NOVA POS PRO

COMPLETE USER MANUAL

Offline - LAN Ready - Lifetime Licensed

Product	Nova POS Pro
Document	User Manual
Edition	Windows Desktop / Offline POS

Contents

1. Introduction

Nova POS Pro

Nova POS Pro is an offline Point of Sale system for billing, stock control, purchases, customer and supplier records, expenses, sales history, reporting, restaurant table orders, receipt printing, account security, backup, and lifetime license activation.

Offline and LAN Operation

The application runs on the main Windows computer and opens in the web browser. Normal POS work is performed locally without internet. The top bar displays “Offline • LAN Ready”. Devices on the same local network can use the LAN address while the main application is running.

2. Starting the Software

Open Nova POS Pro

Open the Nova_POS_Pro application folder and double-click Nova_POS_Pro.exe. Keep the complete application folder together, including the _internal and data folders. After startup, the software opens in the default web browser.

Application Data

The local database is stored in the data folder inside the Nova POS Pro application folder. The backups folder is used for database backups. Do not delete these folders while the software is in use.

3. Lifetime License Activation

First Activation

Before a valid license is entered, the POS functions remain locked and the Lifetime Offline License Activation screen is displayed.

Activation Procedure

1. Copy the Computer ID shown on the activation screen.

2. Send the Computer ID to the software provider.

3. Receive the Lifetime License Key for that computer.

4. Paste the complete key into the Lifetime License Key field.

5. Click ACTIVATE LIFETIME LICENSE.

6. After successful activation, continue to the Login screen.

License Information

Open License from the left menu to view License Status, License Type, Licensed To, and Computer ID. The lifetime license is locked to the activated computer.

4. Login and Account Security

Login

Enter the assigned username and password on the Login screen and click Login. The supplied system shows the initial administrator credentials on the login page until they are changed.

Change Username or Recovery Mobile

Open Account & Security. In Username & Recovery Mobile, change the username if required, enter the recovery mobile number, and click Save Account Settings.

Change Password

Enter the Current Password, New Password, and Confirm New Password, then click Change Password. The new password must contain at least 6 characters.

Forgot Password

From the Login screen, click Forgot Password?. Enter the registered recovery mobile number and request the OTP. When the online OTP recovery service has been configured, enter the 6-digit OTP and then set a new password. OTP delivery requires internet access and a configured OTP service.

5. Main Navigation

Left Menu

The main menu contains Dashboard, POS / Billing, Sales, Purchases, Products, Customers, Suppliers, Expenses, Reports, Settings, Account & Security, License, Backup, and Logout.

Top Bar

The top bar shows the business name, Offline • LAN Ready status, the logged-in user name, and the user role.

6. Dashboard

Overview

The Dashboard displays Today Sales, Gross Profit, Orders, and Expenses.

Low Stock

The Low Stock section lists products whose current stock has reached the configured low-stock level.

Recent Sales

Recent Sales displays invoice number, total amount, and time. Click an invoice number to open its receipt.

7. Products

Add Product

Open Products and enter Barcode, Name, Category, Unit, Purchase Price, Sale Price, Opening Stock, and Low Stock Alert. Click Add Product to save the item.

Search Products

Use the search field to find a product by name, barcode, or category.

Product List

The product list shows Barcode, Name, Category, Cost, Price, and Stock. The Remove button deletes the selected product record.

POS Product Display

Products saved in Products are displayed automatically on POS / Billing. The POS search box filters the displayed products or can be used for barcode search.

8. POS / Billing and Restaurant Tables

Select a Table

Open POS / Billing. Restaurant Tables shows available and running tables. Select a table before adding products. A running table shows its running total.

Add Items

All products are displayed in the Products area. Click a product card to add it to the selected table. Products with no available stock cannot be added.

Adjust Quantity

In Running Order, use the minus and plus buttons or enter the quantity directly. Line totals and order totals update automatically.

Order Details

Select a customer or keep Walk-in Customer. Enter Discount and Order Notes when required. Choose Cash, Card, Bank, Mobile Wallet, or Credit / Udhaar.

Save Running Order

Use SAVE RUNNING ORDER when the customer has not finished ordering. The order remains attached to that table, allowing more items to be added later.

Reopen a Running Table

Click an occupied table to load its saved running order. Existing items, customer selection, discount, payment method, and notes are loaded so the order can continue.

Complete the Bill

Enter the Paid amount. The screen calculates Subtotal, Discount, Total, Change, and Due. Click COMPLETE & PRINT BILL to complete the sale and open the receipt.

Clear Table Order

CLEAR TABLE ORDER removes the current running order from the selected table.

9. Customers

Add Customer

Enter Name, Phone, Address, and Opening Balance, then click Add Customer.

Customer Balance

The customer list shows the saved balance. Customers can be selected during billing, including Credit / Udhaar transactions.

10. Suppliers

Add Supplier

Enter Name, Phone, Address, and Opening Balance, then click Add Supplier.

Supplier Records

Saved suppliers are available for selection in Purchases / Stock In.

11. Purchases / Stock In

Record a Purchase

Select a Supplier if applicable, select the Product, enter Qty, Cost / Unit, Paid amount, and Supplier Invoice number, then click Save Purchase.

Stock Update

A saved purchase records the stock-in transaction and updates product stock.

Purchase History

The purchase table shows Date, Supplier, Product, Qty, Cost, Total, and Paid.

12. Expenses

Add Expense

Enter the expense Title, Amount, and optional Note, then click Add Expense.

Expense History

The expense table shows Date, Title, Note, and Amount. Recorded expenses are included in the dashboard and reports.

13. Sales

Sales History

Sales displays Invoice, Date, Customer, Cashier, Payment Method, Total, and Paid amount.

Open Receipt

Click Receipt beside a sale to open the saved receipt for that invoice.

14. Reports

Date Range

Choose Start and End dates and click Apply.

Report Summary

Reports displays Sales, Gross Profit, Expenses, and Profit After Expense for the selected period.

Top Products

Top Products displays Product, Qty Sold, and Sales Amount.

15. Receipt and Printing

Receipt Preview

The receipt displays business name, invoice number, date, customer, cashier, payment method, item details, subtotal, discount, grand total, paid amount, change, due, and receipt footer.

Print Receipt

Click Print Receipt. Printing is performed from the HTML receipt screen; a PDF file is not required for normal receipt printing.

Paper Sizes

Settings provides 80mm Thermal, 58mm Thermal, and A4 Invoice receipt sizes. The 58mm layout is tightened for narrow paper.

Printer Selection

Settings automatically lists installed Windows printers. Select the required receipt printer or leave Windows Default Printer selected.

Printing Method

Windows / Browser Print Dialog uses the normal print dialog. Selected Receipt Printer is available as the packaged Windows application printing option.

16. Settings

Business Settings

Change Business Name, Currency, Receipt Printer, Printing Method, Receipt Paper Size, and Receipt Footer. Click Save Settings after making changes.

OTP Recovery Configuration

Online OTP Recovery Service contains OTP API URL, OTP API Key, and OTP Sender Name. These fields support the Forgot Password recovery service when configured for the installation.

17. Backup

Create Backup

Use Backup from the left menu to create a backup of the local POS database. Keep backup copies safely, particularly before moving the application folder or reinstalling Windows.

Data Folder

The live database is stored in the application's data folder. Avoid manually editing, renaming, or deleting the database while Nova POS Pro is running.

18. LAN / Network Use

Main Computer

Nova POS Pro runs its local service on the main computer. Keep Nova_POS_Pro.exe running while the POS is being used.

Local Network

The application obtains a LAN address for the computer. Devices on the same local network can use that LAN address while the main computer is running and Windows permits network access.

Internet

Normal POS operation is local. Internet is required for online OTP password recovery when that service is configured.

19. Logout and Closing

Logout

Click Logout from the left menu when the current user has finished working.

Closing the Application

Close Nova POS Pro only after billing and data-entry work has been saved. If the main application service is closed, devices using the POS over LAN will no longer be able to access it.

20. Quick Daily Workflow

Opening

1. Start Nova_POS_Pro.exe.

2. Log in.

3. Check Dashboard and Low Stock.

4. Confirm printer and receipt size when necessary.

Restaurant Billing

1. Open POS / Billing.
2. Select the customer's table.
3. Add products as ordered.
4. Save the running order if more items will be ordered later.
5. Reopen the same table and continue adding items.
6. Select customer/payment details if required.
7. Enter Paid amount.
8. Complete and print the final bill.

Stock and Accounts

1. Add new stock through Purchases / Stock In.
2. Record operating costs in Expenses.
3. Maintain Customer and Supplier records.
4. Review Sales and Reports.
5. Create regular backups.

21. System Requirements

Computer

Windows 10 or Windows 11, 64-bit. A minimum of 4 GB RAM is suitable for basic use; 8 GB RAM provides more comfortable operation. Keep sufficient free storage for the application, database, and backups.

Browser and Network

A modern Windows browser is used for the application interface. LAN use requires devices to be connected to the same local network.

Optional Hardware

58mm or 80mm thermal receipt printer, A4 printer, and USB barcode scanner may be used according to the business setup.

22. Important Operating Notes

Application Folder

Keep Nova_POS_Pro.exe together with its _internal, data, and other supplied folders. Moving only the EXE away from its packaged files can prevent the application from starting.

License

The lifetime license is associated with the computer ID. Keep activation information with the software records.

Data Safety

Create backups regularly and keep an additional copy outside the main application folder. Do not remove the data folder while the application is in use.