ETRIVIA LEDGER APP USER GUIIDE

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.

Table of Contents:

1. Getting Started:

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

2. Dashboard:

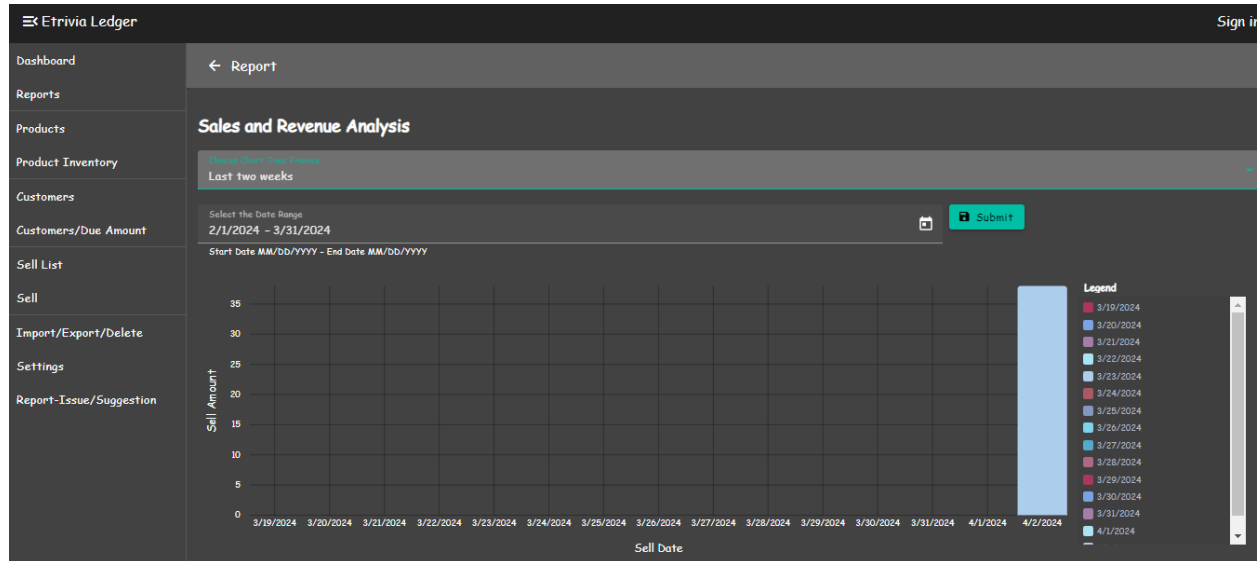Get an overview of your inventory, Pending labilities and sales:
- Access key metrics such as total sales, inventory value, etc.
- Monitor sales trends and inventory performance.
- Show the critical inventory warning.

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.

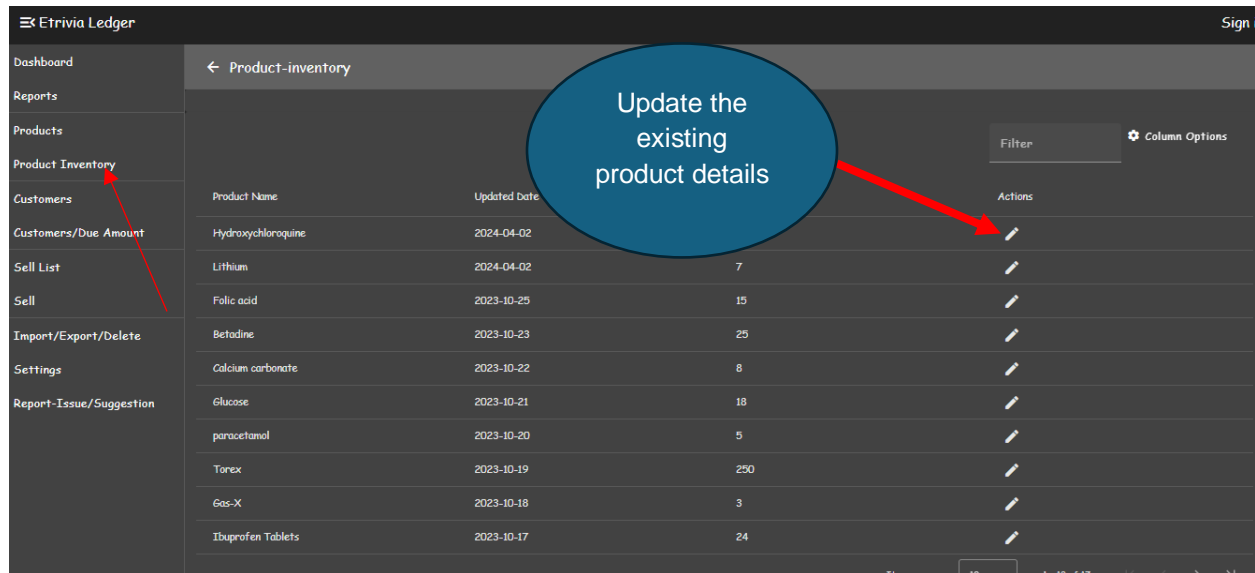## 4. Products:

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.

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.
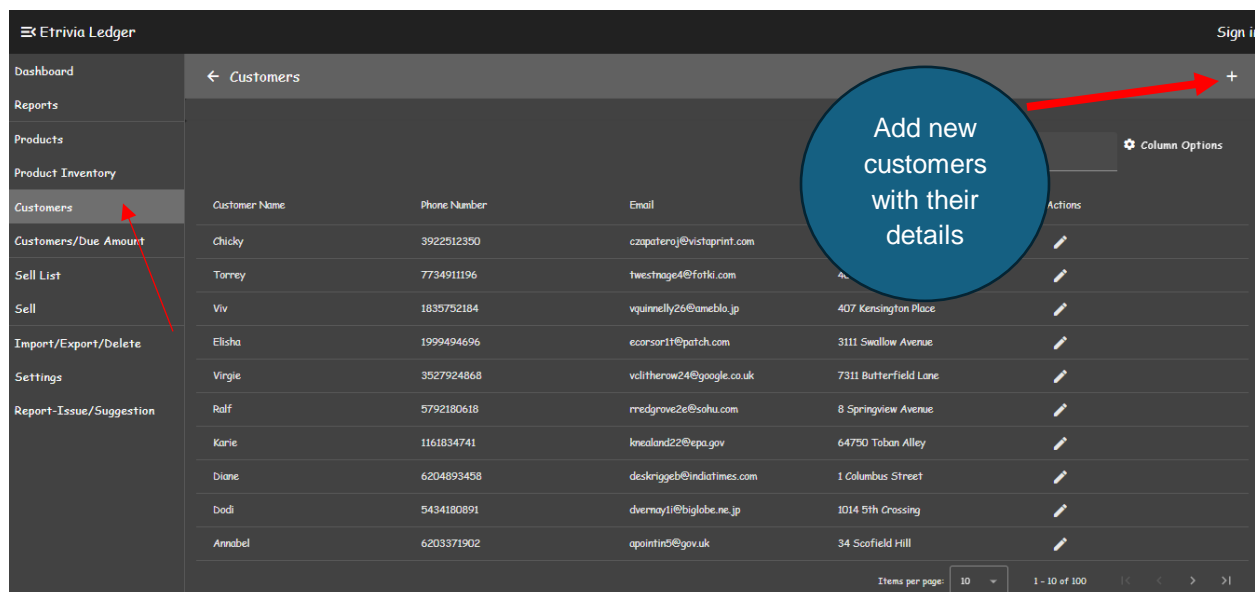

6. Customers

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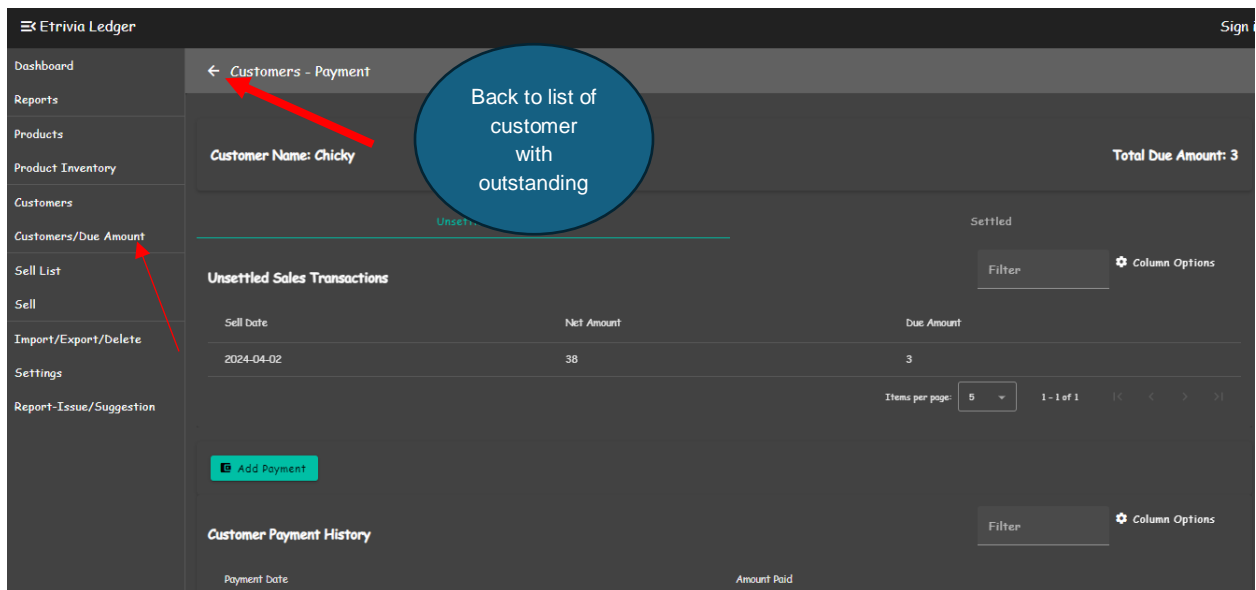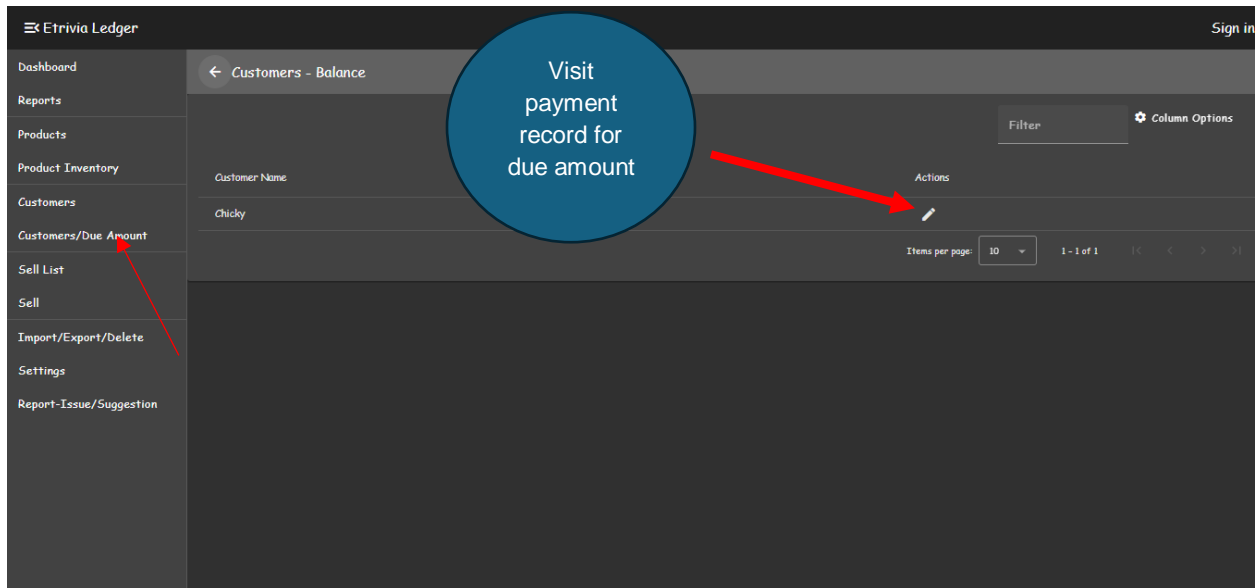- Keep track of customer contact details for sales and follow-ups.

7. Customers/Due Amount:

Track due amounts from customers for efficient receivable management:

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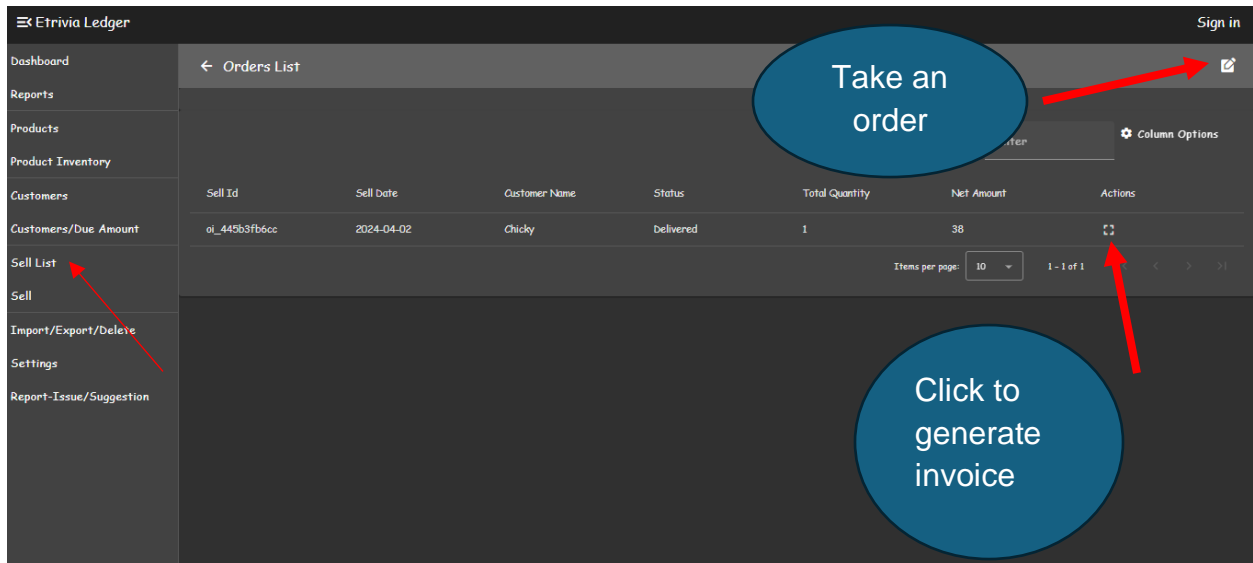- Record payments received against due amounts.

8. Sell List:

Record sales transactions:

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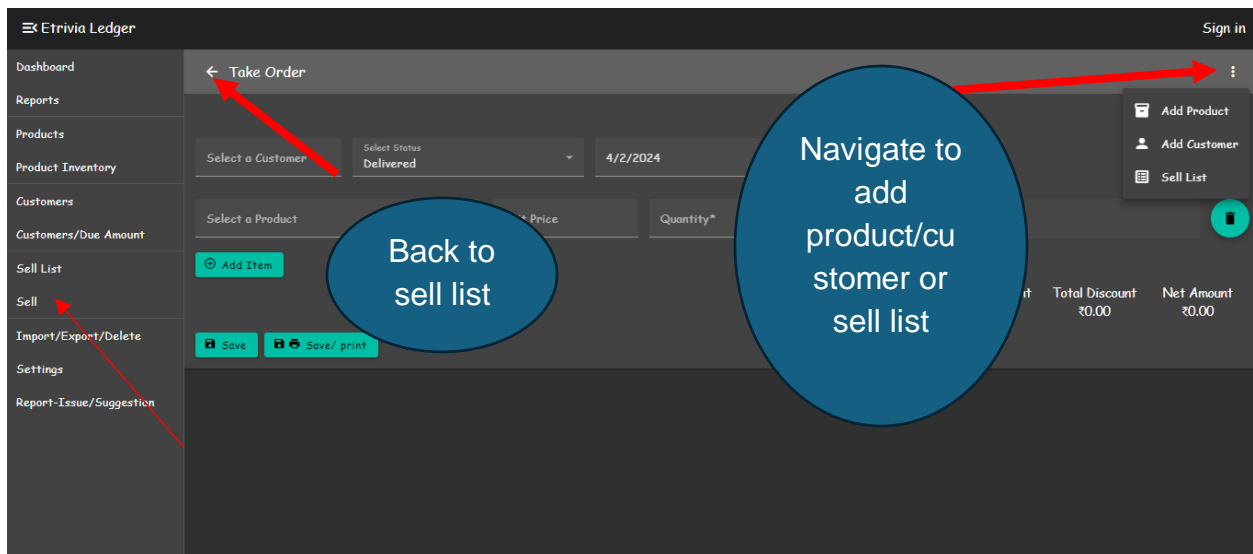
- Generate invoices for customers.

9.Sell

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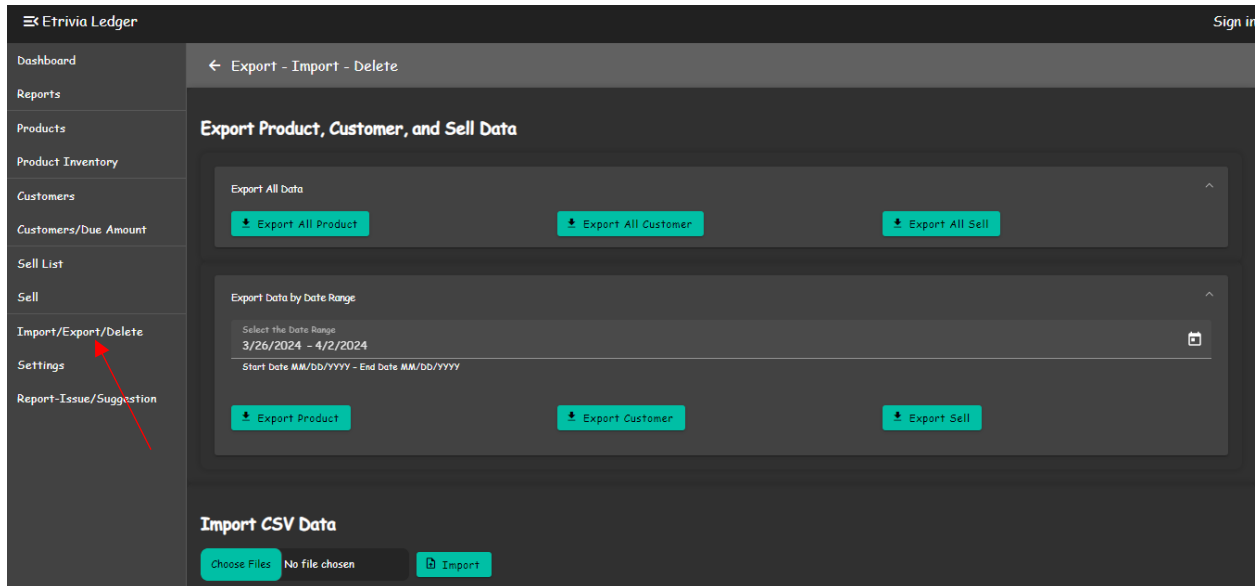- Navigate to the "Setting" and Sell List section.
- Add customer and product.

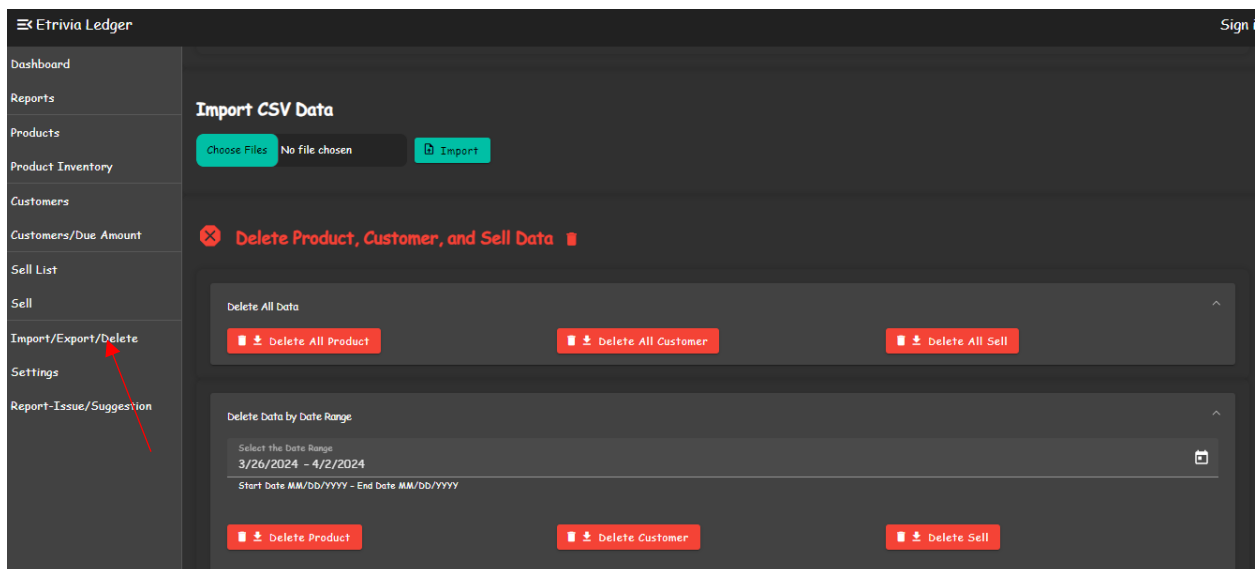

10. Import/Export Data/ Delete:

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.).
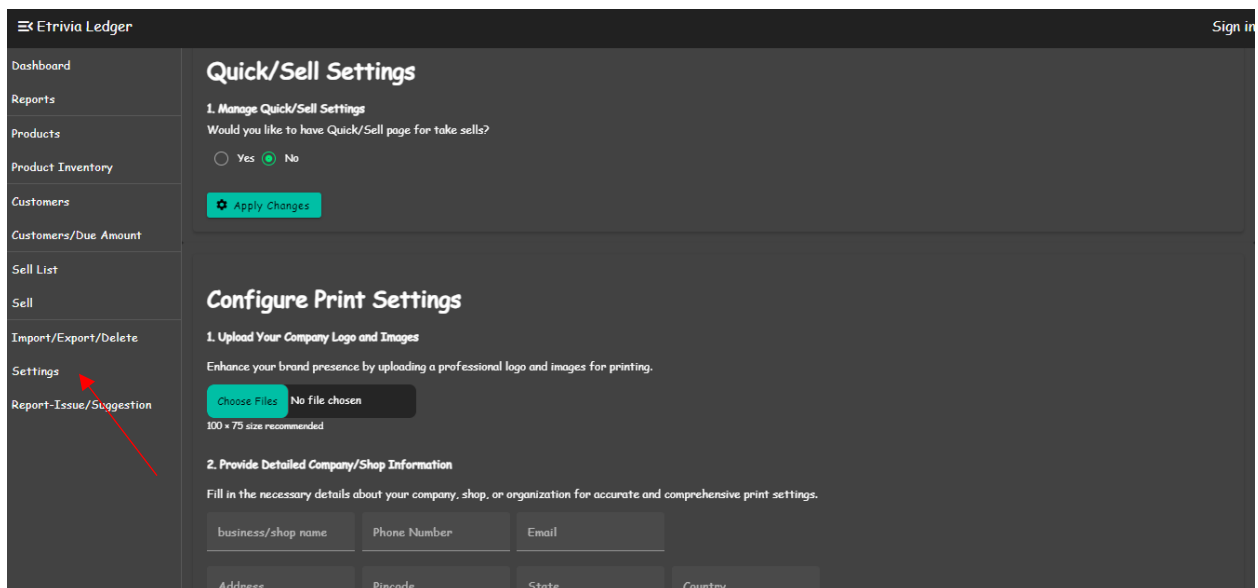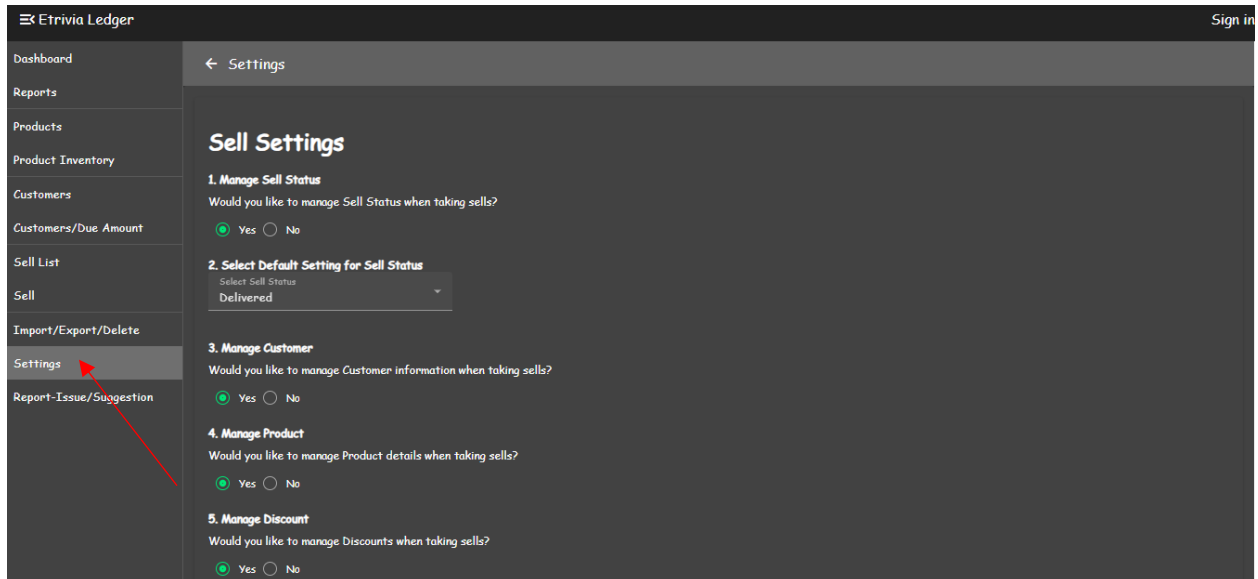- Select the record(s) you wish to delete and confirm the action.

11. Settings:
Customize Etrivia Ledger App to your preferences:
- Adjust sell, configure print and dashboard settings.
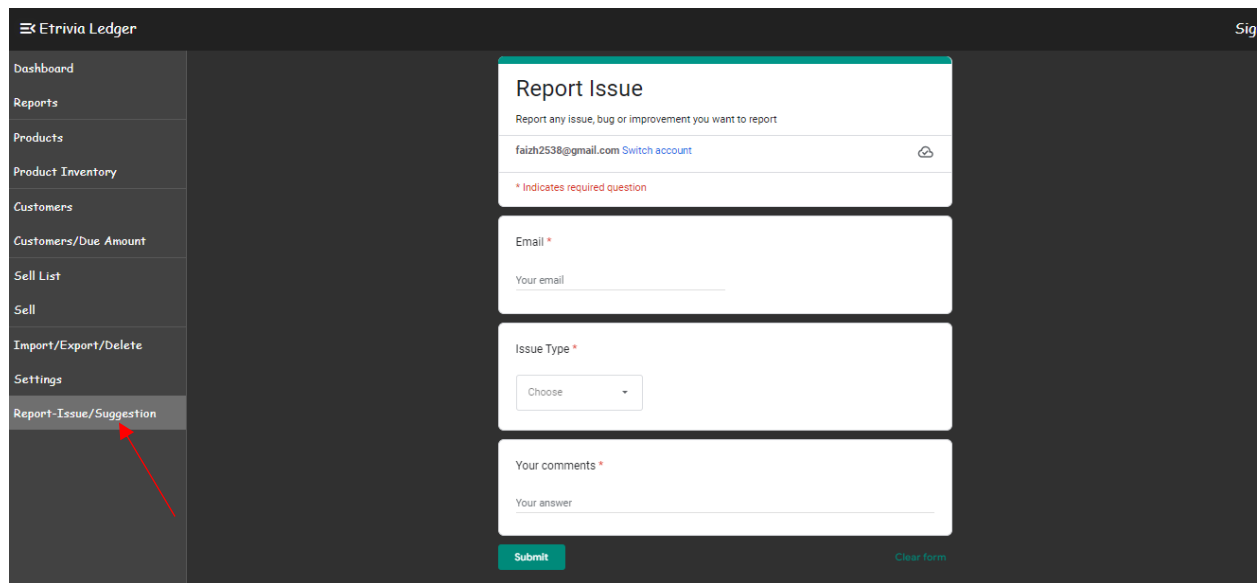- Configure user permissions for secure access control.

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.

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!