Setup And Manual Book

Office

Office

Configuration

Payroll

Vacation

Shift

Logs

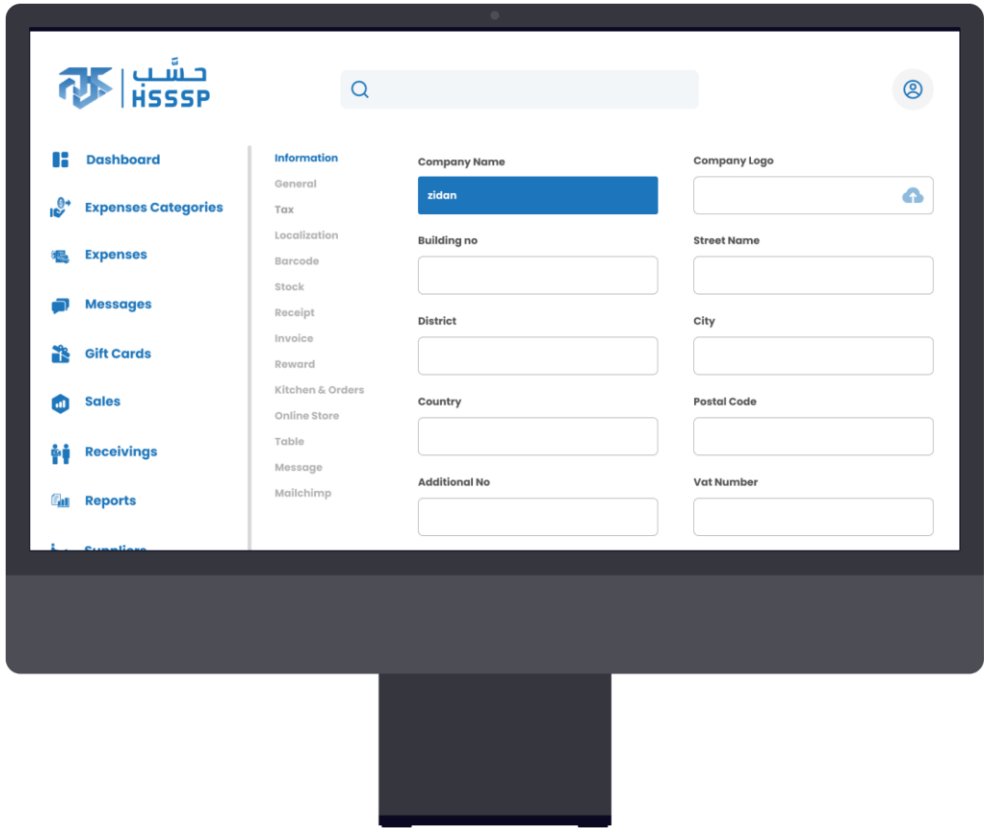
Taxes

Home

Employees

Setup and Configurations

Configuration



Information

you can add your company name logo, company address, phone and return policy

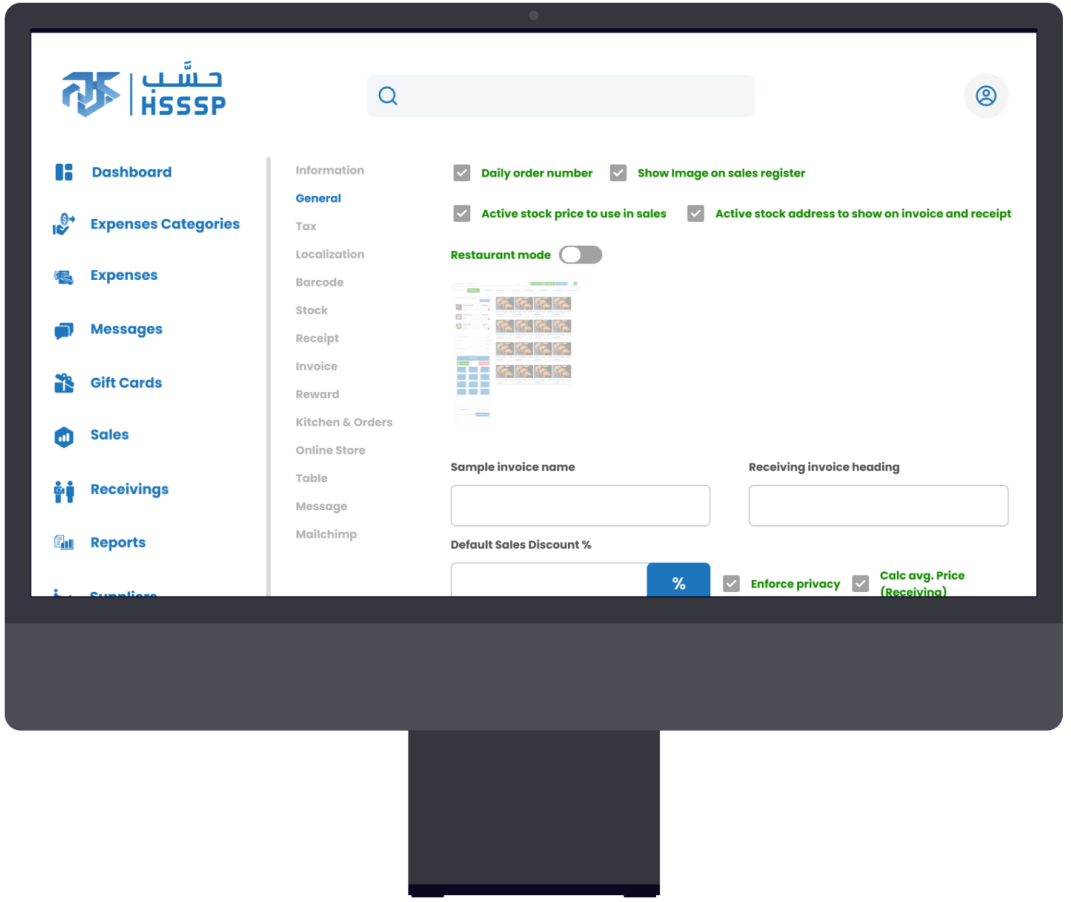
General

All the setup is ready no need to change anything

if you need to do default sales discount

or backup your data you most come to

this page



Tax

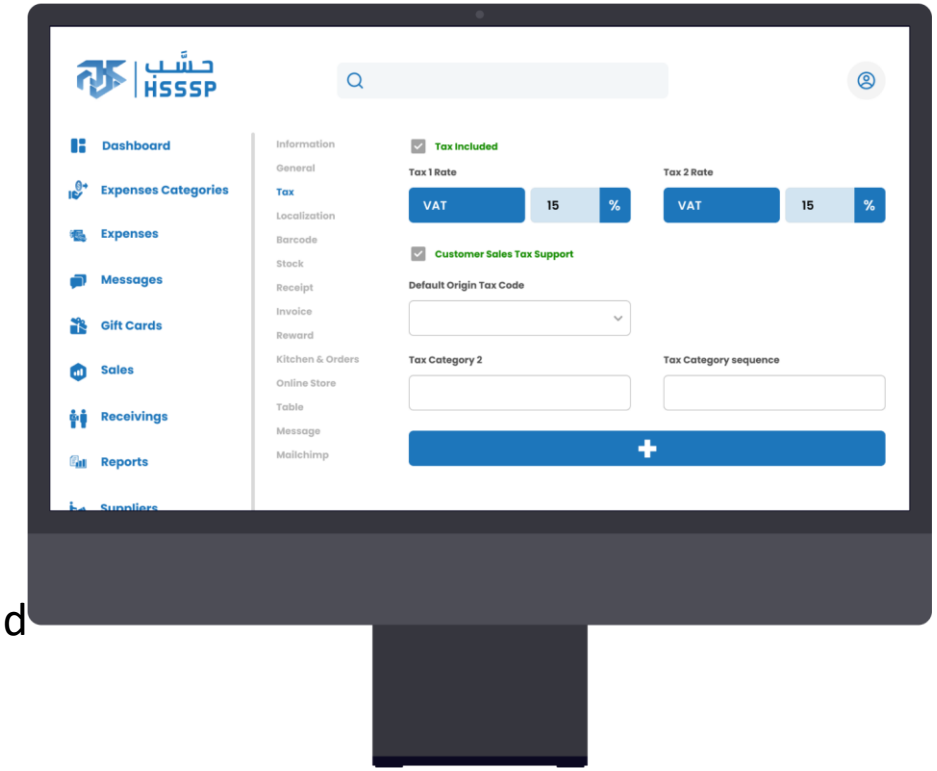
All the setup is ready no need to change anything

if you need to cancel or add your tax rate you most come

to this page and check or uncheck the tax rate after add

the tax from tax part at office page

you can go to the tax slide to get more understand about add
(the new tax)



Localization

All the setup is ready in [$] en_us

if you need to change to your localization you can press the [!] bottom or flow the steps for Saudi reals

Ar_SAR if you need the numbers in Arabic

En_US if you need the numbers in EN font

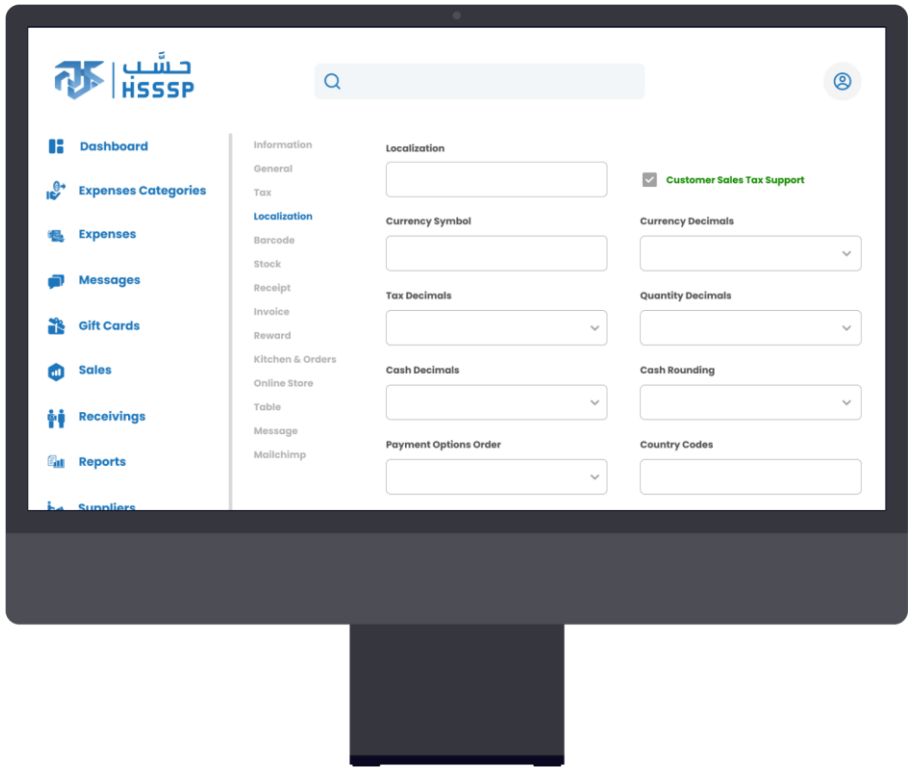
Currency symbol : SAR

Languages [from here you can do the languages you like]

You can do country code AR or EN ,,,as much you need

You can do your time zone and date

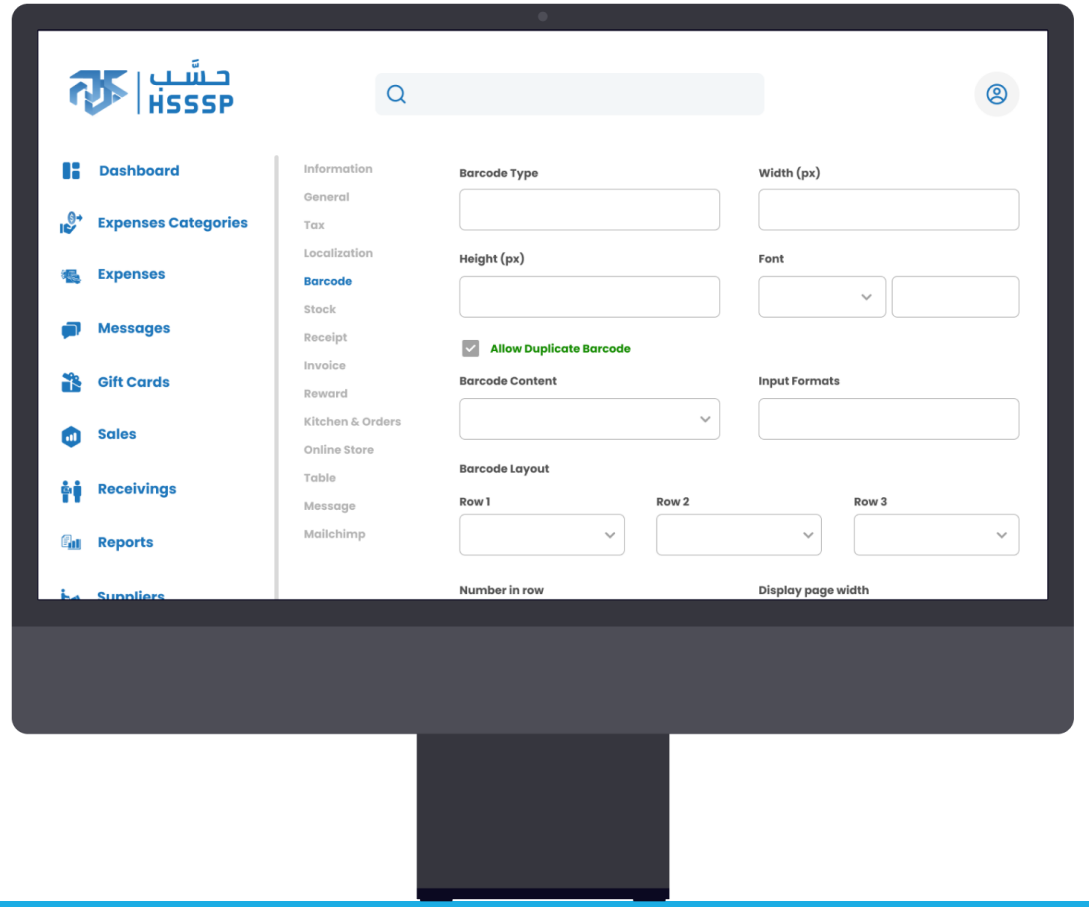
You need to do save before move to any page



Barcode

All the setup is ready no need to change anything

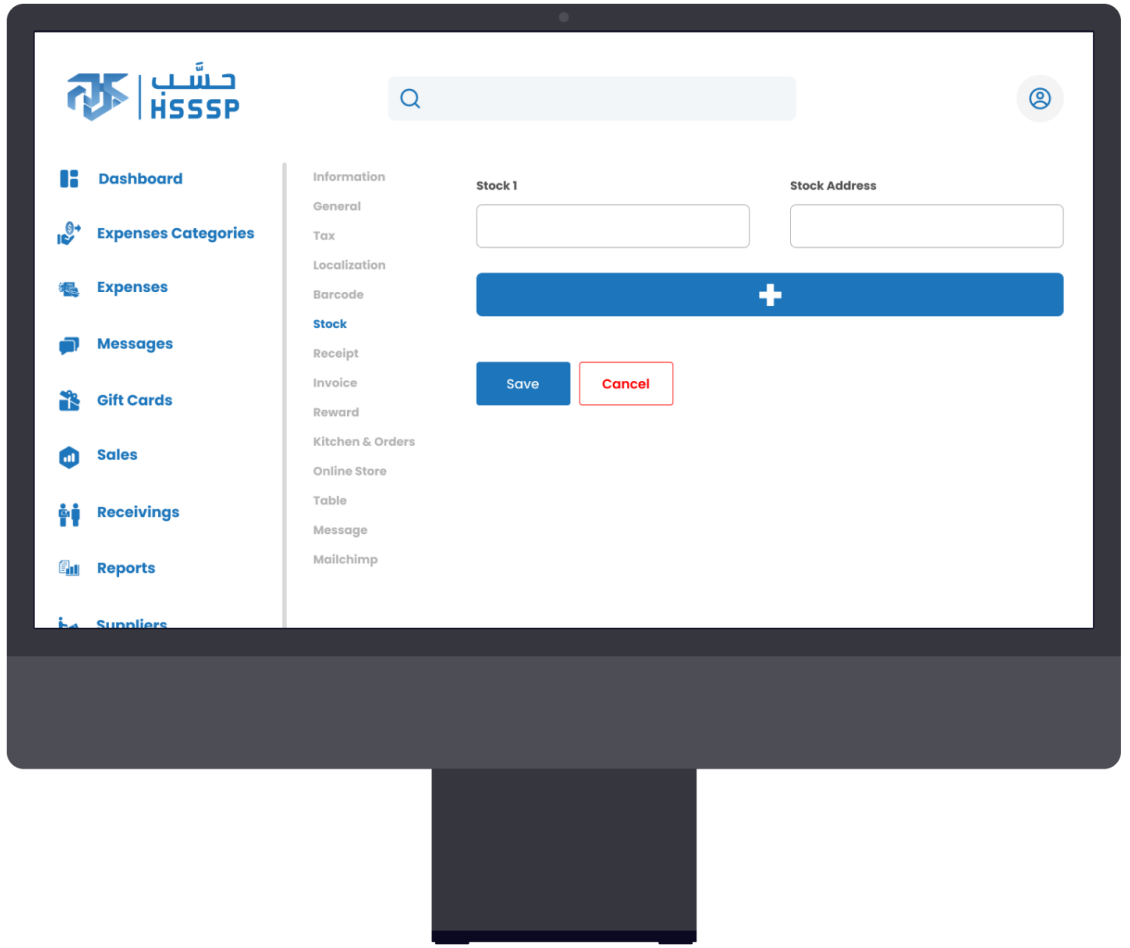
if you need to cancel or add your barcode types or do more setting you can change but if you get miss you need to reset the page as default setup



Stock

From here you can do your branches or sub inventory or franchisee

as you get it in packages you can rename it from here as you need it for some branches and connected to some users or as franchise



Receipt

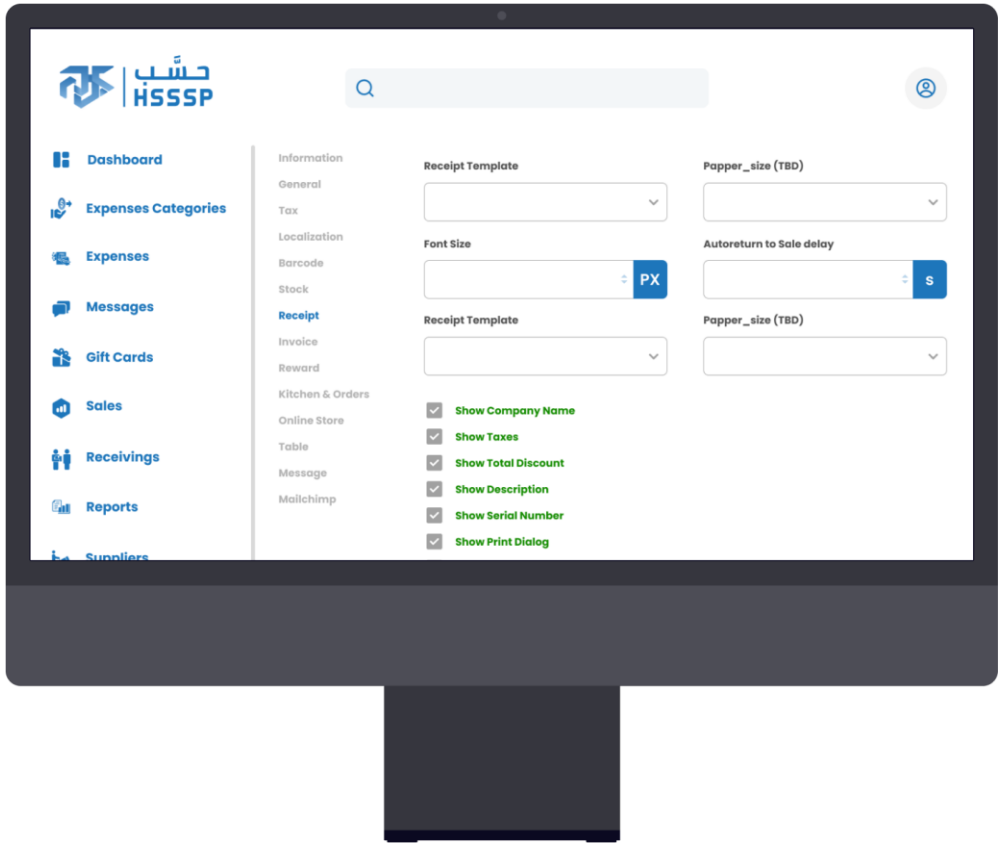
All the setup is ready no need to

change anything

if you need to add or move some information from

the receipt you need come from here and and check

or uncheck your need



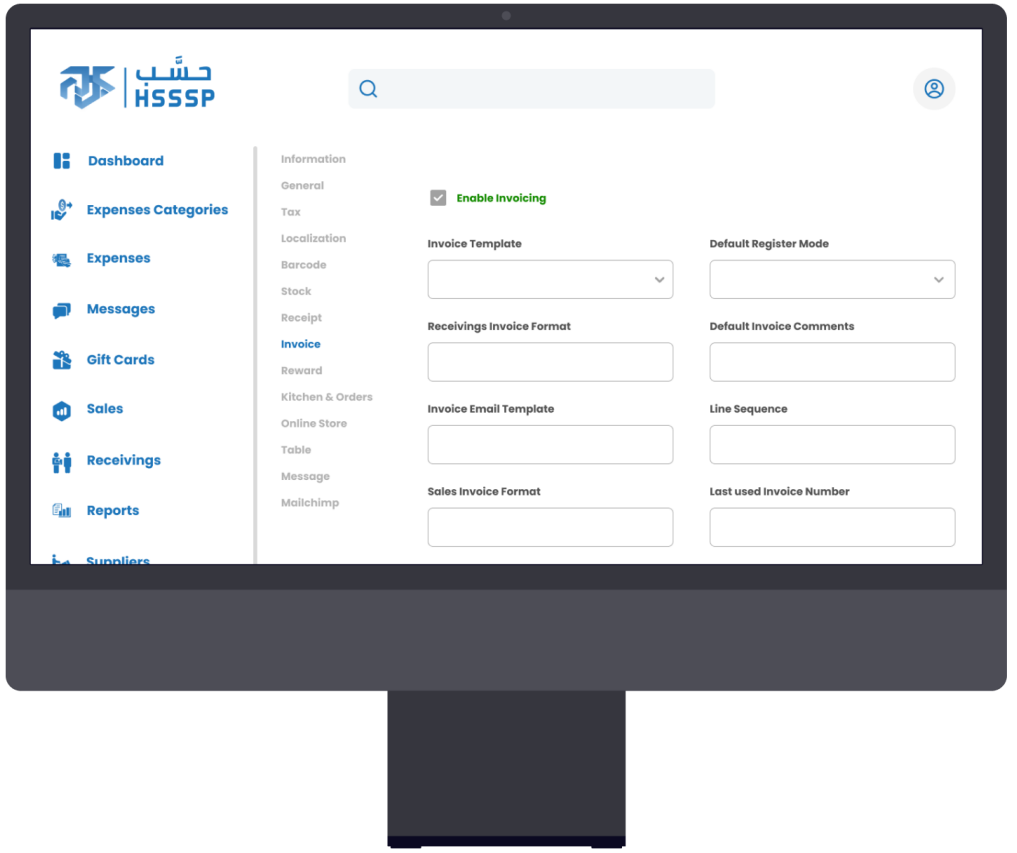
Invoice

From here you can do your invoice setup

you can fill your information need in the invoice that client

will get like the VAt numbers and some information need

to show it there

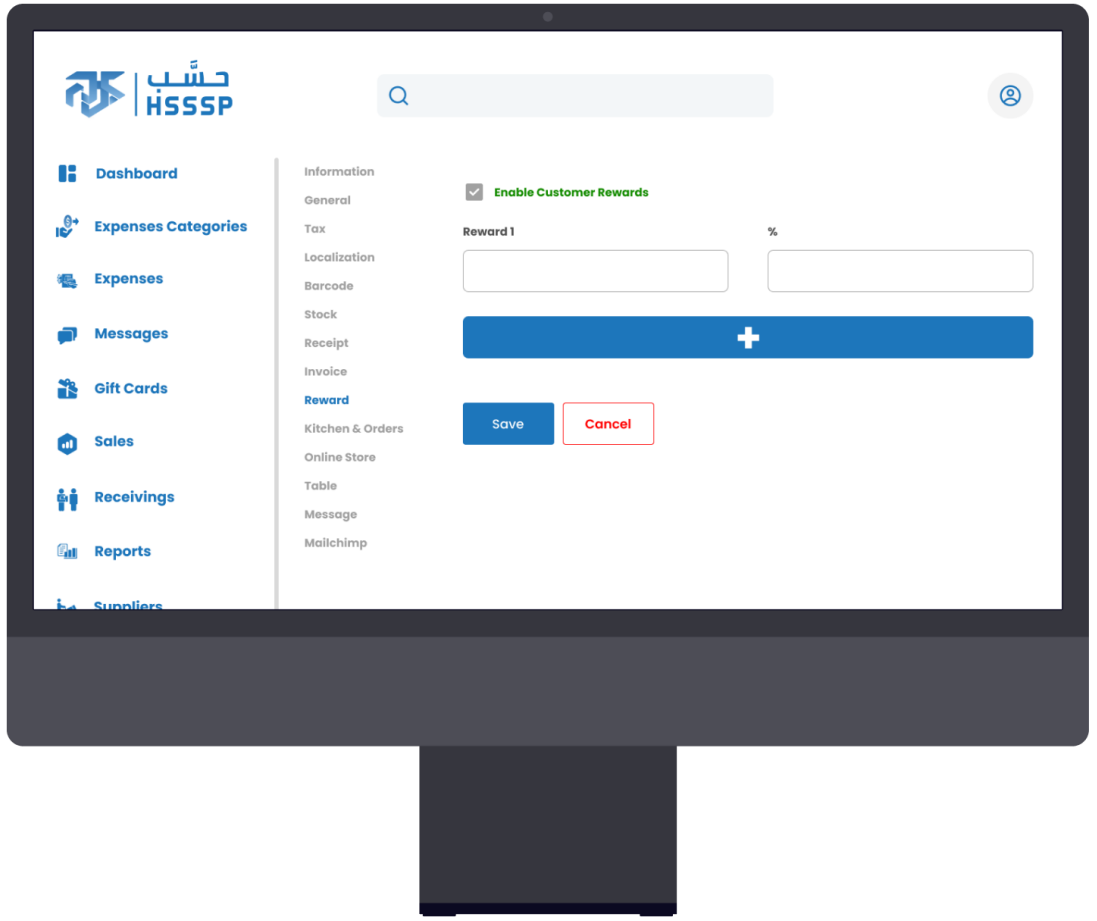


Reward

From here you can do your reward setup

you can fill your reward information setup as you need it

to your clients and check or uncheck to activated



Table

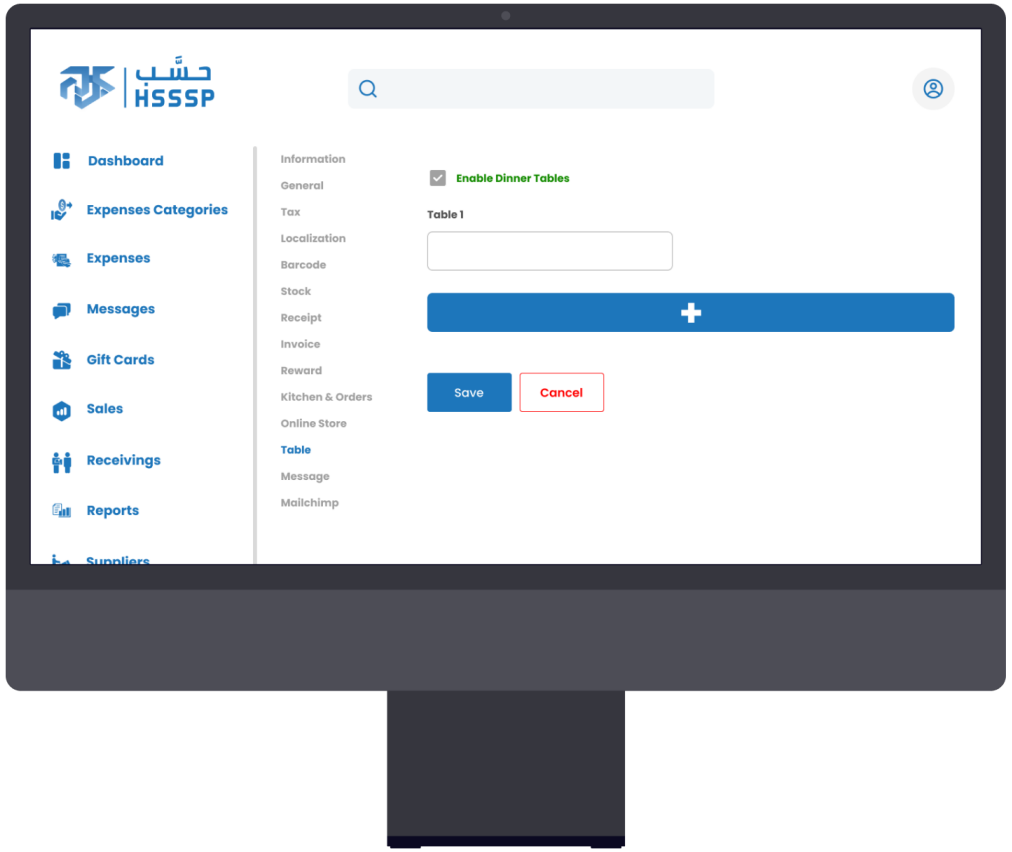
From here you can do your table setup

you can fill your table information setup as you need it

to mange the order if you are restaurant or game center

or any need in your business and you need check or

uncheck to activated



Message

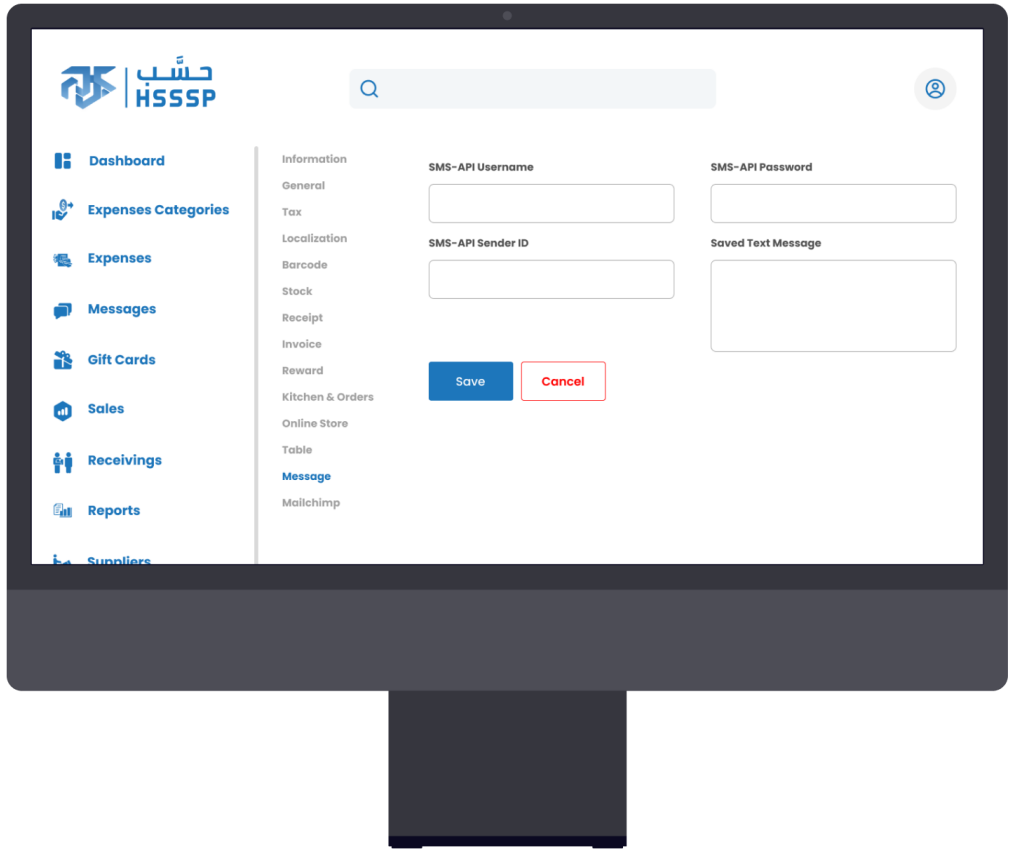
From here you can do your SMS setup

you can fill your SMS API information to setup as you need

it to manage SMS massage with the client or to use it in CRM

We sagest mobily.ms or hisms.com you can do your accent

there and connected to the system



Mailchimp

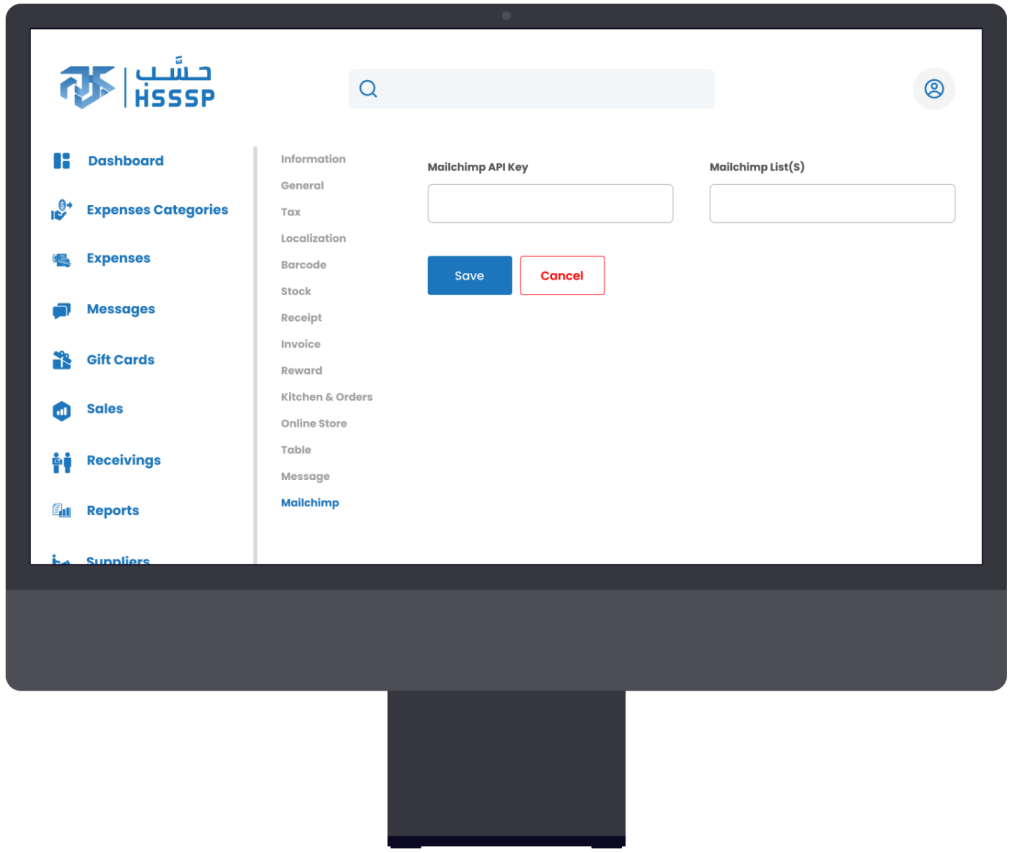
From here you can do your mail chimp setup

you can fill your MailChimp- API information to setup as you

need it to manage marketing with the client

We sagest go the [!] to get more information and you can do

your accent there to connect the API to the system

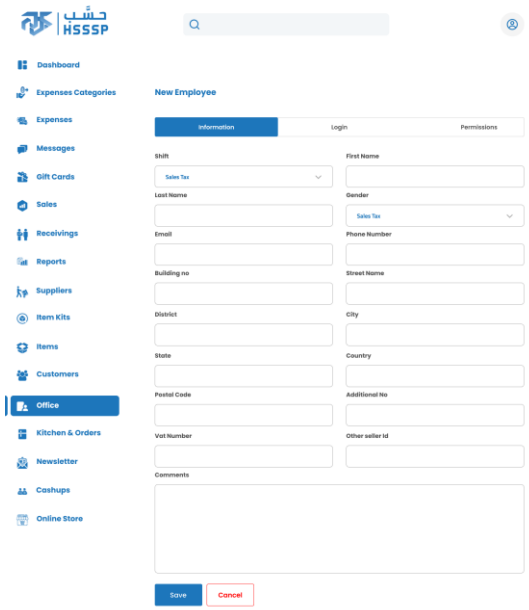


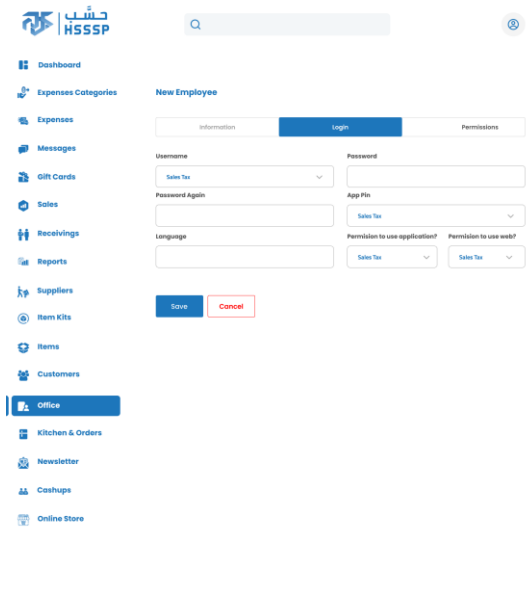
Add Employee And Permeation

Employees

From here you can add your employee and doing the setup

you can press on new employee to add new one in [3] steps





1st - you can fill the mane information

2nd – Fill the login information

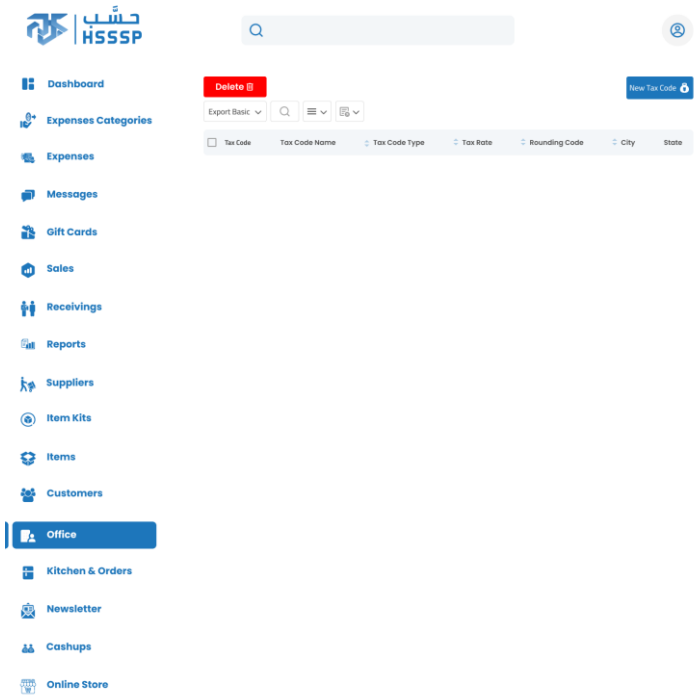
3rd - Check or uncheck to activate the permeations

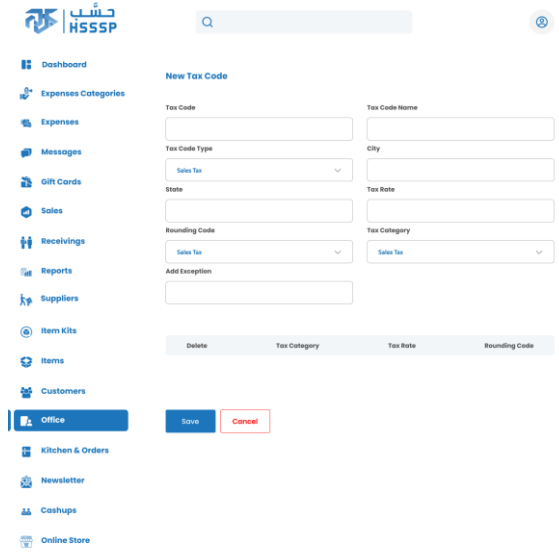
Taxes Add

Taxes

From here you can add your taxes or edit and doing the setup

you can press on new tax code to add new one in [i] steps

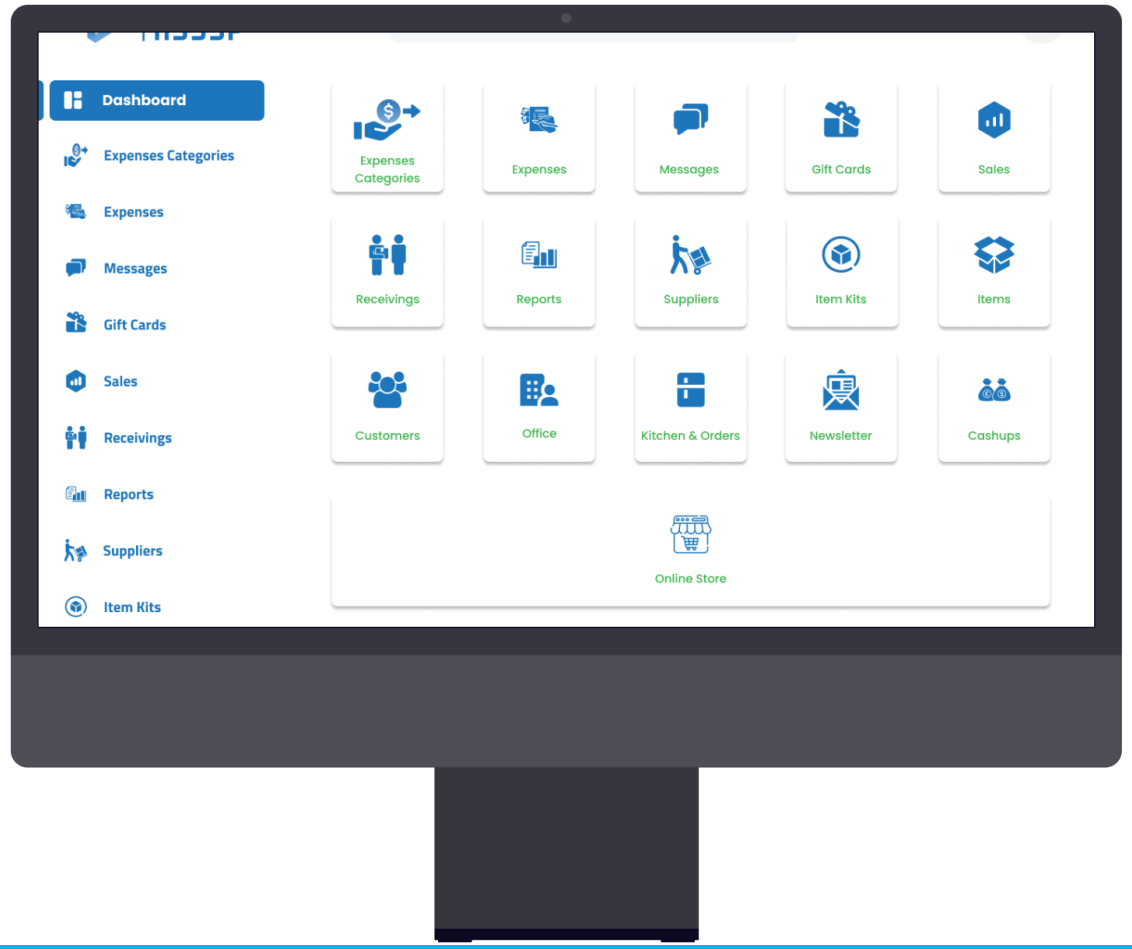


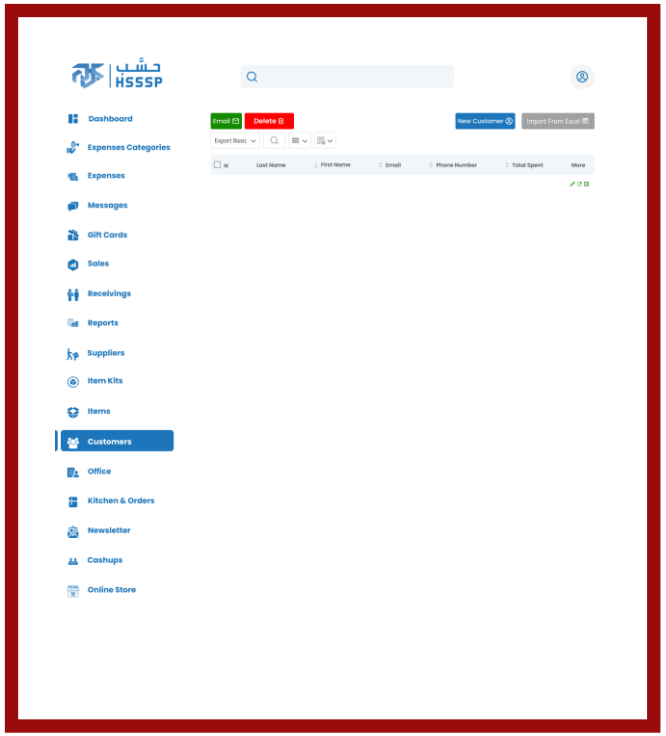


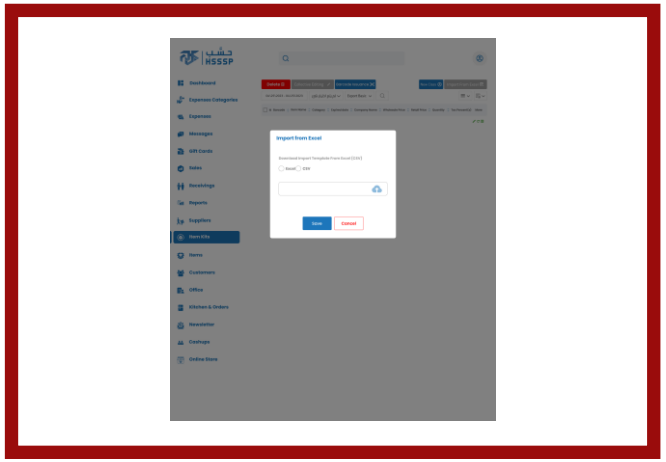
1st - Fill and check or uncheck to activate the taxes

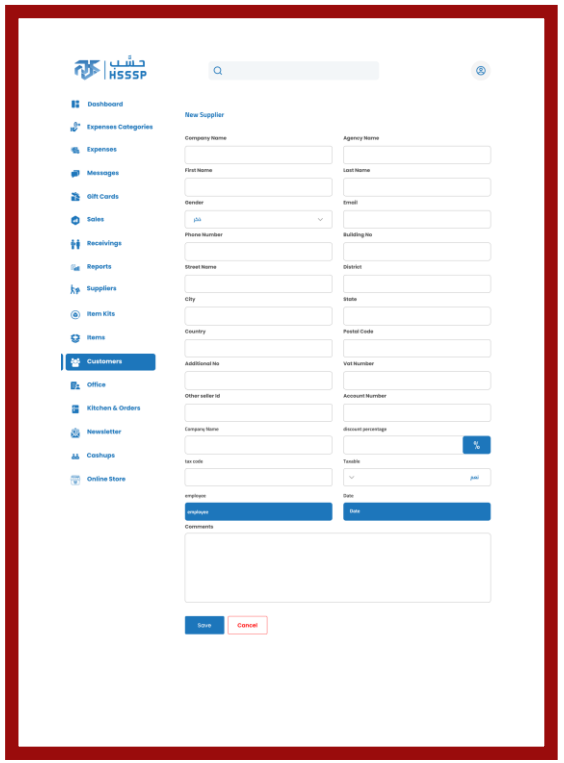
[to activated in the system, you need go to page 5

Applications Expelling & Details









Customer

Customers

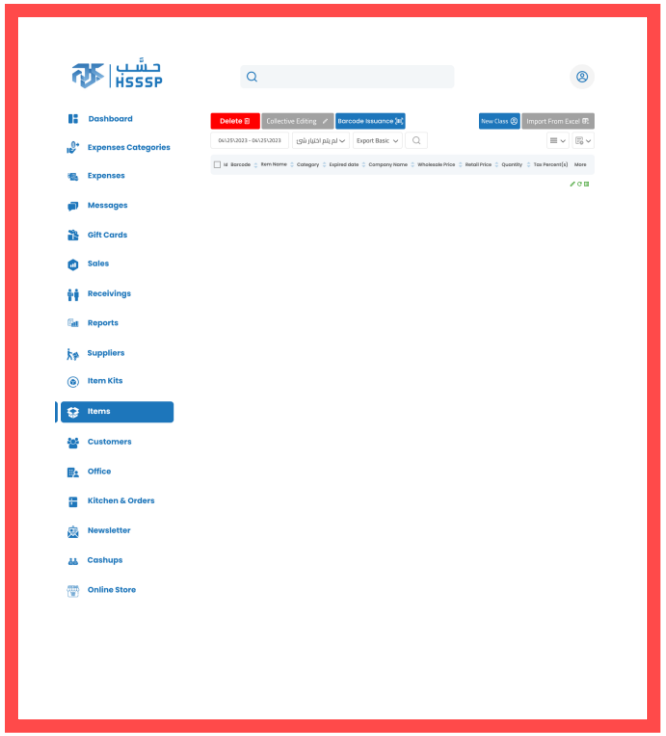
From here you can add your customer or edit and doing the setup &CRM

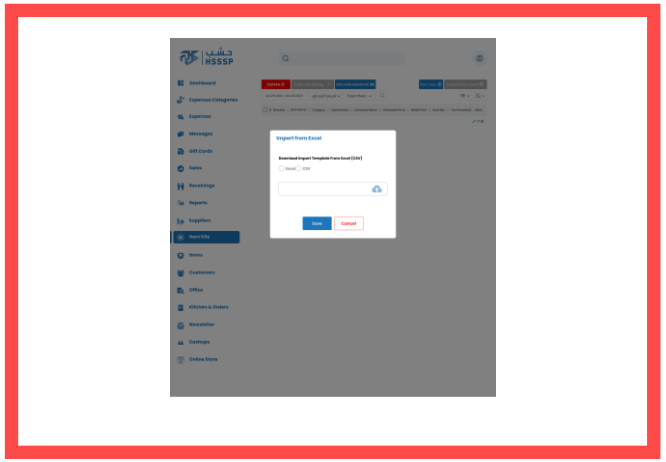
you can press on new customer to add new client in [2] steps

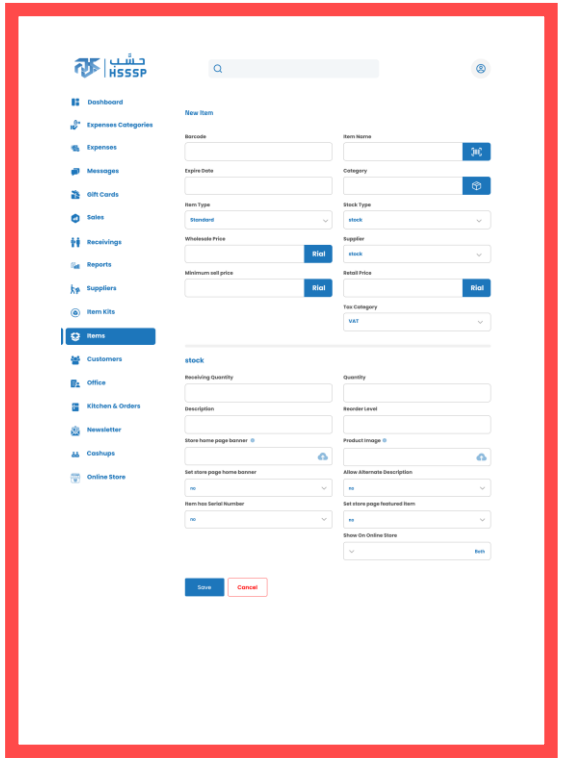
You can add them from sales part as fast actions or you

can add them from customer app

You can do your contact or marketing to the client with SMS channel or email







Item

Items

From here you can add your items or edit and doing the setup

you can press on new item to add new client

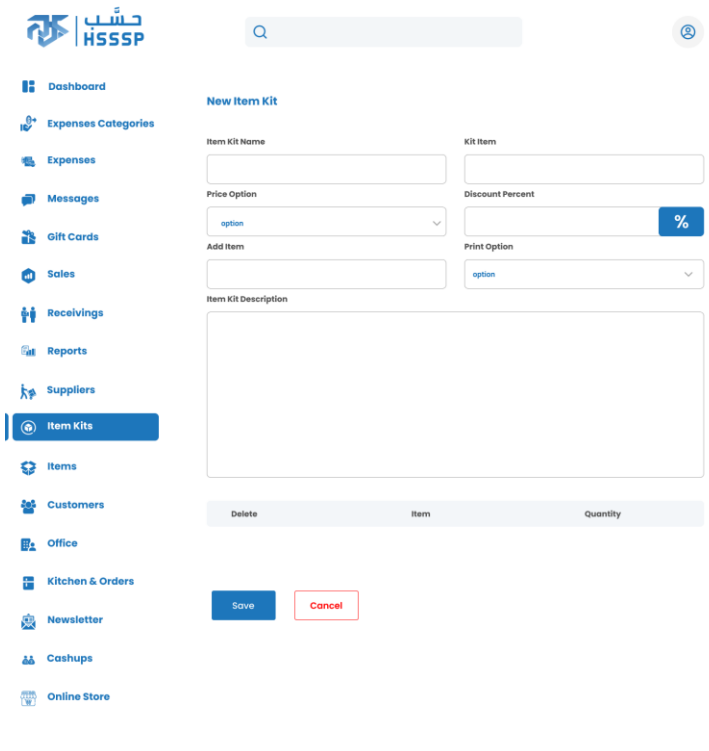
in [3] ways

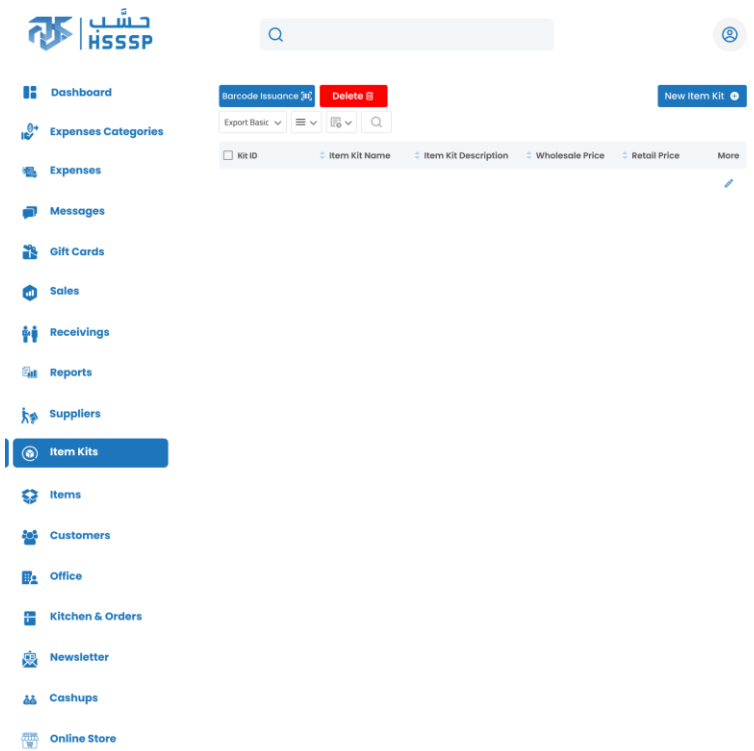
You can add them from sales part as fast actions or you can add them from items app or you can import the file after organized

You can do your items management and inventory added or edit in easy steps

Item kit

Item Kits





From here you can add your items or edit and doing the setup

1st - Fill and check or uncheck to activate the kits

2nd - install the product and add your need
you can press on new item to add new

kits in [2] steps

You can create your over for some products

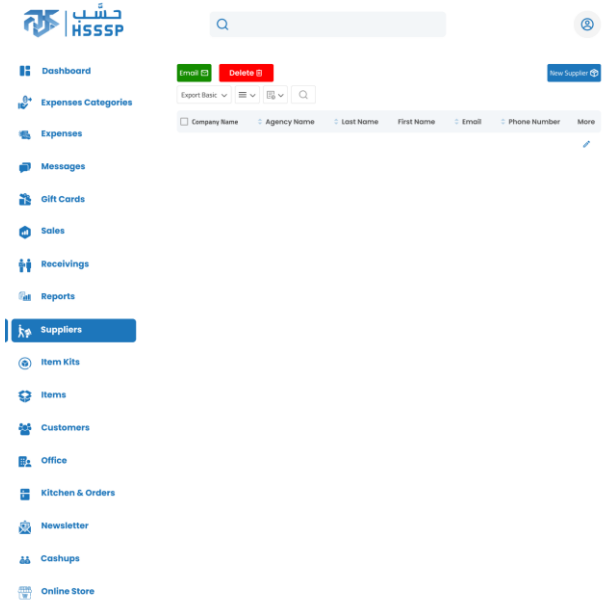
group or sell as wherever.

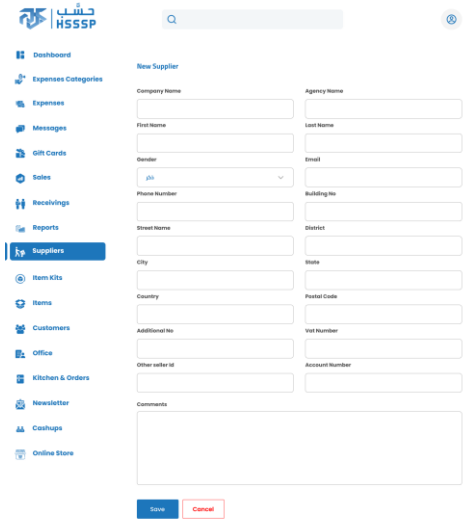
Suppliers

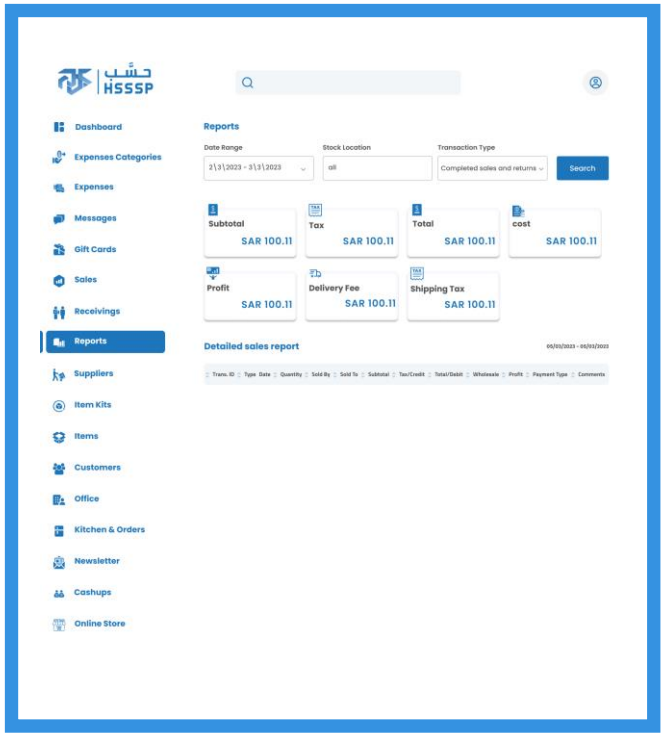
Suppliers

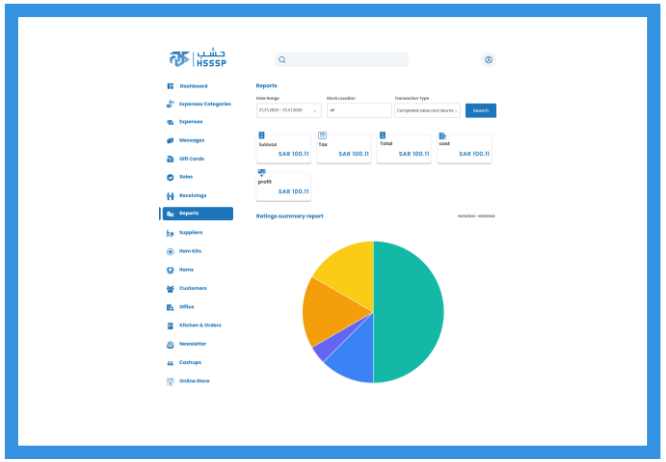
From here you can add your suppliers or edit and doing the setup
you can press on new supplier to add new suppliers in [2] ways

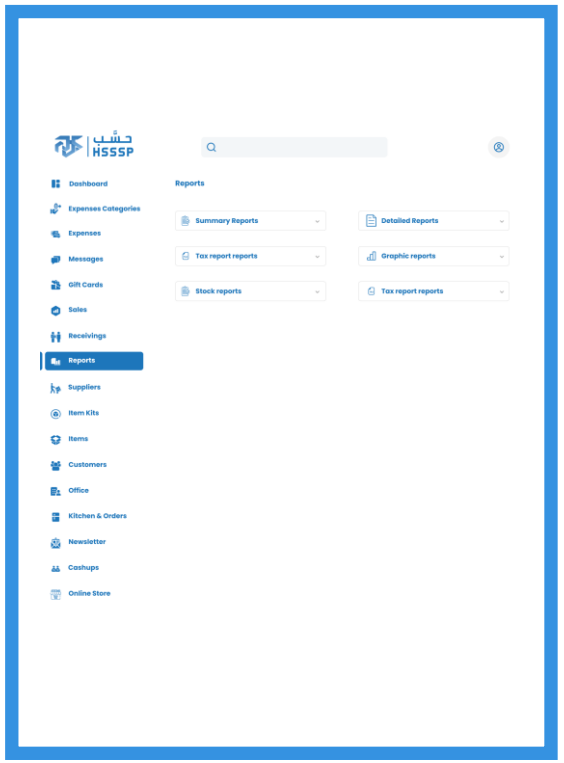
as fast actions you can add them from suppliers app or from receiving app











Reports

Reports

From here you can filter your amazing reports and get tem as you like

you can press on any category to view report in [4] ways

As graphical report, summary report, detailed report

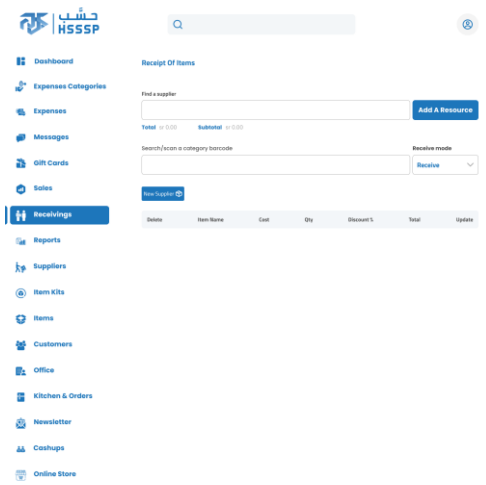
and inventory report

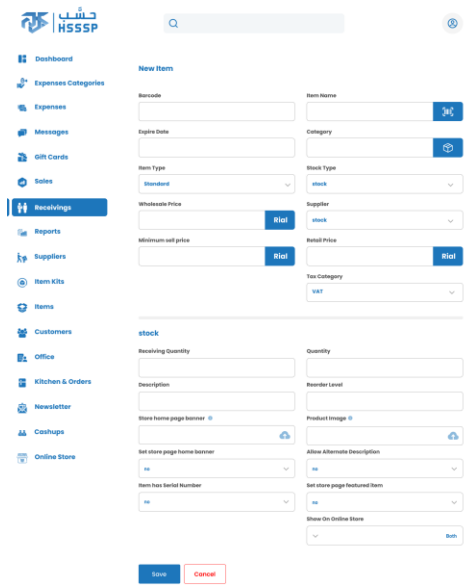
Receivings

Receiving

From here you can add or create receiving to your suppliers invoice or receipt in deferent mode

you can wright in or scanning barcode find or scan item to add new invoice or receipt in [3] steps as fast actions you can add the item to gave the suppliers receipt with the mode you need or wright the item name or number or scanning the barcode At receiving app you can add new suppliers or new items as fast actions You can mange your mode with more than one options You can specific the branch or sub inventory to some suppliers





Sales

Sales

From here you can add or create your payment

and selling , you can used your POS from here

to create invoice or receipt in deferent mode

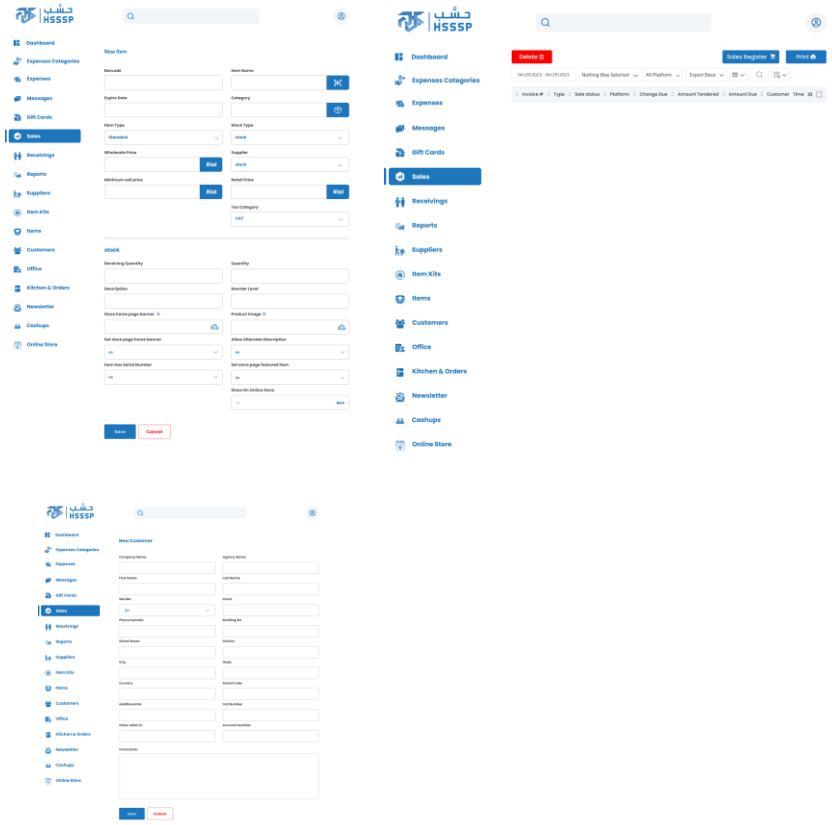
to the client or customers

you can wright in or scanning barcode find or scan item to add new invoice or receipt in [3] steps as fast actions you can add the item to gave the customers receipt or invoice

with the mode you need or wright the item name or number or scanning the barcode At sales app you can suspended the orders for more time

You can specific the branch or sub inventory

to some of your users



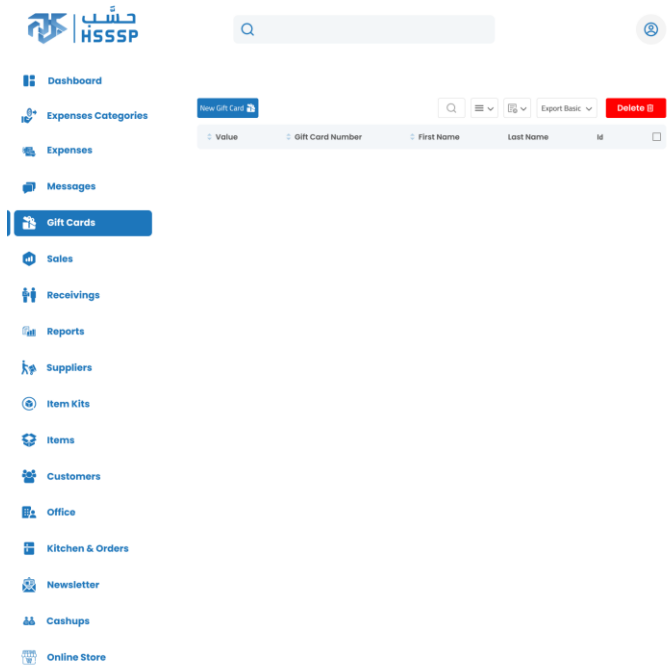
Gift Cards

Gift Cards

From here you can add your GIFT CARDS

or edit and doing the setup

you can press on new GIFT CARD to add new GIFT CARDS in [1] STEP You can add them from GIFT CARD APP as IN fast actions You can do your GIFT CARD AMONT AND manage THE CARD inventory added or edit in easy WAY



Message & SMS

Messages

From here you can ADD YOUR SMS

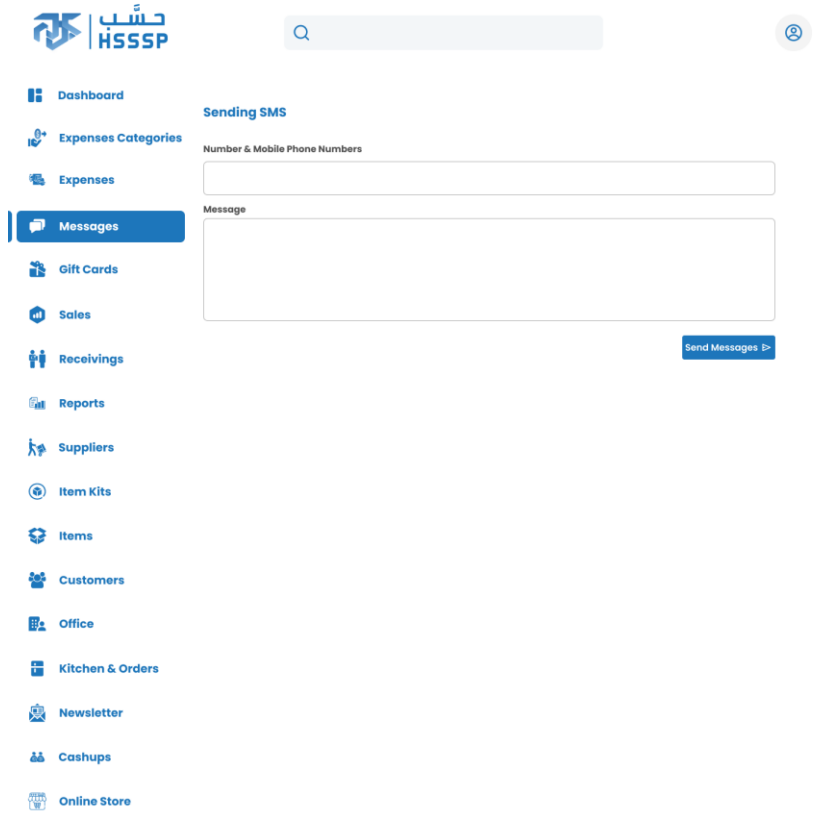
RECIPIENTS AND DO YOUR MESSAGE

you can SEND YOUR MESSAGE on MESSAGE APP

to add new MESSAGE in [1] STEP

You can add THE NUMBERS AND FILL THE MESSAGE

IN fast actions



Expenses

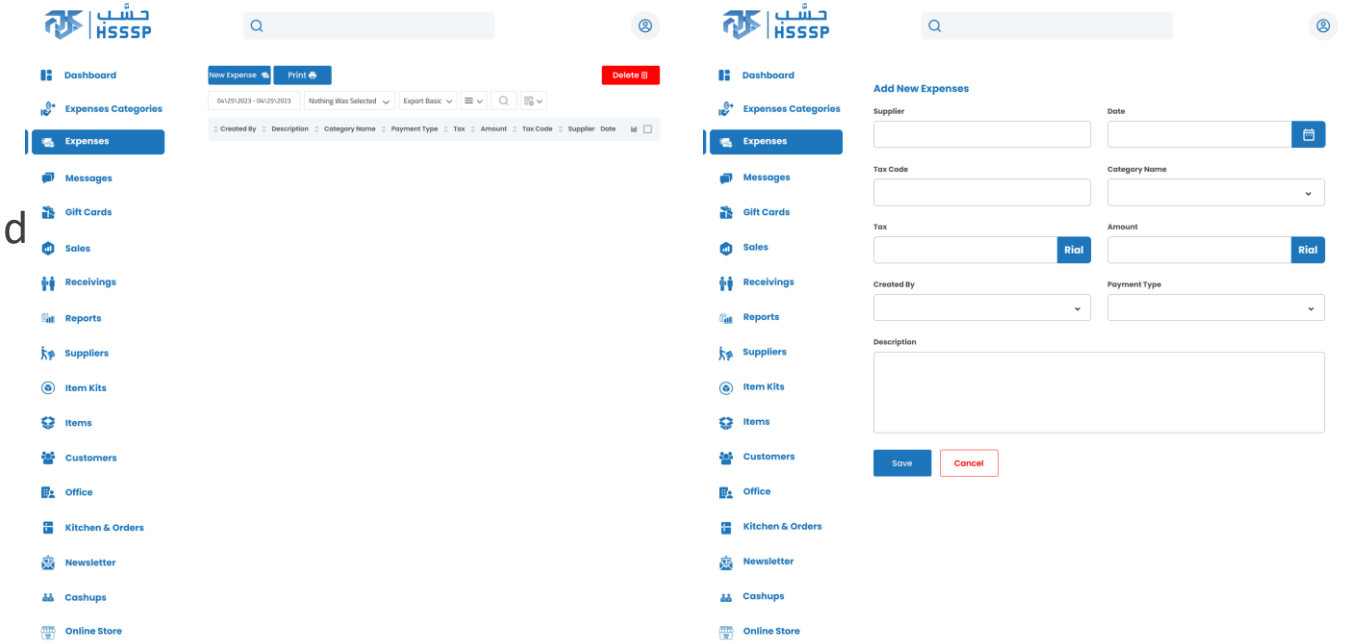
Expenses

From here you can ADD ALL THE EXPENSES

you can PRESS on NEW EXPENSES to add new EXPENSES in [2] STEPS

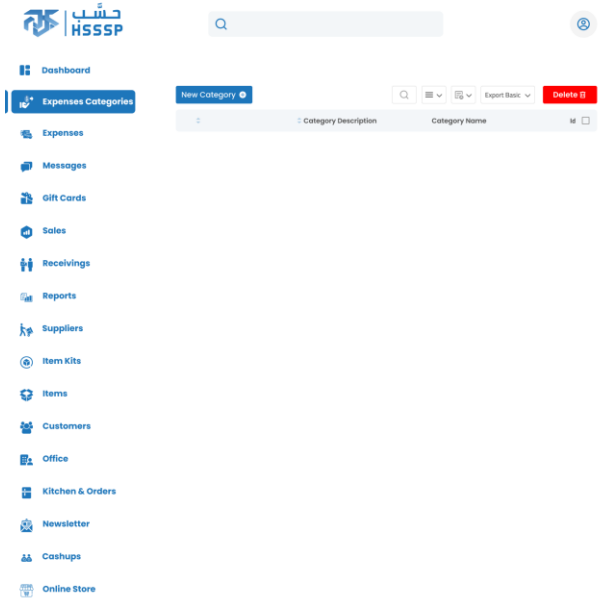
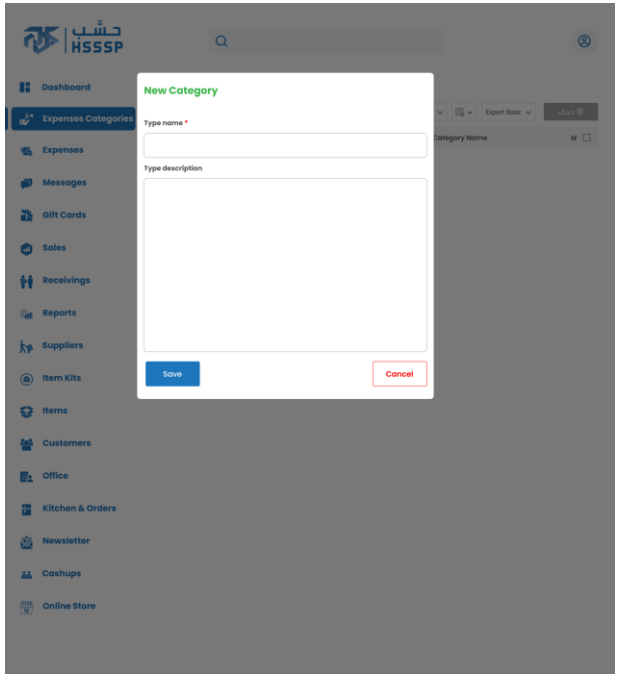
1ST FILLING ALL INFORMATION YOU

NEED 2ND SAVE YOUR ENTERY



Expenses Categories

Expenses Categories

FROM HERE YOU CAN ADD ALL THE EXPENSES CATEGORIES

you can PRESS on NEW CATEGORIES to add new EXPENSES in [2] STEPS