

# **CLC – POS SYSTEM FOR THE GARMENT FACTORY OUTLET**

**USER MANUAL**

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This is a user manual for new and existing users to understand our application better so they could have a better experience using the system it.

### User Login

- Enter a valid username, password and click on the login button to enter the system.

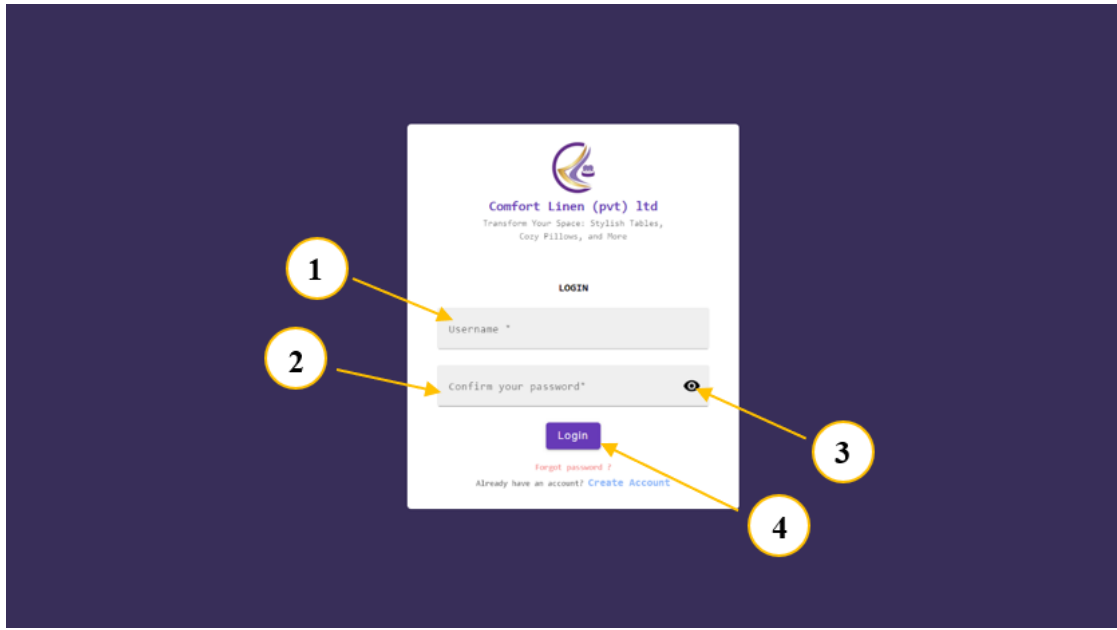


Figure 1 : Log in Form

- 1. Username:** A field to enter the username.
- 2. Password:** A field to enter the password.
- 3. Show/Hide Password:** Click on the 'eye' icon 1<sup>st</sup> time to visible the text that is entered and press again on it to make the text invisible.
- 4. Login button:** Once the valid username and password is given press on the Login button to enter into the application.

## Dashboard Page

The dashboard varies according to the role of the person logged in to the system, The role 'admin' has all the privileges in the application, so dashboard emerges as the below picture (Figure B.2 Dashboard, if an admin is logged.) where all the modules are present on the page. And when a User logged in the dashboard has only some of the selected modules on the page (Figure B.3 Dashboard, if a user is logged.), which he/she has privilege to maintain.



Figure 3: Admin Dashboard

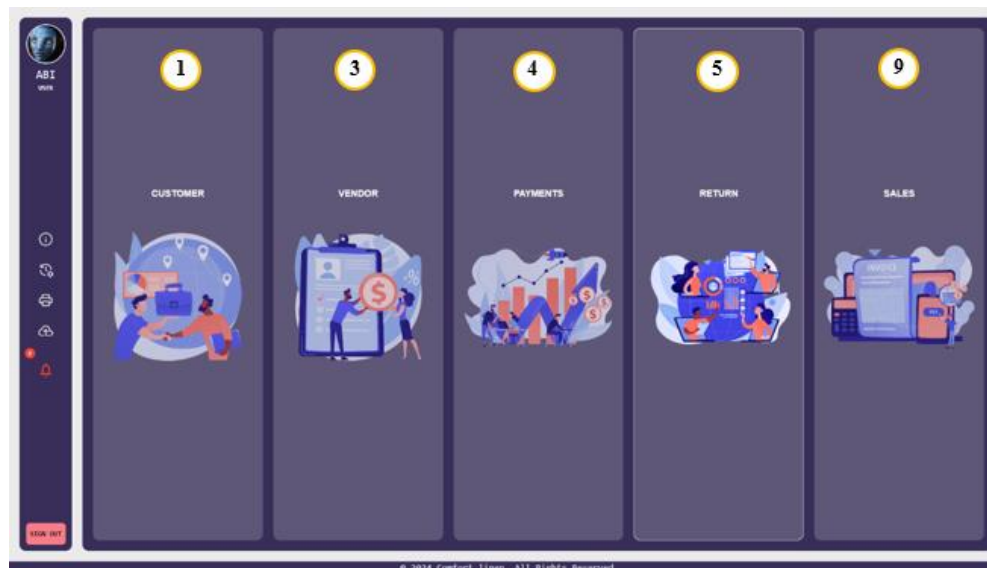


Figure 2: User Dashboard

- 1. Customer Module:** This Module helps managing the customers data.
- 2. User Module:** This Module helps managing the user's data.
- 3. Vendor Module:** This Module helps managing the vendors data.
- 4. Payments Module:** This Module helps to make any payments for the confirmed sales & purchases and generate receipt, voucher for the made payments.
- 5. Return Module:** This Module helps managing the returns of the stocks.
- 6. Stock Module:** This Module helps managing the stocks data.
- 7. Purchase Module:** This Module helps managing the purchase data.
- 8. Category Module:** This Module helps managing the products' category data.
- 9. Sales Module:** This Module helps managing the sales data.
- 10. Report Module:** This Module helps generate reports, and that also can be mailed or downloaded as well.
- 11. System- information:** This contains the user manuals.
- 12. Company-details:** This contains the company details and any newer updates about the company.
- 13. Report Shortcut:** to navigate to module 10(Report).
- 14. Back-ups:** Data base back up module.
- 15. Notification Icon:** The notification icon helps us view the sales and purchase due cheques that expire with-in close 5days and shows the stocks which are reduced and reached its reorder levels.
- 16. Logout Button:** Pressing this button logs the user out of the application and navigates the page to the login page.

## User Module Page

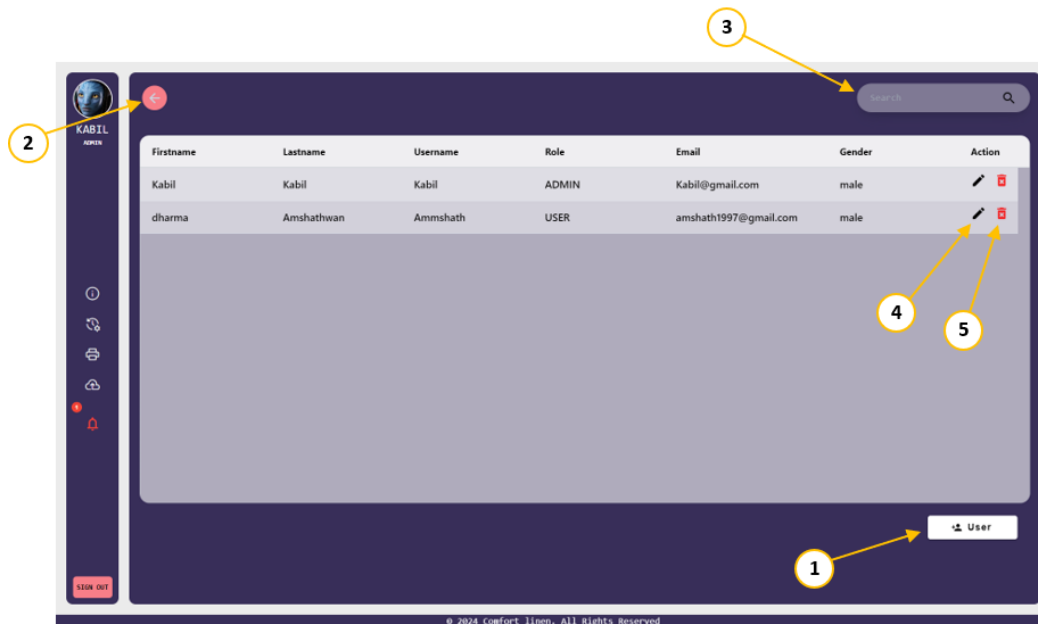


Figure 4: User Module

1. **Add User:** Opens a form that lets you insert a new user record, once entered a valid data press the 'insert' button and once a confirmation asked, click "Yes".
2. **Back:** Clicking this takes you back into the previous module you were interacting with before.
3. **Search:** Click and enter a users' details you want to filter from the table, you can only search the records by Username, First name, Email, Gender.
4. **Update User:** This simply open the form with the selected data on their respective fields, where you can change and update as your wish, once the data in the fields are changed Press "Update" and click "yes" to confirm the operation.
5. **Delete User:** Click on this and press "yes" to delete the user data from the database.

## User Form

The screenshot displays a web application interface for user management. On the left is a dark sidebar with a user profile and navigation icons. The main area features a table with columns: Firstname, Lastname, Username, Role, Email, Gender, and Action. Two rows are visible: 'kabil' (ADMIN, kabil@email.com, male) and 'Abi' (om, male). An 'Insert Data' modal is open in the center, containing fields for First Name, Last Name, User Name, Email, Gender (radio buttons for Male, Female, Others), Role (dropdown), and password fields (Enter your password, Confirm your password). A purple 'Insert' button is at the bottom of the modal. A yellow circle with the number '1' and an arrow points to the 'Insert' button. A 'User' button is at the bottom right of the main area. The footer shows '© 2024 Comfort Home. All Rights Reserved'.

Figure 5: User Create Module

1. **Insert:** Once you entered valid data in the required fields, click on the “Insert” button to add the data, when confirmation asked press “yes” to confirm the Insertion.

**Cancel/ Close form:** Clicking anywhere away from the form, simply closes the opened form.

This screenshot shows the same interface as Figure 5, but with a confirmation dialog box open. The dialog is titled 'Insert' and asks 'are you sure you want to add this data?'. It has two buttons: 'No' and 'Yes'. A yellow circle with the number '2' and an arrow points to the 'No' button, and a yellow circle with the number '1' and an arrow points to the 'Yes' button. The 'Insert' button from the modal is still visible below the dialog.

Figure 6: User Creation confirmation

1. **Yes:** Press this to confirm the operation.
2. **No:** Press this for cancellation.

**Note:**

User, Customer, Vendor, Category, Stock, All these modules function similar, and among these the role 'user' only has access to Customer, Vendor.

**Purchase Invoice Module Page**

If you have made any purchase for the company then you should be able to add those details into the database, and this purchase module very much facilitates that process for you, The Purchase module can only be accessed by the role Admin, to make sure that any unnecessary records haven't been entered, the crucial part of this module is you can't have many purchases at once, once you have created the purchase invoice the page is navigated to the purchase's product cart where you can add the products you have brought, and until you complete the ongoing purchase invoice or cancel it, you will not be able to create another purchase invoice.

- 01. Create Purchase Invoice:** Click on "Create Purchase Invoice" to create a new purchase invoice.



Figure 8: Create Purchase Module

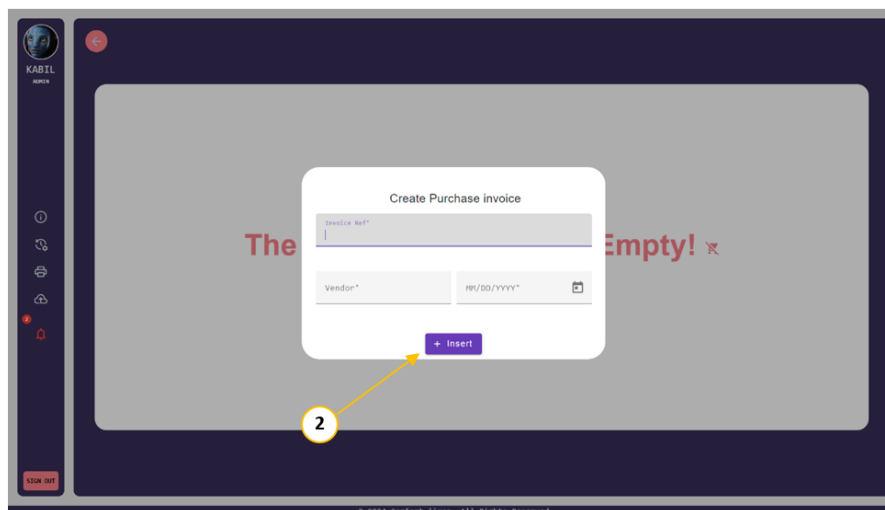


Figure 7: Create Purchase Form

- 02. Insert:** Once you have filled the required fields, click on "Insert" to create a new purchase invoice, and then the page will be navigated to the cart, in which you can add new products.



## Sales Invoice Module Page

This is a module that facilitates the process of the sales happen with the customers, both admin and user roles have the access to this module. Multiple Sales invoices can be created at once, for each of those sales invoices, products can be added by opening the invoice using the open icon (2<sup>nd</sup> icon) in the 'action' column.

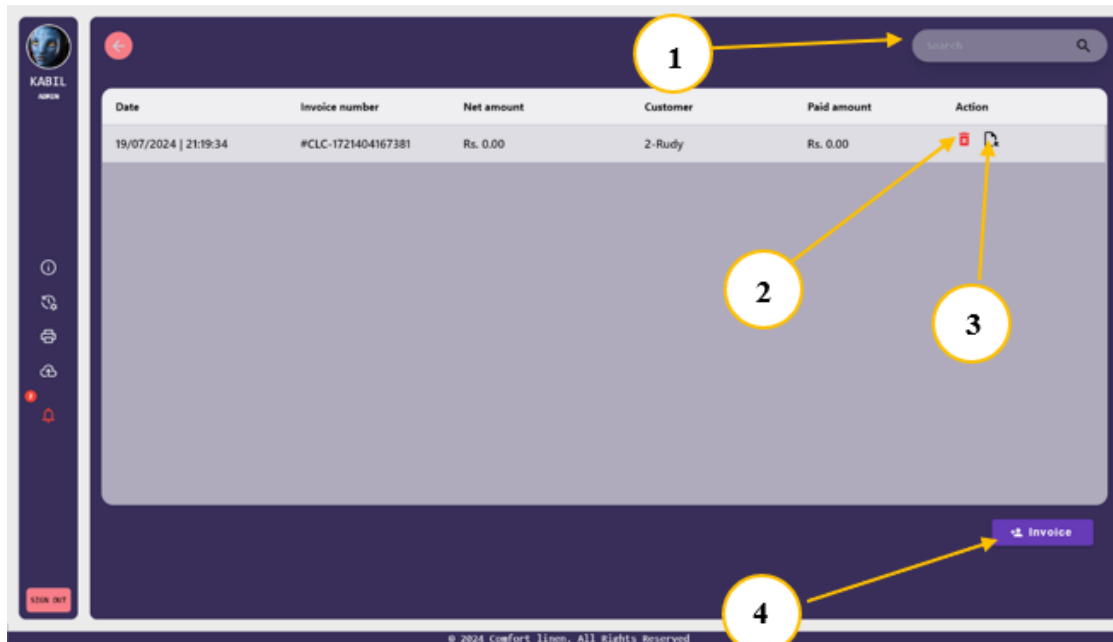


Figure 9: Sales Invoice Module

- 01. Search:** Click on this button and filter out the specific sales invoices.
- 02. Delete Icon:** Click on it and confirm if you want to delete the sales invoice.
- 03. Open Icon:** Click on this button to open the sales invoice and add products and to do invoice related processes.
- 04. Create Invoice:** Click on this button to create a new Sales Invoice.

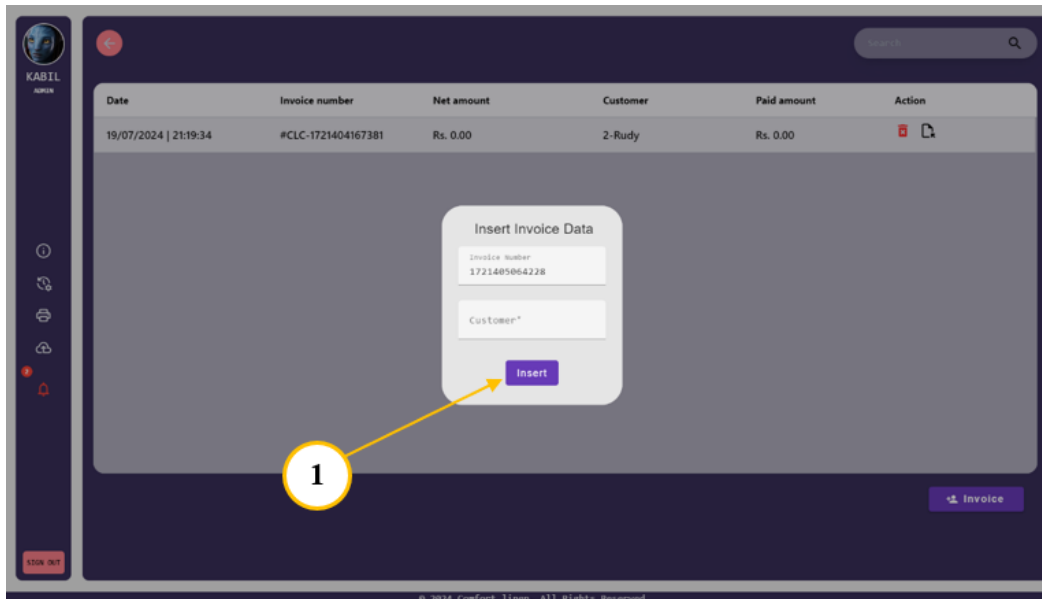


Figure 10: Create Sales Invoice Form

**01. Insert:** Click on this button once you select a customer, the invoice number is auto generated and unique.

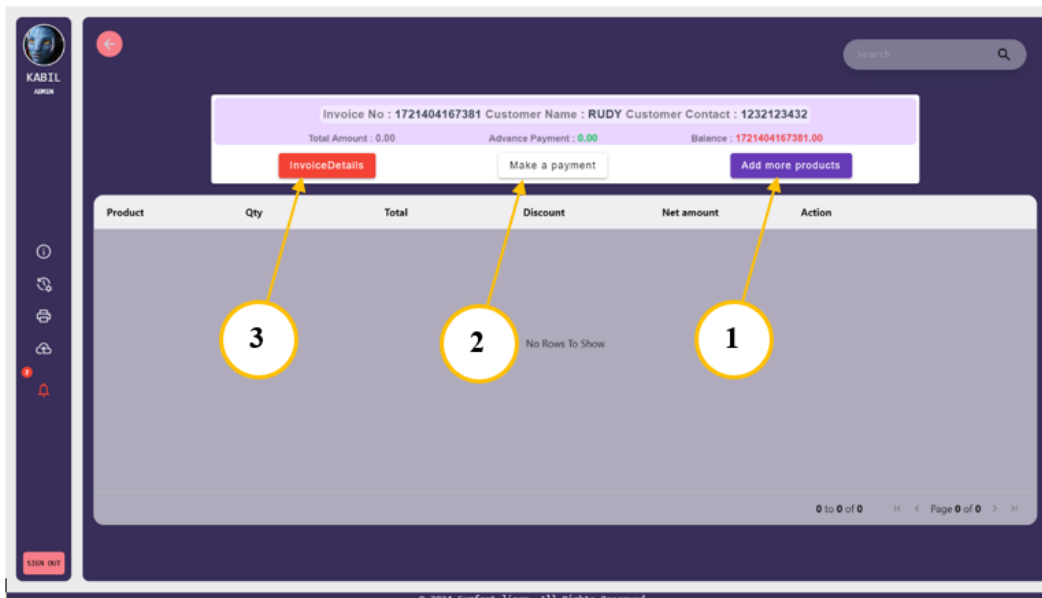


Figure 11: Sales Invoice Product cart module

- 02. Add More Products:** Click on this button and select products to add on the sales cart/table.
- 03. Make a Payment:** Click on this to pay any advance for the sales, You will only be able to make a payment, if you have at least one product in your cart.
- 04. Invoice Details:** Click on this button to open and generate an invoice for the sales, once it's opened there are more option too.

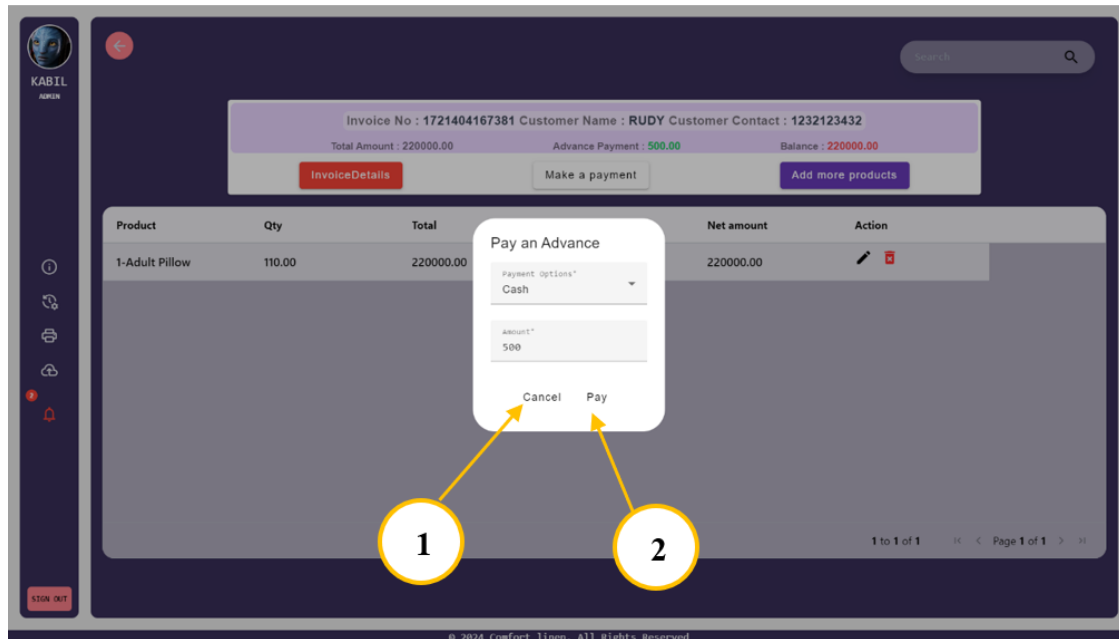


Figure 12: Sales Invoice Module Payment Option

**01. Cancel:** Click on this button to close the payments form.

**02. Pay:** Click on this button to make an advance payment.

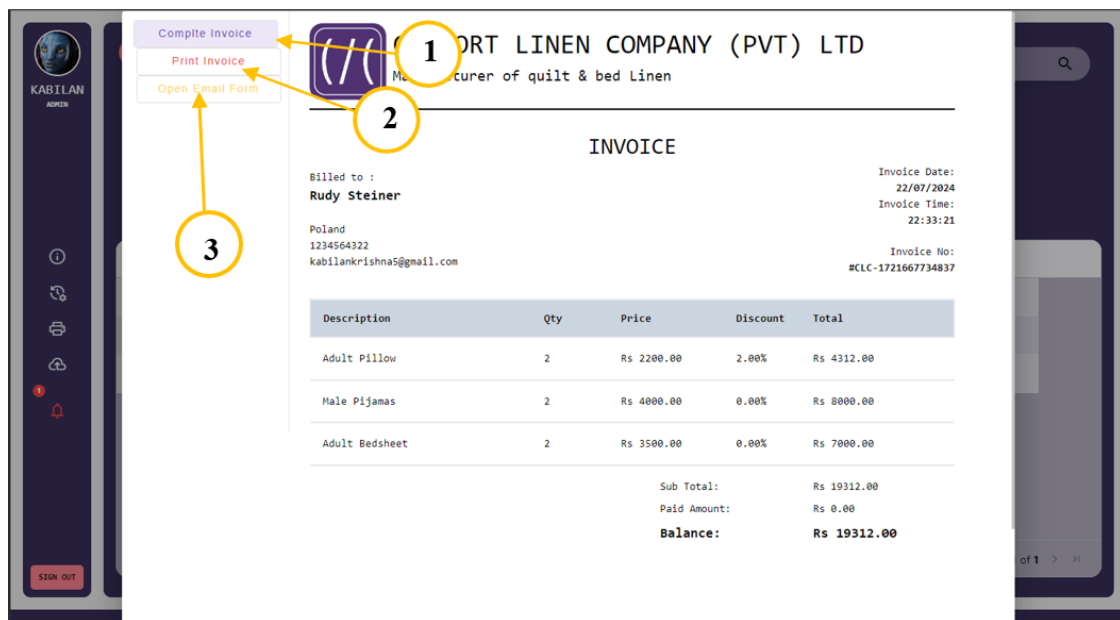


Figure 13: Sales invoice Module generate Invoice Module

**01. Complete invoice:** Click this button when you want to confirm the sales invoice.

**02. Open Email Form:** Click this button to open the form which you can use to select customer email to send the generated invoice.

**03. Open Pdf:** Click on this button to open the generated sales invoice to print or download.

## Payment Module Page

This module helps you make payments for the Sales & Purchase invoices which have payment dues, also once a payment has been made a Receipt or Voucher will be generated respectively. And this module is accessible for both users and admin roles.

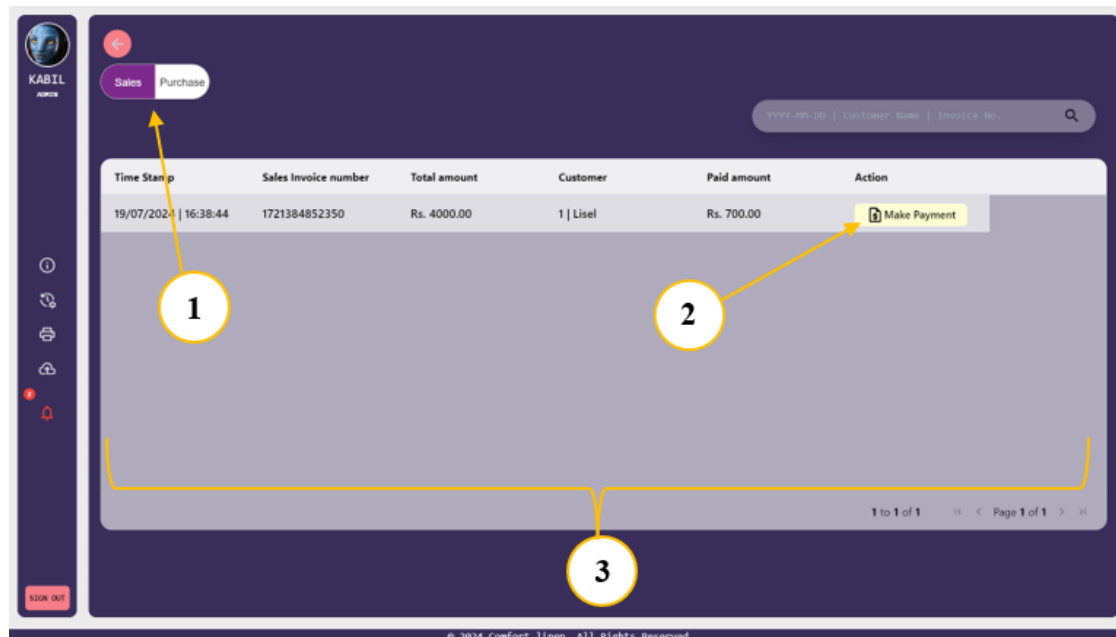


Figure 14: Sales and Purchase Payments Module

- 01. Sales/ Purchase:** Toggle this button to switch between Sales and Purchase invoices to make the payment for your choice.
- 02. Make payment:** Click on this button to make a payment for the selected invoice, when the button is clicked, It opens the payment form where you can select payment options such as cash, card, cheque; depending on the selection, it asks for further details on the form itself(e.g.: when 'card' is selected the card reference number field emerges), once the required fields are filled, now you can click the "Pay" button and confirm it by pressing "Yes", now depending on your invoice a Receipt or a Voucher will be generated and opens up on the window, which you can print, download and also send as a mail to the selected customer.
- 03. The table:** The table that shows the brief details of the Invoices which have payment dues, once the total payment has been paid, they wouldn't have the details of those invoices.

## Report Module page

In this module you can generate and mail various reports such as daily, weekly, monthly, yearly reports of the modules like Stock, Invoice, Purchase, Payments, Vendor, Customer



Figure 15: Report Generating module

## Stock Report

This helps you generate the currently existing stocks' report. And the generated reports can be sent to the selected person by pressing the "send an email button"

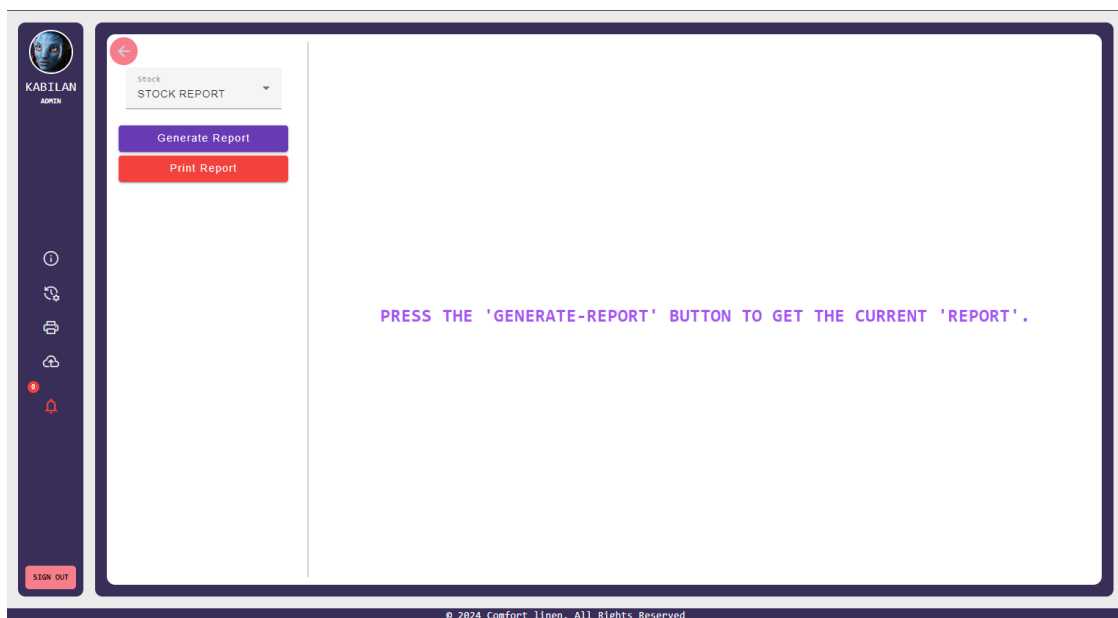


Figure 16: Stock report module

## Invoice Report

This helps you re-generate the Invoice that was made and helps you generate a report on the sales which are taken place between the selected date range.

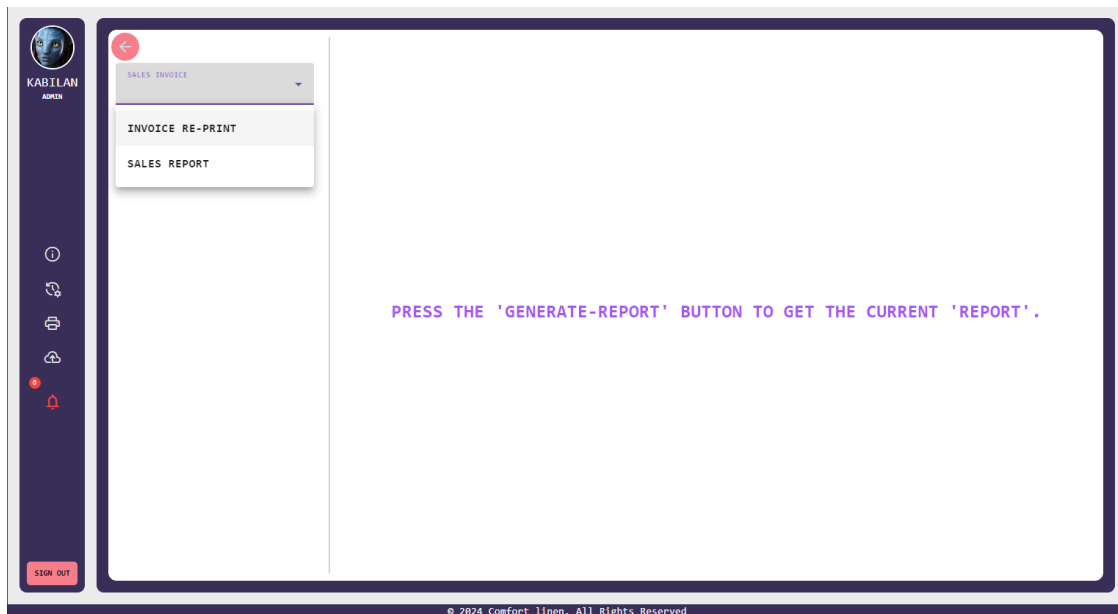


Figure 17: Invoice report options

For almost all the report modules, contain the 'Generate Report' & 'Print report' buttons.

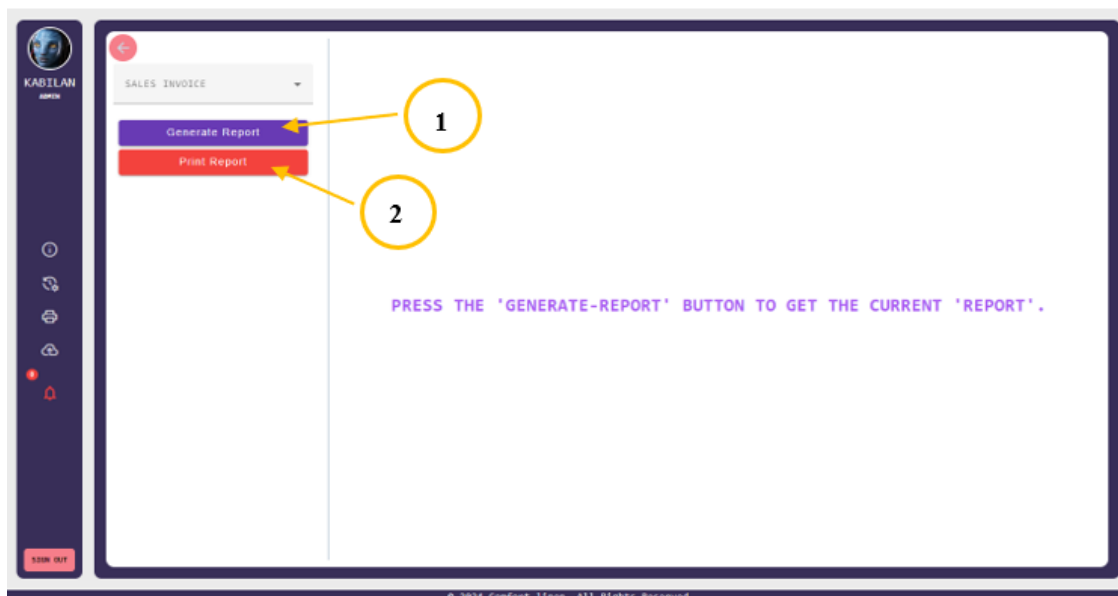


Figure 18: Main Buttons in report

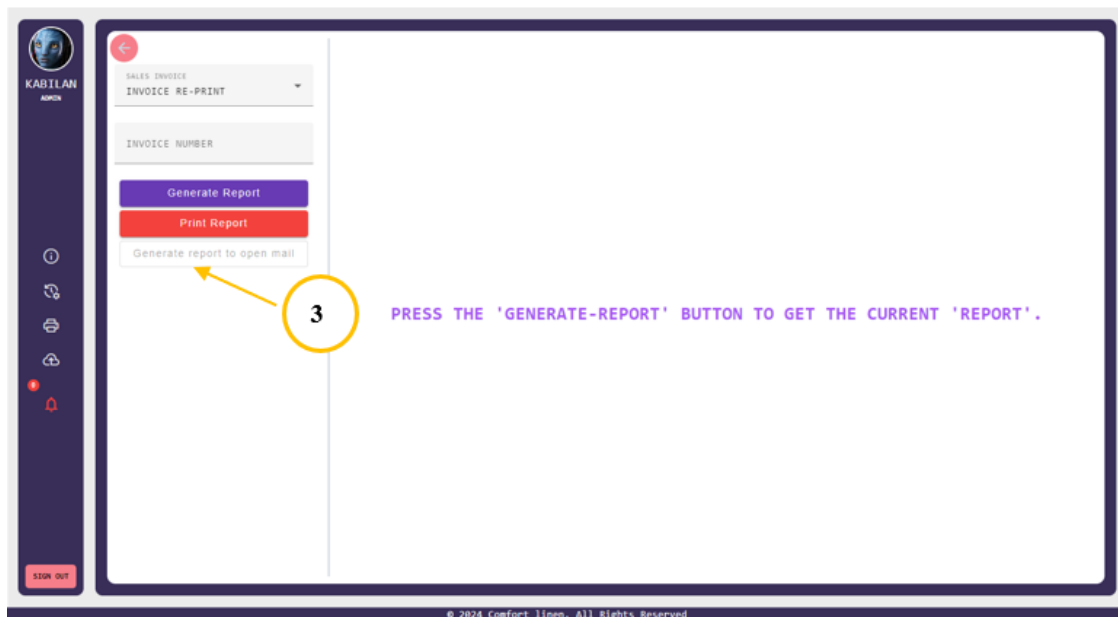


Figure 19: Inactive email form button

- 01. Generate Report:** Click this button to generate a report/invoice of the selected option.
- 02. Print Report:** Click this button to Print the generated report/invoice.
- 03. Generate report to open mail:** This is inactive version of the open email form button, cannot be clicked unless you aren't selected any specific invoice reference number to re-generate the invoice.

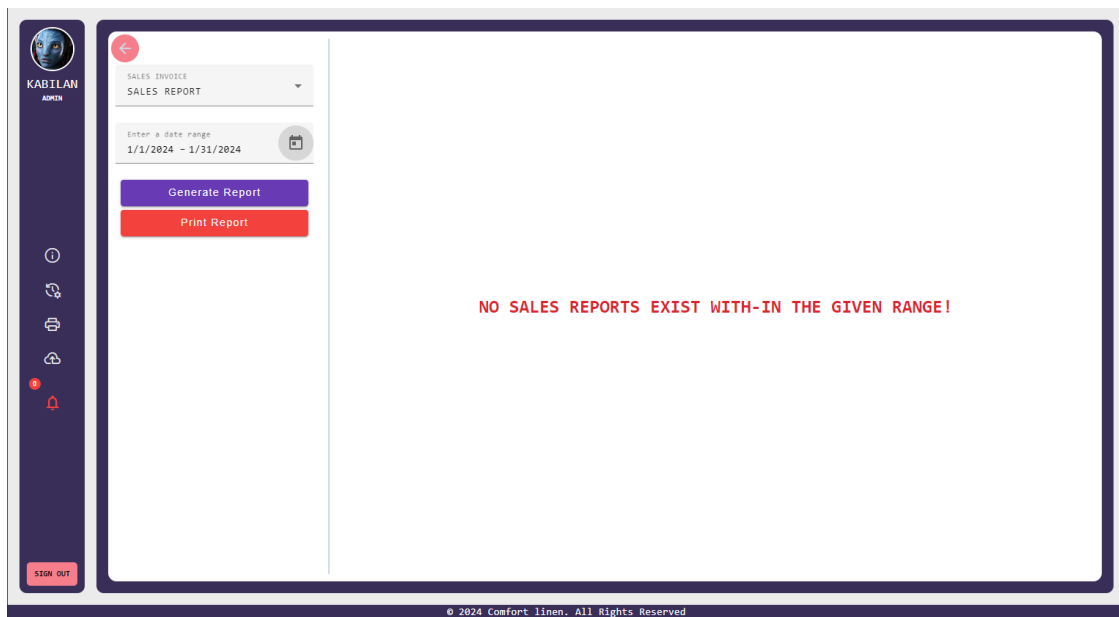


Figure 20: Results when no data found

SALES INVOICE  
INVOICE RE-PRINT

INVOICE NUMBER  
1719319544110

Generate Report  
Print Report  
Open Email Form

COMFORT LINEN COMPANY (PVT) LTD  
Manufacturer of quilt & bed Linen

INVOICE

Billed to : Rudy Steiner  
Poland  
1234564322  
kabilankrishna5@gmail.com

Invoice Date: 15/04/2024  
Invoice Time: 18:16:34  
Invoice No: #CLC-1719319544110

Description	Qty	Price	Discount	Total
Adult Pillow	1	Rs 2200.00	12.00%	Rs 1936.00
Male Pijamas	3	Rs 4000.00	0.00%	Rs 7800.00
Female Pijamas	2	Rs 2400.00	0.00%	Rs 4800.00
Sub Total:				Rs 14536.00
Paid Amount:				Rs 2000.00
Balance:				Rs 12536.00

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Figure 21: Active email form open button

**04. Open Email Form:** Once the invoice is generated, click this button to open the email form to Send the generated invoice to the selected customer through an email.

SALES INVOICE  
SALES REPORT

Enter a date range

Generate Report  
Print Report

PRESS THE 'GENERATE-REPORT' BUTTON TO GET THE CURRENT 'REPORT'.

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Figure 22: The view before the generate button is clicked.



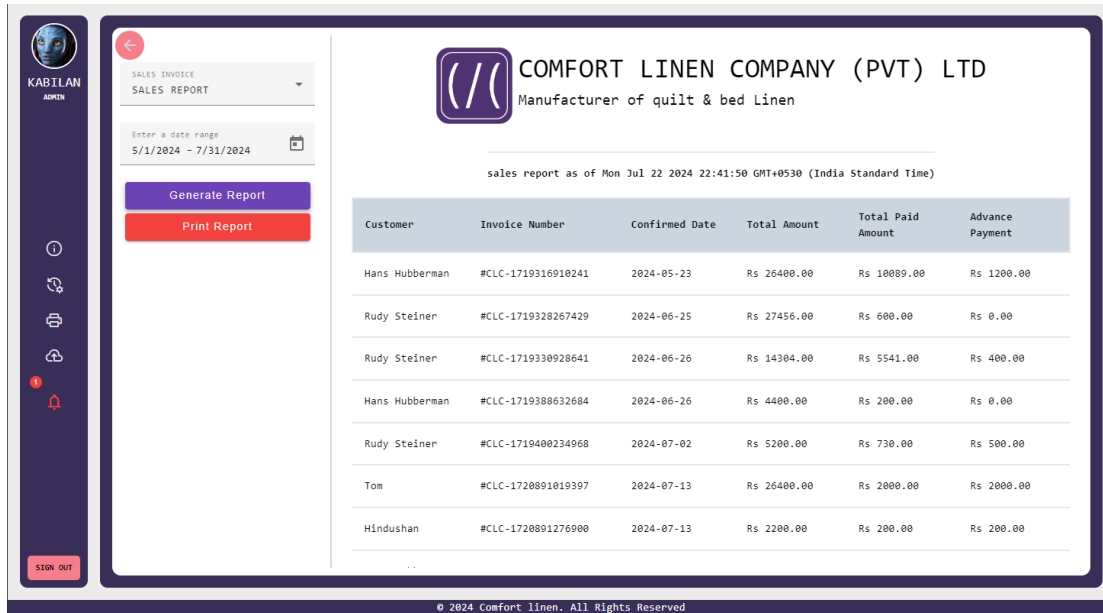


Figure 23: Sales report with-in Date range

## Payments Report

This is the report module where all the payments related activities can be reviewed and the documents like receipts, voucher that were generated for the sales payments and purchases can also be re-generated and can be emailed to the customers.

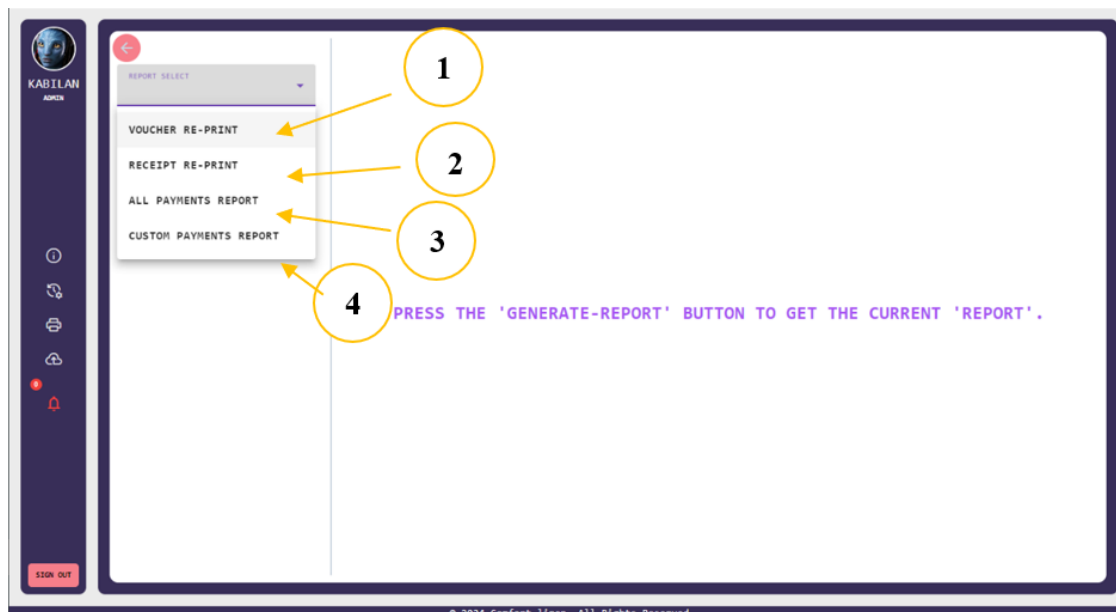


Figure 24: Payments report options

- 01. Voucher Reprint:** Select this option and then select a specific purchase reference number and click generate report button, to see all the vouchers the purchase invoice has, and that can be re-printed.
- 02. Receipt Reprint:** Select this option and then select a specific sales invoice reference number and click generate report button, to see all the receipts the sales invoice has, and that can be re-printed and mailed to the customers as well.
- 03. All Payments Report:** Select this option, if you want to generate a report regarding all the payment (Sales and Purchase) related activities happened in a selected date range.
- a. **Purchase Invoice:** after the selection of 'All Payments Report', when you select this option, you can generate a report on all the Purchase invoice payments occurred on the selected date range.
  - b. **Sales invoice** after the selection of 'All Payments Report', when you select this option, you can generate a report on all the Sales invoice payments occurred on the selected date range.
- 04. Custom Payments Report:** Select this, if you want to get a only one of, sales or purchase invoice's payments that were made on the selected date range.
- 05. Purchase Invoice:** after the selection of 'Custom payments Report', when you select this option, another filed emerges, that lets you select a specific purchase invoice number to Generate the report on the selected invoices' payments with-in the range.
- 06. Sales invoice** after the selection of 'Custom payments Report', when you select this option, another filed emerges, that lets you select a specific sales invoice number to Generate the report on the selected invoices' payments with-in the range.