

FEELING BREW

User Guide (Admin)




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Maintaining Clients

Add Client

Update Clients

 English | ▼

U P D A T E C L I E N T

Clients:

Filter clients according to any field:

Select client to edit: Please Select ▼

Change the client's information:

Name:

Surname:

Company name:
(*optional)

Cellphone number:

Address:

Province: Please Select ▼

Street number:

Streetname:


City: Please Select ▼

Client type: Please Select ▼

[Retrun to home page](#)

1. Filter clients that you are looking for and select the client from the dropdown list.
2. Enter the contact details for the client.
3. Enter the address of the client.
4. Select the type of client
5. Press update to confirm the changes that were made to the client's details or cancel to exit the client update page.

Deleting Clients

 Select Language ▼

D E L E T E C L I E N T

Clients:

Filter clients according to any field:

Select client to delete:

Delete

Cancel

[Retrun to home page](#)

1. Filter through the clients by typing their information into the text box that was provided.
2. Select the client from the dropdown list that has been filtered.
3. Press the delete button to confirm the process or cancel to return to the homepage.

Maintaining Suppliers

Add Supplier

Select Language ▼

A D D S U P P L I E R

Enter the supplier's information:

Company name:

Address:

Province:

Street number:

Streetname:

City:

Agreement Details:

Select agreement start date

< September 2022 >						
M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Select agreement end date

< September 2022 >						
M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Add

Cancel

[Retrun to home page](#)

1. Enter the supplier/company's name.
2. Select the province the supplier is located.
3. Enter the street number, name and select the city where the supplier is located.
4. Select agreement start and end date by selecting the dates on provided calendars.
5. Press Add to complete the transaction or cancel to go back to the main menu.

Update Supplier

 Select Language ▼

U P D A T E S U P P L I E R

Suppliers:

Filter supplier according to any field:

Select supplier to edit:

Please Select ▼

Change the supplier's information:

Company name:

Address:

Province:

Please Select ▼

Street number:

Streetname:

City:

Please Select ▼

Agreement Details:

Select agreement start date

< September 2022 >						
M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Select agreement end date

< September 2022 >						
M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Update

Cancel

[Retrun to home page](#)

1. Filter suppliers by entering their information into the textbox.
2. Select supplier using the filtered dropdown list.
3. Change the information that needs to be updated.
4. Press the update button to complete the transaction or cancel to return to the home page

Delete Supplier

 Select Language ▼

D E L E T E S U P P L I E R

Suppliers:

Filter supplier according to any field:

Select supplier to delete:

Delete

Cancel

1. Enter supplier information in the textbox provided.
2. Select supplier from filtered dropdown list.
3. Press the delete button to remove the selected supplier or press cancel to return to homepage.

Maintaining Beers

Add Beer

 Select Language ▼

A D D B E E R

Enter the beer's information:

Beer name:

Beer description:

Beer unit price (per bottle):

Beer bottle size:


Beer quantity on hand:

Add

Cancel

1. Enter the name of the beer in the provided textbox.
2. Provide description of beer in the provided textbox.
3. Provide the price per unit in the provided textbox.
4. Enter the size (measure in ml) in the provided textbox.
5. Enter the current quantity on hand in the provided textbox.
6. Press the Add button to complete the transaction or cancel to return to the homepage.

Update Beer

 Select Language ▼

U P D A T E B E E R

Beers:

BeerCode	BeerName	BeerDescription	BeerUnitPricePerBottle	BeerBottleSize	BeerQtyOnHand
1	Strawberry Draught	Draught	26	400	18
2	Frail Ale	Ale	18	400	15
6	Choclote Foam	Draught	25	400	30
7	Lemon Supreme	Lager	18	400	25
8	Karoo Special	Draught	20	400	20
9	Khalahari Lager	Lager	22	400	50
10	Lowveld Draught	Draught	25	400	32
11	East Rand Ale	Ale	18	400	15
12	Low Flying Fish	Lager	28	350	23
13	Pretoria Ale	Ale	20	400	21
14	Castle Non-Alcohol	330ml - Castle Free	17,25	330	15

Filter beer according to any field:

Select beer to edit:

 ▼

Change the beer's information:

Beer name:

Beer description:


Beer unit price (per bottle):

Beer bottle size:

Beer quantity on hand:

1. Filter beer by entering the information of the beer into the provided textbox.
2. Hit the search button and select the beer from the filtered dropdown list.
3. Enter the information that needs to be changed in the textboxes provided.
4. Press the Update button to complete the transaction or press the cancel button to return to the homepage.

Delete Beer

 Select Language ▼

DELETE BEER

Beers:

Beer Code	Beer Name	Beer Description	Beer Unit Price Per Bottle	Beer Bottle Size - ml	Beer - Quantity On Hand
1	Strawberry Draught	Draught	26	400	18
2	Frail Ale	Ale	18	400	15
6	Chocolate Foam	Draught	25	400	30
7	Lemon Supreme	Lager	18	400	25
8	Karoo Special	Draught	20	400	20
9	Khalahari Lager	Lager	22	400	50
10	Lowveld Draught	Draught	25	400	32
11	East Rand Ale	Ale	18	400	15
12	Low Flying Fish	Lager	28	350	23
13	Pretoria Ale	Ale	20	400	21
14	Castle Non-Alcohol	330ml - Castle Free	17,25	330	15

Filter beer according to any field:

Select beer to delete:

ID: 1 - Beer Name: Strawberry Draught ▼

1. Enter the information of the desired beer into the textbox provided.
2. Press the search button to filter the beers in the dropdown list and select the desired beer that needs to be removed.
3. Press the Delete button to complete the transaction or press cancel to return to the homepage.

Maintain Ingredients

Add Ingredients

Select Language ▼

A D D I N G R E D I E N T

Enter the ingredient's information:

Ingredient description:

Ingredient latest cost:


Ingredient Unit Type:

Supplier:

Ingredient quantity on hand:

1. Enter the description of the new ingredient.
2. Enter the cost per unit for the ingredient.
3. Select the type of ingredient from the dropdown list.
4. Select the supplier that will be providing the ingredient.
5. Enter the quantity of the ingredient currently on hand.
6. Press the Add button to complete the transaction or the cancel button to return to the homepage.

Update Ingredient

 Select Language ▼

UPDATE INGREDIENT

Ingredients:

Ingredient Code	Ingredient Description	Ingredient - Latest Cost	Ingredient - Quantity on Hand	Ingredient Unit Type Code	Supplier Code
1	Barley	22,5	31	3	5
2	Malts	80	60	1	7
3	Water	10	400	2	2
4	Fruits	25	55	3	5
5	Chocolate	35	70	4	6
6	Grain	15	200	5	4

Filter ingredient according to any field:

Search

Select ingredient to edit:

ID: 1 - Ingredient Description: Barley ▼

Change the ingredient's information:

Ingredient description:

Ingredient latest cost:

Ingredient Unit Type:

ID: 0 - Ingredient Unit Type Name: Yeast ▼

Supplier:

ID: 1 - Supplier Name: Hops are us ▼

Ingredient quantity on hand:

Update

Cancel

1. Enter the information of the desired ingredient that needs to be changed.
2. Press the Search button and select the ingredient from the filtered dropdown list.
3. Change the required information of the ingredient.
4. Press the Update button to complete the transaction or the cancel button to return to the homepage.

Delete Ingredients

 Select Language ▼

DELETE INGREDIENT

Ingredients:

Ingredient Code	Ingredient Description	Ingredient - Latest Cost	Ingredient - Quantity on Hand	Ingredient Unit Type Code	Supplier Code
1	Barley	22,5	31	3	5
2	Malts	80	60	1	7
3	Water	10	400	2	2
4	Fruits	25	55	3	5
5	Choclote	35	70	4	6
6	Grain	15	200	5	4

Filter ingredient according to any field:

Search

Select ingredient to delete:

ID: 1 - Ingredient Description: Barley ▼


Delete

Cancel

1. Enter the information of the desired ingredients that needs to be removed.
2. Select the desired ingredient from the filtered dropdown list.
3. Press the delete button to complete the transaction or press the cancel button to go back to the homepage.

Sales Orders

Place Sales Order



FEELING BREW
PREMIUM CRAFT BEER

P L A C E S A L E S O R D E R

Select Client:

Please Select ▼

Select Beer:

Please Select ▼

Please Select ▼

Please Select ▼

Please Select ▼

Enter Quantity:

Unit Price:

Total:

Total excl VAT: R

VAT: R

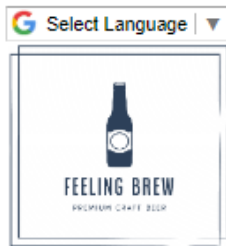
Total incl VAT: R

Place Order

Cancel

1. Select the client that is placing the order.
2. Select the beers that the client wants to order from the dropdown list.
3. Enter the quantity of the beer that is being ordered.
4. Press place order to complete the transaction or the cancel button to return to the homepage.

View Sales Order



V I E W S A L E S O R D E R S

Sales Orders:

Filter sales orders according to any field:

[Retrun to home page](#)

1. Enter the information of the sales order that is being desired into the desired textbox.
2. The information will be shown in the open white space.
3. Once done, press on the return to home page hyperlink in the bottom left of the page to go back to the main menu.

Purchase Orders

Place Purchase Order



FEELING BREW
PREMIUM CRAFT BEER

PLACE PURCHASE ORDER

Select Ingredient:	Enter Quantity:	Unit Price:	Total:
Please Select ▼	<input type="text"/>		
Please Select ▼	<input type="text"/>		
Please Select ▼	<input type="text"/>		
Please Select ▼	<input type="text"/>		

Total excl VAT: R

VAT: R

Total incl VAT: R

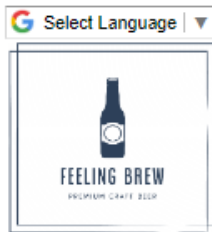
Place Order

Cancel

[Retrun to home page](#)

1. Select the ingredients that are required.
2. Enter the quantity of the desired orders.
3. Press the place order button to complete the transaction or press cancel to return to the homepage.

View Purchase Orders



V I E W P U R C H A S E O R D E R S

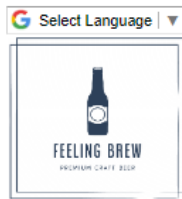
Purchase Orders:

Filter purchase orders according to any field:

[Retrun to home page](#)

1. Enter the information of the desired purchase order.
2. The information will be displayed in the empty space on the screen.
3. Once done, press the hyperlink found in the bottom left of the screen to return to the homepage.

Reports



VIEW REPORTS

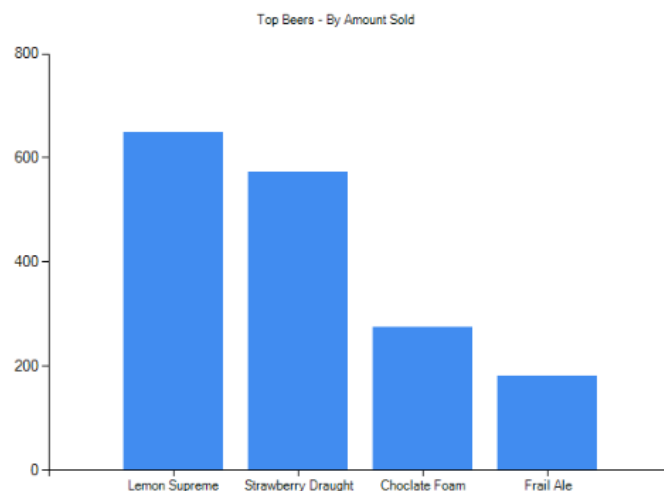
Select report to display: From Date: To Date:

Report:

Beer Name	Amount Of Sales
Lemon Supreme	648
Strawberry Draught	572
Chocolate Foam	275
Frail Ale	180

Filter according to any field:

Graphs & Charts:



[Return to home page](#)

1. Select the date that you would like to see the information for.
2. Select the category of the report that you would like.
3. Filter the report according to required field.
4. Once done, press the hyperlink in the bottom left corner to return to the homepage.

Changing Language



Sales Orders:

Place Order

View Orders

Purchase Orders:

Place Order

View Orders

Reports:

Custom

Need help?

Help

1. Select your language by clicking on the Select Language icon that is found in the top left of your screen.
2. Select the desired language that you would like to use, and the pages will be automatically translated.