

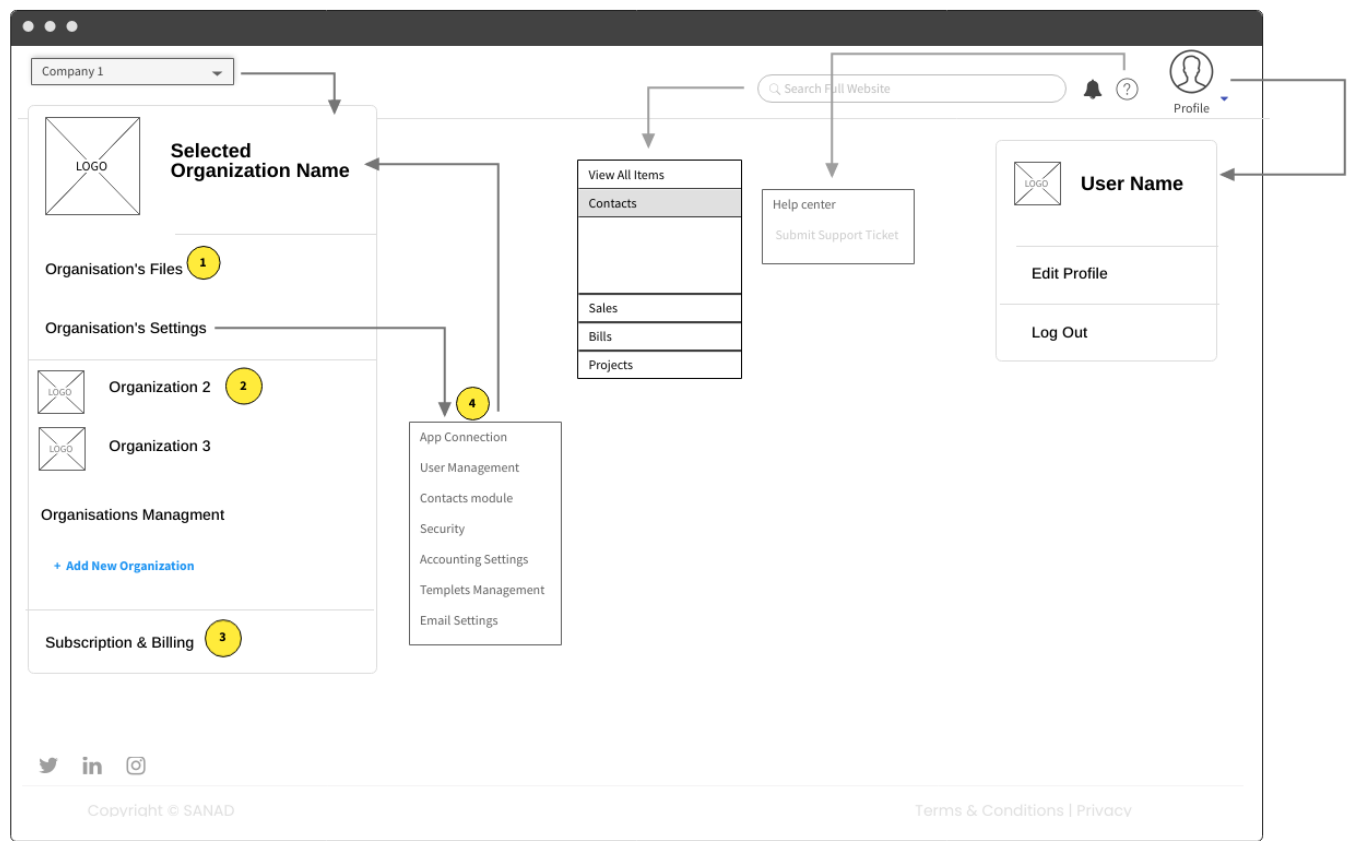
SANAD

June 24 2021

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Dashboard Drop Menu

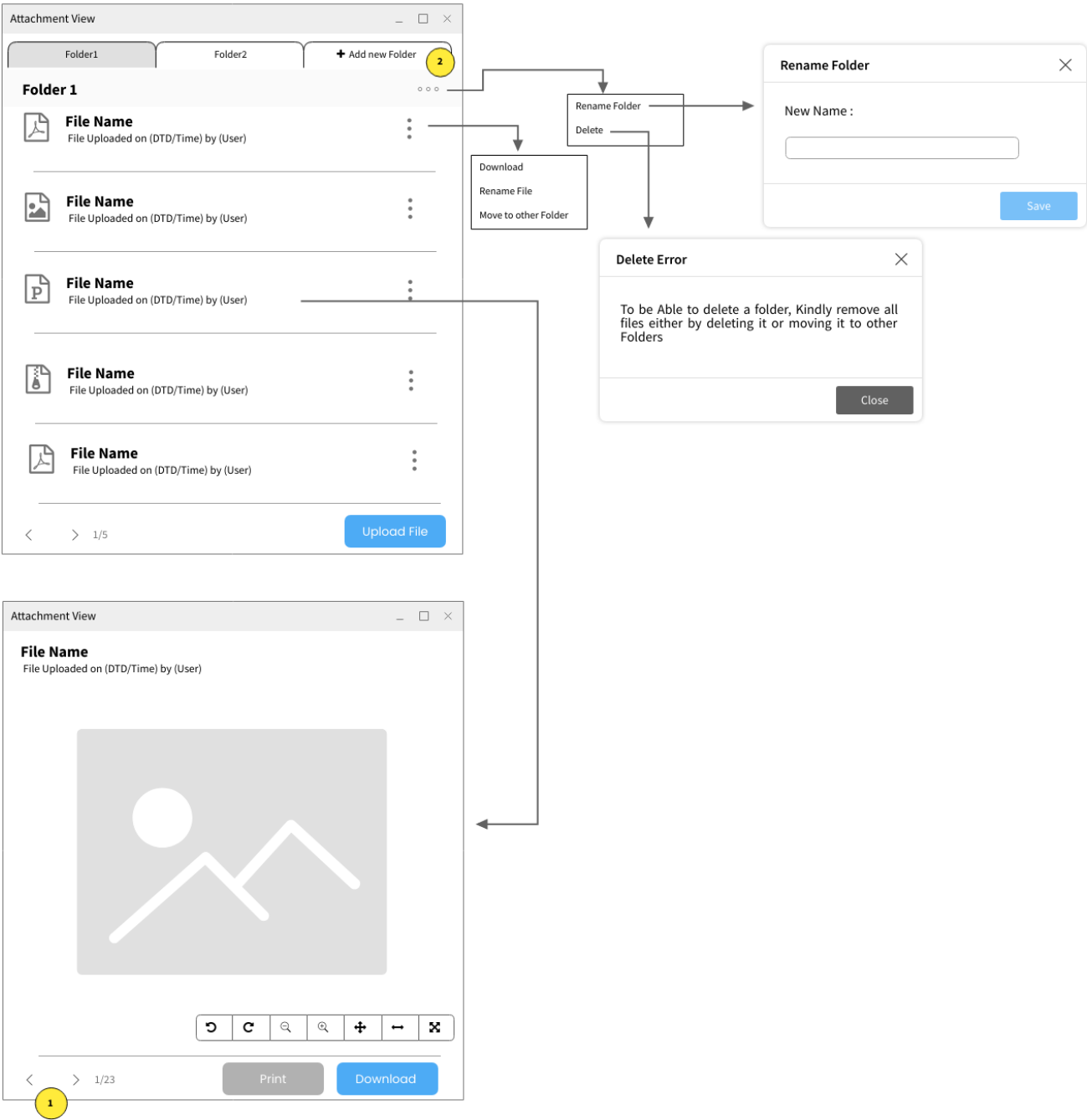


Callouts - Dashboard Drop Menu

- (1) :**
Files storage related to the organization
- (2) :**
Will show last 2 used organizations.

Remaining organizations will be accessible from the (Organization management) option below
- (3) :**
User will access and manage his subscription with SANAD on this option.
- (4) :**
User will access the settings page related to the selected organization's only.

Download pop-up



Callouts - Download pop-up

(1) :

Next and back to view attachments within same folder

(2) :

Create Folders under a contact with a maximum of 5 folders

Contacts View list

Company 1

DashboardSalesPurchasesE-MailContacts

Search Full Website

Profile

All Contacts

New Contact +

All Contacts > Group > sub-group

ViewOptionsSort By

Search

Contact +

First Person

Second Person

County

Tags

Contact Name English

Person Name

Person Name

United States of America

Arabic Name

Nickname| Position

Nickname| Position

Work Example@sssss.com

personal Example@sssss.com

Work +966-55546666

personal +966-55555

Other +966000000

Open WhatsApp app with chat

50 Items per page

< 1 2 3 4 5 >

Twitter

LinkedIn

Instagram

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Add to group

Add tag

merge

Archive

Contact Name

First Person

Second Person

Email

Website

Address

Country

City

Phone

FAX

VAT No

Registration No

Tags

View Selection

Reallocate view column

Group

Country

City

Tag

Create New Company Contact

Company 1

DashboardSalesPurchasesE-Mail**Contacts**

Search Full Website

Profile

Contacts >

Contact is a Person

Contact is an Employee

Company Contact Information

Contact Name

Name

Contact name, Arabic

Arabic Name

Add Account Number

Type

☒ Customer

☐ Supplier

☐ None

Phone

Country Code

Area

Number

FAX

Country Code

Area

Number

Mobile

Country Code

Area

Number

Other

Country Code

Area

Number

Website

Http://

Email

Example@example.com

Address

Address Name (e.g. Head Office, Postal...etc)

Attention

Address Line 1

Address Line 2

City

Postal Code

Country

Google Maps Link

Add Another Address

Persons Contacts

First Name

Last Name

Nickname

Position

Land Line

Country Code

Area

Number

Extension

Mobile

Type

Country Code

Area

Number

Add Another Mobile

E-mail

Type

Example@example.com

Add Another E-mail

Notes

Attachments

Choose File

No File Chosen

Add Another Person

Website Data

Website Title (Supplier portal)

Http://

User Name

Password

Add Another Website Data

Company Financial Information

Business Registration Number

e.g. Commercial Registration Number

TAX ID Number

TAX ID Number

Default SALES Tax rate

Default PURCHASE Tax rate

Bank Details

Bank Name

Bank Acc No

IBAN

Cancel

Save

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Man

Work

Whatsapp


Add Type -->

Create New Persons Contact

Company 1

DashboardSalesPurchasesE-Mail**Contacts**

Q Search Full Website

Profile

Add Contact

Contacts >

Contact is a Company

Contact is an Employee

Person Contact information

Contact Name

First Name

Last Name

Contact name, Arabic

First Name

Last Name

Add Account Number

Nickname

Position

Land Line

Country Code

Area

Number

Extention

Mobile

Type

Country Code

Area

Number

Add Another Mobile

E-mail

Example@example.com

Add Another E-mail

Address

Address Name (e.g. Head Office, Postal...etc)

Attention

Address Lin 1

Address Line 2

City

Postal Code

Country

Google Maps Link

Add Another Address

Notes

Attachments

Choose File

No File Chosen

Financial Information

User Defined Field




e.g. Commercial Registration Number

Default SALES Tax rate

Default PURCHASE Tax rate

Cancel

Save



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Callouts - Create New Persons Contact

(1) :

Will be reflected in the (Contact name) field in the database.

that is due to requirement for integration of API with other Apps whose have only one field as Contact name.

Create New Employee Contact

Company 1

DashboardSalesPurchasesE-MailContacts

Search Full Website

Profile

Add Contact

Contacts

Employee Contact Information

Contact Name

First Name

Last Name

Contact name, Arabic

First Name

Last Name

Add File Number

Contact Information

Land Line

Country Code

Area

Number

Extension

Mobile

Type

Country Code

Area

Number

E-mail

Example @example.com

Address

Address Name (e.g. Head Office, Postal, etc)

Attention

Address Line 1

Address Line 2

City

Postal Code

Country

Google Maps Link

Attachments

Notes

Choose File

No File Chosen

Employment Information

Employee Work ID

e.g. 123

Work Title

e.g. GM

Work Grade

Grade

Government ID

e.g. 07890

Issue

12 May 2016

Expiry

12 May 2018

Passport Details

e.g. 07890

Issue

12 May 2016

Expiry

12 May 2018

Work Starting Date

12 May 2016

Personal Information

Gender

Male

Blood Type

A+

Marital status

Single

Place/Date of Birth

Country

City

DOB

12 May 2016

Nationality

Country

User Defined

NI

Emergency Contact Information

Name

Persons Name

Relation

Wife

Land Line

Country Code

Area

Number

Extension

Mobile

Type

Country Code

Area

Number

E-mail

Example @example.com

Add Another Contact

Dependent Information

First Name

Last Name

Relation

Gender

Government ID

e.g. 07890

Issue

12 May 2016

Expiry

12 May 2018

Passport Details

e.g. 07890

Issue

12 May 2016

Expiry

12 May 2018

Mobile

Type

Country Code

Area

Number

E-mail

Example @example.com

Attachments

Notes

Choose File

No File Chosen

Add Another Dependent

Cancel

Save

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Callouts - Create New Employee Contact

(1) :

Will be reflected in the (Contact name) field in the database.

that is due to requirement for integration of API with other Apps whose have only one field as Contact name.

Company Contact Inside View

