



Pegasus Turnkey Solution OPC Pvt. Ltd.

Email:Support@PegasusTech.net, www.PegasusTech.net

End-User Manual Cheque Printing Solution

Cheque Pay Version 1.1.0-fr001

ISO 9001:2015

## End User Manual (1.1)

### Cheque Pay – Cheque Printing Solution

Version 1.1.0-fr001



Pegasus Document & Quality Management Tool

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 1

Email :Support@PegasusTech.net



## End User Manual (1.1)

### Table of Contents

### Table of Contents

Overview .....	4
SuperTime-FaceAndroid .....	Error! Bookmark not defined.
Cloud Application.....	5
Login.....	6
Home/Dashboard.....	7
Demo Logs.....	Error! Bookmark not defined.
About.....	Error! Bookmark not defined.
Multi Language Support.....	Error! Bookmark not defined.
.....	Error! Bookmark not defined.
Profile.....	Error! Bookmark not defined.
Settings.....	Error! Bookmark not defined.
Change Password .....	Error! Bookmark not defined.
Users .....	Error! Bookmark not defined.
Database Operations .....	Error! Bookmark not defined.
Navigation Menu.....	Error! Bookmark not defined.
Masters .....	Error! Bookmark not defined.
Devices .....	Error! Bookmark not defined.
.....	Error! Bookmark not defined.
Company .....	Error! Bookmark not defined.
.....	Error! Bookmark not defined.
You can delete Company record information here. ....	Error! Bookmark not defined.
Location.....	Error! Bookmark not defined.
Area.....	Error! Bookmark not defined.

Pegasus Document & Quality Management Tool



## End User Manual (1.1)

Department.....	Error! Bookmark not defined.
Designation .....	Error! Bookmark not defined.
Employee .....	Error! Bookmark not defined.
Project.....	Error! Bookmark not defined.
Shift Management .....	Error! Bookmark not defined.
Timetable .....	Error! Bookmark not defined.
.....	Error! Bookmark not defined.
Shift .....	Error! Bookmark not defined.
Shift Assigned.....	Error! Bookmark not defined.
Leave Management .....	Error! Bookmark not defined.
Leave Type .....	Error! Bookmark not defined.
.....	Error! Bookmark not defined.
Leave Assign .....	Error! Bookmark not defined.
Leave Request .....	Error! Bookmark not defined.
Leave Approval.....	Error! Bookmark not defined.
Attendance Reports .....	Error! Bookmark not defined.
Daily Attendance.....	Error! Bookmark not defined.
Working Hours .....	Error! Bookmark not defined.
Attendance Log .....	Error! Bookmark not defined.
Salary Report.....	Error! Bookmark not defined.



## End User Manual (1.1)

### Overview

#### Cheque Pay - Cheque Printing Solution

The **Cheque Pay** application is a comprehensive cheque printing solution tailored for businesses, accountants, and individuals who regularly issue bank cheques. With increasing digitalization, manual cheque writing can be time-consuming and prone to errors. Cheque Pay resolves these challenges by offering a user-friendly, precise, and customizable platform that ensures professional cheque printing with minimal effort.

Designed to support multiple bank formats and institutions, this solution empowers users to print cheques that conform to bank-specific layouts. Whether the user is printing a single cheque or handling bulk cheque issuance, Cheque Pay streamlines the process with precision and flexibility.

#### Key Features:

- Customizable Templates:** Upload scanned images of your bank's cheque leaves and define the positions for fields like Date, Payee, Amount in Numbers, Amount in Words, and Signature using a drag-and-drop interface.
- Multi-Company Management:** Handle cheque issuance for multiple companies under a single user account. Each company can maintain its own templates, bank accounts, and payee information.
- Multi-Currency Support:** Supports printing in different global currencies (e.g., INR, USD, EUR), including localized amount-in-words generation.
- Preview & Print:** Users can preview cheques with actual data before printing, reducing errors and avoiding cheque wastage.
- Cloud or On-Premise Deployment:** Flexibility to deploy Cheque Pay on a local server or cloud, based on organizational requirements.
- Security & Licensing:** Licensing features are built-in to control usage, ensuring that only authorized users and devices can access company data.

#### Customization:

Cheque Pay allows advanced customization of fonts, sizes, styles (bold, italic), and positioning for each text field. These settings can be saved per template, offering a high degree of flexibility for institutions with unique formatting standards.

Pegasus Document & Quality Management Tool

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 4

Email :Support@PegasusTech.net



## End User Manual (1.1)

Additionally, users can add background logos, watermark overlays, or include authorized signatory lines where applicable. The application ensures that each cheque appears uniform, professional, and aligned to the bank's clearance standards.

### Use Cases:

- **Small and Medium Enterprises (SMEs):** Manage multiple accounts, banks, and payees without depending on pre-printed cheques.
- **Chartered Accountants & Finance Professionals:** Print cheques for multiple clients while maintaining a record of issued cheques.
- **Personal Finance Management:** Individuals can track and print cheques with ease, avoiding handwriting errors and maintaining clarity.

### Technical Notes:

- Built using Django (Python) on the backend for high reliability and security.
- JavaScript-driven front-end for dynamic UI interactions, including drag-and-drop text placement.
- MS SQL Server or SQLite for flexible database options depending on deployment scale.
- Compatible with standard A4/cheque printers and supports margin calibration for precise output.

### Advantages of Using Cheque Pay:

- Reduces cheque handling time by automating formatting and positioning.
- Minimizes human errors such as spelling mistakes, misplaced text, or wrong amounts.
- Centralizes cheque records for better auditing, traceability, and reporting.
- Ensures professional output, enhancing brand credibility and presentation.
- Easy-to-use interface requiring no technical background or design skills.

### Cloud Application

URL : <http://217.165.4.226:90/Chequepay/>

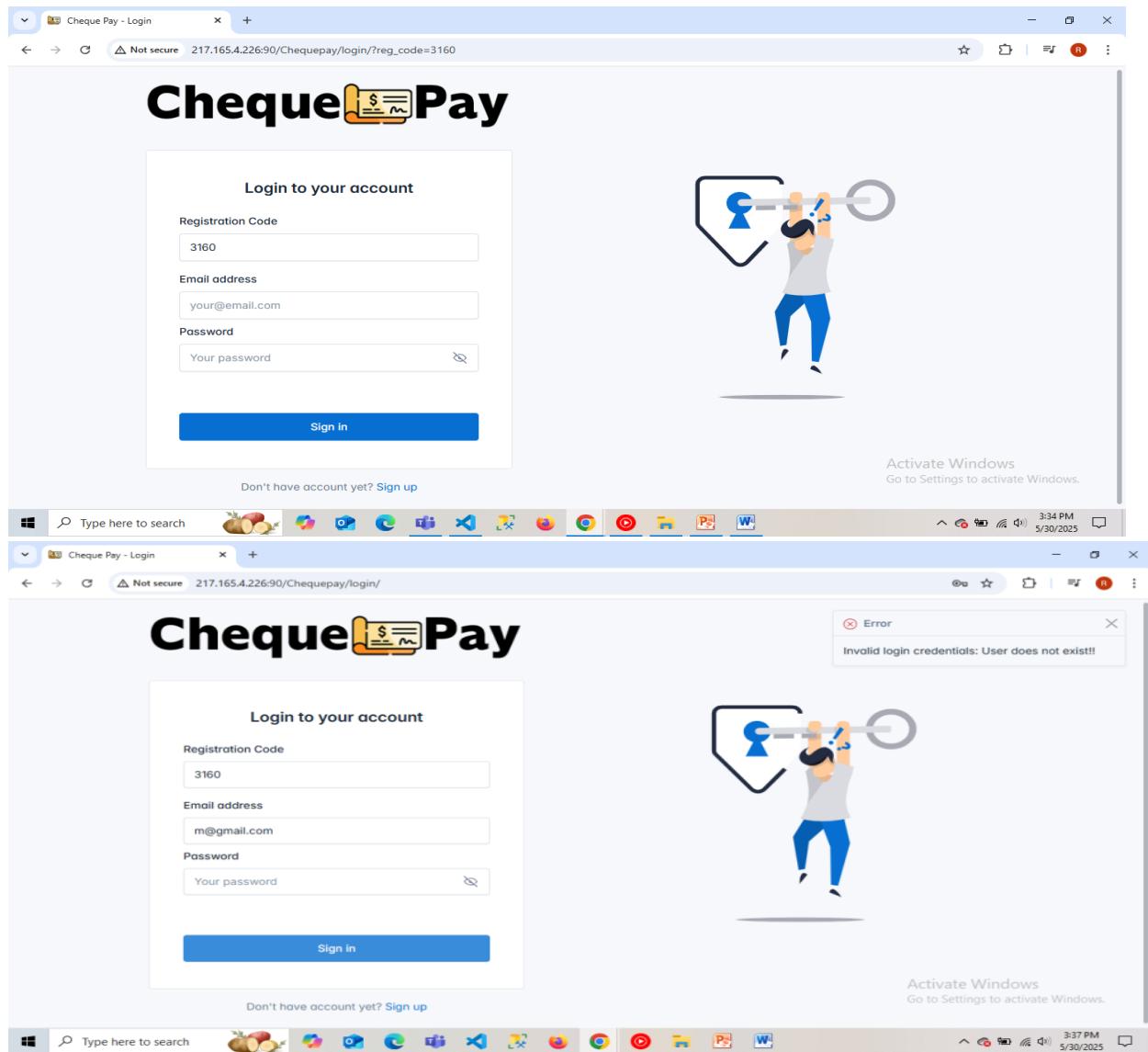
### End User Manual (1.1)

#### Application Flow and Contents

The flow of application and its contents is explained below using images and simple applications.

##### Login

You can login using the information provided via email, such as, registration code, email and password. And if given wrong credentials it will show error.



The figure consists of two side-by-side screenshots of a web browser displaying the 'Cheque Pay - Login' page. Both screenshots show the same layout: a central 'Login to your account' form with fields for Registration Code, Email address, and Password, and a 'Sign in' button below it. At the bottom of the form is a link 'Don't have account yet? Sign up'. To the right of the form is a decorative illustration of a person in a grey shirt and blue pants holding a large, metallic key above their head, set against a dark background. The top screenshot shows the registration code '3160' entered in the field, and the bottom screenshot shows the email 'm@gmail.com' entered. Both screenshots also show the password field partially obscured by dots. The browser's address bar at the top indicates the URL is '217.165.4.226:90/Chequepay/login/?reg\_code=3160'. The status bar at the bottom of each screenshot shows system information like battery level, signal strength, and the date/time '3:34 PM 5/30/2025'. A small 'Activate Windows' message is visible in the top right corner of both screenshots.

#### Pegasus Document & Quality Management Tool

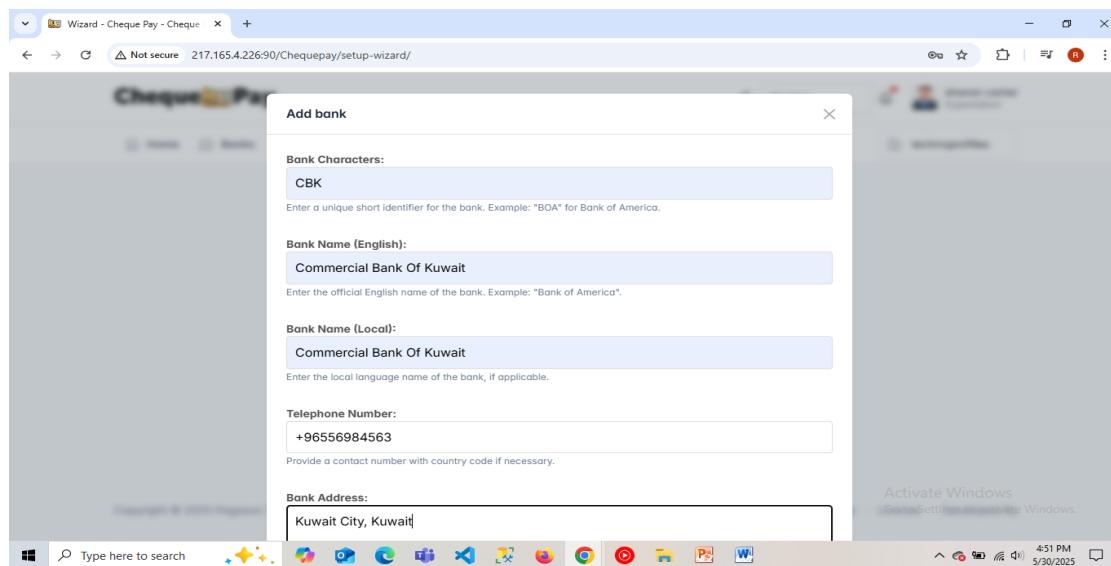
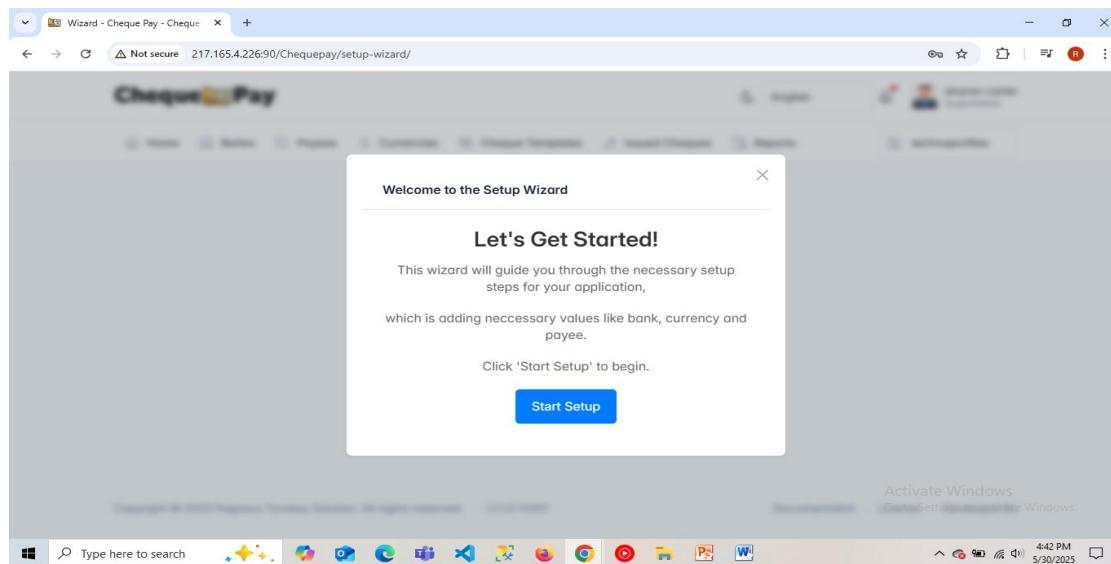
The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 6

Email :Support@PegasusTech.net

### End User Manual (1.1)

#### Wizard

When logged in the first time, a dialog box will open asking to start the setup. This will allow the user to enter the single initial values needed to carry on the application.



#### Pegasus Document & Quality Management Tool

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 7

Email :Support@PegasusTech.net

### End User Manual (1.1)

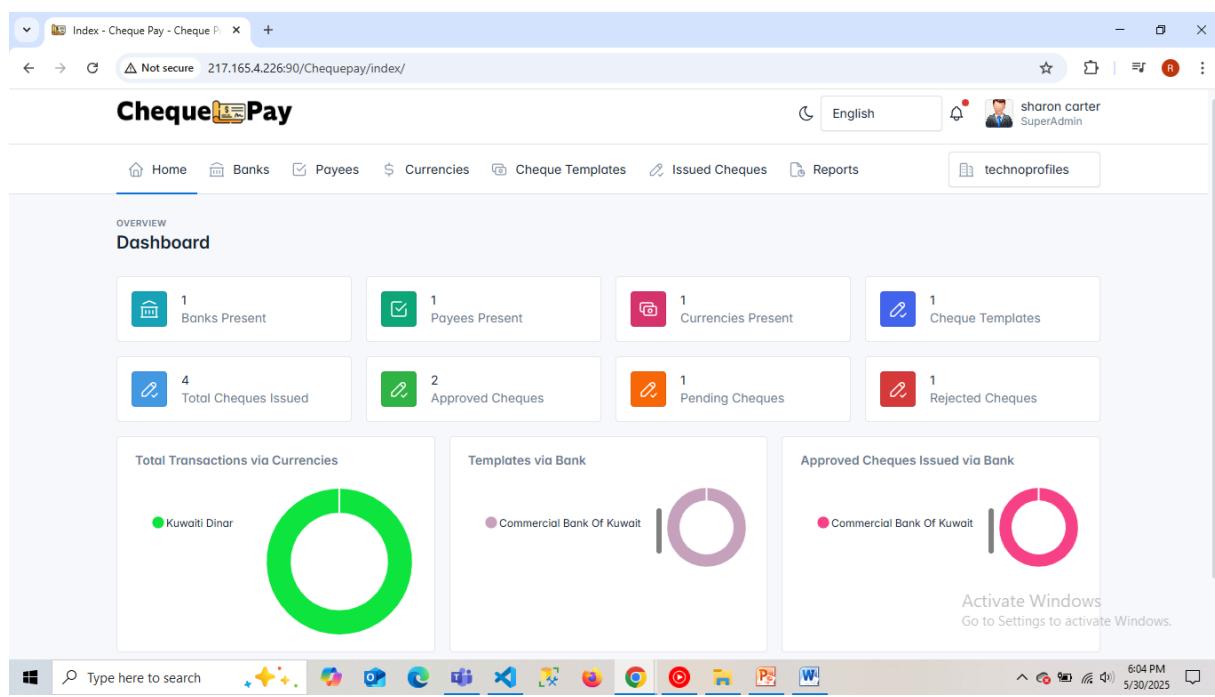
#### Home/Dashboard

After completing the wizard part the user will come to the **home**. This shows an overview of the application and the contents present in the application. Such as count of –

- Banks present
- Payees exists
- Currencies
- Cheque templates created
- Cheque issued
- Cheque pending for approval
- Cheque approved
- Cheque rejected

Also it also represents certain data in the form of pie chart. Such as –

- Total transactions via multiple currencies
- Number of templates via different banks
- Number of Cheque approved from different banks



## End User Manual (1.1)

### Banks

This option shows the details of the banks present in the application and manipulate the existing data, add or remove it.

#### ■ Bank list

BANK CHAR	BANK NAME E	BANK NAME L	TELEPHONE	ADDRESS
Actions > AXIS	Axis Bank Ltd.	Axis Bank Ltd.	2165165	Udaipur, India
Actions > CBK	Commercial Bank Of Kuwait	Commercial Bank Of Kuwait	96556984563	Kuwait City, Kuwait
Actions > HDFC	Hdfc	Hdfc	915698566	Mumbai, India
Actions > Delete Bank	State Bank of India	State Bank of India	24569696	udaipur, india

Showing 1 to 4 of 4 entries

#### ■ New form

**Add New Bank**

**Bank Char\***  
Enter a unique short identifier for the bank.

**Bank Name (English)\***  
Enter the official English name of the bank.

**Bank Name (Local)**  
Enter the local language name of the bank, if applicable.

**Telephone**  
Provide a contact number with country code if necessary.

**Address**  
Enter the address of the bank.

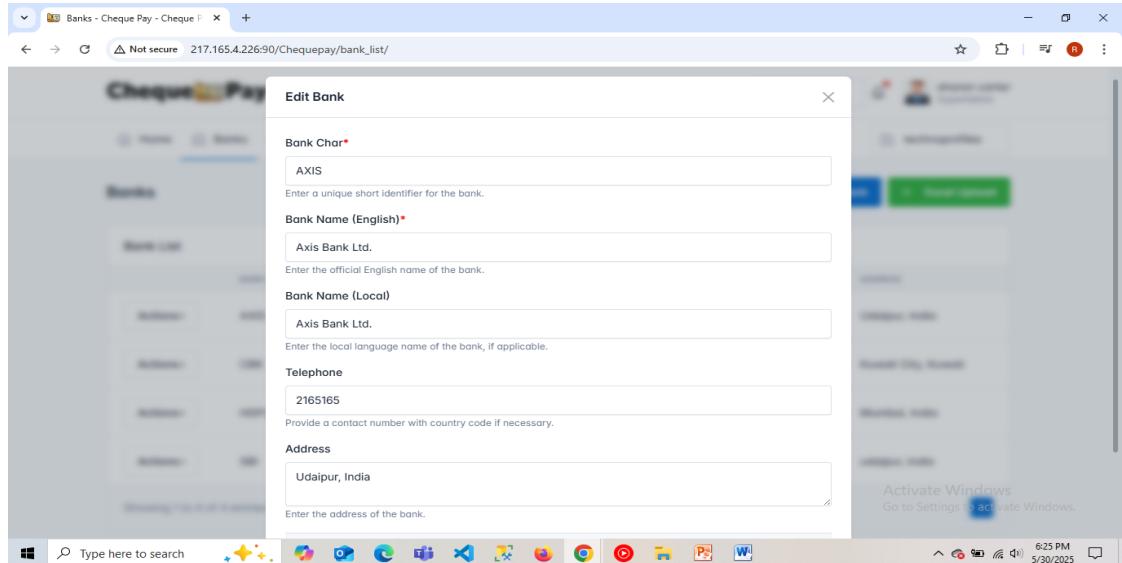
**Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 9

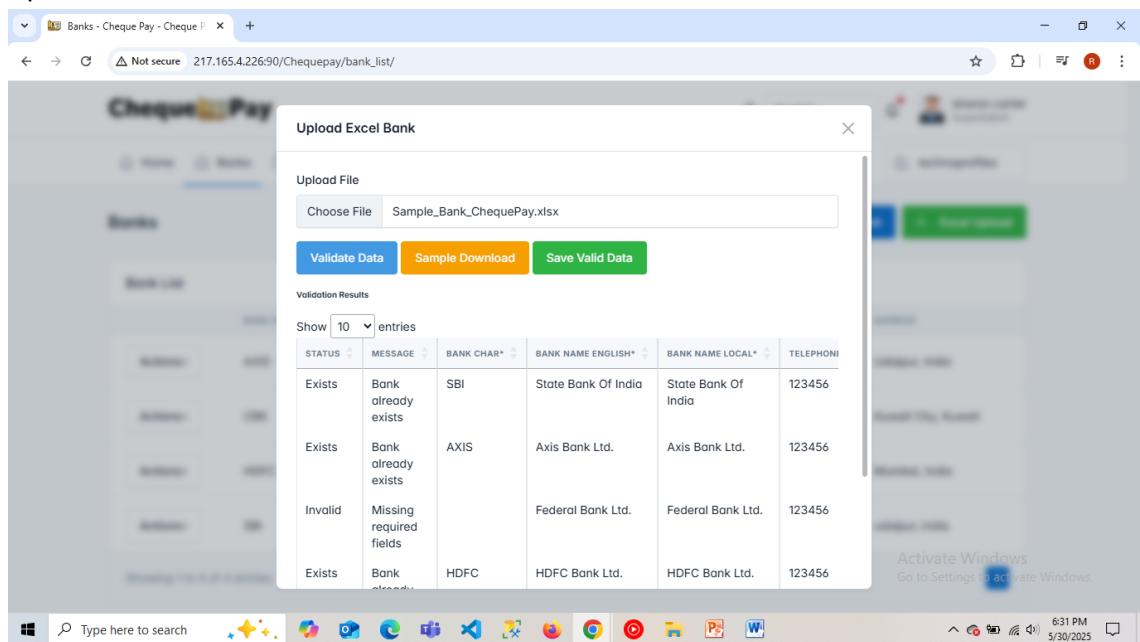
Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)

## **End User Manual (1.1)**

- **Edit form**



- **Upload new banks via MS Excel file**



**Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: **10**

**Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)**

## End User Manual (1.1)

### Payees

This option shows the details of the payees present in the application and manipulate the existing data, add or remove it.

#### ▪ Payee list

	PAYEE NAME	PAYEE BANK	PAYEE ACCOUNT NO.	MOBILE NUMBER	EMAIL	ADDRESS
<a href="#">Actions &gt;</a>	Ali Hussain	Axis Bank Ltd.	1232151211165	9658624962	a@mail.com	UDR
<a href="#">Actions &gt;</a>	Faraz Ahmed Raj			+96559632564	f@mail.com	Salmiya
<a href="#">Actions &gt;</a>	Hassan Ali	Commercial Bank Of Kuwait	798249956546464565	965969569844	ha@mail.com	KWT
<a href="#">Actions &gt;</a>		State Bank Of India	789456454655516514	96324786693	m@mail.com	udr

Showing 1 to 4 of 4 entries

#### ▪ New form

**Add New Payee**

**Payee Name\***

Enter the full name of the payee.

**Payee Bank**  
  
Select Bank  
Choose the bank associated with the payee.

**Payee Account No.**

Enter the account number associated with the payee.

**Mobile Number\***

Provide the mobile number with country code if applicable.

**Email**

Provide the mobile number with country code if applicable.

**Address**

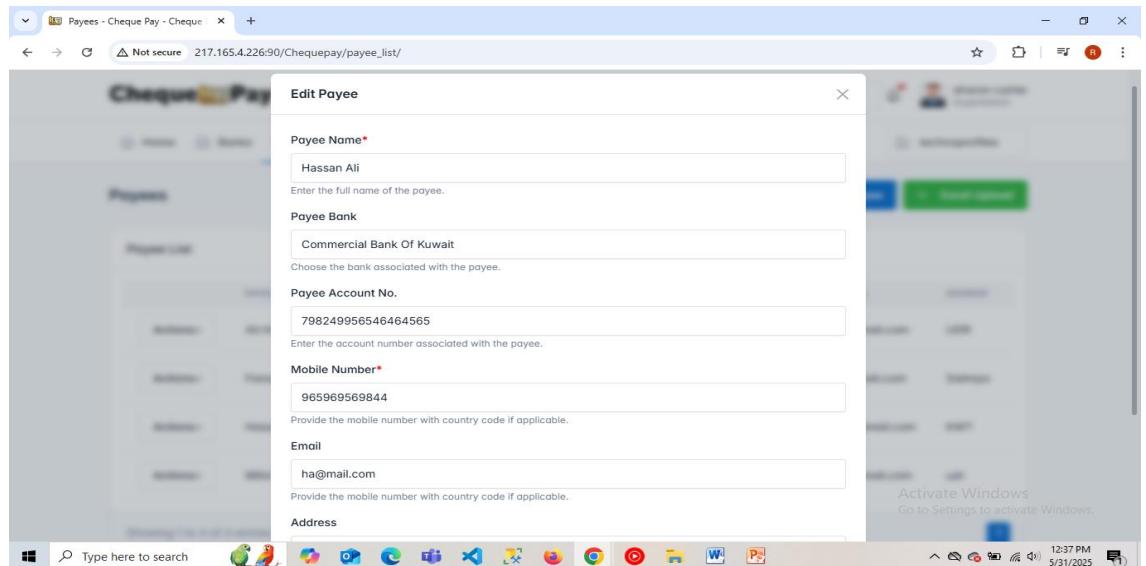
**Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: **11**

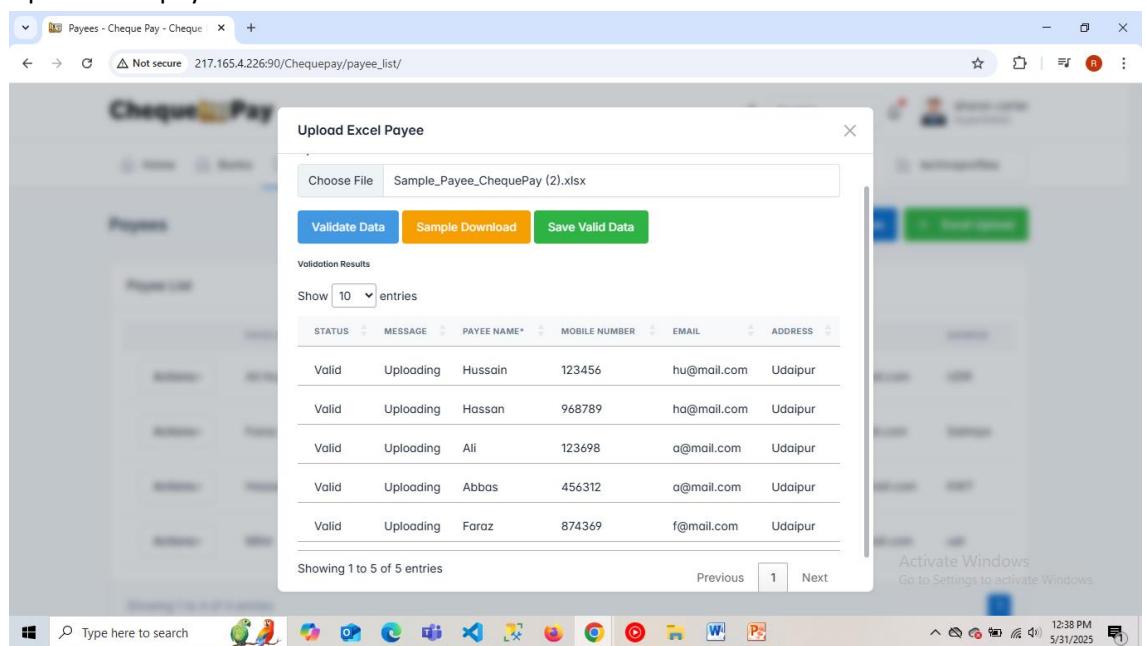
**Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)**

## **End User Manual (1.1)**

- **Edit form**



- **Upload new payees via MS Excel file**



**Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: **12**

**Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)**

## End User Manual (1.1)

### Currencies

This option shows the details of the currencies present in the application and manipulate the existing data, add or remove it.

- currency list

Action	Currency Char	Currency Name
Actions	AED	UAE Dirham
Actions	EUR	Euro
Actions	INR	Indian Rupee
Actions	KWD	Kuwaiti Dinar
Actions	USD	US Dollar

- New form

**Add New Currency**

**Currency\***  
Select a currency

Select the currency code (e.g., USD, INR).

**Currency Name**

**Close** **Save Changes**

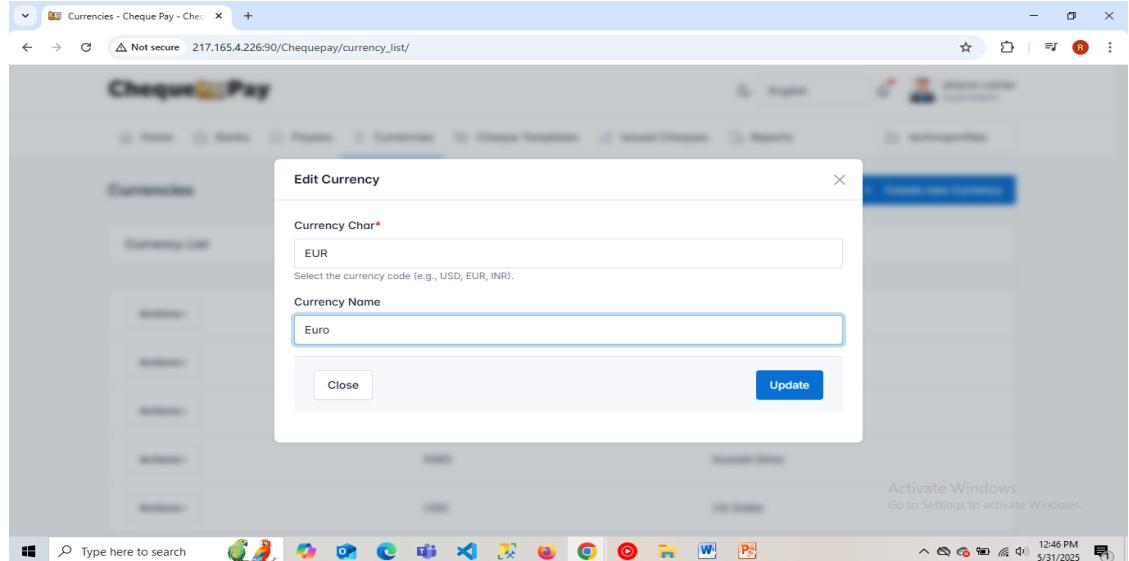
**Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 13

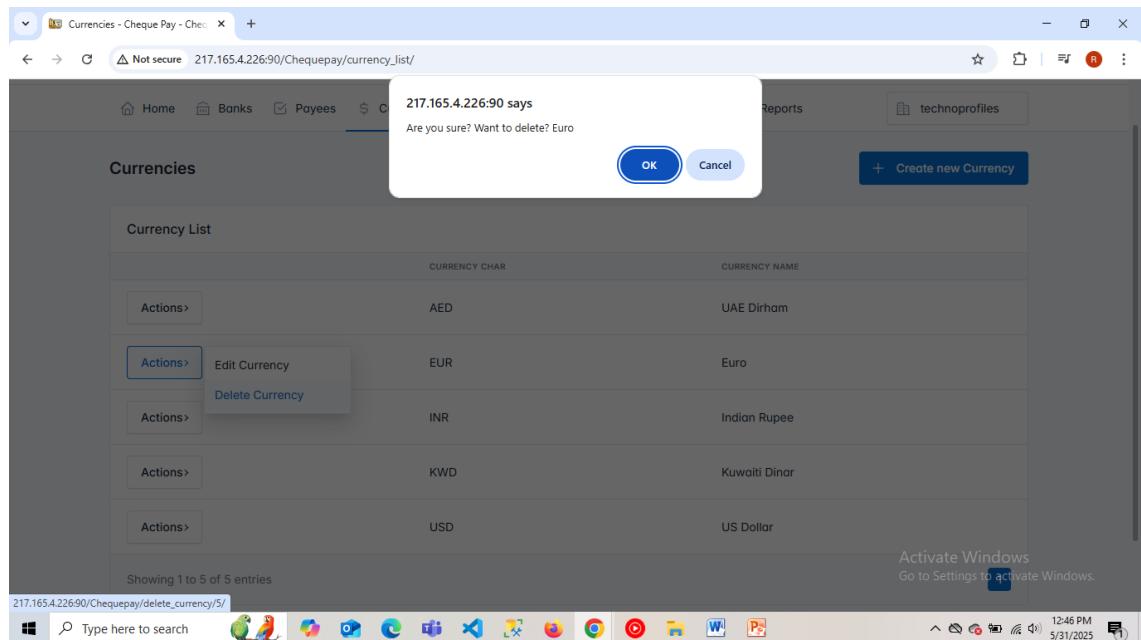
Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)

## **End User Manual (1.1)**

- **Edit form**



- **To delete any existing currency.**



**Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: **14**

**Email :Support@PegasusTech.net**

## End User Manual (1.1)

### **Cheque Templates**

This option shows the details of the Cheque templates created to issue and print Cheque according to the need. Also one can set the text positions and manipulate details.

- **Template list**

Actions >	TEMPLATE	SIZE	BANK	CURRENCY	Set Text Positions
<a href="#">Actions &gt;</a>	CBK	(202.0mm x 92.0mm)	CBK	KWD	<a href="#">Set Text Positions</a>
<a href="#">Actions &gt;</a>	FOB	(202.0mm x 92.0mm)	GB	KWD	<a href="#">Set Text Positions</a>
<a href="#">Actions &gt;</a>	HDFC	(202.0mm x 92.0mm)	HDFC	INR	<a href="#">Set Text Positions</a>
<a href="#">Actions &gt;</a>	India	(202.0mm x 92.0mm)	SBI	INR	<a href="#">Set Text Positions</a>

Showing 1 to 4 of 4 entries

Activate Windows  
Go to Settings to activate Windows.

- **New form**

**Add New Template**

**Cheque Template Name\***

Enter a unique name for this cheque template.

**Cheque Width (mm)\***

Specify the width of the cheque in millimeters (mm).

**Cheque Height (mm)\***

Specify the height of the cheque in millimeters (mm).

**Bank\***  
 Commercial Bank Of Kuwait

Choose the bank associated with this cheque template.

**Currency\***  
 Kuwaiti Dinar

Select the currency used for this cheque template.

**Cheque Background Image\***  
 No file chosen

**Payee Character Limit**

Activate Windows  
Go to Settings to activate Windows.

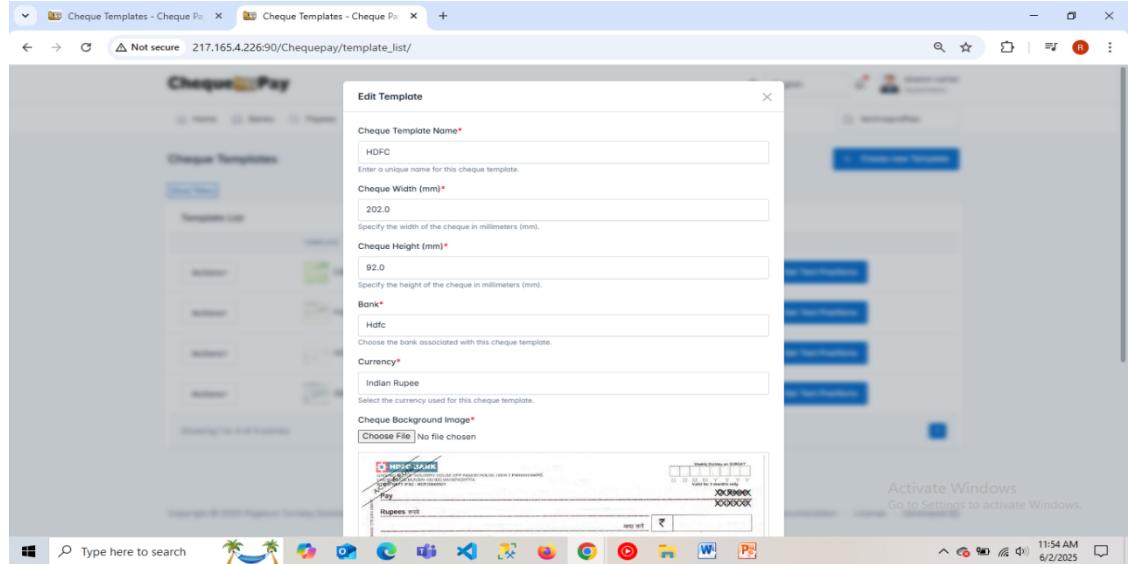
### **Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: **15**

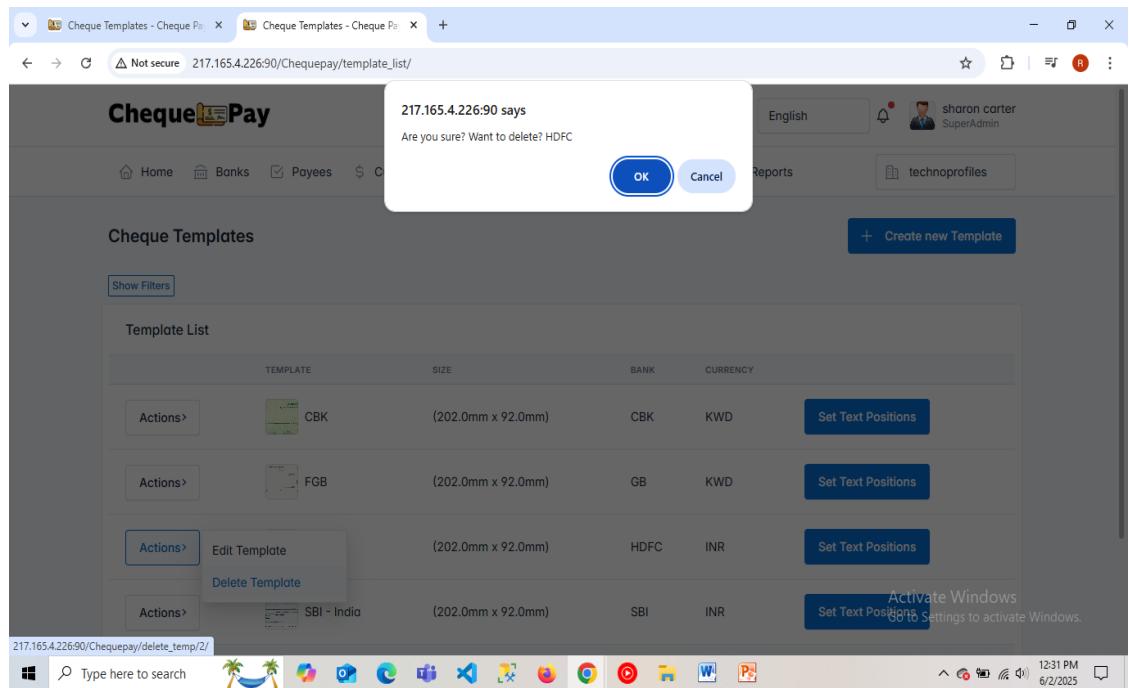
**Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)**

## End User Manual (1.1)

- **Edit form**



- **To delete any existing Cheque templates.**



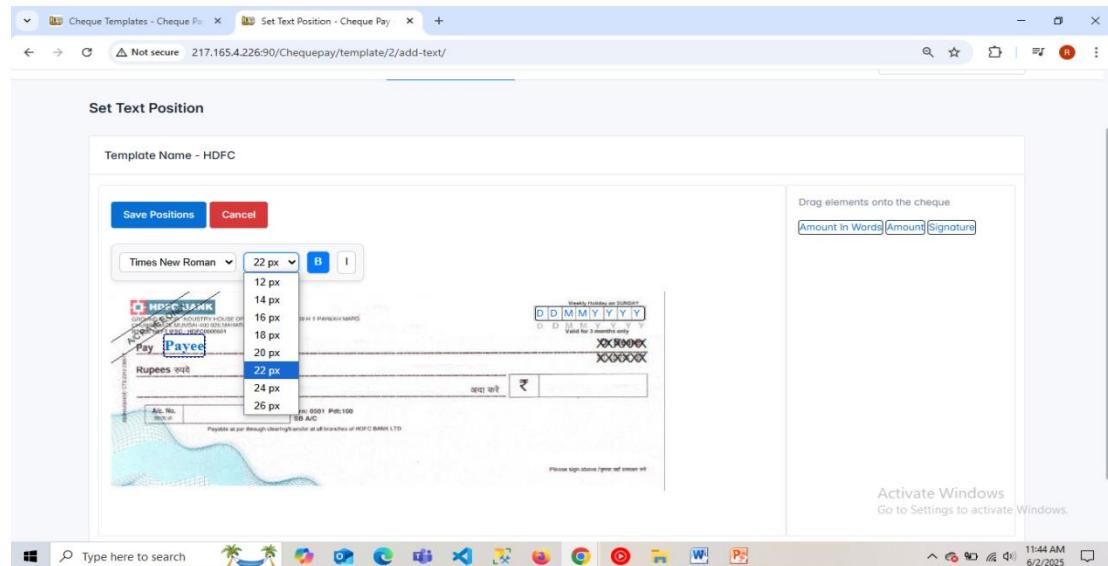
**Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: **16**

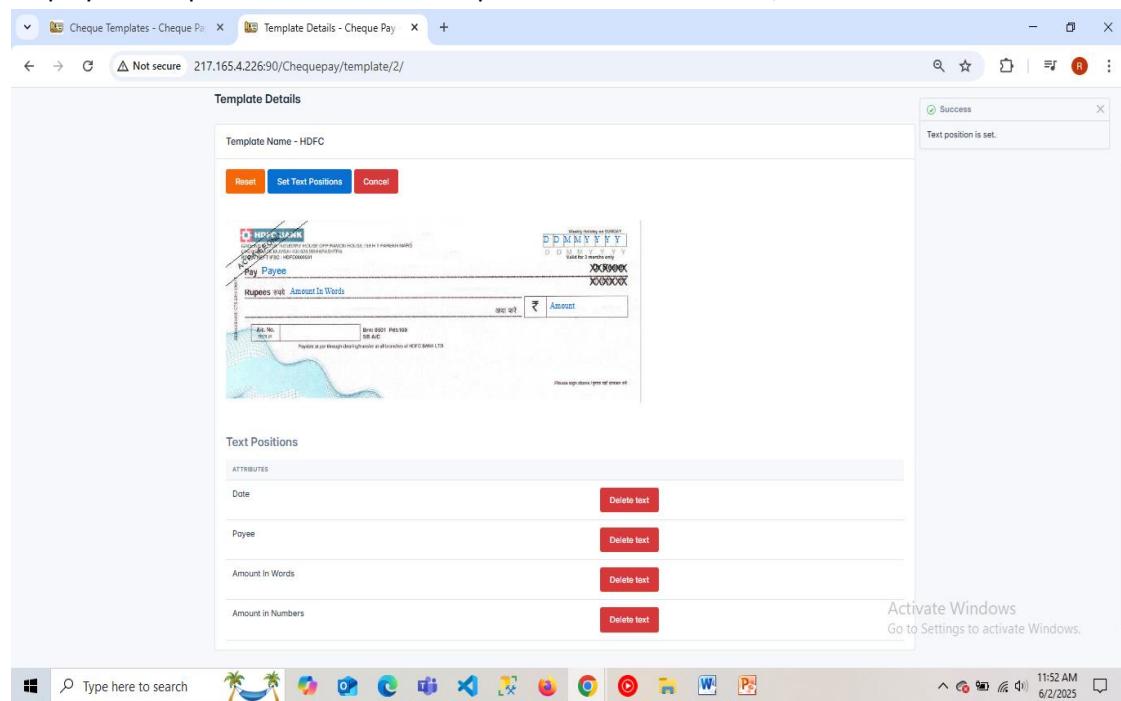
**Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)**

## End User Manual (1.1)

- Set text positions on Cheque template



- Display of text positions set on the template and to also remove/reset the texts.



### Pegasus Document & Quality Management Tool

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 17

Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)

## End User Manual (1.1)

### Issued Cheques

This option shows the details of the issued Cheques – to approve/reject the issued Cheques and preview/print the approved Cheques according to the template used to issue the Cheque.

#### ▪ Issued Cheques list

	TEMPLATE	BANK	ACCOUNT NUMBER	PAYEE	CHEQUE DATE	CHEQUE AMOUNT	ISSUE DATE	APPROVAL	APPROVED/R
<a href="#">Actions &gt;</a>	CBK	CBK	965845165465	Faraz Ahmed Raj	May 21, 2025	456.350 KWD	May 30, 2025	Rejected	sharon ca
<a href="#">Actions &gt;</a>	Delete Issued Cheque	1634654646	Foraz Ahmed Raj	May 19, 2025	15637.000 KWD	May 30, 2025	Pending		
<a href="#">Actions &gt;</a>	Approve Cheque	23562	Foraz Ahmed Raj	May 24, 2025	12555.000 KWD	May 30, 2025	Approved	sharon ca	
<a href="#">Actions &gt;</a>	CBK	CBK	8465168125654	Faraz Ahmed Raj	May 15, 2025	12125.000 KWD	May 30, 2025	Approved	sharon ca

#### ▪ New form

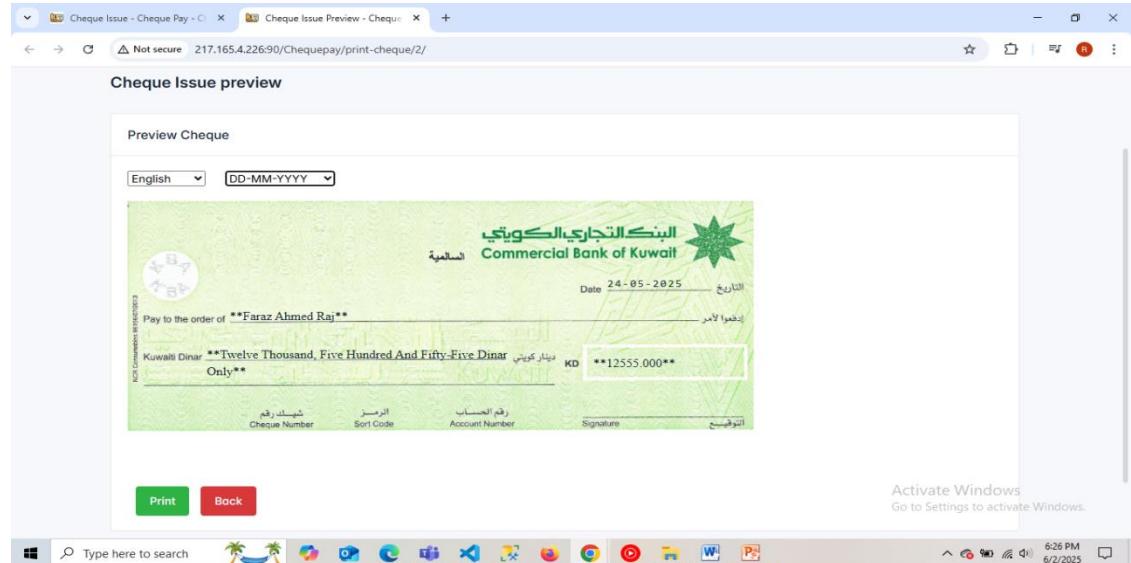
### **Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: **18**

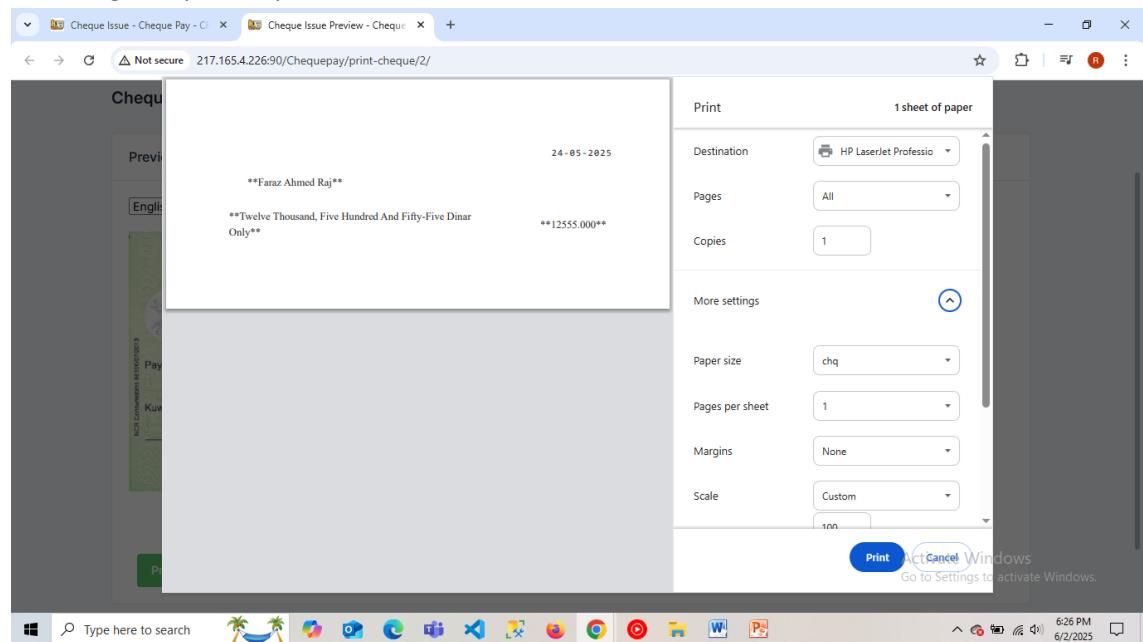
Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)

## End User Manual (1.1)

- Preview of approved Cheque.



- To print the previewed Cheque after the modifications in the printer page setting matching Cheque template size.



**Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: **19**

**Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)**

## End User Manual (1.1)

### Reports

This shows the different reports generated according to the Cheques issued which are approved/rejected or pending Cheques to different payees or banks. There are two types of reports that can be generated which are –

- Payee Report - Generate a report according to the selected payees.

The screenshot shows the 'Reports' section of the ChequePay application. It lists two payees: Faraz Ahmed Raj and Ali Hussain. Each entry includes a checkbox, the payee name, mobile number, email, and address. Below the list, it says 'Showing 1 to 2 of 2 entries'. At the top, there are buttons for 'Generate Report', 'Download CSV', and 'Download Excel'. The URL in the browser is 217.165.4.226:90/Chequepay/reports/.

The screenshot shows a 'Payee Report' for the user 'technoprofiles'. It is titled 'Payee Report' and shows 'Bank: All Approval: All'. It lists two payees: Faraz Ahmed Raj and Ali Hussain. For Faraz Ahmed Raj, it shows cheques from HDFC, Commercial Bank of Kuwait, and others. For Ali Hussain, it shows a cheque from Commercial Bank of Kuwait. The report includes columns for Bank, Account#, Cheque#, Amount, Currency, Cheque Date, and Approval status. At the bottom, it says 'Total Approved Amount: 24680.000 KWD'. The URL in the browser is 217.165.4.226:90/Chequepay/reports/.

**Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 20

**Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)**

## **End User Manual (1.1)**

- **Bank Report** - Generate a report according to the selected banks.

The screenshot shows the 'Reports' section of the Cheque Pay application. It lists two banks: CBK and HDFC. Both banks are located in Kuwait City, Kuwait. The HDFC entry also indicates Mumbai, India. There are buttons for generating reports, downloading CSV or Excel files, and selecting filters.

The screenshot shows a 'Bank Report' for the user 'technopropfiles'. It includes sections for 'Bank Name: Commercial Bank Of Kuwait' and 'Bank Name: Hdfc'. A table lists cheques with details like Payee, Account#, Cheque#, Amount, Currency, Cheque Date, and Approval status. The total approved amount is listed as 24680.000 KWD.

Payee	Account#	Cheque#	Amount	Currency	Cheque Date	Approval
Faraz Ahmed Raj	522323562	213215621	12555.000	KWD	May 24, 2025	Approved
Faraz Ahmed Raj	965845165465	213219669969	456.350	KWD	May 21, 2025	Rejected
Faraz Ahmed Raj	843216354654646	2132185165165	15637.000	KWD	May 19, 2025	Pending
Faraz Ahmed Raj	8465168125654	213215465	12125.000	KWD	May 15, 2025	Approved

**Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: **21**

**Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)**

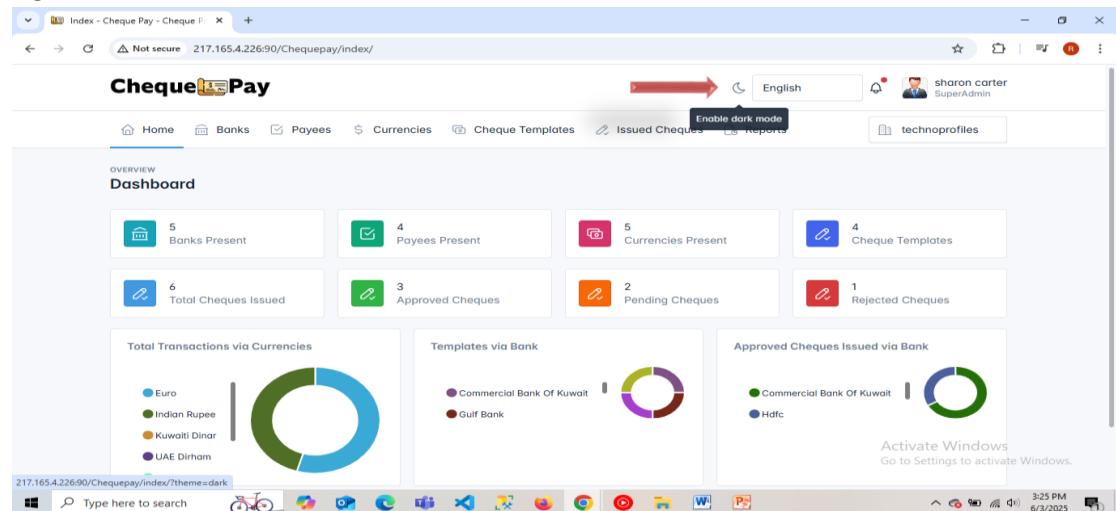
## End User Manual (1.1)

### More Features

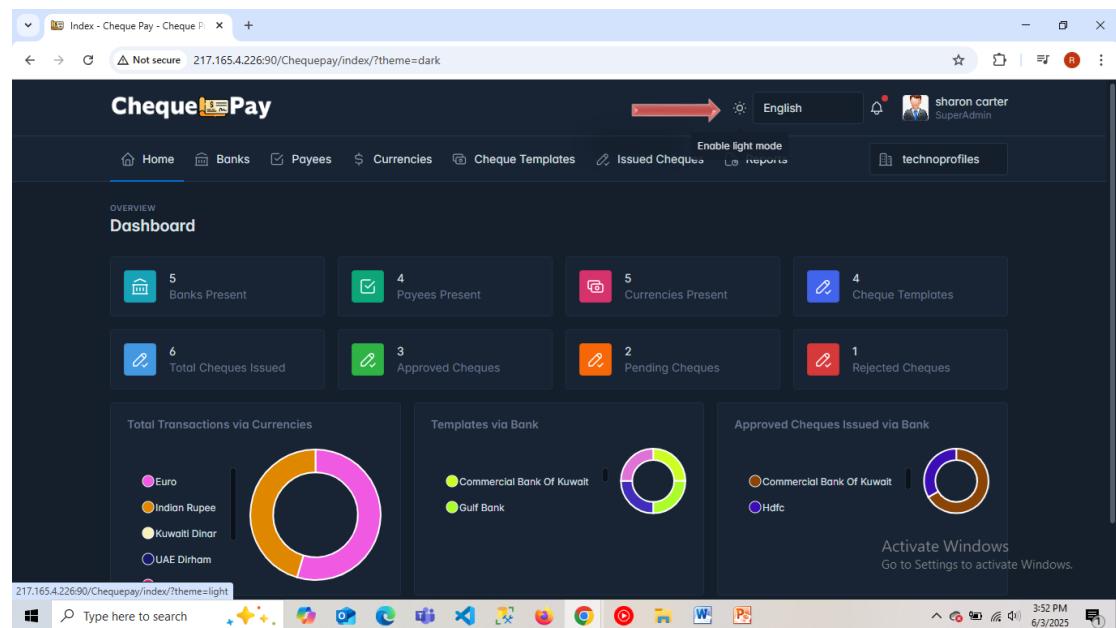
#### Dual-themed

This allows the user to change the theme from light to dark according to the user's needs and comfort.

- Light theme



- Dark theme



### Pegasus Document & Quality Management Tool

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 22

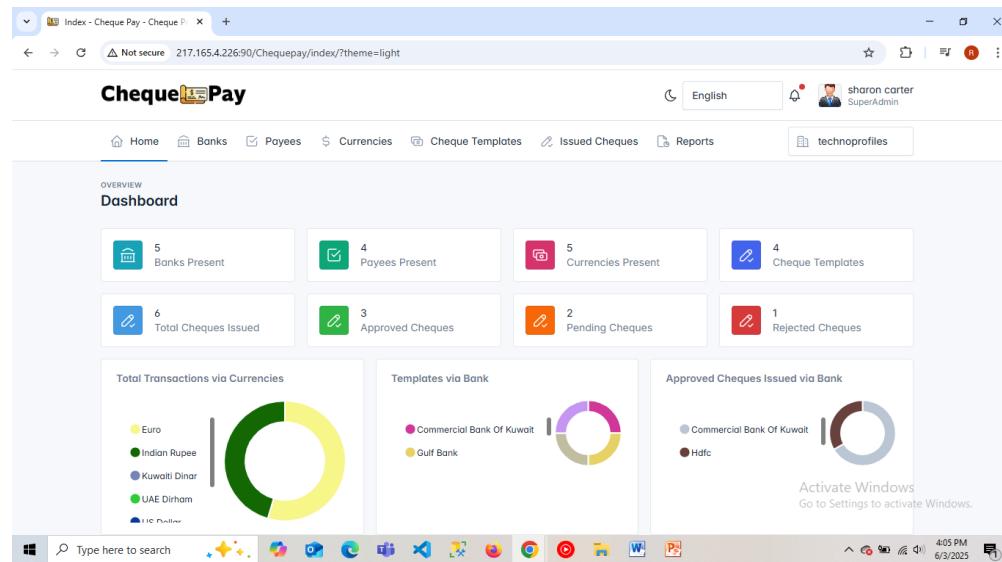
Email :Support@PegasusTech.net

## End User Manual (1.1)

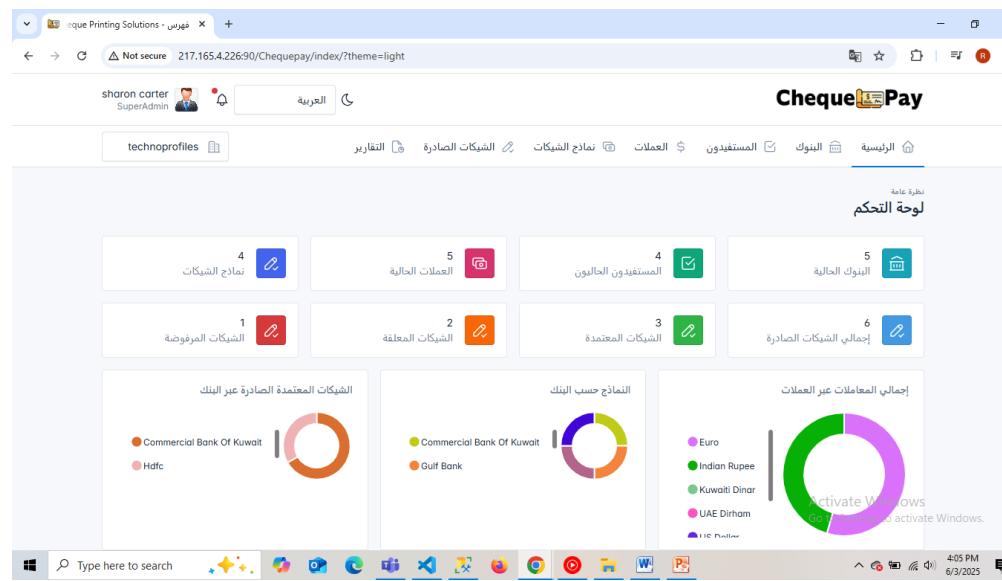
### Multilingual Support

Cheque Pay supports both English and Arabic, enabling users to print Cheques in their preferred language with accurate formatting and right-to-left alignment for Arabic. This ensures compliance with local banking standards and enhances accessibility for a wider audience.

#### ▪ English



#### ▪ Arabic



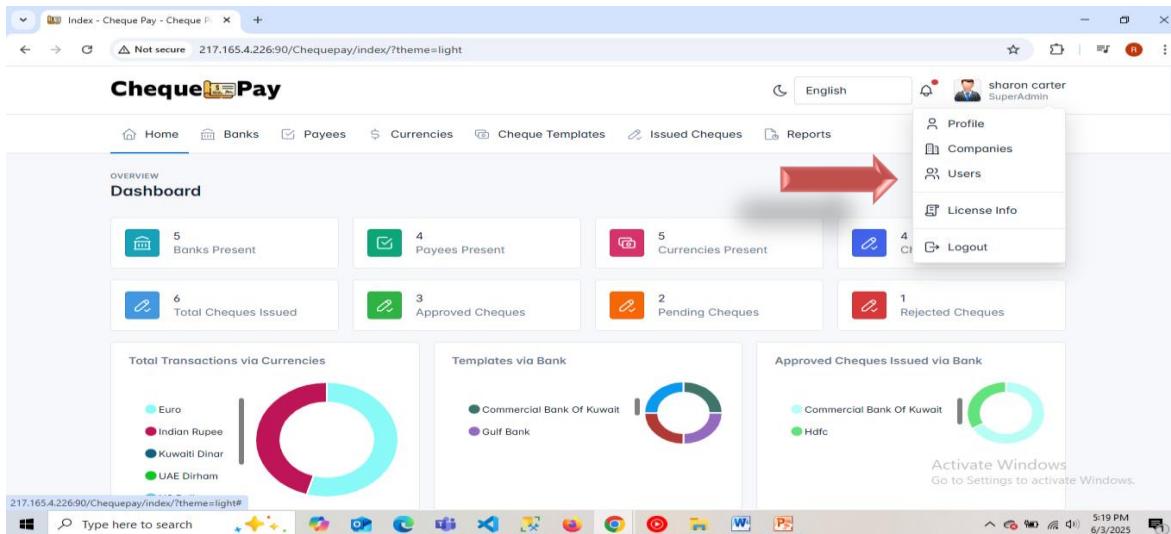
### Pegasus Document & Quality Management Tool

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 23

## End User Manual (1.1)

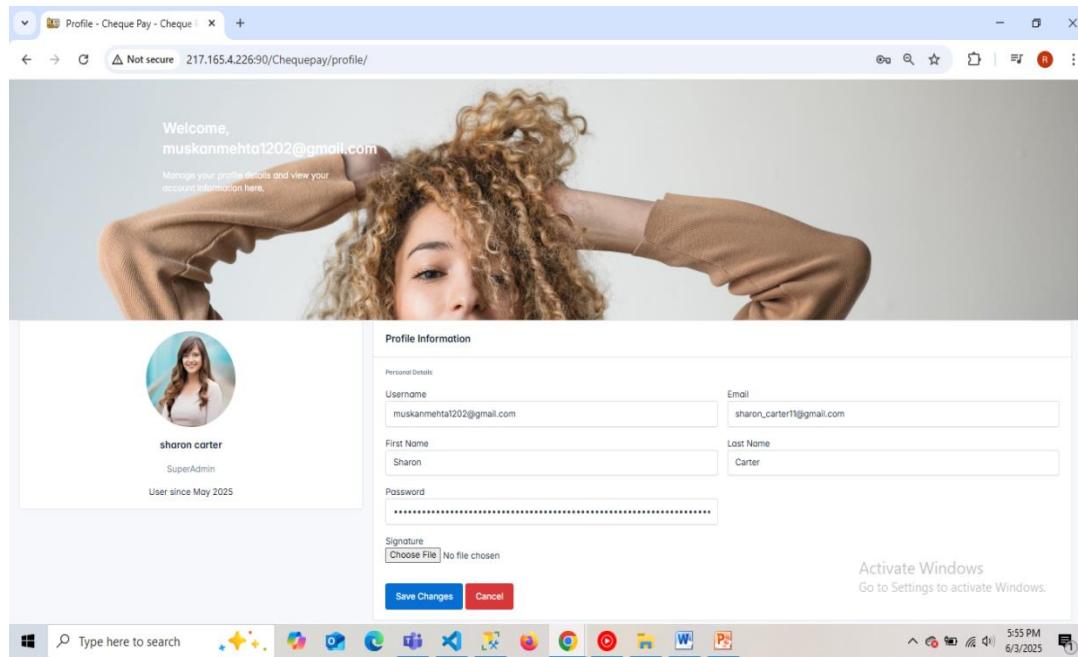
### Navbar Dropdown

This allows user to get more functionality such as managing profiles, user, etc.



### Profile

This option allows the current user to update the profile details such as password, email, etc.



### Pegasus Document & Quality Management Tool

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 24

Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)

## End User Manual (1.1)

### Companies

This option allows the user to make and work on multiple firms to manage the reports accordingly.

- Company List

The screenshot shows a web browser window for 'Companies - Cheque Pay - Chequepay/company\_list/'. The title bar says 'Companies - Cheque Pay - Chequepay/company\_list' and the URL is '217.165.4.226:90/Chequepay/company\_list/'. The page header includes the ChequePay logo, language selection (English), user profile (Sharon SuperAdmin), and navigation links for Home, Banks, Payees, Currencies, Cheque Templates, Issued Cheques, Reports, and technoprofiles. A blue button '+ Create new Company' is visible. The main content area is titled 'Companies' and shows a table titled 'Company List'. The table has columns: COMPANY, PHONE, EMAIL, TAXATION ID, and ADDRESS. It lists two entries:

Actions	Raj Stores	+91-9635698569	pegalearn1@gmail.com	Udaipur
Actions	technoprofiles	38749832	muskanmehta1202@gmail.com	Kuwait

Below the table, it says 'Showing 1 to 2 of 2 entries' and there is a page number '1'. At the bottom of the page, there is copyright information: 'Copyright © 2025 Pegasus Turnkey Solution. All rights reserved.' and 'v1.1.0-fr001'. There are also links for 'Activate Windows', 'Documentation', 'Licenses', and 'Developed By: Windows'. The taskbar at the bottom shows various application icons and the date/time '6/3/2025 6:03 PM'.

- New form

The screenshot shows a web browser window for 'Companies - Cheque Pay - Chequepay/company\_list/'. The title bar says 'Companies - Cheque Pay - Chequepay/company\_list' and the URL is '217.165.4.226:90/Chequepay/company\_list/'. The page header includes the ChequePay logo, language selection (English), user profile (Sharon SuperAdmin), and navigation links for Home, Banks, Payees, Currencies, Cheque Templates, Issued Cheques, Reports, and technoprofiles. A modal dialog box titled 'Add New Company' is open in the foreground. The dialog has fields for 'Company Name\*', 'Company Phone\*', 'Company Email\*', 'Company Tax Id', 'Company Address', and 'Company Logo' (with a 'Choose File' button). Buttons for 'Close' and 'Save Changes' are at the bottom. The background shows the same company list as the previous screenshot. At the bottom, there is copyright information: 'Copyright © 2025 Pegasus Turnkey Solution. All rights reserved.' and 'v1.1.0-fr001'. There are also links for 'Activate Windows', 'Documentation', 'Licenses', and 'Developed By: Windows'. The taskbar at the bottom shows various application icons and the date/time '6/3/2025 6:04 PM'.

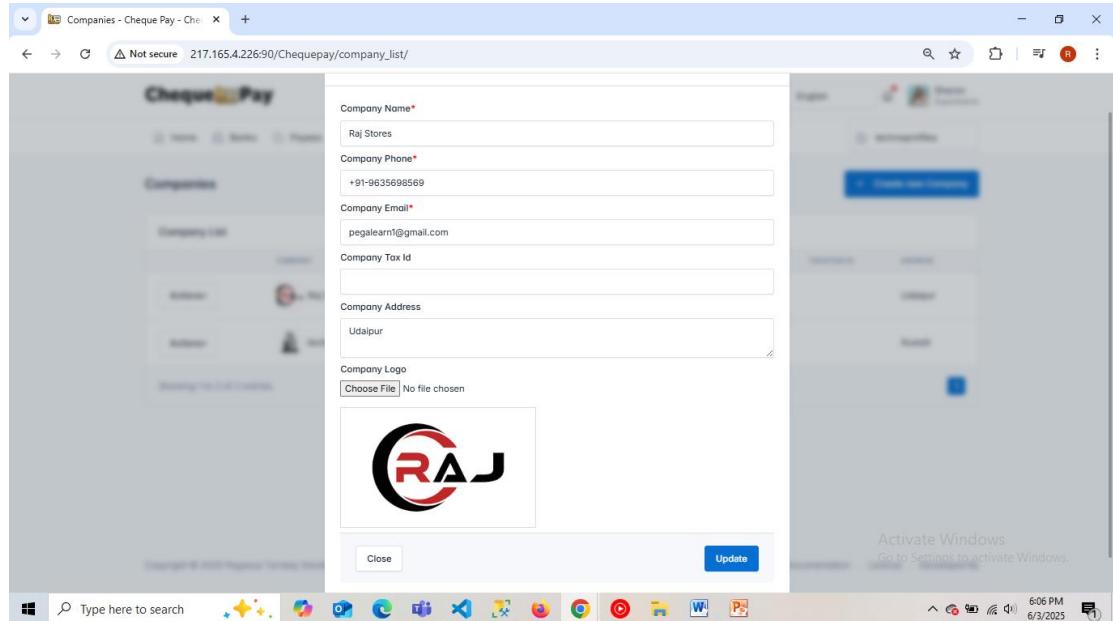
### **Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 25

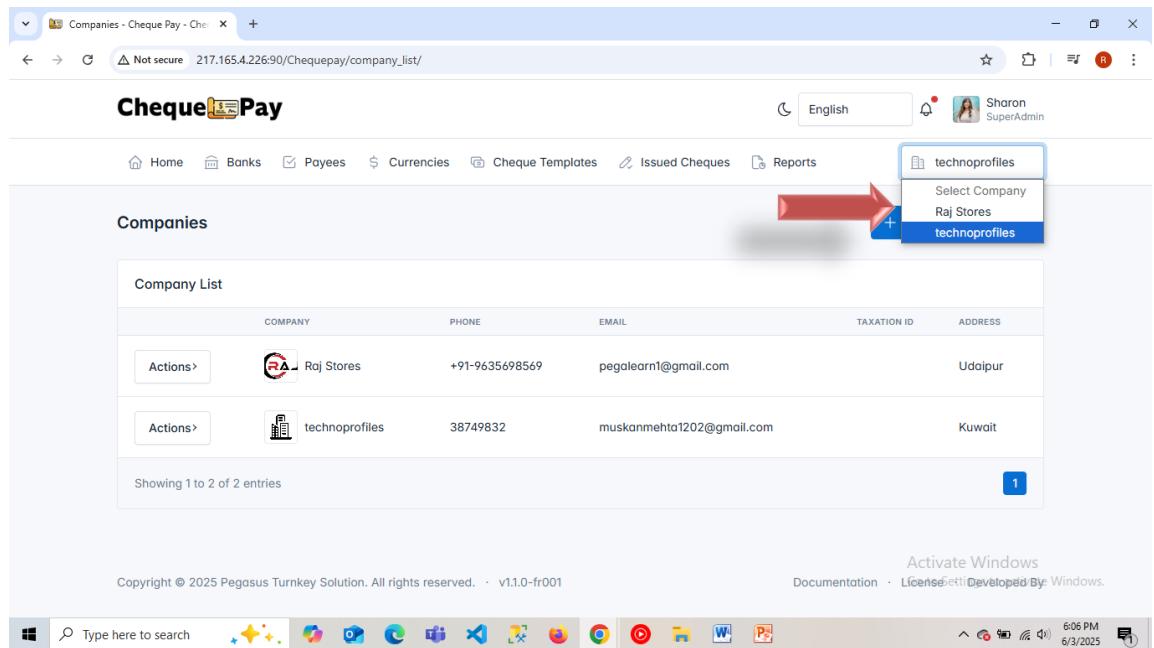
**Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)**

## End User Manual (1.1)

- **Edit Company**



- **To shuffle between the companies**



**Pegasus Document & Quality Management Tool**

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: **26**

**Email :Support@PegasusTech.net**

## End User Manual (1.1)

### Users

This option allows the user to create another user or manipulate user data and assign/revoke admin rights.

- **User List**

The screenshot shows a web browser window for 'ChequePay' with the URL '217.165.4.226:90/Chequepay/users\_list/'. The page title is 'Users'. It displays a table with columns: ID, USER, NAME, ROLE, ADMIN, and LAST LOGIN. Two entries are listed:

ID	USER	NAME	ROLE	ADMIN	LAST LOGIN
2	faroz77@gmail.com	Faraz	Accountant	No	None
1	muskanmehta1202@gmail.com	Sharon	SuperAdmin	Yes	June 2, 2025, 5:59 a.m.

At the bottom, it says 'Showing 1 to 2 of 2 entries' and has a 'Create new User' button. The status bar at the bottom right shows 'Activate Windows' and 'Windows 10 Pro'.

- **New User**

The screenshot shows a 'Add New User' dialog box overlaid on the main 'Users' page. The dialog has fields for First Name, Last Name, Email, Role, Password, and Profile Picture. There is a checkbox for 'Make Admin' and a 'Save Changes' button. The background shows the user list with two entries.

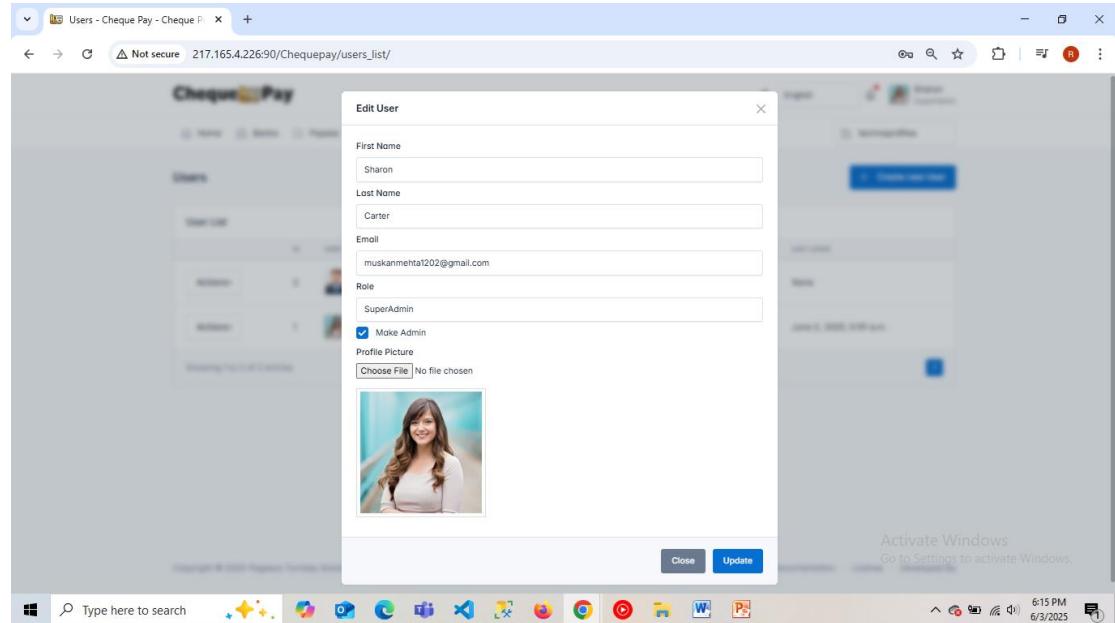
### Pegasus Document & Quality Management Tool

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 27

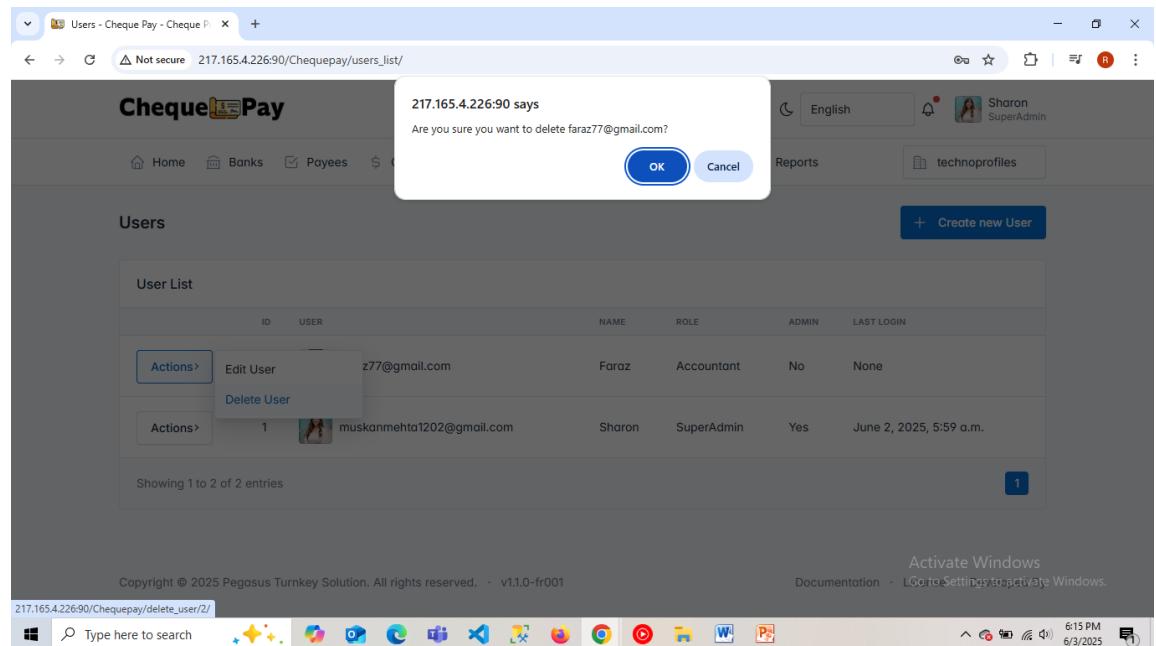
Email :[Support@PegasusTech.net](mailto:Support@PegasusTech.net)

## End User Manual (1.1)

- Edit User info and add/revoke admin rights.



- To delete user



Pegasus Document & Quality Management Tool

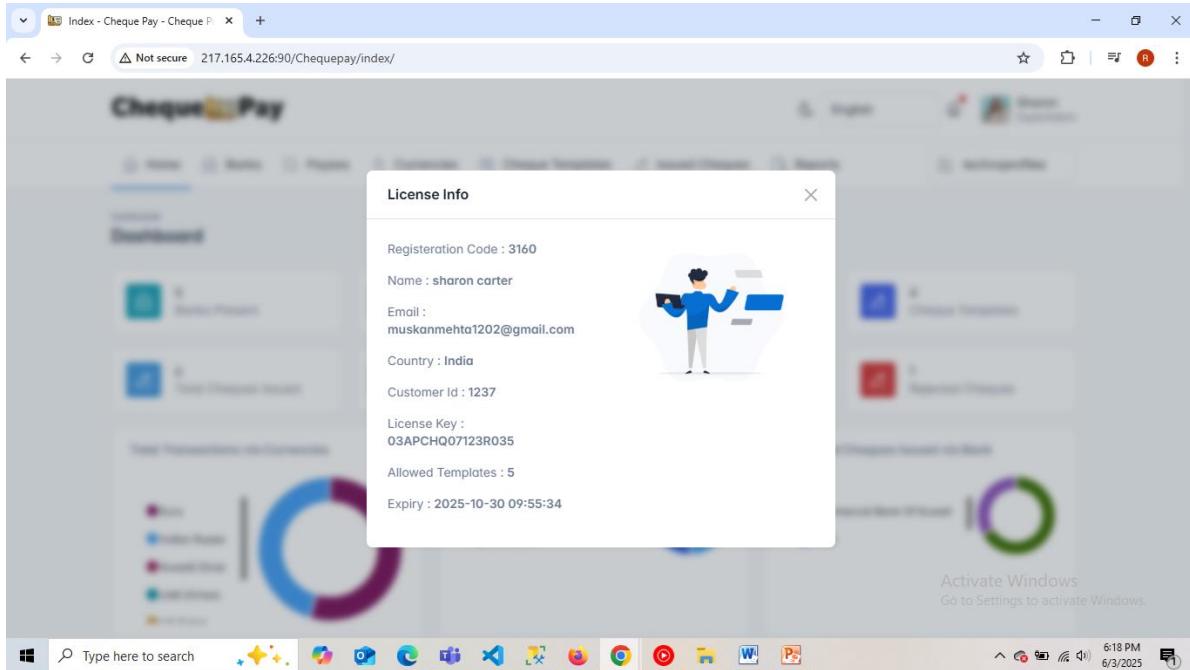
The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 28

Email :Support@PegasusTech.net

### End User Manual (1.1)

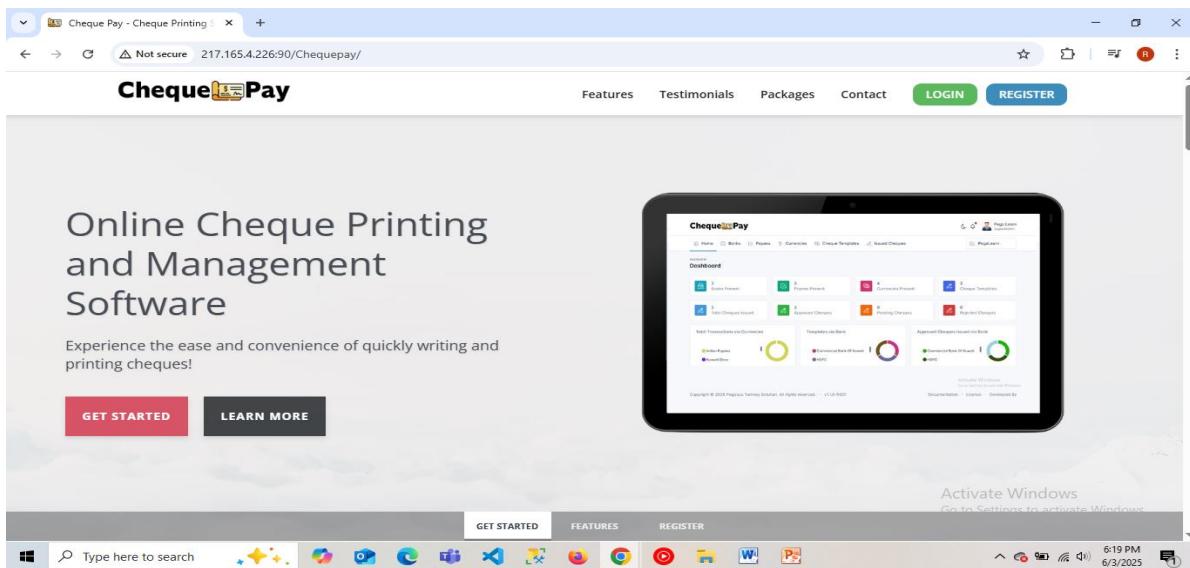
#### License Info

This displays the information about the license the user have of the product.



#### Logout

This option logs out the user to the landing page of the application.



#### Pegasus Document & Quality Management Tool

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 29

Email :Support@PegasusTech.net