STOKE®

USER GUIDE

E-STOKE USER GUIDE

INTRODUCTION

Welcome to the E-Stoke User Guide! This comprehensive manual will walk you through the setup, features, and functionalities of E-Stoke, our powerful inventory management software. Whether you're new to inventory management or transitioning from another system, this guide is designed to help you get the most out of E-Stoke.

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1. Getting Started

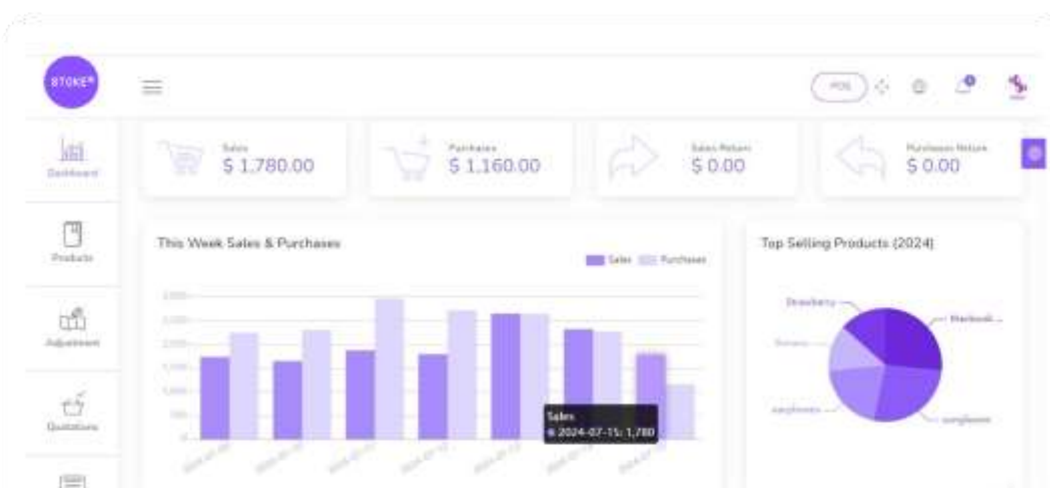
Creating an Account

To start using E-Stoke, you'll need to create an account. Visit our website, click on the "Sign Up" button, and follow the prompts to register your business details. Once completed, you'll receive a confirmation email to verify your account.

Logging In

Once your account is verified, log in by entering your email and password on the E-Stoke login page. You'll be directed to your personalized dashboard.

2. Dashboard



Today Sales & Income & Expenses & Profit

Your dashboard provides a snapshot of today's sales, income, expenses, and profit. This feature gives you real-time insights into your business's financial health.

This Week Sales & Purchases

View a summary of your sales and purchases for the current week. This helps you track your weekly performance and adjust your strategy accordingly.

Top Selling Products

Identify your best-selling products of the month and year. This data is crucial for inventory planning and marketing strategies.

Top Five Customers

See who your top five customers are based on their purchase history. This feature helps you understand and reward your most loyal customers.

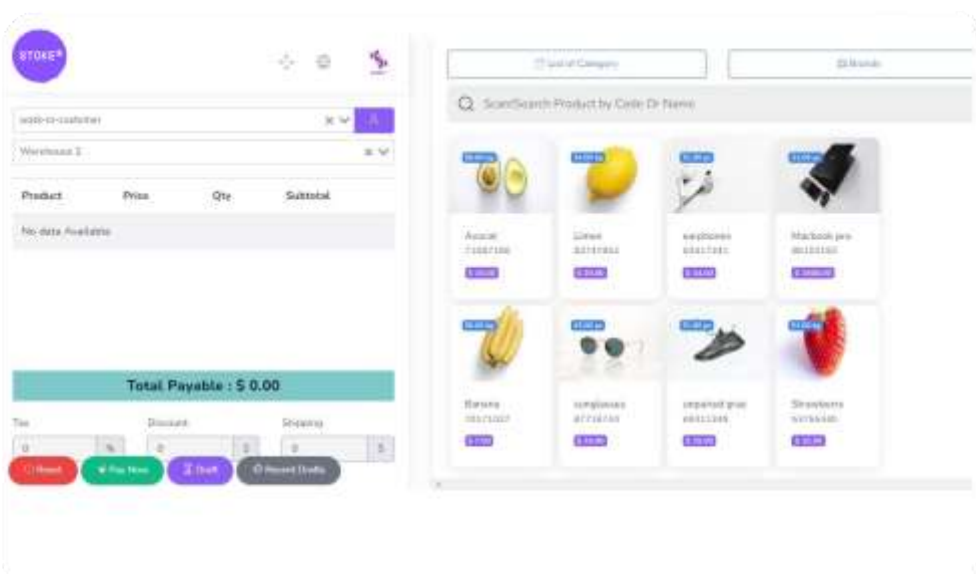
Payments Sent & Received

Track all payments sent and received to manage your cash flow effectively.

Recent Sales

Review your most recent sales transactions to stay updated on your business activities.

3. Easy POS



POS System Overview

E-Stoke's Easy POS system simplifies the sales process with a user-friendly interface and efficient transaction handling.

Invoice Design

Create professional and gorgeous invoices tailored to your business needs.

Discounts, Taxes, and Shipping

Easily apply discounts, taxes, and shipping options to your sales, ensuring accurate pricing and customer satisfaction.

Item Search and Filtering

Quickly find items by code or name and filter by category or brand for efficient sales processing.

4. Products

Adding, Editing, and Deleting Products

Manage your inventory by adding, editing, and deleting products with ease. Keep your product catalog up-to-date to ensure accurate stock levels.

Exporting and Importing Products

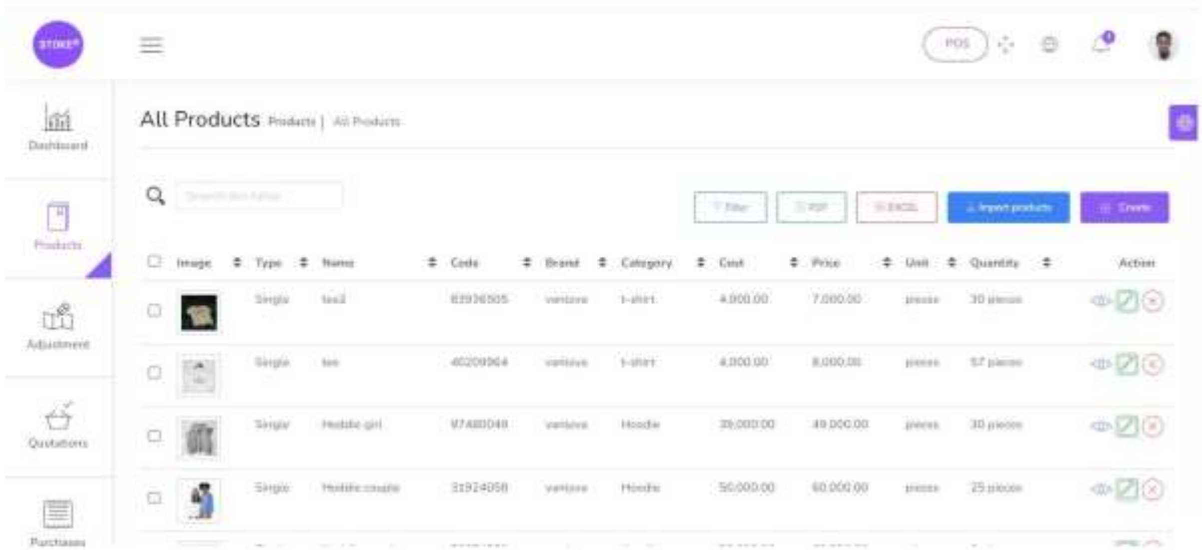
Export your product list as PDF or Excel files for record-keeping and import products via CSV files for bulk updates.

Stock Adjustments and Transfers

Adjust product quantities and transfer stock between locations to maintain accurate inventory levels.

Barcode Printing

Print barcodes for your products to streamline sales and inventory tracking.



5. Quotations

Managing Quotations

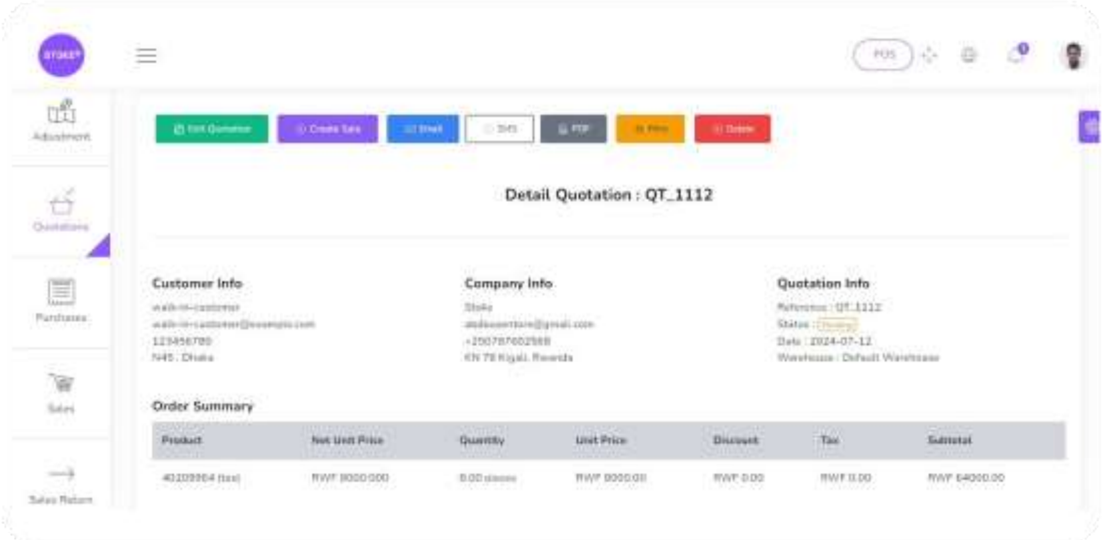
Create, edit, delete, and view quotations to streamline your sales process.

Generating Sales from Quotations

Convert quotations into sales with a single click, simplifying the transition from potential to actual sales.

Exporting and Sending Quotations

Export quotations as PDF or Excel files and send them directly to clients via email.



6. Sales

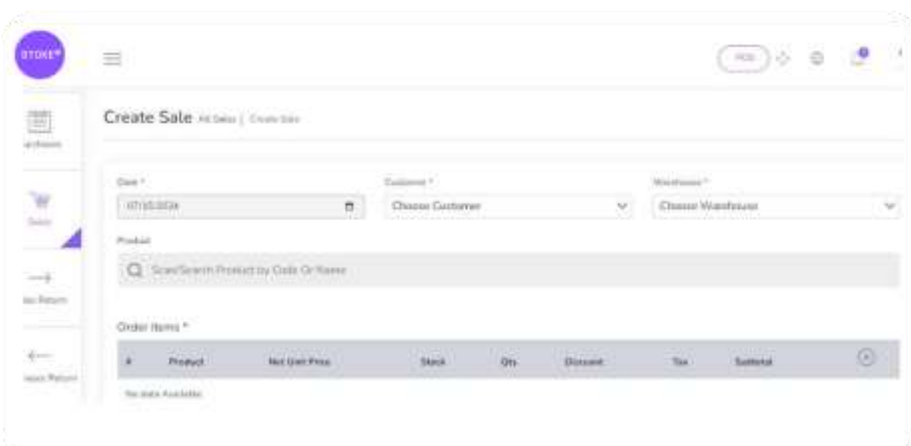
Sales Management

Add, edit, delete, and view sales transactions to keep track of your revenue streams.

Payment Handling

Manage payments associated with sales, including adding, editing, and deleting payment records.

Exporting and Sending Sales Data Export sales data as PDF or Excel files for record-keeping and send sales receipts to customers via email.



7. Purchases

Managing Purchases

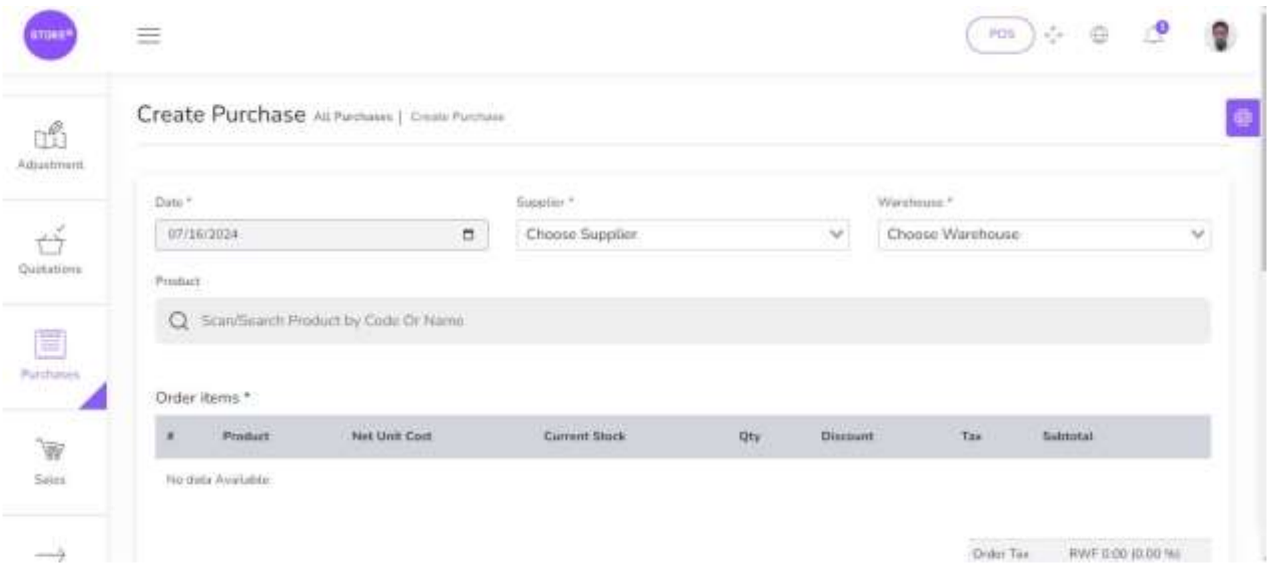
Track your purchases by adding, editing, deleting, and viewing purchase records.

Payment Handling

Manage payments for purchases, including adding, editing, and deleting payment records.

Exporting and Sending Purchase Data

Export purchase data as PDF or Excel files and send purchase receipts to suppliers via email.



8. Returns

Handling Sales and Purchase Returns

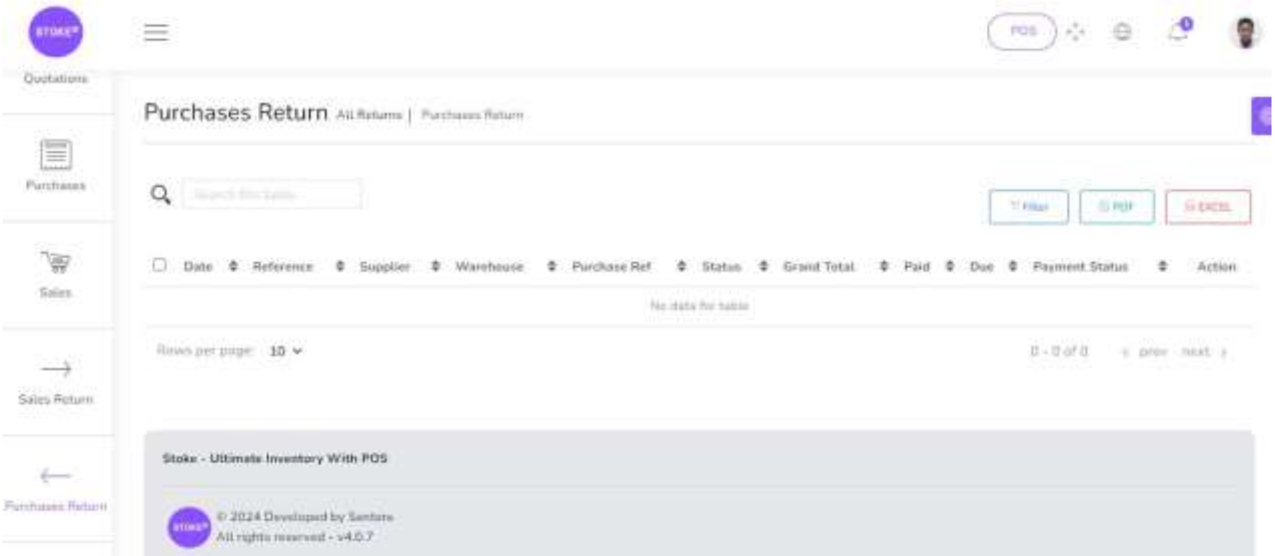
Manage returns for both sales and purchases, including adding, editing, and deleting return records.

Payment Management

Track payments related to returns, ensuring accurate financial records.

Exporting and Sending Return Data

Export return data as PDF or Excel files and send return receipts via email.



9. People

User and Role Management

Add, edit, delete, and view users, assigning roles to control access and permissions within E-Stoke.

Customer and Supplier Management

Manage your customers and suppliers by adding, editing, deleting, and viewing their details.

Exporting and Importing People Data

Export customer and supplier data as PDF or Excel files and import them via CSV files for bulk updates.

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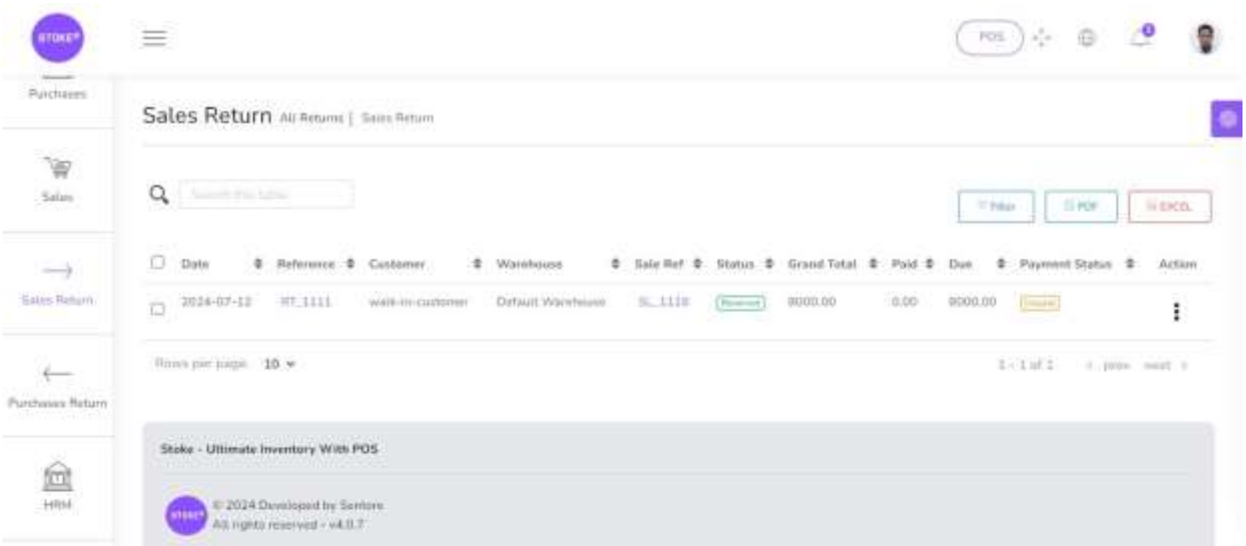

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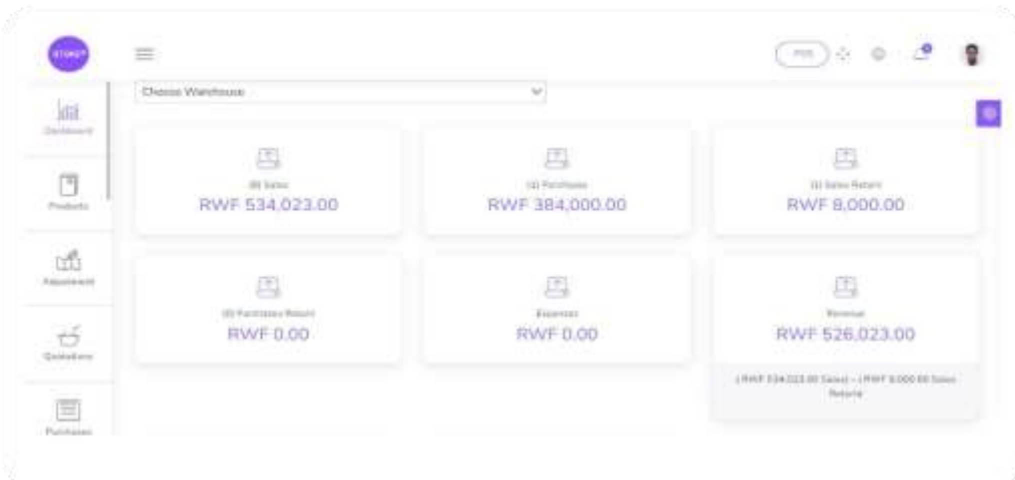
10. Reports

Overview and Stock Charts

Access an overview of your inventory and visual stock charts to monitor stock levels and performance.

Alerts and Reports

Receive alerts for low stock or product expiry and generate detailed reports on payments, profit/loss, purchases, sales, customers, and suppliers.



11. Settings

Company Information

Edit your company's logo, name, email, and other details to personalize your E-Stoke experience.

Mail Notifications

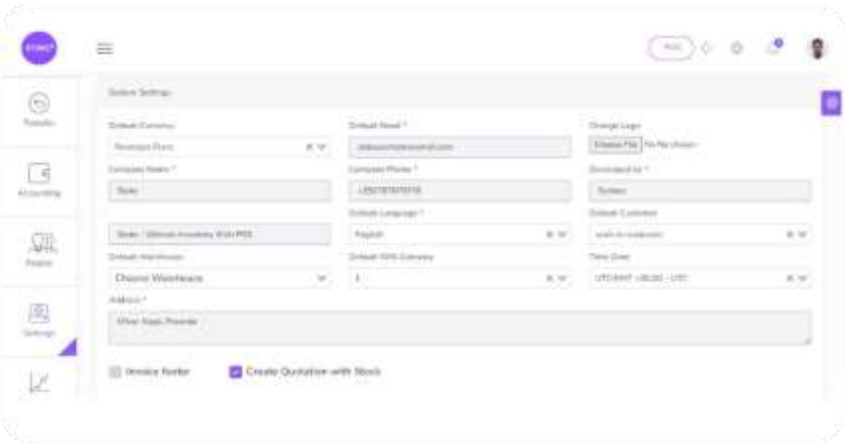
Set up your SMTP server for mail notifications to keep you informed about sales, purchases, quotations, returns, and payments.

User Profiles and Passwords

Update user profiles and change passwords to maintain security.

Currencies, Warehouses, Brands, Categories, and Units

Add, edit, delete, and view currencies, warehouses, brands, categories, and units to customize E-Stoke to your business needs.



E-Stoke provides a comprehensive set of features designed to streamline your inventory management processes. This guide is intended to help you make the most of our software and optimize your business operations. For further assistance, please refer to our online resources or contact our support team.