

Invenire Stock Inventory Manager

Web based ERP software for managing stock inventory
with advanced POS system

User manual

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Admin Panel

1. DASHBOARD

- * Total customers , total orders with pending ones , total sales and total purchase at a glance.
- * Chart representation of payment report and customer payment report for the last 30 days.

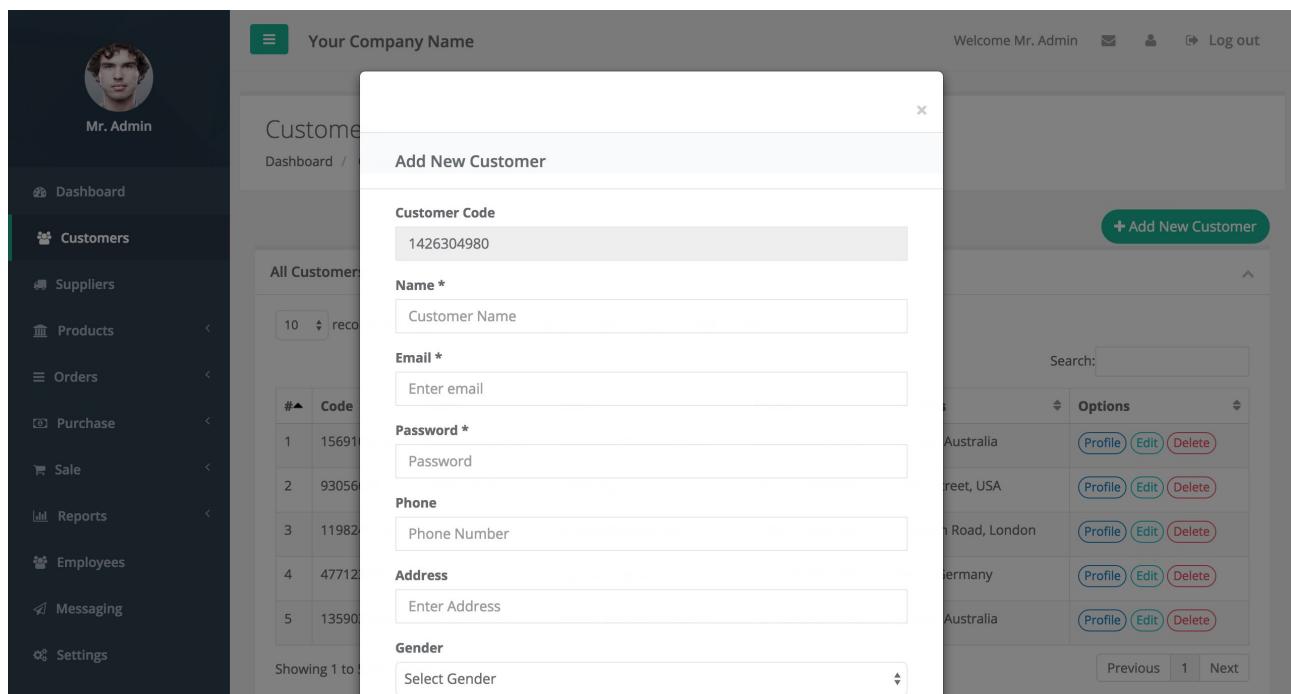
The screenshot shows the Admin Panel dashboard. On the left is a sidebar with a user profile picture of Mr. Admin and a list of navigation items: Dashboard, Customers, Suppliers, Products, Orders, Purchase, Sale, Reports, Employees, Messaging, and Settings. The main area has a header with 'Your Company Name' and a welcome message 'Welcome Mr. Admin'. It features four main sections: 'Customers' (5 total customers, 8 total orders, 2 pending), 'Sales' (38659 total selling amount), 'Purchase' (75059 total purchasing amount), and two reports: 'Payment Report (last 30 days)' (a donut chart showing Income: 31.59% and Expense: 68.41%) and 'Customer Payment Report (last 30 days)' (a bar chart showing payments for five customers: Lyle Contreras, Cedric Huffman, Benjamin Clarke, Mr. Customer, and Piper Garcia).

2. MANAGE CUSTOMERS

- * Create a customer profile
- * Browse the profile of different customers of your company with all the details about that customer
- * Edit any customer information
- * Delete customer

— *how to create a new customer?*

From admin panel navigation bar on the left, move to the page customer and click the add new customer button on the top right.
Fill all the informations required and save. With the creation of new account, a mail is sent to that customer with his/her basic account informations.



— *how to browse a customer profile?*

In the customer page there is a table for all customers where admin can find a list of the customers.
For each customer there is a profile button the table. Click the button to see the full detailed profile of the customer including basic informations, the order history, the sales to the customer from the company and also the payment history of that customer.

Invoice Code	Payment Method	Amount	Date
405f63df5d95327	cash	1500	29th Jan, 2015
405f63df5d95327	cash	5800	29th Jan, 2015
405f63df5d95327	cash	3600	29th Jan, 2015
405f63df5d95327	cash	8000	29th Jan, 2015
405f63df5d95327	cash	0	29th Jan, 2015
405f63df5d95327	card	870	29th Jan, 2015
405f63df5d95327	cash	1358	30th Jan, 2015
405f63df5d95327	cash	940	30th Jan, 2015
405f63df5d95327	cheque	2200	30th Jan, 2015

— how to edit or delete a customer account?

In the customer page of admin panel, admin can find two other buttons just after profile button for each customer.

Clicking the edit button admin can edit the basic informations about the customer and the delete button to delete all the saved informations about the customer from the company database.

2. MANAGE SUPPLIERS

- * Create a supplier profile
- * Browse the profile of different suppliers for your company with all the basic informations
 - * Edit any supplier information
 - * Delete supplier

— *how to create a new supplier?*

#From admin panel navigation bar on the left, move to the page supplier and click the add new supplier button on the top right.
Fill all the informations required and save.

— *how to browse a supplier profile?*

In the supplier page there is a table for all suppliers where admin can find a list of the suppliers.
For each supplier there is a profile button the table.
Click the button to see the full detailed profile of the supplier including basic informations and the purchase history of the company from that particular supplier.

The screenshot shows the Admin Panel interface. On the left, a dark sidebar lists various menu items: Dashboard, Customers, Suppliers (which is selected and highlighted in blue), Products, Orders, Purchase, Sale, Reports, Employees, Messaging, and Settings. The main content area has a header "Your Company Name" with a user profile picture and "Welcome Mr. Admin". A central modal window displays a supplier's profile for "Joana Ethen" from "Bullock Nash LLC". The profile includes a photo, contact information (email: myjevo@gmail.com, phone: +329-75-7673997), and a "Purchase history" table. The table has columns: Purchase code, Product, Quantity, Unit price, Total, and Date. It lists four purchases:

Purchase code	Product	Quantity	Unit price	Total	Date
0345b62c8fa32c8	Rayban Clubmaster	20	500	10000	29th Jan, 2015
5ef83d75fe0db97	Casio CTK	3	500	1500	29th Jan, 2015
02bae24b0b7ed98	Samsung Galaxy Note 4	4	300	1200	13th Jan, 2015
6dee340a05a1145	Yamaha Electric Guitar	4	500	2000	29th Jan, 2015

A green button "+ Add New Supplier" is located at the top right of the modal. To the right of the modal, a list of other suppliers is visible with edit and delete buttons. Navigation buttons "Previous", "1", and "Next" are at the bottom right of the list.

— *how to edit or delete a supplier account?*

In the supplier page of admin panel, admin can find two other buttons just after profile button for each supplier.

Clicking the edit button admin can edit the basic informations about the supplier and the delete button to delete all the saved informations about the supplier from the company database.

3. MANAGE PRODUCTS

* Add a new product

* Browse the details of different products of your company.

* Edit any product information

* Delete product

— *how to add a new product?*

From admin panel navigation bar on the left, move to the page product and from the dropdown, go to the page manage products.

Here admin can add a new product by clicking the button named add new product and fill the informations and save.

Here in the pop up of new product add form, you have already seen two fields for the product category and sub-category.

— *add a new category*

From the product dropdown menu, go to category page and follow the similar way as of adding a new product.

Admin edit the informations saved and also delete the category.

— *add a new sub-category*

From the product dropdown menu, go to sub-category page and follow the similar way as of adding a new product or adding a new category.

Admin edit the informations saved and also delete the sub-category.

— *how to browse a product detail?*

In the manage product page, admin can find a button named details for each of the products saved.

Clicking the button he/she can browse the product details.

— how to edit or delete a product?

In this same page of manage product, there are two buttons named edit and delete for each of the products saved.

Clicking the edit button, admin can edit the informations about the product and clicking the delete button he/she can delete the product from the company database.

PRODUCT BARCODE

In the product dropdown menu admin can move to the page product barcode where all the saved product's serial numbers are converted to barcodes automatically and they can be printed out for later use in the identification of products.

#	Serial No.	Name	Barcode
1	875678921	Iphone 6	 875678921
2	1350977384	Iphone 6 plus	 1350977384
3	25499634	Samsung Galaxy Note 4	 25499634
4	1970250350	Yamaha Electric Guitar	 1970250350
5	2066489802	Casio CTK	 2066489802
6	1742365131	Macbook Pro	 1742365131
7	292407007	Rayban Clubmaster	 292407007
8	511174171	Ibanez Guitar	 511174171

DAMAGED PRODUCTS

- * Add damage product
- * Edit or delete the damaged product from list

— *how to browse add a damaged product?*

From the product dropdown menu, go to the page damaged product and click the button named add damaged product.

Fill the informations and save.

The screenshot shows a web application interface for managing products. On the left is a dark sidebar with a user profile picture of 'Mr. Admin' and a list of navigation items: Dashboard, Customers, Suppliers, Products (selected), Manage Products, Product Barcode, Category, Sub-category, Damaged Products (selected), Orders, Purchase, Sale, Reports, Employees, Messaging, and Settings. The main content area has a header 'Your Company Name' with a welcome message 'Welcome Mr. Admin' and log out options. Below the header is a breadcrumb trail 'Dashboard / Products / Damaged Products'. A green button '+ Add Damaged Product' is visible. The central part of the screen displays a table titled 'All Damaged Products' with columns: #, Serial No., Name, Category, Purchase Price, Quantity, Notes, Date, and Options. There are three entries in the table:

#	Serial No.	Name	Category	Purchase Price	Quantity	Notes	Date	Options
1	875678921	Iphone 6	Electronics	500	2	Carrying damage	30th Jan, 2015	Edit Delete
2	1350977384	Iphone 6 plus	Electronics	700	1	Break	27th Jan, 2015	Edit Delete
3	25499634	Samsung Galaxy Note 4	Electronics	300	5	weak build	21st Jan, 2015	Edit Delete

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries' and has buttons for 'Previous', '1', and 'Next'. The footer contains the copyright notice 'Copyright Syncrypts © 2014-2015'.

— how to edit or delete?

In the damaged product page, the table listing for damaged products contain buttons named edit and delete for each of the damaged products entered by the admin. Click the edit button to edit the informations about the damaged product and delete button to delete that item from the entry.

4. MANAGE ORDERS

- * Create a new order for a specific customer
- * Browse the orders created by admin and also sent by customers in separate pages of pending orders, approved orders and rejected orders.
- * Update order informations
- * Delete orders

The screenshot shows the Admin Dashboard interface. On the left is a dark sidebar with user profile information ('Mr. Admin'), navigation links for Dashboard, Customers, Suppliers, Products, Orders (with sub-options: Create New Order, Pending, Approved, Rejected), Purchase, Sale, Reports, Employees, Messaging, and Settings. The main content area has a header 'Your Company Name' with a welcome message 'Welcome Mr. Admin' and log out options. Below the header, the title 'Create New Order' is displayed, along with a breadcrumb trail 'Dashboard / New Order'. The central part of the screen contains a form with the following fields:

- Order Number *: Input field containing '280393993'
- Select Customer *: A dropdown menu labeled 'Select a customer'
- Select Product *: A dropdown menu labeled 'Select a product'
- Quantity *: Input field labeled 'Product Quantity'
- Order Status: A dropdown menu labeled 'Select Status'
- Payment Status: A dropdown menu labeled 'Select Payment Status'
- Shipping Address: An input field with a placeholder 'Enter Shipping Address'.
- Notes: A large input field for notes.
- Date *: A date picker input field.

A green 'Save' button is located at the bottom right of the form.

— *how to create a new order?*

- # From the admin panel navigation menu, move to orders and open the page named create new order.
- # Fill all the necessary informations of the order and save.
- # If the order or payment status are not filled by admin, order status is saved as pending and the payment status is saved as unpaid by default.
- # On the creation of new order, a mail is sent to the customer for whom the order has been created by admin to notify that customer.

— *how to monitor the orders and update the order informations?*

- # In the order menu, there are three separate pages based on order status as pending, approved and rejected.
- # The orders as their status are listed in those pages and from there admin can update and also delete any order informations.
- # On changing the order status, if the admin selects the checkbox in the order editing form named as notify customer, a mail is sent to the customer of that particular order notifying him/her about the update of his order status.

5. PURCHASE

- * Create a new purchase of your product
- * View purchase history

— *how to create a new purchase?*

- # From admin navigation panel go to the menu purchase and click new purchase.
- # Fill the informations and save.

New Purchase

Dashboard / New Purchase

Please fill the informations carefully. Completed purchase can't be undone

Purchase Code
aa6aa51e415a691

Supplier *
Select a supplier

Product *
Select a product

Quantity *
Product Quantity

Unit Price *
Product Unit Price

Total Amount
Total amount

Payment Method
Select Payment Method

Date *
01/30/2015

Save

ENTER THE INFORMATIONS CAREFULLY AS THE PURCHASE CAN NOT BE EDITED.

Purchase entry does three things.

1. Enters data in purchase informations of database.
2. Enters data in payment informations of database.
3. Updates purchase price and stock quantity of product information.

Email is sent to the supplier of the purchase and to the admin.

— how to view purchase history?

From the purchase menu go to the page purchase history.
Here table listing of all the purchases that have been made is given with all informations about the purchase.

The screenshot shows a software interface with a dark sidebar on the left and a light-colored main content area. The sidebar contains a user profile picture of a man with curly hair, labeled 'Mr. Admin'. Below the profile are several navigation items: Dashboard, Customers, Suppliers, Products, Orders, Purchase (with 'New Purchase' and 'Purchase History' sub-options), Sale, Reports, Employees, Messaging, and Settings. The 'Purchase History' option is highlighted with a blue background. The main content area has a header 'Your Company Name' with a three-dot menu icon to its left. On the right side of the header are 'Welcome Mr. Admin', a mail icon, a user icon, and a 'Log out' link. Below the header is a breadcrumb navigation: 'Dashboard / New Purchase'. The main content is titled 'Purchase History' and displays a table titled 'All Purchases'. The table has columns: #, Purchase Code, Supplier, Product, Quantity, Unit Price, Payment, Method, and Date. The table contains 10 entries, each with a small preview image of the supplier or product. At the bottom of the table, it says 'Showing 1 to 10 of 10 entries'. To the right of the table are buttons for 'Previous', '1', and 'Next'.

#	Purchase Code	Supplier	Product	Quantity	Unit Price	Payment	Method	Date
1	bb6b7e1b3d46bfe	Chantale Stone	Iphone 6	5	500	2500	cash	29-01-2015
2	4df9d5ab3a97733	Colette Gill	Iphone 6 plus	2	700	1400	cheque	21-01-2015
3	5699fc129839967	Chantale Stone	Samsung Galaxy Note 4	3	300	900	cash	29-01-2015
4	4f89260ee9d8854	Colette Gill	Casio CTK	3	1200	3600	cheque	27-01-2015
5	f8c487618a53f05	Keely Rowland	Macbook Pro	3	1100	3300	cash	29-01-2015
6	2b0f206835ebbb6	Keely Rowland	Ibanez Guitar	5	2000	10000	cheque	29-01-2015
7	0345b62c8fa32c8	Joana Ethen	Rayban Clubmaster	20	500	10000	card	29-01-2015
8	5ef83d75fe0db97	Joana Ethen	Casio CTK	3	500	1500	cheque	29-01-2015
9	02bae24b0b7ed98	Joana Ethen	Samsung Galaxy Note 4	4	300	1200	cheque	13-01-2015
10	6dee340a05a1145	Joana Ethen	Yamaha Electric Guitar	4	500	2000	cash	29-01-2015

6. MANAGE SALES

- * Create a new sale
- * View sales history

NEW SALE

— *how to create a new sale?*

- # Admin can find sale menu in admin navigation bar.
- # From the sale menu, go to the new sale page.
- # On the top right of the page, select customer and the date.
- # By default the current date is selected.
- # This is the sale invoice information panel where an invoice code is auto generated.
- # From the bottom left, choose the product to be sold either by barcode or by product category.

— — *add product to sale list by barcode*

- # There is a panel named choose product by barcode. Just click on the input box.
- # Scan the barcode of the product to be sold and that's it.
- # The product with the informations will be added to the sale invoice form.
- # Add as many as you want and there is no limit of adding product by scanning barcode.

— — *add product to sale list by category and sub-category*

- # On choosing a particular category, products of the category will be visible below the panel.
- # If one expects more specifics, select a sub-category under product category.
- # That will sort down the product list automatically.
- # Clicking the plus sign in each product will add the product in the invoice entries. One can add products multiple times and if necessary, can also delete an entry just clicking the trash icon in each entry.

- # The quantity and the selling price field are editable so after adding a product, one can change the quantity of sale and also the selling price.
- # If not edited then product quantity is 1 by default and selling price is that one which admin sets while entering the product from product menu.
- # The summation of sales gives the sub-total and including the TAX and Discounts a grand total is calculated automatically.

TAX and Discount fields are editable. If no value is inserted here then these will automatically come from system settings set by admin.

Click on the button create new sale and the invoice for the sale is created.

SALE INVOICES

— how to view the sales and sale invoices?

Go to the page sale invoices from sale menu of admin navigation panel.

List of all the sales are shown in the table.

Click the view sale invoice button to view the invoice of the sale and the invoice is printable.

The screenshot shows a web-based application interface for managing sales and invoices. On the left, there is a dark sidebar with a user profile picture of 'Mr. Admin' and a list of menu items: Dashboard, Customers, Suppliers, Products, Orders, Purchase, Sale (which is currently selected), Reports, Employees, Messaging, and Settings. Under the 'Sale' menu, 'New Sale' and 'Sale Invoices' are listed. The main content area has a header with 'Your Company Name', a welcome message 'Welcome Mr. Admin', and a log out link. Below the header, a sub-header says 'Invoice' with links to 'Dashboard / New Sale / Sale Invoices' and a green 'Print Invoice' button. The main content area displays an invoice for Cedric Huffman. The invoice details are as follows:

From:		Invoice No.		
Your Company Name USA 12345566		38cc9511d89178e		
To:		To: Cedric Huffman North Street, USA +817-83-6925292		
Invoice Date: 29 Jan, 2015				
Serial Number	Product List	Quantity	Unit Price	Total Price
875678921	Iphone 6	1	700	700
1350977384	Iphone 6 plus	1	800	800
			Sub Total :	1500
			Discount Percentage :	5
			Vat Percentage :	10
			Grand Total :	1567.5

Below the invoice table, there is a section titled 'Payment History' with a table:

Amount	Method	Date	Customer
1600	cash	29 Jan, 2015	Cedric Huffman

7. REPORTS

- * Payment report for your company
- * Customer payment report.
- * Report is represented both by chart and by table format.
- * By default the last 30 days report is shown.
- * Admin can also select the date range within which he/she wants to see the report of his/her company.

The screenshot shows a web-based reporting application with a dark blue sidebar menu and a light gray main content area. The sidebar includes links for Dashboard, Customers, Suppliers, Products, Orders, Purchase, Sale, Reports (with sub-links for Payment report and Customer report), Employees, Messaging, and Settings. The main content area has a header with a user profile picture for 'Mr. Admin', the company name 'Your Company Name', and a log out link. Below the header are three reports:

- Report of customer**: A form to set a date range from '01/01/2015' to '01/30/2015' with a 'Go' button. A note below says '01 Jan, 2015 - 30 Jan, 2015'.
- Customer payment comparison**: A bar chart showing payment amounts for five customers: Lyle Contreras (~4509), Cedric Huffman (~1600), Benjamin Clarke (~4500), Mr. Customer (~19770), and Piper Garcia (~850). The y-axis ranges from 0 to 30,000.
- Customer payment report**: A table with columns: #, Date, Amount, Customer, Type, and Method. It lists five entries for January 29, 2015, with amounts 4509, 1600, 4500, 19770, and 850 respectively, all categorized as 'income' via 'cash'. The table includes pagination at the bottom.

8. EMPLOYEES

- * Create new employee as sales staff or purchase staff.
- * Browse the profile of each employee with his/her basic informations.
- * Edit or delete employee profile.

— *how to create a new employee profile?*

- # From the admin navigation menu, go to employee page.
- # Admin can click the add new employee button on the top right of the page.
- # Fill all the informations and specify the employee belongs to sales or purchase and save.
- # On creation of the new employee profile, a mail is sent to the employee with his/her profile informations.

— *how to see the profile of employees?*

- # In employee list of employee page, there is a profile button attached to each one of the employee.
- # Clicking the button will show employee profile with his/her basic informations.

— *how to edit or delete employee profile?*

- # Just after the profile button, there are two other buttons named edit and delete.
- # Clicking the edit button, admin can edit the informations about that employee.
- # The click on delete button will delete the employee profile.

— *what is the purpose of sales staff and purchase staff?*

- # Sales and purchase, both staff will have their login to the system.
- # Sales staffs will be able to handle only the sales of the company. He/she will have no access to other modules.
- # Purchase staffs will be able to handle only the purchase of the company. He/she will have no access to other modules.

9. MESSAGING

- * Send private message to customers
- * Send private message to sales staffs and purchase staffs.
- * Receive message replies from employees and customers.
- * Reply to their messages.

— *how to send a new message?*

- # Go to the messaging page from the admin navigation menu.
- # Click compose new message button.
- # This will lead you to another page.
- # Select the user you want to send message.
- # Write your message and send.

The screenshot shows a web-based administration interface with a dark sidebar and a light main content area. The sidebar on the left contains a user profile picture of 'Mr. Admin' and a list of navigation items: Dashboard, Customers, Suppliers, Products, Orders, Purchase, Sale, Reports, Employees, Messaging (which is currently selected), and Settings. The main content area has a header with the text 'Your Company Name', a welcome message 'Welcome Mr. Admin', and a log out link. Below the header, a breadcrumb navigation shows 'Dashboard / Messaging'. A 'Compose New Message' button is located at the top left of the main content. To its right is a 'Messages' section displaying three messages from different users: 'Mr. Admin', 'Mr. Purchase', and another 'Mr. Admin'. Each message includes a timestamp ('30 Jan, 2015') and a preview of the message content. At the bottom of the main content area is a rich text editor toolbar with various formatting options like bold, italic, underline, and alignment. A 'Send' button is located at the bottom right of the toolbar.

The user you sent message will get a mail notification about this message.

— where can admin read all the messages?

When admin send messages to users or users send messages to admins, they will be showing on the left side of messaging page with the sender name and sender type.
Sender type indicates the customer or employee.
Click any one that you want to read.
That will lead to the message reading page where admin can all the messages from that user and also all the messages that admin have send to that particular user.
Admin can reply from this page.
With every message, a mail is sent to the receiver of the message notifying about the message.

10. SETTINGS

The screenshot shows the 'System Settings' page of a web application. The left sidebar has a dark theme with white icons and labels: Dashboard, Customers, Suppliers, Products, Orders, Purchase, Sale, Reports, Employees, Messaging, and Settings. The 'Settings' icon is highlighted with a teal border. The main content area has a light gray background. At the top, there's a header bar with a profile picture of 'Mr. Admin', the company name 'Your Company Name', a 'Welcome Mr. Admin' message, and a 'Log out' button. Below the header, the title 'System Settings' is displayed above a breadcrumb navigation: 'Dashboard / System Settings'. The central part of the page contains several input fields for updating system information:

- Update System Informations**
- Company Name:** Your Company Name
- Company Email:** admin@yourcompanyname.com
- Address:** USA
- Phone:** 12345566
- Currency:** usd
- VAT Percentage:** 10
- Discount Percentage:** 5

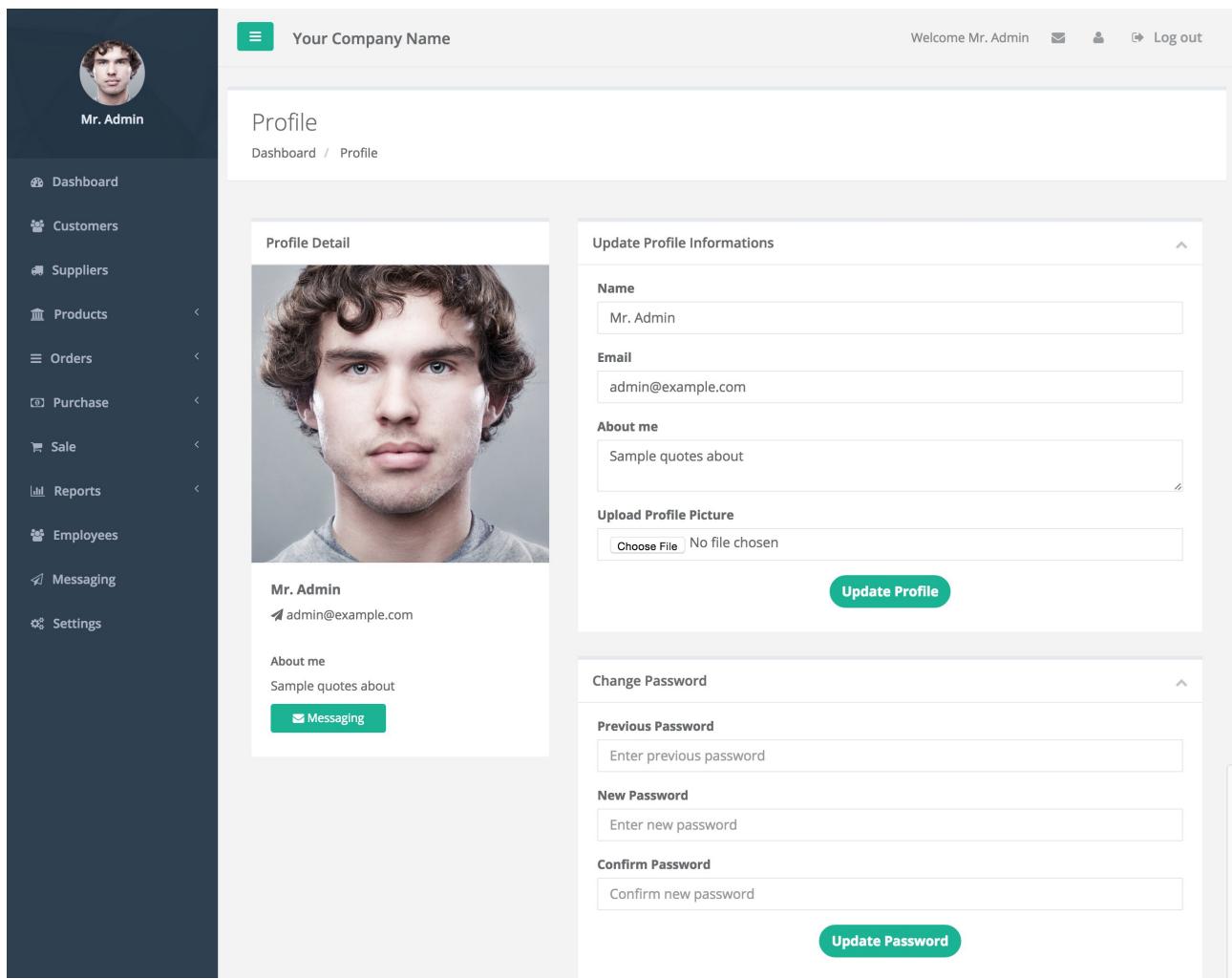
At the bottom of this section is a teal-colored button labeled 'Update Informations'.

To the right of the input fields is a large green placeholder image for the 'Company Logo', which features a globe and a shopping cart. Below the logo, there's a section for uploading a profile picture with a 'Choose File' button and a 'No file chosen' message. A teal-colored button labeled 'Update Logo' is located at the bottom of this section.

- * Update the basic informations about the company.
- * Set up the company email from which all the emails mentioned above will go.
- * Set the VAT and Discount percentage.
- * Upload logo of your company.
- * Admin can also access the settings from the user icon on the top right of every page.

11. PROFILE SETTINGS

- * Change basic profile informations.
- * Update password.
- * Upload profile picture.



The screenshot shows a user interface for managing profile settings. On the left is a dark sidebar with a navigation menu:

- Dashboard
- Customers
- Suppliers
- Products
- Orders
- Purchase
- Sale
- Reports
- Employees
- Messaging
- Settings

The main content area has a header "Your Company Name" and a welcome message "Welcome Mr. Admin". It includes a user icon and a "Log out" link. The main section is titled "Profile" and shows the current profile details:

Profile Detail

Mr. Admin
admin@example.com

About me
Sample quotes about

Upload Profile Picture
 Choose File No file chosen

Update Profile Informations

Name: Mr. Admin
Email: admin@example.com

Change Password

Previous Password:
Enter previous password

New Password:
Enter new password

Confirm Password:
Confirm new password

Buttons

- Update Profile (green button)
- Update Password (green button)

— *how to access profile settings?*

- # Click on the name on the top right of navigation menu.
- # Or click the user icon on the top right to bring the dropdown from where you can get access to profile and also system settings.

Customer Panel

1. Dashboard

- * Links to basic pages of customer panel

2. Products

- * View table listing of all the products.
- * View product details.

3. Orders

- * Create order filling up the needed informations.
- * Orders are sent to admin for approval.
- * When order is approved or rejected, customer will get an email notification.

4. Purchase History

- * View all the purchases made by the logged in customer.
- * View the invoice of any particular purchase and print them.

5. Private Messaging

- * Get all the message sent by admin
- * Send the message reply to admin

- * Admin will get email notification when customer replies or sends any message and also customer will get email when admin sends message to him/her.

Purchase Staff Panel

1. Dashboard

- * Links to basic pages.

2. Purchase

New Purchase

- * Create a new purchase filling up all the needed informations.

CHECK AND RECHECK BEFORE SUBMITTING THE PURCHASE BECAUSE THE COMPLETED PURCHASE CAN'T BE UNDONE.

- * View the purchase history

3. Private Messaging

- * Get all the message sent by admin
- * Send the message reply to admin
- * Admin will get email notification when staff replies or sends any message and also staff will get email when admin sends message to him/her.

Sales Staff Panel

1. Dashboard

- * Links to basic pages.

2. Sale

New Sale

- * Please follow the same instructions as for admin.

Sale Invoices

- * View a list of all sales
- * View sale invoice and print them

3. Private Messaging

- * Get all the message sent by admin
- * Send the message reply to admin
- * Admin will get email notification when staff replies or sends any message and also staff will get email when admin sends message to him/her.