

USER MANUAL
FOR
POINT OF SALES INFORMATION SYSTEM DEVELOPMENT PROJECT
REQUESTED BY
MR SALAD

COMPILED BY:

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1.0 GENERAL INFORMATION

1.1 SYSTEM OVERVIEW

Mr. Salad Point of Sales system is an application, which allows for collecting information on clients, users and sales to be stored electronically. The application stores all data in a database created on Access and will be used to create a full-blown Information System in the future.

1.2 ORGANIZATION OF THE MANUAL

The user's manual consists out of: General Information, System Summary, Getting Started, Using the System and Reporting.

The General Information section is a breakdown of what the system we've created is going to be used for.

System Summary is used to deliver a general system overview. In the summary, we will outline the software components, user access levels and the behavior of the system in case of errors.

The Getting started section explains how the Mr. Salad point of sales needs to be loaded onto your machine and how it works.

Using the System is a detailed description on how the system functions.

Reporting section is done by generating pdfs on the information the user would like to access and is only accessible by management staff not point of sales users.

2.0 SYSTEM SUMMARY

2.1 SYSTEM CONFIGURATION

Mr. Salad's Point of Sales system isn't designed for mobile devices. Runs on any computer with Windows 7 and higher, that is 64 bits'. The system is internet downloadable but can only run when Microsoft.net Framework 4.5.2 is installed. Needs internet access to be able to send the emails. Data is saved on the computer.

2.2 USER ACCESS LEVELS

Point of sales staff have access to the client maintenance and point of sales. The management staff have access to entire system which includes client, user and employee maintenance as well as settings.

2.3 CONTINGENCIES

In case there isn't internet access we the invoice. All invoices are stored locally on computer to ensure that when internet access is not available invoices can be printed out instead

3.0 GETTING STARTED

3.1 INSTALLATION AND LOGGING IN

System installation version available and can be downloaded at (X) and is an (Y) file. User ID and password are set up by IT team the day of installation. Users are then also shown how to add new users once they have access to the system.

3.2 LOG-IN SCREEN

The log-in screen is used to access system. Consists of 2 input fields and can select 'Forget Password' to get an email notification of a password reset event.

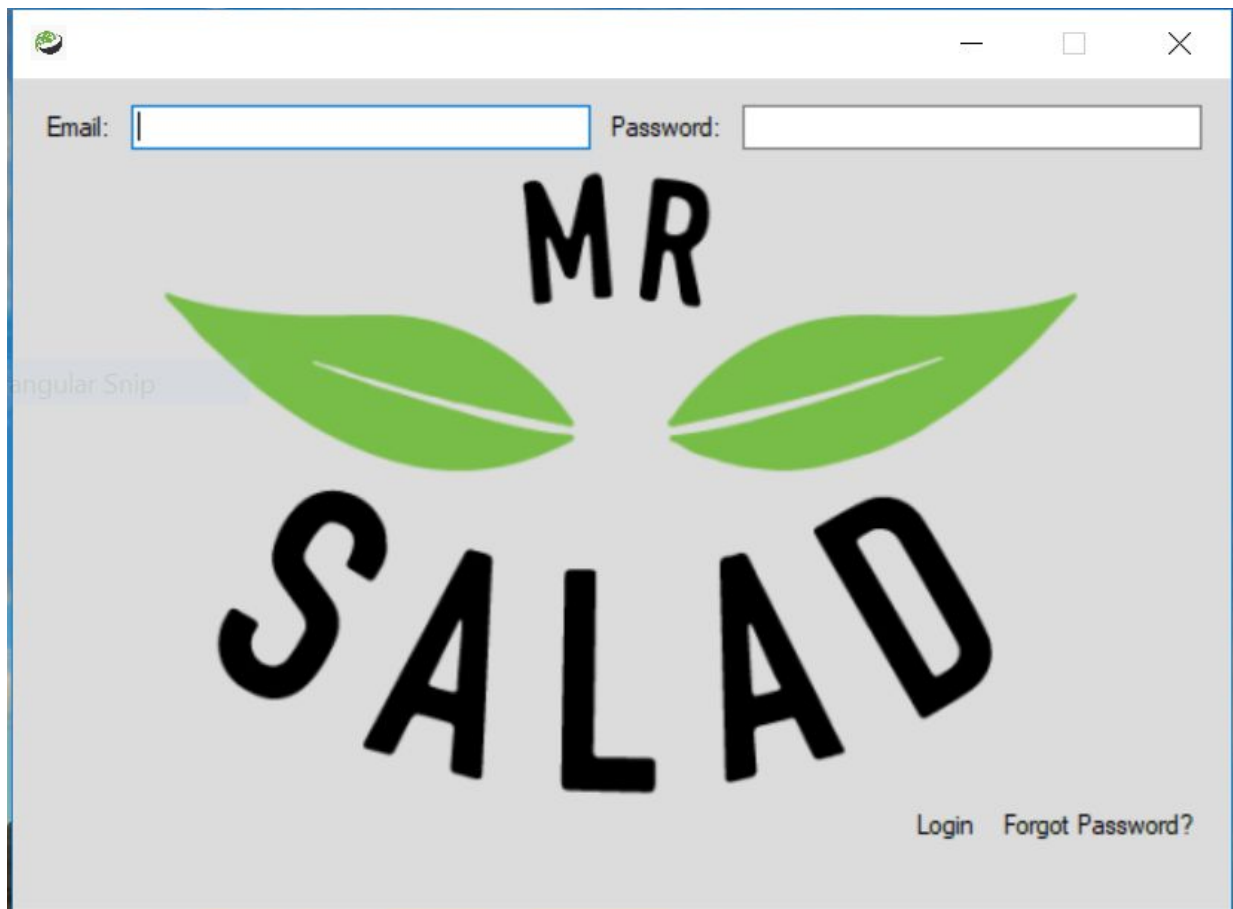


Figure 1. Log-In Screen

3.2.2 DASHBOARD PARENT WINDOW

The Dashboard Parent Window is used to display information which concerns the management team as well as point of sales. There is no input fields and figures are automatically updated when action is performed on the menu strip.

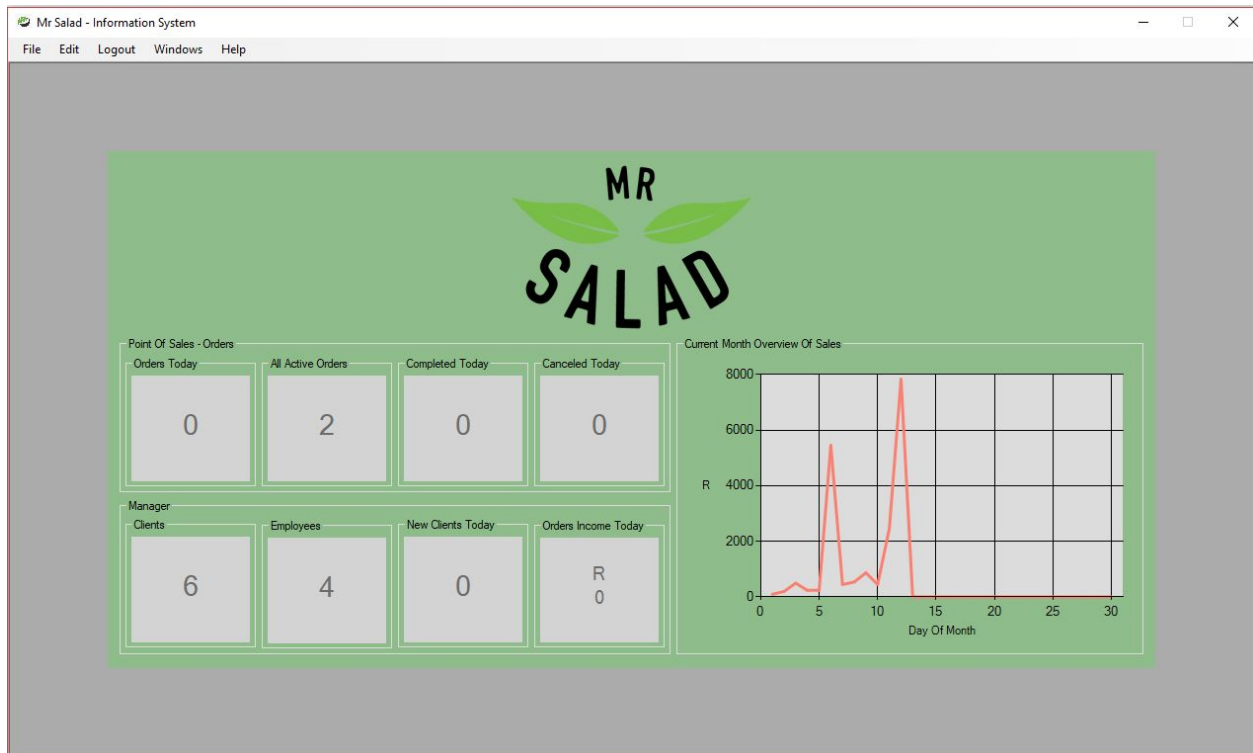
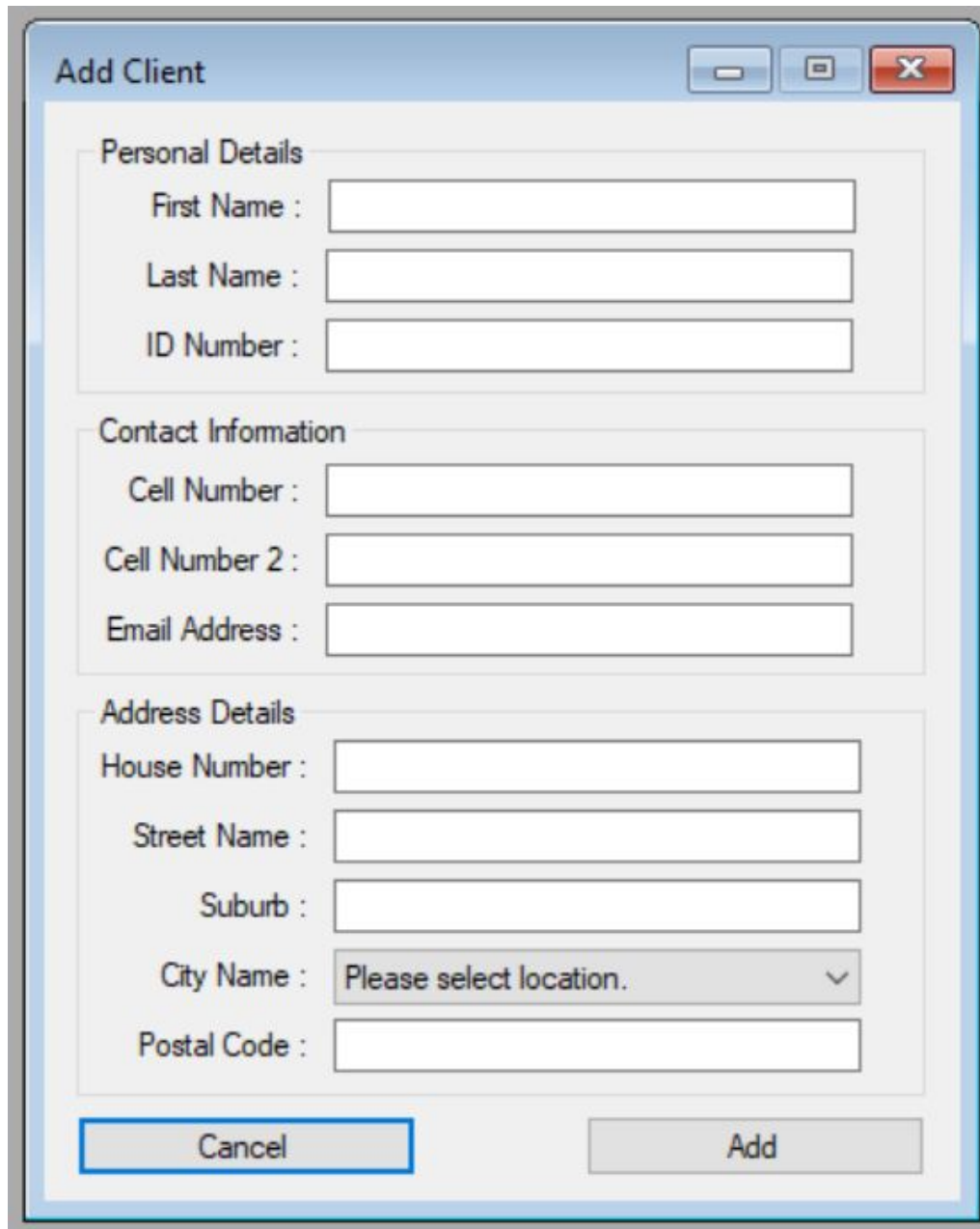


Figure 2. Dashboard Parent Window

3.2.3 ADD CLIENT FORM

The Add Client Form (Figure 3) is used to add clients to the existing database of previous clients. Consists of 11 input fields containing information on the client being added.



The 'Add Client' form is a window with a title bar containing 'Add Client' and standard window controls (minimize, maximize, close). The form is organized into three main sections, each with a header and several input fields:

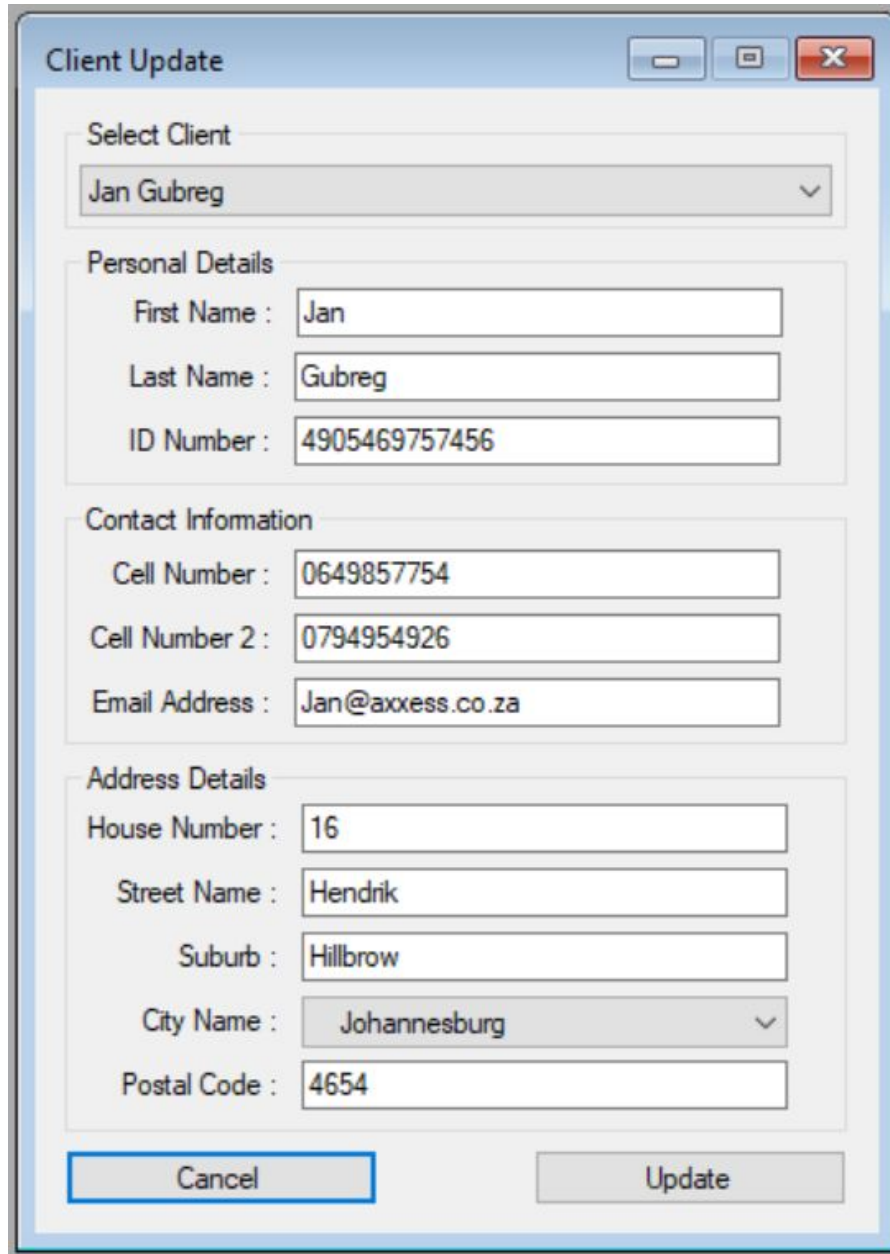
- Personal Details:**
 - First Name :
 - Last Name :
 - ID Number :
- Contact Information:**
 - Cell Number :
 - Cell Number 2 :
 - Email Address :
- Address Details:**
 - House Number :
 - Street Name :
 - Suburb :
 - City Name :
 - Postal Code :

At the bottom of the form, there are two buttons: 'Cancel' and 'Add'.

Figure 3. Add Client Form

3.2.3 UPDATE CLIENT FORM

The Update Client Form (Figure 4) is used to update existing clients in the database, it consists out of 12 input fields. Of those 12, 11 are the same as the 'Add Client Tab' and the 1 extra is used to select an existing client from a list of clients in the database.



The screenshot shows a 'Client Update' dialog box with the following sections and fields:

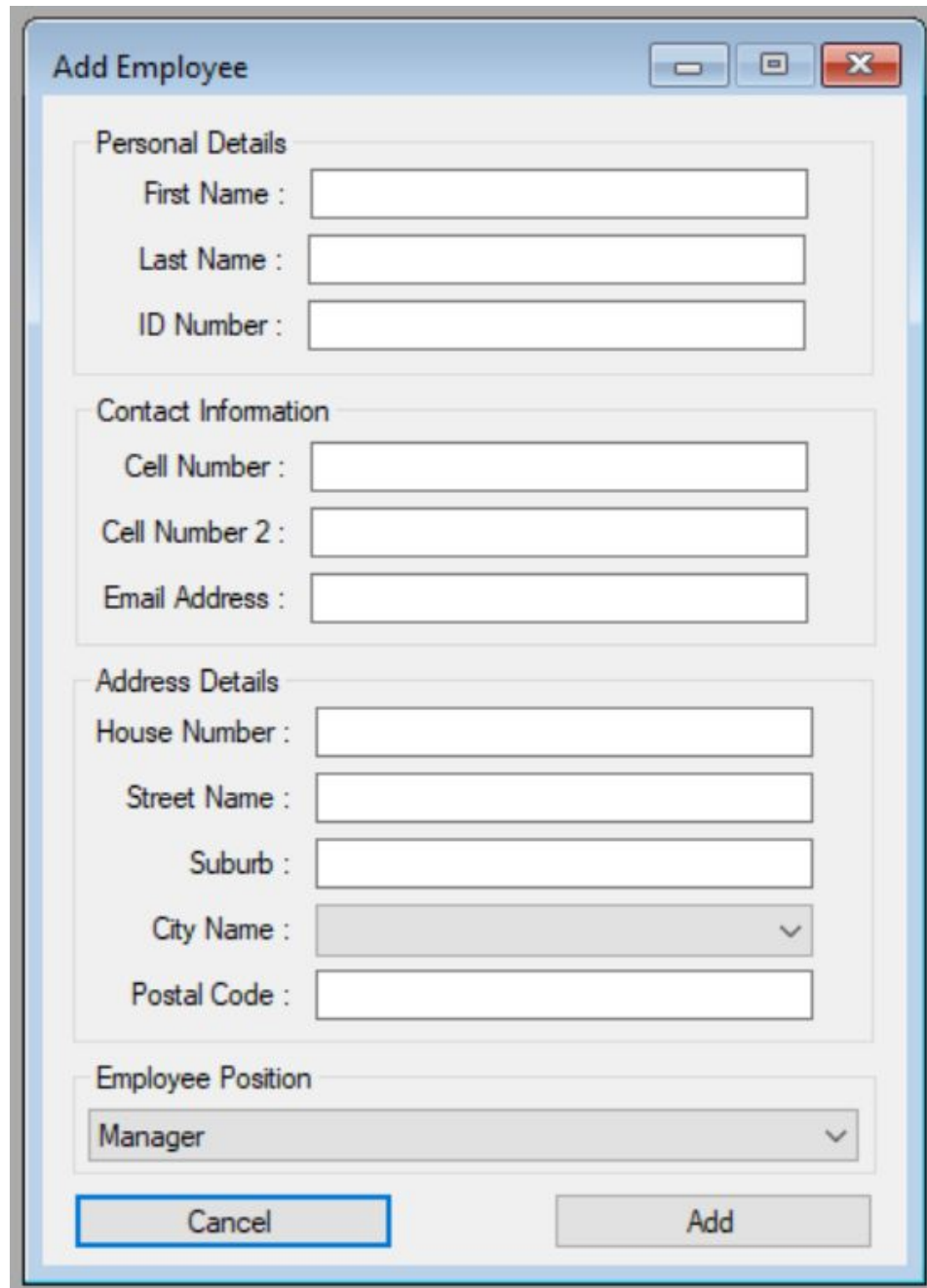
- Select Client:** A dropdown menu showing 'Jan Gubreg'.
- Personal Details:**
 - First Name : Jan
 - Last Name : Gubreg
 - ID Number : 4905469757456
- Contact Information:**
 - Cell Number : 0649857754
 - Cell Number 2 : 0794954926
 - Email Address : Jan@axxess.co.za
- Address Details:**
 - House Number : 16
 - Street Name : Hendrik
 - Suburb : Hillbrow
 - City Name : Johannesburg
 - Postal Code : 4654

At the bottom, there are 'Cancel' and 'Update' buttons.

Figure 4. Client Update Form

3.2.4 ADD EMPLOYEE FORM

The Add Employee Form (Figure 5) is used to add new employees to systems database. There are 12 input fields concerning the employee information.



The 'Add Employee' form is a window with a title bar containing minimize, maximize, and close buttons. It is divided into four main sections, each with a title and a group of input fields:

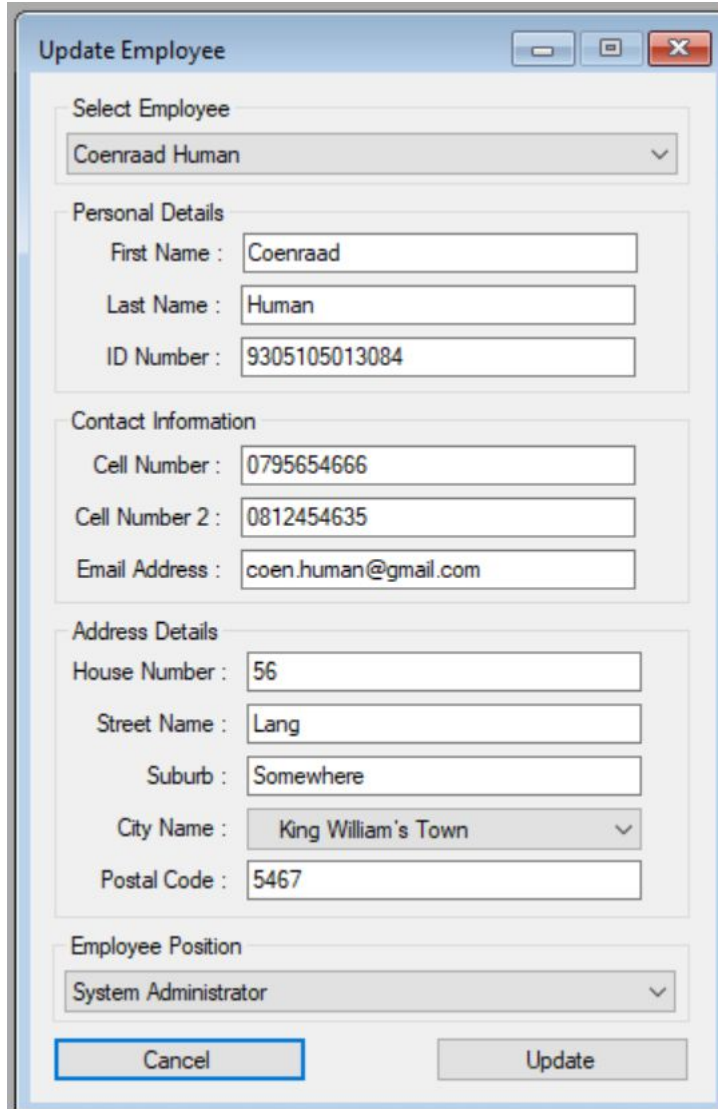
- Personal Details:** Contains three text input fields labeled 'First Name :', 'Last Name :', and 'ID Number :'. The 'ID Number' field is highlighted with a red border.
- Contact Information:** Contains three text input fields labeled 'Cell Number :', 'Cell Number 2 :', and 'Email Address :'. The 'Email Address' field is highlighted with a red border.
- Address Details:** Contains five input fields: 'House Number :', 'Street Name :', 'Suburb :', 'City Name :', and 'Postal Code :'. The 'City Name' field is a dropdown menu with a downward arrow, and the 'Postal Code' field is highlighted with a red border.
- Employee Position:** Contains a dropdown menu with 'Manager' selected and a downward arrow.

At the bottom of the form are two buttons: 'Cancel' (highlighted with a blue border) and 'Add'.

Figure 5. Add Employee Form

3.2.5 UPDATE EMPLOYEE FORM

The Update Employee Form (Figure 6) is used to update existing information in employees on systems database.



The screenshot shows a Windows-style dialog box titled "Update Employee". It contains several sections for updating employee information:

- Select Employee:** A dropdown menu showing "Coenraad Human".
- Personal Details:** Three text input fields: "First Name" (Coenraad), "Last Name" (Human), and "ID Number" (9305105013084).
- Contact Information:** Three text input fields: "Cell Number" (0795654666), "Cell Number 2" (0812454635), and "Email Address" (coen.human@gmail.com).
- Address Details:** Six text input fields: "House Number" (56), "Street Name" (Lang), "Suburb" (Somewhere), "City Name" (King William's Town), and "Postal Code" (5467).
- Employee Position:** A dropdown menu showing "System Administrator".

At the bottom, there are two buttons: "Cancel" and "Update".

Figure 6. Update Employee Form

3.2.6 ACTIVE ORDERS WINDOW

The Active Order Window (Figure 7) is used to display all active orders which haven't been paid and still need to be processed or cancelled if the users should have to.

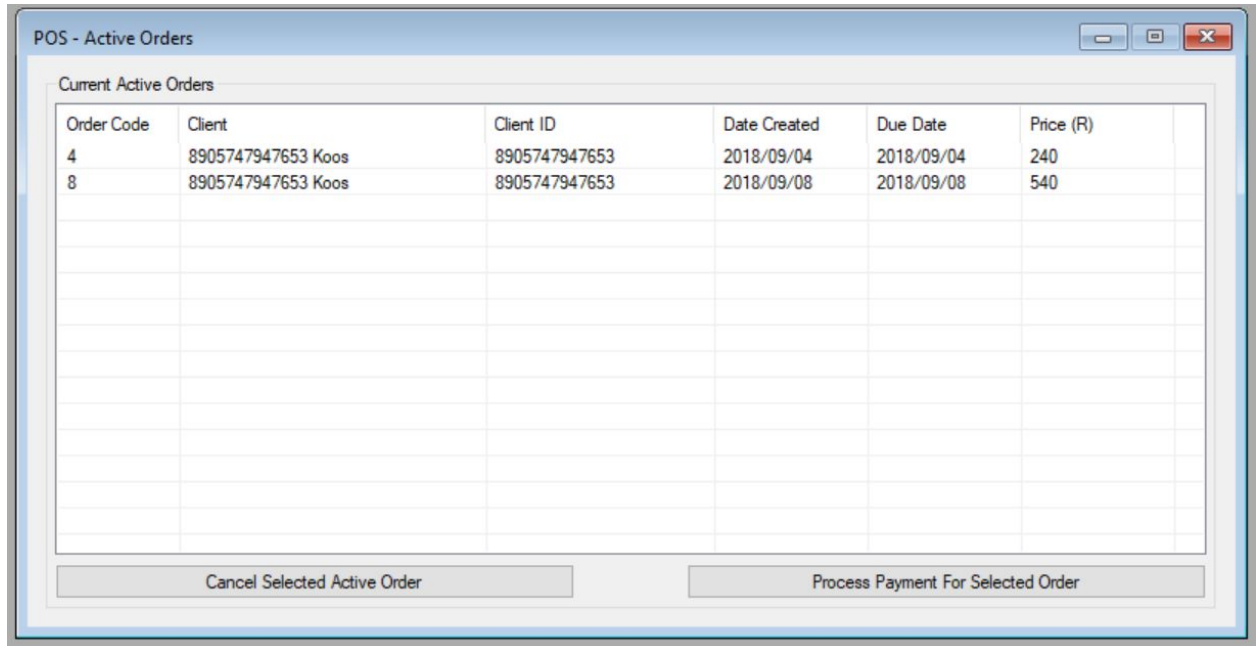


Figure 7. Active Order Window

3.2.7 PAST ORDERS WINDOW

The Past Order Window (Figure 8) displays all orders already processed on a specific date as well as the client, client ID and price for that specific order.

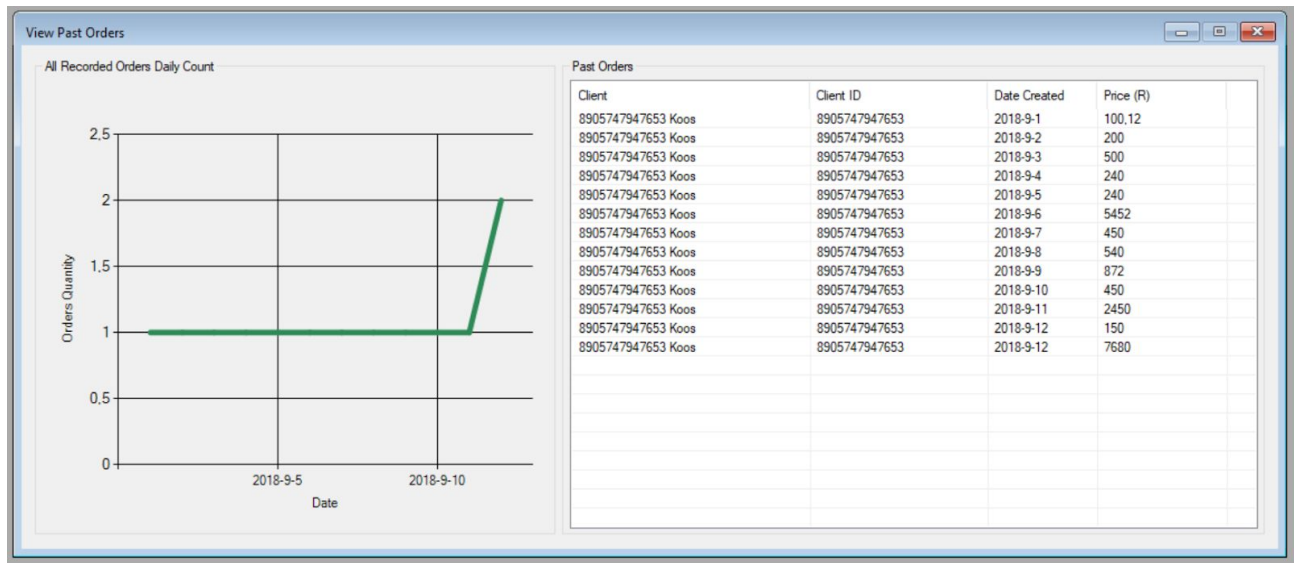


Figure 8. Past Order Window

The Place Orders Form (Figure 9) has 4 input fields and is used to select a product from the database with all existing products to add to a client cart. The date, time and client also needs to be selected to 'Place Order'.

Figure 9. Place Order Form

3.2.9 SALES REPORT WINDOW

The Sales Report Window (Figure 10) is used to display sales for a specified month depending on orders processed

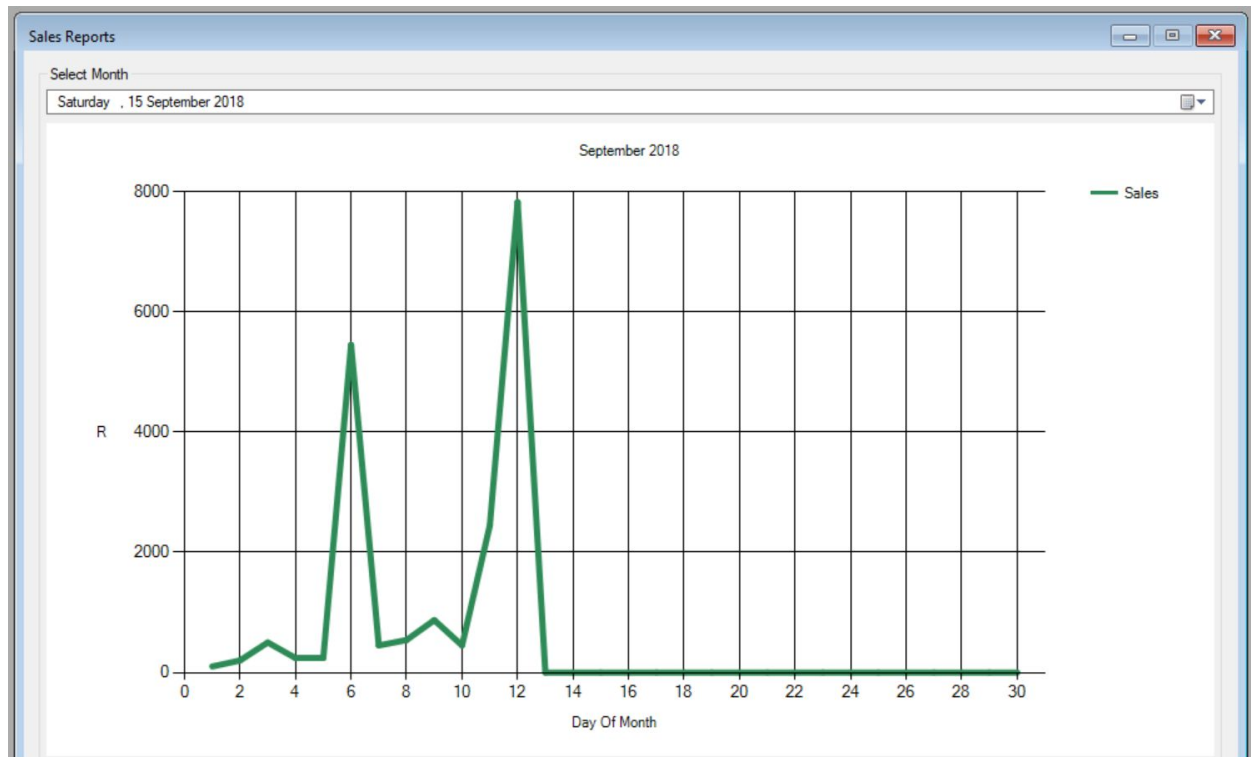
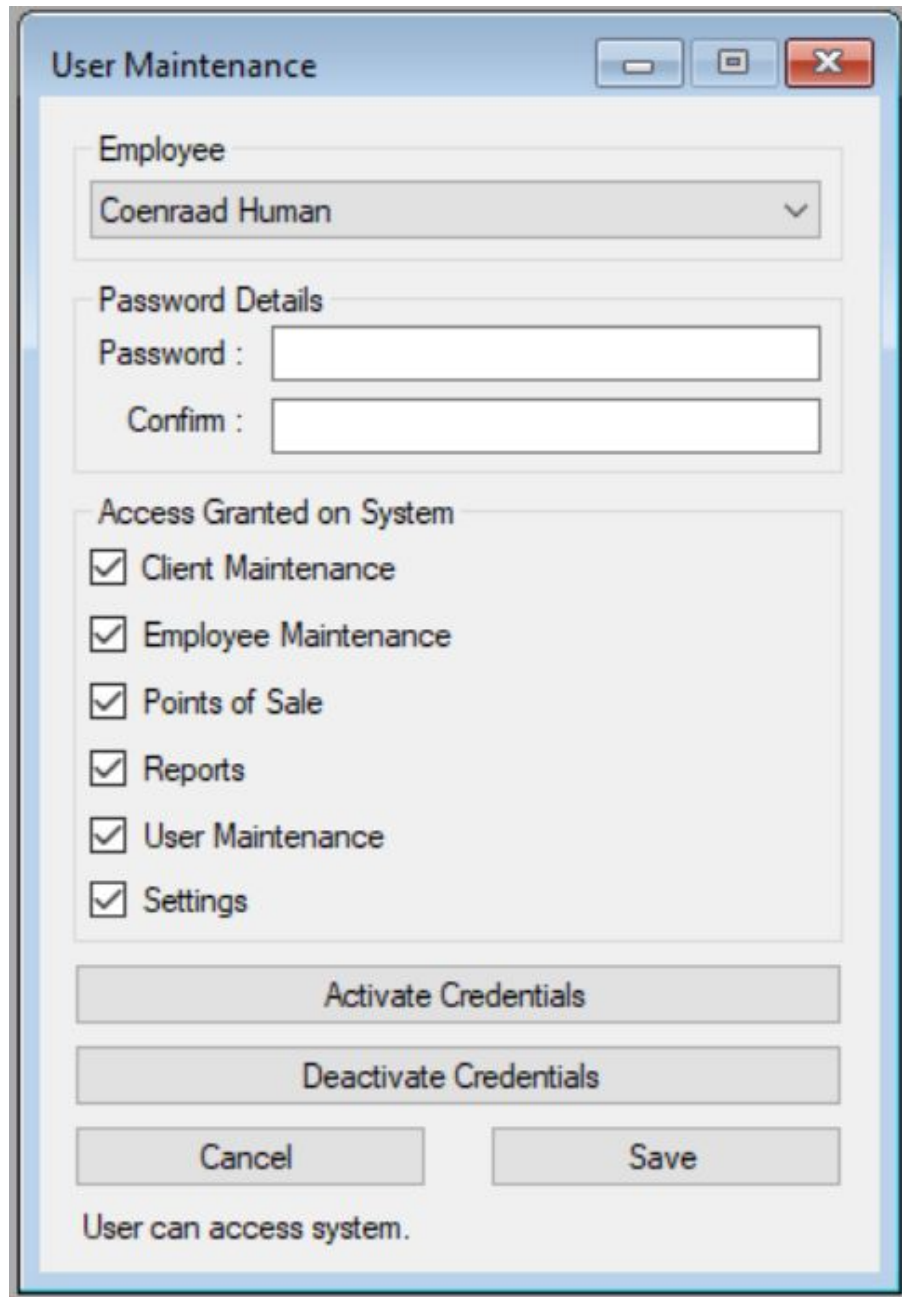


Figure 10. Sales Report Window

3.2.10 USER MAINTENANCE FORM

The User Maintenance Form (Figure 11) consists out of 9 input fields used to update the level of access certain users of the system have as well as completely removing a user or adding one.



The screenshot shows a Windows-style dialog box titled "User Maintenance". It contains several sections: a dropdown menu for "Employee" with "Coenraad Human" selected; a "Password Details" section with "Password :" and "Confirm :" labels and empty text boxes; an "Access Granted on System" section with a list of checkboxes for "Client Maintenance", "Employee Maintenance", "Points of Sale", "Reports", "User Maintenance", and "Settings", all of which are checked; and three buttons: "Activate Credentials", "Deactivate Credentials", and "Cancel". At the bottom, there is a "Save" button and a status message that reads "User can access system."

Figure 11. User Maintenance Form

3.3 LOG-OUT

Mr. Salad's Point of Sales System can be closed by selecting Log-Out from menu strip.

4.0 USING THE SYSTEM

Once the user has downloaded system and received his/hers unique copy of the database they can install it. The program opens on the 'Login Screen' which has two input fields that need to be filled in for the user to gain access to the system. After the user has successfully entered their credentials they are taken to the 'Dashboard Parent Window' which has a menu strip used to navigate the Point of Sales system.

4.1 FILE

The file tab on the menu bar can be selected to give the following options: client maintenance, employee maintenance, point of sale and sales report. Depending on what the user would like to access.

4.1.1 CLIENT MAINTENANCE

When selecting Client Maintenance, the user can either decide to select Add Client or Update Client. When Add Client has been selected there are 11 compulsory fields that need to be filled in. The following information must be entered on the Add Client form: first name, last name, ID number, cell number, cell number 2, email address, house number, street name, suburb, city name and postal code. The cell numbers both need to be 10 digits long. House number as well as postal code need to be digits. All the other fields aren't allowed to have digits in. The Update Client form has exactly the same fields as the Add Client form with the addition of a drop-down list which displays all clients already in database that can be edited by user.

4.1.2 EMPLOYEE MAINTENANCE

When the user selects Employee Maintenance they can either decide to Add Employee or Update Employee. Add Employee has 12 compulsory fields that need to be filled in: first name, last name, ID number, cell number, cell number 2, email address, house number, street name, suburb, city name, postal code as well as employee position. The employee position can be selected from a drop-down list. The Update Employee form has the same fields as Add Employee with one additional drop-down list 'Select Employee' this list is linked to the database and displays all current employees who can be edited.

4.1.3 POINT OF SALE

The user can select Active Orders, Past Orders or Place Order on the Point of Sale menu item. The Place Order form has a list of items from Mr. Salad's menu that user can choose to add onto the Selected Item list. The expected finish date and time can be edited by the user and then the order needs to be finalized by either selecting the Place Order button or Cancel Order. Items can be deleted by selecting the item and then clicking on the Delete Selected Item button. Before finalizing the order the user needs to Select Client from a drop-down list of existing clients. When Past Orders is selected, the user can see all past orders on the window displayed graphically as well as on a list with the order number, client, client ID, date created and price. Lastly user can select Active Orders tab. The user can select an order and either cancel or process it. (not sure what to say about the process order as it doesn't work)

4.1.4 SALES REPORT

When the user selects, the Sales Report item, a graph of sales for specified month will be displayed. Month and day can be edited by user.

4.2 EDIT

4.2.1 REFERENCES

Selecting the References item under Edit on the Menu Strip allows the user the decide where they'd like to store the following: invoices, reports, location for email log and backup database. Default settings have been added to directory. By clicking the Backup button the user backs-up all data.

4.2.2 USER ACCESS

The user can edit who has access to the system by selecting the User Access item under Edit on the menu strip. There is a drop-down list to select an existing employee which the user would like to edit access of. There is 2 required fields that need to be filled in by user the make changes: password and confirm. There are also 4 buttons used to activate, deactivate, cancel and save the changes made to the Access Granted on System check boxes.

4.3 LOGOUT

When user clicks on the logout item on the menu strip, the system throws a message box out asking if 'you're sure you'd like to exit the system' by clicking 'yes' the program will close and 'no' will cancel this action.

4.4 WINDOWS

The Windows menu item shows all windows open of the system.

4.5 HELP

4.5.1 ABOUT

Gives general information about program and developers.

4.5.2 FEEDBACK

Feedback menu item displays a Feedback form which has 3 fields that need to be filled in concerning the users experience of the system.

4.5.3 USER MANUAL

Current document is opened to supply help to user.

5.0 REPORTING

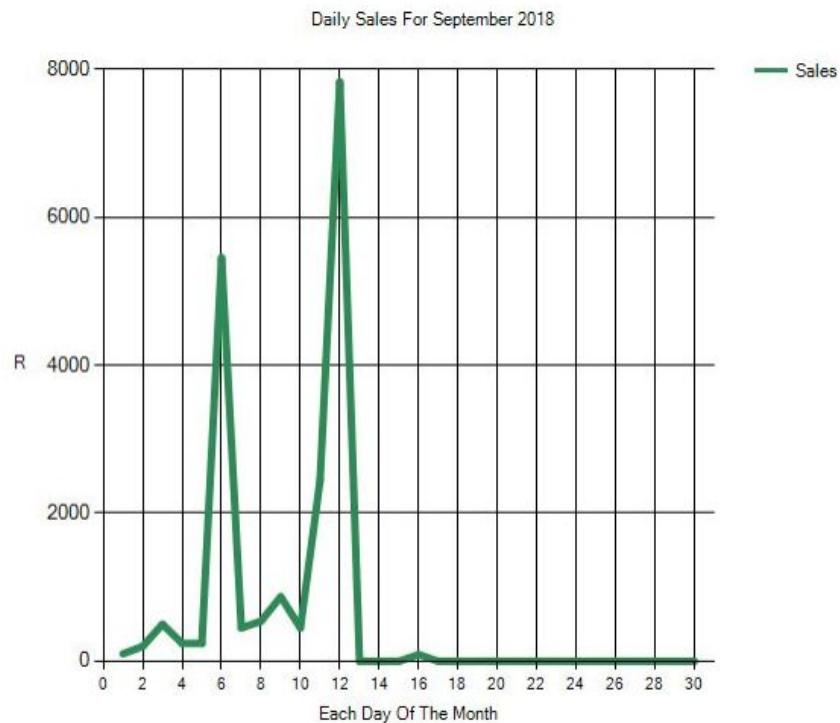
5.1 REPORT CAPABILITIES

The graph displayed on sales report can either display monthly or daily sales figures. Daily sales are calculated by displaying each individual sale on specified day whereas the monthly graph displays total number of sales for each day during specified month.



Address : C/O Harrington and
St Monica Road, Hartebeespoort
Contact Number: 012 253 1100
Email Address : mrsaladharties@gmail.com

MONTH SALES REPORT - 2018-9-17 AT 10:26 AM



SALES		
Day Of Month	VAT	Total Sales
1	R 15,03	R 100,12
2	R 30	R 200
3	R 75	R 500
4	R 36	R 240
5	R 36	R 240
6	R 817,8	R 5452
7	R 67,5	R 450
8	R 81	R 540
9	R 130,8	R 872
10	R 67,5	R 450
11	R 367,5	R 2450
12	R 1174,5	R 7830
16	R 13,5	R 90
TOTALS	R 2912.19	R 19414,12

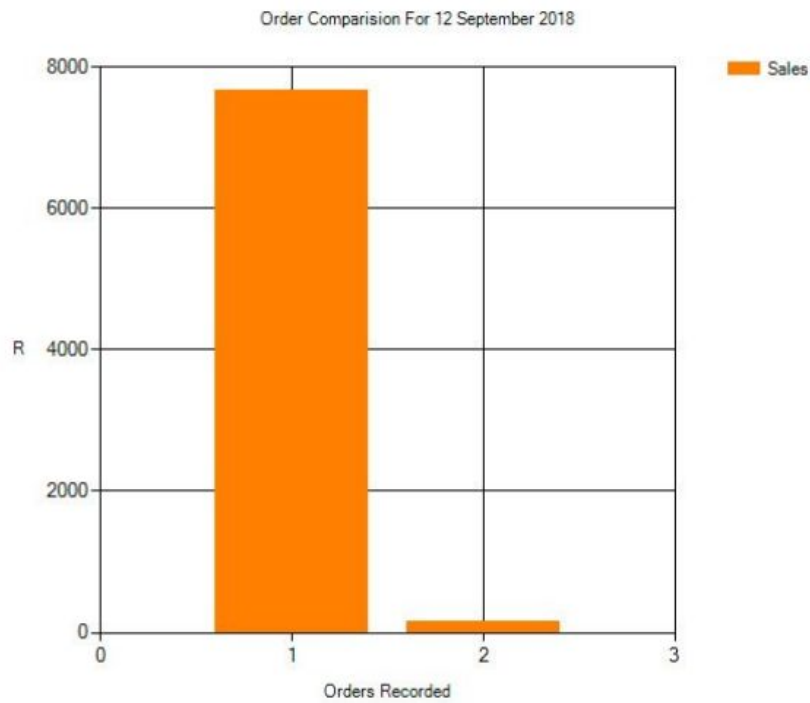
2

Figure 12. Monthly Sales



Address : C/O Harrington and
St Monica Road, Hartebeespoort
Contact Number: 012 253 1100
Email Address : mrsaladharties@gmail.com

DAY SALES REPORT - 2018-9-17 AT 10:26 AM



SALES		
Order Number	VAT	Total Price
1	R 1152	R 7680
2	R 22.5	R 150
TOTALS	R 1174,5	R 7830

2

Figure 13. Daily Sales

5.2 REPORT PROCEDURE

When user requests a sales report for monthly and/or daily sales the report is stored on local disk. The storage location can be predetermined by user on the menu strip by selecting Edit and then Reference.