

**e- TIMS CLIENT FOR
TABLET
USER GUIDE**

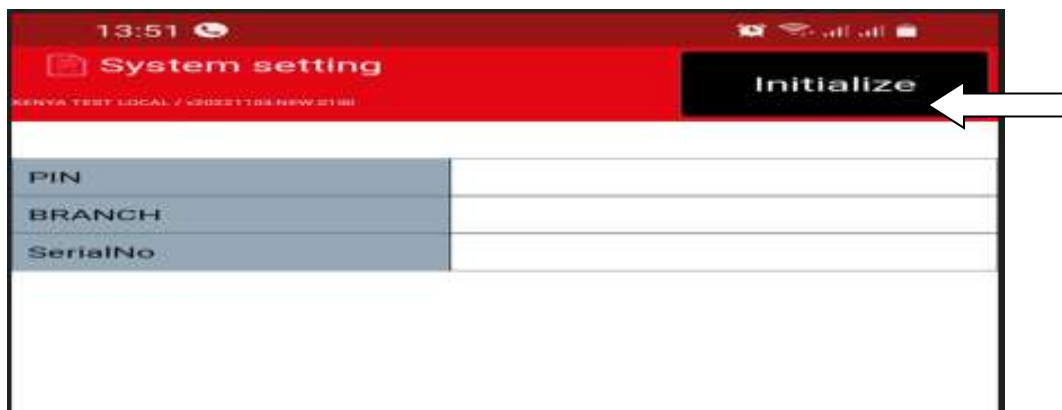
e-TIMS Application Set up on Tablet

Step 1

Initialize setup by filling in the details, as provided during initial registration to e-TIMS.

i.e.,

- a) **Pin** – Individual or Non-individual pin provided for e-TIMS registration.
- b) **Branch** – Refers to the business branch at which the mobile registered for e-TIMS shall be used.
- c) **Serial No** – The serial number of the device (mobile) registered for use of e-TIMS.



Fill in the details as shown below and click on **initialize**.

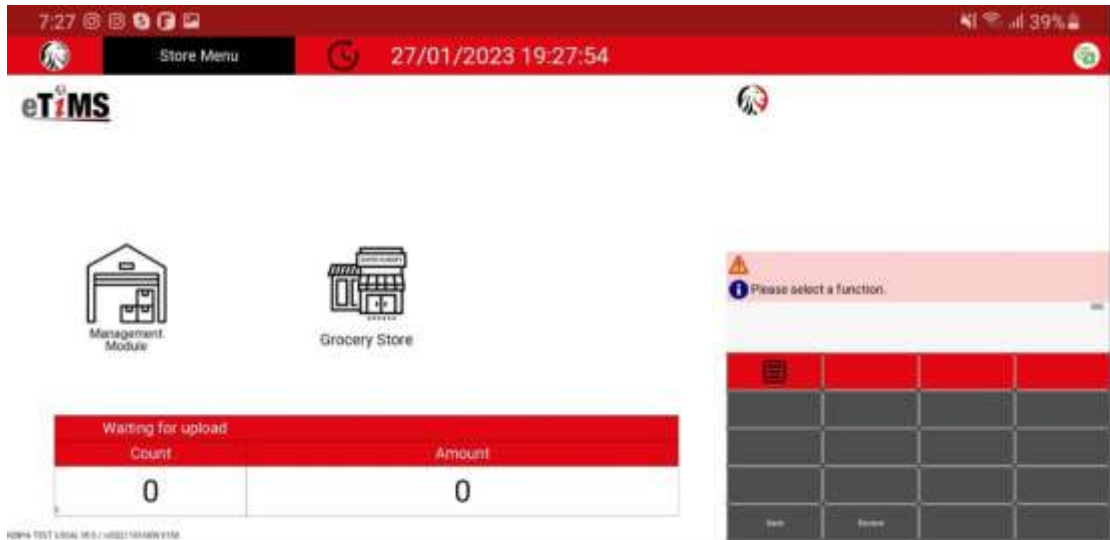
Step 2

Initialization of app is complete. Click the **Open / Start** button to proceed.



Step 3

The interface below will appear.



Step 4

Click on either ;

- a) Management module (i.e Business headquarters) or
- b) Branch- eg. In this case Grocery Store Module

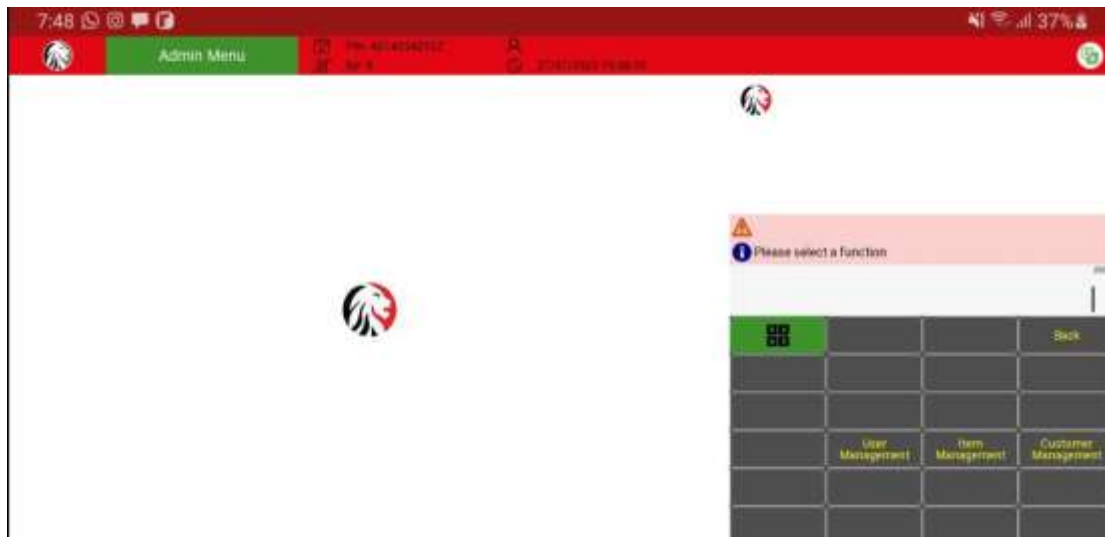
Step 5

Log in with the default ser ID and password provided when registering with KRA for e-TIMS and click on the **Admin menu** button as shown below.



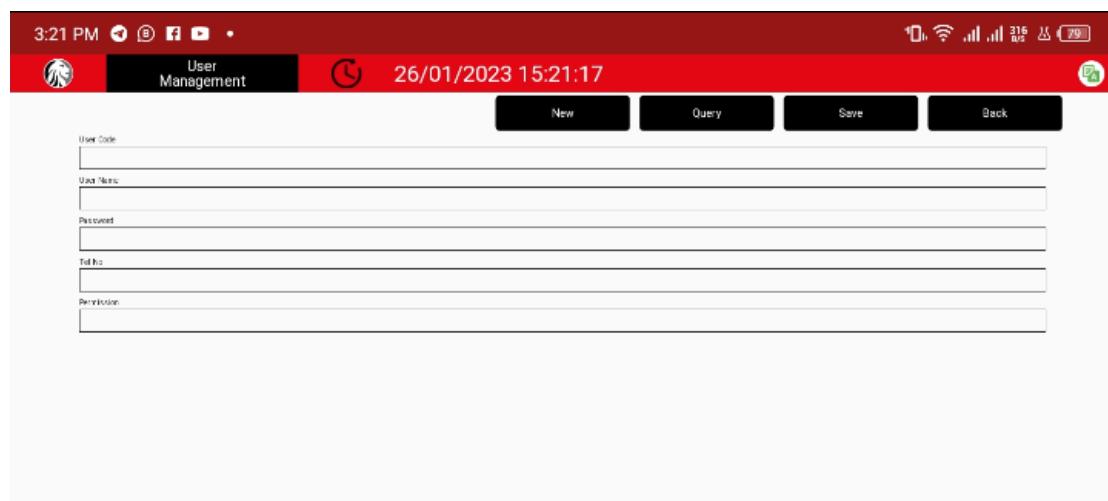
Upon logging in, the interface below will appear entailing;

- 1. User Management**
- 2. Item Management**
- 3. Customer Item**



1. USER MANAGEMENT

This menu allows you to create users and assign them roles appropriately.



The screenshot shows the 'User Management' form. At the top, there is a red header bar with the time '3:21 PM', a date '26/01/2023 15:21:17', and a battery level of '79%'. Below the header, there is a black 'User Management' button and a search bar. The main content area features a form with the following fields: 'User Code', 'User Name', 'Password', 'Title', and 'Permission'. There are also buttons for 'New', 'Query', 'Save', and 'Back' at the top of the form.



Create a 'Super User' i.e **Admin** and Save.

3:22 PM 26/01/2023 15:22:15

User Management

New Query Save Back

User Code: 00000

User Name: John Doe

Password: *****

TIN No: 07000000111

3:22 PM 26/01/2023 15:22:29

User Management

New Query Save Back

User Code: 00000

User Name: John Doe

Password: *****

TIN No: 07000000111

user

admin

CANCEL OK



3:22 PM 26/01/2023 15:22:37

User Management

New Query Save Back

User Code: 00000

User Name: John Doe

Password: ****

Tel No: 07000000111

Permission: admin

Once all the user details have been filled, a prompt will appear. Click 'Yes' and the **Admin** User will be saved successfully.

3:22 PM 26/01/2023 15:22:47

User Management

New Query Save Back

Save?

Do you want to save data?

NO YES

3:22 PM 26/01/2023 15:22:53

User Management

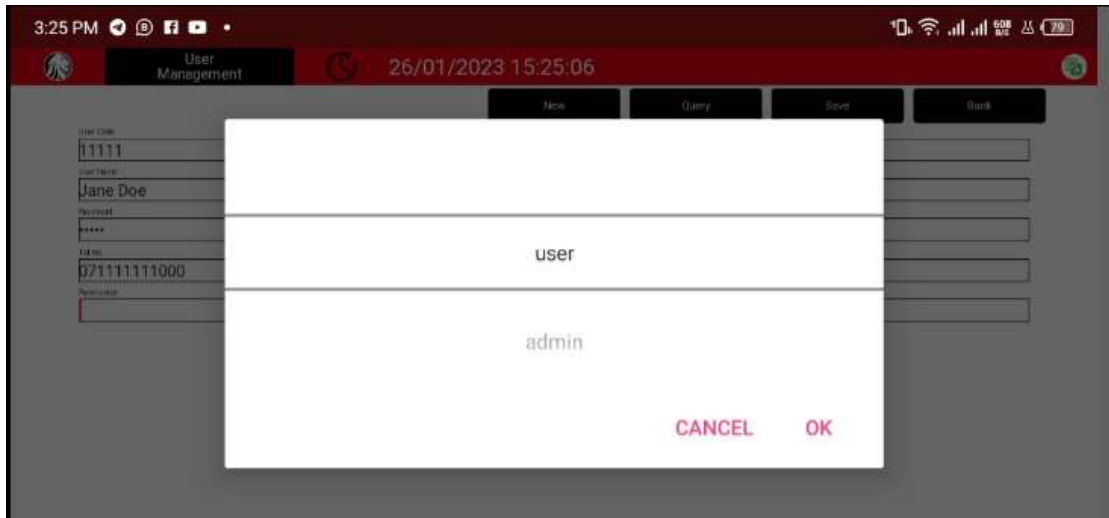
New Query Save Back

Succeeded

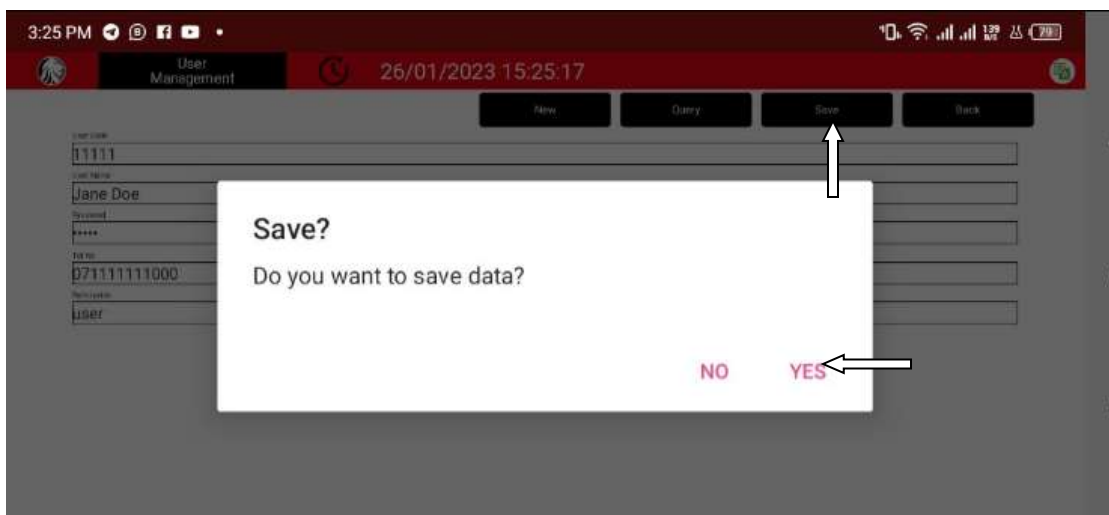
Saved successfully.

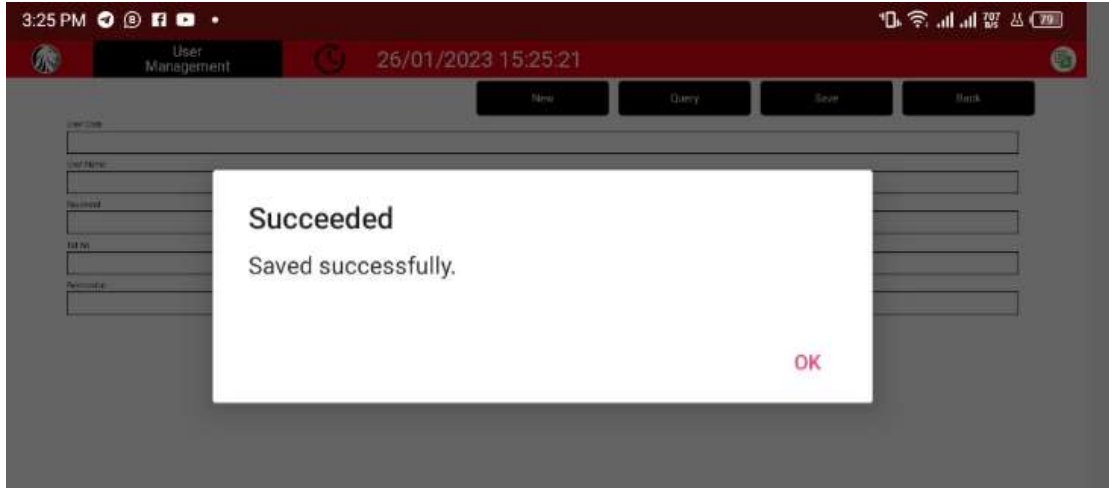
OK

To create other users, follow the process above and allocate the **User** right as shown below:



Click on Save and the User details will be saved successfully.





II. ITEM MANAGEMENT

This menu allows you to add items in stock. The process is as shown using the screenshots below:



- i) Input the **Item Name, Selling Price and Beginning Stock**



Item Management 26/01/2023 15:32:51

New Query Save Back

Item Code:

Barcode:

Item Name: Bread

Sub Price: 60 Beginning Stock: 10

Class Code:

Class Name:

Origin:

Phys Unit:

Qty Unit:

Unit Type:

Tax Type:

ii) Search the **Item Class** as shown below;

Search Class 26/01/2023 15:33:09

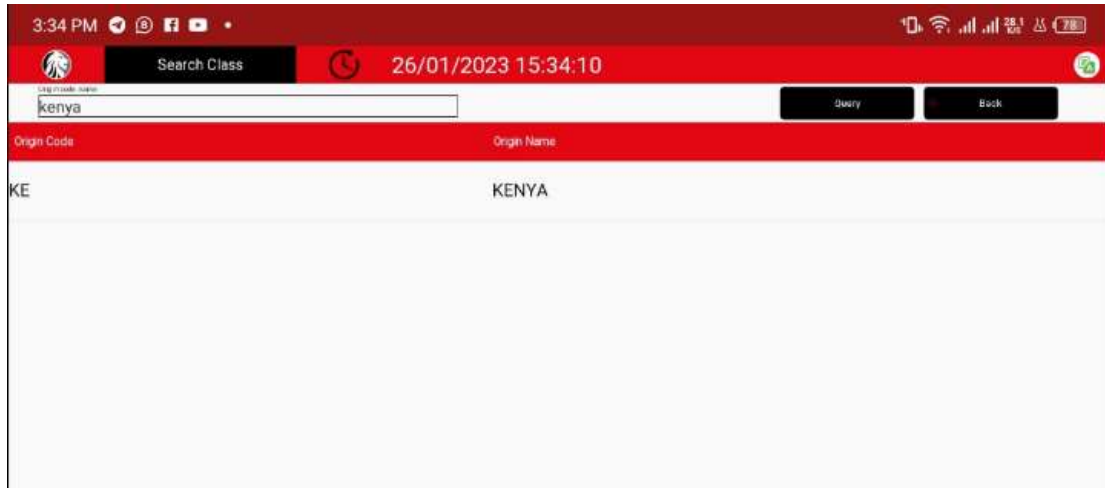
bread Lvl 3 Query Back

Item Class Code	Item Class Name
50181900	Bread and biscuits and cookies
50302300	Breadfruit
50382700	Breadfruit purees

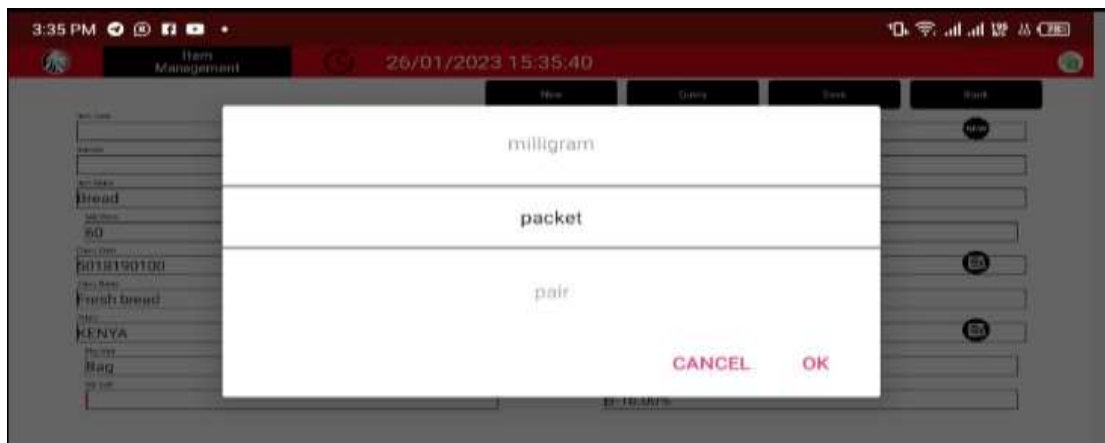
Search Class 26/01/2023 15:33:20

Fresh bread Lvl 5 Query Back

Item Class Code	Item Class Name
5018190100	Fresh bread



iii) Choose the **Item Unit of measure** and click 'OK'

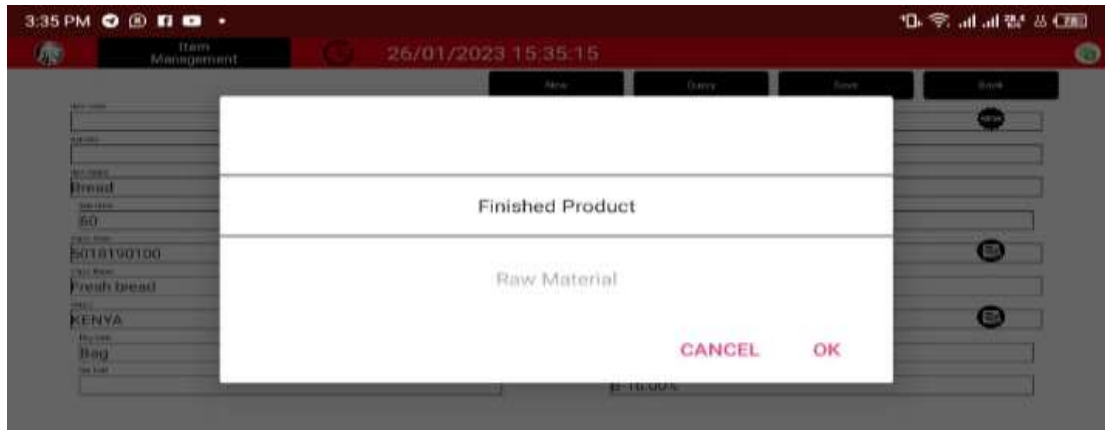


iv) Choose the **category of product** that the item belongs.

i.e :

- a) **Finished Product or**
- b) **Raw Material**

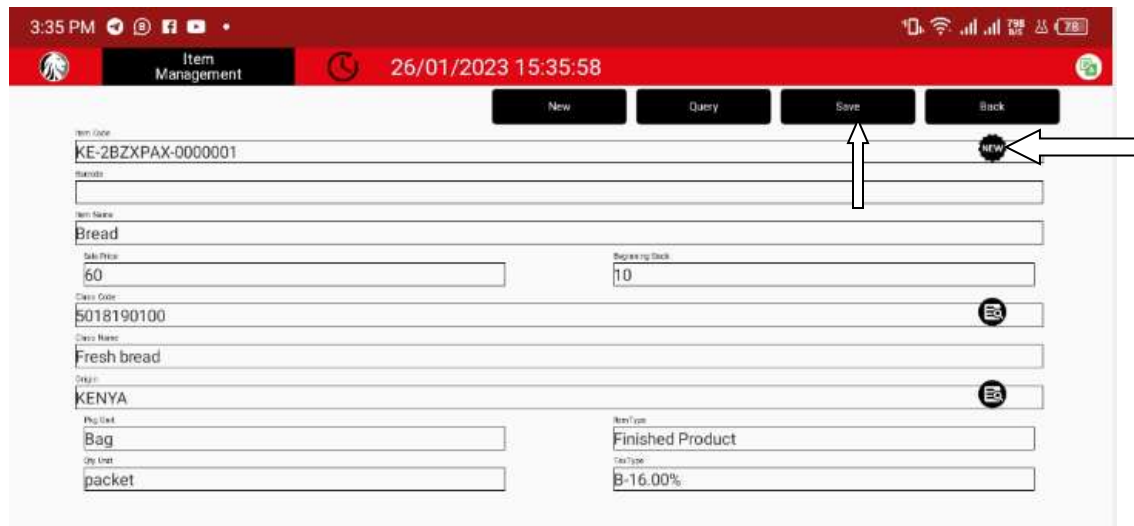
Click 'OK'



The Item details will populate as shown below.



V) Click on **the button shown using arrow below to populate item code automatically**. Click **Save** button and the Item will be saved successfully.



3:35 PM 26/01/2023 15:35:58

Item Management

New Query Save Back

Item Code: KE-2BZXPAX-0000001

Item Name: Bread

Unit Price: 60

Beginning Stock: 10

Class Code: 5018190100

Class Name: Fresh bread

Origin: KENYA

Pkg Unit: Bag

Item Type: Finished Product

Unit Type: B-16.00%



3:36 PM 26/01/2023 15:36:09

Item Management

Succeeded
Saved successfully.

OK

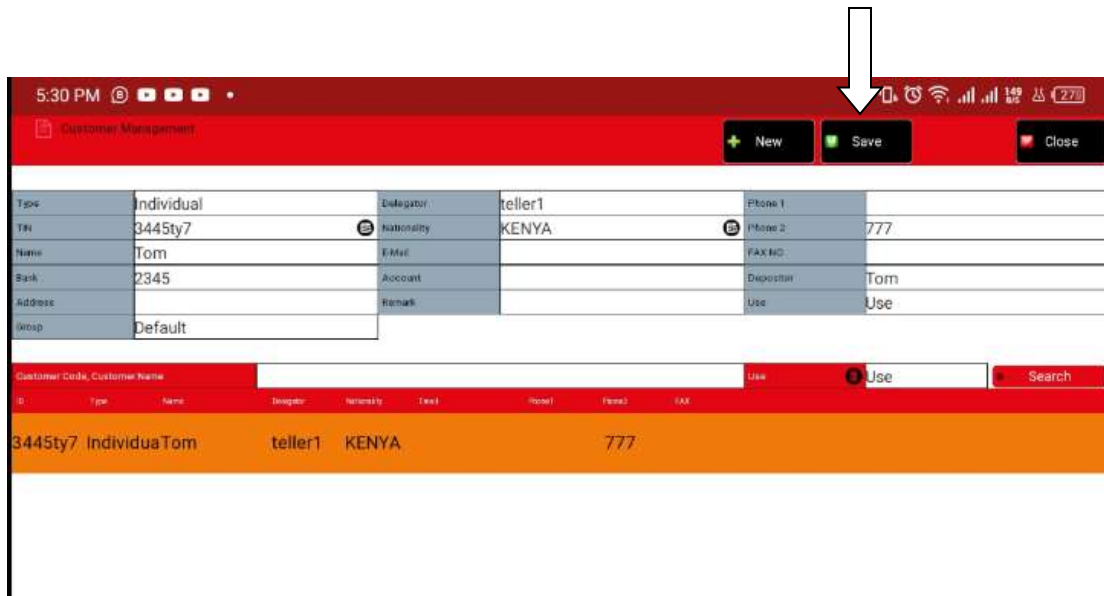
III. CUSTOMER MANAGEMENT

The Customer Management menu aids in adding Customer details and include:

1. Type – i.e: Individual or Corporate (NB: Corporate is used for the Non-individual Customer).
2. Pin
3. Name
4. Address
5. Nationality
6. Email
7. Bank Account
8. Phone Number
9. Organization name

10. Address

Fill in the details as shown below and click on **Save**.



5:30 PM Customer Management [New] [Save] [Close]

Type	Individual	Delegate	teller1	Phone 1	
TIN	3445ty7	Nationality	KENYA	Phone 2	777
Name	Tom	E-Mail		FAX NO.	
Bank	2345	Account		Depositor	Tom
Address		Remark		Use	Use
Group	Default				

Customer Detail, Customer Name [Use] [Search]

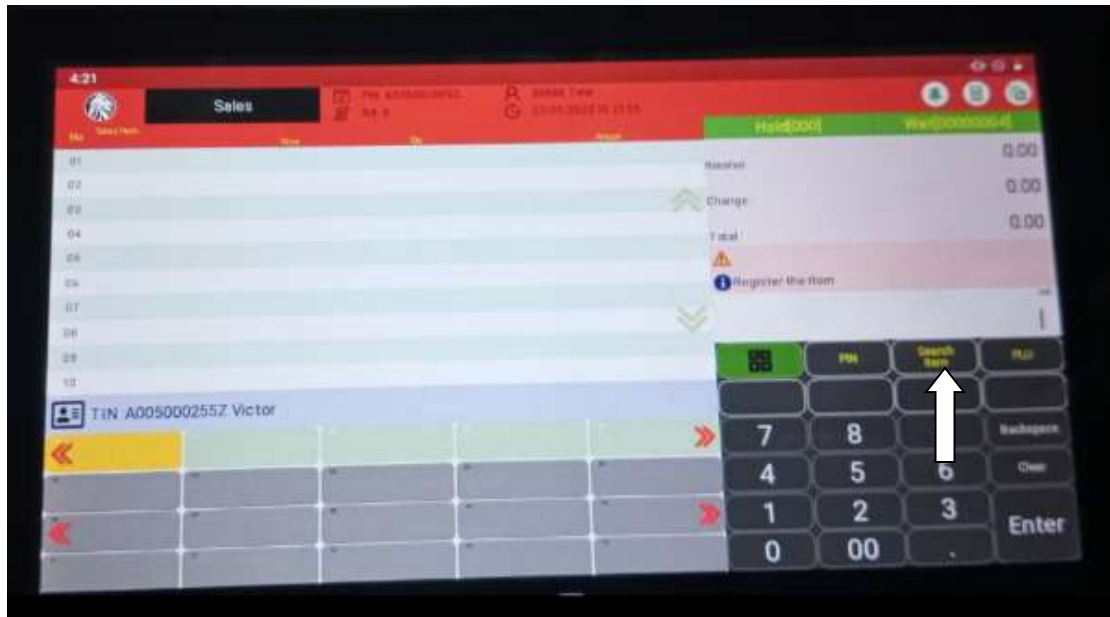
ID	Type	Name	Delegate	Nationality	Cell	Phone1	FAX
3445ty7	Individual	Tom	teller1	KENYA		777	

Customer details will be saved automatically.

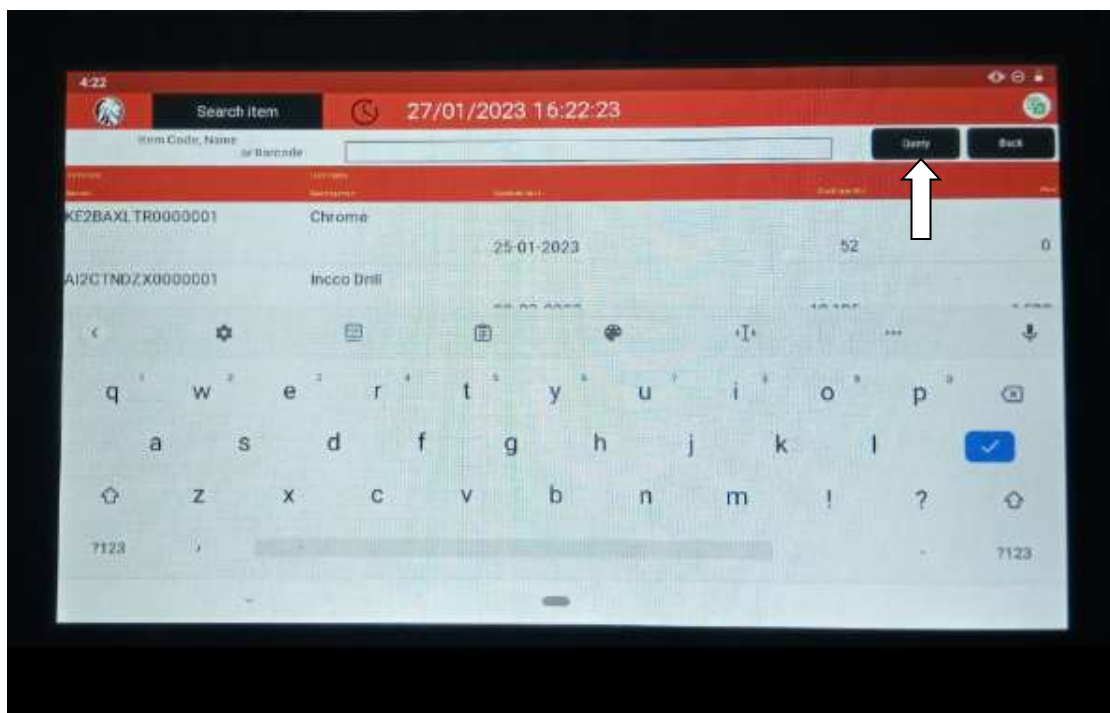
IV. SALES MANAGEMENT

To make a sale, the procedure is as follows:

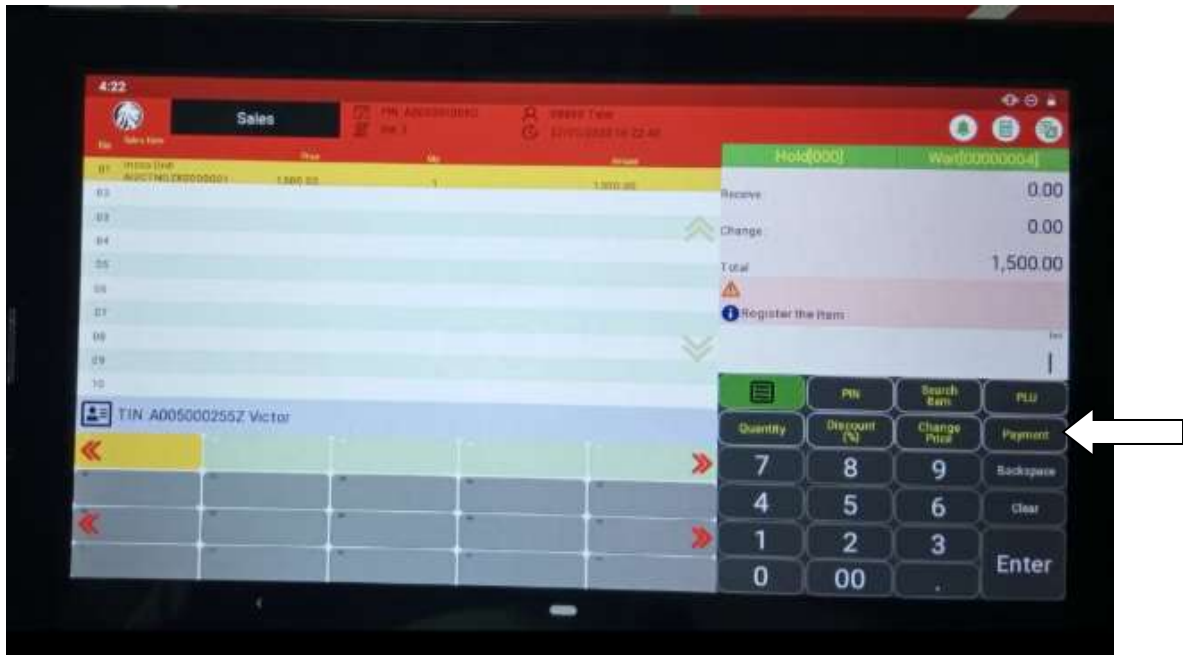
1. Click on '**Search Item**' and find the item you would like to sell.



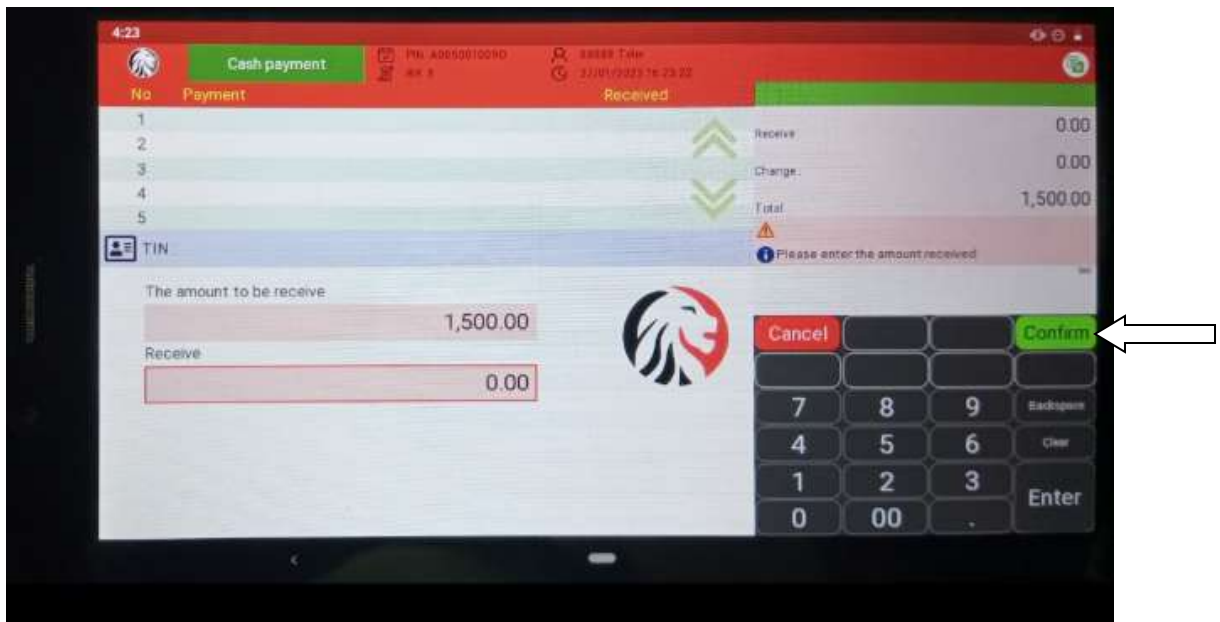
2. Select the item for sale and **Query**



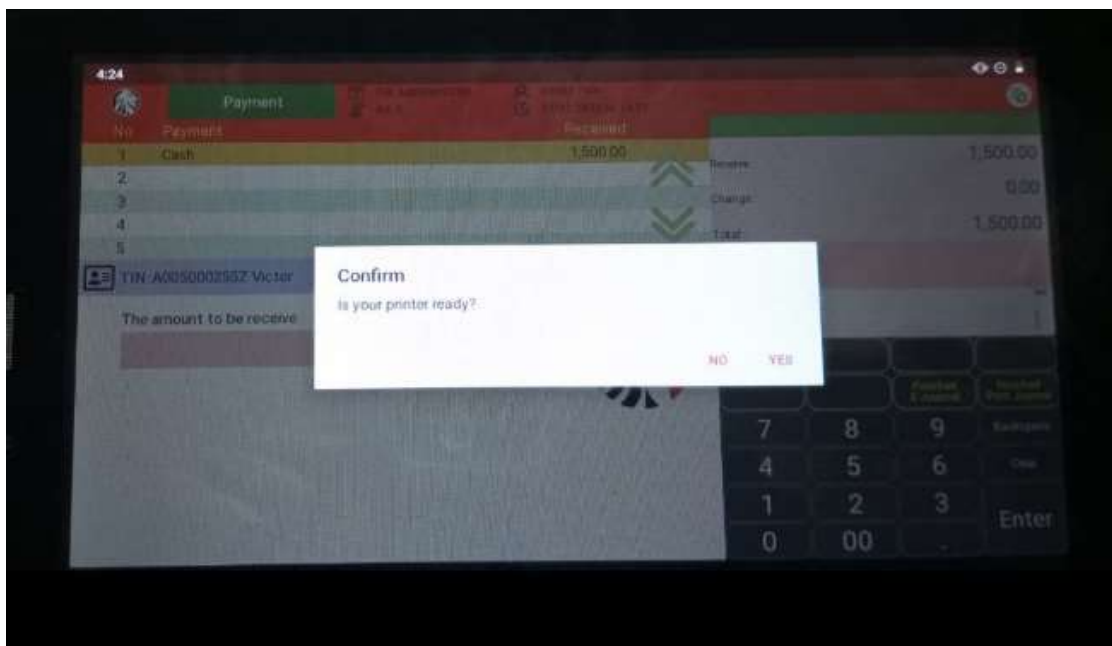
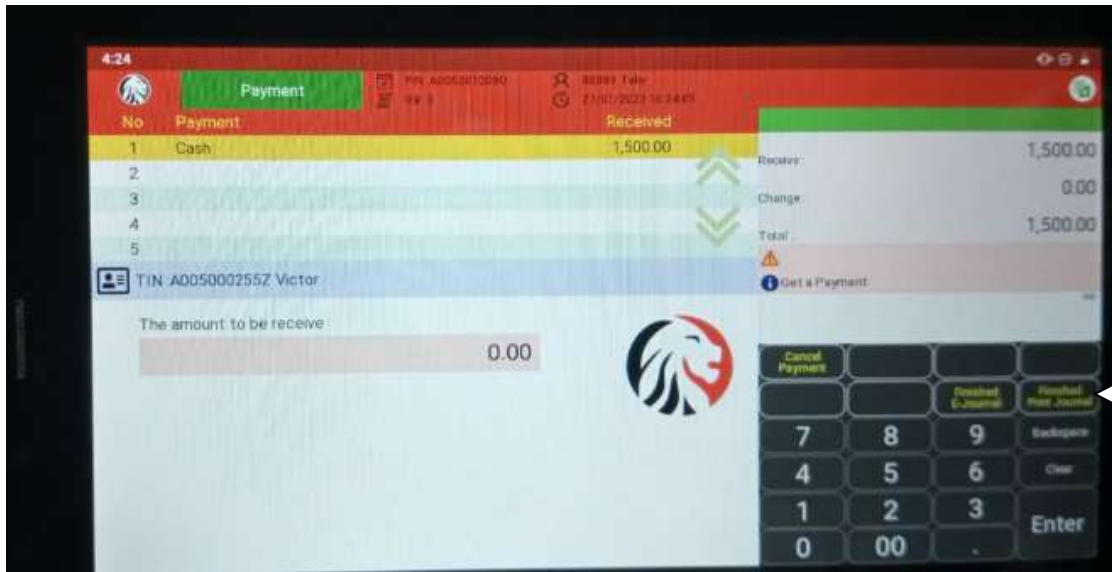
3. The details will be as shown below. Click on **Payment** and choose mode of payment.



4. Click on **Confirm** button



The Receipt will be ready to print.





KENYA REVENUE
AUTHORITY

ISO 9001:2015 CERTIFIED

PUBLIC

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Tulipe Ushuru, Tujitegemee!