

ETRIVIA LEDGER APP USER GUIDE

Welcome to the Etrivia Ledger App User Guide! This guide will walk you through the features and functionalities of our comprehensive inventory management system. Whether you're a small business owner, warehouse manager, or handling inventory for personal use, Etrivia Ledger App is designed to streamline your inventory management process efficiently.

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1. Getting Started:

Upon logging into Etrivia Ledger App, you'll find yourself on the dashboard. Before you begin managing your inventory.

2. Dashboard:

[Get an overview of your inventory, Pending liabilities and sales:](#)

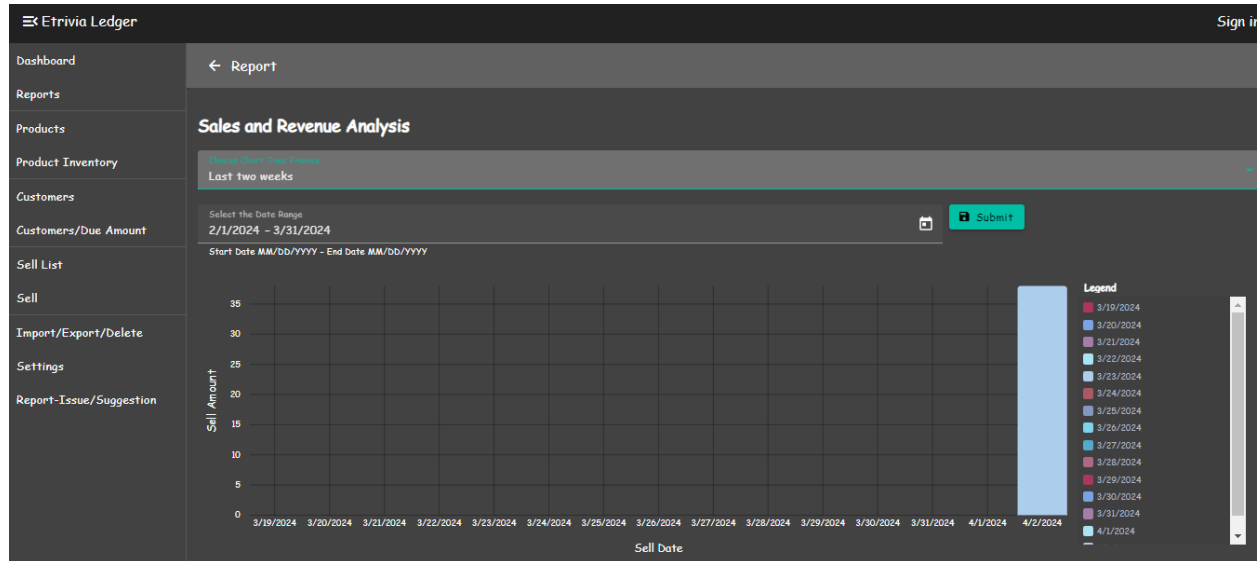
- Access key metrics such as total sales, inventory value, etc.
- Monitor sales trends and inventory performance.
- Show the critical inventory warning.

Etrivia Ledger			
Dashboard	Dashboard		
Reports			
Products	Threshold Status Overview		
Product Inventory	Critical Quantity Warning	Cautionary Quantity Information	Products with Available Inventory
Customers	7	7	17
Customers/Due Amount	Pending Liabilities		
Sell List	Last 30 Days	Last 90 Days	All-Time
Sell	₹3.00	₹3.00	₹3.00
Import/Export/Delete	Sales Overview		
Settings	Last 30 Days	Last 90 Days	All-Time
Report-Issue/Suggestion	₹38.00	₹38.00	₹38.00

3. Reports:

Generate detailed reports for analysis:

- Access reports such as sales and Revenue Analysis.
- Customize reports based on date ranges, product categories, etc.
- Export reports in formats like PDF or CSV for further analysis.



4. Products:

Add, edit, or Update products in your inventory:

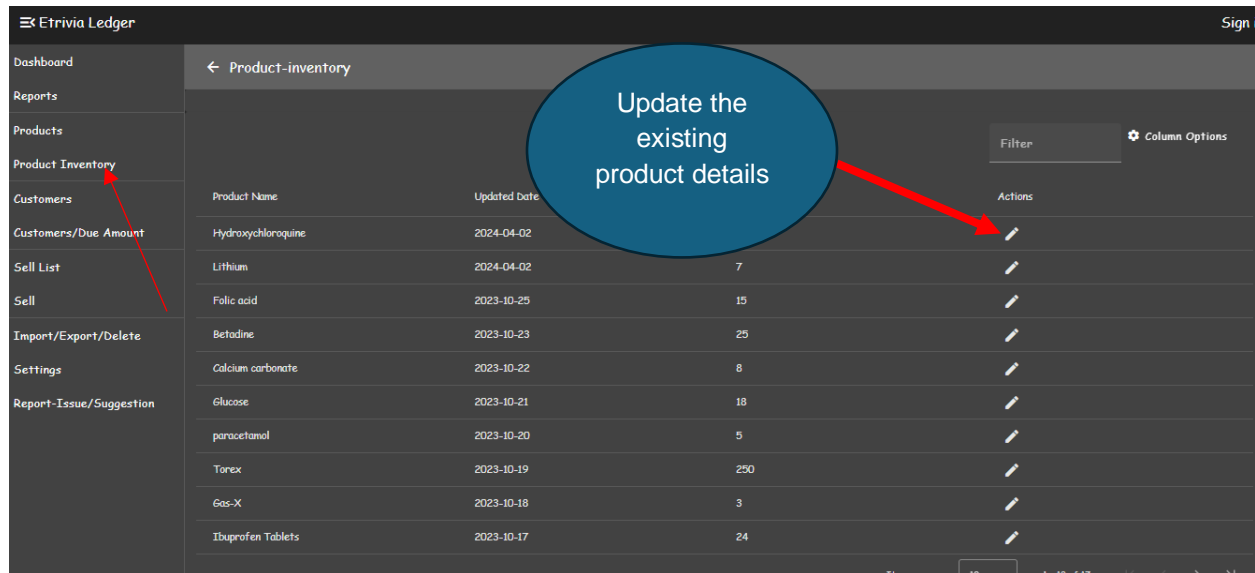
- Navigate to the "Products" section.
- Click on "Add Product" to add new items.
- Fill in product details such as name, description, unit price, etc.

Product Name	Description	Price	
Hydroxychloroquine	treat or prevent malaria	235	8
abc		20	
Folic acid	pervert to cancer	323	15
Lithium	Effects the flow of sodium through nerve and muscle cells	38	8
Betadine	skin Infection	132	25
Calcium carbonate	minerals	32	8
Glucose	low blood sugar (hypoglycemia)	200	18
pqr		40	
paracetamol	fever	8	5
Torex	Cough	79	250

5. Product Inventory:

Track and manage your inventory levels:

- View current stock levels of each product.
- Set minimum stock thresholds to receive low stock alerts.
- Update inventory quantities as products are received or sold.



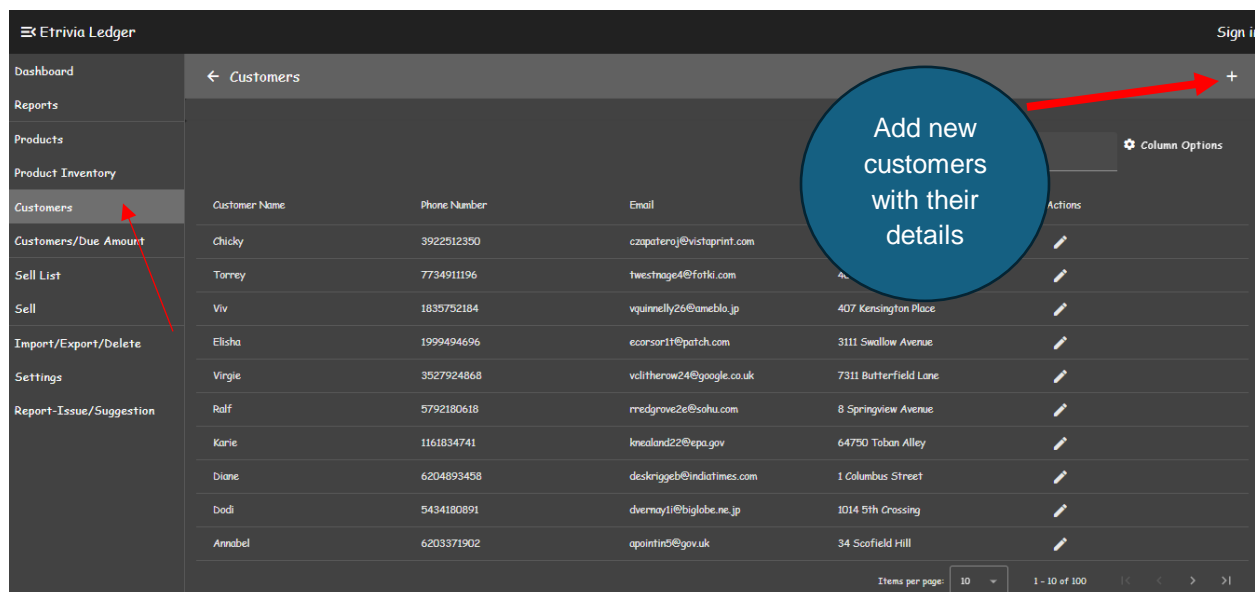
Update the existing product details

Product Name	Updated Date	Stock	Actions
Hydroxychloroquine	2024-04-02		
Lithium	2024-04-02	7	
Folic acid	2023-10-25	15	
Betadine	2023-10-23	25	
Calcium carbonate	2023-10-22	8	
Glucose	2023-10-21	18	
paracetamol	2023-10-20	5	
Tonex	2023-10-19	250	
Gas-X	2023-10-18	3	
Ibuprofen Tablets	2023-10-17	24	

6. Customers

Manage customer information for sales transactions:

- Navigate to the "Customers" section.
- Add new customers or edit existing ones.
- Keep track of customer contact details for sales and follow-ups.



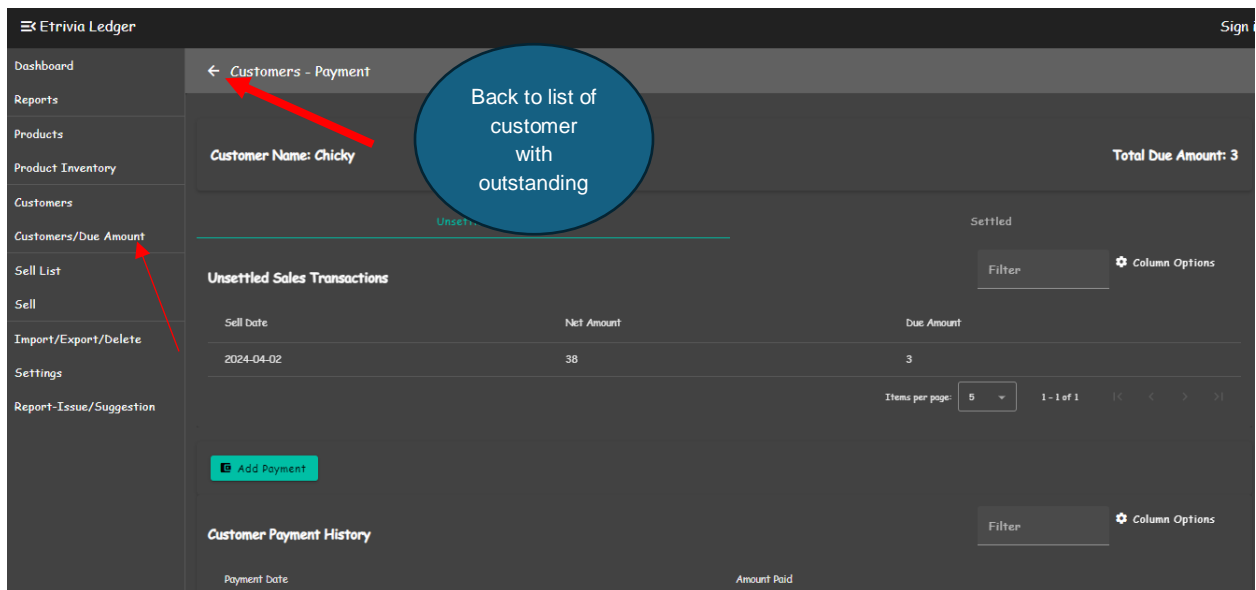
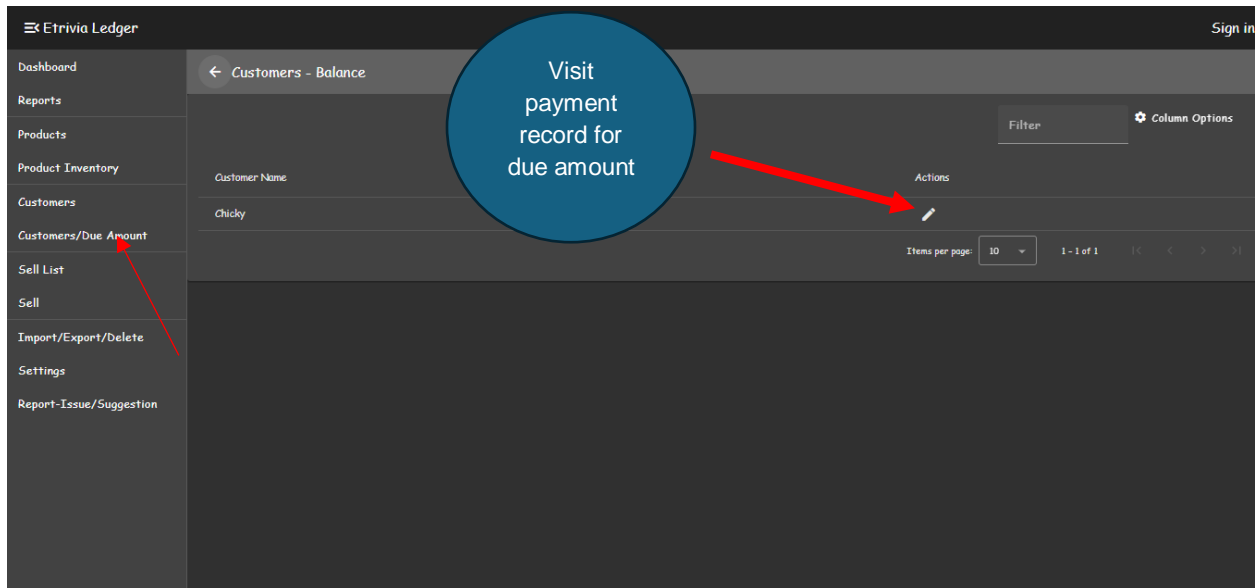
Add new customers with their details

Customer Name	Phone Number	Email	Address	Actions
Chicky	3922512350	czapateraj@vistaprint.com		
Torrey	7734911196	twestnagel@fotki.com	407 Kensington Place	
Viv	1835752184	vquinnelly26@ameblo.jp	3111 Swallow Avenue	
Elisha	1999494696	ecorsort1@patch.com	7311 Butterfield Lane	
Virgie	3527924868	vdlithrow24@google.co.uk	8 Springview Avenue	
Ralf	5792180618	rmedgrove2e@sohu.com	64750 Toban Alley	
Karie	1161834741	knealand22@epa.gov	1 Columbus Street	
Diane	6204893458	deskridgeb@indiatimes.com	1014 5th Crossing	
Dodi	5434180891	dvermayti@biglobe.ne.jp	34 Scafield Hill	
Annabel	6203371902	apointin@gov.uk		

7. Customers/Due Amount:

Track due amounts from customers for efficient receivable management:

- View a list of customers with outstanding balances.
- Record payments received against due amounts.



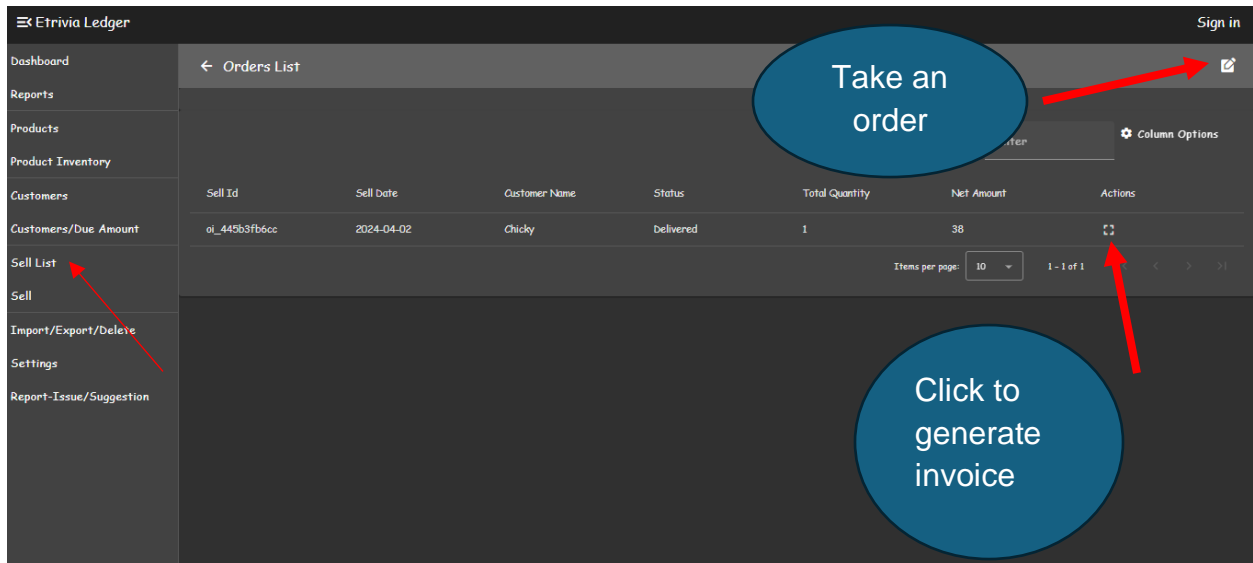
8. Sell List:

Record sales transactions:

- Access the "Sell List" section.
- The seller can see the transactions including product details, quantities sold, prices, etc.

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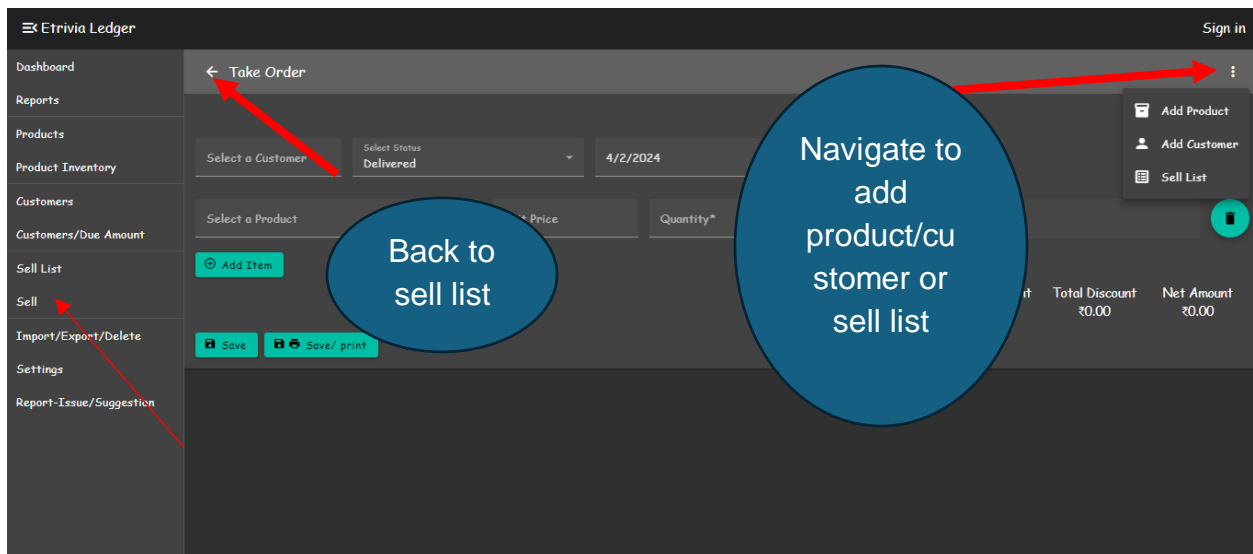
- Generate invoices for customers.



9.Sell

Take an order:

- Create an order
- Generate invoices for customers.
- Navigate to the "Setting" and Sell List section.
- Add customer and product.

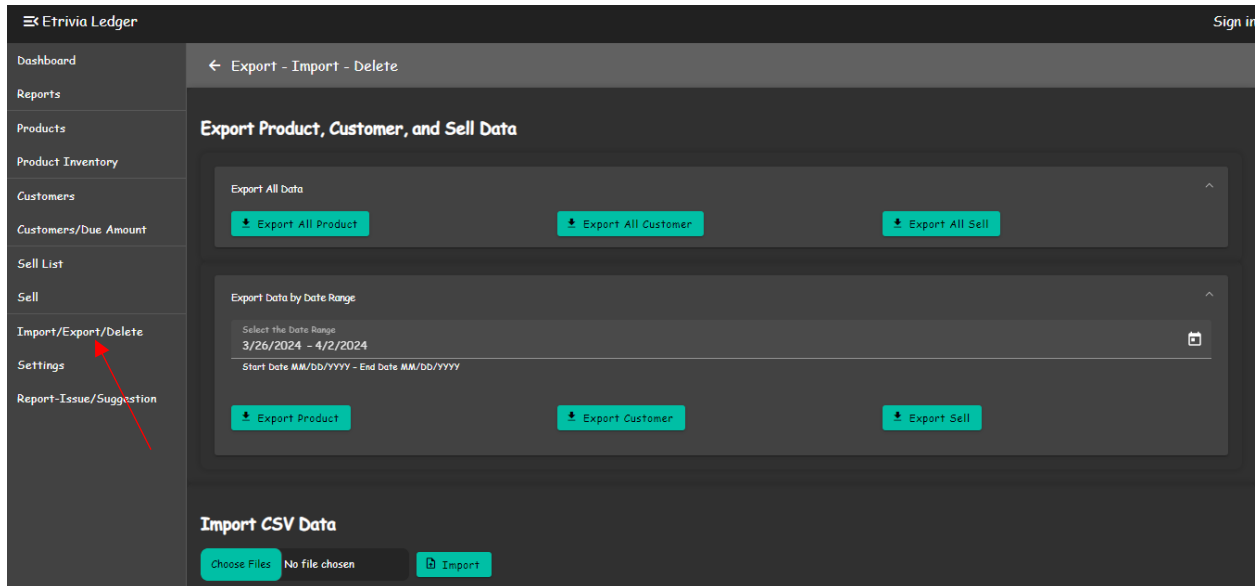


10. Import/Export Data/ Delete:

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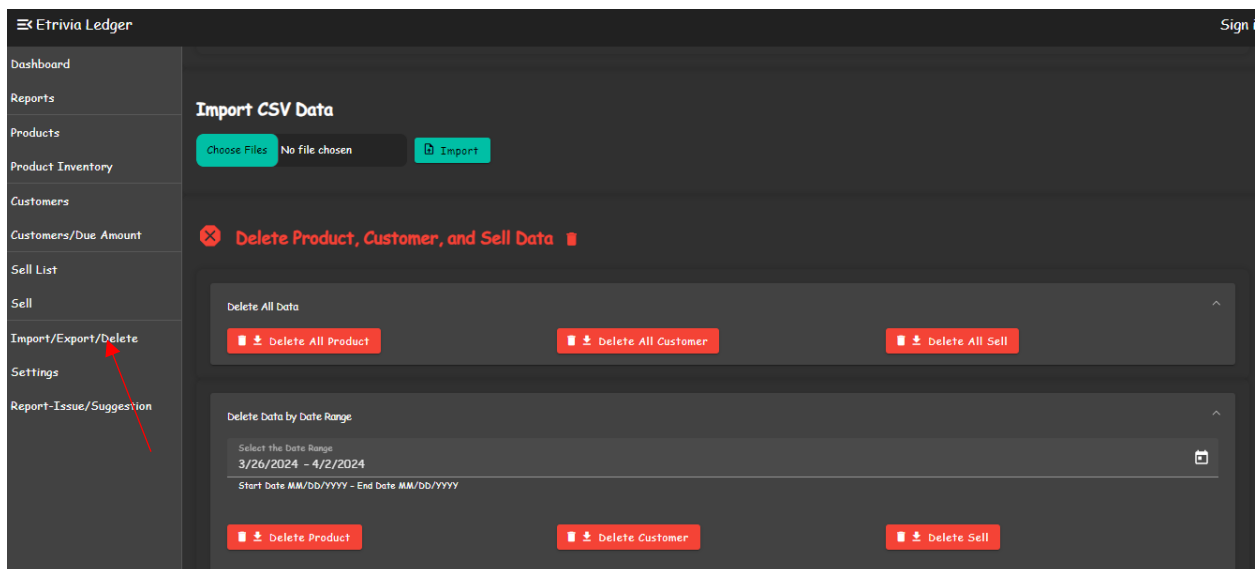
Import or export data to/from Etrivia Ledger App:

- Easily import product or customer data from external sources.
- Export sales reports or inventory data for backup or sharing purposes.



Delete unwanted or outdated records:

- Navigate to the appropriate section (Products, Customers, etc.).
- Select the record(s) you wish to delete and confirm the action.

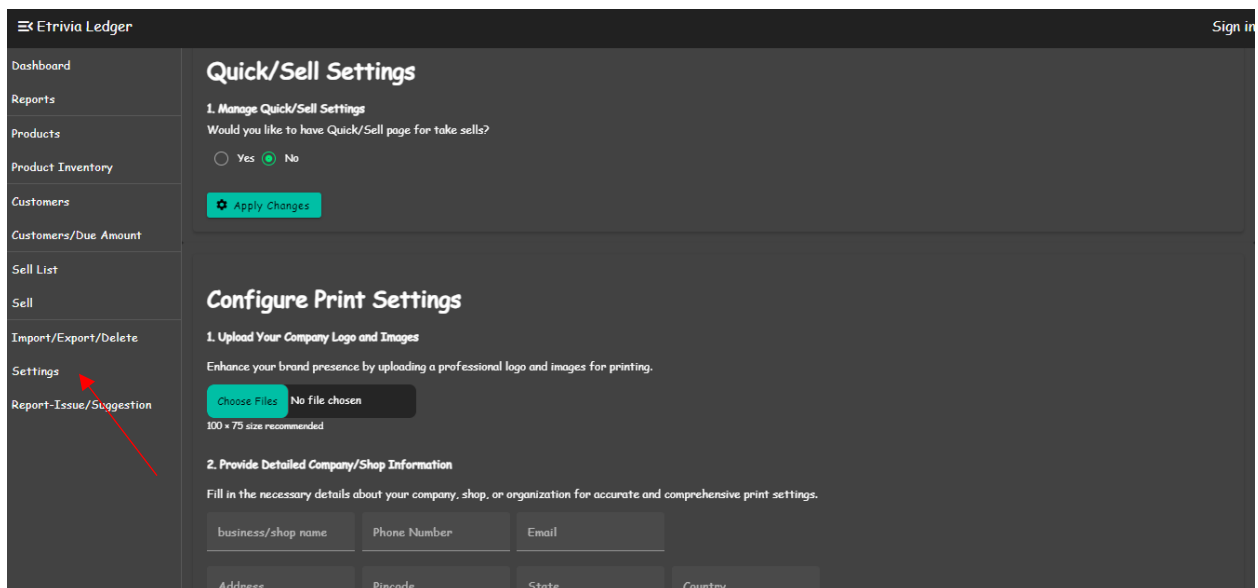
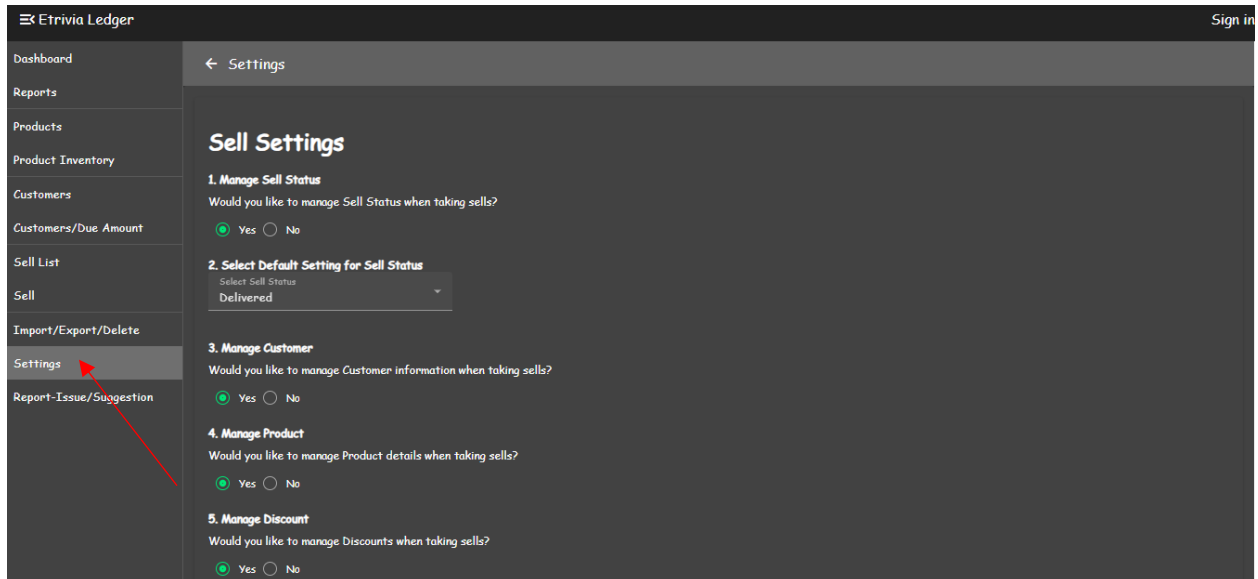


11. Settings:

Customize Etrivia Ledger App to your preferences:

- Adjust sell, configure print and dashboard settings.
- Configure user permissions for secure access control.

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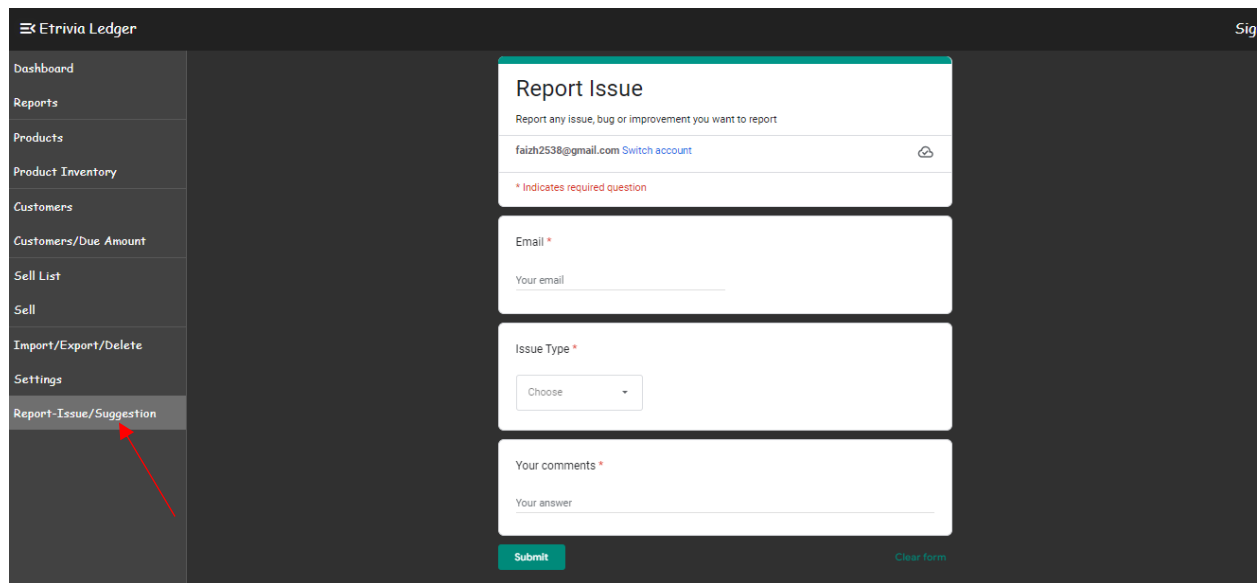


12. Report Issue/Suggestion:

Provide feedback or report issues:

- Access the "Report Issue/Suggestion" feature.
- Using google form you can submit your query with us.

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The screenshot displays the Etrivia Ledger app interface. On the left is a dark sidebar with a menu. The 'Report-Issue/Suggestion' item is highlighted in grey, and a red arrow points to it from below. The main content area is dark grey and features a white 'Report Issue' form. The form has a title 'Report Issue' and a subtitle 'Report any issue, bug or improvement you want to report'. Below this is a text input field containing the email 'faizh2538@gmail.com' and a 'Switch account' link. A red asterisk indicates a required question. The form includes three sections: 'Email *' with a text input field labeled 'Your email'; 'Issue Type *' with a dropdown menu labeled 'Choose'; and 'Your comments *' with a text input field labeled 'Your answer'. At the bottom of the form are two buttons: a green 'Submit' button and a 'Clear form' link.

Dashboard

Reports

Products

Product Inventory

Customers

Customers/Due Amount

Sell List

Sell

Import/Export/Delete

Settings

Report-Issue/Suggestion

Report Issue

Report any issue, bug or improvement you want to report

faizh2538@gmail.com [Switch account](#)

* Indicates required question

Email *

Your email

Issue Type *

Choose

Your comments *

Your answer

Submit

Clear form

Submit feedback or report any issues encountered while using the app. Congratulations! You're now equipped with the knowledge to efficiently manage your inventory using Etrivia Ledger App. Streamline your processes, track transactions, and generate insightful reports to optimize your business operations. If you have any questions or need assistance, don't hesitate to reach out to our support team. Happy inventory management!