e-CLIENT
MOBILE APPLICATION
USER GUIDE
E-TIMS APPLICATION SET UP

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**.

![Initialization Screen]

**PS: Language Preferred should be the label in place of ‘location’**

Step 2
Click on the **Open** button to proceed.
Step 3

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.

Create Users

Create the “Super User” / Admin as shown below;

Allocate Rights to users, according to their roles
As shown below, allocate the admin designation for the “super user”, to automatically assign them access to all the roles.

Click on **Save** and press ‘**OK**’ to save Admin details
User data will be saved successfully.

NB: Creation of all other users is as illustrated above; with allocation of appropriate rights of the e-TIMS mobile app in accordance to their roles.
II. ITEM MANAGEMENT

The Item Management menu is used to add items that are in stock.

Step 1

Log in using the Admin Menu as shown below.
Step 2

The interface below will appear;

Click on the **Item Management menu to add items.**
Step 3

Add the **Item details** indicated on screenshot below;

i. Item Code  
ii. Barcode  
iii. Item Name  
iv. Sale Price  
v. Beginning Stock  
vi. Class Name  
vii. Class Code  
viii. Origin  
ix. Packaging Unit  
x. Item Type  
xi. Quantity Unit  
xii. Tax Type
The Item details will populate as shown below;
Click on **Save** button and press ‘OK’ to save the item details.
Item will be saved successfully.
III. CUSTOMER MANAGEMENT

Add Customer details as shown below:

1. Type – i.e: Individual or Corporate (NB: Use Corporate option for Non-individual customers).
2. Pin Code
3. Customer Name
4. Phone Number
5. Email

Confirm the customer details provided and save.
Click ‘YES’ to save customer details successfully.
IV. SALES MANAGEMENT

Step 1

Click on Sales to make a sale, as shown below.

![Sales Interface](image-url)
Step 2

Click on the **green button** as shown with arrow below; to display **menu**
The menu will display as below;

**Step 3**
Click on Search Item as shown;

Search the Item name as shown; Click on item to be sold.
Step 4

The item searched will appear. Click on Quantity as shown using the arrow below, to determine the number of units of item to be sold. The item details, quantity and total amount will show as in example below:
Step 5

Search Customer, to whom sale will be made. Click on the customer and Query as shown using the arrows below.
Step 6

Click the green menu button and select **Payment** to make payment.
Step 7

Choose the mode of payment;

a) Cash Payment
b) Mobile wallet
Step 8:

Confirm the amount to be received upon payment by customer.
Step 9

Print / Send receipt.
Below is a sample of a printed receipt
HUO25 TEST RIANG4
BARINGO Gatundu District KIGALI
TEL: 0705634938
EMAIL: as.a@aa.aa
PIN: A016592718T
CASHIER: dunford(00000)

CLIENT TIN : A009723435X
CLIENT NAME: Brian

Oils
KE2CTNL0000001
7,000.00x5 35,000.00 TAX D

TOTAL
TOTAL EX 0.00

Screenshot has been saved to Pictures/
Screenshot

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Tulipe Ushuru, Tujitegemee!