

# DELODUR POS System - User Guide

## Quick Start

### 1. Login to the System

- Open your web browser
- Go to: `http://localhost:3000`
- Enter your username and password
- Click "Login"

#### Default Login:

- Username: `admin`
  - Password: `password`
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## Dashboard

### What You'll See

- **Total Products:** Number of items in your catalog
- **Total Stock Items:** Available inventory
- **Total Sales:** Today's sales count
- **Inventory Value:** Total value of your stock
- **Quick Actions:** Fast access to common tasks

### Quick Actions

- **Start Sales:** Begin a new sale transaction
  - **Add Products:** Add new items to catalog
  - **View Reports:** Check sales and inventory reports
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## Sales Operations

### How to Process a Sale

#### Step 1: Start a Sale

1. Click "**Sales**" in the navigation menu
2. You'll see the POS interface with a search bar

#### Step 2: Find Products

##### Option A: Search by Name

- Type the product name in the search box
- Results will appear automatically
- Click on the product you want

##### Option B: Scan Barcode

- Use a barcode scanner
- Scan the product barcode
- Product will be added automatically

##### Option C: Browse Catalog

- Click "Browse Products"
- Find your product in the list
- Click to add to cart

#### Step 3: Add to Cart

- Click on any product to add it to your cart
- Use the **+** and **-** buttons to adjust quantity
- The cart will show:

- Product name and price
- Quantity
- Subtotal
- Tax amount (12%)
- Total amount

#### Step 4: Complete the Sale

1. Review all items in your cart
2. Check the total amount
3. Click "**Complete Sale**"
4. Enter customer name (optional)
5. Click "**Confirm Sale**"
6. Print receipt (optional)

#### Sales Features

- **Tax Calculation:** Automatic 12% Philippine tax
- **Multiple Items:** Add as many products as needed
- **Quantity Control:** Adjust quantities easily
- **Receipt Printing:** Print professional receipts
- **Transaction History:** All sales are saved

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## Inventory Management

### Viewing Stock Levels

#### Step 1: Access Stock

1. Click "**Stocks**" in the navigation menu
2. You'll see all your inventory items

#### Step 2: Find Items

##### Search Options:

- Type product name in search box
- Filter by brand using dropdown
- Check "Low Stock Only" to see items needing restock

#### Step 3: View Details

Each stock item shows:

- Product name and brand
- Current quantity
- Cost and selling price
- Location information
- Color/variation details

### Adding New Products

#### Step 1: Go to Products

1. Click "**Products**" in the navigation menu
2. Click "**Add Product**" button

#### Step 2: Fill Product Details

##### Required Information:

- **Brand:** Product brand (e.g., Toyota, Honda)
- **Description:** Product name and details
- **Unit:** Measurement unit (piece, box, etc.)

##### Optional Information:

- **Barcode:** Product barcode number

- **Benz Number:** Internal product code
- **Application:** What the product is used for
- **Reorder Point:** When to reorder (quantity)
- **Location:** Where it's stored

### Step 3: Save Product

1. Click "**Save Product**"
2. Product is now in your catalog

## Adding Stock Items

### Step 1: Select Product

1. Go to "**Products**" section
2. Find and click on your product
3. Click "**Add Stock Item**"

### Step 2: Fill Stock Details

#### Required Information:

- **Cost:** How much you paid for it
- **Selling Price:** How much you'll sell it for
- **Quantity:** How many you have

#### Optional Information:

- **Color Code:** Product color/variation
- **Remarks:** Additional notes
- **Currency:** USD or PHP
- **Foreign Cost:** Cost in foreign currency

### Step 3: Save Stock Item

1. Click "**Save Stock Item**"
2. Stock is now available for sale

## Reports

### Sales Reports

#### Daily Sales Report

1. Click "**Reports**" in navigation
2. Select "**Sales Report**"
3. Choose date range
4. Click "**Generate Report**"

#### What You'll See:

- Total sales for the period
- Number of transactions
- Total revenue
- Tax collected
- Top selling products

#### Monthly Summary

1. Set date range to full month
2. Generate report
3. View monthly performance

### Inventory Reports

#### Stock Level Report

1. Go to "**Reports**" section

2. Select "**Inventory Report**"
3. View current stock levels

**Information Displayed:**

- All products and quantities
- Low stock alerts
- Total inventory value
- Stock by location

**Low Stock Report**

1. In inventory report
  2. Check "Low Stock Only"
  3. See items needing restock
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## **Supplier Management**

### **Adding Suppliers**

**Step 1: Access Suppliers**

1. Click "**Suppliers**" in navigation
2. Click "**Add Supplier**"

**Step 2: Fill Supplier Details**

**Required Information:**

- **Code:** Unique supplier code
- **Name:** Supplier company name

**Optional Information:**

- **Address:** Supplier address
- **Phone:** Contact number
- **Email:** Email address

**Step 3: Save Supplier**

1. Click "**Save Supplier**"
2. Supplier is now in your system

### **Managing Suppliers**

- View all suppliers in list
  - Edit supplier information
  - View supplier performance
  - Track purchase history
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## **System Settings**

### **User Management (Admin Only)**

**Adding New Users**

1. Access admin panel
2. Go to "**Users**" section
3. Click "**Add User**"
4. Fill username and password
5. Select role (admin or user)
6. Save user

**User Roles**

- **Admin:** Full system access
- **User:** Sales and inventory access only

## System Configuration

- Database backup settings
  - Tax rate configuration
  - Currency settings
  - Receipt customization
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## Troubleshooting

### Common Issues

#### Can't Login

**Problem:** Username/password not working

**Solution:**

1. Check if Caps Lock is on
2. Verify username spelling
3. Contact administrator for password reset

#### Product Not Found

**Problem:** Product doesn't appear in search

**Solution:**

1. Check spelling in search
2. Try different search terms
3. Browse full product catalog
4. Add product if it doesn't exist

#### Sale Won't Complete

**Problem:** Can't finish sale transaction

**Solution:**

1. Check if items are in cart
2. Verify quantities are correct
3. Ensure all required fields are filled
4. Try refreshing the page

#### Stock Levels Wrong

**Problem:** Stock quantities seem incorrect

**Solution:**

1. Check recent sales
2. Verify incoming stock records
3. Contact administrator for audit

#### Getting Help

- **System Administrator:** For technical issues
  - **User Manual:** This guide
  - **Online Help:** Built-in help system
  - **Training:** Contact for user training
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## Tips & Best Practices

### Sales Tips

1. **Scan Barcodes:** Faster than typing
2. **Use Search:** Quick product finding
3. **Check Quantities:** Verify before sale
4. **Print Receipts:** For customer records
5. **Enter Customer Names:** For tracking

### Inventory Tips

1. **Regular Stock Checks:** Monitor levels
2. **Set Reorder Points:** Automatic alerts
3. **Update Prices:** Keep current
4. **Organize Locations:** Easy finding
5. **Backup Data:** Regular backups

## System Tips

1. **Logout Properly:** Always logout
  2. **Clear Browser Cache:** If issues occur
  3. **Use Supported Browsers:** Chrome, Firefox, Safari
  4. **Keep System Updated:** Regular updates
  5. **Report Issues:** Contact support
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## Mobile Usage

### Tablet Optimization

- System works great on tablets
- Touch-friendly interface
- Responsive design
- Barcode scanning support

### Mobile Browser

- Works on mobile phones
  - Responsive layout
  - Touch controls
  - Quick access to key features
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## Security

### Password Security

- Use strong passwords
- Don't share passwords
- Change passwords regularly
- Logout when done

### Data Protection

- Don't share login credentials
  - Keep system secure
  - Report suspicious activity
  - Regular backups
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## Support

### Contact Information

- **Technical Support:** System administrator
- **Training:** Contact for user training
- **Documentation:** This user guide
- **Updates:** Check for system updates

### Emergency Contacts

- **System Administrator:** [Contact Info]
  - **IT Support:** [Contact Info]
  - **Management:** [Contact Info]
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*This user guide is designed to help you use the DELODUR POS System effectively. For technical support, contact your system administrator.*

