

Click this link to watch the user manual video: <https://youtu.be/iD4K4Obf9sM>

USER MANUAL

To go to another section, the user can just click the headers shown in the diagram below:



PRODUCT INFORMATION

- This section shows information of the products in tables, namely **Table_Type**, **Table_Product** and **Table_Colour**.

NEW TYPE OF SCARF

PRODUCT INFORMATION

Type▼

Meter (m)/unit▼

Square1.5

Shawl1.8

PURCHASES / STOCK IN

Code▼

Name▼

Type▼

Material▼

Price/m (RM)▼

Price/unit (RM)▼

SE

Sakura Exclusive

Square

Chiffon Sakura

6.3

30

RP

Rose Premium

Shawl

Satin

8.5

40

LE

Lily Exclusive

Shawl

Chiffon Cherutti

7

35

SALES / STOCK OUT

Colour▼

Blue Denim

Pink

Black

INVENTORY STATUS REPORT

SALES PERFORMANCE REPORT

PURCHASES FORM

- The user can just simply delete the data and if there is any update, the user can insert new data using **INSERT NEW TYPE OF SCARF**, **INSERT NEW PRODUCT** or **INSERT NEW COLOUR** as shows below:

| PRODUCT INFORMATION | PURCHASES / STOCK IN | SALES / STOCK OUT | INVENTORY STATUS REPORT | SALES PERFORMANCE REPORT |
|--|----------------------|-------------------|-------------------------|---------------------------|
| <div>INSERT NEW TYPE OF SCARF</div> <div> Type : <input type="text"/> Meter (m)/unit : <input type="text"/> <input type="button" value="SAVE"/> <input type="button" value="CLEAR ALL"/> </div> | | | | <div>PURCHASES FORM</div> |

- Key in all the data needed and then click **SAVE** button. Then, the data will be inserted into **Table_Type** in **PRODUCT INFORMATION** section.
- Click **CLEAR ALL** button to clear the data in the form.

| PRODUCT INFORMATION | PURCHASES / STOCK IN | SALES / STOCK OUT | INVENTORY STATUS REPORT | SALES PERFORMANCE REPORT |
|---|----------------------|-------------------|-------------------------|---|
| <div>INSERT NEW TYPE OF SCARF</div> <div>INSERT NEW PRODUCT</div> <div> Code : <input type="text"/> Name : <input type="text"/> Type : <input type="text"/> Material : <input type="text"/> Price/m (RM) : <input type="text"/> Price/unit (RM) : <input type="text"/> <input type="button" value="SAVE"/> <input type="button" value="CLEAR ALL"/> </div> | | | | <div>PURCHASES FORM</div> <div>SALES FORM</div> |

- Key in all the data needed and then click **SAVE** button. Then, the data will be inserted into **Table_Product** in **PRODUCT INFORMATION** section.
- Click **CLEAR ALL** button to clear the data in the form.

| | PRODUCT INFORMATION | PURCHASES / STOCK IN | SALES / STOCK OUT | INVENTORY STATUS REPORT | SALES PERFORMANCE REPORT | |
|--------------------------|---|----------------------|-------------------|-------------------------|--------------------------|----------------|
| INSERT NEW TYPE OF SCARE | <div style="border: 1px solid black; padding: 10px; margin: 20px auto; width: 30%;"> Colour : <input type="text"/> <div style="text-align: center;"> <input type="button" value="SAVE"/> <input type="button" value="CLEAR ALL"/> </div> </div> | | | | | PURCHASES FORM |
| INSERT NEW PRODUCT | | | | | | SALES FORM |
| INSERT NEW COLOUR | | | | | | |

- Key in all the data needed and then click **SAVE** button. Then, the data will be inserted into **Table_Colour** in **PRODUCT INORMATION** section.
- Click **CLEAR ALL** button to clear the data in the form.

PURCHASES/STOCK IN

- This section shows the list of purchases or stock-in of the products.

| Product Information | | | Purchases / Stock In | | | Sales / Stock Out | | Inventory Status Report | | Sales Performance Report | |
|--------------------------|-----------------|------|----------------------|--------|------------------|-------------------|-----------|-------------------------|--------------------------|--------------------------|---------------|
| Insert New Type of Scarf | Production Date | Code | Name | Type | Material | Colour | Meter (m) | Price/m (RM) | Total Material Cost (RM) | Meter/unit (m) | Unit produced |
| | 01/03/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Blue Denim | 9.0 | 6.30 | 56.70 | 1.5 | 6 |
| | 01/03/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Red Wine | 9.0 | 7.00 | 63.00 | 1.8 | 5 |
| | 01/03/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Black | 15.0 | 6.30 | 94.50 | 1.5 | 10 |
| | 01/01/2022 | RP | Rose Premium | Shawl | Satin | Pink | 5.4 | 8.50 | 45.90 | 1.8 | 3 |
| | 01/01/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Black | 7.5 | 6.30 | 47.25 | 1.5 | 5 |
| | 01/01/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Pink | 4.5 | 6.30 | 28.35 | 1.5 | 3 |
| | 01/01/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Blue Denim | 4.5 | 6.30 | 28.35 | 1.5 | 3 |
| | 01/01/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Green Army | 4.5 | 6.30 | 28.35 | 1.5 | 3 |
| | 01/01/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Red Wine | 4.5 | 6.30 | 28.35 | 1.5 | 3 |
| Insert New Product | 01/01/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Turquoise | 6.0 | 6.30 | 37.80 | 1.5 | 4 |
| | 01/01/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Magenta | 4.5 | 6.30 | 28.35 | 1.5 | 3 |
| | 01/01/2022 | RP | Rose Premium | Shawl | Satin | Black | 9.0 | 8.50 | 76.50 | 1.8 | 5 |
| | 01/01/2022 | RP | Rose Premium | Shawl | Satin | Blue Denim | 5.4 | 8.50 | 45.90 | 1.8 | 3 |
| | 01/01/2022 | RP | Rose Premium | Shawl | Satin | Green Army | 5.4 | 8.50 | 45.90 | 1.8 | 3 |
| | 01/01/2022 | RP | Rose Premium | Shawl | Satin | Red Wine | 5.4 | 8.50 | 45.90 | 1.8 | 3 |
| | 01/01/2022 | RP | Rose Premium | Shawl | Satin | Turquoise | 5.4 | 8.50 | 45.90 | 1.8 | 3 |
| | 01/01/2022 | RP | Rose Premium | Shawl | Satin | Magenta | 5.4 | 8.50 | 45.90 | 1.8 | 3 |
| | 01/01/2022 | RP | Rose Premium | Shawl | Satin | Gold | 9.0 | 8.50 | 76.50 | 1.8 | 5 |
| | 01/01/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Pink | 5.4 | 7.00 | 37.80 | 1.8 | 3 |
| Colour | 01/01/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Magenta | 5.4 | 7.00 | 37.80 | 1.8 | 3 |
| | 01/01/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Turquoise | 5.4 | 7.00 | 37.80 | 1.8 | 3 |
| | 01/01/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Black | 9.0 | 7.00 | 63.00 | 1.8 | 5 |
| | 01/01/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Red Wine | 5.4 | 7.00 | 37.80 | 1.8 | 3 |
| | 01/01/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Green Army | 5.4 | 7.00 | 37.80 | 1.8 | 3 |
| | 01/01/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Blue Denim | 5.4 | 7.00 | 37.80 | 1.8 | 3 |
| | 01/01/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Blue Denim | 5.4 | 7.00 | 37.80 | 1.8 | 3 |

- If there is a new purchase, the user can insert that new purchase by key in **PURCHASES FORM** as shown below:

| PRODUCT INFORMATION | PURCHASES / STOCK IN | SALES / STOCK OUT | INVENTORY STATUS REPORT | SALES PERFORMANCE REPORT |
|---|--|-------------------|-------------------------|------------------------------|
| INSERT NEW TYPE OF SCARF INSERT NEW PRODUCT INSERT NEW COLOUR | <div> <div> Production Date : <input type="text"/> Code : <input type="text"/> Name : <input type="text"/> Type : <input type="text"/> Material : <input type="text"/> Colour : <input type="text"/> Meter (m) : <input type="text"/> Price/m (RM) : <input type="text"/> Total Material Cost (RM) : <input type="text"/> Meter/unit (m) : <input type="text"/> Unit produced : <input type="text"/> <div> <input type="button" value="SAVE"/> <input type="button" value="CLEAR ALL"/> </div> </div> </div> | | | PURCHASES FORM SALES FORM |

- Just key in **Production Date**, **Code**, **Colour** and **Meter (m)** as others will be automatically generated. Then click **SAVE** button. Then, the data will be inserted into **Table_Purchases** in **PURCHASES/STOCK IN** section.
- Click **CLEAR ALL** button to clear the data in the form.

SALES/STOCK OUT

- This section shows the list of sales or stock-out of the products.

| PRODUCT INFORMATION | | PURCHASES / STOCK IN | | SALES / STOCK OUT | | INVENTORY STATUS REPORT | | SALES PERFORMANCE REPORT | |
|---------------------|------|----------------------|--------|-------------------|------------|-------------------------|-----------------|--------------------------|--|
| Date | Code | Name | Type | Material | Colour | Unit Sold | Price/unit (RM) | Total Sales (RM) | |
| 30/06/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Turquoise | 3 | 30.00 | 90.00 | |
| 27/06/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Black | 5 | 30.00 | 150.00 | |
| 26/06/2022 | RP | Rose Premium | Shawl | Satin | Black | 1 | 40.00 | 40.00 | |
| 25/06/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Black | 1 | 35.00 | 35.00 | |
| 06/06/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Pink | 2 | 35.00 | 70.00 | |
| 30/05/2022 | RP | Rose Premium | Shawl | Satin | Blue Denim | 2 | 40.00 | 80.00 | |
| 29/05/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Magenta | 1 | 35.00 | 35.00 | |
| 25/05/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Turquoise | 1 | 30.00 | 30.00 | |
| 10/05/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Green Army | 1 | 30.00 | 30.00 | |
| 05/05/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Red Wine | 2 | 30.00 | 60.00 | |
| 30/04/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Blue Denim | 3 | 35.00 | 105.00 | |
| 28/04/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Blue Denim | 3 | 30.00 | 90.00 | |
| 24/04/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Magenta | 1 | 30.00 | 30.00 | |
| 14/04/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Black | 2 | 30.00 | 60.00 | |
| 04/04/2022 | RP | Rose Premium | Shawl | Satin | Black | 3 | 40.00 | 120.00 | |
| 23/03/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Pink | 2 | 30.00 | 60.00 | |
| 13/03/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Magenta | 1 | 30.00 | 30.00 | |
| 07/03/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Turquoise | 1 | 35.00 | 35.00 | |
| 03/03/2022 | RP | Rose Premium | Shawl | Satin | Gold | 1 | 40.00 | 40.00 | |
| 01/03/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Blue Denim | 1 | 30.00 | 30.00 | |
| 28/02/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Black | 2 | 30.00 | 60.00 | |
| 18/02/2022 | RP | Rose Premium | Shawl | Satin | Red Wine | 2 | 40.00 | 80.00 | |
| 12/02/2022 | RP | Rose Premium | Shawl | Satin | Gold | 2 | 40.00 | 80.00 | |
| 02/02/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Black | 3 | 35.00 | 105.00 | |
| 27/01/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Red Wine | 3 | 35.00 | 105.00 | |
| 22/01/2022 | LE | Lily Exclusive | Shawl | Chiffon Cherutti | Green Army | 1 | 35.00 | 35.00 | |
| 15/01/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Blue Denim | 2 | 30.00 | 60.00 | |
| 05/01/2022 | SE | Sakura Exclusive | Square | Chiffon Sakura | Black | 3 | 30.00 | 90.00 | |
| 01/01/2022 | RP | Rose Premium | Shawl | Satin | Pink | 1 | 40.00 | 40.00 | |

- If there is a new sale, the user can insert that new sale by key in **SALES FORM** as follow:

| PRODUCT INFORMATION | PURCHASES / STOCK IN | SALES / STOCK OUT | INVENTORY STATUS REPORT | SALES PERFORMANCE REPORT |
|--------------------------|----------------------|-------------------|-------------------------|--------------------------|
| INSERT NEW TYPE OF SCARE | | | | |
| INSERT NEW PRODUCT | | | | |
| W COLOUR | | | | |

Date :

Code :

Name :

Type :

Material :

Colour :

Unit Sold :

Price/unit (RM) :

Total Sales (RM) :

- Just key in **Date**, **Code**, **Colour** and **Unit Sold** as others will be automatically generated. Then click **SAVE** button. Then, the data will be inserted into **Table_Sales** in **SALES/STOCK OUT** section.
- Click **CLEAR ALL** button to clear the data in the form.

INVENTORY STATUS REPORT

- The user can check the product availability by selecting *Code and *Colour as shown below:

PRODUCT INFORMATION PURCHASES / STOCK IN SALES / STOCK OUT INVENTORY STATUS REPORT SALES PERFORMANCE REPORT

Please key-in * Item only, others will be automatically filled

SEARCH AVAILABILITY OF PRODUCT

| *Code | *Colour | Stock Available | Status |
|-------|---------|-----------------|-----------|
| SE | Black | 3 | AVAILABLE |

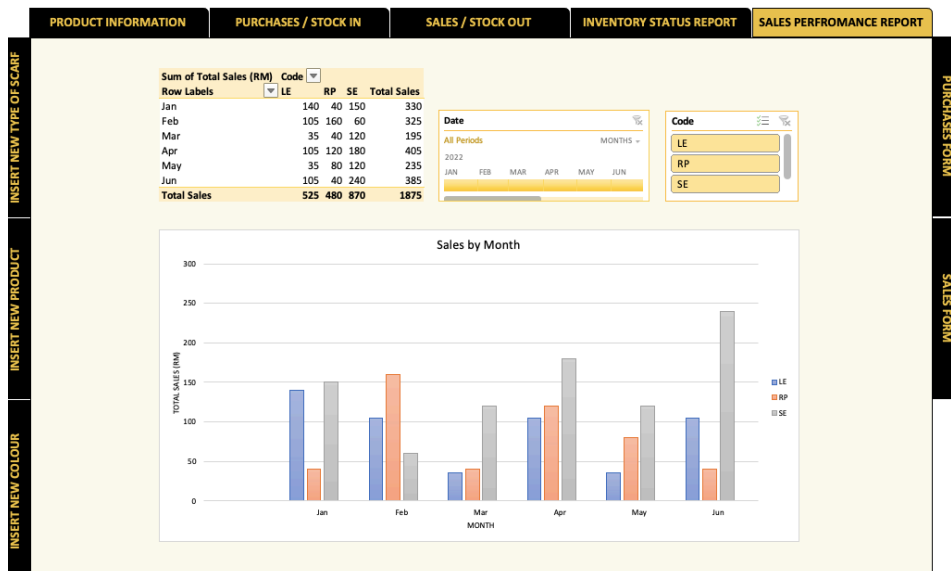
- There is also INVENTORY STATUS REPORT in this section.

INVENTORY STATUS REPORT

| Code | Colour | Stock In | Stock Out | Stock Available | Status |
|------|------------|----------|-----------|-----------------|--------------|
| LE | Rose Gold | 0 | 0 | 0 | OUT OF STOCK |
| | Gold | 0 | 0 | 0 | OUT OF STOCK |
| | Magenta | 3 | 1 | 2 | AVAILABLE |
| | Turquoise | 3 | 1 | 2 | AVAILABLE |
| | Red Wine | 8 | 3 | 5 | AVAILABLE |
| | Green Army | 3 | 1 | 2 | AVAILABLE |
| | Blue Denim | 3 | 3 | 0 | OUT OF STOCK |
| | Pink | 3 | 2 | 1 | AVAILABLE |
| RP | Black | 5 | 4 | 1 | AVAILABLE |
| | Rose gold | 0 | 0 | 0 | OUT OF STOCK |
| | Gold | 5 | 3 | 2 | AVAILABLE |
| | Magenta | 3 | 0 | 3 | AVAILABLE |
| | Turquoise | 3 | 0 | 3 | AVAILABLE |
| | Red Wine | 3 | 2 | 1 | AVAILABLE |
| | Green Army | 3 | 0 | 3 | AVAILABLE |
| | Blue Denim | 3 | 2 | 1 | AVAILABLE |
| SE | Pink | 3 | 1 | 2 | AVAILABLE |
| | Black | 5 | 4 | 1 | AVAILABLE |
| | Rose gold | 0 | 0 | 0 | OUT OF STOCK |
| | Gold | 0 | 0 | 0 | OUT OF STOCK |
| | Magenta | 3 | 2 | 1 | AVAILABLE |

SALES PERFORMANCE REPORT

- In this section, the user can view the business sales performance.



- To see the latest total sales, the user needs to refresh the Pivot Table first by right-clicking on the Pivot Table and then selecting Refresh. Then, the Pivot Chart will be automatically updated. The user also can filter the data based on Month and Code.