# User Manual

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| Food Management System  User Manual |
| By Christopher Dunkling |

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**Introduction**

According to latest government reports *(Placeholder1)* the average UK family is wasting nearly £60 a month by throwing away food, that accumulates to 7 million tonnes of food in the every year of which 4.2 million tonnes is going straight from fridges and cupboards into the bin. This is wasting a valuable resources and harming the environment

Researchers have found:

With the modern busy life style most food we buy is based on what we think we need or may have run out of plus what’s on promotion, this means a lot of food is buy we already have and conversely forget to buy food we have run out of.

The food is then put in the relevant in cupboards, fringes and freezers sometimes in an organised way but many cases almost random

With the ever increasing amounts of food stored in the house, it becomes difficult to remember what food we do have, were it is stored and most importantly when it will expire, so some food gets completely forgotten about or we forget how long we have had it for and it expires and has to be thrown out.

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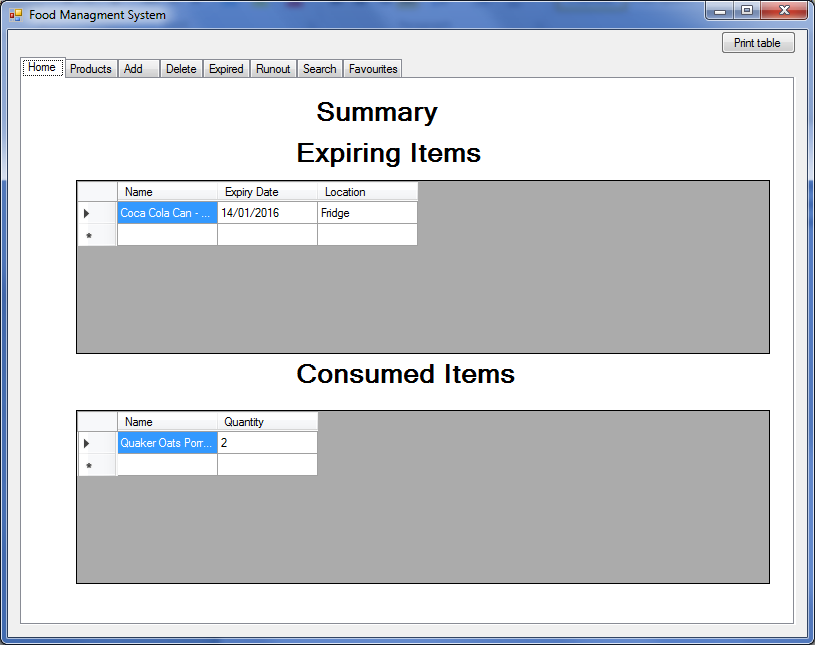
**Installation**

1. Run the exe file
2. Select where you want to store the program
3. Start the shortcut on desktop.

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**Using the program**

**Getting Started**

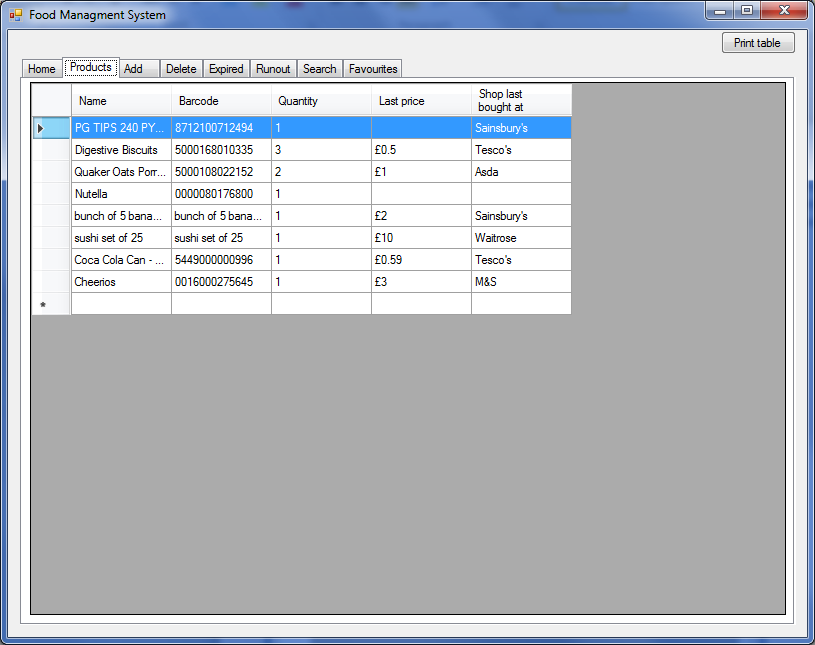
When you first boot up the program you will be shown this screen:

You have seven tabs: Home, Products, Input, Delete, Expiring, Runout and search

**Home** (above)

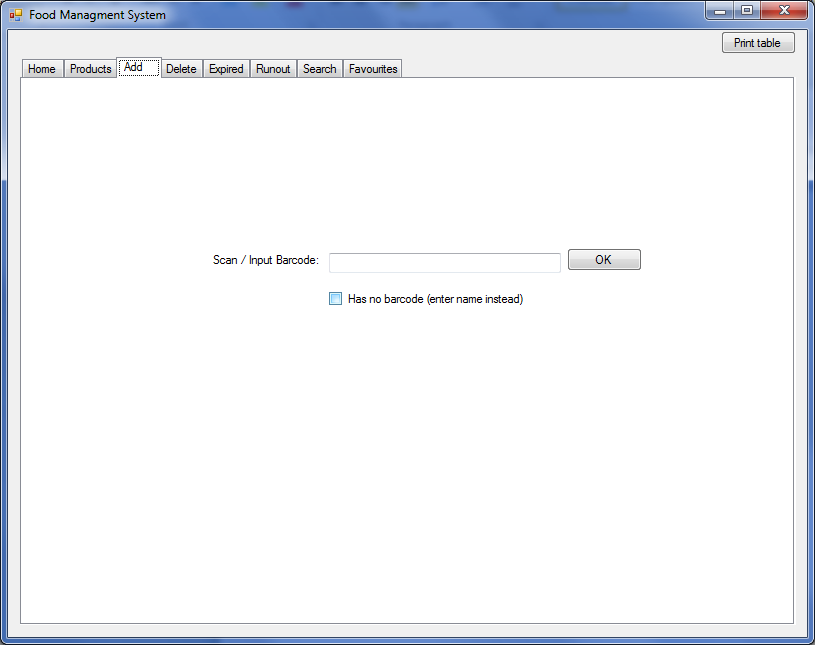
This is the main tab that you see every time you start the program and gives a summary on the expiring items and consumed items.

**Products** (below)

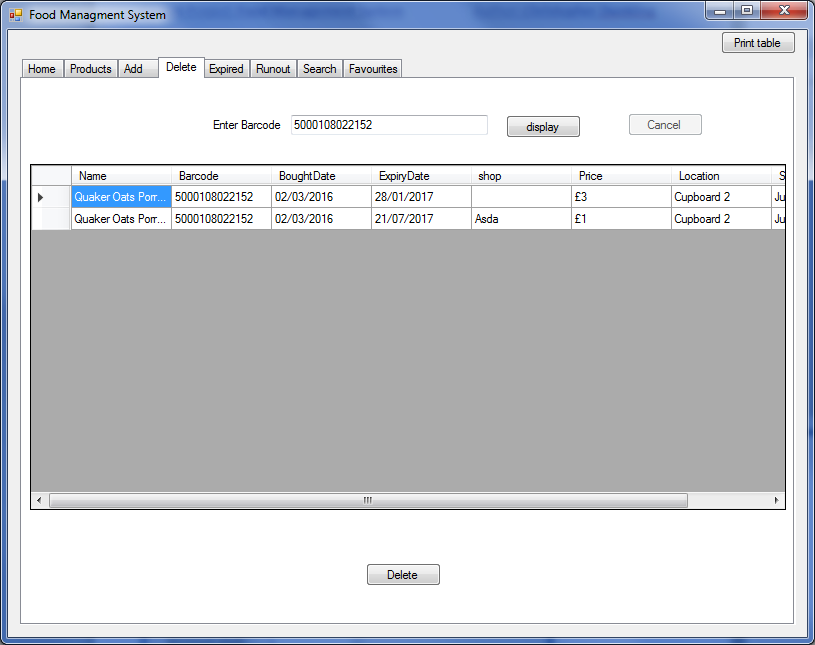
This shows all the products you have and their quantities. It will also display the last price and last shop bought from.

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**Add** (below)

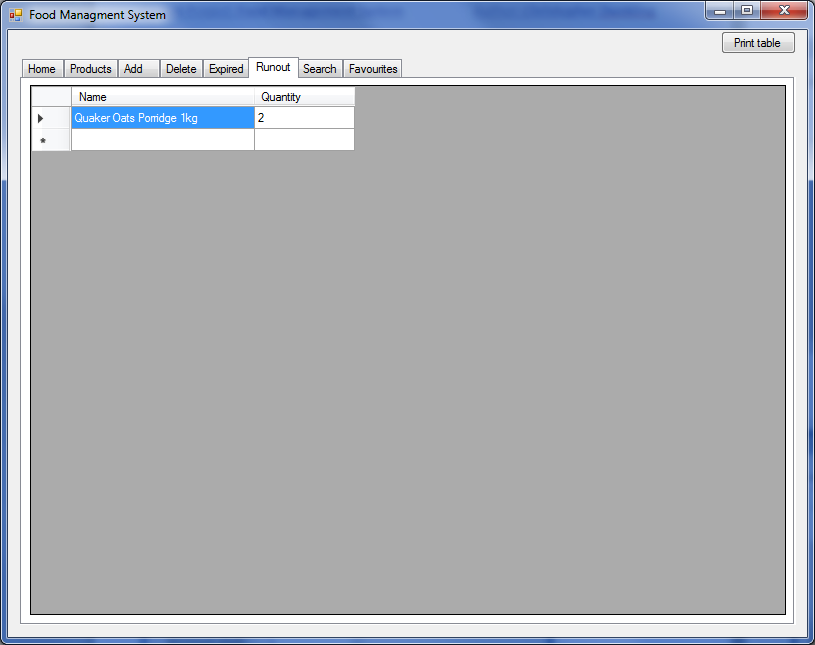
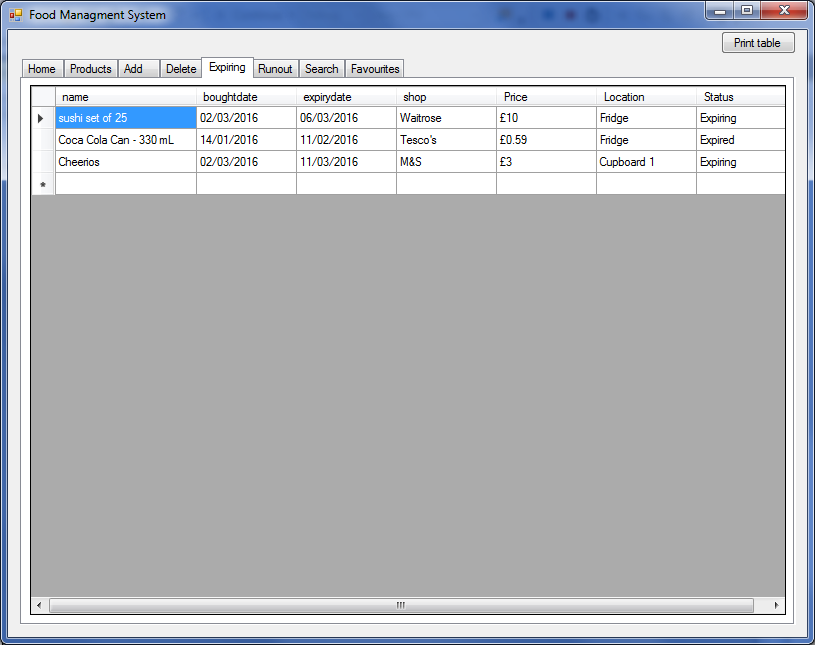
This is the tab which you use to add products to the database which can be added via scanning/manual input

**Delete** (below)

This is the tab which you use to delete stock. This will decrease the quantity and remove the selected item.

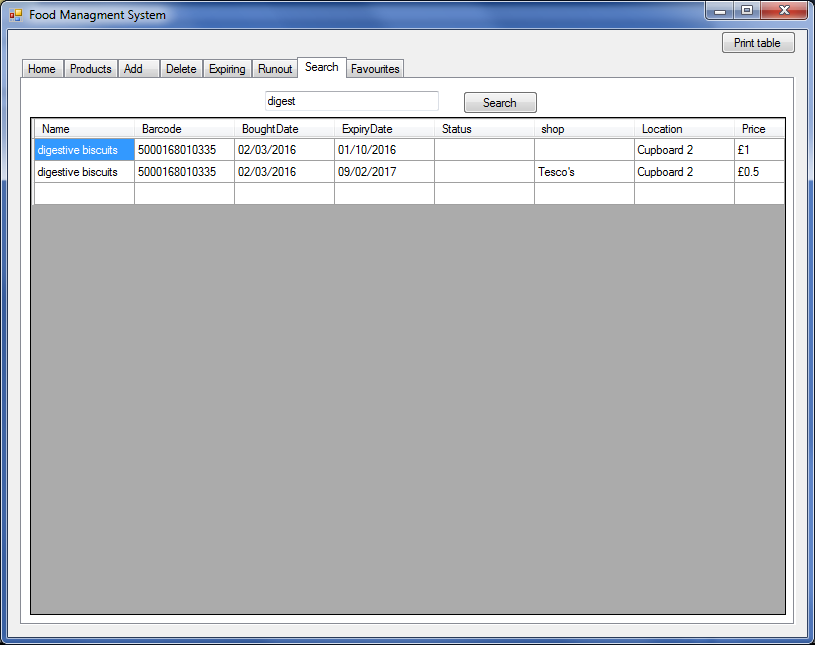
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**Expiring and Runout** (Below)

These tabs warn about items that are low in quantity or are reaching/reached their expiry date

**Search** (below)

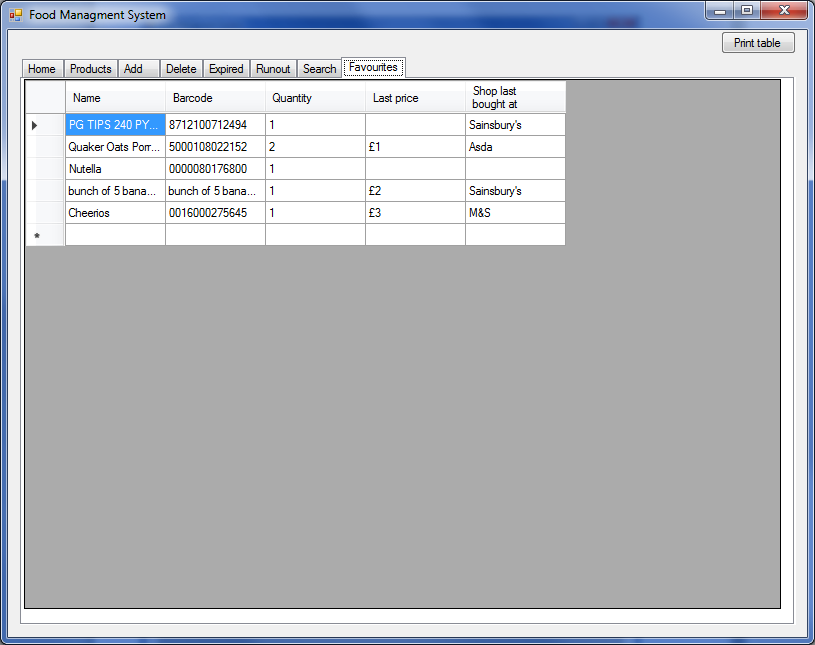
This tab allows the user to search for products



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**Favourites** (below)

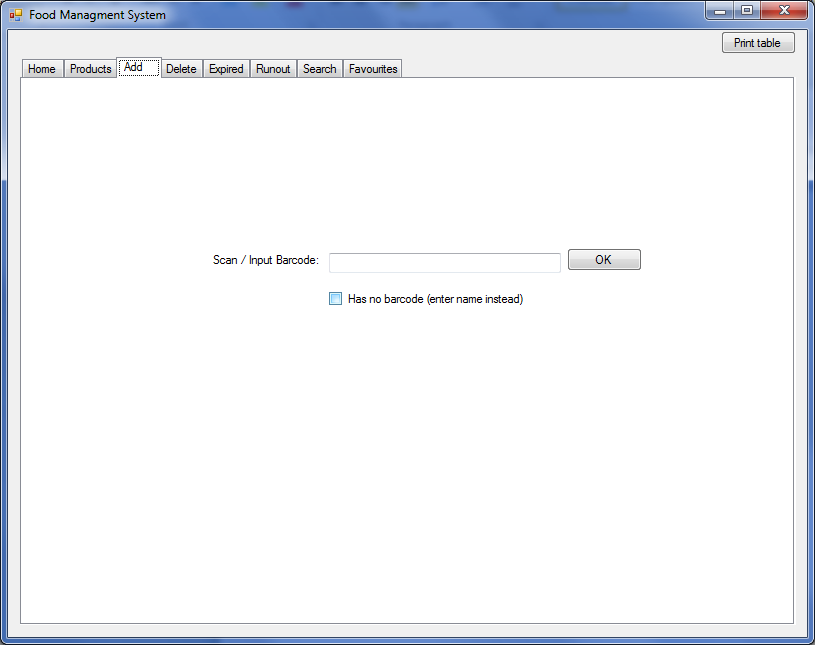
Contains the products that have been marked as favourite so they can be tracked easier



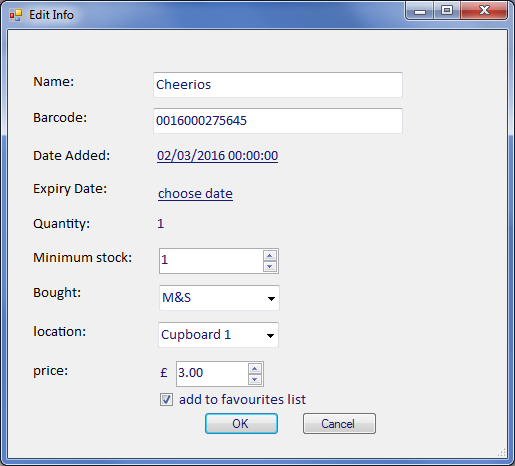
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**Functions**

**Adding items (which have a barcode)**



1. Navigate to input tab
2. Scan/input barcode
3. You will then be presented with this screen:



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1. You need to fill in:

|  |  |
| --- | --- |
| **Name** | anything can be inputted but commas will be removed |
| **Barcode** | automatically filled in from the scanned barcode |
| **Date added** | date is selected by using the popup calendar. Defaults to today’s date |
| **Expiry date** | works the same as date added. It will ask when expiry date is before today’s date |
| **Minimum stock** | this is the amount where if the quantity goes under this number it will be issued as running out |
| **Bought** | This is the shop where the item was bought from. Select from the list or input your own. It can also be left blank |
| **Location** | This is where the item is stored in the house. Select from the list or input your own. It can also be left blank |
| **Price** | This is the price of the item. Use the up and down buttons to alter the number or input a number. Putting the number as 0 will indicate that do not know/care about the price and when in database will be blank. |
| **Add to favourites list** | This allows you to add the product to favourites as an item which used regularly. |

1. Press ok to add the product to the database. It should then be visible in the products tab

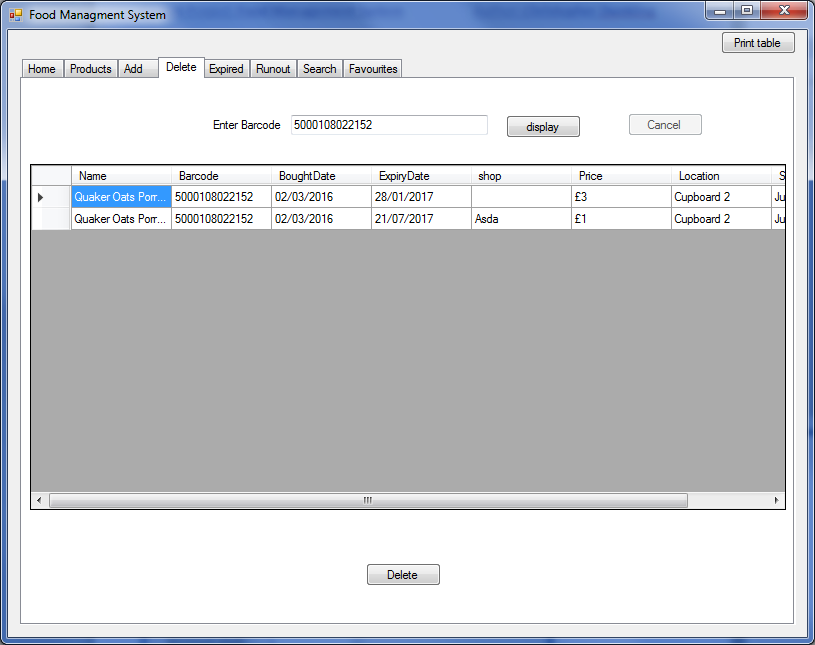
Note that the process can be cancel at any time by pressing cancel or closing the window.

**Adding items (which do not have a barcode)**

1. Navigate to input tab
2. Tick the “has no barcode” box
3. Instead of inputting a barcode, input the name
4. Continue as normal

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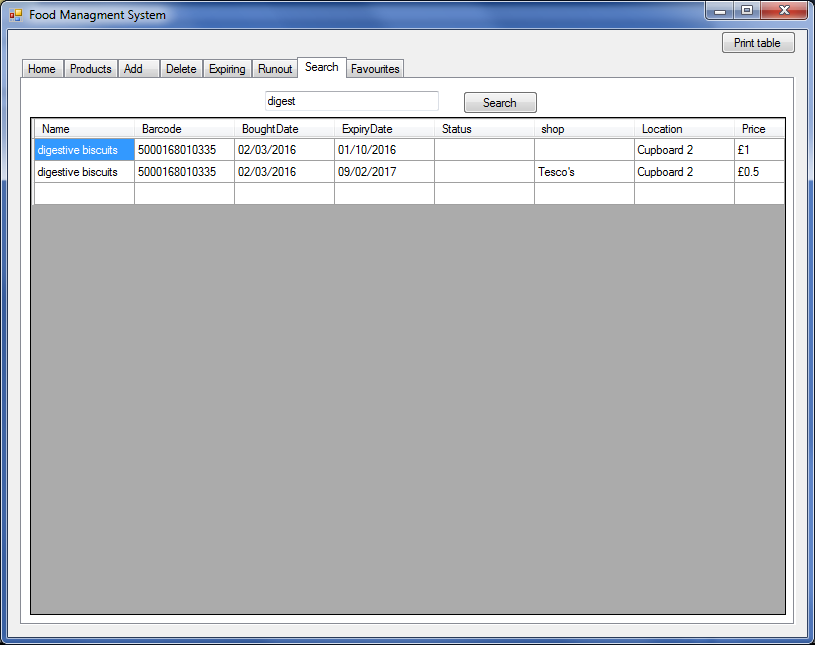
**Deleting items**



1. Navigate to delete tab
2. Input/scan barcode
3. Press display
4. This will list results relating to barcode and enable the delete button.
5. Select a row and press delete button
6. The quantity for that item should have decreased and the instance you deleted gone

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**Searching for items**



1. Navigate to search tab
2. Enter the phrase or word relating to the product you are trying to find
3. Press search

**Details on product screen**

1. Navigate to product tab
2. Select row
3. Press space
4. This will show you all the stock items for that product and gives you the ability to delete them as well