OpenBusiness
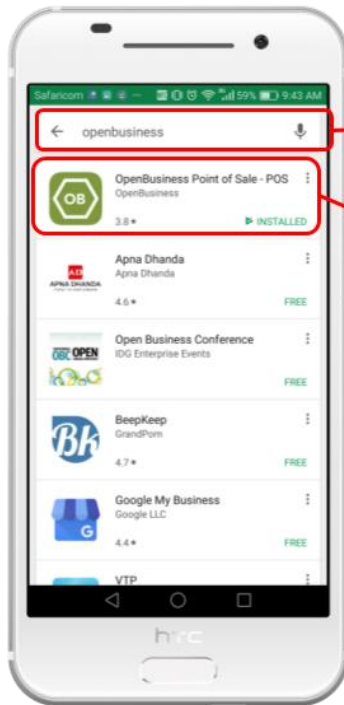
Merchant Setup Journey.

1. **Go to Google play store and search and download the application by the name "OpenBusiness"**
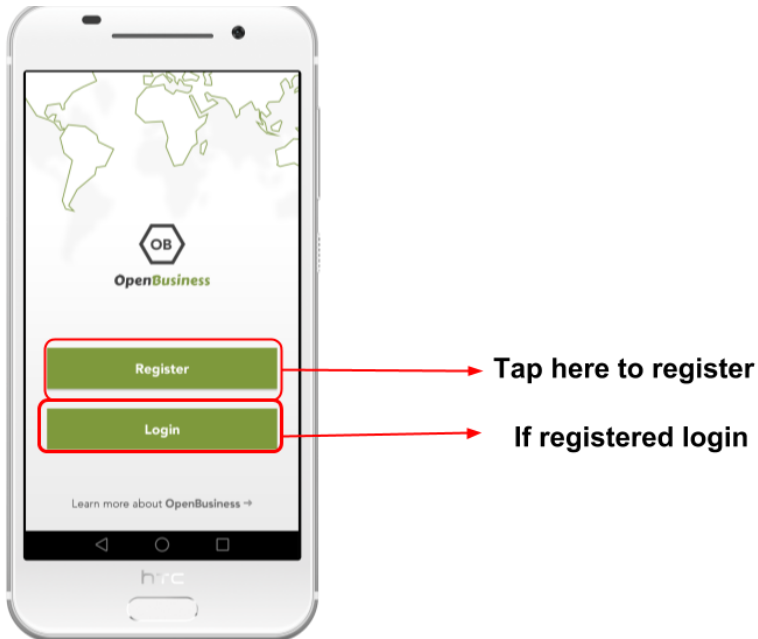

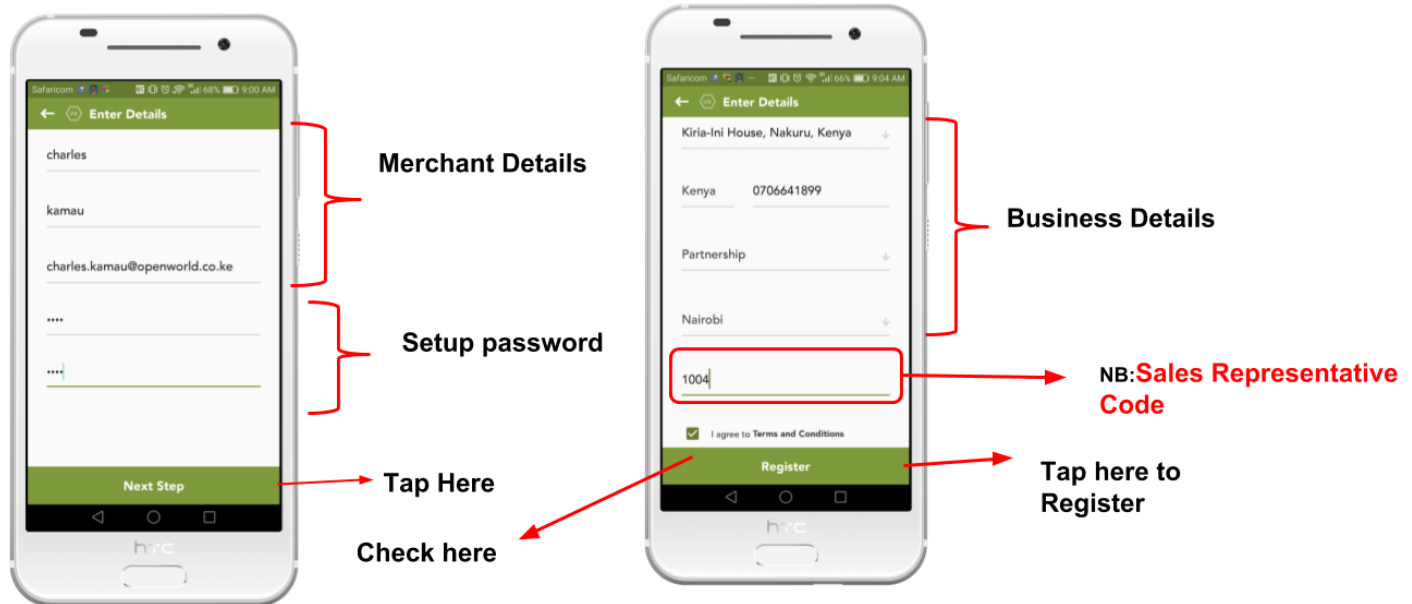Search for the app "**OpenBusiness**"

Tap here to Access the Install Button

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2. **If the Merchant is not registered hit the "Register Button". Enter the required details in few minutes a free created trial account.**

Tap here to register

If registered login

Registration

Merchant Details

Setup password

Tap Here

Check here
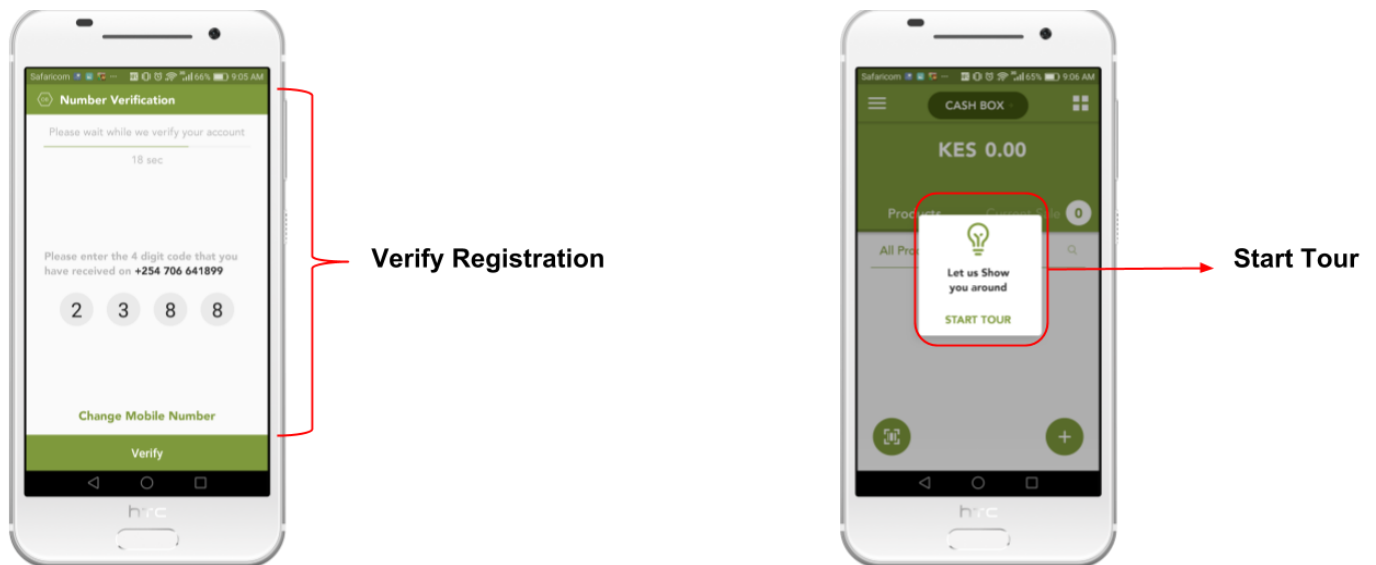
Business Details

NB:**Sales Representative Code**

Tap here to Register

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3. After a successful Account creation the application logs you into a selling screen where you tap on Start Tour.
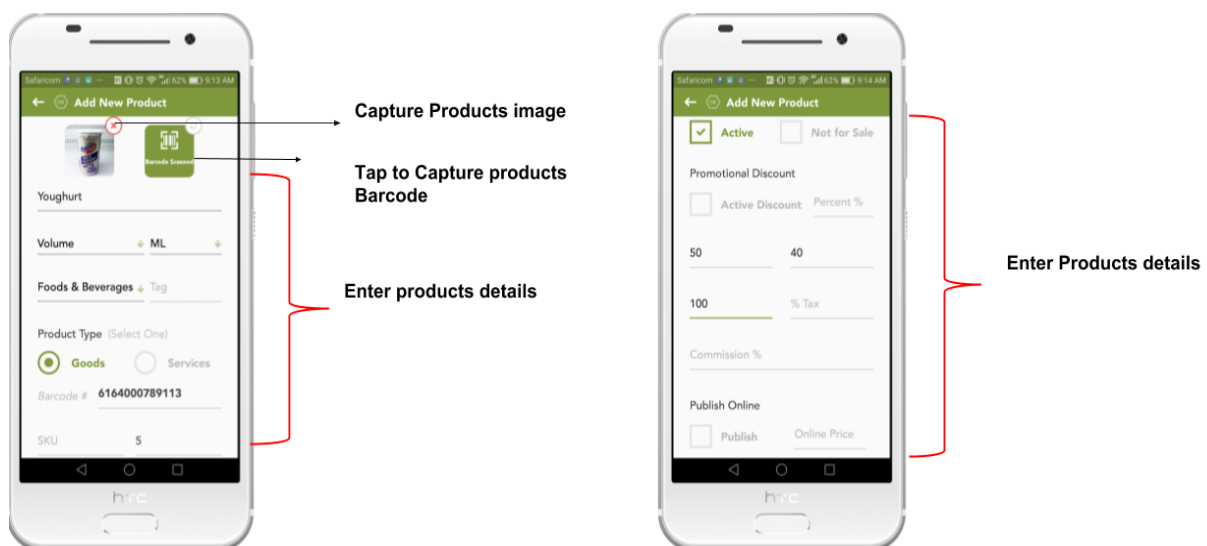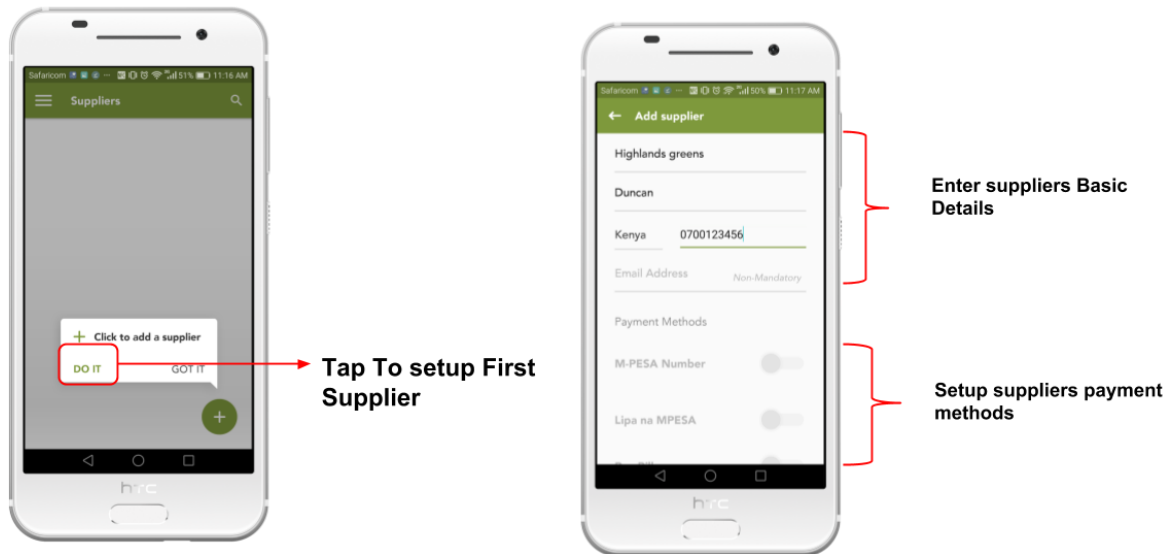
Login Start Tour

Verify Registration

Start Tour

After START TOUR tap on Do IT on every module to set up client for first time use.

A. Add First Product.

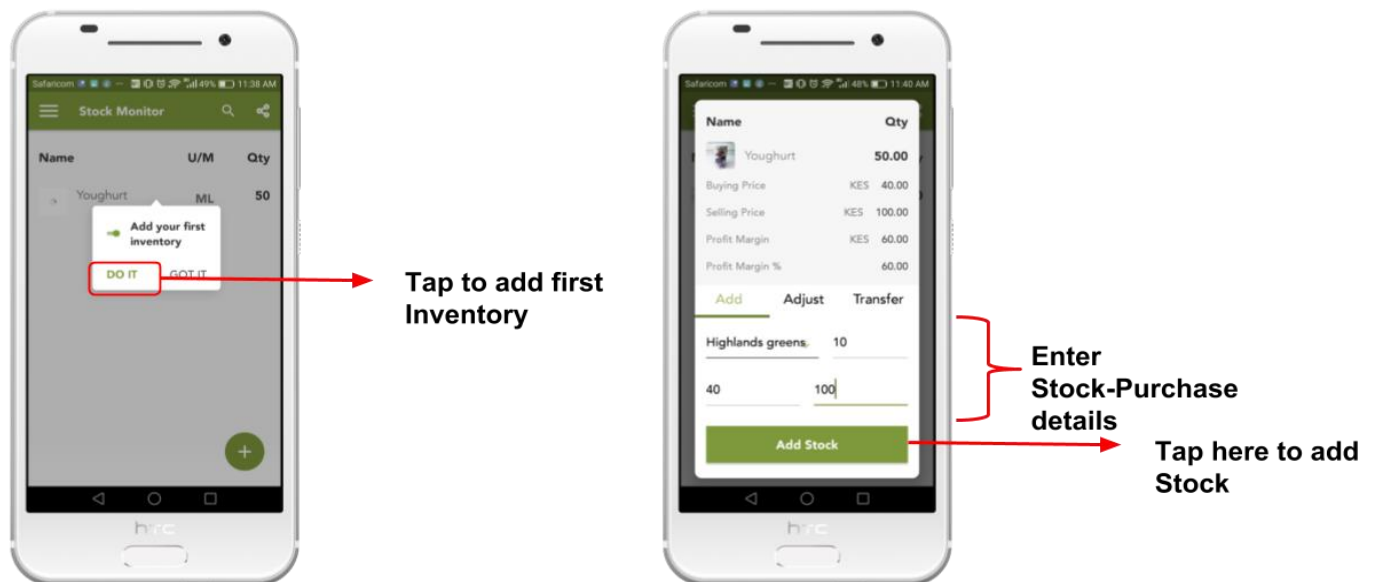**NB: When creating a new product All Fields that are marked by an $(^*)$ are mandatory.**

Capture Products image

Tap to Capture products Barcode

Enter products details

Enter Products details

B. Add First supplier

Enter suppliers Basic Details

Tap To setup First Supplier

Setup suppliers payment methods

C. Add Inventory

Tap to add first Inventory

Enter Stock-Purchase details

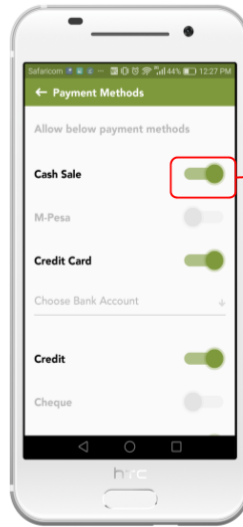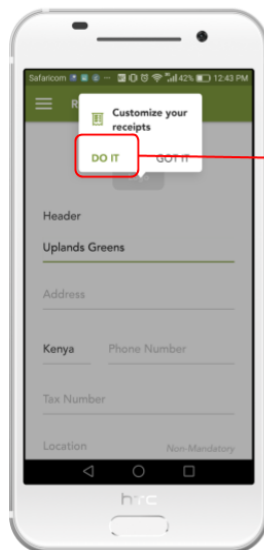**Tap here to add Stock**

D. Setup your Payments Methods
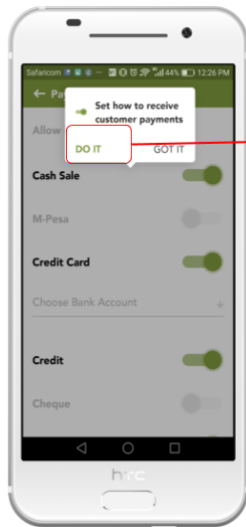
Tap to set up payments method

Slide/Toggle to activate payment-method

Payments methods

E. Setup Receipt information.

Tap on Do It To Set Up receipt Details
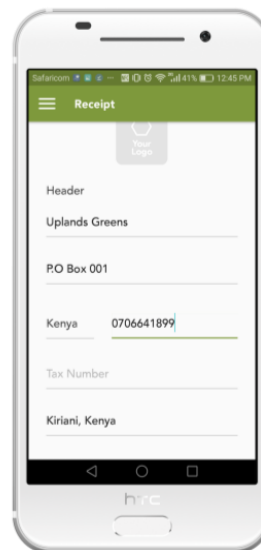
Enter Receipt details

F. Add cashier

Enter cashiers details
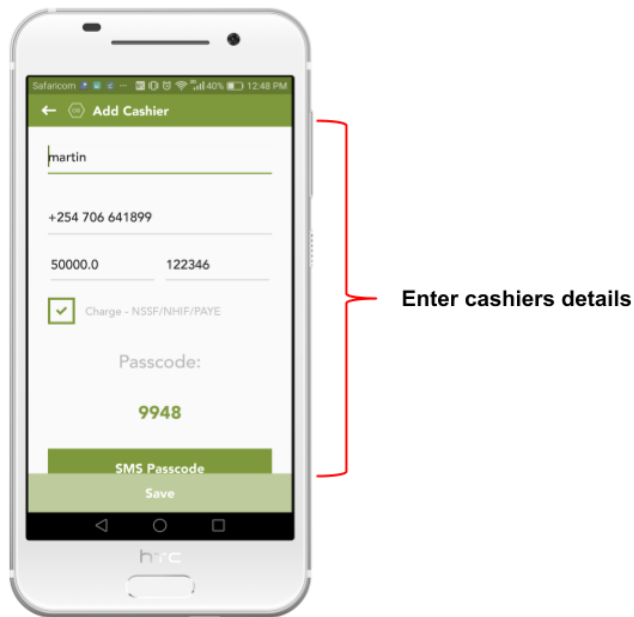
G. Get prompts on the selling screen.

The Prompts after the Tour the user the around the Selling screen.

Main menu

Cashbox (displays Figure on sale) per Payment Method

Products list

Scan to sell via barcode

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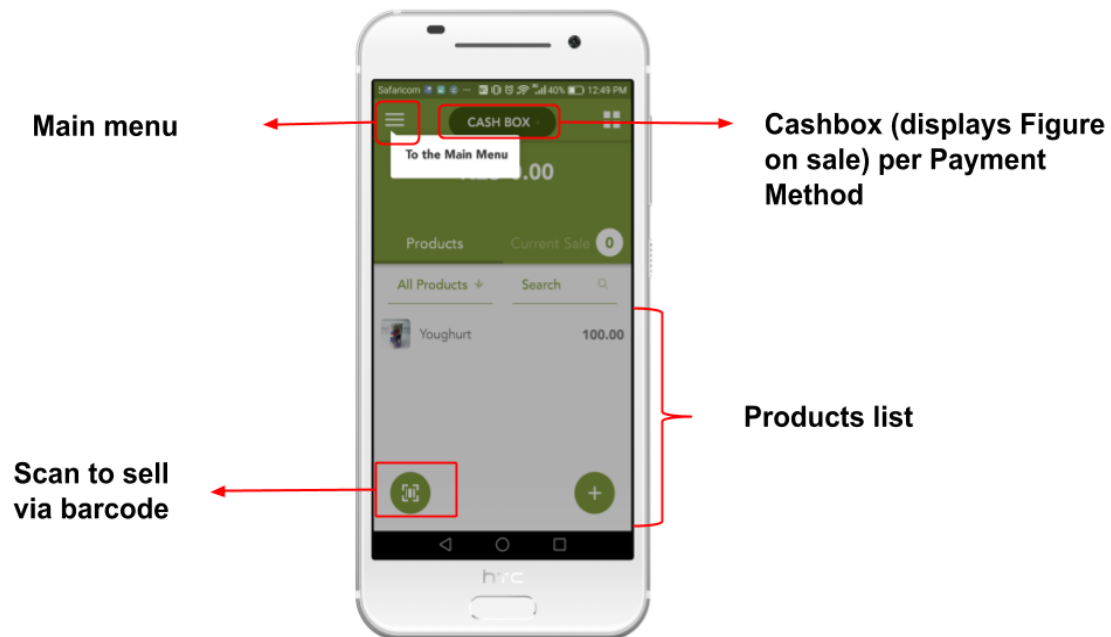# Transferring the Stock from the shelves to the application:

From the Main menu at the top left select

- ➢ **shop Management**
- ➢ **Products.**
- ➢ **Within products module go to extended menu (3 dots) and Email the Products Excel template.**
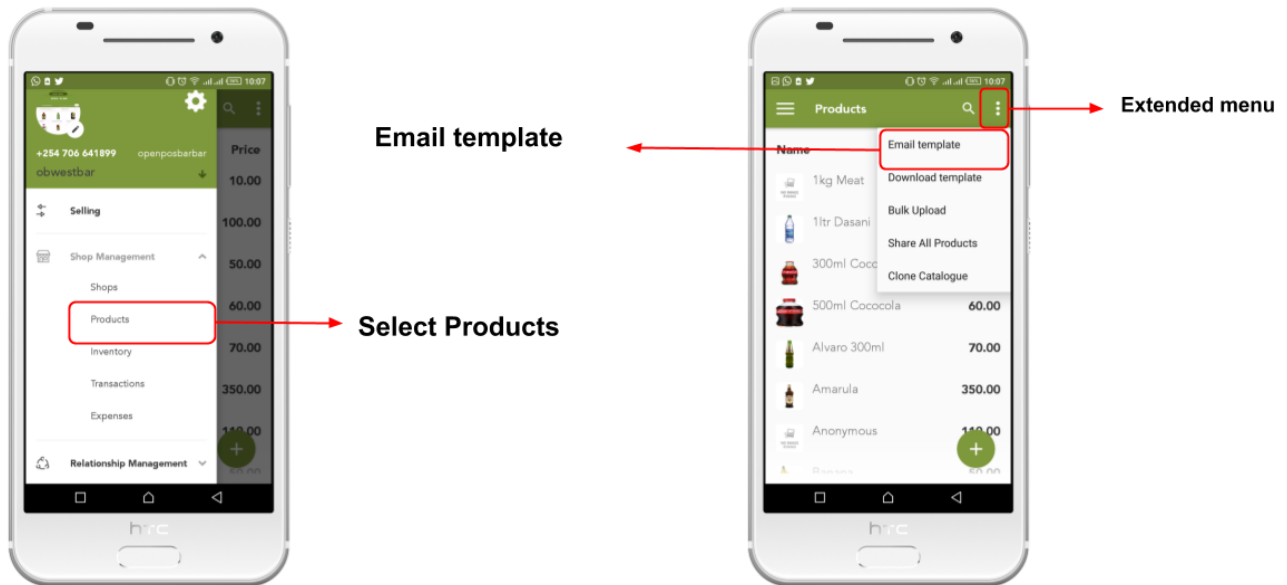
NB: It's now time to check your email to download the template. Perform the stock collection process with the help from the business Owner: NB this is to make sure you conform to how they name their products. While entering information about the product on the template.

Recommendation: use Microsoft office while working on the template.

	B	C	D	E	F	G	H	I	L	M	N	O	P	Q	R
1	Product Nam	Unit of Meas	Unit of Meas	Category	Product Type	Barcode	SKU	Reorder Leve	Opening Stoc	Buying Price	Selling Price	Tax	Commission		
2	ABC Product	Count	Box	Beauty & Hai	GOODS			25	50	500	800	15	0		
3															
4															
5															
6															
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23															
24															
25															
26															

Sheet 1

Ready   100%

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After you are through entering every products required details on the template save the document. And begin to Transfer the Template to your device

> ➢ **Connect your device to a computer via a USB cable**
> ➢ **Select the template file from the computer and copy**
> ➢ **From file explorer on the computer and select your phone**
> ➢ **On the phone select USB storage**
> ➢ **Navigate to the downloads folder and paste the template.**
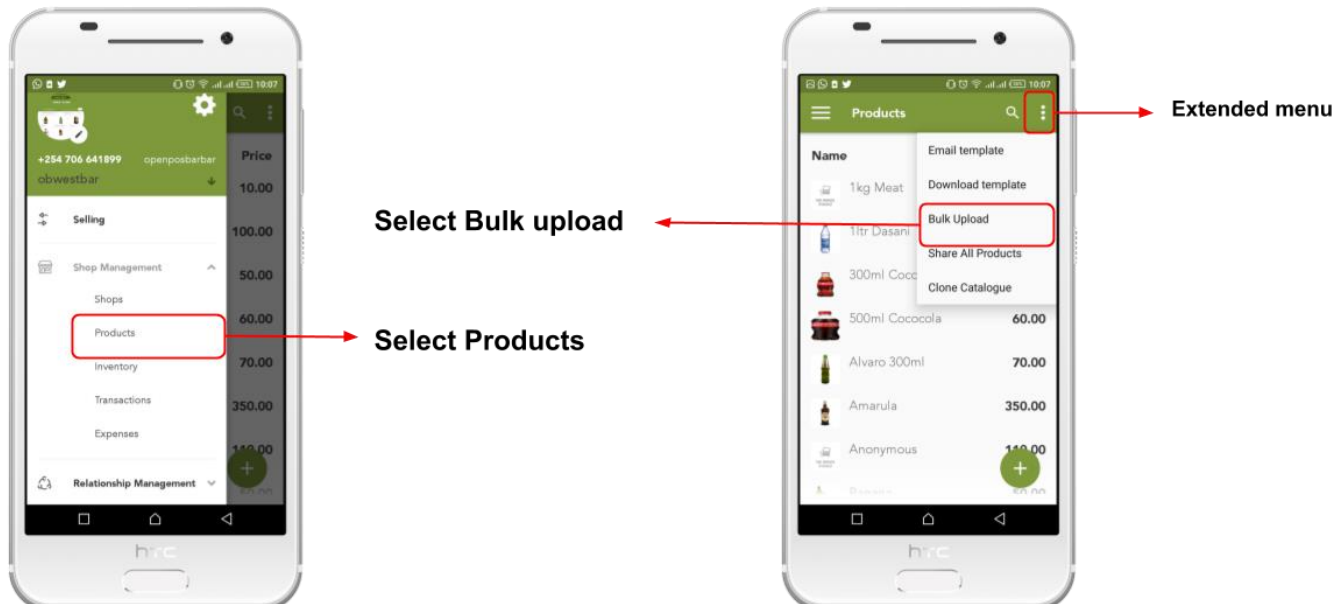
Or email yourself the template to an email address on the phone where OpenBusiness is installed.

  Go to main menu again select

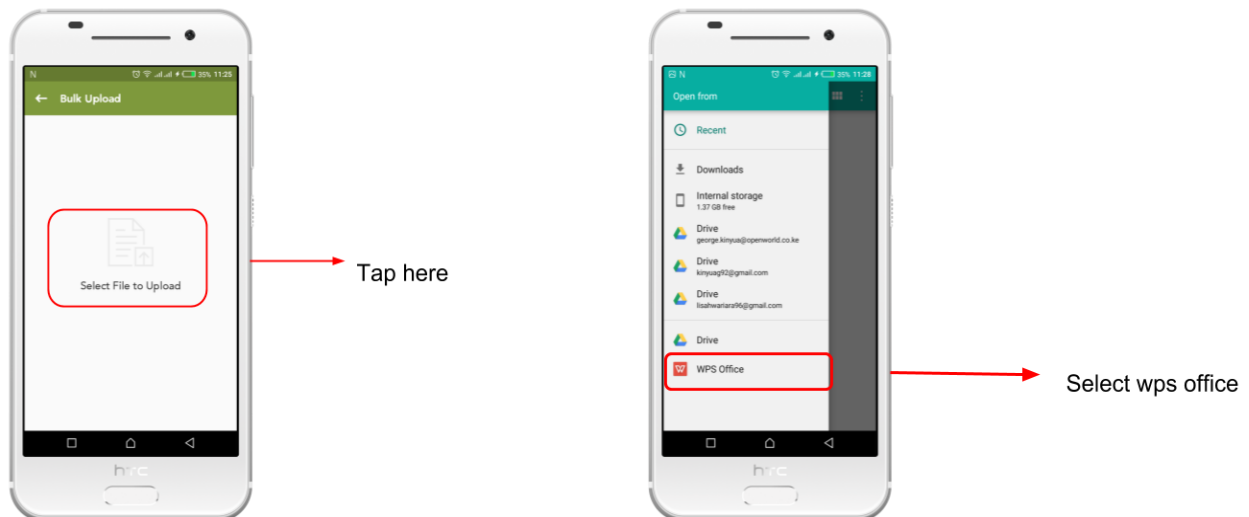> ➢ **Go to shop management and select Products.**

➢ **Select Bulk upload at the top Right Menu**

Extended menu

Select Bulk upload

Select Products
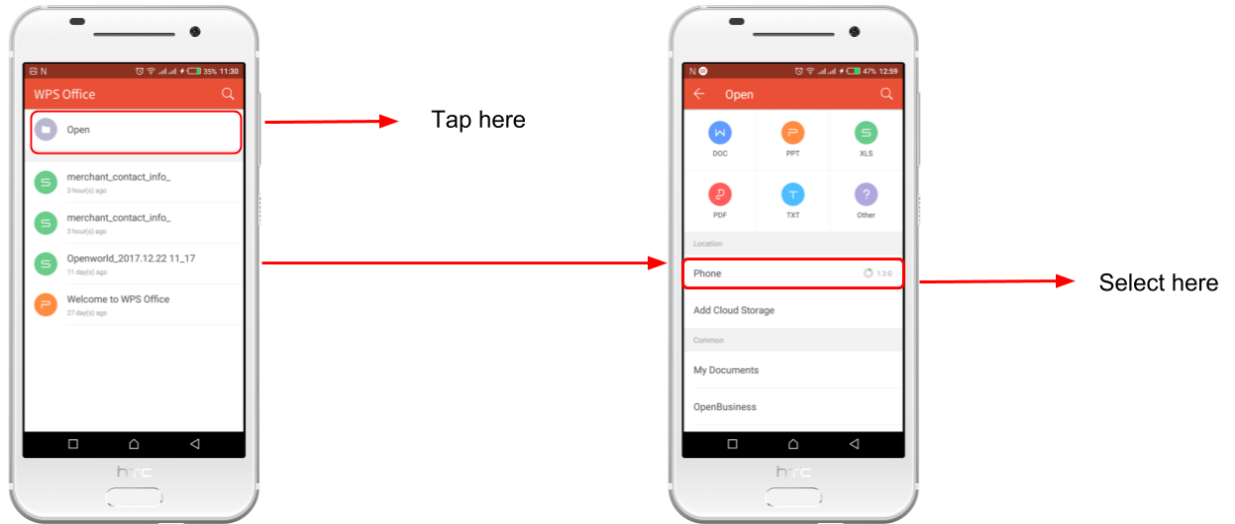
➢ **Tap at the center to load the android file explorer.**
➢ **From the file explorer menu select WPS office.**

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Tap here

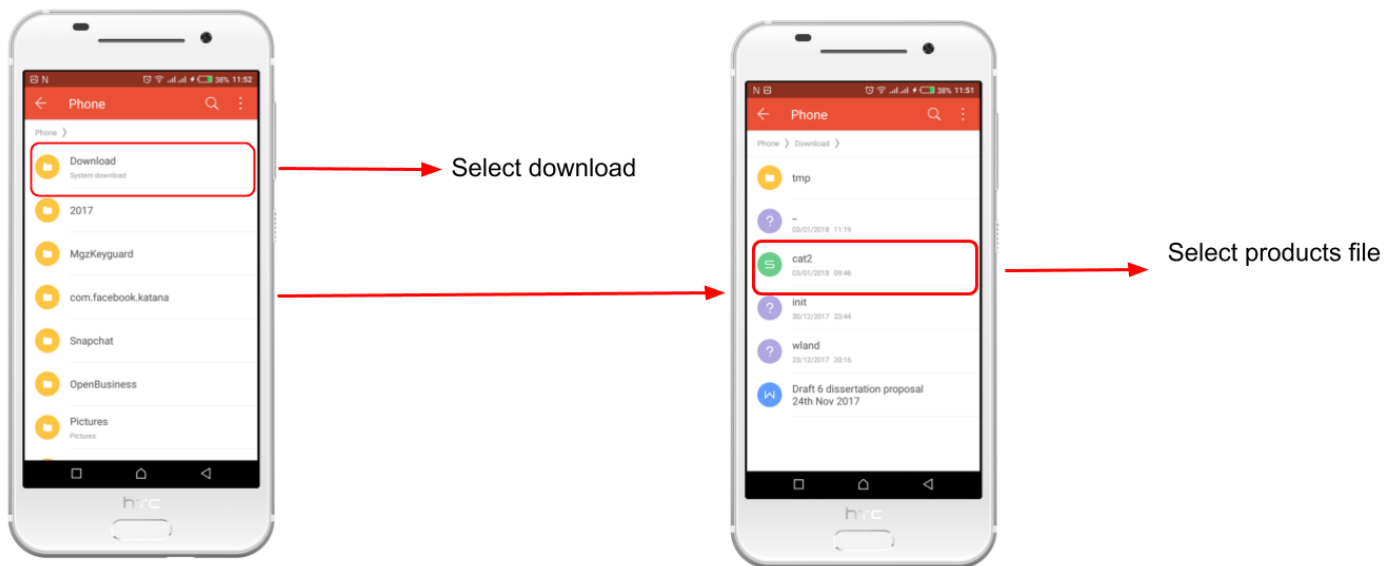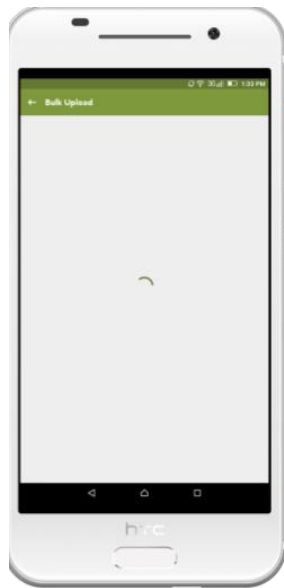Select wps office

➢ **Tap open and select USB storage.**

Tap here

Select here

➢ **Navigate to the downloads folder and select the Template you had saved.**

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Select download

Select products file

➢ **The system loads the uploads process.**

Upload process begins
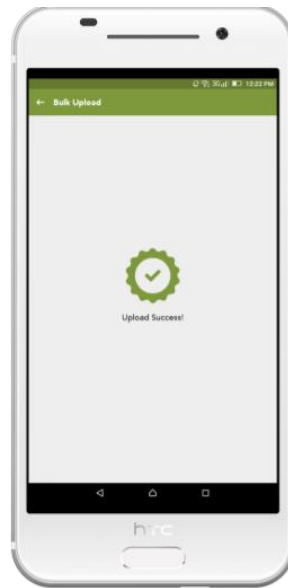
Successful upload process

The products are now uploaded start selling from the selling screen.

NB: *For assistance contact us on* 0700826587

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