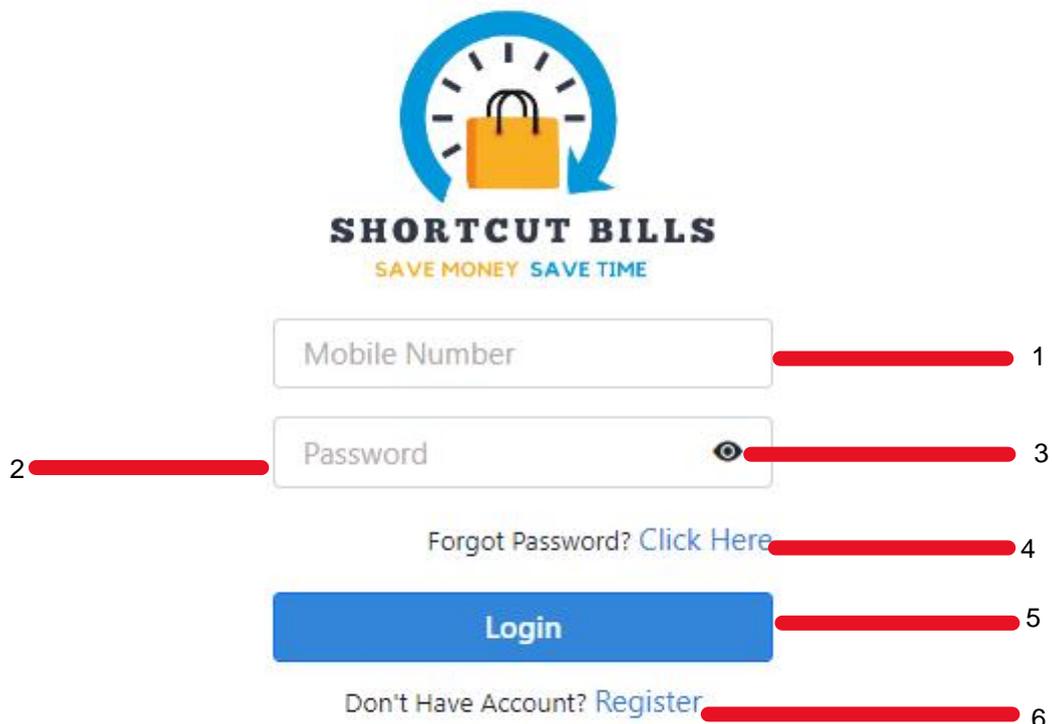


# Guide

## SHORTCUTBILLS GENERAL



The image shows the login interface for 'SHORTCUT BILLS'. At the top is the logo, which consists of a blue circular arrow surrounding a yellow shopping bag icon. Below the logo, the text 'SHORTCUT BILLS' is displayed in bold black letters, with the tagline 'SAVE MONEY SAVE TIME' underneath in smaller blue and yellow text. The login form includes a 'Mobile Number' input field (labeled 1), a 'Password' input field (labeled 2) with a toggle icon (labeled 3), a 'Forgot Password? Click Here' link (labeled 4), a blue 'Login' button (labeled 5), and a 'Don't Have Account? Register' link (labeled 6). Red horizontal lines connect the numbers 1 through 6 to their respective elements on the page.

### Login:

- 1) Enter Your Registered Mobile Number Here.
- 2) Enter Your Password That You Entered While Registration.
- 3) You Can View Password By Clicking This Icon.
- 4) Use This Option If You Forget Your Password.
- 5) Click This Button After Fill That Two Input Fields.
- 6) If You Don't Have Account In Our Software Click Register Link.



By Email	▶	7
Call Admin	▶	8

**Reset Password (4) :**

- 7) By This Option You Need To Enter Your Email That You Entered In Your Profile Page. (This Is Not Suitable For Fresh Users. Email Is Only Updated In The Profile Page).
- 8) You Can Call Admin For Reset Your Password. We Don't Know Your Password Only We Can Change Your Password.



**SHORTCUT BILLS**

SAVE MONEY SAVE TIME

13  9

14  10

11  11

12  12

13

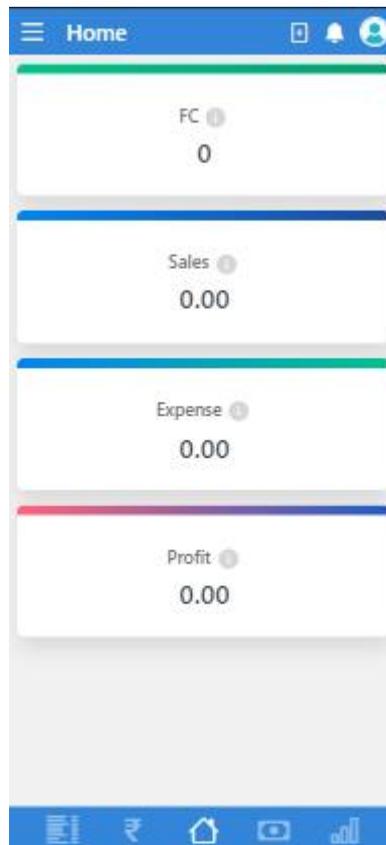
14  [Accept All Our Terms And Conditions](#) 14

15

[Already Have Account? Login](#) 16

**Registration (6) :**

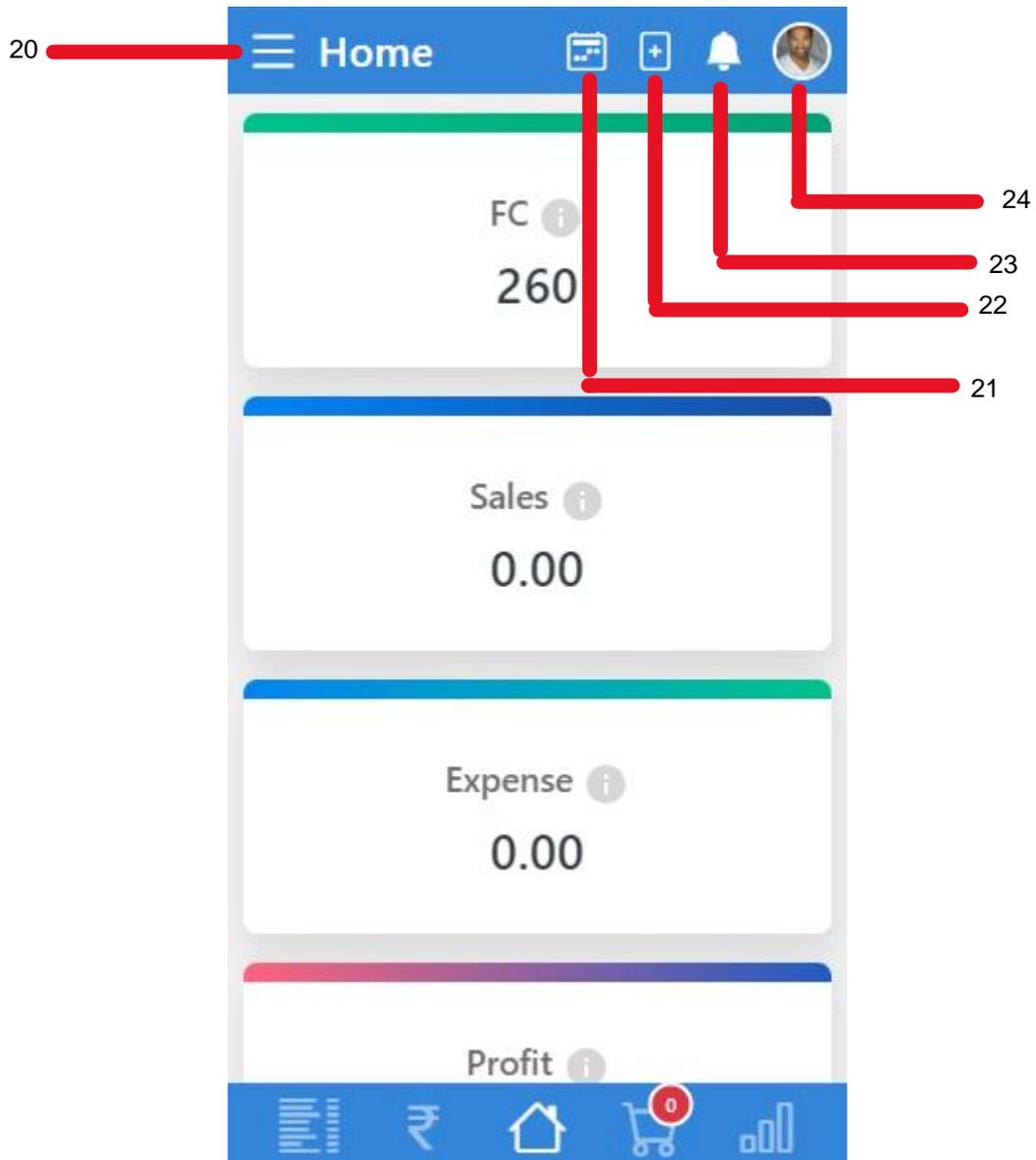
- 9) Enter Your Name Here. You Can Enter Your Name Or Company Name That's Your Wise.
- 10) Enter Your Mobile Number Here And You Can't Use Same Number For Multiple Account.
- 11) Enter Your Password.
- 12) Enter Your Password Again.
- 13) If You Have Referrer Then Enter That Referrer Mobile Number Which Is Used By His/Her While Register His/Her Account (Optional).
- 14) Click Check Box After Read All The Terms And Condition. Click The Terms And Condition Link To Read The Terms And Condition.
- 15) After Filling All The Fields Click This Button.
- 16) If You Have Account Then Click Login Link.



**Home Page:**

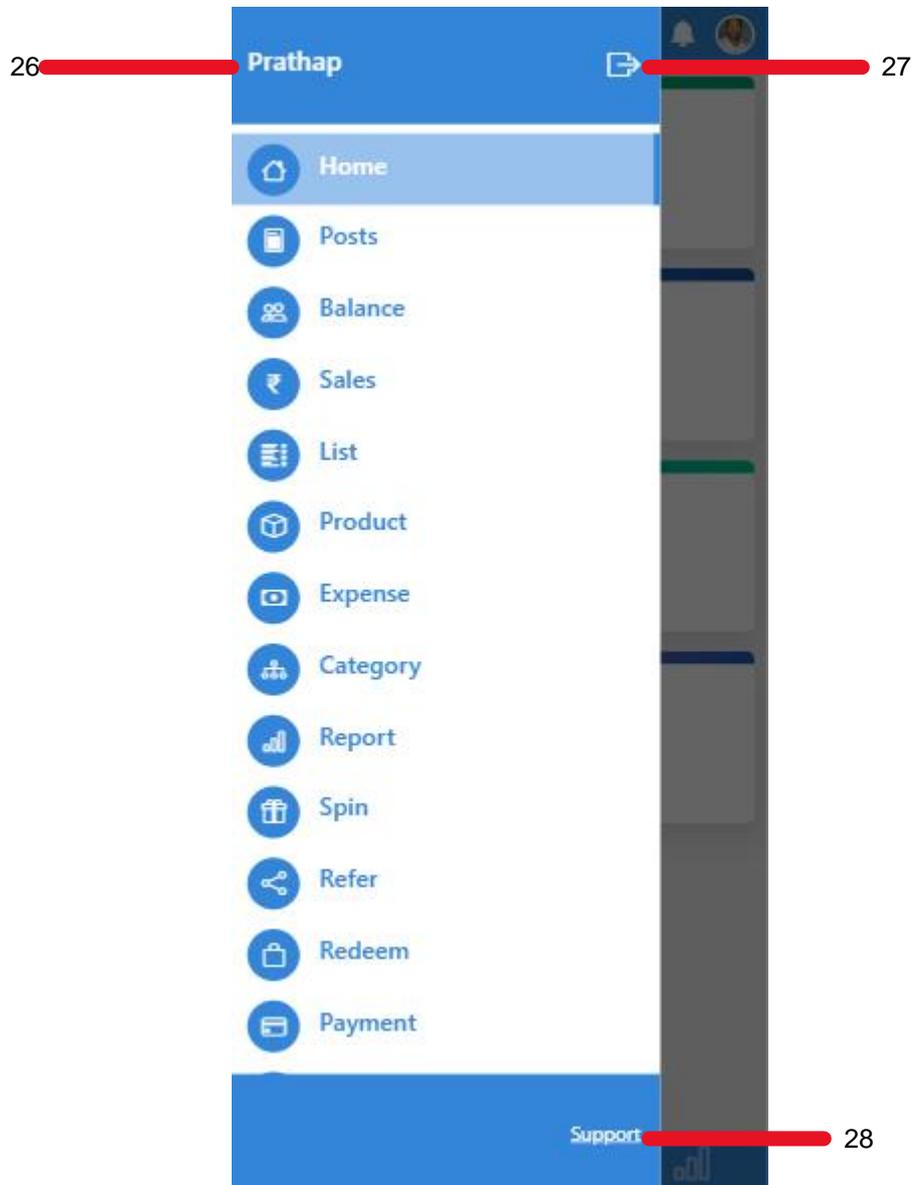
**17)** This is home page you can see your current FC, Today's Sales, Expense and Profit.

**18)** At the first time you can see only few options if you want to access all the option you need to recharge first.



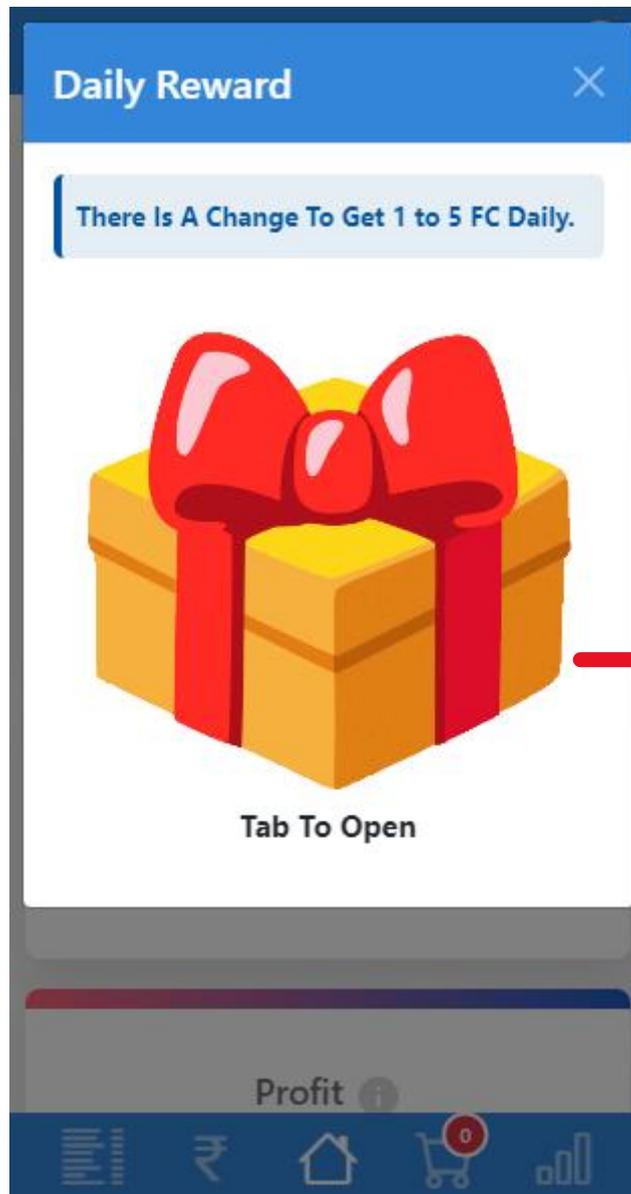
### Home Page After Recharge:

- 19) After recharge you can see all options.
- 20) Click the bar to view sidebar menus.
- 21) Daily reward.
- 22) Post.
- 23) Notification.
- 24) Profile picture and click to edit your basic details.



**Sidebar (20):**

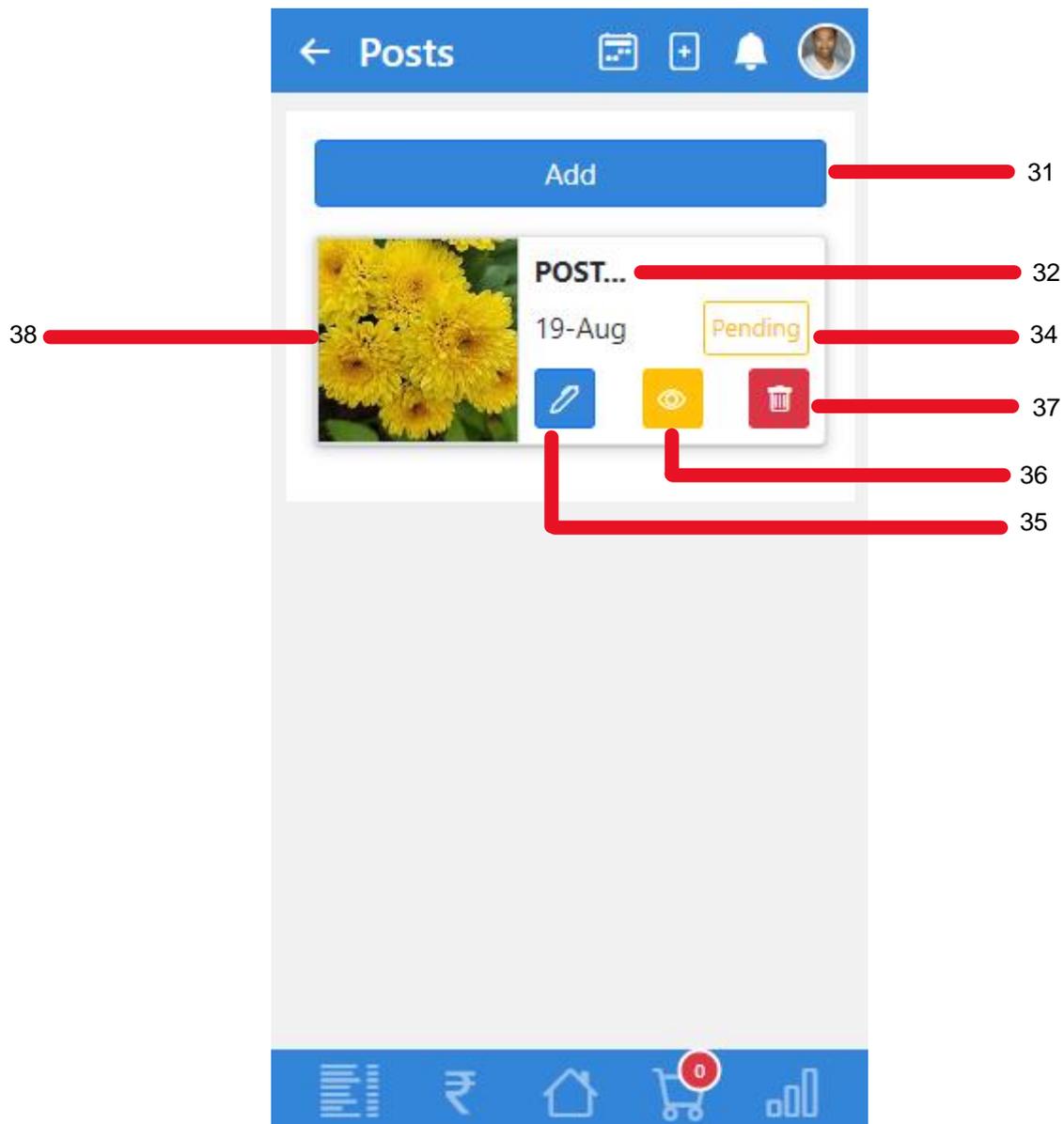
- 25) You can see list of menus and some menus are not comes without recharge.
- 26) Company name.
- 27) Click to logout.
- 28) This is support menu.



29

**Daily Reward (21):**

- 29) Click to open the gift box.
- 30) You can earn 1 to 5 FC Daily.



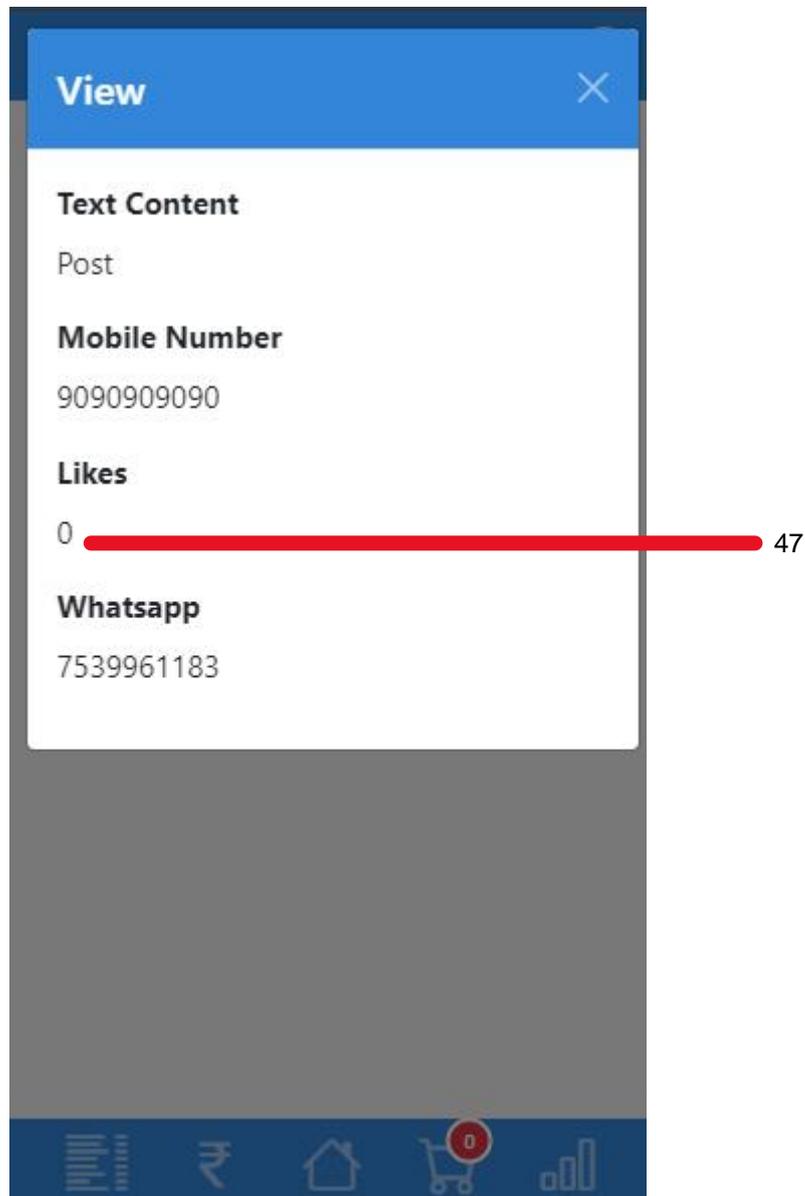
**Post (22):**

- 31) Click to add post
- 32) You can see list of post that you entered.
- 33) Every post deleted automatically after 28 days from the date of approval.
- 34) First you need to get approval from the admin for each post.
- 35) Edit – You can't edit while the post is in verification status and also in approval status.
- 36) View
- 37) Delete
- 38) Click to view it in full screen.
- 39) If the post is not good or leads to violation it will be rejected.

The image shows a mobile application interface for adding a post. At the top, there is a blue header with the text 'Add Post' and a close icon. Below the header, the form contains several fields: a green text label 'Per Post Cost 1000 FC.' with a red line pointing to it (40); a text input field with the placeholder 'Text' and a red line pointing to it (41); a text input field with the placeholder 'Mobile Number' and the value '9090909090' and a red line pointing to it (42); a dropdown menu with the placeholder '--Link-Type--' and a red line pointing to it (43); a text input field with the placeholder 'Link' and a red line pointing to it (44); and an image selection area with a red line pointing to it (45). At the bottom, there are two buttons: 'Cancel' and 'Save'.

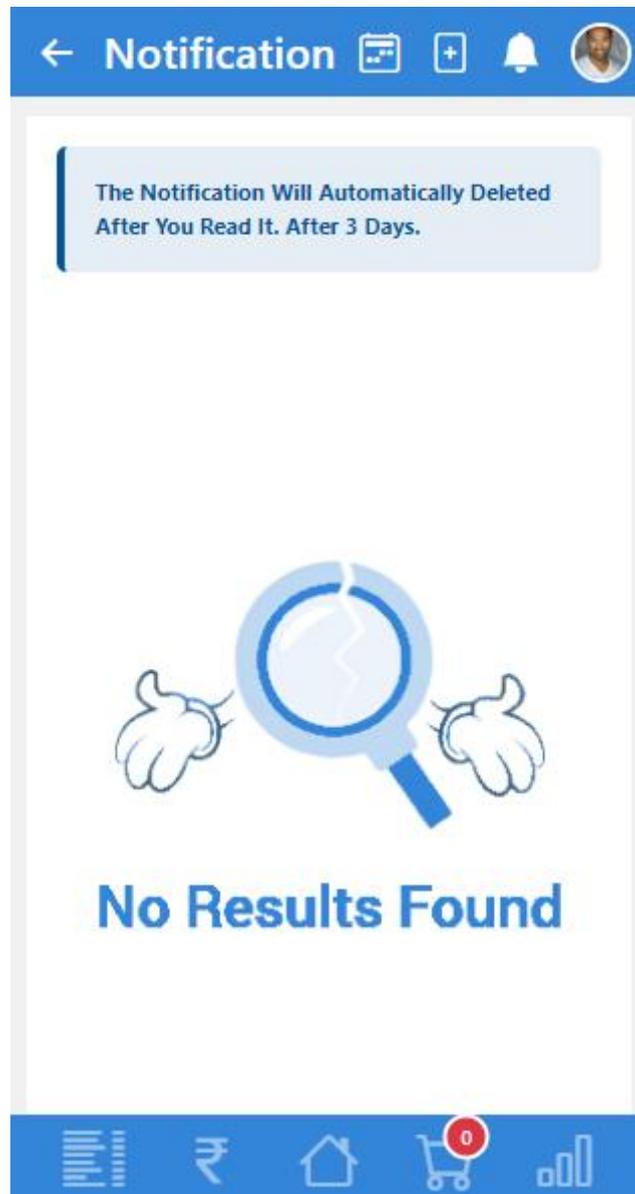
**Add Post (31):**

- 40) Now, each post cost is 1,000 FC It may vary after sometimes.
- 41) Enter you post text here.
- 42) Your mobile number.
- 43) Link type – Whatsapp, Facebook, Instagram and website.
- 44) If whatsapp means enter your whatsapp number, if facebook means enter your post url or profile url, if Instagram means enter your Instagram ID and website means enter web url.
- 45) Select image for your post.



**View Post (36):**

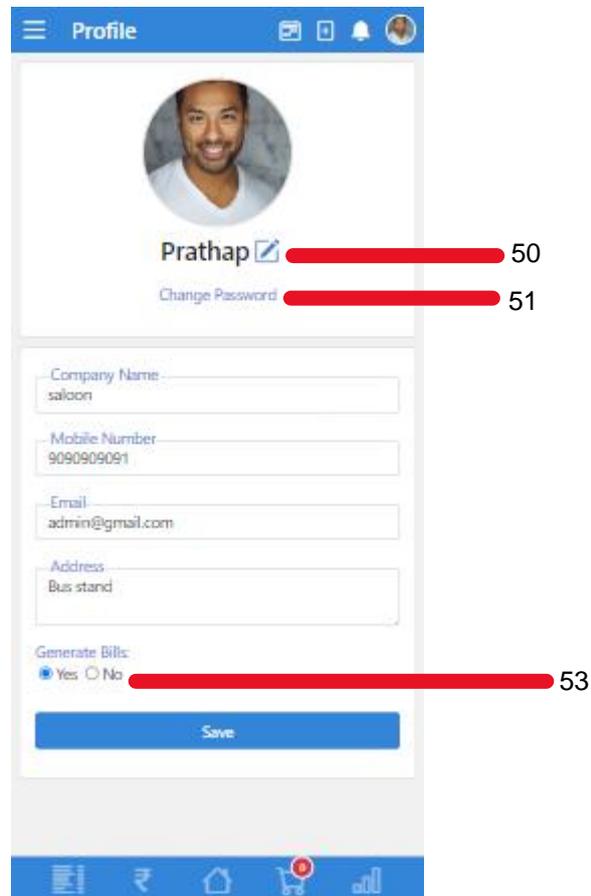
- 46) You can see your enter data here.
- 47) You can see also the count of your post's likes.



**Notification (23):**

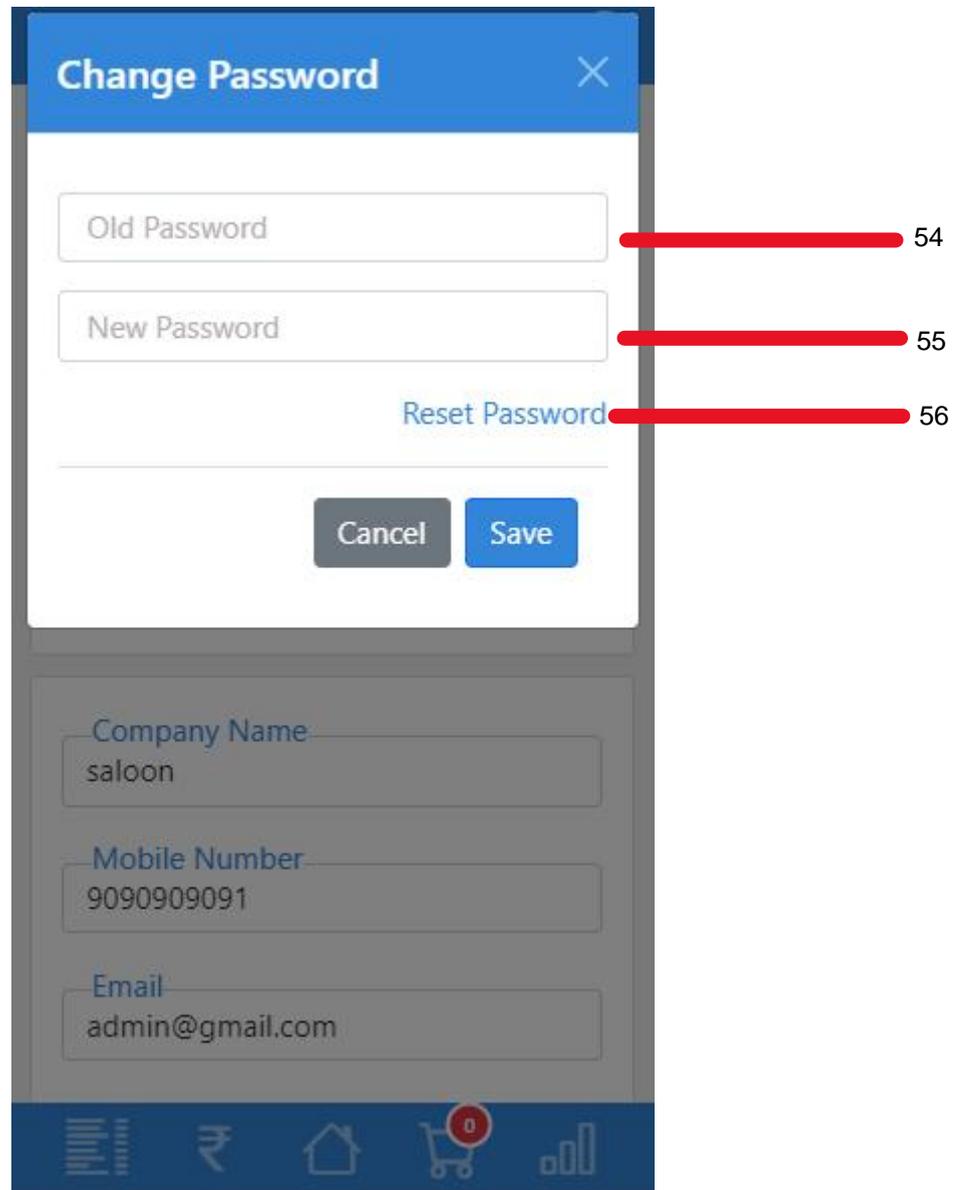
**48) All the notifications are coming here.**

**49) And the notification will be deleted after 3 days if you read it.**



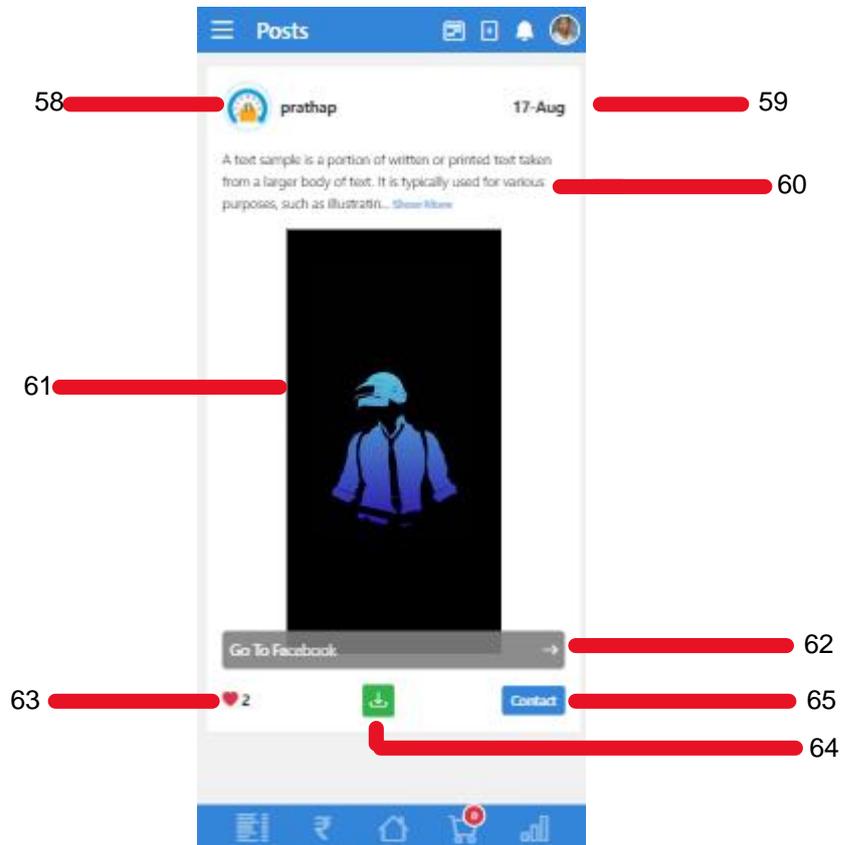
**Profile (24):**

- 50) Edit your name and image by clicking it.
- 51) You can change password by clicking it.
- 52) You can update your basic details.
- 53) Click yes to generate bills for each customer and if there is no need for generating bills then click no.



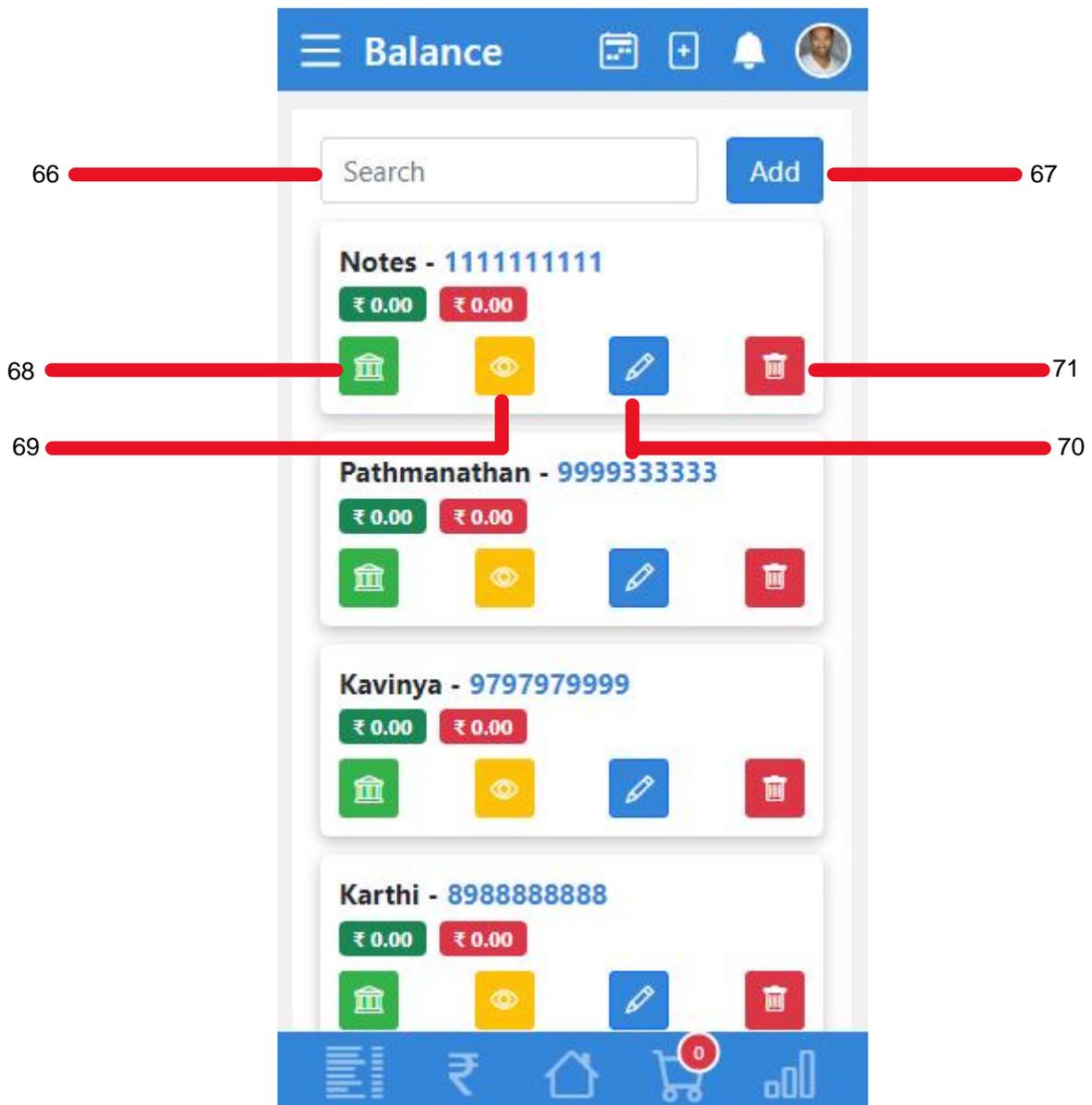
**Change Password (51):**

- 54) Enter your old password if you forgot your old password then reset password.
- 55) Enter your new password.
- 56) Reset your password.



**Post Area:**

- 57) If your approved then it will post here.
- 58) Your logo and name here
- 59) Posted Date.
- 60) Your text here, it shows only 150 characters click show more to see full content.
- 61) Your image posted here.
- 62) This is your link
- 63) This is your like count and double tap the image to like the post.
- 64) You can download the image also.
- 65) If we click this button it goes to dial pad with your phone number.



**Balance:**

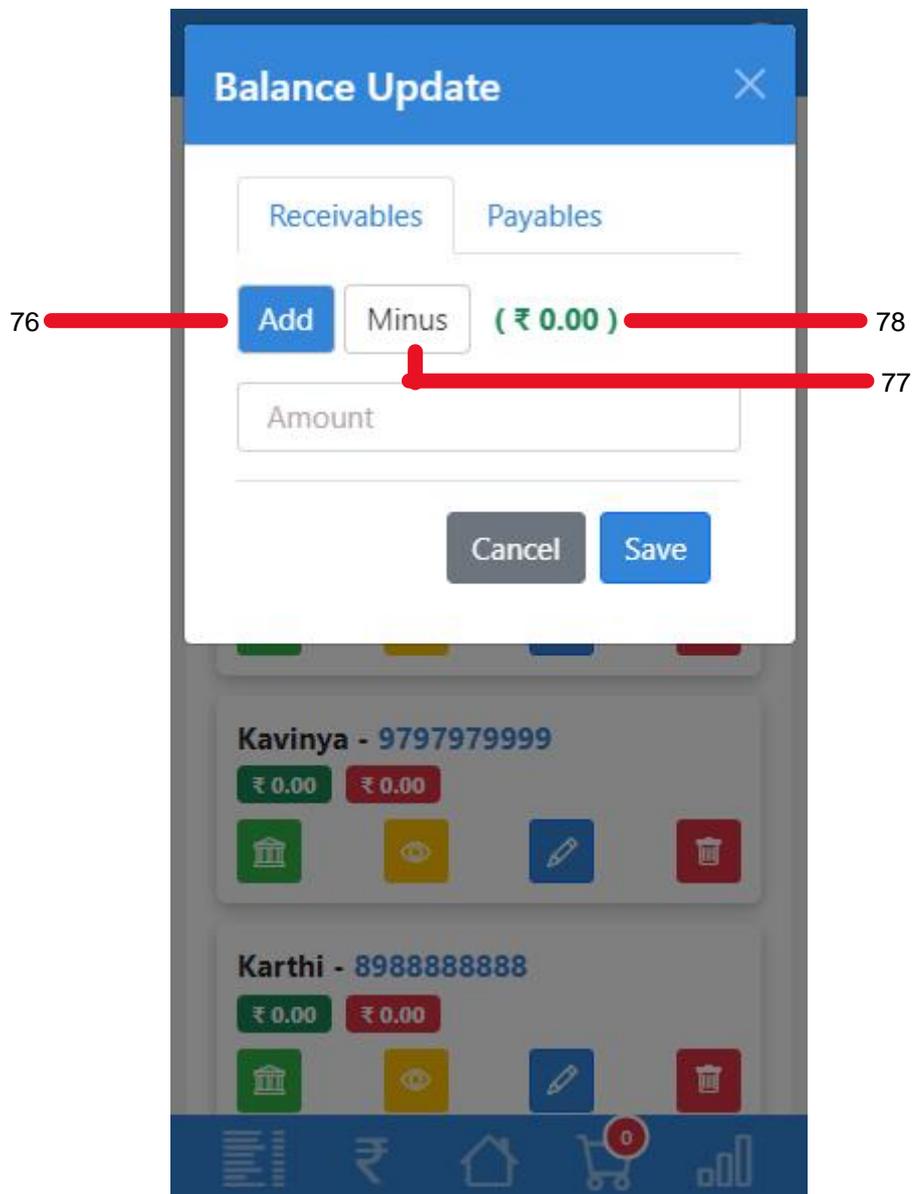
Balance menu is for note all the balances of our customer and also balance that we paid to vendor also we can note.

- 66) Search by name and mobile number.
- 67) Add Balance.
- 68) Balance adds and minus.
- 69) View the report.
- 70) Edit the person details.
- 71) You can delete the person details.

The image shows a mobile application interface for adding a person. The form is titled "Add Person" and has a close button (X) in the top right corner. It contains four input fields: "Name", "Mobile Number", "Address", and "Balance". Below the input fields are two buttons: "Cancel" and "Save". Red lines with numbers point to each input field: 72 points to the Name field, 73 points to the Mobile Number field, 74 points to the Address field, and 75 points to the Balance field. The background shows a blurred view of the application's main screen, which displays a person's name "Kavinya - 9797979999" and two balance amounts of ₹ 0.00.

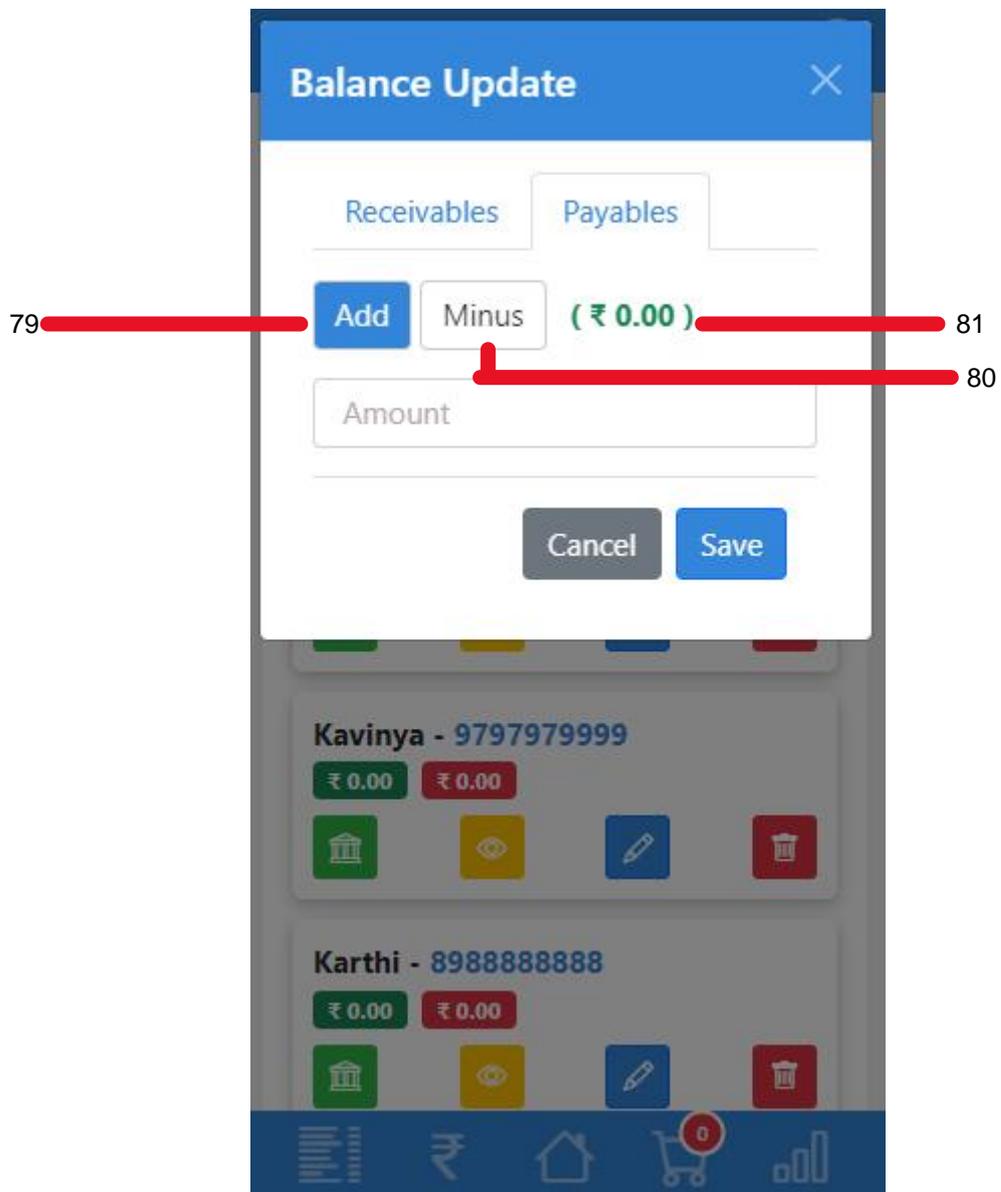
**Add Person:**

- 72) Enter person name maximum character is 15.
- 73) Enter Mobile Number.
- 74) Enter Address if you want it is optional.
- 75) Enter balance.



**Receivables:**

- 76) Select add option and enter amount in the amount input the amount will be added.
- 77) Select minus option and enter amount in the amount input the amount will be deducted.
- 78) It shows current balance.



**Payables:**

- 79) Select add option and enter amount in the amount input the amount will be added.
- 80) Select minus option and enter amount in the amount input the amount will be deducted.
- 81) It shows current balance.

**View**

Name: **prathap**

Mobile Number: **7539961183**

Address: **No.4 chellapan nagar  
sathiyam roa**

**Receivables**      **Payables**

**Receivables: ₹ 100.00**

Date	Add	Minus
22-08-2024	-	20.00
22-08-2024	20.00	-
22-08-2024	100.00	-

**Receivables History:**

- 82) You can see the history of the person; it shows in and out of that person with date.
- 83) You can also see their basic details.

**View**

Name: **prathap**

Mobile Number: **7539961183**

Address: **No.4 chellapan nagar  
sathiyam roa**

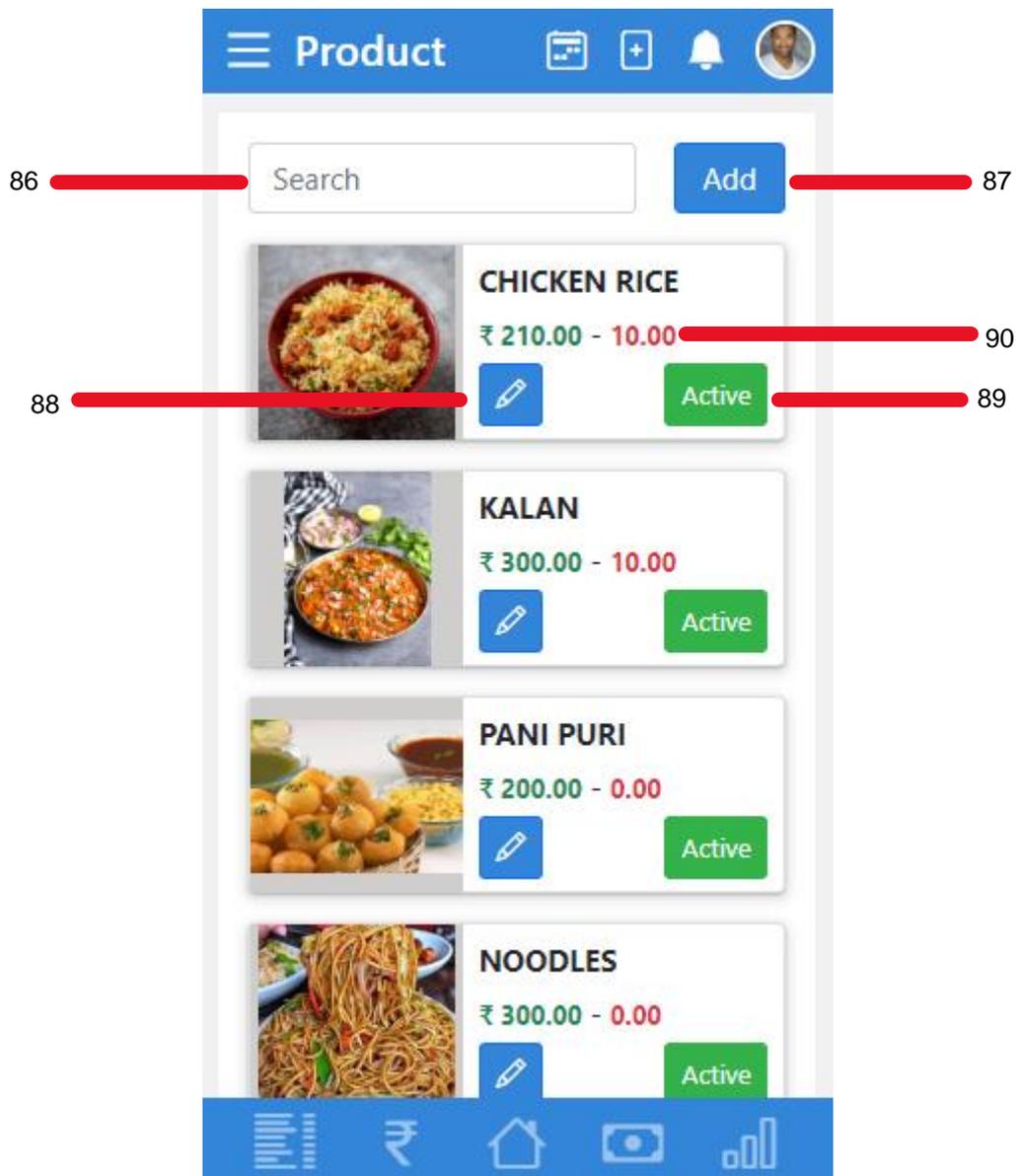
**Receivables**      **Payables**

**Payables: ₹ 190.00**

Date	Add	Minus
22-08-2024	-	10.00
22-08-2024	200.00	-

**Payables History:**

- 84) You can see the history of the person; it shows in and out of that person with date.
- 85) You can also see their basic details.



#### Product Page:

You can add product up to 30, if you want more than 30 means you can pay extra to get extra 30 like addon pack.

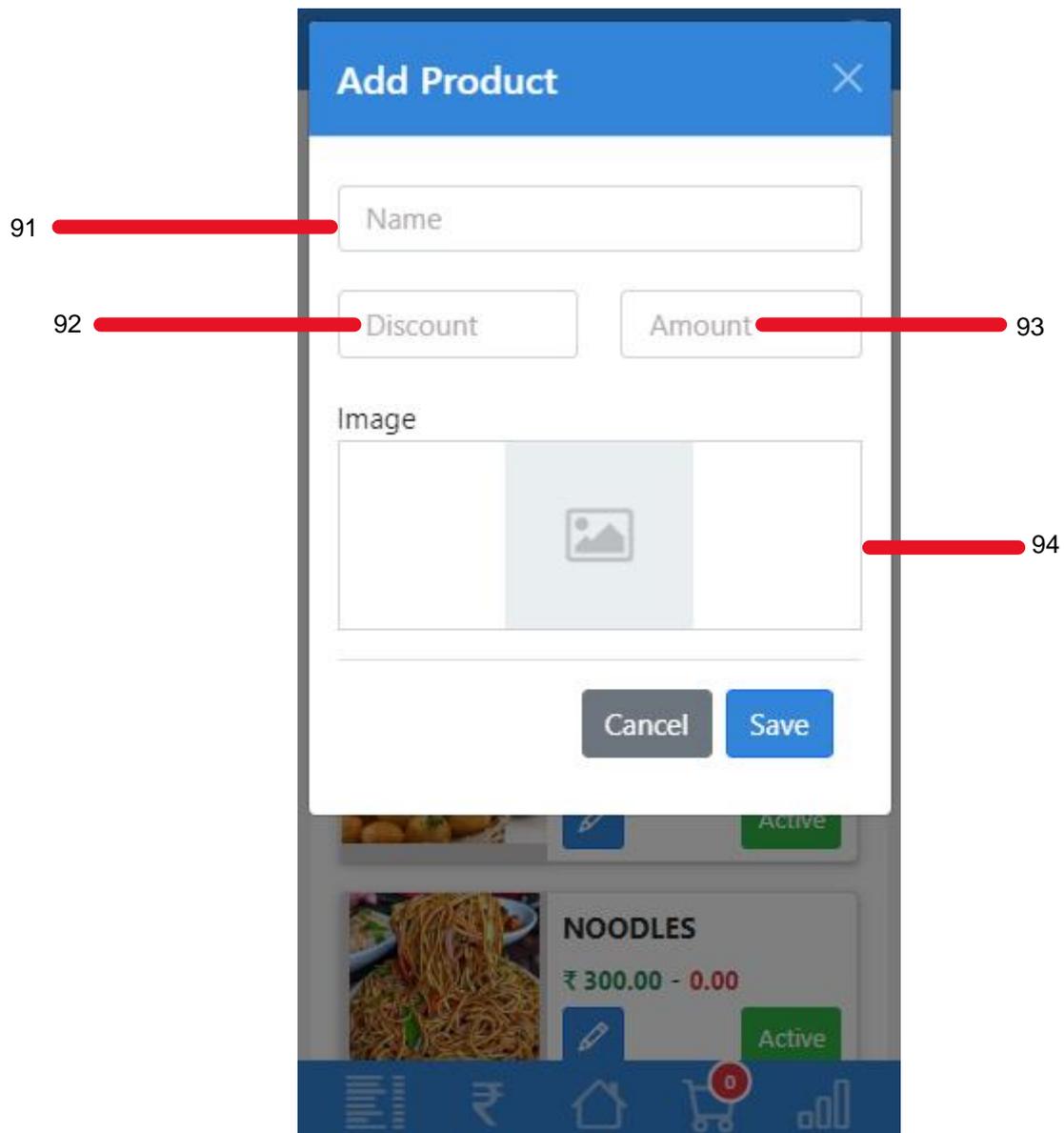
86) You can search product by its name and price.

87) Add

88) Edit

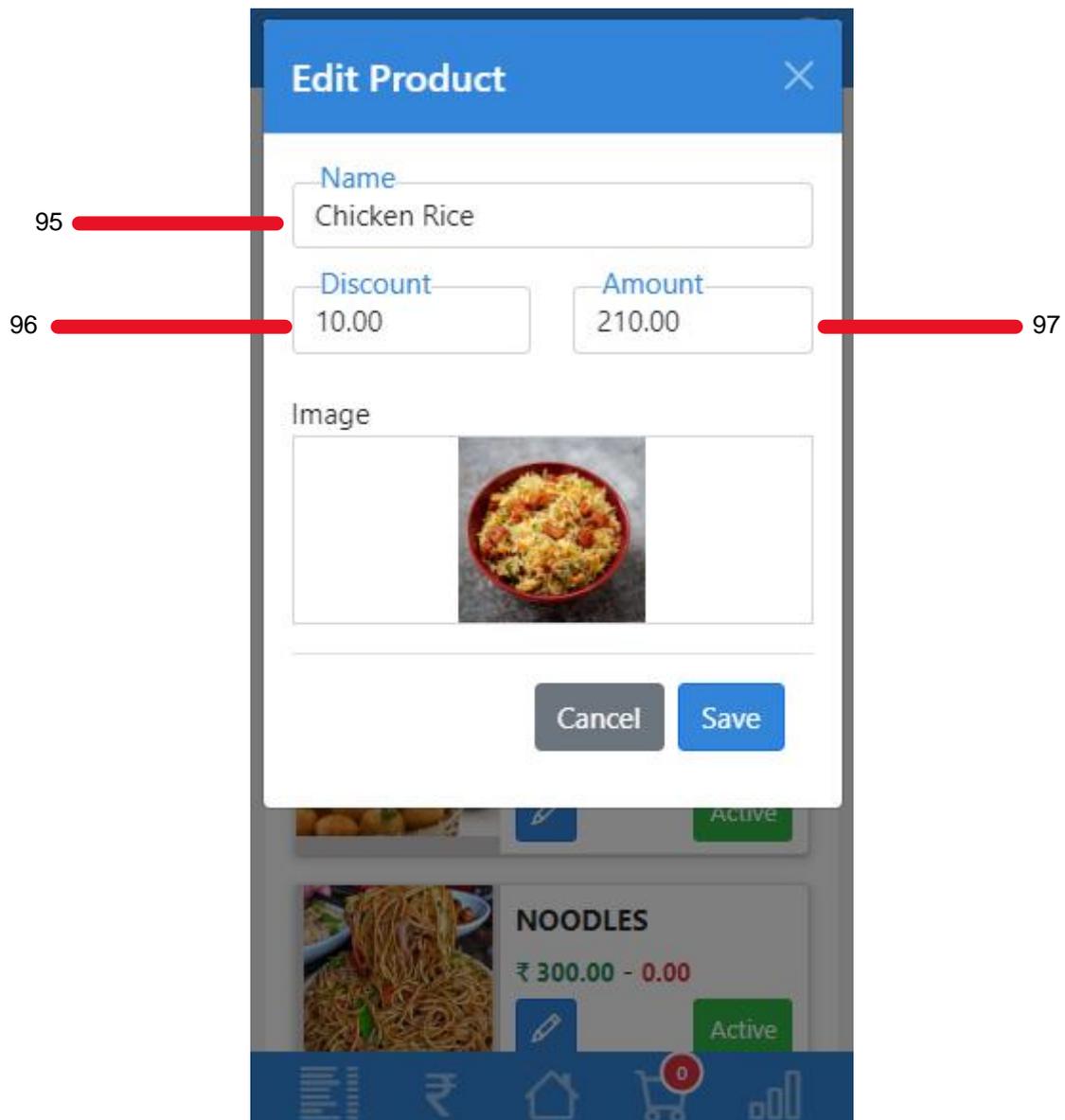
89) You can active and inactive product if you want if you inactive the product means it is not shown in sales menu.

90) Discount will show if you select generate bill mode (53).



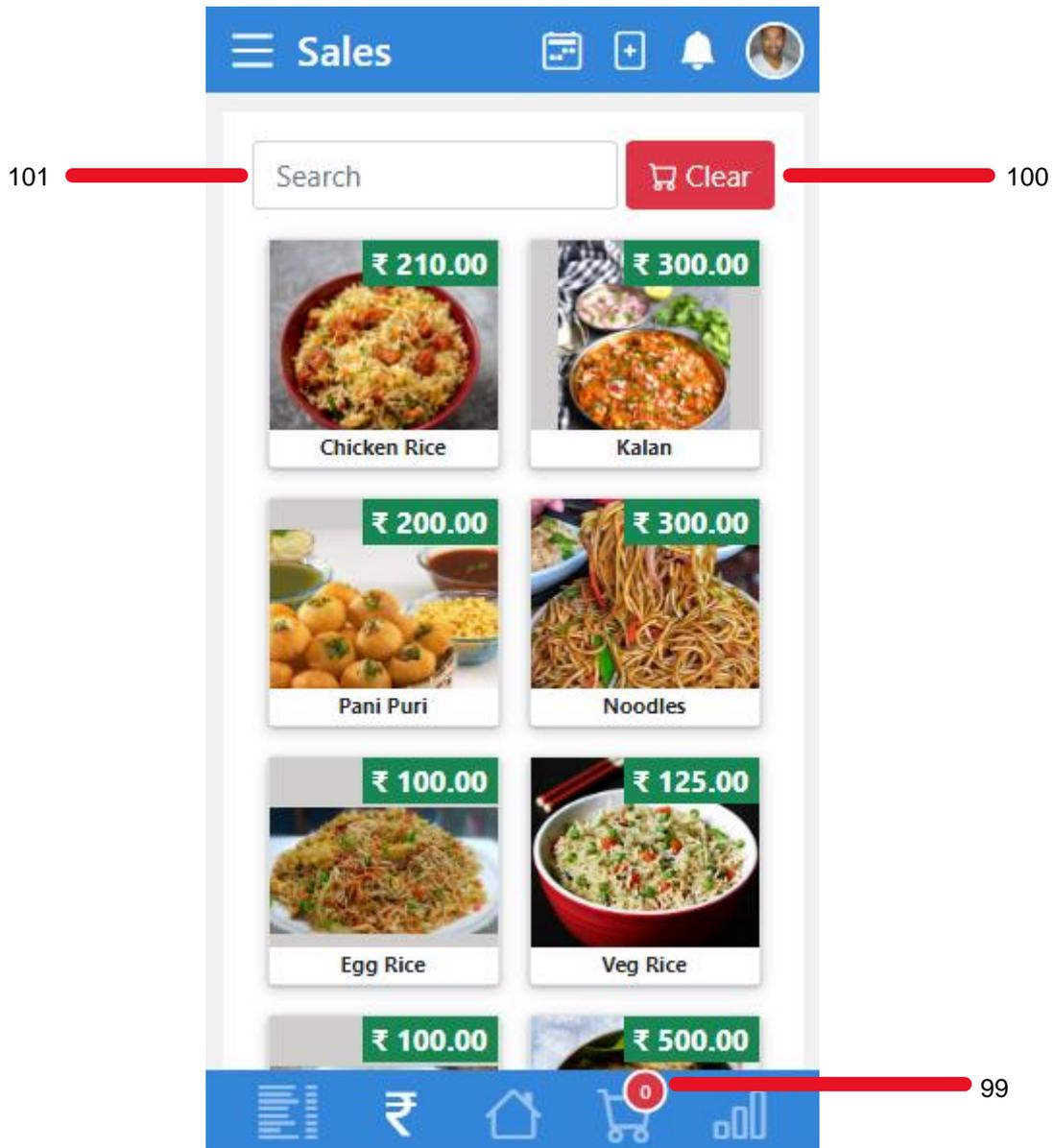
**Add Product (87):**

- 91) Enter name of your product, maximum limit is 15.
- 92) Enter discount it will less automatically in sales and you can change if you want to change this option only comes in generate bills mode.
- 93) Enter the amount of the product
- 94) Give image to that product if you want.



**Edit Product (88):**

- 95) Edit name of your product, maximum limit is 15.
- 96) Edit discount it will less automatically in sales and you can change if you want to change this option only comes in generate bills mode.
- 97) Edit the amount of the product
- 98) Give image to that product if you want and also you can edit it.



Sales page:

Generate Bills:

If you choose generate bills means it show cart option you can add product by click the image, if you press one time means qty – 1. Tap it based on your qty. you want more qty of product or you want it in decimal means click the text in that box it will open a new section you can enter it in that area.

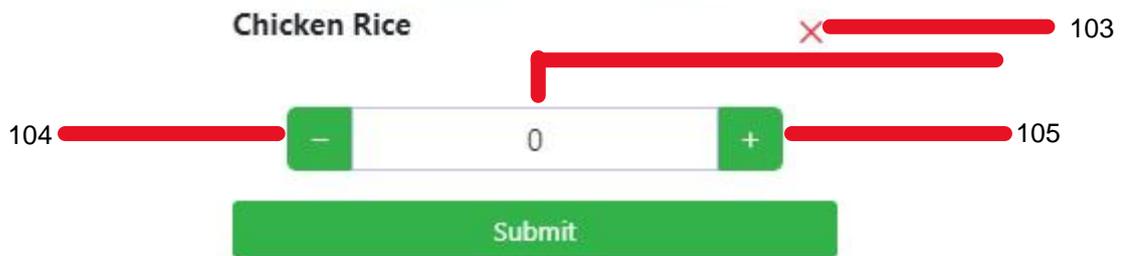
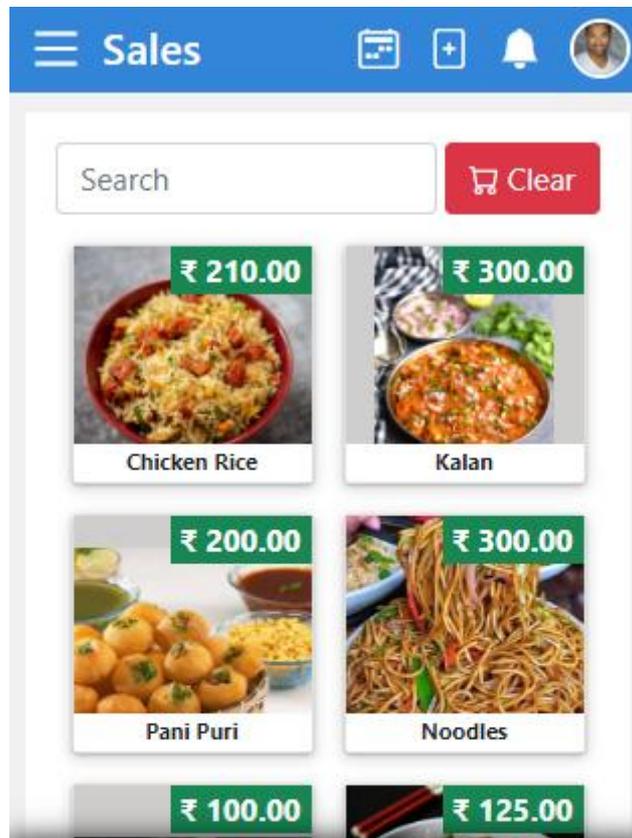
99) This is cart.

100) This is Clear button if you click it the cart will cleared.

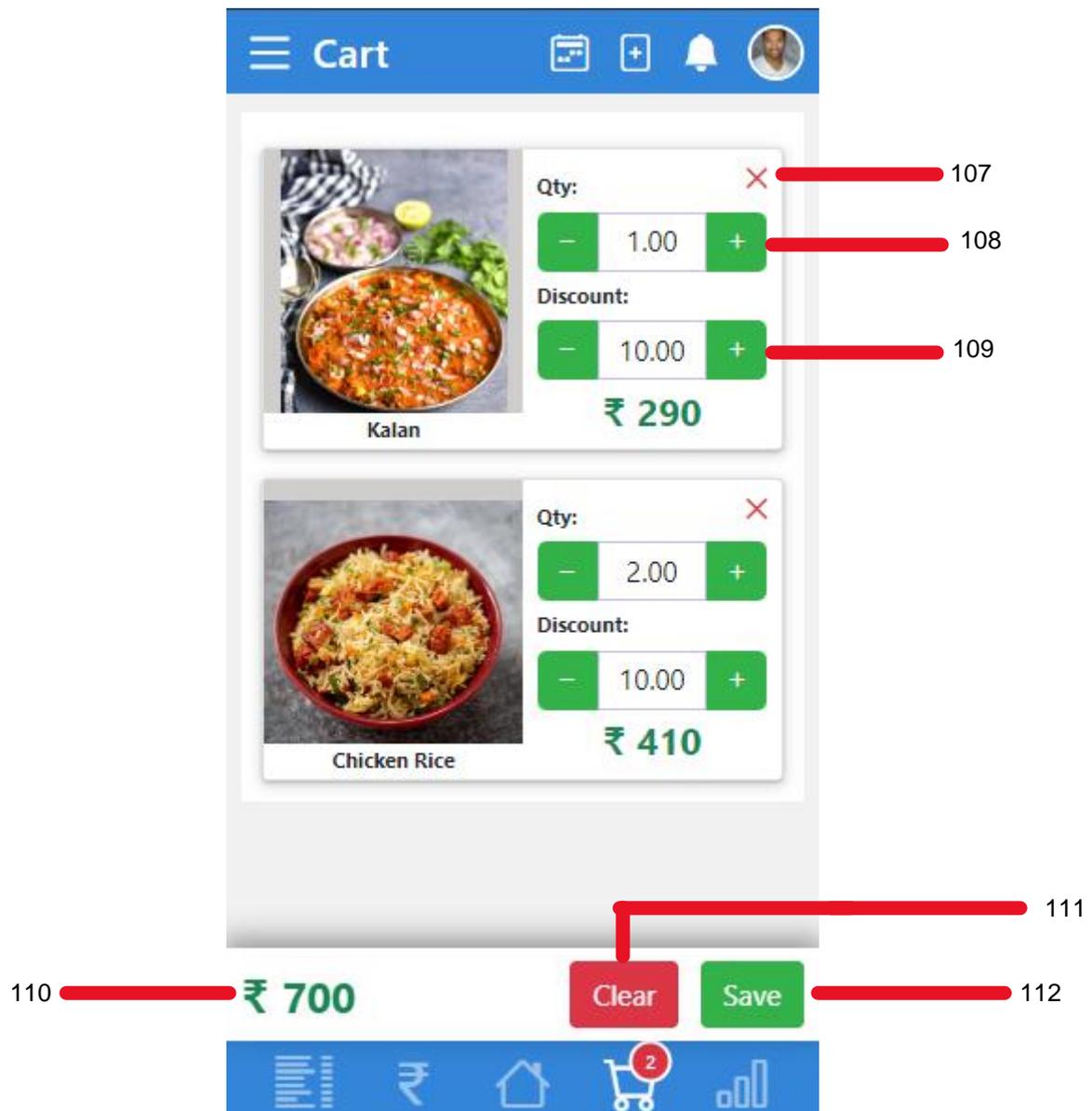
101) You can search by name and amount.

Without Bill (131):

The Cart option will not show In this concept. If you click the product it will takes as sales all the count saved in the list page we can see it later.

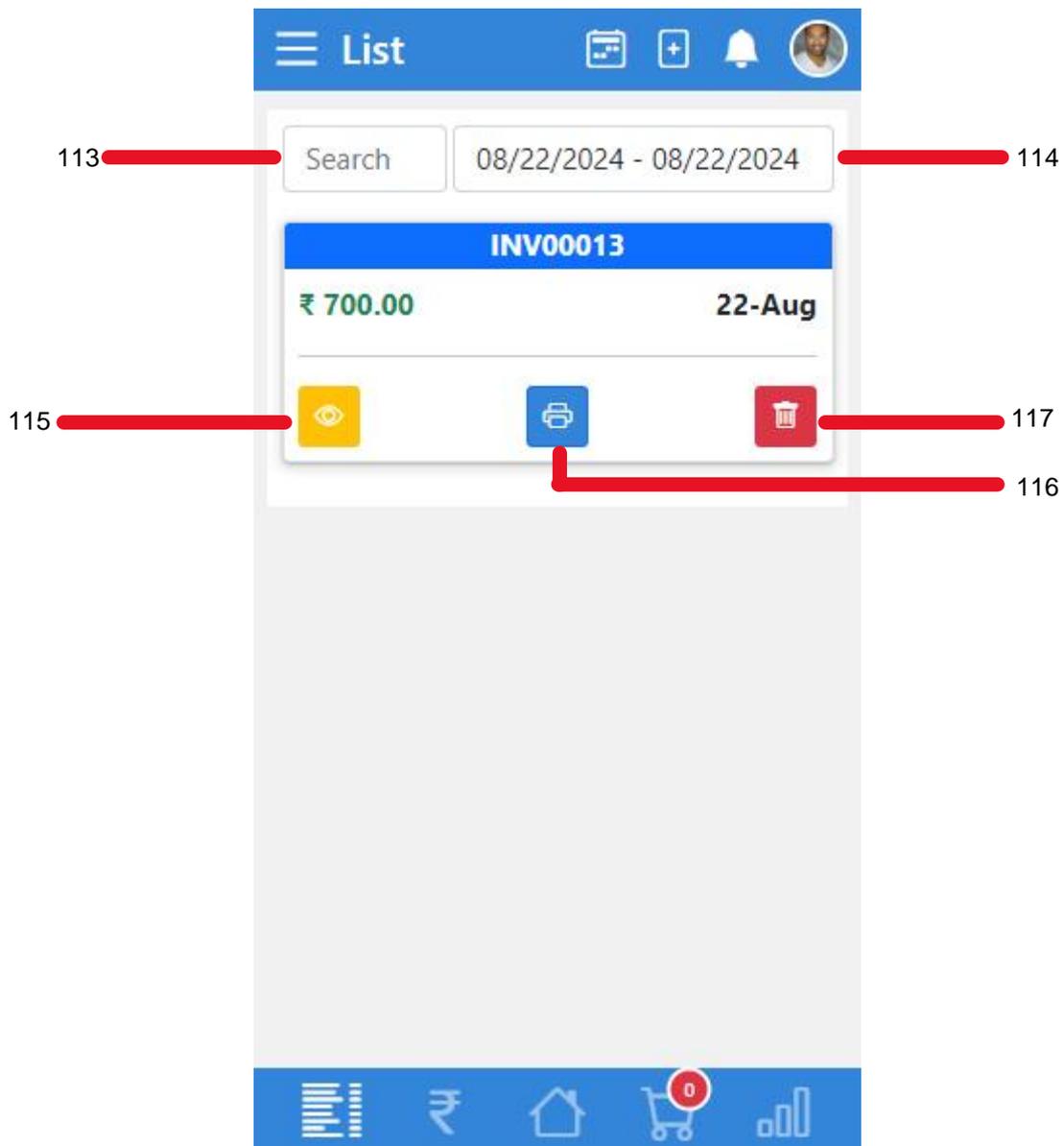


- 102) This is what I said in previous page you can enter decimal values and bulk qty in this area.
- 103) You can cancel it by clicking it
- 104) Minus qty by 1.
- 105) Plus qty by 1.



**Cart Page:**

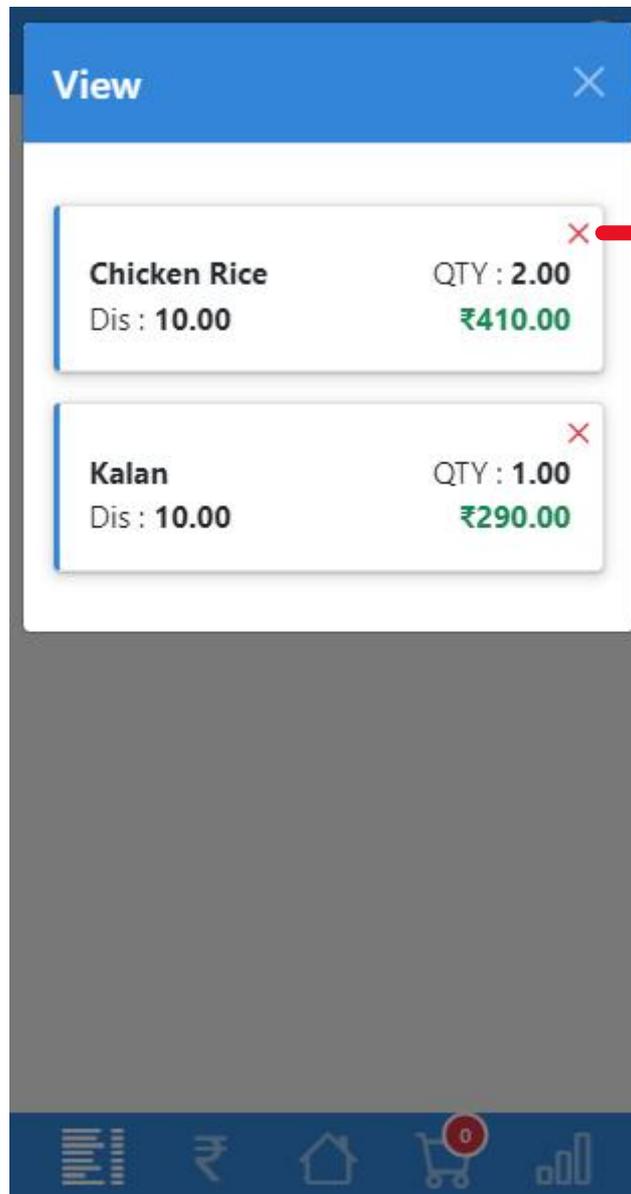
- 106) All the items are shown here.
- 107) You can cancel it here.
- 108) Qty add and minus.
- 109) Discount add and minus.
- 110) Total Price of the sale.
- 111) You can clear it all by clicking it.
- 112) Save the sales. After you save it you will redirect to list page.



**List Page:**

All the sales are come here by date. It will works in both generate bill and non-generate bill mode. In generate bills mode you can see all the sales separately if you're in non-generate bill mode all the sales are comes in one card.

- 113) Search by invoice code.
- 114) Date wise filter option also here.
- 115) View.
- 116) Print.
- 117) Delete the invoice if you want.



**View List (115):**

- 118) You can see all select items of a sales here.
- 119) You can also remove it here.

121 Food

Bus stand 122

123 No: INV00013

Date: 22-08-2024 124

125 Customer: Cash Customer

Item	Qty	Dis	Total
Kalan	1.00	10.00	290.00
Chicken Rice	2.00	10.00	410.00

Items : 2 Total Qty : 3

Subtotal: 720 126

128 Discount: 20.00

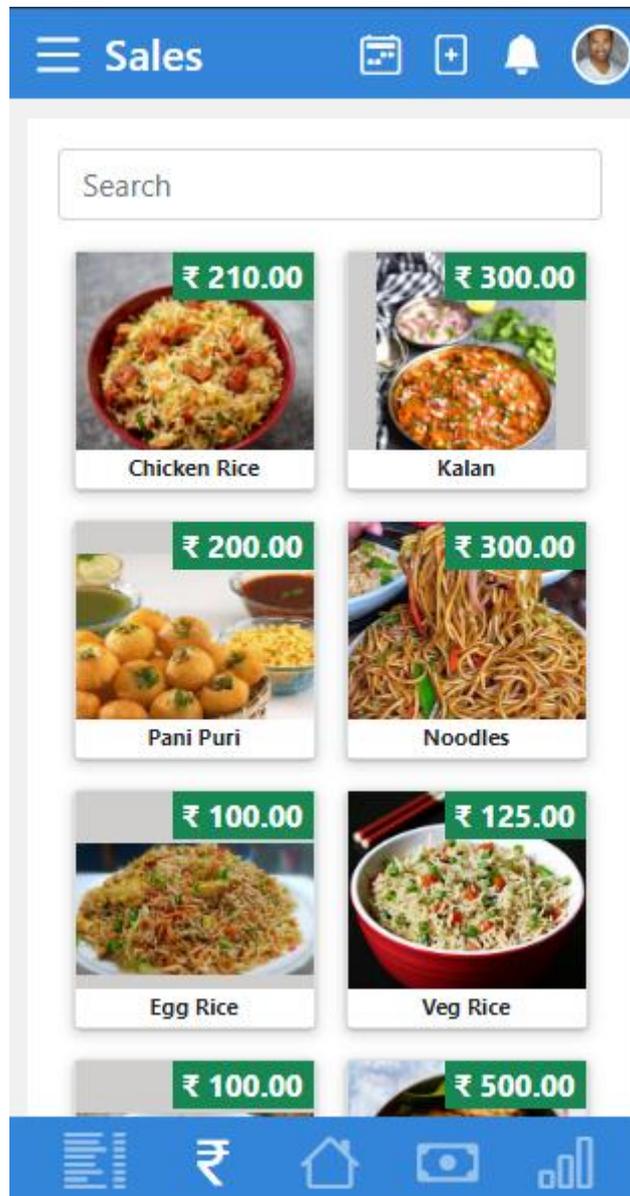
Total: 700.00 129

130 Total Savings : 20.00

\*\* Thank You. Visit Again \*\*

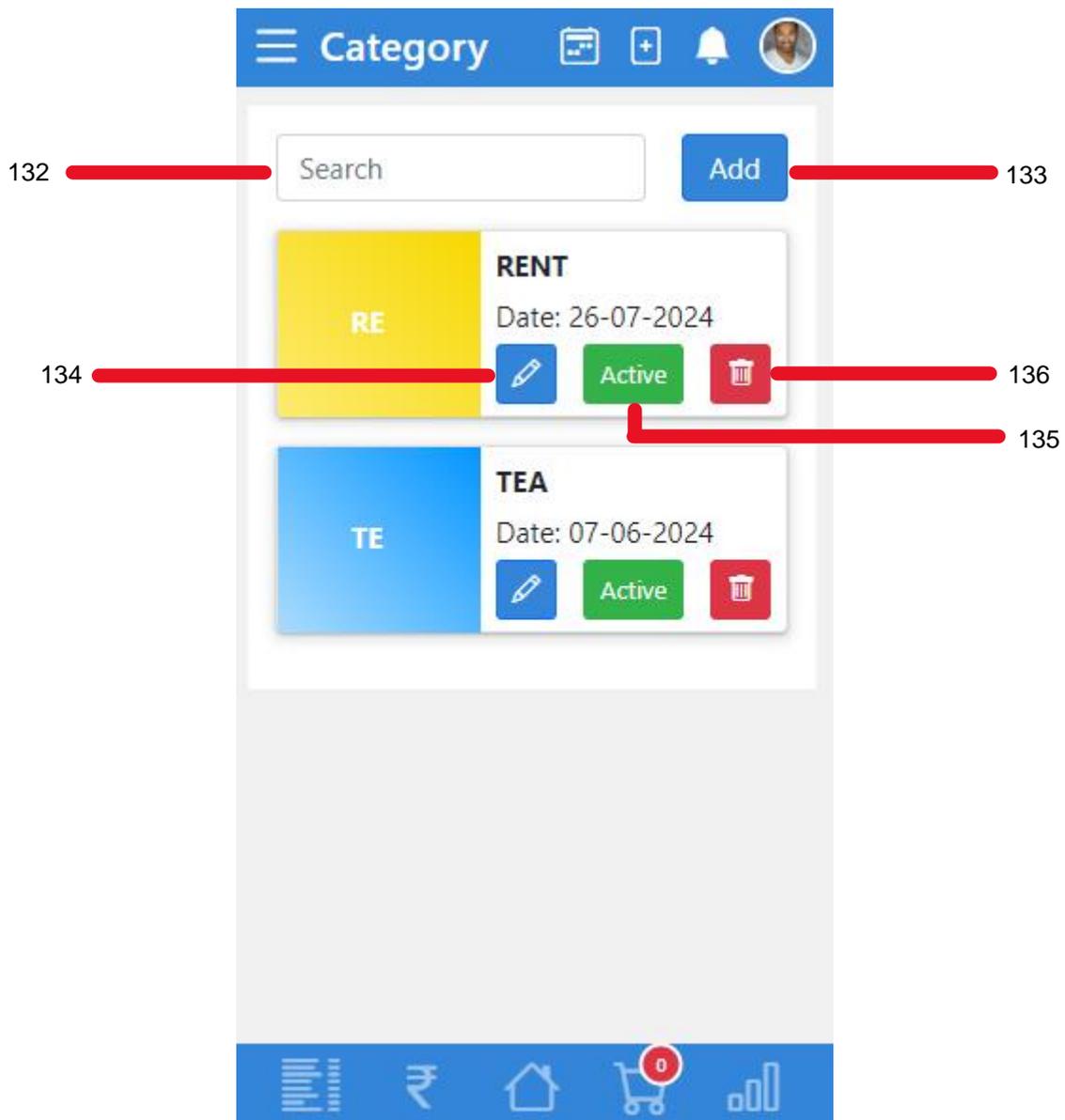
**Print (116):**

- 120) Your Mobile number comes here.
- 121) Your company name comes here.
- 122) Address comes here.
- 123) Invoice number.
- 124) Date of the bill generate.
- 125) Customer name is always cash customer.
- 126) Details of the sale items.
- 127) Subtotal without discount.
- 128) Total discount.
- 129) Grand Total.
- 130) Total savings which means discount.



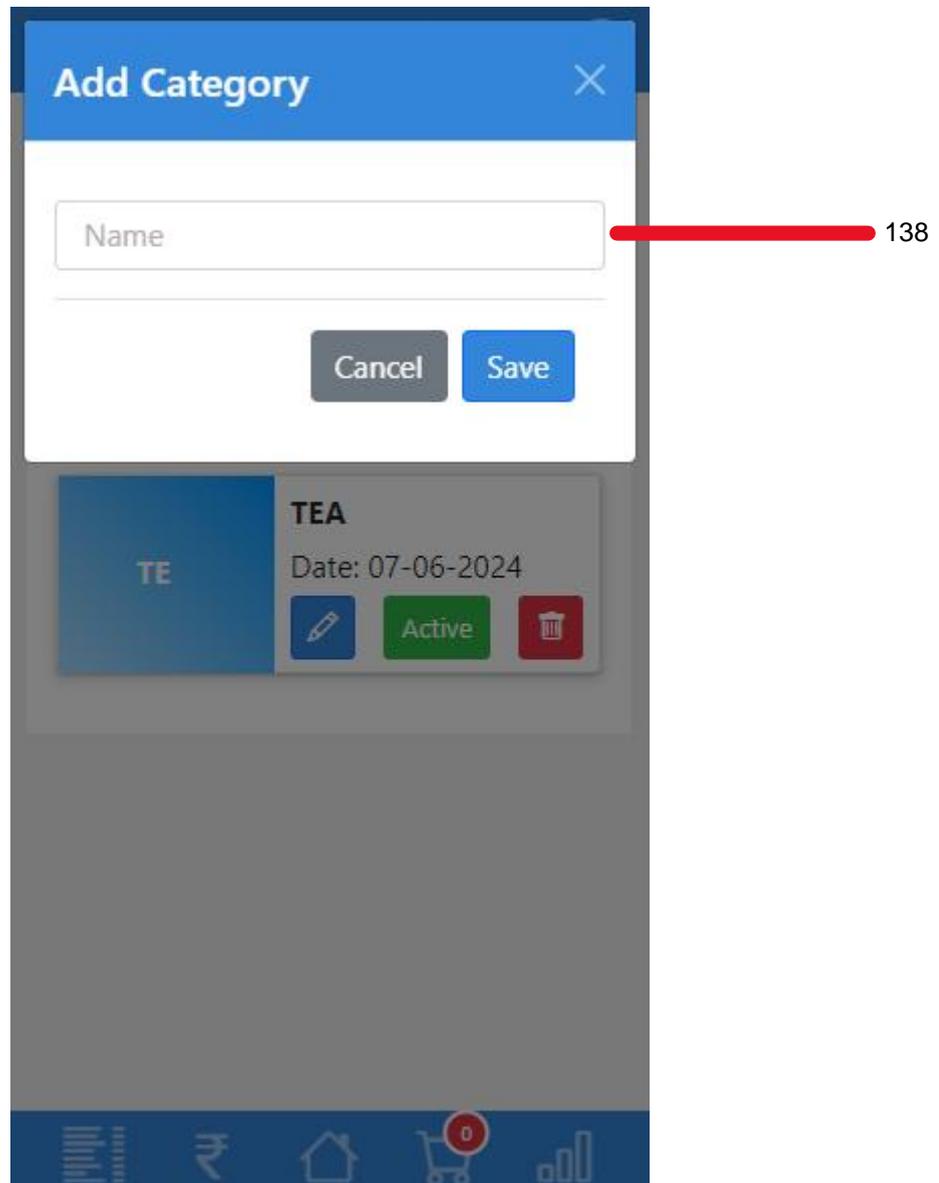
Sales Page non-generate bill mode:

131) The page will look like this if you're in non-generate bill mode.



**Expense Category:**

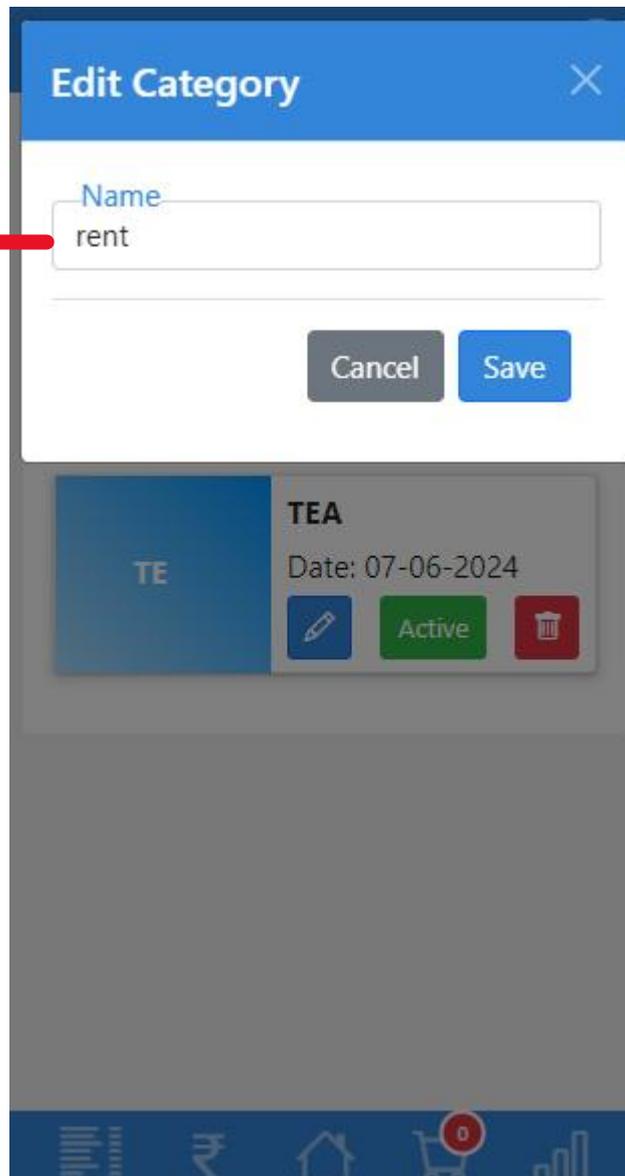
- 132) Search by category name.
- 133) Add category.
- 134) Edit category.
- 135) Active and inactive the category only active categories will show in expense add and edit place.
- 136) You can delete the category.
- 137) You can add up to 30 categories after that you can purchase extra category by Category addon pack.



**Add Category (133):**

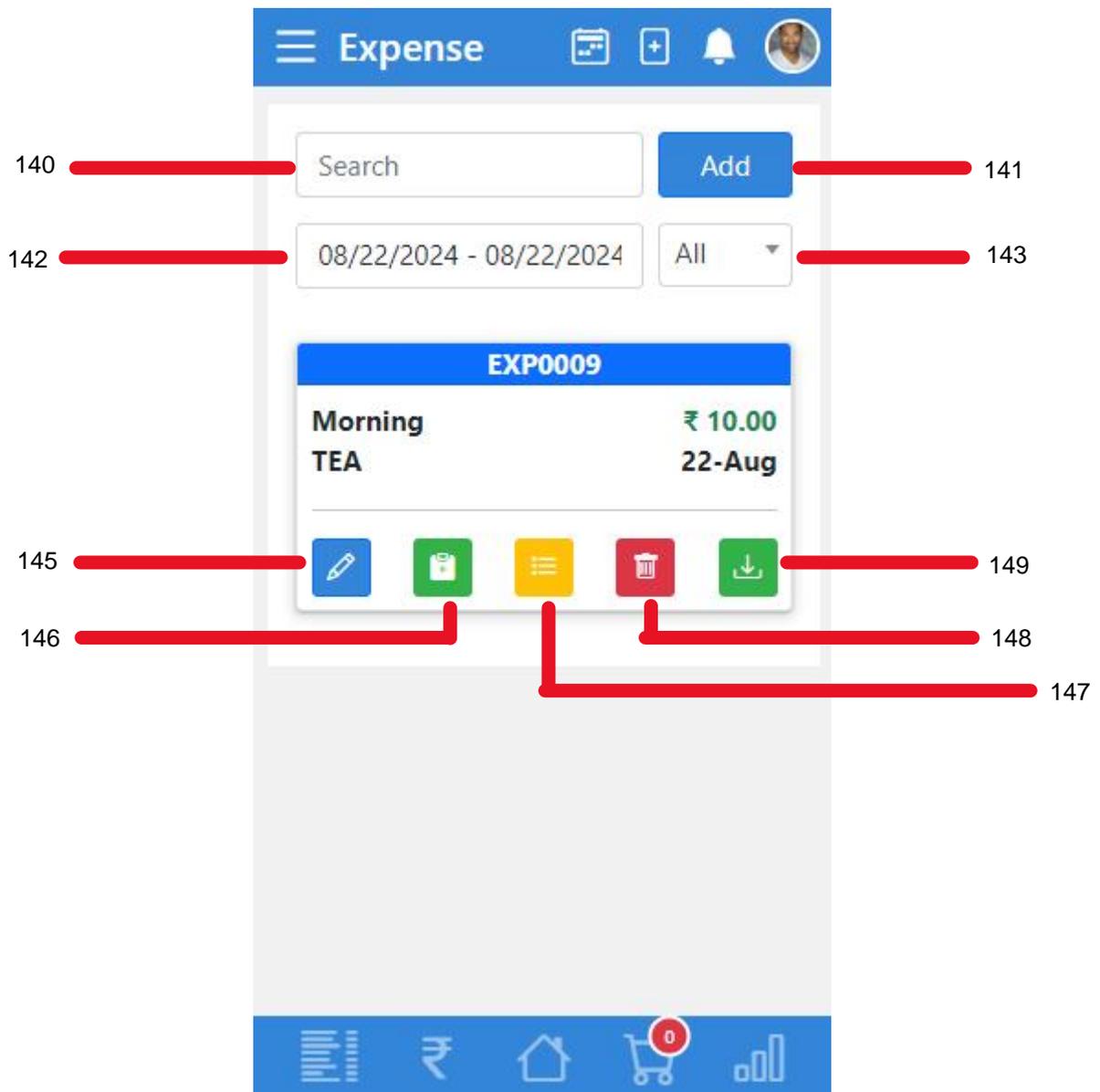
- 138) Enter name of the category.**

139



**Edit Category (134):**

**139) Edit name of the category.**



**Expense Page:**

- 140) Search by Expense code, name, notes and amount.
- 141) Add Expense.
- 142) Search by date (From date to End date).
- 143) Filter by category.
- 144) List of expense based on filter you applied.
- 145) Edit Expense.
- 146) Copy Expense.
- 147) See Notes.
- 148) Delete Expense.
- 149) Download image if you upload it.
- 150) You can get up to 300 expenses for each recharge. If you want more you can recharge by addon pack.

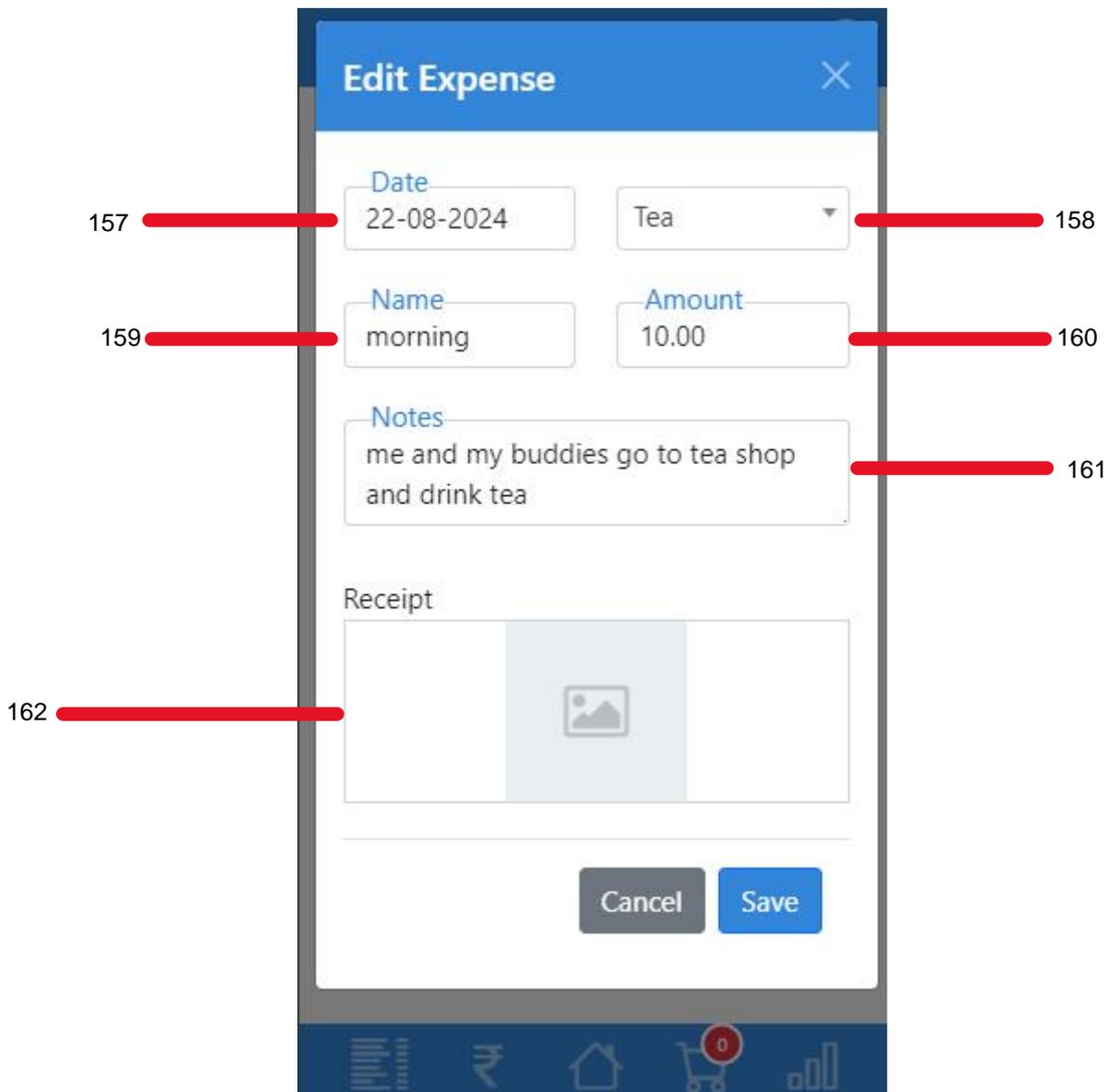
The image shows a mobile application screen titled "Add Expense" with a blue header and a close button (X) in the top right corner. The form contains several input fields and buttons:

- 151** points to the "Date" input field, which contains the text "22-08-2024".
- 152** points to the "Category" dropdown menu, which shows "--Category--".
- 153** points to the "Name" input field.
- 154** points to the "Amount" input field.
- 155** points to the "Notes" text area.
- 156** points to the image selection area, which features a central icon of a picture on a light blue background.

At the bottom of the form, there are two buttons: "Cancel" (grey) and "Save" (blue). Below the form is a dark blue navigation bar with icons for a list, a rupee symbol (₹), a home icon, a shopping cart with a red notification badge, and a bar chart.

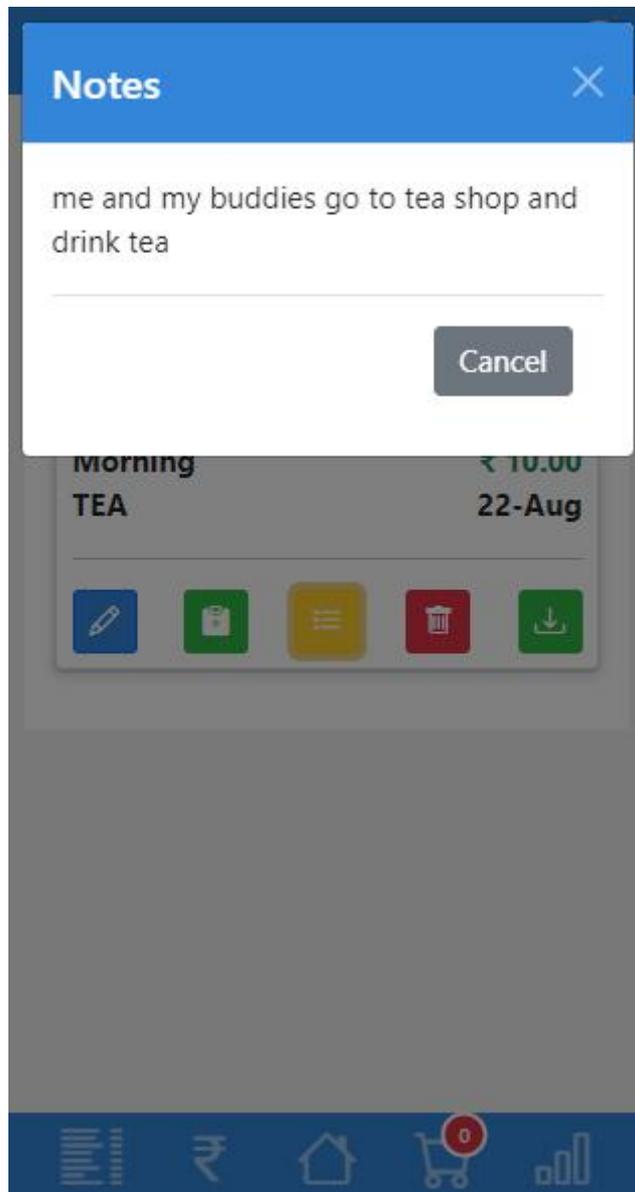
**Add Expense (141):**

- 151) Select Date.**
- 152) Select Category that you added in expense category (133).**
- 153) Enter name (short detail about the expense).**
- 154) Enter expense amount.**
- 155) Enter notes if you want.**
- 156) Select image if you want.**



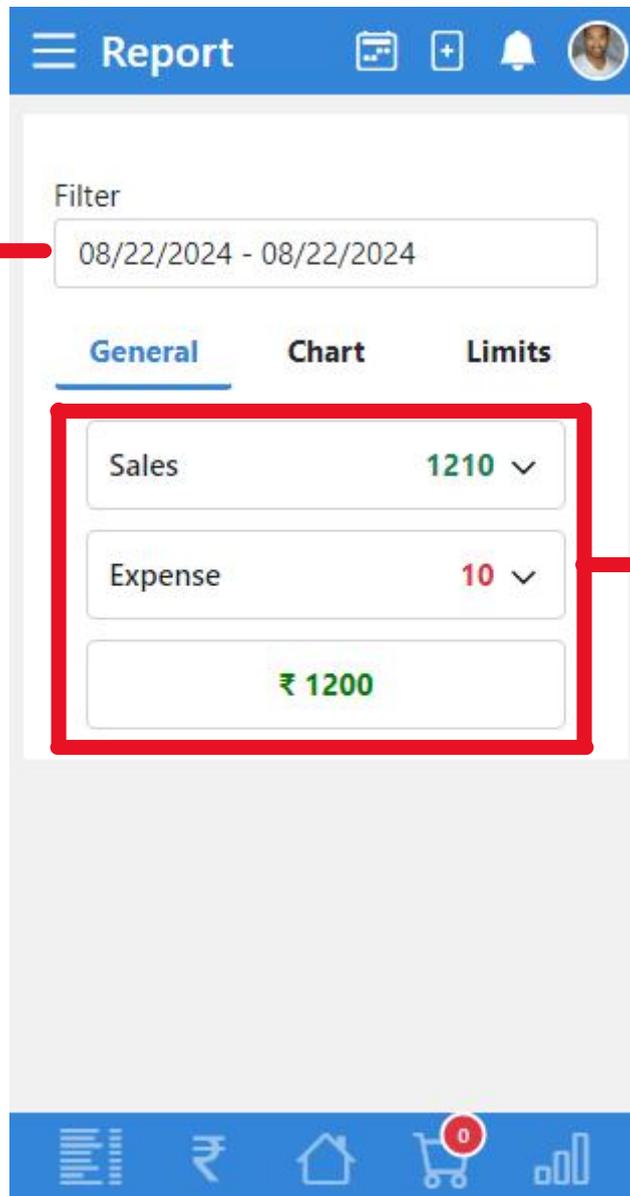
**Edit Expense (145):**

- 157) Edit Date.
- 158) Edit Category that you added in expense category (133).
- 159) Edit name (short detail about the expense).
- 160) Edit expense amount.
- 161) Edit notes if you want.
- 162) Select image if you want and also change image.



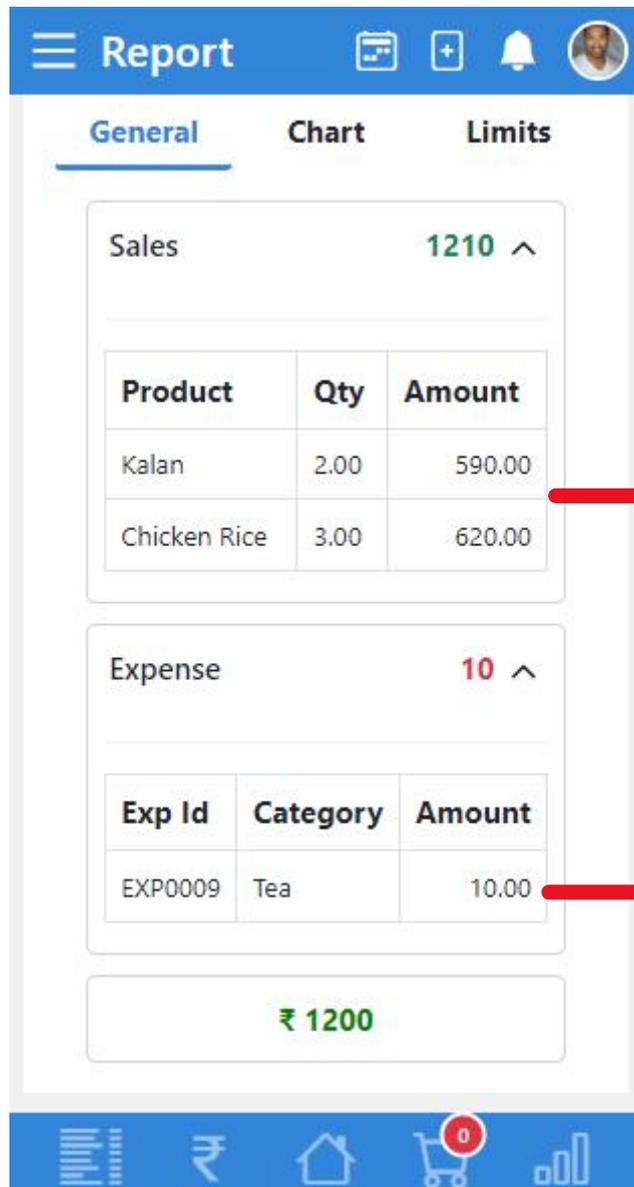
Notes modal (147):

163) You can see you notes.



**Report Page:**

- 164) You can see date wise report.
- 165) In general, we can see sales, expense and profit.

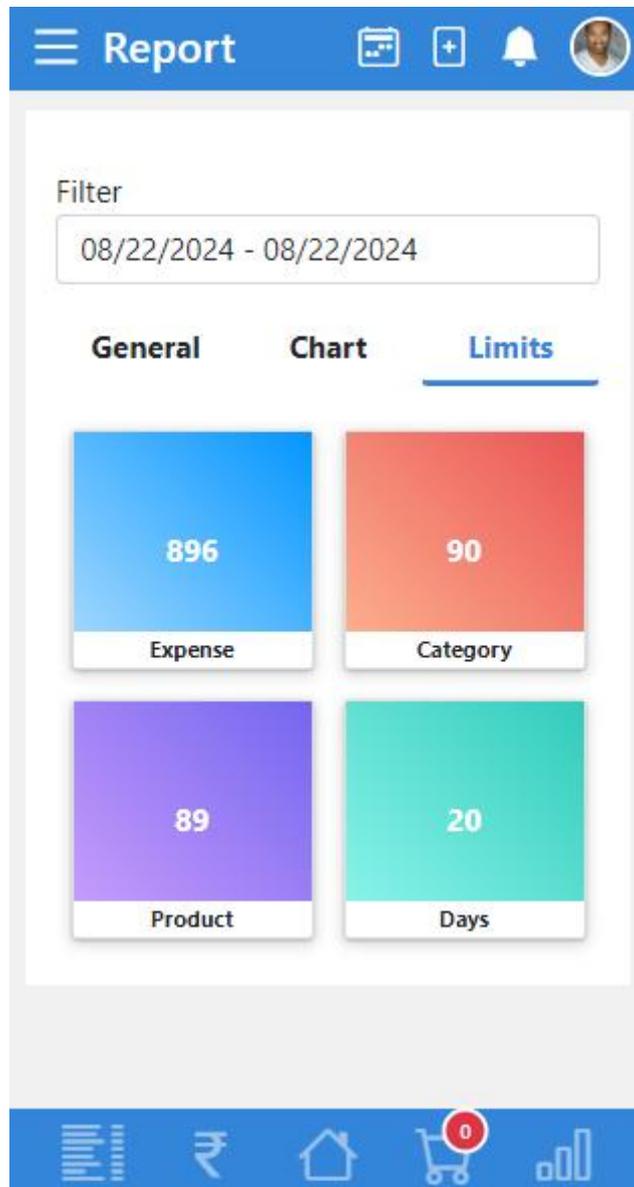


- 166) Click sales to view detailed report.
- 167) Click expense to view detailed report of expense.

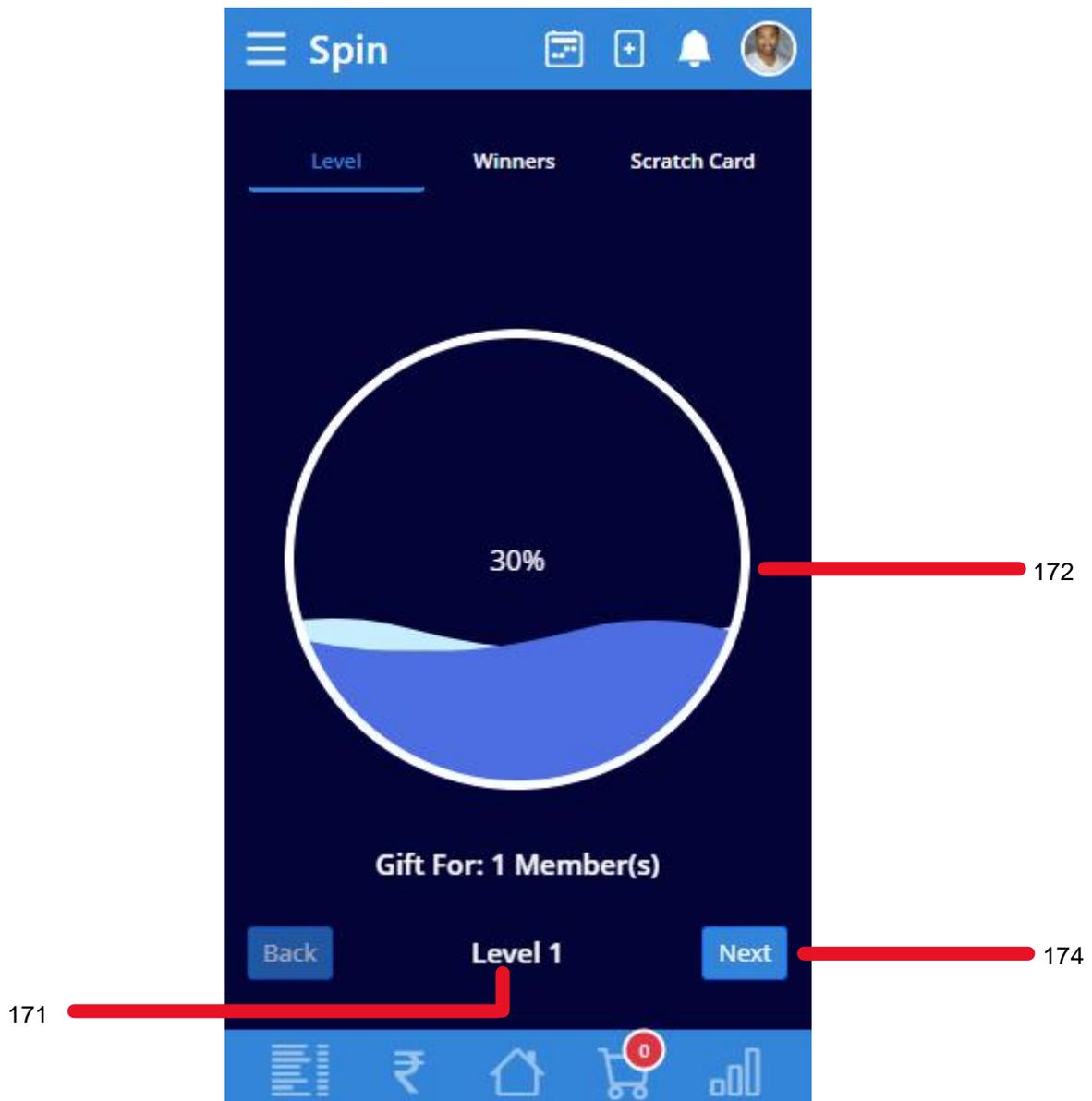


169

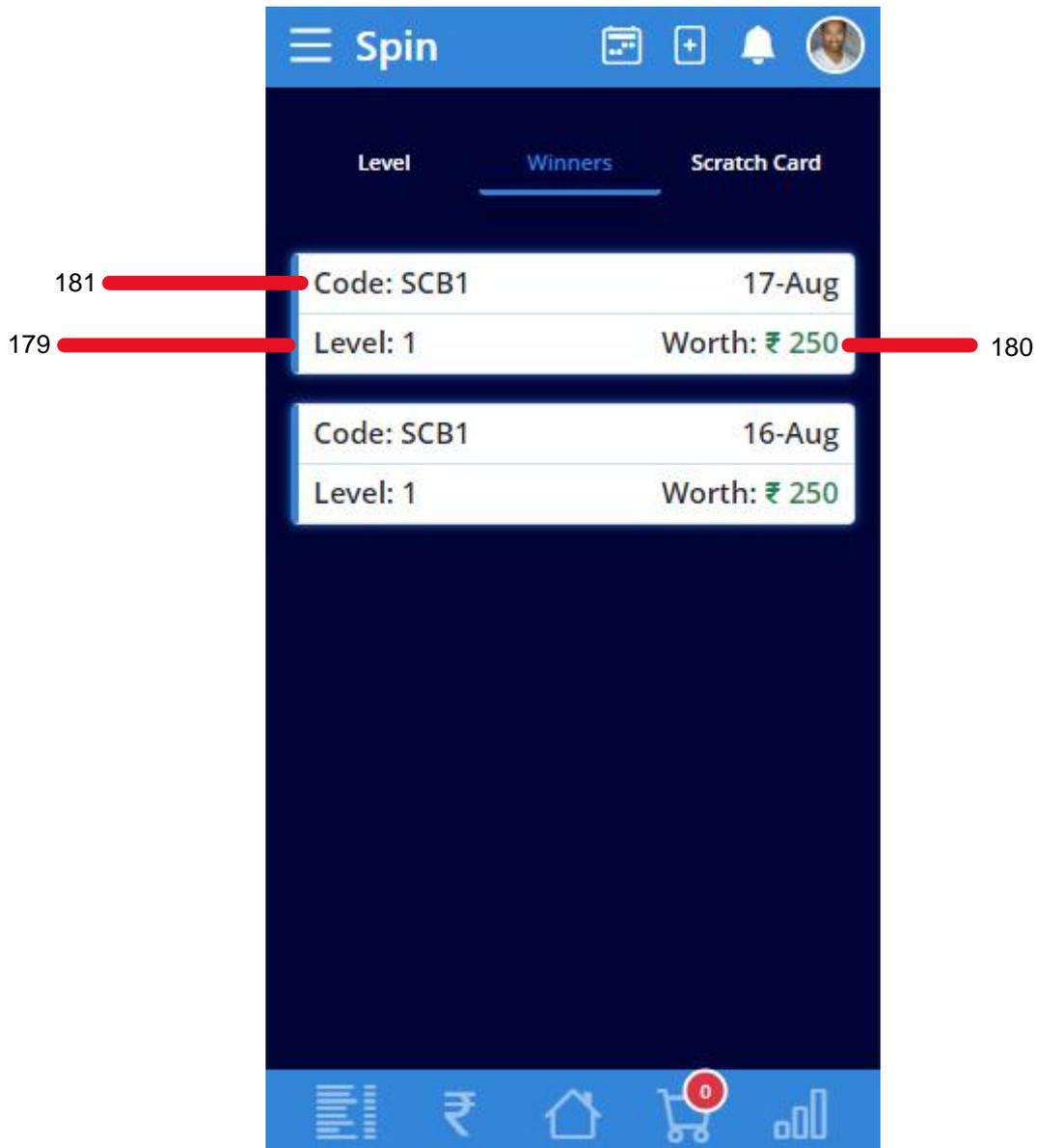
- 168) In chart, we can compare sales, expense and profit through pie chart.
- 169) Click it view separate view in pie chart.



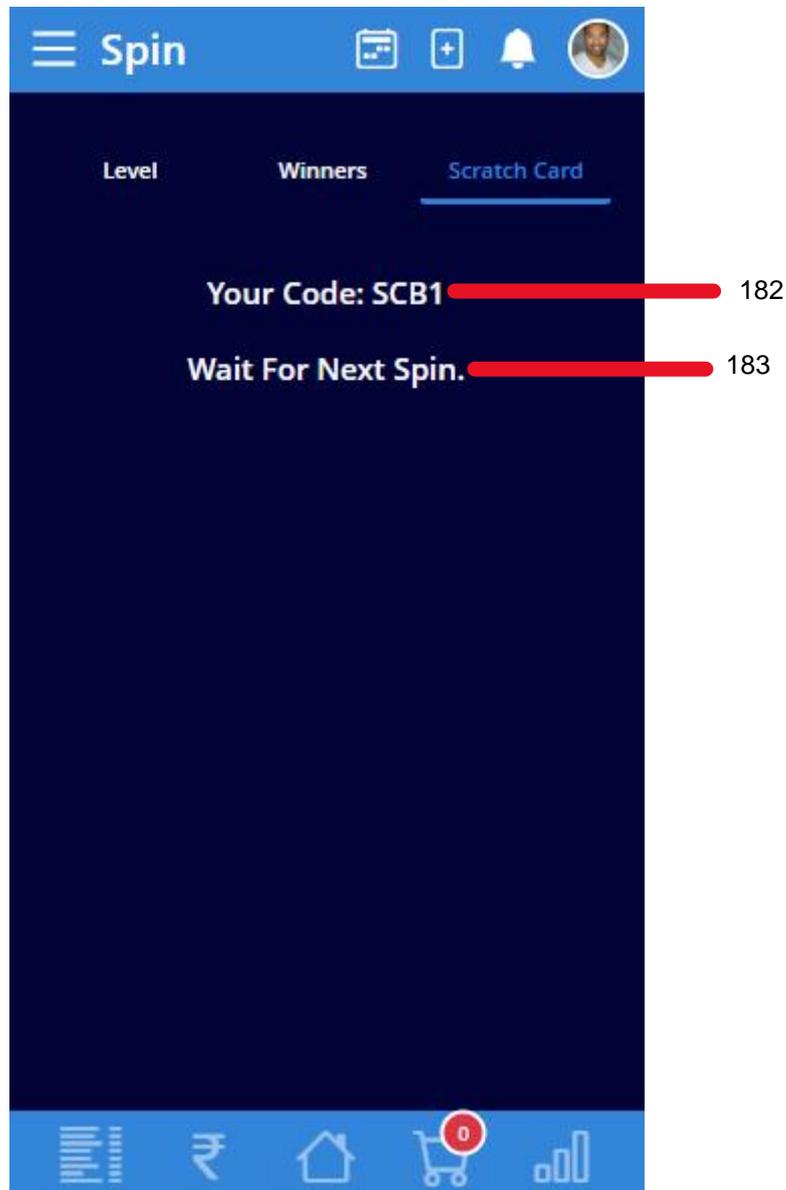
170) In Limits, see limit of your pack. Expense, Category, product and remaining days of your recharge.



- 171) In level, there are 100 levels in level tap, each level has some limit. The limit mention here is recharge count of people for a particular month. Currently we are fix 10<sup>th</sup> date of each month is the spin date. For example, 11-08-24 to 10-09-24 is the date for recharge people who lay between these days are able to participate in this spin. This will continue every month. The spin time is evening after 7'O clock.
- 172) This shows percentage of people who join in this current spin.
- 173) For example, the first level limit is 10 means if the count of recharge exceed 10 it will go to next level.
- 174) You can see next level by clicking it.
- 175) Before spin We check what level people reach, we give gifts based on the last level. We take only last level not all levels.
- 176) Price amount is 25% of people recharge amount, We take only one recharge amount per person. And also count as one. One person is equal to one count whether he recharge too many packs also it considers as one in this spin count.
- 177) First 10 level we gift one person in each level after next 10 level each level we gift for 2 persons. It will increase in each 10 level by 1.



- 178) You can see all the winners here.
- 179) Level.
- 180) Gift worth.
- 181) Your company code.

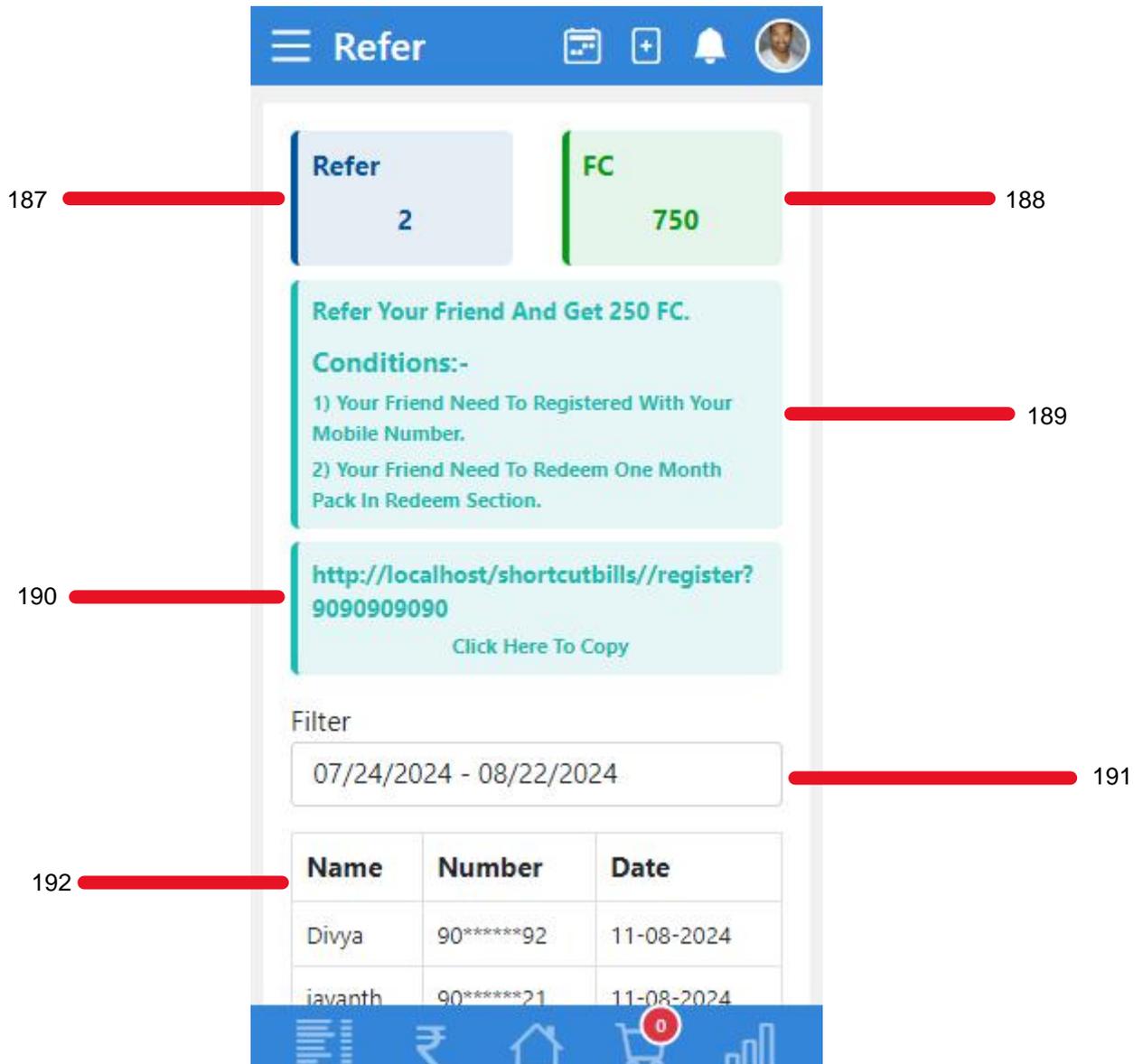


182) Your company code.

183) Scratch card will appear in 10<sup>th</sup> date of each month you can scratch the card and know who wins the spin.

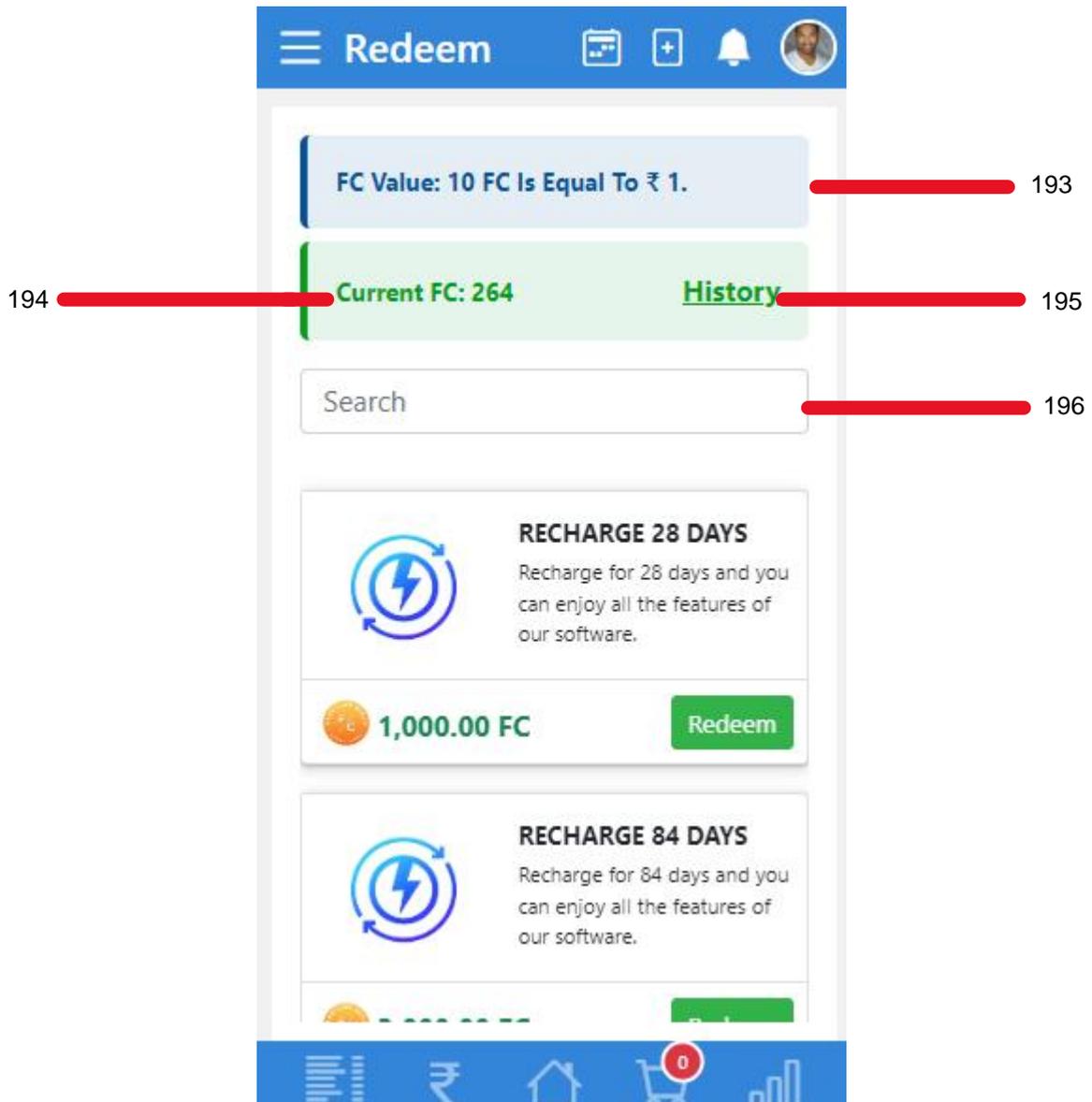
184) We call you next day and collect your details and give you 3 options of gifts, within 1 to 2 week you will receive your gift.

185) We come to your place and give you that gift to you and take photo of it and post it in our software post page.



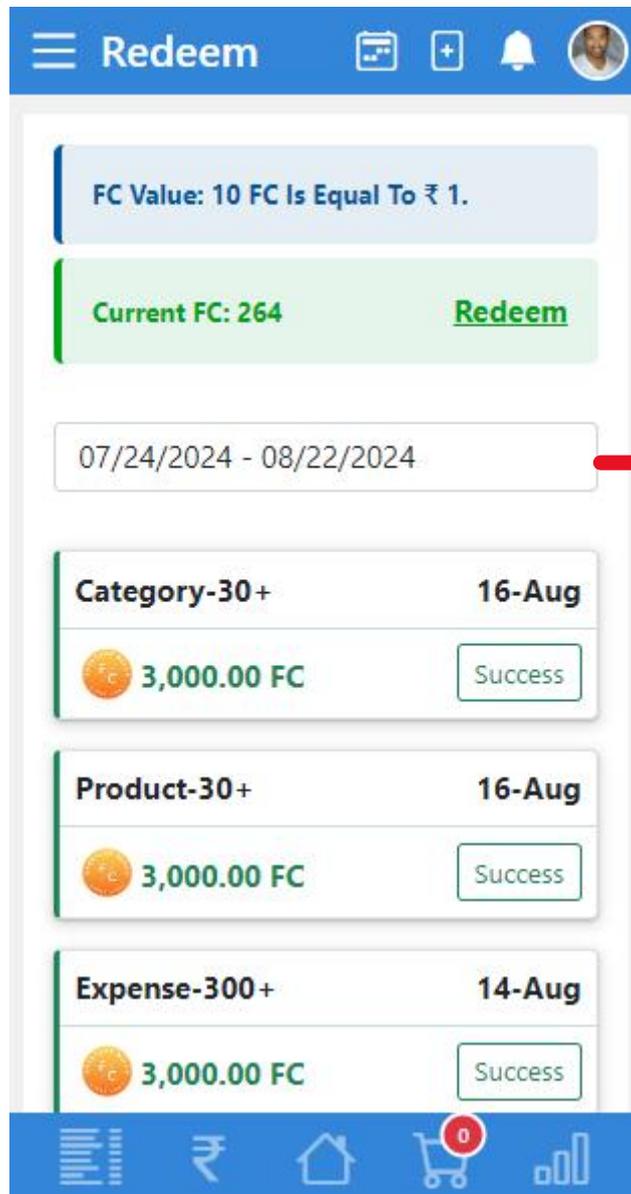
**Refer Page:**

- 186) You can refer your friend and get up to 250 FC for each refer.
- 187) Refer count.
- 188) Fc from refer.
- 189) Refer condition.
- 190) Refer Link.
- 191) Date filter. See date wise refers.
- 192) People who referred by you.



#### Redeem Section:

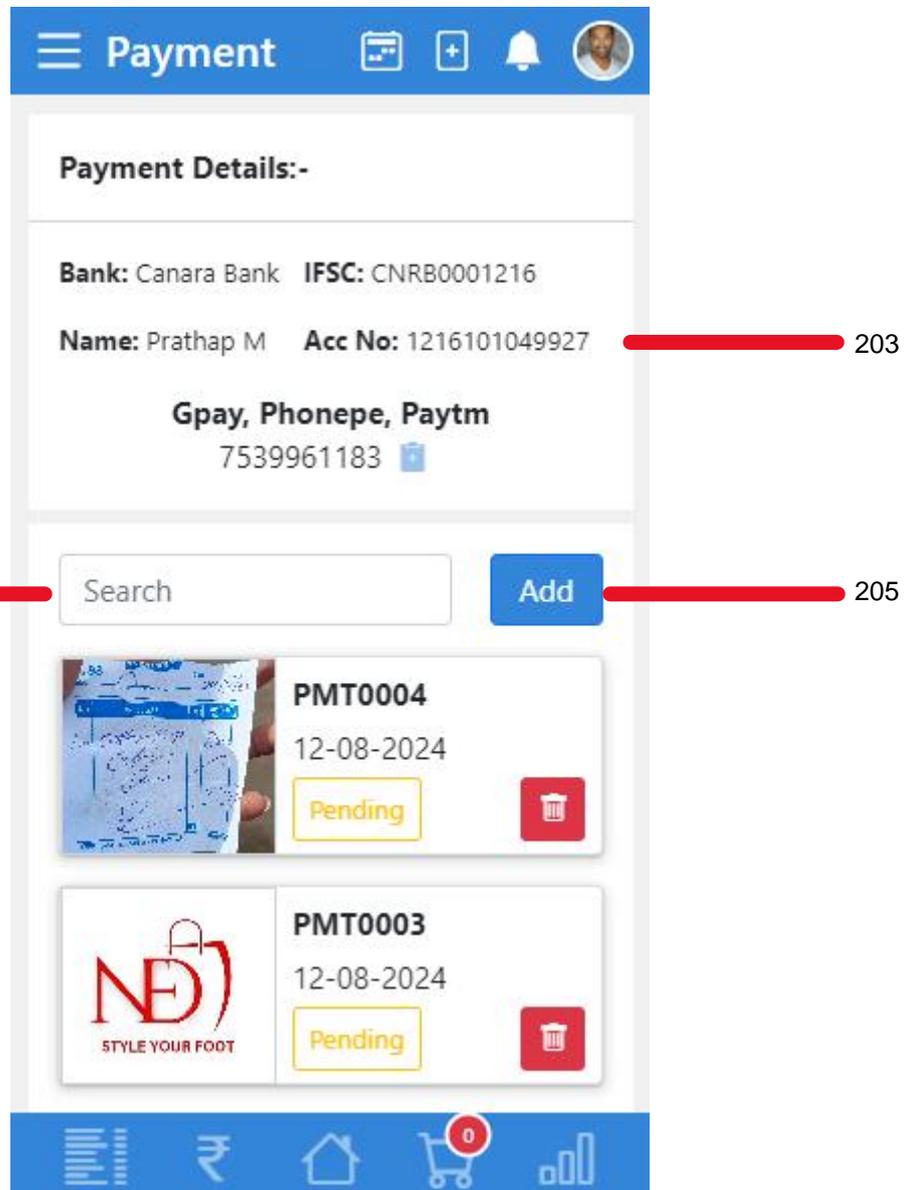
- 193) 10 FC is equal to Rs. 1.
- 194) Current FC in your wallet.
- 195) History page.
- 196) You can search by pack name.
- 197) You will recharge your pack in this area.
- 198) Addon pack also comes here.
- 199) Some products will come here you can buy it using FC.
- 200) Product will reach you in 2 weeks from redeem date.



202

History Page (195):

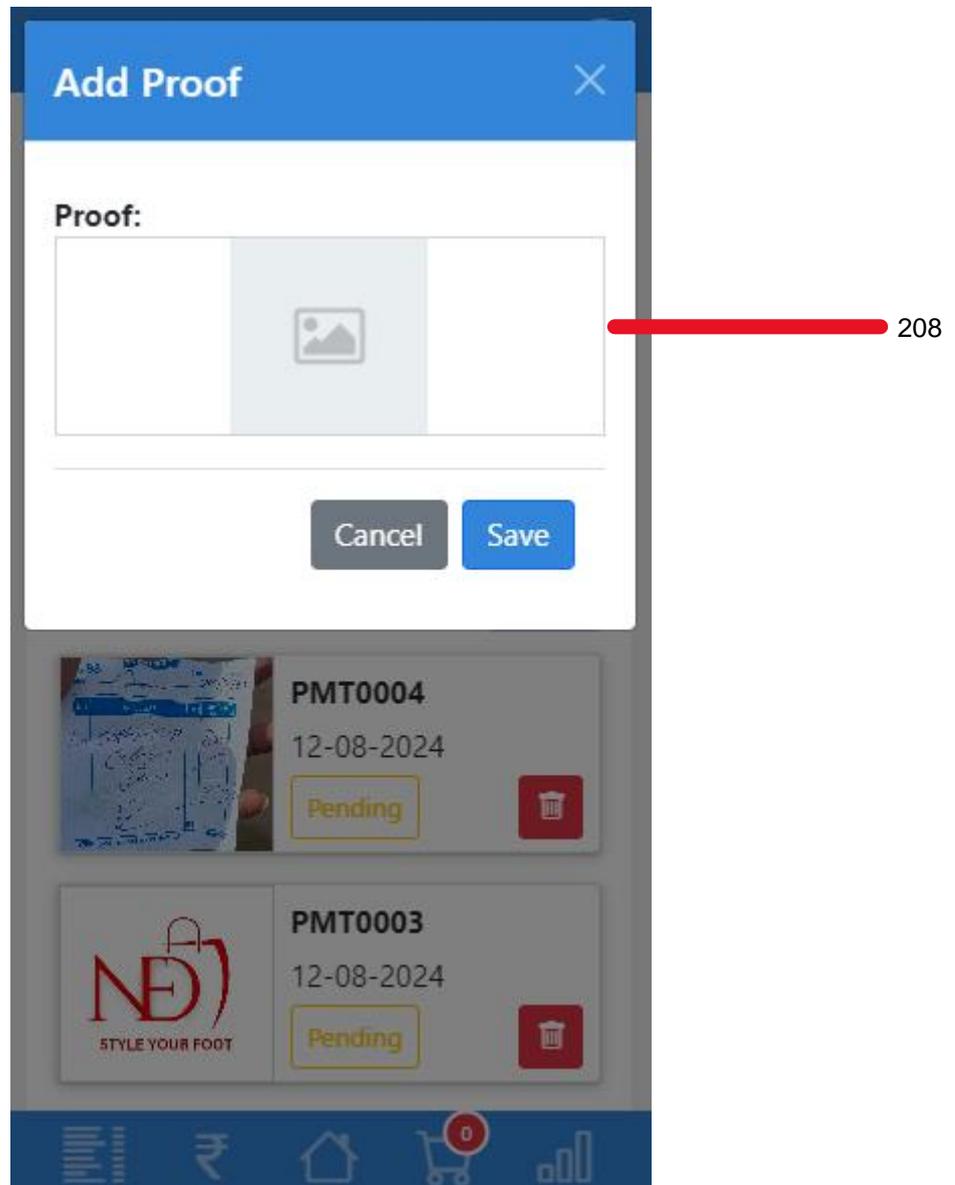
- 201) Redeem history.
- 202) See date wise details.



**Payment Page:**

Pay to get FC and use FC to redeem, recharge addon packs and Products. Your payment will verify in 24 hours. And then if its approved, the FC will be credited in your wallet.

- 203) Payment Details.
- 204) Search by payment code.
- 205) Add Payment.
- 206) List of previous payments.
- 207) Click the image to view in full screen.



**Add payment (205):**

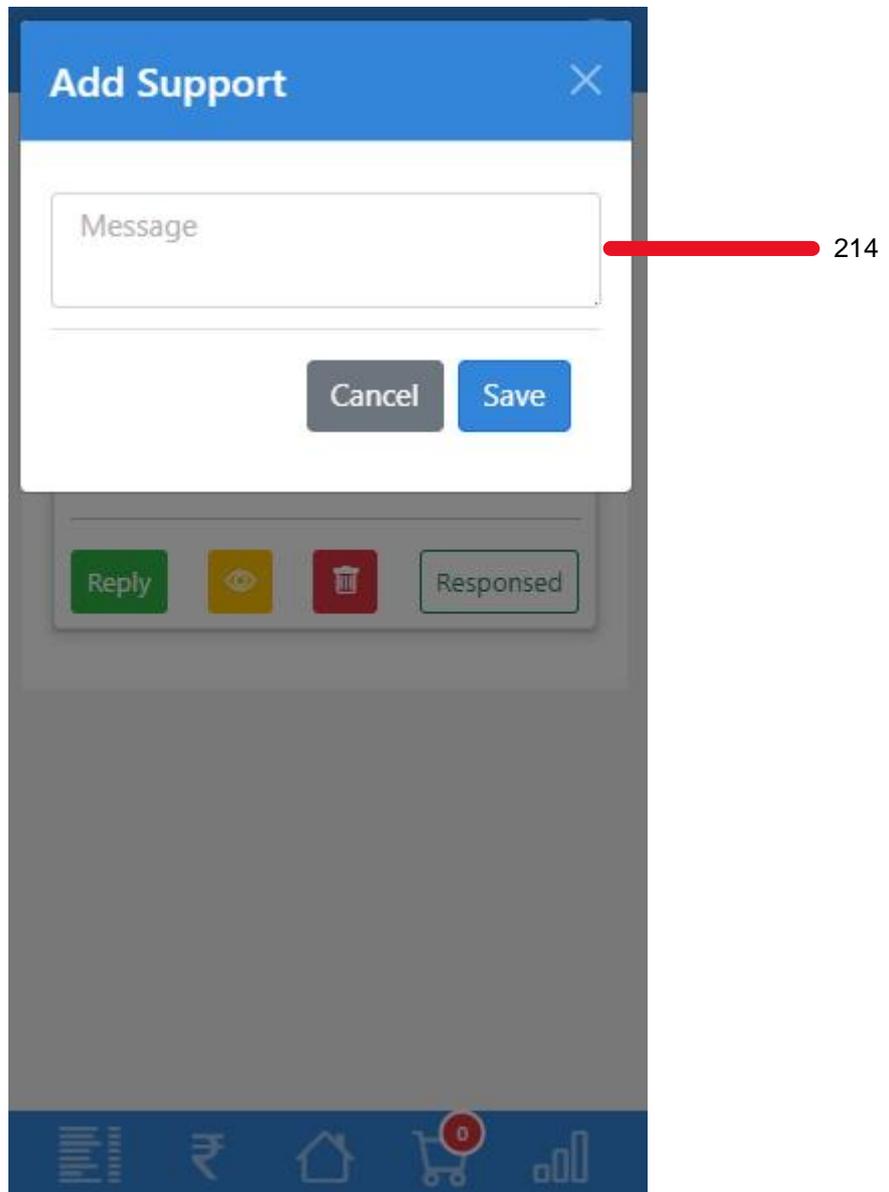
- 208) Upload the screenshot of your payment details here. We will verify it.



**Support Page:**

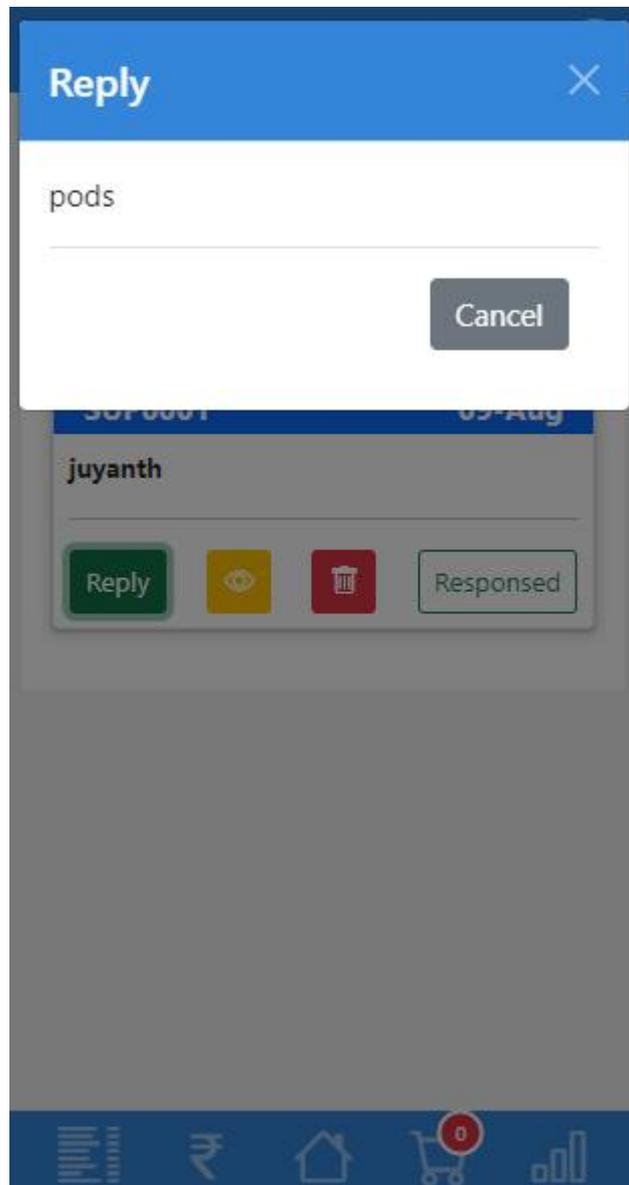
If you have any doubts or queries you will ask it here. You can ask also technical improvement or module you want.

- 209) Search by code.
- 210) Add.
- 211) Reply.
- 212) View.
- 213) Delete your message if it responded.



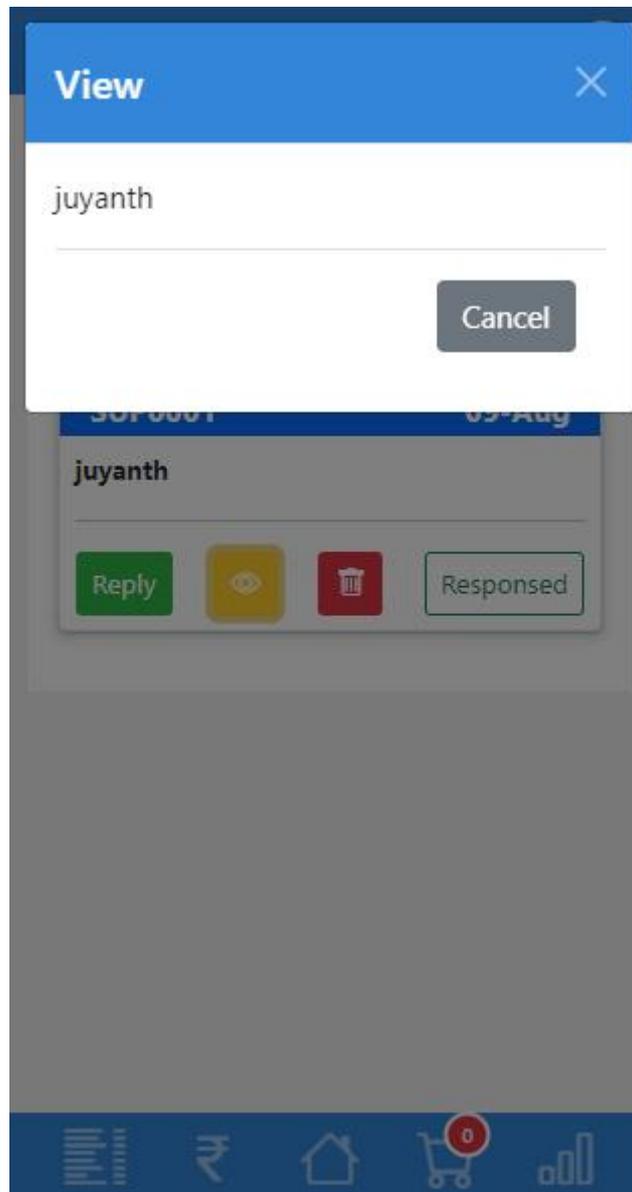
**Add support (210):**

**214) Add message here.**



**Reply Modal (211):**

215) You can see our replay here.



**View Modal (212):**

**216) View your typed message at any time.**



**FC (Future Cash):**

- 217) You can use this coin to redeem whatever you want in redeem section and also it is usable in post area.
- 218) All our upcoming events and some other money related thing combine with this FC coin.

**Thank You.**