

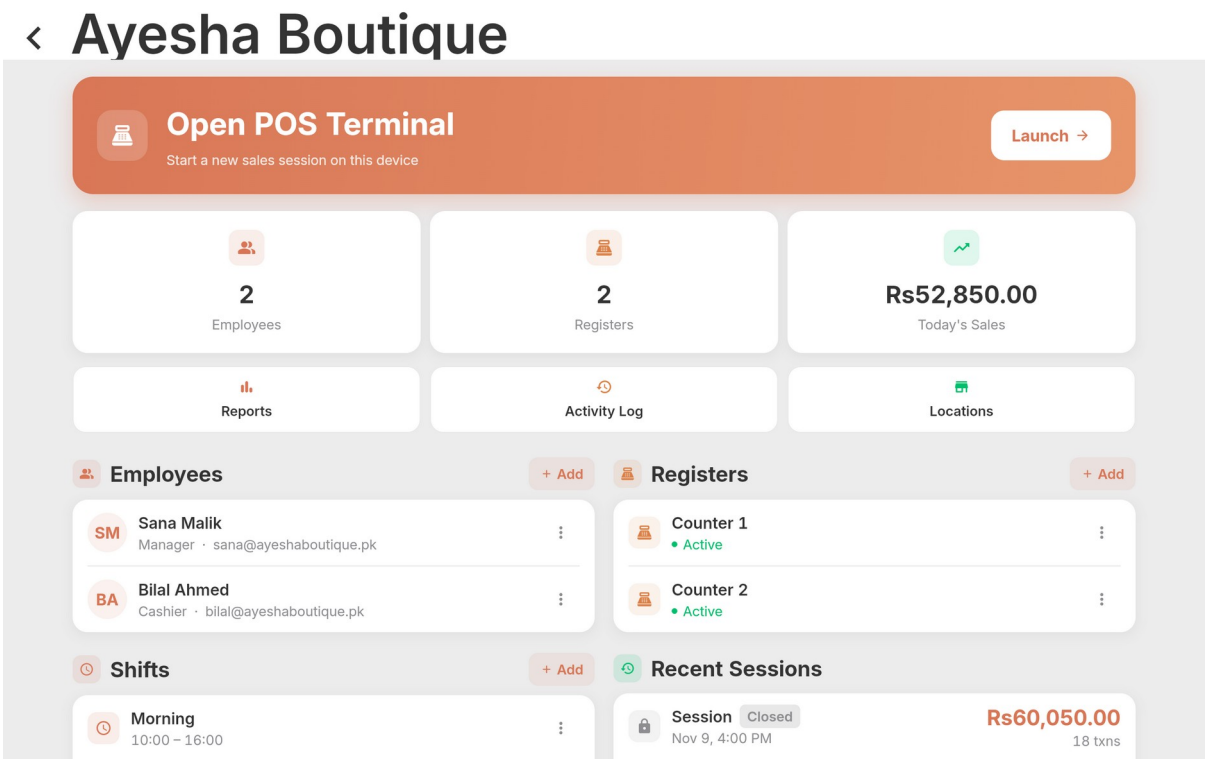
Chapter 2: Set up your team, registers and plan

Everything about your shop's setup lives in **POS Management**. Before anyone can sell you need, in this order: at least one **register**, at least one **shift**, your **employees** (each with a shift and a PIN), and an active **POS plan**.

Screen 2.1: POS Management

Use case: the owner's home for the shop: registers, shifts, staff and recent shifts.

Who: owner. On a till it asks for your password first (Screen 3.1). From the till you reach it through **More → Team & registers**.



POS Management with Open POS Terminal, the Employees, Registers and Shifts sections

What's on the screen:

- **Open POS Terminal** with the **Launch** button: starts selling on this device (Chapter 3).
- The numbers **Employees**, **Registers** and **Today's Sales**.
- Shortcuts **Reports**, **Activity Log** and **Locations**.

- The sections **Employees**, **Registers**, **Shifts** and **Recent Sessions**. Each has an **Add** button.

To add a register (one for each till or counter):

1. In **Registers**, tap **Add**.
2. Type a name such as **Counter 1** and tap **Add Register**.

To add a shift:

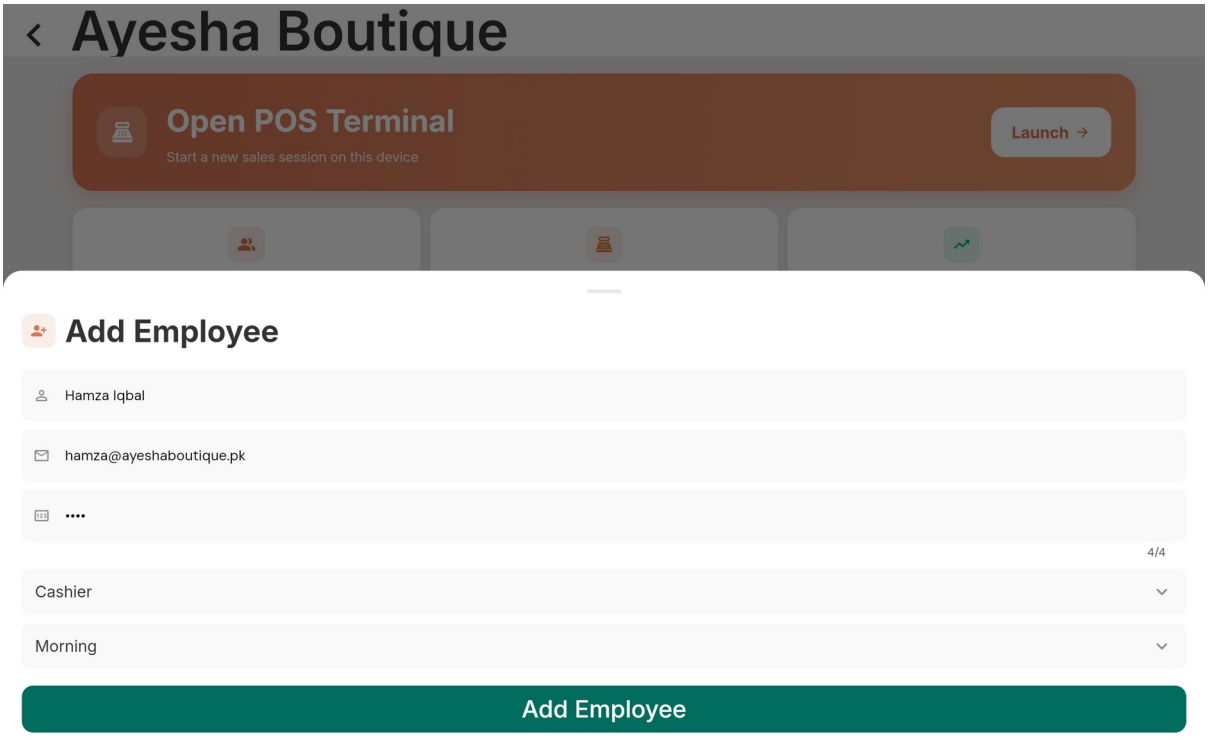
1. In **Shifts**, tap **Add**.
2. Type the **Shift Name** (for example **Morning**), the **Start** time (08:00) and **End** time (16:00), then tap **Add Shift**.

Each register and shift has a menu to **Rename**/**Edit**, **Deactivate** or **Delete** it. A register can't be deleted while a shift is open on it.

Screen 2.2: Add an employee

Use case: give a cashier or manager their own sign-in for the till.

Who: owner.



Add Employee form with Full Name, Email Address, 4-Digit PIN, role and shift

1. In **Employees**, tap **Add**.
2. Type the **Full Name** and **Email Address**.
3. Type a **4-Digit PIN**. Tell it to the employee privately.
4. Choose the role: **Cashier** or **Manager**.
5. Choose the shift in **Assign Shift**.
6. Tap **Add Employee**.

What you'll see: "Employee added successfully." and the employee in the list.

> Note: always choose a shift. The form says it is optional, but an employee without a shift cannot open a register ("No shift assigned to this employee."), and the **Edit** form can't add one later. If you forgot, remove the employee and add them again.

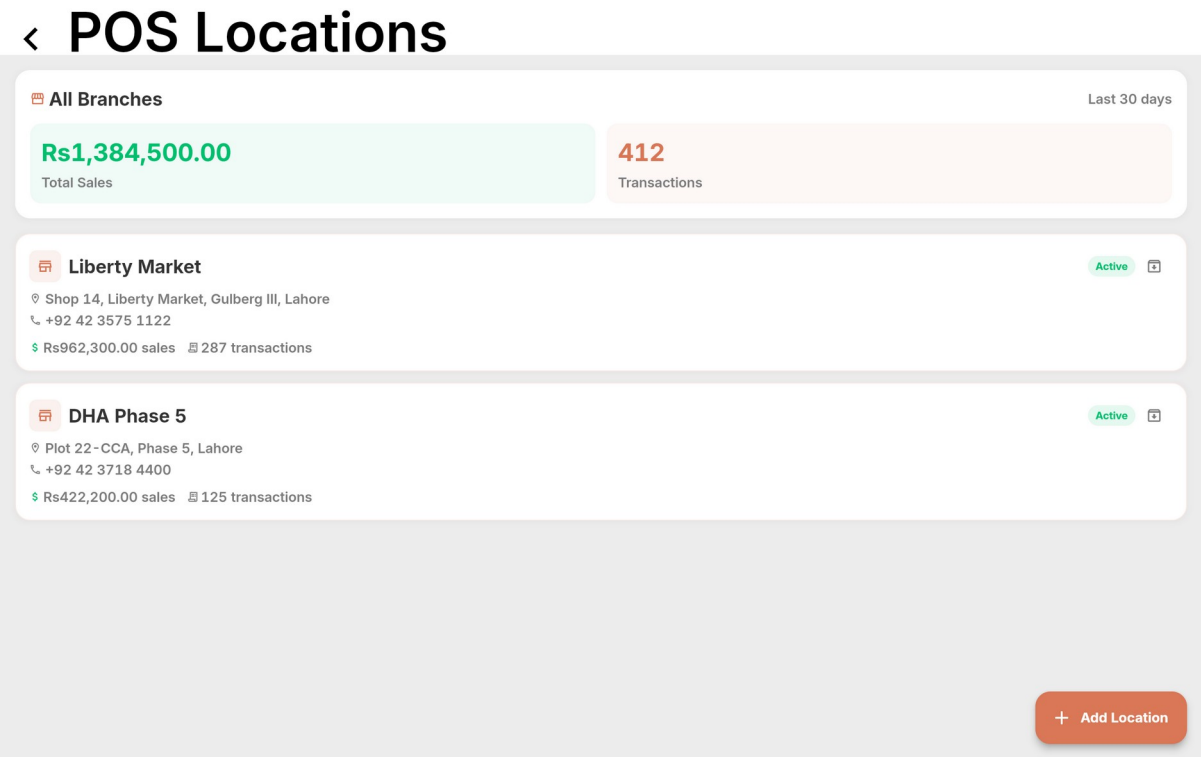
Each employee's menu has **Edit** (name and role), **Reset PIN** and **Remove**.

> Tip: if an employee types a wrong PIN 5 times, they are locked out for 15 minutes; the app only says "Invalid PIN. Please try again." To let them in sooner, use **Reset PIN**.

Screen 2.3: Locations

Use case: keep a list of your branches and see sales per branch for the last 30 days.

Who: owner. Open it from the **Locations** shortcut in POS Management.



POS Locations with All Branches totals and a branch card

1. Tap **Add Location**.
2. Type the **Branch Name** and, if you like, the **Address**, **City** and **Phone**.
3. Tap **Add Location**.

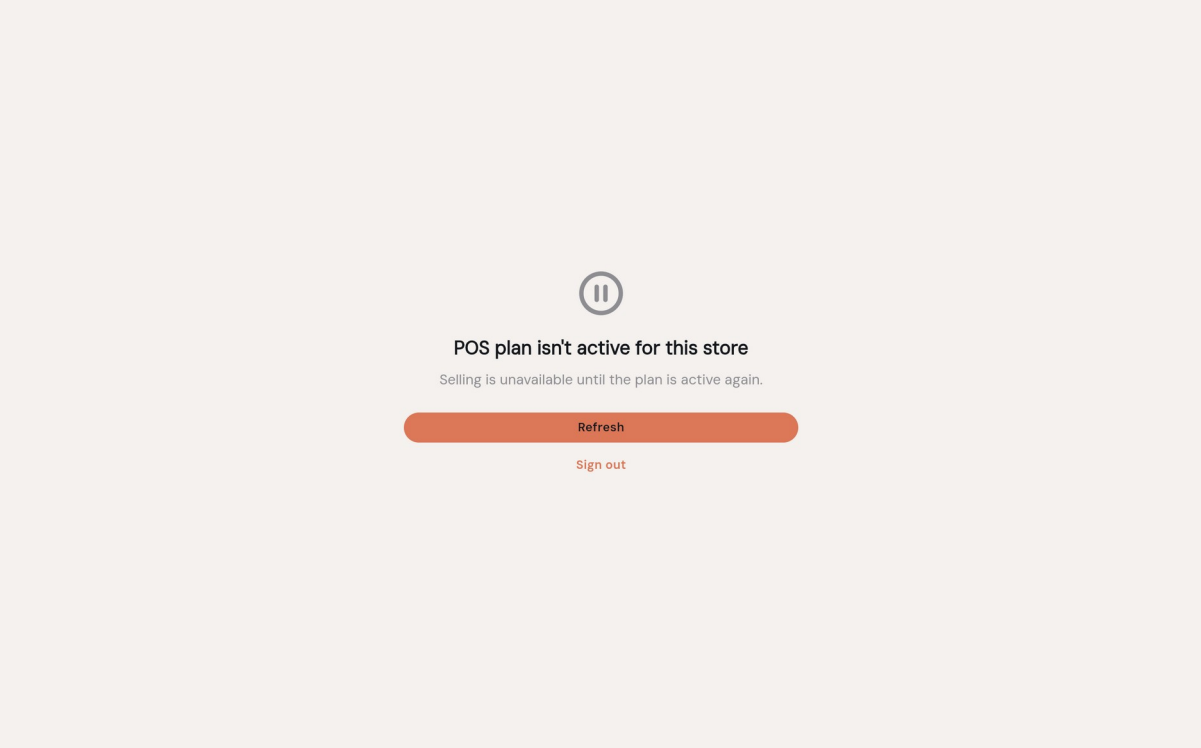
To stop using a branch, tap its archive icon and confirm **Archive**. Its sales stay in your reports.

> Note: locations are optional. In this version of the app you can't link a register or an employee to a location.

Screen 2.4: When the POS plan isn't active

Use case: you see this screen when the store has no active POS plan. It tells you selling is switched off.

Who: anyone at the till.



POS plan isn't active for this store, with Refresh and Sign out

To get selling again:

1. On a computer, sign in to your Solvexo account on the website and buy or renew the POS plan for this store.
2. Back on the till, tap **Refresh**.

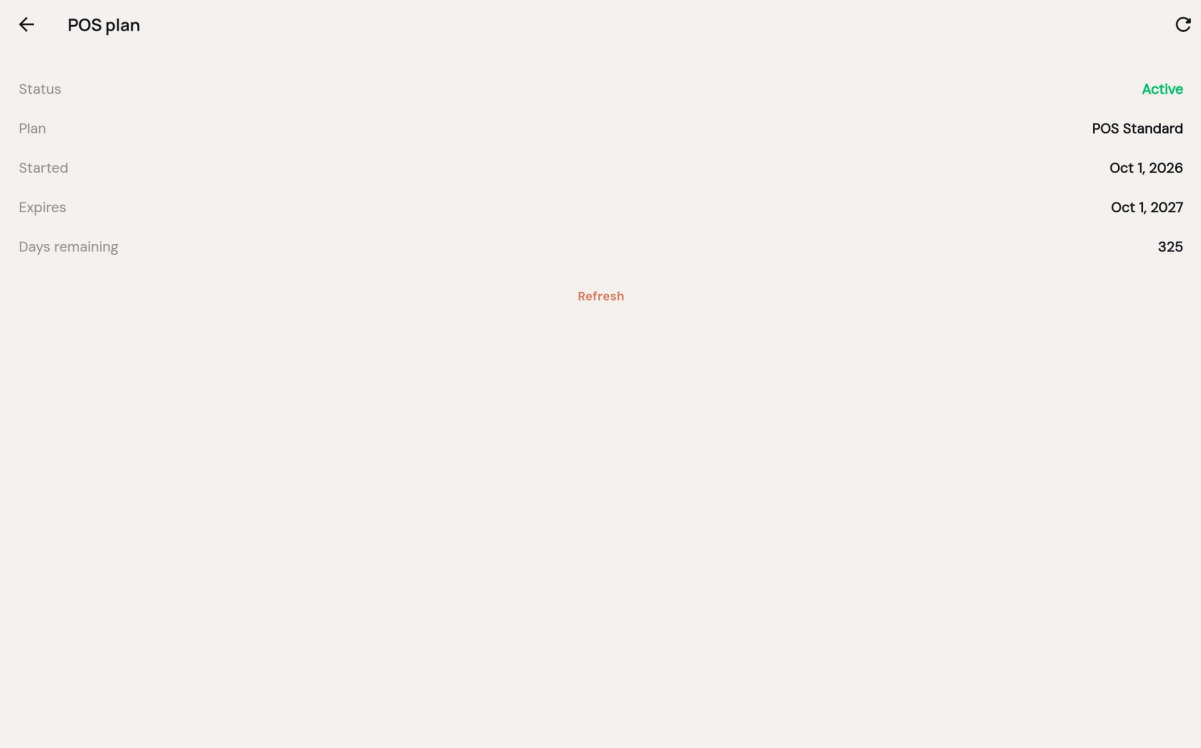
What you'll see: the employee PIN screen, and the till can sell again. If not, the app says "The plan still isn't active."

> Note: the app never shows prices and you can't buy a plan in it. If a plan runs out during an open shift, the shift is not cut off: the till keeps working in **restricted mode**, where it can't sell, but you can still close the shift, see reports, and (as a manager) refund or void a sale.

Screen 2.5: Plan status

Use case: check which POS plan the store has and when it ends.

Who: owner. Open it from **More → Plan status** or **Settings → Plan status**.



POS plan status with Status, Plan, Started, Expires and Days remaining

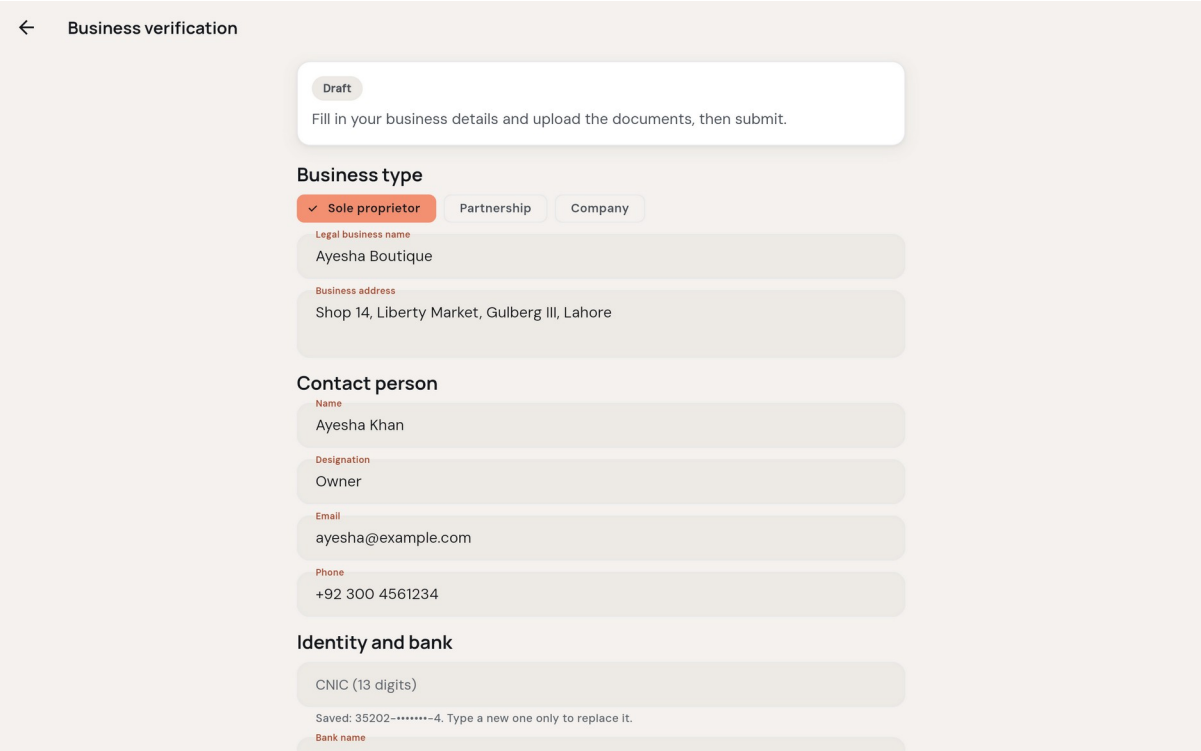
The screen shows **Status** (Active, Expired or No plan), **Plan**, **Started**, **Expires** and **Days remaining**. Tap **Refresh** after renewing on the website.

> Tip: when 7 days or fewer are left, a banner appears in POS Management: "This store's POS plan ends …". Renew before then so selling isn't interrupted.

Screen 2.6: Business verification (for Raast QR)

Use case: send your business details and documents to Solvexo so customers can pay you by **Raast QR**. You can skip this if you only take cash and card.

Who: owner. Open it from **More → Business verification**.



Business verification form with business type, identity and bank details and documents

1. Choose the **Business type**: **Sole proprietor**, **Partnership** or **Company**, then fill in the **Legal business name** and **Business address**.
2. Fill in the **Contact person**.
3. In **Identity and bank**, type your **CNIC (13 digits)**, the **NTN** (for a company or partnership), **Bank name**, **Account title** and **IBAN**.
4. In **Documents**, add each required document with **Camera**, **Photos** or **PDF**: owner CNIC (front and back), and the others marked **Required**.
5. Tap **Save draft** to finish later, or **Submit for review** when everything is in.

What you'll see: "Submitted for review." The status changes to **In review**. When Solvexo approves it, it shows **Verified** and Raast QR switches on. If something needs fixing, it shows **Sent back** with the reason; fix it and tap **Submit again**.

> Note: for your privacy, documents go straight to Solvexo and are not kept on the device. The form is hidden when the app goes to the background or the till locks.

باب 2: ٹیم، رجسٹر اور پلان

شاپ کا سارا سیٹ اپ **POS Management** میں ہوتا ہے۔ فروخت شروع کرنے سے پہلے یہ ترتیب رکھیں: کم از کم ایک رجسٹر، کم از کم ایک **شفٹ**، ملازمین (ہر ایک کے ساتھ شفٹ اور PIN) اور فعال **POS پلان**۔

اسکرین 2.1: **POS Management** — **Registers** میں **Add** دبا کر نام (مثلاً Counter 1) لکھیں اور **Add Register**۔ **Shifts** میں **Add** دبا کر **Shift Name**، **Start** اور **End** وقت لکھیں اور **Add Shift**۔

اسکرین 2.2: ملازم شامل کریں — **Employees** میں **Add** دبائیں۔ **Full Name**، **Email Address** اور **4-Digit PIN** لکھیں، **Cashier** یا **Manager** چنیں، **Assign Shift** میں شفٹ ضرور چنیں اور **Add Employee** دبائیں۔

Note: شفٹ لازمی چنیں۔ شفٹ کے بغیر ملازم رجسٹر نہیں کھول سکتا اور بعد میں **Edit** سے شفٹ نہیں لگتی۔ 5 بار غلط PIN پر ملازم 15 منٹ کے لیے بند ہو جاتا ہے؛ فوراً کھولنے کے لیے **Reset PIN** استعمال کریں۔

اسکرین 2.3: **Locations** — اپنی برانچوں کی فہرست۔ **Add Location** دبا کر **Branch Name** لکھیں۔ یہ اختیاری ہے۔

اسکرین 2.4: **پلان فعال نہیں** — ویب سائٹ پر اپنے اکاؤنٹ میں POS پلان خریدیں یا تجدید کریں، پھر کاؤنٹر پر **Refresh** دبائیں۔ ایپ میں پلان نہیں خریدا جا سکتا۔ کھلی شفٹ کے دوران پلان ختم ہو تو شفٹ بند نہیں ہوتی، بس فروخت رک جاتی ہے (restricted mode)۔

اسکرین 2.5: **Plan status** — پلان کا **Status**، **Expires** اور **Days remaining** دکھاتی ہے۔ 7 دن باقی رہنے پر یاد دہانی آتی ہے۔

اسکرین 2.6: Raast QR — **Business verification** سے ادائیگی لینے کے لیے۔ کاروبار کی قسم، **NTN**، **CNIC**، بینک اور **IBAN** لکھیں، دستاویزات **Photos**، **Camera** یا **PDF** سے لگائیں اور **Submit for review** دبائیں۔ منظوری پر حالت **Verified** ہو جاتی ہے۔