kolo quick start

From download to your first sale in about 15 minutes.

kolo is in **public beta**. Everything below works without internet.

1. Install

Download kolo from kolo.hblabs.xyz.

Device	File	Notes
Windows	Installer (`…-win-x64-setup.exe`)	Windows may warn about an unsigned build: choose **More info** → **Run anyway**.
Linux	AppImage or `.deb`	Make the AppImage executable (right-click → Properties → *Allow executing*), then open it.
Android	Universal APK	Allow your browser or file manager to install apps, then open the file.

To update later, install the new version over the old one. Your shop is kept.

2. Create your shop

On a computer:

1. Open kolo and pick your **Language** (English or French).
2. Choose **Start a shop**.
3. **Your shop**: enter the **Shop name** and **Your name**. The till and cash account names are ready to use, so you only change them if you want different names.
4. **Your access**: choose a **6–8 digit code** (or a password of at least 12 characters), type it twice, then click **Create shop and open till**.
5. kolo shows your **recovery key**. Write it down or copy it somewhere safe, then click **I saved my key**.

> ⚠️ The recovery key is the only way to replace a forgotten owner code. Keep it away from the counter.

On an Android phone, the steps are the same: tap **Create your shop**, fill in the names, then choose your code.

3. Add your first products

Go to **Products & stock** → **Add product** and fill in:

- **Product name** and **Selling price · FCFA**
- **Unit cost · FCFA**: optional, but reports need it to show your profit
- **Opening stock**: how many are on the shelf today
- **Barcode**: optional. You can type or scan it at the till with a keyboard-style scanner.
- Tick **Allow fractional quantities** for goods sold by weight or volume (rice, oil…)

Click **Save product**. Add two or three more products.

4. Make your first sale

1. Open **Till**, search a product (or enter its barcode) and click it to add it.
2. Change the **Quantity** if needed.
3. Choose how the customer pays:
   - **Pay now**: enter **Cash received** to see the **Change due**, or split the amount across several accounts.
   - **Set as debt**: choose a customer first. The amount not paid goes on their account.

4. Click **Complete sale**. kolo opens the saved receipt: click **Print receipt** if you have a printer, then **New sale**.

Your sale stays in **Receipts**, the stock went down in **Products & stock**, and the day's total shows in **Reports**.

> 💡 Taking Mobile Money? Add an account in **Accounts & expenses** → **Add account** with the type **Mobile Money**. It then appears at the till.

5. Save a backup

Go to **Backup & devices** → **Encrypted backup**:

1. Choose a **File password** (at least 12 characters) and type it twice.
2. Click **Save a backup** and store the `.kolo-backup` file outside this computer, for example on a USB key or in your email.

Also click **Create a recovery key** in the same screen. Write down or print the 14 groups: they open your backups even if the password is forgotten or every till is lost. **They are shown only once.**

6. Optional: add your staff and your phone

Staff: go to **Staff** → **Add staff member**, enter a name, choose a **Role** (for example **Cashier**) and give them their own code. Each person signs in with their own code, and the **Journal** shows who did what. To change what a role may do, use **Staff** → **Roles**.

A phone or second computer, on the same Wi-Fi or hotspot (no internet needed):

1. On the main computer: **Backup & devices** → **Pair a new till** → **Show a code**.
2. On the phone: open kolo, tap **Join a shop** and scan the QR code. A second computer uses **Join a nearby shop** and pastes the copied link.
3. On the main computer, click **Allow**.

The code works once and expires after 10 minutes. Keep kolo open and unlocked on the main computer while the devices sync.

Everyday tips

- **Lock** the till when you step away. On a shared computer, turn off **Settings** → **Stay signed in on this computer**.
- **Forgot your code?** On the unlock screen, click **Forgot your code?** and enter the owner recovery key.
- **Stock looks wrong?** Use **Count stock**. kolo records the difference instead of overwriting the stock.
- **A mistake in a sale?** Use **Return items** on the receipt. Sales are never deleted, they are corrected.

Next steps

The detailed guide (coming soon) covers suppliers and purchases, expenses and cash counts, credit limits and payment terms, taxes, reports, returns, sync servers and full recovery.
