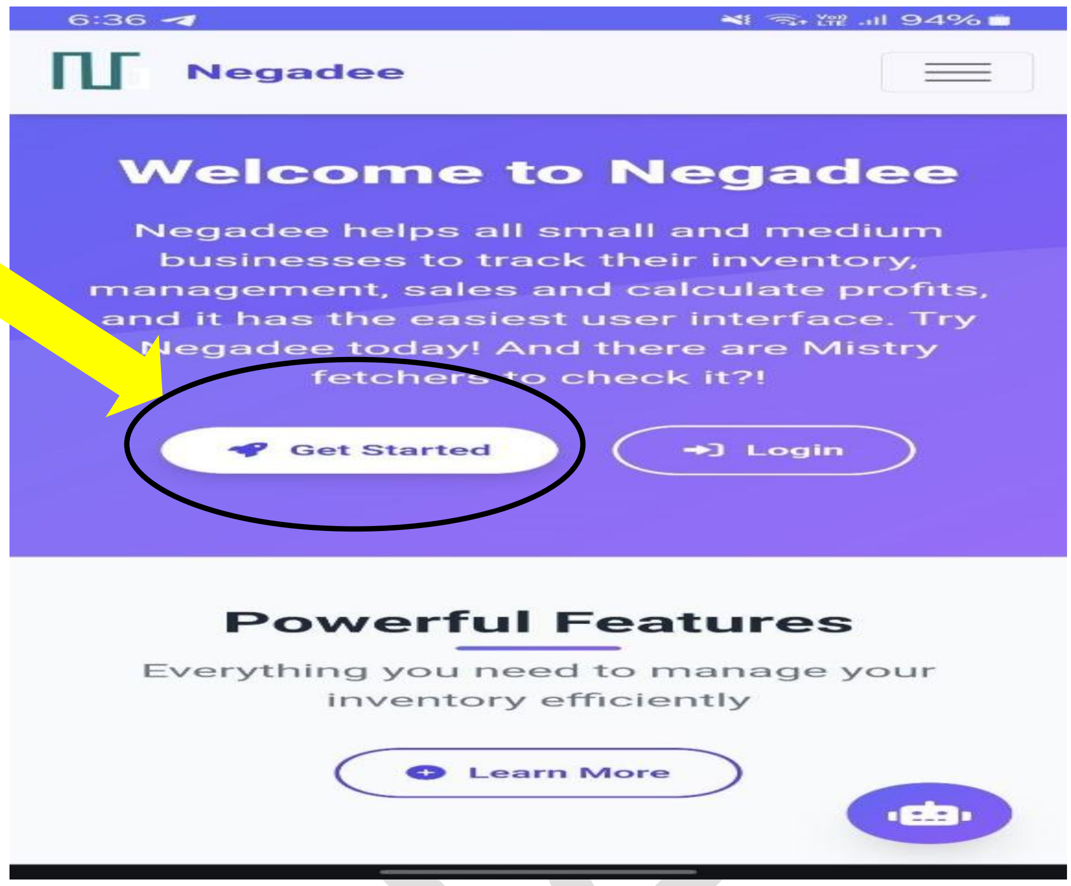
Section 1: Getting Started & Adding Your First Item



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Welcome to Negadee! This guide will help you set up your account and manage your inventory in just a few minutes.

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Step 1: **Create Your Account** (መለያ መፍጠር)

Open your phone’s browser (Chrome, Safari, etc.) and go to negadee.com.

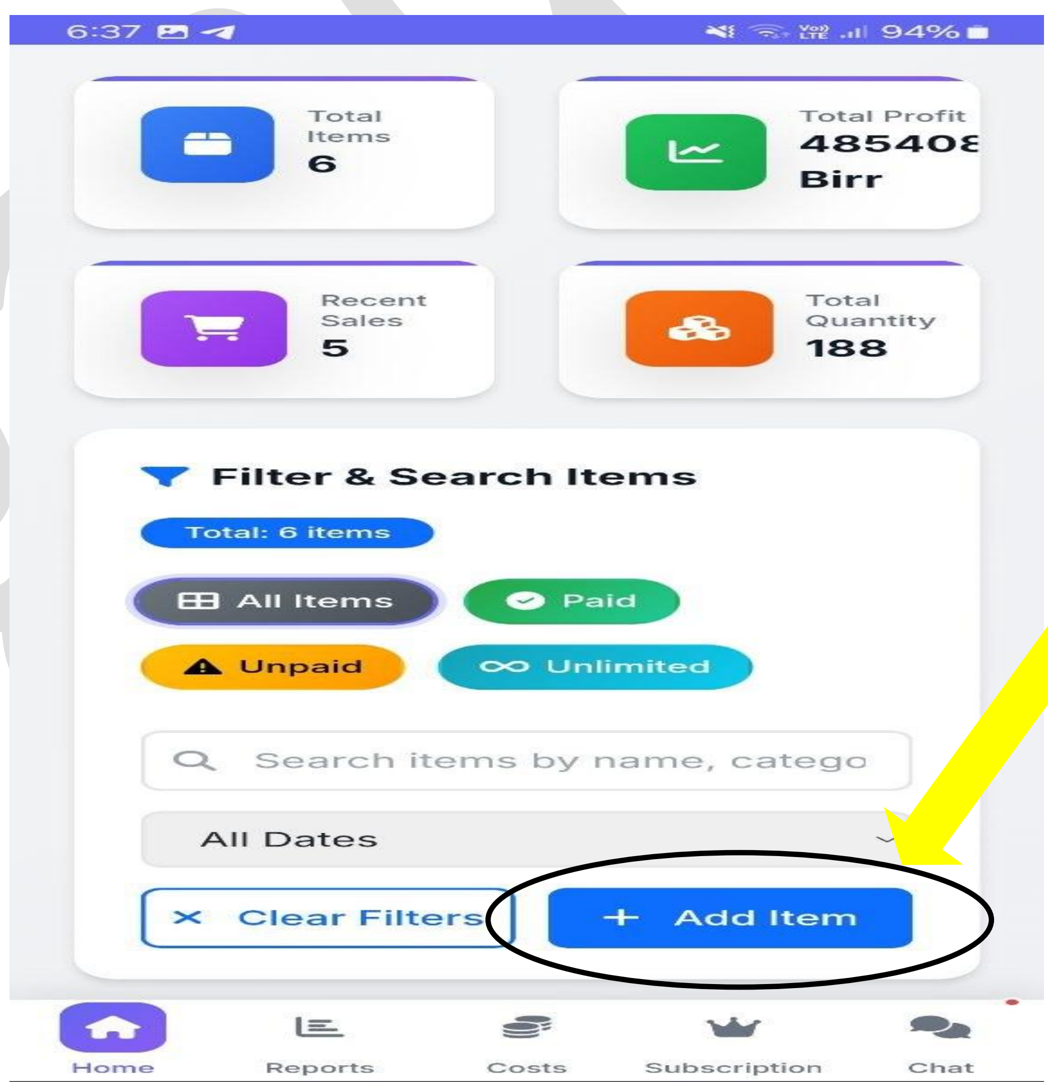
Tap the "Register" (ይመዝገቡ) button.

Enter your Business Gmail account and create a secure Password.

Tap "Create Account".

Security Tip: As an Admin, you can change your password at any time from the "Settings" menu to keep your business data safe.

Step 2: **Add Item to Inventory** (እቃ ወደ ክምችት መጨመር)



[Visual Placeholder: Insert a screenshot of the Negadee mobile dashboard here. Add a bright red circle or arrow pointing to the "+" (Add Item) button.]

From your main dashboard, tap the "+" (Add Item) button.

Fill in the simple form:

Item Name (e.g., Sugar 1kg / ስኳር 1ኪግ)

Category (e.g., Groceries / መደብር)

Buying Price (in ETB)

Selling Price (in ETB)

Initial Stock Quantity (e.g., 50)

Tap "Save" (አስቀምጥ).

□ Offline Mode Note: Lost internet? No problem! Negadee works offline. You can still add items and record sales. Your data will automatically sync to the cloud the next time you connect to the internet.

Step 3: Need Help? (እገዛ ያስፈልግዎታል?)

If you get stuck, have questions about your subscription, or need help managing sub-user roles, our support team is ready to assist you.

Call or SMS: 0905221871

Email: support@negadee.com

Support Hours: Monday – Saturday, 8:00 AM – 6:00 PM (EAT)-

Section 4: Profile, Settings & Team Management

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Welcome to your Profile Dashboard! This is your control center. Here, you can update your business location on the map, customize how the app looks, manage your sales staff, and secure your account.

1. **Basic Profile & Business Location** (መሰረታዊ መረጃ እና የንግድ ቦታ)

Keep your contact info updated and let other businesses find you on the Negadee map!

Update Your Info:

Scroll to the Profile Settings card.

Update your Full Name and Phone Number. (Note: Username and Email cannot be changed).

Tap Save Profile.

Set Your Business Location (GPS):

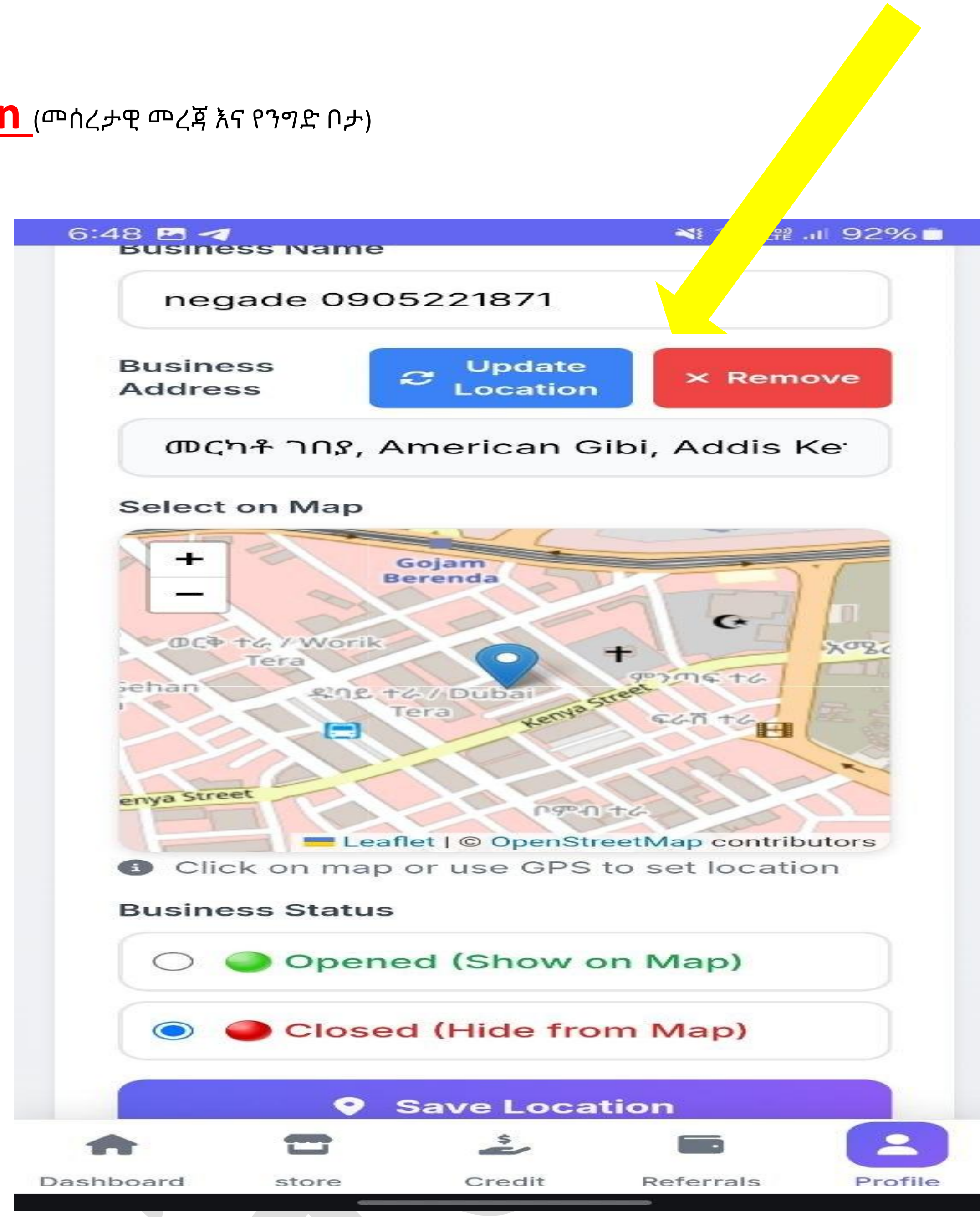
Go to the Business Location card.

Enter your Business Name.

Tap the blue Add Location button to automatically detect your GPS coordinates, OR tap directly on the map to set your pin.

Business Status: Choose whether you want to be Opened (Show on Map) so other Negadee users can find you, or Closed (Hide from Map).

Tap Save Location.



2. App Preferences (የአፕሊኬሽን ቅንብሮች)

Make Negadee work exactly the way you like it.

Interface Mode:

Full Access (Advanced): Shows detailed charts, AI insights, and full inventory tables.

⍰ Easy Mode (Simple): Big buttons and simple lists. Perfect for quick use on mobile phones.

Select your preference and tap Save & Apply Mode.

Calendar Preference:

Choose how dates are displayed across your reports and dashboard:

Gregorian Calendar: International standard (e.g., 2024).

Ethiopian Calendar: Local calendar (e.g., 2016/2017).

Language:

Switch the entire app interface between English and አማርኛ (Amharic).

3. **Managing Your Sales Team**

(የሽያጭ ቡድን አስተዳደር)

As the owner, you can create accounts for your shop attendants so they can record sales without seeing your private business data.

Create a Sub-Account:

Scroll to the Sales Team Accounts card and tap ⍰ Add New Sales Account.

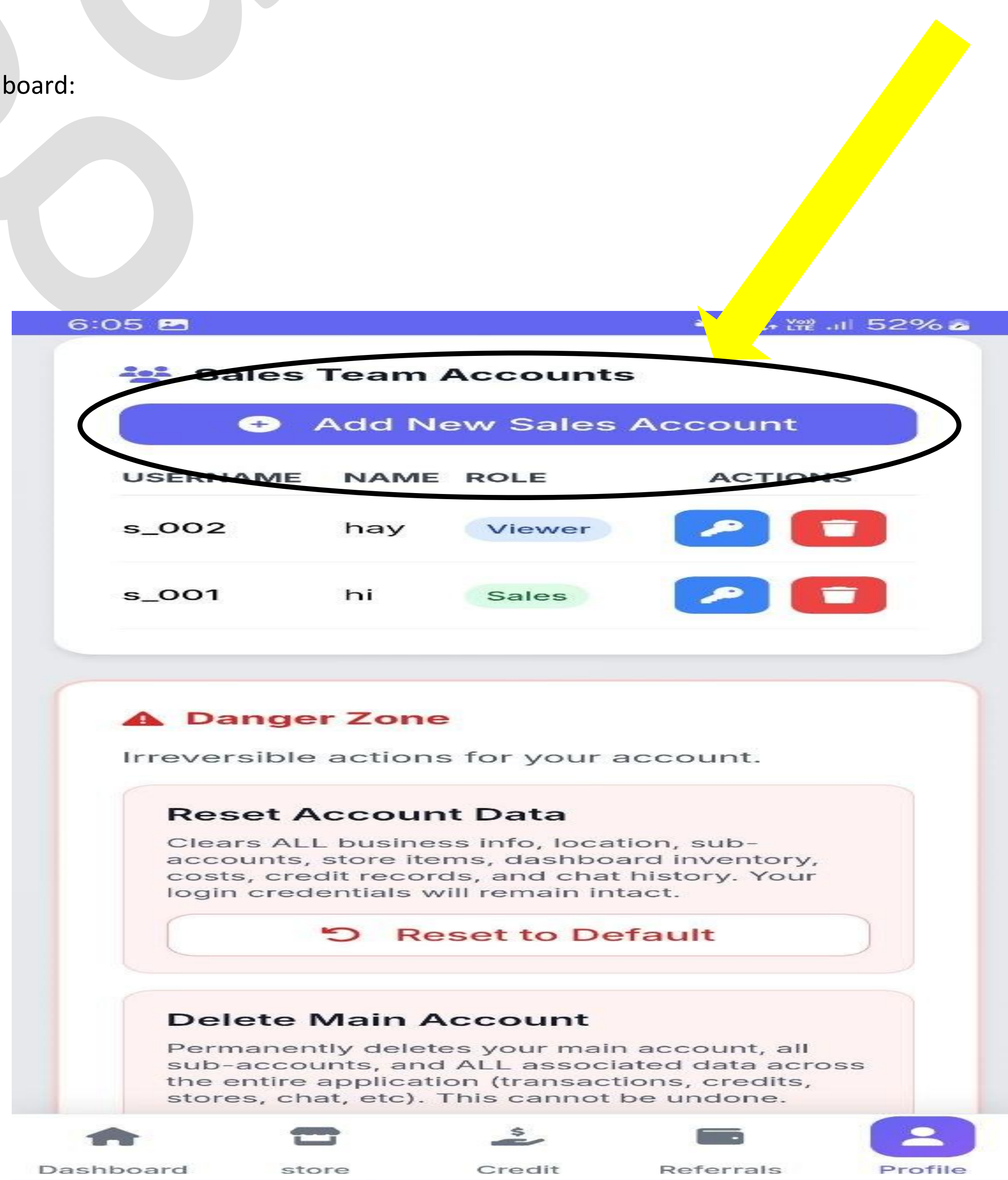
Fill in their Username, Password (min 6 chars), and Full Name.

Choose their Role:

Sales: Can record sales, use the cart, and request items.

Viewer Only: Can only view reports and inventory (no selling rights).

Tap Create Account.



□ Control What Your Staff Sees (Crucial Settings):

Price Visibility: You can choose to Hide Cost Price from your sales team. If enabled, they will only see the Estimated Selling Price, keeping your profit margins a secret!

VAT Calculation: If your business is VAT-registered, enable this and set your VAT Rate (default is 15%). The system will automatically calculate VAT when your staff uses the Shopping Cart.

4. Security & Danger Zone (ደህንነት እና አደገኛ ዞን)

Change Your Password:

Go to the Change Password card. Enter your current password, then type your new password twice to confirm.

□ DANGER ZONE (Proceed with Caution):

At the bottom of the page, you will find irreversible actions:

Reset Account Data: This wipes all your business data (items, sales, chats, sub-accounts, location) but keeps your login credentials. Use this if you want to start fresh without creating a new email.

□ Delete Main Account: PERMANENTLY DELETES EVERYTHING. Your account, all sub-accounts, and all data will be erased forever. This cannot be undone. (Requires password confirmation).

Section 2: Recording Sales & Handling Requests

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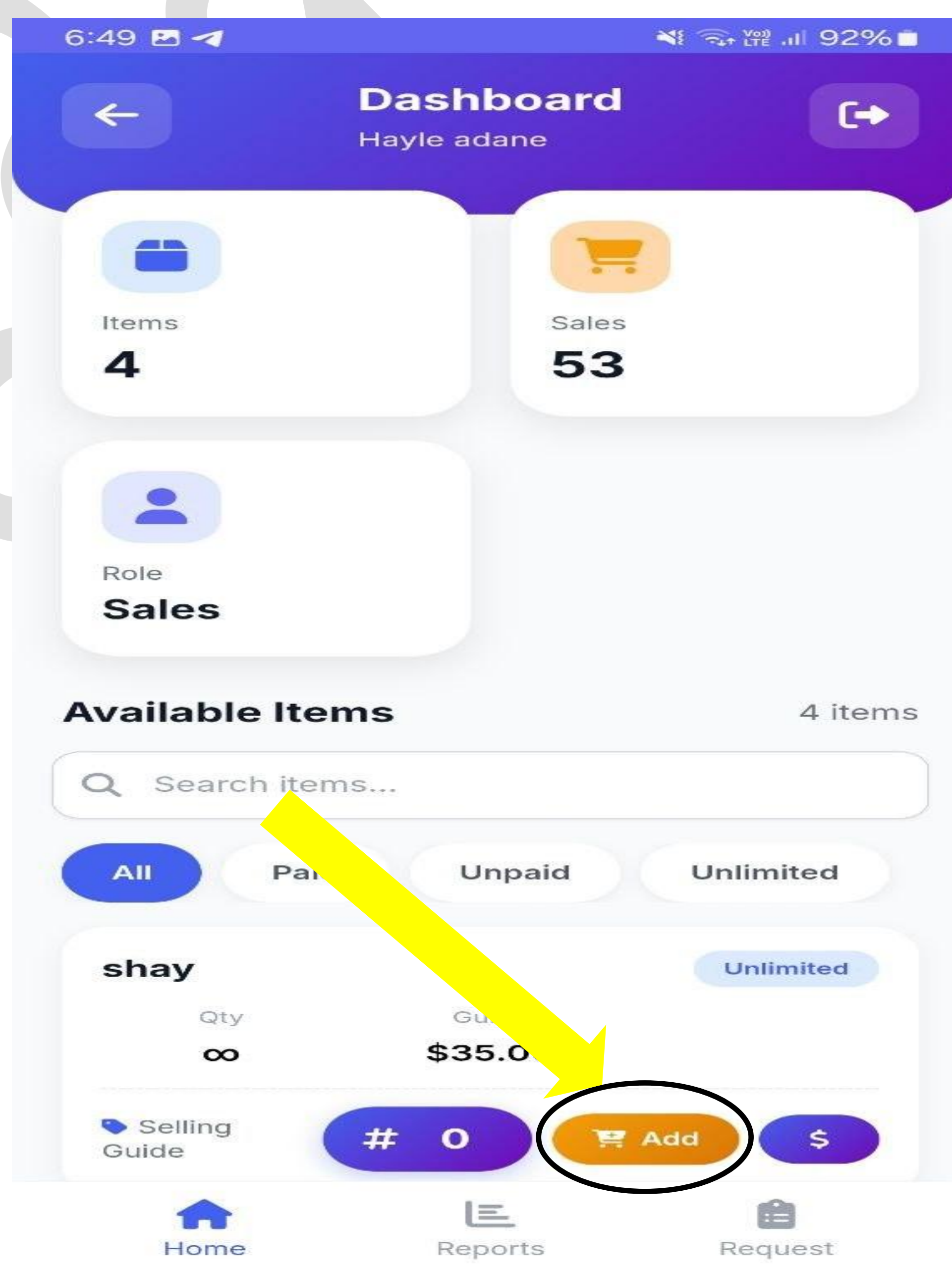
As a Sales User, your main goal is to record transactions quickly and accurately. Negadee gives you three easy ways to do this, even if you lose internet connection!



Method 1: Quick Sale (Fastest for Single Items)

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On Mobile (Tap & Swipe):

Tap the item card once to increase the quantity counter (e.g., from 0 to 1, 2, etc.).

Swipe the card to the right until you see the green "Swipe to Sell" indicator.

The system will instantly record the sale at the estimated guide price and update the stock. (You will feel a quick vibration to confirm!)

On Desktop (Counter & Click):

Click anywhere on the item row to increase the quantity counter.

Click the green "□ Sell" button in the "Quick Sell" column.

Method 2: **Shopping Cart** (Best for Multiple Items)

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Tap the " Add" button on each item the customer is buying.

Open the Shopping Cart (floating button on desktop, bottom bar on mobile).

Adjust quantities using the "+" and "-" buttons if needed.

Tap "Sell All Items in Cart".

A checkout screen will appear. Select:

Payment Status: Paid or Unpaid (Credit).

Payment Notes: (Optional but recommended) e.g., "Paid via TeleBirr" or "Customer will pay tomorrow".

(Note: If VAT or Withholding Tax (WHT) is enabled by the owner, it will calculate automatically here).

Tap "Confirm Sale".

Offline Mode / Drafts: If your internet drops while using the cart, tap "Save as Draft". Your sale is safely stored on your phone. Once the internet returns, go to the "Drafted Orders" section at the bottom and tap "Sync & Sell".

Method 3: Detailed Sale Modal (For Custom Prices)

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If you need to sell an item at a price different from the estimated guide price, or sell a large quantity:

Tap the " Sell" button on the item card/row.

A detailed form will open. Enter the exact Quantity to Sell and Selling Price.

The system will automatically calculate your Estimated Profit (if cost price visibility is enabled for your role).

Select Payment Status, add Notes, and tap "Record Sale".

Section 3: What if the Customer Wants an Item We Don’t Have?

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Don’t lose the customer! Use the Customer Request feature to notify the business owner immediately.

Tap the " Request" icon in the top navigation (or bottom menu on mobile).

Fill out the simple form:

Item Name: (Required) What did they ask for?

Customer Name & Contact: (Optional) So the owner can follow up.

Quantity Needed: How many do they want?

Notes: Any special details (e.g., "Needs to be delivered by Friday").

Tap "Submit Request".

The status will show as "Pending". Once the owner buys the item, they will update the status to "Fulfilled", and you will be notified.

Section 3: The B2B Trade Hub & Business Chat

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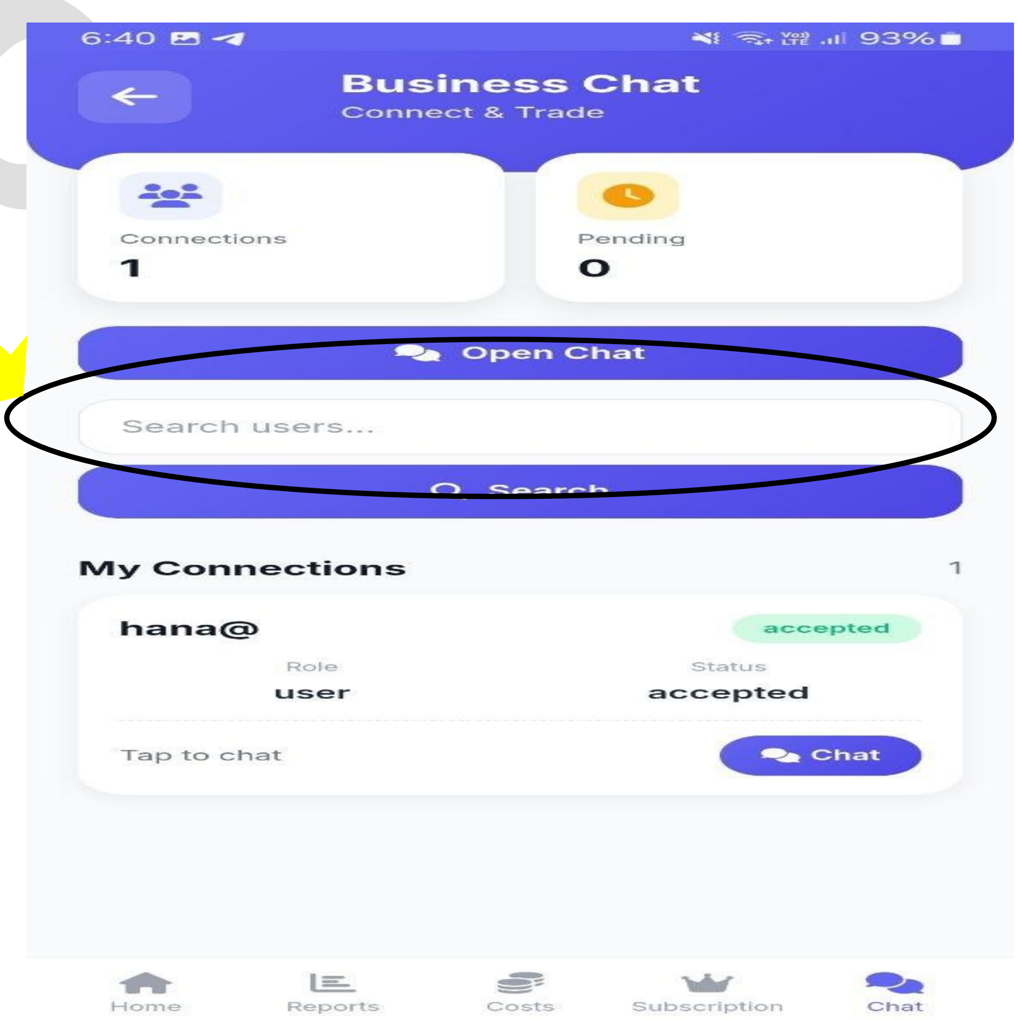


The Trade Hub allows you to connect directly with other Negadee users (suppliers and buyers). You can chat, each other's available stock, and instantly transfer items fr e business to another!

Step 1: **Finding and Connecting with Partn**
(ነጋዴዎችን መፈለግ እና መገናኘት)

Before you can trade, you must connect with the other business.

How to Search & Connect:

Go to the Business Chat tab from your main menu.

In the search bar, type the Username of the business you want to trade with (minimum 2 letters).

Tap the business name from the search results and select "Connect".

The other user will receive a notification. Once they Accept, you are officially connected!

Managing Requests:

Incoming Requests: If someone sends you a request, you will see a badge. Tap Accept (?) or Reject (?).

Cancel: If you sent a request by mistake, you can cancel it from your "Outgoing" list.

Step 2: Chatting with Your Partners (መልእክት መላላክ)

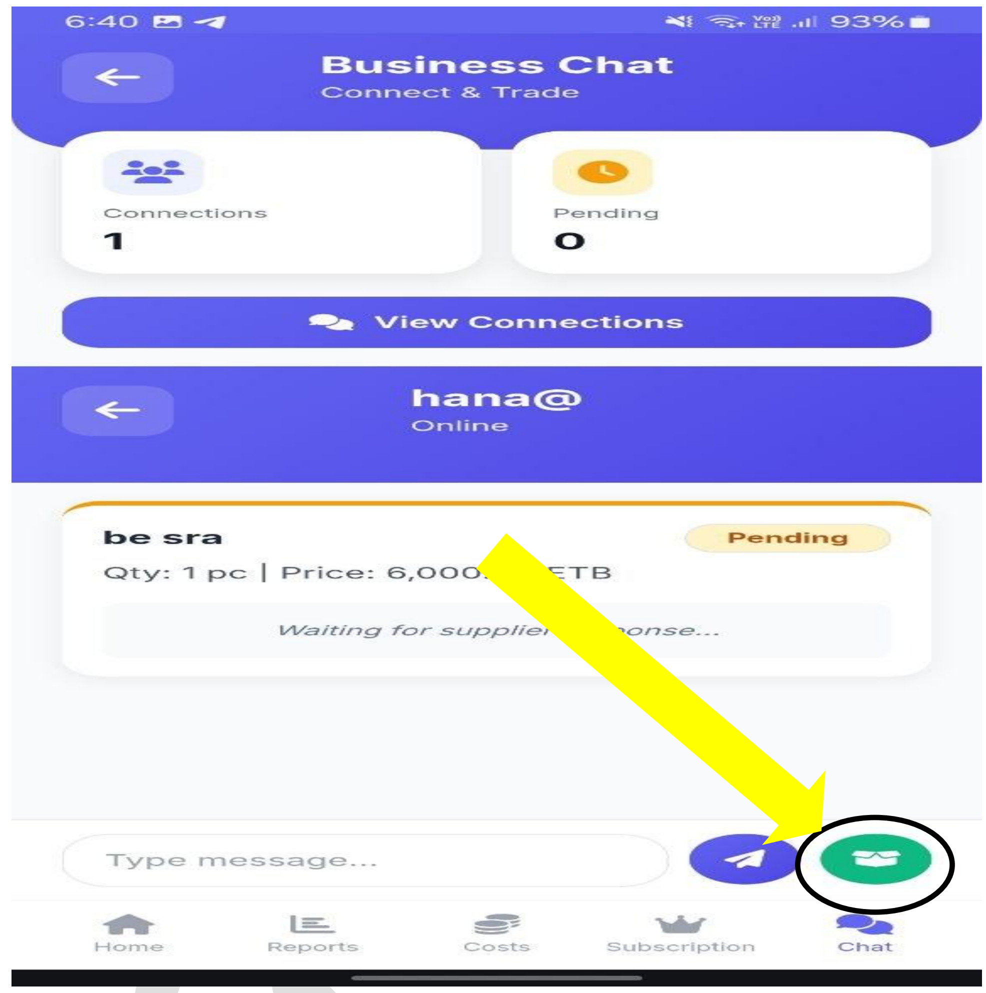
Once connected, you can chat to negotiate prices or discuss deliveries.

Tap on a connected partner's name to open the chat window.

Type your message in the text box at the bottom and tap the Send ( ) button.

Note: You can clear your chat history at any time by tapping the Erase ( ) icon in the top right corner.

Step 3: **Requesting Items from a Supplier** (ከሌላ ነጋዴ እቃ መጠየቅ - Buyer Side)



Need stock from a supplier? You can request it directly through the chat!

Open the chat with your connected supplier.

Tap the Request Item button (located next to the send button).

A list of the supplier's available items (Paid & Unlimited) will appear.

Tap the item you want, enter the Quantity you need, and confirm.

The request is sent instantly! You will see a "Pending" card in the chat.

Step 4: Fulfilling Purchase Requests (የግዢ ጥያቄዎችን ማስተዳደር - Supplier Side)

When a buyer requests an item from you, it appears as a card in your chat.

⍰ How to Accept a Request (The Magic of Negadee!):

Review the requested Quantity and Price.

Tap the green Accept (⍰) button.

What happens next? Negadee does the heavy lifting automatically:

Deducts the stock from your inventory.

Adds the exact stock to the buyer's inventory (at the agreed price).

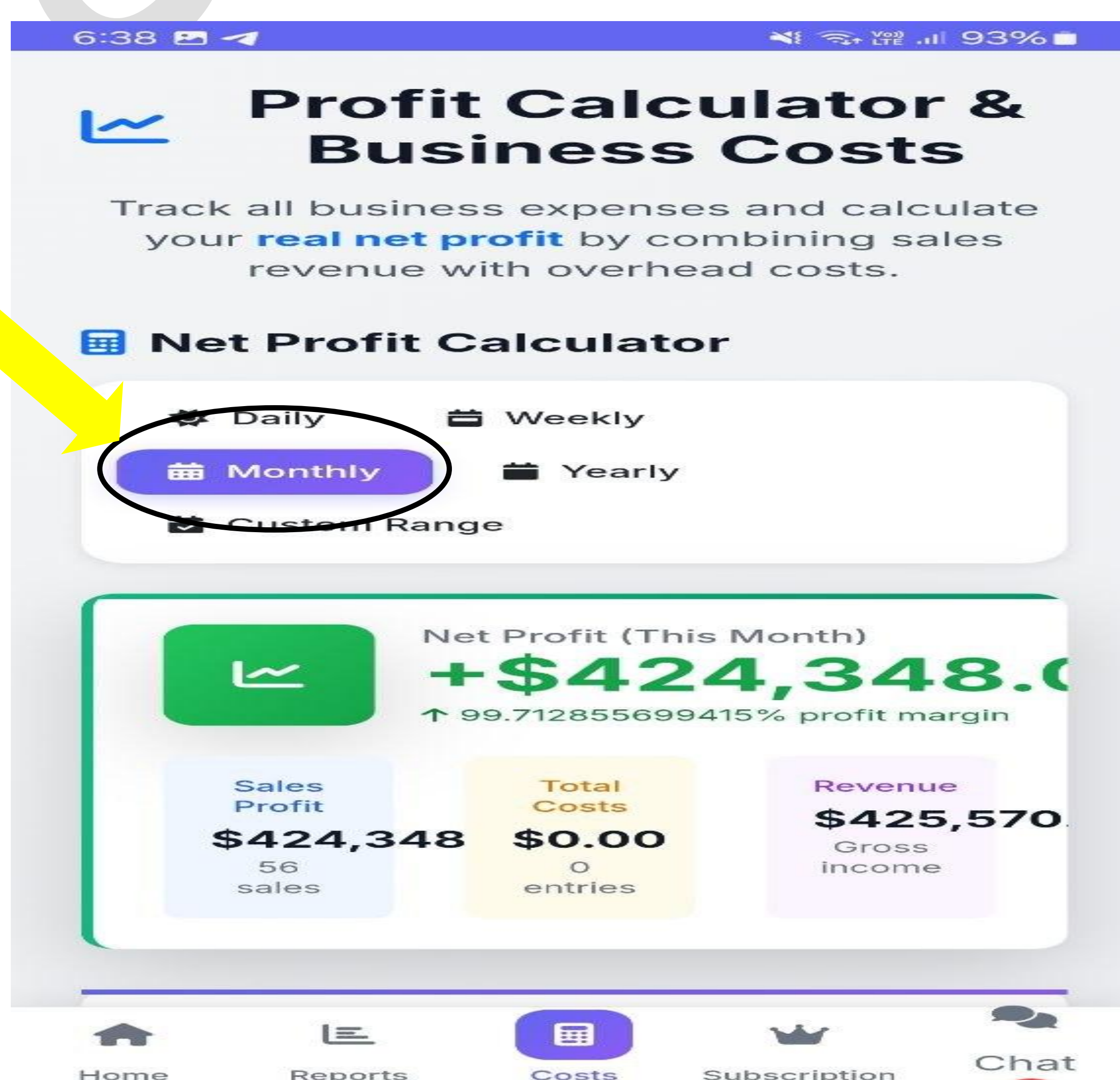
Records the transaction as a Sale in your financial reports!

Updates the request status to "Accepted".

⍰ How to Reject a Request:

If you don't have the stock or disagree with the price, tap Reject (⍰). You can optionally type a reason (e.g., "Out of stock, will have more tomorrow"), which the buyer will see.

Section 5: Tracking Expenses & Calculating Real Profit



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Making sales is only half the story! To know how much money your business is actually making, you must track your expenses. The Costs & Profit Calculator helps you deduct your overheads from your sales to reveal your Real Net Profit.

1. **The Net Profit Calculator** (የኔት ትርፍ ማስላት)

At the top of the page, you will see your financial summary.

Choose a Timeframe: Use the quick buttons to view your profit for Daily, Weekly, Monthly, Yearly, or select Custom Range to pick specific start and end dates.

Understand Your Numbers:

Sales Profit: The gross profit made purely from selling items.

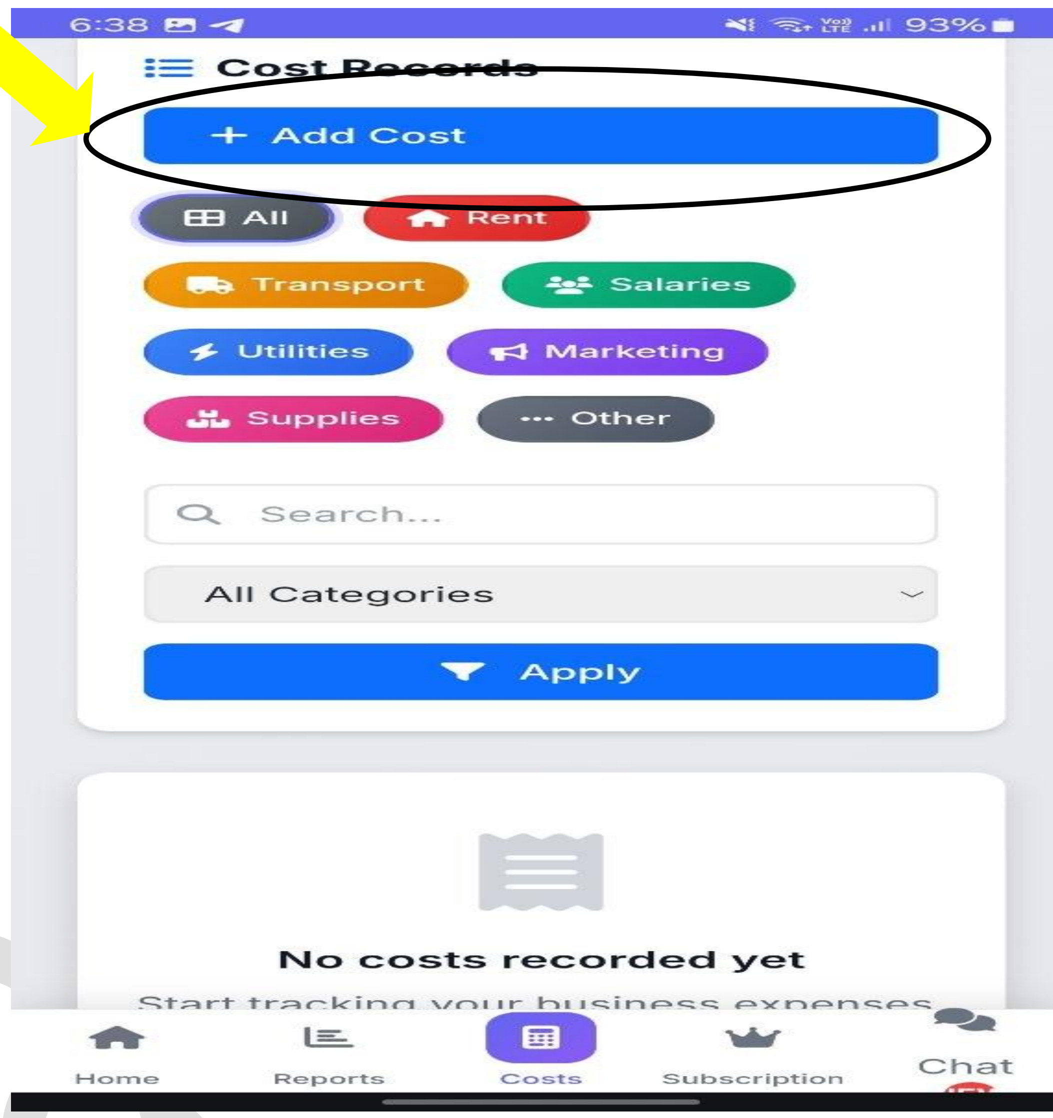
Total Costs: The total money spent on business expenses during that period.

Net Profit: Your actual take-home money (Sales Profit minus Total Costs).

Profit Margin: The percentage of your revenue that is actual profit.

Pro Tip: If your Net Profit is red (negative), it means your business expenses are currently higher than your sales profit. Use the category chart below to see where your money is going!

2. Adding & Managing Business Costs (ወጪዎችን መመዝገብ)



Keep track of every Birr that leaves your business.

▯ How to Add a Cost:

Click the "Add Cost" button.

Fill in the details:

Description: (e.g., "Shop Rent for October", "Driver Salary")

Amount: The exact cost in ETB.

Category: Choose from Rent, Transport, Salary, Utilities, Marketing, Supplies, or Other.

Date: Select the date the expense occurred.

Click "Add Cost".

Filtering & Viewing:

Use the Category Badges (e.g., Rent, Transport) to filter the list.

Use the Search Bar to find specific expenses.

Scroll down to view the Monthly Cost Distribution Chart (a visual pie chart showing which category is eating up most of your budget).

3. Ethiopian Payroll & Tax Calculator (የደመወዝ እና ግብር ማስላት)

Available only if VAT is enabled in your settings.

Calculating employee taxes and pensions in Ethiopia can be complicated. Negadee does the math for you instantly, supporting both Standard and Updated Tax Brackets.

How to Calculate Payroll:

Go to the PLC Payroll & Tax Calculator section.

Enter the Employee Name (optional) and their Gross Salary in ETB. Select the Employee Type:

Permanent: Pension (7% employee / 11% employer) applies. Contract / Temporary: No pension deductions.Click "Calculate Payroll".

Section 6: Managing Credit, Unpaid Sales & Business Ideas

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Selling on credit is a normal part of business, but tracking it can be a headache. Negadee separates credit management into two parts: How your staff records it and How you (the owner) track and collect it.

PART A: For Sales Staff (How to Record an Unpaid Sale)

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If a customer takes an item but hasn't paid yet, you must record it as Unpaid (Credit).

Using the Single Sale Modal:

Tap the " Sell" button on the item card.

Enter the Quantity and Selling Price.

▯ CRUCIAL STEP: Find the Payment Status dropdown and change it from Paid to Unpaid (Credit/Pending).

Payment Notes: Type the customer's name or a specific keyword (e.g., "Abebe - Credit" or "Market - Oct 24").

Pro Tip: The owner's dashboard groups unpaid sales by these notes! If you use the exact same note for the same customer, the owner can clear them all at once.

Tap "Record Sale".

Using the Shopping Cart (For multiple items):

Add all the customer's items to the cart.

Tap "Sell All Items in Cart".

In the checkout screen, change Payment Status to Unpaid (Credit/Pending).

Add a shared Payment Note (e.g., "Customer: Chaltu").

Tap "Confirm Sale".

PART B: For Business Owners (Managing Credit via credit.php)

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The Credit & Tracker Page is your command center for all money owed to your business, cash handed to staff, and staff bonuses.

1. Clearing Staff's Unpaid Sales (System Credit)

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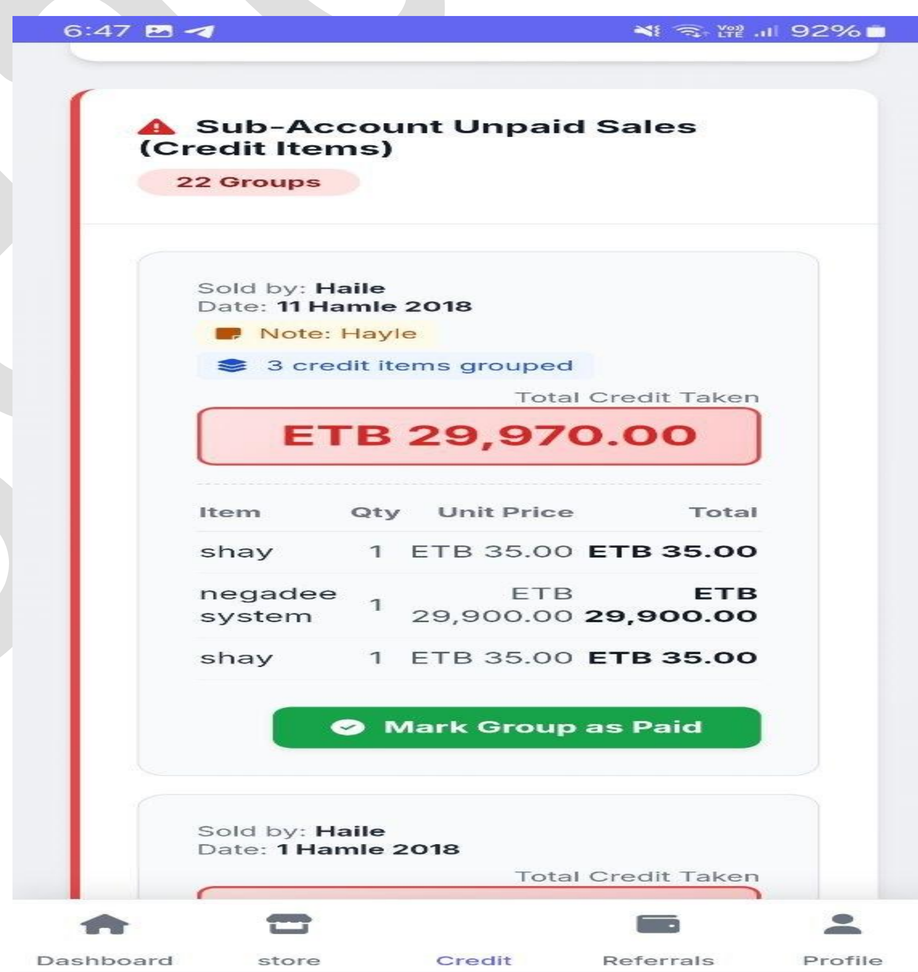
When your sales staff records an "Unpaid" sale, it instantly appears at the top of your Credit page in the red Sub-Account Unpaid Sales section.

Smart Grouping: Negadee automatically groups items sold to the same customer if the staff used the same Payment Note.

How to Clear: When the customer comes back and pays, simply find their grouped batch and tap the green "Mark Group as Paid" button. This instantly updates the staff's dashboard and clears the debt!



2. Direct Customer Credit & Collecting Payments

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If you (the owner) give credit directly, or need to track partial payments:

Scroll to the Credit Records table at the bottom.

To collect a partial or full payment from a customer, tap the green (Money) icon next to their name.

Enter the Amount they are paying and select the Method (Cash, TeleBirr, CBE Birr).

The system will automatically update their status to Partial or Paid.

3. Tracking Cash Handed to Staff or Customers

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Did you give a staff member 500 ETB for transport, or hand a customer cash to hold? Track it here so it doesn't get forgotten.

Tap the "Cash Hand" button at the top.

Enter the Customer/Staff Name, Amount, and Expected Return Date.

When the money is returned to your pocket, find it in the Cash Pending Returns list and tap "Mark Returned".

4. Calculating Servant (Staff) Bonuses

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Motivate your sales team by automatically calculating their monthly bonuses based on the profit they generated!

Scroll to the Servant Revenue & Bonus section.

Tap the "Calculate" button next to a staff member's name.

Enter their Profit Margin % for the month.

Negadee automatically applies the Bonus Tiers:

50%+ Profit = 10% Bonus

30%+ Profit = 7% Bonus

20%+ Profit = 5% Bonus

10%+ Profit = 3% Bonus

The calculated bonus amount will be saved to their record for the month!

5. Business Ideas & Analysis

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Have a new business idea? Use the built-in planner to track your potential ventures.

Tap "Business Idea" to add a new concept.

Fill in the Capital Required, Location, Operating Time, and Expected Profit.

Track the lifecycle of your idea by updating its status: Idea ➔ Planning ➔ Active ➔ Completed.

View your total invested capital and expected profits at a glance!