SPSU

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Music Store User Guide

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# Login Screen

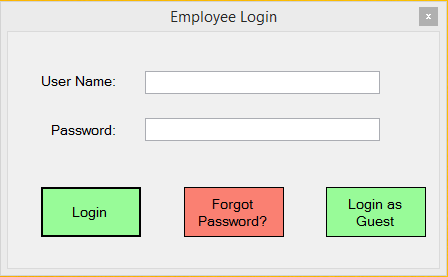


Figure 1 - Login Screen

In order to login in to Music Store system, proper username should be entered in the input field “User Name”, and password in the “Password” input field. After typing username and password, press “Login” button in order to proceed to the next screen of the system where user would be able to see inventory search, checkout, managing inventory, and reports with administrator account. User with normal account would be able to use 2 out of 4 modules for the system. Normal user would have an access to Look for more details in Employee Dashboard section.

In order to retrieve the password, user should type their username in the “User Name” input field. And then press “Forgot Password?” button to proceed to the next screen for password retrieval. Look at forgot password section to get more details on retrieving the account password.

User can also login as a guest by clicking on “Login as Guest” button. After pressing that button, system will proceed to the next screen where user would be able to search for the inventory from music store database. See for search module section for more details on using inventory search.

# Forgot Password

In login screen, user must type their username in “User Name” input field. After entering username, click on “Forgot Password?” button.

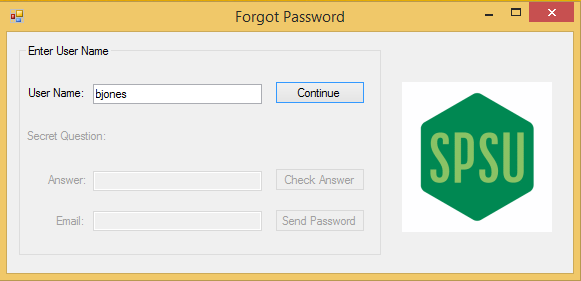


Figure 2 - Forgot Password Screen

In forgot password screen, if the username typed in the “User Name” input field is correct, press “Continue” button to display “Secret Question”, and to enable “Answer” input field.

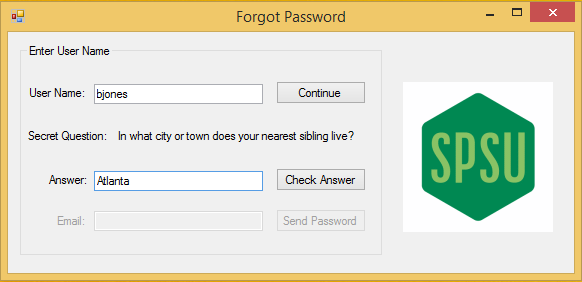


Figure 3 - Forgot Password Screen - Secret Question

After clicking on continue, it will display secret question and enables answer input field. As shown in figure 3, enter the secret question answer, and click on “Check Answer” button. It will enable the email input field which will send password to the entered email. Once the correct email is entered in Email input field, click on “Send Password” button. It will send account password to the email.

# Employee Dashboard

In this section, user would get familiarize with navigating from different modules mentioned above in the login screen section. There are two types account which would have an access to Employee Dashboard. Two types of accounts are administrator account, and normal employee account.

## Employee Dashboard – Administrator Account

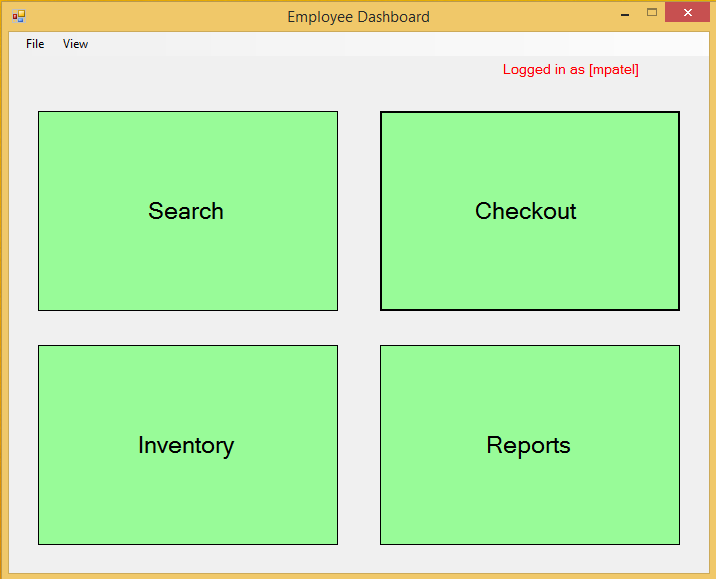


Figure 4 - Employee Dashboard with Administrator account

As show in figure 4, Employee Dashboard composed of 4 different modules. Each module can be used by user with admin account. Admin used would be able to click on all four modules. In order to get more details on each module, see their respective section in this user guide.

## Employee Dashboard – Normal Account

In this section, normal account would have an access to two options for navigating to different modules. See figure 5 for a picture of Employee Dashboard for normal account. In order to get more details on the each individual module, see their respective section in this user guide.

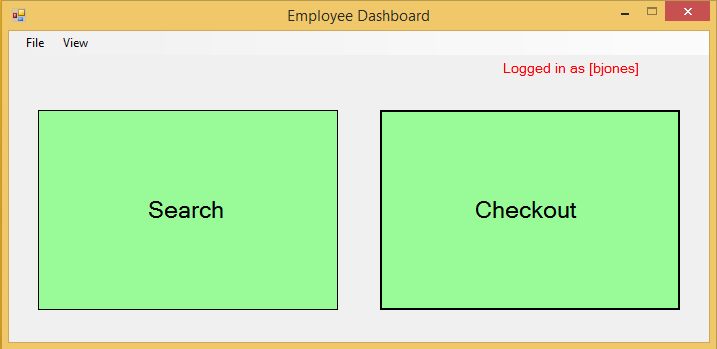


Figure 5 - Employee Dashboard for Normal Account

# Search Module

In this module, user would be able to search inventory using various different search options. User will be able to search database by Artists, Albums, Genres, Orders, Customers, and Employees. See figure 6 to see on various search option. In order to search database by type, click on one of the Search For radio button, and then click “Search” button. User can also search by typing keywords in “Search Term” input field.

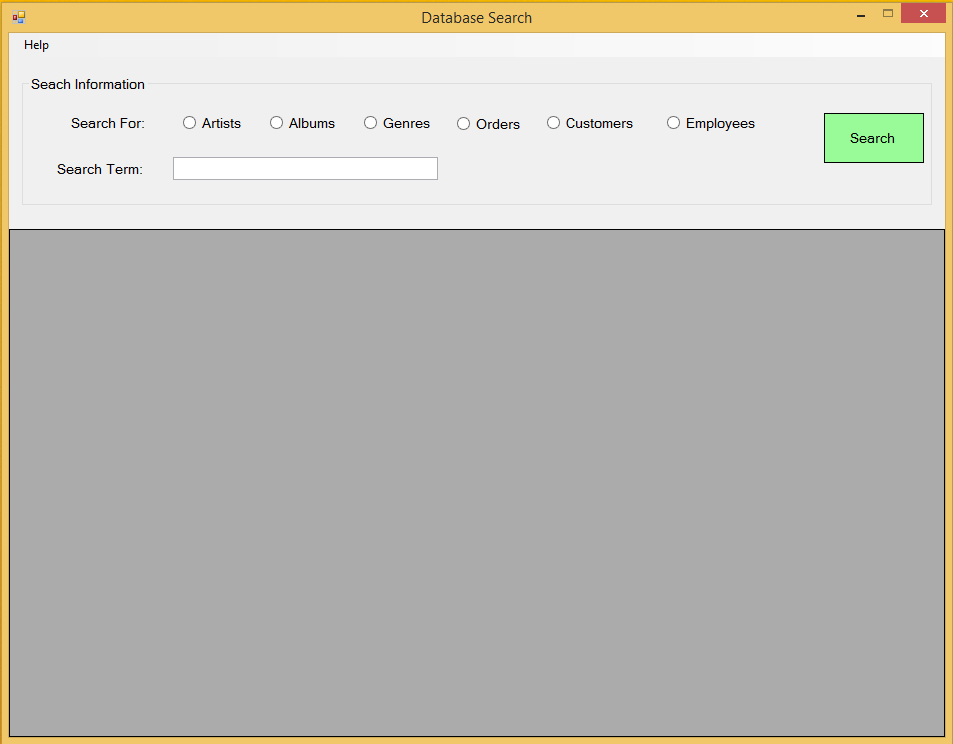


Figure 6 - Search Module

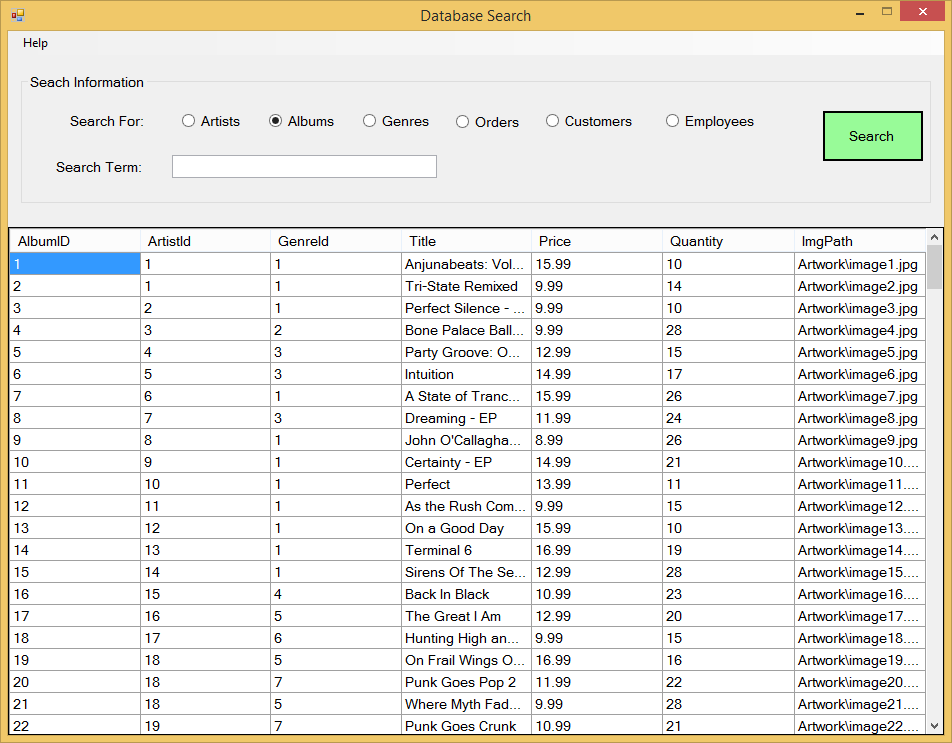


Figure 7 - Search Module - Search By Albums

# Checkout Module

In this module, user would be able to checkout customers with music albums. User can look up customer by clicking on “Customer Lookup” button. User can also add customer information to the database by click on “Add Customer” button.

After looking up customer, user would be able to checkout items in the inventory. See figure 9 to see the cart system, and checkout process.

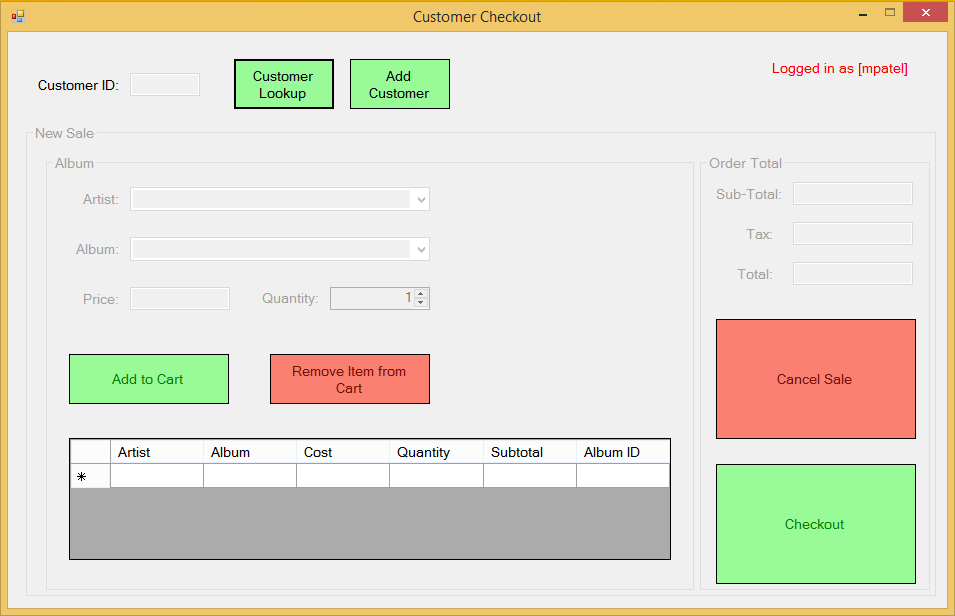


Figure 8 - Customer Checkout Screen

After adding cart, user can click on checkout button to complete the transaction. Completed transaction would be stored in the database. User can also cancel sale by click on “Cancel Sale” button.

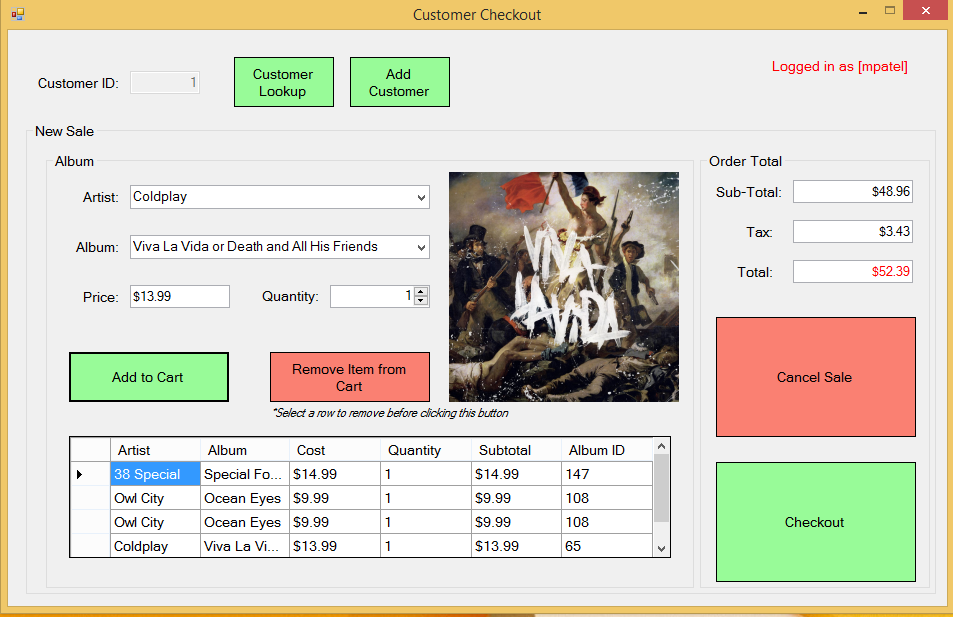


Figure 9 - Customer Checkout Screen - Cart Items & Transaction

# Inventory Managing Module

This module can only be accessed by an account with Administrator privileges. This module let administrator add artists information, album information and inventory, add genres, add customers, and add employees in the database. It is used to manage and track inventory information for the music store. See figure 10 to see Managing Inventory screen.

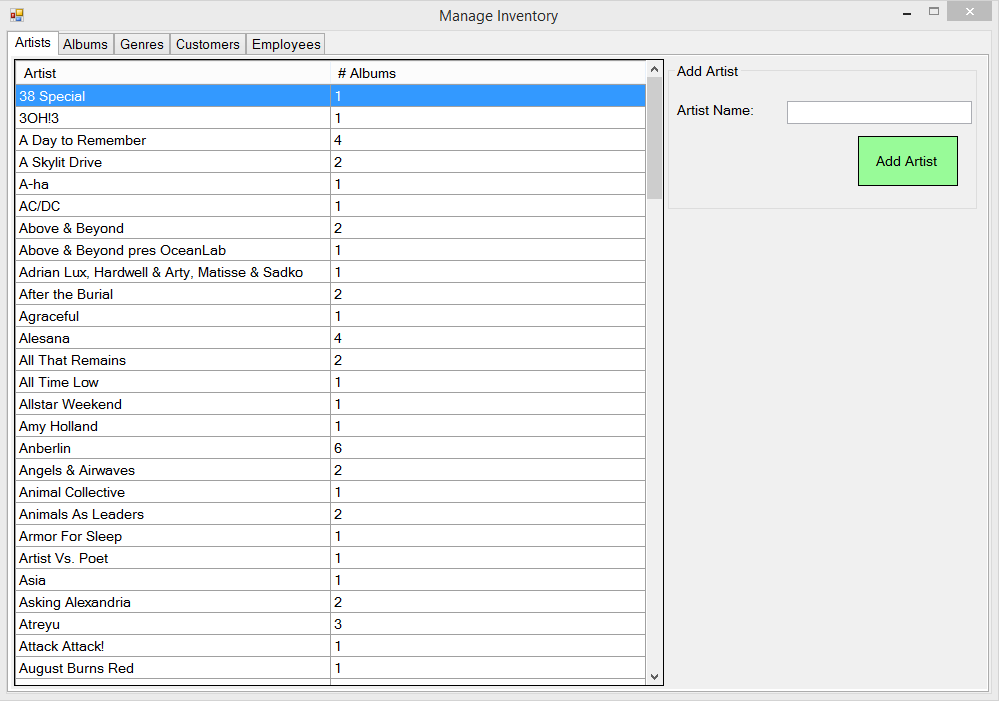


Figure 10 - Manage Inventory Screen

# Report Module

This is one of the main modules for the music store system. It can only be accessed by user with administrator access. This module will be used to generate various types of reports for the music system. Types of reports that can be generated are as following: Gross Sales, Employee Sales, Most Popular Genres, Most Popular Albums, Monthly Sales, Customers, and Most Popular Artists.

By click one of the radio button types of the report to be generated, click on preview to see the report. Click on generate report button to generate report. Report can also be sent to an email address by entering an email in input field.

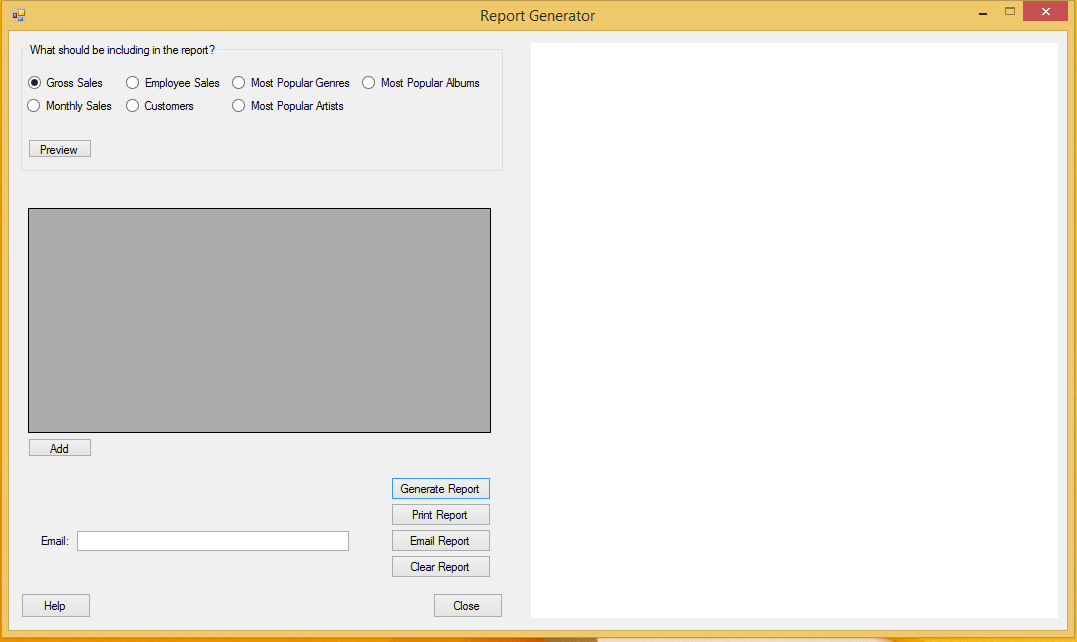


Figure 11 - Report generator Screen

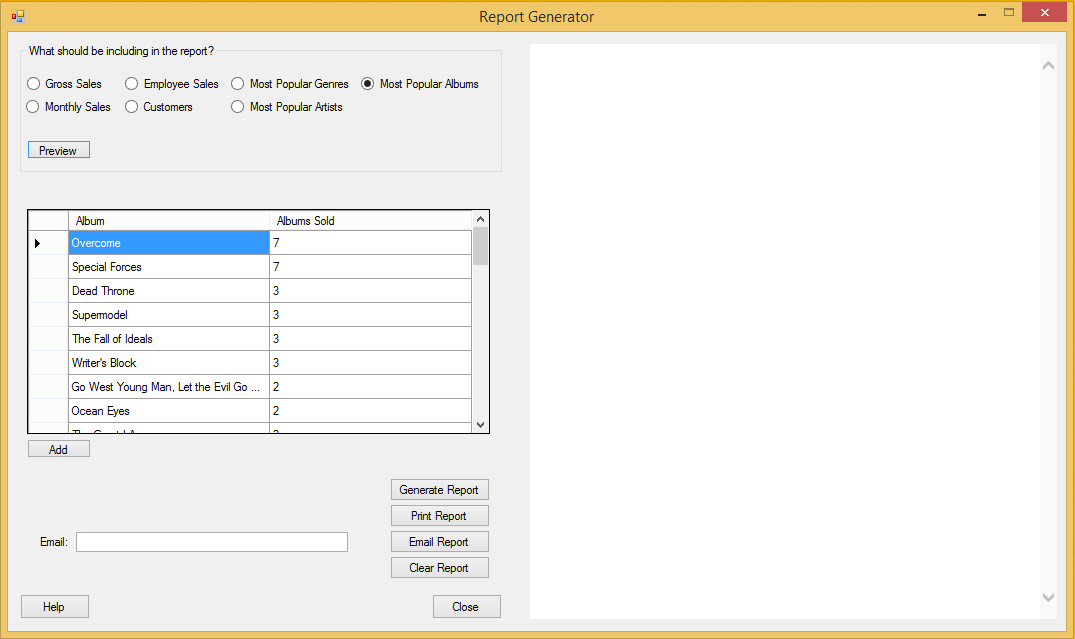


Figure 12 - Report generator Screen- Preview Most popular Album