



How do you set up your basic company information (address, phone number, logo) when you're starting off with Cetec ERP? First, click **Admin**.

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION **ADMIN**

SEARCH

☰

Welcome John Smith! (You Are On The **LITE** Support Plan)

SELL EXISTING STOCK BUILD A PART BUY FROM A VENDOR

## Welcome To Cloud ERP

New systems are hard; our [Getting Started Guide](#) makes it easier.  
Enter your first pieces of data and start using your new Cloud-Based ERP System: [Parts](#), [Customers](#), and [Vendors](#).  
If you have questions, consult the [How To Videos](#) and [Documentation](#), or browse through the [FAQ list](#).

### RECENT QUOTES

No Quotes to Display

(Go To Quote) **Go** [View All Quotes](#)

### CUSTOMERS

	Most Recent Quote	YTD Sales
<a href="#">Customer ABC</a>	1 (Closed)	\$0.00

Search Customers **Go** [View All Customers](#)

### INVOICE VALUES

	Ext Resale <sup>1</sup>	Cost	GP Value	GM %	
Yesterday		\$0.00	\$0.00	\$0.00	0 %
Today		\$0.00	\$0.00	\$0.00	0 %
MTD		\$0.00	\$0.00	\$0.00	0 %
Prior MTD		\$0.00	\$0.00	\$0.00	0 %
Prior Year MTD		\$0.00	\$0.00	\$0.00	0 %
Prior Month		\$0.00	\$0.00	\$0.00	0 %
YTD		\$0.00	\$0.00	\$0.00	0 %
Prior YTD		\$0.00	\$0.00	\$0.00	0 %
Prior Year		\$0.00	\$0.00	\$0.00	0 %

**Update**



Click **Config Settings**.

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

USERS **CONFIG SETTINGS** MAINTENANCE LOGS DOCS APIS & MORE DASHBOARDS

### Welcome To Cloud ERP

New systems are hard; our [Getting Started Guide](#) makes it easier.  
Enter your first pieces of data and start using your new Cloud-Based ERP System: [Parts](#), [Customers](#), and [Vendors](#).  
If you have questions, consult the [How To Videos](#) and [Documentation](#), or browse through the [FAQ list](#).

#### RECENT QUOTES

No Quotes to Display

[View All Quotes](#)

#### CUSTOMERS

	Most Recent Quote	YTD Sales
<a href="#">Customer ABC</a>	1 (Closed)	\$0.00

[View All Customers](#)

#### INVOICE VALUES

	Ext Resale	Cost	GP Value	GM %
Yesterday		\$0.00	\$0.00	\$0.00 0 %
Today		\$0.00	\$0.00	\$0.00 0 %
MTD		\$0.00	\$0.00	\$0.00 0 %
Prior MTD		\$0.00	\$0.00	\$0.00 0 %
Prior Year MTD		\$0.00	\$0.00	\$0.00 0 %
Prior Month		\$0.00	\$0.00	\$0.00 0 %
YTD		\$0.00	\$0.00	\$0.00 0 %
Prior YTD		\$0.00	\$0.00	\$0.00 0 %
Prior Year		\$0.00	\$0.00	\$0.00 0 %



Click **Config Wizard / First Login**.

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

USERS ▾ CONFIG SETTINGS ▾ MAINTENANCE ▾ LOGS ▾ DOCS ▾ APIS & MORE ▾ DASHBOARDS ▾

WELCOME

New system  
Enter your  
If you have

Config Wizard / First Login

QUOTES

No Quotes to Display

(Go To Quote) Go View All Quotes

CUSTOMERS

	Most Recent Quote	YTD Sales
Customer ABC	1 (Closed)	\$0.00

Search Customers Go View All Customers

INVOICE VALUES

	Ext Resale	Cost	GP Value	GM %
Yesterday		\$0.00	\$0.00	\$0.00 0 %
Today		\$0.00	\$0.00	\$0.00 0 %
MTD		\$0.00	\$0.00	\$0.00 0 %
Prior MTD		\$0.00	\$0.00	\$0.00 0 %
Prior Year MTD		\$0.00	\$0.00	\$0.00 0 %
Prior Month		\$0.00	\$0.00	\$0.00 0 %
YTD		\$0.00	\$0.00	\$0.00 0 %
Prior YTD		\$0.00	\$0.00	\$0.00 0 %
Prior Year		\$0.00	\$0.00	\$0.00 0 %

Update



Enter your user info and then click Next.

**Let's get started**

1 2 3  
USER INFO COMPANY INFO CONFIG DATA

**CETEC ERP**

**UPDATE YOUR USER INFO**

John

Smith

sales@cetecerp.com

Owner

5122999170

Mobile Phone #

Change Password

Confirm New Password

**Next**

You can edit this anytime from the 'My Profile' link in Cetec ERP.



## Enter your company's info

**Let's get started**

1 2 3  
USER INFO COMPANY INFO CONFIG DATA

**CETEC ERP**

**SET UP YOUR COMPANY INFO**

Company Name  
Cetec ERP

Company Address  
1700 Montopolis Dr  
Austin, TX 78741

Company Phone  
212-867-5309

Company Logo  
Choose File No file chosen

Current Logo:  
**CETEC ERP**

Previous Next



and then click Next again.

**Let's get started**

1 2 3  
USER INFO COMPANY INFO CONFIG DATA

**CETEC ERP**

**SET UP YOUR COMPANY INFO**

Company Name  
Cetec ERP

Company Address  
1700 Montopolis Dr  
Austin, TX 78741

Company Phone  
212-867-5309

Company Logo  
Choose File No file chosen

Current Logo:  
**CETEC ERP**

Previous Next



Enter your default labor rate and overhead rate for your shop floor. Then click **Submit**.

**Let's get started**

1 2 3  
USER INFO COMPANY INFO CONFIG DATA

**CETEC ERP**

**CONFIGURATION SETTINGS**

Default Labor Rate

25

Default Overhead Rate

5

**Previous** **Submit**

Don't worry, you can edit these config settings anytime in Cetec ERP. Just navigate to the Admin Menu, and select Config Settings.



Now you know how to enter your basic company information in Cetec ERP.

**Let's get started**

1 2 3  
USER INFO COMPANY INFO CONFIG DATA

**CETEC ERP**

**CONFIGURATION SETTINGS**

Default Labor Rate

25

Default Overhead Rate

5

**Previous** **Submit**

Don't worry, you can edit these config settings anytime in Cetec ERP. Just navigate to the Admin Menu, and select Config Settings.





Scan to go to the interactive player