***SAUL AND GUBAT’S MAID CAFÉ***

Table of Contents

Introduction

I.1 Purpose . . . . . . . . 2

I.2 Scope . . . . . . . . 2

I.3 Audience . . . . . . . 2

Getting Started

II.1 System Requirements . . . . . 2

II.2 Installation . . . . . . . 2 - 4

Login and Authentication

III.1 Accessing the Login Screen . . . . 4

III.2 Entering Credentials . . . . . 4

III.3 Account Locking . . . . . . 5

Main Features

IV.1 Dashboard . . . . . . . 5

IV.2 Account Creation . . . . . . 5 - 6

IV.3 Product Creation . . . . . . 7

IV.4 Taking Orders . . . . . . 8 - 9

IV.5 Voiding Orders . . . . . . 9

IV.6 Sales Report . . . . . . . 9 - 10

Troubleshooting

V.1 Common Issues . . . . . . . 10

V.2 Contact Support . . . . . . 11

Frequently Asked Questions (FAQs)

Appendix

VII.1 Glossary . . . . . . . 12

VII.2 Version History . . . . . . 12 - 13

1. ***INTRODUCTION***

*I.1 Purpose:*

The purpose of this manual is to provide users with a comprehensive guide on how to use the Saul and Gubat’s Maid Café Application effectively.

*I.2 Scope:*

This manual covers the installation, setup, and usage of Saul and Gubat’s Maid Café Application.

*I.3 Audience:*

This manual is intended for users of Saul and Gubat’s Maid Café Application who want to understand its features and functionalities.

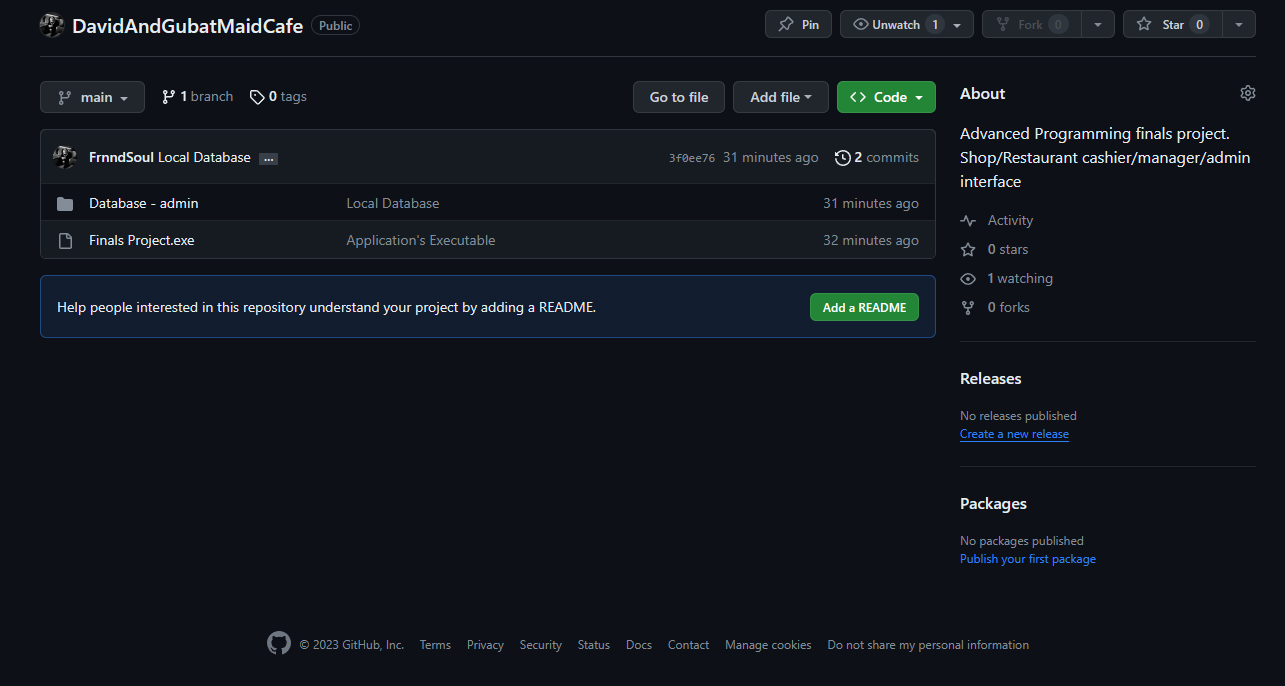
1. ***GETTING STARTED***

*II.1 System Requirements:*

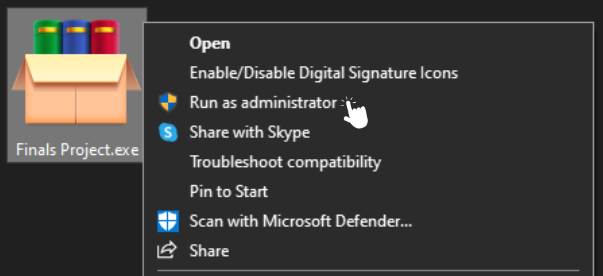
RAM: at least 4gb DDR3  
 CPU: at least 3.4ghz

*II.2 Installation Process:*

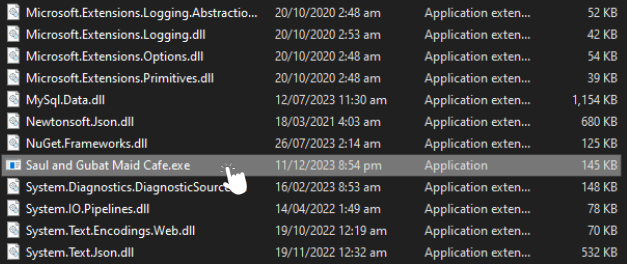
1. Head over the link: <https://github.com/FrnndSoul/DavidAndGubatMaidCafe>



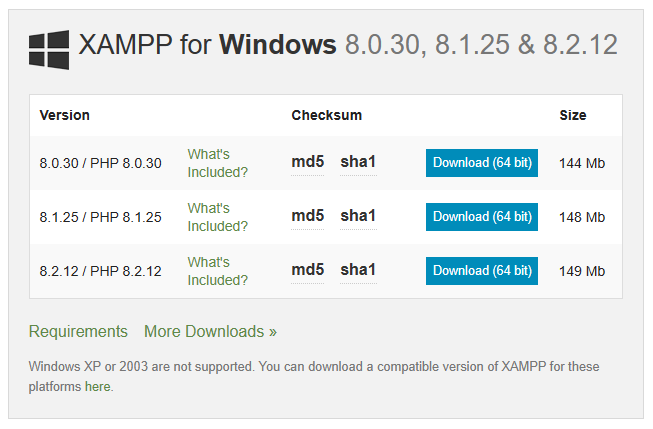
1. Download the Application’s Executable.
   1. Download the executable only if the domain/hosting is still active.
   2. Download the local databases and executable in the folder if not.
2. Install the application in your computer.



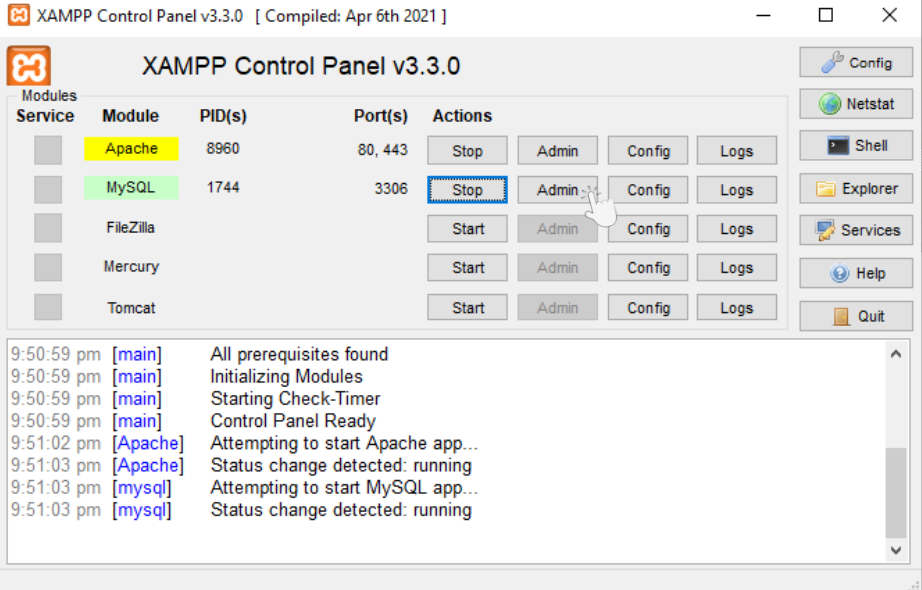
1. Find the application’s executable, and run the program.



1. If the database’s domain/hosting is no longer active, proceed to install XAMPP [here.](https://www.apachefriends.org/download.html) Else, you are already done!
   1. Install XAMPP.



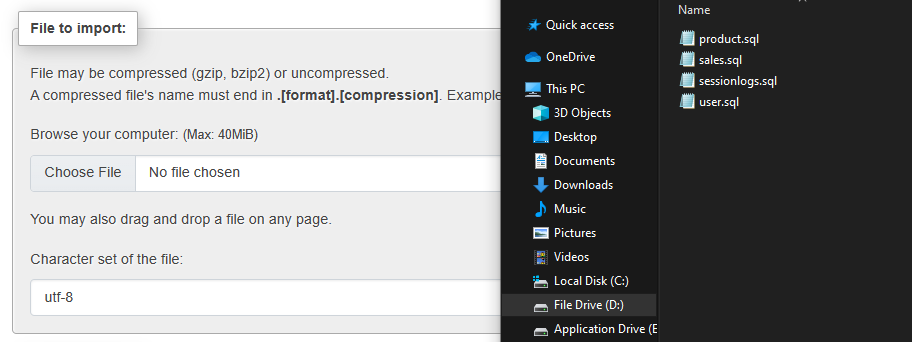
* 1. After installing XAMPP, run the program and start Apache and MySql, then proceed to MySql Admin.



* 1. Create a database named “admin”

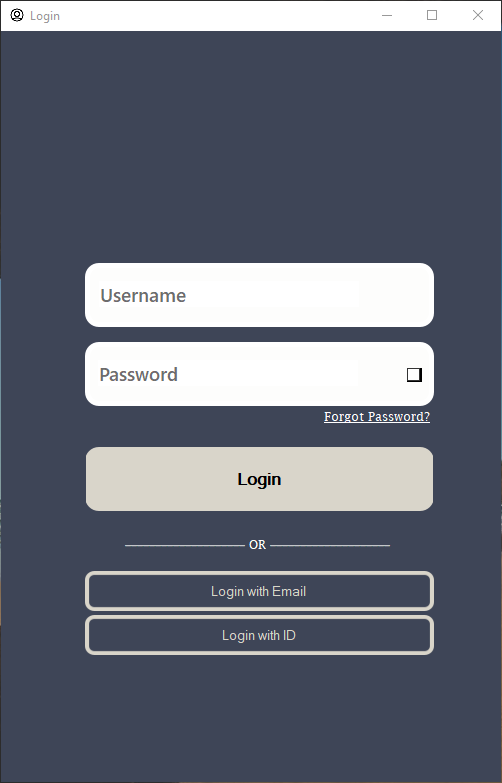


* 1. Head to import, then import the database’s tables on Step 1.



1. ***LOGIN AND AUTHENTICATION***

*III.1 Accessing the Login Screen*

(Fig. 1)

After downloading the program, you can extract the application via running it as administrator, choose the installation path, the click install—Installation Process step 3, then proceed to step 4.

The login screen will show (Fig. 1). To access the program, you’ll need to input your credentials on the textboxes, provided that you have already created an account.

You can also sign in using you Email and ID with the given buttons below.

If ever you forgot your password, click on the “Forgot Password” hyperlink to update to a new password *(Old password cannot be retrieve)*.

*III.2 Account Locking*

New accounts that have been created were inactive at first, needing an admin approval before being used in the application. Once the account is active, then failing to log in three (3) times in a row, will lock your account. The only way for it to be reactivated is by contacting a admin to reactivate the locked account.

1. ***MAIN FEATURES***

*IV.1 Dashboard*

The dashboard (Fig. 2) provides an overview of Saul and Gubat’s Maid Cafe with key features and information —i.e. taking orders, viewing the sales report, list of employees, as well as the list of the products, and a sign out button— accessible by certain roles in the business (i.e. admin, manager, and staff).

(Fig. 2)



There are three types of accounts that can be used. The following accounts that can be used, follows:

Admin Account:

Can create, and edit user profiles as well as products

Manager Account:

Can take, and void orders, and view sales report

Staff Accounts:

Can only take orders, and needs manager approval for voiding.

*IV.2 Account Creation*

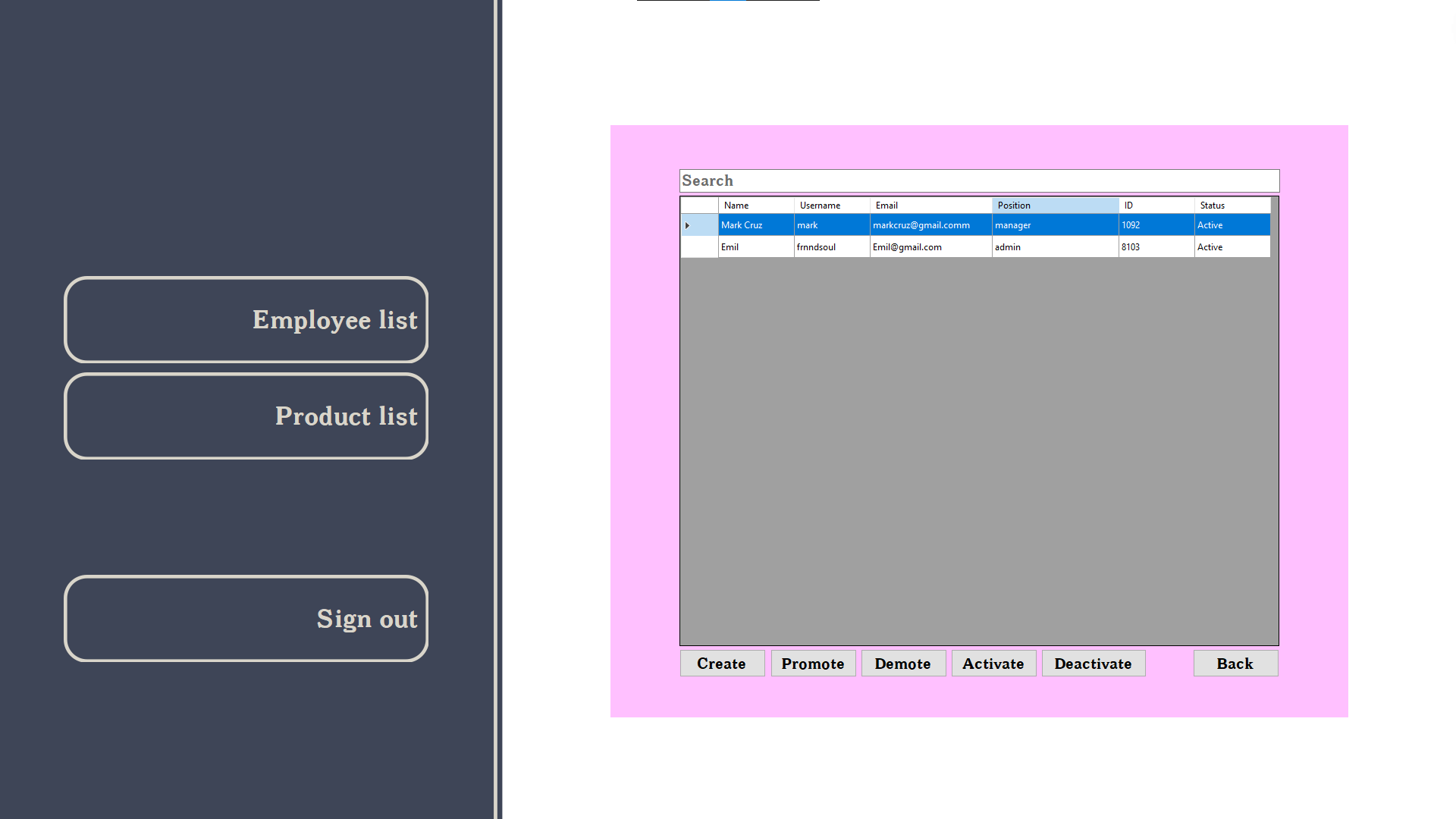
To create an account, an admin account must be used. At first startup, you’ll need to use the default login for an admin which is:

Username: admin  
Password: admin123

The admin dashboard will now show and click on “Employee List”, and proceed to create an account by clicking “Create”. The Account Creation Page will now show, as shown below.



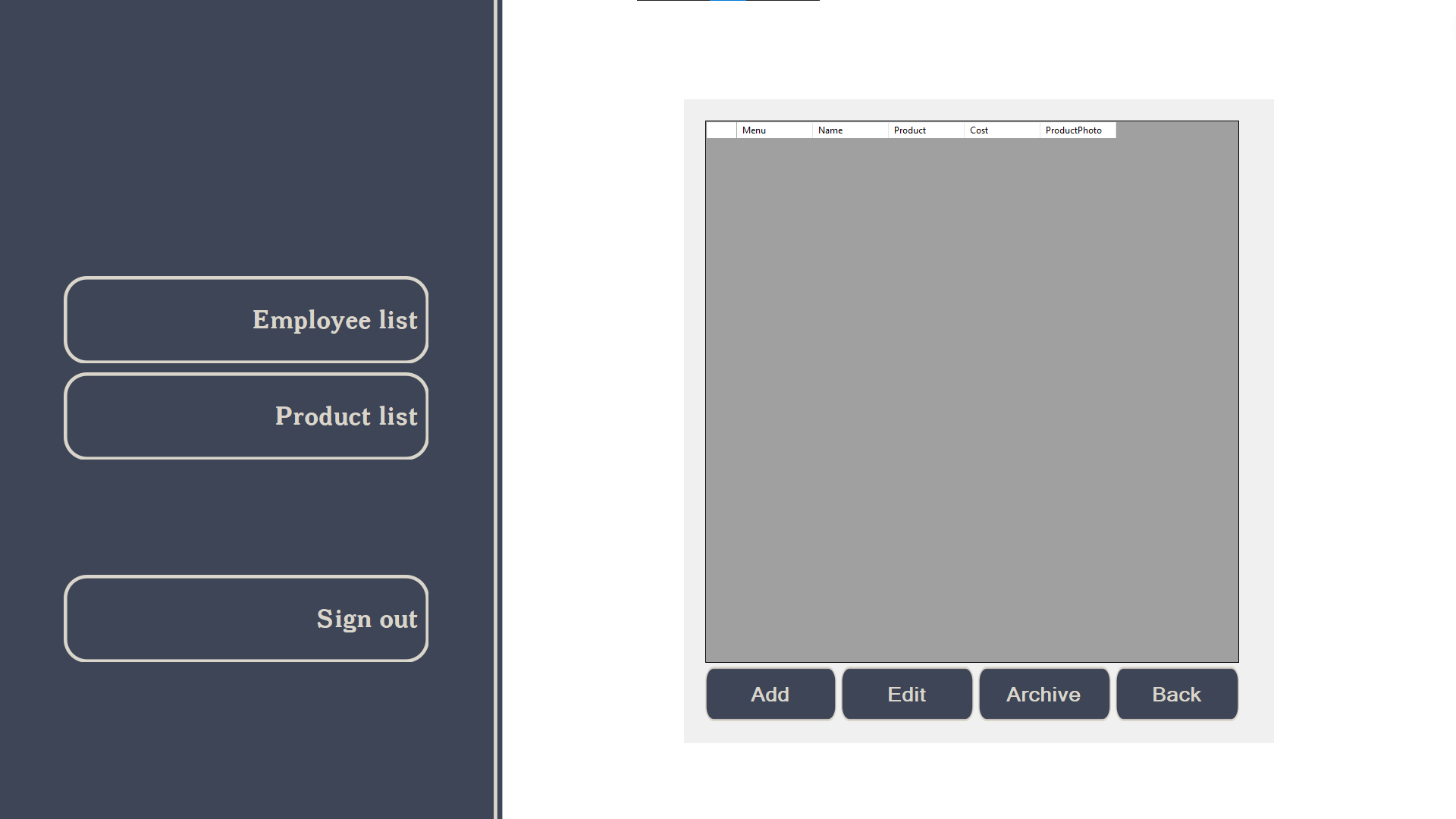
Fill the information boxes with proper details to create your account. Make sure to use proper email, and a strong password which uses both lowercase and uppercase letters, numbers, and special characters. After creating the account, you’ll need to activate it by clicking on the account and pressing the Activate button.



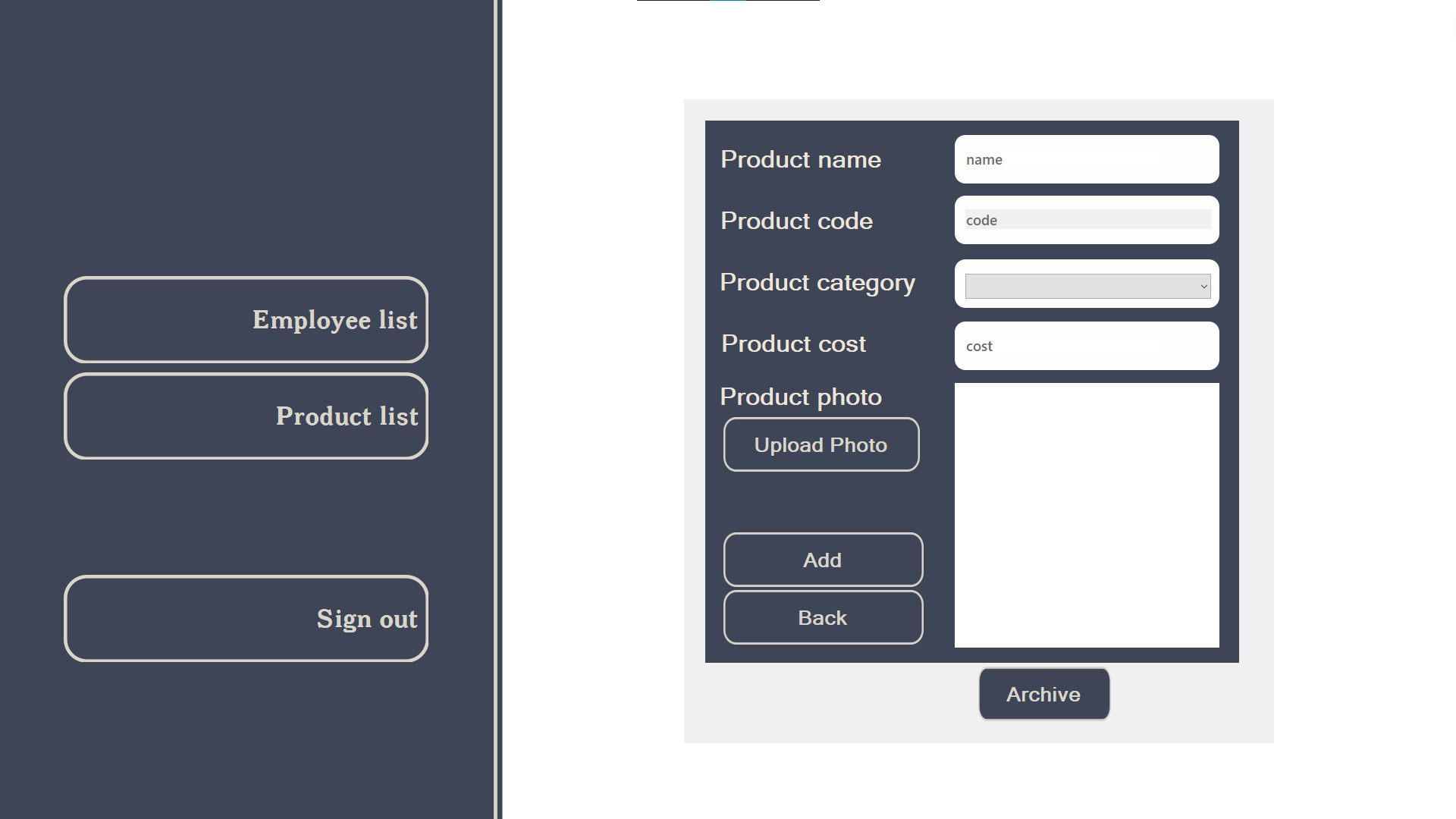
You can also promote the account from staff to manager, and demote from manager to staff, which have different privileges. Upon activating the account, you can now use it on the login page.

*IV.3 Product Creation*

By using the same log-in we used on account creation, which is the default admin credentials, we can also use it to create products which we are going to sell. Proceed to Product List, and the page below will be shown:



Proceed by click the Add button to add your product, and the add product page will be shown:

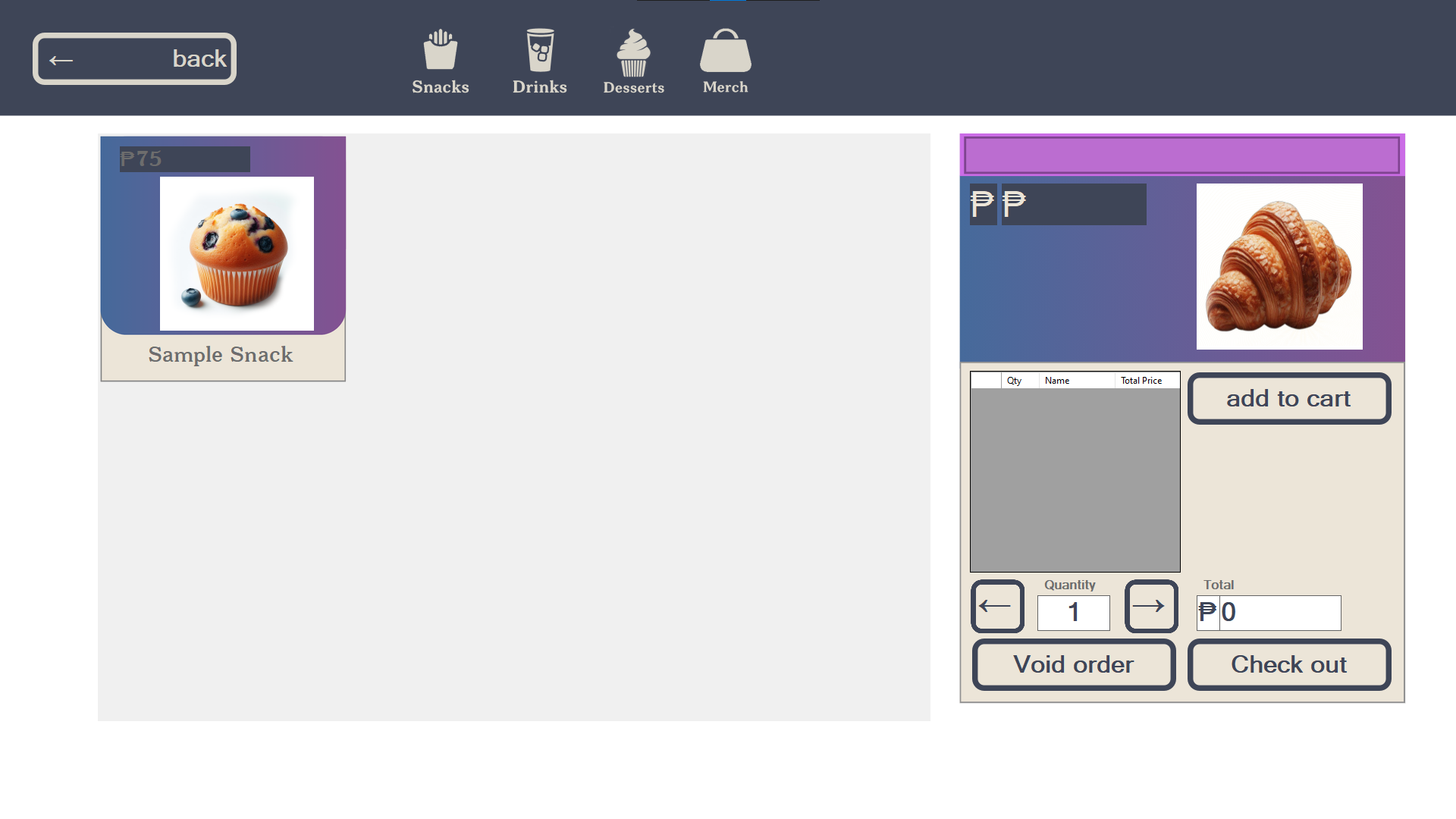


Just like the account creation, input the valid details about your product. It will not be registered if there are missing information as well as the product image. The cost shall only be integer, and the product code is auto generated when you pick the product category. Same process goes to the edit product, when editing products, make sure to give the product proper details.

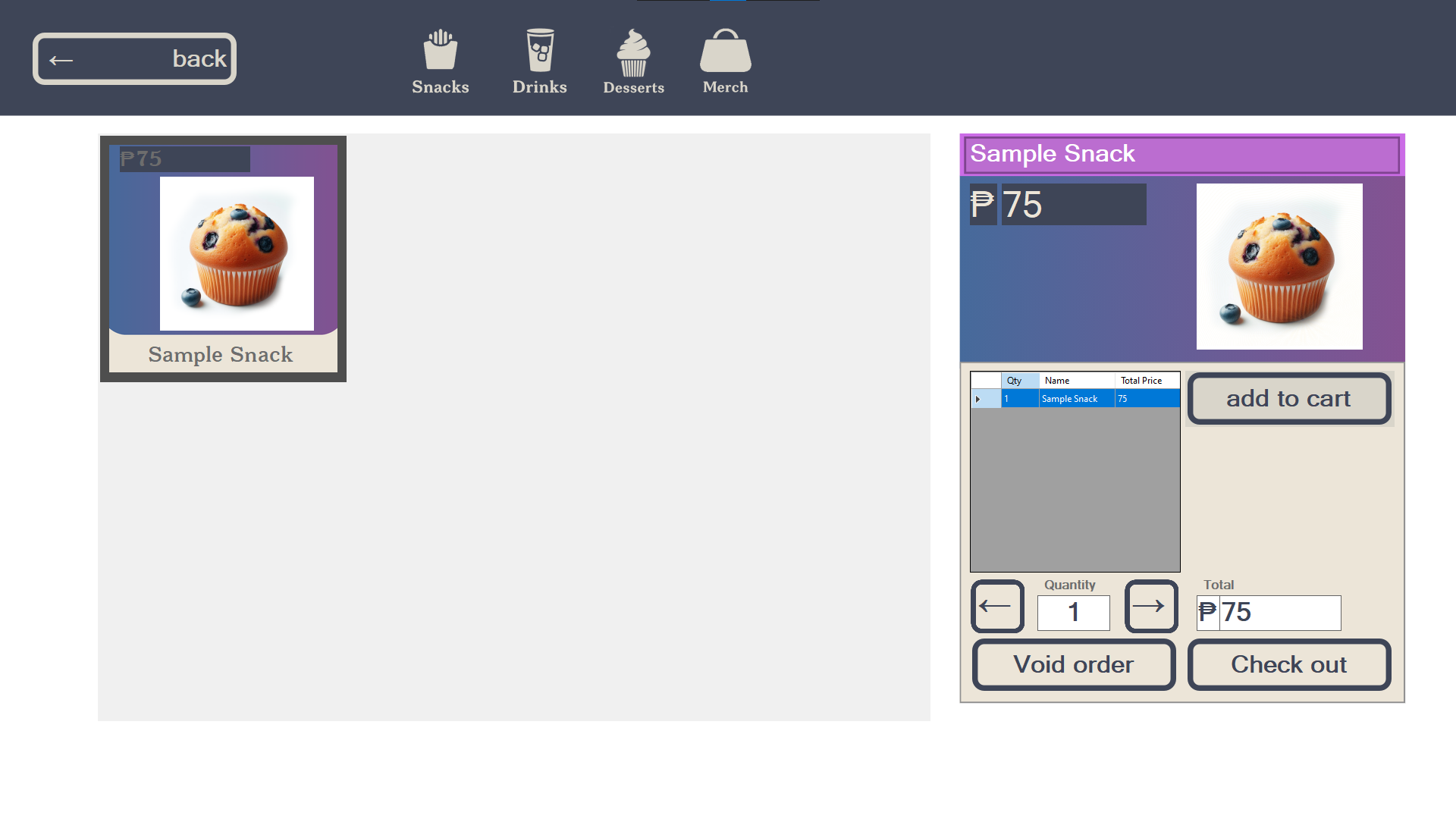
**NOTE ON THE PRODUCTS**: In this version (beta), the archive product is not yet implemented, thus it does not work. For now, when archiving products, replace the current product by editing it.

*IV.4 Taking Orders*

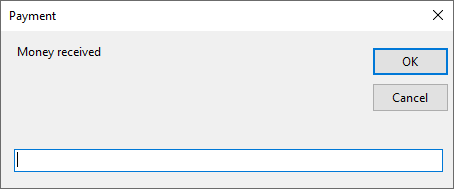
When taking orders, a staff or manager account is needed, an admin account cannot take orders. Log in the account and proceed to take orders, and the Point of Sale (POS) will now show.



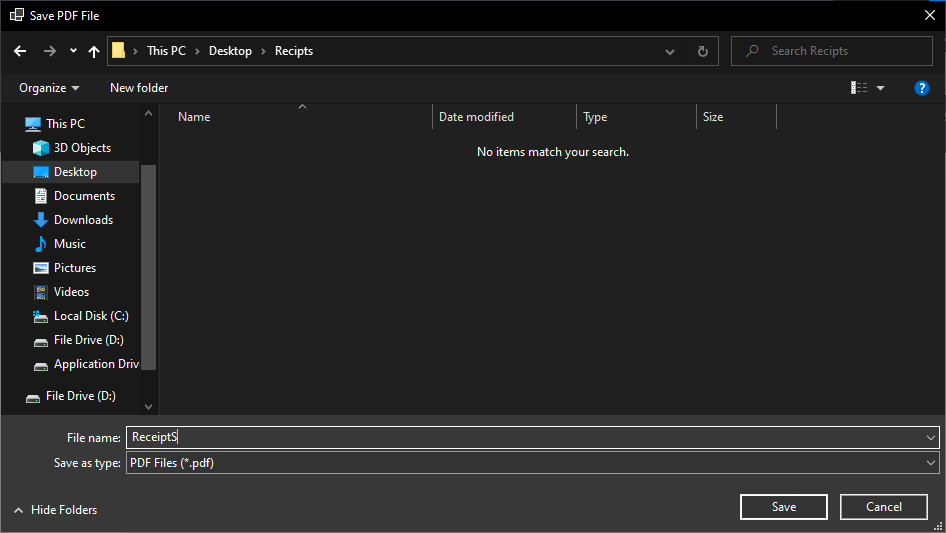
We’ve added sample product per menus (Sample snacks, drinks, etc.) for the manual. When taking orders, you need to click on the specified product and click add to card on the right part of the screen.



When adding product, you can edit quantity before or after adding the product. When you already added the product, click on the product in the table and edit the quantity by using the arrow key. Note that you can NOT remove a product in the table, you’ll need to void it.

When the customer is finish giving his/her orders, you can check out the products by clicking check out button, and the payment window will pop-up. Input enough money, and valid characters (integers) in the pop-up. 

After the payment, you’ll be asked to save the receipt of the transaction. You can print this and give a copy to the customer.

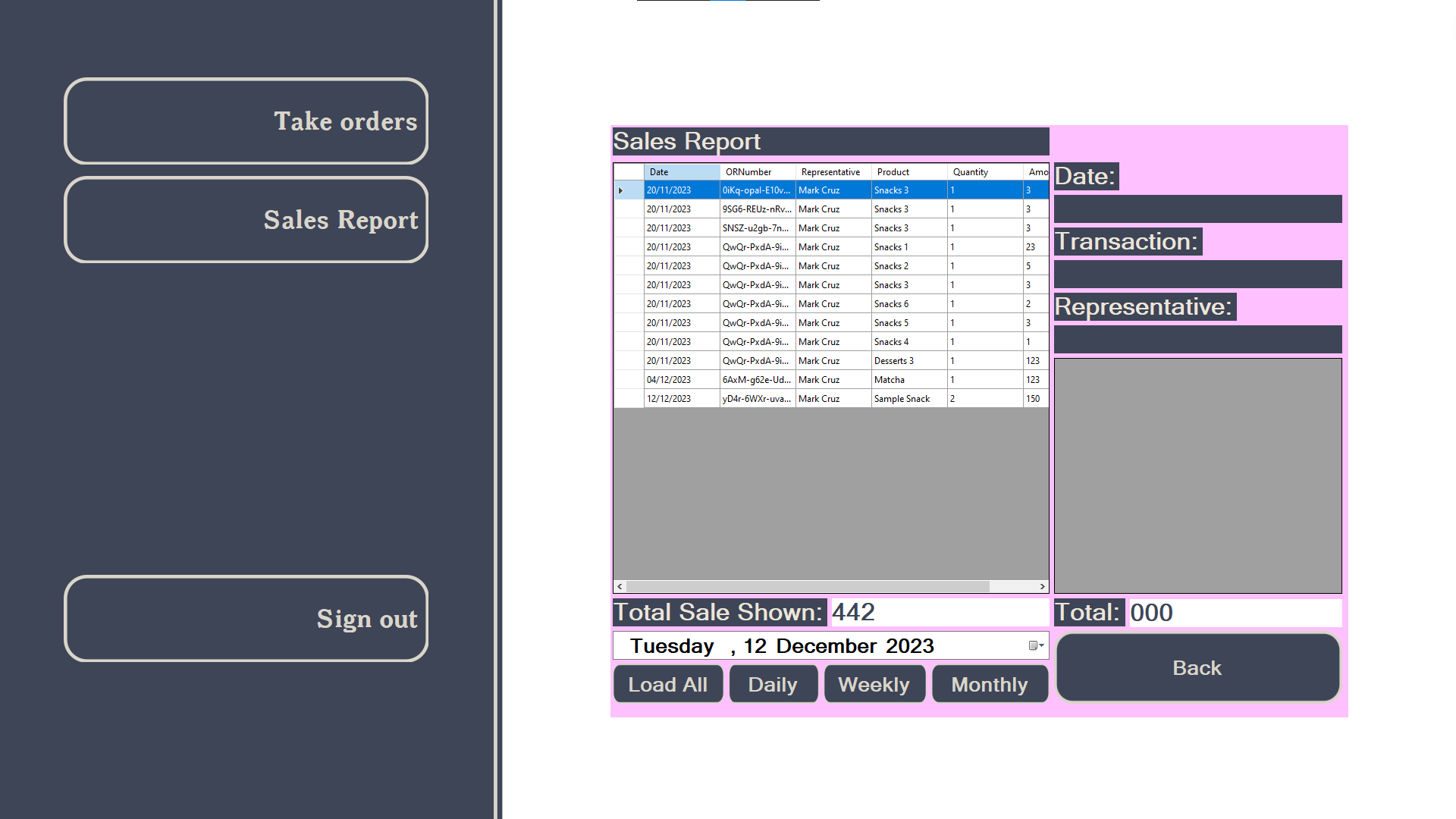


*IV.5 Voiding Orders*

When voiding orders, only managers can do this. If a staff will do the voiding process, they will be asked to input a manager’s password before such proceedings.

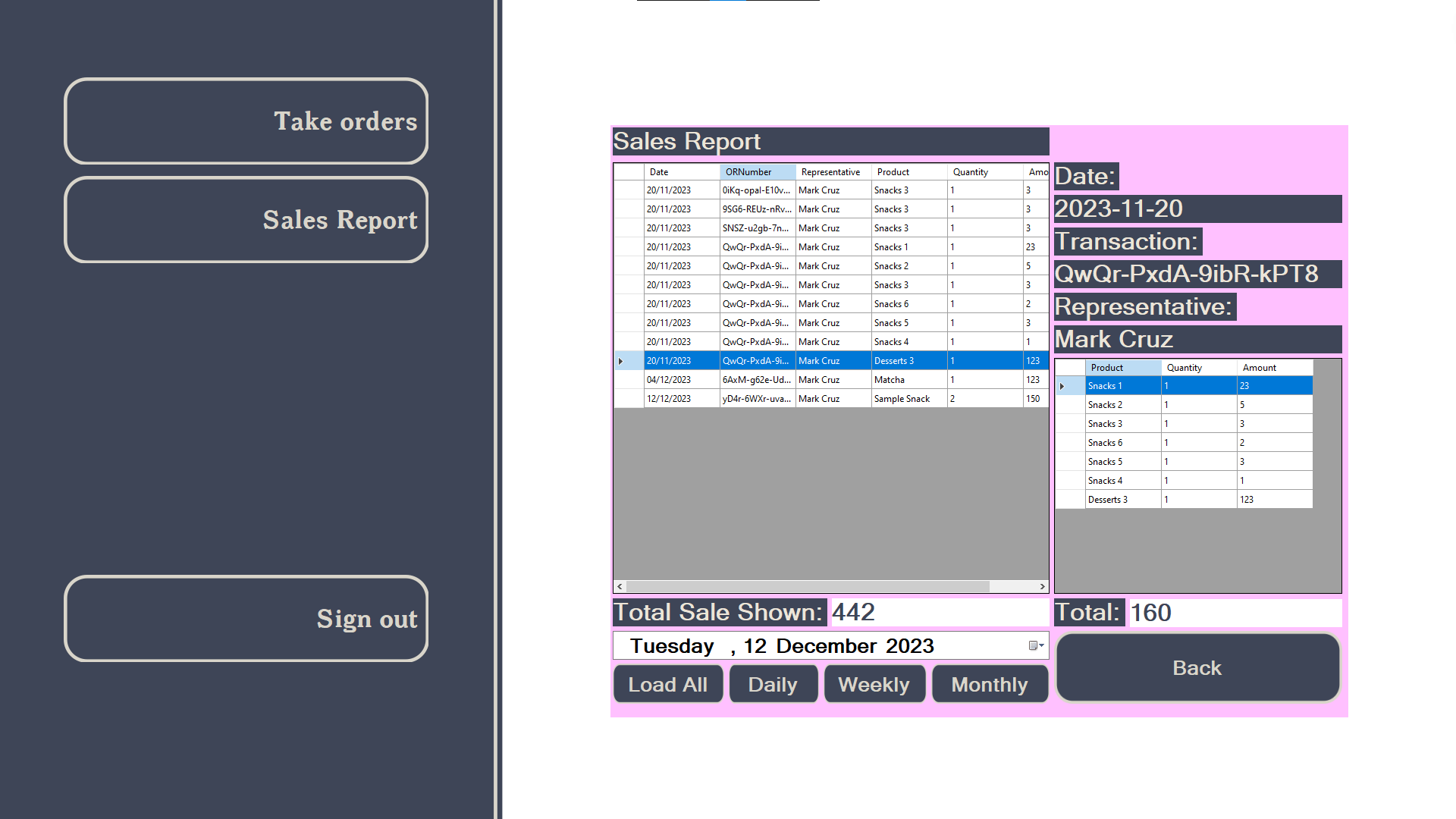
*IV.6 Sales Report*

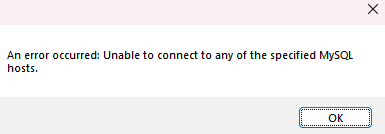
Only managers can view the sales report. Proceed to sales report in the homepage. Below are sample sales:



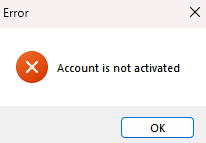
You can filter the sales by clicking the Daily, Weekly, and Monthly buttons, noted that the day, week, or month has already been finished based on the day in the Date time picker area.

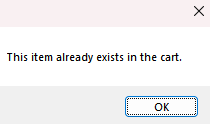
By double clicking a transaction, it will view the transaction history, as well as other purchases made altogether on the right-hand side.



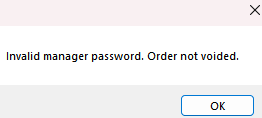
1. ***Troubleshooting****V.1 Common Issues/Error Messages:*1. Database is offline or inactive.

Check the status of your database and or your internet connection.

2. Account is deactivated. Please, contact admin for account activation.



3. The item selected is already in the cart. If you wish to change the quantity of the item simply select it form the cart then use the left and right arrow button located below the cart display

4. The provided void password is incorrect. Please contact your manager to successfully void the order.  
  
  
  
  
*V.2 Contact Support:*

Please contact your service admin for assistance

For Feedback and suggestions:  
EMAIL: [2022-205245@rtu.edu.ph](mailto:2022-205245@rtu.edu.ph) | [2022-200984@rtu.edu.ph](mailto:2022-200984@rtu.edu.ph)   
LANDLINE: 87000

***Frequently Asked Questions***

1. What are the minimum system requirements to run the application?

It requires at least 4GB DDR3 RAM and a 3.4GHz CPU.

2. What are the differences between the three account types (Admin, Manager, Staff)?

The Admin has full access and control of the system, while the Manager can handle orders and reports. Staff, on the other hand, can only take orders and need manager approval to void them.

3. How do I recover my account if I forget my password?

Click the "Forgot Password" link to update your password. It would be helpful to provide a more detailed explanation of the password recovery process, such as the verification steps involved and the password requirements.

4. What happens if I exceed the maximum number of failed login attempts?

Three failed login attempts will lock your account. In this case, please contact the service admin for account reactivation.  
  
5. Help whenever i log in it keeps on saying “Unable to connect to any of the specified MySQL Hosts  
  
The servers of that the database may be currently down or misconfigured . Please contact admin for further assistance.  
  
 ***Appendix***  
  
*VII.1 Glossary:*

* Application | A software program used to manage the cafe's operations.
* *Executable | A file that contains instructions for the computer to execute.*
* *Domain/Hosting | Refers to the location where the application's files are stored and accessed.*
* *Database | A collection of structured data organized in a way that allows for efficient retrieval.*
* *XAMPP | A free and open-source cross-platform web server solution.*
* *Apache | A free and open-source web server.*
* *MySQL | A free and open-source relational database management system.*
* *Login Screen | The interface where users enter their credentials to access the application.*
* *Credentials | Username and password used to authenticate a user.*
* *Admin | An account with the highest level of permissions, able to create and edit user profiles and products.*
* *Manager | An account with moderate permissions, able to take and void orders and view sales reports.*
* *Staff | An account with the lowest level of permissions, able to take orders but requiring manager approval to void them.*
* *Dashboard | The main interface of the application, providing an overview of key features and information.*
* *Roles | Different levels of permissions assigned to different account types.*
* *User Profiles | Accounts created for employees of the cafe.*
* *Products | Items available for purchase at the cafe.*
* *Orders | Requests made by customers for specific products.*
* *Sales Report | A report showing the cafe's sales figures.*
* *Void | To cancel an order.*
* *Lockout | A security measure that prevents users from accessing their accounts after exceeding a certain number of failed login attempts.*
* *Reactivate | To restore an account that has been locked out.*
* *Default | The initial settings or values used by the application.*

*VII.2 Version History:*

* *version 1.0: current stable release.*