

## Help Guide for Managers

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#### ----Manager/SOS View

Upon first logging in as a manager, you will be greeted by a slim screen with various features. These features allow you to view total sales over a specified time period, or select a customer to see their purchases and manage them.

#### ----Edit Users

When you press the edit users button, you will see two tables and several text fields. You can edit existing users or delete them. Selecting a customer fills the fields automatically for convenience.

#### ----Edit Inventory

Pressing the edit items button shows a scroll pane of buttons and text fields. You can add or edit items easily by selecting them.

#### ----Edit Discounts

Pressing the edit discounts button displays a table of discounts. You can add, edit, or delete discounts by filling in the required fields.