GreatPOS Mini User Manual
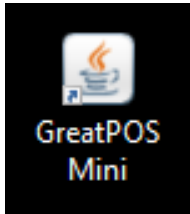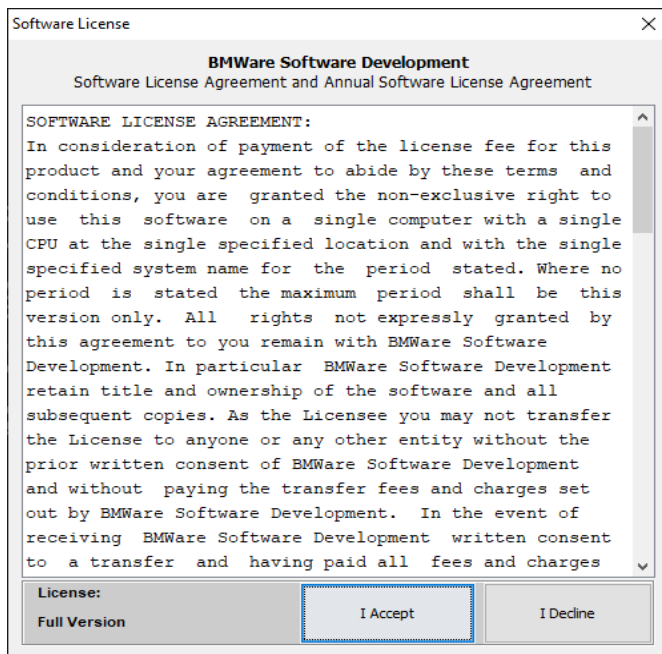
Contents

Login

How to Login to GreatPOS Mini System?

Step1) Click the GreatPOS Mini Logo Shortcut on Desktop

Step2) Click I Accept Agreement

Step3) Enter User Credentials

Step4) Click Login Button

GreatPOS Mini

GreatPOS Mini Areas

Red Horizontal Rectangle – Action Buttons

Blue Horizontal – Receipt Transaction Information

Green Horizontal Rectangle – Receipt Transaction Table

Yellow Horizontal Rectangle – Receipt Labels Menu

Brown Horizontal Rectangle – Action Buttons

Purple Horizontal – Product Entry

Gray Horizontal Rectangle – Product Table

Black Horizontal Rectangle – Product Menu

Pink Horizontal Rectangle – Action Buttons

Maroon Horizontal – System User Entry

Orange Horizontal Rectangle – Receipt Transaction Table

Gold Horizontal Rectangle – System Users Menu

Mustard Horizontal Rectangle – System Backup/System Restore

System Restore

○ Restore ⊗ Cancel

Receipt Labels

Product

System Users

System Backup

System Restore

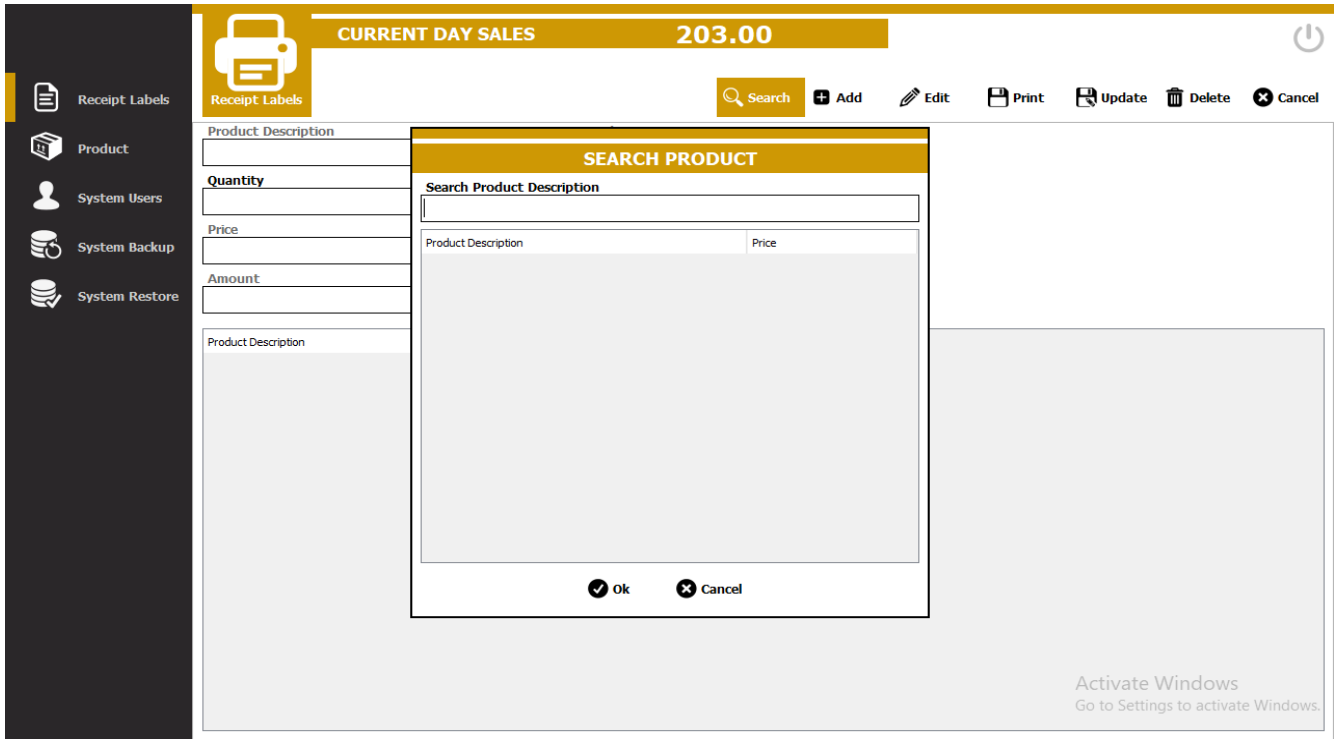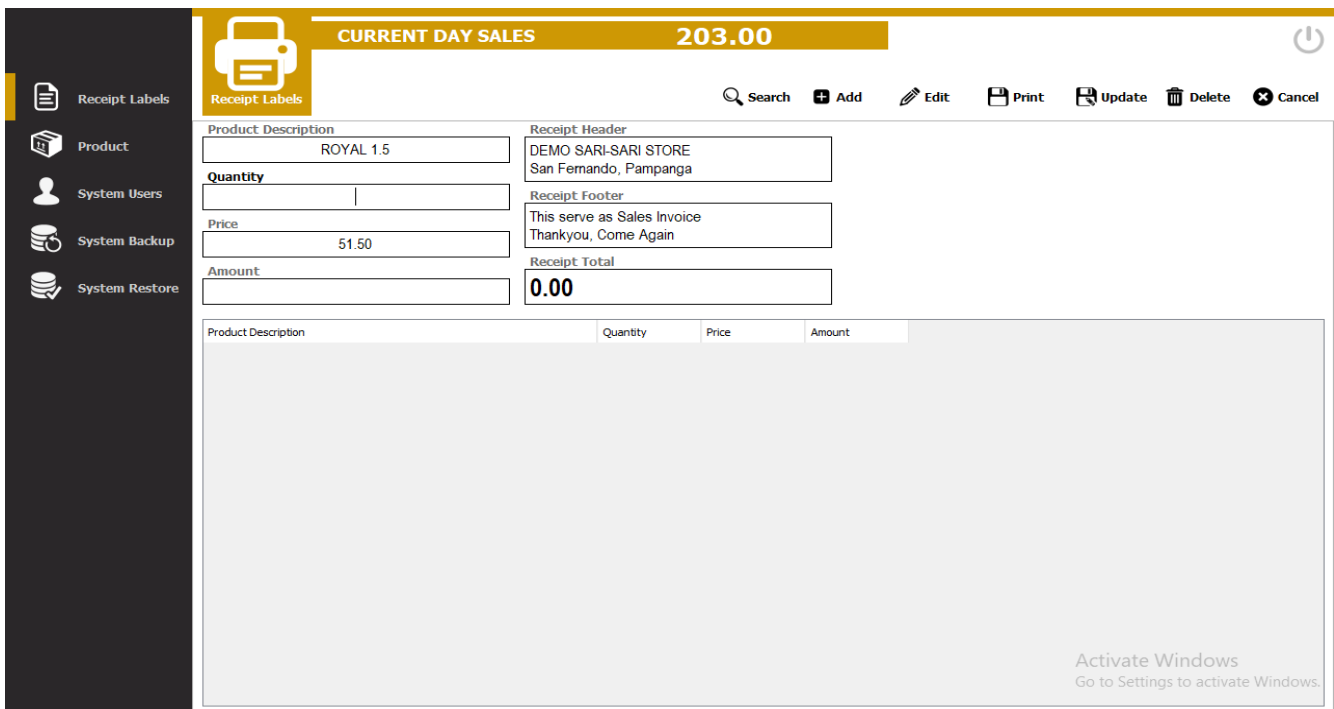**Choose Backup File To Restore**

None

Receipt Label Transaction

How to use?

Step1) Click Search Button on the Action Button Area

Step2) Search item

Step3) Click Ok Button

Step4) Enter Quantity

Step5) Click Add Button on the Action Button Area

Step6) Click Print Button

Receipt Labels

- Receipt Labels
- Product
- System Users
- System Backup
- System Restore

Search   Add   Edit   **Print**   Update   Delete   Cancel

Product Description

Quantity

Price

Amount

Receipt Header
DEMO SARI-SARI STORE
San Fernando, Pampanga

Receipt Footer
This serve as Sales Invoice
Thankyou, Come Again

Receipt Total
0.00

Product Description   Amount

Information   ✕
ℹ Successfully Saved.

OK

Activate Windows
Go to Settings to activate Windows.

Print Out

```
DEMO SARI-SARI STORE
San Fernando, Pampanga

-------------------------------
Qty        Item UPrice    Total
-------------------------------
4      ROYAL 1.5
               51.50    206.00

-------------------------------
TOTAL                    206.00
-------------------------------
This serve as Sales Invoice
Thankyou, Come Again
```

Editing Receipt Labels

Step1) Select Item on the Product Description table

Step2) Edit Button

Step3) Edit Quantity

Step4) Click Update Button

Step5) Click Ok Button

CURRENT DAY SALES   409.00

Receipt Labels

Q Search   ⊞ Add   ✎ Edit   🖶 Print   🖫 Update   🗑 Delete   ⊗ Cancel

- Receipt Labels
- Product
- System Users
- System Backup
- System Restore

Product Description

Quantity

Price

Amount

Receipt Header
DEMO SARI-SARI STORE
San Fernando, Pampanga

Receipt Footer
This serve as Sales Invoice
Thankyou, Come Again

Receipt Total
350.00

Product Description	Quantity	Price	Amount
SPRITE 1.5	7	50	350.00

Activate Windows
Go to Settings to activate Windows.

Deleting Receipt Labels

Step1) Select Item on the Product Description Table

Step2) Click Delete Button

Step3) Click Yes

Step4) Click Ok

Product

Adding of new product

Step1) Click New Button

Step2) Enter Product Description & Product Price

Step3) Click save button

Step4) Click Ok Button

Product Code	Product Description	Product Price
1	SPRITE 1.5	50
2	COKE 1.5	50
3	ROYAL 1.5	51.50
4	Bottle Water	12

Editing Product

Step1) Select Product on Product Table

Product Description
Bottle Water

Product Price
12

Product Code	Product Description	Product Price
1	SPRITE 1.5	50
2	COKE 1.5	50
3	ROYAL 1.5	51.50
4	Bottle Water	12

Step2) Click Edit Button

Step3) Edit Product Information

Step4) Click Update Button

Products

New | Edit | Save | **Update** | Delete | Cancel

Product Description
Bottle Water 500ml

Product Price
11

Product Code	Product Description	Product Price
1	SPRITE 1.5	50
2	COKE 1.5	50
3	ROYAL 1.5	51.50
4	Bottle Water	12

Message

Product 4 Successfully Updated.

OK

Activate Windows
Go to Settings to activate Windows.

Step5) Click Ok
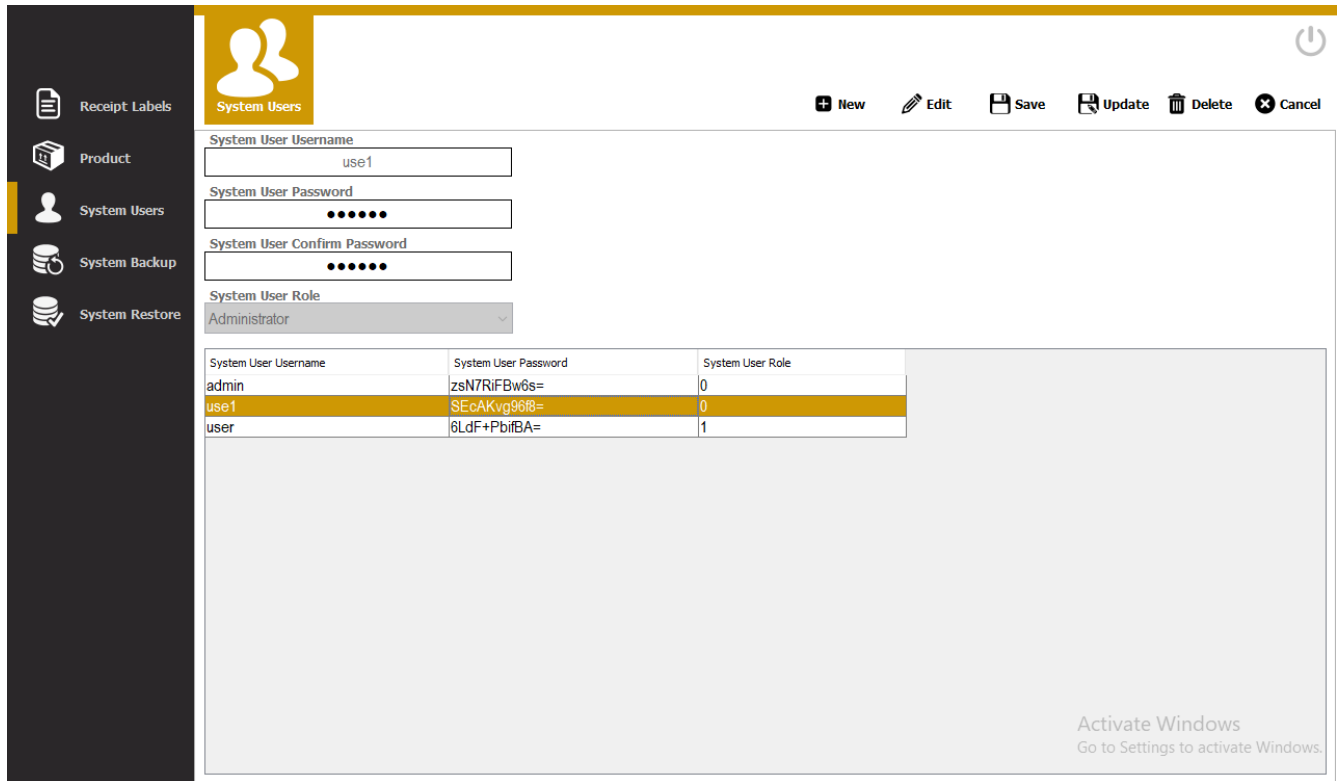
Products

New | Edit | Save | Update | Delete | Cancel

Product Description

Product Price

Product Code	Product Description	Product Price
1	SPRITE 1.5	50
2	COKE 1.5	50
3	ROYAL 1.5	51.50
4	Bottle Water 500ml	11

Activate Windows
Go to Settings to activate Windows.

Deleting Product

Step1) Select Item from product table

Step2) Click Delete Button

Step3) Click Yes

Step4) Click Ok

System Users

Adding of System Users

Step1) Click New Button

Step2) Enter System User Information

Step3) Click Save Button

Step4) Click Ok

Editing System User

Step1) Select User on the Users Table

Step2) Click Edit Button

Step3) Edit User password

Step4) Click Update button

Step5) Click Ok

Deleting System Users

Step1) Select User on the Users Table

Step2) Click Delete Button
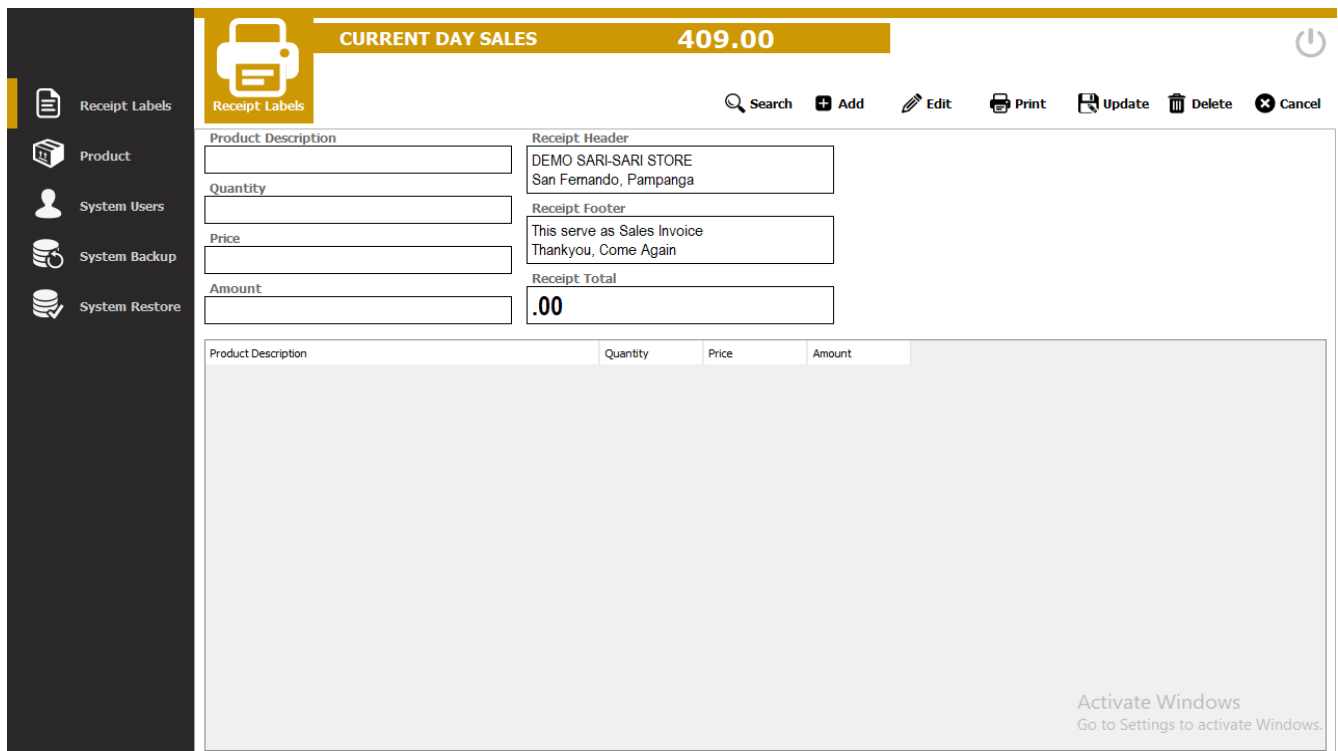
Step3) Click Yes

Step4) Click Ok
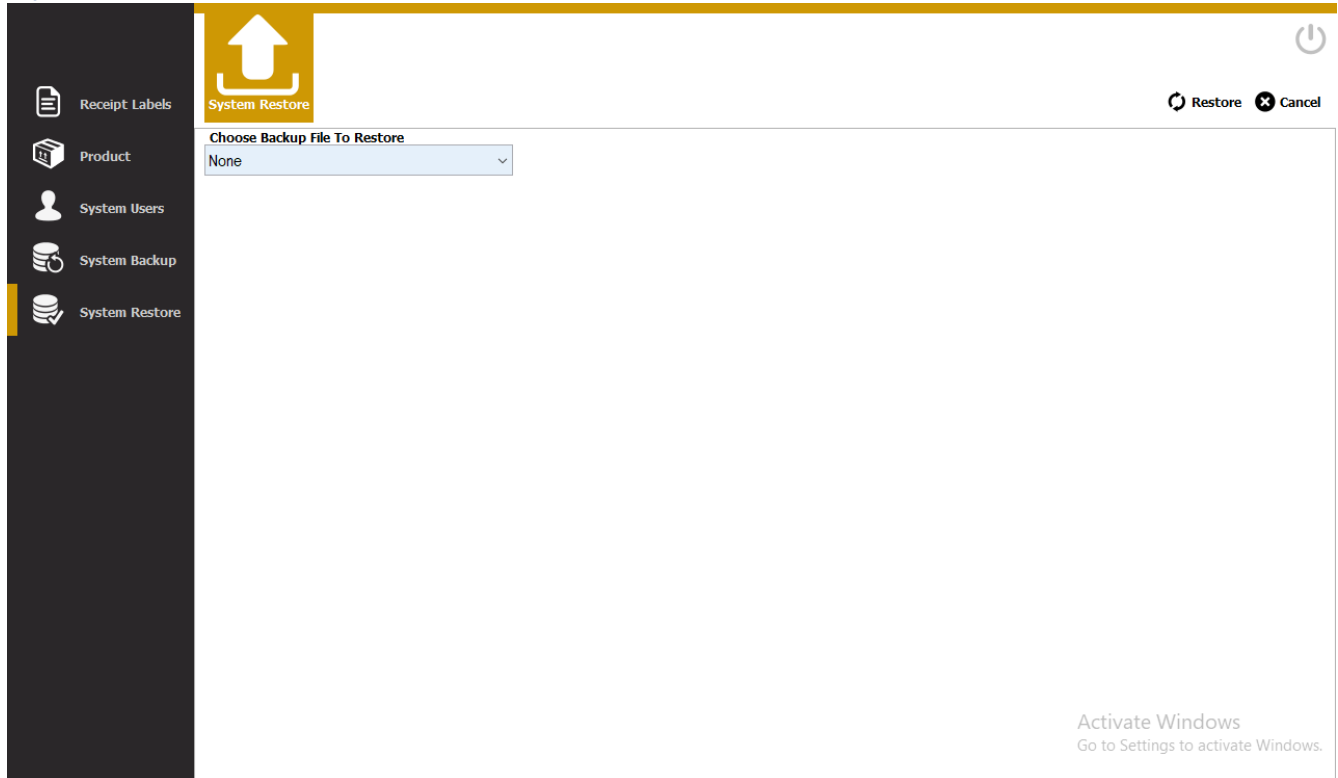
System Backup

How to use System Backup?

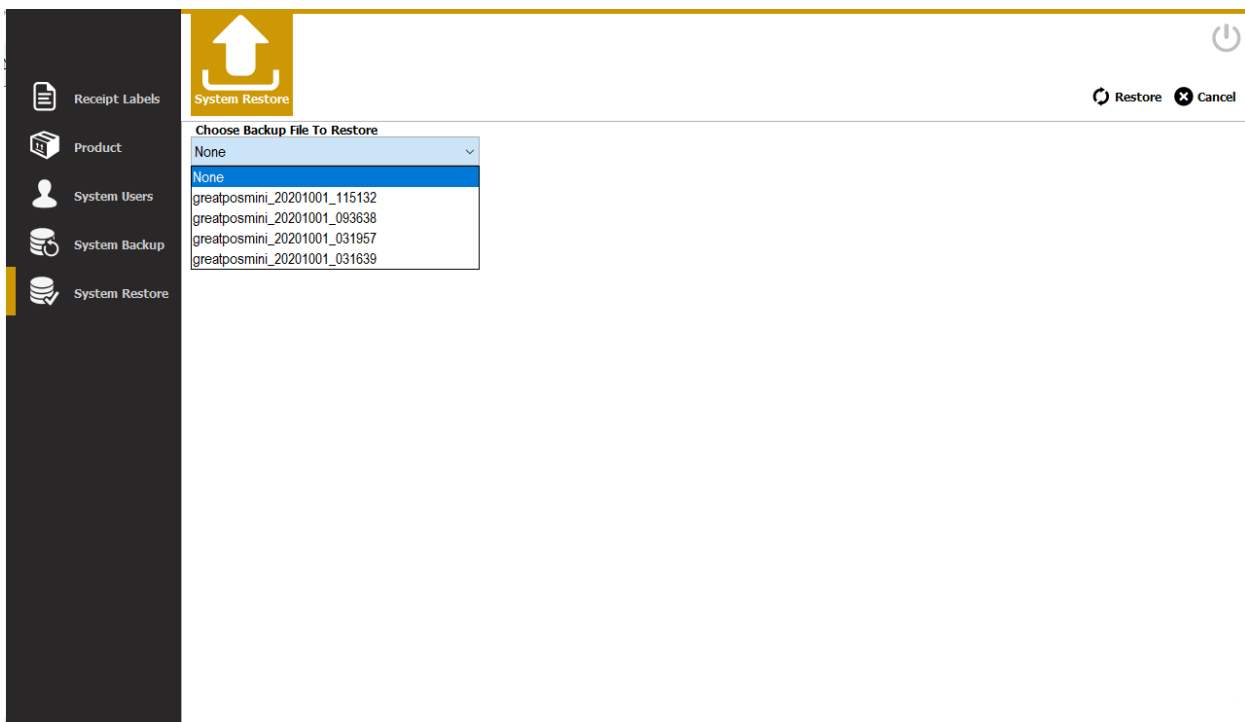Step1) Click System Backup
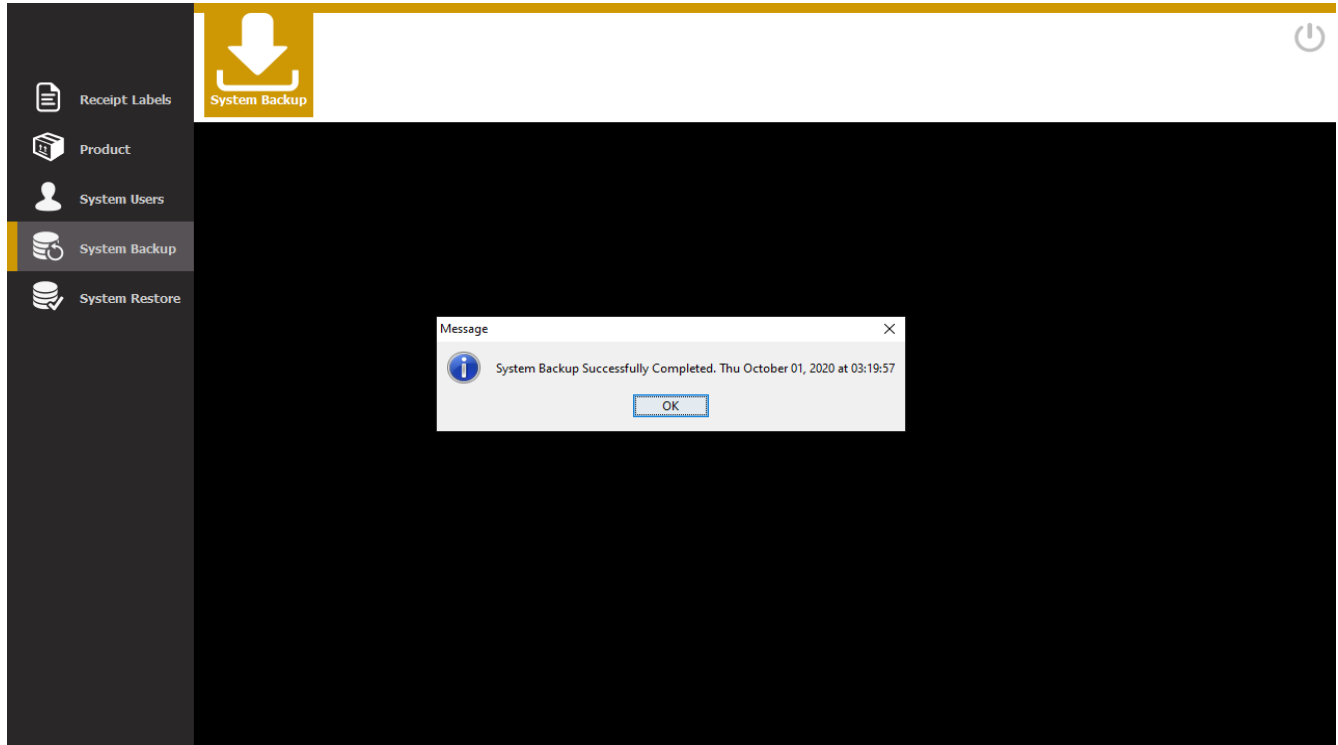
Step2) Click Ok
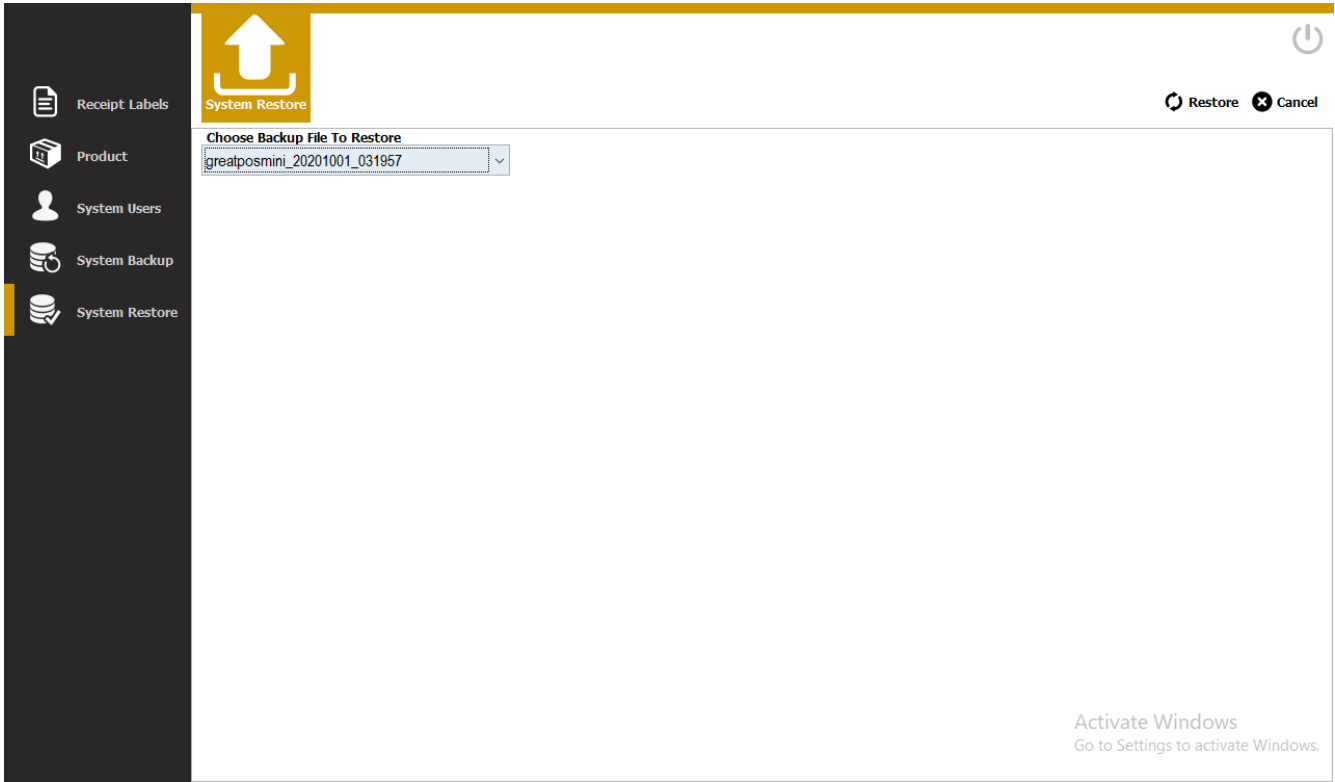
System Restore
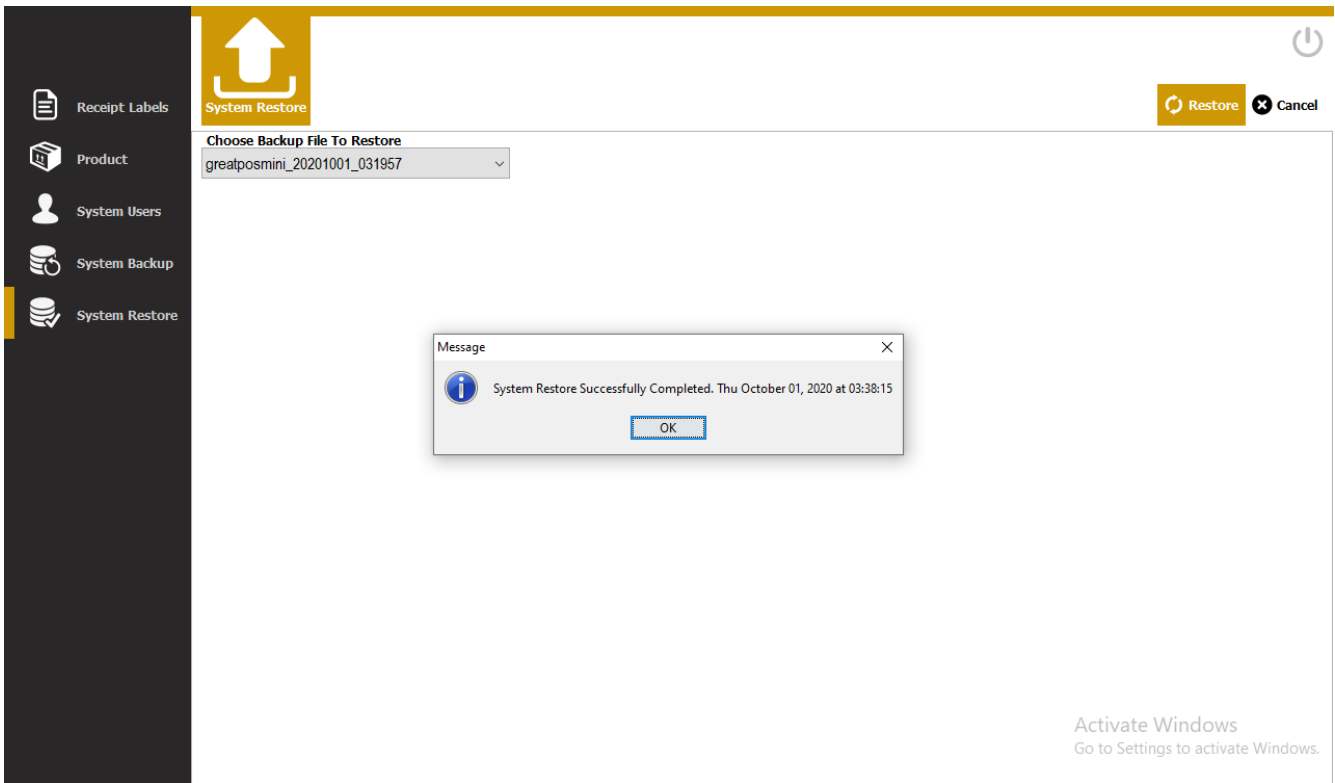

Restore Backup System Data

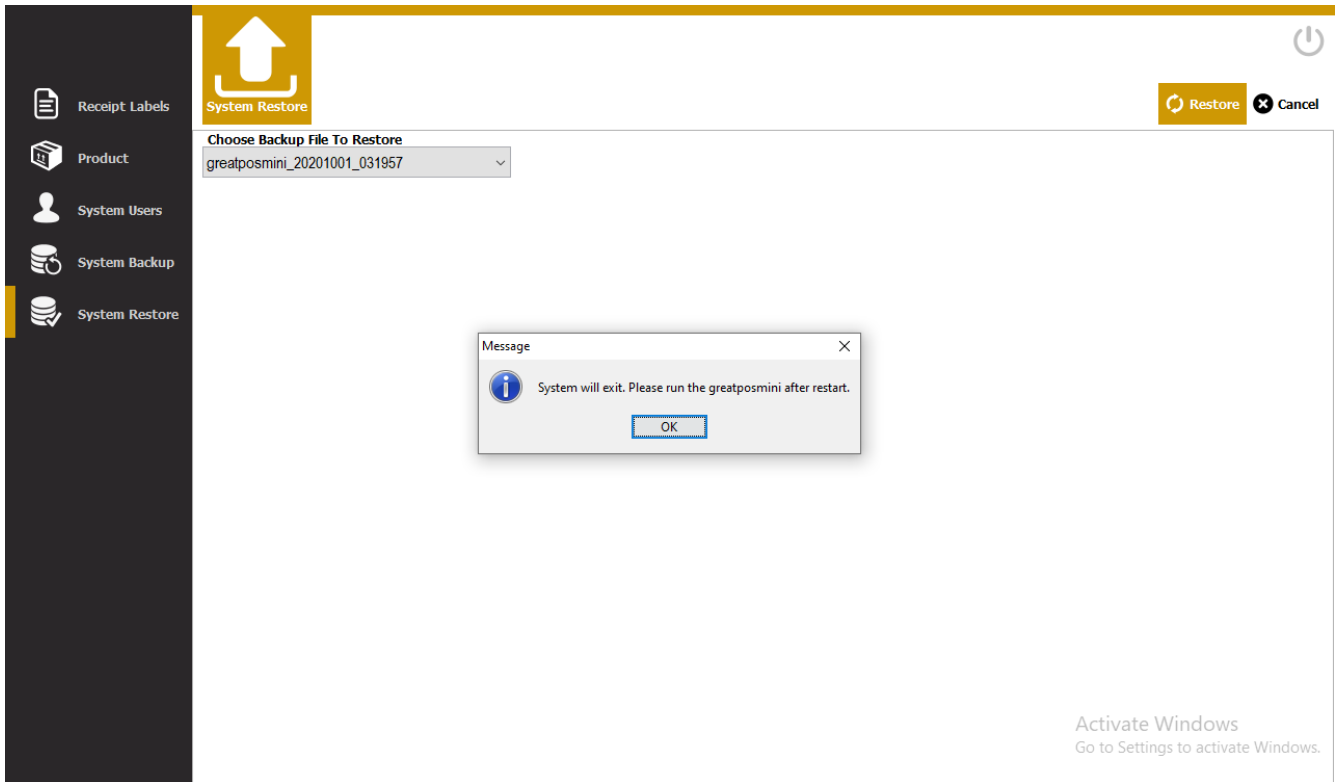Step1) Click Arrow down to choose which system backup

Step2) Select Backed-up data

Step3) Click Restore Button

Step4) Click Ok

Step5) Click Ok

Note: System will be close to restore backed-up data re-login to view restored data