



User Guide.

Team Patupa

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About System

Patupa Pos System is aimed for small convenience stores which are still unfamiliar to computerized system of running the business. This system is simple yet effective as the functions are easy to use for the users, that is, for the store owner or store manager and store cashiers.

In the admin panel, there are fields which are effective for the administrating the whole store. The admin can manage lists of product items, product categories, cashier information, customer information and supplier information.

In the cashier panel, the user will be provided with interfaces to sell items to customers. He/she can search the selling items by barcode or item-name.

1. Cashier Panel

In cashier panel, user sells product items. The user guide for the cashier panel are shown in the following.

1.1 Login

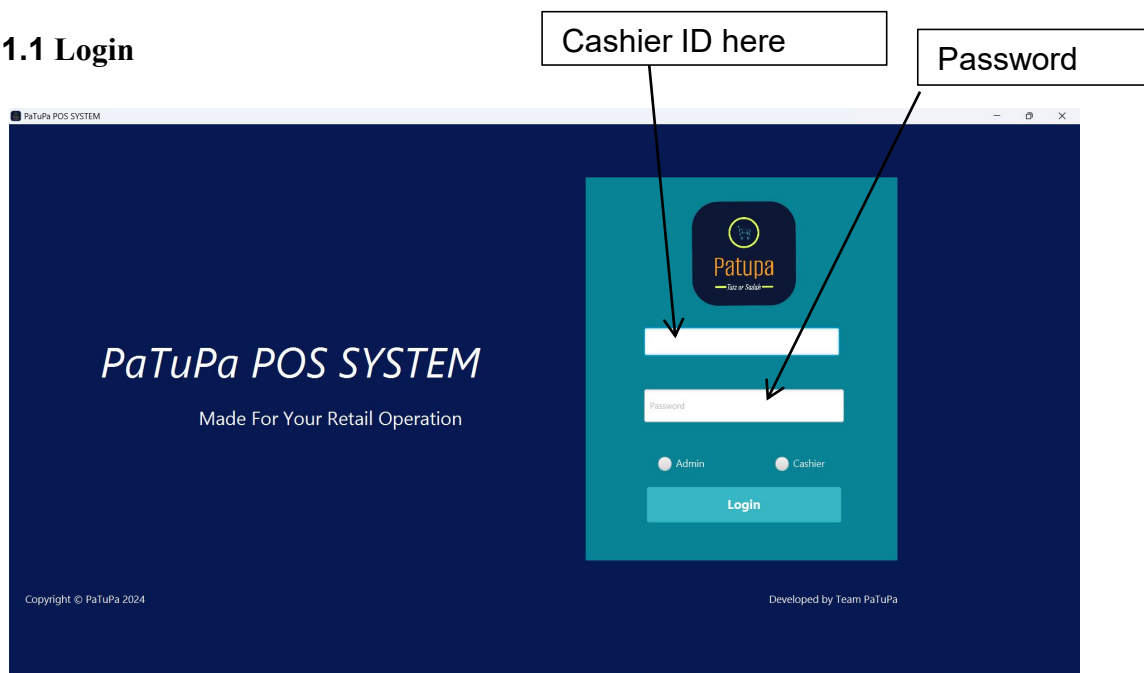


Figure (1.1) displays the login page.

Figure 1.1 is the login page for Patupa Pos System. This is the first page you see when you run the software. For cashiers who want to access the cashier panel, he/she has to select “Cashier” from the options provided. The cashier is to provide the required information, i.e. the cashier’s ID and password and then click “Login” to access the Cashier’s Panel.

1.2 Cashier Panel

PaTuPa POS SYSTEM

Current User: Benjamin Mensah Log Out

Search by product name or barcode Refresh Products

Barcode	Name	Category	Price (GHS)	Stock
203328378	Afase3	Abandoned	7.0	8
874873487	Ampesi	Locals	34.0	900
763267236732	Banku	Locals	34.0	172
203328354	Cokasco	Snacks	55.89	4
203328354	Coke	Snacks	10.6	85
63777473553	Diasa Bitters	Locals	12.67	159
63777473553	Diasa Bitters	Locals	12.5	165
6377	Eagle Drink	Ga Mankye	12.0	9
2033283	Fanta	Beverages	20.0	25
02783363	Mako	Medications	45.0	92
37478485969	Meat Pie	Snacks	10.0	193

Barcode	Name	Price	Quantity	Disco...	Total Amount
763267236732	Banku	34.0	2	0.0	68.0
203328354	Cokasco	55.89	1	0.0	55.89

Total: 123.89 Pay Only

Pay Amount: 4323 Pay & Print

Change: 4199.11

Figure (1.2), the cashier Panel.

In the cashier panel, the cashier can, sell item, delete item which is to be sold at the moment, search item, refresh products, and print receipts of sold items.

For the cashier to log out her from her account, the cashier will need to click the “Log out” button at the top right corner of the page. A pop up is displayed to verify the action as shown in figure(1.3) below. The cashier is then taken back to the login page .(figure(1.1))

PaTuPa POS SYSTEM

Current User: Benjamin Mensah Log Out

Search by product name or barcode Refresh Products

Barcode	Name	Category	Price (GHS)	Stock
203328378	Afase3	Abandoned	7.0	8
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203328354	Cokasco	Snacks	55.89	4
203328354	Coke	Snacks	10.6	85
63777473553	Diasa Bitters	Locals	12.67	159
63777473553	Diasa Bitters	Locals	12.5	165
6377	Eagle Drink	Ga Mankye	12.0	9
2033283	Fanta	Beverages	20.0	25
02783363	Mako	Medications	45.0	92
37478485969	Meat Pie	Snacks	10.0	193

Barcode	Name	Price	Quantity	Disco...	Total Amount
763267236732	Banku	34.0	2	0.0	68.0
X 1328354	Cokasco	55.89	1	0.0	55.89

Total: 123.89 Pay Only

Pay Amount: 4323 Pay & Print

Change: 4199.11

Logout

You will be logged out of the program

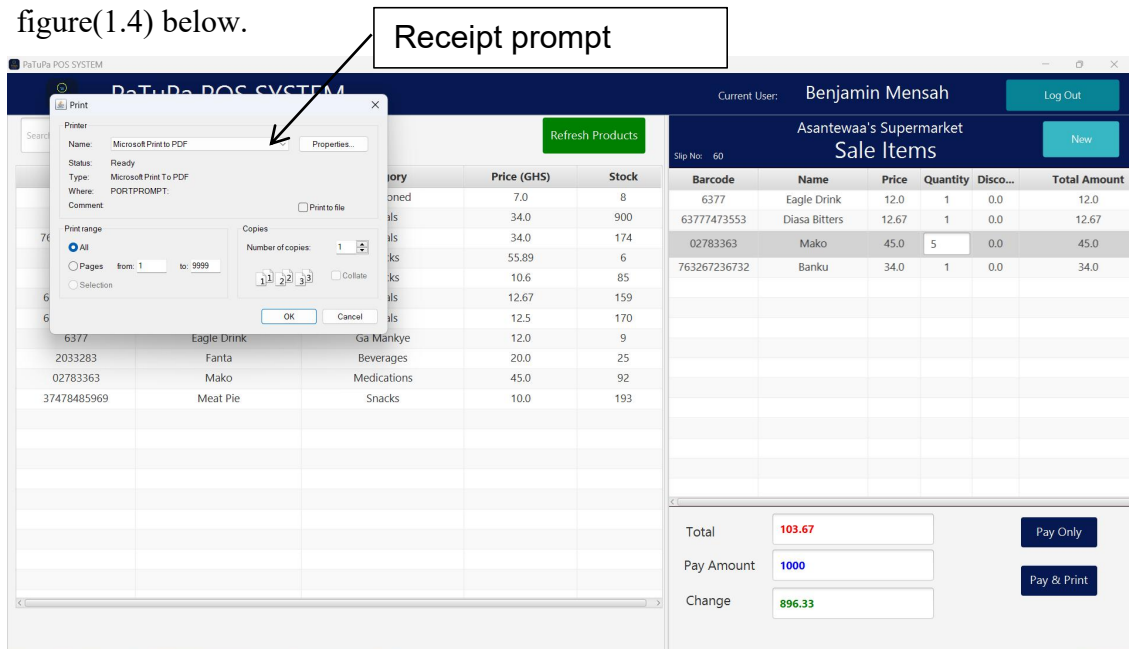
Are you sure you want to logout?

OK Cancel

Log out prompt

Figure(1.3) This displays the logout prompt.

Also the “Pay & Print”. This button is the button to click at the final stage of the sale i.e. when you enter the pay amount from. “Pay & Print” button provides you the receipt for the current sale. After clicking “ pay & print” button, a pop up menu is displayed for the cashier to confirm the print action as shown in figure(1.4) below.



Figure(1.4), the print prompt.

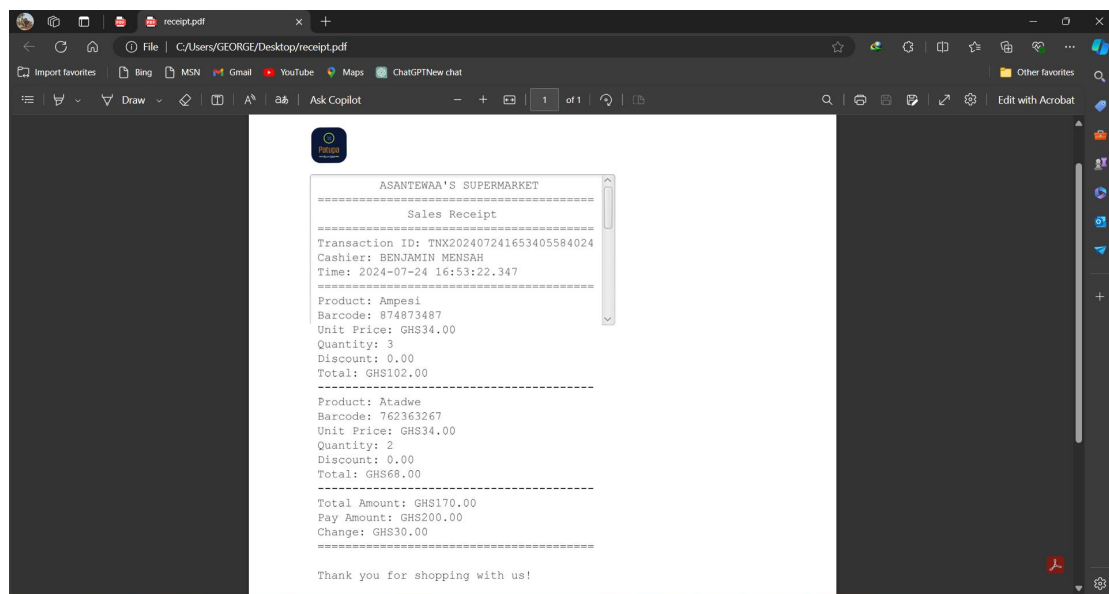


Figure (1.5). A screenshot of how the receipt looks.

For the “new” button, it is the button to renew the sale i.e. when you have completely sold the item and you want to make the new sale, you have to click the “new” button in order to clear the contents in the “sale items” table.

1.3 Selling product items

For the cashier to sell an item, he/she “double clicks” the item to be sold in the table on the left hand side of the cashier panel. When an item is “double clicked” on a table row, the item appears in the “sale items” table, the table on the right hand side. The saved price of the item is then automatically computed based on the quantity to be sold.

If you want to change the quantity of the item, you can double click on the “quantity column” of the item and add the number of quantity and hit “enter” as shown in Figure (1.6).

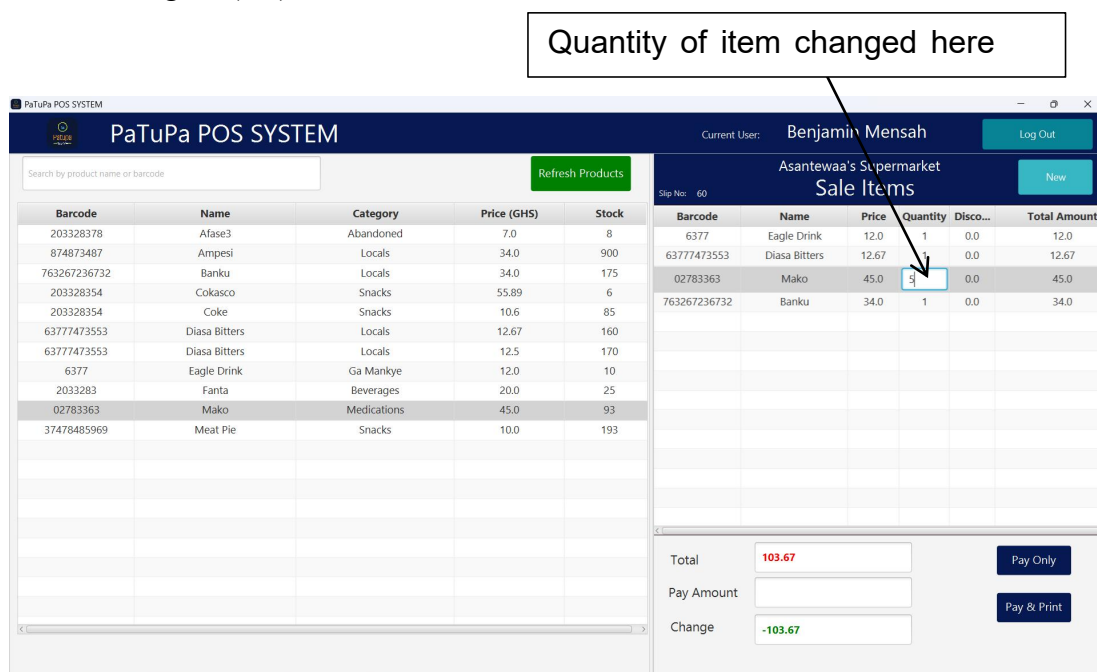


Figure (1.6)

The total amount of the sale will be automatically computed and shown in the total box under the “sale items” table. When you finish adding the items to the sale items table, you have to enter the “pay amount”, i.e the amount the customer is giving of the cash and hit “enter”. After that, the change will be automatically computed and shown in the “change” box under the “pay amount” box.

You then have to click the “print” button in order to save the information. The print receipt pop up menu is displayed next, click OK the print receipt of sale.

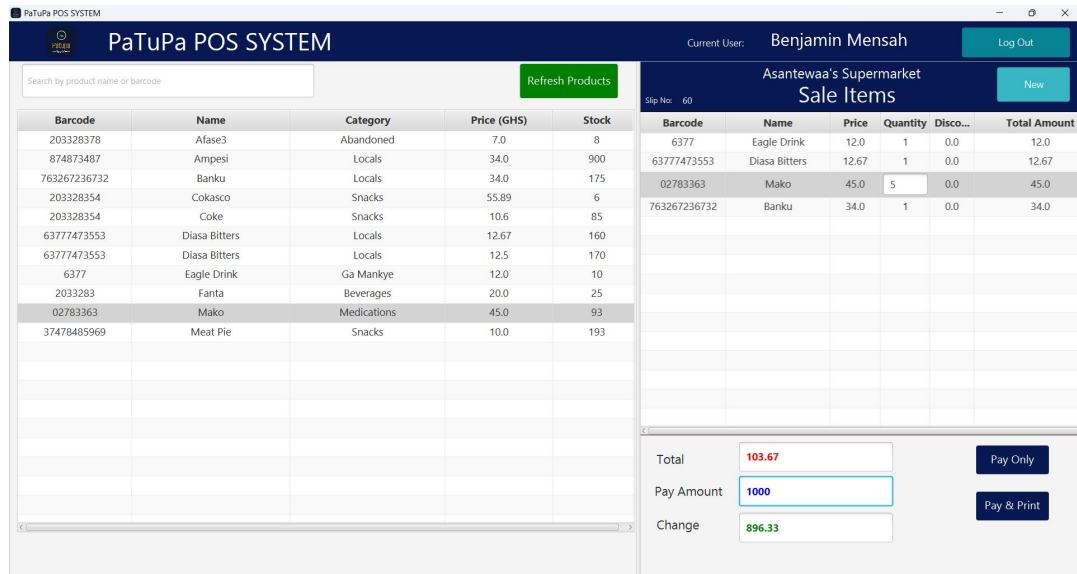


Figure (1.7)

To delete an item in the sale items table, you can simply click the row of the item and right click and select delete in the pop up menu that appears as shown Figure(1.8).

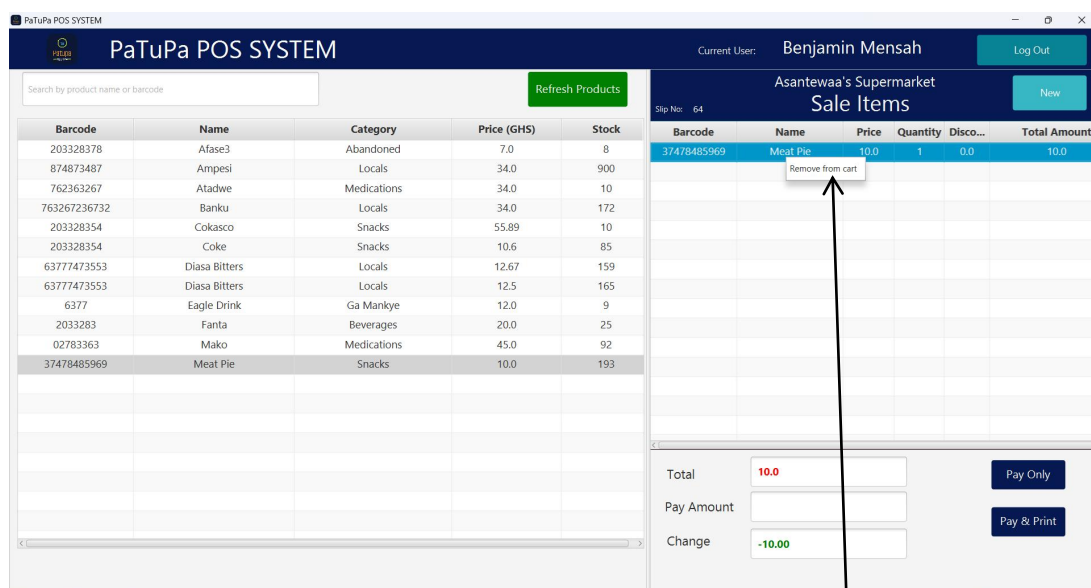


Figure (1.8)

The delete prompt

On selecting “delete” a confirmation box with the message “Are you sure to delete this item” as shown in Figure (1.9) appears. On selecting “OK” it will be deleted.

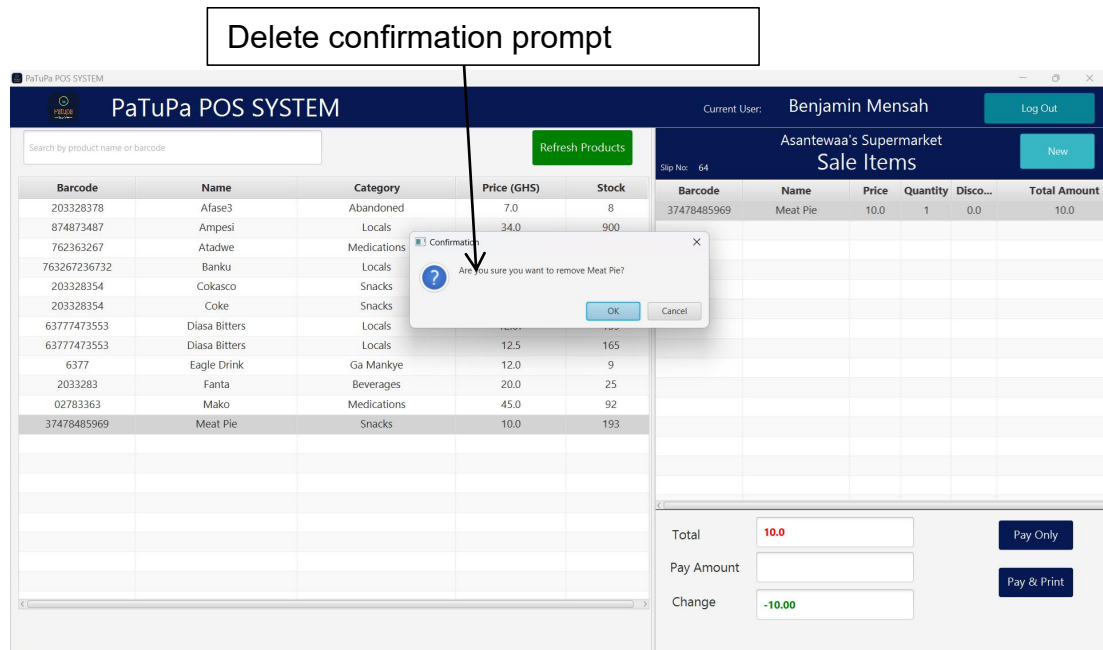


Figure (1.9)

1.4 Search Product Items

You can search product items by name or by product barcode. Figure (1.10) shows searching by name or searching by barcode in the provided search box.

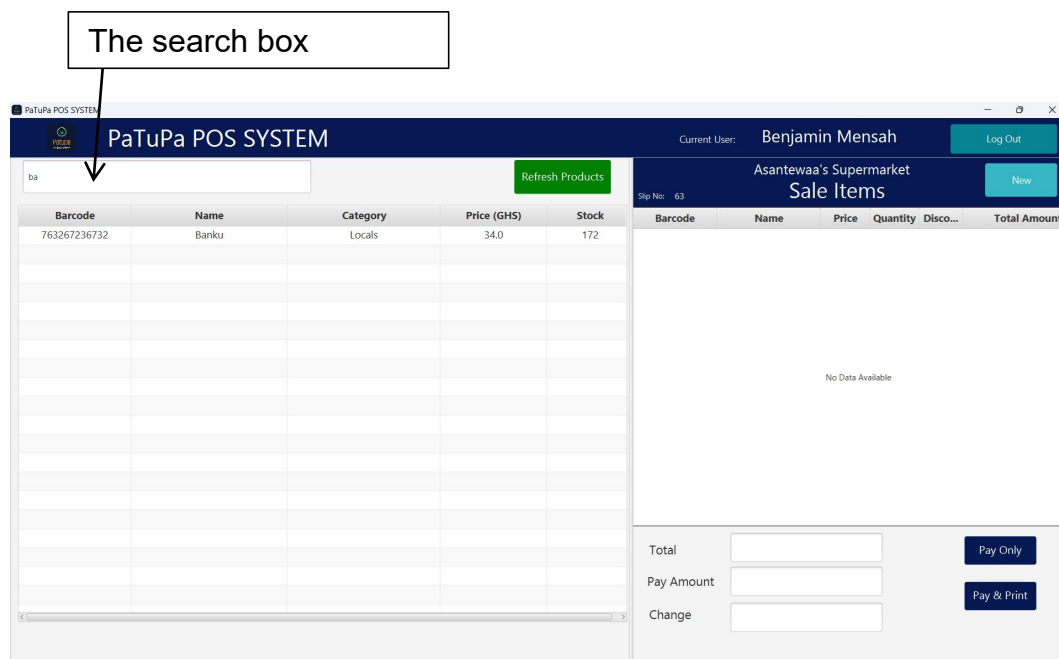


Figure (1.10) Search by name or barcode.

2. Admin Panel

2.1 Login Page

As explained for the Cashier Panel, the Admin, to also login must select “Admin” from the options provided, provide the necessary information, i.e., the Admin ID and password and click “Login” to access the admin panel as seen in Figure(2.1).

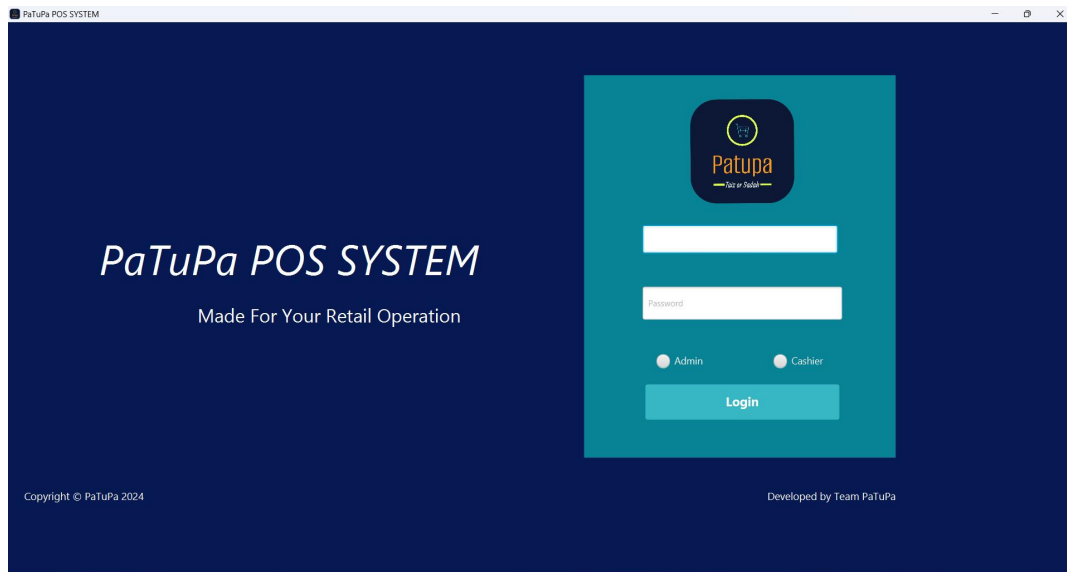


Figure (2.1) Login Page

2.2 Admin Panel (Manage Product Item)

In this panel, the system shows all the product items in the database as shown in Figure (2.2).

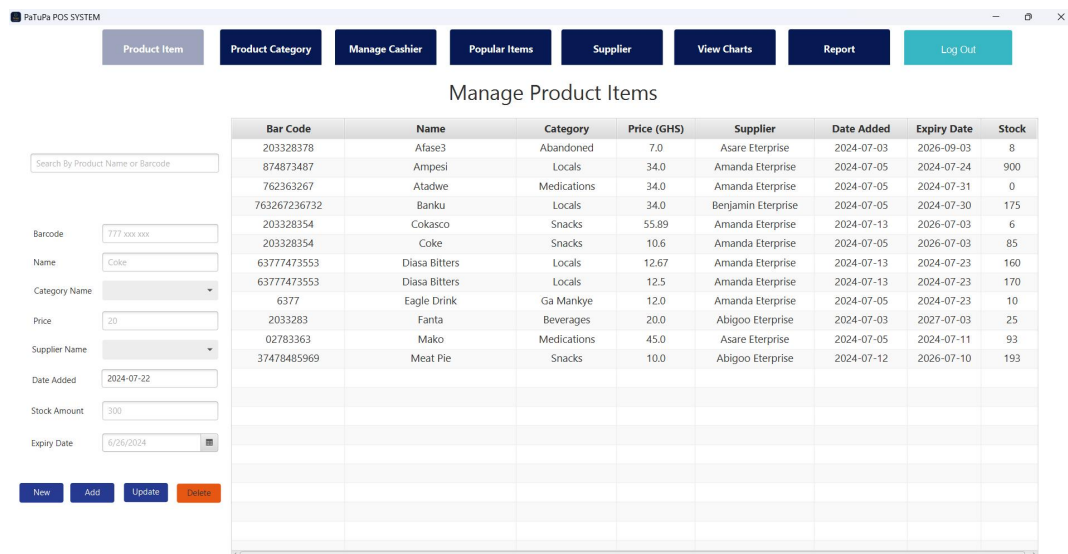


Figure (2.2)

You can search product items by name or by product barcode. You can also edit the product in this panel. To edit the product item, you “double click” the product item you want to edit, the data of that item then shows in the form on left hand side of the table. After editing the product item, click “update” button.

To add new product, you click the “new” button first to generate new product barcode. After filling all the data in the form, you then click “add” button.

To deleting the item, you can select the items you want to delete and “right click”. A “delete” pop up menu displays, you then click delete. A confirmation alert will then pop press “OK” to confirm deletion.

Note: You will need to fill the form based on the format provided in the text prompt of each box.

2.3 Manage Product Category

You can manage product category in this panel. To add a new category, you need to click the “new” button to generating new category id. And then, you need to add the category name and click “add” button.

Like the manage product items , when you want to edit the item, double click the item you want to edit, information about the item will then show in the form on the left hand side of the table. See figure(2.3)

PaTuPa POS SYSTEM

Product Item

Product Category

Manage Cashier

Popular Items

Supplier

View Charts

Report

Log Out

Manage Category

Search Category Name

Name

Abandoned

Beverages

Ga Mankye

Locals

Medications

Snacks

Date Created

2024-07-09

2024-07-03

2024-07-02

2024-07-09

2024-07-03

2024-07-02

Name

Medicine

Date Created

2024-07-22

New

Add

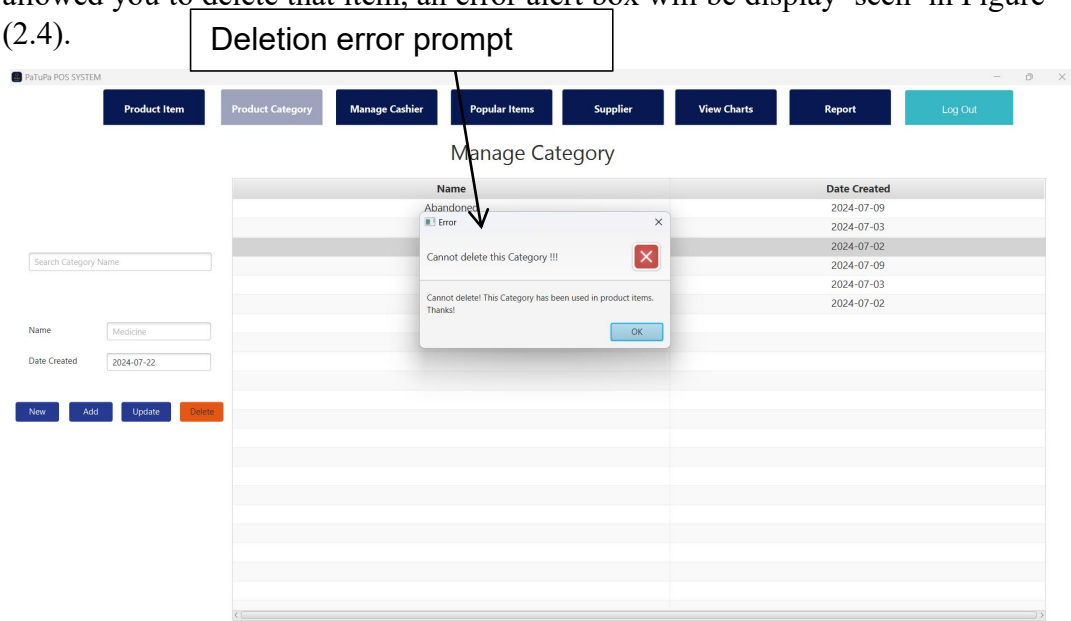
Update

Delete

Figure (2.3) Manage Product Category

If you want to delete the product category, you can select the item you want to delete and “right click”, when the “delete” pop up menu is appears, you then click on “delete”.

If the category you want to delete is linked with the product items, it will not be allowed you to delete that item, an error alert box will be display seen in Figure (2.4).



Figure(2.4) Error while deleting product category

2.4 Manage Cashier

You can manage cashier in this panel. As explained in the manage Product Item Panel, same actions can be done here, using same procedures. See Figure (2.5).

Note: email has to be in the format @mail.com.

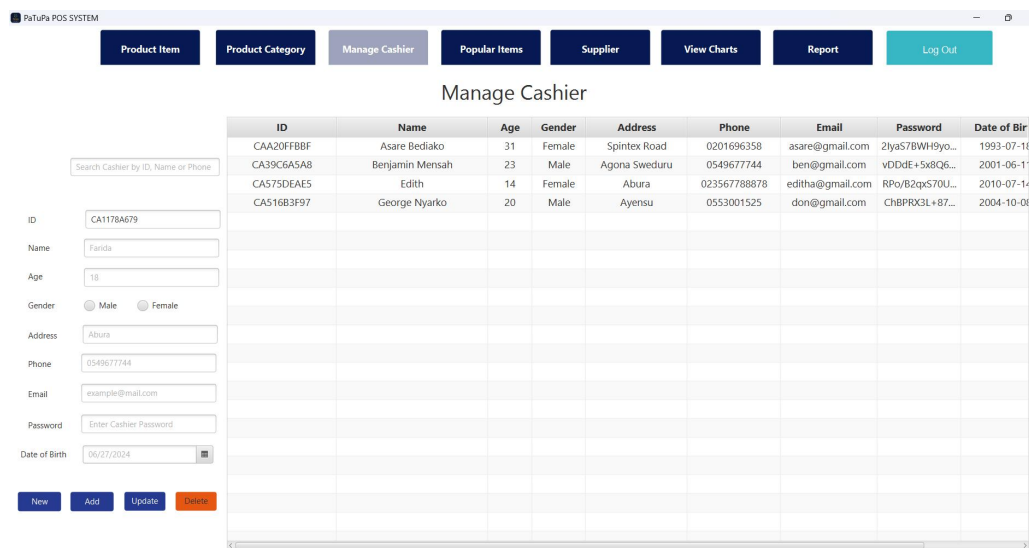


Figure (2.5).

2.5 Popular Item

In this panel, you can see the 25 most popular items in the store. The system generates items in descending order as their popularity. See in Figure (2.6).

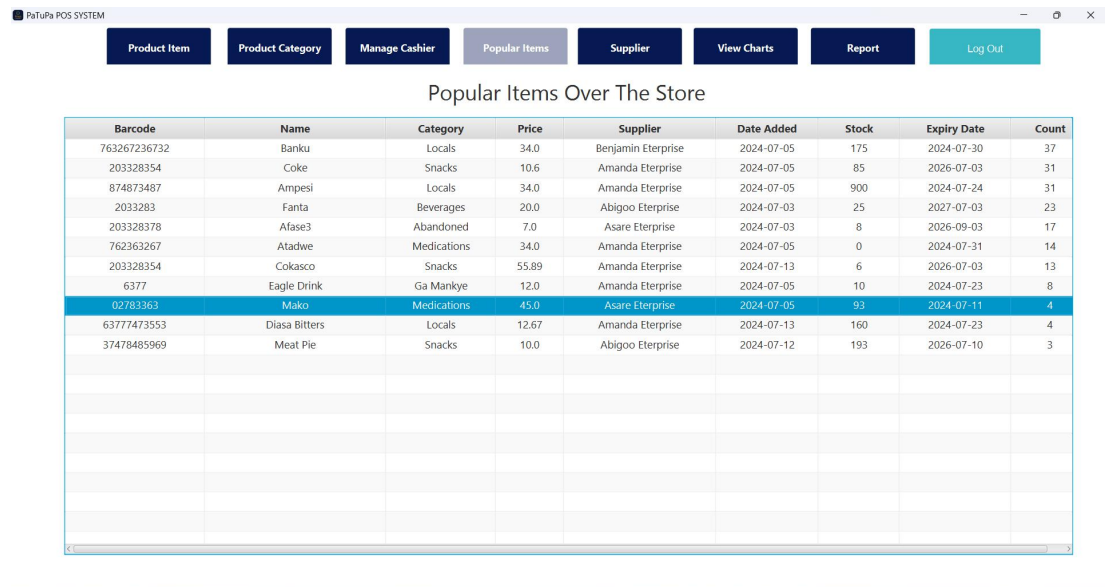


Figure (2.6) Popular Items View

2.6 Manage Supplier

In this panel you can manage supplier. As in the other panel, you can add, update, delete items.



Figure (2.7) Manage Supplier

But like the product category, if you delete the supplier that is linked with product items, you will not be allowed to delete it. See in Figure (2.4).

2.7 Chart View

In the chart view panel, 3 types of charts are provided. Each chart points different types of information. See Figure (2.8)

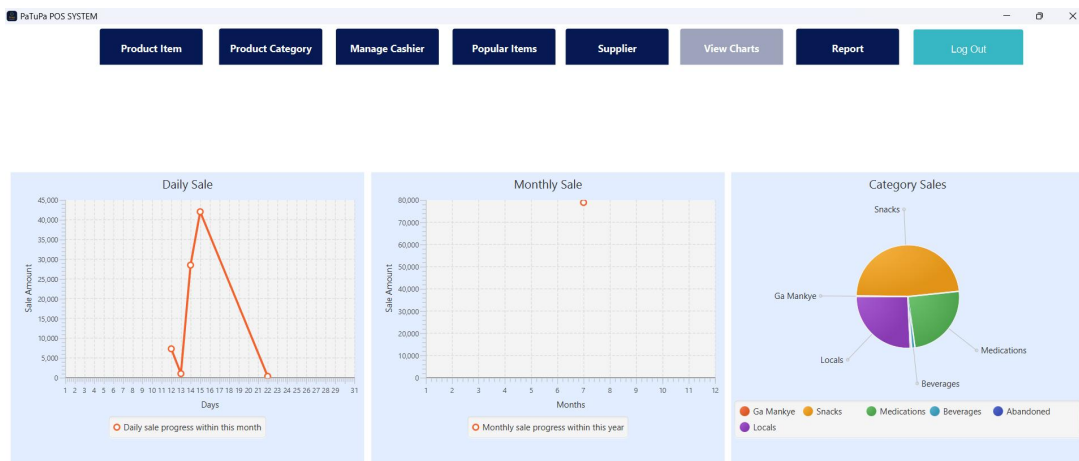


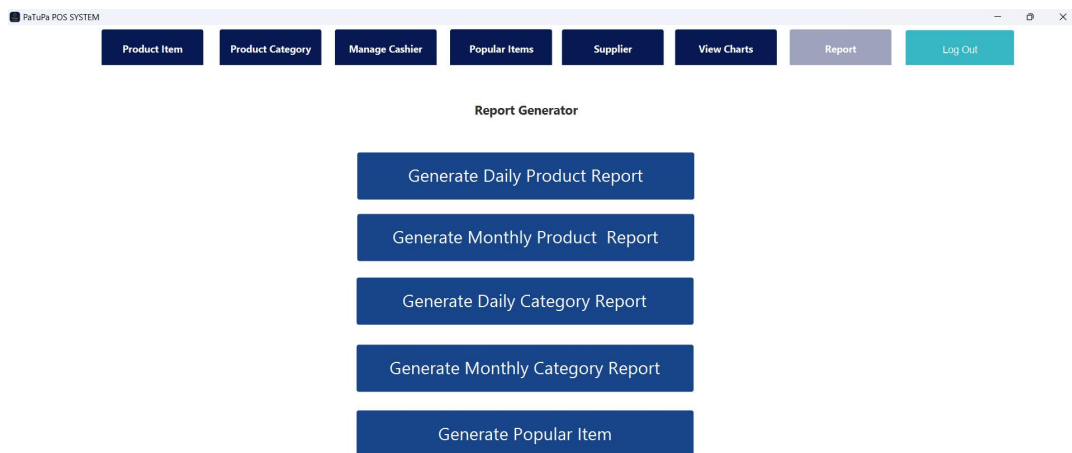
Figure (2.8) Chart View

1. **Daily Sale Chart :** This chart provides you the daily sale amount within this current month. The vertical line shows the amount of daily sale and the horizontal line indicates the days in the month. You can know the demand of your store by looking at this chart.
2. **Category Sales :** This chart shows which category in the store is the most selling category by using the pie chart.
3. **Monthly Sale :** Monthly sale chart provides monthly sale amount in the current year.

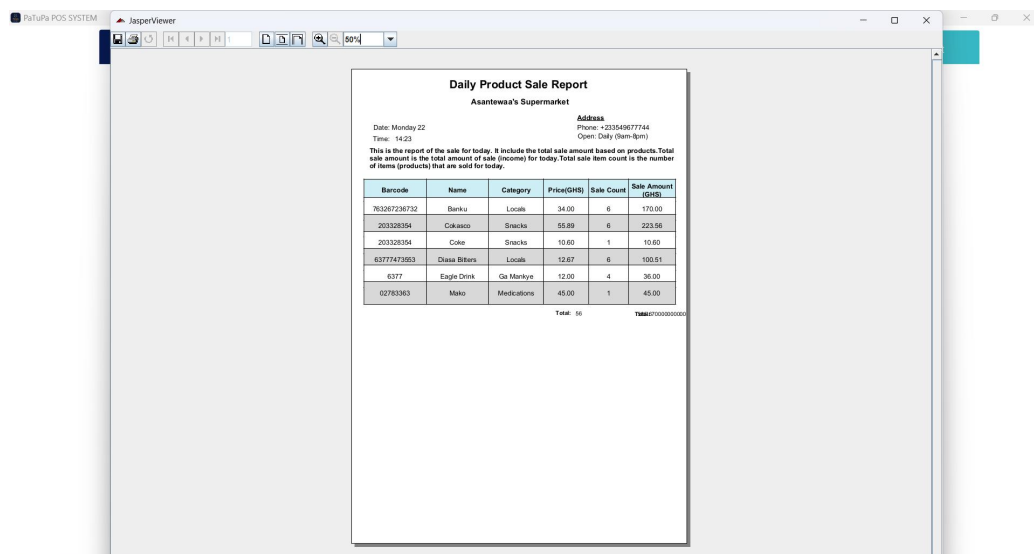
2.8 Report

This panel provides you with summary report of the store based on daily and monthly sales. You can generate them by clicking on any of the generate buttons in this panel based on what you want. See Figure(2.9).

After selecting your interest, the reports will be displayed in another user interface. These reports can saved as PDF files as well as could be printed like the receipt. See in Figure (2.10 and 2.11), which show some examples of generated reports.



Figure(2.9) Report Generation



Figure(2.10) Daily Sale Report

Patupa POS SYSTEM JasperViewer

Popular Item Report
Asantewaa's Supermarket

Date: Monday 22
Time: 14:24

Address
Phone: +233549877744
Open Daily (8am-8pm)

This is the report for popular items. It include top 25 products that has been purchased most.

Barcode	Name	Category	Price (GHS)	Supplier	Date Added	Stock	Expired Date	Count
763267236732	Beiku	Locals	34.00	Benjamin Enterprise	7/5/24, 12:00 AM	172	7/30/24, 12:00 AM	38
203328354	Coke	Snacks	10.60	Amanda Enterprise	7/5/24, 12:00 AM	85	7/3/26, 12:00 AM	31
874873487	Ampesi	Locals	34.00	Amanda Enterprise	7/5/24, 12:00 AM	900	7/24/24, 12:00 AM	31
2033283	Fanta	Beverages	20.00	Abigoo Enterprise	7/3/24, 12:00 AM	25	7/3/27, 12:00 AM	23
203328378	Atasol	Abandoned	7.00	Asare Enterprise	7/3/24, 12:00 AM	8	9/3/26, 12:00 AM	17
203328354	Cokasol	Snacks	55.89	Amanda Enterprise	7/13/24, 12:00 AM	4	7/3/26, 12:00 AM	15
762963267	Abazwe	Medications	34.00	Amanda Enterprise	7/5/24, 12:00 AM	0	7/11/24, 12:00 AM	14
6377	Eagle Drink	Ga Mankye	12.00	Amanda Enterprise	7/5/24, 12:00 AM	9	7/23/24, 12:00 AM	9
83777473583	Diasa Bites	Locals	12.67	Amanda Enterprise	7/13/24, 12:00 AM	159	7/23/24, 12:00 AM	6
02783363	Mako	Medications	45.00	Asare Enterprise	7/5/24, 12:00 AM	82	7/11/24, 12:00 AM	5

Figure(2.11) Popular Item Report

The Daily sale report shows total sale amount for that day, total sold item count, total number of cash paid customers, category sale (which shows each category sale for today), and product item sales (each of product sales are provided including their sale count and amount of sale). See sample in Figure (2.10).

***This guide serves as a tour on the Patupa Pos System to help navigate through the application.