**User Guide**

**\*\*EDIT THE DBCONNECTION CLASS WITH THE LOCATION OF THE DB FILE ON YOUR COMPUTER\*\***

**Login:**

To login the user will need to input their username and password and press the “Login” button.

For testing purposes please use the following user credentials:

Username: Admin

Password: password

**Main Menu:**

Depending on the users privilege level the user will have access to forums in the main menu.

**New Customer form:**

All fields on this forum are required. If there is any missing fields when the user attempts to save the record an error message will prompt the user to input data for the missing fields.

**Process Transaction form:**

Click on the select user button, a new forum will populate listing all customers currently being tracked in the DB. Select one of these customers which will return you to and populate the customer text field with the selected customer. Then you can select the quantities and terms (if applicable) of the products listed in the datagridview. Once they are selected your total should be displayed under the datagridview.

Now you can select your payment type which can be cash or card. If card is selected the option to select a card will be enabled. Click the button and a new forum will appear showing all cards available for the selected customer. If you select a card it will show you more details regarding the card in the text fields. Select a card and it will take you back to the previous forum populating the selected card text field with the card you selected. You can now click the process transaction button which will display a message showing the transaction details and create a record of the transaction in the database.

**Search and View Form**

In this form you can select a customer to either open a new transaction with the customer, add the customer to an existing opened transaction form, or view the customer’s data and previous transactions with the ability to update the customers record. The cards tab allows you to open the customers card information where the card is located. You can add new cards to the customer but you cannot remove or edit any. If you try to save an already existing card, you will receive an error stating that the card already exists.