

e-Ledger Manual

How can I login?

You will be asked to enter your username and password to login. After entering correct credentials, click on the 'Login' button or hit Return, which will log you in. You can also click on the eye button to view and hide your password.

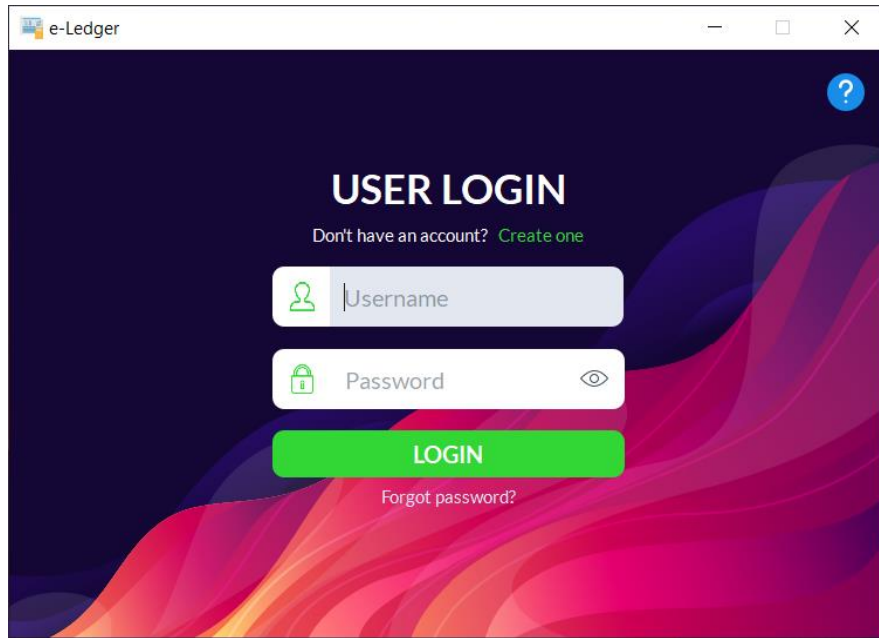


Figure 1: Login window

How can I create a new account?

Are you new to the program and do not have an account? Click on 'Create one'. Enter a valid username and password and answer two security questions.

Your username:

- should only include letters, numbers, underscore or hyphen.
- needs to include 5 to 10 characters.

Your password needs to:

- include at least a letter, a number and a symbol.
- be at least 8 characters long.

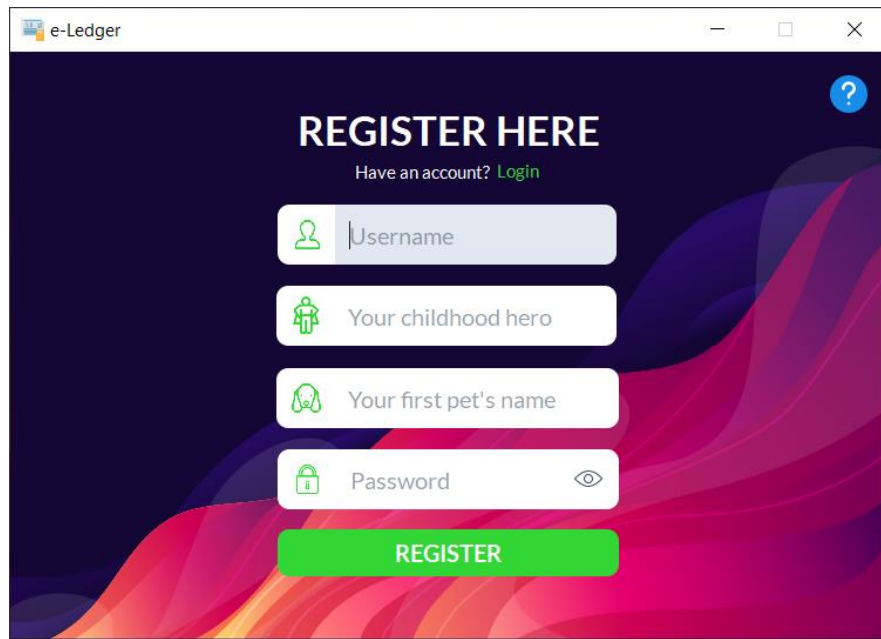
The image shows a web browser window titled "e-Ledger". The main heading is "REGISTER HERE" in white text on a dark blue background. Below the heading, there is a link "Have an account? Login" in green. The registration form consists of four input fields, each with a green icon on the left: a person icon for "Username", a person with a star icon for "Your childhood hero", a dog icon for "Your first pet's name", and a padlock icon for "Password". The "Password" field has a green eye icon on the right to toggle visibility. At the bottom of the form is a large green button with the text "REGISTER" in white. The background of the window features a colorful, abstract wave pattern in shades of purple, pink, and orange.

Figure 2: Registration window

I cannot remember my password. What should I do now?

Click on 'Forgot Password' just below the 'Login' button and you will be promoted to the reset window. Then, you will need to provide your existing username and answer some security questions, which you answered when creating your account. Click on the 'Reset and login' button or hit Return.

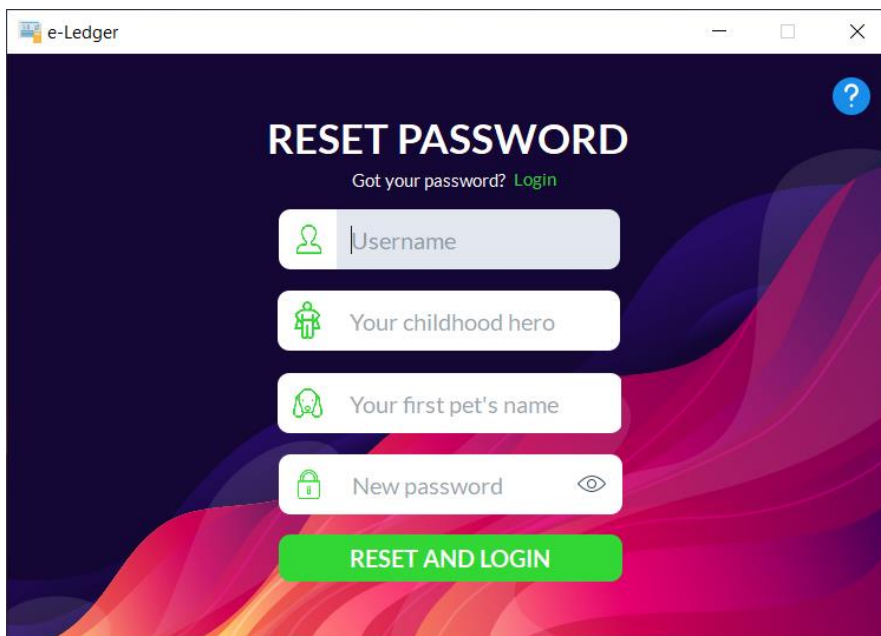
The image shows a web browser window titled "e-Ledger". The main heading is "RESET PASSWORD" in white text on a dark blue background. Below the heading, there is a link "Got your password? Login" in green. The reset form consists of four input fields, each with a green icon on the left: a person icon for "Username", a person with a star icon for "Your childhood hero", a dog icon for "Your first pet's name", and a padlock icon for "New password". The "New password" field has a green eye icon on the right to toggle visibility. At the bottom of the form is a large green button with the text "RESET AND LOGIN" in white. The background of the window features a colorful, abstract wave pattern in shades of purple, pink, and orange.

Figure 3: Reset password window

e-Ledger

Welcome, Chandan

General Info

1

2020-01-01

☐ Buyer
☒ Seller

Devendra

ShivPur

9811734343

Transaction Amounts

140

70

70 Calculate

Other

Metal Item

Save
Update
Delete

Transaction details

Graph Logout ?

	Transaction ID	Date	Name	Address	Phone no.	Total amount	Received	Receivable	Remarks
1	1	2020-01-01	Devendra	ShivPur	9811734343	140	70	70	Metal Item
2	2	2020-01-01	Laxmi Narayan	IslamPur	9823471234	300	300	0	Calculator sold
3	3	2020-01-05	Indesh Singh	Harkati	9824709934	700	200	500	Books Sold
4	4	2020-01-06	Sanjeeb Daunwar	Siraha	9824708935	300	250	50	Food
5	5	2020-01-07	Gokul Raj	Kathmandu	9876453321	100	70	30	Kinder Joy Choclate
6	6	2020-01-08	Durgendra Kushwaha	Dangraha Tole	9842701343	100	100	0	Drinks Sold
7	7	2020-01-09	Sarin	Kathmandu	9834234343	120	60	60	Copy Sold
8	8	2020-01-10	Parmod Mahato	Khoriya	9834232434	150	120	30	Milk Sold
9	9	2020-01-11	Binod Singh	Ram Pur	9876543232	30	20	10	Biscuit Sold
10	10	2020-01-12	Paban Singh	BhaghwaniPur	9876543234	300	200	100	Cosmetic Item
11	11	2020-01-14	Paban Singh	BhaghwaniPur	9876543234	500	500	0	Sweets
12	12	2020-01-15	Gokul Raj	Lalitpur	9876542342	200	200	0	Toys Sold
13	13	2020-01-17	Raja Babu	Dhangadi	9876542342	500	200	300	RajniGandha
14	14	2020-01-18	Yashodha Kumari Mahato	Ward-3	9834212443	130	130	0	Groceries Items
15	15	2020-01-19	Dev Narayan Mahato	Hospital Chowk	9842843035	100	70	30	Wallet Sold
16	16	2020-01-20	Sumitra Kumari	Sarlahi	9807717456	400	350	50	Vegitables Sold
17	17	2020-01-21	Rangita Singh	HariPur	9807713243	300	300	0	Cosmetic Item

☒ No sort/filter
☐ Sort
☐ Filter

Buyer

View Export

Figure 4: Main Window

How can I save data?

Provide valid Transaction ID, date (in YYYY-MM-DD format), and select whom you are dealing with i.e. buyer or seller, their phone number (98XXXXXXXX), total amount and received or paid amount. For receivable or payable amount, click on the 'Calculate' button and receivable or payable amount will be displayed. Finally, click on the 'Save' button or press 'Ctrl + s' to save the provided data.

All data are compulsory except remarks.

How to update records?

Records can be updated based on Transaction ID. You can provide the data as you did for saving the data and click on the 'Update' button or press 'Ctrl + u'.

All data are compulsory except remarks.

How to delete records?

Enter desired but valid Transaction ID, whose records are to be deleted and click on the 'Delete' button or press 'Ctrl + d'.

Only Transaction ID is required.

How to view my records?

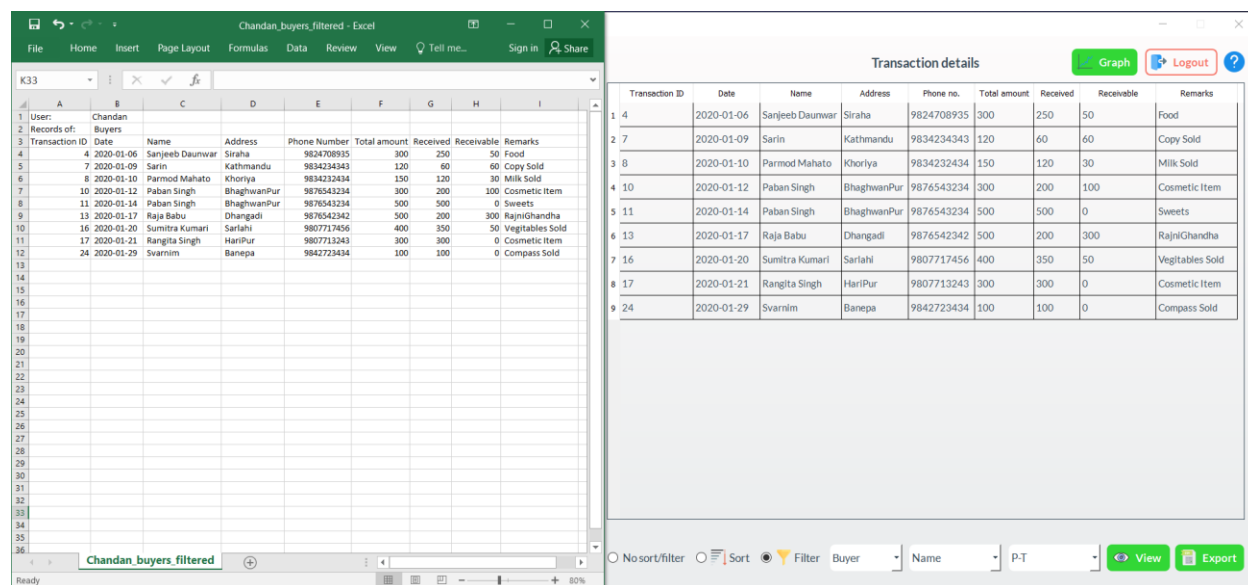
If you just want to view your records without sorting or filtering, select No sort/filter.

If you want to sort or filter the records, select 'Sort' or 'Filter'. You can sort or filter in various ways which will be shown in the drop down box.

Then click on the 'View' button or press 'Ctrl + v'.

Is there any way to export my transactions?

Yes, you can export your transaction records in CSV format. To export, click on the 'Export' button or press 'Ctrl + e' and the records will be exported to your desktop as a '.csv' file and you can open it with a spreadsheet software like Microsoft Excel.



The screenshot displays a Microsoft Excel window titled 'Chandan_buyers_filtered - Excel'. The spreadsheet contains transaction data with columns for Transaction ID, Date, Name, Address, Phone no., Total amount, Received, Receivable, and Remarks. The data is organized into rows, with the first row (row 4) showing a transaction on 2020-01-06 for Sanjeeb Daunwar. The Excel window is open alongside a web application window titled 'Transaction details'. The web application window shows the same transaction data in a table format, with a 'Logout' button in the top right corner. The web application window also has a 'Graph' button and a 'Logout' button. The Excel window has a status bar at the bottom showing 'Ready' and '80%' zoom.

Transaction ID	Date	Name	Address	Phone no.	Total amount	Received	Receivable	Remarks
4	2020-01-06	Sanjeeb Daunwar	Siraha	9824708935	300	250	50	Food
7	2020-01-09	Sarin	Kathmandu	9834234343	120	60	60	Copy Sold
8	2020-01-10	Parmod Mahato	Khoriya	9834232434	150	120	30	Milk Sold
10	2020-01-12	Paban Singh	Bhagwanpur	9876543234	300	200	100	Cosmetic Item
11	2020-01-14	Paban Singh	Bhagwanpur	9876543234	500	500	0	Sweets
13	2020-01-17	Raja Babu	Dhangadi	9876542342	500	200	300	RajniGandha
16	2020-01-20	Sumitra Kumari	Sarlahi	9807717456	400	350	50	Vegetables Sold
17	2020-01-21	Rangita Singh	HariPur	9807713243	300	300	0	Cosmetic Item
24	2020-01-29	Svarnim	Banepa	9842723434	100	100	0	Compass Sold

Figure 5: An exported CSV file opened in Microsoft Excel

How to logout from the system?

Click on the 'Logout' button on the top right corner in the main window or simply press 'Ctrl + Alt + l'. This logs you out from the system and opens the login window.

How to view graphs?

You can view the graph based on Transaction amounts or No. of transaction per day in a month. Click on the 'Graph' button or press Ctrl + g. A new window will appear. Select the required options and click on the 'View' button or press 'Ctrl + v'.

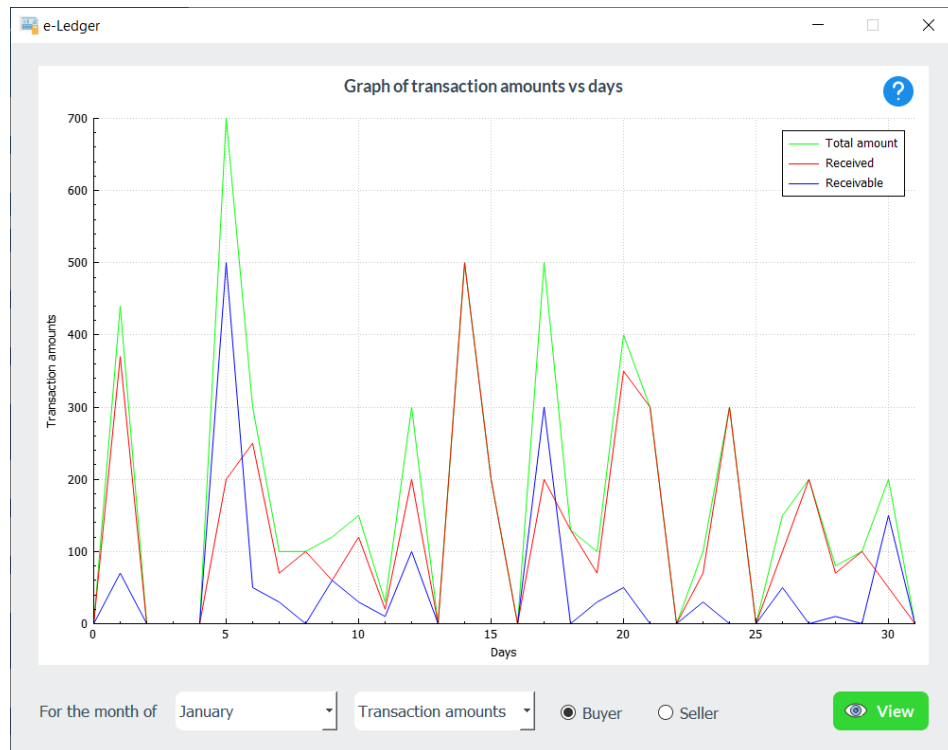


Figure 6: Graph of Transaction amounts vs days for the month of January

Shortcuts

Ctrl + s = Save record

Ctrl + u = Update record

Ctrl + d = Delete record

Ctrl + v = View records/graph

Ctrl + e = Export as CSV file

Ctrl + g = View graph window

Ctrl + Alt + l = Logout

Thank You