



ZIADA USER MANUAL.



Karibu Ziada.



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24/7 HELPLINE: 0738427880 / 0776075534

Welcome to the Ziada Cloud Family. Ziada takes care of each other, giving you freedom. *Freedom to live life, freedom to enjoy life with those you care for most.*

INTRODUCTION

Ziada is a cloud based business management system copyright to [Cyberhaven Enterprises](#). Ziada is unlike any other business information management systems currently available in the market. With 70% of business management systems dying primarily due to a lack of user adoption, Ziada is designed to increase the level of adoption, friendliness and interaction and engagement with the Company amongst all key stakeholders, including business owners, management teams, referral partners and even existing and new customers.

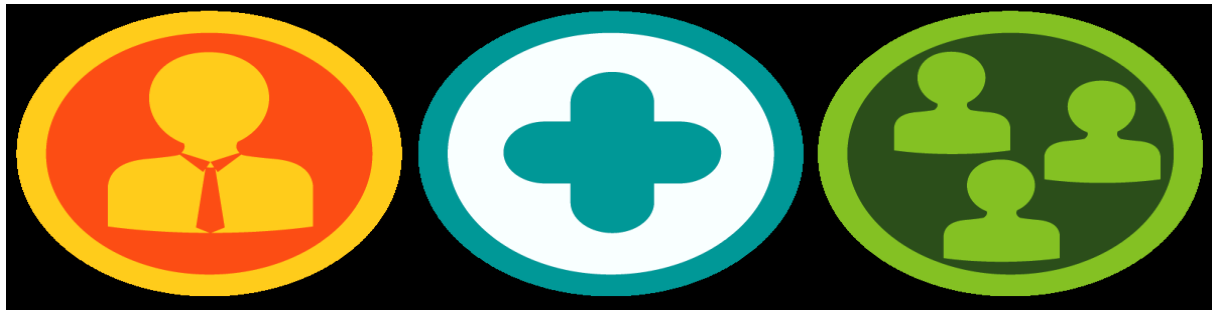


Figure 1: Stay connected with Ziada

Ziada provides traditional management features like inventory management and point of sale. Unlike the other management systems in the market, Ziada's features actually ensure that it is used. It provides sales analytics features, products management and Category Placement, Integrated tablet Point of sale, dynamic inventory manager, employee management and an integrated web system that encourages customers and referral partners to engage with the online Ziada platform. Ziada provides more for less.

Ziada Cloud enables you to monitor your business from any part of the universe. Just log on and stay virtually in your business.

JOIN THE ZIADA CLOUD FAMILY

SIGN UP FOR AN ACCOUNT:

www.ziada.cloud



REQUIREMENTS

- ✓ Stable internet connection.

Ziada is a web based application. Internet is required to access your business account.

- ✓ Any smart device with a web browser.

Ziada is accessible from any smart device with a browser. Your smart phone, tablet, laptop, PC, Smart TV.

- ✓ An active Ziada Account Subscription.

Ziada is a monthly subscription based service. Every new subscription gets 14 DAYS FREE TRIAL. Sign up here:

www.ziada.cloud

AND YOU ARE GOOD TO GO!!!!!!!!!!!!!!

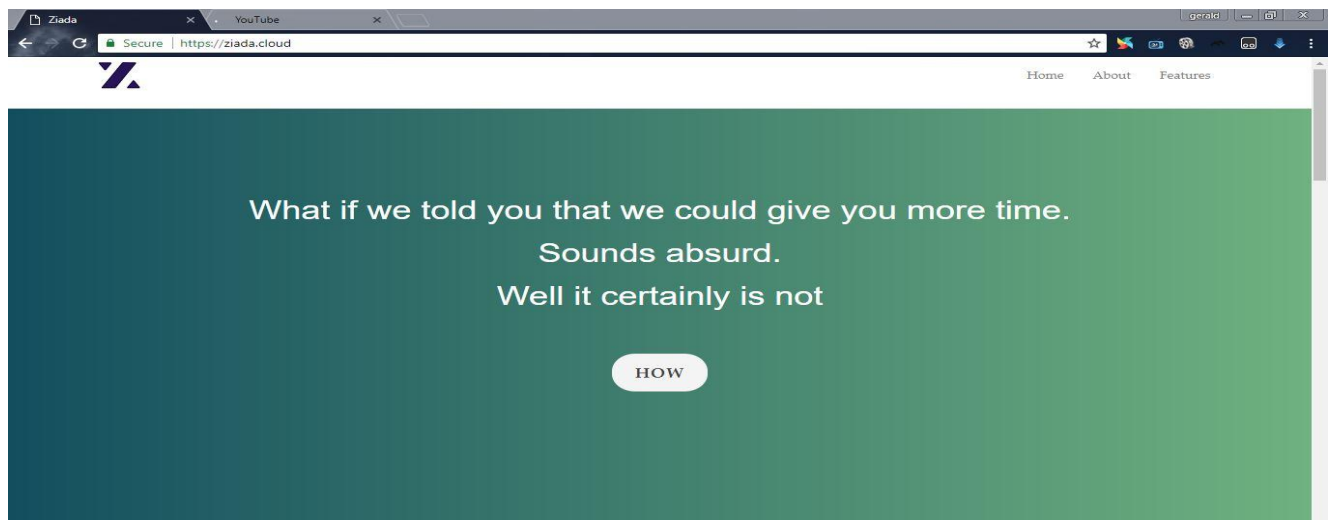
Next page: How To Use Ziada Application



ZIADA FUNCTIONALITY ('HOW TO' MANUAL)

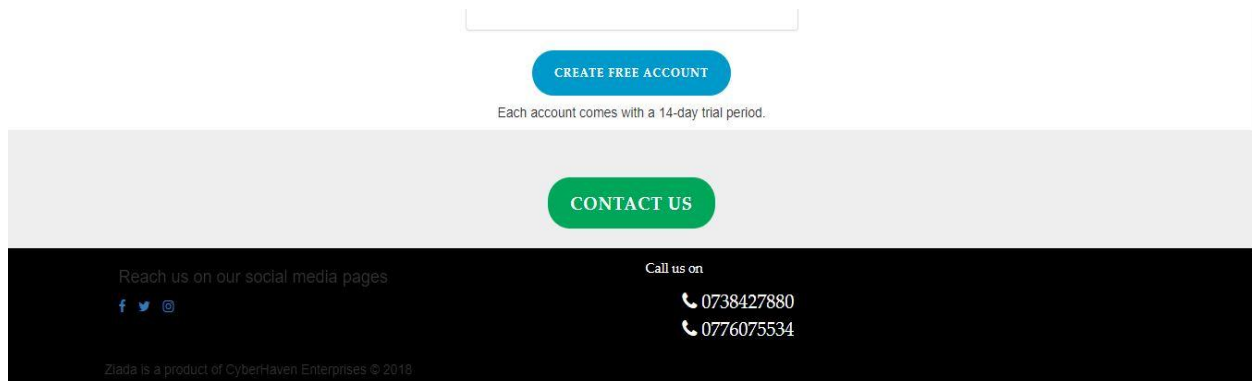
❖ ACCOUNT SIGN UP & CREATION

Get to the Ziada website using a web browser (Mozilla Firefox, Google Chrome, Microsoft Edge, Safari etc) type this link: www.ziada.cloud . This will take you to Ziada index page (the information page).




Navigate through to the bottom section of the page. In the process you will learn more about Ziada, Its features and benefits to you. On the bottom are a **CREATE FREE ACCOUNT** button and a **CONTACT US** button (Provides a direct communication link to Ziada support team email), Ziada social media links and the Call us contacts: **0738427880 / 0776075534**

STEP 1: Click the CREATE FREE ACCOUNT button



NOTE: FOR DEMONSTRATION ZIADA HAS CREATED A DEMO ACCOUNT example.ziada.cloud . THIS ACCOUNT SHALL BE REFERENCED THROUGH THE ENTIRE MANUAL. !!!!!!!!

Clicking the **CREATE FREE ACCOUNT** button will prompt you to create your business account.



Create Account

Name

Subdomain

Country

[CREATE ACCOUNT](#) [CANCEL](#)

By creating an account you agree to our [Terms and Conditions](#)

- Enter your business name
- Choose an appropriate Sub-Domain. This will make the ADDRESS you shall use to access your account. Say, the business name is Example Biashara and the sub domain is example, Then the user will access their account from the link example.ziada.cloud
- Choose your country of operation
- Click CREATE ACCOUNT.



STEP 2: CREATE THE FIRST USER ACCOUNT.

After creating the account, you shall be prompted to create a user, preferably the business owner's account. He/She is the chief administrator.

Create User

Name

Business Owner

Email

example@ziada.cloud

Password

Password confirmation

Role

Owner

Avatar

Choose File

IMG-20180...0000.jpg

CREATE USER

- Fill the User name
- Enter a valid email address
- Type a strong password and confirm the password
- Select the user role { Owner or User or Admin }
- Select an Avatar (profile picture) and click [CREATE USER](#)

STEP 3: LOG IN



[Home](#) [Products](#) [Categories](#)

Example Biashara

Login

example@ziada.cloud

....

LOGIN

Forgot Password?

- Enter the user email address

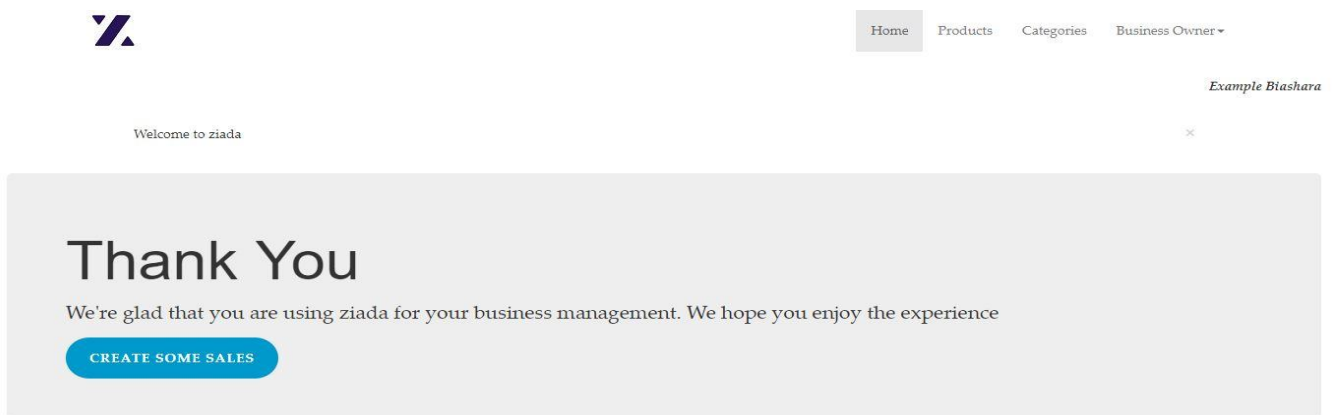


- Enter password and login {Forgot password is only clicked when you cannot remember your password.}

example.ziada.cloud DEMO LOGIN CREDENTIALS		
USER	PASSWORD	ROLE
example@ziada.cloud	1234	OWNER
cashier@example.ziada.cloud	1234	USER

With the right credentials issued, the login is authorized.

Welcome to the Account welcome page.



❖ MANAGEMENT

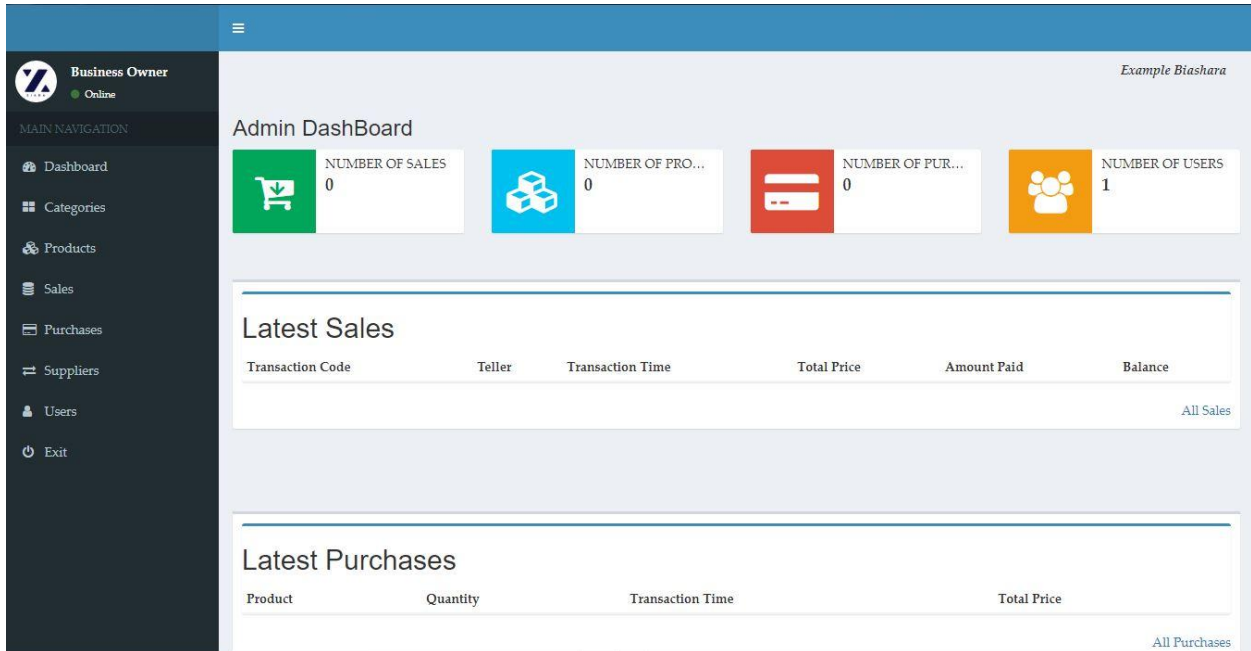
STEP 4: ADMINISTRATION

On the top right corner is a dropdown menu alongside the username. Click the drop down and click the Admin option (**Only authorized users with admin privileges**).

Clicking the Admin button will redirect you to the Administration end of the account.

Admin Dashboard is displayed. It gives you a full overview of the business at a go.

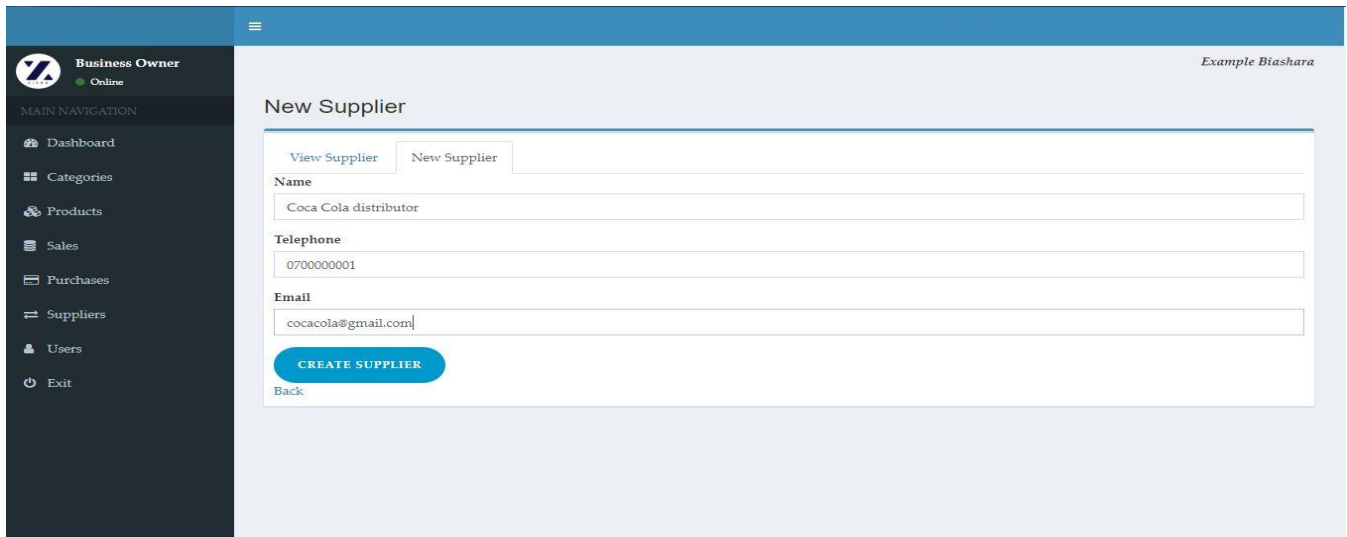




The screenshot shows the 'Admin DashBoard' of the Ziada system. On the left is a dark sidebar with a 'Business Owner' profile (Online) and a 'MAIN NAVIGATION' menu including Dashboard, Categories, Products, Sales, Purchases, Suppliers, Users, and Exit. The main content area has a top bar with the user name 'Example Biashara'. Below this are four summary cards: 'NUMBER OF SALES' (0), 'NUMBER OF PRO...' (0), 'NUMBER OF PUR...' (0), and 'NUMBER OF USERS' (1). The 'Latest Sales' section contains a table with columns: Transaction Code, Teller, Transaction Time, Total Price, Amount Paid, and Balance. Below the table is a link 'All Sales'. The 'Latest Purchases' section contains a table with columns: Product, Quantity, Transaction Time, and Total Price. Below the table is a link 'All Purchases'.

STEP 4.1 MANAGING SUPPLIERS

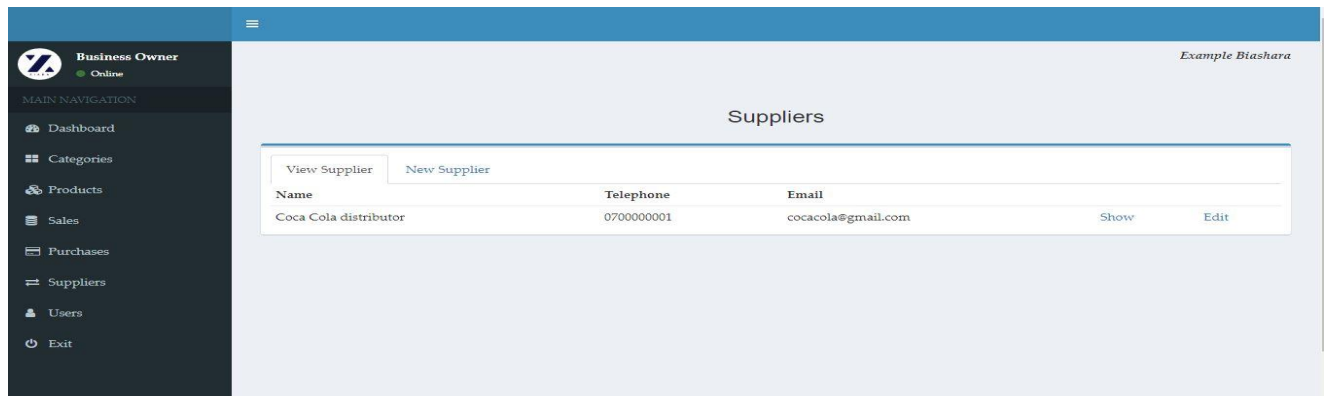
On the main navigation, click suppliers tab. It will display supplier's page. Click New supplier to add a new supplier.



The screenshot shows the 'New Supplier' form in the Ziada system. The sidebar is the same as in the previous screenshot. The main content area has a top bar with the user name 'Example Biashara'. Below this is the 'New Supplier' title. The form has two tabs: 'View Supplier' and 'New Supplier'. The 'New Supplier' tab is active. The form contains three input fields: 'Name' (with the value 'Coca Cola distributor'), 'Telephone' (with the value '0700000001'), and 'Email' (with the value 'cocacola@gmail.com'). Below the input fields is a blue button labeled 'CREATE SUPPLIER' and a link labeled 'Back'.

- Enter Supplier Name
- Enter Supplier Telephone number
- Enter Supplier Email address and click **CREATE SUPPLIER**
- View Suppliers

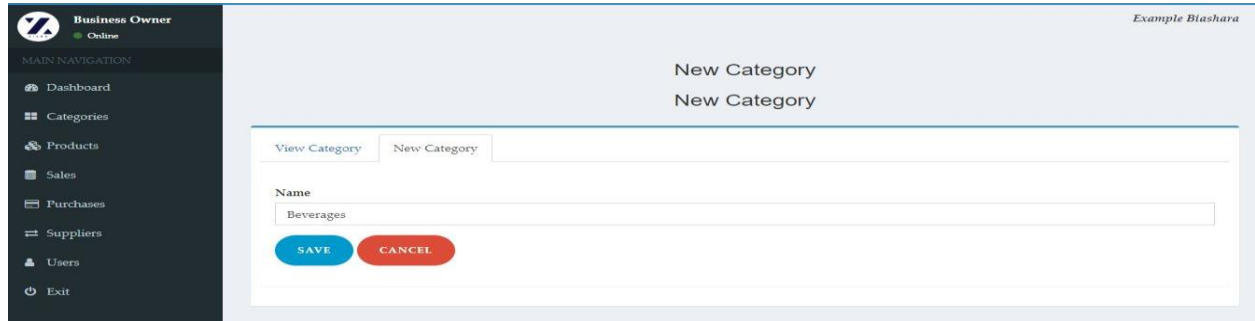




STEP 4.2: MANAGE PRODUCT CATEGORIES

For easy business management, it is important to categorize your products into manageable categories.

On the main navigation, Click Categories and Select New Category to add a category.



- Enter Category Name and click **SAVE**



STEP 4.3: PRODUCT MANAGEMENT

After setting up the product categories, the next step is to manage the products you stock in your business.

On the main navigation, click Products. Next select the NEW PRODUCT tab.

The screenshot shows the 'NEW PRODUCT' form in the Ziada.cloud interface. The left sidebar contains navigation links: Dashboard, Categories, Products, Sales, Purchases, Suppliers, Users, and Exit. The main content area has a header 'NEW PRODUCT' and two tabs: 'All Products' and 'New Product'. The 'New Product' tab is selected. The form fields are as follows:

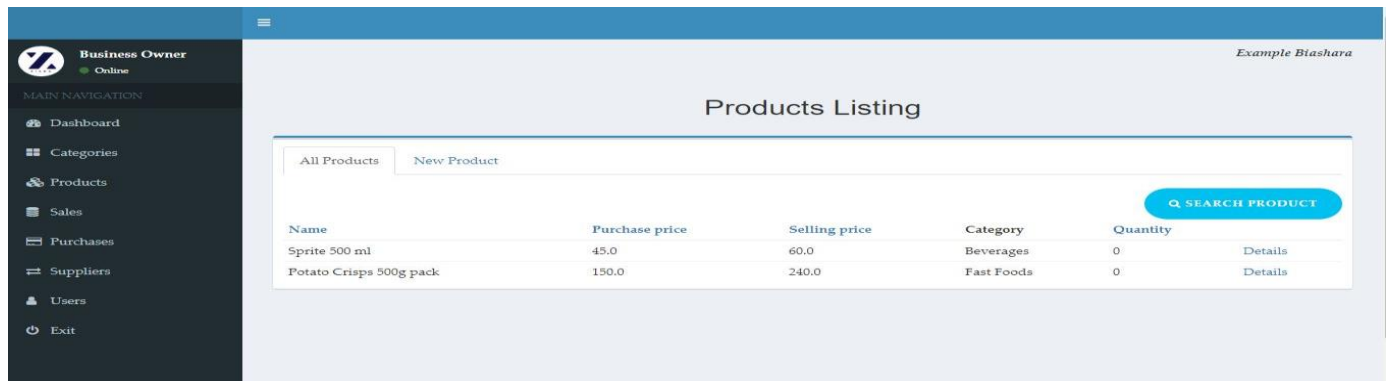
- Name: Sprite 500 ml
- Category: Beverages
- Purchase price: 45
- Selling price: 60
- Manufacturer: Coca-cola
- Stockable: ☒
- Supplier: Coca Cola distributor

At the bottom of the form are two buttons: 'SAVE' (blue) and 'CANCEL' (red).

- Enter product name (e.g. Sprite 500 ML)
- Select the category the product belongs to, from the dropdown menu
- Enter the purchase price('wholesale price' the price form the supplier)
- Enter the selling price
- Enter the Manufacturer of the product
- Check if the product is stockable (Stockable products are those products whose stock quantity reduces with every sale. E.g. Bottles of soda, sacks of potatoes are stockable. A plate of chips on the other hand is not stockable)
- Select the Product supplier from the dropdown menu
- Click **SAVE** to add the product

You can then View and Search for products in your store.

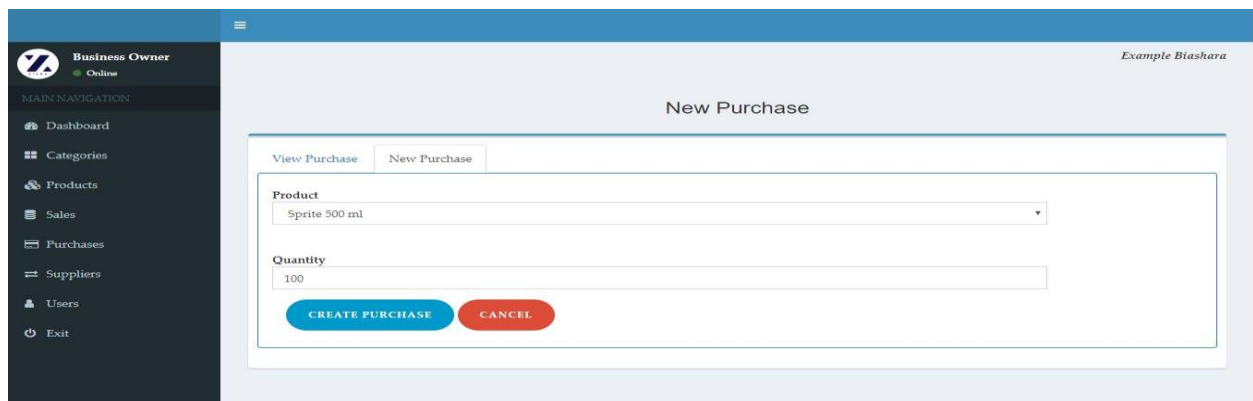




STEP 4.4: MAKING PURCHASE

After having the products set up, it's about that time to contact the suppliers to stock your business up.

On the main navigation, Click Purchases to stock up and make NEW PURCHASE



- Choose Product
- Enter the Purchased Quantity and click **CREATE PURCHASE**

STE4.5: ADDING USERS.

If you want to go fast, go alone but if you want to go far go as a team. Every business is made up of several partners. Let's set up your stewards.

On the Main navigation, Click USERS and select NEW USER.

Fill in the USER'S records as was done above and click CREATE USER.



Create User

Name

Business Owner

Email

example@ziada.cloud

Password

Password confirmation

Role

Owner

Avatar

Choose File

IMG-20180...0000.jpg

CREATE USER

CONGRATULATIONS!!!!!!!!!!!!!! YOU ARE NOW READY TO TRANSACT.

❖ MAKING MONEY

We have already made the necessary management. It's about time start transacting.

CREATING SALES

Every user has to login with genuine credentials. The business owner creates the users in the business and issues their credentials.



[Home](#) [Products](#) [Categories](#)

Example Blashara

Login

cashier@example.ziada.cloud

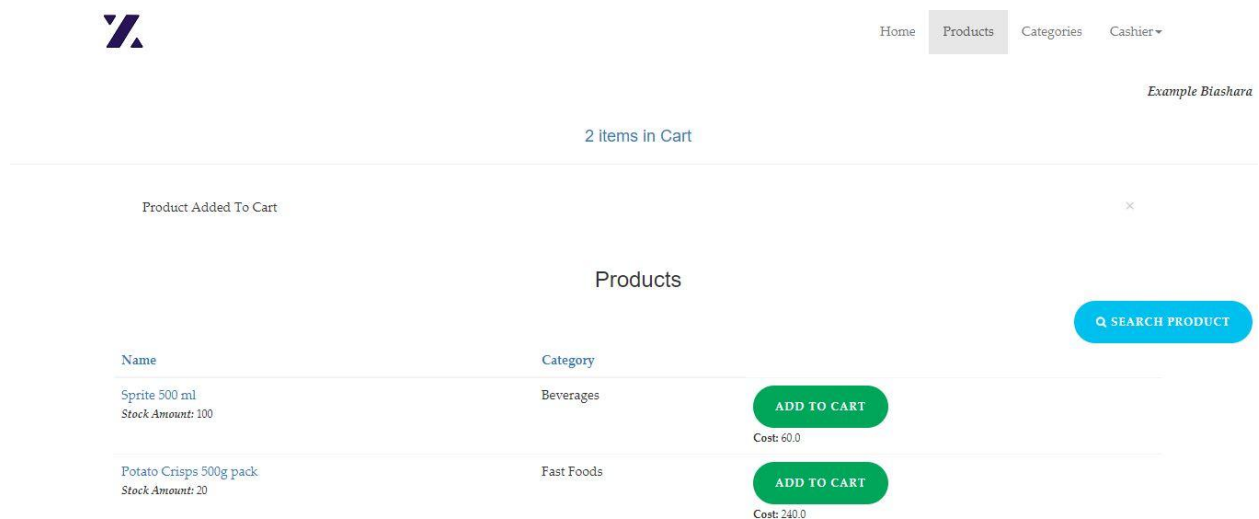
LOGIN

Forgot Password?



Ziada comes with a very interactive and user friendly Point of Sale.

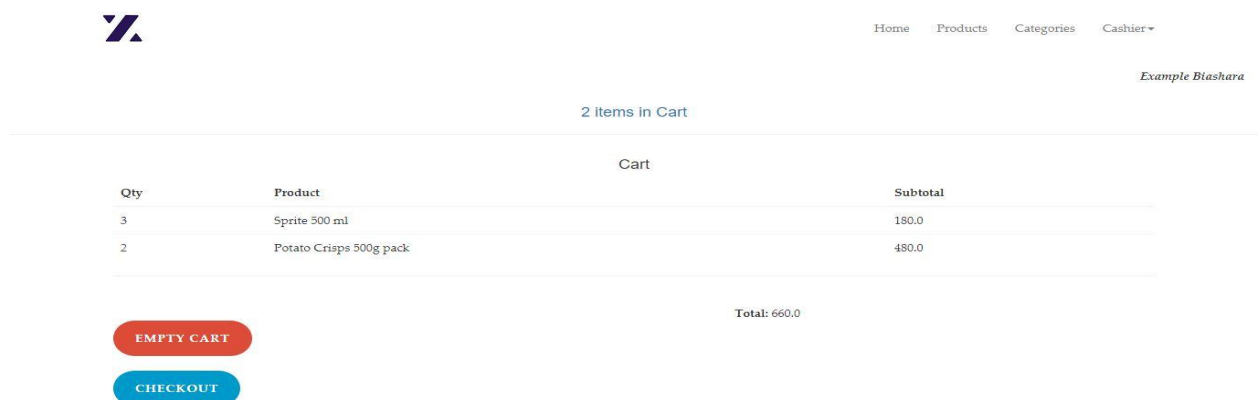
After logging in, this page is displayed.



Here you can SEARCH for a product to get its details and MAKE SALES.

To add a product to cart, CLICK the GREEN button **ADD TO CART**. Every time the button is clicked, the product is added to cart ONCE.

After Adding the Products for sale, Click the **Items in Cart** button above to view the cart.




You can then choose to **EMPTY CART** or proceed to the **CHECKOUT**.



COMPLETING THE SALE

Click **CHECKOUT**.



HomeProductsCategoriesCashier▼

Example Biashara

2 items in Cart

Complete Sale

Name

Customer A

Pay type

Cash

Pay amount


1000

CREATE SALE

BACK

Total: 660.0

- Enter The Customer Name
 - Select the pay type(Cash or Mobile Money)
 - Enter the pay amount(Money taken from the customer)
- NOTE.....On the bottom is the Total amount spend indicator
- Click **CHECKOUT** button to complete the sale.



HomeProductsCategoriesCashier▼

Example Biashara

Sale has been created

Customer Name:Customer A

Pay type:Cash

Pay amount:1000.0

Balance:340.0

Transaction Date:05 Jul 2018

Transaction Time:14:23:17

Qty	Product	Total Price
3	Sprite 500 ml	180.0/-
2	Potato Crisps 500g pack	480.0/-

COMPLETE

PRINTABLE RECEIPT (PDF)



Ziada.cloud

You can then choose to print the receipt (AUTOGENERATED PDF RECEIPT) or click [COMPLETE](#) to go back for a next TRANSACTION.

THANK YOU FOR CHOOSING ZIADA.... AFRICA'S BUSINESS SOLUTION

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