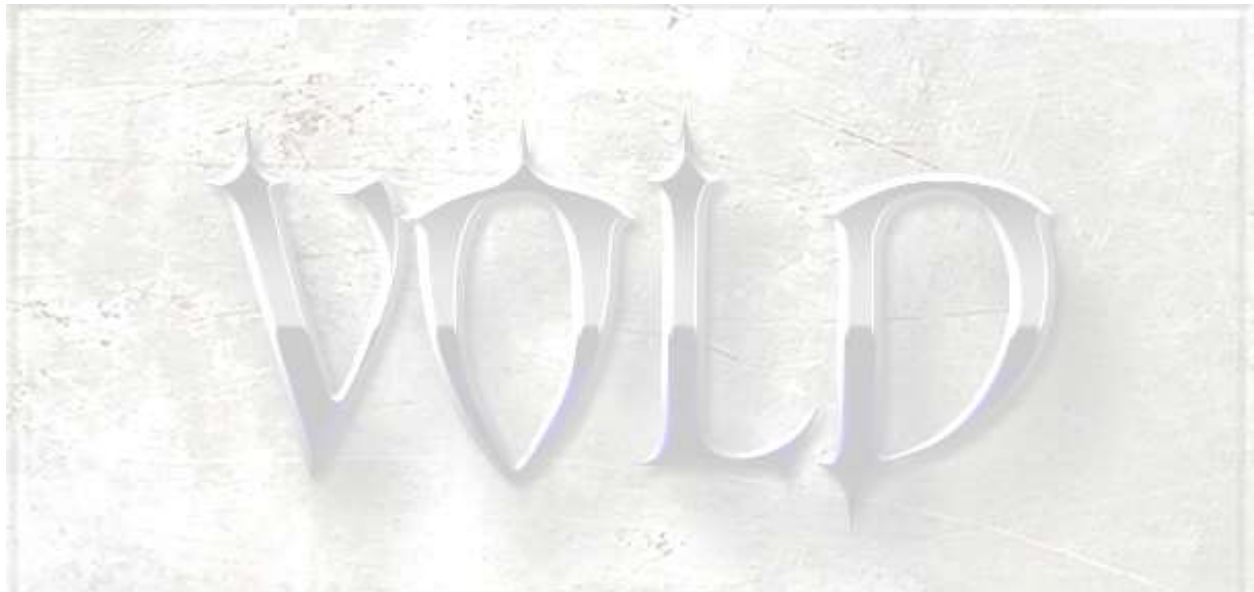


VOLD

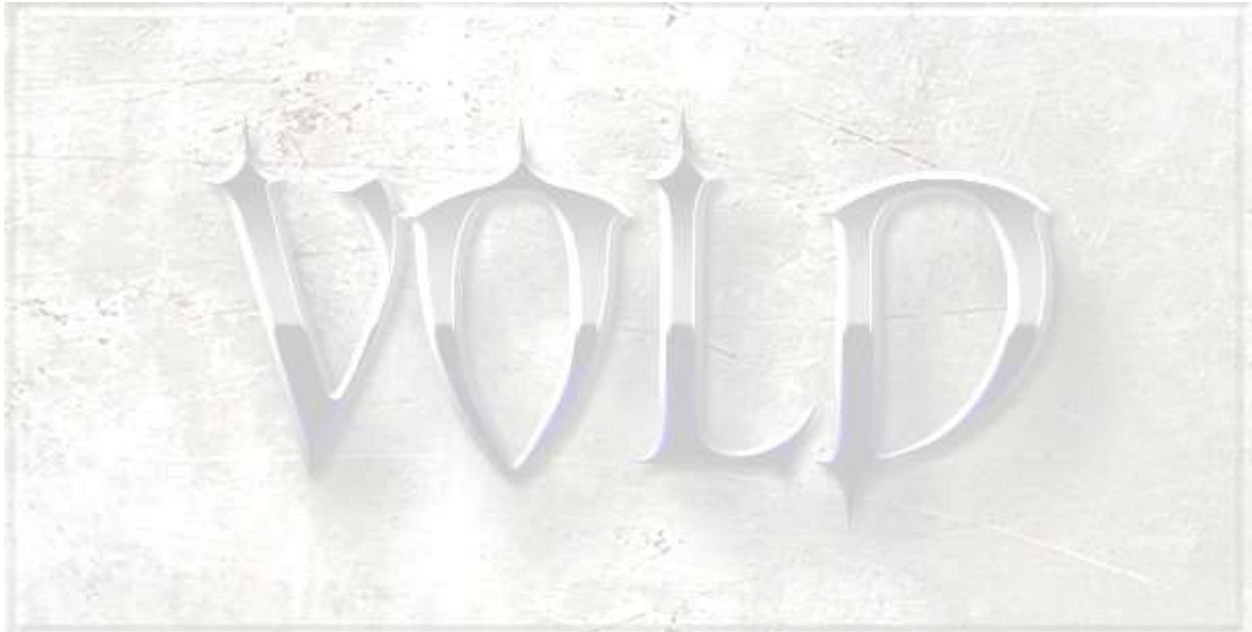
Inventory Management System



Administrative USER MANUAL GUIDE

CORPORATE VOLD AND COMMUNICATION

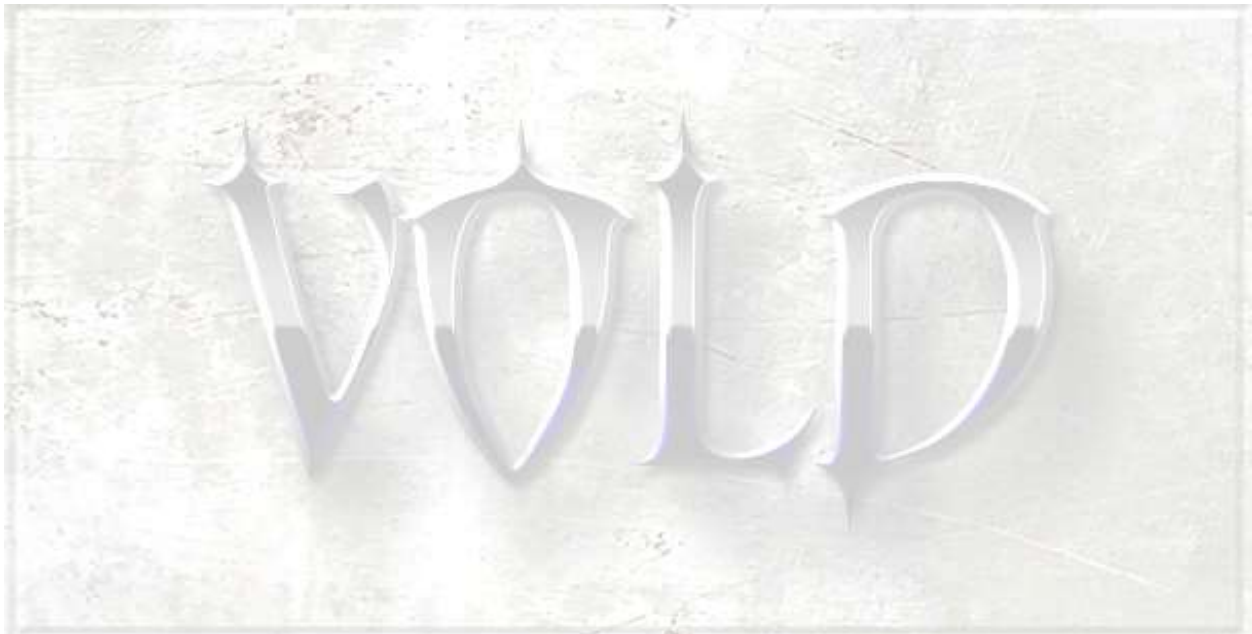
Administrative User Manual Guide



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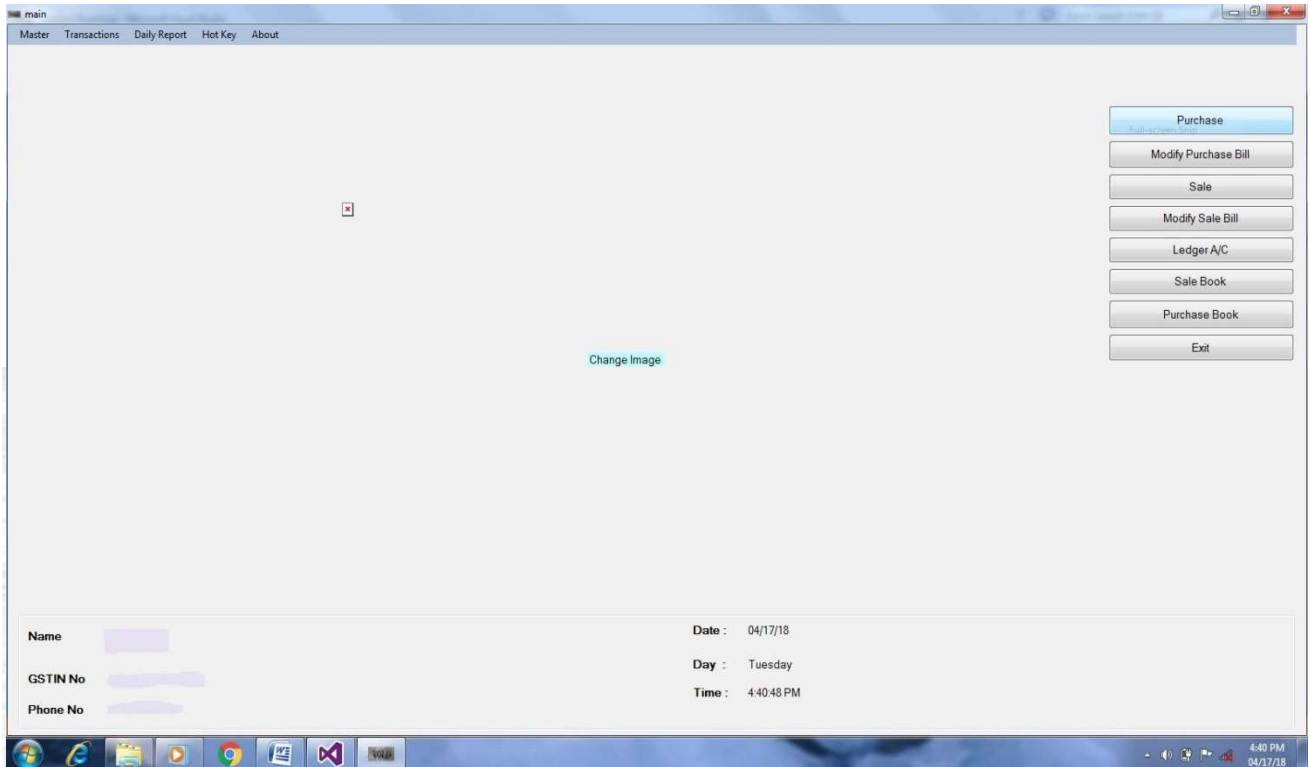
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1. Shortcut Keys

(1) Main



Keys	Description
(a) Ctrl + L	to open Ledger A/C.
(b) Ctrl + I	to open Item List.
(c) Ctrl + U	to open New User.
(d) Alt + P	to open Purchase Bill.
(e) Alt + S	to open Sale Bill.
(f) F12	to open Calculator.
(g) Ctrl + K	to open On-Screen Keyboard.
(d) Ctrl + T	to open Technical Support.

- (d) Ctrl + Q to Exit from the application.

(2) Ledger A/C

[illegible]

Keys	Description
(a) F2	to open new_ledger for create a new ledger account.
(b) F3	selected ledger account name to acquire all details about the ledger and modify them.
(c) D	selected ledger account name to acquire all details about the ledger and all transaction of purchase and sale display in ledger detail.

For Search Account: Type account name in blank box which is indicated by find.

(3) Item List

ITEMS				
DESCRIPTION	CATEGORY	STOCK UNIT	RATE	
Product	Category	Stock_Unit	Rate_A	
AXE DEO 450/-	HUL	10	300	
BIKAJI BHUJIA 1KG	BIKAJI	91	130	
BIKAJI TANA TAN 400GM	BIKAJI	80	65	
BRI BOURBON 25/-	BRITAINIA	200	19	
CAD DM 150/-	CADBURY	50	120	
COL BRUSH 80/-	COLGATE	170	65	
COL DEN 500GM	COLGATE	89	150	
DABUR HONEY 1KG	DABUR	30	240	
DOVE SOAP 4+1 280/-	HUL	100	220	
GIL SH. FOAM 299/-	GILLETE	23	175	
KEL CORN FLAKS 875GM	KELLOGGS	30	220	
LAKME FW STRAWBERRY 350/-	HUL	25	240	
NES CAFE 50GM	NESTLE	48	120	
NES KITKAT 100/-	NESTLE	67	85	
PAKCO BODY LOTION 200ML	HUL	22	210	

Find :

M.R.P. :	450	Category :	HUL
Rate :	300	HSN Code :	345135
Tax :	LOCAL 28%	Barcode :	163464

F2-New F3-Modify Del-Delete

Keys

Description

- (a) F2 to open new_item for create a new item.
- (b) F3 selected cell to acquire all details about the product and modify them.
- (c) Del selected cell to delete the product.

For Search Account: Type item name in blank box which is indicated by find.

(4) Purchase

PURCHASE ENTRY * Date Format is MM/dd/yy

Name : Date : 04/17/18

Bill No. : Type :

	Product	MRP	Qty	Free	P_Rate	Discount1	Amount
*							

SAVE

PURCHASE


Value of goods : 0

Discount : 0

GST : 0

Total Amount : 0

DEL-Delete Item

Keys	Description
	

- (a) Enter if press enter in table then item list was appear for user can select a product easily.
- (b) Del delete key press in table then selected row data was delete from the table.

(5) Sale

SALE INVOICE ENTRY * Date Format is MM/dd/yy

Name : Date : 04/03/18

Bill No. : 1017

*	Product	MRP	Qty	Free	Discount1	Rate	Amount

SAVE

SALES

Value of goods : 0

Discount : 0

GST : 0

Total Amount 0

Del-Delete Item

Keys

Description

- | | |
|-----------|-----------------------------------------------------------------------------------------|
| (a) Enter | if press enter in table then item list was appear for user can select a product easily. |
| (b) Del | delete key press in table then selected row data was delete from the table. |

Note :-

All the forms (User Interface from) can be closed using escape key of keyboard.

2. Backup & Restore (User Data)

- (1) Backup:** when the user close the application then appear message for user that is user want to backup and not. If user not want the backup then application security cannot be close the application without taking a backup.

The backup file (user data) auto created when the application was closed. First time application want the destination where the create a backup file and next time to auto take a destination.

- (2) Restore:** If any condition user data are corrupted then one option are available to regain the lost user data. User are also following the rule for regain the data that is

- ⇒ Login in application and press Alt + M then the master menu list was display in the menu list **Restore Data** sub menu is available in the section and enter Press on it.
- ⇒ Open file dialog box was appear then user select the path of backup data path and press ok on the dialog box.
- ⇒ After that message was appear when the restoring was complete.

3. General Information

➤ **Date Format :**

The date format is **MM/dd/yy** in the application. The entry of purchase and sale date is in specific format. And also apply the date format in all over the application.

➤ **Validation :**

In the application which implies the validation for security reasons. User cannot be taken any action against rules and security because developer is implementing the rules and security for user.

➤ **Technical Support :**

This is great function for user which is sent any problem using the function. In the technical support which can be sent a mail to company for resolving the issue that is appear on client system. The company was solving the user problem within 24 hours. The company can be solving problem using team viewer, if user can demand and depends on the problem.