

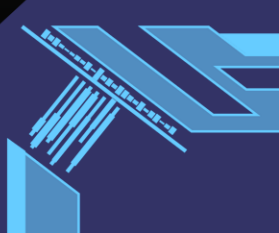


**PROCUA**  
SME Management System

# Standard Guide to Working with Procua.

**Written By NEXLITE**

This book is written to guide Procua users on how to install and work with the system for more information and any other inquiries kindly contact us and we shall help ypu.



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# About

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Please feel free to share this PDF with anyone for free,  
latest version of this book can be downloaded from:

<http://procuaems.com/>

**Procua EMS is an advanced Enterprise Management System** that digitizes the processes of the flow of data and information within the enterprise and respective departments. With an easy-to-use interface, Procua EMS automatically integrates with the enterprise's IT profile with minimum requirements for all general day to day operations.

This tutorial will guide you on the basics of installation, setup and general operations of PROCUA EMS, how to add and, view, process and transform your information into any kind of resource.

Tutorial includes both installation and user guide basics and how to navigate through different layouts, later on how to view information through many different ways.

Each of these sections contain related topics with simple and useful graphical elements.

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# Audience

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This tutorial has been prepared for anyone who has basic knowledge of Computing, Applied IT, Microsoft Office and basic knowledge on how to operate windows explorer to manage files.

After completing this tutorial, you will know about Procua EMS and have a moderate level of expertise in operating PROCUA EMS, navigating through the general layouts, processing information and resourcing information from PROCUA EMS.

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## Prerequisites

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This tutorial and notes are written in English language.

Before you start proceeding with this tutorial, we are making an assumption that you are already aware about basics of Computing and basic terminology. If you are not well aware of these concepts then we will suggest you contact our technical team for support.

we also assume that you have basic knowledge of

- MySQL Database and
- FTP (File Transfer Protocol)

and their basic configurations.

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## Disclaimer and Copyright

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This tutorial may contain inaccuracies or errors and the writers provide no guarantee regarding the accuracy of the site or its contents included in this tutorial. If you discover that the [procuaems.com](http://procuaems.com) site or this tutorial content contains some errors, please contact us at [info@procuaems.com](mailto:info@procuaems.com)

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# Procua EMS Overview

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## What is Procua EMS?

Procua EMS is an advanced Standalone application system originally developed in Java and JavaFX that works with various interfaces to organize the flow of data and information in business enterprises.

## History.

PROCUA EMS was developed by Nexlite team, [nexlite.net](http://nexlite.net). It was released as a system service for Business Enterprises in June 2022 on demand at [procuaems.com](http://procuaems.com).

## Why Deploy and use Procua EMS.

- **Easy to Use**  
Drag and Drop (DoD) processing, understandable data graphs, interactive user experience, and graphical user interface for your convenience
- **Modules**  
Core modules organized for efficiency to easily adapt into the systems general departments with continuous data flow within the business or company
- **Professional Tools**  
Our background tools are incorporated to be dynamic and fast in processing and synchronizing your information to be processed at any time
- **App Integration**  
Integrate your existing operational solution with Procua API Interface that allows you to continue working with ease
- **Fully Customizable**  
Procua EMS core modules are fully customizable to meet your specific business requirements

## What Procua EMS Modules include?

Procua EMS 1.0 Starter Package comes with up to 5 modules as mentioned bellow.

- Stock and Inventory.
- Human Resources.
- Client Management.
- Procurement.
- Project Management.
- Finance and Accounting



The above-mentioned modules are modules that come with **PROCUA EMS 1.0 STARTER PACKAGE**. Should require more or less modules, contact us for information.

## What is next?

We will take you through a step-by-step process to set up your environment to get started with Procua EMS. We are assuming you have good hands-on Computer experience to proceed with this tutorial. If you are not aware of any Computing, then we would recommend you contact our technical team for assistance.

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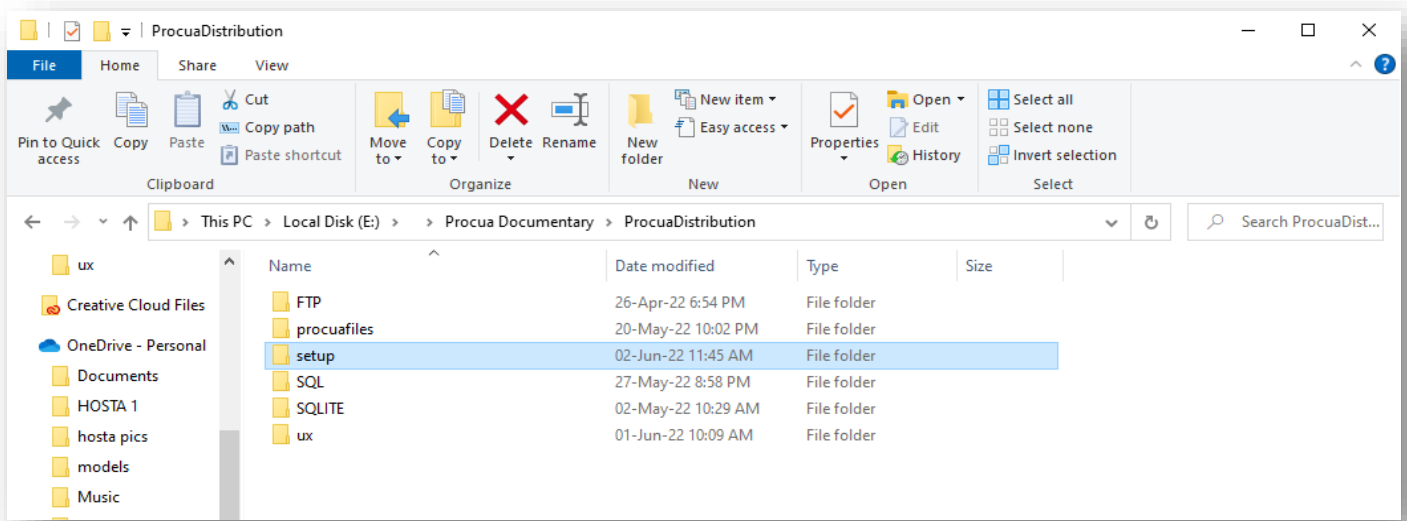
# Procua EMS Environment Setup

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It is very easy to setup and start using Procua EMS. This chapter will explain how to setup your distribution. It will also discuss the Procua EMS connectivity, and demonstrate its navigation.

## What Procua EMS Package includes?

When you open your distribution, it should include the following items as of Procua EMS 1.0 Starter Package also as illustrated in the image bellow.



Picture (1) showing Procua EMS 1.0 Starter Package distribution contents

## Procua FTP Files

The file folder “FTP” in picture (1) is the folder for your FTP Server content files.

## Procua files

The file folder “procuafiles” in picture (1) is the content folder for your primary directory content files.

## SQLite Source Folder

The folder “SQLITE” in picture (1) contains the log folder for your primary directory SQLITE DB content files.

## Database File

The SQL folder “SQL” in picture (1) contains the database file for importing to your MYSQL Database.

## Application

The Folder “setup” in picture (1) contains the setup file to be installed on your PC.

## Environmental Requirements

Before you begin, make sure you have the following requirements to setup.

### Interface Requirements

Interface	Requirement
Windows explorer	32-bit and (64-bit preferably) Windows 10 and above
SQLite	Database Version 3.37.2 or above
MySQL database	5.0 and above
FTP	2021-12-25 – FileZilla (example) Server 1.2.0 and above



## System Requirements

Item	Requirement
Operating system	Windows 10, Windows Server 2019, or Windows 10 LTSC 2019
windows OS	32-bit or (64-bit preferably)
Memory (RAM)	4 GB RAM; 2 GB RAM (32-bit)
CPU	Dual core processor with speed of 2.4GHz or faster
Hard Disk Space	Available space of 250G or above. (We recommend using NTFS hard disk partition as the software installation directory.)
Display	1280 x 768 screen resolution (32-bit requires hardware acceleration for 4K and higher)
Graphics	Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update).

## Other Requirements

POS Receipt printer: E - POSS GP 80250 Series.

Internet Connectivity: functionality requires an internet connection. Fees may apply.

All features and functionality are always available by using a keyboard, mouse, or other standard or accessible input device.



**Touch features and other input or output functionalities that are not mentioned above are not tested yet and may interrupt Procua EMS processes or functions**

**Product functionality and graphics may vary based on your system configuration.**

**Some features may require additional or advanced hardware or server connectivity.**

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# Installation

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Procua EMS can be installed basically in two procedures.

- Upgrading Procua EMS.
- New Installation.

## Procedure: Upgrade:

If you are upgrading Procua EMS, kindly contact our technical team for support and assistance.

## Procedure: New Installation:

If this is the first time you're installing Procua EMS, you may have some pre-installation steps to do first.

### Setting Up Log Files

- Copy and paste “**procuafiles**” folder to your primary C drive.
- Copy and paste “**sqlite**” folder to your primary C drive.

### Setting Up MYSQL Database

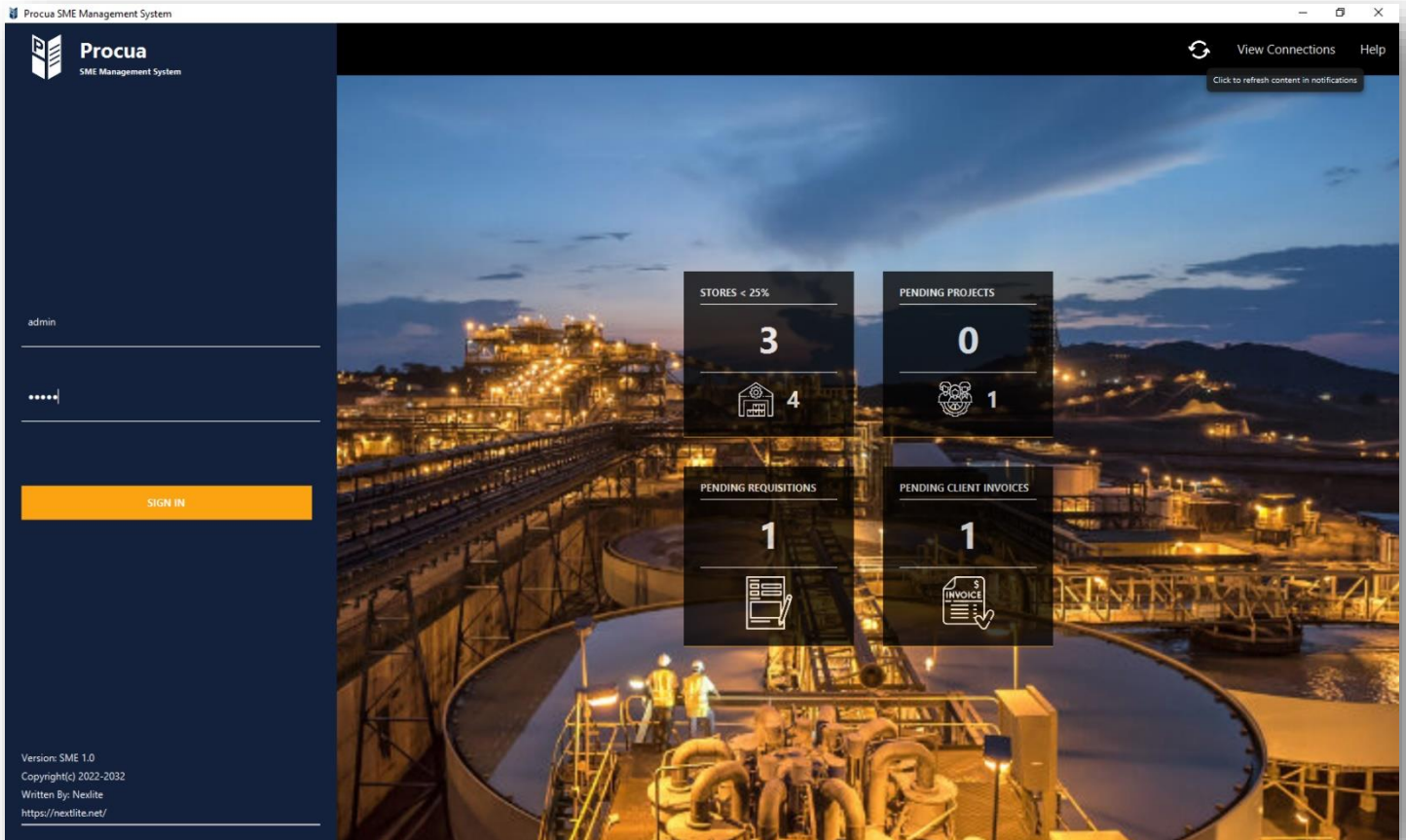
- From your MYSQL Server create new database named procua.
- Import the “**procua**” SQL Source File.

### Setting Up FTP

- Copy and paste the “**procua**” folder to your ftp primary directory.

## Installing Procua EMS Application

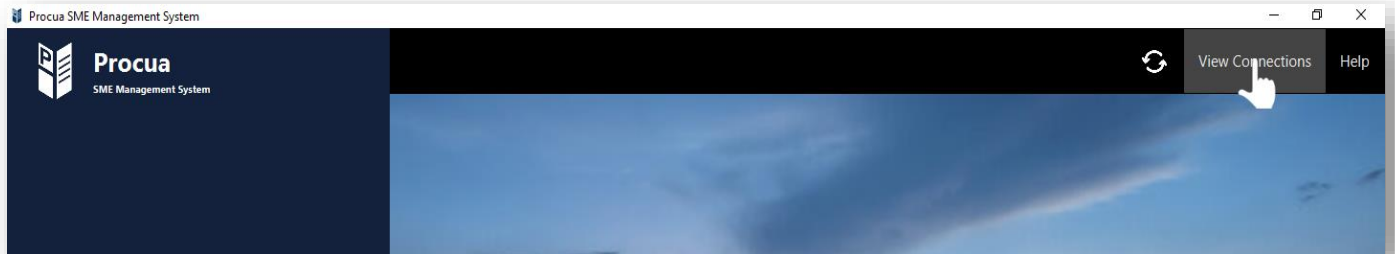
- Right click “Procua-1.0” Application setup file and run the installation setup as an administrator.
- Follow prompts to proceed with installation.
- Once installation is successful Procua will launch to the login interface



Picture (2) showing Procua EMS 1.0 Login Interface.

## Procuca Connection Interface:

On the top black Ribbon, left click once on “**View Connections**” to launch “**Procuca Connection Manager**” where you will configure connections.



Picture (3) showing Procua EMS 1.0 Login Interface with mouse icon on “View Connections” button.

## SQLite Connection

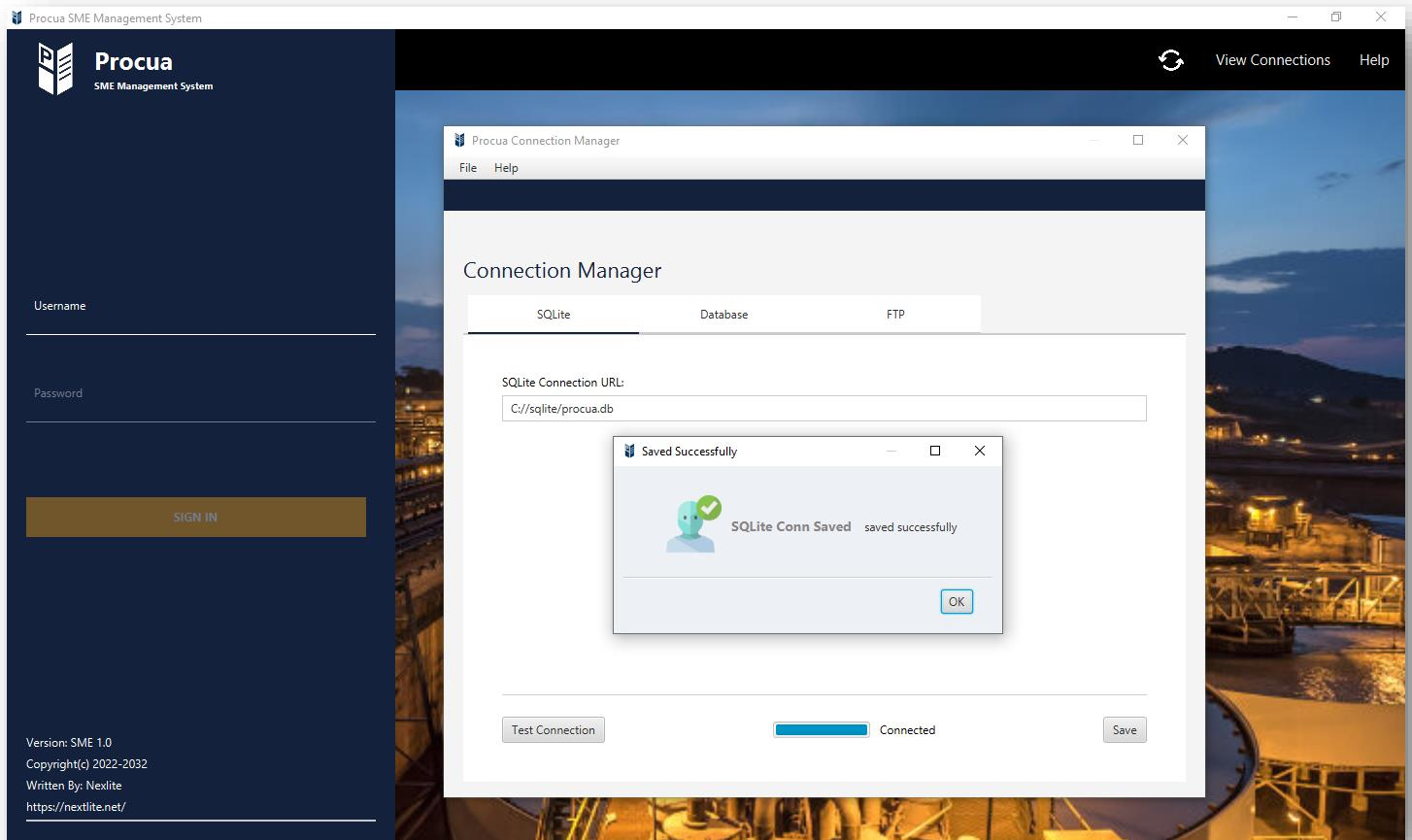
On the SQLite tab,

**SQLite Connection URL:** field contains the default path to procua.db

C://sqlite/procua.db

which is the database in the sqlite folder you earlier setup, refer to [section above](#).

Click on test connection to test the configuration. Once status indicates connected,



Picture (4) showing Procua EMS 1.0 SQLite Connection successfully saved.

click on save button to save the sqlite connection, follow prompts to save then proceed to Database tab.

## Database Connection

On the Database tab,

### Server location:

This field contains the default path to the default MYSQL application location.

```
C:\\xampp\\mysql\\bin\\mysqld.exe
```

Left click once on the start button to start MySQL database if it is not already running. If you are using a remote server, please ignore this field.

### Database Connection URL:

This field contains the default procua MySQL database connection URL.

```
localhost/procua
```

Enter the correct URL and proceed for more information check out information on MySQL website or contact our technical team for assistance.

### Username:

This field contains the default MySQL user account name.

```
root
```

Enter your correct configured username and proceed to password.

**Password:**

This field contains the MySQL user account password.

\*\*\*\*\*

Enter your correct configured password and proceed to test connection.

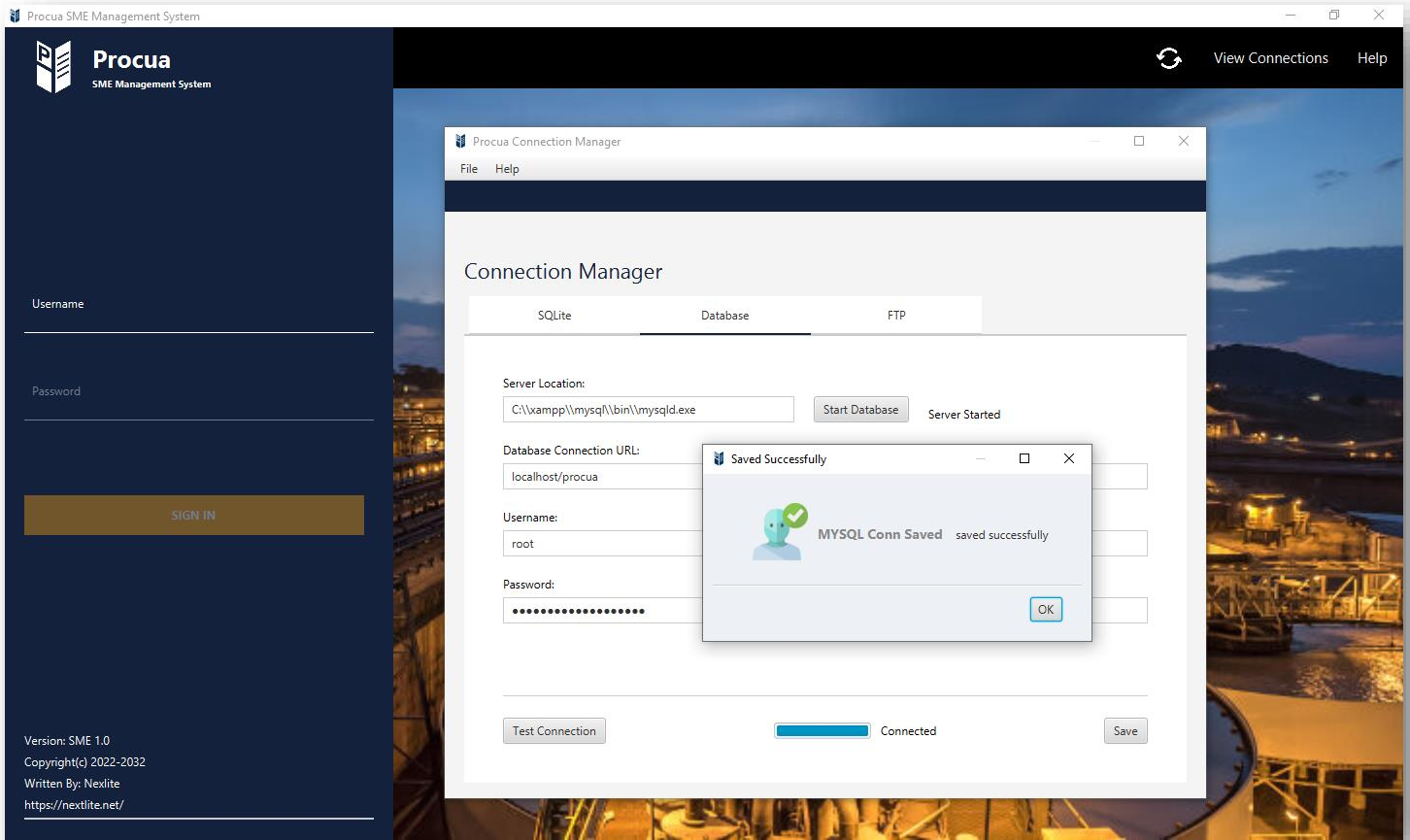
**Testing Connection.**

Click on “Test Connection” button to test the configuration. Once status indicates “Connected”, click on save button to save the database connection then proceed to FTP tab.



If MySQL server is not connecting, contact your administrator or contact our technical team for assistance. For MySQL technical assistance, please visit their site for tutorial.





Picture (5) showing Procua EMS 1.0 MySQL Connection successfully saved.

## FTP Connection

Before you configure your FTP connections, ensure that your FTP Server is running. On the FTP tab,

### FTP Connection url:

This field contains the default FTP connection URL.

127.0.0.1

Enter the correct URL and proceed.

### FTP port:

This field contains the default FTP connection port.

21

Enter the correct port and proceed to username.

### Username:

This field contains the FTP user account name.

procua

Enter your correct configured username and proceed to password.

### Password:

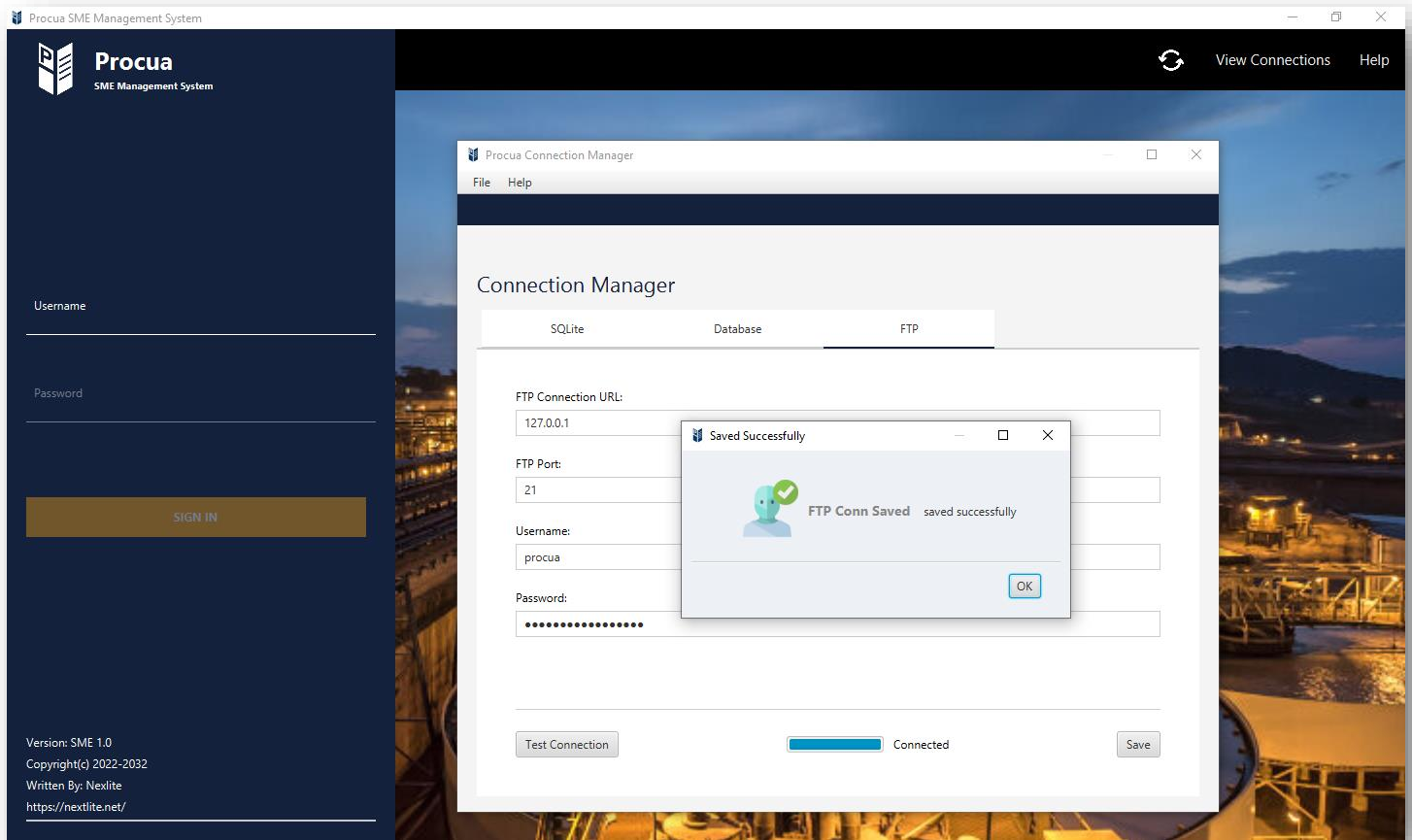
This field contains the FTP user account password.

\*\*\*\*\*

Enter your correct configured password and proceed to test connection.

### Testing Connection.

Click on “Test Connection” button to test the configuration. Once status indicates “Connected”, click on save button to save the FTP connection.



Picture (6) showing Procua EMS 1.0 FTP Connection successfully saved.



If FTP server is not connecting, contact your administrator or contact our technical team for assistance. For FTP technical assistance, please visit their site for tutorial.

Now that all configurations are done, tested and saved close the connection manager and restart Procua EMS to effect the configurations.

# CONGRATULATIONS YOU HAVE SUCCESSFULLY INSTALLED PROCUA EMS.

Need more help? Contact our technical team for assistance.



You **MUST RESTART** Procua EMS after setting up your configurations.

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# Getting Started

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Before you get started, ensure that your system time is correct. it's important for Procua EMS that your records are kept in correct system time since the system depends a lot on system time.

Login to Procua EMS from the login interface to get started. If you are having problems logging in, please contact technical team for assistance.

## GUI Basics of Procua EMS 1.0.

### Windows

Procua EMS is canvased or interfaced within standard windows OS application modal format that is the windows contain application label and controls. feel free to drag and reposition, minimize, maximize and close Procua EMS through standard windows OS procedures.

Pop-up tooltip windows are also available to guide you through actions as you use the system.

### Icons

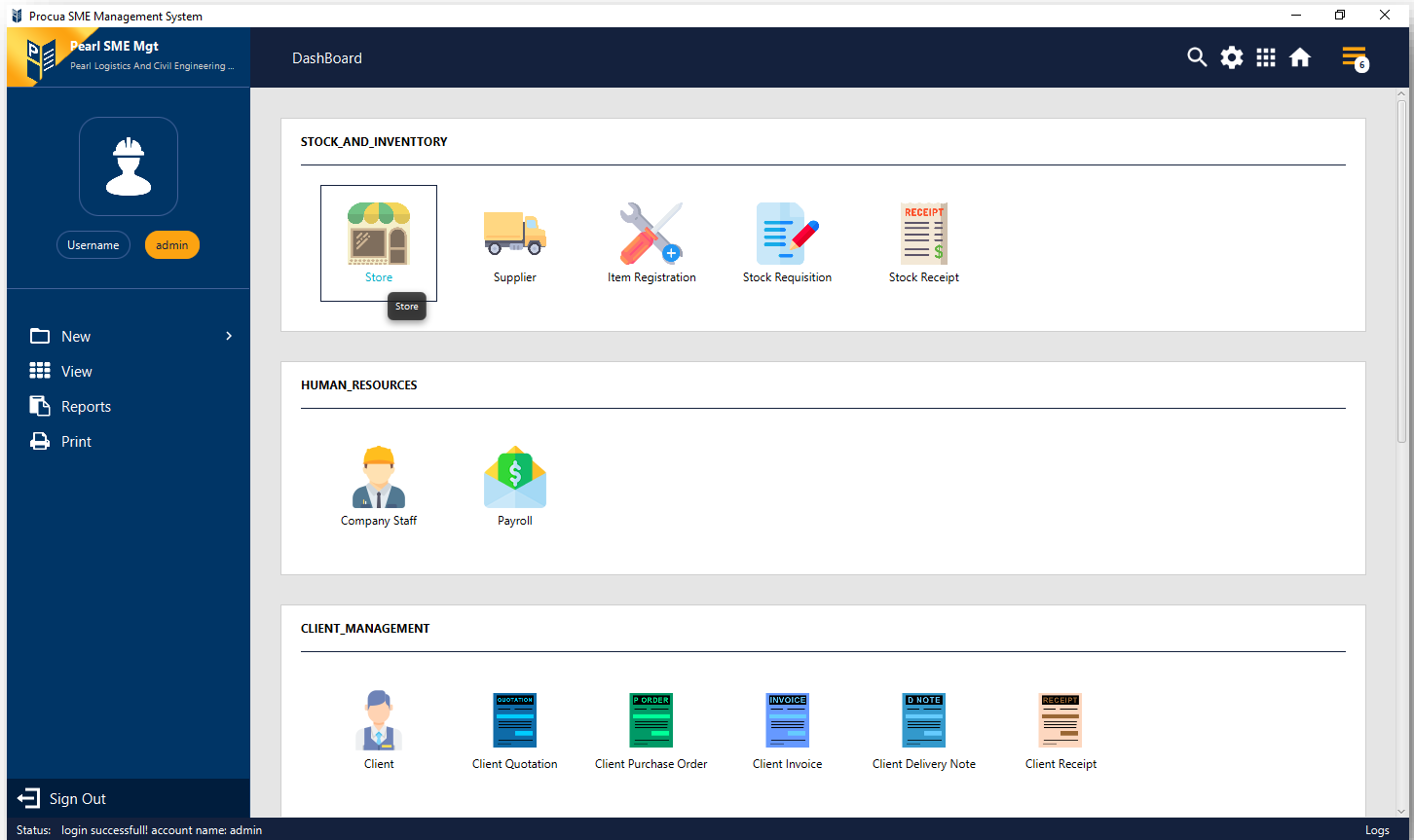
Procua EMS icons are designed to provide easy interpretation, understanding and quick access as you navigate through interfaces.

### Login

Once you are Successfully logged in, Procua 1.0 offers a new advanced user interface.

When you login Procua 1.0, it automatically takes you to interface where the “**New Interfacer**” is already loaded to the “**Main Body**”.

This user interface consists of four parts.



Picture (7) showing Procua EMS 1.0 New Interfacer successfully Logged in with mouse pointer at Patient Registration and visible tooltip.

## Navigation

The dominant method for navigating through interfaces is with input mouse actions. Navigate easily with left clicks, scrolls and sometimes right clicks applicable respectively as indicated or as tutored personally. For more navigation tips contact our technical team.



For more navigation tips contact our technical team.

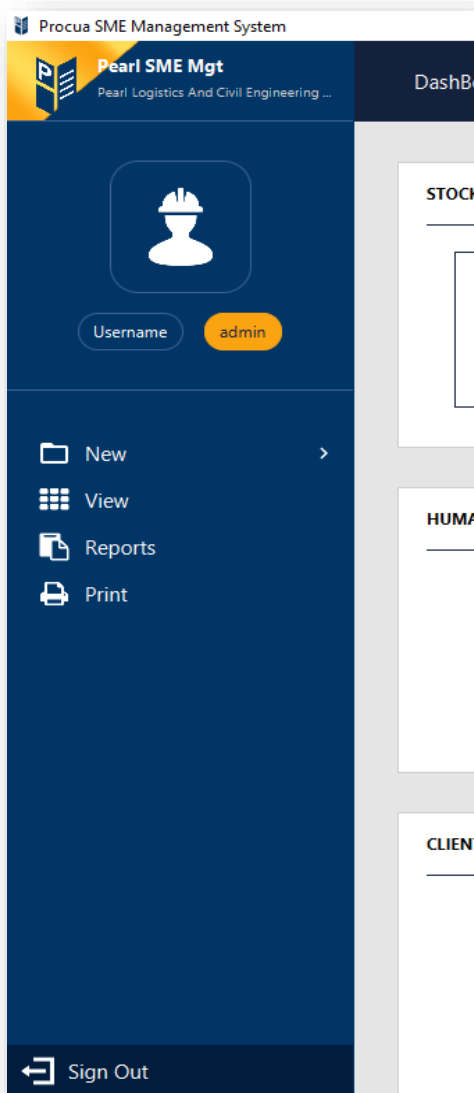
## Procuca EMS Interface Main Parts.

This interface consists of four main parts namely:

- Main Menu
- Ribbon
- Main Body
- Logger

### Main Menu

This is the black menu on the left hand of Procuca EMS. The main menu consists of three parts.



#### **Company Pane**

This pane consists of the Company logo, name and the Company name.

Left click once on this pane to view more Company information.

#### **User Account Pane**

This pane consists of user account icon and name on the menu button.

Left click once on this button to display sign out menu which when left clicked on once will prompt you to sign out.

#### **Interfacer Section**

This section consists of four Interfacer panes with graphical icon and the descriptive label.

#### **Sign Out Button**

Left click once on this button to display sign out prompt.

Picture (8) showing Procuca EMS 1.0 Main Menu.

## **Ribbon**

This is the pane where you can view the dashboard, search procua data, configure system settings, interact with other procua applications and view statuses and system notifications.

This pane consists of icons namely;



Picture (9) showing Procua EMS 1.0 Ribbon.

### **Dashboard Button**

Left clicking once on this button will open the “Dashboard” where you can view different advanced data graphs that reload information concurrently. You can also choose which graph to view at a particular time.



Find more graphs in the [statistics](#) in the “View Interfacer”

### **Search Button**

Left clicking once on this button will set the search box to the ribbon where you can search and find information in different fields as indicated. Type search text in the search box and hit enter button to load content to the “Main Body”.

### **Settings Button**

Left clicking once on this button will load settings icons to the “Main Body” that is.

- User Accounts
- Company Information and more,

however, some of these setting are limited to admin.

### **Applications Button**

Left clicking once on this button will load Procua Applications icons to the “Main Body that is.



- Logs
- Procuca folders and more,

however, some of these applications might be limited to admin.

## Home Button

Left clicking once on this button will set the “Dashboard” button to the Ribbon and also load the “New Interfacer” to the “Main Body”.

## Statuses / Notifications Button

This button also contains a status log counter that indicates how many statuses are available.

Left clicking once on this button will open the “Notifications Pane”. After reviewing notifications close the pane to proceed operations with other system.

## The Main Body

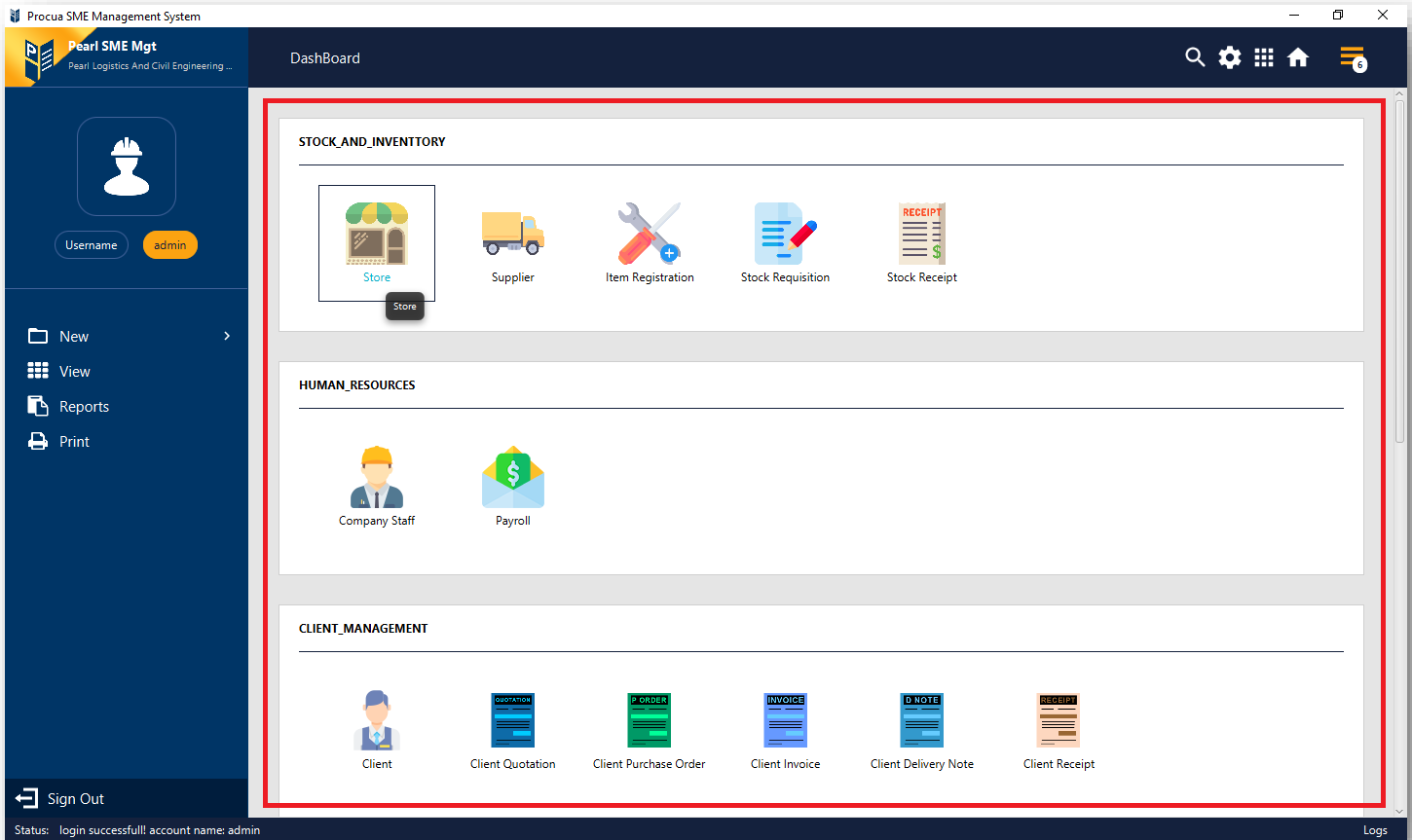
This is the pane where major content display happens. navigate through this panel with standard easily scrolls left or right clicks respectively. This pane will also open other windows and status windows however always keep notice and close windows that you are not working with.

Some screen configurations are not added to procua, so in case your display is not showing some information in the main body, easily adjust main window to view all information or contact us for customized configuration.

Some content in the main body might be hidden according to your account privileges or other contents might require administrative credentials to access. Contact your admin if you are not seeing certain content displayed on main body panel.



The system displays content in the “Main Body” according to your user account privileges. Be sure to contact your admin in case you’re not seeing certain content on your “Main Body”.



Picture (10) showing Procua EMS 1.0 Main Body area surrounded in red.

## Logger Bar

This is the pane at the bottom of Procua EMS main window. It indicates statuses and also shows systems operation logs.



Picture (11) showing Procua EMS 1.0 Logger Bar with status progress bar.

The bar consists of three parts namely

## The status indicator

This shows labels of the current activity happening or done or undone otherwise.

## Status Bar

The bar indicates progress on tasks that take long to process however, the status bar will disappear after some time.

## Logs Button

Left clicking once on the “Logs” button on the utter most right bottom conner will open the “**Procua logger**” where you will review events and activities as they are logged up in the system. Notice that some events might not be logged up by the system. Contact our technical team for more information.

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# Basics of Information Processing

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The main information processing section in Procua EMS is through the “Interfacer Section”.

## Interfacer Section

This section consists of four Interfacer panes with a graphical icon and descriptive label including:

### **New**

This is the interface where most of the new forms and documents are added to procua.

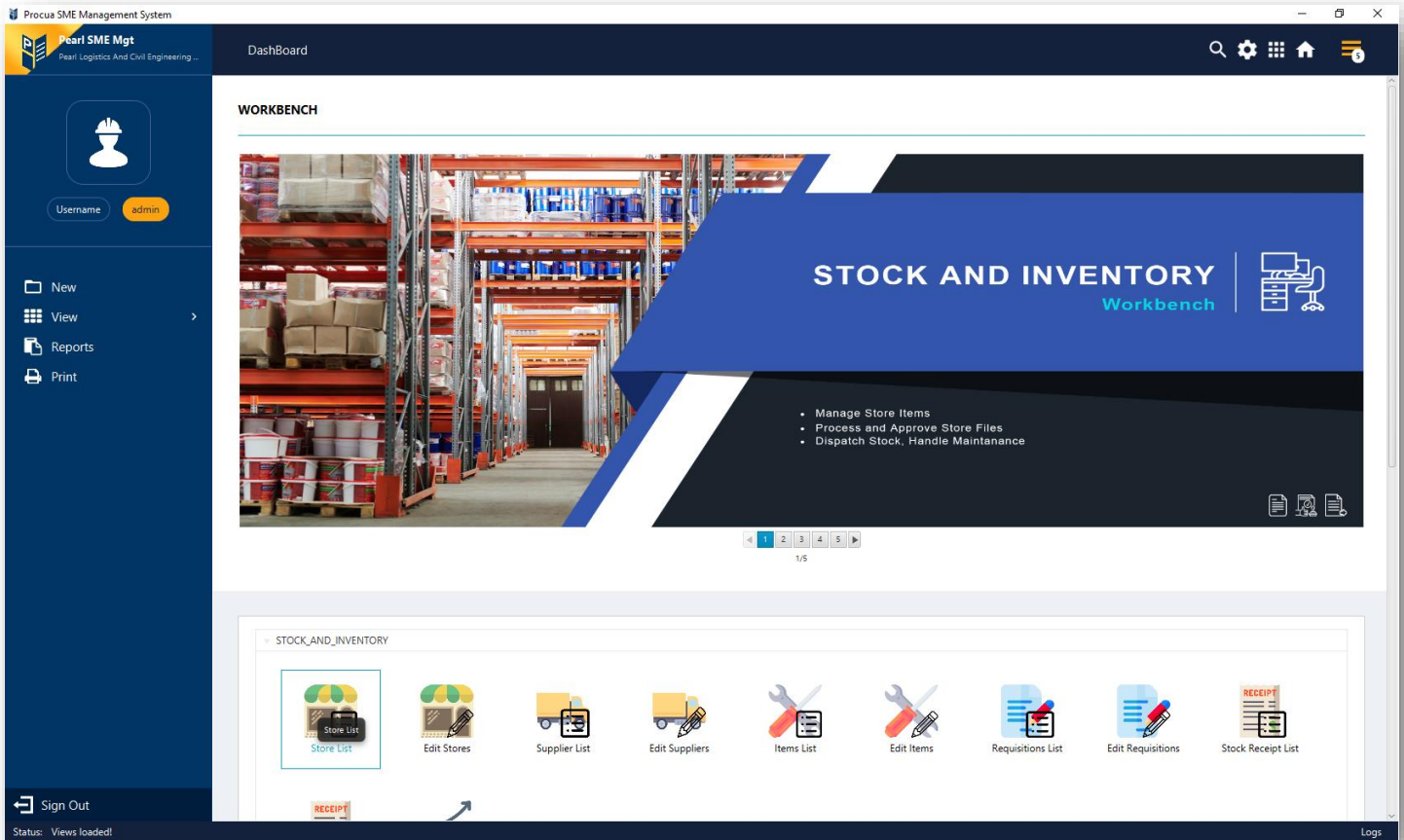
Left clicking once on the “New” pane from the “Main Menu” will load the new form icons in their groups to the main body according to your user access privileges. Use this interface to create new forms and files to Procua EMS.

### **View**

This is the interface where most of the information is viewed from processed, interacted with and resourced. It also contains the workbench interface where extra management and processing of information is done.

Left clicking once on this pane will load the workbench and icons in their groups to the main body according to your user access privileges.

Use this interface to navigate the workbench, view lists and files and process information added to the system.



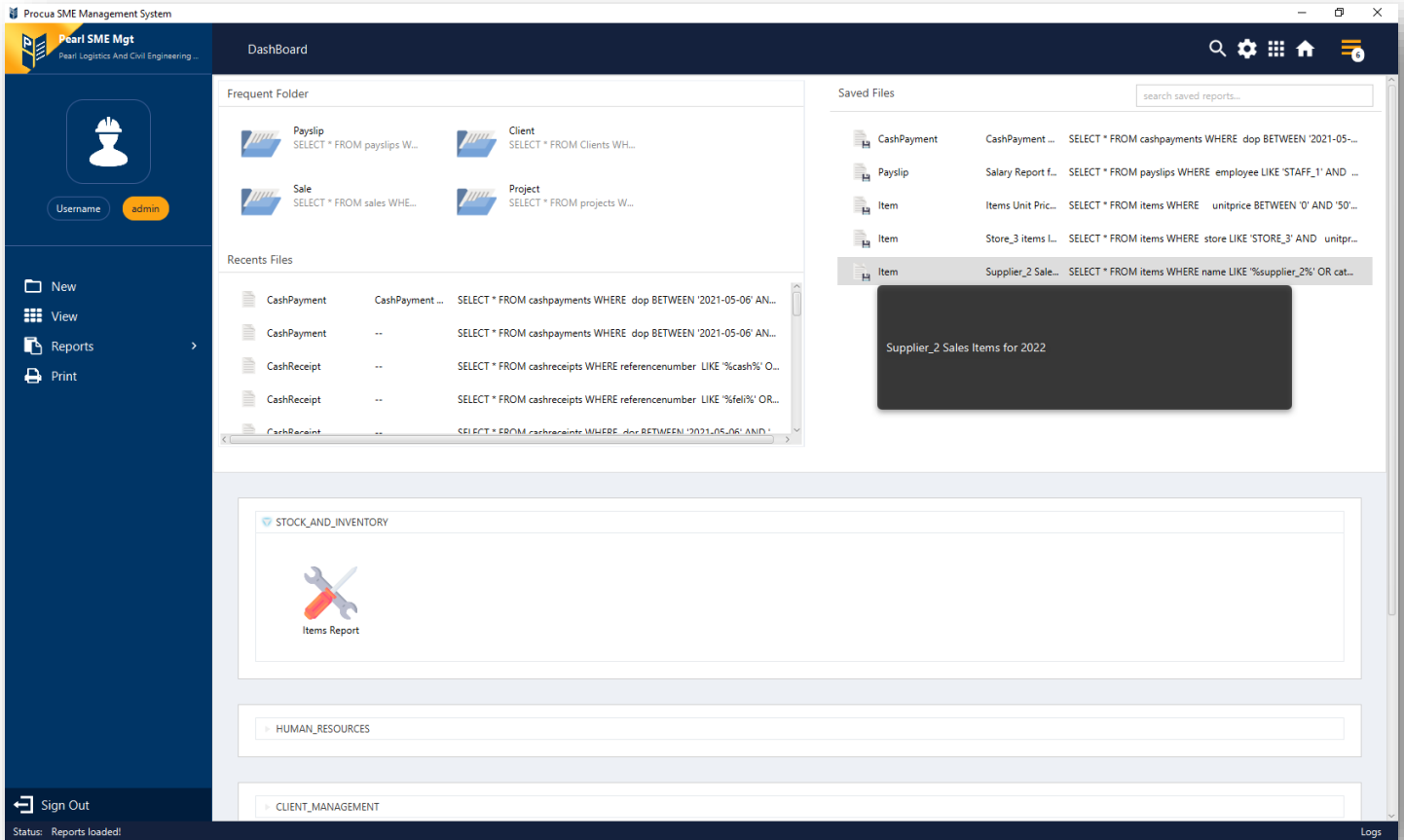
Picture (12) showing Procua EMS 1.0 View Interface loaded to the Main Body.

## Report

This is the interface where most of the report generation and information resourcing and exporting of information is done.

Left clicking once on this pane will load the report navigator and report icons in their groups to the main body according to your user access privileges.

Use this interface to create, process and resource reports of information in various formats, for example export information to Excel.



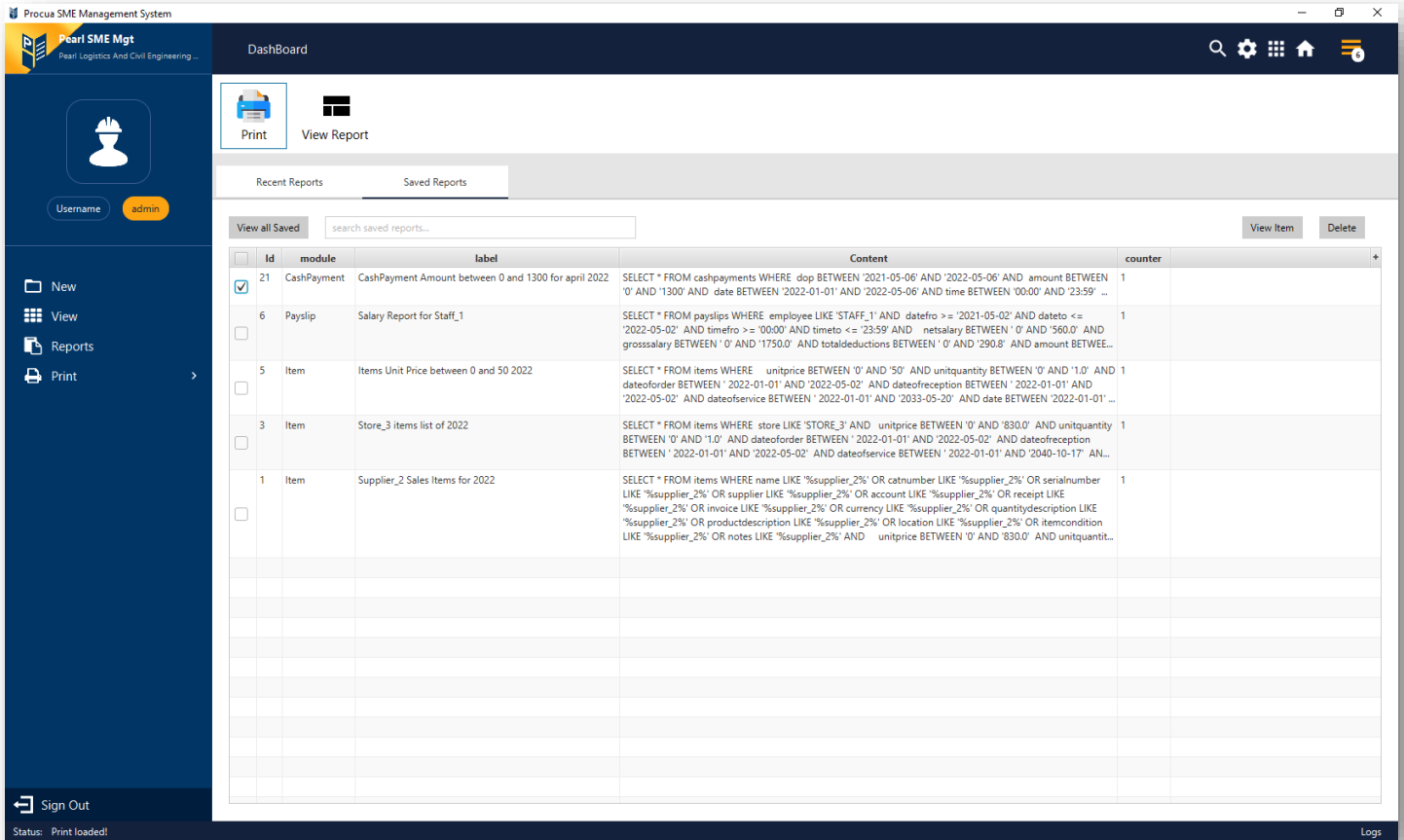
Picture (12) showing Procua EMS 1.0 Report Interface loaded to the Main Body.

## Print

This is the interface where most of the created reports in Procua EMS are printed.

Left clicking once on this pane will load both “Recent Reports” and “Saved Reports” panes to the “Main Body”.

Use this interface to print, view and delete reports.

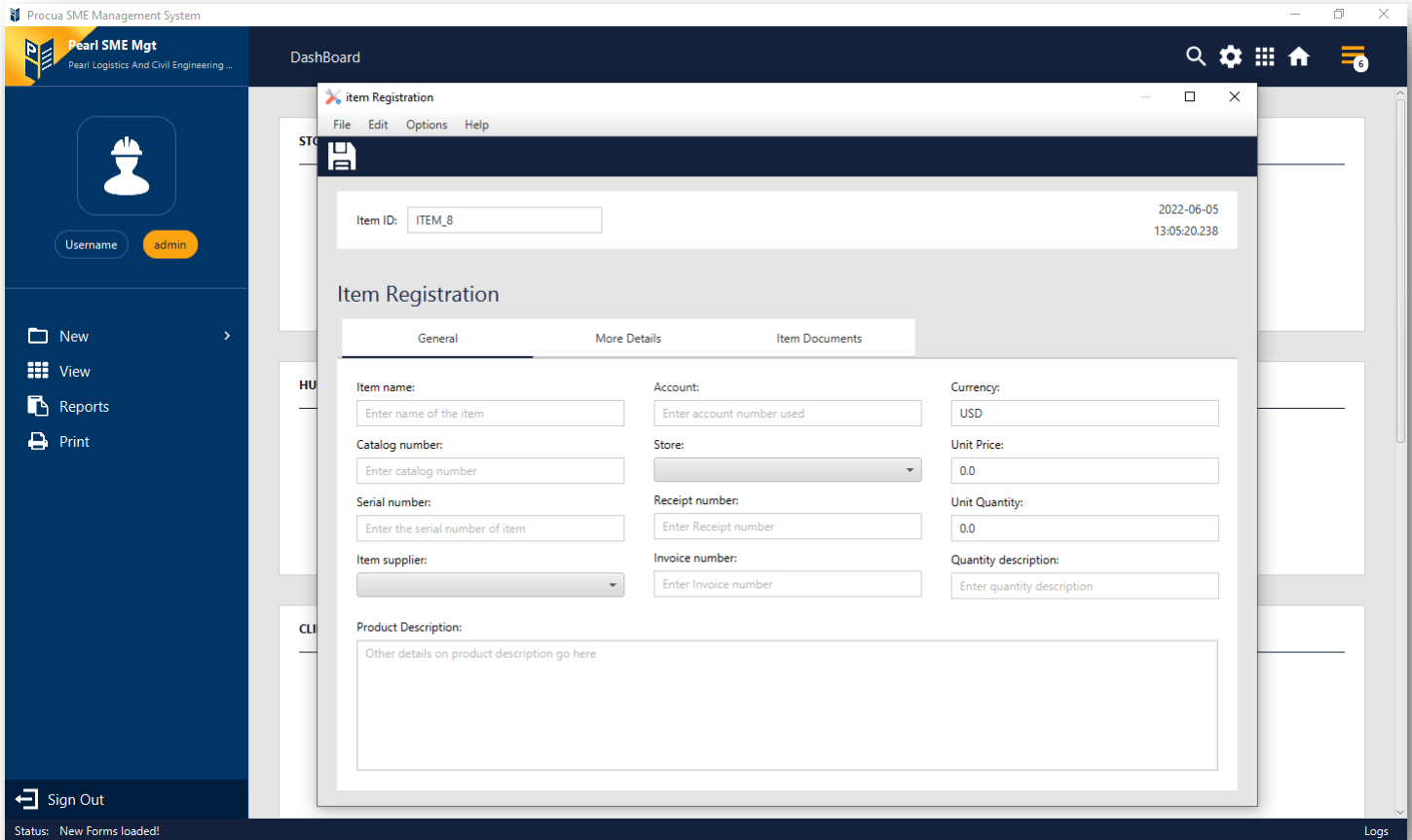


Picture (13) showing Procua EMS 1.0 Print Interface loaded to the Main Body and Saved Reports tab shown.

## Processing Examples

### To add a New Item to the system:

1. Click on “New Interfacer” pane to load “New Form” icons to the “Main Body”.
2. In the ‘STOCK\_AND\_INVENTORY’ group click on “Item Registration”. This will open the new “Item Registration” form with a prefilled “Item ID” in the field and other default information. Take notice of the Item ID, date, and time fields. Ensure that the date and time fields are correct contact technical team incase time is not correct.



Picture (14) showing Procua EMS 1.0 Add Item form opened and General tab shown.

3. Down to the General tab, enter fields' information respectively as commented by the labels. **For “Unit Price” and “Unit Quantity” fields please only enter numeric data or numbers.**
4. On the More Details Tab, enter fields' information respectively as commented by the labels. For fields that require dates, please use the date control icon to enter dates in the correct formats.
5. On the Item Documents tab, click on Add button to add document about this item. Ensure that the document is named correctly before adding it to the system. On the add document prompt, follow labels to add document easily. Once document is added, you will see corresponding information in the table.
6. Once all fields are entered correctly, click on the “Save” icon above on the form. The prompt to save will popup then click “Save” button. If saved successfully, the saved confirmation will popup, click “Ok” button to close it.

**Congratulations!** you have added an Item to Procua EMS. In case the save wasn't successful, take notice of the error popups and contact the technical team.



## View information in the system:

Through the “View Interfacer” you will view most of the information in Procua EMS.

### For example, to view an added Item in the system:

1. Click on “View Interfacer” pane from the “Main Menu Section” to load content icons to the “Main Body”.
2. Scroll to “STOCK\_AND\_INVENTORY” group, click on the arrow icon to reveal the icons in the group, then click on “Patient List”.
3. Once you have clicked on the “Items List” icon, the items list and contents will be loaded to the “Main Body”.
4. In the list view, double click on list item to show item.

The screenshot displays the Procua SME Management System interface. The top navigation bar includes a search icon, settings, home, and user profile. The sidebar on the left contains navigation options: New, View, Reports, Print, and Sign Out. The main content area is titled 'Item List' and features a search bar and 'Export File' and 'Email File' buttons. The list contains the following items:

Item ID	Item Name	Description	Serial Number	Supplier	Store	Receipt Number	Files
ITEM_7	City Tyre	Radial ply construction Black in color 205mm 65 aspect ratio with	SN231379875	SUPPLIER_1	STORE_1	RCT3242	1 Files
ITEM_6	test item	null	SerialNumber: null	SUPPLIER_3	STORE_4		1 Files
ITEM_5	Grid Coupling Component	Grid Coupling Component Friction Segment Set 1060 Coupling Size	SN3343	SUPPLIER_3	STORE_4	RCT3332	2 Files
ITEM_4	Generic 280L/H 4W Submersible Water Pump	Multi purpose fully submersible Adjustable Water Flow Water Pump	SN3423	SUPPLIER_2	STORE_3	RCT345	4 Files
ITEM_3	Generic DECDEAL Brushless Water Pump	Ultra-quiet DC12V Micro adjustable mini water pump submersible wi	SN34323432	SUPPLIER_2	STORE_3	RCT3434	3 Files
ITEM_2	Generic Hose Water Pipe	PVC tube with internal polyester fiber reinforcement for torsion	SN3433	SUPPLIER_2	STORE_2	RCT456	1 Files

Summary statistics on the right:

- SELECTED TOTAL: Total Items: 7
- TOTAL: Total Items: 7

Status: Loading items List Done! | Logs

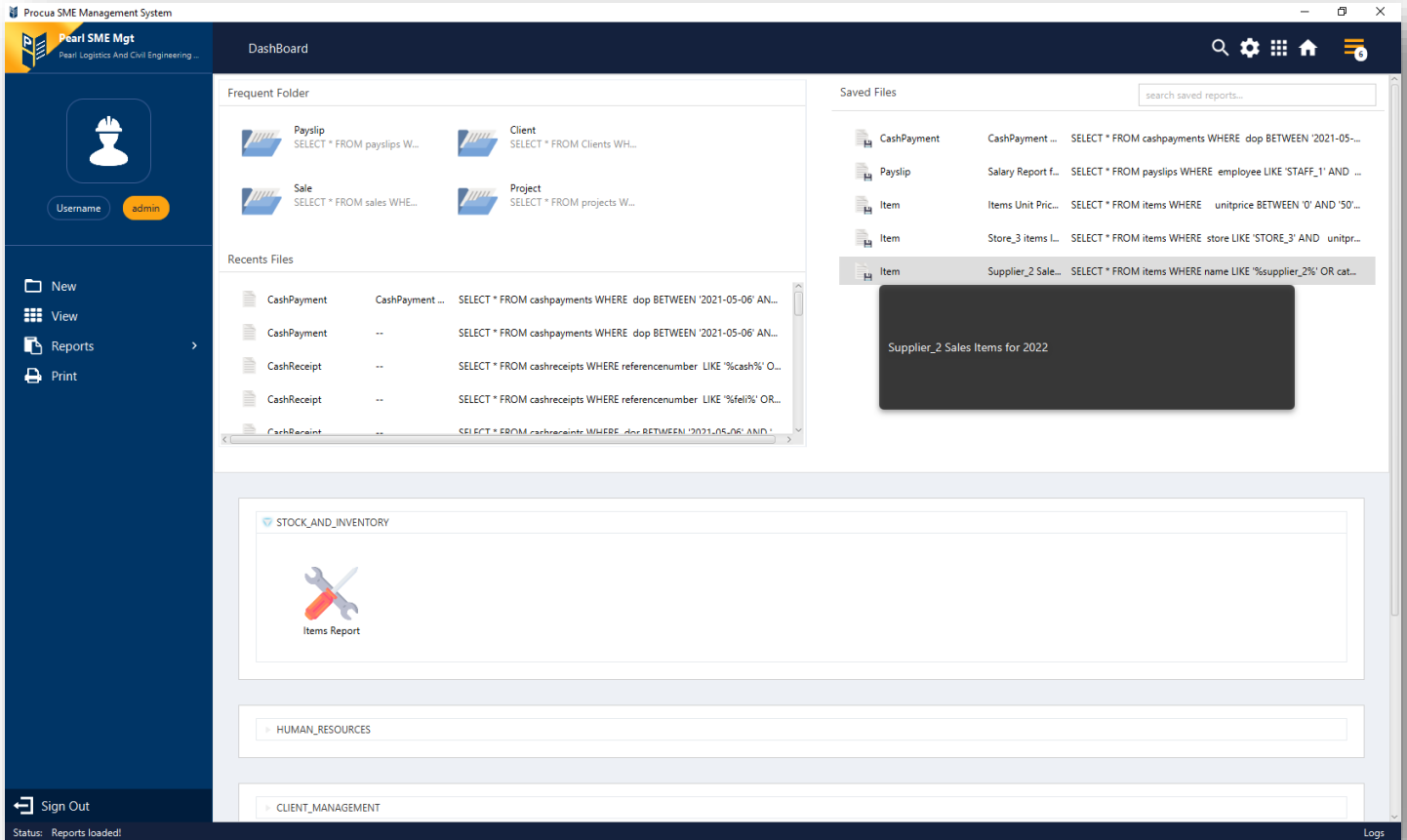
Picture (16) showing Procua EMS 1.0 Patient List and content loaded to the Main Body.

# Report handling in Procua EMS

Through the Report Interfacer you will be able to make most of the reports in system.

For example, to make a simple Items report in the system:

1. Click on “Report” Interfacer pane to load content and icons to the “Main Body”



Picture (17) showing Procua EMS 1.0 Report Interface loaded to Main Body.

2. Scroll to “STOCK\_AND\_INVENTORY” group, click on the arrow icon to reveal the icons in the group, then click on “Items Report”.
3. once you have clicked on the “Items Report” icon, the patient report window will be open showing all items in the system.
4. Configuring report query:
  - At the “General” tab in the “Store” section, select the store you are interested in or leave unselected.

- In the “Store Status” section, select the desired status or leave “--” for default.
  - In the “Store Price” and “Store Quantity” sections enter numbers only accordingly for minimum and maximum values. By default, the minimum and maximum values are prefilled according to system data. Leave these values for default.
  - Before you click the search button got to “Others” tab to configure more sections at the “Dates” and “Others” tab in the “Registration Date” section, use controls to enter dates required. The date “To” must be later than the date “From”.
  - In the “Registration Time” section, use controls to enter time required. The time “To” must be later than the time “From”.
  - In the “Accounts” section, select the accounts required or leave empty for default.
  - In the “Modified Date” section, use controls to enter dates required. The date “To” must be later than the date “From”.
5. After querying your report click back on the “General” tab then left click once the search button to load report content.
  6. Once the report items are loaded, click on the “Controls” tab. Then click on the report button. The report label / tittle prompt will popup. Enter the label then click ok and the report will be generated and opened.



If you are interested in viewing report items, select one item from the list then left click on view button. Close the item window after viewing.

7. To export items, select the items to export or click the “Select all” checkbox above to select items to export, then click on export buttons. Enter “File name”, keep file names simple then click “Ok” button to generate and open Excel exported data.



Contact the technical team for more information on reporting.

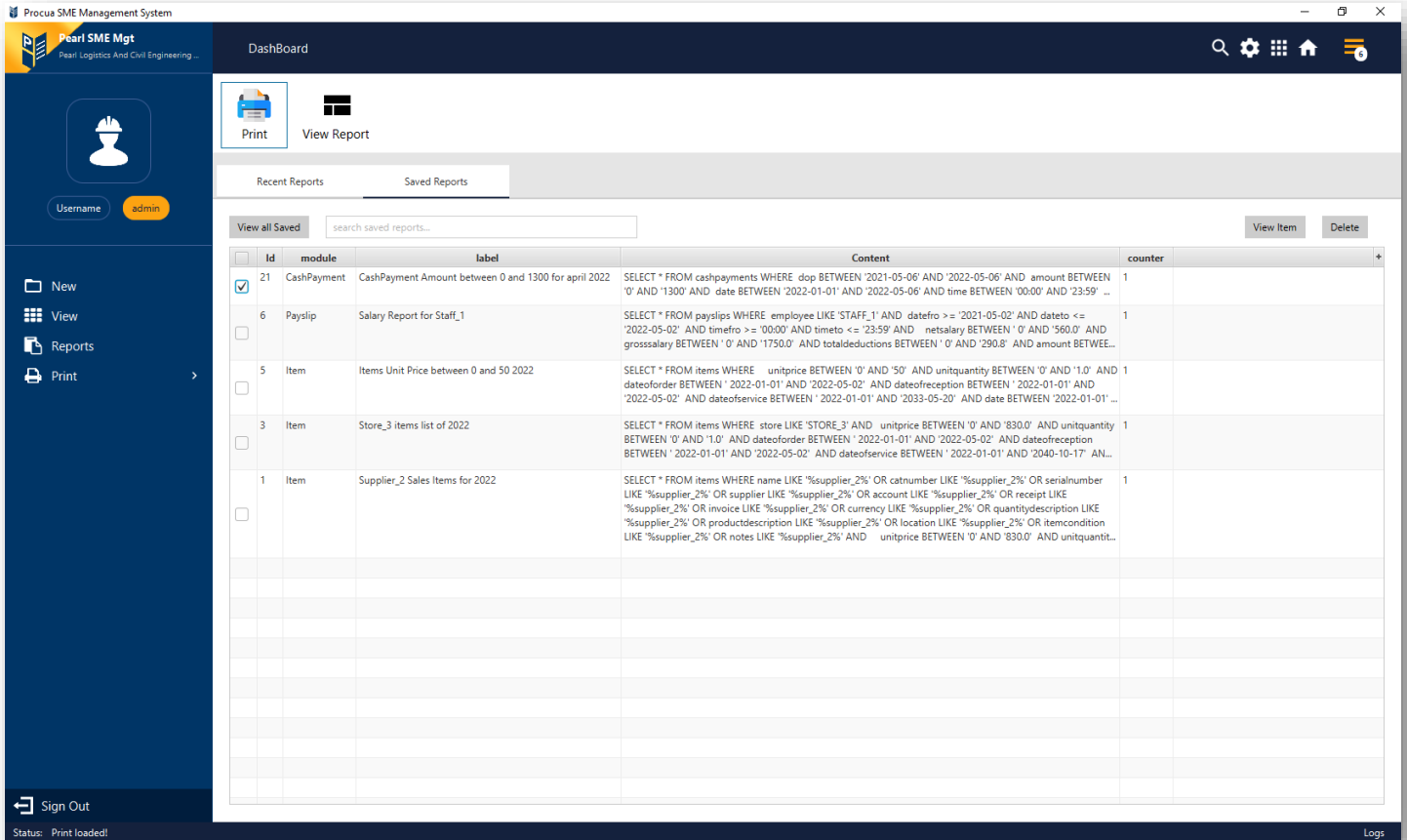
8. Finally, after closing the report window, on the “Recent Files”, right click to save the latest report, enter report name and click “Save Report” button. Your report will be saved in the “Saved Reports” section.

## Printing Reports in Procu EMS.

Through the “Print” Interfacer you will be able to print most of the reports in the system quickly.

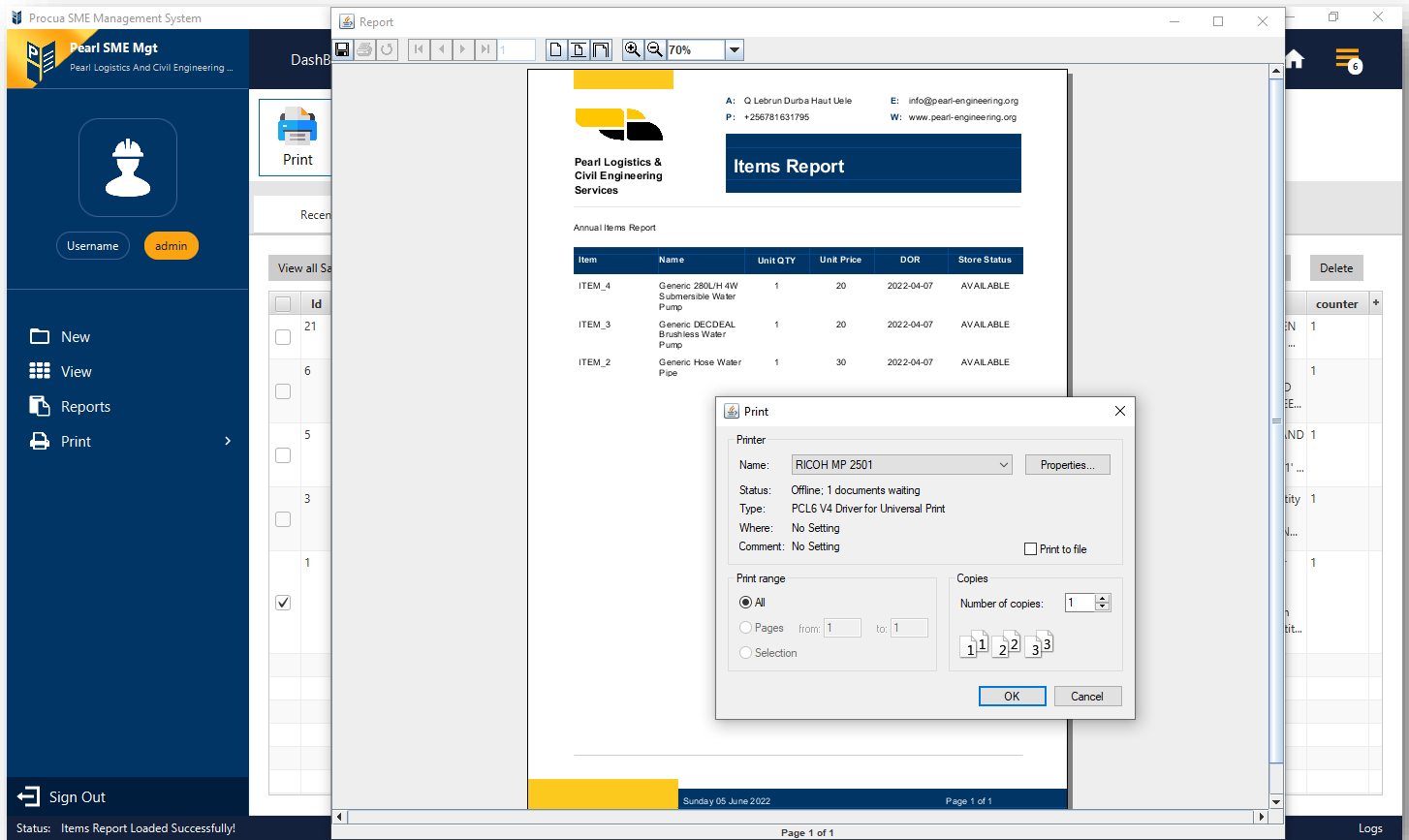
For example, to print a saved “Items Report” in the system:

1. Click on “Print” Interfacer pane to load content to the “Main Body”.
2. Click on the “Saved Reports” tab then locate your report's label and select the report.



Picture (18) showing Procu EMS 1.0 Print Interface loaded to Main Body with one report selected from the Saved Reports tab.

3. After selecting your report click on print. On the “Report Label Prompt” pop-up, enter report label then click “Ok” button to generate and open report window.
4. Click on “Print” icon button to print report. print prompts might be displayed to setup printer.



Picture (19) showing Procua EMS 1.0 Print Interface loaded to Main Body and selected report generated and print prompt shown after clicking on print button.

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# File Management

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Procua EMS can also be used to manage files and documents that are added to the system.

The system manages files in two destinations namely:

- FTP destination
- Your primary “procufiles” folder installed on your primary drive.

## FTP Destination

To access files on your FTP destination, contact your admin or technical team for assistance.

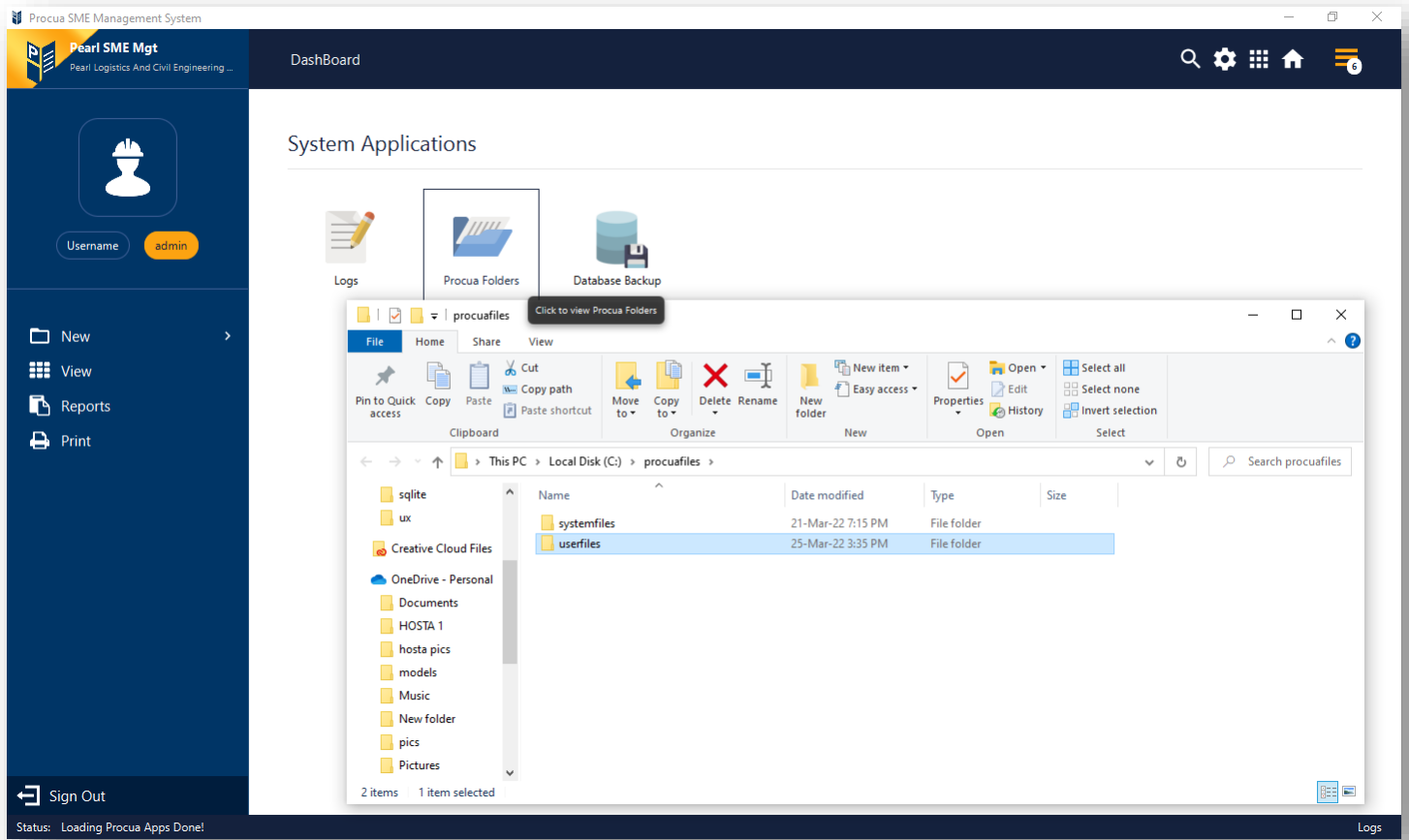
## Procua EMS Files

To access “procufiles” on your primary drive.

- On the “Ribbon”, left click once on Procua EMS Applications icon. The applications icons will be loaded to the main body.
- Left click once on “Procua Folders” icon to open the window explorer to explore content.



Do not delete any directories in this explorer because the system uses them to log up, view and export files



Picture (20) showing Procua EMS 1.0 Applications Interface loaded to Main Body and Procua Folders shown.

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# Basics of Networking

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Procu EMS 1.0 can be used over simple network.



Picture (21) showing simple network topology.

To use Procu EMS over simple point to point network,

- configure MySQL server and ftp on a secure server configuration.
- connect your configured PCs through a network switch.

Then go through Configurations page for each PC to configure your network.



Procu EMS 1.0 can operate up-to 10 pcs



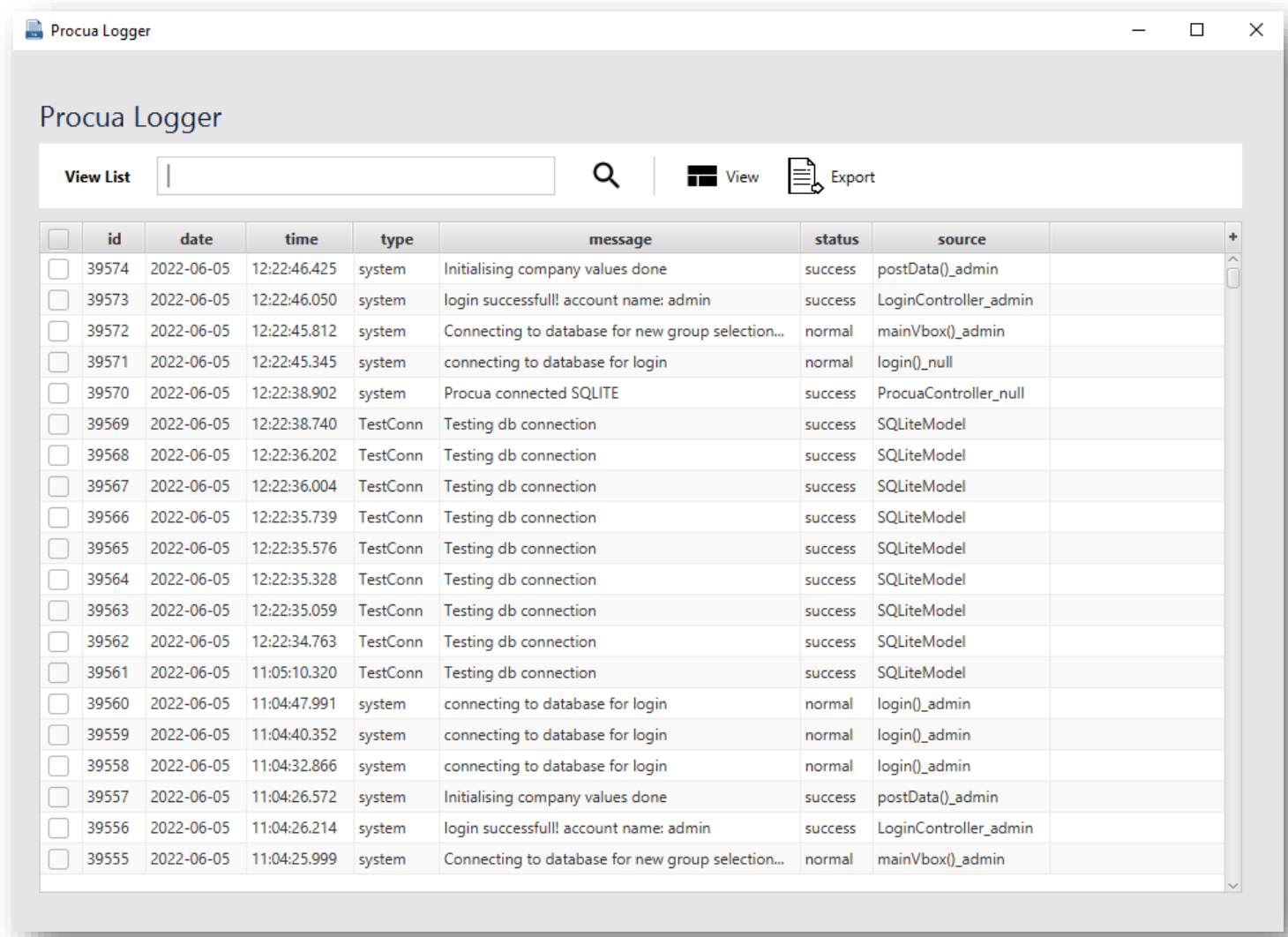
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# Procua EMS Logs

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Procua EMS 1.0 saves access and navigation logs both of the system and user.

To view logs, on the right side of the “Status Bar” below, left click once on the “Logs” button to open logs window.



Picture (21) showing Procua EMS 1.0 Procua Logger opened.

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# Finally

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We would like to greatly appreciate our clients and support teams for choosing Procua EMS.

For more guidance and support on technical queries on Procua EMS please contact your systems administrators or contact Procua EMS on our contacts below

For more information on this document, chapters or content in this document feel free to email us and we shall get back to you as soon as possible.

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**PROCUA**  
SME MANAGEMENT SYSTEM

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*Thank you for choosing Procua EMS!*