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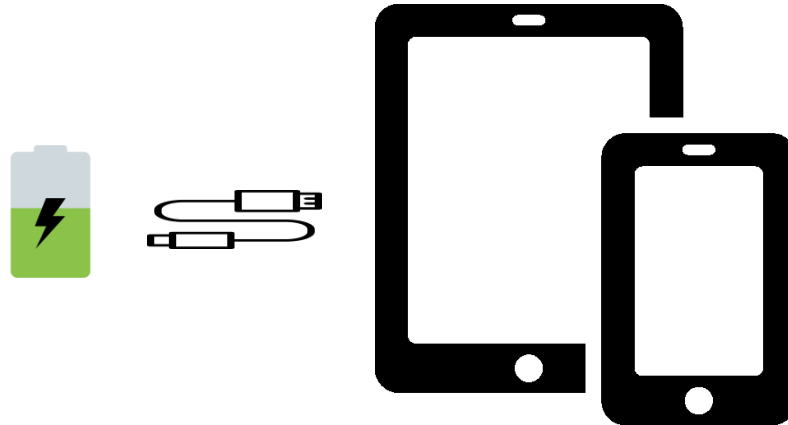
**GST Genie – R**  
**Android Tablet Application**  
*Quick Start Guide*  
Version 1.0

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## 1 Taking care of your device

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Always keep your device charged. Plug in the charger for at least 2 hours.



## 2 Login

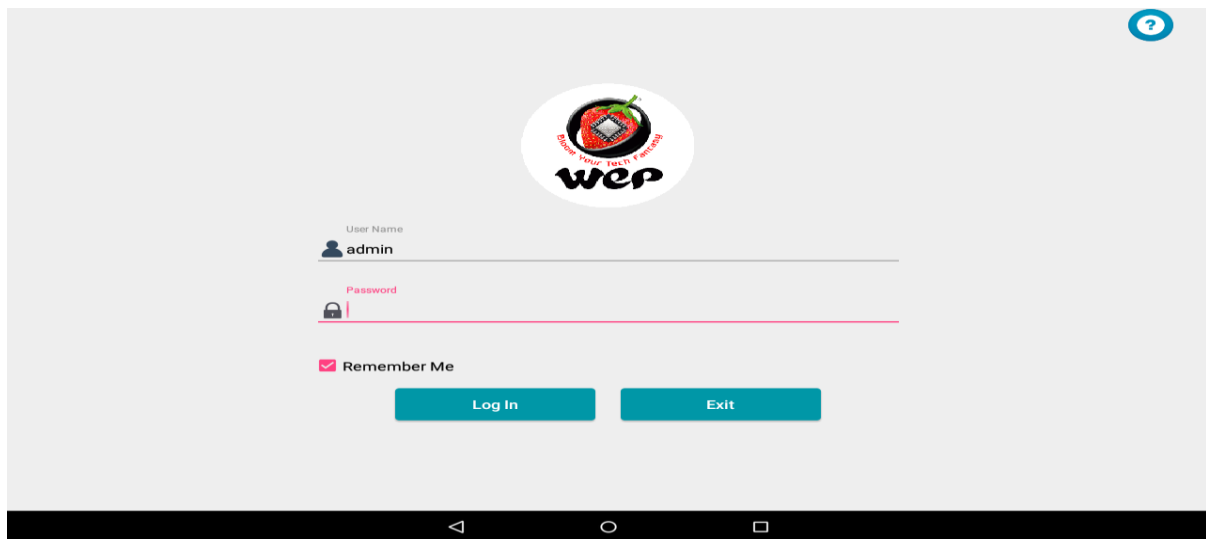
Login to system for the first time using default credentials.

Default Credentials are:

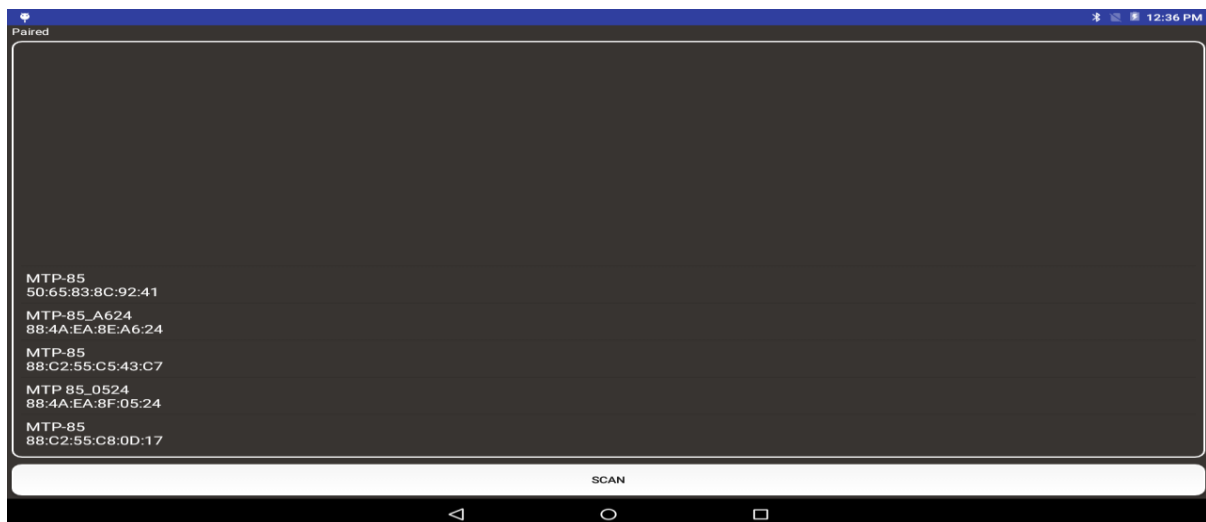
**Username: admin**

**Password: admin**

And click on “Log in” button

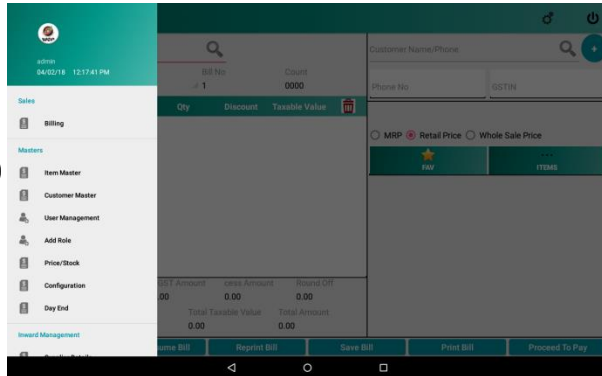


On successful login user will be redirected to billing screen.

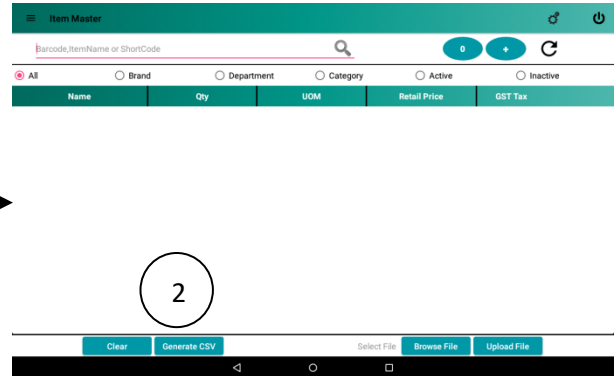


If Bluetooth printer is not paired then upon logging in, user is required to pair with listed Bluetooth printer.

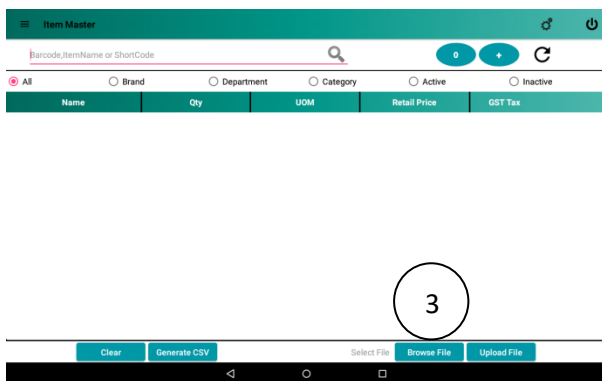
### 3 Add Items – From CSV File



Navigate to item master



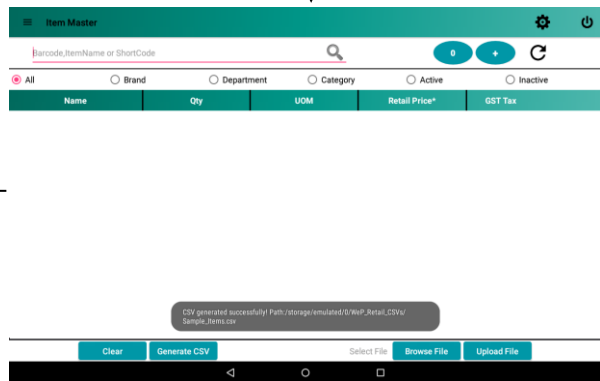
Click Generate CSV to generate the sample csv, if required



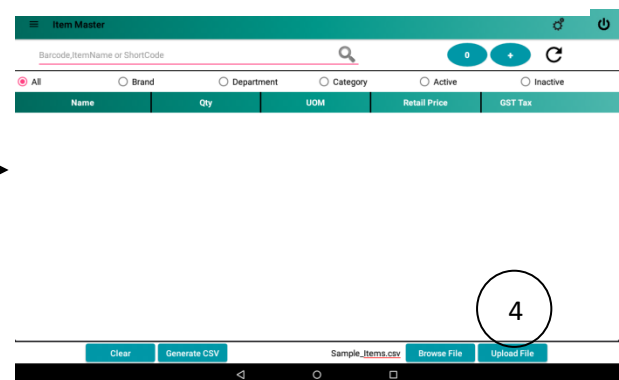
Click on Browse File button to go to file location



Locate the file for bulk item upload



Toast will pop up upon successful generation of sample csv file. User can update his data in generated file format.

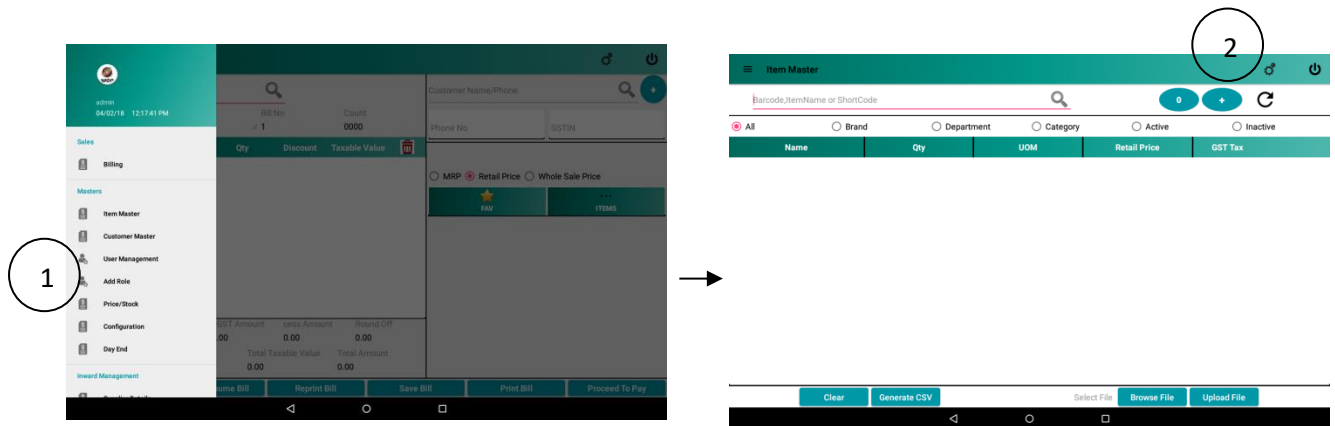


File name is reflected on screen. If correct, then click Upload File button

All the items in CSV are now saved into database



## 4 Add Items - Manually



Navigate to item master

Click on + button to add a new item

Item Information				
Barcode	Item Short Name*	Item Long Name	Short Code	
	Casual shoes			
UOM*	Brand	Department	Footwears	Category
PAIRS (PRS)	Puma			Casuals
Retail Price*	MSP	Whole Sale Price		
999	799			
Qty	HSNCode	Discount%	Discount Amount	
670	HSN1	10.01	100.00	
GST Tax Rates				
CGST Rate	SGST Rate	IGST Rate	cess Rate	
9	6.00		4	
Image & Status				
Browse Image		Fav	Active	

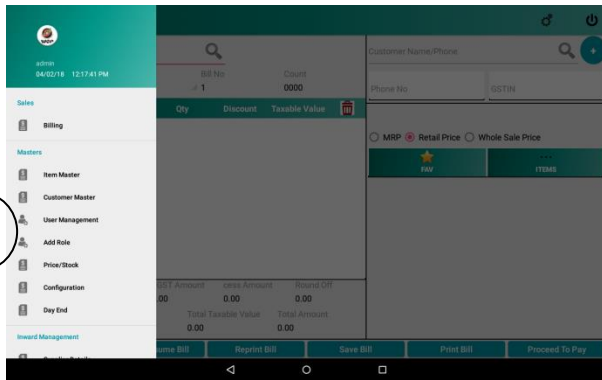
Item is added into database

Fill all the details

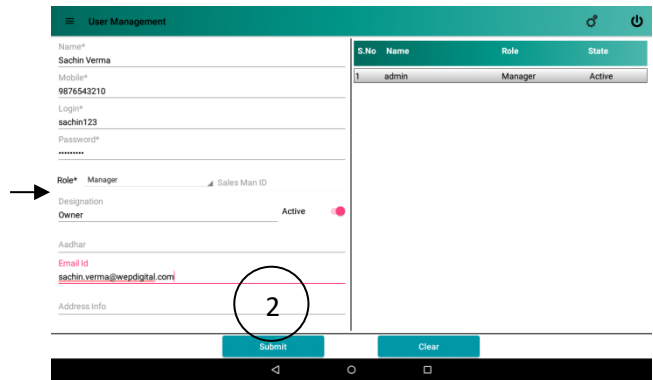
For using barcode of an item, user needs to configure barcode scanner to add line feed suffix. See Details in Section 1.1.1 of User Manual.

**Warning:** Without line feed user won't be able to add an item directly into order list after scanning barcode rather, it will show the item in barcode search results and user has to select the item from there.

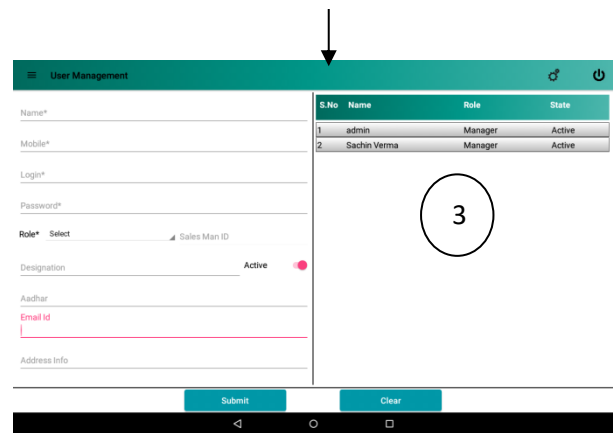
## 5 Add a New User



Click on User Management



Fill all the details and click on submit

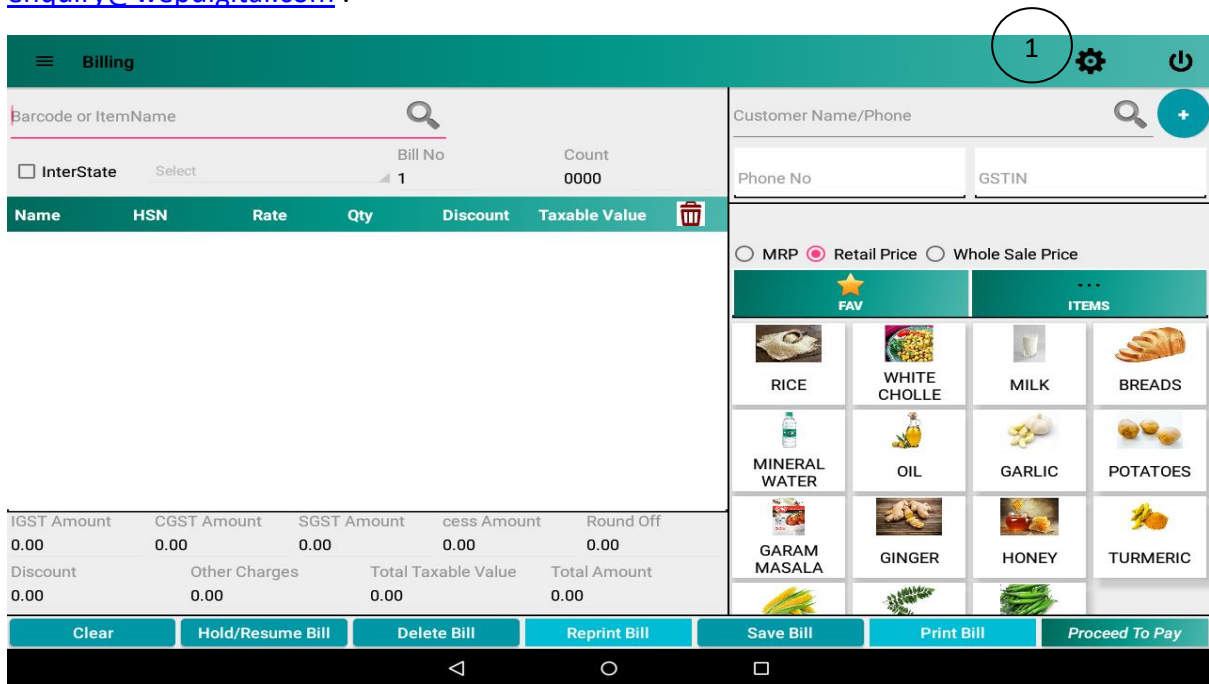


User is added in the list

For using Sales Man ID go to Settings > Others > Enable Sales Man ID Display and to make the field editable choose Role > Sales Man in user management screen while adding a new user. See Details in Section 3 of User Manual.

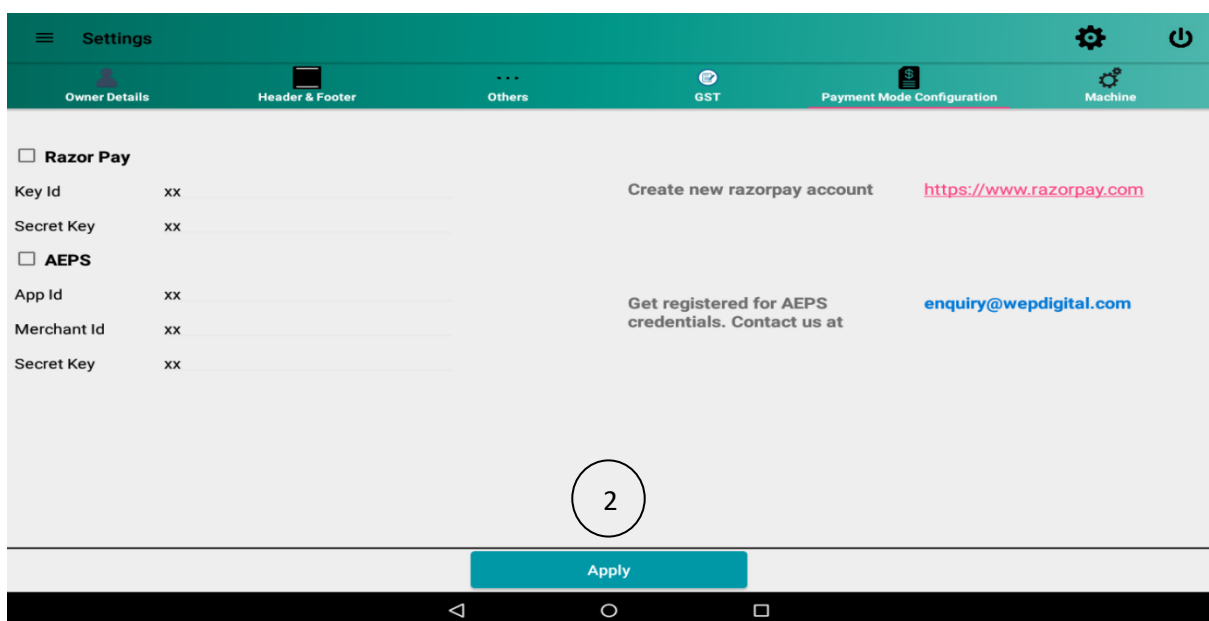
## 6 Payment mode configuration

User can configure Key Id & Secret Key for enabling the ability to make payments through Razor Pay. To generate Key Id & Secret Key, user needs to register on Razor Pay website. To register [Click Here](#) or visit <https://razorpay.com/> For AEPS credential, kindly mail to [enquiry@wepdigital.com](mailto:enquiry@wepdigital.com).



The screenshot shows the 'Billing' screen of the WeP app. The top header bar is teal with a menu icon, the text 'Billing', and a settings icon (a gear) circled in red with the number '1'. Below the header, there's a search bar for 'Barcode or ItemName' and a section for 'Customer Name/Phone' with fields for 'Phone No' and 'GSTIN'. A table lists items with columns: Name, HSN, Rate, Qty, Discount, and Taxable Value. Below the table, there's a summary section with fields for IGST Amount, CGST Amount, SGST Amount, cess Amount, and Round Off, all showing 0.00. At the bottom, there's a row of buttons: Clear, Hold/Resume Bill, Delete Bill, Reprint Bill, Save Bill, Print Bill, and Proceed To Pay.

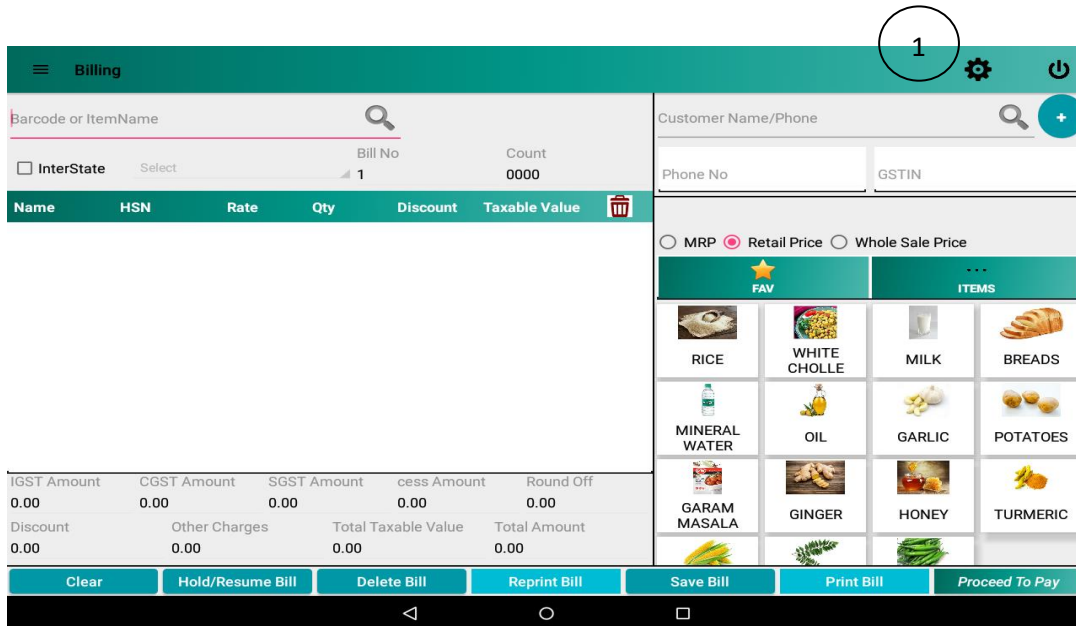
Click on Settings



The screenshot shows the 'Settings' screen of the WeP app. The top header bar is teal with a menu icon, the text 'Settings', and a settings icon. Below the header, there's a row of tabs: Owner Details, Header & Footer, Others, GST, Payment Mode Configuration (which is highlighted), and Machine. The 'Payment Mode Configuration' section is active, showing options for 'Razor Pay' and 'AEPS'. For 'Razor Pay', there are fields for 'Key Id' and 'Secret Key', both with 'xx' as placeholder text. To the right, there's a link to 'Create new razorpay account' with the URL <https://www.razorpay.com>. For 'AEPS', there are fields for 'App Id', 'Merchant Id', and 'Secret Key', all with 'xx' as placeholder text. To the right, there's a link to 'Get registered for AEPS credentials. Contact us at' with the email [enquiry@wepdigital.com](mailto:enquiry@wepdigital.com). At the bottom center, there's a large teal button labeled 'Apply', which is circled in red with the number '2'.

Get Razor Pay/ AEPS credentials and enter it here. Then click on Apply button

## 7 Configure Owner's Details



**Billing**

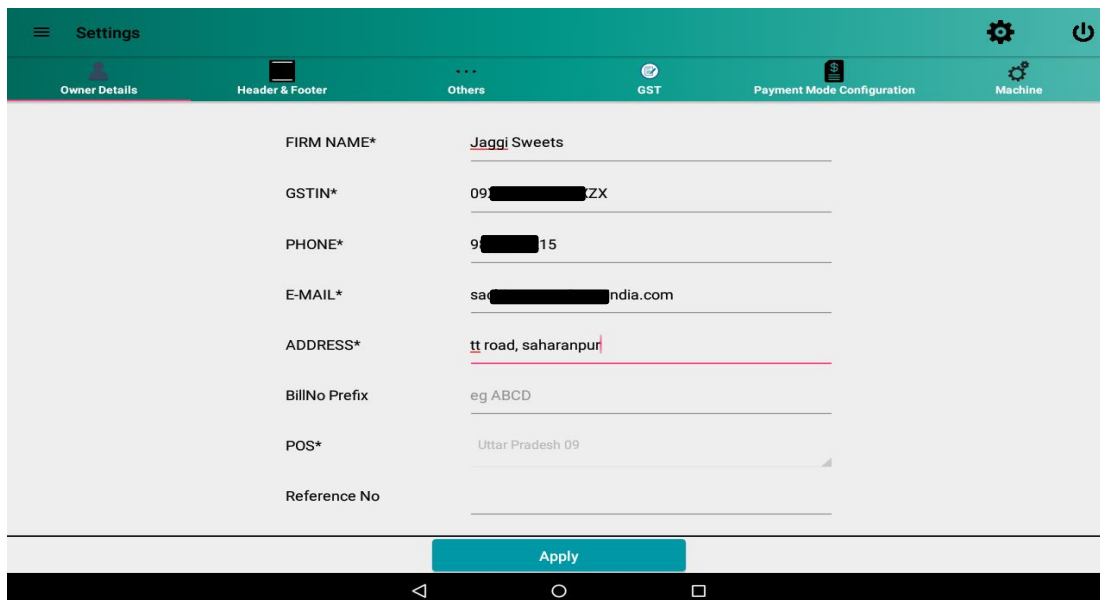
Barcode or ItemName

☐ InterState Select Bill No 1 Count 0000

Name	HSN	Rate	Qty	Discount	Taxable Value
<div> <input type="radio"/> MRP <input checked="" type="radio"/> Retail Price <input type="radio"/> Whole Sale Price </div> <div> <div>FAV</div> <div>ITEMS</div> </div> <div> <div>RICE</div> <div>WHITE CHOLLE</div> <div>MILK</div> <div>BREADS</div> <div>MINERAL WATER</div> <div>OIL</div> <div>GARLIC</div> <div>POTATOES</div> <div>GARAM MASALA</div> <div>GINGER</div> <div>HONEY</div> <div>TURMERIC</div> </div>					

IGST Amount	CGST Amount	SGST Amount	cess Amount	Round Off
0.00	0.00	0.00	0.00	0.00
Discount	Other Charges	Total Taxable Value	Total Amount	
0.00	0.00	0.00	0.00	

Click on Settings



**Settings**

Owner Details Header & Footer Others GST Payment Mode Configuration Machine

FIRM NAME\* Jaggi Sweets

GSTIN\* 09[REDACTED]ZX

PHONE\* 9[REDACTED]15

E-MAIL\* sa[REDACTED]ndia.com

ADDRESS\* tt road, saharanpur

BillNo Prefix eg ABCD

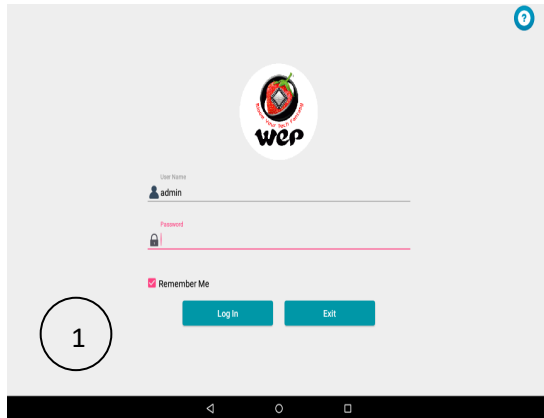
POS\* Uttar Pradesh 09

Reference No

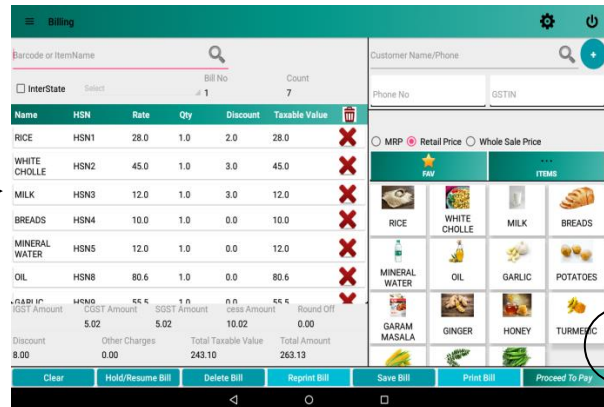
Enter Owner's detail and click Apply Button to save the entries



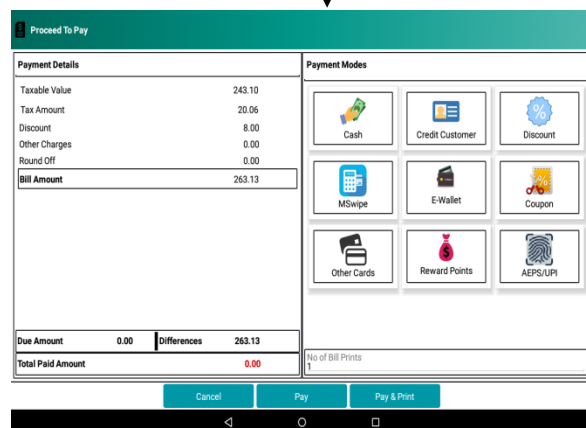
## 8 Billing Screen



Login into the application



Select items for order from item's list and then click on Proceed to Pay



Choose a payment option and then click on Pay to save the bill and click on Pay & Print to save and print the bill as well

## 9 Making payments

**Proceed To Pay**

Payment Details	
Taxable Value	243.10
Tax Amount	20.06
Discount	8.00
Other Charges	0.00
Round Off	0.00
<b>Bill Amount</b>	<b>263.13</b>

<b>Due Amount</b>	<b>0.00</b>	<b>Differences</b>	<b>263.13</b>
<b>Total Paid Amount</b>			<b>0.00</b>

**Payment Modes**

Cash
 Credit Customer
 Discount

MSwipe
 E-Wallet
 Coupon

Other Cards
 Reward Points
 AEPS/UPI

No of Bill Prints  
1

Cancel

Pay

Pay & Print

Our application provides various ways to make payments

### Card Payments

**Proceed To Pay**

Payment Details	
Taxable Value	354.20
Tax Amount	31.43
Discount	11.90
Other Charges	0.00
Round Off	0.00
<b>Bill Amount</b>	<b>385.61</b>

<b>Due Amount</b>	<b>0.00</b>	<b>Differences</b>	<b>385.61</b>
<b>Total Paid Amount</b>			<b>0.00</b>

**Payment Modes**

Cash
 Credit Customer
 Discount

MSwipe
 E-Wallet
 Coupon

Other Cards
 Reward Points
 AEPS/UPI

No of Bill Prints  
1

Cancel

Pay

Pay & Print

Make payment through other cards. Making payments through MSwipe will be coming soon.

### Wallet Payments

**Proceed To Pay**

Payment Details	
Taxable Value	354.20
Tax Amount	31.43
Discount	11.90
Other Charges	0.00
Round Off	0.00
<b>Bill Amount</b>	<b>385.61</b>

<b>Due Amount</b>	<b>0.00</b>	<b>Differences</b>	<b>385.61</b>
<b>Total Paid Amount</b>			<b>0.00</b>

**Payment Modes**

Cash
 Credit Customer
 Discount

MSwipe
 E-Wallet
 Coupon

Other Cards
 Reward Points
 AEPS/UPI

No of Bill Prints  
1

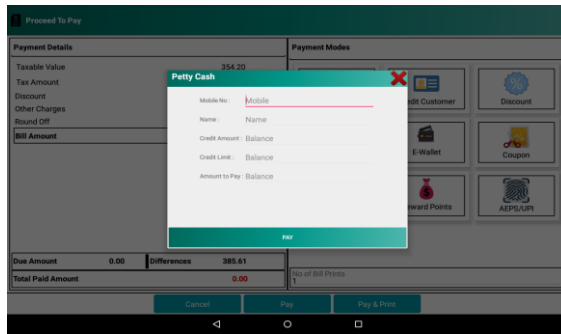
Cancel

Pay

Pay & Print

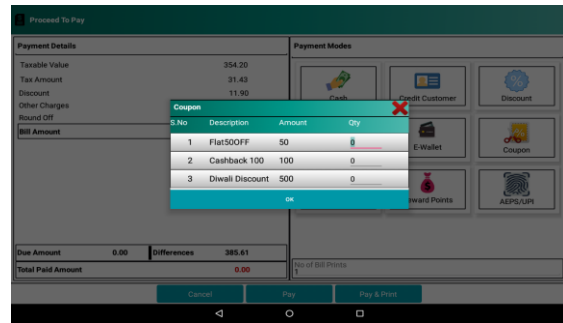
Our application supports many different wallets through which user can make payments. Before you start making payments, make sure to get yourself enrolled on Razor Pay website and configure it on Payment mode configuration.

### Credit Customer



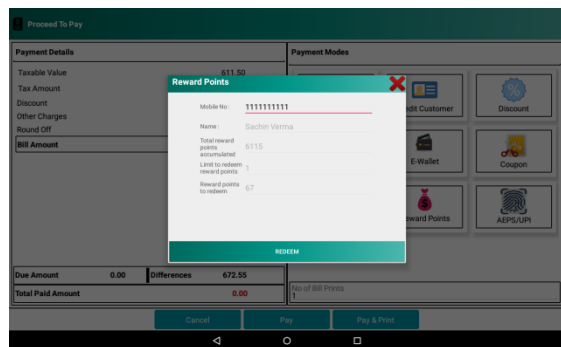
Pay through customers' credited amount.

### Discounts & Coupons



User can avail his customer with amazing and exciting discounts and coupons. To configure discounts and coupons.

### Reward Points



Enter customer's phone no and available reward points for redemption will be displayed

### AEPS Payment



Upon clicking AEPS , two option will popup – UPI & Aadhar. User choose any one option.

## 10 Support

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Give us a call on our toll free number: 1800 425 4453

Or you can drop us a mail on our email id: [enquiry@wepdigital.com](mailto:enquiry@wepdigital.com)

For more information visit us at: [www.wepdigital.com](http://www.wepdigital.com)