Lines Hub Online Sales and Inventory System User Manual

This is in partial fulfillment of the requirements

in IT 144 – Practicum / Industry Immersion

Prepared by:

Francisco, Joana

Lorenzo, Ceed Jennelle B.

Nur, Imran

OJT Project Proponents

Reviewed by:

Mr. Jason A. Catadman

IT 144 Instructor

Conformed by:

(Client Name) Marvic Lines

(Address) E Locson Drive, Talon-Talon, Zamboanga City

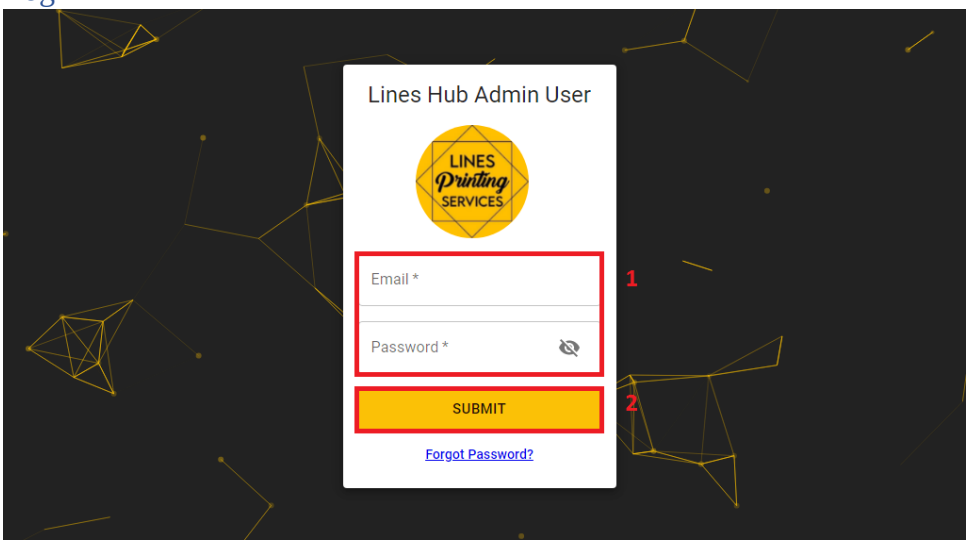
Zamboanga Del Sur

Table of Contents

Login 4
Forgot Password 4
Forgot Password – Email link 5
Dashboard 6
Categories 7
Add category 7
Delete category 9
View categories 10
Search category 11
Print category 11
Filter columns of the category 12
Filter category 12
Pagination of the category 13
Products 14
Add product 14
Edit product 15
Delete product 18
View product 18
Search product 19
Print product 19
Filter columns of the product 20
Filter product 20
Pagination of the product 21
View the history of the products 22
Search history of the products 22
Print history of the products 23
Filter the column of the history of the products 24
Filter history of the products 24
Pagination of the history of the products 25

Delete a product in the history of the products 26
Order 27
Add orders 27
Add orders navigation 27
Adding an order with customer and order details 28
Pending orders 30
Update the order status to ready to be delivered 32
Update the order status to cancelled 32
Search, print, and apply filters on the pending orders 33
Ready to be delivered Orders 37
Update the order status to delivered 38
Delivered Orders 39
Update the order status to returned 40
Cancelled Orders 41
Returned Orders 42
Reports 43
View reports 43
Search reports 44
Print reports 44
Filter the columns of the reports 45
Filter reports 46
Pagination of the reports 46

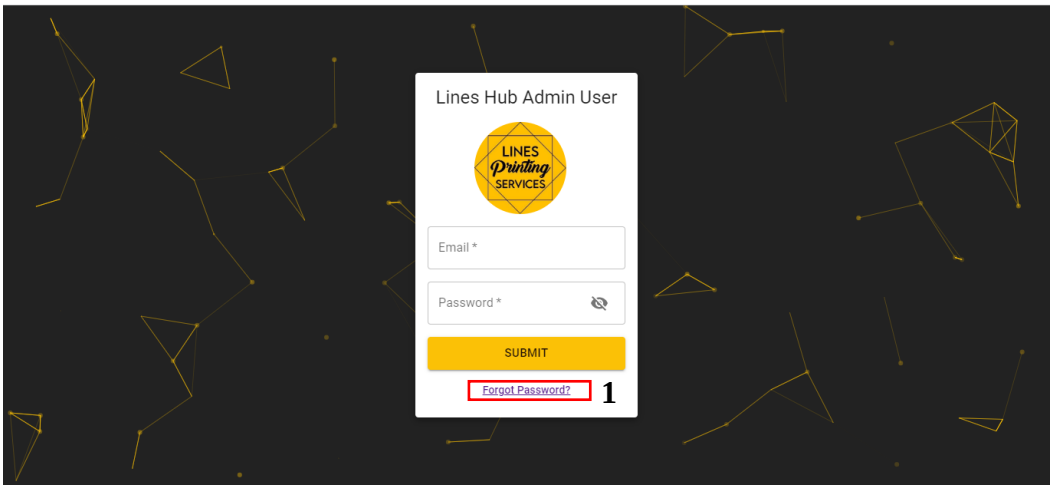
Login

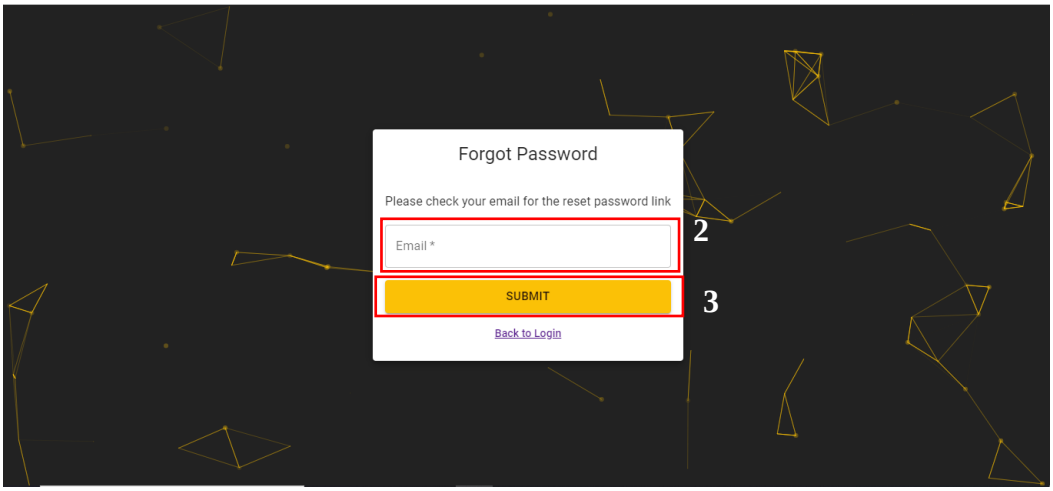


1. The user will log in using the given email and password with the correct login credentials.
2. Click the “Submit” button to proceed. Any fields that were left blank will not be allowed to access the system. If wrong credentials were entered and submitted, the system will prompt a message “Error (auth/invalid-email)”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

Forgot Password

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

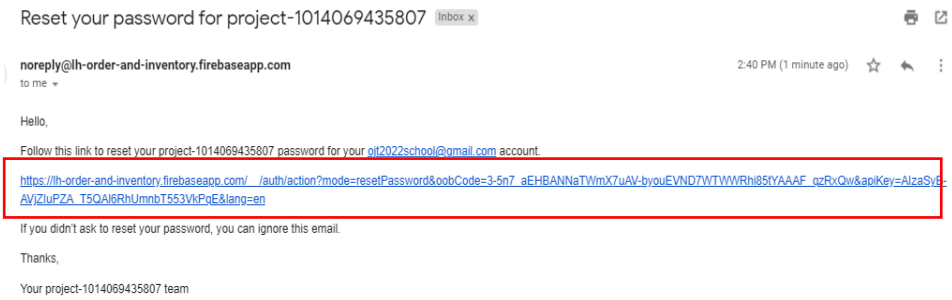




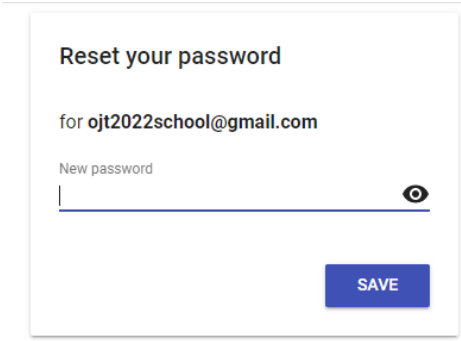
2. Enter the correct email on the input field. If left blank, an error message will display “Please fill out this field”. If an incorrect email that does not exist was entered, an error alert message will display “Firebase: Error (auth/invalid-email).”
3. Click the “SUBMIT” button and it will send the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

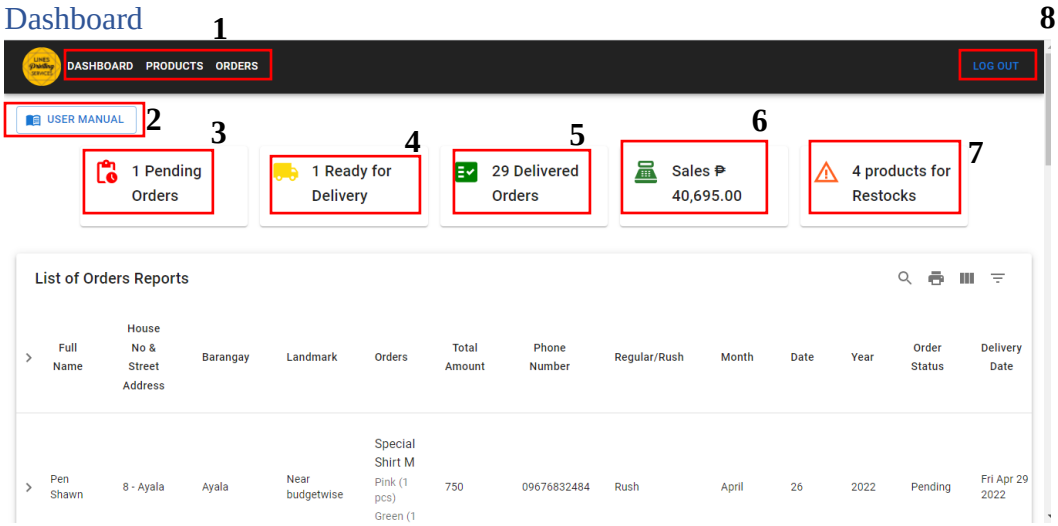
Forgot Password – Email link

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.



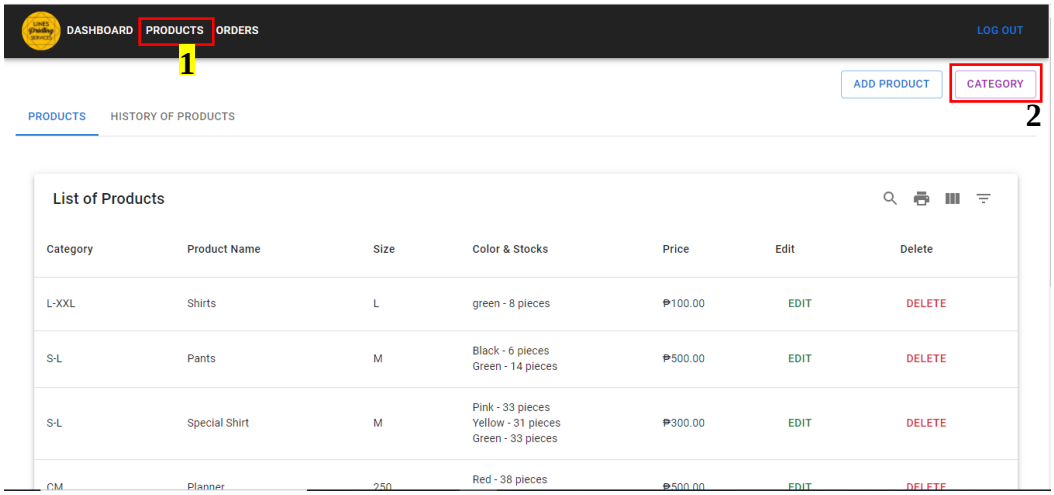


1. These are the header or the navigation of the website:
    a. Dashboard – This is the link for the homepage or the dashboard
    b. Products – This is the link for the page of the products and the category
    c. Orders – This is the link for the page of the orders where you can add orders and see 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

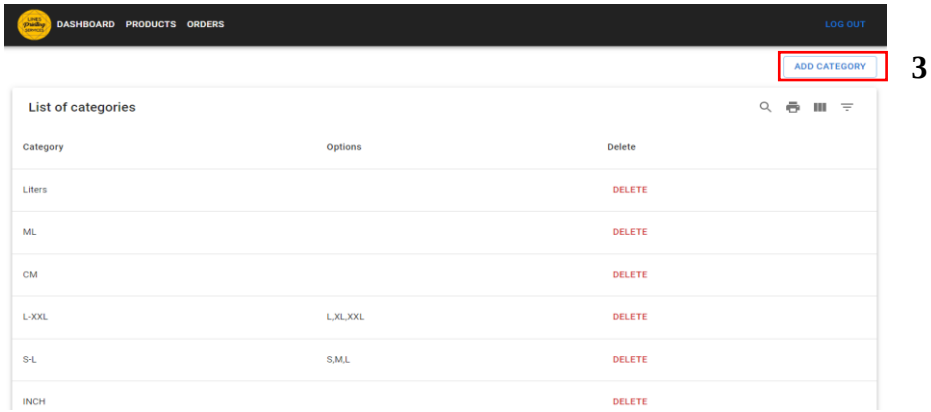
4. This box allows you to see the number of orders that are ready for delivery and clicking on it will direct you to a table of the list of the orders that are ready to be delivered.
5. This box allows you to see the number of delivered orders and clicking on it will direct you to a table of the list 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

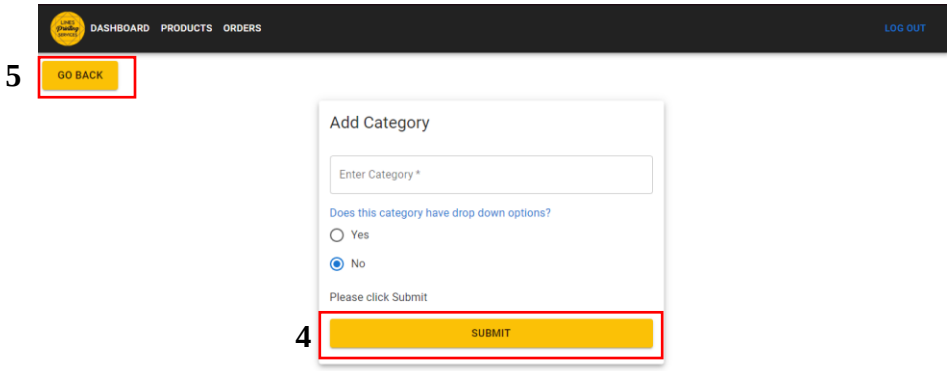
Add category



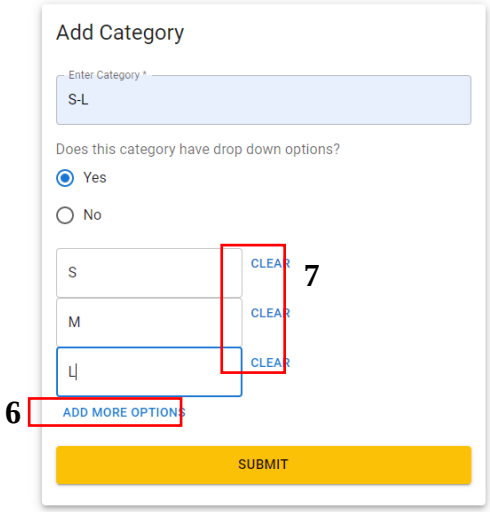
1. Click on the “PRODUCTS” at the header of the website and you will be directed to this page.
2. Click on the button “CATEGORY” and you will be directed to this page as shown in the picture below.



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

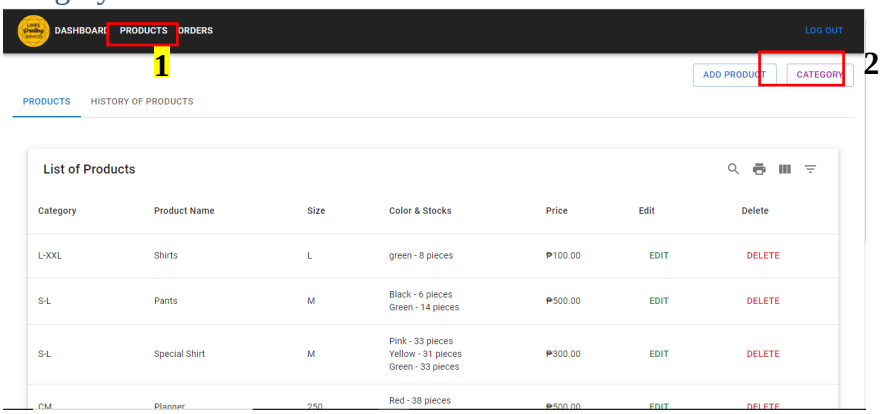


4. Fill in those fields to enter the category or the unit of measure. If the category is like these “S-L” which connotes the sizes of small, medium, and large, then this type of category does have drop-down options. It is necessary to choose “Yes” and this will allow you to enter the different options 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.

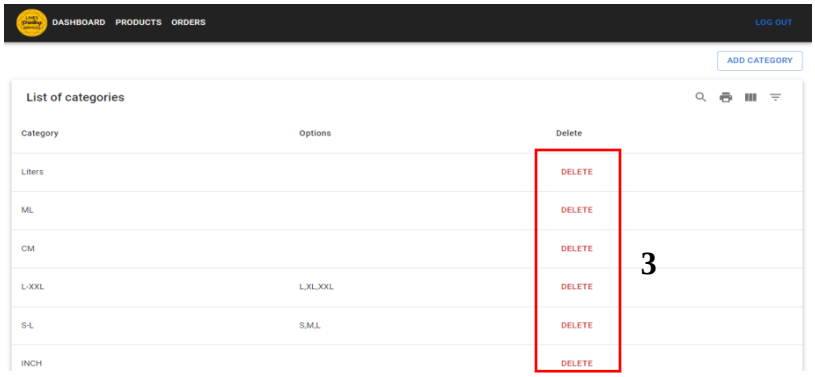


6. This is an example of the categories having more options. In the example we have the category of “S-L”, these would have options of “S, M, L”, hence, you may click on the button “ADD MORE OPTIONS” to add these options.
7. Clicking on a specific row of the button “CLEAR” allows you to remove the specific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

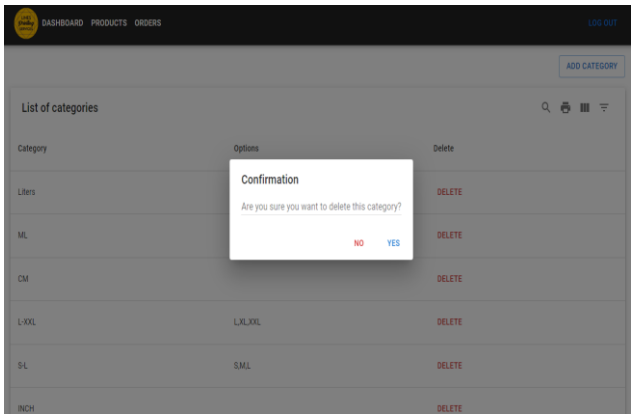
Delete category



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



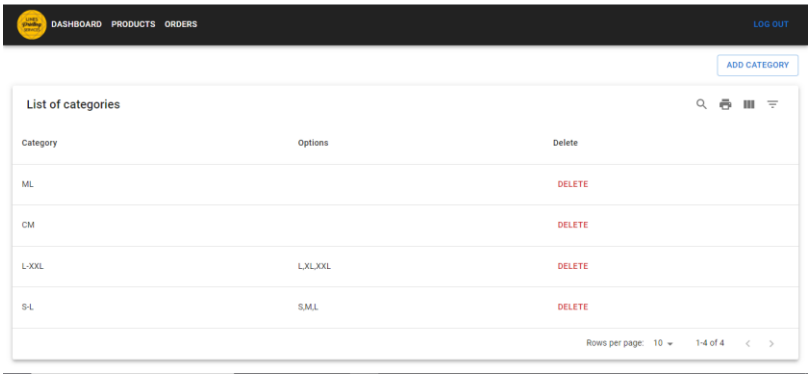
3. Clicking on the “DELETE” button of a specific row of the category you wish to remove.



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

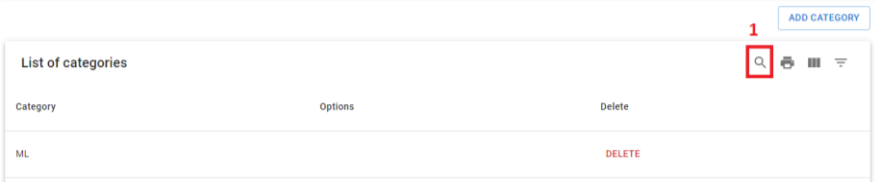
View categories

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.

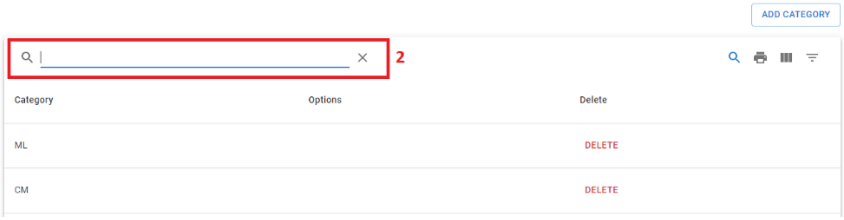


Search category

1. Click the search icon button, then

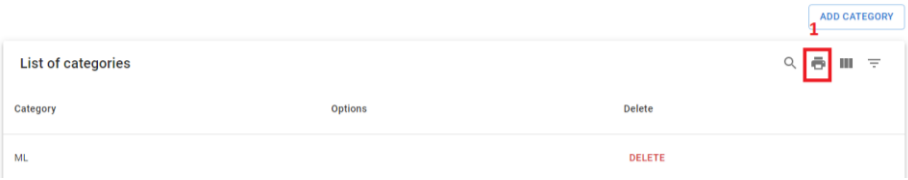


2. Click the search field and input the name of the category.

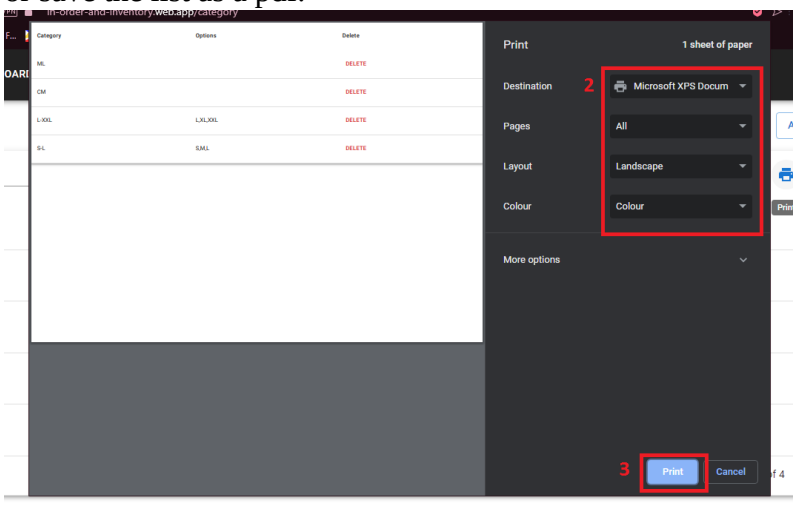


Print category

1. Click the print icon



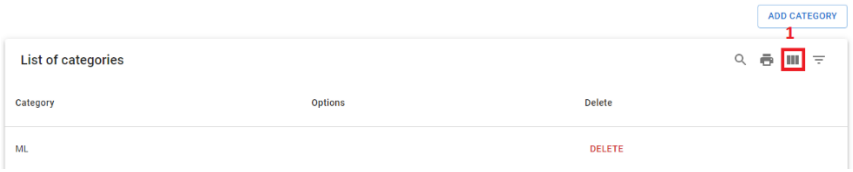
2. Select the following appropriate options. If the admin would like to print or save the list as a pdf.



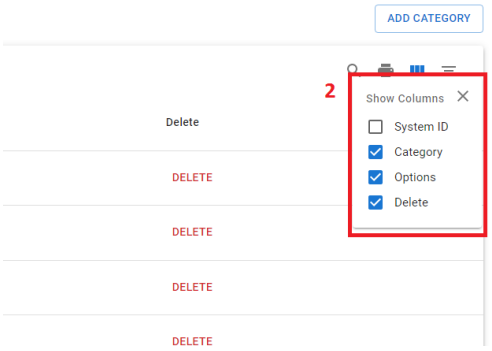
3. If all is set and done, click the print or save button to finalize the process.

Filter columns of the category

1. Click the view column icon, then

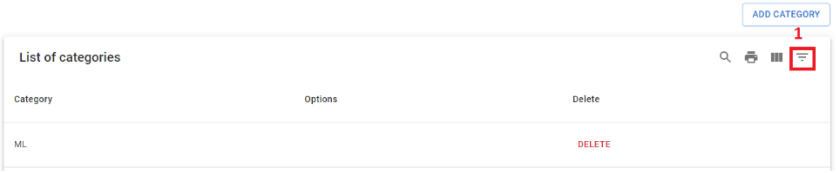


2. Select the following column options, to view in the category list. Each selection done will reflect immediately on the table.

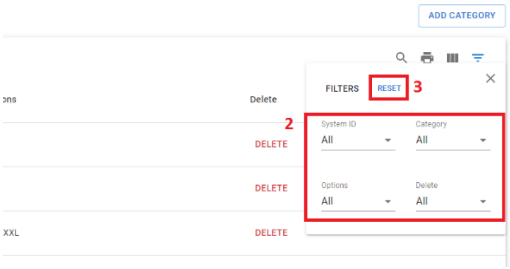


Filter category

1. Click the filter icon, then



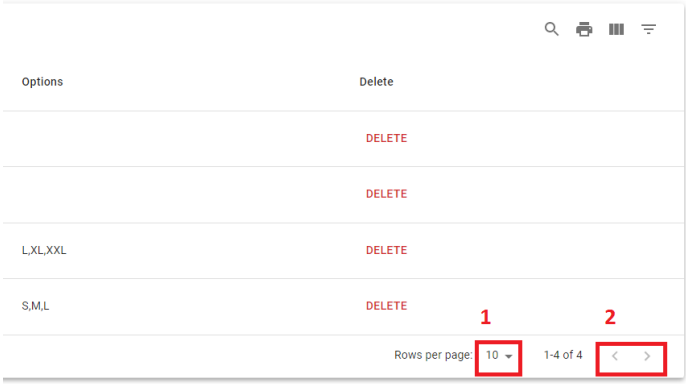
2. Select the following options to filter out the following category information.



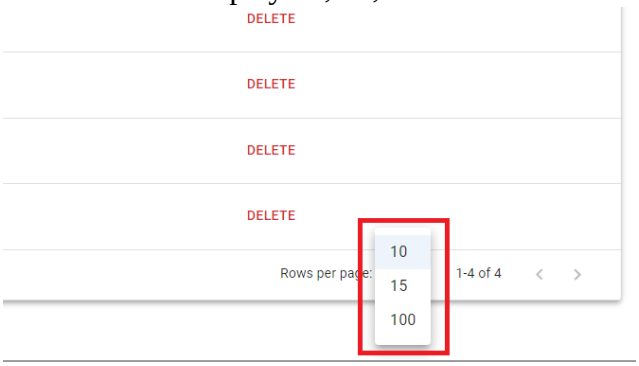
3. Clicking the reset button will reset the following back to default

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.

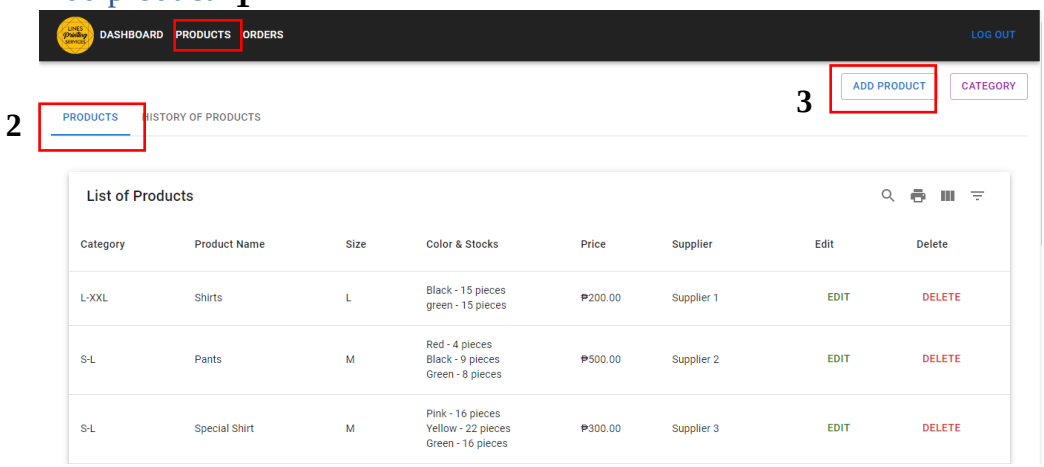


3. This is what the “Rows per page” looks like when clicked. You have an option to select whether to display 10, 15, or 100 rows in the table.

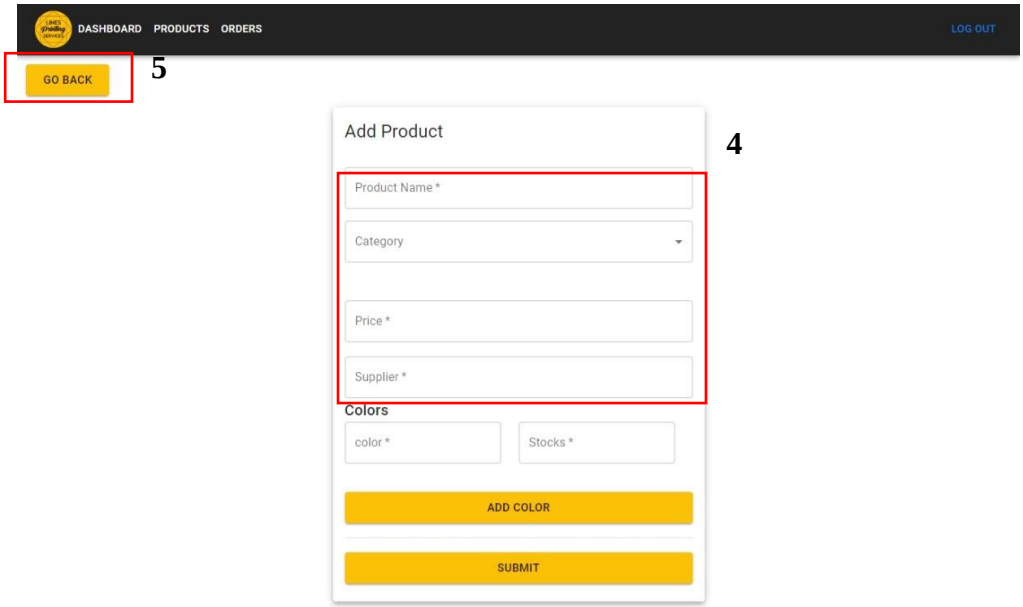


Products

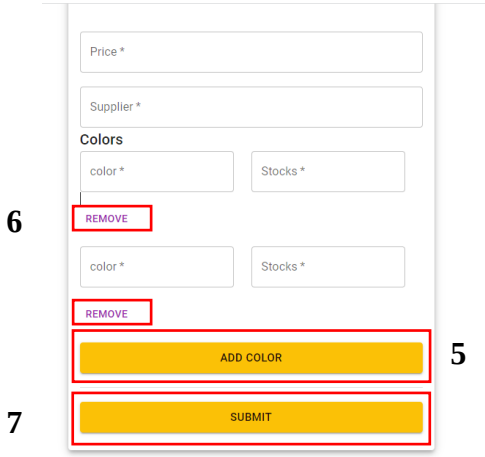
Add product



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.

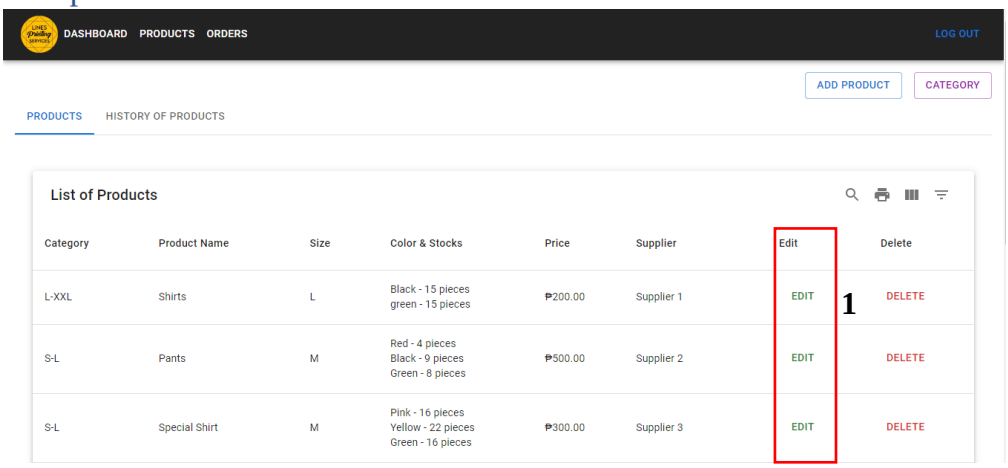


4. Fill in these fields before saving these product detail. Add a product name, choose a category and either select or enter the size, price, the colors and their corresponding stocks, and the supplier’s name.

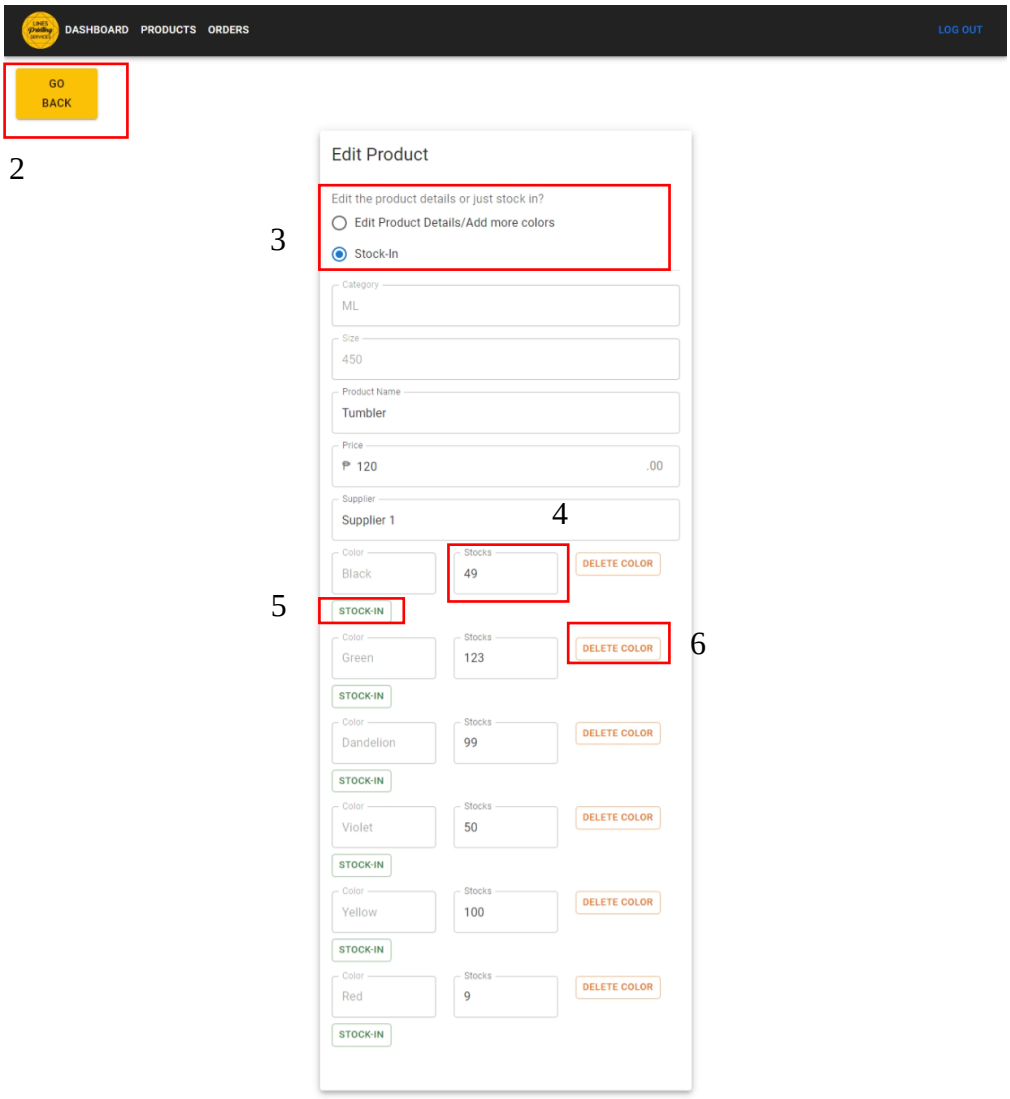


5. If there are numerous colors and stocks for a product, you may click the button “ADD COLOR” to add multiple colors.
6. Clicking on the “REMOVE” button lets you easily remove a specific color if you so wish to.
7. Clicking on the “SUBMIT” button will save these product details on the database. Leaving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

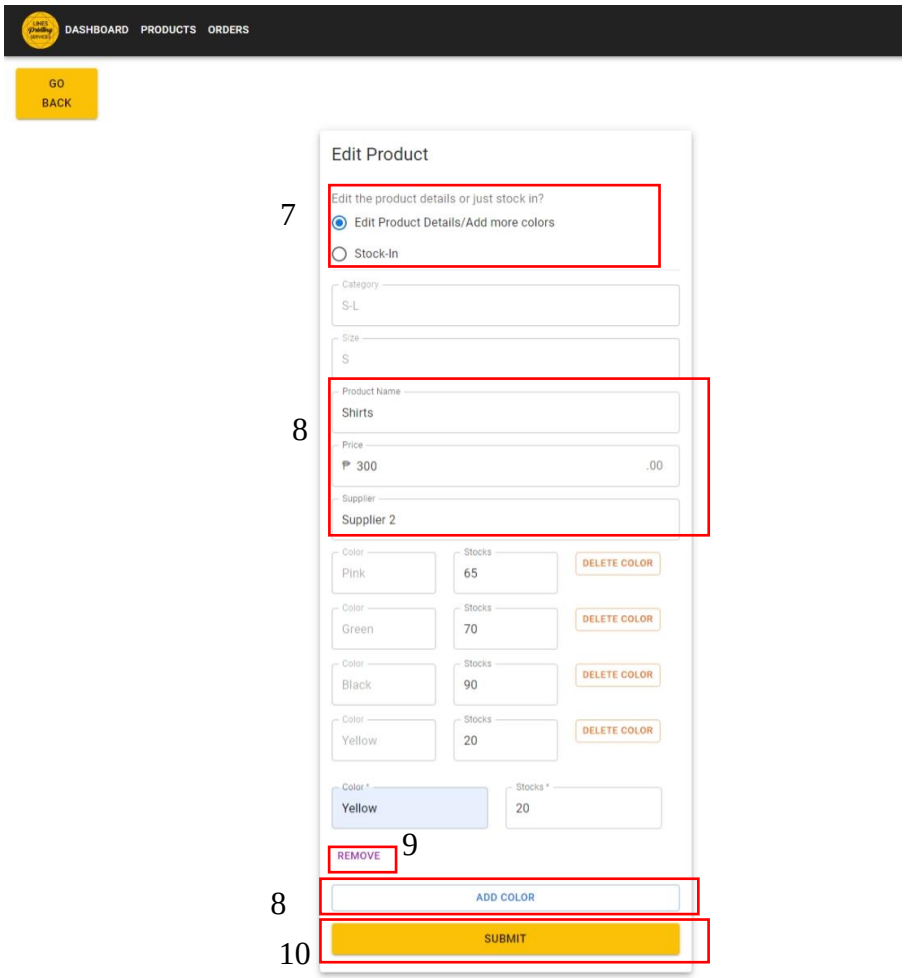
Edit product



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



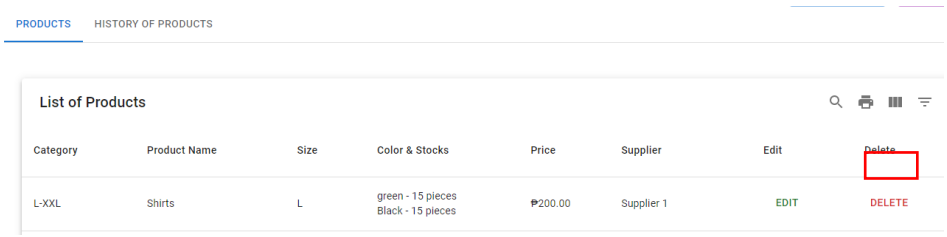
2. Clicking on the “GO BACK” button will cancel this operation and directs you to the previous page or the products page.
3. With the chosen one as “stock-in”, the user may update the stocks of an existing product variation.
4. Enter how many stocks you want to add to the existing product variation.
5. 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.
6. Clicking on the button “DELETE COLOR” will delete the specific color or the color on that row which includes its stocks as well



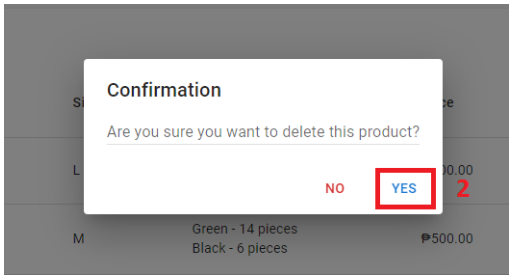
7. With the chosen one as “edit product details/add more colors”, the user may edit the product details such as the name, price, and supplier. The user may also edit the product. This is not the same as the stock-in where you add more stocks to the existing product variation.
8. Clicking on “ADD COLOR” 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

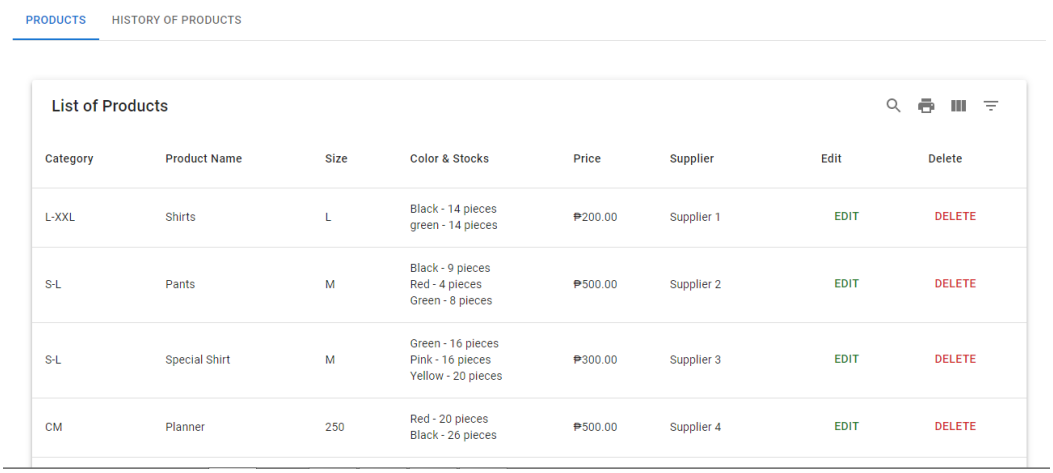


2. Select ‘Yes’ for confirmation, else click ‘No’ to cancel this operation.

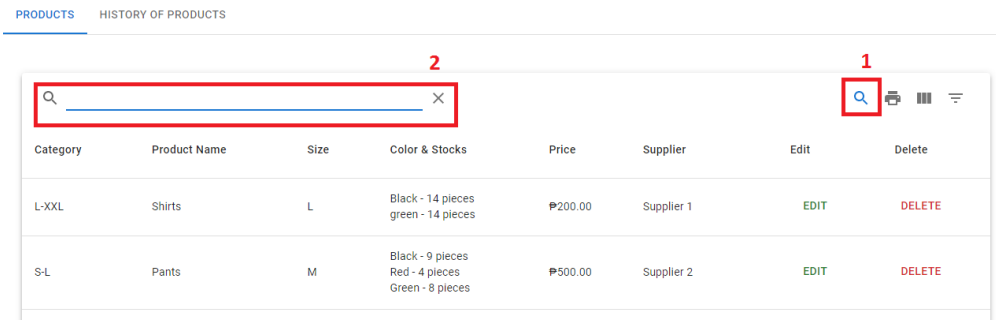


View product

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.



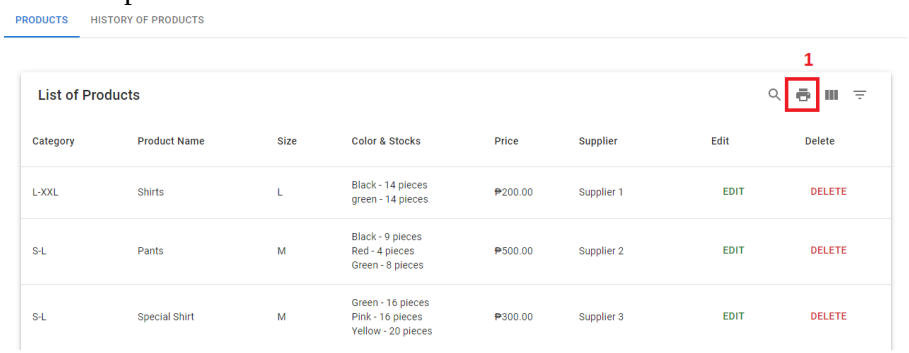
Search product



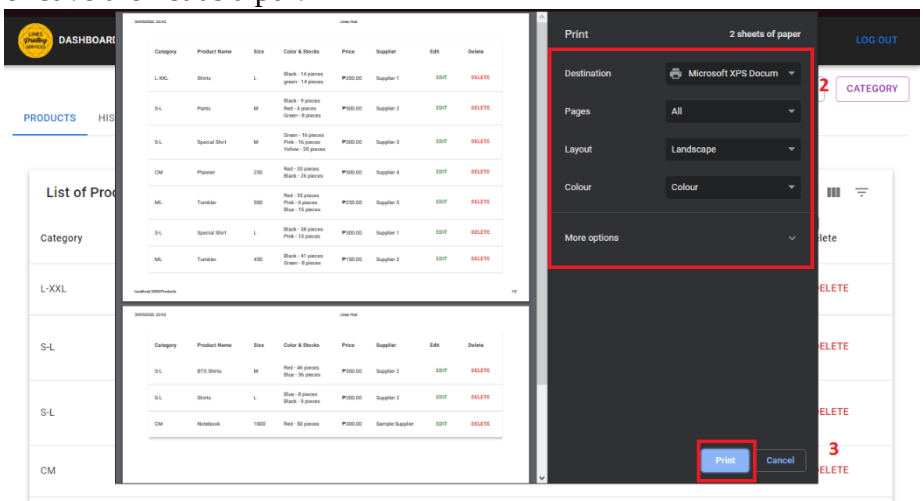
1. Click on the search icon
2. Click the search field and input either the name of the product, category or price.

Print product

1. Click the print icon



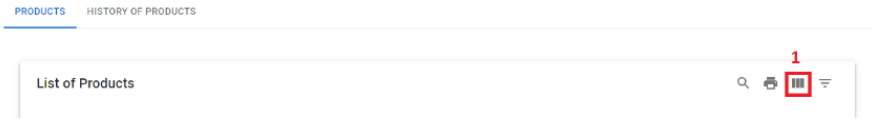
2. Select the following appropriate options. If the admin would like to print or save the list as a pdf.



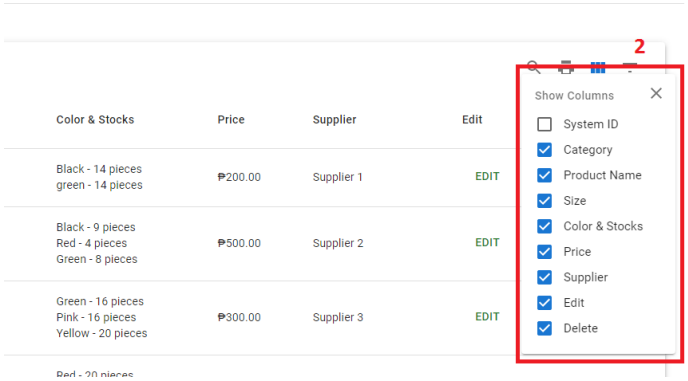
3. If all is set and done, click the print or save button to finalize the process.

Filter columns of the product

1. Click the view column icon

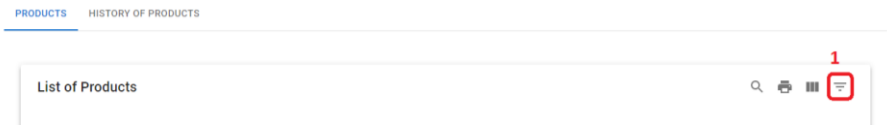


2. Select the following column options, to view in the product list. Each selection done will reflect immediately on the table.

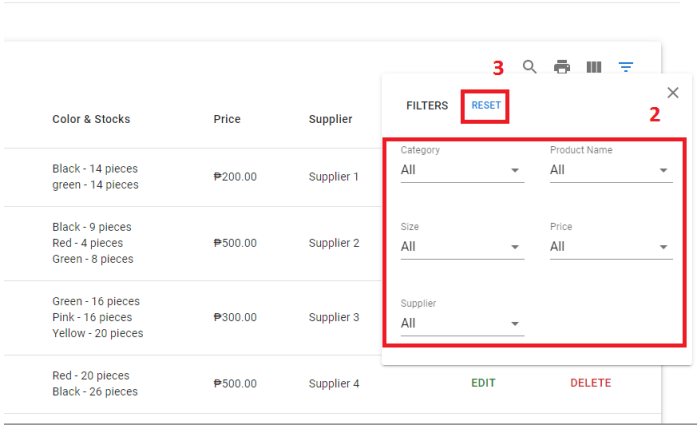


Filter product

1. Click the filter icon

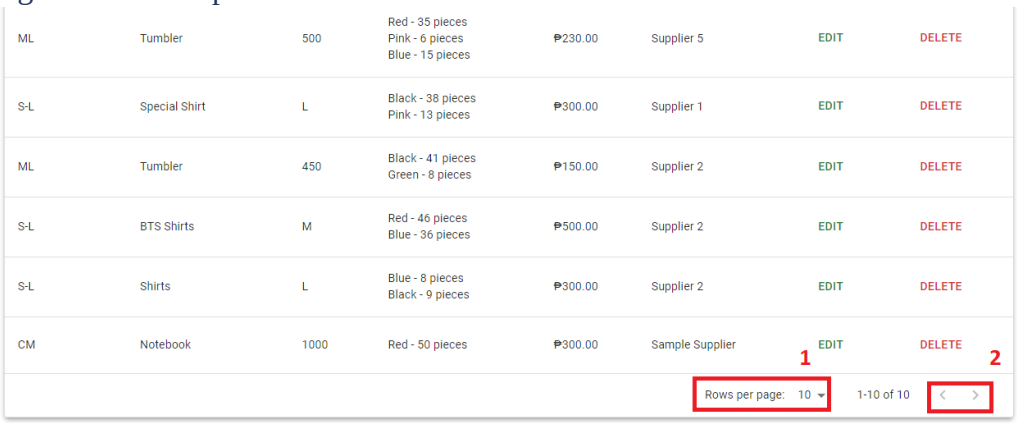


2. Select the following options to filter out the following product information.

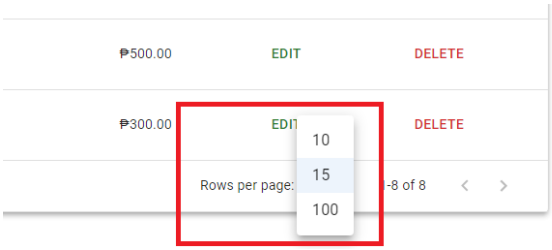


3. Clicking the reset button will reset the following back to default.

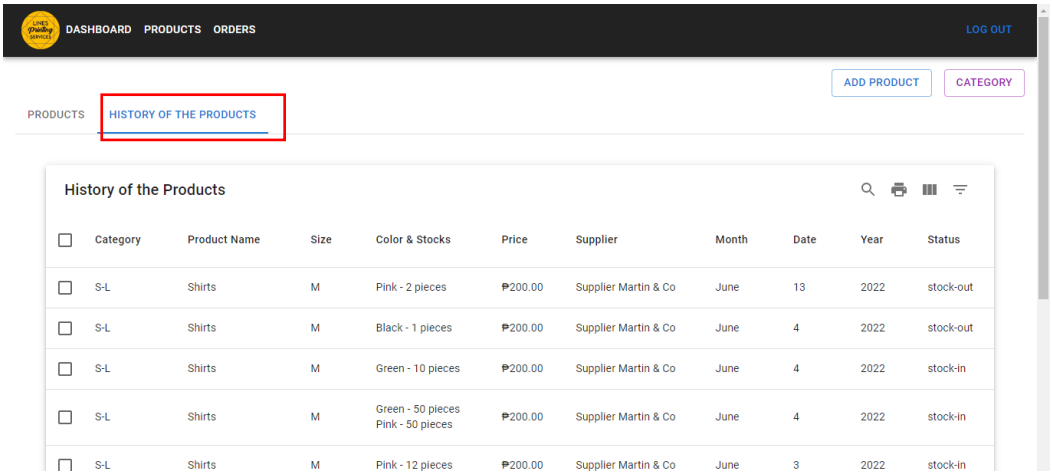
Pagination of the product



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.



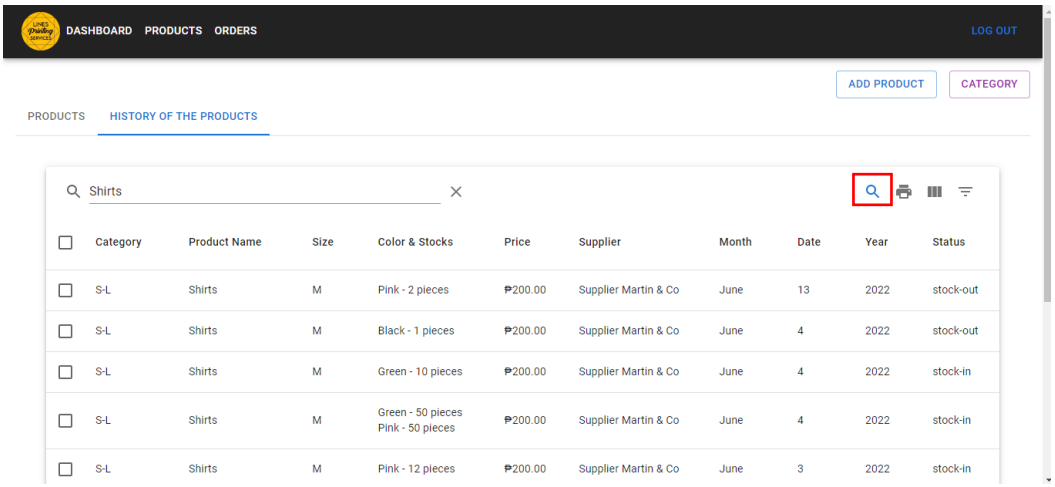
View the history of the products



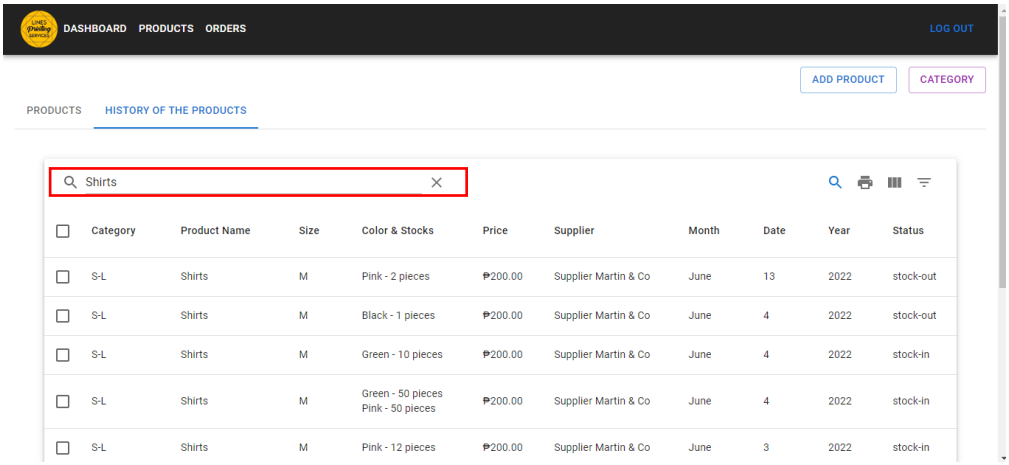
1. Clicking on the tab “HISTORY OF PRODUCTS” shows this page. The data is presented in a table format with the functionalities to search, print, filter the column, and apply a filter on the table as well.

Search history of the products

1. Click the search icon

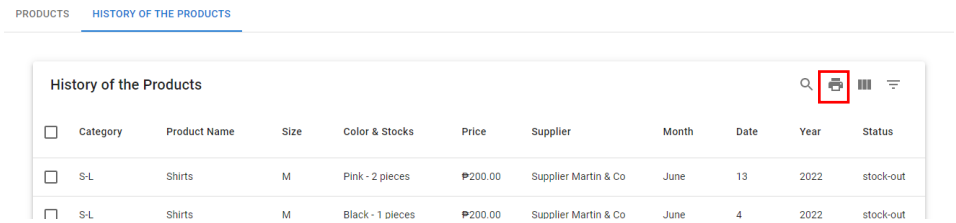


2. Click the search field and input the name of the product.

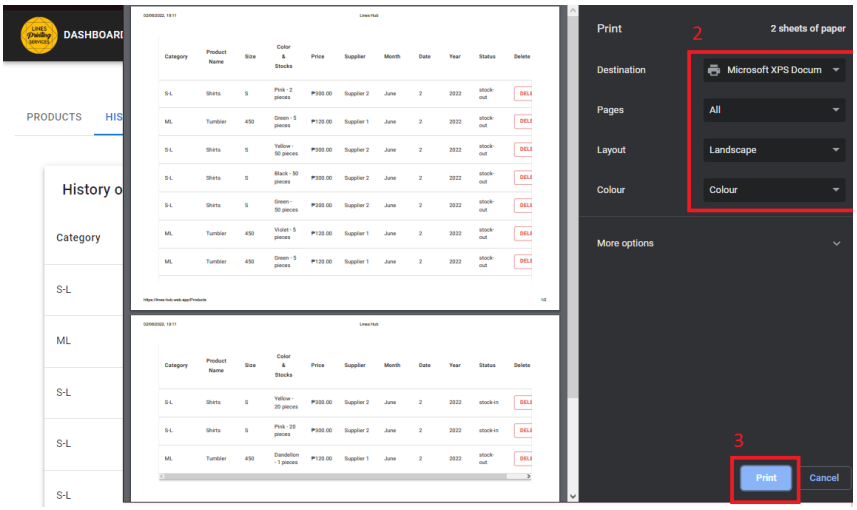


Print history of the products

1. Click the print icon



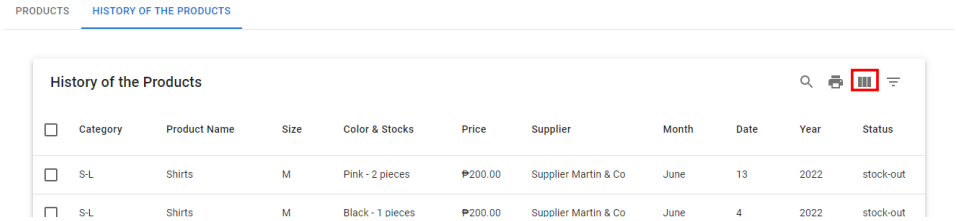
2. Select the following appropriate options. If the admin would like to print or save the list as a pdf.



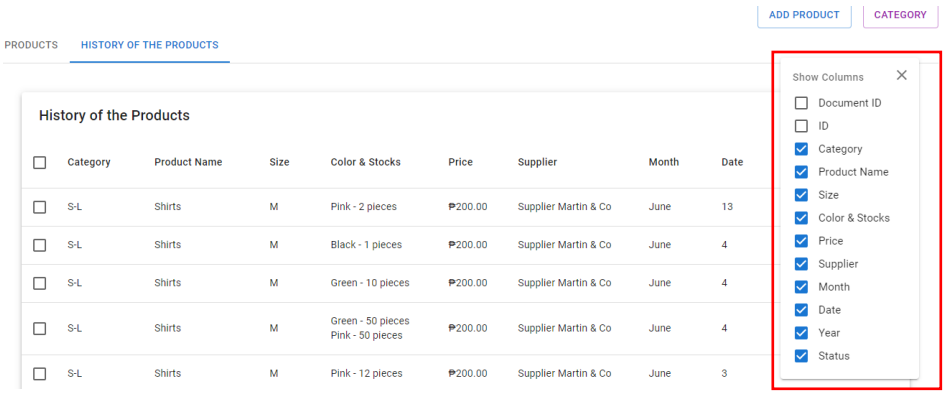
3. If all is set and done, click the print or save button to finalize the process.

Filter the column of the history of the products

1. Click the view column icon

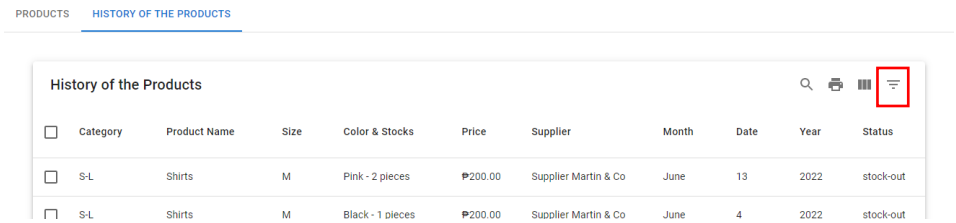


2. Select the following column options, to view in the product list. Each selection done will reflect immediately on the table.

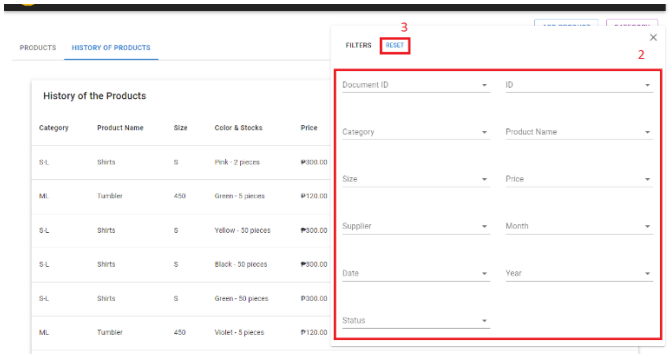


Filter history of the products

1. Click the filter icon



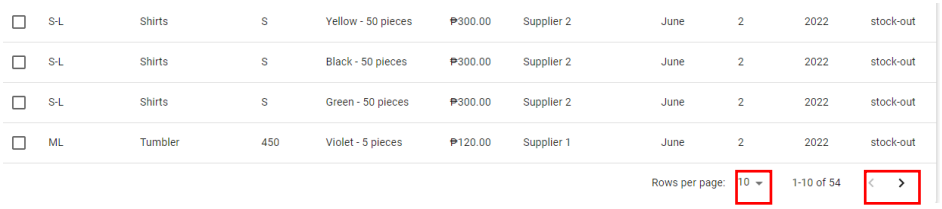
2. Select the following options to filter out the following product information



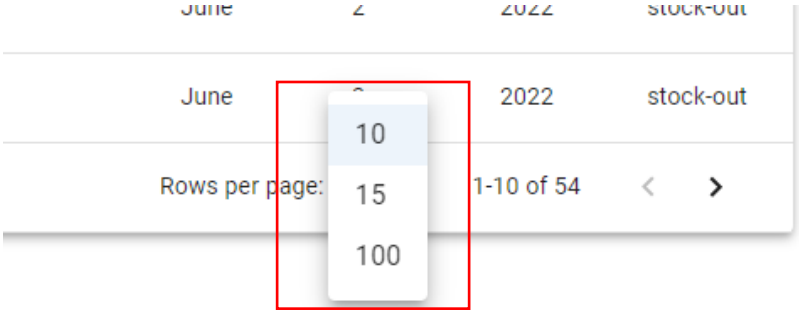
3. Clicking the reset button will reset the following back to default

Pagination of the history of the products

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

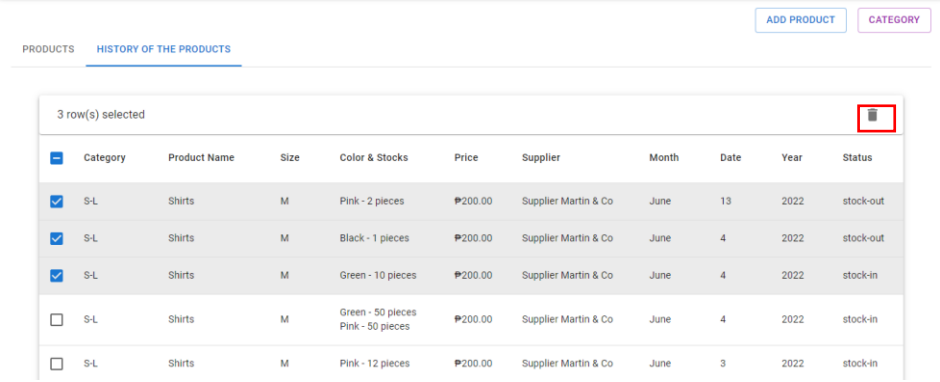


2. This is what the options for the rows per page look like that lets you manipulate how many rows you want to display in the table.



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.

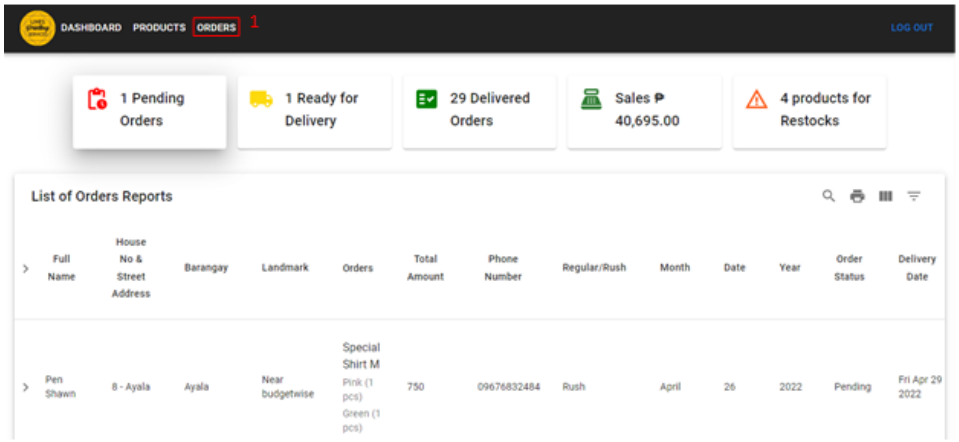


Order

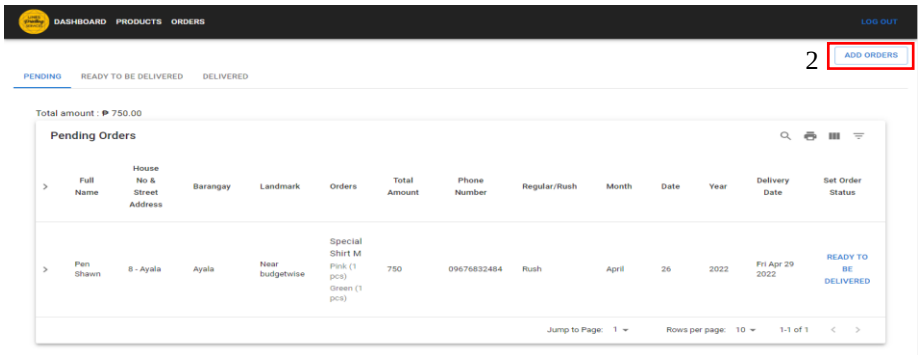
Add orders

Add orders navigation

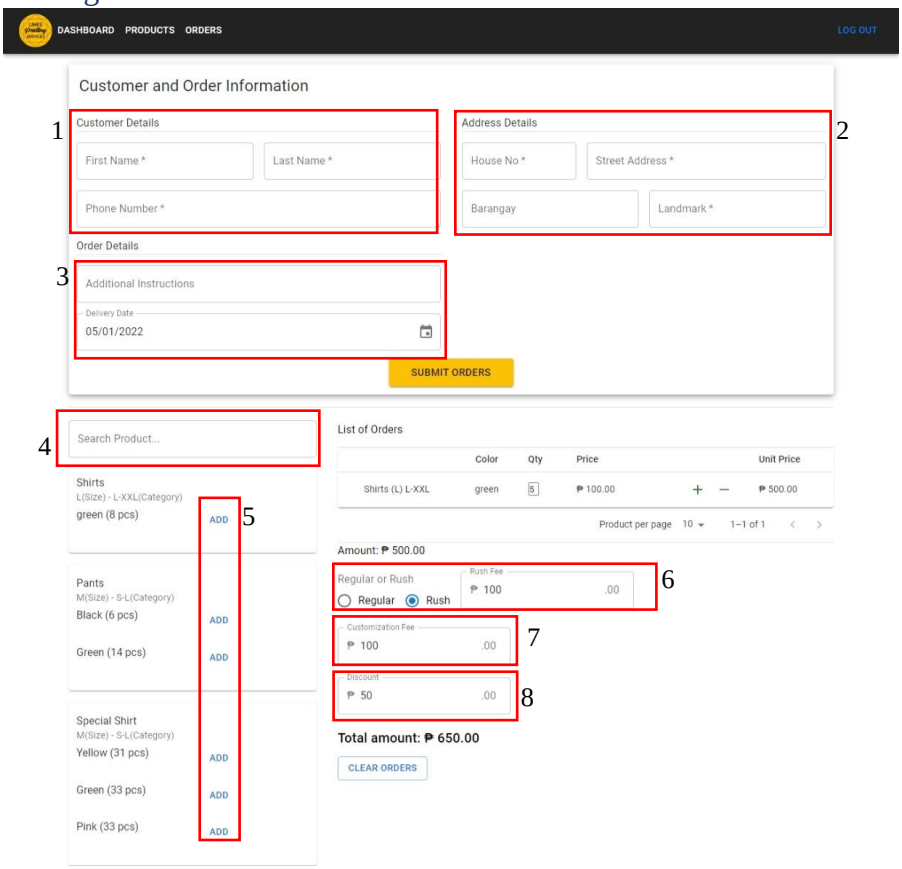
1. The system will direct the user to the orders page. Click on the “ORDERS” from the header of the website.



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



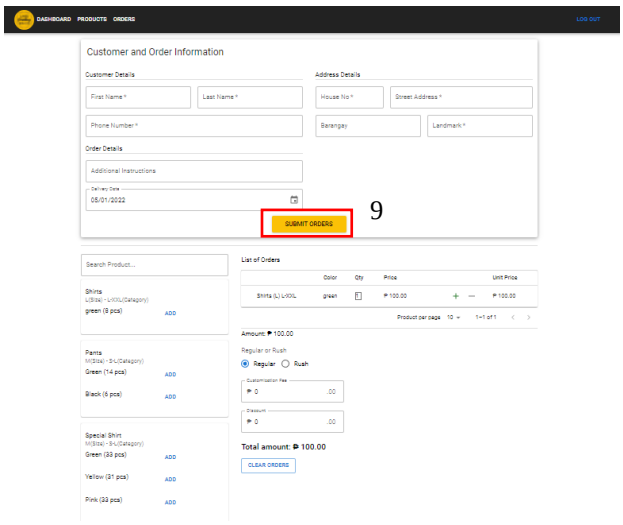
Adding an order with customer and order details



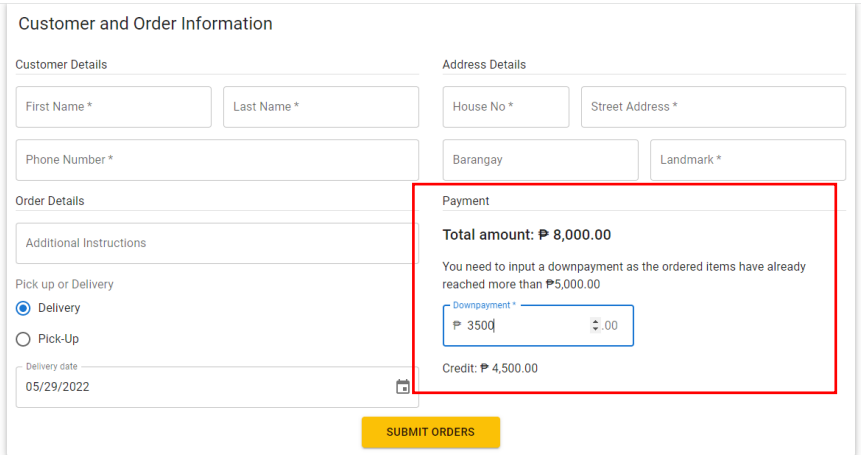
1. Input the customer details including the first name, last name, and phone number.
2. Input the address details of the customer including the house no., street address, barangay, and landmark.
3. Input the order details such as the additional instructions and the delivery date.
4. When clicking the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

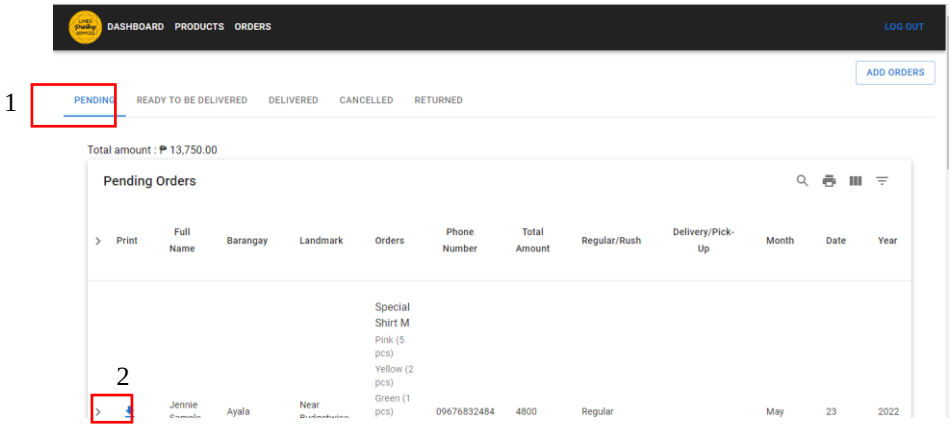


10. If the order reaches up to more than Php 5,000.00, a required field for the down payment will appear. The remaining credit is also displayed below the field.

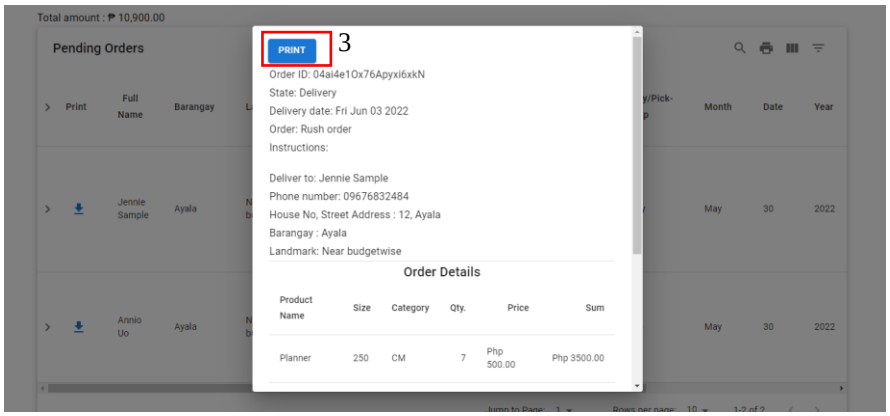


Pending orders

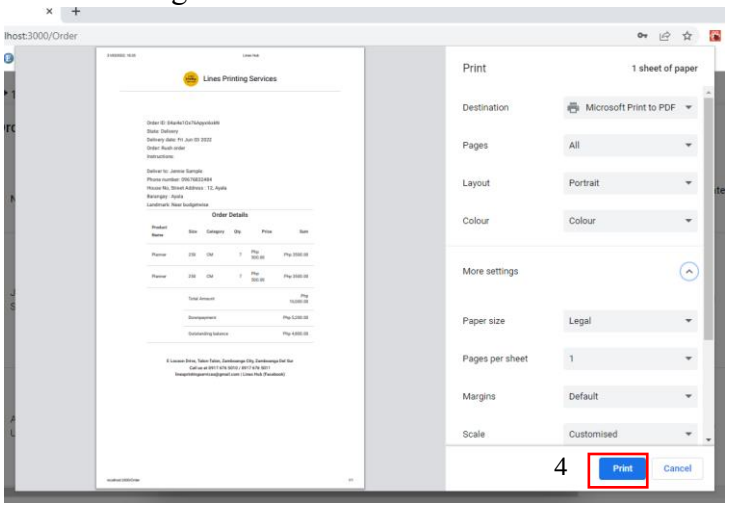
1. The user may view the orders with an order status of “Pending”.



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

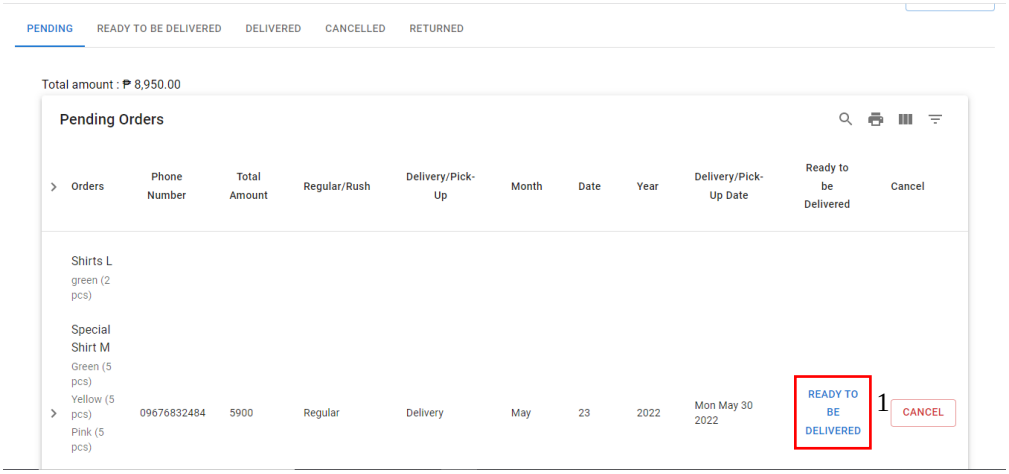


4. The user may click on the “PRINT” button if the print options are already up to the user’s liking.



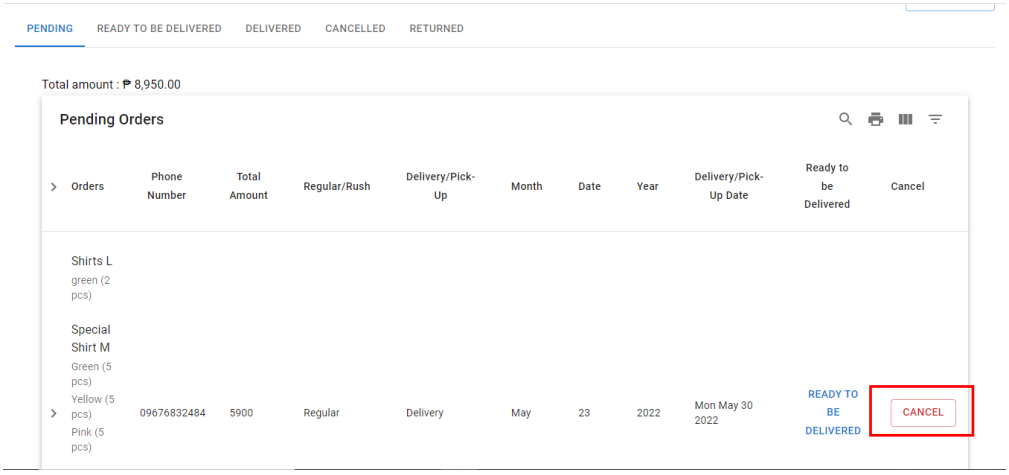
Update the order status to ready to be delivered

1. Click on the “Ready to be delivered” button to update the order status.

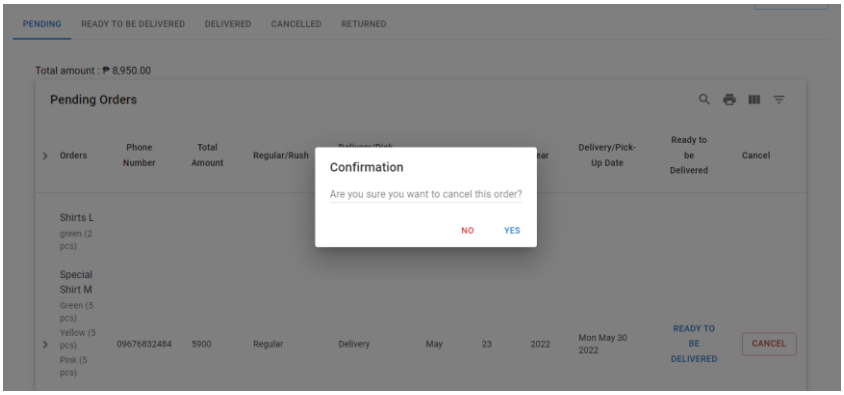


Update the order status to canceled

1. Click on the “Cancel” button to cancel this order.

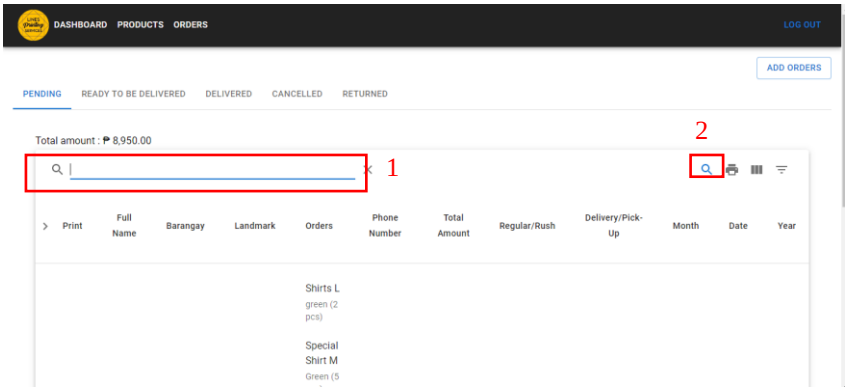


2. The system will ask you whether you want to proceed with canceling this order or not. Clicking on “yes” will let you cancel this order. Clicking on “no” or any part of the screen will let you not proceed with the cancellation of the orders.



Search, print, and apply filters on the pending orders

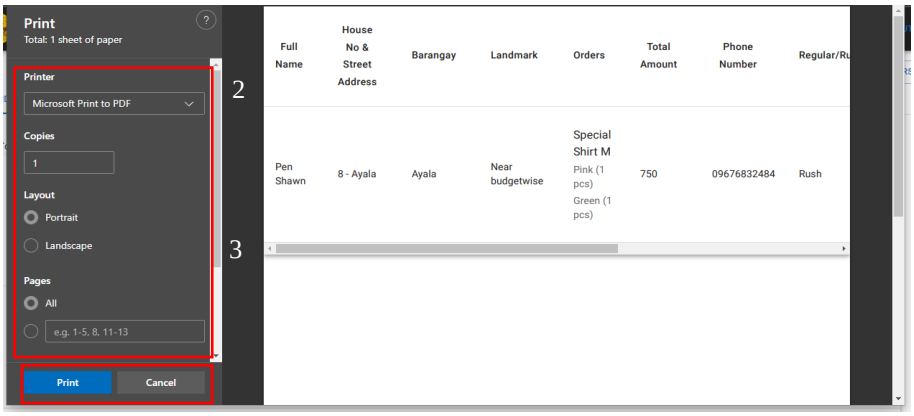
1. Click on the search icon. Enter any details of either the customer or the products ordered by the customer.



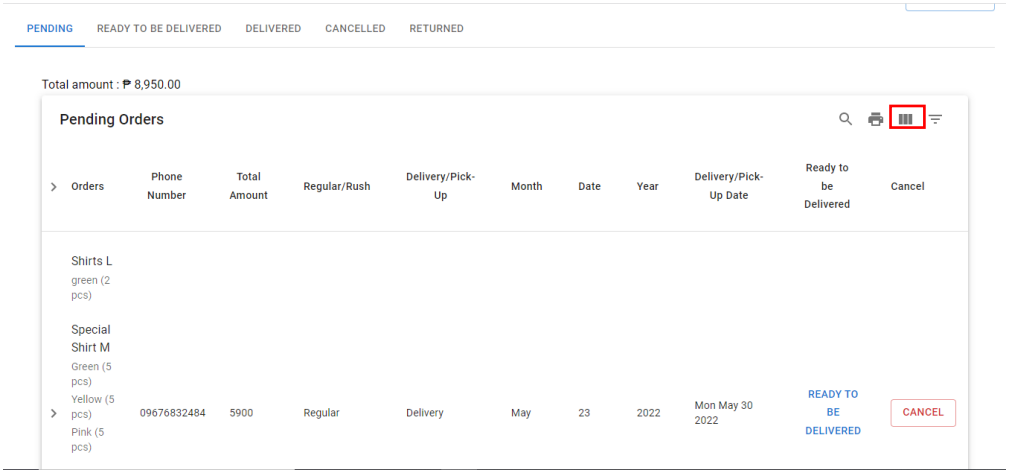
2. Click on the print icon and this is what it will display. It allows the user to choose a printer, the number of copies, layout, and pages they want to prin

t

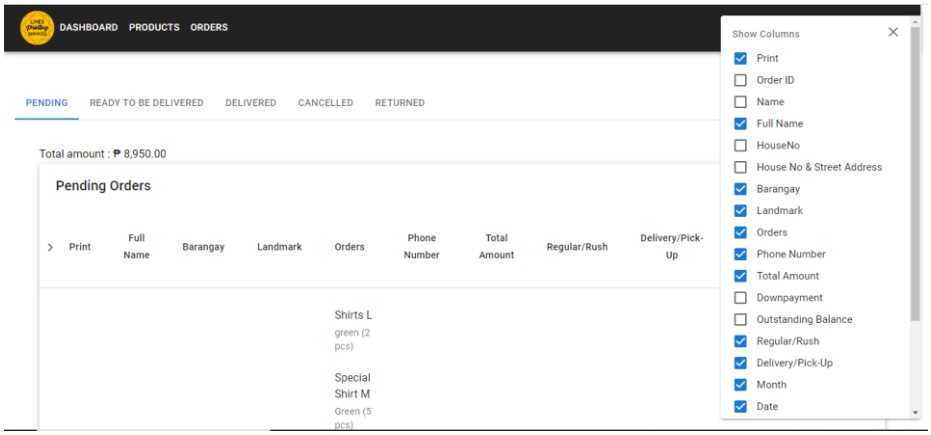
3. Clicking on the “button” print allows the user to print it to PDF.



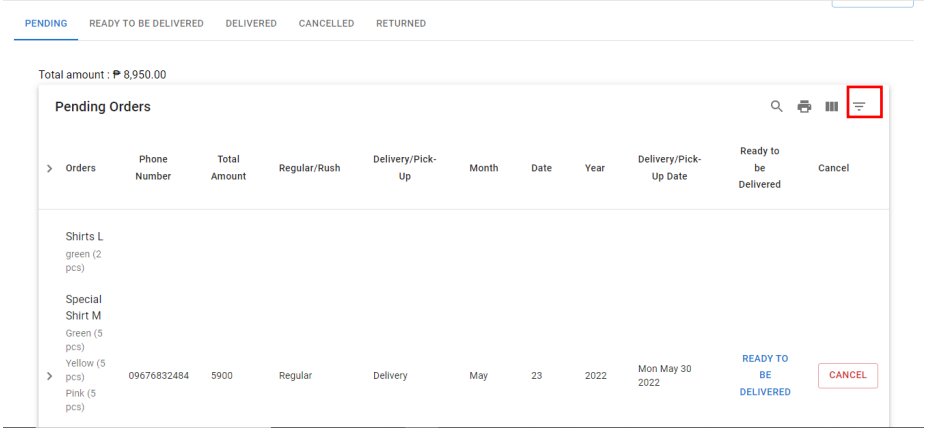
4. Click on the icon to filter the column



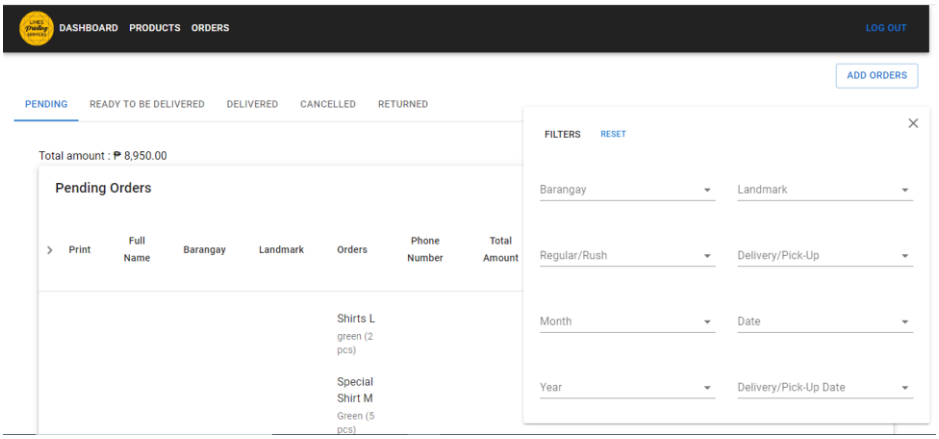
5. Select details to be displayed on the table. Any checkboxes checked will be displayed automatically.



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

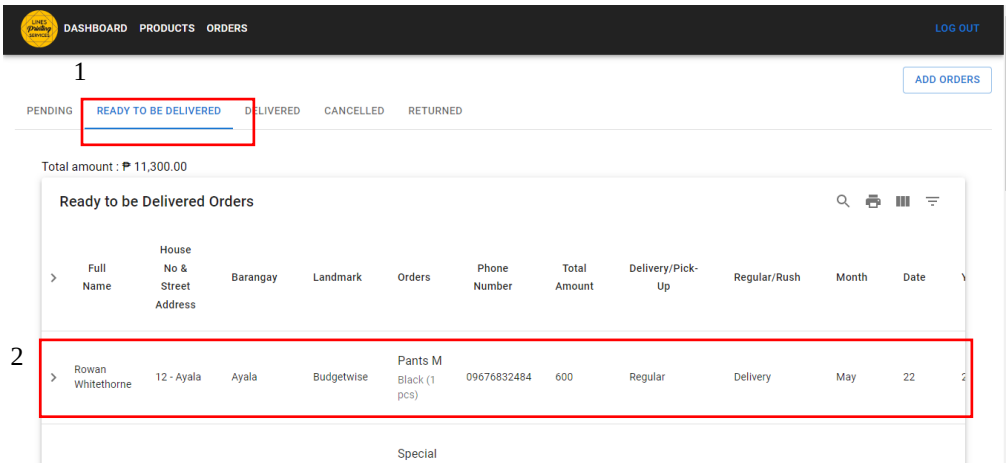


7. Select any of the options to filter out on the ready-to-be-delivered orders table. Clicking “Reset” will reset the applied filter to default.

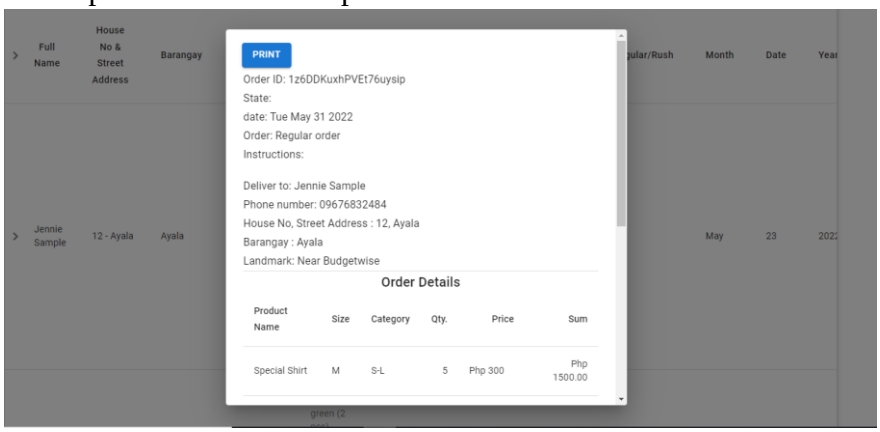


Ready to be delivered Orders

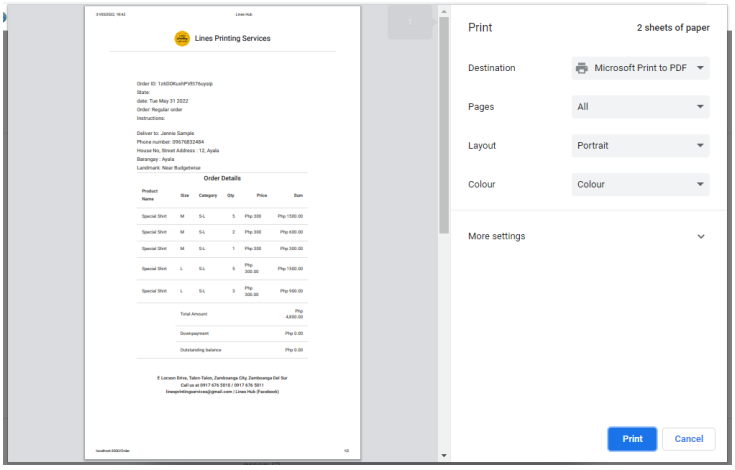
1. The user may view the orders with an order status of “Ready to be delivered”



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

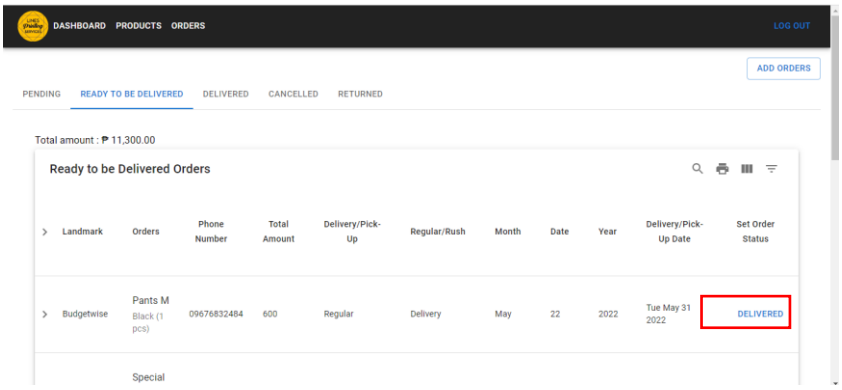


3. Clicking on the “PRINT” button will let the user choose the printing options and continue to print it by clicking on its button.



Update the order status to delivered

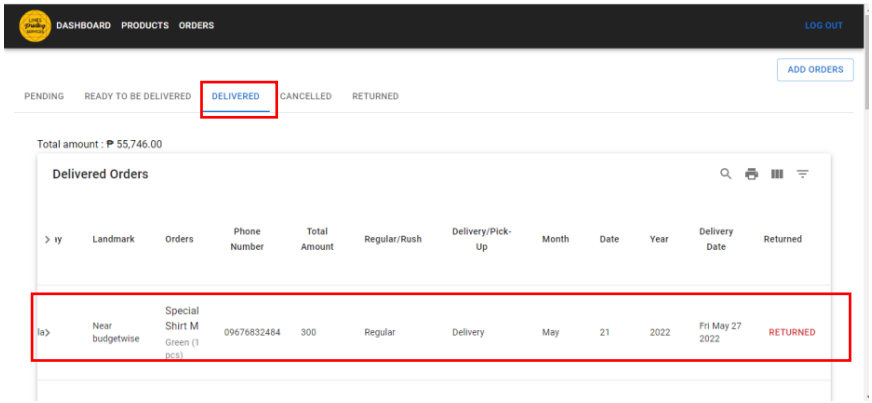
1. Click on the “Delivered” button to update the order status to “Delivered”.



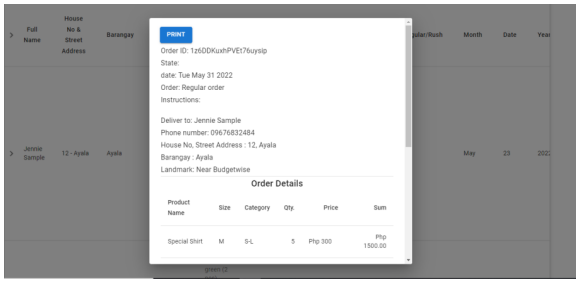
**Note: The same functionality from the previous pending orders table is applied for searching, printing, and filtering both on the columns and on the table as well.*

Delivered Orders

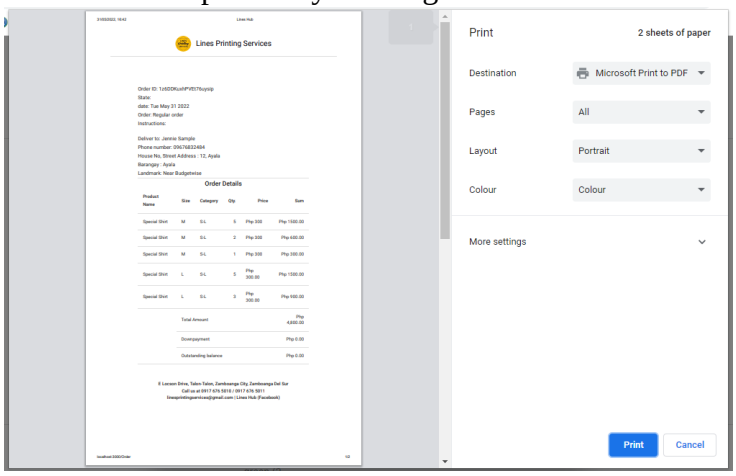
1. The user may view the orders with an order status of “Ready to be delivered”



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

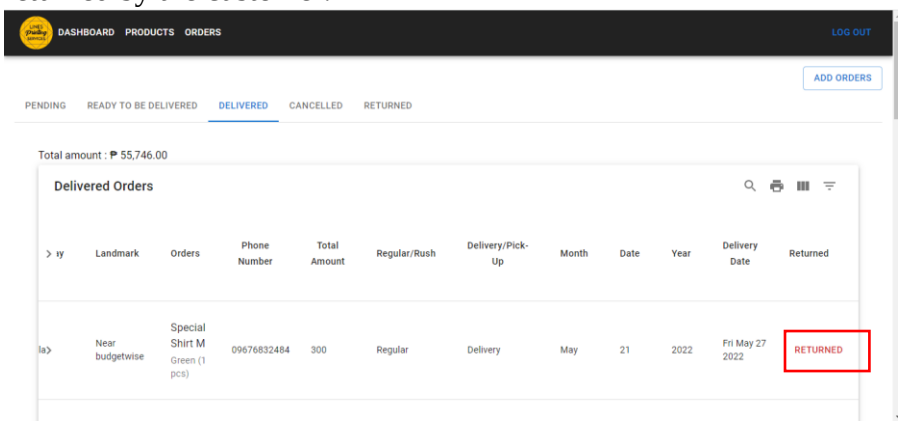


3. Clicking on the “PRINT” button will let the user choose the printing options and continue to print it by clicking on its button.



Update the order status to returned

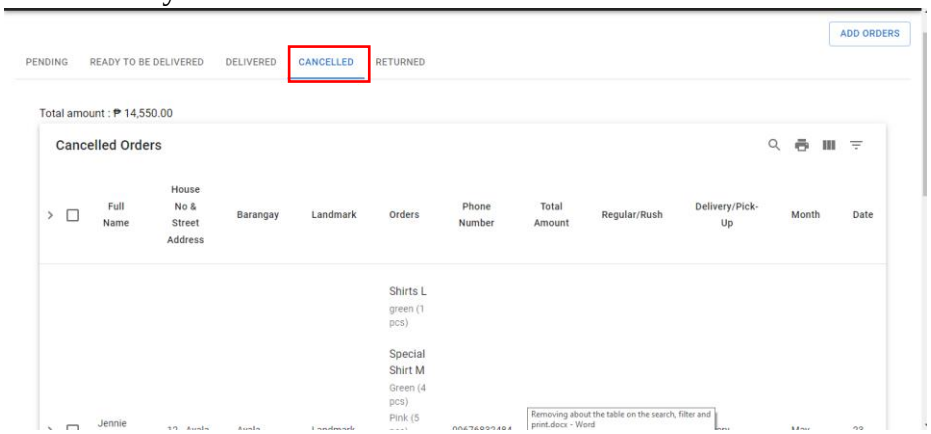
1. The user may click on the “Returned” button to signify that this order was returned by the customer.



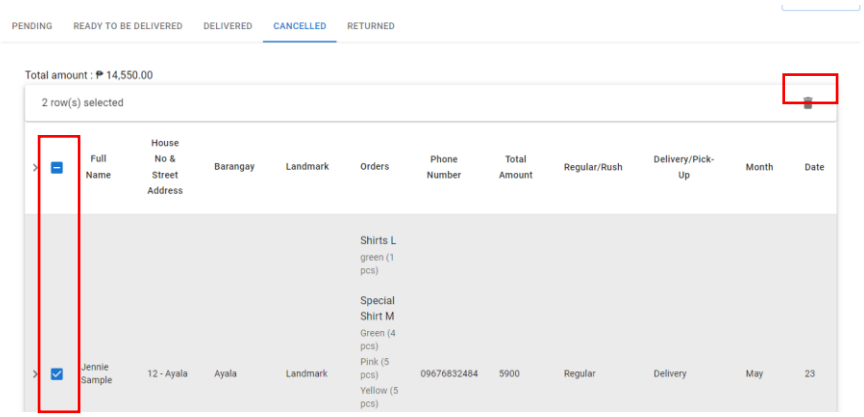
**Note: The same functionality from the previous pending orders table is applied for searching, printing, and filtering both on the columns and on the table as well.*

Canceled Orders

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



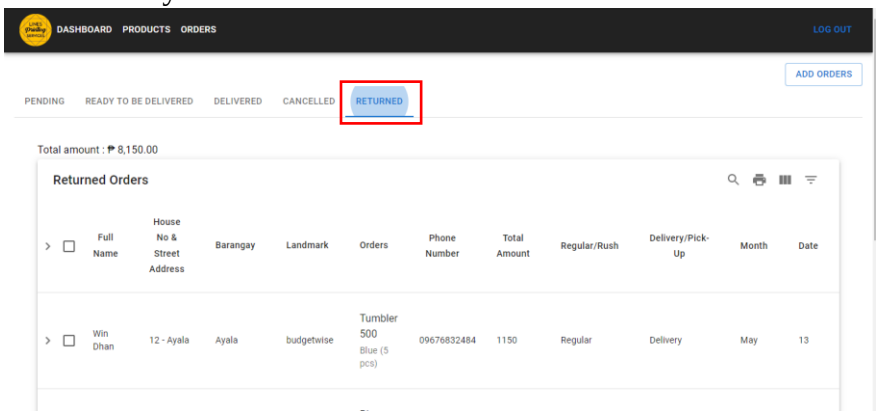
2. The user may also delete the canceled orders by clicking on the checkbox. Multiple selections of the checkboxes will allow the user to delete multiple orders. If the checkbox in the header of the table was clicked, this would mean deleting all of the canceled orders.



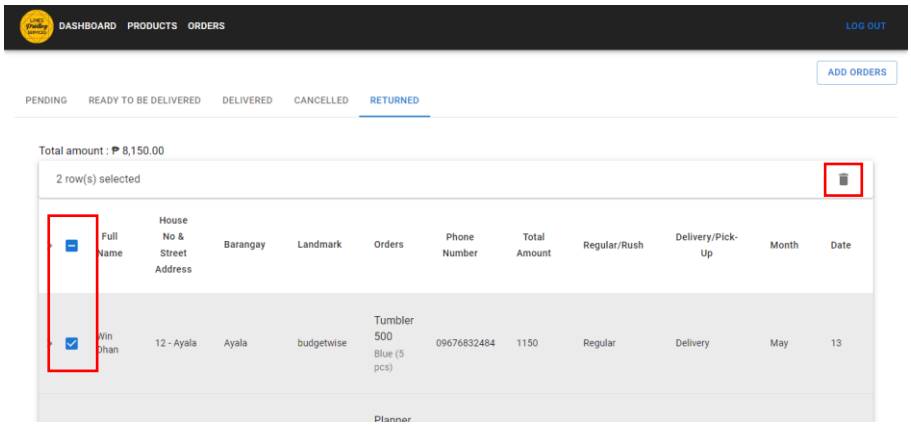
**Note: The same functionality from the previous pending orders table is applied for searching, printing, and filtering both on the columns and on the table as well.*

Returned Orders

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



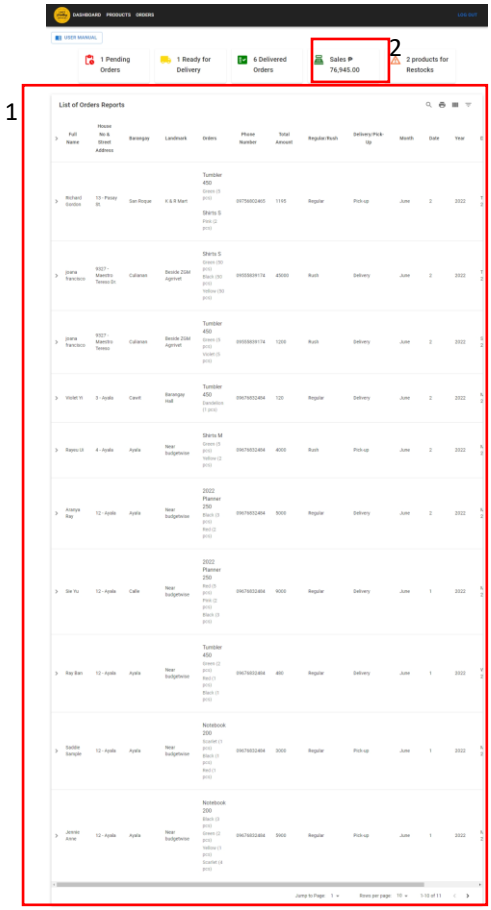
2. The user may also delete the returned orders by clicking on the checkbox. Multiple selections of the checkboxes will allow the user to delete multiple orders. If the checkbox in the header of the table was clicked, this would mean deleting all of the returned orders.



**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

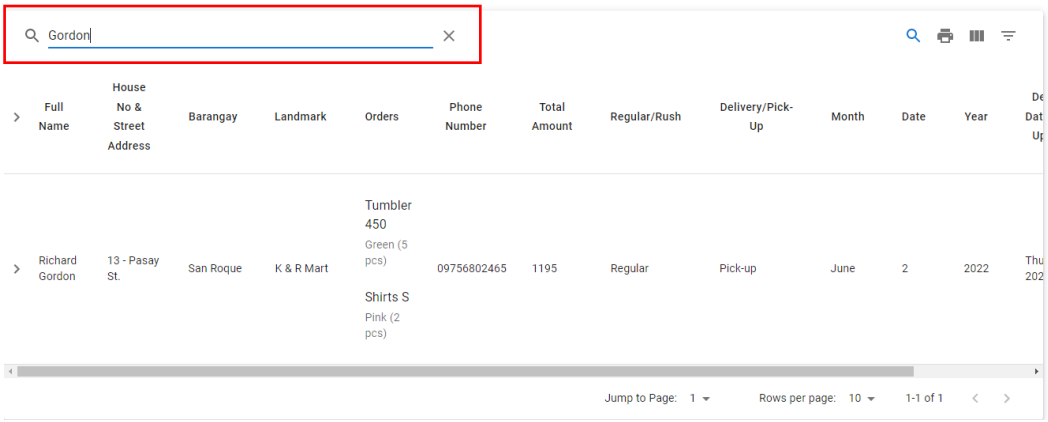
View reports



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.

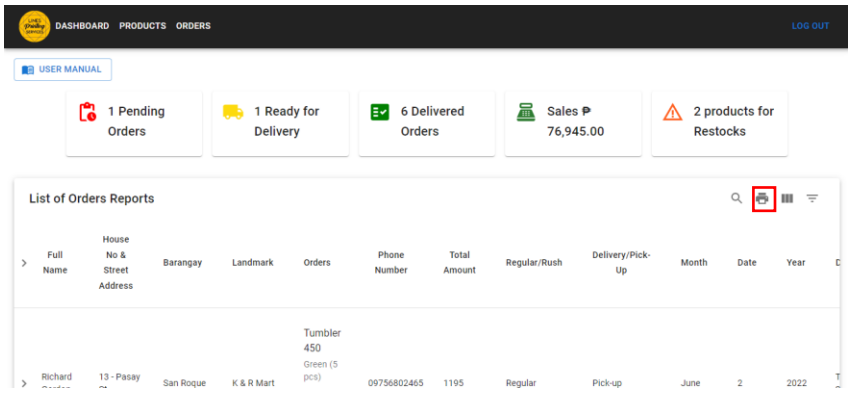
Search reports

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

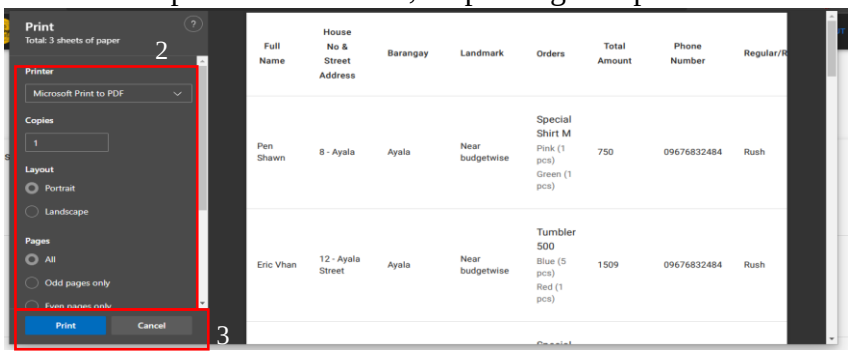


Print reports

1. Click on the Print icon.

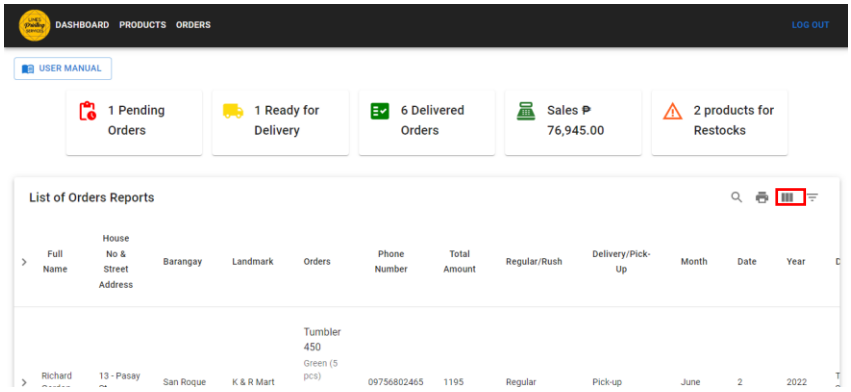


2. Select and input details needed.
3. When the “Print” button is clicked, all details under the list of orders reports table will be printed. Otherwise, no printing of reports will be made.

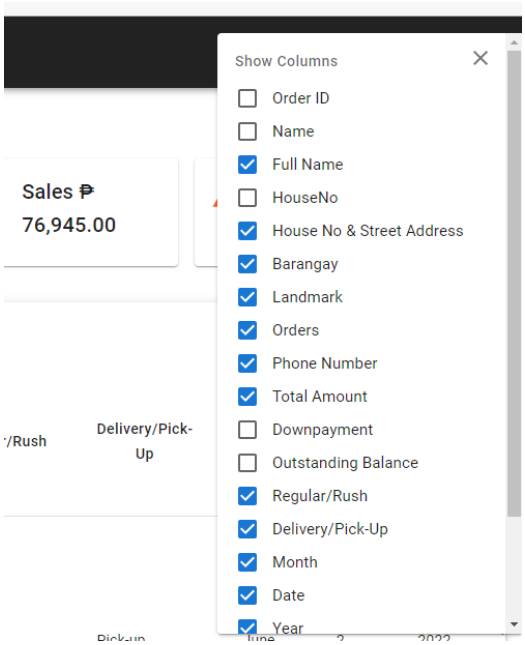


Filter the columns of the reports

1. Click on the view columns icon.

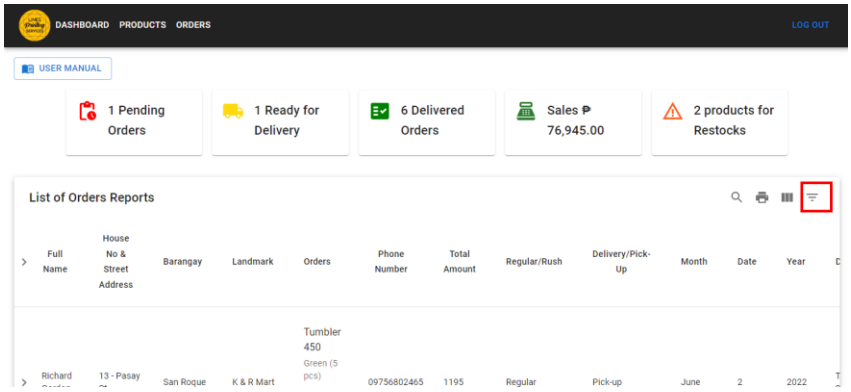


2. Select details to be displayed on the table. Any checkboxes checked will be displayed automatically on the reports table.

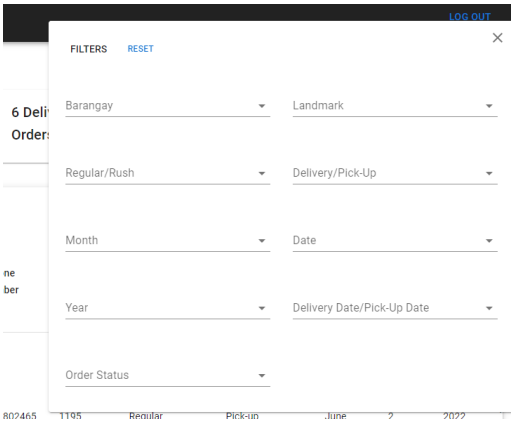


Filter reports

1. Click on the filter icon

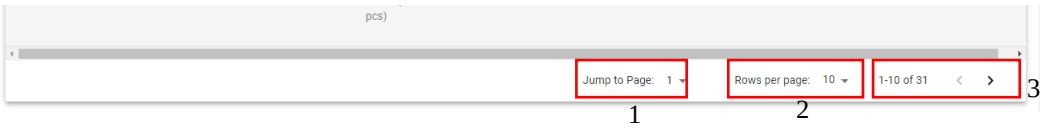


2. Select options for filter to be applied on the table. Clicking the reset button will reset this table back to default.



Pagination of the reports

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



1 2 3

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.