

User Manual for LAILEN PoS (Points of Sales)

1.Registration

First go to Dawr portal (dawr.in), you will be directed to the home page, scroll down to the bottom of the page and you will see this (shown below) fill in the details to get registered.

DAWR

Home About Features Pricing REGISTER

Register here to start

Once you fill up the form and made payment,
You can download the application and start using it.

Name of Store*

Name of Store

Name*

Name

Phone (Mobile)*

Phone

Email

Email

TIN

TIN

GSTIN

GSTIN Number

Address

Address of the store

Extra information

Extra information for receipt/invoice. Maybe your tagline/slogan

Interval

Year

Time Period

1

Amount to pay

4490

SUBMIT

*Name of Store : Enter the name of the store (Mandatory)

*Name : Owner's name (Mandatory)

*Phone No. : Contact number of the store (Mandatory)

*Email : Email address of the store (Mandatory)

*TIN : Taxpayer Identification Number (If you have any)

*GSTIN : Goods and Service Tax Identification Number

*Address : Address of the store

*Extra information : Any extra information you would like to add (receipts/invoice/tagline)

*Interval : Subscription you would like to make (yearly/monthly)

*Time Period :


*Amount to pay : The amount to be paid for the subscription.

Click submit

2. Log in

Enter your phone number to log in

Login form

 Mobile Number

LOGIN

After entering your phone number you will see this page (shown below), generate the otp send to your registered mobile number

Login form

Mobile Number

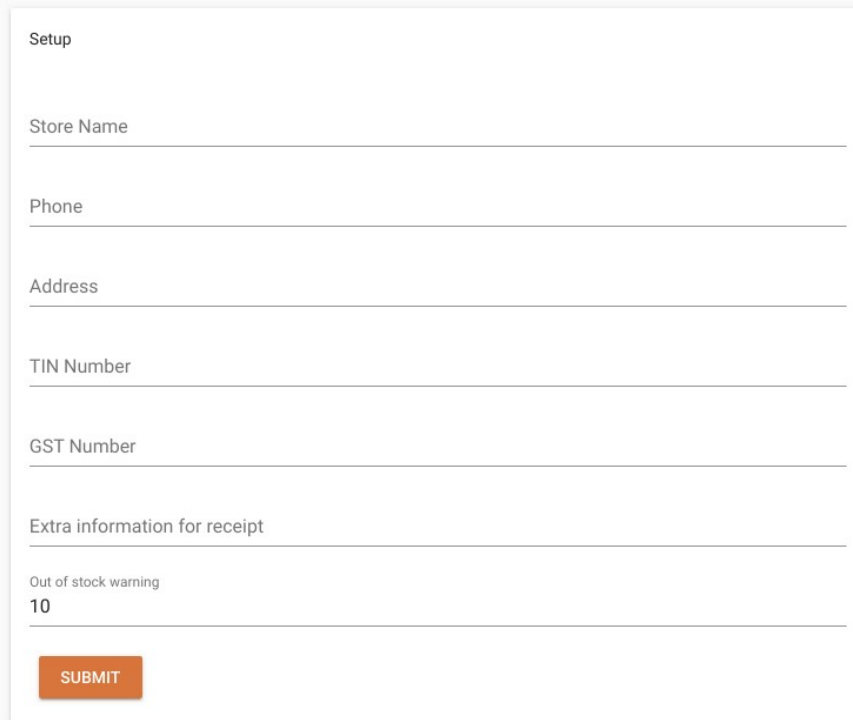
9612495358

OTP

LOGIN

3. Set up

After successfully installing the software, you need to fill up the details of your store



Setup

Store Name

Phone

Address

TIN Number

GST Number

Extra information for receipt

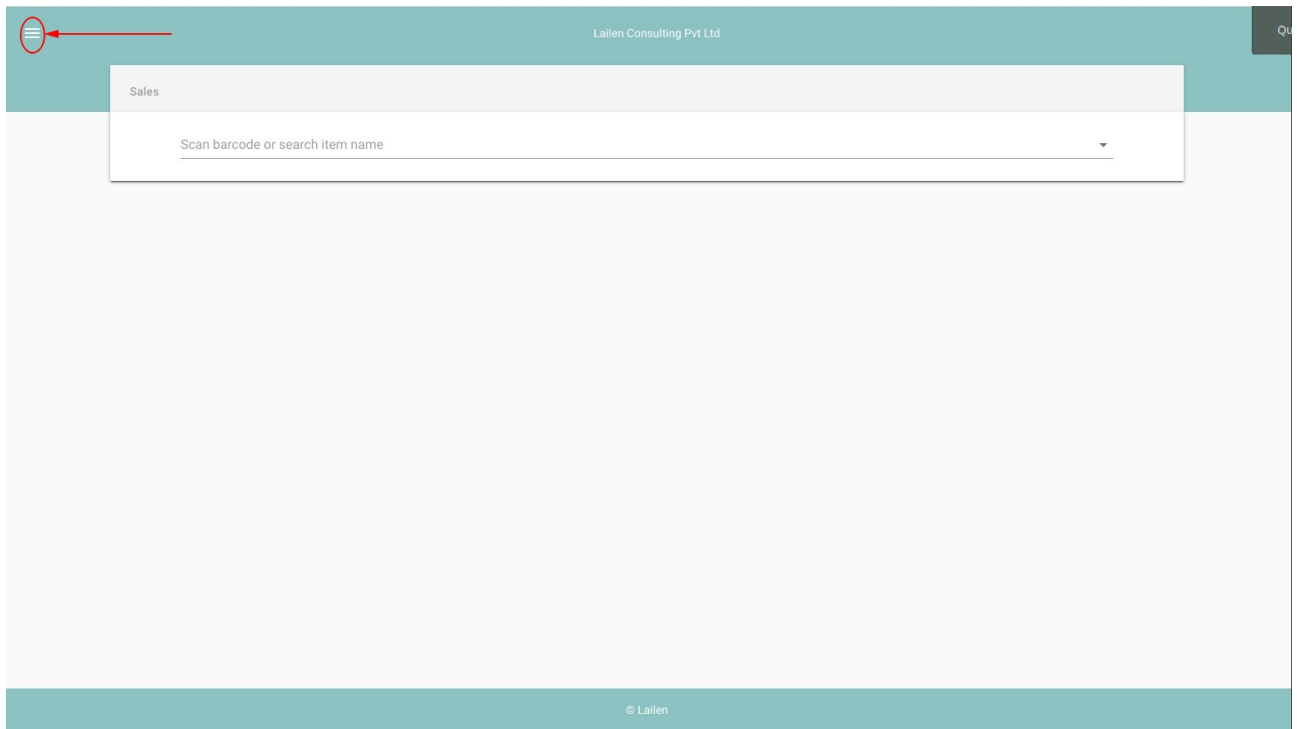
Out of stock warning
10

SUBMIT

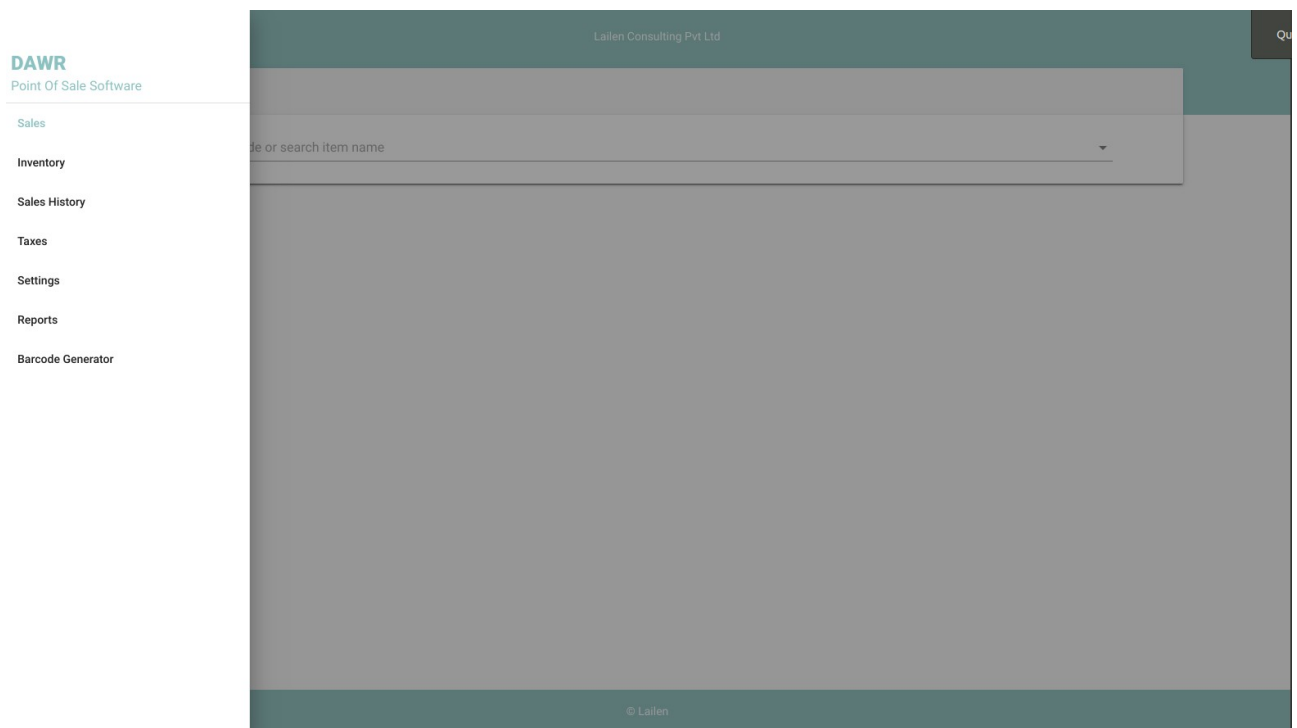
- * Store Name : Name of your store
- * Phone : Contact number for your business
- * Address : Address of your store/business
- * TIN Number : Your Taxpayer Identification Number (Optional)
- * GST Number : Your Goods and Services Tax Number (Optional)
- * Any extra information that you want to add on your store receipt (Optional)
- * Out of stock warning number : Choose your desire out of stock warning number for your inventory (eg:10)

Note : After filling up the details of your store, click on the “submit” button. You can change the details from the settings inside the software at any point of time **except for Store Name**

After successfully submitting the details you will see the below interface. On the left corner you will see the “menu” button indicated by three horizontal lines as highlighted from the screenshot below. Click on the button.

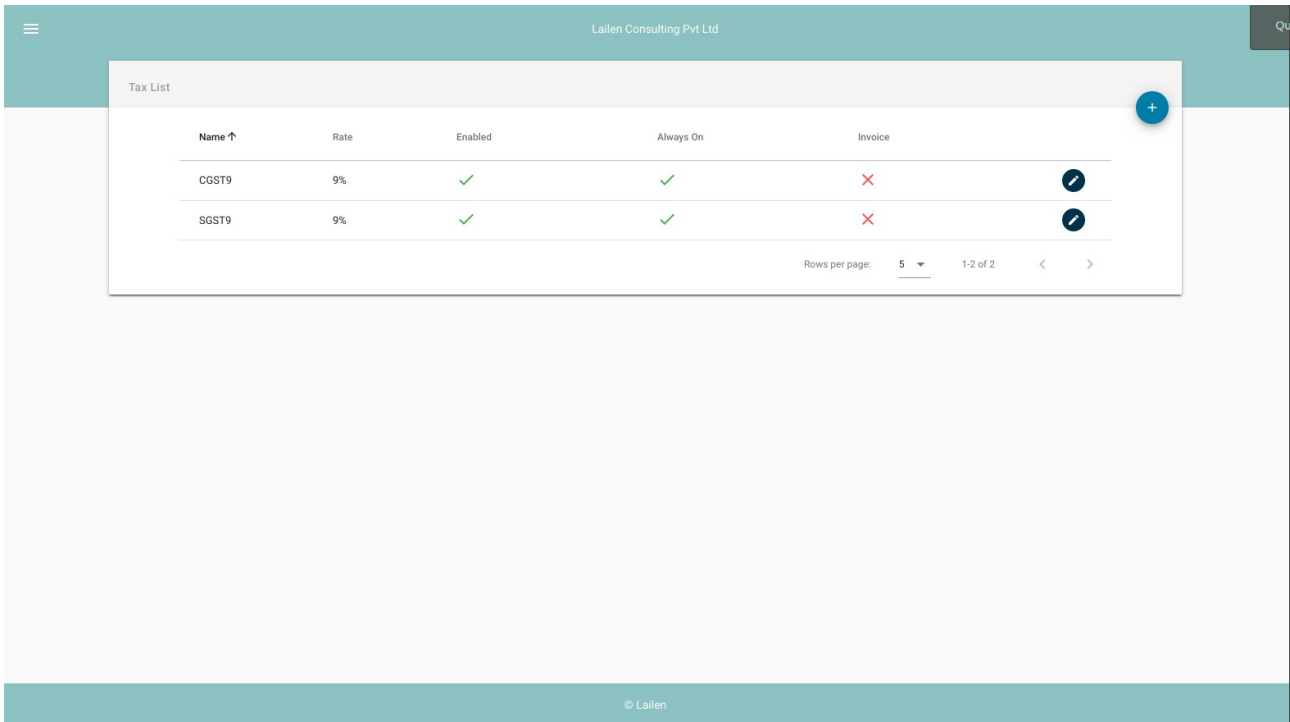


After clicking the “menu” button you will see the contents of the menu.



4. TAXES

To navigate on the tax setting page click on the “taxes” button provided on the menu and you will see the tax setting page as shown below

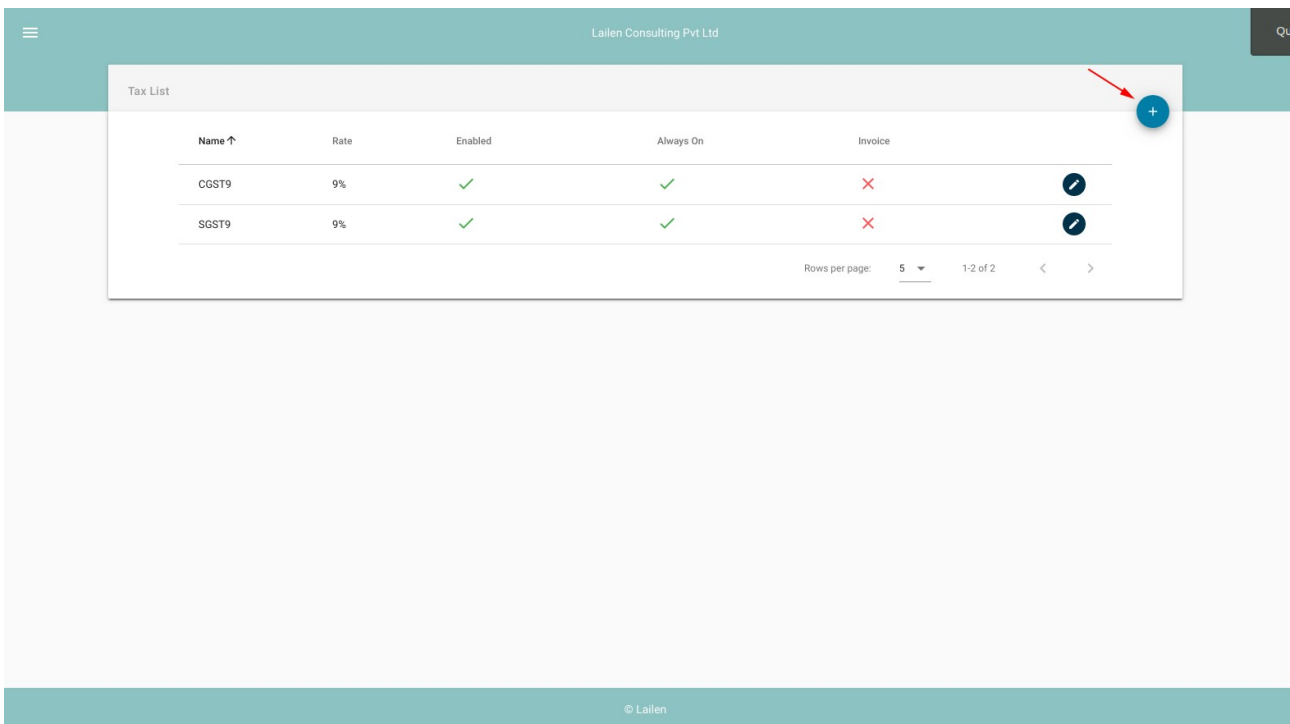


© Lailen

The below CGST & SGST are set as a default value.

4.1 Adding new Tax to your receipt:

You can add a new tax as per your requirement by clicking on the “+” button as highlighted with an arrow shown in the screenshot below.



© Lailen

After clicking the “+” icon, you will see the form for adding new tax

The screenshot shows a web application interface for 'Lailien Consulting Pvt Ltd'. A modal window titled 'Tax Form' is open, allowing the user to add a new tax. The modal contains the following elements:

- Name:** A text input field.
- Rate:** A text input field with the value '0'.
- Percentage:** A checked checkbox.
- Enabled:** A checked checkbox.
- Invoice Tax:** An unchecked checkbox.
- On by default:** A checked checkbox.
- SAVE:** A button with a checkmark icon.

The background of the application shows a teal header and footer, with a search bar in the top right corner.

*Name : Name of your new added tax (eg GST)

*Rate : Number you enter will reflect as a rate percentage if you enable the percentage check box else it will reflect as the number itself

*Enabled : Enabling this check box will enable the new added tax on the invoice

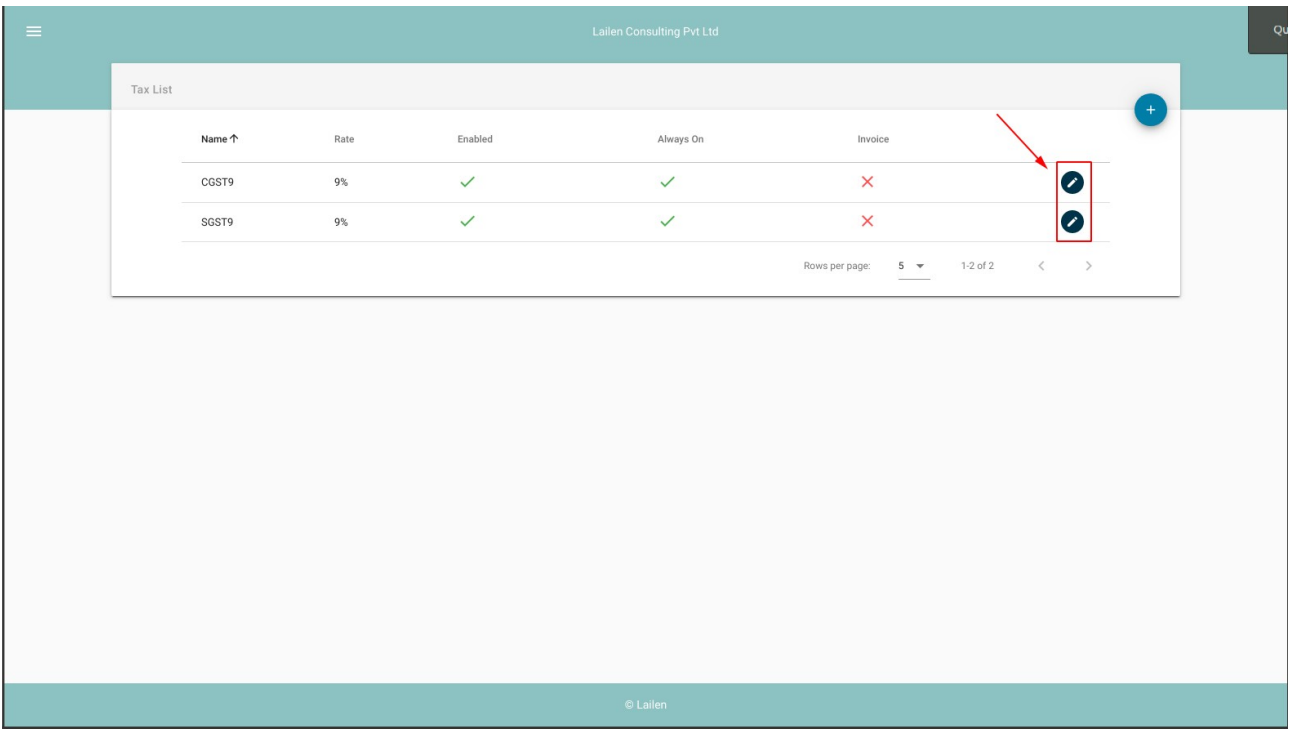
*Invoice Tax :

*On by default : Check this check box if you want the new added tax to be enabled by default on the invoice

Click on save button after you successfully added your new tax

4.2 Editing Tax

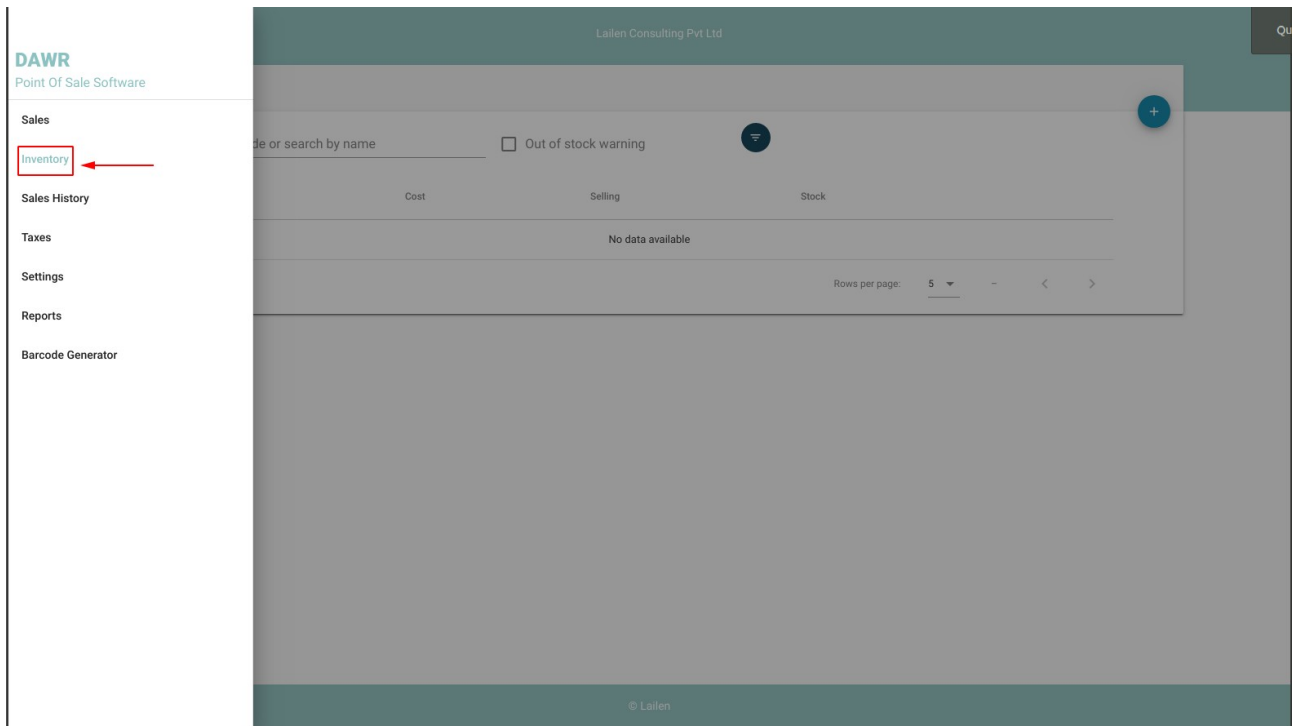
You can always edit your taxes by clicking on the highlighted screenshot below.



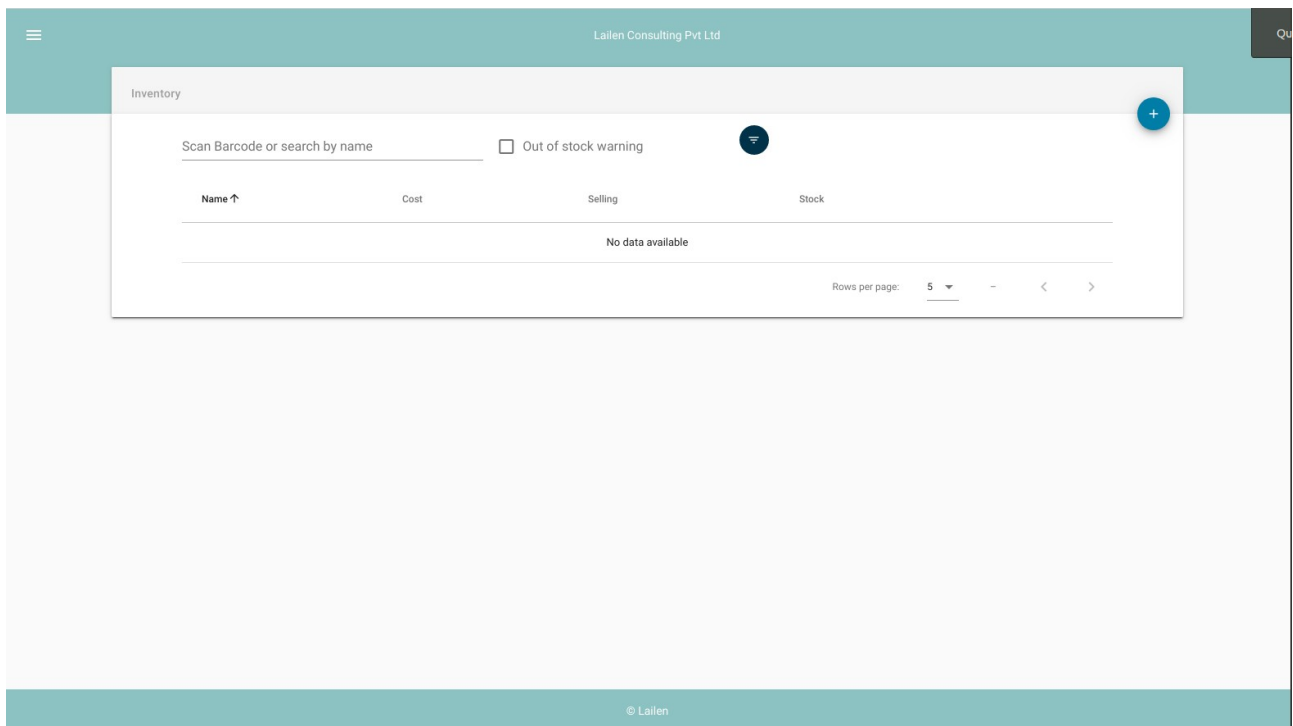
After making your desired changes click on the save button to save your changes.

5. Inventory

Navigate to the “inventory” by clicking on the inventory section on the menu.

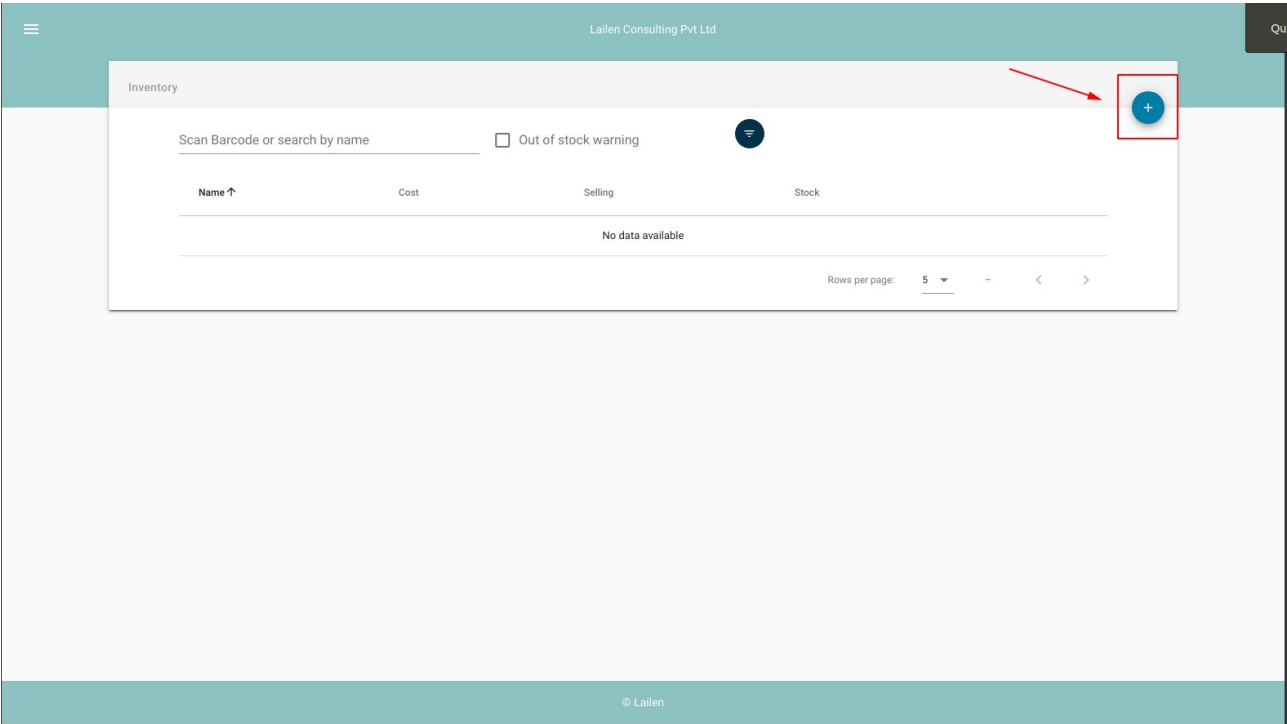


After clicking on the inventory section, you will be provided with the section as shown in the screenshot below.



5.1 Adding new Inventory item

You can always add new item by clicking on the highlighted icon as shown below.



On clicking the add(+) icon you will see the next step for adding the new item by entering the barcode of your product or by the name of your product, the cost, the MRP or the stock of the product you have as shown in the screenshot below then click on save button to save the changes you made.

Item form

Barcode

Name

Cost 0 MRP 0 Stock 0

☐ Non taxable

✓ SAVE

© Lailen

*Barcode : Barcode of your product (If your product doesn't have a barcode you can generate and print one from the barcode generator)

*Name : Name of your product

*Cost : The cost price that you pay for your product

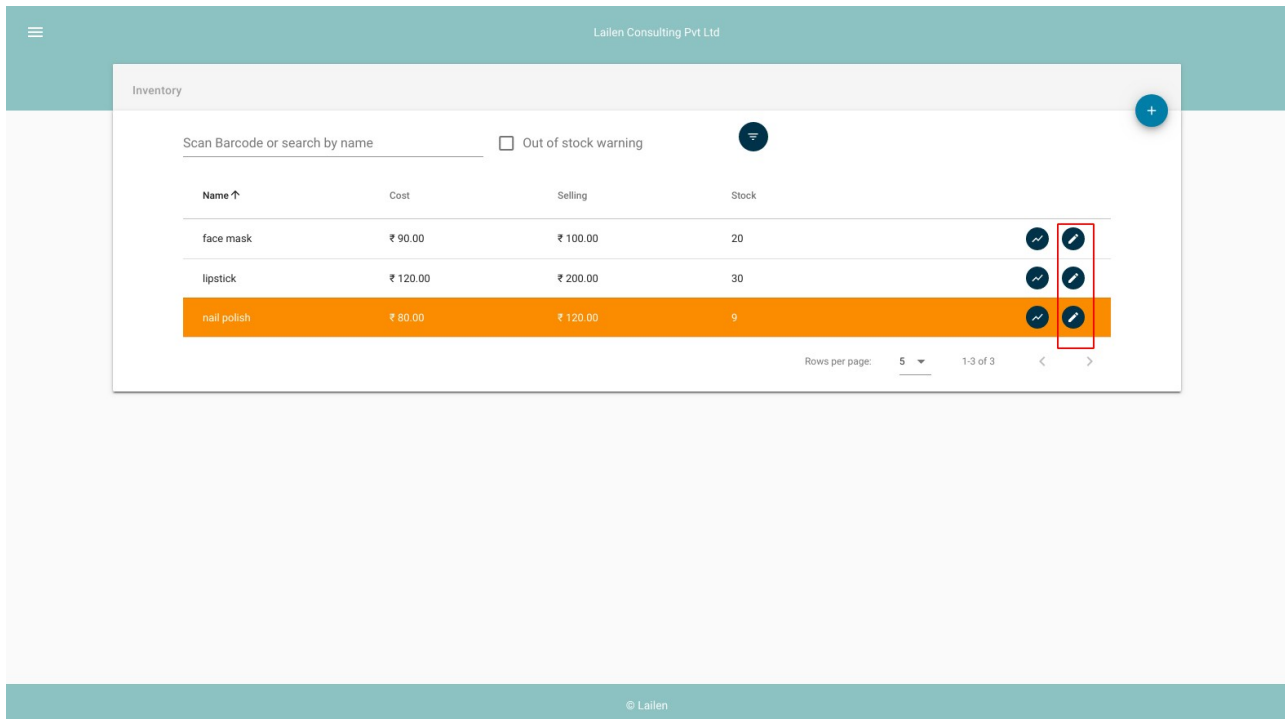
*MRP : Maximum Retail Price (Selling Price)

*Stock : Number of product that you have in stock

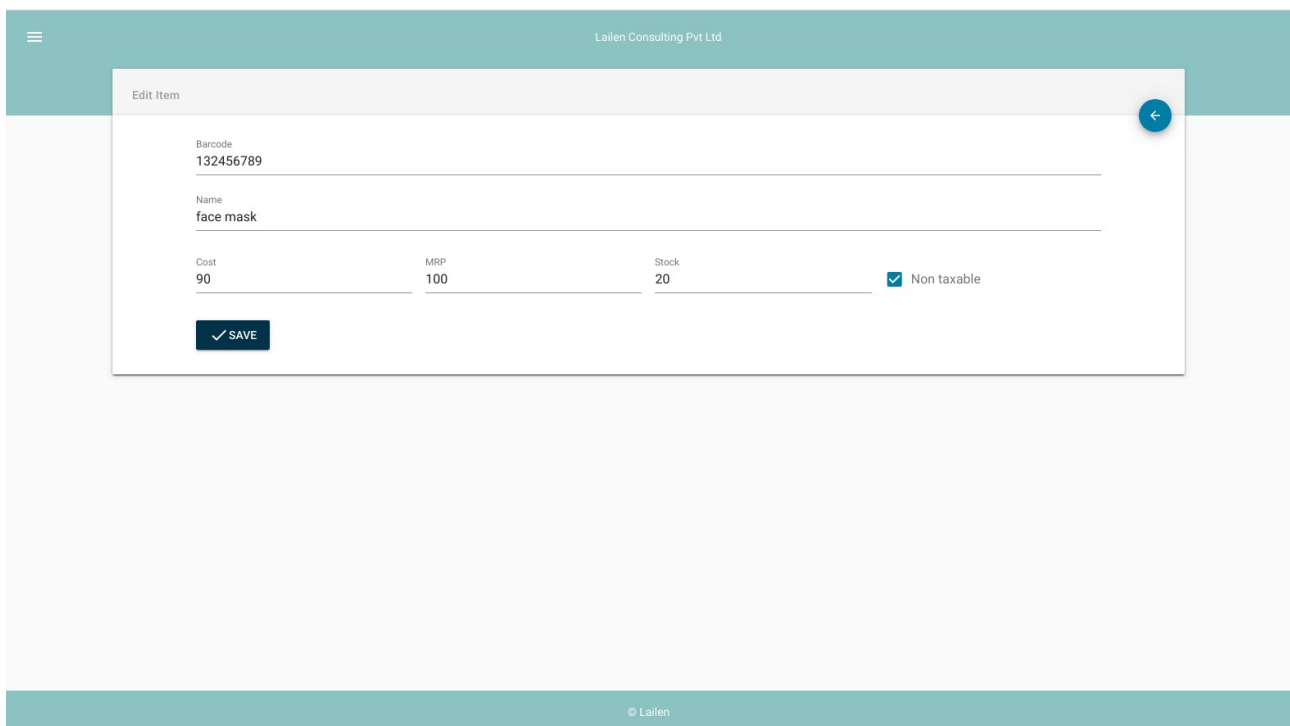
*Non taxable : If you don't need to pay tax on your product, you will have to click on the "non taxable" check box.

5.2 Editing inventory

You can always edit the inventory by clicking on the highlighted icon as shown below



You will see this shown screenshot page after clicking on the highlighted icon mentioned above. Here you can make any changes to your desire and click save button to save the changes you made.



5.3 Viewing item report

Item wise report can be easily view by clicking on the icon as shown in the screenshot below.

Inventory

Scan Barcode or search by name

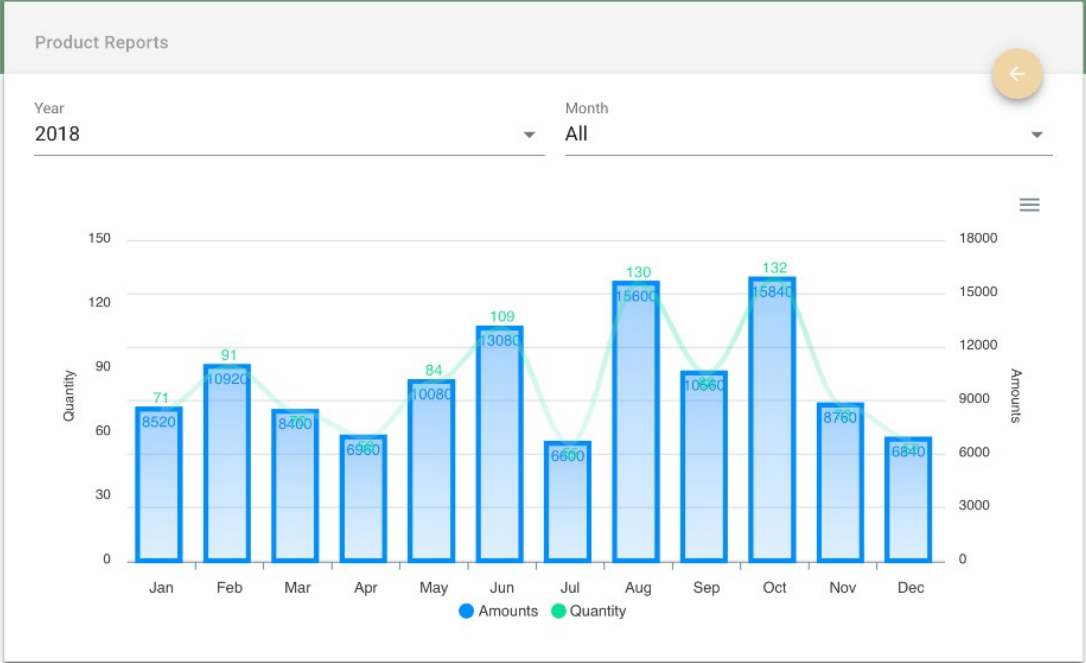
☐ Out of stock warning

Name ↑	Cost	Selling	Stock	
face mask	₹ 90.00	₹ 100.00	20	<div><div></div><div></div></div>
lipstick	₹ 120.00	₹ 200.00	30	<div><div></div><div></div></div>
nail polish	₹ 80.00	₹ 120.00	9	<div><div></div><div></div></div>

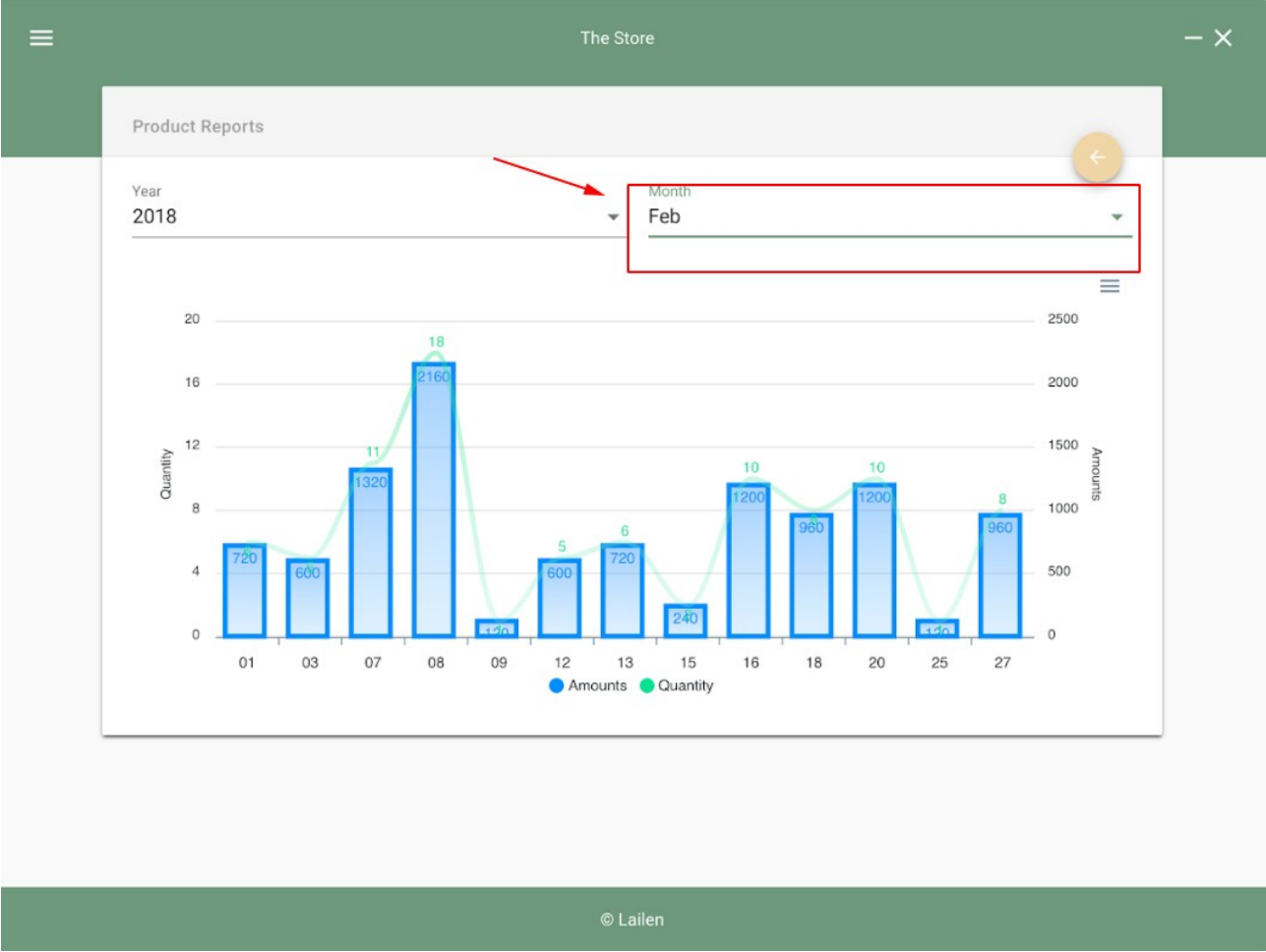
Rows per page: 5 1-3 of 3 < >

© Lailan

*Yearly report



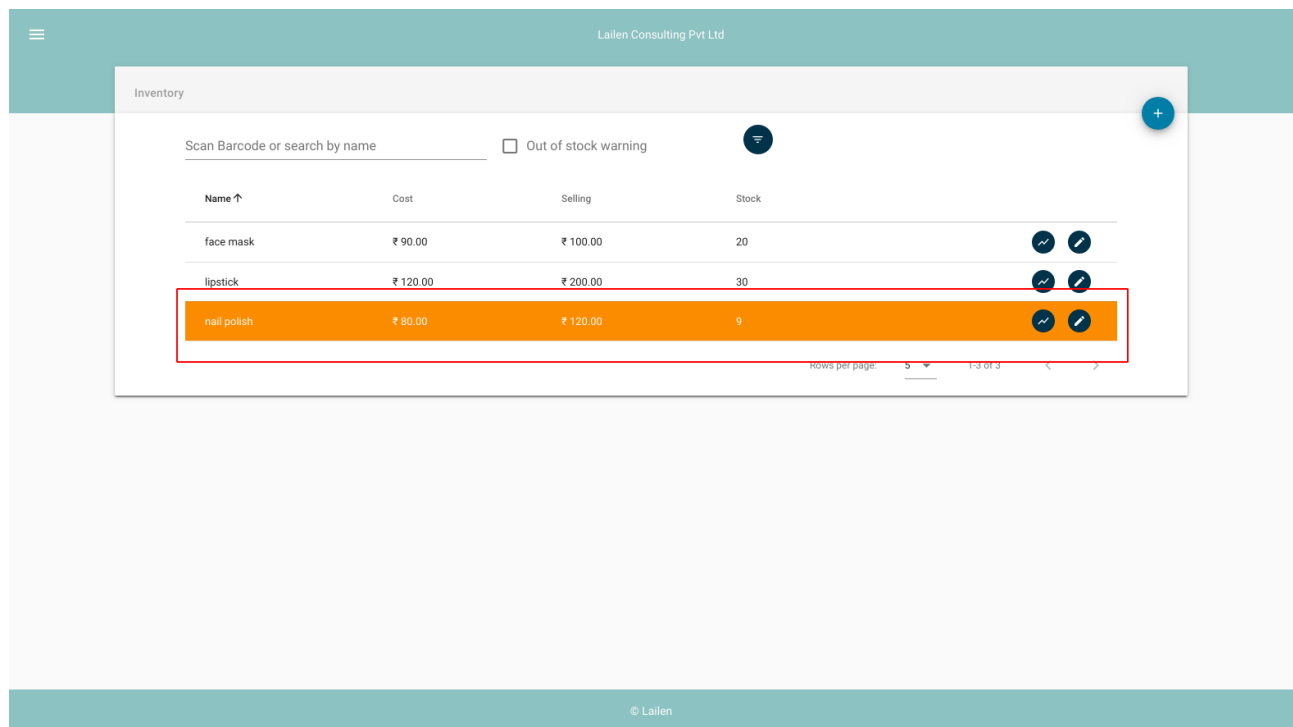
*Monthly report



5.4 Low Stock warning

You will be warned whenever you have low stock in your product

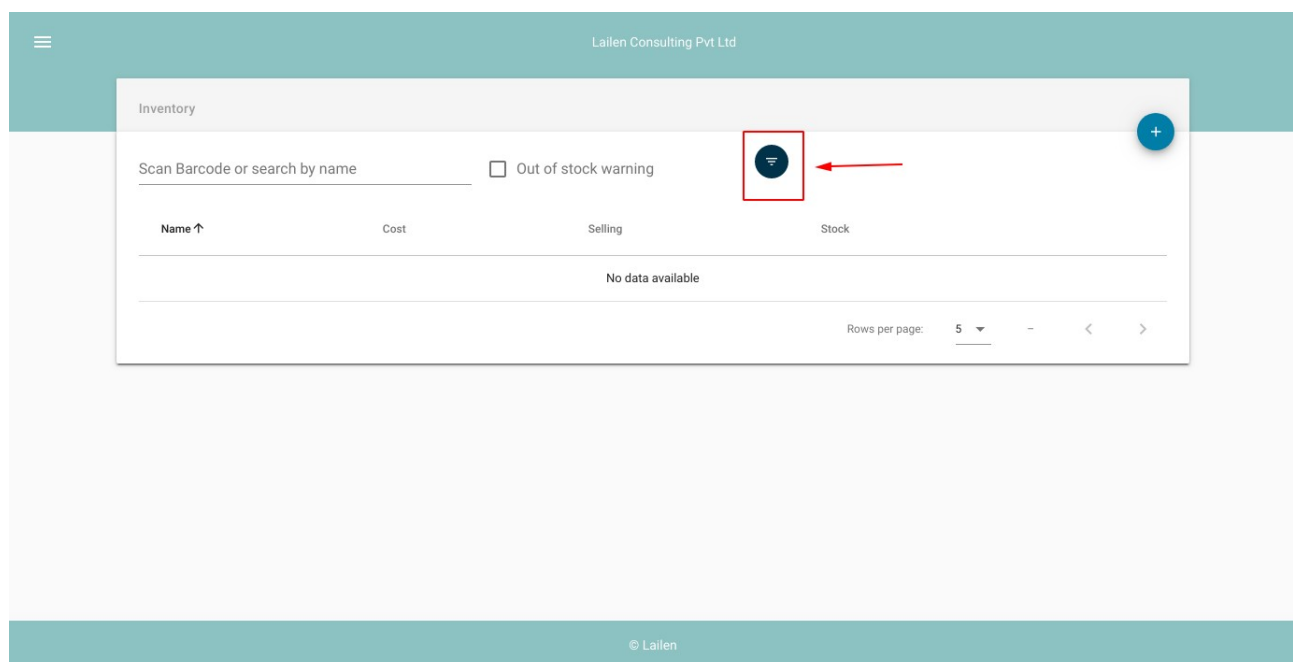
Low Stock warning will be indicated by a highlighted color



Note: The highlighted color will varied according to your **setting**

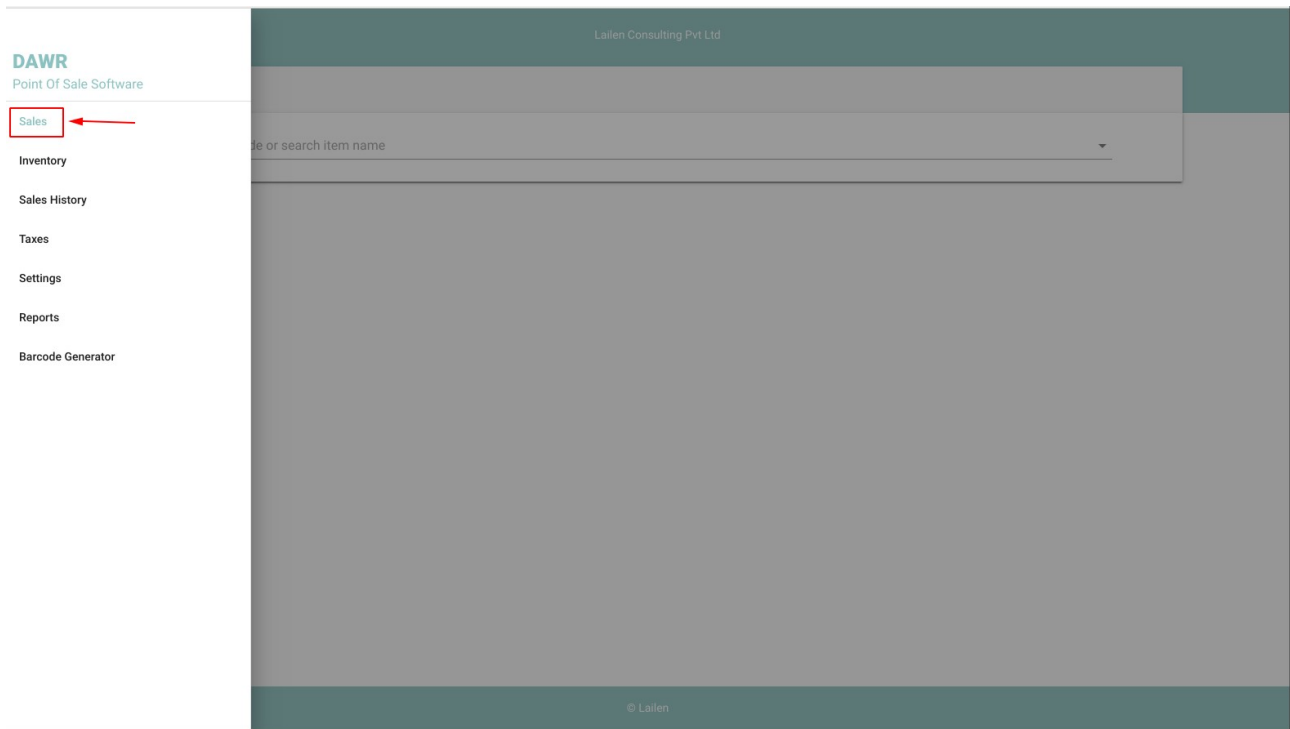
5.5 Filtering inventory

You can always filter your products from the inventory section by clicking on the highlighted icon as shown below.

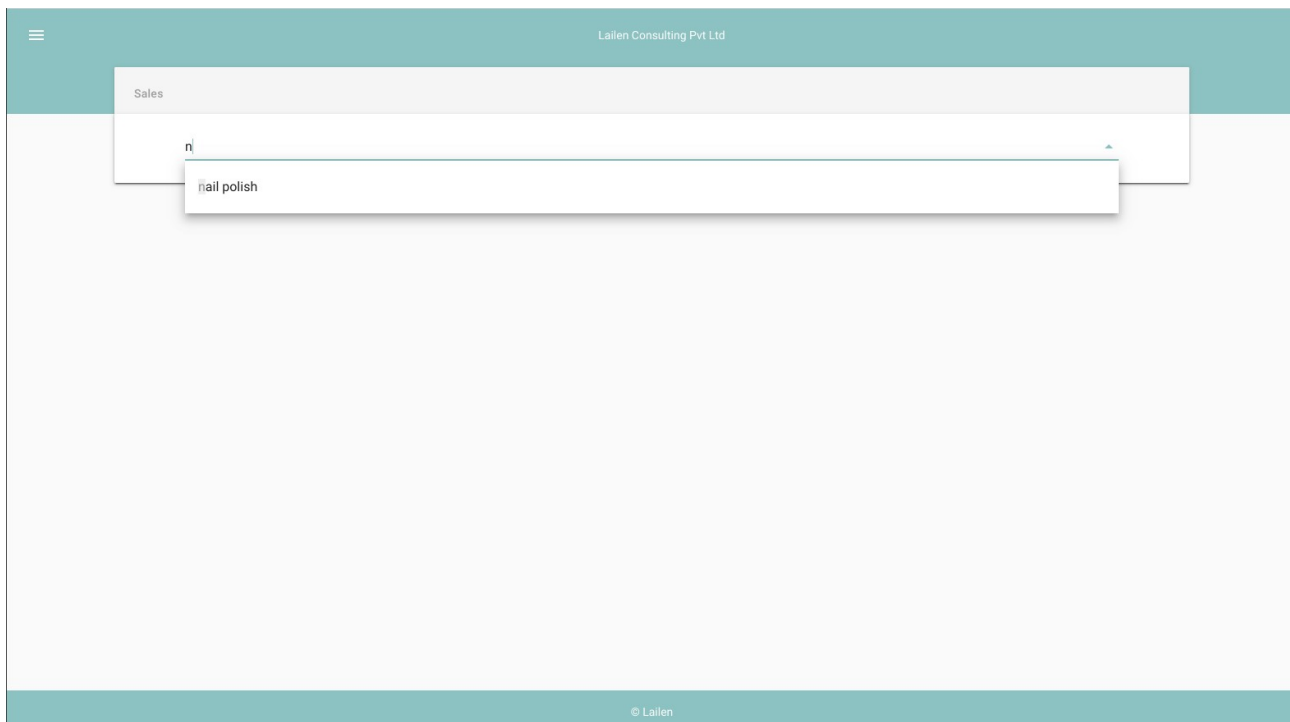


6. SALES

Navigate to the “Sales” by clicking on the Sales section on the menu.



Here, select an item either by scanning the barcode or by entering the name of your product.



After scanning the barcode of your product/entering the name of your product, you will see the below screenshot page that shows all the details of the particular product in your sale (Qty, Price, Sub Total, Taxes, Tax Total, Total, etc.)

Lailen Consulting Pvt Ltd

Sales

Scan barcode or search item name

	Particular	Qty	Price	Sub Total	Taxes	Tax Total	Total
1	nail polish	1	120	120	SGST9, CGST9	21.6	141.6
1. SubTotal:				₹ 120.00			
(1) SGST9 (9%):				₹ 10.80			
(2) CGST9 (9%):				₹ 10.80			
2. Tax:				₹ 21.60			
3. Discount:				₹ 0.00			
4. Grand Total (1 + 2 - 3):				₹ 141.6			

© Lailen

- *Particular : Name of the sold product
- *Quantity : Amount of the sold product
- *Price :
- *Sub Total :
- *Taxes :
- *Tax Total :
- *Total :
- *Discount :
- *Grand Total (1+2-3) :

6.1 Print Invoice

You can print your invoice by clicking the highlighted button as shown below

☰

Lailen Consulting Pvt Ltd

Sales

Scan barcode or search item name

	Particular	Qty	Price	Sub Total	Taxes	Tax Total	Total
1	nail polish	1	100	100	SGST9, CGST9	18	118
1. SubTotal:				₹ 100.00			
(1) SGST9 (9%):				₹ 9.00			
(2) CGST9 (9%):				₹ 9.00			
2. Tax:				₹ 18.00			
3. Discount:				₹ 0.00			
4. Grand Total (1 + 2 - 3):				₹ 118			

➤

After clicking the highlighted button mentioned above, you will be directed to this page and you will be able to print the invoice of your sold product as per your wish.

☰

Lailen Consulting Pvt Ltd

Sales

Scan barcode or search item name

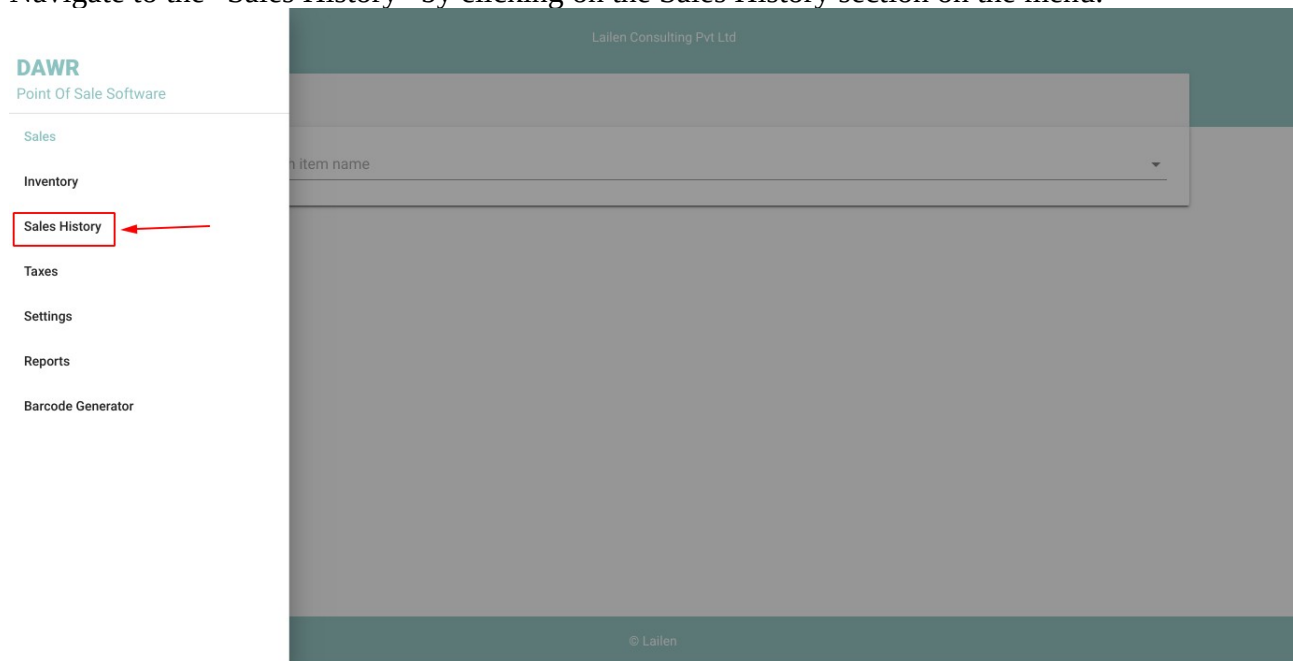
	Particular	Qty	Price	Sub Total	Taxes	Tax Total	Total
1	nail polish	1	100	100	SGST9, CGST9	18	118
1. SubTotal:				₹ 100.00			
(1) SGST9 (9%):				₹ 9.00			
(2) CGST9 (9%):				₹ 9.00			
2. Tax:				₹ 18.00			
3. Discount:				₹ 0.00			
4. Grand Total (1 + 2 - 3):				₹ 118			

✕

🖨

7.SALES HISTORY

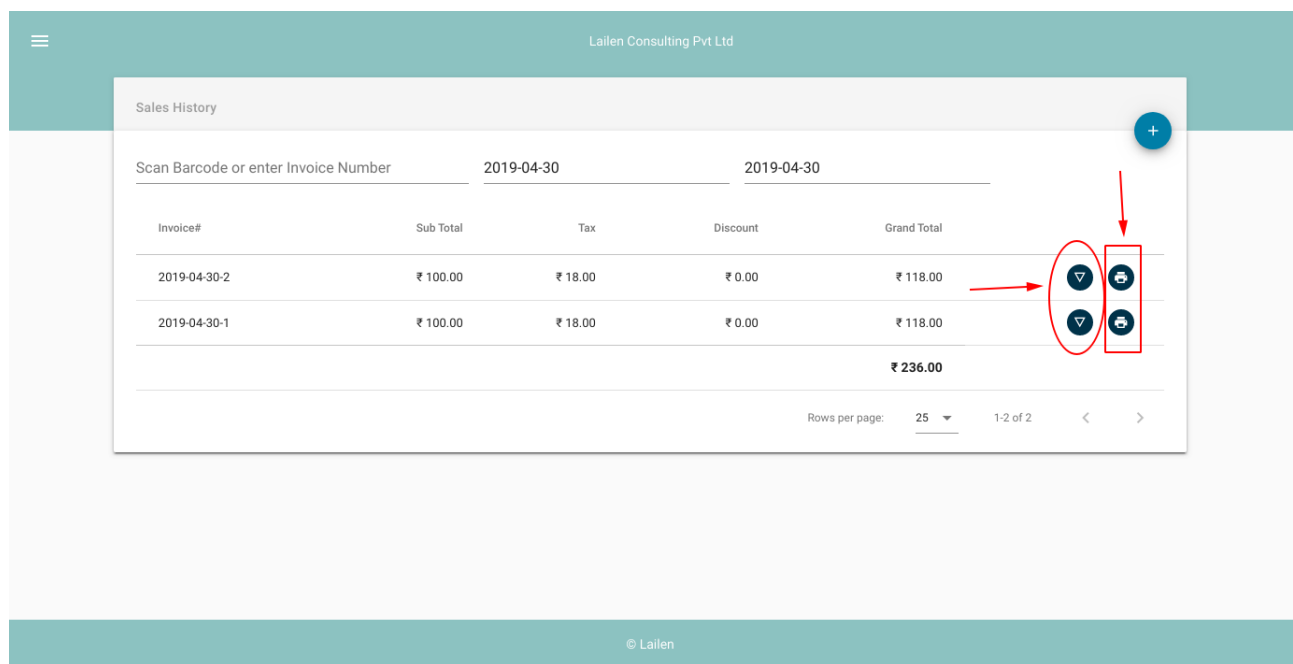
Navigate to the “Sales History” by clicking on the Sales History section on the menu.



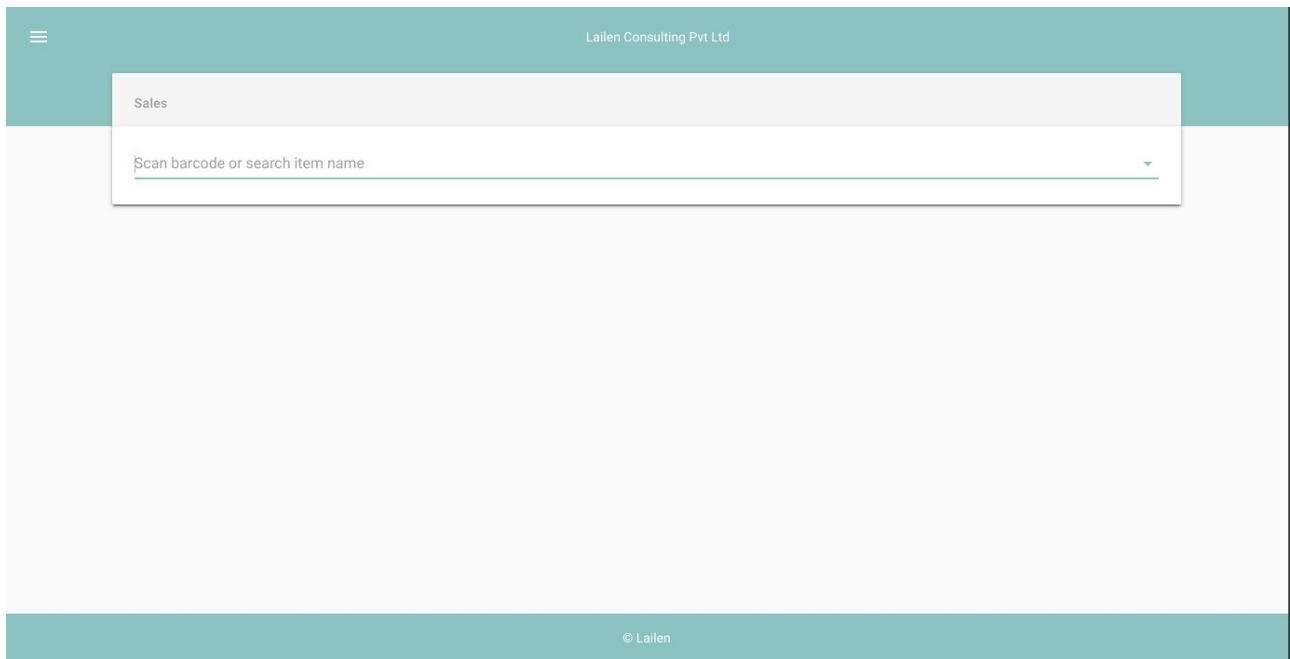
After clicking on the Sales History Section you will be directed to this page (shown below).

You can print out the invoice by clicking on the icon which is highlighted with a red square shape.

You can see the datials of the sold product by clicking on the icon which is highlighted with a red circle shape.

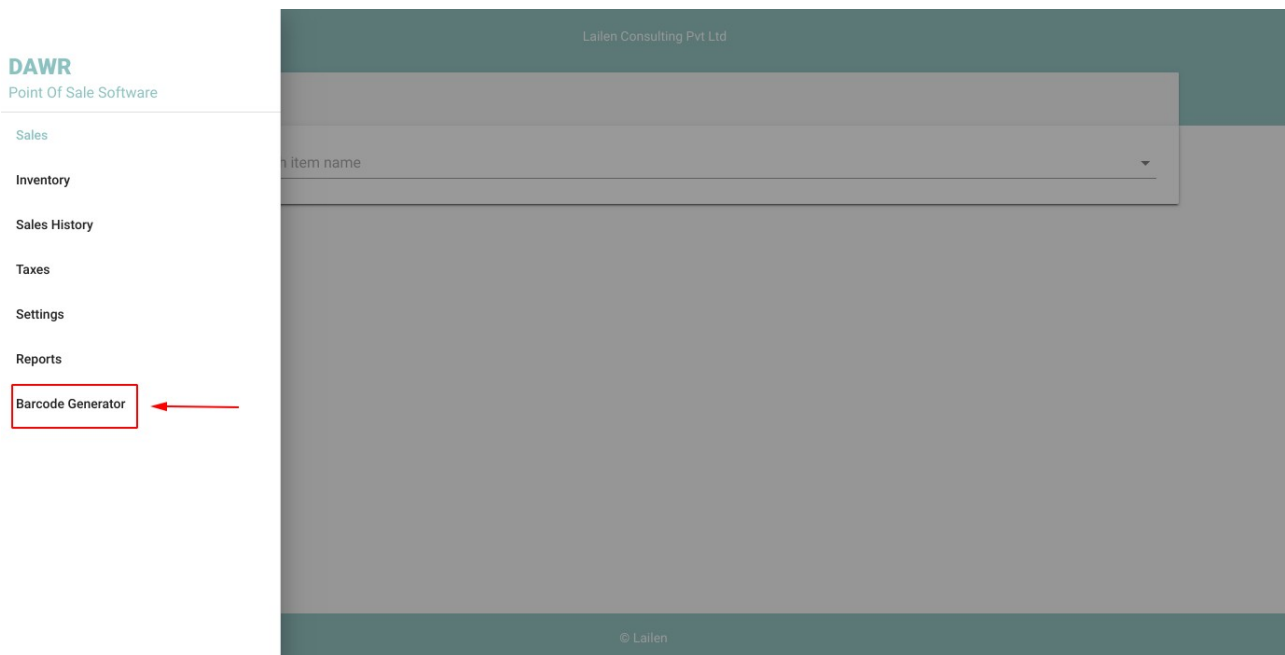


On clicking the (+) icon in the Sales History section you will be directed back to the Sales Section as shown below

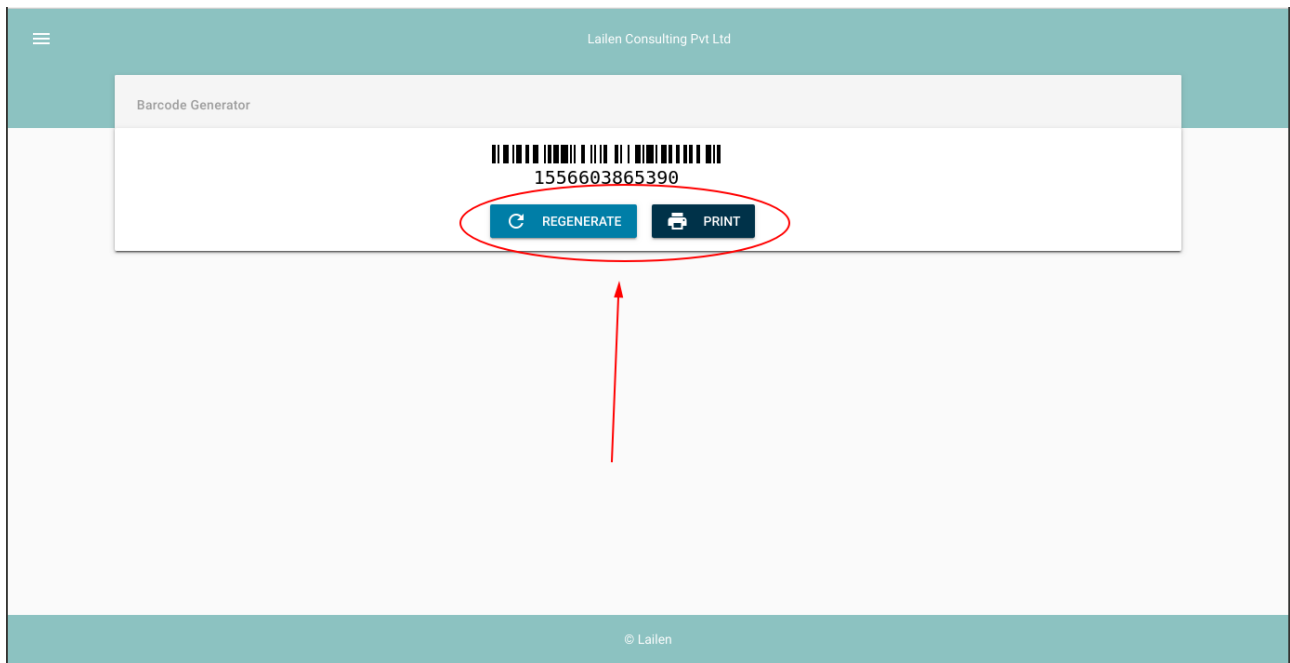


8. BARCODE GENERATOR

Navigate to the “Barcode Generator” by clicking on the Barcode Generator section on the menu



After clicking the barcode generator you will be directed to this page (shown below)

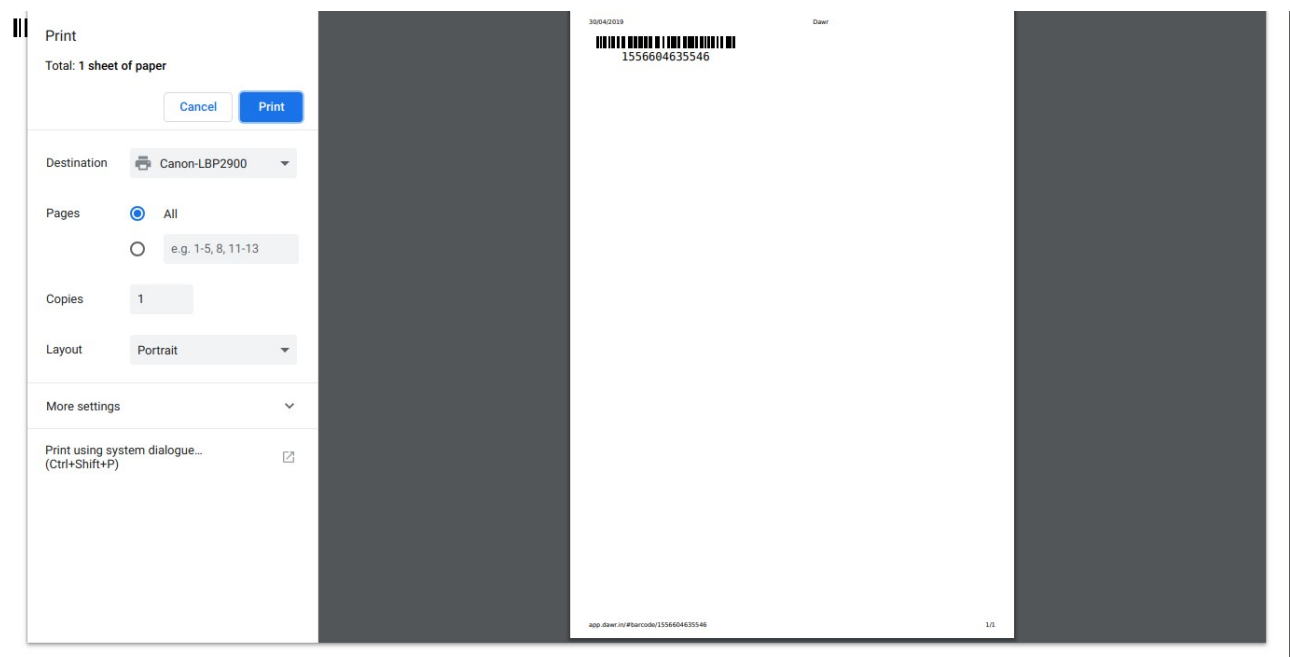


8.1 Regenerate

Regenerate button highlighted with a red circle shape to help you with generating new barcode of your product.

8.2 Print

Print button to help you with printing the barcode of the product.

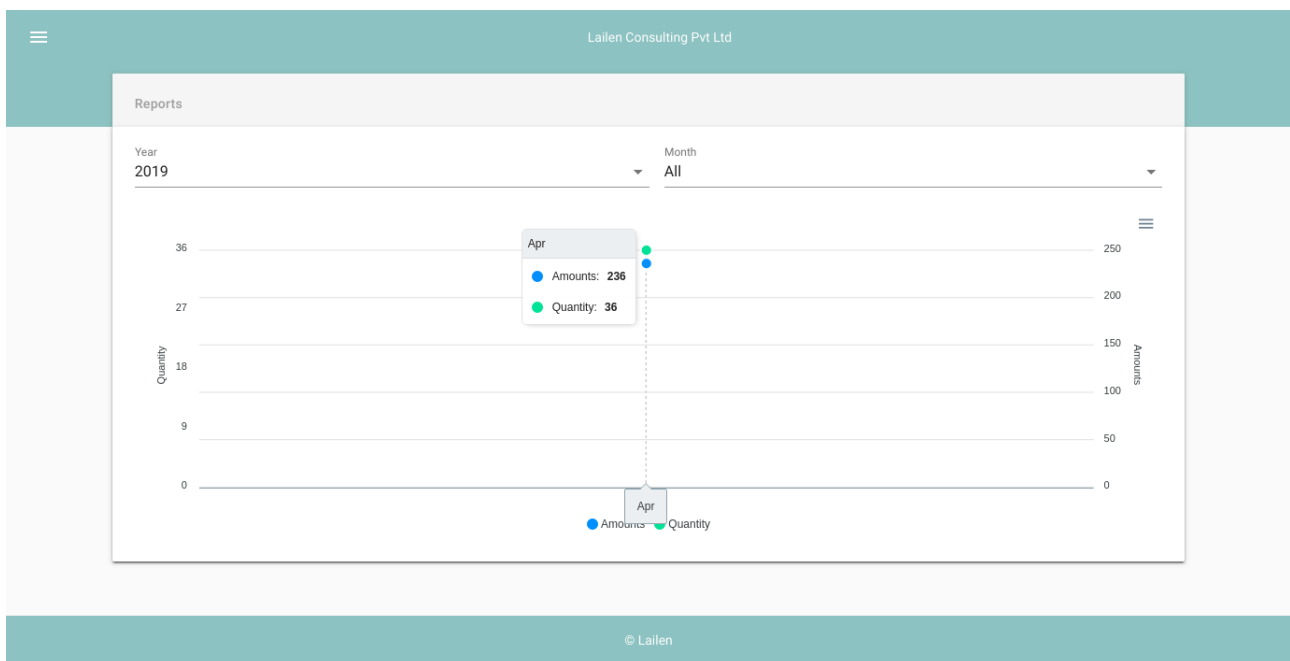


9. Reports

Navigate to the “Reports” by clicking the reports section on the menu



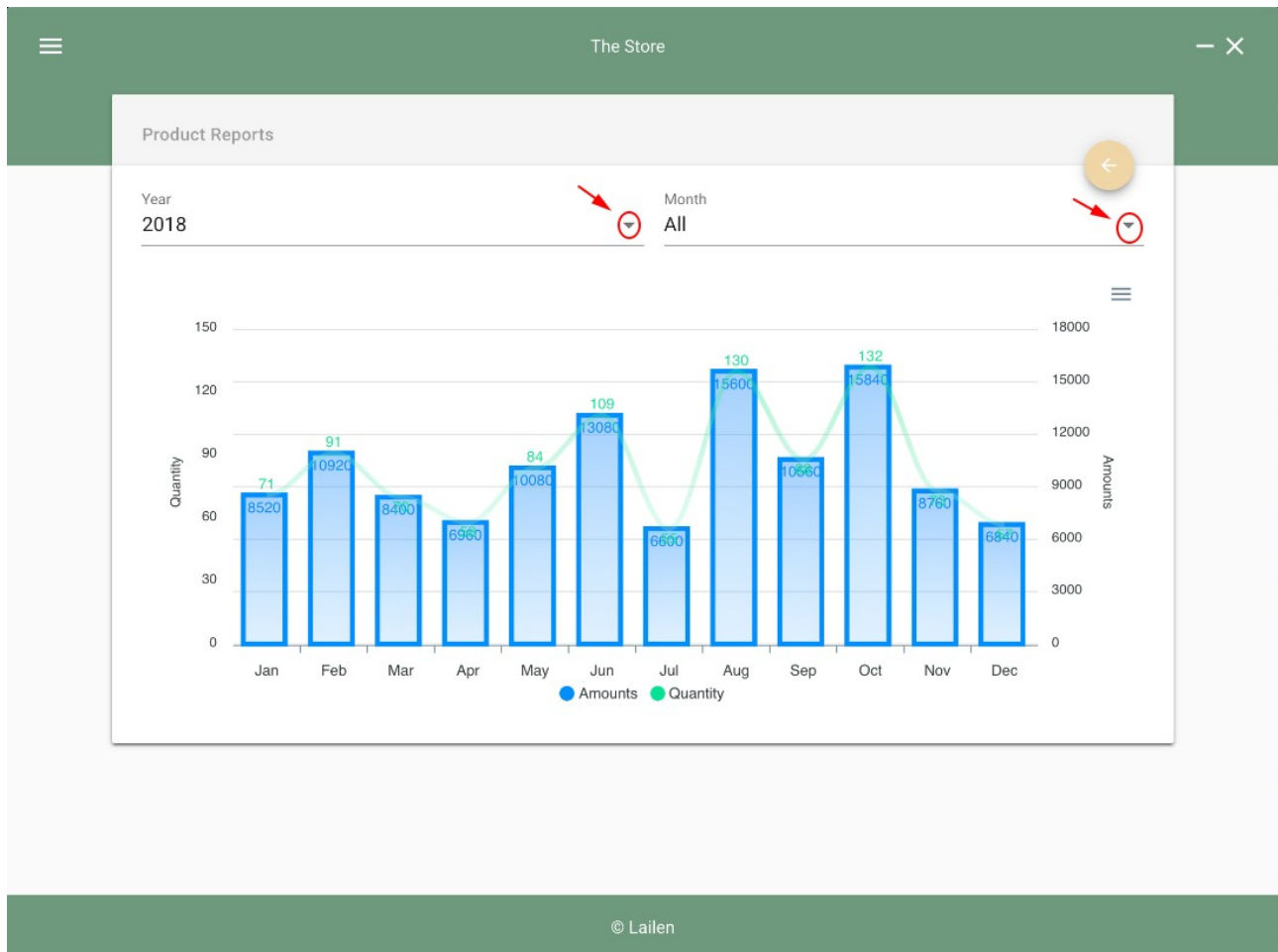
On clicking the reports section you will be directed to this page (shown below)



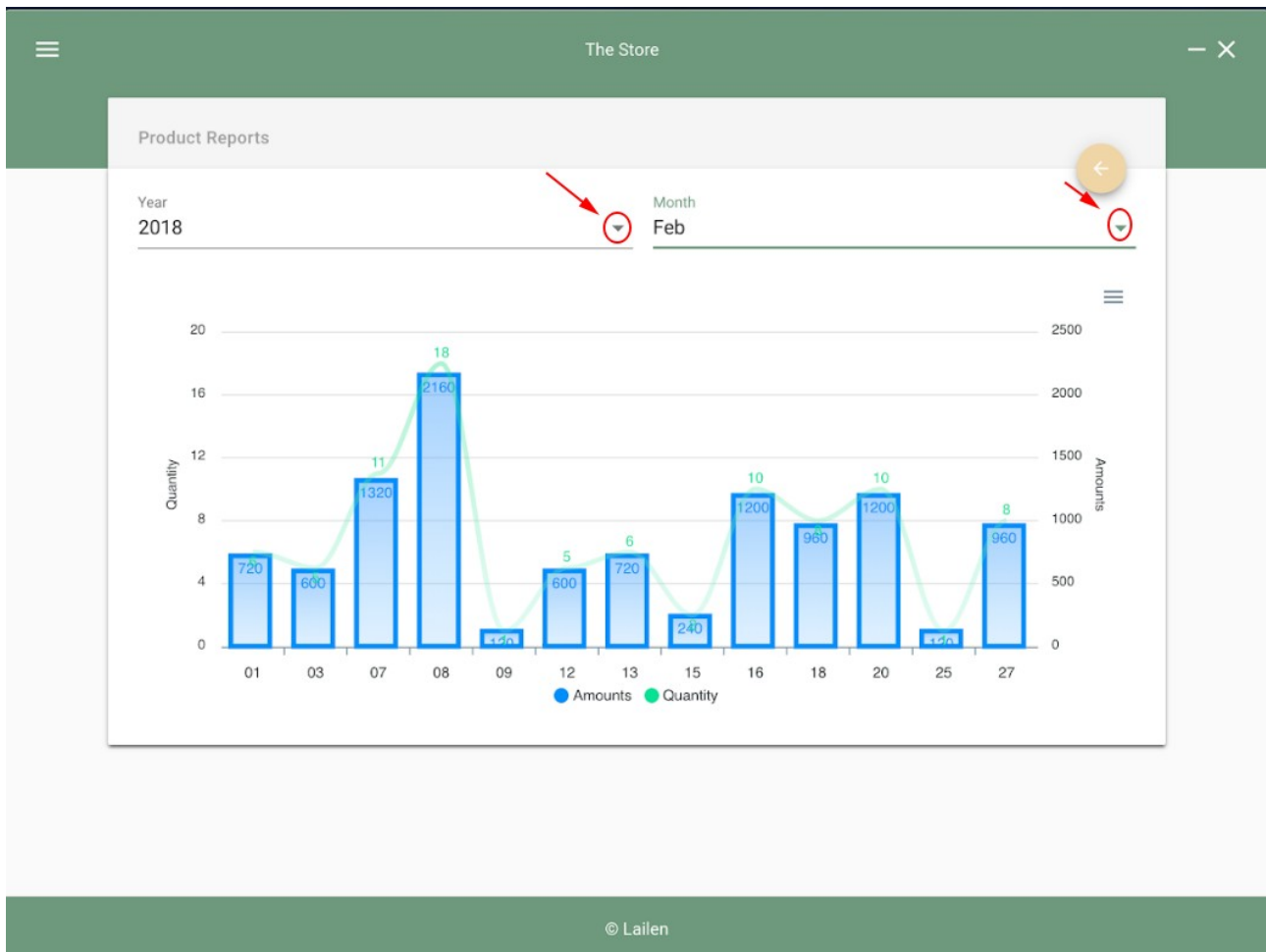
9.1 FILTERING REPORTS (YEARLY & MONTHLY)

You can filter the reports either “yearly” or “monthly” by clicking on the highlighted icon as shown below

*YEARLY REPORT

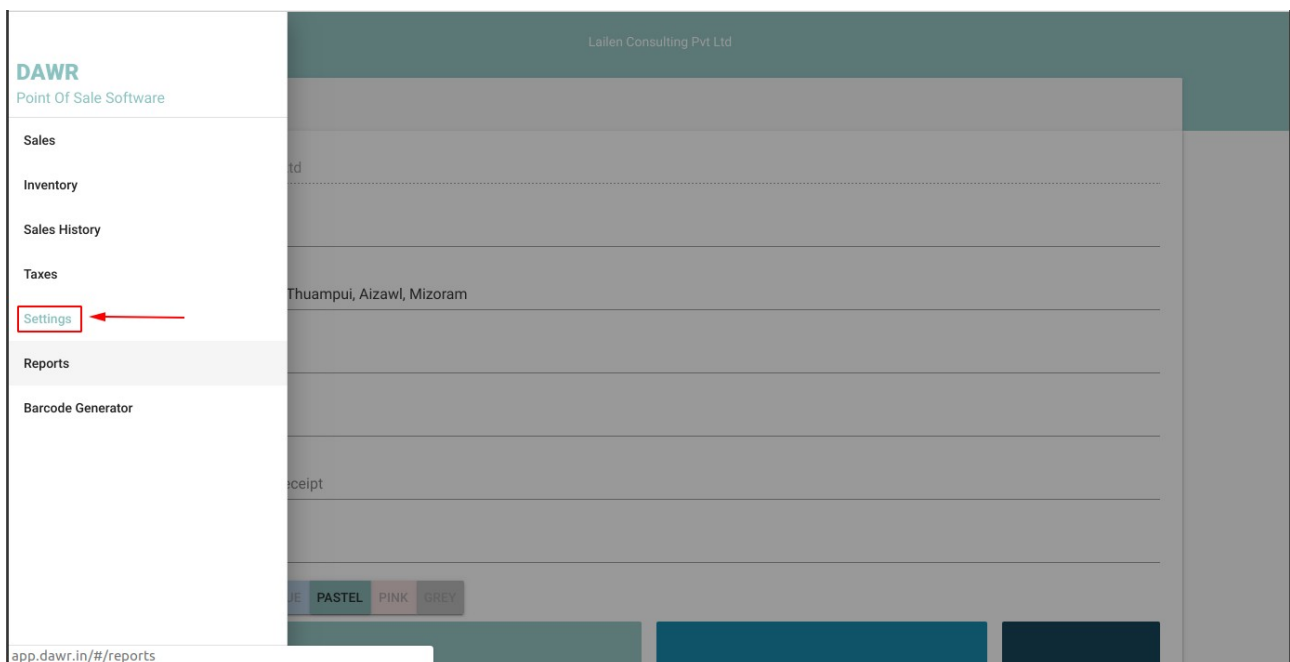


*MONTHLY REPORT



10. SETTINGS

Navigate to the “Settings” by clicking on the settings section on the menu as shown below



On clicking the settings sections you will be directed to this page (shown below)

Here, you will be able to change the phone number, address of the store, TIN number, GST number, Out of stock warning and any other information you would like to add.

You can also change the color of the background by choosing from the color section and then click submit

Settings List

Store Name

Lailen Consulting Pvt Ltd

Phone

2427865873

Address

2nd Floor, STPI, CCBT, Thuampui, Aizawl, Mizoram

TIN Number

123456789

GST Number

136974158236

Extra information for receipt

Out of stock warning

10

DEFAULT

GREEN

BLUE

PASTEL

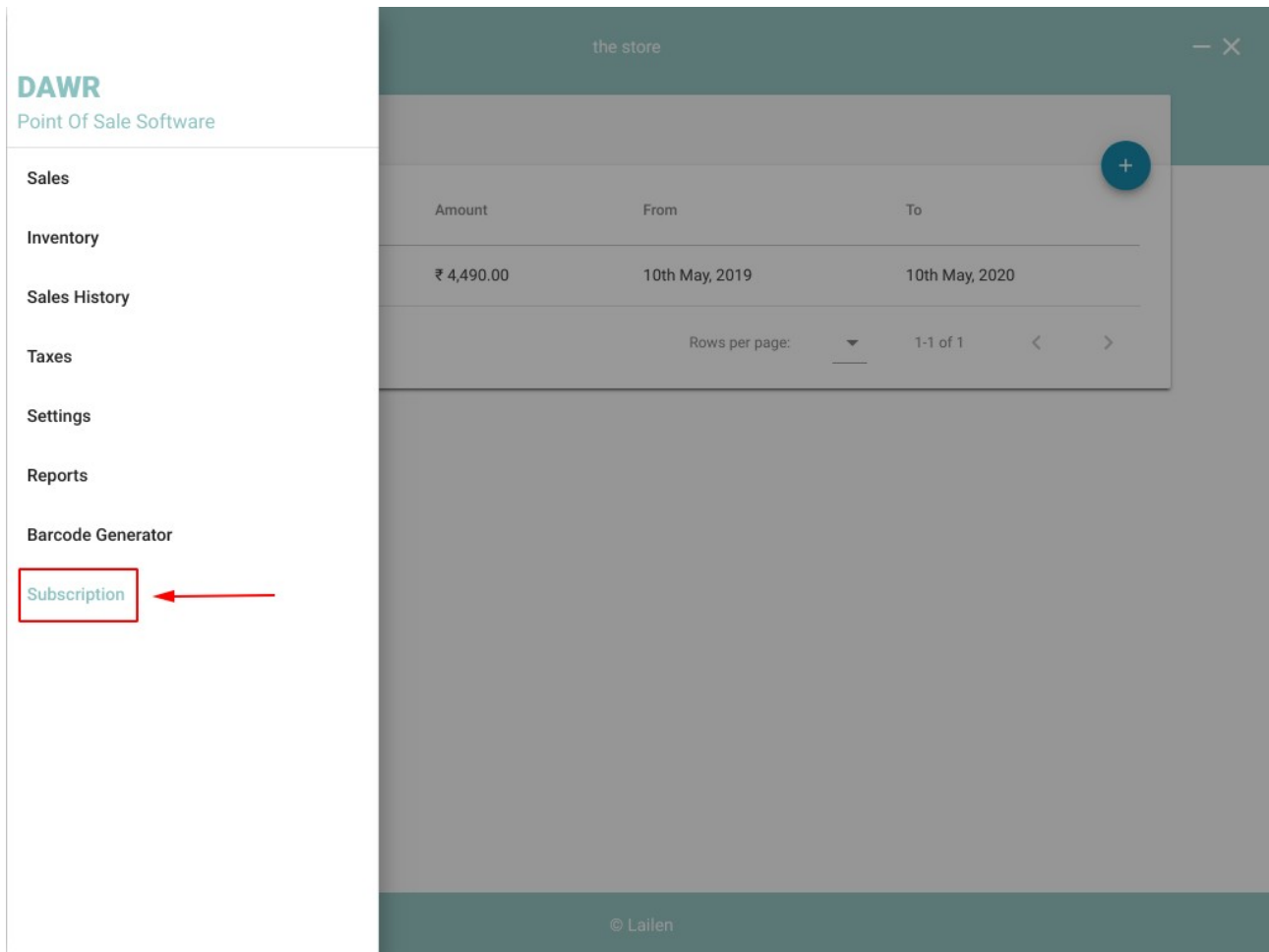
PINK

GREY

SUBMIT

11. Subscription

Navigate to the “Subscription” by clicking on the subscription section on the menu as shown below.



On clicking the settings sections you will be directed to this page (shown below)
Here, you will be able to see your subscription history

Date ↓	Amount	From	To
10th May, 2019	₹ 4,490.00	10th May, 2019	10th May, 2020

Rows per page: 1-1 of 1

*Date : Date of your subscription

*Amount : Amount you pay for the subcription

*From

*To

} Validity of your subscription

By clicking on the highlighted add (+) icon which is shown below, you will be redirected to the website for renewal of subscription.

the store

Subscription History

Date ↓	Amount	From	To
10th May, 2019	₹ 4,490.00	10th May, 2019	10th May, 2020

Rows per page: 1-1 of 1

+

© Lailen