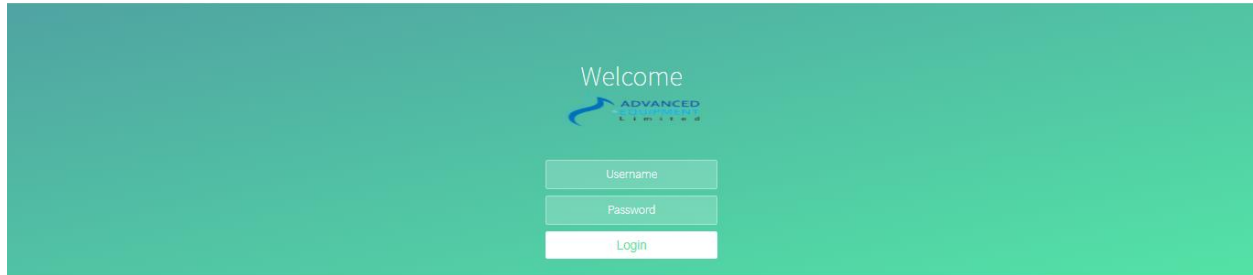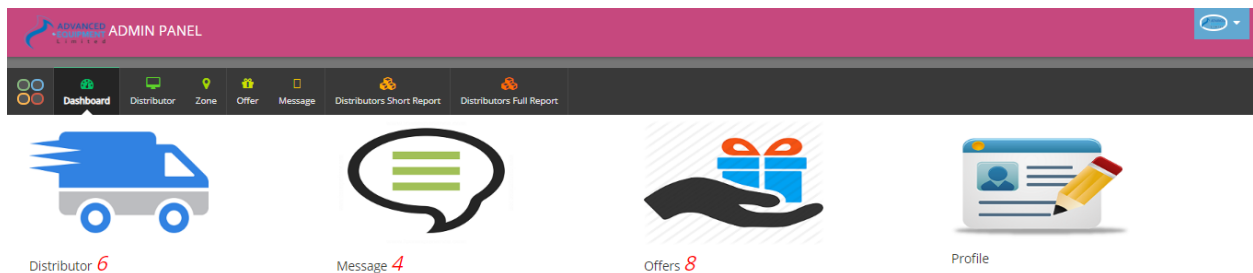# For admin Login (Head Office)
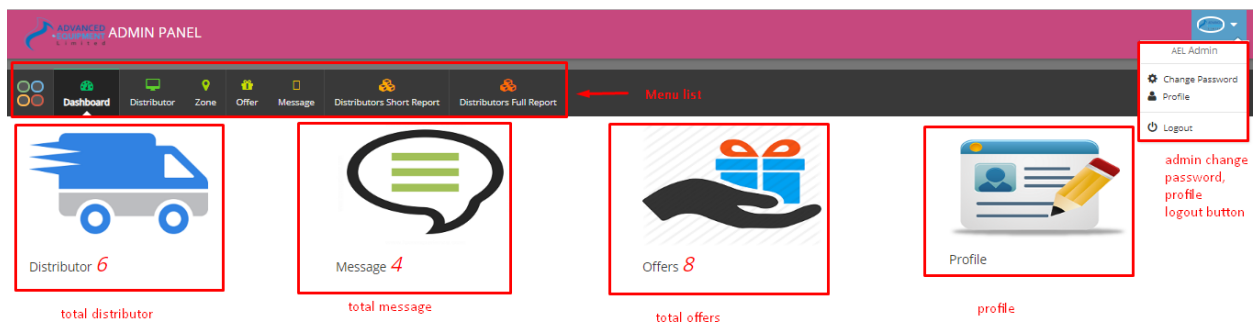
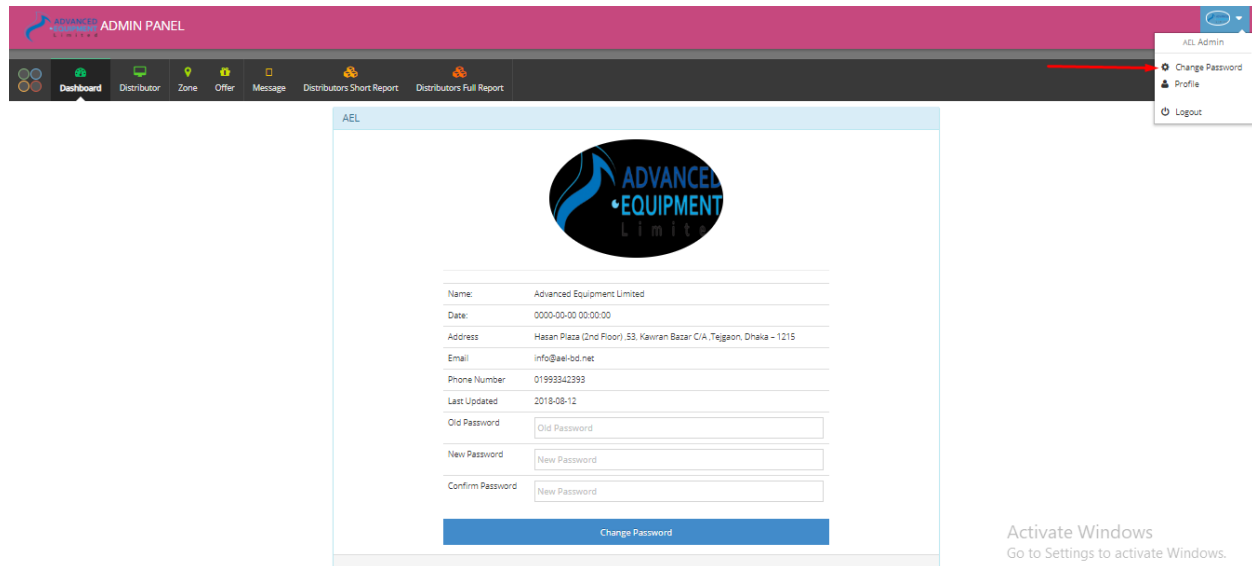Browes url in your browser. Then input valid user name and password.
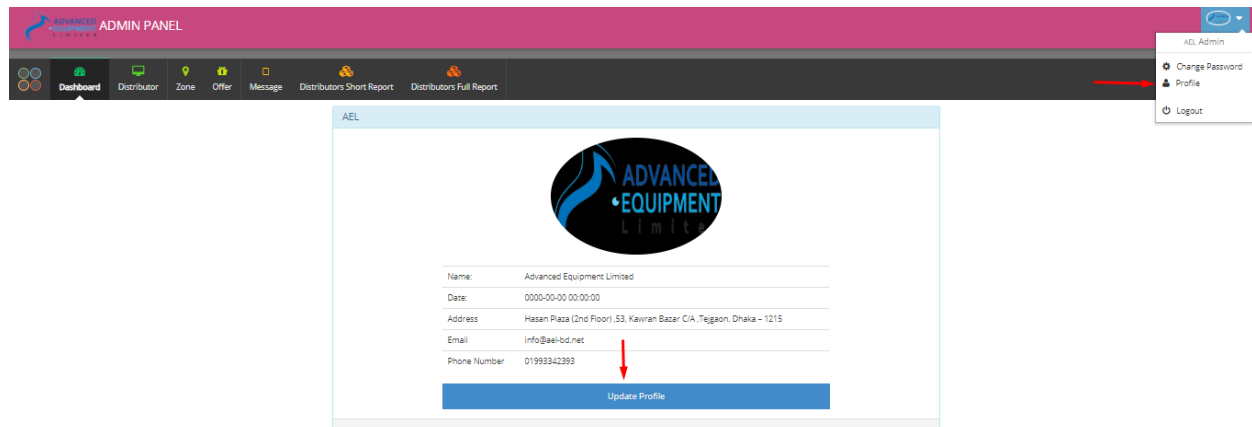

After login , you can see the dashboard

Menu list, admin, profile, change password menu, logout button, total distributor, total message, total offers, profile shot cut menu
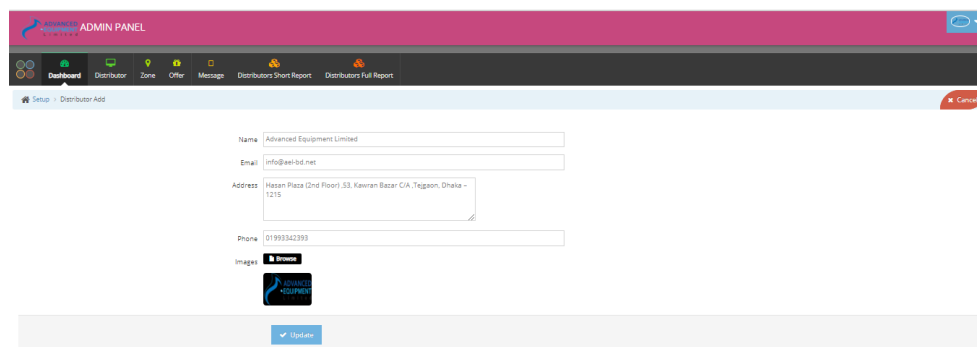
Click right side menu then you can see change password menu, you can change password here.

Profile menu, if you want to update admin profile then click update profile.

Update profile page

Create new distributor

Menu->distributor->add new

Fill up the necessary field then save it.

After save the form then you can see like this page.

Distributor list, your can view and edit here (mark by red arrow)

View distributor profile

Edit distributor information

Zone

Menu->zone->add new

Fill up the necessary field then save it.

Zone list, you can delete and edit here. If you want to add new zone then click add new button

offer

Menu->offer->add new

Fill up the necessary field then save it.

offer list, you can delete and edit here. If you want to add new message then click add new button

Message

Menu->message->add new

You can add multiple Recipient (mark by arrow)

Message list, you can delete and edit here. If you want to add new message then click add new button

Distributor shot report

Menu->distributor shot report->purchase report

Select from date, select to date, select distributor then search

Menu->distributor shot report->stock report

Select distributor, select category, from date, to date, then search

Menu->distributor shot report->sales report

Select distributor, select category, from date, to date, then search
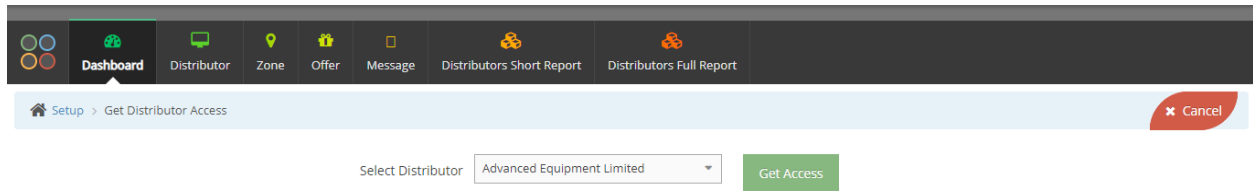
Distributor full report

You can direct access distributor dashboard. By click get access menu
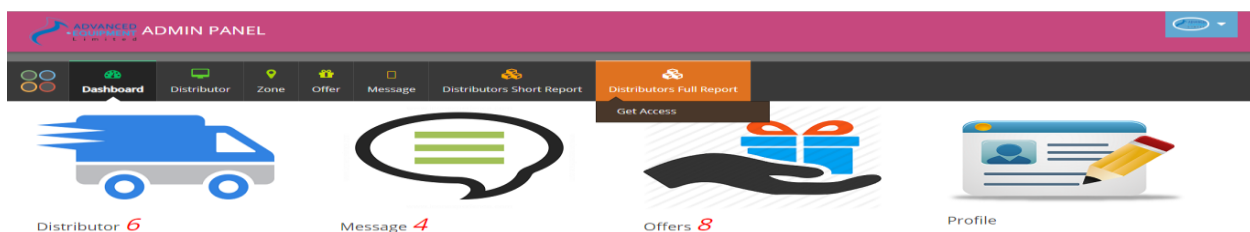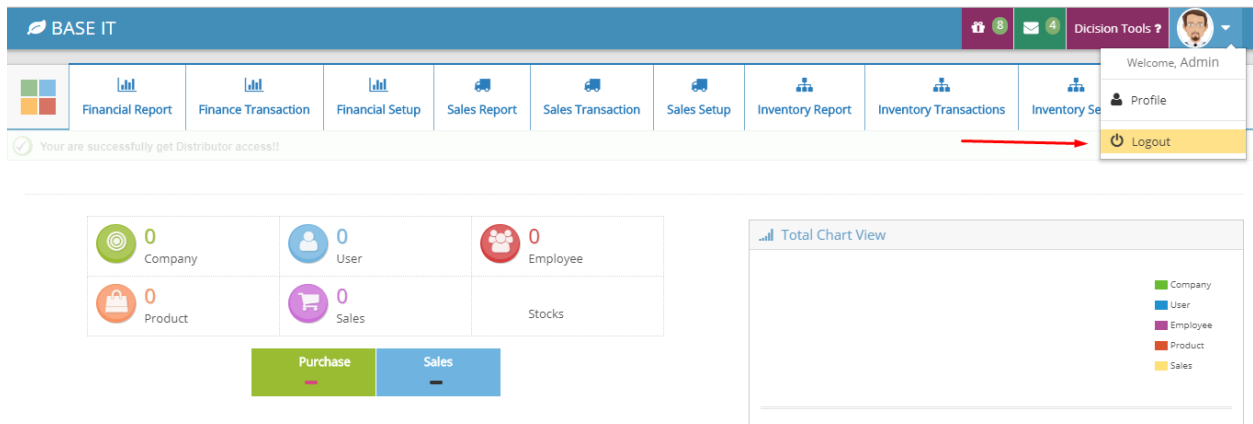
Select distributor for enter his/her panel

For exit form the distributor panel click logout button