# USER MANUAL

ZKPOS WEB REPORT APP

Version: 3.0.0

Date: 01-09-2022

Software Version: 3.0.0

GETS STARTED

Web Android Report App runs on smartphones and tablets, thereby making your business mobile and look smarter and tech-savvy. The sales and receive report show the daily wise, date wise, monthly wise and year wise details. You can share the reports through email, WhatsApp etc. You can access your sale and receive details at your fingertip anywhere in the world.

Now let's start exploring ZKPOS WEB REPORT APP. After installation you need to open ZKPOS INVENTORY APP. The first step you have to follow is LOGIN process.
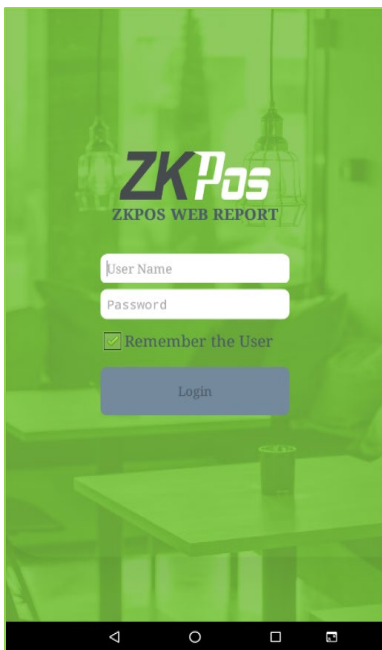
STEP 1 - LOGIN PROCESS

- Open the ZKPOS WEB REPORT APP.
- Enter the Username and Password you get while activating the ZKPOS Web Report App.
- Click on the Login option.
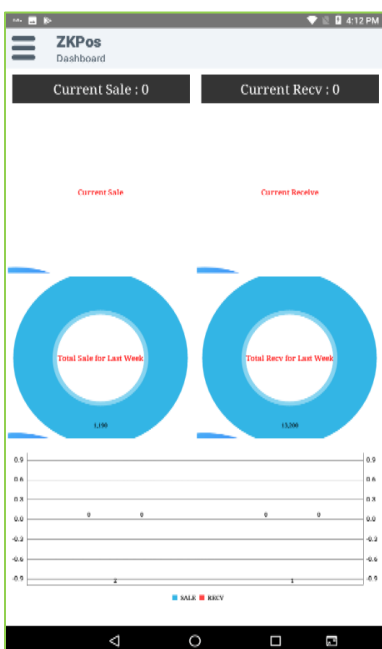
STEP 2 - DASHBOARD

Now you will be redirected to the Dashboard.

- In the DASHBOARD it shows the Current Sale and Current Rate Receive data. Where the Current Sale, Current Receive, Total Sale for Last Week, Total Receive for Last Week in a graphical way. Therefore, everything related to sales can be easily identified.

STEP 3 - SYNC PROCESS

Go to the top left side of the corner of ZKPOS WEB REPORT APP to reach the SYNC process as shown in the below figure.
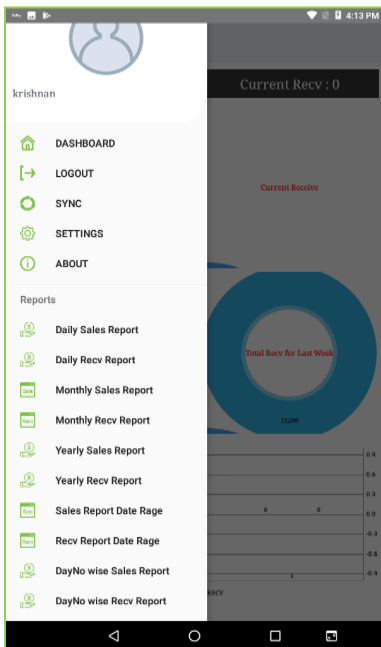
- Open the ZKPOS WEB REPORT APP.
- Click on the Sync option in the top left side.

- After clicking the SYNC option, you can see the synchronization of data's regarding reports as shown in the below figure. You have to set the synchronization details in ZKPOS Restaurant Software.
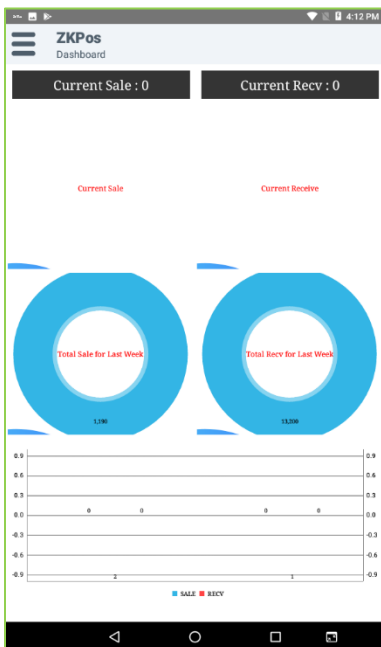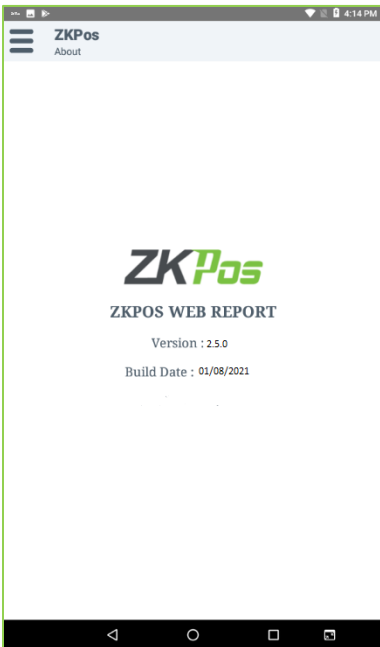
STEP 4 - SETTINGS

After clicking the SETTINGS option, a screen appears as shown in the given figure.
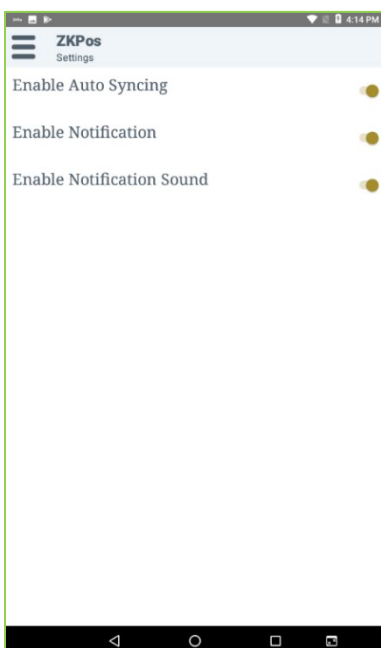
- Enable the Auto Syncing option for the synchronization process.
- Enable Notification to receive the notification regarding reports.
- Enable Notification Sound option.

STEP 5 - ABOUT ZKPOS

- In the About option ZKPOS WEB REPORT details are available.
- It shows about the Version, Build Date and Build Number details.

STEP 6 - REPORT DETAILS

Everything that you enter in ZKPOS is saved and you can check with the data whenever you want it. Different data are stored as different reports. Reports which all wise is available in the ZKPOS WEB REPORT APP.
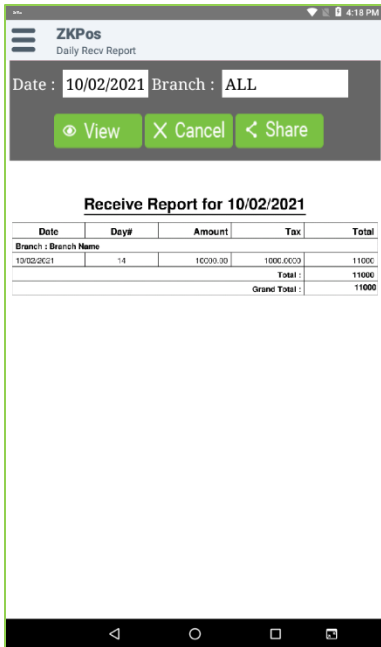
DAILY SALES REPORT

You can view the day wise sales report using DAY WISE SALES REPORT.

- Click on the Day wise Sales Report in the Report.
- Select the date and branch. In branch there are two options called 'all or any branch' - select one and click VIEW button.

- Click on the Share button to share the reports.

DAILY RECEIVE REPORT

- Click on the Daily Receive Report in the Report.
- Select the date and branch. In branch there are two options called 'all or any branch' which you have.
- Click on the view button to see the daily receive report.

MONTHLY SALES REPORT

- Click on the Monthly Sales Report in the report.
- Select the Month and Branch. In branch There Are two options called 'all or any branch which you have.
- Click on the view button to see the monthly Sales report.
- Click on the Share button to share the reports.

MONTHLY RECEIVE REPORT

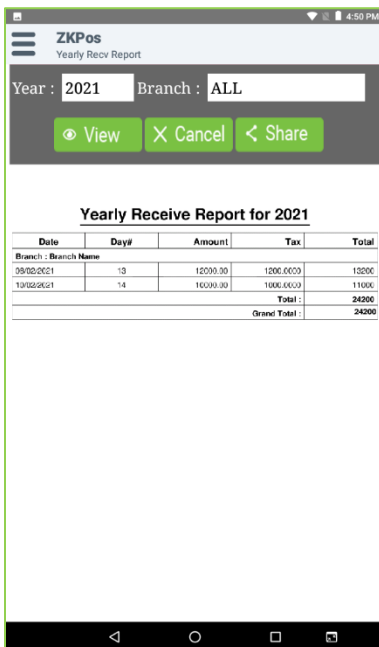You can view the monthly receive report using MONTHLY RECEIVE REPORT.

- Click on the Monthly Receive Report in the report.
- Select the Month and Branch. In branch there are two options called 'all or any branch' which you have.
- Click on the view button to see the monthly receive report.
- Click on the Share button to share the reports.

YEARLY SALES REPORT

You can view the yearly sales report using YEARLY SALES REPORT.

- Click on the Yearly Sales Report in the report.
- Select the Year and Branch. In branch there are two options called 'all or any branch' which you have.
- Click on the view button to see the yearly Sales report.
- Click on the Share button to share the reports.
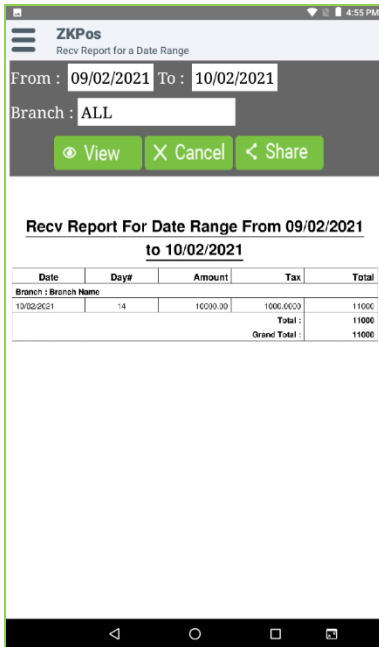

YEARLY RECEIVE REPORT

- You can view the yearly receive report using YEARLY RECEIVE REPORT.
- Click on the Yearly Receive Report in the report.
- Select the Year and Branch. In branch there are two options called 'all or any branch' which you have.
- Click on the view button to see the yearly receive report.
- Click on the Share button to share the reports.
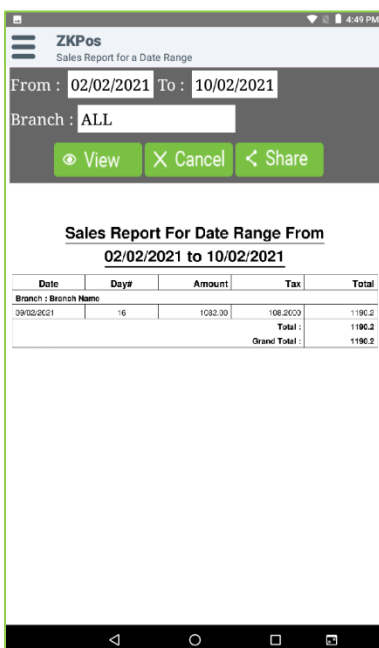
SALES REPORT DATE RANGE

You can view the sales report date range using SALES REPORT DATE RANGE.

- Click on the Sales Report Date Range in the report.
- Select the from date and to date and Branch. In Branch there are two options called 'all or any Branch' which you have.
- Click on the view button to see the sales Report Data range.

RECEIVE REPORT DATE RANGE

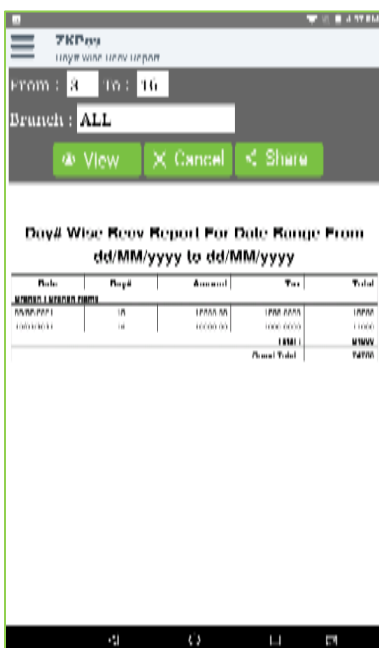You can view the receive report date range using RECEIVE REPORT DATE RANGE

- Click on the Receive Report Date Range in the report.
- Select the from date and to date and Branch. in Branch there are two options called 'all or any Branch' which you have.
- Click on the view button to see the receive report date range.
- Click on the Share button to share the reports.
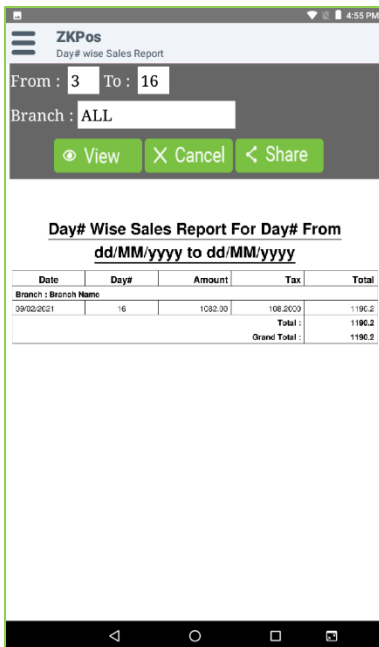
DAY NUMBER WISE SALES REPORT

You can view the day number wise sales report using DAY NUMBER WISE SALES REPORT.

- Click on the Day Number Wise Sales Report
- in the Report.
- Select the FROM unit and to unit and Branch. In Branch there are two options called 'all or any Branch' which you have.
- Click on the view button to see the day Number wise sales report.
- Click on the Share button to share the reports.

DAY NUMBER WISE RECEIVE REPORT

You can view the day number wise receive report using DAY NUMBER WISE RECEIVE REPORT.

- Click on the Day Number Wise Receive Report in the Report.
- Select the FROM unit and to unit and Branch. In Branch there are two options called 'all or any Branch' which you have.
- Click on the view button to see the receive report Date range.
- Click on the Share button to share the reports.
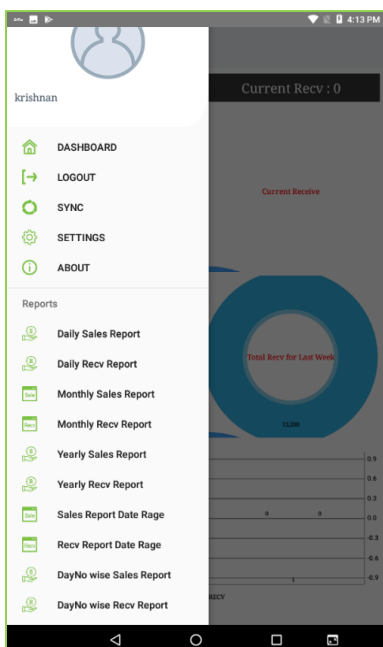
STEP 7 - LOG OUT

- Click on log out button.