

MUZMA

PHARMACY

URL: <HTTP://WWW.MUZMAPHARMACY.COM>

PHP 5.3.10 & MYSQL 5.0

**DOCUMENTATION**

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**Inside –>> *User manual, input & output logins, screenshots***

**USER MANUAL (CASHIER)**

To startup the application;

* Launch your web browser.
* Type muzmapharmacy.com in the address bar.

**LOGIN PAGE**

This menu allows registered cashier only to login. To login observe the following steps.

* Supply your username and password, and click login.
* Only the administrator gives privileges and permission to cashier login.

**HOME PAGE**

After successful login, this page allows cahier to make daily sales on any available item product. Sales can be made in two (2) ways, sales by items pack or by sachets. ***To make sales by pack observe the following steps.***

* Use the barcode scanner to scan all the items for sales. If items exist, it will be serially and automatically added to list.
* Alter the quantity of each items if need be.
* Click the red button beneath the options label to remove any item from the list.
* Click the update button to calculate cost of all items.
* Supply the values (***in numbers***) for cash collected (***compulsory***), discount, and VAT charges in their respective boxes. And click the update button again to calculate the balance.
* Click confirm sales button to commit sales. A prompt will appear, click ok to proceed or cancel to make changes. ***Note: Clicking ok commit sales which is irreversible.***
* Click Ok in the print dialog to print receipt. Click ok again.
* The clear sales button clears all added items in the list.

***To make sales by sachets observe the following steps.***

* Click the “sell by sachets” link.
* Enter the item name and hit enter button on the keyboard, repeat this steps to add more items.
* Follow steps 2 to 8 as above in selling by packs, to make sales.
* Click “Sell by pack link” to switch back to using barcode.
* Click the log out link to sign out.

**USER MANUAL (ADMINISTRATOR)**

To startup the application;

* Launch your web browser.
* Type muzmapharmacy.com/Admin\_muzma\_pharmacy in the address bar.

**LOGIN PAGE**

This menu allows registered admin only to login. To login observe the following steps.

* Supply your username and password, and click login.

**TODAY’S REPORT MENU**

This menu allows the admin to check on going daily sales of the cashiers. To do these observe the following steps.

* Click the today’s report button on the menu bar. The ongoing sales report for that present day appears on the screen.
* Click the small calendar button and select any other date, for other days. Click the check report to show the report.
* Click print report, to print any of the day’s report.

**ADD PRODUCT MENU**

This menu allows the admin to add new product/items. To do these observe the following steps.

* Use the barcode scanner to scan the item to add the barcode to the barcode field. Supply data to all other fields. For items that doesn’t have sachets, enter one (1) in the sachet quantity/pack field, and the cost of the selling price in the sachet price field.
* Click the Add button to add item.

**CHECK STOCK MENU**

This menu allows the admin to check the remaining product/items and also alter the items values like price, quantity etc. To do these observe the following steps.

* To delete any item or product, click the red button under the remove option and follow the prompted steps. ***Note: Any deleted item cannot be recovered.***
* To navigate other items pages, click the next/previous button.
* To change and alter the values off any item, click the orange button beneath the update option.
* Change any values in each of the fields. ***Note: Only numeric values are allowed for the fields, except the barcode field.*** Click the update button when done.
* The view update report takes you to a page that contains the update history of how items are stocked.
* In the view update history page, months can be selected to view monthly update history and the print button can be used to print the report.

**ADD STAFF MENU**

This menu allows the admin to add staff details and grants login permission . To do these observe the following steps.

* Click the add staff button on the menu bar.
* Fill all the necessary fields. The username, password, picture fields are for cashier only who could log in to sell items.
* Click the add staff button to add.

**VIEW STAFF MENU**

This menu allows the admin to view staff details, alter login permission to cashiers and change password. To do these observe the following steps.

* Click the view staff button to view.
* Go to the change access link to alter logins.
* Clear the password field, and enter new one to change password.
* Alter staff login and permission from the “Allow staff login” dialog.
* Click change to commit changes.

**SEARCH INVOICE SEARCH BOX**

This input text field returns matched invoice number of sales made. It can be used to check who sold an item, what item was sold, what date was it sold, cash collected, balance giving etc. To do these observe the following steps.

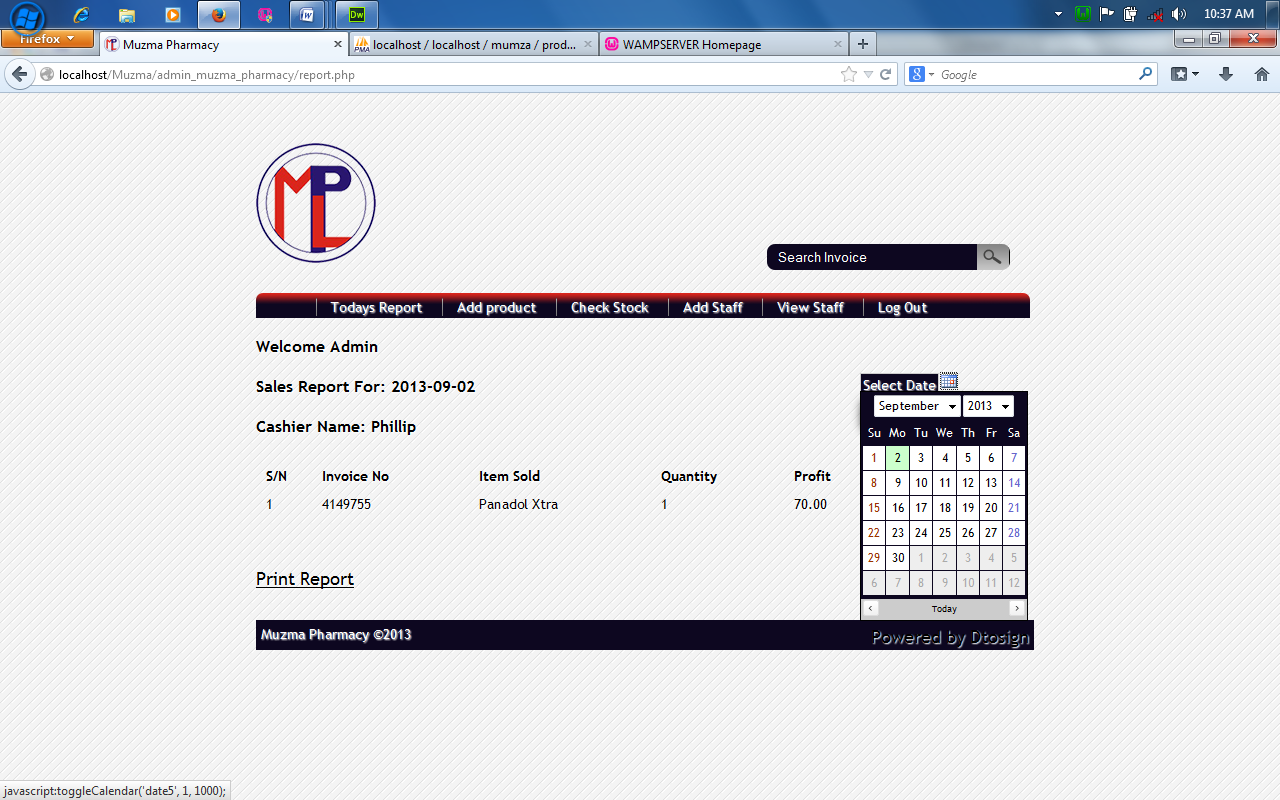
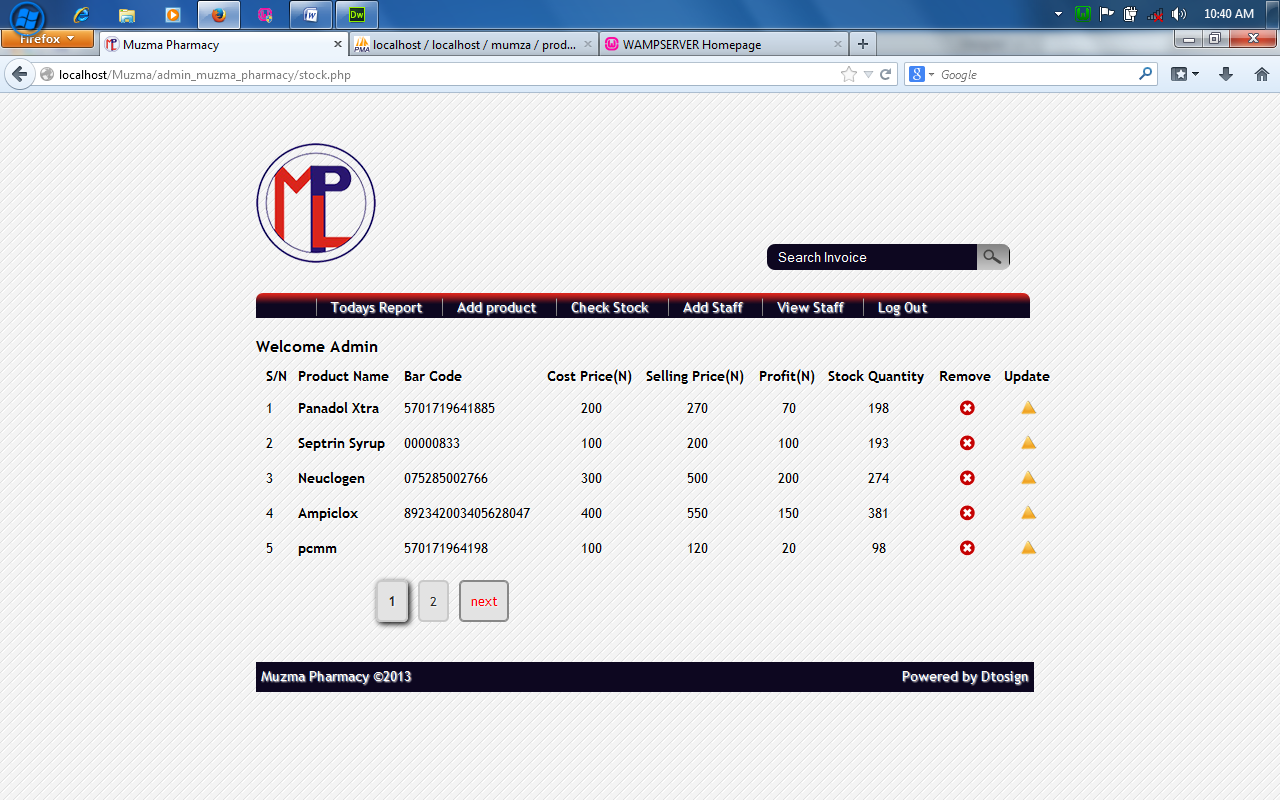
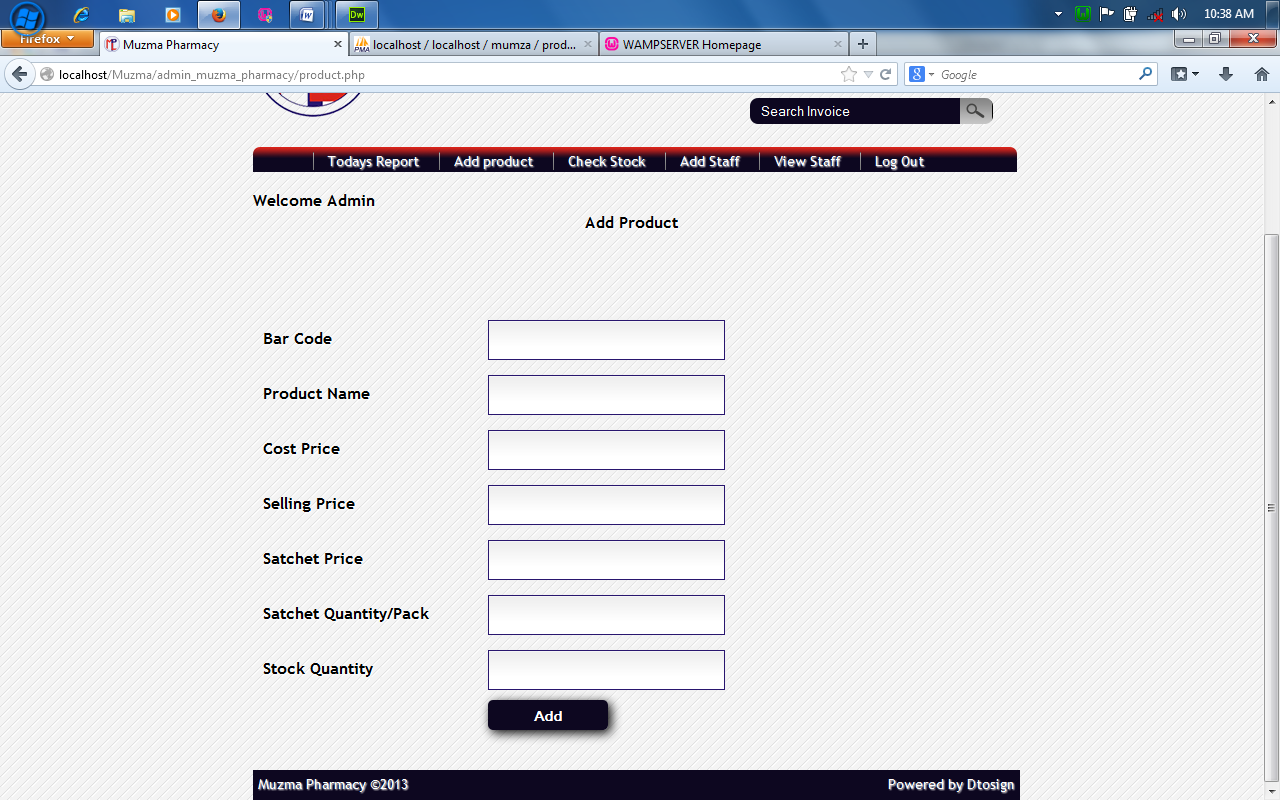
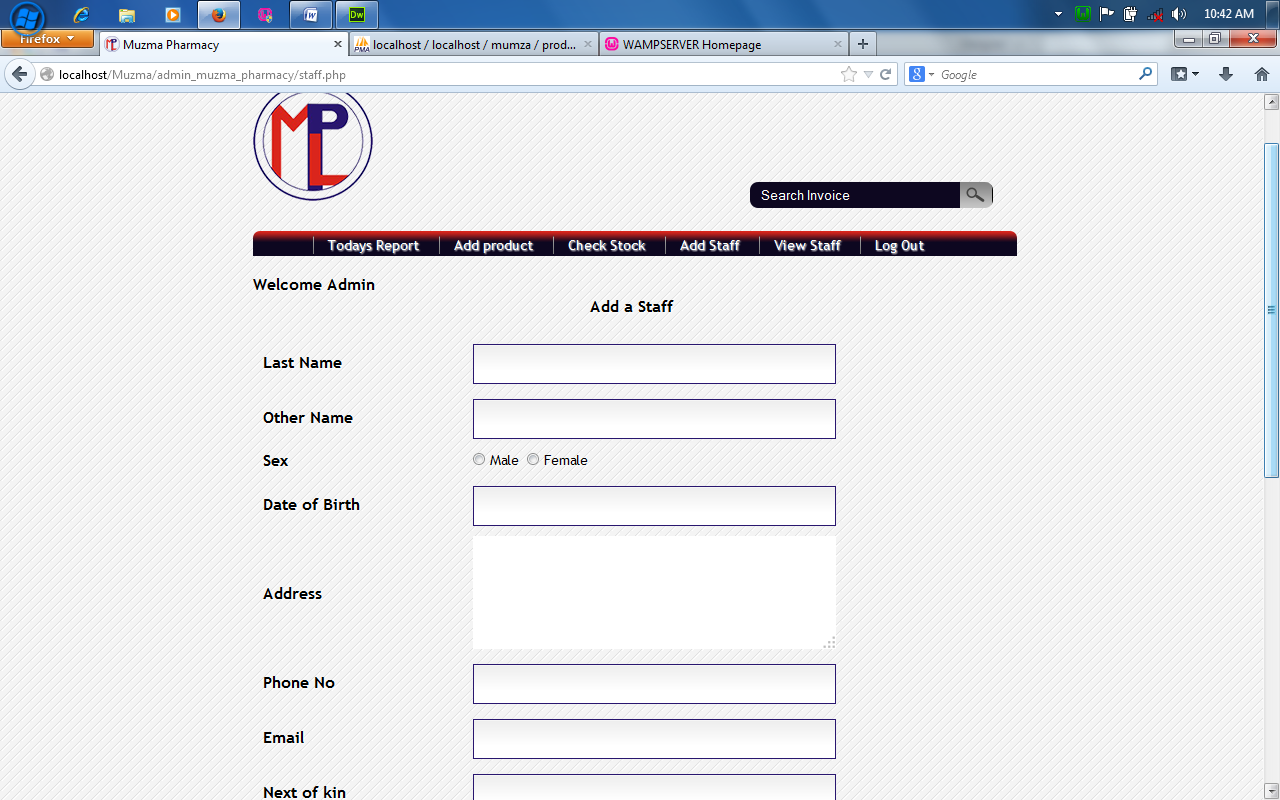
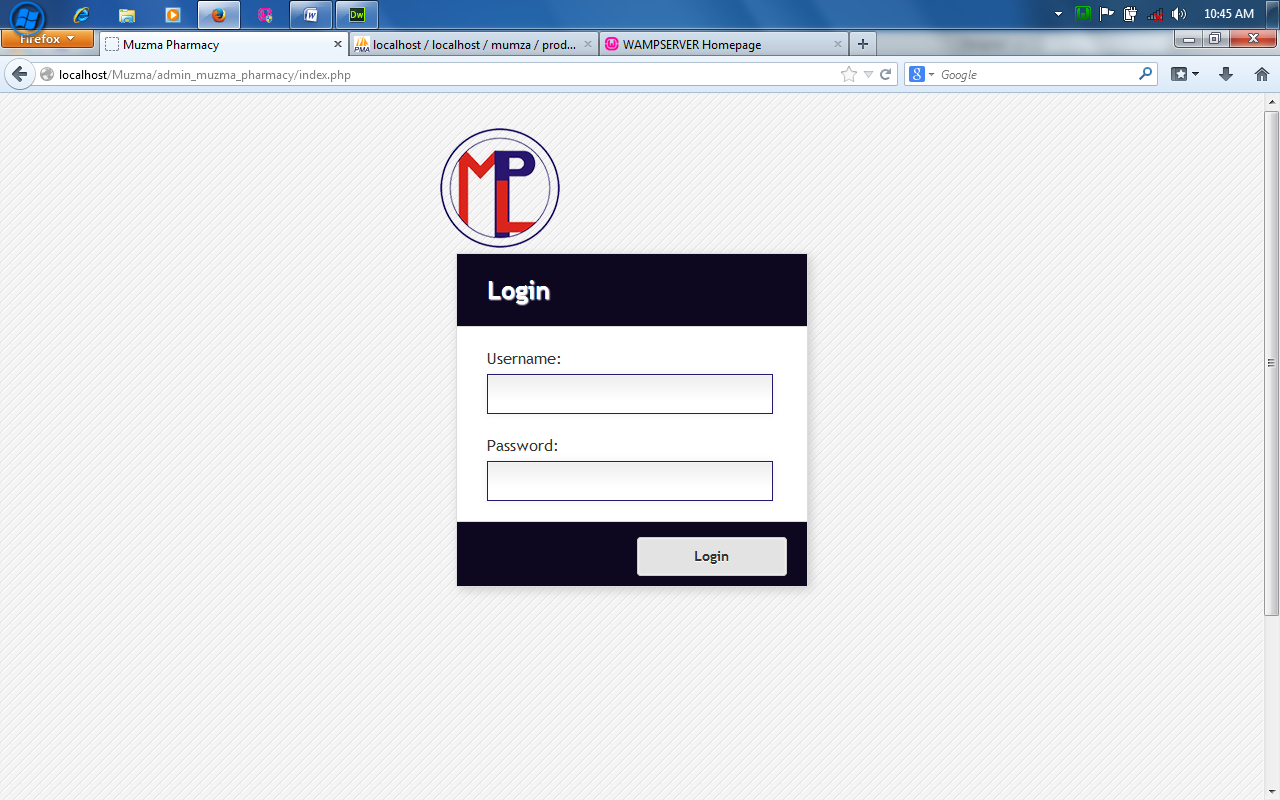
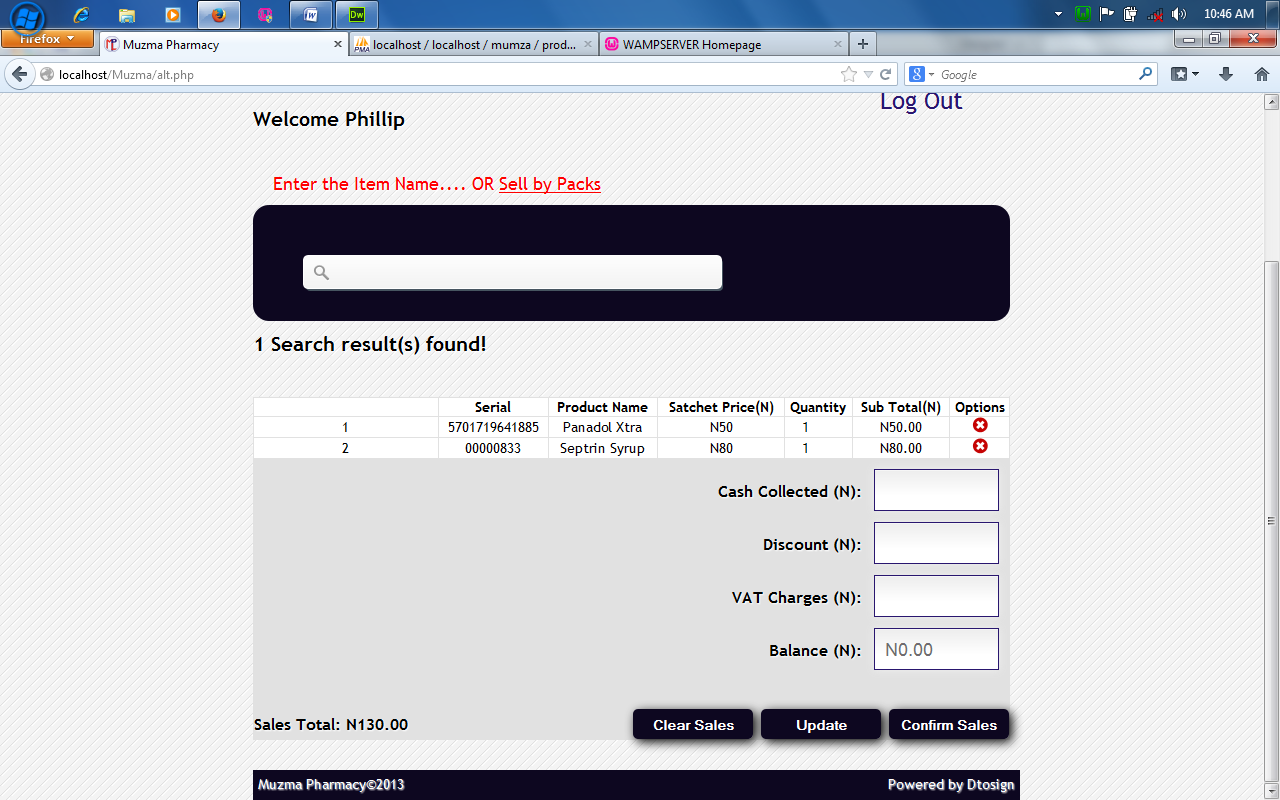
* Enter the invoice number and hit enter or click the search icon to view invoice details.

**LOGOUT MENU**

This menu logs out the administrator.

**APPENDIX**

**Screen Shots**

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