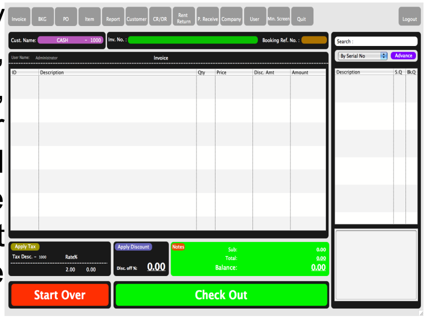
**System Login**
**By default the system login ID is "admin" and password is "123456". You can change it in the user form.**

## Introduction




HotSale POS is a point of sale, rent, service and inventory control system. It keeps track of all your sales, customers, inventory, purchase orders, Booking(Reserve)/Quotation, and more. It's got all the features you'll need to manage your retail and rental business packaged in an easy to use and intuitive design. HotSale POS is the best suit for small office home office(SOHO). Low price of POS system with sufficient function for retail, rent or service business is good for the people who want to start their new business.

Fast and efficient point of sale. Quickly handle sales, booking/Quotation orders, deposits, refunds, store credits, payment transactions and more. All from the point of sale without making the customer wait.

## Key features

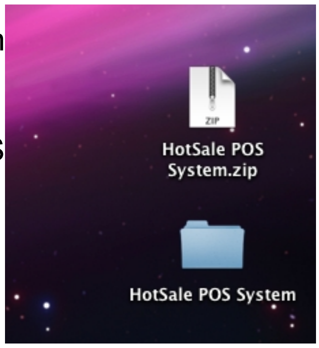
- HotSale POS is very user friendly and is very simple to access it. You only need little training to use the system.
- The data are secure because data store in the database is encrypted.
- HotSale POS is flexible, it supports multi-invoice for booking, multi-receipt for one invoice and one booking multiple invoice and more, easy to create a invoice from booking in second.
- Multiple Item Type – which are purchased by you for Sales(Stock), for daily usage(Non-stock), for rental(Rent), for time value base service(Service), for other charge(Miscellaneous). Items, which are all ready for selling. You can sell your stock item, non-stock item, or service item in one invoice or booking(reserve).
- Item search – It provides a easy and user friendly interface to user to search for any type of sale, if for rent, you can search the available item in time slot which you enter. Easy to handle and manage the inventory for rent.
- Real time in-stock information allows you to check to see if you have an item in stock or reserved from anywhere. This information is updated in real time as sales are made and inventory is checked in.
- Inventory control – It keeps track of all item in, out and refunds, not need to handle the wrong synchronization of stock in hand quality due to power failure or other reason
- Inventory Costing Type – It supports FIFO, FILO, and Average.
- Item Stock Quality – easy to adjust item stock quality in seconds
- Customer management – We keep track of all your customers(include walk in customer), their purchase history, invoice, booking(reserve)/quotation and more!
- Data Accuracy – is the key point in the accounting system. HotSale POS will validate the data for its correctness in order to avoid the human error. If any such error found then it will immediately gives the error message. So in such a way the accuracy will be maintained.

- Speed – HotSale POS will accept the transactions and perform validations and generate the reports fast manner which will reduce the time.
- Support Secondary Tax calculation.
- Reports support export to PDF.

# Getting Start

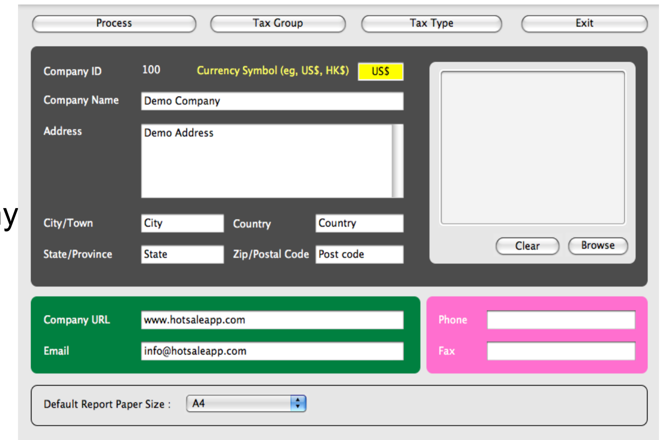
### Installation

- Download the HotSale POS system from http://www.hotsaleapp.com
- Save the file on the desktop
- Double click the zipped file to extract the HotSale POS System folder
- Double click the application file call "HotSalePOS" to start
- You can drop it to dock for quick start




### System Login

By default the system login ID is "admin" and password is "123456". You can change it in the user form.




### Company

How to get the company form

- Click menu bar and select company from the top of the system.

### Field List

- Name - Type the Name of the company, up to 100 characters.
- Address - Type the address of your company, up to 100 Characters.
- City - Type the name of the city where the company is located, up to 100 characters.
- State - Type the name of the State where the company is located, up to 100 characters.
- Country - Type the name of the Country where the company is located, up to 100 characters.
- Postal - Type the postal code where the company is located, up to 20 characters.
- Phone - Type the phone number of the company, up to 20 Characters.
- Fax - Type the fax number of the company, up to 20 Characters.
- Email - Type the email address of the company, up to 100 Characters.
- Website - Type the website address of the company, up to 100 Characters.
- Currency symbol – Type the currency symbol which your are using, it is very important and cannot be changed after, up to 10 Characters.
- Default report paper size – Select the default paper size you want when print any

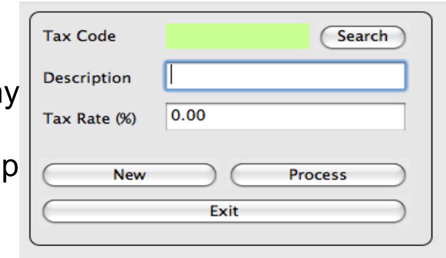
reports during sales or product PO.

- Company logo – You can upload your company logo to the system, your company will be shown on the reports.

**Tax Type**

How to get the tax type form

- Click company button from the top of the system.
- Click the tax type button from the top of the company form

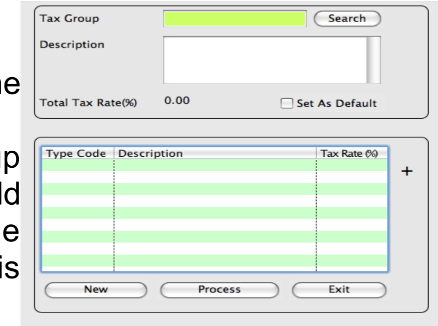



You need to setup a tax type first before create tax group for calculation the tax

**Tax Group**

How to get the tax group form

- Click company button from the top of the system.
- Click the tax group button from the top of the company form

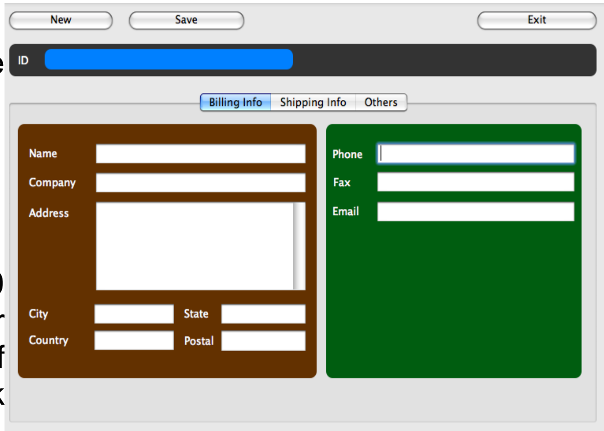



HotSale POS Tax calculation is base on the tax group which you select. You can select two or more tax type add to the tax group. The top of list item in the tax group is the primary tax rate, then next row if item in the tax group is secondary tax rate and etc.

**Customer Information**

How to get the customer form

- Click customer button from the top of the system.




Note:

Avoid using special characters. (Symbols)

- Customer Name - You can enter any 100 alphanumeric characters as the customer name. It can be the combination of alphabets, numbers, symbols and blank spaces.
- Address - Enter the address of the customer, up to 100 alphanumeric characters. It can be the combination of alphabets, numbers, symbols and blank spaces.
- City and State - Enter the city and state of the customer, up to 100 alphanumeric characters. It can be the combination of alphabets, numbers, symbols and blank spaces.
- Country - You can select the country of the customer by clicking the combo box.
- Postal - You can enter the post box details up to 100 alphanumeric characters. It can be the combination of alphabets, numbers, symbols and blank spaces.
- Phone, Fax and Email - You can enter the phone and fax numbers and email address up to 20,20 and 100 characters respectively. It can be the combination of alphabets, numbers, symbols and blank spaces.
- Comments - You can enter some comments about the customer as a remark up to 255 characters in length in multiple lines.
- Barcode - You can enter customer VIP card number here if have.

## Vendor information

How to get the vendor form

- Click vendor button from the top of the system.

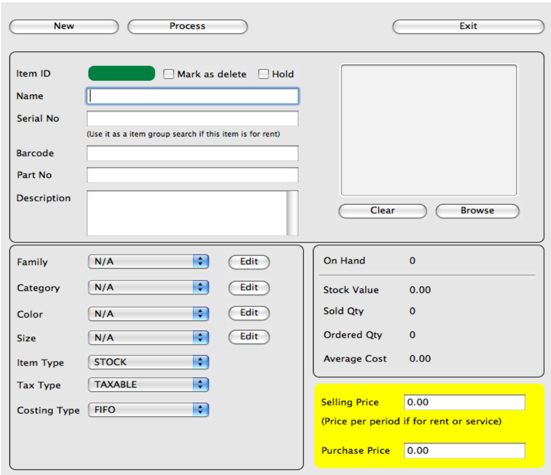
Note:
Avoid using special characters. (Symbols)

- Customer Name - You can enter any 100 alphanumeric characters as the customer name. It can be the combination of alphabets, numbers, symbols and blank spaces.
- Address - Enter the address of the customer, up to 100 alphanumeric characters. It can be the combination of alphabets, numbers, symbols and blank spaces.
- City and State - Enter the city and state of the customer, up to 100 alphanumeric characters. It can be the combination of alphabets, numbers, symbols and blank spaces.
- Country - You can select the country of the customer by clicking the combo box.
- Postal - You can enter the post box details up to 100 alphanumeric characters. It can be the combination of alphabets, numbers, symbols and blank spaces.
- Phone, Fax and Email - You can enter the phone and fax numbers and email address up to 20,20 and 100 characters respectively. It can be the combination of alphabets, numbers, symbols and blank spaces.
- Comments - You can enter some comments about the customer as a remark up to 255 characters in length in multiple lines.
- Barcode - You can enter customer VIP card number here if have.
- Contact Name - You can enter any 100 alphanumeric characters as the contact name. It can be the combination of alphabets, numbers, symbols and blank spaces.
- Contact Phone - You can enter any 100 alphanumeric characters as the contact phone. It can be the combination of alphabets, numbers, symbols and blank spaces.

## Item information

How to get the item form

- Click item button from the top of the system.




Note:
Avoid using special characters. (Symbols)

To add new Item

- Click the New button and fill the fields.

Item Type
You can specify your item as any one of the following types

- Stock
- Non-stock
- Rent
- Service

- Miscellaneous

By clicking the combo box, you can select the item type.

Definition

- Stock - Stock item means the item for which the stock will be maintained. For this item type the reorder level and reorder quantity can be maintained. You can get the inventory location wise stock and the stock value.
- Non-stock - Non-stock item means the item for which the stock won't be maintained. For example, the daily consumable items for you can be considered as Non-stock item. You cannot get stock details and stock value.
- Rent – Rent item means the item for which stock will be maintained. **EVERY RENTAL ITEM HAVE UNQUIE ID**, it is a very important concept for managing the rental inventory.
- For example, you have 10 wakeboards for rent, that mean you have 10 item ID in the item form. This concept is also applied to purchase order to inventory, **FOR RENTAL ITEM THE SYSTEM WILL CREATE NEW ENTRY FOR NEW PURCHASE ORDER RETURN.**
- The price value is base on time slot. HotSale POS minimum time slot is **30 minutes**. That mean the charge is at least price per 30 minutes or daily base rule.
- Service - The service item means service done by you or by some persons. It might be the rent for some thing also. the service item for which the stock won't be maintained. The price value is base on time slot. HotSale POS minimum time slot is **30 minutes**. That mean the charge is at least price per 30 minutes or daily base rule.
- Miscellaneous - Miscellaneous Item means item, which doesn't fall under any other item types. In rare cases it will be useful. This item for which the stock won't be maintained.

For better understand before start your business, you can download the sample database to try around in order to get whole concept. A well define and planning inventory is very important for managing item in and out and search.

**Invoice**

How to get the invoice form

- Click invoice button from the top of the system.

How to add item to invoice

On the right hand side of the system, there is a area for searching item. You can search the item you want and then select the item. The selected item picture will be displayed in the bottom of the area. Then press enter to select the item, the item add form will be displayed, then click add to add to the invoice form. Simple and easy.

How to search the previous invoice

- Click invoice button from the top of the system.
- Click the invoice number color box, the invoice search form will be showed.

How to transfer the booking/quotation to invoice

- Click invoice button from the top of the system.

- Click the booking reference number color box, the pending booking search form will be showed.
- Select the pending booking order and press enter, the pending booking will be transferred to invoice. Simple and easy.

How to confirm the invoice

- Click checkout button from the bottom of the system.
- Then the payment form will be showed.
- Click pay button and follow the step to do to complete the transactions.
- If there is booking deposit in the invoice, the system will transfer the deposit to invoice and create a receipt for it without need user to handle. Simple and easy.

How to remove or refund the item in the invoice

- select the item which you want to remove or refund.
- Press delete to remove or refund the item.
- The amount will be automatically adjusted and return to stock.

**Credit and Debit to invoice**

How to credit or debit the invoice

- select the invoice you want to adjust
- Click CR/DR button from the bottom of the system.
- Then CR/DR form will be showed

**Some concept for credit and debit**

Credit is used to credit a invoice whenever there is a change in the amount of an invoice after the sale.

**Reasons for change in the amount of an invoice**

- Customer may return the item
- Purchase the same item at the reduced price
- You may credit the customer

**Booking/Quotation**

How to get the item form

- Click booking button from the top of the system.

How to add item to booking

On the right hand side of the system, there is a area for searching item. You can search the item you want and then select the item. The selected item picture will be displayed in the bottom of the area. Then press enter to select the item, the item add form will be displayed, then click add to add to the booking form. Simple and easy.

How to search the previous booking

- Click booking button from the top of the system.

How to confirm the booking

- Click checkout button from the bottom of the system.
- Then the payment(deposit) form will be showed.
- Click pay button and follow the step to do to complete the transactions.
- Simple and easy.

How to refund the deposit
to refund the deposit from booking/quotation, then mean you want to cancel the booking. You need to remove all booking items in the booking, after that the balance amount of booking will become negative. Then click checkout button the refund deposit will be processed. The receipt from this booking will be voided

**Purchase Order**
How to get the PO form
- Click PO button from the top of the system.

How to add item to PO
On the right hand side of the system, there is a area for searching item. You can search the item you want and then select the item. The selected item picture will be displayed in the bottom of the area. Then press enter to select the item, the item add form will be displayed, then click add to add to the invoice form. Simple and easy.

How to search the previous PO
- Click PO button from the top of the system.
- Click the PO number color box, the PO search form will be showed.

How to confirm the PO
- Click checkout button from the bottom of the system.
- Simple and easy.

**Credit and Debit to PO**
How to credit or debit the PO
- select the PO you want to adjust
- Click CR/DR button from the bottom of the system.
- Then CR/DR form will be showed

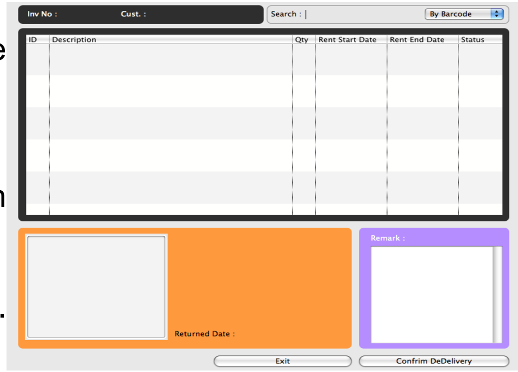
**Some concept for credit and debit**
Debit is the source document that grants credit to the purchaser for a Purchase Return. The purchaser could either return the item or then purchase the same item at the reduced price, or the vendor could credit the customer the difference.

The debit is to indicate the Cash Receivables in Goods Returned. It will debit the accounts payable.

## Rent Return

How to get the rent return form

- Click rent return button from the top of the system.



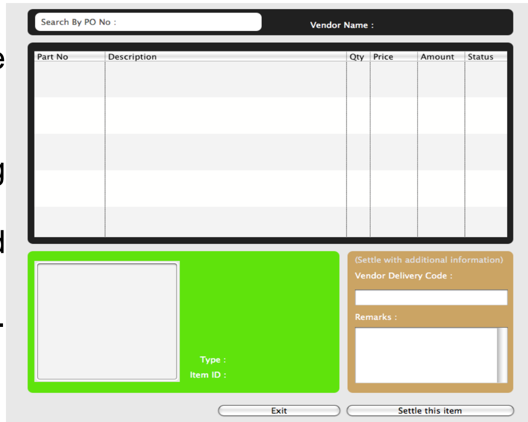

How to return the rental item back to stock

- you can search the rental item by item barcode, invoice no or item ID
- the rental item information will be listed below
- select the item and then click confirm return. Simple and easy

## Purchase Receive

How to get the purchase receive form

- Click P.Receive button from the top of the system.




How to receive the purchase item back to stock

- you can search purchase order using purchase order number
- the purchase item information will be listed below
- select the item and then click settle this item. Simple and easy

## User information

How to get the user form

- Click user button from the top of the system.

The first user with user ID 1000 is the administration account which cannot be voided, you can changed the password as you want

## Full screen or normal screen mode

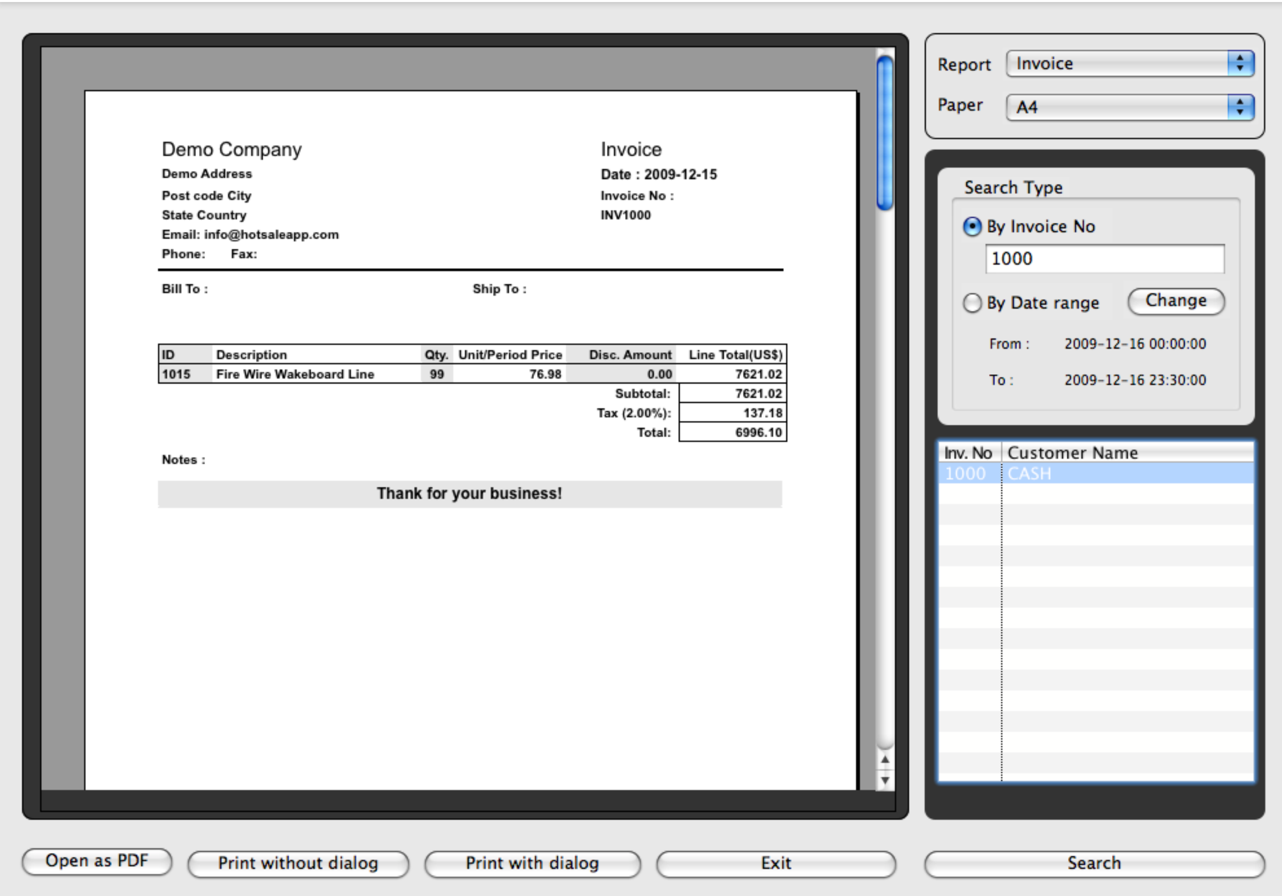
How to access the screen mode

- Click full screen/min screen button from the top of the system.
- The minimum resolution is 1024 x 768

**Report**
How to get the report form
- Click report button from the top of the system.

How to select the report type
- Click combo box of report type to select the different report

How to select the report paper size
- Click combo box of paper size to select the different report paper size




**Registration**
How to unlock the system
- First you need to buy the licence from http://www.hotsaleapp.com to get the licence key
- then apply the licence key the registration form which is menu bar of the system

# Thank You For Your Order !