



Metastore App ERP

User Guide

Basic • Standard • Premium • Version 1.7.4



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Features marked [Standard] are available on the Standard plan. On Basic they are visible but locked, and clicking them offers an upgrade. This guide covers version 1.7.4.

1. Getting started

Metastore App ERP runs on your Windows computer and works fully offline — no internet is needed for daily selling.

- On first launch, enter the licence key from MGS and click Activate.
- For a PC-locked key, the screen shows This PC ID — send it to MGS to receive your key.
- **Want to try it first?** Ask MGS for a **trial key**. Enter it in the same licence box to run the full system for the number of days on the trial — a countdown shows the days left on every page. (From v1.7.1 a trial needs a trial key; there is no self-serve trial button.)
- **Need a key, a trial, or an invoice?** The activation screen has **WhatsApp (+234 905 960 1079)** and **admin@mgssolution.com** buttons — tap to reach MGS instantly.
- Choose a colour theme, then enter the shop.

Note: v1.7.1 uses a new licence signature. Keys issued before v1.7.1 no longer work, and a machine running v1.7.1 cannot be rolled back to an earlier version — request a current key from MGS if needed.

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*The activation / licence screen — key entry, This PC ID, and WhatsApp/email contact buttons.
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Licence types

- **Subscription (time-limited):** valid for a set number of months (e.g. 12). The app shows the expiry date in Setup & Licence and reminds you as it approaches.
- **Lifetime:** never expires — Setup & Licence shows **Lifetime** instead of a date. Lifetime machines are not auto-updated; when a new version exists they are notified and can request the upgrade from MGS (see section 17).
- **Generic vs PC-locked:** a generic key runs on any PC (within its seat count); a PC-locked key is tied to one computer's PC ID.
- **One licence per shop + tills:** you issue **one licence for the Main PC** (or a standalone PC) — the same key activates a machine whether you run it as Main PC or Standalone. The licence carries a **number of tills allowed**; tills connect to the Main PC with the access code and need **no key of their own**. Setup & Licence shows the tills allowed. If more tills try to connect than the licence allows, the extra till shows a "Till limit reached" message — contact MGS for a licence with more tills.

Set up your business (Settings)

- **Business name, type, address, phone and logo** — these print on receipts.
- **Your name** — used only for the dashboard greeting and your avatar (never on receipts).
- **Font size and colour theme** — applied instantly, per computer.
- **POS & payments** — set the default payment method (Cash, POS or Transfer) that pre-fills on every sale.
- **VAT** — set your VAT rate %, and tick **Charge VAT on new products by default** to control whether the VAT box is pre-ticked when you add a product (you can still change VAT on any individual product).

Choose your display currency

Metastore App ERP works in any country's currency. Open Setup & Licence → Currency and pick your currency from the list (₦ NGN, \$ USD, € EUR, £ GBP, ₵ GHS, KSh KES, R ZAR, CFA, ₹ INR and many more), or choose Custom symbol to type your own.

- The chosen symbol is used everywhere — POS, receipts, inventory, reports and the dashboard.
- *Changing the currency only changes the symbol shown — your existing prices and figures stay the same numbers (it does not convert amounts).*

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*Setup & Licence → Currency: the currency dropdown with a live example of how prices will appear.
Replace this box with your own screenshot*

Important: back up regularly — Settings → Backup now → save the file to a USB drive.

2. Signing in and staff accounts

- **Basic:** no sign-in — the app opens straight to the dashboard.
- **[Standard]** On the first Standard launch you create the **Owner** account (name + 6-digit PIN). After that each launch shows the staff picker — choose your name and enter your PIN.
- **Lock screen** (avatar menu) hides the app; resume within 120 seconds needs nothing, after that your PIN is required.
- **Log out** ends your session and returns to sign-in.

3. Home (dashboard)

- Choose a period: Today, This week, This month, This year or a custom date range.
- See Sales, Gross profit, Cash received and Items in stock for that period.
- When there are refunds in the period, a **Net after refunds** figure appears under Sales and Gross profit.
- Alerts show out-of-stock, low stock, expiring items and unpaid balances.
- **[Standard]** Sales & profit trend and Sales-by-category charts fill with your live data.
- **Cashiers** see only their own figures; Managers and Owners see everything.

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*The Home dashboard — period selector, KPI cards (Sales, Profit, Cash, Items), alerts and charts.
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4. New Sale (POS)

- Search for a product, or just scan its barcode — it drops into the cart. A USB barcode scanner works anywhere on the New Sale screen (no need to click the search box first). If a code isn't recognised, you'll see a short 'No product found' message.

Most USB scanners act as a keyboard and send the code followed by Enter — that's the right mode (nothing to configure). If scans don't register, open New Sale first, and make sure the scanner is set to add an Enter/Return after each scan (default on most).

- **Units:** if a product has bigger units (e.g. Carton, Pack), you're asked how it is being sold and the right price and stock are used.
- Use minus / plus to change quantity; x removes a line. VAT is added only for VAT-marked products. The till will not let you sell more than you have in stock, and warns if you scan an item that's already in the cart.
- **Hold a sale (parked carts):** if a customer is delayed (e.g. their card/transfer isn't going through), click **Hold** to park their cart and serve the next person. Click **Held** to see parked sales and **Resume** one later. Each till can hold up to 10 and sees only its own held sales; the **Owner and Manager see every till's held sales** (the till name is shown next to each). They survive even if the PC restarts.
- **Forms keep your typing:** if you close a form (or click outside it) before saving, your entries are kept — reopen the same form and they're restored. Selecting/copying text by dragging no longer closes a form by accident; only a real click outside it closes it.
- **Customer display (second screen):** click **Customer display** to open a customer-facing window; drag it onto a second monitor facing the customer and maximise it. As the cashier adds items, the customer sees each item, the live total, and (if a registered customer is selected) their wallet and points. At the end it shows a thank-you with the total paid and change. It updates instantly and works offline.

Payment — the smart split

- The full total is pre-filled in your **default payment method**. A normal full sale is one tap.

- Type an amount in another method and the default box **auto-balances**: e.g. total ₦3,000, type ₦1,000 in POS and Cash drops to ₦2,000.
- Over-payment shows as **Change to give**. Only the amount kept is recorded — the change is not counted as cash received, and it prints on the receipt (Cash tendered / Change given).
- **Pay from credit / card**: if the selected customer has a wallet balance, a **Credit** box appears — or just **scan the customer's shopping card** in the product search box: it selects them, checks their balance, and pre-fills the payment from the card. It combines with Cash/POS/Transfer, is capped at their balance, and store credit is not counted as cash in your drawer.
- **Part-payment** — type a smaller amount in the default box to leave a balance owed (a debtor). **[Standard]** Cashiers/Managers can only take part-payments if the Owner has granted it on their staff profile.
- **[Standard]** Tap the customer chip to attach the sale to a customer (with inline search), or add a new one.
- Complete & Print produces the receipt, showing the staff who served.

[SCREENSHOT]

New Sale (POS) — product search/scan, the cart, and the smart split-payment panel.
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5. Inventory

- Add a product, or use Import to load many from the CSV template (Template gives you the file).
- Set **cost and sale price per base unit**, category, re-order level, and tick VAT if it applies.
- **Bigger selling units**: add Carton/Pack with how many base units it holds and the price of the WHOLE unit. The app warns if a price is below cost.
- **Batches & expiry**: record each purchase as a batch with its expiry. The earliest-expiry batch sells first, and expiring/expired items are flagged.
- **In store vs On shelf**: stock can be split between the back store and the shelf; Shelf moves stock forward. **Not using two locations?** In Settings → Stock locations, tick just one (e.g. only On shelf) and the whole app shows a single 'In stock' figure and stops asking where each batch goes. Tick both to use the split.
- **Quick shelf/store split (one entry)**: when both locations are on, just type the total **Qty** on a batch — it goes **On shelf** by default. To split, click **Shelf / Store** and type the Shelf figure; the rest fills In store automatically (e.g. Qty 100, Shelf 50 → 50 shelf, 50 store). Both boxes are editable, and Shelf + Store can never add up to more than the Qty.
- **Barcodes**: every product gets a scannable barcode automatically; you can type the real one to overwrite it.
- **Shelf / location**: tag each product with where it sits (e.g. A3, Aisle 2). It shows in the product list and on the New Sale tiles so cashiers can quickly find items on the shelf. It's also a column in the import/export template.
- **Product photo (optional)**: upload a picture per product — it appears as a thumbnail in the list and on the New Sale tiles. Images are auto-shrunk so they don't slow the app.
- **[Standard] Brands & Categories** — manage a reusable, searchable list of brands (with import) and add your own categories, to avoid typos and duplicates.
- **[Standard] Dispose / write-off** — remove expired or damaged stock with a reason; it reduces inventory and records the loss (at cost) in Reports.
- Once stock has been sold or written off from a batch, that batch can no longer be deleted (to protect your records).

Stock freeze (for stock-taking) — all plans

When you need to count stock, a freeze lets the shop keep selling without the inventory numbers moving under you. Turn it on in Settings → Stock freeze (Owner or Manager). You can freeze all products, or choose Freeze selected products only and tick just the items you are counting — unfrozen items keep depleting stock as normal. While frozen, sales are recorded and receipts print as normal, but the frozen items' counts do not change — New Sale shows a "Stock is frozen" banner. When you finish counting, click Unfreeze & reconcile: every item sold during the freeze is deducted from stock in one step, so your counts stay accurate. The screen lists exactly what will be deducted before you confirm.

[SCREENSHOT]

*Settings — the Stock freeze card, and the New Sale banner shown while stock is frozen.
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[SCREENSHOT]

*The Inventory page — product list with stock levels, and the Add/Edit product form (prices, units, batches, VAT).
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6. Sales & Receipts

- Every sale is listed; click **Receipt** **Print** it, or send it to a Bluetooth printer on a tablet.
- A **VAT** column and a VAT-collected total help you see the output VAT on sales.
- **[Standard]** Search by receipt number or customer, and filter by staff (Manager/Owner).
- **Period filters & totals:** use Today / This week / This month, or a custom date range, to narrow the list. Summary cards show total Sales, Received, VAT collected and Outstanding for the shown period. A Prints column shows how many times each receipt was printed.
- **End of Day:** click **End of Day** for a daily cash-up (Z-report) for any date — gross sales, discounts, VAT, refunds and net; payments by Cash/POS/Transfer with change given and the **expected cash in the drawer**; cash expenses, wallet top-ups, new debtors, top items and a staff breakdown. Print it or export to Excel at close of business.
- **Debtors panel:** customers who owe a balance — click Settle to record payment.

7. Customers **[Standard]**

- Add customers with name, phone and an optional note (and a refill/follow-up date for pharmacies).
- **Account details:** each customer can also store a **bank account number** and account/bank name — handy for customers who pay by transfer or settle an outstanding balance. These fields are included in the customer CSV export.
- Cashiers can **add** customers but cannot edit them — only a Manager or Owner can edit or delete.
- See each customer's sales, revenue and (for Owner/Manager) gross profit — with a net-after-refunds figure when they've had refunds.
- Select a customer at checkout so the sale and any balance is tied to them.
- **Fields:** name, phone, **email** (for future email reports), **group/category** (e.g. Wholesale, Staff, VIP) and a note. Filter the list by group, and every customer is given a unique **card number** automatically.
- **Bulk import:** click **Import** to upload a CSV (columns: name, phone, email, group, note, credit). **Download template** gives the format; only name is required.
- **History:** click **History** on any customer to see their full **sales history** and **wallet transaction history**. Use **Export** in that window to save the customer's history as a CSV file (for a statement or your records).

Customer wallet + shopping card

- Each customer has a **Wallet** (store credit) shown on the list, and a **physical shopping card** carrying their unique card number as a barcode.
- **Top up (Manager/Owner):** click **Fund** and pick a method — **Cash, Card or Transfer** (counted as money received in Accounts), or a free **Store bonus** / converted reward points. Store-credit refunds also top up the wallet.
- **Fund many at once:** the **Fund credit** toolbar button lets you filter by group and tick the exact customers, so you can give one group one amount and another group a different amount.
- **Print cards:** use **Print card** on a customer, or **Print cards** to print a sheet for the currently-filtered list. Cards carry the store name and a scannable barcode.
- **Spend at checkout:** select the customer (or **scan their card** with the same barcode scanner you use for products) — the till confirms who they are, shows the wallet balance, and pre-fills the payment. A **Credit** box also lets you type the amount manually (see New Sale). Spending never exceeds the balance.

How it affects your books: Cash/Card/Transfer top-ups are money received now (they raise your money-in-hand). Spending the wallet later records a sale but brings in no new cash. The total wallet owed to customers is shown in

Expenses & Accounts as “Customer credit outstanding”. (Store bonus and points top-ups are free credit, not money received.)

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Customers — group filter, Wallet column, and the Fund / History / Card actions; plus a printed shopping card with its barcode.
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8. Returns & Refunds [Standard]

- Enter the original receipt number and click Find.
- Set the quantity to return per line — the refund total updates as you type.
- Choose **Cash** or **Store credit** (which tops up the customer's wallet to spend later), and whether the items go back into stock.
- A manager PIN approves the refund. **Restocked** returns reverse the cost (a full return nets to zero); non-restocked returns count the cost as a loss.
- Refunds reduce the Net sales and Net profit shown on the dashboard, customers and reports; reward points earned on the refunded value are reversed.

9. Expenses & Accounts

- Click + Record to log an expense: description, category, amount and Paid by (Cash, POS or Transfer).
- The summary shows sales, cost of goods, gross profit, expenses and net profit.
- **Money in hand**VAT collected (to remit).

10. Reports & Analysis [Standard]

Available to Owner and Manager.

- Pick a period (Today, This month, Last month, This year or a custom range).
- Review Profit & Loss (with net-after-refunds and VAT collected), payments received, sales by staff, by category and by brand, top products, and stock write-offs.
- **Download Excel** (CSV) or **Download PDF** for a formatted financial report with your logo. In the print dialog choose Save as PDF.

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Reports & Analysis — Profit & Loss, payments, sales by staff/category/brand, and top products.
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Product Analysis [Standard]

A dedicated page that turns your sales and purchases into stock intelligence. Pick a period (30/90 days, this month, 1 year or custom) and a lead time (how long a new order takes to arrive).

- **Fast sellers & most profitable:** your best lines by average units/day and by gross profit and margin.
- **Stock forecast (days of cover):** how many days each product will last at the current sales rate, with a **suggested reorder quantity** that covers the lead time plus a safety buffer. Items that will run out within the lead time are flagged red.
- **Sold out before restock:** items that are out of stock now but had demand in the period — likely lost sales. Slow movers / dead stock shows items tying up cash with no sales, and Most-restocked shows your highest-churn lines.
- **Seasonality:** units sold by month over the last 12 months for your top items, with each one's peak month.
- **Export & print:** download the full per-product table to Excel, or print the page.

Note: rates are averages over the period you choose (a longer period gives steadier numbers). Forecast and 'sold out' figures are estimates from sales speed and current stock, and seasonality sharpens once you have a year or more of history.

[SCREENSHOT]

Product Analysis — fast sellers, most profitable, stock forecast with suggested reorder, sold-out items, dead stock and seasonality.

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11. Staff, roles & audit [Standard]

- **Owner** — full access, including staff and settings.
- **Manager** — operations, inventory, returns, expenses and reports.
- **Cashier** — sales only, and sees only their own sales.
- **Accountant** — sees the accounting side only: Expenses & Accounts, Reports, Financials, Ledger and Payroll. Can record expenses, journals and payments, but does not sell or manage stock.
- **Inventory** — manages stock and purchases and can update quantities (restock, edit batches), but **cannot add brand-new products** — only the Owner or a Manager creates new products.
- **Supervisor** — a **read-only** role for an external auditor. They can view Home, Sales, Inventory, Customers, Reports, Expenses & Accounts, Payroll and the Audit trail, but cannot add, edit, delete, sell or change any setting. Give an auditor a Supervisor login so they can inspect the books without touching them.
- **Per-staff part-payment:** on each staff profile the Owner can allow or restrict taking part-payments — grant one cashier and restrict another.
- **Audit trail** — logins, sales, refunds, product/price changes, customer add/edit/delete, expenses and settings, with search, date filter and 100 rows per page. Exportable to Excel.

12. Payroll [Standard]

Pay your staff, calculate deductions (tax, pension, loans), run monthly pay cycles and print payslips — fully offline and blended into your accounts.

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Payroll — the Run / Employees / History / Settings tabs, with a generated pay run and totals.

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1) Set up tax & pension (Settings tab)

- Choose a tax mode — **None, a flat percentage, or progressive brackets** — and set the employee pension %. Tap **Apply Nigeria PAYE preset** for Nigerian PAYE bands, CRA relief and 8% pension in one click.
- For other countries, edit the tax bands (one line per band: threshold and rate%). It works in whatever currency you selected.

2) Set each employee's pay (Employees tab)

- Set a **monthly salary**, or a **daily/hourly rate**. Add allowances (Transport, Housing...) that add to gross, and tick whether tax and pension apply.
- **Loans:** record a staff loan with a per-period repayment. Every payslip deducts the repayment and the balance falls to zero on its own.

3) Run the payroll (Run payroll tab)

- Pick the month and click Generate payslips. Review each person's gross, tax, pension, loan and net. For daily/hourly staff, type the days or hours worked and the figures update.
- Click **Approve & pay** — an owner or manager PIN approves. Net salaries post to **Expenses & Accounts** under "Salaries", money-in-hand drops by the method you chose, and loan balances reduce. Or Save as draft to pay later.

4) Payslips & remittances (History tab)

- Print **payslips** for any run — a clean sheet with your logo and currency; choose your printer or Save as PDF.
- **Remit tax/pension:** when you pay the withheld PAYE and pension over to the authorities/PFA, one click posts them as expenses so your books stay complete.

How it fits your accounts: salaries show in Reports (P&L operating expenses and Expenses-by-category) and reduce money-in-hand, exactly like any other expense — no separate bookkeeping needed.

13. Premium accounting [Premium]

Premium adds a full accounting layer on top of the shop: Purchases & Suppliers (Accounts Payable), Fixed Assets & Depreciation, Financial statements (accrual Profit & Loss and Balance Sheet), prepayments & accruals, a General Ledger with Trial Balance and manual journals, and multi-branch cloud sync — all built automatically from everything the shop records.

Purchases, suppliers & payables

- **Suppliers:** keep a record of who you buy from (name, phone, email).
- **Record a purchase / bill:** start typing a supplier name (the box searches as you type), list items and unit costs, and tick **Receive into stock** to add matching products straight to inventory (their cost updates to the latest price).
- **Faster cost entry:** enter a quantity and the **total cost** of a line and the unit cost is worked out for you (or enter quantity and unit cost and the line total fills in). **Paid now** is filled with the sum of the line totals automatically — overwrite it for a part-payment or if nothing is paid yet.
- **Invoice / waybill number:** record the supplier's own **invoice number** on its own field. It shows as a column in the bills list and is **searchable** (search box on the Bills tab matches invoice no., bill #, supplier or note).
- **Expiry & location on receiving:** each item line has an optional **Expiry** date, and (when you use both locations) **Shelf** and **Store** boxes. Type a Shelf figure and Store fills in as Qty – Shelf (both are editable); the two can never add up to more than the Qty. Leave them blank to put the whole quantity on the shelf.
- **Sale price on the line:** when an item matches an existing product, its current **Sale price** is shown on the line. Edit it to update that product's selling price in Inventory at the same time you record the purchase.
- **Edit a bill (72 hours):** made a mistake? A bill shows an **Edit** button for **72 hours** after it is created; after that it is locked for your records. Editing re-applies stock from the corrected lines (it won't let you edit a bill whose items have already been sold). Payments already recorded are kept and the balance is recalculated.
- **Attach the invoice:** use **Attach invoice** on the purchase screen to keep a photo or PDF of the supplier's invoice with the bill; open it later from the bill's **View invoice** action.
- **Recall & export:** on the Bills tab, filter past purchases by **date range, supplier and status** (paid/part/unpaid), then **View** any bill to see its attached invoice, or export the filtered list to **Excel (CSV) or PDF**.
- **Accounts payable:** anything not paid on a bill is what you owe. You can **pay a single bill** from its row, or **Pay supplier** to settle across bills (Cash/Transfer/Card, oldest first); the Payables tab shows the total and per-supplier balances.

How it affects your books: buying stock is not a profit expense — it becomes cost of goods when you sell. Paying a supplier reduces your money-in-hand; what is still owed shows in Accounts as “Accounts payable”.

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*Purchases — the Bills / Suppliers / Payables tabs, a purchase bill, and total Accounts Payable.
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Fixed assets & depreciation

- **Register each asset** with its cost, purchase date and either a useful life (straight-line) or a yearly rate (reducing balance), plus any residual value. The Add-asset form explains each term in plain language as you fill it in.

Plain-English terms: Method — Straight-line writes off the same amount every year (simplest); Reducing balance writes off a fixed % of the value left, so more in the early years (good for vehicles/electronics). Useful life — how many years you expect to use it before replacing it. Residual value — what it will still be worth at the end (scrap or resale); depreciation only spreads the cost above this.

- **Automatic depreciation** to today shows the accumulated depreciation and current **net book value** per asset and in total (IFRS-for-SMEs style).

- **Dispose** an asset when sold or scrapped, recording the amount received.

Net book value and depreciation feed the Financials Balance Sheet. Buying an asset reduces money-in-hand; disposal proceeds add back.

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Fixed Assets — cost / accumulated depreciation / net book value totals, and the asset register.

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Financial statements (Profit & Loss and Balance Sheet)

The Financials page turns everything the shop records into two proper accounting statements. Pick a date range (this month, last month, this year, all time, or custom) at the top; the Profit & Loss covers that period and the Balance Sheet is shown as at the end date.

- **Profit & Loss (accrual):** Revenue (sales excluding VAT), less Cost of goods sold = Gross profit; less operating expenses, depreciation and any free store credit given, plus or minus gains/losses on asset disposals = Net profit. “Accrual” means profit is counted when goods are **sold**, not when cash arrives, so a part-paid sale still counts as a full sale.
- **Balance Sheet:** Assets (cash & bank, inventory at cost, money owed by customers, and fixed assets at net book value) = Liabilities (owed to suppliers, customer wallet credit, VAT to remit) + Owner’s equity. A “Balanced ✓” badge confirms the two sides agree.
- **Capital & drawings:** record money the owner puts **in** (capital) and takes **out** (drawings) on the third tab. These flow into money-in-hand and owner’s equity.

Opening balance: until you record capital, the Balance Sheet shows an “opening balance” line — the net value of stock and cash the business started with before using the app — so the sheet always balances. As you record real capital and drawings, the equity picture becomes exact.

- **Export / print:** Export saves both statements to a CSV (for Excel or your accountant); Print produces a clean copy.

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Financials — the date range and tabs, the accrual Profit & Loss, and the Balance Sheet with its Balanced badge.

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- **Prepayments & accruals (Prepay & Accruals tab):** Record a **prepayment** for something paid in advance (e.g. a year’s rent) — the cost is spread evenly over the months you choose, and the unused part shows as an asset. Record an **accrual** for a cost already incurred but not yet paid (e.g. this month’s electricity) — it counts as an expense now and a liability until you click **Settle**. Both adjust the accrual P&L and the Balance Sheet automatically.

Ledger & journals

The Ledger & Journals page gives your accountant a familiar view of the books, built automatically from everything the shop records.

- **Trial Balance:** every account with its debit or credit balance as at a date, with a **Balanced ✓** check that debits equal credits. Click any account to see what makes up its balance.
- **Manual journals:** post an adjustment by hand when needed — add two or more lines; the entry will only save when total debits equal total credits. Journals flow through to the Trial Balance, Profit & Loss and Balance Sheet.

Most book-keeping is automatic — sales, purchases, payments, depreciation and so on post themselves. Use manual journals only for corrections or adjustments an accountant asks for.

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Ledger & Journals — the Trial Balance with debit/credit columns and the Balanced badge, and the manual journal list.

14. More than one till (Network & Multi-PC) [Standard]

Run several tills in one shop sharing one live database — the Main PC holds the data, the tills connect to it.

Set it up

- **Main PC:** Settings → Network & Multi-PC → choose Main PC. Note the address, port and access code, Save, then click **Allow through Windows Firewall** and approve the Windows prompt.
- **Each till:** set up as Till, enter the Main PC's address, port and access code, give the till its own name (e.g. Cashier 1), Test, then Connect.
- Keep every computer on the same Wi-Fi — not a Guest network — and one that lets devices see each other.

Day to day

- Tills keep selling even if the network drops, and sync when it returns. The Main PC assigns receipt numbers and applies stock, so nothing clashes — even the Main PC can sell at the same time as the tills.
- The Tills connected list on the Main PC shows each till and whether it's online; use Refresh to update it.
- If a till says **Could not connect / fetch failed**, click Allow through Windows Firewall on the Main PC and check both are on the same Wi-Fi and the address/port/code match.

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Settings → Network & Multi-PC — role selector (Main PC / Till), address, access code, and the Tills connected list.

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Head Office & branches [Premium]

The LAN feature above shares data between tills in ONE shop. Head Office is different: it connects SEPARATE locations over the internet so Head Office can see them all together. It needs the Metastore HQ server running on a computer or host your locations can reach (setup is in that server's README). Head Office staff then sign in to its web dashboard in a browser.

- Every shop starts as **Standalone** and runs entirely on its own — nothing is sent anywhere. When you grow, open Settings → Head Office & Branches and switch a location to **Head Office** or **A Branch**. Your shop keeps working exactly as before either way; a one-shop business never has to touch this.
- **Set up each location:** enter the **HQ server URL**, a **Business ID** (the same on every location), a unique **location/branch ID and name**, and the **Sync key** MGS gives you. Click Test, then Push now (or turn on auto-push).
- **See everything:** Head Office staff open the HQ server's web address in a browser and sign in with the Business ID and their email/password. The dashboard shows every branch's sales, profit, cash and balances, plus **consolidated stock across branches** and low-stock alerts.
- **Subscription:** the Head Office dashboard needs an active HQ subscription (arranged with MGS, like a licence). If it lapses, branches keep selling and keep syncing — only the dashboard pauses until it's renewed.
- **One product list for the group (catalogue):** Head Office owns the product list in the dashboard (Catalogue tab). In each shop, Settings → Head Office & Branches → **Sync catalogue from HQ** pulls it so every location sells the same products. If a shop was running before it joined, its existing products are matched by barcode/name so nothing is duplicated.
- **Central stock & dispatch:** Head Office can hold stock centrally (dashboard → Central stock → Receive), then **Dispatch** quantities to a branch. In the branch app, **Incoming stock** receives the dispatch into that shop's own stock. Each shop still sells and depletes its stock exactly as before.

Each location keeps its own full offline shop; the HQ server holds a snapshot and summary per branch for the consolidated view and off-site backup, plus the shared catalogue, central stock and dispatches. Always run the server over HTTPS, and keep its data folder out of the public web folder (see the server's deploy guide).

[SCREENSHOT]

Settings → Head Office & Branches (role switch, Sync catalogue, Incoming stock), and the HQ dashboard's Catalogue / Central stock / Dispatch tabs.

Replace this box with your own screenshot

15. Customer rewards [Standard]

- Customers earn points as they spend; points can be redeemed at checkout.
- Tiers (e.g. Bronze/Silver/Gold) are reached by net spend and can carry a discount; visit stamps and refill reminders are supported.
- Refunds correctly reduce points and spend so tiers stay accurate.

16. Barcode labels [Standard]

Print shelf and price labels for your products so they can be scanned at the till.

- Open **Barcode Labels** from the menu and search for products by name, brand or barcode.
- In the **LabelsClear** resets the selection.
- Any item without a barcode shows a **Generate** button — click it to create an internal EAN-13 barcode for that product.
- **Grouping barcodes (one product, several barcodes):** in Add/Edit product there's an **Other barcodes** field. Add the barcodes of look-alike packs here and scanning ANY of them rings up this one product at its one price, sharing one stock pool — handy when the same item comes with different pack barcodes.
- Click **Print / Preview**name, price and a scannable barcode.
- Choose the **Label sizeA4 sheetlabel-printer size** (40×30, 50×30, 50×25 or 38×25 mm) to print one label per sticker on a thermal/roll label printer.
- **Printing sideways (landscape)? Rotate 90°** next to the Label size box and print again — this turns the text and barcode to read straight across the label.
- **Uneven spacing / blank labels between prints? Custom size...Margins = NoneScale = 100%** (turn off “Fit to page”), and — most important — set the printer's OWN paper/label size in its driver to the same mm; the driver (not just the app) is usually what causes a blank every 2nd or 3rd label. The app also prints the last label without a trailing blank page.

Each barcode now prints with the required white margins (quiet zones) on both sides — without these, most scanners will not read the code. If a scanner won't read a label, check it isn't too small, is crisp (not faint), and has clear white space left and right.

- Tip: generate internal barcodes for items that came without one, print the labels, and stick them on the products — the same barcodes then scan instantly at New Sale.

[SCREENSHOT]

Barcode Labels — product search, the Labels quantity column, and the printable label sheet preview.

Replace this box with your own screenshot

17. Software updates & rollback

Subscription licences

- The app checks for updates automatically and installs them in the background (tills update themselves; the Main PC prompts the owner).

Lifetime licences

- Lifetime machines are **notified when a new version is available** but do not download or install it automatically.
- **To upgrade a lifetime machine:** open **Settings → Software updates → Check for updates**. If a new version is available you'll be asked for an **upgrade code**. Send MGS your **PC ID** (shown on Setup & Licence) on WhatsApp; MGS sends back a short code. Type the code and click **Download & install** — the installer downloads and opens. Subscription machines skip the code and download straight away.
- *This lets you stay on the exact version you rely on, and take new versions only when you choose.*

Both

- Settings shows the version this computer is running. **Restore previous version** rolls a PC back to the last version if an update causes problems — your data is kept.

[SCREENSHOT]

Settings → Software updates — the version, the update notice, and (on lifetime machines) the Request upgrade button.

Replace this box with your own screenshot

18. Backup & safety

- Your data lives on the computer (the Main PC in a multi-tilt shop). Back it up often.
- **Settings → Backup now** saves a single file; keep it on a USB drive. Restore loads a backup and replaces current data.

Automatic daily backup

- On the Windows app, Settings has an **Automatic daily backup** **Enable** **Choose folder...** **Back up now to folder** runs one immediately.
- **Back up to the cloud: OneDriveGoogle DriveDropboxexternal/USB drive** that stays connected to the server.
- *The app keeps the most recent copies (default 30) and removes older ones so the folder never fills up.*

Company account details

- **Settings → Company account details** stores your business bank name, account number and account name. It's kept for your records for now and will be used later for things like invoices to customers with an outstanding balance.

Uninstalling clears this PC's local data (so a reinstall starts fresh) — back up first if you need the data.

19. Support

For help, a new licence, a lifetime upgrade, an invoice, or to report a problem, contact Metaware Global Solutions (MGS):

- **WhatsApp:** +234 905 960 1079
- **Email:** admin@mgssolution.com
- **Website:** mgssolution.com

Tip: the activation screen and Setup & Licence page have one-tap WhatsApp and email buttons, so you can reach MGS without leaving the app.