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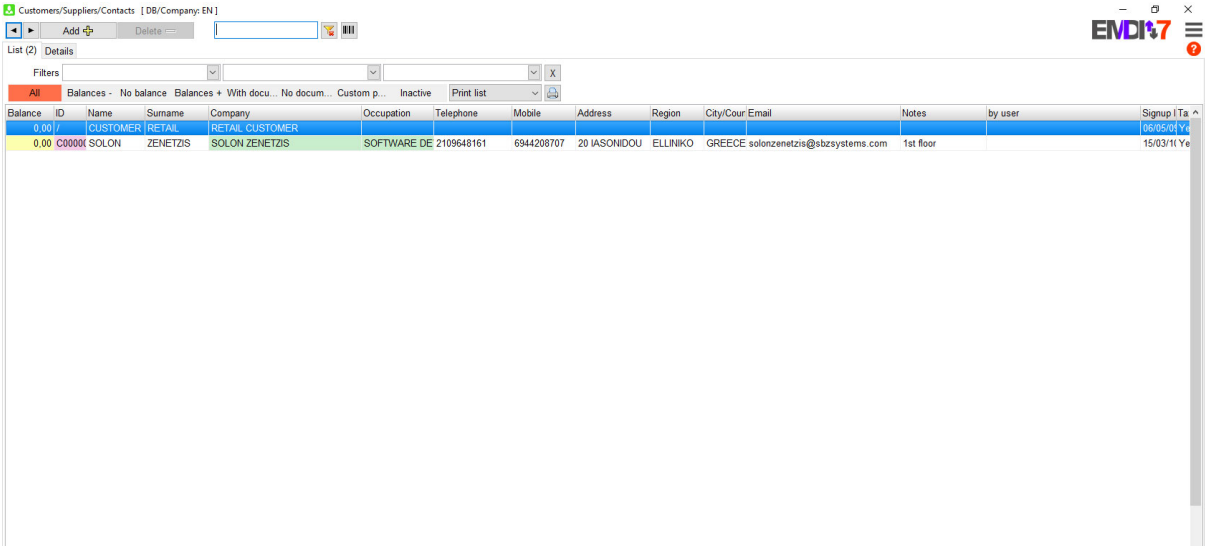
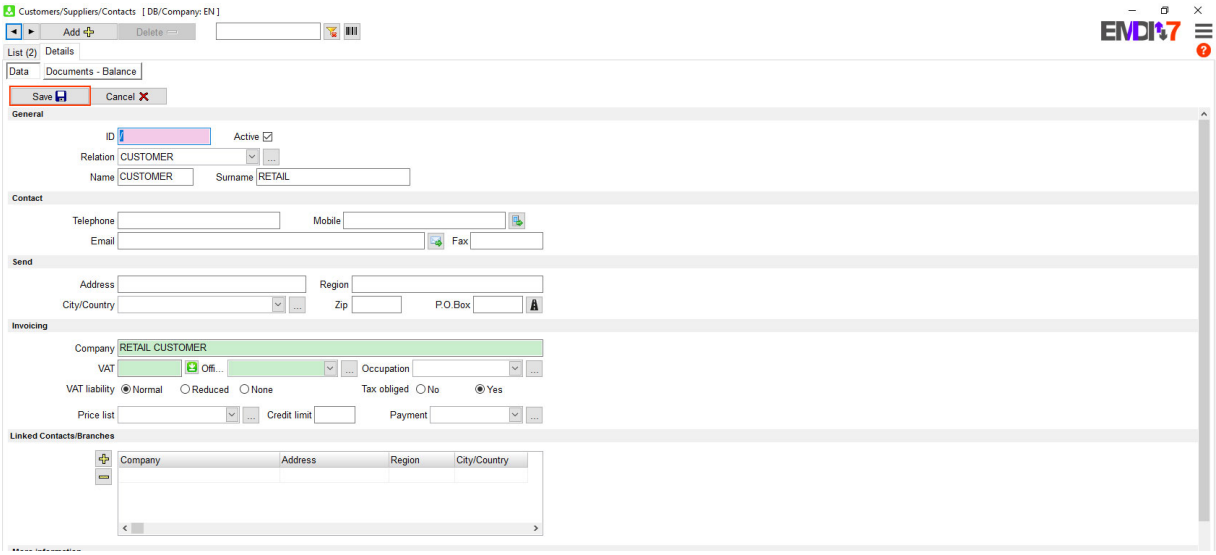
Customers

Firstly, click the customer / suppliers button to open the list.

The customer / supplier list has opened and by clicking the **“Add”** button you can add a new customer or supplier.

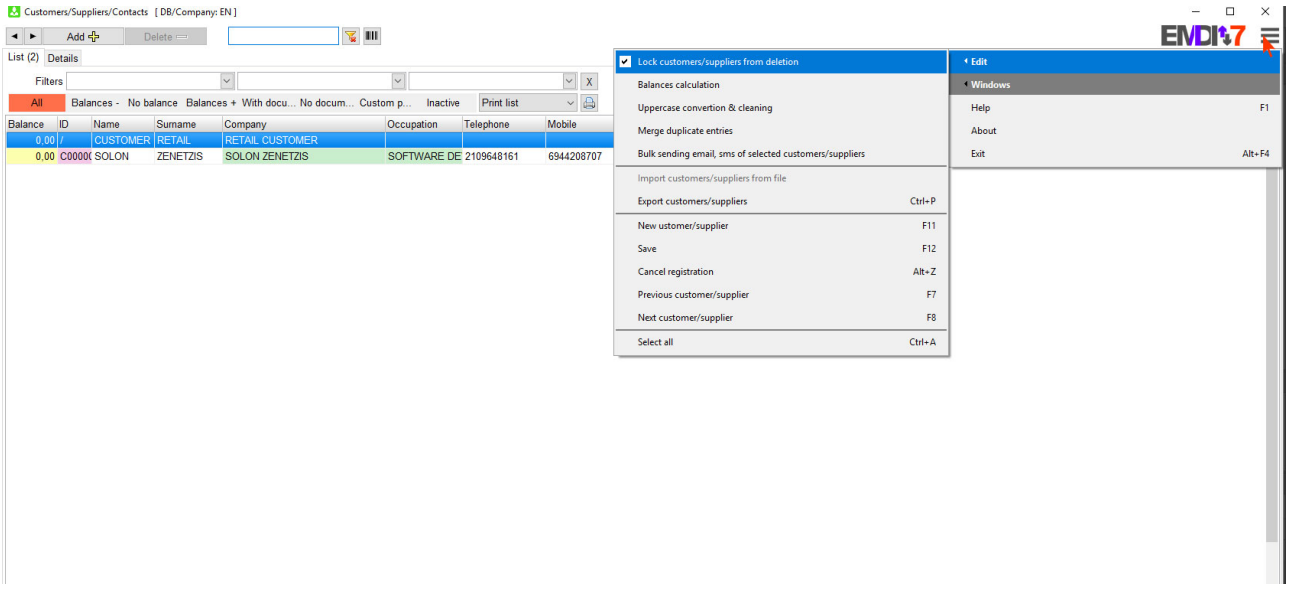


You can now see the customers and suppliers tab. When you finish editing the information about your customer / supplier click **“Save”**.

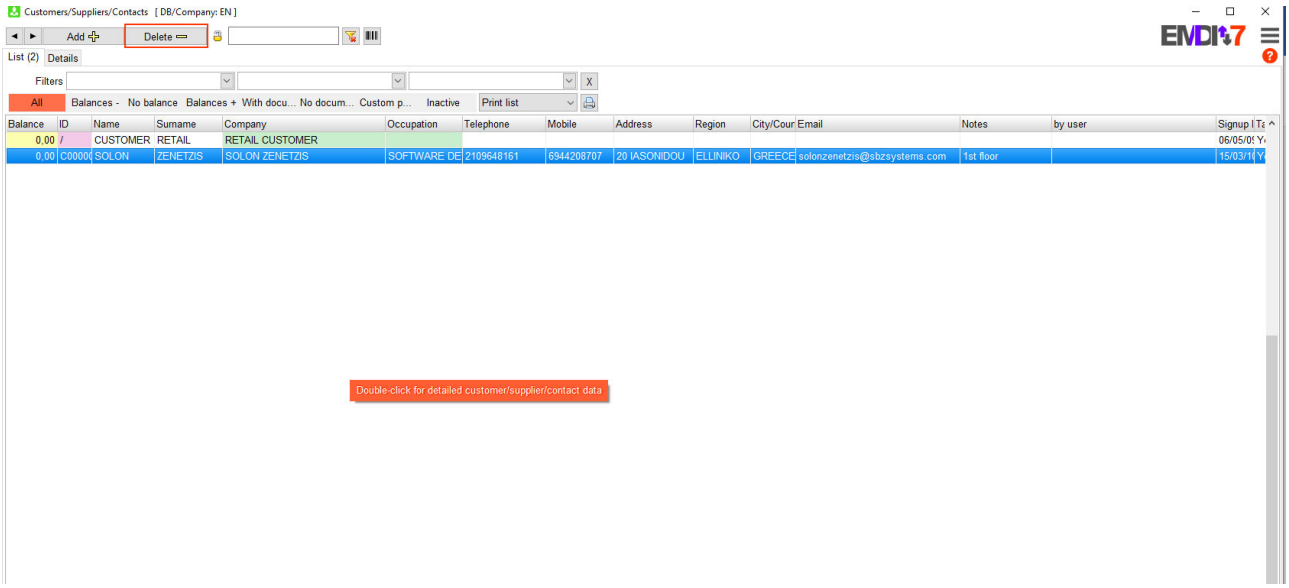


To delete a customer or a supplier, open the customer/supplier tab and follow the instructions given on the images.

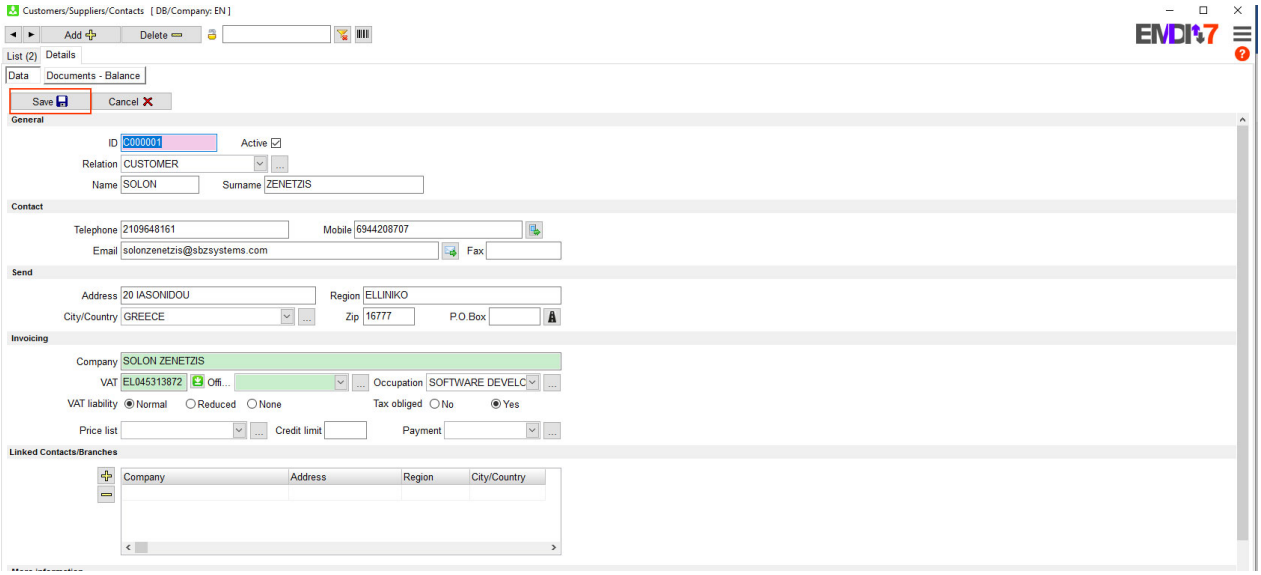
Click the icon on right top, then **“Edit”** and **“Lock customers/suppliers from deletion”**.



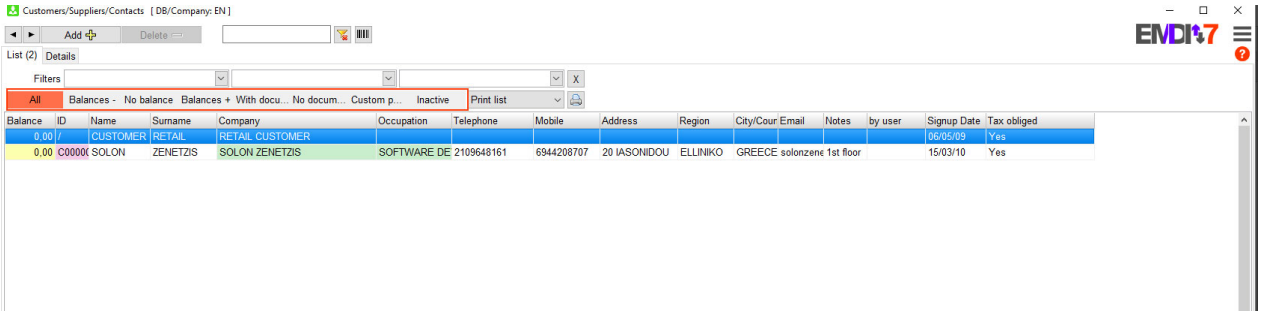
Select the customer/supplier that you want to delete and click **“Delete”**.



To edit the details of a customer or a supplier, open the customer/supplier tab, double-click the customer/supplier and then edit the details. When finished, click **"Save"**.



Customer's / supplier's balances can be found on the list and in the customer's/supplier's tab.



The button **"All"** shows all the customers/suppliers

The button **"Balances – "** shows the customers/suppliers with a negative balance.

The button **"No balance"** shows the customers/suppliers with no balance.

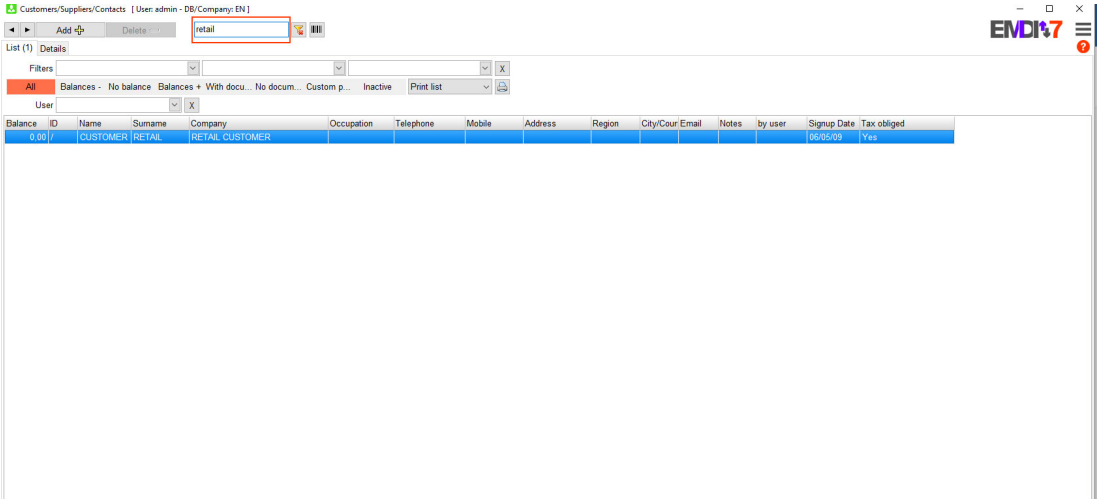
The button **"Balances + "**, shows the customers/suppliers with a positive balance.

The button **"With documents"** shows the customers/suppliers with documents.

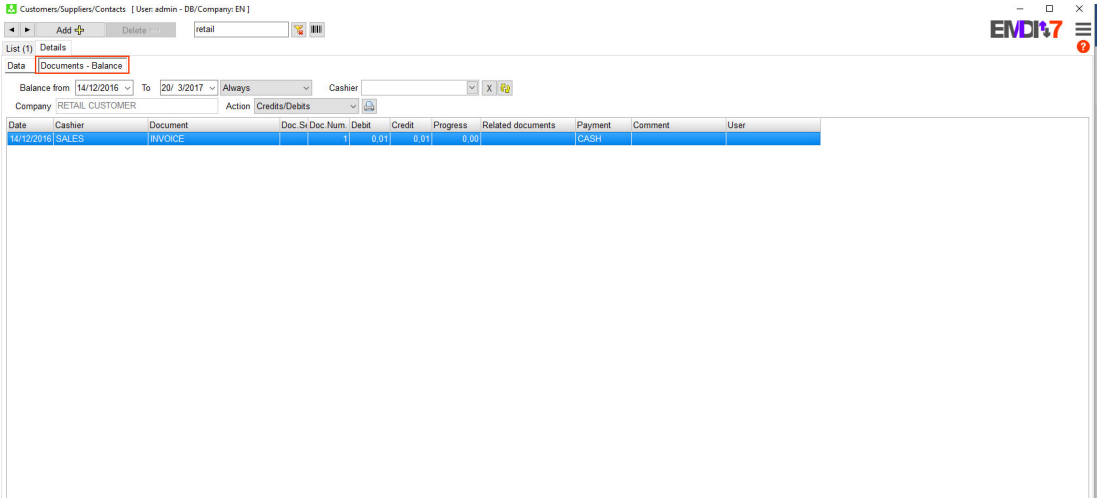
The button **"No documents"** shows the customers/suppliers with no documents

The button **"Inactive"** shows the customers/suppliers who are inactive

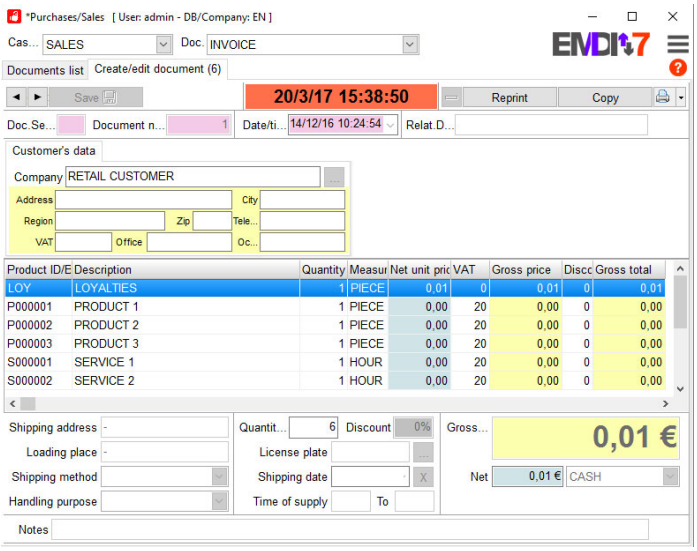
To search for a customer/supplier, write the name in the search bar.



Click a customer/supplier, then **"Documents – Balance"**. You can now see the documents and balances from the certain customer/supplier.



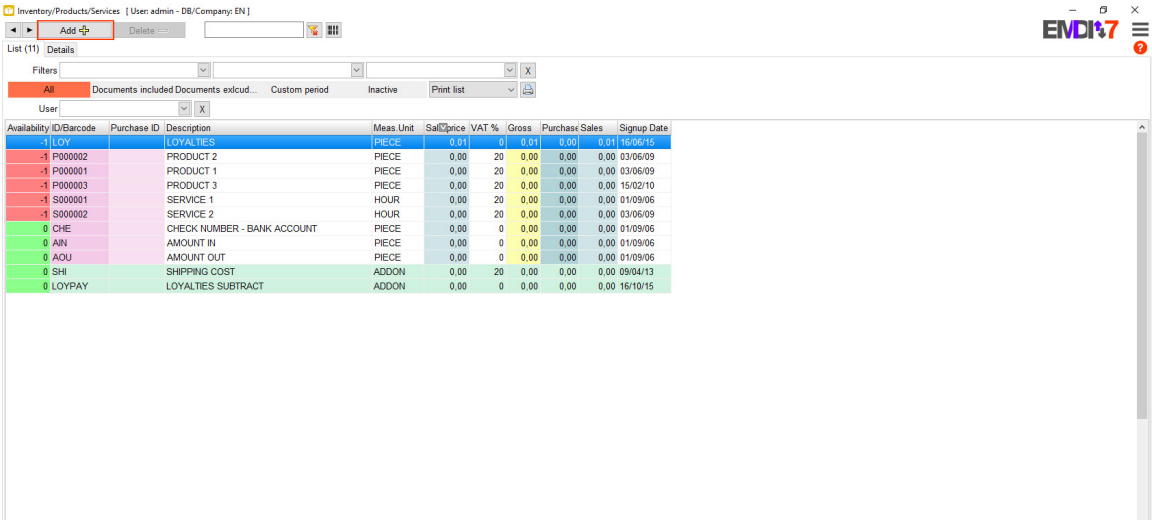
Double-click a document to open the "Purchases/Sales" tab for the certain document.



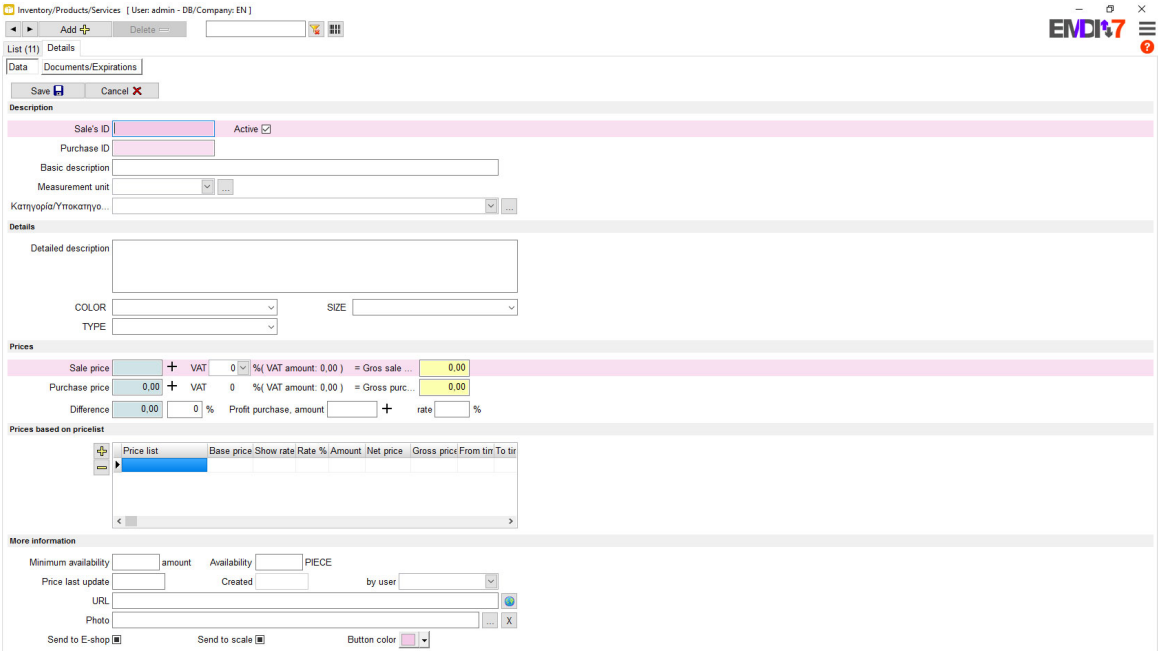
Inventory

Firstly, click the inventory button to open the list.

The inventory list has opened and by clicking the **"Add"** button you can add a new item.

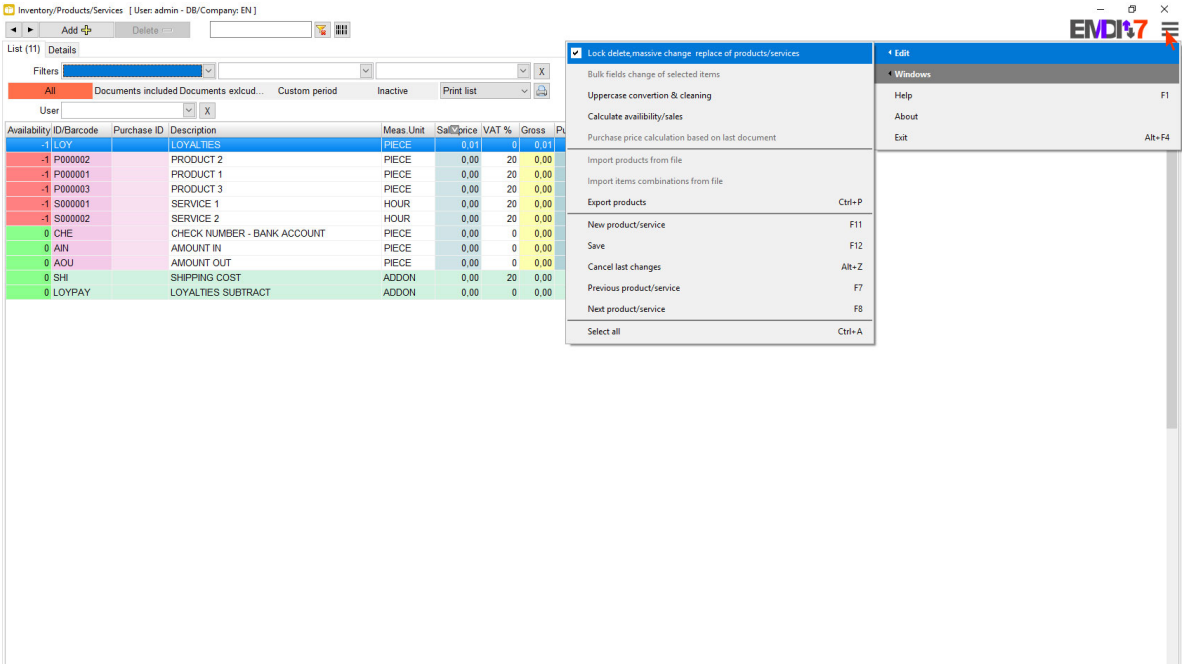


You can now see the inventory tab. When you finish editing the information about your item click **"Save"**.

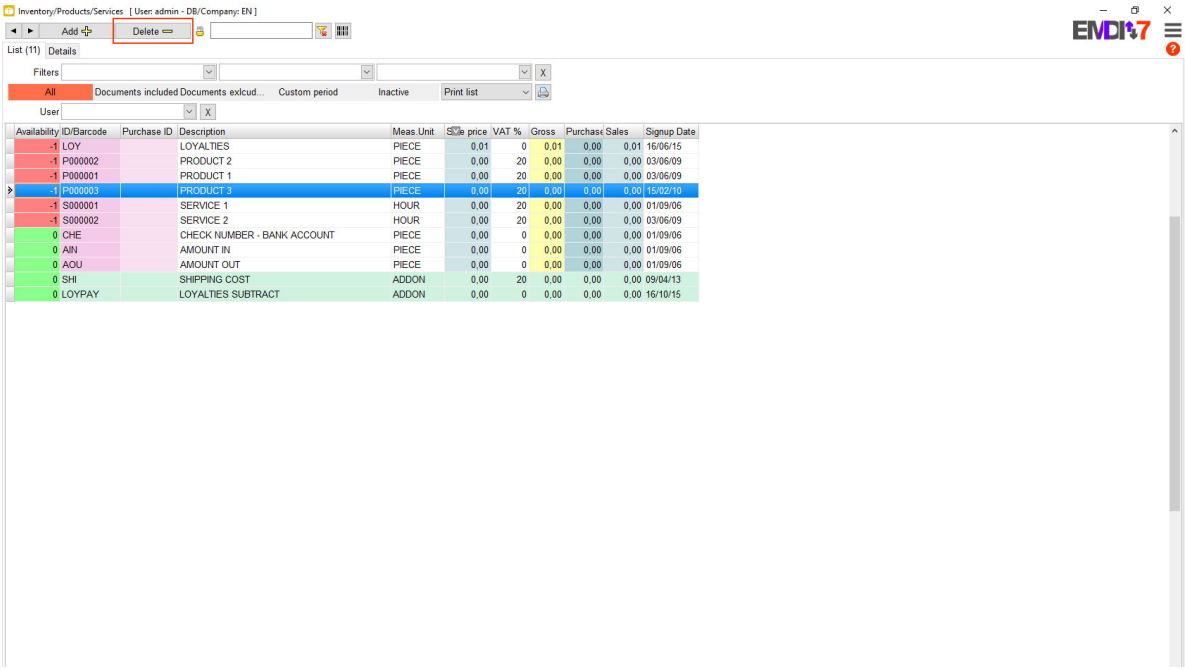


To delete an item, open the inventory tab and follow the instructions given on the images.

Click the icon on right top, then **“Edit”** and **“Lock delete, massive change replace of products/services”**



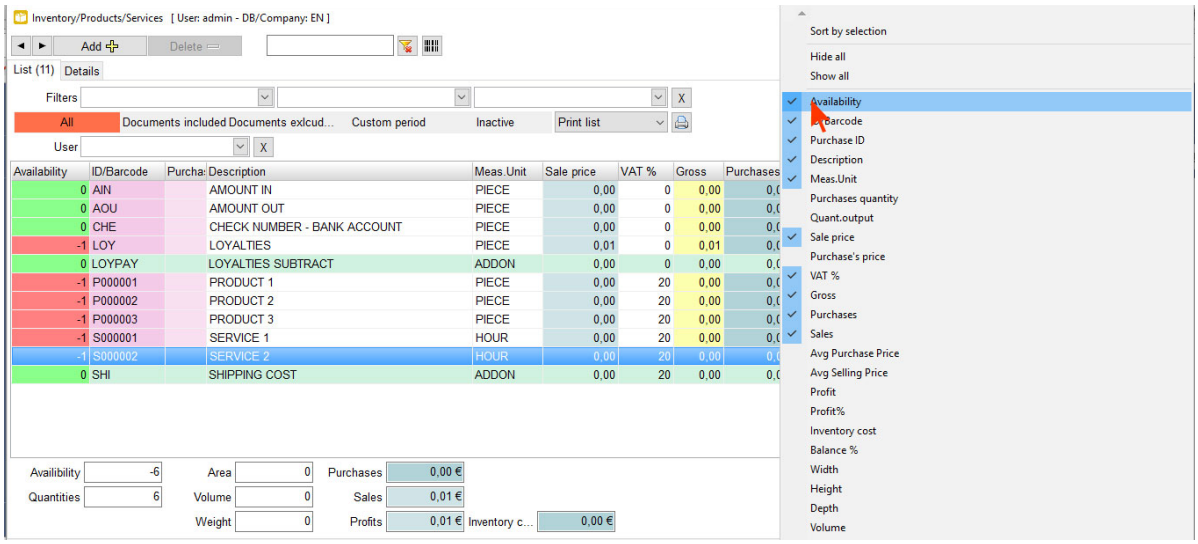
Select the item that you want to delete and click **“Delete”**.



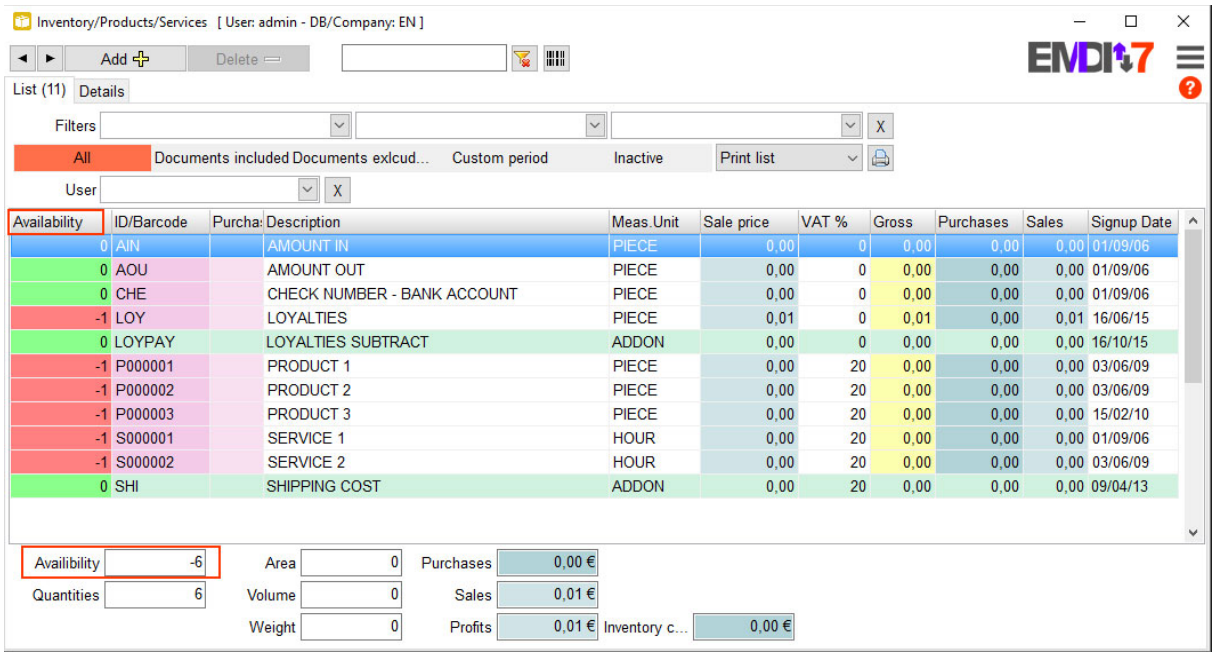
To edit the details of an item, open the Inventory tab, double-click the item and then edit the details. When finished, click **“Save”**.

Availability

To enable the availability column right-click on the column titles and check the **“availability”**

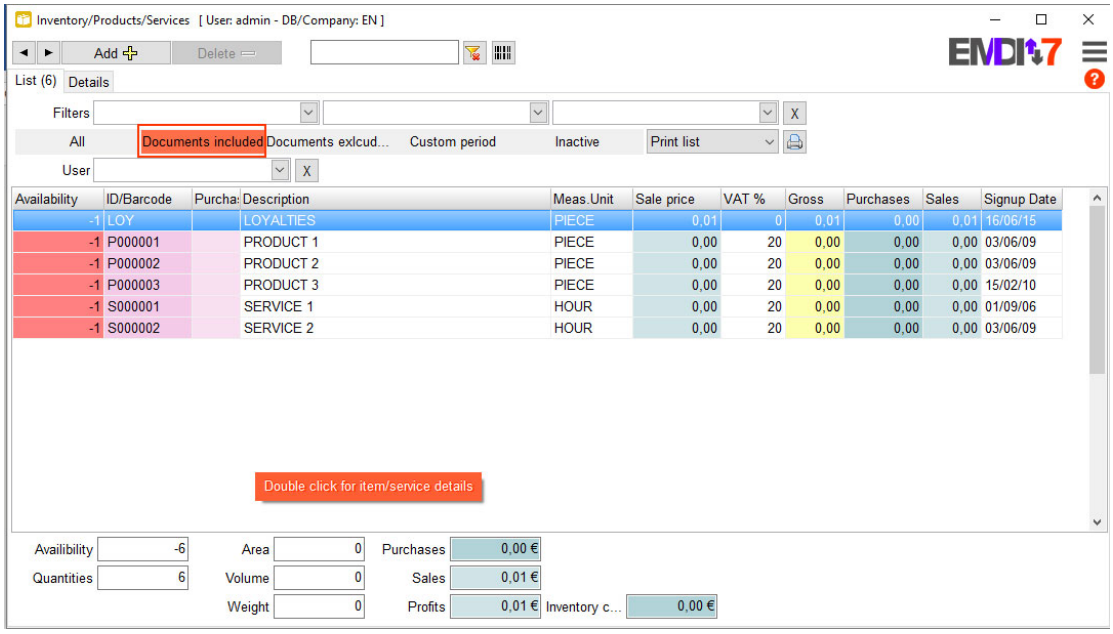


The availability of each item is shown on the left side of the screen, on the left top is for each item in your inventory and on bottom left is the availability for all the items.



Items with documents

For the items with documents click on “Documents included”.

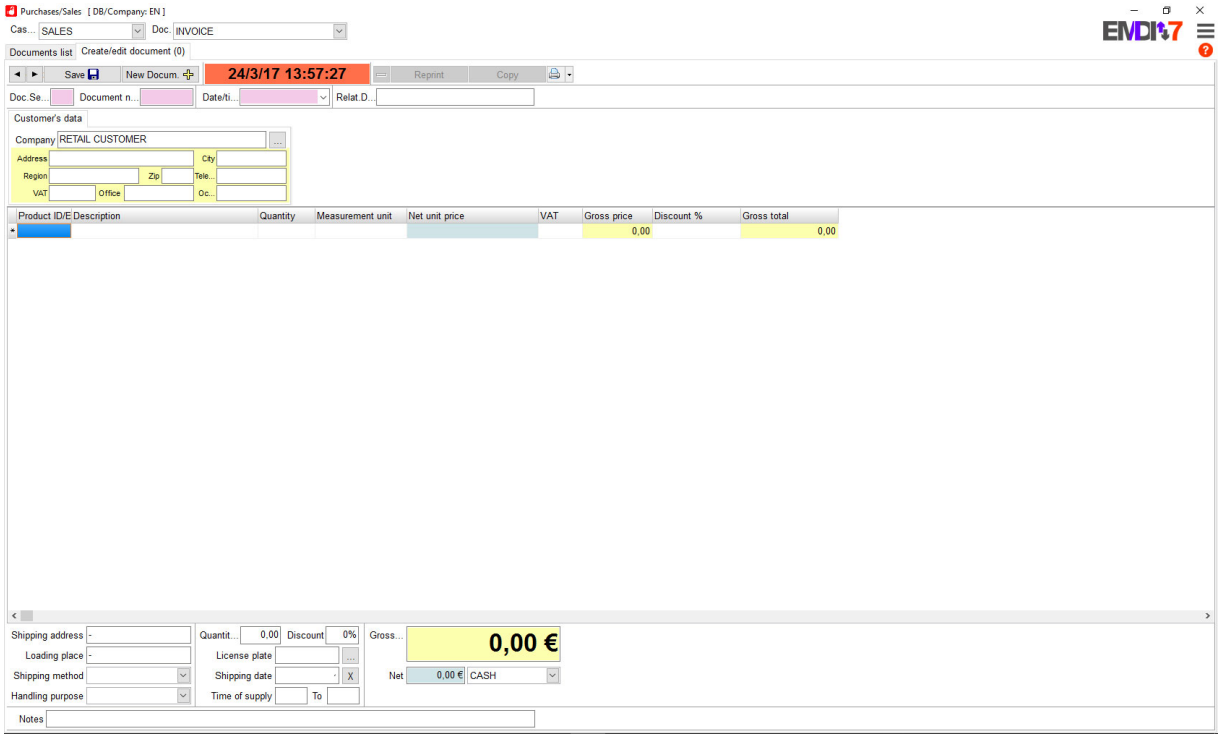


Purchases

Making a receipt.

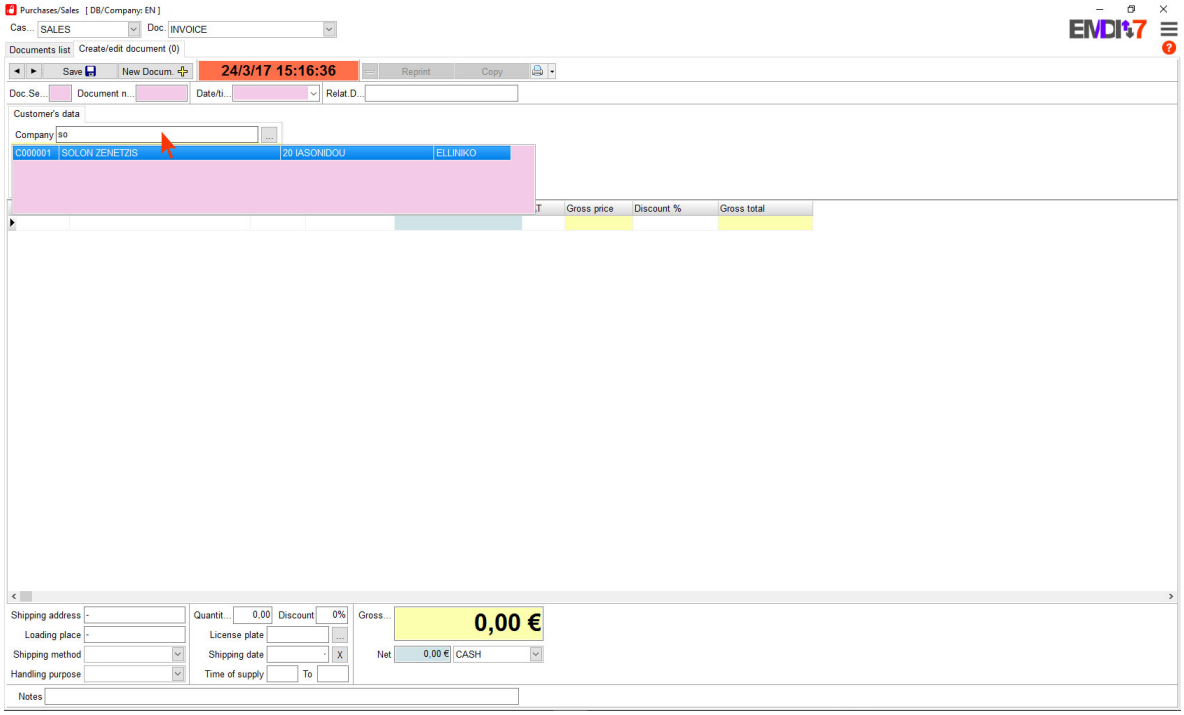
Firstly, click the purchases button to open the document list.

The purchases/sales tab has opened.

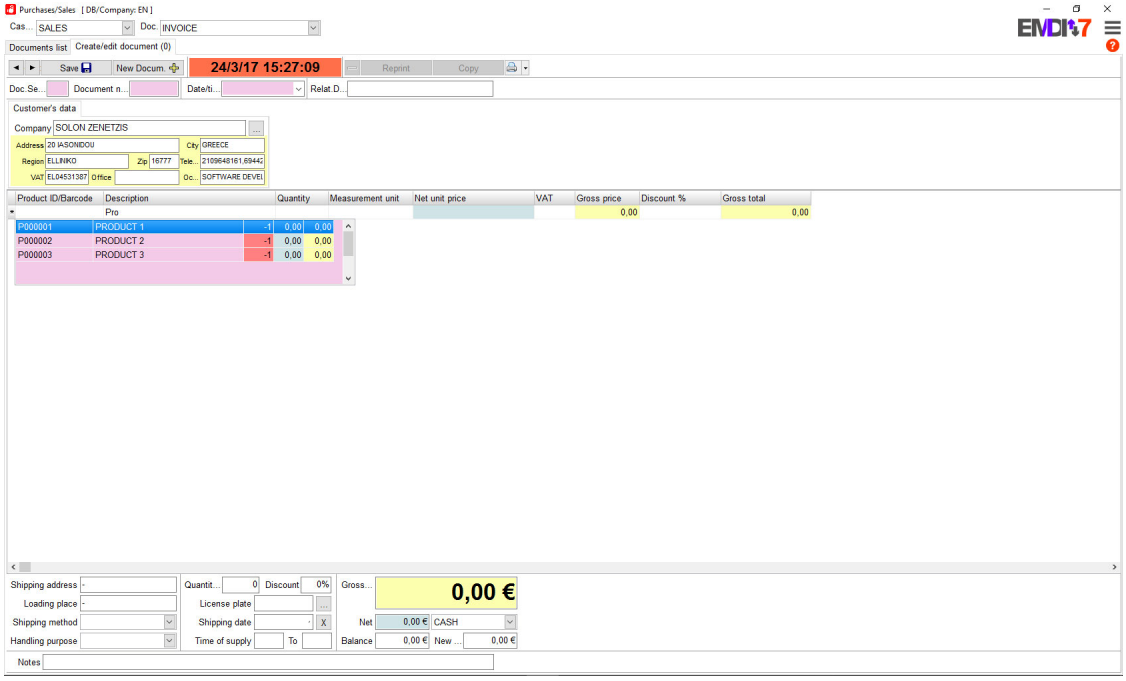


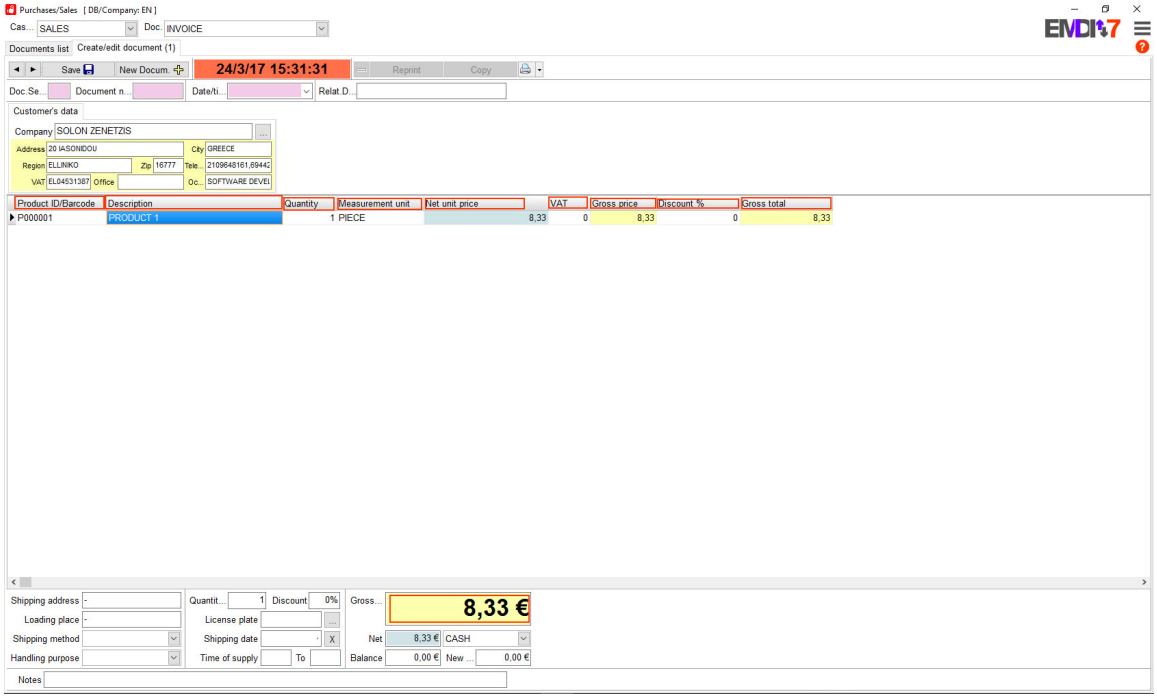
Before creating a new document, check if you chose the correct one.

First, click in the Company box or to the 3 dots to search for the customer/supplier you want to select.



Press enter or click to choose the customer/supplier. To find the item you want, write the product id or scan it with a barcode or write the name of the item in the description. To choose the certain item click it or move up and down with the arrow keys and press enter.

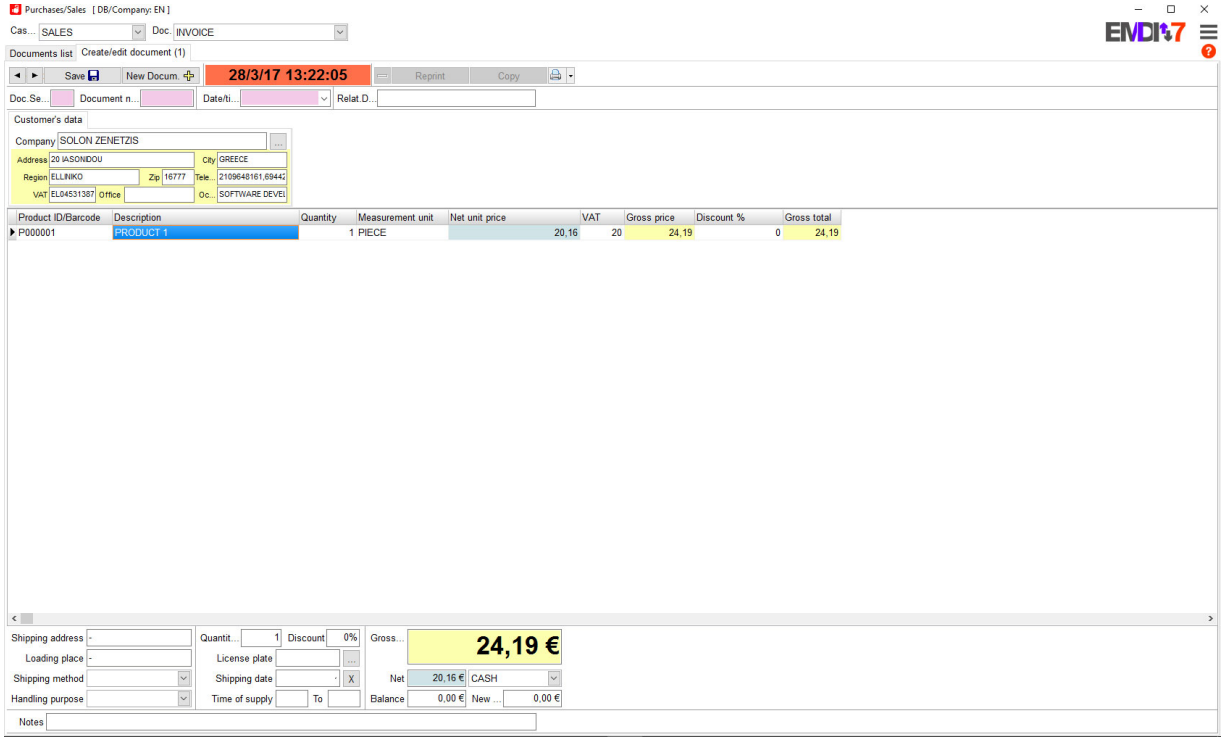




The only thing left to do is to edit the document (quantity, measurement unit etc.) and then click **"Save".**

Invoice

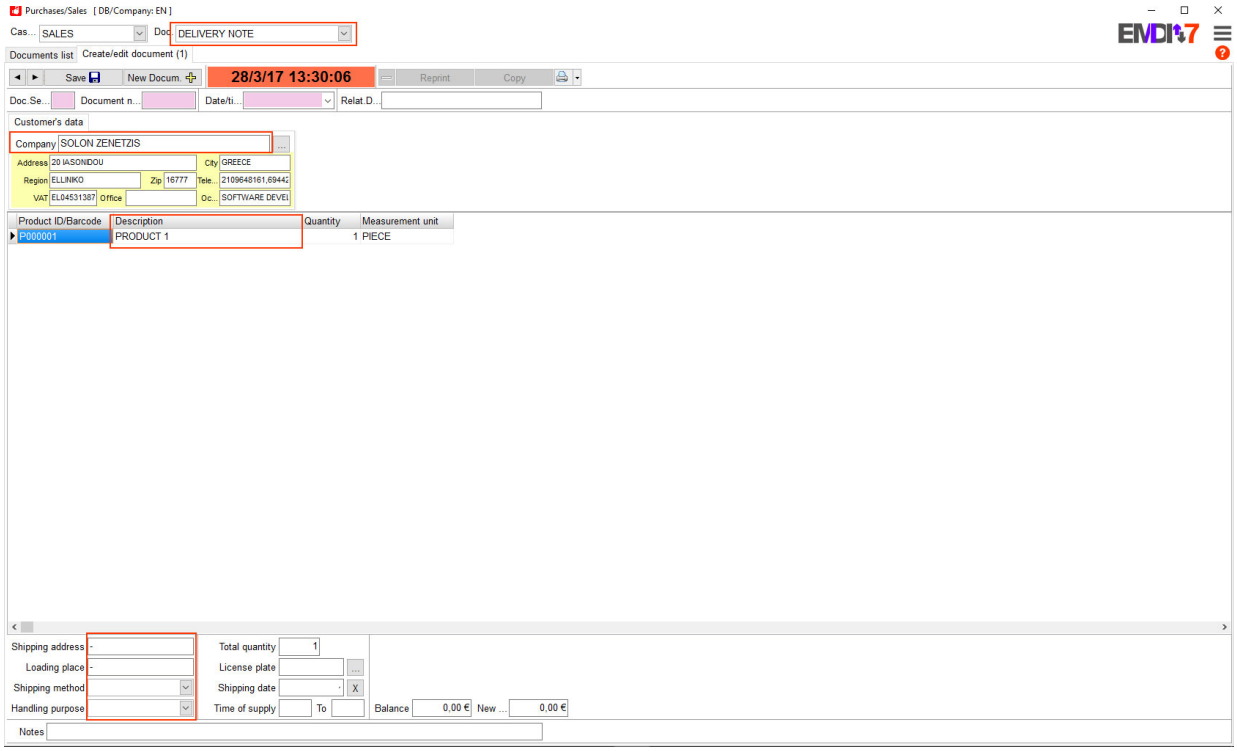
To create an invoice, just change the doc. to "INVOICE". Make sure you selected a customer/supplier and a product.



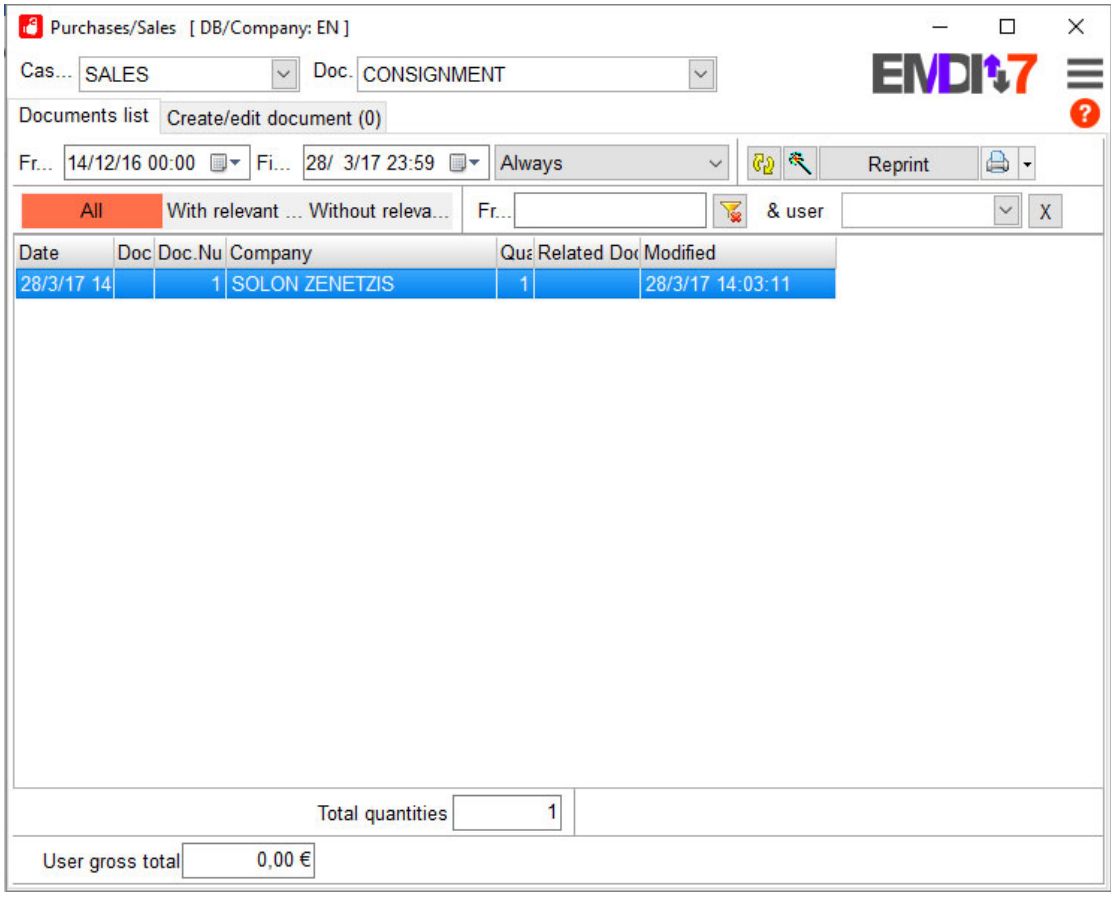
Do not forget to click **"Save"**.

Consignment Note

The price of the product is not visible in a consignment note. Select a customer/supplier, a product and then the shipping address, loading place, shopping method and handling purpose on the bottom left of the screen. Click save when you finish.

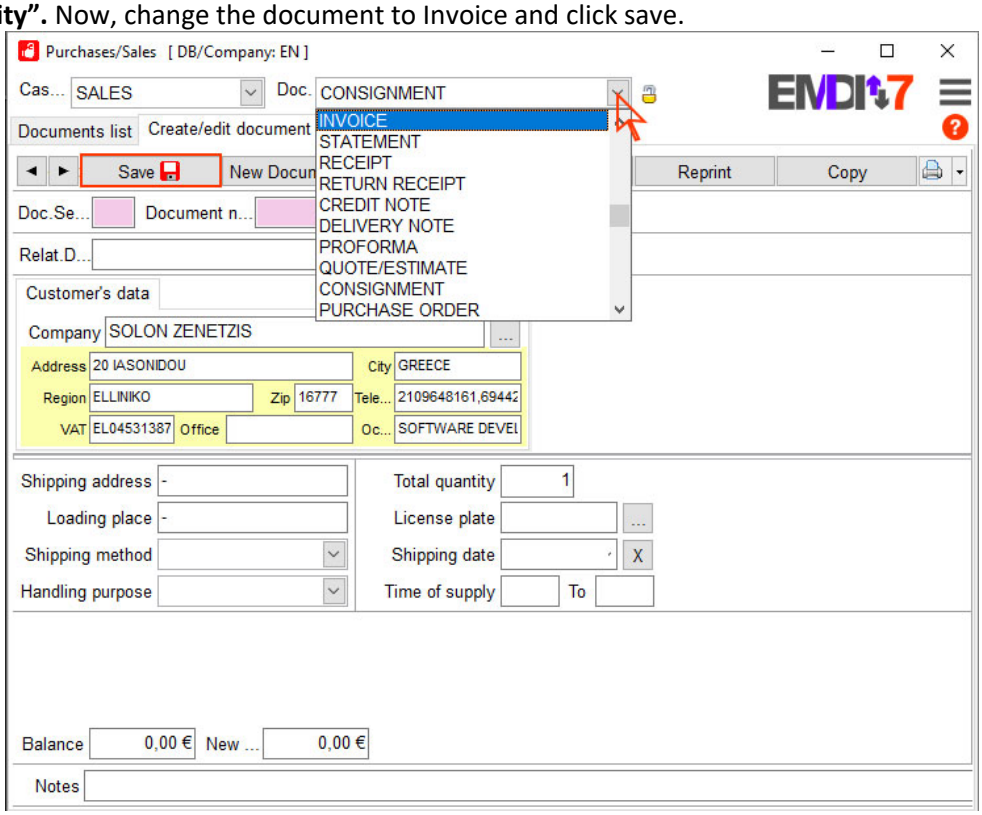


To change a document into another, for example a Consignment note to an Invoice, open the purchases/sales tab and select the document that you want to change.

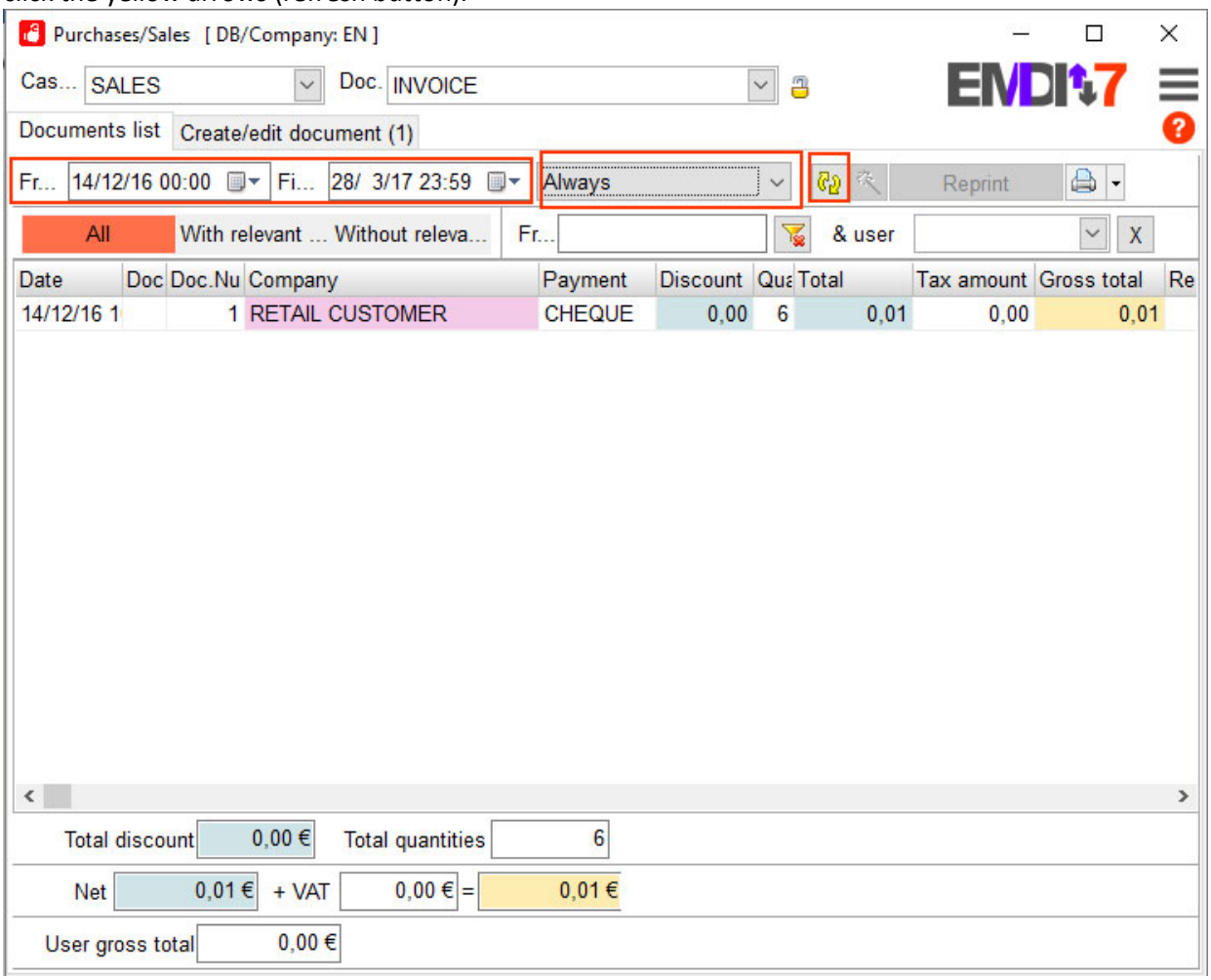


Double-click to open the document.

Click on left top of the screen, then **"Edit"** and **"Lock old documents edit/delete capability".** Now, change the document to Invoice and click save.

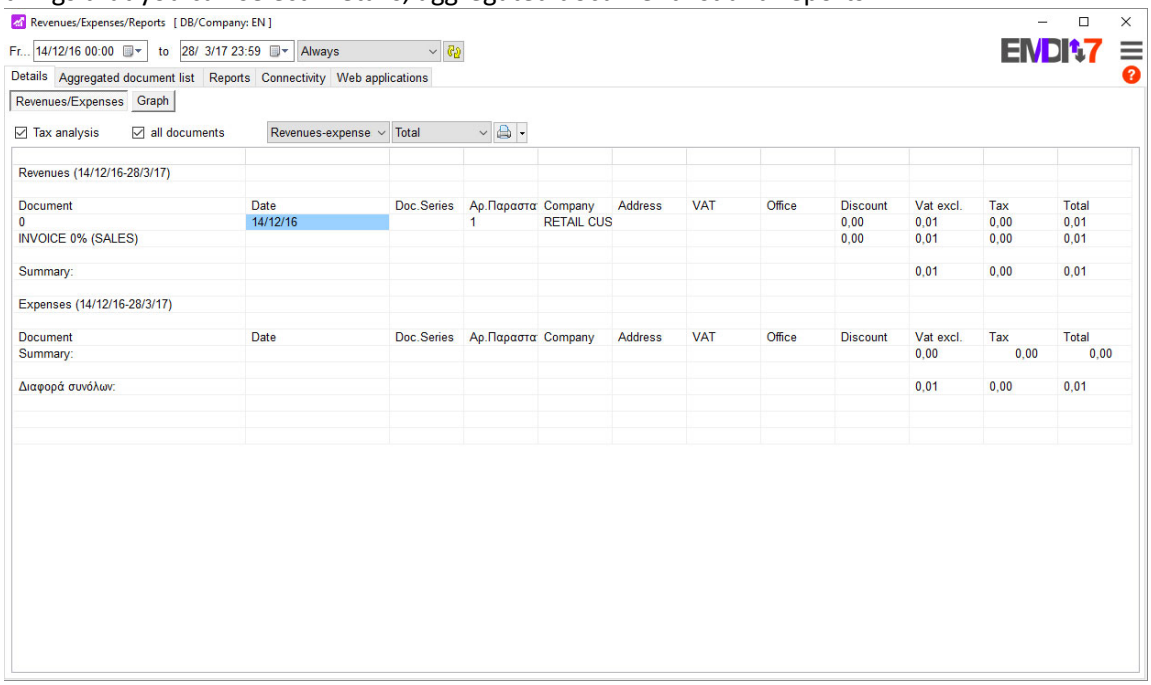


If you want to see your documents on a certain date, open the purchases/sales tab, select the document you want to see, then set a date or select a period and then click the yellow arrows (refresh button).

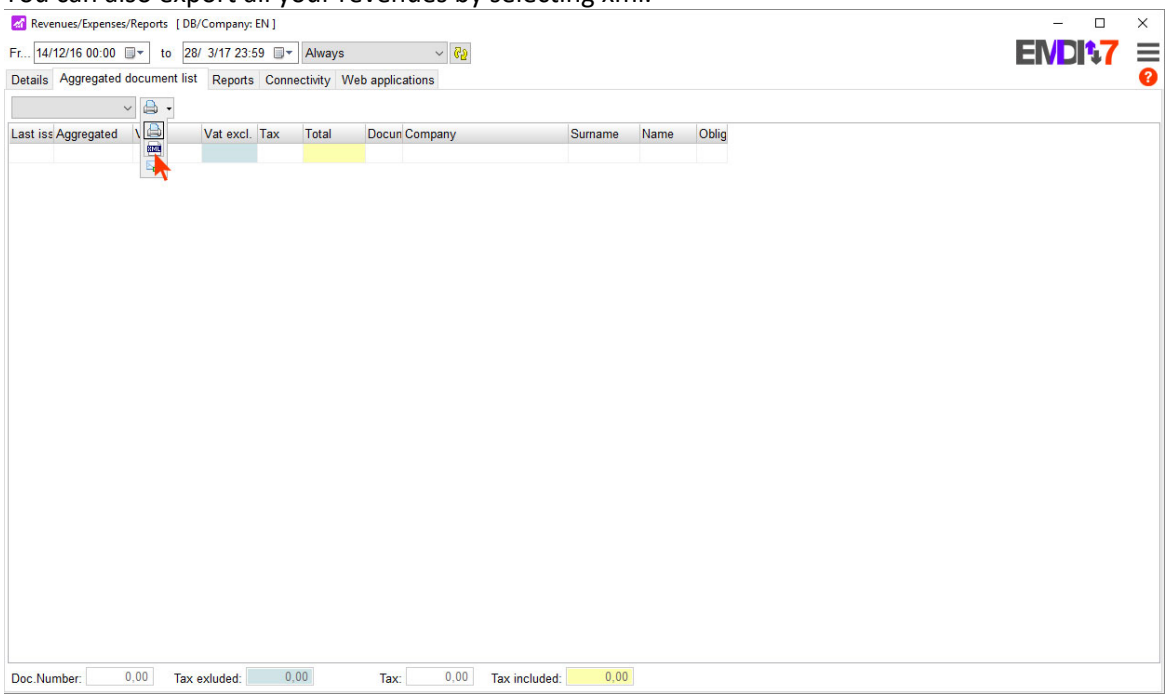


Revenues/Expenses/Reports

In this tab, you can see the revenues and expenses of your company. There are 3 different things that you can select. Details, aggregated document list and reports.

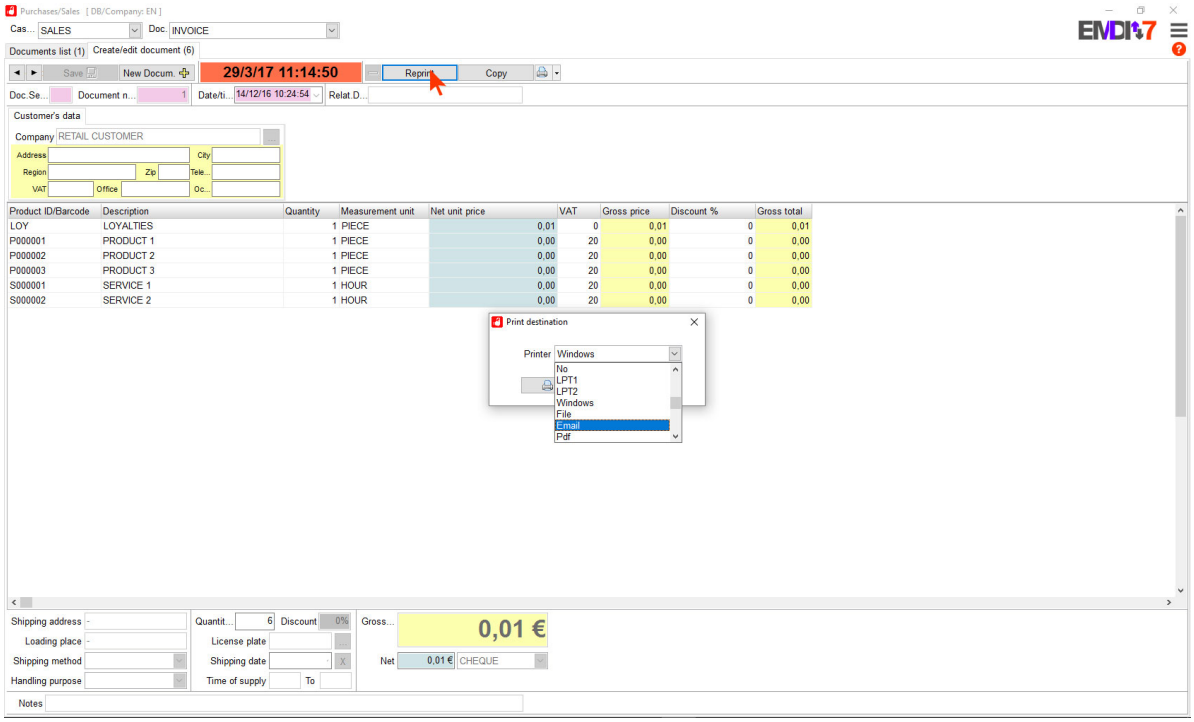


You can also export all your revenues by selecting xml.

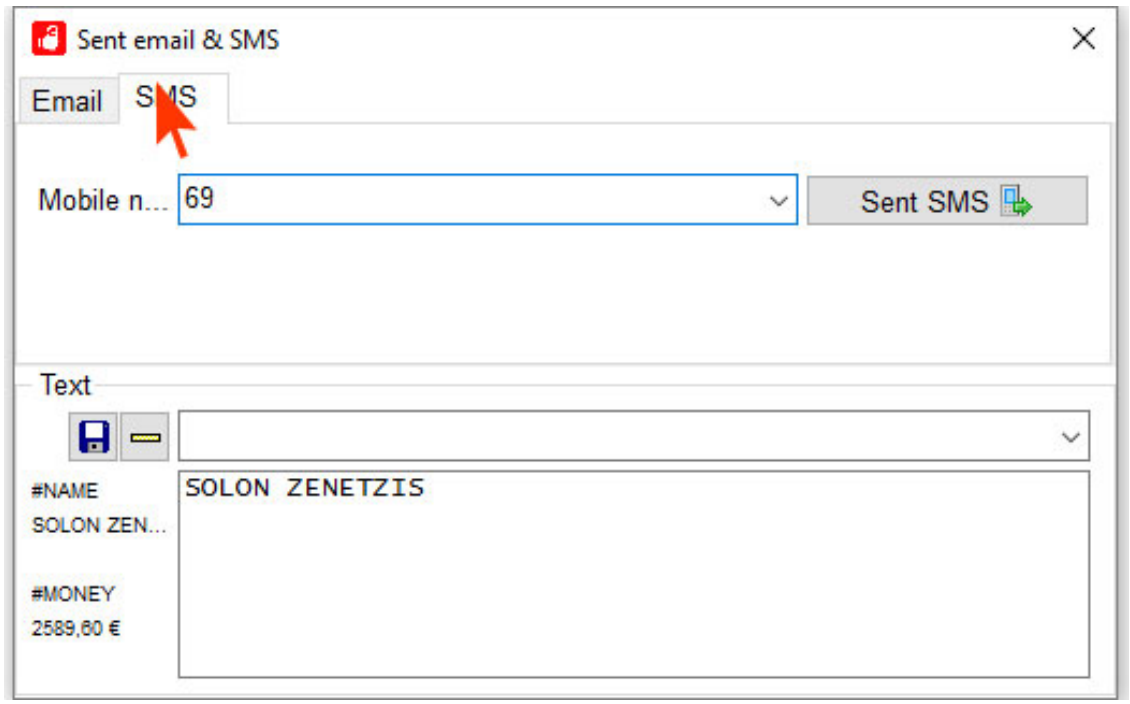


Send invoices via sms and email

To send an invoice via email, click “Reprint”, change to “Email” and then click “Print”.



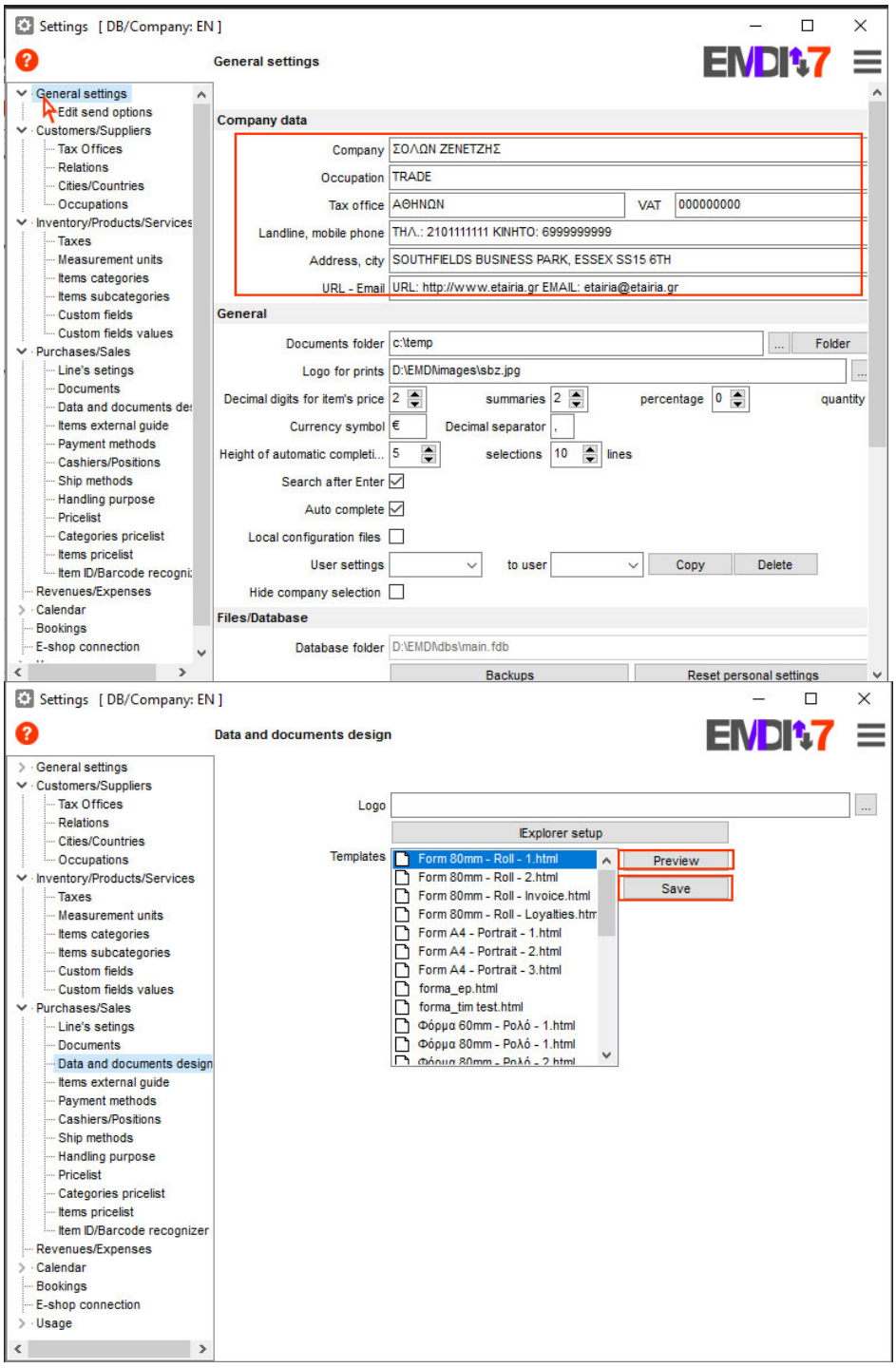
To send an invoice via sms, click “Reprint”, change to “Email”, then a window will pop up, select “Sms” and then click “Send SMS”.



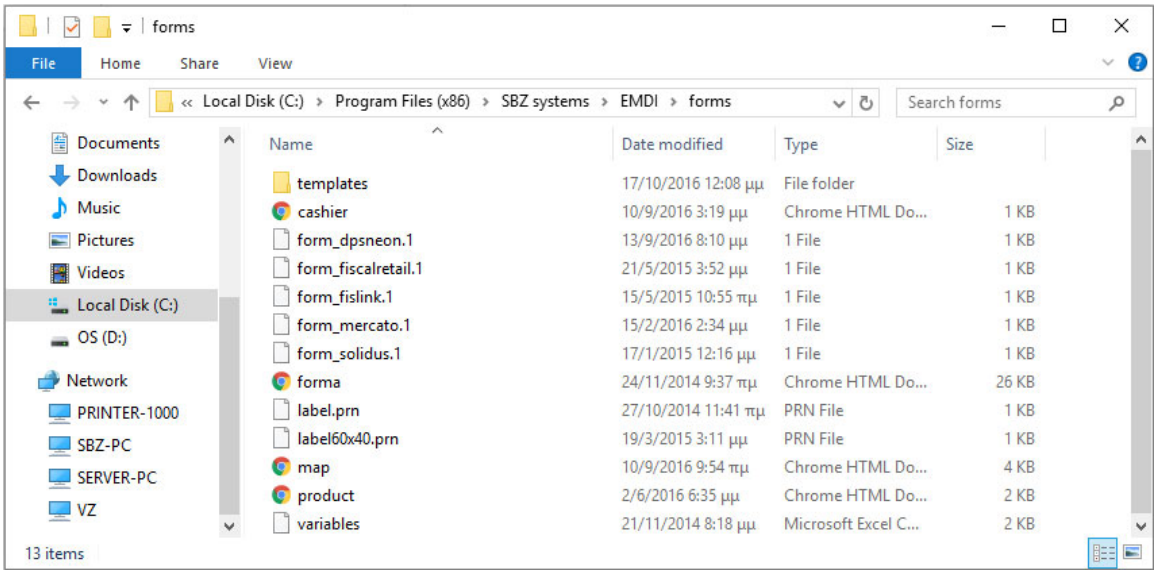
Print Forms

Open the settings by clicking this button.

Now click “General Settings” and complete your company data. Then click “Data and documents design” and select one of the print forms by clicking preview. When you finish, click save.

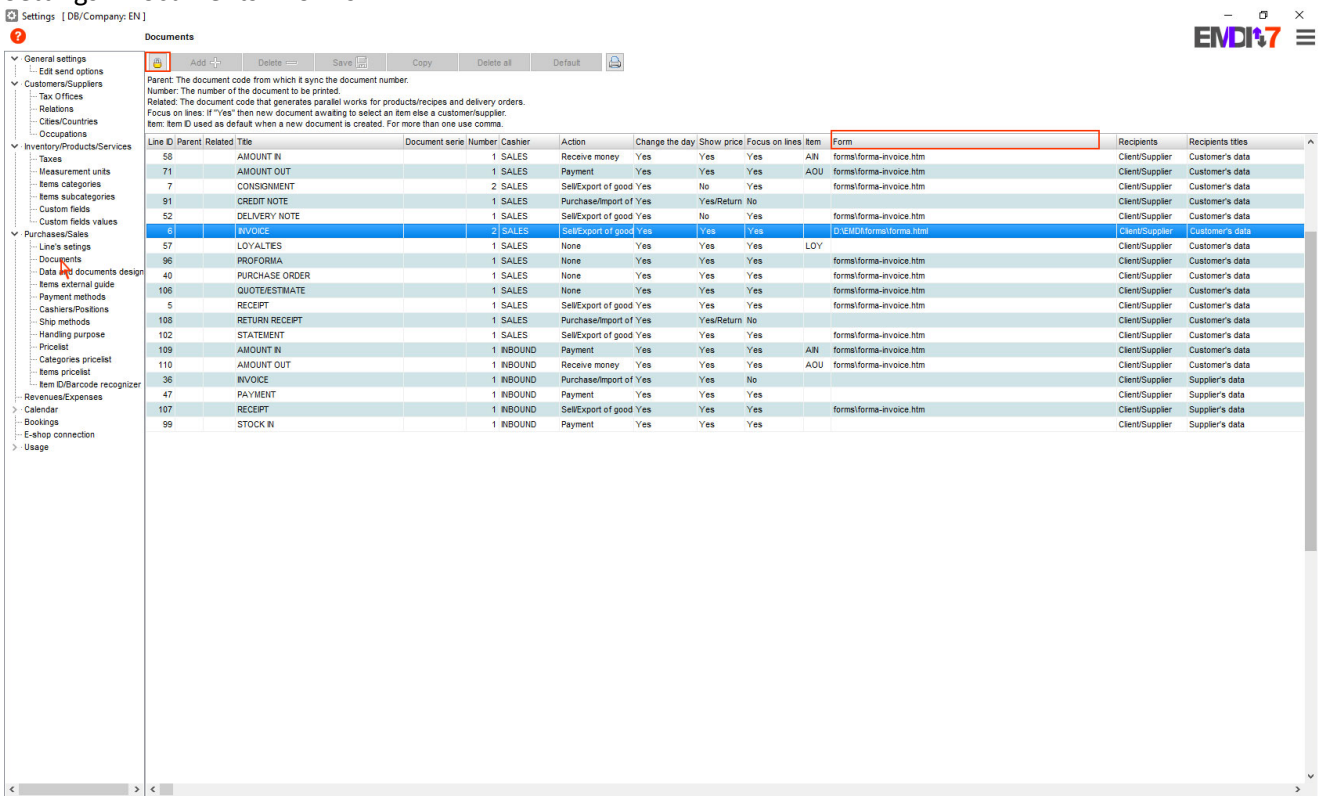


When you save the print form, it will be save in C:\Program Files (x86)\SBZ systems\EMDI\forms or C:\Program Files\SBZ systems\EMDI\forms

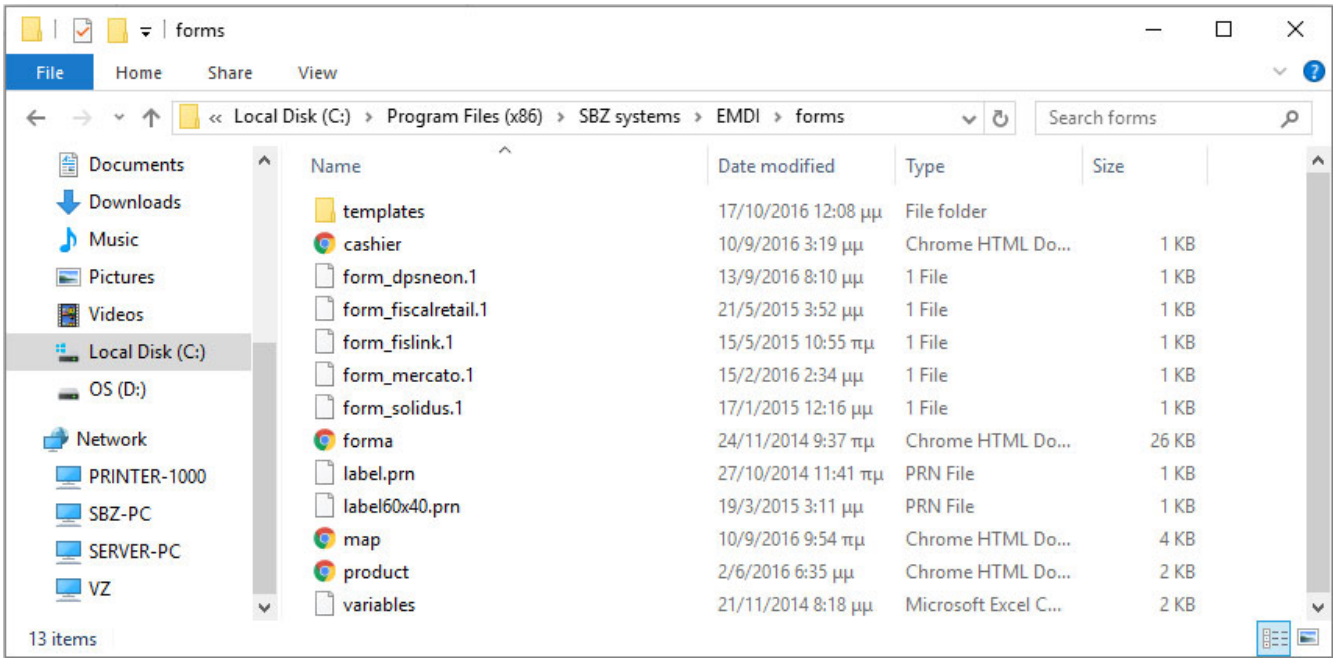


Setting the print form you chose.

Settings->Documents->Forms



Unlock, double-click on the form you want to change. Then go to C:\Program Files (x86)\SBZ systems\EMDI\forms or C:\Program Files\SBZ systems\EMDI\forms and select your form.
The form's type is .htm,


forms
File
Home
Share
View
« Local Disk (C:) › Program Files (x86) › SBZ systems › EMDI › forms
Search forms
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
OS (D:)
Network
PRINTER-1000
SBZ-PC
SERVER-PC
VZ
Name
Date modified
Type
Size
templates 17/10/2016 12:08 μμ File folder
cashier 10/9/2016 3:19 μμ Chrome HTML Do... 1 KB
form_dpsneon.1 13/9/2016 8:10 μμ 1 File 1 KB
form_fiscalretail.1 21/5/2015 3:52 μμ 1 File 1 KB
form_fislink.1 15/5/2015 10:55 πμ 1 File 1 KB
form_mercato.1 15/2/2016 2:34 μμ 1 File 1 KB
form_solidus.1 17/1/2015 12:16 μμ 1 File 1 KB
forma 24/11/2014 9:37 πμ Chrome HTML Do... 26 KB
label.prn 27/10/2014 11:41 πμ PRN File 1 KB
label60x40.prn 19/3/2015 3:11 μμ PRN File 1 KB
map 10/9/2016 9:54 πμ Chrome HTML Do... 4 KB
product 2/6/2016 6:35 μμ Chrome HTML Do... 2 KB
variables 21/11/2014 8:18 μμ Microsoft Excel C... 2 KB
13 items