LocalBiz POS

Getting your shop ready: what you need & how we set it up

A simple guide to the equipment, the information to prepare, and each step we follow, from the first visit to the day your shop runs fully on the system.

Works without internet | Retail & wholesale | Stock, credit & suppliers | M-PESA & cash

1 Equipment you will need

Everything works offline, on your own device. Your records stay in your shop.

You need one device to start: a computer *or* an Android tablet as your main till. Add the other later as an extra till if you wish. Everything else below is optional.

Computer (desktop or laptop) — MAIN / EXTRA TILL

- Windows 10 or 11 (64-bit), Core i3 or better
- 4 GB RAM (8 GB better), 20 GB free space
- Desktop: with monitor, keyboard and mouse

Android tablet or phone — MAIN / EXTRA TILL

- Android 7.0 or newer, 3 GB RAM or more
- A 10-inch tablet makes a good main till
- A phone suits the owner checking sales
- Built-in camera can scan barcodes

Receipt printer — RECOMMENDED

- Computer: 80 mm thermal receipt printer (USB)
- Tablet: Bluetooth receipt printer
- Spare receipt paper rolls
- An A4 printer helps for purchase orders and reports

Barcode scanner — RECOMMENDED

Makes selling packaged goods fast and avoids mistakes. Plug in and scan; tablets can use their camera.

Power backup (UPS) — OPTIONAL

Keeps a desktop running through power cuts (650 VA or larger). Laptops and tablets have their own batteries.

Backup flash drive — OPTIONAL

An 8 GB flash drive keeps an extra copy of your records away from the shop. The system also backs up automatically.

Cash drawer — OPTIONAL

Connects to the receipt printer and keeps the day's cash secure and organised.

Weighing scale — FOR LOOSE GOODS

Shops selling by weight (cereals, sugar, flour) keep their scale. The cashier weighs, then types the weight or the amount at the till.

Internet is not needed for daily use. It is only useful for sending us your activation details, receiving updates, and support. Sales, stock and reports all work offline.

2 Information to prepare

Getting these ready before installation day makes setup quick. We will help you fill in anything that is missing.

	WHAT	DETAILS
☐	**Business details**	Business name, phone, location, KRA PIN (if registered), the words for your receipts, and your logo if you have one
☐	**How you sell**	Retail only, or retail and wholesale (two counters sharing one stock)
☐	**Product list**	Every item you sell, grouped by category (e.g. Beans, Rice, Flour, Household). Item codes (SKUs) are created automatically
☐	**Sizes & units**	How each item is sold: per kg, per piece, gorogoro, bag (50 / 90 kg), bale (12), carton, crate
☐	**Selling prices**	Retail price for each item and size; for wholesale also the wholesale price and the minimum quantity (e.g. 10 kg)
☐	**Buying prices**	What you pay for each item, so the system can show your real profit
☐	**Stock on hand**	A physical count of everything in the shop and store on go-live day
☐	**Low-stock levels**	The quantity at which you want a reminder to restock each item
☐	**Suppliers** OPTIONAL	Names, contacts and location; what you currently owe each one
☐	**Credit customers** OPTIONAL	Customers who buy on credit, their phone numbers, credit limits and what they owe today
☐	**Staff**	Who will use the system and their role: owner / administrator, manager or cashier. Each person gets their own login
☐	**Payment methods**	Cash, M-PESA (till or paybill number), bank or card, and the cash float you start each day with

3 Who does what

We will

- Check your equipment and install the system
- Activate it on your computer, tablet or phone
- Set up your business details and receipts
- Enter your products, sizes and prices with you
- Create staff logins and permissions
- Train your team and stay with you on launch day
- Set up backups and show you how to restore

You will

- Provide the equipment, or let us source it
- Prepare the information listed above
- Count the stock and confirm the prices
- Choose one person as the administrator
- Make staff available for training
- Keep a backup copy safe (optional flash drive)

4 How we set up your shop

Ten clear steps. Most shops are fully running within 2 to 5 days, depending on the number of products.

PREPARE

1 Visit & agreement — Day 1 — Together

We visit the shop, understand how you sell, check your equipment, and agree on the package and the go-live date.

2 Equipment setup — Day 1–2 — Us

We set up your computer or tablet with the printer and scanner, and test that receipts print and barcodes scan.

3 Install & activate — Day 2 — Us

We install the system, activate it on each till device, and enter your business details, logo, receipt wording and selling mode (retail, or retail & wholesale).

LOAD YOUR SHOP

4 Products & prices — Day 2–3 — Together

We enter categories, products, sizes (kg, bags, bales, cartons), retail prices, and wholesale prices with their minimum quantities. Item codes are created automatically.

5 Stock count — Day 3 — You, with our help

Count the stock after closing (or before opening) and enter it as opening stock, so the system starts with exactly what is on your shelves.

6 Suppliers, customers & staff — Day 3 — Together

Add suppliers and credit customers with their limits and balances (optional, can be added later), and create a login for each staff member.

GO LIVE

7 Training — Day 3–4 — Us

- **Cashiers:** selling, cash and M-PESA, credit sales, several customers at once, returns, receipts
- **Owner / manager:** purchases and purchase orders, receiving stock, prices, cash-up, reports, backups

8 Trial run — Day 4 — Together

Make a few practice sales, print receipts and check that the end-of-day cash-up matches. Practice sales are then voided so they do not count in your reports.

9 Launch day — Day 5 — Together

The shop runs fully on the system. We are on hand to answer questions and fix anything straight away.

10 Support, maintenance & upgrades — Ongoing — Us

Follow-up visit in the first week, backup checks, updates and new features as your business grows.

Ready to get started?

Talk to us for a free demonstration on your own products and a quotation for your shop.

Contact **Karl Muigai**

Phone / WhatsApp **0791 989 559 / 0786 302 590**

Email **muigaikarl@gmail.com**