

IMSpro

INVENTORY MANAGEMENT SYSTEM

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IMS Pro – User Guide (Complete Instructions)

A clean, professional manual your clients can follow from installation to daily use.

1. Introduction to IMS Pro

IMS Pro is an all-in-one business management system designed for small and medium-sized businesses. It includes:

- **Inventory Management**
- **POS Billing**
- **Customer Directory**
- **Staff Management**
- **Business Tools**
- **Settings & Branding**
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The system is secure, hardware-locked, and includes a **90-day trial** with optional full activation.

2. Installation

Steps:

- **Download the installer or ZIP folder** provided by the developer.
- **Extract the folder** to a safe location (e.g., Desktop or Documents).
- Open the folder and run: **IMS Pro.exe**

System Requirements:

- **Windows 10 or later**
- **4GB RAM minimum**
- **Internet optional** (only needed for updates or remote support)

3. Licensing & Activation

IMS Pro includes a **90-day trial** that starts automatically on first launch.

During Trial:

- The dashboard shows **days remaining**
- All features are available
- The app is locked to your computer's hardware for security

When Trial Expires:

You will see:

- Your **Machine Key**
- A field to enter an **Activation PIN**

To activate:

- Send the Machine Key to the developer
- Receive your PIN

- Enter the PIN to unlock the **full version permanently**

4. Logging In

When the app starts:

- Enter your **username** and **password**
- Click **Login**

Default admin login (if provided):

- Username:
- Password: as given by developer)

After login, the system automatically creates a **desktop shortcut** for quick access.

5. Dashboard Overview

The dashboard displays:

•Welcome message

- **Business banner**
- **Trial progress bar** (if applicable)
- **Full version status**

You can customize the banner from **Settings**.

6. Inventory Management

Use this module to manage products.

Features:

- **Add new products**
- **Update stock levels**
- **Track categories**
- **View product lists**

Ideal for retail, wholesale, and service businesses.

7. POS (Billing)

The POS module allows you to:

- **Scan or select products**
- **Generate invoices**
- **Apply discounts**
- **Record payments**

Invoices can be printed or saved.

8. Customer Directory

Manage your customers:

- **Add customer profiles**
- **View purchase history**
- **Update contact details**

Useful for loyalty programs and CRM.

9. Staff Management (Admin Only)

Admins can:

- **Add staff accounts**
- **Assign roles** (Admin, Manager, Staff)
- **Reset passwords**
- **Control permissions**
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10. Business Tools

Includes:

- **Reports**
- **Supplier management**
- **Finance tools**

11. Settings & Branding

Customize your system:

- **Upload a banner image**
- **Change theme**
- **Update business details**
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12. Logging Out

Click **Logout** in the sidebar to safely exit your session.

13. Troubleshooting

Shortcut missing:

- Restart the app
- Log in again
- Shortcut will auto-create

Trial expired:

- Contact developer with your **Machine Key**

Forgot admin password:

- Developer can reset it securely

 14. Support

For activation, support, or customization, contact your developer with:

- Machine Key
- Business name
- Issue description