USER’S

MANUAL

Mr. Salad

**USER’S MANUAL**

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6. **GENERAL INFORMATION**
   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. **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.

1. **SYSTEM SUMMARY**
   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.

* 1. **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.

* 1. **Contingencies**

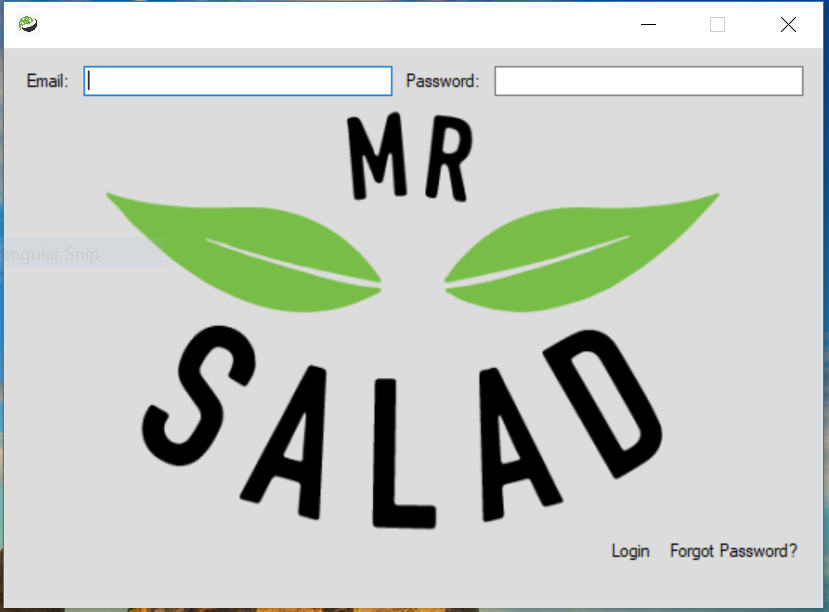
In case there isn’t internet access we the invoice. All invoices are stored locally on computer to ensure that when internet access is not available invoices can be printed out instead

1. **GETTING STARTED** 
   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.

* 1. **Log-In Screen**

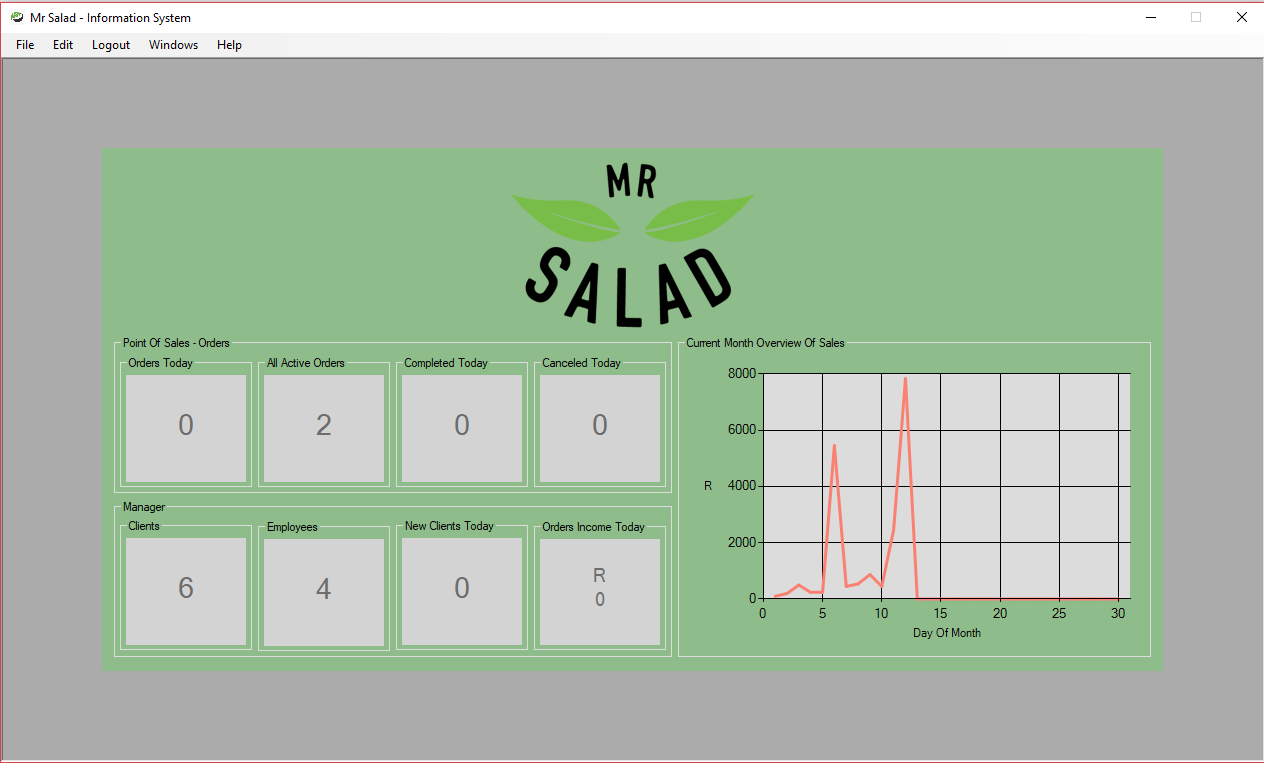
The log-in screen is used to access system. Consists of 2 input fields and can select ‘Forget Password’ to get an email notification of a password reset event.



**Figure 1. Log-In Screen**

* + 1. **Dashboard Parent Window**

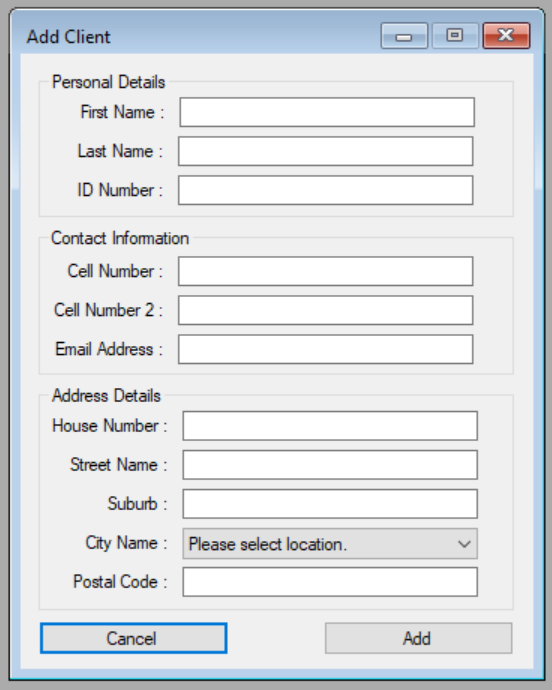
The Dashboard Parent Window is used to display information which concerns the management team as well as point of sales. There is no input fields and figures are automatically updated when action is performed on the menu strip.

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**Figure 2. Dashboard Parent Window**

* + 1. **Add Client Form**

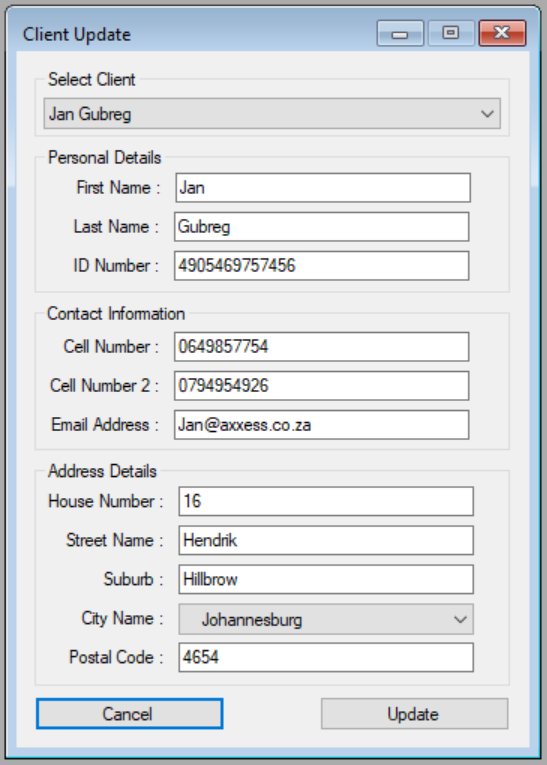
The Add Client Form (Figure 3) is used to add clients to the existing database of previous clients. Consists of 11 input fields containing information on the client being added.

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**Figure 3. Add Client Form**

* + 1. **Update Client Form**

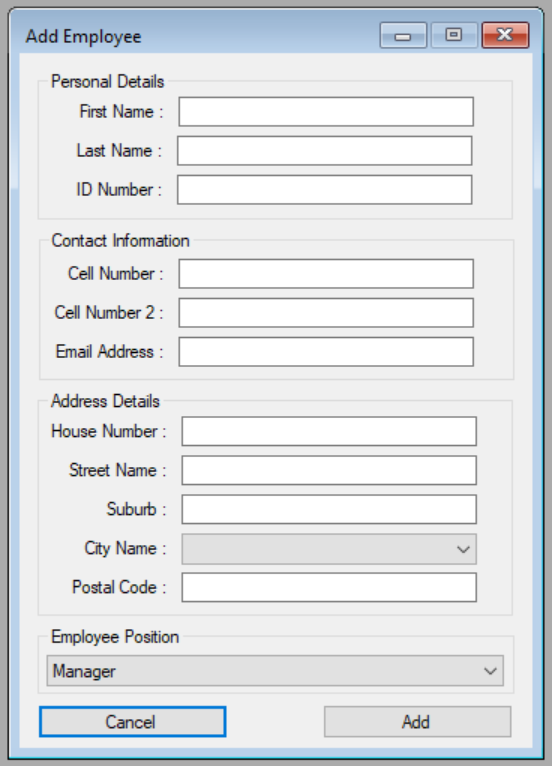
The Update Client Form (Figure 4) is used to update existing clients in the database, it consists out of 12 input fields. Of those 12, 11 are the same as the ‘Add Client Tab’ and the 1 extra is used to select an existing client from a list of clients in the database.

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**Figure 4. Client Update Form**

* + 1. **Add Employee Form**

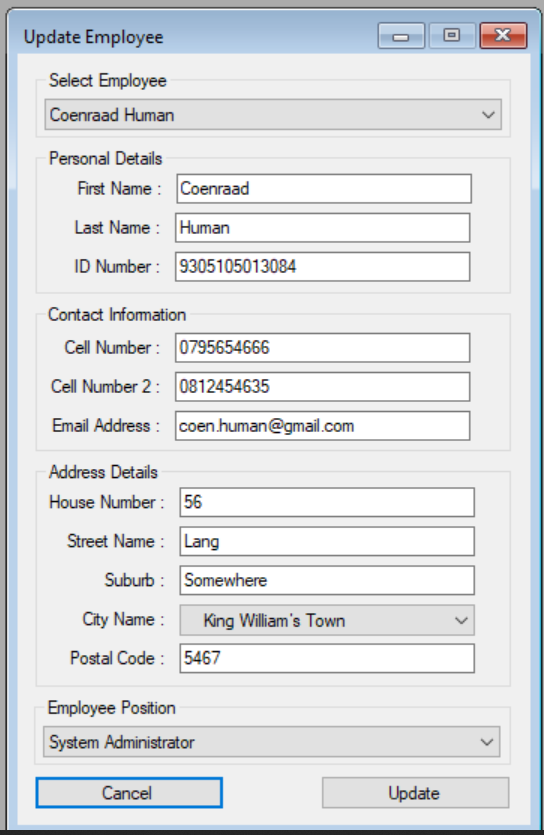
The Add Employee Form (Figure 5) is used to add new employees to systems database. There are 12 input fields concerning the employee information.

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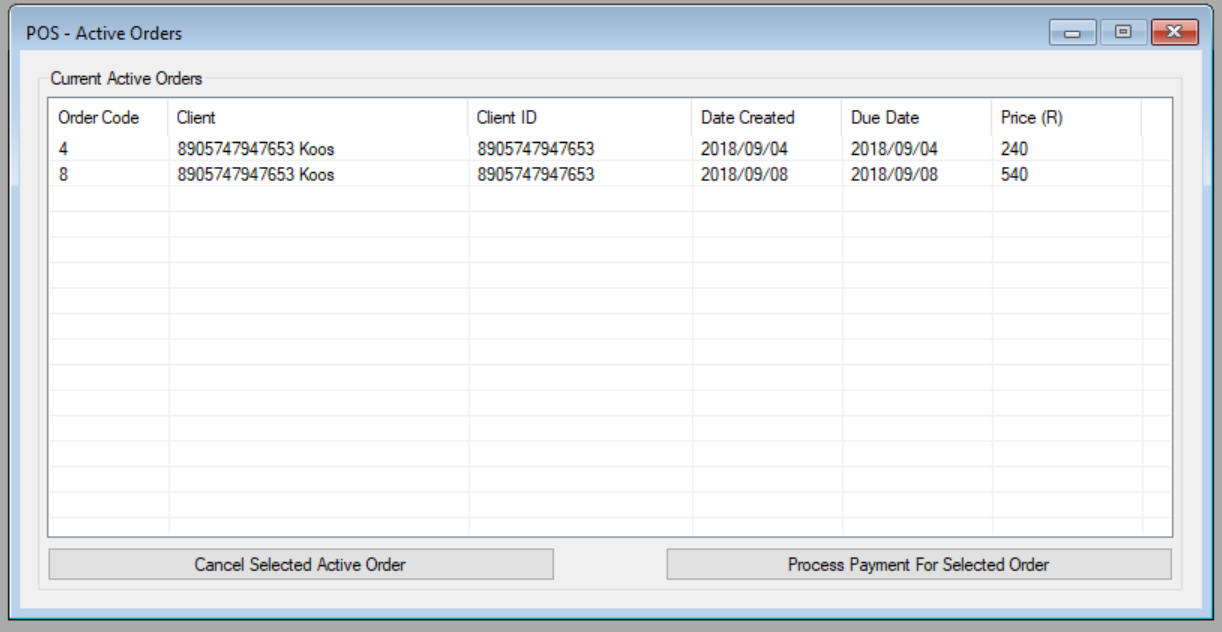
**Figure 5. Add Employee Form**

* + 1. **Update Employee Form**

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

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**Figure 6. Update Employee Form**

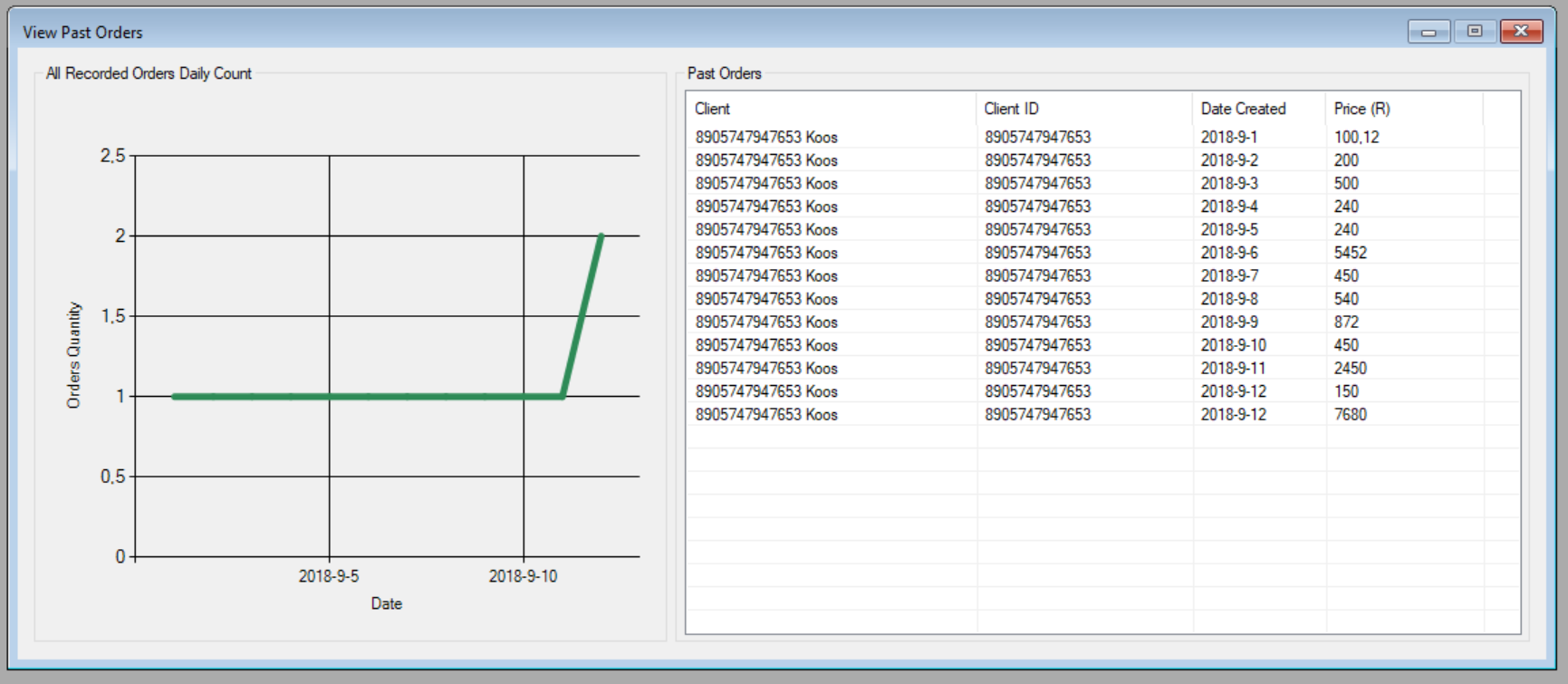
* + 1. **Active Orders Window**

**Figure 7. Active Order Window**

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

* + 1. **Past Orders Window**

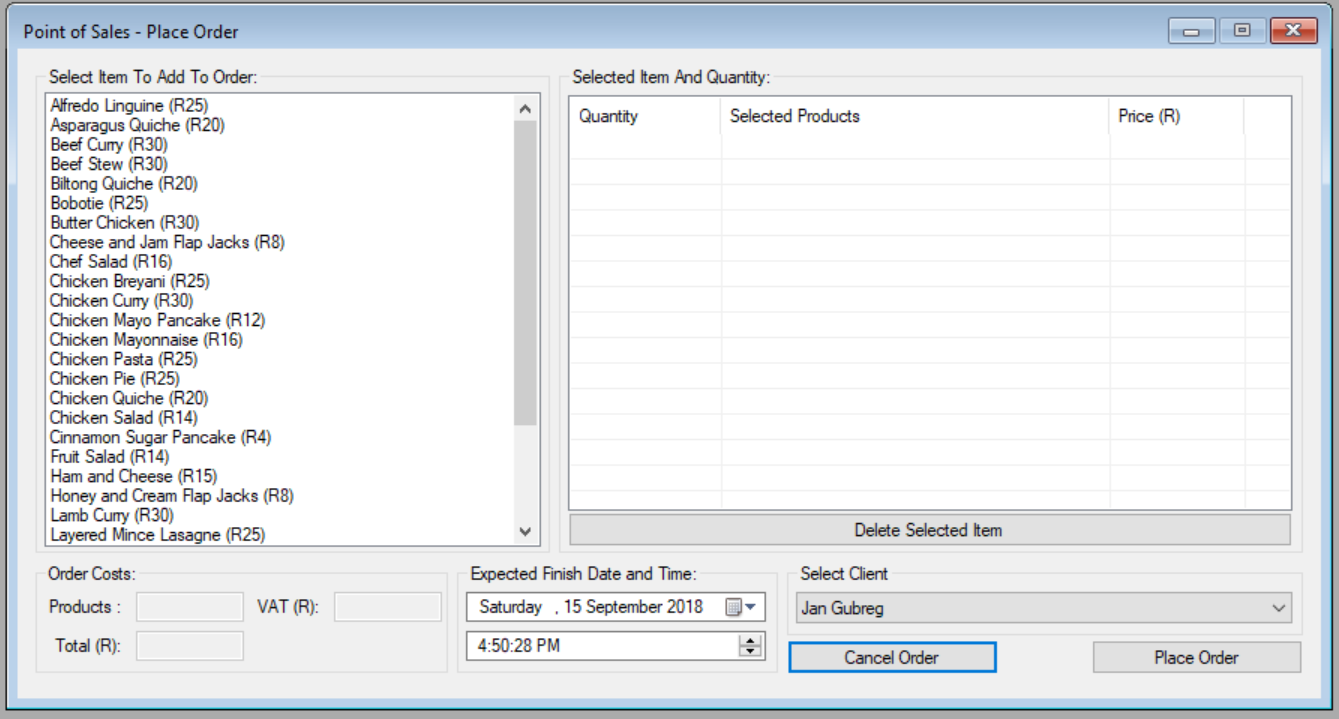
The Past Order Window (Figure 8) displays all orders already processed on a specific date as well as the client, client ID and price for that specific order.

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**Figure 8. Past Order Window**

* + 1. **Place Orders Form**

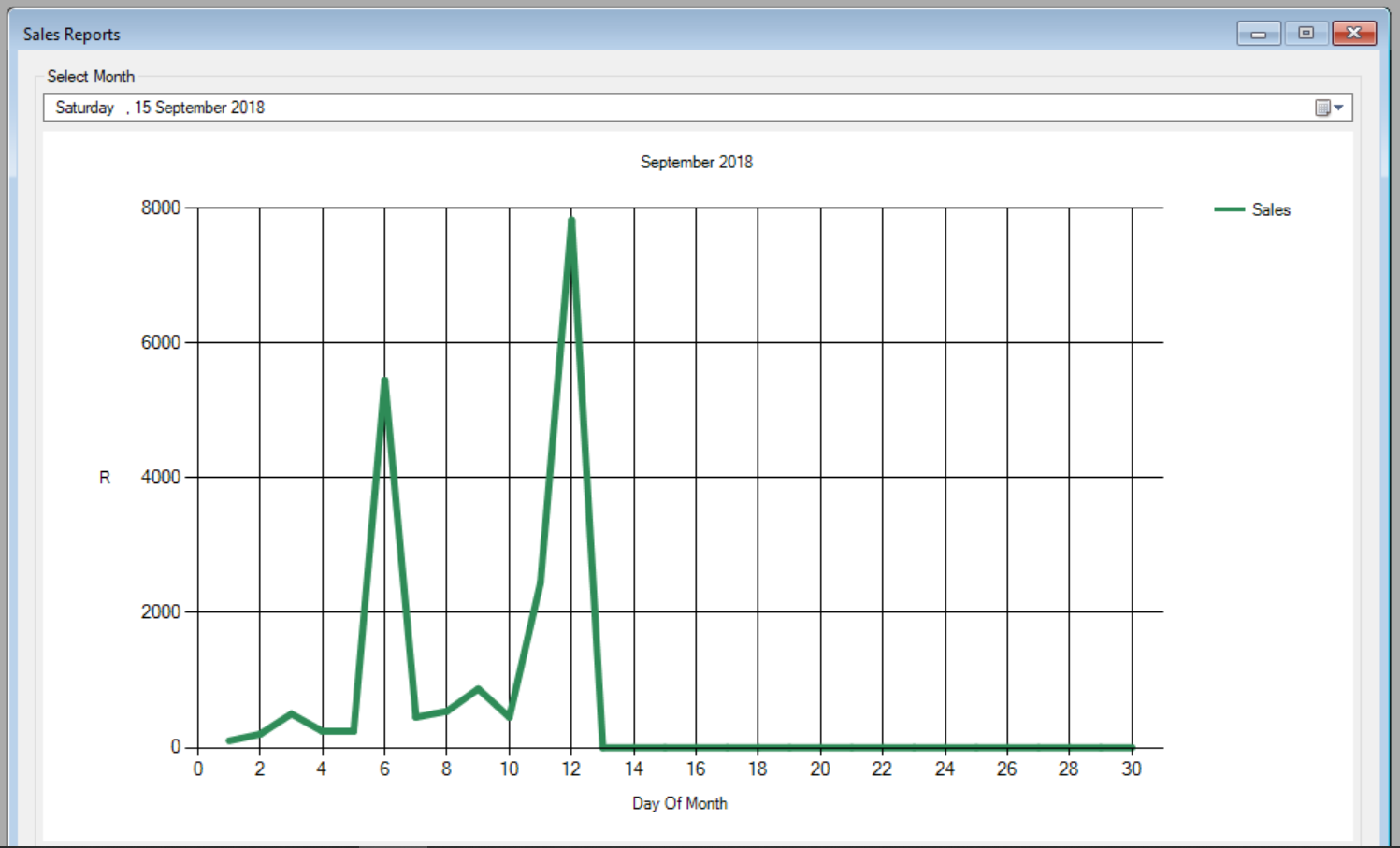
The Place Orders Form (Figure 9) has 4 input fields and is used to select a product from the database with all existing products to add to a client cart. The date, time and client also needs to be selected to ‘Place Order’.

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**Figure 9. Place Order Form**

* + 1. **Sales Report Window**

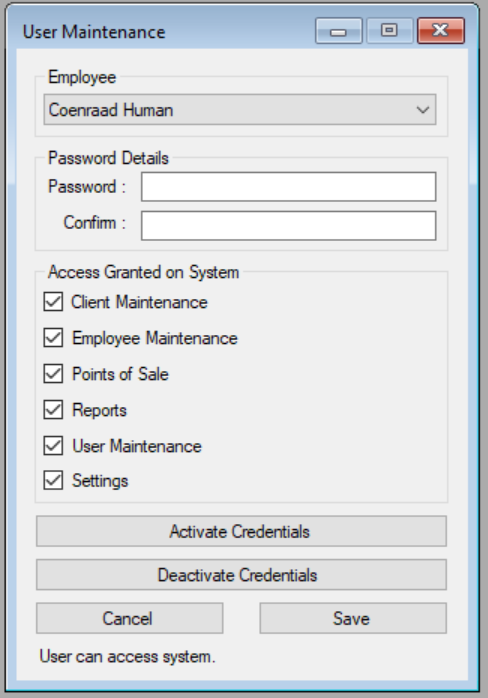
The Sales Report Window (Figure 10) is used to display sales for a specified month depending on orders processed

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**Figure 10. Sales Report Window**

* + 1. **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.



**Figure 11. User Maintenance Form**

* 1. **Log-Out**

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

1. **USING THE SYSTEM**

Once the user has downloaded the system 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. Botch fields are 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. (Might want to add what type of data can be entered)

* 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.

* + 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.

* + 1. **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.

* + 1. **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)

* + 1. **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.

* 1. **Edit** 
     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.

* + 1. **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.

* 1. **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.

* 1. **Windows**

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

* 1. **Help**
     1. **About**

(nothing happens under this)

* + 1. **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.

* + 1. **User Manual**

Current document is opened to supply help to user.