JAAN NETWORK (PVT) LTD

No 163/B, Kandy Rd,
Weliweriya.

JPoS System

(Version 1.1)

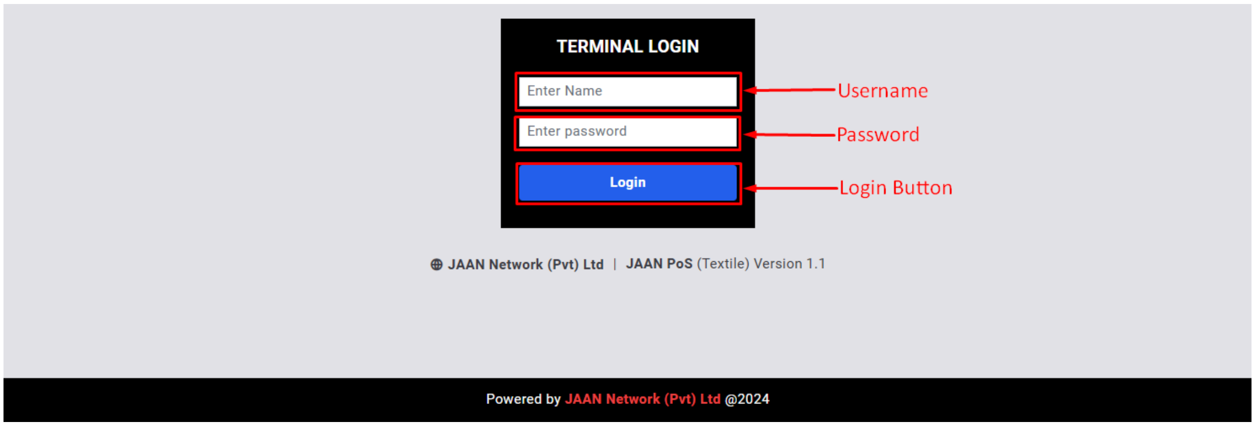
User Manual

21 December, 2024

Content

1. Getting Started

1.1 How to Get Started with JPoS



Step 1: Access the Login Page

- Enter the web URL provided by admin and you will navigate to the JAAN PoS (Textile) Version 1.1 login page.

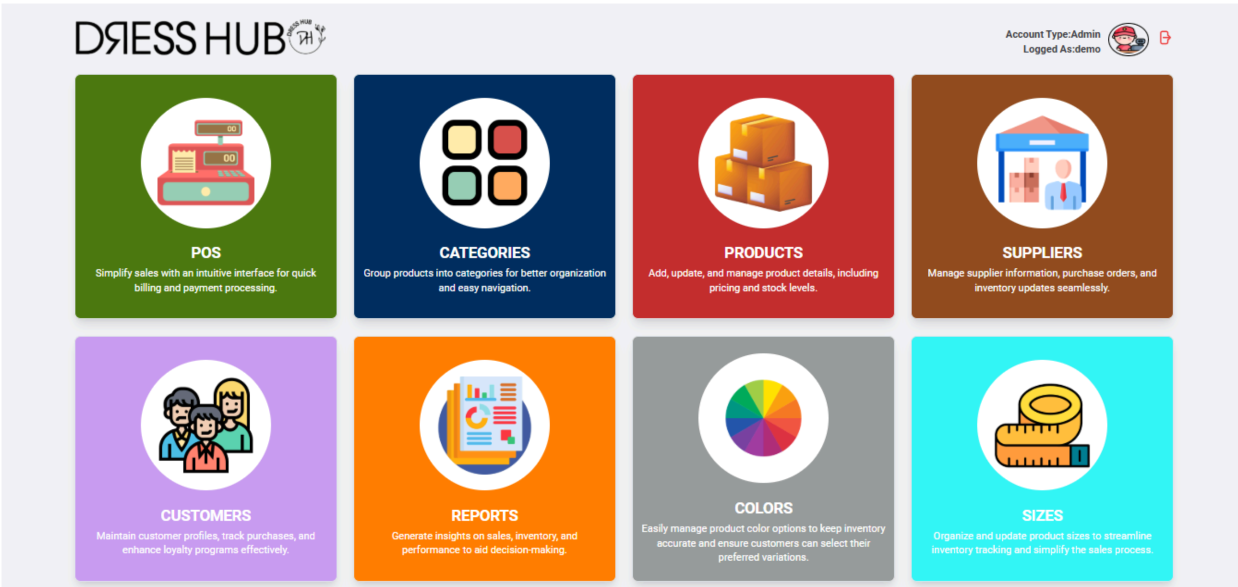
Step 2: Enter Your Login Credentials

- In the Username field, enter your registered username.
- In the Password field, enter your secure password.

Step 3: Submit Your Details

- Click the Login button to access the terminal dashboard.

Step 4: Access dashboard

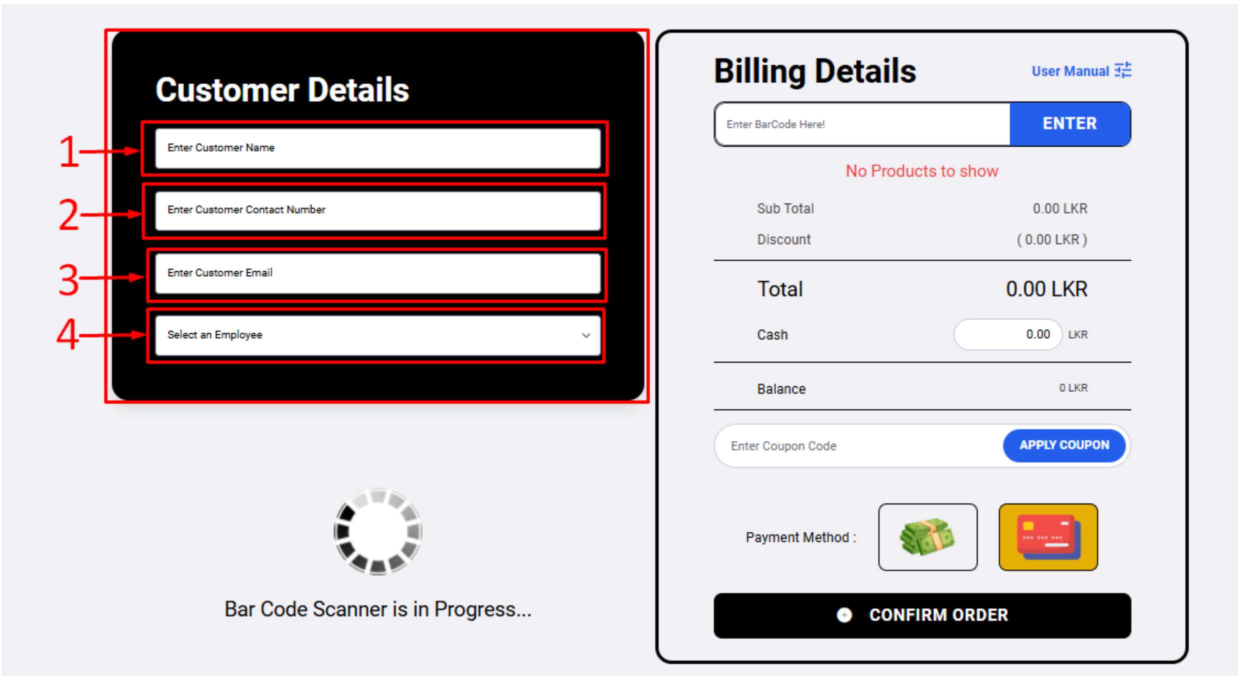


- Once you click on the Login button, you will automatically navigate to the dashboard.

2. PoS

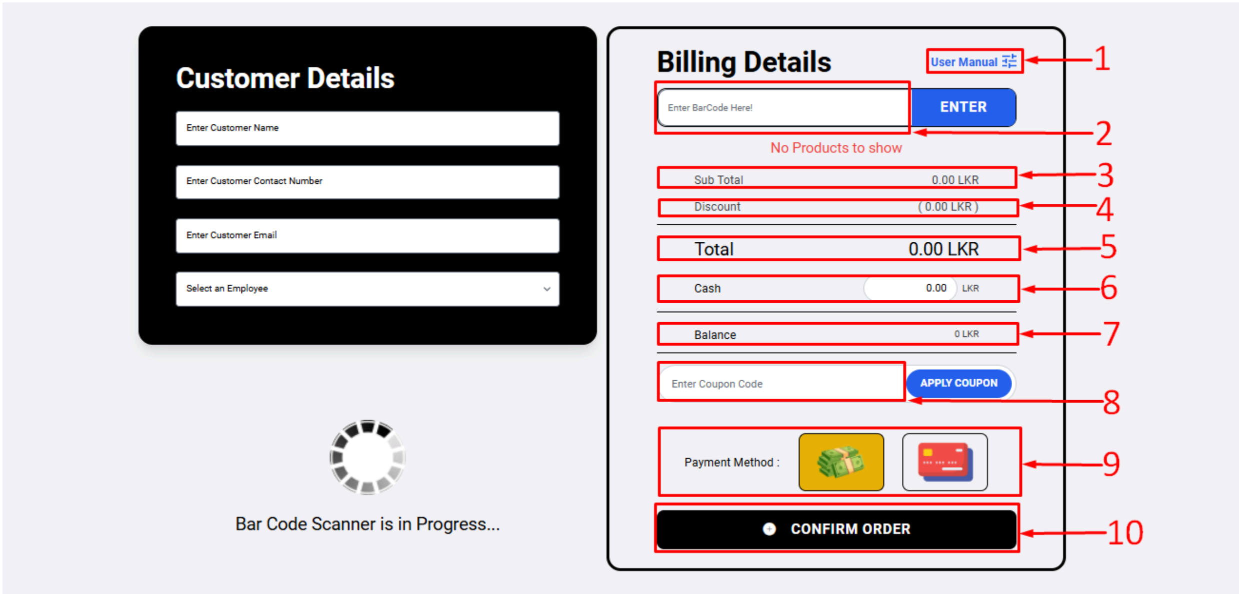
2.1 Customer Details

Customer details should be entered manually by the user.

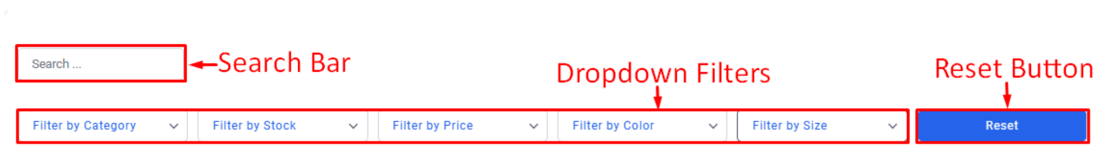


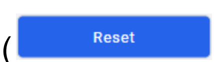
1 - Customer's Name
2 - Customer's Contact Number
3 - Customer's Email Address
4 - Employee's name who is entering customer details

2.2 Billing Details



1. Users can find available products by using the dropdown filters and the search bar provided here.



- Users can search for products by entering the product name in the “search bar”.
- By selecting category features from the “dropdown filters” (**Filter by Category, Filter by Stock, Filter by Price, Select Color, Select Size**), users can efficiently narrow down and find the desired products.
- Clicking the “Reset” button (

) clears all applied filters, displaying the complete list of products.

2. When an item's barcode is scanned, its code is displayed here. Alternatively, the user can manually enter the code.

The user should then click the “Enter” button.(

)

3. After clicking the "Enter" button, the corresponding item's price is automatically displayed as the "Sub Total."

4. If the item has a discount, the discounted price is displayed under "Discount."

5. The final price is displayed under "Total."

6. The cash provided by the customer should be entered manually by the user if it is a cash payment (**not applicable for card payments**).

7. The balance amount for the customer is displayed here if it is a cash payment (**not applicable for card payments**).

8. The coupon code assigned to employees should be entered manually here.(**Only applicable to company staff.**)

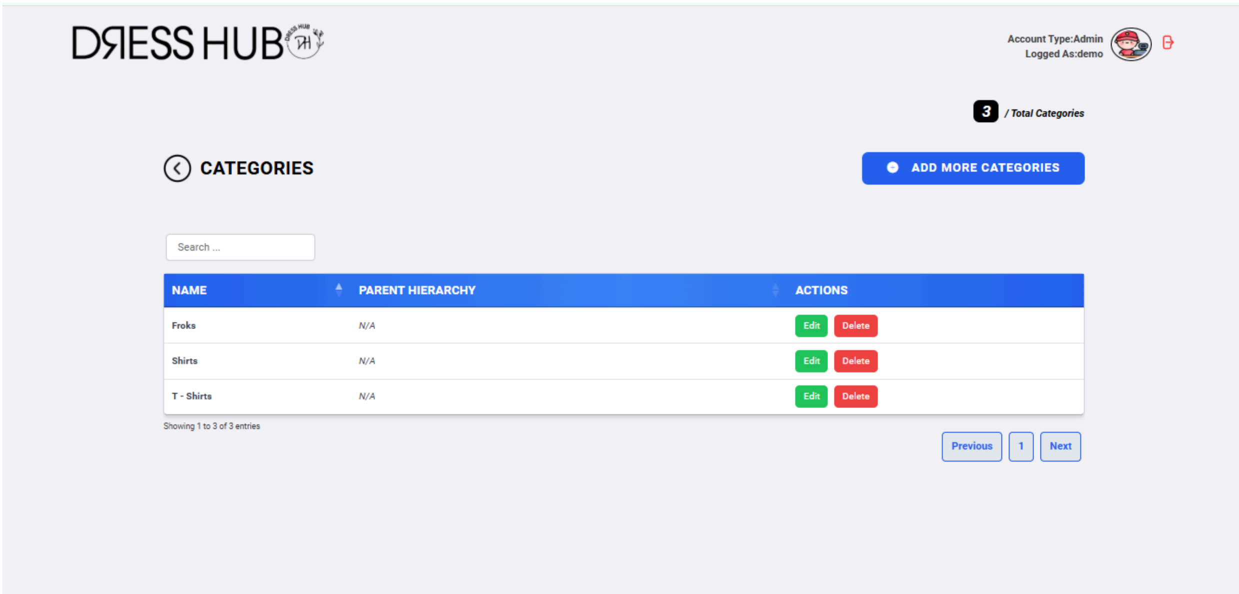
9. The user should then select the payment method here. (**cash payment or card payment**)

10. Upon clicking the “CONFIRM ORDER” (

) button, The bill is generated for printing.

    And all customer details and order information are securely saved in the system.

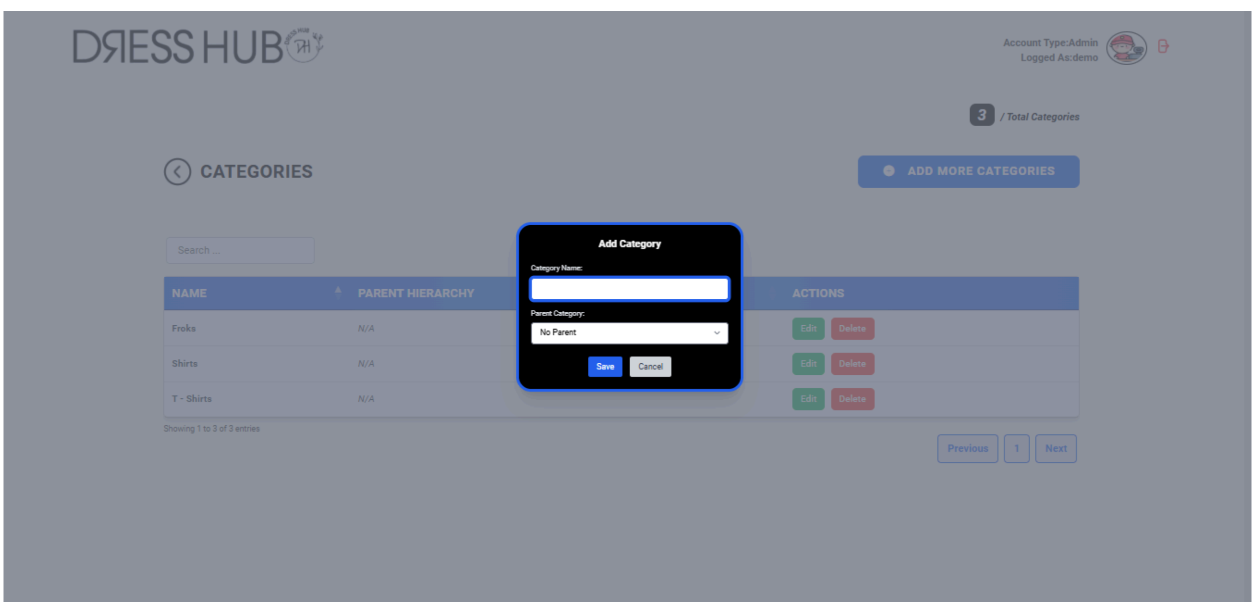
3. Categories



3.1 Add Categories

Step 1: Add a new category

- Click on the "**ADD MORE CATEGORIES**" button (ADD MORE CATEGORIES).

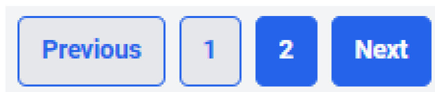


- A blank category card will pop-up, ready for you to enter new details. (**Category Name, Parent Category**).
- Enter the details and click on the “save” (

) button. Then a new category bar will emerge.
- Upon completion, the provided information will be updated in the categories list to reflect the specified details.

Step 2: Navigate through the category pages

- Click on the navigation buttons at the bottom of the category pages to navigate between them.

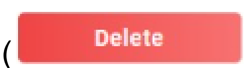


3.2 Edit Categories

- To **edit** the category, click on the **edit icon** (

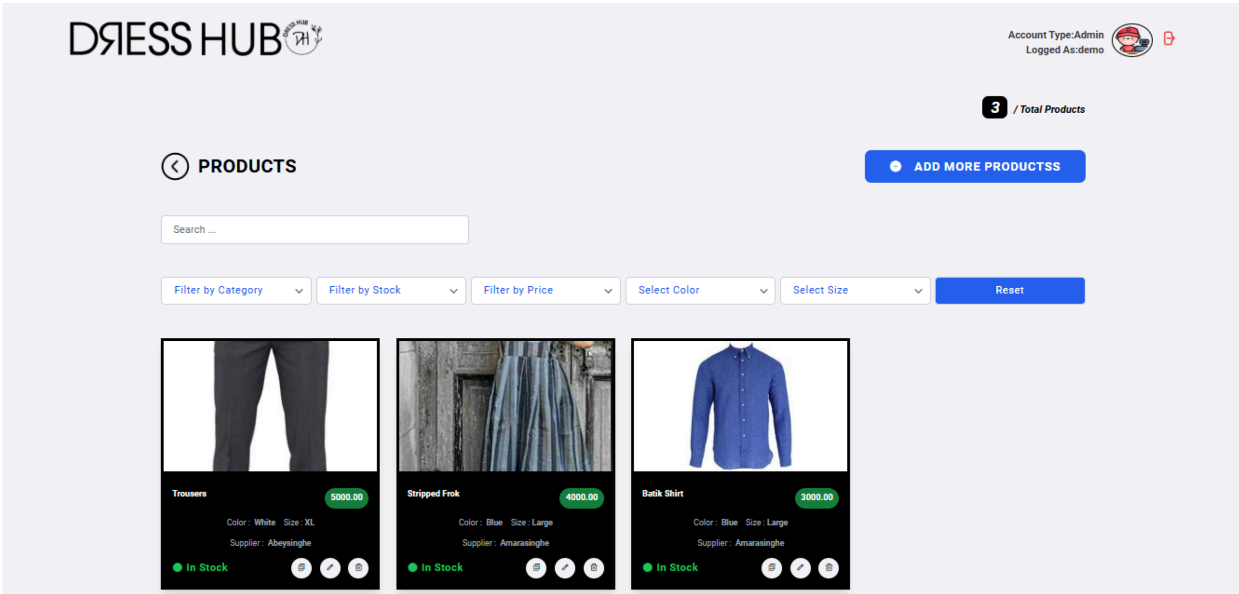
). This allows you to modify the details as needed.

3.3 Delete Categories

- To **delete** the category, click on the **delete icon** (

). This will remove the card from the list.

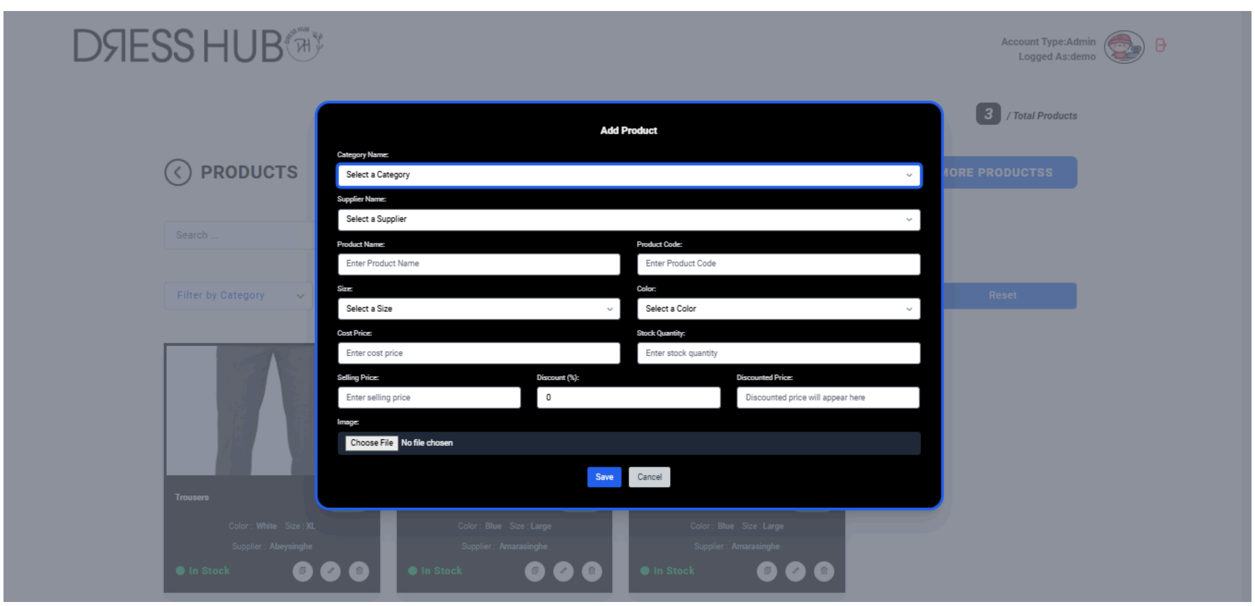
4. Products



4.1 Add Products

Step 1: Add a new product card

- Click on the "**ADD MORE PRODUCTS**" button ().
- A blank product card will pop-up, ready for you to enter new details.

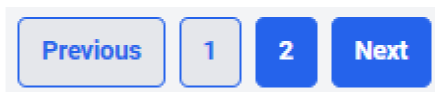


Step 2: Enter details for the new product card

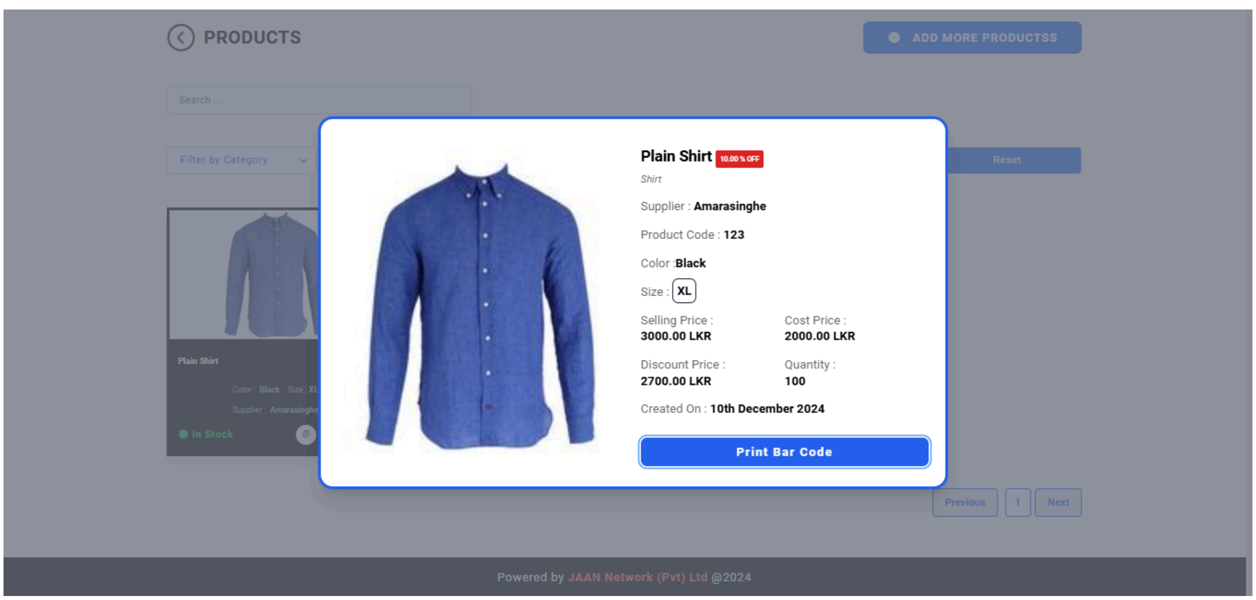
- Fill in the new product details (**Category Name, Product Name, Size, Color, Cost Price, Selling Price, Stock Quantity, Barcode and Image**) for the new product in the popped-up card.
- Enter the details and click on the “save” () button.
- Once completed, the card will update to reflect the details you have provided.

Step 3: Navigate through the product pages

- Click on the navigation button at the bottom of the product pages to navigate between them.



4.2 View Products



- By clicking on a product card, you can view the complete details of the product.
- By selecting the “Print Barcode” button (), you can print the product's barcode.

Eg:

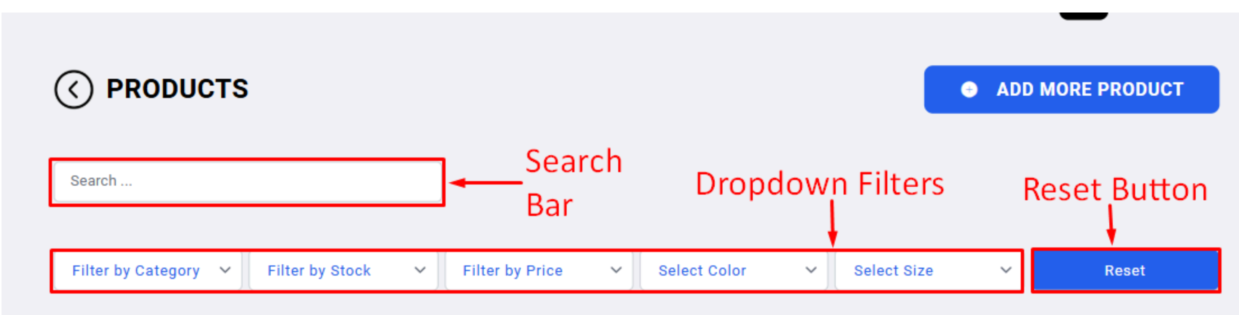
4.3 Edit Products

- To **edit** the product details, click on the **edit icon** ( ). This allows you to modify the details as needed.

4.4 Delete Products

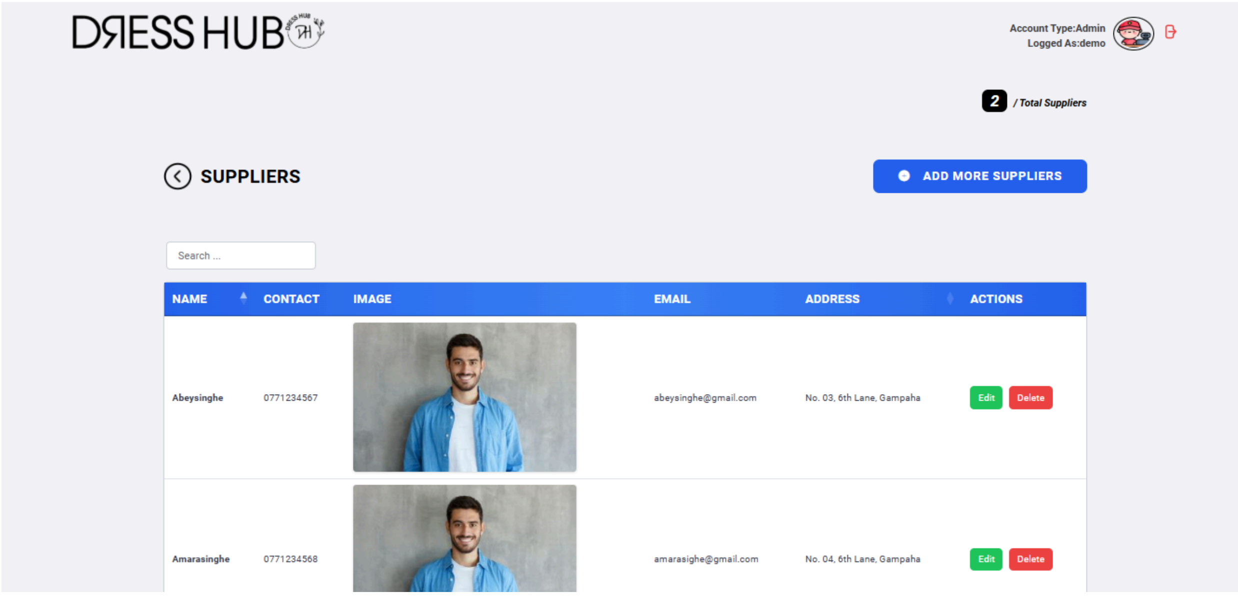
- To **delete** the product card, click on the **delete icon** ( ). This will remove the card from the list.

4.5 Search Products



- Users can search for products by entering the product name in the “search bar”.
- By selecting category features from the “dropdown filters” (**Filter by Category, Filter by Stock, Filter by Price, Select Color, Select Size**), users can efficiently narrow down and find the desired products.
- Clicking the “Reset” button (Reset) clears all applied filters, displaying the complete list of products.

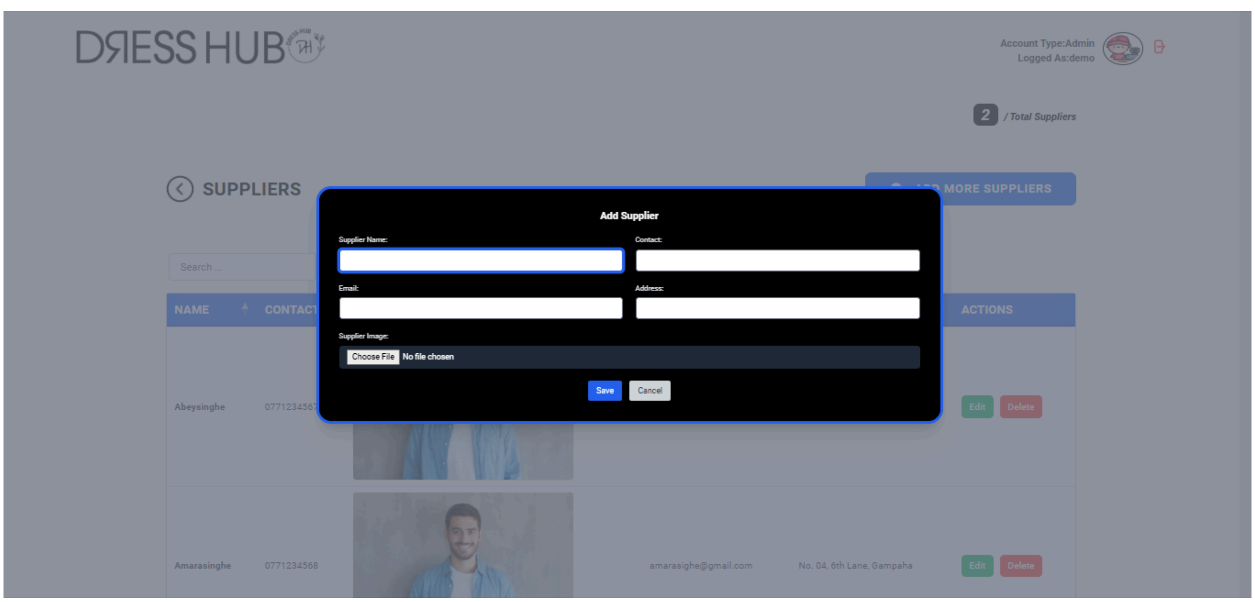
5. Suppliers



5.1 Add Suppliers

Step 1: Add a new supplier

- Click on the "**ADD MORE SUPPLIERS**" button ().

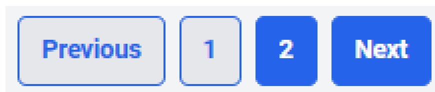


- A blank supplier card will pop-up, ready for you to enter new details. (**Supplier Name, Contact, Email, Address, Supplier Image**)
- Enter the details and click on the "save" (

) button. Then a new supplier details bar will emerge.
- Once completed, the details will update to reflect the details you have provided.

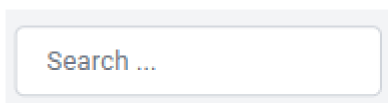
Step 2: Navigate through the supplier pages

- Click on the navigation buttons at the bottom of the suppliers pages to navigate between them.



Step 3: Search supplier details bars

- By typing the supplier name in the search bar, the user can filter and find the relevant supplier.



5.2 Edit Suppliers

- To **edit** the supplier, click on the **edit icon** (

). This allows you to modify the details as needed.

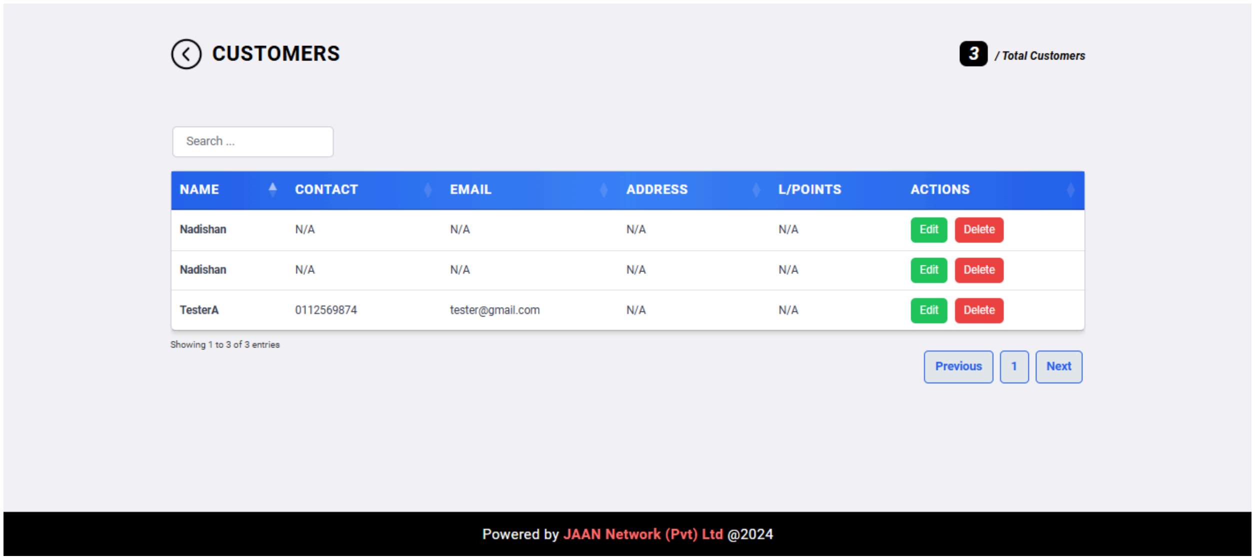
5.3 Delete Suppliers

- To **delete** the supplier, click on the **delete icon** (

). This will remove the card from the list.

6. Customers

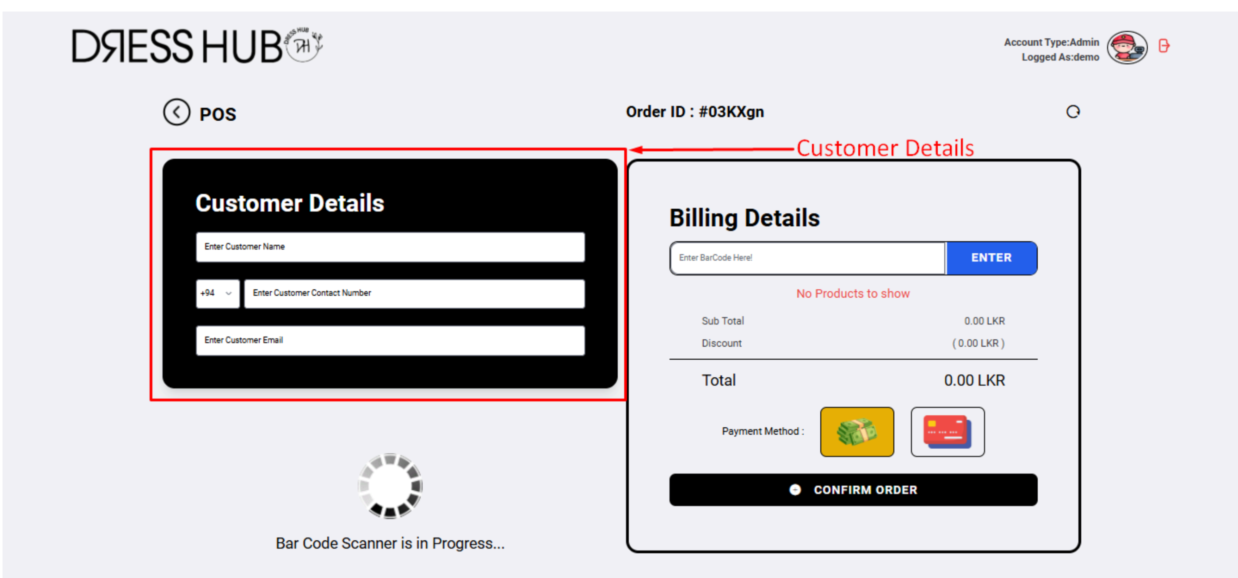
- The following displays the customer details bar layout.



6.1 Add Customers

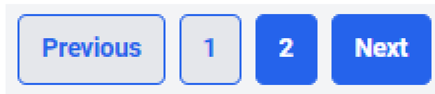
Step 1: Add a new customer

When customer information is entered in the Customer Details card on the PoS page, the details are automatically updated on the Customer page.



Step 2: Navigate through the customers pages

- Click on the navigation buttons at the bottom of the customers pages to navigate between them.



6.2 Edit Customers

- To **edit** the customer, click on the **edit icon** (

). This allows you to modify the details as needed.

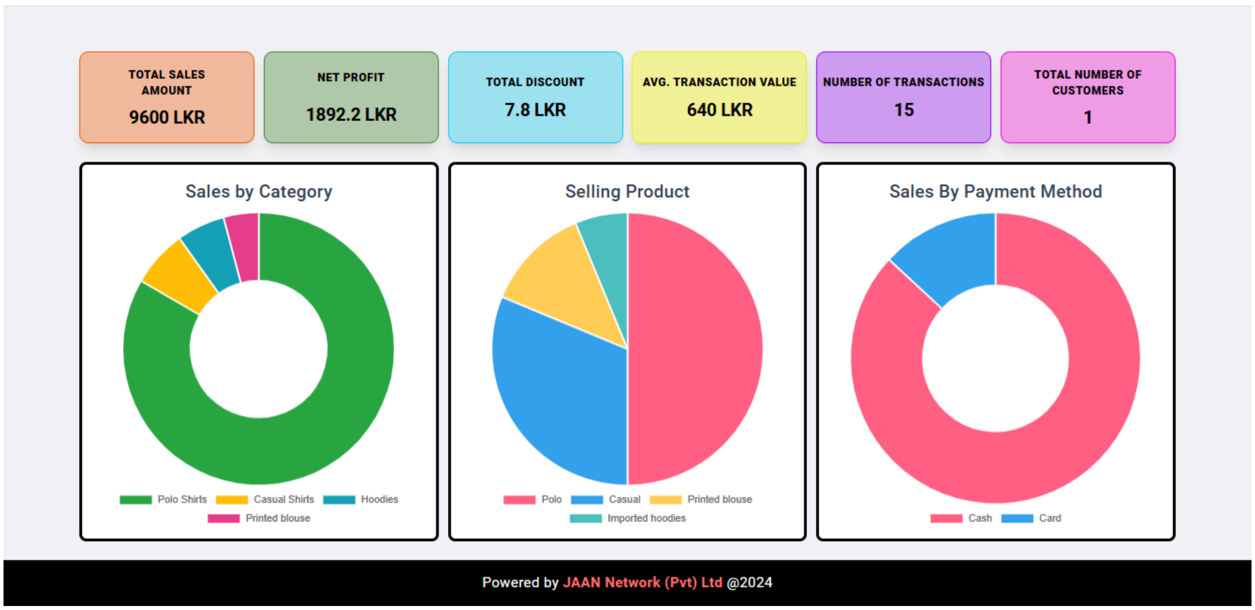
6.3 Delete Customers

- To **delete** the customer, click on the **delete icon** (

). This will remove the card from the list.

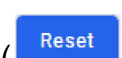
7. Reports

- The **Reports** section allows users to access comprehensive insights and data. It provides detailed product information, including the **total sales amount**, **net profit**, **total discount**, **average transaction value**, **number of transactions** and **total number of customers**.
- Additionally, it includes reports on **Sales by Category** and **Selling Product** and **Sales by Payment Method**.



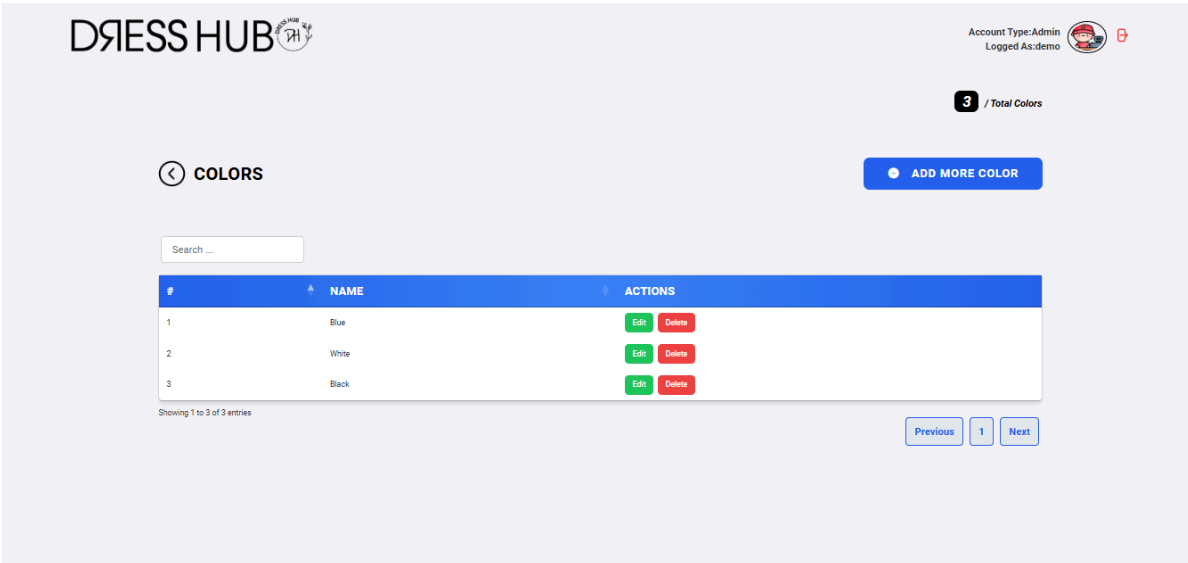
7.1 Generate Reports

- The reports can be generated according to the selected dates.

- The added dates can be changed by clicking on the “Reset” button.()

8. Colors

- Product colors are showcased in this section.



8.1 Add colors

Step 1: Add a new color

- By clicking the "ADD MORE COLOR" button (

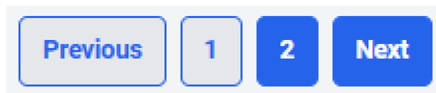
), the card will appear on the screen, allowing the user to input additional colors.

- Enter the color (e.g., black, white, green, etc.) in the provided field and click the “Save” (

) button to update the color options.

Step 2: Navigate through the color details pages

- Click on the navigation buttons at the bottom of the color pages to navigate between them.



8.2 Edit Colors

- To **edit** a color, click on the **edit icon** (

). This allows you to modify the details as needed.

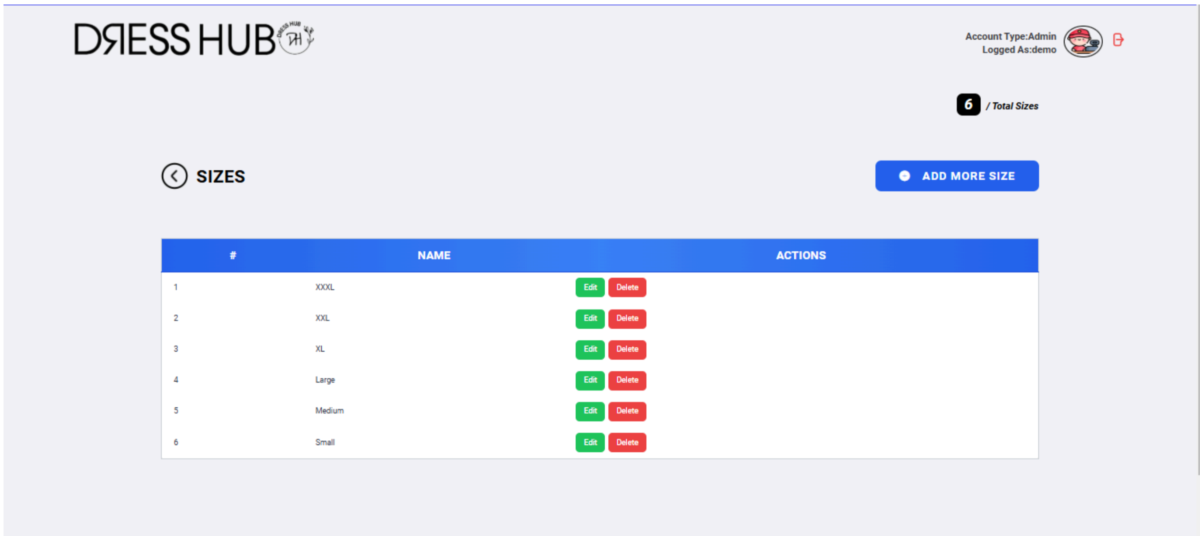
8.3 Delete Colors

- To **delete** a color, click on the **delete icon** (

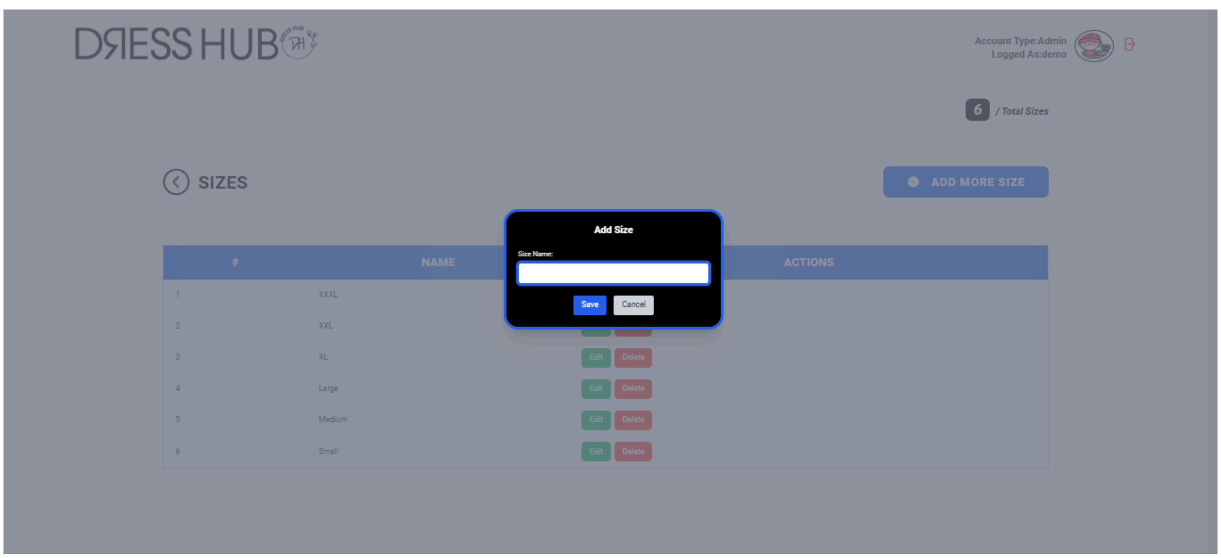
). This will remove the card from the list.

9. Sizes

- Product sizes are showcased in this section.

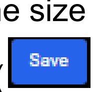


9.1 Add Sizes



Step 1: Add a new size

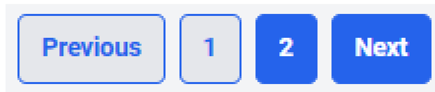
- By clicking the "ADD MORE SIZE" button (

), a card for adding product sizes is displayed, allowing users to input additional sizes.
- Enter the size (e.g., Small, Medium, Large, etc.) in the provided field and click the "Save" (

) button to update the color options.

Step 2: Navigate through the size pages

- Click on the navigation buttons at the bottom of the size pages to navigate between them.



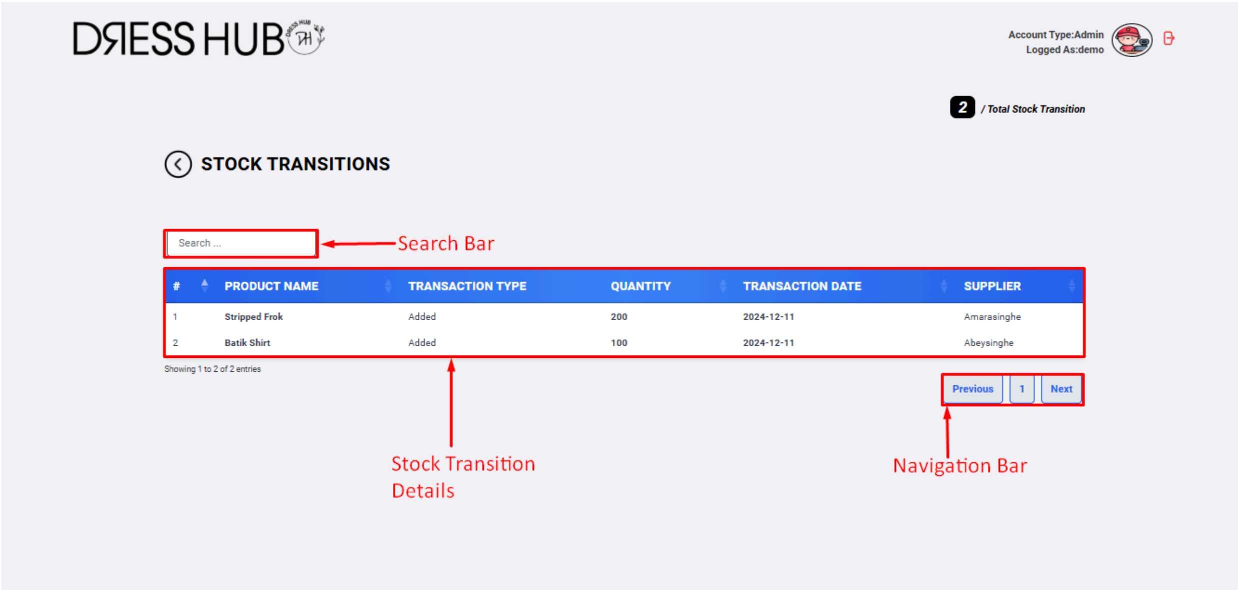
9.2 Edit Sizes

- To **edit** a size, click on the **edit icon** (). This allows you to modify the details as needed.

9.3 Delete Sizes

- To **delete** a size, click on the **delete icon** (). This will remove the card from the list.

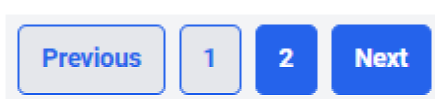
10. Stock Transition



- When products are added to the system, the stock transition table is automatically updated. This table provides users with detailed information about stock transitions.

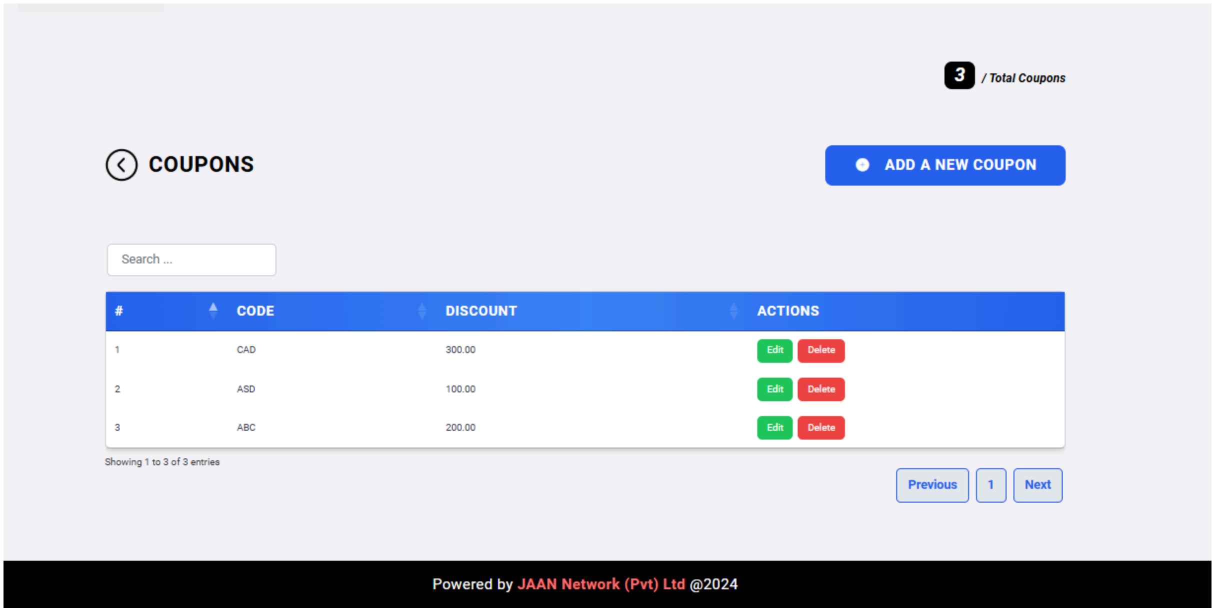
- The Stock Transition Table includes the following details:
  - **Product Name**: The name of the product.
  - **Transaction Type**: The type of transaction (e.g., addition, removal, adjustment).
  - **Quantity**: The number of units involved in the transaction.
  - **Transaction Date**: The date when the transaction occurred.
  - **Supplier**: The supplier associated with the product.

- Click on the navigation buttons at the bottom of the Stock Transition pages to navigate between them.



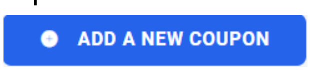
11. Coupons

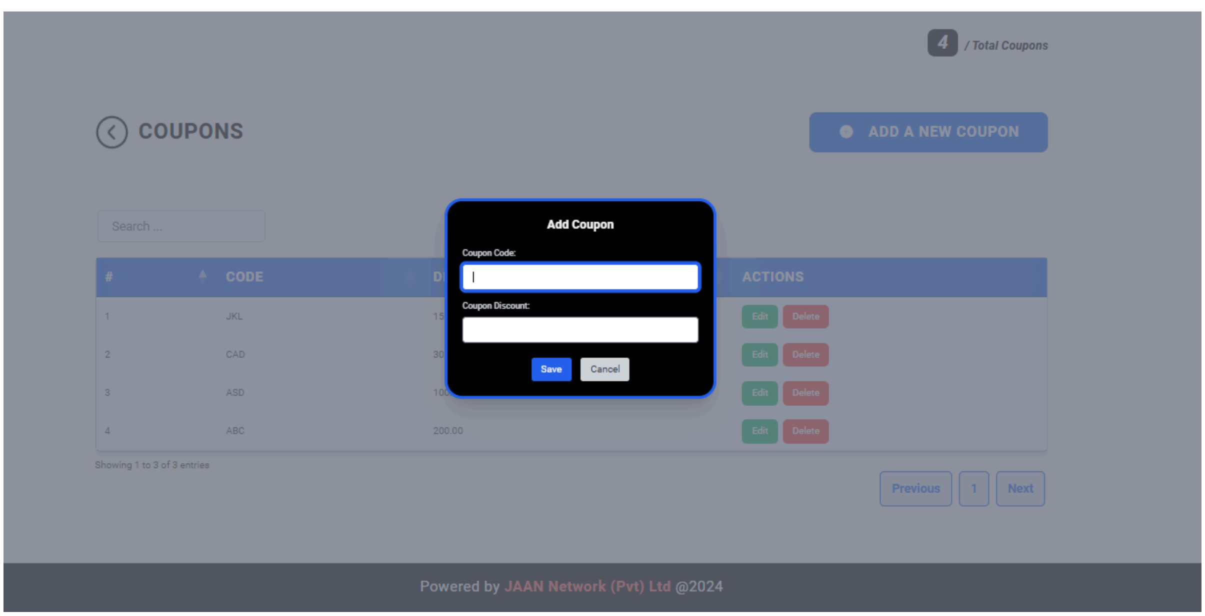
- The coupons can be handled using the "COUPONS" tab.



11.1 Add Coupons

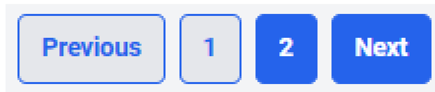
Step 1 : Add a new coupon

- A new coupon code can be added by clicking on the "ADD A NEW COUPON" button. ()



Step 2: Navigate through the coupon pages

- Click on the navigation buttons at the bottom of the coupon pages to navigate between them.



11.1 Edit Coupons

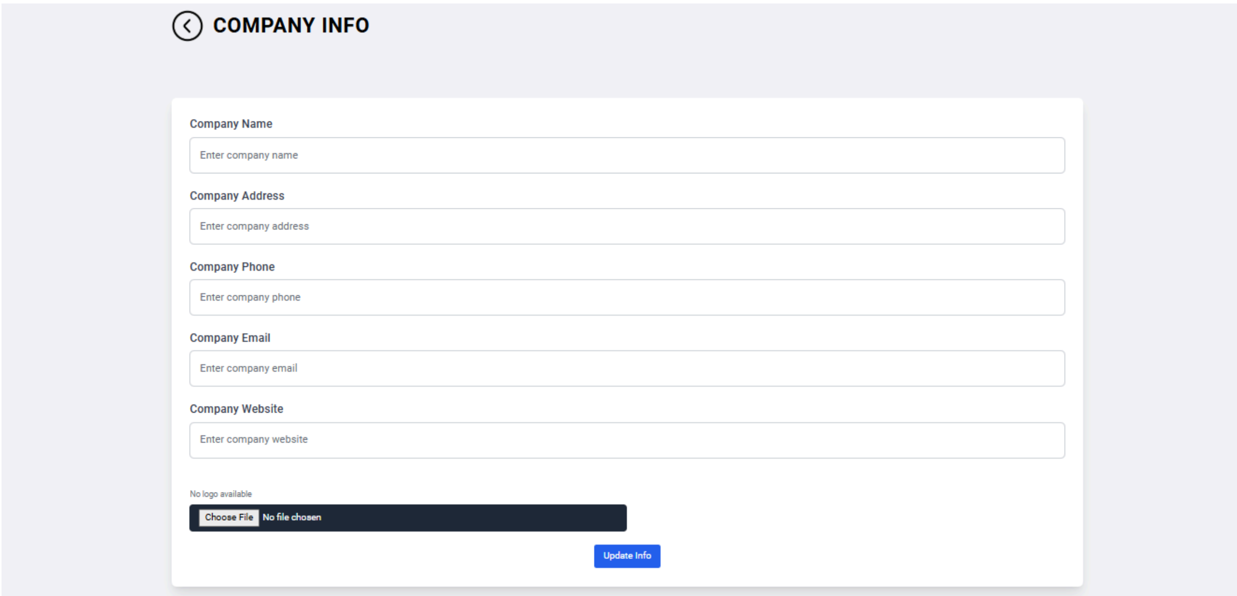
- By clicking the “Edit” button (), the user can edit the details in the coupon.

11.2 Delete Coupons

- By clicking the “Delete” button (), the user can delete the coupon.

12. Company Info

- Company information can be added in this section.



- **Company Name, Company Address, Company Phone, Company Email, Company Website** and the **company logo** should be entered.
- To upload the **company logo**, click the 'Choose File' button (Choose File) and select the company logo image from your device.
- Then the “Update Info” button (Update Info) should be clicked to save the entered information.