



QuickToken POS

Installation & User Help Guide

For mithai shops, snacks counters, bakeries, fast-food and retail billing counters

Version 1.0.0

Prepared for customer installation, activation and daily use

Powered by YR Software Services

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This guide is written for shop owners, cashiers and support staff. It avoids technical language and focuses on daily use.



1. Software Overview

QuickToken POS is a Windows-based billing and token printing software designed for fast counter billing. It is suitable for mithai shops, snacks counters, bakeries, fast-food shops and retail counters where staff need quick item selection, weight/quantity entry, printing and daily reports.

Fast billing

Tap product, enter quantity or weight, select payment and print token or bill quickly.

Shop-ready reports

Daily sales, payment mode summary, product/category reports and cash closing support.

Offline-first usage

Runs on Windows desktop/POS machine. Internet is not required for daily billing after activation.

License protected

Machine-code based activation helps keep the software secure and controlled.

Main features

- Product cards with categories and search.
- Weight-based billing for gram/kg items and normal quantity billing for piece, plate, cup, glass, bottle and pack items.
- Checkout with Cash, UPI, Card and Pending payment modes.
- Print Token / KOT, Print Bill, Save Only and optional shop copy.
- Order history, void order, pending payment update and reprint support.
- Daily closing, reports, printer settings and automatic backup support.
- Admin and cashier login with role-based access.

Recommended hardware

Computer / POS terminal	Windows 10/11, SSD, 4 GB RAM minimum, 8 GB recommended.
Printer	USB thermal printer, 58mm or 80mm. 80mm is recommended for readable bills.
Power backup	UPS is recommended to avoid data loss during power cuts.
Backup device	External drive, D drive or cloud-synced folder for backup copies.



2. Installation & Activation

The software should normally be installed in **C:\QuickTokenPOS**. This location is recommended because the software stores database, logs and backup folders inside the application folder.

Installation steps

- 1 Close any old running copy of QuickToken POS before installation.
- 2 Double-click **QuickTokenPOS_Setup_v1.0.0.exe**.
- 3 Allow administrator permission if Windows asks.
- 4 Keep install location as **C:\QuickTokenPOS**.
- 5 Complete setup and launch the application.

Activation flow

1. Open software	If not activated, the Software Activation window will open automatically.
2. Copy Machine Code	Click Copy Machine Code and send it to YR Software Services by WhatsApp or email.
3. Receive Product Key	Support will generate a product key for your computer and selected license plan.
4. Enter details	Enter Customer/Shop Name and paste the product key.
5. Activate	Click Activate. After successful activation, the login screen will open.

Important: A product key is linked to one computer machine code. It will not activate on another computer.

License types

3 Days	Short trial or correction key.
Monthly	Monthly subscription or support period.
Yearly	Recommended paid annual license.
Lifetime	One-time lifetime use for the licensed machine.



3. First Login & Security

After activation, the login screen appears. The first default administrator login is provided only for initial setup. Change it immediately after first login.

Username	admin
Password	admin123

Security rule: Change default password after first login. Do not share admin password with all cashiers.

User roles

Admin	Shop settings, product master, printer settings, reports, user/password tasks, license renewal and support.
Cashier	Daily billing, checkout, hold/recall, pending payment update and daily counter use.

First setup checklist

- Change admin password.
- Open Shop Settings and update shop name, address, phone and GST details if required.
- Select paper size and bill template.
- Configure printer settings and print a test token/bill.
- Review products, rates, unit types and categories.
- Set backup folder location and test backup.



4. Daily Billing Workflow

The billing screen is designed for touch POS counters. The left side shows products and categories; the right side shows current cart, total and checkout buttons.

Create a bill or token

- 1 Search product or select category from the bottom category bar.
- 2 Tap product card to add it to cart.
- 3 For weight products, enter weight in KG or GM as required.
- 4 Review cart amount and quantity.
- 5 Click Checkout.
- 6 Select payment mode: Cash, UPI, Card or Pending.
- 7 Choose Print Token, Print Bill or Save Only.

Quantity and weight examples

Gram/KG item	0.250 KG	250 grams
Gram/KG item	500 GM	500 grams
Piece item	2	2 pieces
Plate item	3	3 plates

Payment options

Cash	Customer pays by cash. Enter amount received to calculate return amount.
UPI	Customer pays by UPI/QR code.
Card	Customer pays by debit/credit card.
Pending	Use only when payment will be collected later. Pending orders can be updated from Order History.



5. Hold, Recall & Pending Payment

These features help during busy counters when customers are waiting or payment is not completed immediately.

Hold and Recall

Hold	Temporarily save current cart so cashier can serve another customer.
Recall	Bring a held order back to billing screen and complete payment/printing.
Clear	Clear current cart. Use carefully because unsaved cart items will be removed.

Pending payment update

- 1 Open Order History.
- 2 Use payment filter or Pending button to show unpaid orders.
- 3 Click Pay on the pending order.
- 4 Select Cash, UPI or Card and save payment.
- 5 The order will no longer be pending after update.

Void order

Void should be used for cancelled/wrong orders. Voided orders are excluded from sales reports and should not be used for normal billing.

Always enter a clear void reason such as Wrong item, Duplicate token, Customer cancelled, or Payment issue.



6. Printing & Printer Settings

QuickToken POS supports token/KOT printing, customer bill printing and optional shop copy for bills. Configure printer before using live billing.

Print types

Print Token	Print pickup/KOT token for kitchen/counter use.
Print Bill	Print customer bill/receipt with amount and payment details.
Shop Copy	Optional duplicate bill copy for shop records.
Save Only	Save order without printing.

Printer setup checklist

- Install printer driver in Windows first.
- Open QuickToken POS Printer Settings.
- Select the correct printer name.
- Select paper size: 58mm or 80mm.
- Print a test receipt.
- If using Microsoft Print to PDF for testing, confirm PDF output dialog appears.

Common printer issues

Nothing prints	Check printer power, cable, selected printer name and Windows printer status.
Wrong paper width	Change paper size in Printer Settings and printer driver preferences.
Text cut off	Use 80mm paper/template or reduce printer font/scale settings.
PDF test not showing	Select Microsoft Print to PDF and confirm Windows save dialog is not hidden behind another window.



7. Reports, Daily Closing & Backup

Reports help the owner review sales, payment modes and product performance. Backup protects the database from accidental loss.

Useful reports

Sales Summary	Daily/period sales total and order count.
Payment Report	Cash, UPI, Card and Pending amount summary.
Product Report	Top selling items and quantities.
Category Report	Sales by category such as Mithai, Snacks, Beverages, etc.
GST Report	GST bill and taxable amount support, if GST is enabled.

Daily closing process

- 1 Open Daily Closing at the end of counter day.
- 2 Verify sales amount, cash amount, UPI/card and pending amount.
- 3 Match cash received with cash drawer.
- 4 Print closing report if required.
- 5 Take manual backup before shutting down for the day if there were many transactions.

Backup rules

- Backup folder should not be only inside C drive if possible. Use D drive, USB drive or cloud-synced folder.
- Automatic backup is created during app usage, but manual backup is recommended before major changes or updates.
- Do not delete the Data folder. It contains the live SQLite database.
- Before installing any new update, close the app and keep a backup copy.



8. License Renewal & Updates

QuickToken POS uses machine-code based license activation. License can be renewed or corrected through License / Renew option from the menu.

Renew license

- 1 Open menu and select License / Renew.
- 2 Copy machine code if support asks for it.
- 3 Paste new product key.
- 4 Click Activate.
- 5 Restart the application if requested.

Update software without data loss

You can install a newer setup over the existing installation. Do not delete the Data folder.

Install folder	Use the same C:\QuickTokenPOS path so app uses existing database.
Database folder	The Data folder stores orders, products, settings and license data.
Backup folder	Backup folder keeps safety copies and should not be removed.

Before update: Close QuickToken POS, take backup, then run the new setup. After update, verify old orders and settings are visible.

Data safety

- Customer order data is stored in the local database file.
- Software update should replace program files only, not database files.
- If support asks for backup, send only backup/database file through a secure method.
- Never share product key publicly.



9. Troubleshooting & Support

When reporting an issue, send clear information so support can help quickly.

Common problems

App does not start	Restart PC, run as administrator, check C:\QuickTokenPOS\Logs for error log and send screenshot to support.
License expired	Open License / Renew or send machine code to support for renewal key.
Product missing	Check Product Master, category filter and active/inactive status.
Wrong bill amount	Check product rate, unit type and quantity/weight entry.
Printer issue	Check Windows printer setting, cable, power and selected printer inside POS.
Old data missing after update	Check install path. It should be the same C:\QuickTokenPOS. Do not overwrite/delete Data folder.

Send these details to support

- Shop name and contact number.
- Screenshot or photo of the error.
- What action caused the issue.
- Order/token number if issue is related to a bill.
- Printer name if issue is related to printing.
- Machine code for license-related issues.
- Error-log file from C:\QuickTokenPOS\Logs if support asks for it.

Support contact

Company	YR Software Services
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Website	yrsoftwareservices.com



Quick Reference Checklist

Use this one-page checklist for daily counter use.

Morning / shop opening	Start PC, connect printer, open QuickToken POS, check date/time, print test if needed.
Before first bill	Confirm products/rates are correct and printer is selected.
During billing	Use correct payment mode. Use Pending only when payment is not received.
Busy counter	Use Hold and Recall to manage waiting customers.
Cancellation	Use Void Order with a clear reason. Do not delete data manually.
End of day	Open Daily Closing, match cash, review pending payments, take backup.
Before update	Close app, take backup, run new setup in same folder.

Thank you for choosing QuickToken POS.

For best support, keep your software version, machine code and backup details available when contacting YR Software Services.