01 / PRODUCT OVERVIEW

Understand your business. Stay on top of the work.

Business Suite combines daily business records and customer job tracking in one workspace, with access controlled by your license.

WINDOWS SOFTWARE | CHROME EXTENSION | ANDROID APP

Planner: daily accounts

For shops and offices: sales, receipts, expenses and cash closing.

Work Tracker: customer jobs

For agencies, freelancers and services: quotations, tasks, deadlines and payments.

Chrome extension: install once, then use daily

1. Extract and install

Extract the supplied ZIP. Open **chrome://extensions** → enable **Developer mode** → **Load unpacked**. Select the folder containing manifest.json. Keep that folder on your computer.

2. Pin and open

Click Chrome's **Extensions** (puzzle) button → pin Business Suite. Click its icon to open the workspace in a Chrome tab.

3. Activate the license

Connect to the internet. Enter your license key and registered email / phone when prompted. Use the **License** button to review status and plan details.

4. Set up and choose a module

Fill in **Business Profile**. Choose **Planner** for daily accounts or **Work Tracker** for customer jobs. Start with Basic where available.

5. Work, save and back up

Add or edit records and press **Save**. Check totals and payment balances. Use Backup / Export regularly. Cloud sync requires a licensed Drive or Hosting setup.

6. Update the same extension

Back up data and close Business Suite tabs. Replace files in the **same extension folder**, then open chrome://extensions and press **Reload**. Do not Remove the extension or clear its data.

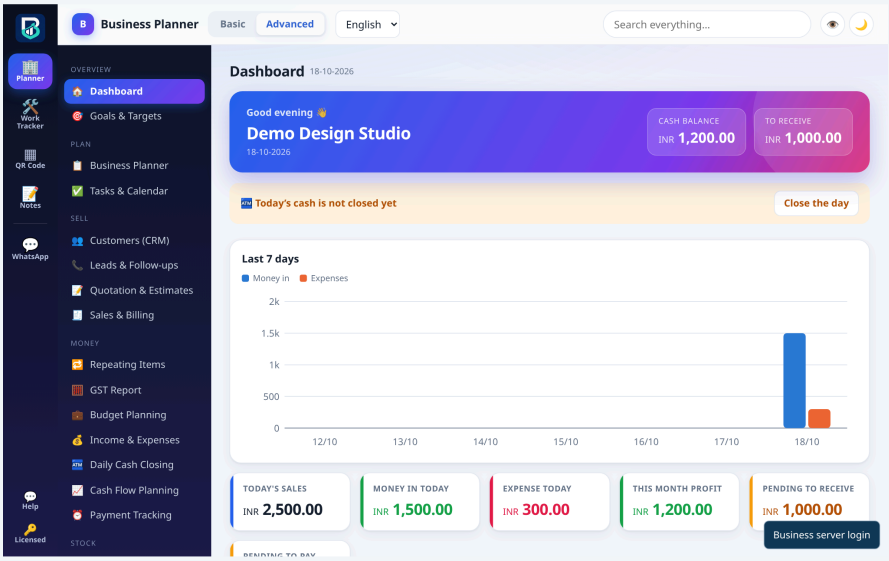
Windows: Run the Setup EXE and open the Business Suite shortcut. **Android:** Open the APK and install / update. Pages 2–5 explain the shared workflows and platform differences.

> **Keep your records:** Removing the extension or clearing its data can delete device-only records. Closing a Chrome tab does not replace a backup. Features and device access depend on your license.

02 / PLANNER

Keep everyday accounts clear and easy to find.

Who it is for: Retail shops, small offices, traders and organisations that record daily receipts, payments and operating expenses.



Windows build interface preview, rendered with local demo records. Sample amounts are illustrative.

A simple daily usage model

1. **Set up the business once**
   Open Business Profile. Add the business name, currency, contact details and relevant invoice / tax information.
2. **Record what happens during the day**
   Add customers, create sales or bills, update receipts and record expenses with the correct dates and amounts.
3. **Review and close**
   Check pending payments, Daily Cash Closing, reports and charts. Follow up on outstanding balances.

Main uses

Sales & billing, payments, income & expenses, attendance, stock, tasks, goals and financial reports.

Example: a retail shop

Record a sale, enter the amount received, note the remaining balance, add a supplier expense and review the closing cash.

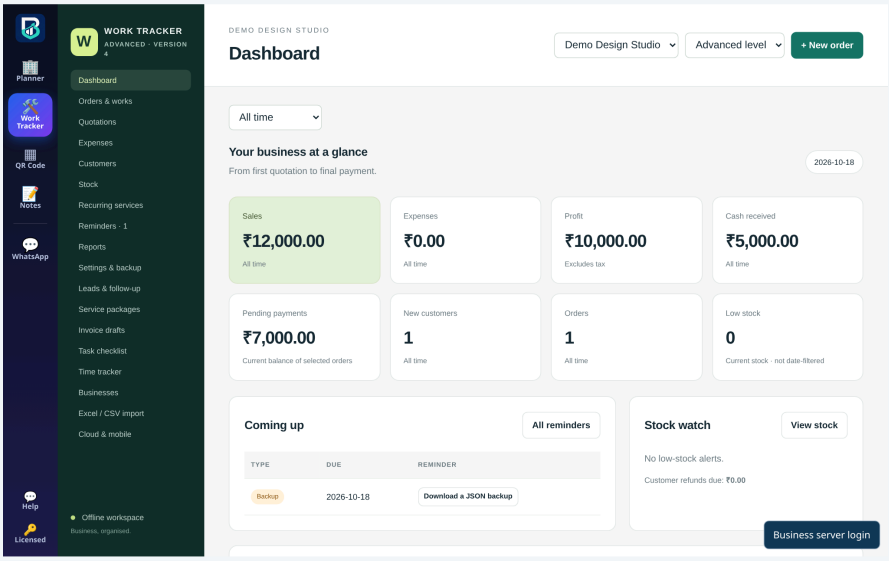
> **Benefits:** Faster record lookup, clearer daily cash position, fewer forgotten entries and a more organised review of income and costs.

Start with Basic mode for a simpler interface. Use Advanced when you need more sections. Available modules depend on your license.

03 / WORK TRACKER

Turn enquiries into completed, paid jobs.

Who it is for: Freelancers, website and design agencies, maintenance teams, repair shops and businesses delivering customer services.



Chrome extension interface preview, rendered with demo records. Layout varies with window size and version.

Enquiry → Quotation → Order → Tasks → Invoice → Payment

A simple job-management model

1. **Capture and quote**
   Add the lead / customer, record the requirement, prepare the quotation and set the next follow-up date.
2. **Plan and deliver**
   Confirm the order. Add tasks, update status, track time where needed and check deadlines.
3. **Invoice and collect**
   Create the invoice, record payments and review the amount still due. Keep the job history together.

Website agency example: Enquiry → quotation → confirmed order → design checklist → delivery → invoice → payment. Use Planner separately for office rent, salaries and daily expenses.

> **Benefits:** Clear next actions, fewer missed follow-ups, better visibility of unfinished work and a simpler view of customer balances.

More tools: Service packages, recurring services, invoice drafts, time logs and task checklists.

04 / DAILY SUMMARY & PLATFORM DIFFERENCES

Your day’s figures, ready to review and share.

Daily Summary brings together recorded Planner and Work Tracker figures so the owner can quickly review the day.

- **Sales & bill count**
- **Money received**
- **Expenses**
- **Net cash**
- **Pending / overdue**
- **Optional customer names**

How to use it

1. **Open WhatsApp in Business Suite**
   Enter the owner’s number; check the country code and the customer-name option.
2. **Choose Preview**
   Review the date, figures and recipient before preparing the message.
3. **Prepare / Send now**
   Open the prepared message in WhatsApp. Review it there and press Send.



Actual summary preview using demo records.

What changes by platform?

Platform	Daily Summary behaviour
Chrome extension	Set a preparation time. Chrome must be open and WhatsApp Web logged in. The summary is prepared for review; press Send in WhatsApp. If Chrome was closed, preparation can occur when reopened that same day.
Windows software	Use Preview and manual sharing in the supplied build. Background scheduled sending is not included.
Android app	Use Preview / Send now and review in the phone’s WhatsApp. Background scheduled sending is not included.

Read the figures correctly: Net cash is money received minus expenses; it is not accounting profit. The summary reflects records entered in the app. Record an invoice or payment once to avoid double counting.

05 / OTHER FEATURES & GOOD ROUTINES

Useful tools. Organised access.

QR Code Generator
Create QR codes for links and supported information.

Business Notes
Save ideas, details and useful reference notes.

Billing & exports
Invoices, quotations, GST fields and PDF / data exports.

Currency display
INR, AED, USD and more. Changing currency does not convert saved amounts.

Search & reports
Find records, review charts and follow up on outstanding payments.

Privacy controls
PIN lock and hide-amount controls help protect on-screen information.

Local, Google Drive or Hosting

Storage	How it is used
Local only	Data stays on the device. Keep separate backup files.
Google Drive	Connect your Google account for sync. Drive alone does not provide staff logins or server-enforced staff roles.
Hosting	Connect the installed app to your configured business server for shared data, individual logins and role-based access.

Business Profile → Storage, sync & business users. Your license enables Drive or Hosting, not both. Data saves locally first; online sync runs while the app is open. Review Pending / Synced status and resolve conflicts before continuing.

Hosting: how team access works

Owner adds a Staff / Viewer / Admin user and shares a one-use, 24-hour invitation. Staff set a password, then use their installed app login. Owner controls permissions and access; changes appear in history. Backend setup is required.

Backup and restore
Sync is not a backup. Keep dated copies separately and verify that a backup can be restored. Hosting restore is Owner-only.

Storage and support
The standard Hosting allowance is 1 GB, including records, attachments and retained backups. For errors, use Help with a screenshot; avoid clearing app data.

At the end of each day
Update records → review cash and pending jobs → preview the summary → check sync → keep a backup.

Interface previews use demo records. Features vary by license, platform, build and completed server setup.