

# MAT SMART SHOP

*(WEB VERSION)*

## User Guide



## CREATING A PROFILE ON MAT SMART SHOP (WEB VERSION)

### How to Set up your Profile

On the login page click on **New to Mat Smart Shop**  
Fill in all details

Company Name	Address
First Name	Phone Number
Last Name	Select Country ▼
Email Address	State
Password	Currency
Confirm Password	<b>CREATE COMPANY</b>

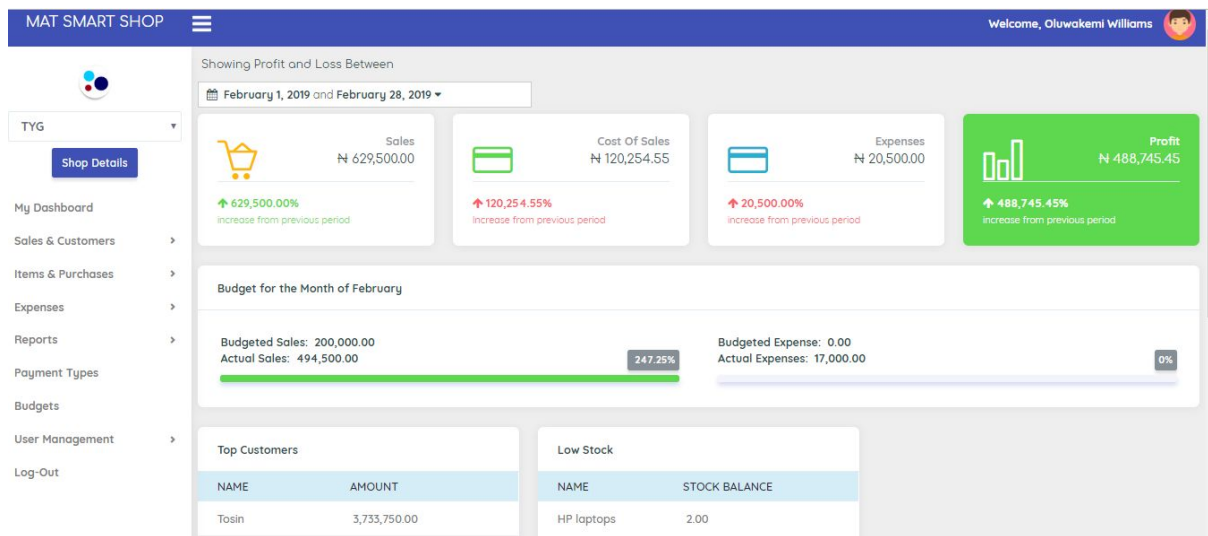
PRESTIGE SCHOOL	Anthony
Prestige	0805688999
School	Nigeria ▼
prestiges@gmail.com	Lagos
*****	NGN
***** ✓	<b>CREATE COMPANY</b>

Click on Create Company  
Subscribe immediately or use the trial period

## THE DASHBOARD

**Dashboard Business Insights** - Mat Smart Shop dashboard displays key metrics regarding the state of your business

- Income & Expense
- Low stock levels
- Customer & Vendor Balance.
- Top Customers
- Budgeted Sales Progress
- Customer Anniversary Reminder



## SETTING UP

### Add New Items

From the main menu, click on Items & Purchases, select click on Item Info & Management

Items List

Show 10 entries

Create Item Upload from Excel Export to Excel

Search:

ITEM NAME	ITEM TYPE	PURCHASE RATE	SALES RATE	QUANTITY	RE-ORDER	MANAGE
Barrel Ridge Cap Bracken/Pepper	PRODUCT	3,500.00	4,500.00	100	10	
Wall Flashing Antico	PRODUCT	3,500.00	4,500.00	100	10	
Wall Flashing Azure/Delta Blue/Sapphire	PRODUCT	3,500.00	4,500.00	100	10	
Wall Flashing Cedar	PRODUCT	3,500.00	4,500.00	100	10	
Wall Flashing Chestnut/Teak	PRODUCT	3,500.00	4,500.00	100	10	

\* To add new items click on **Create Item** or **Upload from Excel**

\*Click on the **Manage** icon to view stock details and edit or delete your items

Enter necessary details of the item (Name, purchase rate, sales rate, opening quantity & re-order level)

Select the item type

Click Add to list.

Repeat the processes above if you have more than one item to create.

Click Save

### Note:

**Opening quantity** – this is the number of currently available items for sale.

**Re-order level** is the level at which the quantity reaches that triggers a replenishment alert.

**Purchase Rate:** This is the cost price of an item. The amount the item was bought for by the seller.

**Sales Rate:** This is the selling price of an item. The amount to be paid by the customer to acquire the product.

---

Item Name	Select Item Type					
Purchase Rate	Sales Rate	Opening Quantity	Re-Order Level			
<b>ADD TO LIST</b>						
S/N	ITEM NAME	ITEM TYPE	PURCHASE RATE	SALES RATE	RE-ORDER LVL	QTY

---

Close	<b>SAVE</b>
-------	-------------

## Using the Upload Function to add New Items

This is recommended if you already have an excel file of all your items.

Select **Items & Purchases** from the menu, then select **Item Info & Management**  
Click on upload from excel

**Upload from Excel**

Download the sample template .

[CLICK HERE TO DOWNLOAD SAMPLE TEMPLATE](#)

Open a new excel sheet and enter your details as shown in the sample template.  
Upload the excel file.

[CLICK HERE TO BROWSE OR DRAG AND DROP FILE HERE](#)

Click on import data

**IMPORT DATA**

Finally click on save

**SAVE**

”

”

## Add a New customer

Click on **Sales & Customers** from the menu

Select **customer info & management** > click on **Create Customer**

Enter details of the customer (Name, Email, Phone number And Address)

Click Add to list.

Repeat the processes above to add more than one customer.

Click Save to finally save.

Customers List

Show  entries

Search:

[Create Customer](#) [Upload from Excel](#) [Export to Excel](#)

CUSTOMER NAME	PHONE	EMAIL	ADDRESS	BALANCE	MANAGE
Adejinka	7899000	yinka@gmail.com	-	105,000.00	
Cash	-	-	-	0.00	
Kemi	7559	kemigjk@gmail.com	lag	50,750.00	
Tosin	7779	tosin@gmail.com	-	112,500.00	
Tojin	-	-	-	-100,000.00	
Wade	-	-	-	10,000.00	

\*Click on the Manage icon to view customer transactions, **edit** and **delete** your customer

**Note that you cannot delete a customer if you have existing transactions with that particular.**

Create New Customers

Name  Email  Phone Number

Address

[ADD TO LIST](#)

S/N	NAME	EMAIL	PHONE	ADDRESS
-----	------	-------	-------	---------


[Close](#) [SAVE](#)

## Using the Upload Function to add New Customers

This is recommended if you already have an excel file of all your customers

Click on **Sales & Customers** from the menu

Select **customer info & management** > click on upload from excel

A blue rectangular button with rounded corners containing the text "Upload from Excel" in white.

Download the sample template and fill in the necessary details

[CLICK HERE TO DOWNLOAD SAMPLE TEMPLATE](#)

Open a new excel sheet and enter your details as shown in the sample template.

Upload the excel file

[CLICK HERE TO BROWSE OR DRAG AND DROP FILE HERE](#)

Click on import data

A teal rectangular button with rounded corners containing a white upload icon and the text "IMPORT DATA" in white.

Finally, click on save

A green rectangular button with rounded corners containing the text "SAVE" in white.

## Add a New Vendor







Click on **Purchase & Vendor** from the menu, then click on **vendor info & management**

Click on **Create Vendor**

- Enter details of the vendor
- Click Add to list.
- Repeat the processes above to add more than one vendor
- Click Save to finally save.

Vendors List Create Vendor

Show  entries Search:

VENDOR NAME	PHONE	EMAIL	ADDRESS	BALANCE	MANAGE
Idumota	-	-	-	0.00	
Idumota	-	-	-	0.00	 Edit Vendor  Delete Vendor
Jumia4	-	-	-	0.00	
KFC	-	-	-	0.00	
KGL	-	-	-	0.00	

\*Click on the Manage icon to view a vendor's transactions, edit and delete your vendor.

"  
"

### Cf f lpi 'wr 't'Vtcpuexkqp'Encuu'

[ qw'ecp'i q'dg{ qpf 'y g'tgi wrct'tgeqtf lpi 'qh'cm'{ qwt'dwukpguu'kpeqo g'cpf "gzi gpugu'vq" ecvgi qtk lpi 'c'ur gekle'tgeqtf "qh'ucngu'cpf "gzi gpug0"

Kp'O cv'Uo ctv'Uj qr . '{ qw'ecp'etgcvg'tcpuexkqp'encuu'gu'y cv'ecp'dg'cuuki pgf "vq" { qwt'ucngu' tcpuexkqpu'cpf 'dwukpguu'gzi gpugu0'Vj ku'ngu' { qw'tcenit'geqtf u'd { 'dwukpguu'iqecv'kqp. " f gr ctvo gpv."qt'cp { 'qy gt'o gcpkpi hwi'dtgcnf qy p'qh' { qwt'dwukpguu0'

O cp { 'dwukpguu'qy pgtu'j cxg'f khtgpv'f kxkukqpu'qh'y gk 'dwukpguu'y cv'y g { 'y cpv'vq'nggr "c" emug'g { g'qp=d { 'wukpi 'y g'tcpuexkqp'encuu'hcw'g. " { qw'ecp'f ghkpg'y gug'f kxkukqpu'cpf 'tcent' y gk 'cuuqekcv'f 'kpxqlegu'cpf "gzi gpugu0I tgcvg't'eqpvtq'q'xgt'gzi gpug'cpf "kpeqo g" ecvgi qtk cvkqp'ku'y g'r tko ct { 'dgpghk'qh'tcpuexkqp'encuu'tcent'pi 0'

Dwukpguu'gu'y kj 'f khtgpv'f gr ctvo gpv'qt'iqecv'kqpu'ecp'wug'encuu'gu'vq'i gv'r tqhkcdk'k' { 'hqt'gcej " f gr ctvo gpv'iqecv'kqp0'

Hqt'gzco r ng.'kh' { qw'j cf 'c'engcpkpi 'ugt'xleg'y kj 'y tgg'iqecv'kqpu. " { qw'o ki j v'etgcvg'O ct { r'cpf. " [ cdc."cpf 'K'rcpf 'tcpuexkqp'encuu'hqt'tcent'pi 'r tqhkcdk'k' { 'd { 'iqecv'kqp0Cv'y g'gp'f'qh'c" i kxgp'r g'kqf. 'y g'engcpkpi 'ugt'xleg'eqwf 'etgcvg'ugr ctcvg'tgr qt'u'hqt'gcej 'iqecv'kqp0"

Vtcpuexkqp'Encuu'tcent'pi 'j gr u' { qw'i gv'cp'gzegm'gpv'qxgtxkgy 'qh' { qwt'eqo r cp { 'gzi gpugu" cpf 'ecp'ugg'j qy " { qwt'o qpg { 'ku'dgkpi 'ur gpv'0Y kj 'y ku'kphqto cvkqp.'kxu'o wej 'gcukgt'vq'uc { 'qp " vqr 'qh' { qwt'dwf i gv0'

Vj ku'hcw'g'pggf u'vq'dg'ce'kxcvg'f "

Ugrge'Vtcpuexkqp'encuu'htqo 'y g'o ckp'o gpw'  
Ej gen'y g'Cev'kxcvg'Encuu'Dqz "



Activate Transaction Class

- D{ "f ghcwn"i gpgtcn'encu'ku'etgcvf ."q"cf f "o qtg'encuugu'enkem'qp'pgy 'encu'

New Class

Enter the name and description

Click **Add to list** then click **Save**


New Transaction Class

x

Class Name

Descriptions

ADD TO LIST

S/N ↑↓	NAME	DESCRIPTION	↑↓	↑↓
1	Yaba	Yaba Location		

Showing 1 to 1 of 1 entries

Previous

1

Next

Close

SAVE

"

### Add new payment types

Payment types are your bank accounts and petty cash.

- Click **Payment Type** > **New Payment Type**

Payment Types Home / Payment Type

Payment Type List [New Payment Type](#)

Show  entries Search:

S/N	NAME	
1	Cash	
2	Access Bank	
3	UBA	

Showing 1 to 3 of 3 entries Previous **1** Next

- Enter the name and save

Create New PaymentTypes x

[ADD TO LIST](#)

Show  entries Search:

S/N	NAME	
1	POS	

Showing 1 to 1 of 1 entries Previous **1** Next

[Close](#) [SAVE](#)

### Add Expense types

Cp"gzr gpug"v{r g'ku'wugf "q'ku'qw'cm'vj g"gzr gpugu'yj cv"{qwt "dwukpugu'lpewtuOGzco r ngu'qh'gzr gpug'encuu'lpemf g'ucrtkgu."ugewtkv "hgg."grgevtlekvt."tcpu r qtvcvkqp."engcpkpi "hgg."i gpgtcvqt" tgr cktu."r r r qr 'tgr ckt."cpf "i gpgtcvqt"hwgmipi "g00"

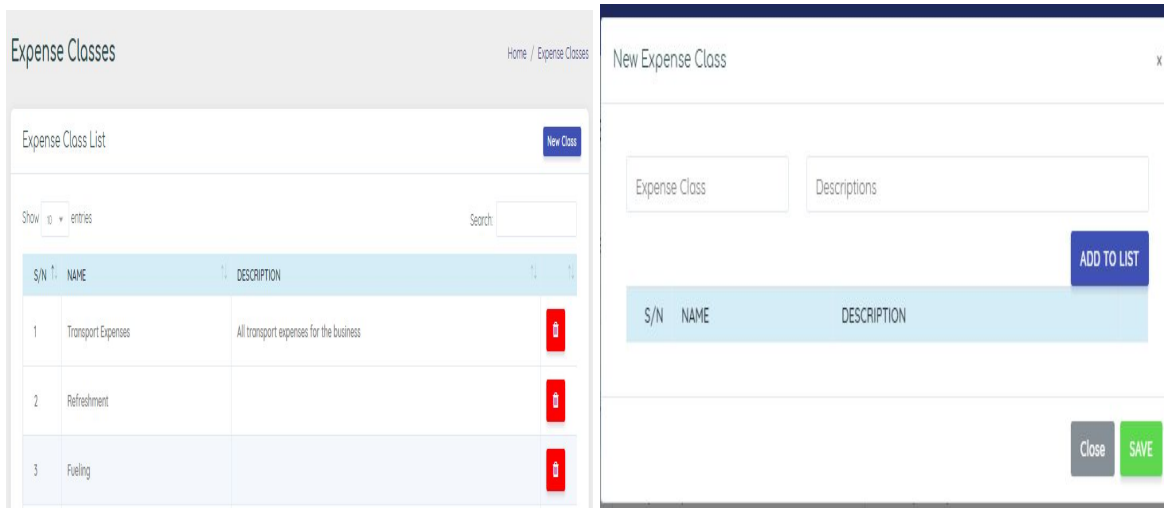
From the menu then click on **Expense** then select **Expense type**  
Click on **New type**

- Enter the name and description
- Click **Add to list** then click **Save**

### To Delete an Expense Type

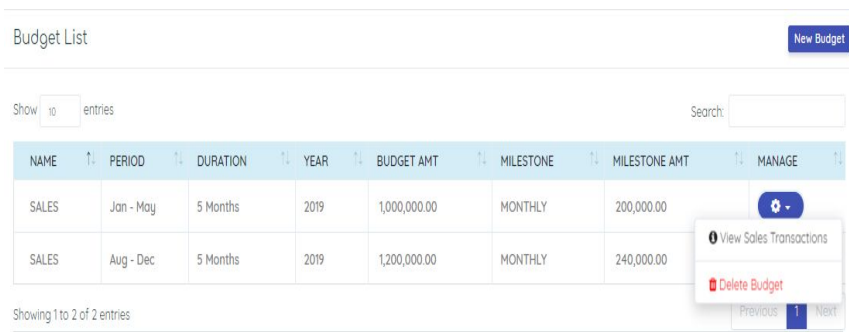
From the menu then click on **Expense** then select **Expense Type**

- Click on the Delete icon of the particular expense type



## Setting up your Business Budget

- Select Budget from the main menu, click on New Budget



**\* To create a new budget click on New Budget**

**\*Click on the Manage icon to view budget details or delete your budget**

- Select the budget type (sales or expense budget)
- When creating an expense budget, select the expense class
- Set the duration, select the budget year, enter total budget amount expected within the set duration
- Click on Save

## Sales Budget Set-up

New Budget ×

---

Budget Type

From  To  For Year

Total Budget Amount

---

## Expense Budget Set-up

New Budget ×

---

Budget Type  Expense Class

From  To  For Year

Total Budget Amount

---

## RECORDING TRANSACTIONS

### Record a Sales Transaction & Generate a Sales Invoice

From the main menu, click on Sales & Customer, select New Sale & Quotation

Date: 2019-Sep-13    Transaction Class: Select Transaction Clas    Customers: Adeyinka    Payment Type: Cash    Transaction Type: SALES

---

Items + Add Item

Show 10 entries    Search:

S/N	ITEM NAME	QUANTITY	RATE	SUB TOTAL	TAX	TOTAL	
1	HP laptops 1	2	60,000.00	120,000.00	6,000.00	126,000.00	

Showing 1 to 1 of 1 entries    Previous 1 Next

Amount	120000	Discount	0	Discount %	0
Net Amount	120000	Tax Amount	6000	Total Amount	126000
Amount Received	0	Balance	126000	Change	0

Clear Save Save and Generate Invoice ^

- Enter your Date of Transaction, select Transaction class (**if the transaction class is not activated, then do not select**)
- Customer, Payment type and Transaction type  
Click the **Add Item** button to select the item, apply tax and enter the quantity to be sold > Click **Add Item**

## Add New Items

Items	Available Qty.	Quantity	Sales Rate
HP laptops 1	95	2	60000
<input checked="" type="checkbox"/> Apply Tax	Amount	Tax Amount	Total Amount
	120000	6000	126000

Close ADD ITEM

Apply a discount in % as this populates the discount amount

Enter the amount received from the customer.

Click on **Save** or **Save and Generate Invoice** \*Vj ku'etgcvu'c'r tngxly 'qh'vj g'lxqleg." erem'qp'r tlv'v'f qy pmcf 'c'r f h'qto cv+ or click **Clear** to erase a previous entry

### Vq'xly 'qt 'f gngv'c'ucrgu'lxqleg'c'it gcf { 'tgeqt f gf "

Htqo 'yj g'o clp'o gpw.'erem'qp'Ucrgu'('Ewuxo gt "

Ugrge'Ucrgu'('S wqvc'kq'Nku'")

Erkem'qp'yj g'o cpci g'leqp'v'q'xly 'ucrgu'f gvcku'qt 'f gngv'c'r tngxkwun' { 'tgeqt f gf 'ucrg' lxqleg0

P qv=y j gp'cp'lxqleg'ku'f gngvf 'tgo go dgt'v'f gngv'vj g'tgegr v'cuqek'v'f 'y kj 'yj cv'lxqleg' \*K'cp' -0I gv'vj g'tgegr v'f gvcku'htqo 'yj g'tc'puce'k'pu'qh'vj g'ewuxo gt0'

Sales Home / Sales

Sales List Make a Sale

Show 10 entries Search:

DATE	CUSTOMER NAME	CURRENCY	AMOUNT	MANAGE
01-Dec-2018	Vikky	NAIRA	6,500.00	
03-Dec-2018	Cash	NAIRA	2,000.00	
03-Dec-2018	Chief Williams	NAIRA	150,000.00	
03-Dec-2018	Chief Williams	NAIRA	150,000.00	
03-Dec-2018	Grace	NAIRA	15,000.00	
03-Dec-2018	Toyin	NAIRA	50,000.00	

\*To record a sale transaction click on **Make a Sale**

\*Click on the **manage icon** to view sales details or delete a sale

SALES INVOICE



INVOICE DATE  
**August 15, 2019**  
 INVOICE NO.  
**33333**

**Foody**  
 lb  
 oluwatoyingisanrin@gmail.com  
 2223

**Deola**  
 ddy@gmail.com

PRODUCT	QTY	UNIT	AMOUNT	TAX
Books	2	3000	6000	0
<b>Total Amount</b>			<b>6,000.00</b>	
<b>Discount</b>			<b>0.00</b>	
<b>Sub-Total</b>			<b>6,000.00</b>	
<b>Tax</b>			<b>0.00</b>	
<b>Amount Paid</b>			<b>6,000.00</b>	
<b>Balance</b>			<b>0.00</b>	

*Thank you very much for doing business with us. We look forward to working with you again!*

**Generate a Sales Quotation**

Htqo 'yj g'o ckp'o gpw.'enem'qp'Ucrgu'( 'Ewuxqo gt.'ugrgev'P gy 'Ucrg'( 'S wqvcv'kqp"  
 Enem'qp'**O cng'e'Ucrg**"

- Gpvt'ugrgev'{'qwt'F cvg'qh'Vtcpucev'kqp.'Ewuxqo gt.'Rc{o gpv'v'r g'cpf'ugrgev'**S wqvcv'kqp**"  
 cu'yj g'Vtcpucev'kqp'v'r g"  
 Enem'yj g'**Cf f'Kgo** 'dwwqp'v'q'ugrgev'yj g'kgo . 'cr r n{ 'cz'cpf'gpvt'yj g's wcpv'v'v' 'v'q'dg"  
 uqf "  
 Enem'qp'**Ucxg'qt'Ucxg'cpf'I gpgt cvg'S wqvcv'kqp'**\*Vj ku'etgcvgu'c'r tgxkgy 'qh'yj g"  
 kpxqlg.'enem'qp'r tlv'v'q'f qy p'qcf 'c'r f h'qto cv'+qt'enem'**Engct** 'v'q'gtcug'yj g'ucrg"  
 f gvcku"

**Vq'eqpxgt v'e'Ucrgu'S wqvcv'kqp'v'q'e'Ucrgu'kpxqlg"**

Htqo 'yj g'o ckp'o gpw.'enem'qp'Ucrgu'( 'Ewuxqo gt "  
 Ugrgev'Ucrgu'( 'S wqvcv'kqp'Nku'v'( 'Enem'qp'yj g'**S wqvcv'kqp'Vcd**"  
 Enem'qp'yj g'o **cpci g'leqp**.'cpf'ugrgev'**eqpxgt v'v'q'kpxqlg**"  
 O cng'cp{'cf l'wao gpv'cpf 'ucxg"

"

''

## Vq'xkgy 'qt 'f gngv'c'ucrgu's wqvcvkqp'crt gcf { 't geqtf gf ''

- Htqo 'yj g'o clk'o gpw.'erem'qp'Ucrgu'( 'Ewuxqo gt''
- Ugrgey'Ucrgu'( 'S wqvcvkqp'Nku'( 'Erkem'qp'yj g'S wqvcvkqp'Vcd''
- Erkem'qp'yj g'o cpci g'leqp'vq'xkgy 'ucrgu'f gvcku'qt 'f gngv'c'r t gxlqwun( 't geqtf gf 'ucrg'' s wqvcvkqp'

### Recording Purchase and Stock Adjustment

Click on **Items & Purchases > Purchase List**

Click on **Purchase & Adjustment**

Date	Items	Type
2019-Mar-06	Shingle Brown Bark	PURCHASE

Available Qty	Sales Rate	Purchase Rate	Quantity
100	1250	1100	10

Vendors	Payment Type	Amount	Paid Amount
Idumota	Select Items	11000	5000

\* Select the date, item, and movement type.

\* Add the quantity purchased or adjusted.

\* Select the vendor, payment type and the enter the amount paid (Note for adjustment you will not be required to enter the vendor, payment & amount paid .

\* Click save



## Recording Business Expenses

After creating all your expense types, you now to proceed to record all your incurred expenses.

- Enter the date of the expense
- Select the expense type, transaction class (if any), enter the bill amount & description of the expense
- Select the vendor, payment type and enter amount paid
- Click **Add to list** then click **Save**

New Expense
✕

---

2019-Sep-17

General Class

Refreshment

2000

Descriptions

Vendors  
KGLIr

Payment Type  
Cash

Amount Paid  
2000

ADD TO LIST

NAME	DESCRIPTION	AMOUNT	VENDOR	PAYMENT TYPE	PAID	
Refreshment	Refreshment	2000	KGLIr	Cash	2000	

Showing 1 to 1 of 1 entries

Previous
1
Next

Close

SAVE

## To Delete a Recorded Expense

From the menu then click on **Expense** then select **Expense**

- Click on the Delete icon of the particular expense type

## USER MANAGEMENT

### Create a new user

- Click on **User Management** from the main menu
- Select New User
- Enter user details

#### New User

First Name	Last Name	Email	Password
<input type="text" value="Bisi"/>	<input type="text" value="Tade"/>	<input type="text" value="tadebis@gmail.com"/>	<input type="password" value="*****"/>

- Assign user permission and **Save**

#### User Permissions

Dashboard	Customers	Items	Purchase List	Sales	Expenses	Expenses Classes	Budgets
<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> View	<input type="checkbox"/> View	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> View
	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Purchase & Adjustment	<input type="checkbox"/> Add	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input checked="" type="checkbox"/> View Transactions
	<input type="checkbox"/> Edit	<input type="checkbox"/> Edit		<input type="checkbox"/> Delete			<input type="checkbox"/> Add
	<input type="checkbox"/> Delete	<input type="checkbox"/> Delete		<b>Quotation</b>			<input type="checkbox"/> Delete
				<input type="checkbox"/> Convert To Invoice			
				<input type="checkbox"/> Delete			
<b>Receipts</b>							
<input checked="" type="checkbox"/> View							

After creating a user, you need to activate the user

- Click on **User Management** from the main menu
- Select **user list**

Users List [New User](#)

Show  entries Search:

S/N	NAME	EMAIL	STATUS	MANAGE	EDIT
1	ff o	oluwatoyingisanrin@gmail.com	Active	ADMIN ACCOUNT	
2	Bs Gab	bs@gmail.com	In-Active	<a href="#">activate</a>	<a href="#">Edit</a>
3	Bisi Tade	tadebis@gmail.com	In-Active	<a href="#">activate</a>	<a href="#">Edit</a>

Showing 1 to 3 of 3 entries Previous [1](#) Next

Then click on **activate**

### To edit a user's detail

- Click on **User Management** from the main menu
- Select **user list**
- Click on **edit**
- Make your changes and save

### To edit an Admin detail

- Click on **User Management** from the main menu
- Select **Admin**
- Make your changes and save

### Edit Admin User

First Name	Last Name	Email
<input type="text" value="Prestige"/>	<input type="text" value="School"/>	<input type="text" value="prestiges@gmail.com"/>
Password	Confirm Password	
<input type="password" value="****"/>	<input type="password" value="*****"/>	
<a href="#">Save</a>		

## BUSINESS REPORTS

To access the report below, click on reports from the main menu

**Profit & Loss Report**- This shows the profitability of your business within a defined time range

**Sales Report** - this shows all the sales recorded within a defined time range.

**Inventory Value Report** – this shows all the items left unsold and their values.

**Expense Report** - this shows all the expenses recorded within a defined time range.

**Tax Report** - this shows all taxes charged on sales invoices within a defined time range.

**Customer Follow Up Report** - this shows the buying patterns of customers that are yet to patronize your business.

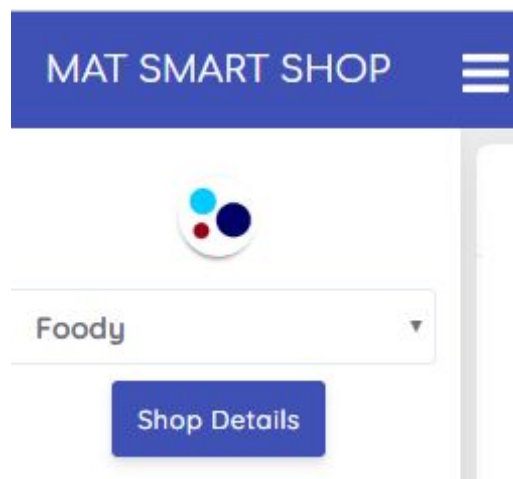
**Receipt Report** -- this shows total of payment received from customers within a defined time range.

## OTHER FUNCTIONS

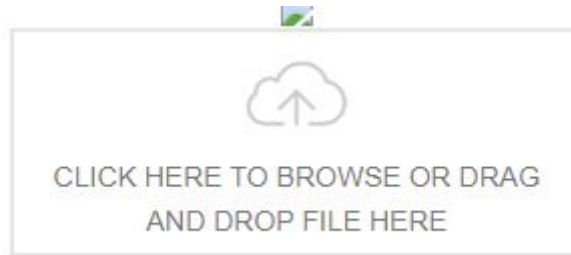
### Upload of Business logo

To upload your business logo, follow the steps below

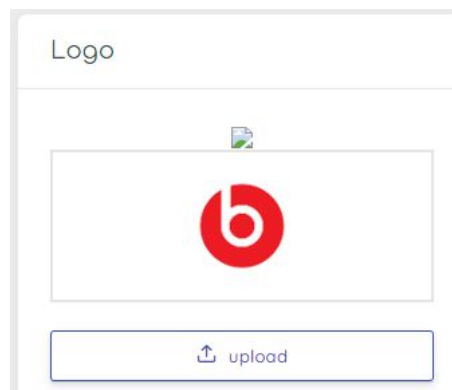
- Click on Shop Details to view your business profile



- Pick your logo file (PNG Format)



- Click on Upload



### Edit your Profile Details

- Click on **Shop Details** to view your business profile, then click **Edit Store**

## Store Details

[Edit Store](#)

Store Id: **23452**

Name: **Foody**

Address: **lb**

Email: **Oluwatoyingisanrin@Gmail.Com**

Phone: **2223**

State: **lb**

Country: **Nigeria**

- Make your changes and save

Company Name

Phone Number

Website

Address

Country

State

Currency

Tax Rate

## How to Renew your Subscription

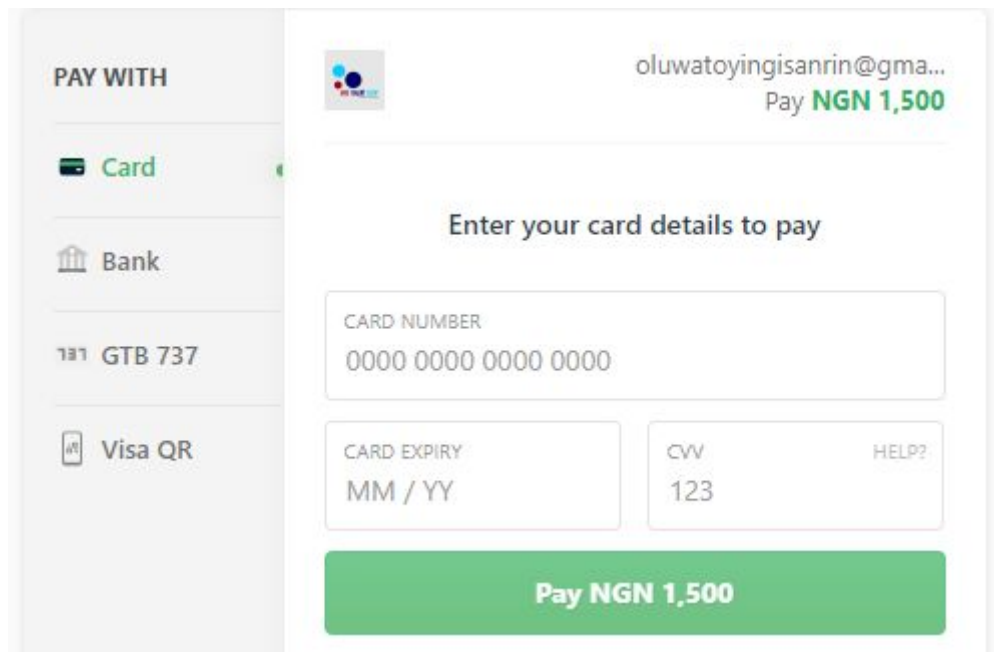
- Click on **Shop Details** to view your business profile, then click **renew subscription**

Subscriptions

- Use Paystack for Naira payment or use Paypal for USD payment
- Select your payment plan
- Enter promo code (If any) and click Validate to apply the code
- Click on Proceed to pay

The screenshot shows a payment interface with a logo at the top center consisting of three colored circles (blue, red, dark blue). Below the logo, the text "Select payment method" is centered. There are two rounded rectangular buttons: "PayPal" with the PayPal logo and "Paystack (NGN)" with the Paystack logo. Below this, the text "SELECT MONTHLY PLAN" is centered. A dropdown menu is open, showing "1 Month (30 Days) (₦1,500)". Below the dropdown, there is a text input field labeled "Enter Promo Code" and a blue button labeled "Validate". Below the input field, the price "₦ 1,500/1 Month" is displayed in large font. Below the price, the text "Click the below button to pay with paystack" is centered. At the bottom, there is a large rounded rectangular button labeled "Proceed to Pay".

- Enter your card details and click on Pay



### How to recover password

On the login page click on **Forgot Password**

- A default password would be sent to your email, enter the default password sent to you

### To change the default password

- Click on **User Management** from the main menu
- Select **Admin**
- Change the password and save

### Invoice Customization

You can change the title of the sales invoice and input your own invoice message

- Click on Shop Details
- Change the Invoice Title and Invoice Message
- Save



## Settings

---

Invoice Title

SALES INVOICE

Invoice Message

Thank you very much for doing business with us. We  
look forward to working with you again!

Activate Transaction Class

Save