



QUICK START

Fast, safe daily actions for the first shift

RC3 • Practical guide for daily work

Screen references • clear steps • skippable IT notes

Arabic and English are available in the application

RC3 edition | 14 October 2026

For store teams and authorised support staff

IT-specific guidance appears in faint blue sticker notes. Normal users may safely skip these notes.

Start in ten minutes



Open <https://your-server/supermarketos/install> for a new RC3 install. Complete the browser setup, sign in with the named administrator, choose the company country and base currency before entering real prices.

FAST STEPS

1. Confirm storage is writable in the hosting panel.
2. Complete the browser installer.
3. Sign in and open Settings → Company.
4. Choose the correct country and base currency.

Fast safety note: when an error appears, stop and check the reference before trying again.

Start a counter shift

Supermarket OS

Cash drawer shift

Dashboard
POS
Inventory
Purchasing
Customers
Accounting
Staff
Reports
Settings

Open cash drawer shift

Cashier lane

Lane 2 — Counter 2

Shift

Morning

Opening float

0.00 SDG

OPEN SHIFT

Lane status

Lane 1 • Open
Lane 2 • Available
Lane 3 • Available
Lane 4 • Open

A cashier starts by selecting the physical lane. The selected lane binds the POS, drawer and paired customer display for the whole open shift.

FAST STEPS

1. POS → Shift.
2. Choose an available lane.
3. Enter shift and opening float.
4. Open Shift and verify the lane in the POS toolbar.

Fast safety note: when an error appears, stop and check the reference before trying again.

Ring and complete a sale

Supermarket OS

Point of Sale

Dashboard

POS

Inventory

Purchasing

Customers

Accounting

Staff

Reports

Settings

Lane 2 • Retail counter

Scan barcode, SKU or product name

Milk 1L
125.00

Rice 5kg
125.00

Soap
125.00

Tea
125.00

Juice
125.00

Sugar
125.00

CURRENT BASKET

Milk 1L × 2250.00

Rice 5kg × 1650.00

Soap × 3180.00

TOTAL DUE

1,080.00 SDG

COMPLETE SALE

Scan a barcode or search an item. Check quantity and total. Settle in the company base currency with cash, card or wallet. A receipt is created only after successful completion.

FAST STEPS

1. Scan/search the item.
2. Review basket and quantity.
3. Select payment and enter required reference.
4. Complete once; confirm the receipt number.

Fast safety note: when an error appears, stop and check the reference before trying again.

Receive, close and get help

Supermarket OS

Goods receipt

Dashboard
POS
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Receive purchase order

PO-000143 • Nile Foods • Expected today

Receiving warehouse: Main Store

Cooking oil 1L	Ordered 24	Received 24	Batch / expiry
Rice 5kg	Ordered 10	Received 10	Batch / expiry
Tea bags	Ordered 12	Received 12	Batch / expiry

POST RECEIPT

Receive stock through the approved purchasing flow, then review exceptions. At hand-over count cash, close the drawer and make a verified backup to schedule. Never repeatedly submit a transaction after an error.

FAST STEPS

1. Open the approved order/receipt screen and enter actual quantities.
2. Post the receipt after physical verification.
3. Count cash, close the shift and review variance and alerts.
4. Run/verify the backup and record time, user and lane when asking for support.

Fast safety note: when an error appears, stop and check the reference before trying again.