BIZWATCH USER MANUAL VERSION 2

WEBSITE: tupimelab.com

EMAIL: bizwatch@tupimelab.com

System Requirement

32-bit or 64 bit : Windows XP + SP3 and above (Window Vista, 7, 8, 10)

150 MB available hard disk space. Note: All window operating systems is supported.

Installation.

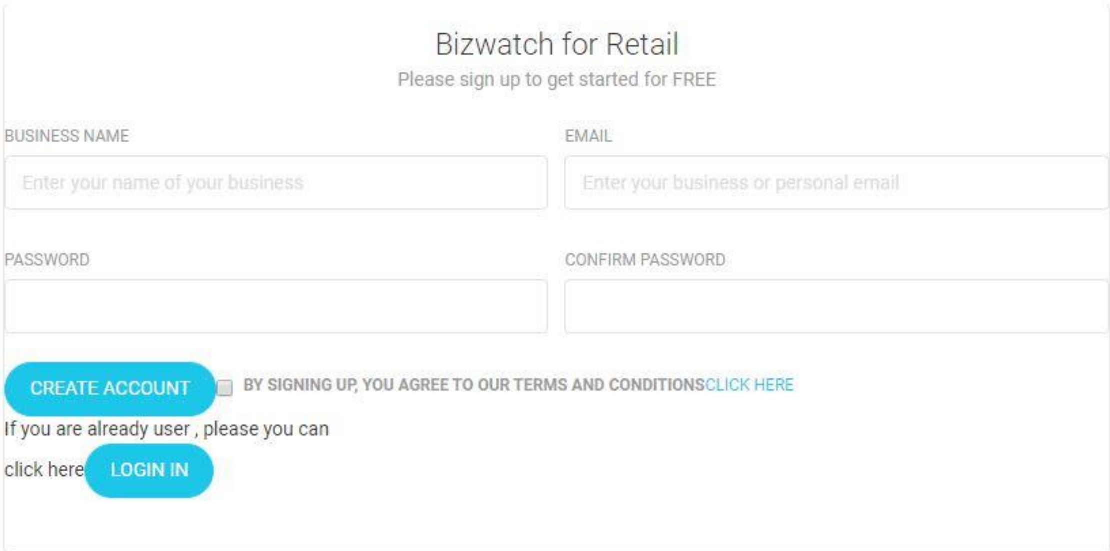
Download the executable file bizwatch.exe from our website which is appropriate for your operating system whether it is a 64 or 32 bit machine.

Note: Window filter screen will try to block the installation but just go on and accept the installation because it is not harmful to your computer. Window OS requires application to have digitally signed certificate which are very costly to acquire.

Getting Started

1. Creating the default business account.

Before you can access the bizwatch application, you need to create the account for your business entity. Please feel free to use your personal address if you do not have business email address. After creating the account, you can proceed to login into the application.
Please you must accept the terms and conditions.

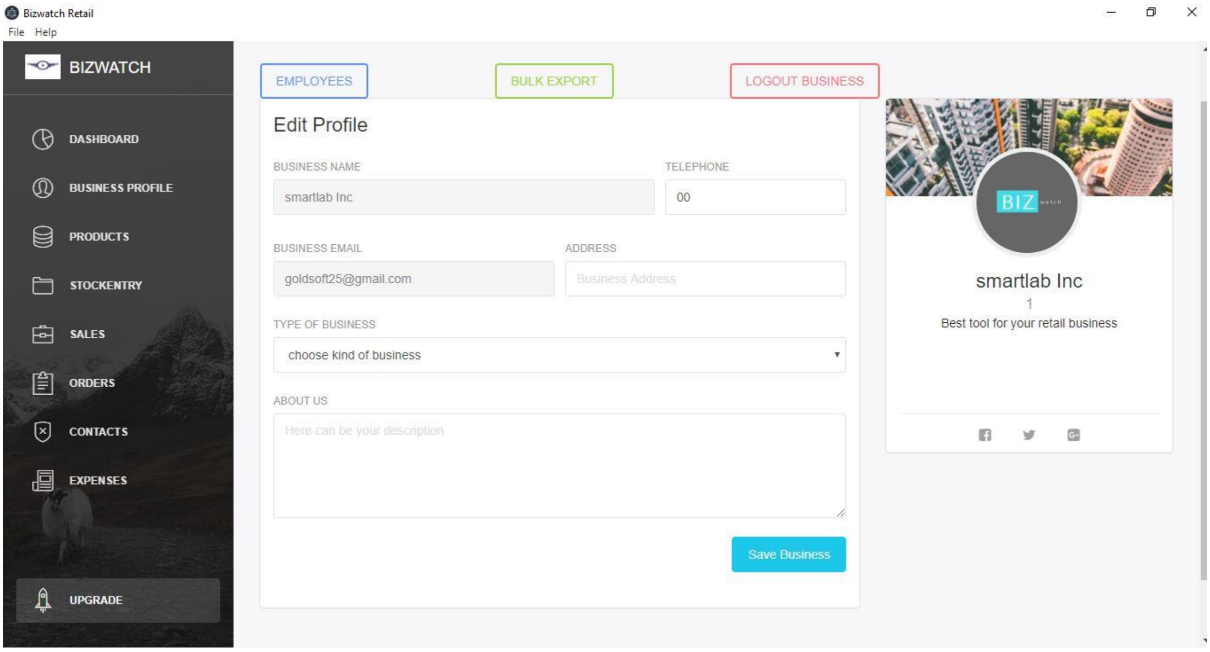


2. Login with your default account

You can proceed to login with your business email and password and you will be taken to the business profile page if you are first time user or Employee Login widget where you should be able to click on <contact Admin> button to take you to business profile page

3. Explore the business profile

Later head to the business profile where you can add more details about your business such as addresses, adding employees, logging out as business owner so that employees cannot be logged in.



Note: All the above 2 operations (creating the business account and the login) cannot be performed offline. You must be connected to the internet for verification purposes.

Note 2. All the remaining operations can happen offline with no need for internet connection except when you are synchronising the data.

3. Adding   employees

Before you can access the dashboard or other parts   of the application, you need to add the employees and their credentials. Good enough everything happens offline.

Note: The first employee to be added has the business owner rights. So ensure that first employee to be added is the business owner or has administrative rights. Additional employees to be added will be either shop-attendant or store-keeper

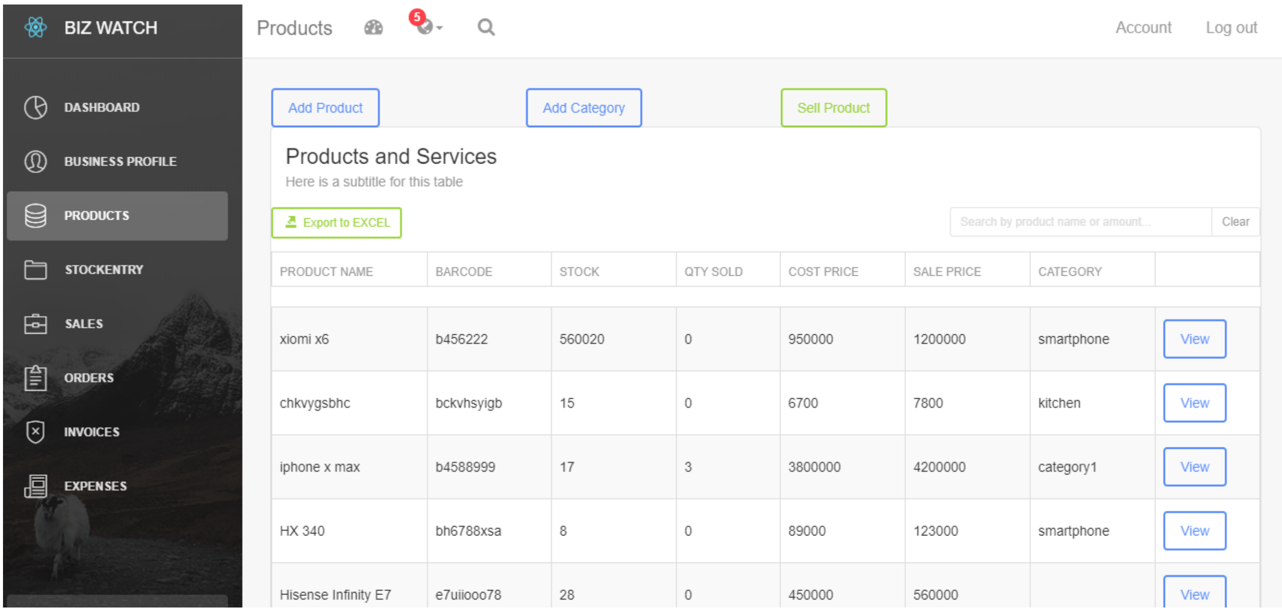
Before you can access the remaining parts of the application (Dashboard | Products | StockEntry | Orders | Invoices | Expenses), you need the employee login credentials.

Note: Only the admin employee is authorised to add new employee, update their passwords and also view much detailed report on the dashboard.

4. Products

Before you can start selling any product or service, you need to add the products or services that your business provides. Just click on the products menu item in the sidebar and you shall automatically navigate to that products page.

Here you can click the button for adding new product, product category and selling a product.



-You should first create the product categories before you can add any product for example smartphones, food stuff, clothing, etc.

-Then you can proceed to add the products. All the input fields are compulsory except the product description, barcode/SKU and enabling Expiry and batch tracking

-To export the products table being displayed, just click on <ExportToCSV> button to generate the products.csv file that you can import later in another application.

-You can also search for particular product using its name if you happen to have many products in the table.

- Editing the product details.

To edit the details for a particular product, just click on the view button and it will show the window form for editing the product. Then you must click on edit button to activate the editing mode, then do all the necessary editing and later save the product details.

Note: You only allowed to edit/update these fields (unitPrice/Cost Price, Retail price , reorder level, product description and also category for your product) Then after making your changes, you can click on the update button to save the changes you have made.

5. New Stock/incoming Stock.

When you happen to bring new stock into your business, you just have to click on the stockEntry menu item on sidebar and you shall see the incoming stock table displayed and buttons for adding new stock and date filter.

- Adding new stock.

Select the product name, quantity of stock brought, date of arrival and the cost price you bought that product and then click <Add New Stock>

Note:

If you happen to add the new stock without first selecting the product name, you shall not proceed to record new stock and you must first visit the products page so that product details can load first. Also if cost price is left empty, it will use the default cost price of the product.

-Filtering stock by date.

Click on the <date filter> button and specify the start Date and end Date when the new stock was brought into your business.

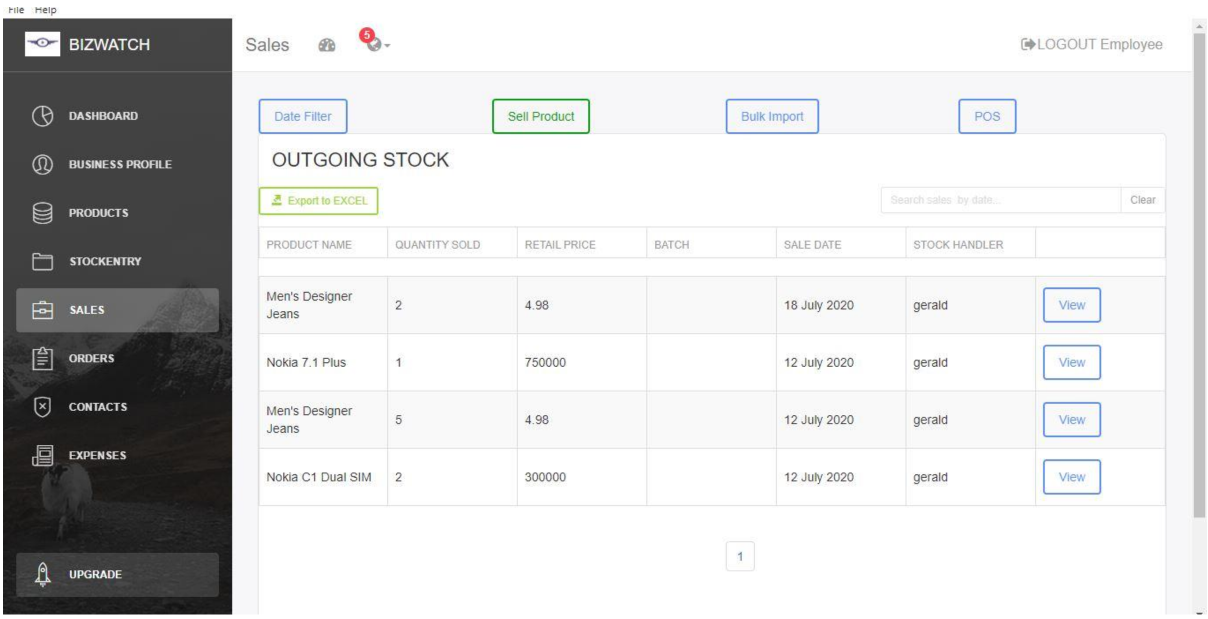
-Export the incoming stock displayed on that page via the CSV by clicking on the <ExportToCSV> button.

- Batch code

From here you can add the batch codes for all the products that have batch code enabled. This can be applied for all products that expire such as perishable goods, food stuffs and medicine

6. Sales.

You need to know the sales that your business is making, you just click on the sales menu item on the sidebar and then you can filter the sales by date.



To make a sell, you need to click on the sell product button, you shall see the window for selecting the product that you want to sell, specify the quantity to be sold. Whenever you sell the product, the available stock quantity for that product decreases automatically.

In case your sales needs some modification such as quantity sold, date of sale, you can just click on the <view> button. Then later in the window form, you click on edit button to activate the editing mode.

The product name and retail price at which the product was sold cannot be edited thus disabled input fields.

-To export the sales in the table being displayed, just click on <ExportToCSV> button to generate the sales.csv file that you can import later in another application.

- To handle supermarket kind of selling where you are dealing with many products, you just have to click on <POS> button to access the point of sale features such as selecting many products for sale and later printing the receipts for the customer.

- You cannot sell the products that have batch code enabled without first selecting the batch code. This happens on the normal sale. Thus you need to first create batch codes in the <stockEntry> page and click on the batch code. Then you can come back and make sales for that product.

7. Orders

When you click on the orders menu item on the sidebar, you shall access the sale and purchase orders. Purchase Orders is under construction and shall be available in the next version.

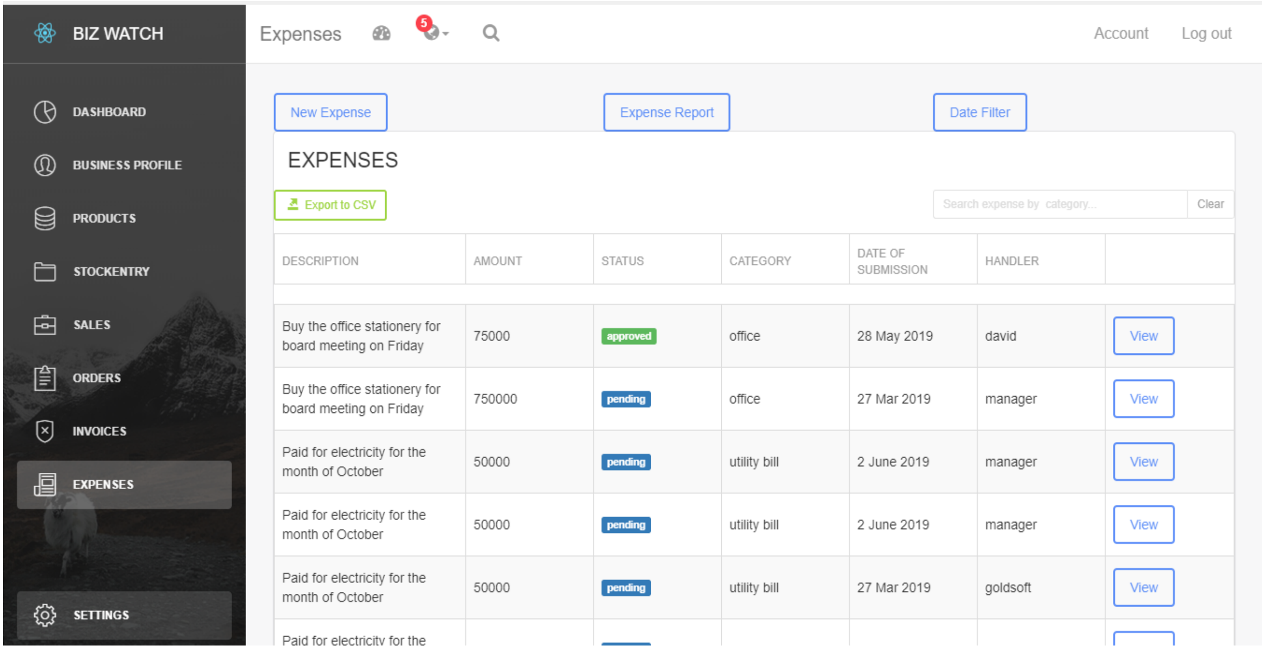
Sale Orders.

You can add the new sale orders that have been requested by the customers and also track the status of the sale order whether it is pending, confirmed, paid and later shipped to the customer premises.

You can also filter the sale orders by date when you click on the <Date Filter> button. Recall after filtering sale orders, you should click on the <clear filter> button to remove the filtered content and perform another filter. You can also search the sale orders for a particular product by clicking on the search button

8. Expenses

When you click on the expenses menu item on the sidebar, you shall access the expenses.



-Adding expenses by clicking on the <New Expense> button.

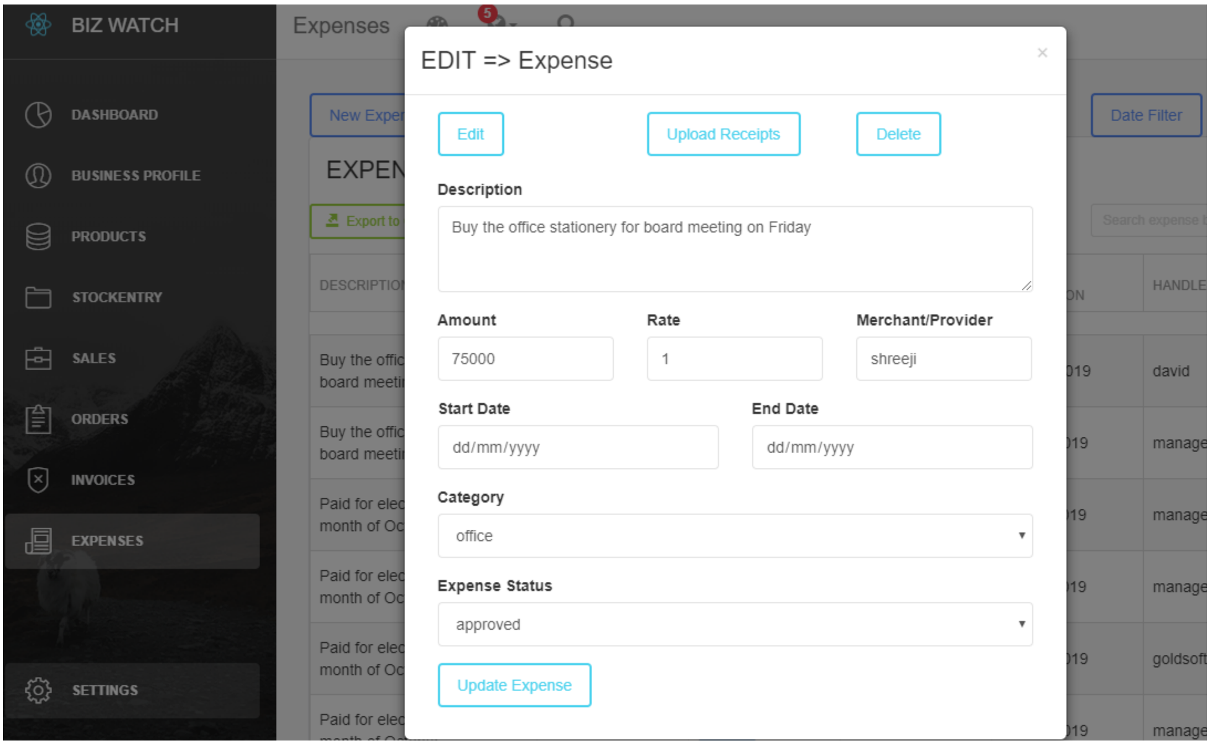
All the input fields are compulsory except merchant and the rate.

-Editing the expense

You click on the <view> button for that particular expense item and then you can update the particular fields for that expenses.

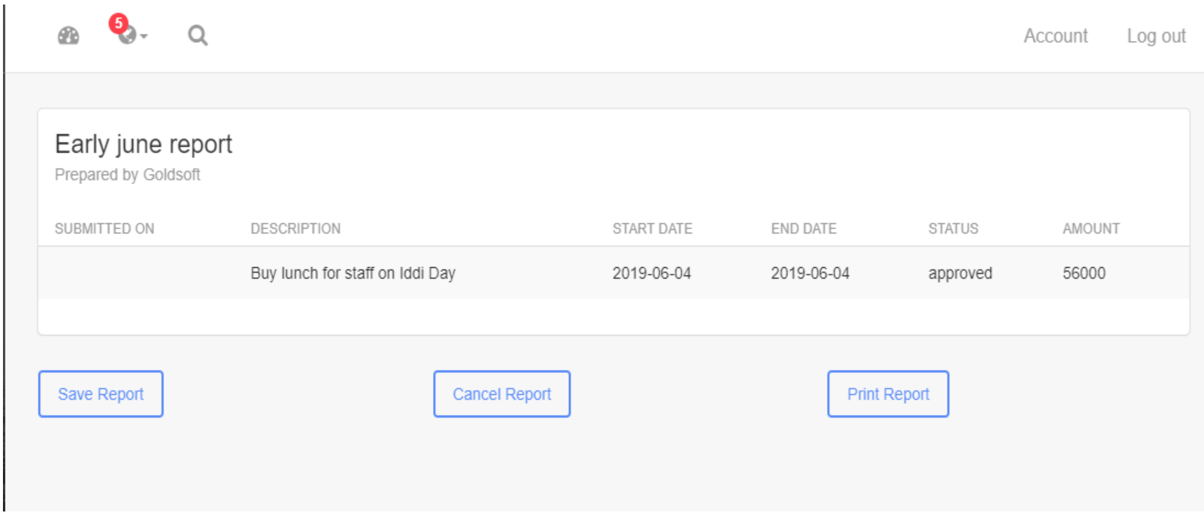
-filtering the expenses by date...

After filtering, please you need to clear the filter so as to bring back the all expenses that have disappeared due to date filter.



-Making expense reports.

You must first filter by date by specifying the start Date and end Date for that particular expense report. Then you can click on the <Expense Report> button to make the report by specifying the title and purpose of the expense reports.



-Uploading receipts.

When it is important to keep receipts of the expenses incurred, bizwatchPOS has got you covered.

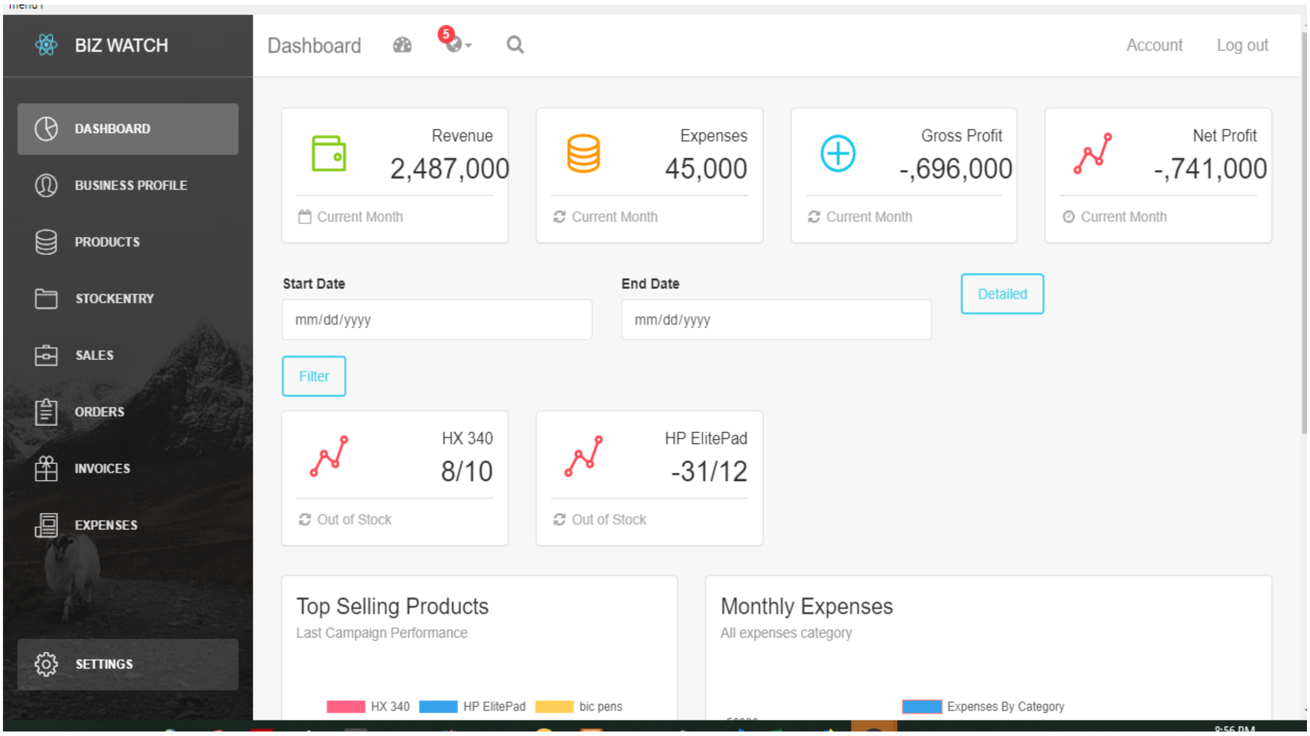
You can click on <Upload Receipts> button and then you can drag and drop the receipts. But for now this feature only works when connected to the internet. Thus not supported offline for now.

9. Dashboard.

This shows the overview performance of your business in the current month by default but you are free to specify the start and end date of any month .

It displays the Total Revenue collected, Cost of Goods Sold , expenses incurred and lastly the gross profit obtained while running the business. From those details you can know whether you are making a profit or loss basing on the metrics.

It also displays the products that are out of stock and need to be reordered/restocked in your business. Forget the days of physically counting your available stock.



You can also see the summarised report for the top selling products and also bar chart for the expense category.

When you want to synchronise your offline data with the remote server so that you can access your data anywhere in the world. Then you are free to click the <Synchronise> button.

However for those who do not want to back up their records in the cloud/internet, there is no need to click on the synchronise button but it is not recommended

10. Importing and Exporting Data Dashboard.

When you want to import data from different tool such as Excel or any other retail point of sale systems. Just export your data from that system in CSV file format and then format your data in the Excel following the format as described in the videos. Or if you have complicated system, you can always contact us to help you transfer at smaller fee.

Where you see the <Bulk Import>, it means that you can import your product or sales or contacts data by clicking the button, browsing the CSV file and specifying the number of rows of data that you want to import. Click import.

You can also export your data in CSV file format by clicking on <ExportCSV> button on each table to get records in a particular table. Or if you want to export all the data at once, just visit the business profile page and click on <Bulk Export> to do all the exporting of the records.