



**DALAB HUB**

ACCOUNTING HUB, ACCESSIBLE **PARTOUT** où VOUS SOUHAITEZ.

## **DOCUMENTATION**

### ***USER'S GUID DOCUMENT***

This documentation is to help developers better understand the DalabCloud source code and file path designation, all information are indexed and referenced to the comments in the app codebase.

# Introduction to DalabCloud

## **What is DalabCloud?**

Dalabcloud is a python based online accounting and management platform that has the ability to house complex tasks related to accounting and management. This platform also encourages flexibility by allowing user to customize their account structure to best fit their business criteria.

## **How effective is DalabCloud?**

Most managers and employers always relay on the income been made to determine what the future holds for their business, to some extent this is good but not good enough. To really predict and accurately calculate the loses and gain you are expected to make in a given range of time do not solely relay on how much you buy and sell your products but the holistic observation of fact relating to your business like,

- Branches Actively working
- Hours Employees Actually Work
- Outsourced Product And Services
- Customer Demand
- Data Security
- Real Time Monitor Updates

These factors can help you make a close prediction of your company or business future in any given time. With all being said DalabCloud provides avenues to acquire this data at accurate precision to enhance productivity trucking and management.

## **What Devices Can I Run DalabCloud On?**

There is actually no potential limit on the type of devices that can access this platform. DalabCloud is web based application with a modern responsive design though out it development, this help's facilitates any kind of device that has access to internet to be able to work on this platform.

## **How Many Languages Can Is Set DalabCloud To?**

Two to exact, DalabCloud is a platform which has been made compactible with English and French due to the popularity of these languages.

## **Why Should I Upgrade My DalabCloud Subscription?**

We are all aware that upgrading you subscription always means more features, with DalabCloud the case is the same in the sense that reports statistics and analysis are generated according to your subscription and some key features also have limits on the number of additions you are allowed

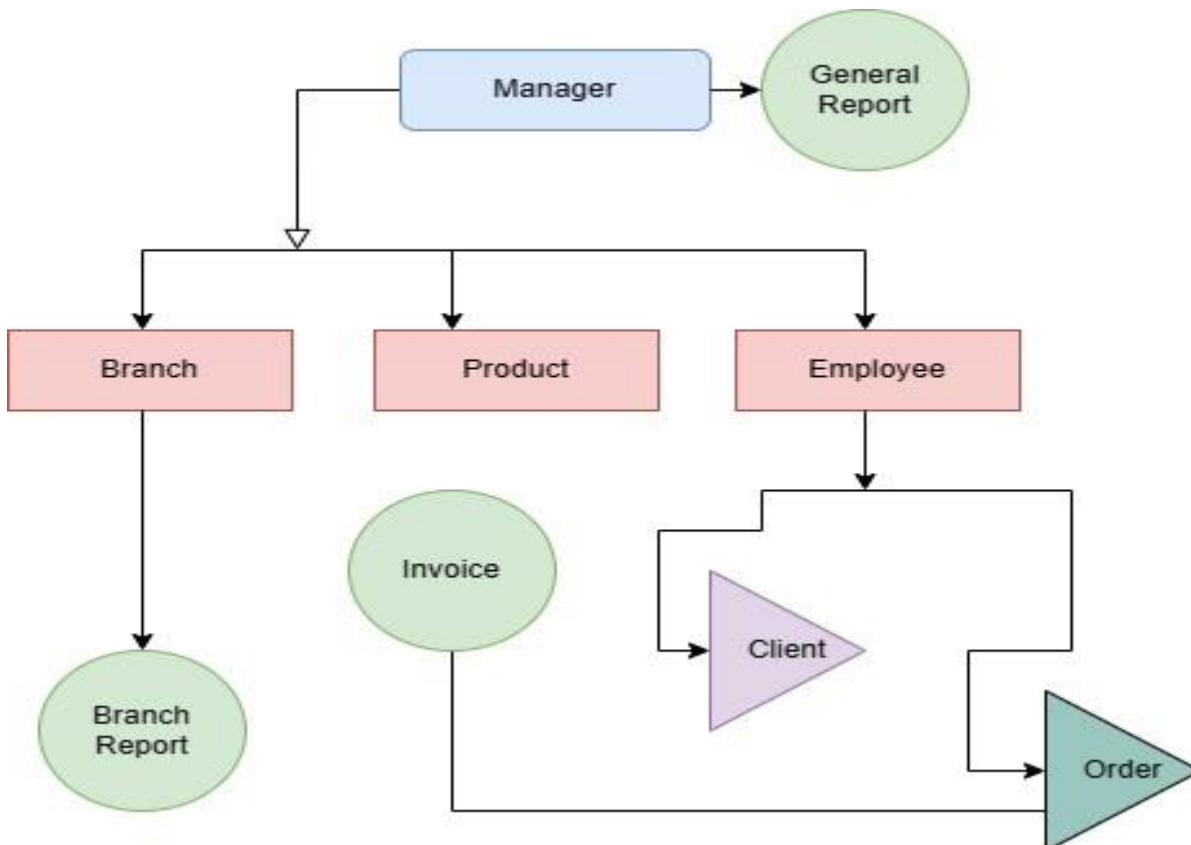
based on your subscription also. Best advice, look at what your company or business needs and make your patches accordingly.

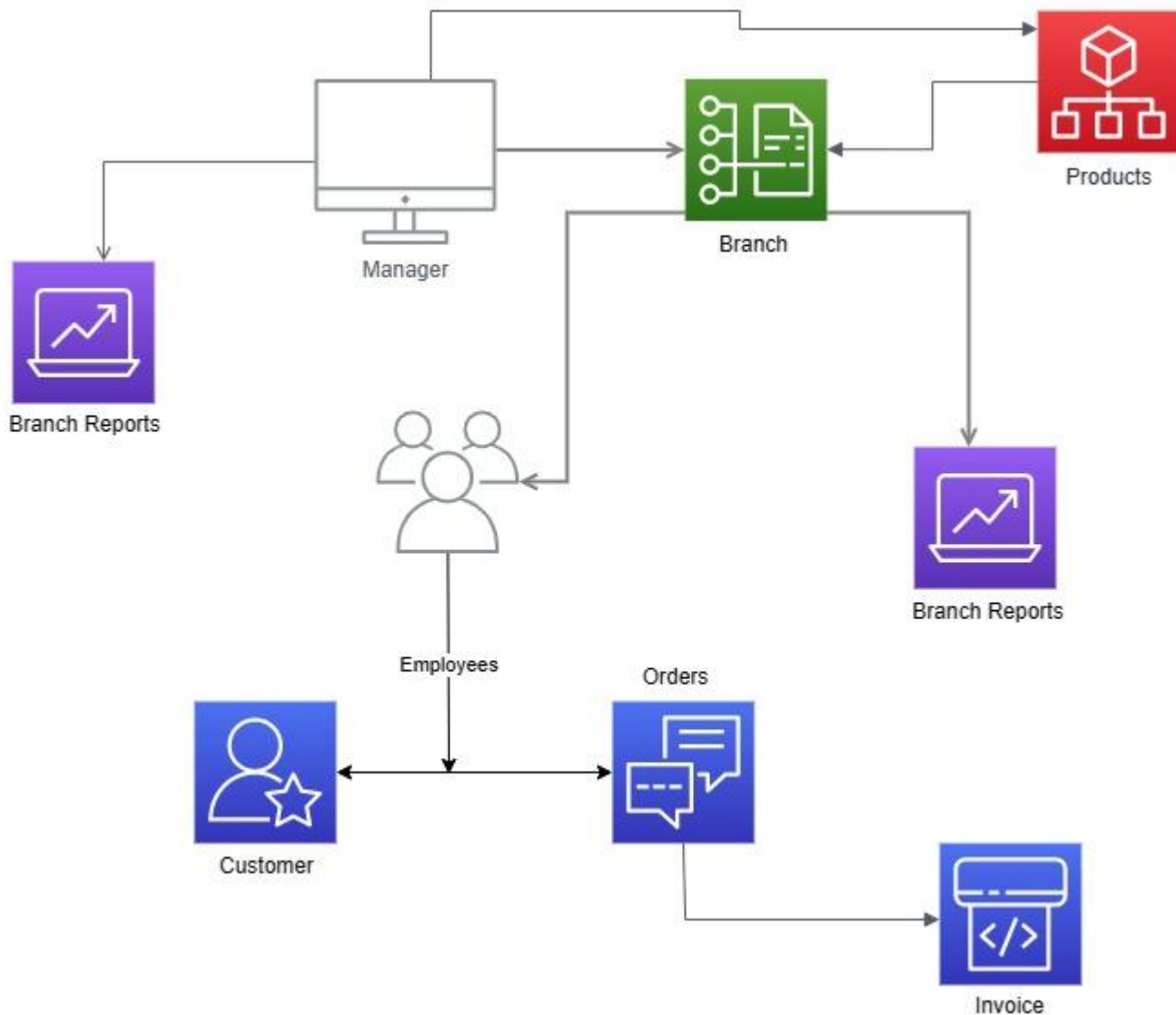
## Concepts and Features

### **What Are The Concepts DalabCloud Follow's?**

The concept behind most accounting software and platforms mostly revolves around the concept where by the account holder manages the whole aspect of the software like selling and generating reports on the sales and review. But with DalabCloud the concept is different, how deferent you may ask? With DalabCloud the account holder is known as the manager who oversees the growth o f the business or company and is in charge of creating new Branches and adding Product to enable Employees to work with them, and of course the Employees are assigned to a Branch by the manager who can allocate Employees to Branches before or after adding an Employee to the platform. In other words the Manage creates the Branches, add Products and assign an Employee to them.

**Below is a diagram of the practical concept of DalabCloud**





## What Features Are Available On DalabCloud For Managers?

DalabCloud is a platform with many functionalities that make's managing a company or business easy, below are some features that will be useful to you.

- ✓ **Branches and Forks**

With this feature a manager can divide a business or a company in to sections by creating deferent branches and assigning them different functions and purpose.

- ✓ **Employee Tracks**

With this feature a manager can add an employees to the company account and assign them a branch to work. This also allows managers to see who is currently working and their progress that day.

✓ **Products and Stocks**

Managers are also given the privilege to add products to the platform and can decide to add it to a branch or all of them. Here a manager can create a custom category to organize the product classification in the account.

✓ **Orders**

The orders made by customers will be accurately displayed here and will be organized according to date and type. In here a manager can view the orders made in all the branches at once.

✓ **Reports and Status**

Here a manager would get access to the general review on the progress of the company or business as a whole. To access this manager will have to input the account password to continue.

✓ **Index Search Feature**

With this a manager can search through all models example **Branches, Employees, Products and Orders** at the same time and get an appropriate response which corresponds to the search request.

❖ **Notifications**

Get updates on the activities of your employees through this feature. Anytime an employee logs in or out of their account you will be given a notification on that action. When an employee requests for a password recovery you will also be notified of that activity.

## **What Features Are Available On DalabCloud For Employees?**

DalabCloud is a platform with many functionalities that make's exciting your role as an employee easy and convenient.

✓ **Branches and Forks**

As an employee you be assigned to a branch to work and sometime occasionally moved to different branches to work, but your work in a branch is stored and when you are reassigned that branch you continue from where you left off.

✓ **Employee Tracks**

Your progress in a day will be tracked by your employee thus making it easy to relate to the business flow of that day.

✓ **Products and Stocks**

As an employee you may encounter a situation where the product you want to sell is not added by your manager, well you are also allowed to add costume products to release to clients to help improve flexibility on the platform.

✓ **Orders**

An employee is responsible for taking quote and orders from customers and generating an invoice for their purchase.

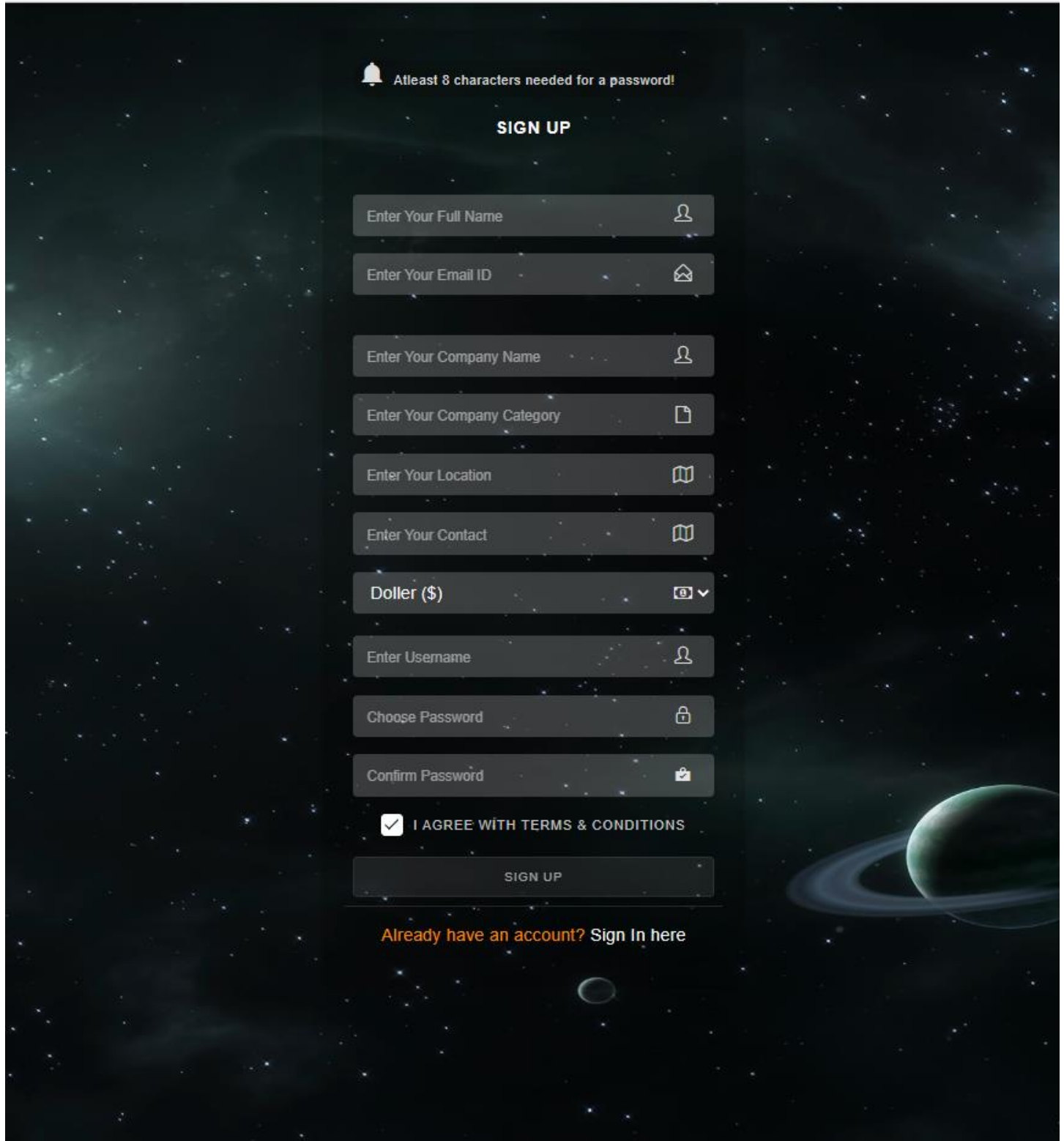
✓ **Reports and Status**

Here an employee can leave a report for the manager to review and also any issues that is needed to be attended to.

## Accounts In DalaCloud

Here we will go through how accounts creation and manipulation works on DalabCloud.

### Creating A New Manager Account



The image shows a 'SIGN UP' form for DalaCloud. The background is a dark space scene with stars and a ringed planet. The form is centered and consists of several input fields, each with a placeholder text and an icon. At the top, there is a notification bell icon and the text 'Atleast 8 characters needed for a password!'. The form fields are: 'Enter Your Full Name' (person icon), 'Enter Your Email ID' (envelope icon), 'Enter Your Company Name' (person icon), 'Enter Your Company Category' (document icon), 'Enter Your Location' (book icon), 'Enter Your Contact' (book icon), 'Doller (\$)' (currency icon and dropdown arrow), 'Enter Username' (person icon), 'Choose Password' (lock icon), and 'Confirm Password' (checkmark icon). Below the fields is a checkbox labeled 'I AGREE WITH TERMS & CONDITIONS'. At the bottom of the form is a 'SIGN UP' button. Below the button, there is a link that says 'Already have an account? Sign In here'.

Atleast 8 characters needed for a password!

### SIGN UP

Enter Your Full Name

Enter Your Email ID

Enter Your Company Name

Enter Your Company Category

Enter Your Location

Enter Your Contact

Doller (\$)

Enter Username

Choose Password

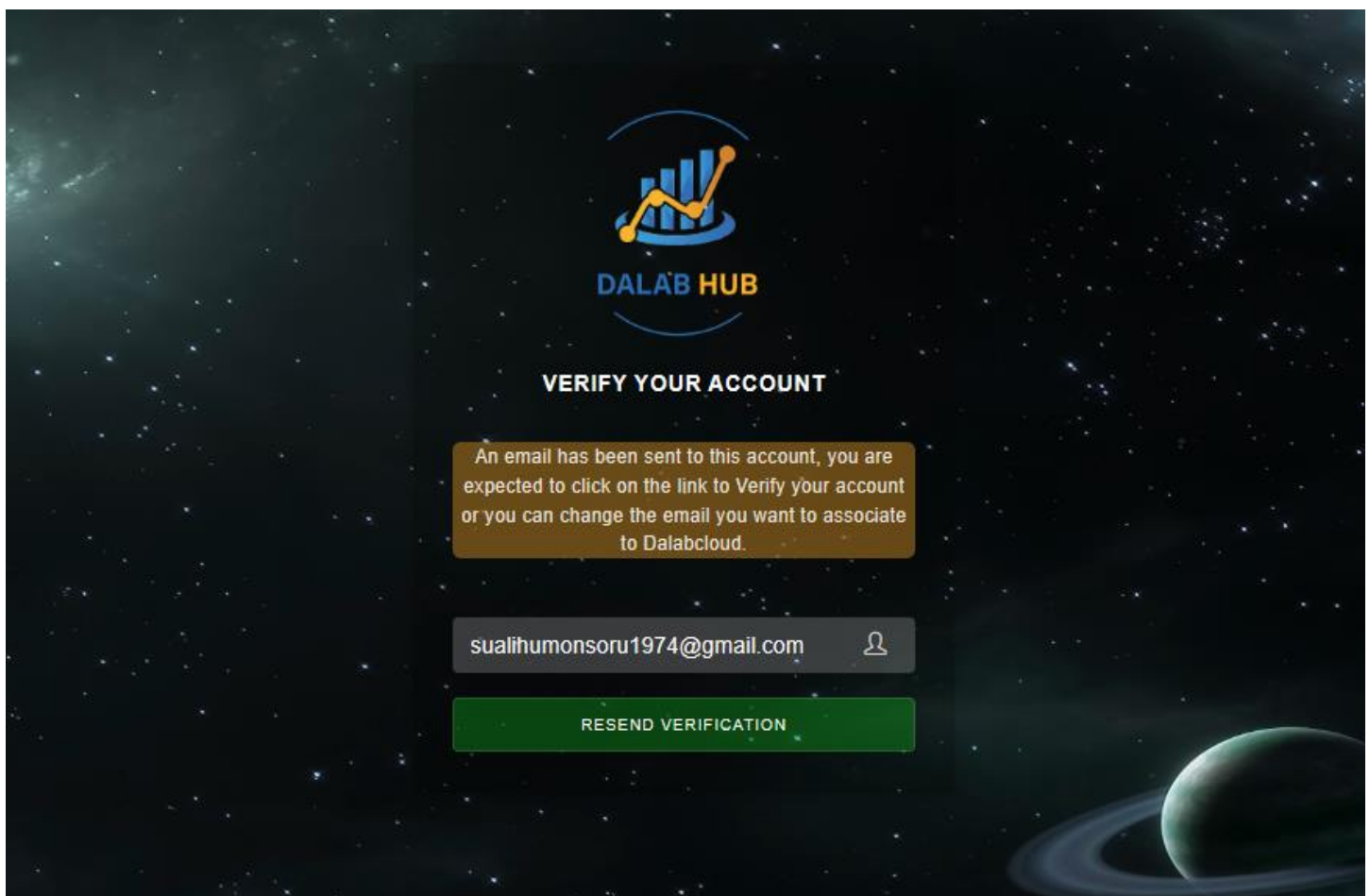
Confirm Password

☒ I AGREE WITH TERMS & CONDITIONS

SIGN UP

Already have an account? Sign In here

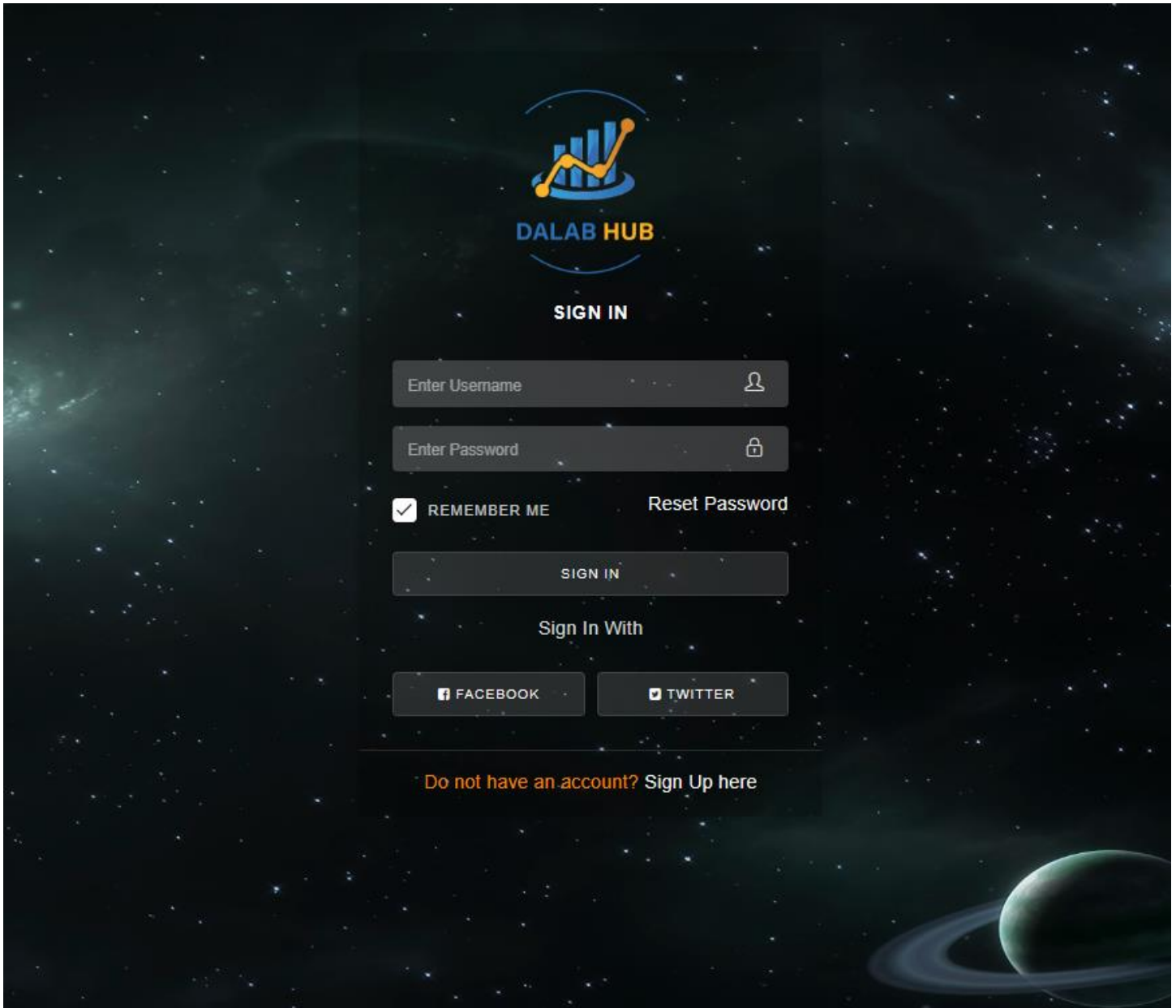
- ✓ You are to provide a valid name for the manager and the email address you want to associate with your business or company on this platform. **NB.** The email you provided will be sent an email confirmation before you can access your account.
- ✓ Enter your Company or Business name and the type of service you provide.  
**Example.** My company is Best Team Marine Incorporate and we deal in delivery of marine products, I can enter “Marine Services” in the company category field.
- ✓ Input a valid location and contact because these will be added to reports and invoices. Select a currency that you will like to use in your account.
- ✓ Enter a username you want to associate with your account and add a password which is more than 8 characters long to proceed.
- ✓ Now check the status box at the top to verify if your password is accepted, then click **sign up** to create the account.



- ✓ You will be brought to this page where you will be asked to click on the confirmation email sent to the email you provided. If you wish to change the email, you can type in the new email and click on **Resend Verification**.
- ✓ Once that is done you are now a member of DalabCloud.

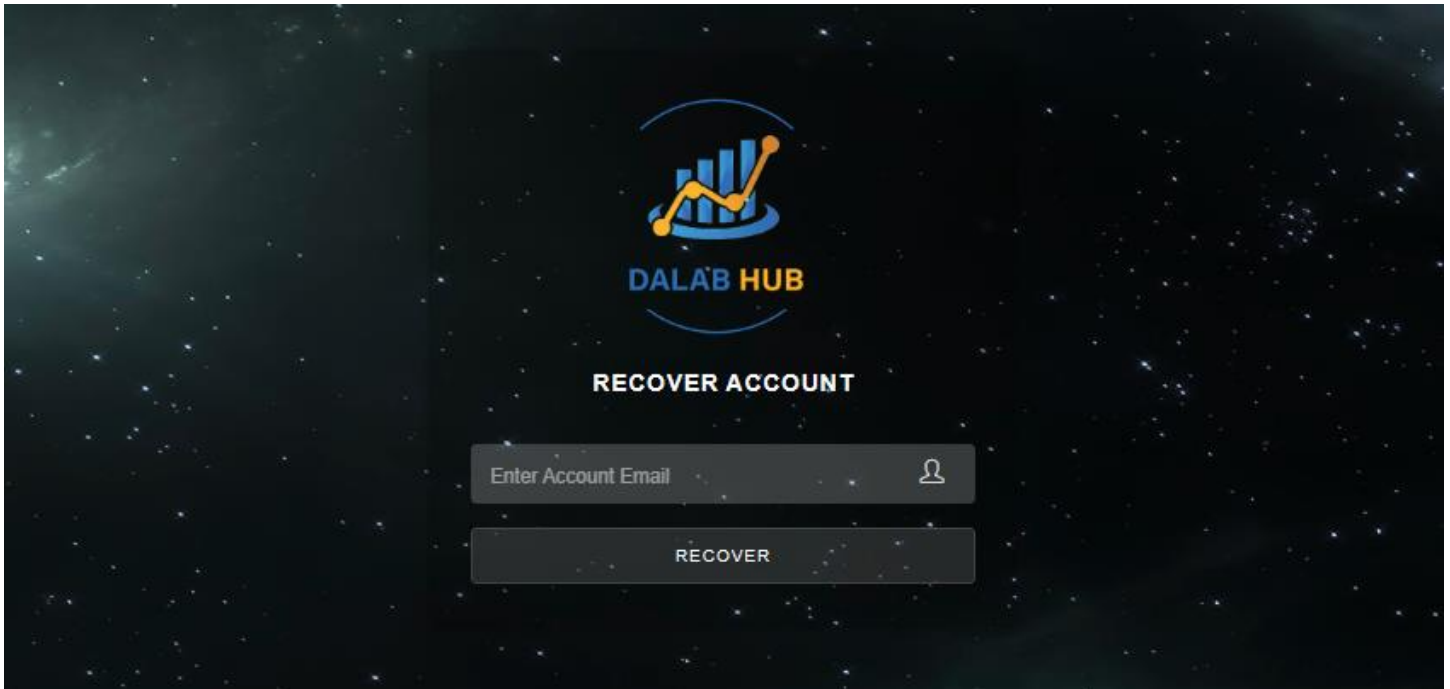


## Logging In To A Manager Account

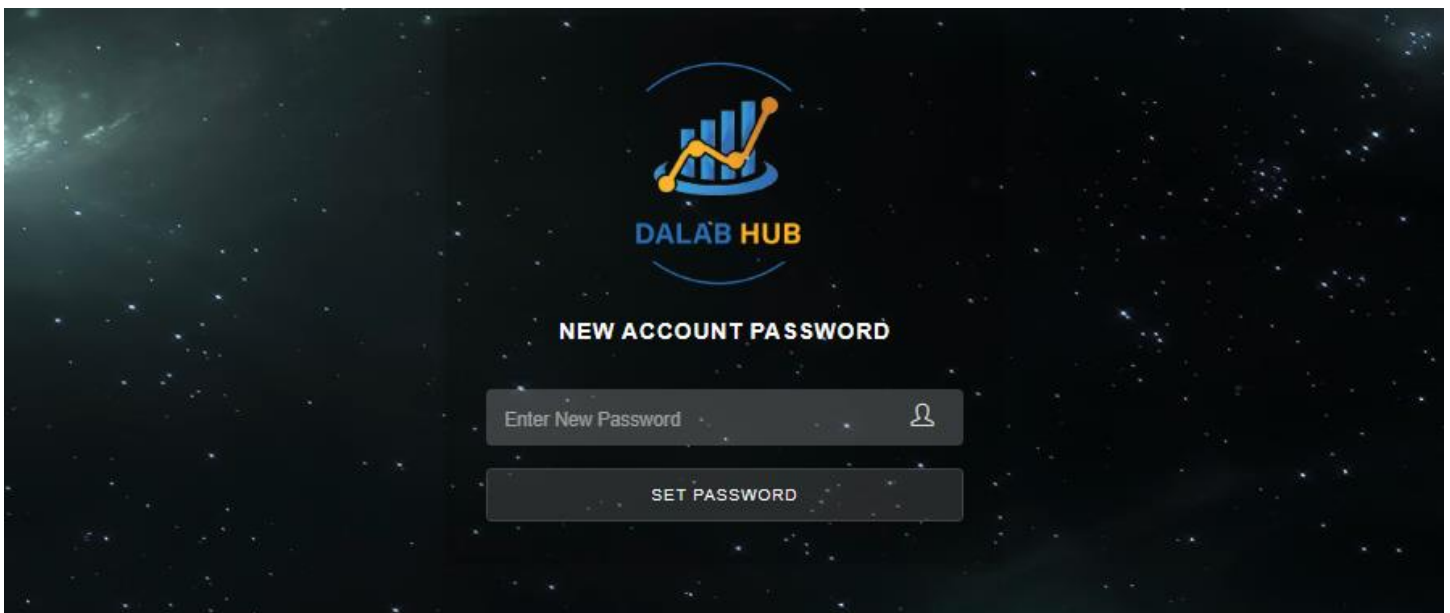


- ✓ You will need to enter the credentials you created the account with to log in.

## User Account Recovery

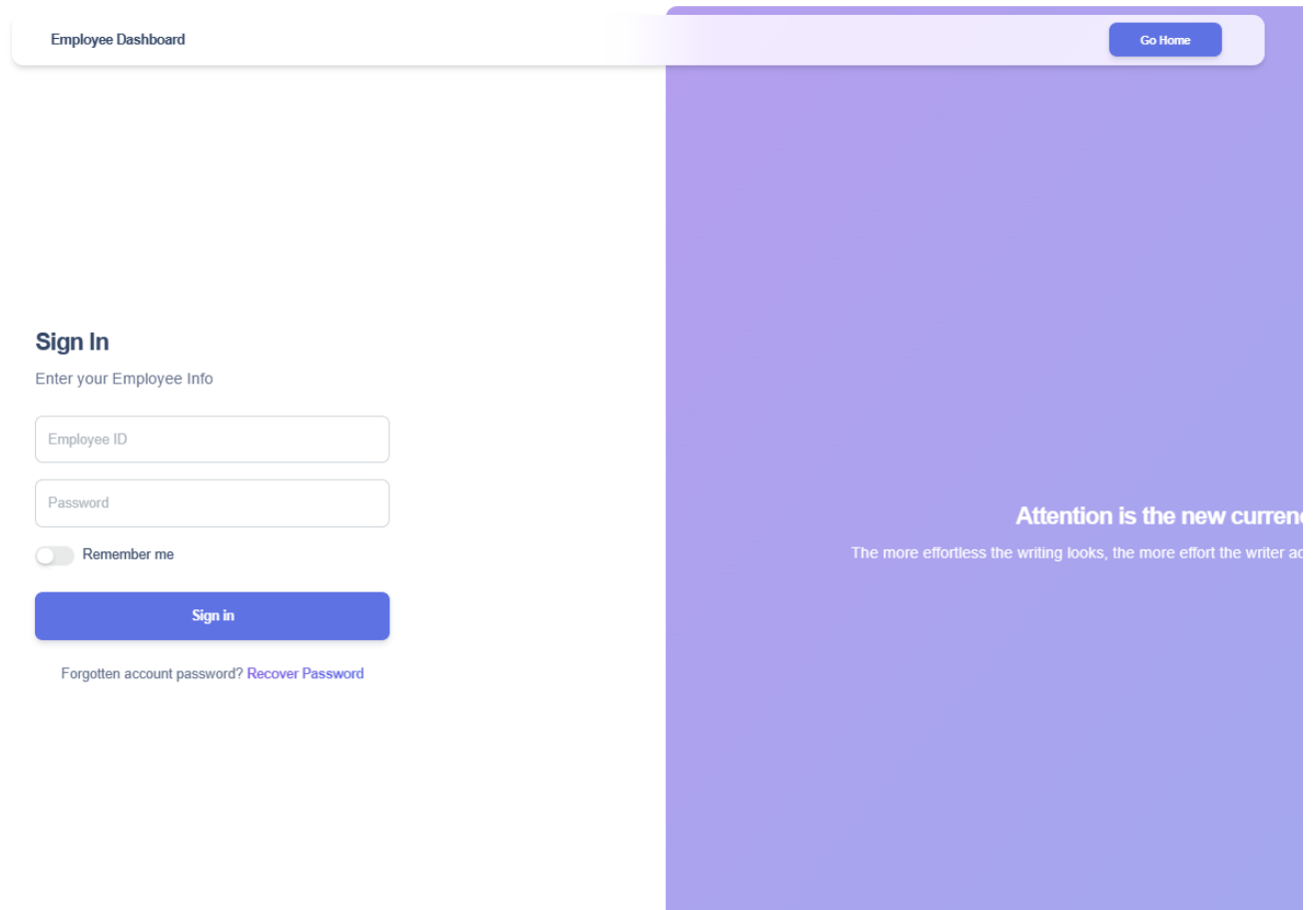
The image shows a web form for account recovery on a dark, starry background. At the top center is the DALAB HUB logo, which consists of a blue bar chart with an orange line graph overlaying it, all enclosed in a blue circular frame. Below the logo, the text "RECOVER ACCOUNT" is displayed in white. Underneath this, there is a text input field with the placeholder "Enter Account Email" and a small user icon to its right. Below the input field is a wide, dark button with the text "RECOVER" in white.

- ✓ In case you forgot your credentials you can click on the **Reset Password** button to initialize your recovery request.
- ✓ Enter the email you created the account with to receive a recovery email confirmation.
- ✓ Click on the **Recover Account** button provided in the email.

The image shows a web form for setting a new account password on a dark, starry background. At the top center is the DALAB HUB logo, which consists of a blue bar chart with an orange line graph overlaying it, all enclosed in a blue circular frame. Below the logo, the text "NEW ACCOUNT PASSWORD" is displayed in white. Underneath this, there is a text input field with the placeholder "Enter New Password" and a small user icon to its right. Below the input field is a wide, dark button with the text "SET PASSWORD" in white.

- ✓ Enter a new password to complete your password recovery process.
- ✓ Now you will be redirected to the login page to log in again.

## Logging In To An Employee Account



The image shows a web interface for logging into an employee account. At the top, there is a navigation bar with 'Employee Dashboard' on the left and a 'Go Home' button on the right. Below the navigation bar, the main content area is divided into two sections. On the left, there is a 'Sign In' section with the heading 'Sign In' and the instruction 'Enter your Employee Info'. This section contains two input fields: 'Employee ID' and 'Password'. Below these fields is a 'Remember me' checkbox and a 'Sign in' button. At the bottom of the sign-in section, there is a link for 'Forgotten account password? Recover Password'. On the right, there is a large purple rectangular area containing the text 'Attention is the new currency' and 'The more effortless the writing looks, the more effort the writer ac'.

Employee Dashboard

Go Home

### Sign In

Enter your Employee Info

Employee ID

Password

☐ Remember me

Sign in

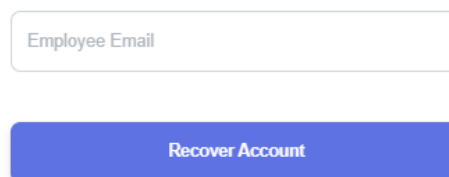
Forgotten account password? [Recover Password](#)

Attention is the new currency

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- ✓ Enter the credentials given to you by the account manager accordingly to log into your account.
- ✓ To recover password in case you have forgotten it, click on the “**Recover Password**” button to initialize you recovery request.

### Recover Your Account



The image shows a web interface for recovering an account. It features a single input field labeled 'Employee Email'. Below the input field is a 'Recover Account' button.

Employee Email

Recover Account

- ✓ Enter the email you provided to the manager for your account creation to receive your password.