

## INSTA

### INTRODUCTION

Kindly find the brief out of our INSTA – A Complete Hotel Management Software.

INSTA is a complete solution to manage your Hotel. It comes out with many user friendly features which include:

#### **1. Hotel Management System**

- a. Our Hotel Management System is successfully running in many hotel industries. It gives you an ease to work with it very smoothly. It has user friendly features like informative and eye catchy dashboard where in you can get all the information on the finger tip.
- b. Hotel Management System has Check In and Check out Option for the customers with all the required documents. It sends an acknowledging SMS for the customers on their check in and check out.
- c. This software generates various reports and you can have customized reports too.
- d. Naturally by making a Hotel Enquiry you also find out whether the date you want
  - i. Is still available and whether you can actually book the room you like best.
- e. Reservations Leads to reserving of particular type of room for particular guest
  - i. For a given period of time.
- f. There are many features of our software whose beauty is not on this white paper and it has to be explained.

#### **2. Website Integration**

We will create a website of your hotel. Payment Gateway integration will be done, anybody can check the availability of room and they can book room from the website.

#### **3. Owner SMS Module**

Owner will everyday receive an SMS of daily status report of how many sales occurred and total income from the restaurant. Also, for each Check In Owner will receive an SMS.

#### **4. Attractive and Informative Dashboard:**

Dashboard gives us the information of sales happened previous day, total bills generated previous days, total messages, last month expenses incurred, Number of customers, Balance Amount and etc.,

#### **5. Sales Module:**

- a. Sales module is the heart of INSTA. This module lets us to insert our products with all related particulars. It gives an ease even to update and delete the updated products.

- b. **Settle Payment:** This sub module allows a front desk officer to generate the bill as in when customers orders the menu with respect to the table number. At the end which ever table pays the bill he/she can settle the payment. As in when the payment is settled, an acknowledge message is sent to the customers registered mobile number.

## **6. SMS Module:**

Any promotional or transactional messages to be sent can be easily sent on just uploading a normal excel file or by manually inserting the mobile numbers.

## **7. Reports Module:**

This module will bring a transparency in the business by giving intact reports on day to day, month to month basis. There are many reports like inventory report, purchase report, sales report, item wise report, daily sale report and many more

## **8. User Management Module:**

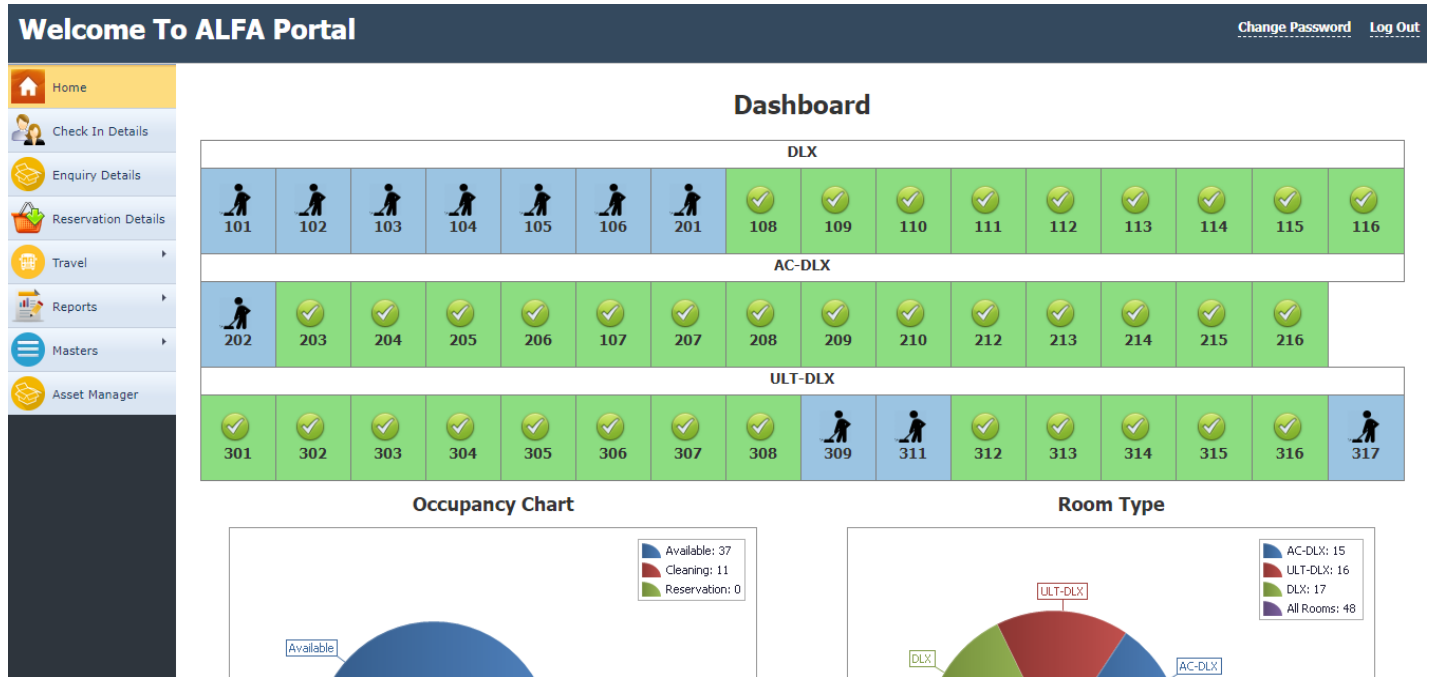
- i. This module allows us to create the users for the system like admin, front office and etc.
- ii. This option even lets us to branch wise operation also wherein we have an availability of changing the products from one branch to other.

## **9. Inventory Management System**

- i. This system lets you to manage the inventory.
- ii. Inventory management comes with the reports and easy tracking of inventory.

## **10. Expense Module**

## Hotel Management System:



**Fig (i) Dashboard**

**Welcome To ALFA Portal** [Change Password](#) [Log Out](#)

- Home
- Check In Details
- Enquiry Details
- Reservation Details
- Travel
- Reports
- Masters
- Asset Manager

### Enquiry Details

Name:\*  Contact No:\*

Check In Date:  Follow Up Date:

Total No Of Adults:  No Of Childrens:

Status:  Comments:\*

Email ID:  Address:

No Of Nights:  Log Details:

No Of Rooms:  Travels Required:

#	EID	Name	Contact No	Email Id	Address	Enquiry Date	Check In Date	Log Details	Close Date	Status
<a href="#">Edit</a> <a href="#">Delete</a>	87	Testing	9731090583	umaizahmed@gmail.com		13/03/2018	13/03/2018		13/03/2018	IP
<a href="#">Edit</a> <a href="#">Delete</a>	86	Testing	9731090583	umaizahmed@gmail.com		13/03/2018	13/03/2018		13/03/2018	IP
<a href="#">Edit</a> <a href="#">Delete</a>	85	Testing	9731090583	umaizahmed@gmail.com		13/03/2018	13/03/2018		13/03/2018	IP
<a href="#">Edit</a> <a href="#">Delete</a>	84	Ashfaq	9738353529	ashfaqahmed127@gmail.com	Hydrabad	21/01/2018	24/01/2018		21/01/2018	IP
<a href="#">Edit</a> <a href="#">Delete</a>	82	Mohammed	9731090583	umaizahmed@gmail.com		19/01/2018	19/01/2018		19/01/2018	IP
<a href="#">Edit</a> <a href="#">Delete</a>	81	Raheem	9731090584	umaizahmed@gmail.com		19/01/2018	19/01/2018		19/01/2018	IP
<a href="#">Edit</a> <a href="#">Delete</a>	80	Ahmed	9731090583	umaizahmed@gmail.com		13/01/2018	13/01/2018		13/01/2018	IP
<a href="#">Edit</a> <a href="#">Delete</a>	79	Umaiz Ahmed	9731090583	umaizahmed@gmail.com		13/01/2018	13/01/2018		13/01/2018	IP
<a href="#">Edit</a> <a href="#">Delete</a>	78	Misbha	9731090583	firdosemisbha@gmail.com		08/01/2018	08/01/2018		08/01/2018	IP
<a href="#">Edit</a> <a href="#">Delete</a>	77	Umaiz Ahmed	9731090583	umaizahmed@gmail.com		08/01/2018	08/01/2018		08/01/2018	IP
<a href="#">Edit</a> <a href="#">Delete</a>	76	Umaiz Ahmed	9731090583	umaizahmed@gmail.com		08/01/2018	08/01/2018		08/01/2018	IP

**Fig (ii) Enquiry Details**

**Welcome To ALFA Portal**

[Change Password](#)
[Log Out](#)

- [Home](#)
- [Check In Details](#)
- [Enquiry Details](#)
- [Reservation Details](#)
- [Travel](#)
- [Reports](#)
- [Masters](#)
- [Asset Manager](#)

### Reservation Details

Select Date: 21/03/2018
Room Type: AC-DLX
Reservation: 0
Enquiry: 0

Name:	Testing	Contact No:	9731090583	Email Id:	umaizahmed@gmail.com
Check In Date:	21/03/2018	No Of Nights:	02	Travels Required:	No
Reservation Date:	21/03/2018	No Of Adults:	01	No Of Rooms:	01
Source:	Agoda.com	Meal Plan:	AP	Tarrif Per Day:	1000
Pay At Hotel:	Yes	Advance:	0	Balance:	1000
Arrival Time:	12:00 AM	Arrival By:		Comments:	test

[Save](#)

**Reservation Details**

Confirm	Check In	Guest Name	Contact No	Email ID	Check In Date	Reservation Date	Source	Adults	Nights

No data to display

**Enquiry Details**

#	Confirm Reservation	Guest Name	Contact No	Email Id	Check In Date	Enquiry Date	Room Details	Log Details	Close Date

**Fig (iii) Reservation Details**

**Welcome To ALFA Portal**

[Change Password](#)
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- [Asset Manager](#)

### Check In Details

**Guest Information**

Contact No: 9731090583

Name: Mohammed Ayman Ahmed

Email ID: umaizahmed@gmail.com

Address:

Guest Type: Agoda.com

**Identity Information**

ID Type: Voters ID

ID No:

Hour Format:

Country: Indian

**Stay Information**

Check In Date: 21/03/2018

Check Out Date: 22/03/2018 12:17 PM

Adults: 2

Child:

No of Days: 1

**Room Information**

No Of Rooms: 01

Room Rate: 1000

Extra Bed: 0

Bed Cost: 0

Tax(%): 18

Tax Amount: 180

Total: 1180

Advance: 0

Balance: 1180

Refund: 0

Payment Type: Cash

Comments:

Upload Image:

Upload Document :  [Browse...](#)


[Save](#)
[Clear](#)

#	Cust ID	Room No	Name	Phone No	Checkin Date

No data to display

**Fig (iv) Check In Details**

[Print](#)


  
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Your Dreams Our Innovation

**ALFA**
  
 No. 3147, Convent Road, Lashkar Mohalla, Mysore - 5700 01
   
 Phone No: 9731090583
   
 Email: umaizahmed@gmail.com

**Bill No:** 811

**Guest Name:** Mohammed Ayman Ahmed

**Checkin Date:** 21/03/2018

**No of Days:** 1

**Room No:** 102

**Bill Date:** 21/03/2018 12:20 PM

**Mobile No:** 9731090583

**Checkout Date:** 22/03/2018

**Room Type:** DLX

**Room Rate:** 1000

**Advance Reciept**

<b>Extra Bed:</b>	0	<b>Extra Bed Cost:</b>	0
<b>Tax(%):</b>	18	<b>Tax Amount:</b>	180
<b>Total:</b>	1180	<b>Balance:</b>	1180
<b>Advance:</b>	0	<b>Refund:</b>	0

**Issued By:** admin

**Signature**

Note: This is electronic generated receipt, no need of signature.

**Fig (v) Check In Bill**

**Welcome To ALFA Portal**

[Change Password](#)
[Log Out](#)

- [Home](#)
- [Check In Details](#)
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**Guest Details**

**Guest Information**

Guest ID:	30546	Name:	Mohammed Ayman Ahmed
Phone No:	9731090583	Room No:	102
Check In Date:	21/03/2018	Check In Time:	12:03 PM
Check Out Date:	22/03/2018	Check Out Time:	12:03 PM
Room Type:	DLX	No Of Days:	1
No Of Person:	2	Extra Bed:	0
Bed Amount:	0	Service Tax(%):	18
Room Rent:	1000	Service Tax Amount:	180
Food GST(%):	5	Food Charges:	0
Total:	1180	Amount Paid:	0
<b>Balance:</b>	<b>1180</b>	<b>Refund:</b>	<b>0</b>

[Check Out](#)

Payment Details
Extra Charges


Payment Type: ▼ Amount:   [Save](#)

#	Payment Type	Amount Paid	Paid Date
1	▼		▼
<a href="#">Edit</a> <a href="#">Delete</a>	Advance	0.00	21/03/2018
		Sum=0	

**Fig (vi) Guest Details**

WEBSITE DEVELOPMENT, MOBILE APPS, SOFTWARE DEVELOPMENT, BULK SMS, EMAIL, DIGITAL MARKETING, T.V ADS,  
 EVENT MANAGEMENT, THEATRE ADS, HOARDING'S.  
 #05, R.S Naidu-Nagar Mysore-570007 , Off No 0821- 2491777, +91 8892905117  
 Email: [info@clicktosearch.in](mailto:info@clicktosearch.in) - Web [www.clicktosearch.in](http://www.clicktosearch.in)

[Print](#)

 <b>ALFA</b> No. 3147, Convent Road, Lashkar Mohalla, Mysore - 5700 01 Phone No: 9731090583 Email: umaizahmed@gmail.com																
<b>Check Out Reciept</b>																
<b>Bill No:</b> 812 <b>Guest Name:</b> Mohammed Ayman Ahmed <b>Checkin Date:</b> 21/03/2018 <b>Room No:</b> 102	<b>Date:</b> 21/03/2018 12:23 PM <b>Mobile No:</b> 9731090583 <b>Checkout Date:</b> 22/03/2018 <b>Room Type:</b> DLX															
<b>Room Details</b>																
<b>Room Rate:</b> 1000 <b>Extra Bed:</b> 0	<b>No of Days:</b> 1 <b>Extra Bed Cost:</b> 0 <b>Room Cost:</b> 1000 <b>Total Cost:</b> 1000															
<b>Other Details</b>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Expense Type</th> <th>Expense Date</th> <th>Amount</th> <th>Tax</th> <th>Tax Amount</th> </tr> </thead> <tbody> <tr> <td>Laundry</td> <td>21/03/2018</td> <td>50</td> <td>18</td> <td>9</td> </tr> <tr> <td colspan="4" style="text-align: right;">Sum=50</td> <td style="text-align: right;">Sum=9</td> </tr> </tbody> </table>		Expense Type	Expense Date	Amount	Tax	Tax Amount	Laundry	21/03/2018	50	18	9	Sum=50				Sum=9
Expense Type	Expense Date	Amount	Tax	Tax Amount												
Laundry	21/03/2018	50	18	9												
Sum=50				Sum=9												
<b>Tax(%):</b> 18 <b>Tax Amount:</b> 180	<b>Other Expense:</b> 59 <b>Total:</b> 1239 <b>Issued By:</b> admin  <b>Signature</b>															
<b>Amount in Words:</b> One Thousand Two Hundred and Thirty Nine Only																

Note: This is electronic generated receipt, no need of signature.

**Fig (vii) Check Out Bill**

**Welcome To ALFA Portal**

[Change Password](#)
[Log Out](#)

- [Home](#)
- [Check In Details](#)
- [Enquiry Details](#)
- [Reservation Details](#)
- [Travel](#)
- [Reports](#)
- [Masters](#)
- [Asset Manager](#)

### Enquiry Report

From Date: 19/02/2018 To Date: 21/03/2018
 
[Submit](#)
[Export To XL](#)

#	Name	Contact No	Email Id	Address	Enquiry Date	Check In Date	Log Details	Close Date	Follow Up Date
Status: IP (Count=3)									
⊞	Testing	9731090583	umaizahmed@gmail.com		13/03/2018	13/03/2018		13/03/2018	11/03/2018
⊞	Testing	9731090583	umaizahmed@gmail.com		13/03/2018	13/03/2018		13/03/2018	11/03/2018
⊞	Testing	9731090583	umaizahmed@gmail.com		13/03/2018	13/03/2018		13/03/2018	11/03/2018
Status: Won (Count=1)									
⊞	Testing	9731090583	umaizahmed@gmail.com		13/03/2018	13/03/2018		13/03/2018	11/03/2018

**Fig (viii) Enquiry Report**

Welcome To ALFA Portal										
View All Reservation Details										
From Date: 19/02/2018 To Date: 21/03/2018 <span>Submit</span> <span>Export To XL</span>										
#	ID	Guest Name	Contact No	Email ID	Reservation Date	Check In Date	Source	No Of Adults	No Of Nights	Meal Plan
<a href="#">Edit</a>	105	Testing	9731090583	umaizahmed@gmail.com	21/03/2018	21/03/2018	Agoda.com	01	02	AP
<a href="#">Edit</a>	102	Testing	9731090583	umaizahmed@gmail.com	19/03/2018	13/03/2018	Booking.com	02	01	
<a href="#">Edit</a>	101	umaiz	9731090583	umaizahmed@gmail.com	24/02/2018	24/02/2018	Agoda.com	02	01	AP

Fig (ix) Reservation Report

Welcome To ALFA Portal

Change Password

Log Out

Home

Check In Details

Enquiry Details

Reservation Details

Travel

Reports

Masters

Asset Manager

View Check In Details

From Date:

19/02/2018

To Date:

22/03/2018

Submit

Export To XL

#	Reprint	Cust ID	Name	Room No	Address	Phone No	Email ID	No Of Person	Adults	Children	Check In Date
	30539	30539	Mohammed Ayman Ahmed	101		9731090583	umaizahmed@gmail.com	2	2	0	16/03/2018 08:54

Fig (x) Check In Report

## Attractive and Informative Dashboard:










INSTA		CLICK TO SEARCH		Welcome cts	
Dashboard Customers Employees Product Details Masters SMS Reports Expense Settings		Dashboard			
		<div>  <div>             Last Day Sale 0           </div> </div>	<div>  <div>             Last Month Sales 50036           </div> </div>	<div>  <div>             Balance Amount 642642           </div> </div>	
		<div>  <div>             Transactional SMS 985           </div> </div>	<div>  <div>             Promotional SMS 97           </div> </div>	<div>  <div>             No. Of Customers 55           </div> </div>	
		<div>  <div>             Total Bills 139           </div> </div>	<div>  <div>             Last Day Expense 0           </div> </div>	<div>  <div>             Last Month Expense 2000           </div> </div>	

Fig (xi) - Dashboard

Dashboard gives us the information of sales happened previous day, monthly wise sales, total bills generated, previous days expense, monthly expense, total messages left (which includes Transactional and promotional SMS Balance), Number of customers, Balance Amount and etc.,



## Product Details:

INSTA
CLICK TO SEARCH
Welcome cts ▾

- Dashboard
- Customers ▾
- Employees ▾
- Product Details ▾
- Masters ▾
- SMS ▾
- Reports ▾
- Expense ▾
- Settings ▾

### Add Product Details

Product Type\*

Product Name\*

Cost\*

Selling Price\*

MRP

Dis(%)

Dis(Rs)

UOM

GST

GST(Rs)

Supplier

Details

Brand

Bill No

Product Code

HSN/SAC CODE ☐ HSN ☐ SAC

Add

**Fig (xii) (a) - Add Product Details**

INSTA
CLICK TO SEARCH
Welcome cts ▾

- Dashboard
- Customers ▾
- Employees ▾
- Product Details ▾
- Masters ▾
- SMS ▾
- Reports ▾
- Expense ▾
- Settings ▾

### Manage Product Details

Delete

Q ▾

Edit	Product Name	Product Type	Cost Price	Selling Price	GST	Product Code
	Android	Mobile	13000.00	14000.00	0.00	352944073901756
	APPLE	MILK SHAKES	40.00	60.00		AMLB
	APPLE JUICES	Juices	50.00	90.00	0.00	
	BANANA	MILK SHAKES	20.00	40.00		
	BUTTER FRUIT	MILK SHAKES	30.00	50.00		
	CB Chicken Biryani	Non Veg	180.00	250.00	0.00	
	Chairs	Furniture	2000.00	3000.00	18.00	
	Chicken Fried Rice	Rice Items	80.00	100.00		
	Chicken Kabab	Non Veg	60.00	70.00		MSP00406
	Chicken Noodles	Noodles Items	80.00	100.00		

« « ... 1 2 3 4 5 ... » »

1 of 8

**Fig (xi) (b) - Manage Product Details**

This module lets us to insert our products with all related particulars. It gives an ease even to update and delete the updated products.



## Sales Module:

INSTA

CLICK TO SEARCH

Welcome cts ▼

- Customers ▼
- Employees ▼
- Product Details ▼
- Masters ▼
- SMS ▼
- Reports ▼
- Expense ▼

### Sales Details

Madan ▼

AC ▼

Table

Quantity 1

Add

+

Edit	Product	Price	Quantity	Amount
<span style="color: #e74c3c;">✎</span>	<input type="checkbox"/> Aloo Jeera Dry	115	1	115
<span style="color: #e74c3c;">✎</span>	<input type="checkbox"/> Alfaham(Barbecue Full)	320	1	320
<span style="color: #e74c3c;">✎</span>	<input type="checkbox"/> Afghani Kabab(half)	140	1	140
Total-		575		

Dis(%) 0

Final Total- 575

Print KOT

Delete

Table No	KOT No	Amount	Print
p-p	12966	885	
NAC-13	12965	715	
AC-12	12964	1065	

Fig (xiii) (a) – Generate KOT

INSTA

CLICK TO SEARCH

Welcome cts ▼

- Customers ▼
- Employees ▼
- Product Details ▼
- Masters ▼
- SMS ▼
- Reports ▼
- Expense ▼

### Items Details

Select Product ▼

Qty 1

Add

Delete

Edit	Product	Price	Quantity	Amount
<span style="color: #e74c3c;">✎</span>	<input type="checkbox"/> Chicken 65	175	1	175
<span style="color: #e74c3c;">✎</span>	<input type="checkbox"/> Alu Gobi	110	1	110
<span style="color: #e74c3c;">✎</span>	<input type="checkbox"/> Aloo Jeera Dry	110	1	110
<span style="color: #e74c3c;">✎</span>	<input type="checkbox"/> Rose Iced Tea	50	1	50
<span style="color: #e74c3c;">✎</span>	<input type="checkbox"/> Afghani Kabab(full)	270	1	270

Amount 715

Dis(%) 0

Dis(Rs) 0

Total 715

GST(%) 5

Rate 751

Balance 0

Print KOT

Print Bill

[Back](#)

Fig (xiii) (b) – Edit KOT

- This billing software can handle current taxes of different parts of India, Taxes of different countries and are already ready for tax changes like VAT
- INSTA billing software can handle very large data at a very good speed. It offers you to identify and add the item quickly to the invoice using barcode scanner, easy election of item name.
- INSTA is smart billing software that handles the task of applying correct price to the item very efficiently. It will consider all specification and current date time. For example customer for whom bill is being made, the retail outlet from where bill is being made, current date and time for currently active promotions, inspection of different items from the bill to apply appropriate promotions.
- When an operator adds any item into an invoice, correct price are assured to be applied automatically by INSTA which is the main aspect of any billing software. Sales Module has a module by name KOT (Kitchen Out Time) which generates a KOT Bill in the kitchen so that Chefs will get to know what is

ordered by the customers. And Stewards will get to know which order to given to the customer by looking at table number and hall type written on the bill.

- Here based on hall type products will be loaded with proper prices.
- If the customer demands for more items or if he wills to cancel any item, same KOT can be edited by clicking the button shown in Fig (c)(I) (written as Table No ) on right side of grid. And as shown in Fig (c) (II) items can be added or deleted based on customer demand. If new items are added to the same KOT once again a KOT bill will be generated with same KOT No.
- If the customer demands for bill, Bill can be generated and GST Amount gets automatically added to the total amount of the bill and note this amount will not be included to our sales amount until the payment is done.

## Settle Payment:

INSTA

Customers

Employees

Product Details

Masters

SMS

Reports

Expense

CLICK TO SEARCH

Welcome cts

Settle Payment

Search

Q

#	Bill No	Bill Date	Table	Waiter	Mode	Total	Dis(%)	GST(%)	GST(Rs)	Grand Total	Settle	Print	View
1	16903	14/03/2018	P-P1	Madan		455.00	0.00	5.00	22.75	478			
2	16902	14/03/2018	NAC-123	Madan		465.00	0.00	5.00	23.25	488			
3	16901	14/03/2018	AC-123	Madan		665.00	0.00	5.00	33.25	698			
4	16898	14/03/2018	AC-123	Madan	Card	535.00	0.00	0.00	0.00	535			
5	16897	14/03/2018	AC-23	Madan	Cash	450.00	0.00	0.00	0.00	450			
6	16896	14/03/2018	AC-23	Madan	Cash	845.00	0.00	0.00	0.00	845			
7	16895	14/03/2018	AC-23	Madan	Card	2070.00	0.00	0.00	0.00	2070			
8	16894	14/03/2018	AC-23	Madan	Cash	115.00	0.00	0.00	0.00	115			
9	16893	14/03/2018	AC-23	Madan	Card	1060.00	0.00	0.00	0.00	1060			
10	16892	13/03/2018	AC-23	Madan	Cash	1300.00	0.00	0.00	0.00	1300			
11	16891	13/03/2018	AC-2	Madan	Cash	325.00	0.00	0.00	0.00	325			

Fig (xiv) – Settle Payment

This module allows a front desk officer to generate the bill as in when customers orders the menu with respect to the table number. At the end which ever table pays the bill he/she can settle the payment. As in when the payment is settled, an acknowledge message is sent to the customers registered mobile number. Here Multiple Payment, Reprint Bill option is also available.

- Bill Reprint is possible.
- View Details allows the admin to view the bill details.

## Sales Report:

INSTA
CLICK TO SEARCH
Welcome cts

- Customers
- Employees
- Product Details
- Masters
- SMS
- Reports
- Expense

### Sales Report

From Date: 14/03/2018

To Date: 14/03/2018

Waiter: All

**Load** **Export**

Card: 3605

Cash: 1947

Grand Total: 5552

GST: 23

Final Total: 5529

Search

Bill No	Dis(Rs)	GST(Rs)	Amount
16893	0.00	0.00	1060
16894	0.00	0.00	115
16895	0.00	0.00	2070
16896	0.00	0.00	845
16897	0.00	0.00	450
16898	0.00	0.00	535
16903	0.00	22.75	477
Total	0	23	5552

Fig (xv) - Sales Report

1. Sales report gives us the information of sales happened previous day, previous month.
2. On selection of desired dates of report, sales report can be obtained.
3. It also gives the information of Amount received by Cash and Card.
4. If the customer has balance, SMS can be sent to that particular customer by selecting the check box.
5. Export to XL option is also available.
6. This report gives you the information about the person who sold the items along with Bill No and Total Amount of the bill.

## Item Wise Sales:

INSTA
CLICK TO SEARCH
Welcome cts

- Customers
- Employees
- Product Details
- Masters
- SMS
- Reports
- Expense

### Items Wise Sales

From Date: 14/03/2018

To Date: 14/03/2018

**Load** **Export**

Search

Category	Item Name	Quantity
BIRYANI RICE	Chicken Biryani	2
BIRYANI RICE	Egg Biryani	1
CHINESE DISHES(VEG)	Baby Corn Manchurian	1
CHOPSUEY VEG & NON VEG	Chicken American Chopsuey	1
CHOPSUEY VEG & NON VEG	Chicken Chinese Chopsuey	2

Fig (xvi) – Item Wise Sales Report

Item wise sales Report gives us the complete information of total quantity of items used. On selection of desired dates of report, Item wise sales report can be obtained. Export to XL option is also available.

## Category Wise Report:

INSTA
CLICK TO SEARCH
Welcome cts ▾

- Customers ▾
- Employees ▾
- Product Details ▾
- Masters ▾
- SMS ▾
- Reports ▾
- Expense ▾

### Category Wise Sales Report

From Date

To Date

Category

Q ▾

Load
Export
Print

Item Name	Quantity	Amount	Date
Chicken Biryani	2	360	14/03/2018
Egg Biryani	1	125	14/03/2018
	3	485	

**GrandTotal: 485**

**Fig (xvii) – Category Wise Report**

Category wise Report gives us the complete information of total no of items used based on category. On selection of desired dates of report, Category wise report can be obtained. Export to XL option is also available.

## Summary Report:

INSTA
CLICK TO SEARCH
Welcome cts ▾

- Customers ▾
- Employees ▾
- Product Details ▾
- Masters ▾
- SMS ▾
- Reports ▾
- Expense ▾

### Summary Report

From Date

To Date

Q ▾

Load
Export

Bill Date	Bill Start	Bill End	Total	GST(Rs)	Dis(Rs)	Grand Total
18/02/2018	16697	16788	37274	1774	90	35409
19/02/2018	16792	16866	28443	1354	0	27088
20/02/2018	16867	16873	2354	112	0	2242
23/02/2018	16874	16874	53	2	0	50
27/02/2018	16875	16881	3284	38	1005	2240
28/02/2018	16882	16882	199	0	140	59
01/03/2018	16883	16887	648	0	152	495
13/03/2018	16890	16892	2170	0	0	2170
14/03/2018	16893	16903	5552	22	0	5529
			<b>79977</b>	<b>3305</b>	<b>1387</b>	<b>75285</b>

Summary Report gives us the complete information of bill start and bill end number date and the sum of total amount received with respect to date. On selection of desired dates of report, Summary report can be obtained. Export to XL option is also available.

## Inventory Management System:

INSTA
CLICK TO SEARCH
Welcome cts ▼

- [Dashboard](#)
- [Customers](#) ▼
- [Employees](#) ▼
- [Product Details](#) ▼
- [Masters](#) ▼
- [SMS](#) ▼
- [Reports](#) ▼
- [Expense](#) ▼
- [Settings](#) ▼

### Inward Products

Purchase Date  ▼  
Cost Price

Select Branch\*  ▼  
Quantity

Product Type\*  ▼  
Supplier  ▼

Product Name\*  ▼  
Add

**Fig (xviii) - Inward Products**

- a. This module lets you to manage the inventory.
- b. Inventory management comes with the reports and easy tracking of inventory.

## Available Stock Report:

INSTA
CLICK TO SEARCH
Welcome cts ▼

- [Dashboard](#)
- [Customers](#) ▼
- [Employees](#) ▼
- [Product Details](#) ▼
- [Masters](#) ▼
- [SMS](#) ▼
- [Reports](#) ▼
- [Expense](#) ▼
- [Settings](#) ▼

### Available Stock

Export

Q

Product Name	Product Type	Avl Qty	Cost Price	Selling Price	Total
Mobile	Android	-18	13000	14000	-234000
Juices	APPLE JUICES	7	50	90	350
Electronics	DELL	5	30000	33500	150000
Watches	Digital	-7	2000	2400	-14000
Watches	Fastrack in Women's	56	2000	2500	112000
Electrical	Iron Box	11	1250	1500	13750
Mobile	Nokia	9	5000	5600	45000
Electrical	Note 5	10	60000	650000	600000
Electronics	Oppo	10	10000	12000	100000
electronic	Samsung	-12	5000	4800	-60000

«
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1 of 2

Avl Qty - 155
CP - 168500
SP - 770220
Total - 1164500

**Fig (xiv) - Available Stock Report**

INSTA provides stock management as one of its key features. Managing inventory or large number of items is a critical requirement of any retail business. This easy stock management software provides many intuitive ways of managing, tracking and correcting your stock. With this stock management software you can regularly track and correct your physical stock to match with your database.



## Expense Module:

INSTA
CLICK TO SEARCH
Welcome cts ▾

- Dashboard
- Customers ▾
- Employees ▾
- Product Details ▾
- Masters ▾
- Retail ▾
- SMS ▾
- Reports ▾
- Expense ▾
- Settings ▾
- Log Out

### Add Expense Details

Expense Date   
Bill No

Expense Type Select Expense Type ▾  
Bill Date

Amount   
Comments

Paid To   
Add

Fig (xx) (a) – Add Expense Details

This module lets us to insert expense details with all relevant information. It gives an ease even to update and delete expense details.

## Expense Report:

INSTA
CLICK TO SEARCH
Welcome cts ▾

- Dashboard
- Customers ▾
- Employees ▾
- Product Details ▾
- Masters ▾
- SMS ▾
- Reports ▾
- Expense ▾
- Settings ▾

### Expense Details

From Date 
To Date

Load
Export

Q ▾

Expense Date	Expense Type	Amount	Paid To	Bill No	Bill Date	Comments
13/11/2017	Diesel	2000.00	LINGRAJ		13/11/2017	

Fig (xx) (b) - Expense Report

- Expense Report gives us the information of expense happened previous day, previous month with all relative details.
- On selection of desired dates of report, expense report can be obtained.

## Transactional SMS Module:

INSTA
CLICK TO SEARCH
Welcome cts ▾

- Dashboard
- Customers ▾
- Employees ▾
- Product Details ▾
- Masters ▾
- SMS ▾
- Reports ▾
- Expense ▾
- Settings ▾

### Send Transactional SMS

Select Category: All ▾

**Transactional SMS Balance-978**

Msg Type: ▾

Message:

Message Length: 0      Message Count: 0

Send
Clear

Q ▾

<input type="checkbox"/>	Name	Mobile No	Email ID	Comments
<input type="checkbox"/>	Afzal	9845820125		
<input type="checkbox"/>	Alhayat	9591920482		
<input type="checkbox"/>	anwar	9880547545		
<input type="checkbox"/>	Ashfaq	9738353529		
<input type="checkbox"/>	Ashwin	9497438802		
<input type="checkbox"/>	azad	9004116627		
<input type="checkbox"/>	Charles	9164944449		
<input type="checkbox"/>	Eathe	9845341432		
<input type="checkbox"/>	Faisal	9895081879		

**Fig (xxi) – Transaction SMS Module**

Transactional SMS are sent to your customer to pass on information necessary for using your product or service. And you can send SMS in bulk.

## Transactional SMS Status:

INSTA
CLICK TO SEARCH
Welcome cts ▾

### Transactional SMS Status

From Date: 16/11/2017      To Date: 16/12/2017

Load
Export

Q ▾

Name	Mobile No	Status	Reason	Message	Sent Date
	5	Not Delivered		Thank You for visiting Click To Search. Your Total Amount - 16520, Received - 16520, Received - 0, Available Points - 200. For any of the assistance call us on 9738353529	16/12/2017
	856	Not Delivered		Thank You for visiting Click To Search. Your Total Amount - 590, Received - 590, Received - 0, Available Points - 50. For any of the assistance call us on 9738353529	16/12/2017
	9566216752	Not Delivered		Thank You for visiting Click To Search. Your Total Amount - 71, Received - 500, Balance - -429.00, Available Points - 120. For any of the assistance call us on 9738353529	15/12/2017

**Fig (xxii) – Transactional SMS Status**

We will also provide you the report of transactional SMS where in you can view the message status. We also give the reason if the message is not delivered.



## Promotional SMS Module:

**INSTA**

- Dashboard
- Customers
- Employees
- Product Details
- Masters
- SMS
- Reports
- Expense
- Settings

**CLICK TO SEARCH**
Welcome cts

### Send Promotional SMS

Select Category All

**Promotional SMS Balance-97**

Message

Message Length: 0
Message Count: 0

Send Clear

	Name	Mobile No	Email ID	Comments
<input type="checkbox"/>	Afzal	9845820125		
<input type="checkbox"/>	Alhayat	9591920482		
<input type="checkbox"/>	anwar	9880547545		
<input type="checkbox"/>	Ashfaq	9738353529		
<input type="checkbox"/>	Ashwin	9497438802		
<input type="checkbox"/>	azad	9004116627		
<input type="checkbox"/>	Charles	9164944449		

Fig (xxiii) – Promotional SMS Module

Promotional SMSes are sent with the objective of promoting your product or service. And you can send SMS in bulk.

## Promotional SMS Status:

**INSTA**

- Dashboard
- Customers
- Employees
- Product Details
- Masters
- SMS
- Reports
- Expense
- Settings

**CLICK TO SEARCH**
Welcome cts

### Promotional SMS Status

From Date 16/11/2017
To Date 16/12/2017
Load Export

Name	Mobile No	Status	Reason	Message	Sent Date
Misbha	8553170832	Delivered		Dear Misbha, Hi	02/12/2017

Fig (xxiv) – Promotional SMS Status

This Report gives us the information about the promotional SMSes sent to customers, on which date messages were sent, we also provide the reason if the message is not delivered.