



MiniPOS Pro

User Guide

Step-by-step instructions for store owners and cashiers
From downloading the app to your daily routine

What this guide covers

- Getting the apps and starting your free trial
- Adding products, stock and customers
- Making sales, printing receipts and using loyalty discounts
- Income, expenses, reports and the daily summary
- Running an online store that sends orders to your WhatsApp

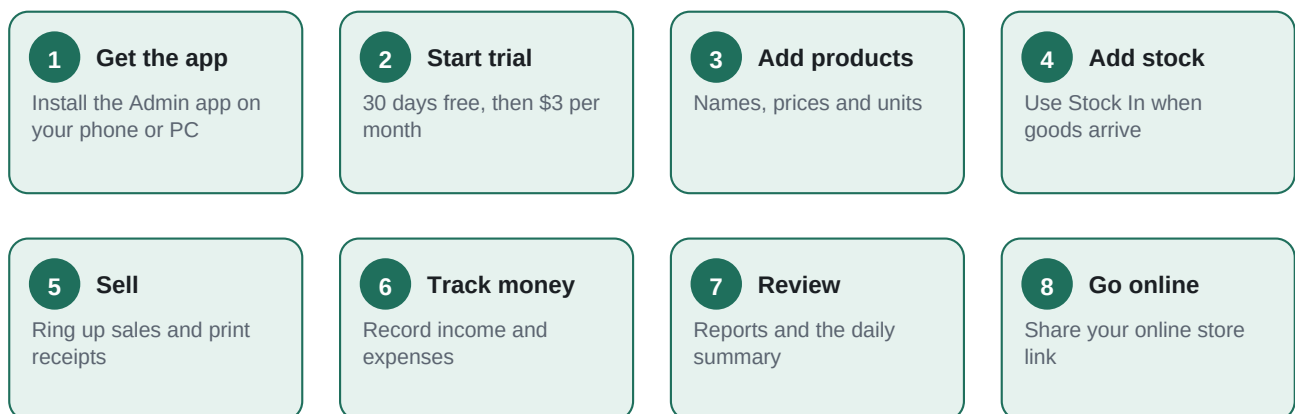
Need help at any step?

Email Nyakudyaratawandatitus@gmail.com and we will guide you.

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Your journey at a glance



Do the first four steps once. After that, your day is selling, tracking and reviewing.

1. What is MiniPOS?

MiniPOS is a simple point-of-sale system for small shops. You ring up sales, track stock, record income and expenses, and see how your business is doing, all from your phone or computer.

- **Admin app (owner).** For setting up the shop, products, stock, customers, reports and settings. Available on Android and Windows.
- **Cashier app.** For the person at the till. It makes sales and reads your products and customers.
- **Your own currency.** You set whatever currency your shop uses.
- **Online store.** Customers can order through a link you share, and the order arrives on your WhatsApp.

Good to know

MiniPOS needs an internet connection to work. Only the owner can change settings, products, customers and prices in the Admin app.

2. Get the apps

All download links are on **pos.co.zw**.

App	Where to get it
Admin app (Android)	Google Play Store. Search for MiniPOS Pro, or use the link on pos.co.zw.
Admin app (Windows)	Download the Windows installer from pos.co.zw and run it.
Cashier app (Android)	Download the cashier app file from pos.co.zw and install it on the till phone.

Installing the cashier app

Your phone may show a Play Protect warning because the app is not from the Play Store. Tap **Details**, then **Install anyway**.

3. Free trial and licence

Every new account gets **1 month free** with full access to all features. No payment is needed to start.

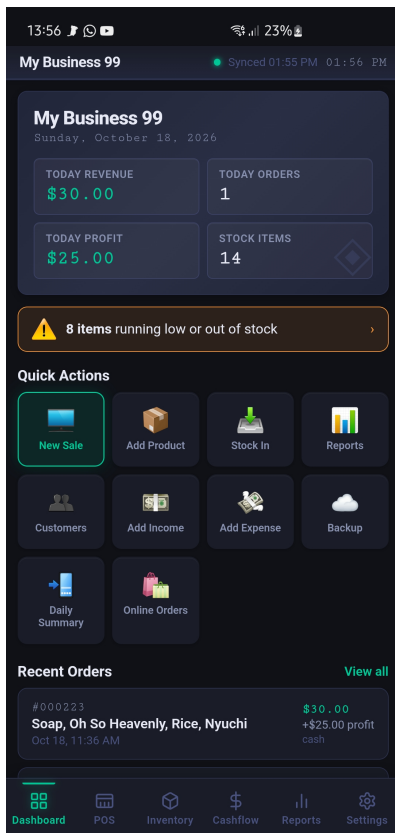
Item	Details
Free trial	30 days with everything switched on.
After the trial	\$3 per month, paid by EcoCash. Pricing is subject to review at any time.
Locked app	When the trial ends, the app is locked until you enter a licence key.
Activate	Pay by EcoCash, then send proof of payment and your store email to MiniPOS on WhatsApp. Your licence is activated, usually within the hour.

Tip

Pay a few days before your trial ends so your shop never stops in the middle of a busy day.

4. Dashboard and main menu

The Dashboard is the first screen you see in the Admin app. It shows today at a glance and gives you shortcuts to the jobs you do most.



Top of the screen

Today's revenue, orders, profit and the number of stock items. A sync tag shows when your data was last saved.

Low stock warning

An orange bar tells you how many items are running low or are out of stock. Tap it to see them.

Quick actions

New Sale, Add Product, Stock In, Reports, Customers, Add Income, Add Expense, Backup, Daily Summary and Online Orders.

Recent orders

Your latest sales with items, amount, profit, payment method and time.

Bottom menu

Dashboard, POS, Inventory, Cashflow, Reports and Settings.

5. Add products

You can add a product from **Add Product** on the main menu, or from the **Inventory** page.

1. Tap **Add Product**.
2. Type the product name.
3. Choose a category and a unit of measure.
4. Enter the selling price (and cost price if asked) and how many you have.
5. Save.

Units of measure

MiniPOS supports products sold by measurement, where the quantity has decimals. For example:

- Meat sold by the kilogram (kg), such as 1.5 kg
- Liquids sold by the litre (L), such as 0.75 L
- Any other measurable product

Tip

Use clear names a cashier can recognise at a glance, for example "Cooking oil 2L" instead of "Oil".

6. Add stock

Use **Stock In** whenever new goods arrive. It adds to what you already have.

1. On the main menu tap **Stock In**.
2. Pick the product.
3. Enter the quantity you received.
4. Save.
 - Open **Inventory** any time to see how many of each item you have.
 - The orange warning on the Dashboard tells you when items are low or finished.

7. Make a sale

Sales can be made in the Admin app (**New Sale** or **POS**) or in the Cashier app.

1. Tap **New Sale**, or open **POS**.
2. Tap products to add them to the cart.
3. If the customer is on your list, select them (this applies loyalty discounts).
4. Check the total and choose how the customer paid.
5. Complete the sale and print or share the receipt.

Remember

Fix mistakes in the cart before you complete the sale. Once it is completed, the way to cancel it is to void it (section 11).

8. Currency

MiniPOS is not limited to two currencies. You set the currency your shop uses and prices, sales and reports follow it.

Set your currency before you add products so that every price is entered the same way.

9. Customers and loyalty

Customers

Only the **owner** adds customers, from **Customers** on the main menu in the Admin app. The Cashier app can only read the list and select a customer during a sale.

Loyalty programme

Reward your regular customers with a discount.

1. In the Admin app, open **Settings** and enable the loyalty programme.
2. Set the discount rules you want.
3. Add your customers.
4. When making a sale, select the customer. The discount is applied for you.

Good to know

Loyalty only works for customers who are saved in the app and selected at the till.

10. Income and expenses

The **Cashflow** tab shows the money coming in and going out of your business. Besides sales, the owner adds the other items manually:

- **Add Income** for money received that is not a sale.
- **Add Expense** for things like rent, transport or electricity.

Tip

Record expenses on the same day. It keeps your picture of the business accurate.

11. Reports, void and daily summary

Reports

Open **Reports** from the main menu or the bottom menu to review your sales.

Void a sale

1. Go to **Reports** and tap **View** on the sale.
2. Tap **Void**.

Remember

Voiding cancels a completed sale. Use it only for real mistakes or full returns.

Daily summary

Tap **Daily Summary** on the main menu. MiniPOS sends the summary of your day by WhatsApp to the number the owner set in the Admin app.

12. Online store

Let your customers order from you online. Orders arrive on your WhatsApp.

Switch it on

1. Go to **Settings**, then **Store settings**.
2. Turn on **Online store**. You now get your own store link.
3. Share that link with your customers.
4. Open each product you want to sell online and turn on **Show on online store**.

When a customer orders

1. The customer adds items to the cart and sends the order. It goes to your WhatsApp.
2. The admin app shows a notification the moment an order is placed.
3. The customer pays you manually.
4. After you receive the payment, open **Online Orders** and mark the order as **completed**. Stock is deducted at that point.

Remember

Stock is only deducted when you mark the order as completed. Do not mark it before you have been paid.

13. Cashier account

Your cashier uses the Cashier app on the till phone.

1. In the Admin app open **Settings**, then **Cashier**.
2. Create the cashier account.
3. Log in to the Cashier app with those details.

Role	What they can do
Owner (Admin app)	Everything: settings, products, stock, customers, income and expenses, reports and voids.
Cashier (Cashier app)	Make sales. Can read products and select customers, but cannot add customers.

Good to know

Only one cashier account is allowed for now.

14. Printing receipts

We recommend the free **RawBT** app for Bluetooth printing.

1. Install **RawBT** from the Play Store and connect your Bluetooth printer in it.
2. Open the Cashier app and go to the printer settings.
3. Set up the RawBT options and turn on **auto print**.
4. Make a sale. The receipt prints automatically.

Tip

Pair the printer with the phone first, then test with one small sale.

15. ZIMRA fiscalisation

MiniPOS can fiscalise sales with ZIMRA. This is a separate process with its own steps, so it has its own guide. Please see the **MiniPOS Pro ZIMRA Fiscalisation Guide**.

16. Common problems and what to do

Problem	What to do
The app is locked and asks for a licence key	Your trial or month has ended. Pay by EcoCash and send proof with your store email on WhatsApp to get your licence key.
App will not load or sync	MiniPOS needs internet. Check your data or Wi-Fi and try again.
Play Protect warning on the cashier app	Tap Details, then Install anyway.
A product does not show online	Open the product and turn on Show on online store. Also check that Online store is on in Settings.
Online order did not deduct stock	Open the order and mark it as completed.
Receipts do not print	Check the printer is paired in RawBT, and that auto print is on in the Cashier app.
Cashier cannot add a customer	Only the owner can add customers in the Admin app. The cashier can only select them.
A sale was made by mistake	Reports, View, then Void.

17. Need help? Email us

We will guide you through every step: downloading, setting up, selling and going online.

Nyakudyaratawandatitus@gmail.com

You can also message us on WhatsApp on 0713 610 622. To help us answer quickly, please include:

- your store name
- the step you are on (for example "section 5, adding products")
- a screenshot of any error message