**MEDICINE INVENTORY MANAGEMENT SYSTEM FOR SMALL PHARMACIES**



**version 1.9**

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**USER MANUAL AND INSTALLATION GUIDE**

**Introduction**

* 1.1 Purpose of the Manual

This user manual serves as a guide for using the Medicine Inventory System for Small Pharmacies. It provides step-by-step instructions on how to install, configure, and operate the system efficiently.

* 1.2 System Overview

The Medicine Inventory System is designed to help small pharmacies manage their stock, track sales, and apply discounts to eligible customers. Key features include:

Medicine Management - Add, update, delete, and restore medicine records.

Discount Management - Automatic 20% discount for Senior Citizens and PWDs.

Inventory Alerts - Notifications for low-stock and near-expiry medicines.

Sales & Revenue Reports - View and export sales data for tracking revenue.

* 1.3 Target Users

This system is intended for:

Pharmacy Owners/Admins - Can manage user accounts and oversee inventory.

Pharmacy Staff - Can add medicines, process sales, and apply discounts.

* 1.4 System Requirements

The system runs as a standalone PC application (.exe) and requires:

- Operating System: Windows 10/11

- Processor: Intel Core i3 or higher

- RAM: 4GB minimum (8GB recommended)

- Storage: At least 500MB free space

- Database: SQLite (included in the system)

* 1.5 Getting Started

To start using the system, follow these steps:

Install the system - Follow the installation guide in Section 2.

Admin approval - New users must be approved by the Admin.

Log in - Once approved, log in using your credentials.

Navigate the Dashboard - Access system features such as inventory, sales, and discounts.

**Installing the Software**

* 2.1 Installation Guide

- To install the Medicine Inventory System:

- Download the installer (.exe) file.

- Double-click the installer and follow the on-screen instructions.

- Choose the installation location and complete the setup.

- Once installed, open the application and log in.

* 2.2 System Login & Registration

- New users must register and wait for Admin approval before logging in.

- Existing users can log in using their username and password.

* 2.3 User Roles & Permissions

- Admin: Full access, can approve users, manage inventory, view sales, and restore deleted items.

- Staff: Can add medicines, process transactions, and apply discounts but cannot approve new users.

- User Interface Walkthrough

* 3.1 Login Page

- Enter your username and password.

- Click Login to access the system.

* 3.2 Dashboard

After logging in, the Dashboard displays:

Total Medicines - Count of all medicines in stock.

Low-Stock Alerts - Medicines that need restocking.

Near-Expiry Alerts - Medicines that will expire soon.

Total Sales - Daily revenue summary.

View deleted medicine - Deleted medicine can be restored.

* 3.3 Medicine Management

To add medicine:

- Click Add Medicine.

- Enter details: Name, Batch Number, Expiry Date, Quantity, Price.

- Click Save to add the medicine to inventory.

To edit medicine details:

- Go to the Medicine List.

- Click Edit next to the medicine name.

- Update the necessary fields and click Save.

To delete medicine:

- Click Delete next to a medicine name.

- Confirm deletion. Deleted items can be restored later.

To restore deleted medicine:

- Go to the Deleted Medicines page.

- Click Restore next to the medicine name.

**System Features & Usage**

* 4.1 User Authentication

- The system requires users to log in before accessing features.

- Admins approve new users before they can use the system.

* 4.2 Data Entry & Management

- Users can add, edit, delete, and restore medicine records.

- The inventory is updated automatically when sales are made.

* 4.3 Report Generation

- Sales reports are generated daily, weekly, and monthly.

- Reports can be exported to pdf format for external use.

* 4.4 Discount Management

- Senior Citizens and PWDs get an automatic 20% discount.

- The discount is applied during checkout and is reflected in the receipt.

**Settings & Configuration**

* 5.1 User Account Settings

- Admins can reset passwords and approve new users.

* 5.2 System Preferences

- Admins can enable or disable certain features such as notifications and backup options.

* 5.3 Admin Controls

The Admin Panel allows monitoring of user activities, including:

- Who added, edited, or deleted medicines.

- Who applied discounts.

* 5.4 Error Handling & Troubleshooting

- Incorrect Login: Ensure username and password are correct.

- System Crash: Restart the application and check for updates.

- Data Loss: Restore data from the latest backup.

**Common Errors & Solutions**

* 6.1 FAQs

Q: How do I reset a forgotten password?

A: Admin can reset it from the Admin Panel.

Q: Why can’t I log in after registering?

A: Your account needs Admin approval before you can log in.

* 6.2 Data Security & Backup

- The system automatically saves data to the SQLite database.

- Regular manual backups are recommended to prevent data loss.

**Data Storage & Encryption**

* 7.1 Backup & Restore Procedures

To create a backup:

- Go to Settings > Backup.

- Click Export Database and save the file.

To restore a backup:

- Click Import Database in the Backup section

- Select the backup file and restore data

- Keyboard Shortcuts

- Coltrol C - copy medicine name

- Control V - copy the medicine name

**Contact & Support Information**

For further assistance, contact:

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