

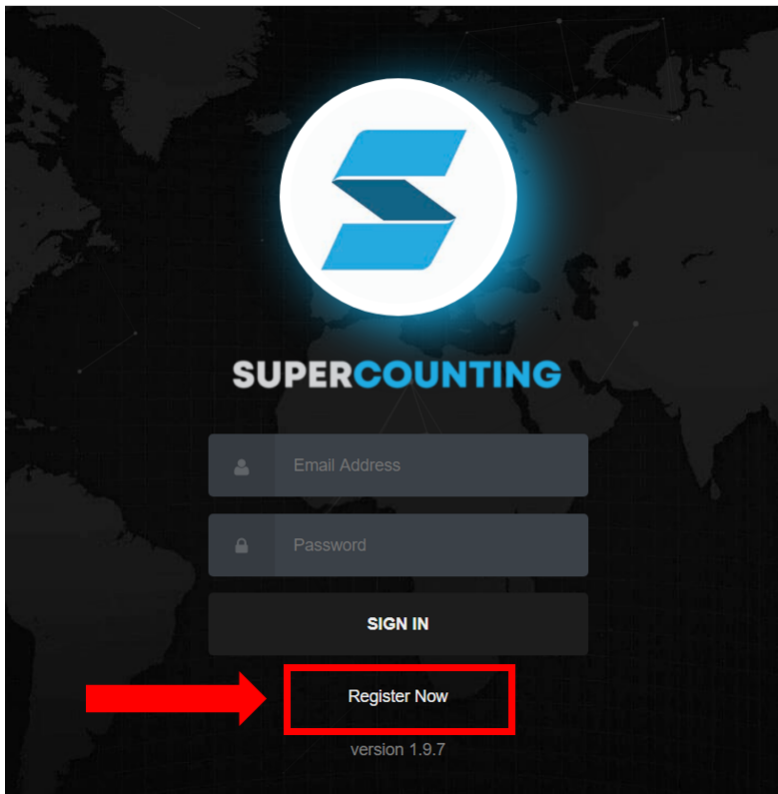
# Getting Started

- Step 1 - User Registration
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- 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
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  - Login To Account Book
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  - Manage Account Book

# Step 1 - User Registration

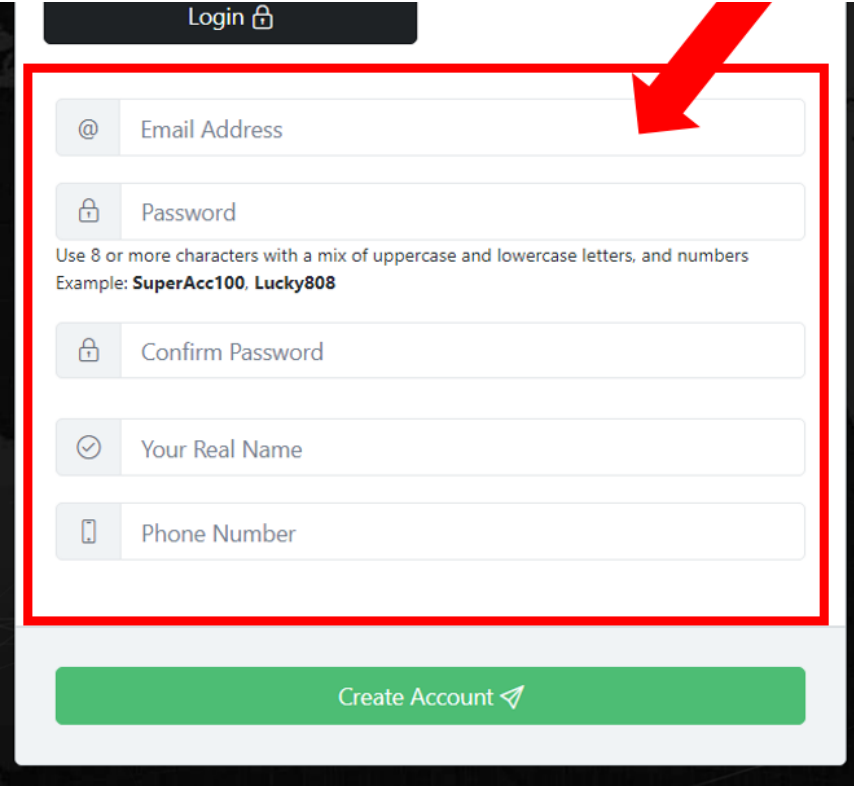
# User Registration

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



3. Fill in your detail information before click create

account.



The image shows a registration form with a dark header containing the text "Login" and a lock icon. The form fields are: "Email Address" (with an @ icon), "Password" (with a lock icon), "Confirm Password" (with a lock icon), "Your Real Name" (with a checkmark icon), and "Phone Number" (with a phone icon). Below the password fields, there is a note: "Use 8 or more characters with a mix of uppercase and lowercase letters, and numbers" and an example: "Example: SuperAcc100, Lucky808". A green button at the bottom says "Create Account" with a right-pointing arrow. A red box highlights the "Email Address" field, and a red arrow points to it from the top right.

Login

@ Email Address

Password

Use 8 or more characters with a mix of uppercase and lowercase letters, and numbers  
Example: **SuperAcc100, Lucky808**

Confirm Password

Your Real Name

Phone Number

Create Account

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


# Registration Completed

## Alert!



Your Account Has Been Successfully Registered

Thank you for registered your business with **Super Counting**.  
Your account has been successful created, please verify your email  
address to activate the account.  
Email has been sent to **Registered Email**

Login 

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

click the link in the email to activate your account.

## SUPER COUNTING User Activation

Tuesday, January 21, 2020 10:16 +08



Super Counting  
[supercounting@gmail.com](mailto:supercounting@gmail.com)

To

[me](#)

### Welcome to SUPER COUNTING

Thanks for creating an account on SUPER COUNTING Secured Cloud Accounting System.

You can access your profile to view your subscriptions and account books .

Click here for account activation:

<http://supercounting.com/activate/E7510F57B2A0926BFB34AF36EC27DBF8>

Your username is: **nanliang@kedios.com**

We look forward to automate accounting solution for you.



6. Activate Successfully you will see this message then

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

## Your account has been activated

Congratulations!

Your account has been successfully activated.

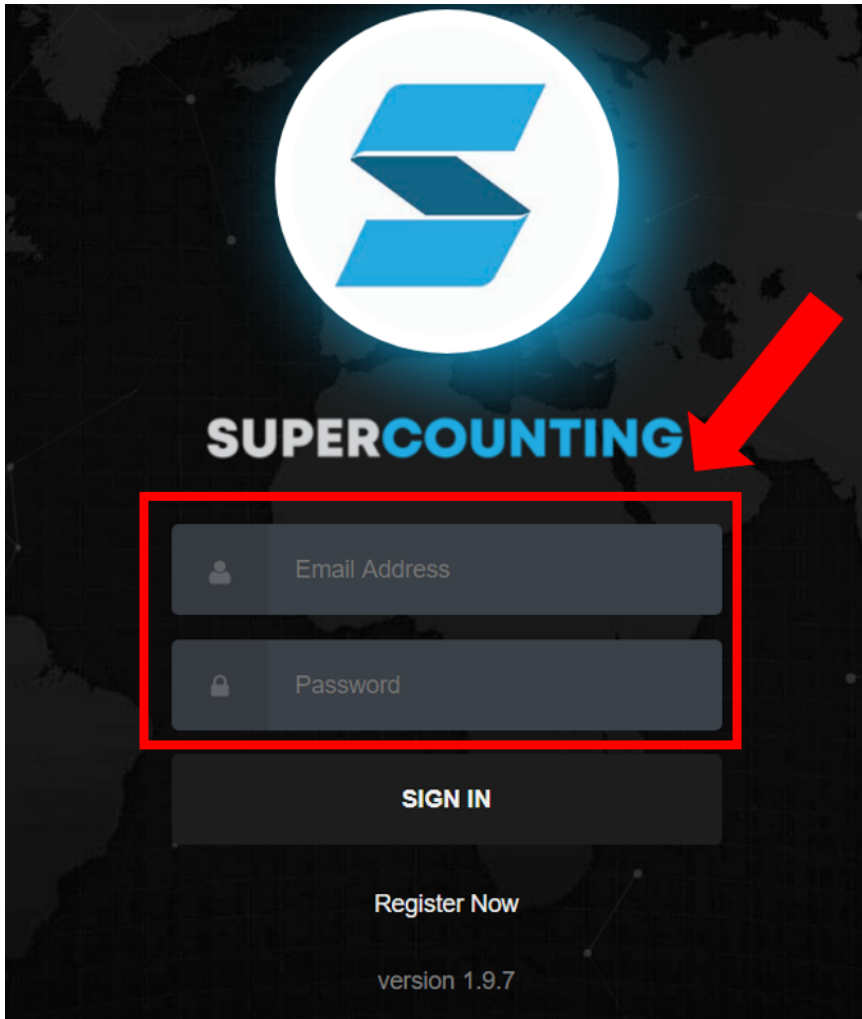
Please use below link for login: <http://supercounting.com/login/>

We look forward to seeing you soon.

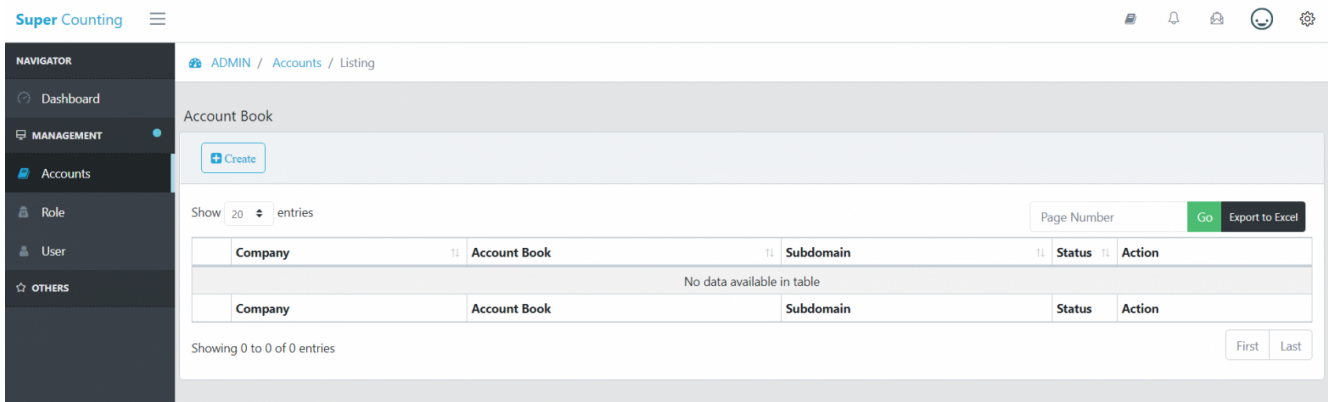
SUPER COUNTING

7.

Fill in the email & password to login your account.



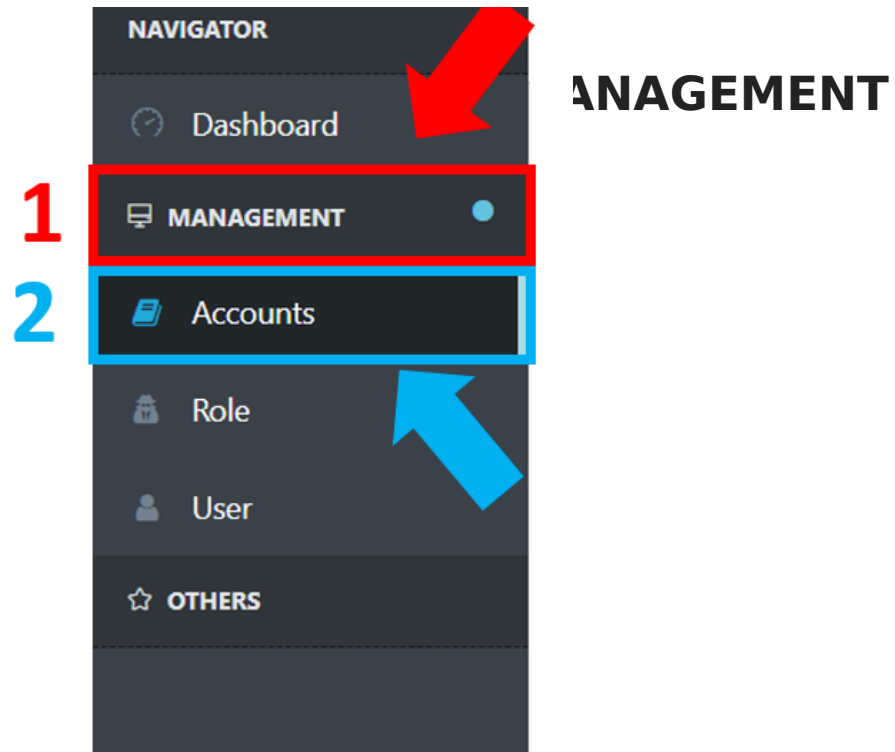
8. Login Successful, you will view this page. You can start to manage your accounting now.



# Step 2 - Create Account Book

# Create Account Book

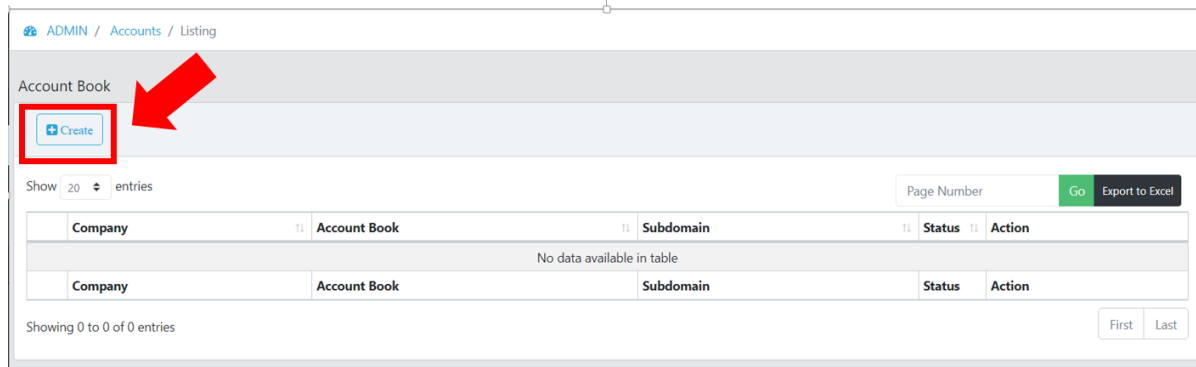
1. Go to Naviga



> **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.

Account Book

Create Account Book

Name ABC Company

Email abc@gmail.com

Business Nature Type Of Business

State JOHOR

Formerly Known As Formerly Known As

Web Web Address

Country Malaysia

Fiscal Date

Currency Id Malaysian Ringgit (MYR)

Actual Date

Old Registration Number Company Old Reg Number

Registration Number ABC1223456

Tax Number Tax Code

Gst Tax Number Gst Tax Code

Sales Tax Number Sales Tax Code

Service Tax Number Service Tax Code

Address 1 Street Name

Address 2 Area And Zone

Address 3 Town And City (optional)

Address 4 Additional Info (optional)

Postcode Postcode

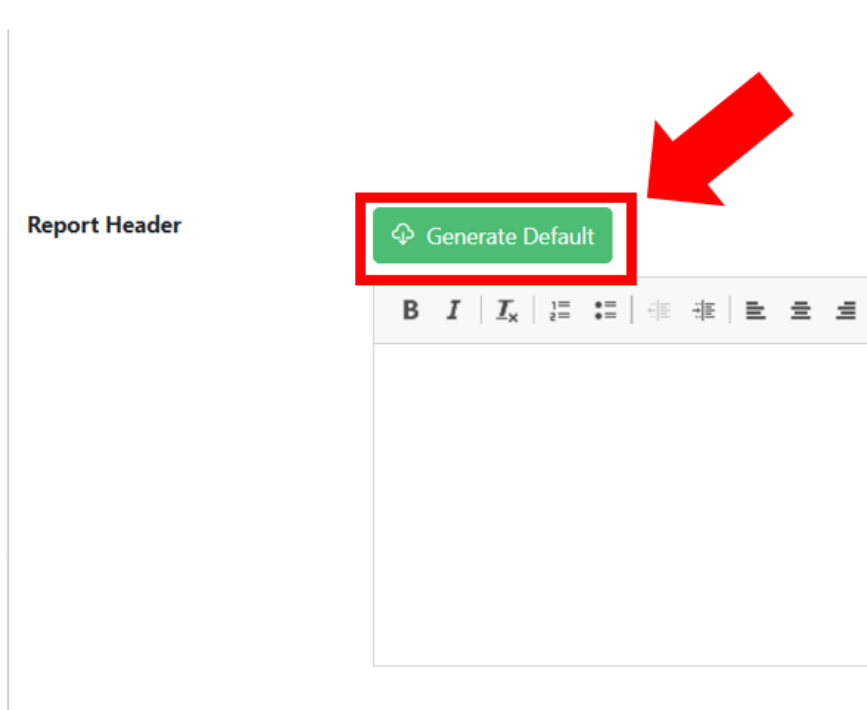
Contact Person Contact Person

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

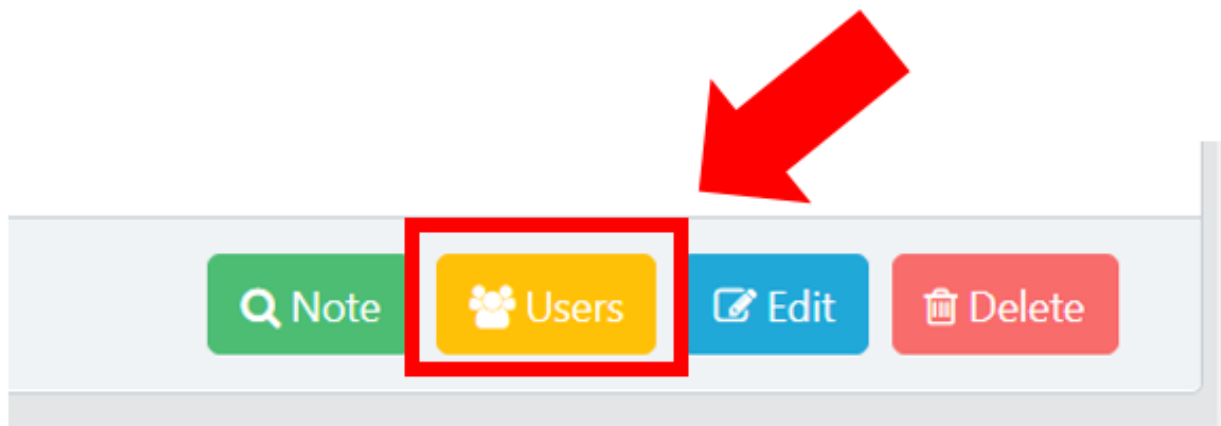


## **ATDIOS SDN BHD (81741424-V)**

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 manage this account book
  1. Select the Role for this user. Role will affect the user to access account book.
  2. Select User who can manage this account book.
  - 3.

Click add to add the user.

Account Book

### Add User

Company	ATDIOS SDN BHD	Reg No	81741424-V
Fiscal Date		Actual Date	

Role: Choose...

Add User: Choose...

Users: **jason** - Business Admin

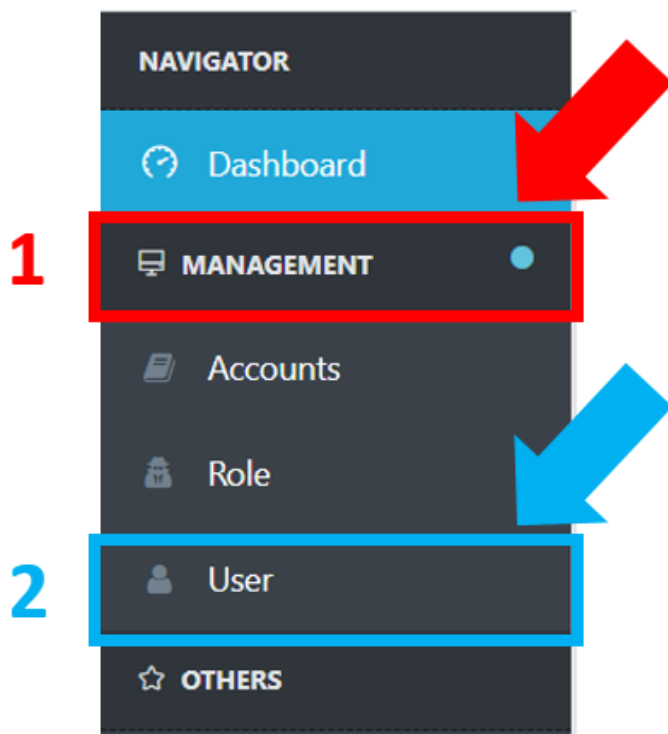
Return

The image shows a software interface for adding a user. It features a header 'Account Book' and a sub-header 'Add User'. The form contains several sections: 'Company' and 'Fiscal Date' with values 'ATDIOS SDN BHD' and empty fields; 'Reg No' and 'Actual Date' with values '81741424-V' and empty fields. Below these are two dropdown menus for 'Role' and 'Add User', both currently set to 'Choose...'. A '+ Add' button is located to the right of the 'Add User' dropdown. At the bottom, there is a 'Users' list containing one entry: 'jason - Business Admin'. A 'Return' button is at the very bottom left. Three numbered arrows are overlaid on the image: a red arrow labeled '1' points to the 'Reg No' field; a blue arrow labeled '2' points to the 'jason' user entry; and a yellow arrow labeled '3' points to the '+ Add' button.

# Step 3 - Invite users

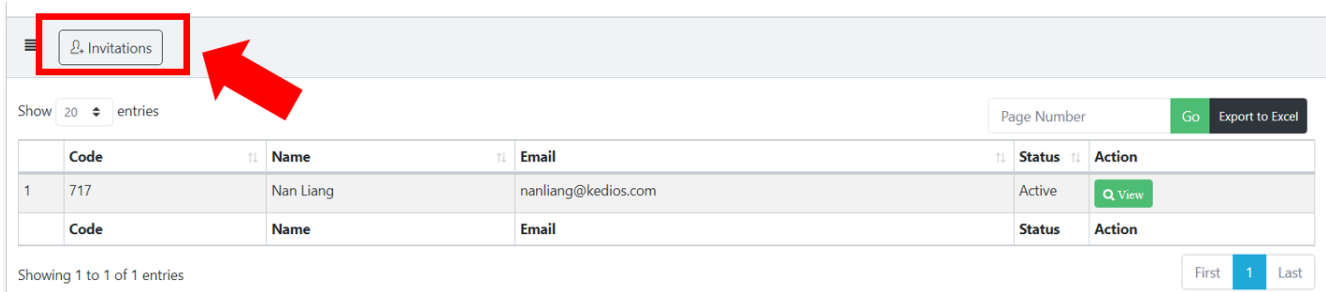
# Invite User

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



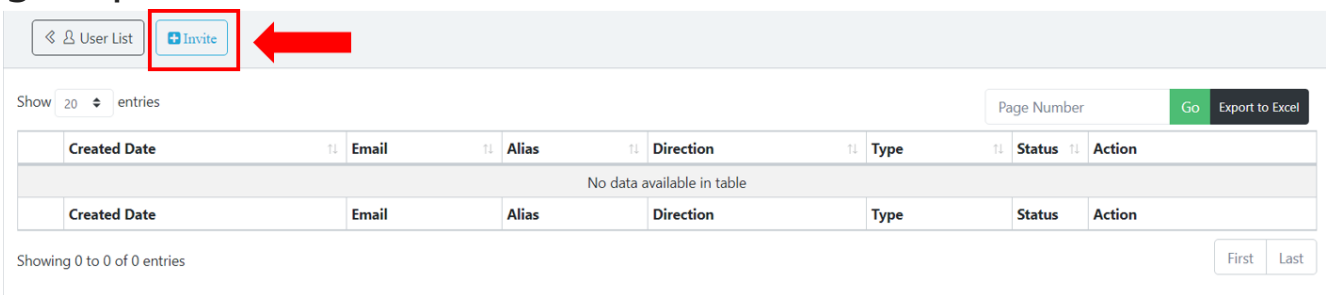
2. After that you will go to this page & click the

## "Invitations" button.



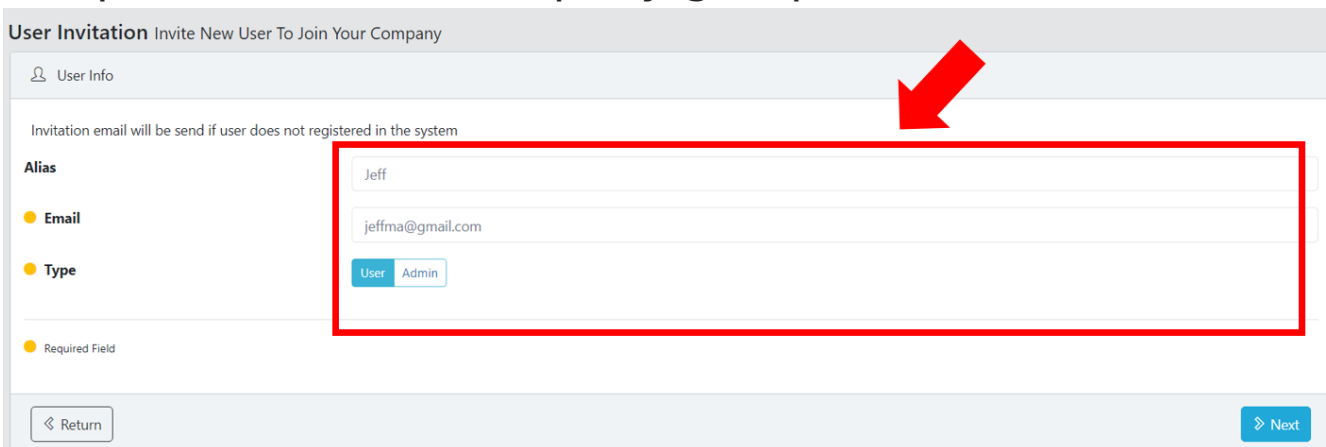
The screenshot shows a user management interface. At the top left, there is a button labeled "Invitations" with a red box around it and a red arrow pointing to it. Below the button, there is a table with columns: Code, Name, Email, Status, and Action. The table contains one entry with Code 717, Name Nan Liang, Email nanliang@kedios.com, and Status Active. A "View" button is next to the entry. At the bottom, it says "Showing 1 to 1 of 1 entries" and has pagination controls for "First", "1", and "Last".

3. Click Invite button to invite users to manage company group.



The screenshot shows a user management interface. At the top left, there is a button labeled "User List" and a button labeled "Invite" with a red box around it and a red arrow pointing to it. Below the buttons, there is a table with columns: Created Date, Email, Alias, Direction, Type, Status, and Action. The table is empty, with the text "No data available in table" in the center. At the bottom, it says "Showing 0 to 0 of 0 entries" and has pagination controls for "First" and "Last".

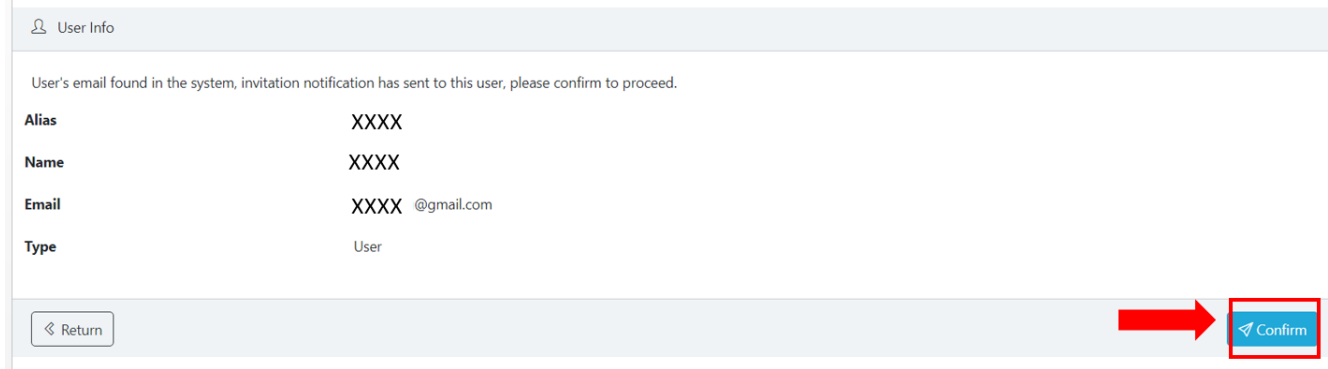
4. This page need to fill in the user email address & his / her position in this company group.



The screenshot shows a "User Invitation" form titled "Invite New User To Join Your Company". The form has a "User Info" section with the following fields: Alias (filled with "Jeff"), Email (filled with "jeffma@gmail.com"), and Type (with "User" selected and "Admin" as an option). A red box highlights the form fields, and a red arrow points to the "Next" button at the bottom right. The form also includes a "Return" button at the bottom left and a note: "Invitation email will be send if user does not registered in the system".

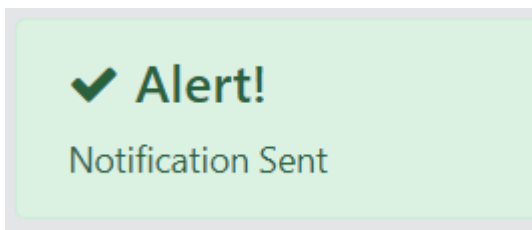
5. Check User information is correctly & click "Confirm"

# 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**"

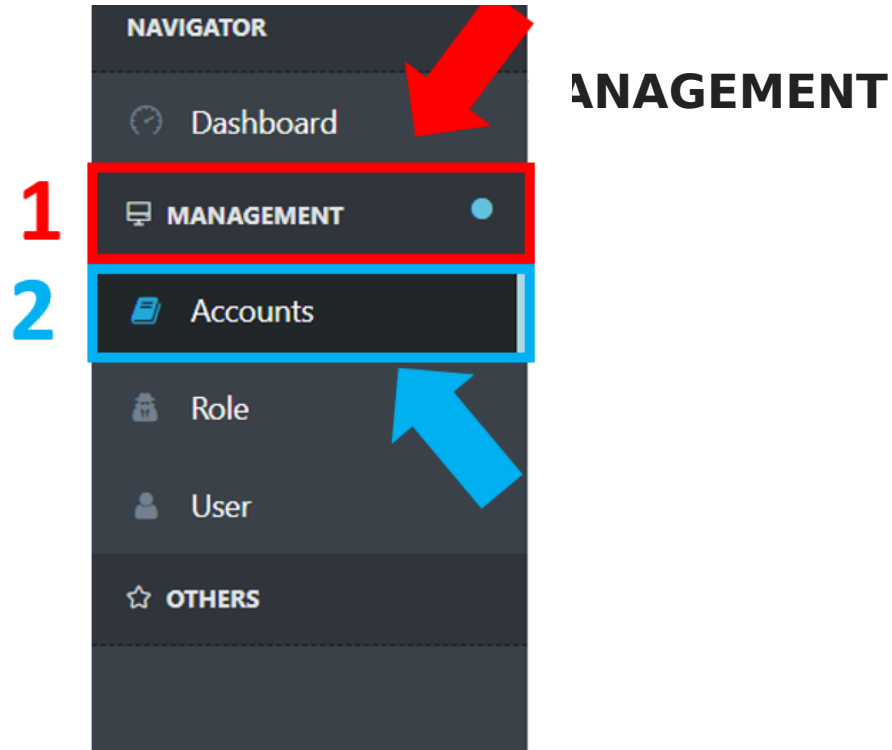
.

# Step 5 - Login to Account

## Book

# Login To Account Book

1. Go to Naviga



> **Account .**

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

Account Book

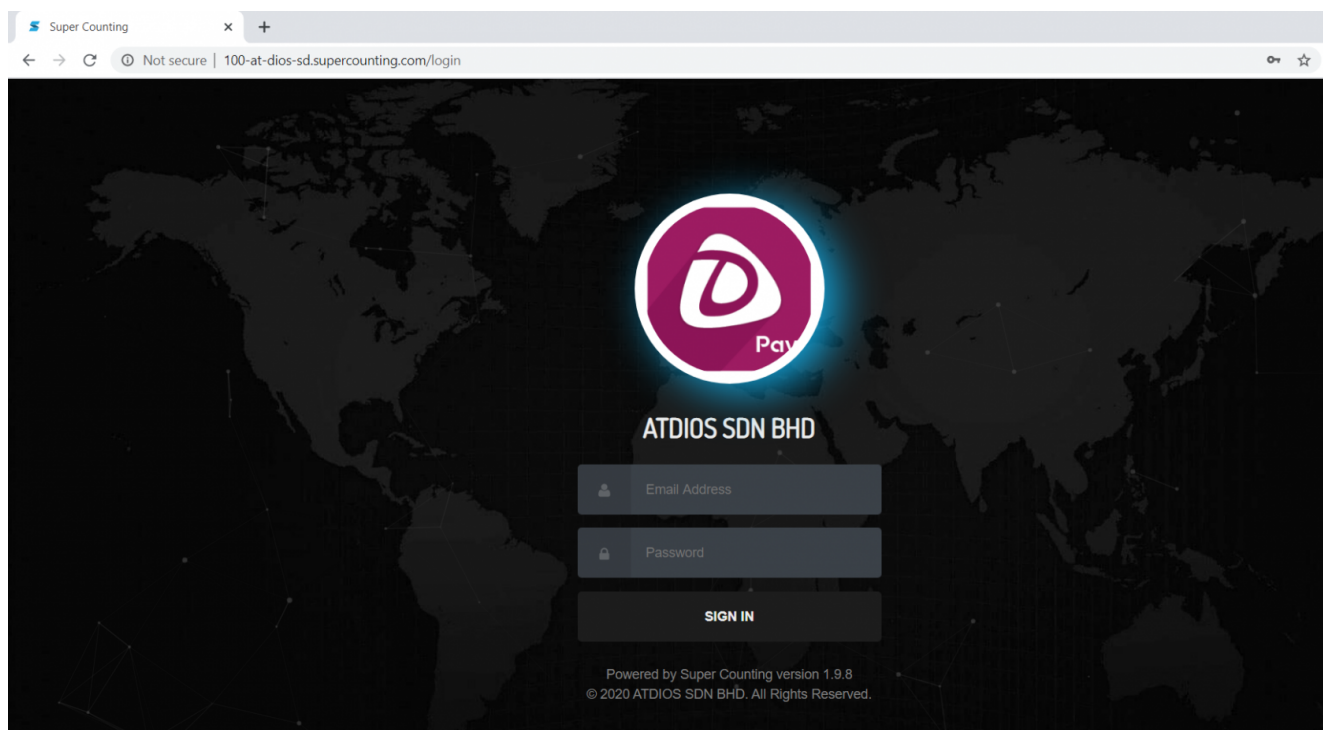
[+ Create](#)

Show 20 entries Page Number  [Go](#) [Export to Excel](#)

	Company	Account Book	Subdomain	Status	Action
1	Super Counting	XXX SDN BHD	abc-subdomain	Activated	<a href="#">View</a> <a href="#">Open</a>

4.

Example :



5.

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

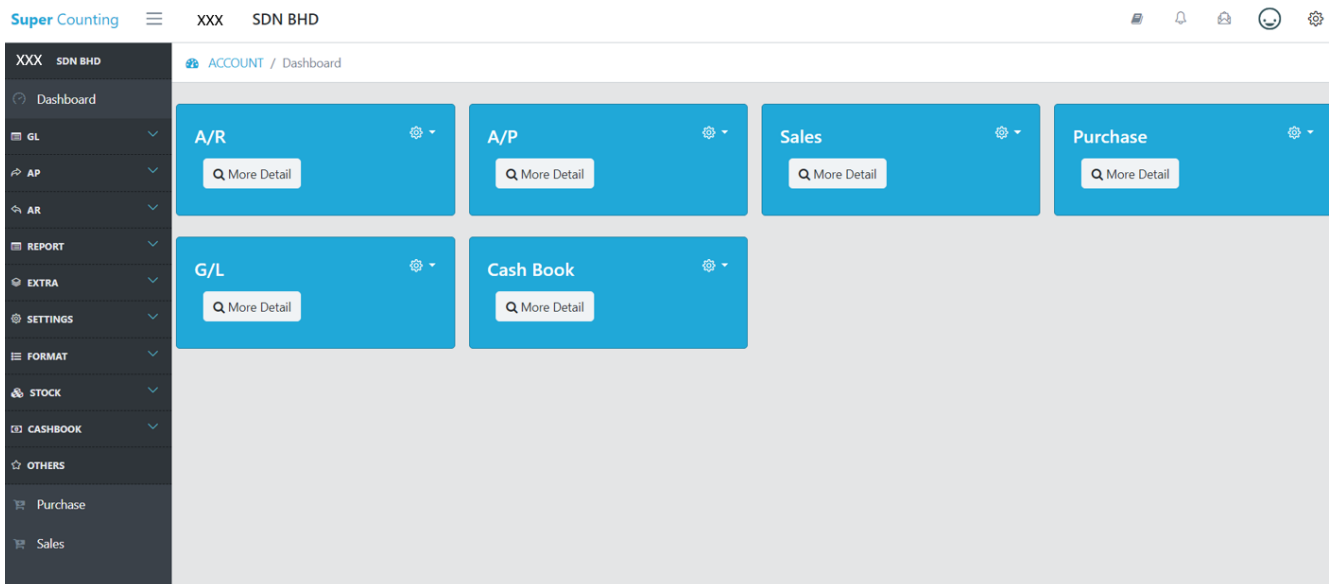
6.

100-at-dios-sd.supercounting.com/login

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**".