

PENCIL v2.0

The Stationary & Mart Management System

Advanced management software for Stationary, Mart & Super Market.

User manual

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<http://www.gigabyteltd.net>

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Demo Credentials

Default admin credentials

Email: demo@pencil.net

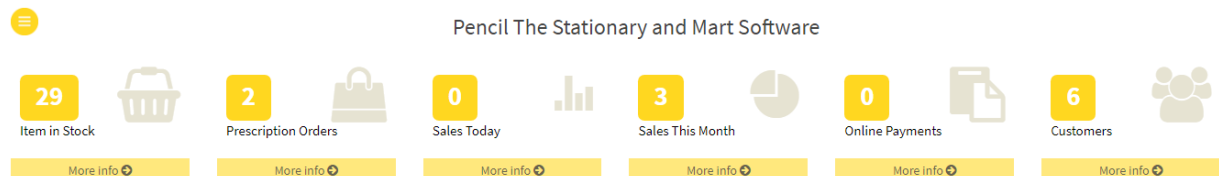
Password: 12345

Demo link : <https://pencil.gigabyteltd.net/>

Admin Panel Overview

01 ~ Dashboard:

Quick Info Bar:



1. Items in Stock:

Shows the total items available In the stock.

2. Item List Order

Shows the total Item List ordered by customers through user panel.

3. Sales Today

Shows the total invoices created today by administrator.

4. Sales This Month

Shows the total invoices created in this month.

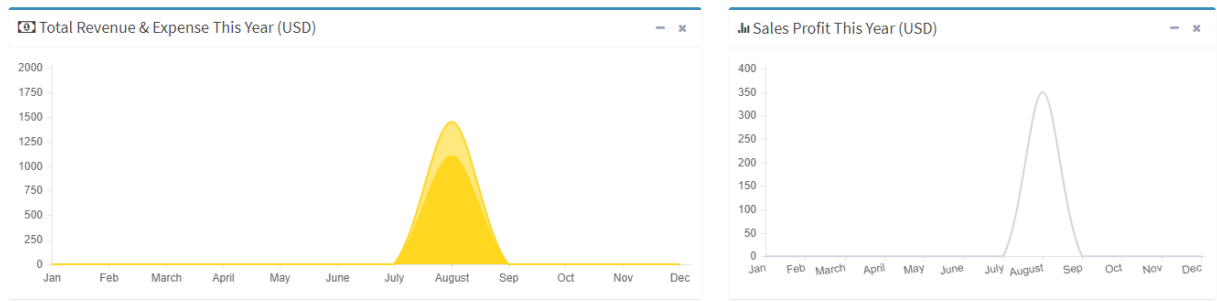
5. Online Payment

Shows the total payment created by customer through paypal to verified invoices.

6. Customers

Shows the total number of customers.

Total Revenue, Expense & Profit This Year



In Total Revenue & Expense Section The color which is gray shows the total revenue & the color which is blue shows the expenses monthly wise.

The Vertical Bar shows the total amount & the horizontal bar shows the months.

In the profit section shows the total profit generated through sales.

Stock Shortage List:

Stock Shortage List				
Item Id	Item	Category	Company	quantity
1	Hodder Comprehension- An Integrated	Books Primary	Hodder Education	9
2	Integrated Reading Scheme for Jamaica- Reggae Readers	Books Primary	Reggae Readers	495
4	Fun With Phonics: Consonants (2nd Edition)	Books Primary	Fun With Phonics: Consonants (2nd Edition)	499
6	Grade One Integrated Phonics Workbook	Books Secondary	Phonics Workbook	250
8	Adventures: Primary Language	Books Secondary	Arts - Book	450
9	Bone glue	Glue Hot met	Bone glue	70
10	Fish glue	Glue Hot met	Fish glue	90

The above image shows the shortage list of Items in the stock.

Latest Items Orders:

Latest Item Orders				
Order ID	Date	Customer Name	Customer Email	Status
1	2017-08-30	Demo User	demo@pencil.net	Unverified
2	2017-08-30	Demo User	demo@pencil.net	Unverified
				View All Orders

The above image shows the status of the Items ordered by customer through user panel.

Quick Email & To do List:

Quick Email

To

subject

Message

[Send Email](#)

To Do List This Month

0 Todos This Month







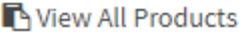
No Todo is Added Yet

[View All](#)

The purpose of to do list is to make the administrator reminder about an events month wise.








On left section is to compose quick email.

List Of Recently Added Items:

Recently Added Items		
	Men For Blue description	retail USD2
	Nestle description	retail USD25
	Nestle description	retail USD15
	Lux Soap description	retail USD2
	Coca Cola description	retail USD20
	Dollar Perminet Marker dollar	retail USD30
		

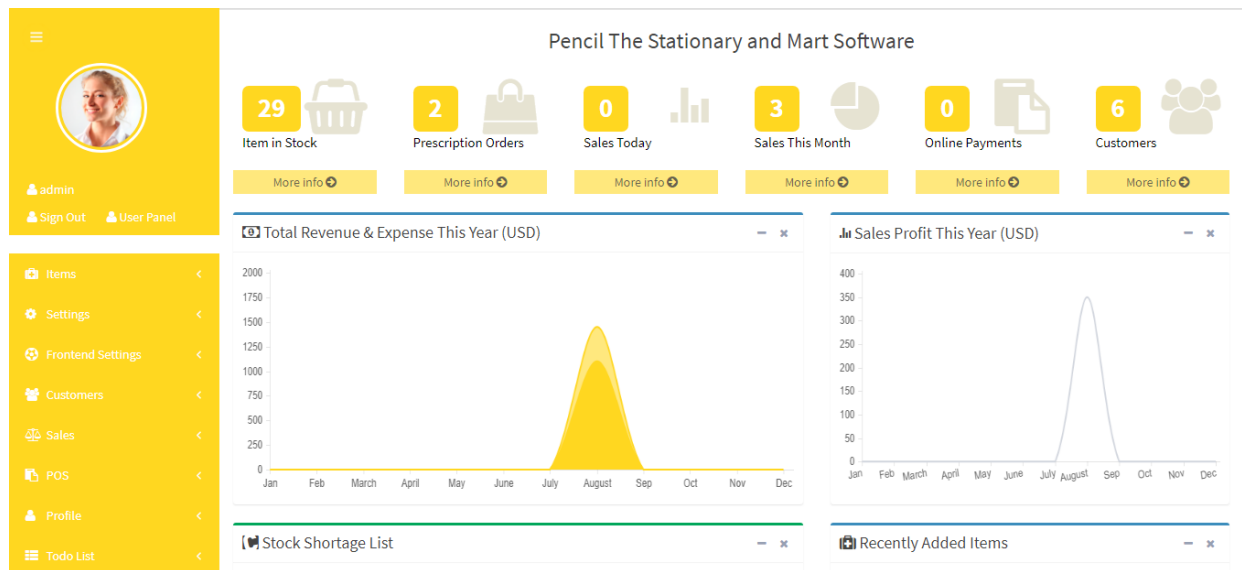
Above Image shows recently added Items.

Latest Members:

Latest Members					
					
Demo User demo city	Pencil karachi	Sara Gilgit Baltistan	smith Islamabad	Arya KARACHI	Jhon Snow KARACHI
					

Shows most recent registered members

Side Menu Or Navigation:



02 ~ Add Items:

In order to add items following are the steps below:

Step 1: Add Item category

From the main menu click on the items tab > items category > Add New Category

Fill the given options.

Step 2: Add Items

From the main menu click on the Items tab > Items > Add New Items.

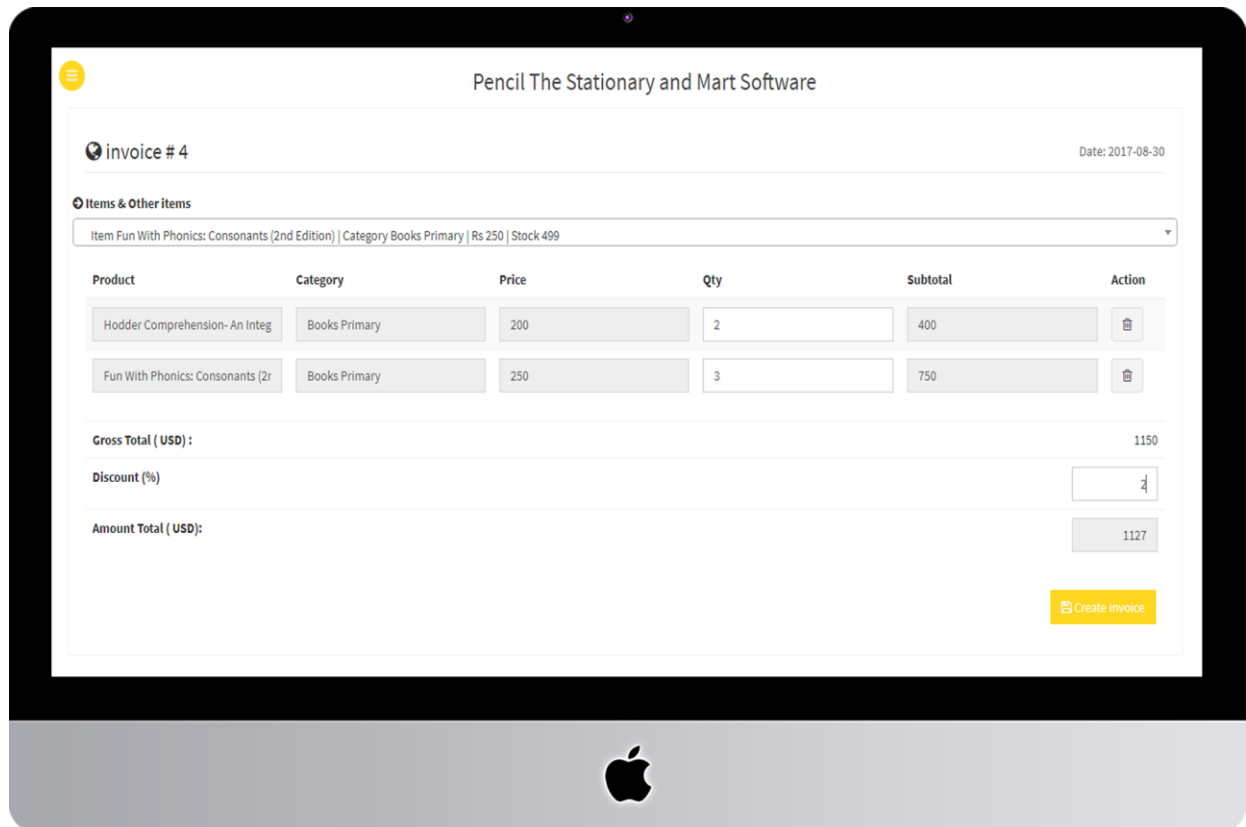
Select the category and fill the given form.

03 ~ Create Invoice:

From the main menu click on the Invoice tab > Create Invoice

Select the required Items, set quantity and if there is any discount available set the discount value in percentage (%).

Click the submit button to generate invoice. To print invoice click on the print button or press esc button to go back.

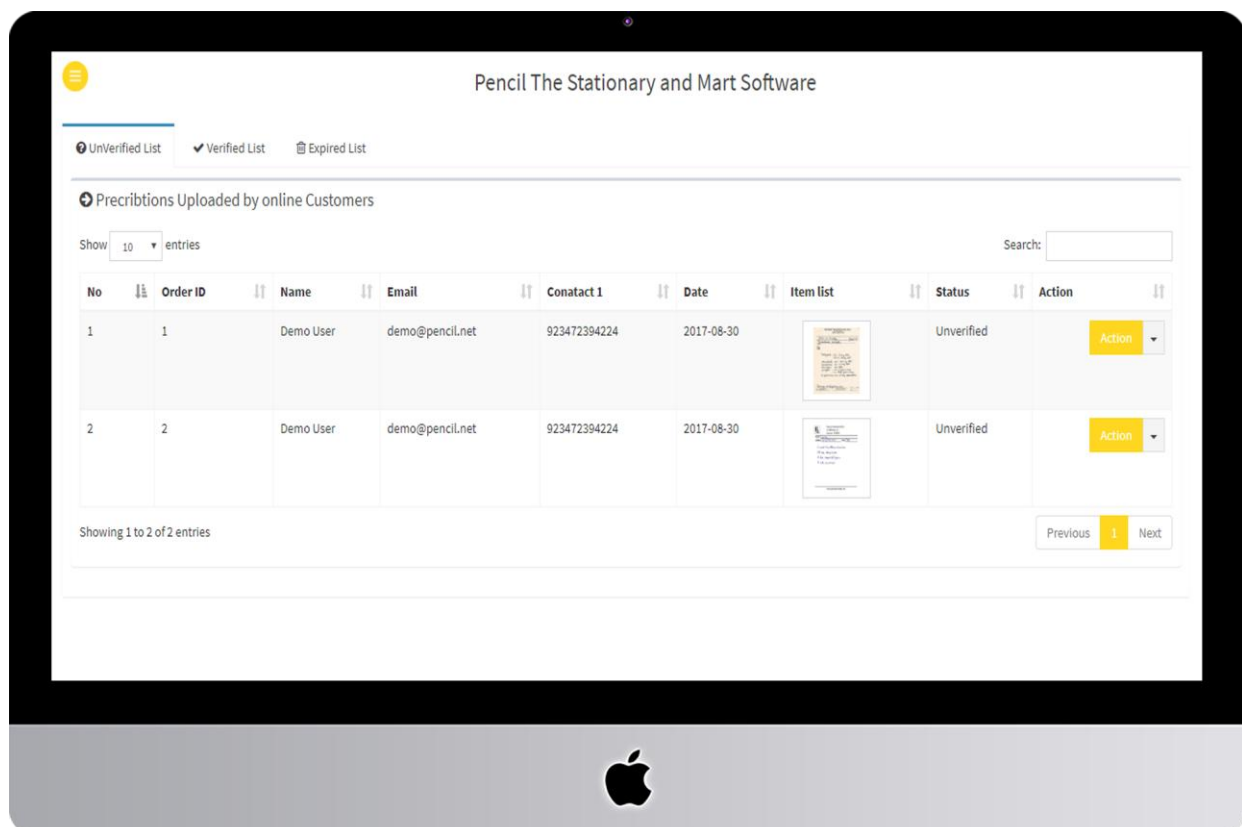


04 ~ Sales:

From the main menu click on the Sales tab > Select required report

Select the dates and click submits button report will be generated.

05 ~ Orders:



Items Requested:

Shows the Items list images uploaded by customers.

Unverified Invoices:

Show the invoices created by customer.

Verified Invoices:

Shows the invoices approved by Administrator.

Customer Paid Invoices:

Shows the invoices paid by customer through Paypal.

Delivered Invoices:

Shows the invoices delivered to customers.

Expired Invoices:

Shows the list of Expired Invoices.

06 ~ Transactions:

Shows the list of Transitions made through Paypal by customer.

Paypal Transaction Details :

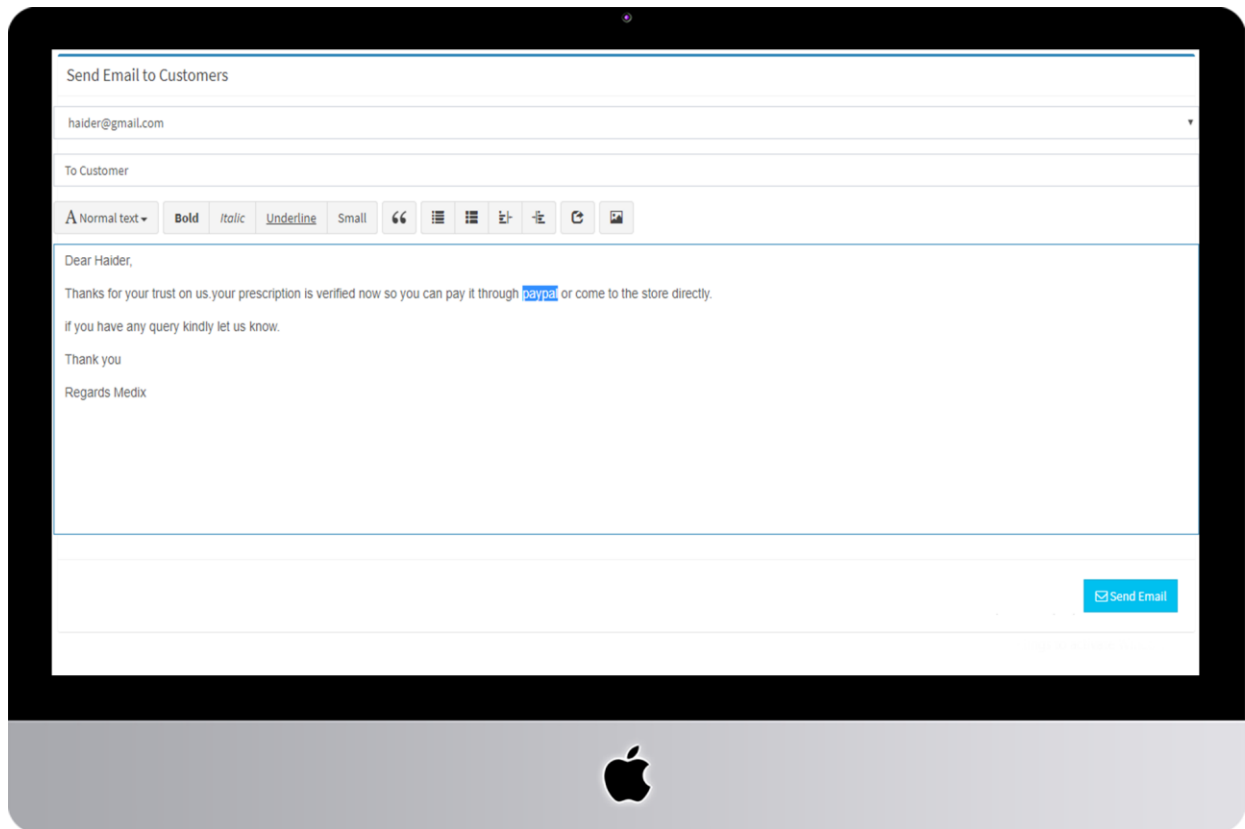
Show 10 entries

Search:

No	Name	Email	Amount Paid	Currency	Tran date	Method	City	State	Line	Country Code	Postal Code	Invoice Id
0	test buyer	roshanaliibrahimkhan-buyer@gmail.com	10	USD	2017-07-09 21:57:18	paypal	San Jose	CA	1 Main St	US	95131	1200
1	test buyer	roshanaliibrahimkhan-buyer@gmail.com	10	USD	2017-07-09 22:47:11	paypal	San Jose	CA	1 Main St	US	95131	1200
2	test buyer	roshanaliibrahimkhan-buyer@gmail.com	495	USD	2017-07-10 00:16:16	paypal	San Jose	CA	1 Main St	US	95131	15
3	test buyer	roshanaliibrahimkhan-buyer@gmail.com	495	USD	2017-07-10 00:22:03	paypal	San Jose	CA	1 Main St	US	95131	15
4	test buyer	roshanaliibrahimkhan-buyer@gmail.com	800	USD	2017-07-10 16:58:54	paypal	San Jose	CA	1 Main St	US	95131	3
5	test buyer	roshanaliibrahimkhan-buyer@gmail.com	550	USD	2017-07-21 17:01:57	paypal	San Jose	CA	1 Main St	US	95131	2
6	test buyer	roshanaliibrahimkhan-buyer@gmail.com	120	USD	2017-07-21 17:50:56	paypal	San Jose	CA	1 Main St	US	95131	3
7	test buyer	roshanaliibrahimkhan-buyer@gmail.com	580	USD	2017-07-24 11:37:42	paypal	San Jose	CA	1 Main St	US	95131	5
8	test buyer	roshanaliibrahimkhan-buyer@gmail.com	240	USD	2017-07-24 13:46:09	paypal	San Jose	CA	1 Main St	US	95131	7

07 ~ Email To Customer:

Select the customer & Compose Email.

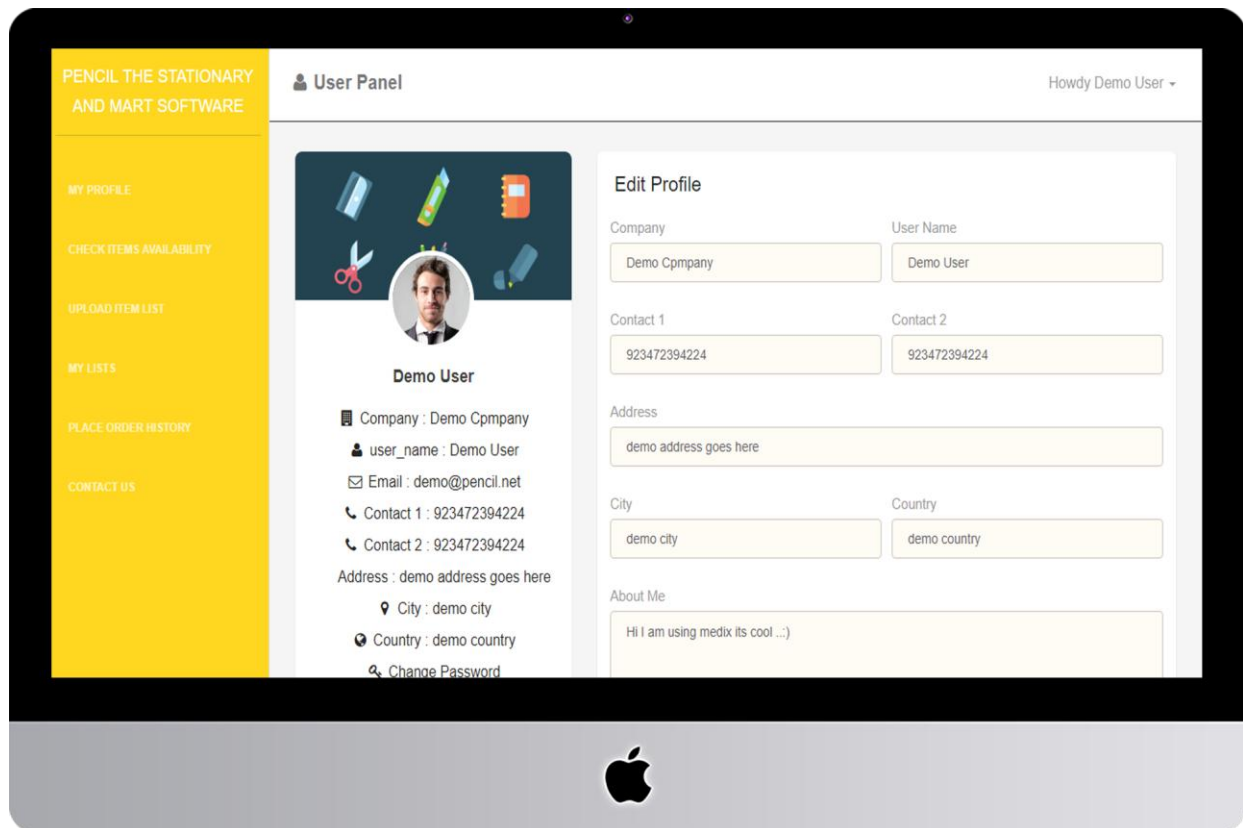


08 ~ Settings:

All Theme settings & Company setting. (Currency, Logo, Company Name etc)

09 ~ Profile:

Shows the personal Profile and All the Administrators profile.



10 ~ To Do List:

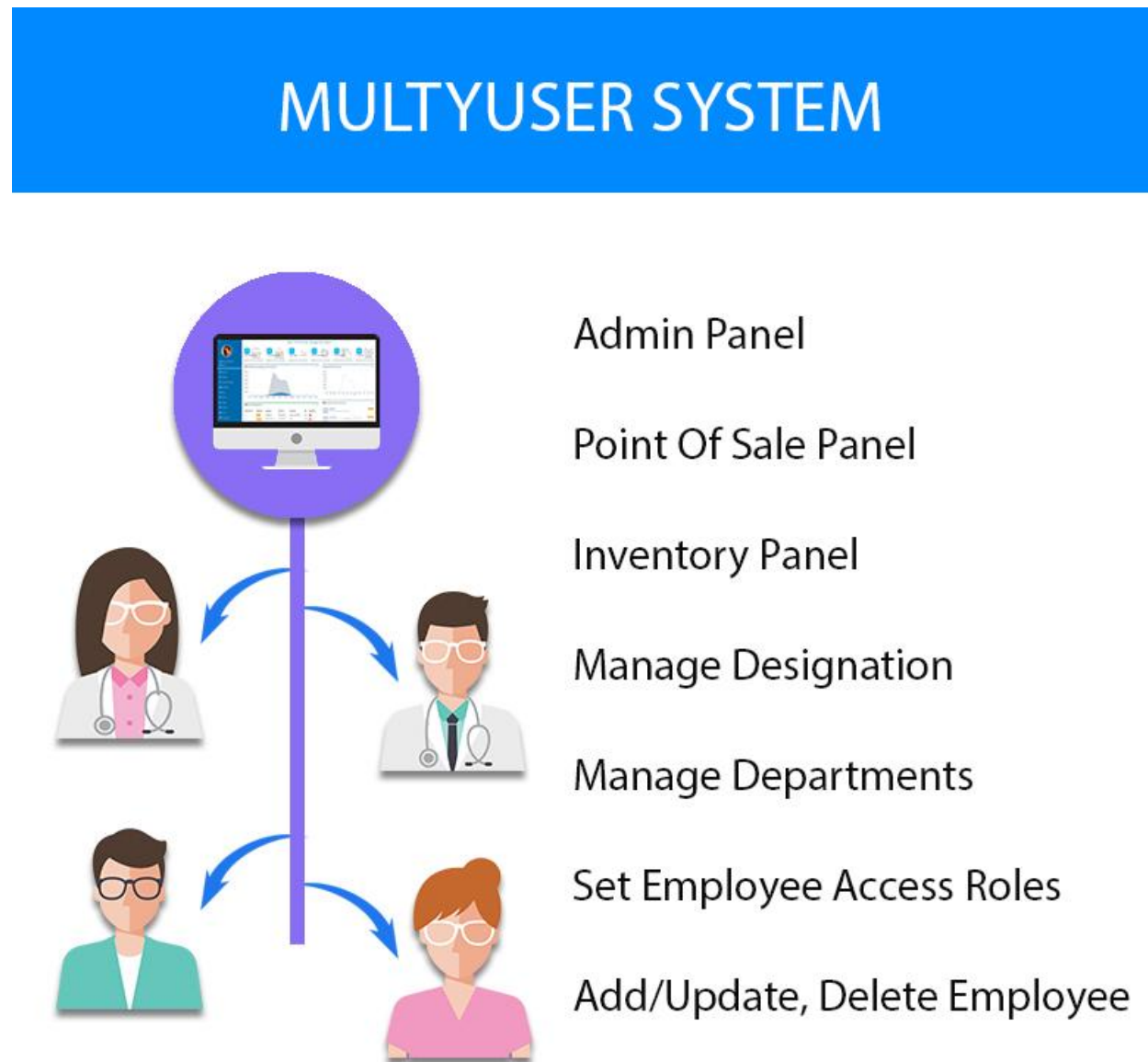
Show to do list & add to do by selecting the date to be notify, on that date in dashboard to do section.

11 ~ Customers:

Shows the list of registered customers / members.

12 ~ Multiple Roles:

Shows the list of roles assigned to user of admin panel

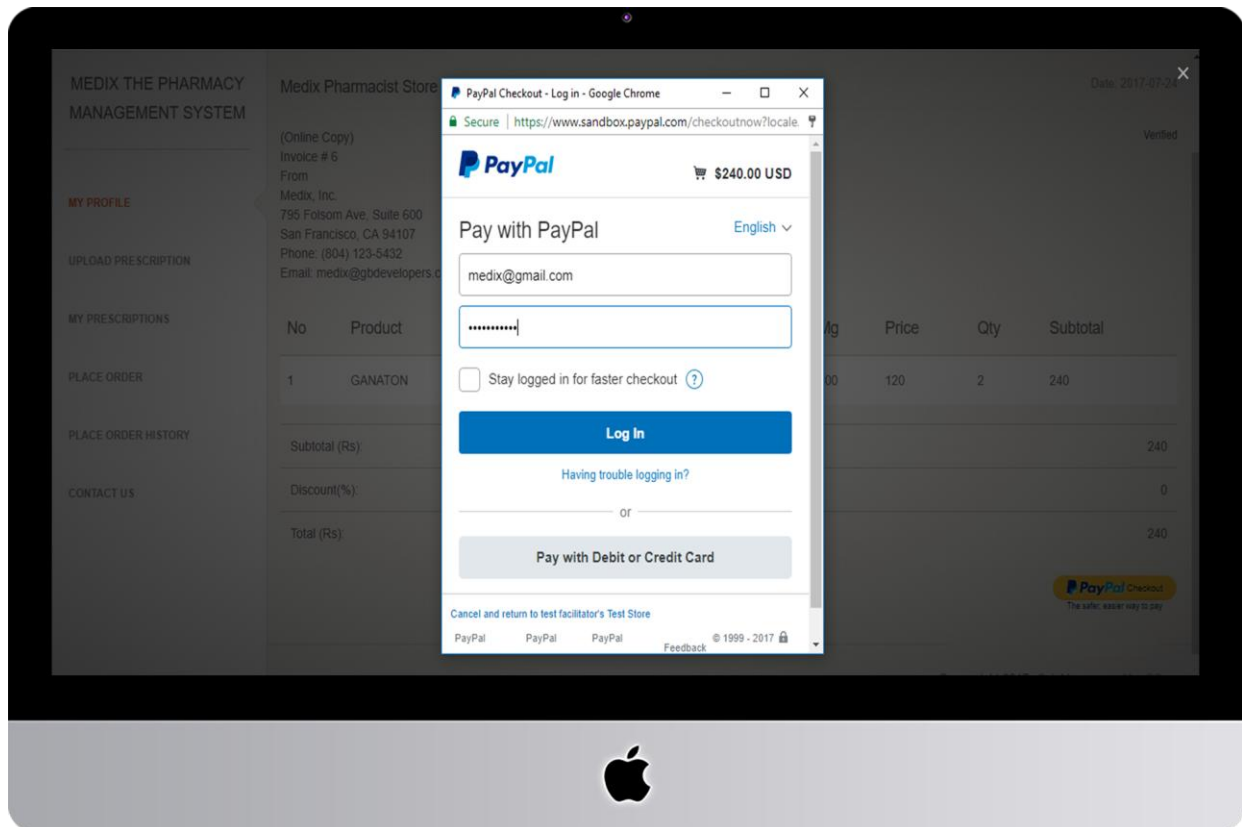


13 ~ Return Items:

Shows the list of return items by customers to store.

14 ~ Transactions:

Shows the list of transaction through paypal by online customers from user panel.



15 ~ Reports:

-Sales report

This report show the total sales today occurred you can select the data to generate the specific data report.

-Stock report

Show the total items available in stock currently.

-Stock alert report

Shows the alert of stock(Shortage) that is less then assigned value in setting tab

USER PANEL

The purpose of user panel is to facilitate customers so they can upload itemlist Images
View their Invoices history.

01 ~ Upload Item list:

Customer can upload their item list images.

02 ~ Place Order:

Customer can create invoices by selecting required Items.

03 ~ Place Ordered History:

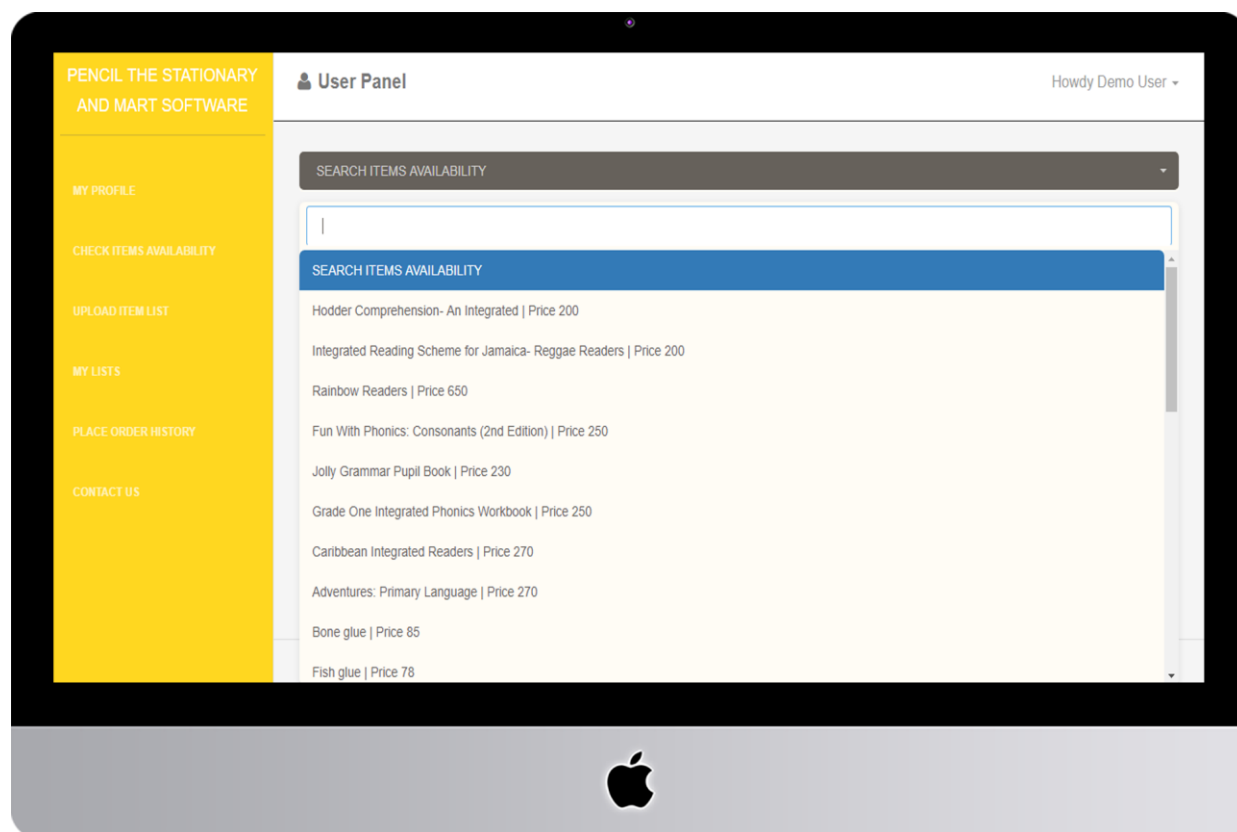
Customer can view his/her all generated invoices.

04 ~ My Item List:

Customer can view his/her Uploaded item list images.

05 ~ Availability Check:

Customer can view Items to check availability of Items in store before uploading the item list .



Landing Website

