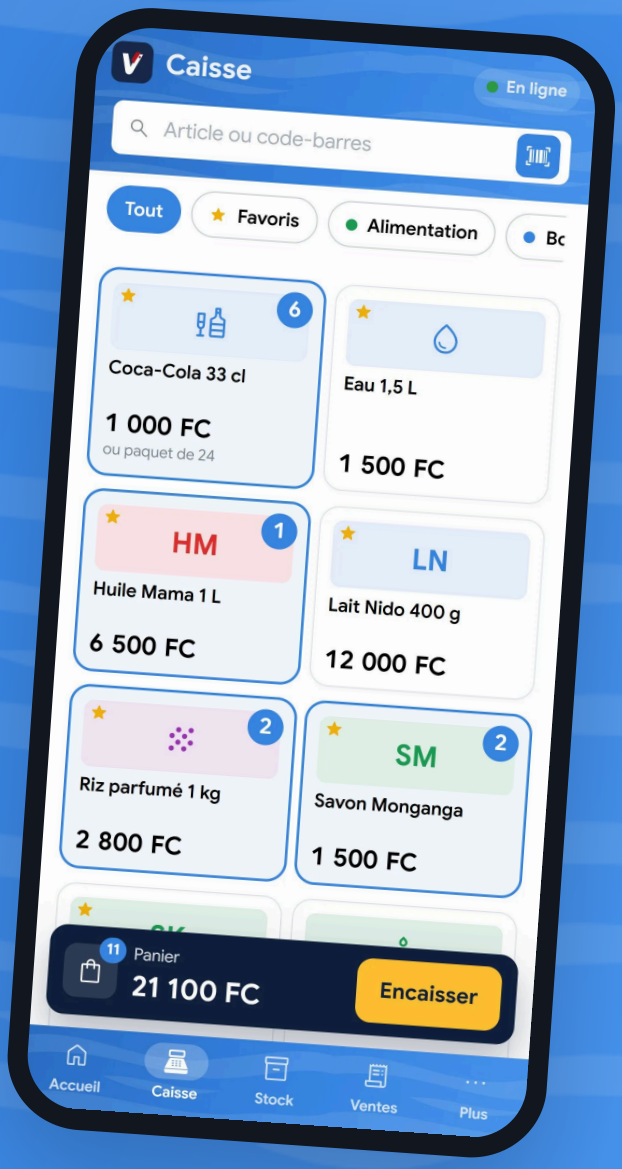
YOUR BUSINESS JOURNAL · 2026 EDITION

vitePOS, the user guide

Everything you need to run the till, the stock and the books of your business, from morning to night, even when the network drops.



05 Receive 3 packs without counting 72 bottles

08 Take payment in FC, $ or € in seconds

13 Close the day with no surprises

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The app is in French: button names are shown as they appear on screen « … », with their meaning in brackets.

01

GETTING STARTED

Your till ready in 5 minutes

No software to buy, no app store: vitePOS opens in your phone's browser, then installs on the home screen like a real app.

1. Open **app.viteposrdc.com** and tap the yellow **« Créer un compte gratuit »** button (create a free account): your e-mail or your Google account.
2. Choose **« Gérer mon activité »** (manage my business): the business name, the currency of your prices and the **daily rate** (how many FC for 1 $). Customers pay in euros? Tick **« J'accepte aussi les euros »** (I also accept euros).
3. Tap **« Créer mon activité »** (create my business): a free trial, every feature included. On the home screen, the **« Premiers pas »** list (first steps) guides you to your first sale.
4. On the home screen, the **« Installer vitePOS »** card guides you: the **« Installer »** button on Android, or **Share** → **« Add to Home Screen »** in Safari on iPhone.



The install card disappears once the app is installed.

Tip · Internet only at the start

You need a connection to create your account. After that, the till works even when the network drops.

YOUR TEAM

02 One account each, with the right permissions

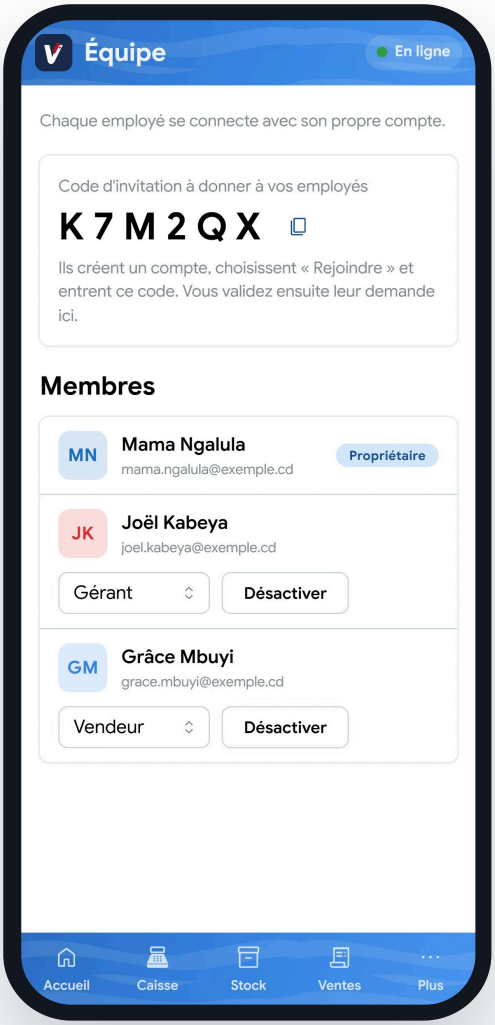
Your sellers never use your account. Each has their own: you know who sold what, and a seller never sees your purchase prices or your margins.

1. Go to **Plus** → **Équipe** (team): you will find the 6-character **invitation code**.
2. Your employee creates an account on their phone, chooses **« Rejoindre »** (join) and enters the code.
3. The request appears under **« Demandes à valider »**: tap **« Valider »** (approve) or « Refuser » (decline).
4. They join **« Membres »** as a seller: change their role to **Gérant** (manager) if needed.

ROLE	SELLS	SEES REPORTS	CHANGES PRICES	CLOSES THE TILL	MANAGES STOCK
Owner	Yes	Yes	Yes	Yes	Yes
Manager	Yes	Yes	Yes	Yes	Yes
Seller	Yes	No	No	No	No

Watch out · Do not lend your account

A sale made with your account is recorded under your name. For a new employee, give them the invitation code.



The invitation code can be copied and sent by WhatsApp.

FRANCS, DOLLARS, EUROS

03 The daily rate, set by the owner

Your prices stay in your currency. The customer pays in francs, dollars or euros: vitePOS converts at the daily rate and works out the change.

1. Go to **Plus** → **Paramètres** (settings): **Taux du jour** (daily rate) is the first block.
2. Next to **« 1 $ = »**, type how many francs one dollar is worth (for example 2,850), then tap **« Mettre à jour »** (update).
3. Customers paying in euros? Do the same next to **« 1 € = »**. Otherwise leave it empty: the euro will not appear anywhere.
4. Under each rate, the app shows **« Mis à jour aujourd'hui à 08:15 »** (updated today at 08:15): you see at a glance if it dates from yesterday.
5. The new rate shows straight away on the home screen and at the till for every seller.

Tip · Dark mode

In Paramètres → Apparence: « Clair » (light), « Sombre » (dark) or « Automatique » (like the phone). Dark mode is easier on the eyes at night.



Only the owner can change the rate; sellers can see it.

04 STOCK
Every item has its own card

An item code to find your way, the manufacturer's barcode to go fast, and packs or cartons to sell wholesale. Your Excel list imports in one go: Stock → « ... » → « Importer depuis Excel » (import from Excel).

1. In **Stock**, tap **« Ajouter »** (add). Choose the category: the **item code** is suggested for you (LAI-001, LAI-002... for milks).
2. Scan the item's **barcode** with the camera button in the field, or type it.
3. Enter the selling price, the purchase price, the unit (piece, kg or litre), the opening stock and the alert level.
4. Also selling wholesale? Under **« Emballages »** (packs), tap **« Ajouter un paquet ou un carton »**: how many units it holds, its price and its own barcode.
5. Pharmacy or groceries? Turn on **« Suivre les dates de péremption »** (track expiry dates): a date is recorded with each delivery, and the app warns you 30 days before (Home, and Stock → **Péremption**).
6. Phones? Turn on **« Numéro de série / IMEI »** and enter the **warranty** in months: each device received is recorded by its IMEI.



The pack of 24 has its own price and barcode. Stock is still counted in bottles.

Tip · All bottles share the same code

The barcode identifies the product, not the bottle: one scan is enough to find it. The pack carries a different code.

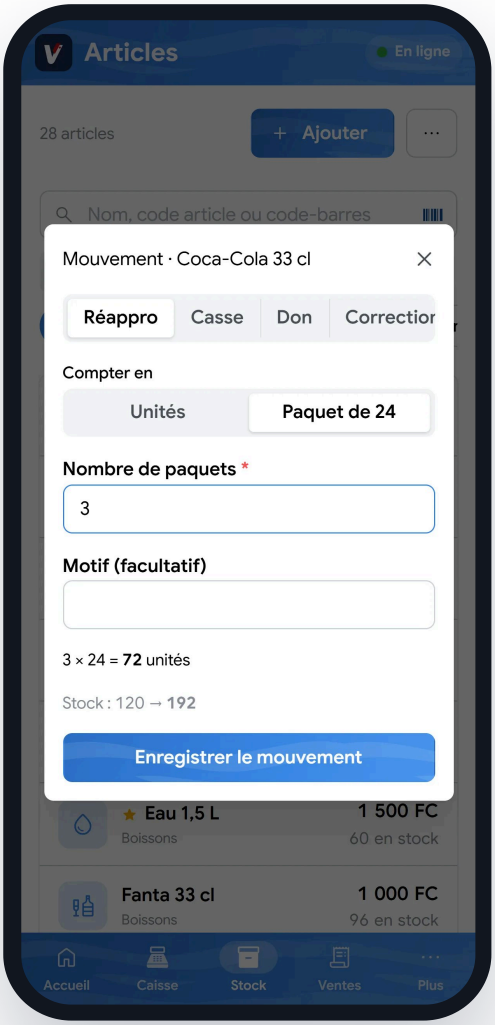
DELIVERIES

05 Receive goods in three moves

The supplier delivers 3 packs of Coke? No need to count 72 bottles.

1. In **Stock**, scan the barcode **of the pack**.
2. The **Mouvement** window opens on **« Réappro »** (restock), counted in **« Paquet de 24 »**.
3. Type **3**: the app shows « 3 × 24 = 72 unités » and the resulting stock. Tap **« Enregistrer le mouvement »**.

> **Tip · Everything is tracked**
>
> Every entry and exit is recorded in the item's « Historique » (history) tab, with the person's name and the time.



Breakage, gifts and corrections are done in the same window.

06

IN THE MORNING

Open the day

Before the first sale, record the money put in the drawer to give change: in the evening, vitePOS will know what should be there.

1. Go to **Plus** → **Journée de caisse** (till day).
2. Under **« Fond de caisse »** (float), enter the amounts in FC, $ and, if needed, €.
3. Tap **« Enregistrer le fond de caisse »**.



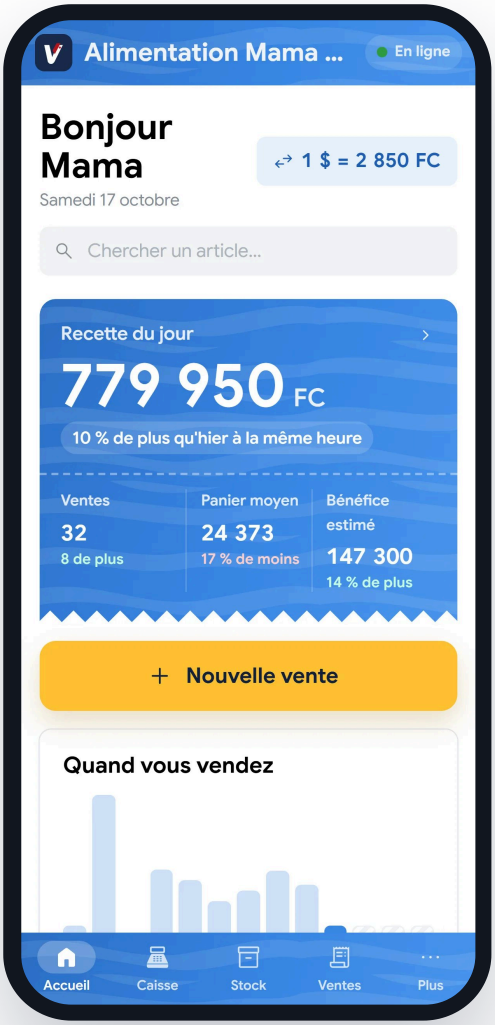
« Argent dans le tiroir » (money in the drawer) updates with every sale and expense.

AT A GLANCE

07 The home screen, your day's ticket

When you open the app, the day's takings appear as a blue till ticket: what you have sold, and whether it is better or worse than yesterday.

1. **« Recette du jour »** (today's takings): total sales since this morning, in large type. A seller sees **« Vos ventes du jour »** (your sales today): only their own.
2. Just below, the comparison **« … % de plus qu'hier à la même heure »** (… % more than yesterday at the same time): at 11 am it compares with yesterday at 11 am, not with the whole of yesterday.
3. Under the dotted line: the number of **Ventes** (sales), the **Panier moyen** (average basket: what a customer spends on average) and the **Bénéfice estimé** (estimated profit), each with its change.
4. **« Quand vous vendez »** (when you sell): one bar per hour, the current hour in blue. The sentence below gives your busiest hour.
5. Further down, **« À surveiller »** (to watch: items to reorder, batches about to expire) and **« Dernières ventes »** (latest sales) with time, customer and amount.



The yellow « Nouvelle vente » (new sale) button opens the till.

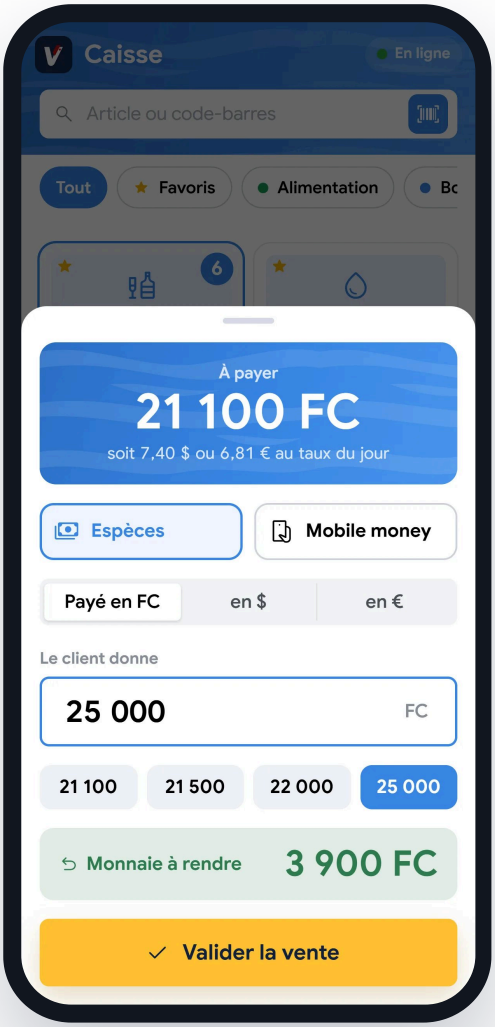
Tip · When to add staff?

« Quand vous vendez » shows your busy hours: that is when two people at the counter pay off.

08 SELLING
Check out in seconds

Tap or scan the item, take payment in the customer's currency, hand over the receipt. Even without network.

1. In **Caisse** (till), tap the item or scan it: with the camera (button to the right of the search) or a barcode scanner. A blue badge shows how many are already in the cart; low stock shows in orange (« 4 restants », 4 left).
2. An item also sold by the pack? The app asks **« À l'unité »** (single) or **« Paquet de 24 »**. Scanning the pack sells the pack straight away.
3. A phone tracked by IMEI? The app asks **which device**: scan the IMEI on the box or pick it from the list. The receipt will print the IMEI and the warranty end.
4. On a phone, tap **« Panier »** (cart) in the bottom bar (on a computer, it is on the right): **–** and **+** for quantities, a % discount, a customer if you want to track their purchases. Then the yellow **« Encaisser »** (checkout) button.
5. Choose **Espèces** (cash) or **Mobile money**, then the currency: **Francs**, **Dollars** or **Euros**. Tap a suggested note or type the amount received: the app shows **« À rendre »** (change due). Tap **« Valider la vente »** (confirm the sale).



The customer hands over 25,000 FC: the app works out the 3,900 FC change, even if they pay in dollars.

09

AFTER THE SALE

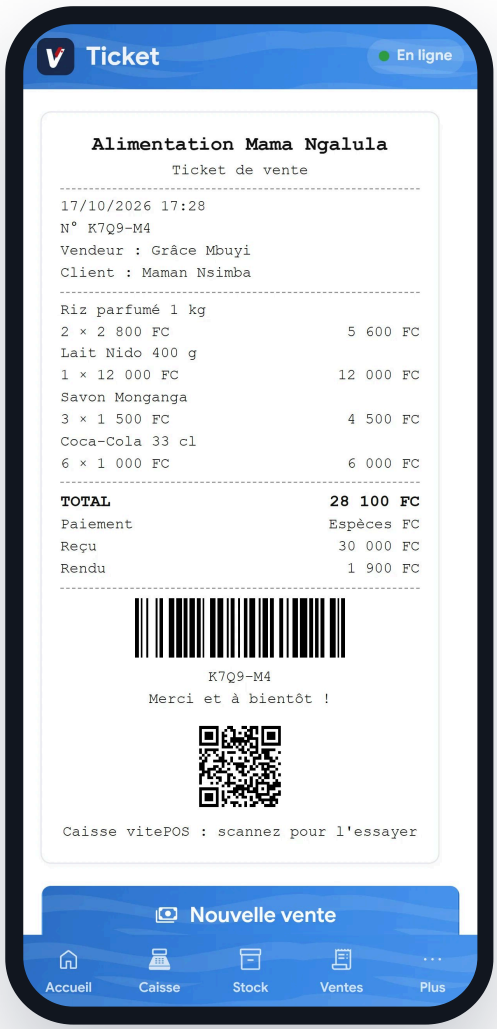
The receipt, printed or sent

Every sale has its receipt and number. The customer gets it on paper or on their phone.

1. After « **Valider la vente** », the receipt shows: « **Imprimer** » (print) on a receipt printer, or « **Partager (WhatsApp, SMS…)** » (share).
2. The « **Envoyé** » (sent) badge means the sale reached the cloud; « **En attente d'envoi** » means it will go when the network is back.
3. A mistake? The manager or owner taps « **Annuler la vente** » (cancel the sale) the same day, with a reason: the items go back into stock.

Watch out · A sale is never erased

A cancelled sale stays visible, marked « annulée », with who cancelled it and why. Nobody can make a sale disappear.



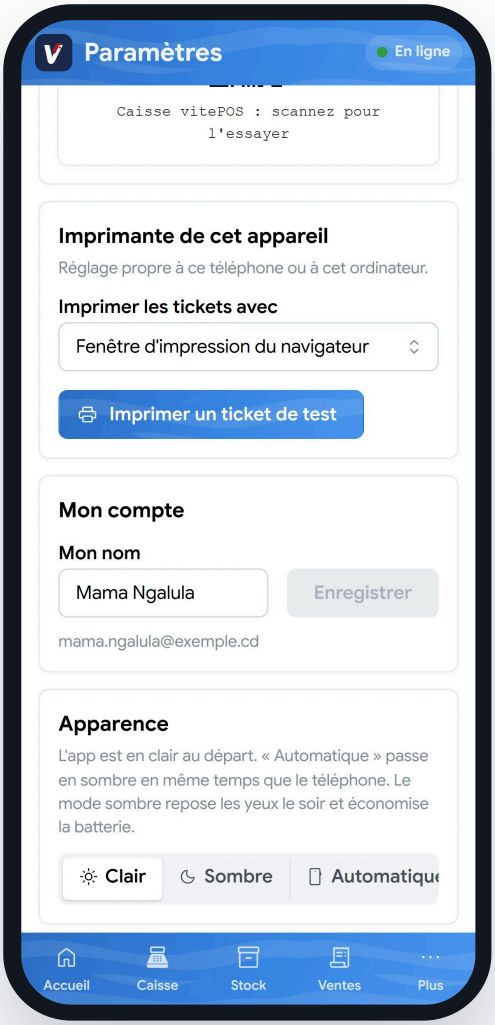
« Nouvelle vente » (new sale) takes you back to the till.

THE PAPER RECEIPT

10 Connect the printer and personalise the receipt

A small Bluetooth or USB receipt printer is enough. Your logo, address and QR code print on every receipt.

1. In **Plus** → **Paramètres** → **Imprimante de cet appareil** (this device's printer), choose **« Imprimer les tickets avec »** (print receipts with): Bluetooth printer, USB printer (computer), the **RawBT** app on Android or **Thermer** on iPhone.
2. Switch the printer on, tap **« Choisir l'imprimante »** (choose the printer) and select it. Then **« Imprimer un ticket de test »** (print a test receipt).
3. Under **Mon activité** (my business), choose the **paper width** (58 mm or 80 mm) and, if you like, **« Imprimer le ticket automatiquement après chaque vente »** (print automatically after each sale).
4. Under **Ticket de caisse** (receipt): **« Ajouter un logo »** (add a logo), address, phone, RCCM, ID NAT, tax number, a **QR code** (WhatsApp, Facebook…) and the **closing message**. The preview updates as you type.



Each phone or computer picks its own printer.

Tip · No printer?

After the sale, « Partager (WhatsApp, SMS…) » (share) sends the receipt to the customer's phone.

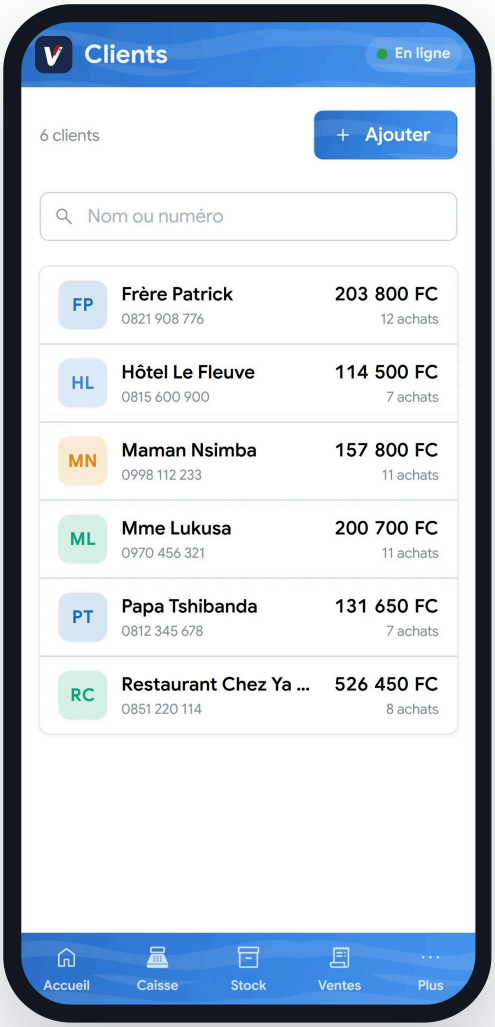
11

YOUR REGULARS

Know your loyal customers

The restaurant round the corner, the hotel, the mum who comes every day: record them once and find everything they have bought.

1. In **Plus** → **Clients** (customers), tap **« Ajouter »** (add): name, phone and notes (habits, delivery address…).
2. Or straight from the till: in the cart, **« Ajouter un client (fidélité, crédit) »** (add a customer), then **« + Nouveau client »** (new customer).
3. The list shows, for each one, the total spent and the number of purchases. Search by name or number.
4. Tap a customer: the **« Achats »** (purchases) tab lists their receipts, and **« Appeler »** (call) dials them.



Your best customers stand out straight away.

12

MONEY GOING OUT

Record every expense

The moto-taxi, phone credit, the sack of sugar bought in a hurry: every expense recorded is one less gap in the till at night.

1. In **Plus** → **Dépenses** (expenses), tap **« Nouvelle dépense »**.
2. Enter the **amount** and its currency, the **category** and, if you like, a detail.
3. Keep **« Payée avec l'argent de la caisse »** (paid from the till) ticked if the money leaves the drawer. Untick it if the owner paid out of pocket.
4. Tap **« Enregistrer »** (save).

Tip · A mistake?

Tap the expense, then « Annuler la dépense » (cancel the expense). It stays visible with the « Annulée » (cancelled) label and no longer counts in the till.



The ticket at the top separates money taken from the till from money paid outside it.

IN THE EVENING

13 Close the day with no surprises

VitePOS knows what should be in the drawer. You count, it compares: any gap stands out.

1. In **Plus** → **Journée de caisse**, look at **« = Attendu »** (expected): float + cash taken − expenses paid from the till.
2. Count the money in the drawer and enter it under **« Clôture »** (closing): **Compté en FC** and **Compté en $** (counted in FC, in $). A € column only appears if euros came in or went out that day.
3. As soon as you type, the **Écart** (difference) appears: green if the till is right, orange if there is too much, red if money is missing.
4. Add a note if needed, then tap **« Clôturer la journée »** (close the day).
5. The summary shows **Attendu**, **Compté** and **Écart** (expected, counted, difference), and sales **« Par vendeur »** (per seller) below.



The day is closed by the manager or the owner.

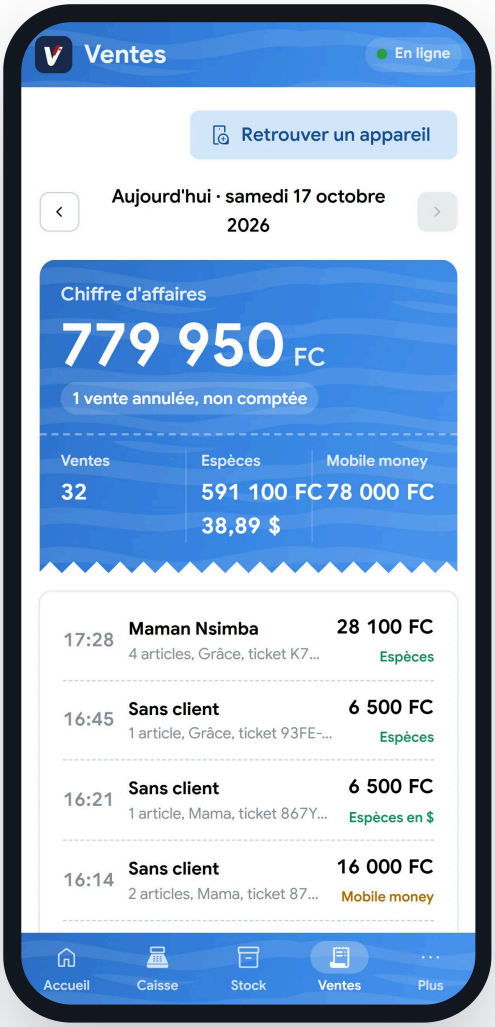
Tip · Mobile money apart

Mobile money payments are not in the drawer: their total is shown separately, to check against the SMS received.

14 THE HISTORY
Find a sale

A customer comes back with a question, a lost receipt, a broken device: every sale is there, day by day.

1. In **Ventes** (sales), the arrows at the top change the day. The blue ticket gives the **revenue**, the number of sales, **Espèces** (cash, one line per currency) and **Mobile money**.
2. Each line starts with the **time**, then the customer (or « Sans client », no customer), the seller and the receipt number.
3. A cancelled sale carries the red **« Annulée »** (cancelled) label and does not count in the total.
4. Tap a sale to see its receipt again, reprint it or resend it.
5. Selling phones? **« Retrouver un appareil »** (find a device), at the top, looks up an IMEI: the sale, the customer and the end of the warranty.



An orange cloud marks a sale not yet sent online.

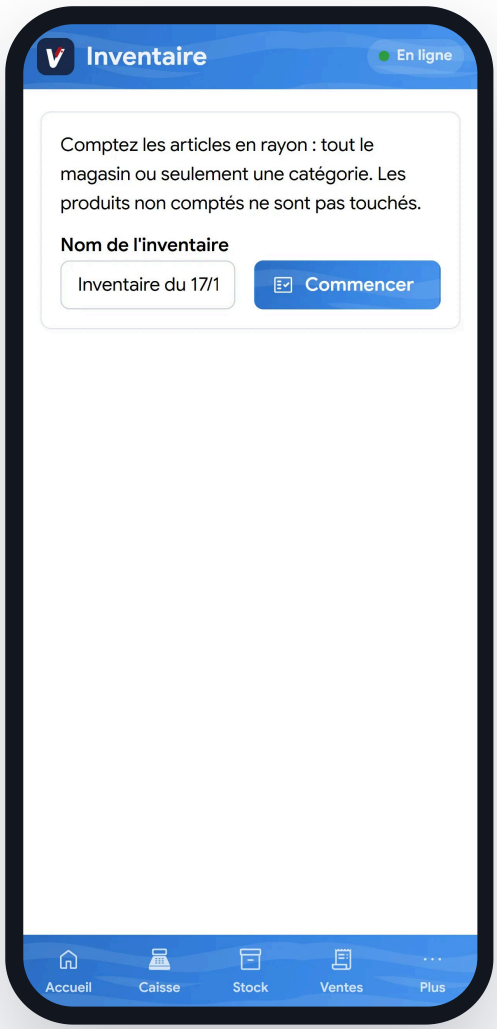
15

ONCE A MONTH

Stocktaking, shelf by shelf

Count what is really on the shelves, see what is missing and what it costs, before correcting the stock.

1. In **Plus** → **Inventaire** (stocktake), give it a name, choose the whole store or one category, then **« Commencer »** (start).
2. Scan or search each item and enter the quantity counted. Several people can count at the same time.
3. Tap **« Vérifier et valider »**: the app shows the gaps and their value. **« Valider l'inventaire »** corrects the stock.



Sales made during the count are taken into account.

16

FOR THE OWNER

Reports, even from afar

On your phone, wherever you are: what sold, what you earned, what sells best.

1. In **Plus** → **Rapports** (reports), choose **Jour**, **Semaine** or **Mois** (day, week, month) at the top, then the arrows to go back in time.
2. The blue ticket gives the **revenue** and how it compares with the previous period (« 12 % de plus que la période d'avant », 12 % more than the previous period).
3. Below: **Ventes** (sales), **Panier moyen** (average basket), **Bénéfice estimé** (estimated profit: sales minus purchase prices) and **Dépenses** (expenses).
4. **Chiffre d'affaires par jour** (revenue per day): the curve for the week or month. **Meilleurs produits** (best sellers): the top 10 by revenue. **Moyens de paiement** (payment methods): cash, mobile money and discounts.
5. At the very bottom, **Ventes et dépenses, six derniers mois** (sales and expenses, last six months): a blue bar for sales, an orange one for expenses.



Reports and purchase prices stay hidden from sellers.

Tip · An accurate profit

The estimated profit is only exact if every item has its purchase price on its card. Otherwise, the report says what share of sales it covers.

17

NO NETWORK

Network down? Keep selling

Sales, stock, expenses: everything is saved on the phone, then goes online by itself when the network returns.

1. Tap your **badge** (your initials, top right): **« En ligne, tout est envoyé »** (online, all sent), **« Hors ligne »** (offline) or **« Envoi en cours »** (sending) with the number of entries waiting.
2. Two tills offline at the same time? Their sales add up without overwriting each other.
3. You only need the network to create an account, join a business and manage the team.

Watch out · Do not log out with sales waiting

While entries have not been sent, stay logged in: the app warns you if you try to log out.

END OF ISSUE

Now it's your turn to sell.

Open **app.viteposrdc.com** on your phone. A question? Show this page to your seller: everything is here, step by step.