

# ERP AppSuite User Guide

## Getting Started

### 1 INTRODUCTION

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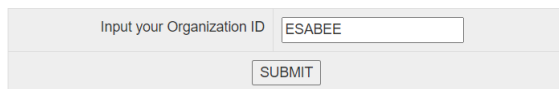
Recollect that when you created your ERP AppSuite database, you received a message that looked like this:-

Welcome to ERP App Suite !  
You are the ADMINISTRATOR of your organization, Pristine Products Pvt. Ltd., whose unique Organization ID is **ESABEE**  
In order to access the Main Menu, visit <https://erpappsuite3.appspot.com>, and input your Organization ID.

#### Figure 1

You also received your default Administrator password in your email.

Accordingly, visit <https://erpappsuite3.appspot.com>, whereupon you will see the following screen:-



The screenshot shows a light gray rectangular form. At the top, it says "Input your Organization ID" followed by a text input field containing the text "ESABEE". Below the input field is a button labeled "SUBMIT".

#### Figure 2

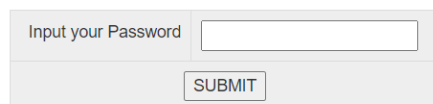
Now input your Organization ID, let us say ESABEE, and click **SUBMIT**. You will now see the **Main Menu** of *ERP App Suite*:-



The screenshot shows two rounded rectangular buttons stacked vertically. The top button is light gray with the word "ADMINISTRATOR" in blue text. The bottom button is also light gray with the word "EMPLOYEES" in blue text.

#### Figure 3

You, being the Administrator, should now click **ADMINISTRATOR**, whereupon you will see the following login screen:-



The screenshot shows a light gray rectangular form. At the top, it says "Input your Password" followed by a text input field. Below the input field is a button labeled "SUBMIT".

[Know your password / Change password ?](#)

#### Figure 4

Now input your password and click **SUBMIT**.

If you do not remember your password, click *Know your password / Change password ?* in the login screen (Figure 4), whereupon you will see the following forms:-

Want to change your password ?

Email ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="SUBMIT"/>	

Want to know your password ?  
(Your current password will be emailed to you)

Input your Email ID:	<input type="text"/>
<input type="button" value="SUBMIT"/>	

**Figure 5**

In the lower form, input your Email ID and click **SUBMIT**, whereupon you should see your password in your email INBOX, else in your spam folder. If you did not receive your password in your email, repeat the process, whereupon you should definitely see your password in your email.

When you input your password and click **SUBMIT** in the login screen (Figure 4), you will see the following **Admin Main Menu**:-

EMPLOYEES	DASHBOARD
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[Register an employee](#)

[Assign Roles](#)

[Register Alternate Administrators](#)

[Unregister an employee](#)

[Generate list of employees](#)

[Customer Services](#)

**Figure 6**

Under the **EMPLOYEES** tab, you can register one or more employees. By selecting **Assign Roles**, an employee can be assigned one or more of the following roles:-

Role	Purpose
FinAccSys	Employee can access <i>Financial Accounting System</i> application
EmailMarkSys	Employee can access <i>Email Marketing System</i> application
InvManSys	Employee can access <i>Inventory Management System</i> application

You can select **Register Alternate Administrators**, and register one or more of the employees as Alternate Administrators.

And when you click **Generate List of Employees**, you will see the current list of registered employees, as well as know the roles assigned:-

**LIST OF EMPLOYEES**

Sl. No.	Entity ID	Name	Email
1	ADMIN3	Spencer Tracy	eflh010@gmail.com
2	ADMIN1	Sarah Connor	eflh003@gmail.com
3	ADMIN2	Burt Lancaster	eflh007@gmail.com

**Current assigned roles**

Employee	Roles
ADMIN3::Spencer Tracy	EmailMarkSys
ADMIN1::Sarah Connor	FinAccSys
ADMIN2::Burt Lancaster	InvManSys

Figure 7

## 2 CUSTOMER SERVICES

Only the original Administrator can click **Customer Services** in the **Admin Main Menu** (Figure 6), and avail the services of SAAS PROCESSES PRIVATE LIMITED. Upon clicking **Customer Services**, this is the login form he / she would see:-

Saas Processes Pvt. Ltd.

Customer Login

Email ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="SUBMIT"/>	

[Forgot/change password ?](#)

Figure 8

Caution: The original Administrator must login using his / her *Customer Services password*, which is different from his Administrator password. In order to retrieve or change his / her Customer Services password, he / she should click [Forgot/change password ?](#) in Figure 8.

Upon logging in, he / she can access the following **Customer Services Menu**:-

HELPDESK

VIEW STATEMENT

MAKE PAYMENT

**Figure 9**

Click **HELPDESK**, in order to avail our support. We will typically respond within 1 working day.

Click **VIEW STATEMENT**, in order to view your account statement.

Click **MAKE PAYMENT**, in order to make online payment of SaaS charges to SAAS PROCESSES PVT. LTD.