

Quantik Multi-lingual Stock Inventory Manager

Web based ERPsoftware for managing stock inventory
with advanced POS system

User manual

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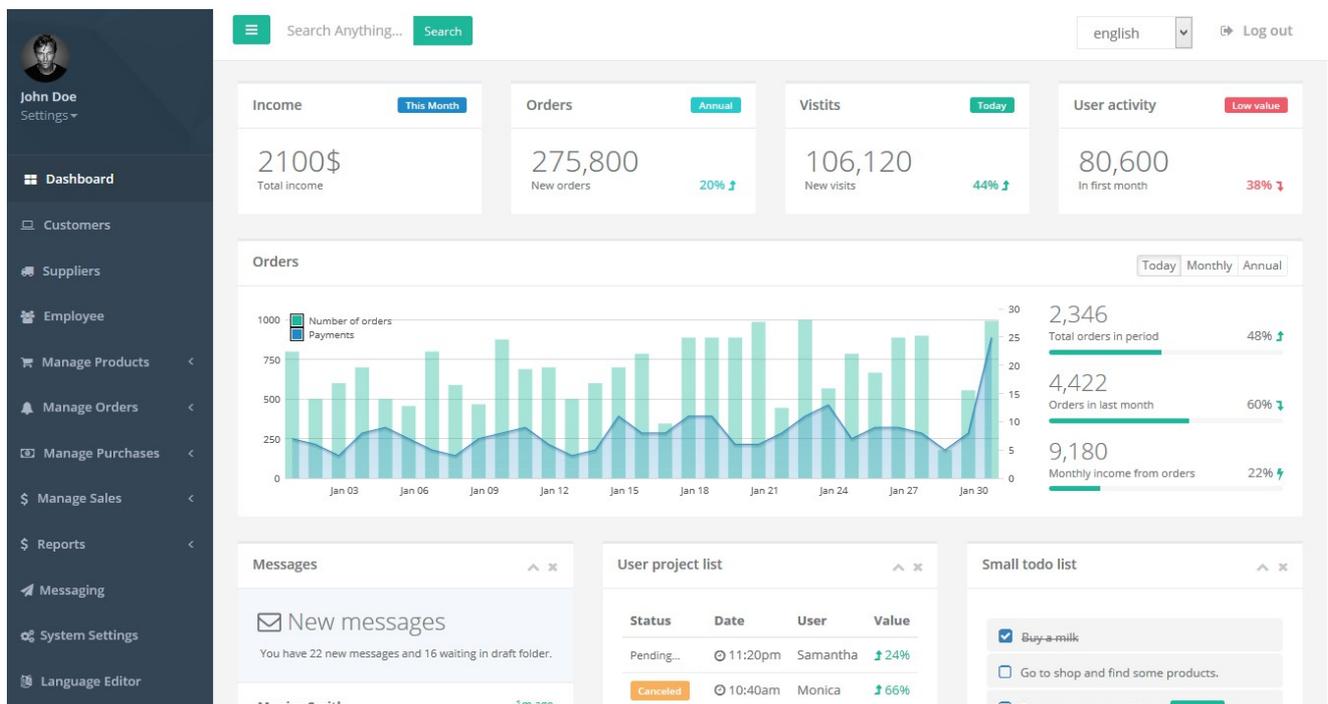
- CustomerPanelDescription
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Admin Panel

1. DASHBOARD

*Total customers , total orders with pending ones , total sales and total purchase at a glance.

* Chart representation of payment report and customer payment report for the last 30 days.

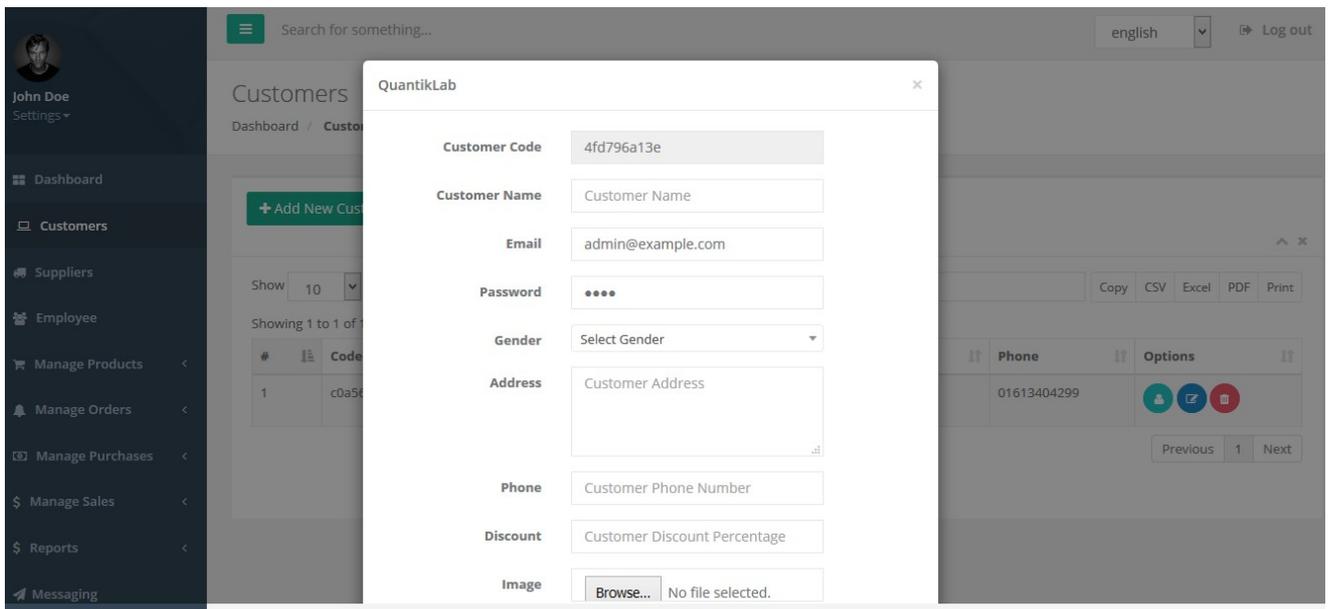


2. MANAGE CUSTOMERS

- * Create a customer profile
- * Browse the profile of different customers of your company with all the details about that customer
- * Edit any customer information
- * Delete customer

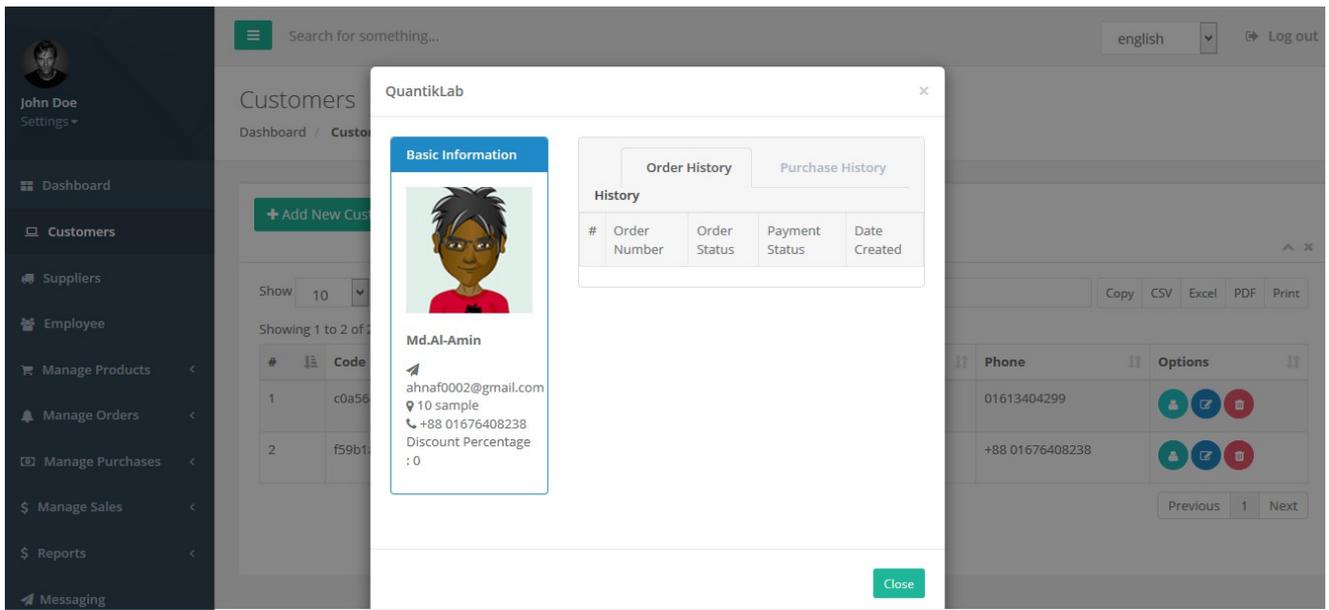
— *how to create a new customer?*

- # From admin panel navigation bar on the left, move to the page customer and click the add new customer button on the top right.
- # Fill all the informations required and save. With the creation of new account, a mail is sent to that customer with his/her basic account informations.



— *how to browse a customer profile?*

- # In the customer page there is a table for all customers where admin can find a list of the customers.
- # For each customer there is a profile button the table. Click the button to see the full detailed profile of the customer including basic informations, the order history, the sales to the customer from the company and also the payment history of that customer.



— *how to edit or delete a customer account?*

In the customer page of admin panel, admin can find two other buttons just after profile button for each customer.

Clicking the edit button admin can edit the basic informations about the customer and the delete button to delete all the saved informations about the customer from the company database.

2. MANAGE SUPPLIERS

- * Create a supplier profile
- * Browse the profile of different suppliers for your company with all the basic informations
- * Edit any supplier information
- * Delete supplier

— *how to create a new supplier?*

- # From admin panel navigation bar on the left, move to the page supplier and click the add new supplier button on the top right.
- # Fill all the informations required and save.

— *how to browse a supplier profile?*

- # In the supplier page there is a table for all suppliers where admin can find a list of the suppliers.
- # For each supplier there is a profile button the table.
- # Click the button to see the full detailed profile of the supplier including basic informations and the purchase history of the company from that particular supplier.

— *how to edit or delete a supplier account?*

In the supplier page of admin panel, admin can find two other buttons just after profile button for each supplier.

Clicking the edit button admin can edit the basic informations about the supplier and the delete button to delete all the saved informations about the supplier from the company database.

3. MANAGE PRODUCTS

*Add a new product

* Browse the details of different products of your company.

* Edit any product information

* Delete product

— *how to add a new product?*

From admin panel navigation bar on the left, move to the page product and from the dropdown, go to the page manage products.

Here admin can add a new product by clicking the button named add new product and fill the informations and save.

Here in the pop up of new product add form, you have already seen two fields for the product category and sub-category.

— *add a new category*

From the product dropdown menu, go to category page and follow the similar way as of adding a new product.

#Admin edit the informations saved and also delete the category.

— *add a new sub-category*

From the product dropdown menu, go to sub-category page and follow the similar way as of adding a new product or adding a new category.

#Admin edit the informations saved and also delete the sub-category.

— *how to browse a product detail?*

In the manage product page, admin can find a button named details for each of the products saved.

Clicking the button he/she can browse the product details.

— *how to edit or delete a product?*

In this same page of manage product, there are two buttons named edit and delete for each of the products saved.

Clicking the edit button, admin can edit the informations about the product and clicking the delete button he/she can delete the product from the company database.

PRODUCT BARCODE

In the product dropdown menu admin can move to the page product barcode where all the saved product's serial numbers are converted to barcodes automatically and they can be printed out for later use in the identification of products.

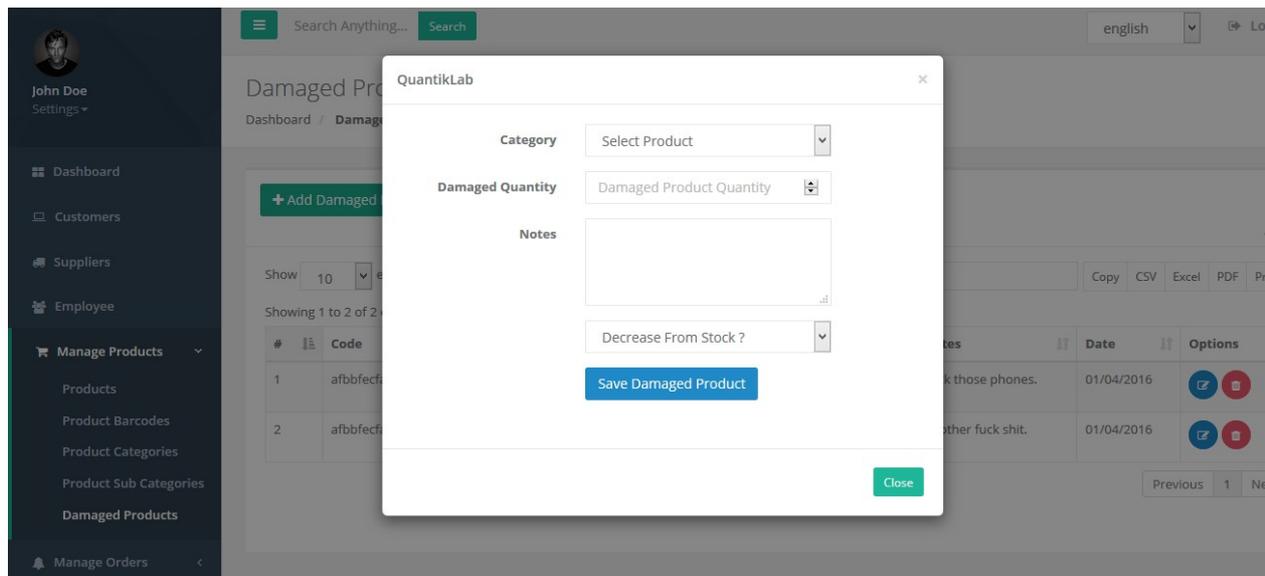
DAMAGED PRODUCTS

- *Add damage product
- * Edit or delete the damaged product from list

— *how to browse add a damaged product?*

From the product dropdown menu, go to the page damaged product and click the button named add damaged product.

Fill the informations and save.



how to edit or delete?

In the damaged product page, the table listing for damaged products contain buttons named edit and delete for each of the damaged products entered by the admin. Click the edit button to edit the informations about the damaged product and delete button to delete that item from the entry.

4. MANAGE ORDERS

- * Create a new order for a specific customer
- * Browse all orders in separated tabs.
- * Update order informations
- * Take payment for unpaid orders
- * Delete orders

The screenshot shows an admin dashboard for 'All Orders'. The sidebar on the left contains navigation items: Dashboard, Customers, Suppliers, Employee, Manage Products, and Manage Orders (with sub-items 'Create New Order' and 'All Orders'). The main content area has a search bar and a language dropdown. Below that, there are tabs for 'Pending', 'Approved', and 'Rejected'. A table displays one order with the following details:

#	Order Code	Customer	Email	Date Created	Last Modified	Options
1	0a0aab693f	Shibly	shibly.phy@gmail.com	06th Apr, 2016		Change Status View Invoice Take Payment

how to create a new order?

From the admin panel navigation menu, move to orders and open the page named create new order.

Multiple products can be chosen for a single order and their respective payment calculations will be generated accordingly

Before selecting the products select the customer first because on selecting the customer his/her discount percentage will come automatically from database.

Adjust the quantity for a particular product or delete an unwanted product if you wish

John Doe
Settings

Search Anything... Search

english Log out

Create New Order

Dashboard / Create New Order / All Orders

Basic Information

Instructions

- Check and recheck added products before creating the order. Products added can not be edited later but other informations are editable.
- You can add multiple products in a single order.
- If order status and payment status is not selected, they will be automatically counted as pending order with unpaid payment status.
- The number in parenthesis in product selector represents the present stock quantity of the product.

Order Code 8ed2d22efd

Customer Select Customer

Date Select Date

Purchase Products

Add A Product

#	Serial	Name	Quantity	Unit Price	Total	

Other Informations

Order Status Select Order Status

Payment Status Select Payment Status

Address Shipping Address

Note Notes

Payment

Sub Total	
Discount	
VAT	20
Grand Total	
Payment	Enter Payment Amount
Change	
Net Payment	
Due	
Method	Select Payment Method

Create New Order

Copyright Example Company © 2014-2015 10GB of 250GB Free.

#As you can see in the above picture, the system of taking payment has been redesigned. It can calculate grand total according to VAT and discount and also shows change amount or due amount.

#After filling all the necessary information save the order.

If the order or payment status are not filled by admin, order status is saved as pending and the payment status is saved as unpaid by default.

On the creation of new order, a mail is sent to the customer for whom the order has been created by admin to notify that customer.

— *how to monitor the orders and update the order informations?*

In the order menu, go to all orders page and there are three tabs for pending, approved and rejected orders.

From there you can change order status, take payment for an unpaid or partially paid order or view order invoice.

5. PURCHASE

* Create a new purchase of your product

* View purchase history

— *how to create a new purchase?*

From admin navigation panel go to the menu purchase and click new purchase.

Multiple products can be chosen for a single purchase and the grand total will be generated accordingly

Adjust the quantity for a particular product or delete an unwanted product if you wish

After filling all the necessary information save the purchase.

ENTER THE INFORMATIONS CAREFULLY AS THE PURCHASE CAN NOT BE EDITED.

Purchase entry does three things.

1. Enters data in purchase informations of database.
2. Enters data in payment informations of database.
3. Updates purchase price and stock quantity of product information.

Email is sent to the supplier of the purchase and to the admin.

Now you can also view the purchase invoice

— *how to view purchase history?*

From the purchase menu go to the page purchase history.

Here table listing of all the purchases that have been made is given with all informations about the purchase.

The screenshot shows a user interface for 'Purchase History'. At the top, there is a search bar and a language dropdown set to 'english'. The breadcrumb trail is 'Dashboard / New Purchase / Purchase History'. The main content area has a 'Purchase History' title and a search input. Below the search, it says 'Showing 1 to 2 of 2 entries'. A table lists two purchases:

#	Code	Supplier	Date	Options
1	ab82cb10a8	Suhan	04th Apr, 2016	View Purchase History, Make Payment
2	4eeb7afac6	Suzon	03rd Apr, 2016	View Purchase History

At the bottom right of the table, there are 'Previous', '1', and 'Next' navigation buttons.

6

. MANAGE SALES

- * Create a new sale
- * View sales history

NEW SALE

— *how to create a new sale?*

- # Admin can find sale menu in admin navigation bar.
- # From the sale menu, go to the new sale page.
- # On the top right of the page, select customer and the date.
- # By default the current date is selected.
- # This is the sale invoice information panel where an invoice code is auto generated.
- # From the bottom left, choose the product to be sold either by barcode or by product category.

— *add product to sale list by barcode*

- # There is a panel named choose product by barcode. Just click on the input box.
- # Scan the barcode of the product to be sold and that's it.
- # The product with the information will be added to the sale invoice form.
- # Add as many as you want and there is no limit of adding product by scanning barcode.

— *add product to sale list by category and sub-category*

On choosing a particular category, products of the category will be visible below the panel.

If one expects more specifics, select a sub-category under product category.

That will sort down the product list automatically.

Clicking the plus sign in each product will add the product in the invoice entries. One can add products multiple time and if necessary, can also delete an entry just clicking the trash icon in each entry.



John Doe

Settings ▾

☰

Search

english ▾

👤 Log out

Create New Sale

Dashboard / New Sale / Sale Invoices

Basic Information ^ x

Instructions

- Check and recheck before creating the sale. The sale once made can not be altered.
- You can add product either by barcode scan or by selecting product category.
- You can enter discount percentage and also can edit the provided VAT percentage in the payments section.
- Enter the payment amount that the customer gives and see the change amount and net payable amount.
- The number in parenthesis in product selector represents the present stock quantity of the product.

Select Product By Barcode

Click Here To Scan Barcode

Select Product By Category

Select A Category ▾

Select Products To Sale

Basic Information ^ x

Invoice Code

Customer ▾

Date

Select Products To Sale ^ x

#	Serial	Name	Quantity	Unit Price	Total	🗑

Payment ^ x

Sub Total	<input style="width: 95%;" type="text"/>
Discount	<input style="width: 95%;" type="text"/>
VAT	<input style="width: 95%;" type="text" value="20"/>
Grand Total	<input style="width: 95%;" type="text"/>
Payment	<input style="width: 95%;" type="text" value="Enter Payment Amount"/>
Change	<input style="width: 95%;" type="text"/>
Net Payment	<input style="width: 95%;" type="text"/>
Due	<input style="width: 95%;" type="text"/>
Method	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select Payment Method"/> ▾

Create New Sale

#The quantity and the selling price field are editable so after adding a product, one can change the quantity of sale and also the selling price.

If not edited then product quantity is 1 by default and selling price is that one which admin sets while entering the product from product menu.

#The summation of sales gives the sub-total and including the VAT and Discounts a grand total is calculated automatically.

VAT and Discount fields are editable. If no value is inserted here then these will automatically come from system settings set by admin.

Click on the button create new sale and the invoice for the sale is created.

#You can also take recurring payments under a same invoice

SALE INVOICES

— *how to view the sales and sale invoices?*

Go to the page sale invoices from sale menu of admin navigation panel.

List of all the sales are shown in the table.

Click the view sale invoice button to view the invoice of the sale and the invoice is printable.

John Doe
Settings

- Dashboard
- Customers
- Suppliers
- Employee
- Manage Products <
- Manage Orders <
- Manage Purchases <
- Manage Sales >
 - New Sale
 - Sale Invoices

From
QuantikLab
USA
Phone: 12345566
Email: shibly.phy@gmail.com

Print Invoice

Invoice Code
06727d0586

To
Shibly
Address : Dhaka, Bangladesh
Phone : 01613404299
Email : shibly.phy@gmail.com

Invoice Date: 12th Apr, 2016

#	Serial No	Products	Unit Price	Quantity	Total
1	afbbfecfa0	Galaxy s10	\$ 600	1	\$ 600
				Grand Total	\$ 633.60
				Due	\$ 633.6

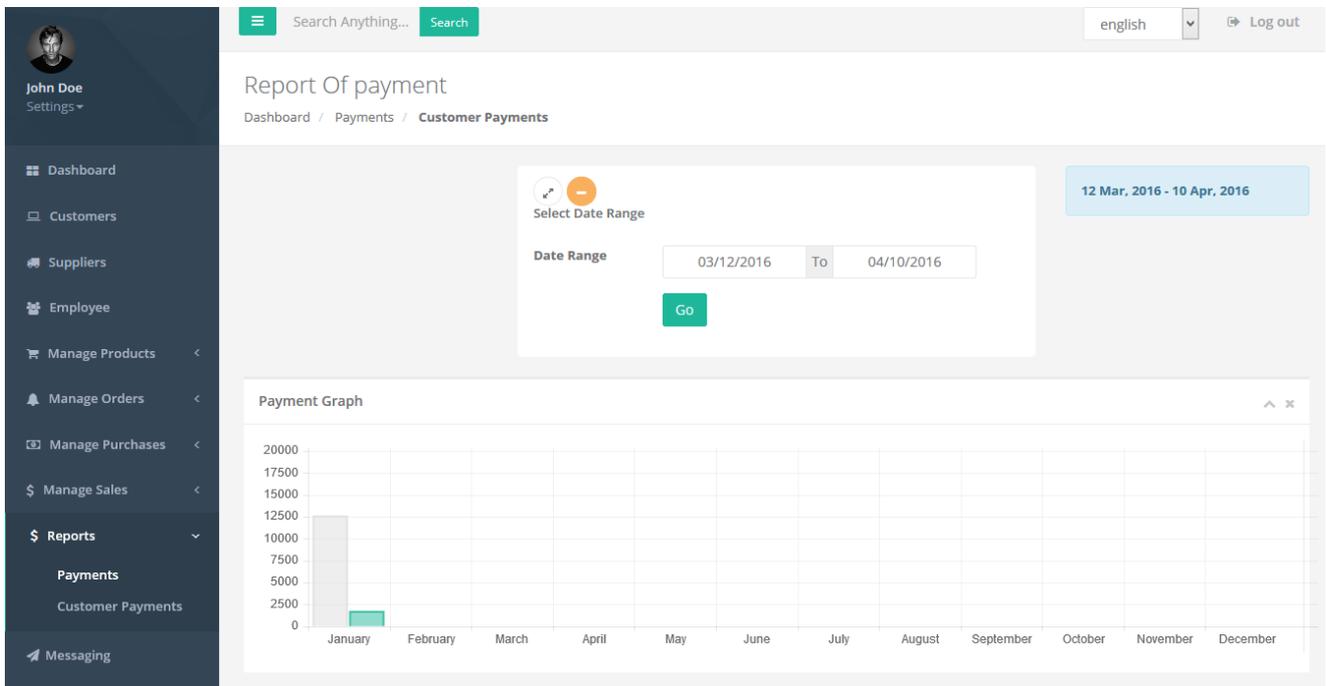
Payments	Date	Amount	Payment Method
1	06th Apr, 2016	\$ 0	Cash

Sub Total \$ 600

7. REPORTS

- * Payment report for your company
- * Customer payment report.
- * Report is represented both by chart and by table format.
- * By default the last 30 days report is shown.

*Admin can also select the date range within which he/she wants to see the report of his/her company.



8. EMPLOYEES

- * Create new employee as sales staff or purchase staff.
- * Browse the profile of each employee with his/her basic informations.
- * Edit or delete employee profile.

— *how to create a new employee profile?*

- # From the admin navigation menu, go to employee page.
- #Admin can click the add new employee button on the top right of the page.
- # Fill all the informations and specify the employee belongs to sales or purchase and save.
- # On creation of the new employee profile, a mail is sent to the employee with his/her profile informations.

— *how to see the profile of employees?*

In employee list of employee page, there is a profile button attached to each one of the employee.

Clicking the button will show employee profile with his/her basic informations.

— *how to edit or delete employee profile?*

Just after the profile button, there are two other buttons named edit and delete.

Clicking the edit button, admin can edit the informations about that employee.

#The click on delete button will delete the employee profile.

— *what is the purpose of sales staff and purchase staff?*

Sales and purchase, both staff will have their login to the system.

Sales staffs will be able to handle only the sales of the company. He/she will have no access to other modules.

Purchase staffs will be able to handle only the purchase of the company. He/she will have no access to other modules.

9. MESSAGING

* Send private message to customers

* Send private message to sales staffs and purchase staffs.

* Receive message replies from employees and customers.

* Reply to their messages.

— *how to send a new message?*

Go to the messaging page from the admin navigation menu.

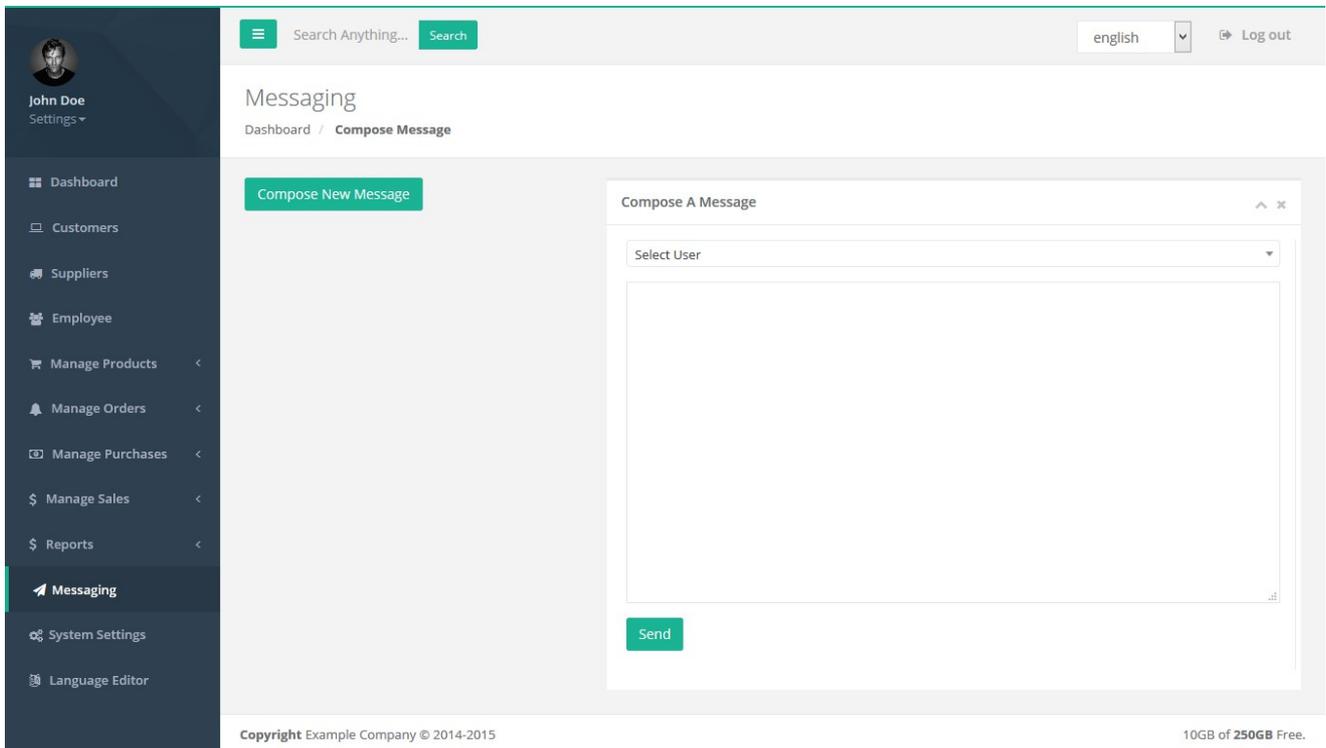
Click compose new message button.

#This will lead you to another page.

Select the user you want to send message.

Write your message and send.

#The user you sent message will get a mail notification about this message.



— *where can admin read all the messages?*

When admin send messages to users or users send messages to admins, they will be showing on the left side of messaging page with the sender name and sender type.

Sender type indicates the customer or employee.

Click any one that you want to read.

#That will lead to the message reading page where admin can all the messages from that user and also all the messages that admin have send to that particular user.

#Admin can reply from this page.

With every message, a mail is sent to the receiver of the message notifying about the message.

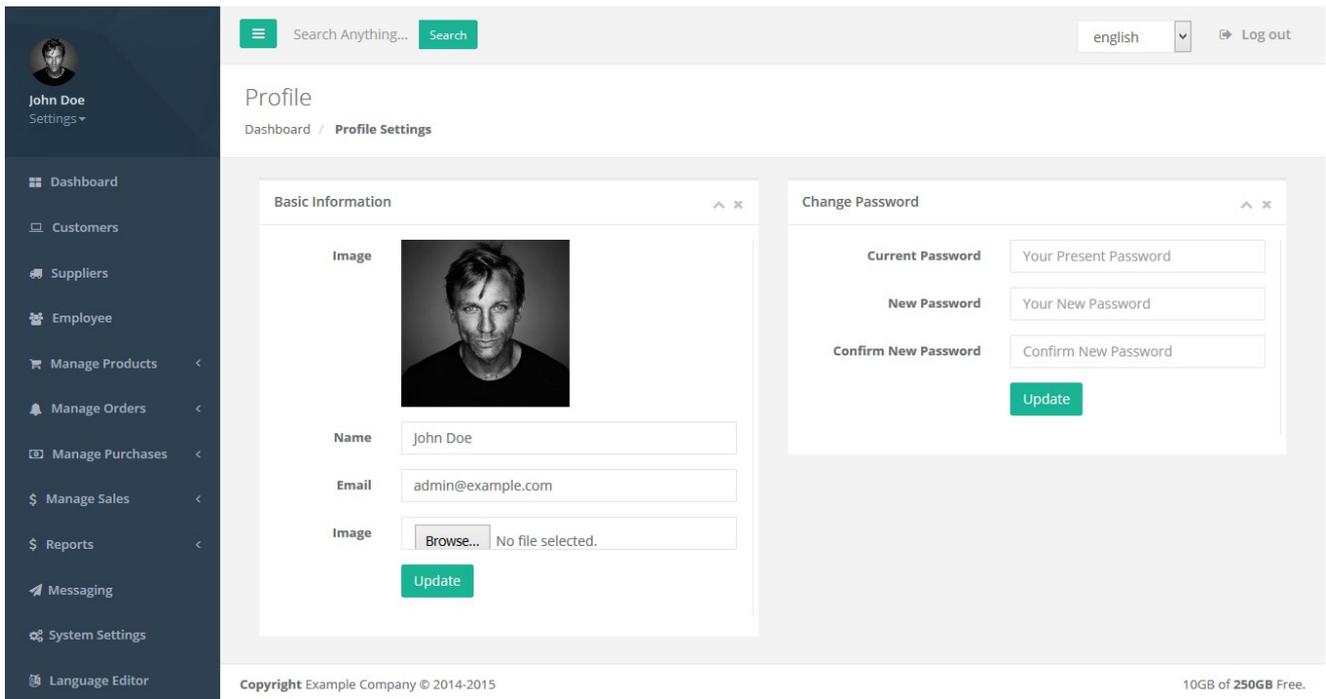
10. SETTINGS

The screenshot displays the 'System Settings' page. On the left is a dark sidebar with a user profile for 'John Doe' and a list of navigation items: Dashboard, Customers, Suppliers, Employee, Manage Products (with sub-items: Products, Product Barcodes, Product Categories, Product Sub Categories, Damaged Products), and Manage Orders. The top header features a search bar, a language dropdown set to 'english', and a 'Log out' button. The main content area is titled 'System Settings' and contains two side-by-side 'General Information' panels. The left panel has input fields for: Company Name (QuantikLab), Company Email (shibly.phy@gmail.com), Address (USA), Phone (12345566), Currency (\$), and VAT Percentage (20), with an 'Update' button below. The right panel shows a logo upload section with a 'Browse...' button, the text 'No file selected.', and an 'Update' button.

- * Update the basic informations about the company.
- * Set up the company email from which all the emails mentioned above will go.
- * Set the VAT and Discount percentage.
- * Upload logo of your company.
- * Admin can also access the settings from the user icon on the top right of every page.

11. PROFILE SETTINGS

- * Change basic profile informations.
- * Update password.
- * Upload profile picture.



— *how to access profile settings?*

- # Click on the name on the top right of navigation menu.
- # Or click the user icon on the top right to bring the dropdown from where you can get access to profile and also system settings.

Customer Panel

1. Dashboard

- * Links to basic pages of customer panel

2. Products

- * View table listing of all the products.

- * View product details.

3. Orders

- * Create order filling up the needed informations.
- * Orders are sent to admin for approval.
- * When order is approved or rejected, customer will get an email notification.

4. Purchase History

- * View all the purchases made by the logged in customer.
- * View the invoice of any particular purchase and print them.

5. Private Messaging

- * Get all the message sent by admin
- * Send the message reply to admin
- * Admin will get email notification when customer replies or sends any message and also customer will get email when admin sends message to him/her.

Purchase Staff Panel

1. Dashboard

- * Links to basic pages.

2. Purchase

New Purchase

- * Create a new purchase filling up all the needed informations.
CHECKAND RECHECK BEFORE SUBMITTINGTHE
PURCHASE BECAUSETHE COMPLETED PURCHASE CAN'TBE
UNDONE.

- * View the purchase history

3. Private Messaging

- * Get all the message sent by admin
- * Send the message reply to admin
- * Admin will get email notification when staff replies or sends any message and also staff will get email when admin sends message to him/her.

Sales Staff Panel

1. Dashboard

* Links to basic pages.

2. Sale

New Sale

* Please follow the same instructions as for admin.

Sale Invoices

* View a list of all sales

* View sale invoice and print them

3. Private Messaging

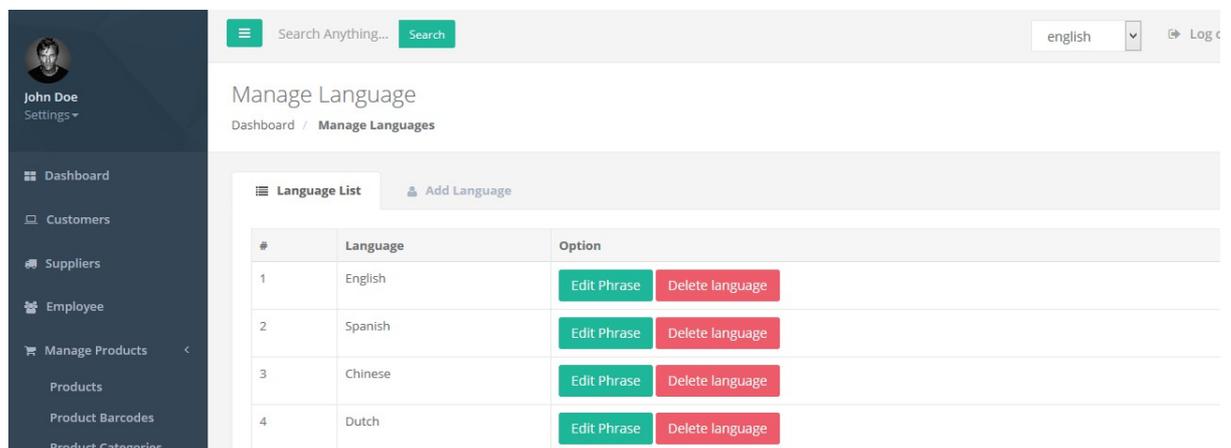
* Get all the message sent by admin

* Send the message reply to admin

*Admin will get email notification when staff replies or sends any message and also staff will get email when admin sends message to him/her.

Language editor:

View all languages by clicking add language editor. You can also add custom languages from add language editor.



The screenshot shows a web application interface for managing languages. On the left is a dark sidebar with a user profile for 'John Doe' and a menu with items like 'Dashboard', 'Customers', 'Suppliers', 'Employee', 'Manage Products', 'Products', 'Product Barcodes', and 'Product Categories'. The main content area has a search bar at the top with the text 'Search Anything...' and a 'Search' button. Below the search bar is a dropdown menu set to 'english' and a 'Log c' button. The main heading is 'Manage Language' with a breadcrumb 'Dashboard / Manage Languages'. Below this is a 'Language List' section with an 'Add Language' button. The list contains four rows, each with a language name and two buttons: 'Edit Phrase' (green) and 'Delete language' (red).

#	Language	Option
1	English	Edit Phrase Delete language
2	Spanish	Edit Phrase Delete language
3	Chinese	Edit Phrase Delete language
4	Dutch	Edit Phrase Delete language