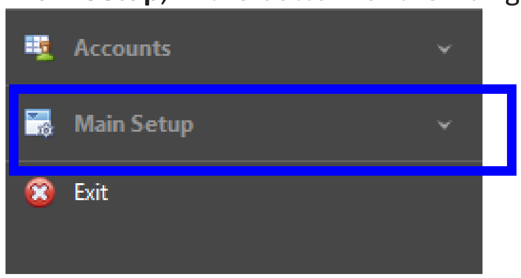
# Main Setup

## Table of Contents:

## 1. Introduction

This guide will help you to setup your software, by adding the main information.
To access this feature, click on **Main Setup**, in the bottom of the Navigation Bar.



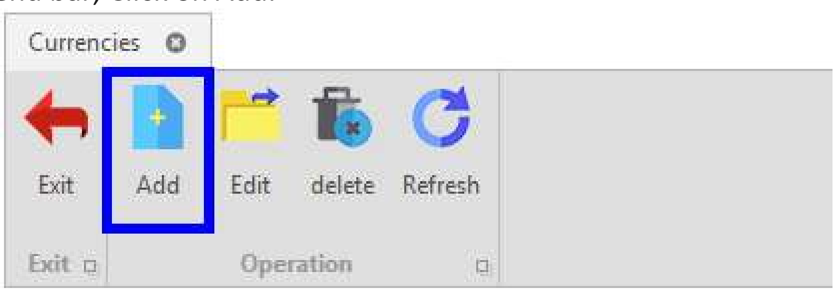

## 2. Currencies

a. Add Currency

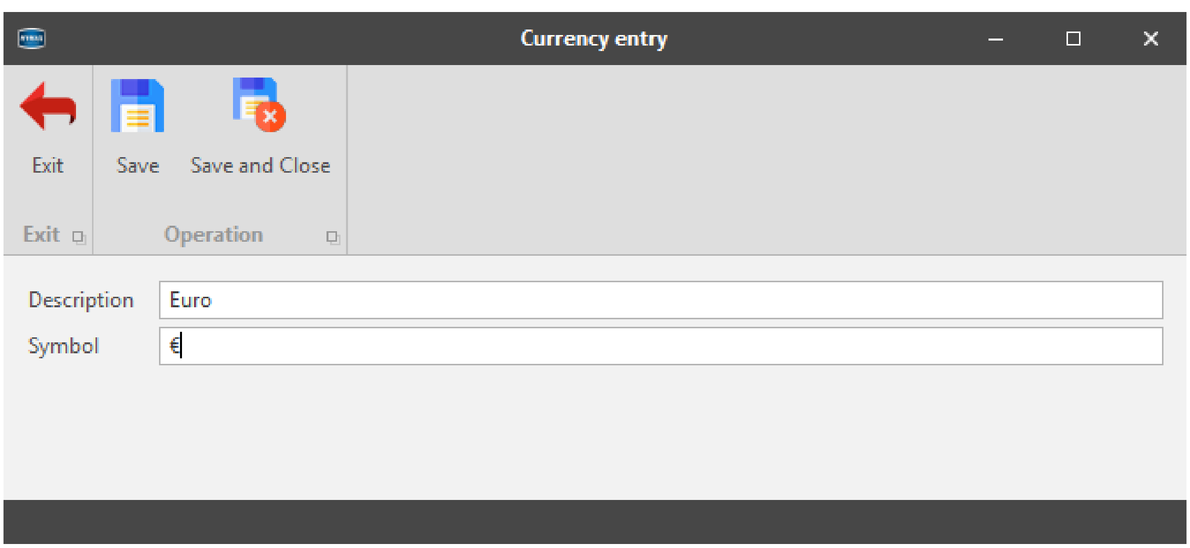
To add the currency that you will use in the transactions:

i. Click on Currencies.

ii. In the Menu bar, Click on Add.

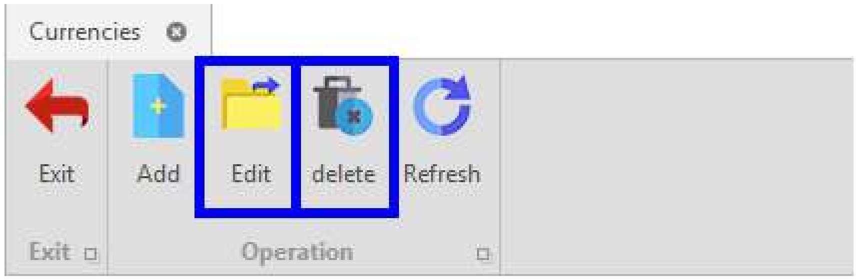



iii. Enter the currency's description and its symbol in the *Currency Entry*'s popup.




iv. Click on Save or Save and Close to save and close the popup window.

b. Edit/Delete Currency
The Edit or Delete a currency, click on the currency, then on one of the below options.




**3. General Setup**

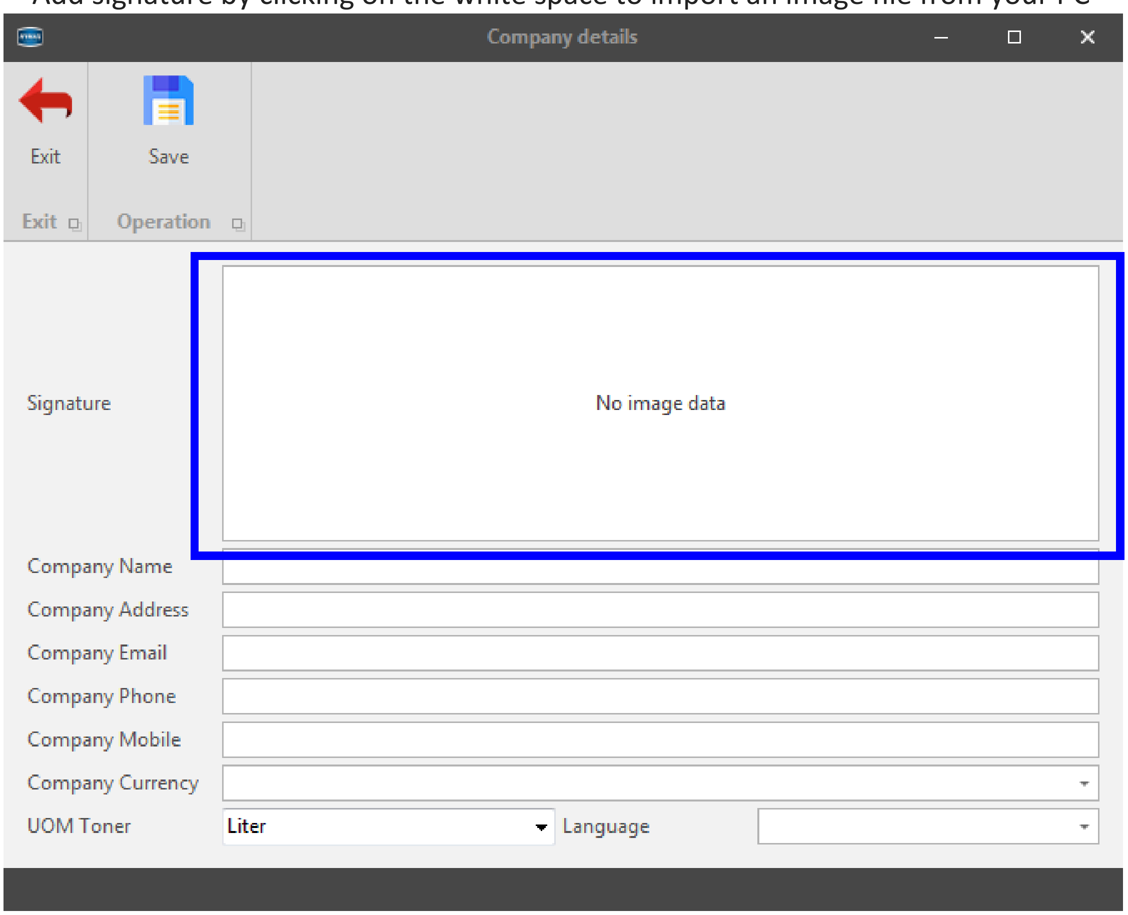
To fill your company details which will appear on the printed reports, purchase orders and delivery, follow these steps:

a. Add Company Details

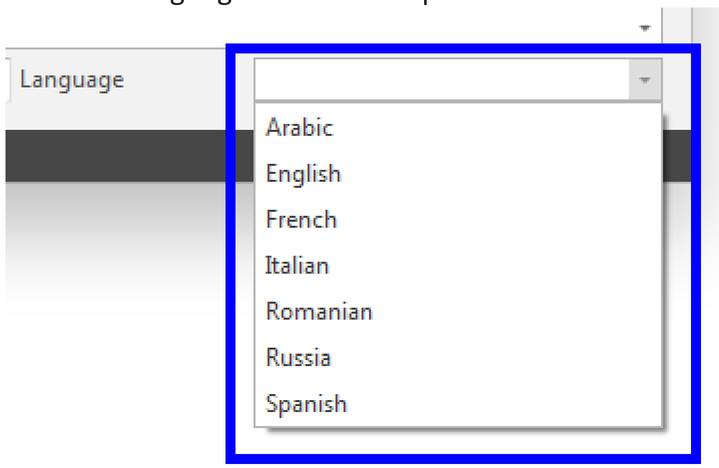
i. Click on General Setup

ii. Fill your company's details

iii. Add signature by clicking on the white space to import an image file from your PC



iv. Choose the software's language from the dropdown




v. Click on Save.

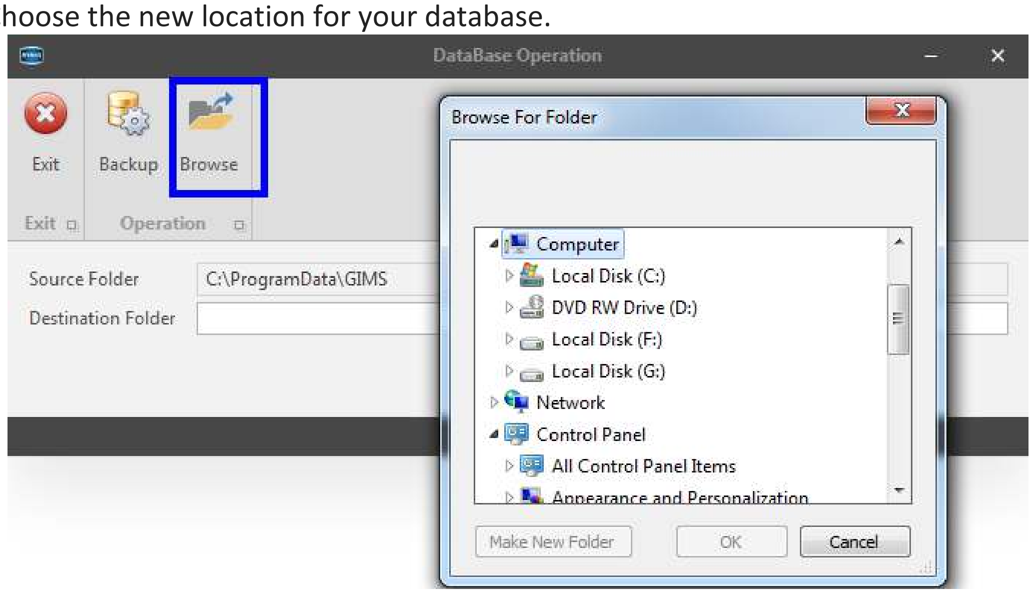
**4. Database Operation**

a. This option allow you to set a specific location for your software's database.

i. Click on Database Operation.

ii. Click on Browse.

iii. Choose the new location for your database.




iv. Click on Backup for saving the new directory.

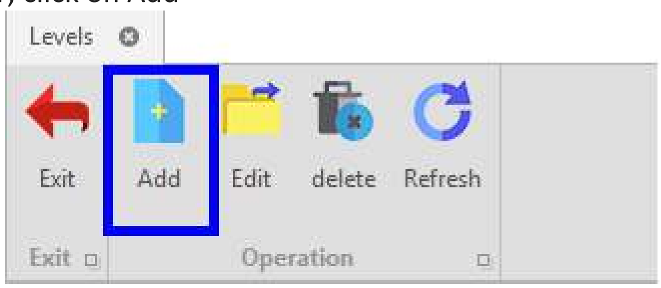
**5. User Management**

This section enables the administrators to control user access to various modules by defining a specific role for each user.

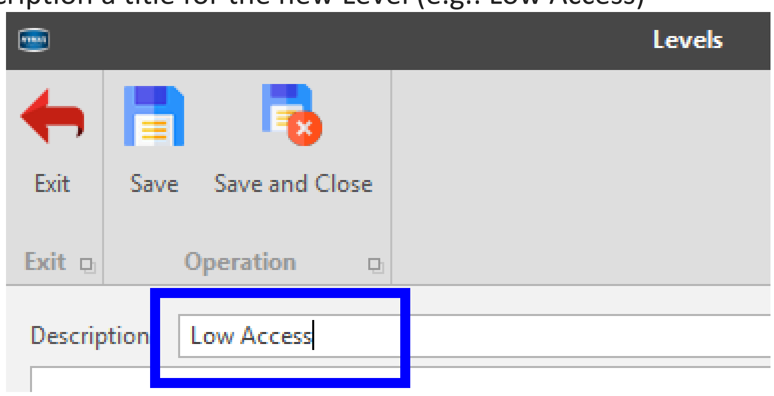
a. Levels

i. Click on Levels

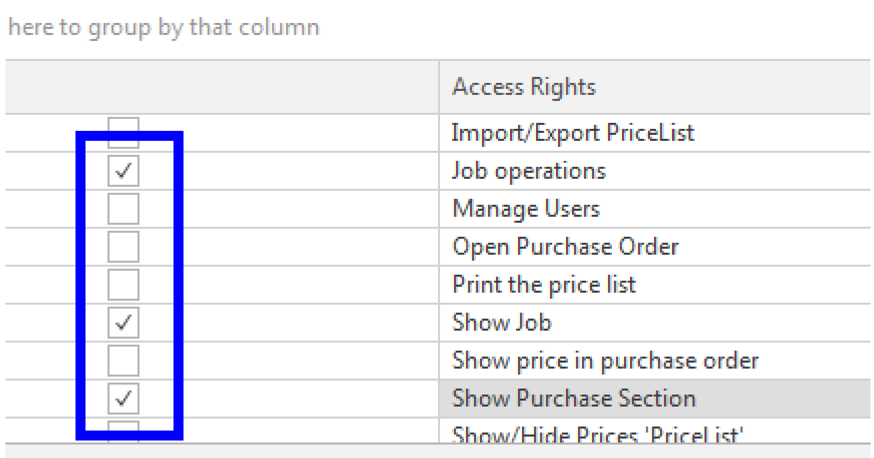
ii. In the menu bar, click on Add




iii. Add in Description a title for the new Level (e.g.: Low Access)




iv. From the list, by ticking the checkbox, choose the permissions that you want to give for this level



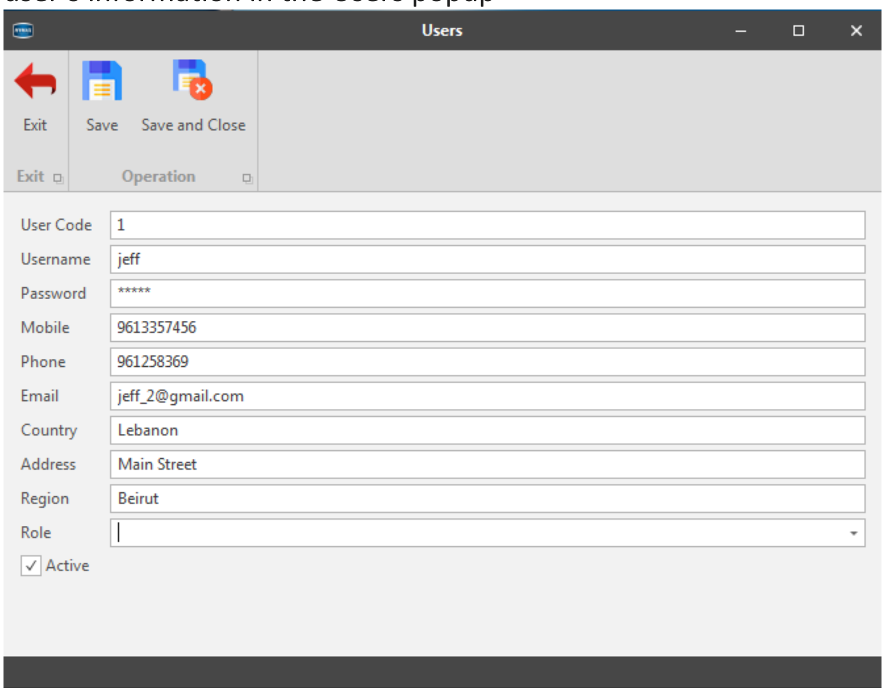

v. Once you finish, click on Save.

b. Users

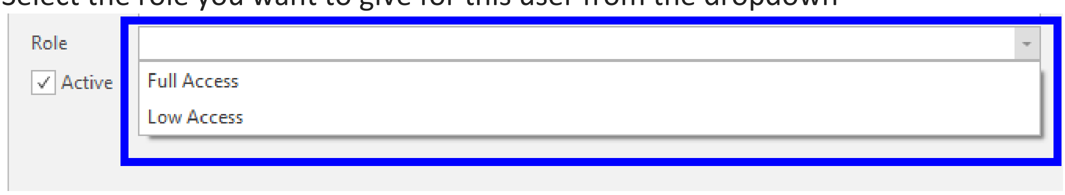
i. Click on Users

ii. In the menu bar, click on Add

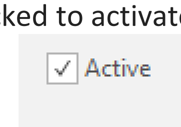
iii. Fill the user's information in the Users popup




iv. Select the role you want to give for this user from the dropdown




v. Make sure the Active option is ticked to activate the user




vi. Click on Save.

## 6. Contact information

For more information or comments, please do not hesitate to contact our Software support team by email at [support.it@hymax.biz](mailto:support.it@hymax.biz)
Or by phone at +961 9 925 990
We are available from 8:00AM (GMT) to 8:00PM (GMT).