



Main Setup

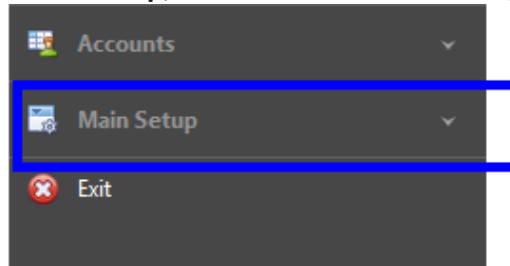
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1. Introduction

This guide will help you to setup your software, by adding the main information. To access this feature, click on **Main Setup**, in the bottom of the Navigation Bar.

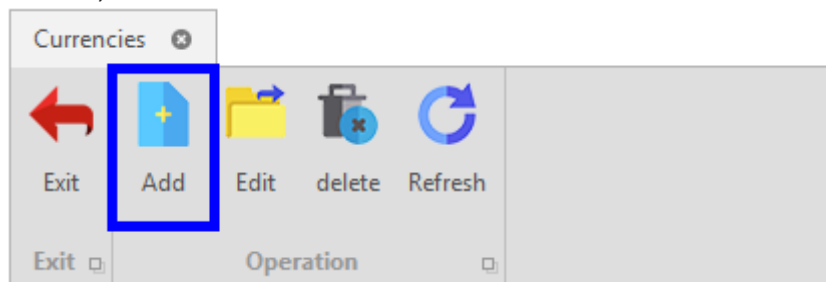


2. Currencies

a. Add Currency

To add the currency that you will use in the transactions:

- i. Click on Currencies.
- ii. In the Menu bar, Click on Add.

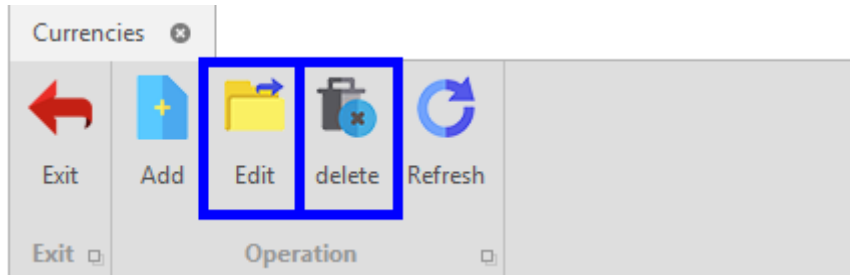


- iii. Enter the currency's description and its symbol in the *Currency Entry's* popup.

A screenshot of a 'Currency entry' popup window. The window has a title bar with the text 'Currency entry' and standard window controls. Below the title bar is a menu bar with icons for 'Exit' (red arrow), 'Save' (blue document), and 'Save and Close' (blue document with red X). Below the menu bar are two input fields: 'Description' with the text 'Euro' and 'Symbol' with the symbol '€'. The 'Description' field is above the 'Symbol' field.



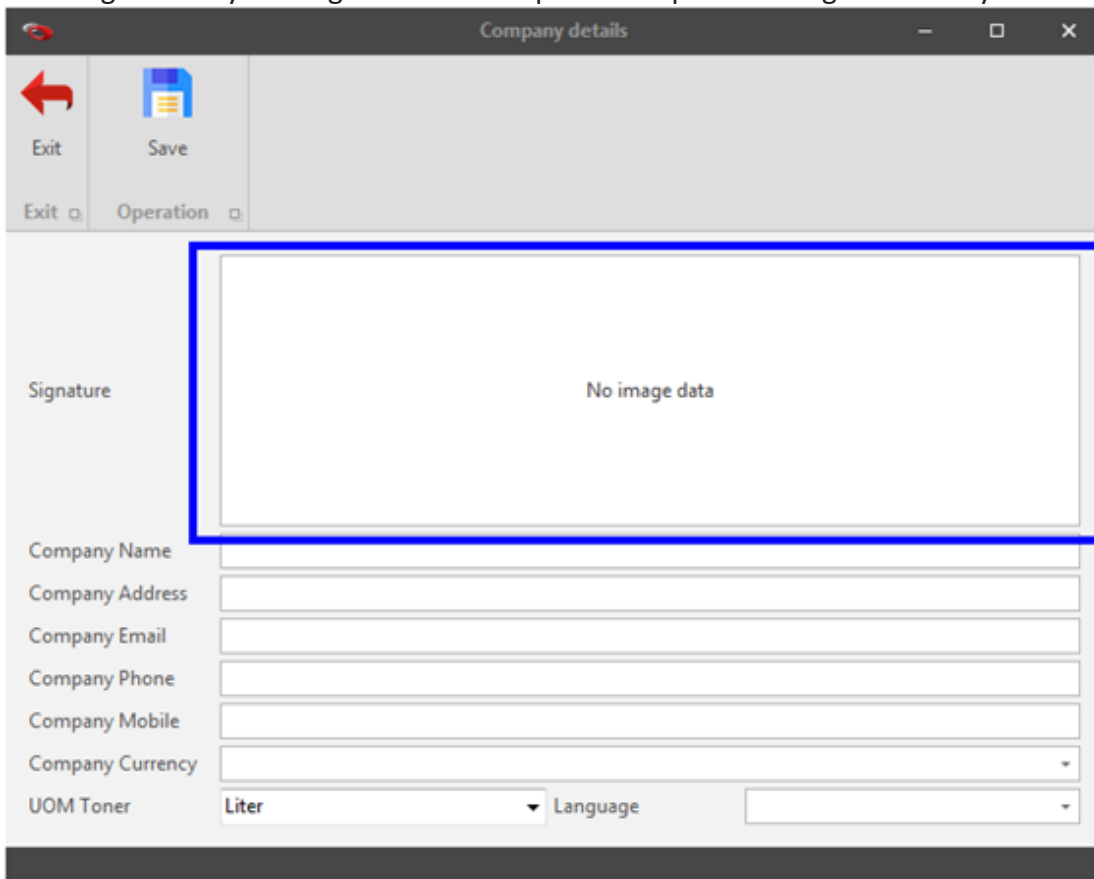
- iv. Click on Save or Save and Close to save and close the popup window.
- b. Edit/Delete Currency
The Edit or Delete a currency, click on the currency, then on one of the below options.



3. General Setup

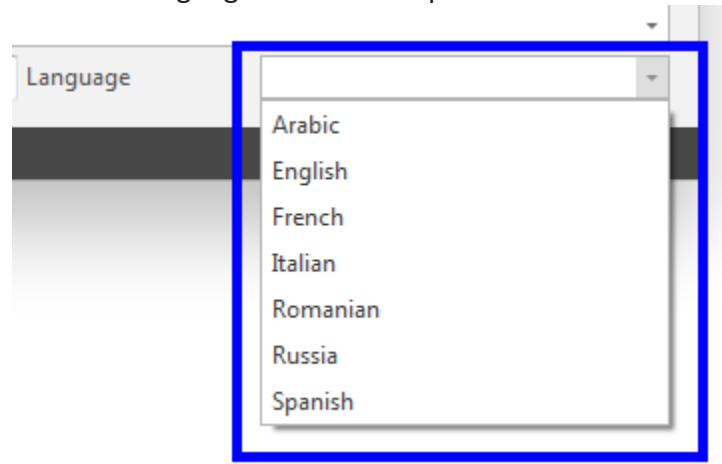
To fill your company details which will appear on the printed reports, purchase orders and delivery, follow these steps:

- a. Add Company Details
 - i. Click on General Setup
 - ii. Fill your company's details
 - iii. Add signature by clicking on the white space to import an image file from your PC





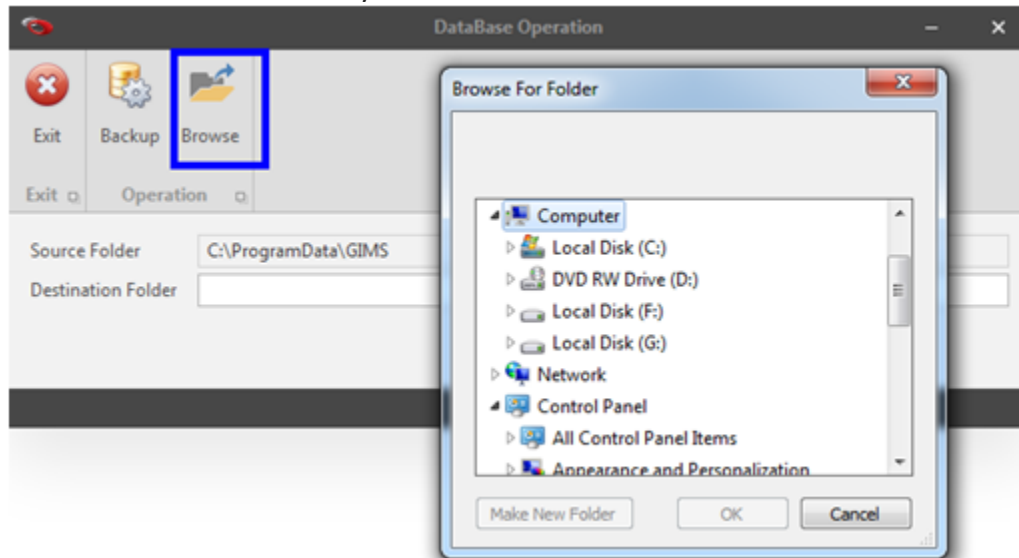
- iv. Choose the software's language from the dropdown



- v. Click on Save.

4. Database Operation

- a. This option allow you to set a specific location for your software's database.
 - i. Click on Database Operation.
 - ii. Click on Browse.
 - iii. Choose the new location for your database.



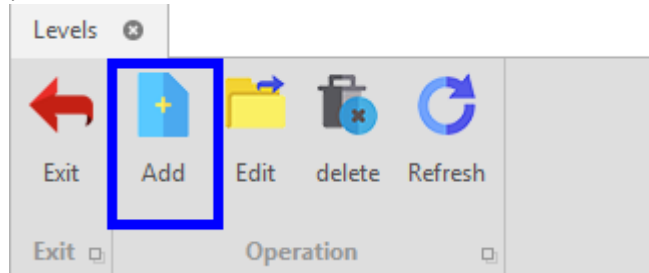
- iv. Click on Backup for saving the new directory.



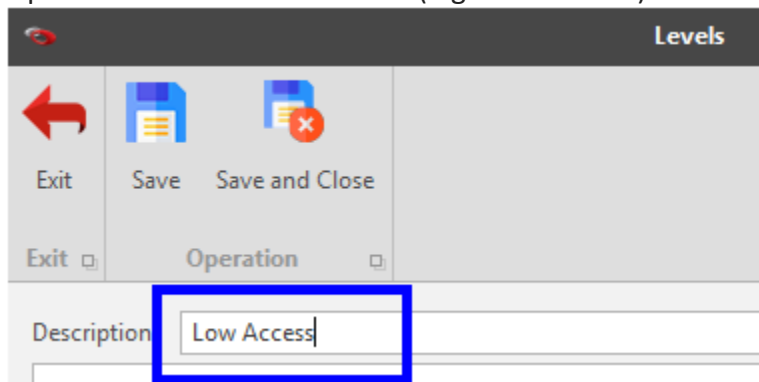
5. User Management

This section enables the administrators to control user access to various modules by defining a specific role for each user.

- a. Levels
 - i. Click on Levels
 - ii. In the menu bar, click on Add



- iii. Add in Description a title for the new Level (e.g.: Low Access)



- iv. From the list, by ticking the checkbox, choose the permissions that you want to give for this level

here to group by that column

	Access Rights
<input type="checkbox"/>	Import/Export PriceList
<input checked="" type="checkbox"/>	Job operations
<input type="checkbox"/>	Manage Users
<input type="checkbox"/>	Open Purchase Order
<input type="checkbox"/>	Print the price list
<input checked="" type="checkbox"/>	Show Job
<input type="checkbox"/>	Show price in purchase order
<input checked="" type="checkbox"/>	Show Purchase Section
<input type="checkbox"/>	Show/Hide Prices 'Pricel ist'

- v. Once you finish, click on Save.



b. Users

- i. Click on Users
- ii. In the menu bar, click on Add
- iii. Fill the user's information in the Users popup

The screenshot shows a window titled "Users" with a menu bar containing "Exit", "Save", and "Save and Close". Below the menu bar is a form with the following fields:

User Code	1
Username	jeff
Password	*****
Mobile	9613357456
Phone	961258369
Email	jeff_2@gmail.com
Country	Lebanon
Address	Main Street
Region	Beirut
Role	[dropdown]
Active	<input checked="" type="checkbox"/>

- iv. Select the role you want to give for this user from the dropdown

The close-up shows the "Role" dropdown menu with the following options:

- Full Access
- Low Access

The "Active" checkbox is checked.

- v. Make sure the Active option is ticked to activate the user

Active

- vi. Click on Save.

6. Contact information

For more information or comments, please do not hesitate to contact the General Paint Software support team by email at support.it@generalpaint.biz

Or by phone at +961 9 925 990

We are available from 8:00AM (GMT) to 8:00PM (GMT).