



Quick Receipt Software

for Thermal Printer

Quick Receipt User Guide

Prepared by Quick Receipt Development Team
Last modified: 12/13/2023

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1. SYSTEM REQUIREMENTS

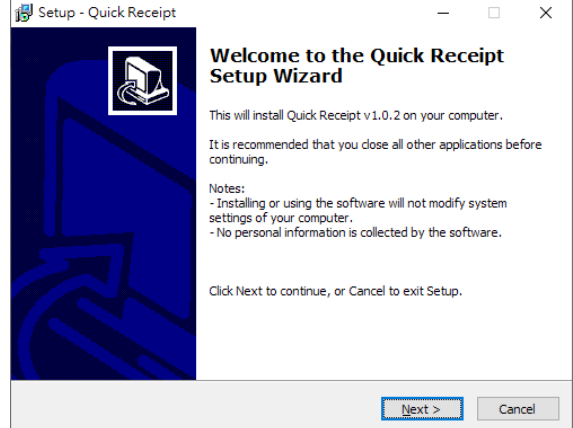
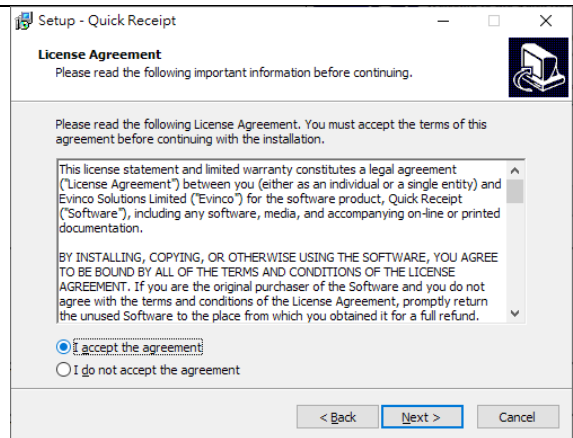
- Operating System:

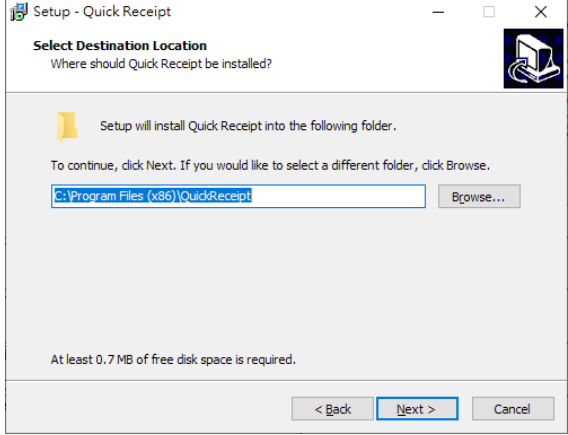
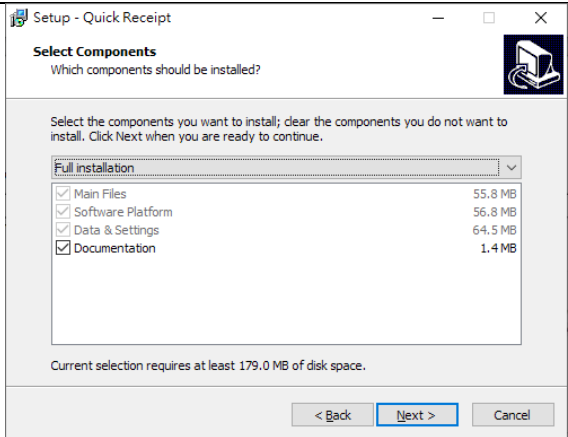
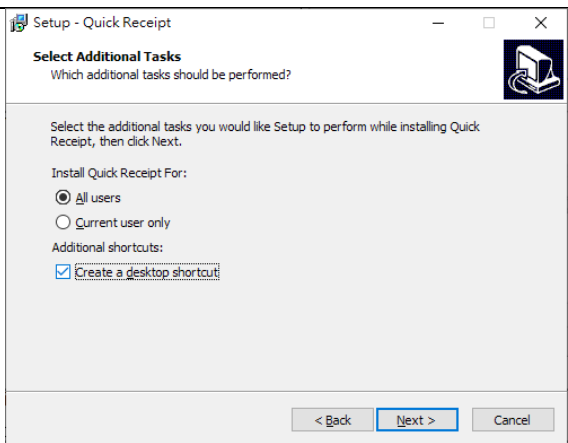
Microsoft Windows 11, 10, 8.1, 8, 7

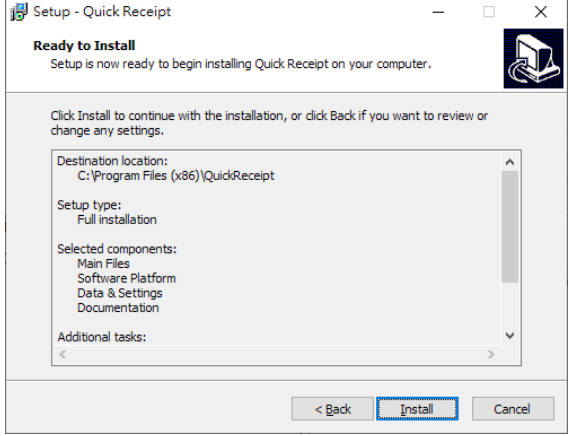
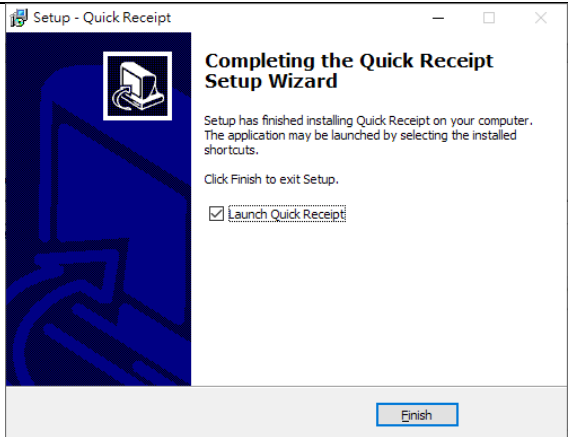
MacOS 10.12 or later

2. INSTALLATION FOR WINDOWS

2.1.Install

<p>1. Installation Welcome Screen.</p>	
<p>2. Specify accept the license agreement or not.</p>	

<p>3. Select the destination location.</p>	
<p>4. Select the components to be installed.</p>	
<p>5. Specify installation for all user or current user, and create Desktop Icon.</p>	

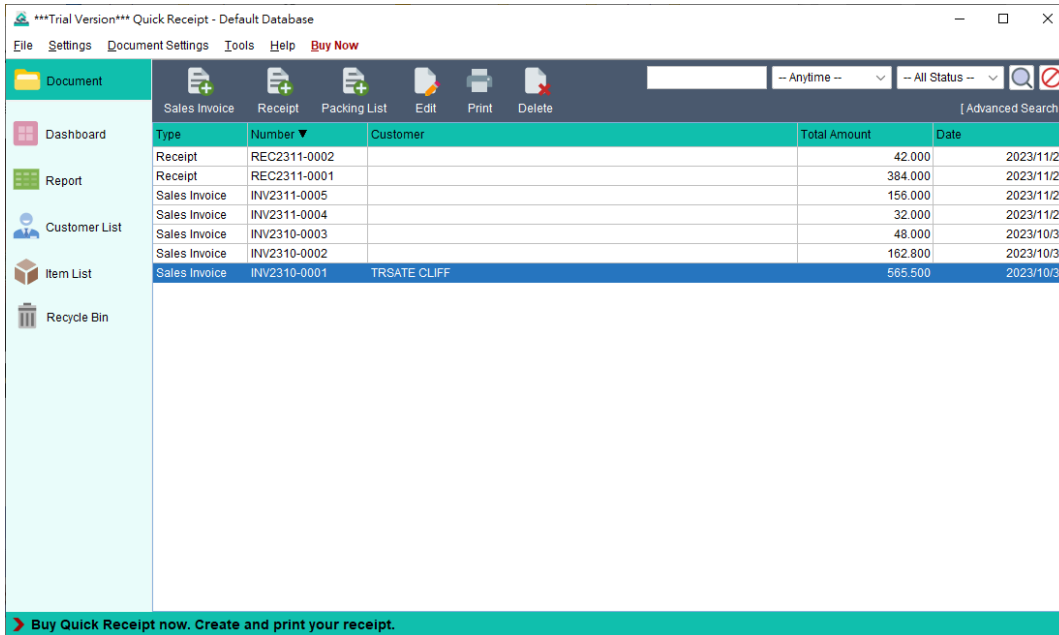
6. Start the installation.	
7. Installation Finish.	

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.

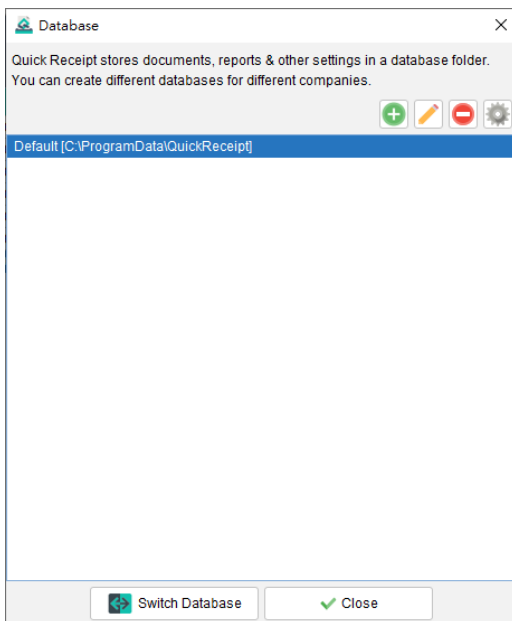
At the top of the screen, you will find a menu bar that includes various options such as File, Document Settings, Tools, Help, and Buy Now. Please note that the "Buy Now" option is only available in the Trial Version.

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.

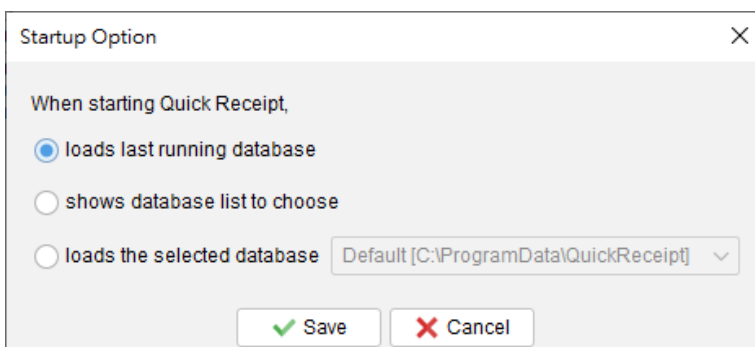
3.1.Database

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.

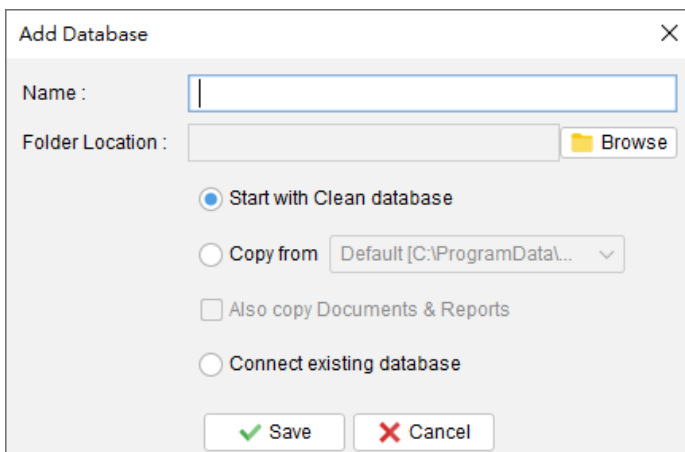


3.2.Connect and Share Database from different Quick Receipt

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.

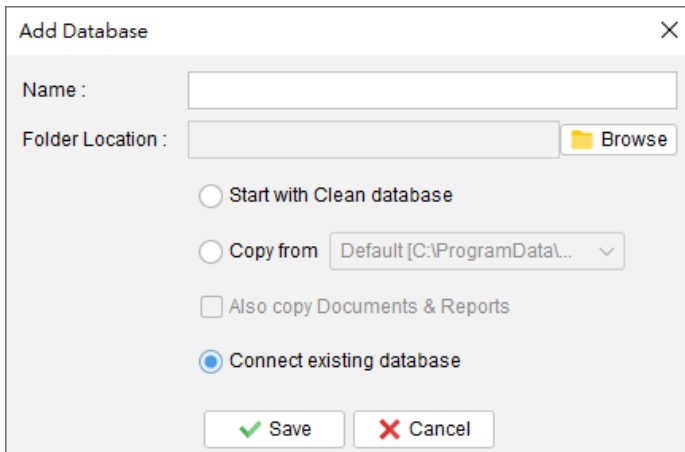


The screenshot shows a dialog box titled "Add Database". It contains the following elements:

- Name :** A text input field.
- Folder Location :** A text input field followed by a "Browse" button with a folder icon.
- Options:**
 - ☒ **Start with Clean database**
 - ☐ **Copy from** [Default [C:\ProgramData\...] ▼]
 - ☐ **Also copy Documents & Reports**
 - ☐ **Connect existing database**
- Buttons:** "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

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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.

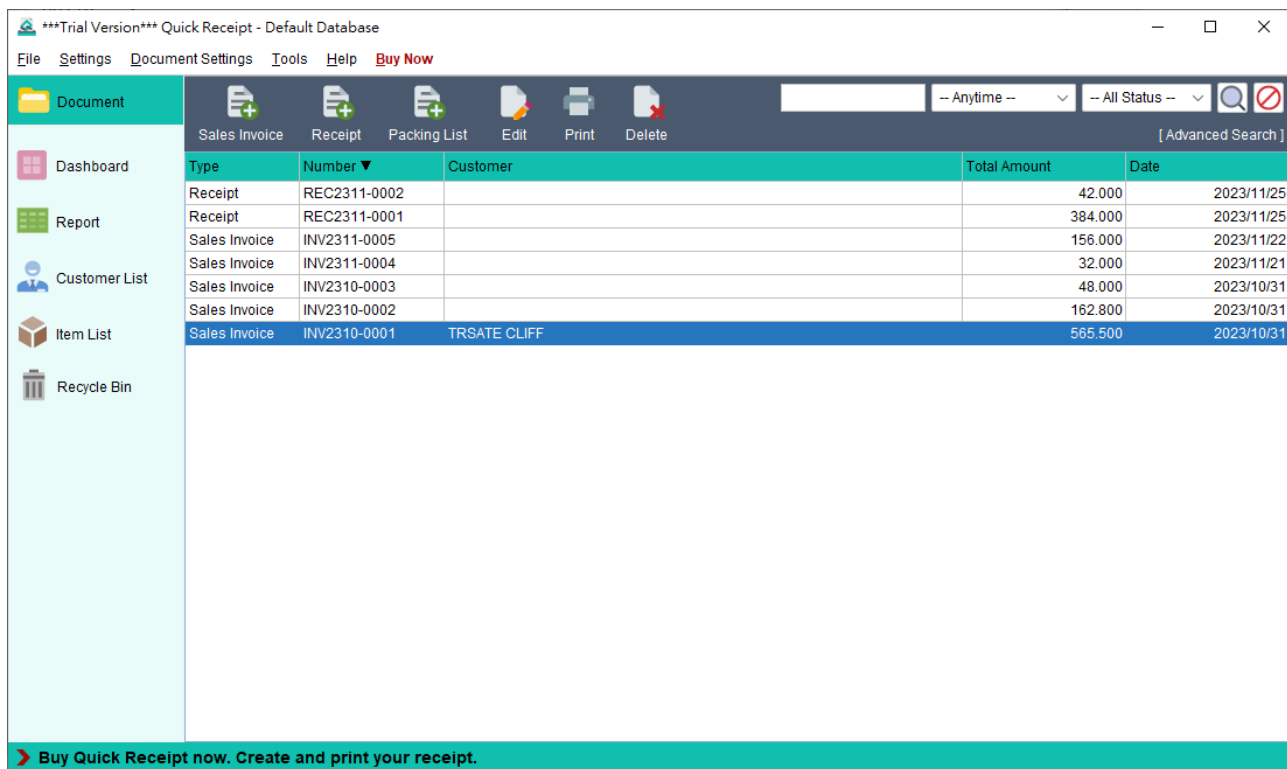


The screenshot shows a dialog box titled "Add Database" with a close button (X) in the top right corner. The dialog contains the following elements:

- A text input field labeled "Name :".
- A text input field labeled "Folder Location :" with a "Browse" button (represented by a folder icon) to its right.
- Three radio button options:
 - ☐ Start with Clean database
 - ☐ Copy from: A dropdown menu showing "Default [C:\ProgramData\...]" with a downward arrow.
 - ☒ Connect existing database
- A checkbox labeled "Also copy Documents & Reports".
- At the bottom, two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

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

Quick Receipt User Guide

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.

Sales Invoice	INV2311-0004	
Sales Invoice	INV2310-0003	
Sales Invoice	INV2310-0002	
Sales Invoice	INV2310-0001	TRSATE CLIFF

 Edit
 Copy
 Paste
 Print
Change Status >
Color Highlight >
 Delete
Export Current List
Refresh
View Columns

4.1. Sales Invoice

Sales Invoice

File **Buy Now** Color Highlight

Save Print Generate

Document Details Private Printed Records

Date : 2023 / 12 / 07 Time : 18 : 13 : 03 INVT# INV2312-0013

Customer Name [] Load from Customer List Add to Customer List

Address []

Tel []

Email []

Vat No []

Remarks []

Item	Price	Qty	Total
Product 001	12.40	3	37.20
Product 002	5.80	12	69.60

Load from Item List Remove Clear Clear All

Notes [] Load from Notes Storage Add to Notes Storage

Tax Exclusive ☒ Sub-Total 106.80

☒ Discount (5.00%) 5.34

☐ Service

☐ Tax

☐ Tax 2

Grand Total 101.46

☒ Paid Amount 120.00

☒ Change 18.54

Sample Company

Date : 2023/12/07 Time : 18:13:03
INVT# INV2312-0013

Sales Invoice

Customer :
Address :
Tel :
Email :
VAT No :
Remarks :

Item	Price	Qty	Total
Product 001	12.40	3	37.20
Product 002	5.80	12	69.60

Sub-Total 106.80
Discount (5.00%) 5.34
Grand Total 101.46
Paid Amount 120.00
Change 18.54

Amount in Words :
One Hundred One Dollar and Forty Six Cents Only

Thank you for your business.

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.

Quick Receipt User Guide

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

Document Details

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.

Item	Price	Qty	Total
Product 001	12.40	3	37.20
Product 002	5.80	12	69.60

Sub-Total	106.80
Discount (5.00%)	5.34
Service	
Tax	0.00
Tax 2	
Grand Total	101.46
Paid Amount	120.00
Change	18.54

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.

Input Tax

☒ By Percentage 0.0

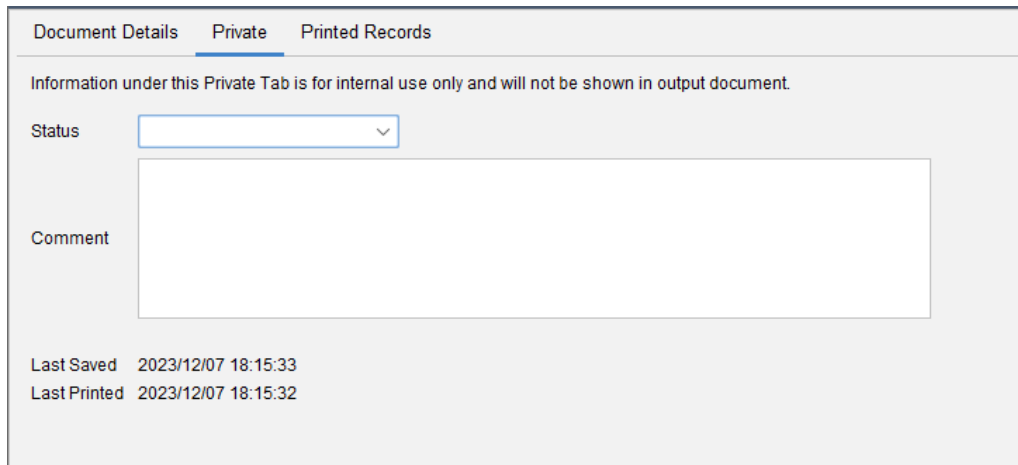
☐ By Amount

Save Cancel

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

Private

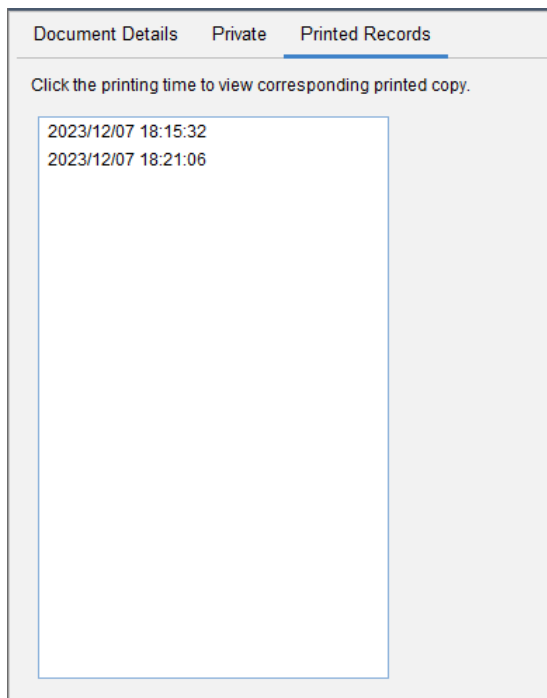
In this tab, you can set the document status and add private comments. Any information entered under this tab will not be displayed in the output document.



The screenshot shows the 'Private' tab selected in a three-tab interface (Document Details, Private, Printed Records). Below the tabs, a message states: 'Information under this Private Tab is for internal use only and will not be shown in output document.' There are two main input fields: 'Status' with a dropdown menu and 'Comment' with a large text area. At the bottom, it shows 'Last Saved 2023/12/07 18:15:33' and 'Last Printed 2023/12/07 18:15:32'.

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.



The screenshot shows the 'Printed Records' tab selected in a three-tab interface (Document Details, Private, Printed Records). Below the tabs, a message states: 'Click the printing time to view corresponding printed copy.' There is a list of two timestamps: '2023/12/07 18:15:32' and '2023/12/07 18:21:06'. The list is enclosed in a large rectangular box, suggesting it is a scrollable area.

4.2. Receipt

Document Details

Date: 2023 / 12 / 07
 Sales: Cashier #1
 RCPT#: REC2312-0001

Customer Name: [Field]
 Address: [Field]
 Tel: [Field]
 Email: [Field]
 Vat No: [Field]

Item List

Item	Price	Qty	Total
Product 001	13.50	20	270.00

Summary

Sub-Total: 270.00
 Discount (10.00%): 27.00
 Tax (1.50%): 3.65
 Tax 2 (1.25%): 3.04
 Grand Total: 249.69

Preview

eVinco
 Sample Company
 Date: 2023/12/07 Sales: Cashier #1
 RCPT#: REC2312-0001
 Sales Receipt
 Customer: [Field]
 Address: [Field]
 Tel: [Field]
 Email: [Field]
 VAT No: [Field]
 Item: [Field]
 Price: [Field]
 Qty: [Field]
 Total: [Field]
 Product 001 13.50 20 270.00
 Sub-Total 270.00
 Discount (10.00%) 27.00
 Tax (1.50%) 3.65
 Tax 2 (1.25%) 3.04
 Grand Total 249.69
 Thank you for your business.

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.

Quick Receipt User Guide

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.

Item	Price	Qty	Total
Product 001	13.50	20	270.00

Tax Exclusive		Sub-Total	270.00
<input checked="" type="checkbox"/> Discount (10.00%)			27.00
<input type="checkbox"/> Service			
<input checked="" type="checkbox"/> Tax (1.50%)			3.85
<input checked="" type="checkbox"/> Tax 2 (1.25%)			3.04
Grand Total			249.69
<input type="checkbox"/> Paid Amount			
<input type="checkbox"/> Change			

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.

The screenshot shows the 'Private' tab selected in a three-tab interface (Document Details, Private, Printed Records). Below the tabs, a message states: 'Information under this Private Tab is for internal use only and will not be shown in output document.' There are two main input fields: 'Status' with a dropdown menu currently showing 'CANCEL', and 'Comment' with a large text area containing the text 'Receipt is cancelled'. At the bottom left, it says 'Last Saved 2023/12/07 18:31:02'.

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.

The screenshot shows the 'Printed Records' tab selected in a three-tab interface (Document Details, Private, Printed Records). Below the tabs, a message states: 'Click the printing time to view corresponding printed copy.' There is a large rectangular area containing a single entry: '2023/12/07 18:35:22'.

4.3. Packing List

Packing List

Unit 2202, Causeway Bay Plaza 1
489 Hennessy Road
Causeway Bay, Hong Kong

Packing List

PKS2312-0001
Date 2023/12/07
Receipt #
Customer: Steven Cliff
Address: Block D103A
Carson Street, UA1034
Tel:

Brand	Item	Qty
ESB	Product A	12

Total Qty 12

Thank you for your business.

Scan QR Code for latest offer

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.

Quick Receipt User Guide

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.

Document Details Private Printed Records

PKS2312-0001 Customer Name Steven Cliff Load from Customer List Add to Customer List

Date 2023 / 12 / 07 Address Block D103A
Carson Street, UA1034

Receipt #

QR Code <https://www.evinco-software.com/late...> Tel

Brand	Item	Qty
ESB	Product A	12

Load from Item List Remove Clear Clear All

☒ Total Qty 12

Notes

Load from Notes Storage
Add to Notes Storage

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.

The screenshot shows the 'Private' tab selected in a three-tab interface: 'Document Details', 'Private', and 'Printed Records'. Below the tabs, a message states: 'Information under this Private Tab is for internal use only and will not be shown in output document.' The 'Status' field is a dropdown menu currently set to 'COMPLETE'. Below it is a large text area for 'Comment'. At the bottom, the 'Last Printed' field shows '--'.

Document Details	Private	Printed Records
Information under this Private Tab is for internal use only and will not be shown in output document.		
Status	COMPLETE	
Comment		
Last Printed	--	

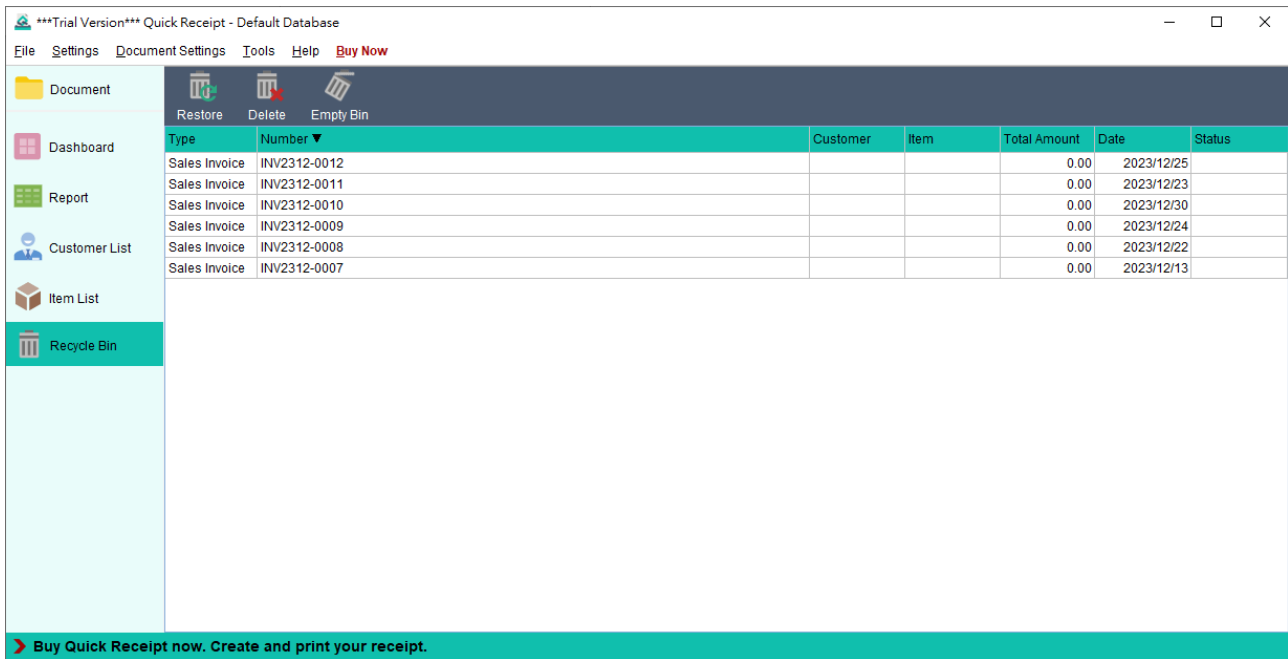
Printed Records

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.

The screenshot shows the 'Printed Records' tab selected in the same three-tab interface. A message states: 'Click the printing time to view corresponding printed copy.' Below this, a list of three timestamps is displayed: '2023/12/07 19:00:33', '2023/12/07 19:00:38', and '2023/12/07 19:00:44'. Each timestamp is enclosed in a blue border, indicating it is a clickable link.

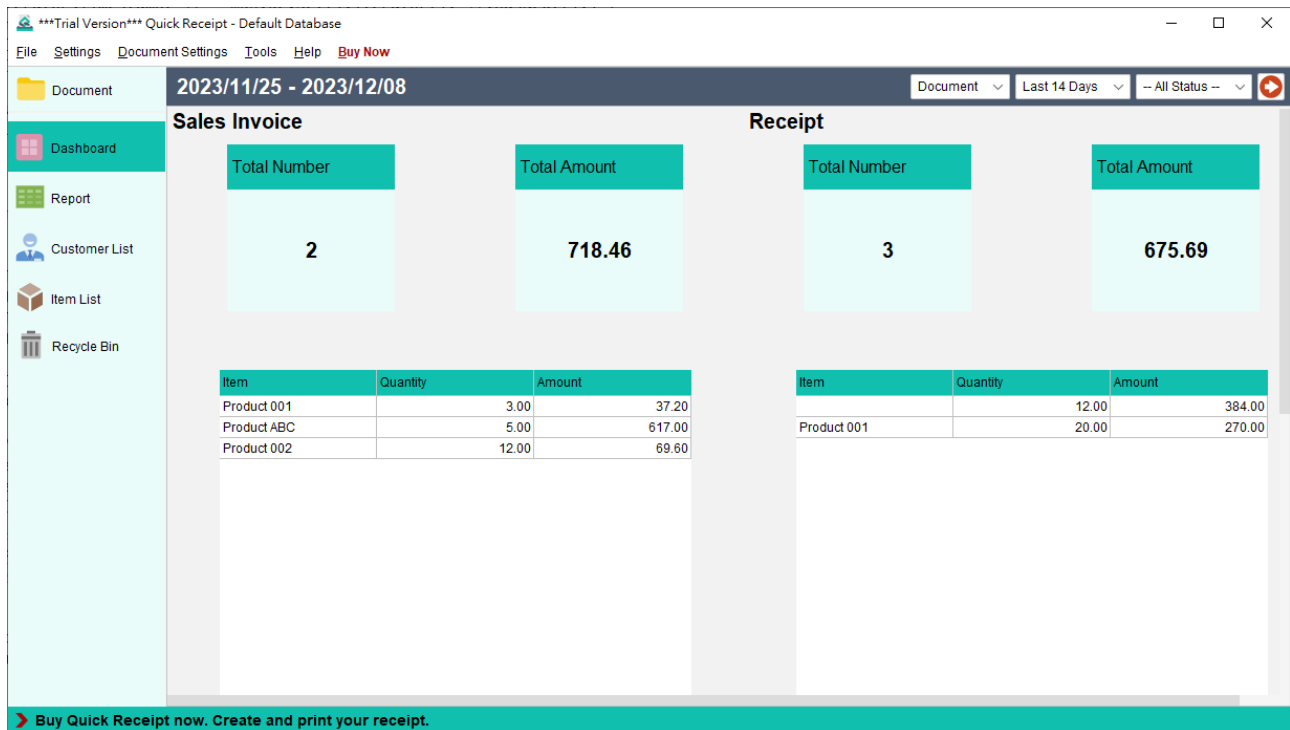
Document Details	Private	Printed Records
Click the printing time to view corresponding printed copy.		
2023/12/07 19:00:33		
2023/12/07 19:00:38		
2023/12/07 19:00:44		

4.4. 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.

5. DASHBOARD

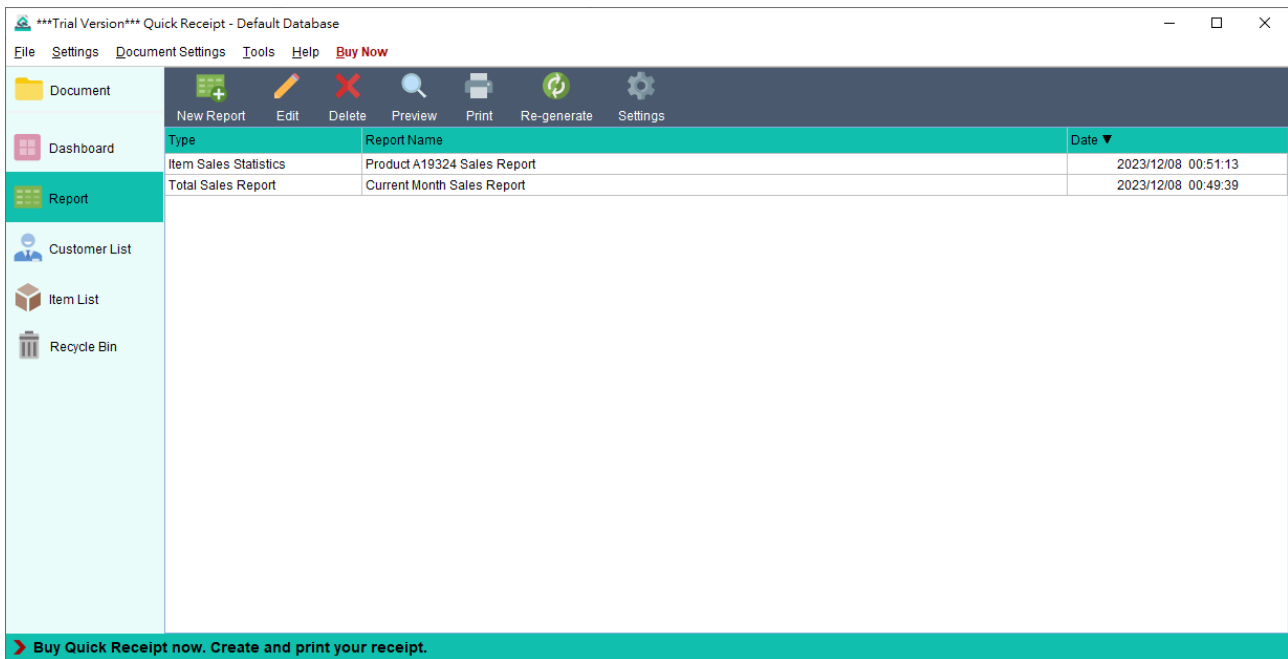


The Dashboard provides a convenient and concise statistical overview of invoices and receipts. It displays the total number and amount of both document types, as well as the quantity and amount of items sold. Additionally, a graphical representation showcases the T number and amount across the selected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

Total Sales Report

File Export **Buy Now**

Save Preview Print Quick Export Re-generate

Criteria

Calculate lump sum total of all documents that fit the specified criteria.

Report Name

Document Type

Folder ☐ Document

Date Range ☐ Custom ☒ Current Month ☐ Previous Month ☐ Today ☐ Yesterday

2023 / 12 / 01 (YYYY/M/DD)

2023 / 12 / 31 (YYYY/M/DD)

Search [\[?\]](#) contains

contains

contains

Status

Group by

Show ☐ Qty ☐ Discount ☐ Service ☐ Tax ☐ Tax 2

Last Generated --

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.

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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 screenshot shows the 'Customer Report' application window. At the top, there is a title bar with the text 'Customer Report' and standard window controls. Below the title bar is a menu bar with 'File', 'Export', and 'Buy Now'. A toolbar contains icons for 'Save', 'Preview', 'Print', 'Quick Export', and 'Re-generate'. The main area is titled 'Criteria' and contains the following fields and controls:

- Report Name:** A text input field.
- Document Type:** A dropdown menu currently set to 'Receipt'.
- Folder:** A checkbox labeled 'Document' next to a folder icon.
- Date Range:** Radio buttons for 'Custom', 'Current Month', 'Previous Month' (selected), 'Today', and 'Yesterday'. Below these are date pickers showing '2023 / 11 / 01' to '2023 / 11 / 30'.
- Customer:** Radio buttons for 'All Customers in Customer List' (selected), 'Not listed in Customer List', and 'Pick from Customer List'. Below 'Pick from Customer List' is a large empty text area.
- Search:** Three rows of search filters. Each row has a dropdown menu (currently 'Item', 'Notes', and an empty dropdown), followed by the text 'contains' and a text input field.
- Status:** A dropdown menu currently set to '-- All Status --'.
- Last Generated:** A text field showing '--'.

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.

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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 screenshot shows a web application window titled "Item Sales Statistics". The window has a dark blue header bar with icons for Save, Preview, Print, Quick Export, and Re-generate. Below the header is a "Criteria" section with the following fields and options:

- Calculate total amount, quantity and average price of matching item name.**
- Report Name:** A text input field.
- Document Type:** A dropdown menu with "Receipt" selected.
- Folder:** A list box showing a checked "Document" folder.
- Date Range:** Radio buttons for "Custom", "Current Month", "Previous Month", "Today", and "Yesterday". Below these are date pickers for start and end dates, both showing "12".
- Item Name:** A text input field containing "A19324". Below it are "Load from Item List" and "Remove Selected" buttons.
- Status:** A dropdown menu with "-- All Status --" selected.
- Show:** Checkboxes for "Brand" and "Spec".
- Last Generated:** A text field with "--".

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.

Quick Receipt User Guide

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

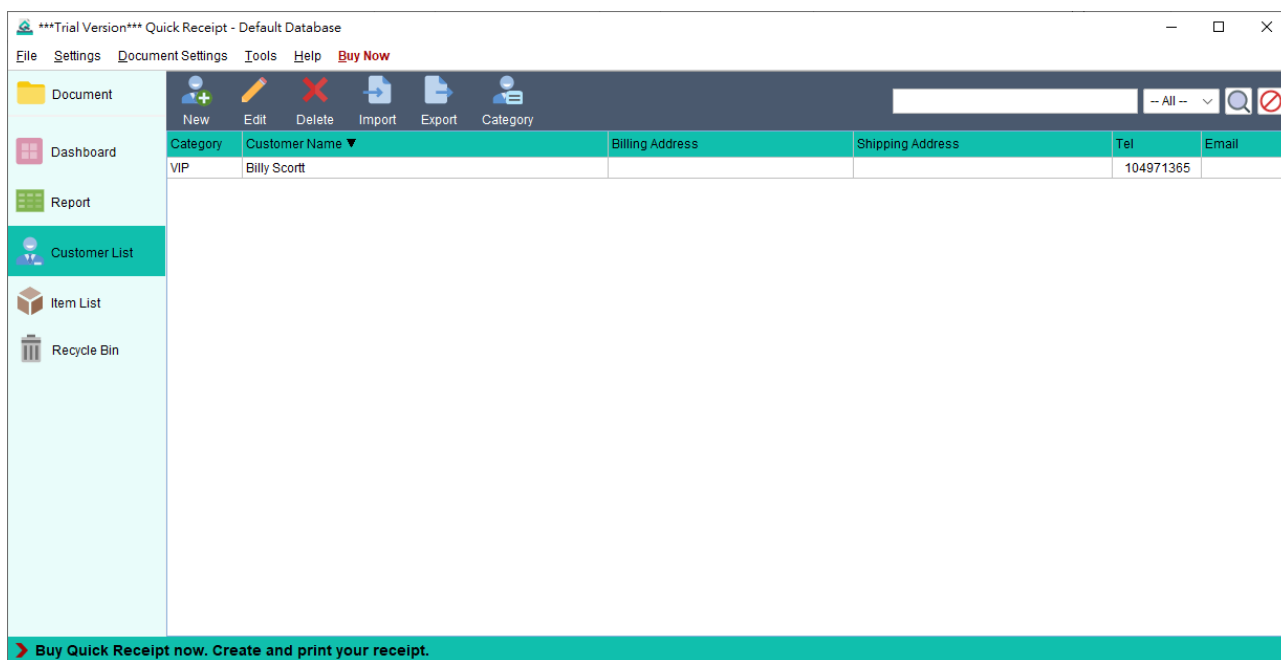
The screenshot shows a window titled "Raw Data Export" with a menu bar containing "File", "Export", and "Buy Now". Below the menu bar are "Save" and "Export" buttons. The main area is titled "Criteria" and contains the following fields:

- Report Name:** A text input field.
- Document Type:** A dropdown menu with "Receipt" selected.
- Folder:** A list box showing a folder icon and the text "Document".
- Date Range:** Radio buttons for "Custom", "Current Month" (selected), "Previous Month", "Today", and "Yesterday". Below these are date pickers for "2023 / 12 / 01" and "2023 / 12 / 31".
- Search [?]:** Three rows, each with a dropdown menu (all set to "contains") and a text input field.
- Status:** A dropdown menu with "-- All Status --" selected.
- Show Columns:** A grid of checkboxes for various fields: Date, Sales, RCPT#, Customer, Address, Tel, Email, VAT No., Item, Price, Qty, Total, Sub-Total, Discount, Service, Tax, Tax 2, Grand Total, Paid Amount, Change, Notes, Status, and Comment.
- Buttons:** "Select All" and "Clear All" buttons at the bottom.

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.

Quick Receipt User Guide

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

 Customer

Category :

VIP

▼

+

Customer Name :

Billy Scottt

Billing Address :

13B Cliff Bay

1B08P

Shipping Address :

☒ Same as Billing Address

Tel :

104971365

Email :

Vat No :

Remarks :

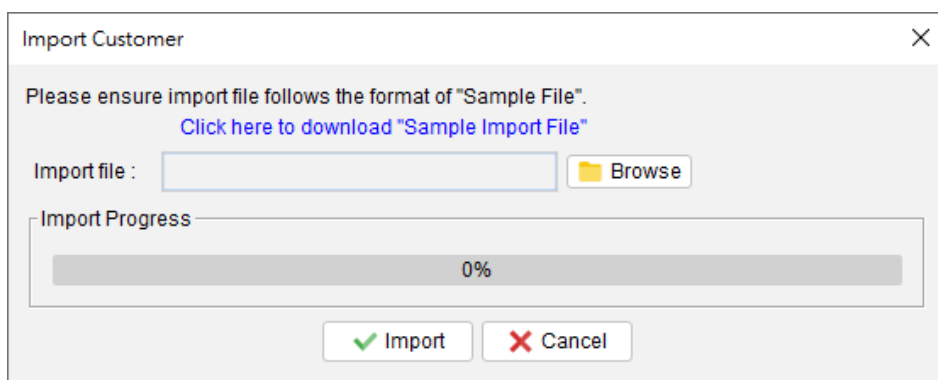
Private Notes :

✓ Save

✗ Cancel

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.



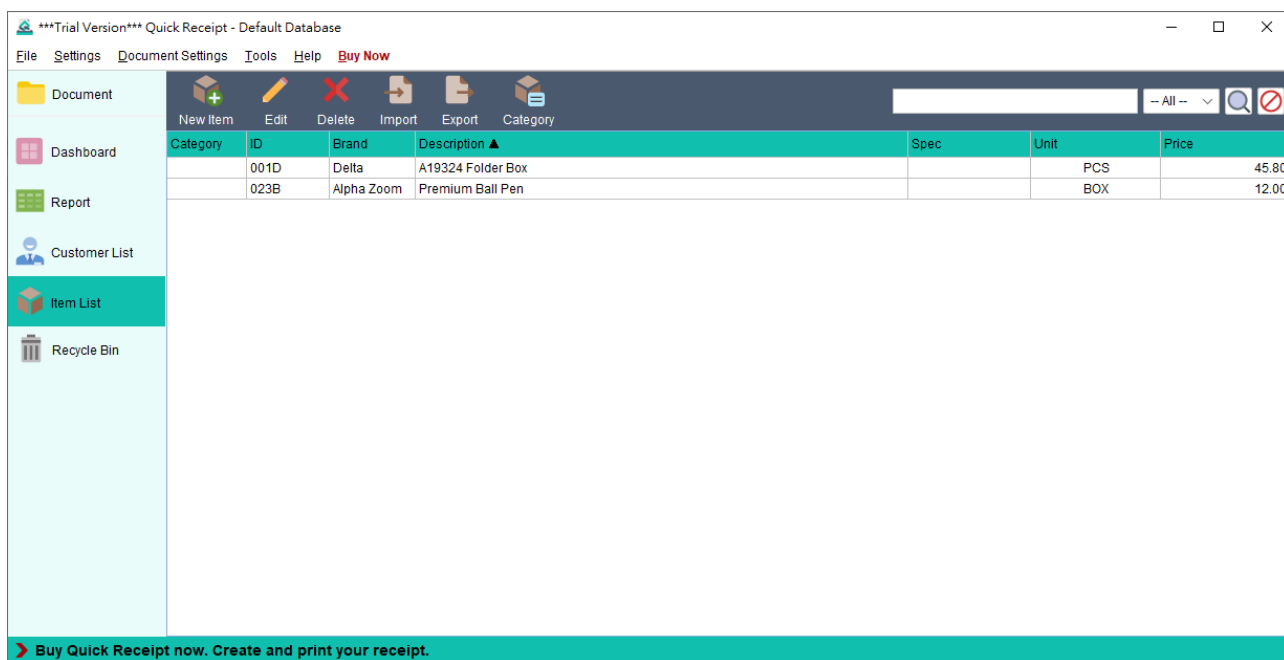
The 'Import Customer' dialog box features a title bar with a close button. Below the title bar, a message states: 'Please ensure import file follows the format of "Sample File".' followed by a blue hyperlink 'Click here to download "Sample Import File"'. An 'Import file:' label is positioned to the left of a text input field. To the right of the input field is a 'Browse' button with a folder icon. Below the input field is an 'Import Progress' section containing a horizontal progress bar that is currently at 0%. At the bottom of the dialog are two buttons: 'Import' with a green checkmark icon and 'Cancel' with a red X icon.

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.

	A	B	C	D	E	F	G	H	I
1	Category	Customer	Address1	Address2	Address3	Tel	Email	VAT No	Notes
2	Uncategorized	Alan Smith	001 Unit	001 Road	001 District	21234567	001@abc.com	123456	This is remarks
3	Uncategorized	Robert Lee	002 Unit	002 Road	002 District	23456789	002@def.com	123457	
4	Uncategorized	Richard	003 Unit	003 Road	003 District	24567890	003@ghi.com	123458	
5									
6									
7									
8									
9									
10									

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.

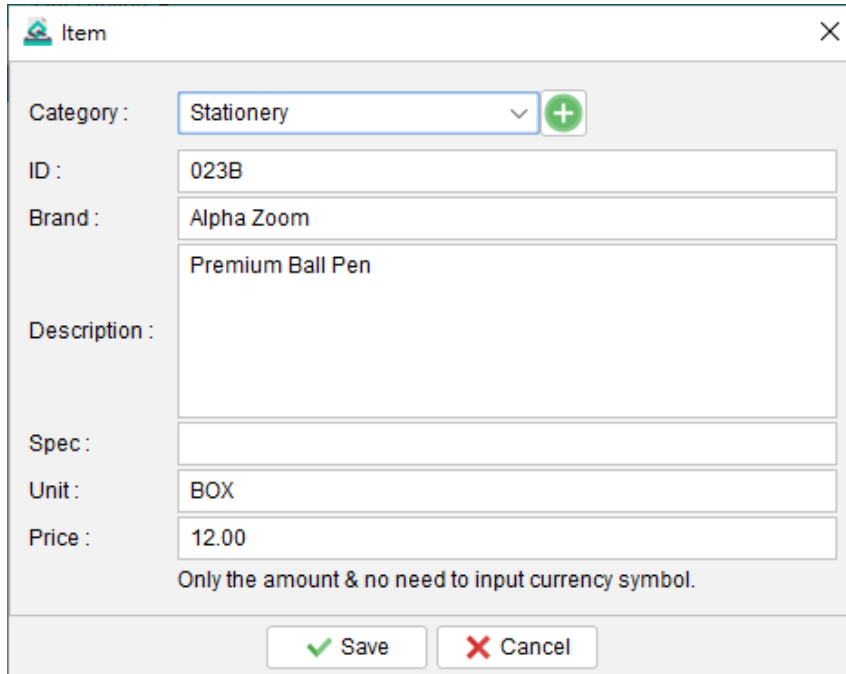
Category - Define categories for items.

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.

Quick Receipt User Guide

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



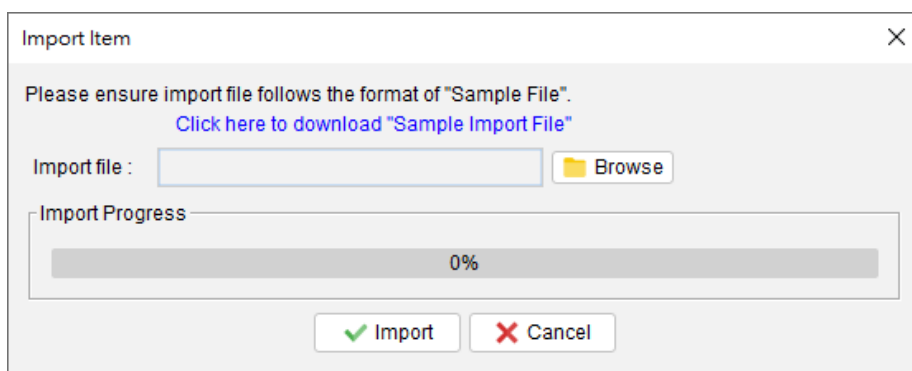
The screenshot shows a dialog box titled "Item" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Category :** A dropdown menu showing "Stationery" with a green plus icon to its right.
- ID :** A text input field containing "023B".
- Brand :** A text input field containing "Alpha Zoom".
- Description :** A text input field containing "Premium Ball Pen".
- Spec :** A text input field.
- Unit :** A text input field containing "BOX".
- Price :** A text input field containing "12.00".

Below the input fields, there is a note: "Only the amount & no need to input currency symbol." At the bottom of the dialog, there are two buttons: a green checkmark icon followed by "Save" and a red X icon followed by "Cancel".

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.



The 'Import Item' dialog box features a close button (X) in the top right corner. Below the title bar, a message states: 'Please ensure import file follows the format of "Sample File".' followed by a blue hyperlink: 'Click here to download "Sample Import File"'. Below this, there is a text input field labeled 'Import file :' and a 'Browse' button with a folder icon. Underneath is an 'Import Progress' section containing a horizontal progress bar currently showing '0%'. At the bottom, there are two buttons: a green 'Import' button with a checkmark icon and a red 'Cancel' button with an X icon.

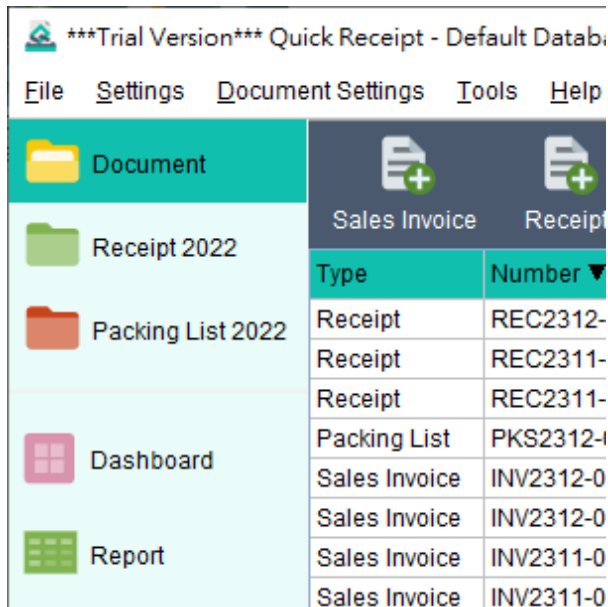
To successfully import items, the Excel file must adhere to a specific format. A sample import file can be easily downloaded by clicking on the provided link within the import dialog box.

	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								

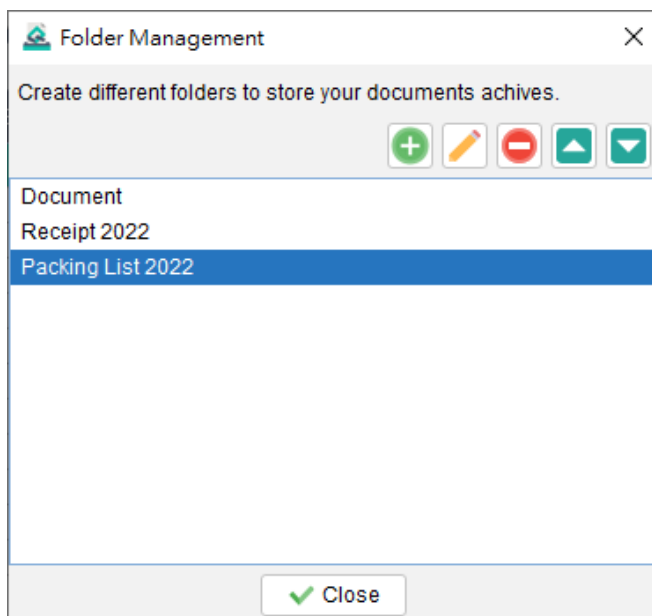
In the import file, the first row serves as the header row, defining the column names. The order of the columns is fixed and should be followed accordingly. Item information should be inputted row by row, starting from the second row of the file. If a particular column is not applicable for a specific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

9. SETTINGS

9.1.Folder Management



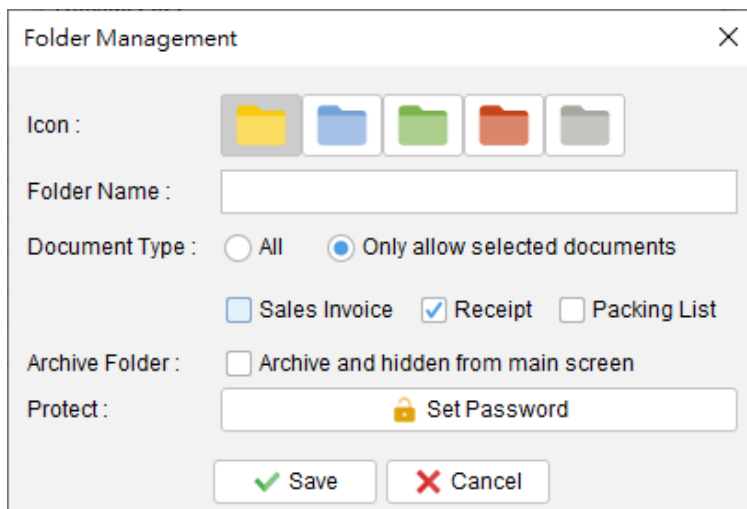
In Quick Receipt, the default setup includes a single folder called "Document." However, users have the flexibility to create additional folders in order to organize their documents. By accessing the "Settings > Folder Management" menu, users can maintain their list of folders.



Quick Receipt User Guide

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.

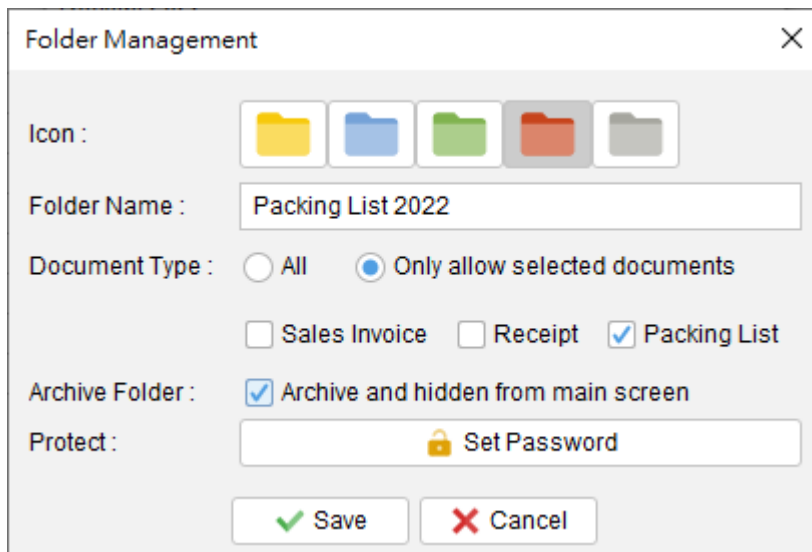
A password can be set to protect a folder, adding an extra layer of security. When accessing the folder, users will be required to input the designated password to gain entry.








The image shows a 'Folder Management' dialog box with a close button (X) in the top right corner. It contains the following fields and options:

- Icon :** A row of five folder icons: yellow, blue, green, red, and grey. The yellow icon is selected.
- Folder Name :** A text input field.
- Document Type :** Two radio buttons: 'All' (unselected) and 'Only allow selected documents' (selected). Below this are three checkboxes: 'Sales Invoice' (unselected), 'Receipt' (checked), and 'Packing List' (unselected).
- Archive Folder :** A checkbox labeled 'Archive and hidden from main screen' (unselected).
- Protect :** A text input field with a yellow padlock icon and the text 'Set Password'.
- Buttons:** At the bottom are two buttons: 'Save' with a green checkmark icon and 'Cancel' with a red X icon.

Archive Folder



The 'Folder Management' dialog box is used to configure a folder. It includes options for selecting an icon, naming the folder, choosing document types to include or exclude, and setting an archive status and password protection.

Icon :     

Folder Name :

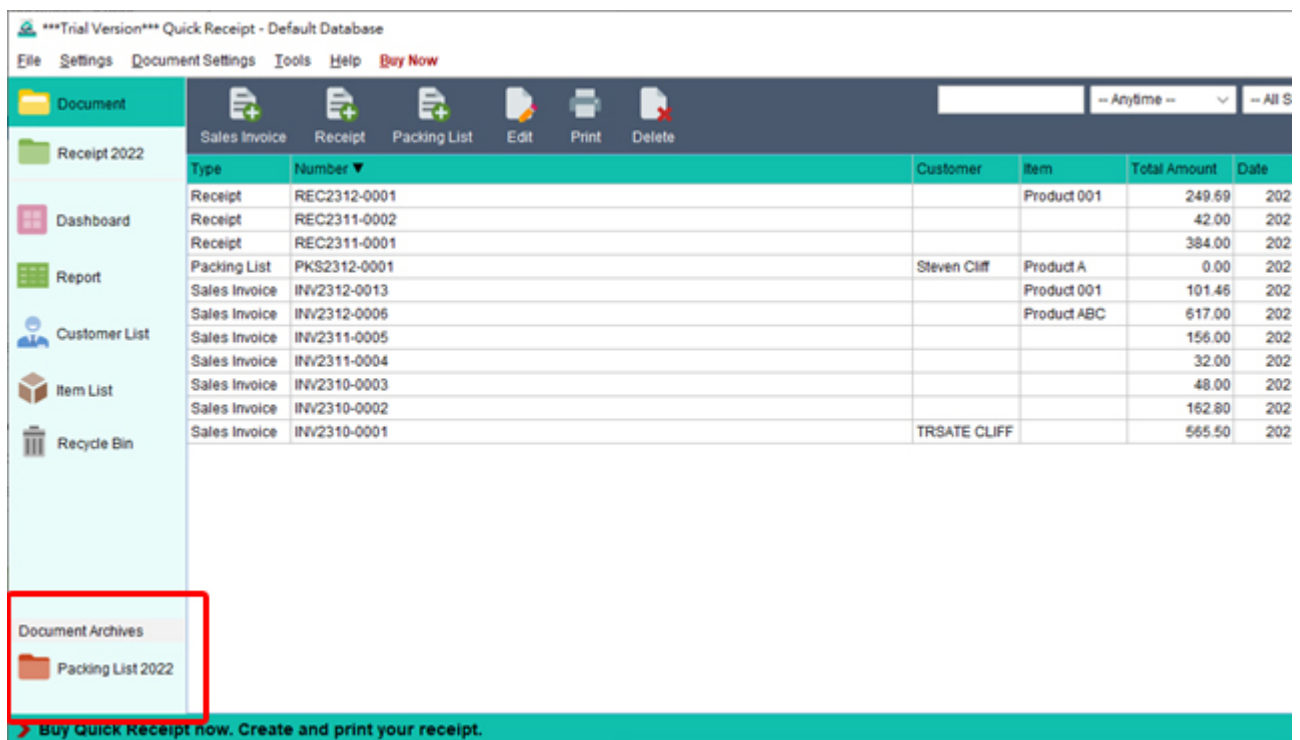
Document Type : ☐ All ☒ Only allow selected documents

☐ Sales Invoice ☐ Receipt ☒ Packing List

Archive Folder : ☒ Archive and hidden from main screen

Protect :

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.

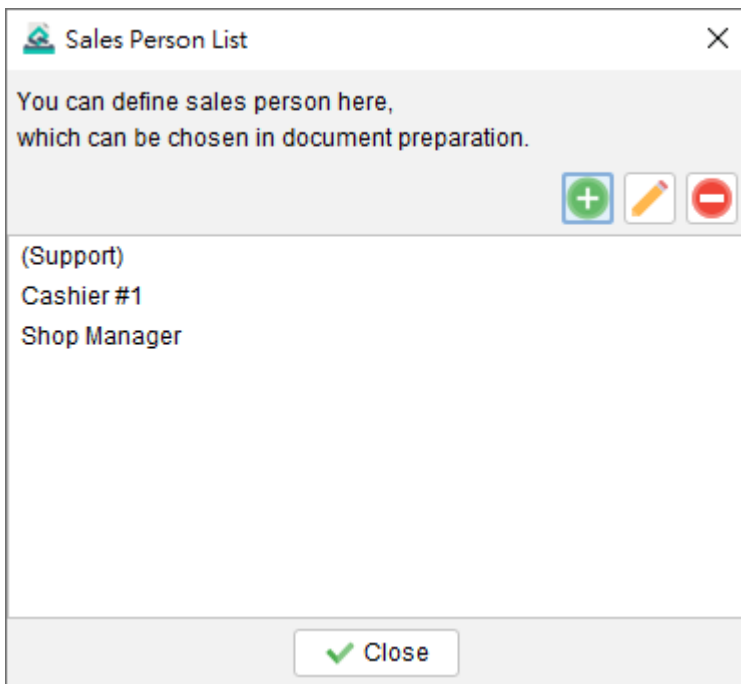


The screenshot shows the 'Quick Receipt' software interface. The left sidebar contains navigation options: Document, Receipt 2022, Dashboard, Report, Customer List, Item List, and Recycle Bin. The 'Document Archives' section at the bottom is highlighted with a red box, showing a folder named 'Packing List 2022'. The main area displays a list of documents with columns for Type, Number, Customer, Item, Total Amount, and Date.

Type	Number	Customer	Item	Total Amount	Date
Receipt	REC2312-0001		Product 001	249.59	202
Receipt	REC2311-0002			42.00	202
Receipt	REC2311-0001			384.00	202
Packing List	PKS2312-0001	Steven Cliff	Product A	0.00	202
Sales Invoice	INV2312-0013		Product 001	101.45	202
Sales Invoice	INV2312-0006		Product ABC	617.00	202
Sales Invoice	INV2311-0005			156.00	202
Sales Invoice	INV2311-0004			32.00	202
Sales Invoice	INV2310-0003			48.00	202
Sales Invoice	INV2310-0002			162.80	202
Sales Invoice	INV2310-0001	TRSATE CLIFF		565.50	202

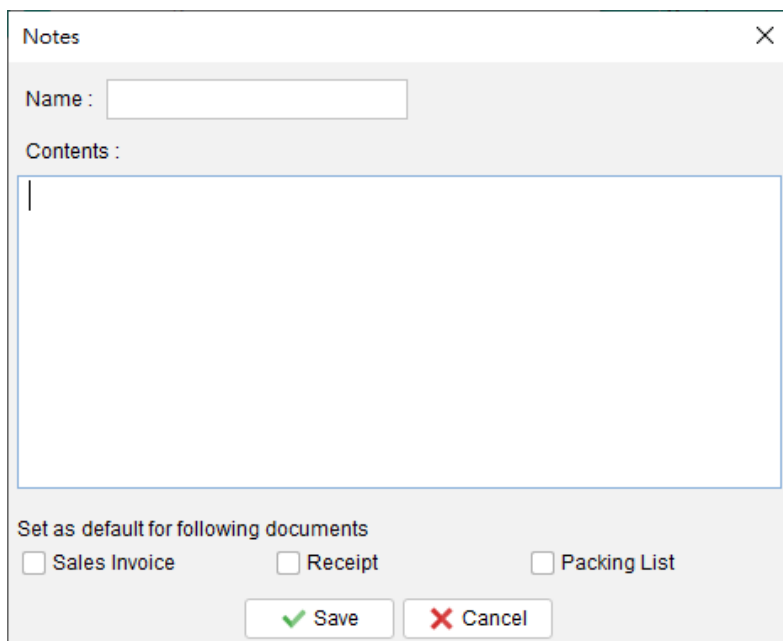
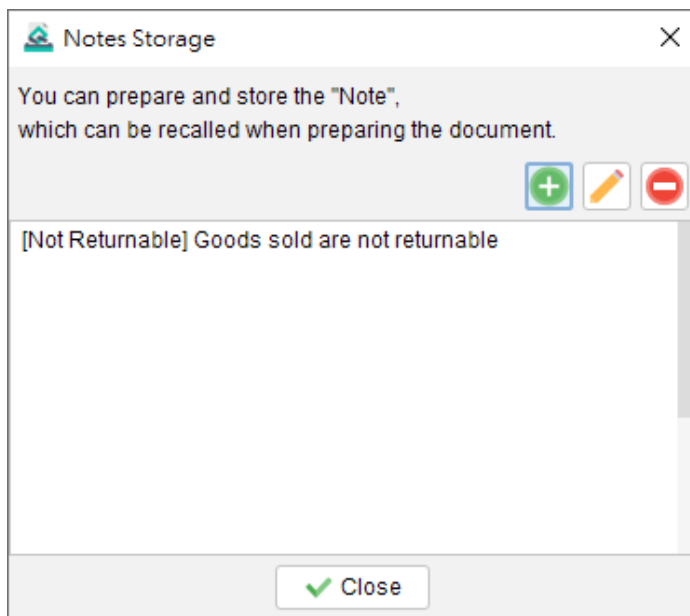
9.2.Sales Person List

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.



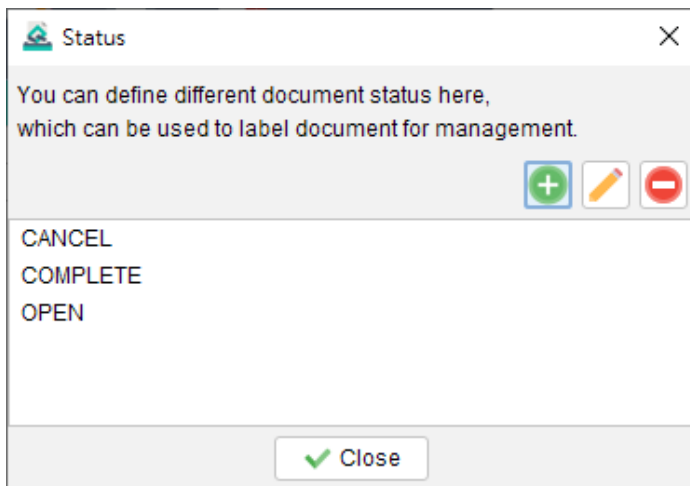
9.3. Notes Storage

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.



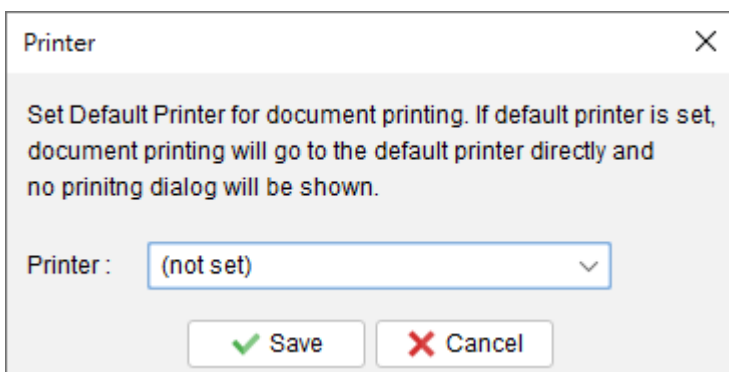
9.4. Document Status

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.

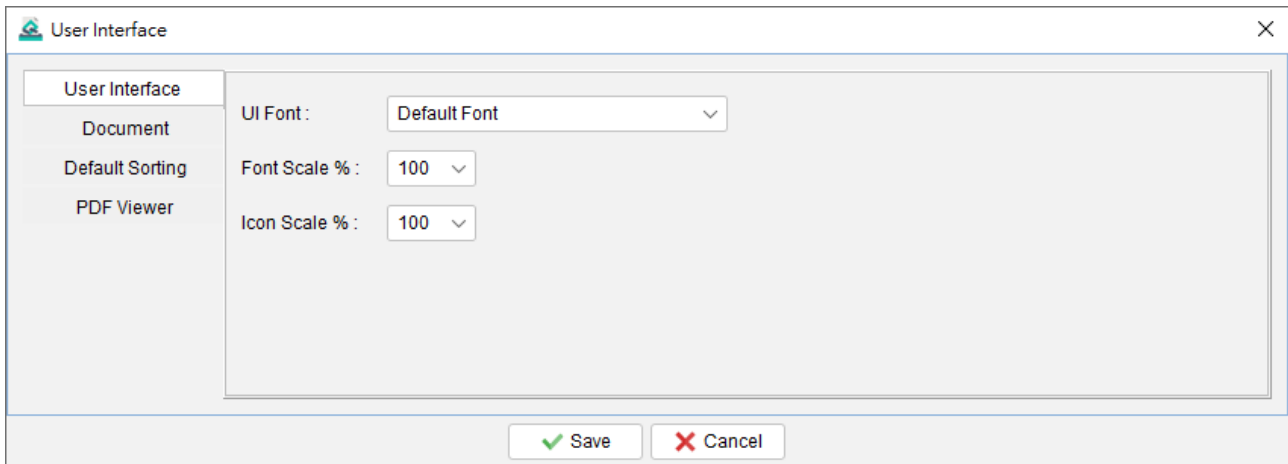


9.5. Printer

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.



9.6. User Interface

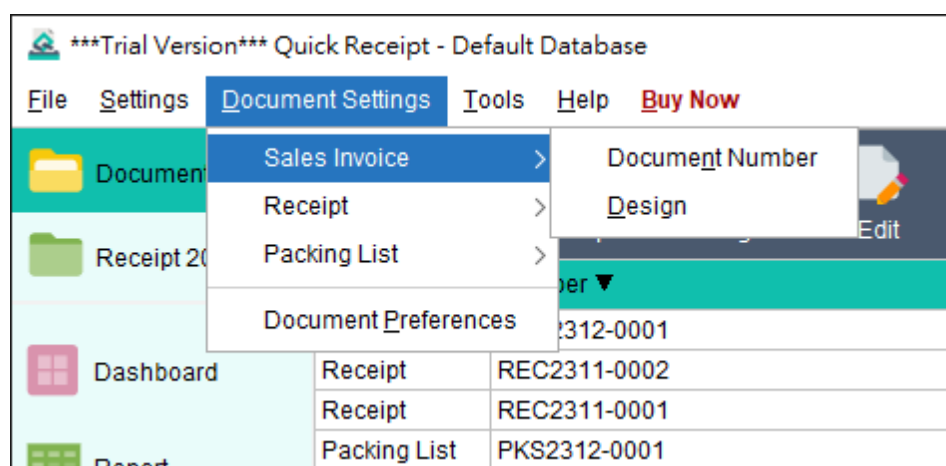


Users have the ability to customize the user interface settings in Quick Receipt. This includes options to adjust the font, enlarge or reduce the font and icon size, and define the default sorting behavior. Furthermore, users can rename the documents on the user interface to suit their business needs.

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

10. DOCUMENT SETTINGS

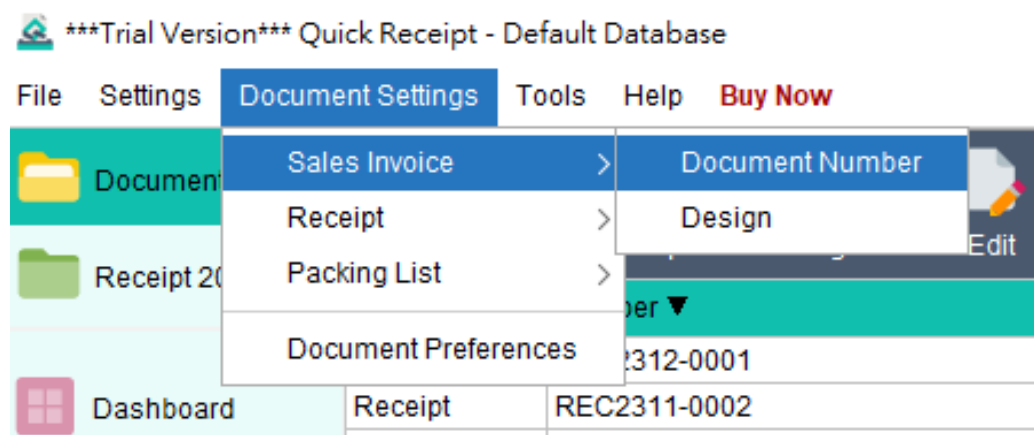
Quick Receipt provides users with extensive customization options to tailor documents according to their business requirements. Users can set their own document number sequence, design the layout of the document, specify company information in the header or footer, and adjust item columns, among other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

10.1. 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.

Document Number - Sales Invoice

Specify the pattern and starting number for the document.
Document number will be generated in sequence automatically.

Numbering Pattern : INV-{YYYY}{M}-0000#

0 denotes leading zero; # denotes document number
{YYYY} denotes 4-digits current year; {YY} denotes 2-digits current year;
{M} denotes current month; {D} denotes current day

Numbering

Current Starting Number : 2800

Number assigned in next document : 2801

New Starting Number :

Regular Reset

☒ Reset starting number

To : 2800

Every ☒ Month ☐ Year

Save Cancel

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

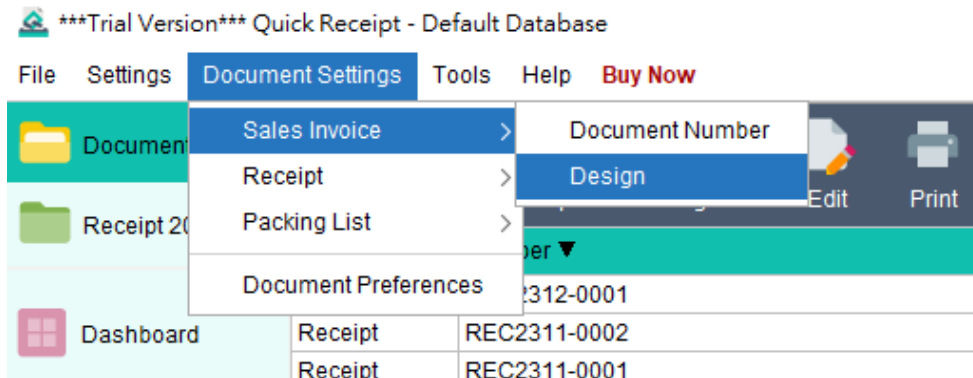
Current Number: 345678 => Output: REC345678

Example 3 Numbering Pattern: REC{YYYY}0000#

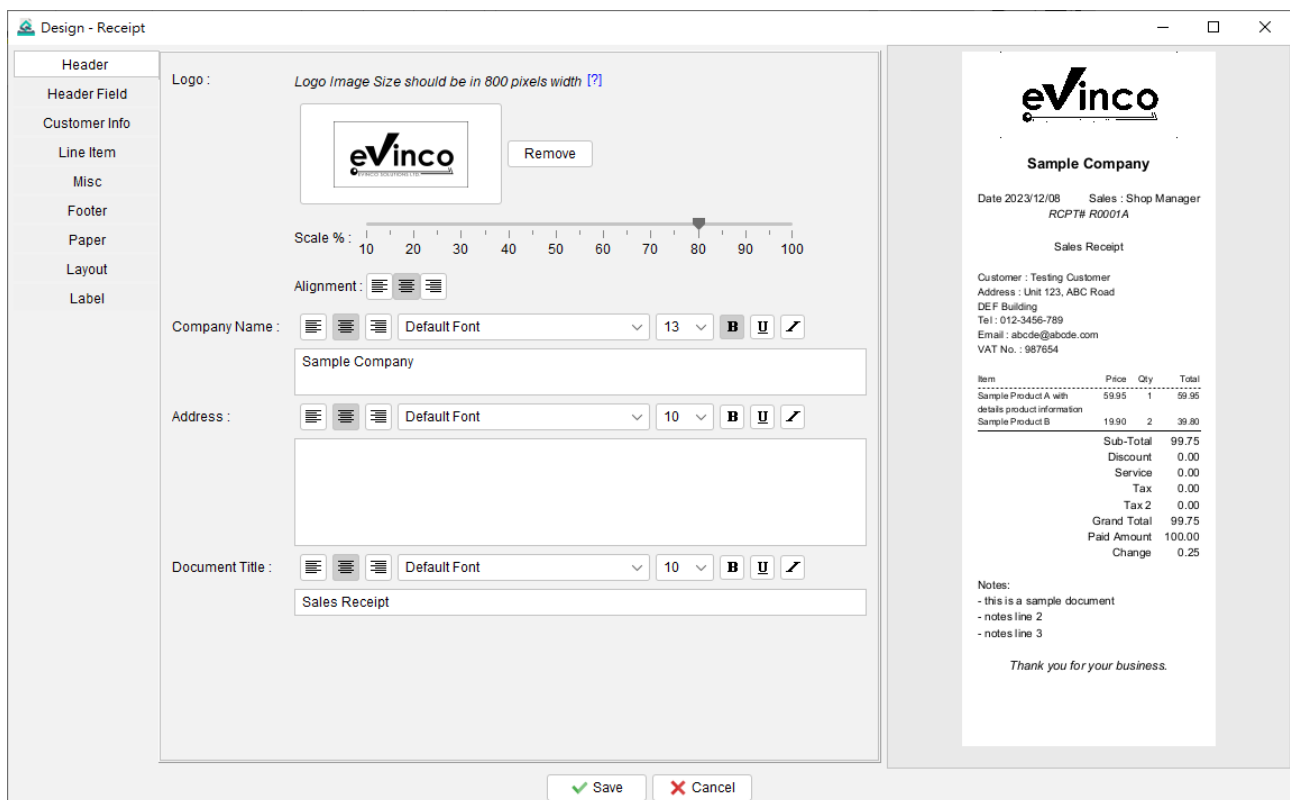
Current Number: 23 => Output: REC202100023

Current Number: 345678 => Output: REC2021345678

10.2. 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.



Quick Receipt User Guide

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.

10.2.1. Header

Design - Receipt

Header

Header Field

Customer Info

Line Item

Misc


Footer

Paper




Layout




Label

Logo : *Logo Image Size should be in 800 pixels width [?]*




 Remove

Scale % : 10 20 30 40 50 60 70 80 90 100




Alignment :   

Company Name :    Bauhaus 93 16 B U

Evinco Solutions Limited

Address :    Default Font 10 B U

Unit 2202 Causeway Bay Plaza 1
489 Hennessy Road, Causeway Bay, HK
Tel: +852 31070832

Document Title :    Arial 15 B U

Sales Receipt

Save Cancel

eVinco

Evinco Solutions Limited

Unit 2202 Causeway Bay Plaza 1
489 Hennessy Road, Causeway Bay, HK
Tel: +852 31070832

Sales Receipt

Date 2023/12/08 Sales : Shop Manager
RCPT# R0001A

Customer : Testing Customer
Address : Unit 123, ABC Road
DEF Building
Tel : 012-3456-789
Email : abcde@abode.com
VAT No. : 987654

Item	Price	Qty	Total
Sample Product A with details product information	59.95	1	59.95
Sample Product B	19.90	2	39.80
Sub-Total			99.75
Discount			0.00
Service			0.00
Tax			0.00
Tax 2			0.00
Grand Total			99.75
Paid Amount			100.00
Change			0.25

Notes:
- this is a sample document
- notes line 2
- notes line 3

Thank you for your business.

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.

10.2.2. Header Field

The screenshot shows the 'Design - Receipt' window. On the left is a sidebar with a tree view containing: Header, Header Field (selected), Customer Info, Line Item, Misc, Footer, Paper, Layout, and Label. The main area is divided into two panes. The left pane is for configuring three header fields. Each field has a font dropdown (all set to 'Default Font'), a size dropdown (10, 12, and 8 respectively), and bold/underline/italic checkboxes. Header Field 1 also has a 'Sales' dropdown. The right pane is a preview of the receipt. It features the 'eVinco' logo, company name 'Evinco Solution Limited', address, and contact info. Below this is the receipt title 'Sales Receipt', date '2023/12/08', salesperson 'Shop Manager', and receipt number 'RCPT# R0001A'. Customer details follow, then a table with 4 columns: Item, Price, Qty, and Total. The table lists 'Sample Product A' and 'Sample Product B' with their respective prices and quantities. Below the table is a summary section with 'Sub-Total', 'Discount', 'Service', 'Tax', 'Tax 2', 'Grand Total', 'Paid Amount', and 'Change'. At the bottom, there are 'Notes' and a 'Thank you for your business.' message. At the very bottom of the window are 'Save' and 'Cancel' buttons.

Item	Price	Qty	Total
Sample Product A with details product information	59.95	1	59.95
Sample Product B	19.90	2	39.80
Sub-Total			99.75
Discount			0.00
Service			0.00
Tax			0.00
Tax 2			0.00
Grand Total			99.75
Paid Amount			100.00
Change			0.25

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.

10.2.3. Customer Info

The screenshot shows the 'Design - Receipt' window. On the left is a sidebar with a tree view containing 'Header', 'Header Field', 'Customer Info', 'Line Item', 'Misc', 'Footer', 'Paper', 'Layout', and 'Label'. The 'Customer Info' section is selected. The main area shows the 'Customer Info' configuration panel with a list of fields: Address, Tel, Email, Vat No, and Remarks. Each field has a checkbox, and 'Address', 'Tel', and 'Email' are checked. Above the list are icons for text alignment and a font style dropdown set to 'Default Font'. To the right is a preview of a receipt for 'eVinco Solutions Limited'. The receipt includes the company name, address, contact details, a 'Sales Receipt' title, date, salesperson, and receipt number. It also contains a table of items with columns for Item, Price, Qty, and Total, followed by a summary of totals and a notes section.

Item	Price	Qty	Total
Sample Product A with details product information	59.95	1	59.95
Sample Product B	19.90	2	39.80
Sub-Total			99.75
Discount			0.00
Service			0.00
Tax			0.00
Tax 2			0.00
Grand Total			99.75
Paid Amount			100.00
Change			0.25

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.

10.2.4. Line Item

Design - Receipt

Header

Header Field

Customer Info

Line Item

Misc

Footer

Paper

Layout

Label

Columns : Default Font 8 B U

Column Name	#	ID	Brand	Item	Spec	Price	Qty	Total
Enable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Width (mm)	0	0	0	35	0	12	8	15

☐ Extends Item column to full line

Total & Other fields : Default Font 10 B U

☐ Total Qty

☒ Sub-Total

☒ Discount

☒ Service

☒ Tax

☒ Tax 2

☒ Grand Total

☒ Paid Amount

☒ Change

Save **Cancel**

Receipt Preview:

eVinco

Evinco Solution Limited

Unit 2202 Causeway Bay Plaza 1
489 Hennessy Road, Causeway Bay, HK
Tel: +852 31070832

Sales Receipt

Date 2023/12/08 Sales : Shop Manager
RCPT# R0001A

Customer : Testing Customer
Address : Unit 123, ABC Road
DEF Building
Tel : 012-3456-789
Email : abcde@abode.com
VAT No. : 987654

Item	Price	Qty	Total
Sample Product A with details product information	59.95	1	59.95
Sample Product B	19.90	2	39.80
Sub-Total			99.75
Discount			0.00
Service			0.00
Tax			0.00
Tax 2			0.00
Grand Total			99.75
Paid Amount			100.00
Change			0.25

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.

10.2.5. Misc

Sales Receipt

Date 2023/12/08 Sales : Shop Manager
RCPT# R0001A

Customer : Testing Customer
Address : Unit 123, ABC Road
DEF Building
Tel : 012-3456-789
Email : abcde@abode.com
VAT No. : 987654

Item	Price	Qty	Total
Sample Product A with details product information	59.95	1	59.95
Sample Product B	19.90	2	39.80
Sub-Total			99.75
Discount			0.00
Service			0.00
Tax 2			0.00
Grand Total			99.75
Paid Amount			100.00
Change			0.25

Notes:
- this is a sample document
- notes line 2
- notes line 3

Thank you for your business.

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.

10.2.6. Footer

Design - Receipt

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

Footer 1 : [Font Icon] [Font Icon] [Font Icon] Default Font 11 B U /
Thank you for your business.

Footer 2 : [Font Icon] [Font Icon] [Font Icon] Default Font 10 B U /
Please visit our website for seasonal offer
<https://www.evinco-software.com>

Footer 3 : [Font Icon] [Font Icon] [Font Icon] Default Font 8 B U /

Image : Image Size should be in 800 pixels width [?]
Click to Add Image Remove

Scale % : 10 20 30 40 50 60 70 80 90 100

Alignment : [Left Icon] [Center Icon] [Right Icon]

Save Cancel

evinco
Evinco Solutions Limited
Unit 2202 Causeway Bay Plaza 1
489 Hennessy Road, Causeway Bay, HK
Tel: +852 31070832

Sales Receipt
Date 2023/12/08 Sales : Shop Manager
RCPT# R0001A

Customer : Testing Customer
Address : Unit 123, ABC Road
DEF Building
Tel : 012-3456-789
Email : abcde@abode.com
VAT No. : 987654

Item	Price	Qty	Total
Sample Product A with details product information	59.95	1	59.95
Sample Product B	19.90	2	39.80
Sub-Total			99.75
Discount			0.00
Service			0.00
Tax			0.00
Tax 2			0.00
Grand Total			99.75
Paid Amount			100.00
Change			0.25

Notes:
- this is a sample document
- notes line 2
- notes line 3

Thank you for your business.
Please visit our website for seasonal offer
<https://www.evinco-software.com>

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.

10.2.7. Paper

The screenshot shows the 'Design - Receipt' window. On the left is a sidebar with a list of design elements: Header, Header Field, Customer Info, Line Item, Misc, Footer, Paper (selected), Layout, and Label. The main area is divided into two sections. The top section contains settings for 'Paper Size' (radio buttons for 58mm and 80mm, with 80mm selected), 'Left Margin' (a spinner set to 5 mm), and 'Right Margin' (a spinner set to 5 mm). The bottom section is a large empty box for the receipt design. The right side of the window shows a preview of a receipt. The receipt header includes the 'eVInco' logo and company details: 'Evinco Solutions Limited', 'Unit 2202 Causeway Bay Plaza 1', '489 Hennessy Road, Causeway Bay, HK', and 'Tel: +852 31070832'. Below this is the title 'Sales Receipt', the date '2023/12/08', and the salesperson 'Shop Manager'. The receipt number is 'RCPT# R0001A'. The customer information is: 'Customer: Testing Customer', 'Address: Unit 123, ABC Road', 'DEF Building', 'Tel: 012-3456-789', 'Email: abcde@abode.com', and 'VAT No.: 987654'. The main body of the receipt is a table with columns 'Item', 'Price', 'Qty', and 'Total'. It lists 'Sample Product A with details product information' (Price: 59.95, Qty: 1, Total: 59.95) and 'Sample Product B' (Price: 19.90, Qty: 2, Total: 39.80). Below the table, it shows 'Sub-Total: 99.75', 'Discount: 0.00', 'Service: 0.00', 'Tax: 0.00', 'Tax 2: 0.00', 'Grand Total: 99.75', 'Paid Amount: 100.00', and 'Change: 0.25'. At the bottom, there are 'Notes' (a sample document, notes line 2, notes line 3), a 'Thank you for your business.' message, and a website link 'https://www.evinco-software.com'. At the very bottom of the window are 'Save' and 'Cancel' buttons.

Design - Receipt

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

Paper Size : ☐ 58mm ☒ 80mm

Left Margin : 5 mm

Right Margin : 5 mm

Save Cancel

eVInco

Evinco Solutions Limited
Unit 2202 Causeway Bay Plaza 1
489 Hennessy Road, Causeway Bay, HK
Tel: +852 31070832

Sales Receipt

Date 2023/12/08 Sales : Shop Manager
RCPT# R0001A

Customer : Testing Customer
Address : Unit 123, ABC Road
DEF Building
Tel : 012-3456-789
Email : abcde@abode.com
VAT No. : 987654

Item	Price	Qty	Total
Sample Product A with details product information	59.95	1	59.95
Sample Product B	19.90	2	39.80
Sub-Total			99.75
Discount			0.00
Service			0.00
Tax			0.00
Tax 2			0.00
Grand Total			99.75
Paid Amount			100.00
Change			0.25

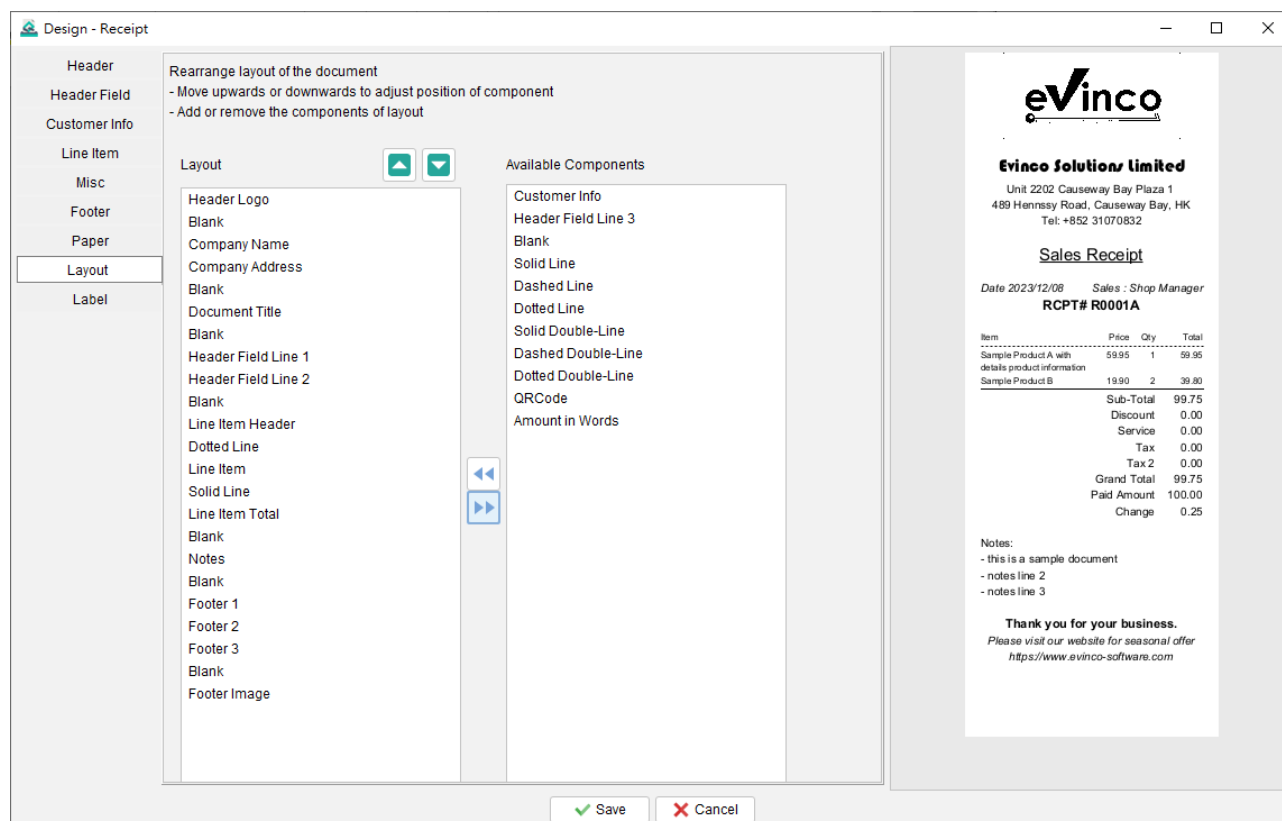
Notes:
- this is a sample document
- notes line 2
- notes line 3

Thank you for your business.
Please visit our website for seasonal offer
<https://www.evinco-software.com>

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.

10.2.8. 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.

10.2.9. Label

Design - Receipt

Header	Label	Rename To
Header Field	Receipt No.	RCPT#
Customer Info	Date	Date
Line Item	Time :	Time :
Misc	Sales	Sales :
Footer	Customer	Customer :
Paper	Address	Address :
Layout	Tel	Tel :
	Email	Email :
	VAT No.	VAT No. :
	Remarks :	Remarks :
	No.	#
	ID	ID
	Brand	Brand
	Item	Item Name
	Spec	Spec
	Unit Price	Price
	Qty	Qty
	Total	Total
	Total Qty	Total Qty
	Sub-Total	Sub-Total
	Discount	Discount
	Service	Service
	Tax	Tax
	Tax 2	Tax 2

Receipt Preview:

eVinco
Evinco Solutions Limited
 Unit 2202 Causeway Bay Plaza 1
 489 Hennessy Road, Causeway Bay, HK
 Tel: +852 31070832

Sales Receipt
 Date 2023/12/08 Sales : Shop Manager
RCPT# R0001A

Item Name	Price	Qty	Total
Sample Product A with details product information	59.95	1	59.95
Sample Product B	19.90	2	39.80
Sub-Total			99.75
Discount			0.00
Service			0.00
Tax			0.00
Tax 2			0.00
Grand Total			99.75
Paid Amount			100.00
Change			0.25

Notes:
 - this is a sample document
 - notes line 2
 - notes line 3

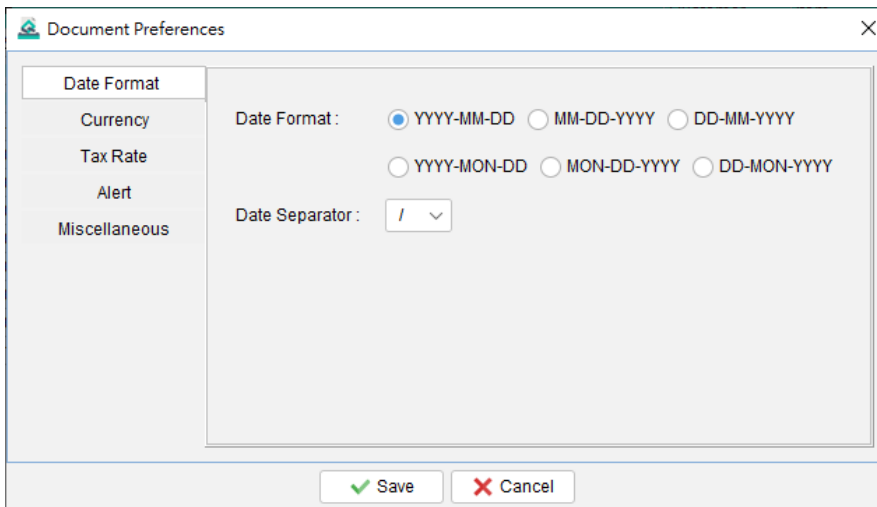
Thank you for your business.
 Please visit our website for seasonal offer
<https://www.evinco-software.com>

Save Cancel

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.

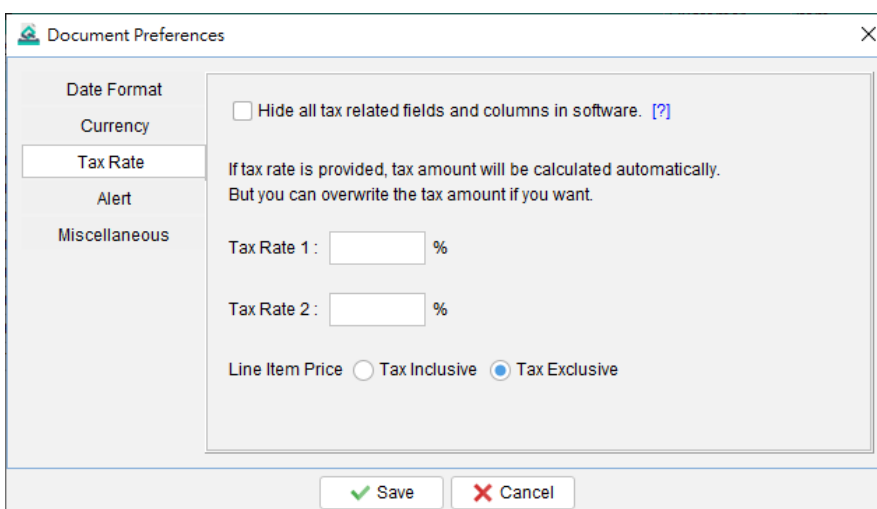
10.3. Document Preferences



The screenshot shows the 'Document Preferences' dialog box with the 'Date Format' tab selected. The left sidebar contains links for 'Date Format', 'Currency', 'Tax Rate', 'Alert', and 'Miscellaneous'. The main area displays 'Date Format' with three radio buttons: 'YYYY-MM-DD' (selected), 'MM-DD-YYYY', and 'DD-MM-YYYY'. Below these are three more radio buttons: 'YYYY-MON-DD', 'MON-DD-YYYY', and 'DD-MON-YYYY'. The 'Date Separator' is set to '/' with a dropdown arrow. At the bottom are 'Save' and 'Cancel' buttons.

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.

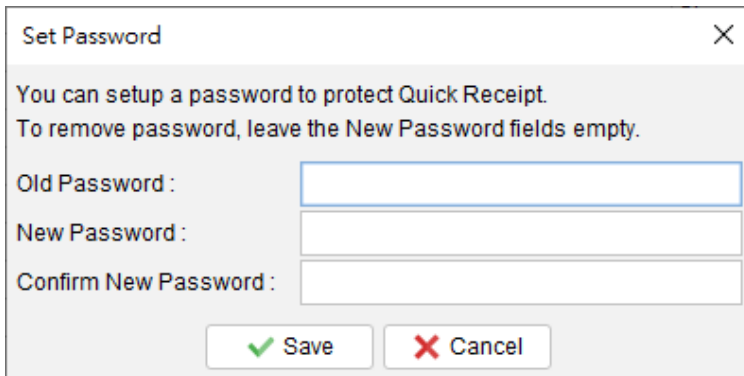
The Tax Rate % specified in the Document Preferences serves as the default value that will be applied throughout the document. However, users have the flexibility to override this default value within the document itself if necessary. This allows for greater control and adaptability when dealing with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



The screenshot shows the 'Document Preferences' dialog box with the 'Tax Rate' tab selected. The left sidebar is the same as the previous image. The main area contains a checkbox 'Hide all tax related fields and columns in software. [?]' which is unchecked. Below it is a text block: 'If tax rate is provided, tax amount will be calculated automatically. But you can overwrite the tax amount if you want.' There are two input fields for 'Tax Rate 1' and 'Tax Rate 2', both followed by a '%' symbol. At the bottom are two radio buttons: 'Tax Inclusive' and 'Tax Exclusive' (selected). At the very bottom are 'Save' and 'Cancel' buttons.

11. TOOLS

11.1. System Password

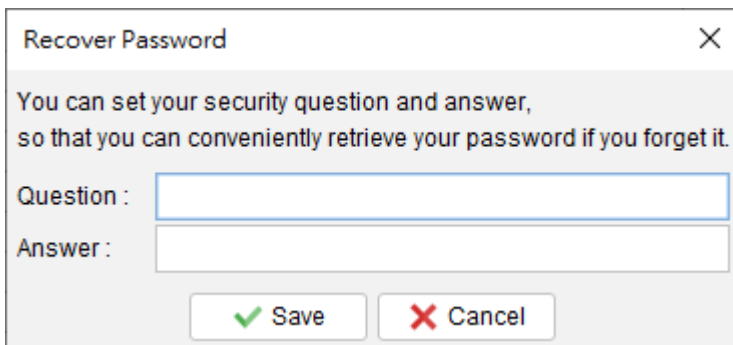


The 'Set Password' dialog box has a title bar with a close button (X). The main text reads: 'You can setup a password to protect Quick Receipt. To remove password, leave the New Password fields empty.' Below this, there are three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. At the bottom, there are two buttons: a green 'Save' button with a checkmark icon and a red 'Cancel' button with an X icon.

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.

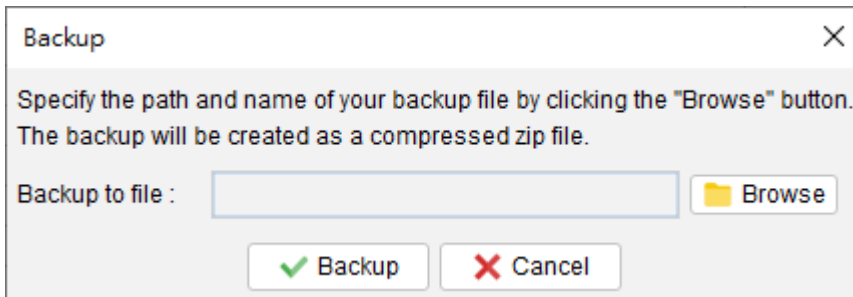
11.2. Recover Password Option



The 'Recover Password' dialog box has a title bar with a close button (X). The main text reads: 'You can set your security question and answer, so that you can conveniently retrieve your password if you forget it.' Below this, there are two input fields: 'Question:' and 'Answer:'. At the bottom, there are two buttons: a green 'Save' button with a checkmark icon and a red 'Cancel' button with an X icon.

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.

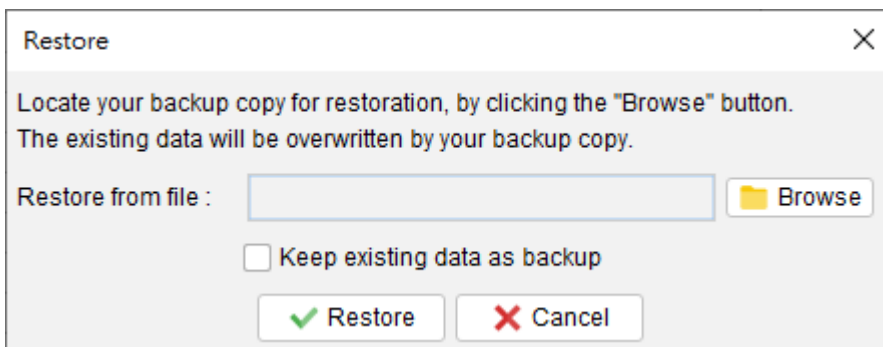
11.3. Backup



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.

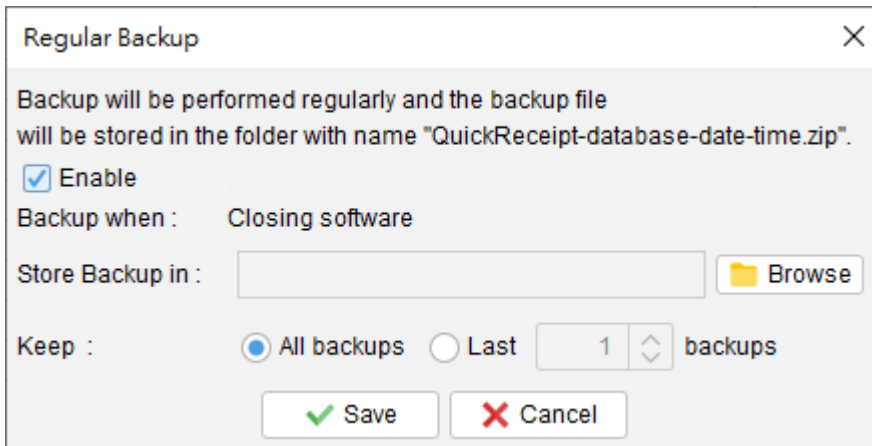
11.4. Restore



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.

11.5. 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.

12. REGISTER

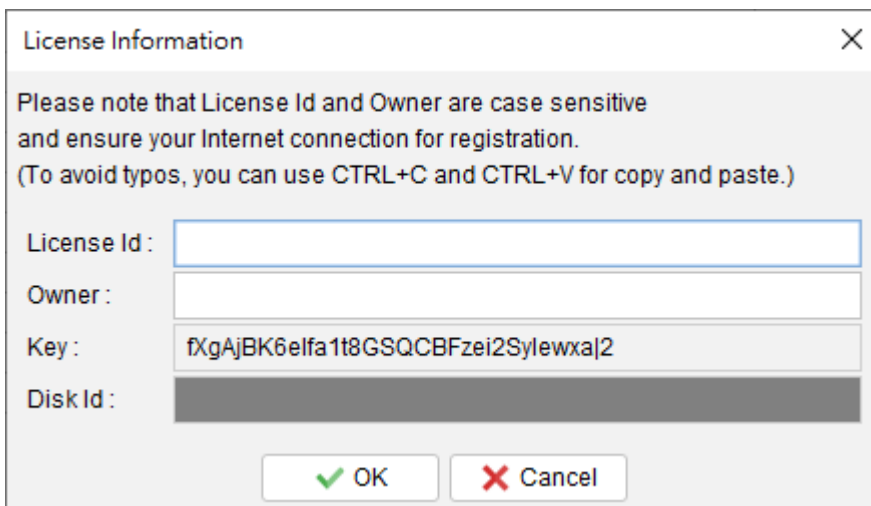
12.1. Trial Version

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.

12.2. Registration

To register the Quick Receipt,

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



License Information

Please note that License Id and Owner are case sensitive and ensure your Internet connection for registration.
(To avoid typos, you can use CTRL+C and CTRL+V for copy and paste.)

License Id :

Owner :

Key :

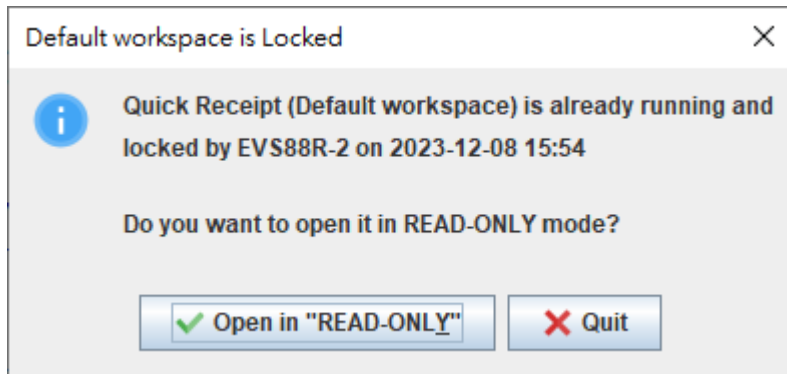
Disk Id :

(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.

13. DATABASE LOCKED

13.1. 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.