

Lines Hub Online Sales and Inventory System User Manual

This is in partial fulfillment of the requirements
in IT 144 – Practicum / Industry Immersion

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Login

Lines Hub Admin User

LINES Printing SERVICES

Email *

Password *

SUBMIT

[Forgot Password?](#)

1. The user will log in using the given email and password with the correct login credentials.
2. Click the “Submit” button to proceed. Any fields that were left blank will not be allowed to access the system. If wrong credentials were entered and submitted, the system will prompt a message “Error (auth/invalid-email)” and will be denied access to the system.

Forgot Password

1. Clicking the “Forgot Password” will allow the user to reset their password.

Lines Hub Admin User

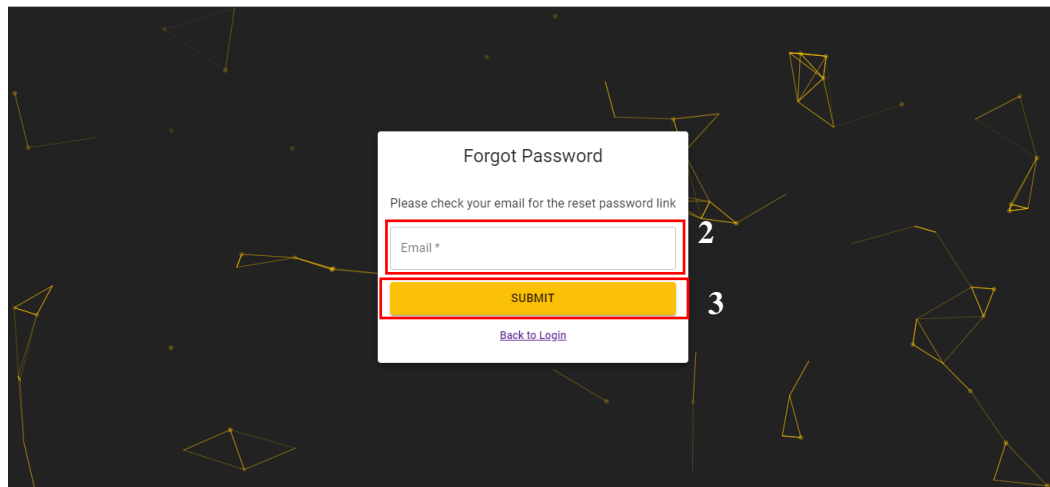
LINES Printing SERVICES

Email *

Password *

SUBMIT

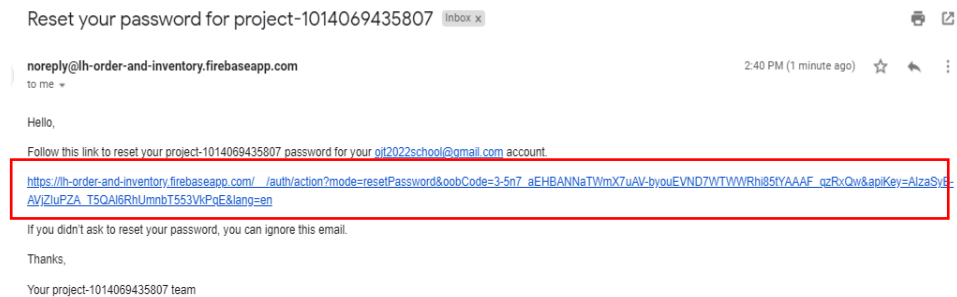
[Forgot Password?](#)



2. Enter the correct email on the input field. If left blank, an error message will display “Please fill out this field”. If an incorrect email that does not exist was entered, an error alert message will display “Firebase: Error (auth/invalid-email).”
3. Click the “SUBMIT” button and it will send the link to your email account to reset the password

Forgot Password – Email link

1. Go to your email account and you will receive an email like this:



2. Follow the link in your email account as emphasized in the above picture. This will direct you to this page. Enter your new password here and click the “SAVE” button.

Reset your password

for ojt2022school@gmail.com

New password 👁

[SAVE](#)

Dashboard
1
8

DASHBOARD
PRODUCTS
ORDERS

LOG OUT

USER MANUAL

2

3

4

5

6

7

1 Pending Orders

1 Ready for Delivery

29 Delivered Orders

Sales ₱ 40,695.00

4 products for Restocks

List of Orders Reports

🔍
🖨
☰

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Order Status	Delivery Date
>	Pen Shawn	8 - Ayala	Ayala	Near budgetwise	Special Shirt M Pink (1 pcs) Green (1	750	09676832484	Rush	April	26	2022	Pending	Fri Apr 29 2022

1. These are the header or the navigation of the website:
 - a. Dashboard – This is the link for the homepage or the dashboard
 - b. Products – This is the link for the page of the products and the category
 - c. Orders – This is the link for the page of the orders where you can add orders and see the list of the orders as well.
2. User manual – clicking this button will let you view the user manual which could also be downloaded to PDF.
3. This box allows you to see the number of the pending orders and clicking on it will direct you to a table of the list of the pending orders

4. This box allows you to see the number of orders that are ready for delivery and clicking on it will direct you to a table of the list of the orders that are ready to be delivered.
5. This box allows you to see the number of delivered orders and clicking on it will direct you to a table of the list of the delivered orders.
6. This box shows the total amount or the entire sales. Any filters applied on the table below called “List of Orders Report” will update the total amount as well.
7. This box allows you to see the number of products that need to be restocked and these are products whose stocks are less than 10 clicking on it will direct you to a table of the list of these products.
8. Clicking the “LOG OUT” button logs you out of the system.

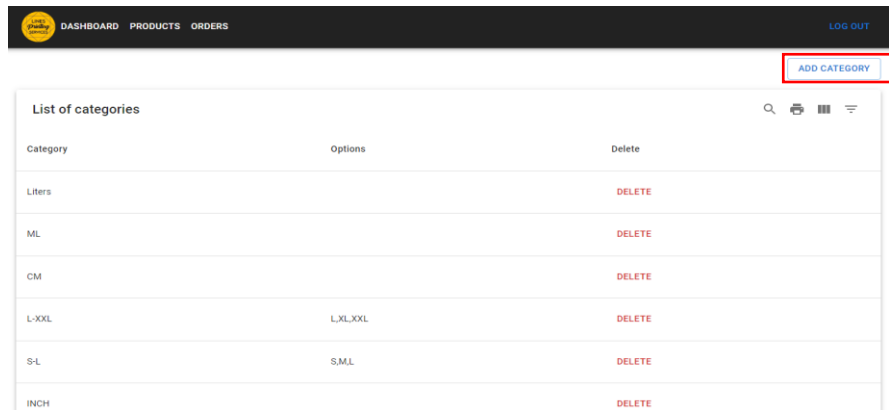
Categories

Add category

The screenshot shows a web application interface for managing products. The top navigation bar includes 'DASHBOARD', 'PRODUCTS' (highlighted with a red box and a yellow '1'), and 'ORDERS'. A 'LOG OUT' link is on the right. Below the navigation bar, there are buttons for 'ADD PRODUCT' and 'CATEGORY' (highlighted with a red box and a yellow '2'). The main content area is titled 'List of Products' and contains a table with columns: Category, Product Name, Size, Color & Stocks, Price, Edit, and Delete. The table lists four items: L-XXL Shirts, S-L Pants, S-L Special Shirt, and CM Planner.

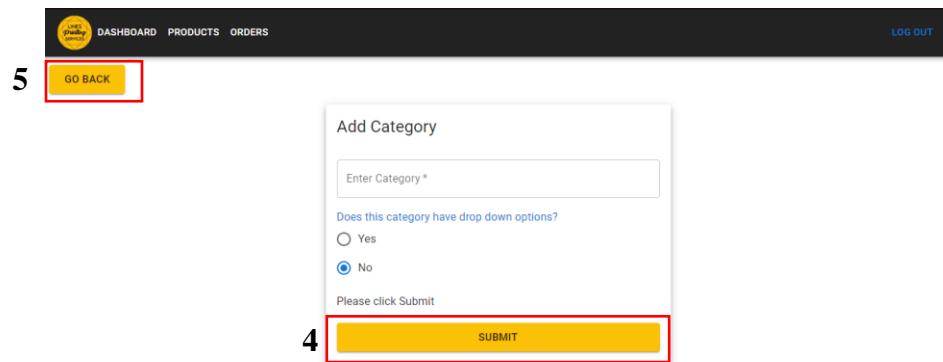
Category	Product Name	Size	Color & Stocks	Price	Edit	Delete
L-XXL	Shirts	L	green - 8 pieces	₱100.00	EDIT	DELETE
S-L	Pants	M	Black - 6 pieces Green - 14 pieces	₱500.00	EDIT	DELETE
S-L	Special Shirt	M	Pink - 33 pieces Yellow - 31 pieces Green - 33 pieces	₱300.00	EDIT	DELETE
CM	Planner	250	Red - 38 pieces	₱500.00	EDIT	DELETE

1. Click on the “PRODUCTS” at the header of the website and you will be directed to this page.
2. Click on the button “CATEGORY” and you will be directed to this page as shown in the picture below.



3

3. Click on this button “ADD CATEGORY” to add a category and you will be directed to this page as shown in the picture below.



4. Fill in those fields to enter the category or the unit of measure. If the category is like these “S-L” which connotes the sizes of small, medium, and large, then this type of category does have drop-down options. It is necessary to choose “Yes” and this will allow you to enter the different options of S, M, and L as shown in the picture below. On the other hand, if the category is simply a unit of measure of “INCH”, “ML”, or like those then you may choose “No” and click the button “SUBMIT” to save it.
5. Clicking on the button “GO BACK” will direct you to the previous page or the categories page.

Add Category

Enter Category *

S-L

Does this category have drop down options?

☒ Yes

☐ No

S CLEAR

M CLEAR

L CLEAR

ADD MORE OPTIONS

SUBMIT

6. This is an example of the categories having more options. In the example we have the category of “S-L”, these would have options of “S, M, L”, hence, you may click on the button “ADD MORE OPTIONS” to add these options.
7. Clicking on a specific row of the button “CLEAR” allows you to remove the specific option you have entered.

Delete category

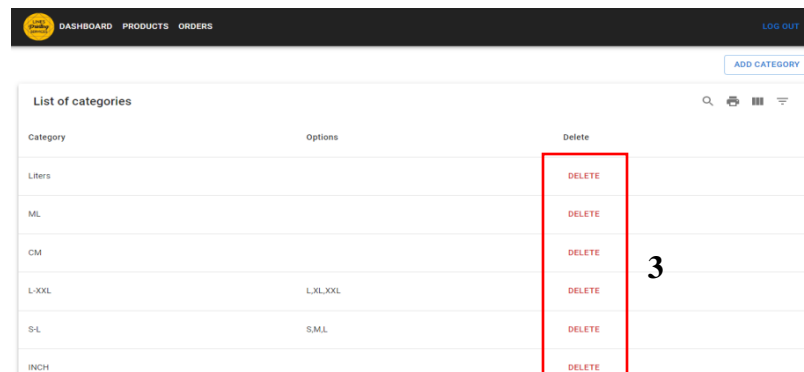
PRODUCTS

ADD PRODUCT CATEGORIES

List of Products

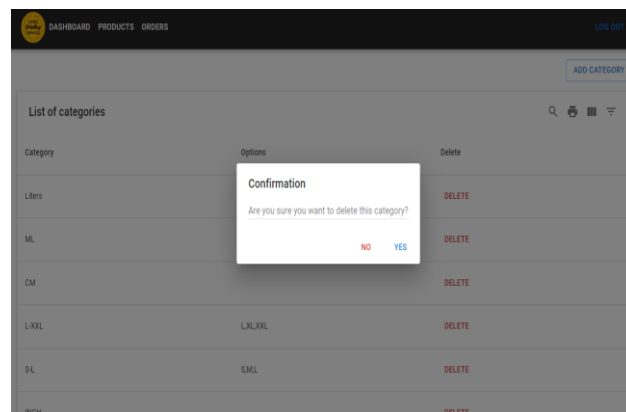
Category	Product Name	Size	Color & Stocks	Price	Edit	Delete
L-XXL	Shirts	L	green - 8 pieces	₱100.00	EDIT	DELETE
S-L	Pants	M	Black - 6 pieces Green - 14 pieces	₱500.00	EDIT	DELETE
S-L	Special Shirt	M	Pink - 33 pieces Yellow - 31 pieces Green - 33 pieces	₱300.00	EDIT	DELETE
CM	Planner	250	Red - 38 pieces	₱500.00	EDIT	DELETE

1. Click on the “PRODUCTS” in the header.
2. Click on the “CATEGORY” button to go to the category page.



Category	Options	Delete
Liters		DELETE
ML		DELETE
CM		DELETE
L-XXL	L,XL,XXL	DELETE
S-L	S,M,L	DELETE
INCH		DELETE

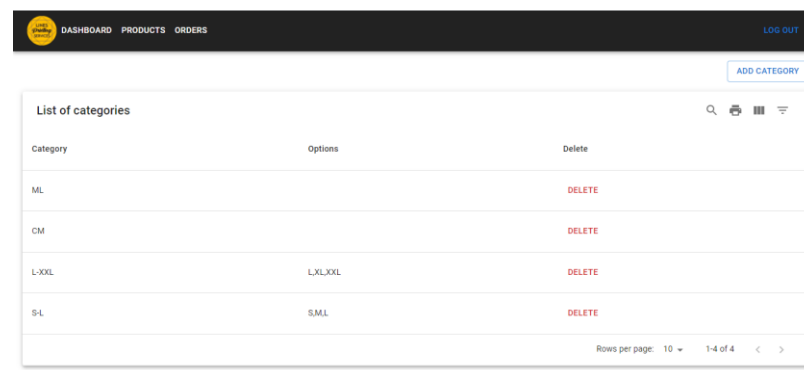
- Clicking on the “DELETE” button of a specific row of the category you wish to remove.



- The system will ask for confirmation whether you want to proceed with deleting the category or cancel the operation.

View categories

This is the list of the categories with the category name, options, and the button on whether to delete it or not. Additional functionalities are to search, print, filter columns, and apply a filter on the table.

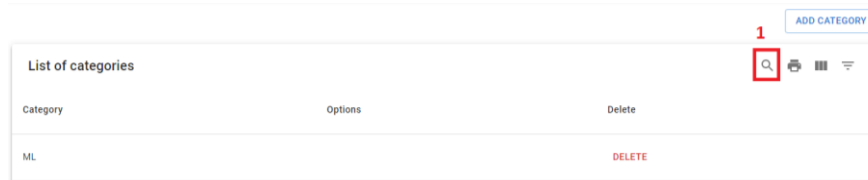


Category	Options	Delete
ML		DELETE
CM		DELETE
L-XXL	L,XL,XXL	DELETE
S-L	S,M,L	DELETE

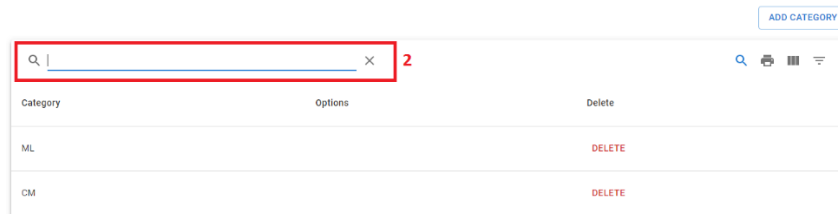
Rows per page: 10 1-4 of 4

Search category

1. Click the search icon button, then

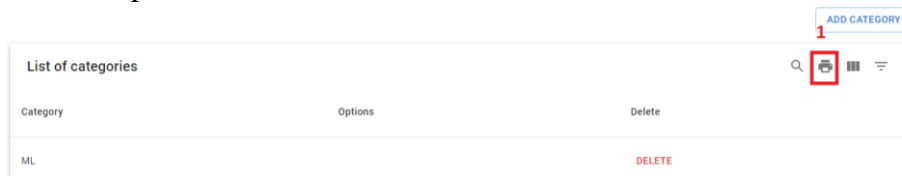


2. Click the search field and input the name of the category.

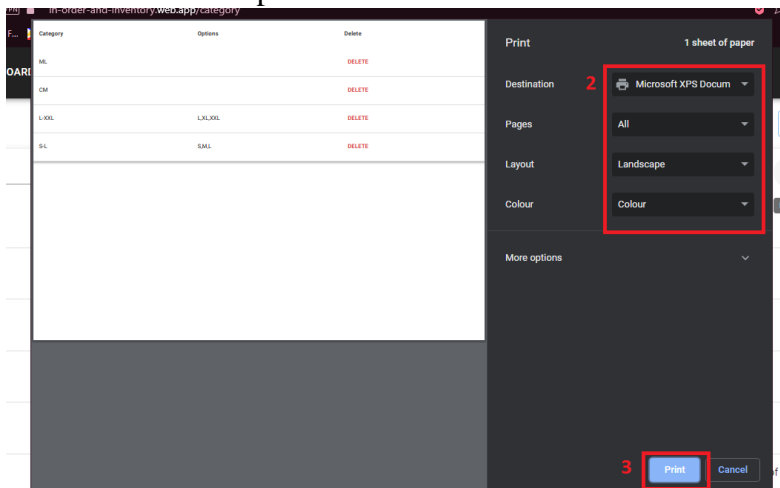


Print category

1. Click the print icon



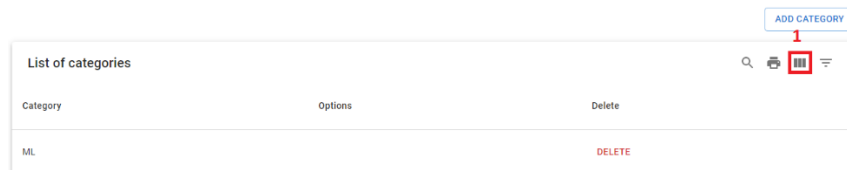
2. Select the following appropriate options. If the admin would like to print or save the list as a pdf.



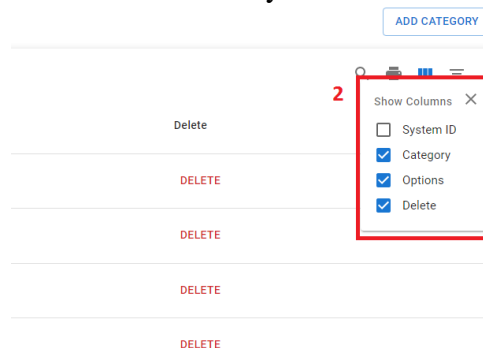
3. If all is set and done, click the print or save button to finalize the process.

Filter columns of the category

1. Click the view column icon, then

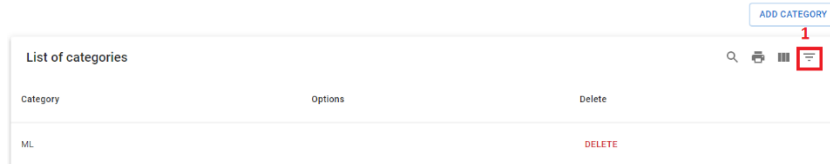


2. Select the following column options, to view in the category list. Each selection done will reflect immediately on the table.

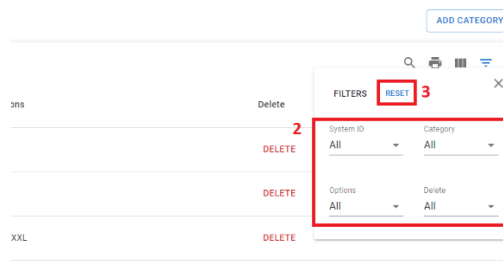


Filter category

1. Click the filter icon, then



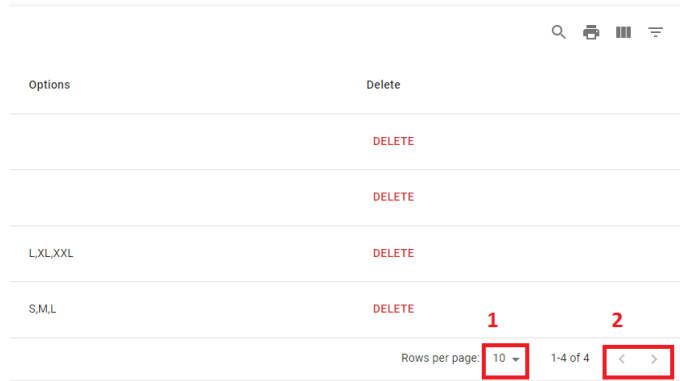
2. Select the following options to filter out the following category information.



3. Clicking the reset button will reset the following back to default

Pagination of the category

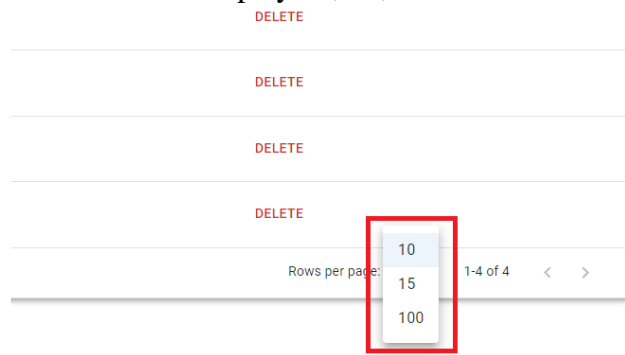
1. Clicking the number of rows per page will lead to a selection of rows per page to be shown.
2. Clicking the right arrow will lead to the next page while clicking the left arrow will lead back to the previous page.



Options	Delete
	DELETE
	DELETE
L,XL,XXL	DELETE
S,M,L	DELETE

Rows per page: 10 1-4 of 4 < >

3. This is what the “Rows per page” looks like when clicked. You have an option to select whether to display 10, 15, or 100 rows in the table.



DELETE
DELETE
DELETE
DELETE

Rows per page: 10 1-4 of 4 < >

Products

Add product 1

2 **PRODUCTS** HISTORY OF PRODUCTS 3 **ADD PRODUCT** CATEGORY

Category	Product Name	Size	Color & Stocks	Price	Supplier	Edit	Delete
L-XXL	Shirts	L	Black - 15 pieces green - 15 pieces	₱200.00	Supplier 1	EDIT	DELETE
S-L	Pants	M	Red - 4 pieces Black - 9 pieces Green - 8 pieces	₱500.00	Supplier 2	EDIT	DELETE
S-L	Special Shirt	M	Pink - 16 pieces Yellow - 22 pieces Green - 16 pieces	₱300.00	Supplier 3	EDIT	DELETE

1. Go to the “PRODUCTS” in the header of the website
2. Make sure you are on the “PRODUCTS” tab as indicated by the blue line.
3. Click on the button “ADD PRODUCT” to add a product.

5 **GO BACK** 4 **Add Product**

Product Name *

Category

Price *

Supplier *

Colors

color * Stocks *

ADD COLOR

SUBMIT

4. Fill in these fields before saving these product detail. Add a product name, choose a category and either select or enter the size, price, the colors and their corresponding stocks, and the supplier’s name.

6

Price *

Supplier *

Colors

color * Stocks *

REMOVE

color * Stocks *

REMOVE

5


ADD COLOR

7

SUBMIT

5. If there are numerous colors and stocks for a product, you may click the button “ADD COLOR” to add multiple colors.
6. Clicking on the “REMOVE” button lets you easily remove a specific color if you so wish to.
7. Clicking on the “SUBMIT” button will save these product details on the database. Leaving a blank field will prompt a display that says “Please fill out these fields” and will not be submitted.

Edit product

 DASHBOARD PRODUCTS ORDERS LOG OUT						
ADD PRODUCT CATEGORY						
PRODUCTS HISTORY OF PRODUCTS						
List of Products 🔍 🖨 ☰ ☰						
Category	Product Name	Size	Color & Stocks	Price	Supplier	Edit
L-XXL	Shirts	L	Black - 15 pieces green - 15 pieces	₱200.00	Supplier 1	EDIT
S-L	Pants	M	Red - 4 pieces Black - 9 pieces Green - 8 pieces	₱500.00	Supplier 2	EDIT
S-L	Special Shirt	M	Pink - 16 pieces Yellow - 22 pieces Green - 16 pieces	₱300.00	Supplier 3	EDIT

1. Click on the “EDIT” button on any row of the specific product you want to edit.

GO
BACK

2

3

5

4

6

Edit Product

Edit the product details or just stock in?

☐ Edit Product Details/Add more colors

☒ Stock-In

Category
ML

Size
450

Product Name
Tumbler

Price
P 120.00

Supplier
Supplier 1

Color
Black

Stocks
49

DELETE COLOR

STOCK-IN

Color
Green

Stocks
123

DELETE COLOR

STOCK-IN

Color
Dandelion

Stocks
99

DELETE COLOR

STOCK-IN

Color
Violet

Stocks
50

DELETE COLOR

STOCK-IN

Color
Yellow

Stocks
100

DELETE COLOR


STOCK-IN

Color
Red

Stocks
9

DELETE COLOR

- Clicking on the “GO BACK” button will cancel this operation and directs you to the previous page or the products page.
- With the chosen one as “stock-in”, the user may update the stocks of an existing product variation.
- Enter how many stocks you want to add to the existing product variation.
- Click on “Stock-in” and the entered stocks will be added to the database. For example, there are 49 stocks for the color “Black”, and you entered “5” stocks to be stocked in. These 5 stocks will then be added to the initial 49 stocks, hence, the stocks for the color “Black” will now be 54 stocks.
- Clicking on the button “DELETE COLOR” will delete the specific color or the color on that row which includes its stocks as well


DASHBOARD PRODUCTS ORDERS

GO
BACK

Edit Product

Edit the product details or just stock in?
☒ Edit Product Details/Add more colors
☐ Stock-In

Category
S-L

Size
S

Product Name
Shirts

Price
₱ 300 .00

Supplier
Supplier 2

Color Pink	Stocks 65	DELETE COLOR
Color Green	Stocks 70	DELETE COLOR
Color Black	Stocks 90	DELETE COLOR
Color Yellow	Stocks 20	DELETE COLOR

Color *
Yellow

Stocks *
20

REMOVE

ADD COLOR

SUBMIT

7. With the chosen one as “edit product details/add more colors”, the user may edit the product details such as the name, price, and supplier. The user may also edit the product. This is not the same as the stock-in where you add more stocks to the existing product variation.
8. Clicking on “ADD COLOR” will show a text field for you to input a new color and stocks. You may add multiple colors as well by simply clicking on the button again.
9. Clicking on the “REMOVE” button will remove your newly entered color and stocks of the specific text field it represents
10. Clicking on the “SUBMIT” button will save this on the database. successful submission will display a green alert that says “Successfully submitted”.

Delete product

1. Click the delete button

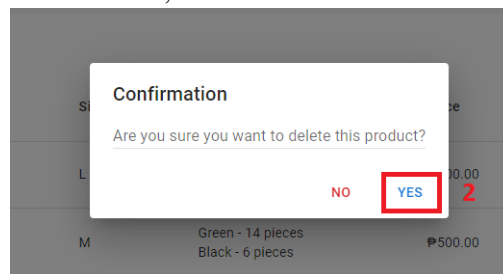
PRODUCTS

HISTORY OF PRODUCTS

List of Products

Category	Product Name	Size	Color & Stocks	Price	Supplier	Edit	Delete
L-XXL	Shirts	L	green - 15 pieces Black - 15 pieces	₱200.00	Supplier 1	EDIT	DELETE

2. Select 'Yes' for confirmation, else click 'No' to cancel this operation.



View product

These are the list of the products in a table format. Additional functionalities are to search, print, filter columns, and apply a filter on the table.

PRODUCTS

HISTORY OF PRODUCTS

List of Products

Category	Product Name	Size	Color & Stocks	Price	Supplier	Edit	Delete
L-XXL	Shirts	L	Black - 14 pieces green - 14 pieces	₱200.00	Supplier 1	EDIT	DELETE
S-L	Pants	M	Black - 9 pieces Red - 4 pieces Green - 8 pieces	₱500.00	Supplier 2	EDIT	DELETE
S-L	Special Shirt	M	Green - 16 pieces Pink - 16 pieces Yellow - 20 pieces	₱300.00	Supplier 3	EDIT	DELETE
CM	Planner	250	Red - 20 pieces Black - 26 pieces	₱500.00	Supplier 4	EDIT	DELETE

Search product

PRODUCTS HISTORY OF PRODUCTS

Category		Product Name		Size	Color & Stocks	Price	Supplier	Edit	Delete
L-XXL	Shirts	L	Black - 14 pieces green - 14 pieces		₱200.00	Supplier 1	EDIT	DELETE	
S-L	Pants	M	Black - 9 pieces Red - 4 pieces Green - 8 pieces		₱500.00	Supplier 2	EDIT	DELETE	

1. Click on the search icon
2. Click the search field and input either the name of the product, category or price.

Print product

1. Click the print icon

PRODUCTS


HISTORY OF PRODUCTS

1

List of Products

Category	Product Name	Size	Color & Stocks	Price	Supplier	Edit	Delete
L-XXL	Shirts	L	Black - 14 pieces green - 14 pieces	₱200.00	Supplier 1	EDIT	DELETE
S-L	Pants	M	Black - 9 pieces Red - 4 pieces Green - 8 pieces	₱500.00	Supplier 2	EDIT	DELETE
S-L	Special Shirt	M	Green - 16 pieces Pink - 16 pieces Yellow - 20 pieces	₱300.00	Supplier 3	EDIT	DELETE

2. Select the following appropriate options. If the admin would like to print or save the list as a pdf.



DASHBOARD

PRODUCTS

HIS

List of Products

Category

L-XXL

S-L

S-L

CM

Category

Product Name

Size

Color & Stocks

Price

Supplier

Edit

Delete

L-XXL	Shirts	L	Black: 15 pieces Green: 14 pieces	P\$50.00	Supplier 1	EDIT	DELETE
S-L	Pants	M	Black: 5 pieces Blue: 6 pieces Green: 6 pieces	P\$50.00	Supplier 2	EDIT	DELETE
S-L	Sport Short	M	Green: 10 pieces Pink: 10 pieces Yellow: 10 pieces	P\$50.00	Supplier 3	EDIT	DELETE
CM	Planner	120	Red: 10 pieces Black: 10 pieces	P\$100.00	Supplier 4	EDIT	DELETE
XL	Tumbler	600	Red: 10 pieces Blue: 6 pieces Pink: 10 pieces	P\$100.00	Supplier 5	EDIT	DELETE
S-L	Sport Short	L	Black: 10 pieces Pink: 10 pieces	P\$50.00	Supplier 1	EDIT	DELETE
XL	Tumbler	400	Black: 47 pieces Green: 5 pieces	P\$100.00	Supplier 2	EDIT	DELETE

Category

Product Name

Size

Color & Stocks

Price

Supplier

Edit

Delete

S-L	875 Shirts	M	Red: 40 pieces Blue: 30 pieces	P\$50.00	Supplier 2	EDIT	DELETE
S-L	Shirts	L	Blue: 8 pieces Black: 5 pieces	P\$50.00	Supplier 1	EDIT	DELETE
CM	Notebook	1000	Red: 10 pieces	P\$50.00	Sample Supplier	EDIT	DELETE

Print

2 sheets of paper

Destination

Microsoft XPS Document

Pages

All

Layout

Landscape

Colour

Colour

More options

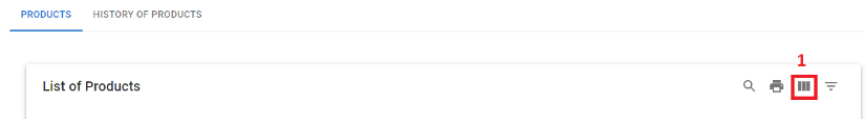
Print

Cancel

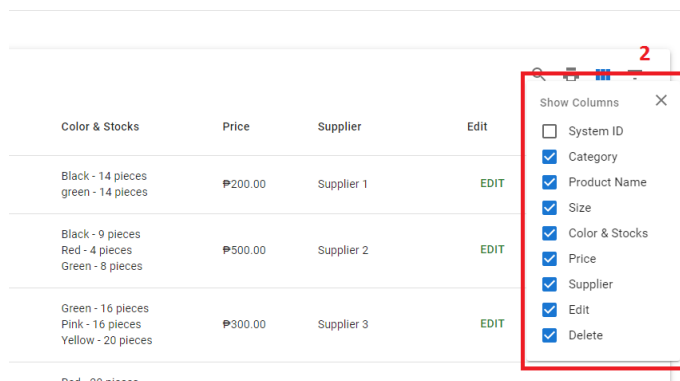
3. If all is set and done, click the print or save button to finalize the process.

Filter columns of the product

1. Click the view column icon

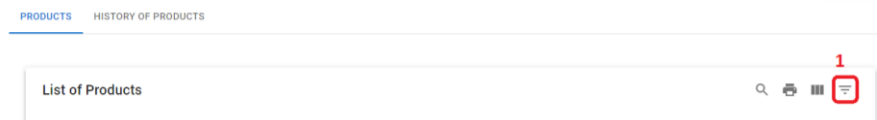


2. Select the following column options, to view in the product list. Each selection done will reflect immediately on the table.

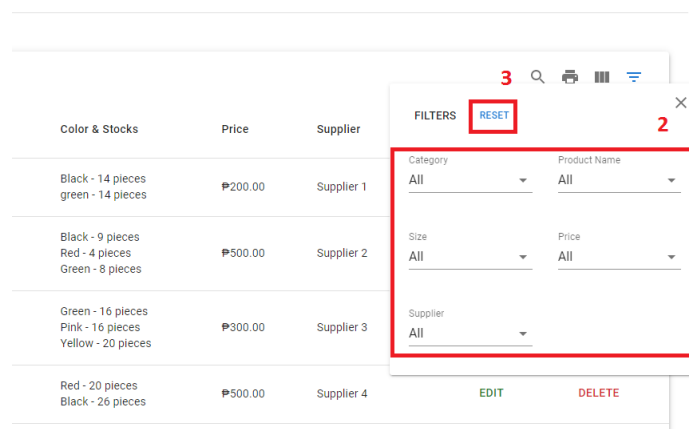


Filter product

1. Click the filter icon



2. Select the following options to filter out the following product information.

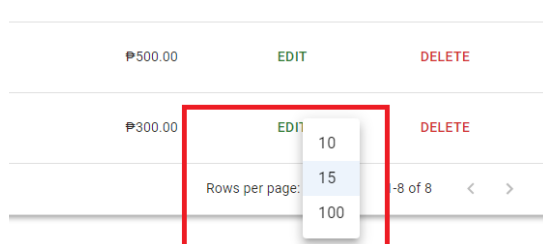


3. Clicking the reset button will reset the following back to default.

Pagination of the product

ML	Tumbler	500	Red - 35 pieces Pink - 6 pieces Blue - 15 pieces	₱230.00	Supplier 5	EDIT	DELETE
S-L	Special Shirt	L	Black - 38 pieces Pink - 13 pieces	₱300.00	Supplier 1	EDIT	DELETE
ML	Tumbler	450	Black - 41 pieces Green - 8 pieces	₱150.00	Supplier 2	EDIT	DELETE
S-L	BTS Shirts	M	Red - 46 pieces Blue - 36 pieces	₱500.00	Supplier 2	EDIT	DELETE
S-L	Shirts	L	Blue - 8 pieces Black - 9 pieces	₱300.00	Supplier 2	EDIT	DELETE
CM	Notebook	1000	Red - 50 pieces	₱300.00	Sample Supplier	EDIT	DELETE
Rows per page: 10 1-10 of 10 < >							

1. Clicking the number of rows per page will lead to a selection of rows per page to be shown.
2. Clicking the right arrow will lead to the next page while clicking the left arrow will lead back to the previous page.
3. This is what the options look like when you click on the rows per page.



View the history of the products

Dashboard navigation: DASHBOARD, PRODUCTS, ORDERS, LOG OUT

PRODUCTS **HISTORY OF THE PRODUCTS**

ADD PRODUCT CATEGORY

History of the Products

<input type="checkbox"/>	Category	Product Name	Size	Color & Stocks	Price	Supplier	Month	Date	Year	Status
<input type="checkbox"/>	S-L	Shirts	M	Pink - 2 pieces	₱200.00	Supplier Martin & Co	June	13	2022	stock-out
<input type="checkbox"/>	S-L	Shirts	M	Black - 1 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-out
<input type="checkbox"/>	S-L	Shirts	M	Green - 10 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-in
<input type="checkbox"/>	S-L	Shirts	M	Green - 50 pieces Pink - 50 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-in
<input type="checkbox"/>	S-L	Shirts	M	Pink - 12 pieces	₱200.00	Supplier Martin & Co	June	3	2022	stock-in

1. Clicking on the tab “HISTORY OF PRODUCTS” shows this page. The data is presented in a table format with the functionalities to search, print, filter the column, and apply a filter on the table as well.

Search history of the products

1. Click the search icon

Dashboard navigation: DASHBOARD, PRODUCTS, ORDERS, LOG OUT

PRODUCTS **HISTORY OF THE PRODUCTS**

ADD PRODUCT CATEGORY

Q Shirts X

<input type="checkbox"/>	Category	Product Name	Size	Color & Stocks	Price	Supplier	Month	Date	Year	Status
<input type="checkbox"/>	S-L	Shirts	M	Pink - 2 pieces	₱200.00	Supplier Martin & Co	June	13	2022	stock-out
<input type="checkbox"/>	S-L	Shirts	M	Black - 1 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-out
<input type="checkbox"/>	S-L	Shirts	M	Green - 10 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-in
<input type="checkbox"/>	S-L	Shirts	M	Green - 50 pieces Pink - 50 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-in
<input type="checkbox"/>	S-L	Shirts	M	Pink - 12 pieces	₱200.00	Supplier Martin & Co	June	3	2022	stock-in

2. Click the search field and input the name of the product.

The screenshot shows the 'History of the Products' page. At the top, there's a navigation bar with 'DASHBOARD', 'PRODUCTS', and 'ORDERS'. Below it, a search bar contains the text 'Shirts'. The table below lists product history with columns: Category, Product Name, Size, Color & Stocks, Price, Supplier, Month, Date, Year, and Status. The table contains six rows of data for 'Shirts' in size 'M'.

Category	Product Name	Size	Color & Stocks	Price	Supplier	Month	Date	Year	Status
S-L	Shirts	M	Pink - 2 pieces	₱200.00	Supplier Martin & Co	June	13	2022	stock-out
S-L	Shirts	M	Black - 1 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-out
S-L	Shirts	M	Green - 10 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-in
S-L	Shirts	M	Green - 50 pieces Pink - 50 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-in
S-L	Shirts	M	Pink - 12 pieces	₱200.00	Supplier Martin & Co	June	3	2022	stock-in

Print history of the products

1. Click the print icon

The screenshot shows the 'History of the Products' page. The print icon (a printer symbol) is highlighted with a red box. The table below lists product history with columns: Category, Product Name, Size, Color & Stocks, Price, Supplier, Month, Date, Year, and Status. The table contains two rows of data for 'Shirts' in size 'M'.

Category	Product Name	Size	Color & Stocks	Price	Supplier	Month	Date	Year	Status
S-L	Shirts	M	Pink - 2 pieces	₱200.00	Supplier Martin & Co	June	13	2022	stock-out
S-L	Shirts	M	Black - 1 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-out

2. Select the following appropriate options. If the admin would like to print or save the list as a pdf.

The screenshot shows the print dialog box. The 'Destination' dropdown is set to 'Microsoft XPS Docum'. The 'Pages' dropdown is set to 'All'. The 'Layout' dropdown is set to 'Landscape'. The 'Colour' dropdown is set to 'Colour'. The 'Print' button is highlighted with a red box.

Print 2 sheets of paper

Destination: Microsoft XPS Docum

Pages: All

Layout: Landscape

Colour: Colour

More options

Print Cancel

3. If all is set and done, click the print or save button to finalize the process.

Filter the column of the history of the products

1. Click the view column icon

PRODUCTS [HISTORY OF THE PRODUCTS](#)

History of the Products

<div><input type="checkbox"/></div>	Category	Product Name	Size	Color & Stocks	Price	Supplier	Month	Date	Year	Status
<div><input type="checkbox"/></div>	S-L	Shirts	M	Pink - 2 pieces	₱200.00	Supplier Martin & Co	June	13	2022	stock-out
<div><input type="checkbox"/></div>	S-L	Shirts	M	Black - 1 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-out

2. Select the following column options, to view in the product list. Each selection done will reflect immediately on the table.

PRODUCTS HISTORY OF THE PRODUCTS [ADD PRODUCT](#) [CATEGORY](#)

History of the Products										
<input type="checkbox"/>	Category	Product Name	Size	Color & Stocks	Price	Supplier	Month	Date	Year	Status
<input type="checkbox"/>	S-L	Shirts	M	Pink - 2 pieces	₱200.00	Supplier Martin & Co	June	13		
<input type="checkbox"/>	S-L	Shirts	M	Black - 1 pieces	₱200.00	Supplier Martin & Co	June	4		
<input type="checkbox"/>	S-L	Shirts	M	Green - 10 pieces	₱200.00	Supplier Martin & Co	June	4		
<input type="checkbox"/>	S-L	Shirts	M	Green - 50 pieces Pink - 50 pieces	₱200.00	Supplier Martin & Co	June	4		
<input type="checkbox"/>	S-L	Shirts	M	Pink - 12 pieces	₱200.00	Supplier Martin & Co	June	3		

Show Columns ✕

- ☐ Document ID
- ☐ ID
- ☒ Category
- ☒ Product Name
- ☒ Size
- ☒ Color & Stocks
- ☒ Price
- ☒ Supplier
- ☒ Month
- ☒ Date
- ☒ Year
- ☒ Status

Filter history of the products

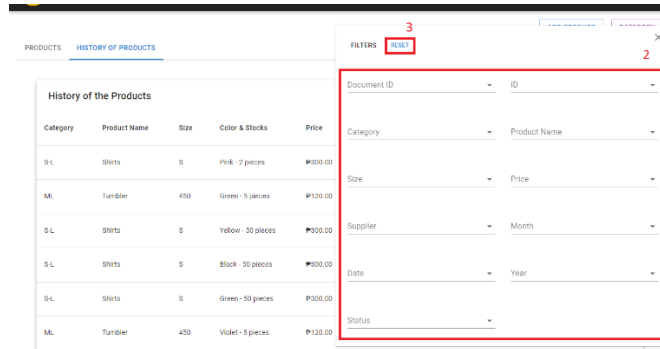
1. Click the filter icon

PRODUCTS [HISTORY OF THE PRODUCTS](#)

History of the Products

<input type="checkbox"/>	Category	Product Name	Size	Color & Stocks	Price	Supplier	Month	Date	Year	Status
<input type="checkbox"/>	S-L	Shirts	M	Pink - 2 pieces	₱200.00	Supplier Martin & Co	June	13	2022	stock-out
<input type="checkbox"/>	S-L	Shirts	M	Black - 1 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-out

2. Select the following options to filter out the following product information



3. Clicking the reset button will reset the following back to default

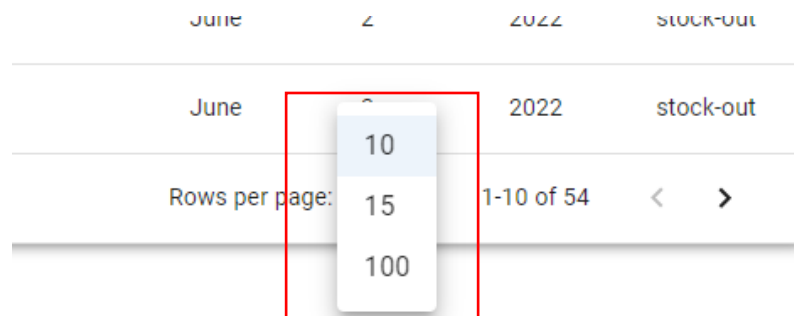
Pagination of the history of the products

1. Clicking the number of rows per page will lead to a selection of rows per page to be shown.

<input type="checkbox"/>	S-L	Shirts	S	Yellow - 50 pieces	₱300.00	Supplier 2	June	2	2022	stock-out
<input type="checkbox"/>	S-L	Shirts	S	Black - 50 pieces	₱300.00	Supplier 2	June	2	2022	stock-out
<input type="checkbox"/>	S-L	Shirts	S	Green - 50 pieces	₱300.00	Supplier 2	June	2	2022	stock-out
<input type="checkbox"/>	M.L	Tumbler	450	Violet - 5 pieces	₱120.00	Supplier 1	June	2	2022	stock-out

Rows per page: 10 1-10 of 54 < >

2. This is what the options for the rows per page look like that lets you manipulate how many rows you want to display in the table.



Delete a product in the history of the products



1. Click the checkboxes of a certain row and click the trash icon to delete the selected rows.

PRODUCTS

HISTORY OF THE PRODUCTS

ADD PRODUCT

CATEGORY

3 row(s) selected											
	Category	Product Name	Size	Color & Stocks	Price	Supplier	Month	Date	Year	Status	
<input checked="" type="checkbox"/>	S-L	Shirts	M	Pink - 2 pieces	₱200.00	Supplier Martin & Co	June	13	2022	stock-out	
<input checked="" type="checkbox"/>	S-L	Shirts	M	Black - 1 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-out	
<input checked="" type="checkbox"/>	S-L	Shirts	M	Green - 10 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-in	
<input type="checkbox"/>	S-L	Shirts	M	Green - 50 pieces Pink - 50 pieces	₱200.00	Supplier Martin & Co	June	4	2022	stock-in	
<input type="checkbox"/>	S-L	Shirts	M	Pink - 12 pieces	₱200.00	Supplier Martin & Co	June	3	2022	stock-in	

Order

Add orders

Add orders navigation

1. The system will direct the user to the orders page. Click on the “ORDERS” from the header of the website.

The screenshot shows the 'ORDERS' page in a dashboard. The top navigation bar includes 'DASHBOARD', 'PRODUCTS', and 'ORDERS' (highlighted with a red box and a '1' badge). A 'LOG OUT' link is in the top right. Below the navigation bar are five summary cards: '1 Pending Orders', '1 Ready for Delivery', '29 Delivered Orders', 'Sales ₱ 40,695.00', and '4 products for Restocks'. The main section is titled 'List of Orders Reports' and contains a table with the following data:

Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Order Status	Delivery Date
Pen Shawn	8 - Ayala	Ayala	Near budgetwise	Special Shirt M Pink (1 pcs) Green (1 pcs)	750	09676832484	Rush	April	26	2022	Pending	Fri Apr 29 2022

2. Click on the “ADD ORDERS” button to add an order.

The screenshot shows the 'ADD ORDERS' page. The top navigation bar includes 'DASHBOARD', 'PRODUCTS', and 'ORDERS'. A 'LOG OUT' link is in the top right. Below the navigation bar is a sub-navigation bar with 'PENDING', 'READY TO BE DELIVERED', and 'DELIVERED'. The 'PENDING' tab is active. A red box highlights the 'ADD ORDERS' button in the top right corner. Below the sub-navigation bar, the 'Total amount : ₱ 750.00' is displayed. The main section is titled 'Pending Orders' and contains a table with the following data:

Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Delivery Date	Set Order Status
Pen Shawn	8 - Ayala	Ayala	Near budgetwise	Special Shirt M Pink (1 pcs) Green (1 pcs)	750	09676832484	Rush	April	26	2022	Fri Apr 29 2022	READY TO BE DELIVERED

At the bottom of the table, there is a pagination bar with the following text: 'Jump to Page: 1', 'Rows per page: 10', '1-1 of 1', and navigation arrows.

DASHBOARD

PRODUCTS

ORDERS

LOG OUT

Customer and Order Information

1 Customer Details

First Name *

Last Name *

Phone Number *

Address Details

House No *

Street Address *

Barangay

Landmark *

Order Details

3 Additional Instructions

- Delivery Date

05/01/2022

SUBMIT ORDERS

4 Search Product...

Shirts
L(Size) - S-XXL(Category)
green (8 pcs)

ADD

Pants
M(Size) - S-L(Category)
Black (6 pcs)

ADD

Green (14 pcs)

ADD

Special Shirt
M(Size) - S-L(Category)
Yellow (31 pcs)

ADD

Green (33 pcs)

ADD

Pink (33 pcs)

ADD

List of Orders

Color	Qty	Price	Unit Price
Shirts (L) L-XXL	green	5	₱ 100.00 + - ₱ 500.00

Product per page 10 ▾ 1 - 1 of 1 < >

Amount: ₱ 500.00

Regular or Rush

Rush Fee

Regular

Rush

₱ 100 .00

Customization Fee

₱ 100 .00

Discount

₱ 50 .00

Total amount: ₱ 650.00

CLEAR ORDERS

1. Input the customer details including the first name, last name, and phone number.
2. Input the address details of the customer including the house no., street address, barangay, and landmark.
3. Input the order details such as the additional instructions and the delivery date.
4. When clicking the search product, the admin can search products to be ordered.

5. Upon clicking “Add”, the system will automatically add the products added to the list of orders.
6. The user will choose either regular or rush for orders to be made. If “Rush” is selected, an input field for the rush fee will be displayed.
7. Any additional customization fee can be input here to add to the total amount to pay.
8. Discounts can be added here to automatically reduce the amount to pay.
9. Upon clicking the “Submit” button, all information entered in the form and products added to the list of orders will display on the pending orders table.

Customer and Order Information

Customer Details

First Name * Last Name *

Phone Number *

Address Details

House No. * Street Address *

Barangay * Landmark *

Order Details

Additional Instructions

Date *
05/01/2022

SUBMIT ORDERS 9

Search Product ...

Shirts (100% (100%))
green (8 pcs) [ADD](#)

Pants (100% (100%))
Green (14 pcs) [ADD](#)

Black (8 pcs) [ADD](#)

Special Shirt (100% (100%))
Green (38 pcs) [ADD](#)

Yellow (21 pcs) [ADD](#)

Pink (32 pcs) [ADD](#)

List of Orders

Color	Qty	Price	Unit Price
Shirts (100%)	green	100.00	100.00

Product per page 10 1 of 1

Amount 100.00

Regular or Rush
☒ Regular ☐ Rush

Customization Fee
 ₱ 0

Discount
 ₱ 0

Total amount 100.00

[CLEAR ORDERS](#)

10. If the order reaches up to more than Php 5,000.00, a required field for the down payment will appear. The remaining credit is also displayed below the field.

Customer and Order Information

Customer Details

First Name *

Last Name *

Phone Number *

Address Details

House No *

Street Address *

Barangay

Landmark *

Order Details

Additional Instructions

Pick up or Delivery

☒ Delivery

☐ Pick-Up

Delivery date

05/29/2022

Payment

Total amount: ₱ 8,000.00

You need to input a downpayment as the ordered items have already reached more than ₱5,000.00

Downpayment *

₱ 3500 ₱ 00

Credit: ₱ 4,500.00

Pending orders

- The user may view the orders with an order status of “Pending”.

DASHBOARD
PRODUCTS
ORDERS
LOG OUT

ADD ORDERS

1

PENDING
READY TO BE DELIVERED
DELIVERED
CANCELLED
RETURNED

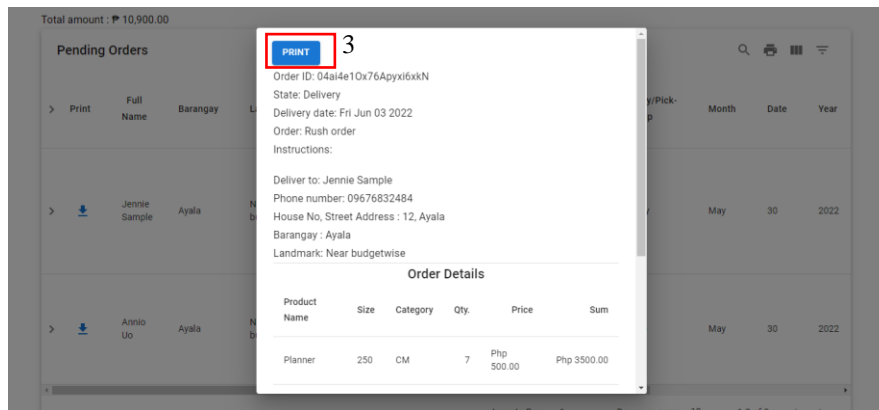
Total amount : ₱ 13,750.00

Pending Orders

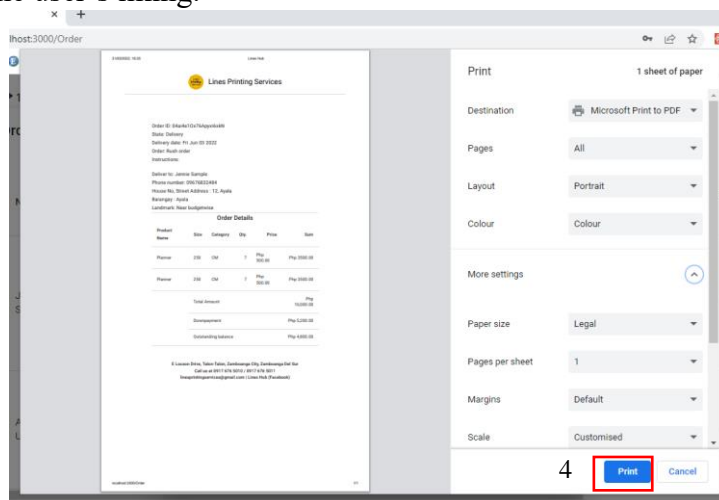
>
Print

Full Name	Barangay	Landmark	Orders	Phone Number	Total Amount	Regular/Rush	Delivery/Pick-Up	Month	Date	Year
Jennie Ayala	Near		Special Shirt M	09676832484	4800	Regular		May	23	2022
			Pink (5 pcs)							
			Yellow (2 pcs)							
			Green (1 pcs)							

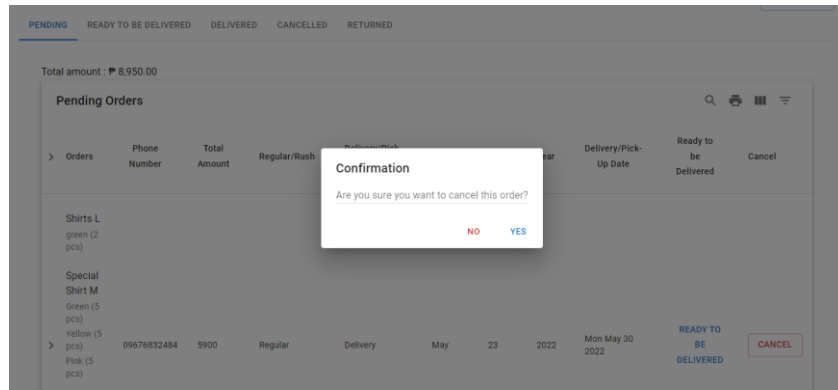
- The user may view the order details of a customer and print the order receipt by clicking on the “download” icon.
- The user may click on the “PRINT” button to open and print it.



- The user may click on the “PRINT” button if the print options are already up to the user’s liking.

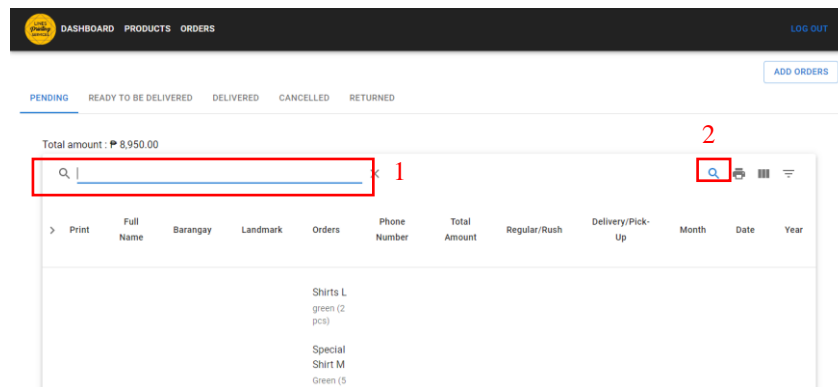


2. The system will ask you whether you want to proceed with canceling this order or not. Clicking on “yes” will let you cancel this order. Clicking on “no” or any part of the screen will let you not proceed with the cancellation of the orders.



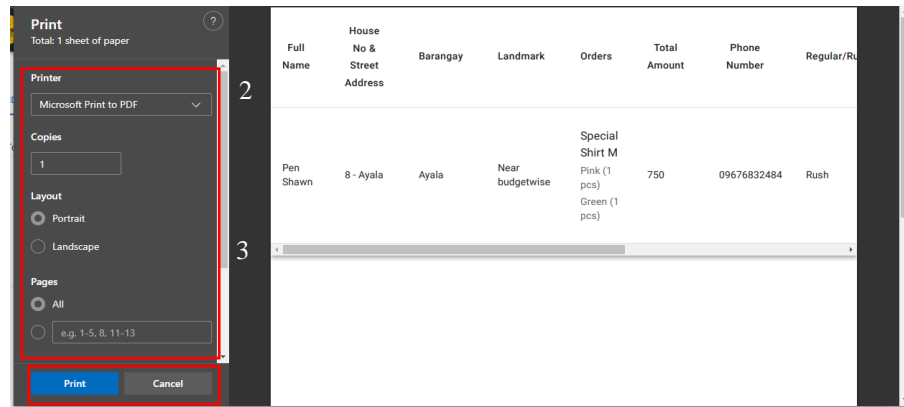
Search, print, and apply filters on the pending orders

1. Click on the search icon. Enter any details of either the customer or the products ordered by the customer.



2. Click on the print icon and this is what it will display. It allows the user to choose a printer, the number of copies, layout, and pages they want to print

- t
3. Clicking on the “button” print allows the user to print it to PDF.



4. Click on the icon to filter the column

PENDING READY TO BE DELIVERED DELIVERED CANCELLED RETURNED

Total amount : ₱ 8,950.00

Pending Orders

Search Print Filter

Orders	Phone Number	Total Amount	Regular/Rush	Delivery/Pick-Up	Month	Date	Year	Delivery/Pick-Up Date	Ready to be Delivered	Cancel
Shirts L green (2 pcs)										
Special Shirt M Green (5 pcs)										
Yellow (5 pcs)										
Pink (5 pcs)										
>	09676832484	5900	Regular	Delivery	May	23	2022	Mon May 30 2022	READY TO BE DELIVERED	CANCEL

5. Select details to be displayed on the table. Any checkboxes checked will be displayed automatically.

DASHBOARD PRODUCTS ORDERS

PENDING READY TO BE DELIVERED DELIVERED CANCELLED RETURNED

Total amount : ₱ 8,950.00

Pending Orders

Print Full Name Barangay Landmark Orders Phone Number Total Amount Regular/Rush Delivery/Pick-Up

Shirts L green (2 pcs)								
Special Shirt M Green (5 pcs)								

Show Columns

- ☒ Print
- ☐ Order ID
- ☐ Name
- ☐ Full Name
- ☐ HouseNo
- ☐ House No & Street Address
- ☒ Barangay
- ☒ Landmark
- ☒ Orders
- ☒ Phone Number
- ☒ Total Amount
- ☐ Downpayment
- ☐ Outstanding Balance
- ☒ Regular/Rush
- ☒ Delivery/Pick-Up
- ☒ Month
- ☒ Date

6. Click on the filter icon to apply a filter on the table.

PENDING READY TO BE DELIVERED DELIVERED CANCELLED RETURNED

Total amount : ₱ 8,950.00

Pending Orders

Search Print Filter

Orders	Phone Number	Total Amount	Regular/Rush	Delivery/Pick-Up	Month	Date	Year	Delivery/Pick-Up Date	Ready to be Delivered	Cancel
Shirts L green (2 pcs)										
Special Shirt M Green (5 pcs)										
>	09676832484	5900	Regular	Delivery	May	23	2022	Mon May 30 2022	READY TO BE DELIVERED	CANCEL
Yellow (5 pcs)										
Pink (5 pcs)										

7. Select any of the options to filter out on the ready-to-be-delivered orders table. Clicking “Reset” will reset the applied filter to default.

DASHBOARD PRODUCTS ORDERS LOG OUT

ADD ORDERS

PENDING READY TO BE DELIVERED DELIVERED CANCELLED RETURNED

Total amount : ₱ 8,950.00

Pending Orders

Print Full Name Barangay Landmark Orders Phone Number Total Amount

Shirts L green (2 pcs)						
Special Shirt M Green (5 pcs)						

FILTERS RESET

Barangay Landmark

Regular/Rush Delivery/Pick-Up

Month Date

Year Delivery/Pick-Up Date

Ready to be delivered Orders

1. The user may view the orders with an order status of “Ready to be delivered”

1

DASHBOARD PRODUCTS ORDERS LOG OUT

PENDING **READY TO BE DELIVERED** DELIVERED CANCELLED RETURNED

ADD ORDERS

Total amount : ₱ 11,300.00

Ready to be Delivered Orders

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Phone Number	Total Amount	Delivery/Pick-Up	Regular/Rush	Month	Date	Year
>	Rowan Whitethorne	12 - Ayala	Ayala	Budgetwise	Pants M Black (1 pcs)	09676832484	600	Regular	Delivery	May	22	2022

Special

2

2. The user may click on the specific row to view the order details and the option to print the order receipt.

> Full Name House No & Street Address Barangay

> Jennie Sample 12 - Ayala Ayala

PRINT

Order ID: 126DDKuxhPVEt76uysip
State:
date: Tue May 31 2022
Order: Regular order
Instructions:
Deliver to: Jennie Sample
Phone number: 09676832484
House No, Street Address : 12, Ayala
Barangay : Ayala
Landmark: Near Budgetwise

Order Details

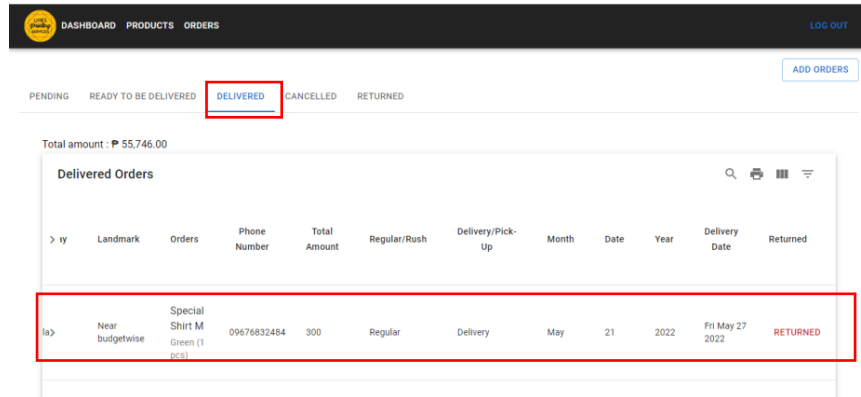
Product Name	Size	Category	Qty.	Price	Sum
Special Shirt	M	S-L	5	Php 300	Php 1500.00

green (2)

3. Clicking on the “PRINT” button will let the user choose the printing options and continue to print it by clicking on its button.

Delivered Orders

1. The user may view the orders with an order status of “Ready to be delivered”

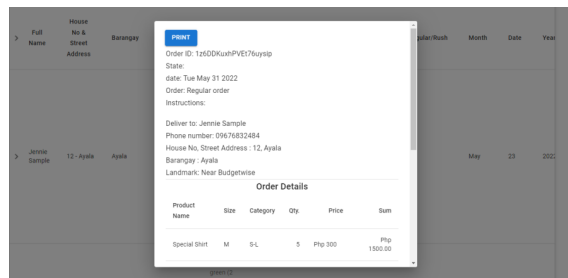


Total amount : ₱ 55,746.00

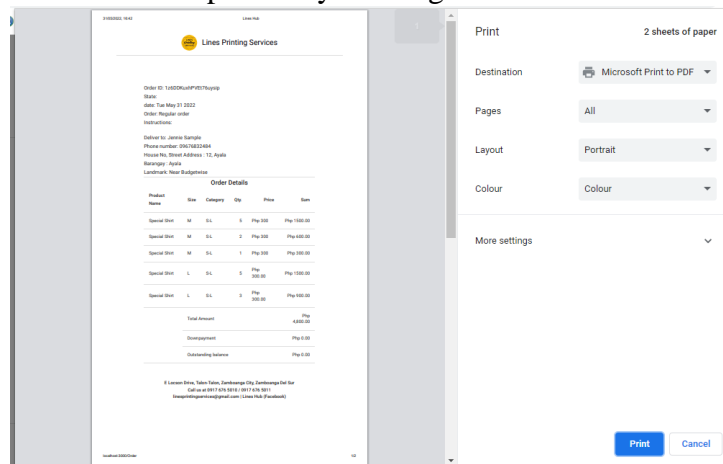
Delivered Orders

> 17	Landmark	Orders	Phone Number	Total Amount	Regular/Rush	Delivery/Pick-Up	Month	Date	Year	Delivery Date	Returned
18>	Near budgetwise	Special Shirt M Green (1 pc)	09676832484	300	Regular	Delivery	May	21	2022	Fri May 27 2022	RETURNED

2. The user may click on the specific row to view the order details and the option to print the order receipt.

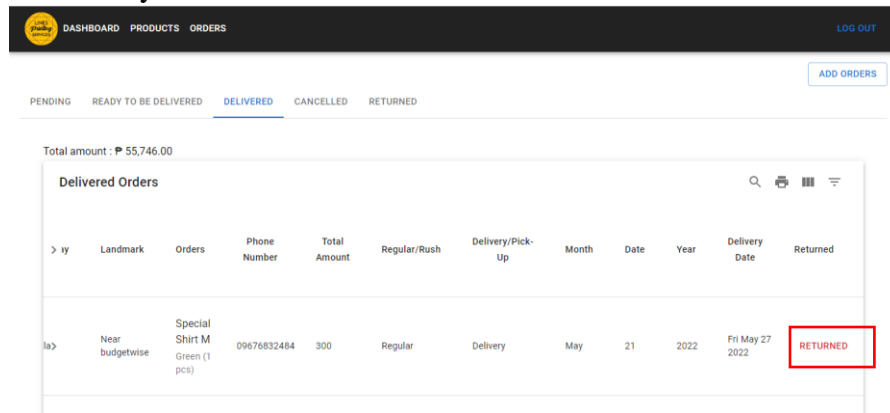


3. Clicking on the “PRINT” button will let the user choose the printing options and continue to print it by clicking on its button.



Update the order status to returned

1. The user may click on the “Returned” button to signify that this order was returned by the customer.



The screenshot shows a web application interface with a dark header bar containing a logo and navigation links: DASHBOARD, PRODUCTS, and ORDERS. A 'LOG OUT' link is on the right. Below the header, there's a status filter bar with tabs: PENDING, READY TO BE DELIVERED, DELIVERED (selected), CANCELLED, and RETURNED. An 'ADD ORDERS' button is on the right. The main content area shows a 'Total amount : ₦ 55,746.00' and a 'Delivered Orders' table. The table has columns: > ty, Landmark, Orders, Phone Number, Total Amount, Regular/Rush, Delivery/Pick-Up, Month, Date, Year, Delivery Date, and Returned. A single row is visible with the following data: > ty, Near budgetwise, Special Shirt M Green (1 pcs), 09676832484, 300, Regular, Delivery, May, 21, 2022, Fri May 27 2022, and a red box containing the word 'RETURNED'.

> ty	Landmark	Orders	Phone Number	Total Amount	Regular/Rush	Delivery/Pick-Up	Month	Date	Year	Delivery Date	Returned
>	Near budgetwise	Special Shirt M Green (1 pcs)	09676832484	300	Regular	Delivery	May	21	2022	Fri May 27 2022	RETURNED

**Note: The same functionality from the previous pending orders table is applied for searching, printing, and filtering both on the columns and on the table as well.*

Canceled Orders

1. The user may view all of the canceled orders.

ADD ORDERS

PENDING READY TO BE DELIVERED DELIVERED **CANCELED** RETURNED

Total amount : ₱ 14,550.00

Cancelled Orders

> <input type="checkbox"/>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Phone Number	Total Amount	Regular/Rush	Delivery/Pick-Up	Month	Date
					Shirts L green (1 pcs)						
					Special Shirt M Green (4 pcs)						
					Pink (5 pcs)						

Removing about the table on the search, filter and print.docx - Word

2. The user may also delete the canceled orders by clicking on the checkbox. Multiple selections of the checkboxes will allow the user to delete multiple orders. If the checkbox in the header of the table was clicked, this would mean deleting all of the canceled orders.

PENDING READY TO BE DELIVERED DELIVERED **CANCELED** RETURNED

Total amount : ₱ 14,550.00

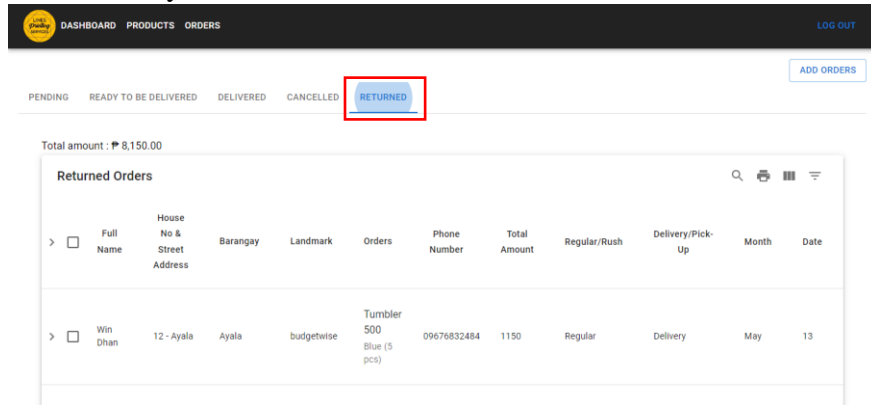
2 row(s) selected

> <input type="checkbox"/>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Phone Number	Total Amount	Regular/Rush	Delivery/Pick-Up	Month	Date
<input checked="" type="checkbox"/>					Shirts L green (1 pcs)						
<input checked="" type="checkbox"/>	Jennie Sample	12 - Ayala	Ayala	Landmark	Special Shirt M Green (4 pcs) Pink (5 pcs) Yellow (5 pcs)	09676832484	5900	Regular	Delivery	May	23

**Note: The same functionality from the previous pending orders table is applied for searching, printing, and filtering both on the columns and on the table as well.*

Returned Orders

1. The user may view all of the returned orders.



Dashboard navigation: DASHBOARD, PRODUCTS, ORDERS, LOG OUT

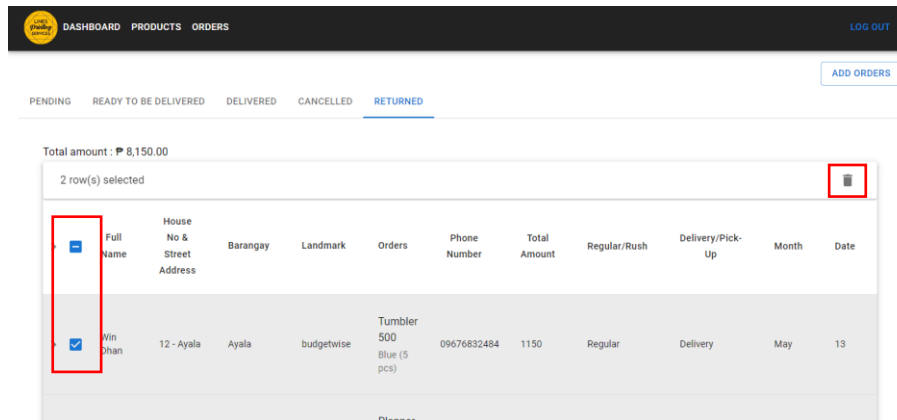
Order status tabs: PENDING, READY TO BE DELIVERED, DELIVERED, CANCELLED, **RETURNED** (highlighted), ADD ORDERS

Total amount : ₱ 8,150.00

Returned Orders

	Full Name	House No & Street Address	Barangay	Landmark	Orders	Phone Number	Total Amount	Regular/Rush	Delivery/Pick-Up	Month	Date
>	Win Dhan	12 - Ayala	Ayala	budgetwise	Tumbler 500 Blue (5 pcs)	09676832484	1150	Regular	Delivery	May	13

2. The user may also delete the returned orders by clicking on the checkbox. Multiple selections of the checkboxes will allow the user to delete multiple orders. If the checkbox in the header of the table was clicked, this would mean deleting all of the returned orders.



Dashboard navigation: DASHBOARD, PRODUCTS, ORDERS, LOG OUT

Order status tabs: PENDING, READY TO BE DELIVERED, DELIVERED, CANCELLED, **RETURNED**, ADD ORDERS

Total amount : ₱ 8,150.00

2 row(s) selected

<input type="checkbox"/>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Phone Number	Total Amount	Regular/Rush	Delivery/Pick-Up	Month	Date
<input checked="" type="checkbox"/>	Win Dhan	12 - Ayala	Ayala	budgetwise	Tumbler 500 Blue (5 pcs)	09676832484	1150	Regular	Delivery	May	13

**Note: The same functionality from the previous pending orders table is applied for searching, printing, and filtering both on the columns and on the table as well.*

Reports
View reports

Home

Analytics

Inventory

Users

New

Recent

1 Pending Orders

1 Ready for Delivery

6 Delivered Orders

Sales P 76,943.00

2 products for Restocks

List of Orders Report

Search

Filter

Print

3	Full Name	Phone No & Email Address	Shipping	Linkbook	Orders	Phone Number	Total Amount	Regular Price	Delivery Price	Month	Date	Year
	<div><div><div><div>Tumbler 450</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
	Michael Jordan	15 - Parker St	San Diego	K & B Mart	Shirts 5	01703002460	1145	Regular	Pick-up	June	2	2022
3	<div><div><div><div>Shirts 5</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
	JIMMY FALCON	8327 - Martinez, Texas 75101	California	Becky's 2500 aground	Shirts 5	09530001716	4000	Basic	Delivery	June	3	2022
	<div><div><div><div>Shirts 5</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
3	<div><div><div><div>Tumbler 450</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
	JIMMY FALCON	8327 - Martinez, Texas	California	Becky's 2500 aground	Shirts 5	09530001714	1238	Basic	Delivery	June	2	2022
	<div><div><div><div>Shirts 5</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
3	<div><div><div><div>Tumbler 450</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
	WOMEN'S	1 - Apple	Cave	Becky's 2500 aground	Shirts 5	09470002184	125	Regular	Delivery	June	2	2022
	<div><div><div><div>Shirts 5</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
3	<div><div><div><div>Shirts 5</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
	Rapheal D	4 - Apple	Apple	New Indeground	Shirts 5	09470002184	4000	Basic	Pick-up	June	2	2022
	<div><div><div><div>Shirts 5</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
3	<div><div><div><div>Shirts 5</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
	Antony Ray	12 - Apple	Apple	New Indeground	Shirts 5	09470002184	3000	Regular	Delivery	June	2	2022
	<div><div><div><div>Shirts 5</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
3	<div><div><div><div>Shirts 5</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
	De Ma	12 - Apple	Cafe	New Indeground	Shirts 5	09470002184	6000	Regular	Delivery	June	1	2022
	<div><div><div><div>Shirts 5</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											
3	<div><div><div><div>Tumbler 450</div><div><div><div>Quantity (1)</div><div>Price (1)</div></div></div></div></div></div>											

Jump to Page: 1 =

Rows per page: 10 =

1 / 12 of 11

1. The user may view the table reports in the Dashboard. The table displays all the orders that were made. This is an entire long screenshot of the table or the “List of Orders Reports”.
2. This is the sales dashboard that computes the total amount. This total amount will update if a filter is applied to the table.

Search reports

1. Click on the search icon. Search details of customers or products to conveniently find reports of a specific order.

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Phone Number	Total Amount	Regular/Rush	Delivery/Pick-Up	Month	Date	Year	Date
>	Richard Gordon	13 - Pasay St.	San Roque	K & R Mart	Tumbler 450 Green (5 pcs) Shirts S Pink (2 pcs)	09756802465	1195	Regular	Pick-up	June	2	2022	Thu 2022

Jump to Page: 1 Rows per page: 10 1-1 of 1 < >

Print reports

1. Click on the Print icon.

1 Pending Orders 1 Ready for Delivery 6 Delivered Orders Sales P 76,945.00 2 products for Restocks

List of Orders Reports

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Phone Number	Total Amount	Regular/Rush	Delivery/Pick-Up	Month	Date	Year	Date
>	Richard Gordon	13 - Pasay St.	San Roque	K & R Mart	Tumbler 450 Green (5 pcs) Shirts S Pink (2 pcs)	09756802465	1195	Regular	Pick-up	June	2	2022	Thu 2022

2. Select and input details needed.
3. When the “Print” button is clicked, all details under the list of orders reports table will be printed. Otherwise, no printing of reports will be made.

Print
Total: 3 sheets of paper

2

Printer: Microsoft Print to PDF

Copies: 1

Layout: Portrait

Pages: All

Print Cancel

3

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush
>	Pen Shawn	8 - Ayala	Ayala	Near budgetwise	Special Shirt M Pink (1 pcs) Green (1 pcs)	750	09676832484	Rush
>	Eric Vhan	12 - Ayala Street	Ayala	Near budgetwise	Tumbler 500 Blue (5 pcs) Red (1 pcs)	1509	09676832484	Rush

Filter the columns of the reports

1. Click on the view columns icon.

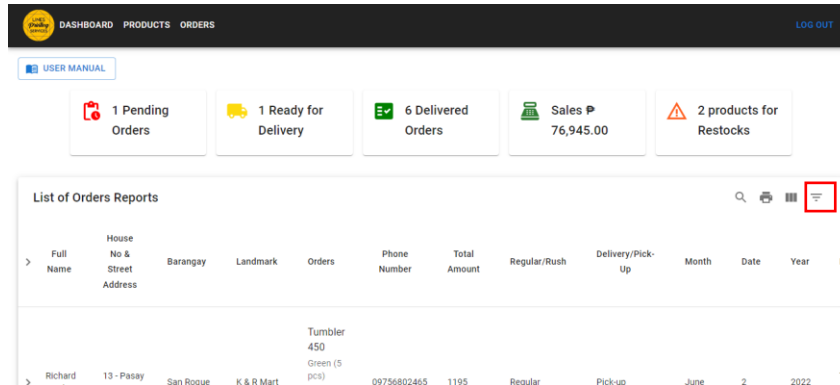
The screenshot shows a dashboard with a top navigation bar (DASHBOARD, PRODUCTS, ORDERS) and a sidebar (USER MANUAL). Below the navigation bar are five summary cards: 1 Pending Orders, 1 Ready for Delivery, 6 Delivered Orders, Sales ₱ 76,945.00, and 2 products for Restocks. The main content area displays a table titled 'List of Orders Reports'. The table has columns: Full Name, House No & Street Address, Barangay, Landmark, Orders, Phone Number, Total Amount, Regular/Rush, Delivery/Pick-Up, Month, Date, and Year. A 'Show Columns' icon (a small bar chart) is highlighted in the top right corner of the table. Below the table, a row of data is visible, including 'Richard', '13 - Pasay', 'San Roque', 'K & R Mart', 'Tumbler 450 Green (5 pcs)', '09756802465', '1195', 'Regular', 'Pick-up', 'June', '2', and '2022'.

2. Select details to be displayed on the table. Any checkboxes checked will be displayed automatically on the reports table.

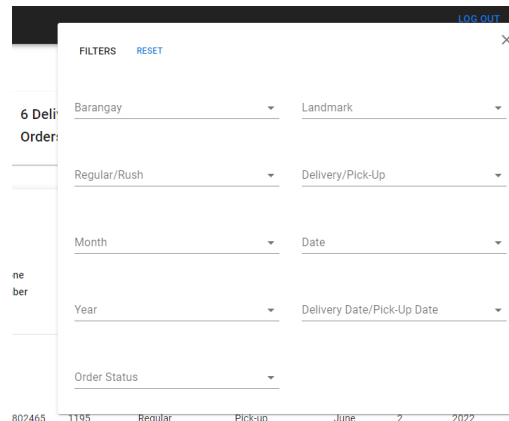
The 'Show Columns' modal is open, displaying a list of columns with checkboxes. The columns are: Order ID, Name, Full Name, HouseNo, House No & Street Address, Barangay, Landmark, Orders, Phone Number, Total Amount, Downpayment, Outstanding Balance, Regular/Rush, Delivery/Pick-Up, Month, Date, and Year. The checkboxes for Full Name, House No & Street Address, Barangay, Landmark, Orders, Phone Number, Total Amount, Regular/Rush, Delivery/Pick-Up, Month, Date, and Year are checked. The checkboxes for Order ID, Name, HouseNo, Downpayment, and Outstanding Balance are unchecked.

Filter reports

1. Click on the filter icon



2. Select options for filter to be applied on the table. Clicking the reset button will reset this table back to default.



Pagination of the reports

Scrolling down to the last page, the user may see the pagination for the table.



1. This allows the user to jump to a specific page
2. This allows the user to choose how many rows to display on a page. The options are 10, 15, or 100 rows.
3. This allows the user to know what page they are on as presented with 1-10 of 31 rows. The “<” allows the user to go back to the previous page, and the “>” button allows the user to go to the next page.