Tickets Menu:

A screenshot of a computer

Description automatically generated

When you select an item in the table, information populates text fields

A screenshot of a computer

Description automatically generated

You’re able to update the text fields by typing in them, and save the information by clicking the Update button. To create a ticket, type in the text fields and click the Create button. With manager access, after selecting a row in the table, click the Delete button to remove the ticket from the database. To exit, click the X button in the top right corner of the window. After this, all information is saved for the next time the ticket menu is opened.

Inventory Menu:

A screenshot of a computer

Description automatically generated

When you select a row in the table, the text fields populate

A screenshot of a computer

Description automatically generated

If you want to update an item’s information, type in the new information in the text fields and save by clicking the Update button. If you’re trying to create an item, you’ll need manager access. With that status, type in the new item’s information in all of the text fields and click the Create button. If you need to erase all fields, click the Clear Button. To delete an item, select the item in the table, and click the Delete button. When you exit the window, the information is saved for the next time the Inventory menu is opened.

Manager Menu:

A screenshot of a computer

Description automatically generated

Only managers have access to this menu. Select an employee in the table to populate their information in the fields. If you need to update an employee, type in their new information and click the Update button to save. If you need to create an employee, type in the information first and click Create. You’ll see the table update with their information. To delete a staff member, select them in the table and click the Delete button. When you leave the window the information is all saved for the next time the Manager menu is opened.