



Quotara Pro 4.2.1 User Guide

Install, set up and run your quote-to-cash work on Windows

Public release 4.2.1 | Windows 10 or 11, 64-bit | Updated 6 October 2026

This guide helps a new Quotara Pro user install the public 4.2.1 release, create professional documents, follow payments and delivery, protect local data, and get support. Quotara runs on your PC and works offline.

The screenshot displays the Quotara Pro dashboard interface. At the top, there's a search bar and buttons for '+ New Quote' and '+ New Invoice'. Below this, a 'Financial snapshot' table shows metrics for USD: Invoiced (\$1,075.00), Collected (\$0.00), Outstanding (\$1,075.00), Overdue (\$0.00), Quoted (\$10,814.50), and Conversion (0% of 1). The 'Quote-to-cash workflow' section shows a sequence of 8 steps: 1. Draft (2), 2. Sent (1), 3. Revised (0), 4. PO (0), 5. Delivered (0), 6. Invoiced (0), 7. Payment (0), and 8. Paid (0). The 'Recent Documents' table lists three items: INV-2026-0001 (Invoice, Draft), Q-2026-0002 (Quotation, Draft), and Q-2026-0001 (Quotation, Quote Sent).

Period	This month	0 overdue invoices	0 reminders due today	0 overdue reminders		
Financial snapshot						
Currency	Invoiced	Collected	Outstanding	Overdue	Quoted	Conversion
USD	\$1,075.00	\$0.00	\$1,075.00	\$0.00	\$10,814.50	0% of 1

Quote-to-cash workflow	1. Draft	2. Sent	3. Revised	4. PO	5. Delivered	6. Invoiced	7. Payment	8. Paid
	Quotation Draft	Sent Quote	Discount / Revised Quote	Purchase Order	Delivered	Invoice Shared	Payment Processing	Payment Confirmed
	2	1	0	0	0	0	0	0

Recent Documents	All	Quotations	Invoices	PFI	Waybills	Letters	Purchase Orders					
☐	Document No.	Type	Client	Date	Amount	Status	Due Date	Actions				
☐	INV-2026-0001	Invoice	Initech Fictio...	05 Oct 2026	\$1,075.00	Draft	-					
☐	Q-2026-0002	Quotation	Globex Demo...	05 Oct 2026	\$1,870.50	Draft	-					
☐	Q-2026-0001	Quotation	Acme Sample...	05 Oct 2026	\$8,944.00	Quote Sent	-					

The Quotara Pro dashboard keeps documents, payment status and next actions in one local workspace.

14-day trial

All features, no card needed

Local-first

Your records stay on your PC

Support

services@heytronix.com

Start here

- Install only from the official Heytronix release link and verify the SHA-256 if you want to confirm the file.
- Create your administrator account, add your business details and review the welcome tour.
- Use fictional or non-sensitive information for your first test quotation.
- Preview the A4 page before sending or printing any customer document.
- Create a backup after setup and before major changes.

Install and open Quotara Pro

The public 4.2.1 installer is new and is not yet signed with a public Windows certificate. Windows may display a warning during the first installation.

Download the official installer

Download Quotara-Pro-4.2.1-Setup.exe from the official Quotara Pro release page. The installer is 27.6 MB and its SHA-256 is:

```
0765aec238a40651c8c67165b73130f1cc513ee29556e9e55719e1ef31b0ea5b
```

Install in about two minutes

1. **Open the installer.** If Windows shows Windows protected your PC, choose More info, then Run anyway. Some browsers may first ask you to keep the uncommon download.
2. **Follow the setup.** Quotara installs for your Windows user and does not need an administrator password.
3. **Launch Quotara Pro.** Leave Launch Quotara Pro selected at the end of setup.
4. **Create the first administrator.** Use a password you can store safely. The administrator manages licence and workspace settings.
5. **Take the welcome tour.** The tour shows the main areas. You can skip it and reopen guided help later.

Optional hash check

Open PowerShell and run:

```
Get-FileHash "$env:USERPROFILE\Downloads\Quotara-Pro-4.2.1-Setup.exe"
```

The result must match the SHA-256 printed above.

Set up your workspace

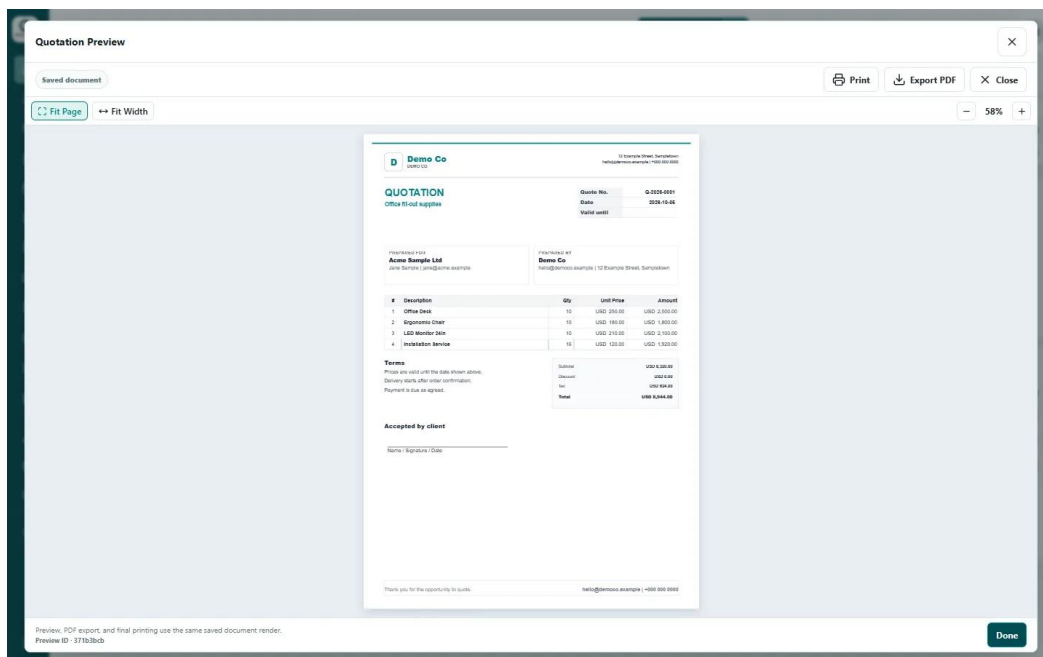
- Add your business name, logo, contact details and document defaults.
- Review currency, payment terms, tax, discount and numbering before issuing a document.
- Add one fictional customer and one fictional product or service for your first practice quotation.

Create your first quotation

A quotation begins with a customer and the products or services you want to price. Save reusable records once, then build each new quotation from them.

Four practical steps

1. **Add your customer and products.** Save the client and your price list so you do not need to type the same details again.
2. **Create a quotation.** Choose the customer, add items, quantities, prices, discounts and notes, then review the dates and terms.
3. **Preview the A4 page.** Check the customer name, item descriptions, quantities, prices, totals, payment details and page layout.
4. **Save and export.** Save the document, then create the print-ready PDF when the content is correct.



Preview the customer-facing A4 page and verify the commercial details before sending or printing.

Before you send a quotation

- Confirm the customer and contact details.
- Read every line description and check quantity and unit price.
- Verify discount, tax, subtotal and total.
- Check validity, payment terms, notes and bank details.
- Export the PDF and open it once before sending it.

Move from quote to cash

Keep the commercial story connected instead of rebuilding the same job in separate files.

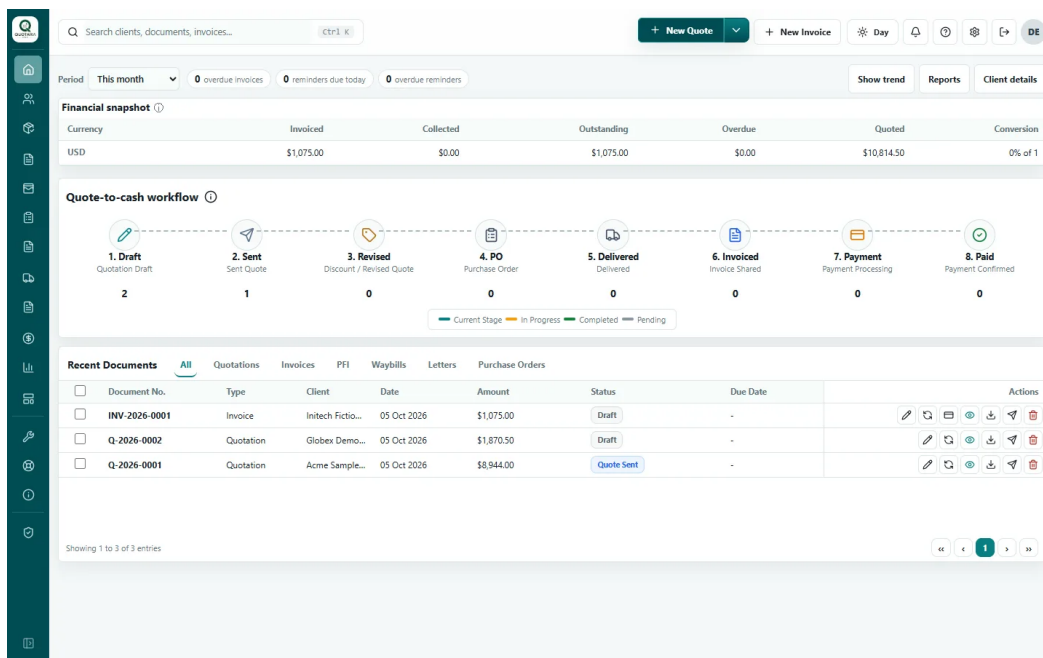
Convert the approved work

A quotation can be converted into an invoice, pro-forma invoice, purchase order or delivery waybill. Review the converted document before issue because each document serves a different purpose.

Stage	What to check
Quotation	Customer, scope, prices, terms and final A4 preview
Invoice or pro-forma	Source job, amount due, payment terms and references
Payment	Amount received, date and remaining balance
Waybill	Items delivered, delivery notes and handover details

Record payments

Record what was paid and when. Quotara shows the collected and outstanding amounts on the dashboard. It supports payment tracking; it does not move money, reconcile your bank account, file taxes or replace your accounting process.



The dashboard makes quotation, invoice, payment and delivery status visible together.

Use templates and Template Studio

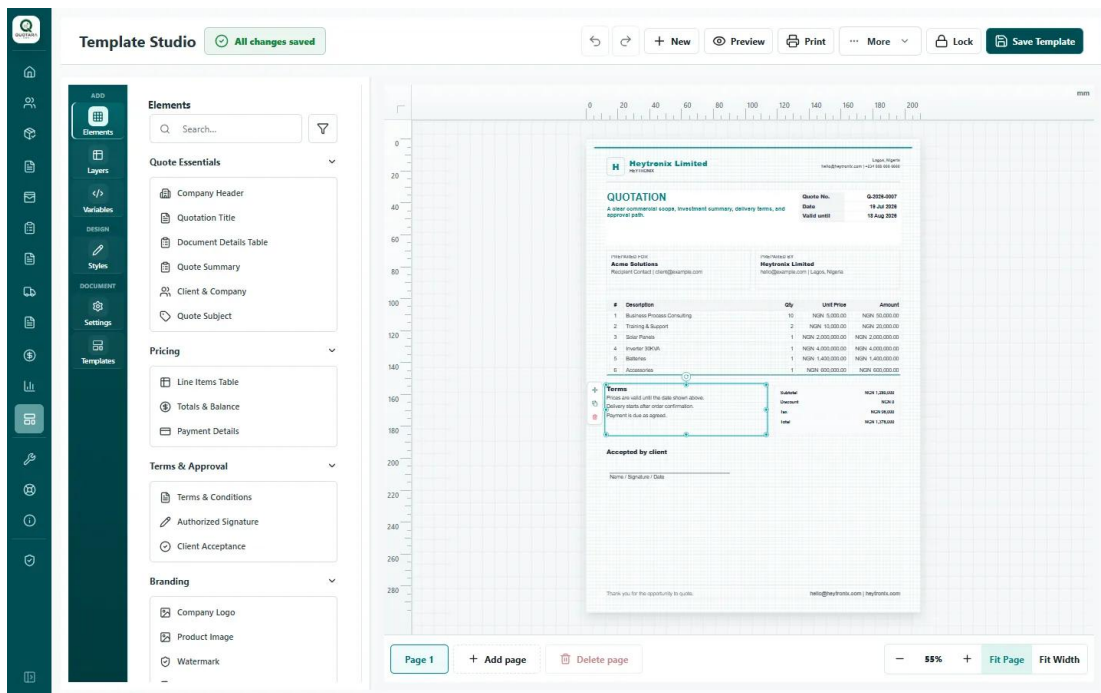
Quotara Pro includes six simple starter templates you can edit. Template Studio is available when you need a more distinctive layout.

Begin with a starter template

Create and export a test quotation with a supplied template before building a new design. This gives you a known working result and makes later design changes easier to compare.

Design safely

- Use the same business identity, logo and contact details across your documents.
- Keep line-item tables readable and allow enough space for totals, terms and signatures.
- Preview the intended document type after every significant layout change.
- Check both a short document and a multi-page document before using a template with customers.



Template Studio lets you adjust a reusable document layout and review the A4 result.

Template design help

Heytronix can adjust an existing template or design a branded set. Current service prices and launch offers are published on the official Quotara Pro product page.

Protect your work and stay current

Your records are stored on your own Windows PC. Backups are part of your operating routine, not a one-time setup step.

Back up and restore

- Create a backup after initial setup and before important updates or major data changes.
- Keep a copy away from the computer that runs Quotara.
- Use a clear backup date and verify that the file is present before you rely on it.
- Restore only a backup you trust and confirm that the expected records are available afterward.

Check for updates

Open About, then choose Check for updates. Quotara shows download progress and backs up your data before the installer handoff. Approve updates only when you are ready to close your work and complete the installation.

Guided help

Open Help for guided tours that cover activating a licence, recording a payment, adding a product and creating a quotation. These tours can be reopened when another user needs a refresher.

Trial, licence and support

The free trial includes every feature for 14 days and does not require a card. Your records remain readable and exportable after the trial.

Request or renew a licence

1. **Open About.** Choose Buy or Renew licence.
2. **Choose term and currency.** Enter an offer code only when you have one, then send the request with a real email address and phone or WhatsApp number.
3. **Use your Request ID.** Follow the payment instructions and quote the Request ID when sending proof of payment.
4. **Activate the key.** After payment is confirmed, enter the key under Admin Console, License, Activate License.

The screenshot shows a 'Buy / Renew licence' modal window. It has tabs for 'Licence' and 'Template design'. Under 'Licence', there are four options: 6 months (NGN 155,000), 1 year (NGN 175,000), 2 years (NGN 410,000), and 5 years (NGN 700,000). The '1 year' option is selected. Below these options, there is a 'Launch offer -30%' button and a 'Have an offer code?' field. To the right of these is an 'Apply' button. Below the 'Apply' button are fields for 'Your name *' (filled with 'Demo Admin'), 'Company' (filled with 'Demo Co'), 'Email *' (filled with 'hello@democo.example'), and 'Phone / WhatsApp *'. There is also a 'Note (optional)' field. At the bottom, the 'Machine code' is displayed as 'a382c3d4e5f6d78293a4b5c'. Below the machine code, it says 'You pay: NGN 175,000 NGN 245,000 You save NGN 75,000'. There are 'Cancel' and 'Send request to Heytronix' buttons at the bottom right.

The Buy or Renew licence screen shows the machine code, term, currency and request details to review.

Important licence points

- A licence key is tied to one PC and its machine code.
- If you change PC, contact Heytronix with the new machine code for a replacement covering the remaining term.
- Do not share a licence key, private build or backup passphrase.

Quick reference

Keep these links and support details nearby when you need a fresh installer, licence guidance or help with an error.

Get help

Email services@heytronix.com or message +234 811 325 6544.

Useful links

Official product page: <https://www.heytronix.com/ecosystem/ops/quotara-pro>

4.2.1 release: <https://github.com/Abrahammak/quotara-releases/releases/tag/v4.2.1>

Licence terms: <https://www.heytronix.com/legal/quotara-terms>

A useful support request includes

- Quotara Pro version 4.2.1 and your Windows version.
- The screen you were using, what you expected and what happened instead.
- The exact error text and a screenshot with confidential details removed.

Keep private

Never send a licence key, machine code, backup passphrase, bank information or a customer document unless Heytronix support specifically confirms a secure way to provide it.