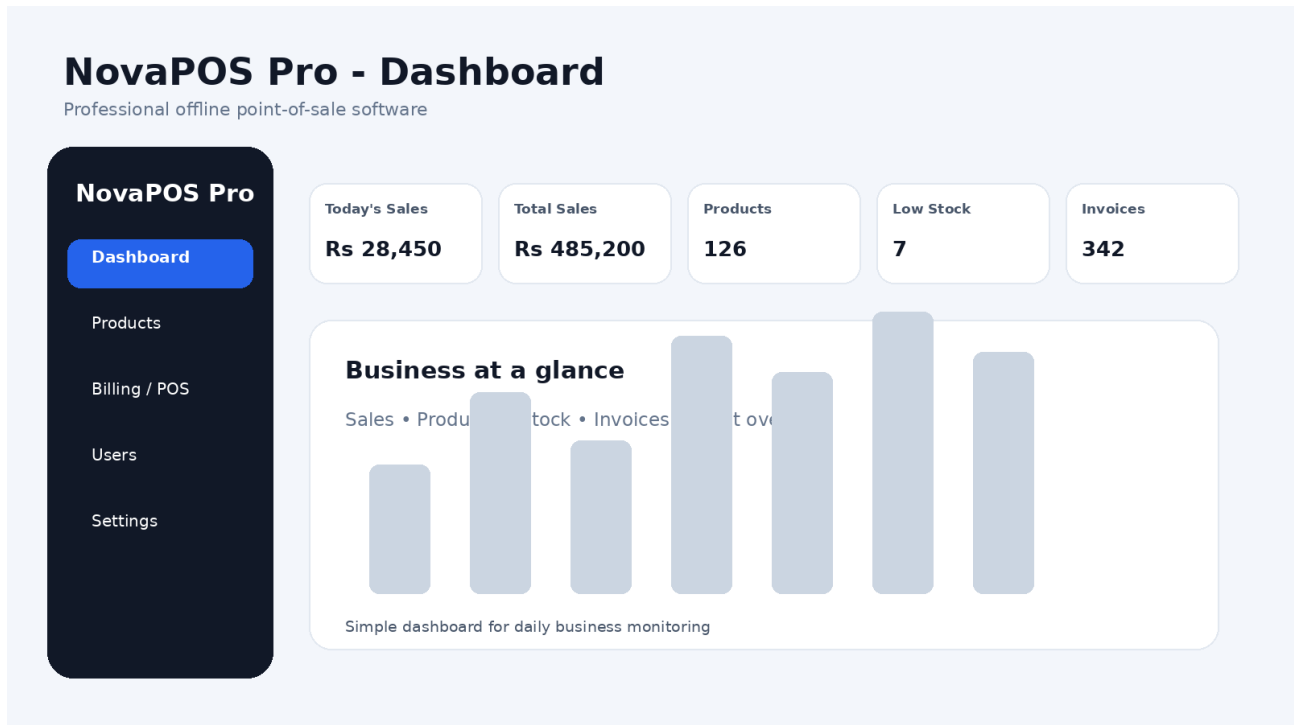


NovaPOS Pro v1.0

User Manual

Professional Offline Point-of-Sale System

Developed by Muhammad Hussnain



1. Introduction

NovaPOS Pro is a Windows-based offline point-of-sale application designed for day-to-day sales, product, stock, user, receipt, printer, security, and backup operations. The software stores business data locally and provides role-based access for Admin, Manager, and Cashier users.

2. Main Features

- Role-based login for Admin, Manager, and Cashier.
- Dashboard with today's sales, total sales, product count, low-stock count, invoices, profit and order indicators.
- Product management with barcode, product name, category, purchase price, sale price, stock and low-stock limit.
- Billing screen with product/barcode search, cart quantities, discount, tax, cash received and automatic change calculation.
- Payment methods: Cash, Card, JazzCash, EasyPaisha and Bank Transfer.
- Invoice saving with PDF receipt generation and receipt printing.
- Printer selection with 58mm, 80mm and A4 receipt sizes, test print and optional auto-print.
- User management for creating, editing, activating/deactivating and resetting user passwords.

- Shop information and receipt footer configuration.
- Master PIN and password reset controls.
- Database backup and restore.
- Computer-ID based software activation.

3. First Start and Activation

When NovaPOS Pro is started on a computer that has not yet been activated, the Software Activation screen is displayed.

1. Copy the Computer ID shown on the activation screen.
2. Send the Computer ID to NovaSoft together with your order number.
3. Receive the license key from NovaSoft.
4. Enter the license key exactly as provided and select Activate Software.
5. After successful activation, restart or continue to the login screen as prompted.

Important: the license is intended for the computer whose Computer ID was used for activation. Hardware or system changes may require support.

4. Login and User Roles

Enter your assigned username and password on the login screen. Access depends on the role assigned to the account.

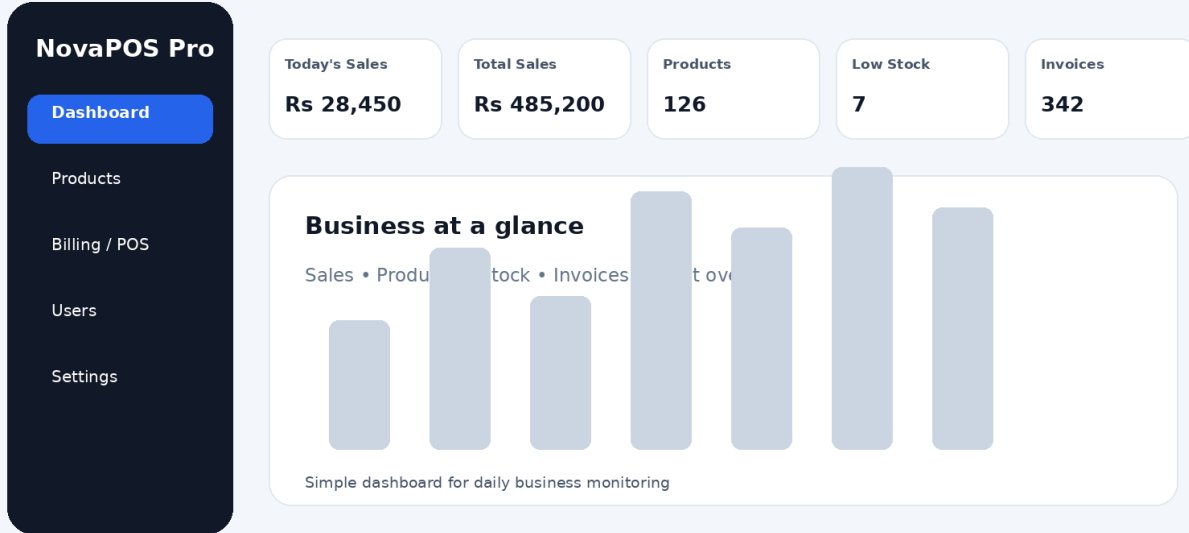
Role	Access
Admin	Dashboard, Products, Billing, Users and Settings.
Manager	Dashboard, Products and Billing.
Cashier	Billing / POS.

5. Dashboard

The Dashboard provides a quick overview of business activity, including today's sales, total sales, total products, low-stock products, invoice count and other summary indicators.

NovaPOS Pro - Dashboard

Professional offline point-of-sale software



6. Product Management

Open Products from the left menu. Enter the product information and select Save Product. Existing products can be edited or deleted from the product list.

- Barcode
- Product Name
- Category
- Purchase Price
- Sale Price
- Stock
- Low Stock Limit

NovaPOS Pro - Product Management

Maintain prices, stock, categories, barcodes and low-stock limits

NovaPOS Pro

Dashboard

Products

Billing / POS

Users

Settings

Add / Edit Product

Barcode

Product Name

Category

Purchase Price

Sale Price

Stock

Low Stock Limit

Save Product

Barcode	Name	Category	Purchase	Sale	Stock	Low	Action
1001	Chicken Biryani	Food	250	350	42	5	Edit / Delete
1002	Zinger Burger	Fast Food	360	520	18	4	Edit / Delete
1003	Cold Drink	Beverage	80	120	55	10	Edit / Delete

Keep the sale price and stock quantity accurate. The low-stock limit is used to identify items that need replenishment.

7. Billing / POS

The Billing screen is used to create customer sales.

6. Search for a product by product name or barcode.
7. Select Add to place the product in the cart.
8. Use + or - to change quantity, or Remove to remove an item.
9. Enter discount and tax amounts if required.
10. Enter Cash Received when applicable; the software calculates change.
11. Select the payment method.
12. Select Save Invoice + PDF to save the sale and generate the receipt.
13. Use Print Receipt when a configured printer is available.

NovaPOS Pro - Fast Billing

Search products, build cart, calculate totals and print receipts

NovaPOS Pro

Dashboard

Products

Billing / POS

Users

Settings

Products

Chicken Biryani

Rs 350

Zinger Burger

Rs 520

Cold Drink

Rs 120

French Fries

Rs 250

Cart

Chicken Biryani	x 2	Rs 700
Cold Drink	x 2	Rs 240
French Fries	x 1	Rs 250
Subtotal		Rs 1,190
Grand Total		Rs 1,190

Save Invoice + PDF

8. User Management

Admin users can create and manage accounts. Available roles are Admin, Manager and Cashier. User status can be Active or Inactive. The screen also supports editing, deleting and resetting user passwords.

Use separate accounts for staff members instead of sharing the administrator password.

9. Settings

9.1 Shop Info

Configure Shop Name, Owner Name, Phone, Address and Receipt Footer. These settings are used for business identification and receipt output.

9.2 Printer

Choose an installed Windows printer or the default Windows printer. Select 58mm, 80mm or A4 receipt size. Use Print Test before live billing. Auto Print can print automatically after an invoice is saved.

9.3 Security

The Security tab allows the master PIN to be changed. Keep the master PIN private because it is used for sensitive password recovery operations.

9.4 Forgot Password

The Forgot Password tab allows a password to be reset using the username, master PIN and a new password.

9.5 Backup

Create Backup opens a Save As dialog so the database backup can be stored in a safe folder. Restore Backup replaces/restores the working database from a selected backup. Create a fresh backup before restoring older data.



10. Receipt and Printing

NovaPOS Pro can generate PDF receipts and print receipts through configured Windows printers. Receipt size options in the current software are 58mm, 80mm and A4. Always run a test print after changing the printer or paper size.

11. Data and Backup Safety

- Create regular database backups and keep at least one copy outside the main software folder.
- Do not delete or manually edit the POS database while the software is running.
- Before reinstalling Windows or moving the application, create a verified backup.
- Only restore a backup that belongs to the same business installation and has been safely stored.

12. Troubleshooting

Issue	Action
Software asks for activation	Copy the displayed Computer ID and contact NovaSoft with the order number.
Login fails	Check the username/password and confirm the account is Active. Ask the administrator to reset the password if required.
Product is not found	Check the product name/barcode and confirm that the product exists in Product Management.

Receipt does not print	Check the selected printer, Windows printer status and receipt size; then use Print Test.
Stock looks incorrect	Review the product stock value and recent billing activity.
Need to recover data	Use a valid database backup through Settings > Backup > Restore Backup.

13. Support and Activation

For software activation, provide NovaSoft with:

- Your order number.
- The Computer ID generated by NovaPOS Pro.
- A short description or screenshot if an activation error is displayed.

Developer: Muhammad Hussnain

Support Email: bc250206449mhu@vu.edu.pk

14. Important Notes

This manual is based on the features present in the supplied NovaPOS Pro v1.0 project. Some screens or behavior may differ if a later build is installed or if business-specific customization has been applied.