

Nova Soft POS — Customer Manual

Oct 15, 2026 · Nova Soft Apps · Novasoftapps.com

Welcome! This guide shows you how to use your POS (Point of Sale) software for your shop — billing, stock, udhaar, installments, reports and more. It works **offline** (no internet needed) on your Windows computer, and your phone can use it too on the same Wi-Fi.

1. Install the software

1. You received **POS-Setup.zip**. Right-click it → **Extract All**.
2. Open the extracted folder and double-click **Install.bat**.
3. If Windows shows "Windows protected your PC", click **More info** → **Run anyway**.
4. A **POS** icon appears on your desktop. Done — nothing else to install (Java is already inside).

To open: double-click the **POS** icon. A small "POS is starting" box shows, then the POS window opens.

Closing the window does NOT stop POS (so your phone can still use it). To stop it fully: right-click the POS icon near the clock → **Close POS completely**.

2. First sign-in & shop setup

- First sign-in: **owner / owner123**.
 - Go to **Users** and change the password right away.
 - Finish the shop setup: shop name, phone, address (these print on bills) and shop type (kiriyana, medical, garments, electronics, restaurant, general).
 - Roles: **Owner** (full control), **Manager** (daily running), **Cashier** (billing only).
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3. Free trial & buying a license

- You get a **7-day free trial**. A banner at the top shows the days left and the exact end date.
- After the trial, the software **locks** (you can still view data, but cannot add/change until you buy).

- To buy: open **Plans & license**. Choose **Monthly**, **Yearly** or **Permanent**.
 - Send your **Computer ID** (shown on that screen) with your payment. The license works **only on that one computer**.
 - Tick **I agree to the Terms & Conditions and Privacy Policy**, paste the license key you receive, and press **Activate**.
 - Contact to buy: **WhatsApp 0336-1594066** · support@novasoftapps.com
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4. Making a sale (billing)

1. Open **Sales**.
 2. **Scan the barcode** (or type the name) — the item drops into the bill. A barcode scanner works like a keyboard: scan and it adds by itself.
 3. **New item not in the system?** Just scan it — a small box opens, type the name and price, Save, and it goes straight into the bill. Next time the same scan adds it automatically.
 4. Products can show a **photo**, so staff pick the right item fast.
 5. Choose the **customer** (or Walk-in), and the **payment**: Cash, Card, JazzCash, Easypaisa, Bank/wallet, or **Udhaar**.
 6. Add a **discount** or **coupon** if needed, then press **Charge**.
 7. **Print** the receipt (thermal or A4), print again, or send it on **WhatsApp**. Each bill carries a **QR code**.
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5. Products

- **Products** screen → **Add product** (name, barcode, price, cost, unit, stock) or **Edit**.
 - **Multiple barcodes**: one product can have several barcodes (different packs) — put extra codes in **Other barcodes** (space or comma separated). Any of them will find the product.
 - **Photo**: attach a picture; it shows in Sales and the product list.
 - **Import from Excel**: add many products at once using the template.
 - **Barcode labels**: print your own barcodes for items that don't have one.
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6. Stock & purchases

- **Inventory:** see stock, do a **stock count** (count the shelf, the system fixes the difference), and view stock history.
 - **Purchases & suppliers:** make a purchase order, **receive stock** (stock goes up, supplier balance updates), and pay suppliers.
 - **Low-stock alert:** when you sign in, the software warns you which items are running low, so you know what to re-order. The Dashboard also lists it.
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7. Customers & Udhaar

- **Customers** screen: add customers, set a **credit (udhaar) limit**.
 - **Ledger:** see every udhaar bill and payment, and the running balance.
 - **Receive payment:** record when a customer pays back (cash goes into the drawer).
 - **WhatsApp reminder:** one tap opens a ready message to remind the customer of their balance.
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8. Installments (qist)

- **Installments** screen → **New installment sale**.
 - Add the customer and guarantor details.
 - **Add one or more products** — pick from stock and the **price fills in by itself**; set the quantity and the **total adds up automatically**. Add as many products as the customer takes.
 - Set the advance, number of installments, and whether they are monthly or weekly.
 - **Receive** each installment when the customer pays; the schedule updates and shows who is late.
 - One-tap **WhatsApp** reminder for due or late installments.
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9. Returns / refund

1. Open **Returns**.
2. **Scan the QR code** on the customer's bill (or type the bill number) → **Find bill**.
3. For each item, type **how much to return** (part of the quantity or all of it).

4. Choose refund to **Cash** or **Udhaar**, add a reason, and press **Complete return**. Stock comes back automatically.
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10. Reminders due today

- **Reminders** screen puts everyone who owes you today in one place: **udhaar customers** and **installments due or late**.
 - Each row has a **WhatsApp** button — the message opens ready, just press send. (The software works offline, so it cannot send on its own.)
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11. Reports, cash drawer & staff

- **Reports:** sales, profit, expenses and returns for a day, a month, or any dates. Export to Excel.
 - **Shift & expenses:** open a shift, record expenses and cash in/out, and close the shift with a counted-cash check.
 - **Staff:** keep staff, attendance and salaries.
 - **Dashboard:** today's sales, profit, bills, udhaar, cash drawer, a 7-day sales chart, and what needs attention.
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12. Use on your phone & other computers

Phone (same Wi-Fi):

1. Find your computer's address: open Command Prompt, type `ipconfig`, note the **IPv4 Address** (e.g. 192.168.1.10).
2. On the phone's Chrome, open **http://192.168.1.10:8080**.
3. Menu → **Add to Home screen** to get an app-style icon. Data is the same as the computer (no copying).

Other computers: open the same **http://<computer-IP>:8080** in their browser. They all share the one computer's data. One license (on the main computer) covers them all. The main computer must stay on.

13. Printing

- **Thermal receipt** (58/80 mm) and **A4** printing are supported. Set your printer in **Settings → Printer**.
 - Any printer your **Windows** can print to works — USB, network, or a **Bluetooth printer paired to Windows**. Most thermal printers use the ESC/POS standard, which is supported.
 - On a phone, use **Print from browser** or send the **WhatsApp receipt**.
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14. Light / Dark theme

- In the menu, tap 🌙 **Dark mode** / ☀️ **Light mode** to switch. Your choice is remembered.
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15. Back up your data (very important)

Your data lives on your computer at **C:\Users<your name>\POS-Data** (it has the database, a `backups` folder, and the log).

Two easy ways to back up:

1. **In the app:** Settings → **Back up now**. A backup zip is saved in `POS-Data\backups`. A backup is also made automatically every night at 2 AM if the computer is on (newest 30 are kept).
2. **Copy the folder:** copy the whole **POS-Data** folder to a **USB drive** or **Google Drive** every few days. This is the safest copy.

If the computer is lost, any backups still on it are lost too — so always keep a copy on a USB or in the cloud.

16. Restore your data (if the software was deleted or the computer changed)

You can bring your data back yourself. **Always close POS first** (right-click the POS icon near the clock → Close POS completely).

Easiest — if you copied the whole POS-Data folder:

1. Install POS again (run Install.bat) but **do not open it yet**.
2. Copy your saved **POS-Data** folder back to **C:\Users<your name>\POS-Data**, replacing the new empty one.
3. Open POS — all your products, bills and customers are back.

From a backup .zip (the files from Settings → Back up now):

- **Option A — Restore.bat (easy):** put your backup zip ready, then double-click **Restore.bat** (it comes in POS-Setup.zip). It asks you to confirm, closes nothing of yours, and puts the data back. Reopen POS.
- **Option B — by hand:** make sure POS is closed. Open the backup zip and copy the database file inside it (named like `posdb-v2.mv.db`) into ****C:\Users<your name>\POS-Data\data****, replacing the file there. Open POS.

Tip: restoring replaces current data with the backup's data. If in doubt, copy your present POS-Data folder somewhere first. For help, WhatsApp 0336-1594066.

17. Support

- **WhatsApp:** 0336-1594066
- **Email:** support@novasoftapps.com
- **Website:** Novasoftapps.com

Thank you for choosing **Nova Soft POS** — your shop's smart helper.