

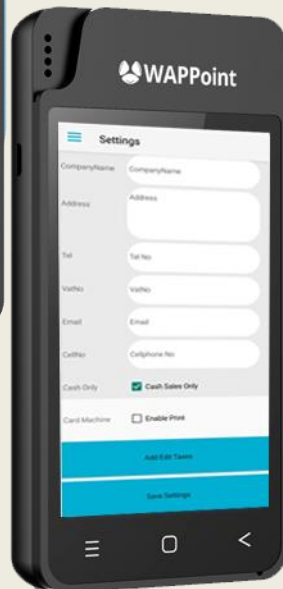
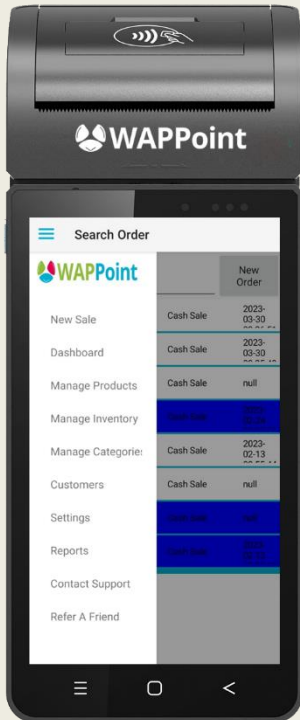
POS Lite App on Print/MiniPOS

Registering on the POS Lite App

When you open the POS Lite App, click “Register” at the bottom and follow the instructions. Keep an eye on your email to complete the registration.

Adding your Company Details

- Click on the 3 lines in the top left corner to open the Main Menu.
- Click on “Settings” and enter your info.
- Make sure the tick for “Enable Print” is on.
- Click on the “Add Edit Taxes” button. If you are not VAT registered, select ‘none’
- Click on “Save” when you are done.



Adding Customers

Click on the menu (3 lines in the top left corner)

Click on “Customers”

Click on “New Customer”

Complete the required fields.

“Save” when you are done.



Adding Products to your Inventory

In the menu, go to “Inventory” and click on “+”

Add the product information, price & stock qty.

Cost Price is what you paid for the product from your supplier.

Retail is your price to the public.

You can take a picture or upload an image by using the fields at the bottom.

Click on “Save” when you are done.

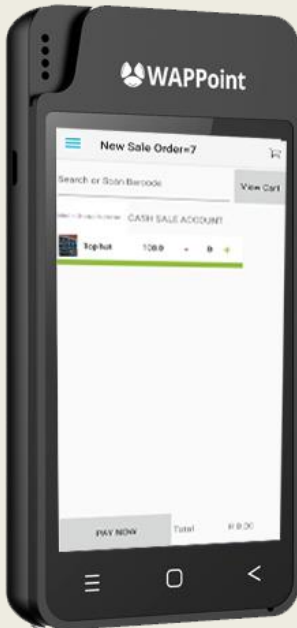
How to use the POS Lite App

On the Home Screen, go to “New Sales”. The top 10 products will be displayed, but you can search for products in the field at the top. Use the + and – to add the qty of the items. The total will add up at the bottom.

(Use the button on the top right to “View Cart” or see all your products by clicking it again when it says “Load All”)

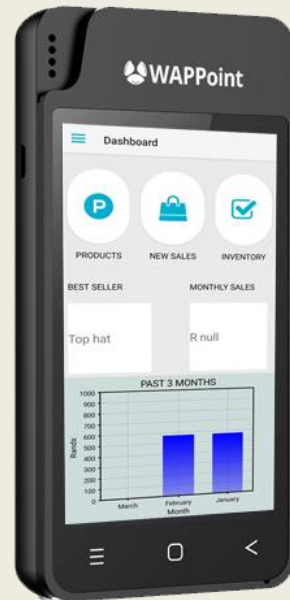
When you are ready to pay, click on “Pay Now” and select the Payment Type “Cash” or “Card”

(You can view all the sales for the day by going to the Main Menu, click on “Reports” and then “History.” Select the date and all your sales will be displayed.)



How to do the Cash Up

- On the Menu (3 lines) in the left corner.
- Go to “Reports”.
- Select your date and all your sales will be listed.
- The fields listed will show you how many card and cash transactions where there for the day, so your credit card slips and cash must be the same as displayed.
- The grand total is your sales for the day.



What does the Dashboard mean?

- The Dashboard is there for you to view your Best Seller so far for the month and the Monthly Sales is you turnover.
- The graph at the bottom will change as items gets sold.
- Easy to access buttons for your “Products”, “Inventory” and a quick way to do a “New Sale”

021 3000 121

www.wappoint.co.za

support@wappoint.co.za

