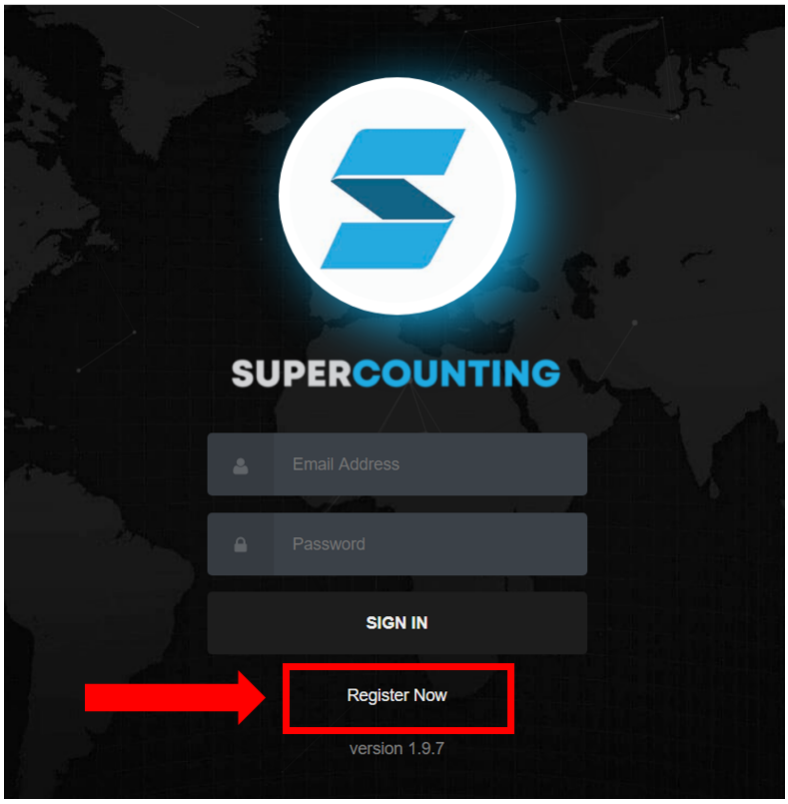
Getting Started

- Step 1 - User Registration
  - User Registration
- Step 2 - Create Account Book
  - Create Account Book
  - Add User To Manage Account Book
- Step 3 - Invite users
  - Invite User
- Step 4 - Assign User
  - Assign User
- Step 5 - Login to Account Book
  - Login To Account Book
- Step 6 - Manage Account Book
  - Manage Account Book

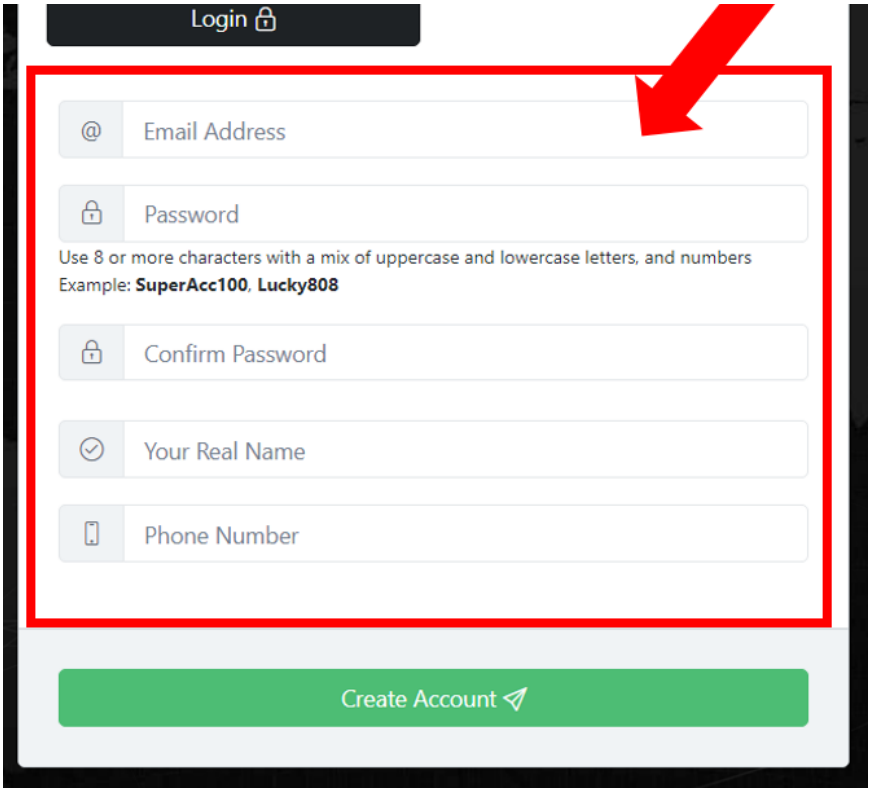
Step 1 - User Registration

User Registration

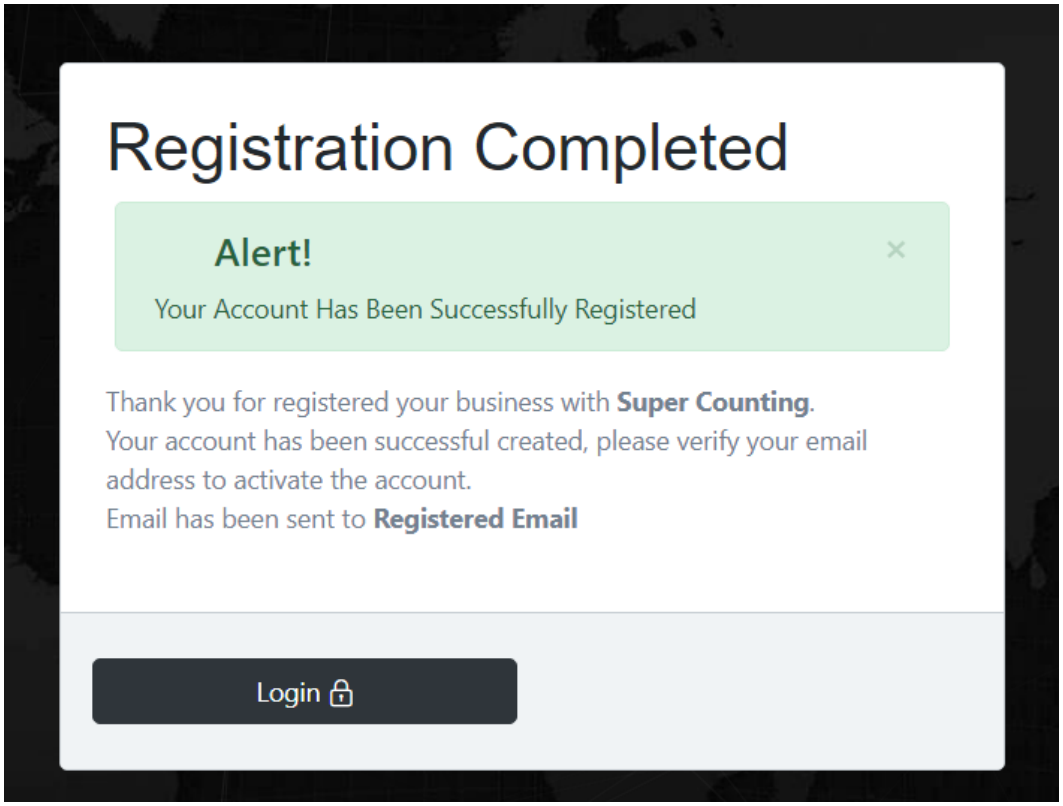
1. Go to supersuite.my
2. Click Register Now to register new account.



3. Fill in your detail information before click create

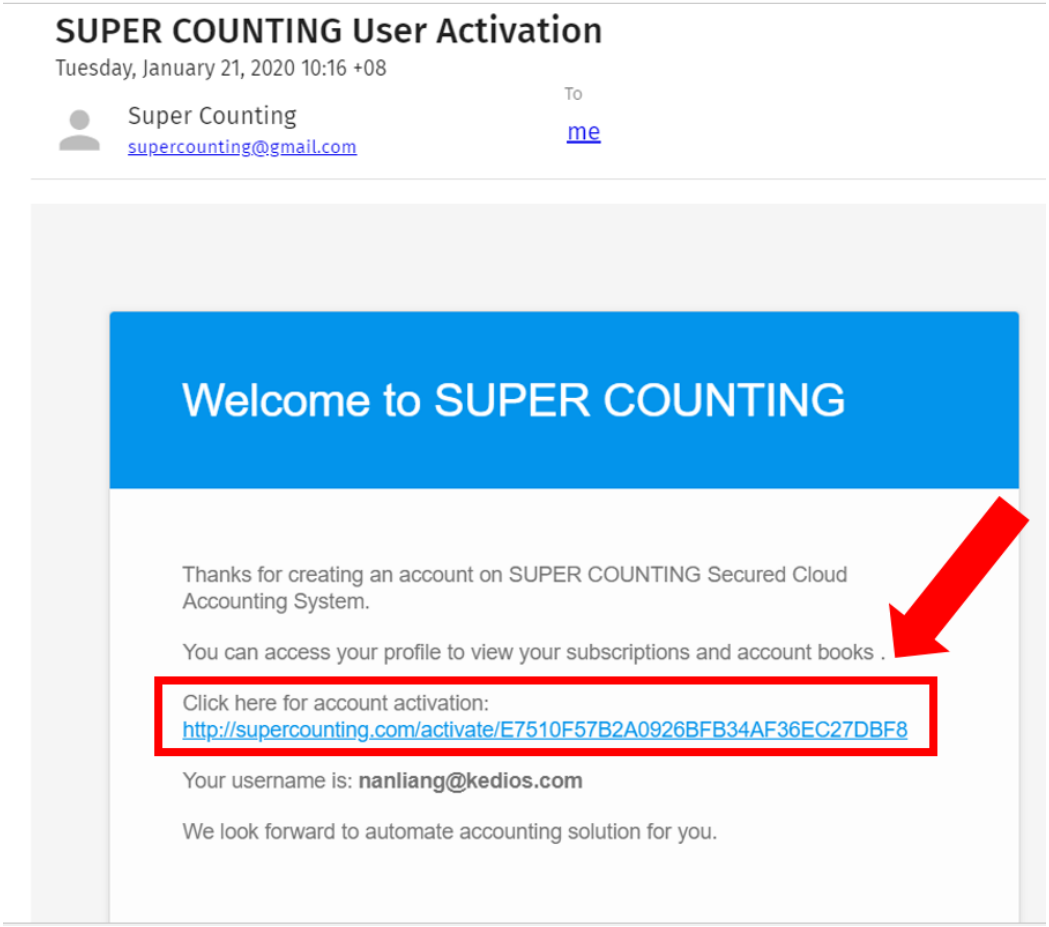
account. 

4. After Register Successful. You need go to your email to activate your account.



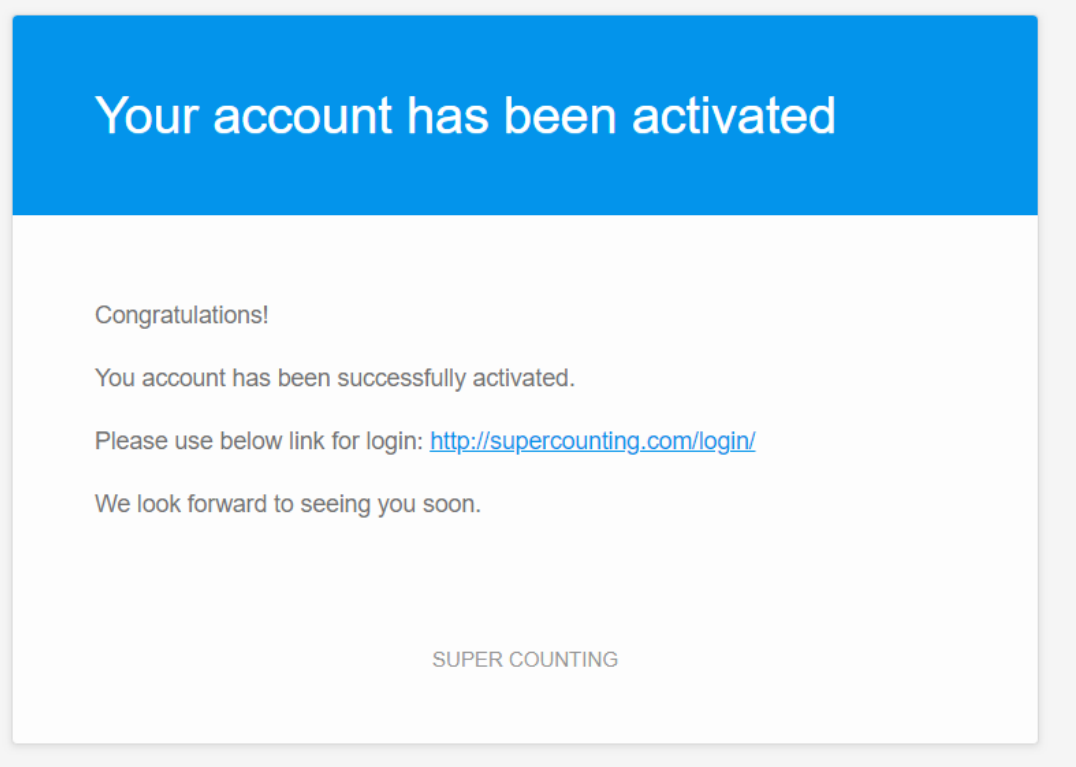
5. You will receive this email on your email. After that

click the link in the email to activate your account.



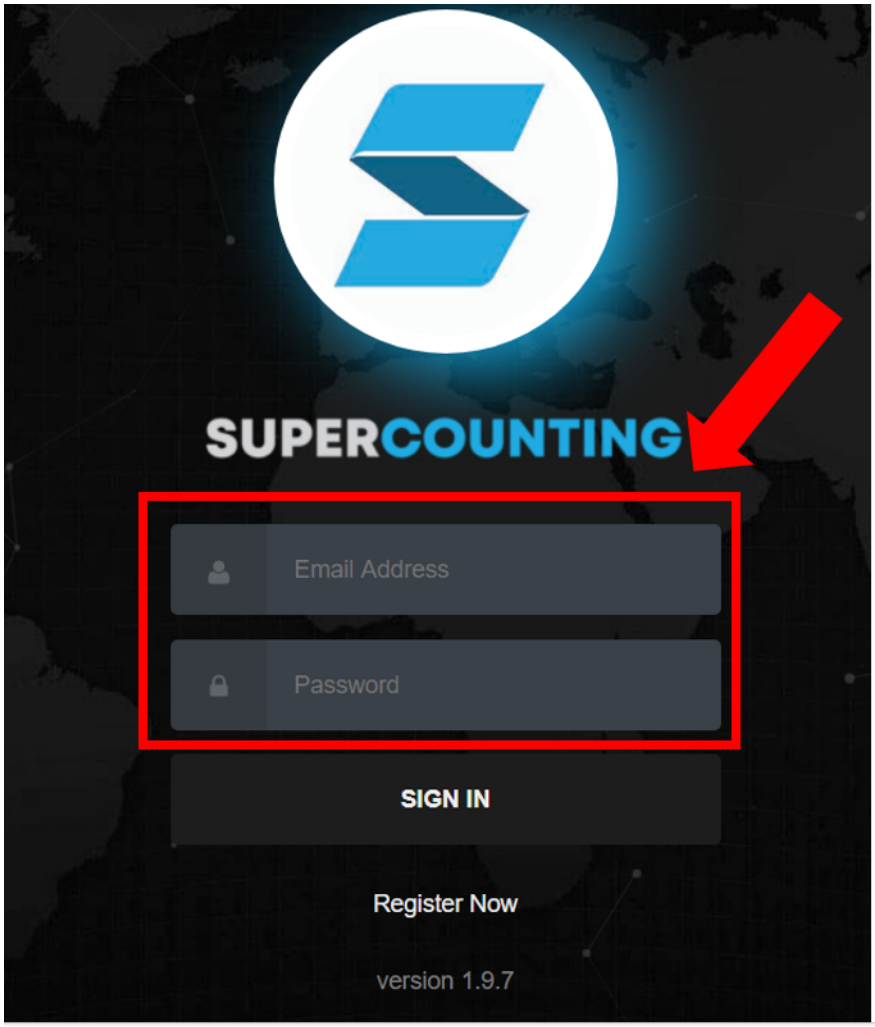
6. Activate Successfully you will see this message then

you can back to supersuite.my to login your account.



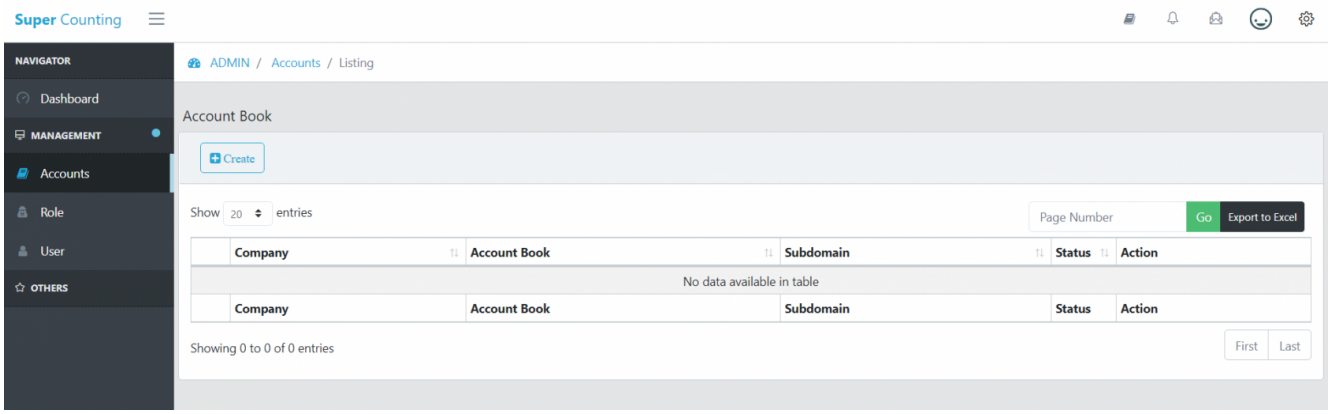
7.

Fill in the email & password to login your account.



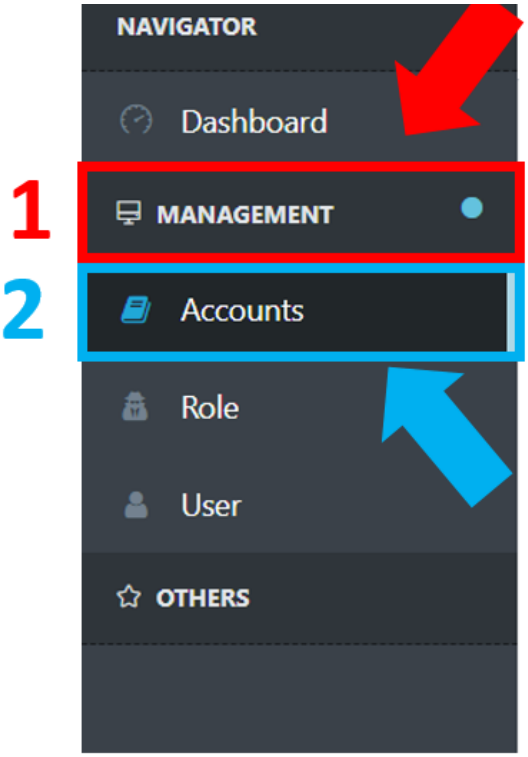
8.

Login Successful, you will view this page. You can start to manage your accounting now.



Step 2 - Create Account Book

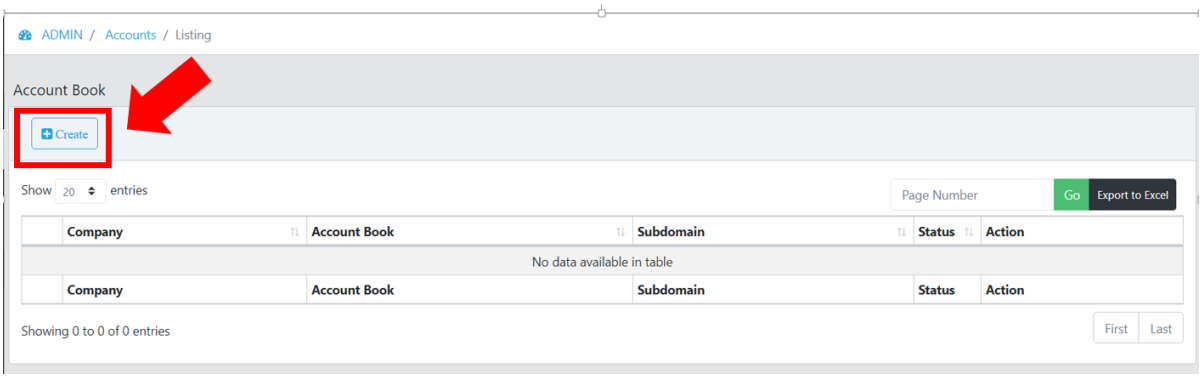
Create Account Book

1. Go to Naviga

ANAGEMENT > Account .

2. After that you will go to this page. You can create a new account book to record your accounting entry. The account book will provide all the report

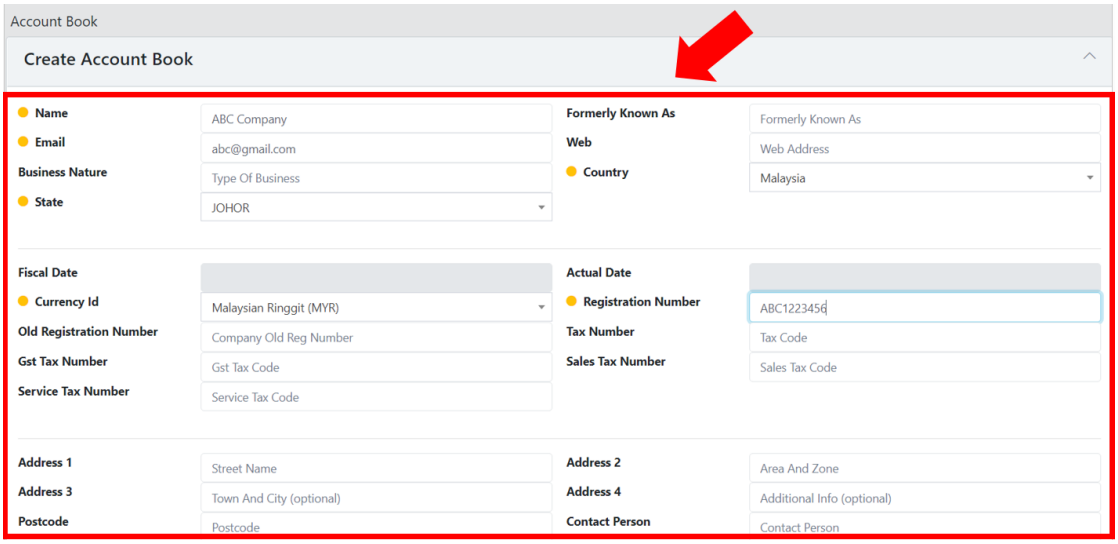
for the related record in the account book.



3.

When you create a new account book, you need to fill in the account book related information.

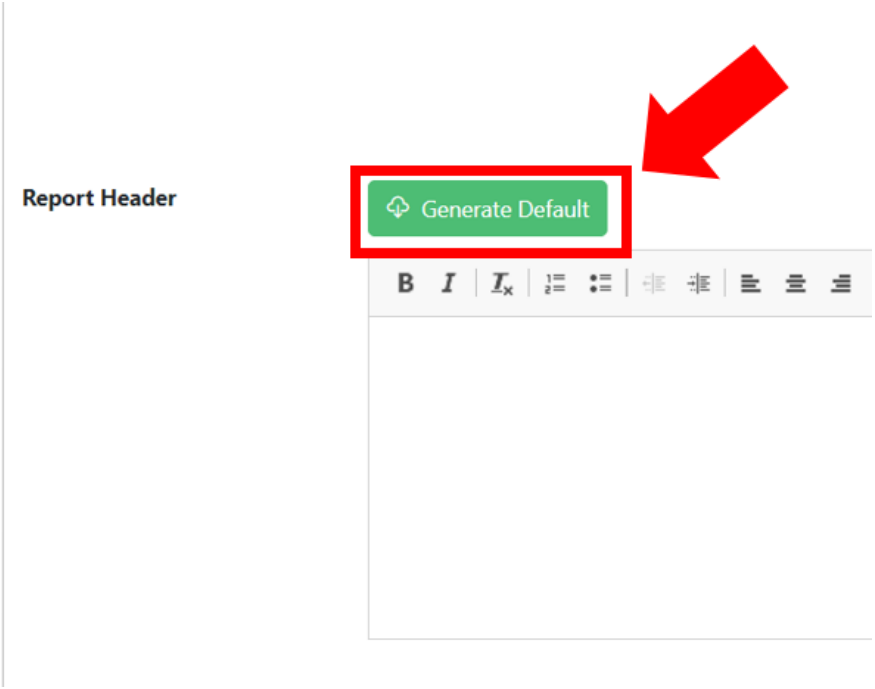
- Having Yellow Circle is remarked necessary to fill up the information.



4.

After Created Successful, you can go back to edit this account book to generate the default report

header.

- When you create the you generate default report too but it will missing the image because the image haven't upload success. After save you can generate the default report header with image.
- If the preset does not match what you want, you can edit by yourself.
- 

-

Default Report Header

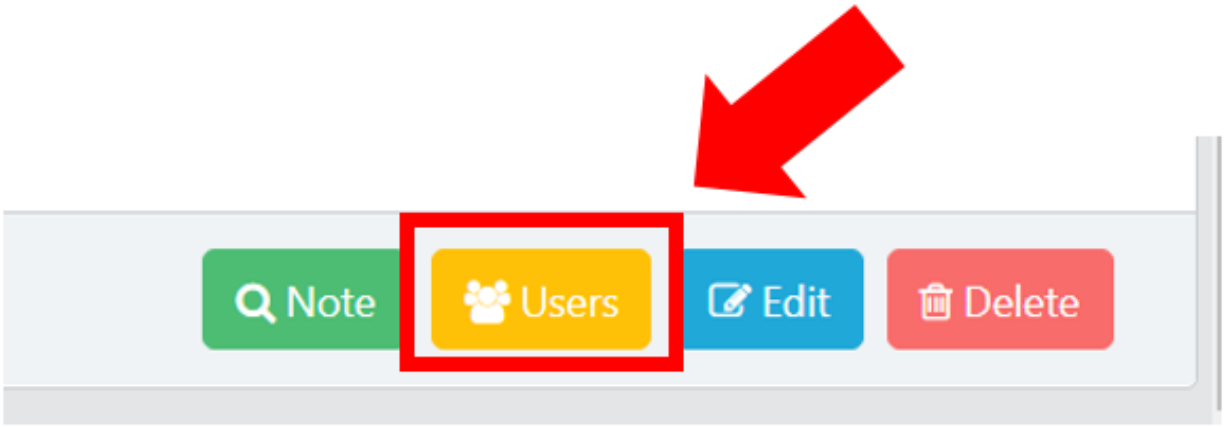


ATDIOS SDN BHD (81741424-V)

Plant 2, Unit 6, Plot 85C , Lintang Bayan Lepas 9 ,
Bayan Lepas Industrial Park Phase 4
TEL :0125907502 Tax No : 1245818185124
State : PULAU PINANG Country :Malaysia

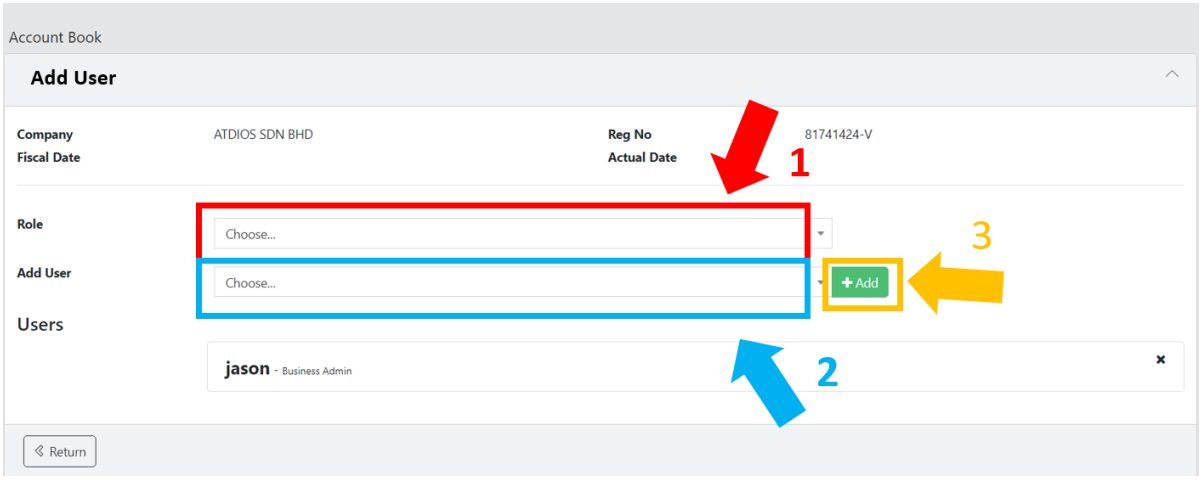
Add User To Manage Account Book

1. At the Account Book bottom, you can see this user button. This is let you to add user to help you manage the account book.



2. You can add the user to mange this account book
    1. Select the Role for this user. Role will affect the user to access account book.
    2. Select User who can mange this account book.
    3.

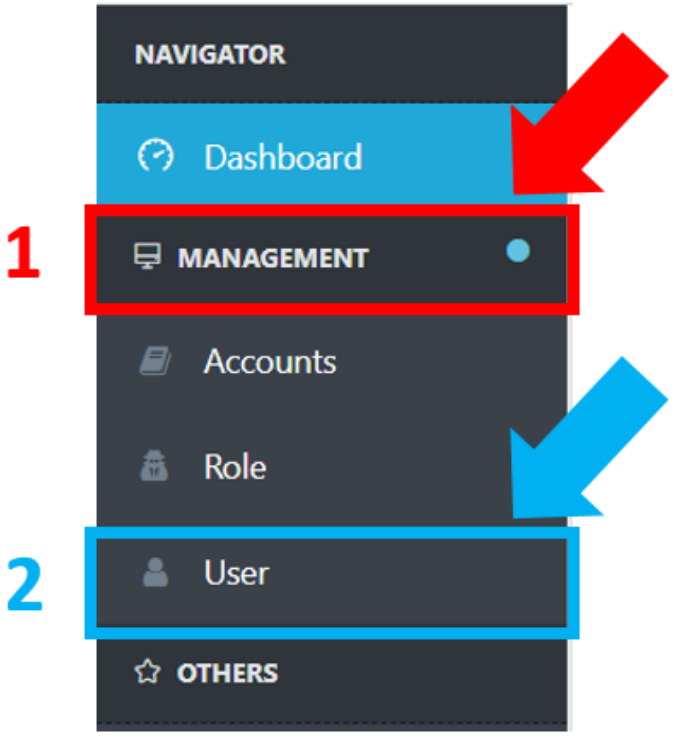
Click add to add the user.



Step 3 - Invite users

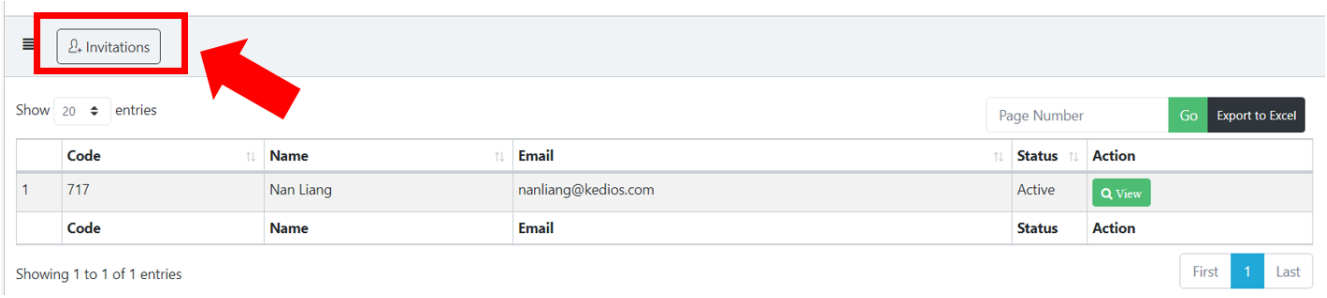
Invite User

1. Go to Navigator Bar to find & click **MANAGEMENT > User**.



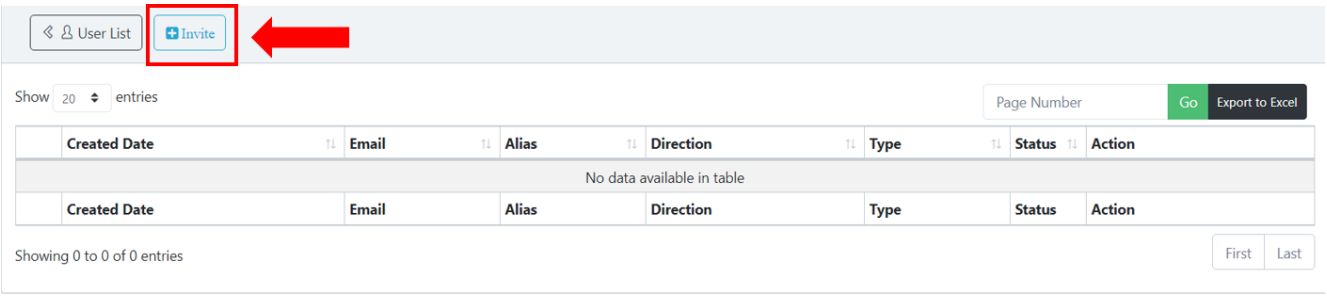
2. After that you will go to this page & click the

"Invitations" button.



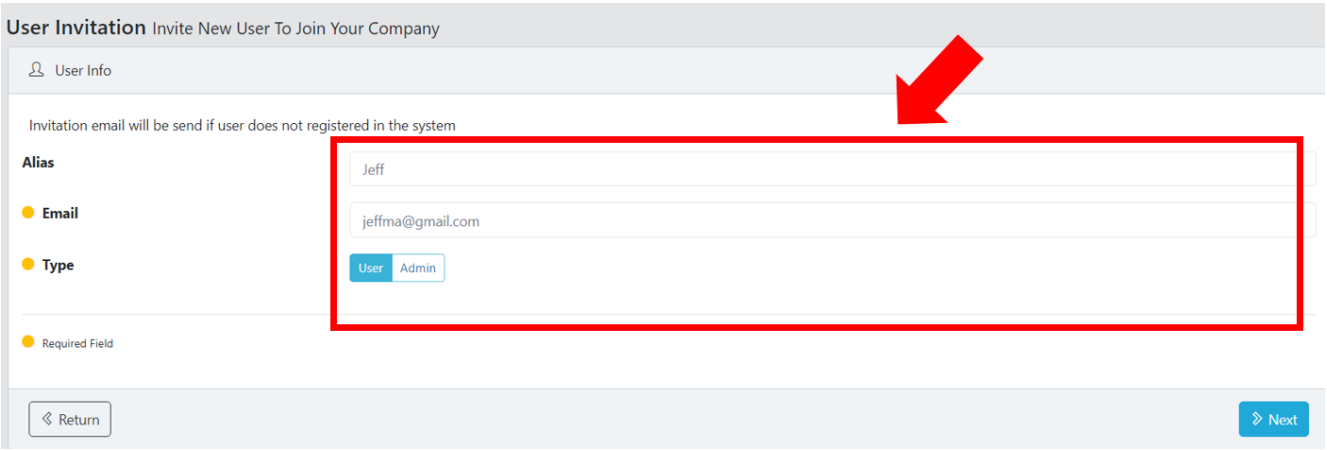
3.

Click Invite button to invite users to manage company group.



4.

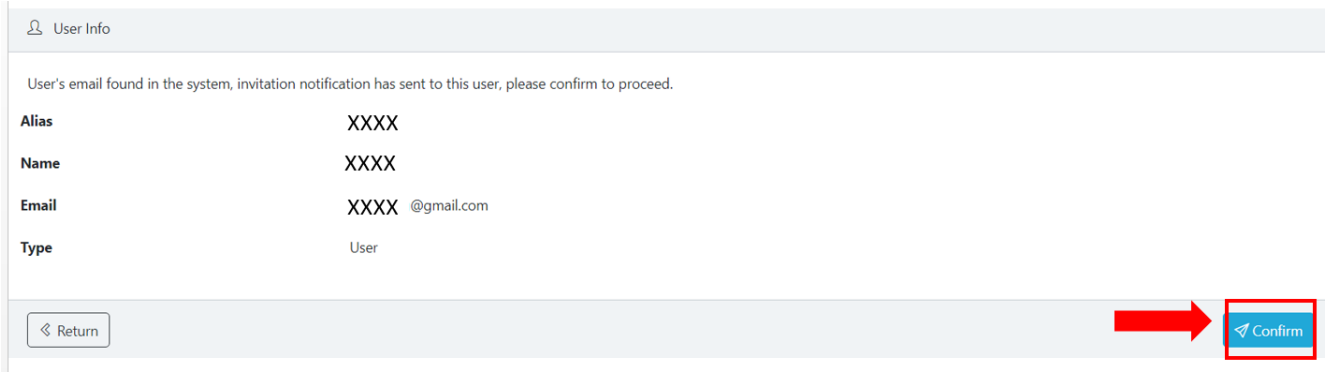
This page need to fill in the user email address & his / her position in this company group.



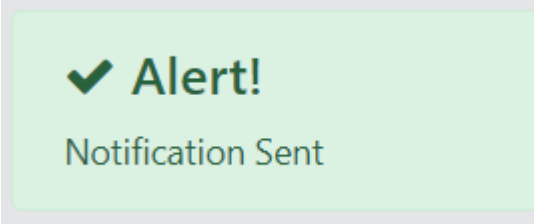
5.

Check User information is correctly & click "Confirm"

button.



6. If the email has sent successfully.



User

1. User will receive the invitation email. User need to activate account.
2.

Step 4 - Assign User

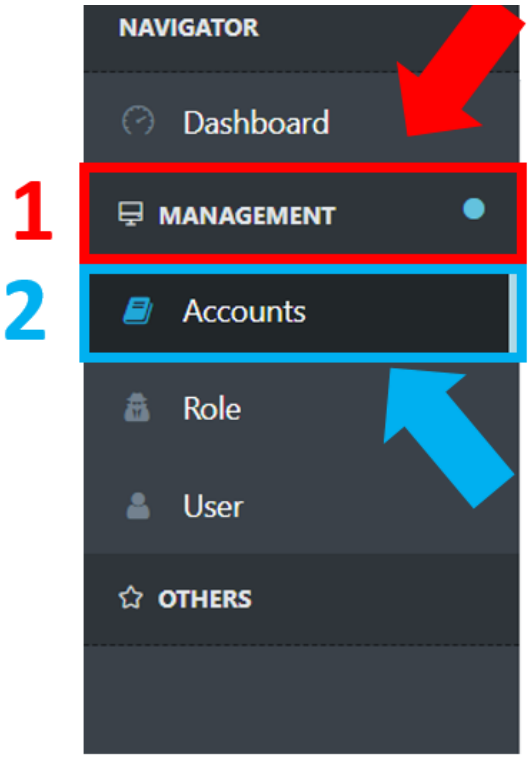
Assign User

1. Please refer to **"Add User To Manage Account Book"** .

Step 5 - Login to Account

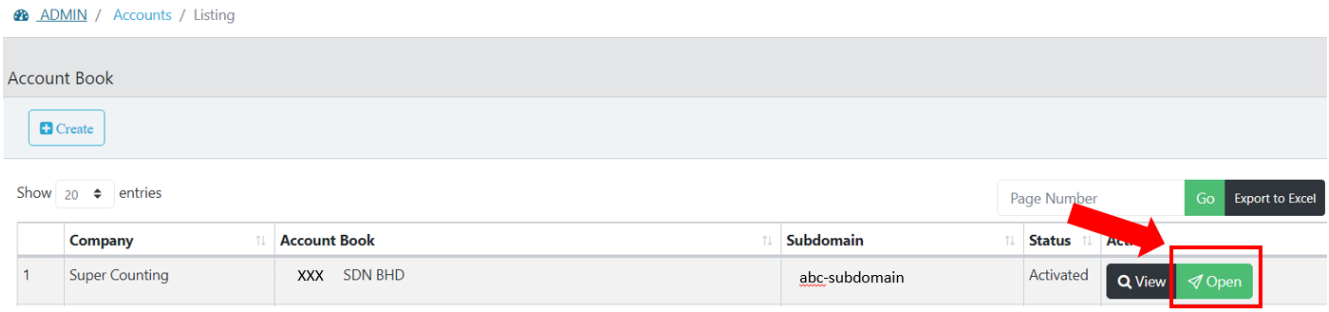
Book

Login To Account Book

1. Go to Naviga

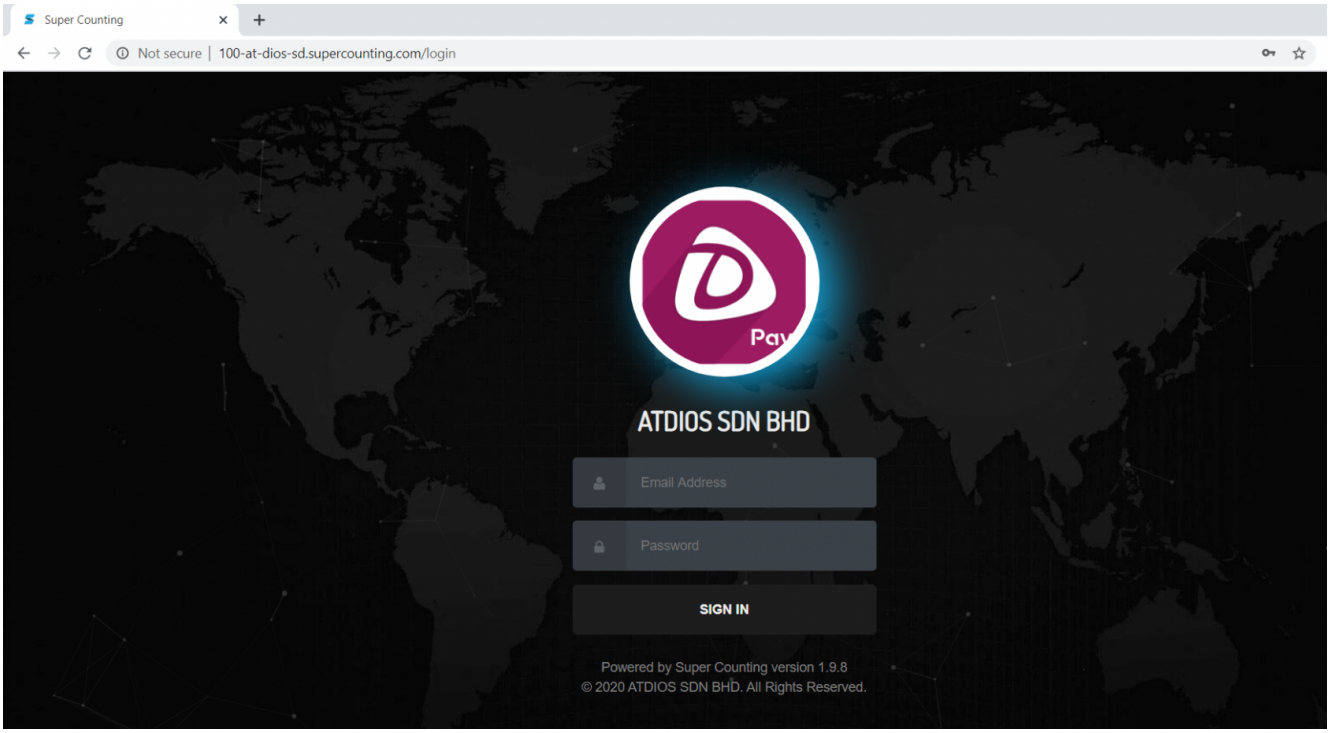
ANAGEMENT > Account .

2. Click Open button, it will go to your account book website.



4.

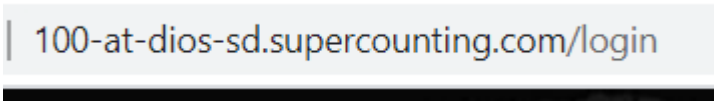
Example :



5.

You can remember your website address. Next time you can directly using that address to login the account book.

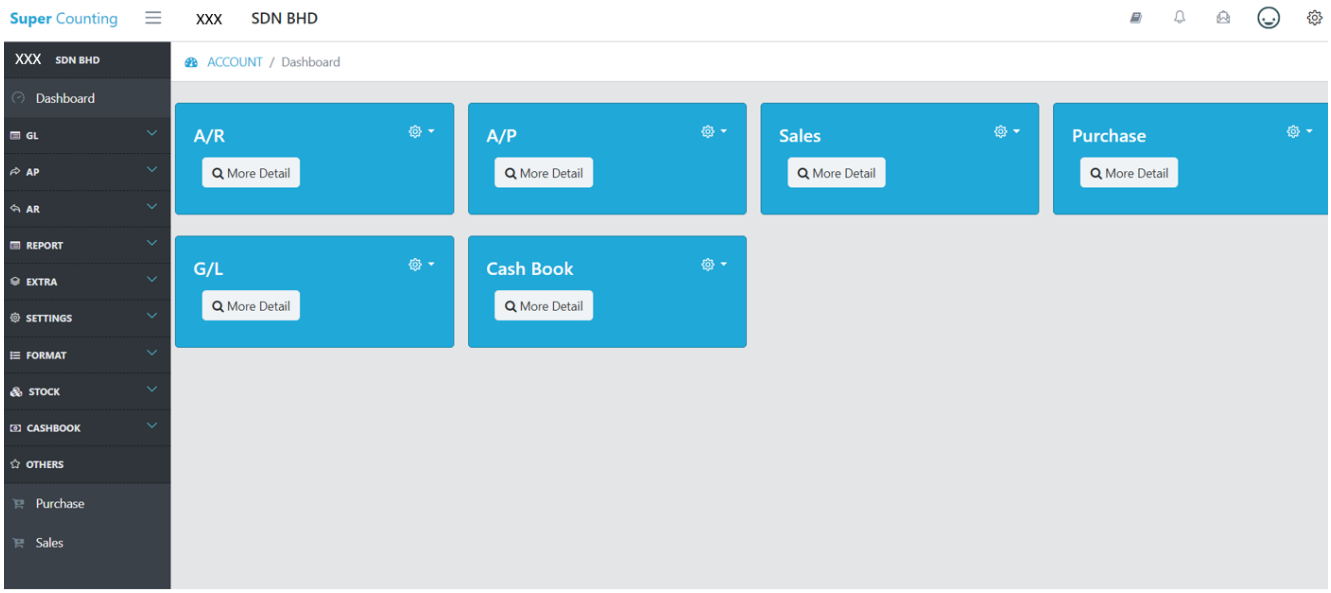
6.



Key in your email address & password to login this account book.

8. If user doesn't assign to manage this account book, user couldn't login into this account book.

9. Login successful, user will viewing this page. Now you can start to manage your account. You can create sales invoice, purchase invoice and so on.



Step 6 - Manage Account Book

Manage Account Book

1. Please refer to **"Getting Started Account Book"** .