

KG ERP USER MANUAL

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Content

[Introduction 2](#_Toc36482154)

[Description of the System 2](#_Toc36482155)

[1. Dashboard 3](#_Toc36482156)

[**1.1 ERP Login Page** 3](#_Toc36482157)

[**1.2 ERP Home Page** 4](#_Toc36482158)

[2.1 Setting (Feed) 5](#_Toc36482159)

[**2.1.1 Product Category** 5](#_Toc36482160)

[**2.1.2 Product Sub Category** 6](#_Toc36482161)

[**2.1.3 Product** 6](#_Toc36482162)

# Introduction

The Krishibid Group has initiated development of Enterprise Resource Planning (ERP) with the essence of establishing an effective database, to address and strengthen existing information system through coordinating and networking of existing human resource data collection systems. Krishibid consulted a team of experts, department of IT of Krishibid Group to take the responsibility of developing, implementing and maintaining ERP system in this organization. **As for any big system development the process is not an overnight thing.** HRMS is evolving, though with a remarkable speed, the inputs of stakeholders are all time required. This manual outlines the systematic procedures for accessing and using various parts of the system.

In case you do not get the assistance, you expected from the manual please consult your system administrator or any person authorized to work as the member of the helpdesk team at your organization.

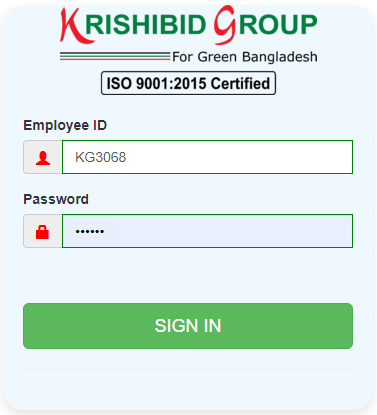
# Description of the System

The following part is intended to give user an insight on how to use the system and access different features and system components.

# 1. Dashboard

## **1.1 ERP Login Page**

Open the browser and type the following address: http:// [http://192.168.0.7:90](http://192.168.0.7:90/) then a page similar to the one shown in the image below will be displayed whereby a user will be required to type in their correct **username** and **password**. This system works best with Google Chrome, Mozilla Firefox, Microsoft Edge or Opera browsers. From here on, the use of the word “browser” will refer to above mentioned web browsers only.



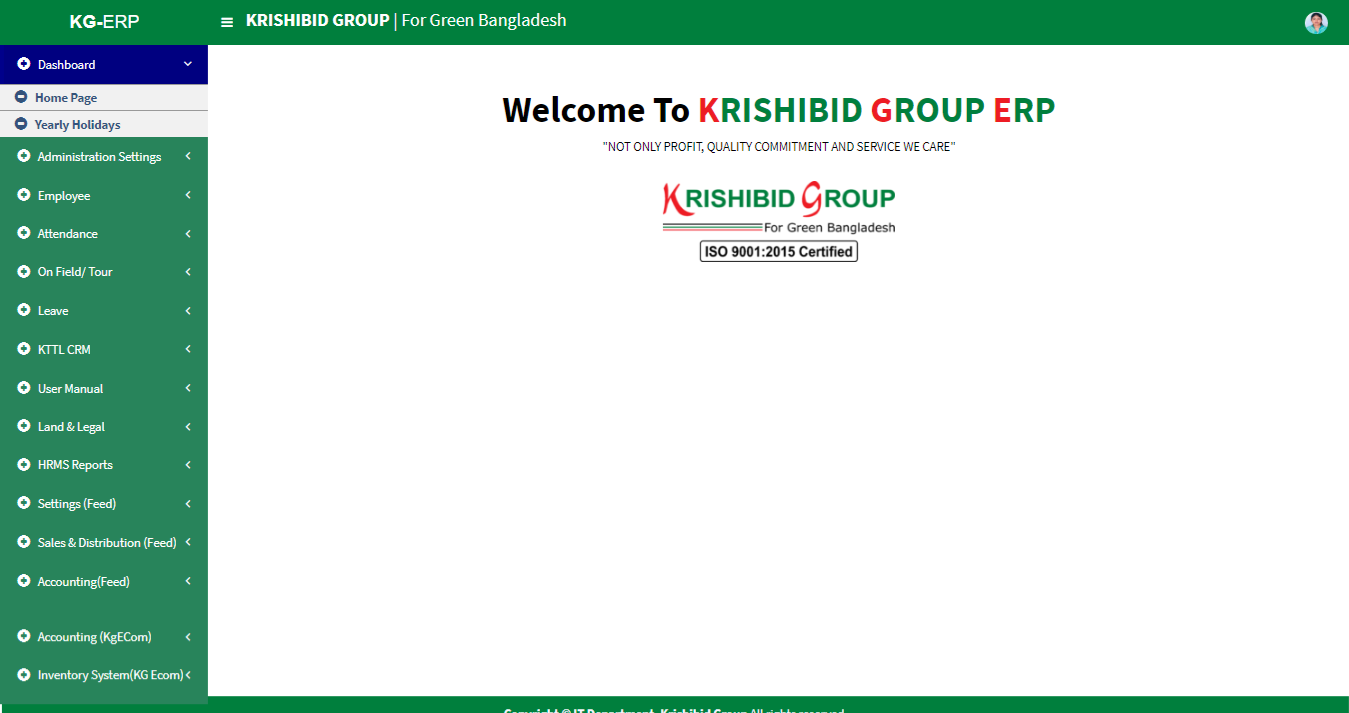
**Figure: 01 ERP Login**

**Logging on ERP System:**

* **Step-1:** Provide Valid **Username and Password. For Username Always Provide your Employee ID. (Example: EmployeeId: KGXXXX, Password: KGXXXX) with UPPERCASE.**
* **Step-2:** Click on **‘Sign In’** button for go to Home page of ERP.

## **1.2 ERP Home Page**

On successful login, a user is directed to the Home Page which consists of the main menu on the left side named dashboard. At the top most part of the system you will have on your left a home icon to denote the home page, a help button- which contains this help manual and the Employee Id of the user currently accessing the system.

The following figure (Fig-02) shows menu bar and home page.

**Figure: 02 ERP Home Page**

* **Step-01:** Click on the Dashboard section under main navigation panel of KG ERP.

# 2.1 Setting (Feed)

## **2.1.1 Product Category**

**Figure: 03 Product Category**

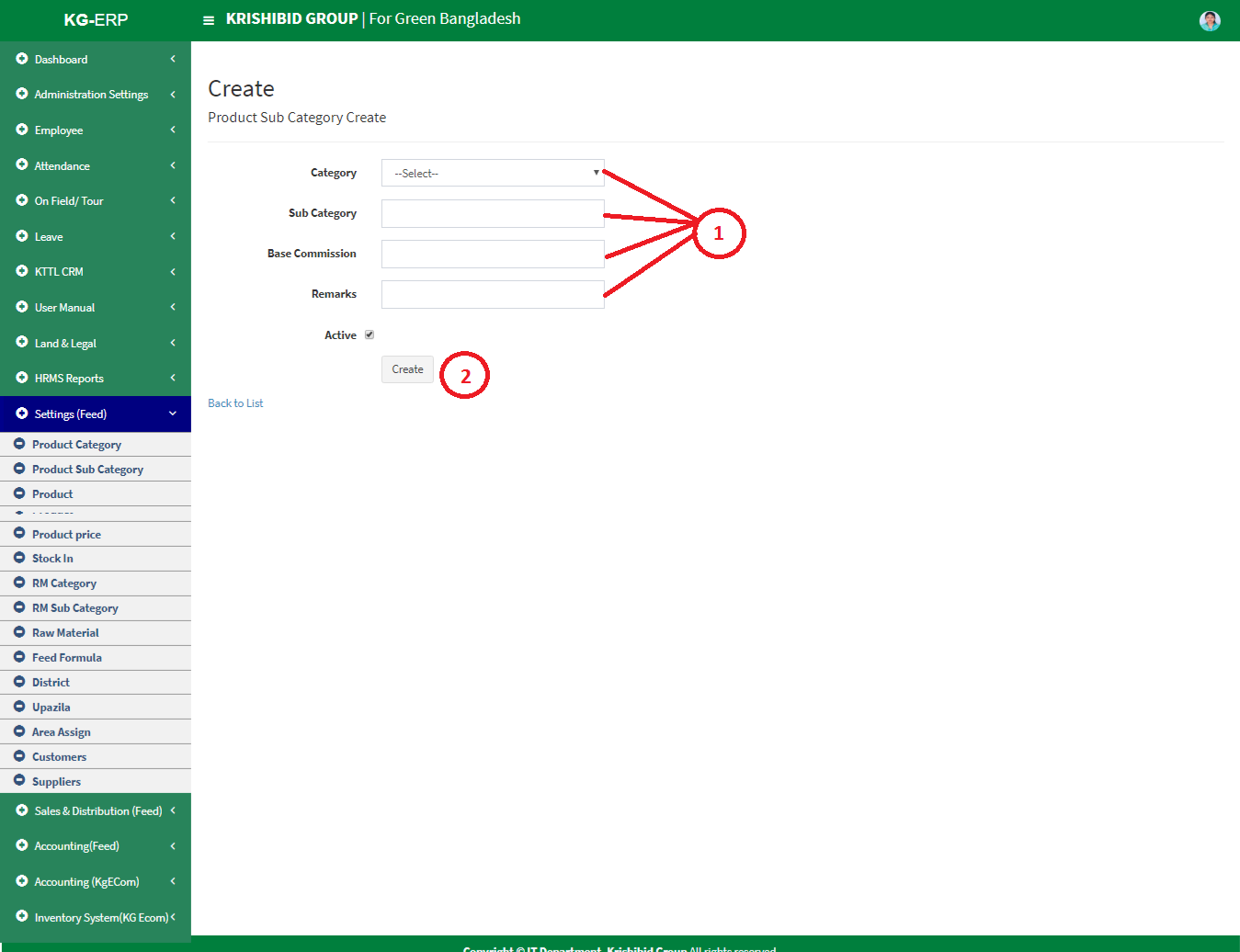
The following figure (Fig-03) shows options for Product Category.

* **Step-01:** Click on the **Product Category** section under **Settings (Feed) Menu** option. The following figure (Fig-03) shows the **Product Category of Feed** page.
* **Step-02:** Enter any **“Date” or “Category” or “Purpose”** in the search section and click “Enter” button to search any product.

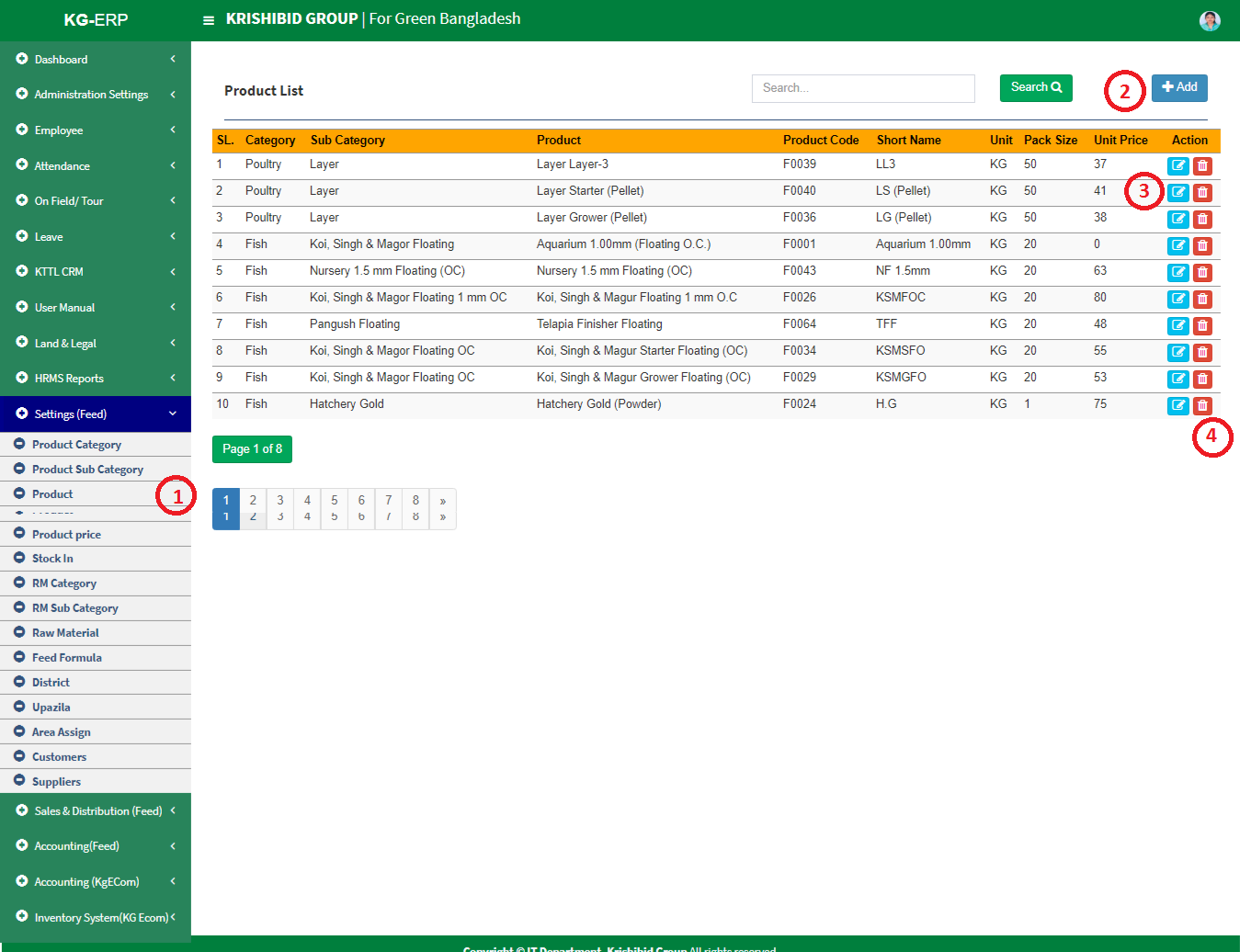
## **2.1.2 Product Sub Category**

**Figure: 04 Product Sub Category**

The following figure (Fig-03) shows options for Product Sub Category.

* **Step-01:** Click on the **Product Sub Category** section under **Settings (Feed) Menu** option. The following figure (Fig-03) shows the **Product Sub Category of Feed** page.
* **Step-02:** Enter any **“Category” or “Sub Category” or “Purpose”** in the search section and click “Enter” button to search any product.
* **Figure: 4.1 Create Product Sub Category**

## **2.1.3 Product**



**Figure: 05 Product**

The following figure (Fig-03) shows options for Product Sub Category.

* **Step-01:** Click on the **Product** section under **Settings (Feed) Menu** option. The following figure (Fig-03) shows the **Product of Feed** page.
* **Step-02:** Enter any **“Category” or “Sub Category” or “Product”** in the search section and click “Enter” button to search any product.