Logging In

Simply enter your user name and password to get started. There is no register option, only someone with administrator access can add users (Most likely the manager, contact them if you do not have a login yet). Upon shipment of the program the admin user name is IB and password is pizza.

To go to the main program click Login to System. You may simply press the Enter key after typing your password while the cursor is still in the password field to login to the main program.

To instead add or remove users click User Settings. Your user and password still must be in the fields. Only admins may do this.

User Settings Menu *(Admins only)*

- Add Admin: Click this to add a new admin
- Delete Admin: Click this to delete an admin
- Add User: Click this to add a new user
- Delete User: Click this to remove a user
- Login: Click this to go into the program using the login information you provided at the login screen without having to retype it.
- Back: Click this to return to the login screen to login with a different user (perhaps a new one you just added).

Basic Navigation of Main Program

The main program consists of 5 tabs. To switch which tab you are on, click the name of that tab on the top of the program.

The Tabs

Inventory Tab

This tab consists of, from left to right

- **Current Inventory: A list of all the items in the inventory**
- **Count: A screen that shows the inventory of selected items and other information**
- **3 buttons**
    - Add Inventory Item
    - Remove Inventory Item
    - Change Quantity

Tasks the user may do here

View the amount of an item in stock

- Select the item from the list you wish to see the quantity of by clicking it.
- The amount will show up on the right.

Add a new item to the inventory *(Admins only)*

- Click "Add Inventory Item".
- A popup with three fields appears.
- Name of Item to add: The name of the item you're adding, e.g., "Cheese".
- Count: The starting quantity of the item. Must be positive or zero.
- Units: The units the item is measured in, e.g., "pounds". This is optional and only used because having "4 Cheese" may be ambiguous to the user but the program functions the same either way. It is suggested you use this though so you do not run into a situation where you cannot remember if you were counting soft drinks by liter of fluid ounces.
- Once you have filled out at least the Name of Item to add and the Count Field click OK.
- If at any point you decide you do not want to add this click Cancel.

Remove an item from the inventory *(Admins only)*

- Select the item from the list you wish to remove by clicking it.
- Click the Remove Inventory Item button.
- If this item is used in any products as a component, you may not remove it. The error message that pops up when this is attempted will tell you the products this item is in.

Change the quantity of one of the items in the inventory *(Admins only)*

- Select the item from the list you wish to change the quantity of by clicking on it.
- Click Change Quantity.
- Type in the new amount of the item in stock then click the OK button to update the count.
- If at any point you decide you do not wish to edit this click the Cancel button.

History Tab

This tab consists of, from top to bottom

- **Inventory History Log: A window that shows the requested history results**
- **A text field where you select the number of entries to request**
- **Two buttons:**
    - Submit History
    - Submit Sales

Tasks the user may do here

Look at past changes to stock

- Type in the number of entries you wish to see in the text field above the buttons.
- Click Submit History.
- If you requested to see more entries than there were it will simply show you all the entries.

Look at past sales

- Type in the number of entries you wise to see in the text field above the buttons.
- Click Submit Sales.
- If you requested to see more entries than there were it will simply show you all the entries.

Product Tab

This tab consists of, from left to right

- **Current Products: A list of all the products.**
- **Components: An area where the components of the selected product are displayed.**

- **Current Price: The price of the selected product.**
- **Three buttons:**
    - Add Product
    - Edit Product
    - Remove Product

Tasks the user may do here

View a product

- Select the product by clicking on it.
- The components and price appear in the respectively labeled areas.

Add a product *(Admins only)*

- Click Add Product
- Fill out the name of the product (Warning: The name of a product cannot be changed. If you realize you typed it incorrectly after adding it you'll have to remove the product then add it again by restarting this process so be sure to spell it correctly the first time!)
- Fill out the price of the product (must be above 0). Do not include the $ symbol.
- Double click the cells to the right of the inventory items of which you wish to edit the amount used in the product.
- Type the amount used in the product.
- Click somewhere on the table but out of the cell before finishing or else the program will not recognize the most recently entered value as being done edited. You will know it is recognized as being done by the lack of the flashing cursor.
- Click the Done button to finish.
- If at any point you wish to stop adding this product click the Cancel button.

Edit a product *(Admins only)*

- Click the product you wish to edit.
- Click the Edit Product button.
- The process for editing a product is the same as adding a product except for the fact that the fields start with their original values and the name may not be changed. See "Add a product" above for more information on this.

Remove a product *(Admins only)*

- Click the product you wish to remove.
- Click the Remove Product button.
- A confirmation window appears ensuring you wish to remove the product, select Yes if you do. If you don't wish to remove the product, select No or Cancel.

Cashier Tab

This tab consists of, from left to right

- **Select Product: A list of the products to select to sell.**
- **Amount of Product Sold: A text field to type in the amount of the product sold.**
- **Two buttons:**
    - Submit
    - Cash Report

Tasks the user may do here

Sell a product

- Click the product you are selling to the customer
- Type the amount you are selling the Amount of Product Sold field.
- Click the Submit button.
- If you do not have enough of the item in the inventory a message appears informing you of that. This does not necessarily mean you do not have enough in stock, perhaps a shipment came in and someone did not update the quantity in the program. If you continue you will have a negative value in the inventory. This is intended behavior so the program can still track the rate at which it decreases. In any case it is always recommended you check your stock in the kitchen before you go through with this action if you see this error.

View a day's Cash Report.

- Click the Cash Report button.
- Enter a date.
- Click the Submit button.
- The sells for that day and the total revenue will be listed on the screen.

To exit click Cancel.

Projection Tab

This tab consists of, from left to right

- **Select Inventory Item: A list of the inventory items to select to see information about.**
- **A text area where the estimations and projections are displayed.**

Tasks the user may do here

View a restock estimation

- Select an inventory item from the list on the left by clicking on it.
- Click the Restock Estimation button.

View a sales projection

- Select an inventory item from the list on the left by clicking on it.
- Click on the Sales Projection button.
- Enter in a date (must be in the future) for the program to estimate how many of that item will be sold from now until the date you entered. Click the OK button to view the projection. (Click Cancel to exit.)