User Guide

**Consumer (Regular User):**

When the application is executed, the user will be presented with the ‘Login’ interface. The user will have the option of logging in if they already have a registered account, or they can use their NTU details to register. The ‘Registration’ will require the user to input their N number, the department they are from and choose a password (re-enter password).

Once they have successfully logged in, they will see the products page with the navigation menu at the bottom. The products page will include all the products available for the consumers in the stores which will be displayed with their name and a picture. The user can browse the catalogue for the products they wish to add to their basket. You can also search for the product using the search bar which will filter the products displayed. If they have forgotten their password, they can click on the ‘Forgot Password’ button which will ask them their ‘N’ number. Once they type in the correct N number and confirm, they will receive an email with their new password.

Once they click on a product, the system will display all the information regarding that specific product. Such as, the name, product description with the image; show where the product is located on the map (of the store). They can then click on the ‘check in/out’ button after confirming the quantity which will add the product(s) to the basket and will allow the user the option of browsing for more products or go to the checkout page where they can edit their basket. Alternatively, they can use the scanning app (provided) on their phone to scan the products which will automatically add them to the basket.

After the user has chosen all the products they wish to check-out, they navigate to the checkout page where the system will display their products they added in the basket. The user will still have the option to edit the basket if they want to remove/add products or increase/decrease the quantity. Once the user is satisfied with their choice, they can checkout which will result in updating the system and log the transaction.

If the user accidently checked out a product they don’t need or checkout more than needed, then they will be able to ‘Return Items’. The user will be required to login and navigate to the checkout page from the navigation menu. They will first need to find the product again from the catalogue and add it to the basket first before they can click on the ‘Return Item’ which will update the stock amount. Alternatively, the user can return items by scanning the products which will display them on the screen and the user can click ‘Return Item’.

**Staff:**

The (employee) staff will have to login through the same login page as consumer staff; however, they will have more accessibility and more features available to them compared to a normal user. You can’t create a staff account through the normal signup page. Only the admin has the ‘rights’ to create another admin or staff account.

The staff will have 2 extra options available to them on the navigation menu and more control over the system as they can modify products, create invoices, add shipments and much more.

To change an existing product, the staff will need to find the product from the catalogue (or search it using search bar), once the find the product, click on it to view the product. The staff will notice they can click on the name of the product, stock amount, price, VAT, Supplier ID and product description which will display a popup textbox allowing them to enter new values. They can also change the location of the product marked on the map by clicking the ‘Edit Map Location’ and clicking on the new location which will mark it with a red cross. They can also view the QR code which is generated by the system for each product by clicking on the ‘View QR Code’. They can save the QR code if they click ‘Save’ which will save the QR code on the local storage and choose what format you want it saved in. They can click on ‘Save Changes’ to save the changes they have made or click the ‘Remove Product’ to remove it from the system completely.

On the invoice page, the staff/admin user can view the transaction log for each department or all departments and choose the dates to view transactions for a department between a certain period of time. To view the transaction log, click on the dropdown menu to select the department you wish to view the transaction log for, or select ‘all departments’ option to view all departments. Then select the ‘Date from’, and then the ‘Date to’ to view the transactions between a certain period. Click the ‘Fill Form log’ to display the data on the GUI. You can clear the data by clicking the ‘Clear’ button so you can view data for a different department. You can also manually add a transaction by clicking the ‘Add Row’ button which create a row on the form. To create an Invoice, user will need to click ‘Create and Send Invoice’ to create an invoice of the data they have displayed on the GUI which will create an excel document containing all the data.

On the Shipment page, the users can view incoming shipments. They can filter their results by changing the ‘Date from’ and ‘Date to’ which will only display the incoming shipments (expected delivery) within that timeframe and click ‘View’. To add a new expected delivery, they can click ‘Add Expected Delivery’, which will display a new page which will allow them to add the required data to register a new delivery. You can click

**Admin:**

