

## **Product Management System for Ranil's Poultry Shop**

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# **User Manual**

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Please read the user manual carefully and use this system properly.

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# 1 ICONS AND EXPRESSIONS



**Option:** Will show the sidebar.



**Delete:** Will able you to delete what you want to delete.



**Add:** Will able you to add what you want to add.



**Remove:** Will able you to remove a product selected in the transaction.



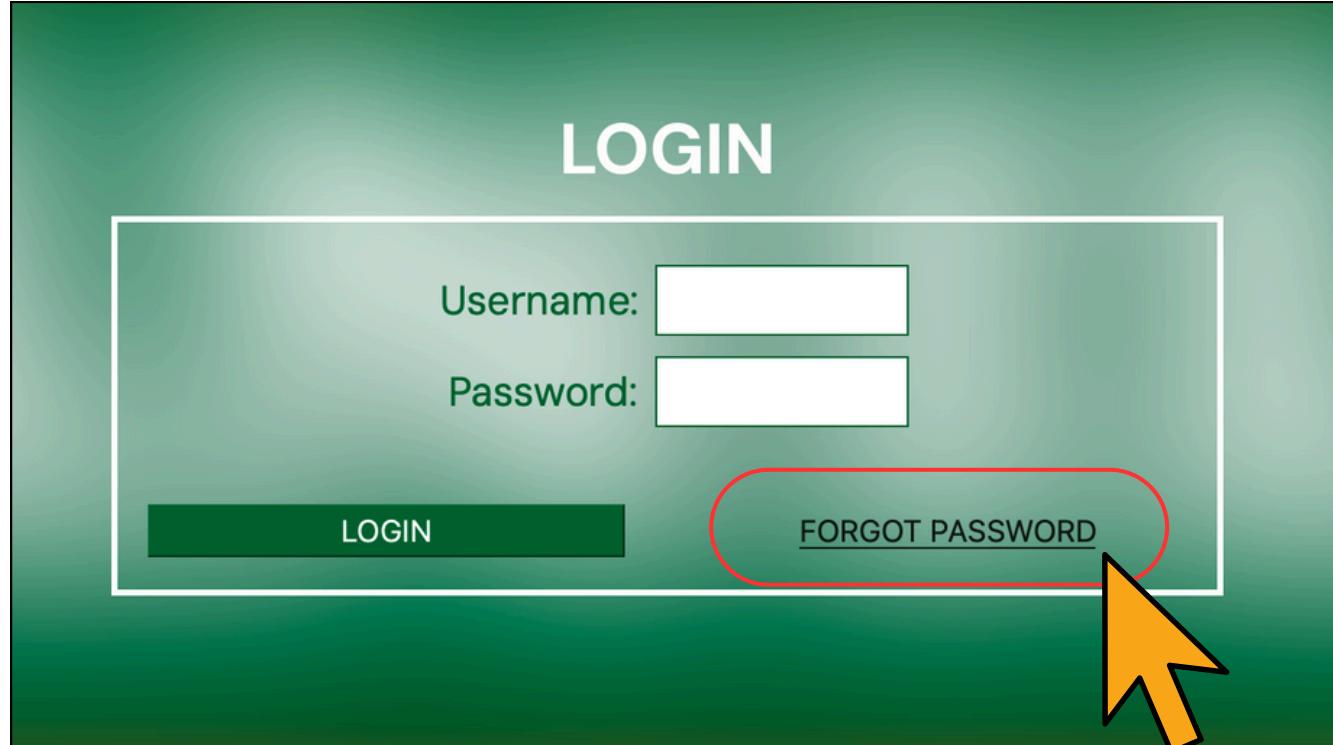
**Phone:** Will show the contact number of the company.



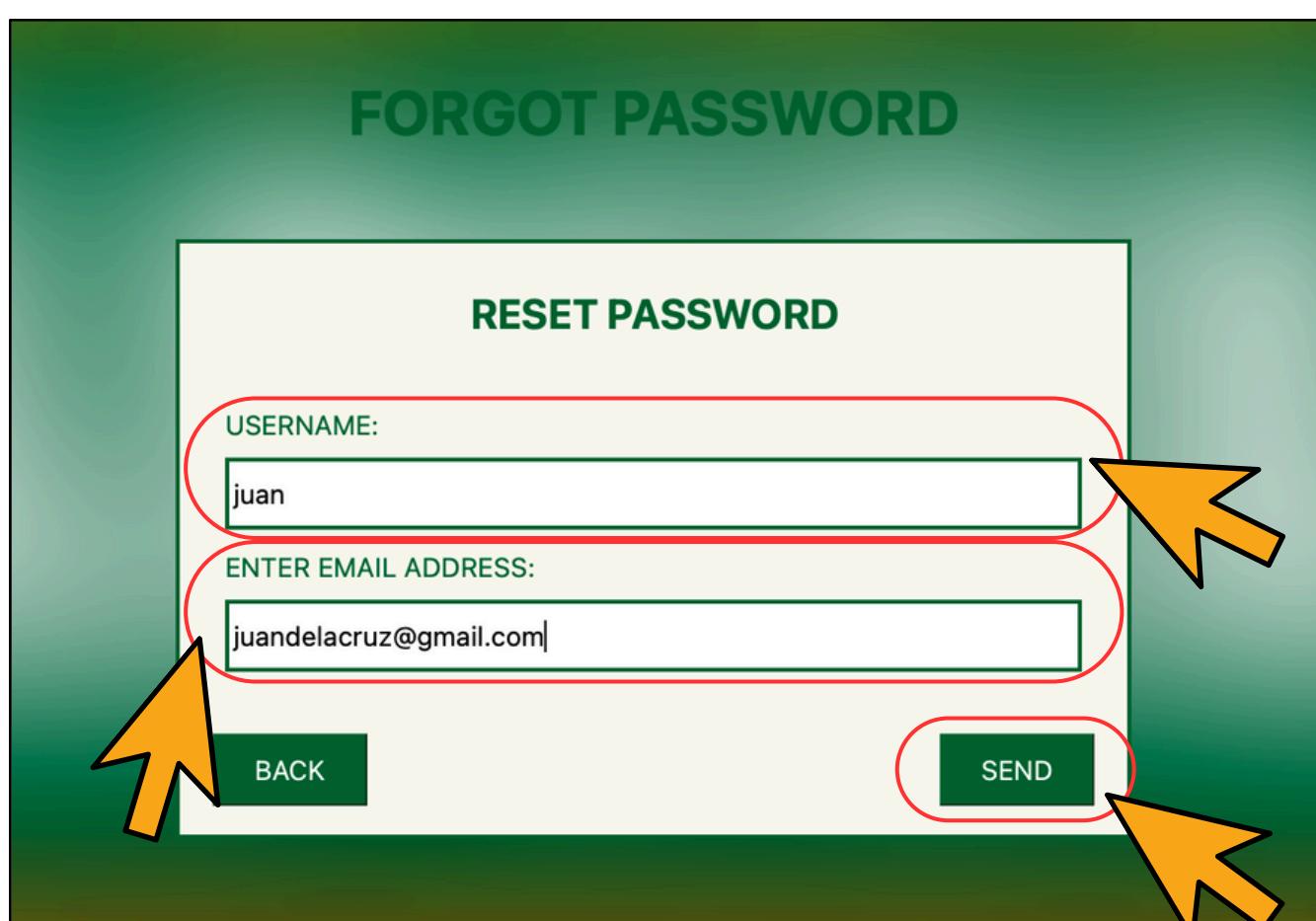
**Email:** Will show the email address of the company.

## 2 FORGOT PASSWORD

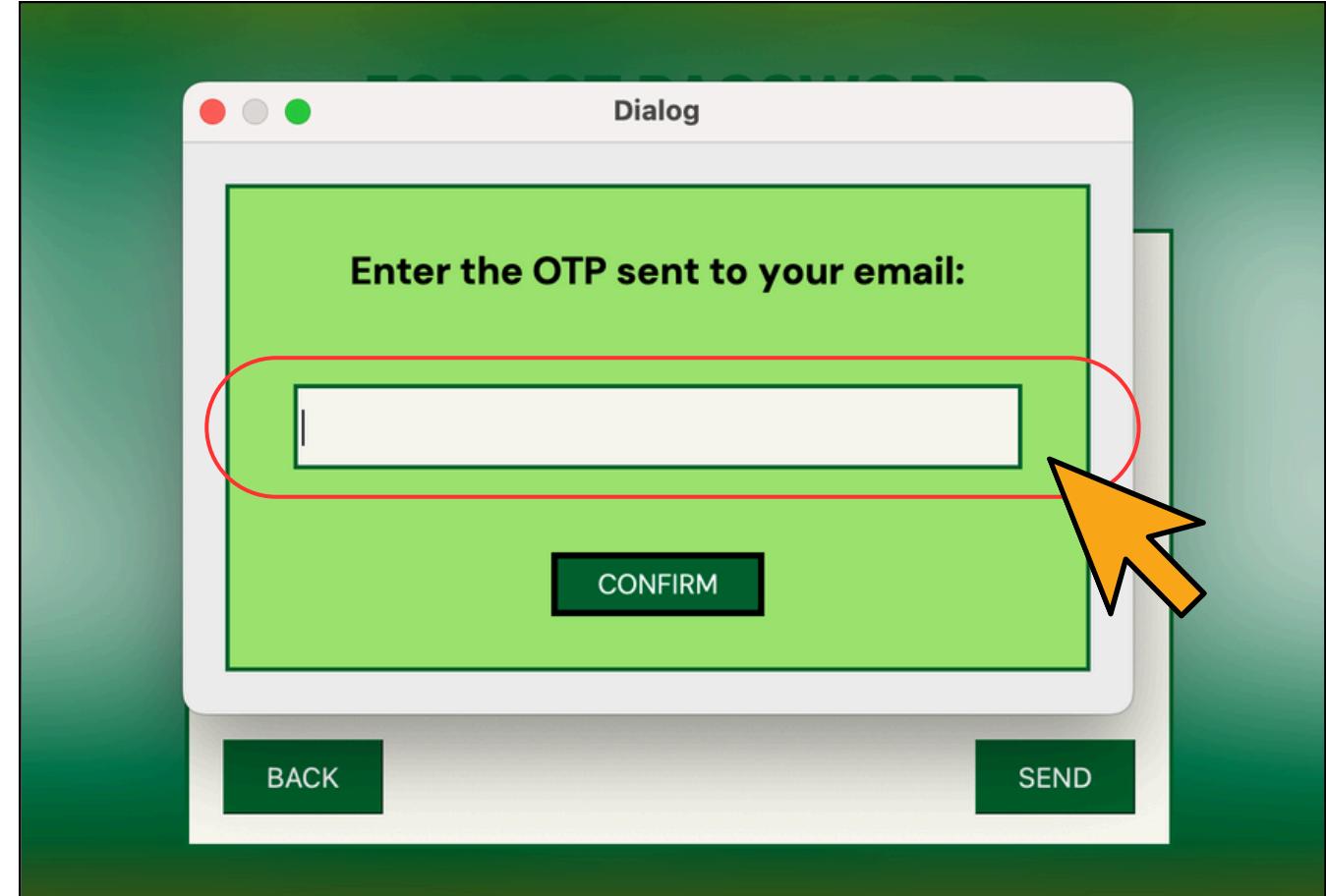
**STEP 1:** Click the “Forgot password button”



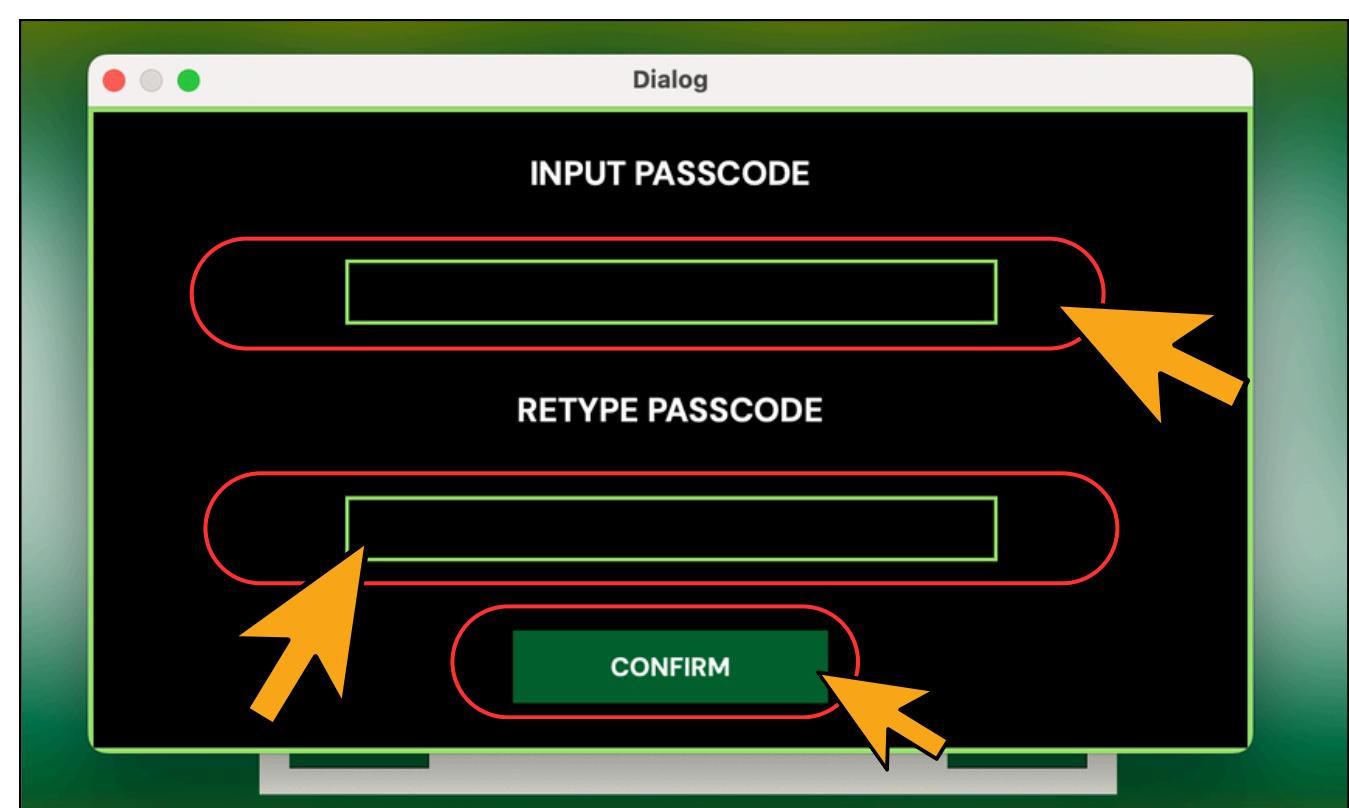
**STEP 2:** Input registered username and email address into the field provided and click on “send” for one time password (OTP) verification that is sent to the email inputted



**STEP 3:** Input the OTP sent to your email



**STEP 4:** Enter a new password for your account. Retype again to ensure that you remember the password that you input on the first text field and click on “confirm”. The password you choose will able you to log in to the system.

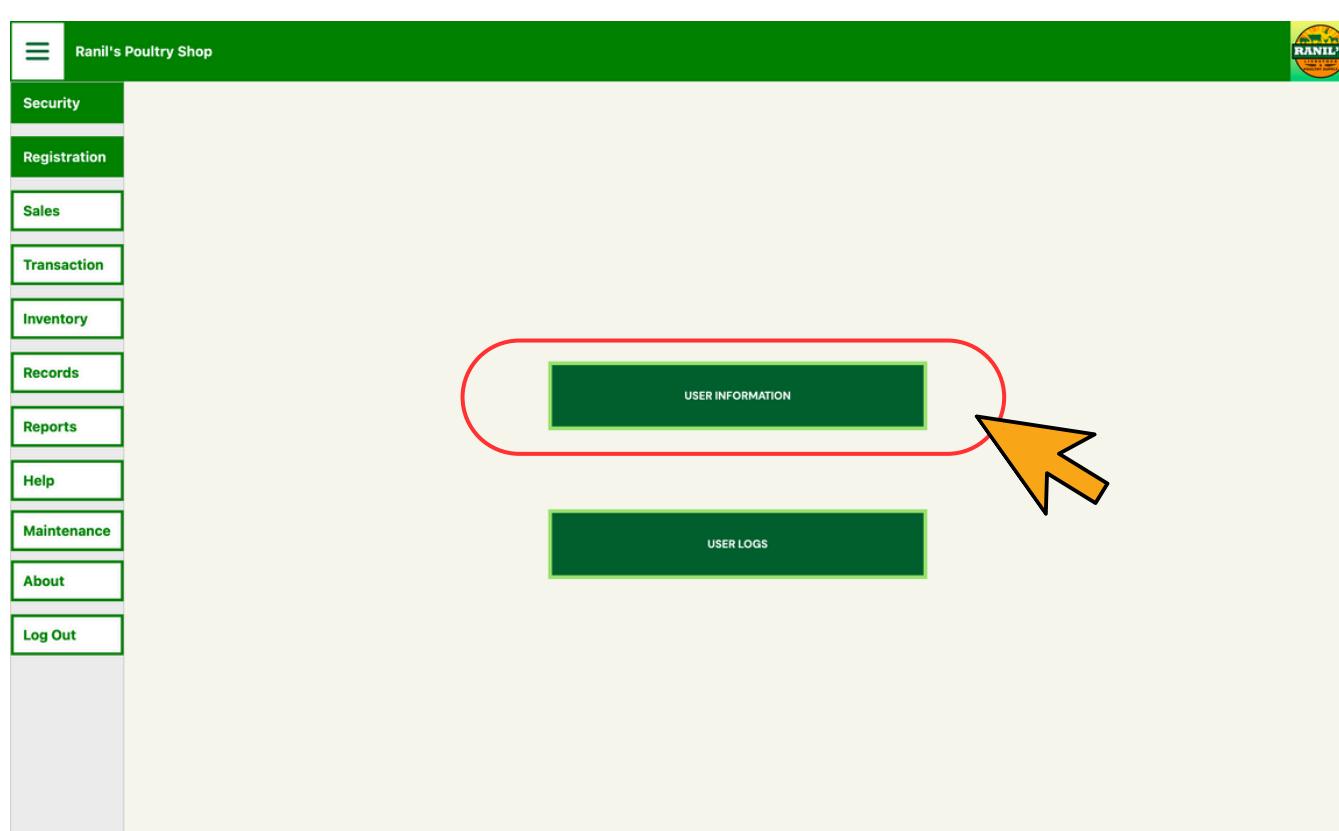


### 3 EDIT ACCOUNT DETAILS

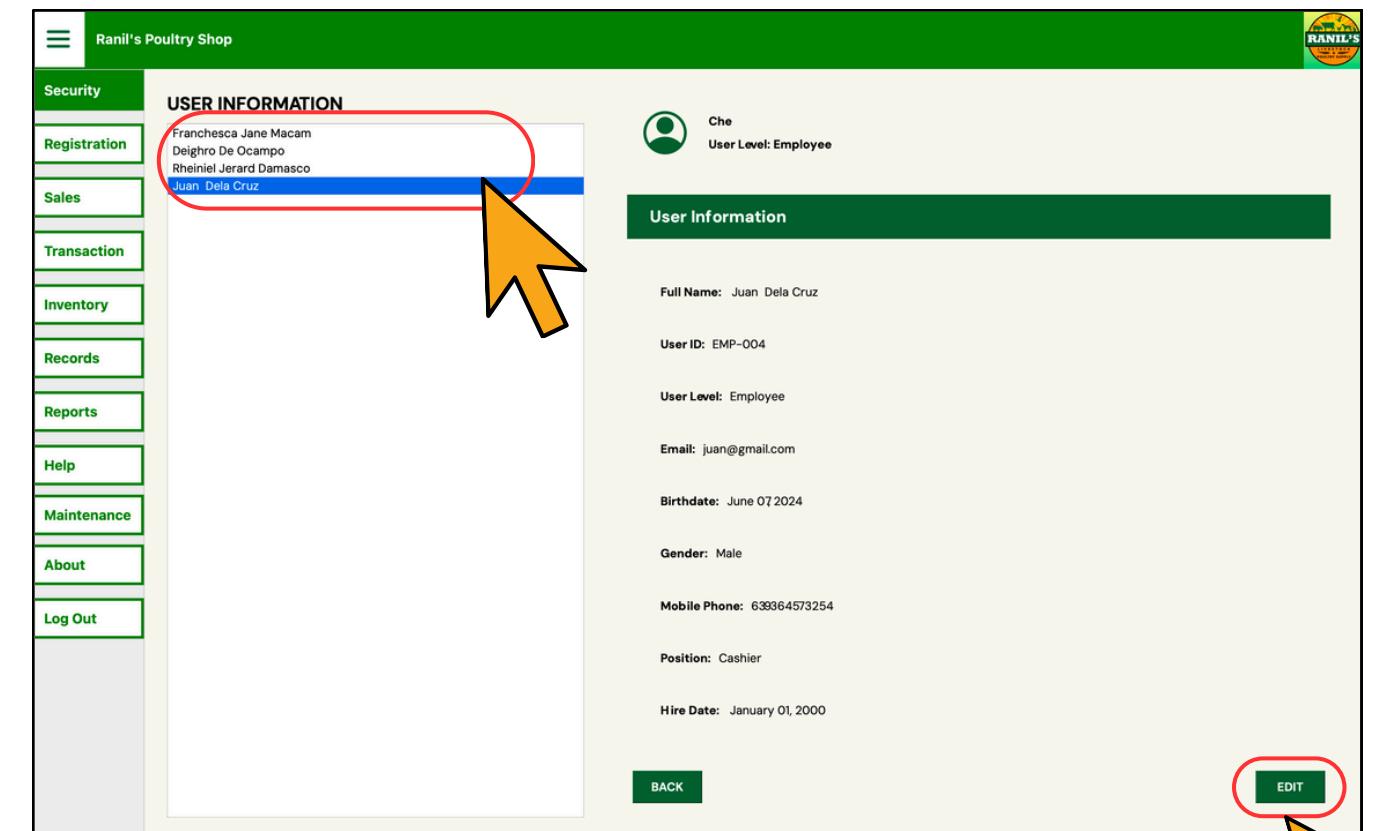
STEP 1: Click the “Security” button in the sidebar.



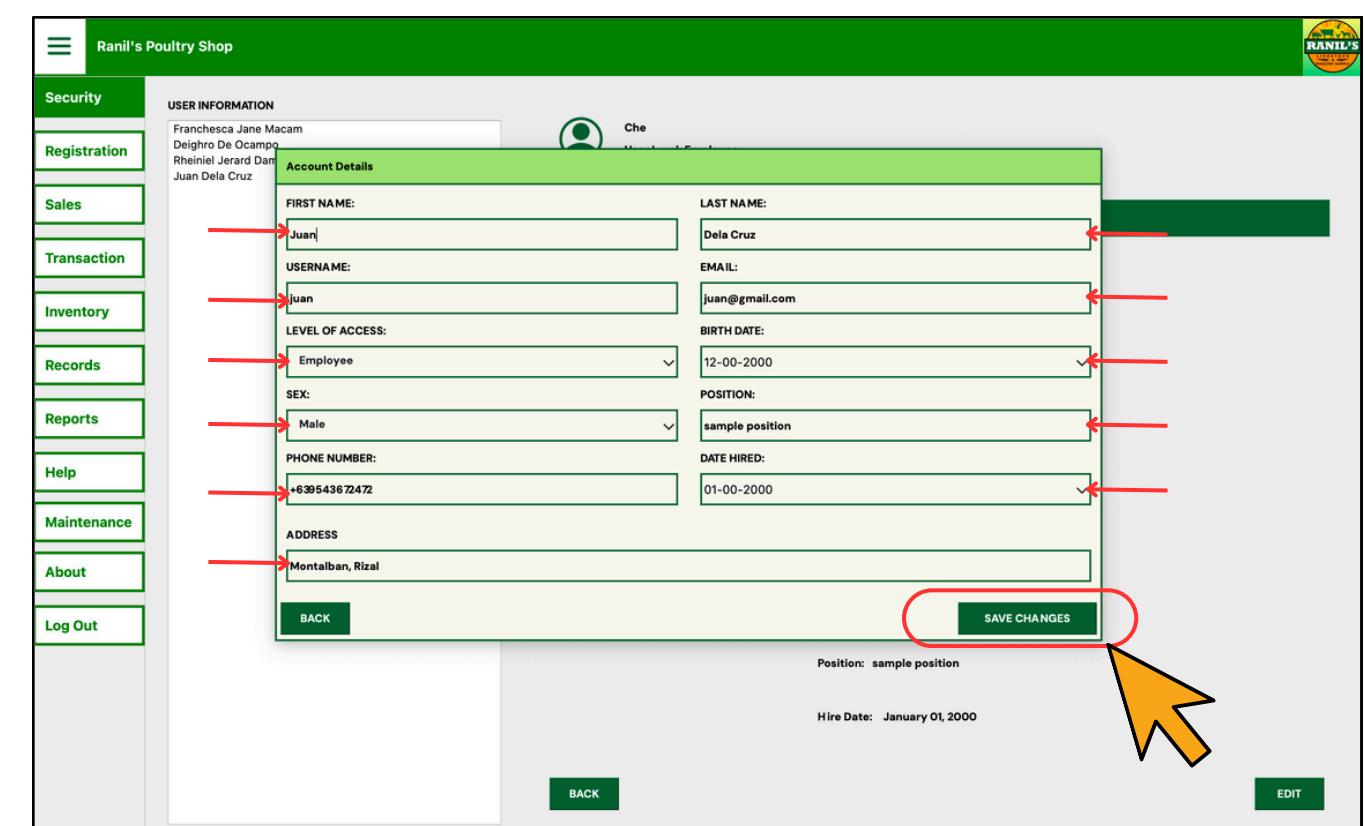
STEP 2: Click the “User Information” under the security page.



STEP 3: Select a user you want to edit and click on “edit” to allow editing of account information.



STEP 4: Edit the text field you want to edit and click on “save changes”.

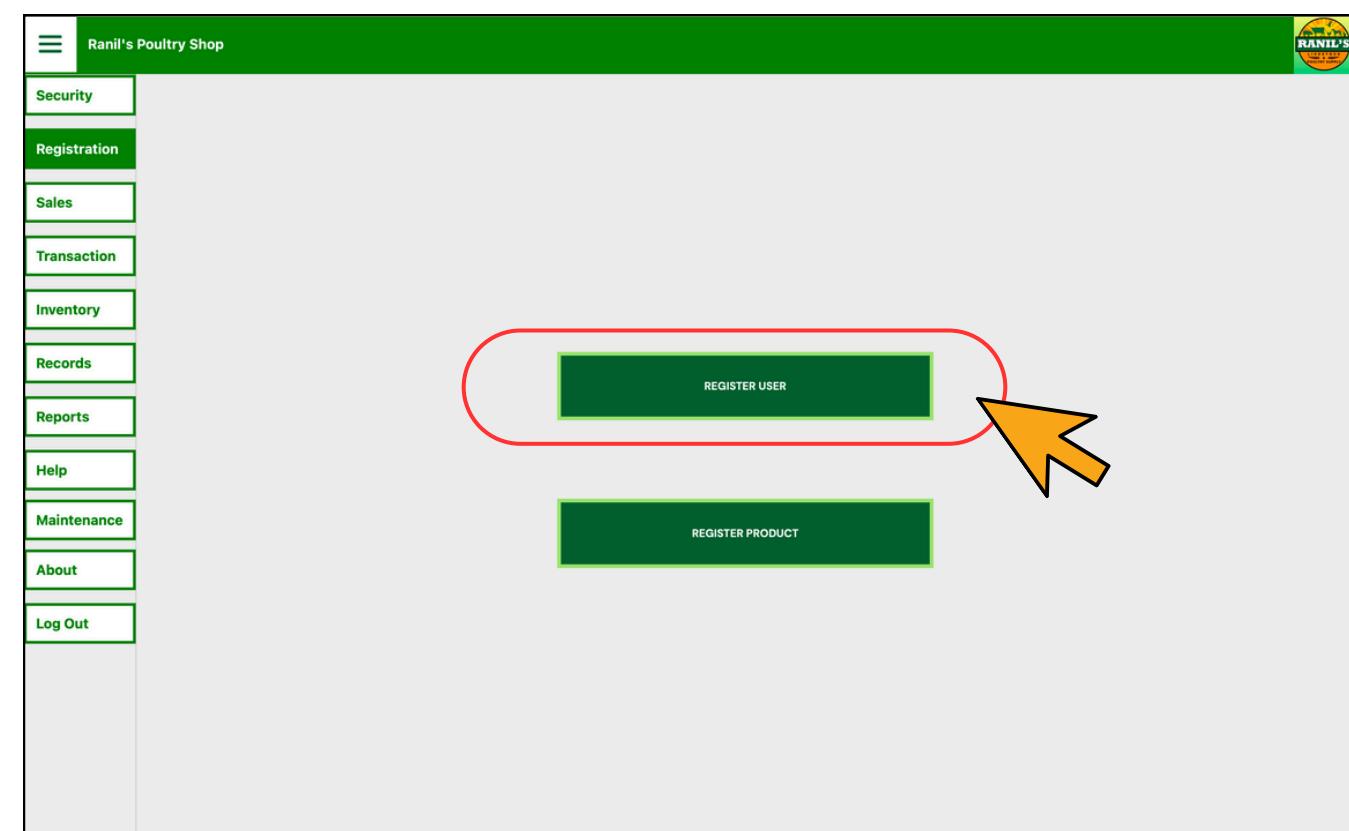


## 4 REGISTER USER

STEP 1: Click the “Registration” button in the sidebar.



STEP 2: Click the “Register User” under the registration page.



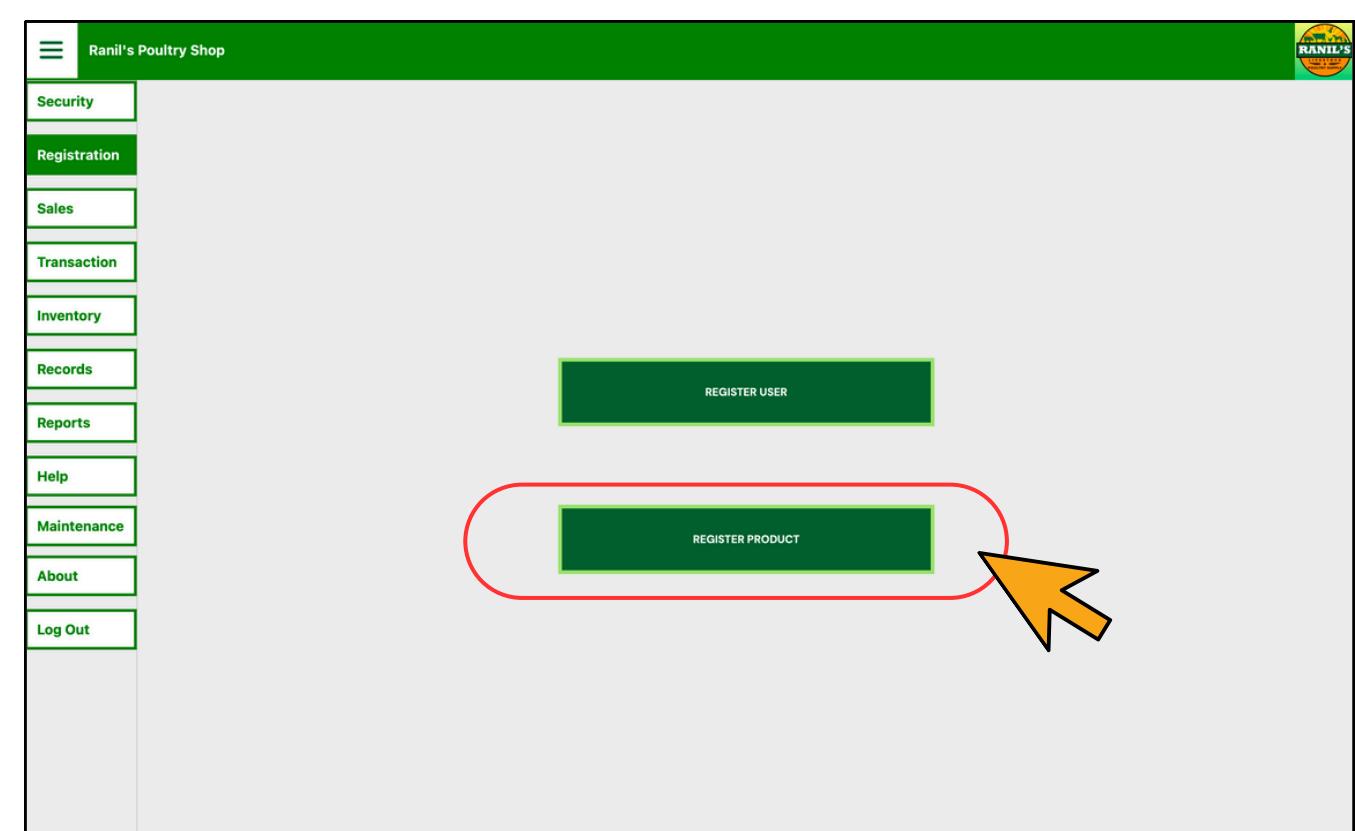
STEP 3: Input details into each field provided and click on “save changes” to register a new user.

## 5 REGISTER PRODUCT

STEP 1: Click the “Registration” button in the sidebar.



STEP 2: Click the “Register Product” under the registration page.



STEP 3: Input details into each field provided and click on “Register” to register a new product.

**STEP 4:** If you want to add a new unit type, click on the “Add” button to add a new unit type you need that is not in the list.

Ranil's Poultry Shop

### REGISTER PRODUCT

REGISTER OO-0001

PRODUCT NAME: Ex: Dog Food(Beef & Veg)	UNIT TYPE: Kilograms	ADD
SELLING PRICE: Ex: 250	CATEGORY: Dog Food	ADD
DESCRIPTION: A food for dogs.		

BACK REGISTER

**STEP 6:** Click on the “Add” button to add a category that you need that is not in the list.

Ranil's Poultry Shop

### REGISTER PRODUCT

REGISTER OO-0001

PRODUCT NAME: Ex: Dog Food(Beef & Veg)	UNIT TYPE: Kilograms	ADD
SELLING PRICE: Ex: 250	CATEGORY: Dog Food	ADD
DESCRIPTION: A food for dogs.		

BACK REGISTER

**STEP 5:** Input unit type into each field provided and click on “OK” to add new unit type.

ENTER NEW UNIT TYPE:  
Ex. Liters, pack, kg, piece

Ex: Dog Food(Beef & Veg) Kilograms

BACK OK

**STEP 7:** Input a category into each field provided and click on “OK” to add a new category.

ENTER NEW PRODUCT CATEGORY:

Ex: Dog Food(Beef & Veg) Kilograms

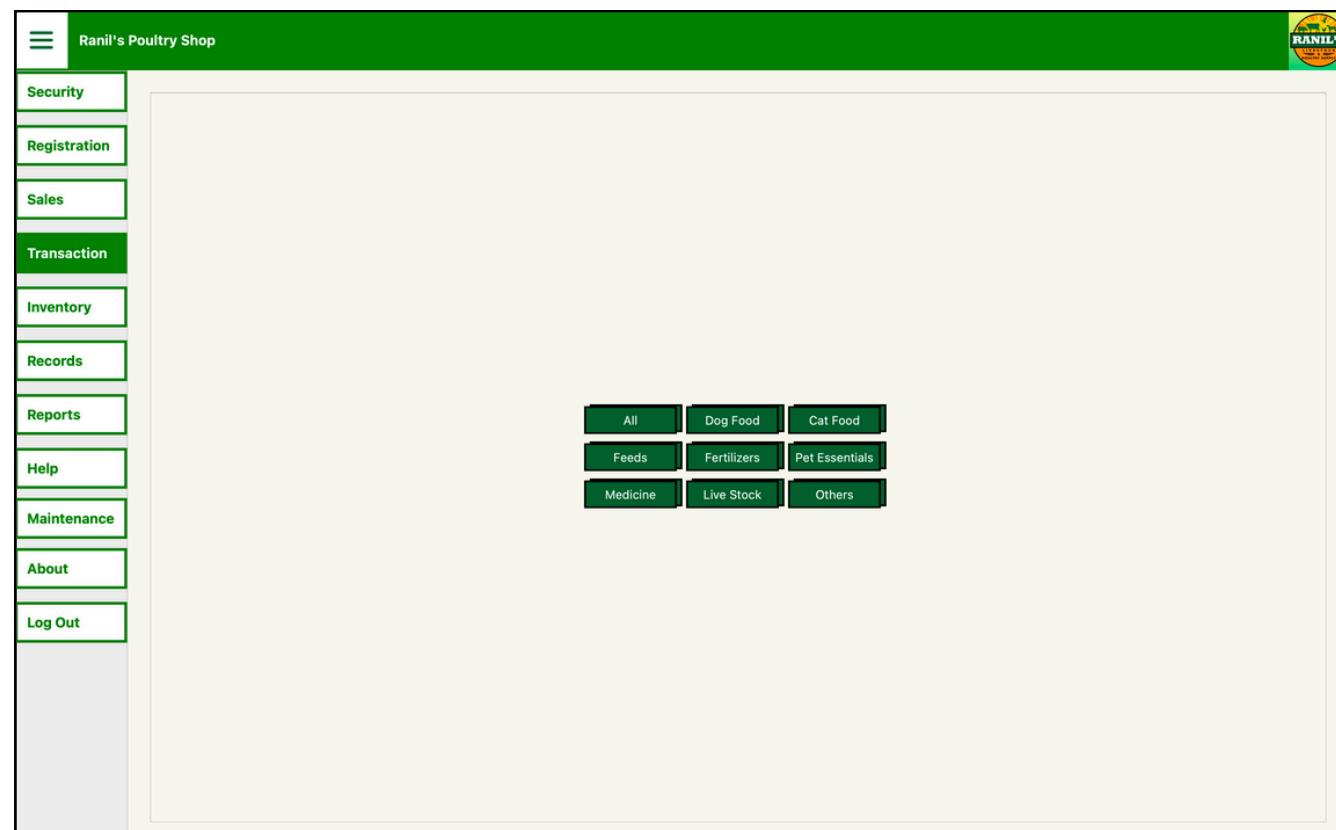
BACK OK

## 6 TRANSACTION

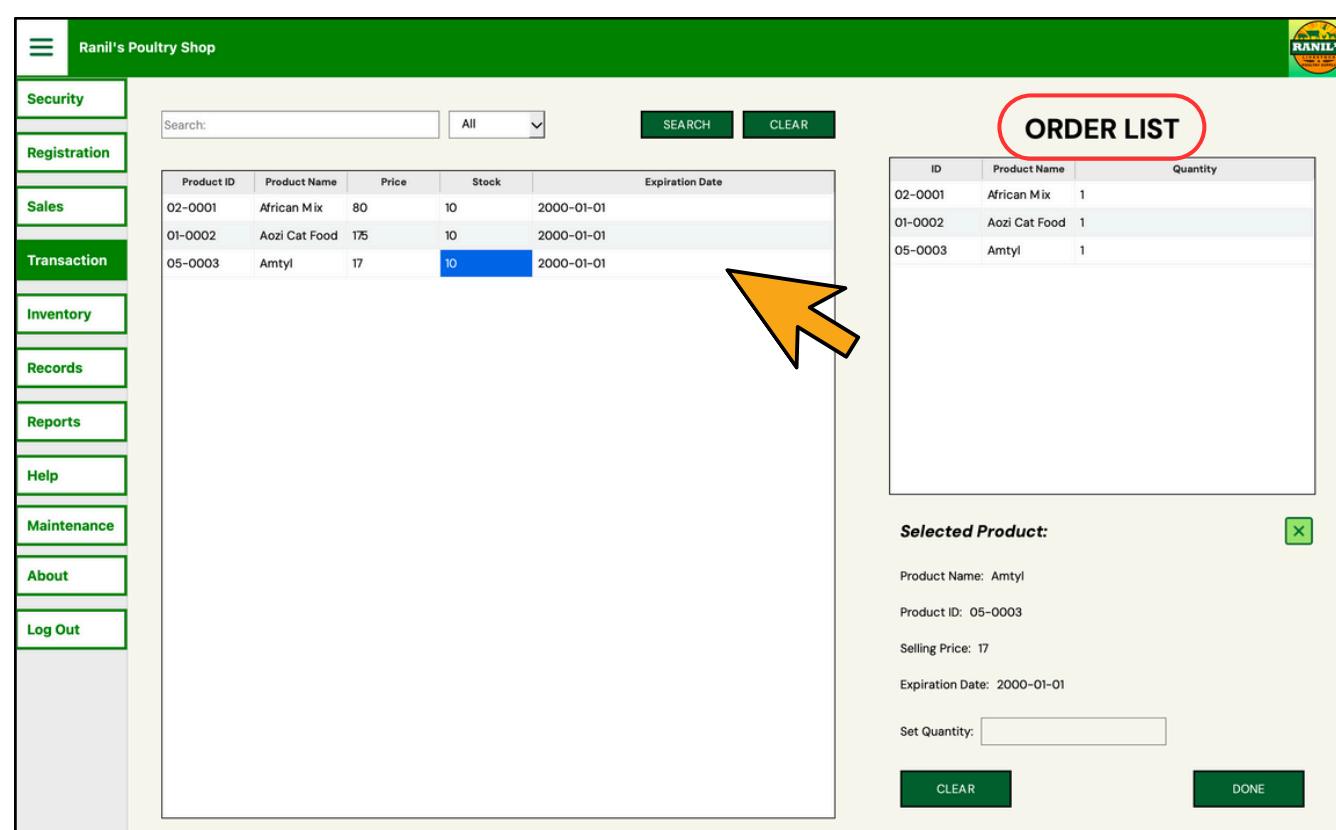
**STEP 1:** Click the “Transaction” button in the sidebar.



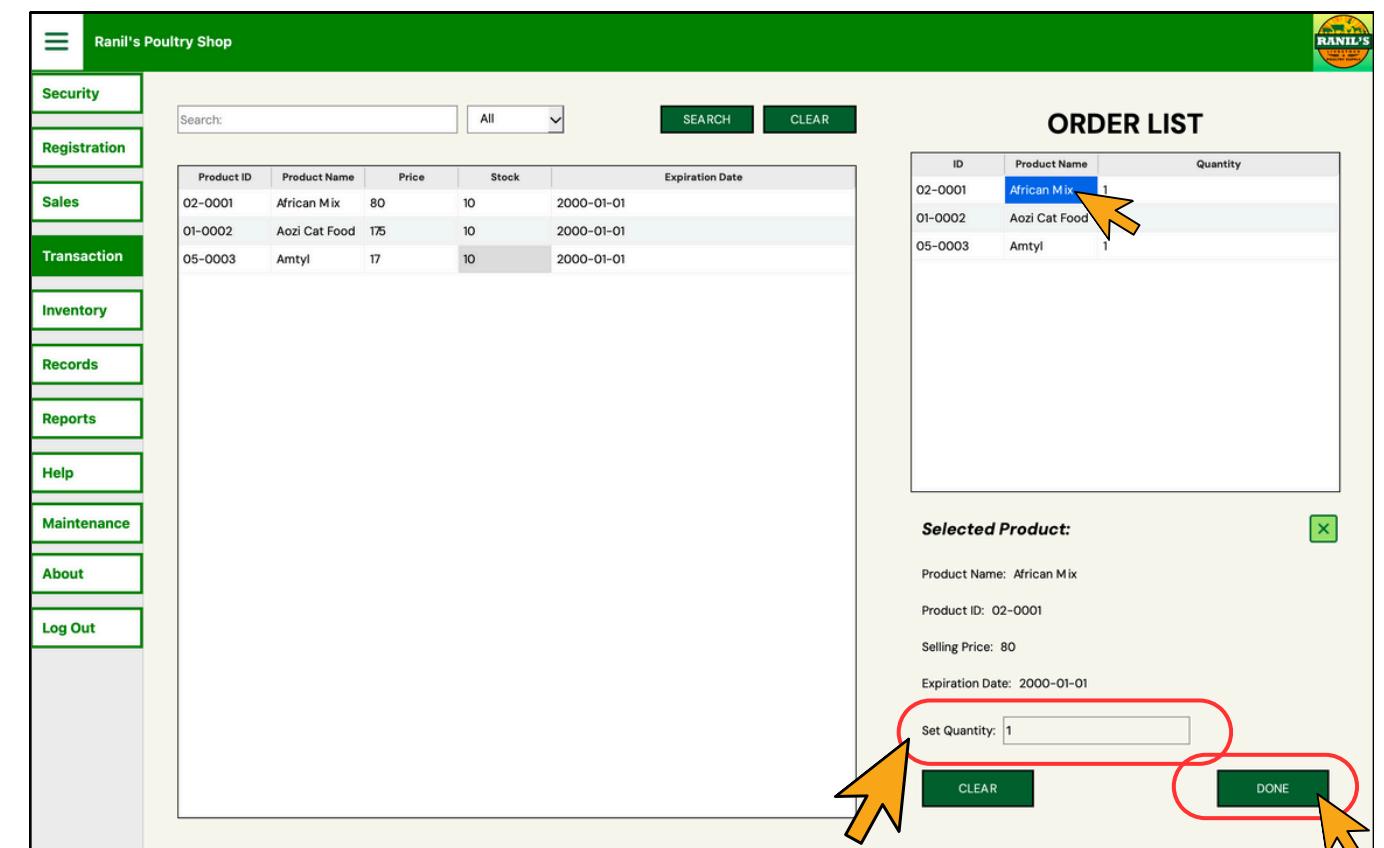
**STEP 2:** Choose a category.



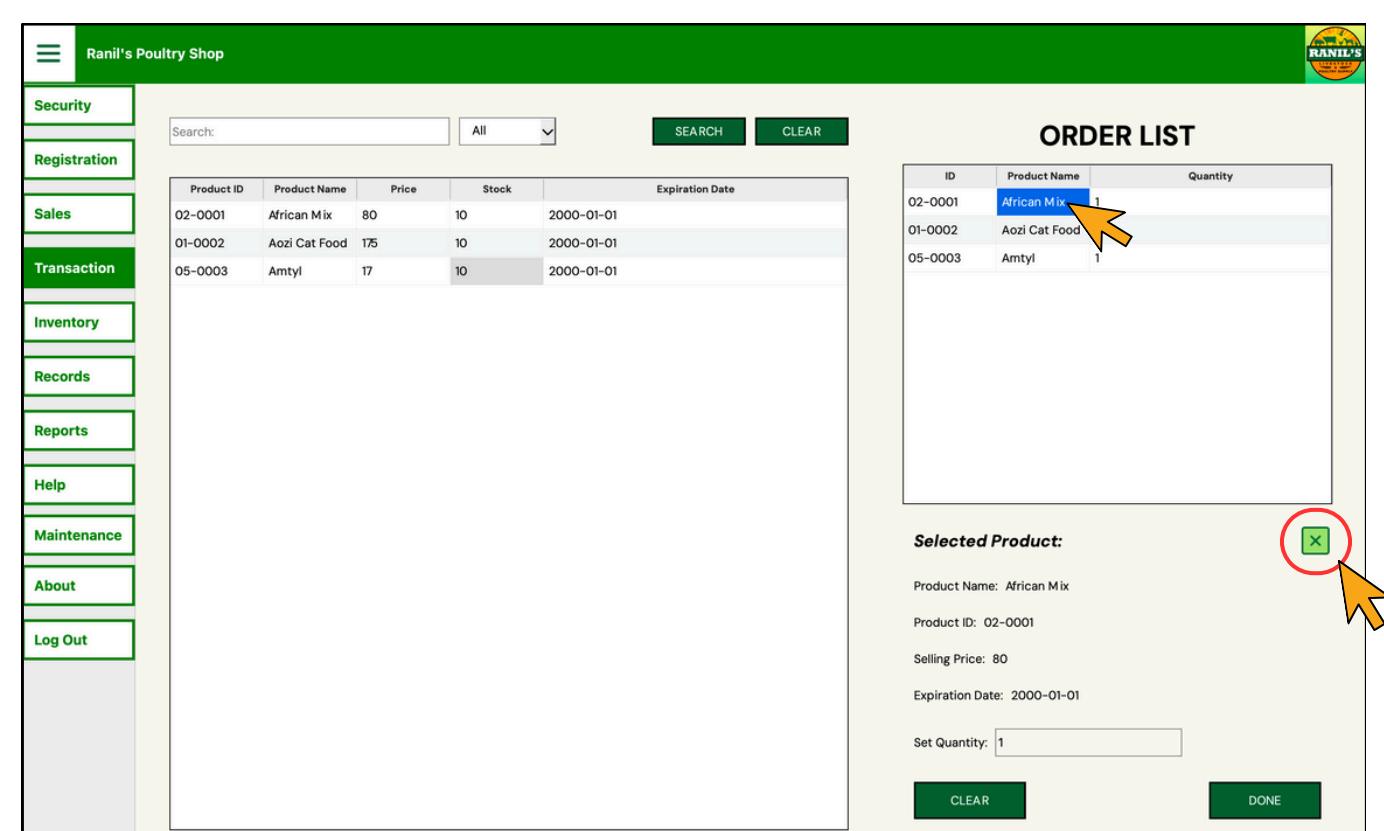
**STEP 3:** Select a product/s in the product list. The selected product/s will be added in the order list in the right side of the screen.



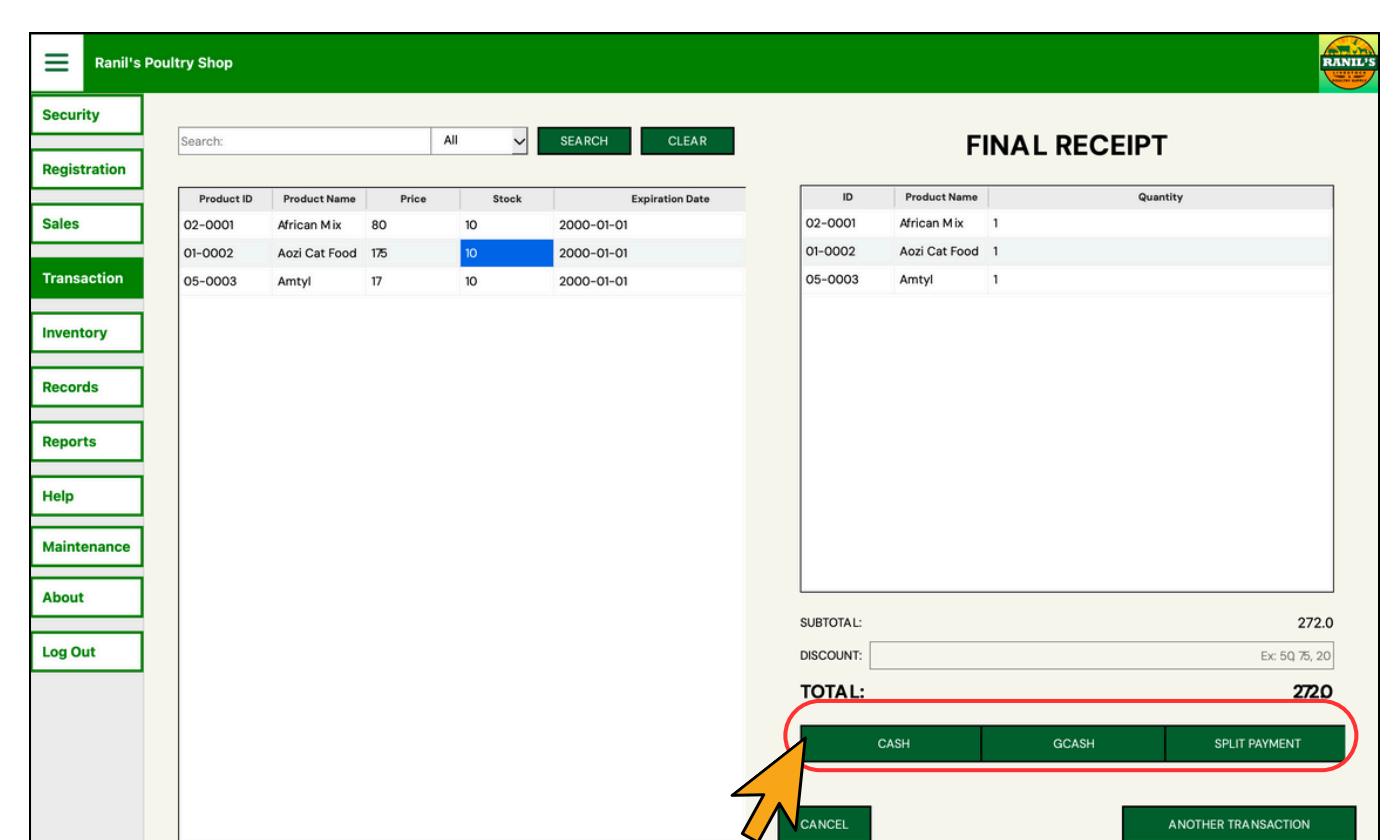
**STEP 4:** Select a product in the order list to change its quantity and click on “done” to proceed to payment.



**STEP 5:** If you want to remove a selected product from the order list, click on the certain product from the order list and click on the delete icon.



**STEP 6:** Select a payment method.



## 7 EDIT INVENTORY

**STEP 7:** Input payment into the text field and click on “Another Transaction” after the payment to create another transaction.

Product ID	Product Name	Price	Stock	Expiration Date
02-0001	African Mix	80	10	2000-01-01
01-0002	Aozi Cat Food	175	10	2000-01-01
05-0003	Amtyl	17	10	2000-01-01

**FINAL RECEIPT**

ID	Product Name	Quantity
02-0001	African Mix	1
01-0002	Aozi Cat Food	1
05-0003	Amtyl	1

**INPUT PAYMENT**

Enter Amount Paid:

OK

SUBTOTAL: 272.0  
DISCOUNT: Ex. 5% 76.20  
TOTAL: 272.0

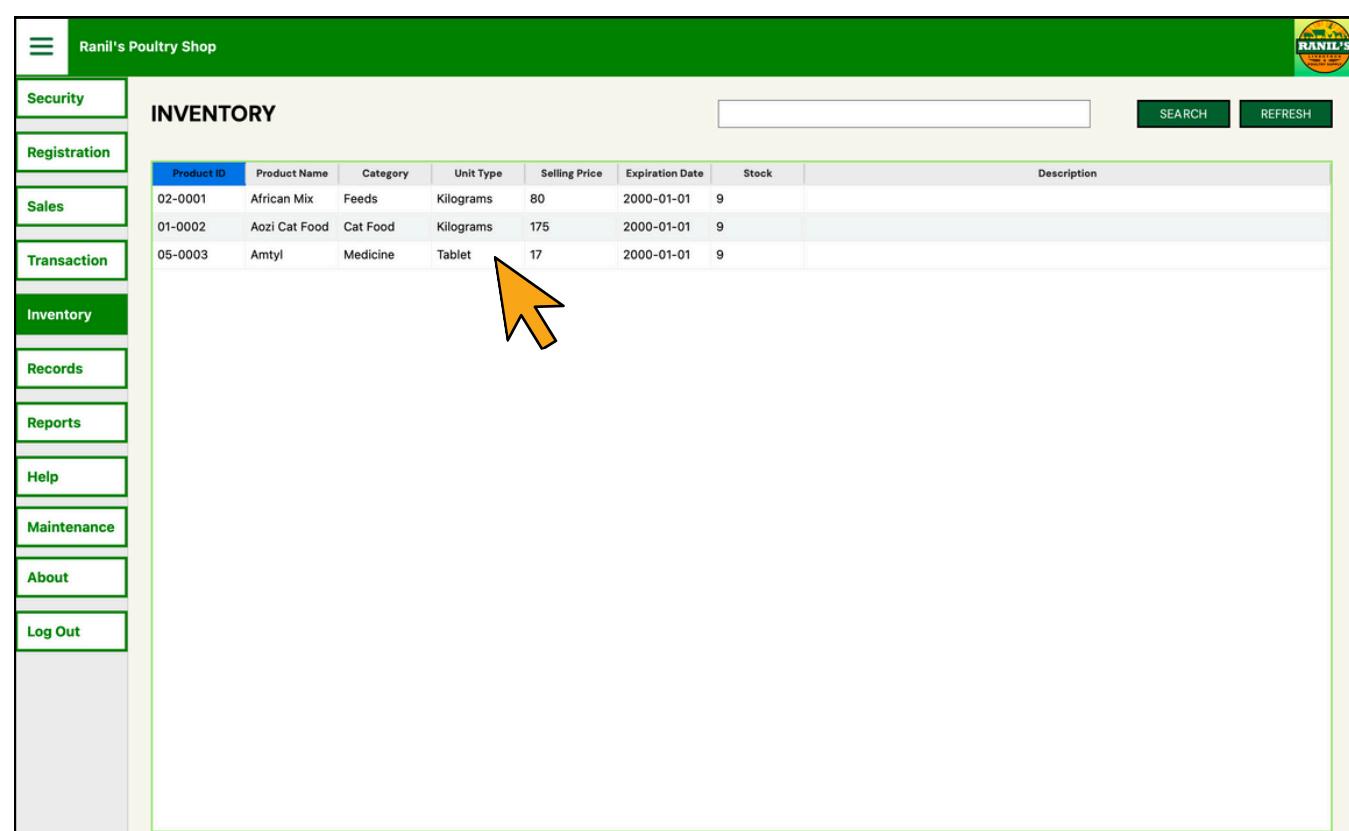
CASH GCASH SPLIT PAYMENT

CANCEL ANOTHER TRANSACTION

**STEP 1:** Click the “Inventory” button in the sidebar.



**STEP 2:** Choose a product you want to edit.



**STEP 3:** Select a product and input details on what you want to edit and click on “update” to allow editing of product information.

**INVENTORY**

Product ID	Product Name
02-0001	African Mix
01-0002	Aozi Cat Food
05-0003	Amtyl

**EDIT PRODUCT**

PRODUCT NAME: African Mix

DESCRIPTION:

SELLING PRICE: 80

UNIT TYPE: Kilograms

CATEGORY: Feeds

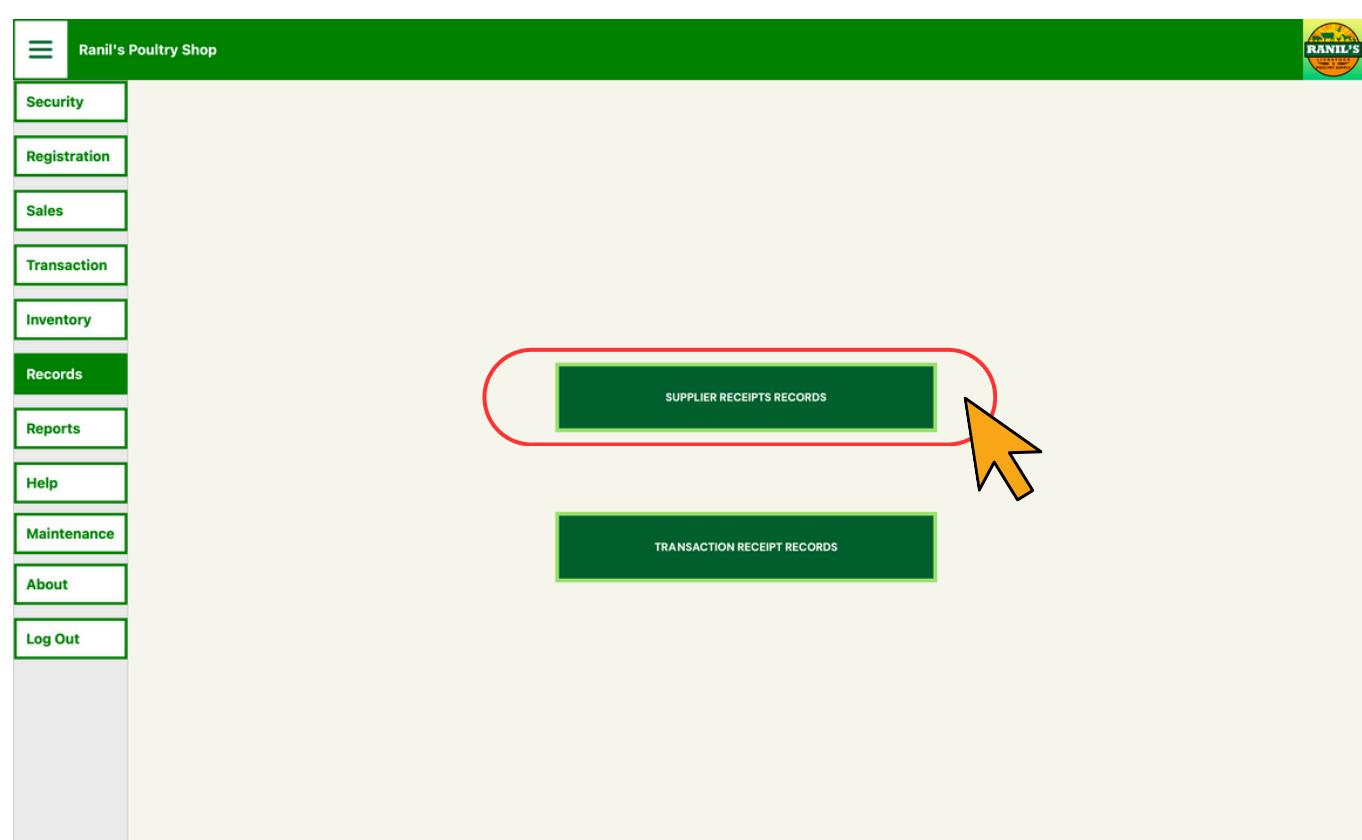
BACK DISABLE UPDATE

## 8 ADD PRODUCT QUANTITY & ADD SUPPLIER RECEIPTS

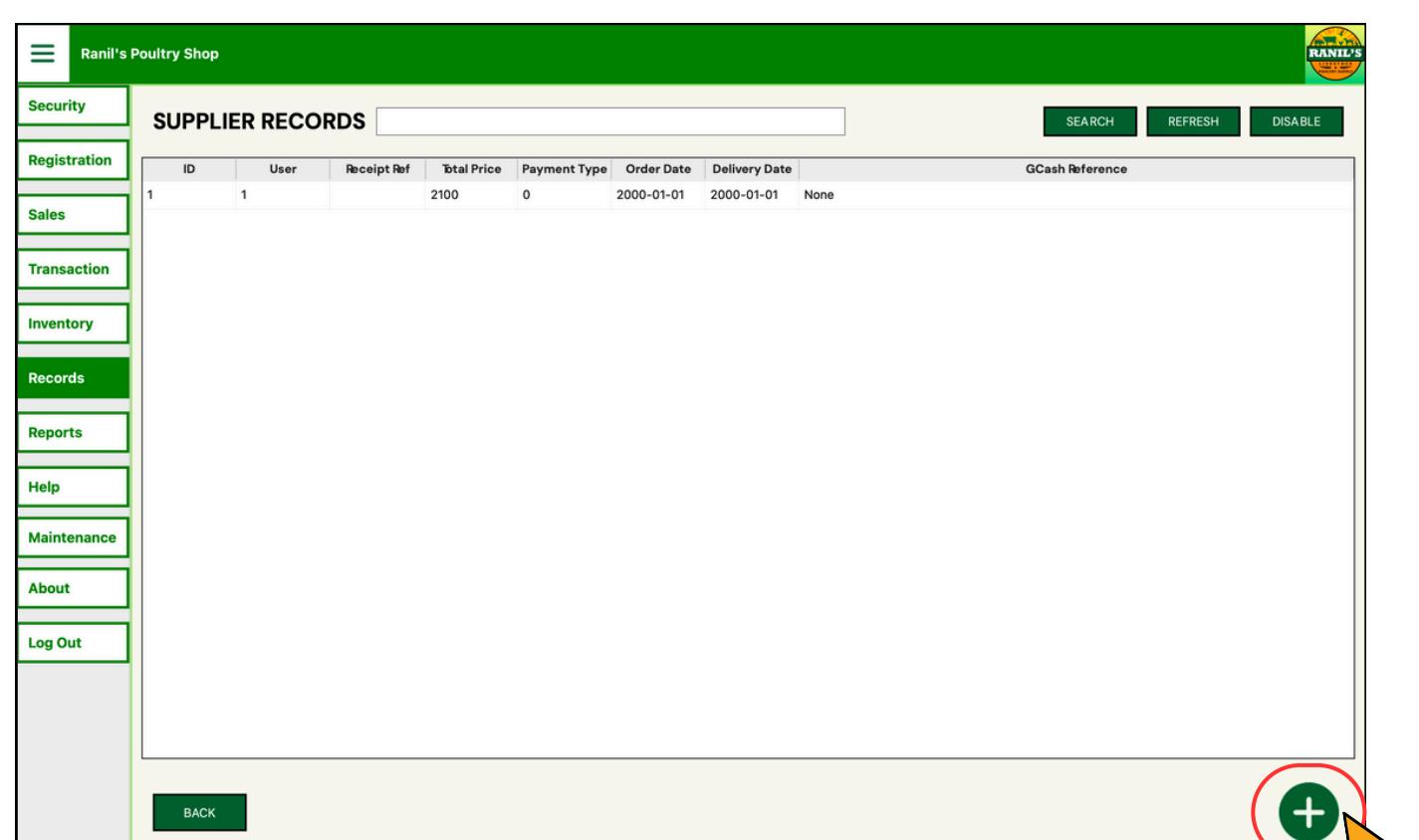
**STEP 1:** Click the “Inventory” button in the sidebar.



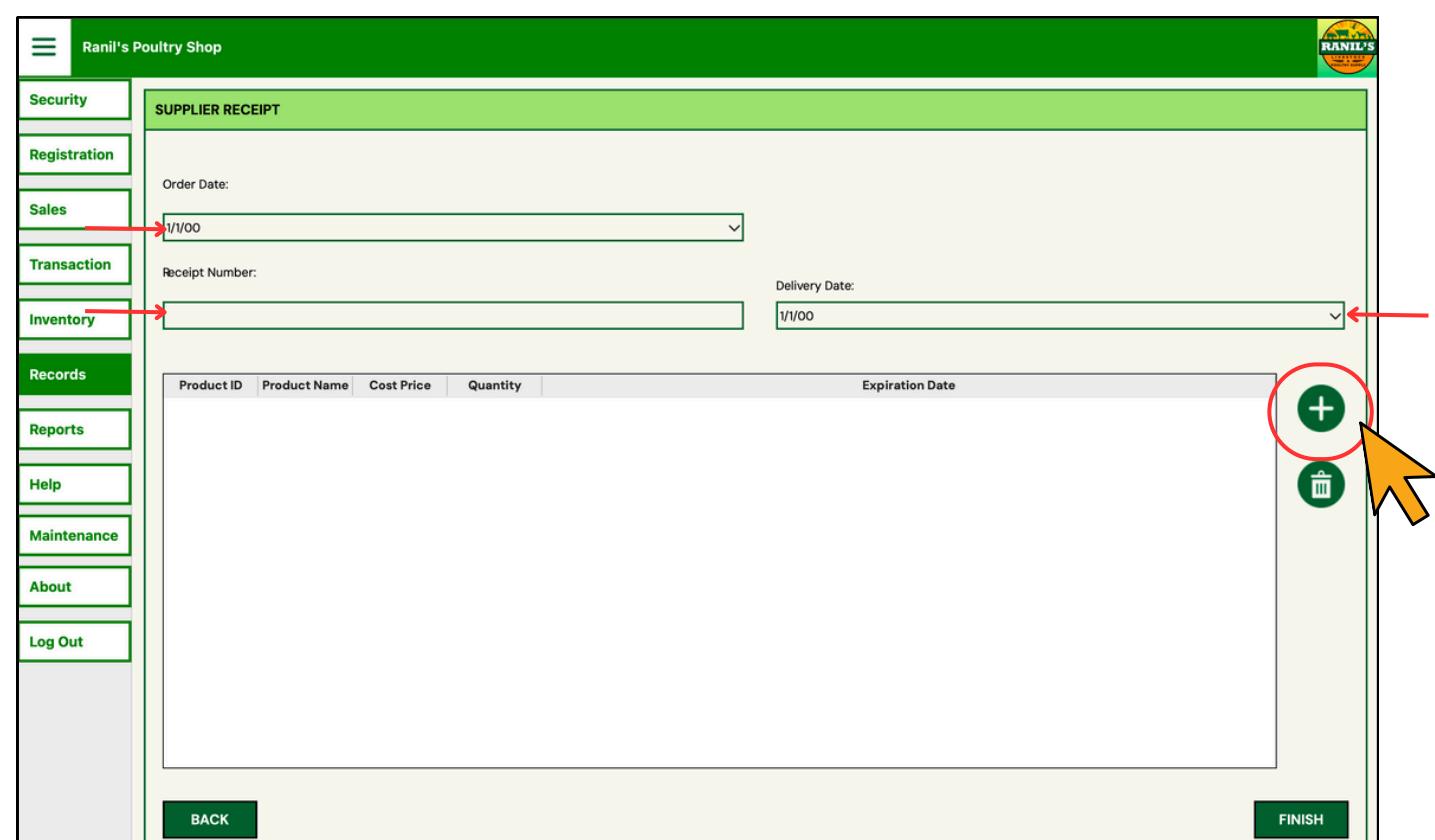
**STEP 2:** Click on “Supplier Receipt Records”.



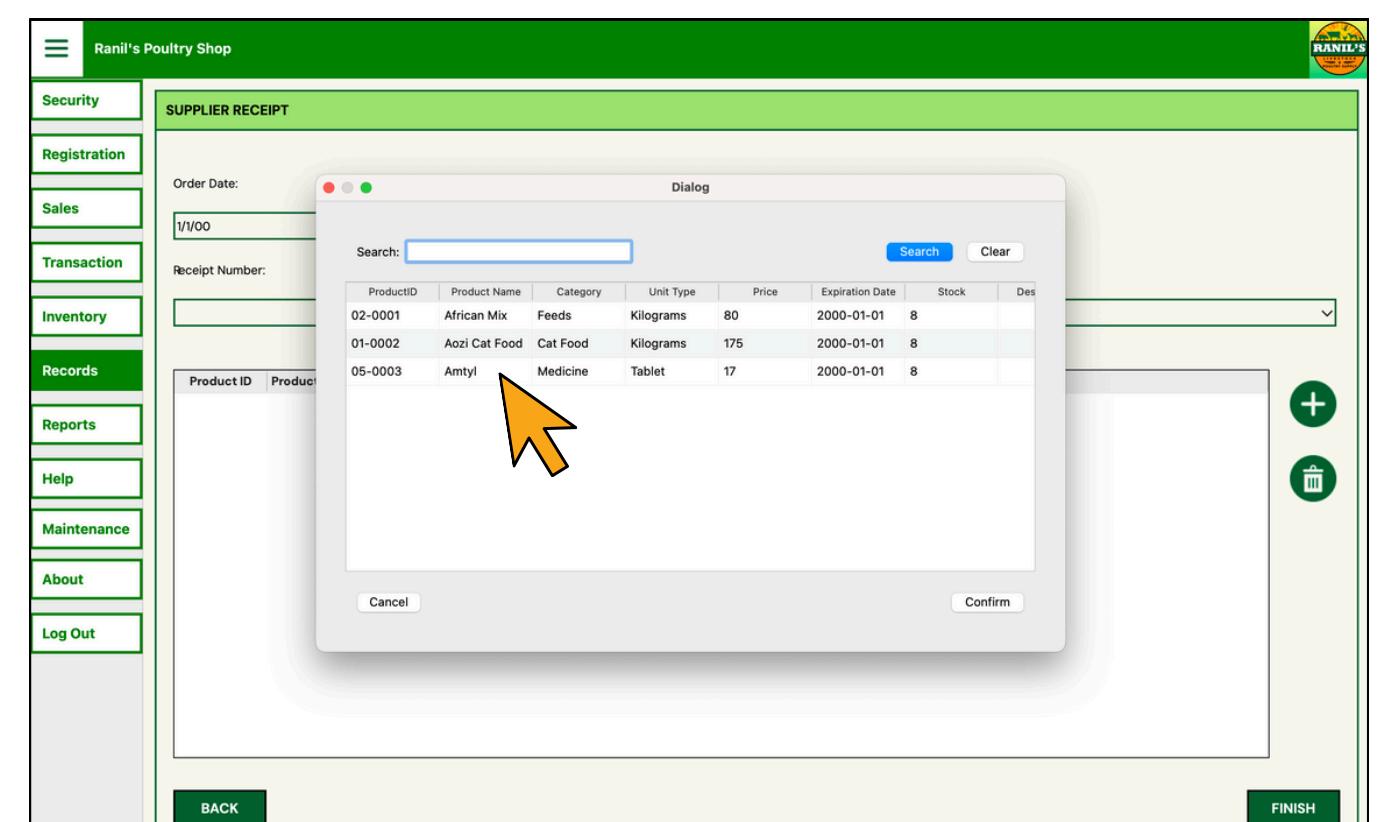
**STEP 3:** Click on Add Icon on the right bottom part of the screen to add receipt. The quantity will be increased if there is newly delivered product from the supplier.



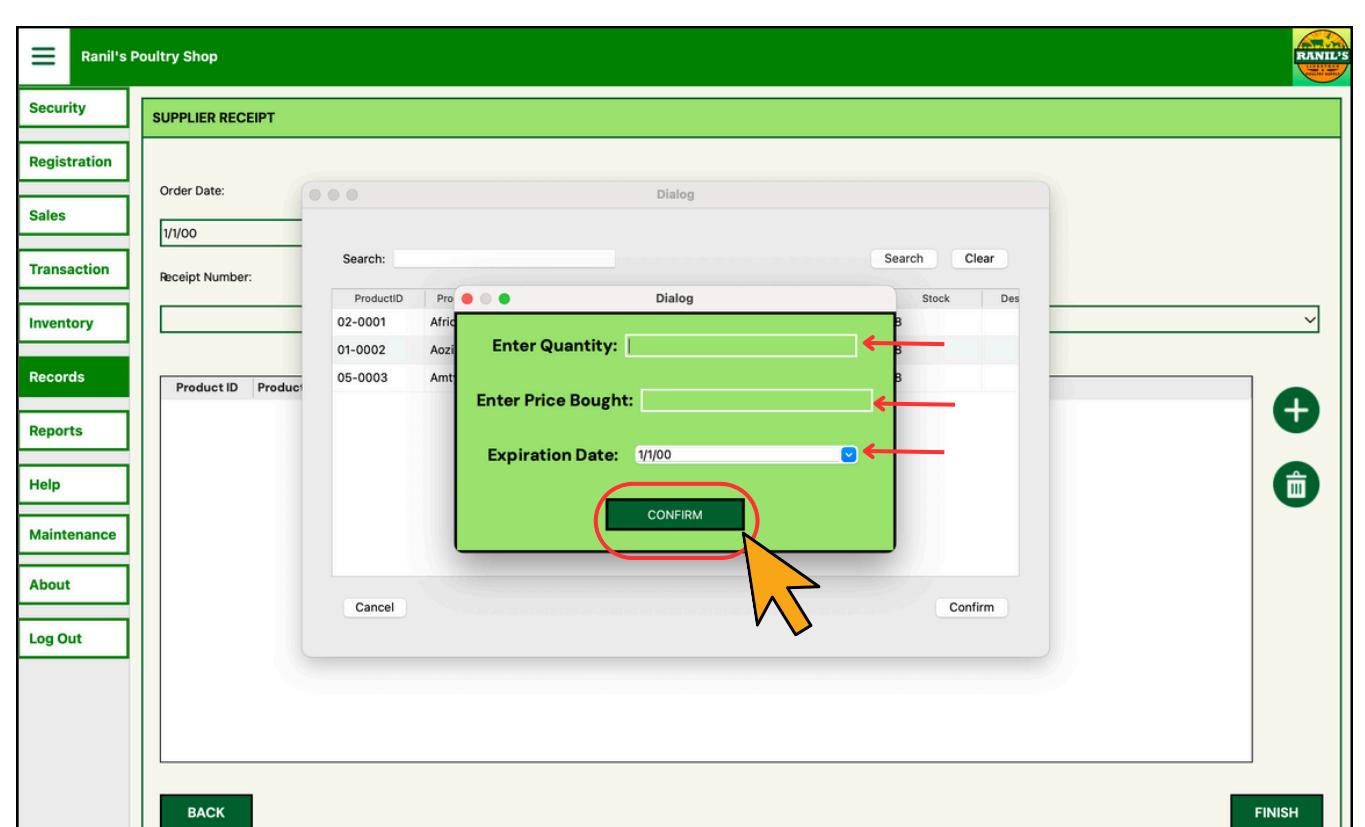
**STEP 4:** Input details into each text field and date field provided and click on add icon button to add newly delivered products.



**STEP 5:** Choose a product you ordered that was received from the supplier and click on “confirm” to proceed.



**STEP 6:** Enter quantity delivered, price bought, and expiration date on the text field and date field and click on “confirm” to proceed.



## 9 BACK UP

**STEP 7:** Keep on doing step 4 until all the products bought are listed in the table and click on “finish” to complete the process.

The screenshot shows the 'SUPPLIER RECEIPT' screen of the Ranil's Poultry Shop software. On the left is a vertical menu bar with options: Security, Registration, Sales, Transaction, Inventory, Records, Reports, Help, Maintenance, About, and Log Out. The main area is titled 'SUPPLIER RECEIPT' and contains fields for Order Date (V/V/00), Receipt Number, Delivery Date (V/V/00), and a table of purchased items. The table has columns: Product ID, Product Name, Cost Price, Quantity, and Expiration Date. Three items are listed: 02-0001 African Mix, 01-0002 Aoz Cat Food, and 05-0003 Amtyl. At the bottom right of the table are two green circular icons: a plus sign (+) and a trash can. Below the table is a 'FINISH' button, which is circled in red and has an orange arrow pointing towards it from the right side of the image.

Product ID	Product Name	Cost Price	Quantity	Expiration Date
02-0001	African Mix	100	10	2000-01-01
01-0002	Aoz Cat Food	100	10	2000-01-01
05-0003	Amtyl	10	10	2000-01-01