

## STEP 1: LOGIN PAGE - YOU NEED TO FILL UP THE FOLLOWING

**USERNAME**  
Enter your username if the admin is already created your account

**LOGIN**  
Click this if you're done with the form

**PASSWORD**  
Enter your password

## STEP 2: DASHBOARD - IT SHOWS DIFFERENT SECTIONS

**MANAGE USERS**  
All information of the staff

**MANAGE PRODUCTS**  
To check the information of the products

**VIEW REPORTS**  
To check the summary of sales

**LOGOUT**  
Click this if you want to logout your account

### STEP 3: MANAGE USERS

**ADD**  
Click this if you want to add a new user

**EDIT**  
After you add a new username/account you can edit the information

**REFRESH**  
Click REFRESH to update the table

**CLOSE**  
Click this if you want to exit the table

ID	Username	Full Name	Role	Status
1	admin	System Administrator	admin	active
3	cashier	cashier	cashier	active

### STEP 4: MANAGE PRODUCTS

**ADD**  
Click this if you want to add a new user

**EDIT**  
After you add a new username/account you can edit the information

**DELETE**  
You can also delete the account

**REFRESH**  
Click REFRESH to update the table

**CLOSE**  
Click this if you want to exit the table

ID	Barcode	Name	Quantity	Reorder Level	Status	Price	Category
1	111	coffee	67	0	OK	₱100.00	drinks
2	4800067059869	palbs	97	0	OK	₱120.00	face

## STEP 5: VIEW REPORTS

### SUMMARY

You can select what type of summary in sales you want like daily sales, monthly sales or annual sales

### GENERATE

Click GENERATE to appear the sales

### PRINT

To print the copy of sales

### EXIT

To exit form the view reports

Total Sales	Total Amount	Average Sale
0	\$0.00	\$0.00

## STEP 6: CASHIER DASHBOARD

### PRODUCT ID

If you scan the product it will appear here the id number of it

### BARCODE SEARCH BAR

If you scan a product the barcode of it will appear here

### CANCEL SALE

If you want to void the sale

### CHECKOUT

If you're done at sale you can checkout and it will print the receipt

### VOID ITEM

If you want to delete a certain item that is already scanned

### LOGOUT

Once you're done at the system you can logout

ID	Barcode	Name	Price	Qty	Subtotal
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