

Setting up your Dot Book.

Six steps. About ten minutes. You do not need to be technical, and you do not need anyone from us on the phone.

What is in here

- 1** Open your link
- 2** Put it on your home screen
- 3** Tell it who you are
- 4** Create the owner account
- 5** Write down the recovery code
- 6** You are running

One of these six steps — putting the app on your home screen — works differently on an Android tablet than on an iPad. That is the only fiddly part, so it gets its own page with both. Everything else is the same on any device.

Dot Business Systems · Gqeberha, South Africa
Stuck at any point? WhatsApp 079 677 3392 and a person answers.

Before you start

Have these three things in front of you. It takes longer to go looking for them halfway through than it does to fetch them now.

- 1 Your link.** We sent it by email and WhatsApp. It looks like `dotreceive.co.za/book/yourname/` and it is yours alone — nobody else can open your book with it.
- 2 The tablet, laptop or phone** you are going to use at the counter, connected to wifi or data *for this setup only*. After today it works with the internet off.
- 3 A pen and paper.** Not a joke — step five gives you a code that cannot be sent to you again if you lose it.

What you are actually installing.

Not an app from the Play Store or App Store — there is nothing to search for and nothing to download. Your book is a web address that, once added to your home screen, behaves exactly like an app: its own icon, its own window, no browser bar, and it works with no connection. That is why setup is short.

Step 1 — Open your link

On the device you will actually use at the counter, open the link we sent you. Use **Chrome** on Android or Windows, or **Safari** on an iPad or iPhone. You will see the Dot Book setup screen.

Open it on the real device now, not on a different computer “to look at it first”. Your records live on whichever device you set up, so setting up on the wrong one means doing it twice.

Step 2 — Put it on your home screen

This is the one step that differs by device, and the one people get stuck on. Both versions are on the next page. It takes about twenty seconds once you know where the button is.

You can skip this and use it in the browser — it will still work. We would rather you did not, because a browser tab gets closed by accident and a home-screen icon does not.

This is the screen you should be looking at:

The screenshot shows a mobile app interface for setting up a business account. At the top, the title 'Set up your business' is followed by a subtitle: 'This creates the owner account. You decide who else gets in and what they can see.' Below this are four input fields: 'BUSINESS NAME' with the placeholder 'The trading name on your sign', 'YOUR NAME (THE OWNER)' with 'First name and surname', 'CHOOSE YOUR PASSPHRASE (10+ CHARACTERS)' with 'You'll type this to open the tablet each da', and 'CONFIRM PASSPHRASE' with 'Again'. A large green button labeled 'Create owner account' is positioned below the fields. At the bottom, a grey box contains a warning about PINs: 'Why not a 4-digit PIN? A PIN only has ten thousand combinations, so anyone who copies the encrypted file can try all of them in minutes on their own computer — a real passphrase cannot be guessed that way. This passphrase is what your book is encrypted with, not just a code that opens a screen: lose the tablet, and a thief gets a file nobody can read, including Dot. Staff keep short PINs — those never touch the encryption, they only switch who is at the till once you have opened the tablet for the day.'

Adding it to your home screen

Find your device below. If your menu looks slightly different, you are looking for the words *Add to Home screen* or *Install* — every browser has it somewhere.

Android tablet or phone (Chrome)

1. Tap the **three dots** in the top right of Chrome.
2. Tap **Add to Home screen** (sometimes it says **Install app**).
3. Tap **Install** or **Add** when it asks.
4. Close Chrome. Open your book from the new icon on your home screen.

Chrome sometimes offers this by itself as a bar at the bottom. If it does, use that.

iPad or iPhone (Safari)

1. Tap the **Share** button — the square with an arrow pointing up.
2. Scroll down the list and tap **Add to Home Screen**.
3. Tap **Add** in the top right.
4. Close Safari. Open your book from the new icon.

It must be Safari. On an iPhone or iPad, Chrome cannot add apps to the home screen.

Windows laptop or desktop (Chrome or Edge)

1. Look for a small **install icon** in the address bar, on the right.
2. Click it, then click **Install**.
3. It opens in its own window with no address bar. That is what you want.

Step 3 — Tell it who you are

Open your book from the new icon. It asks for four things and nothing else: your **business name**, **your own name**, and a **passphrase** twice.

The business name is what prints on receipts, so type it the way you want customers to read it. The passphrase is at least ten characters — a short phrase you will remember, not a PIN — because it is what your book is locked with, not just a code that opens a screen. It is what you will type to open the tablet each morning. Staff get short passcodes later; those never touch the lock.

Set up your business

This creates the owner account. You decide who else gets in and what they can see.

BUSINESS NAME

Bay Tool Traders

YOUR NAME (THE OWNER)

Thandi Mokoena

CHOOSE YOUR PASSPHRASE (10+ CHARACTERS)

CONFIRM PASSPHRASE

Create owner account

Why not a 4-digit PIN? A PIN only has ten thousand combinations, so anyone who copies the encrypted file can try all of them in minutes on their own computer — a real passphrase cannot be guessed that way. This passphrase is what your book is encrypted with, not just a code that opens a screen: lose the tablet, and a thief gets a file nobody can read, including Dot. Staff keep short PINs — those never touch the encryption, they only switch who is at the till once you have opened the tablet for the day.

Step 4 — Tap Create owner account

That makes you the owner. The owner is the only person who can see profit, erase anything, or decide what staff are allowed to do. You can add staff later, each with their own passcode and their own rights.

Step 5 — Write down the recovery code

This is the most important thirty seconds of the whole setup, so we have given it its own page.

Read this part properly.

The app shows you a recovery code once. **It is the only way to reset your passphrase if you forget it.** There is no server holding your book, which means there is nobody — including us — who can email it to you or let you back in. That is the honest trade for your records never sitting on someone else's computer.

Write it on paper. Keep the paper somewhere that is not the tablet. A photo of it on the same tablet is not a backup — if the tablet is gone, so is the photo.

Then type the code back into the box underneath it, exactly as shown. The **Continue** button only wakes up when what you typed matches — that is the app making sure the paper copy exists before it lets you go on.

Write this down

This is your recovery code. It is shown once, right now, and never again. It is the **ONLY** way back in if you forget your passphrase — there is no server to email it to you and nobody at Dot can read or reset it. Keep it somewhere safe, not on the tablet — write it on paper, or print it.

**CPM5 - 2C2W - N2QA -
7JMR - 3TJ7 - 3Q4U**

Print this code

TYPE THE RECOVERY CODE BACK, EXACTLY
AS SHOWN, TO PROVE IT IS WRITTEN DOWN

XXXX-XXXX-XXXX-XXXX-XXXX-XXXX

Continue

If you lose both this recovery code and your passphrase, the register is gone — not "gone from the app", gone. There is no reset link and nobody at Dot can get it back. That is the trade for nobody else being able to read it either.

Your code will be different from the one shown here.

Step 6 — You are running

That is the setup finished. What you do next depends on what you sell, and none of it has to happen today.

Put your stock in

Add items as you go, or send us your list and we will load it for you — that is included in what you already pay. Most shops start by adding the ten things they sell most and growing it from there.

Add your staff

Settings → **Manage team & rights**. Each person gets their own passcode (four characters or more) and their own rights. You decide who may see money, change prices or delete anything. Every action they take is recorded with their name on it.

Ring up one real sale

The fastest way to learn it. Ring up something small, print the receipt, and look at the day total. Ten minutes of that teaches more than any manual.

Answer the question about where your book is kept safe

Soon after setup, the first time you land in your book, it asks **Where should your book be kept safe?** and offers a folder on your own Google Drive, OneDrive or Dropbox, a one-tap share to your own WhatsApp or email, or a download. Pick one; it takes ten seconds. Choose **Not now** and it will keep asking, on purpose. You can also take a backup any time from Settings → **Download Full Backup**. Nothing ever goes through us.

Why the backup matters more here than elsewhere.

Your records live on your device and nowhere else. That is the point — nobody can read your takings, not even us. The other side of it is that if the tablet is stolen or drowned, the only copy that survives is the one you took off it. The app tells you in plain language how many days it has been and gets a copy off in one tap. Please use it.

If something is not right

These are the things that actually come up. If yours is not here, message us — a person answers, usually the one who wrote the software.

There is no Add to Home Screen in my menu.

On an iPad or iPhone you must be in **Safari**. Chrome on Apple devices cannot do it. On Android, make sure you are in Chrome rather than a browser built into another app.

It says “This browser can’t secure passphrases here”.

You have opened the file directly instead of your link. Close it and open the link we sent you, which starts with `https://`.

I forgot my passphrase.

Use the recovery code from step five — tap **Forgot owner passphrase?** on the sign-in screen. If that paper is also lost, there is nothing anyone can do, and we would rather have said so plainly now than pretended otherwise.

Can I use it on two tablets?

You can install it on as many devices as you like, but each keeps its own separate book — they do not talk to each other. Pick one device as the real till. There is no Dot cloud account and no server copy; that is by design.

It works with no internet, really?

Really. After the first load it runs with wifi and data off. You need a connection again only to email a receipt or send a backup somewhere.

I have made a mess of it and want to start again.

Message us before you erase anything. Nine times out of ten it is one setting and your records are fine.

Talk to a person

WhatsApp or call **079 677 3392** · info@dotreceive.co.za

We answer support ourselves, within one to two business days, and same day if you are stuck mid-setup. There is no ticket system and no queue.

Your book belongs to you. Your records sit on your own device, they export to a spreadsheet whenever you want, and if you ever stop paying you keep them. Nothing in this guide is legal, tax or financial advice.