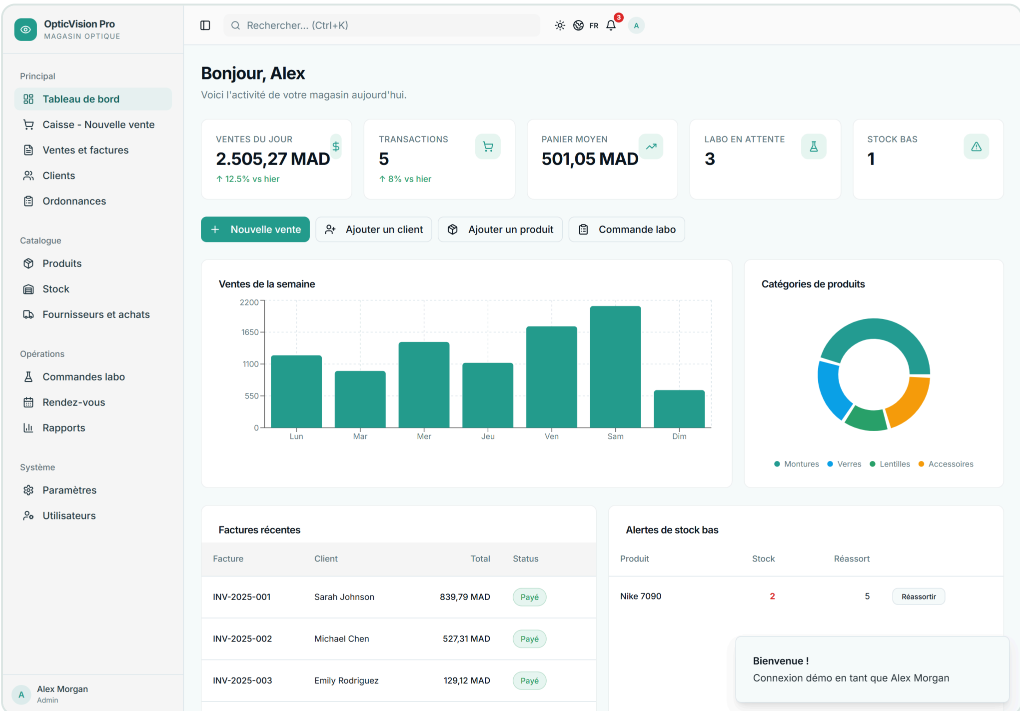
OpticPOS

OPTICAL STORE MANAGEMENT

User Guide

Everything you can do with the app, step by step, with pictures



Version 1.0.0 · Interface in French · Also available in English, Arabic, Spanish and German

What is in this guide

Read it front to back the first week, then use it to look things up. Every screen has its own short section: what it is for, and exactly which buttons to press.

How to read the instructions

Words in **bold** are exactly what you will see written on a button or a menu item in the app. The app speaks French, so the buttons are named in French — the explanations around them are in English.

SECTION 1

Starting the app

In short: OpticPOS runs in your web browser on this computer. There is nothing to log into online, and it works without an internet connection.

Opening OpticPOS every day

1. Double-click the OpticPOS start icon on the desktop (on Windows this is the file named **install-and-run-windows**).
2. A small black window opens with text in it. Leave it open — this is the app running. Closing it closes OpticPOS.
3. Your browser opens on the OpticPOS sign-in screen. If it does not open by itself, open your browser and type the address shown in the black window, usually **http://localhost:8080/**.

Make it one click

Once the app is open in the browser, bookmark the page. Every morning: start the app, then click your bookmark.

First-time installation

This is done once, by whoever sets up the computer:

1. Install Node.js from **nodejs.org** — choose the button labelled LTS and accept the default options.
2. Open the OpticPOS folder.
3. Double-click **install-and-run-windows** (or, on a Mac, run **install-and-run-mac-linux**).
4. Wait a few minutes the first time. When the browser opens on the sign-in screen, you are done.

If something goes wrong during installation

Ask your installer to run the built-in check — it reports exactly what is missing. Everything else in this guide assumes the app is already installed and starts normally.

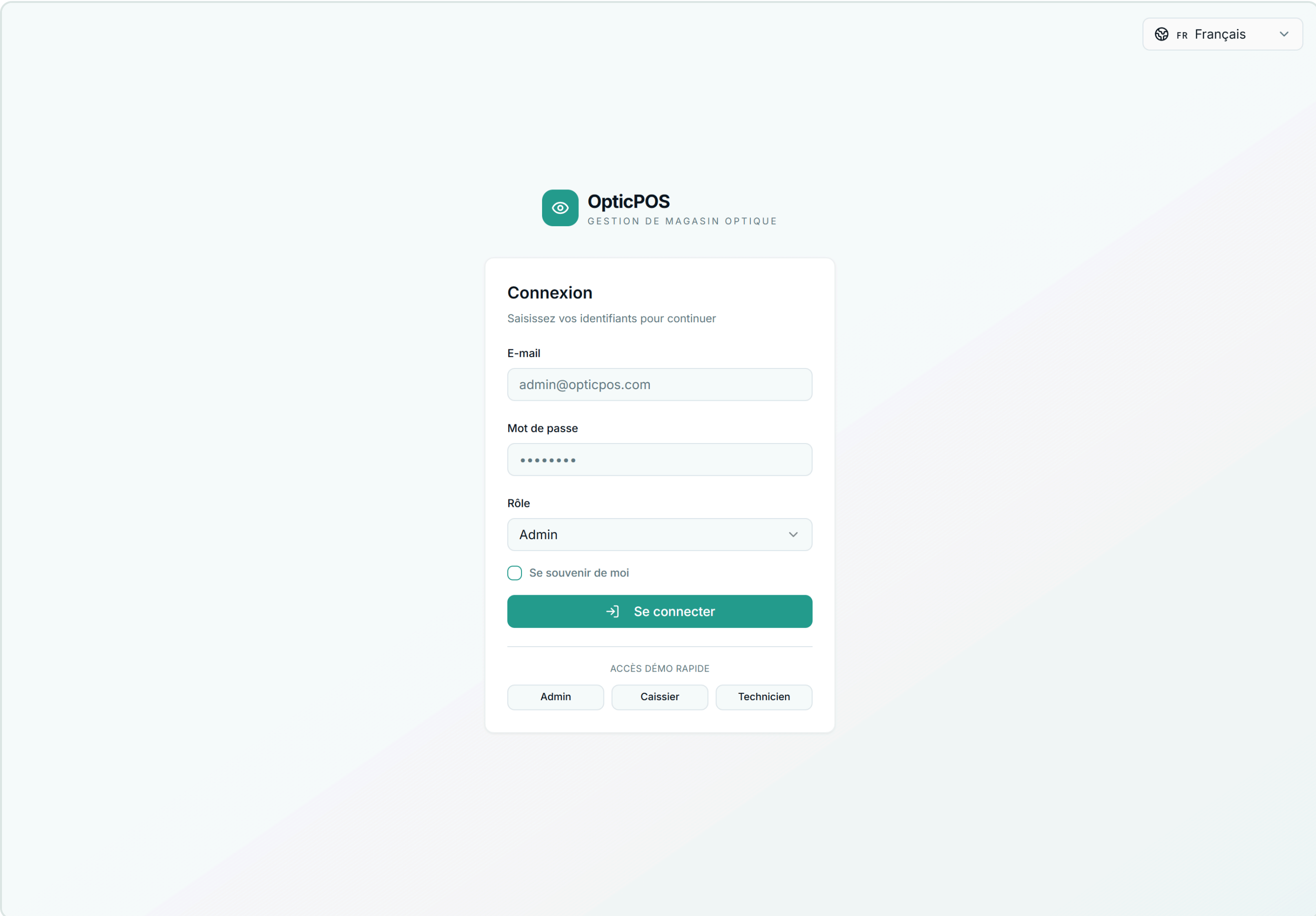
Closing down

Close the browser tab, then close the black window. Nothing is lost: everything you entered is saved automatically as you work.

SECTION 2

Signing in

In short: pick who you are, and the app shows only the screens that role needs.



The sign-in screen. The three buttons at the bottom are one-click access for each role.

The fastest way in

At the bottom of the card, under **Accès démo rapide**, click one of the three buttons:

Button	Who it signs you in as	What they can do
Admin	Alex Morgan	Everything, including reports, stock and settings
Caissier	Jordan Lee	The sales floor: checkout, sales, customers, prescriptions, diary
Technicien	Casey Wright	Lab work: lab orders, customers, prescriptions, diary

Signing in with your own details

1. Type your e-mail address in **E-mail**.

2. Type a password in **Mot de passe** (at least three characters).
3. Choose your job in **Rôle**: **Admin**, **Caissier** or **Technicien**.
4. Click **Se connecter**.

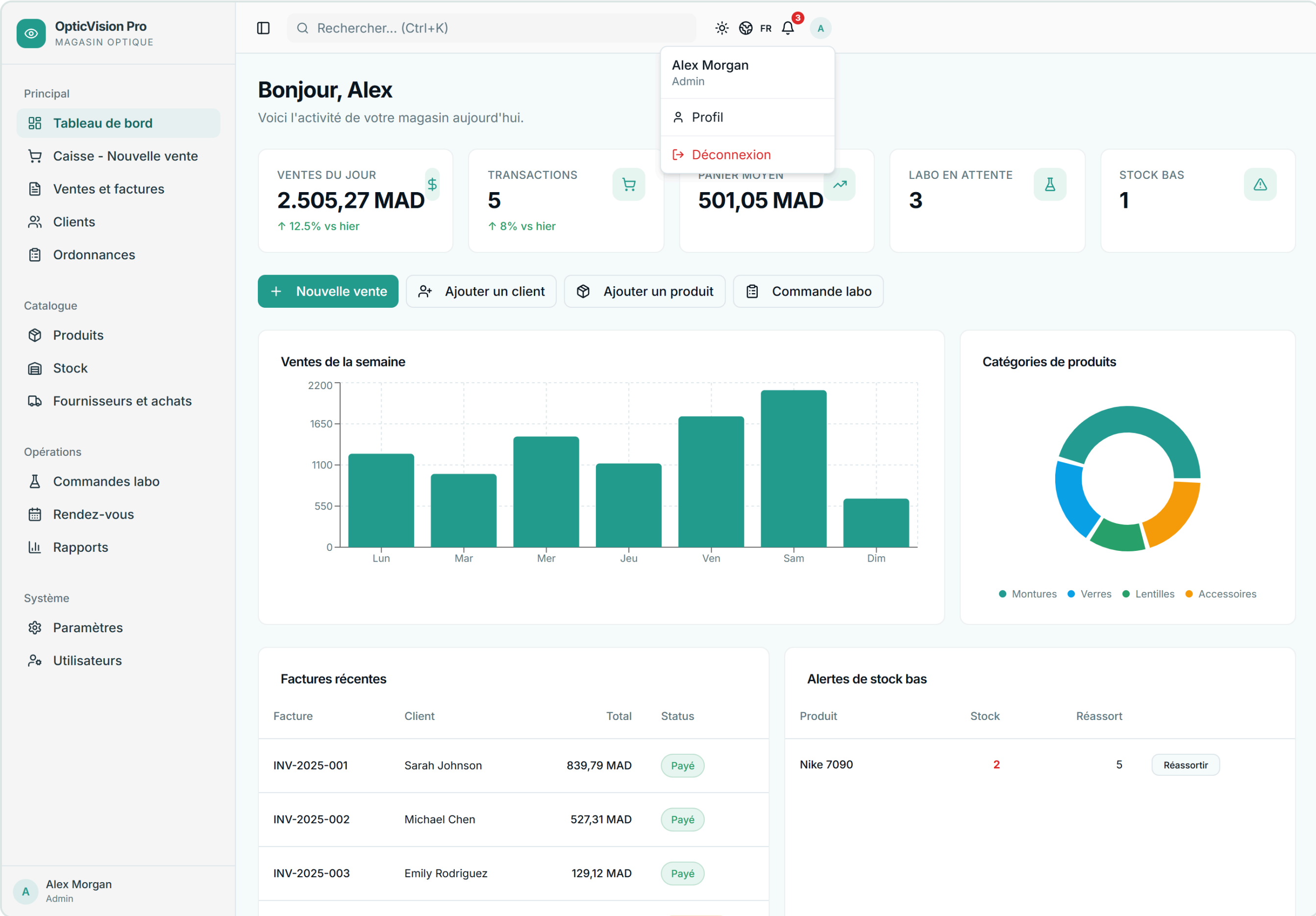
The app remembers you, so you will not have to sign in again every time you open it — until you sign out.

> **Important about passwords**
> In this version the password is not checked against anything, and anyone using this computer can choose the **Admin**
> role. Protect the computer itself (a Windows or Mac account password, locking the screen when you walk away), and do not leave the app open on a machine customers can reach.

Which role sees which screens

Screen	Admin	Caissier	Technicien
Tableau de bord (dashboard)	✓	✓	✓
Caisse - Nouvelle vente (checkout)	✓	✓	—
Ventes et factures (sales)	✓	✓	—
Clients (customers)	✓	✓	✓
Ordonnances (prescriptions)	✓	✓	✓
Produits (products)	✓	✓	—
Stock	✓	—	—
Fournisseurs et achats (suppliers)	✓	—	—
Commandes labo (lab orders)	✓	—	✓
Rendez-vous (appointments)	✓	✓	✓
Rapports (reports)	✓	—	—
Paramètres (settings)	✓	—	—
Utilisateurs (staff)	✓	—	—

Signing out



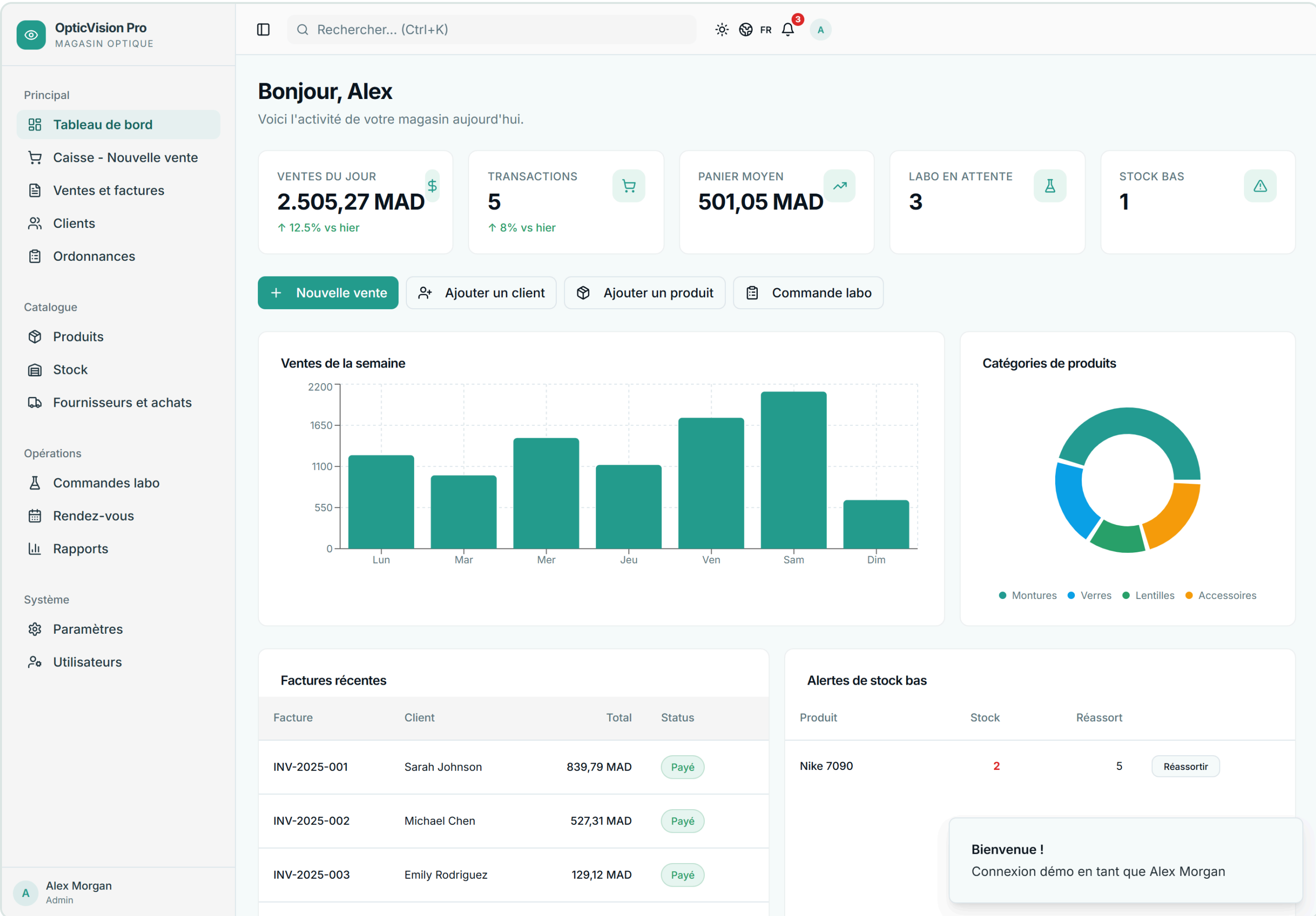
Click the round initial at the top right, then **Déconnexion** to sign out.

Signing out returns you to the sign-in screen. Nothing you entered is lost.

SECTION 3

Getting around

In short: the menu on the left never changes. Whatever you are doing, the next screen is one click away.



The layout: menu on the left, tool bar across the top, your work in the middle.

The menu on the left

It is grouped into four blocks so related screens sit together:

Group	Contains
Principal	Dashboard, checkout, sales, customers, prescriptions
Catalogue	Products, stock, suppliers and purchases
Opérations	Lab orders, appointments, reports
Système	Settings, staff accounts

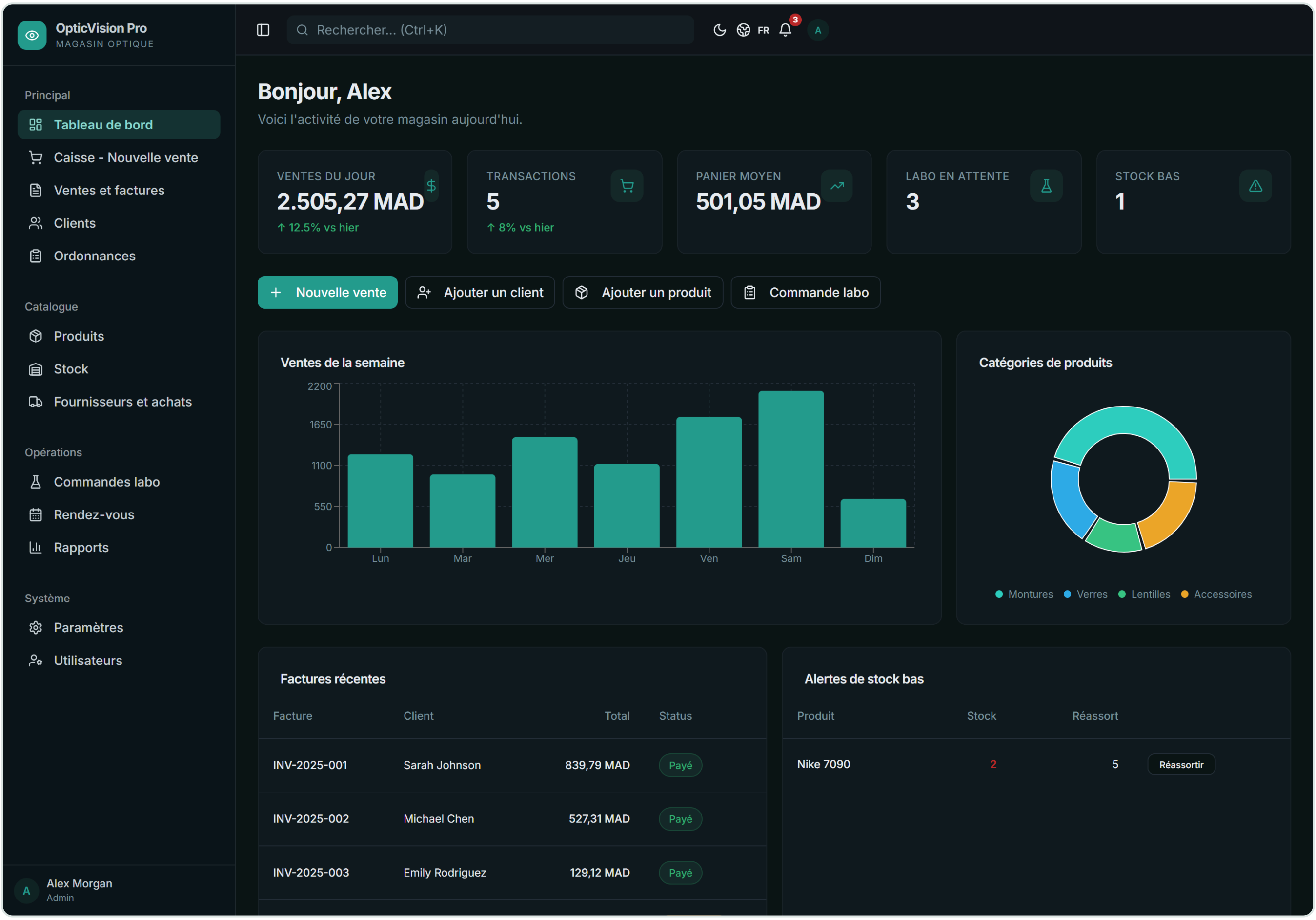
Your name and role are shown at the very bottom of the menu, so you always know who is signed in. Screens your role cannot use are simply not listed.

The tool bar at the top

Icon	What it does
Panel icon (far left)	Hides or shows the left menu, giving the checkout more room
Search box	Reserved for a future global search — it does not search yet
Moon / sun	Switches between the light and dark look
Globe + **FR**	Changes the language of the whole app
Bell	A sample notification badge; there is no notification list yet
Round initial	Your menu: **Profil** and **Déconnexion**

Light or dark

Click the moon to go dark, the sun to come back. Useful in a dimly lit consulting room or late in the day. Your choice is remembered.



The same dashboard in the dark look.

Changing language

Click the globe in the tool bar and pick a language. Five are built in: **Français**, **English**, **العربية**, **Español** and **Deutsch**. The whole app changes instantly and stays that way next time. Arabic also flips the layout right-to-left.

SECTION 4

Dashboard

In short: your opening screen every morning — how the store is doing, and what needs attention today.

The five figures at the top

Card	What it tells you
Ventes du jour	Money taken
Transactions	Number of sales
Panier moyen	Average value of a sale
Labo en attente	Lab orders not yet delivered
Stock bas	Products that need reordering

The four shortcut buttons

- **Nouvelle vente** — go straight to the checkout
- **Ajouter un client** — open the customer list to add someone
- **Ajouter un produit** — open the catalogue to add stock
- **Commande labo** — open the lab board

Lower down

- **Ventes de la semaine** — a bar per day of the week
- **Catégories de produits** — how your catalogue splits between frames, lenses, contacts and accessories
- **Factures récentes** — the latest invoices; click any line to open the full invoice
- **Alertes de stock bas** — products running out, with a **Réassortir** button that takes you to purchasing

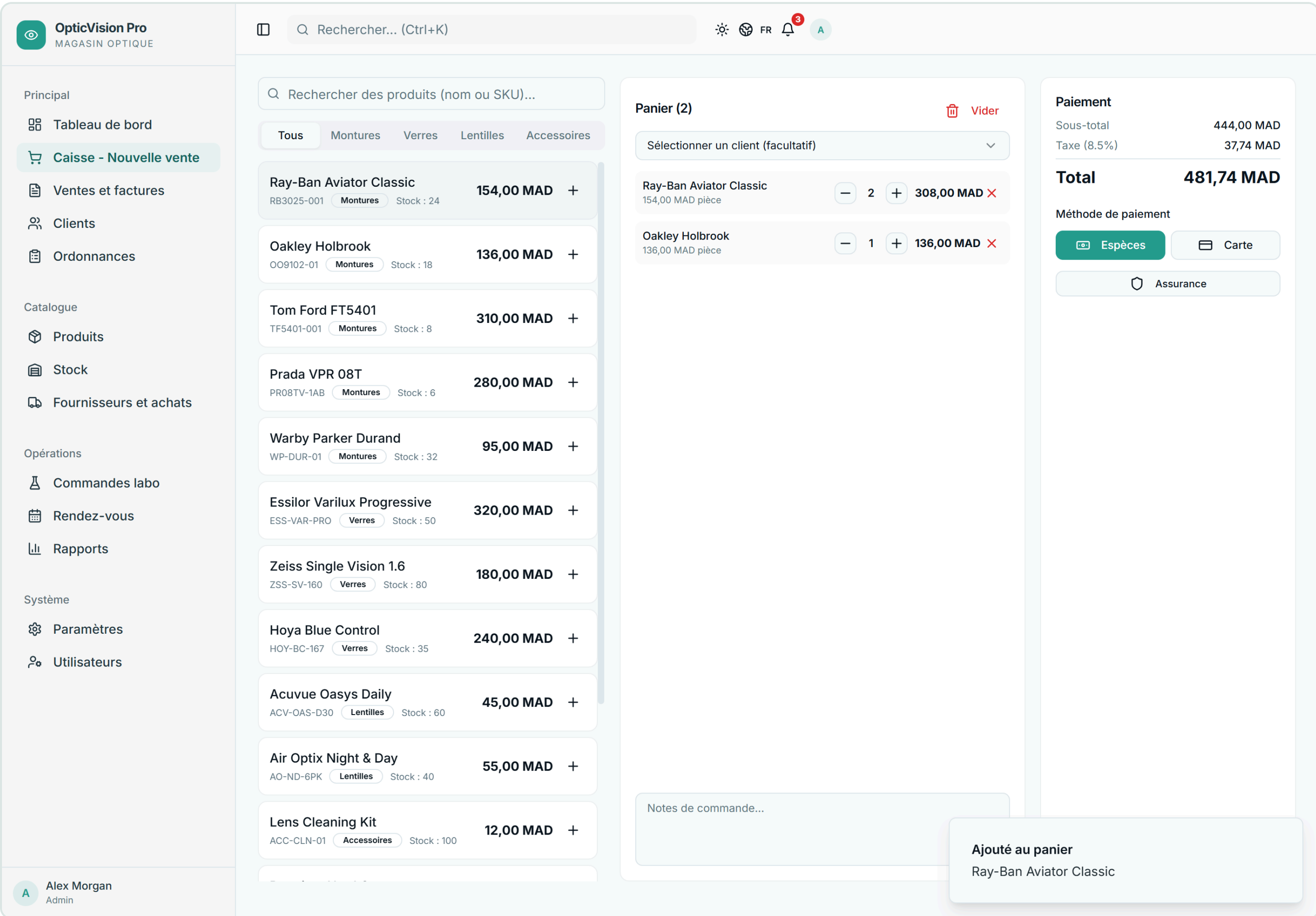
> **Two things to keep in mind**
> The weekly bar chart shows sample figures, not your real week. And the "today" totals actually add up every sale ever recorded, not only today's.

SECTION 5

Making a sale

In short: the till. Pick products, take the money, hand over the receipt.

Open **Caisse - Nouvelle vente**. The screen is in three columns: your products on the left, the basket in the middle, the money on the right.



Products (left), basket (middle), payment (right).

Step 1 — Put products in the basket

1. Find the product: type its name or code in the search box, or use the tabs **Tous**, **Montures** (frames), **Verres** (lenses), **Lentilles** (contacts), **Accessoires**.
2. Click the product. It appears in the basket. Click it again to add a second one.
3. Adjust the quantity with the − and + buttons in the basket.
4. Remove one line with the red ×, or empty the whole basket with **Vider**.

Products that are out of stock are hidden from the list, so you cannot sell what you do not have.

Step 2 — Attach the customer (optional)

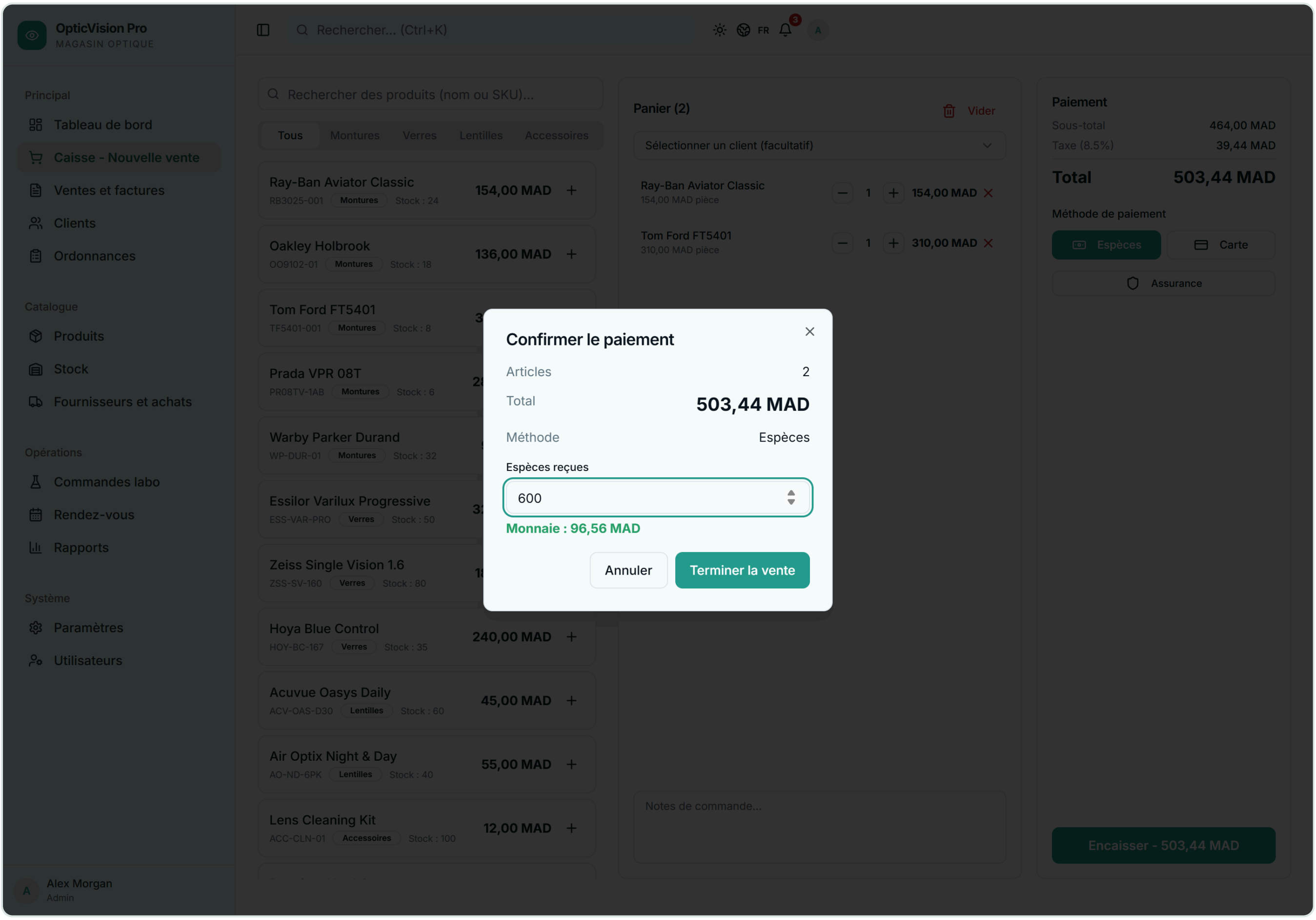
Use **Sélectionner un client (facultatif)** above the basket to link the sale to a customer, so it appears in their history. You can also type anything useful in **Notes de commande**.

Step 3 — Check the total

The right-hand panel adds it up for you: **Sous-total**, then **Taxe** at the rate set in Settings, then the **Total**.

Step 4 — Take the payment

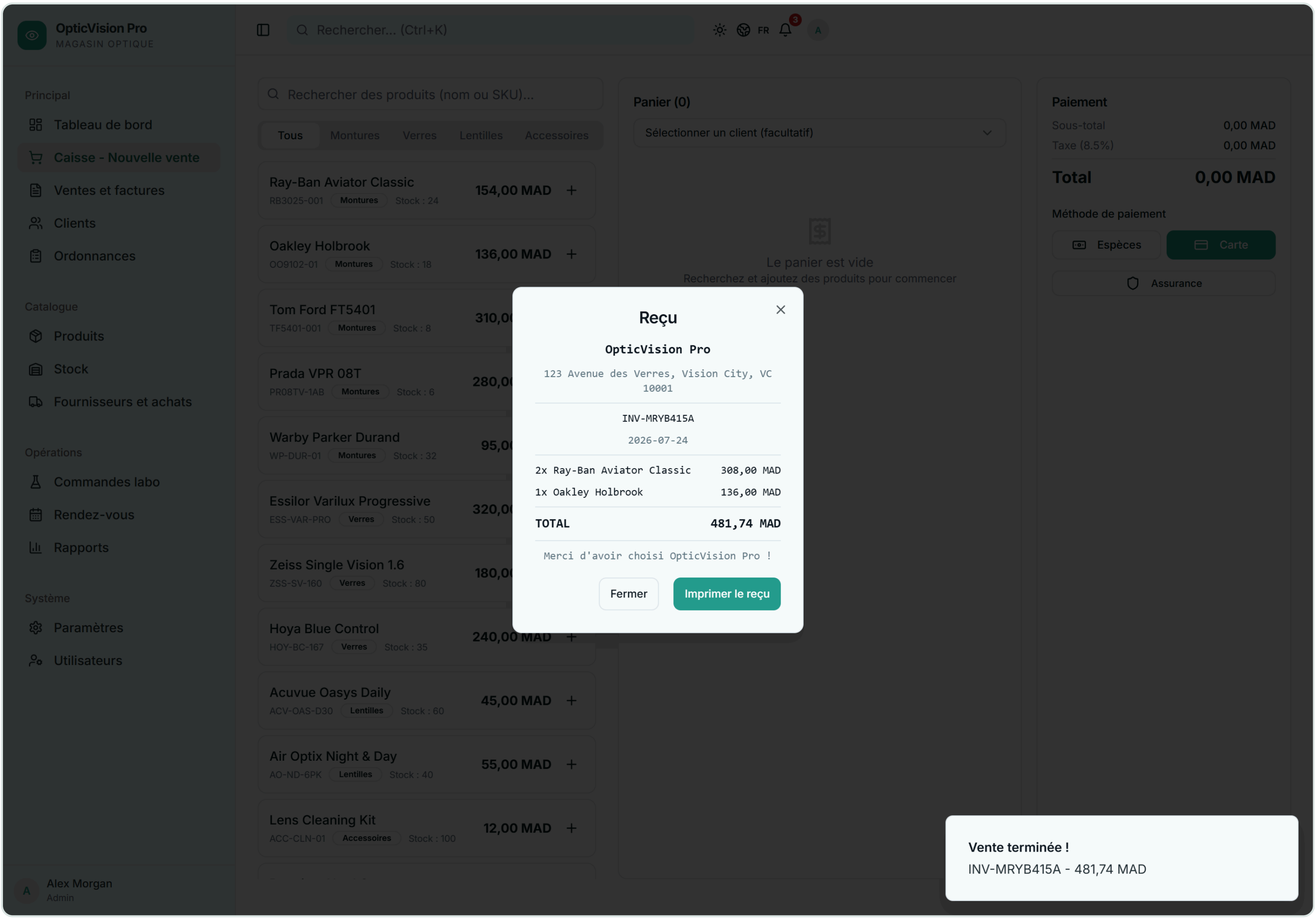
1. Choose **Espèces** (cash) or **Carte** (card).
2. If the customer has insurance cover, click **Assurance** and type the percentage covered (0 to 100). The discount is taken off the total straight away.
3. Click the big **Encaisser** button, which shows the amount due.



Paying in cash: type what the customer handed over and the change is worked out for you.

1. For cash, type the amount received in **Espèces reçues**. The change appears in green next to **Monnaie**. The finish button stays greyed out until the amount covers the total.
2. Click **Terminer la vente**.

Step 5 — The receipt



The receipt uses your store name, address and thank-you message from Settings.

The sale is saved, the basket empties, and the receipt appears. Click **Fermer** to go back to the till, or **Imprimer le reçu**.

What this version does and does not do

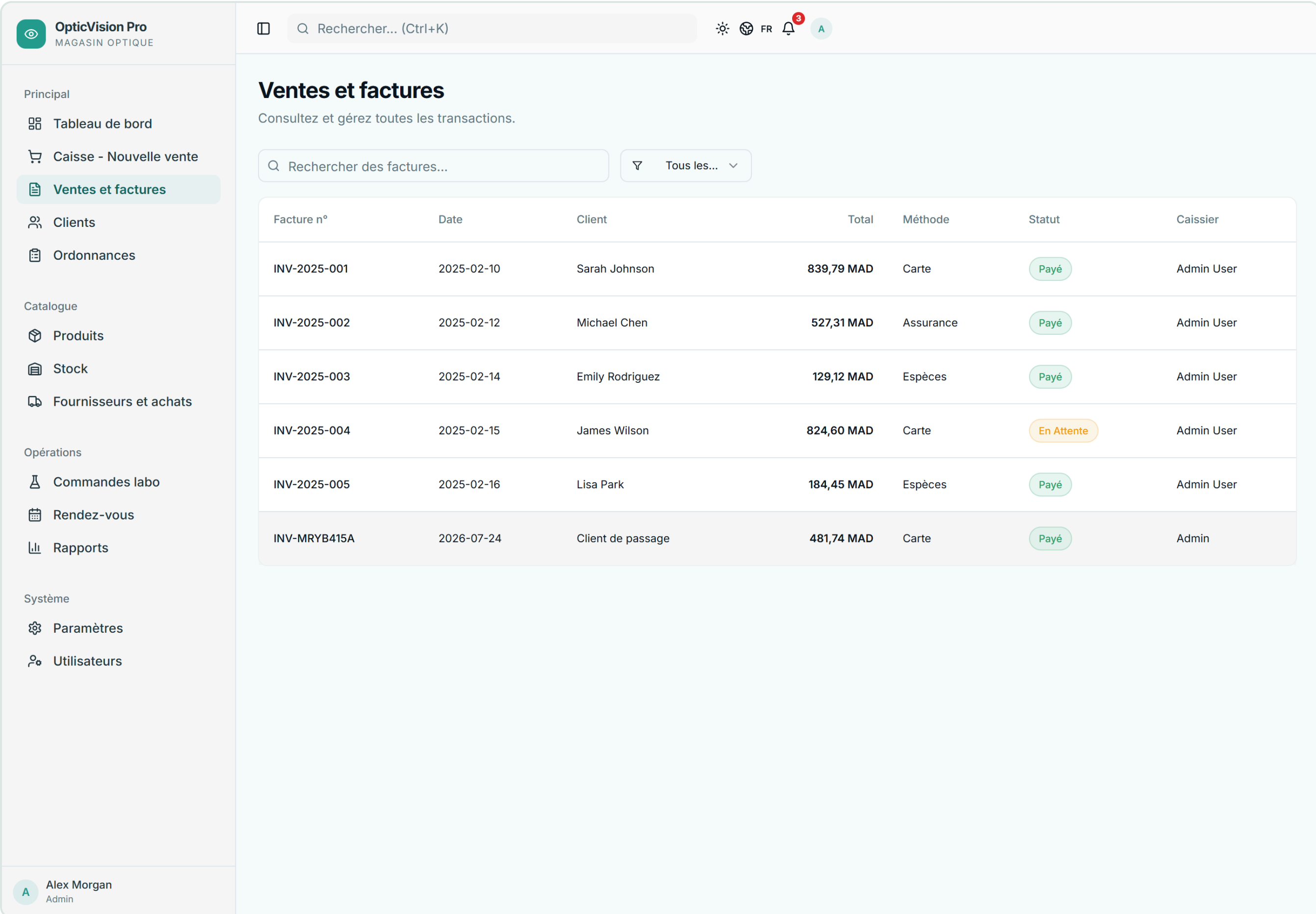
- The basket survives if the page is refreshed or the computer restarts — nothing is lost mid-sale.
- Selling does **not** reduce the stock count. Adjust stock yourself on the **Stock** screen.
- **Imprimer le reçu** confirms on screen but does not send anything to a printer yet.
- Card payments are recorded, but no card machine is connected.
- Every sale is recorded against the name **Admin**, whoever is signed in.

SECTION 6

Sales and invoices

In short: every sale you have ever made, searchable, with reprints and refunds.

Open **Ventes et factures**.

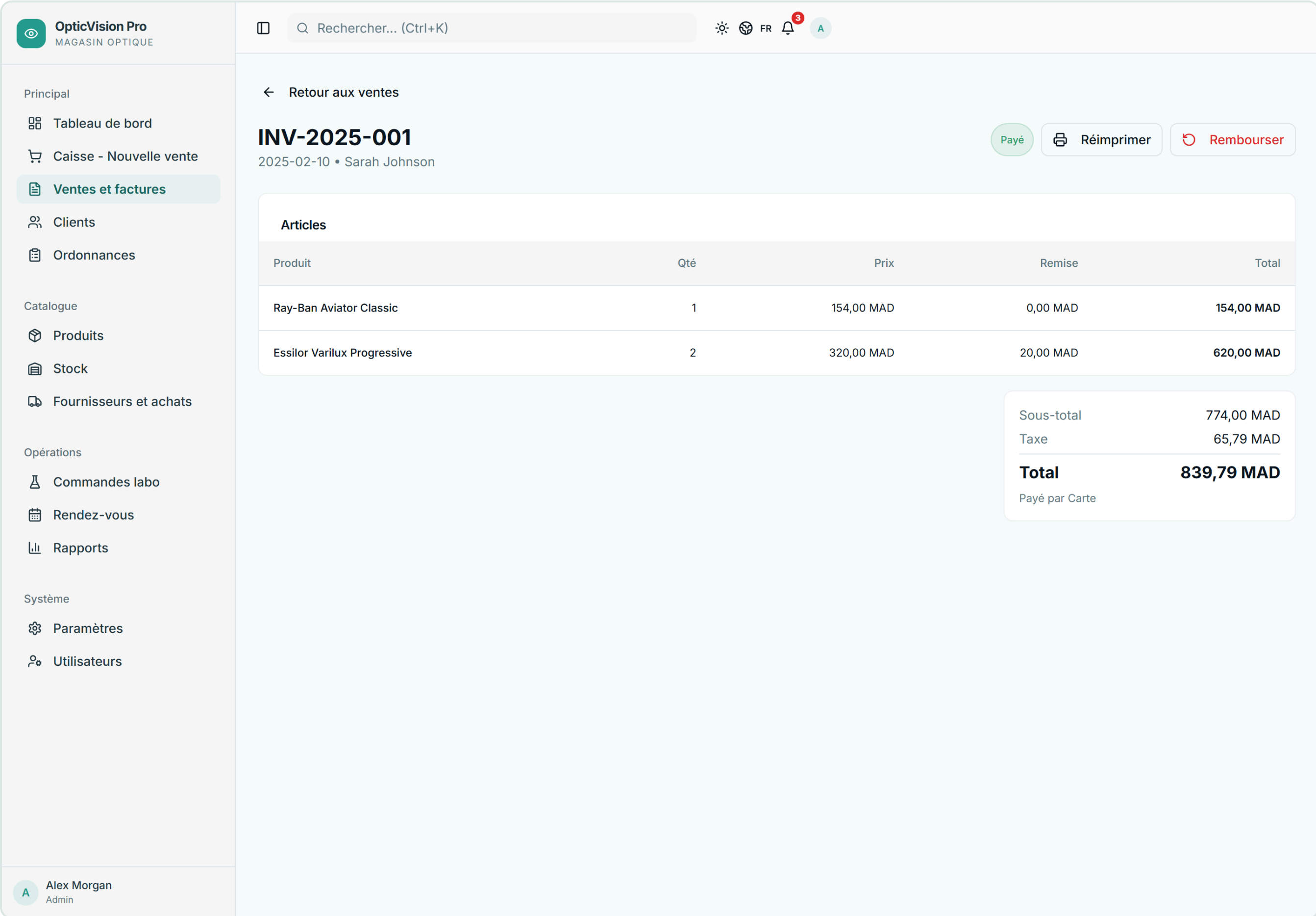


Search by invoice number or customer name, and filter by payment status.

Finding a sale

- Type an invoice number or a customer name in the search box.
- Or filter by status: **Payé** (paid), **En attente** (pending), **Partiel** (part paid), **Remboursé** (refunded).
- Click any line to open the full invoice.

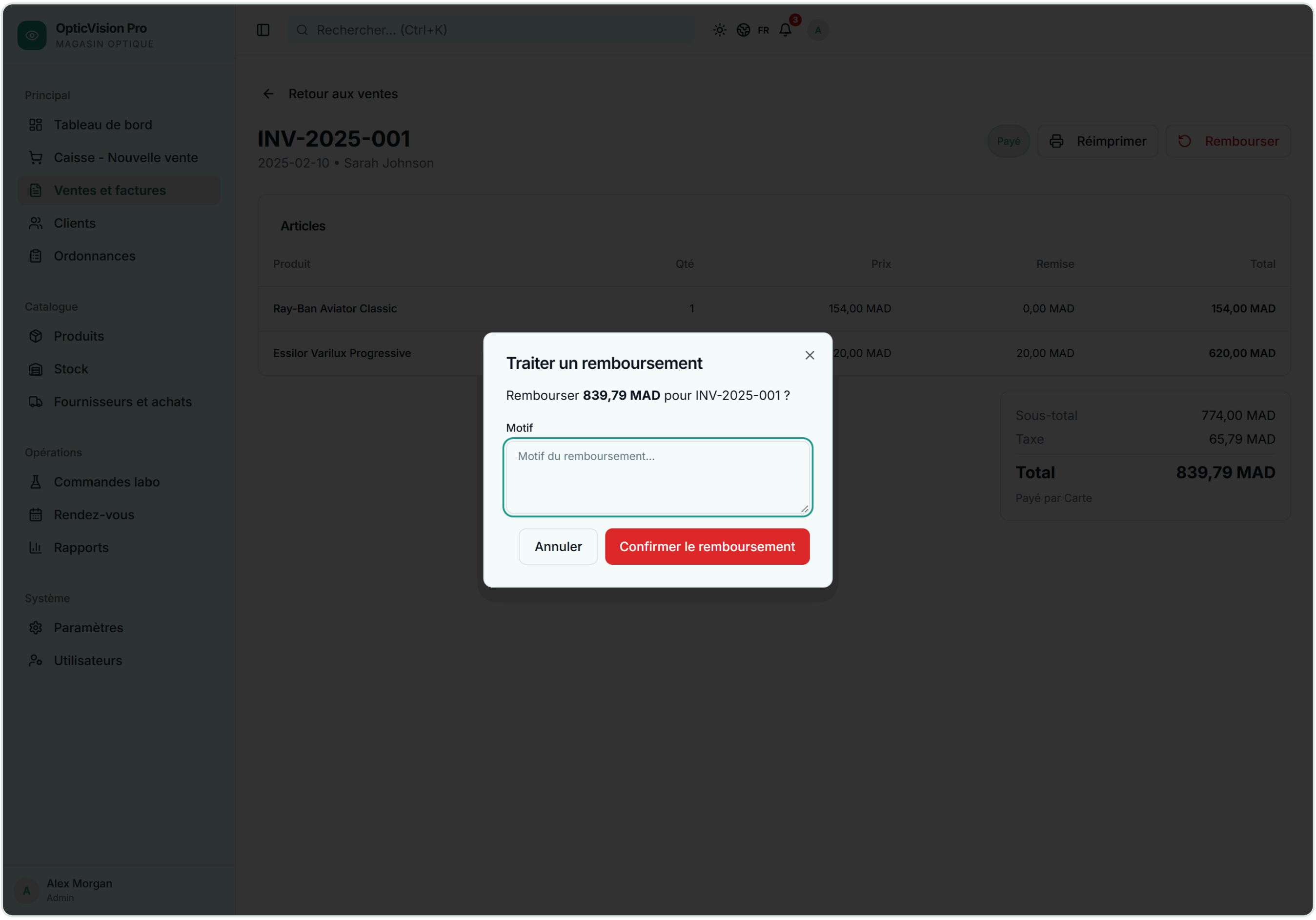
The invoice page



Everything on one page: items, quantities, prices, tax, total, and the customer.

From here you can click **Réimprimer le reçu** to show the receipt again.

Refunding a sale



Refunding asks for a reason before it confirms.

1. Open the invoice.
2. Click **Rembourser**.
3. Type the reason for the refund.
4. Confirm.

The invoice is now marked **Remboursé** and stays in your history — nothing is deleted.

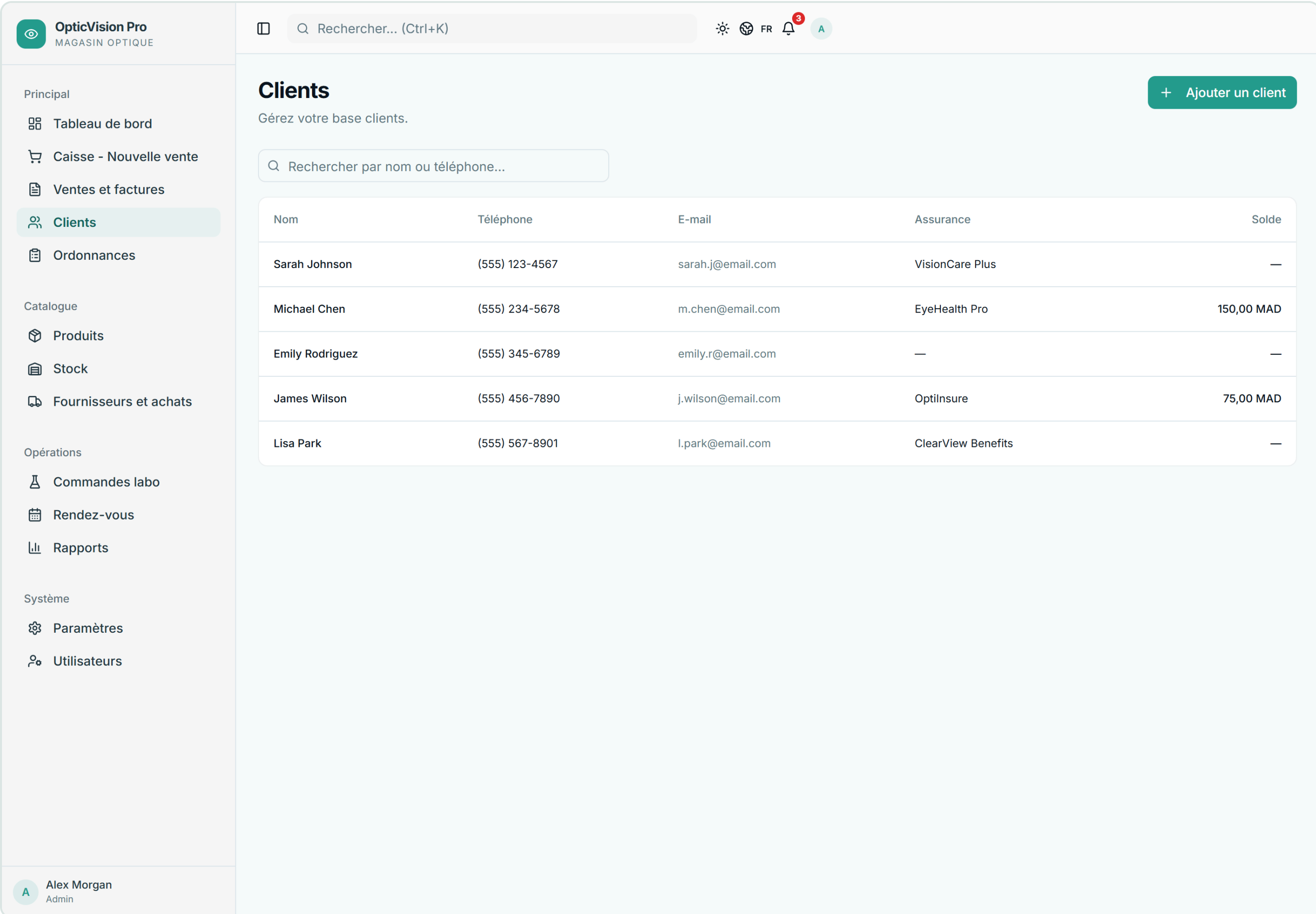
> **What a refund does not do**
> It marks the invoice as refunded. It does not put the item back into stock, does not move any real money, and the reason you typed is not kept on the record. Handle the cash and the stock count yourself.

SECTION 7

Customers

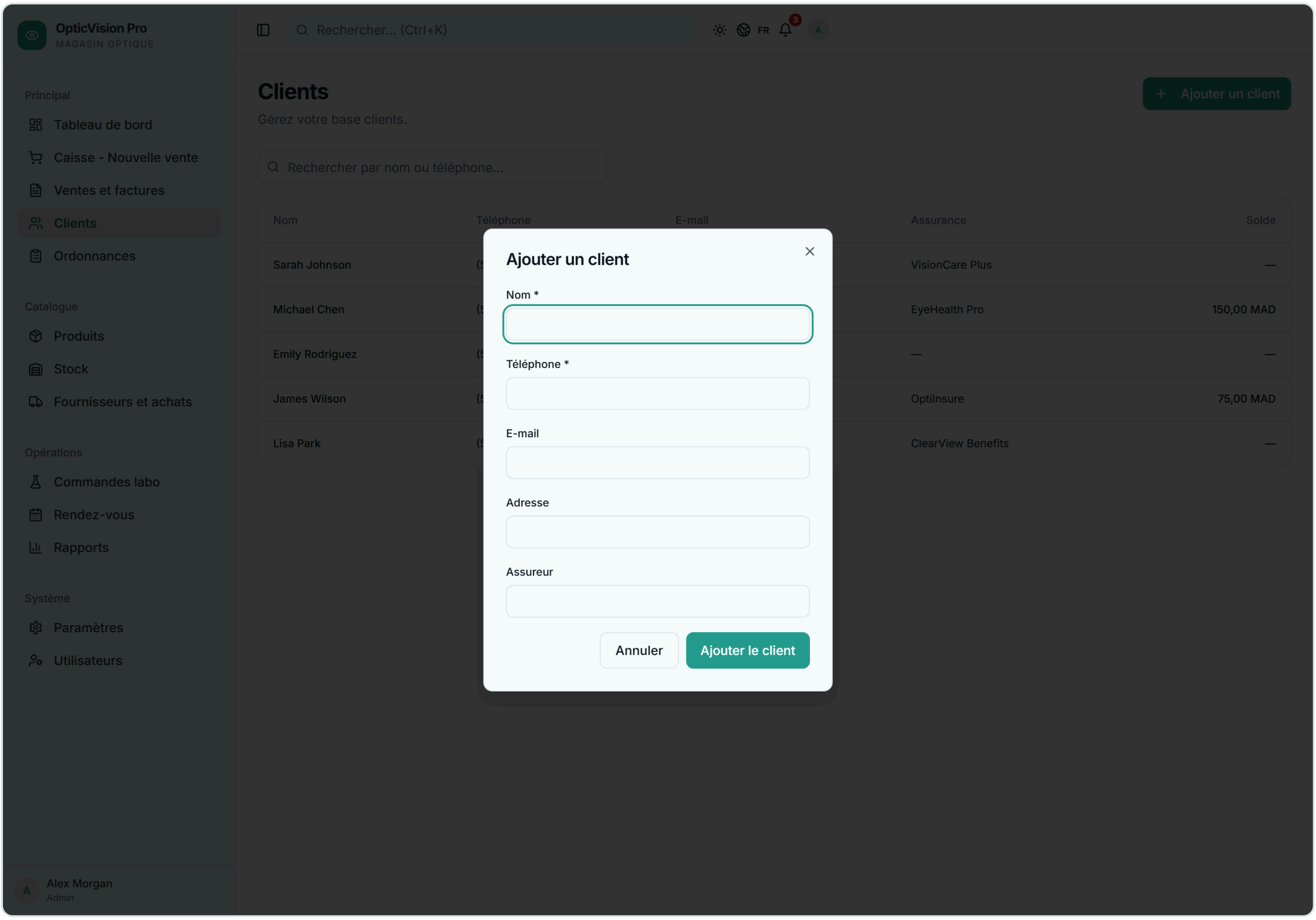
In short: your client book — contact details, insurance, what they bought, their prescriptions and their appointments, all in one place.

Open **Clients**.



Search by name or phone number, then click a line to open the record.

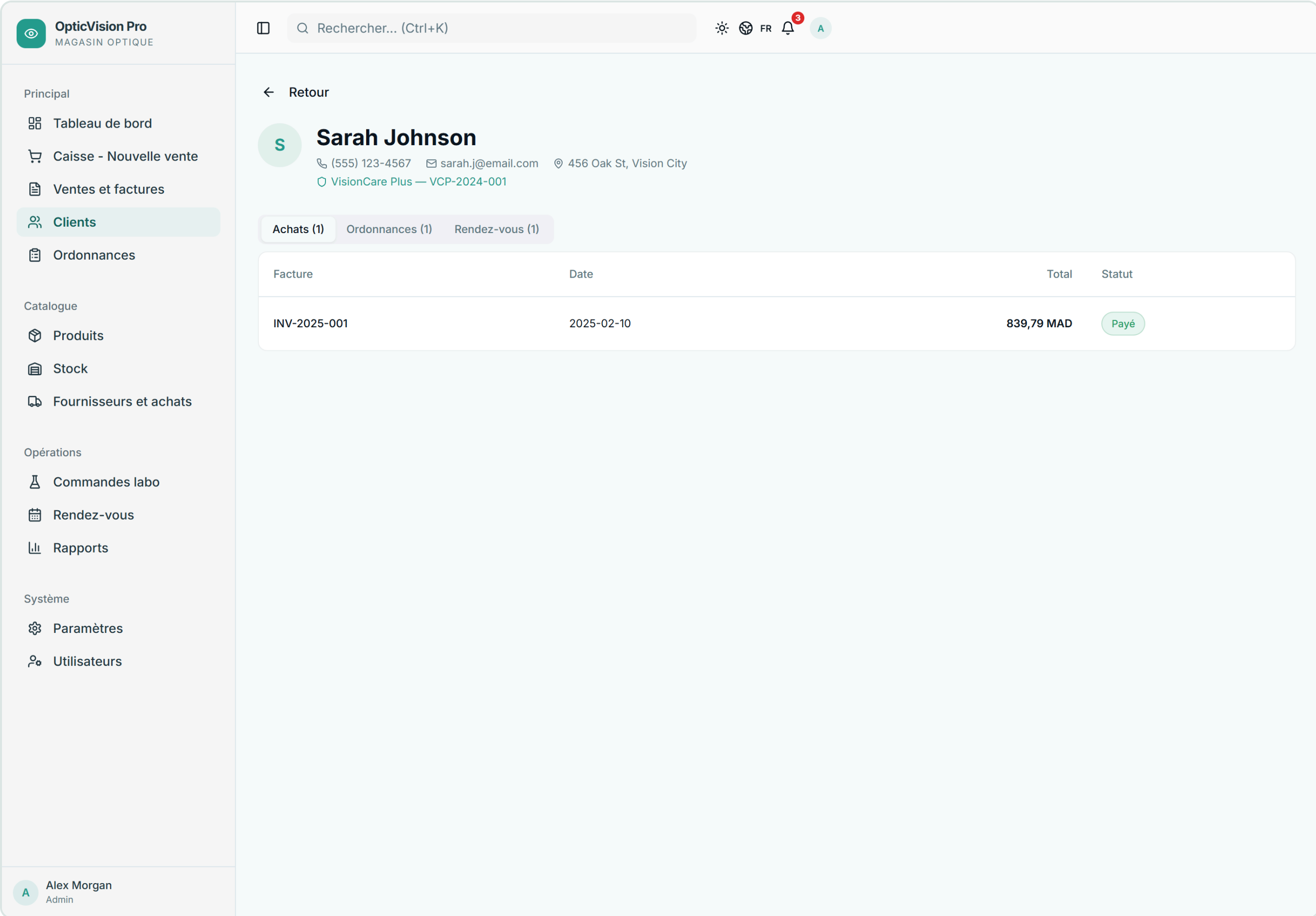
Adding a customer



The new-customer form. Only the name is required.

1. Click **Ajouter un client**.
2. Fill in the name (required), plus e-mail, phone, address, insurer and any notes.
3. Click **Ajouter le client**.

The customer record



Contact details and balance at the top; purchases, prescriptions and appointments in tabs.

The tabs show everything linked to that person:

- **Achats** — every invoice; click one to open it
- **Ordonnances** — their recorded prescriptions
- **Rendez-vous** — their past and upcoming appointments

The record also shows their insurer and any outstanding balance.

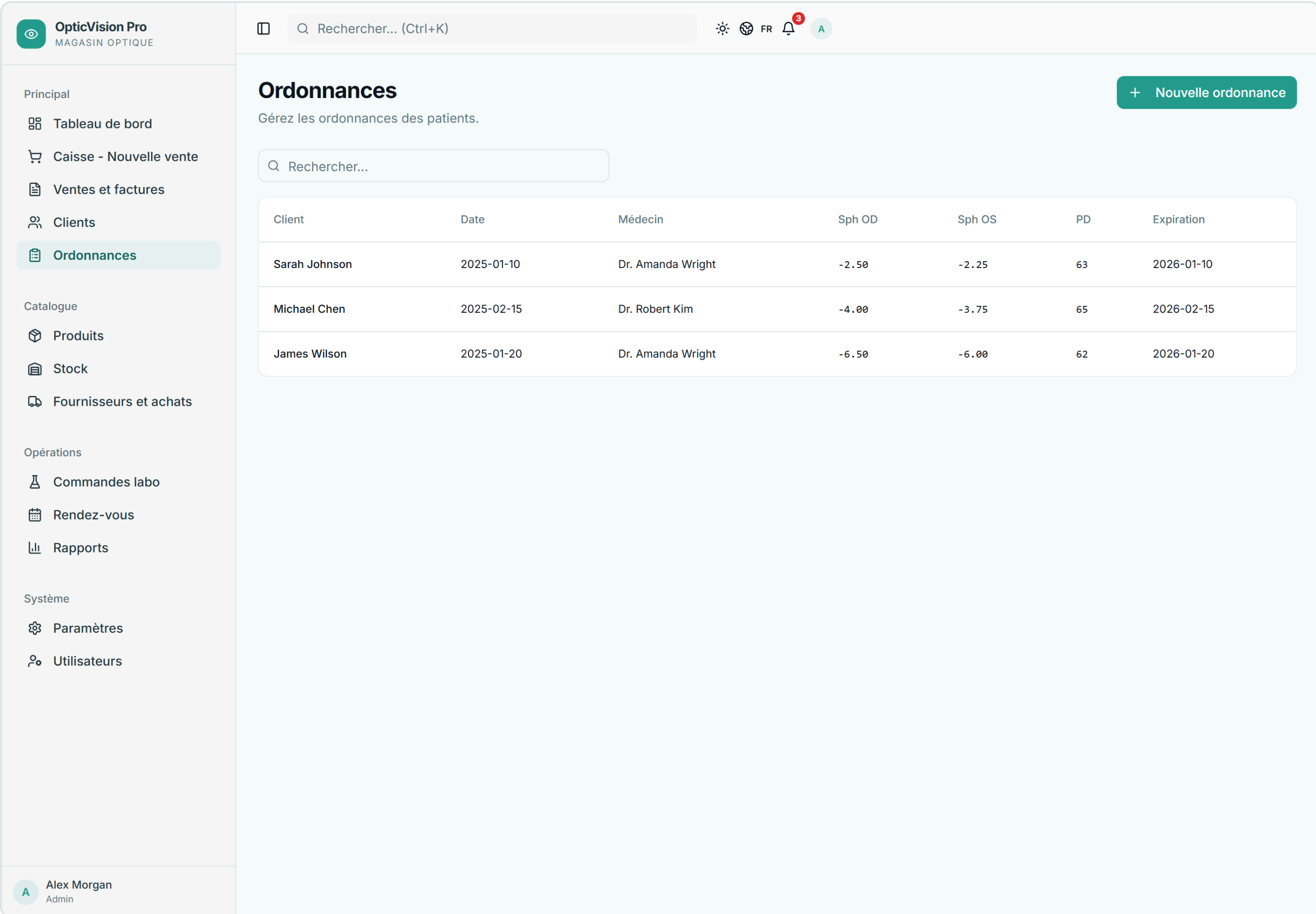
> **Note**
>
> Customer records cannot be edited or deleted in this version, and the app does not warn you if you enter the same person twice — search before you add.

SECTION 8

Prescriptions

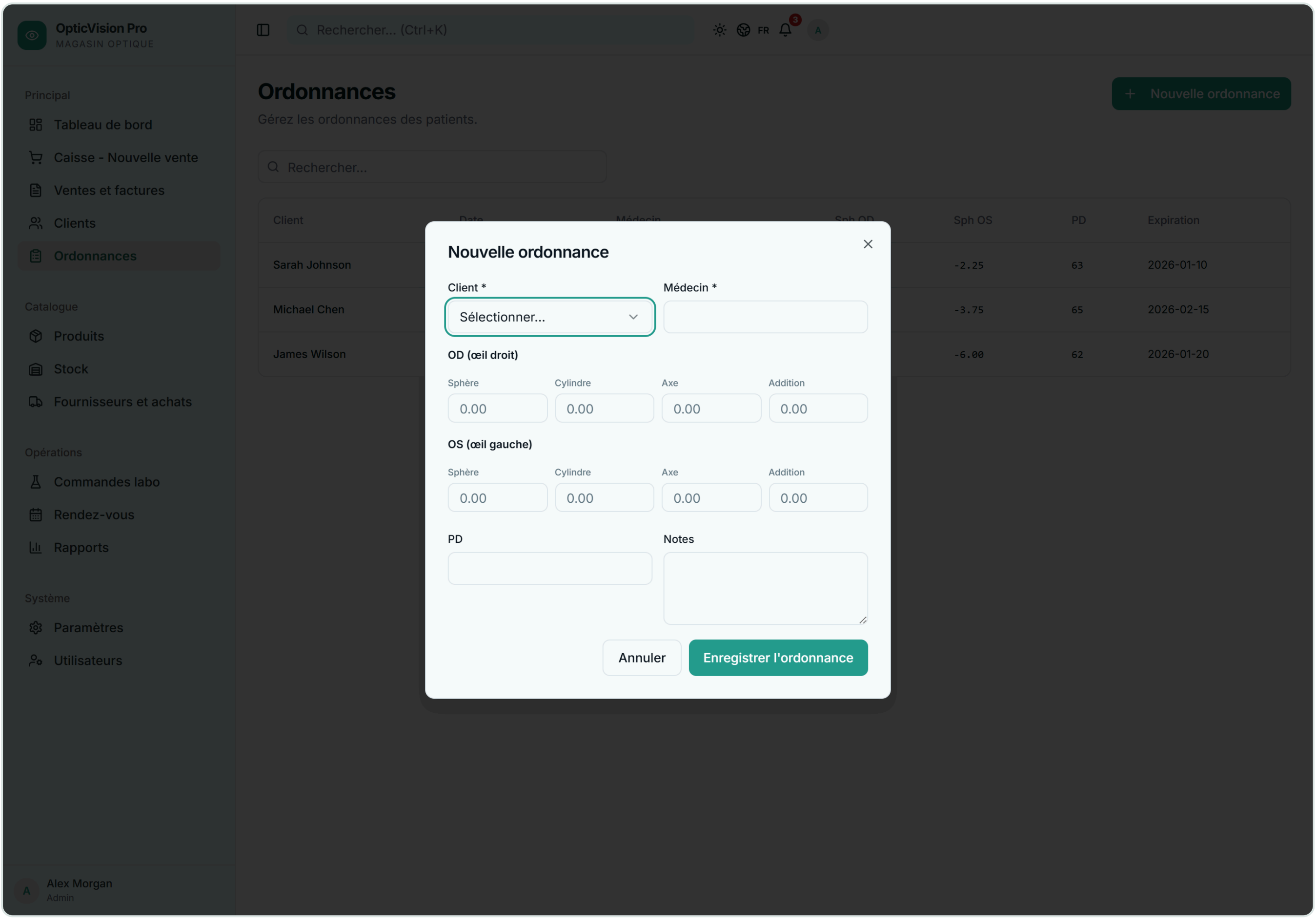
In short: where eye measurements are recorded, so the right lenses are ordered and the record follows the customer.

Open **Ordonnances**.



Customer, date, doctor, right and left sphere, pupillary distance and expiry at a glance.

Recording a prescription



The form follows the usual layout: right eye (OD) above, left eye (OS) below.

1. Click **Nouvelle ordonnance**.
2. Choose the customer and type the prescribing doctor (both required).
3. Enter the issue date and the expiry date.
4. Fill in the right eye (**OD**) and the left eye (**OS**): sphere, cylinder, axis, addition.
5. Add the pupillary distance (**PD**) and any notes.
6. Click **Enregistrer l'ordonnance**.

Once saved, the prescription appears on the customer's record and can be picked when you create a lab order — so the measurements are copied to the lab instead of re-typed.

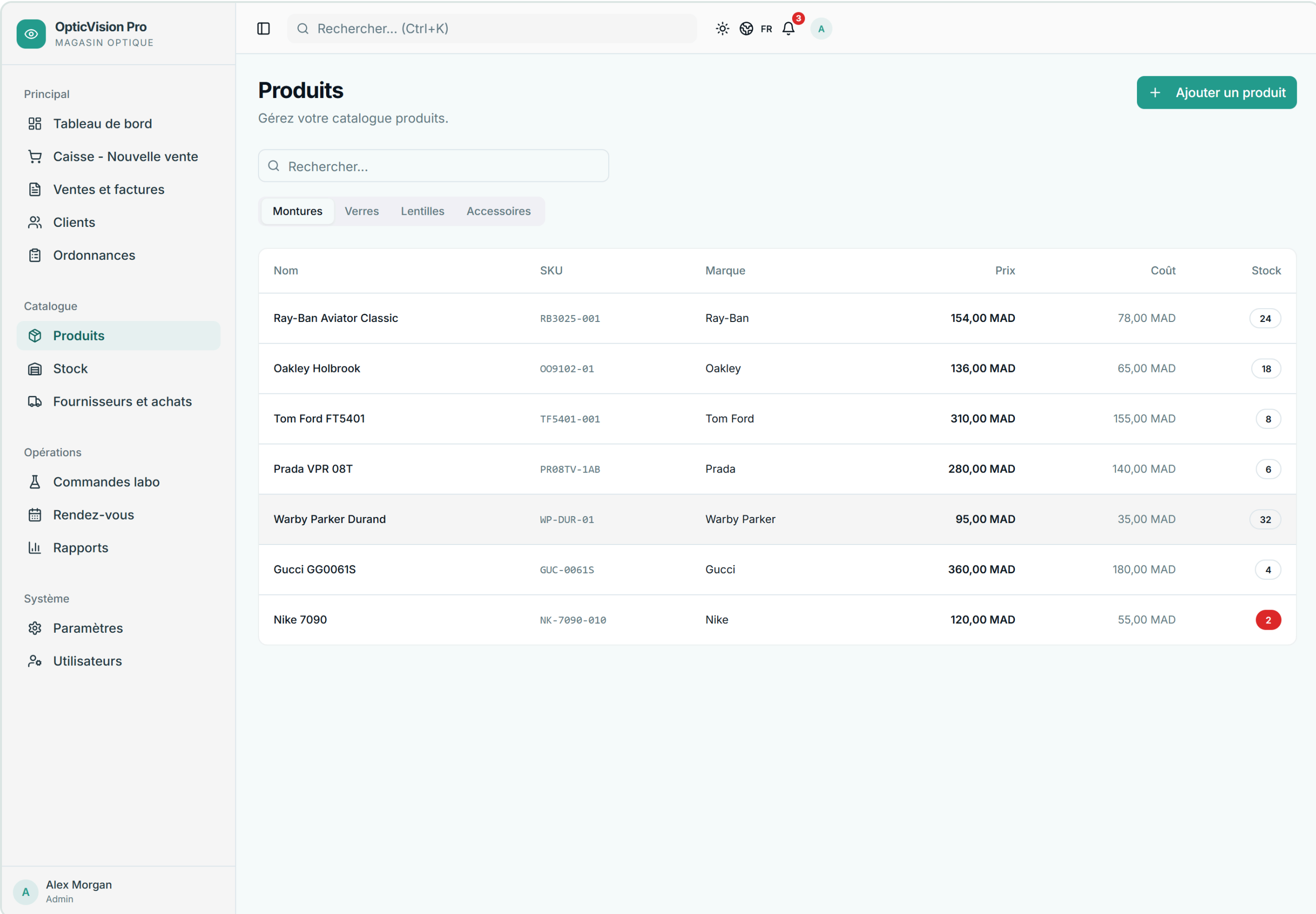
> **Always double-check what you type**
> The app accepts whatever values you enter: it does not check that they fall in a plausible range, that the dates are in the right order, or that a prescription has expired when you sell against it. The reading you type is the reading the lab gets.

SECTION 9

Products

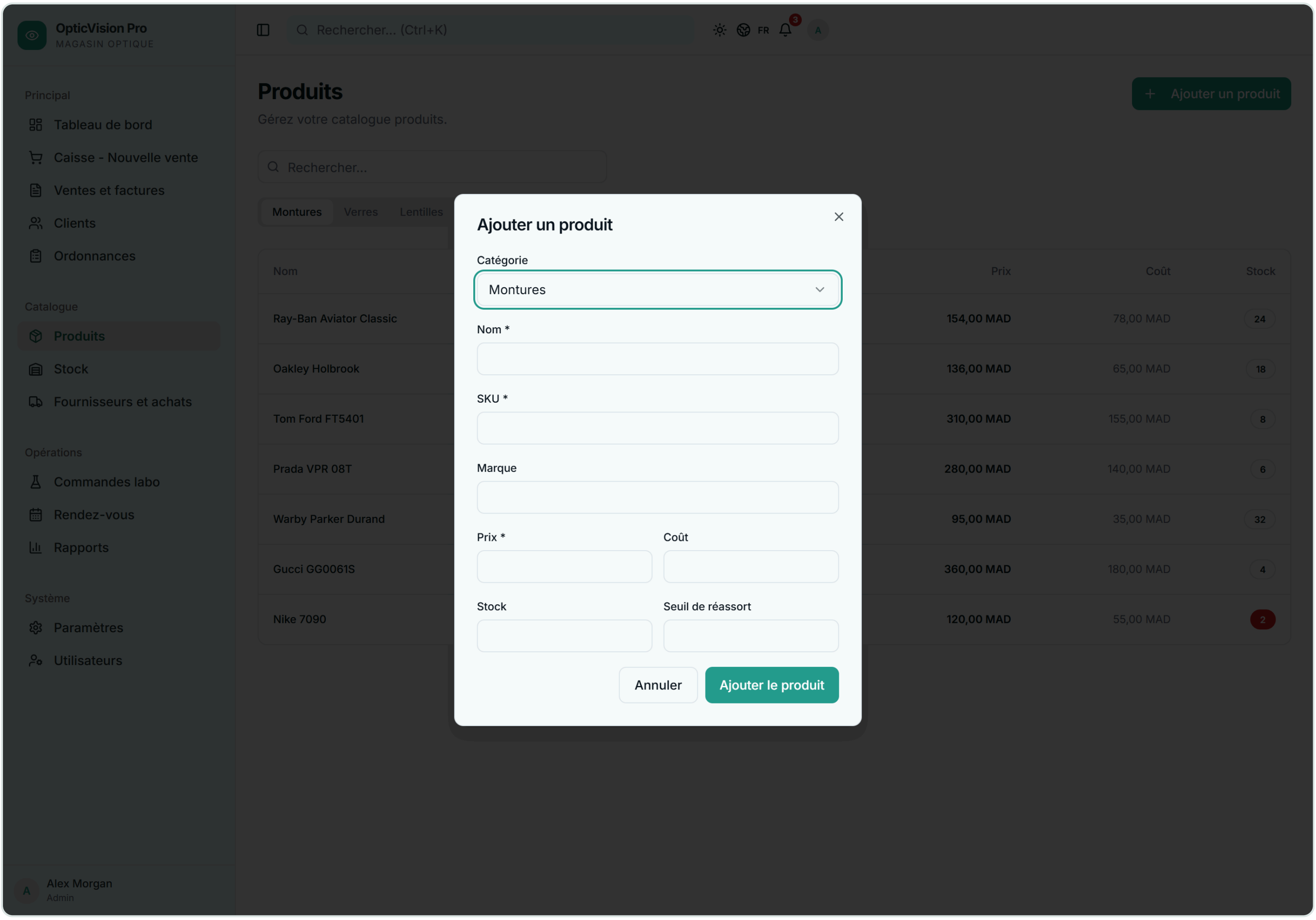
In short: your catalogue. Anything you want to sell at the till has to be in here first.

Open **Produits**. Products sit in four tabs: **Montures** (frames), **Verres** (lenses), **Lentilles** (contact lenses) and **Accessoires**.



Each tab lists name, code, brand, selling price, cost price and stock on hand.

Adding a product



The new-product form.

1. Open the right tab for the type of product.
2. Click **Ajouter un produit**.
3. Confirm the category.
4. Fill in the name, code (SKU), brand, description, selling price, cost price, quantity in stock, and the level at which you want to be warned to reorder.
5. Click **Ajouter le produit**.

Name, code and selling price are required. The cost price is what feeds the stock-value report, so it is worth filling in.

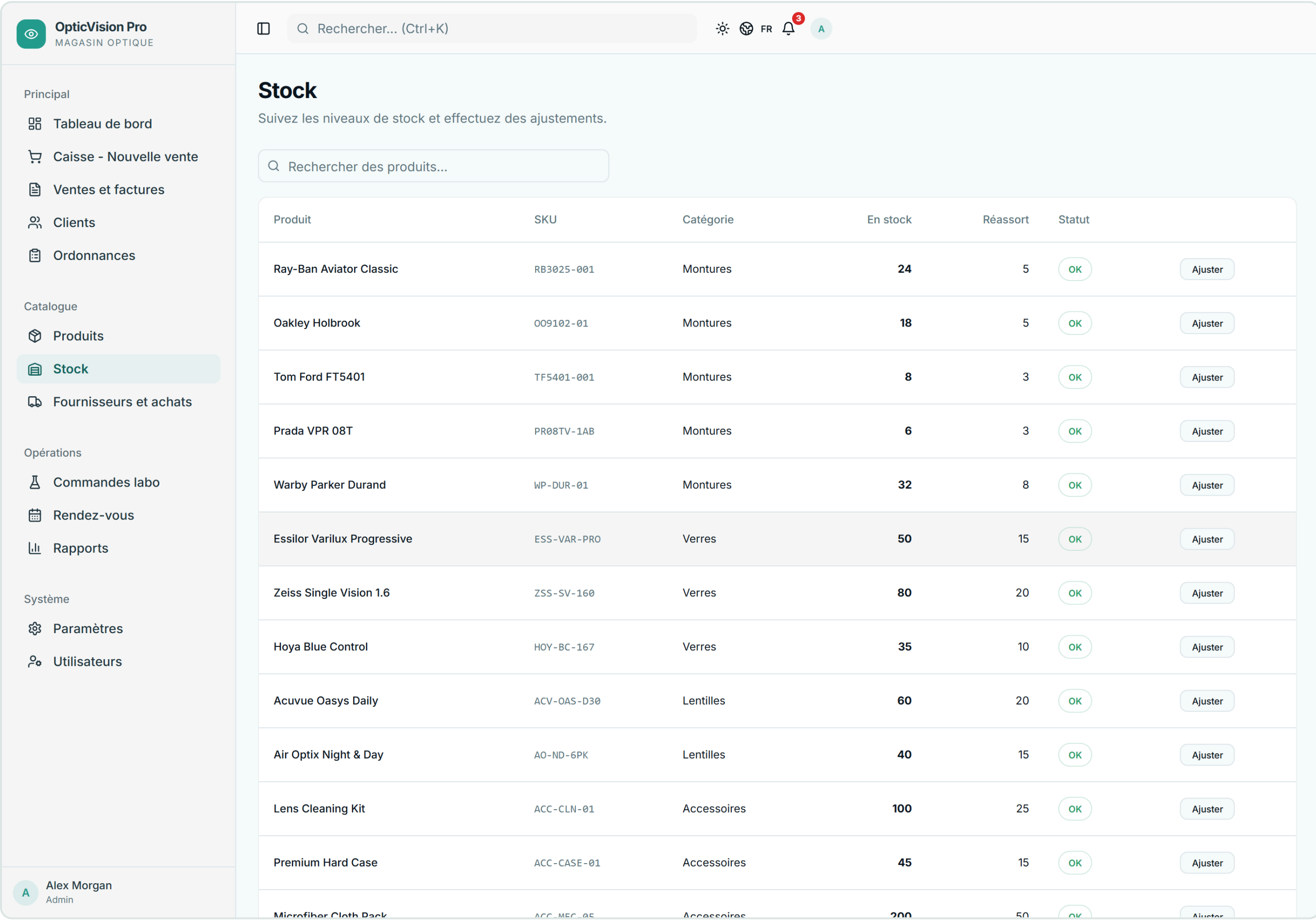
> **Note**
> Products can be added and viewed, but not edited or deleted in this version. Enter the details carefully the first time.

SECTION 10

Stock

In short: what you have on the shelf, what is running out, and how to correct the numbers after a count.

Open **Stock** (Admin only).

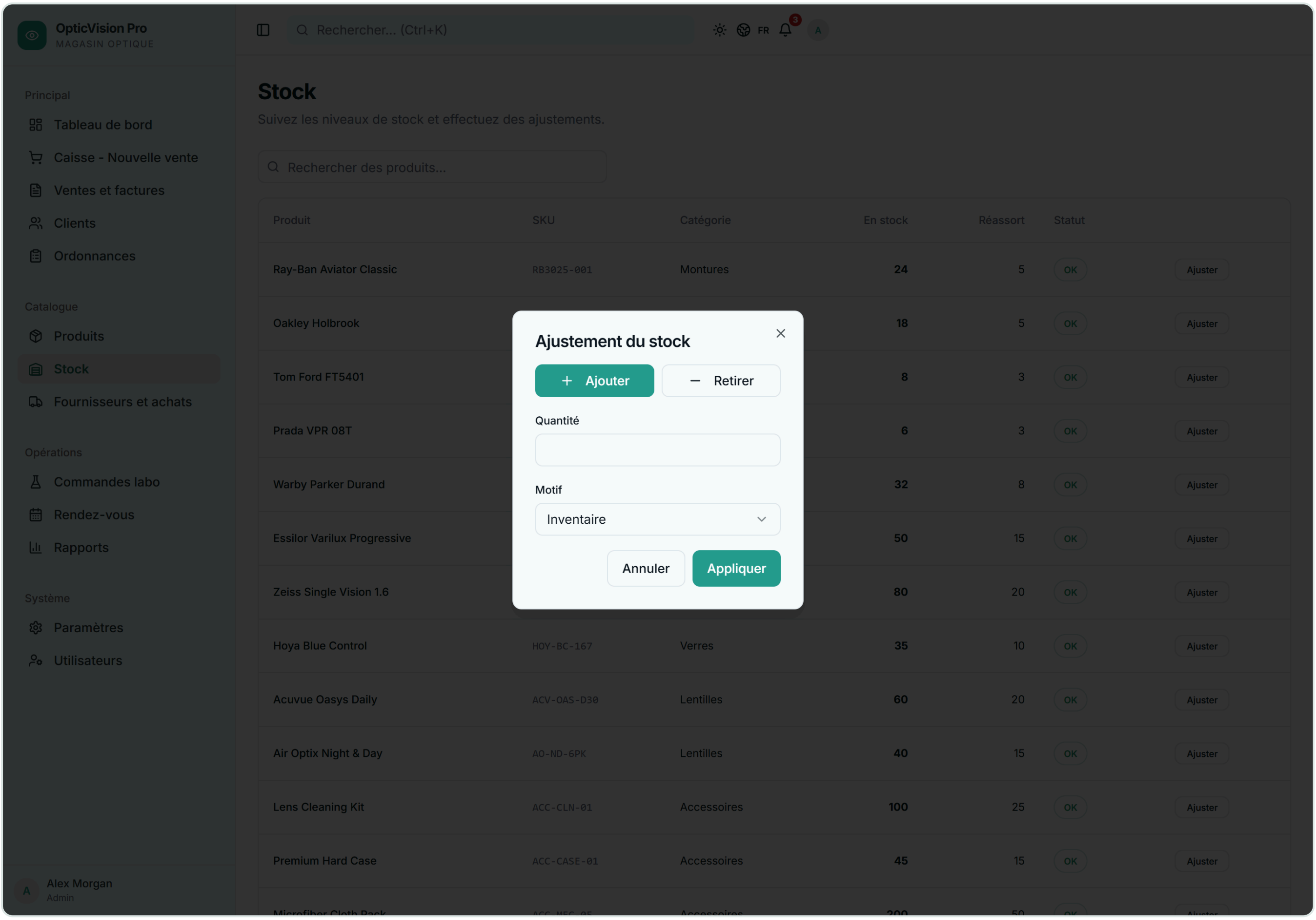


Every product with its stock level and a status label.

Reading the labels

Label	Meaning
En stock	Healthy quantity
Stock bas	At or below your reorder level — time to order more
Rupture	None left; the product is hidden from the till

Correcting a quantity



Adjusting stock: add or remove, say how many, and say why.

1. Click **Ajuster** on the product's line.
2. Choose whether you are adding or removing.
3. Type the quantity.
4. Pick the reason: **Inventaire** (stock count), **Dommage** (damaged), **Retour** (returned), **Autre** (other).
5. Click **Appliquer**.

Stock can never go below zero, so a typo cannot push a product negative.

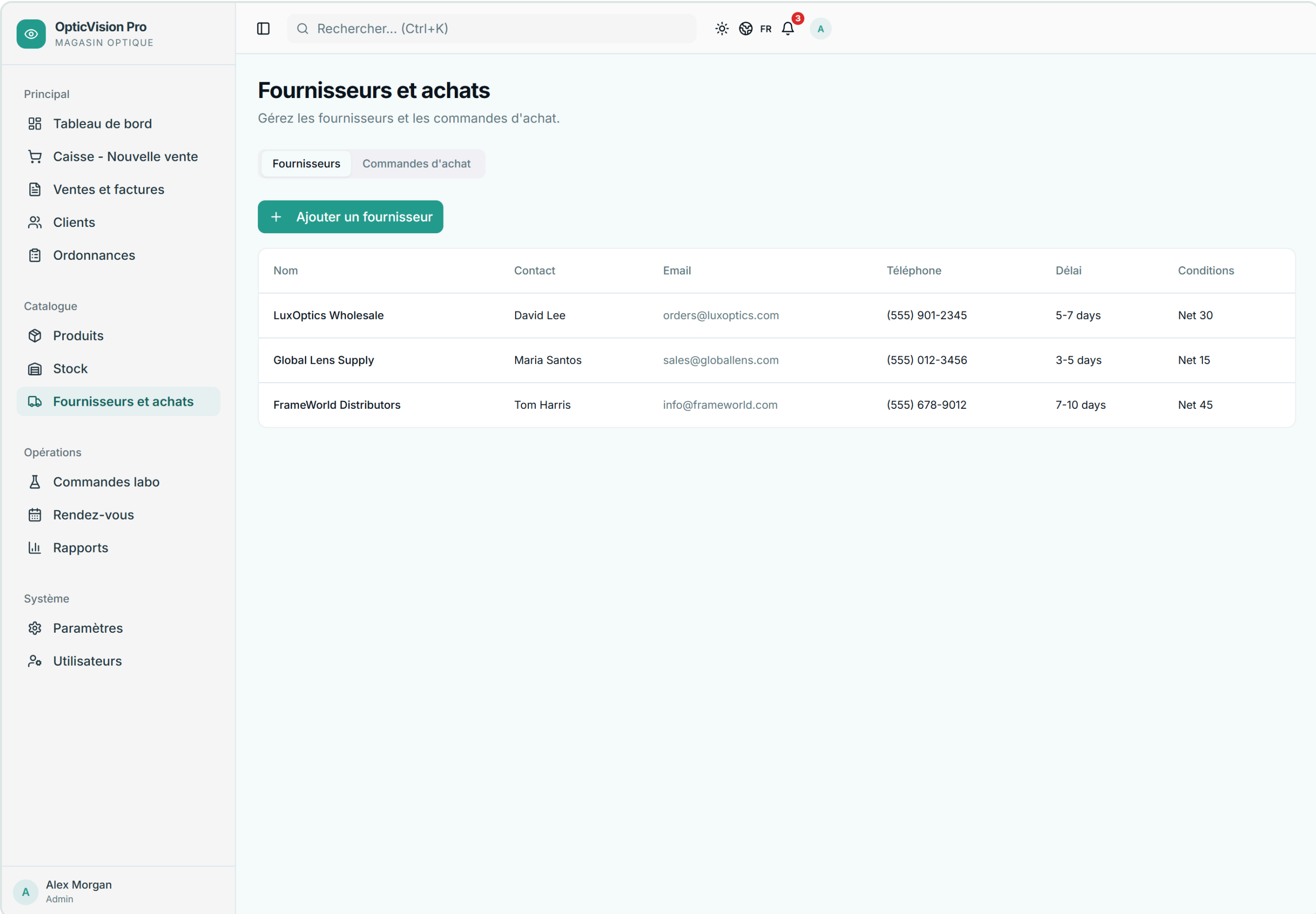
> **Stock is not automatic**
> Selling at the till does not reduce stock, and marking a supplier order as received does not add it. Keep the numbers right by adjusting them here — a weekly count is a good habit.

SECTION 11

Suppliers and purchase orders

In short: who you buy from, on what terms, and what is currently on order.

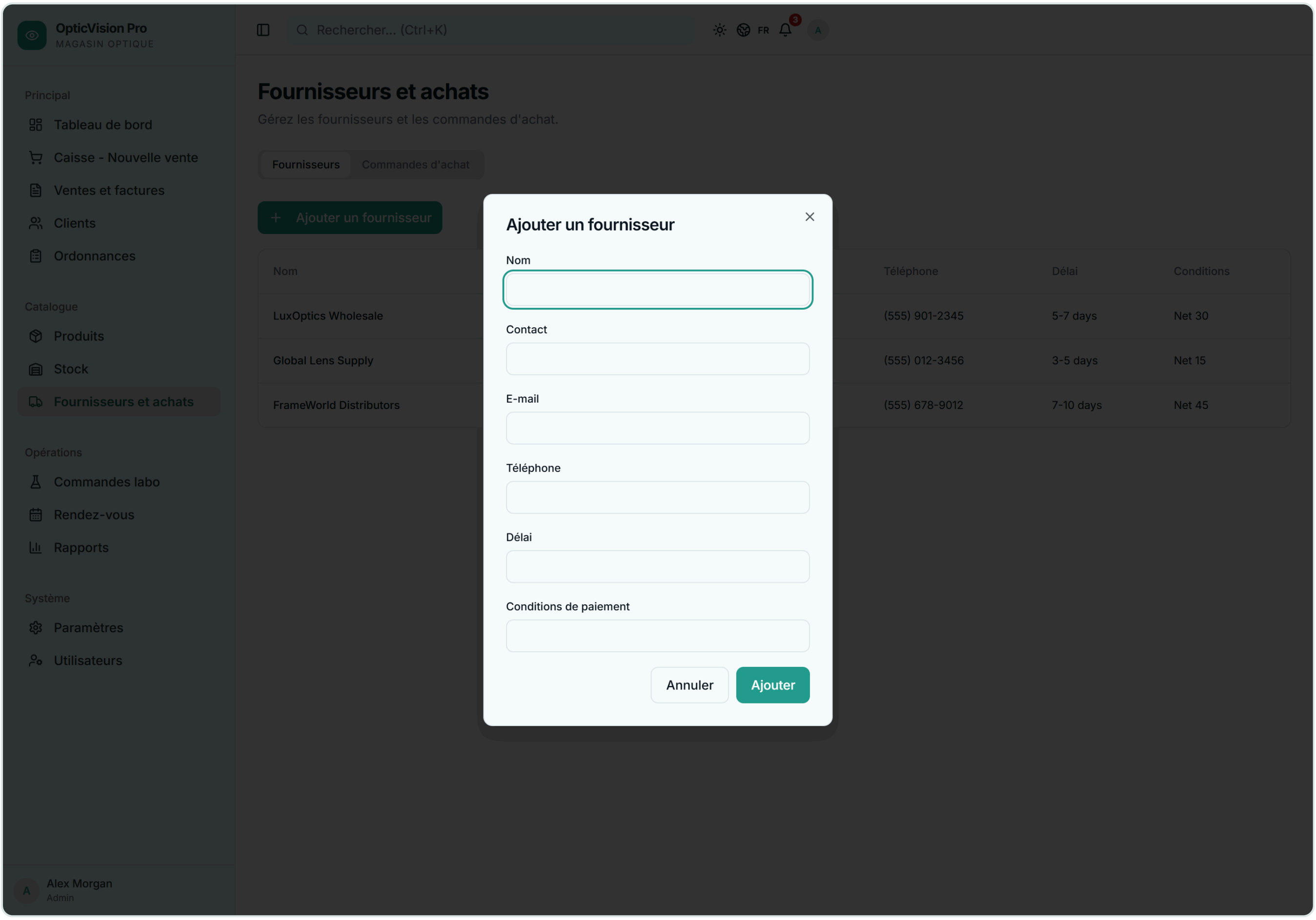
Open **Fournisseurs et achats** (Admin only).



Two tabs: your suppliers, and the orders placed with them.

Suppliers

The list shows the supplier name, contact person, e-mail, phone, typical delivery time and payment terms — so you can see at a glance who delivers fastest before promising a customer a date.



Adding a supplier. Only the name is required.

1. Click **Ajouter un fournisseur**.
2. Fill in the details.
3. Click **Ajouter**.

Purchase orders

The **Commandes d'achat** tab lists each order with its number, supplier, expected date, total and status. When a delivery arrives, click **Marquer reçu** on that order to mark it as received.

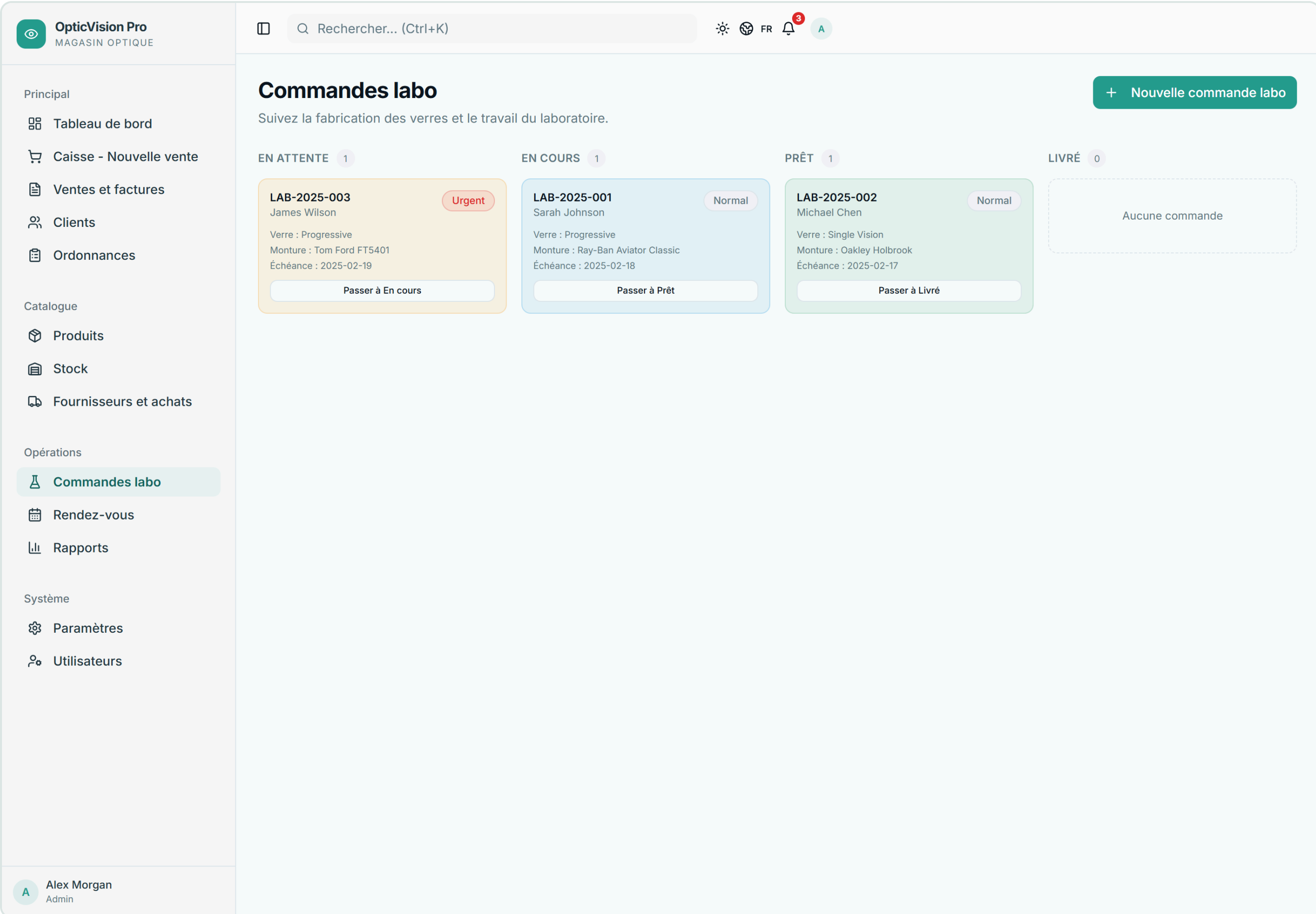
> **In this version**
>
> Purchase orders can be viewed and marked as received, but not created from the app, and receiving one does not add the items to stock — add them on the
>
> **Stock**
>
> screen.

SECTION 12

Lab orders

In short: a board that tracks every pair of glasses at the lab, so nobody has to ask "where is that order?"

Open **Commandes labo** (Admin and Technicien).



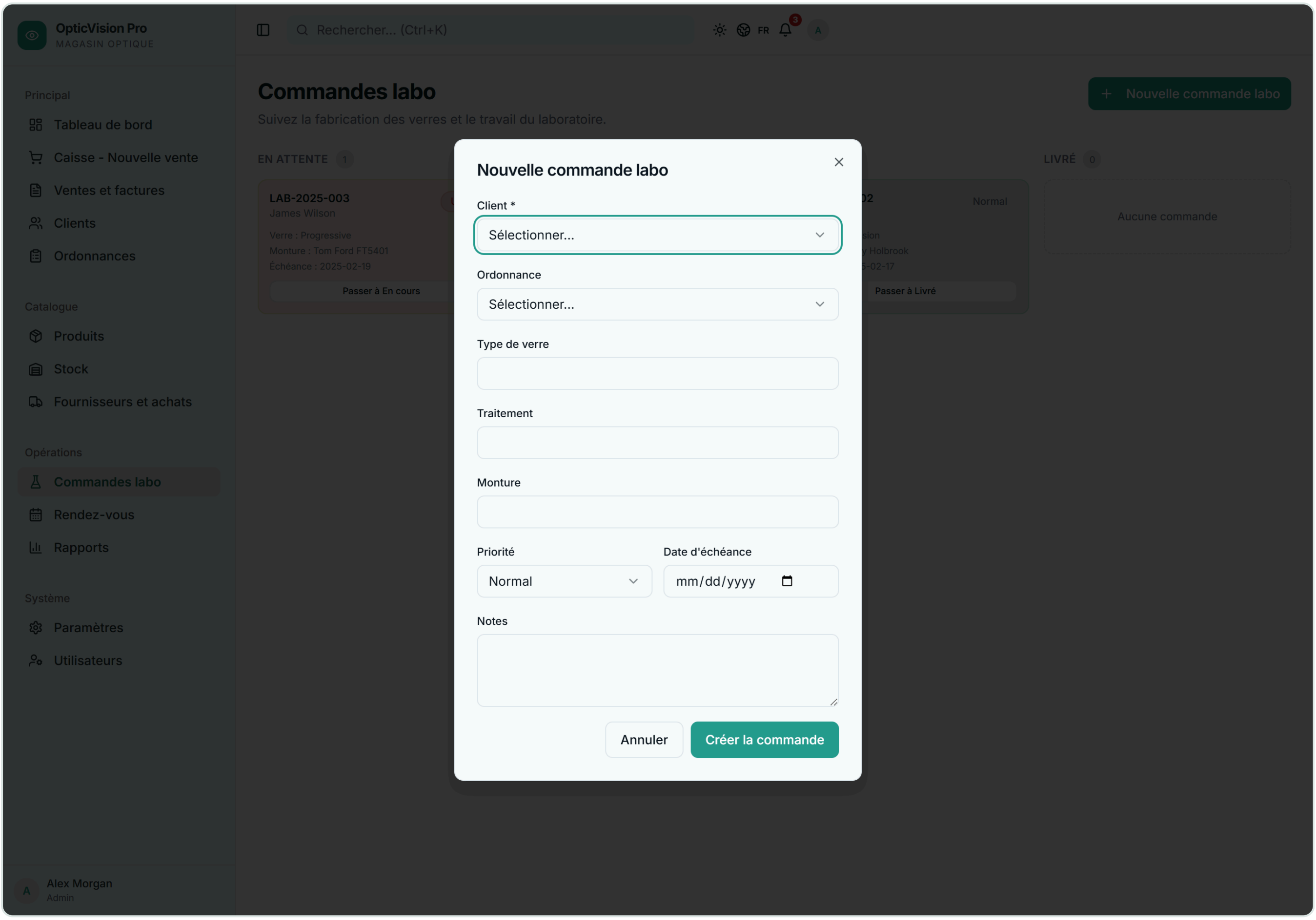
Four columns, left to right, following the job from arrival to collection.

The four columns

Column	Meaning
En attente	Received, not started
En cours	Being made
Prêt	Finished, waiting for the customer
Livré	Handed over

Each card shows the order number, customer, lens details, frame, deadline, priority and notes. The button on the card moves it to the next column — one click as the job progresses.

Creating a lab order



Picking the customer's prescription copies the measurements to the order.

1. Click **Nouvelle commande labo**.
2. Choose the customer (required).
3. Choose one of that customer's prescriptions, if there is one.
4. Enter the lens type, the coating and the frame.
5. Set the priority — normal, or urgent for a rush job.
6. Enter the promised date and any notes for the technician.
7. Click **Créer la commande**.

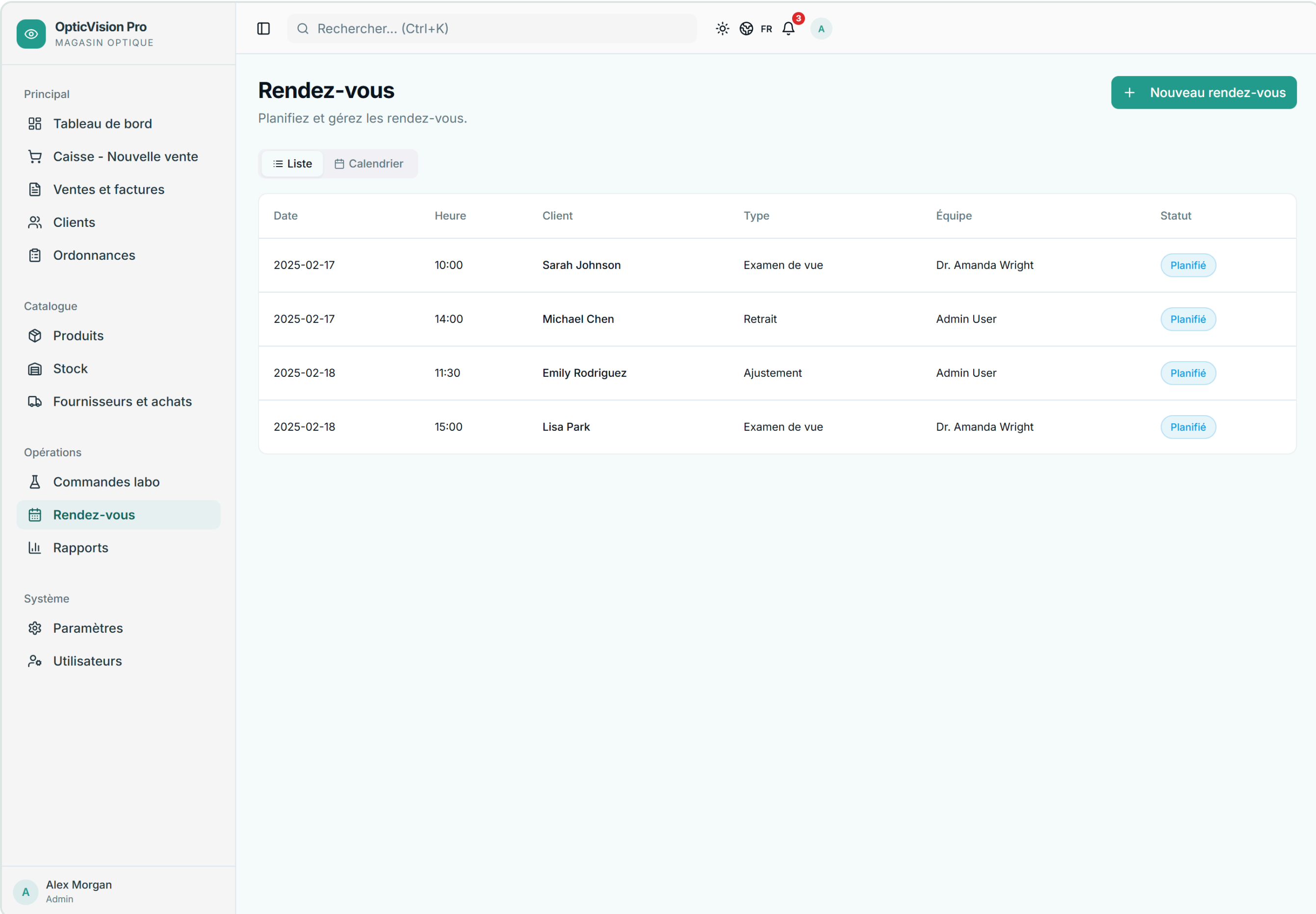
The new order lands in **En attente**. Urgent jobs are marked so they stand out on the board.

SECTION 13

Appointments

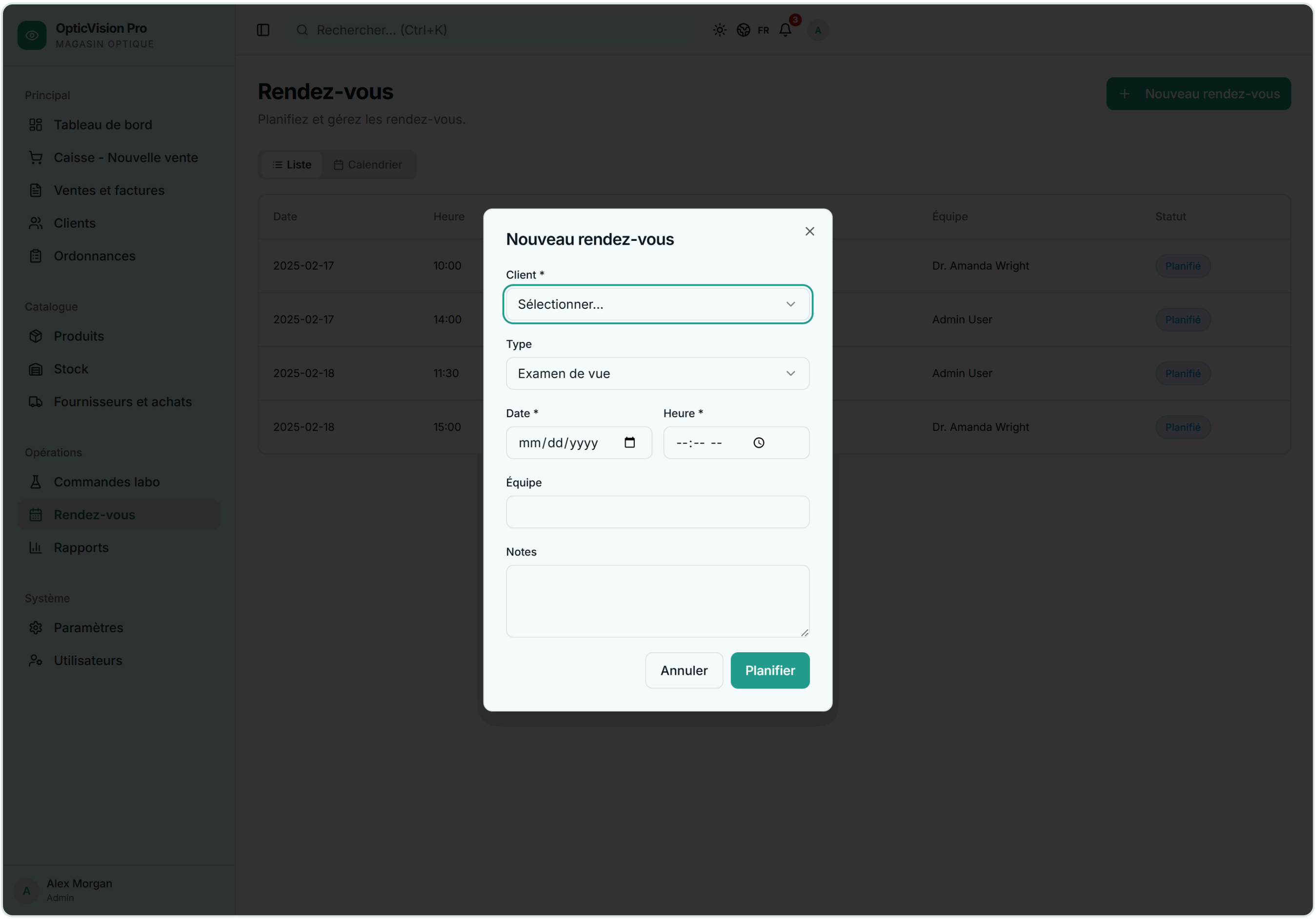
In short: the diary — who is coming in, when, and what for.

Open **Rendez-vous**.



The **Liste** tab; **Calendrier** groups the same appointments by day.

Booking an appointment



Booking form.

1. Click **Nouveau rendez-vous**.
2. Choose the customer.
3. Choose the type: **Examen de vue** (eye test), **Retrait** (collection), **Ajustement** (fitting), **Suivi** (follow-up).
4. Enter the date and time (both required), the staff member, and any notes.
5. Click **Planifier**.

The appointment appears in the list, in the calendar view, and on the customer's record.

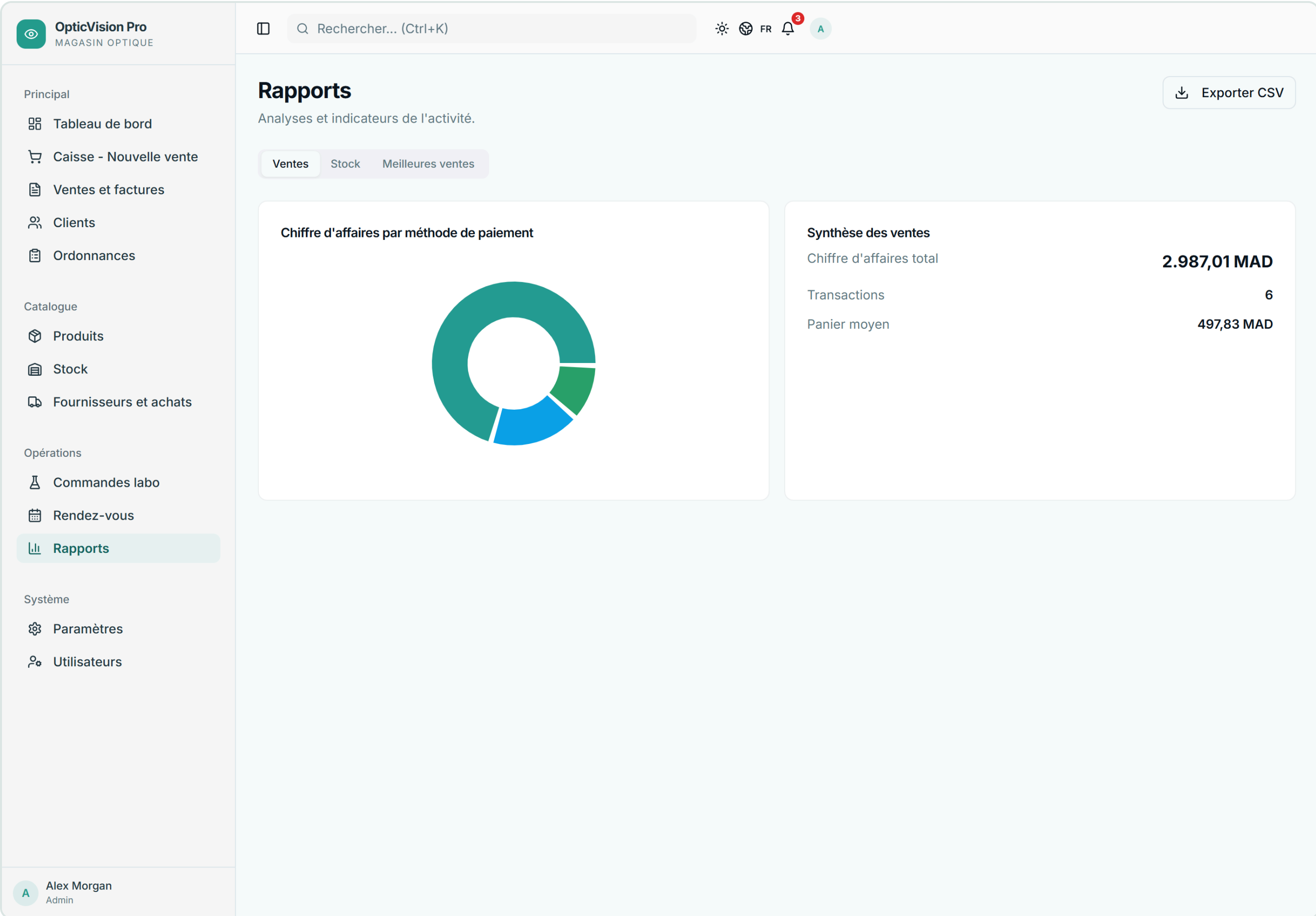
> **In this version**
> Appointments can be booked and viewed, but not edited, cancelled or marked as completed, and the app will not warn you if you book two people into the same slot. Check the list before you promise a time.

SECTION 14

Reports

In short: the numbers behind the business — what you sold, what your stock is worth, and what sells best.

Open **Rapports** (Admin only).



Three tabs of figures, plus a one-click export.

The three tabs

Tab	What it shows
Ventes	Revenue split by payment method, total revenue, number of sales, average basket
Stock	The total value of everything on your shelves, and the value per product
Meilleures ventes	Your products ranked by how much they have sold

Exporting to a spreadsheet

Click **Exporter CSV**. A file called **opticpos-report.csv** downloads, containing one line per invoice: number, date, customer, total, payment method and status. Open it in Excel, Numbers or Google Sheets — this is the file to send to your accountant.

> **Note**
> The export always contains the sales list, whichever tab is showing. There are no date-range filters yet, so filter by date in your spreadsheet after exporting.

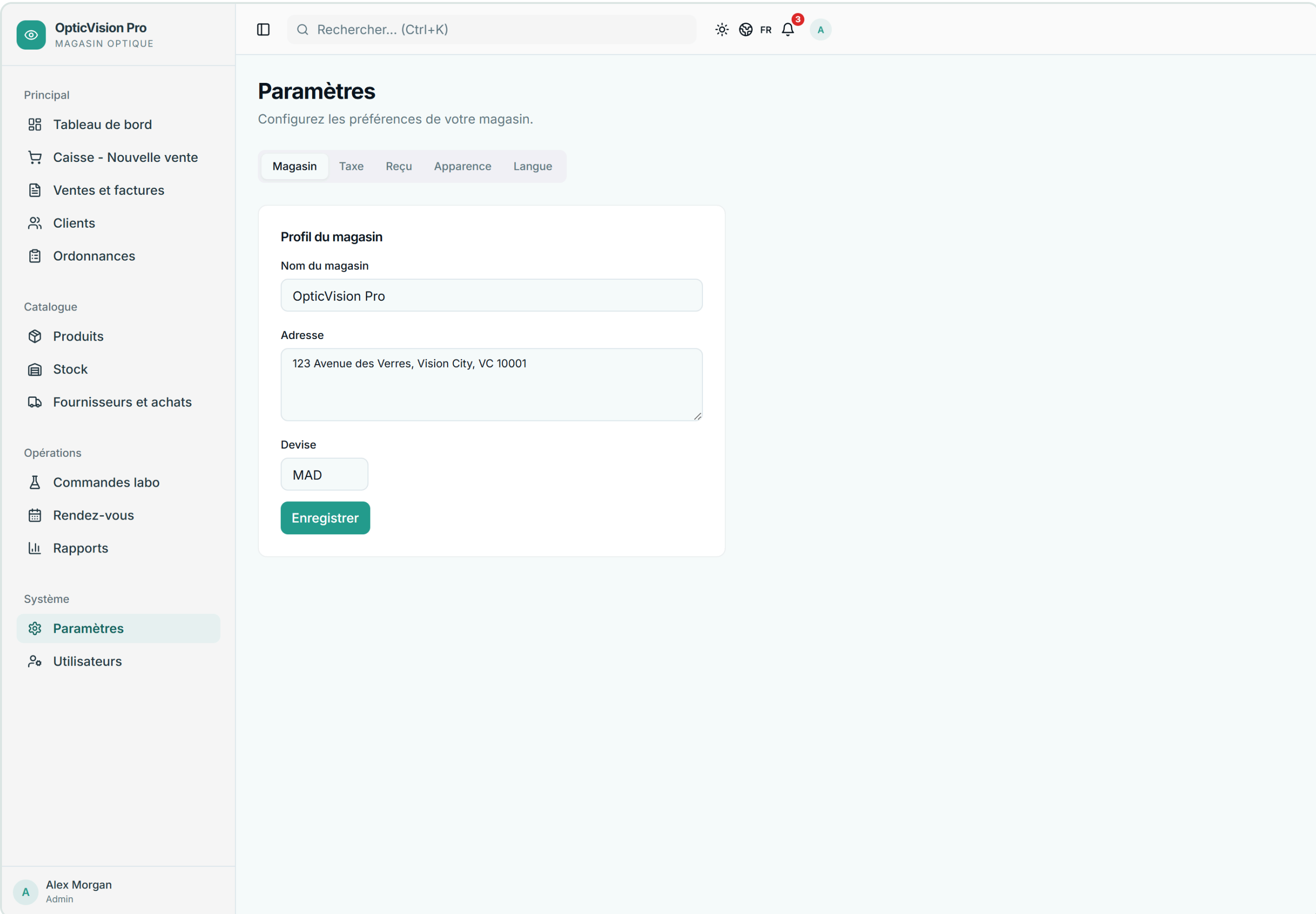
SECTION 15

Settings

In short: make the app yours — your store name on the receipt, your tax rate, your language, your colours.

Open **Paramètres** (Admin only). Five tabs across the top.

Magasin — your store details



The name and address you type here are printed at the top of every receipt.

1. Type your store name in **Nom du magasin**. It also replaces the name at the top of the left menu.
2. Type your address in **Adresse**.
3. Set the currency code in **Devise**.
4. Click **Enregistrer**.

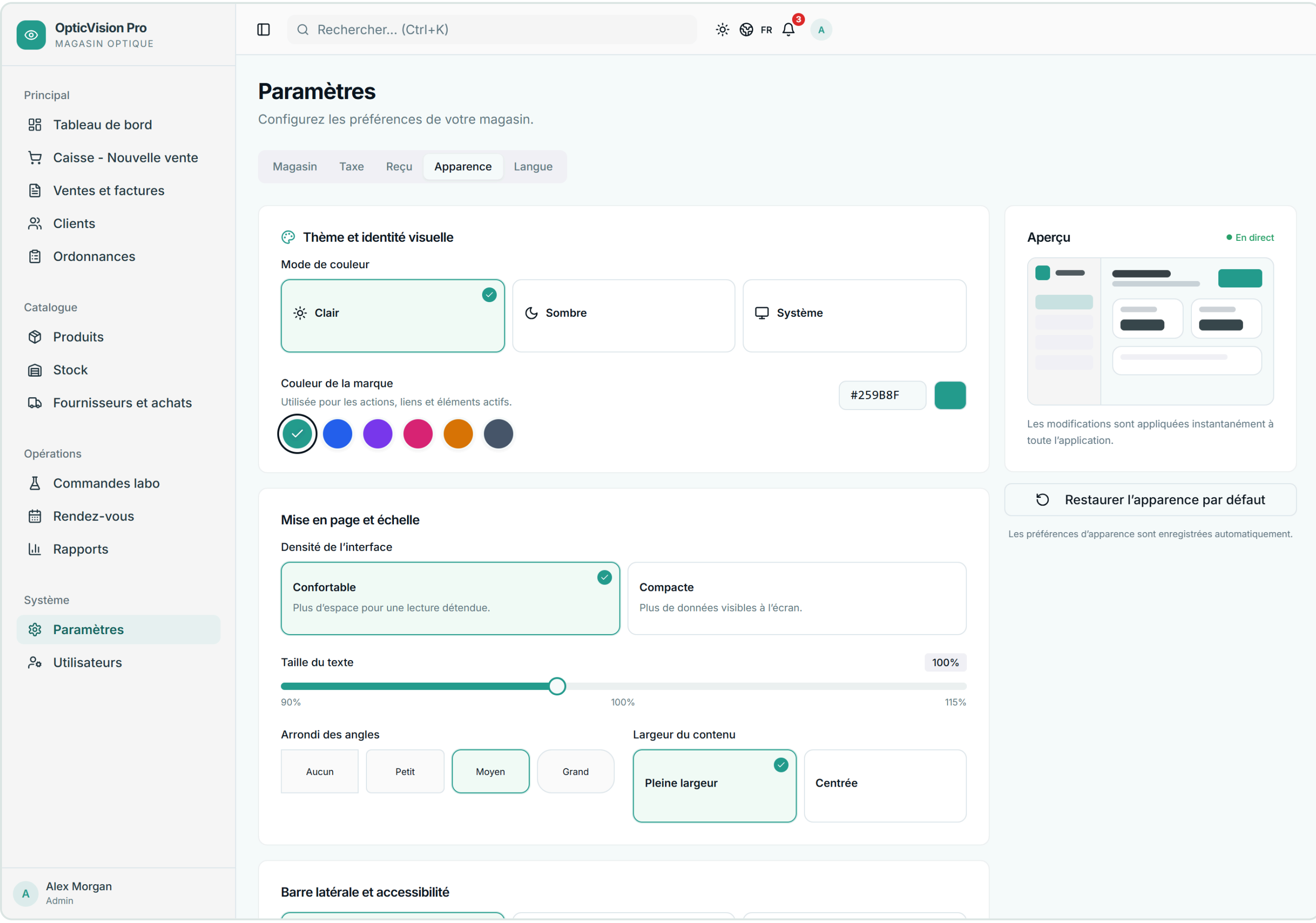
Taxe — your tax rate

Type the percentage and click **Enregistrer**. It applies to new sales from that moment on; invoices already issued keep the rate they were charged at.

Reçu — the message on the receipt

Type the thank-you line that appears at the bottom of every receipt, then click **Enregistrer**.

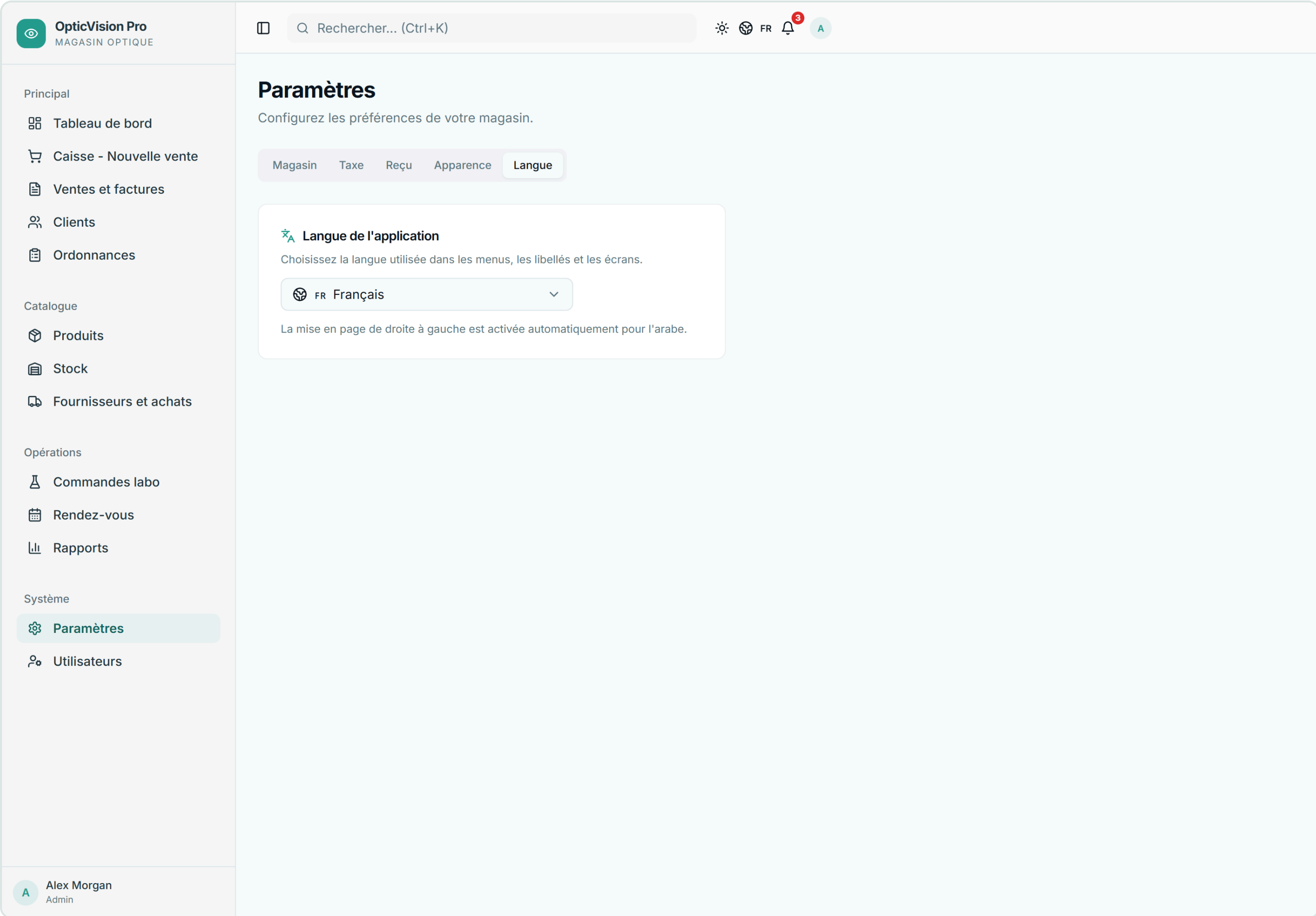
Apparence — how it looks



Light or dark, and how tightly information is packed.

Switch between the light and dark look, and choose comfortable or compact spacing. The theme applies immediately.

Langue — the language



Choose from five languages; the change is instant and remembered.

Two settings that do not fully work yet

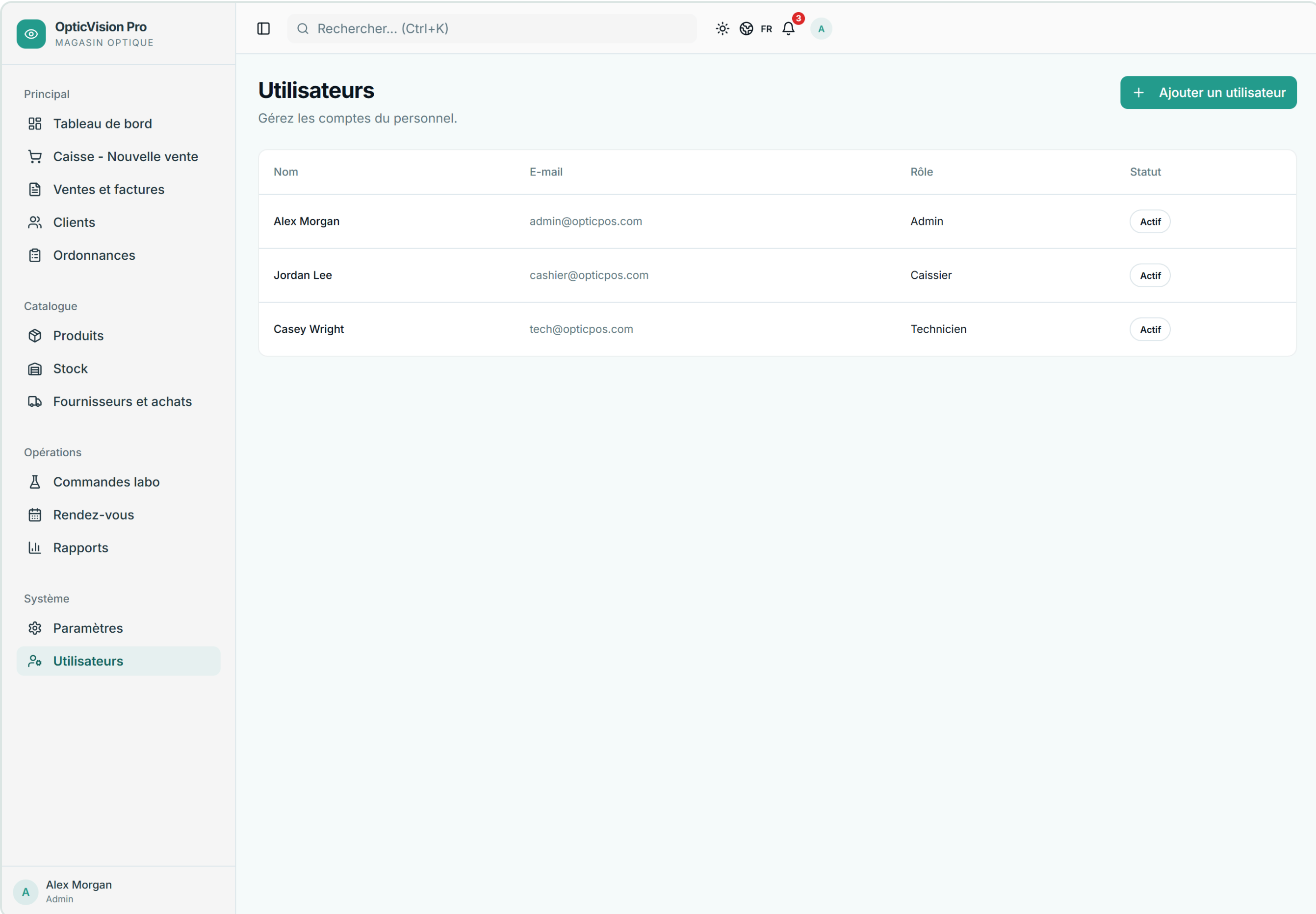
The compact spacing option is saved but does not change the layout, and changing the currency code does not yet change the currency shown on screen — prices stay in MAD. Ask your developer if you need a different currency.

SECTION 16

Staff accounts

In short: the list of who works here and what each person's role is.

Open **Utilisateurs** (Admin only).



Name, e-mail, role and status for each member of staff.

Adding a member of staff

1. Click **Ajouter un utilisateur**.
2. Type the name and e-mail (both required).
3. Choose the role: **Admin**, **Caissier** or **Technicien**.
4. Click **Ajouter l'utilisateur**.

This list is a record, not a set of logins

Names added here disappear when the app is reloaded, and they are not sign-in accounts: staff still sign in by choosing a role on the sign-in screen. Treat this screen as a display of your team structure. Real per-person accounts with real passwords are the main thing to add when you take this app further.

SECTION 17

Good to know

Where your data is kept

Everything you enter — customers, sales, prescriptions, stock, settings — is saved on **this computer, inside this browser**. There is no server and no cloud account.

In practice that means:

- A second computer will not see the same records. The app is for one till.
- Using a different browser on the same computer shows a different, empty set of records.
- Never work in a private / incognito window — everything is thrown away when you close it.
- Clearing your browsing history with "cookies and site data" ticked **erases everything**.
- There is no automatic backup.
- Anyone who can use this computer can see the records, so protect it with a password.

Backups are your responsibility
Because there is no server, nothing is backed up for you. Two habits worth having: export your sales to CSV from
Rapports
at the end of each week and keep the file somewhere safe, and ask your developer to take a full copy of the data before any update to the app.

What is real and what is simulated

Works fully	Simulated in this version
Recording sales and invoices Cash and change calculation Tax and insurance discounts Customer, prescription and lab records Appointments and the lab board Stock levels and adjustments Reports and CSV export Store settings, themes and languages	Passwords (nothing is checked) Card payments (no terminal connected) Receipt printing (shows on screen only) Stock reduction when selling Refund accounting and stock return Supplier orders adding to stock The weekly sales chart (sample figures) The search box and the bell icon

Handling personal and medical information

Customer contact details, insurance information and prescriptions are sensitive records. Before entering real patients into this version, agree with your developer on how they will be protected — real accounts and passwords, encryption, backups, and whatever your country's rules require.

SECTION 18

Quick answers

Common questions

Question	Answer
The app will not open	Make sure the black window is still running. If not, double-click the start file again.
The page says the address is not available	The app is not running. Start it, then reload the page.
My data has disappeared	Check the web address matches the one you normally use — a different port number is treated as a different store. Also check nobody cleared the browsing data.
A product is missing from the till	Its stock is zero. Add stock on the **Stock** screen and it comes back.
The finish-sale button is greyed out	For a cash sale, the amount received must cover the total. Type the amount handed over.
I cannot see Reports or Settings	You are signed in as Caissier or Technicien. Sign out and sign in as Admin.
The receipt shows the wrong store name	Change it in **Paramètres** → **Magasin** and save.
The tax is wrong	Change the rate in **Paramètres** → **Taxe**. Past invoices keep their original rate.
I want the app in another language	Click the globe in the top bar and pick one of the five languages.
I made a mistake on a sale	Open the invoice under **Ventes et factures** and refund it. Sales cannot be edited.

A suggested daily routine

Opening

- Start the app and sign in.
- Look at the dashboard: check **Stock bas** and **Labo en attente**.
- Open **Rendez-vous** to see who is coming in today.
- Open **Commandes labo** and move any finished jobs to **Prêt** so the counter knows.

During the day

- Add new customers before selling to them, so the sale lands on their record.
- Record prescriptions as they are taken.
- Ring sales through **Caisse - Nouvelle vente**.
- Create a lab order as soon as glasses are ordered.

Closing

- Check the day's figures on the dashboard.
- Adjust stock for anything sold, damaged or returned.
- On Fridays, export the sales CSV from **Rapports** and file it somewhere safe.
- Sign out, close the browser tab, close the black window.

> **Need something the app does not do yet?**
> Most of the items listed as simulated in Section 17 — real logins, printed receipts, automatic stock reduction, card terminals, multi-computer access — can be added. Keep a list of what matters most in your shop and hand it to your developer; it is the natural next step for this app.