Quick Receipt Software

for Thermal Printer

Quick Receipt
User Guide

Prepared by Quick Receipt Development Team
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1. SYSTEM REQUIREMENTS

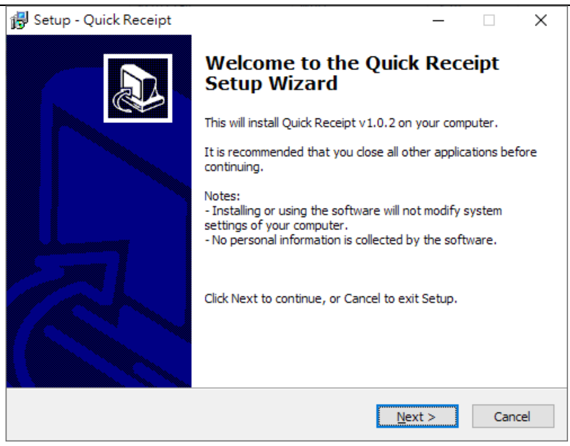
- Operating System:

  Microsoft Windows 11, 10, 8.1, 8, 7

  MacOS 10.12 or later

2. INSTALLATION FOR WINDOWS

2.1. Install

<table>
<tr>
<td>1. Installation Welcome Screen.</td>
<td>
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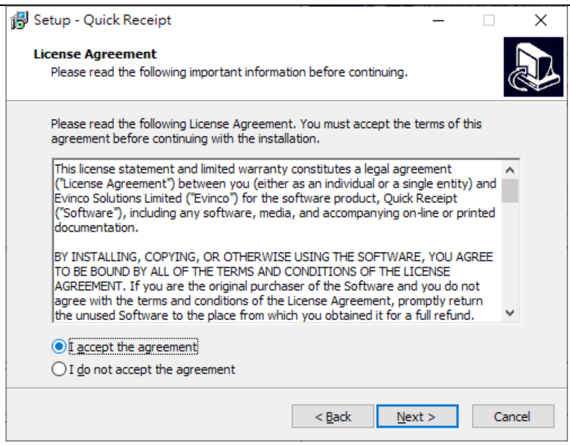
<td>2. Specify accept the license agreement or not.</td>
<td>
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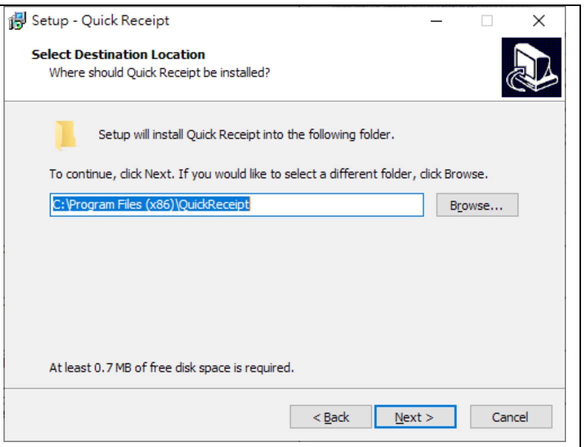
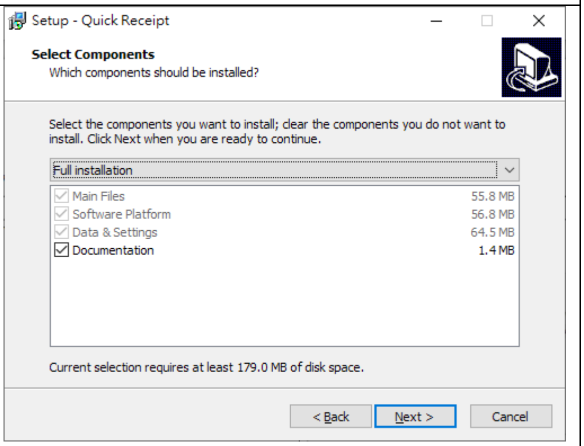
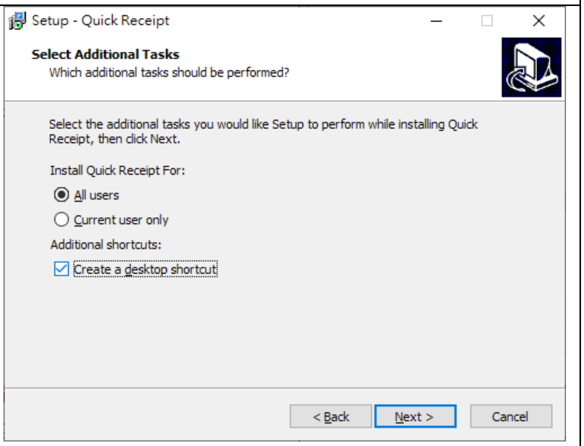
3. Select the destination location.



4. Select the components to be installed.



5. Specify installation for all user or current user, and create Desktop Icon.



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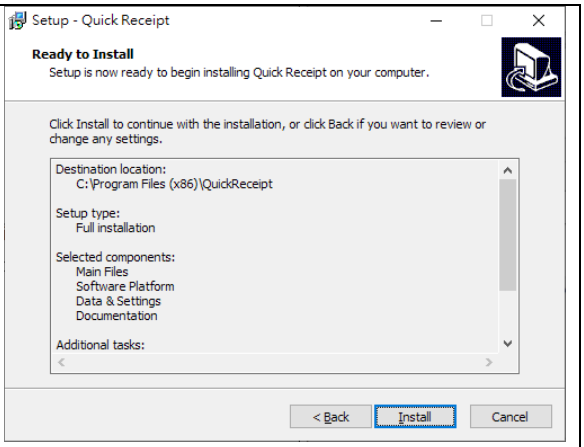
<td>6. Start the installation.</td>
<td>
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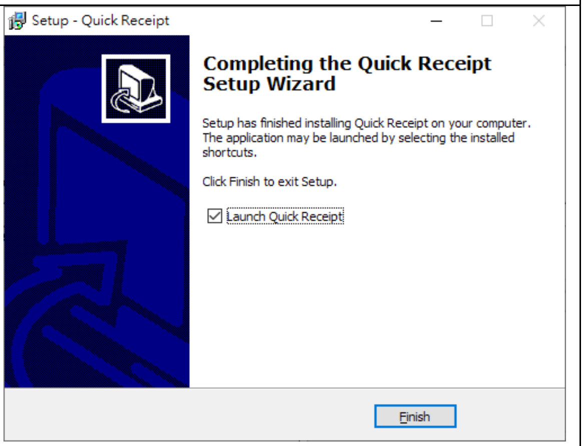
<td>7. Installation Finish.</td>
<td>
</td>
</tr>
</table>

2.2. Uninstall

To uninstall Quick Receipt,

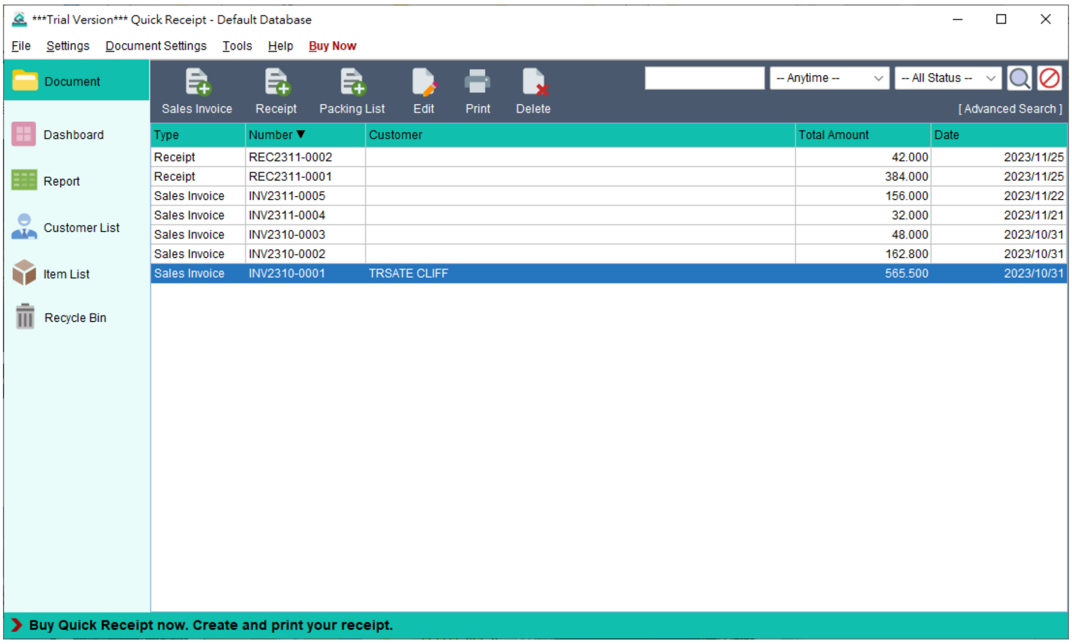
1. If you're using Quick Receipt, stop it.

2. Click Start, point to “Program Files > Quick Receipt”.

3. Click “Uninstall Quick Receipt”.

4. Follow the on-screen instructions. Quick Receipt will be uninstalled

3. USING QUICK RECEIPT



Quick Receipt software features a main screen, as depicted above.

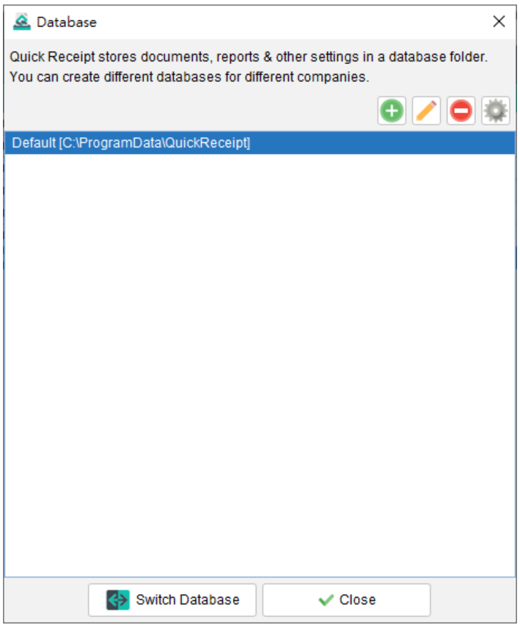
At the top of the screen, you will find a menu bar that includes various options such as File, Document Settings, Tools, Help, and Buy Now. Please note that the "Buy Now" option is only available in the Trial Version.

On the left-hand side, you'll find the Tools Box, which enables you to switch between different Function Panels. These panels consist of the Document Folder, Dashboard, Report, Customer List, Item List and Recycle Bin. Additionally, users have the flexibility to create additional folders to efficiently manage their documents, which will be listed within the Tools Box.

The main area on the right side of the screen displays records in a tabular format. Users can easily highlight a specific record and utilize the buttons located at the top of the screen to perform various processing actions. Furthermore, if you right-click on a record, a convenient popup menu will appear, providing additional functions specifically related to the selected record.

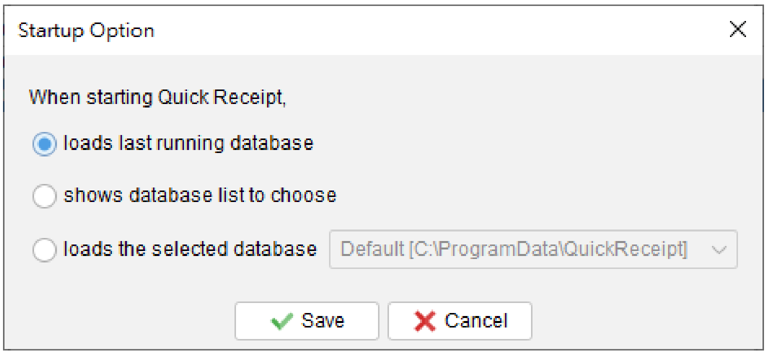
3.1.Database

Quick Receipt efficiently stores your company's documents, reports, and settings in a dedicated database folder. You have the flexibility to create multiple databases, each catering to a different company. To seamlessly manage your databases, navigate to menu "File > Switch Database."



By default, Quick Receipt includes the first database named "Default." To add a new database, simply click the [+] button. To switch to a different workspace, highlight the desired database and click the [Switch Database] button at the bottom.

When starting Quick Receipt software, it will load last running database by default. User may change startup settings by clicking Settings button at the top-right corner.

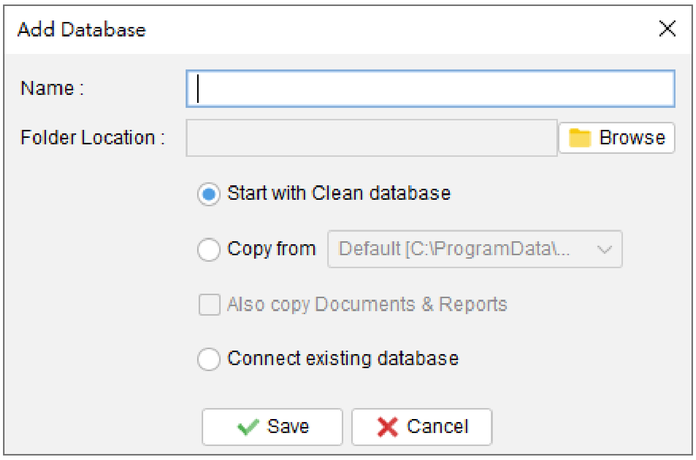


3.2.Connect and Share Database from different Quick Receipt

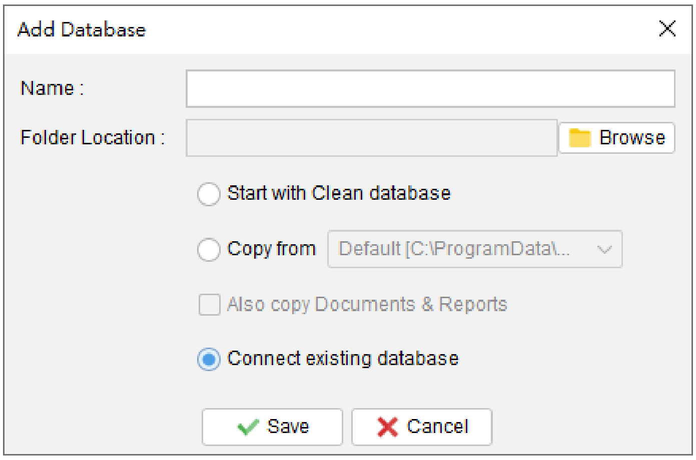
Quick Receipt is designed as a standalone software and does not inherently support network or multi-user capabilities.

However, users have the option to configure the database to a folder located on a local server or shared network folder. This enables Quick Receipt installed on different computers to access and share the same database folder.

On the first computer running Quick Receipt, users can set up the database by navigating to the "File > Switch Database" menu and creating a new database within a network drive or shared folder. Please choose “Start with Clean Database” option and select the database folder on the local server or shared network location by clicking [Browse] button.

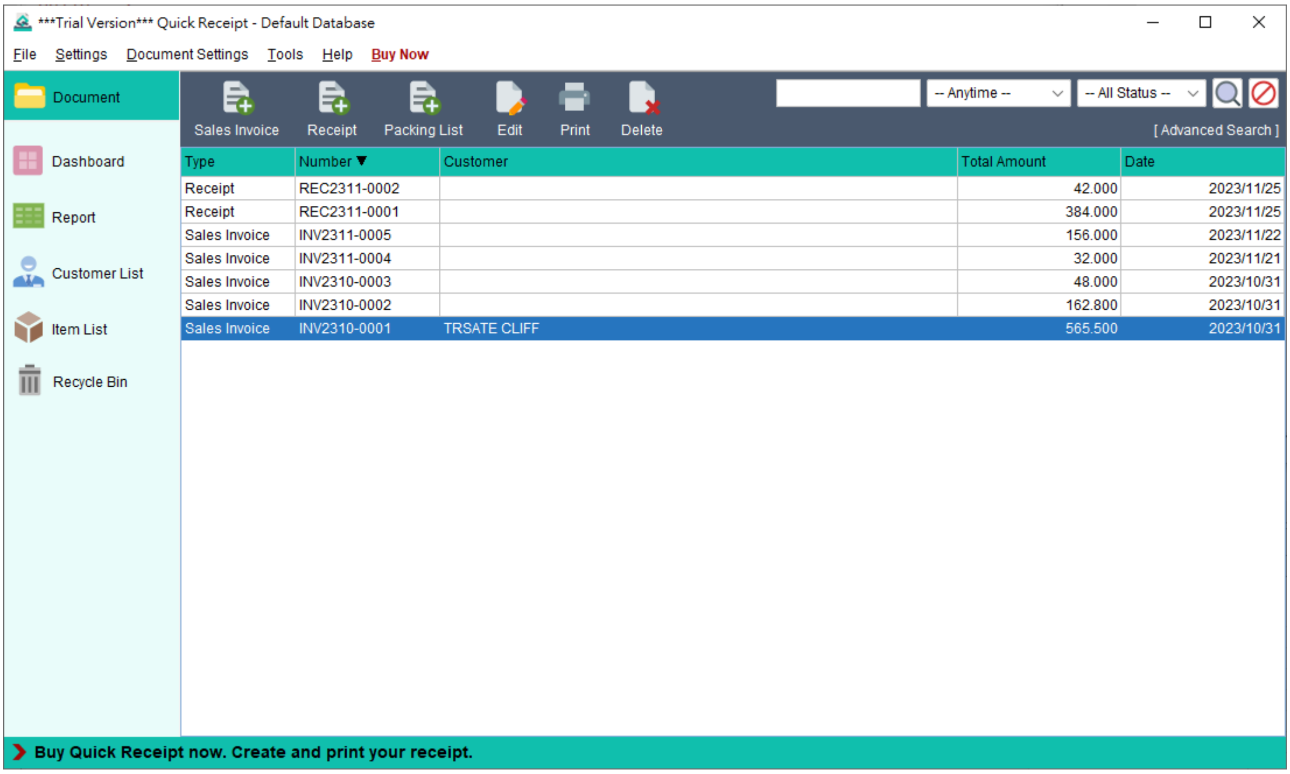


On the second computer running Quick Receipt, user should also create a new database but select the option "Connect existing database." They can then click the [Browse] button to choose the appropriate folder on the local server or shared network location. This allows Quick Receipt on both computers to establish a connection and share the same database.



However, please note that Quick Receipt running on different computers cannot simultaneously access the same database. When Quick Receipt is actively running, the database is locked, and other instances of Quick Receipt on different computers can only connect to the same database in a read-only mode, limiting them from making any modifications.

4. DOCUMENT



Welcome to the main screen of Quick Receipt, where you can efficiently manage your documents.

At the top of the screen, you'll find the Icon Bar, which offers essential functions for document processing. These functions include:

Sales Invoice - Create a new sales invoice

Receipt - Create a new receipt

Packing List - Generate a new packing list

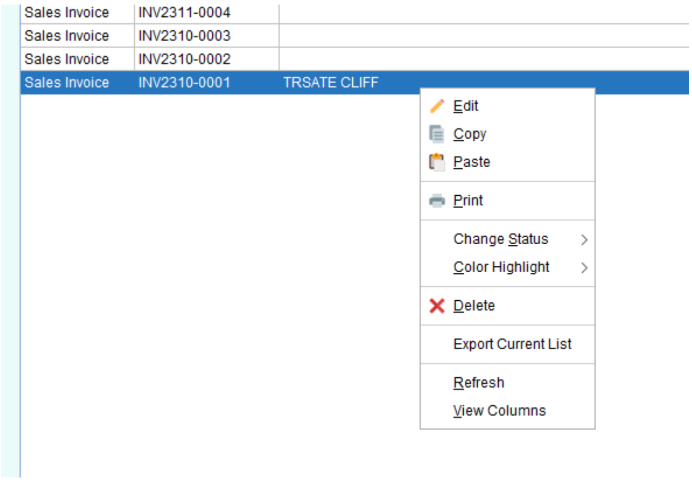
Edit - Modify the selected document

Print - Print the selected document

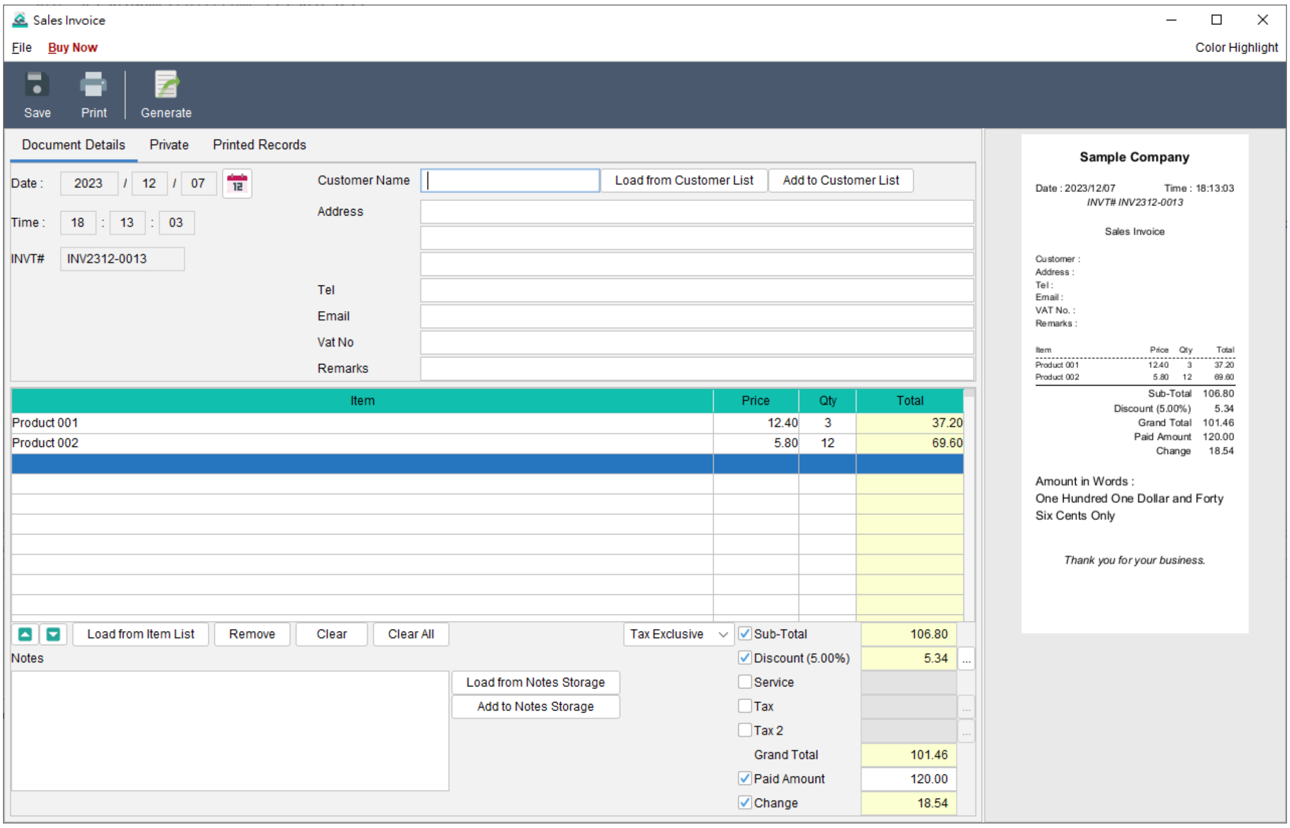
Delete - Remove the selected document and move it to the Recycle Bin

On the right side of the Icon Bar, you'll find the Search function, which allows you to quickly locate specific documents. The documents are presented in a tabular format below. To edit a document, simply double-click on it.

Additionally, right-clicking on a document will display a convenient popup menu that provides further options for document processing. These options include changing the document status, highlighting the document, and more.



4.1. Sales Invoice



Welcome to the Sales Invoice screen. At the top of the screen, you'll find the Icon Bar, offering convenient functions:

Save - Save the current invoice

Print - Print the current invoice

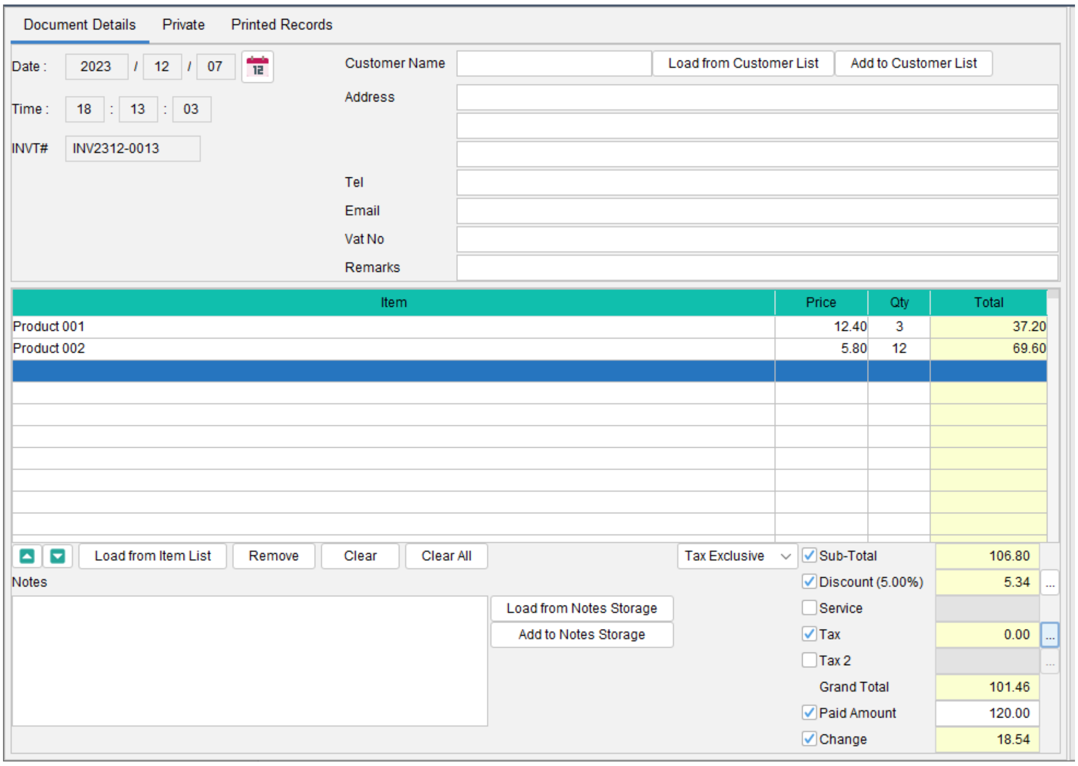
Generate - Generate a packing list from the current invoice

The preview screen is located on the right-hand side and will automatically refresh whenever changes are made to the invoice.

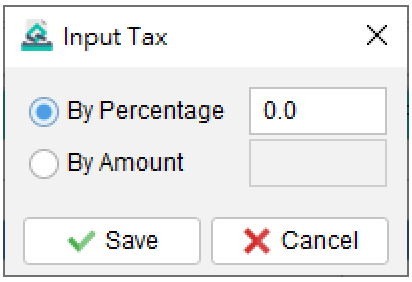
The screen is divided into three tabs: Document Details, Private, and Printed Records.

<u>Document Details</u>

This tab allows you to prepare the sales invoice. The document number is automatically assigned based on your user settings. Here, you can specify the date, enter customer and item information.



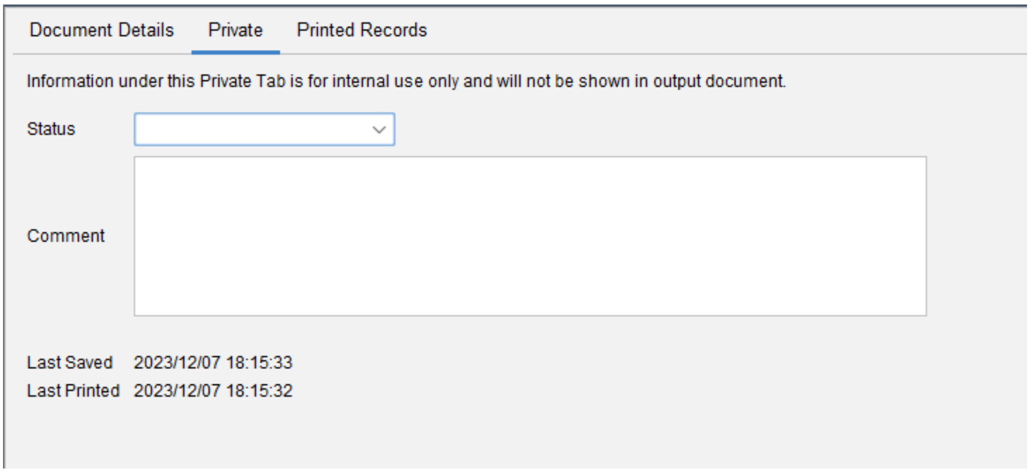
To add items, simply click the [Load from Item List] button below the item table, which can load information from the Item List. User-configurable options such as discount, tax, and tendered can be enabled or disabled. To input a discount or tax, click the [...] button on the right, allowing you to enter either a percentage or a value. Total and other relevant fields will be automatically calculated.



Please note that the layout and fields may vary depending on your individual design preferences of the document.

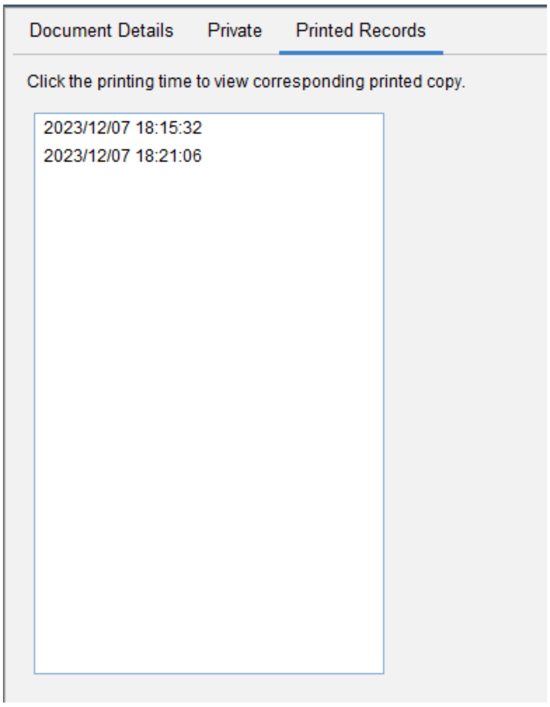
Private

In this tab, you can set the document status and add private comments. Any information entered under this tab will not be displayed in the output document.

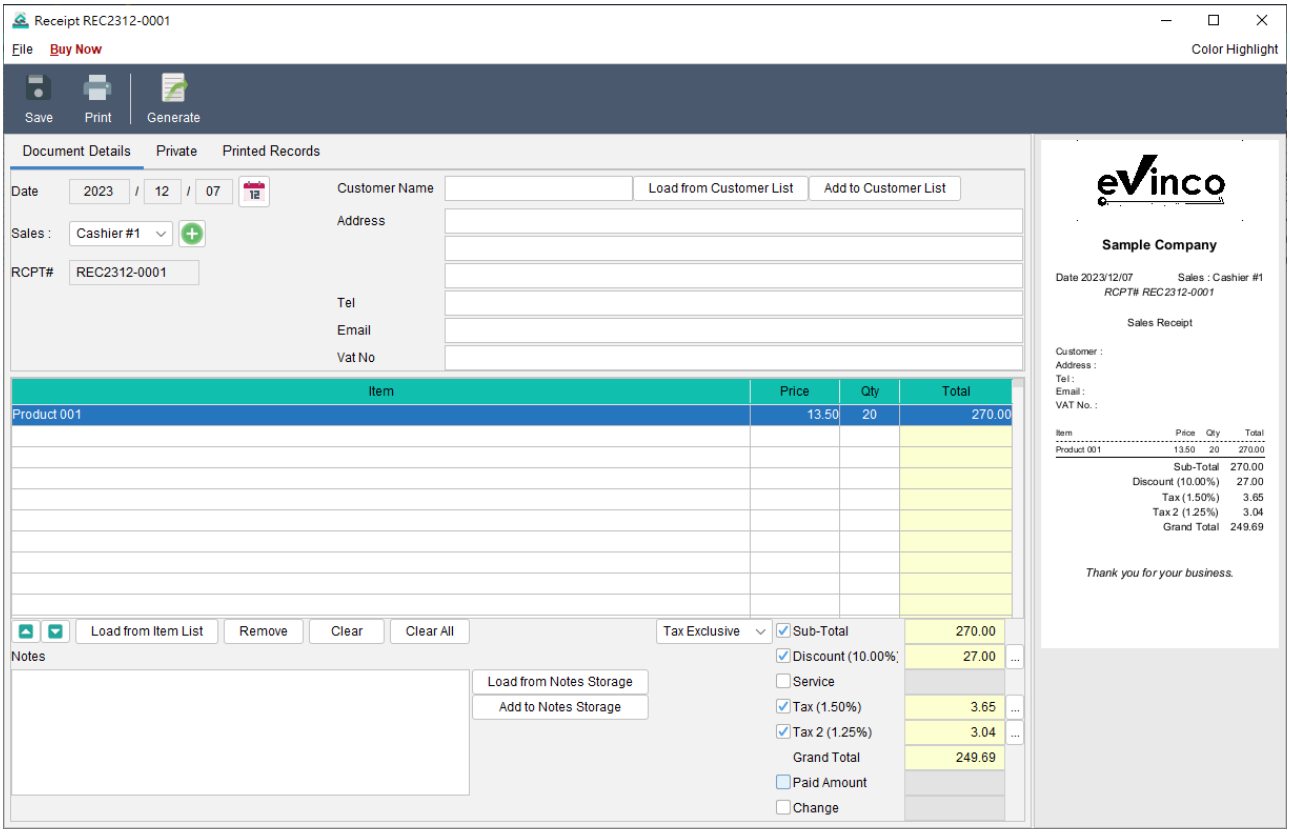


Printed Records

Whenever a document is printed, a copy is saved, and those copies are listed in this tab. By clicking on the printing time, you can access the related printed copy for reference.



4.2. Receipt



Welcome to the Receipt screen. At the top of the screen, you'll find the Icon Bar, offering convenient functions:

Save - Save the current receipt

Print - Print the current receipt

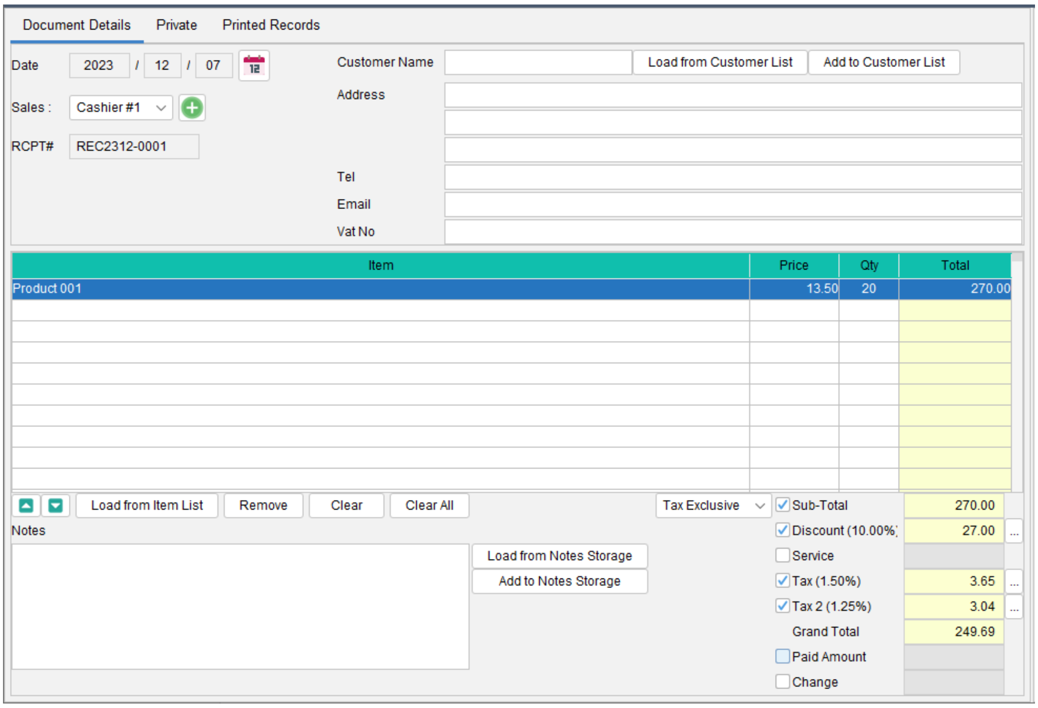
Generate - Generate a packing list from the current receipt

The preview screen is located on the right-hand side and will automatically refresh whenever changes are made to the receipt.

The screen is divided into three tabs: Document Details, Private, and Printed Records.

Document Details

This tab allows you to prepare the receipt. The document number is automatically assigned based on your user settings. Here, you can specify the date, enter customer and item information.

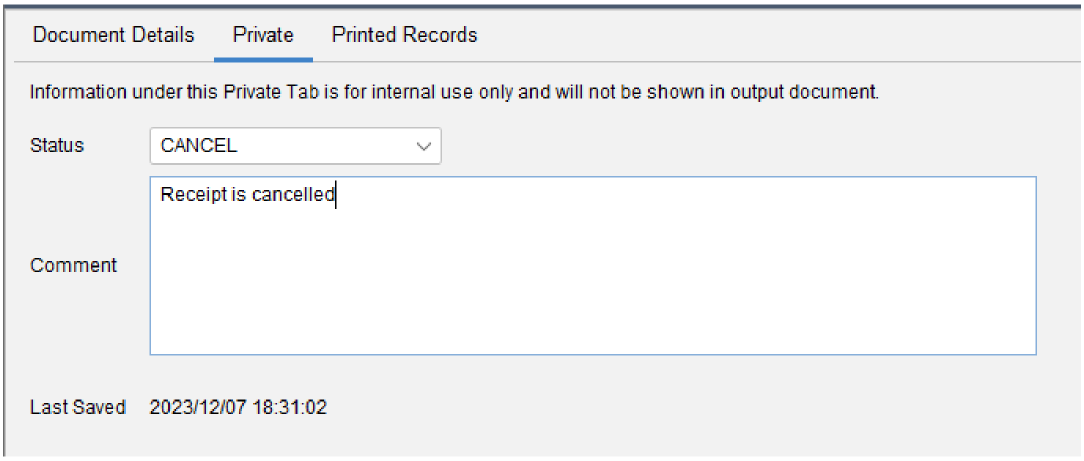


To add items, simply click the [Load from Item List] button below the item table, which can load information from the Item List. User-configurable options such as discount, tax, and tendered can be enabled or disabled. To input a discount or tax, click the [...] button on the right, allowing you to enter either a percentage or a value. Total and other relevant fields will be automatically calculated.

Please note that the layout and fields may vary depending on your individual design preferences of the document.

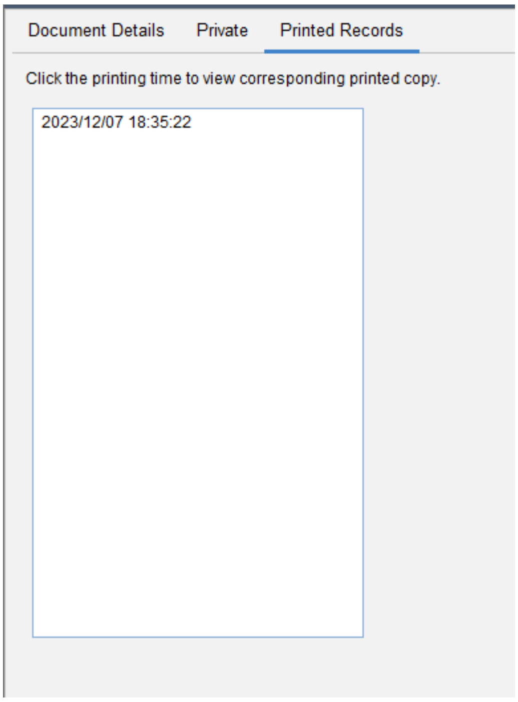
Private

In this tab, you can set the document status and add private comments. Any information entered under this tab will not be displayed in the output document.

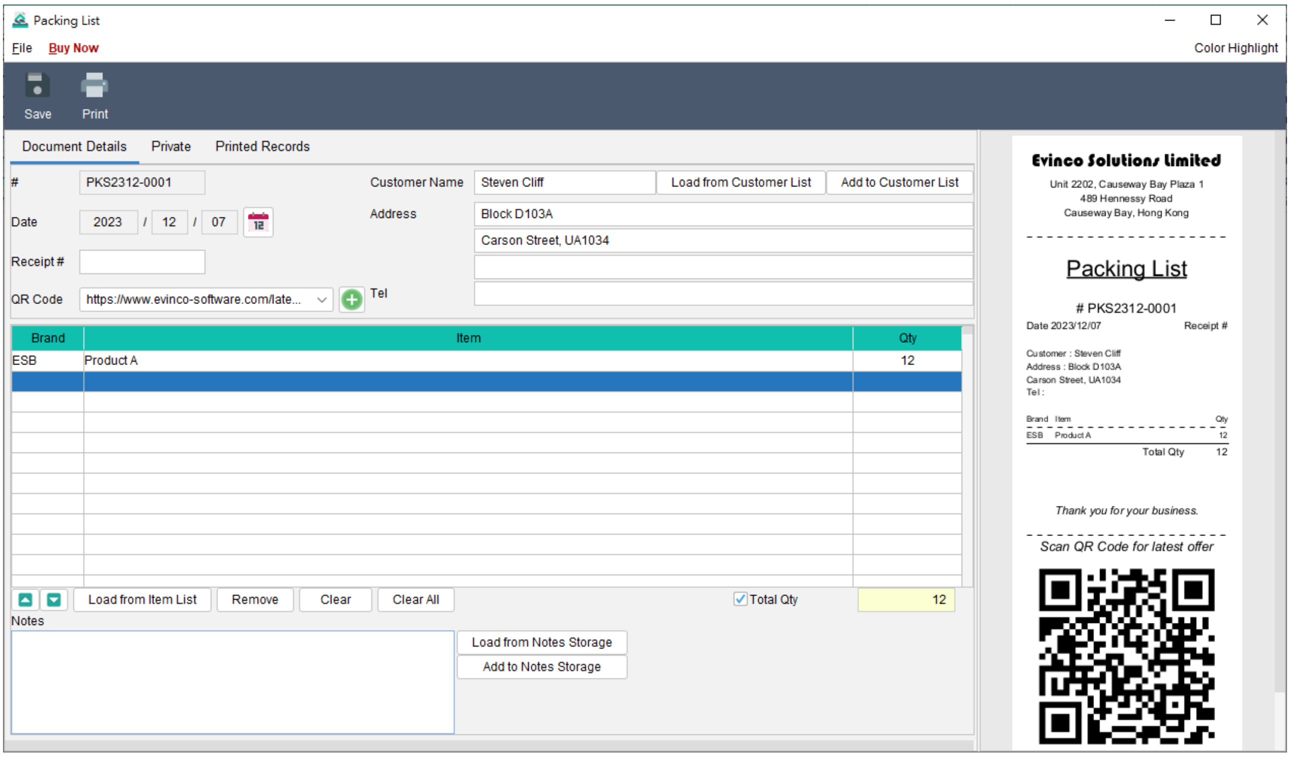


Printed Records

Whenever a document is printed, a copy is saved, and those copies are listed in this tab. By clicking on the printing time, you can access the related printed copy for reference.



4.3. Packing List



Welcome to the Packing List screen. At the top of the screen, you'll find the Icon Bar, offering convenient functions:

Save - Save the current packing list

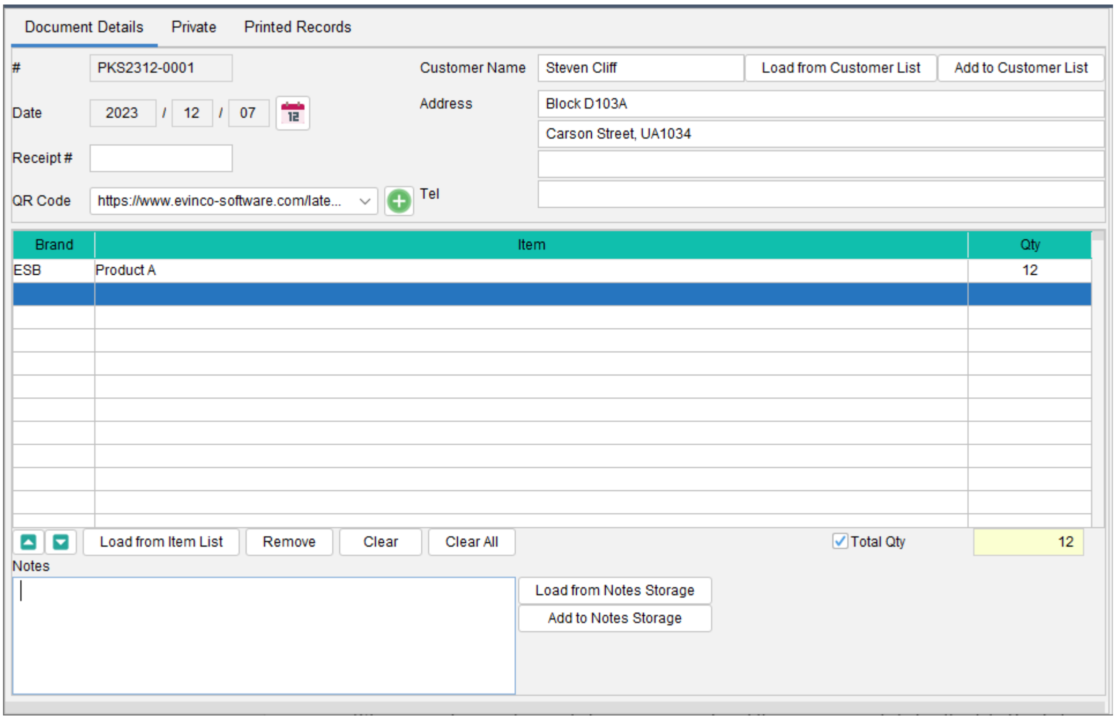
Print - Print the current packing list

The preview screen is located on the right-hand side and will automatically refresh whenever changes are made to the packing list.

The screen is divided into three tabs: Document Details, Private, and Printed Records.

Document Details

This tab allows you to prepare the packing list. The document number is automatically assigned based on your user settings. Here, you can specify the date, enter customer and item information.

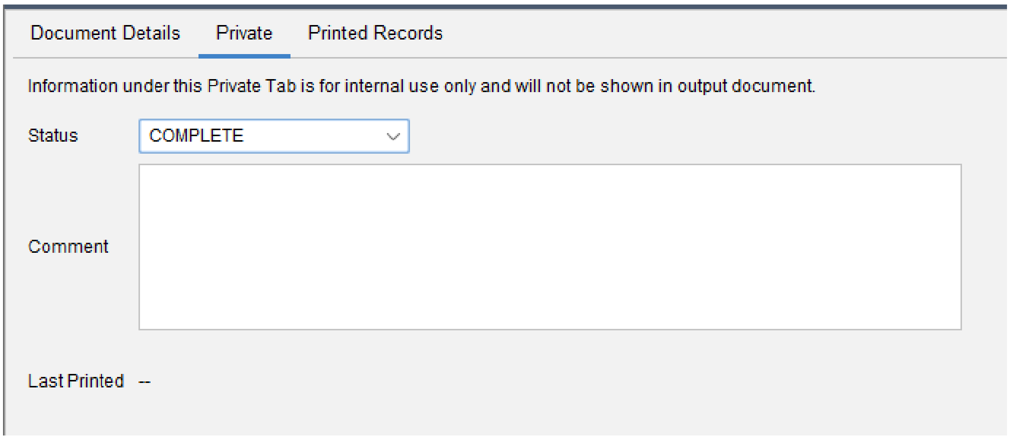


To add items, simply click the [Load from Item List] button below the item table, which can load information from the Item List. Total Quantity is a configurable option which can be enabled or disabled.

Please note that the layout and fields may vary depending on your individual design preferences of the document.

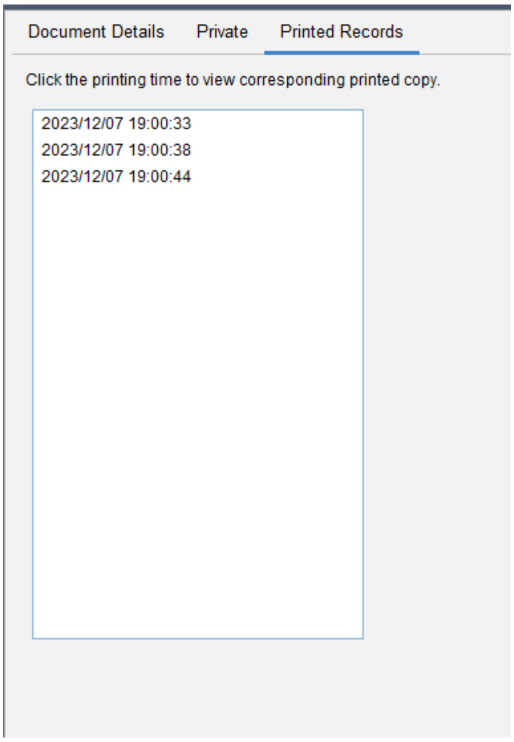
Private

In this tab, you can set the document status and add private comments. Any information entered under this tab will not be displayed in the output document.

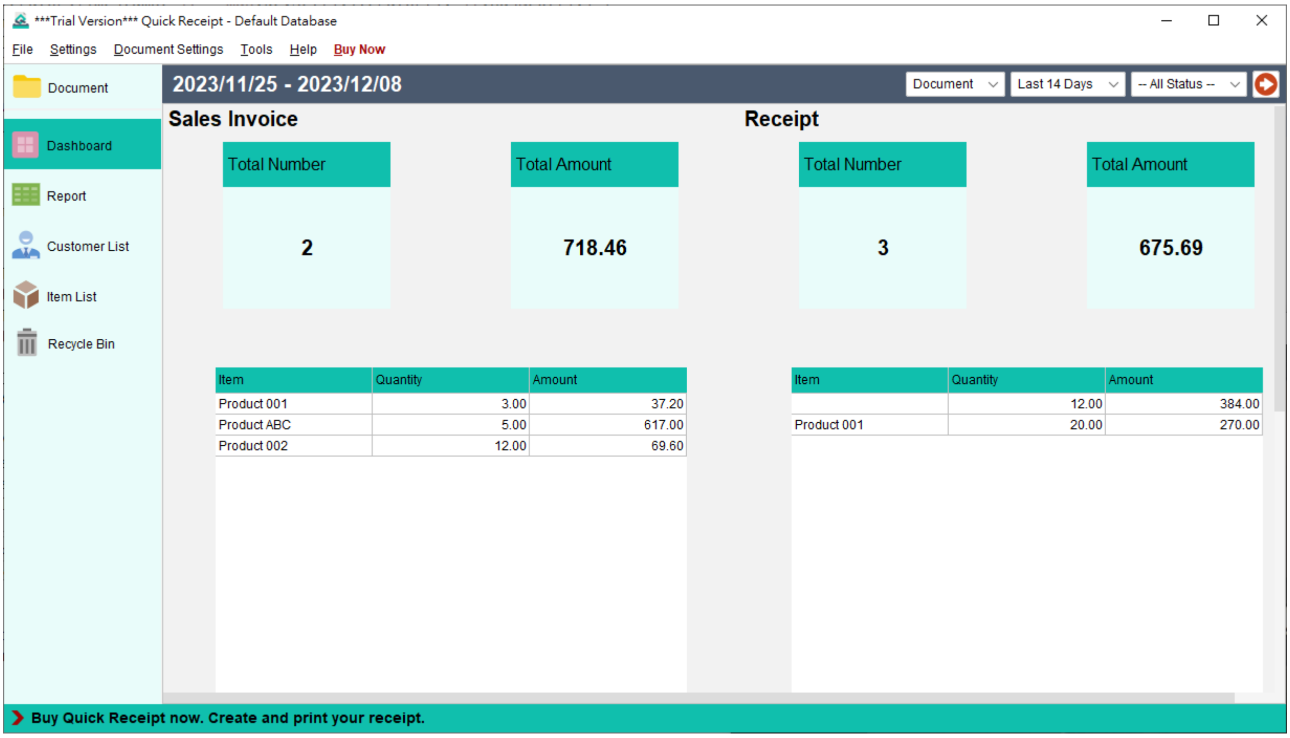


Printed Records

Whenever a document is printed, a copy is saved, and those copies are listed in this tab. By clicking on the printing time, you can access the related printed copy for reference.



5. DASHBOARD

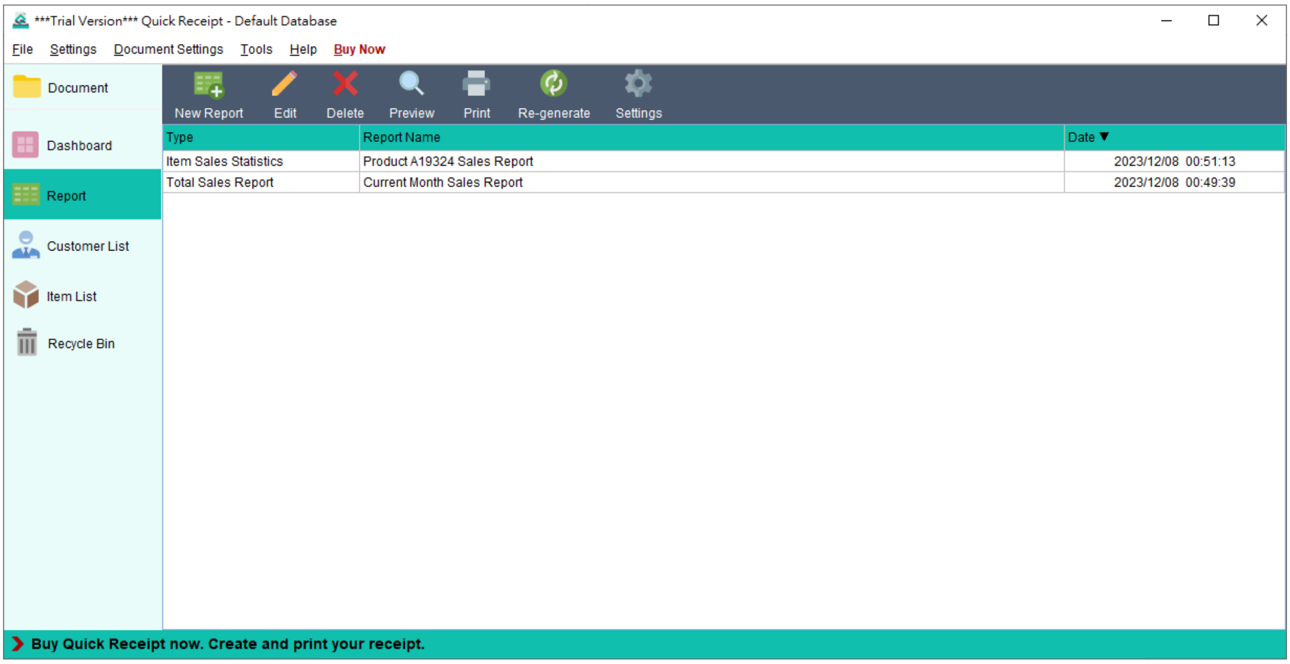


The Dashboard provides a convenient and concise statistical overview of invoices and receipts. It displays the total number and amount of both document types, as well as the quantity and amount of items sold. Additionally, a graphical representation showcases the total number and amount across the selected time period.

To further customize the statistics, filter options are available in the top right corner. These options allow you to select different folders and time frames to calculate the desired statistics.

6. REPORT

Quick Receipt offers four types of reports that provide insights from sales, item, and customer perspectives. These reports can be exported in either PDF or Excel format.



On the report screen, you will find a Tool Bar located at the top, which provides the following functions:

New - Create a new report. There are four types of reports available:

- Total Sales Report
- Customer Report
- Item Sales Statistics
- Raw Data Export

Edit - Modify the selected report.

Delete - Remove the selected report.

Preview - View the selected report in PDF format.

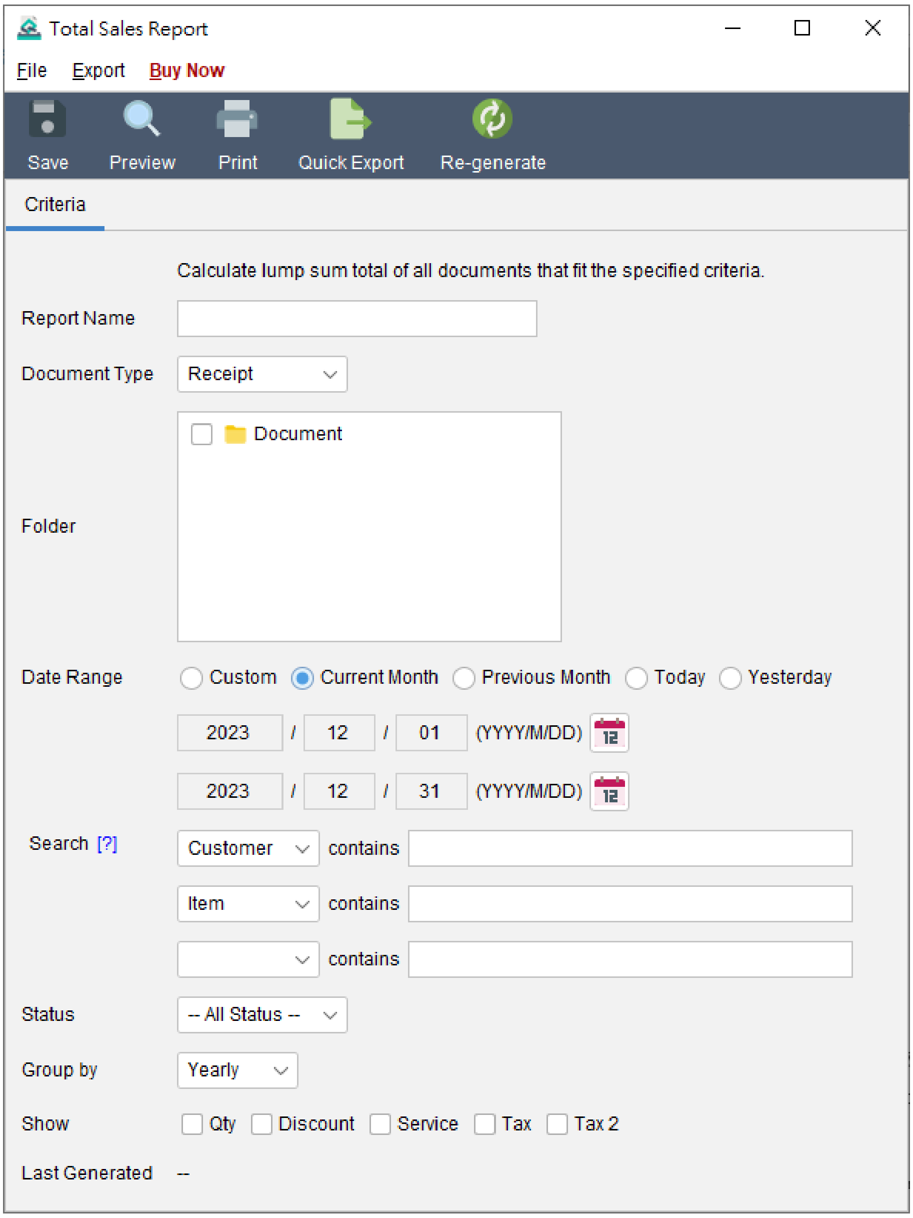
Print - Print the selected report.

Re-generate - Re-process the selected report.

Settings –Configure the output folder and file type for quick exports.

All saved reports are listed in a tabular format, allowing for easy reference and management.

6.1. Total Sales Report



The Total Sales Report calculates the cumulative total of sales report or receipts, and allows grouping by day, week, month, or year. Users have the flexibility to specify various criteria (Folder, Date Range, Search, and Status) for generating the report.

When running the report, it scans the selected folder and retrieves all documents within it. Only documents falling within the specified Date Range are considered for the calculation. If there are no limitations on the period, users can leave the date field blank.

Here is a sample output of the report:

Total Sales Report - 2021 Monthly Sales

(Generated on 2021/03/19 00:36:04)

Criteria

Folder : Document

Date : 2021/03/01 to 2021/03/31

Status : All Status

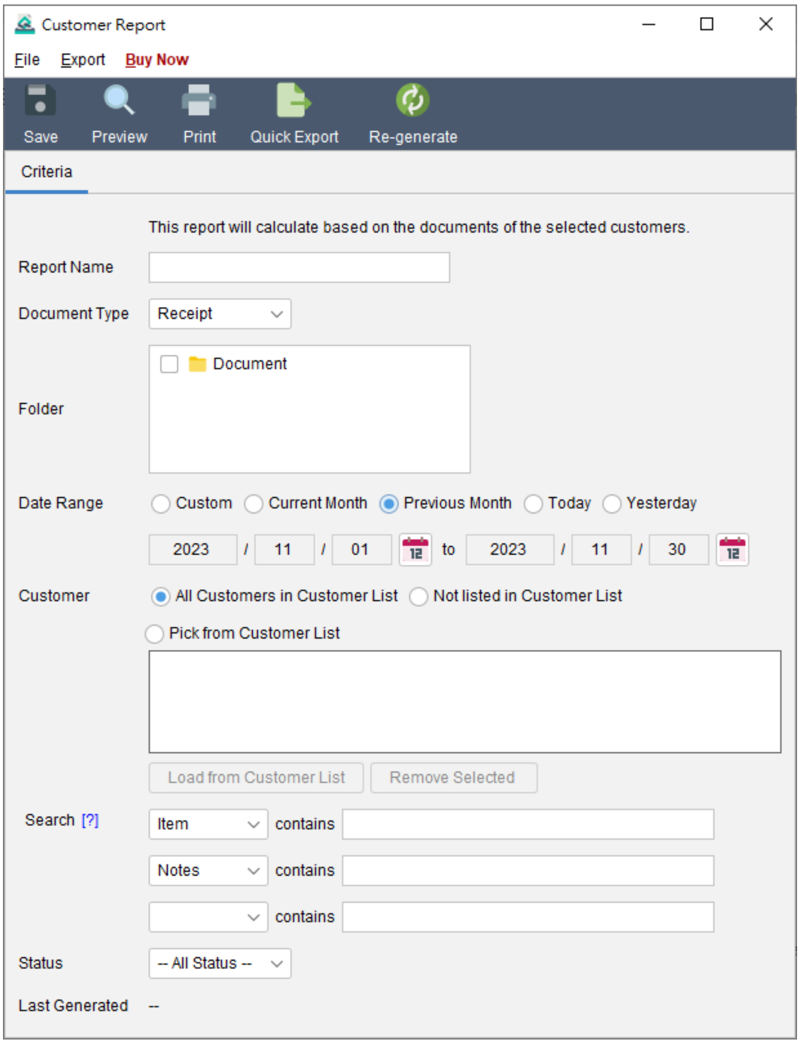
Total Number of Sales: 1 **Total Sales Amount: 100.61**

Period	Number of Sales	Qty	Discount	Grand Total
2021/03/01 - 2021/03/31	**1**	**8.00**	**5.23**	**100.61**

Page 1

The report calculation is updated and reflected in the "Last Generated" timestamp when saved. Users can also click the [Re-generate] button to recalculate the report if needed.

6.2. Customer Report



The Customer Report provides sales statistics categorized by customer. Users can specify a date range and select the customers to include in the report. Additionally, there are filter options available to further refine the documents included in the calculation.

Here is a sample output of the report:

Customer Report - Robert Lee
(Generated on 2021/03/19 00:43:43)

Criteria

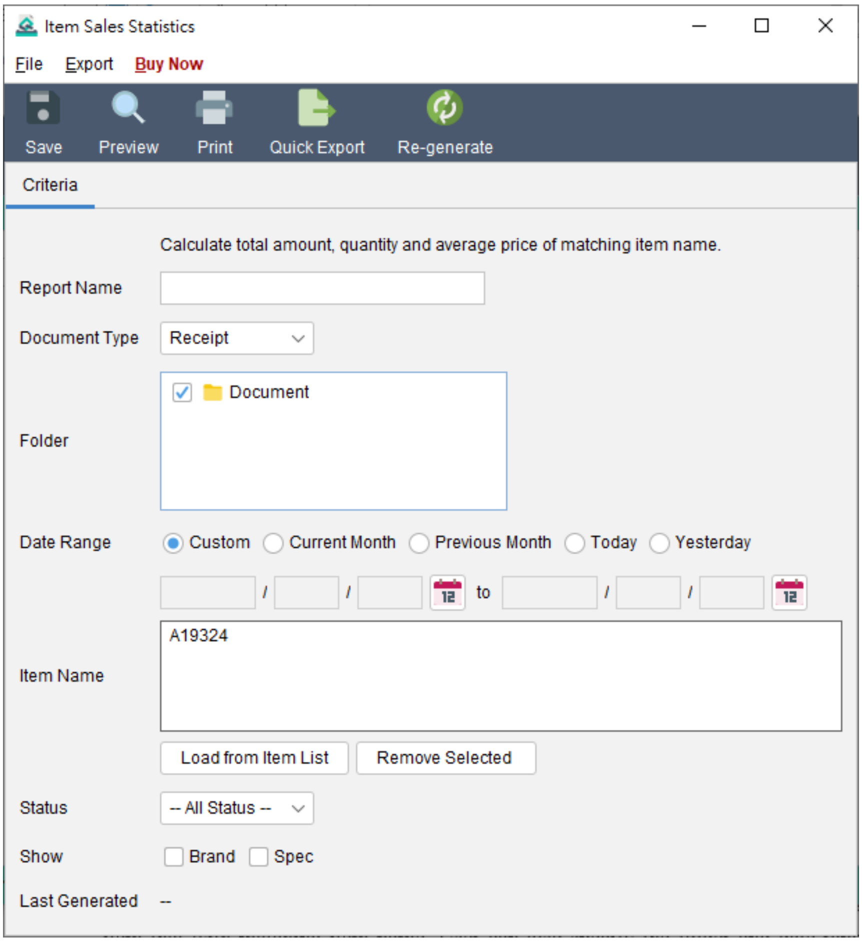
Folder : Document
Date : Unspecified
Customers : Robert Lee
Status : All Status

Customer	Number of Sales	Quantity Sold	Sales Amount	Avg. Quantity Per Sales	Avg. Sales Amount	Last Sales Date
Robert Lee	**1**	**8.00**	**100.61**	**8.00**	**100.61**	**2021/03/16**

Page 1

The report calculation is updated and reflected in the "Last Generated" timestamp when saved. Users can also click the [Re-generate] button to recalculate the report if needed.

6.3.Item Sales Statistics



The Item Sales Statistics report calculates sales information, including Quantity, Amount, and Average Price, for items that match the specified item name. Users have the option to specify the folder and date range as criteria for generating the report.

Here is a sample output of the report:

Item Sales Report - ADHOC Product
(Generated on 2021/03/19 00:47:10)

Criteria

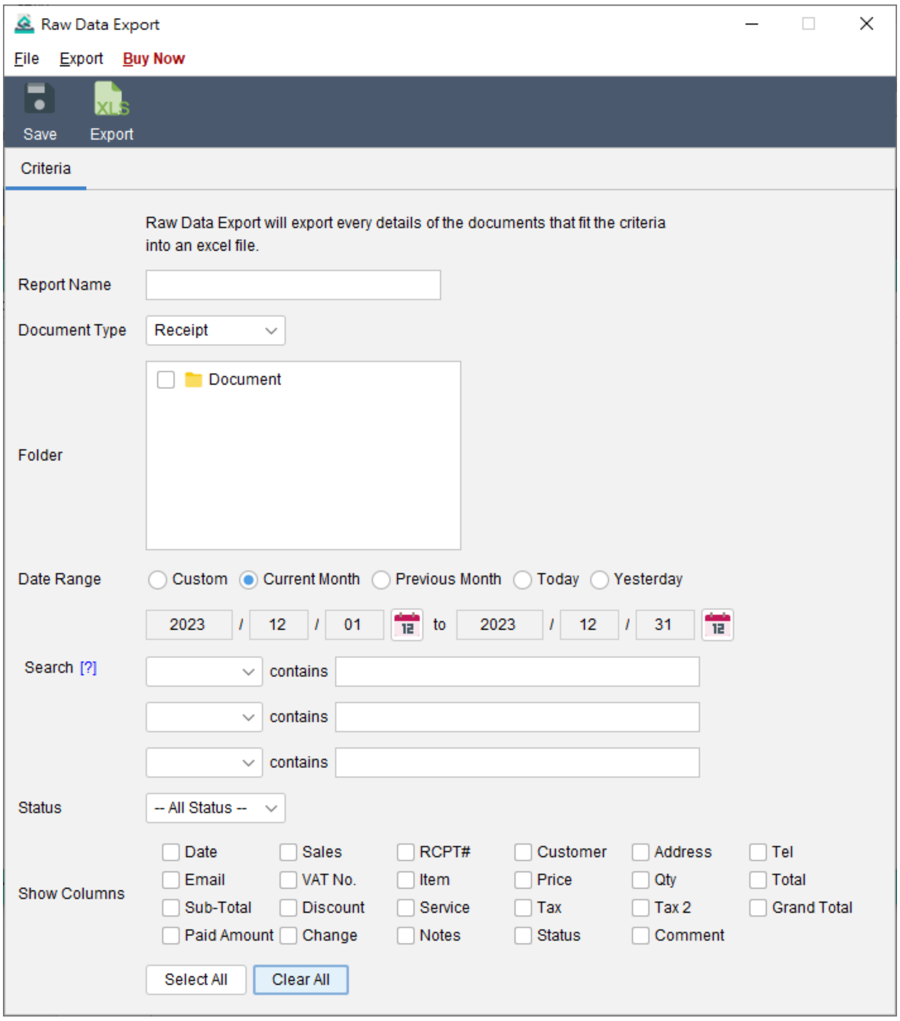
Folder : Document
Date : Unspecified
Items : Disinfectant Spray (75% Alcohol), Surgical Mask - 50pcs
Status : All Status

Brand	Item	Spec	Quantity Sold	Total Amount	Avg. Price
	Disinfectant Spray (75% Alcohol)		**6.00**	**148.80**	**24.80**
	Surgical Mask - 50pcs		**2.00**	**131.00**	**65.50**

Page 1

The report calculation is updated and reflected in the "Last Generated" timestamp when saved. Users can also click the [Re-generate] button to recalculate the report if needed.

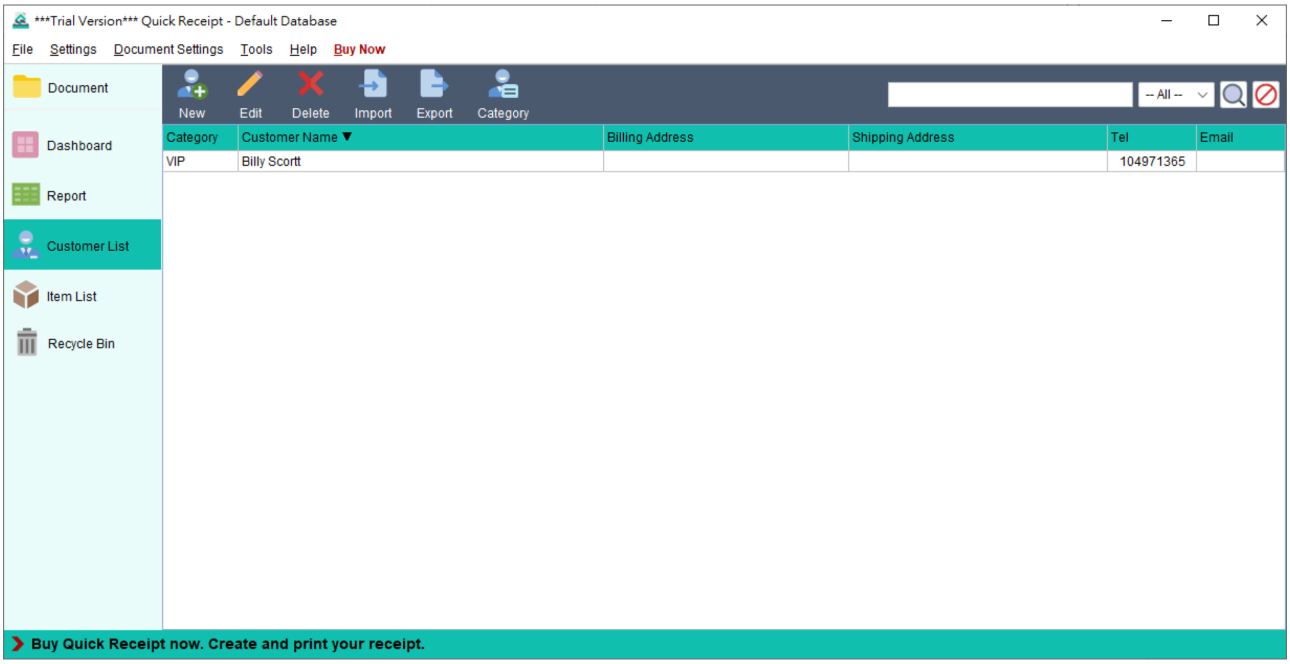
6.4.Raw Data Export



The Raw Data Export enables users to retrieve detailed information on documents created in the software. The report fetches all selected documents from the chosen folder. Only documents falling within the specified Date Range are included in the calculation. If there are no limitations on the period, users can leave the date field blank.

To customize the report, users can select the fields they wish to include by checking the corresponding boxes. If any line item column is selected, the document will be displayed as multiple rows based on the number of line items it contains.

7. CUSTOMER LIST



The Customer List serves as a central storage for all customer information. Users can efficiently manage customer details and easily load customer information directly from the Customer List when preparing documents.

The Tool Bar provides the following functions:

New - Add a new customer.

Edit - Modify the information of the selected customer.

Delete - Remove the selected customer.

Import - Import customers from an XLS file.

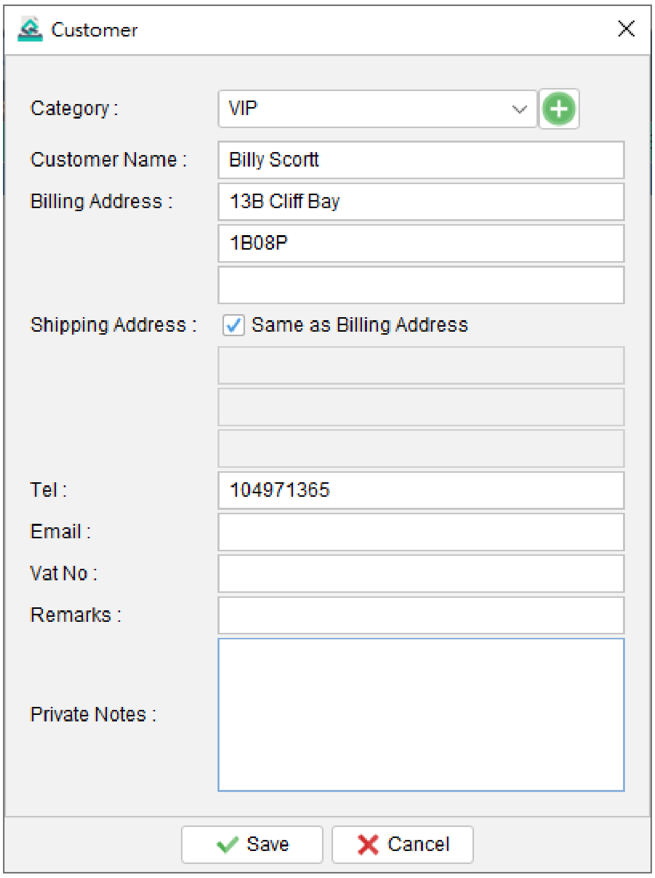
Export - Export the customer list to an XLS file.

Category - Define categories for customers.

A search box is located on the right-hand side to facilitate quick searching and locating specific customers.

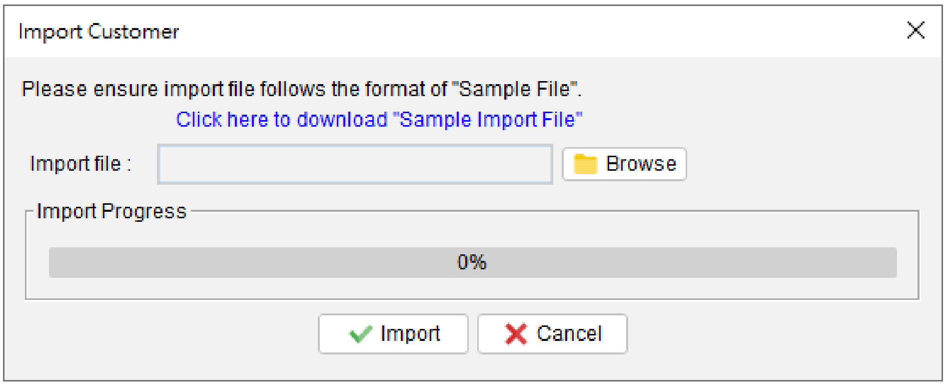
Customers are displayed in a table format. Users can click on the table headers to sort the information in the table based on the selected column.

Below is a screenshot illustrating the process of editing a customer.



7.1.Import Customer

Quick Receipt offers the capability to import customer from an Excel file, providing a convenient method for bulk importing customer information.

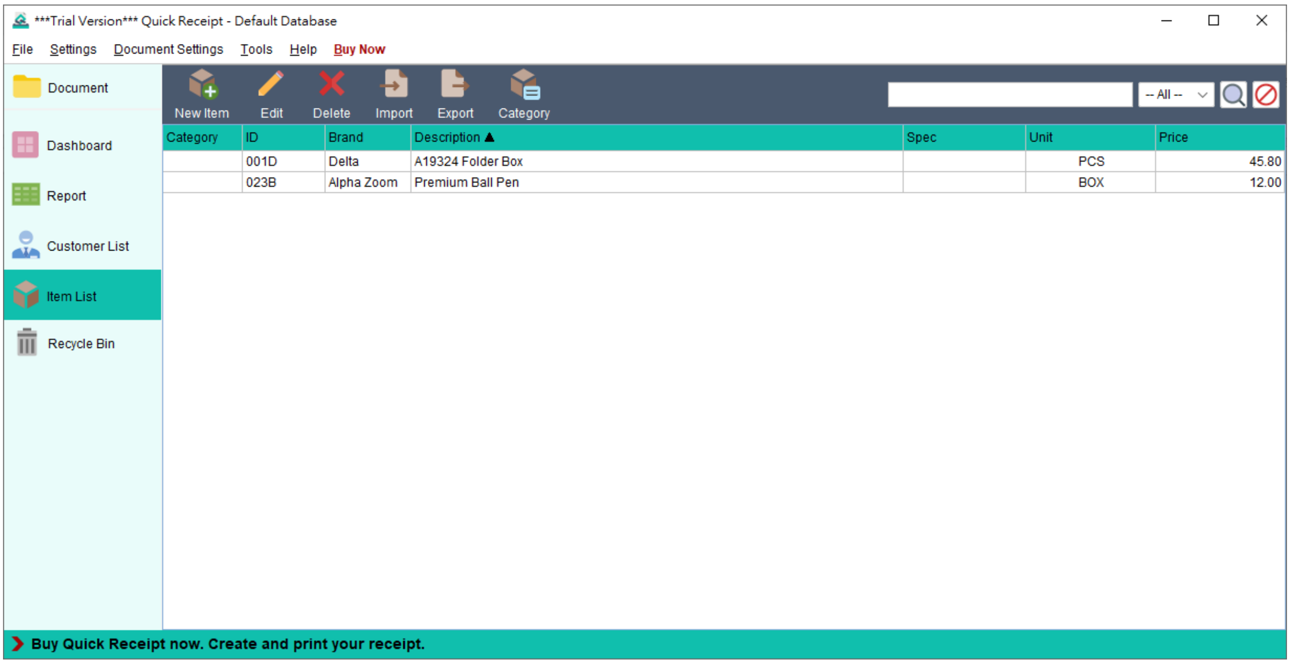


To successfully import customers, the Excel file must adhere to a specific format. A sample import file can be easily downloaded by clicking on the provided link within the import dialog box.

Category	Customer	Address1	Address2	Address3	Tel	Email	VAT No	Notes
Uncategorized	Alan Smith	001 Unit	001 Road	001 District	21234567	001@abc.com	123456	This is remarks
Uncategorized	Robert Lee	002 Unit	002 Road	002 District	23456789	002@def.com	123457	
Uncategorized	Richard	003 Unit	003 Road	003 District	24567890	003@ghi.com	123458	

In the import file, the first row serves as the header row, defining the column names. The order of the columns is fixed and should be followed accordingly. Customer information should be inputted row by row, starting from the second row of the file. If a particular column is not applicable for a specific customer, the corresponding cell can be left empty.

8. ITEM LIST



The Item List serves as a central storage for all item information. Users can efficiently manage item details and easily load item information directly from the Item List when preparing documents.

The Tool Bar provides the following functions:

New - Add a new item.

Edit - Modify the information of the selected item.

Delete - Remove the selected item.

Import - Import items from an XLS file.

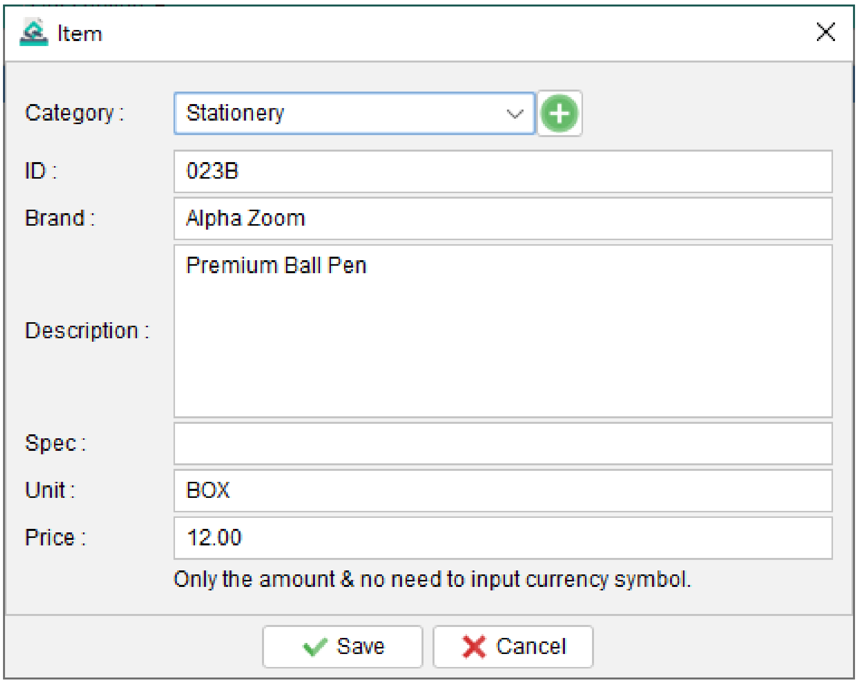
Export - Export the item list to an XLS file.

Category - Define categories for items.

A search box is located on the right-hand side to facilitate quick searching and locating specific items.

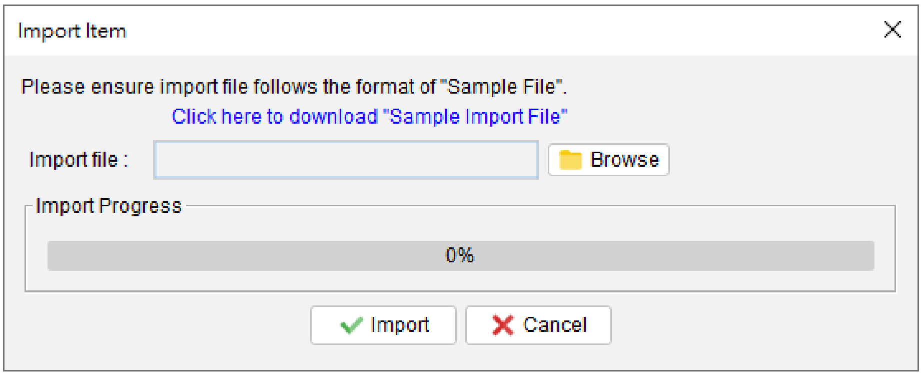
Items are displayed in a table format. Users can click on the table headers to sort the information in the table based on the selected column.

Below is a screenshot illustrating the process of editing a customer.

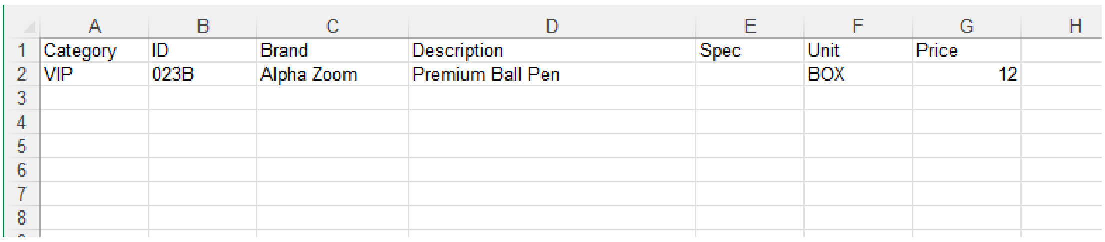


8.1.Import Item

Quick Receipt offers the capability to import item from an Excel file, providing a convenient method for bulk importing item information.



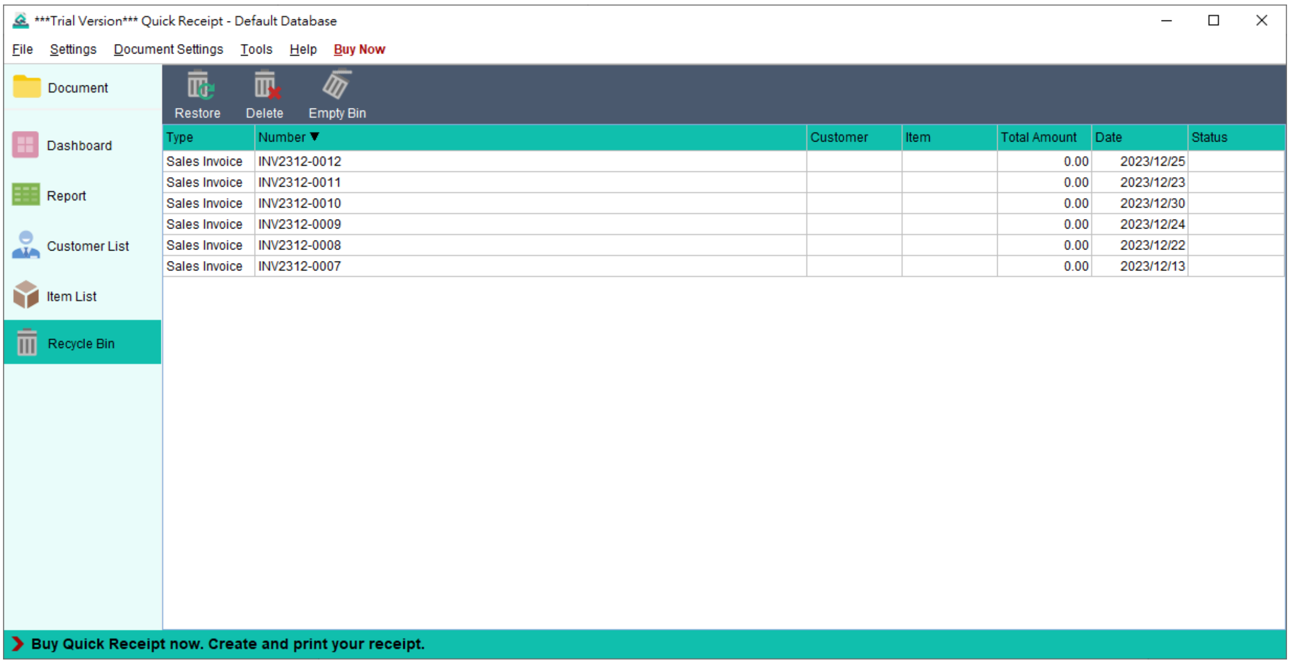
To successfully import items, the Excel file must adhere to a specific format. A sample import file can be easily downloaded by clicking on the provided link within the import dialog box.



	A	B	C	D	E	F	G	H
1	Category	ID	Brand	Description	Spec	Unit	Price	
2	VIP	023B	Alpha Zoom	Premium Ball Pen		BOX	12	
3								
4								
5								
6								
7								
8								

In the import file, the first row serves as the header row, defining the column names. The order of the columns is fixed and should be followed accordingly. Item information should be inputted row by row, starting from the second row of the file. If a particular column is not applicable for a specific item, the corresponding cell can be left empty.

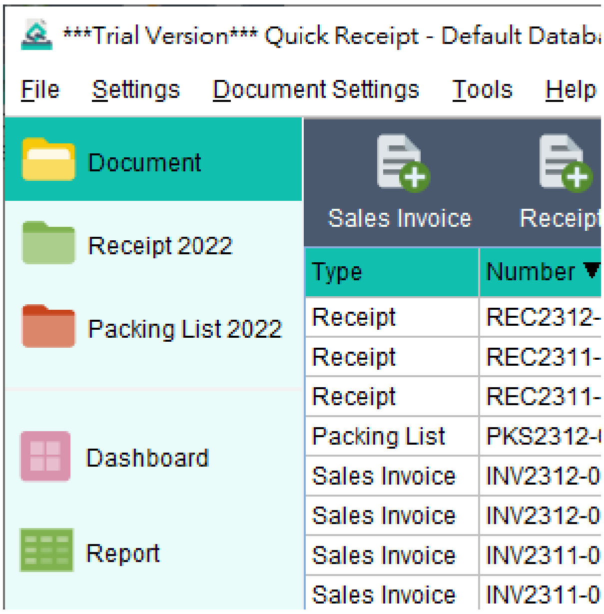
9. RECYCLE BIN



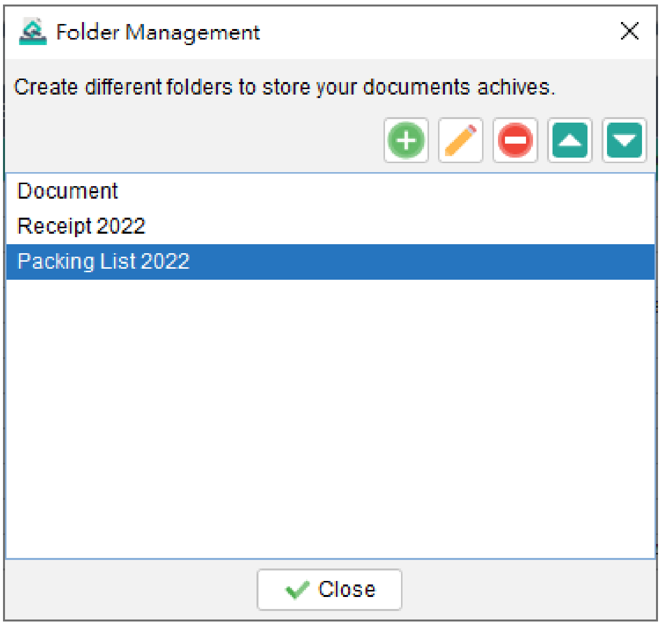
All deleted documents are moved to the Recycle Bin, where they can be stored temporarily. From the Recycle Bin, documents can be restored and returned to their original document folder. However, if a document is deleted from the Recycle Bin, it will be permanently deleted and cannot be recovered.

10. SETTINGS

10.1. Folder Management

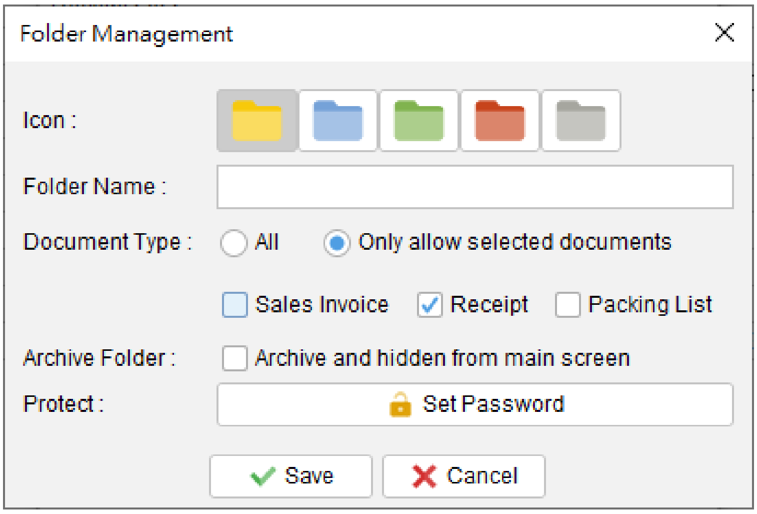


In Quick Receipt, the default setup includes a single folder called "Document." However, users have the flexibility to create additional folders in order to organize their documents. By accessing the "Settings > Folder Management" menu, users can maintain their list of folders.

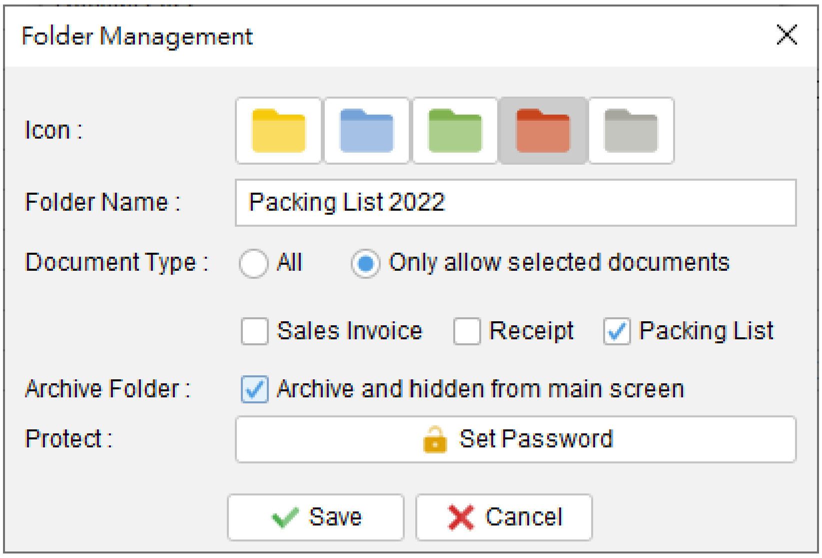


To create a new folder, simply click the [+} button. Users can choose from five color icons to assign to the folder. Furthermore, each folder can be configured to store selected document types only, providing further organization and categorization options.

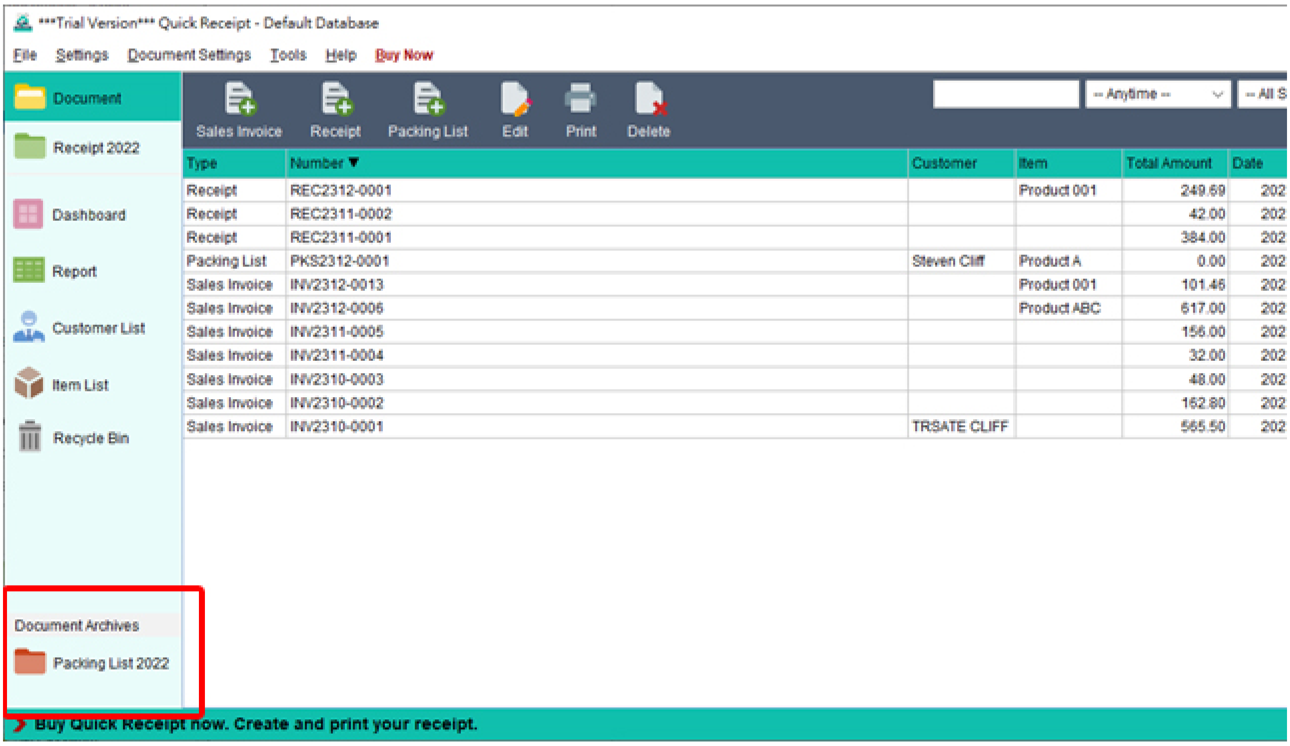
A password can be set to protect a folder, adding an extra layer of security. When accessing the folder, users will be required to input the designated password to gain entry.



Archive Folder

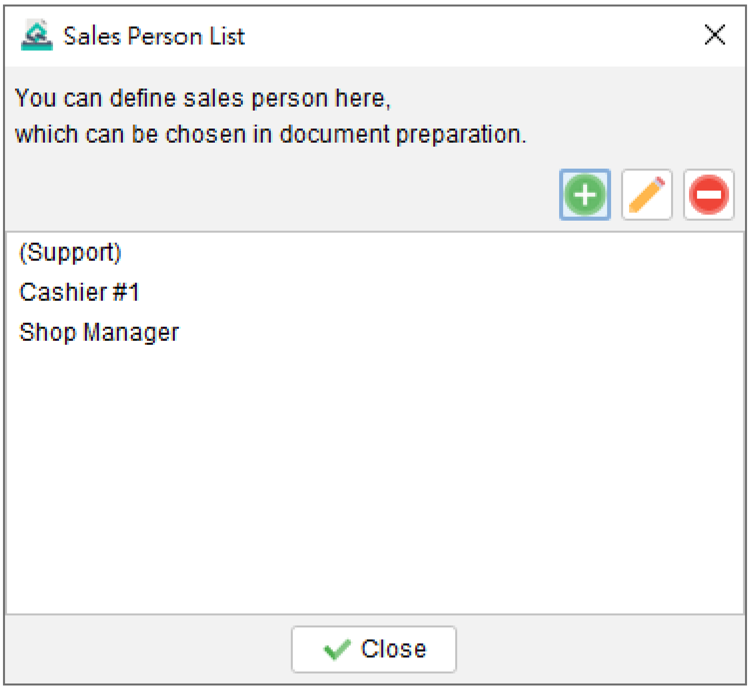


Folders can be designated as "Archive." Archive folders are displayed at the bottom of the list and are specifically designed to store old documents. It's important to note that documents stored in archived folders are not editable, ensuring their integrity and preserving them in their original state.



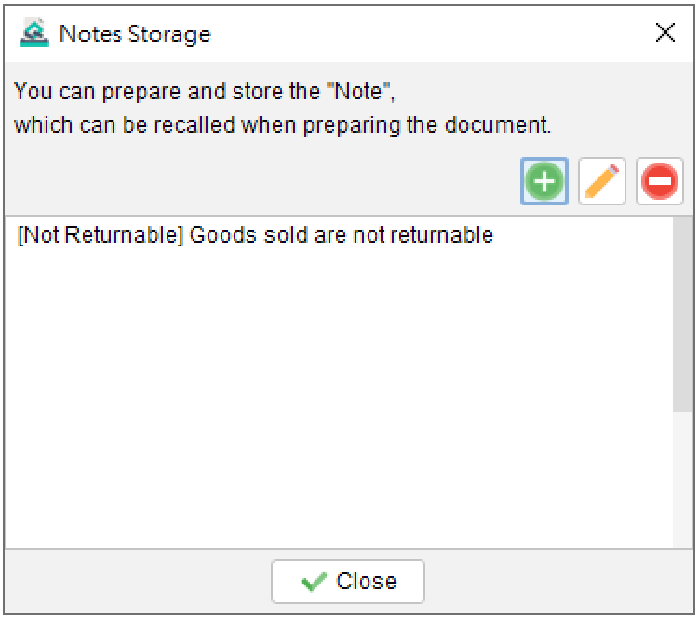
10.2. Sales Person List

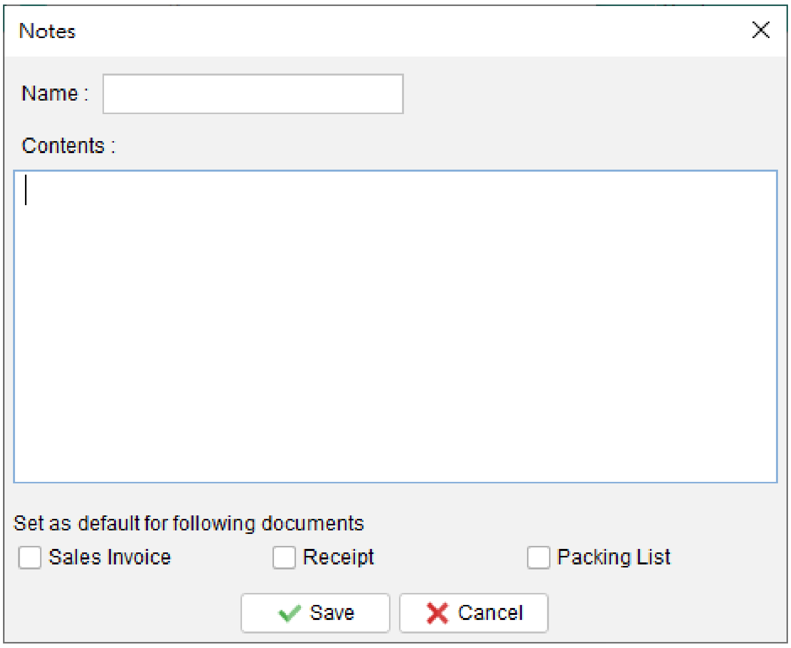
Users have the ability to manage their own Sales Person list, which can be selected when preparing a document. To maintain this list, simply click on the icon located at the top-right corner. From there, users can add, edit, or delete salespersons as needed.



10.3. Notes Storage

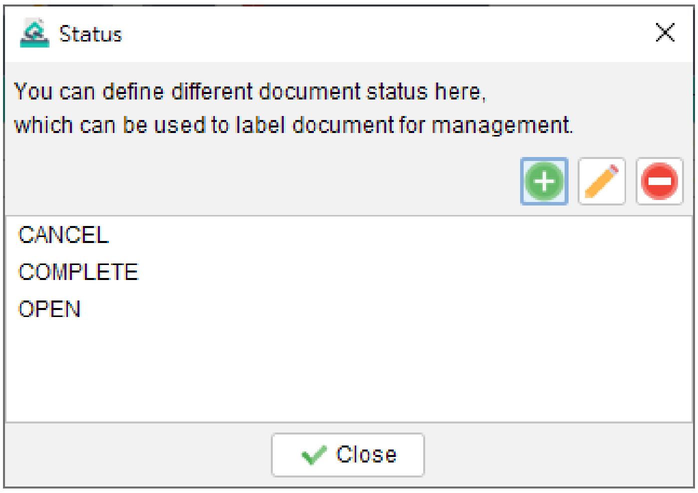
When preparing a document, users have the option to directly load notes from the Notes Storage. Users can maintain their own notes in this storage area. By clicking on the icon at the top-right corner, users can add, edit, and delete notes. The format of the notes will be preserved exactly as typed in by the user. A note can be selected to serve as the default option for the document.





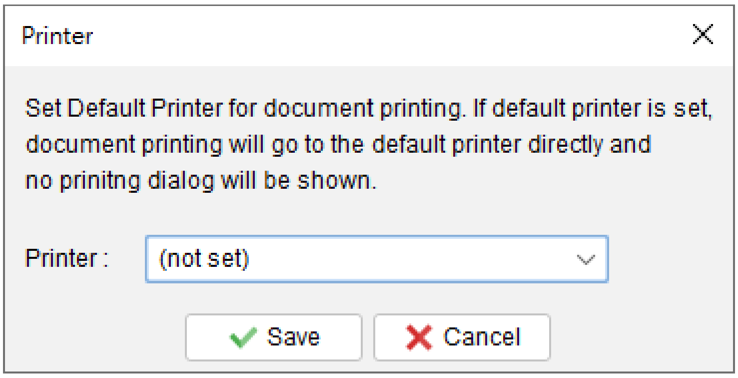
10.4. Document Status

In Quick Receipt, documents can be assigned a status to categorize and track their progress. Users can manage the Document Status List by clicking on the icon located at the top-right corner. From there, users have the option to add, edit, or delete document statuses as needed.

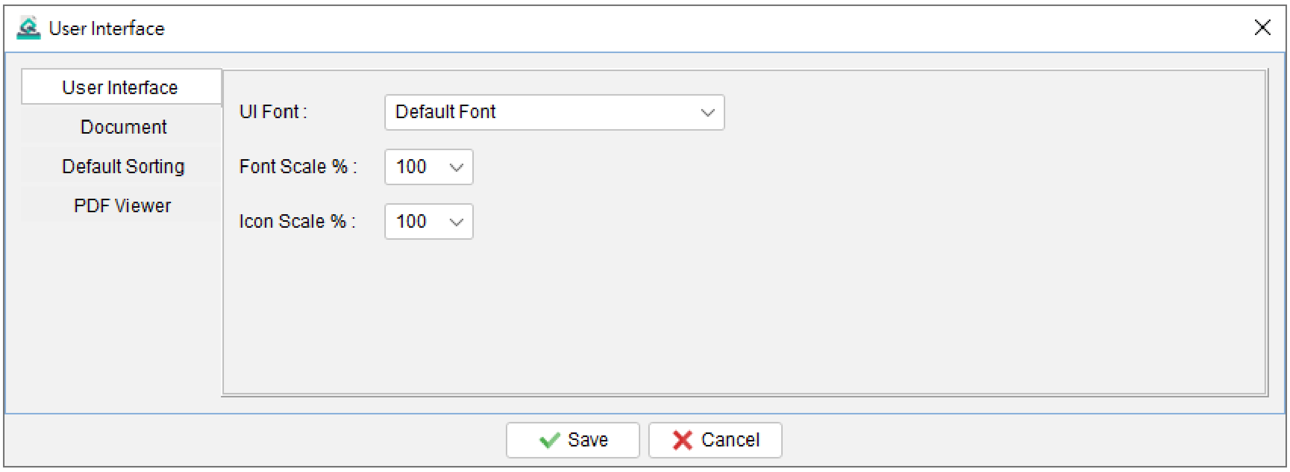


10.5. Printer

Quick Receipt allows you to set a default printer for document printing. When a default printer is configured, documents will be printed directly to the designated printer without displaying a printing dialog. This streamlines the printing process and eliminates the need for manual intervention when printing documents.



10.6. User Interface

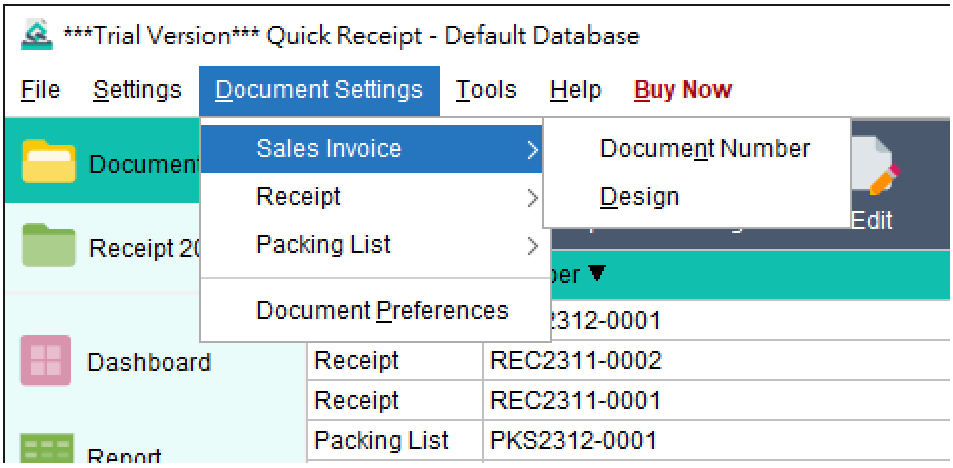


Users have the ability to customize the user interface settings in Quick Receipt. This includes options to adjust the font, enlarge or reduce the font and icon size, and define the default sorting behavior. Furthermore, users can rename the documents on the user interface to suit their business needs.

Please note that any changes made to the user interface settings will take effect after restarting the software.

11. DOCUMENT SETTINGS

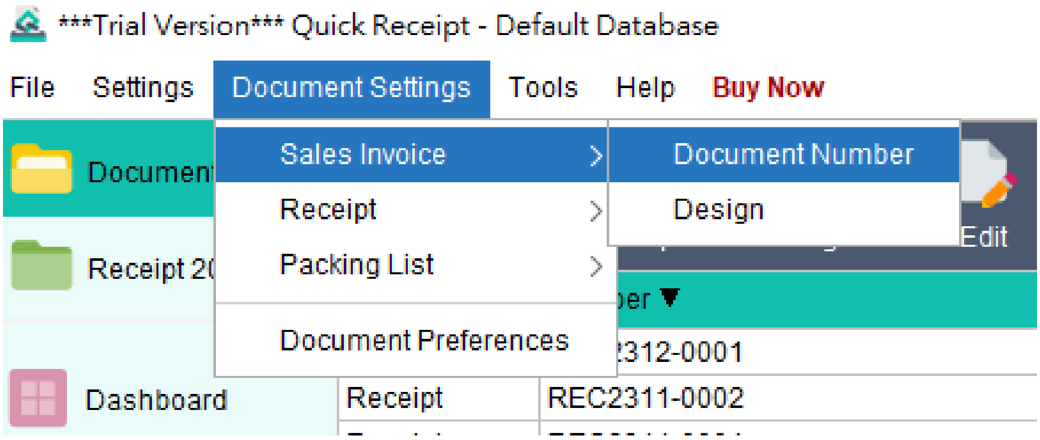
Quick Receipt provides users with extensive customization options to tailor documents according to their business requirements. Users can set their own document number sequence, design the layout of the document, specify company information in the header or footer, and adjust item columns, among other customizable elements.



By accessing the "Document Settings" menu, users can choose from three document types: Sales Invoice, Receipt, and Packing List. Within each document type, users can configure the document number sequence and further design and customize the layout to suit their preferences.

Additionally, under the "Document Settings" menu, users can find "Document Preferences" where they can set other general options that apply across all document types.

11.1. Document Number

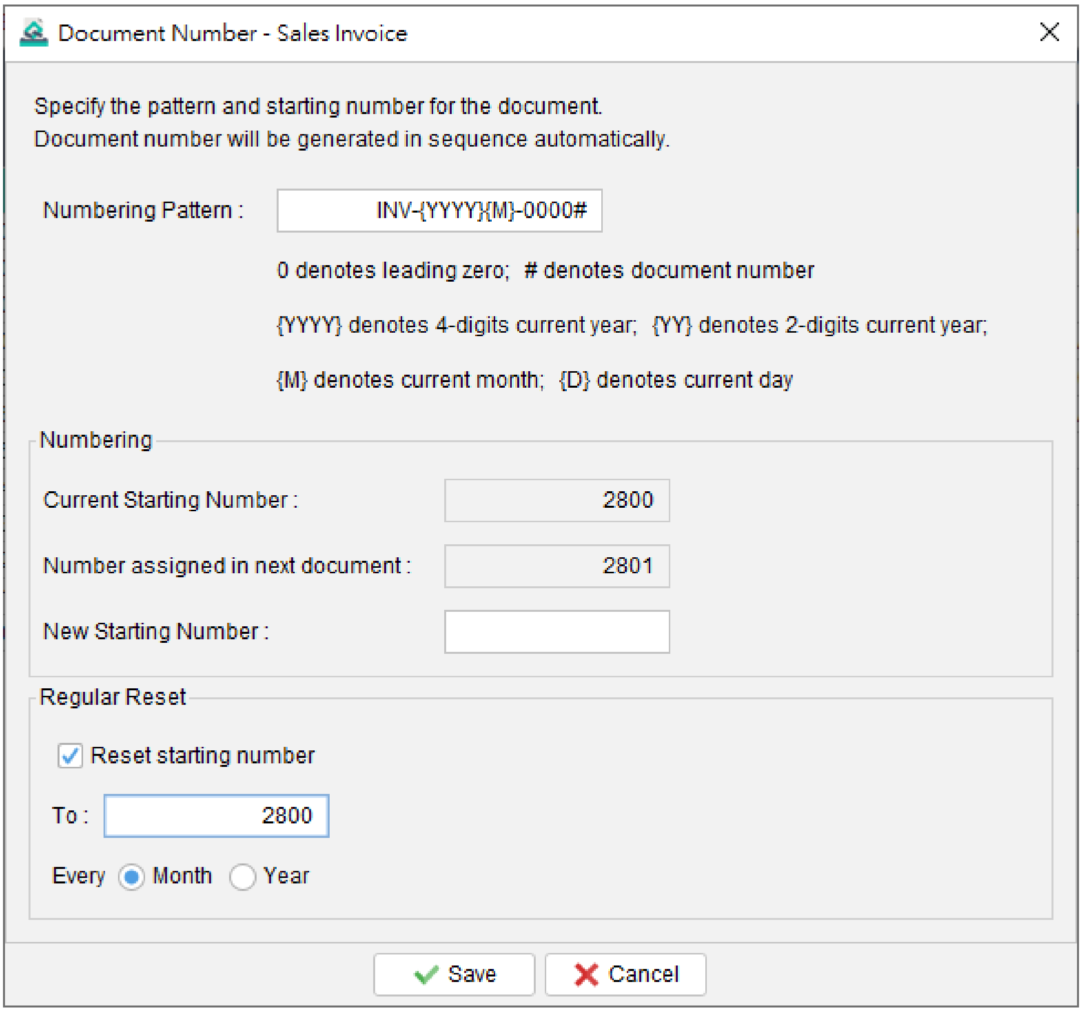


To configure the Document Number settings, navigate to the "Document Settings" menu and select the desired Document Type. From there, choose the "Document Number" option.

Users can specify the numbering sequence and pattern for the document to align with their company's requirements. The following placeholders can be used in the pattern:

0 - Represents a leading zero, if required.
- Represents the current document number.
{YYYY} - Represents the current year in a four-digit format.
{YY} - Represents the current year in a two-digit format.
{M}- Represents the current month.
{D} - Represents the current day

By leveraging these placeholders, users can customize the document number to match their specific needs and incorporate dynamic elements such as the current year and month.



Example 1 Numbering Pattern: REC#-A

Current Number: 23 => Output: REC23-A

Current Number: 345678 => Output: REC345678-A

Example 2 Numbering Pattern: REC0000#

Current Number: 23 => Output: REC00023

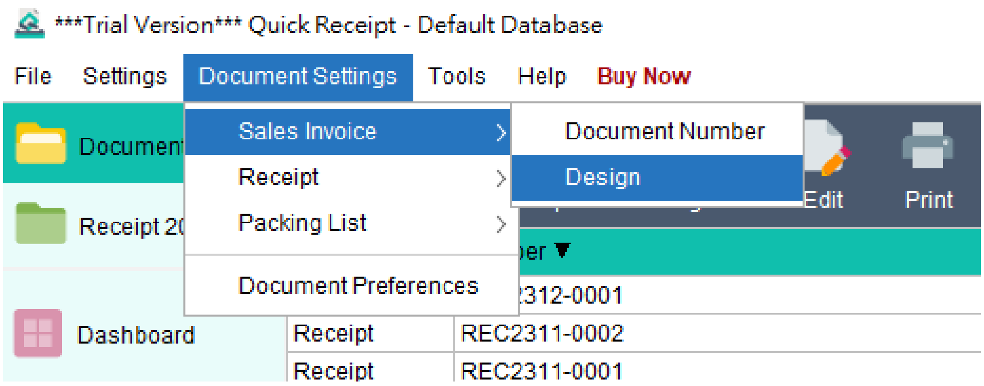
Current Number: 345678 => Output: REC345678

Example 3 Numbering Pattern: REC{YYYY}0000#

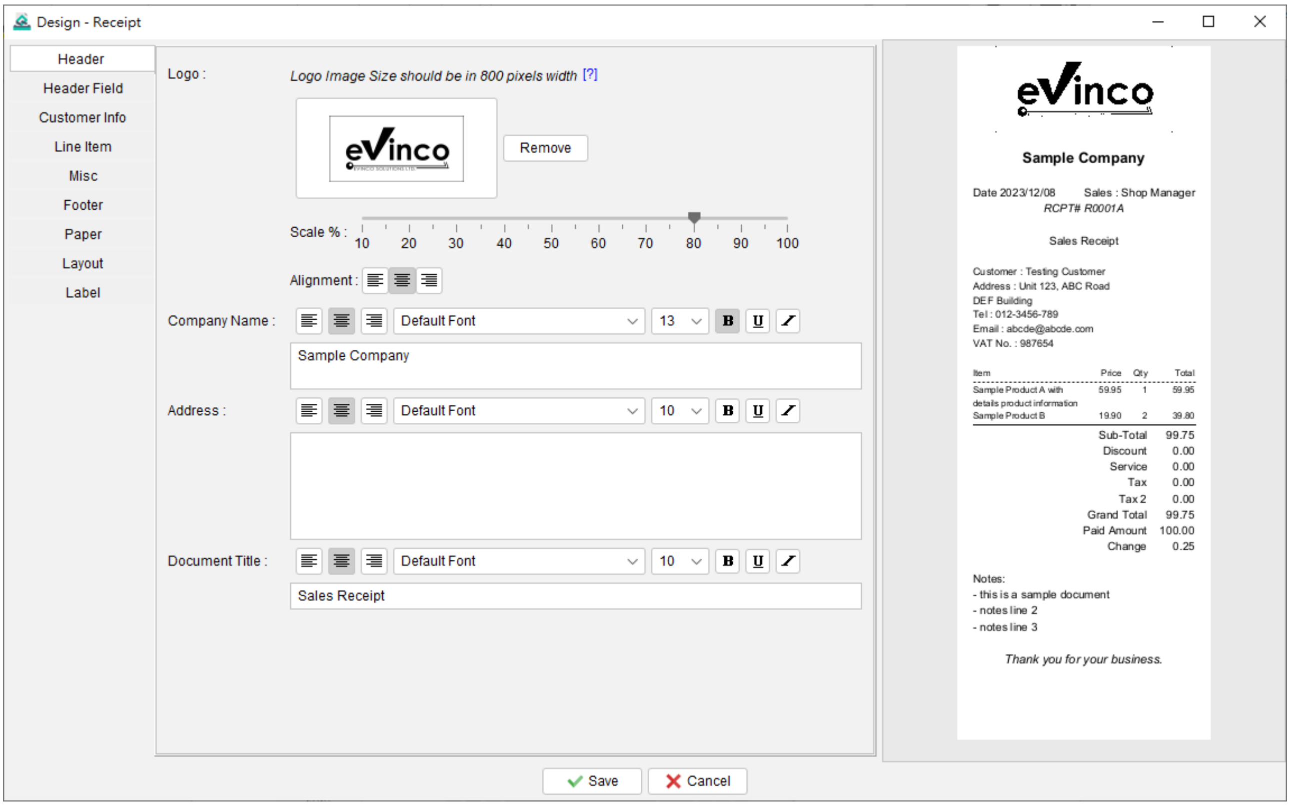
Current Number: 23 => Output: REC202100023

Current Number: 345678 => Output: REC2021345678

11.2. Design



To design and personalize the layout of the document, go to the "Document Settings" menu and select the desired Document Type. Then, choose the "Design" option.

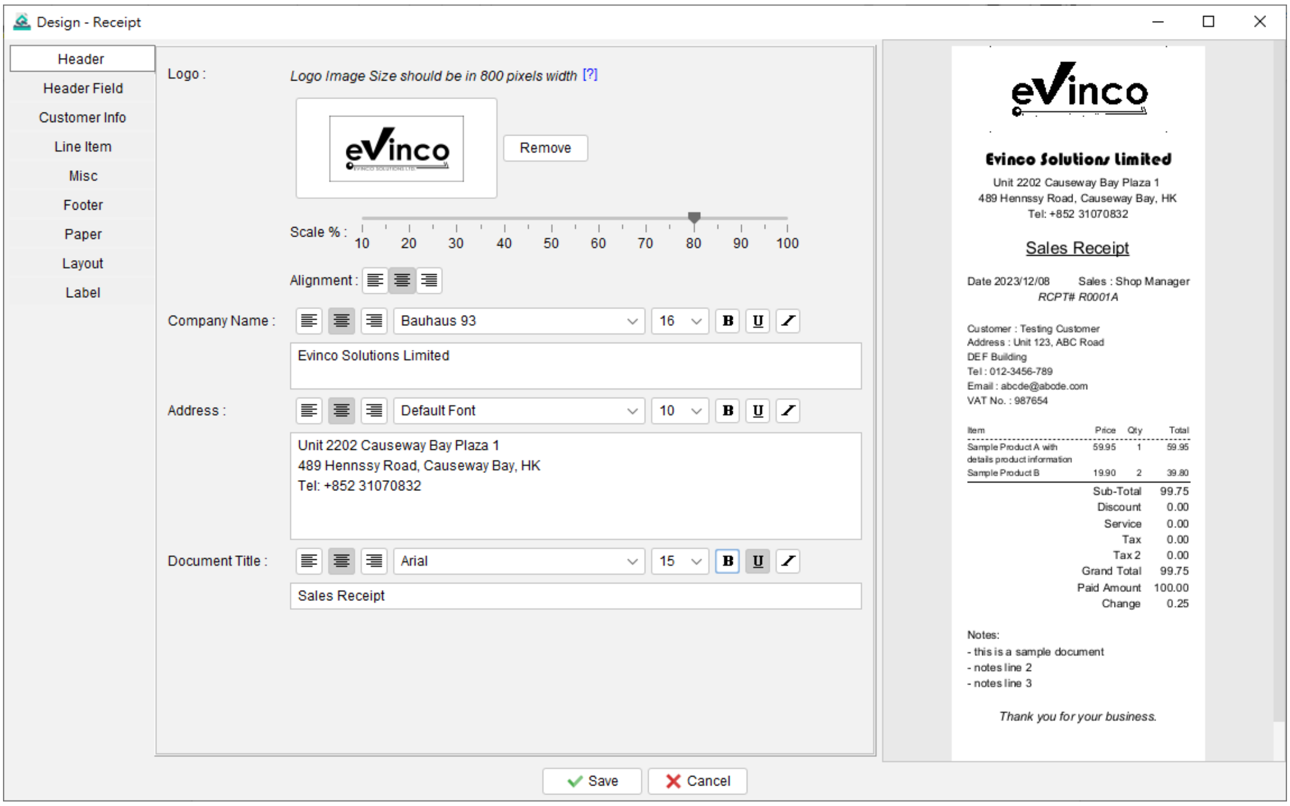


The document design settings are divided into several sections, including:

- Header
- Header Field
- Customer Info
- Line Item
- Misc
- Footer
- Paper
- Layout
- Label

On the right side of the screen, you will find a document preview that automatically updates whenever changes are made. This allows you to visualize the impact of your design modifications in real-time.

11.2.1. Header

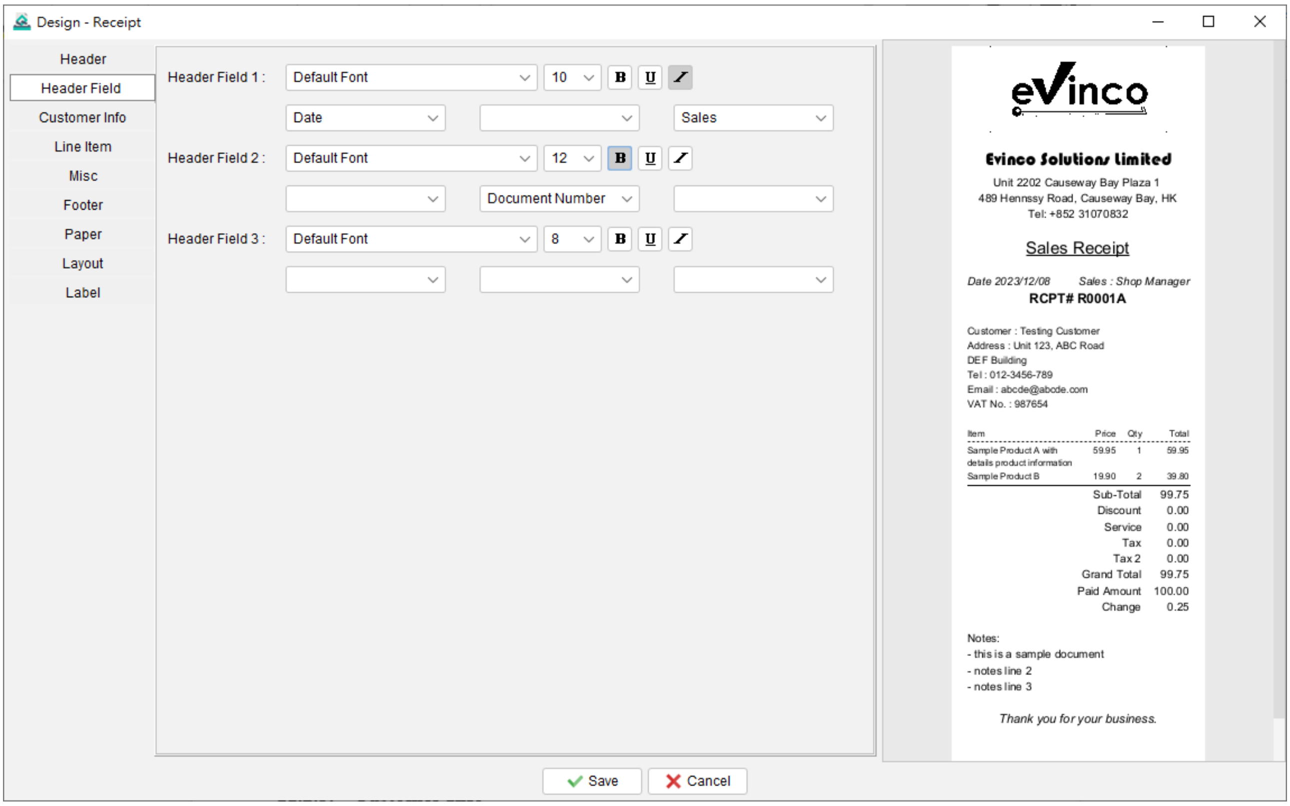


Within the Header section, you have the option to customize various elements such as the Company Logo, Name, Address, and Document Title.

To set the Company Logo, ensure it is in GIF, JPG, or PNG format, with a recommended width of 800 pixels. Color images will be automatically converted to Black & White. You can choose to scale the logo to fit within the document, with the default scale set at 100% to occupy the full width.

For the Company Name, Address, and Document Title, you can configure different font types, sizes, styles, and alignments to suit your preferences and branding requirements. This allows for a personalized and professional appearance of these elements within the document.

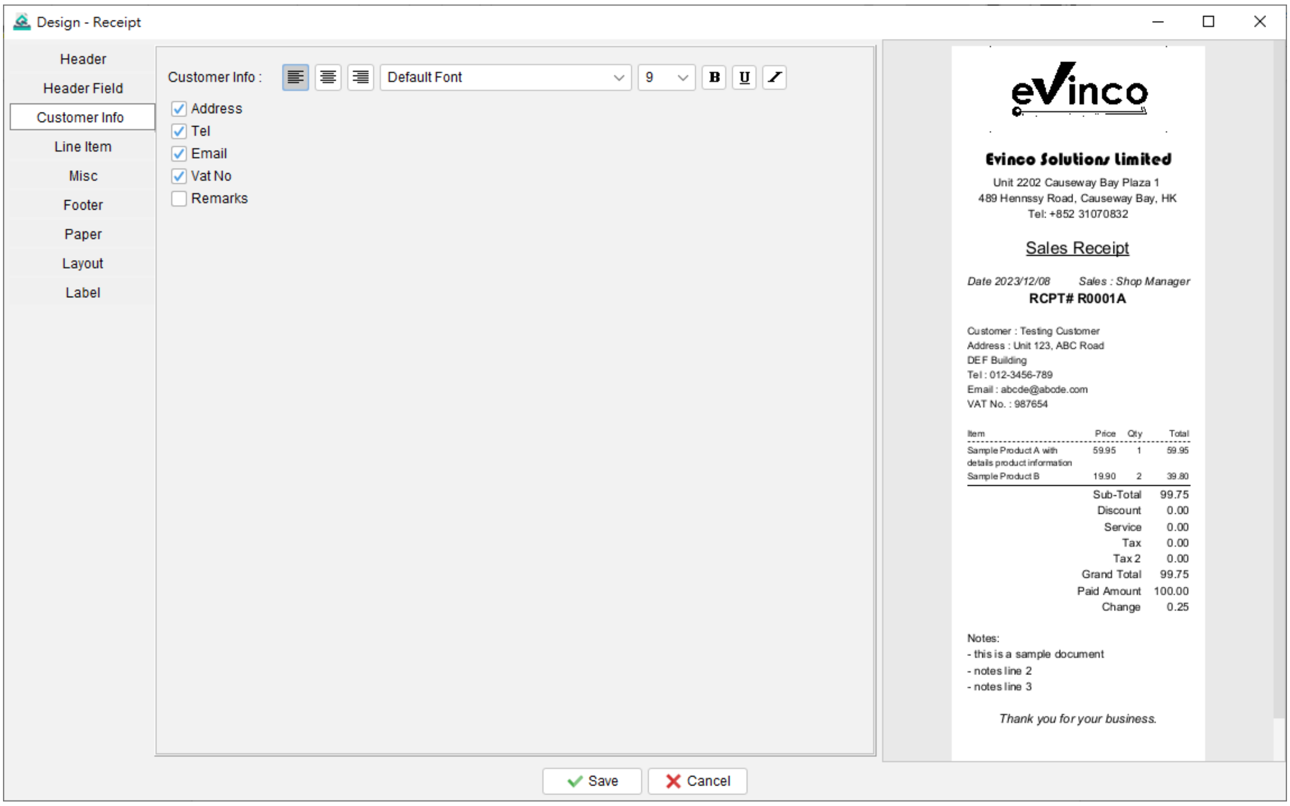
11.2.2. Header Field



The Header Fields section allows you to include additional information in the document. It provides fields such as Document Number, Sales, Date Time, Date, and Time.

You have three lines available for the header fields, each of which can be divided into three parts: left, center, and right. You have the flexibility to choose which field to display in each part and customize them with different fonts and font styles.

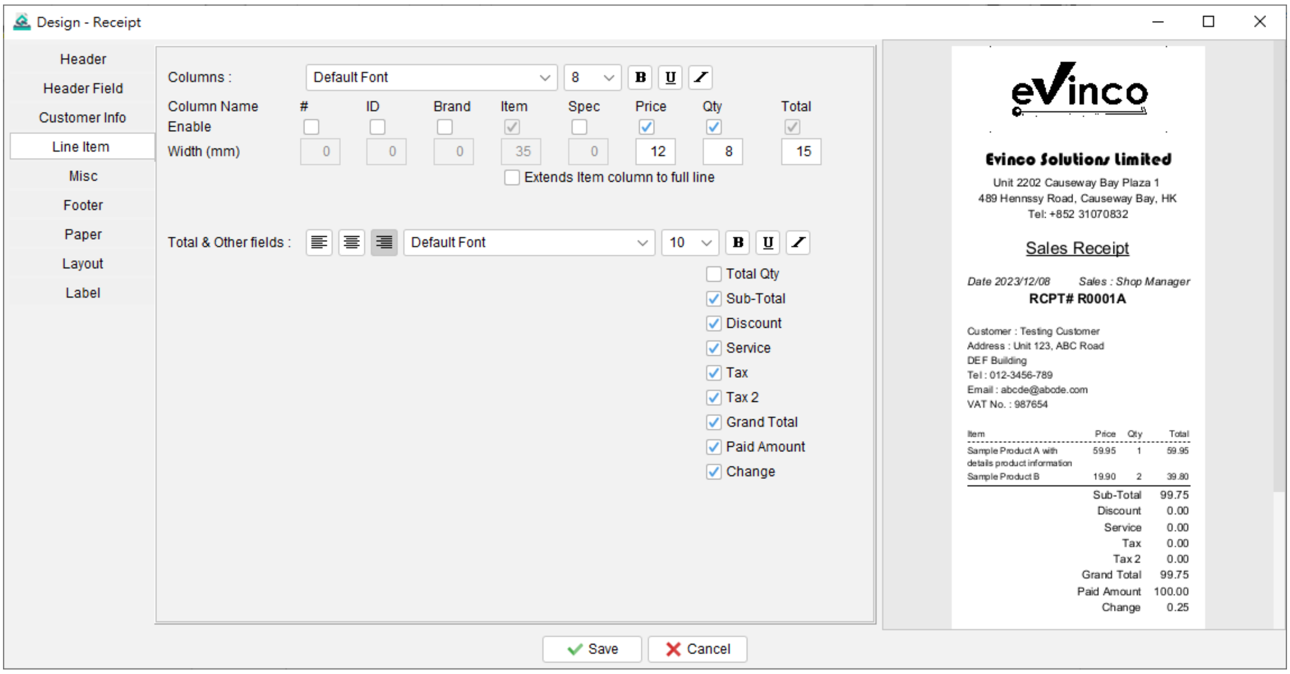
11.2.3. Customer Info



By default, the Customer Information is set to include the Customer Name. However, users have the option to enable additional fields to display other relevant customer information in the document. These fields include Address, Telephone, Email, VAT Number, and Remarks. Enabling these fields allows you to provide a comprehensive customer's details within the document.

Users have the ability to select the font and font style for the customer information field.

11.2.4. Line Item



The Line Item section consists of two parts: Columns and the Total section.

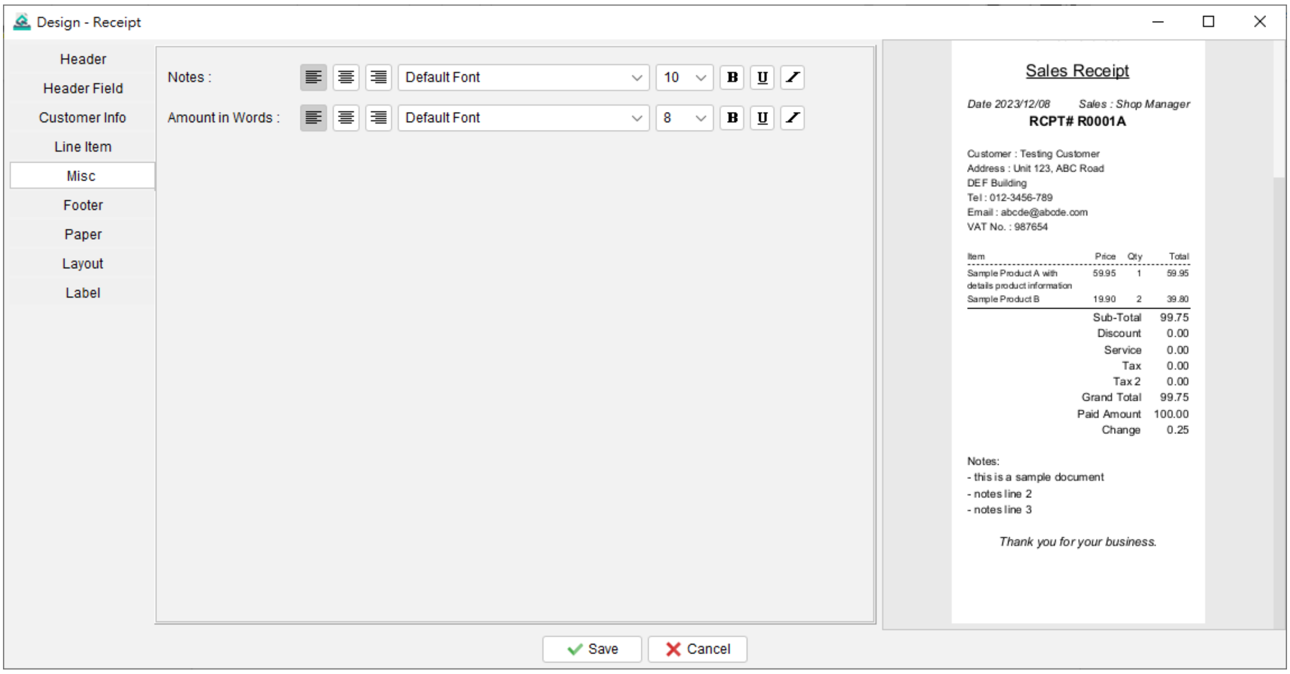
Users can define the columns and their respective widths. The Item column and Total column have fixed positions, with the width of the Item column automatically adjusted based on other columns.

There is an option available to "Extend Item column to full line." Enabling this option expands the item column to occupy the entire line, allowing additional information (such as quantity or price) to be printed on the next line. This option is particularly useful for accommodating long item names.

In the Total section, users can choose to include various fields such as Sub-Total, Discount, Tax, and others in Sales Invoices and Receipts. By checking the respective boxes, the selected fields will be displayed in the document.

Furthermore, users can customize the font, size, and style for both parts of the Line Item section, providing flexibility in designing the appearance of the document to match their preferences and branding.

11.2.5. Misc

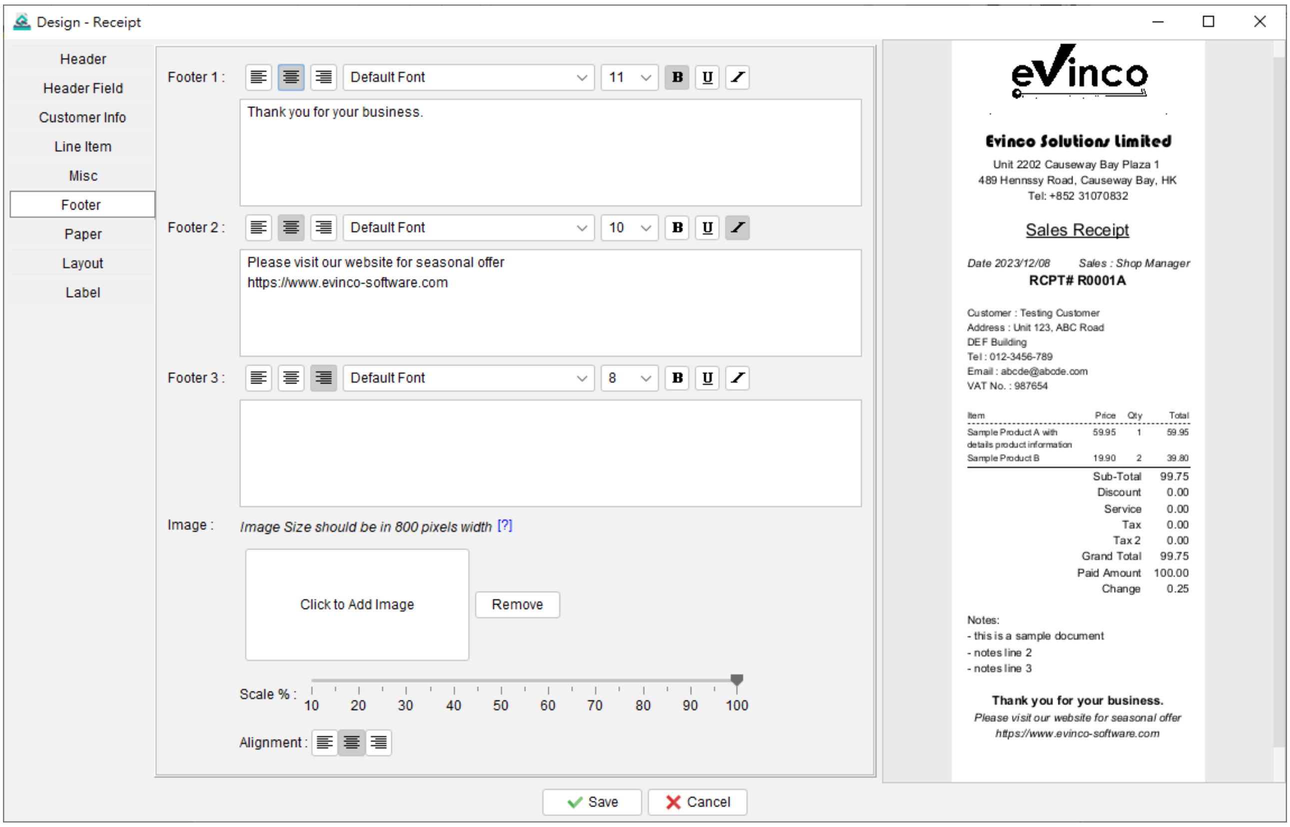


Within the Misc section, users have the ability to customize the font and font style for two specific fields: the Note field and the Amount in Words field.

The Note field allows users to add additional comments, instructions, or any other relevant information to the document.

The Amount in Words field displays the monetary amount in words, providing clarity and an additional reference for the numerical value.

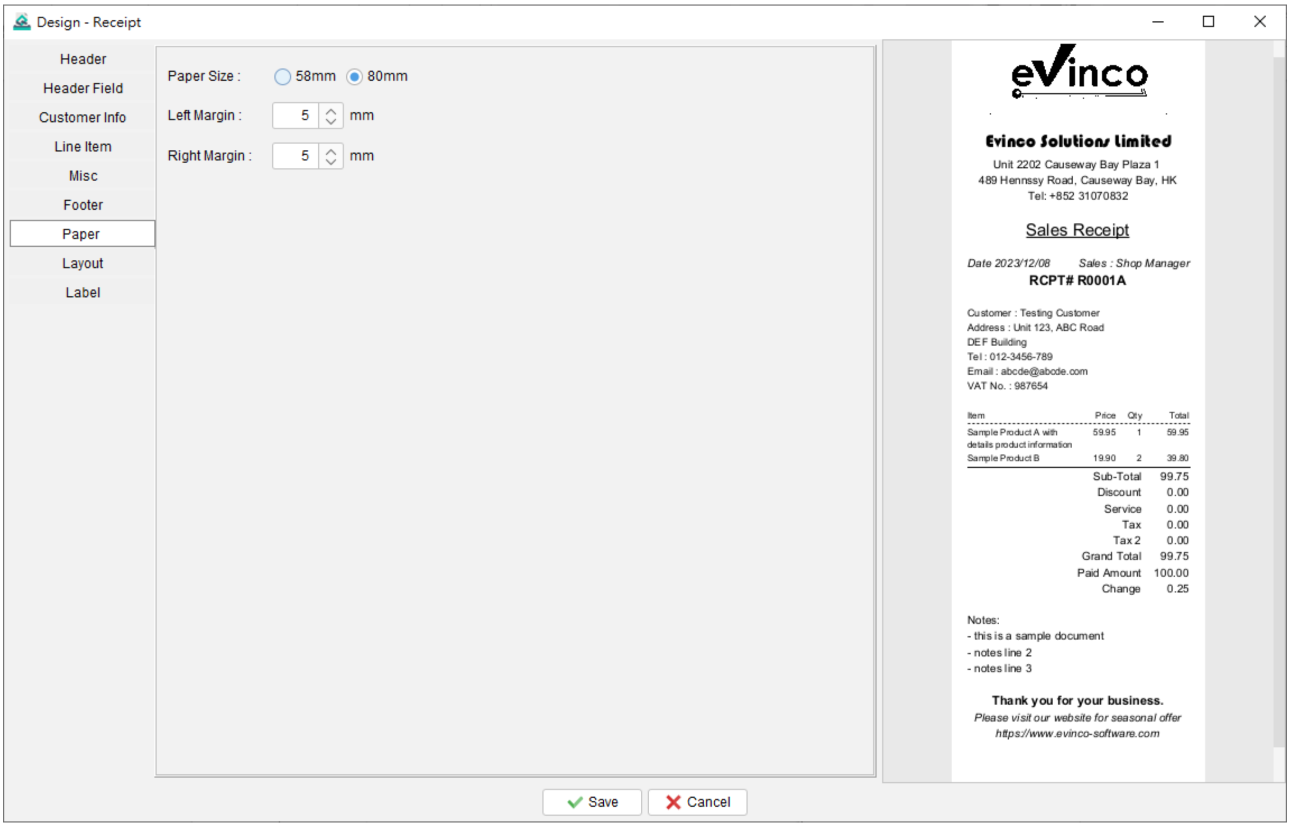
11.2.6. Footer



The footer section offers three distinct fields, and each footer field can be individually configured with its own font style.

In addition to font customization, the footer section also provides the option to set a footer image.

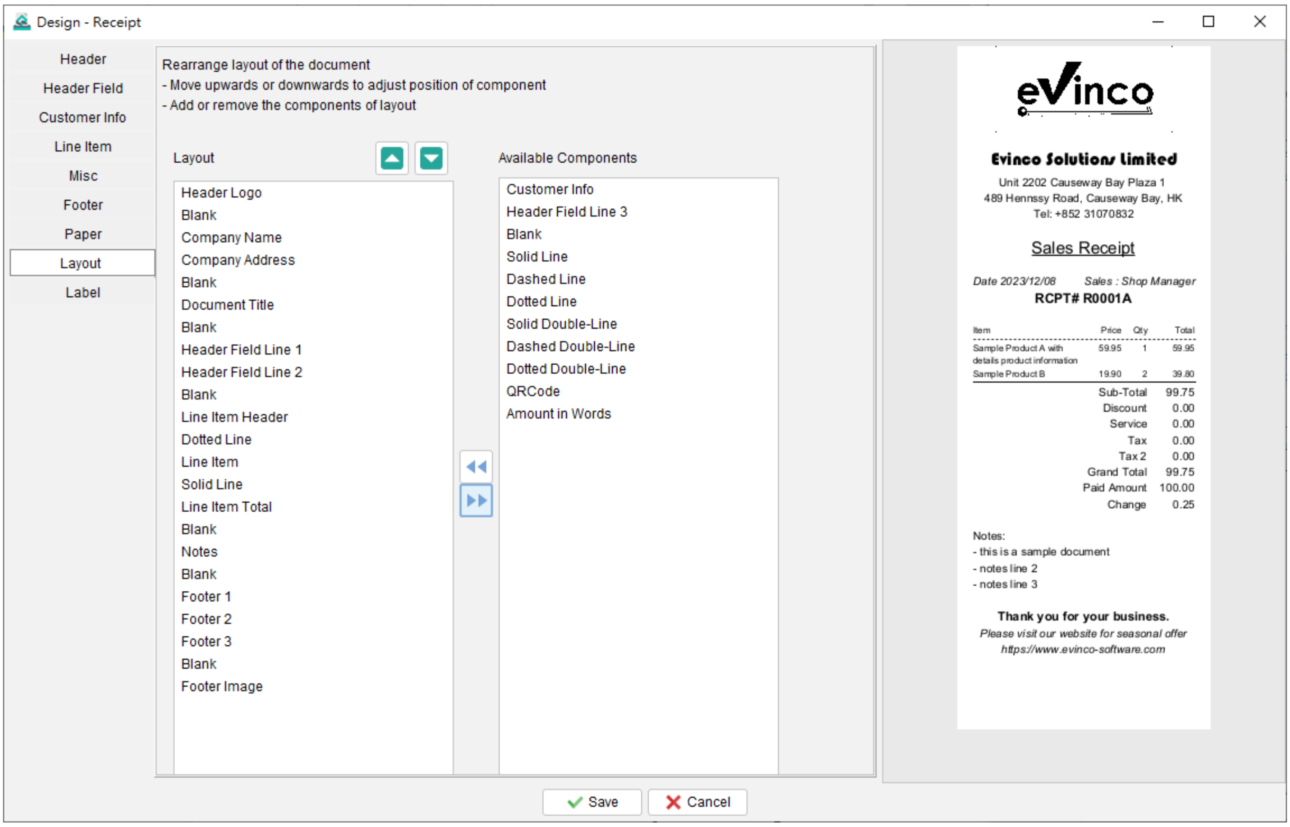
11.2.7. Paper



Quick Receipt software is compatible with general thermal printers and supports two paper sizes: 58mm and 80mm.

Furthermore, users have the option to adjust the left and right printing margins. This adjustment ensures that the content aligns correctly with the thermal printer, allowing for accurate and precise printing on the chosen paper size.

11.2.8. Layout

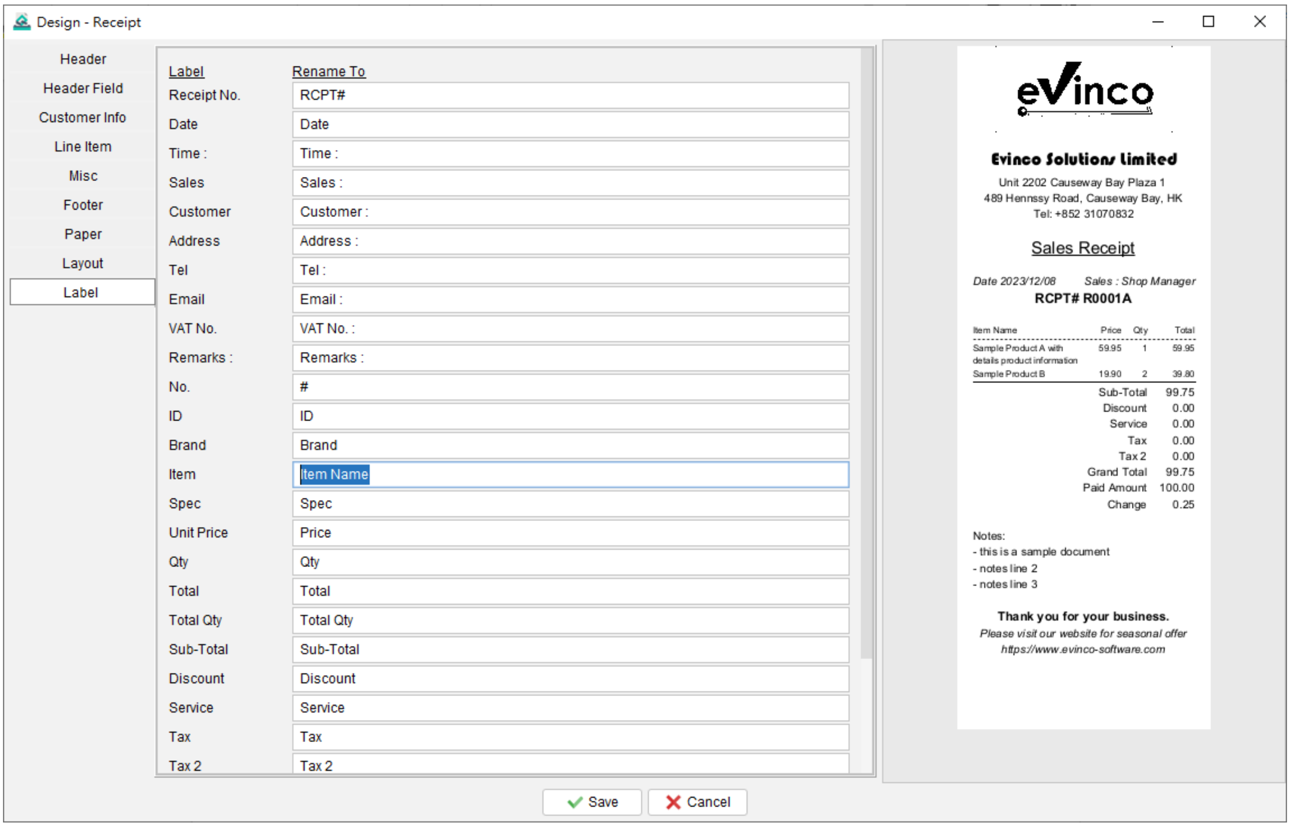


The document layout is structured vertically, allowing users to easily modify its arrangement. By highlighting a specific field within the layout, users can utilize the arrow buttons to move it upwards or downwards, thereby adjusting its position within the document.

If a particular component is not required, users can highlight it and click the arrow button to remove it. For example, if the receipt does not need to include customer information, users can highlight the "Customer Info" component and click the arrow button to move it to the "Available Components" section on the right.

In addition to the standard components, there are several additional options available to enhance the layout. These include Blank, Solid Line, Dash Line, Dotted Line, and Double Line. By incorporating these elements, users can create a more stylish and well-organized document layout that suits their specific needs and preferences.

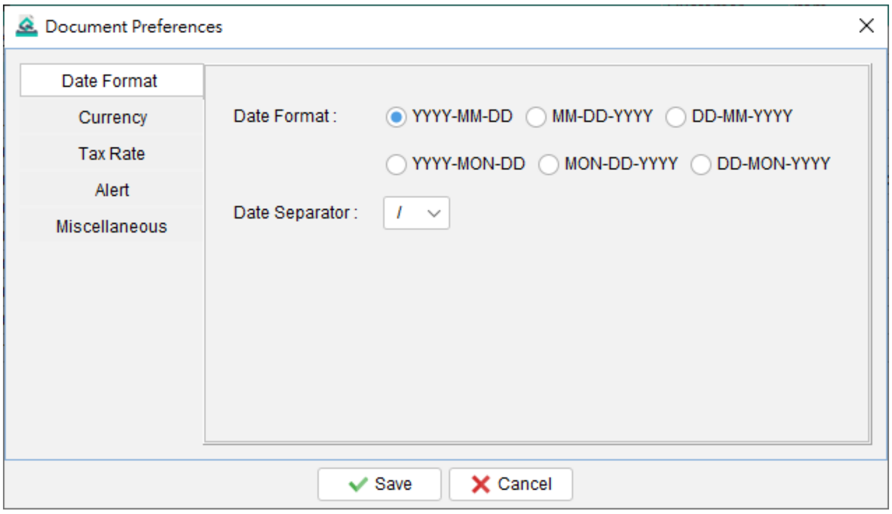
11.2.9. Label



The labels in the document come with preset names; however, users have the ability to customize them according to their preferences.

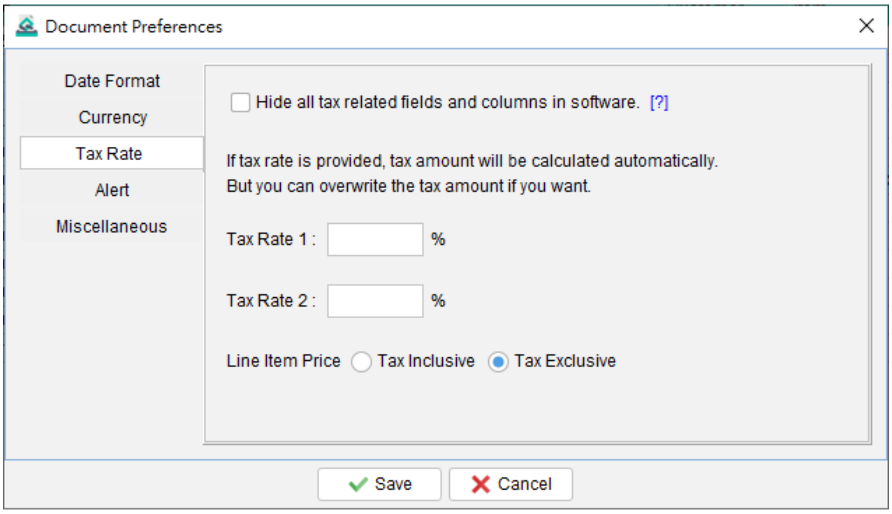
For instance, if you wish to modify the label "Item" to "Item Name," you can simply rename it accordingly. This feature allows you to tailor the labels within the document to better reflect the specific information or terminology you prefer to use.

11.3. Document Preferences



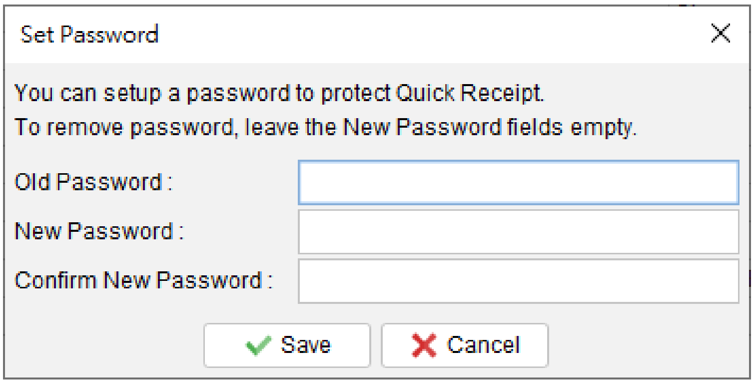
Within the Document Preferences, users can configure various settings to personalize their documents. These settings include Date Format, Currency, Tax Rate, Alert options, and other customizable preferences.

The Tax Rate % specified in the Document Preferences serves as the default value that will be applied throughout the document. However, users have the flexibility to override this default value within the document itself if necessary. This allows for greater control and adaptability when dealing with specific tax rates or exceptions on a case-by-case basis.



12. TOOLS

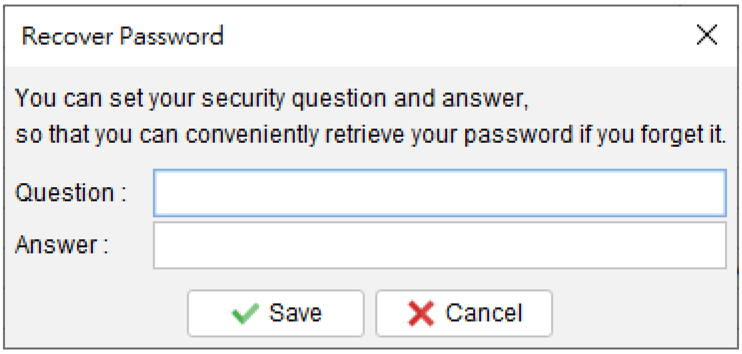
12.1. System Password



To enhance the security of the Quick Receipt system, users have the option to set a password. Whenever Quick Receipt is launched, a dialog will prompt the user to input the password for access.

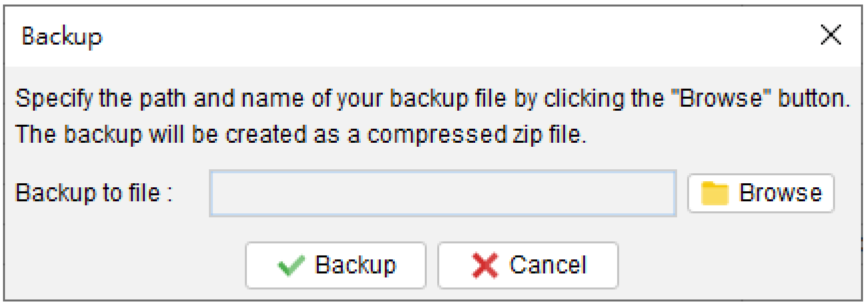
If users wish to remove the password settings, they can enter the old password and leave the other fields blank. Clicking the [Save] button will then remove the password from the system.

12.2. Recover Password Option



There is a "Recover Password" option available. Users can set a specific question and answer as the recovery password option. In the Password Dialog, users can click the [Forget Password] button, and Quick Receipt will display the preset question. If the user correctly answers the question, the password will be revealed. To set this "Password Recovery Option," users must input the password to confirm that they have the necessary access rights to modify the Quick Receipt settings.

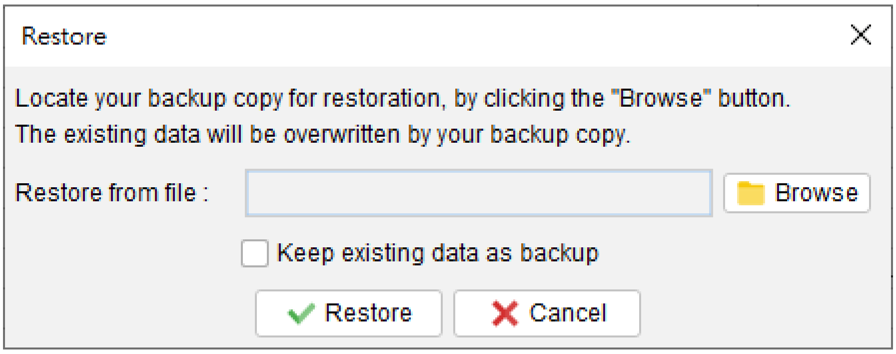
12.3. Backup



Users can create a comprehensive backup of all the data in Quick Receipt, including documents, reports, customer lists, supplier items, item lists, and software settings.

To initiate the backup process, users can click the [Browse] button and specify a desired filename for the backup. The backup will be generated in a zip format, ensuring that all the relevant data is compressed and stored efficiently for future use or restoration purposes.

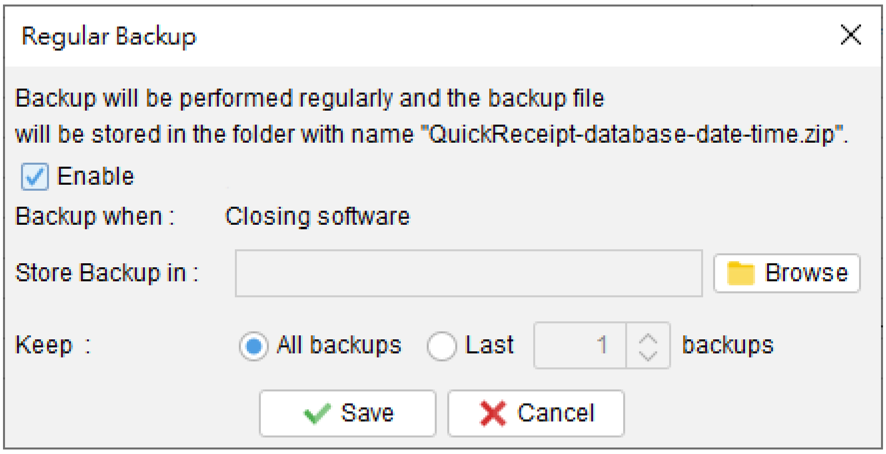
12.4. Restore



Users have the capability to restore backup data to the Quick Receipt system.

To initiate the restoration process, simply click on the [Browse] icon and navigate to the location where the backup zip file is stored. By selecting the appropriate backup file, the system will restore all documents, reports, data, and software settings that were included in the backup.

12.5. Regular Backup



Quick Receipt offers a regular backup feature that automatically creates a backup when closing the software.

To configure this feature, simply click on the [Browse] icon to select the desired backup folder location. The document files, settings, and data will be backed up in a compressed zip format and saved in the designated folder.

Furthermore, users can determine how many backup copies they want to keep, providing control over the storage space allocation.

13. REGISTER

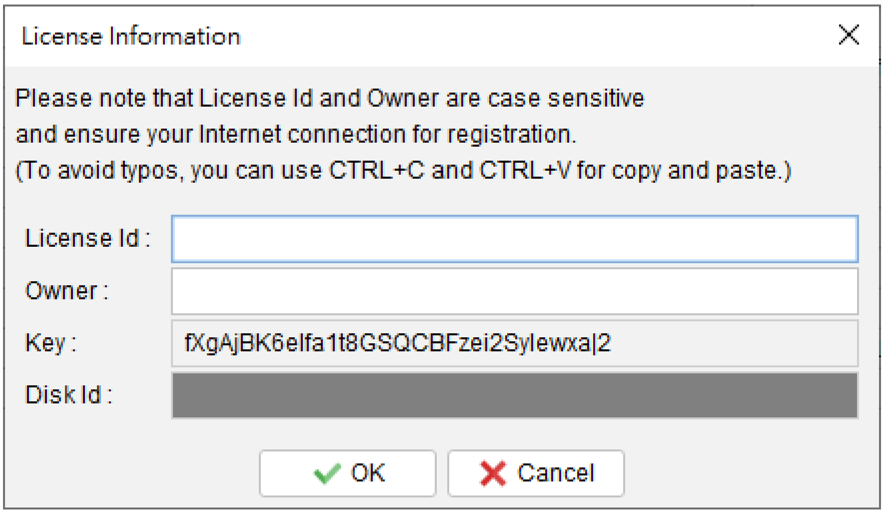
13.1. Trial Version

The Trial Version of Quick Receipt software offers the same functionality as the registered version; however, it has a limitation where users are only allowed to create a maximum of 25 documents in total. To remove the restrictions imposed by the Trial Version, it is necessary to obtain a license and register your copy of Quick Receipt.

13.2. Registration

To register the Quick Receipt,

(1) Go to menu "Help > Register", registration window is shown out.

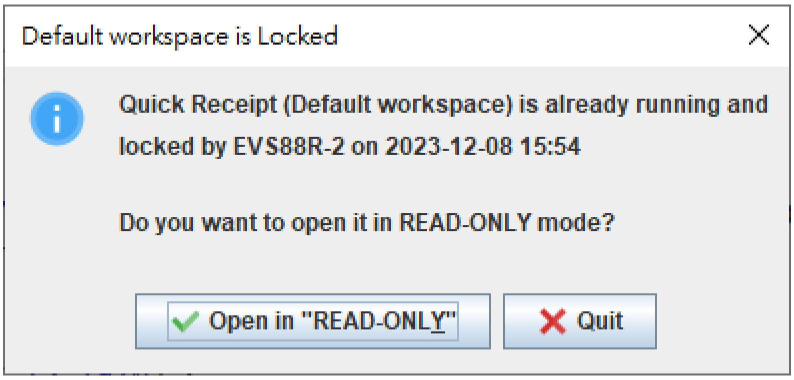


(2) Fill in the "License Id" and "Owner" information and click "OK" to register. Please ensure the Internet connection when registration is in process. Afterward, restart the Quick Receipt to effective the license.

Note: If firewall is setup and block the connection of registration, the registration cannot be completed. You may temporarily disable the firewall to allow the registration go through.

14. DATABASE LOCKED

14.1. Database locked / Read-Only Mode



Quick Receipt is a standalone software and will lock database when running.

If a second instance try to run on the same database at the same time, the above dialog will be shown. User can choose to run Quick Receipt in READ-ONLY mode.

In READ-ONLY mode, user can only view information but cannot create or edit document, customer/item information or software settings. User can view, print, preview document but cannot create or edit document.