USER’S

MANUAL

Mr. Salad

**USER’S MANUAL**

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   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**

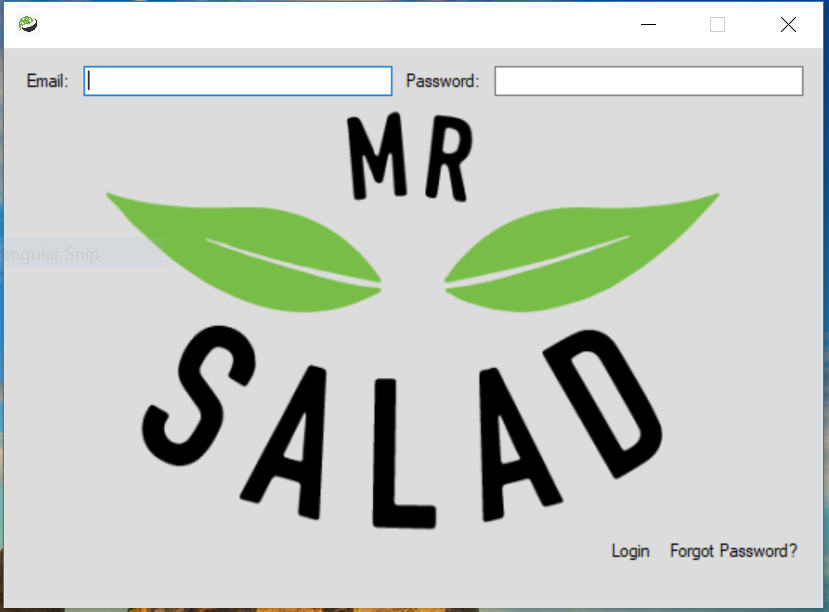
In case there isn’t internet access we the invoice. All invoices are stored locally on computer to ensure that when internet access is not available invoices can be printed out instead

1. **GETTING STARTED** 
   1. **Installation and Logging In**

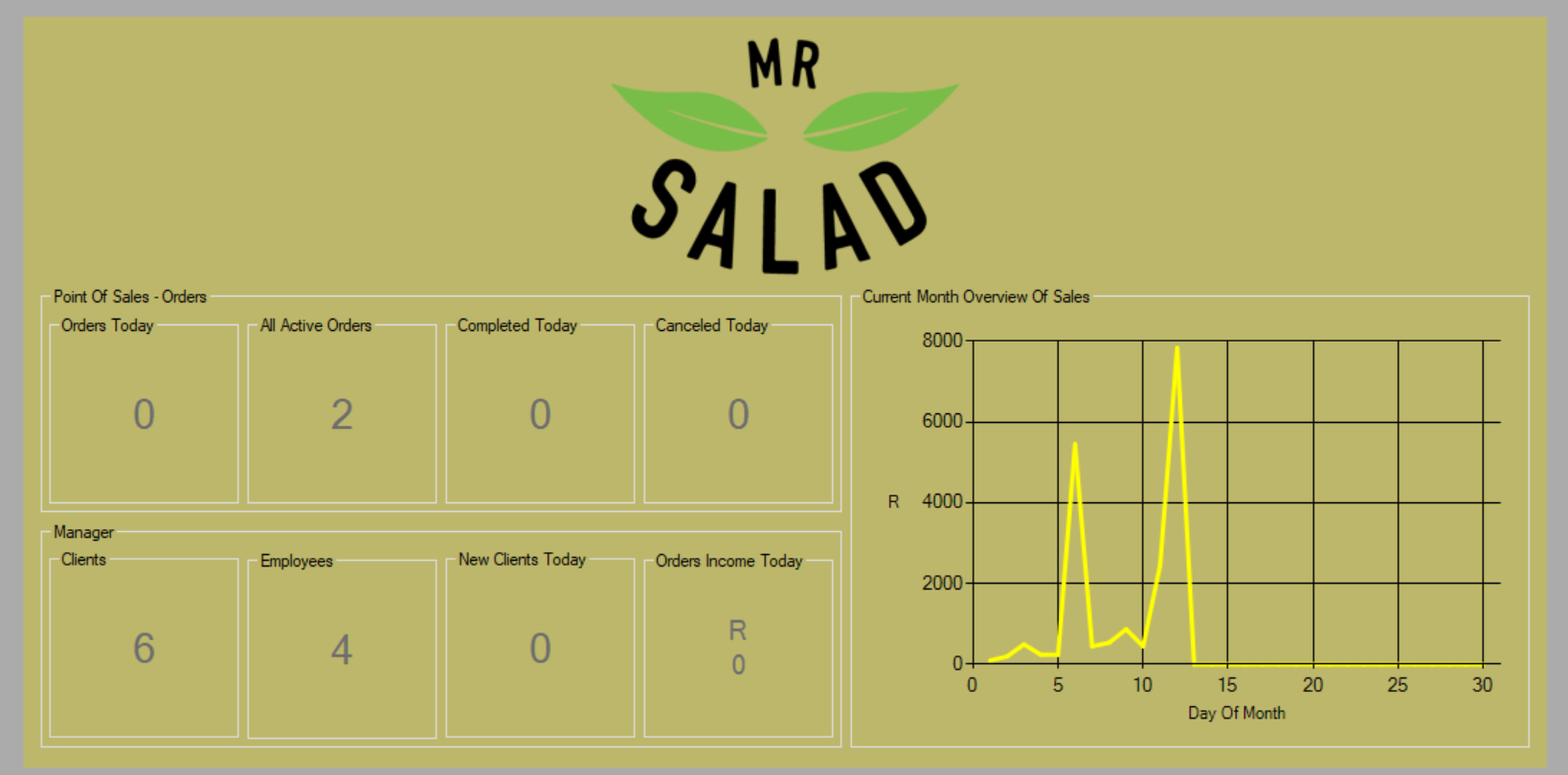
System installation version available and can be downloaded at (X) and is an (Y) file.

* 1. **Log-In Screen**

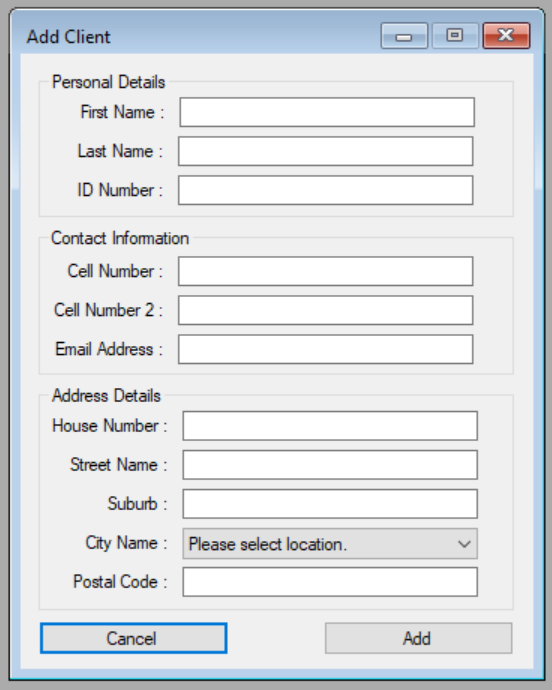
Mr. Salad’s Point of Sales system has 9



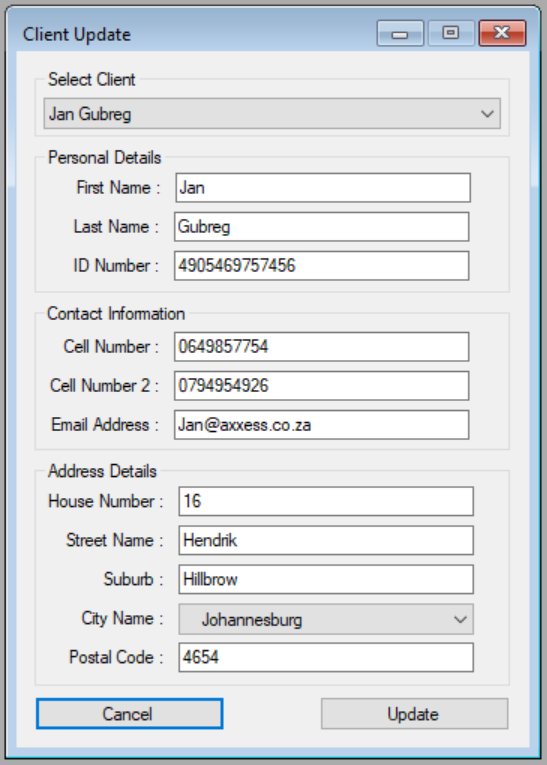
* + 1. **Dashboard Parent Window**

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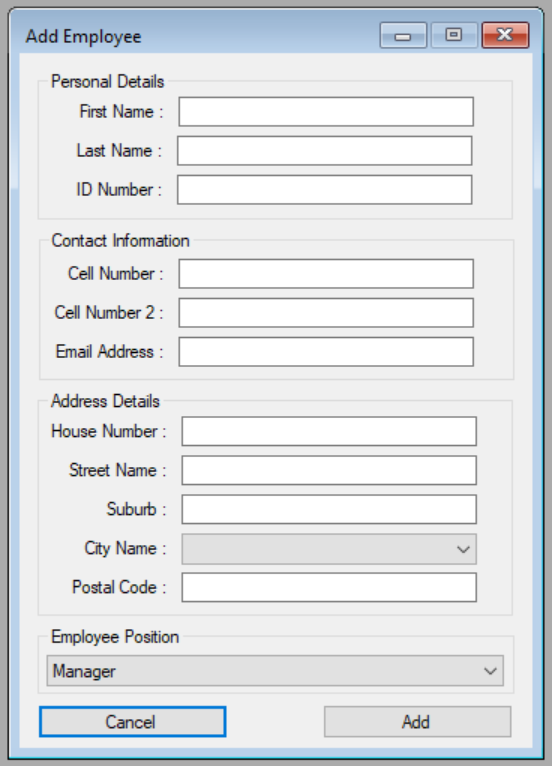
* + 1. **Add Client Form**

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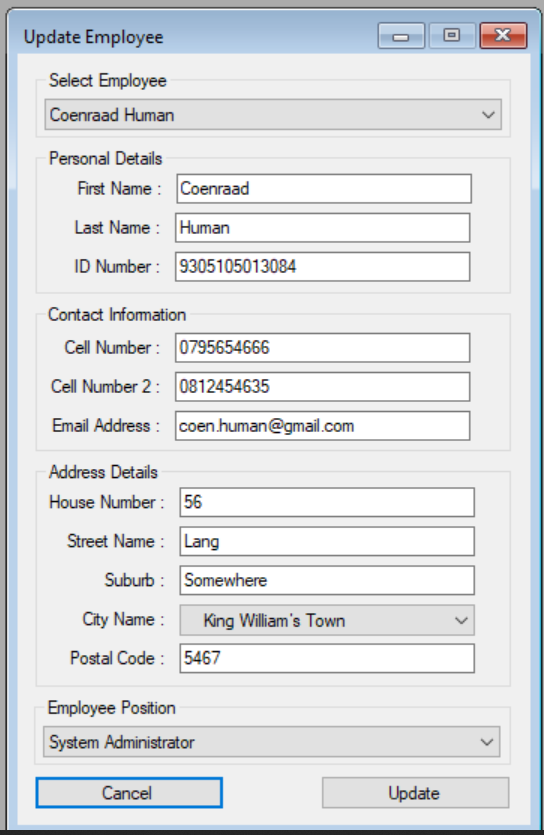
* + 1. **Update Client Form**

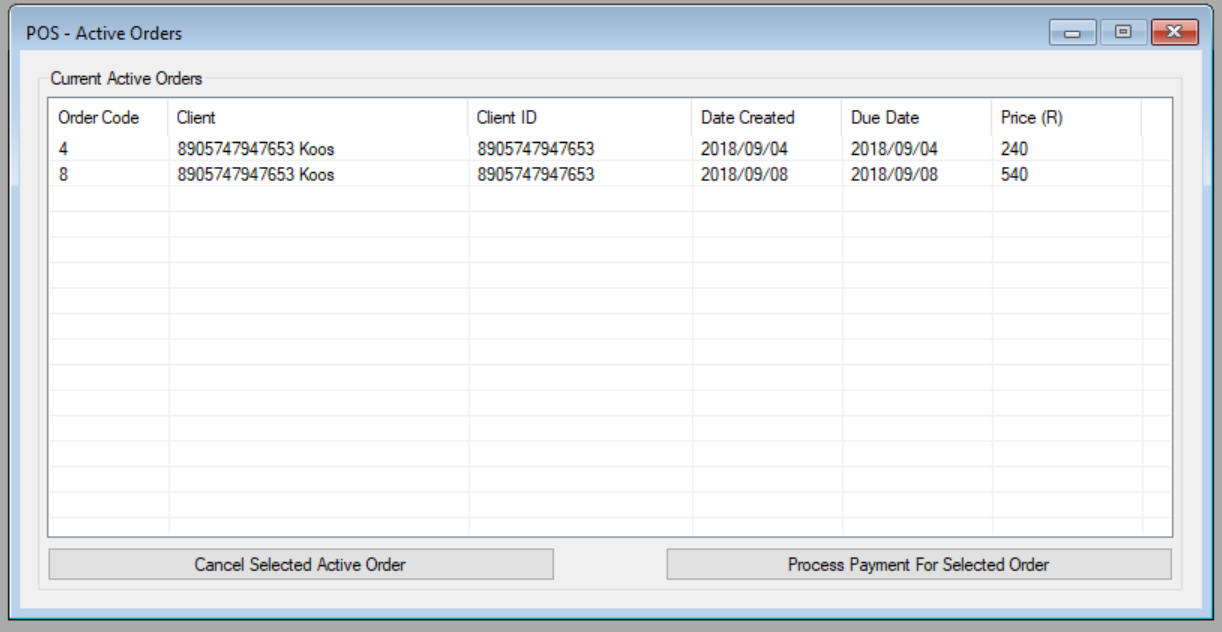
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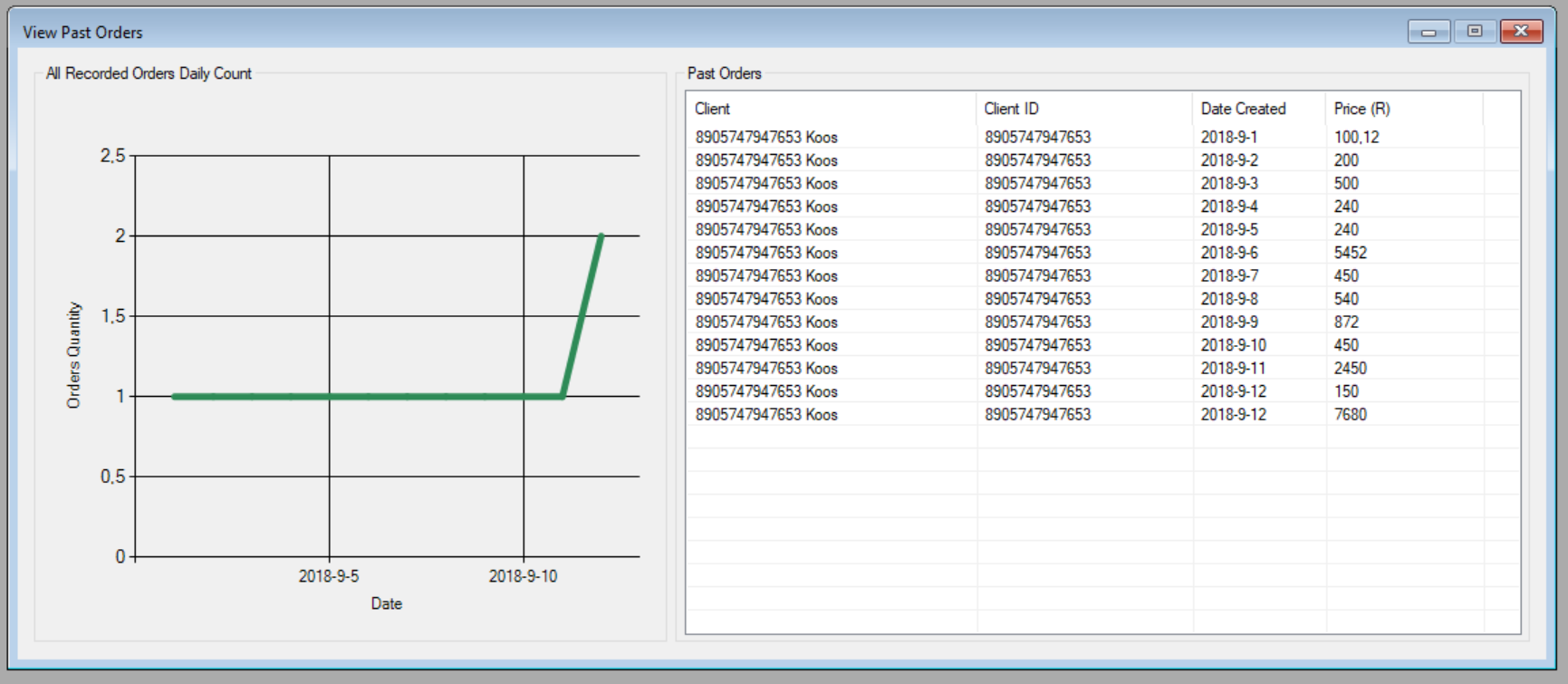
* + 1. **Add Employee Form**

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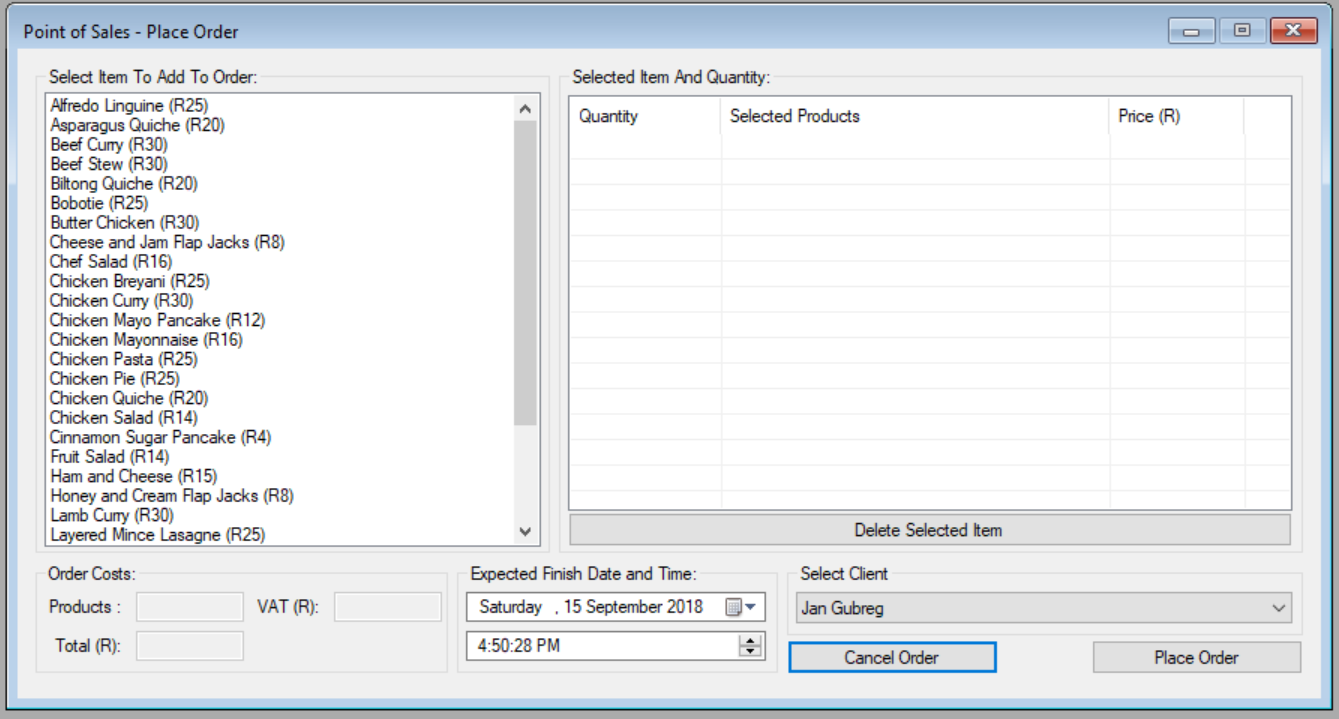
* + 1. **Update Employee Form**

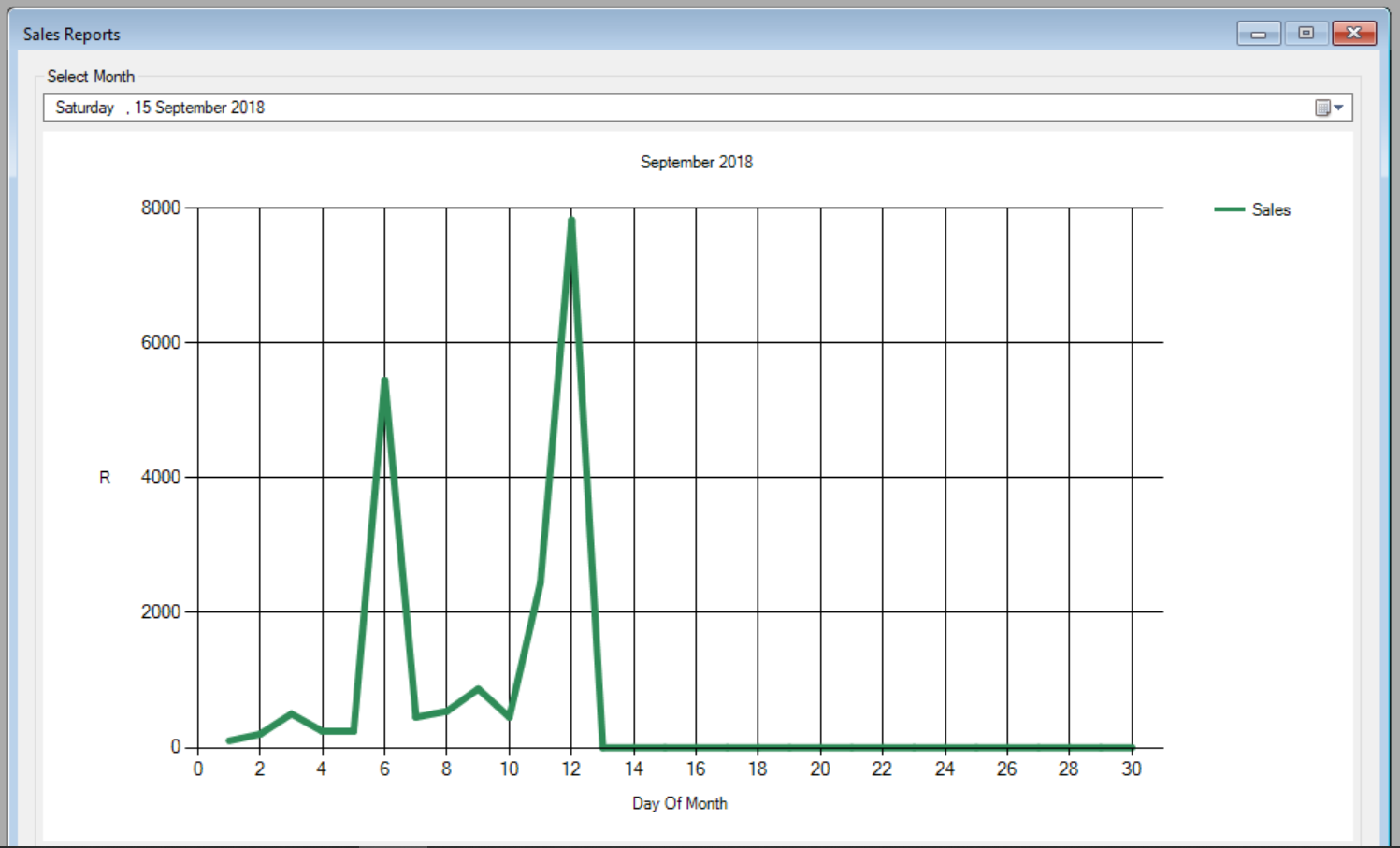
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* + 1. **Active Orders Window**
    2. **Past Orders Window**

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* + 1. **Place Orders Form**

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* + 1. **Sales Report Window**
    2. **User Maintenance Form**

