



Hangerdeck guide

How to use Hangerdeck, step by step, with pictures.

The latest version is always at hangerdeck.com/help

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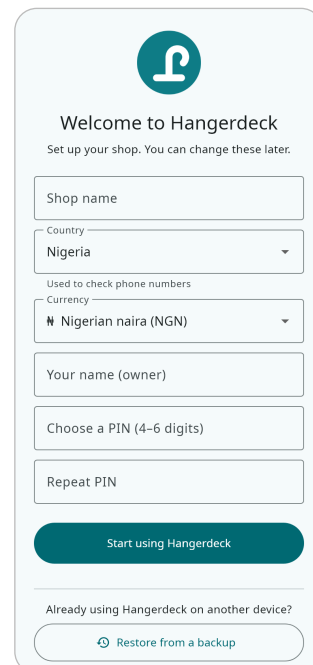
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Get started

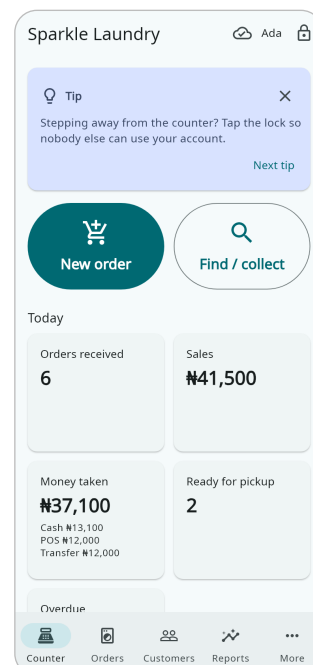
Install Hangerdeck and set up your shop in two minutes.

- 1 Download Hangerdeck from hangerdeck.com/download and install it on your Windows PC or Android phone. Every feature is free for 30 days.
- 2 The first time it opens, type your shop name, your name and a PIN of 4 to 6 digits. You are the owner of the shop.



The screenshot shows the initial setup screen of the Hangerdeck app. At the top is the Hangerdeck logo (a stylized 'h' in a circle). Below it, the text reads 'Welcome to Hangerdeck' and 'Set up your shop. You can change these later.' The form contains several input fields: 'Shop name', 'Country' (with a dropdown menu showing 'Nigeria'), 'Used to check phone numbers' (with a dropdown menu showing 'Nigerian naira (NGN)'), 'Your name (owner)', 'Choose a PIN (4-6 digits)', and 'Repeat PIN'. At the bottom, there is a large green button labeled 'Start using Hangerdeck' and a link 'Restore from a backup'.

- 3 The Counter shows today's money and orders, what is ready and what is due. The buttons at the bottom open Orders, Customers, Reports and More.



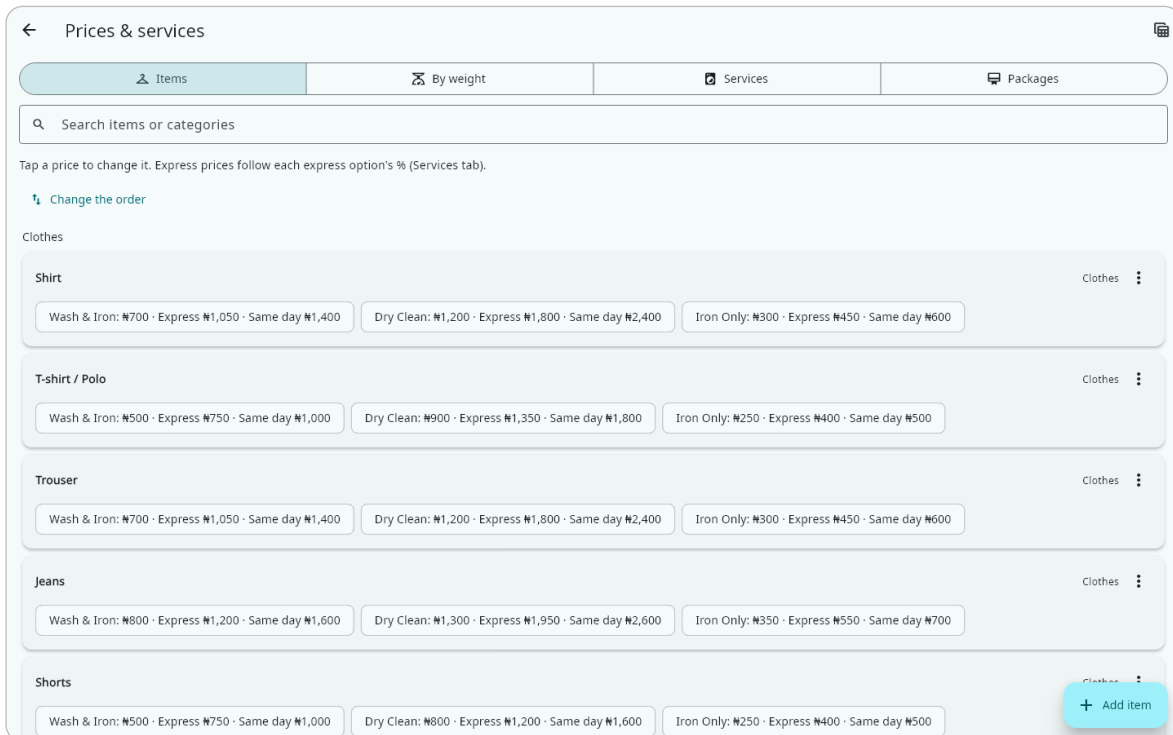
The screenshot shows the 'Counter' screen of the Hangerdeck app. At the top, it says 'Sparkle Laundry' with a lock icon and the name 'Ada'. Below this is a 'Tip' box with a lock icon and the text 'Stepping away from the counter? Tap the lock so nobody else can use your account.' and 'Next tip'. There are two large buttons: 'New order' (with a shopping cart icon) and 'Find / collect' (with a magnifying glass icon). Below these are four cards showing today's statistics: 'Orders received' (6), 'Sales' (₦41,500), 'Money taken' (₦37,100, with sub-items: Cash ₦13,100, POS ₦12,000, Transfer ₦12,000), and 'Ready for pickup' (2). At the bottom, there is a 'Counter' card and an 'Overdue' card. The bottom navigation bar has icons for 'Counter', 'Orders', 'Customers', 'Reports', and 'More'.

- 4 Next, set up your prices and add your staff. Both guides are below.

Set up your prices

Your items, services and prices, by hand or from a spreadsheet.

- 1 Open More > Prices & services. Your items are grouped by category, with a price for each service.



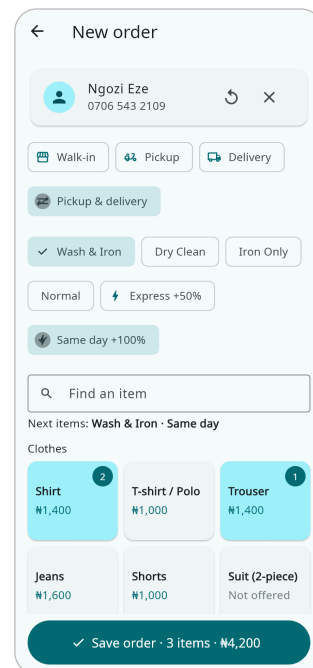
- 2 Tap a price to change it. Choose Not offered for a service you don't do for that item.
- 3 To add an item, tap Add item, type its name and pick a category, then set its prices. For an item like one you have, use its menu > Duplicate: a copy with the same prices, ready to rename.
- 4 Long price list? Tap the spreadsheet button at the top > Download a template (CSV). Fill it in with Excel or Google Sheets, then come back and tap Import price list (CSV). You see what will change before anything is saved.
- 5 Express and Same day prices follow the percentage you set for each option in the Services tab, for example Same day +100%.

Take an order

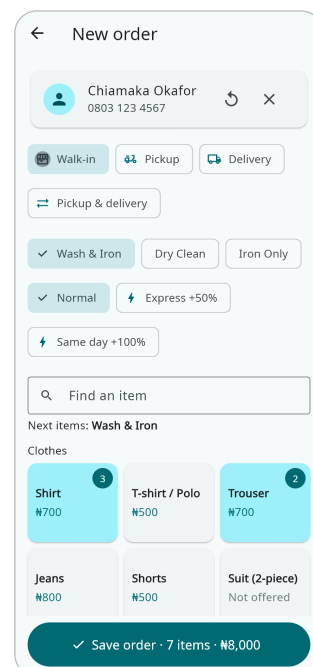
A drop-off from start to finish, with the invoice and tags.

1 On the Counter, tap New order. Type a few digits of the customer's phone number or their name and tap them. New customer? Tap Add as a new customer and type their name and phone.

2 If you do pickups and deliveries, choose Walk-in, Pickup or Delivery. Then choose the service (Wash & Iron, Dry Clean...) and Normal, Express or Same day.



3 Tap an item once for each piece: three taps on Shirt for three shirts. Long-press an item to type how many. Tap an item in the order to add a note such as "stain on collar".



4 If the customer pays now, type the amount and choose Cash, POS or Transfer. Then tap Save order.

5

Send the invoice on WhatsApp, print it, or share it as a picture (easy to read on WhatsApp) or a PDF. Print the tags and put one on each item.

←

Order #0001

⋮

Status

☒ Received

☒ Washing

☒ Ironing

☐ Ready

☐ Collected

Ready by Mon 19 Oct, 10:30 AM

Received Sun 18 Oct, 7:42 AM · Attendant: Ada

✓

Mark ready

Customer

Chiamaka Okafor

0803 123 4567

Pickup & delivery: 22 Bode

Thomas St, Surulere

💬

📞

Items (7)

🖨️ Print 7 tags

1 x Agbada (3-piece)

Dry Clean · Tag 0001-1 · Stain on the collar

₦5,000

🖨️

🗑️

2 x Senator

Wash & Iron · Tag 0001-2 to 3

₦3,000

🖨️

🗑️

4 x Shirt

Wash & Iron · Tag 0001-4 to 7

₦2,800

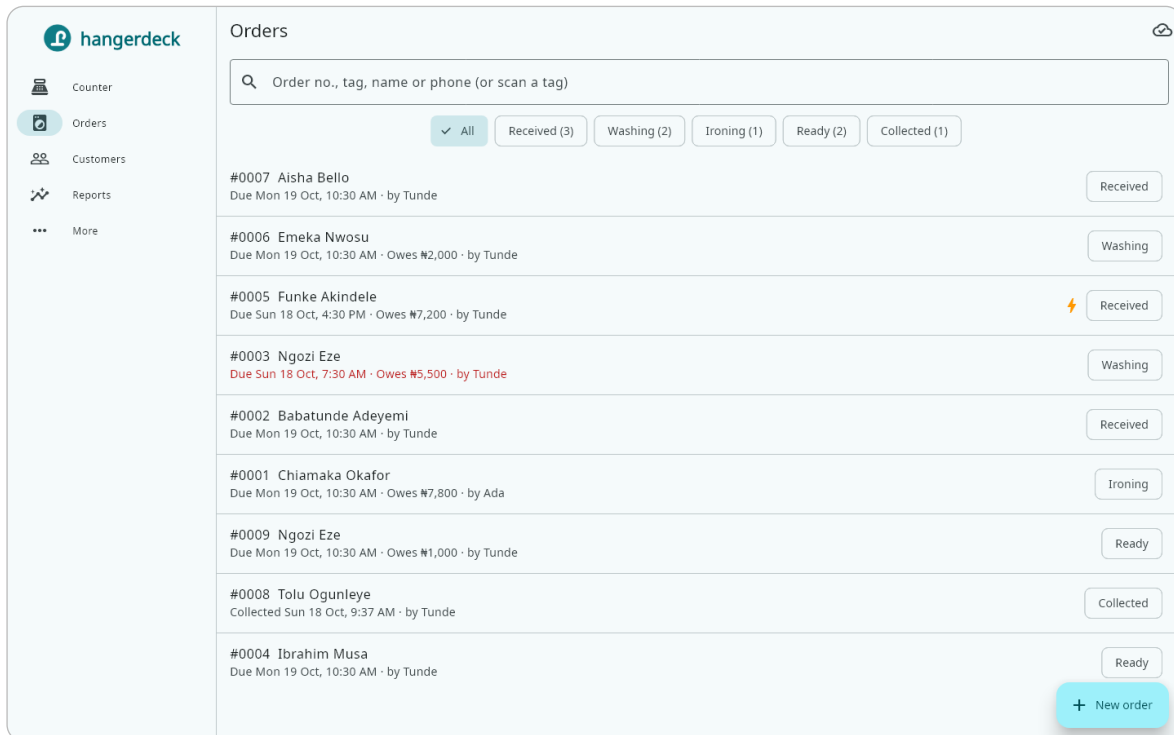
🖨️

🗑️

Ready, payment and collection

Move orders along, tell the customer, take the balance.

- 1 Find an order in Orders by number, tag, name or phone. Open it and move it along: Washing, Ironing, Ready.



- 2 When you mark it Ready, Hangerdeck offers to send the customer a WhatsApp message that their clothes are ready.
- 3 When the clothes go, tap Collected and say who took them: the customer, someone else (type their name), or delivered by your rider.

←

Order #0001

⋮

Status

Received

Washing

Ironing

Ready

Collected

Ready by Mon 19 Oct, 10:30 AM

Received Sun 18 Oct, 7:42 AM · Attendant: Ada

Mark ready

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0803 123 4567

Pickup & delivery: 22 Bode Thomas St, Surulere

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Items (7)

Print 7 tags

1 x Agbada (3-piece) Dry Clean · Tag 0001-1 · Stain on the collar	₦5,000 🏷️ 🗑️
2 x Senator Wash & Iron · Tag 0001-2 to 3	₦3,000 🏷️ 🗑️
4 x Shirt Wash & Iron · Tag 0001-4 to 7	₦2,800 🏷️ 🗑️
🚚 Pickup	₦1,000 🗑️
🚚 Delivery	₦1,000 🗑️
+ Add items	

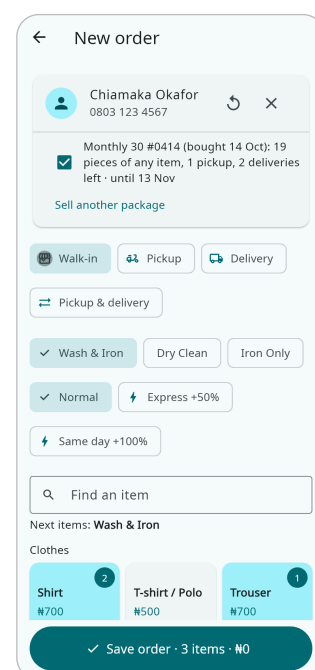
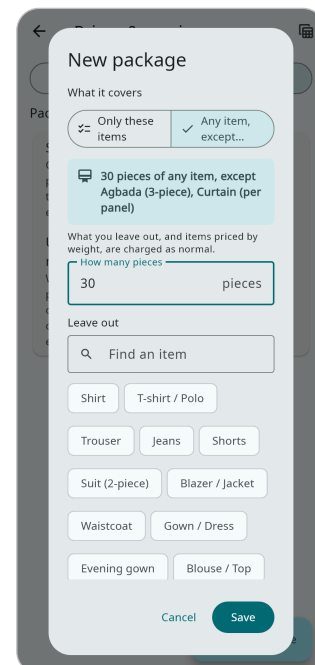
4

If money is still owed, take the payment there. Only a manager or the owner can let clothes go with money still owed, and it is recorded in the Activity log.

Sell packages

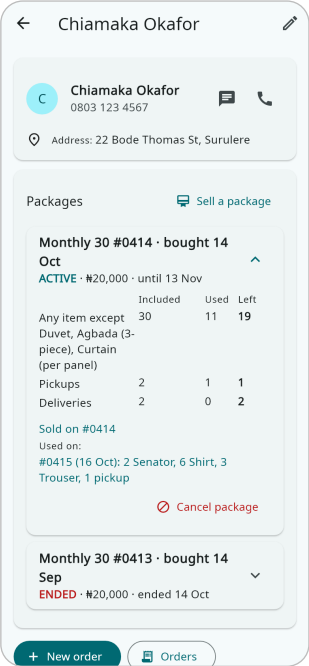
Monthly plans like 30 pieces a month, and what is left on each.

- 1 Turn packages on in More > Prices & services > Packages > Sell packages. Then tap Add package.
- 2 Give it a name, a price and how many days it lasts. Under What it covers, choose Only these items (for example 15 shirts and 10 trousers) or Any item, except... (for example 30 pieces, except duvets and agbada). The summary shows what you have chosen.
- 3 Sell a package from the customer's page (Sell a package) or on New order. It is paid like any order, in full or in parts.
- 4 At drop-off, the customer's packages show with what is left. Covered pieces cost nothing, and extras are charged on the same bill. Every receipt shows what was used and what is left.



5

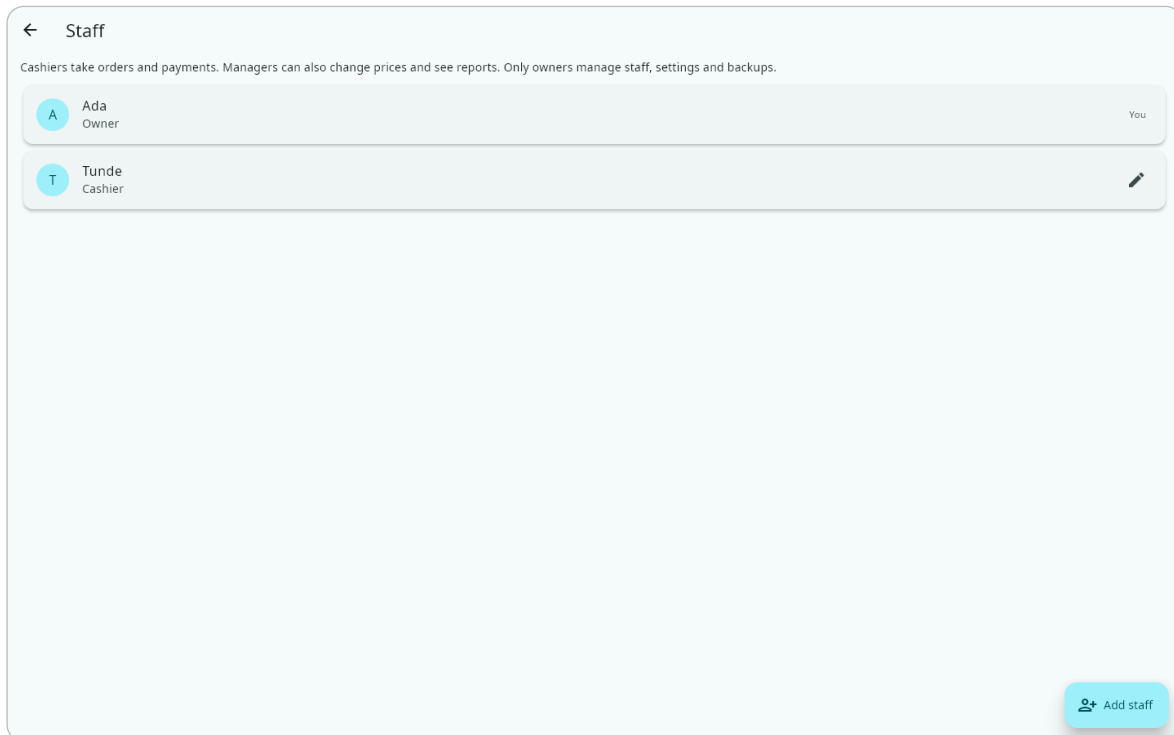
The customer's page lists every package they bought: what is included, used and left, and the orders that used it. A manager can cancel one sold by mistake.



Add your staff

A PIN for each person, and what each role can do.

- 1 Open More > Staff > Add staff. Type their name, choose Cashier or Manager, and set the PIN they will sign in with.

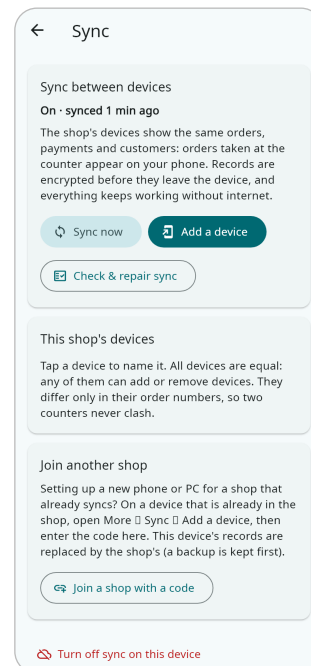


- 2 Cashiers take orders and payments, and give only the discounts you set up. Managers can also change prices, refund and cancel. The owner can do everything, including staff and settings.
- 3 Everyone signs in with their own PIN, so every order and payment shows who handled it. More > Activity log lists discounts, refunds, cancellations and changes, with who did them.

Use your phone and PC together

See the counter's orders on your phone.

- 1 Sync is on from the start on your first device, usually the shop PC.

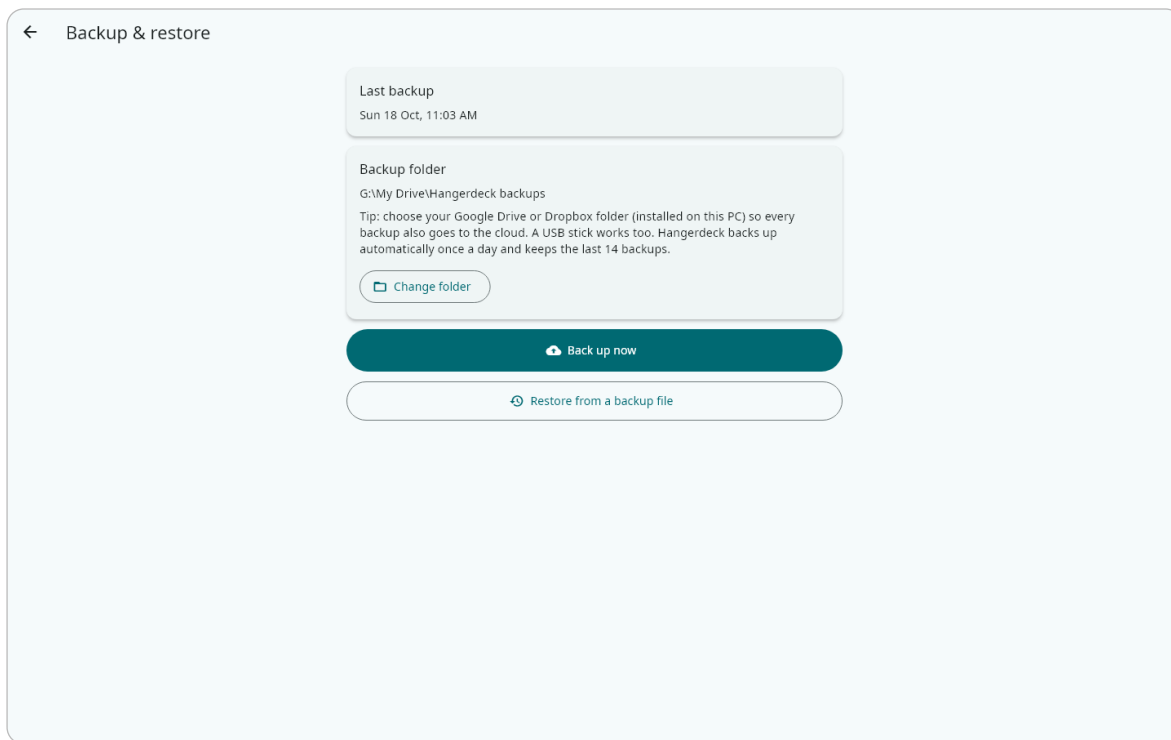


- 2 On that device, open More > Sync > Add a device. A code and a QR code appear.
- 3 On the other phone or PC, install Hangerdeck, open More > Sync > Join a shop with a code, and type or scan the code.
- 4 Orders, payments and customers now show on both, usually within a couple of minutes whenever there is internet.
- 5 Your licence covers 2 devices. Add more at hangerdeck.com/add-device.

Back up your records

Daily backups to Google Drive, Dropbox or USB.

- 1 On the shop PC, open More > Backup & restore and choose where backups go: a folder inside Google Drive or Dropbox, or a USB stick. Hangerdeck backs up there every day.



- 2 Tap Back up now whenever you like, for example before changing a lot of prices.
- 3 Restore from a backup file replaces what is on this device. Use it on a new or repaired device.

Print receipts and tags

Receipt printers on a phone or PC, and garment tags.

- 1 Open More > Shop settings and choose your receipt paper: 58mm, 80mm or A4.

← Shop settings

Shop details (printed on invoices and receipts)
Receipts show your licensed business name:
Sparkle Laundry

 [Add logo](#)

Shop name
Sparkle Laundry

Branch or tagline (optional), e.q. Ik...

Address
14 Adeniran Ogunsanya St, Surulere,

Phone
0803 555 0142

Email

Website (optional)

Social media (optional), e.q. IG @s...

Message at the bottom of receipts

- 2 On a phone, pair your Bluetooth receipt printer in the phone's Bluetooth settings first. Then choose it in Hangerdeck and press Test print.
- 3 On a PC, install the printer's Windows driver. Hangerdeck prints to it like any printer.
- 4 Open More > Garment tags to choose how tags look, and whether every item must be checked before the clothes go home.

← Garment tags

How you tag

How do you tag clothes?

☒ Receipt printer
Thermal 58/80 mm roll or an A4 sheet. Tags with a code to scan.

☐ Impact printer
Ink ribbon on tag paper; survives washing and pressing. Text only.

☐ Label printer
Labels or nylon tape on a label printer (thermal transfer for washing).

☐ Handwritten
Staff write each code (e.g. 0412-3) on their own tags with a permanent marker.

Tag size
80 mm roll

Code to scan on each tag
QR code

Also print

☐ Logo ☒ Shop name

☒ Customer name ☒ Ready-by date

☒ Notes (stains...)

Always printed: order number, piece (3/7), tag code, service code, item and the express mark.

Tag printer
Ask each time (print dialog)

[Preview tags](#)

Buy or renew your licence

After the free trial, ₦60,000 a year per branch (₦5,000 a month).

1

Open More > Licence to see your trial or licence and this device's code.

← Licence

Status
Active until 6 Oct 2027
Licensed to: Sparkle Laundry
Licence ID: DEMO - 1 branch

This device
HD-1A2B-3C4D

Licence on another device?
Each licence covers 2 devices of the same shop. If your shop already has a licence on another phone or PC, add this device to it (no extra cost), then paste the key below.
[Add this device to my licence](#)

How to buy
₦60,000 per branch per year (₦5,000 a month), on up to 2 devices. Buy at [hangerdeck.com](#) or on WhatsApp; your licence key is sent to you as soon as payment is confirmed.

Business name *
Sparkle Laundry

Printed on your invoices and receipts once licensed
Your name *
Ada

Phone number *
0803 555 0142

Country *
Nigeria

2

Buy online with card, transfer or USSD, or on WhatsApp. Your licence key appears as soon as payment is confirmed.

3

Paste the key on the Licence screen. Renew the same way each year. Your records are never locked: you can still look up orders and give out clothes.