

Product Management System for Ranil's Poultry Shop

User Manual

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

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- For windows: **Ctrl + F**
- For MacOS: **command + F**

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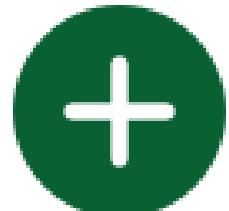
1 ICONS



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.



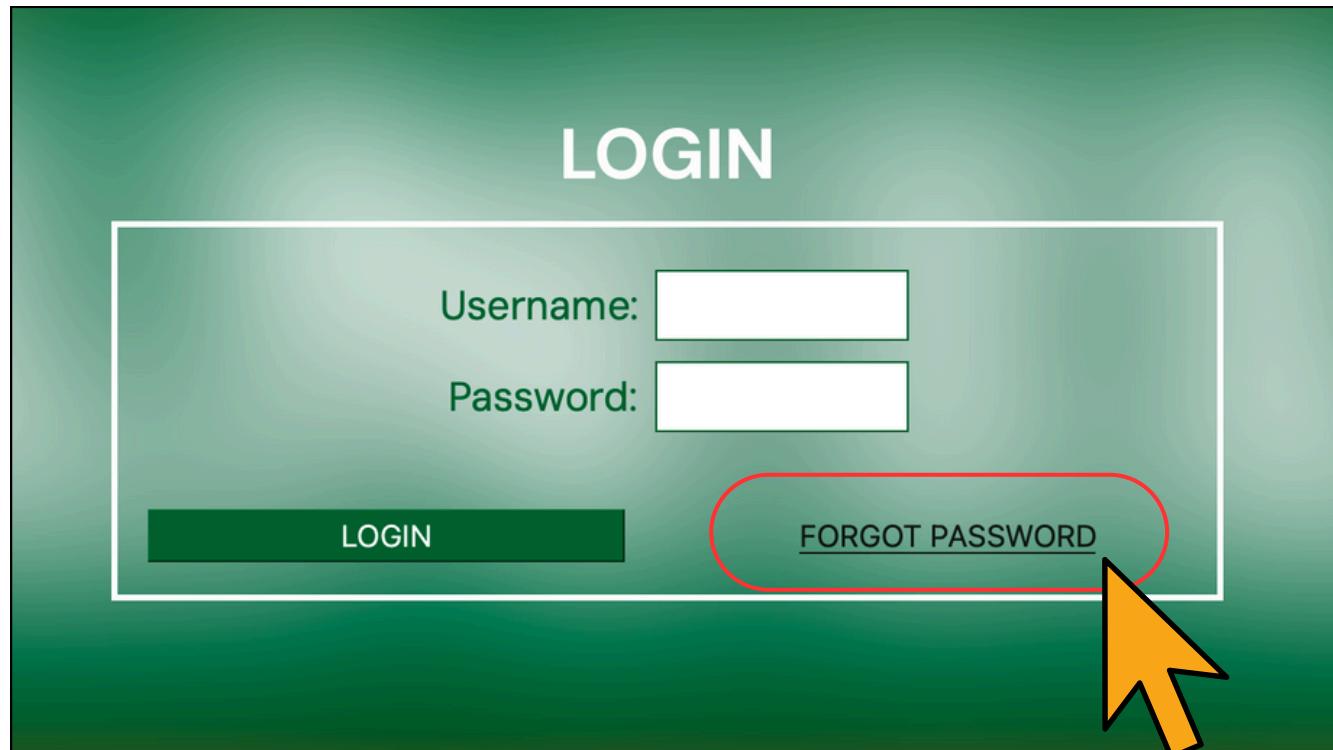
Phone: Will show the contact number of the company.



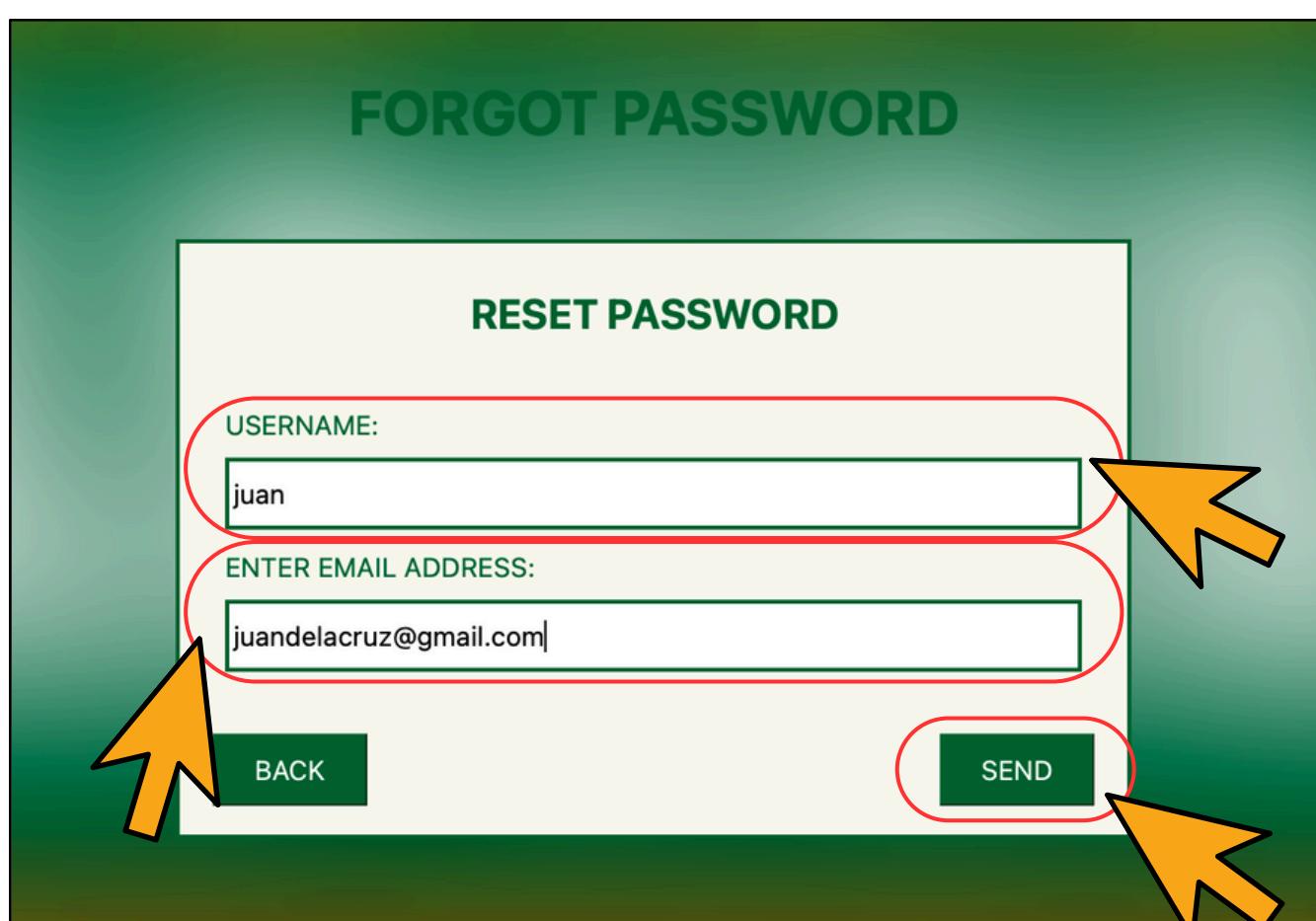
Email: Will show the email address of the company.

2 FORGOT PASSWORD

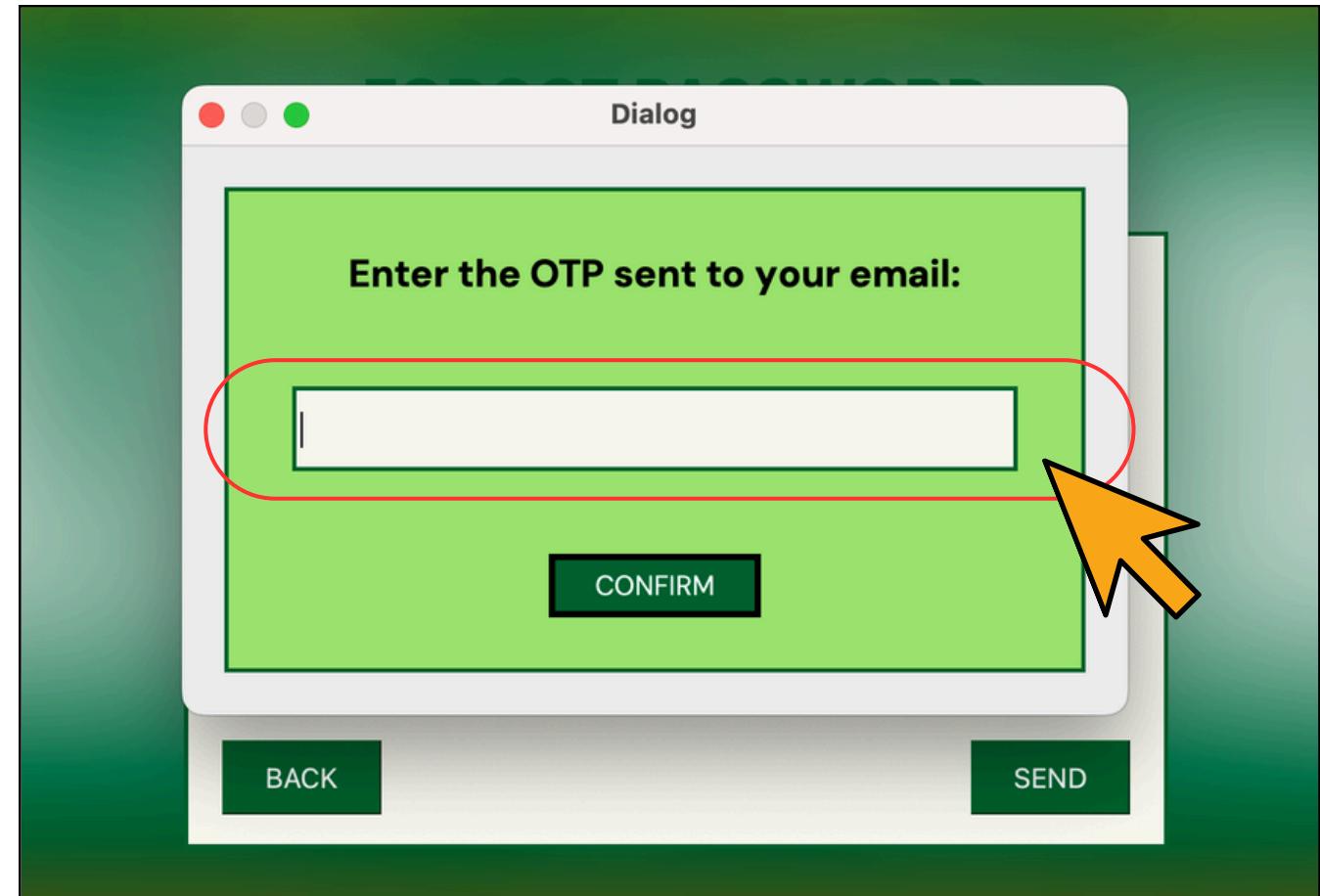
STEP 1: Click the “Forgot password button”



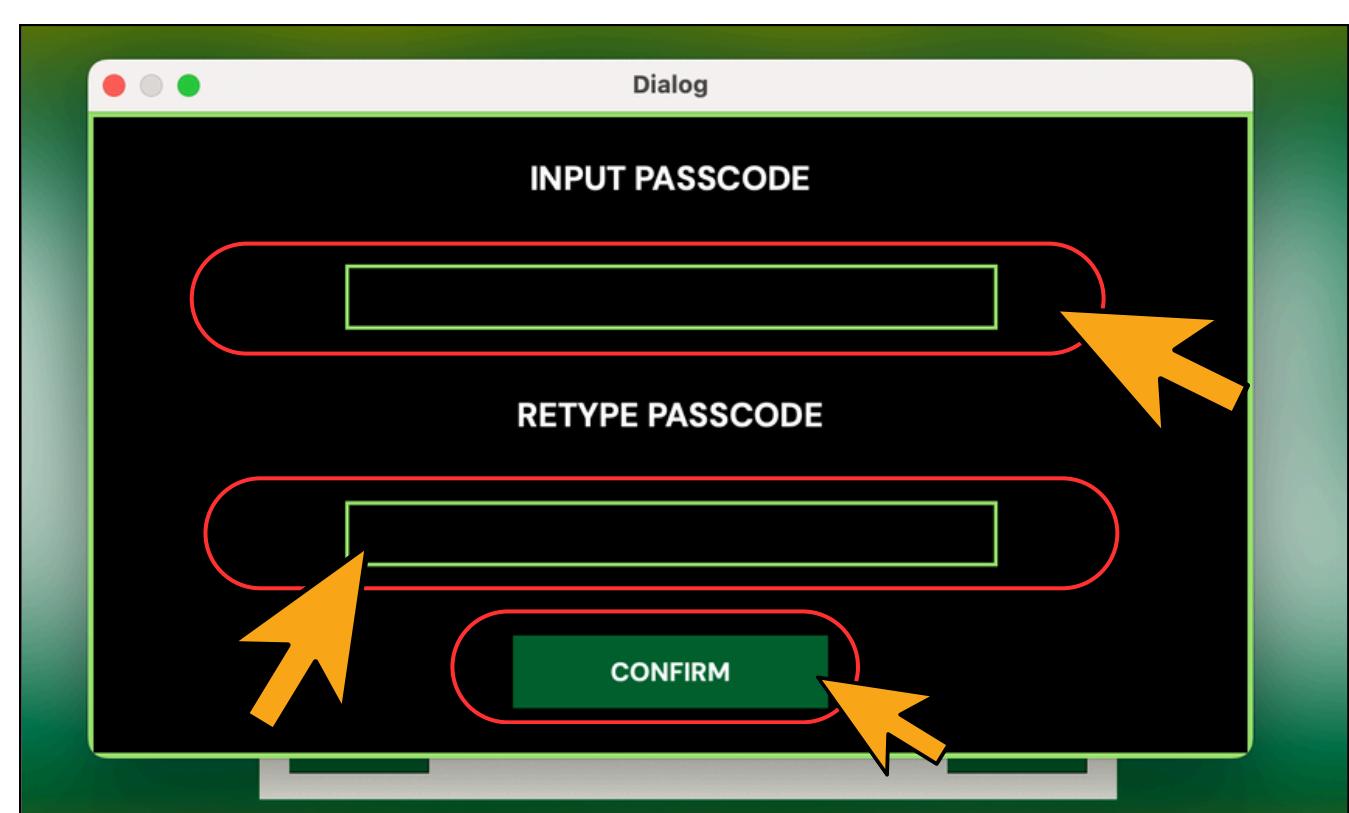
STEP 2: Input registered username and email address into the field provided and click on “send” for one time password (OTP) verification that is sent to the email inputted



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.

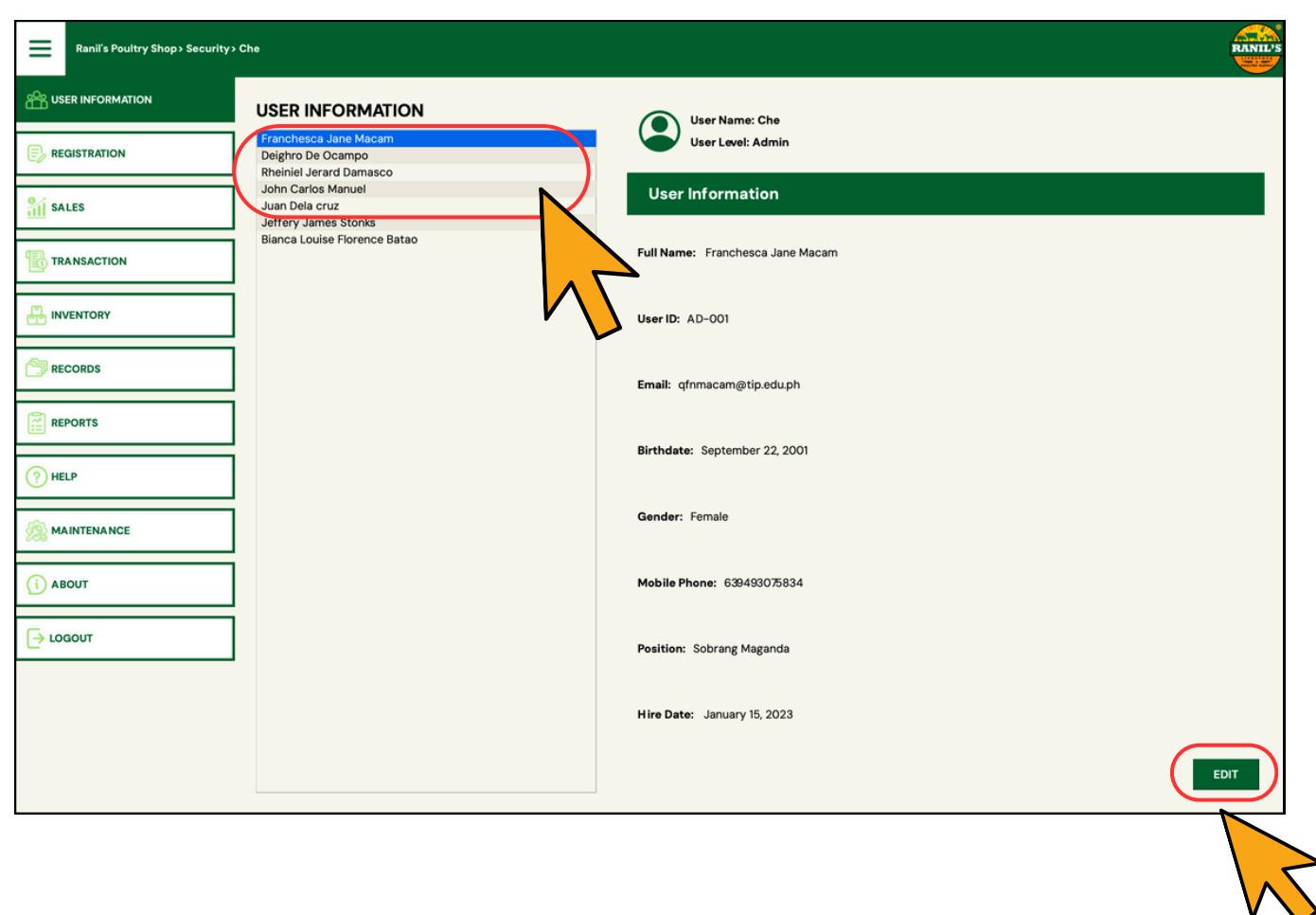


3 EDIT ACCOUNT DETAILS

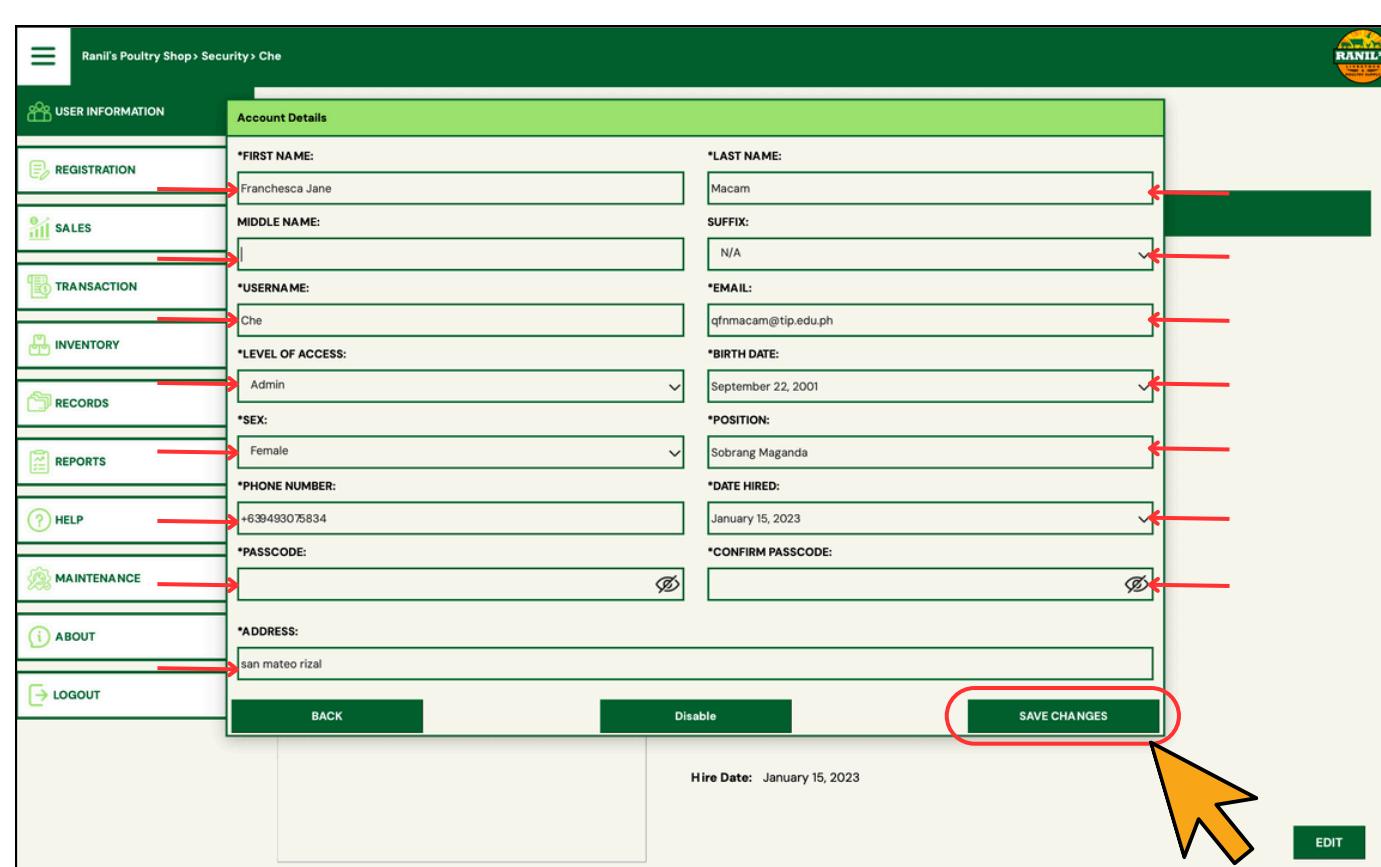
STEP 1: Click the “User Information” button in the sidebar.



STEP 2: Select a user you want to edit and click on “edit” to allow editing of account information.



STEP 3: Edit the text field you want to edit and click on “save changes”.

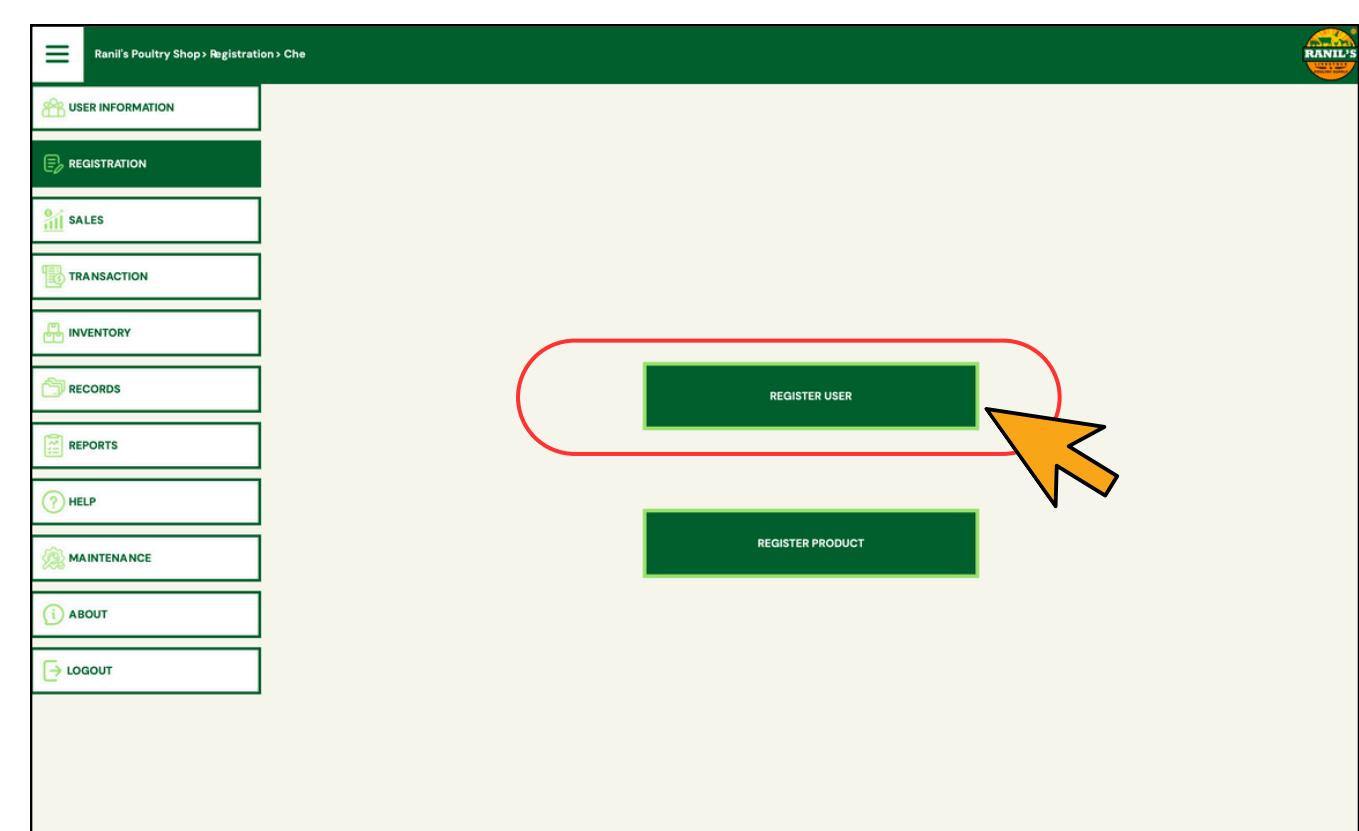


4 REGISTER USER

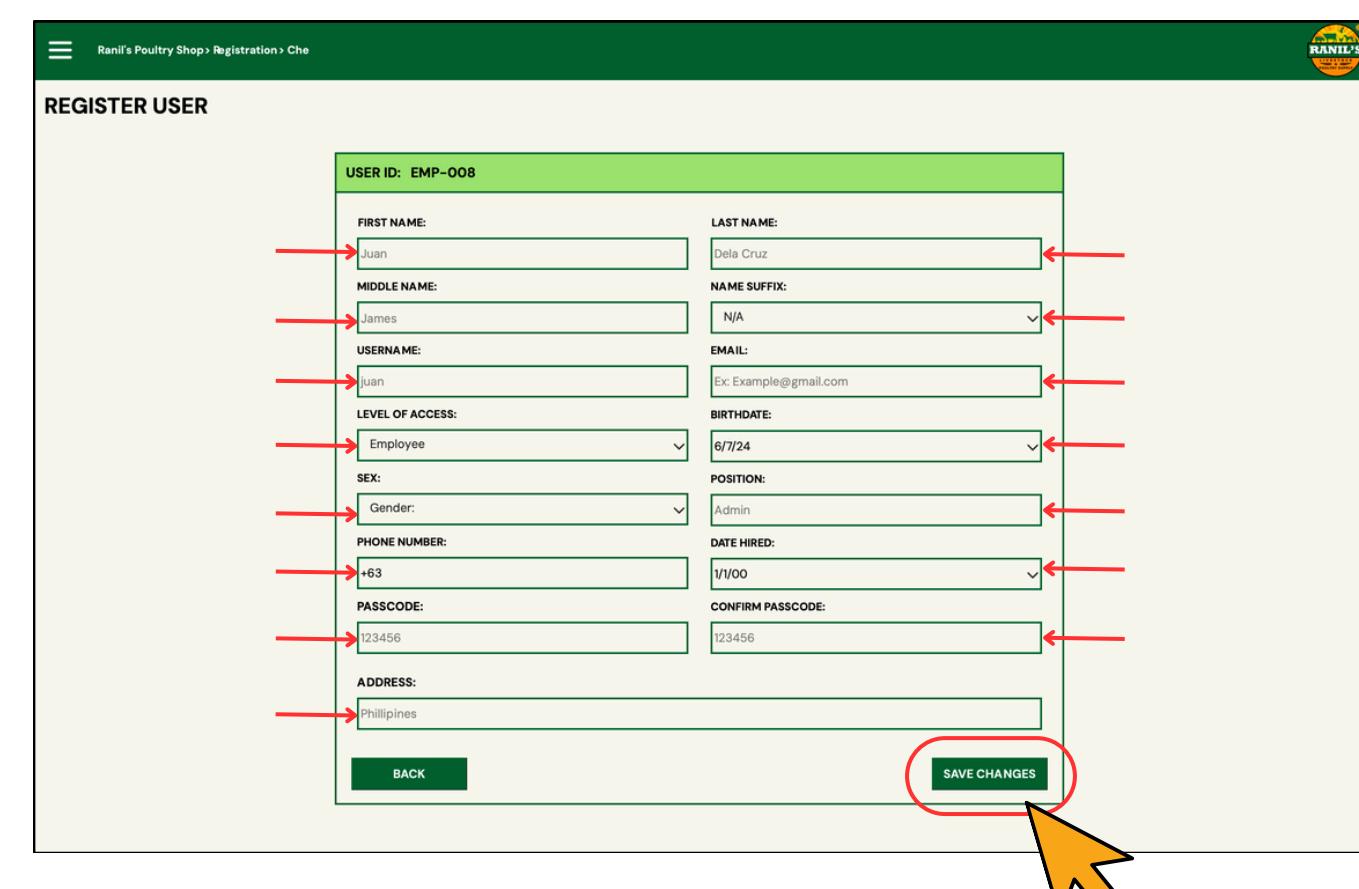
STEP 1: Click the “Registration” button in the sidebar.



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.

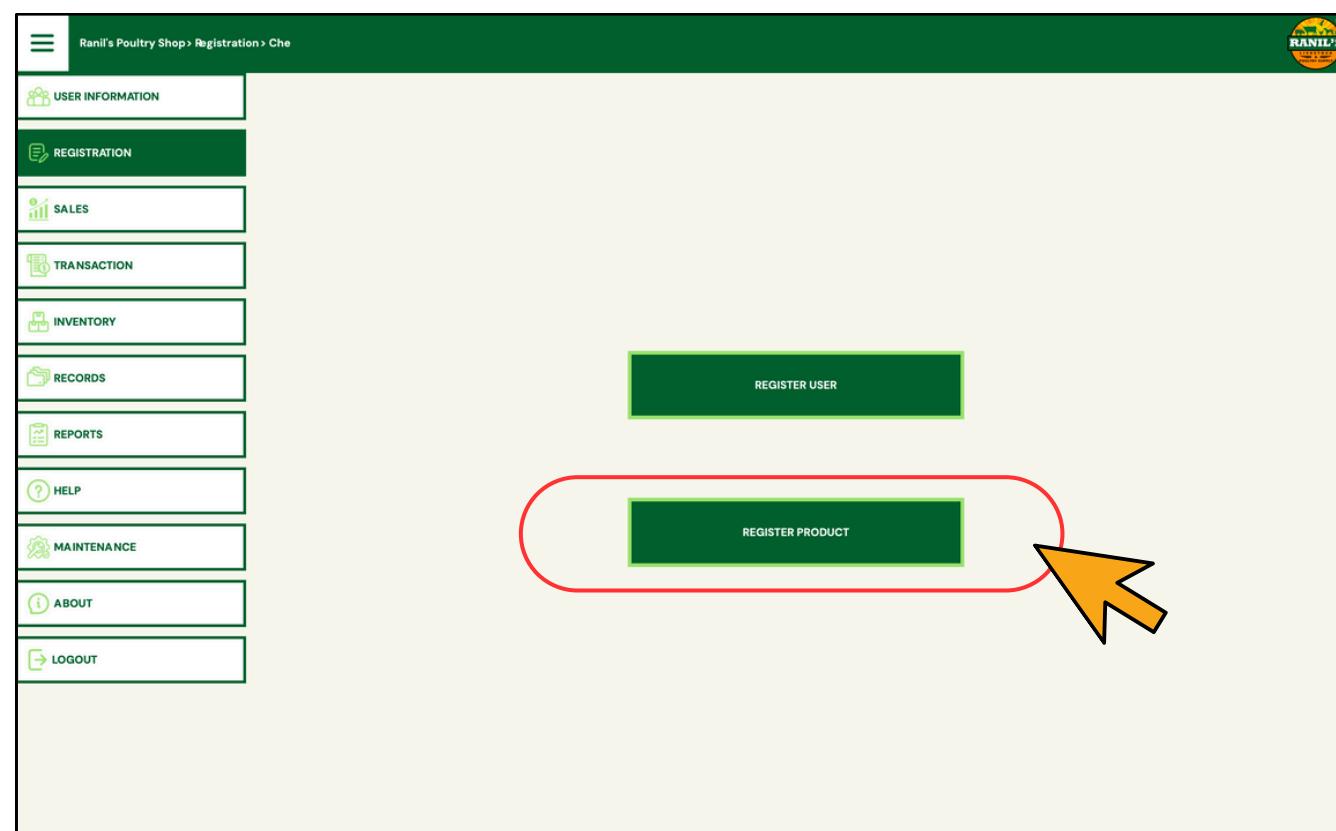


5 REGISTER PRODUCT

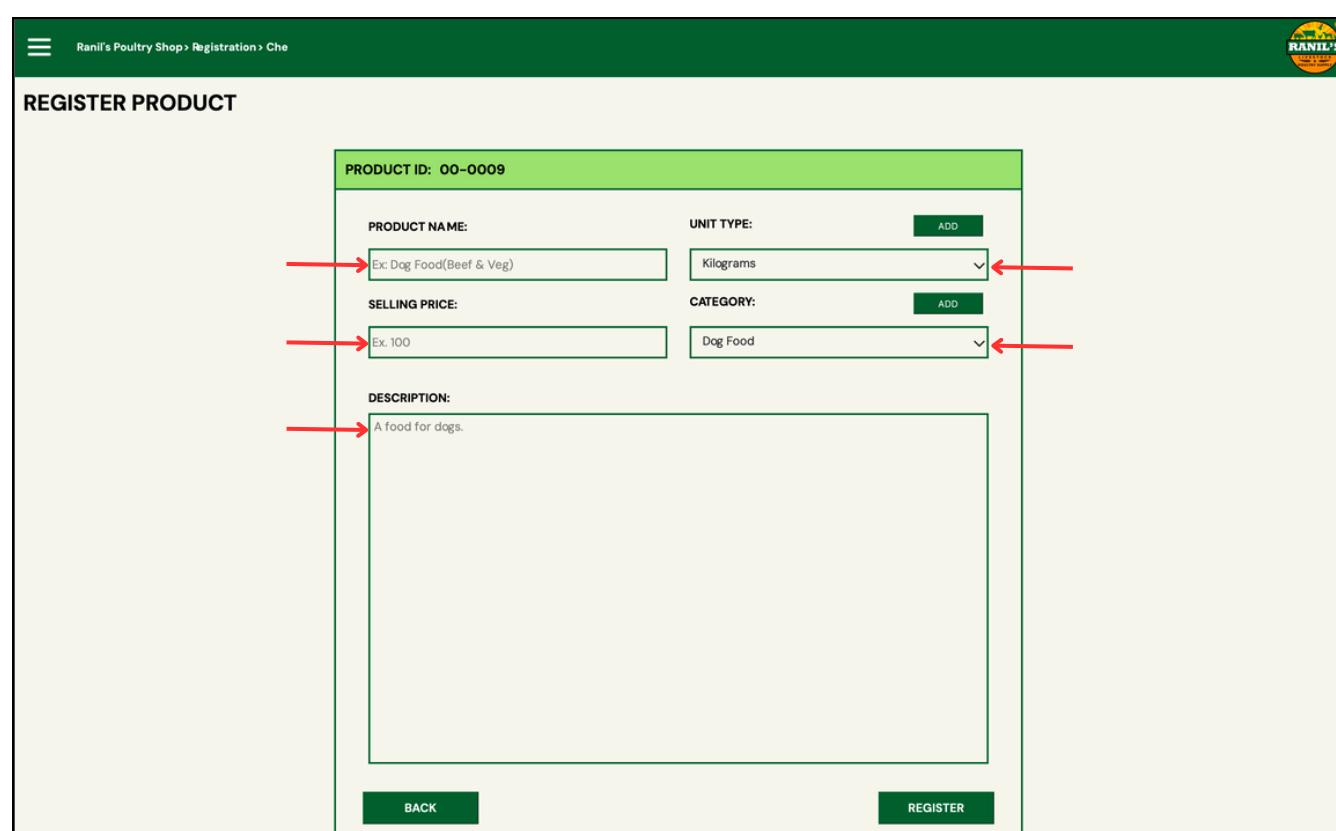
STEP 1: Click the “Registration” button in the sidebar.



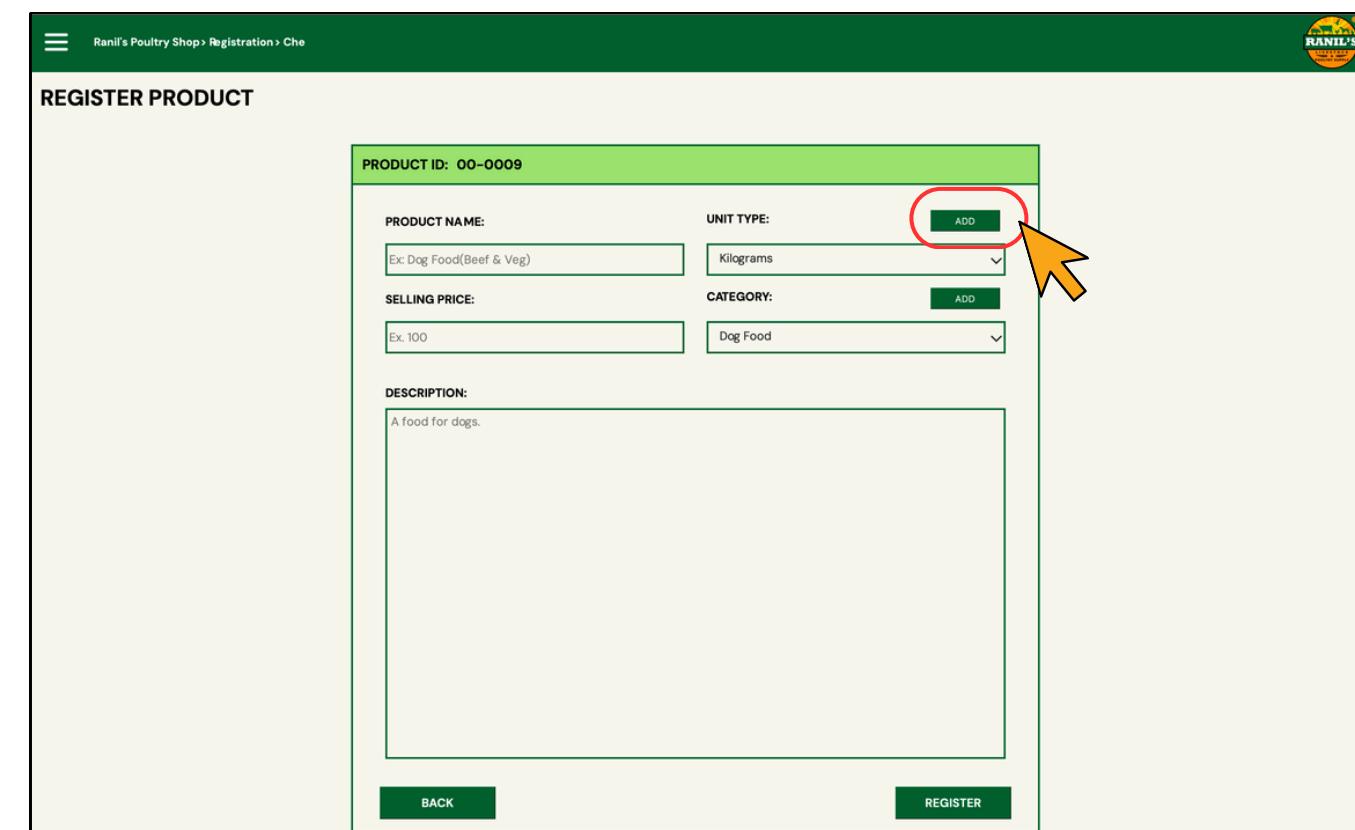
STEP 2: Click the “Register Product” under the registration page.



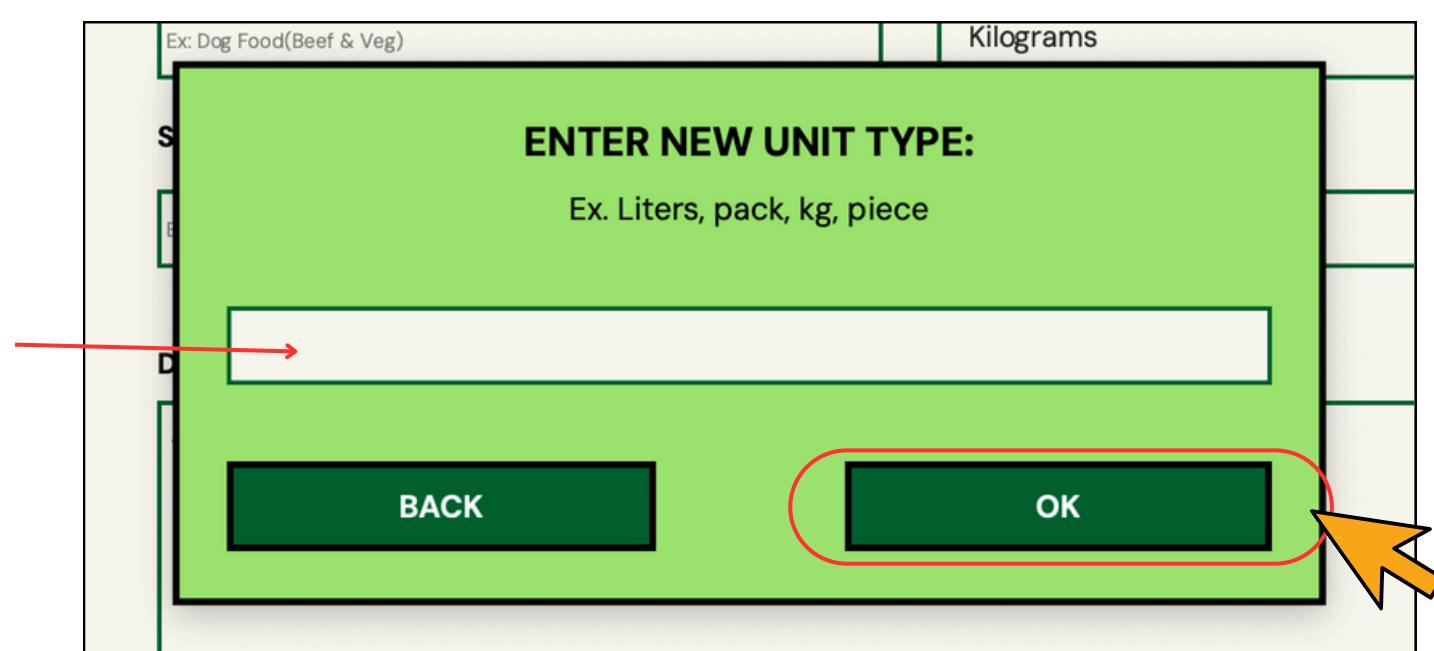
STEP 3: Input details into each field provided and click on “Register” to register a new product.



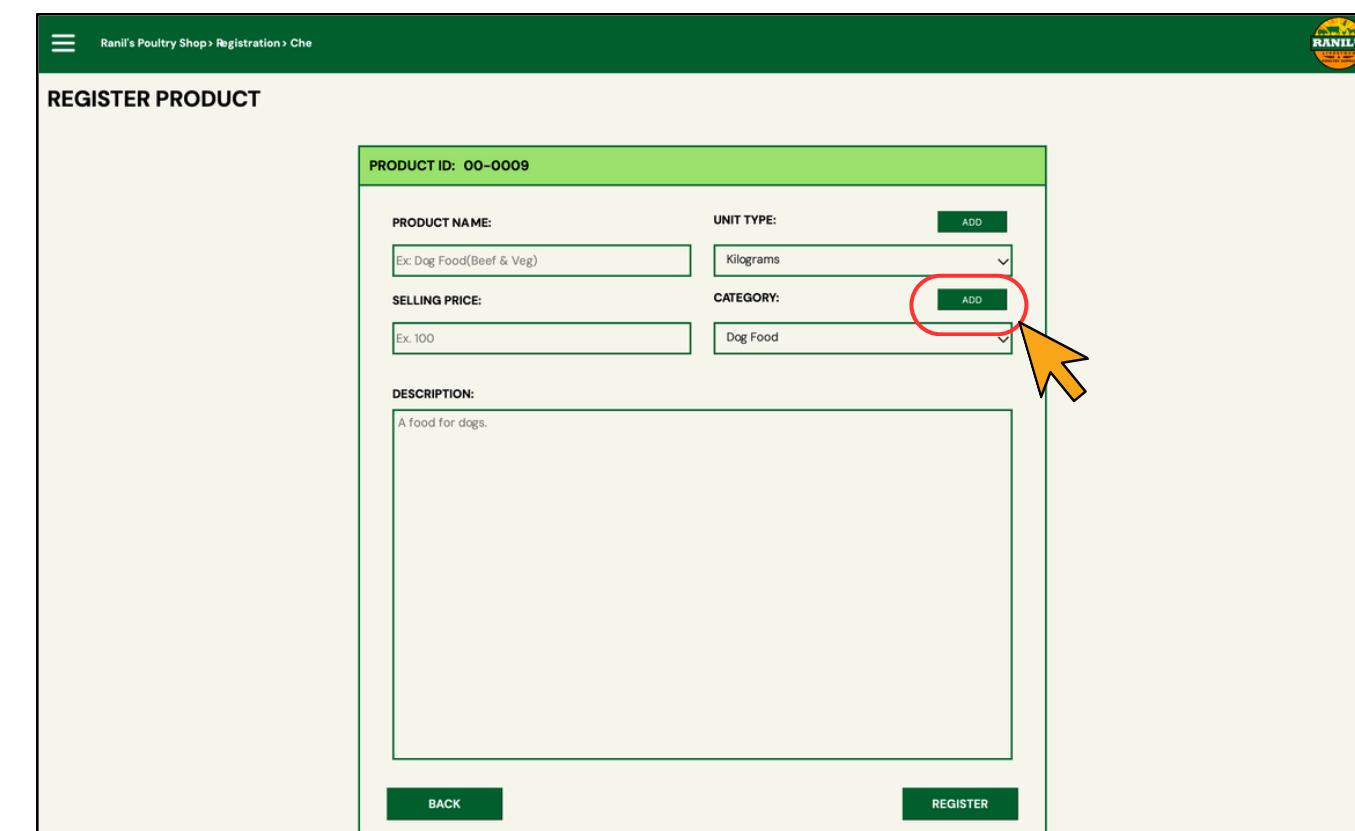
STEP 4: If you want to add a new unit type, click on the “Add” button to add a new unit type you need that is not in the list.



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



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



6 TRANSACTION

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

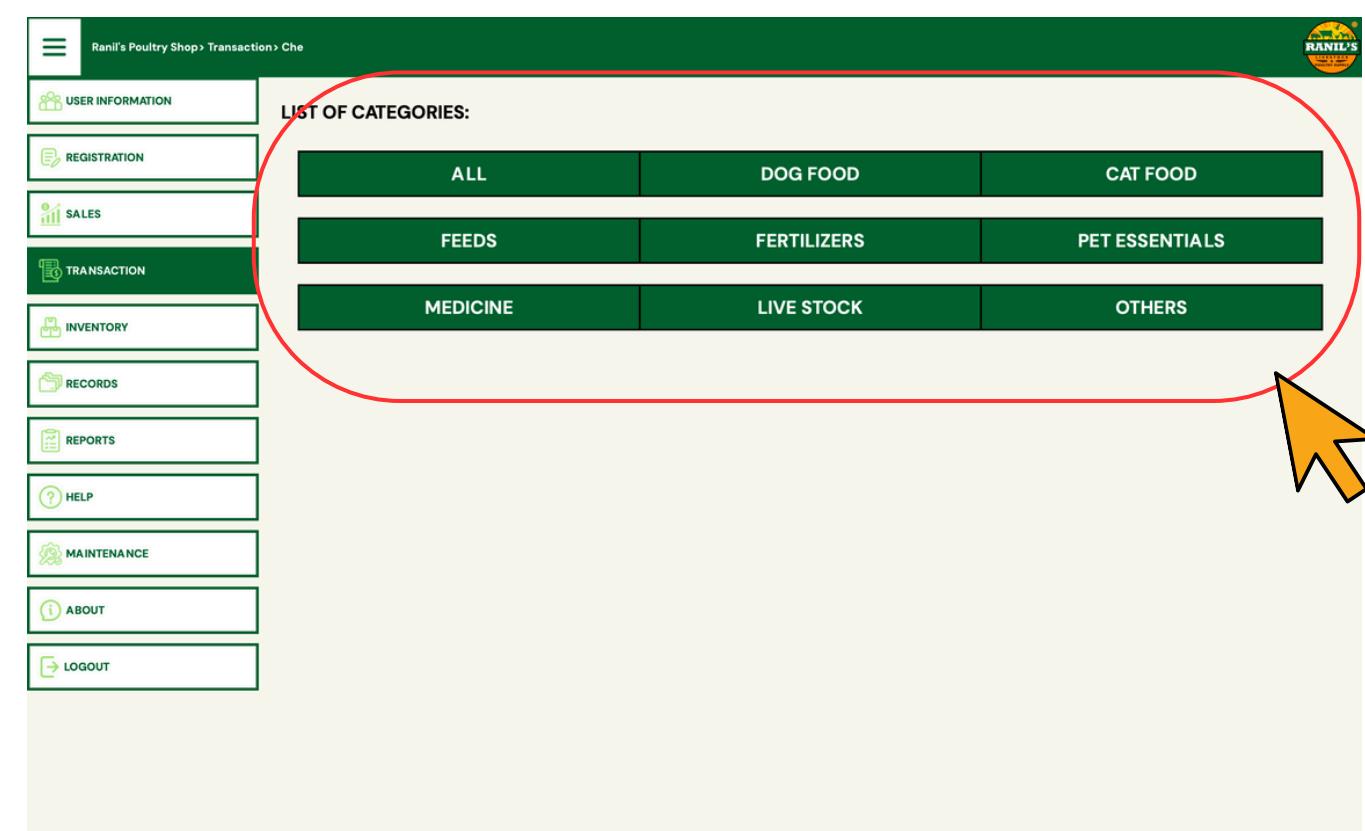
ENTER NEW PRODUCT CATEGORY:

BACK OK

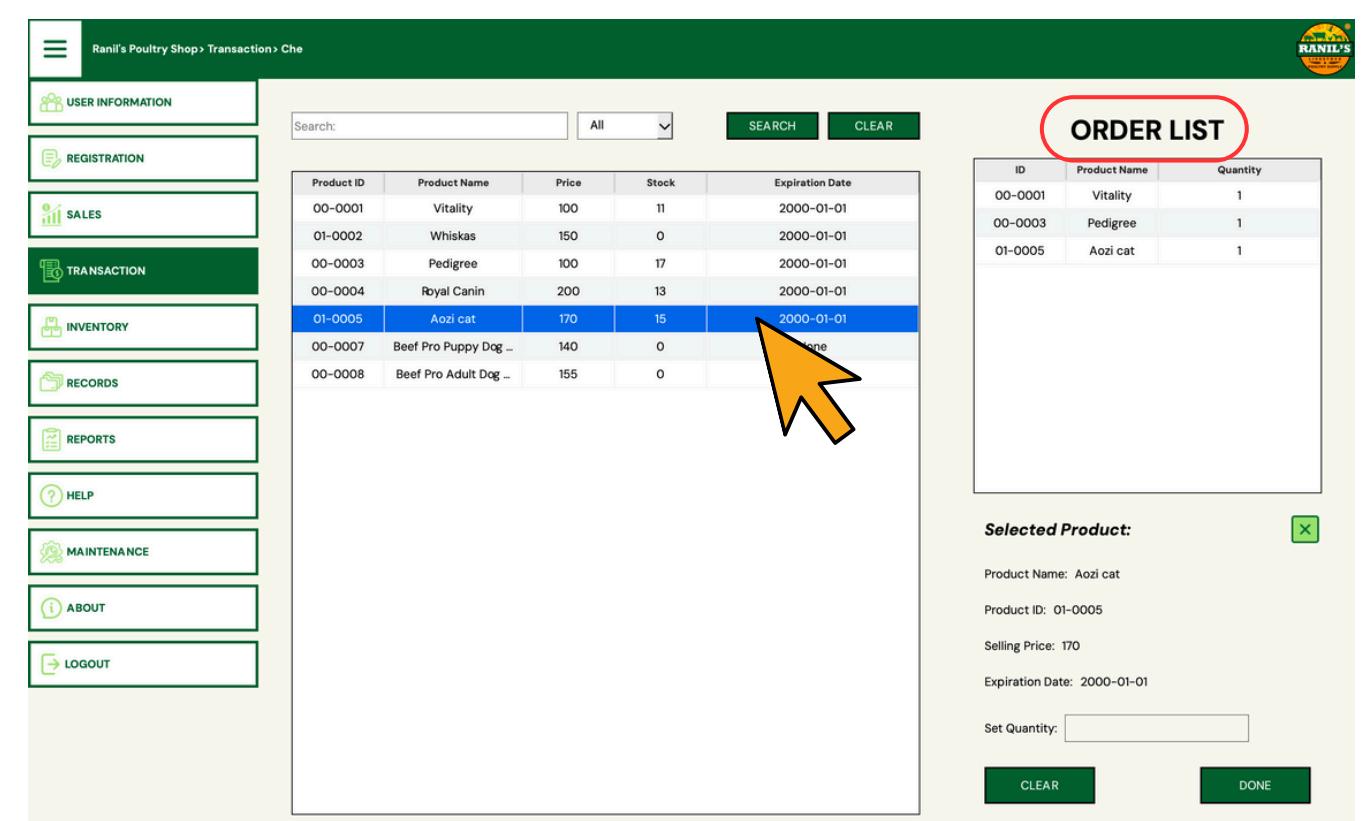
STEP 1: Click the “Transaction” button in the sidebar.



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.

| Product ID | Product Name | Price | Stock | Expiration Date |
|------------|------------------------|-------|-------|-----------------|
| 00-0001 | Vitality | 100 | 11 | 2000-01-01 |
| 01-0002 | Whiskas | 150 | 0 | 2000-01-01 |
| 00-0003 | Pedigree | 100 | 17 | 2000-01-01 |
| 00-0004 | Royal Canin | 200 | 13 | 2000-01-01 |
| 01-0005 | Aozi cat | 170 | 15 | 2000-01-01 |
| 00-0007 | Beef Pro Puppy Dog ... | 140 | 0 | None |
| 00-0008 | Beef Pro Adult Dog ... | 155 | 0 | None |

Selected Product:

Product Name: Vitality
Product ID: 00-0001
Selling Price: 100
Expiration Date: 2000-01-01

Set Quantity:

CLEAR **DONE**

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.

| Product ID | Product Name | Price | Stock | Expiration Date |
|------------|------------------------|-------|-------|-----------------|
| 00-0001 | Vitality | 100 | 11 | 2000-01-01 |
| 01-0002 | Whiskas | 150 | 0 | 2000-01-01 |
| 00-0003 | Pedigree | 100 | 17 | 2000-01-01 |
| 00-0004 | Royal Canin | 200 | 13 | 2000-01-01 |
| 01-0005 | Aozi cat | 170 | 15 | 2000-01-01 |
| 00-0007 | Beef Pro Puppy Dog ... | 140 | 0 | None |
| 00-0008 | Beef Pro Adult Dog ... | 155 | 0 | None |

Selected Product:

Product Name: Vitality
Product ID: 00-0001
Selling Price: 100
Expiration Date: 2000-01-01

Set Quantity:

CLEAR **DONE**

STEP 6: Select a payment method.

| Product ID | Product Name | Price | Stock | Expiration Date |
|------------|------------------------|-------|-------|-----------------|
| 00-0001 | Vitality | 100 | 11 | 2000-01-01 |
| 01-0002 | Whiskas | 150 | 0 | 2000-01-01 |
| 00-0003 | Pedigree | 100 | 17 | 2000-01-01 |
| 00-0004 | Royal Canin | 200 | 13 | 2000-01-01 |
| 01-0005 | Aozi cat | 170 | 15 | 2000-01-01 |
| 00-0007 | Beef Pro Puppy Dog ... | 140 | 0 | None |
| 00-0008 | Beef Pro Adult Dog ... | 155 | 0 | None |

FINAL RECEIPT

| ID | Product Name | Quantity |
|---------|--------------|----------|
| 00-0001 | Vitality | 1 |
| 00-0003 | Pedigree | 1 |
| 01-0005 | Aozi cat | 1 |

SUBTOTAL: 370.0
DISCOUNT: Ex 50 75, 20
TOTAL: 3700

CASH **GCASH** **SPLIT PAYMENT**

CANCEL PRINT RECEIPT **ANOTHER TRANSACTION**

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 |
|------------|------------------------|-------|-------|-----------------|
| 00-0001 | Vitality | 100 | 11 | 2000-01-01 |
| 01-0002 | Whiskas | 150 | 0 | 2000-01-01 |
| 00-0003 | Pedigree | 100 | 17 | 2000-01-01 |
| 00-0004 | Royal Canin | 200 | 13 | 2000-01-01 |
| 01-0005 | Aozi cat | 170 | 15 | 2000-01-01 |
| 00-0007 | Beef Pro Puppy Dog ... | 140 | 0 | None |
| 00-0008 | Beef Pro Adult Dog ... | 155 | 0 | None |

FINAL RECEIPT

| ID | Product Name | Quantity |
|---------|--------------|----------|
| 00-0001 | Vitality | 1 |
| 00-0003 | Pedigree | 1 |
| 01-0005 | Aozi cat | 1 |

SUBTOTAL: 370.0
DISCOUNT: Ex 50 75, 20
TOTAL: 3700

CASH **GCASH** **SPLIT PAYMENT**

CANCEL PRINT RECEIPT **ANOTHER TRANSACTION**

7 EDIT INVENTORY

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



STEP 2: Choose a product you want to edit.

| Product ID | Product Name | Category | Unit Type | Selling Price | Expiration Date | Stock | Description | Status |
|------------|--------------------|----------|-----------|---------------|-----------------|-------|----------------|-------------|
| 00-0001 | Vitality | Dog Food | Kilograms | 100 | 2000-01-01 | 11 | dogfood | Available |
| 01-0002 | Whiskas | Cat Food | Kilograms | 150 | 2000-01-01 | 0 | | Available |
| 00-0003 | Pedigree | Dog Food | Kilograms | 100 | 2000-01-01 | 17 | | Available |
| 00-0004 | Royal Canin | Dog Food | Kilograms | 200 | 2000-01-01 | 13 | | Available |
| 01-0005 | Aoz cat | Cat Food | Kilograms | 170 | 2000-01-01 | 15 | | Available |
| 00-0006 | dog food ni jabee | Dog Food | Kilograms | 5000 | 2024-08-01 | 5 | food for a bee | Unavailable |
| 00-0007 | Beef Pro Puppy Dog | Dog Food | Kilograms | 140 | None | 0 | | Available |
| 00-0008 | Beef Pro Adult Dog | Dog Food | Kilograms | 155 | None | 0 | | Available |

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

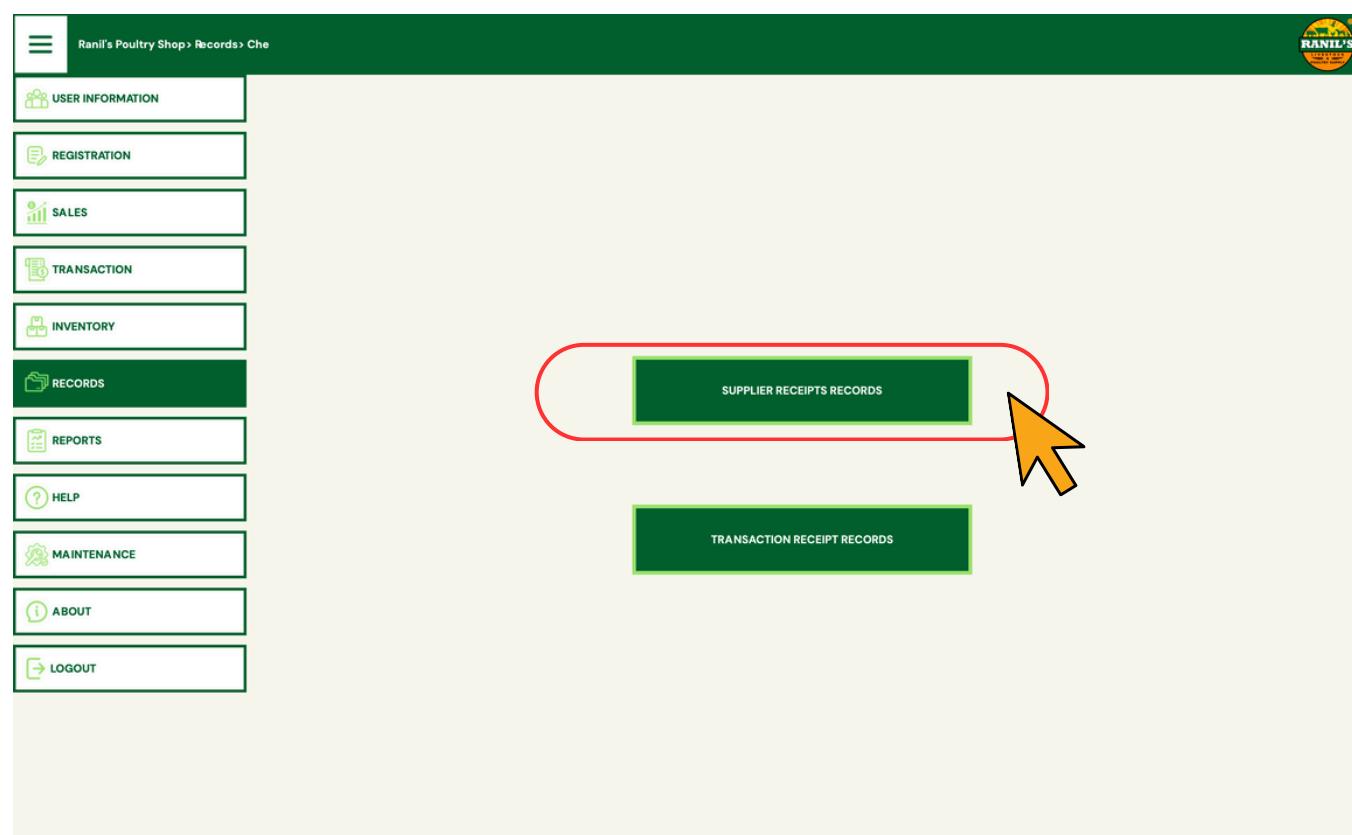
The screenshot shows the 'Edit Product' form. The left sidebar is identical to the previous screens. The main area has a heading 'INVENTORY' and a search bar. The 'EDIT PRODUCT' section contains fields for 'PRODUCT NAME' (Vitality), 'DESCRIPTION' (dogfood), 'SELLING PRICE' (100), 'UNIT TYPE' (Kilograms), and 'CATEGORY' (Dog Food). At the bottom are buttons for 'BACK', 'DISABLE', and 'UPDATE', with 'UPDATE' circled in red and an orange arrow pointing to it.

8 ADD PRODUCT QUANTITY & ADD SUPPLIER RECEIPTS

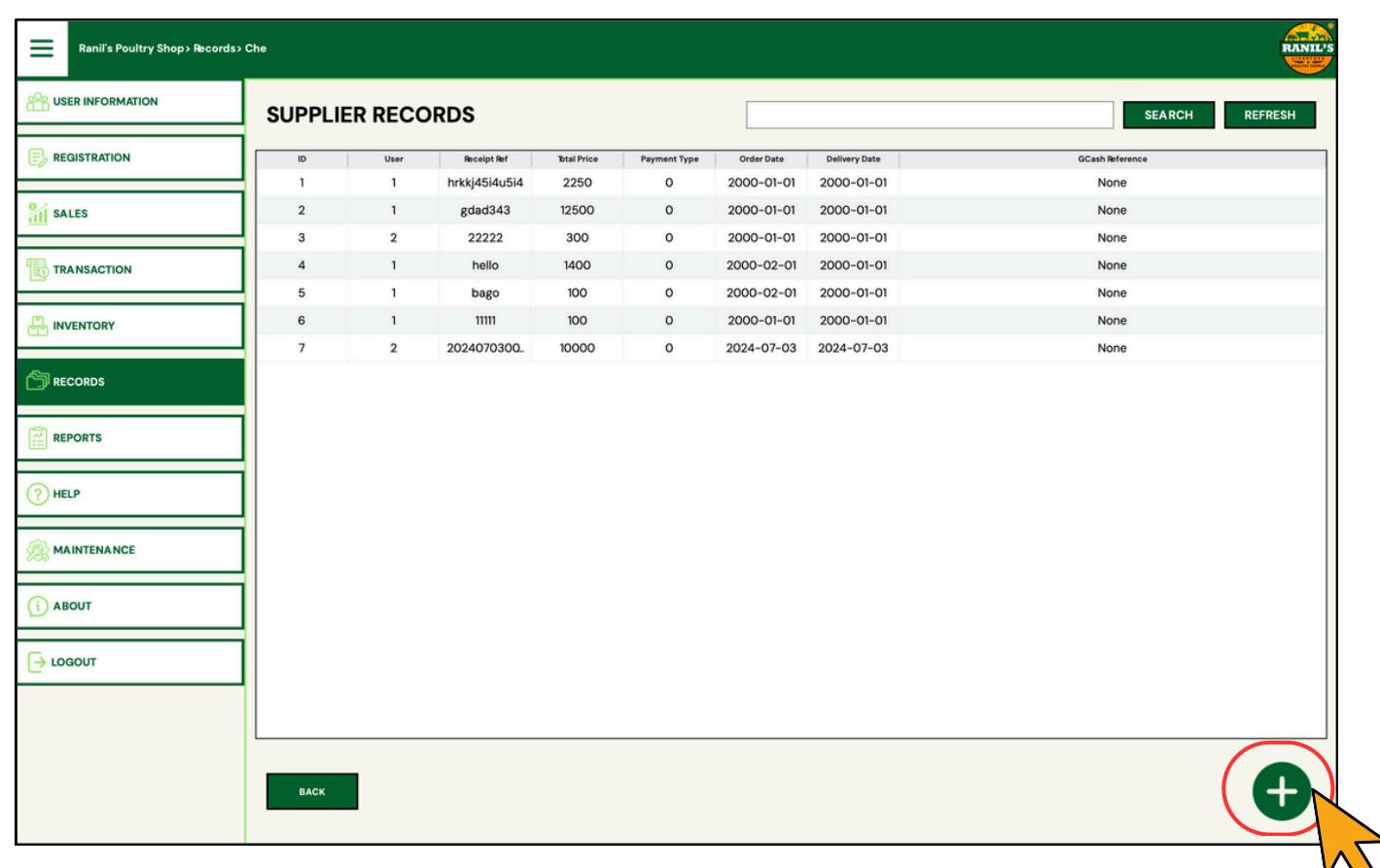
STEP 1: Click the “Records” button in the sidebar.



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.



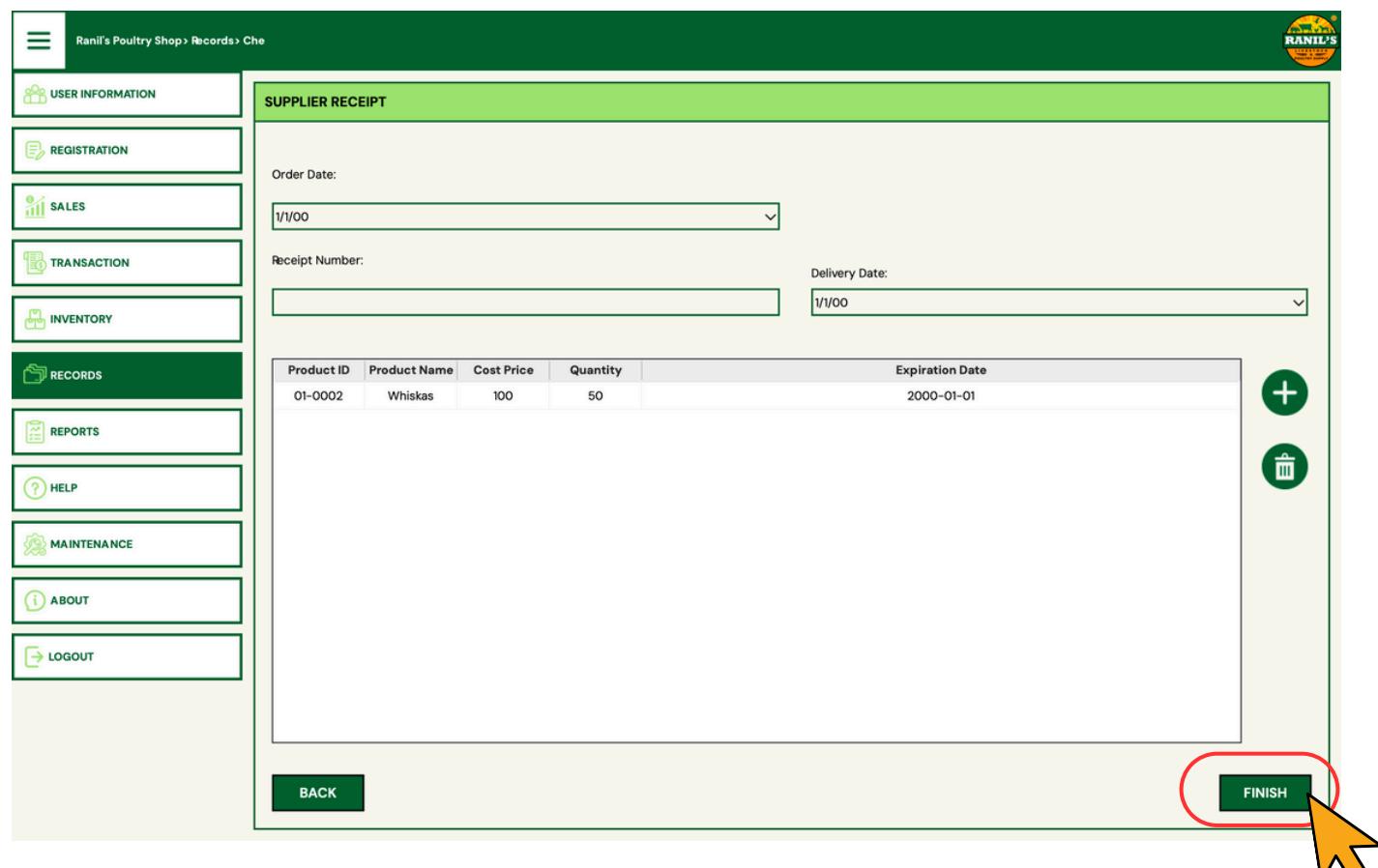
STEP 4: Input details into each text field and date field provided and click on add icon button to add newly delivered products.

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.



Ranil's Poultry Shop - Records > Che

SUPPLIER RECEIPT

Order Date: 1/1/00
Receipt Number:
Delivery Date: 1/1/00

| Product ID | Product Name | Cost Price | Quantity | Expiration Date |
|------------|--------------|------------|----------|-----------------|
| 01-0002 | Whiskas | 100 | 50 | 2000-01-01 |

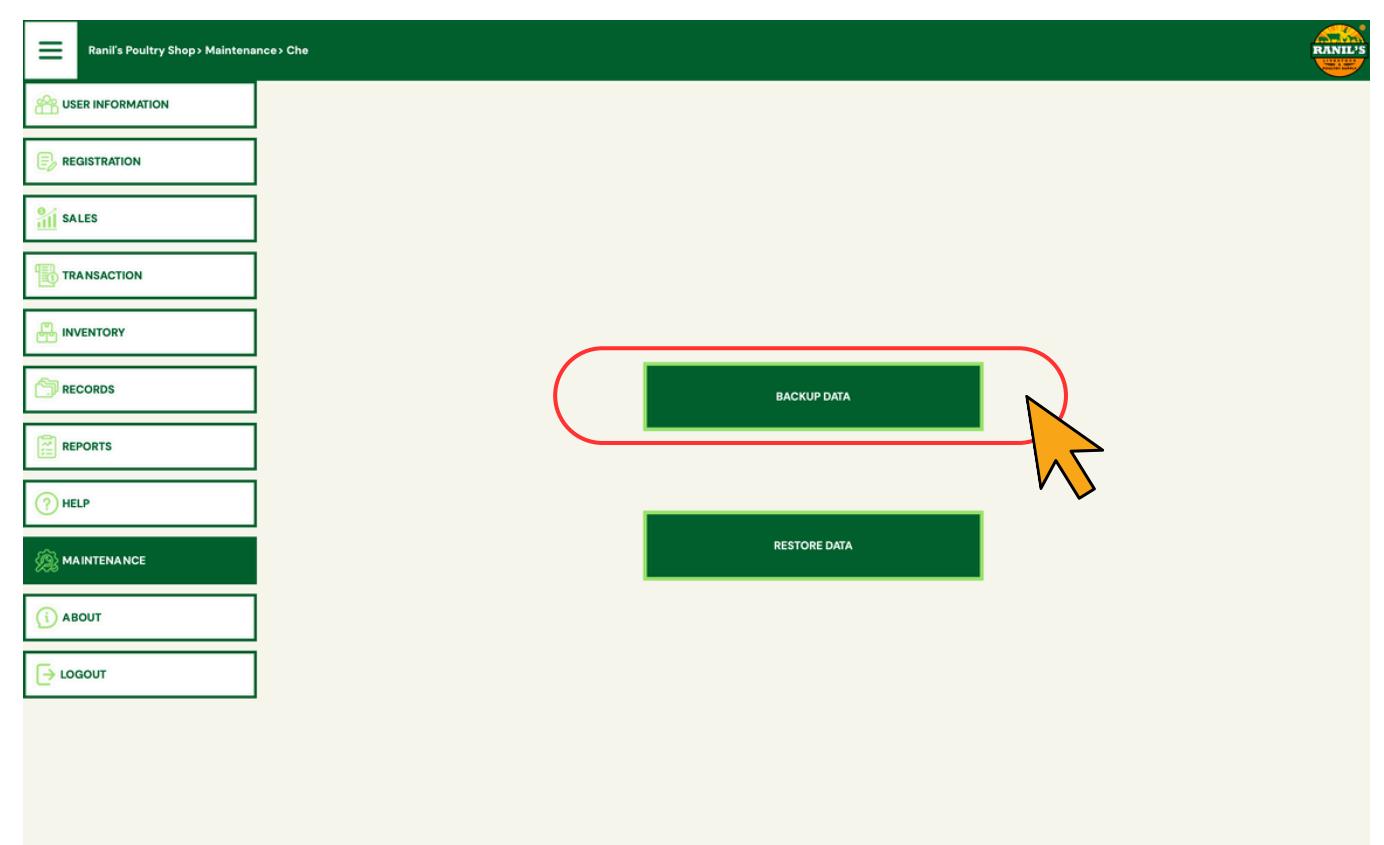
+
 FINISH
 BACK

A red circle highlights the "FINISH" button at the bottom right of the form.

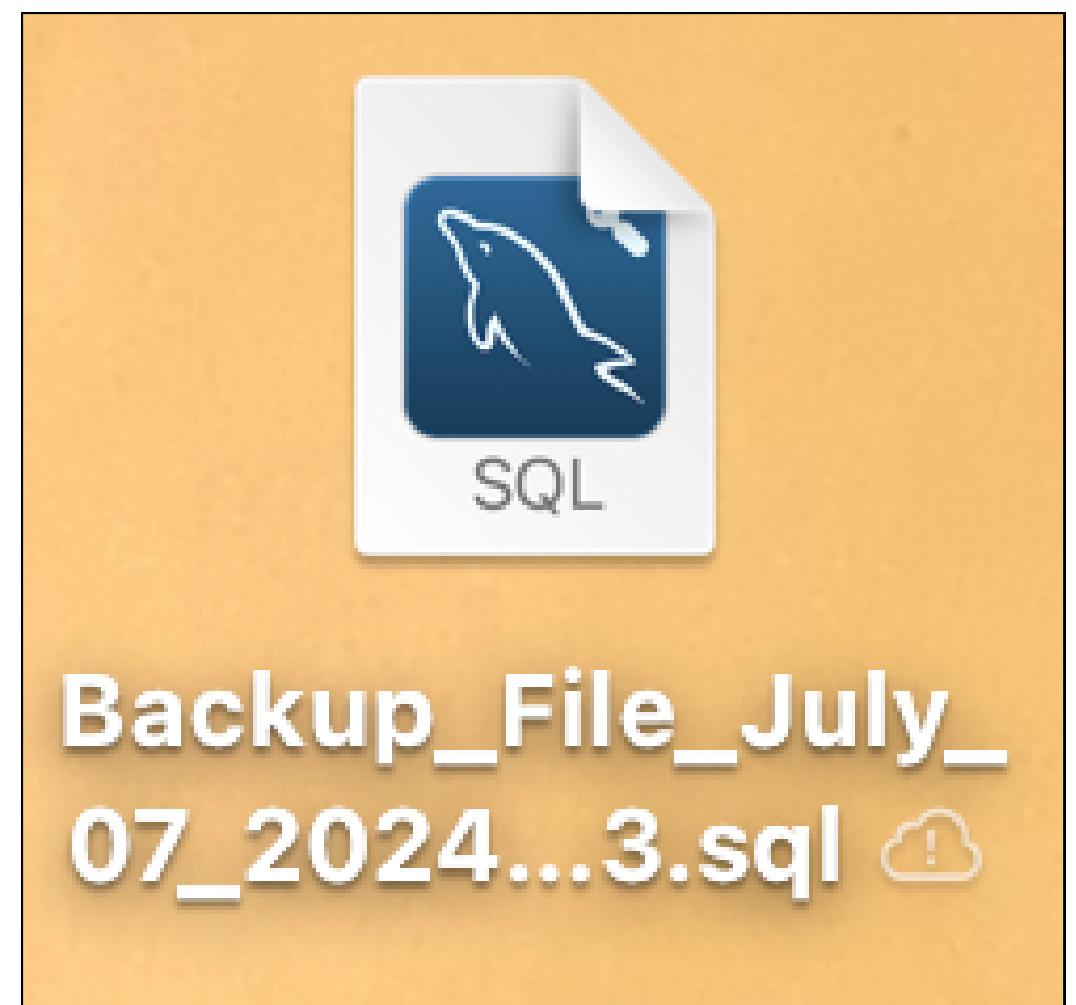
STEP 1: Click the “Records” button in the sidebar.



STEP 2: Click the “Maintenance” button in the sidebar.



STEP 3: Look for the file that will be placed in the user's desktop with a file named Backup_File_(Date backed up - Month_Day_Year).

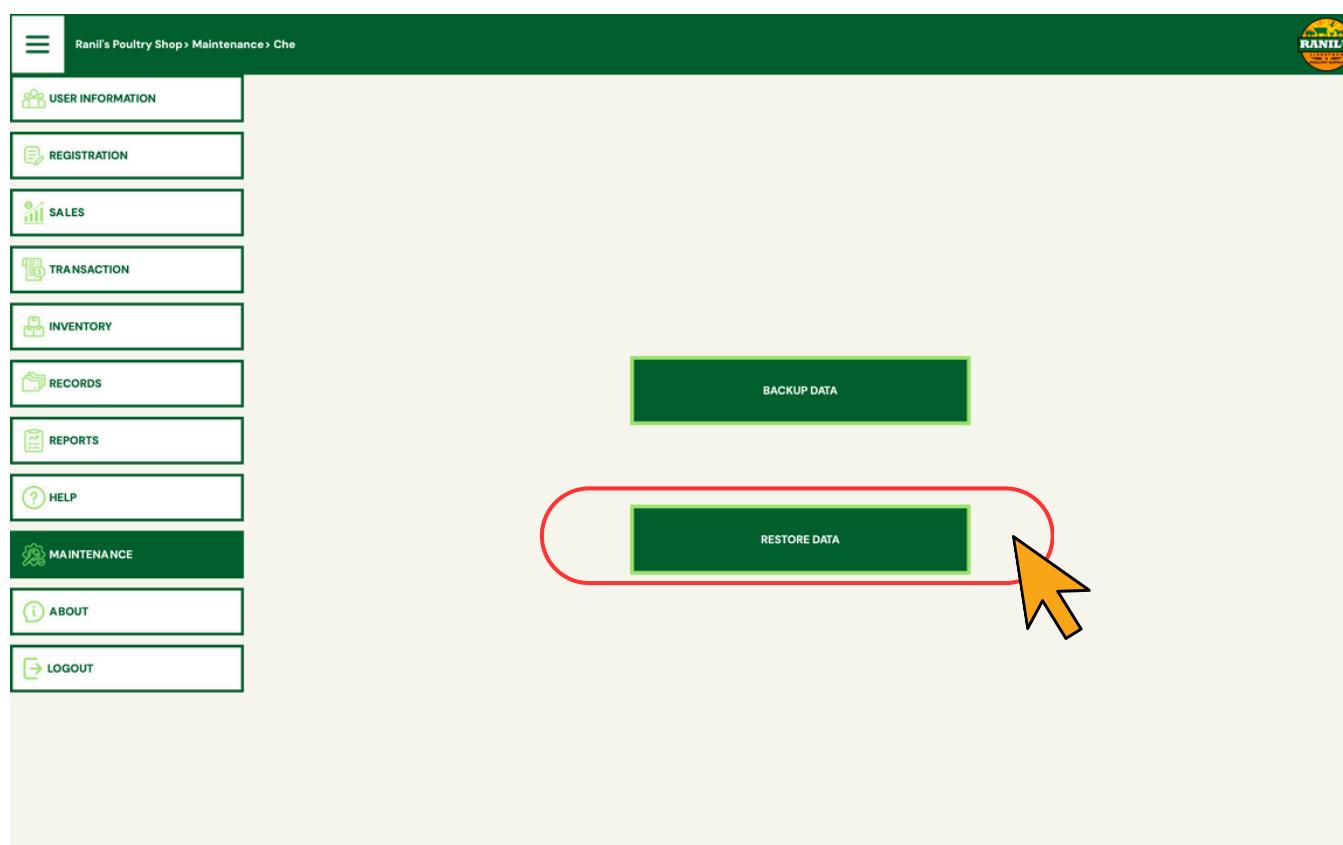


10 RESTORE

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



STEP 2: Click the “Restore” button in the sidebar.



STEP 3: Look for an sql file in the user’s folder.

