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est. 2024

USER MANUAL

RESTAURANT INVENTORY SYSTEM VER. 1.0

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INVENTORY SYSTEM USER INTERFACE (UI)

1	**Item Options**	Contains buttons that allow user to perform certain actions on the inventory
2	**Item Entry Menu**	Contains fields where item details are inputted or edited
3	**Inventory Table View**	Contains a table showing the current inventory and the items in it
4	**SKU Search Bar**	Allows user to search an item by its unique SKU

INVENTORY SYSTEM FEATURES

Importing and Exporting CSV Files

The Inventory System allows you to either import an already existing .csv file containing item entries or export the current inventory in the Inventory System.

Clicking IMPORT CSV will prompt you to choose a .csv file to import to the Inventory System via a system explorer window. The csv file must be formatted in such a way that the columns coincide with the default columns and their order in the Inventory System tableview.
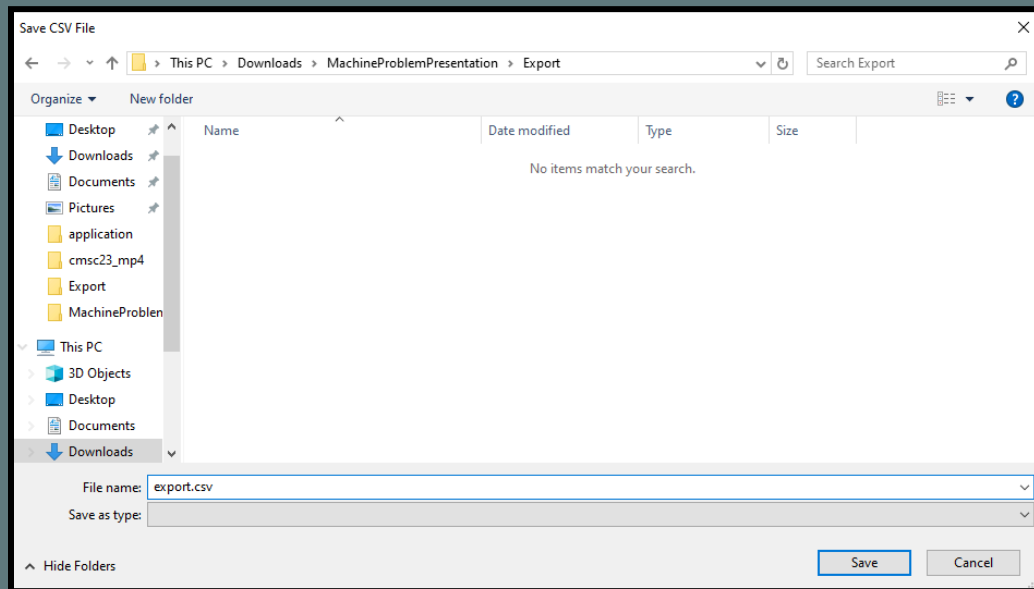
You can import multiple .csv files without overwriting the item entries already in the Inventory System. The system will simply append the item entries in the import file to the inventory.

Clicking EXPORT CSV will save the current inventory in the Inventory System as a .csv file. You can set the destination of the .csv file.
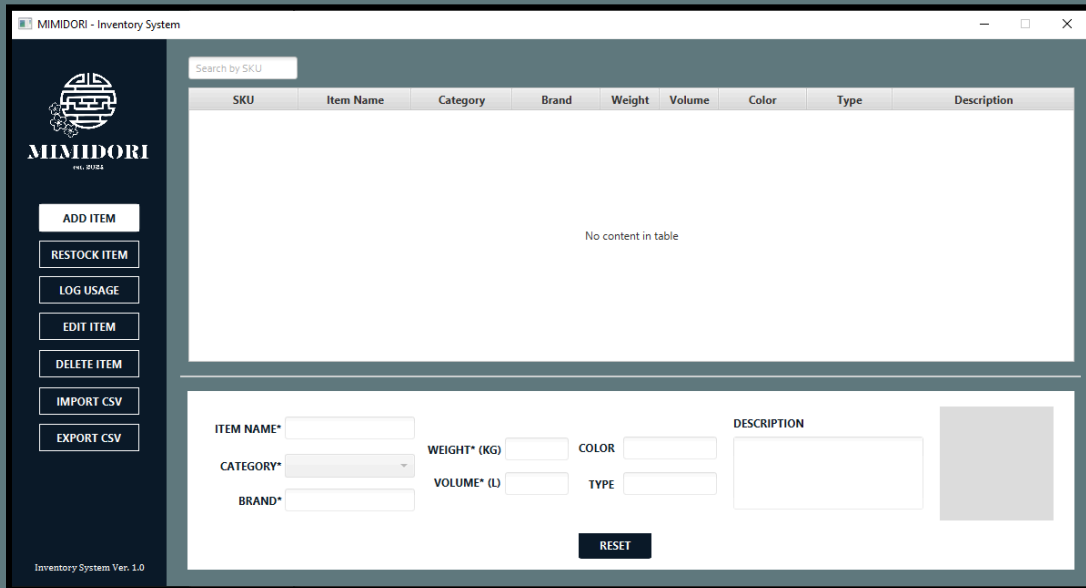
Adding an Item Entry to the Inventory

Clicking ADD ITEM allows access to the Item Entry Menu where you can input the details of the item entry that you want to add to the current inventory.

To add a new entry to the inventory, you must:
1. Click ADD ITEM

2. Input the required details in the respective fields of the Item Entry Menu
   - The four fields that require a user input are: ITEM NAME, CATEGORY, BRAND, and either WEIGHT (KG) or VOLUME (L).
   - The Item Entry Menu automatically allows access to either the WEIGHT (KG) or VOLUME (L) field depending on the chosen category.
   - One optional choice is to import an image of the item entry to the inventory which can be done by clicking IMPORT IMAGE and then selecting the desired image from the system explorer window that opens.

3. Click <u>CONFIRM</u> to add the item entry and its details to the current inventory
   - The Inventory System automatically generates a unique identifier (SKU) to every item entry added to the inventory
   - Alternatively, you can also click <u>RESET</u> in order to clear all the fields in the Item Entry Menu of their values or click <u>CANCEL</u> to cancel the entire <u>ADD ITEM</u> action.
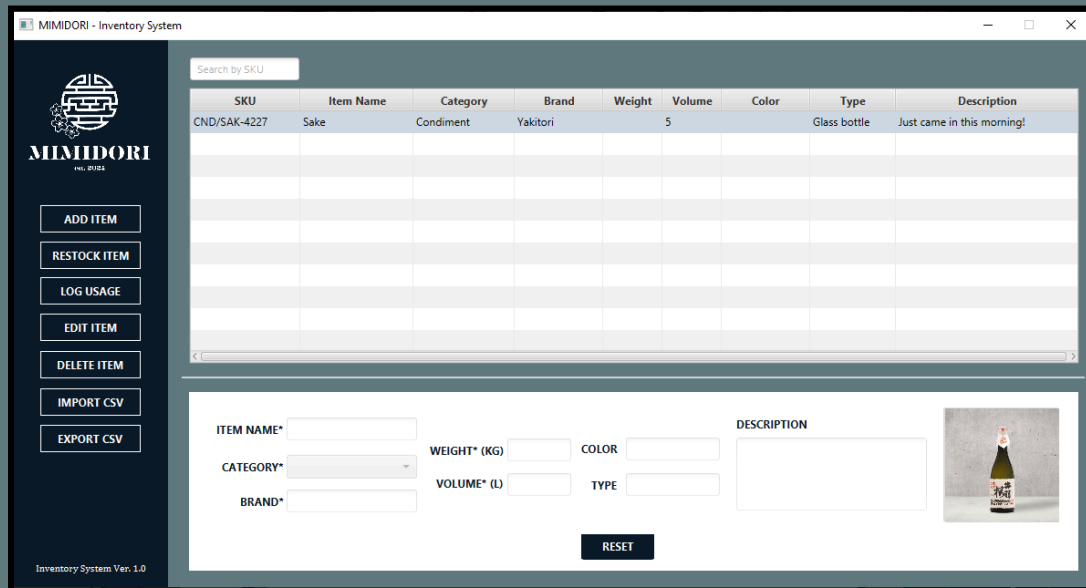
Restocking an Item Entry in the Inventory

Clicking <u>RESTOCK ITEM</u> allows you to restock (increase either the weight or volume) of the selected item entry in the current inventory.

To restock a certain item entry in the inventory, you must:
1. Select an item entry in the inventory by clicking anywhere in its row

2. Click <u>RESTOCK ITEM</u>
   - The Item Entry Menu will now only allow access to either the WEIGHT (KG) or VOLUME (L) field depending on the category of selected item.

3. Input the amount to be restocked in the field

4. Click <u>CONFIRM</u> to restock the inputted amount to the item entry
   ● Alternatively, you can also click <u>RESET</u> in order to clear all the fields in the Item Entry Menu of their values or click <u>CANCEL</u> to cancel the entire <u>RESTOCK ITEM</u> action.
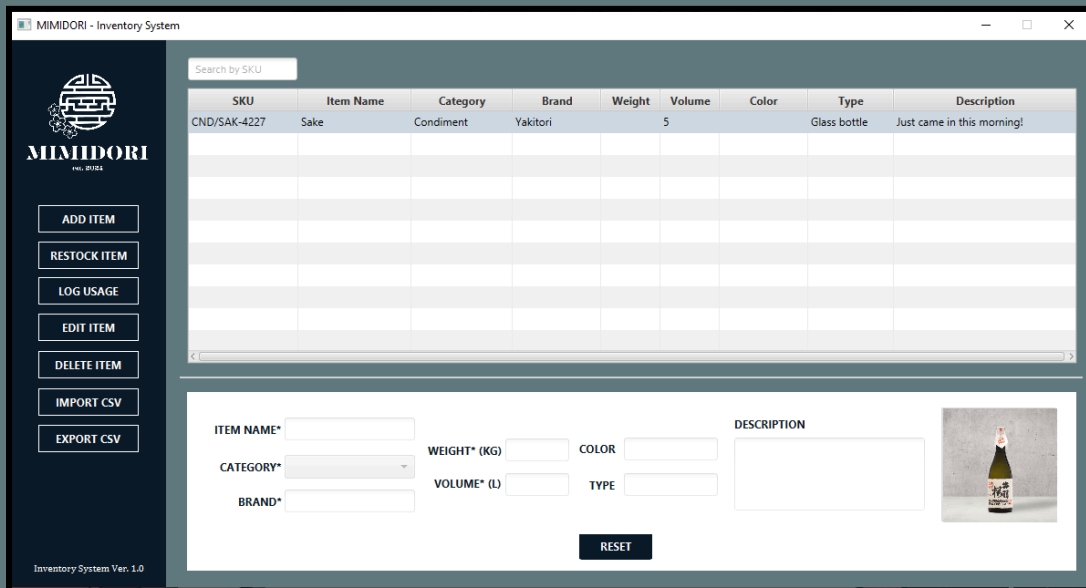
Logging Usage of an Item Entry in the Inventory

Clicking <u>LOG USAGE</u> allows you to destock (increase either the weight or volume) of the selected item entry in the current inventory.

To destock a certain item entry in the inventory, you must:
1. Select an item entry in the inventory by clicking anywhere in its row

2. Click <u>LOG USAGE</u>
   - The Item Entry Menu will now only allow access to either the WEIGHT (KG) or VOLUME (L) field depending on the category of selected item.
3. Input the amount to be destock in the field

4. Click <u>CONFIRM</u> to destock the inputted amount to the item entry
   - Alternatively, you can also click <u>RESET</u> in order to clear all the fields in the Item Entry Menu of their values or click <u>CANCEL</u> to cancel the entire <u>LOG USAGE</u> action.

Editing an Item Entry in the Inventory

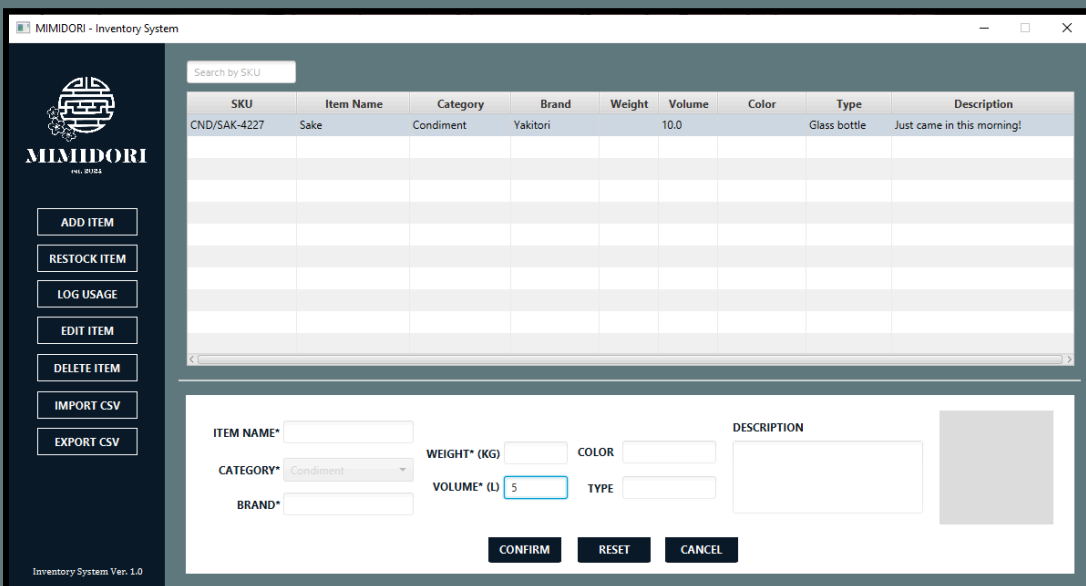Clicking <u>EDIT ITEM</u> allows you to edit the details of a selected item entry in the inventory except for the WEIGHT (KG) or VOLUME (L) fields.

To edit an item entry in the inventory, you must:
1. Select an item entry in the inventory by clicking anywhere in its row

2. Click <u>EDIT ITEM</u>
    ● The Item Entry Menu will now allow access to all the fields except for WEIGHT (KG) and VOLUME (L).

3. Edit the values in the respective field that you would like to change
4. Click CONFIRM to update the item entry details
   - If either the item name or item category is changed, then a new SKU for the item entry will be generated
   - Alternatively, you can also click RESET in order to clear all the fields in the Item Entry Menu of their values or click CANCEL to cancel the entire EDIT ITEM action.
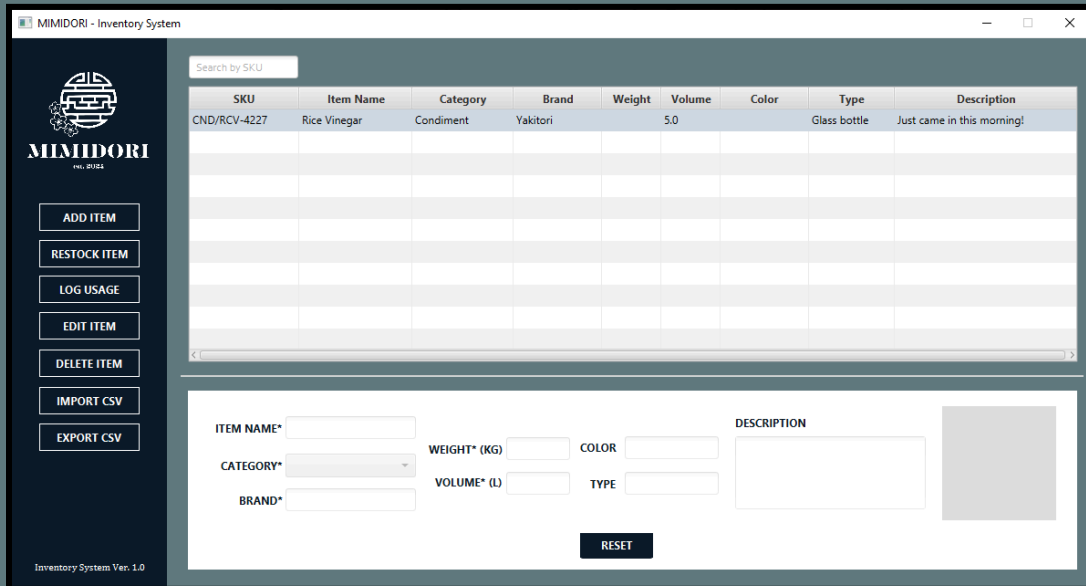
Deleting an Item Entry in the Inventory

Clicking <u>DELETE ITEM</u> allows you to delete the selected item entry in the current inventory.

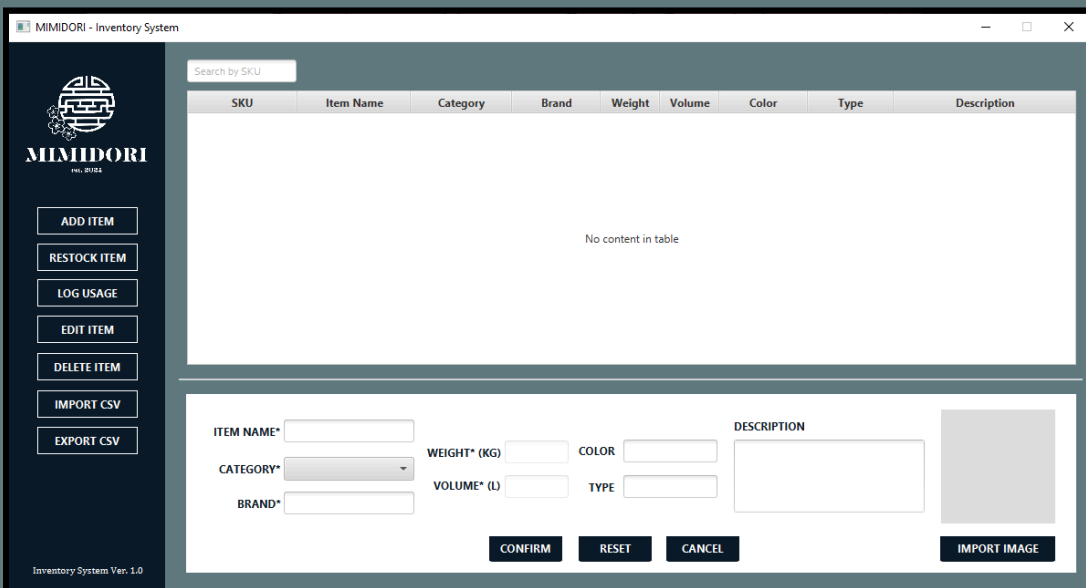To destock a certain item entry in the inventory, you must:
1. Select an item entry in the inventory by clicking anywhere in its row

2. Click <u>DELETE ITEM</u>
   - The item entry will now be deleted from the current inventory.

ADDITIONAL INFORMATION ABOUT THE INVENTORY SYSTEM

Using the SKU Search Bar

The SKU Search Bar allows you to search a certain item in the current inventory by its unique SKU identifier. Once inputted in the search bar, only the item with the SKU will appear in the current table. It is not required to include the slash (/) and dash (-) of the SKU in searching for an item as the system automatically appends both internally in the program.
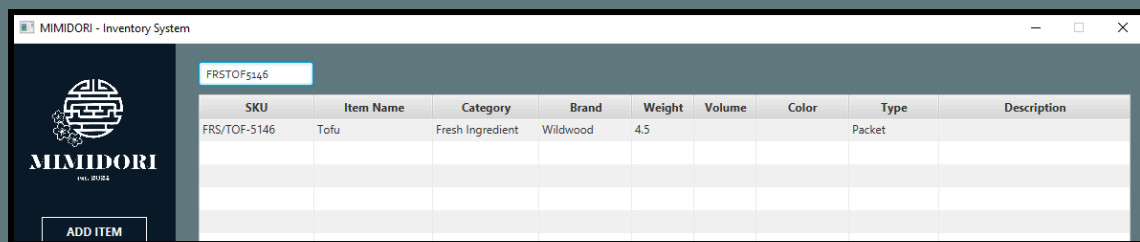
Inventory Conventions

The table below includes the item categories, the respective kinds of items that belong to said categories, and the amount metric relevant to each one.

Item Category	Items Included	Amount Metric
Beverage	includes items such as water, sodas like Coke or Pepsi, fruit juices and shakes, beer or any other potable liquids	Volume (L)
Condiment	includes items such soy sauce, Sake or Japanese rice wine, Rice Vinegar, Miso, Sesame Oil, Tonkatsu, or any other similar items	Volume (L)
Dry Good	includes items such as white or brown rice, soba noodles, udon noodles and ramen noodles	Weight (Kg)
Fresh Ingredients	includes items such as Panko or Japanese Bread Crumbs, Corn Starch, Japanese Spices, and Seaweed	Weight (Kg)
Rice and Noodles	includes items that need to be stocked all the time such as fruits, vegetables, eggs, meat, and fish	Weight (Kg)

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