



## Main Setup

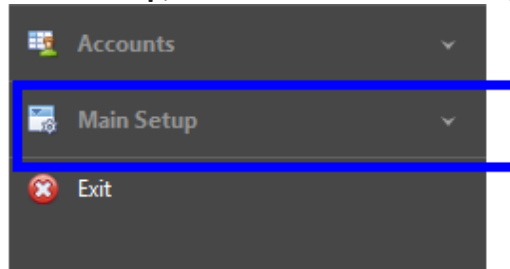
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## 1. Introduction

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.

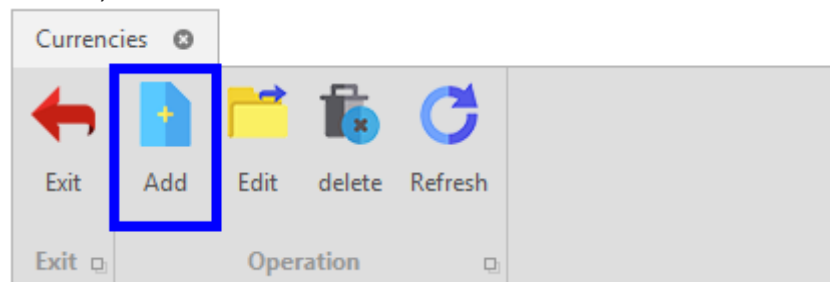


## 2. Currencies

### 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.



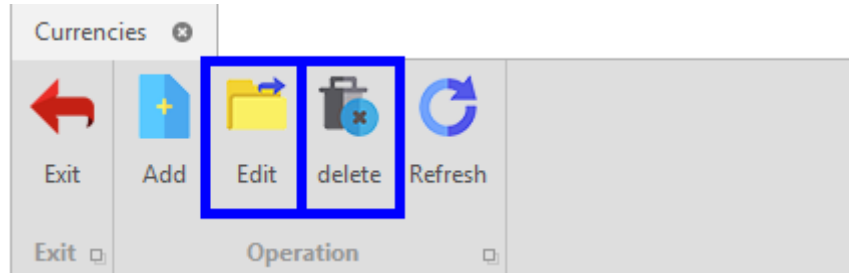
- iii. Enter the currency's description and its symbol in the *Currency Entry's* popup.

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 'Exit', 'Save', and 'Save and Close' buttons. The main area contains two input fields: 'Description' with the text 'Euro' and 'Symbol' with the text '€'.

- 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.

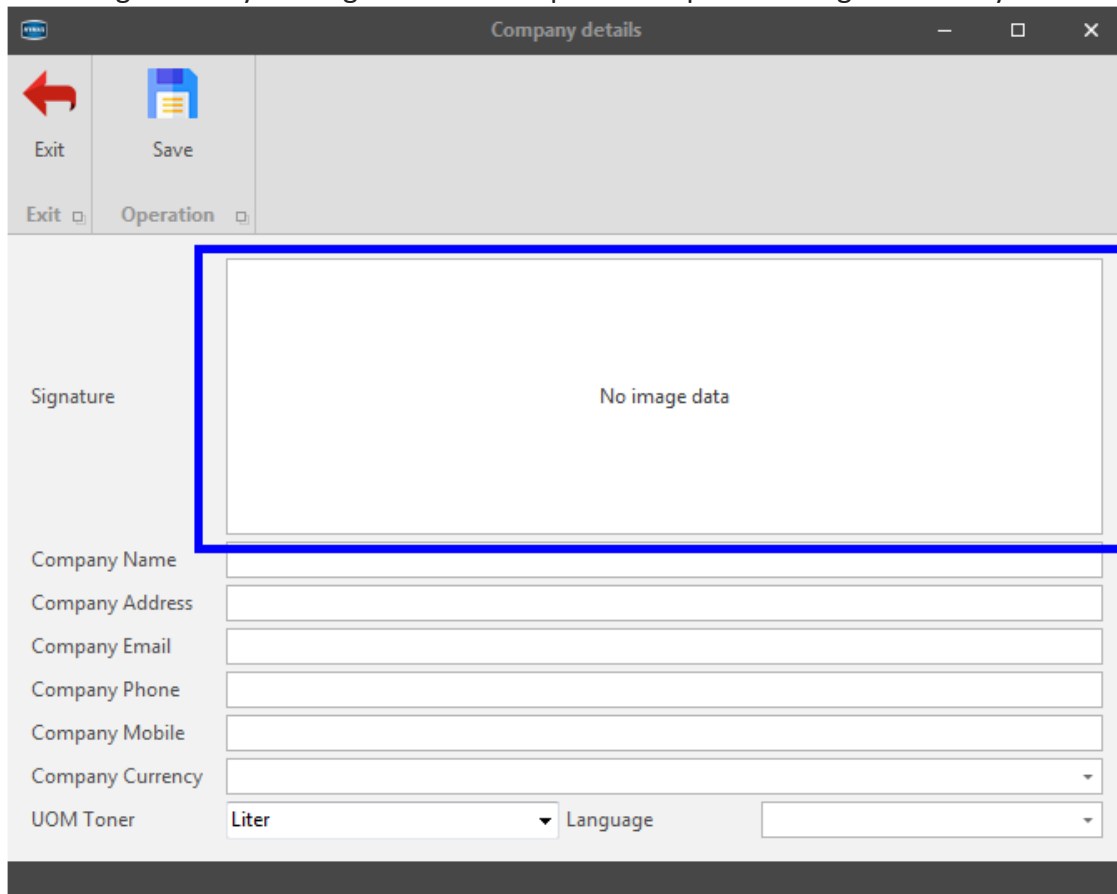


**3. General Setup**

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

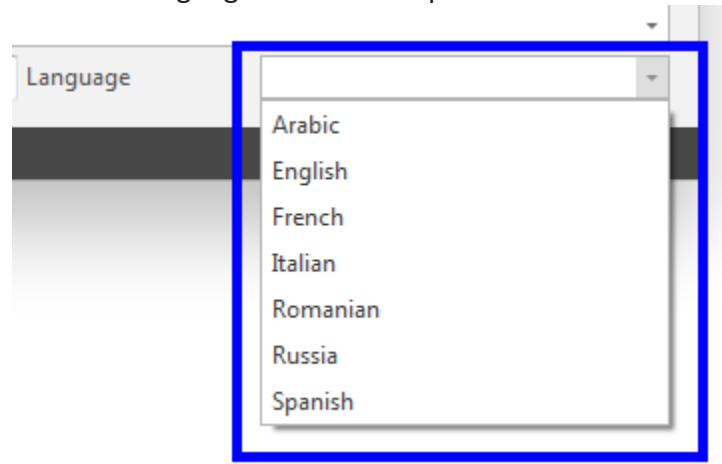
a. Add Company Details

- 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



A screenshot of a software window titled "Company details". The window has a dark header bar with the title and standard window controls. Below the header is a toolbar with "Exit" (red arrow) and "Save" (blue document) buttons. The main area contains a "Signature" field, which is a large white rectangle with a blue border and the text "No image data" inside. Below the signature field are several input fields for "Company Name", "Company Address", "Company Email", "Company Phone", "Company Mobile", "Company Currency" (a dropdown menu), "UOM Toner" (a dropdown menu with "Liter" selected), and "Language" (a dropdown menu).

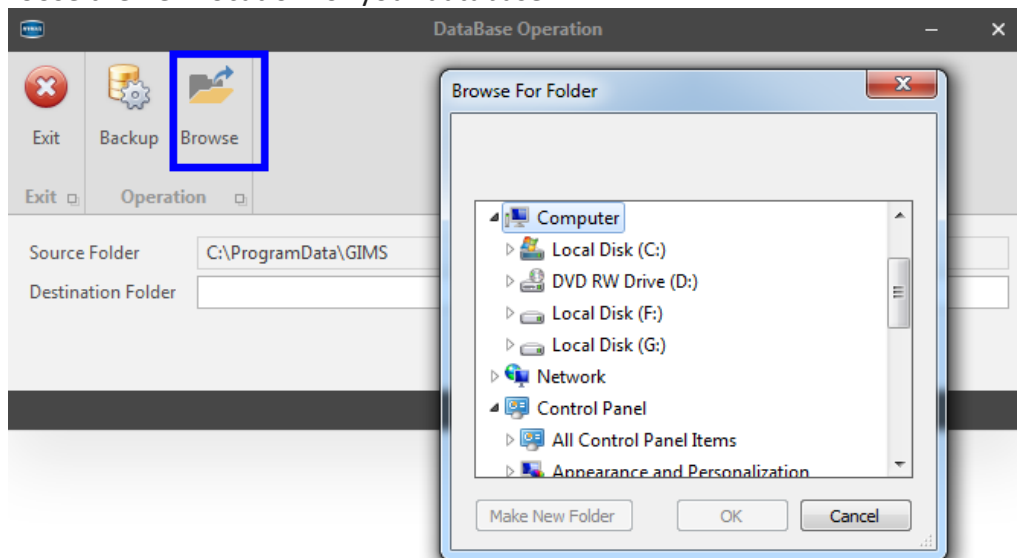
- iv. Choose the software's language from the dropdown



- 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.

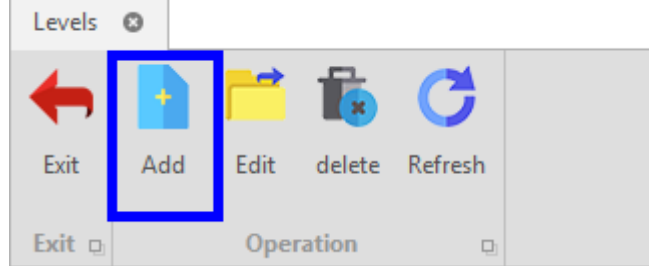


- iv. Click on Backup for saving the new directory.

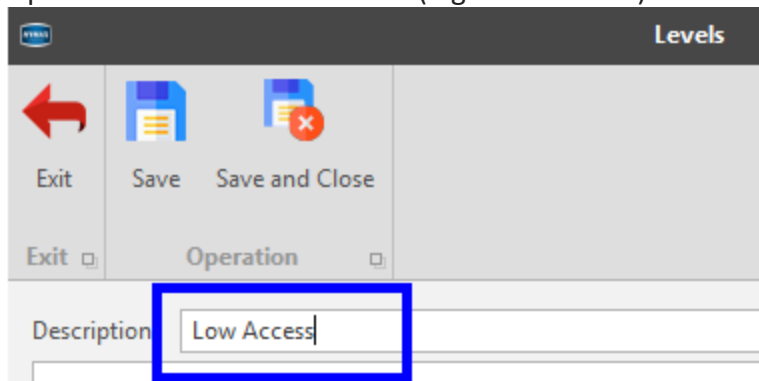
## 5. User Management

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

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

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

- vi. Click on Save.

**6. Contact information**

For more information or comments, please do not hesitate to contact our Software support team by email at [support.it@hymax.biz](mailto:support.it@hymax.biz)

Or by phone at +961 9 925 990

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