

# **Order and Inventory System User Manual**

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

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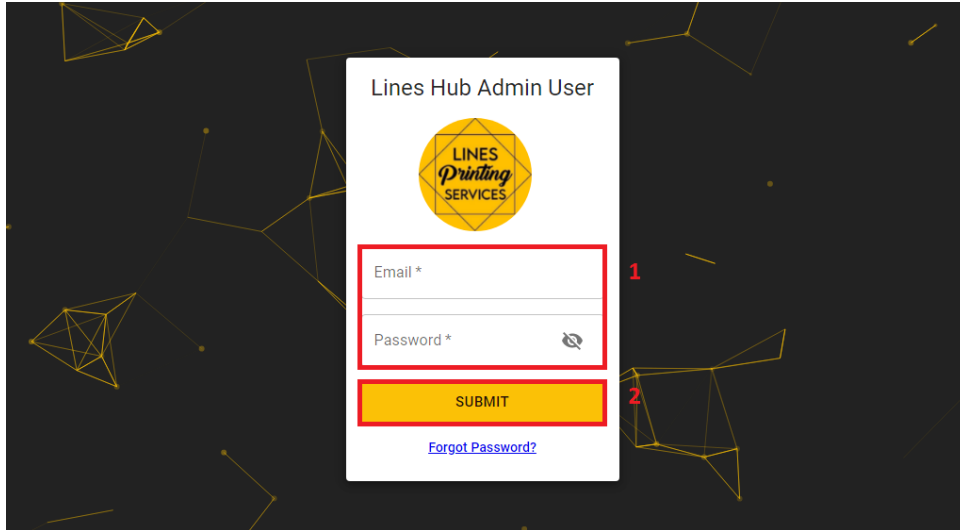
**Zamboanga Del Sur**

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## Login



Lines Hub Admin User

**LINES**  
*Printing*  
SERVICES

Email \*

Password \*

SUBMIT

[Forgot Password?](#)

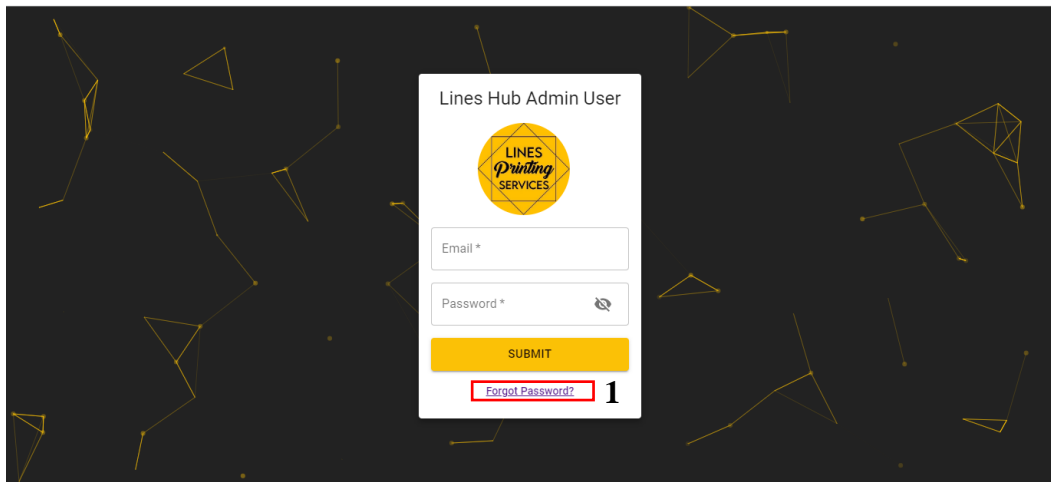
1

2

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

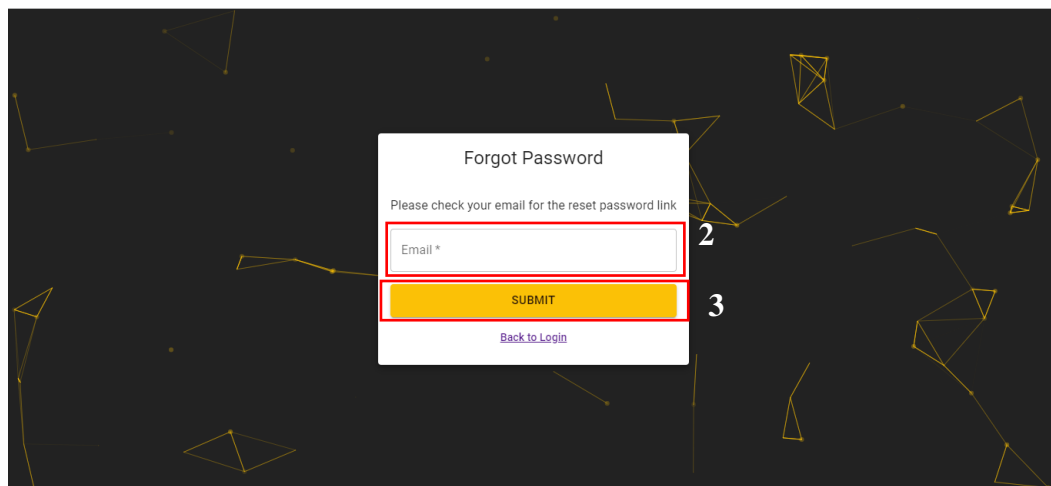
Email \*

Password \*

SUBMIT

[Forgot Password?](#)

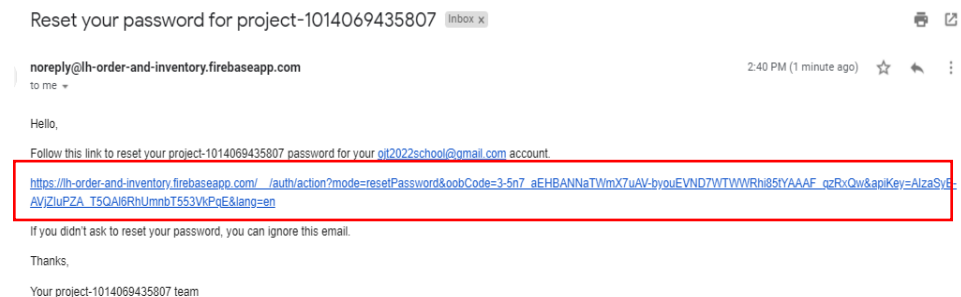
1



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
8

Link Display Screen
DASHBOARD
PRODUCTS
ORDERS
LOG OUT

USER MANUAL

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 of 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

2

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

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

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.

5 **GO BACK**

4 **SUBMIT**

**Add Category**

Enter Category \*

Does this category have drop down options?

☐ Yes

☒ No

Please click Submit

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**

6 **ADD MORE OPTIONS**

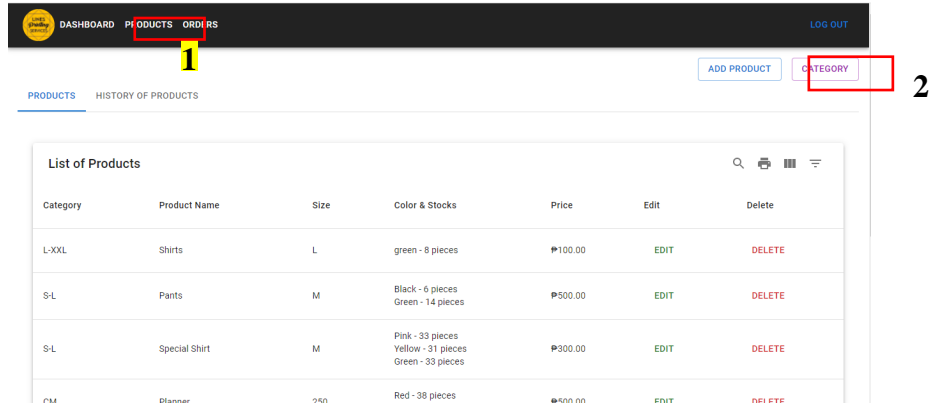
7

**SUBMIT**

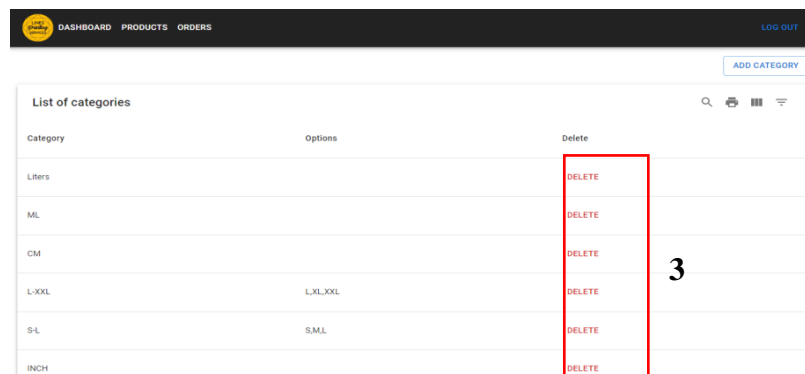
6. This is an example of the categories having more options. In the example we have the category of “S-L”, these would have options of “S, M, L”, hence, you may click on the button “ADD MORE OPTIONS” to add these options.
7. Clicking on a specific row of the button “CLEAR” allows you to remove the specific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



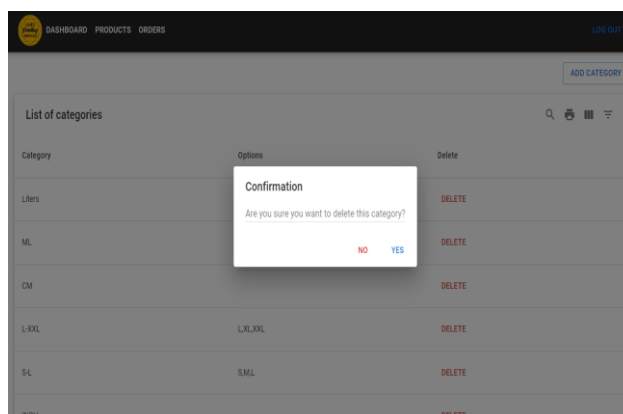
## Delete category



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.

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

## Search category

1. Click the search icon button, then

Category	Options	Delete
ML		DELETE

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

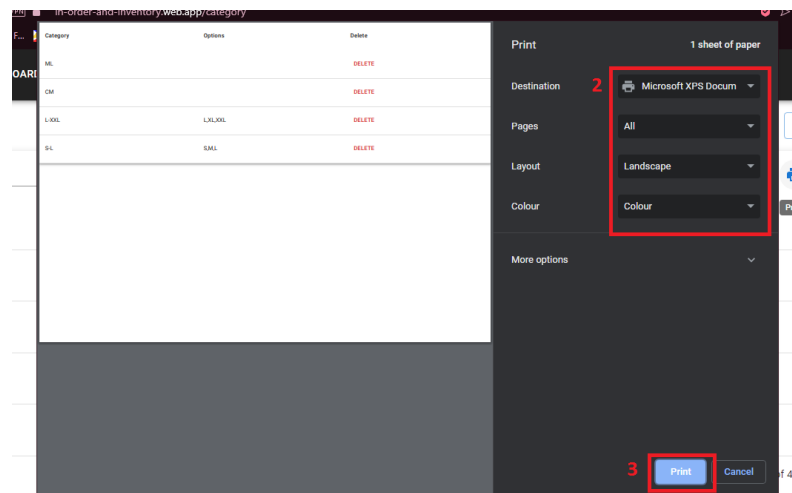
Category	Options	Delete
ML		DELETE
CM		DELETE

## Print category

1. Click the print icon

Category	Options	Delete
ML		DELETE

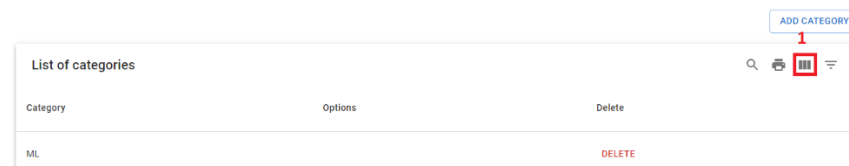
2. Select the following appropriate options. If the admin would like to print or save the list as a pdf.



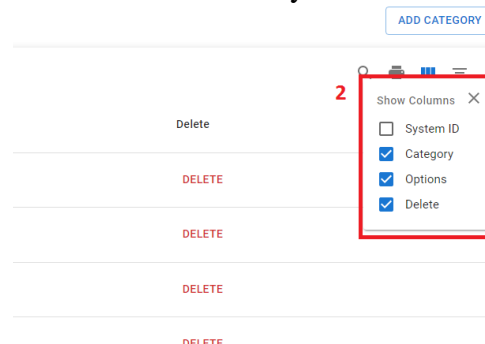
3. If all is set and done, click the print or save button to finalize the process.

### Filter columns of the category

1. Click the view column icon, then

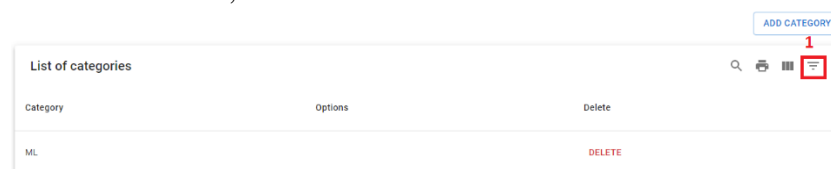


2. Select the following column options, to view in the category list. Each selection done will reflect immediately on the table.

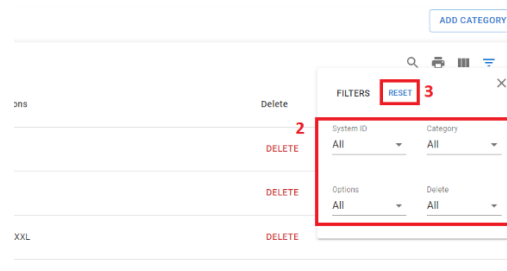


### Filter category

1. Click the filter icon, then



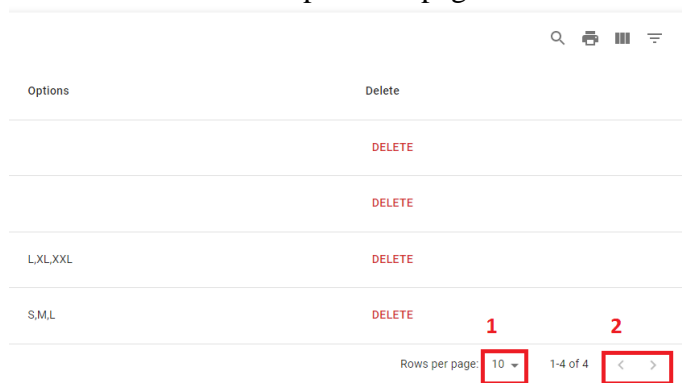
2. Select the following options to filter out the following category information.



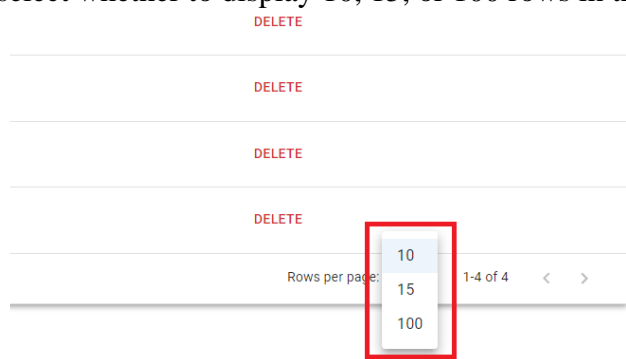
3. Clicking the reset button will reset the following back to default

### 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

2

3

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

4

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, and the colors and its corresponding stocks.

Product Name \*

Category  
CM

Size \* CM

Price \*

Colors

color \* Stocks \*

REMOVE

color \* Stocks \*

REMOVE

ADD COLOR

SUBMIT

5

6

7

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

Logo

DASHBOARD

PRODUCTS

ORDERS

LOG OUT

PRODUCTS

HISTORY OF PRODUCTS

ADD PRODUCT

CATEGORY

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	Green - 14 pieces Black - 6 pieces	₱500.00	EDIT	DELETE
S-L	Special Shirt	M	Yellow - 31 pieces Green - 33 pieces Pink - 33 pieces	₱300.00	EDIT	DELETE
CM	Planner	250	Black - 38 pieces	₱500.00	EDIT	DELETE

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

GO BACK

2

3

4

5

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7

8

The screenshot shows a mobile application interface for editing a product. The form is titled 'Edit Product' and contains several input fields and buttons. The annotations are as follows: 2 points to a 'GO BACK' button at the top left. 3 points to the 'Product Name' field, which contains the text 'Shirts'. 4 points to the 'Stocks' field, which contains the number '8'. 5 points to the 'DELETE COLOR' button. 6 points to the 'ADD COLOR' button. 7 points to the 'REMOVE' button. 8 points to the 'SUBMIT' button at the bottom.

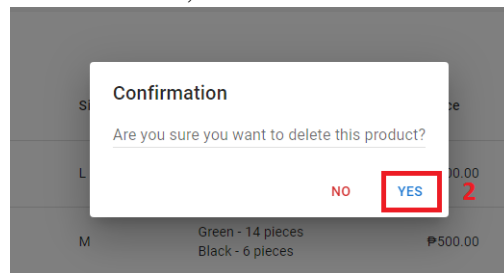
2. Clicking on the “GO BACK” button will cancel this operation and directs you to the previous page or the products page.
3. You can edit the product name and the price.
4. You can edit the stocks of a specific color.
5. Clicking on the button “DELETE COLOR” will delete the specific color or the color on that row which includes its stocks as well
6. 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.
7. Clicking on the “REMOVE” button will remove your newly entered color and stocks of the specific text field it represents
8. 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

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	Green - 14 pieces Black - 6 pieces	₱500.00	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.

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	Yellow - 31 pieces Green - 33 pieces Pink - 33 pieces	₱300.00	EDIT	DELETE				
CM	Planner	250	Red - 38 pieces Black - 38 pieces	₱500.00	EDIT	DELETE				
ML	Tumbler	500	Blue - 31 pieces Pink - 11 pieces Red - 47 pieces	₱230.00	EDIT	DELETE				

## Search product

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	Green - 14 pieces Black - 6 pieces	₱500.00	EDIT	DELETE				
S-L	Special Shirt	M	Green - 33 pieces Pink - 33 pieces Yellow - 31 pieces	₱300.00	EDIT	DELETE				

1. Click on the search icon



- Click the search field and input either the name of the product, category or price.

## Print product

- Click the print icon

PRODUCTS HISTORY OF PRODUCTS

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	Green - 14 pieces Black - 6 pieces	₱500.00	EDIT	DELETE

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

(A) Learn to Code — F...

DASHBOARD

PRODUCTS HIS...

List of Pro...

Category	Product Name	Size	Color & Stocks	Price	Edit	Delete
L-XXL	Shirts	L	green - 8 pieces	₱100.00	EDIT	DELETE
S-L	Pants	M	Green - 14 pieces Black - 6 pieces	₱500.00	EDIT	DELETE
S-L	Special Shirt	M	Yellow - 31 pieces Green - 13 pieces Pink - 30 pieces	₱800.00	EDIT	DELETE
OM	Planner	250	Black - 38 pieces Red - 10 pieces	₱500.00	EDIT	DELETE
ML	Tumbler	500	Pink - 11 pieces Red - 41 pieces Black - 10 pieces	₱300.00	EDIT	DELETE
ML	Tumbler	450	Green - 12 pieces Black - 10 pieces	₱150.00	EDIT	DELETE
S-L	HTS Shirts	M	Red - 5 pieces Blue - 7 pieces	₱500.00	EDIT	DELETE
S-L	Shirts	L	Black - 8 pieces Blue - 9 pieces	₱500.00	EDIT	DELETE

Print 1 page

Destination: Save as PDF

Pages: All

Layout: Landscape

More options

Save Cancel

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

## Filter columns of the product

- Click the view column icon

PRODUCTS HISTORY OF PRODUCTS

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	Green - 14 pieces Black - 6 pieces	₱500.00	EDIT	DELETE

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

Size	Color & Stocks	Price	Edit
L	green - 8 pieces	₱100.00	EDIT
M	Green - 14 pieces Black - 6 pieces	₱500.00	EDIT
M	Yellow - 31 pieces Green - 33 pieces Pink - 33 pieces	₱300.00	EDIT
M	Black - 38 pieces	₱600.00	EDIT

Show Columns

☐ System ID  
☒ Category  
☒ Product Name  
☒ Size  
☒ Color & Stocks  
☒ Price  
☒ Edit  
☒ Delete

## Filter product

### 1. Click the filter icon

Category	Product Name	Size	Color & Stocks	Price	Edit	Delete
L-XXL	Shirts	L	green - 8 pieces	₱100.00	EDIT	DELETE

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

Size	Color & Stocks	Price	Edit
L	green - 8 pieces	₱100.00	EDIT
M	Green - 14 pieces Black - 6 pieces	₱500.00	EDIT
M	Yellow - 31 pieces Green - 33 pieces Pink - 33 pieces	₱300.00	EDIT

FILTERS

Category

All

Product Name

All

Size

All

Price

All

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

## Pagination of the product

ner	250	Pink - 33 pieces Black - 38 pieces Red - 38 pieces	₱500.00	EDIT	DELETE
abler	500	Pink - 11 pieces Red - 47 pieces Blue - 31 pieces	₱230.00	EDIT	DELETE
abler	450	Green - 15 pieces Black - 45 pieces	₱150.00	EDIT	DELETE
:Shirts	M	Red - 9 pieces Blue - 7 pieces	₱500.00	EDIT	DELETE
ts	L	Black - 8 pieces Blue - 9 pieces	₱300.00	EDIT	DELETE

1 Rows per page: 10 1-8 of 8 2

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. This allows the user to choose 10, 15, or 100 rows to be displayed in the table.

₱500.00	EDIT	DELETE
₱300.00	EDIT	DELETE

Rows per page: 10 15 100 1-8 of 8 < >

## View the history of the products

PRODUCTS **HISTORY OF PRODUCTS** 1

History of the Products					
Category	Product Name	Size	Color & Stocks	Price	Date when modified
Liters	Tumber 2.0	50	Black - 3 pieces Blue - 4 pieces	₱300.00	26/04/2022
ML	Bottle	500	Green - 24 pieces	₱500.00	26/04/2022
ML	Bottle	500	Green - 50 pieces Pink - 50 pieces	₱500.00	26/04/2022
S-L	V-neck shirt	M	Green - 50 pieces	₱130.00	26/04/2022
S-L	V-neck shirt	M	Green - 50 pieces	₱130.00	26/04/2022
S-L	Cap	M	Blue - 11 pieces Pink - 12 pieces	₱550.00	24/04/2022
S-L	Pants	M	Green - 15 pieces	₱500.00	26/04/2022

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

PRODUCTS HISTORY OF PRODUCTS

1

Category	Product Name	Size	Color & Stocks	Price	Date when modified
CM	Keychain	20	Green - 20 pieces Black - 50 pieces	₱45.00	30/04/2022
CM	Keychain	20	Black - 50 pieces Green - 20 pieces	₱45.00	30/04/2022

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

PRODUCTS HISTORY OF PRODUCTS

2

Category	Product Name	Size	Color & Stocks	Price	Date when modified
CM	Keychain	20	Green - 20 pieces Black - 50 pieces	₱45.00	30/04/2022
CM	Keychain	20	Black - 50 pieces Green - 20 pieces	₱45.00	30/04/2022

## Print history of the products

1. Click the print icon

1

Category	Product Name	Size	Color & Stocks	Price	Date when modified
CM	Keychain	20	Green - 20 pieces Black - 50 pieces	₱45.00	30/04/2022
CM	Keychain	20	Black - 50 pieces Green - 20 pieces	₱45.00	30/04/2022

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

in-order-and-inventory.web.app/products

Category	Product Name	Size	Color & Stocks	Price	Date when modified
CM	Keychain	20	Green - 20 pieces Black - 50 pieces	₱45.00	30/04/2022
CM	Keychain	20	Black - 50 pieces Green - 20 pieces	₱45.00	30/04/2022
S-001	Wrist	L	green - 8 pieces	₱100.00	30/04/2022
Ustens	Tumbler 2.0	500	Blue - 4 pieces Black - 7 pieces	₱500.00	28/04/2022
MR	Wrist	500	Green - 20 pieces	₱100.00	28/04/2022
MR	Wrist	500	Green - 50 pieces Pink - 50 pieces	₱100.00	28/04/2022
S.L	V-neck shirt	M	Green - 50 pieces	₱120.00	28/04/2022
S.L	V-neck shirt	M	Green - 50 pieces	₱120.00	28/04/2022
S.L	Cap	M	Blue - 10 pieces Pink - 10 pieces	₱100.00	24/04/2022
S.L	Phone	M	Black - 4 pieces Green - 10 pieces	₱500.00	24/04/2022

Print

1 sheet of paper

Destination: Microsoft XPS Document

Pages: All

Layout: Landscape

Colour: Colour

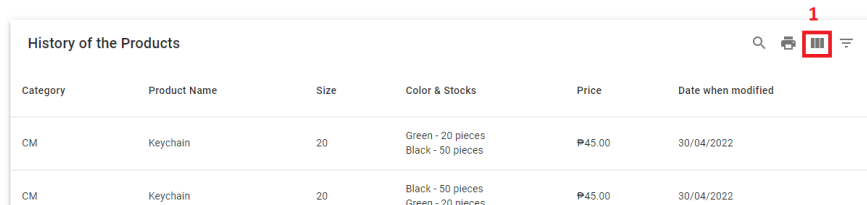
More options

3 Print Cancel

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

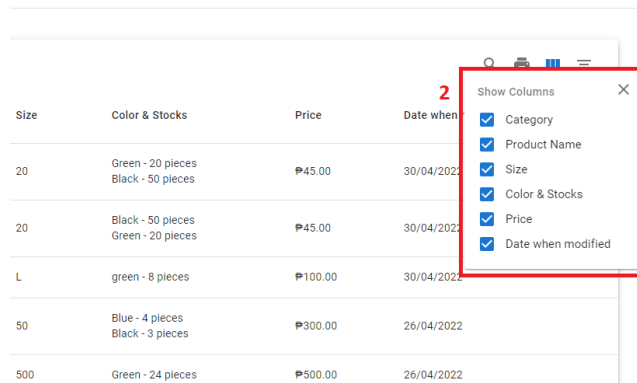
### Filter the column of the history of the products

1. Click the view column icon



Category	Product Name	Size	Color & Stocks	Price	Date when modified
CM	Keychain	20	Green - 20 pieces Black - 50 pieces	₱45.00	30/04/2022
CM	Keychain	20	Black - 50 pieces Green - 20 pieces	₱45.00	30/04/2022

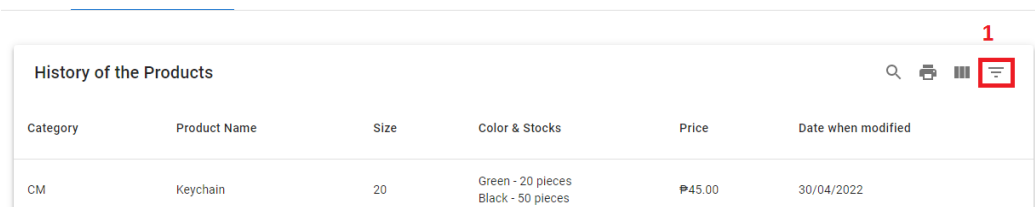
2. Select the following column options, to view in the product list. Each selection done will reflect immediately on the table.



Size	Color & Stocks	Price	Date when
20	Green - 20 pieces Black - 50 pieces	₱45.00	30/04/2022
20	Black - 50 pieces Green - 20 pieces	₱45.00	30/04/2022
L	green - 8 pieces	₱100.00	30/04/2022
50	Blue - 4 pieces Black - 3 pieces	₱300.00	26/04/2022
500	Green - 24 pieces	₱500.00	26/04/2022

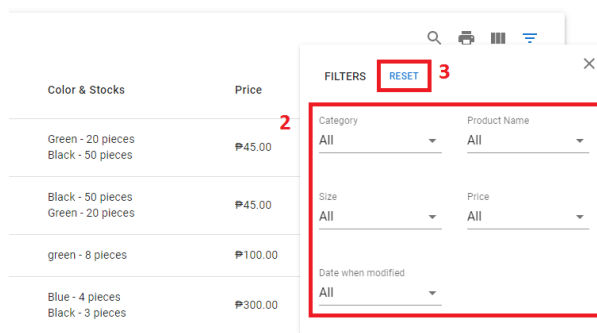
### Filter history of the products

1. Click the filter icon



Category	Product Name	Size	Color & Stocks	Price	Date when modified
CM	Keychain	20	Green - 20 pieces Black - 50 pieces	₱45.00	30/04/2022

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.

ML	Bottle	500	Green - 50 pieces Pink - 50 pieces	₱500.00	26/04/2022
S-L	V-neck shirt	M	Green - 50 pieces	₱130.00	26/04/2022
S-L	V-neck shirt	M	Green - 50 pieces	₱130.00	26/04/2022
S-L	Cap	M	Blue - 11 pieces Pink - 12 pieces	₱550.00	24/04/2022
S-L	Pants	M	Black - 6 pieces Green - 15 pieces	₱500.00	24/04/2022
Rows per page: 10 1-10 of 36					

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.

M	Green - 50 pieces	₱130.00	26/04/2022
M	Green - 50 pieces	₱130.00	26/04/2022
M	Blue - 11 pieces Pink - 12 pieces	₱550.00	24/04/2022
M	Black - 6 pieces Green - 15 pieces	₱500.00	24/04/2022
Rows per page: 10 15 100 1-10 of 36			

# 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 top navigation bar with 'DASHBOARD', 'PRODUCTS', and 'ORDERS' (highlighted with a red box and a red '1'). A 'LOG OUT' link is on the right. Below the navigation bar are five summary cards: '1 Pending Orders' (with a red icon), '1 Ready for Delivery' (with a yellow truck icon), '29 Delivered Orders' (with a green checkmark icon), 'Sales ₱ 40,695.00' (with a green wallet icon), and '4 products for Restocks' (with an orange warning icon).

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

The screenshot shows the 'ADD ORDERS' button highlighted with a red box and a red '2'. Below the button is a table titled 'Pending Orders' with the following columns: Full Name, House No & Street Address, Barangay, Landmark, Orders, Total Amount, Phone Number, Regular/Rush, Month, Date, Year, Delivery Date, and Set Order Status. The table contains one row for an order from 'Pen Shawn' for 'Special Shirt M' (Pink and Green, 1 pc each) for a total of 750. The 'Set Order Status' column for this row has a blue link 'READY TO BE DELIVERED'. At the bottom of the table, there are pagination controls: 'Jump to Page: 1', 'Rows per page: 10', and '1-1 of 1'.

## Adding an order with customer and order details

The screenshot shows a web application interface for adding an order. The top navigation bar includes 'DASHBOARD', 'PRODUCTS', 'ORDERS', and a 'LOG OUT' link. The main form is titled 'Customer and Orders Information' and is divided into three sections: 'Customer Details', 'Address Details', and 'Order Details'. The 'Customer Details' section includes fields for 'First Name \*', 'Last Name \*', and 'Phone Number \*'. The 'Address Details' section includes fields for 'House No \*', 'Street Address \*', 'Barangay', and 'Landmark \*'. The 'Order Details' section includes a text area for 'Additional Instructions' and a 'Delivery Date' field with a calendar icon. A 'SUBMIT ORDERS' button is located at the bottom of the form. Below the form is a 'List of Orders' section. It features a search bar labeled 'Search Product...' and a table with columns for 'Color', 'Qty', 'Price', and 'Unit Price'. The table lists three items: 'Shirts (L) L-XXL' (green, 5 units, P 100.00), 'Pants (M) M-L' (Black, 6 pcs), and 'Special Shirt (M) M-L' (Yellow, 31 pcs). Each item has an 'ADD' button next to it. To the right of the table, there are input fields for 'Regular or Rush' (with radio buttons for 'Regular' and 'Rush'), 'Rush Fee' (P 100), 'Customization Fee' (P 100), and 'Discount' (P 50). The 'Total amount' is displayed as P 650.00. A 'CLEAR ORDERS' button is also present.

1 Customer Details

2 Address Details

3 Order Details

4 Search Product...

5 ADD

6 Regular or Rush

7 Customization Fee

8 Discount

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.



- 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

Set on Date  
05/01/2022

**SUBMIT ORDERS**

9

Search Product...

Shirts  
100% Cotton (100% Cotton)  
Green (8 pcs) [ADD](#)

Pants  
100% Cotton (100% Cotton)  
Green (14 pcs) [ADD](#)  
Black (5 pcs) [ADD](#)

Special Shirt  
100% Cotton (100% Cotton)  
Green (33 pcs) [ADD](#)  
Yellow (21 pcs) [ADD](#)  
Pink (33 pcs) [ADD](#)

List of Orders

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

Product per page: 10 1-1 of 1

Amount: ₱ 100.00

Regular or Rush?  
☒ Regular ☐ Rush

Customization Fee  
 ₱ 0 .00

Discount  
 ₱ 0 .00

Total amount: ₱ 100.00

[CLEAR ORDERS](#)

## Pending orders

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

1 **PENDING** READY TO BE DELIVERED DELIVERED

Total amount : ₱ 750.00

[ADD ORDERS](#)

Pending Orders

>	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

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

## Update the order status

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

The screenshot shows a dashboard with a top navigation bar containing 'DASHBOARD', 'PRODUCTS', 'ORDERS', and a 'LOG OUT' link. Below the navigation bar, there are tabs for 'PENDING', 'READY TO BE DELIVERED', and 'DELIVERED'. The 'PENDING' tab is active. The main content area shows a table titled 'Pending Orders' with a total amount of ₱ 750.00. The table has columns: Full Name, House No & Street Address, Barangay, Landmark, Orders, Total Amount, Phone Number, Regular/Rush, Month, Date, Year, Delivery Date, and Set Order Status. The first order is for 'Pen Shawn' with a total amount of 750. A red box highlights the 'READY TO BE DELIVERED' button in the 'Set Order Status' column for this order, with a '1' next to it.

## 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.

The screenshot shows the same dashboard as before, but with a search bar highlighted by a red box and a '1' next to it. The search bar is located at the top of the table. A '2' is next to the print icon in the top right corner of the table.

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

The screenshot shows a 'Print' dialog box with the following options: Printer (Microsoft Print to PDF), Copies (1), Layout (Portrait), and Pages (All). A red box highlights the 'Print' button and the 'Cancel' button. A '2' is next to the printer selection dropdown, and a '3' is next to the 'Print' button.

4. Click on the icon to filter the column

DASHBOARD PRODUCTS ORDERS LOG OUT

PENDING READY TO BE DELIVERED DELIVERED

ADD ORDERS

Total amount : ₱ 750.00

4

Pending Orders

>	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

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

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

PENDING READY TO BE DELIVERED DELIVERED

ADD ORDERS

Total amount : ₱ 750.00

5

Pending Orders

>	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

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

Show Columns

- ☐ Order ID
- ☐ Name
- ☒ Full Name
- ☐ HouseNo
- ☒ House No & Street Address
- ☒ Barangay
- ☒ Landmark
- ☒ Orders
- ☒ Total Amount
- ☒ Phone Number
- ☒ Regular/Rush
- ☒ Month
- ☒ Date
- ☒ Year
- ☒ Delivery Date
- ☐ Instructions
- ☒ Set Order Status

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

DASHBOARD PRODUCTS ORDERS LOG OUT

PENDING READY TO BE DELIVERED DELIVERED

ADD ORDERS

Total amount : ₱ 750.00

6

Pending Orders

>	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

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

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.

PENDING READY TO BE DELIVERED DELIVERED

Total amount : ₱ 750.00

Pending Orders

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush
>	Pen Sham	8 - Ayala	Ayala	Near budgetwise	Special Shirt M Pink (1 pcs) Green (1 pcs)	750	09676832484	Rush

Jump to Page

FILTERS RESET

Barangay Landmark

Regular/Rush Month

Date Year

Delivery Date

7

## Ready to be delivered orders

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

DASHBOARD PRODUCTS ORDERS LOG OUT

PENDING **READY TO BE DELIVERED** DELIVERED

ADD ORDERS

Total amount : ₱ 2,470.00

Ready to be Delivered Orders

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Delivery Date
>	Feyre Archeron	10 - Ayala	Ayala	Near budgetwise	Special Shirt M Green (3 pcs) Planner 250 Black (3 pcs)	2470	09676832484	Rush	April	22	2022	Mon Apr 18 2022

## Update the order status

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

DASHBOARD PRODUCTS ORDERS LOG OUT

PENDING **READY TO BE DELIVERED** DELIVERED

ADD ORDERS

Total amount : ₱ 2,470.00

Ready to be Delivered Orders

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Delivery Date	Set Order Status
>	Feyre Archeron	10 - Ayala	Ayala	Near budgetwise	Special Shirt M Green (3 pcs) Planner 250 Black (3 pcs)	2470	09676832484	Rush	April	22	2022	Mon Apr 18 2022	<b>DELIVERED</b>

1

## Search, print, and apply filters on the ready to be delivered orders

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

ADD ORDERS

PENDING **READY TO BE DELIVERED** DELIVERED

Total amount : ₱ 2,470.00

1

2

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Delivery Date	Set Order Status
>	Feyre Archeron	10 - Ayala	Ayala	Near budgetwise	Special Shirt M Green (3 pcs) Planner 250 Black (3	2470	09676832484	Rush	April	22	2022	Mon Apr 18 2022	DELIVERED

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

Print

Total: 1 sheet of paper

2

Printer

Microsoft Print to PDF

Copies

1

Layout

☒ Portrait

☐ Landscape

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

3

Print Cancel

Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/R
Feyre Archeron	10 - Ayala	Ayala	Near budgetwise	Special Shirt M Green (3 pcs) Planner 250 Black (3 pcs)	2470	09676832484	Rush

4. Click on the icon to apply a filter on the columns.

PENDING **READY TO BE DELIVERED** DELIVERED

Total amount : ₱ 2,470.00

Ready to be Delivered Orders

4

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Delivery Date	Set Order Status
>	Feyre Archeron	10 - Ayala	Ayala	Near budgetwise	Special Shirt M Green (3 pcs)	2470	09676832484	Rush					

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



## Delivered

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

PENDING

READY TO BE DELIVERED

DELIVERED

Total amount ₱ 37,475.00

Delivered Orders

>

Full Name

House No & Street Address

Barangay

Landmark

Orders

Total Amount

Phone Number

Regular/Rush

Month

Date

Year

Delivery Date

>

Eric Vhan

12 - Ayala Street

Ayala

Near budgetwise

Tumbler 500

Blue (5 pcs)

Red (1 pcs)

1509

09676832484

Rush

April

26

2022

Fri Apr 29 2022

Special Shirt M


## Search, print, and apply filters on delivered orders

1. Click on the search icon

PENDING READY TO BE DELIVERED **DELIVERED**

Total amount : ₱ 37,475.00

1

2 

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Delivery Date
>	Eric Vhan	12 - Ayala Street	Ayala	Near budgetwise	Tumbler 500 Blue (5 pcs) Red (1 pcs)	1509	09676832484	Rush	April	26	2022	Fri Apr 29 2022

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

Print

Total: 3 sheets of paper

2

Printer: Microsoft Print to PDF

Copies: 1

Layout: ☒ Portrait ☐ Landscape

Pages: ☒ All ☐ Odd pages only ☐ Even pages only

3



Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush
Eric Vhan	12 - Ayala Street	Ayala	Near budgetwise	Tumbler 500 Blue (5 pcs) Red (1 pcs)	1509	09676832484	Rush
Jadon Sancho	12 - Kansas Street	Mercedes	Mercury drug store	Special Shirt M Pink (2 pcs) Pants M Green (1 pcs)	1000	09172338073	Rush

4. Click on the icon to apply a filter on the columns.

PENDING	READY TO BE DELIVERED	DELIVERED
---------	-----------------------	-----------

Total amount : ₱ 37,475.00

### Delivered Orders

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Delivery Date
>	Eric Vhan	12 - Ayala Street	Ayala	Near budgetwise	Tumbler 500 <small>(Blue (5 pcs) Red (1 pcs)</small>	1509	09676832484	Rush	April	26	2022	Fri Apr 29 2022
					Special Shirt M							

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

PENDING

READY TO BE DELIVERED

DELIVERED

Total amount : ₱ 37,475.00

Delivered Orders

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Days
>	Eric Vhan	12 - Ayala Street	Ayala	Near budgetwise	Tumbler 500 Blue (5 pcs) Red (1 pcs)	1500	09676832484	Rush	April	24
>	Jadon Sancho	12 - Kansas Street	Mercedes	Mercury drug store	Special Shirt M Pink (2 pcs)  Paints M (gears / t	1000	09172338073	Rush	April	24

Show Columns

☐ Order ID

☐ Name

☒ Full Name

☐ HouseNo

☒ House No & Street Address

☒ Barangay

☒ Landmark

☒ Orders

☒ Total Amount

☒ Phone Number

☒ Regular/Rush

☒ Month

☒ Date

☒ Year

☐ Instructions

☒ Delivery Date

5

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

PENDING

READY TO BE DELIVERED

DELIVERED

Total amount : ₱ 2,470.00

Ready to be Delivered Orders

🔍

🖨️

☰

⌵

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Delivery Date	Set Order Status
					Special Shirt M Green (3)								



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.

PENDING

READY TO BE DELIVERED

DELIVERED

Total amount : ₱ 37,475.00

Delivered Orders

7

>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Delivery Date
>	Eric Vhan	12 - Ayala Street	Ayala	Near budgetwise	Tumbler 500 Blue (5 pcs) Red (1 pcs)	1509	09676832484	Rush	April	26	2022	Fri Apr 29 2022
					Special Shirt M							

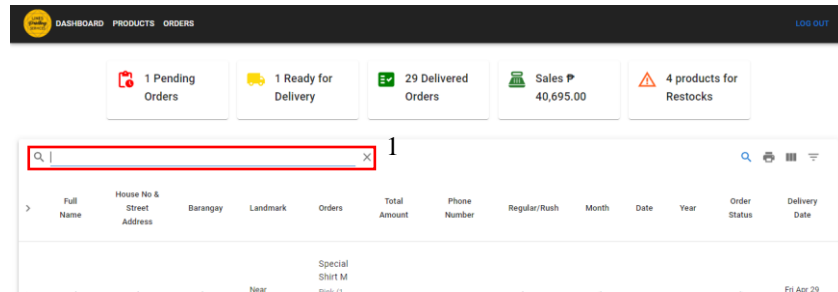
## Reports

[View reports](#)[illegible]

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.

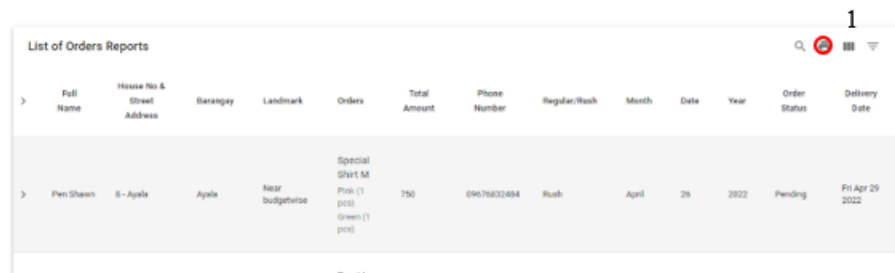
## Search reports

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

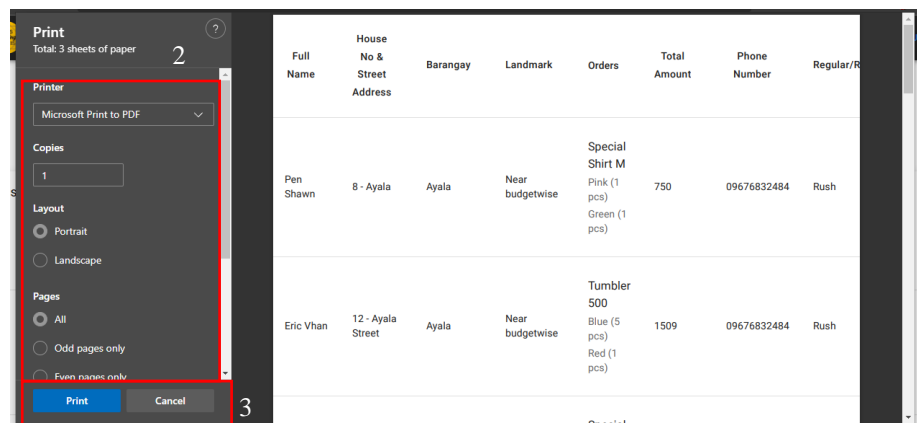


## Print reports

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.

1

List of Orders Reports												
>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Order Status
>	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. Select details to be displayed on the table. Any checkboxes checked will be displayed automatically on the reports table.

2

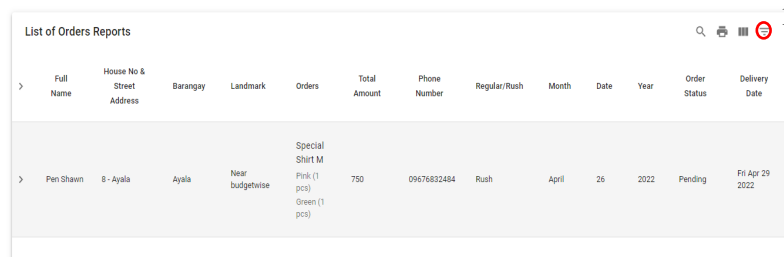
List of Orders Reports												
>	Full Name	House No & Street Address	Barangay	Landmark	Orders	Total Amount	Phone Number	Regular/Rush	Month	Date	Year	Order Status
>	Pen Shawn	8 - Ayala	Ayala	Near budgetwise	Special Shirt M Pink (1 pcs) Green (1 pcs)	750	09676832484	Rush	April	26	2022	Pending
>	Eric Vhan	12 - Ayala	Ayala	Near budgetwise	Tumbler 500 Blue (5)	1509	09676832484	Rush	April	26	2022	Pending

Show Columns

- ☐ Order ID
- ☐ Name
- ☒ Full Name
- ☐ HouseNo
- ☒ House No & Street Address
- ☒ Barangay
- ☒ Landmark
- ☒ Orders
- ☒ Total Amount
- ☒ Phone Number
- ☒ Regular/Rush
- ☒ Month
- ☒ Date
- ☒ Year
- ☐ Instructions
- ☒ Order Status
- ☒ Delivery Date

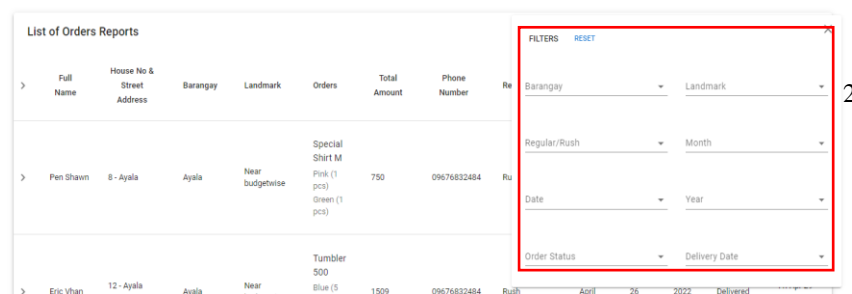
## Filter reports

1. Click on the filter icon



The screenshot shows a table titled 'List of Orders Reports'. In the top right corner, there is a filter icon (three horizontal lines) which is highlighted with a red circle and the number '1'. The table has columns: Full Name, House No & Street Address, Barangay, Landmark, Orders, Total Amount, Phone Number, Regular/Rush, Month, Date, Year, Order Status, and Delivery Date. One row is visible with data for 'Pen Shaven' and 'Special Shirt M'.


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



The screenshot shows the same table as before, but with a filter dropdown menu open on the right side, highlighted with a red box and the number '2'. The dropdown menu has a 'FILTERS' header and a 'RESET' button. It contains several filterable fields: Barangay, Landmark, Regular/Rush, Month, Date, Year, Order Status, and Delivery Date. The table data is partially visible behind the dropdown.

## Pagination of the reports

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



The screenshot shows the pagination controls at the bottom of the table. It includes a 'Jump to Page:' dropdown (labeled '1'), a 'Rows per page:' dropdown (labeled '2'), and a summary '1-10 of 31' with navigation arrows (labeled '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.