Café 25th POS System

GUIDE FOR ADMIN:

Step 1: Logging In - In this section it requires your unique credentials to access the systems

LOGIN ACCOUNT

Username

Password

☐ Show Password

Sign In

Username
Enter your assigned username

Password
Enter your assigned password

Sign in
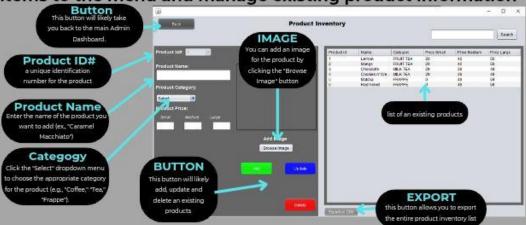click this if you completely put your username and password

Step 2: Admin Dashboard Overview - After Logging in, you'll land on Admin Dashboard it provides an overview of key operational data and management tools.

Add Product
this button will likely take you to a page where you can add new products

QR code
this button leads to a function for generating or managing QR codes

TRANSACTIONS
this button will likely display a more detailed view of all transactions.

MANAGE ACCOUNTS
this button will allow you to manage user accounts.

STOCK INVENTORY
this button will likely take you to a page where you can view the stock inventory management

Welcome To Admin Dashboard

Transactions

ID	Items	Total	Cash given	Change	Date

DASHBOARD

ADD PRODUCT

QR CODE

TRANSACTIONS

MANAGE ACCOUNTS

STOCKS INVENTORY

Logout

Stocks Overview

ID	Product Name	Quantity	Date & Time	Stock Status
1	Cups	500	2025-04-08 16:16:10.0	high
2	Straw	500	2025-04-08 16:16:23.0	high

Transactions
list of summary of all transactions

Stock Overview
a list of the current stock levels for various products

Logout
this button will securely log you out of the Admin Dashboard and return you to the login page.

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GUIDE FOR ADMIN:

Step 3: Add Product - In this sections it allows you to add new items to the menu and manage existing product information

Button
This button will likely take you back to the main Admin Dashboard.

Product ID#
a unique identification number for the product

Product Name
Enter the name of the product you want to add (ex., "Caramel Macchiato")

Categogy
Click the "Select" dropdown menu to choose the appropriate category for the product (e.g., "Coffee," "Tea," "Frappe").

IMAGE
You can add an image for the product by clicking the "Browse Image" button

BUTTON
This button will likely add, update and delete an existing products

list of an existing products

EXPORT
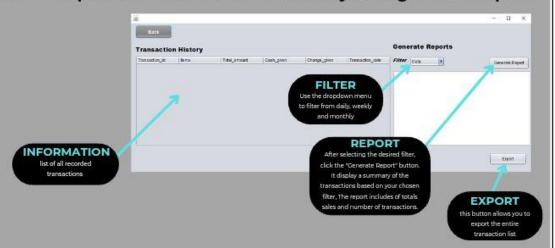this button allows you to export the entire product inventory list

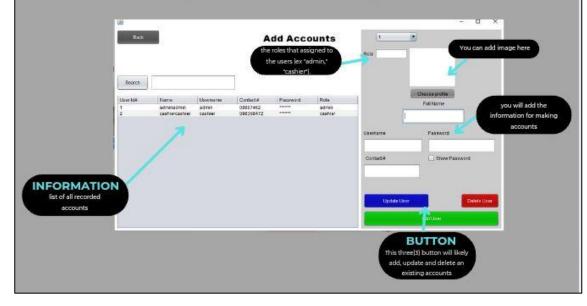**Step 4: QR code** - In this section it allows you to manage the QR code that customers can scan to make mobile payments

Step 5: Transactions - In this sections it provides a detailed view of all completed transactions and allows you to generate reports

Back

Transaction History

Transaction_id	Items	Total_amount	Cash_given	Change_given	Transaction_date

Generate Reports

Filter Daily

Generate Report

Export

FILTER
Use the dropdown menu to filter from daily, weekly and monthly

REPORT
After selecting the desired filter, click the "Generate Report" button. It display a summary of the transactions based on your chosen filter, The report includes of totals sales and number of transactions.

INFORMATION
list of all recorded transactions

EXPORT
this button allows you to export the entire transaction list

Step 6: Manage Accounts - In this sections it allows you manage user accounts , including adding new users, updating existing account, and deleting accounts.

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Add Accounts
the roles that assigned to the users (ex "admin," "cashier").

Search

User Id#	Name	Username	Contact#	Password	Role
1	adminadmin	admin	09887462	******	admin
2	cashiercashier	cashier	098388472	******	cashier

Role

Choose profile

Full Name

Username   Password

Contact#   Show Password

You can add image here

you will add the information for making accounts

Update User   Delete User

Add User

INFORMATION
list of all recorded accounts

BUTTON
This three(3) button will likely add, update and delete an existing accounts

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GUIDE FOR ADMIN:

Step 7: Stock Inventory - In this sections allows admin to view, add, update, and remove stock items

BUTTON
This button will likely take you back to the main Admin Dashboard.

DETAILS
you will add your name and the number of quantity/stocks

BUTTON
This three(3) button will likely add, update and remove stocks

INFORMATION
list of all recorded stocks

Back

Search

Product Name

Quantity/Stock

SELECT

ADD

UPDATE

REMOVE

ID	Product Name	Quantity	Date & Time	Stock Status
1	Cups	500	2025-04-08 16..	high
2	Straw	500	2025-04-08 16..	high

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GUIDE FOR CASHIER:

LOGOUT
this button will securely log you out of the Order Menu and return you to the login page.

ORDER SUMMARY
this sections displays the item currently in the customer's order

INFORMATION
list of all available menu items

DETAILS
name of the product (ex. "Mango," "Chocolate") category (ex. "Frappe," " Tea")

DETAILS
the prices of the small, medium and large size of the product

PAYMENT PROCESSING

Step 1: Verify the "Total" amount displayed in the "Order Summary."

Step 2: enter the amount of cash they have given in the "Cash Given:" field.

Step 3: After entering the "Cash Given" amount, the system will automatically calculate the "Change:" to be returned to the customer.

Step 4: Click the green "PAY" button to finalize the transaction

Step 5 (Gray): After the payment is processed, click the "Print Receipt" button to print a receipt for the customer.