

User Manual for IMS - Ticketing Software

IMS Himalayan Shangrila Pvt. Ltd.

1. Getting Started

1.1 Starting the Software

To start the IMS - Ticketing software, Double click on IMS - Ticketing Software Icon in Desktop.
Or Go to installation directory and Double click on IMS - Ticketing software Icon.

1.2 Common Shortcuts

Action	Shortcut
New	Ctrl + N
Edit	Ctrl + E
Delete	Ctrl + D
Save	Ctrl + S
Undo	Ctrl + Z

2. Input Forms and Data Entry Instruction

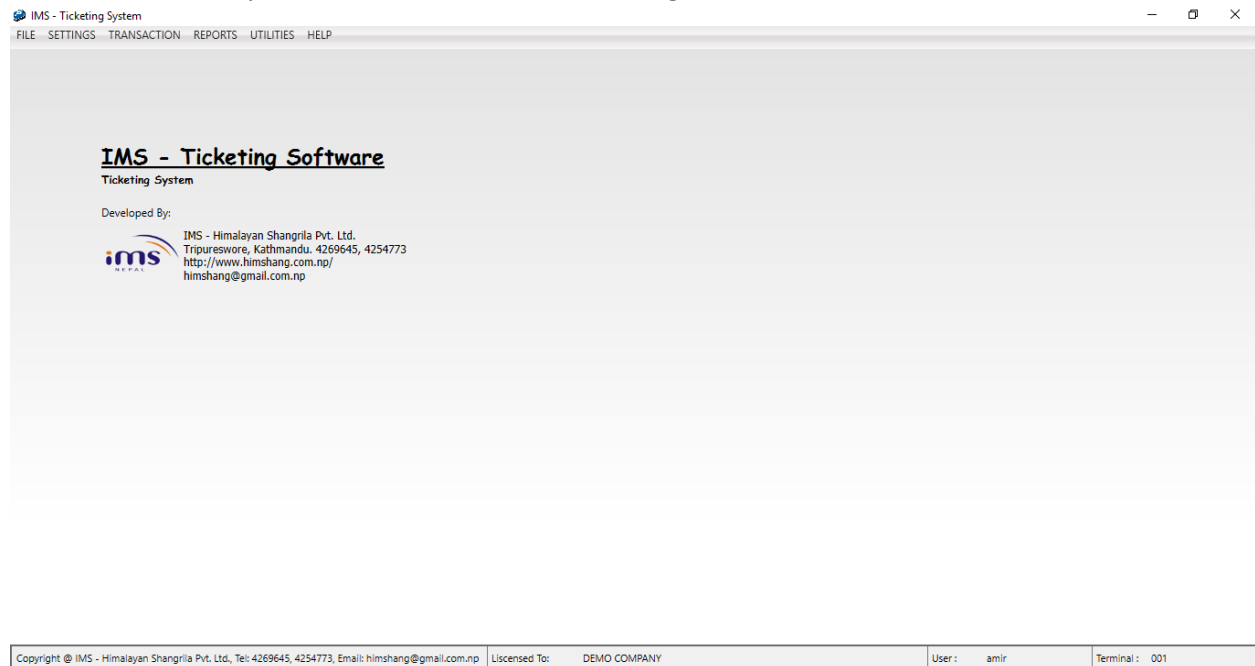
2.1 Login Form

It is the 1st Input interface after running the software. Type your login id and password at designated fields and click on Login button to proceed. Click cancel to close the software.

A screenshot of a 'USER LOGIN' dialog box. The title bar is red with the text 'USER LOGIN' in white. The background is a dark teal gradient. There are two input fields: 'Login ID' and 'Password'. The 'Password' field has a small keyboard icon to its right. At the bottom, there are two buttons: 'Login' and 'Cancel'.

2.2 Main Window

It is the master Interface which acts as container of all other interfaces. It consist of Menu ribbon at top. Click on desired menu button to go to different Interfaces.

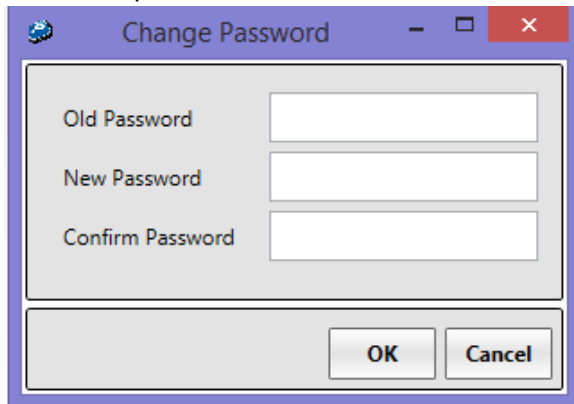


2.3 File Menu

It is the first Menu Title in Menu Ribbon. It further consist 3 sub menus as follows

2.3.1 Change Password

This form is used to change your login password. Please Type your old password, new password and confirm password in designated fields and click on Ok button. Click on cancel to cancel operation.

A screenshot of a Windows-style dialog box titled "Change Password". The dialog has a purple title bar with a small icon on the left and standard minimize, maximize, and close buttons on the right. The main content area is light gray and contains three labels with corresponding text input fields: "Old Password", "New Password", and "Confirm Password". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

2.3.2 Logout

Click on Logout menu to log out of software

2.3.3 Exit

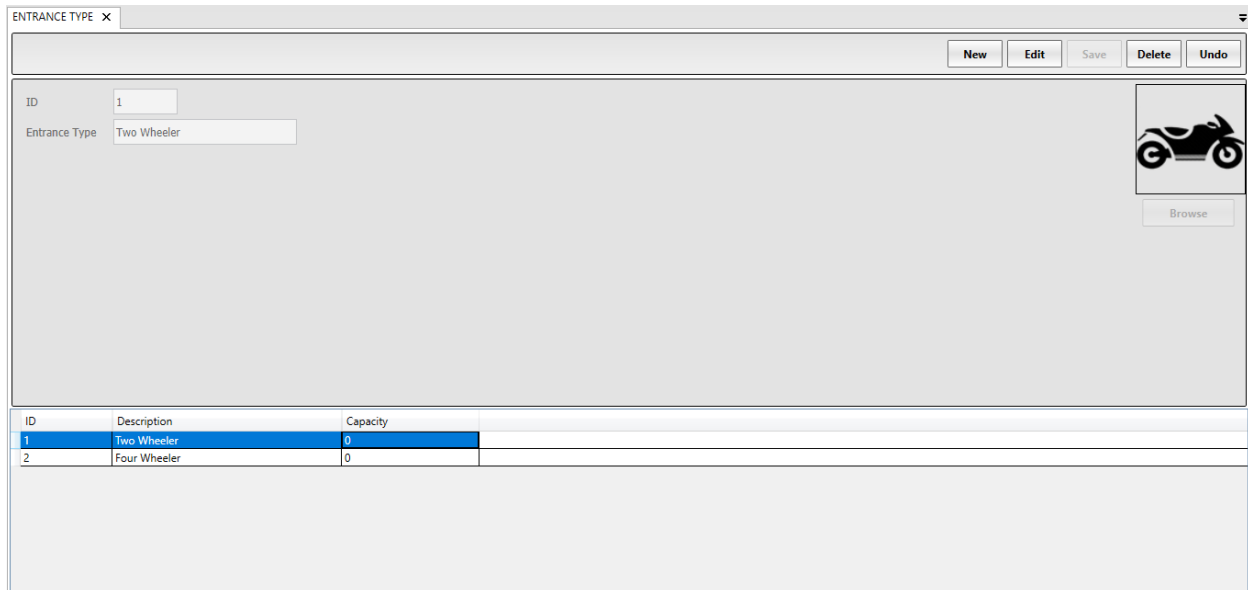
Click on Exit menu to close software

2.4 Master Settings

It is the second menu title in menu strip and consists of 9 sub menus for master entries.

2.4.1 Entrance Type

This Form is used to add new Entrance Type or edit/Delete existing Entrance Types.



ID	Description	Capacity
1	Two Wheeler	0
2	Four Wheeler	0

New Entrance Type

1. Click on New or Press Ctrl + N to start Entry.
2. Type Entrance Type.
3. Click on Browse button to browse and select an image of entrance type from disk.
4. Click on Save or press Ctrl + S to save new entrance type.
5. Newly saved Entrance Type will appear in the grid at bottom.

Edit existing Entrance Type

1. Select desired Entrance Type on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Edit or press Ctrl + E to start edit.
4. Make necessary edits.
5. Click on Save or press Ctrl + S to save data.

Delete existing Entrance Type

1. Select desired Entrance Type on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Delete or press Ctrl + D to Delete Selected Entrance Type.

2.4.2 Rate Setting

This Form is used to add new Entrance Charge Tariff or edit/Delete existing Tariffs.

Rate Info

Rate ID: 0 Rate Description: ☐ Default

Days

☐ All Days
☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

Vehicle Type

Rate Details

Begin Time: 12:00 AM End Time: 11:59 PM

Rate: 0.00 ☐ Is Fixed

Timeline: 12:00 AM, 02:00 AM, 04:00 AM, 06:00 AM, 08:00 AM, 10:00 AM, 12:00 PM, 02:00 PM, 04:00 PM, 06:00 PM, 08:00 PM, 10:00 PM, 11:59 AM

Entrance Type: Four Wheeler, Two Wheeler

Day	Details
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	

New Tariff

1. Click on New or Press Ctrl + N to start Entry.
2. Type the Tariff Description. Check on default checkbox if the rate is default rate.
3. Now check on the effective tariff days of week and then select a Entrance type from the combo box.
4. Now enter the End Time for effective period for tariff.
5. Enter the Rate. Check on Is Fixed if the amount is fixed for entered period.
6. Click on Add button and the tariff is added to timeline below. Now you cannot change day of week or Entrance Type until End Time reaches 11:59 PM.
7. Repeat Steps 7-9 until End Time reaches 11:59 PM.
8. Repeat Steps 3 – 7 until Tariff is entered for all entrance type and all 7 days of week
9. Click on Save or press Ctrl + S to save new Tariff.

Edit existing Tariff

1. Enter the Rate ID and press Enter Key.
2. Data will be loaded on entry Fields.
3. Click on Edit or press Ctrl + E to start edit.
4. Make necessary edits.
5. Click on Save or press Ctrl + S to save data.

Delete existing Products

1. Enter the Rate ID and press Enter Key.
2. Data will be loaded on entry Fields.
3. Click on Delete or press Ctrl + D to Delete Selected Tariff.

2.4.3 User Manager

This Form is used to add new users or edit/Delete existing Users.

The screenshot shows a web application window titled "USER SETTING". At the top right are buttons: "New", "Edit", "Save", "Delete", and "Undo". The main form area contains input fields for "UID" (with value 0), "Username", and "Full Name". There are checkboxes for "Desktop Access", "Mobile Access", and "Is Inactive". Below these is a table with 13 rows of existing users. To the right is a sidebar with tabs for "Desktop Rights" and "Mobile Rights", each containing a tree view of permissions like SETTINGS, TRANSACTION, REPORTS, and UTILITIES.

UID	Username	Full Name
1	admin	Administrator
2	E1	Entry One
3	E2	Entry Two
4	laxmi	Cashier One
5	amu	Cashier Two
6	Uday	Uday
7	Nischaya	Nischaya
8	dee	
9	nilesh	Nilesh Tuladhar
10	bidur	Bidur Adhikari
11	manish	Manish Pathak
12	Bhagawan	Bhagawan Budhathoki
13	sabin	Sabin Maharjan

New User

1. Click on New or Press Ctrl + N to start Entry.
2. Type username, full name.
3. From the right pane choose user rights.
4. Click on Save or press Ctrl + S to save new user.
5. Newly saved user will appear in the grid at bottom.

Edit existing User

1. Select desired user on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Edit or press Ctrl + E to start edit.
4. Make necessary edits. Check on Is Inactive if you want to restrict access to an existing user
5. Click on Save or press Ctrl + S to save data.

Delete existing User

1. Select desired user on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Delete or press Ctrl + D to Delete Selected user.

2.4.4 Terminal Setting

This Form is used to add new Teminal or edit/Delete existing Teminal.

TERMINAL SETTING

New

Edit

Save

Delete

Undo

Terminal Code

Terminal Name

☐ Is Suspended

Terminal Code	TerminalName	Status
001	SERVER	0
002	ENTRY	0
003	EXIT	0

New Teminal

1. Click on New or Press Ctrl + N to start Entry.
2. Enter all necessary filds.
3. Click on Save or press Ctrl + S to save new Teminal.
4. Newly saved Teminal will appear in the grid at bottom.

Edit existing Teminal

1. Select desired Teminal on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Edit or press Ctrl + E to start edit.
4. Make necessary edits.
5. Click on Save or press Ctrl + S to save data.

Delete existing Teminal

1. Select desired Teminal on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Delete or press Ctrl + D to Delete Selected Teminal.

2.4.5 Staff Registration

This Form is used to add new Staff or edit/Delete existing Staffs.

ATTENDANT SHIFT

STAFF REGISTRATION x

New

Edit

Save

Delete

Undo

Barcode

☐ Is Inactive

Full Name

Address

Designation

Remarks

New Staff

1. Click on New or Press Ctrl + N to start Entry.
2. Enter all necessary fields.
3. Click on Save or press Ctrl + S to save new Staff.
4. Newly saved Staff will appear in the grid at bottom.

Edit existing Staff

1. Select desired Staff on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Edit or press Ctrl + E to start edit.
4. Make necessary edits.
5. Click on Save or press Ctrl + S to save data.

Delete existing Staff

1. Select desired Staff on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Delete or press Ctrl + D to Delete Selected Staff.

2.4.6 Voucher Types

This Form is used to add new Voucher Types or edit/Delete existing Voucher Types.

ENTRANCE TYPE x

VOUCHER TYPES x

New

Edit

Save

Delete

Undo

ID

1

Voucher Name

EVENING PARKING VOUCHER (4 WHEELERS 40 RS)

Entrance Type

Four Wheeler

Voucher Text

CAR - EVE - 40

Rate

30.00

Value

40.00

Begin Time

3:00 PM

End Time

6:15 AM

Validity

360.00

Days

☐ Skip Voucher Generation

ID	Voucher Name	Rate	Value	Begin Time	End Time	Validity
1	EVENING PARKING VOUCHER (4 WHEELERS 40 RS)	30.00	40.00	15:00:00	06:15:00	360
2	EVENING PARKING VOUCHER (2 WHEELERS 20 RS)	15.00	20.00	15:00:00	06:15:00	360
3	DAY PARKING VOUCHER (4 WHEELERS 40 RS)	20.00	40.00	06:00:00	15:15:00	360
4	DAY PARKING VOUCHER (2 WHEELERS 20 RS)	10.00	20.00	06:00:00	15:15:00	360
5	LEVEL THREE PARKING VOUCHER (4 WHEELER)	20.00	40.00	12:00:00	17:15:00	360
6	LEVEL THREE PARKING VOUCHER (2 WHEELER)	10.00	20.00	12:00:00	17:15:00	360
7	Bulk Parking Charge	30.00	0.00	00:00:00	00:00:00	0
8	DASHAIN/TIHAR PARKING PASS (2 WHEELERS)	0.00	20.00	00:00:00	23:59:00	45
9	DASHAIN/TIHAR PARKING PASS (4 WHEELERS)	0.00	40.00	00:00:00	23:59:00	45

New Voucher Type

1. Click on New or Press Ctrl + N to start Entry.
2. Enter all necessary fields.
3. Click on Save or press Ctrl + S to save new Voucher Type.
4. Newly saved Voucher Type will appear in the grid at bottom.

Edit Voucher Types

1. Select desired Voucher Type on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Edit or press Ctrl + E to start edit.
4. Make necessary edits.
5. Click on Save or press Ctrl + S to save data.

Delete Voucher Types

1. Select desired Voucher Type on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Delete or press Ctrl + D to Delete Selected Voucher Type.

2.4.7 Public Holidays

This Form is used to add Public Holidays or edit/Delete existing Public Holidays.

PUBLIC HOLIDAYS X

New Edit Import Save Delete Undo

Holiday Id : 1.00

Holiday Name : Christmas Day

☒ Single Day ☐ Multiple Days

From : 12/25/17 15 10/09/2074

Holiday Name	Date	Miti
Christmas Day	12/25/2017	10/09/2074
New Year [AD]	01/01/2018	17/09/2074

New Public Holiday

1. Click on New or Press Ctrl + N to start Entry.
2. Enter all necessary fields.
3. Click on Save or press Ctrl + S to save new Public Holiday.
4. Newly saved Public Holiday will appear in the grid at bottom.

Edit Public Holiday

1. Select desired Public Holiday on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Edit or press Ctrl + E to start edit.
4. Make necessary edits.
5. Click on Save or press Ctrl + S to save data.

Delete Public Holiday

1. Select desired Public Holiday on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Delete or press Ctrl + D to Delete Selected Public Holiday.

2.4.8 Membership Scheme

This Form is used to add Membership Scheme or edit/Delete existing Membership Scheme.

MEMBERSHIP SCHEME x

New Edit Save Delete Undo

Scheme Id :

Scheme Name :

☐ Valid On Weekends ☐ Valid On Holidays

Validity Period : Days

Discount (%): Duration Limit : Mins

Valid Hours

Valid Start	Valid End	Skip
12:00 AM	11:59 AM	False
12:00 PM	12:59 PM	True
02:00 PM	06:00 PM	False

Click here to add a new row

Scheme Id	Scheme Name	Validity (Days)	Limit (Mins)	Discount (%)	Valid on Weekends	Valid on Holidays
1	FITSTOP MEMBERS	30	120	100.00	False	False
2	TEST SCHEME	365	180	100.00	False	False

New Membership Scheme

1. Click on New or Press Ctrl + N to start Entry.
2. Enter all necessary fields.
3. Click on Save or press Ctrl + S to save new Membership Scheme.
4. Newly saved Membership Scheme will appear in the grid at bottom.

Edit Membership Scheme

1. Select desired Membership Scheme on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Edit or press Ctrl + E to start edit.
4. Make necessary edits.
5. Click on Save or press Ctrl + S to save data.

Delete Membership Scheme

1. Select desired Membership Scheme on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Delete or press Ctrl + D to Delete Selected Membership Scheme.

2.4.9 Member Registration

This Form is used to add Member or edit/Delete existing Member.

MEMBER REGISTRATION X

New Edit Save Delete Import Undo

Member Id1Barcode@9841232323

Member NameJohn Smith

AddressKathmandu, Nepal

Mobile No9841232323

SchemeFITSTOP MEMBERS

Activation Date12/19/17Expiry Date01/01/19

Barcode	Member Name	Mobile No	Expiry Date
@9841232323	John Smith	9841232323	01/01/2019
@9801010101	Ram Shrestha	9801010101	01/01/2019
@9841814319	Amir Shrestha	9841814319	01/01/2019
@9860566021	Sujata Tandukar	9860566021	01/01/2019
@123	Amir Shrestha	123	01/01/2019

New Member

1. Click on New or Press Ctrl + N to start Entry.
2. Enter all necessary fields.
3. Click on Save or press Ctrl + S to save new Member.
4. Newly saved Member will appear in the grid at bottom.

Edit Member

1. Select desired Member on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Edit or press Ctrl + E to start edit.
4. Make necessary edits.
5. Click on Save or press Ctrl + S to save data.

Delete Member

1. Select desired Member on grid by double clicking.
2. Data will be loaded on entry Fields.
3. Click on Delete or press Ctrl + D to Delete Selected Member.

2.5 Transaction

It is the Third menu title in menu strip and consists of 5 sub menus for Transaction entries.

2.5.1 Entrance

This interface is used to generate Entrance Slip that contains the information and barcode about entry Time and Entrance type. The slip is given to Entrant during Entrance.

The screenshot shows a web application window titled "PARKING IN". The interface includes a header section with "Date : 9/12/2016" and "Time : 12:11 PM", and a "Print Last Slip" button. Below the header, there are two main sections. On the left, a sidebar titled "Area 1 (Two Wheeler)" contains a table with columns "O", "A", and "C", and rows for "0", "200", and "200". The main content area on the right features two large buttons: "Two Wheeler" (with a motorcycle icon) and "Four Wheeler" (with a car icon). Each button has a red bar at the bottom and a dropdown arrow. Below each button is a table with columns "O", "A", and "C", and rows for "0", "200", and "0".

O	A	C
0	200	200
0	200	200

O	A	C
0	200	200
0	200	200

Issue New Entrance Slips.

1. Click on the Entrance Type Button to Generate Entrance Slip.

Reprint Tickets.

1. Click on Print Last Slip Button to reprint last generated slip

2.5.2 Exit

This interface is used to scan the Entrance slip given to Entrant during Entrance and Issue the bill for Entrance charge of stayed duration.

The screenshot shows a software window titled "PARKING OUT". At the top, it displays "Date : 9/12/2016" and "Time : 12:14 PM". Below this is a section for "Invoice No" with a text input field containing "SI 6" and a numeric keypad icon. To the right of the invoice number are four buttons: "Abb. Tax Invoice" (highlighted in blue), "Tax Invoice", "Re-Print", and "Print". A "Clear" button is also present. Below the invoice section is a "BARCODE" field with a text input and a numeric keypad icon. The main area is divided into two columns. The left column contains "In Details" and "Out Details" sections. "In Details" includes fields for "Vehicle Type", "Plate No", "In Date" (set to "01/01/0001 ()"), and "In Time". "Out Details" includes fields for "Out Date" (set to "01/01/0001 ()"), "Out Time", and "Interval". The right column is titled "Payment Details" and includes "Charged Hours" (set to "0") and "Charged Amount" (set to "0.00"). Below these is a "Customer Info" section with three input fields for "Customer Name", "Address", and "Customer Name". At the bottom right of the window are two buttons: "Staff" and "Finish".

Issue New Bill.

1. Scan the Entrance Slip. The software automatically calculates Stayed Duration and Charged Amount.
2. Enter Customer Name, Address and PAN is applicable.
3. Click on Tax Invoice toggle button if you want to switch between Tax Invoice and Abbreviated Tax Invoice.
4. Click on Finish button to save transaction and print the bill.
5. Click on Staff button if the Entrant is Organization Staff.

Reprint Bill.

1. Click on Reprint Button.
2. Enter the Invoice No. Transaction Data will be loaded on respective fields.
3. Click on print Button.

2.5.3 Exit without Slip

This interface is used to collect Entry charge in case of lost or damaged Entrance Slip.

PARKING OUT WITHOUT SLIP x

Date : 9/12/2016		Time : 12:30 PM	
Invoice No SI <input type="text"/>		Abb. Tax Invoice Tax Invoice New Save Print Clear	
Received From <input type="text"/>	Vehicle Type <input type="text"/>	Plate No <input type="text"/>	
Address <input type="text"/>	InDate <input type="text" value="09/12/2016"/>		
PAN <input type="text"/>	InTime <input type="text" value="12:28 PM"/>	<input type="button" value="Calculate"/>	
Remarks <input type="text"/>			
In Details		Payment Details	
Vehicle Type :		Charged Hours : 0	
Plate No :		Charged Amount <input type="text" value="0.00"/>	
In Date : 01/01/0001 ()			
Out Details			
Out Date : 01/01/0001 ()			
Out Time :			
Interval :			

Issue New Bill.

1. Click on New or Press Ctrl + N to start Entry.
2. Enter Customer Name, Address and PAN is applicable.
3. Select Entrance Type from the drop down list.
4. Enter Entrance Date and Time then click On Calculate Button. The software automatically calculates Stayed Duration and Charged Amount.
5. Click on Tax Invoice toggle button if you want to switch between Tax Invoice and Abbreviated Tax Invoice.
6. Click on save button to save transaction and print the bill.

Reprint Bill.

1. Enter the Invoice No. Transaction Data will be loaded on respective files.
2. Click on print Button.

2.5.4 Credit Note [Entrance]

This interface is used to issue a credit note in case a customer refuses to pay the Entry charge or mistake Bill Issue

CREDIT NOTE x

Invoice No CN Ref No SI Credit Note of: Abb. Tax Invoice Tax Invoice New Save Print Clear

Remarks

In Details

Vehicle Type :
Plate No :
In Date : 01/01/0001 ()
In Time :

Out Details

Out Date : 01/01/0001 ()
Out Time :
Interval :

Payment Details

Charged Hours : 0
Charged Amount 0.00

Customer Info

Customer Name
Address
Customer Name

Steps

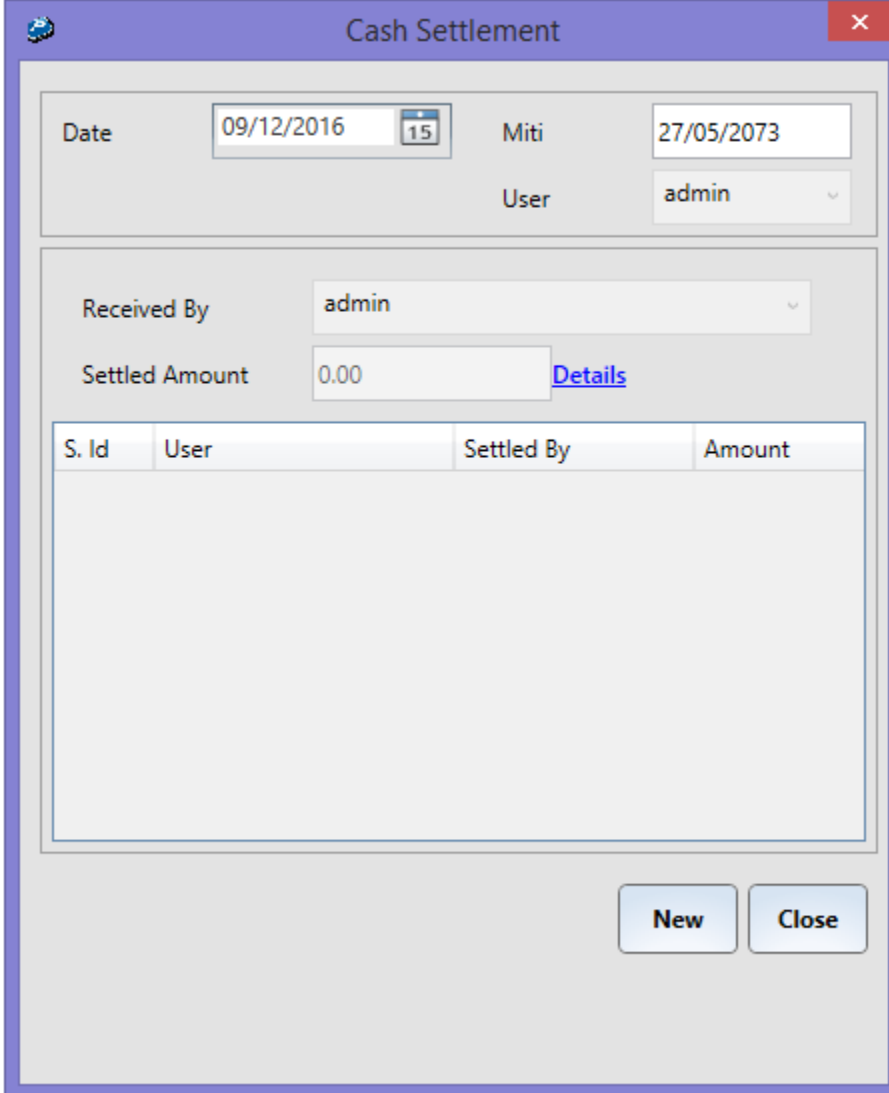
1. Click on New Button.
2. Type Bill No in Ref No Textbox and press Enter
3. Details of transaction will be loaded.
4. Click on save button to issue and print credit note.

Reprint Tickets.

1. Click on Reprint Button. Bill No Field will become editable.
2. Type the Credit Note no in Invoice No field and press enter key.
3. The Credit Note details will load in the grid. Click on Print Button.

2.5.5 Cash Settlement

This interface is used to settle the cash collected by a cashier at the end of his/her shift.



The image shows a software window titled "Cash Settlement" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains several input fields and a table. At the top, there are fields for "Date" (09/12/2016), "Miti" (27/05/2073), and "User" (admin). Below these, there is a "Received By" field (admin) and a "Settled Amount" field (0.00) with a "Details" link next to it. At the bottom right, there are "New" and "Close" buttons. A table with four columns (S. Id, User, Settled By, Amount) is located in the center, but it is currently empty.

S. Id	User	Settled By	Amount
-------	------	------------	--------

1. Click on New Button.
2. Click on Details Link next to Settled Amount. A dialog box will appear.
3. Enter the Denomination of Settled Amount.
4. Click on Save Button to save and print Settlement Slip.

2.5.6 Tax Invoice

This interface is used to issue Sales Bill for other purposes than entrance, such as Membership Charge, Voucher Sales etc.

SALES INVOICE X

Date : 3/16/2018 Time : 03:01 PM

Invoice No TI 20

New Save Print Clear

☒ Cash ☐ Credit

Customer Name AMIR SHRESTHA

Address KATHMANDU

PAN 984181431

Voucher Type EVENING PARKING VOUCHER (2 WHEELERS 20 RS)

Rate 13.27

Quantity 10.00 Amount 132.74 Add

Voucher Name	Rate	Quantity	Gross Amount	VAT	NetAmount Amount
EVENING PARKING VOUCHER (4 WHEELERS 40 RS)	26.55	10.00	265.49	34.51	300.00

Total 10 265.49 34.51 300.00

Issue New Bill.

1. Once the interface is open, click on New button or press Ctrl + N.
2. Chose the Payment mode (Cash/Credit)
3. Enter Customer Name, Address and PAN is applicable.
4. Select a Voucher type from the Dropdown list.
5. Enter the quantity and click on add button. Selected voucher will be added to Grid below
6. Once all the items are added click on Save button or press Ctrl + S to save Bill.

Reprint Bill.

1. Enter the bill no you want to reprint in the Invoice No Field and press Enter.
2. Transaction Data will be loaded on respective fields.
3. Click on print Button.

2.5.7 Credit Note

This interface is used to issue a credit note in case a customer wants refunds for Membership/Vouchers or mistake Bill Issue

CREDIT NOTE x

Date : 3/16/2018 Time : 03:08 PM

Invoice No CN 2 Ref No TI 1 New Save Print Clear

☒ Cash ☐ Credit

Customer Name Jagadamba Motors Pvt. Ltd

Address

PAN 304567140

Voucher Type

Rate

Quantity Amount Add

Remarks

Voucher Name	Rate	Quantity	Gross Amount	VAT	NetAmount Amount
Bulk Parking Charge	26.55	56.00	1,486.73	193.27	1,680.00
Total			1486.73	193.27	1680.00

Steps

1. Click on New Button.
2. Type Bill No in Ref No Textbox and press Enter
3. Details of transaction will be loaded.
4. Click on save button to return all items in the bill.
5. To return partial items double click on the item, its detail will load on the entry Panel above. Enter the return quantity and click on add.
6. Click on save button to issue and print credit note.

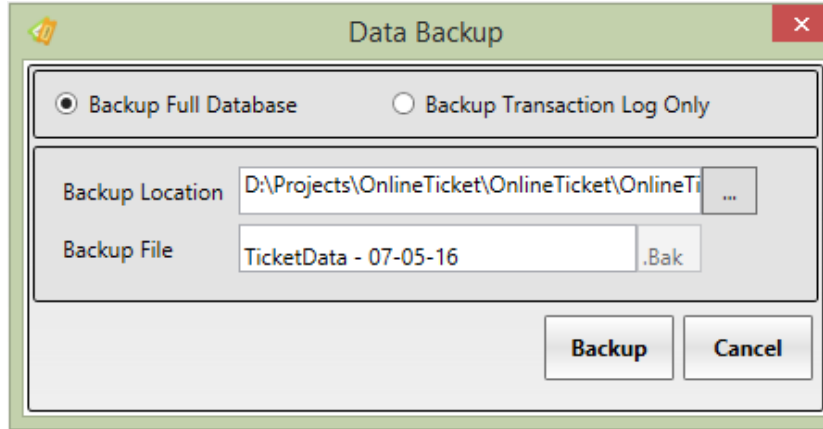
Reprint Tickets.

1. Click on Reprint Button. Bill No Field will become editable.
2. Type the Credit Note no in Invoice No field and press enter key.
3. The Credit Note details will load in the grid. Click on Print Button.

2.6 Utilities

2.6.1 Data Backup

This interface is only available if user is logged into Server terminal. Otherwise the backup will be taken at predefined location.

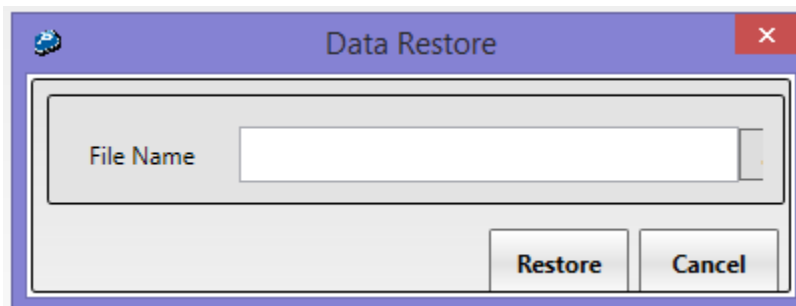
A screenshot of a 'Data Backup' dialog box. It has a title bar with a green icon and a close button. Inside, there are two radio buttons: 'Backup Full Database' (selected) and 'Backup Transaction Log Only'. Below these are two text input fields. The first is labeled 'Backup Location' and contains the path 'D:\Projects\OnlineTicket\OnlineTicket\OnlineTi...' with a browse button '...'. The second is labeled 'Backup File' and contains 'TicketData - 07-05-16' followed by a '.Bak' extension. At the bottom right are 'Backup' and 'Cancel' buttons.

Steps

1. Choose a backup option.
2. Select the location where you want to save the backup file.
3. Type the name of backup file.
4. Click on Backup button.
5. Backup will be taken and the interface will close automatically.

2.6.2 Data Restore

This interface is only available if user is logged into Server terminal.

A screenshot of a 'Data Restore' dialog box. It has a title bar with a blue icon and a close button. Inside, there is a single text input field labeled 'File Name'. At the bottom right are 'Restore' and 'Cancel' buttons.

Steps

1. Browse to the backup location and choose a valid backup file you want to restore from.
2. Click on Restore button.
3. Backup will be taken and the interface will close automatically.

2.7 Reports

2.7.1 Sales Report

This report will show the summary/details of daily sales

SALES REPORT X

☐ Details Sales ☒ Summary

Date Range

From Date: 08/17/2016 To Date: 09/16/2016 From Miti: 01/05/2073 To Miti: 31/05/2073

Summarize By: User

Load Print

TDate	User	Quantity	Charged Amount	Amount
9/11/2016 12:00:00 AM	Administrator	1	20.00	20.00

Steps

1. Enter the report filter criteria and click on load button to load report.
2. Click on preview button to see how report looks after printing.
3. Click on Print button to print the report.
4. Click on Export button and select an Export format to export report to Excel, csv, xml or PDF.

2.7.2 Parking Report

This report will show the Parking Report

PARKING REPORT X

Date Range

From Date: 08/01/2016 To Date: 09/12/2016 From Miti: 17/04/2073 To Miti: 27/05/2073

Filter: All Records

Load Print

SNo.	In Date	In User	Vehicle Type	Plate No	Out Date	Out User	Interval
08/04/2016	Count: 2						
1	08/04/2016 11:05 AM	Administrator	Two Wheeler				
2	08/04/2016 11:05 AM	Administrator	Four Wheeler				
09/07/2016	Count: 1						
3	09/07/2016 01:35 PM	Administrator	Two Wheeler				
09/11/2016	Count: 1						
4	09/11/2016 09:50 AM	Administrator	Two Wheeler		09/11/2016 10:50 AM	Administrator	1 Hrs 0 Mins

Steps: Same as Sales Report

2.7.3 Vat Sales Register Report

This report will show the Vat Sales Register.

VAT SALES REGISTER REPORT

From Date

07/01/161517/03/2073

To Date

07/05/161521/03/2073

Load

Preview

Print

Export

INVOICE					TOTAL SALES	NON TAXABLE SALES	ZERO RATED SALES	TAXABLE SALES	
DATE	MITI	INVOICE NO	CUSTOMER NAME	CUSTOMER PAN	AMOUNT	AMOUNT	AMOUNT	AMOUNT	TAX
07/04/2016	20/03/2073	TI1	Cash Sales		4247.79	0.00		4247.79	552.21
07/04/2016	20/03/2073	TI2			4247.79	0.00		4247.79	552.21
07/04/2016	20/03/2073	TI3	3		1725.66	0.00		1725.66	224.34
07/04/2016	20/03/2073	TI4	Cash Sales		1150.44	0.00		1150.44	149.56
07/04/2016	20/03/2073	TI5	Cash Sales		1150.44	0.00		1150.44	149.56
07/04/2016	20/03/2073	TI6	Cash Sales		1150.44	0.00		1150.44	149.56
07/04/2016	20/03/2073	TI7	Cash Sales		1725.66	0.00		1725.66	224.34
07/04/2016	20/03/2073	TI8	Amir Shrestha	987654321	15486.73	0.00		15486.73	2013.27
07/04/2016	20/03/2073	TI9	Cash Sales		2732.30	0.00		2732.30	355.20
07/04/2016	20/03/2073	TI10	Cash Sales		15486.73	0.00		15486.73	2013.27
07/05/2016	21/03/2073	TI11	Cash Sales		2876.11	0.00		2876.11	373.89
07/05/2016	21/03/2073	TI12	Cash Sales		1150.44	0.00		1150.44	149.56
07/05/2016	21/03/2073	TI13	Cash Sales		1150.44	0.00		1150.44	149.56
07/05/2016	21/03/2073	TI14	Cash Sales		1769.91	0.00		1769.91	230.09
					56,050.88	0.00	0.00	56,050.88	7,286.62

Steps

1. Enter From date and to Date and click on load button to load report.
2. Click on preview button to see how report looks after printing.
3. Click on Print button to print the report.
4. Click on Export button and select an Export format to export report to Excel, csv, xml or PDF.

2.7.4 Abbreviated Sales Register Report - Summary

This report will show the Summary of Abb. Sales Register

CREDIT NOTE REGISTER REPORT

From Date

07/01/1615

17/03/2073

To Date

07/06/1615

22/03/2073

Load

Preview

Print

Export

INVOICE					TOTAL	NON TAXABLE	ZERO RATED	TAXABLE		REMARKS
DATE	MITI	C.N. NO	CUSTOMER NAME	CUSTOMER PAN	AMOUNT	AMOUNT	AMOUNT	AMOUNT	VAT	
07/04/2016	20/03/2073	CN1	Amir Shrestha	987654321	3097.35	0.00		3097.35	402.65	
07/04/2016	20/03/2073	CN2	Cash Sales		575.22	0.00		575.22	74.78	
07/05/2016	21/03/2073	CN3	Cash Sales		1769.91	0.00		1769.91	230.09	Test Entry
					5,442.48	0.00	0.00	5,442.48	707.52	

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User: admin

Terminal: TEST

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Steps: - Same as Vat Sales Register Reports – Summary

2.7.5 Abbreviated Sales Register Report - Details

This report will show the details of Abb. Sales Register

CREDIT NOTE REGISTER REPORT X

From Date: 07/01/16 To Date: 07/06/16

Load Preview Print Export

INVOICE					TOTAL	NON TAXABLE	ZERO RATE	TAXABLE		REMARKS
DATE	MITI	C.N. NO	CUSTOMER NAME	CUSTOMER PAN	AMOUNT	AMOUNT	AMOUNT	AMOUNT	VAT	
07/04/2016	20/03/2073	CN1	Amir Shrestha	987654321	3097.35	0.00		3097.35	402.65	
07/04/2016	20/03/2073	CN2	Cash Sales		575.22	0.00		575.22	74.78	
07/05/2016	21/03/2073	CN3	Cash Sales		1769.91	0.00		1769.91	230.09	Test Entry
					5,442.48	0.00	0.00	5,442.48	707.52	

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Steps: - Same as Vat Sales Register Reports – Summary

2.7.6 Credit Note Register

This report will show the Credit Note Register.

CREDIT NOTE REGISTER REPORT X

From Date: 07/01/16 To Date: 07/06/16

Load Preview Print Export

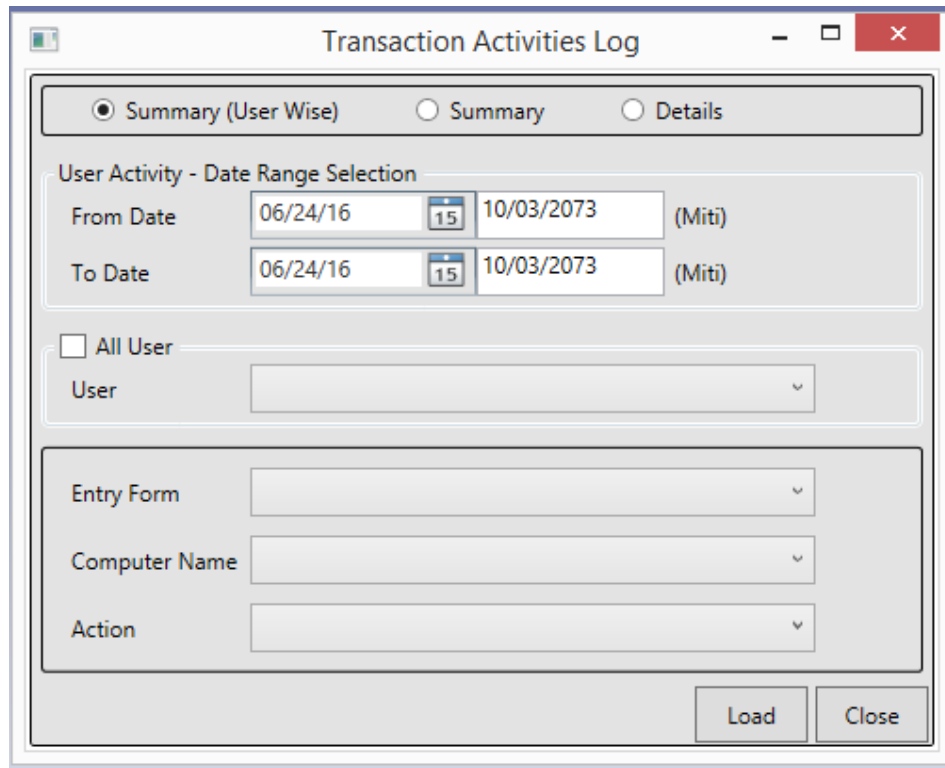
INVOICE					TOTAL	NON TAXABLE	ZERO RATE	TAXABLE		REMARKS
DATE	MITI	C.N. NO	CUSTOMER NAME	CUSTOMER PAN	AMOUNT	AMOUNT	AMOUNT	AMOUNT	VAT	
07/04/2016	20/03/2073	CN1	Amir Shrestha	987654321	3097.35	0.00		3097.35	402.65	
07/04/2016	20/03/2073	CN2	Cash Sales		575.22	0.00		575.22	74.78	
07/05/2016	21/03/2073	CN3	Cash Sales		1769.91	0.00		1769.91	230.09	Test Entry
					5,442.48	0.00	0.00	5,442.48	707.52	

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Steps: - Same as Vat Sales Register Reports – Summary

2.7.7 Transaction Activity Log

This report will show the details of each activity done by user.

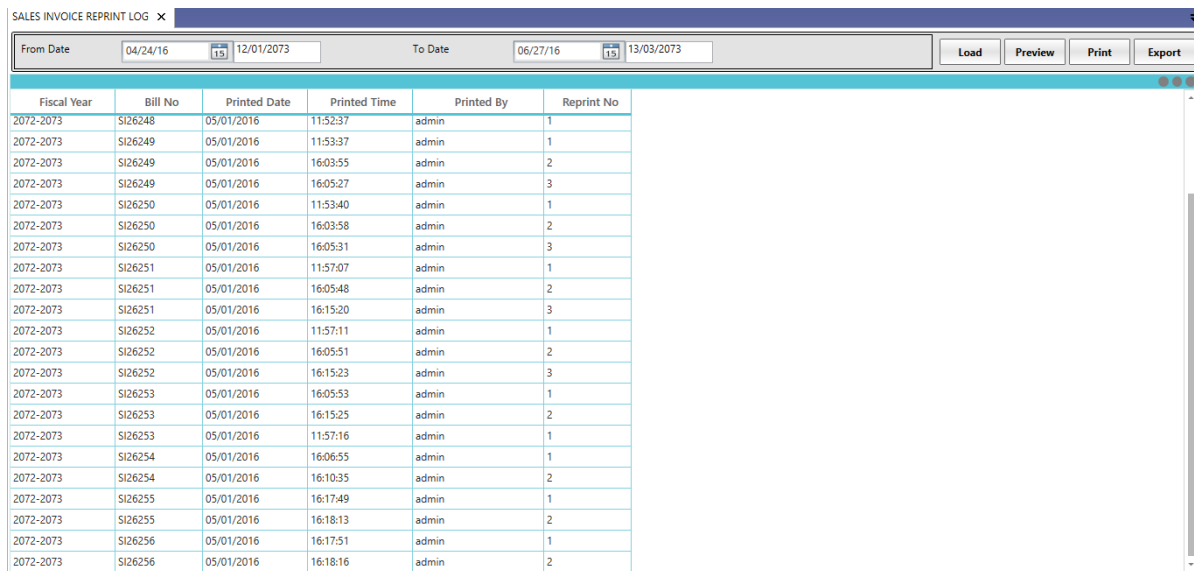


The dialog box titled "Transaction Activities Log" contains three radio buttons: "Summary (User Wise)" (selected), "Summary", and "Details". Below these is a section titled "User Activity - Date Range Selection" with "From Date" and "To Date" fields, each containing a date picker set to 06/24/16 and 10/03/2073 respectively, followed by "(Miti)". Below this is a checkbox for "All User" and a "User" dropdown menu. Further down are three dropdown menus for "Entry Form", "Computer Name", and "Action". At the bottom right are "Load" and "Close" buttons.

Steps: - Same as Daily Sales Report

2.7.8 Sales Invoice Reprint Log

This report will show the details of each invoice reprint.



The window titled "SALES INVOICE REPRINT LOG" shows a table of reprint logs. The table has columns: Fiscal Year, Bill No, Printed Date, Printed Time, Printed By, and Reprint No. The data rows show various reprint activities for fiscal years 2072-2073 and 2073-2073, with dates ranging from 05/01/2016 to 06/27/16. The "Printed By" column consistently shows "admin".

Fiscal Year	Bill No	Printed Date	Printed Time	Printed By	Reprint No
2072-2073	SI26248	05/01/2016	11:52:37	admin	1
2072-2073	SI26249	05/01/2016	11:53:37	admin	1
2072-2073	SI26249	05/01/2016	16:03:55	admin	2
2072-2073	SI26249	05/01/2016	16:05:27	admin	3
2072-2073	SI26250	05/01/2016	11:53:40	admin	1
2072-2073	SI26250	05/01/2016	16:03:58	admin	2
2072-2073	SI26250	05/01/2016	16:05:31	admin	3
2072-2073	SI26251	05/01/2016	11:57:07	admin	1
2072-2073	SI26251	05/01/2016	16:05:48	admin	2
2072-2073	SI26251	05/01/2016	16:15:20	admin	3
2072-2073	SI26252	05/01/2016	11:57:11	admin	1
2072-2073	SI26252	05/01/2016	16:05:51	admin	2
2072-2073	SI26252	05/01/2016	16:15:23	admin	3
2072-2073	SI26253	05/01/2016	16:05:53	admin	1
2072-2073	SI26253	05/01/2016	16:15:25	admin	2
2072-2073	SI26253	05/01/2016	11:57:16	admin	1
2072-2073	SI26254	05/01/2016	16:06:55	admin	1
2072-2073	SI26254	05/01/2016	16:10:35	admin	2
2072-2073	SI26255	05/01/2016	16:17:49	admin	1
2072-2073	SI26255	05/01/2016	16:18:13	admin	2
2072-2073	SI26256	05/01/2016	16:17:51	admin	1
2072-2073	SI26256	05/01/2016	16:18:16	admin	2

Steps: - Same as Daily Sales Report

2.7.9 ANNEX 7 REPORT

This report shows ANNEX 9 REPORT as required by the Government of Nepal.

ANNEX 7 REPORT													
From Date		12/01/2073		To Date		13/03/2073		Load		Preview		Print	
04/24/16				06/27/16									
FISCAL_YEAR	BILL_NO	CUSTOMER_NAME	CUSTOMER_PAN	BILL_DATE	AMOUNT	DISCOUNT	TAXABLE_AMOUN	TAX_AMOUNT	IS_PRINTED	IS_ACTIVE	PRINTED_TIME	ENTERED_BY	PRU
2072-2073	SI26245			04/29/2016	530.97	0.00	530.97	69.03	1	1	01:28 PM		admin
2072-2073	SI26246			04/29/2016	530.97	0.00	530.97	69.03	1	1	06:01 PM		admin
2072-2073	SI26247			05/01/2016	530.97	0.00	530.97	69.03	1	1	11:25 AM		admin
2072-2073	SI26248			05/01/2016	530.97	0.00	530.97	69.03	1	1	11:52 AM		admin
2072-2073	SI26249	Amir Shrestha		05/01/2016	530.97	0.00	530.97	69.03	1	1	11:53 AM		admin
2072-2073	SI26250	Amir Shrestha		05/01/2016	530.97	0.00	530.97	69.03	1	1	11:53 AM		admin
2072-2073	SI26251	Amir Shrestha	987654321	05/01/2016	530.97	0.00	530.97	69.03	1	1	11:56 AM		admin
2072-2073	SI26252	Amir Shrestha	987654321	05/01/2016	530.97	0.00	530.97	69.03	1	1	11:56 AM		admin
2072-2073	SI26253		987654321	05/01/2016	79.65	0.00	79.65	10.35	1	1	11:56 AM		admin
2072-2073	SI26254			05/01/2016	530.97	0.00	530.97	69.03	1	1	04:06 PM		admin
2072-2073	SI26255			05/01/2016	530.97	0.00	530.97	69.03	1	1	04:17 PM		admin
2072-2073	SI26256			05/01/2016	79.65	0.00	79.65	10.35	1	1	04:17 PM		admin
2072-2073	SI26257			05/05/2016	530.97	0.00	530.97	69.03	1	1	04:38 PM		admin
2072-2073	SI26258			05/05/2016	530.97	0.00	530.97	69.03	1	1	04:38 PM		admin
2072-2073	SI26259			06/24/2016	530.97	0.00	530.97	69.03	1	1	05:04 PM		admin
2072-2073	SI26260	Amir Shrestha		06/26/2016	4424.78	0.00	4424.78	575.22	1	1	10:38 AM		admin
2072-2073	SI26261	Sirish Maharjan		06/26/2016	4424.78	0.00	4424.78	575.22	1	1	10:42 AM		admin
2072-2073	SI26262	Amir Shrestha		06/26/2016	4424.78	0.00	4424.78	575.22	1	1	11:31 AM		admin