

# USER DOCUMENTATION

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## WELCOME TO THE SPAZA INVENTORY AND POS SYSTEM GUIDE

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### INTRODUCTION

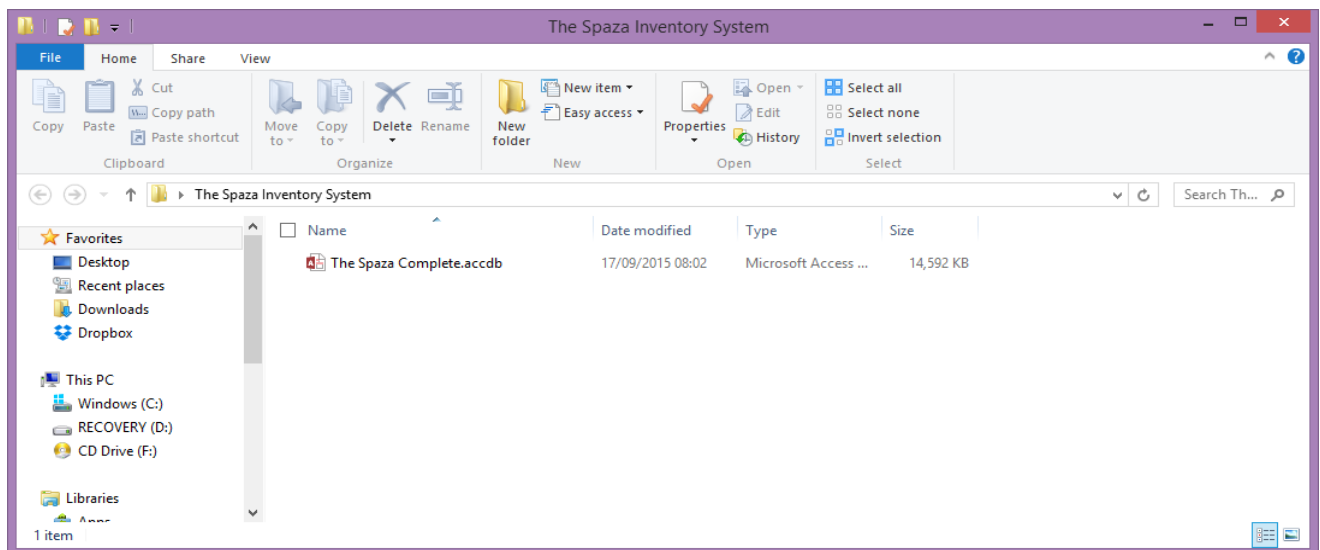
This system was developed using Microsoft Access 2013 although it uses a compatible file as the project was started with 2007 in case of compatibility issues. Its primary use was just for keeping track of stock and then the user requested a point of sale system to go with it which makes a lot of sense.

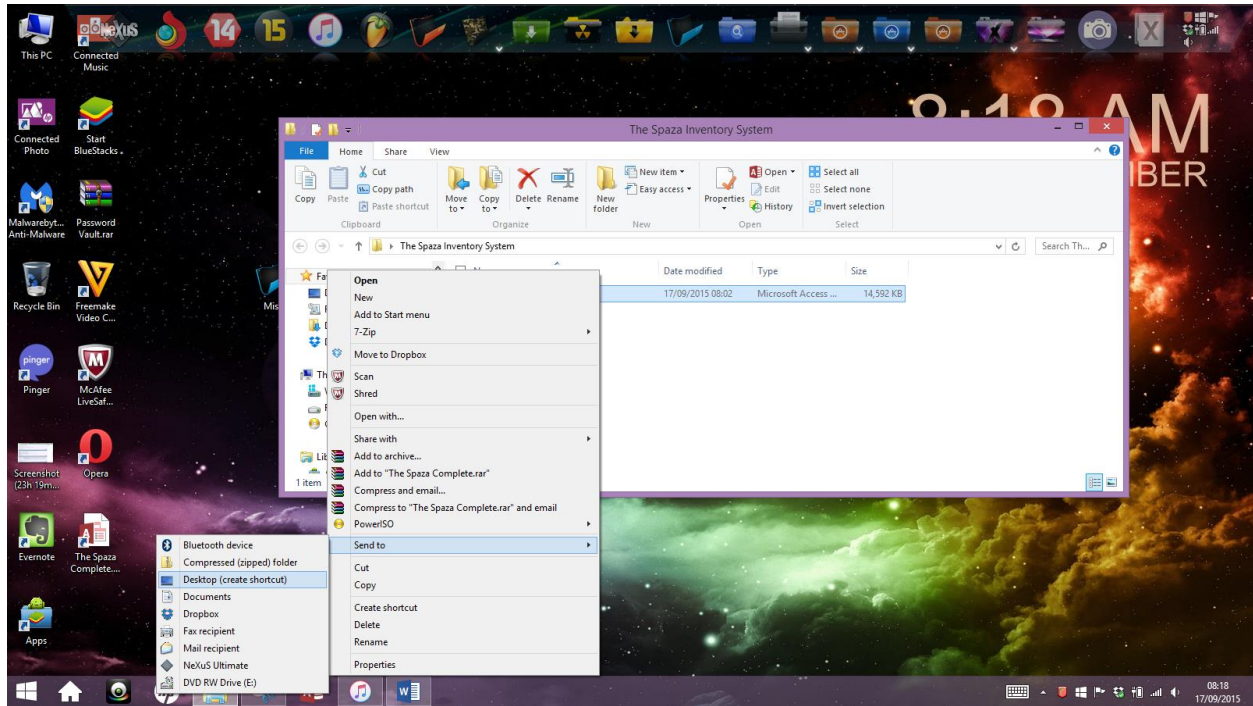
### INSTALLATION

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Because of it being developed using Microsoft Access the whole system comes as a semi stand-alone database file considering the quantity of files that need to be installed or exist in the directory. All the user needs is a licensed Microsoft Office 2007 or later (2013 Recommended) installed or just Microsoft Access 2007 onwards (2013 Recommended).

It's also recommended especially in the case where the workstation used has other uses and users, to make a folder to keep the main database file, store it in the program files folder on the main drive or a safer place and keep a shortcut on the desktop for file safety purposes. In the case that the file is deleted another shortcut can be made and data is kept safe.

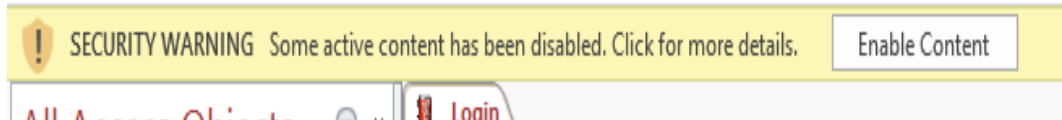




The Tutorials were done with the recommended software package(s) and file setting with mock products to demonstrate system processes.

## **USING THE SYSTEM**

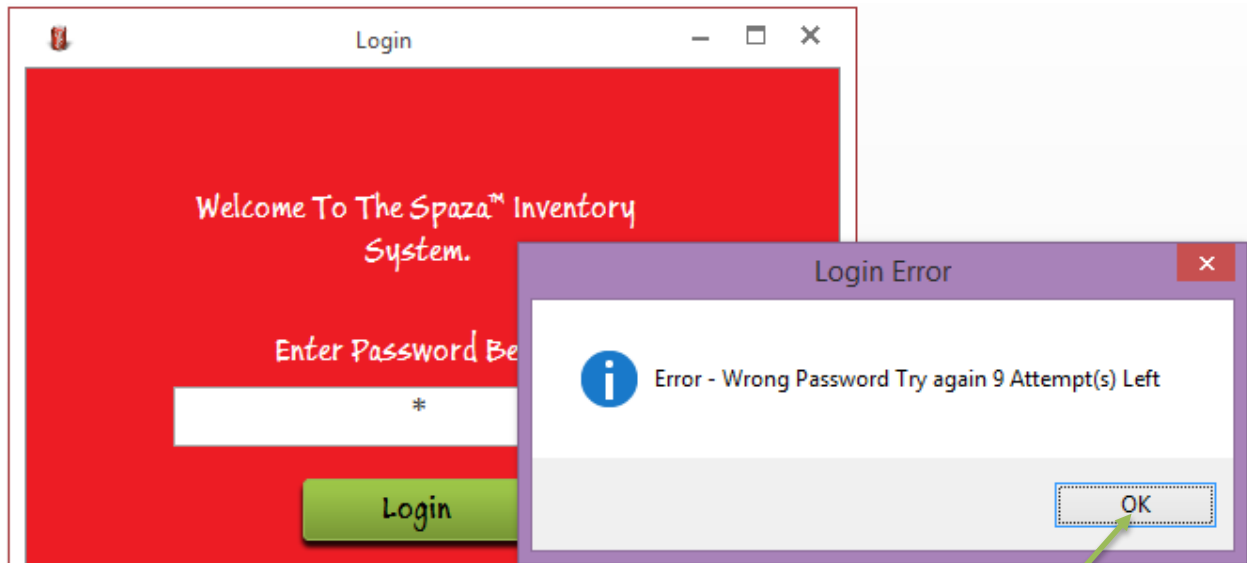
- To open the file a simple double click of the database file or a right click and open will launch the Access application and load the database file.
- You will be welcomed with a 3 second banner and then the main login page
- In the case that a security banner shows up notifying you that some content has been blocked simple click enable content and everything will run as normal.



## LOGIN PAGE

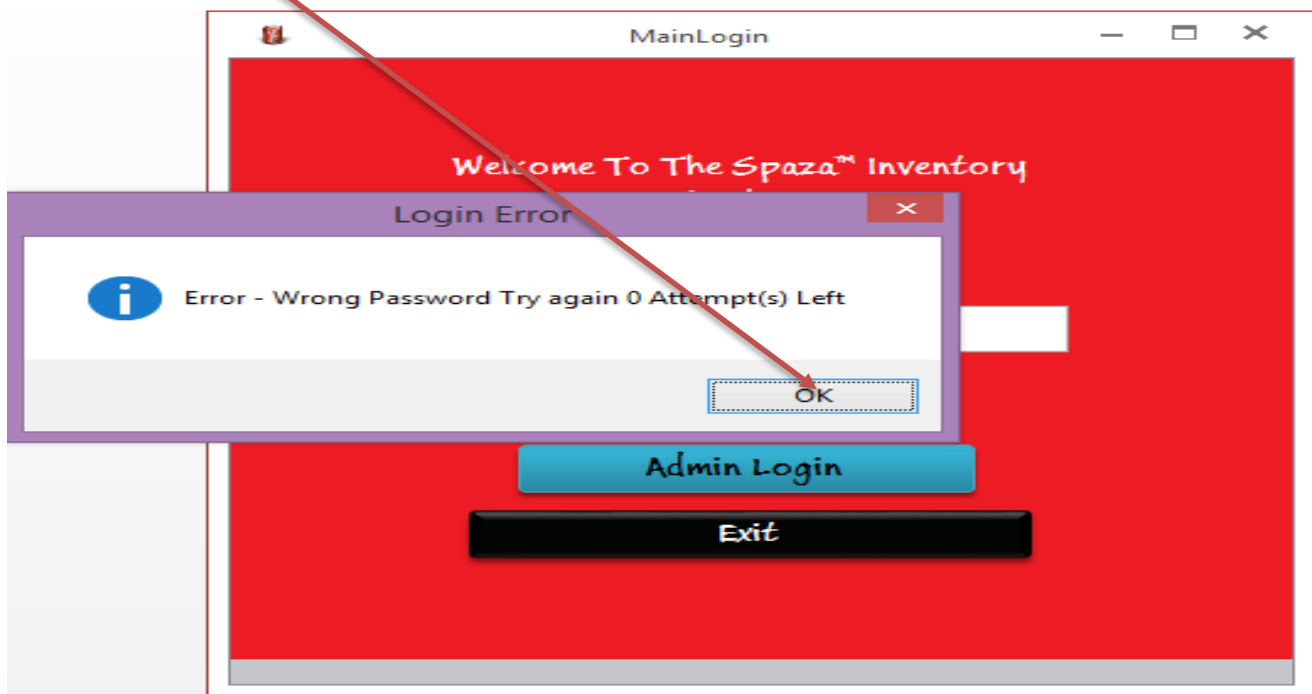
A screenshot of a web application window titled "Login". The window has a red background. At the top, it says "Welcome To The Spaza™ Inventory System." Below this, it prompts "Enter Password Below" with a white text input field. Under the input field are three buttons: a green "Login" button, a blue "Admin Login" button, and a black "Exit" button.

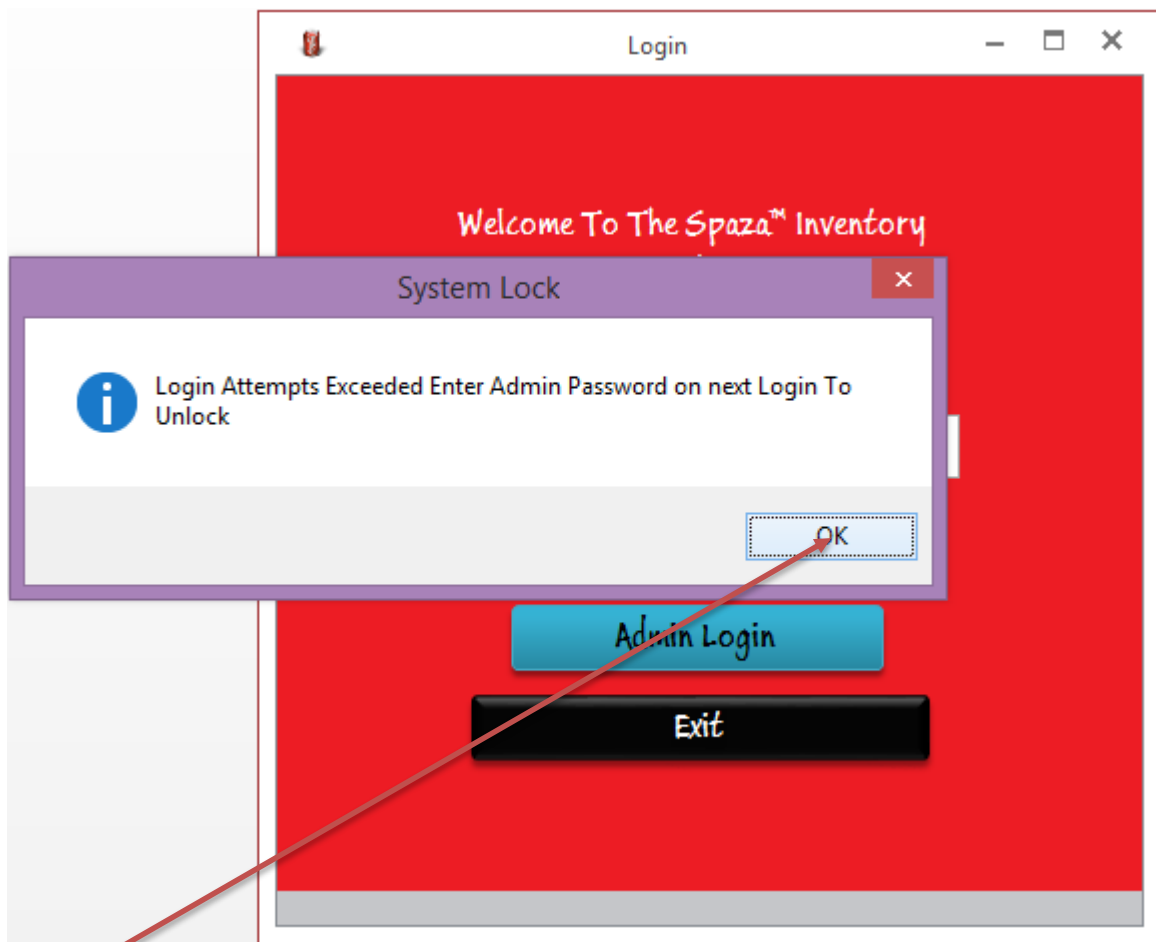
- The login screen consists of text box, two login buttons and an exit button
- The login process is simple assuming the normal login process is initiated (Standard Permission). The main password is typed into the textbox after update either the enter button or the login button can be pressed to initiate authentication sequence, this checks if the password is correct and if it is the system logs the user in and the main menu is opened.
- For an admin login (Full Permission). The standard login process is done but the textbox should contain the admin password and the admin login button must be pressed/Clicked on and the main menu is opened.
- The exit button is used if the user no longer wants to access the system and closes it down.
- In case of wrong passwords the system gives the main user 10 attempts to get it right and after that it locks. While the database is locked only the admin login password can unlock the system and reset the attempt counts.



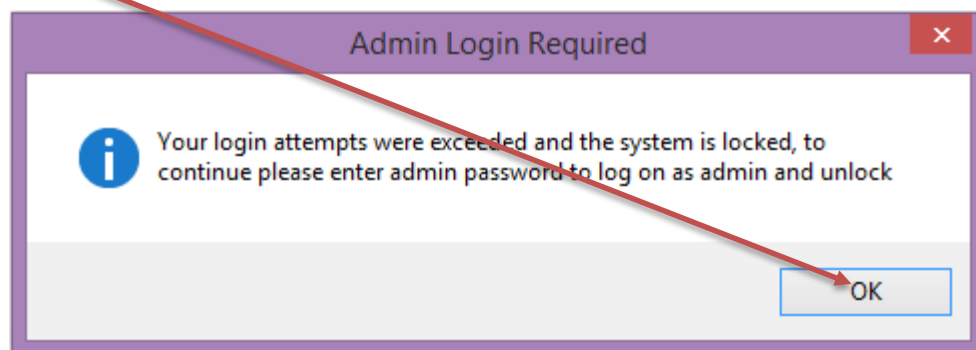
Click okay to go back to the login screen giving them 9 more attempts

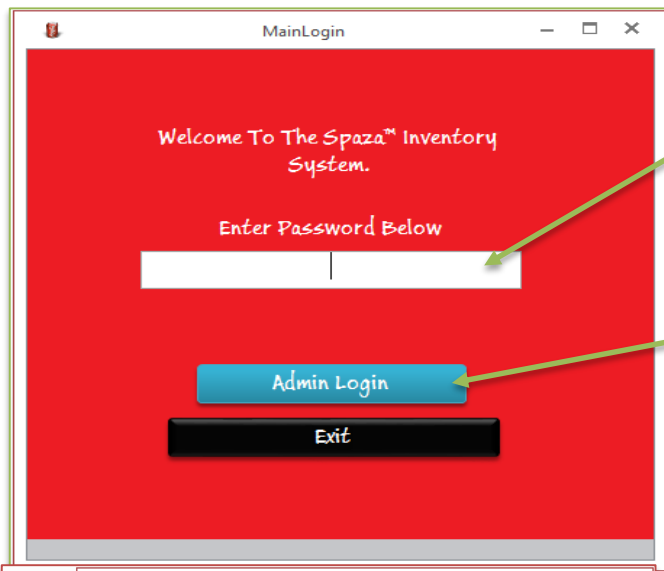
Clicking okay will lead you to the admin login page after a few notices as the system would have locked





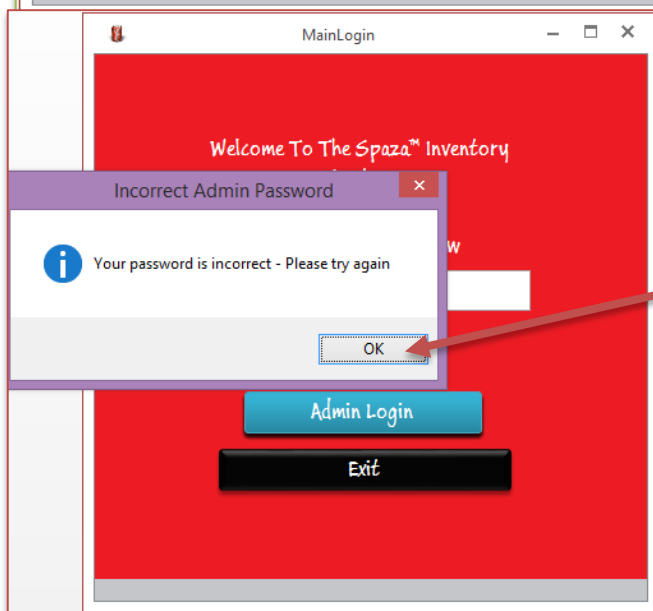
The few notices before the admin login page as the system would have locked



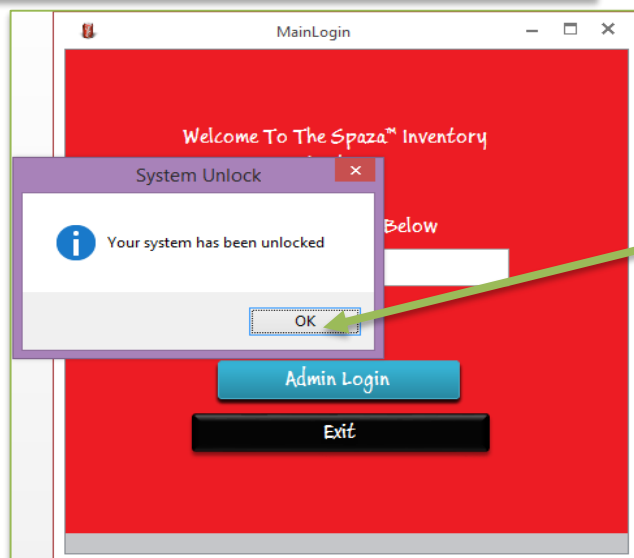


Admin Login text box to input password

Admin login Button to authenticate admin password

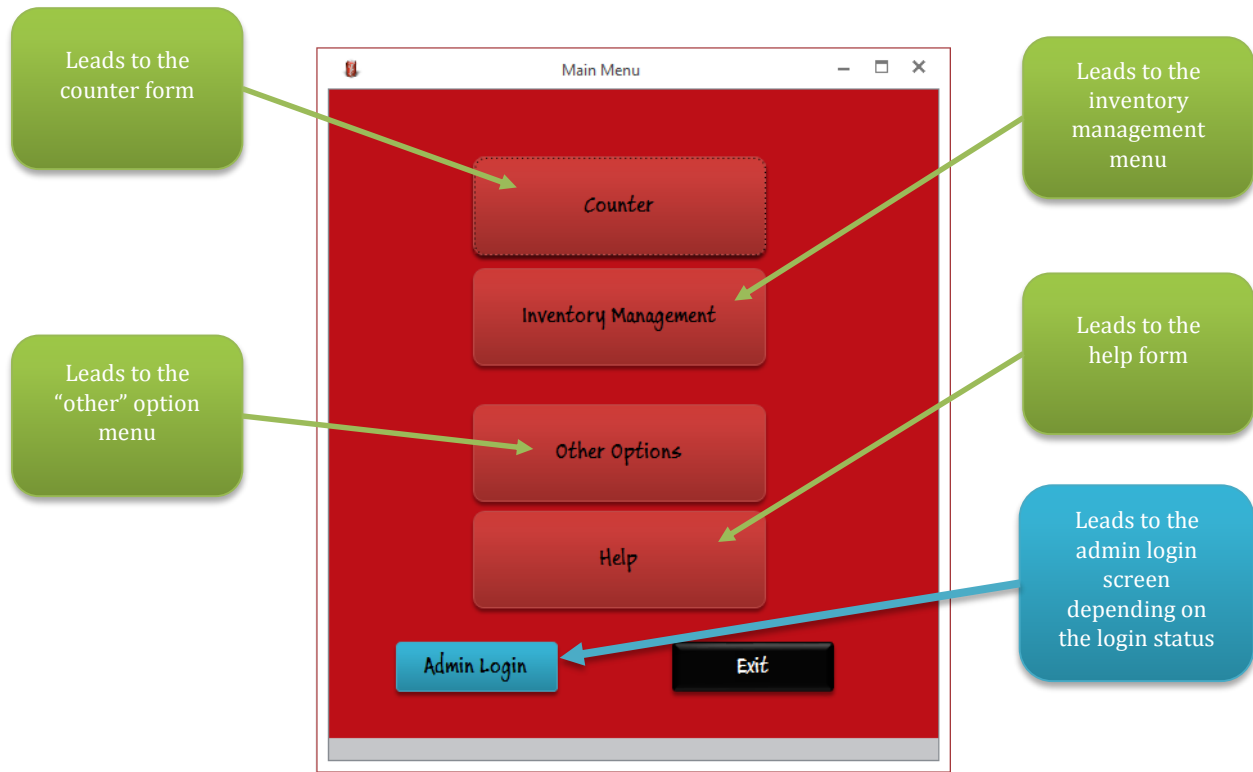


Notice when admin login has failed because of an incorrect password that returns the user to the admin login screen

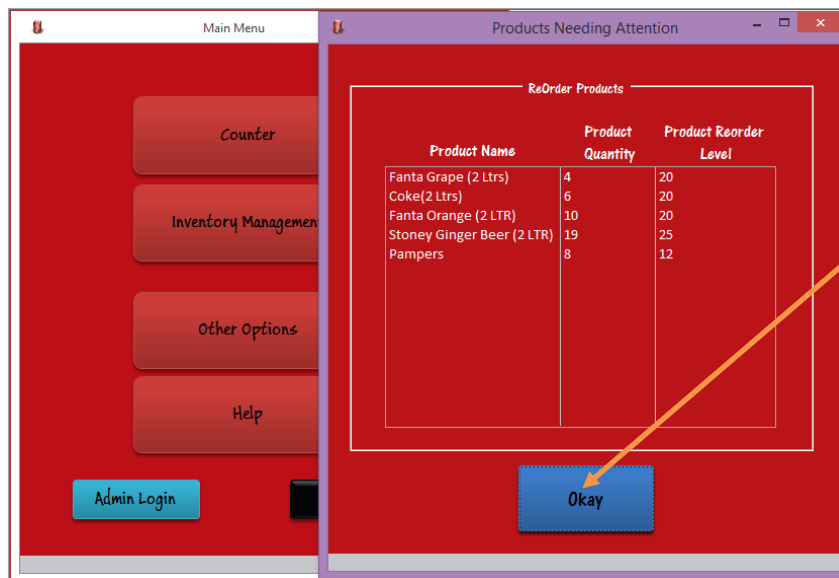


Notice after the database is unlocked and the user is logged in as admin

# MAIN MENU



- The main menu has a total 6 buttons a counter button, inventory management button, other options, help, and admin login and exit button.
- All the buttons excluding the two at the bottom (admin Login and Exit) open another interface.
- If the user wants to go to the counter which is the main transaction interface he clicks on the counter button and it takes them there.
- The inventory management button takes the user to the menu that consists of everything to do with editing or viewing the database.
- The other options button takes the user to the menu that contains all the extra bits that didn't fit into the first categories.
- The help button takes the user to a short help screen with direct hyperlinks to all the forms (Menus) and what they do.
- The admin login button changes with the login status. In the picture above the normal sequence of login would have been done and it will take the user to the admin login screen, whereas if the admin login sequence has been done there would be a disable admin rights button to remove the admin status of the login and restore normal permissions, so it also acts as a notification to see if the user has admin rights or not as of that moment.
- The exit button simply quits the system.
- On login if the user has products that need reorder a pop up list comes up with the product details on the product and the quantity as show below.



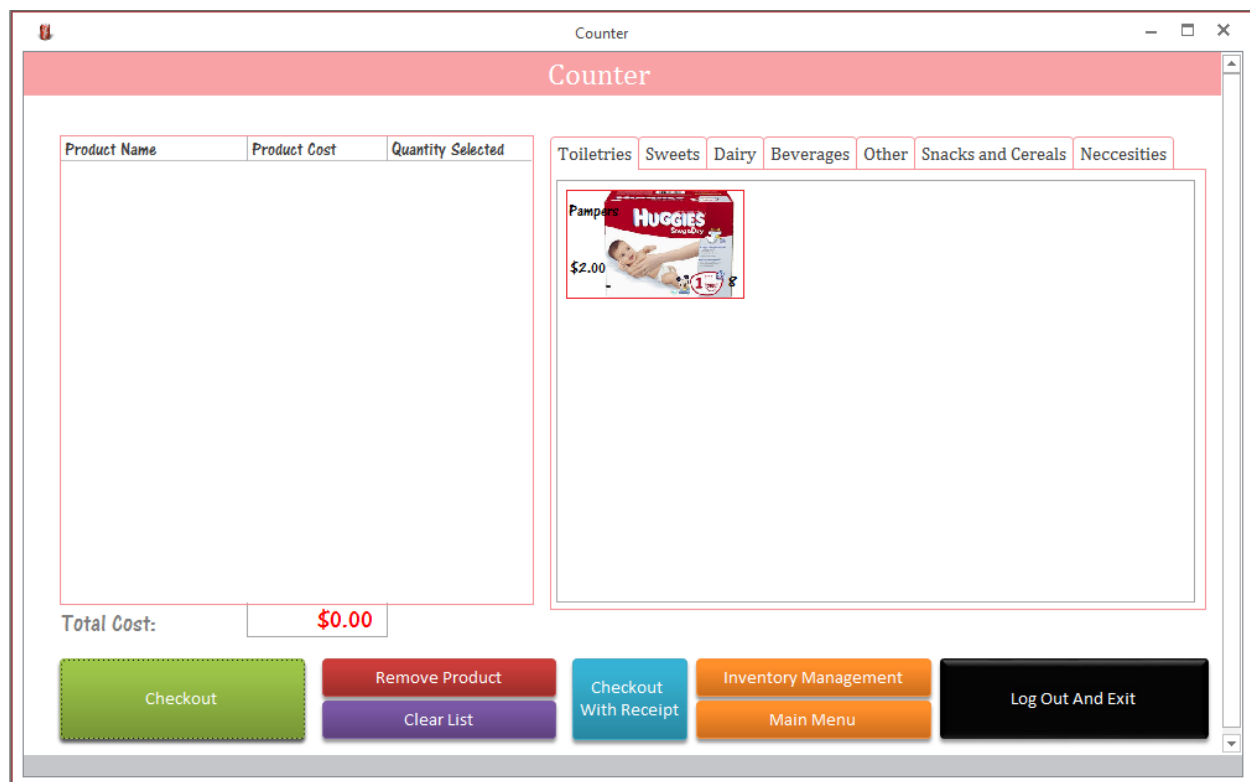
Pressing okay closes the pop up and continues goes to the main menu



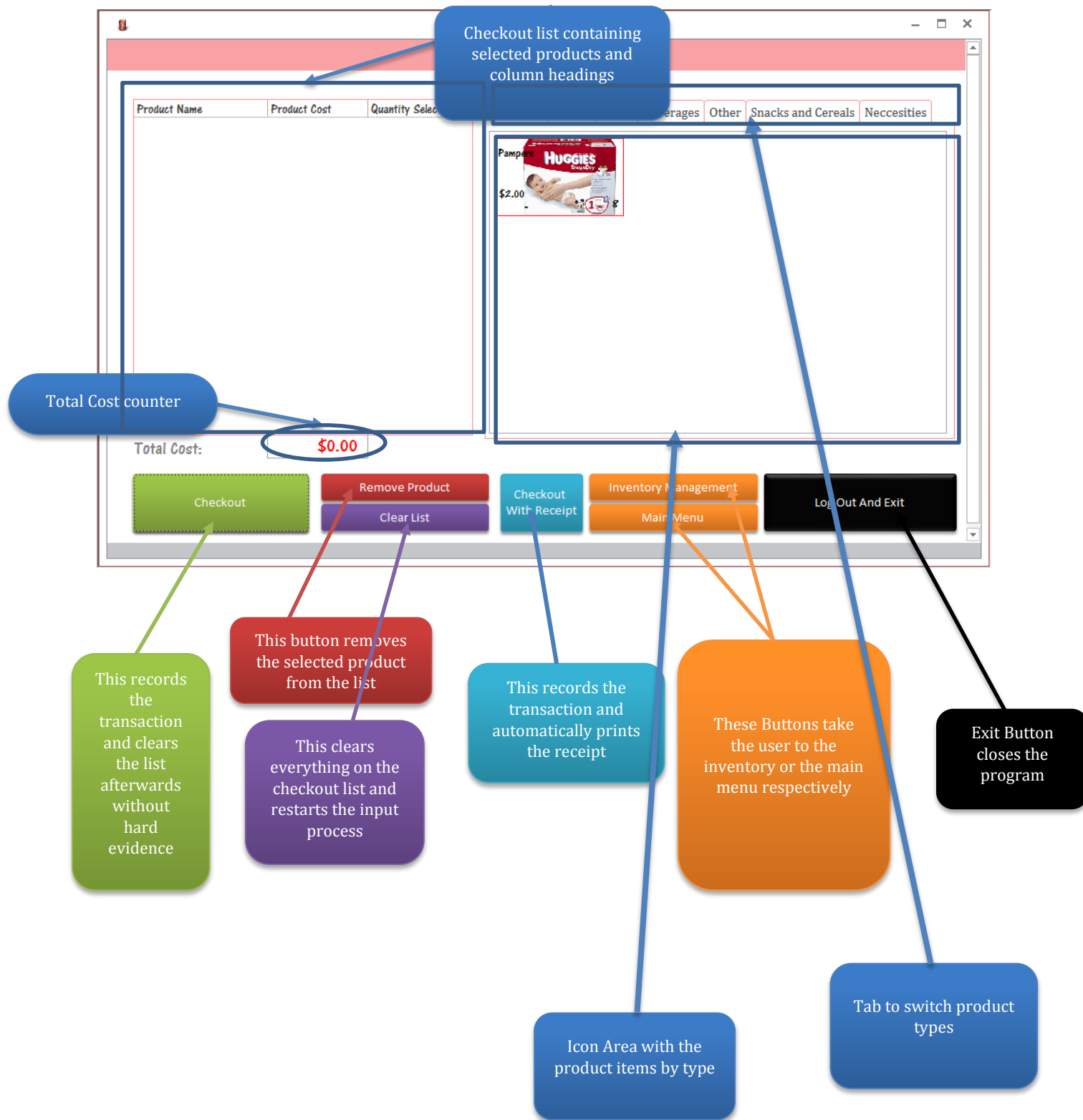
After the user logs in with admin rights the admin login button changes to a "disable admin rights" button to show that the user has admin rights



## COUNTER MENU

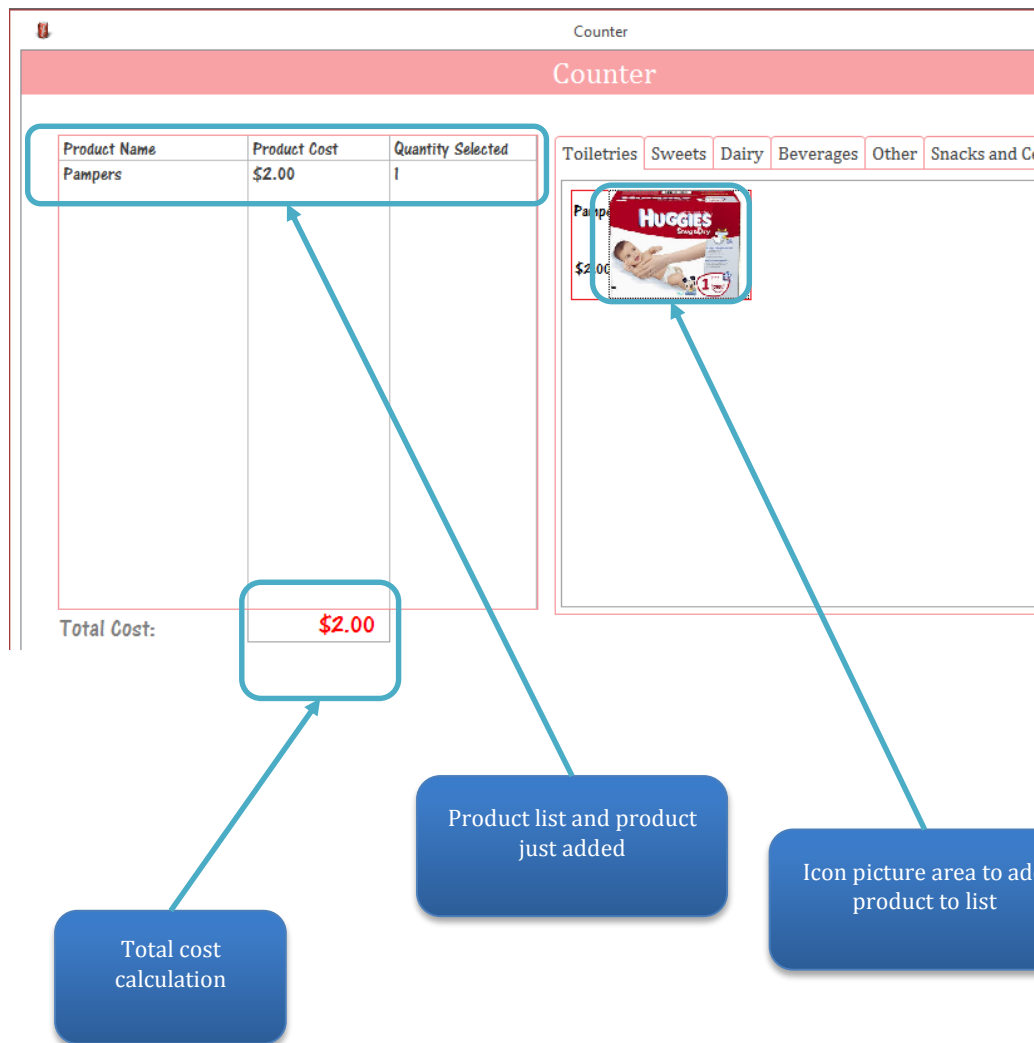


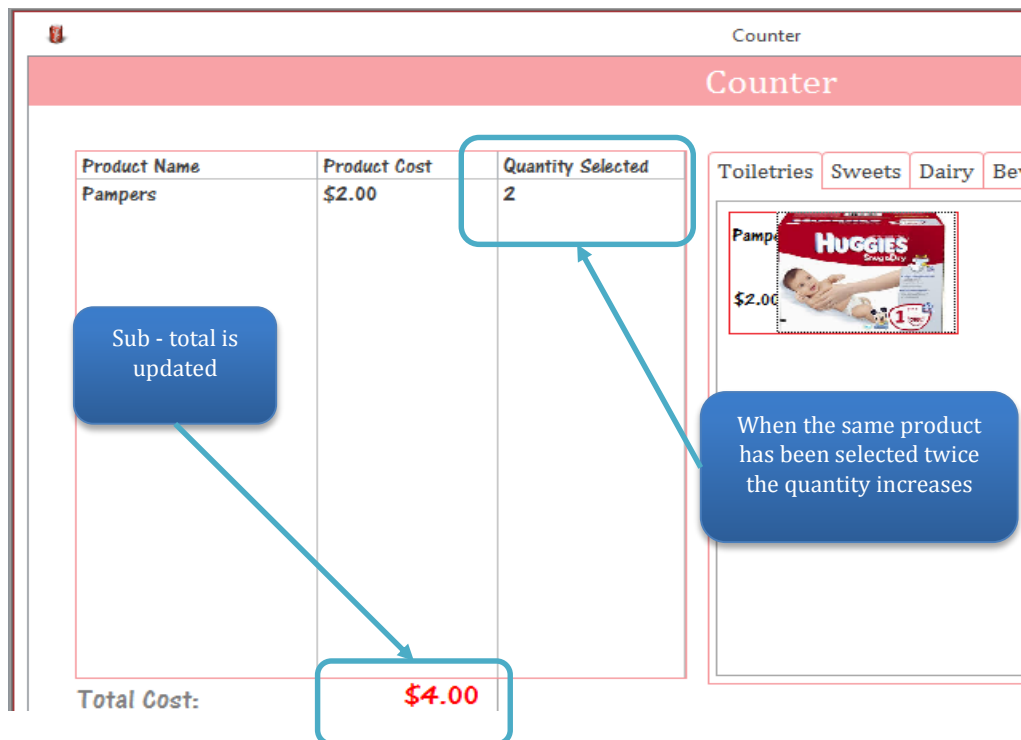
- This is the main point of sale interface, named counter because it does all the money and product counting.
- It consists of 7 buttons a checkout, remove product, clear list, receipt checkout, inventory management, main menu and exit button.
- It has tabs which have products sorted by product type and with the use of icons to add products to the check-out list.
- The total cost box calculates the total of the items being checked out as they are added on the list.
- The checkout button records the transaction in detail in the sales tables and updates the stock in the product table as well.
- The remove product button is used to remove an item that is selected on the list.
- The clear list button is used to clear the list and remove every single item on the list excluding the headings.
- The receipt check out records everything on the transaction and then prints data to the default printer.
- Inventory management takes the user to the inventory management menu.
- Main menu returns the user to the main menu.
- The exit button quits the system.



## ADDING A PRODUCT TO THE LIST

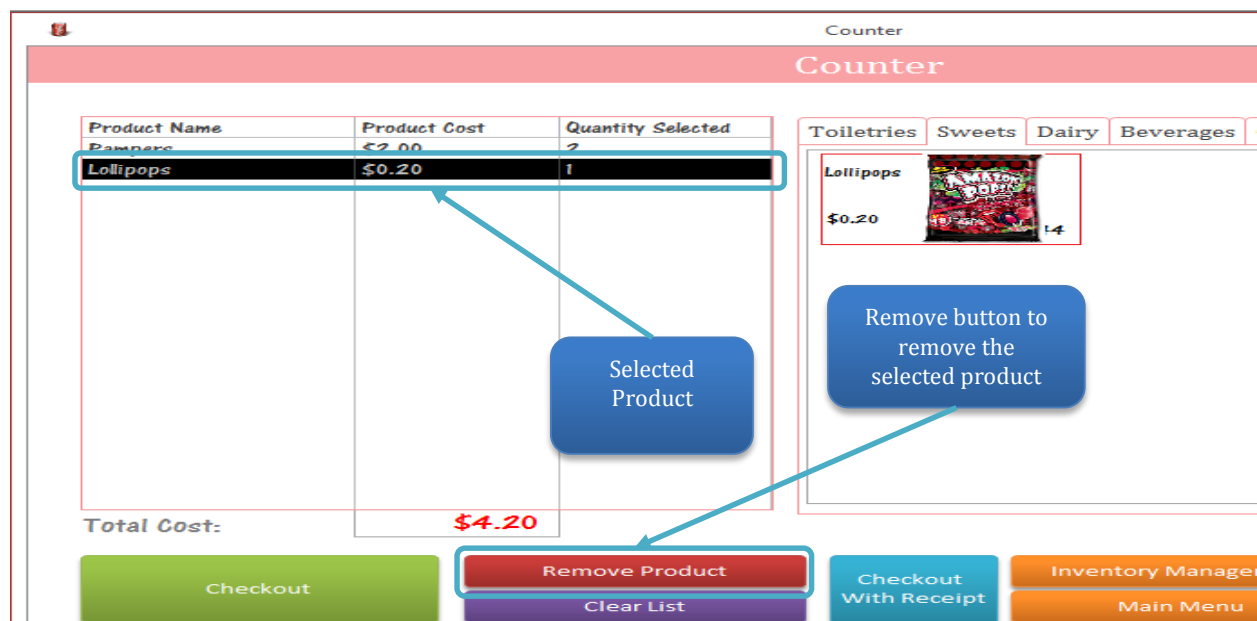
- Adding a product is done with a simple click (tap if touch screen) of the product picture and if there is no image then the general area where the product image was going to appear.
- If the product already exists on the list then tapping it again will increase the quantity of the product and update the subtotal amount





## REMOVING ITEMS FROM THE LIST

- Selecting an item and clicking on the remove item button will remove an item from the list and update the sub total amount.
- Clearing the list will remove everything from the list and leave the column headings there as explained in the next section.



List is updated as the product is removed

Counter

Counter

Product Name	Product Cost	Quantity Selected
Pampers	\$2.00	2

Sub - total is updated

Total Cost: \$4.00

Toiletries

Sweets

Dairy


Beverages

Other

Snacks

Lollipops

\$0.20



14

Checkout

Remove Product

Clear List

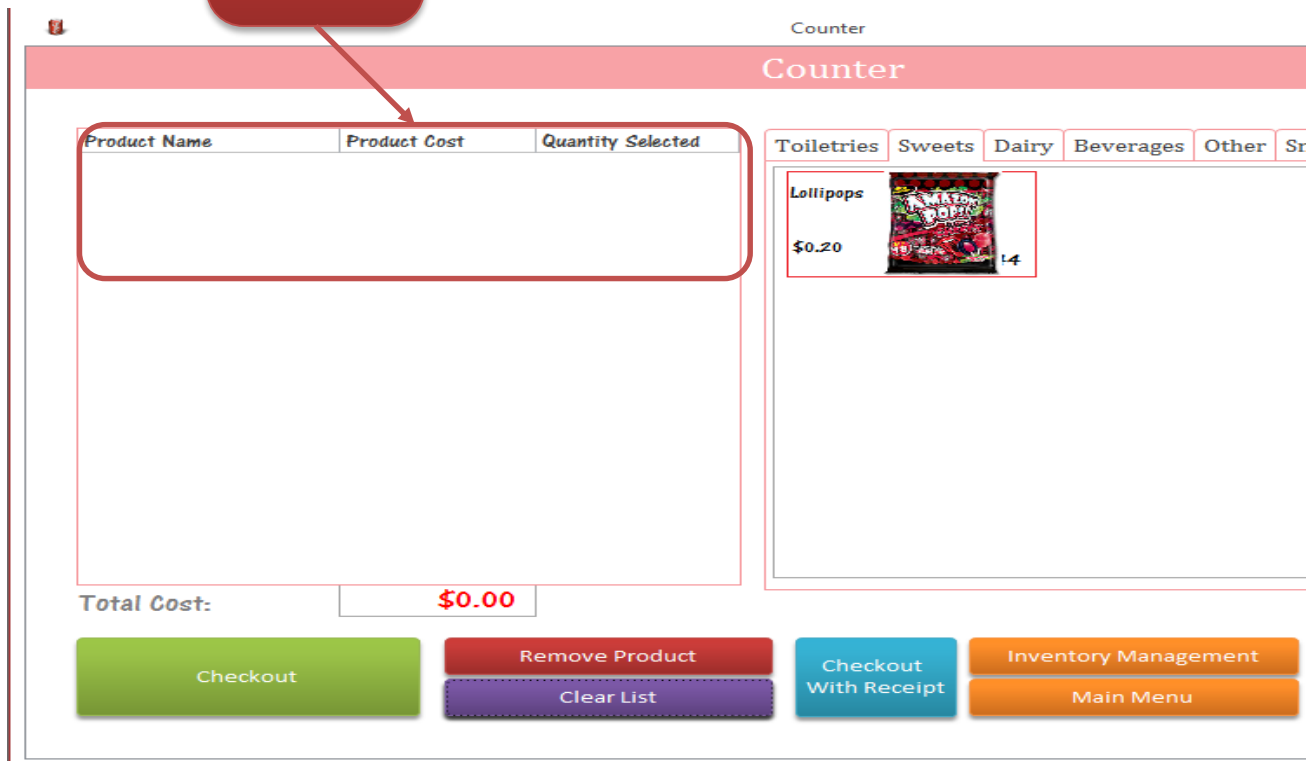
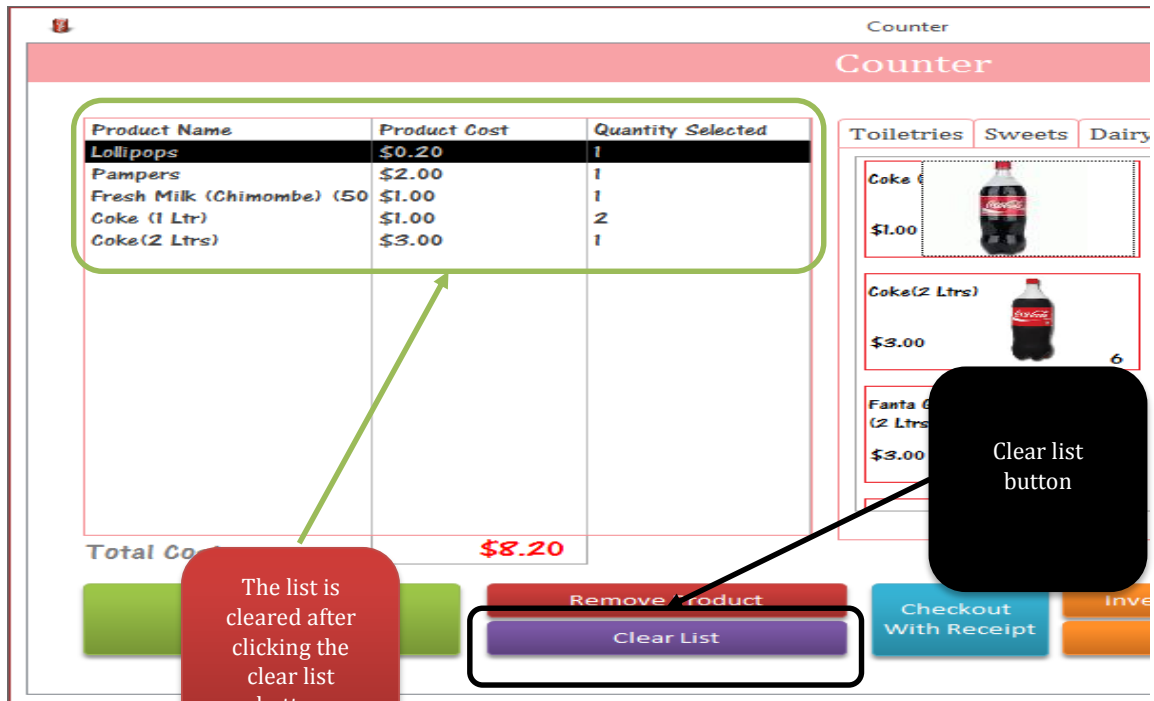
Checkout With Receipt

Inventory Management

Main Menu

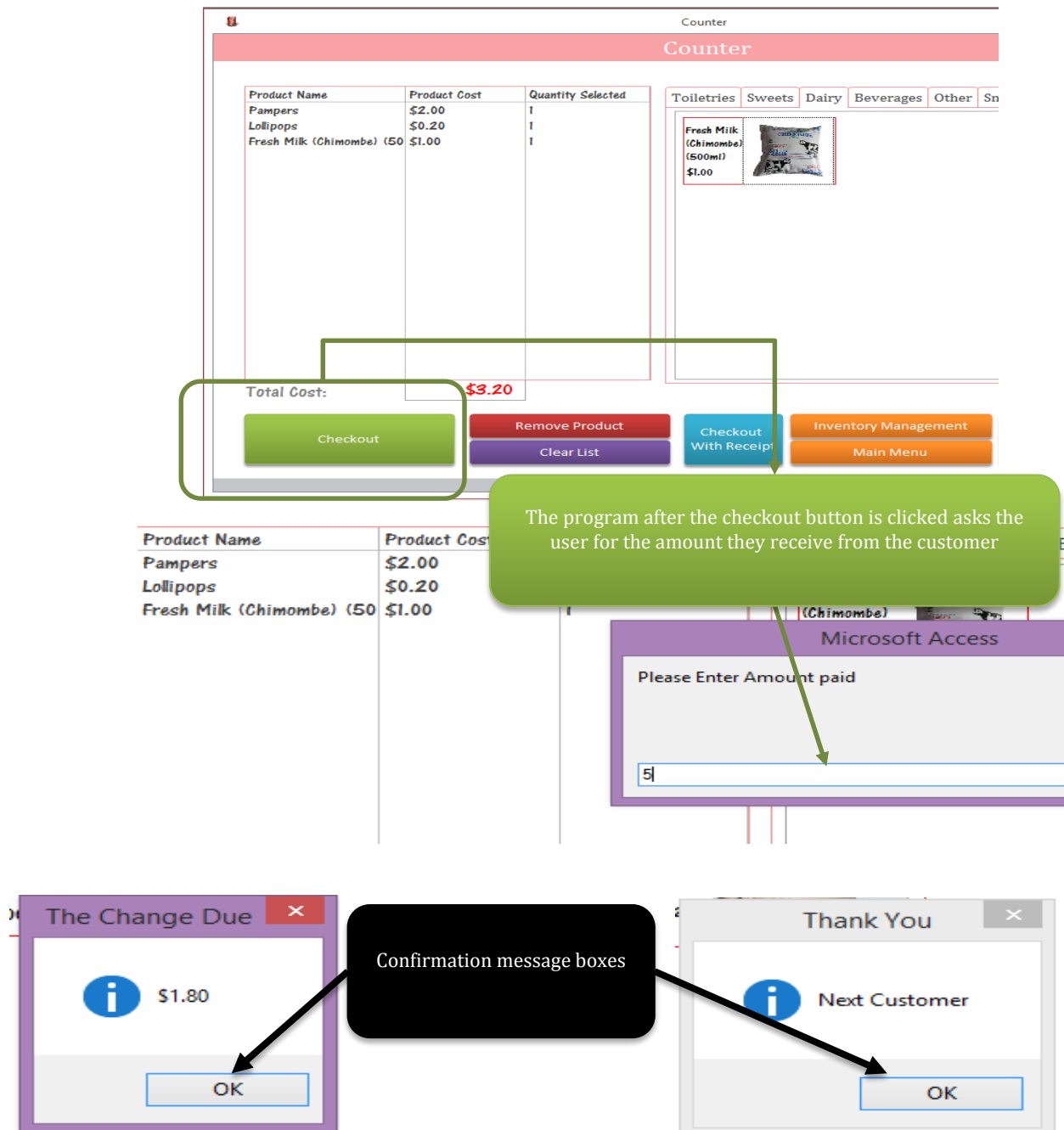
## CLEARING THE LIST

- A simple click of the clear list button resets the list (Removes everything from the list) and the totals on the counter interface.



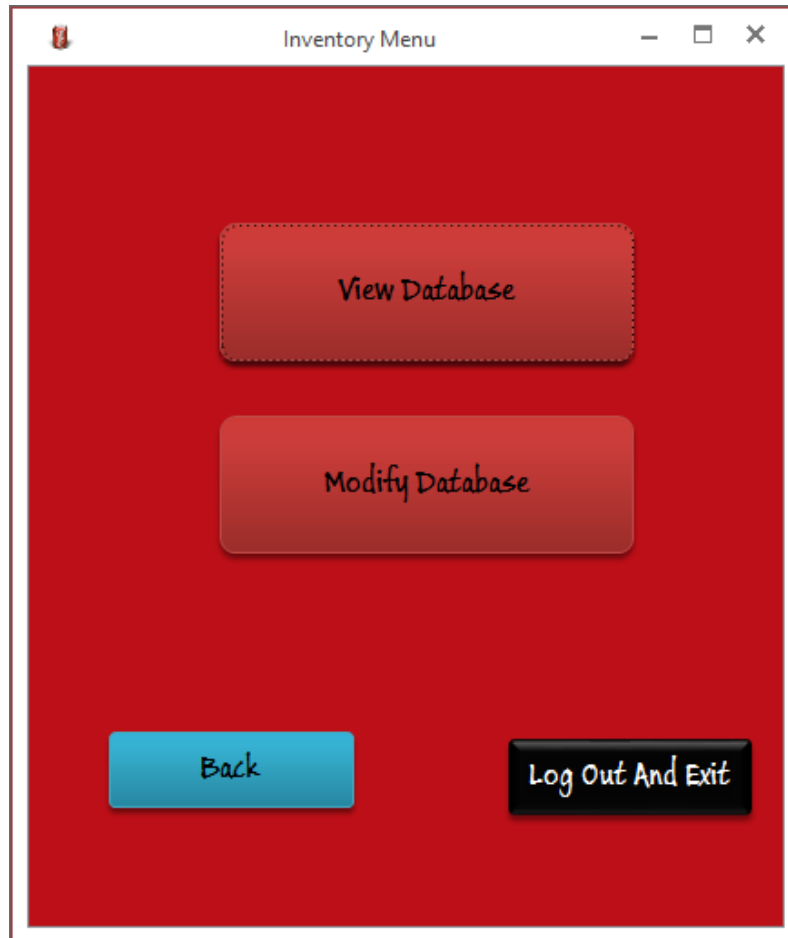
## COMPLETING A TRANSACTION

- When the desired products are selected for the transaction completing the transaction simply involves the click of the checkout button or the checkout with receipt depending on the situation.
- A pop up box will appear asking for the user to type in the amount the customer has given the user and the change will be calculated.



## INVENTORY MANAGEMENT MENU

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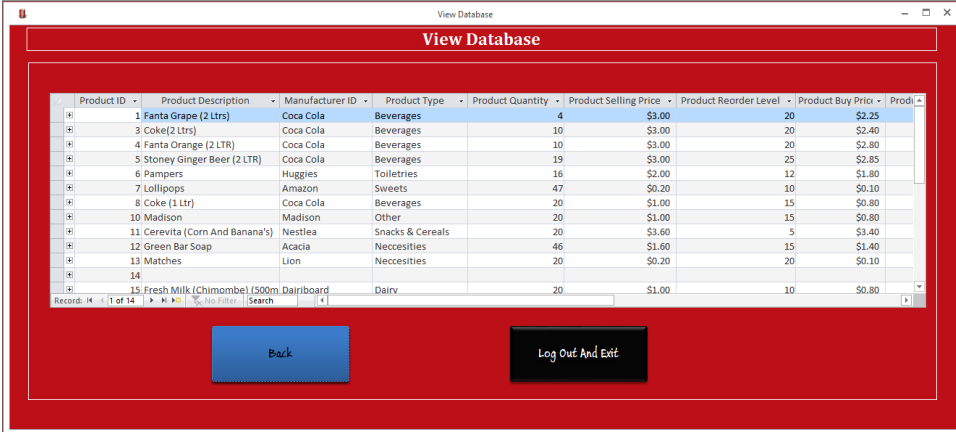


- This is accessed by the inventory management button on the main menu
- It Holds two options one the view database which shows the user the product table and the other is the takes the user to the modify database menu



## VIEW DATABASE FORM

- This form just shows the user the contents of the database, from a database view

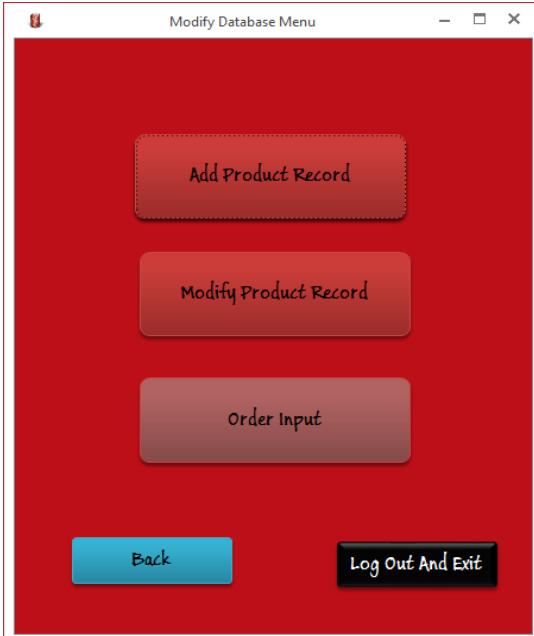


The screenshot shows a window titled "View Database" with a red background. At the top, it says "View Database". Below this is a table with the following columns: Product ID, Product Description, Manufacturer ID, Product Type, Product Quantity, Product Selling Price, Product Reorder Level, Product Buy Price, and Product. The table contains 15 rows of data. At the bottom of the window, there are two buttons: "Back" and "Log Out And Exit".

Product ID	Product Description	Manufacturer ID	Product Type	Product Quantity	Product Selling Price	Product Reorder Level	Product Buy Price	Product
1	Fanta Grape (2 Ltrs)	Coca Cola	Beverages	4	\$3.00	20	\$2.25	
3	Coke(2 Ltrs)	Coca Cola	Beverages	10	\$3.00	20	\$2.40	
4	Fanta Orange (2 LTR)	Coca Cola	Beverages	10	\$3.00	20	\$2.80	
5	Stoney Ginger Beer (2 LTR)	Coca Cola	Beverages	19	\$3.00	25	\$2.85	
6	Pampers	Huggies	Toiletries	16	\$2.00	12	\$1.80	
7	Lollipops	Amazon	Sweets	47	\$0.20	10	\$0.10	
8	Coke (1 Ltr)	Coca Cola	Beverages	20	\$1.00	15	\$0.80	
10	Madison	Madison	Other	20	\$1.00	15	\$0.80	
11	Cerevita (Corn And Banana's)	Nestlea	Snacks & Cereals	20	\$3.60	5	\$3.40	
12	Green Bar Soap	Acacia	Necessities	46	\$1.60	15	\$1.40	
13	Matches	Lion	Necessities	20	\$0.20	20	\$0.10	
14								
15	Fresh Milk (Chimombe) (500m)	Dairiboard	Dairy	20	\$1.00	10	\$0.80	

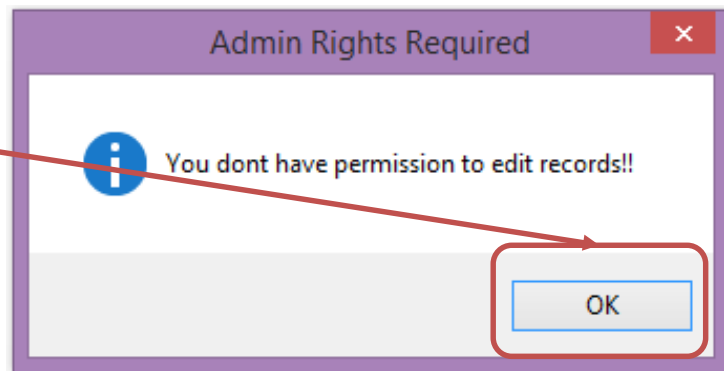
## MODIFY DATABASE MENU

- This is where all the editing and creation options are.
- It is a menu that holds the buttons to the modification forms.
- There are 3 modification forms in this sections
  1. Add Product(Record) Form
  2. Modify Product(Record) Form
  3. Order Input Form
- If the error message below pops up it means that the user is not logged on as admin.
- This menu can only be accessed by the admin with the allowance of the order input form which can be accessed normally from the reorder list form.



The screenshot shows a window titled "Modify Database Menu" with a red background. It contains three buttons stacked vertically: "Add Product Record", "Modify Product Record", and "Order Input". At the bottom, there are two buttons: "Back" and "Log Out And Exit".

This error means the user needs to log on as admin to enter the modify database menu



### ADD PRODUCT FORM

- This is the form used for adding products to the database.

A screenshot of a web application window titled "Add Record". The form is titled "Product" in a red header bar. It contains several input fields: "Product ID" with a dropdown menu showing "(New)", "Product Description" (a text box), "Manufacturer Status" with two radio buttons labeled "New Manufacturer" and "Existing Manufacturer" (the latter is selected), "Manufacturer Name" (a dropdown menu), "Product Type" (a dropdown menu), "Product Quantity" (a text box), "Product Selling Price" (a text box), "Product Reorder Level" (a text box), "Product Buy Price" (a text box), and "Product Image" (a large text area). At the bottom of the form, there are three buttons: "Back" (blue), "Add Record" (green), and "Log Out And Exit" (black).

### ADDING A PRODUCT

- Adding a product to the database is as simple as filling a form.
- When the form is open the form is in a state that any data entry is considered to enough to trigger the database to create a new record.
- The data can be typed in to the respective text boxes
- The description of the data to be entered will be displayed at the bottom of the screen when the focus is put into an individual text box.

- For manufacturer input the user selects whether the new product has a manufacturer that's already in the database or a new manufacturer.
- If the manufacturer is existing the drop down list helps the user pick out the desired manufacturer and the list box can be used as a textbox to type out and an autocomplete function will suggest the requested name.
- Adding an image is a bit more complicated as the drag and drop function is not ideal instead it uses a copy and paste technique where the user copies the image either from a screenshot or from a website and highlights the box right clicks and pastes or pressing the keys ctrl + V (Built in key board function).
- After all the details of the product are added a simple click of the “add record” button record saves all the details on the table and a confirmation notice comes up.

The image shows a software interface for adding a product record. The main window is titled 'Add Record' and contains a form for product details. A green box highlights the input fields for Product ID, Product Description, Manufacturer Status, Manufacturer Name, Product Type, Product Quantity, Product Selling Price, Product Reorder Level, Product Buy Price, and Product Image. An arrow points from the text 'Details to be filled in for each product' to this green box. Below the form are three buttons: 'Back', 'Add Record', and 'Log Out And Exit'. An orange box highlights the 'Add Record' button, with an arrow pointing from the text 'Add record button is clicked to finalize details' to it. To the right of the main window, a 'Request Successful' dialog box is shown, containing the message 'Your record has been saved' and an 'OK' button. An arrow points from the text 'Confirmation notice' to this dialog box.

Details to be filled in for each product

Confirmation notice

Add record button is clicked to finalize details

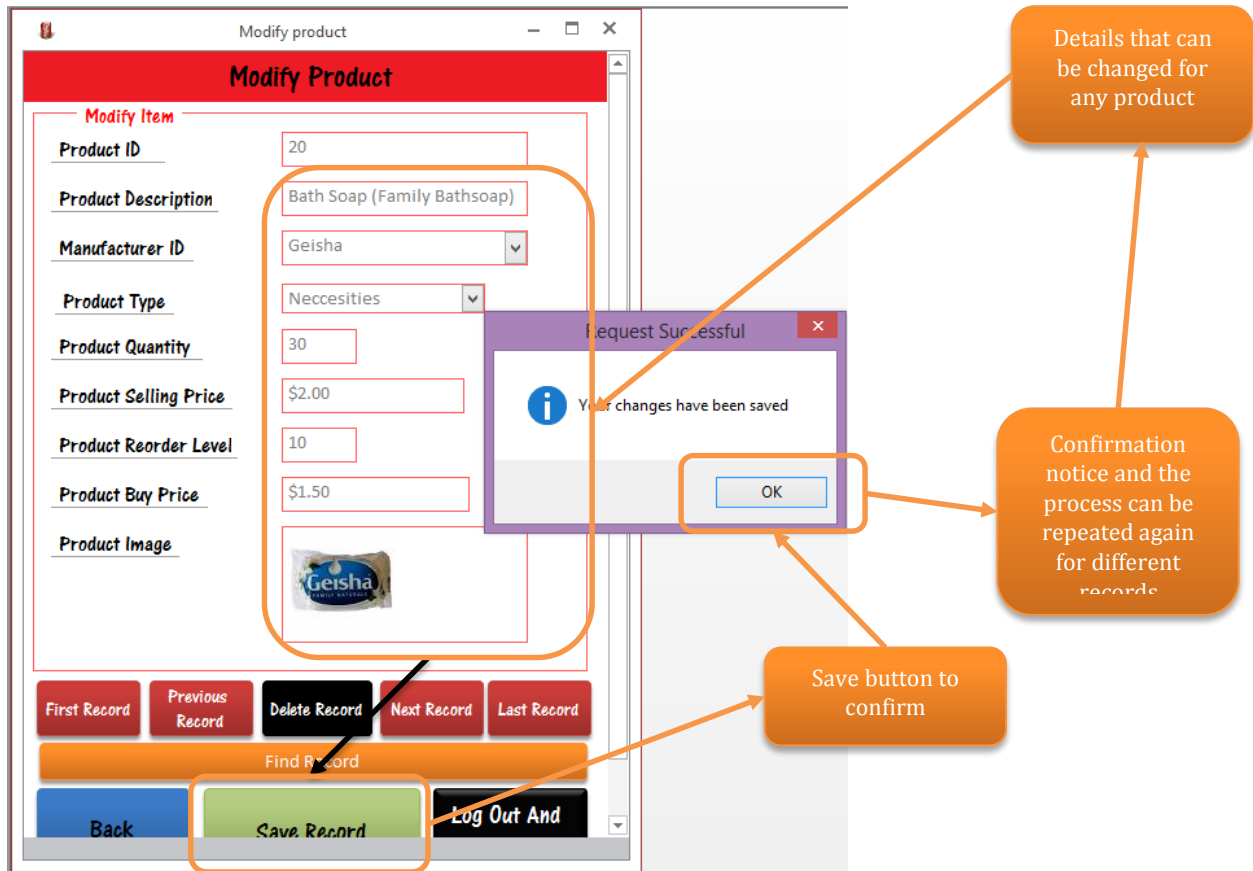
### MODIFY PRODUCT FORM

- This is the form that is used to modify details on particular product and just general viewing of the product details.
- Changing details can be useful in the case of a stock count mistakes or general product detail input mistakes, buy price change although that is changed officially in the order table and updating of the records.
- The form has navigation buttons to help the user scroll from record to record.
- The form also consists of a find function to search for products by the product id.

The screenshot shows a web application window titled "Modify product". Inside, there's a red header bar with the text "Modify Product". Below this is a section titled "Modify Item" which contains several input fields and a dropdown menu. The fields are labeled: "Product ID", "Product Description", "Manufacturer ID", "Product Type", "Product Quantity", "Product Selling Price", "Product Reorder Level", "Product Buy Price", and "Product Image". The "Product Image" field contains a small image of a bottle. Below the form, there are several buttons: "First Record", "Previous Record", "Delete Record", "Next Record", "Last Record", "Find Record", "Back", "Save Record", and "Log Out And Exit".

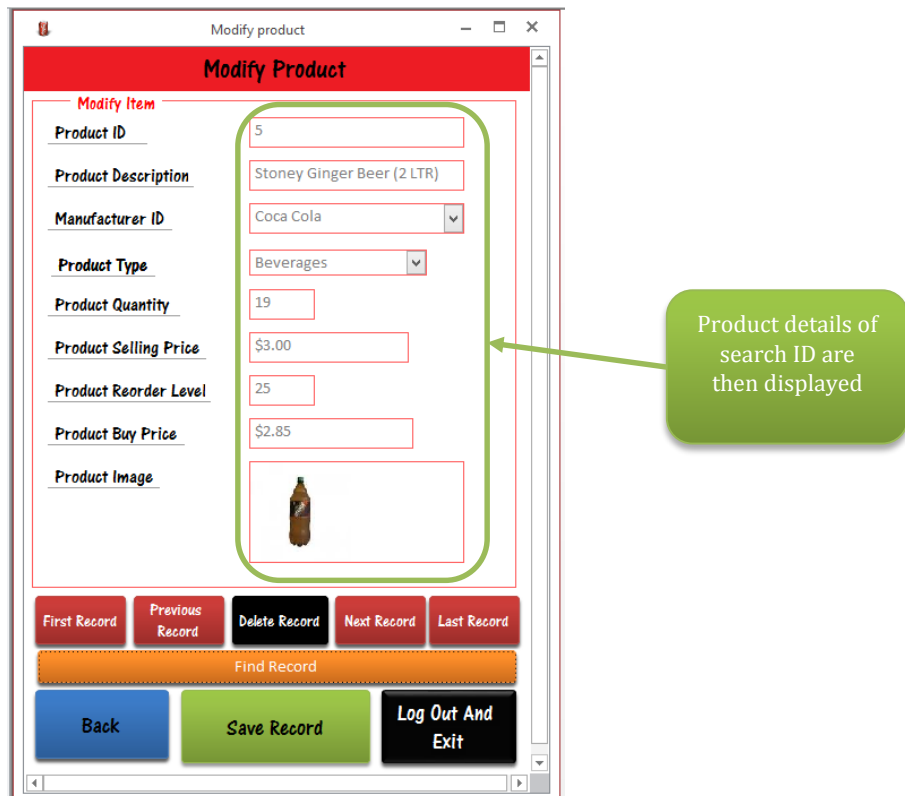
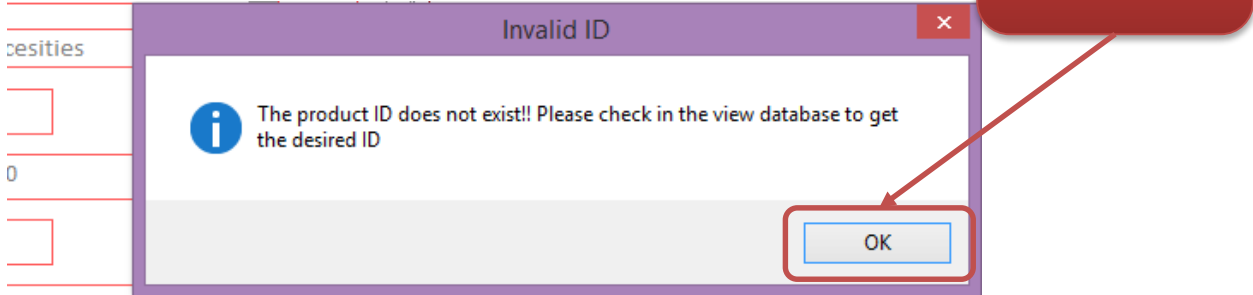
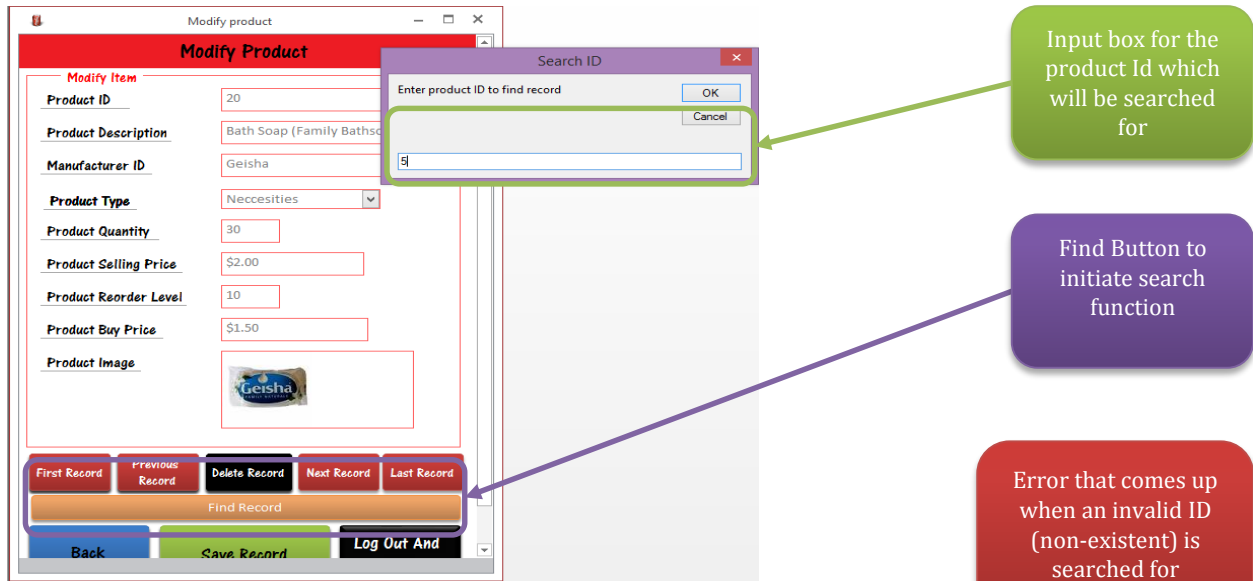
### MODIFYING A PRODUCT

- Modifying a record involves navigating to the desired record using the navigation buttons or the find record button.
- When the desired record has been found edit the particular attribute that's in need to be modified and click on the save record button.
- This will save all the details of the particular record being modified.
- A confirmation box will come up to notify you that the process was successful.



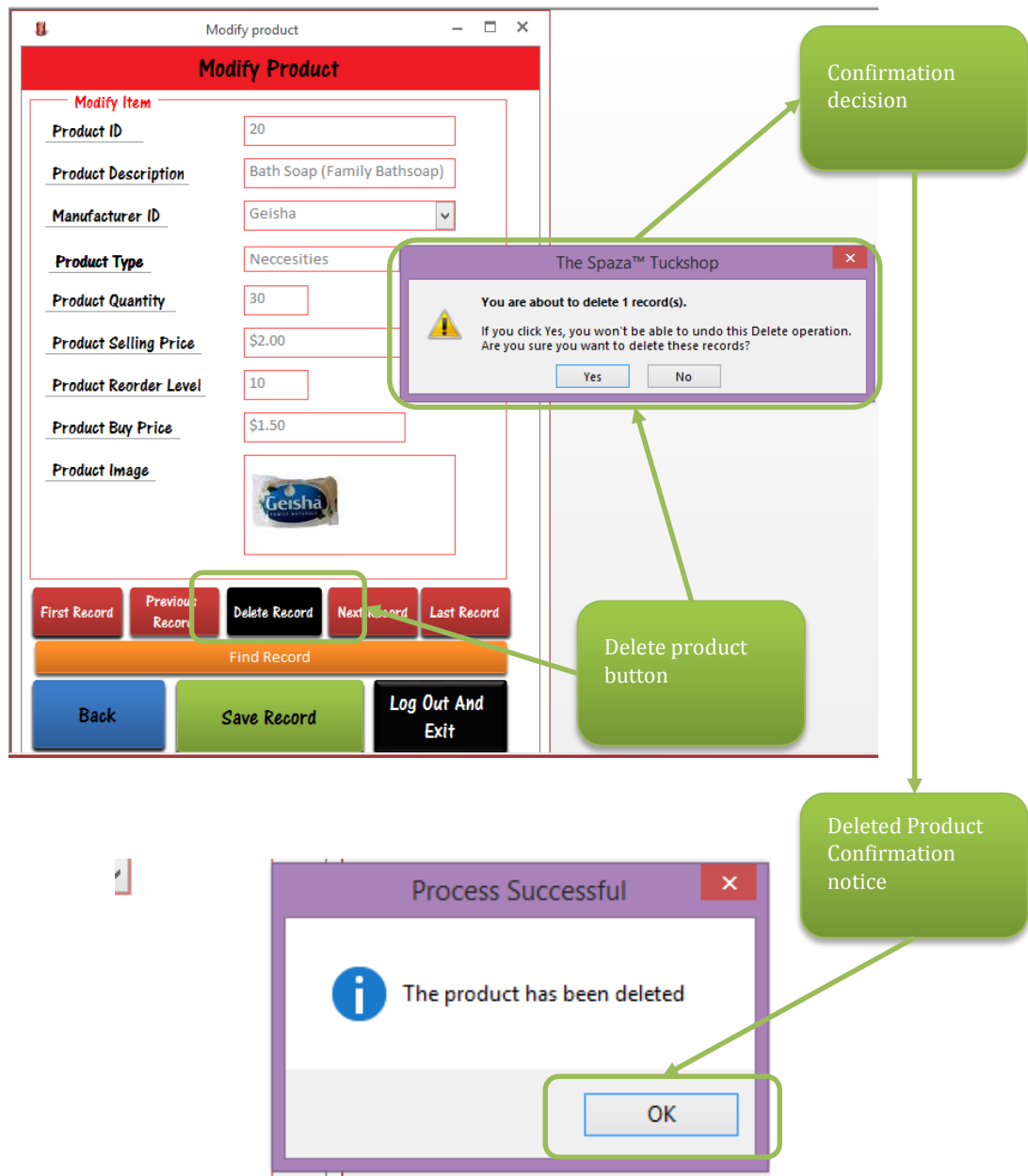
### • FINDING A PRODUCT

- Finding a record requires the user to know the product id of the product they are looking for.
- The product id can be checked in the view database form as a reference to the product being found.
- To initiate the search function the user clicks on the find record button.
- An input box will pop up that strictly accepts numbers.
- This will ask the user to type in the product id of the particular product.
- By clicking okay the program searches for that particular id.
- If the ID is found the details of the particular record are displayed otherwise an error message will pop up notifying that the record has not been found.



## DELETING A PRODUCT

- Deleting a record is removing a record from the database completely.
- The user has to navigate to the targeted product using the buttons or the find button.
- When the product details are being displayed the delete button can be pressed.
- A confirmation notice will ask the user if they want to delete the record or not.
- If the user still wants to delete the record they click on the yes button to continue.
- The product record will be removed and the confirmation notice that the record has been deleted will pop up.



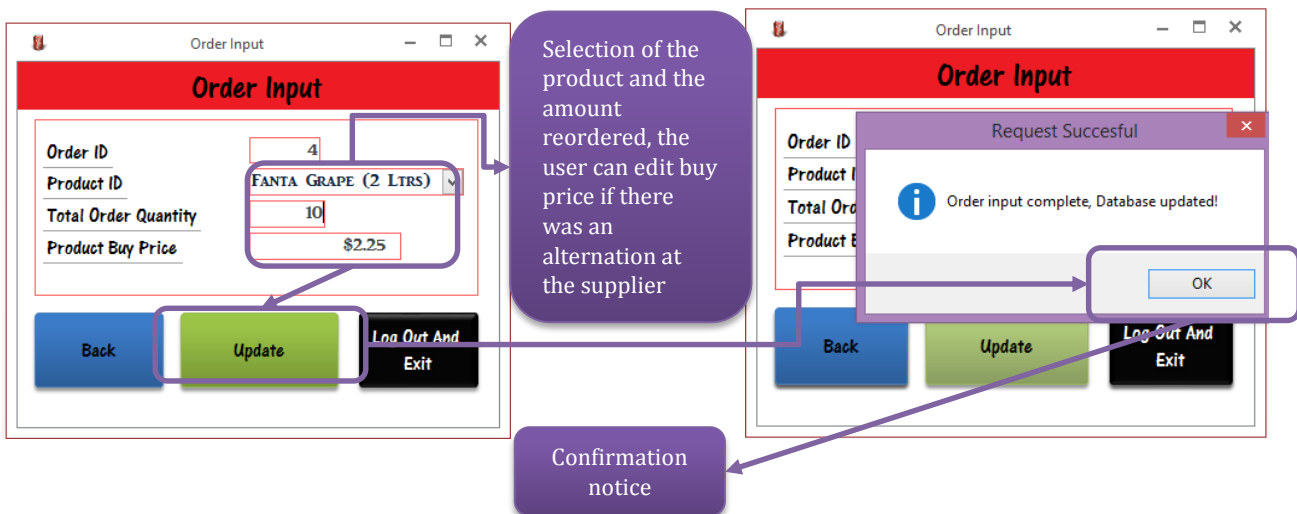
## ORDER INPUT FORM

- This form has one purpose it is the form used to input the orders of new stock.
- The user can only update one product at a time.
- This form when the order is complete updates the stock and buy price fields after orders.

The screenshot shows a window titled "Order Input". Inside, there's a red header bar with the text "Order Input". Below it, there are four input fields: "Order ID" with a dropdown menu showing "(New)", "Product ID" with a dropdown menu, "Total Order Quantity" with a text input field, and "Product Buy Price" with a text input field. At the bottom, there are three buttons: "Back" (blue), "Update" (green), and "Log Out And Exit" (black).

### INPUTTING AN ORDER

- Inputting an order is one of the simplest processes of the whole system.
- The user can either type in the product id or select from the drop down list.
- After the user has selected the system then looks up the current buy price of the selected product.
- The buy price if it has been changed can be updated in this field.
- The user then enters how much of that product he arrived and the update button can now be clicked to record the order.
- The update button will update the order table and product.

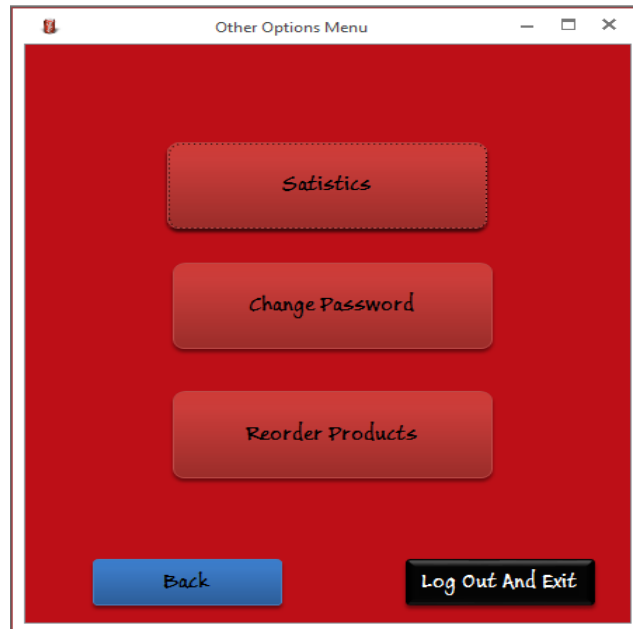




## OTHER OPTIONS MENU

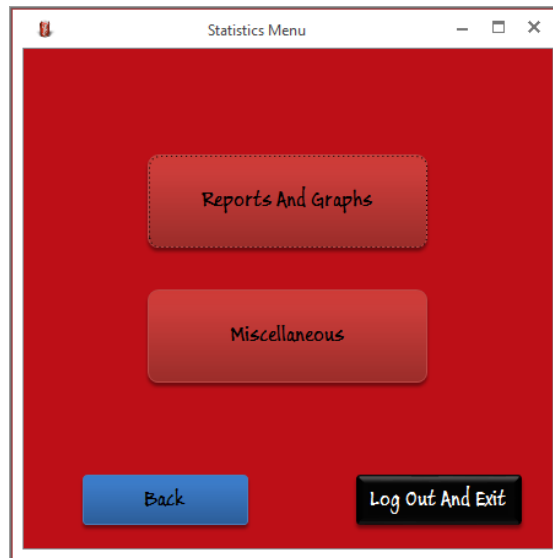
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- This is the menu that contains the rest of the options that do not fit in the criteria of the other headings.
- It has 3 options between a statistics menu, change password and reorder products menu's.
- Clicking on the respective buttons takes the user to the respective menu's



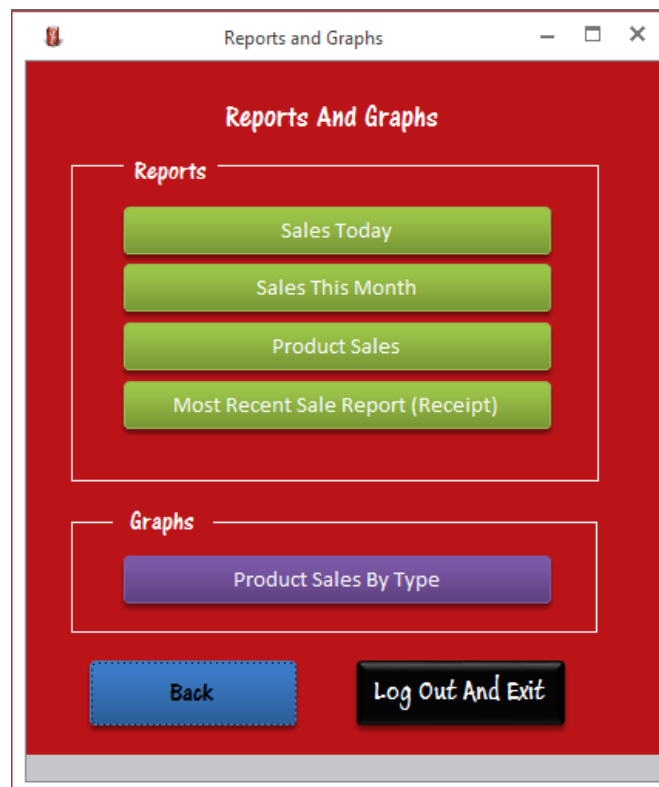
## STATISTICS MENU

- This is where all the reports on the business performance are found.
- There are two options, one for the reports and graphs and the other for a miscellaneous statistics list.



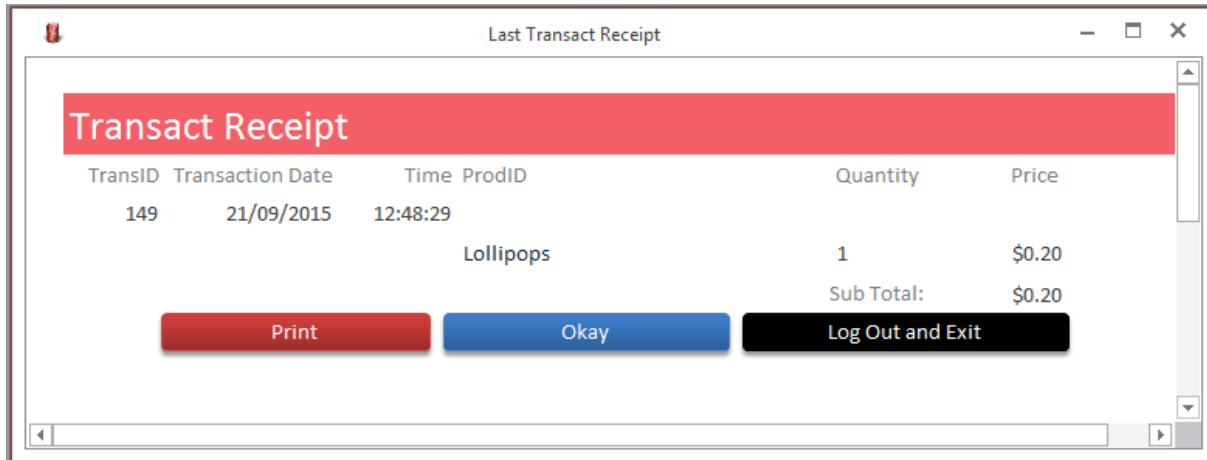
### REPORTS AND GRAPHS MENU

- This is where all the reports are found, from all the transactions of the month to graphs on all transactions of the day.
- There are two sections one for reports and another for a graphs.



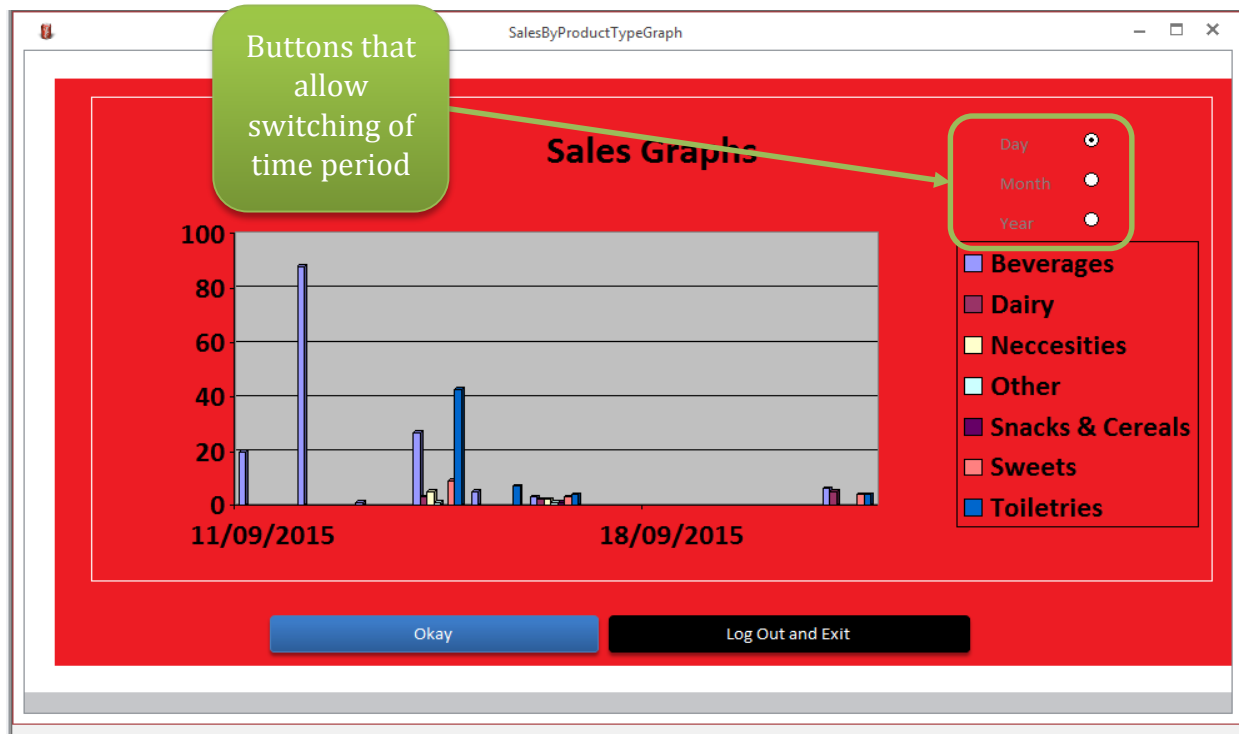
### PRINTING & VIEWING A REPORT

- To print a report first of all it needs to be viewed first.
- There are four categories of reports that can be viewed the desired one is accessed by clicking on it.
- While in the report view mode the report can be printed by clicking on the print button it prints to the default printer straight away.



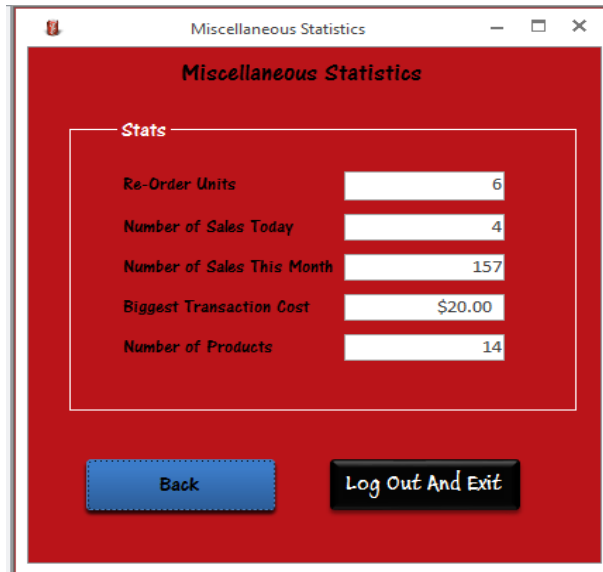
### VIEWING A GRAPH

- There is only one graph represented but it is across 3 time periods so in actual fact there are 3.
- Switching graph time periods is done using the buttons on the right of the graph period.



### MISCELLANEOUS STATISTICS FORM

- This form just contains calculated miscellaneous statistics from the database through its day to day running.

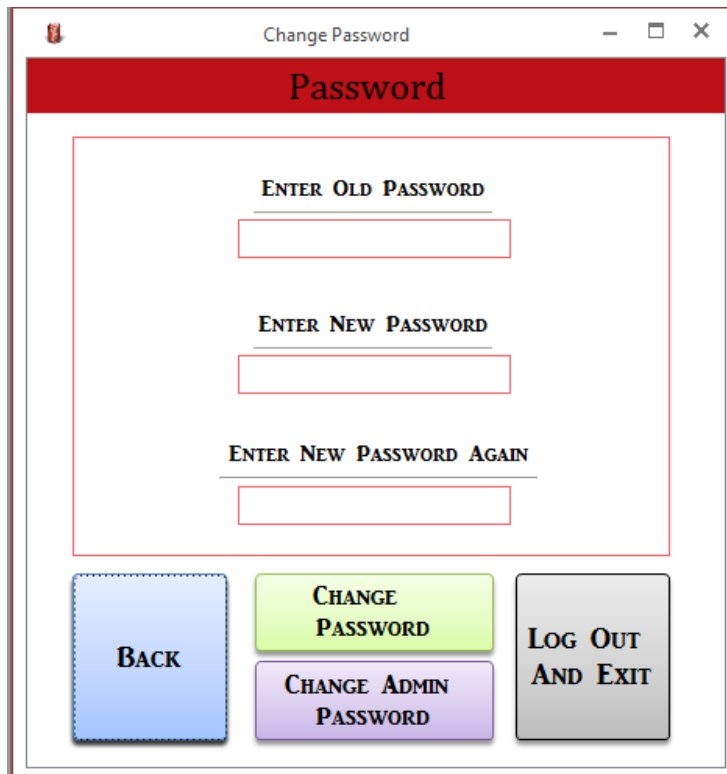


The screenshot shows a window titled "Miscellaneous Statistics". Inside, there's a red header bar with the title "Miscellaneous Statistics". Below it, a section titled "Stats" contains a table of statistics. At the bottom, there are two buttons: "Back" and "Log Out And Exit".

Stats	
Re-Order Units	6
Number of Sales Today	4
Number of Sales This Month	157
Biggest Transaction Cost	\$20.00
Number of Products	14

### CHANGE PASSWORD FORM

- This form is used to change the passwords of the system.
- The user can change the main password and admin password.
- Changing passwords is an admin right.



The screenshot shows a window titled "Change Password". Inside, there's a red header bar with the title "Password". Below it, there's a section with three input fields labeled "ENTER OLD PASSWORD", "ENTER NEW PASSWORD", and "ENTER NEW PASSWORD AGAIN". At the bottom, there are three buttons: "BACK", "CHANGE PASSWORD", and "LOG OUT AND EXIT".

## CHANGING THE MAIN PASSWORD

- Changing the main password requires the user to know the original password and the admin password is needed on login to access this form.
- The user first has to enter the old password.
- After which he enters the new password in the new password and again in the “confirm new password” textbox.
- After which he can click on the change password button to initiate the change password process.
- The system will check if the form data makes sense and if all the passwords are correct then it will change the password and notify the user that the password has been changed with a notice.
- In actual terms the passwords will have been hidden but they are shown for the purposes of this tutorial.

Section where the existing password is input

Section where the new password and confirm passwords are input

Change password to begin validation and changing process

Confirmation notice when everything is valid

Change Password

ENTER OLD PASSWORD

123

ENTER NEW PASSWORD

456

ENTER NEW PASSWORD AGAIN

456

CHANGE PASSWORD

BACK

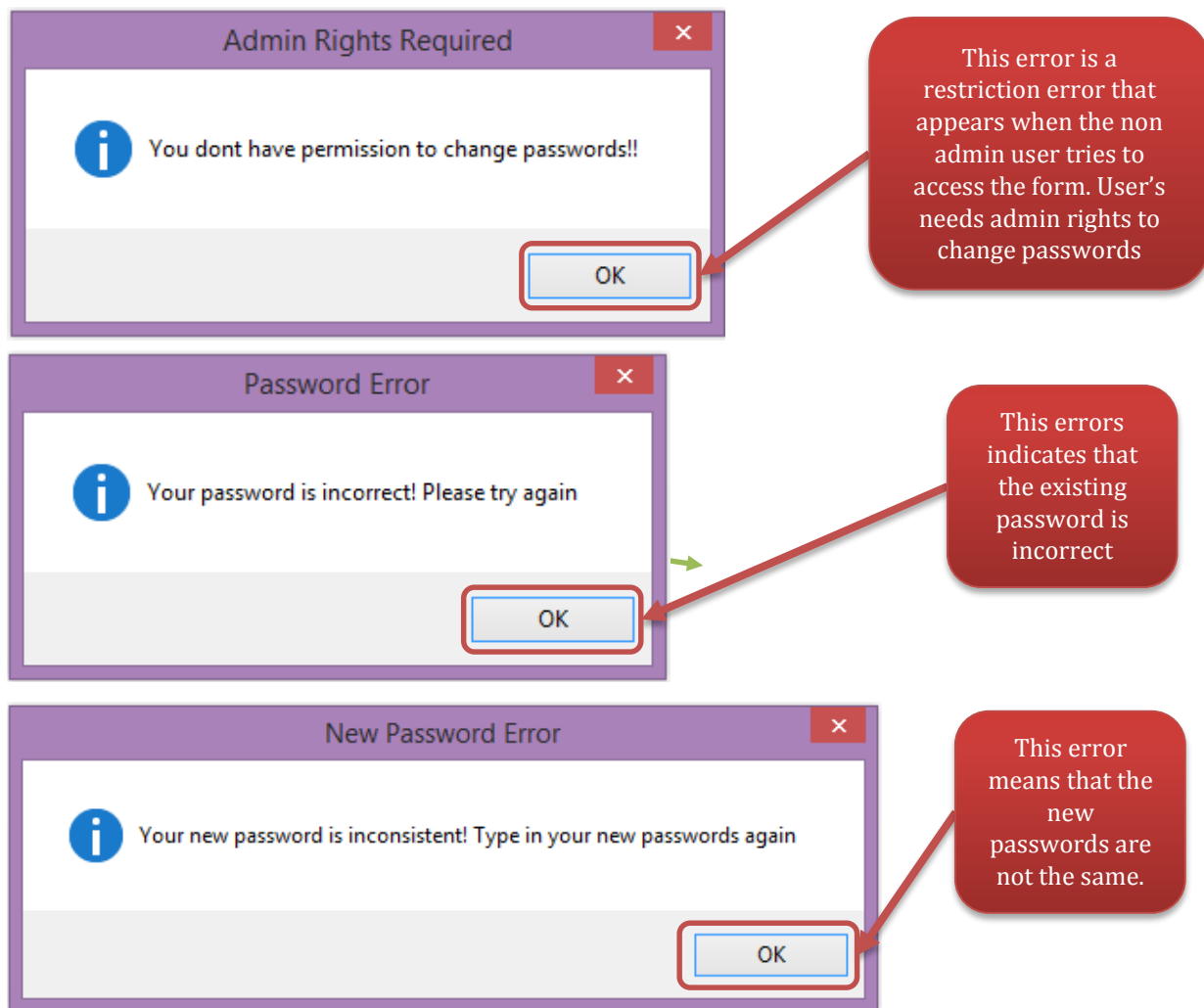
LOG OUT

Password Change Successful!

Your main password has been changed!

OK

The following errors can occur



### CHANGING THE ADMIN PASSWORD

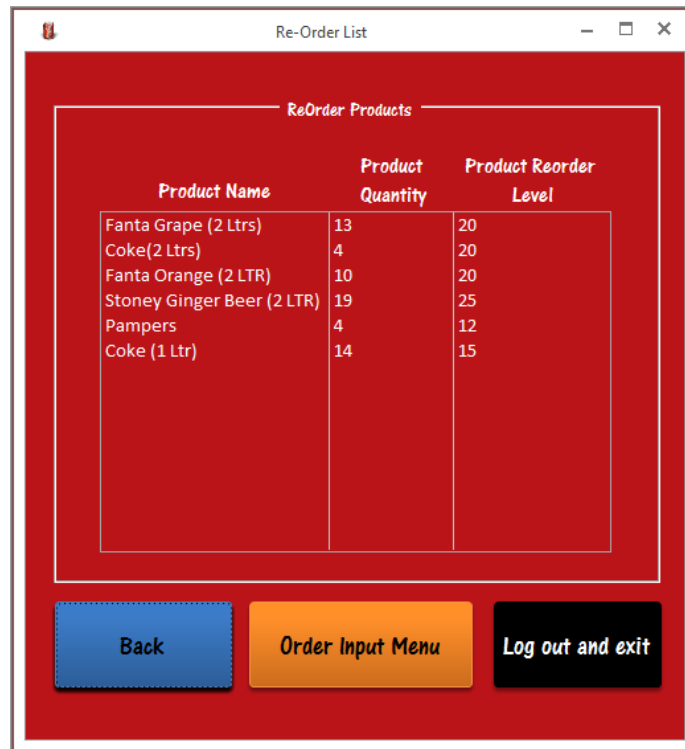
- Changing the admin password is a similar process with the normal change password sequence besides the fact that the user will now be using the admin password as the old password and the new password will remain an item of the user's choice.
- The user first has to enter the old admin password.
- After which he enters the new password in the new password and again in the "confirm new password" textbox.
- After which he can click on the change admin password button to initiate the change password process.
- The system will ask the user again to enter the new password in the pop up input box.
- The system will check if the form data makes sense and if all the passwords are correct then it will change the password and notify the user that the password has been changed with a notice.
- In actual terms the passwords will have been hidden but they are shown for the purposes of this tutorial.

The screenshot displays a web application window titled "Change Password". The main form has a red header bar with the word "Password" in white. Below the header, there are three input fields: "ENTER OLD PASSWORD" with the value "MASTER", "ENTER NEW PASSWORD" with the value "COKE", and "ENTER NEW PASSWORD AGAIN" with the value "COKE". At the bottom of the form, there are four buttons: "BACK" (blue), "CHANGE PASSWORD" (green), "CHANGE ADMIN PASSWORD" (purple), and "LOG OUT AND EXIT" (grey). A purple pop-up window titled "Admin Password Clarification" is overlaid on the main form. It contains the text "To complete the process please enter the new admin password again" and a text input field with the value "coke". The pop-up also has "OK" and "Cancel" buttons.

The errors that can appear are consistent with the errors with the normal password changing sequence.

## REORDER LIST

- This is a simple list where by the user can see which products are in need of re ordering (the items that are running out or have run out)



Product Name	Product Quantity	Product Reorder Level
Fanta Grape (2 Ltrs)	13	20
Coke(2 Ltrs)	4	20
Fanta Orange (2 LTR)	10	20
Stoney Ginger Beer (2 LTR)	19	25
Pampers	4	12
Coke (1 Ltr)	14	15

Back      Order Input Menu      Log out and exit

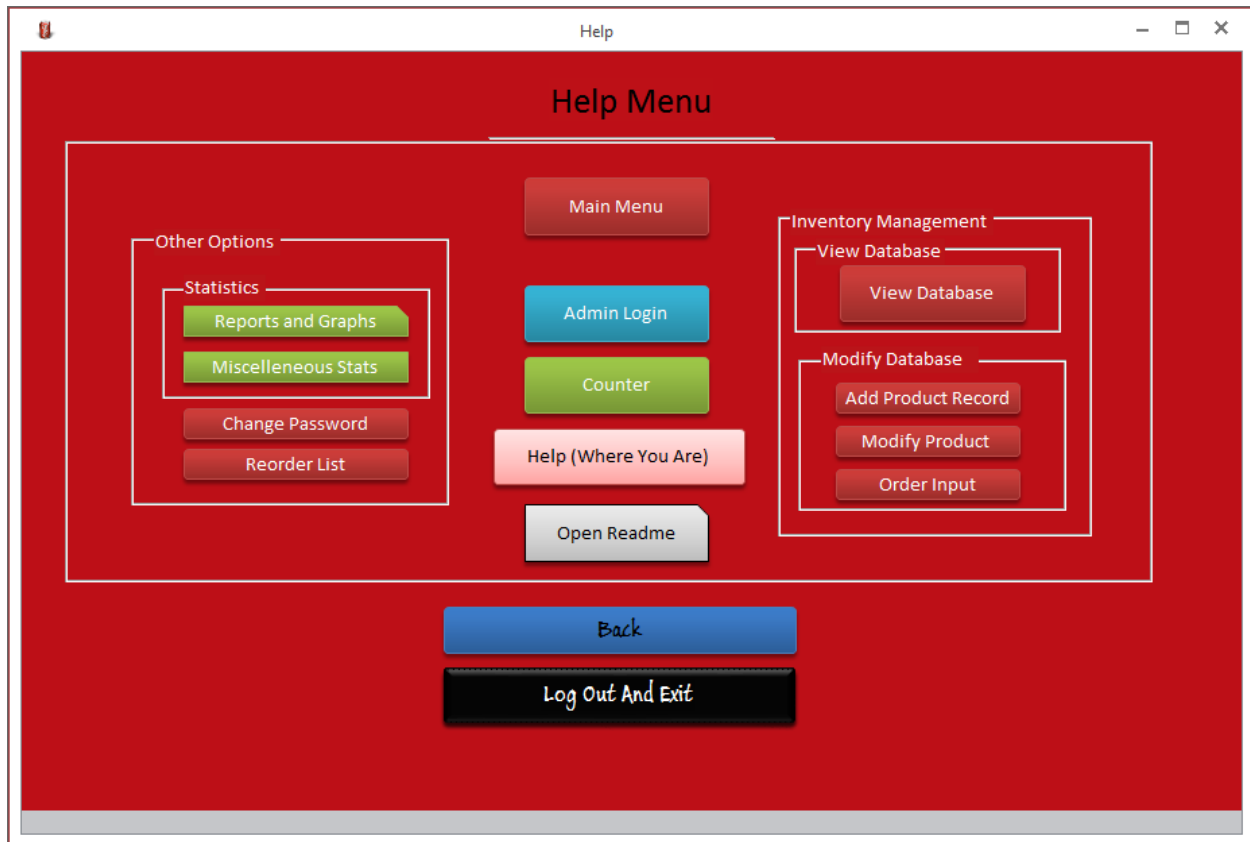
## REORDERING FROM THE LIST

- This requires the user to click on the order input menu which then opens the order input menu and then the order input process explained in the order input form section can be done for the particular products.



## HELP FORM

- This is the menu that can be used when the user who needs in program (in access) help.
- It will have buttons to the all forms with information on what each of them do.



The help menu contains buttons that will take the user straight to the form they request provided the appropriate credentials.

On hover the buttons tell the user what the form does.

