

User Manual

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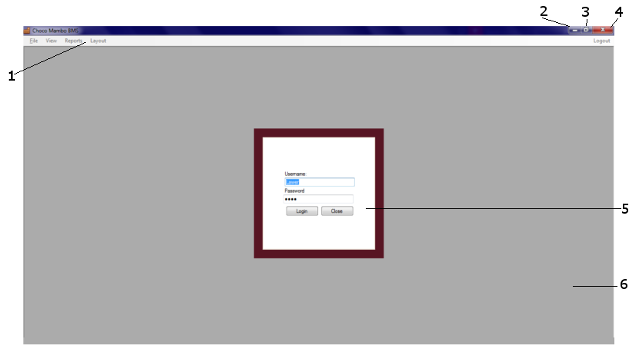
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# Overview

This guide describes the use and operation of Choco Mambo DB 3.2.



1. Menu Strip
2. Minimize button
3. Maximize button
4. Close Button
5. Login panel
6. Multi Display Interface

# Getting Started

Getting started is as easy as opening the program. Once opened simply enter your username and password provided by administration and click Login.

# Form Navigation

|  |  |
| --- | --- |
| Form | Navigation |
| New Employee | View > Employee > New |
| Find Employee | View > Employee > Find |
| New Customer | View > Customer > New |
| Find Customer | View > Customer > Find |
| New Supplier | View > Supplier > New |
| Find Supplier | View > Supplier > Find |
| New Product | View > Product > New |
| Find Product | View > Product > Find |
| New Raw Ingredient | View > Raw Ingredient > New |
| Find Raw Ingredient | View > Raw Ingredient > Find |
| New Sale | View > Sale > New |
| Find Sale | View > Sale > Find |
| New Order | View > Order > New |
| Find Order | View > Order > Find |
| Permissions | Admin> Permissions (Only if admin privileges are available) |

# Data Entry

## Employee Details

Create a new Employee

1. Open New Employee form (See Form Navigation)
2. Fill in all fields (All Fields Required)
3. Click the save Icon (Located on the menu strip)

Read Employee Details

1. Open Find Employee form (See Form Navigation)
2. Use search bar to find record
3. Double click on the record to be viewed

Update Employee Details

1. Open Find Employee form (See Form Navigation)
2. Use search bar to find record
3. Double click on the record to be viewed
4. Update required fields
5. Click the save Icon (Located on the menu strip)

Delete Employee

1. Open Find Employee form (See Form Navigation)
2. Use search bar to find record
3. Click the desired record to delete
4. Click the trash can Icon (Located on the menu strip)!!WARNING. This cannot be undone!!

## Customer Details

Create a new Customer

1. Open New Customer form (See Form Navigation)
2. Fill in all fields (All Fields Required)
3. Click the save Icon (Located on the menu strip)

Read Customer Details

1. Open Find Customer form (See Form Navigation)
2. Use search bar to find record
3. Double click on the record to be viewed

Update Customer Details

1. Open Find Customer form (See Form Navigation)
2. Use search bar to find record
3. Double click on the record to be viewed
4. Update required fields
5. Click the save Icon (Located on the menu strip)

Delete Customer

1. Open Find Customer form (See Form Navigation)
2. Use search bar to find record
3. Click the desired record to delete
4. Click the trash can Icon (Located on the menu strip)!!WARNING. This cannot be undone!!

## Supplier Details

Create a new Supplier

1. Open New Supplier form (See Form Navigation)
2. Fill in all fields (All Fields Required)
3. Click the save Icon (Located on the menu strip)

Read Supplier Details

1. Open Find Supplier form (See Form Navigation)
2. Use search bar to find record
3. Double click on the record to be viewed

Update Supplier Details

1. Open Find Supplier form (See Form Navigation)
2. Use search bar to find record
3. Double click on the record to be viewed
4. Update required fields
5. Click the save Icon (Located on the menu strip)

Delete Supplier

1. Open Find Supplier form (See Form Navigation)
2. Use search bar to find record
3. Click the desired record to delete
4. Click the trash can Icon (Located on the menu strip)!!WARNING. This cannot be undone!!

## Product Details

Create a new Product

1. Open New Product form (See Form Navigation)
2. Fill in all fields (All Fields Required)
3. Click the save Icon (Located on the menu strip)

Read Product Details

1. Open Find Product form (See Form Navigation)
2. Use search bar to find record
3. Double click on the record to be viewed

Update Product Details

1. Open Find Product form (See Form Navigation)
2. Use search bar to find record
3. Double click on the record to be viewed
4. Update required fields
5. Click the save Icon (Located on the menu strip)

Delete Product

1. Open Find Product form (See Form Navigation)
2. Use search bar to find record
3. Click the desired record to delete
4. Click the trash can Icon (Located on the menu strip)!!WARNING. This cannot be undone!!

## Raw Ingredient Details

Create a new Raw Ingredient

1. Open New Raw Ingredient form (See Form Navigation)
2. Fill in all fields (All Fields Required)
3. Click the save Icon (Located on the menu strip)

Read Raw Ingredient Details

1. Open Find Raw Ingredient form (See Form Navigation)
2. Use search bar to find record
3. Double click on the record to be viewed

Update Raw Ingredient Details

1. Open Find Raw Ingredient form (See Form Navigation)
2. Use search bar to find record
3. Double click on the record to be viewed
4. Update required fields
5. Click the save Icon (Located on the menu strip)

Delete Raw Ingredient

1. Open Find Raw Ingredient form (See Form Navigation)
2. Use search bar to find record
3. Click the desired record to delete
4. Click the trash can Icon (Located on the menu strip)!!WARNING. This cannot be undone!!

## Permissions

Create New Permission

1. Open the permissions form (See Form Navigation)
2. Select Username from dropdown list (Located in top right hand corner)
3. Select the same name in the first column
4. Select a permission from the second column
5. Select a form to apply the permission to.
6. Click the save Icon (Located on the menu strip)

Read Permission Details

1. Open the permissions form (See Form Navigation)
2. Select Username from dropdown list (Located in top right hand corner)

Update Permissions

1. Open the permissions form (See Form Navigation)
2. Select Username from dropdown list (Located in top right hand corner)
3. Update required fields
4. Click the save Icon (Located on the menu strip)

## Sale Details

Create New Sale

1. Open the New sale form (See Form Navigation)
2. Select a Customer from the Dropdown list in the “Customer Details” tab.
3. Select the “Sale” tab
4. Select a sale date and an expected shipping date
5. Select the sale manager from the dropdown list
6. Select a product from the dropdown list (Start typing in the box to quick select)
7. Enter a quantity
8. Click the “plus” button
9. Repeat steps 6-8 until all required products are added to the sale
10. Click the save Icon (Located on the menu strip)

Read Sale Details

1. Open the Find sale form (See Form Navigation)
2. Find the desired record
3. Double click on the record to be viewed

Update Sale Details

1. Open the Find sale form (See Form Navigation)
2. Find the desired record
3. Double click on the record to be viewed
4. Update required fields
5. Click the save Icon (Located on the menu strip)

Delete Sale Record

1. Open the Find sale form (See Form Navigation)
2. Find the desired record
3. Click the desired record to delete
4. Click the trash can Icon (Located on the menu strip)!!WARNING This cannot be undone!!

## Order Details

Create New Order

1. Open the New order form (See Form Navigation)
2. Select a Supplier from the Dropdown list in the “Supplier Details” tab.
3. Select the “Order” tab
4. Select a Order date and an expected delivery date
5. Select the Branch from the dropdown list
6. Select a product from the dropdown list (Start typing in the box to quick select)
7. Enter a quantity
8. Click the “plus” button
9. Repeat steps 6-8 until all required products are added to the order
10. Click the save Icon (Located on the menu strip)

Read Order Details

1. Open the Find Order form (See Form Navigation)
2. Find the desired record
3. Double click on the record to be viewed

Update Order Details

1. Open the Find Order form (See Form Navigation)
2. Find the desired record
3. Double click on the record to be viewed
4. Update required fields
5. Click the save Icon (Located on the menu strip)

Delete Order Record

1. Open the Find Order form (See Form Navigation)
2. Find the desired record
3. Click the desired record to delete
4. Click the trash can Icon (Located on the menu strip)!!WARNING This cannot be undone!!

# Troubleshoot

|  |  |
| --- | --- |
| Problem | Solution |
| Warning sign | Hover the mouse over the warning sign and a notification will appear explaining how to fix the error. Warning alert will stay until form is closed. |
| Unable to login | Check username and password are correct |
| Unable to save to database | Ensure database is closed before attempting to save to database |
| Old information in list | Close form and reopen |
| No products in new order form | Check to make sure a supplier is selected. |

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| --- | --- |
| Form View |  |
| Employee |  |
| Customer | C:\Users\Robert\Dropbox\OOP2_RobertKelly\ICAPRG527A\ChocoMambo\techDocument\img\UserManual\img_Customer.PNG |
| Supplier | C:\Users\Robert\Dropbox\OOP2_RobertKelly\ICAPRG527A\ChocoMambo\techDocument\img\UserManual\img_Supplier.PNG |
| Product | C:\Users\Robert\Dropbox\OOP2_RobertKelly\ICAPRG527A\ChocoMambo\techDocument\img\UserManual\img_Product.PNG |
| Raw Ingredient | C:\Users\Robert\Dropbox\OOP2_RobertKelly\ICAPRG527A\ChocoMambo\techDocument\img\UserManual\img_RawIngredient.PNG |
| Permissions | C:\Users\Robert\Dropbox\OOP2_RobertKelly\ICAPRG527A\ChocoMambo\techDocument\img\UserManual\img_Permissions.PNG |
| Sale | C:\Users\Robert\Dropbox\OOP2_RobertKelly\ICAPRG527A\ChocoMambo\techDocument\img\UserManual\img_Sale.PNG |
| Order | C:\Users\Robert\Dropbox\OOP2_RobertKelly\ICAPRG527A\ChocoMambo\techDocument\img\UserManual\img_Order.PNG |

# Document Control

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