Indoria Office
BY INDORIA TECHNOLOGIES PVT LTD

User Guide

IndoWrite, IndoGrid, IndoSlide, IndoPad, IndoCRM and your Indoria Office account

Indoria Technologies Private Limited | Surajgarh, Jhunjhunu, Rajasthan, India | Version 1.0 | October 2026

1. Getting started

1. Open the address your school or company gave you (for example https://indoriaoffice.in), or start the Indoria Office app on Windows or Android.
2. Choose "Create an account" the first time. If you were invited, use the link in your invitation e-mail - it already knows your organisation.
3. Sign in. The launcher shows the apps your organisation has switched on.
4. Click an app to open it. Your work can be saved on your device or in Indoria Cloud.

2. Installing the apps

Device	How
Any computer or phone browser	Open the address. Use the browser menu "Install app" or "Add to Home screen" to get an icon and offline use.
Windows 10/11	Download Indoria-Office-1.3.0-Setup.exe from your organisation, run it, enter the server address on first start.
Android 7.0+	Install the Indoria Office app from Google Play or the .apk file your organisation provides. Enter the server address on first start if asked.

3. Indoria Cloud and Drive

- **Save to cloud:** File > Save to Indoria Cloud. After that, Ctrl+S updates the same cloud file.
- **Open from cloud:** File > Open from Indoria Cloud, or open Drive and click the file.
- **Drive:** upload, download, rename, share, view versions, restore from trash (30 days).
- **Sharing:** Private (only you), Organisation can read, Organisation can edit.
- **If you see "someone else saved a newer version":** reload the file, copy your changes, or save yours as a new file. Nothing is overwritten.
- **Working offline:** the editors keep working without internet. Save to your device, then upload when you are back online.

4. IndoWrite (documents)

- Home, Insert, Page Layout, Mailings and View tabs; styles, themes with live preview, tables, pictures, links, headers, footers, page numbers, table of contents, find and replace.
- Opens and saves .docx. Templates: business letter, quotation, meeting minutes.
- Mail merge: write {{Name}} in the letter, then Mailings > Mail Merge and paste your table.
- Shortcuts: Ctrl+B/I/U, Ctrl+Z/Y, Ctrl+F/H, Ctrl+S, Ctrl+P, Ctrl+Enter (page break).

5. IndoGrid (spreadsheets)

- Large grid with about 160 functions, cross-sheet formulas, number formats, conditional formatting, sort and filter, data validation, charts, named ranges, comments, PivotTable summary.
- Opens and saves .xlsx; imports and exports CSV.
- Indian formats: lakh/crore grouping, INR() and INRWORDS(), GST invoice and budget templates.
- Shortcuts: Ctrl+C/X/V, Ctrl+Z/Y, Ctrl+1, Ctrl+D/R, Ctrl+Shift+L (filter), Ctrl+` (show formulas).

6. IndoSlide (presentations)

- Layouts, seven themes, shapes, diagrams, tables, charts, pictures, transitions, notes, header and footer.
- Opens and saves .pptx. Press F5 or Slide Show to present; arrow keys move, Esc exits.
- On a phone, tap to select, drag to move, and use the full-screen button to present.

7. IndoPad (notes)

- Tabs, find and replace, go to line, text transforms, dark mode, session restore.
- Opens any plain text or code file.

8. Using a phone or tablet

- Menus scroll sideways; tap a tab to open its tools.
- IndoWrite fits the page to the screen width; pinch or use zoom to change.
- IndoGrid: swipe with one finger to scroll the sheet; double-tap a cell to edit.
- To save a file to your phone, use File > Save; Android asks where to put it.

8b. IndoCRM (customers, bills and khata)

IndoCRM keeps your contacts, follow-ups, deals, GST invoices and who-owes-whom ledger. It has its own guide: the IndoCRM User Guide. Open it from the home page like any other app.

9. Your account

Task	Where
Change name or password	Account (top-right menu) > Profile / Password
See where you are signed in; sign out other devices	Account > Where you are signed in
Turn on two-step sign-in (1.2)	Account > Two-step sign-in > Set up. Type the setup key into an authenticator app, enter the 6-digit code, and save the

	eight recovery codes shown once. Each recovery code works one time
Sign in with two-step on	Enter email and password, then the 6-digit code (or a recovery code)
Download a copy of your data	Account > Your data > Download my data
Delete your account	Account > Your data > Delete my account. Asks for your password. Your files move to trash and are removed for good after 30 days; your name is removed from the activity log
Forgot password	Login page > Forgot password. The link works for one hour

10. Troubleshooting

Problem	Fix
"This organisation has not enabled this app"	Ask your administrator to switch the app on
Account locked	Wait 15 minutes or reset your password
Blank window on Windows	Press F12 and check the console; Help > Open log file; confirm the server address (File > Change server)
"Cannot reach the server"	Check internet. You can still use apps already opened; local files can be saved and uploaded later
File too large	The limit is 50 MB per file; check your organisation's storage in Account / Admin
Invitation link says invalid	Links expire after 7 days and only work for the invited e-mail address. Ask for a new one

11. Getting help

Contact your organisation administrator first. For product support write to contact@indoriatechnologies.in. For privacy questions contact the Grievance Officer named in the Privacy Policy.