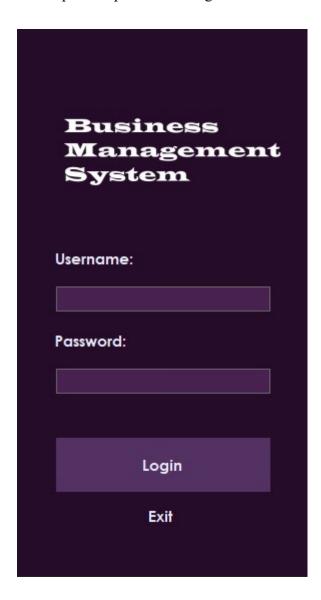
Logging in:

By default, the User Credentials for the testing environment are left blank, which allows the user to access an administrator account.

Enter the desired user credentials and select "Login".

The program stores and retrieves user credentials from the database. All passwords are hashed to prevent plaintext storage.

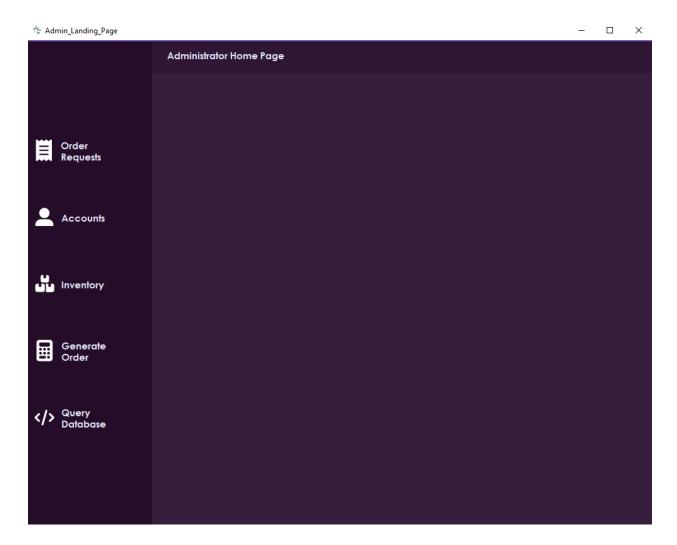


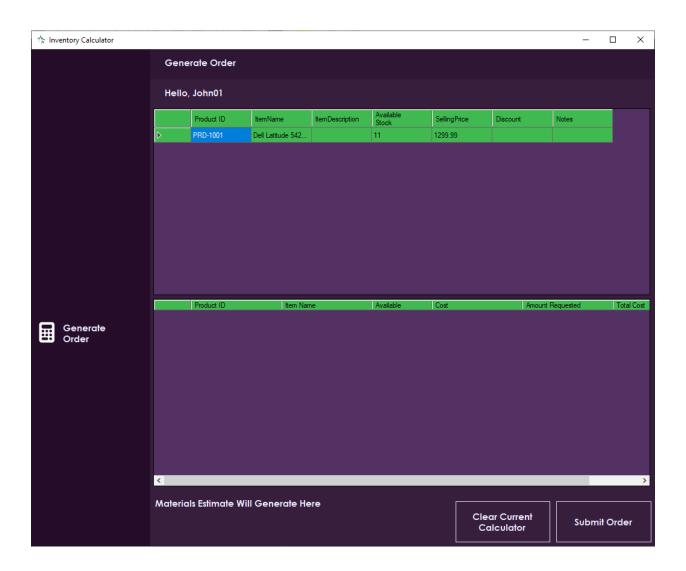
If the selected account has Administrator privileges, they will see the Administrator Landing page. This page allows an Administrator to:

- View Order Reports
- Control User Access
- Manage Inventory
- Generate Orders
- Direct Query the Database. (Please note that this functionality has direct SQL Query capabilities and should be used with caution.)

If the user is not an admin, they will be taken to the Non-Administrator LandingPage, where they only have the ability to generate order requests.

If the login credentials are not found, the user will see an error message.

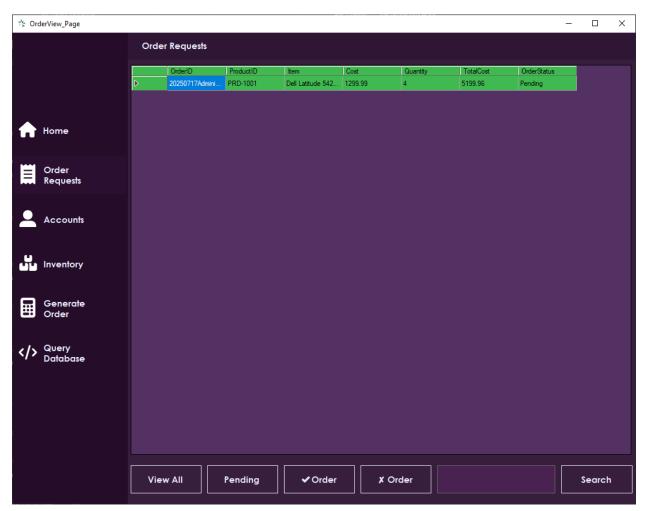






View Order Reports

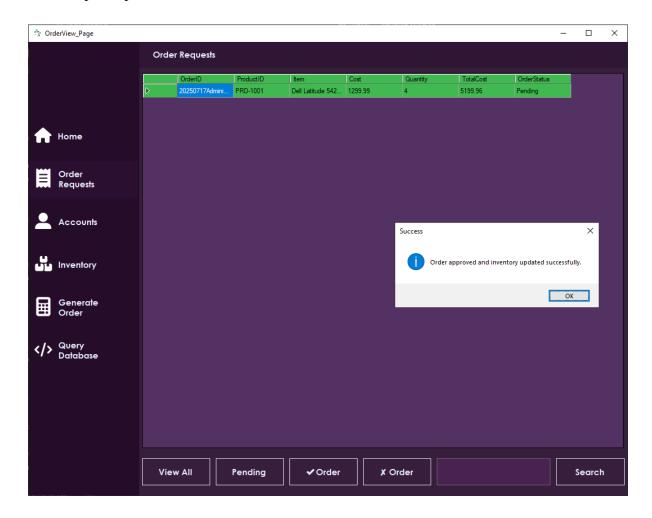
Selecting the "View Order Reports" Button on the Administrator Landing Screen will take the user to a page that will allow them to view all orders in the system. By default, the screen will open to show all orders with Pending status, but by pressing the "View All" button, a user can view the full list of orders.

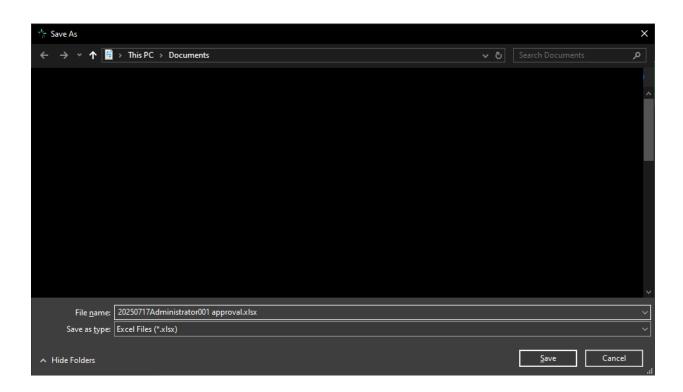


If the OrderID is known, users can also use the "Search" bar in the bottom right. By typing a specific OrderID and hitting Search, the view will isolate only the specified order. Order IDs will be discussed in [Generate Order]. Note that at any time, the user can use the "Home" button to return to the Administrator Landing Page.

Order Approval Process

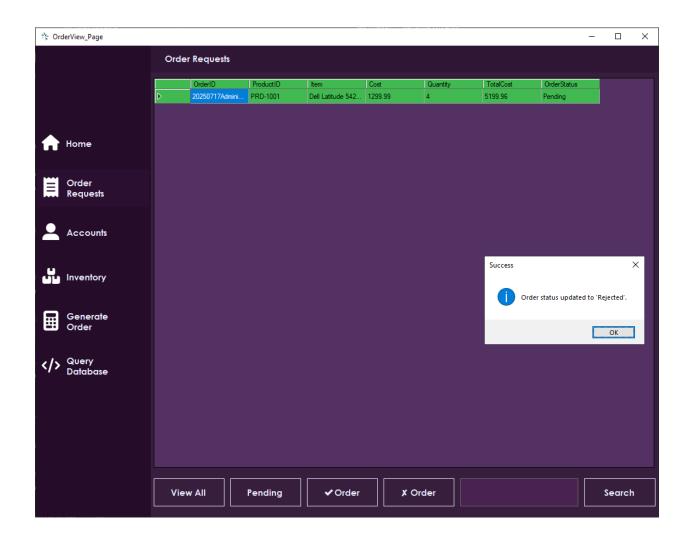
- Step 1: User double click OrderID to select an order.
- Step 2: User selects the Approve Order Button (Check Mark dictates approve)
- Step 3: User is met with save document window
 - o Select location to save the folder
- Step 4: Open the downloaded excel document to ensure the data is correct





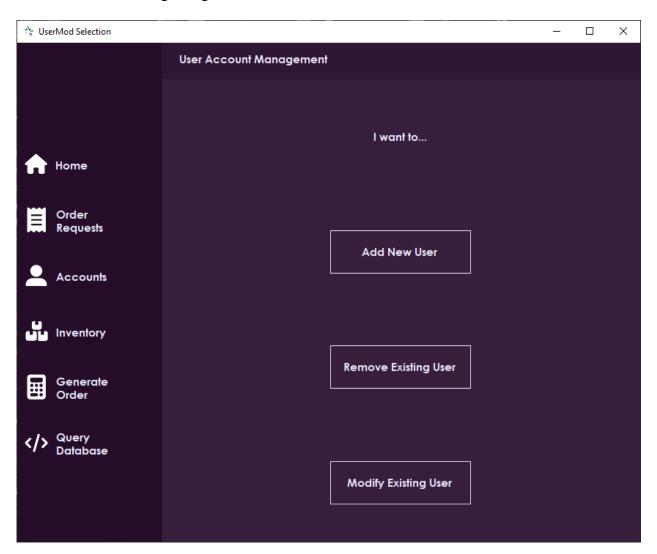
Order Rejection Process

- Step 1: User double clicks order ID to select an order request
- Step 2: User clicks Deny order button (dictated by X Order)
- Step 3: User clicks view all to ensure the order has been rejected

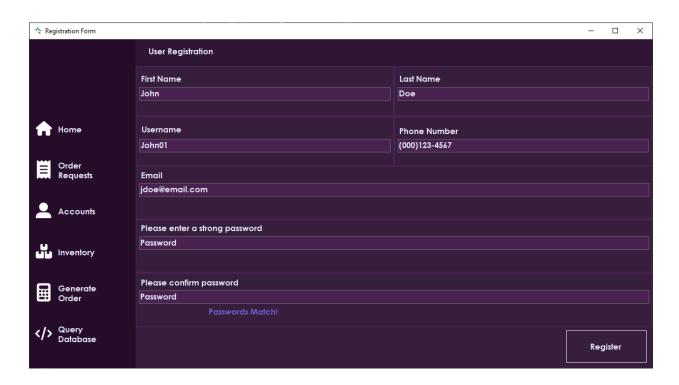


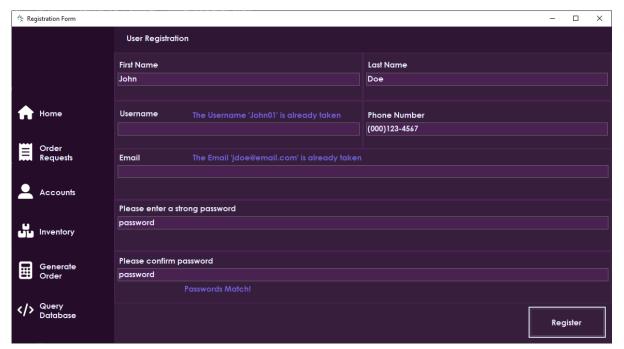
Control User Access (Register/Delete)

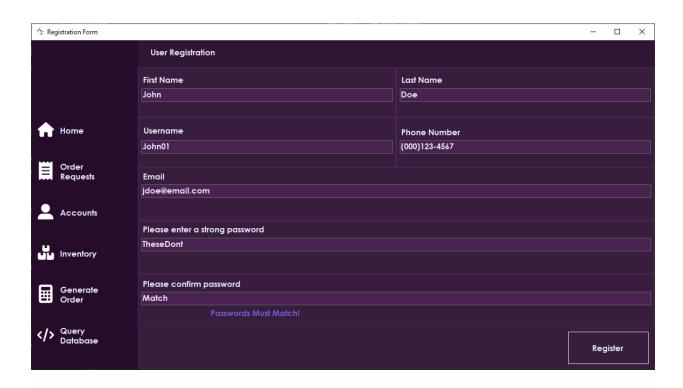
• Step 1: User selects Accounts on the left hand side of the screen and is met with the Account Manager Page



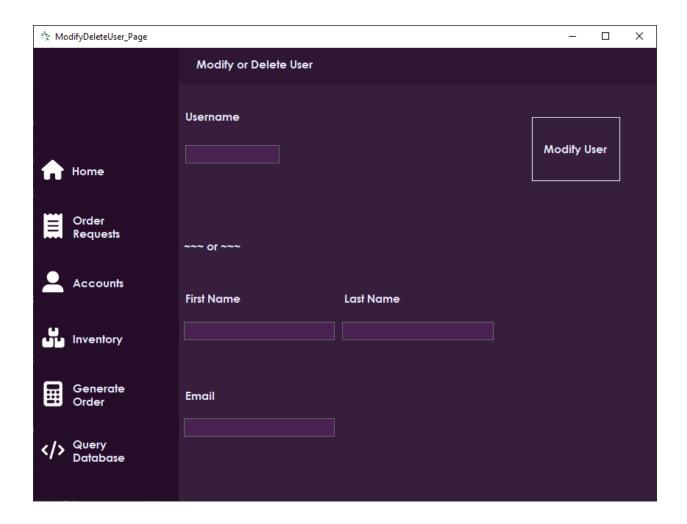
- Step 2: User selects "Add User" and enters in all required information.
- Step 3: User verifies email is available and passwords match before selecting register.



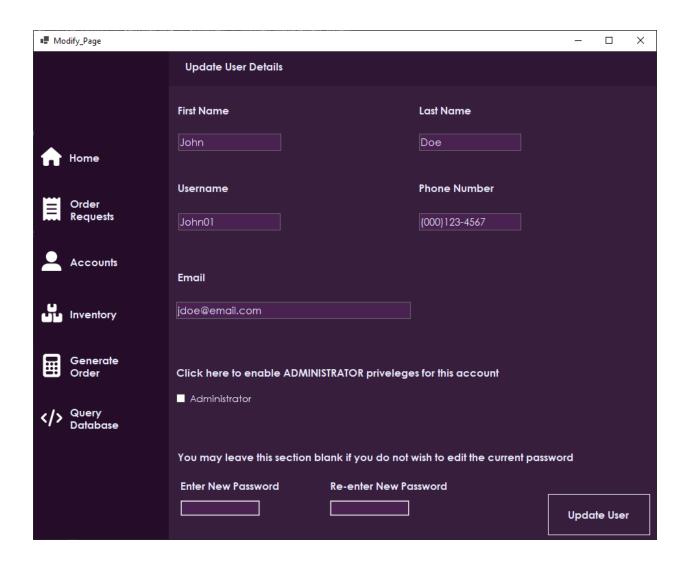




• Step 4: From the Accounts page, User selects Modify User

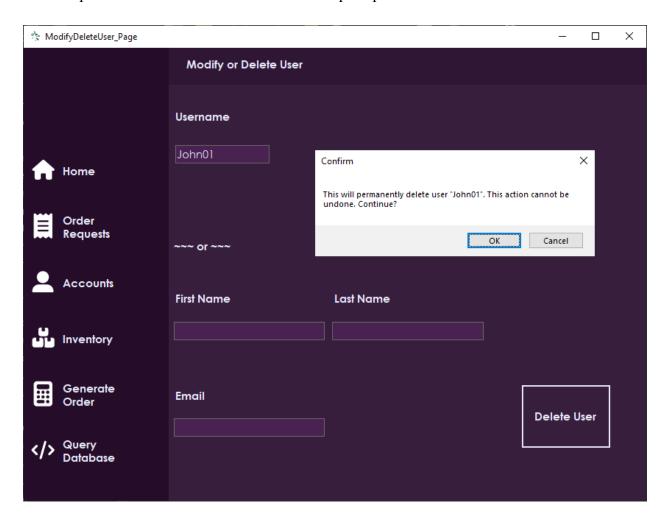


- Step 5: Ensure you are entering in valid information when searching for a user to modify.
- Step 6: Alter user information as required. Update passwords, usernames, emails, phone numbers, names, and admin status.

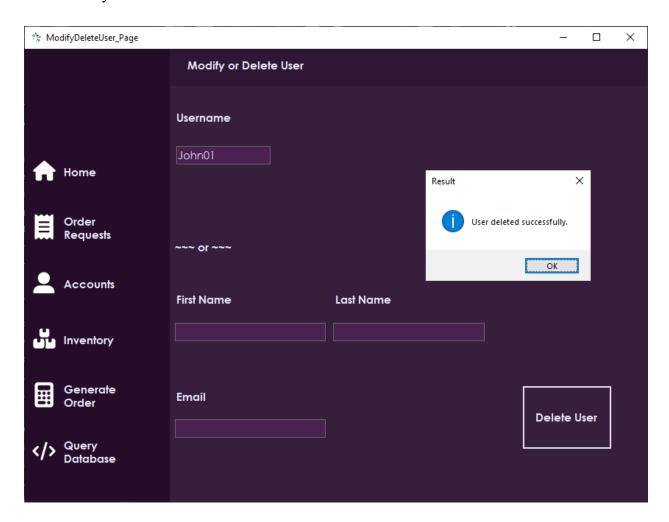


Delete a user

- Step 1: From the accounts page, select Delete User.
- Step 2: Enter valid user credentials into the prompts and select delete user.

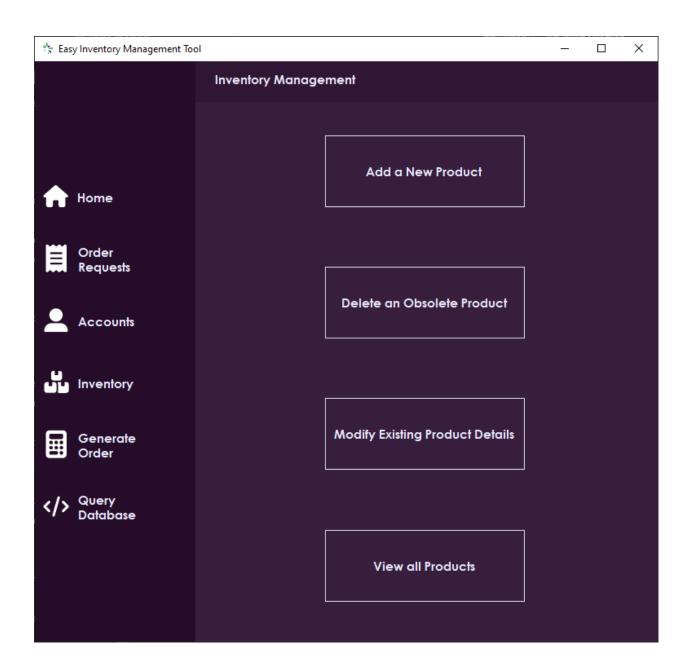


• Step 3: Close the Success popup indicating the user has been successfully removed from the system.

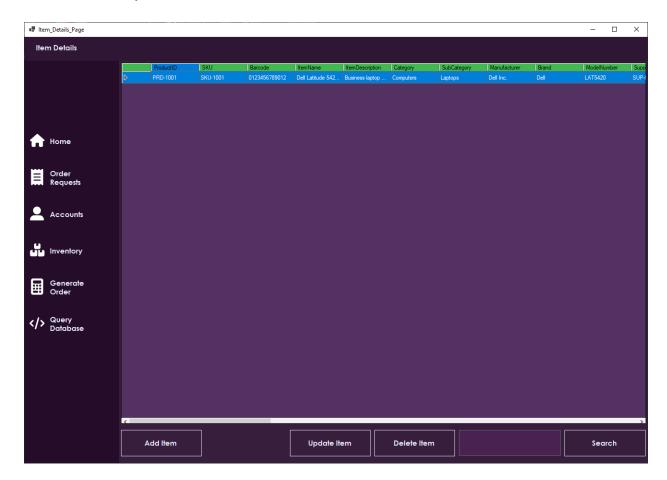


Manage (Add/Remove/Edit) and View Inventory

• Step 1: Select the inventory menu from the left hand side of the program.



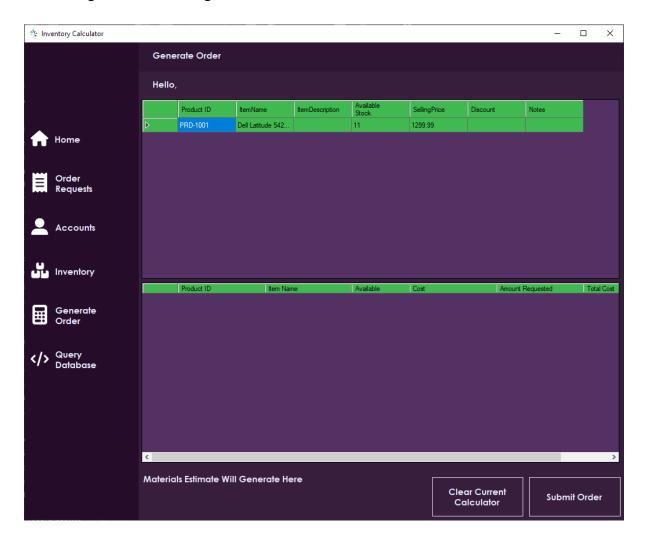
• Step 2: User selects view all products to see a comprehensive overview of the stock held within the system.

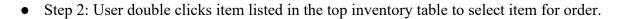


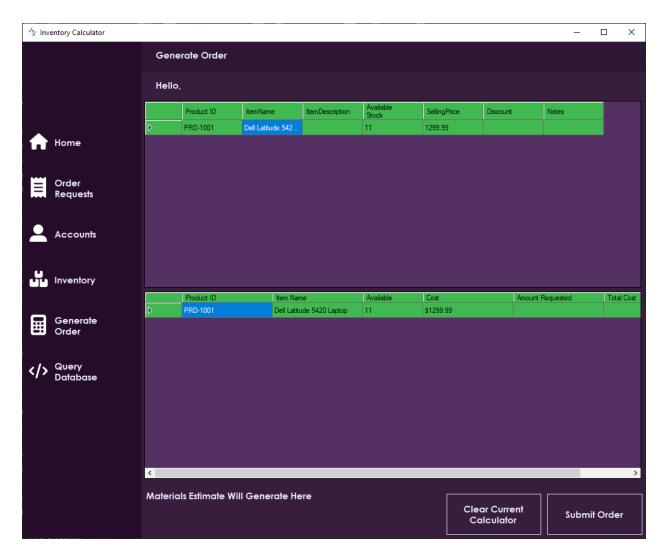
Options for the user here are: add item, update item, delete item, search for item

Generate Order

• Step 1: User clicks "Generate Order" upon the left hand side of the screen and is navigated to the order genreation screen

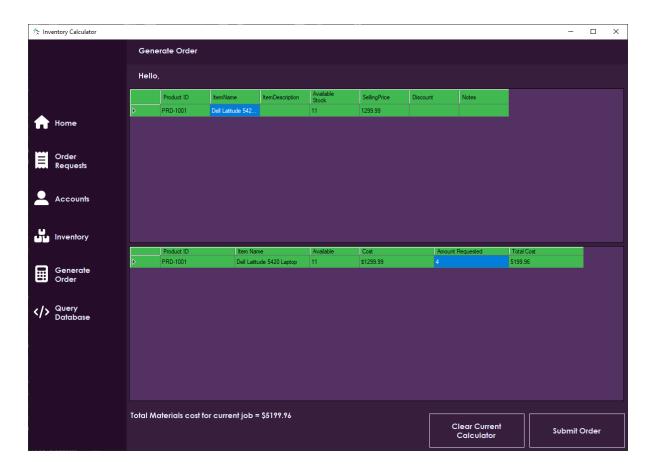




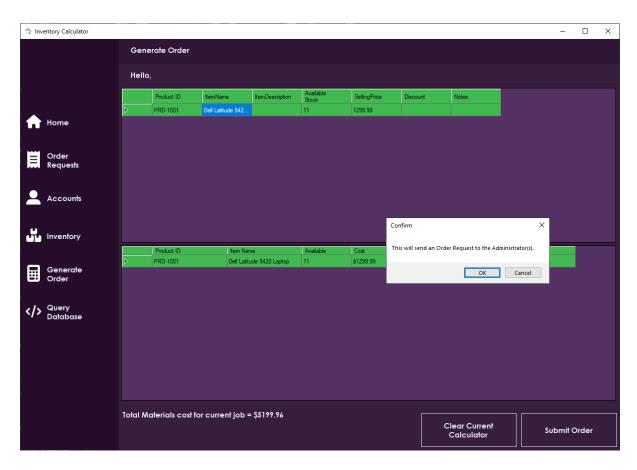


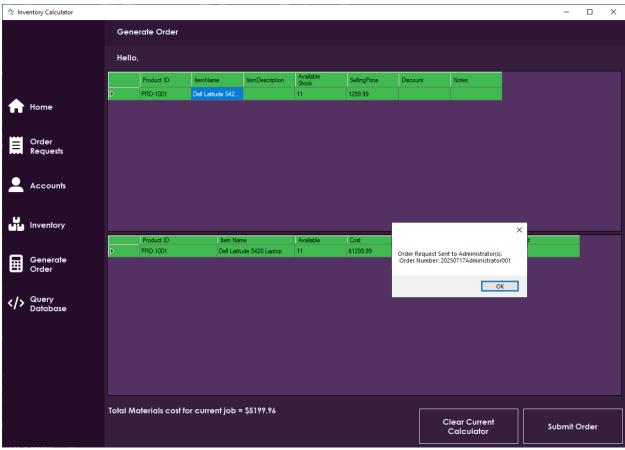
• Step 3: The item selected by the user will populate in the bottom table.

• Step 4: User enters an integer less than or equal to the "available" value in the "Amount Requested" field. The calculator will tally the total cost per item and the total materials cost for the order.



• Step 5: User clicks "Submit Order" button and is met with a pop up confirming the order was sent. Press OK.





The Order ID is set to generate automatically based on the User. The ID will be generated using the following pattern: "Date in YYYYMMDD format" + "Username" + "Iterating number based on previous orders that day". In the example, the Order Number was:

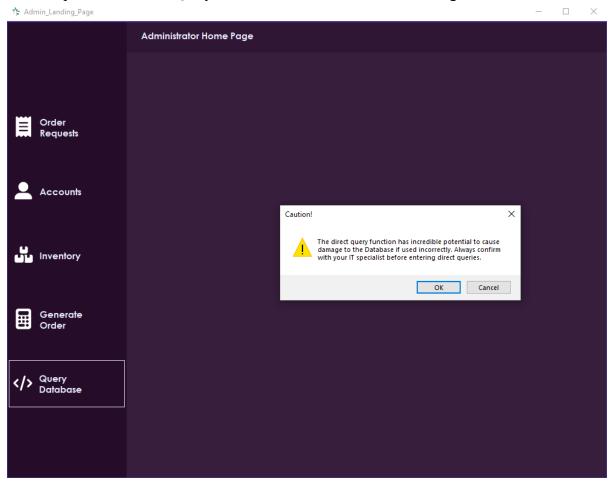
20250717 Administrator 001

...meaning that this order was placed on July 17, 2025 by Administrator, and is their 1st order that day.

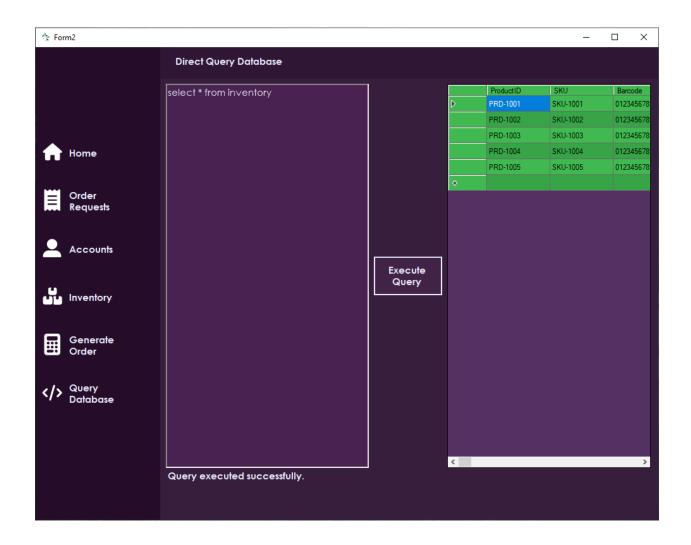
Direct Query Database

Note that the direct query function has incredible potential to cause damage to the Database if used incorrectly. Always confirm with your IT specialist before entering direct queries.

• Step 1: User selects Query Database and is met with the warning screen



- Step 2: User presses OK and is takento the query function
- Step 3: User enters in SQL Query to directly query the database and selects execute query to run it.



Function: FULLRESET

The Database demo includes a direct query shortcut funciton to fully reset the database back to the original values. This will clear all entries, including inventory items and user data.

To access this feature, type "FULLRESET" into the query field, and acknowledge the warning indicating that this process is not reversible.

