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.

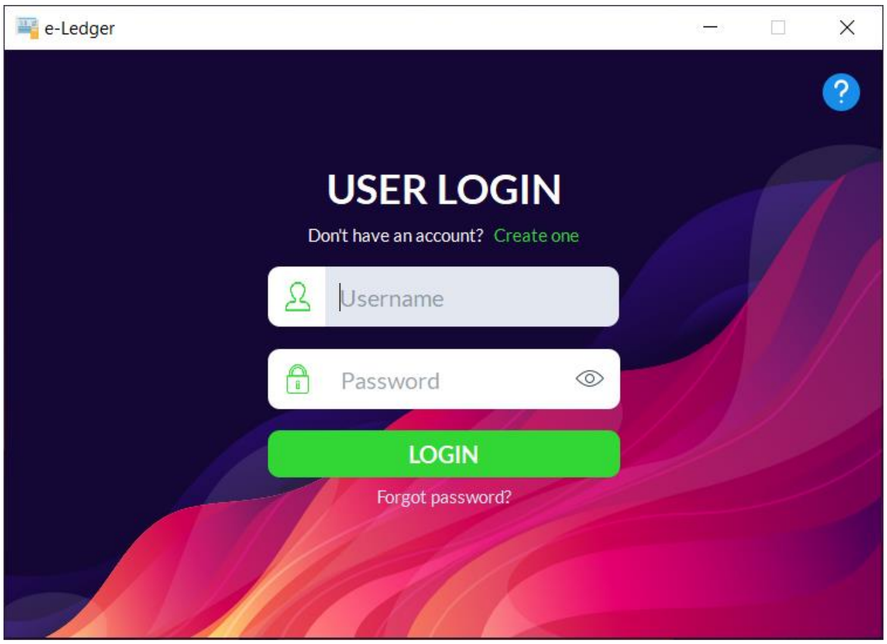


Figure 1: Login window

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.

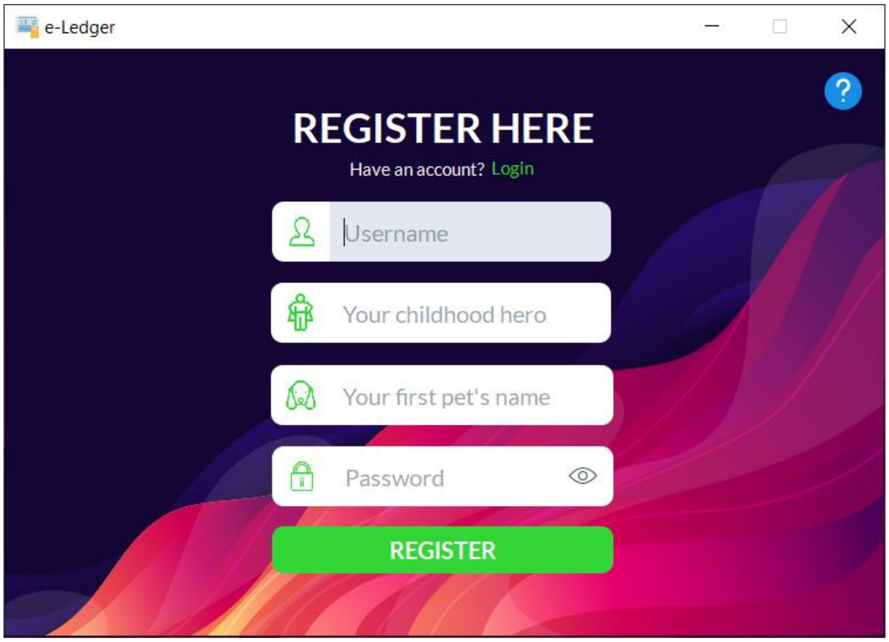


Figure 2: Registration window

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.

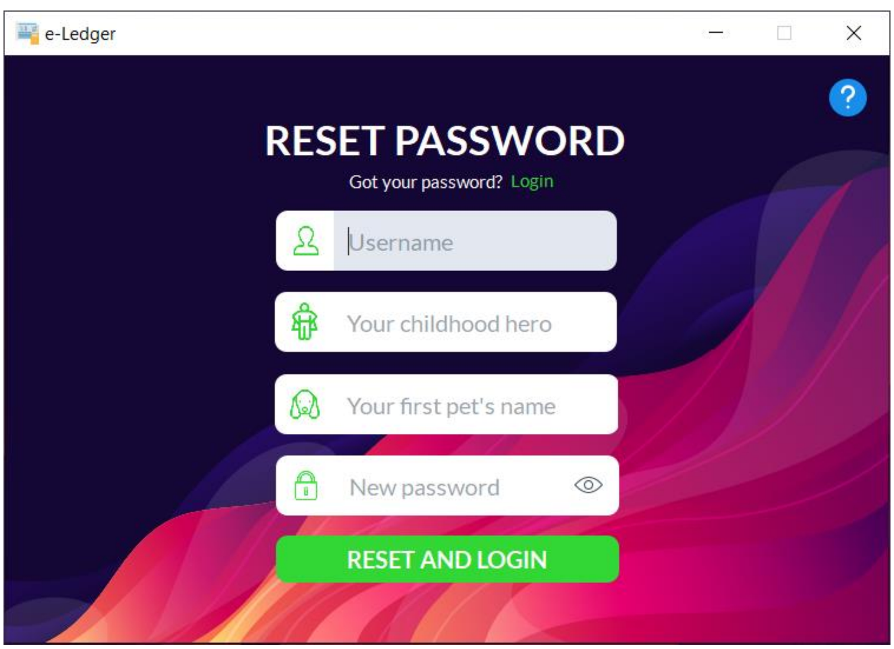
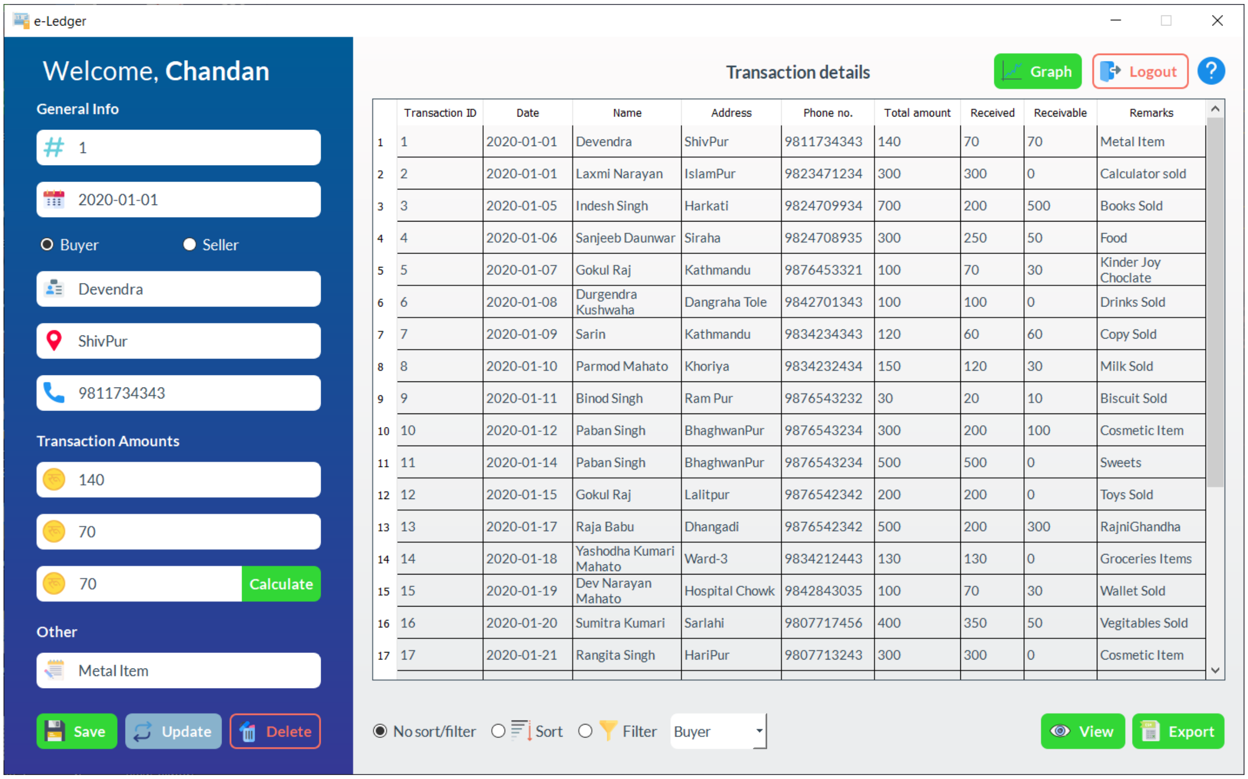


Figure 3: Reset password window



	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	BhaghwanPur	9876543234	300	200	100	Cosmetic Item
11	11	2020-01-14	Paban Singh	BhaghwanPur	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	RajniGhandha
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

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.

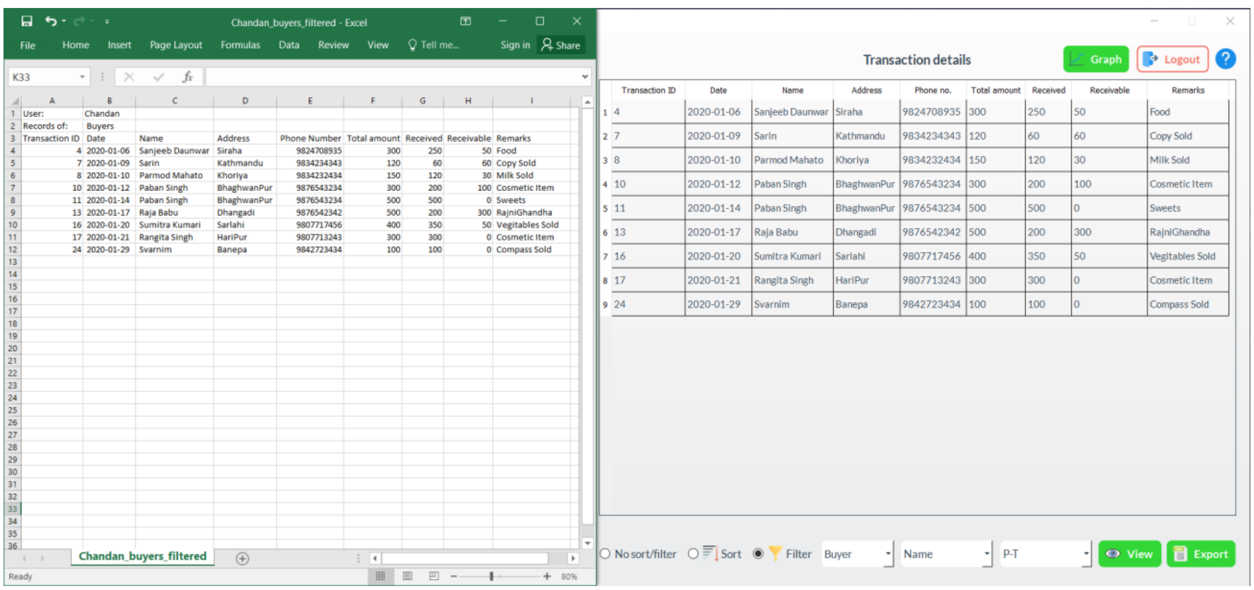


Figure 5: An exported CSV file opened in Microsoft Excel

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'.

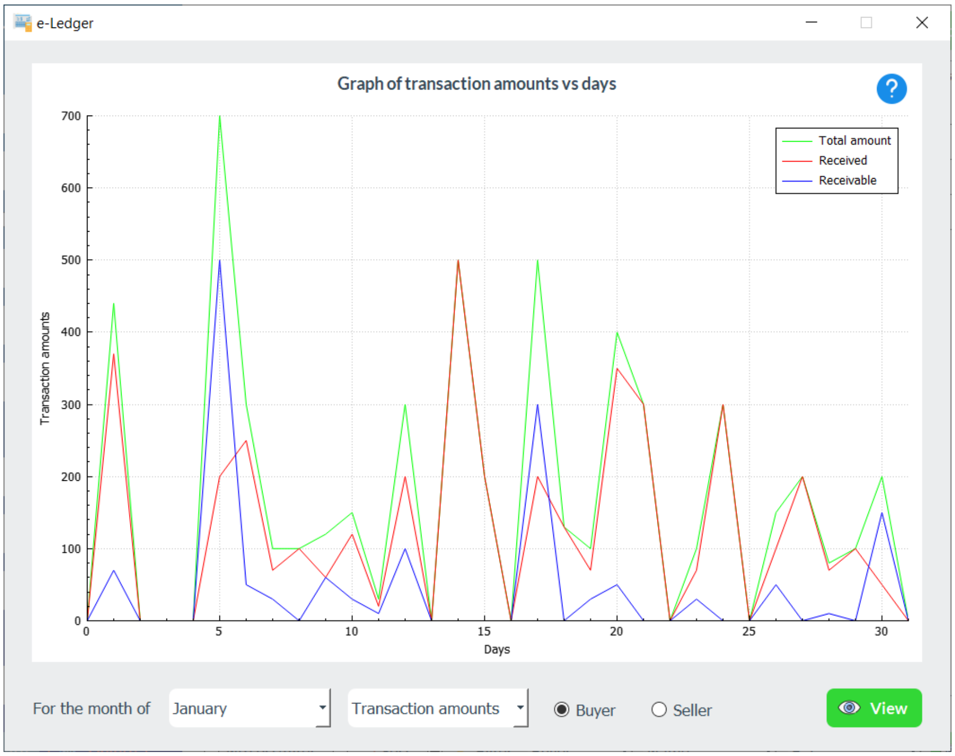


Figure 6: Graph of Transaction amounts vs days for the month of January

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