

Operational Manual For Kharcha Saathi

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Operational Manual for Kharcha Saathi app

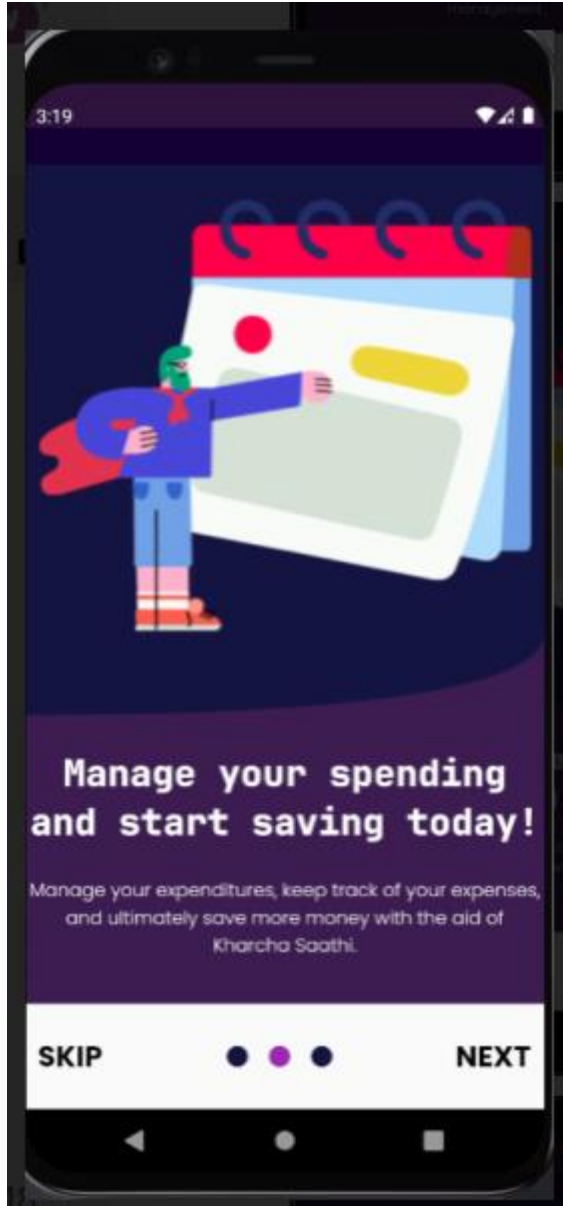
Opening Kharcha Saathi app

1st Step: Click on Kharcha Saathi app icon.

2nd Step: app will display splash screens first.



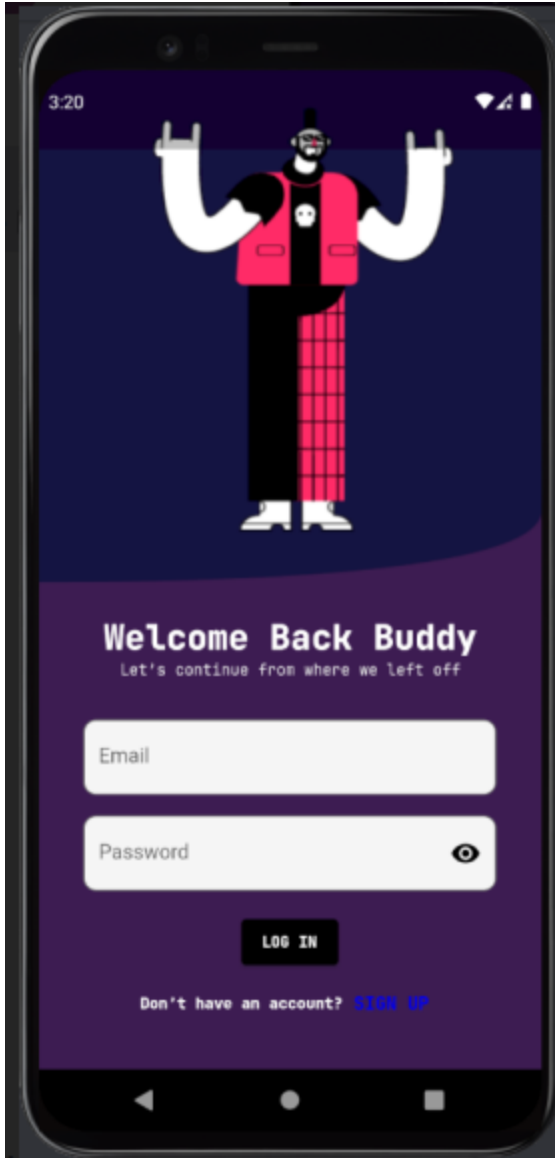
3rd Step: if you skip, login page will appear but if you press next the following page will appear.



4th Step: Again, if you skip login page will appear, but if you press next following page will appear

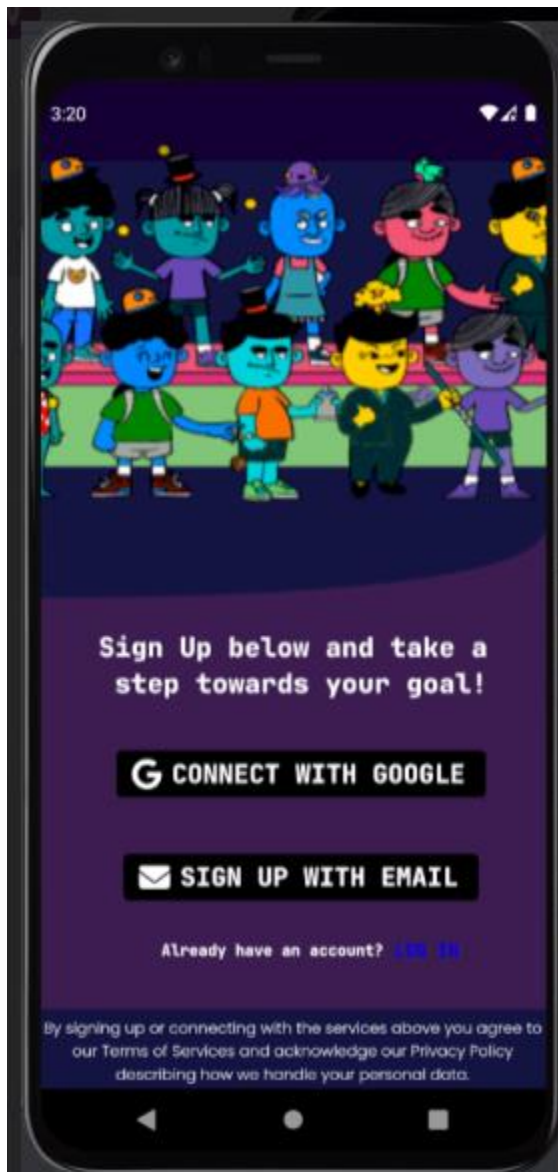


5th Step: Click on the get started button, Login page will appear.

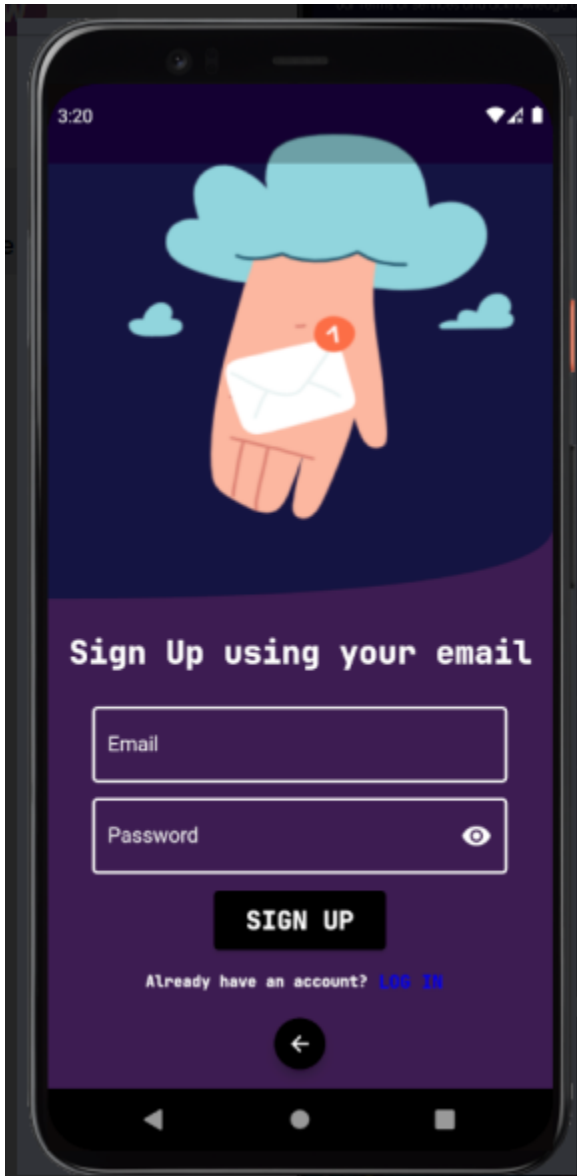


Sign up Process.

If you have not signed up for Kharcha saathi account you can sign up by clicking on **SIGN UP** button on login page, and following page appears.

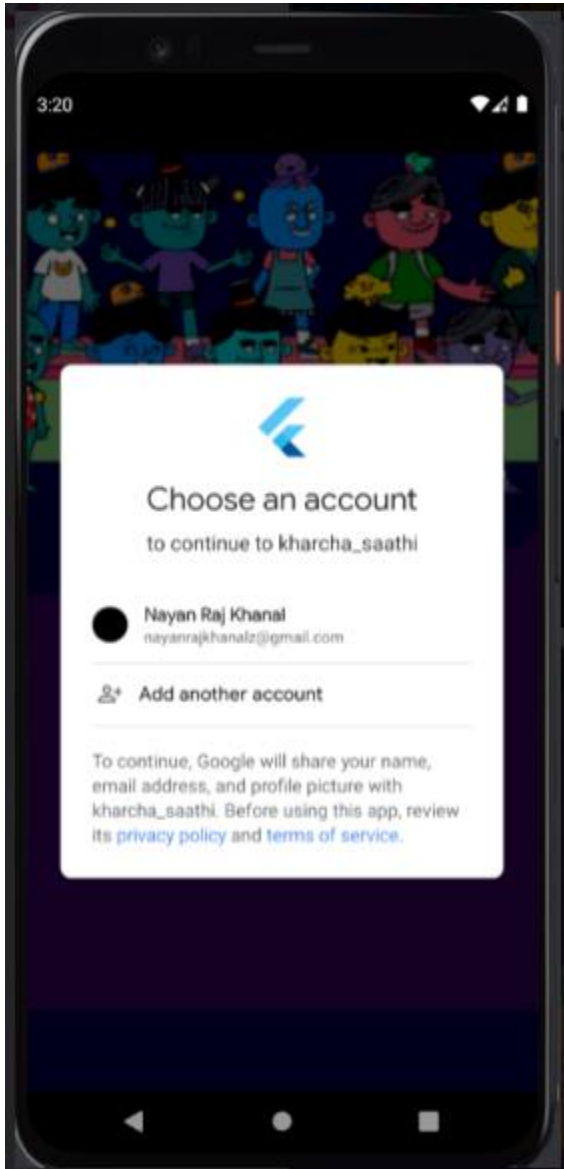


1. Click on Sign up via Email and following page appears.



1st step: Fill the Email and password and click on Sign up to create account.

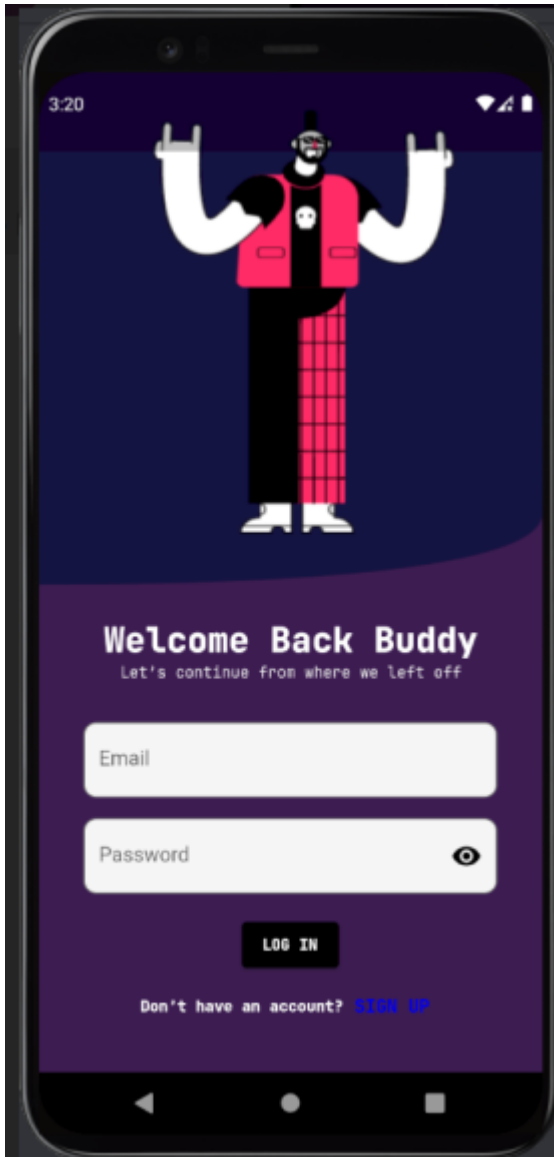
2. Click on signup via Google and following page appears.



1st Step: Click on your existing email to sign up for the Kharcha Saathi account.

Login process

1st step: Enter email address and password, then click on login button.



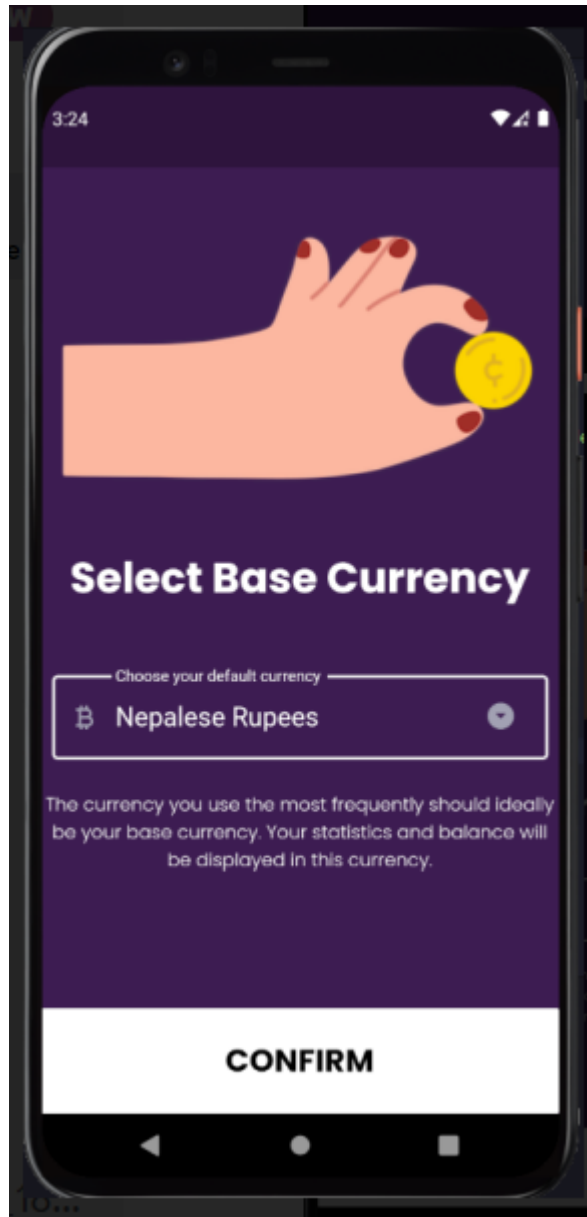
1. After the successful login, following page will appear for a few seconds



2. After few seconds the following page appears to select currency.

Selecting Currency

1st Step: Click on choose your default currency box then select the currency you want to pick



2nd Step: click on Confirm after selecting currency and following page appears to setup initial balance.

Setting Initial balance

1st Step: Click on the Initial balance box and enter the total balance you want to manage



2nd Step: Click on confirm after you enter your balance, and you are navigated to the Dashboard page.

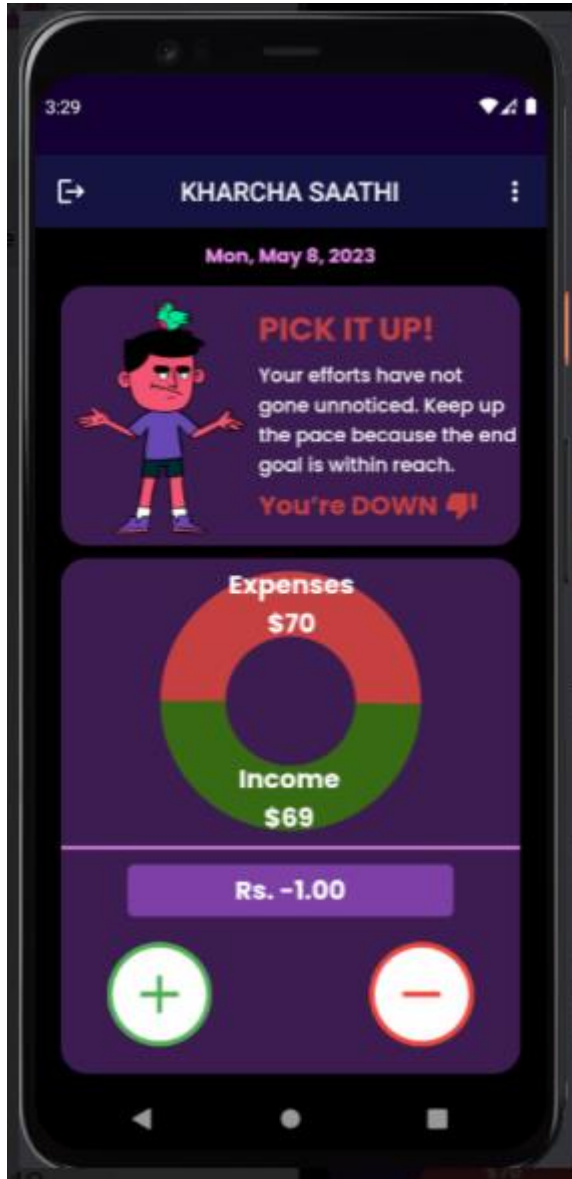
Dashboards

After Setting up account Dashboard page appears which gives two feedbacks.

1st: If income is more than the your expense amount, following page appears which gives positive feedback.



2nd: If your income is less than your expenses, following page appears which gives negative feedback.

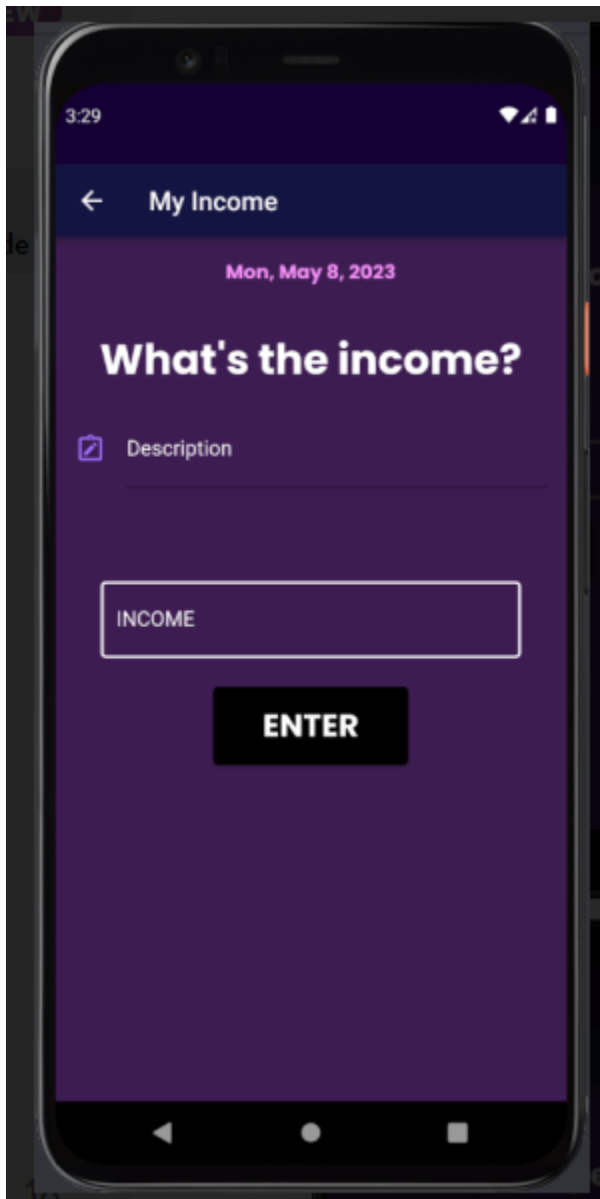


Adding income

1st Step: Click on (+) button shown on the dashboard and the following page appears.

2nd Step: Click on the Description box and write a brief reminder for yourself to know about the income amount.

3rd Step: Click on income box to enter the amount.



4th Step: Then click on Enter which will display the dashboard page.

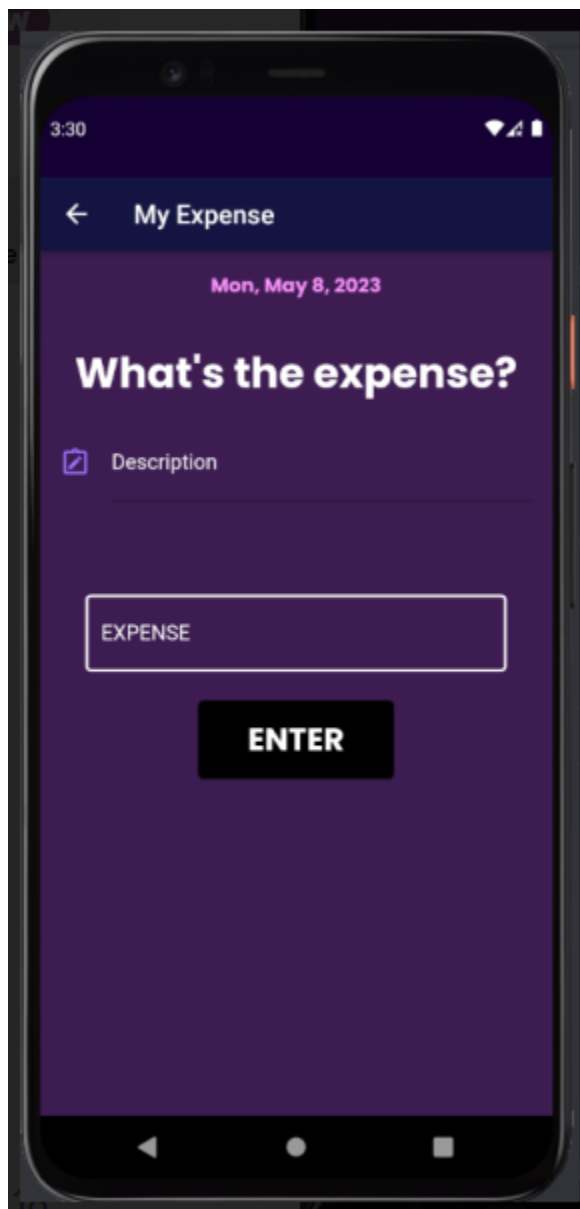


For adding expense

1st Step: Click on (-) button on the dashboard and the following page appears.

2nd Step: Click on the Description box and write a brief description on what you are going to spend the money on or money was spent.

3rd Step: Click on Expense box to enter the amount.



4th Step: Then click on Enter which will display the dashboard page.



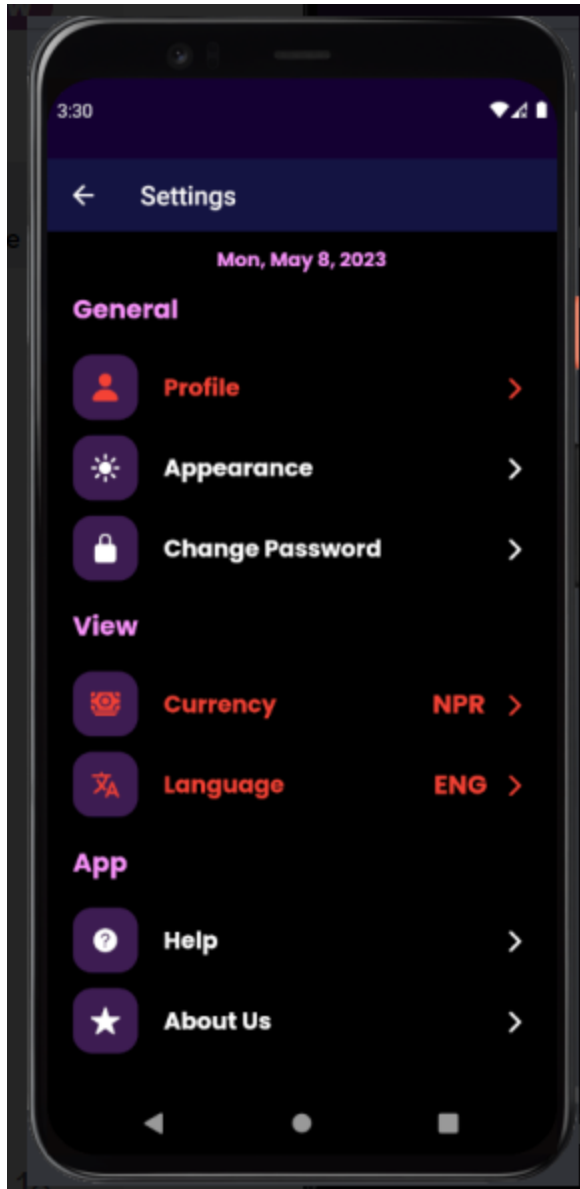
Settings



1st Step: Click on Three dots on top of dashboard, following drop down appears on dashboard

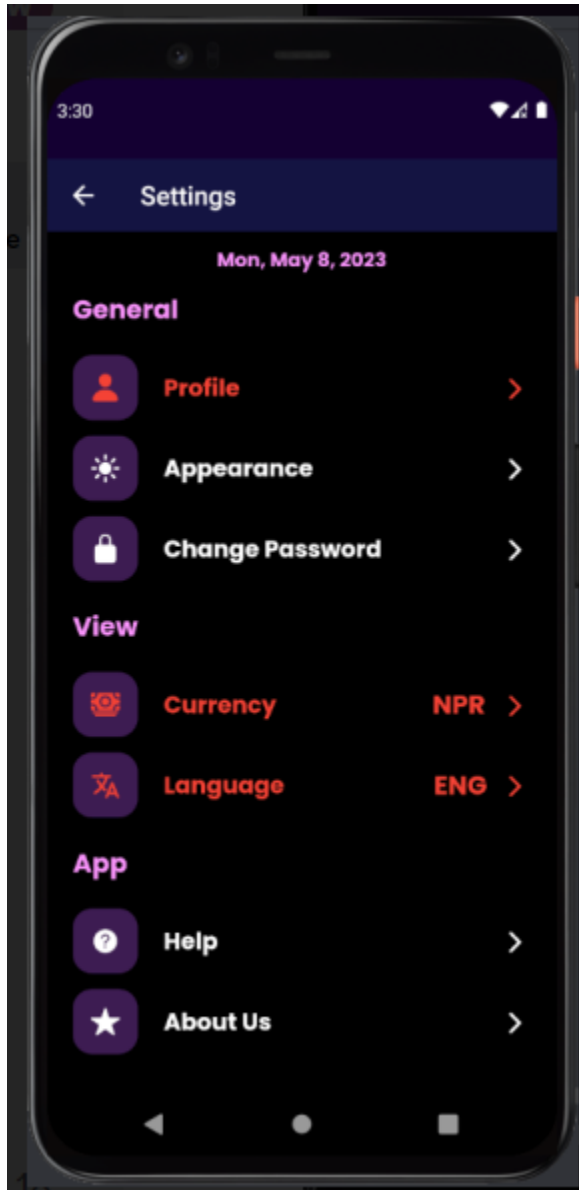


2nd Step: Click on the settings and the following page appears.

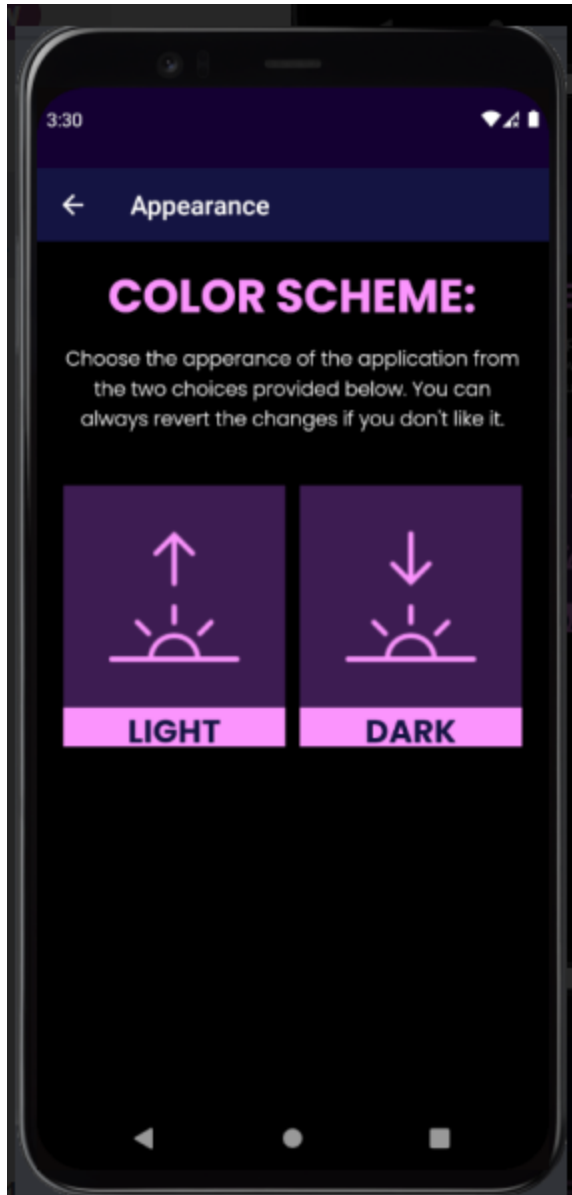


Changing Appearance

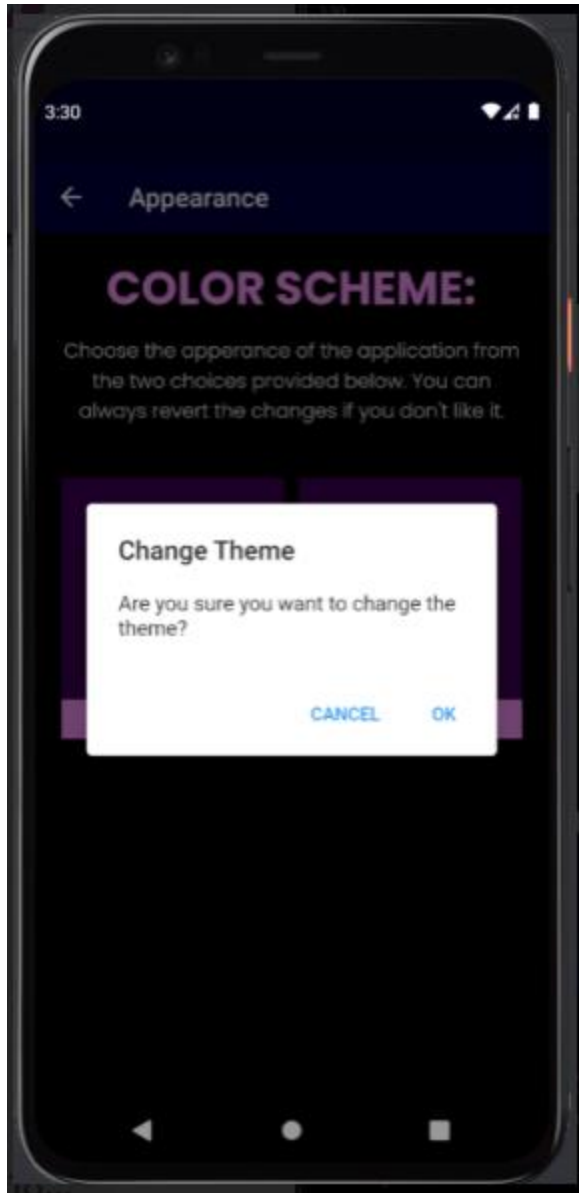
1st Step: Navigate to the settings and following page appears



2nd Step: Select Appearance which opens the following page.



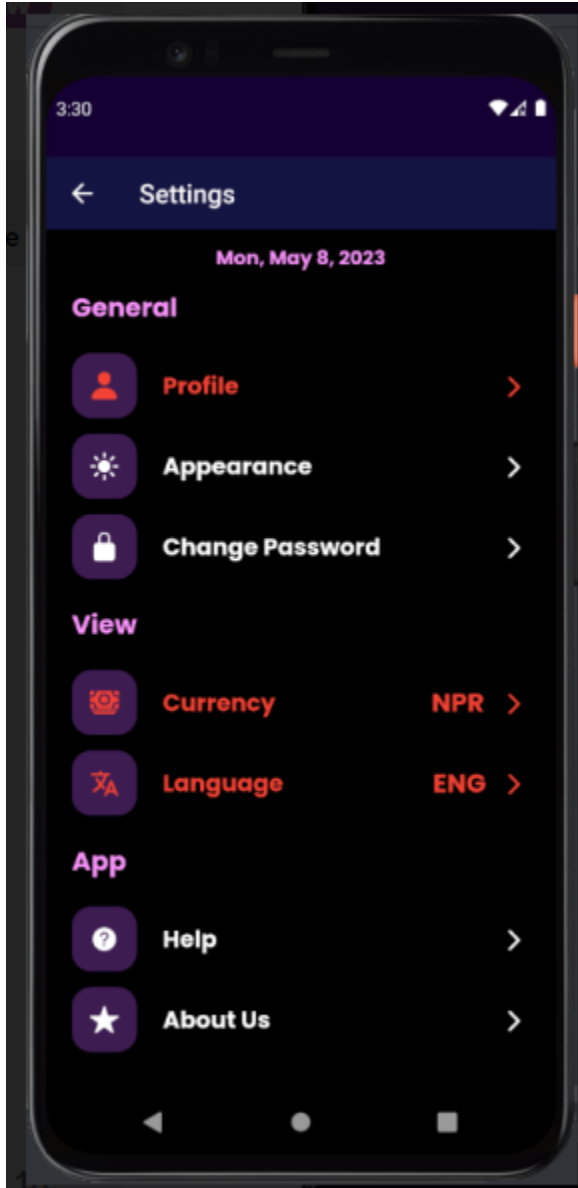
3rd Step: Select the theme you want and the following page appears.



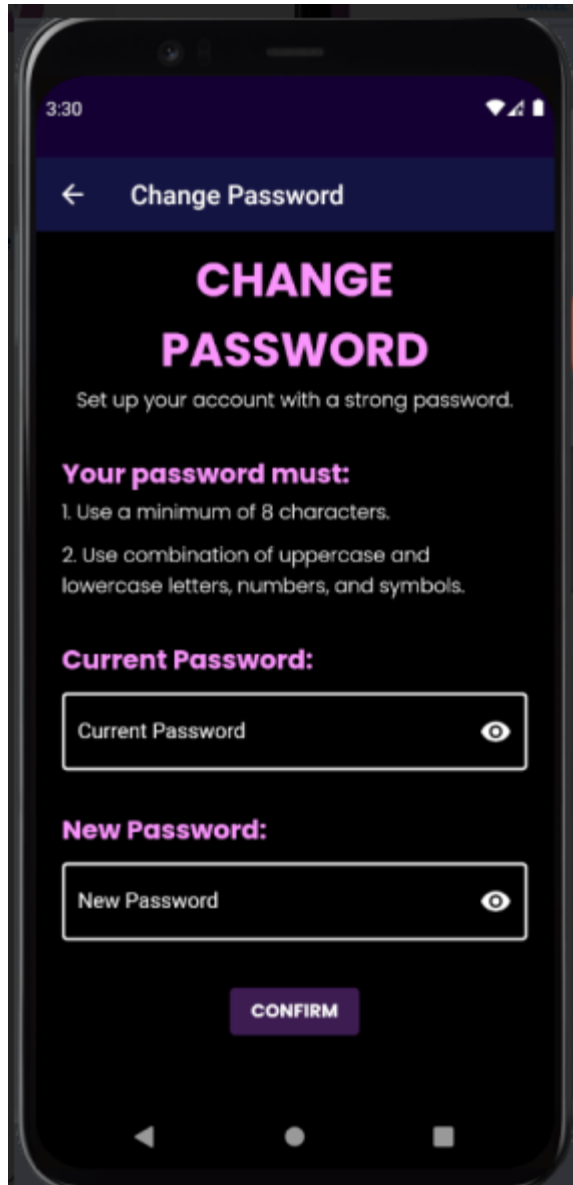
4th Step : Click on OK button to change theme of app.

Changing Password

1st Step: Navigate to the settings and following page appears



2nd Step: Click on Change Password and following page appears.

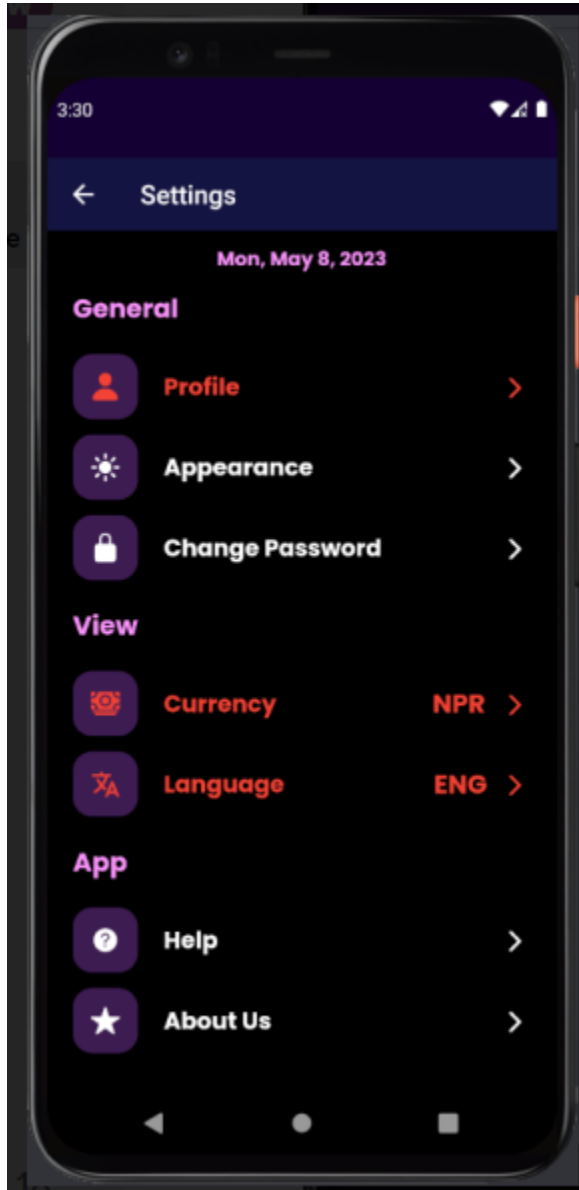


3rd Step: Fill the current password box and set new password following the rule

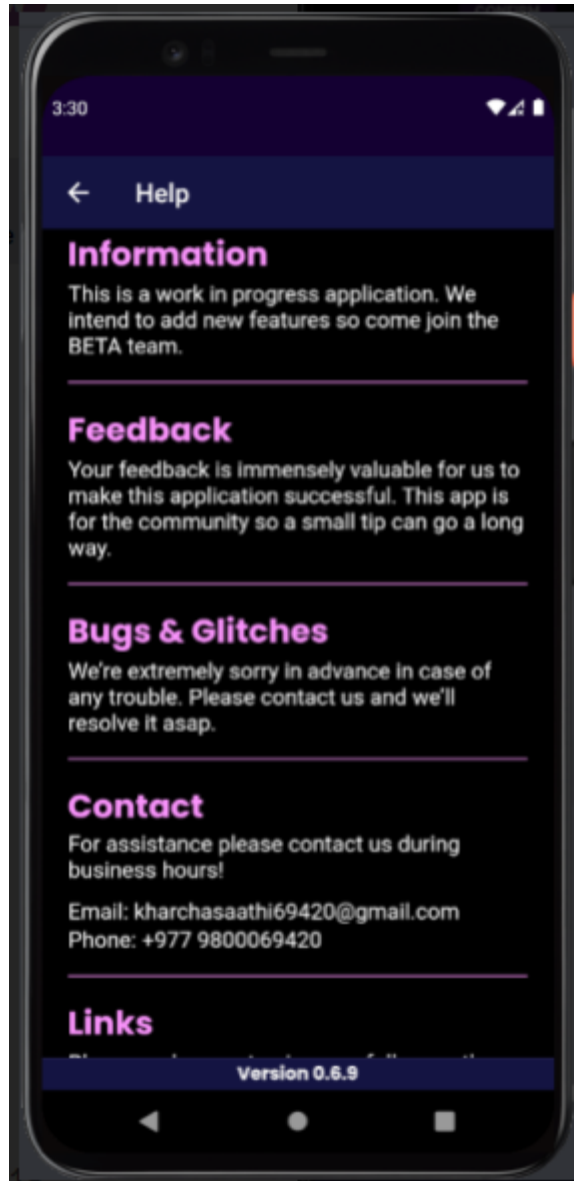
4th Step: Click on Confirm to change password.

Help

1st Step: Navigate to the settings and following page appears

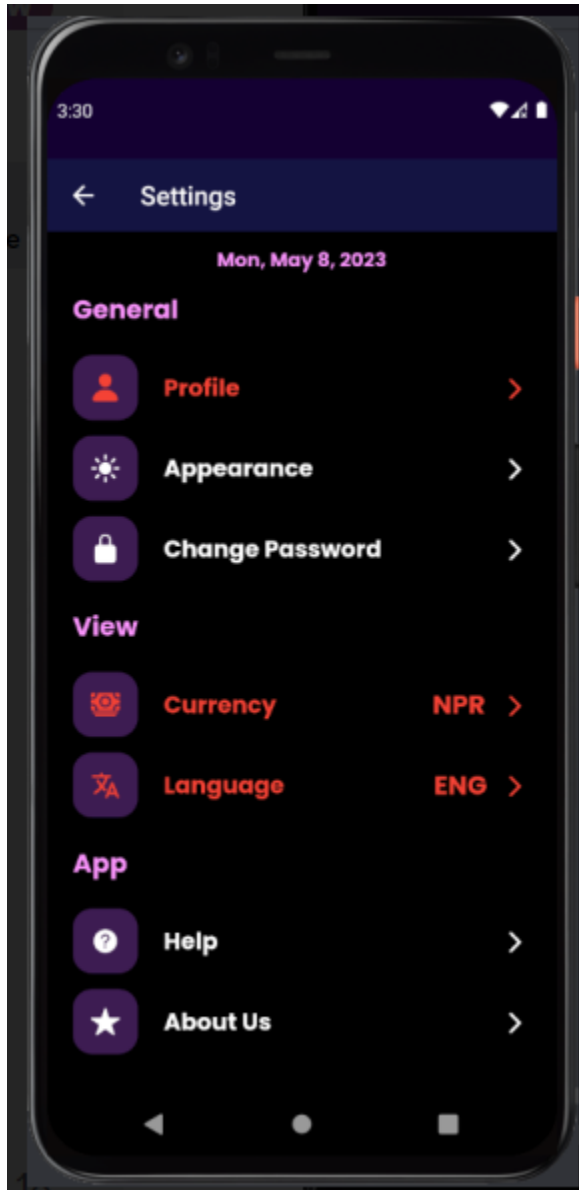


2nd Step : Click on Help and following page appears.



About Us

1st Step: Navigate to the settings and following page appears



2nd Step: Click on About Us and following page appears.



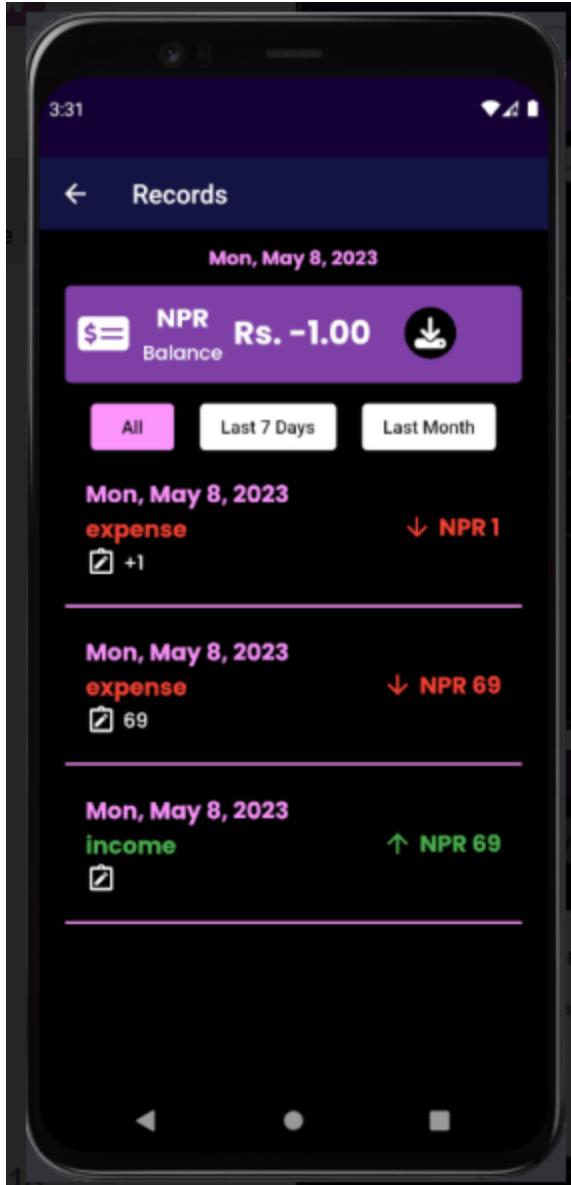
Records



1st Step: Click on Three dots on top of dashboard, following drop down appears on dashboard




2st Step: Click on Records button which will open following page

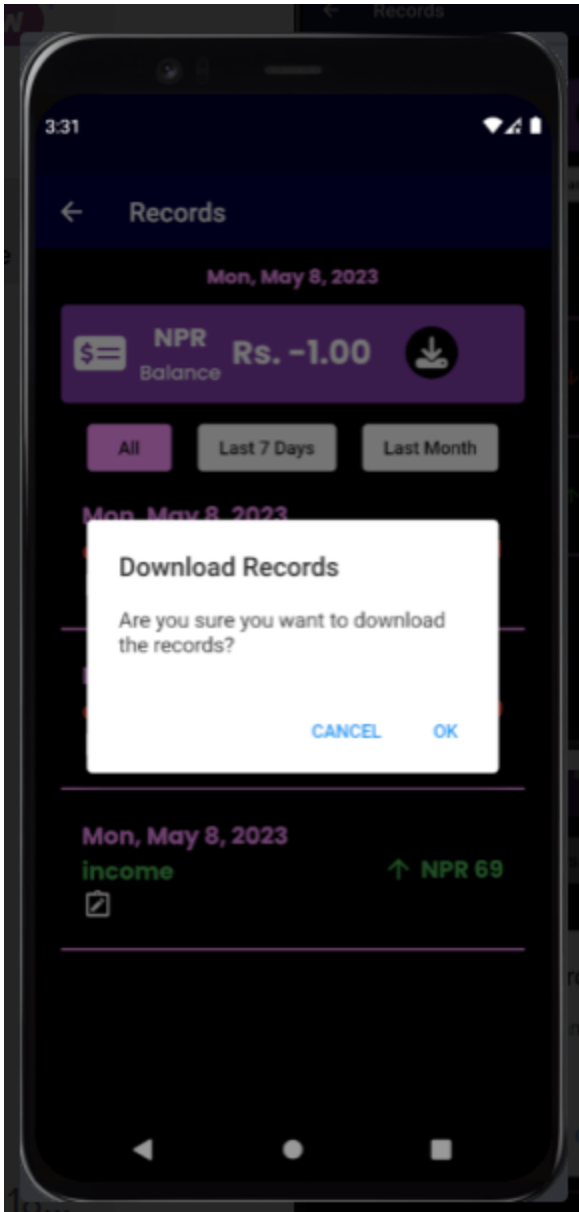


Downloading records

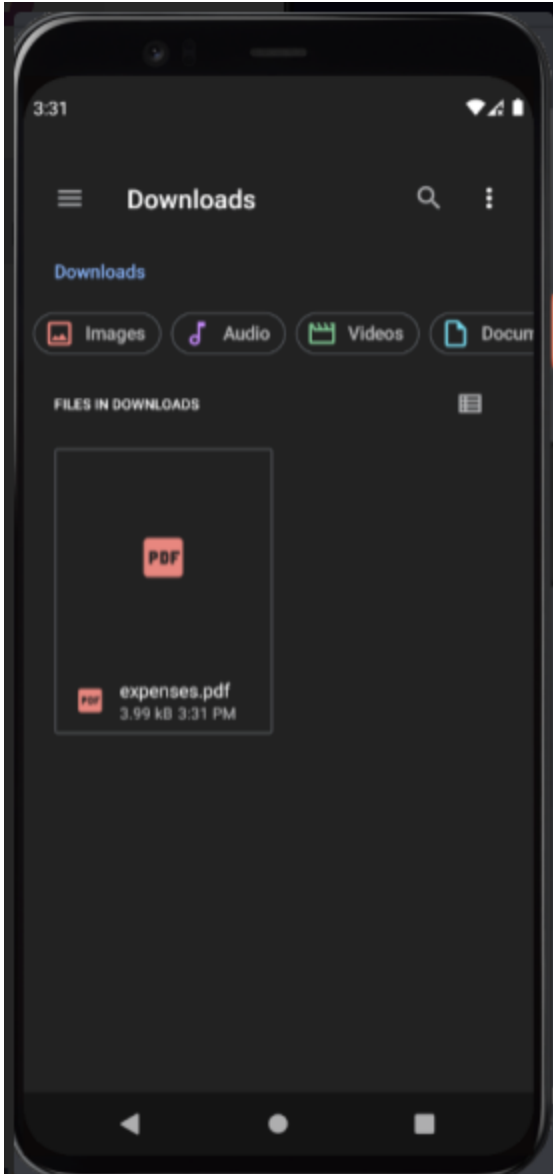
After navigating to the records , you will get to this page.



1st Step: Click on  which will open the following page.




2nd Step: After clicking on ok then your records will be downloaded and stored on downloads of your device.



3rd Step: If you navigate to the Downloads of your device you will get a pdf file which if opened following file appears of the record history.

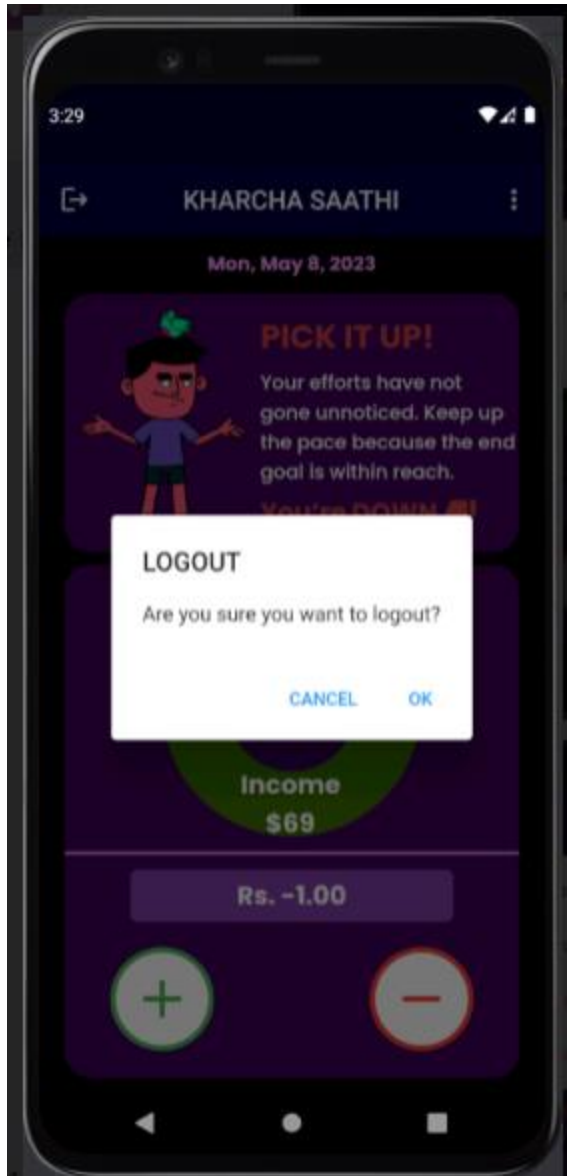


Log Out

1st Step: Click on  on top of the dashboard as shown below.



2nd Step : After clicking on the button, following page appears.



3rd Step : Click on OK button to logout.