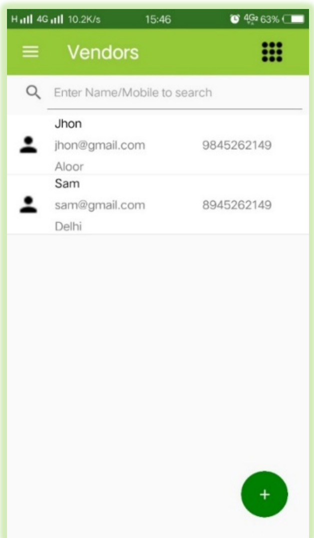
Mobile View *POS View*

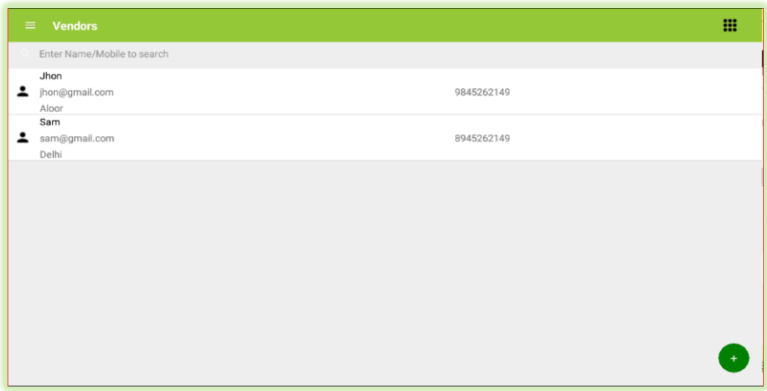


Adding an Account

- Enter name, email and phone number.
- Select the role admin or user.
- Put a tick mark in the check box for selecting the access rights to this particular user from the drop down.
- Enter passcode for login purpose.
- Click save.
- If you want to delete a user (except super admin), click on the ‘x’ button at the right bottom side of the window and click yes to the confirmation.
- To edit a particular user, select that one from the item window, make necessary changes and click ok to the confirmation message.

Mobile View *POS View*

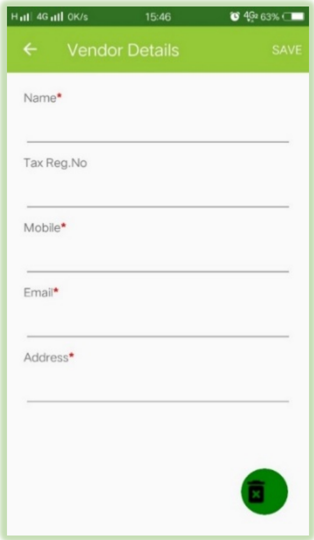




VENDOR

- To see, add, edit or delete the vendor details, click on the vendor from settings menu.
- Click on the ‘+’ button to add a new vendor.

Mobile View

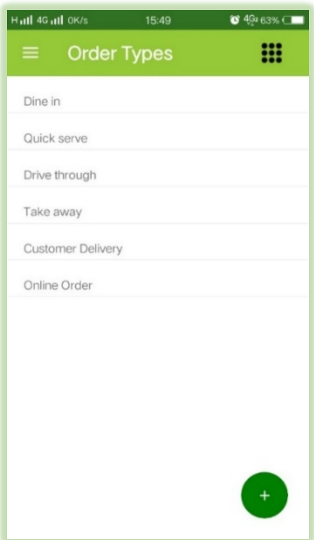


POS View

Adding Vendor details

- Enter the details name, Tax registration number, mobile, Email and Address and Click save button.
- If you want to delete a vendor, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.
- To edit a particular vendor, select that one from the item window, make necessary changes and click ok to the confirmation message.
- Once you receive (see receive) an item from the vendor you cannot delete his details from the application until you settle the amount of that vendor (see vendor credit).

Mobile View

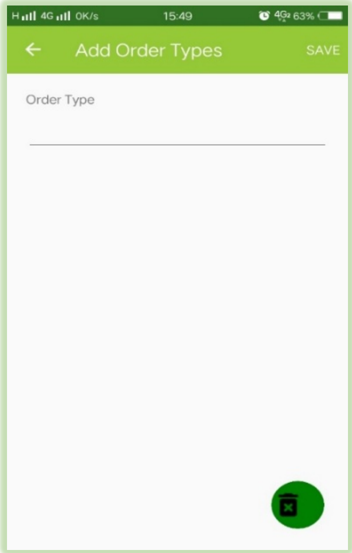


POS View

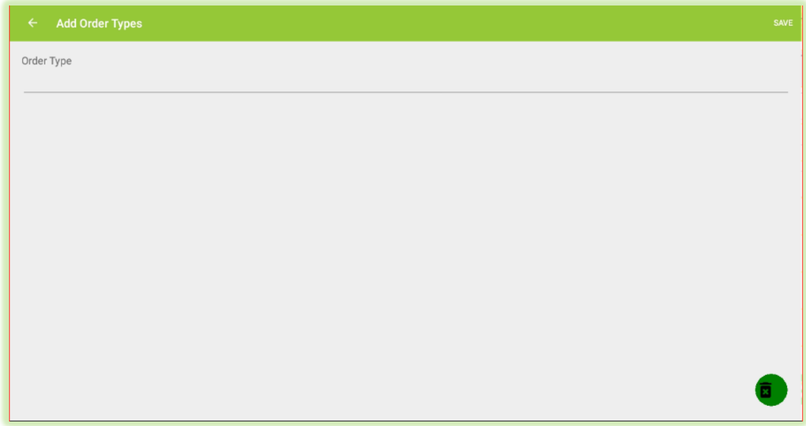
ORDER TYPES

- We saved these default order types in the application already.
- At the POS window, we have the option to select the order type.
- We can either activate or deactivate this feature i.e., selecting the order type feature through utility (see utility).

Mobile View



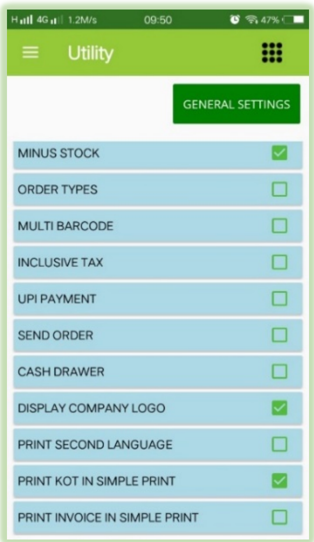
POS View



Adding an Order type

- Click '+' button to add a new order type to the application.
- Enter the order type name and click save.
- To edit a particular order type, select that one from the item window, make necessary changes and click ok to the confirmation message.
- If you want to delete n order type, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.

Mobile View

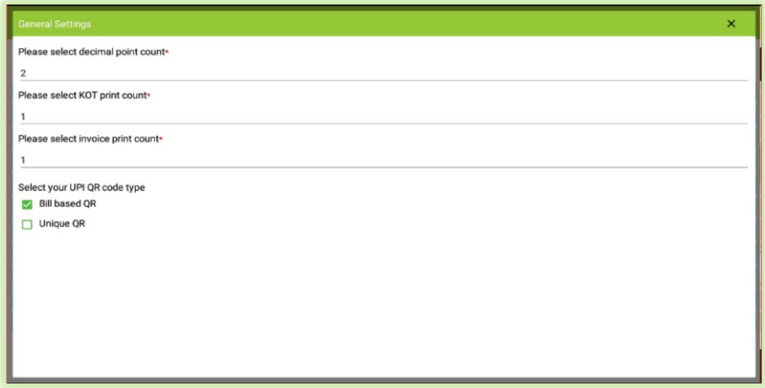


POS View

UTILITY

- Click Utility from settings page.
- Utility page contains the features of the application that you want to activate or deactivate.
- There is a check box against every feature to do so.
- We can set the general features also through general settings option.

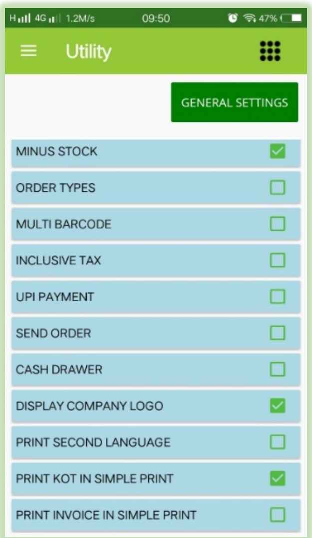
Mobile View *POS View*



General Settings

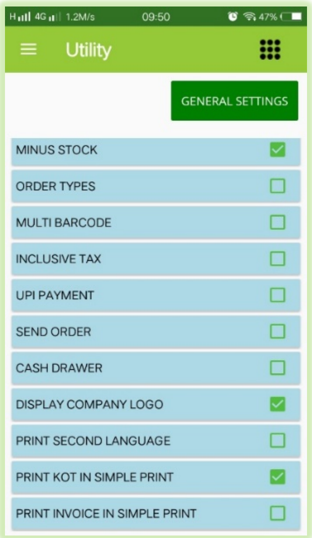
- Click on the General settings option from Utility page.
- You can set the decimal point count for amount, can set it between 1 and 4.
- Select the KOT print and invoice print count.
- Select the UPI QR code type for UPI payment, Bill based QR or Unique QR.

Mobile View *POS View*



- Minus Stock: By enabling the feature you can sale the products even you do not add the stock to this application. The stock details show it as a negative value and compensates it once you add the stock details.
- Order types: Order types allows the customer to choose the order type we created in the application already.
- Multi Barcode: You can add same barcode to more than one product by enabling this feature.
- Inclusive Tax: If the tax is inclusive, it is included in the price.

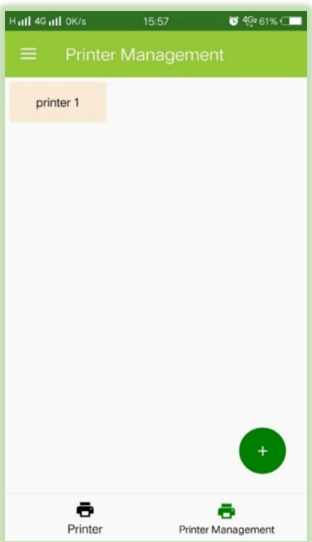
Mobile View



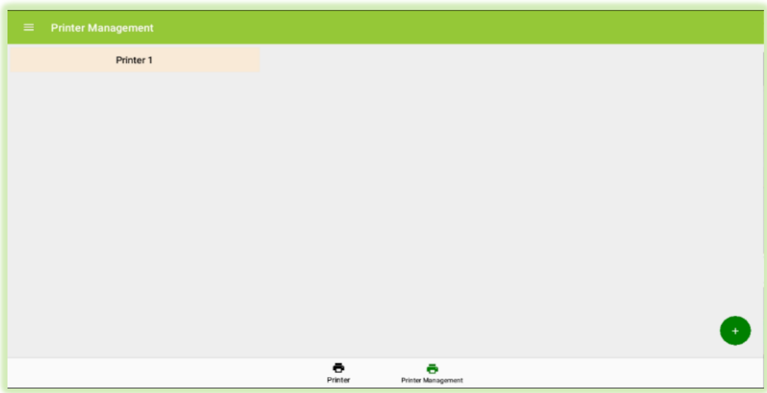
POS View

- **UPI Payment**: To enable UPI payment option. You have to enter default payment option to enable this feature (See UPI).
- **Send Order**: Enables the send order options to kitchen and take print out according to the category.
- **Cash drawer**: Enables the cash drawer facility.
- **Display company Logo**: This feature activates the display of company logo in invoice.
- **Print second language**: By enabling this option alias name will be shown in the print outs of invoices.
- **Print KOT in simple print:** This feature enables the printing of kitchen order ticket
- **Print invoice in simple print:** Enables invoice printing

Mobile View



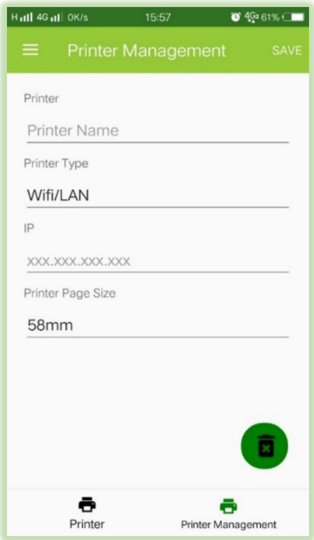
POS View



PRINTER MANAGEMENT

- Click Printer option from settings menu.
- There are two sections- printer and printer management.
- Select printer from the bottom side as shown in figure.
- To add a new printer, click ‘+’.
- We can add Wi-Fi, LAN and Bluetooth printer to the application

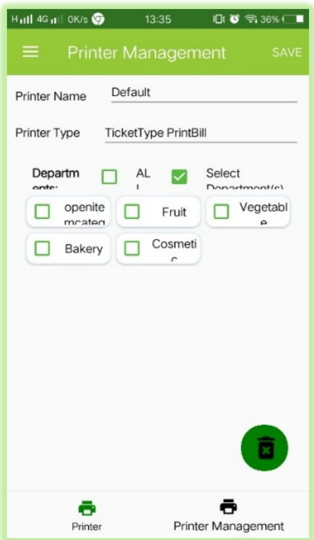
Mobile View *POS View*

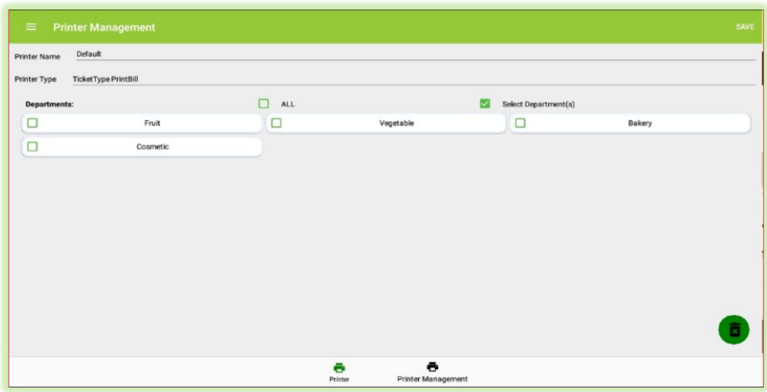


Printer

- Enter the printer name, select the type (Wi-Fi, LAN or Bluetooth).
- Enter IP address for Wi-Fi/ LAN printer and search device for Bluetooth printer.
- Select printer page size – 58 mm or 80 mm.
- Click save button.
- To edit a particular printer, select that one from the window, make necessary changes and click ok to the confirmation message.
- If you want to delete a printer, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.

Mobile View *POS View*

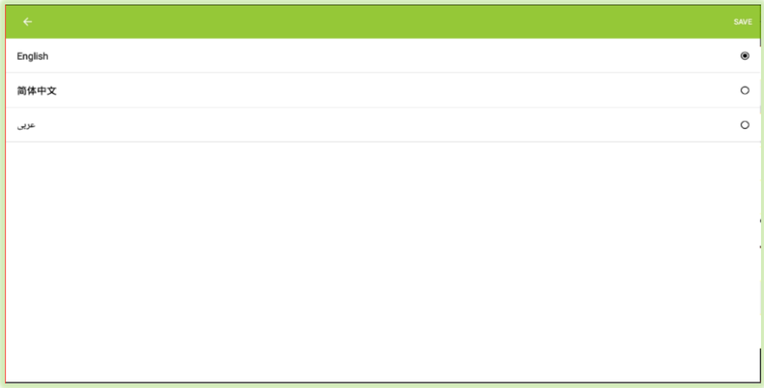




Printer Management

- Select printer management.
- Choose the printer we already saved in the application.
- Select ticket type print bill or payment type print bill.
- Payment type print bill is to print the invoices.
- Ticket type print bill is to print the KOT. For ticket type print bill option, you have the facility to print the order from a customer department wise.
- Select the departments you want to send the order and click save button.
- If you want to delete a printer, click on the 'x' button at the right bottom side of the window.
- You cannot edit the printer details once you saved it. However, you can change the department in case of ticket type print bill.

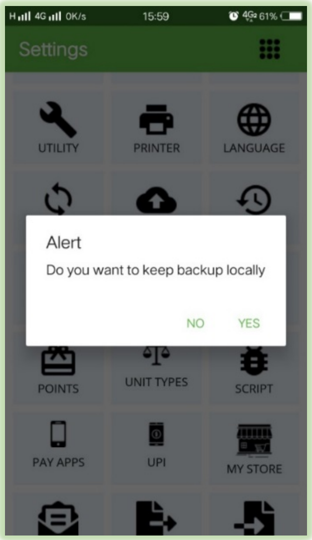
Mobile View *POS View*

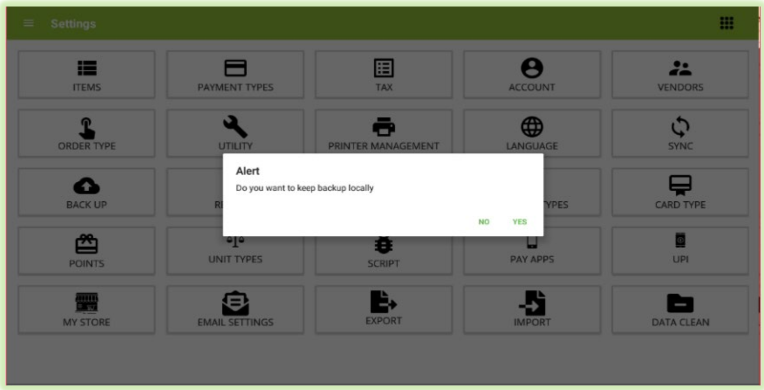


LANGUAGE

- You can change the language of application to Chinese and Arabic.
- Select the language option from settings menu.
- Choose the language according to your convenience.
- Click save.

Mobile View *POS View*

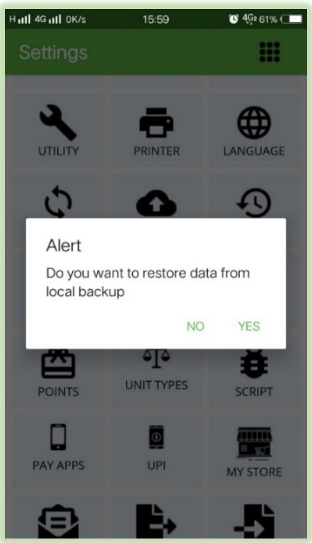


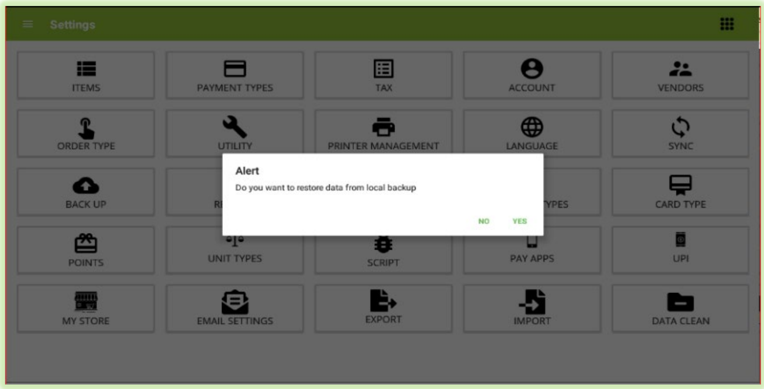


BACK UP

- For keeping back up locally with your android device click Back Up button from settings page.
- Click yes to the alert message if you want to keep the backup locally and restore it whenever you want to do so.

Mobile View *POS View*

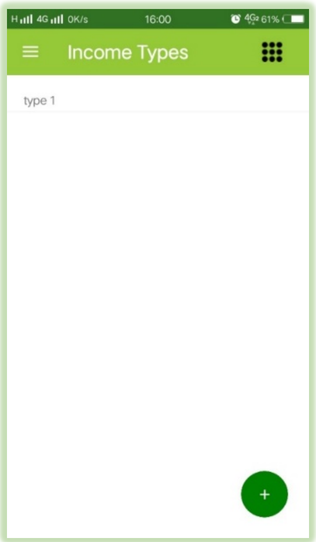




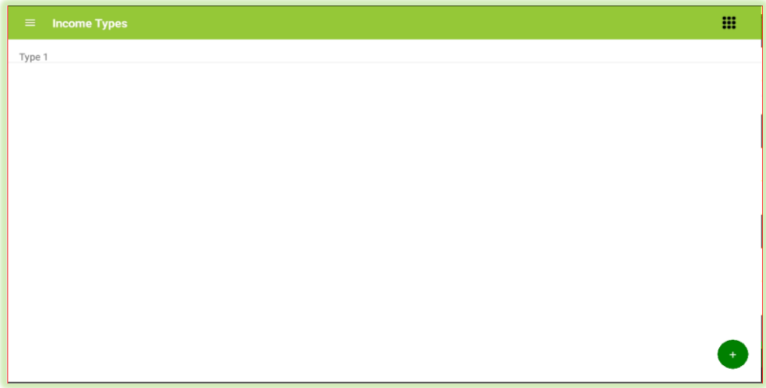
RESTORE

- To restore the data, click restore from the settings page.
- Click yes to the alert message.
- Now the data will be restored from the local back up.

Mobile View



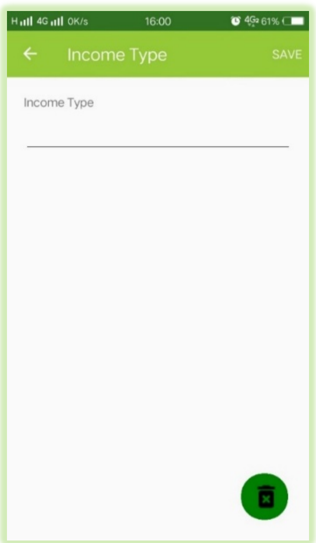
POS View



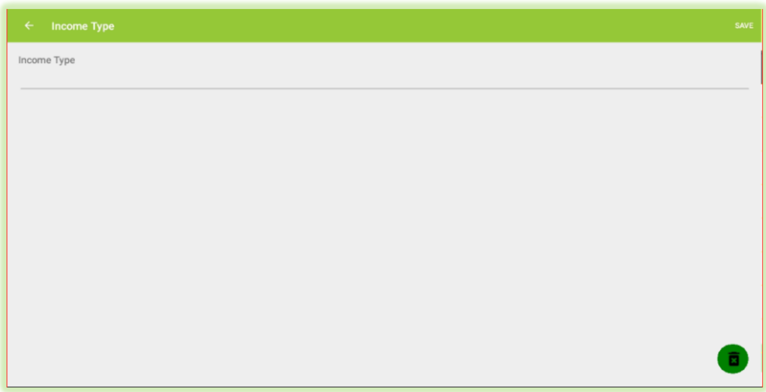
INCOME TYPES

- To view the income types, click on Income types option in settings page.
- Already saved income types are listed in the window.
- For adding income details to this app see income.

Mobile View



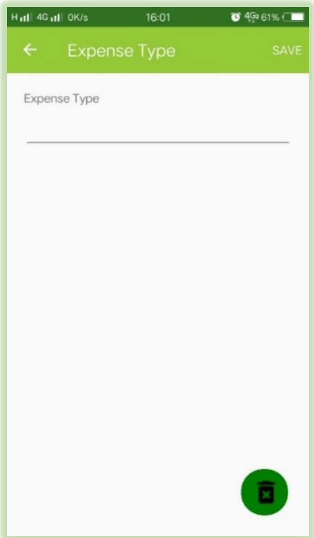
POS View



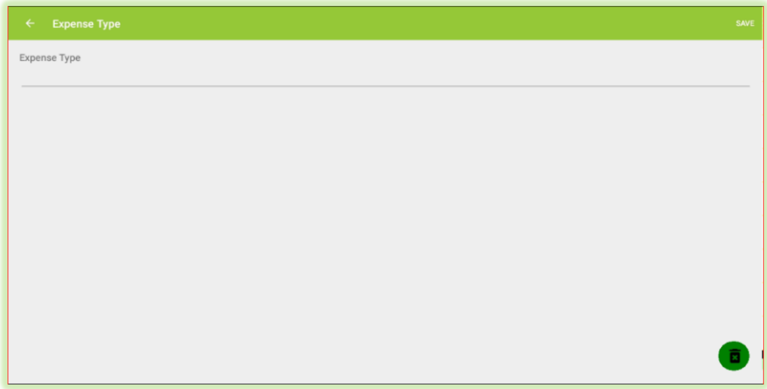
Adding Income types

- To add income type, click on '+' button in the income type page.
- Enter the income type other than selling goods.
- Click save.
- To edit a particular income type, select that one from the window, make necessary changes and click yes to the confirmation message.
- If you want to delete an income type, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.

Mobile View



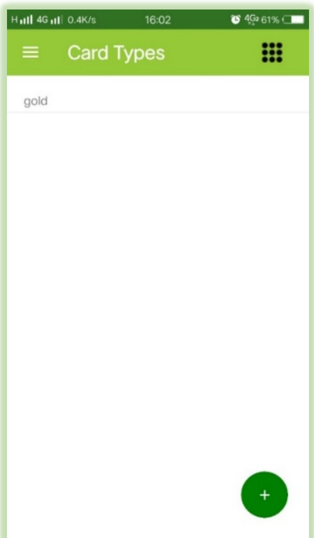
POS View



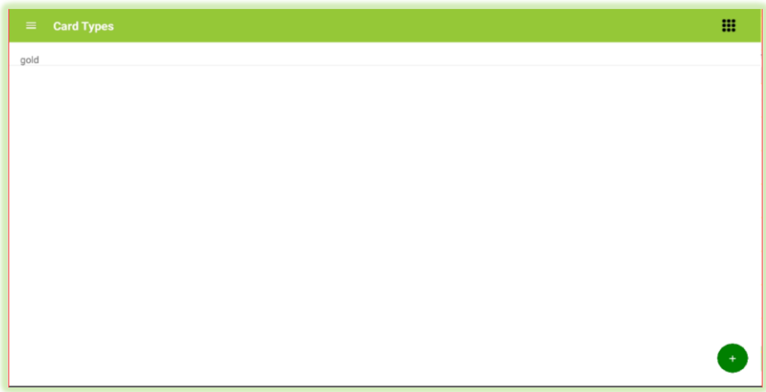
EXPENSE TYPES and Adding Expense Types

- To view the expense types, click on expense types option in settings page. Already saved expense types are listed in the window. For adding expense details to this app see expense.
- To add income type, click on '+' button in the income type page. Enter the income type other than selling goods and Click save.
- To edit a particular income type, select that one from the window, make necessary changes and click yes to the confirmation message.
- If you want to delete an income type, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.

Mobile View



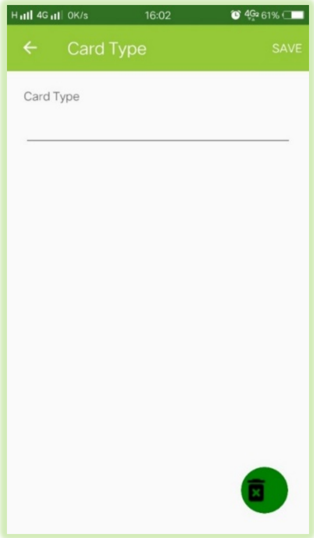
POS View

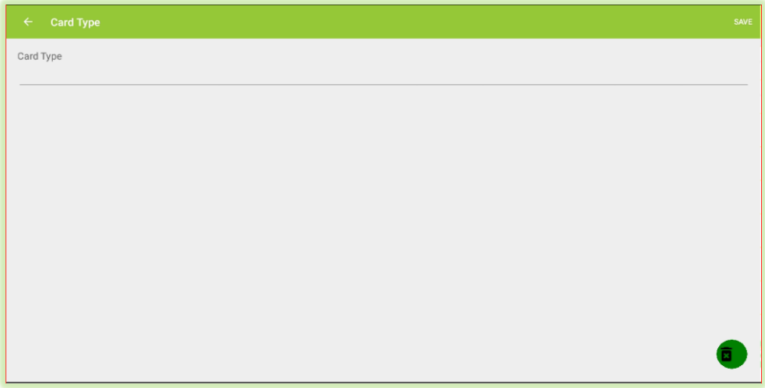


(MEMBERSHIP) CARD TYPE

- Membership cards can be created through the application and introduces point system to satisfy the customers.
- Select the card type option from settings menu.
- You can see the card types here.
- For creating a new one clicks on '+' button

Mobile View *POS View*

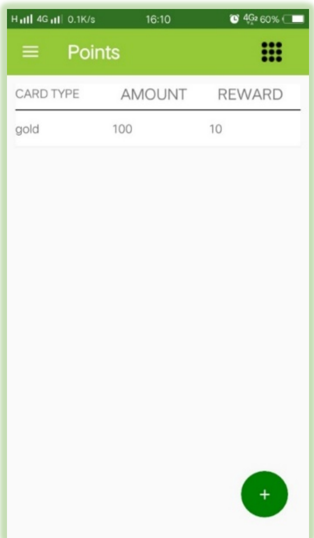


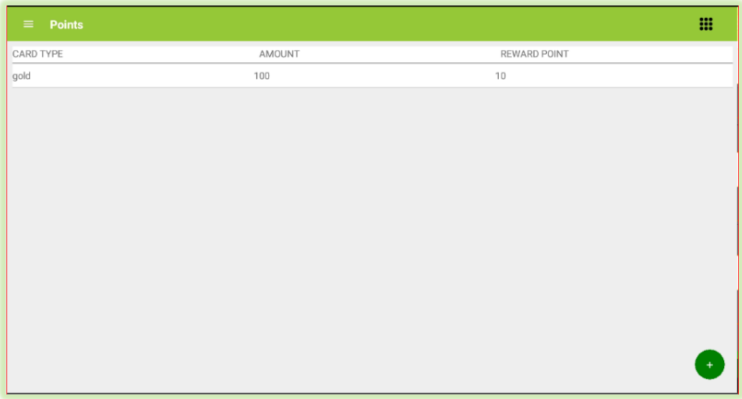


Adding Membership card types

- Enter the card type name and click save. Click OK to the confirmation message.
- To edit a particular card type, select that one from the window, make necessary changes and click yes to the confirmation message.
- If you want to delete a card type, click on the ‘x’ button at the right bottom side of the window and click yes to the confirmation.
- After assigning a point system (see points) with the card type, you cannot delete it unless you delete the point system or membership cards.

Mobile View *POS View*

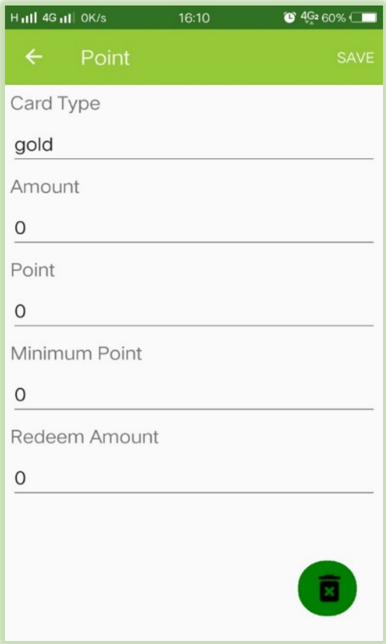




POINTS

- You have to create point system for each card type.
- Select points option from settings menu.
- Already created point details are listed as shown in the figure.
- Click on ‘+’ button to add a new point system.

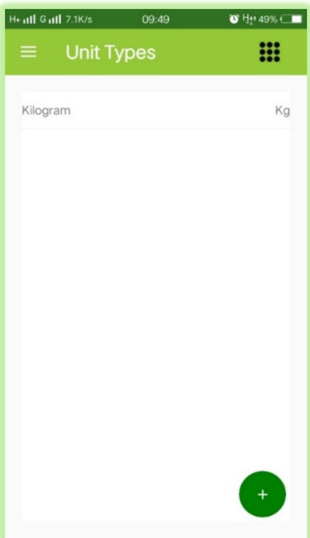
Mobile View *POS View*

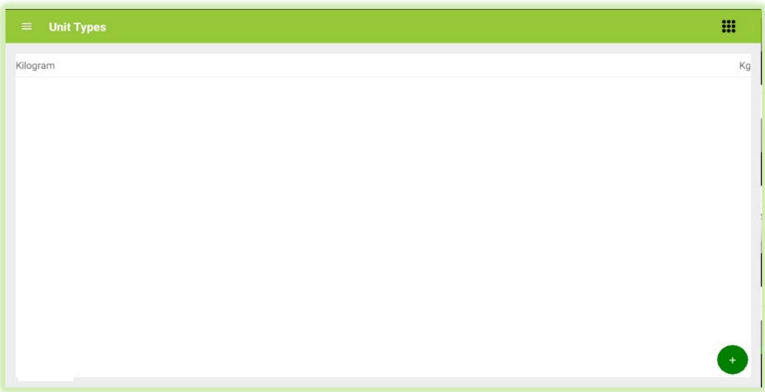


Adding Point details

- Select card type.
- Enter the purchase amount to get points.
- Enter points, minimum points to redeem amount and redeem amount.
- Click Save button.
- If you want to delete a point detail, click on the ‘x’ button at the right bottom side of the window and click yes to the confirmation.
- To edit a particular point detail, select that one from the window, make necessary changes and click yes to the confirmation message.

Mobile View *POS View*

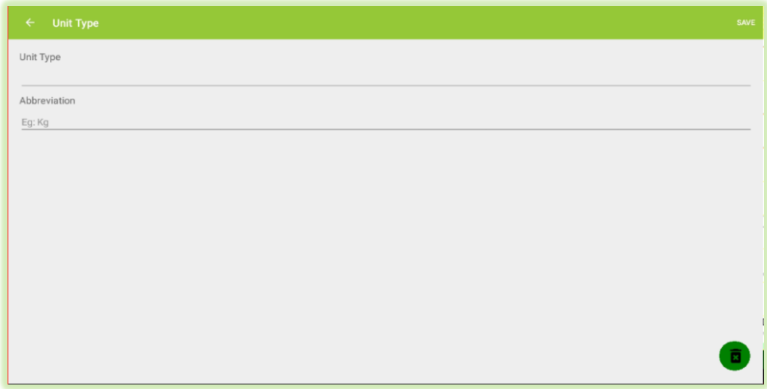




UNIT TYPES

- Unit types added to the application can be listed as shown in the figure.
- Select Unit from settings page.
- To add a new unit type, click ‘+’ button.

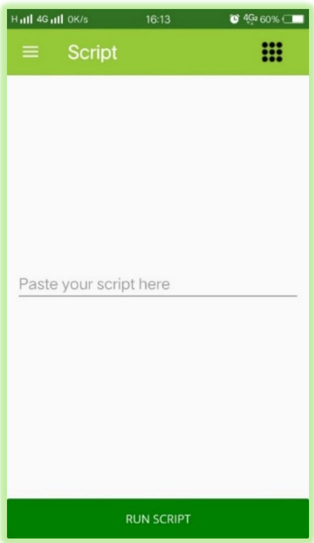
Mobile View *POS View*

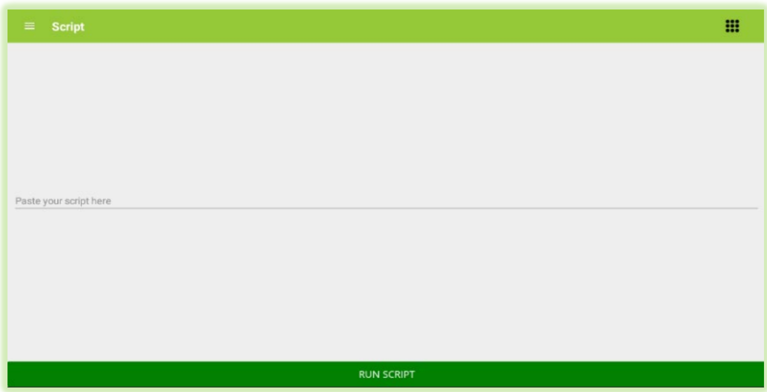


Adding Unit types

- Enter unit type and abbreviation.
- Click SAVE button.
- If you want to delete a unit type, click on the ‘x’ button at the right bottom side of the window and click yes to the confirmation.
- Once you save an item with a unit type, you cannot edit or delete that unit type.

Mobile View *POS View*

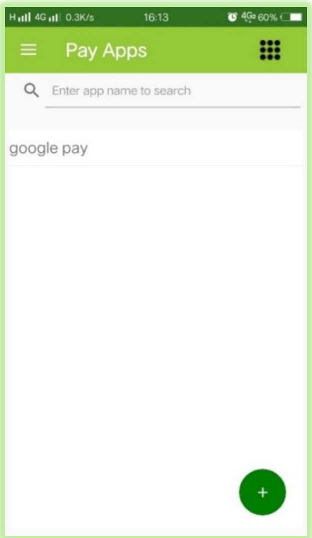


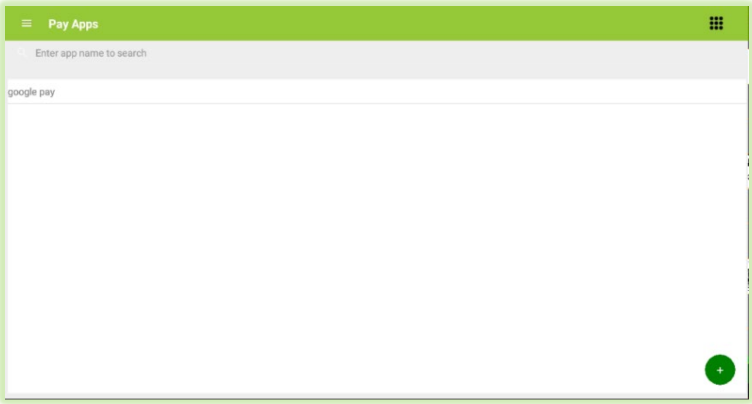


SCRIPT

- If you want to run scripts in case of any updation of the application, select script option from the settings page. Enter the admin password.
- Paste your script as shown in the figure.
- Click Run script button.
- Login to the application again after successful updation of the script.

Mobile View *POS View*

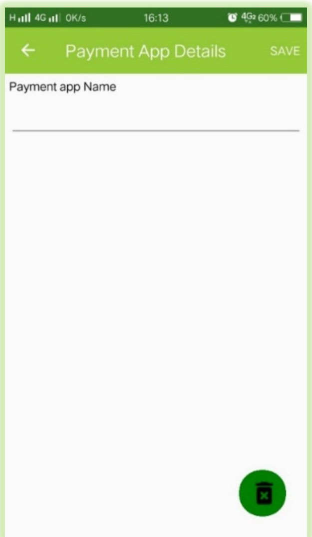


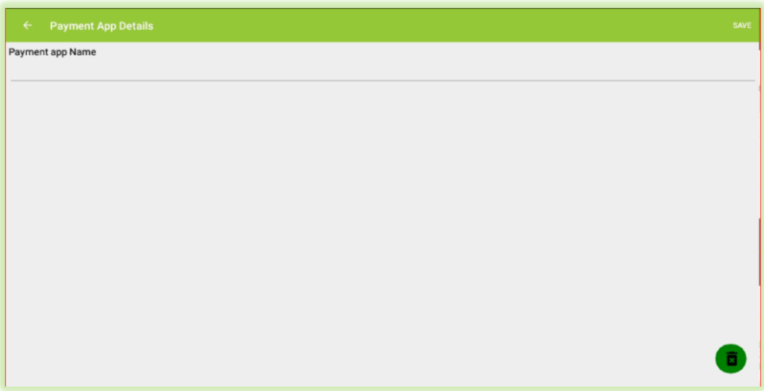


PAY APPS

- Option to add payment applications for invoice settlement.
- Select pay apps from settings page.
- Lists of pay apps already saved can be shown in the view.
- To add new apps, click on '+' button.

Mobile View *POS View*

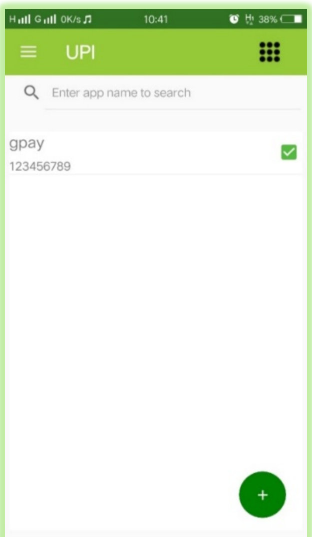


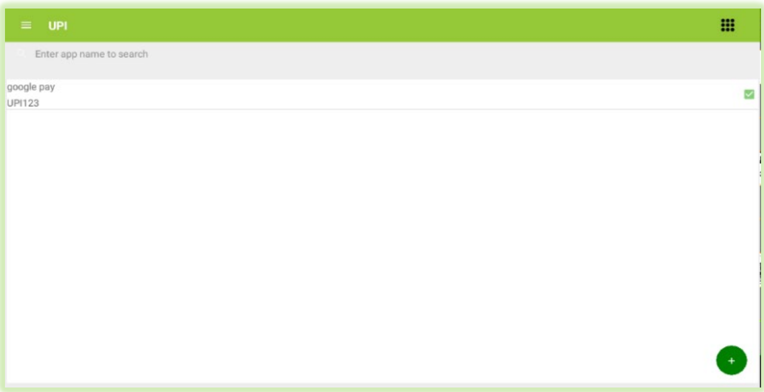


Adding Pay apps

- Enter the payment app and click save button.
- If you want to delete a pay app, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.
- Once you add the UPI account with a payment application, you cannot delete or edit the payment app until you delete the UPI account (See UPI).

Mobile View *POS View*

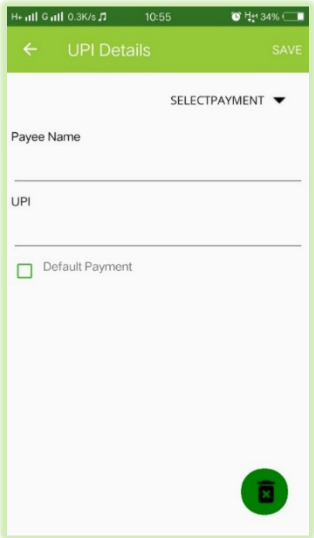


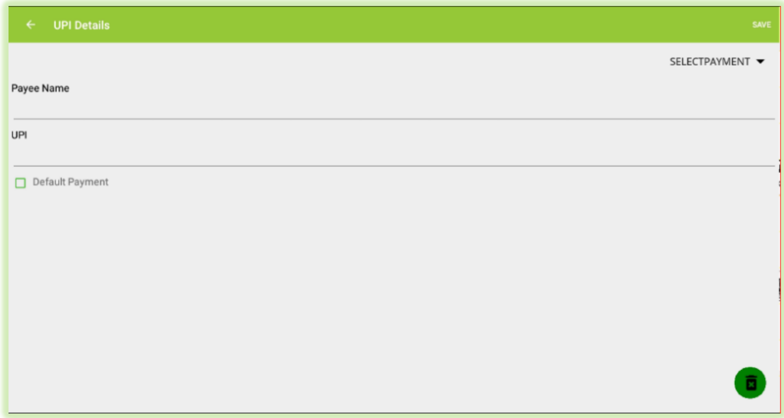


UPI

- To enter the UPI account, Select UPI option from settings page.
- Click '+' button to add a new UPI account.

Mobile View *POS View*

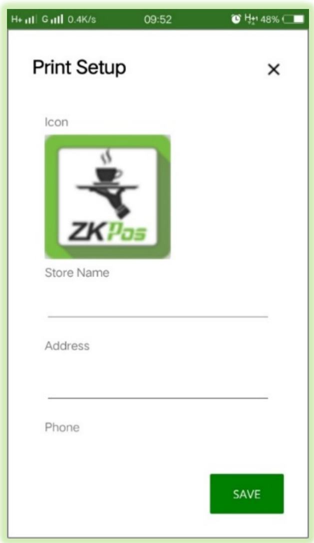


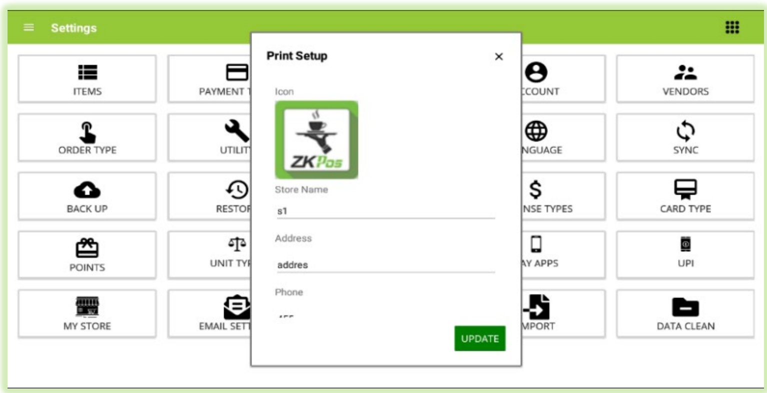


Adding UPI account

- Select payment application from the drop-down box.
- Enter Payee name and UPI id.
- Select whether default payment or not.
- Click save button.
- To edit a particular UPI account, select that one from the window, make necessary changes and click yes to the confirmation message.
- If you want to delete a UPI account, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.

Mobile View *POS View*

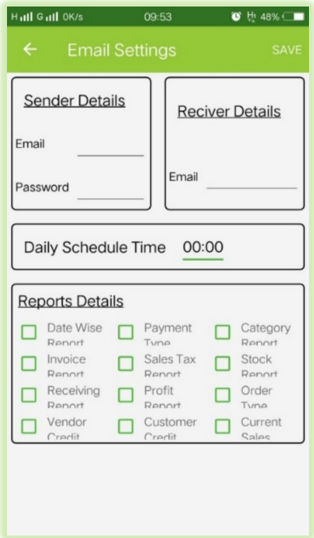


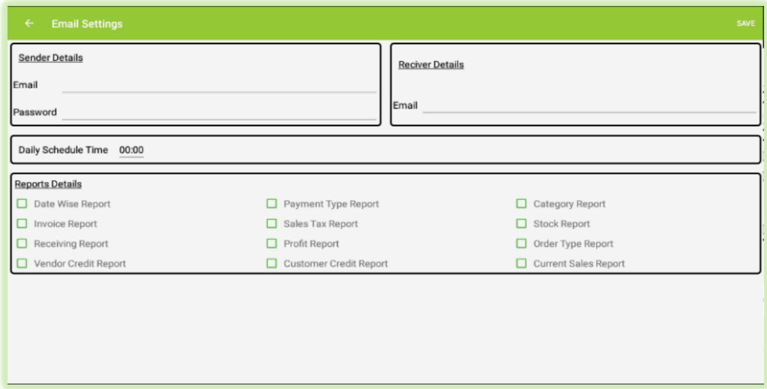


MY STORE

- Choose my store from settings page.
- Enter store name, address, phone, Tax number and Footer for invoices.
- Click save.
- Without saving my store details you cannot sale products in this application.
- To edit the store details, select My store from settings page, make necessary changes and click update button.

Mobile View *POS View*

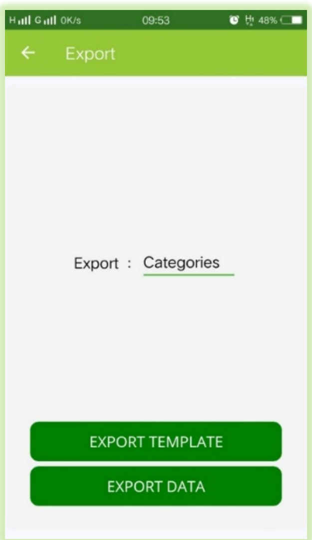


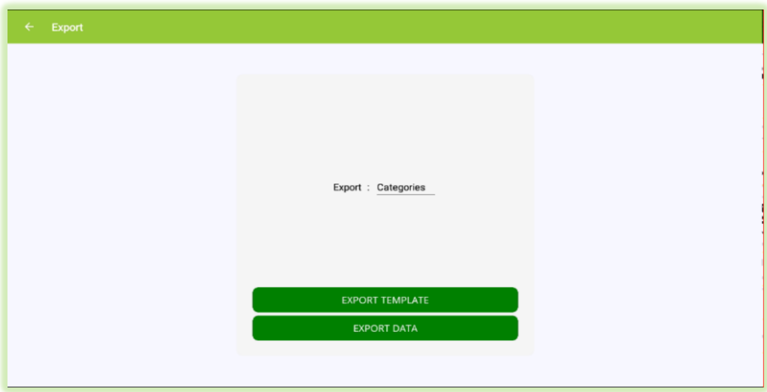


EMAIL

- You can get the reports through email by setting the details.
- Select Email from settings page.
- Enter sender and receiver details.
- Select schedule time for email.
- Select the reports you want through email.
- Click save button.

Mobile View *POS View*

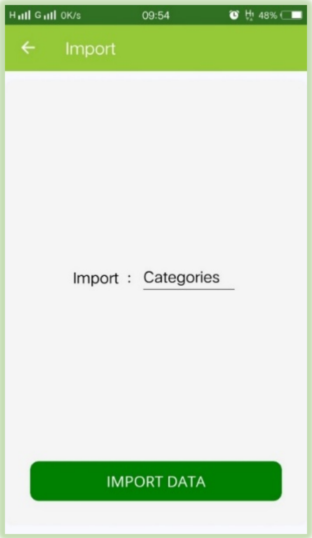




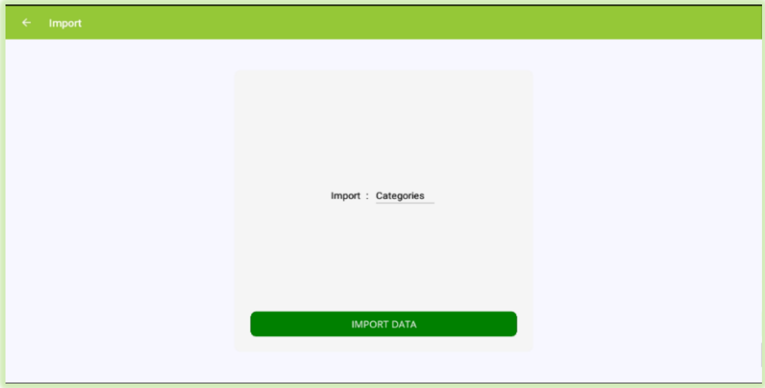
EXPORT

- You can export data from the application like categories, product, customer and vendor.
- Select Export option from settings page.
- Select the data you want to export.
- You can export template or the whole data.
- The details automatically saved to a folder named ZKPos.
- Click export template/data.
- Click ok to the confirmation message.

Mobile View



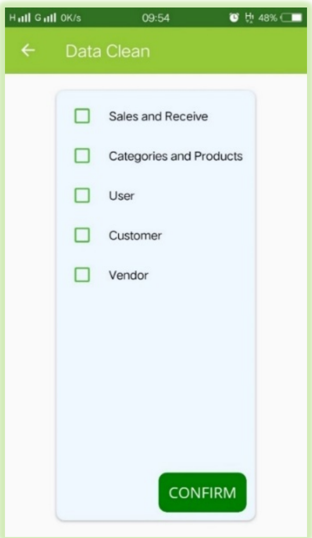
POS View



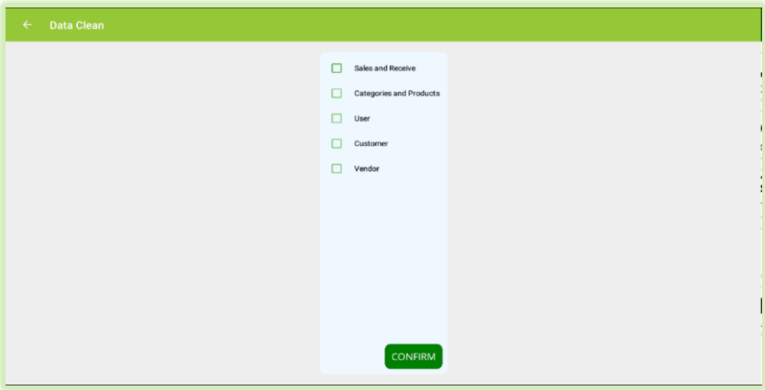
IMPORT

- You can import categories, products, customers and vendors by selecting the import option from settings page.
- Select the data you want to import.
- Click Import data.
- Click Ok to the confirmation message.

Mobile View



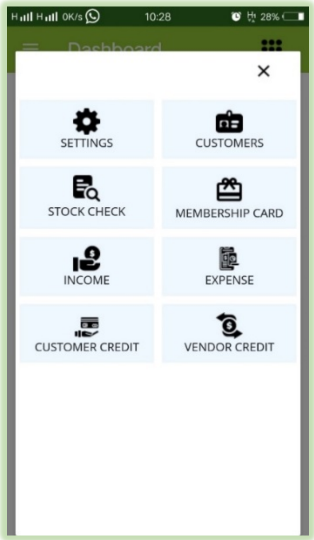
POS View



DATA CLEAN

- By data cleaning you can erase the data from the application altogether.
- Select data clean from settings page.
- Select the data you want to delete from the app permanently.
- Click confirm button.
- Click Yes to the confirmation message.

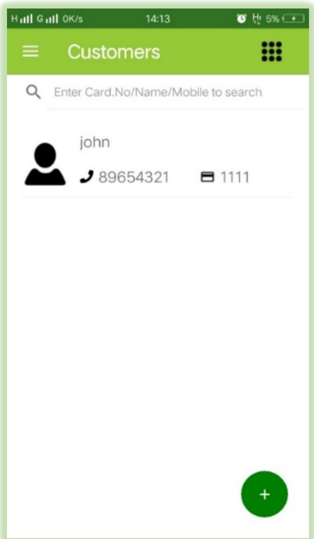
Mobile View *POS View*

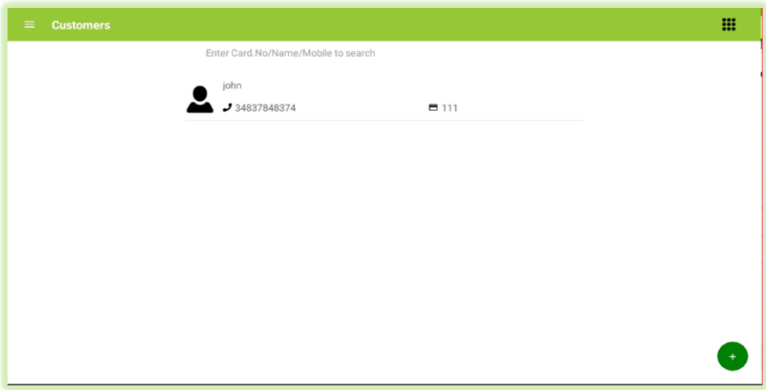


CUSTOMERS

- Adding customer details to ease the loyalty programs for them.
- Click on the main menu button shown in the dashboard at right top side.
- Click Customers.

Mobile View *POS View*

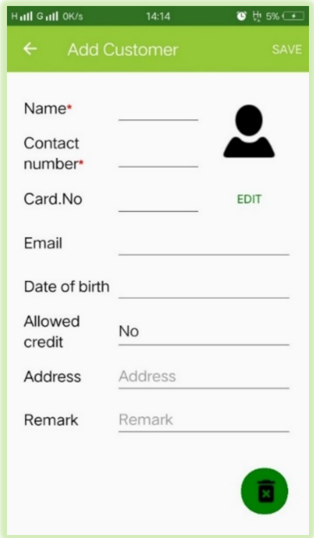


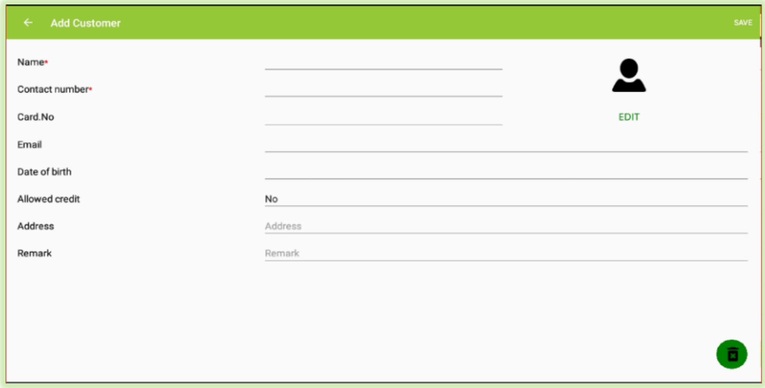


Adding Customers

- You can see the details of customers as shown in figure.
- Search option is also given to find out the customer easily by card number, mobile and name.
- To add new customer details, click '+' button.
- Enter name, contact number, card number and email.
- You can browse and select photo by clicking Edit button.
- Select the date of birth.
- Select whether customer account is a credit account or not.

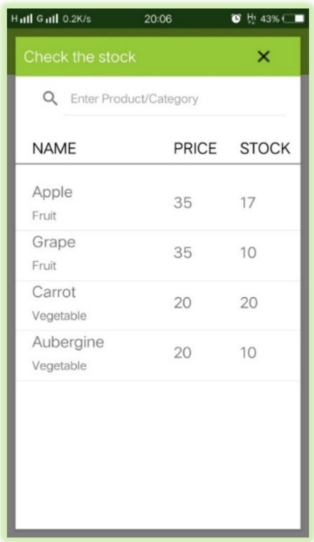
Mobile View | *POS View*

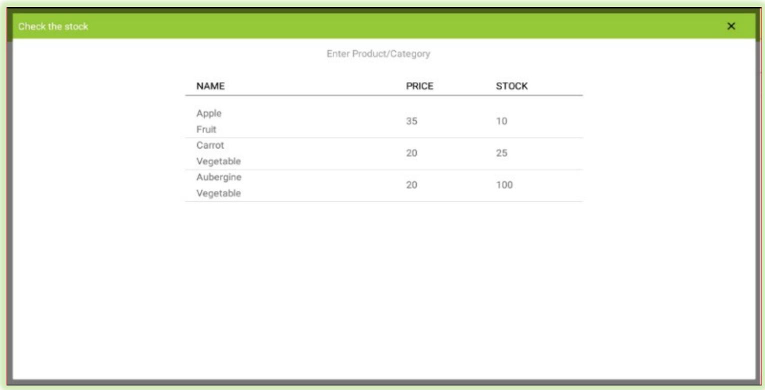




- Enter address and remark also.
- Click save button.
- To edit a particular Customer account, select that one from the window, make necessary changes and click yes to the confirmation message.
- If you want to delete a customer account, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.
- Once the customer purchases a product through credit option, you cannot delete the customer details until the customer settle the bill (see customer credit)

Mobile View | *POS View*

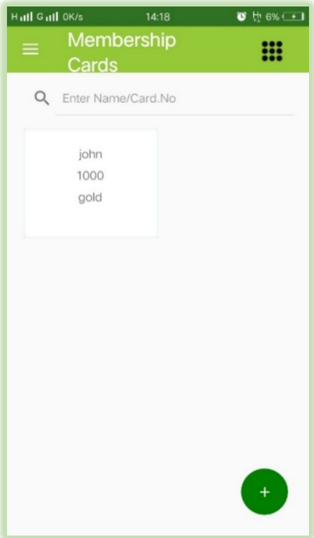




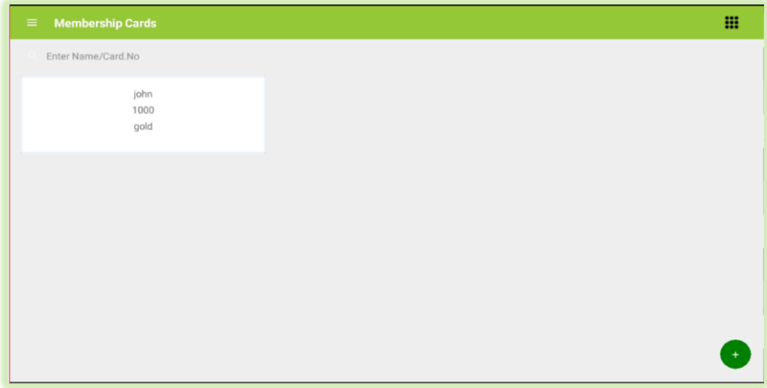
STOCK CHECK

- The stock details will be at your fingertip by selecting the Stock check option from main menu.
- To show the stock details you have to receive (see receive) that product once.
- The cost price and stock details of products can be seen as shown in the figure.
- You can search the product by entering its name as well as category

Mobile View



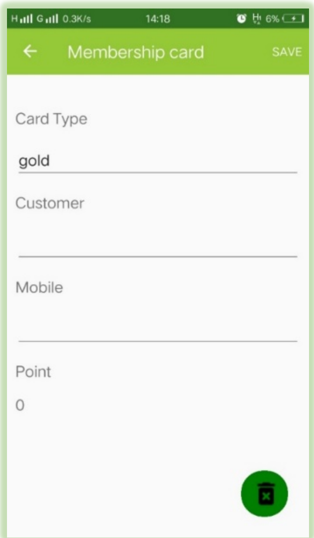
POS View



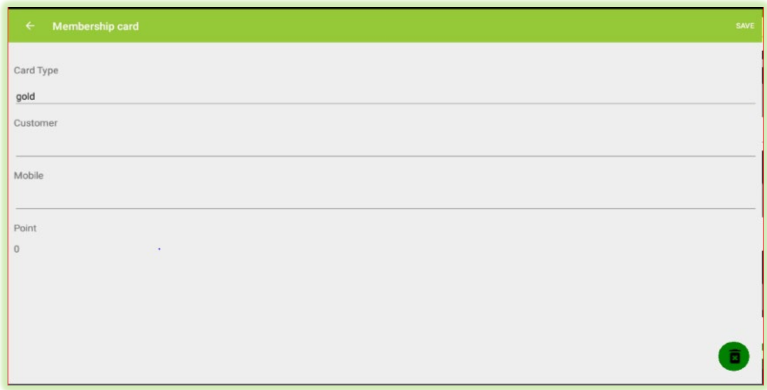
MEMBERSHIP CARDS

- To assign membership cards for customers, select membership card option from main menu.
- The list of cards is shown as in the figure and there is a search field too.
- Before adding membership card, you have to add card type (see card type) to the application.
- Click on '+' button to add new membership cards.

Mobile View



POS View

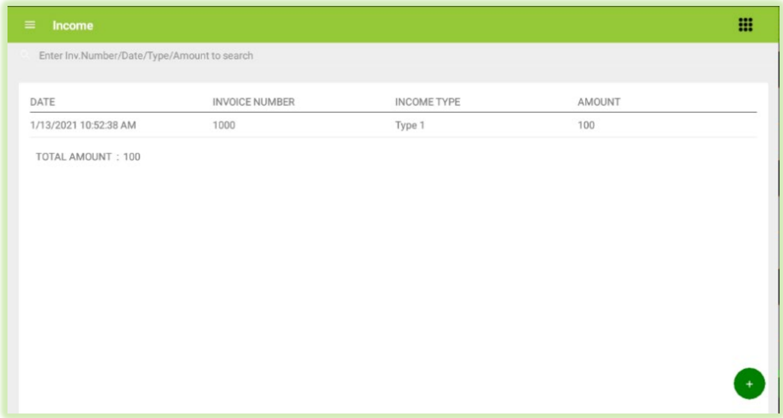


Adding Membership cards

- Select the card type and customer.
- You can add customer while you clicking on the customer field as shown in the figure. You are redirected to customer page
- Click save button.
- Select OK to the confirmation message.
- If you want to delete a customer membership account account, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.

Mobile View

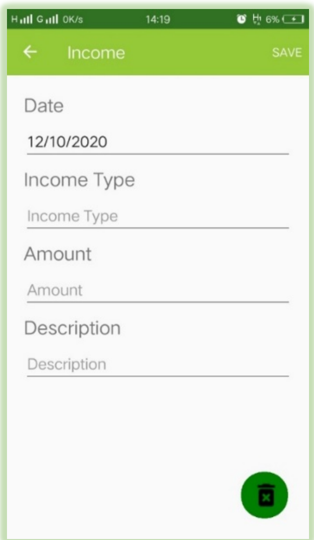
POS View



INCOME

- Save the income details according to the income type (see income type).
- Select income option from main menu.
- Listed view of income details can be seen in the window.
- To add new details, click '+' button.

Mobile View

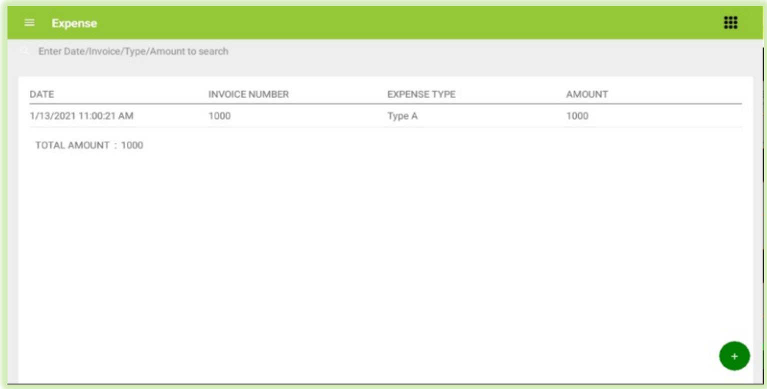


POS View

Adding income details

- Enter date, select income type already saved as before, enter amount and description.
- Invoice number assigned by the application by default.
- Click save button.
- To edit a particular income details, select that one from the window, make necessary changes and click yes to the confirmation message.
- If you want to delete an income detail, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.

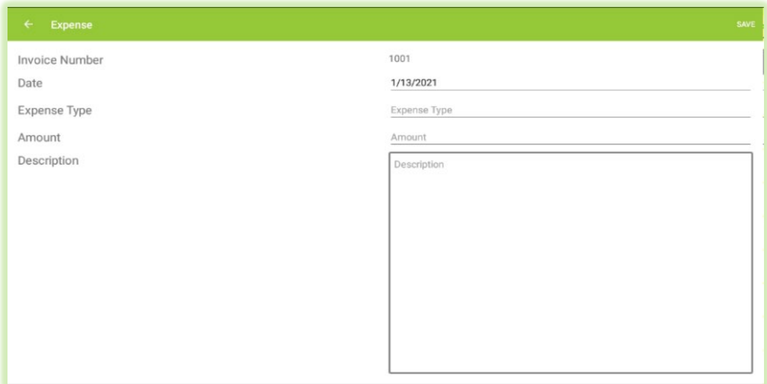
Mobile View *POS View*



EXPENSE

- Save the expense details according to the expense type (see expense type).
- Select expense option from main menu.
- Listed view of expense details can be seen in the window.
- To add new details, click '+' button.

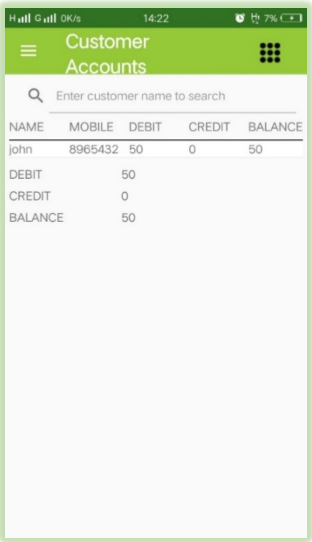
Mobile View *POS View*



Adding Expense details

- Enter date, select expense type already saved as before, and enter amount and description.
- Invoice number assigned by the application by default.
- Click save button.
- To edit a particular expense detail, select that one from the window, make necessary changes and click yes to the confirmation message.
- If you want to delete an expense detail, click on the 'x' button at the right bottom side of the window and click yes to the confirmation.

Mobile View

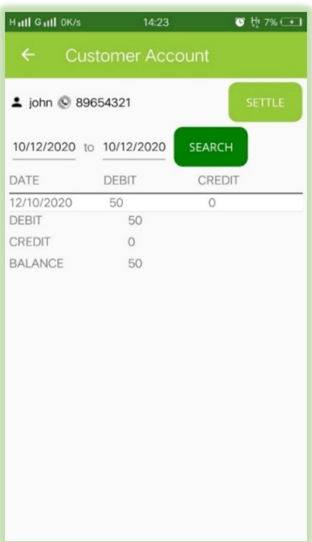


POS View

CUSTOMER CREDIT

- You have the option to give credit to the customers by saving the details in this application.
- Create a customer with credit account as mentioned as before.
- Purchase a product by selecting the customer (see customer sales) from sales window.
- Settle the bill through credit option (customer must possess a credit account).
- Select the customer credit option from main menu.
- You can see the account details of that customer as shown in the figure.
- Search the customer name if you want to spot it easily.

Mobile View

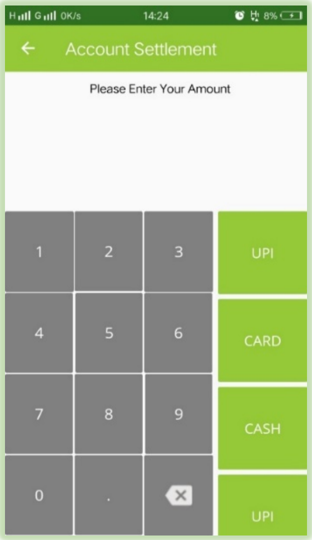


POS View

Settlement of customer credit

- For settling the credit amount, click on the detail of that particular customer.
- The date wise account details will be seen as shown in figure.
- Click the settle button.

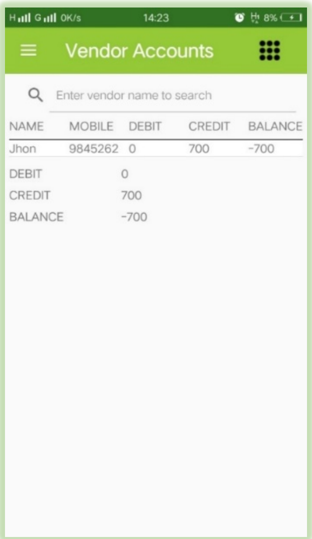
Mobile View



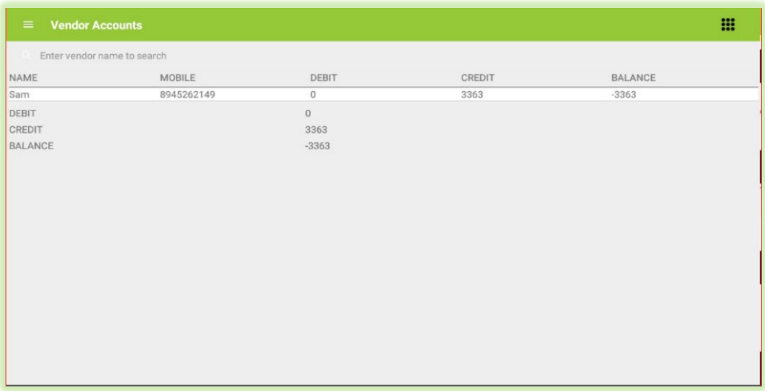
POS View

- Enter the amount by using the keypad.
- Select the settlement method.
- Now the account sheet displays the debit, credit and balance details of that customer.

Mobile View



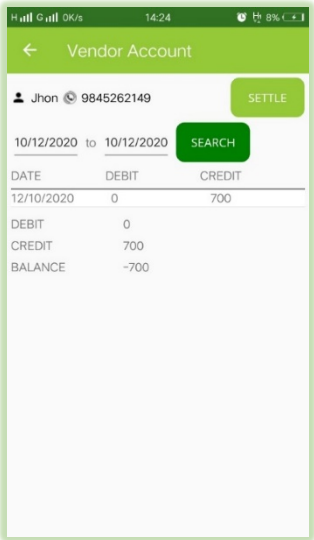
POS View



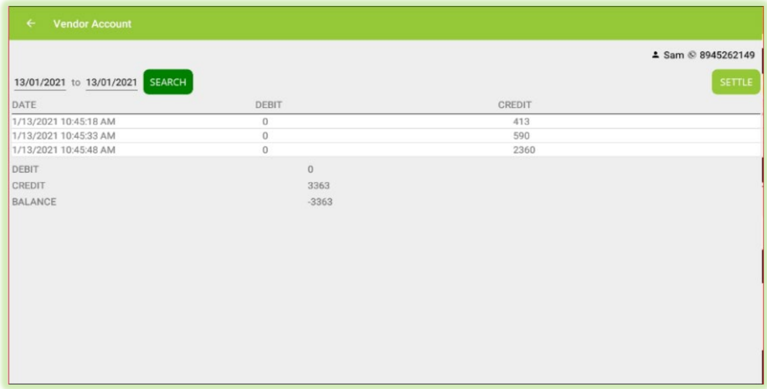
VENDOR CREDIT

- You have the option to receive products from a vendor by credit and save that details in the application.
- Once you receive a product from a vendor that account automatically changed to a credit account.
- Receive (see receive) a product from a vendor.
- Select the vendor credit option from main menu.
- You can see the account details of that vendor as shown in the figure.
- Search the vendor name if you want to spot it easily.

Mobile View



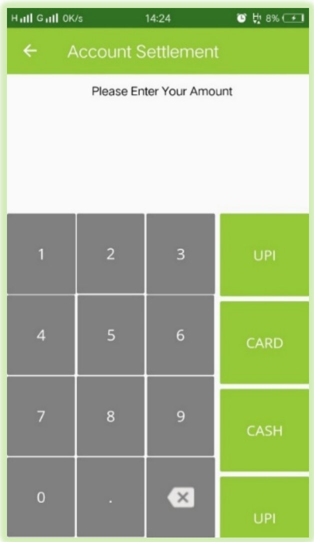
POS View



Settlement of Vendor credit

- For settling the credit amount, click on the detail of that particular vendor.
- The date wise account details will be seen as shown in figure.
- Click the settle button.

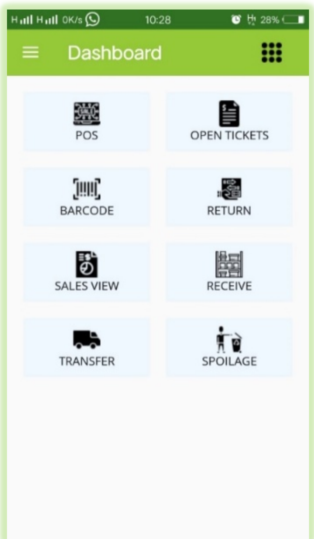
Mobile View



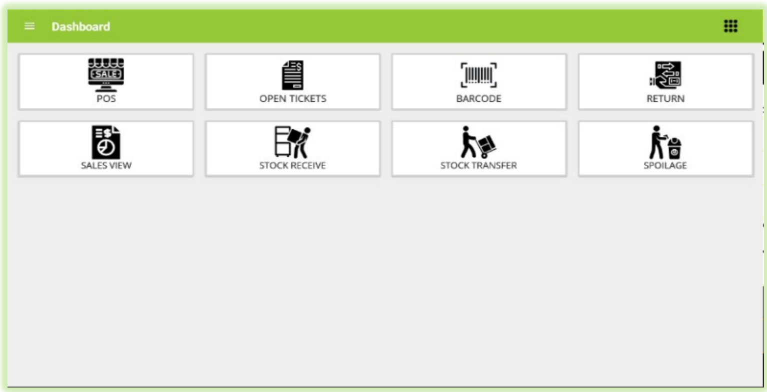
POS View

- Enter the amount by using keypad.
- Select the settlement method.
- Now the account sheet displays the debit, credit and balance details of that vendor.

Mobile View



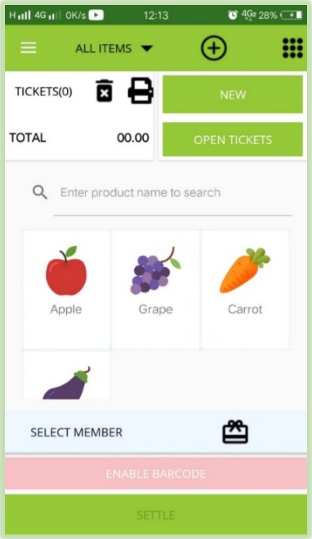
POS View

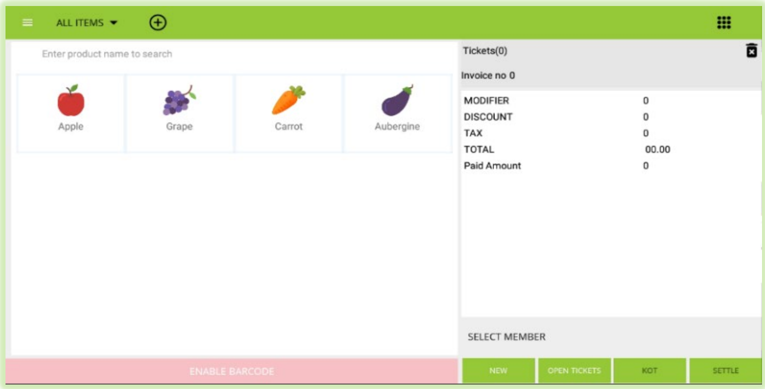


POINT OF SALE (POS)

- We almost complete all settings to sale a product and settle the bill through this application.
- POS menu in dashboard helps to sale a product that you saved in the app.
- Click the POS button from dashboard.

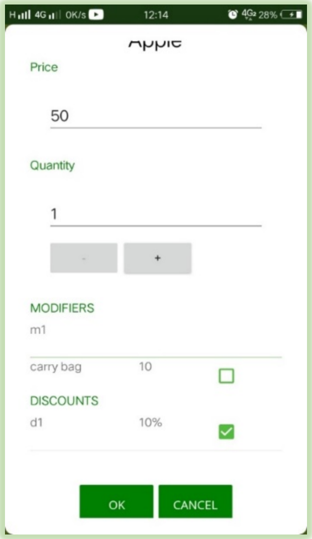
Mobile View *POS View*

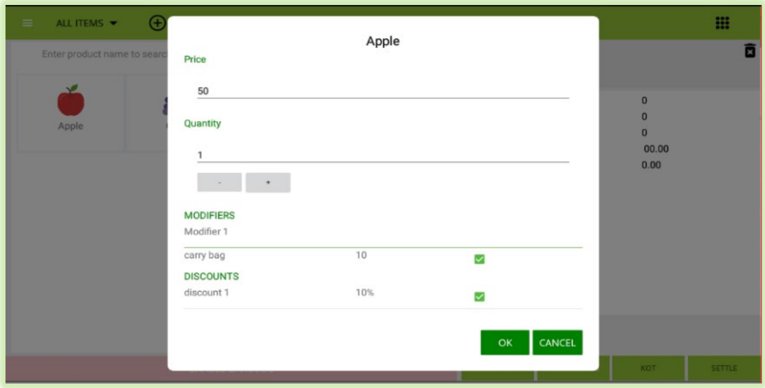




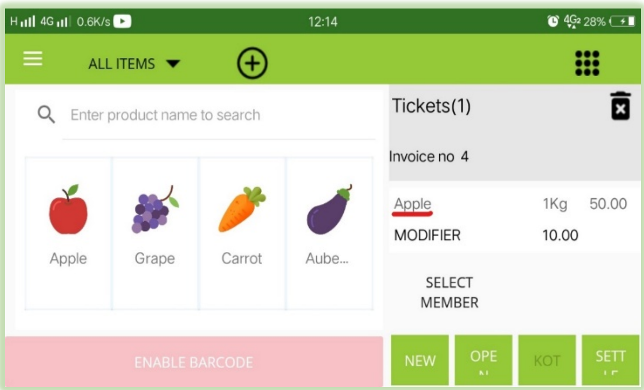
- This is the sale window of ZKPOS android application.
- The products are shown as in the figure.
- Select one product by clicking on it.

Mobile View *POS View*

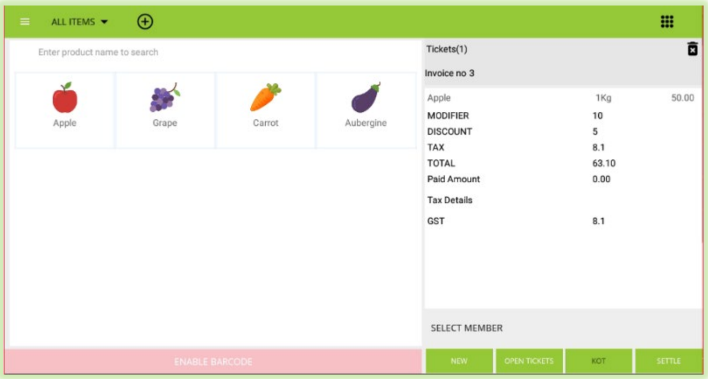




- If you select an apple, a window will be opened as shown in the figure.
- You can change the price if you want for a particular sale.
- Change the quantity by clicking '- 'and '+' buttons.
- The product has modifiers with it, tick the check box.
- Default discount is already selected, if you want to remove it then untick the check box.
- Click ok.

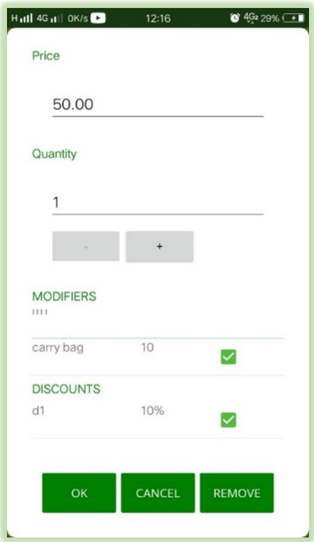


- If you want to change the details of a selected product, click on the product as marked as in the figure if you install the application in your mobile phone (landscape view).

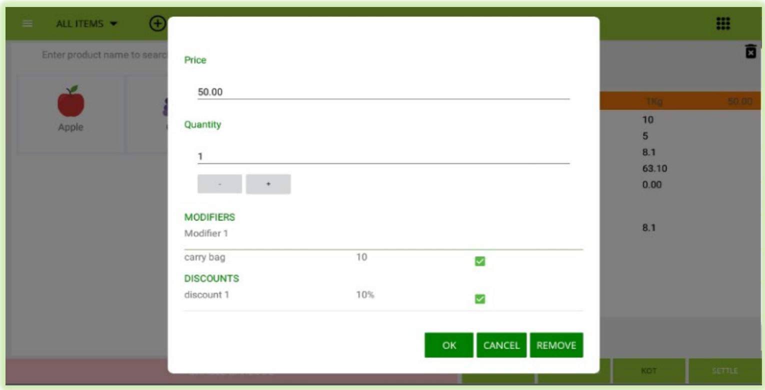


- In your android tablet or android POS device, you can see the details as shown in figure, click on the item if you want to change any details.

Mobile View

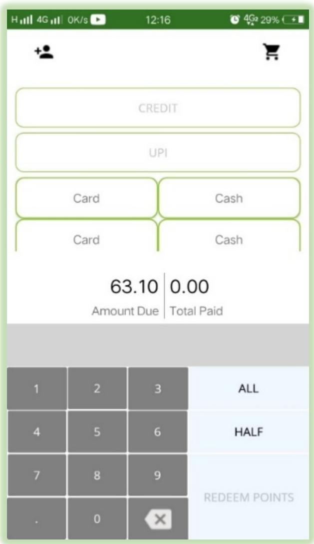


POS View

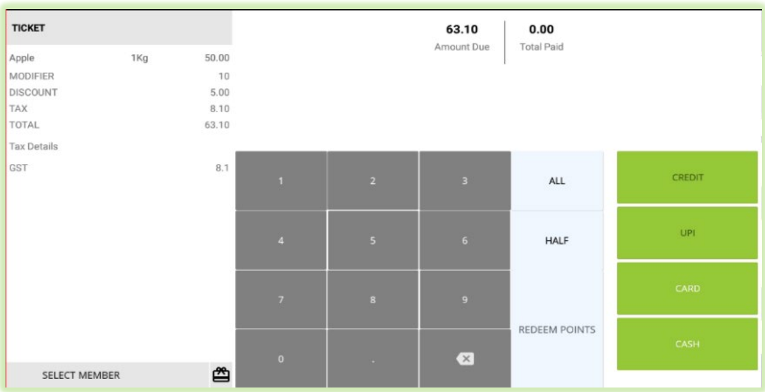


- Change the details according to your wish.
- You can remove the product by choosing Remove option.
- Click ok after the necessary changes.
- Click settle button from sales window.

Mobile View

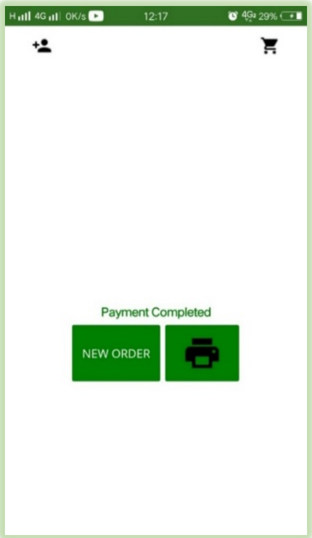


POS View

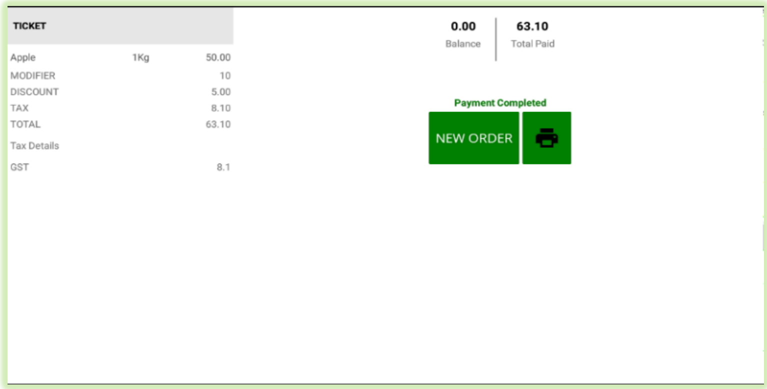


- In settlement window you have the option to select the payment mode (credit, UPI, cash or cards).
- Click ALL option or you can enter the amount using the keypad.
- And click the payment mode.

Mobile View

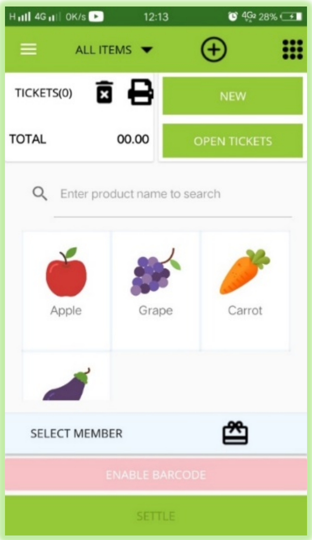


POS View

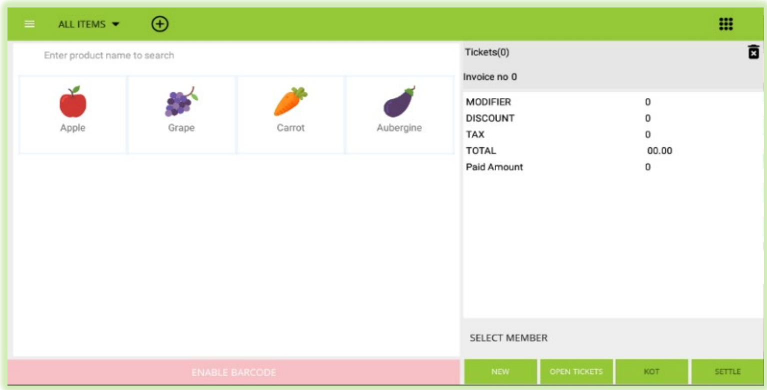


- You are directed to a page as shown in the figure
- You can take the printout by clicking the print button otherwise click new order

Mobile View



POS View

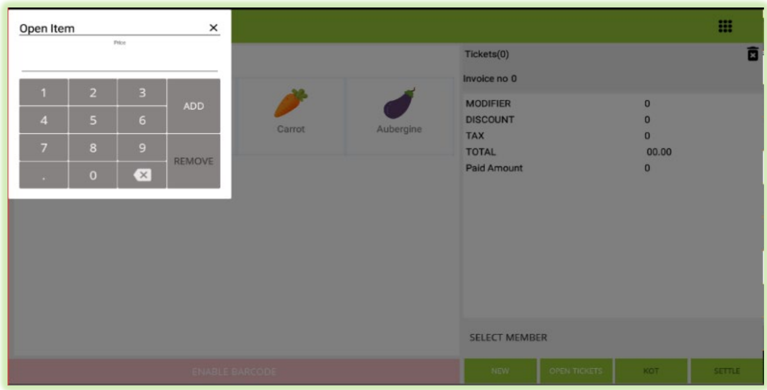


ALL ITEMS

- ALL ITEMS: You can view the products category wise by clicking the drop down. Select the category form the message box. The products under that category will be shown at the window.

Mobile View

POS View

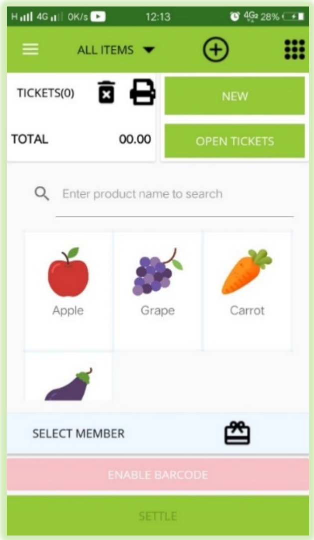


OPEN ITEM

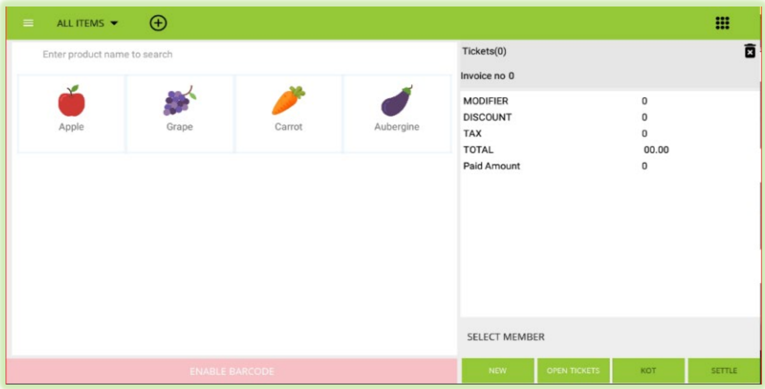
- OPEN ITEM: In case you want to bill a product that does not saved in the app urgently, you can choose the open item feature.
- Select the + button right side to ALL ITEMS.
- Enter the amount of the product.
- Click ADD button.

- Default tax is applicable to open items.
- To remove or update the open item price, select the open item from the product display window (landscape).
- Edit or remove the item.

Mobile View

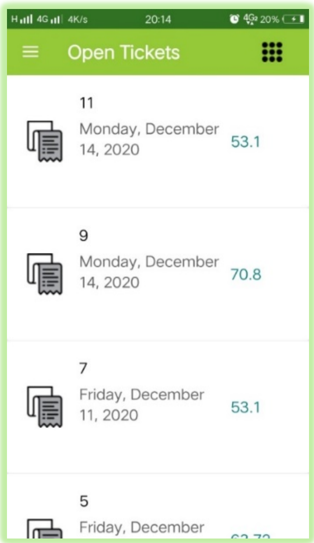


POS View

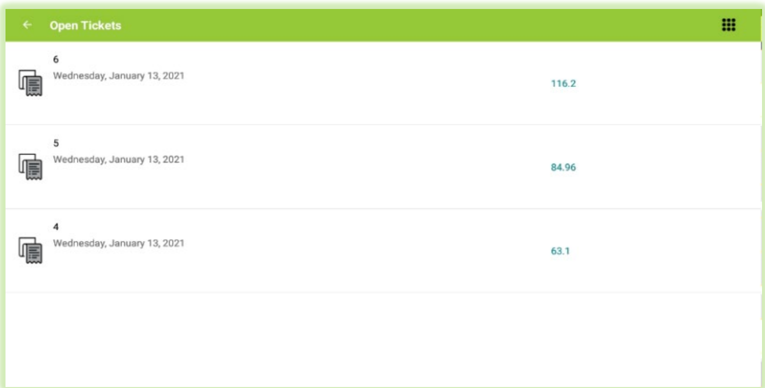


- If you want to go to a new ticket click the NEW button.
- For deleting a ticket click on
- To send order print to kitchen or particular departments click on
- You can view KOT symbol only in portrait view of your android mobiles. In landscape view you have a button KOT for to print ticket.
- For searching the products, there is a search field as shown in figure.
- In android tablets or android POS device, you have a button to print KOTs

Mobile View



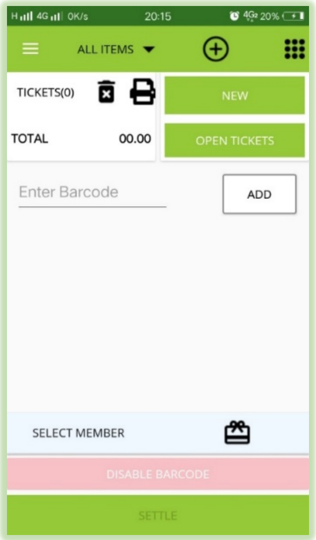
POS View



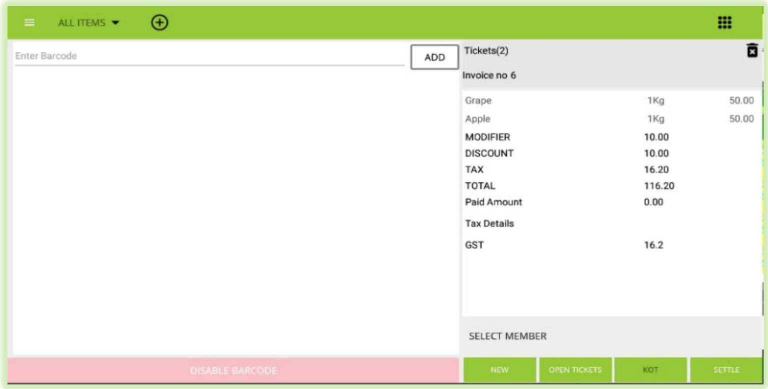
OPEN TICKET

- The unsettled bills/ tickets are saved as open tickets in ZKPOS Standalone Android application.
- You can open the open ticket window from the dashboard by clicking OPENTICKET button.
- Or in POS sales window there is a button OPEN TICKET lies below the NEW button.
- By clicking a particular open ticket, you are directed to the sale window with the selected products.
- Click settle button to complete the process.

Mobile View



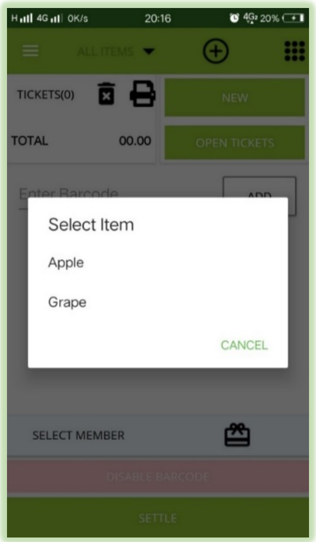
POS View



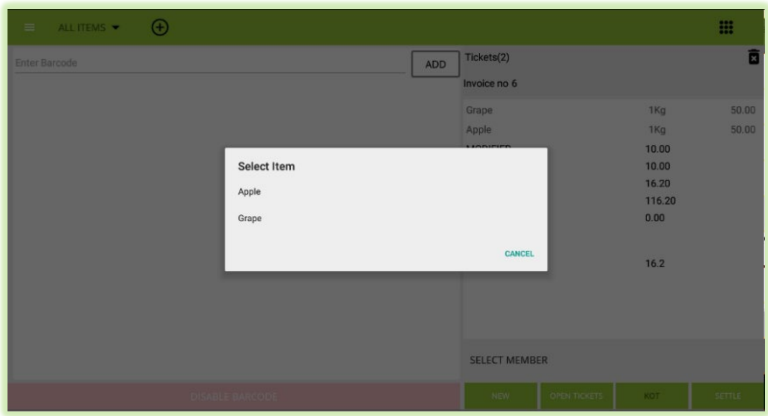
BARCODE

- You can select the product by using barcode reader also.
- Click enable barcode button in the sales window to activate the barcode feature otherwise you can click the BARCODE button from dashboard.
- Enter the barcode as shown in the figure.
- Click add button.
- Continue as in the normal billing.

Mobile View



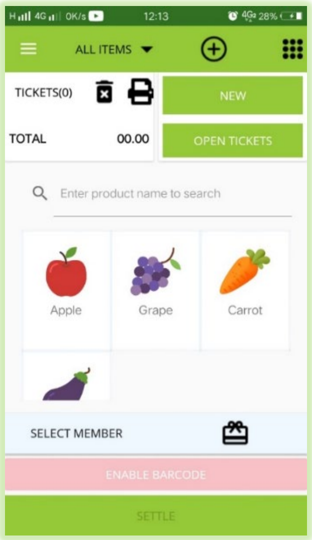
POS View



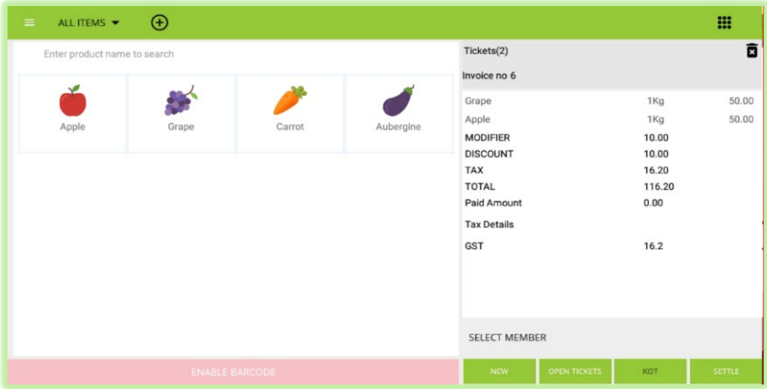
Multiple Barcode Facility

- Activate the multi barcode option from Utility.
- Add products with same barcode.
- Enter the barcode in sales window.
- A message box will be shown as in the figure to select the item which has same barcode.
- Click the particular item.

Mobile View



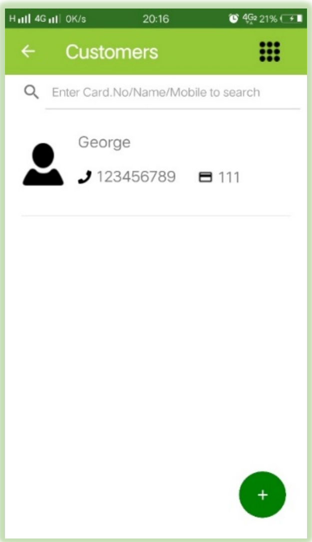
POS View



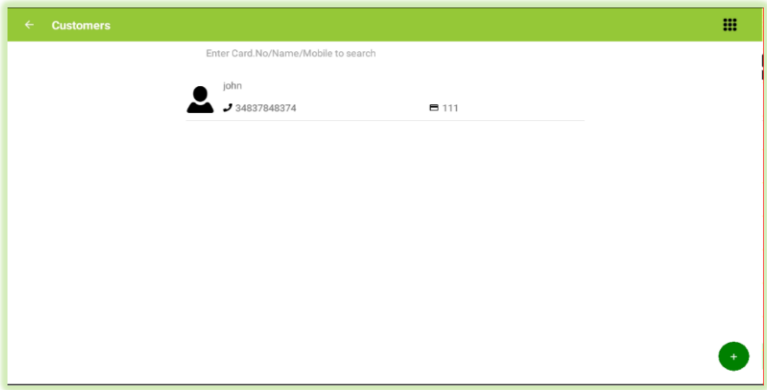
CUSTOMER SALES

- We can sale products and save tickets by selecting the customer name.
- In sales window there is an option ‘select member’.
- Click on the button and you are directed to the customer page.

Mobile View

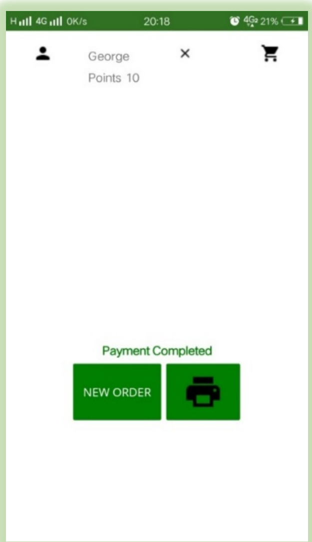


POS View

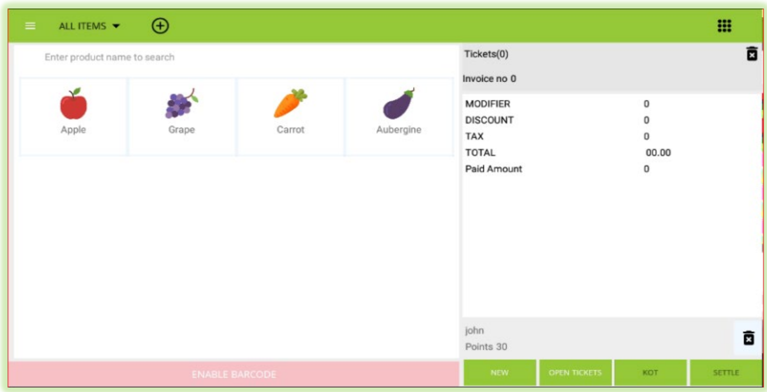


- Select customer from the list by clicking on it or create a new customer by clicking ‘+’ button.
- Select the products and settle the bill.

Mobile View



POS View

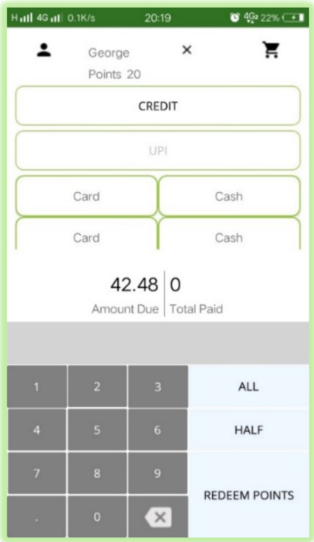


Redeem points

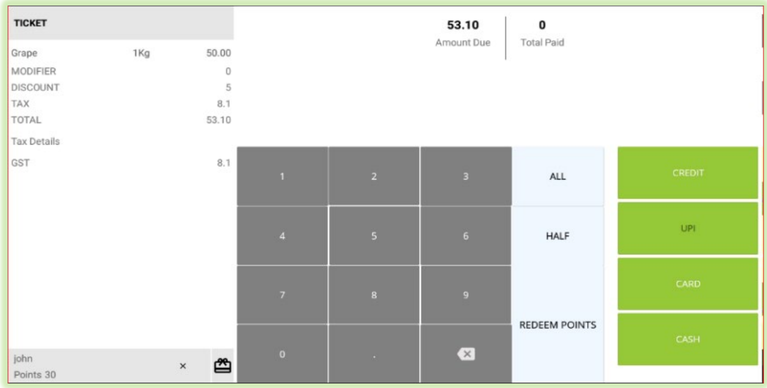
- According to the amount, you can give redeem points feature for customers.
- For this enter the details card type, points and membership cards as said before.
- The figure shows the point details of a customer while settle the bill by selecting the customer as before.

- For e.g.: you enter the details like customer get 10 Rs/- if they purchase for 20 points.
- In android tablet or android POS device, when you click select member option, the point details will be shown as in the figure if the customer has any.

Mobile View



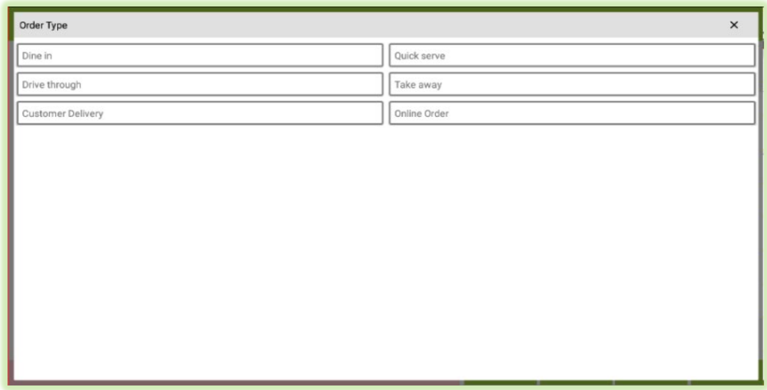
POS View



- The customer reaches the point, then redeem points option will be in active state and 10 Rs/- will be reduced from your total amount by clicking the redeem point button.

Mobile View

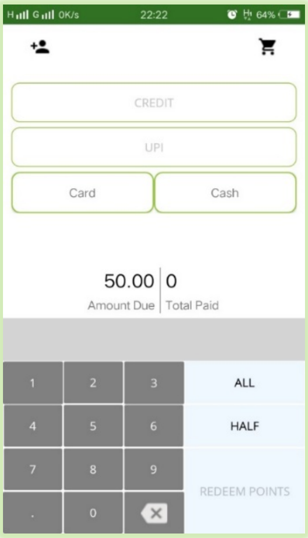
POS View



Order type

- Activate the order type option from utility.
- Open the sales window and select an item.
- An order type page will be opened as shown in the figure.
- Select the type and continue with the sales.

Mobile View



POS View

Multiple payment facility

- You can settle bill using multiple payment option.
- You can settle the amount by clicking ALL if you are using single payment mode.
- Otherwise, you can settle it by clicking half or enter the amount using the keypad and select the payment mode.
- By clicking the cart symbol as in the figure, you can see the ticket details.

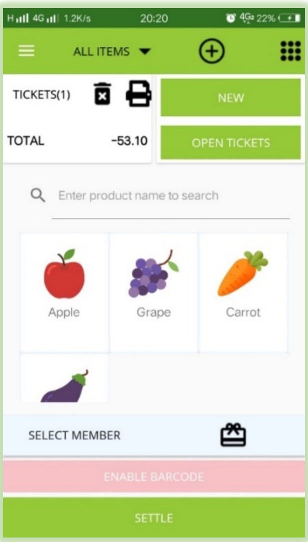
Mobile View

POS View

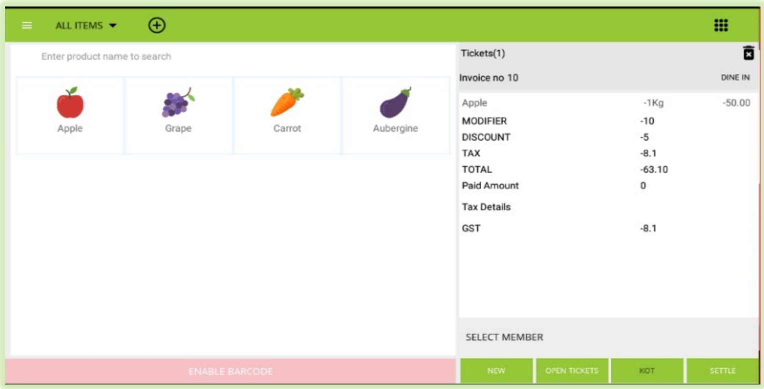
UPI PAYMENT

- If you pay the amount using your UPI account, select UPI option from the settlement window
- You can see the QR code there, scan the QR code for completing the payment. (UPI payment is only applicable inside INDIA)

Mobile View



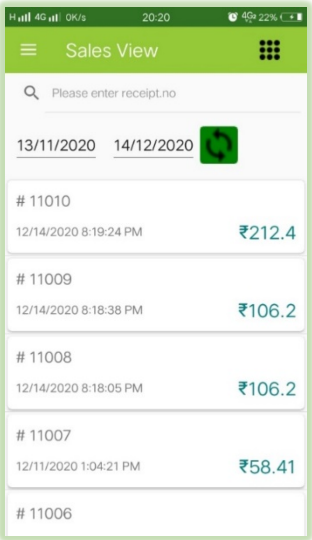
POS View



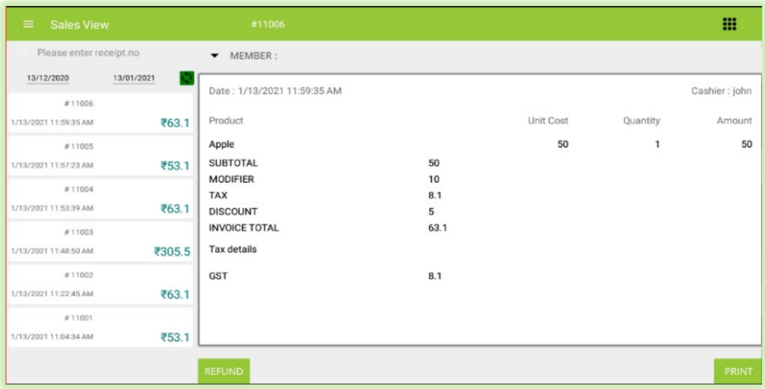
RETURN

- Easy return is a feature of ZKPOS standalone android application.
- You can return items without any invoices.
- Select the RETURN option from Dashboard.
- Select the products that a customer wants to return.
- A negative amount will be appeared at the space against TOTAL.

Mobile View



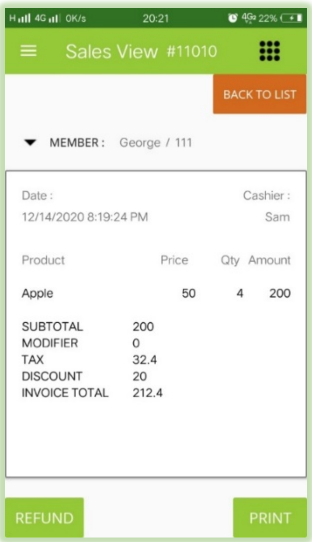
POS View



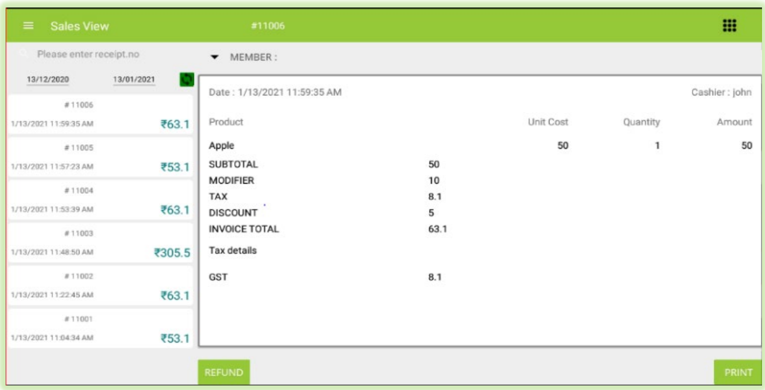
SALES VIEW

- Settled, refunded and returned invoices are shown in sales view.
- Click on SALES VIEW option from Dashboard.
- Select an invoice to see the details.
- You can search the invoice by entering the receipt number and sorting it by date.
- You can print the details by clicking the particular invoice as shown in the figure below.

Mobile View



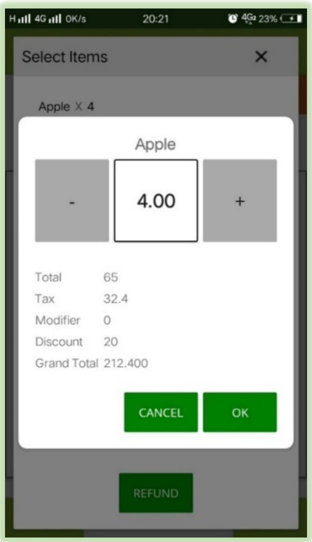
POS View



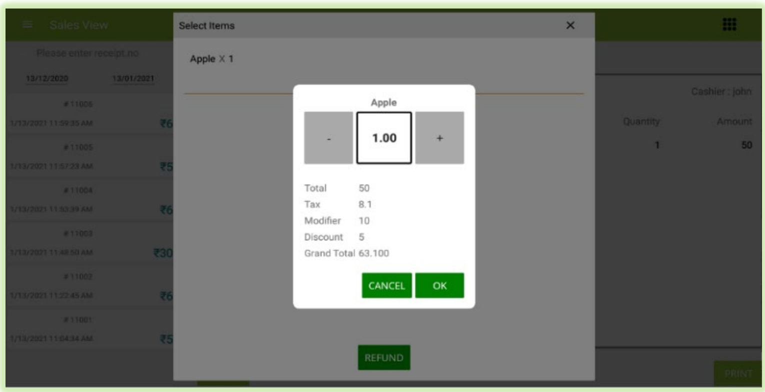
Refunding of an invoice

- Click on the invoice that you want to refund from sales view page.
- Click the REFUND button.

Mobile View

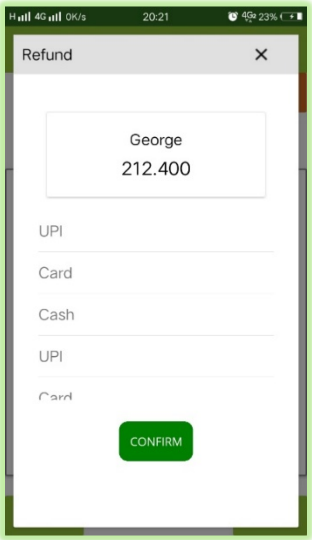


POS View

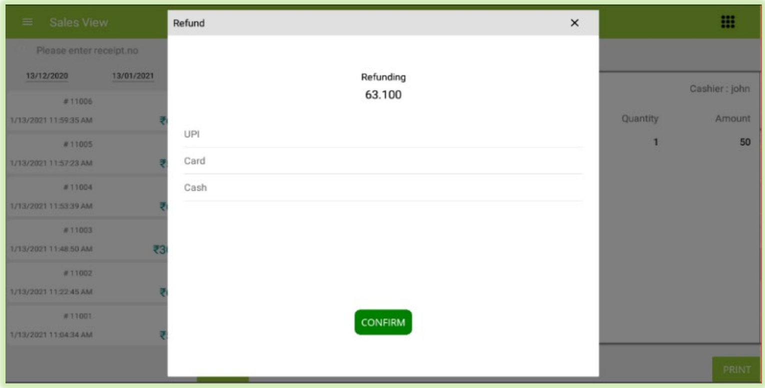


- Select the item that you want to refund and select the quantity.
- Click ok and then REFUND.

Mobile View



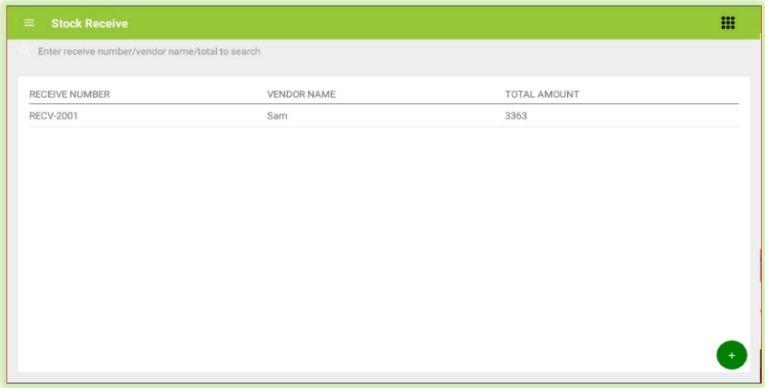
POS View



- Select the payment mode and click confirm.
- Now you are successfully refunded the invoice.
- The refund invoice will be shown as separately with a refund caption in red colour.
- Return invoices are also shown like this.

Mobile View

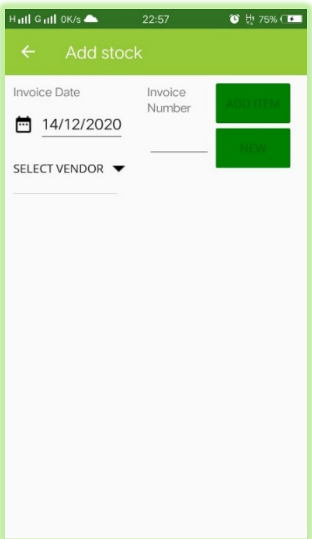
POS View



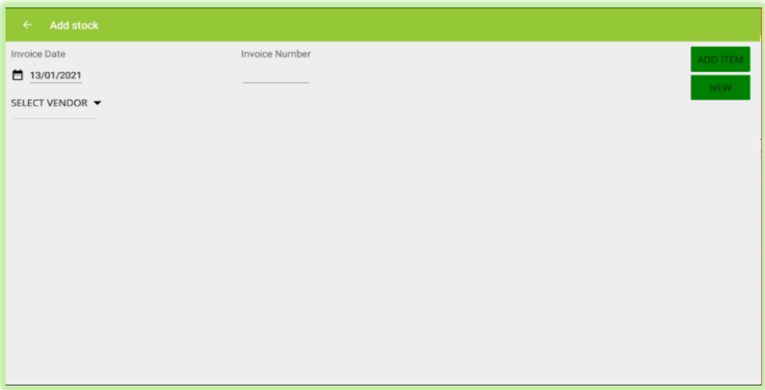
RECEIVE

- To receive stock from vendors, click on RECEIVE button in dashboard.
- The details of stock receive can be seen as in the figure.
- To see the details, click on the particular receive invoice.
- To add stock to the application, click on '+' button.

Mobile View



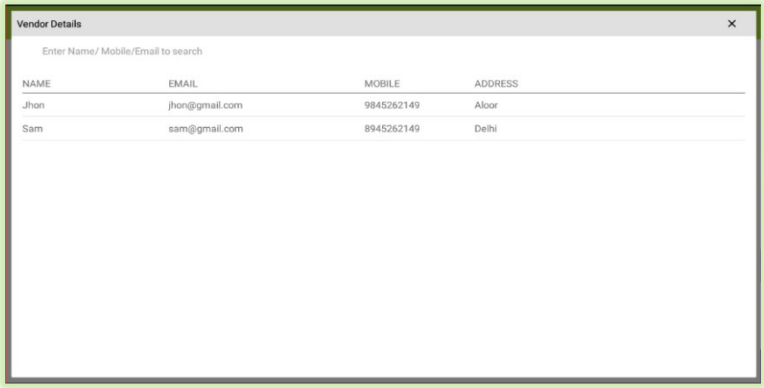
POS View



- Enter invoice date and invoice number.
- Click on select vendor option.

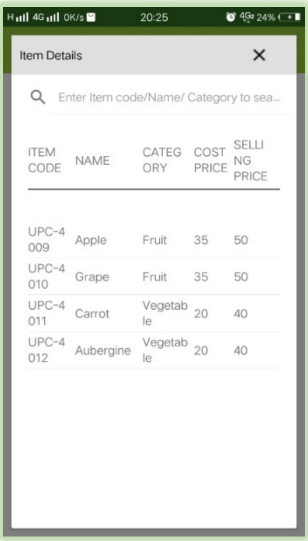
Mobile View

POS View

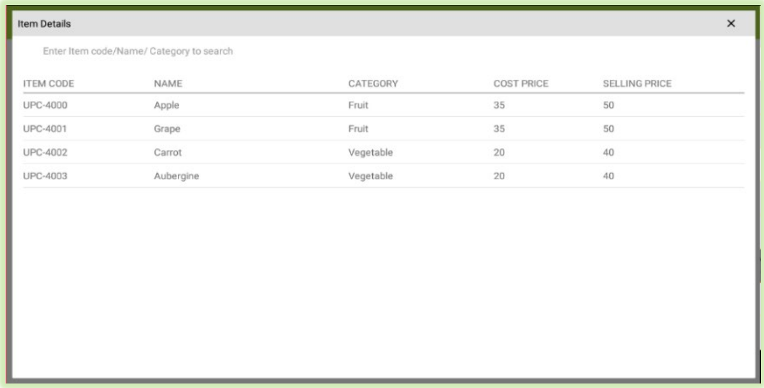


- Select the vendor.
- The vendor details are already saved in the application.
- After selecting the vendor click on ADD ITEM button.

Mobile View

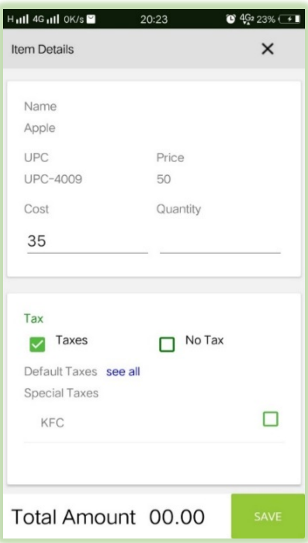


POS View

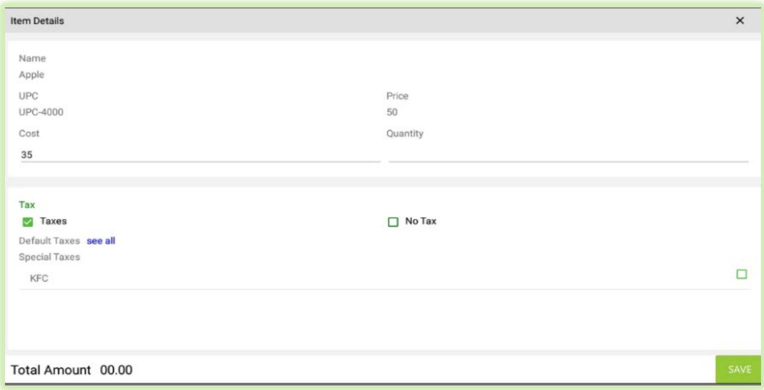


- Select the item you want to receive.
- You are directed to a page which have to enter the quantity, price and tax details of the item.

Mobile View

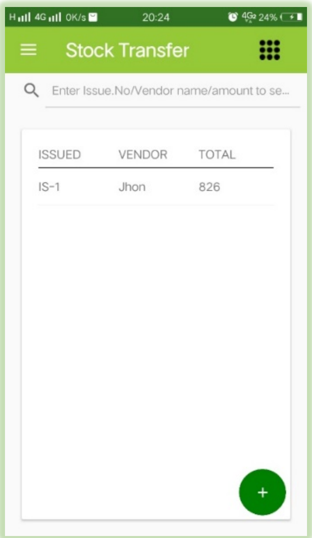


POS View

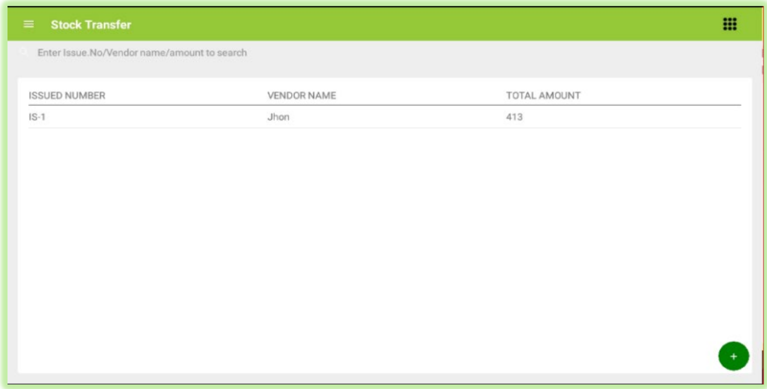


- Enter the quantity.
- Change the cost if you want to do so.
- Select the tax.
- Click Save button.
- Click Add item button to add new stock or New button to add stock afresh.

Mobile View



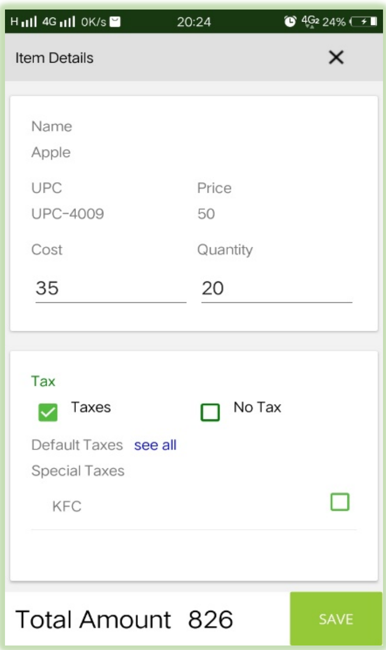
POS View



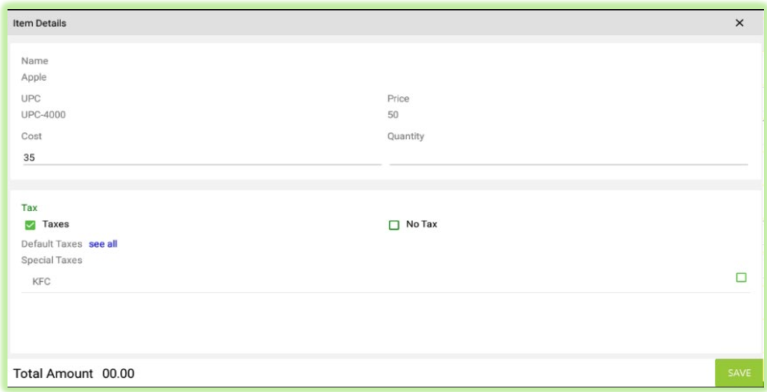
STOCK TRANSFER

- To transfer stock, click on TRANSFER button in dashboard.
- The details of stock transfer can be seen as in the figure.
- To see the details, click on the particular transfer invoice.
- To transfer stock from the application, click on '+' button.

Mobile View

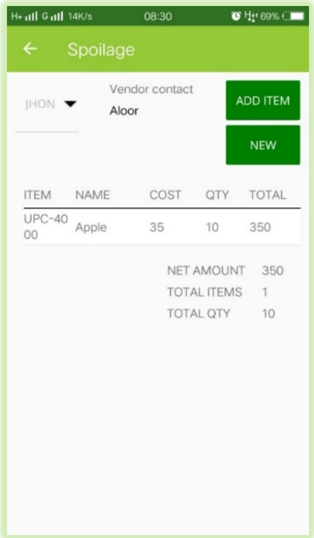


POS View

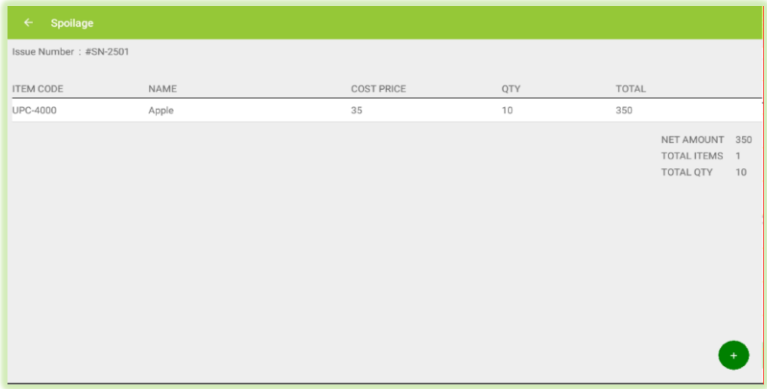


- Enter invoice date and invoice number.
- Click on select vendor option and Select the vendor. The vendor details are already saved in the application.
- After selecting the vendor click on ADD ITEM button.
- Select the item you want to transfer.
- You are directed to a page which have to enter the quantity, price and tax details of the item.
- Enter the quantity, Change the cost if you want to do so, Select the tax.
- Click Save button. Click Add item button to transfer new stock or New button to transfer stock afresh.

Mobile View



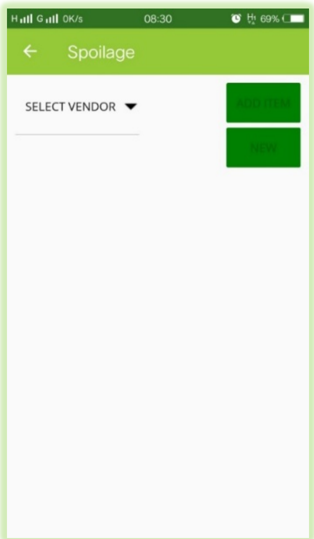
POS View



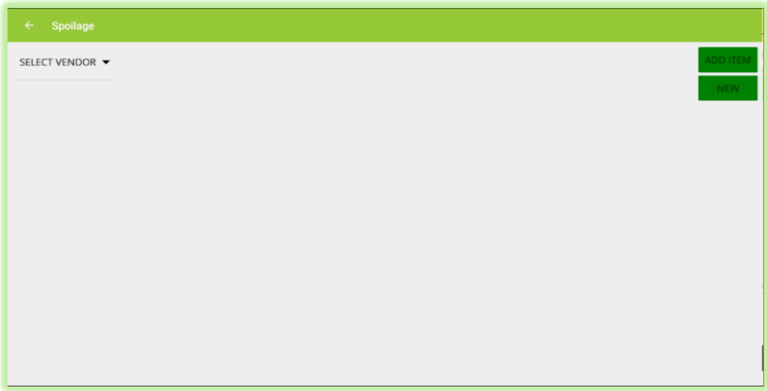
SPOILAGE

- If you want to add some items into spoilage details, Click '+' button in the spoilage page.
- Enter vendor and item details.

Mobile View

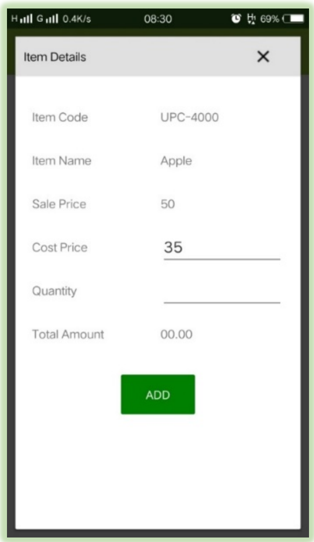


POS View

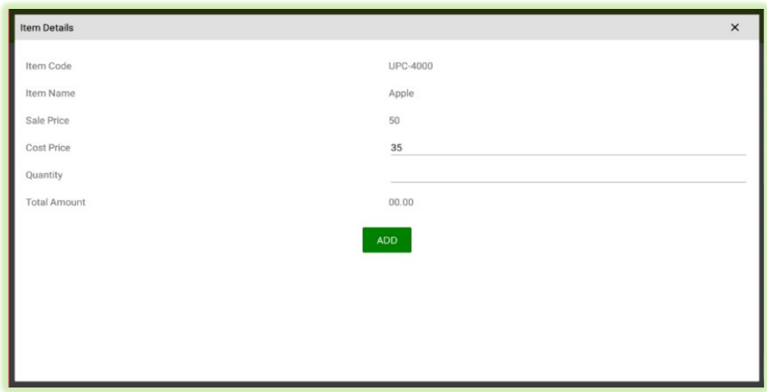


- Select vendor details from drop down.
- Click ADD ITEM to add products.

Mobile View

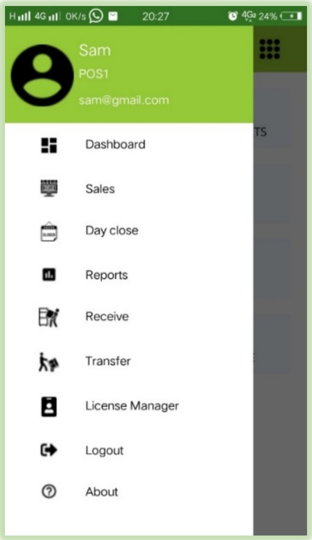


POS View

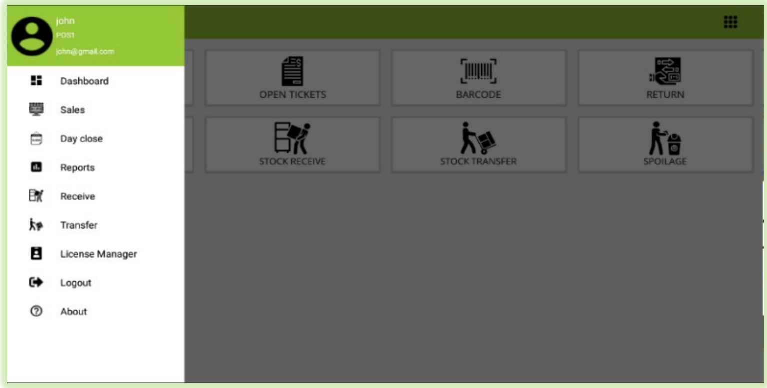


- Enter the quantity, and change the cost price if you want to do so.
- Click ADD button.
- Click Add item button to transfer stock to spoilage or New button to add a new spoilage.

Mobile View



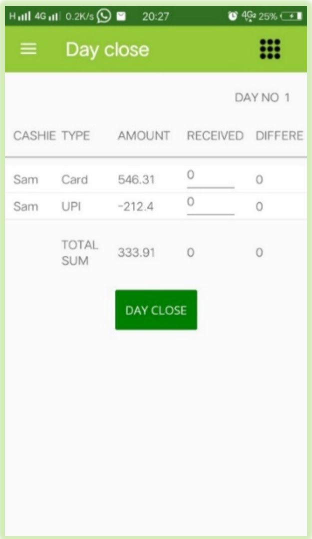
POS View



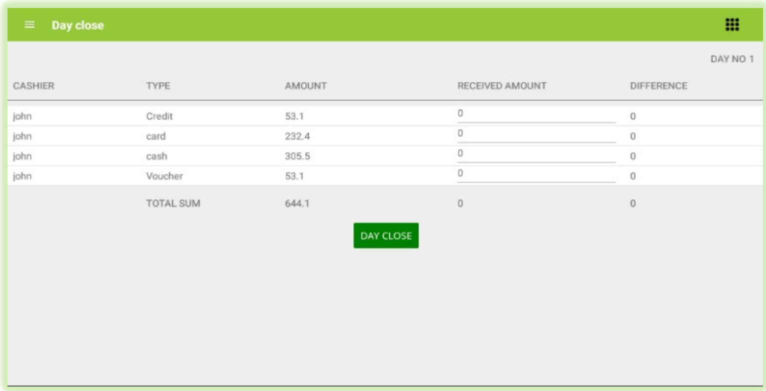
DAYCLOSE

- At the time of day close you want to know the whole day's business and revenue earned. Even pending payments are not left behind in our POS system, helping you get over with any unfinished business right away.
- Click day close from the list.

Mobile View

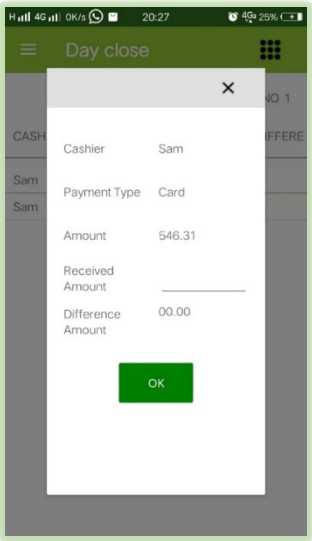


POS View

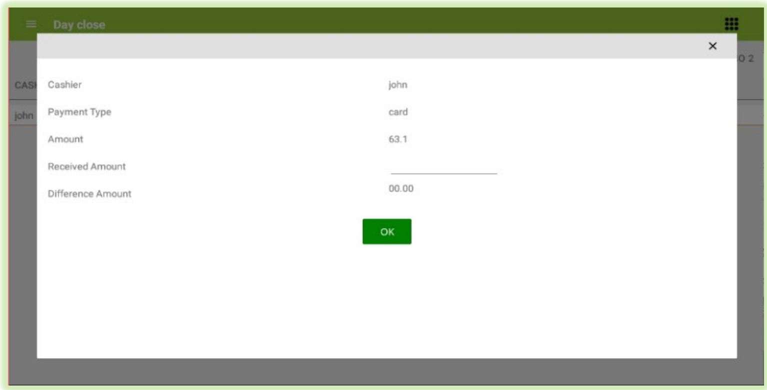


- Day number, cash type and amount details will be shown as in the figure.
- To enter the received amount, click on the respective detail.

Mobile View



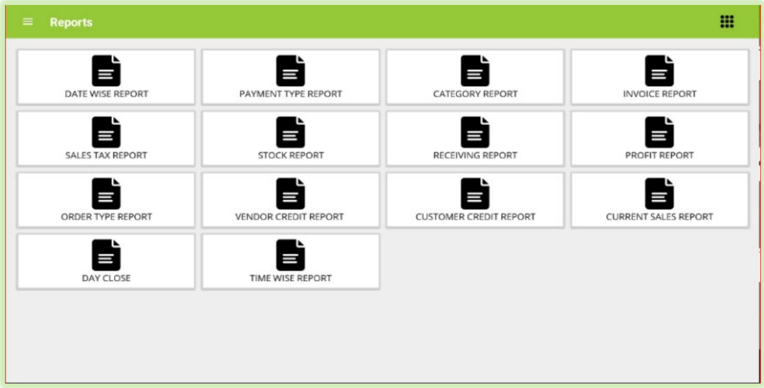
POS View



- Enter the receive amount.
- We can see the difference in payment and received details if any.
- Click ok and then click day close button.
- Enter the admin password, only administrator can perform the day close.
- Select ok for the confirmation message.

Mobile View

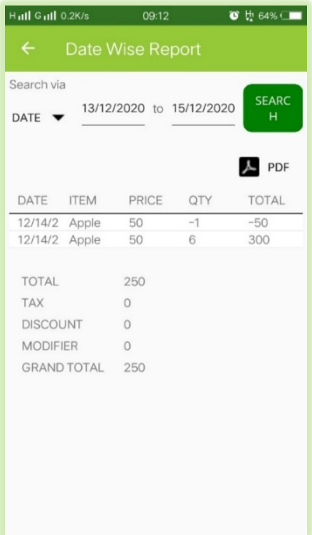
POS View



REPORTS

- These reports are generated based on the data you gather from your point of sale (POS) systems. This helps us to analyse the business and take necessary actions.
- Click on reports from the left side menu.

Mobile View

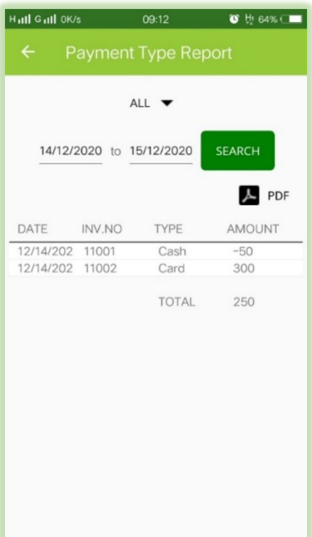


POS View

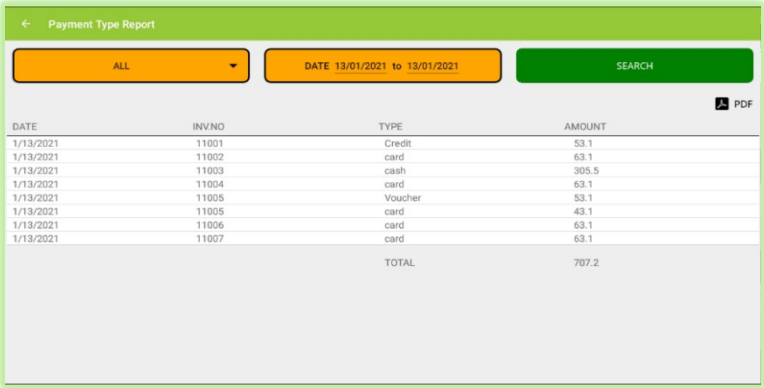
Date Wise Report

- Date wise report shows the details by date and by day number
- Select date or day number from the dropdown.
- Select from date and to date or day number according to your selection.
- Click search to view details.
- You can export the report to PDF by clicking the pdf menu.

Mobile View



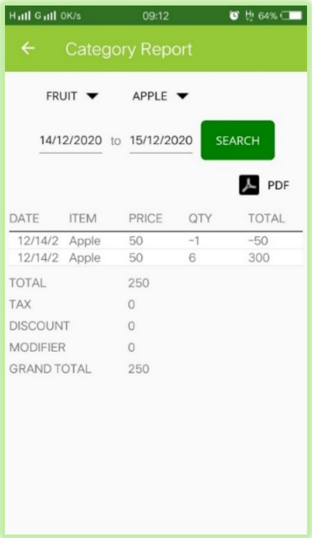
POS View



Payment type report

- The details are organized according to the payment type.
- Select the payment type from the drop-down list.
- Enter the date range.
- Click SEARCH button.

Mobile View

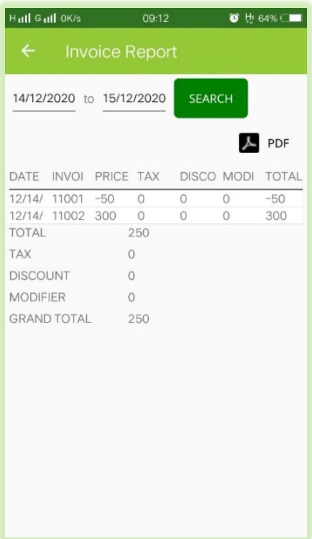


POS View

Category report

- Category wise reporting helps us to understand the category wise and product wise sales.
- Select the category and item from the drop down.
- Select from date and to date.
- Click search to see the details.

Mobile View

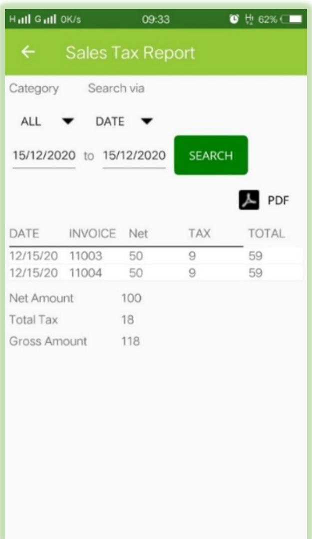


POS View

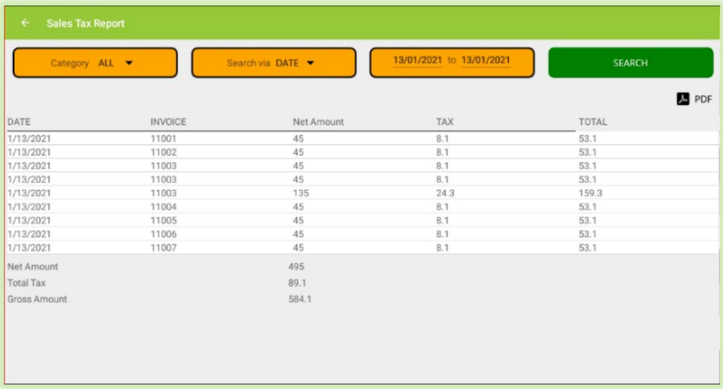
Invoice Report

- To see the invoice wise details, click on Invoice report.
- Select the date range and click search button.

Mobile View



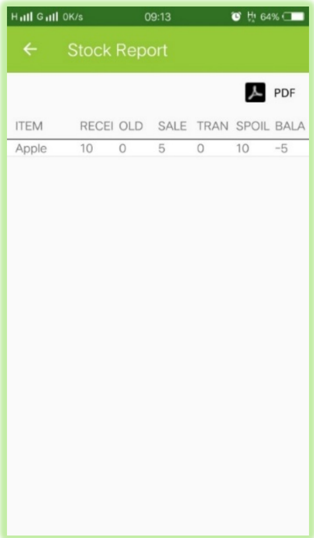
POS View



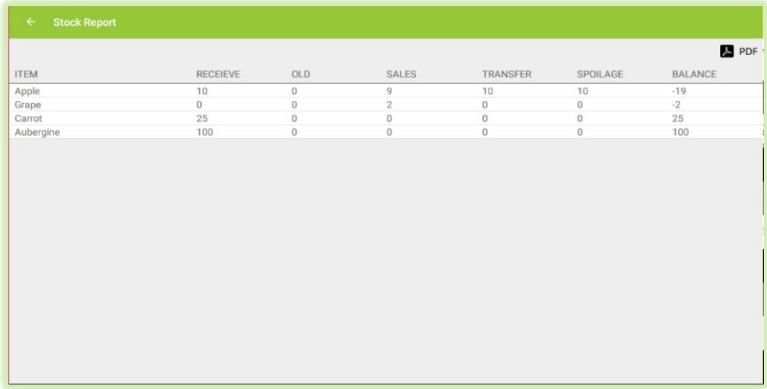
Sales Tax Report

- Tax details of each sale can be seen here.
- You can see them as category wise.
- Select date or day number from the drop down.
- Enter from date and to date.
- Click search button.

Mobile View



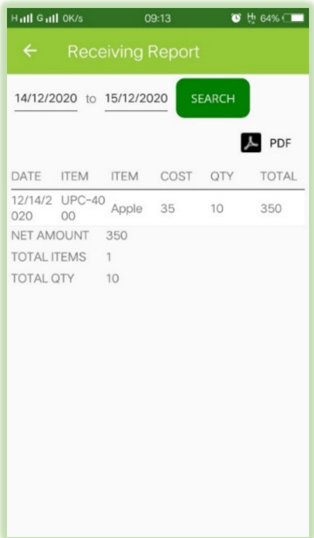
POS View



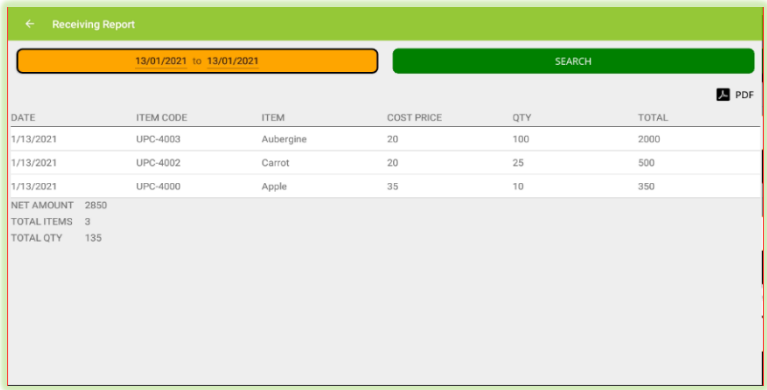
Stock Report

- By clicking the stock reports from report menu, you can see the stock details as shown in the figure.

Mobile View



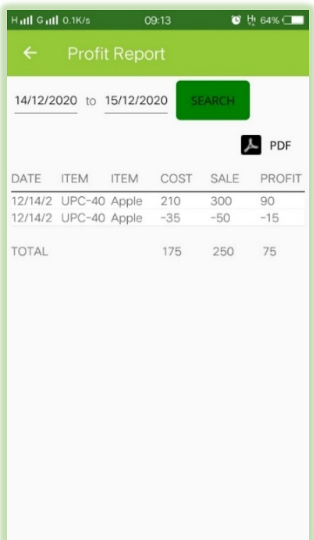
POS View



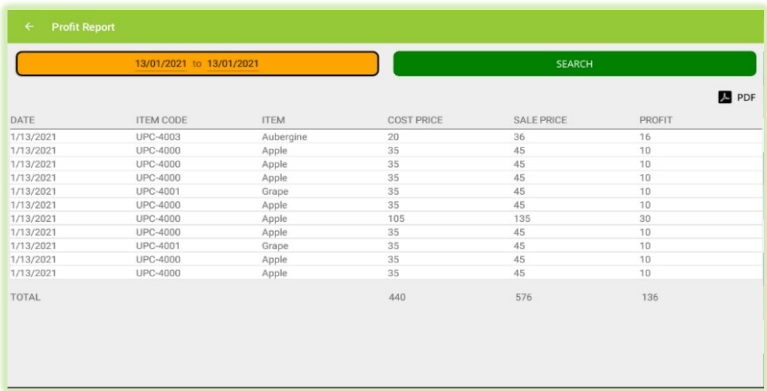
Receiving Report

- Receive details of products are listed as shown in the figure.
- To see the report, select the date range and click on search button.

Mobile View



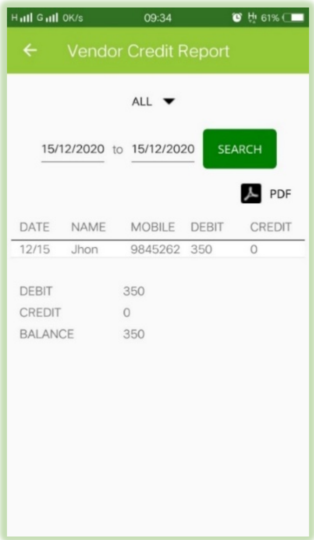
POS View

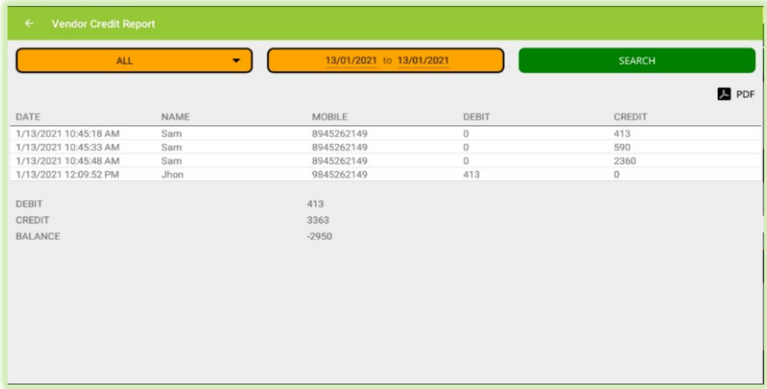


Profit Report

- To view the profit details, select profit report.
- Enter from date and to date.
- Click search button.

Mobile View *POS View*

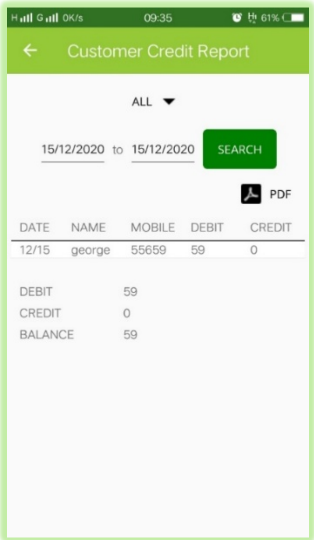




Vendor Credit Report

- Select vendor.
- Enter from date and to date and click search option.
- Vendor credit details are shown as in the figure.

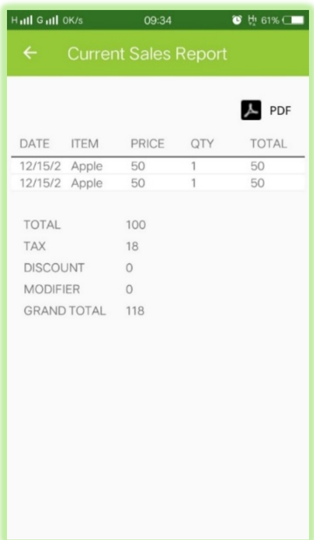
Mobile View *POS View*

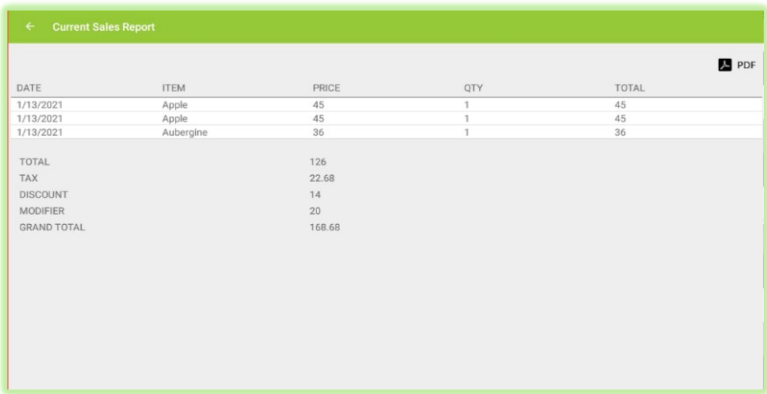


Customer Credit Report

- Like vendor credit report, customer credit report is also a feature of this application.
- Select the customer name.
- Enter the date range.
- Click search button.

Mobile View *POS View*

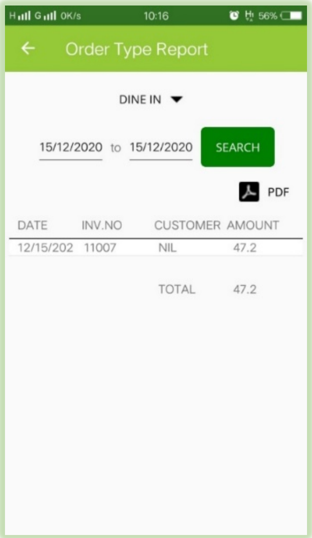




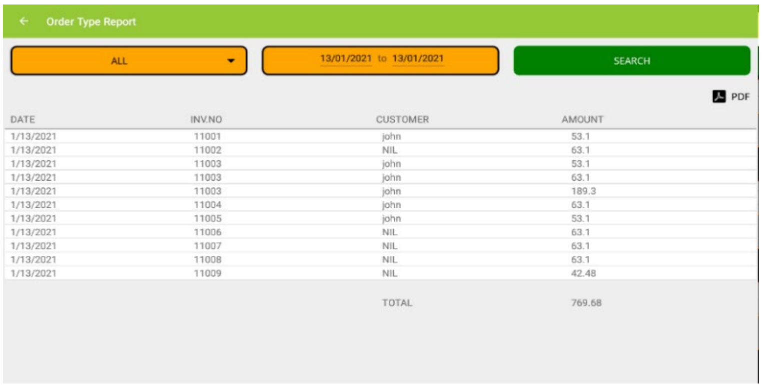
Current Sales Report

- Select current sales report from the list.
- Current sale details are shown as in the figure.
- Only shows the details after the day close.

Mobile View



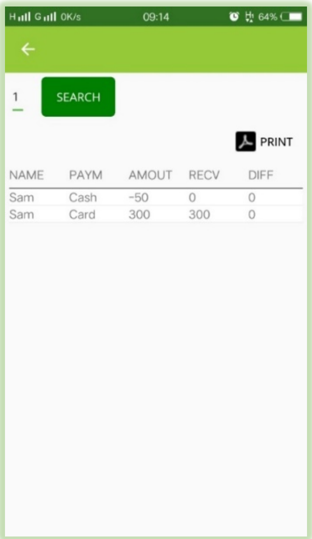
POS View



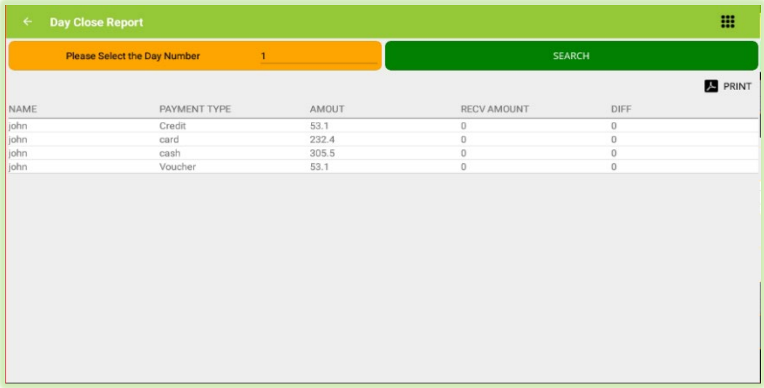
Order Type Report

- To see the report based on order type, select order type report.
- From drop down select the order type.
- Enter from date and to date and click search button.

Mobile View



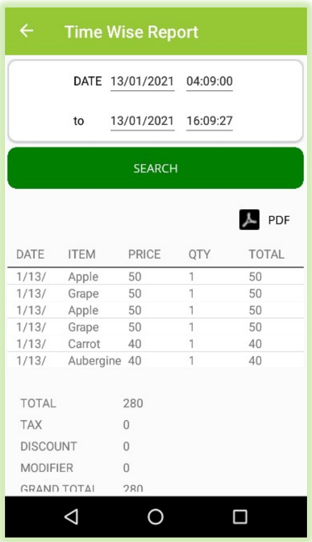
POS View



Day close Report

- Select the day number and click search button.

Mobile View

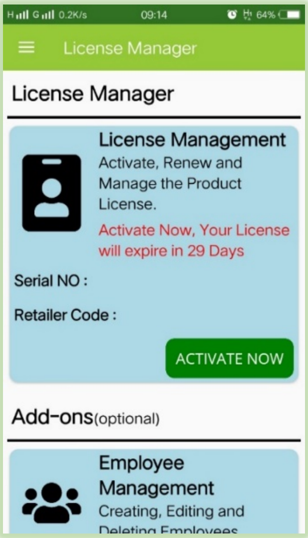


POS View

TIME WISE REPORT

- Time wise sales report shows the sale details between the selected time

Mobile View



POS View

LICENSE MANAGER

- Licence manager helps you to know your expiry date of demo.
- To activate the licence, click on ACTIVATE NOW button.

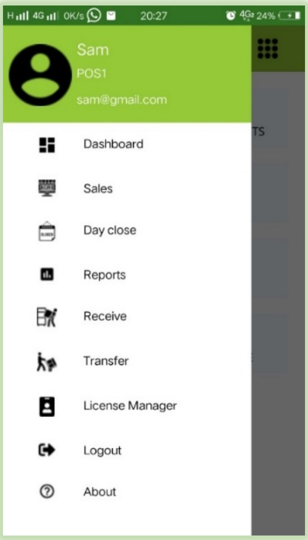
Mobile View

POS View

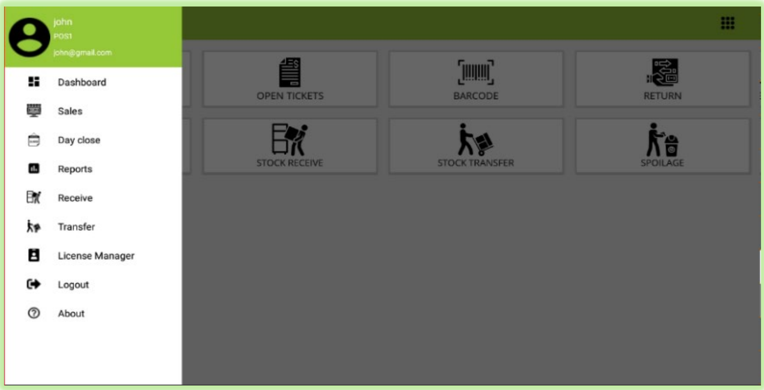
ABOUT

- To know more about zktecopos standalone click about button.
- Click check updates button if any new updates are available.

Mobile View



POS View



LOG OUT

- Click log out option to signed out currently log in person.