USER MANUAL

A guide for IamShopManager Program
Serves to assist user in operations of the program.

Table of Contents

Table of Figures

About this guide

This document serves to assist the user in how to operate IamShopManager program.

Note: IamShopManager has two types of users: Super and Standard. According to the type of user you are the system will allow and deny you to perform particular actions. For all actions containing a star (*) before them, are actions that a Standard user cannot perform, only a Super user is allowed.

Getting Started

First you have to log into the system to perform any actions, thus when application is opened the screen to appear first is the **Login screen**. On this Login screen, the **Show Password** functionality helps you see what you have typed.

Thereafter, the next screen when login is successful is the **Main screen**. The main tabs on this screen show a user what they can do. When clicked they take them to screens to enable them start working on whatsoever they are allowed to. After the main screen, there are tabs that act as quick links to the other main actions.

Login Screen

The login screen is the first screen a user can see and is required to enter details. One can enter the username that has been assigned to them and a password. This will allow them to log into the system.
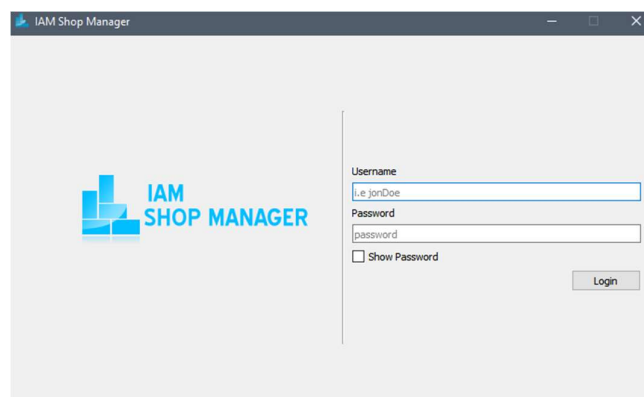

Figure 1:Login screen outlook

Note: Where the credentials are wrong or unrecognized, the system will display in red where it senses something wrong. If the problem were at the password, then simply click the **Show Password** button to verify where the error resides.

Main Screen

It incorporates tabs that will assist a user to perform a particular activity they want to achieve. The main tabs encompassed are Sales, Product, Purchases, Stock, Users and My Account. The sub tabs are New Sale, New Product and New Purchase.

Note: The sub tabs having the + after a word, such as **Sale+**, is actually for adding something. In this case, it will bring an, add new sale page.
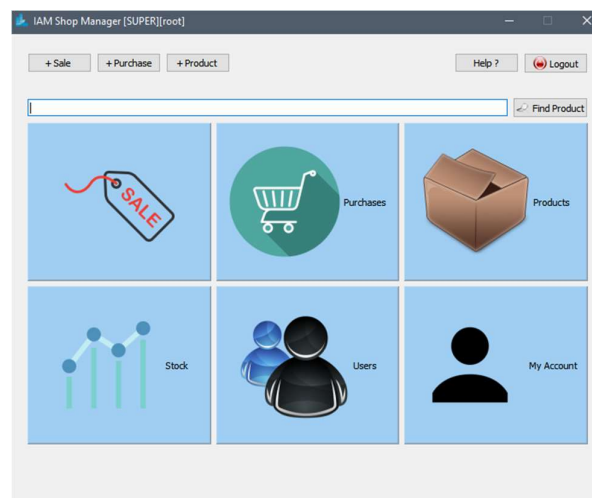

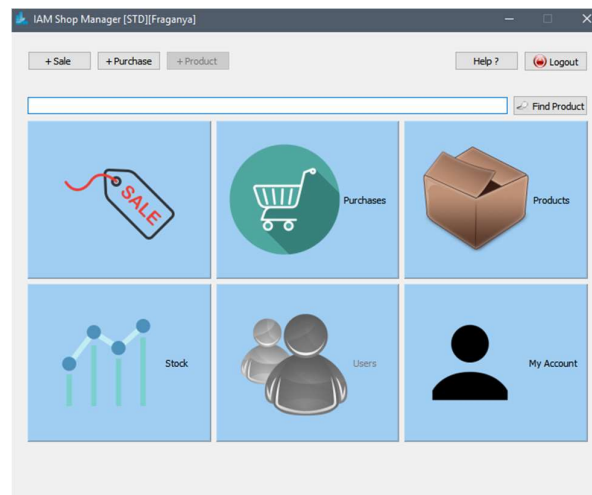
Figure 2: Main Screen Super

Figure 3:Functionalities for Standard User

Sales Tab

When this tab is clicked it brings about the following activities that can be performed:
- Add a new sale
- View sales for products

Add a sale
Here, the system will prompt you to enter details pertaining to the sale of the product. The details that can be entered are as follows:
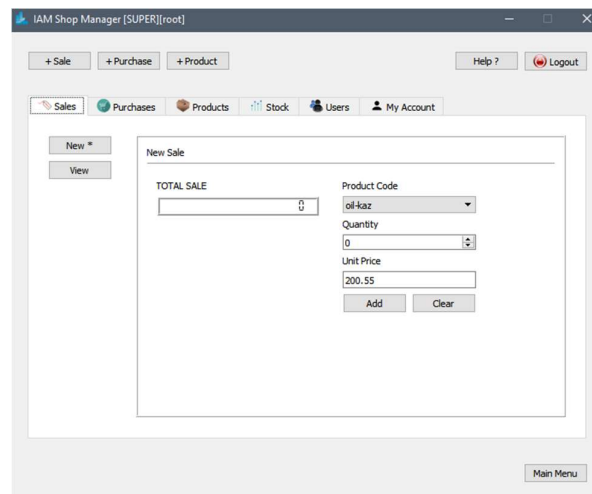- Product Code
- Quantity

Figure 4: Adding a sale

Processes for recording a new sale;
1. Select a product code from the list available.
2. Record the quantity sold for each product.
3. The unit price will come by default, as it will be retrieved from a database.
4. Thereafter, the system will calculate and show the amount costing to purchasing that product.
5. Finally, either, add the product or clear the screen where there is need to restart.

Note: Do not worry yourself with calculation or price. The system will automatically perform this when you choose product code and enter quantity. And after adding a sale, the screen automatically clears for the next sale to be added.

View Sales of a products
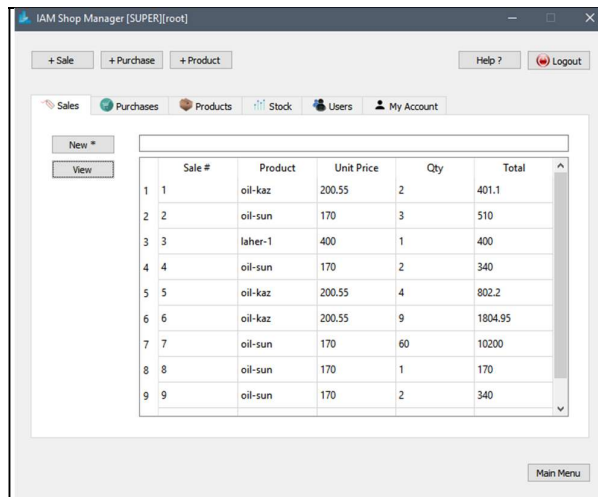To view the sales of all products, click on the **View** tab.

Figure 5: View sales screen

Purchases Tab

When this tab is clicked it brings about the following activities that can be performed:
- Add a new purchase
- View purchases for products

Add a purchase

Here, the system will prompt you to enter details pertaining to the purchase of the product. The details that can be entered are as follows:
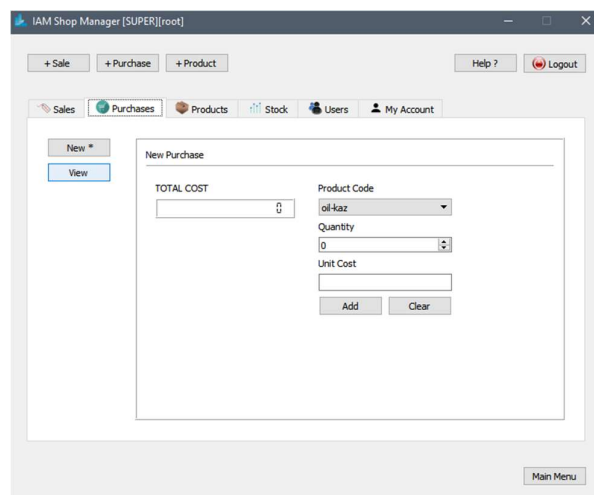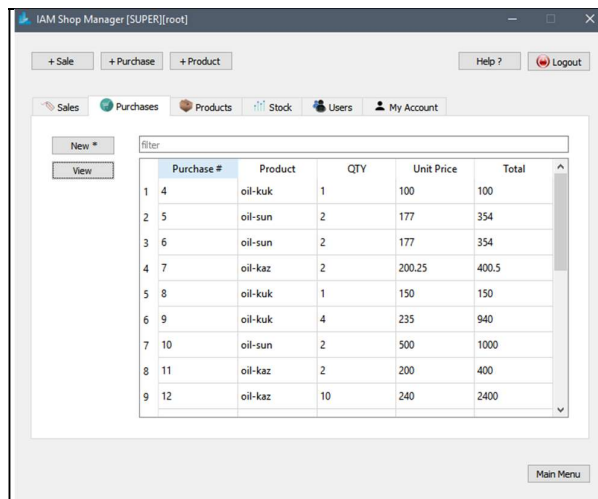- Product Code
- Quantity

Figure 6: Adding a purchasing

Processes for recording a new purchase;

1. Select a product code from the list available.
2. Record the quantity bought for each product.
3. The unit price will come by default, as it will be retrieved from a database.
4. Thereafter, the system will calculate and show the amount costing to purchasing that product.
5. Finally, either, **add** the product or **clear** the screen where there is need to restart.

Note: Once again, do not worry yourself with calculation or price. The system will automatically perform this when you choose product code and enter quantity. And after adding a purchase, the screen automatically clears for the next sale to be added.

View Purchases of a products

To view the purchases of all products, click on the View tab.

Products Tab

When this tab is clicked it brings about the following activities that can be performed:

- Add a new product
- View products
- Delete a product
- Change Unit Price
- Find a product

*Add a product

Here, the system will prompt you to enter details pertaining to the product, so that it can be added to the database. The details that can be entered are as follows:

- Product Code
- Product Name
- Unit Price

Figure 8: Adding a product to database

Processes for adding a product to the database;

1. Enter the Product Code for the item.
2. Enter the products name.
3. Insert the unit/selling price.
4. Finally, either, **add** the product or **clear** the screen where there is need to restart.

View Products

To view the products contained in the database, click on the **View** tab.

Figure 9: View products screen

*Deleting a Product

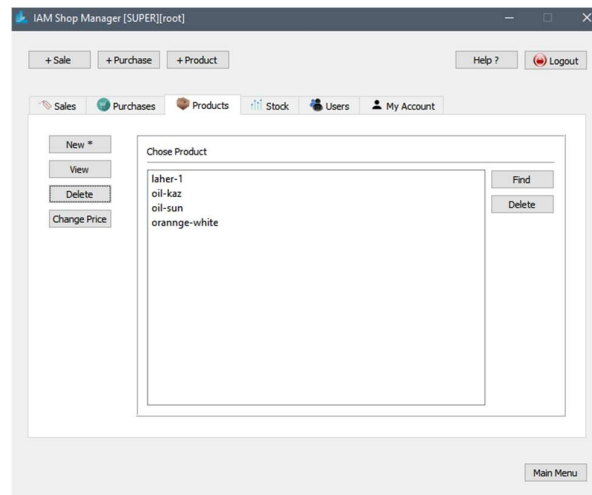If a product is of no importance then it can be deleted after clicking on the Delete tab.

Figure 10: Deleting of a product

Processes for deleting a product;
1. After clicking the tab, a list with a heading Choose Product will appear.
2. Choose the product and press the **Delete** tab to the right-hand side.
3. The product will then be removed and will not appear in the list.

*Change Unit Price

In the event that a situation occurs and there is need to change the price of an item, this tab is to be clicked and the steps followed for the update to occur. In changing the unit price, the following details of the item are needed:
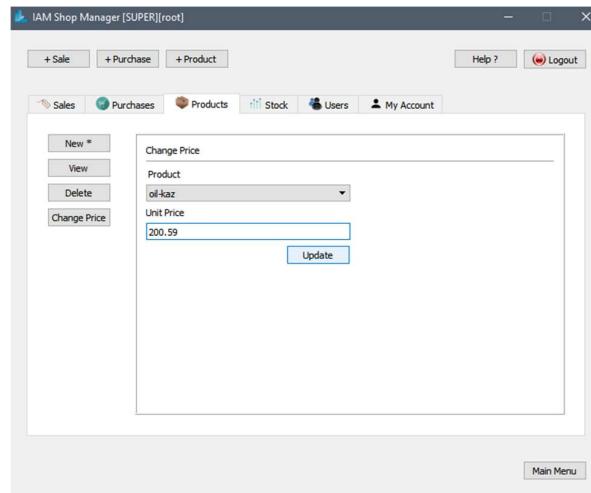- Product Code
- New selling price

Figure 11: Changing unit price

Processes for updating product price;
1. Select a product code from the list available.
2. Enter the new price for the item.
3. Finally, **update** the price and the change will be reflected if the View tab is selected.

Finding a product

In the event that the list of products is too cumbersome to search through, click the **Find** tab to the right-hand side. A dialog box will appear asking you to enter the product code of the item you searching for.
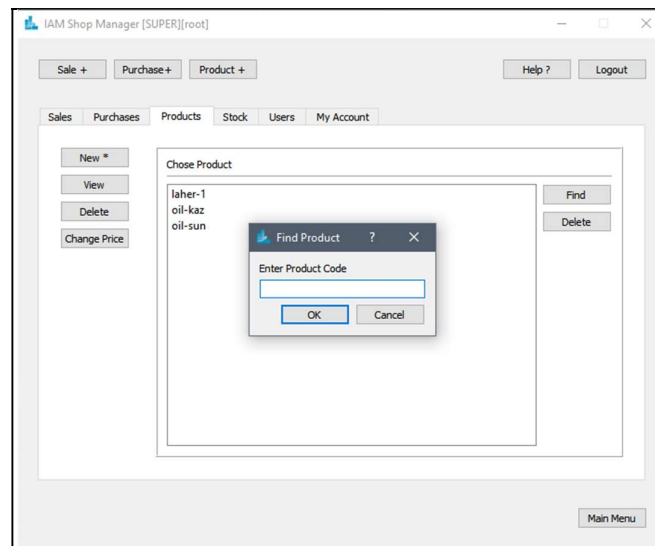

Figure 12: Finding a product

When you press **Ok,** the system will search through the database to find the product and it will be displayed. If a wrong product code is entered or if the product is not in the database, the system will reject with the words "No Product". Otherwise, click **Cancel** to terminate search.

Filtering

Instead, of searching through a list of Sales, Purchases or Products, to find a product, write the product code in the tab and it will deduce the item required.
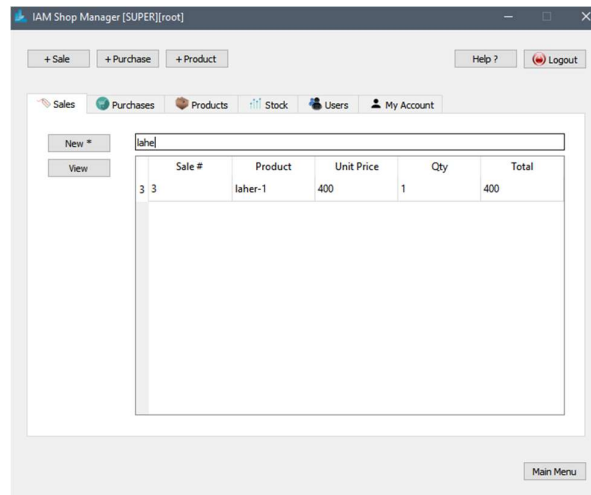

Figure 13: Filtering product

Stock Tab

To view how marketable products are, click this tab. It helps to also check if restocking is needed. When clicked, the only option available is **View.** It shows:
- Product code
- Product Name
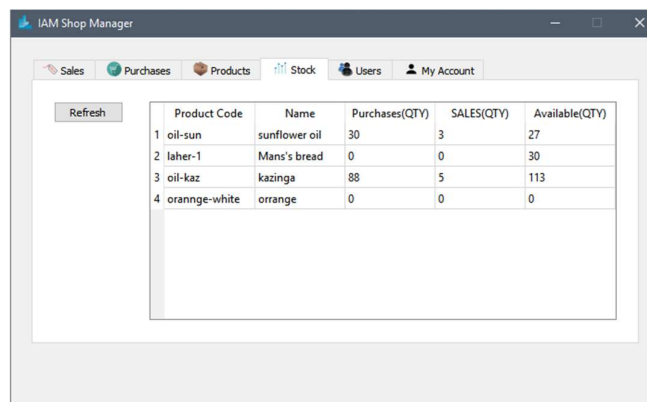- Purchases quantity of item
- Sales quantity of item
- Available stock

Figure 14: Stock levels

*Users Tab

After clicking this tab, a screen pops up like the screens before. It allows a user to:
- View there details
- Enter a Standard user
- Delete a user

Note: Standard user cannot click on this tab on the main screen. However, on the quick links found on the screens, they can select the user quick link. They are denied to perform any functions.

View users

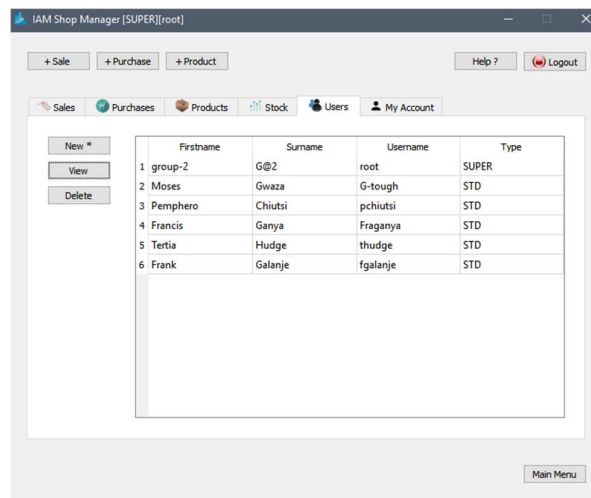You will be able to view your details when you click this tab.

Figure 15:Viewing users

Enter a Standard Users details

This functionality is enabled to the Super user only. It is required to enter the following details of a user:
- First Name
- Surname
- User name
- Password and confirmation
- Type of User

Figure 16: Adding a new user

Processes for adding a user to the program;
1. Enter the person's first name and surname.
2. Then assign a username to them.
3. Give a password and then confirm it.
4. Assign a type to the user. This will allow or deny them certain functionalities.
5. Finally, **add** the user or **clear** if need for change.

Delete User

This functionality is only accessible to the Super user. They can delete a standard user.

Note: No user (even the super user) cannot delete themselves.

Figure 17:Deleting a user

My Account

This is the last tab on the main screen. When a user clicks on this tab, they can perform the following accounts:
- View their details
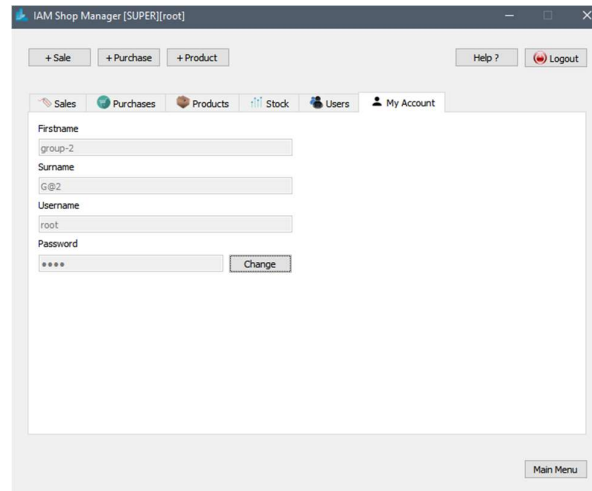- Change their password.

Figure 18:My account details

Change Password

Next to the **Password** textbox, is a **Change** button. The box at first will appear unchangeable, however, when the **Change** button is clicked, the user can then change their password. Immediately when the textbox is editable, the button changes to a **Save** one, which can be clicked after typing in the new password.
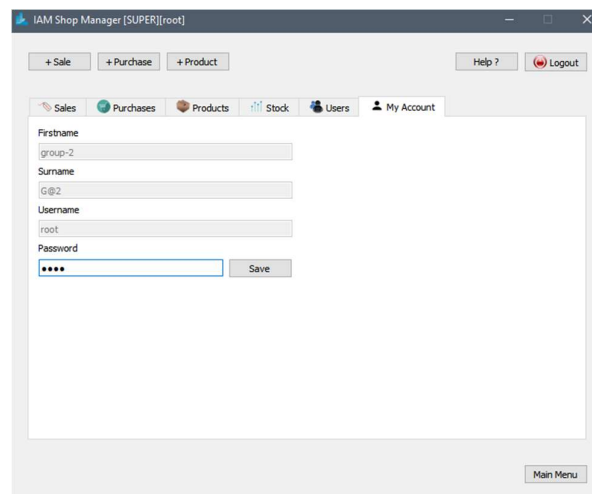

Figure 19:Change Password

Search a Product

One main screen, a blank tab is there to enter a search for a product using its code. When the **Find Product** is pressed it displays the following:

- Product Code
- Product Name
- Unit Price
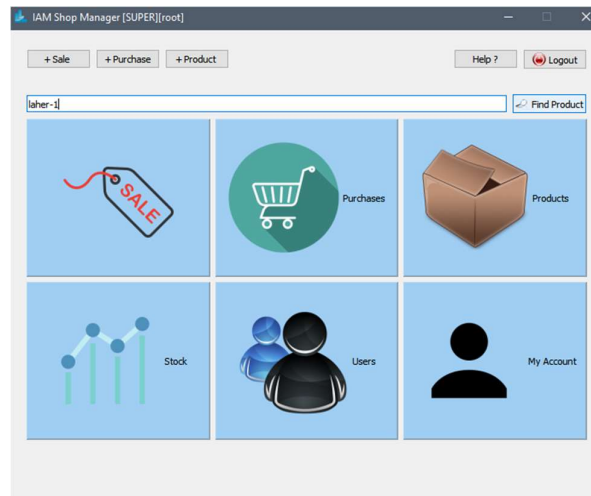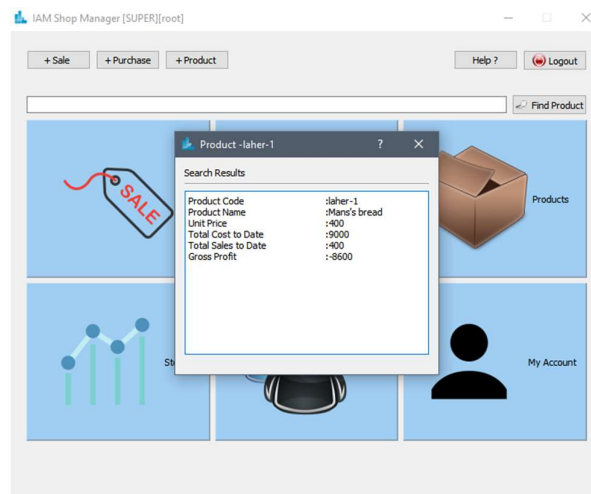- Total Cost to Date
- Total Sales to Date
- Gross Profit

Figure 20: Finding product

Figure 21:Product search details