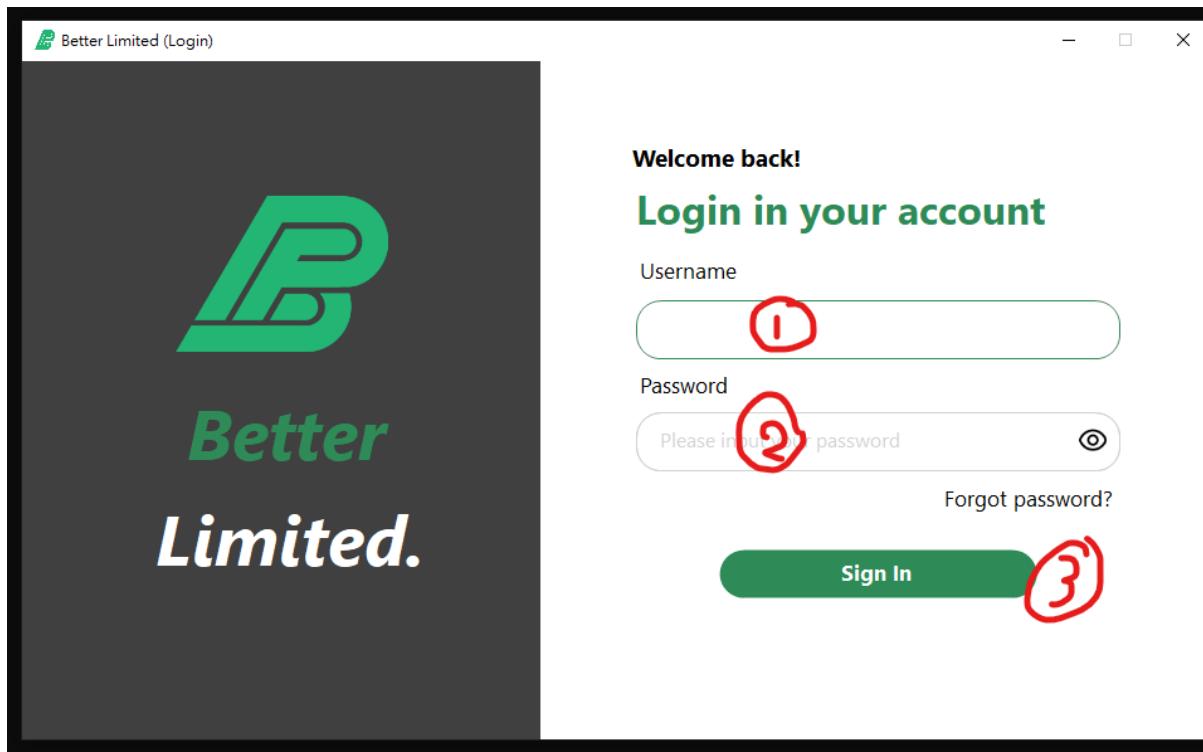


19. User Guide

This is a tutorial on

- Login
- Forget Password
- Place Order
- View Order
- Edit Order
- Print Order Receipt
- Cancel Order
- Handle Defect Item
- Handle and Track Delivery service
- Get Daily Appointment list
- Edit Stock Record
- Create Purchase Order
- Create Restock Request
- Inbound, Outbound
- Export Order Record List to CSV
- Create Stock Record
- Send Message
- Approve Purchase Order
- Approve Restock Order

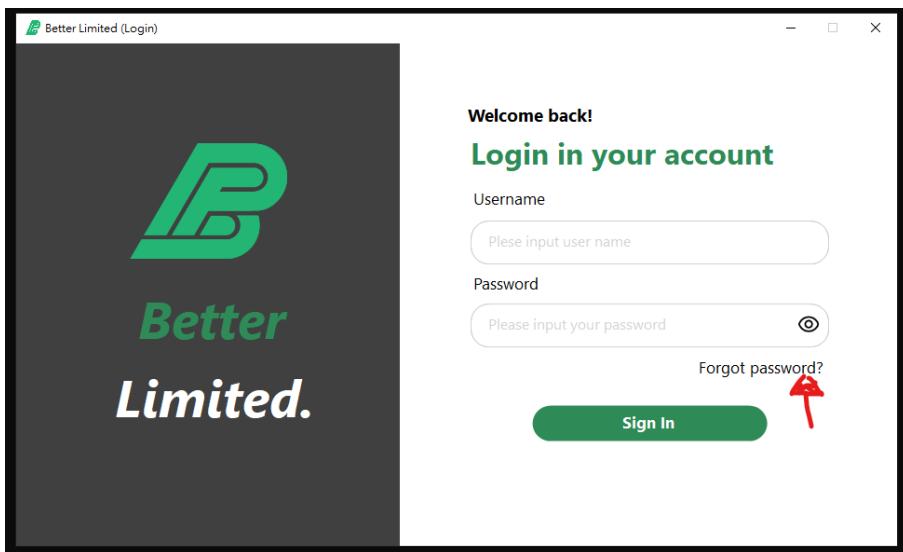
19.1 Login



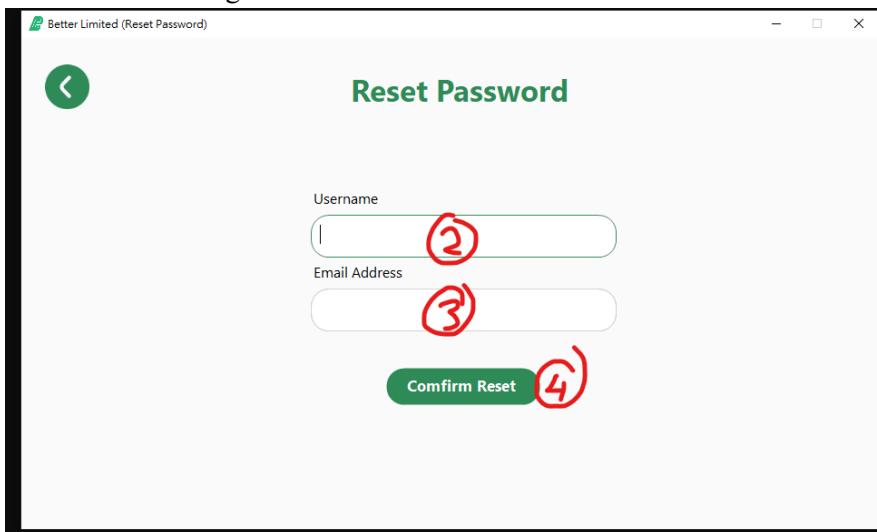
1. Enter Username in 1
2. Enter Password in 2

3. Click “Sign In”

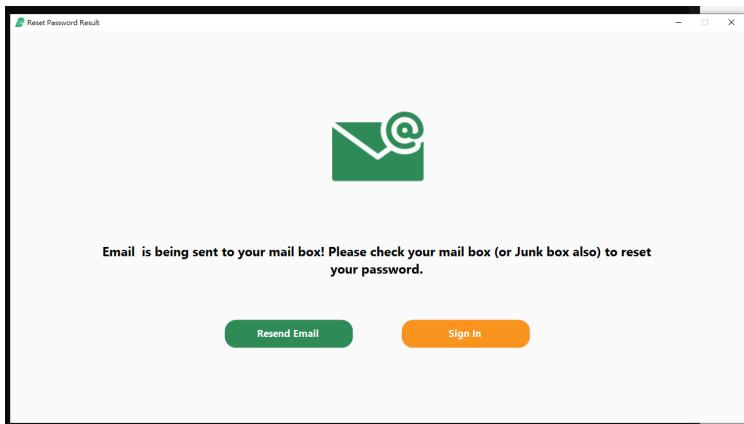
19.2 Forget Password



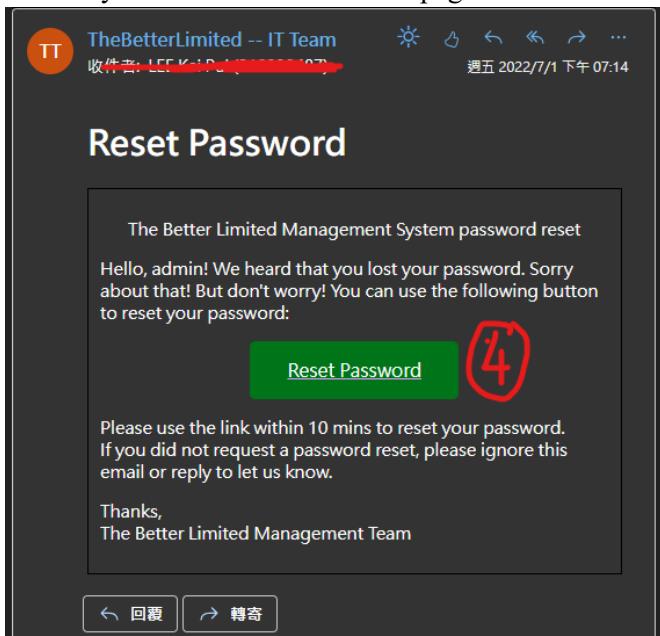
1. Click “Forget Password”



2. Enter your Username
3. Enter your email where inputted when setting up the account

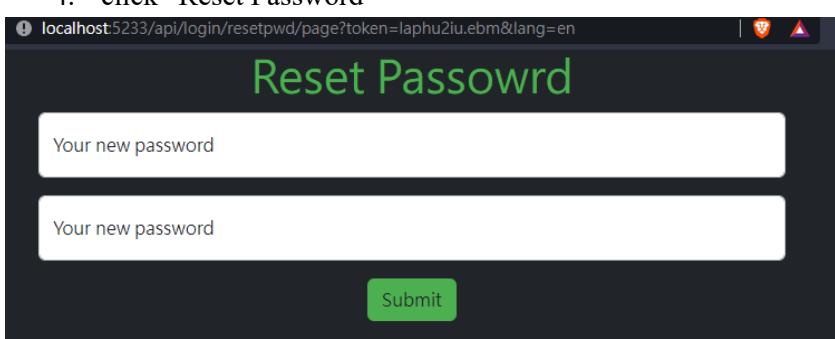


- you will be forward to this page. You can resend the email or go back to the login page.



- you will receive an email like this

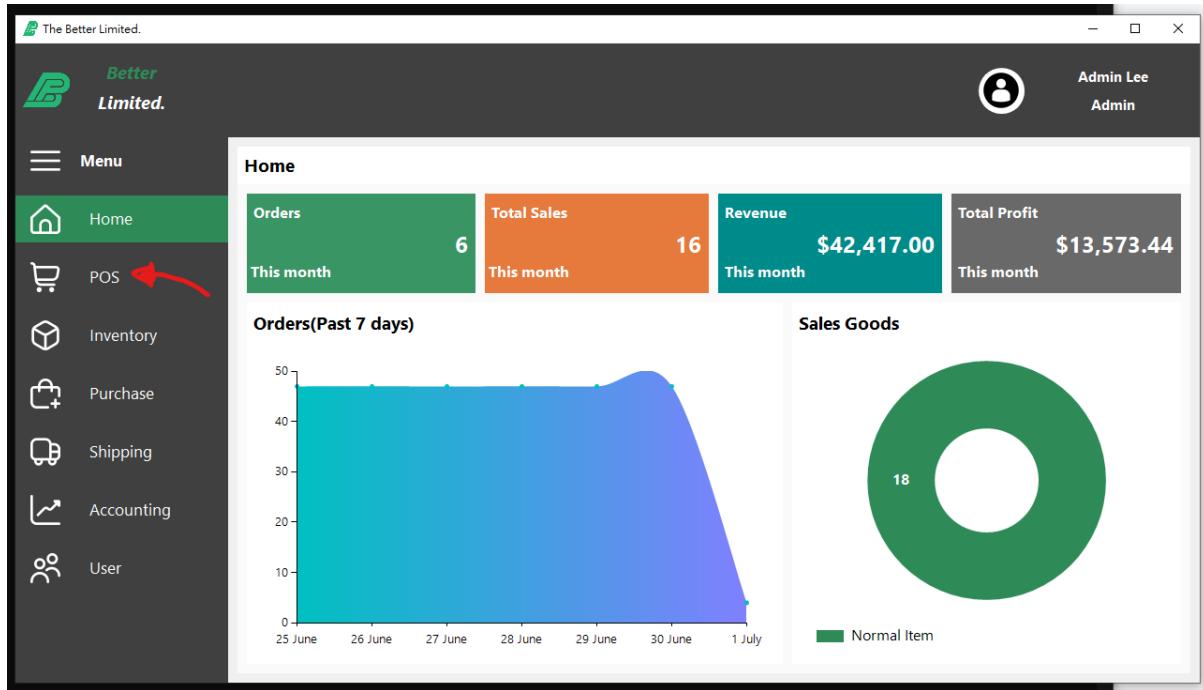
4. click “Reset Password”



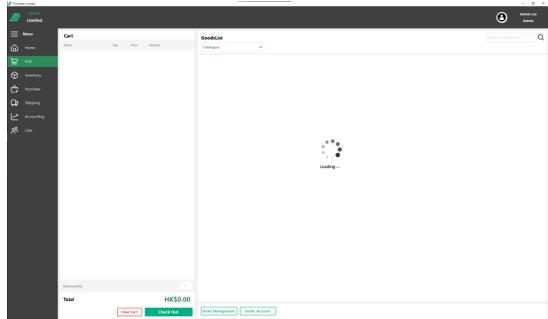
- you will be forward to a link

5. enter your new password two times

19.3 Place Order (normal order)



1. After you had logged in, Click “POS”



(Please wait a while to load the goods list)

2. Select goods from the GoodsList

The screenshot shows the 'GoodsList' section of a POS system. On the left, there's a sidebar with navigation links: Home, POS, Inventory, Purchase, Shipping, Accounting, and User. The main area has tabs for Cart, GoodsList, and Order Management. The GoodsList tab is active, displaying a grid of products. A red box highlights the product grid area. At the bottom, there are buttons for 'Clear Cart', 'Check Out', 'Order Management', and 'Settle Account'. The total value is shown as HK\$0.00.

This screenshot shows a detailed view of the selected product, 'APPLE Magic Mouse'. It includes a large image of the mouse, its product ID (COF1000012), catalogue (Computer and Office), GTIN code (4890000100144), price (\$729.00), size (Small), location (In Store), stock quantity (94), stock level (Normal), state (Normal), and a description: 'Magic Mouse is wireless and rechargeable with an optimised foot design that lets it glide smoothly across your desk.' There are also buttons for 'Cancel' and 'Add To Cart'. The background shows the same grid of products as the previous screenshot.

- The goods detail will be shown after you clicked

2.1 You can select a catalogue to filter the goods

The screenshot shows a POS interface with a sidebar containing 'POS' in green. The main area is titled 'Cart' with columns for Name, Qty, Price, and Remark. A search bar at the top right says 'Search by Keyword'. A red arrow points to a dropdown menu titled 'GoodsList' which is expanded to show categories like TV and Audio, Household and Personal, Washing Machine, etc. Below the dropdown is a grid of product thumbnails and details.

Name	Qty	Price	Remark
Midea MW-DK24FBP 1HP Window Type	1	\$1,000.00	
GENERAL AMWKF02C1 1HP Window Type Air Conditioner	1	\$700.00	
Mitsubishi Heavy SRK52ZEVH-S 1.5HP Inverter Wall Mount	1	\$1,000.00	
Mitsubishi Heavy MSC-LN25VPP 2.5 HP R22 Inverter	1	\$1,000.00	
Zanussi ZPMP09X2S Portable Air Conditioner	1	\$500.00	
Rasonic RC-SD8H 2HP INVERTER Window Type Air Conditioner	1	\$1,000.00	
Foster FR-E2A 2.5kW Window Type Air Conditioner	1	\$1,000.00	
Panasonic CS-CU24RKA 2.5HP Inverter Split Type	1	\$1,000.00	
Panasonic CS-CU24RKA 2.5HP Inverter Split Type	1	\$1,000.00	

Discount(%): Total: HK\$0.00 Clear Cart Check Out Order Management Settle Account

2.2 You can input a discount rate to add a discount to the order

This screenshot is similar to the previous one but shows a discount input field. The 'Discount(%):' field contains '0'. The total price is now '\$729.00'. A red arrow points to the 'Search by Keyword' button at the top right.

Name	Qty	Price	Remark
Midea MW-DK24FBP 1HP Window Type	1	\$1,000.00	
General AMWKF02C1 1HP Window Type Air Conditioner	1	\$700.00	
Mitsubishi Heavy SRK52ZEVH-S 1.5HP Inverter Wall Mount	1	\$1,000.00	
Mitsubishi Heavy MSC-LN25VPP 2.5 HP R22 Inverter	1	\$1,000.00	
Zanussi ZPMP09X2S Portable Air Conditioner	1	\$500.00	
Rasonic RC-SD8H 2HP INVERTER Window Type Air Conditioner	1	\$1,000.00	
Foster FR-E2A 2.5kW Window Type Air Conditioner	1	\$1,000.00	
Panasonic CS-CU24RKA 2.5HP Inverter Split Type	1	\$1,000.00	

Discount(%): Total: \$729.00 Clear Cart Check Out Order Management Settle Account

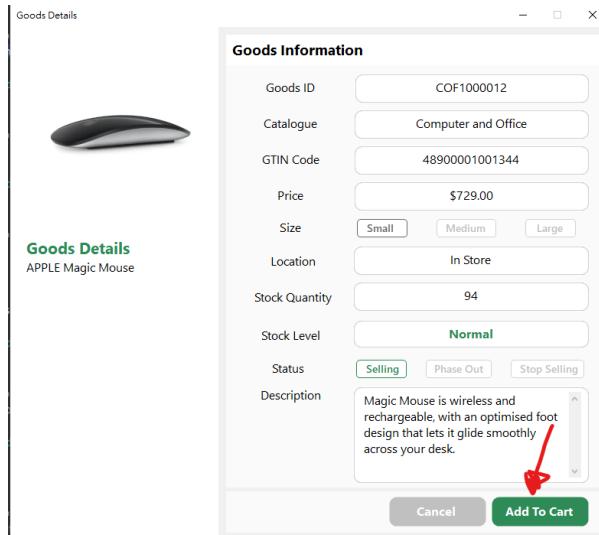
2.3 You can input GTIN code to search particular goods and click search button

This screenshot shows a search input field where 'GTIN' has been typed. A red arrow points to the magnifying glass search icon. The total price is '\$0.00'.

Name	Qty	Price	Remark
Midea MW-DK24FBP 1HP Window Type	1	\$1,000.00	
General AMWKF02C1 1HP Window Type Air Conditioner	1	\$700.00	
Mitsubishi Heavy SRK52ZEVH-S 1.5HP Inverter Wall Mount	1	\$1,000.00	
Mitsubishi Heavy MSC-LN25VPP 2.5 HP R22 Inverter	1	\$1,000.00	
Zanussi ZPMP09X2S Portable Air Conditioner	1	\$500.00	
Rasonic RC-SD8H 2HP INVERTER Window Type Air Conditioner	1	\$1,000.00	
Foster FR-E2A 2.5kW Window Type Air Conditioner	1	\$1,000.00	
Panasonic CS-CU24RKA 2.5HP Inverter Split Type	1	\$1,000.00	
Panasonic CS-CU24RKA 2.5HP Inverter Split Type	1	\$1,000.00	

Discount(%): Total: \$0.00 Clear Cart Check Out Order Management Settle Account

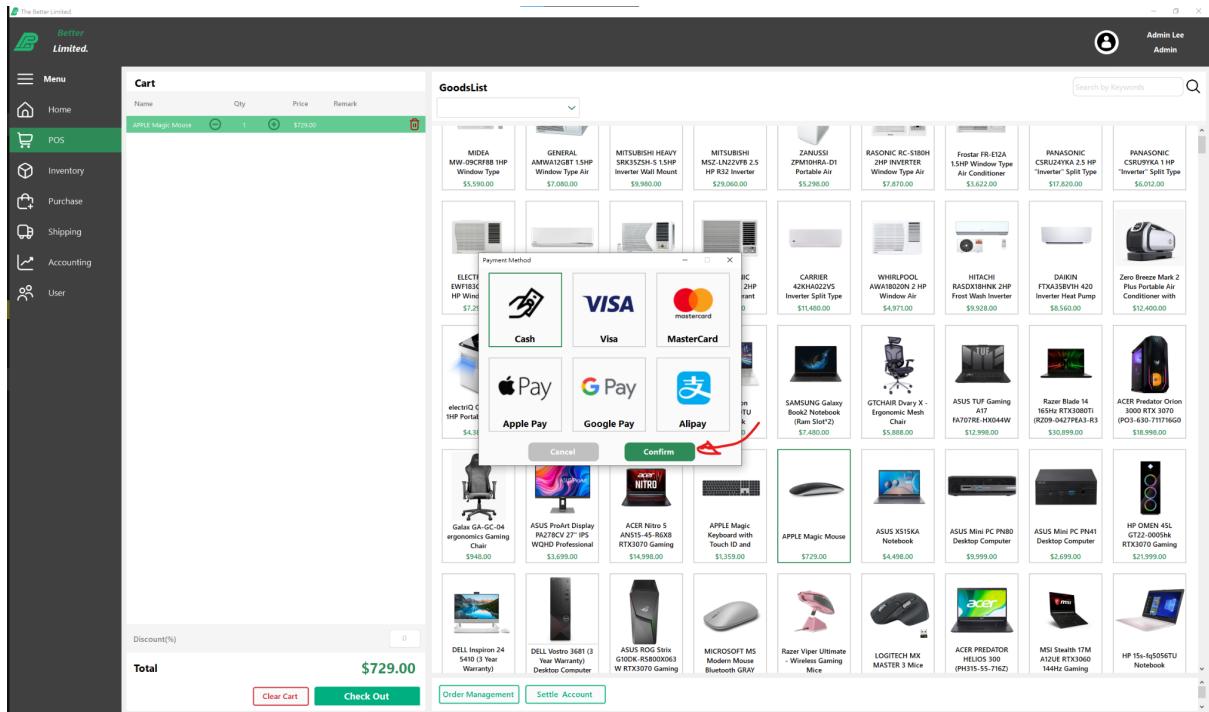
3. Add the item to the cart



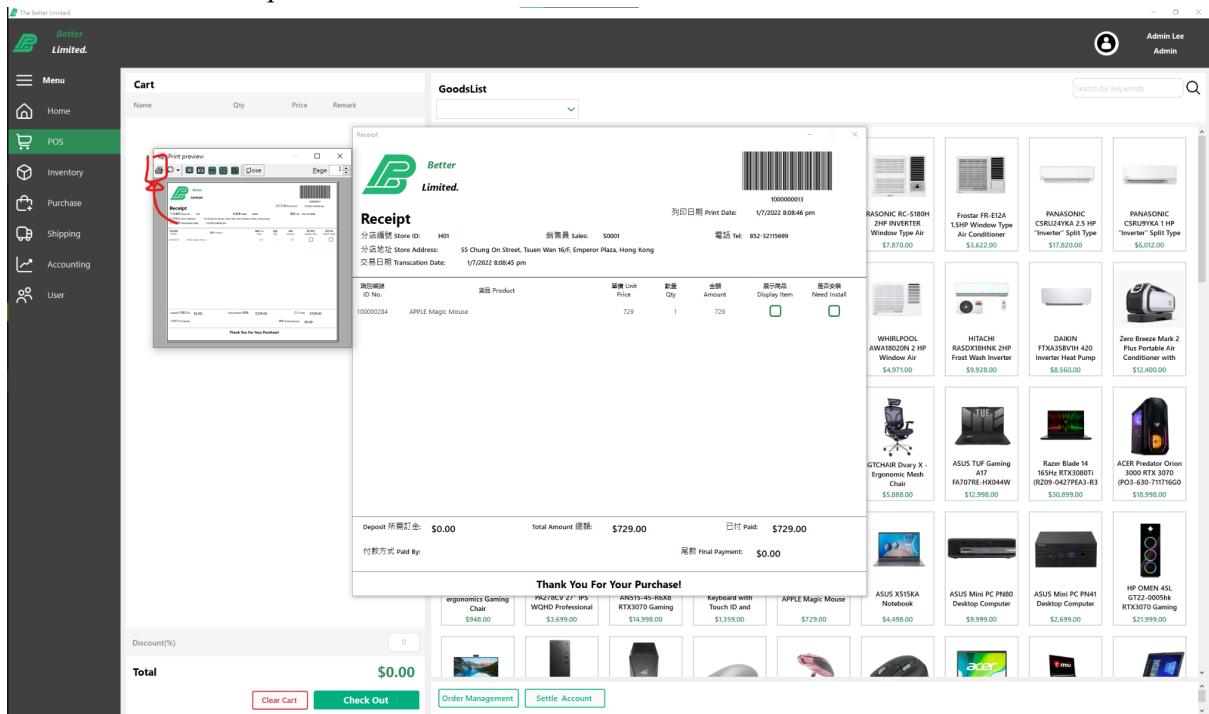
- the item will appear in the cart

4. Click “Checkout” to checkout

5. Select one payment method and click confirm

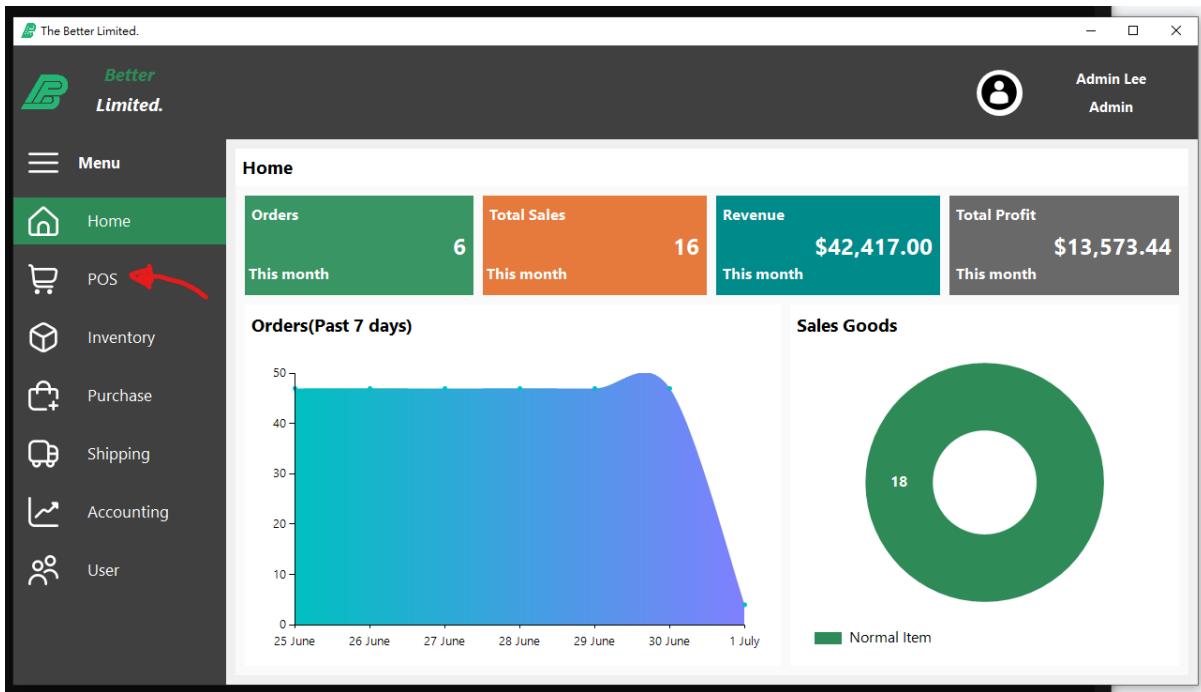


6. Print the receipt

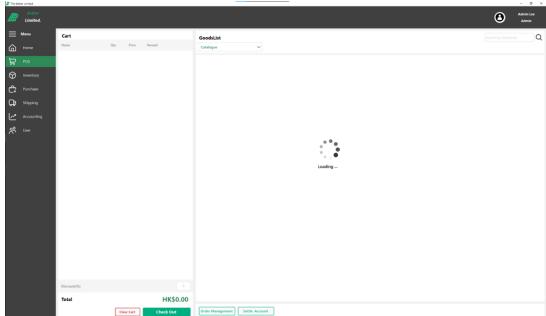


7. Close the dialog after the receipt is printed

19.4 Place Order (order with delivery and installation service)



1. After you had logged in, Click “POS”



(Please wait a while to load the goods list)

2. Select goods from the GoodsList

The screenshot shows the 'GoodsList' section of a POS system. On the left, there's a sidebar with 'POS' selected, and a 'Cart' section showing a total of HK\$0.00. The main area is titled 'GoodsList' and contains a grid of product thumbnails. Each thumbnail includes the product name, model number, and price. At the bottom of the grid, there are buttons for 'Clear Cart', 'Check Out', 'Order Management', and 'Settle Account'.

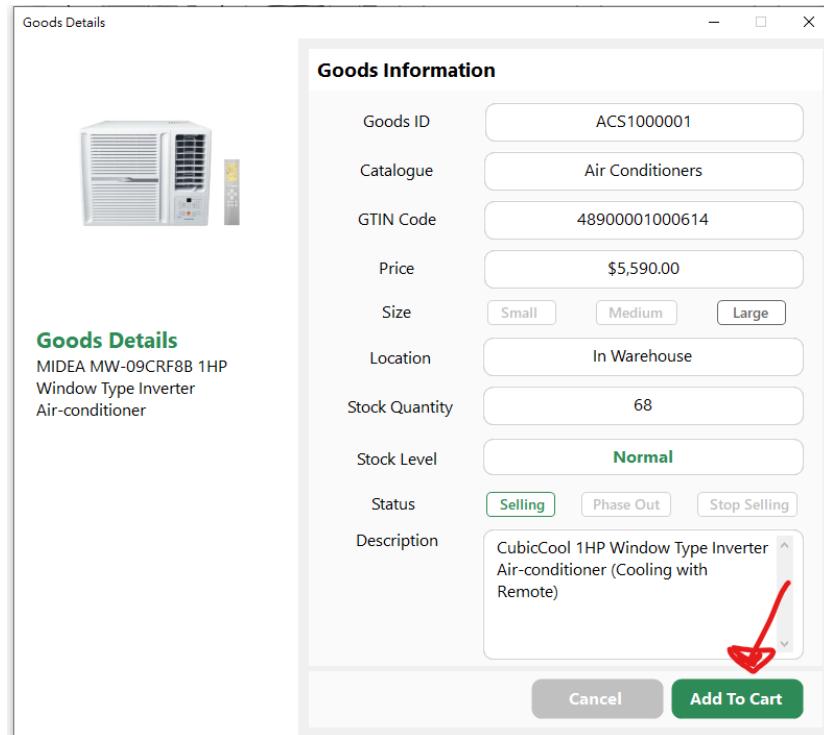
This is a detailed view of a specific product from the grid. The window is titled 'Goods Details' and has a sub-section titled 'Goods Information'. It displays the following details for the Midea air conditioner:

Goods ID	ACS1000001
Catalogue	Air Conditioners
GTIN Code	48900001000614
Price	\$5,590.00
Size	<input type="radio"/> Small <input checked="" type="radio"/> Medium <input type="radio"/> Large
Location	In Warehouse
Stock Quantity	68
Stock Level	Normal
Status	Selling Phase Out Stop Selling
Description	CubicCool 1HP Window Type Inverter Air-conditioner (Cooling with Remote)

At the bottom, there are 'Cancel' and 'Add To Cart' buttons. To the left of the information window, there's a smaller preview of the product image.

- Select a “Large” item as an example
- The goods detail will be shown after you clicked

3. Add the item to the cart

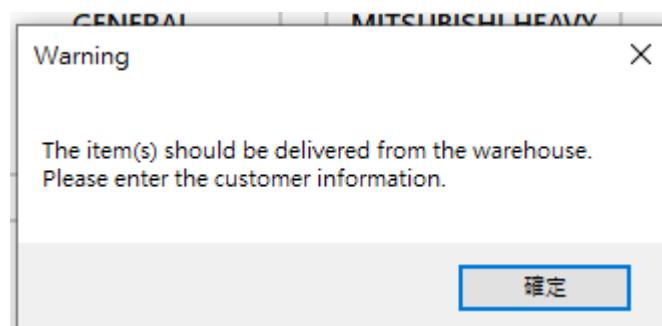


Name	Qty	Price	Reward
Midea MW-09CRF8B 1HP Window Type Inverter Air-conditioner	1	\$5,590.00	
Dell UltraSharp U2415M 24" Widescreen Monitor	1	\$729.00	
Total		\$729.00	

- the item will appear in the cart

4. Click “Checkout” to checkout

The screenshot shows the POS system's interface. On the left, there's a sidebar with 'Menu' and 'POS' selected. The main area has two tabs: 'Cart' and 'GoodsList'. The 'Cart' tab shows a single item: 'Midea MW-05CERB1HP Window Type' with a quantity of 1 and a price of \$1,590.00. Below it is a 'Discount(%)' input field and a 'Total' button labeled '\$729.00'. At the bottom are 'Clear Cart' and 'Check Out' buttons. The 'Check Out' button is highlighted with a red arrow. The 'GoodsList' tab displays a grid of various products like air conditioners, laptops, and mice. The 'Search by Keywords' bar at the top right is empty.



- A prompt dialog will be shown

5. Input customer Information, Session. And click “Save”

The screenshot shows the POS system's interface again. The 'Cart' tab now lists 'Midea MW-05CERB1HP Window Type' with a quantity of 1 and a price of \$1,590.00. The 'GoodsList' tab is visible on the right. In the center, a 'Customer Information' dialog box is open over the goods list. It contains fields for 'Name' (5.1), 'Phone' (5.2), and 'Delivery Address' (5.3). Below it, an 'Appointment' section has 'Delivery Service' (Date: 2022年 7月 2日, Session: Delivery 5.4) and 'Installation Service' (Date: 2022年 7月 2日, Session: Install 5.5). At the bottom of the dialog are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted with a red arrow. The 'Save' button is also present in the goods list grid.

The image consists of three side-by-side screenshots of a software window titled "Appointment-Info".

- Screenshot 1:** Shows a validation error for the "Delivery Service" field. A red box highlights the "Delivery Session" dropdown, and a tooltip message "Please enter a valid number" is displayed above it.
- Screenshot 2:** Shows a validation error for the "Phone" field. A red box highlights the "Phone" input field, which contains "s", and a tooltip message "Please enter a valid phone number" is displayed above it.
- Screenshot 3:** Shows a validation error for the "Delivery Address" field. A red box highlights the "Delivery Address" input field, which contains "sdf", and a tooltip message "Please enter delivery address" is displayed above it.

- Some error message will shown if the the input is invalid

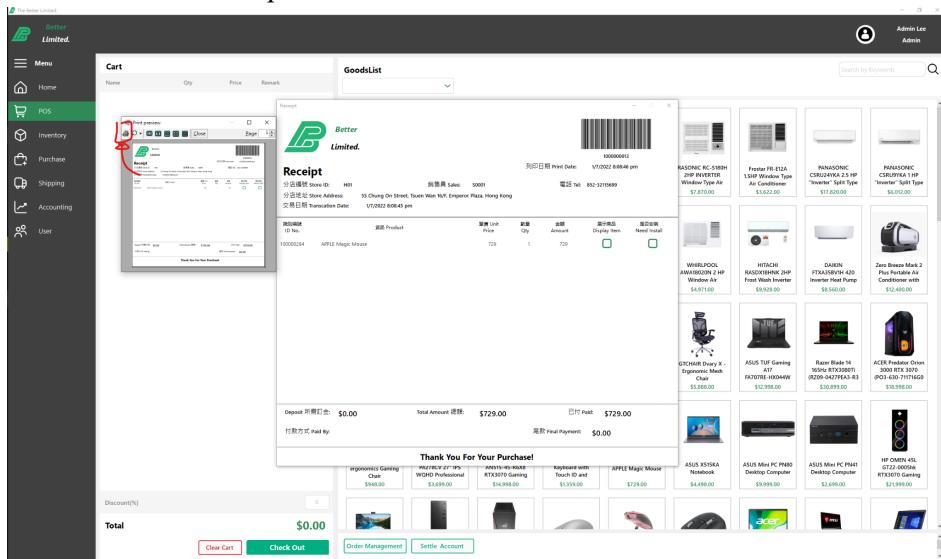
6. Select one payment method and click confirm

The image shows a screenshot of a POS system interface. On the left, there's a sidebar with navigation options: Home, POS (highlighted), Inventory, Purchase, Shipping, Accounting, and User. The main area has two tabs: "Cart" and "GoodsList".

Cart Tab: Displays a single item: "APPLE Magic Mouse" with a quantity of 1 and a price of \$729.00. Below the cart, there's a "Discount(%)" input field set to 0, and a "Total" label showing \$729.00. At the bottom are buttons for "Clear Cart", "Check Out" (highlighted in red), "Order Management", and "Settle Account".

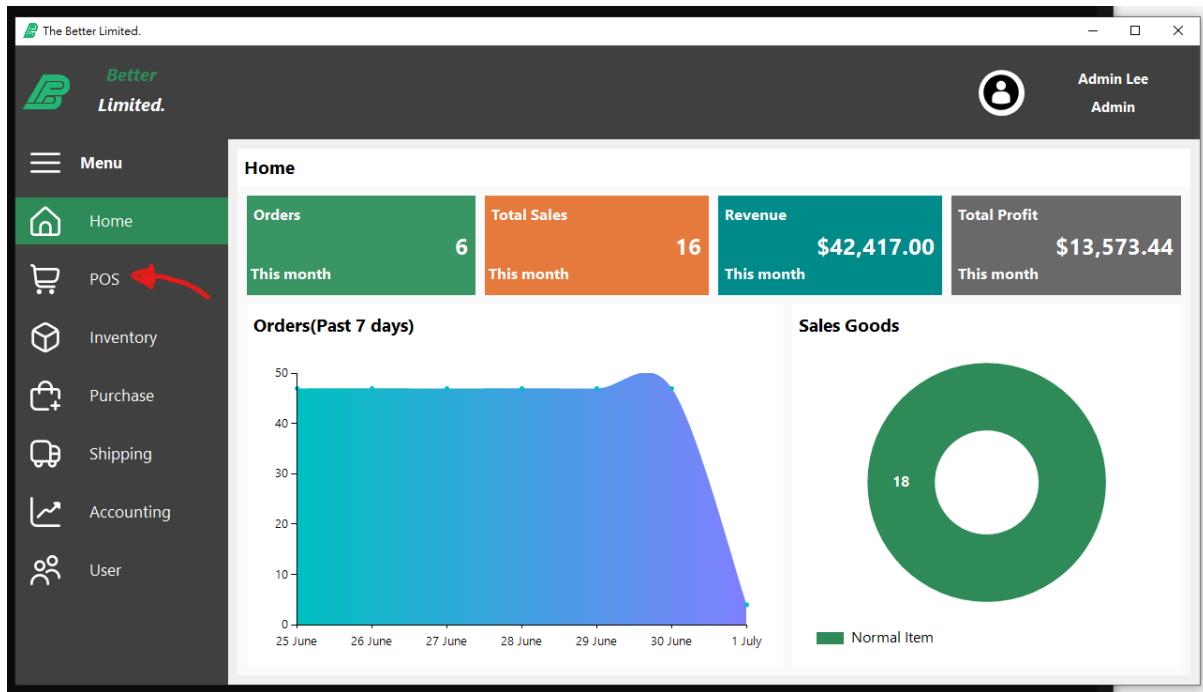
GoodsList Tab: Shows a grid of various products, including air conditioners, monitors, keyboards, and gaming chairs. In the center of the grid, there's a "Payment Method" section with icons for Cash, VISA, MasterCard, Apple Pay, Google Pay, and Alipay. A red arrow points from the "Check Out" button in the Cart tab to the "Confirm" button in the Payment Method section.

7. Print the receipt

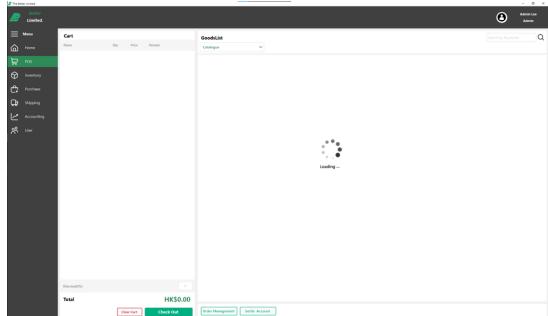


8. Close the dialogue after the receipt is printed

19.5 Place Order (order with delivery and installation service)



1. After you had logged in, Click “POS”



(Please wait a while to load the goods list)

2. Select goods from the GoodsList

The screenshot shows the 'GoodsList' section of a POS system. On the left, there's a sidebar with 'POS' selected, and a 'Cart' section at the top. The main area displays a grid of product thumbnails with their names and prices. A red box highlights the entire grid of products.

Name	Qty	Price	Remark
Midea MW-18KFRP 1HP Window Type Air Con	1	\$5,550.00	
GENERAL AMW12ES1 1.5HP Inverter Window Type Air Con	1	\$7,080.00	
MITSUBISHI HEAVY SRK20ZS-H 1.5HP Inverter Window Type Air Con	1	\$9,980.00	
MITSUBISHI MSZ-12N2VHR 2.5HP Inverter Wall Mount Air Con	1	\$29,300.00	
ZANUSSI ZPRAH105A-D1 1.5HP Inverter Window Type Air Con	1	\$1,298.00	
RASONIC RC-S10H 1.5HP INVERTER Window Type Air Con	1	\$7,070.00	
Foster FR-E12A 1.5HP Window Type Air Con	1	\$1,622.00	
PANASONIC CSU18RKA 2.5 HP Inverter Window Type Air Con	1	\$17,820.00	
PANASONIC CSU18RKA 1 HP Inverter Window Type Air Con	1	\$6,072.00	
ELECTROLUX EWTB240AW 2.0HP Portable Air Con	1	\$7,298.00	
GENERAL AWK12ES1 1.5HP Inverter Window Type Air Con	1	\$11,580.00	
MITSUBISHI HEAVY SRK20ZS-H 2HP Inverter Window Type Air Con	1	\$11,990.00	
PANASONIC CSU18RKA 2.5HP Inverter Window Type Air Con	1	\$10,552.00	
CARRIER 42REH025C-5 2.5HP Portable Air Con	1	\$11,480.00	
WHIRLPOOL AWK12E2DN 2.0HP Window Type Air Con	1	\$4,971.00	
HITACHI RASD09R2DN 1.5HP Front Inverter Air Con	1	\$9,325.00	
DAIKIN FTXA25RVM 2.5HP Inverter Heat Pump	1	\$1,565.00	
Zero Breeze Mark 2 Plus Portable Air Conditioner	1	\$12,400.00	
electEQ DIPAC-520 1HP Portable Air Con	1	\$4,390.00	
Westair MT50000C 0.8HP Portable Air Con	1	\$2,299.00	
ASUS Zenbook Pro 14-DW502TUA	1	\$10,499.00	
HP Pavilion 14-dw2020tu	1	\$4,999.00	
SAMSUNG Galaxy Book2 Notebook	1	\$7,490.00	
GTHAIR Dray X Ergonomic Mesh Chair	1	\$5,690.00	
ASUS TUF Gaming B570M-Plus WiFi	1	\$12,998.00	
Razer Blade 14 Gaming Laptop	1	\$10,899.00	
ASUS ROG Strix G15 Gaming (G531GU-AQ049T)	1	\$10,899.00	
ACER Predator Orion 3000 Gaming (PO3-620-71776G)	1	\$18,990.00	
Gala GA-GC_04 Ergonomic Gaming Chair	1	\$4,640.00	
ASUS Pro Display P249Q 24.1" WQHD Professional	1	\$1,699.00	
ACER Nitro 5 AN515-54	1	\$14,996.00	
ASUS Mag Mouse	1	\$1,510.00	
APPLE Magic Mouse	1	\$729.00	
ASUS X510KA Notebook	1	\$4,498.00	
ASUS Mini PC PN40 Desktop Computer	1	\$9,998.00	
ASUS Mini PC PN41 Desktop Computer	1	\$2,699.00	
HP OMEN 45L (O7X00000) RTX3070 Gaming	1	\$21,999.00	

Total: HK\$0.00

Buttons: Clear Cart, Check Out, Order Management, Settle Account

Goods Details
SONY Xperia 5 III Smartphone

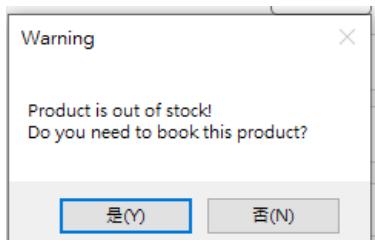
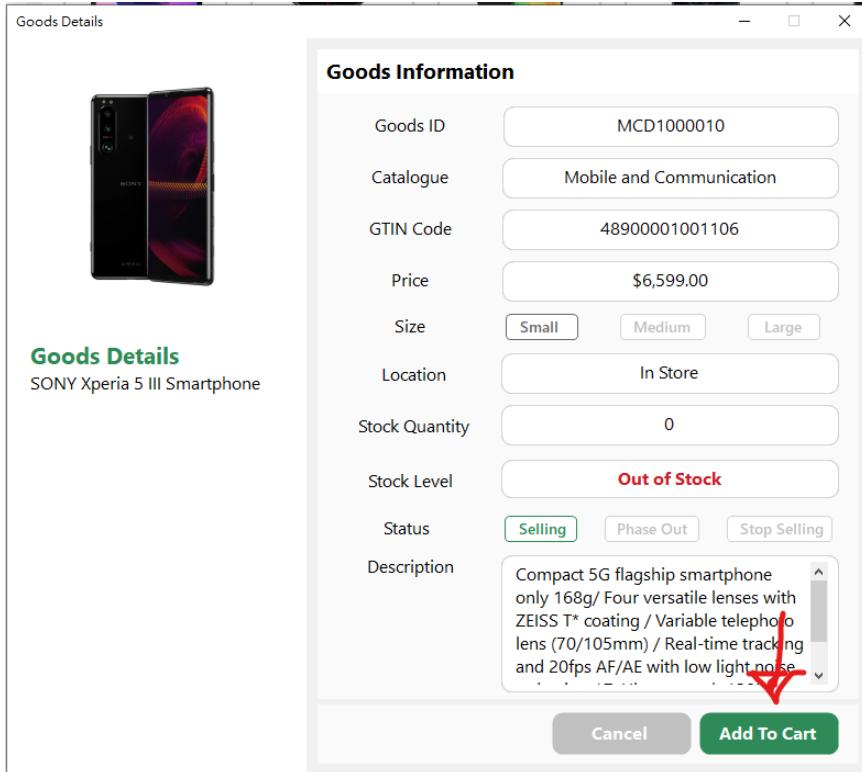
Goods Information

Goods ID	MCD1000010
Catalogue	Mobile and Communication
GTIN Code	48900001001106
Price	\$6,599.00
Size	Small Medium Large
Location	In Store
Stock Quantity	0
Stock Level	Out of Stock
Status	Selling Phase Out Stop Selling
Description	Compact 5G flagship smartphone only 168g/ Four versatile lenses with ZEISS T* coating / Variable telephoto lens (70/105mm) / Real-time tracking and 20fps AF/AE with low light noise

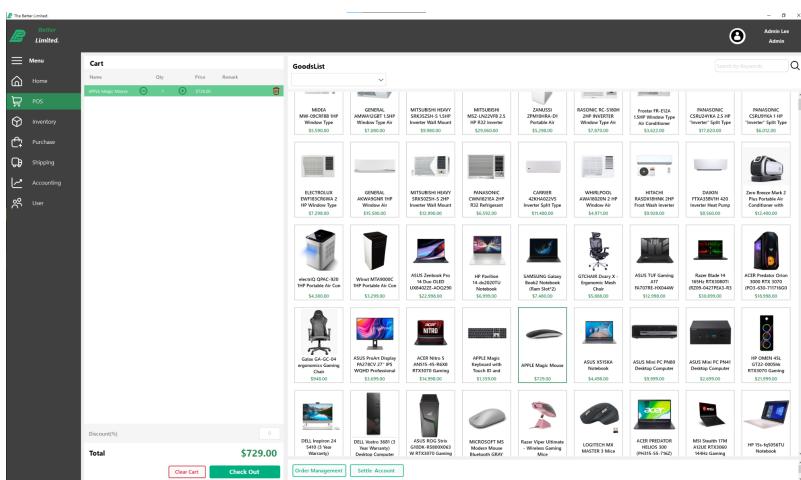
Buttons: Cancel, Add To Cart

- Select an “Out Of Stock” item as an example
- The goods detail will be shown after you clicked

8. Add the item to the cart



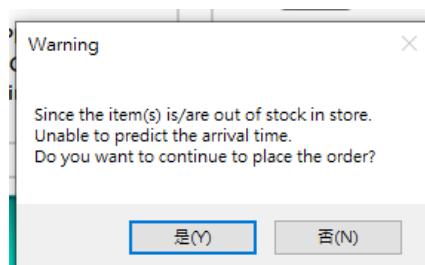
- A Yes No Dialog will be shown



- the item will appear in the cart

9. Click “Checkout” to checkout

The screenshot shows a POS system interface. On the left, a sidebar lists 'Menu', 'Home', 'POS' (which is selected), 'Inventory', 'Purchase', 'Shipping', 'Accounting', and 'User'. The main area has tabs for 'Cart' and 'GoodsList'. In the 'Cart' tab, there is a single item: 'APPLE Magic Mouse' with a quantity of 1 and a price of \$729.00. Below the cart, there is a 'Discount(%)' input field and a 'Total' label followed by a red arrow pointing to the value '\$729.00'. At the bottom of the cart section are 'Clear Cart' and 'Check Out' buttons. In the 'GoodsList' tab, there is a grid of various products including air conditioners, laptops, and mice.



- A prompt dialog will be shown

10. Input customer Information, Session. And click “Save”

The screenshot shows a POS system interface similar to the previous one. The sidebar includes 'Menu', 'Home', 'POS' (selected), 'Inventory', 'Purchase', 'Shipping', 'Accounting', and 'User'. The 'Cart' tab shows several items including 'SONY Xperia 5 III Smartphone' at \$6,599.00. An overlay window titled 'Customer Information' is displayed, prompting for 'Name*', 'Phone*', and 'Address'. It also shows a 'Deposit' field with the value '\$1,319.80'. The 'Save' button is highlighted in green. The 'GoodsList' tab shows a grid of mobile phones like the iPhone 13 Pro, iPad mini, and various Samsung models.

- The deposit will be calculated automatically.

11. Select one payment method and click confirm

Cart

Name	Qty	Price	Remark
APPLE Magic Mouse	1	\$729.00	

GoodsList

SHARP MW-09CRF88 1HP Window Type Air \$5,590.00	CENTRAL AMW14ZGBT 1.5HP Window Type Air \$7,080.00	MITSUBISHI HEAVY SRK35ZSH-1 1.5HP Inverter Wall Mount \$9,980.00	MITSUBISHI MSZ-LN24VFR 2.5 HP B2 Inverter \$29,060.00	ZANUSSI ZPM10HRA-D1 Portable Air Conditioner \$5,298.00	RASONIC KC-S18H 2HP INVERTER Window Type Air \$7,870.00	Frostar FR-E12A 1.5HP Split Type Air Conditioner \$17,622.00	PANASONIC CSRU24YKA 2.5 HP "Inverter" Split Type \$17,820.00	PANASONIC CSRU24YKA 1 HP "Inverter" Split Type \$6,012.00
ELCTRI EWF183E 1HP Window Air \$7,250.00	WHIRLPOOL AWB1802N 2HP Window Air \$4,971.00	HITACHI RASD01BNK 2HP Front Wash Inverter \$9,928.00	DAIKIN ITXA35BVH 420 Inverter Heat Pump \$8,560.00	Zero Breeze Mark 2 Plus Portable Air Conditioner with \$12,400.00	SAMSUNG Galaxy Book2 Notebook (R870t2) \$7,488.00	GTCCHAIR Derry X - Ergonomic Mesh Chair \$5,888.00	ASUS TUF Gaming A17 FA707RE-HX044W \$12,998.00	Razer Blade 14 165Hz RTX3080Ti (RZ09-0427FAA-R3) \$10,899.00
electrIQ C 1HP Window Air \$4,380.00	ASUS ProArt Display PA27VC 27" IPS WQHD Professional \$3,699.00	ACER Nitro 5 AN515-45-R6XB RTX3070 Gaming \$14,598.00	APPLE Magic Keyboard with Touch ID and \$1,355.00	APPLE Magic Mouse \$729.00	ASUS X515RA Notebook \$4,498.00	ASUS Mini PC PN80 Desktop Computer \$5,999.00	ASUS Mini PC PN41 Desktop Computer \$2,699.00	ACER Predator Orion 3000 RTX 3070 (PO3-630-71776G) \$18,998.00
Galax GA-GC-04 ergonomics Gaming Chair \$9,462.00	DELL Inspiron 24 5410 (3 Year Warranty) \$3,699.00	DELL Vostro 3681 (3 Year Warranty) Desktop Computer \$1,699.00	MICROSOFT MS Modern Mouse Bluetooth GRAY \$49.00	Razer Viper Ultimate - Wireless Gaming Mice \$10,998.00	LOGITECH MX MASTER 3 Mice \$12,998.00	ACER PREDATOR HELIOS 300 (PH315-55-716Z) \$10,999.00	MSI Stealth 17M A12UE RTX3060 (PH317-001) Gaming \$18,999.00	HP OMEN 4SL GT22-0050hk RTX3070 Gaming \$19,999.00

Discount(%)

Total **\$729.00**

Check Out

Order Management **Settle Account**

12. Print the receipt

Cart

Name	Qty	Price	Remark
APPLE Magic Mouse	1	\$729.00	

GoodsList

SHARP MW-09CRF88 1HP Window Type Air \$5,590.00	CENTRAL AMW14ZGBT 1.5HP Window Type Air \$7,080.00	MITSUBISHI HEAVY SRK35ZSH-1 1.5HP Inverter Wall Mount \$9,980.00	MITSUBISHI MSZ-LN24VFR 2.5 HP B2 Inverter \$29,060.00	ZANUSSI ZPM10HRA-D1 Portable Air Conditioner \$5,298.00	RASONIC KC-S18H 2HP INVERTER Window Type Air \$7,870.00	Frostar FR-E12A 1.5HP Split Type Air Conditioner \$17,622.00	PANASONIC CSRU24YKA 2.5 HP "Inverter" Split Type \$17,820.00	PANASONIC CSRU24YKA 1 HP "Inverter" Split Type \$6,012.00
ELCTRI EWF183E 1HP Window Air \$7,250.00	WHIRLPOOL AWB1802N 2HP Window Air \$4,971.00	HITACHI RASD01BNK 2HP Front Wash Inverter \$9,928.00	DAIKIN ITXA35BVH 420 Inverter Heat Pump \$8,560.00	Zero Breeze Mark 2 Plus Portable Air Conditioner with \$12,400.00	SAMSUNG Galaxy Book2 Notebook (R870t2) \$7,488.00	GTCCHAIR Derry X - Ergonomic Mesh Chair \$5,888.00	ASUS TUF Gaming A17 FA707RE-HX044W \$12,998.00	Razer Blade 14 165Hz RTX3080Ti (RZ09-0427FAA-R3) \$10,899.00
electrIQ C 1HP Window Air \$4,380.00	ASUS ProArt Display PA27VC 27" IPS WQHD Professional \$3,699.00	ACER Nitro 5 AN515-45-R6XB RTX3070 Gaming \$14,598.00	APPLE Magic Keyboard with Touch ID and \$1,355.00	APPLE Magic Mouse \$729.00	ASUS X515RA Notebook \$4,498.00	ASUS Mini PC PN80 Desktop Computer \$5,999.00	ASUS Mini PC PN41 Desktop Computer \$2,699.00	ACER Predator Orion 3000 RTX 3070 (PO3-630-71776G) \$18,998.00
Galax GA-GC-04 ergonomics Gaming Chair \$9,462.00	DELL Inspiron 24 5410 (3 Year Warranty) \$3,699.00	DELL Vostro 3681 (3 Year Warranty) Desktop Computer \$1,699.00	MICROSOFT MS Modern Mouse Bluetooth GRAY \$49.00	Razer Viper Ultimate - Wireless Gaming Mice \$10,998.00	LOGITECH MX MASTER 3 Mice \$12,998.00	ACER PREDATOR HELIOS 300 (PH315-55-716Z) \$10,999.00	MSI Stealth 17M A12UE RTX3060 (PH317-001) Gaming \$18,999.00	HP OMEN 4SL GT22-0050hk RTX3070 Gaming \$19,999.00

Discount(%)

Total **\$0.00**

Check Out

Order Management **Settle Account**

13. Close the dialogue after the receipt is printed

19.6 View Order

1. Open POS

The Better Limited.

Better Limited.

Admin Lee Admin

Menu

Home

POS

Inventory

Purchase

Shipping

Accounting

User

Orders This month: 6

Total Sales This month: 16

Revenue This month: \$42,417.00

Total Profit This month: \$13,573.44

Orders(Past 7 days)

Sales Goods

18

Normal Item

2. Click “Order Management”

The Better Limited.

Better Limited.

Admin Lee Admin

Menu

Home

POS

Inventory

Purchase

Shipping

Accounting

User

Cart

Name Qty Price Remark

GoodsList

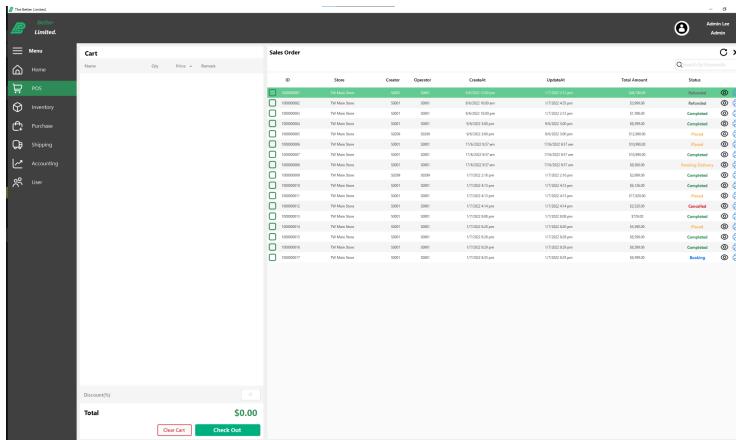
Mobile and Communication

Search by Keywords

Discount(%)

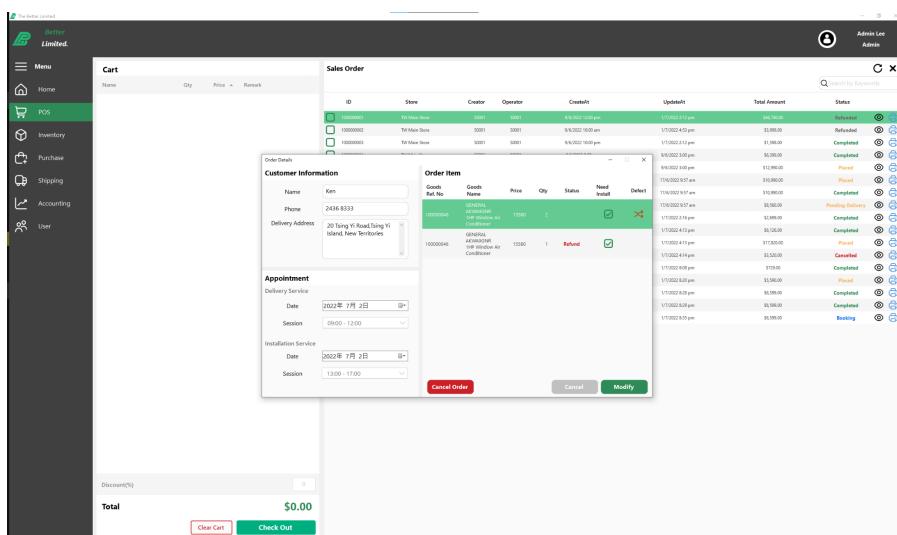
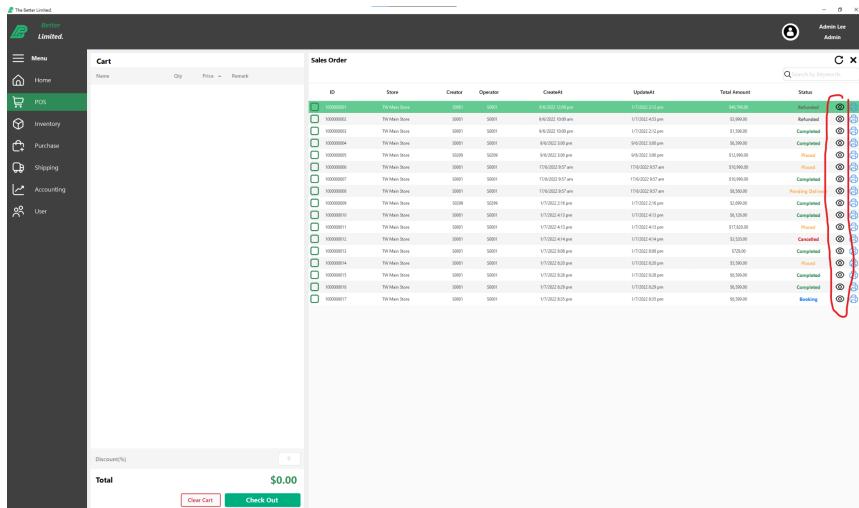
Total \$0.00

Clear Cart Check Out Order Management Settle Account



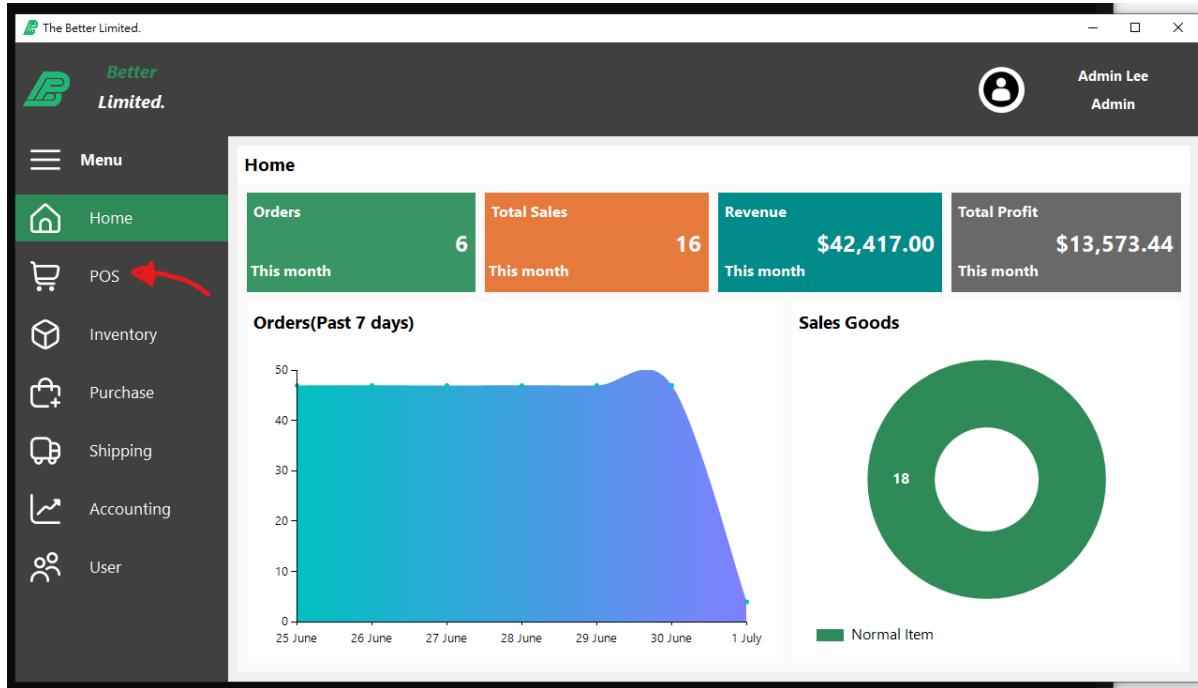
- A list of orders will be shown

3.1 Click one of the eyes to see the order details

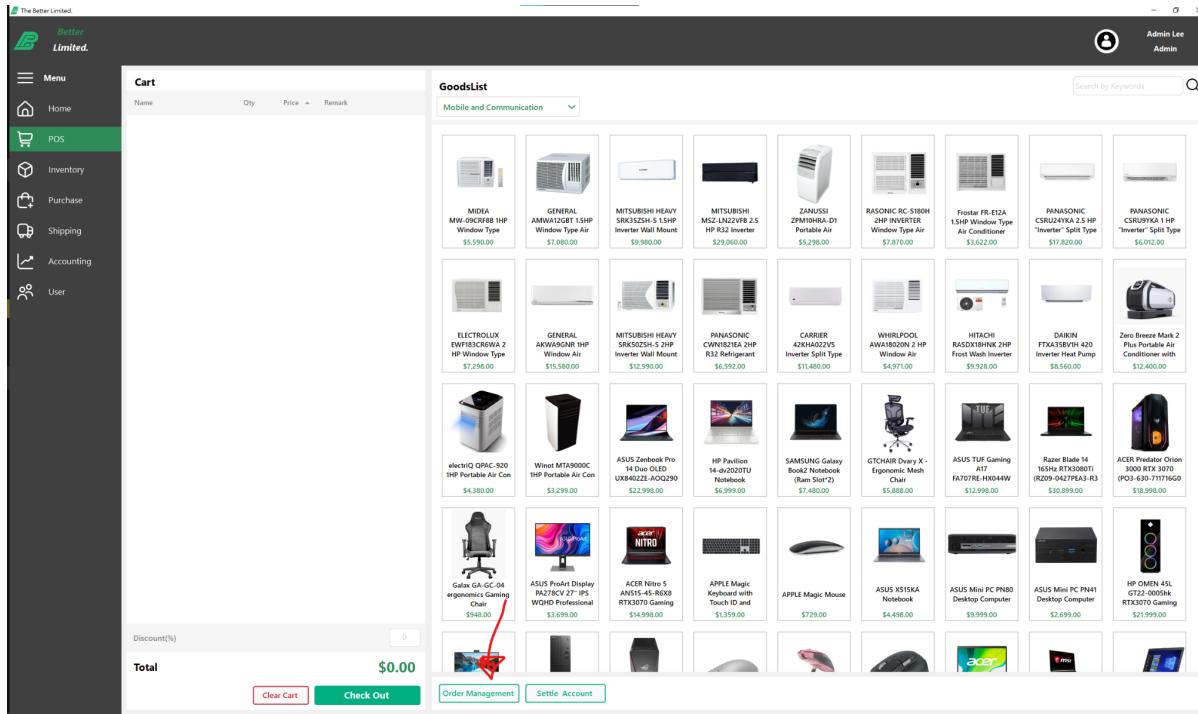


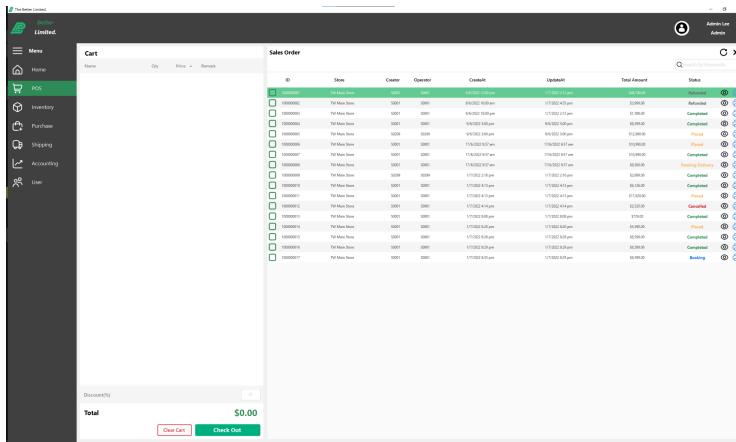
19.7 Edit Order

1. Open POS



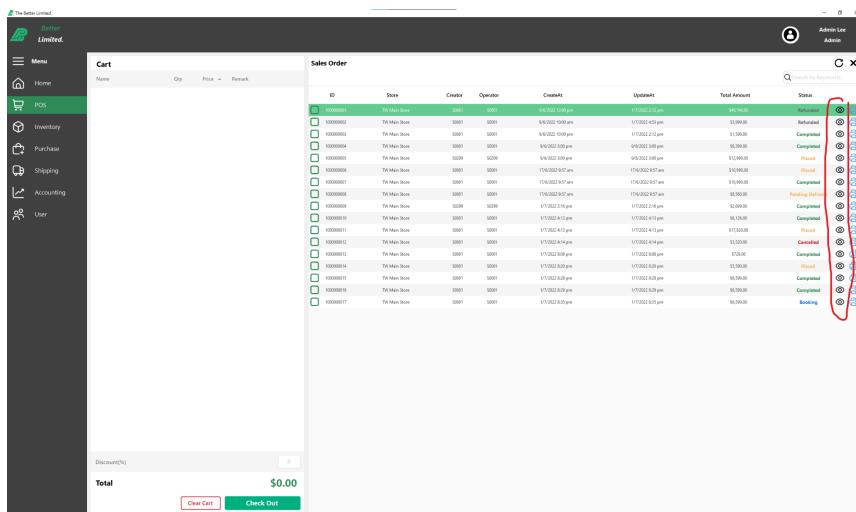
2. Click “Order Management”



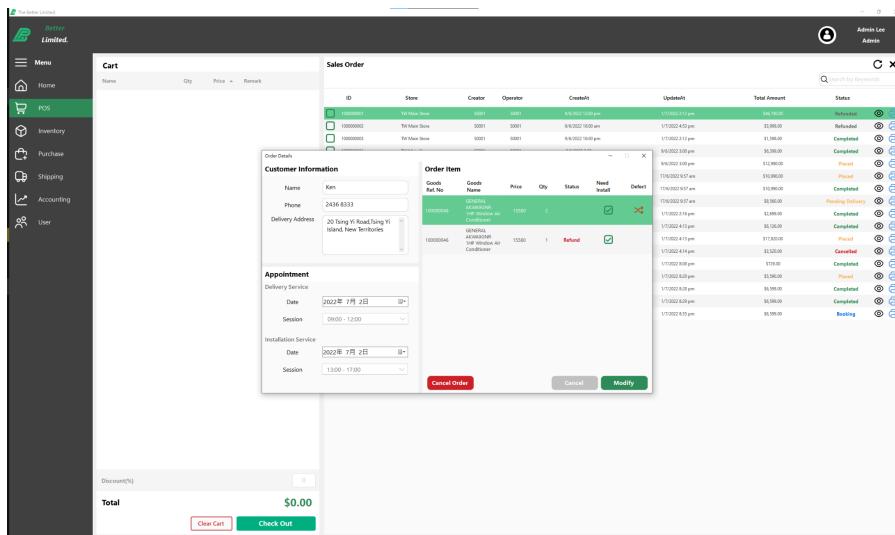


- A list of orders will be show
 -

3. Click the eyes on the same row that you wants to edit



4. Edit the order details



5. Save the change after modification

The screenshot shows a POS system interface with a sidebar menu on the left. The main area displays a 'Sales Order' table and a detailed 'Order Details' dialog.

Sales Order Table:

ID	Store	Creator	Operator	CreateAt	UpdateAt	Total Amount	Status
1000000001	TM Main Store	50001	50001	9/9/2022 12:00 pm	1/7/2022 2:12 pm	\$4,740.00	Refunded
1000000002	TM Main Store	50001	50001	9/9/2022 10:00 am	1/7/2022 4:53 pm	\$1,990.00	Completed
1000000003	TM Main Store	50001	50001	9/9/2022 10:00 pm	1/7/2022 2:12 pm	\$1,990.00	Completed

Order Details Dialog:

Customer Information:

- Name: Ken
- Phone: 2436 8333
- Delivery Address: 20 Tsing Yi Road, Tsing Yi Island, New Territories

Order Item:

Goods Ref. No.	Goods Name	Price	Qty	Status	Need Install	Defect
100000046	GENERAL AKW/GRNR 1HP Single Air Conditioner	15500	2	Refund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
100000046	GENERAL AKW/GRNR 1HP Single Air Conditioner	15500	1	Refund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Appointment:

Delivery Service:

- Date: 2022年 7月 2日
- Session: 09:00 - 12:00

Installation Service:

- Date: 2022年 7月 2日
- Session: 13:00 - 17:00

Buttons:

- Cancel Order
- Cancel
- Modify

Bottom Summary:

- Discount(%): 0
- Total: \$0.00
- Buttons: Clear Cart, Check Out

19.8 Print Order's Receipt

1. Open POS

The screenshot shows the Better Limited POS application. On the left, a vertical menu bar includes options like Home, POS (with a red arrow pointing to it), Inventory, Purchase, Shipping, Accounting, and User. The main dashboard displays key metrics: Orders (6 This month), Total Sales (16 This month), Revenue (\$42,417.00 This month), and Total Profit (\$13,573.44 This month). Below these are two charts: 'Orders(Past 7 days)' showing a fluctuating count from 0 to 50 over the last week, and 'Sales Goods' showing a donut chart with 18 items categorized as 'Normal Item'.

2. Click “Order Management”

The screenshot shows the Order Management screen within the POS application. The left sidebar menu is identical to the previous screen. The main area features a grid of product thumbnails under the heading 'GoodsList' (Mobile and Communication). At the bottom of the grid, there is a row of small images representing different categories or products. A red arrow points to one of these images, specifically a monitor. Below the grid, there is a summary section with a 'Discount(%)' input field set to 0, a 'Total' value of '\$0.00', and buttons for 'Clear Cart', 'Check Out', 'Order Management' (with a red arrow pointing to it), and 'Settle Account'.

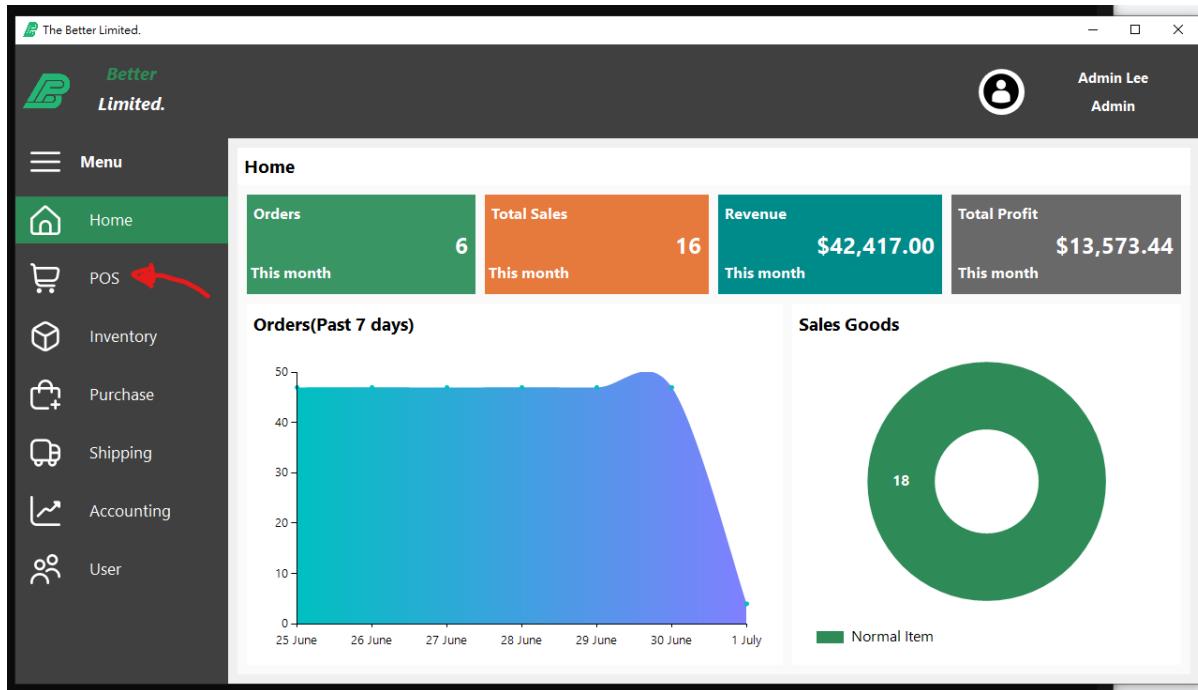
- A list of orders will be shown

3. Click the printer icon on the same row that you wants to print

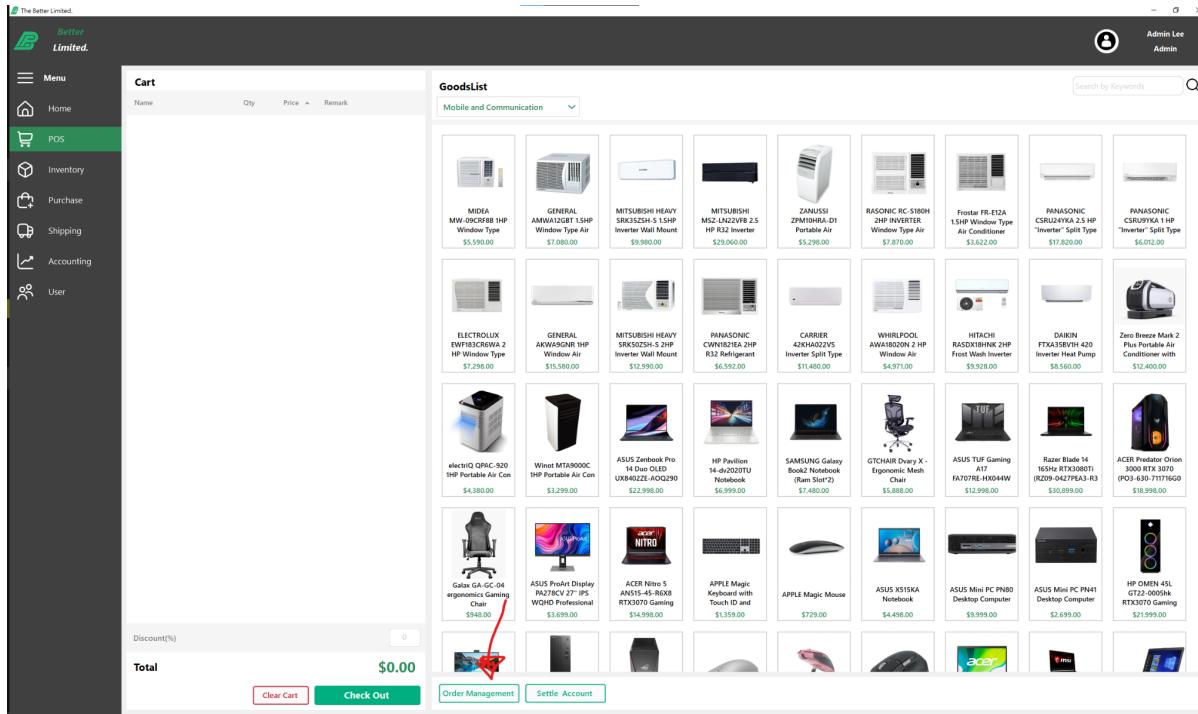
4. Click print

19.9 Cancel order

1. Open POS



2. Click “Order Management”



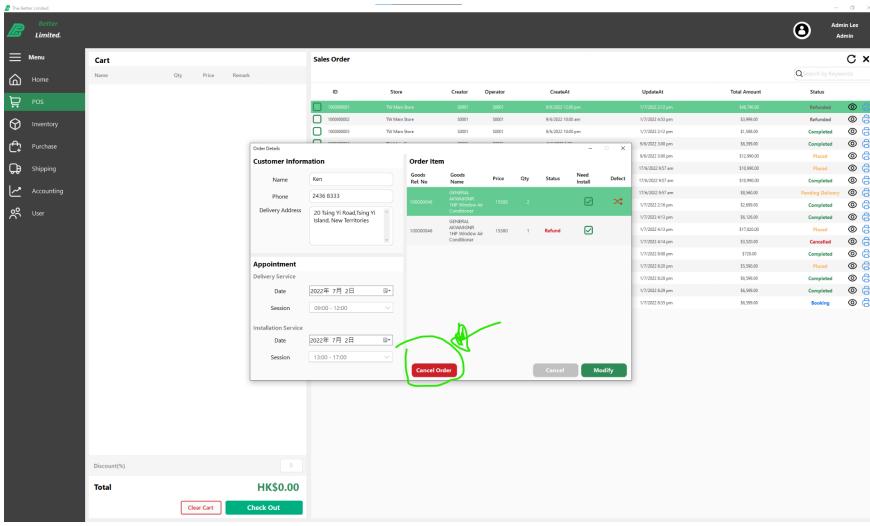
ID	Store	Creator	Operator	CreateAt	UpdateAt	Total Amount	Status
00000001	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Refunded
00000002	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000003	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000004	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000005	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000006	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000007	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000008	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000009	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000010	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000011	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000012	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000013	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000014	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000015	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000016	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000017	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Booking

- A list of orders will be shown

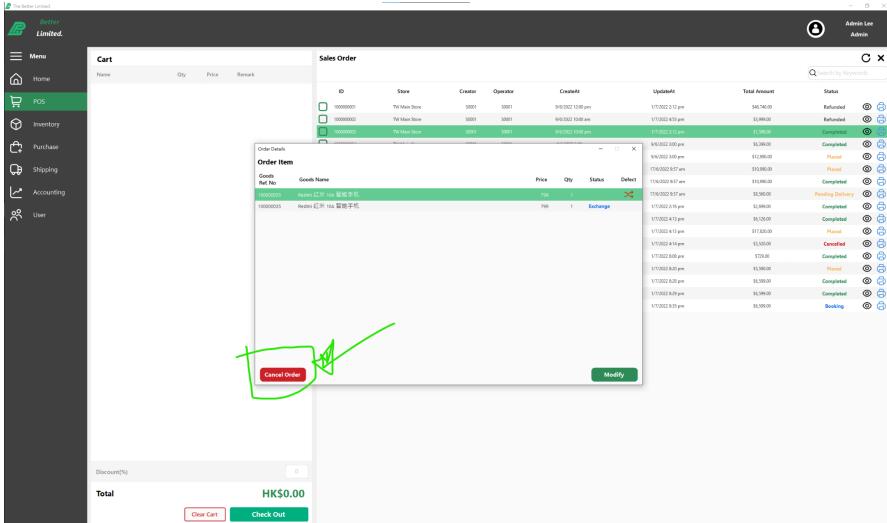
3. Click the eye on the same row that you wants to cancel

ID	Store	Creator	Operator	CreateAt	UpdateAt	Total Amount	Status
00000001	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$6,760.00	Refunded
00000002	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Refunded
00000003	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000004	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000005	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000006	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000007	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000008	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Pending Del.
00000009	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000010	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000011	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000012	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000013	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000014	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000015	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Completed
00000016	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 2:10 pm	\$2,000.00	Completed
00000017	Tk Main Store	50001	50001	6/6/2022 10:00 am	6/7/2022 4:53 pm	\$2,000.00	Booking

4. Click cancel

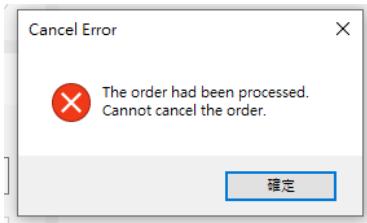


(with delivery, installation)



(normal order)

4.1 possible error

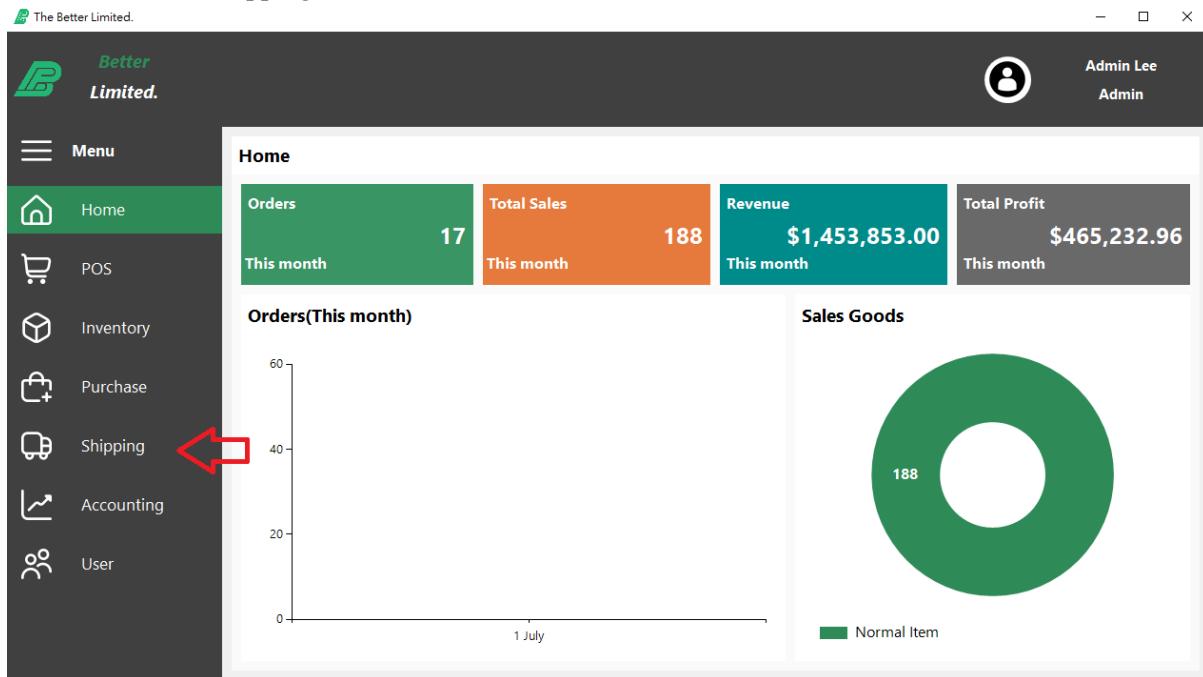


<- the order is handled by another department

5. Click ok to send the request to server

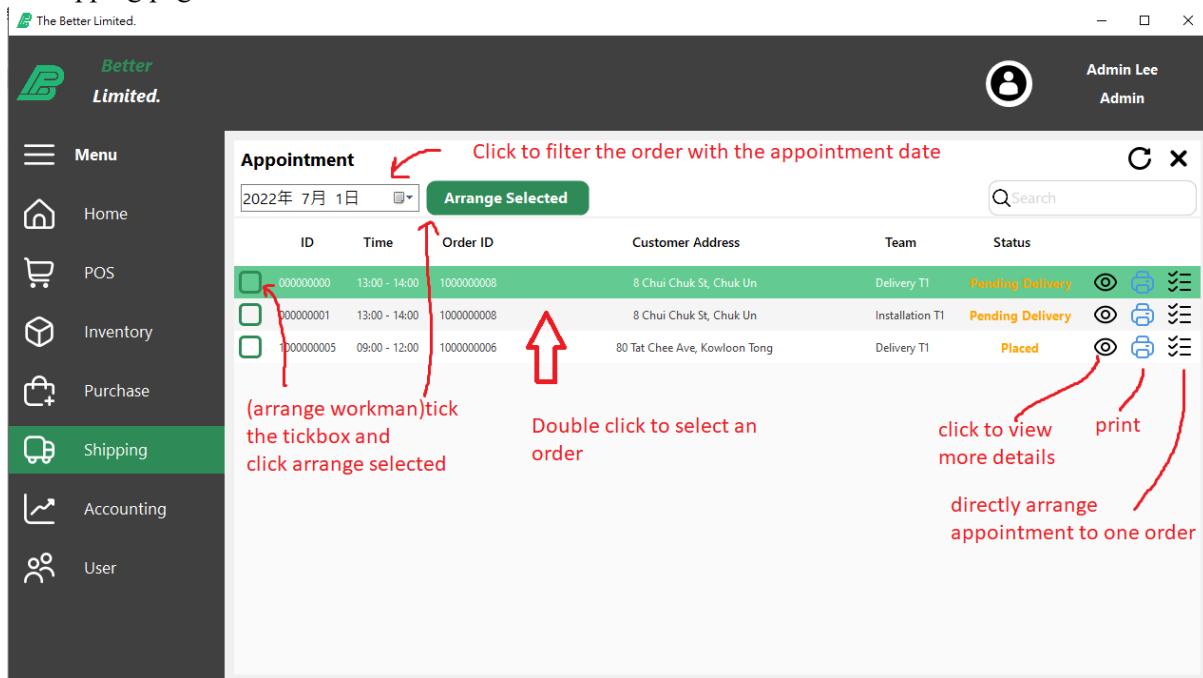
19.10 Handle and Track Delivery service

1. In menu, click shipping



19.11 Get Daily Appointment list

2. Shipping page



3. View order details page

Order Details

Customer Information		Order Item					
Name	Karen	Goods Ref. No	Goods Name	Price	Qty	Status	Need Install
Phone	2436 8333	100000098	JBL Bar 5.1 Soundbar	8560	1	<input checked="" type="checkbox"/>	require installation service or not
Delivery Address	8 Chui Chuk St, Chuk Un						

Appointment

Delivery Service

Date	2022年 7月 1日
Session	13:00 - 14:00

Installation Service

Date	2022年 7月 1日
Session	Installation Session

arrange the appointment

Cancel **Arrange**

4. Arrange appointment

The Better Limited.

Admin Lee Admin

Menu

- Home
- POS
- Inventory
- Purchase
- Shipping**
- Accounting
- User

Appointment

2022年 7月 2日 **Arrange Selected**

ID	Time
<input type="checkbox"/> 100000003	18:00 - 22:00
<input checked="" type="checkbox"/> 100000007	13:00 - 17:00
<input type="checkbox"/> 100000009	09:00 - 12:00
<input type="checkbox"/> 100000010	13:00 - 17:00
<input type="checkbox"/> 100000011	09:00 - 12:00

Choose Team **Select a team ID**

Team ID* Team Name Auto generation

Confirm **Cancel**

the name will automatically Generated according to the team ID

press to exit the arrangement page

Flat A, 12th Floor
Kowloon Government Offices
405 Nathan Road
YAU MA TEI
KOWLOON

99/F Clock Tower
Central Road
Central
Hong Kong

99/F Clock Tower
Central Road

press to confirm the arrangement

The Better Limited.

Better Limited.

Admin Lee Admin

Menu

- Home
- POS
- Inventory
- Purchase
- Shipping**
- Accounting
- User

Appointment

2022年 7月 2日

Arrange Selected

ID	Time
<input type="checkbox"/> 1000000003	18:00 - 22:00
<input checked="" type="checkbox"/> 1000000007	13:00 - 17:00
<input type="checkbox"/> 1000000009	09:00 - 12:00
<input type="checkbox"/> 1000000010	13:00 - 17:00
<input type="checkbox"/> 1000000011	09:00 - 12:00

Choose Team

Team ID: 1000000007

Team Name: Delivery T1

Appointments are arranged to 301.

Confirm 确定 Cancel

Flat A, 12th Floor
Kowloon Government Offices
405 Nathan Road
YAU MA TEI
KOWLOON

99/F Clock Tower
Central Road
Central
Hong Kong

99/F Clock Tower
Central Road

Team Status

Team	Status
Delivery T1	Placed

The Better Limited.

Better Limited.

Admin Lee Admin

Menu

- Home
- POS
- Inventory
- Purchase
- Shipping**
- Accounting
- User

Appointment

2022年 7月 2日

Arrange Selected

ID	Time	Order ID	Customer Address	Team	Status
<input type="checkbox"/> 1000000003	18:00 - 22:00	1000000005	骏景园10座1Tsun King Rd, Royal Ascot	Delivery T1	Placed
<input checked="" type="checkbox"/> 1000000007	13:00 - 17:00	1000000009	Kam Tai Building Block A 12/F Flat E Kam Tai Street Shatin New Territories Hong Kong	Delivery T1	Placed
<input type="checkbox"/> 1000000009	09:00 - 12:00	1000000010	Flat A, 12th Floor Kowloon Government Offices 405 Nathan Road YAU MA TEI KOWLOON	Placed	Placed
<input type="checkbox"/> 1000000010	13:00 - 17:00	1000000010	Flat A, 12th Floor Kowloon Government Offices 405 Nathan Road YAU MA TEI KOWLOON	Placed	Placed
<input type="checkbox"/> 1000000011	09:00 - 12:00	1000000017	99/F Clock Tower Central Road Central Hong Kong	Placed	Placed

19.12 Edit Stock Record

1. Go to Stock page

The screenshot shows the application's main interface. The top navigation bar includes the logo 'The Better Limited.', a user icon for 'Admin Lee Admin', and standard window control buttons. The left sidebar has a 'Menu' section with icons for Home, POS, Inventory, Purchase, Shipping, Accounting, and User. The 'Inventory' item is highlighted with a red box. A secondary menu under 'Stock' also has a red box around it. The central area features a dashboard with metrics: 'Total Sales' (17) and 'Revenue \$1,453,853.00' for 'This month'. Below this is a donut chart titled 'Sales Goods' with the value '188' and a legend indicating 'Normal Item'.

2. Stock page

This screenshot shows the 'Stock Record' page. The left sidebar has 'Inventory' selected. The main content area is titled 'Stock Record' and contains a table with columns: ID, Location, Goods Name, Qty, Max., Min., Reorder, and Status. Each row has a checkbox, a 'Delete' link, and edit/reorder icons. Annotations include: 'Delete Selected' pointing to a red button; 'Delete' pointing to a red link in the header; and 'Click to Export', 'Click to Restock', 'Click to Inbound', and 'Click to Outbound' pointing to their respective buttons in the sidebar.

ID	Location	Goods Name	Qty	Max.	Min.	Reorder	Status	Actions
100000001	Kwloon Warehouse	MITSUBISHI HEAVY SRK302SH-5 2HP Inverter Wall Mount Split Type Air Conditioner with Heat Pump	11	110	5	33	Normal	
100000004	Kwloon Warehouse	ACER PREDATOR HELIOS 300 (PH315-55-7162) RTX3070 Gaming Notebook	62	119	19	25	Normal	
100000005	TW Main Store	ACER PREDATOR HELIOS 300 (PH315-55-7162) RTX3070 Gaming Notebook	94	107	17	21	Normal	
100000006	KB Store	MSI Stealth 17M A12UE RTX3060 144Hz Gaming Notebook	64	111	7	22	Normal	
100000007	Kwloon Warehouse	MSI Stealth 17M A12UE RTX3060 144Hz Gaming Notebook	26	107	12	21	Normal	
100000008	TW Main Store	MSI Stealth 17M A12UE RTX3060 144Hz Gaming Notebook	41	105	9	21	Normal	
100000009	KB Store	MSI Stealth 17M A12UE RTX3060 144Hz Gaming Notebook	44	114	18	27	Normal	
100000010	Kwloon Warehouse	HP 15s-fq056TU Notebook	59	110	10	21	Normal	
100000011	TW Main Store	HP 15s-fq056TU Notebook	92	110	19	20	Normal	
100000012	KB Store	HP 15s-fq056TU Notebook	44	106	12	27	Normal	
100000013	Kwloon Warehouse	ASUS Vivobook 14X X1403ZA Notebook	61	110	13	23	Normal	
100000014	TW Main Store	ASUS Vivobook 14X X1403ZA Notebook	67	106	5	23	Normal	
100000015	KB Store	ASUS Vivobook 14X X1403ZA Notebook	76	110	8	20	Normal	
100000016	TW Main Store	Razer Blade 15 Advanced Model 360Hz RTX3070Ti Gaming Notebook	77	106	16	28	Normal	
100000017	KB Store	Razer Blade 15 Advanced Model 360Hz RTX3070Ti Gaming Notebook	26	114	19	27	Re-order	
100000018	Kwloon Warehouse	Bondini BT2905 70.5cm Auto-Clean Easy Dismantle Cookerhood	70	115	5	23	Normal	
100000020	Kwloon Warehouse	Bondini BT70051 69.5cm Auto Heat-Cleaning Turbo Functioning Built in Cookerhood	79	110	9	29	Normal	
100000021	TW Main Store	Bondini BT70051 69.5cm Auto Heat-Cleaning Turbo Functioning Built in Cookerhood	23	112	16	29	Re-order	
100000022	KB Store	Bondini BT70051 69.5cm Auto Heat-Cleaning Turbo Functioning Built in Cookerhood	28	113	18	20	Normal	

3. Edit page

4. Press save

19.13 Create Purchase Order

1. Go to Purhcase Order Page

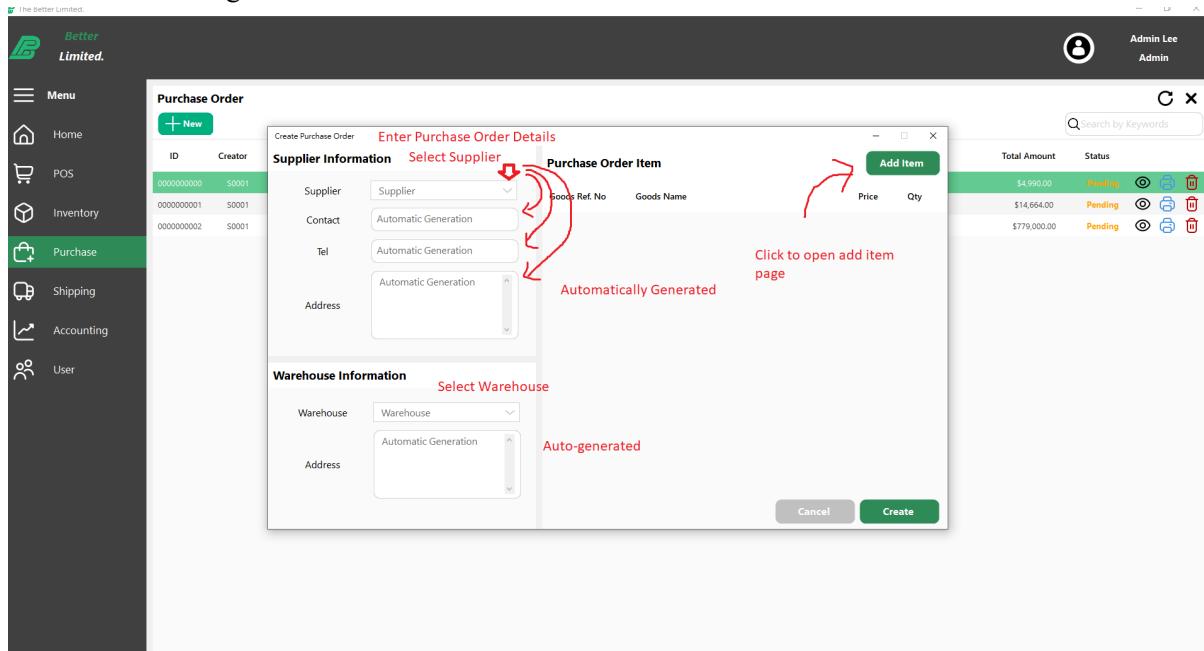
The screenshot shows a dashboard for 'The Better Limited' company. On the left, there's a sidebar menu with options like Home, POS, Inventory, Purchase (highlighted with a red box), Shipping, Accounting, and User. The main area displays several summary cards: 'Total Sales' (17 This month), 'Revenue' (\$1,453,853.00 This month), and 'Total Profit' (\$465,232.96 This month). A large donut chart on the right is labeled 'Sales Goods' and shows a value of 188. At the bottom, there's a date indicator '1 July' and a legend for 'Normal Item'.

2. Create New Purchase Order

The screenshot shows the 'Purchase Order' list page. The sidebar menu has 'Purchase' selected (highlighted with a red box). In the center, there's a table titled 'Purchase Order' with a 'New' button highlighted by a red arrow. The table columns are ID, Creator, Operator, CreateAt, UpdateAt, Total Amount, and Status. Three rows are listed:

ID	Creator	Operator	CreateAt	UpdateAt	Total Amount	Status
0000000000	S0001	S0001	1/7/2022 3:58 pm	1/7/2022 3:58 pm	\$4,990.00	Pending
0000000001	S0001	S0001	1/7/2022 3:58 pm	1/7/2022 3:58 pm	\$14,664.00	Pending
0000000002	S0001	S0001	1/7/2022 9:30 pm	1/7/2022 9:30 pm	\$779,000.00	Pending

3. Create Order Page



4. Add Item Page

Create Purchase Order Tick the box to select and click the button to add to cart(go back to Purchase Order)

Supplier Information

Supplier	The Worst Limited
Contact	Mr. Fake
Tel	123-123-1234
Address	123 Fake Street

Warehouse Information

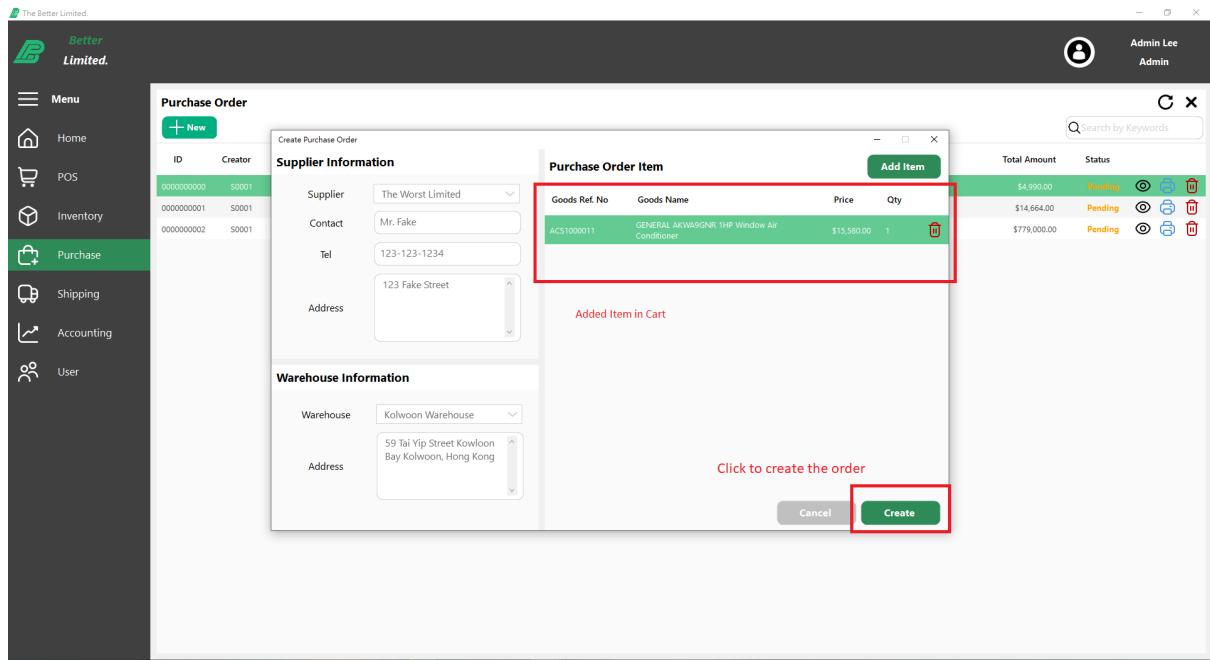
Warehouse	Kolwoon Warehouse
Address	59 Tai Yip Street Kowloon Bay Kolwoon, Hong Kong

Supplier Goods Enter keyword to Search goods

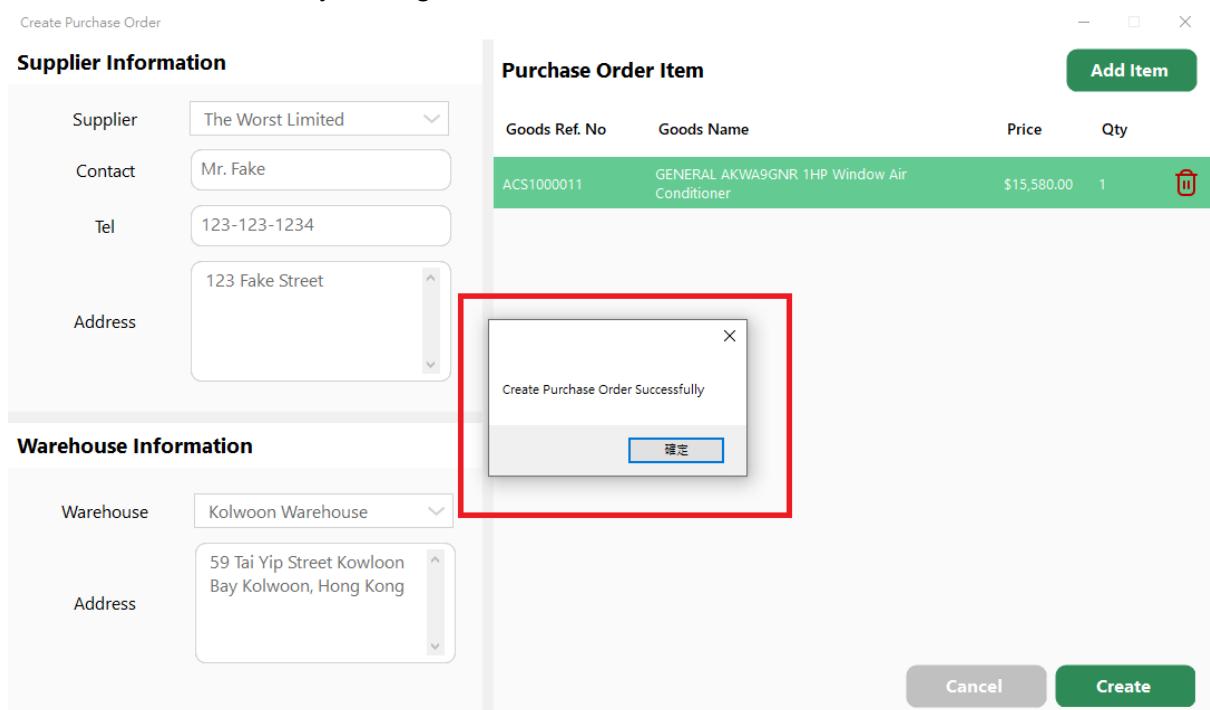
Add To Purchase

ID	Catalogue	Goods Name	Price	Status
ACS1000011	Air Conditioners	GENERAL AKWA9GNR 1HP Window Air Conditioner	15580	Selling
TVA0000006	TV and Audio	SONY WH-1000XM5 Headphone	3199	Selling
TVA0000009	TV and Audio	SAMSUNG BU8100 LED LCD TV	5980	Selling
TVA0000015	TV and Audio	SONY LinkBuds WF-L900 Headphone	1490	Selling
TVA0000016	TV and Audio	JBL Bar 5.1 Soundbar	4980	Selling
RFS1000002	Refrigerators and Freezers	FORTRESS FDGI241B3D21 3 Door Inverter Refrigerator (241L) Fridge	3790	Selling
		WHITE WESTINGHOUSE		

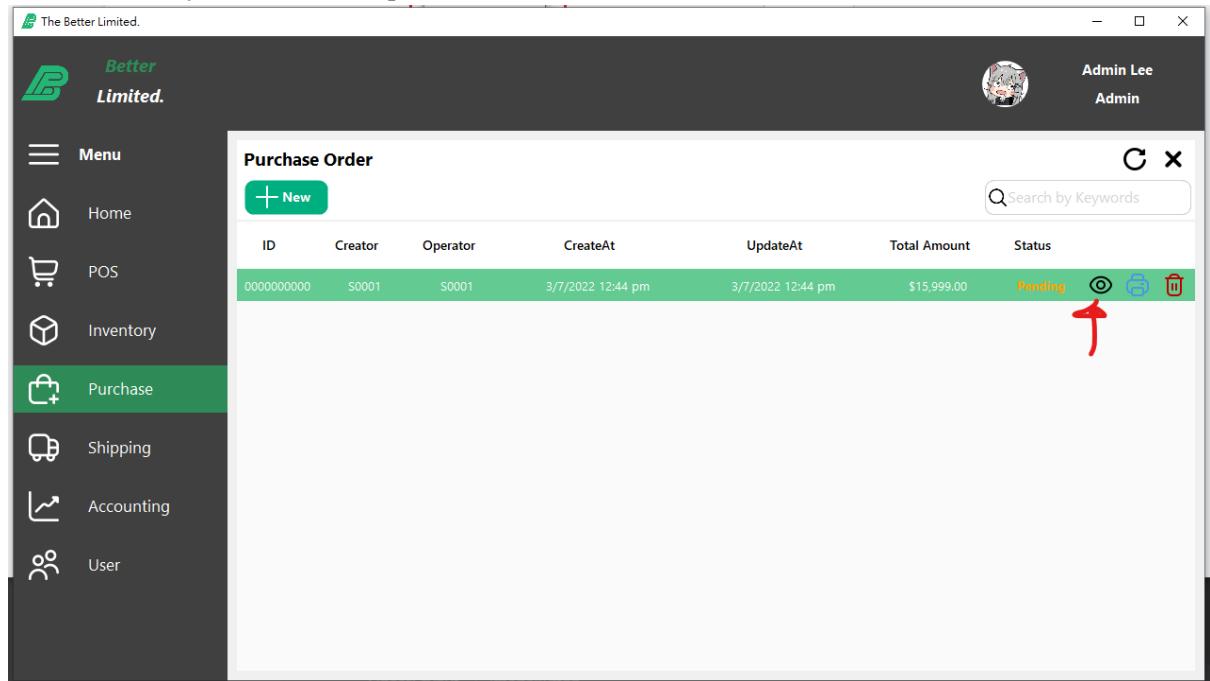
5. Click “Create”



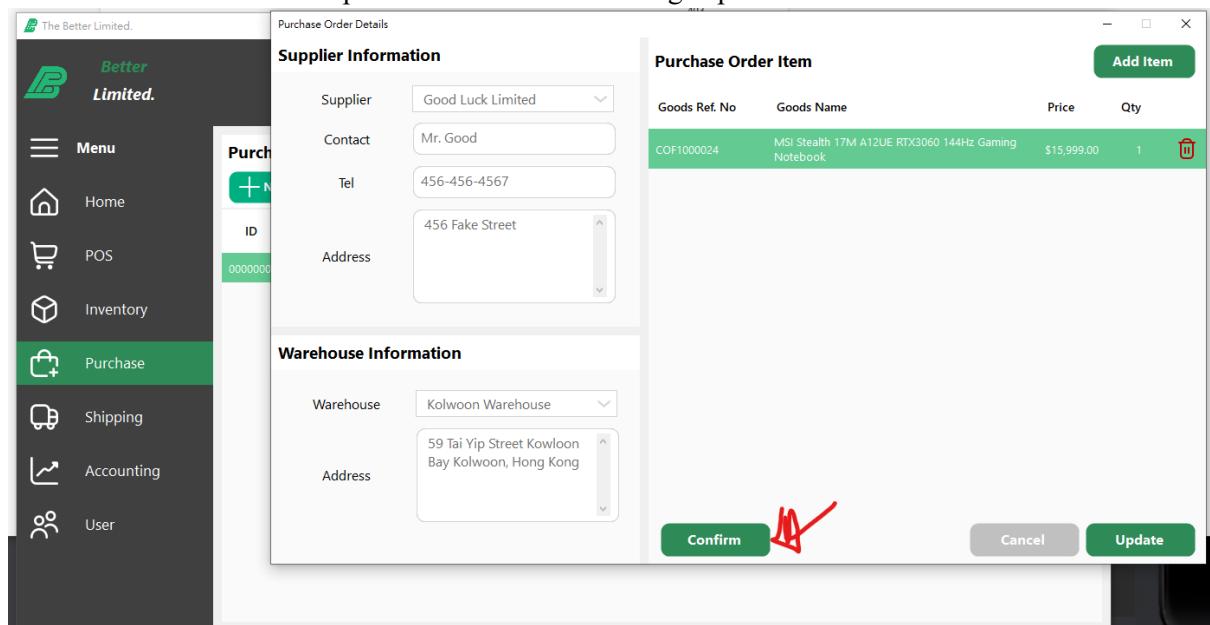
6. Create order successfully Message



7. Click the eye of the created purchase order

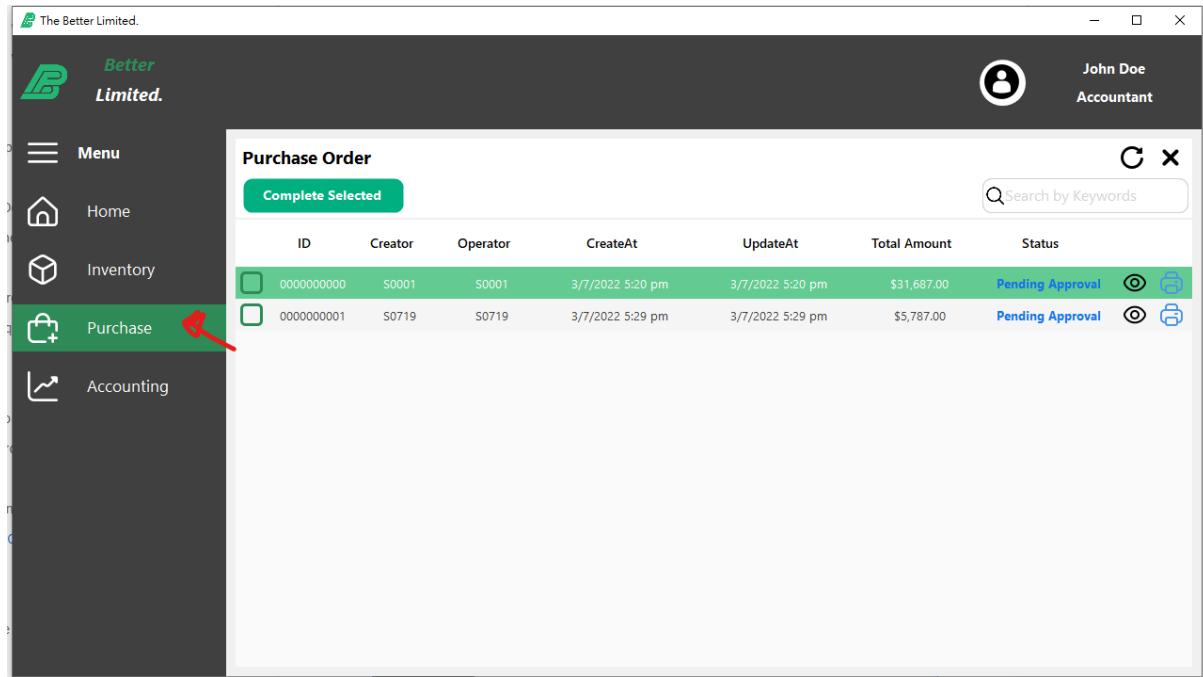


8. Click confirm to send the purchase order to accounting department

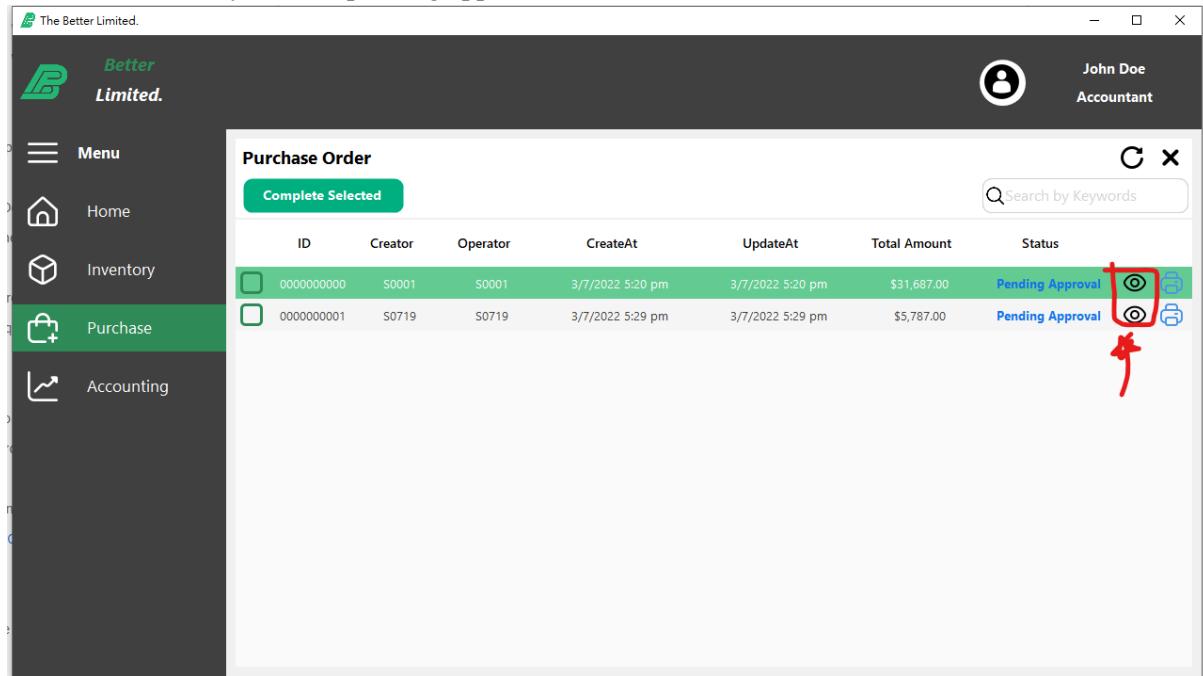


19.14 Approve Purchase Order (accounting perspective)

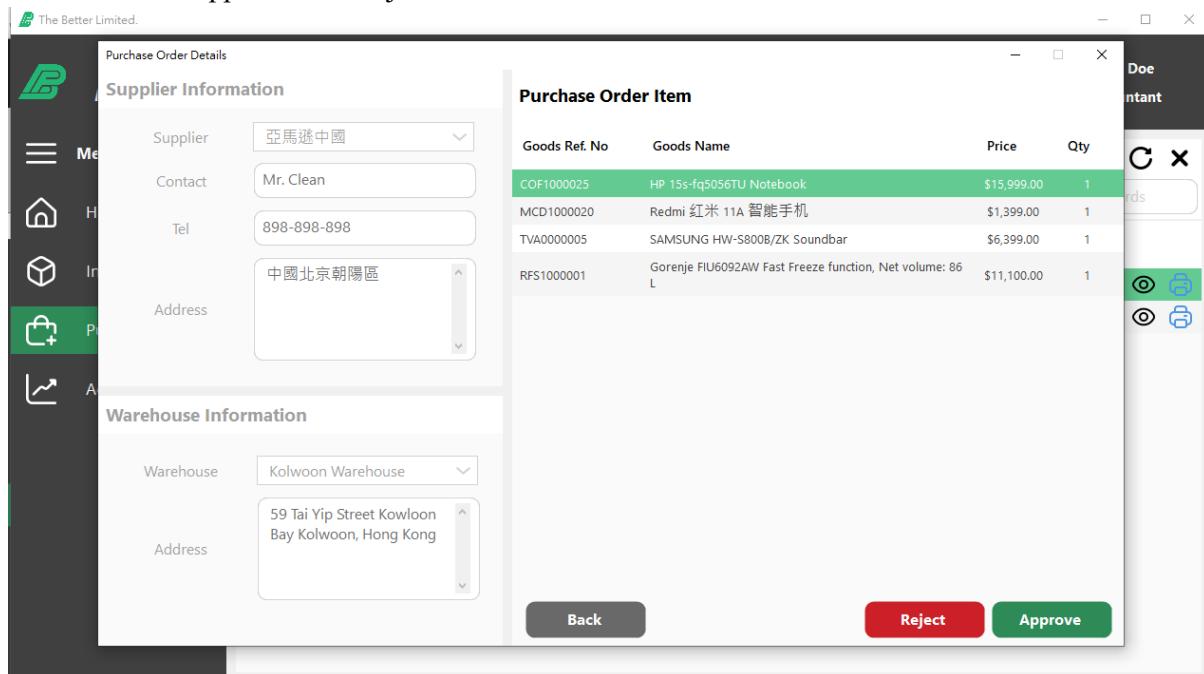
1. Go to Purchase



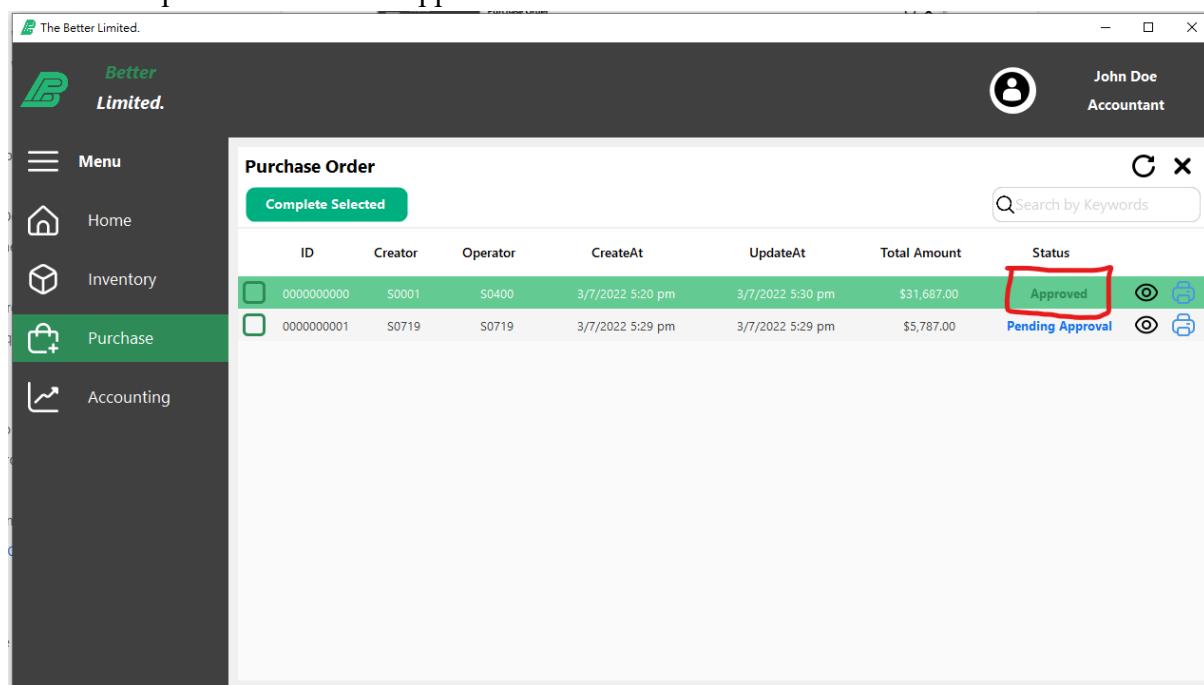
2. Click the eye beside pending approve order



3. Click “Approve” or “Reject”

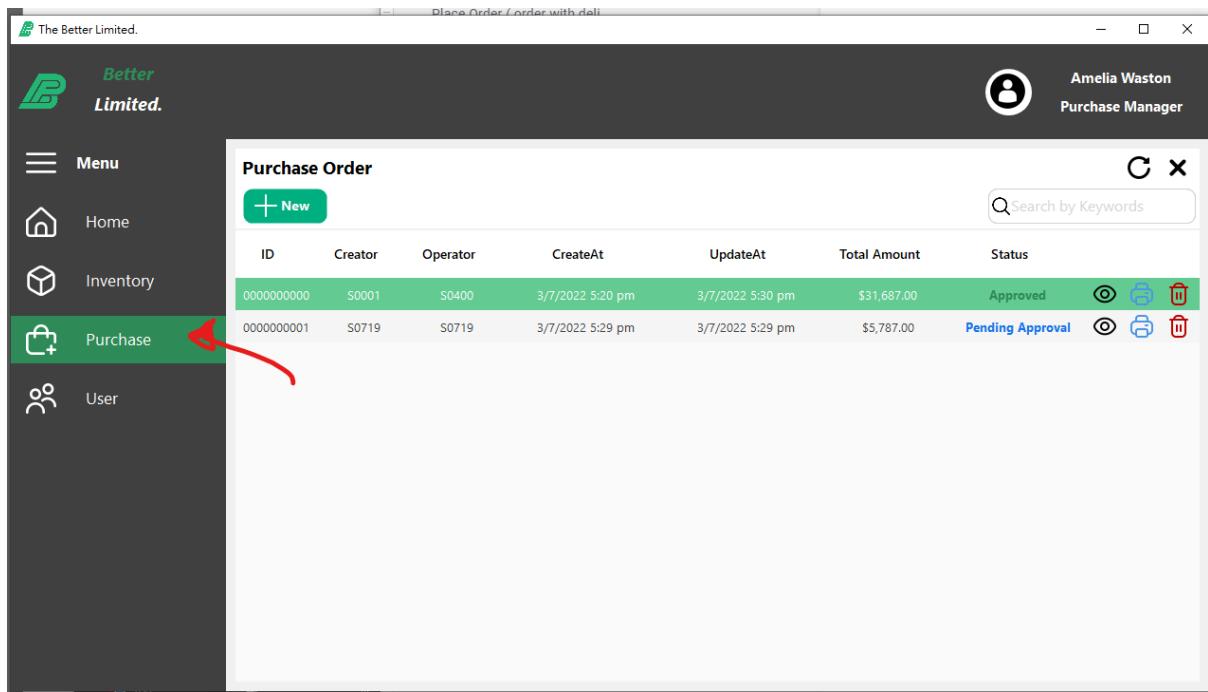


4. The purchase Order is Approved

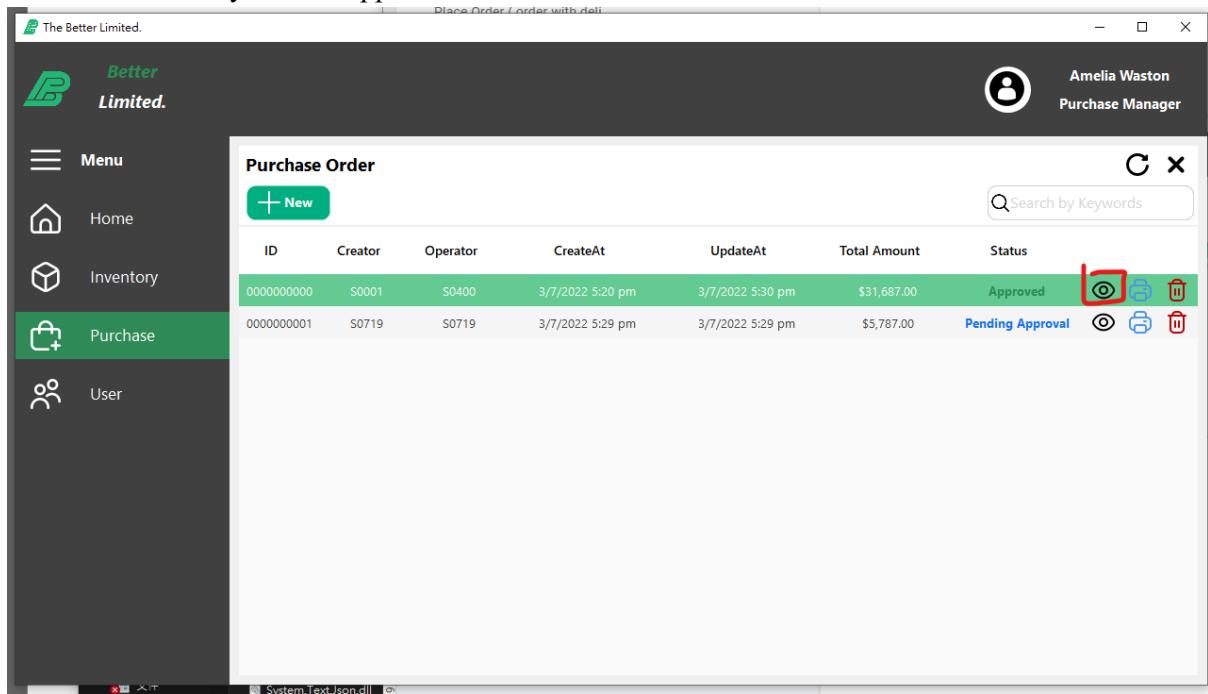


19.15 Send Purchase Order to Supplier (Purchase department prospective)

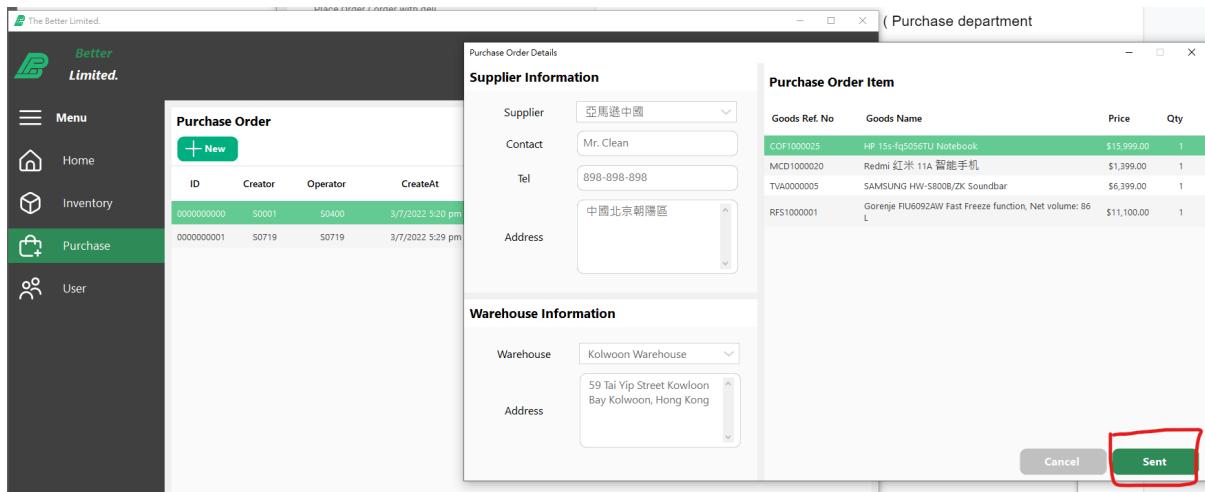
1. Go to Purchase



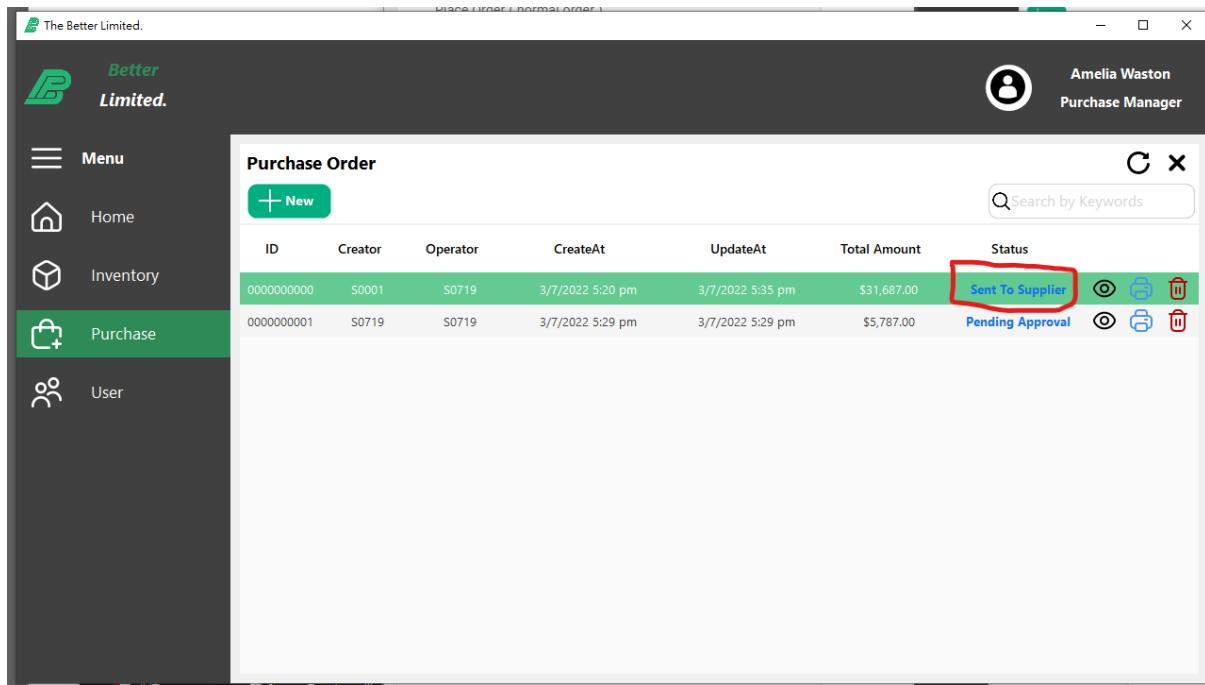
2. Click the eye beside approve order



3. Click “Send”



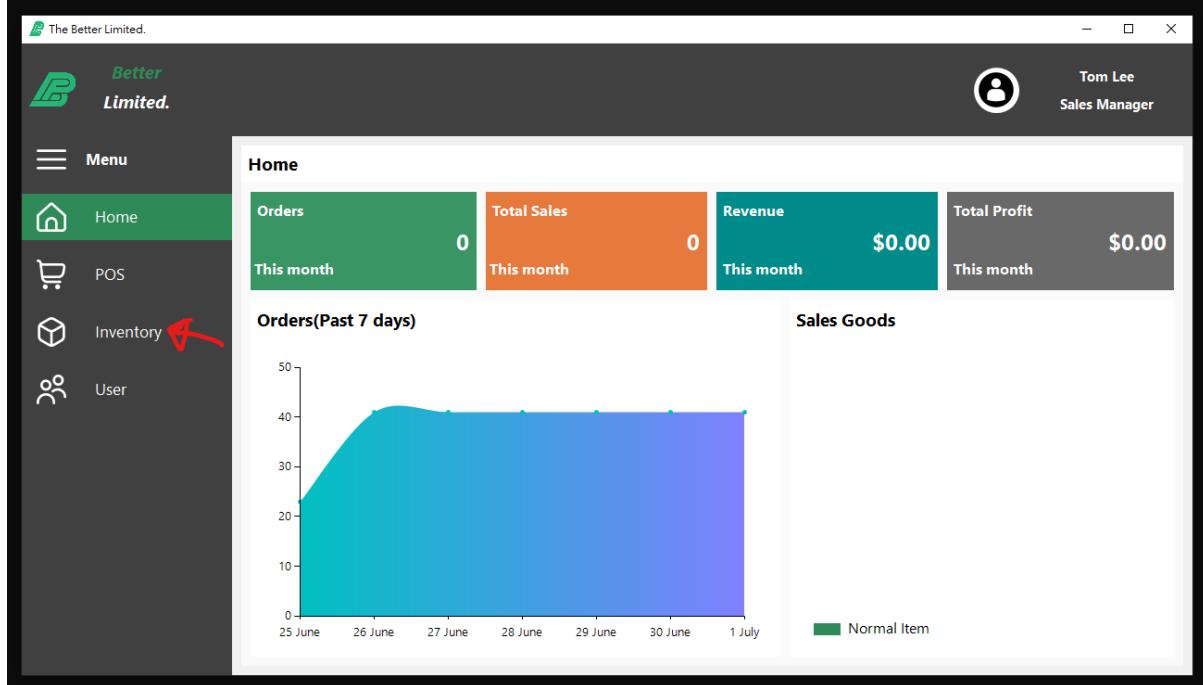
4. The Purchase Order is sent



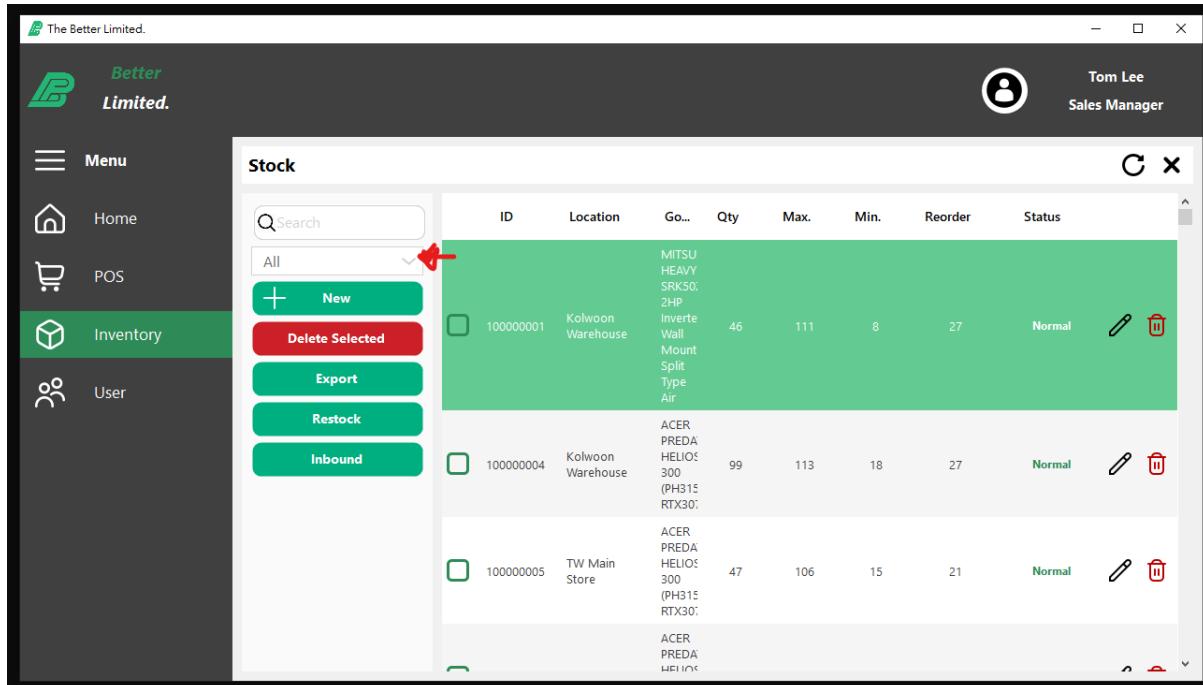
19.16 Create Restock Request

(inventory / sales department)

1. Go to Inventory page



2. Select the location you belongs to



3. Select the items needs to be restock

The screenshot shows the 'Stock' module in the Better Limited software. On the left, there's a sidebar with 'Inventory' selected. The main area displays a table of stock items with columns: ID, Location, Goods..., Qty, Max., Min., Reorder, and Status. The first item, ID 10000005, is highlighted with a red box around its selection checkbox. Other items have their checkboxes deselected.

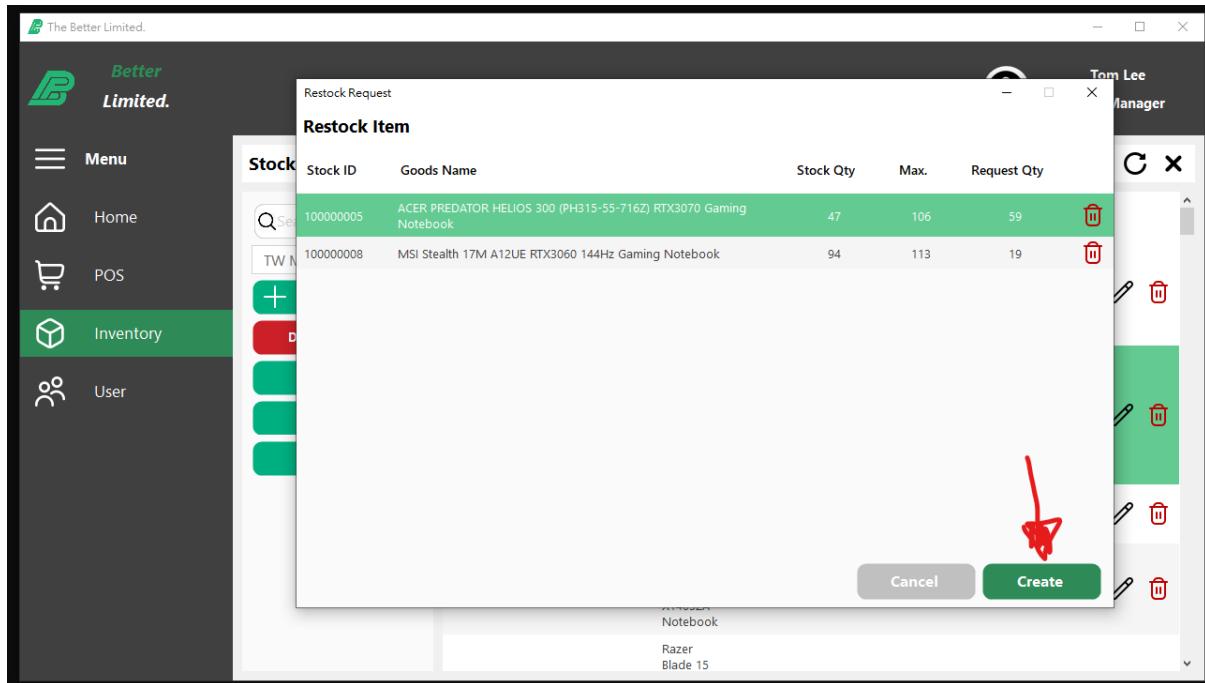
ID	Location	Goods...	Qty	Max.	Min.	Reorder	Status
10000005	TW Main Store	ACER PREDATOR HELIOS 300 (PH315-55 RTX3070)	47	106	15	21	Normal
10000008	TW Main Store	MSI Stealth 17M A12UE RTX3060 144Hz Gaming Notebook	94	113	5	27	Normal
10000011	TW Main Store	HP 15s-fq505i Notebook	36	108	5	28	Normal
10000014	TW Main Store	ASUS Vivobook 14X X1403ZA Notebook	28	119	8	29	Re-order
		Razer Blade 15					

4. Click “Restock”

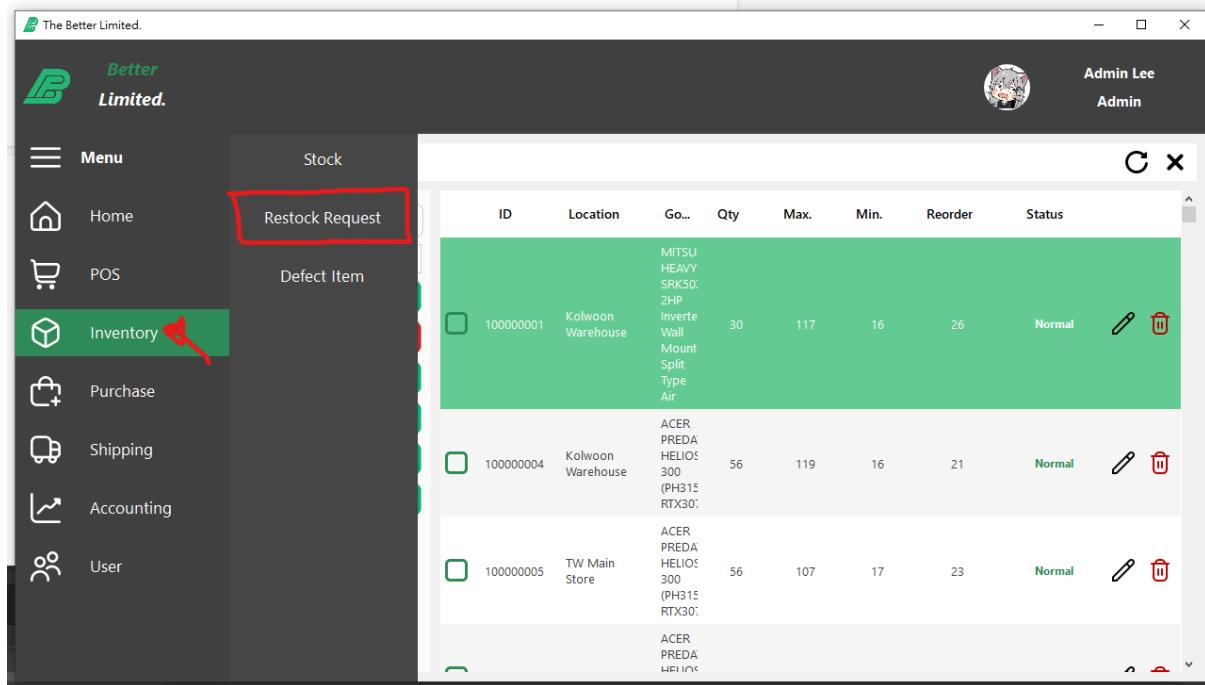
The screenshot shows the same 'Stock' module after clicking the 'Restock' button. The second item, ID 10000008, now has its selection checkbox checked, indicated by a red checkmark. The other items remain deselected.

ID	Location	Goods...	Qty	Max.	Min.	Reorder	Status
10000005	TW Main Store	ACER PREDATOR HELIOS 300 (PH315-55 RTX3070)	47	106	15	21	Normal
10000008	TW Main Store	MSI Stealth 17M A12UE RTX3060 144Hz Gaming Notebook	94	113	5	27	Normal
10000011	TW Main Store	HP 15s-fq505i Notebook	36	108	5	28	Normal
10000014	TW Main Store	ASUS Vivobook 14X X1403ZA Notebook	28	119	8	29	Re-order
		Razer Blade 15					

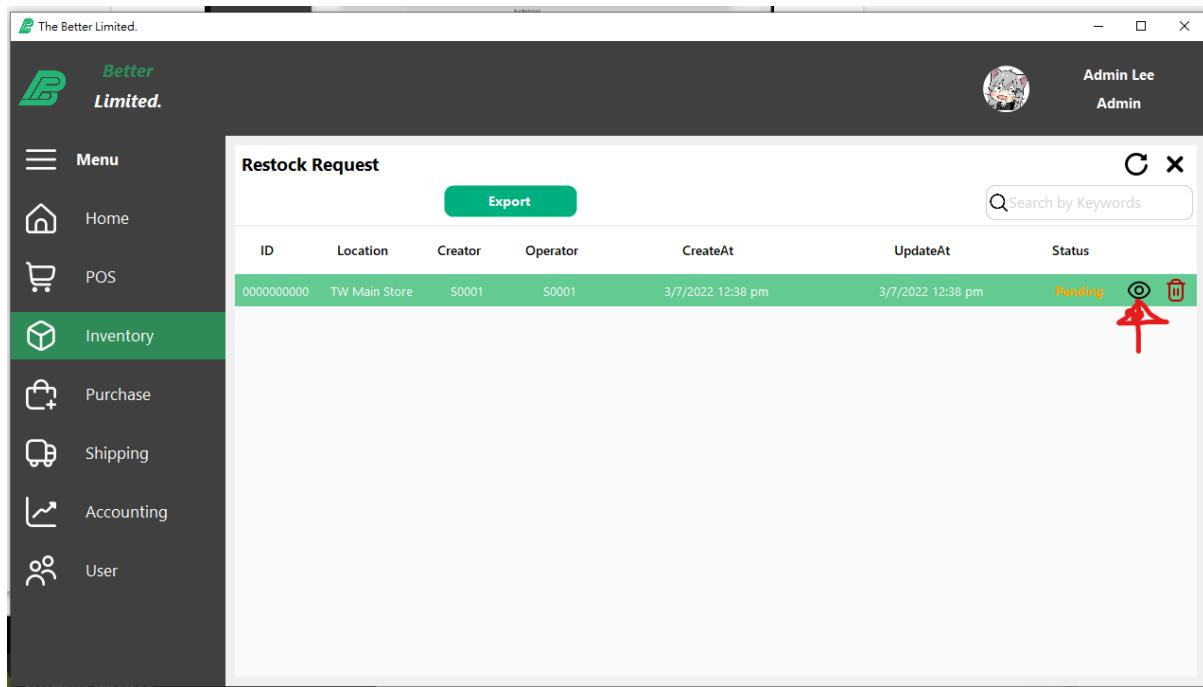
5. Click “Create to create the order”



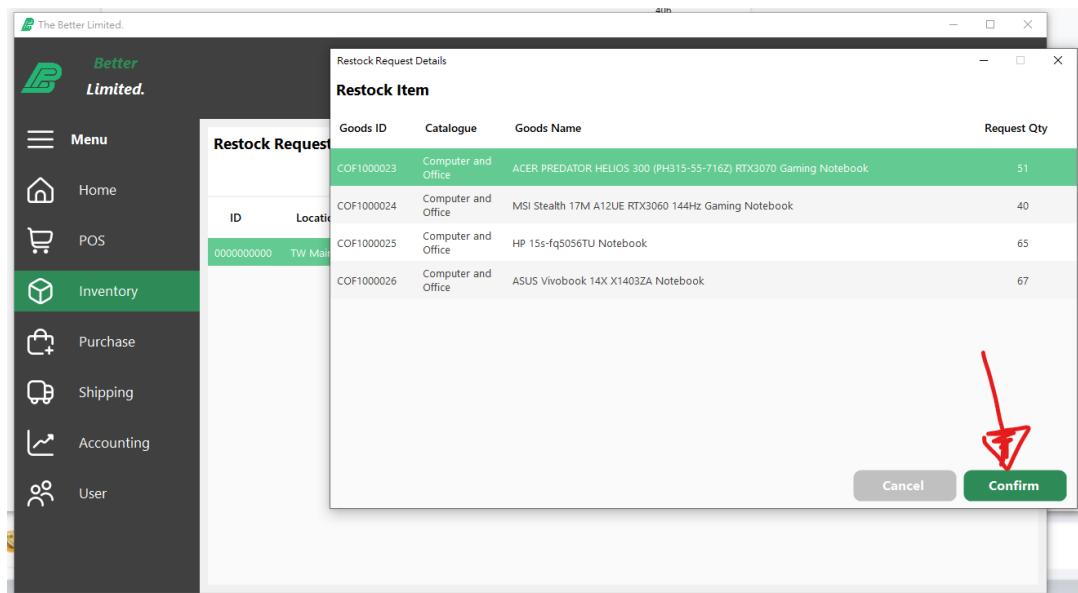
6. Click “Restock Request”



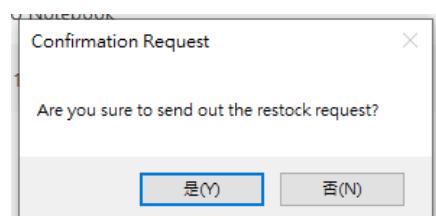
7. Click the eye on the restock request created



8. Click "confirm" to confirm the order and send to inventory department (sales created) or purchase department (inventory clerk created)

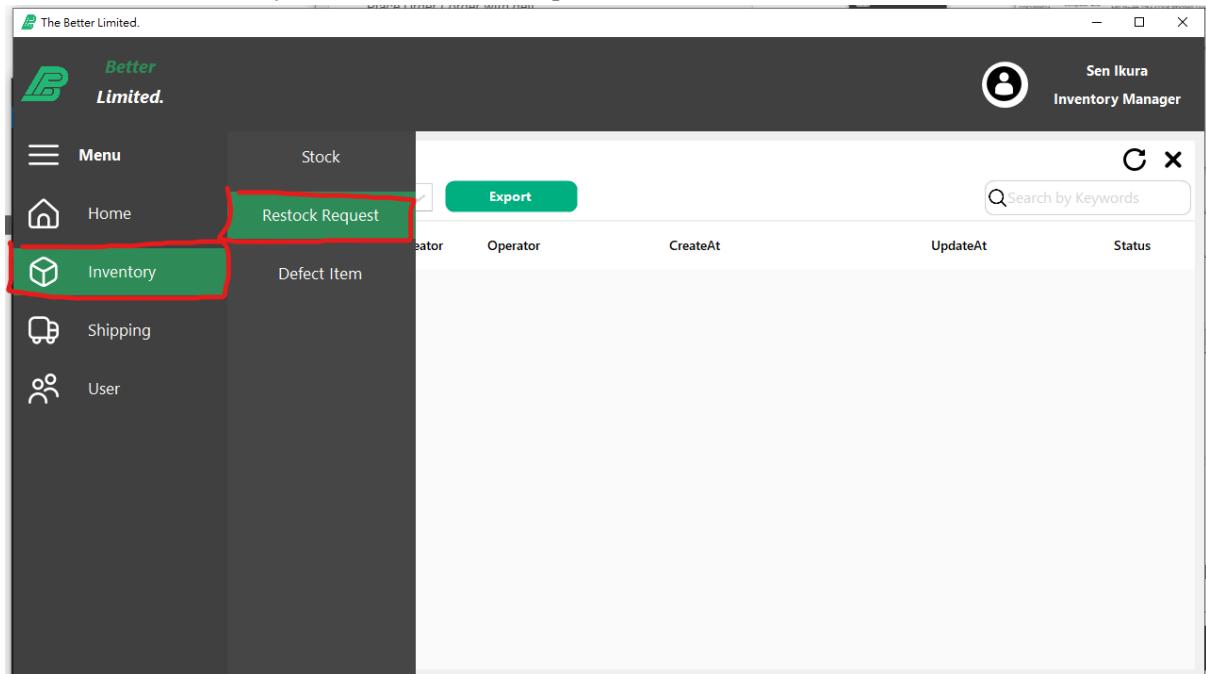


9. Select OK

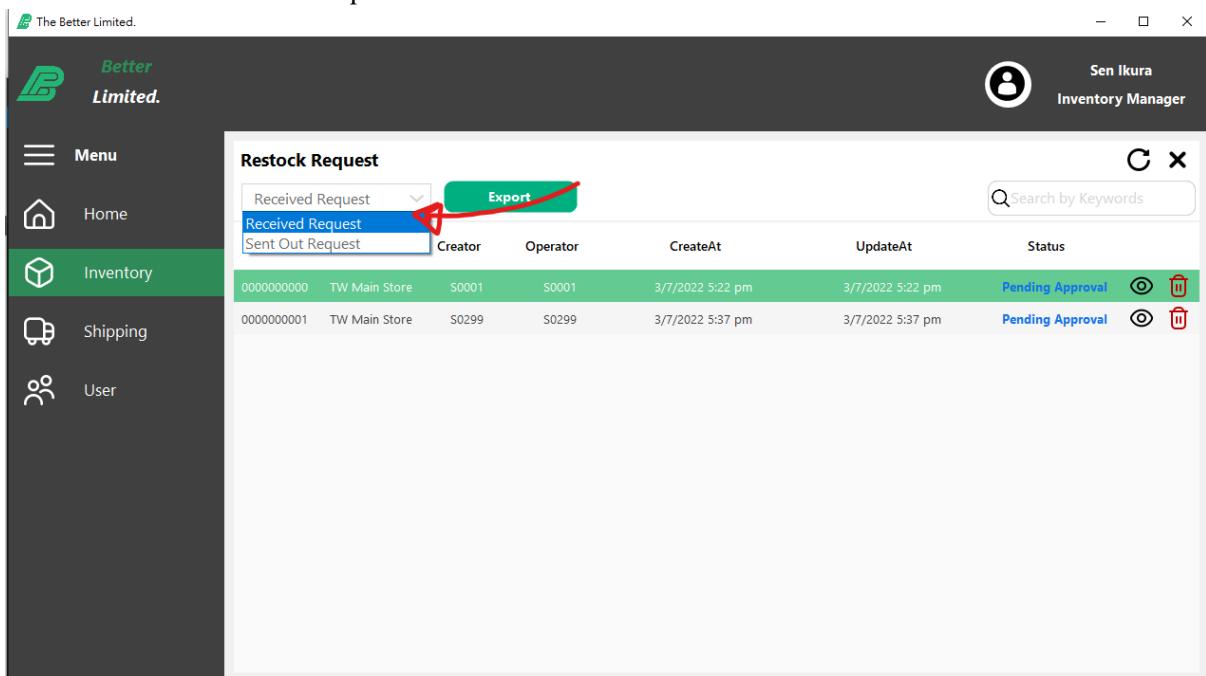


19.17 Approve Restock Request (inventory department perspective)

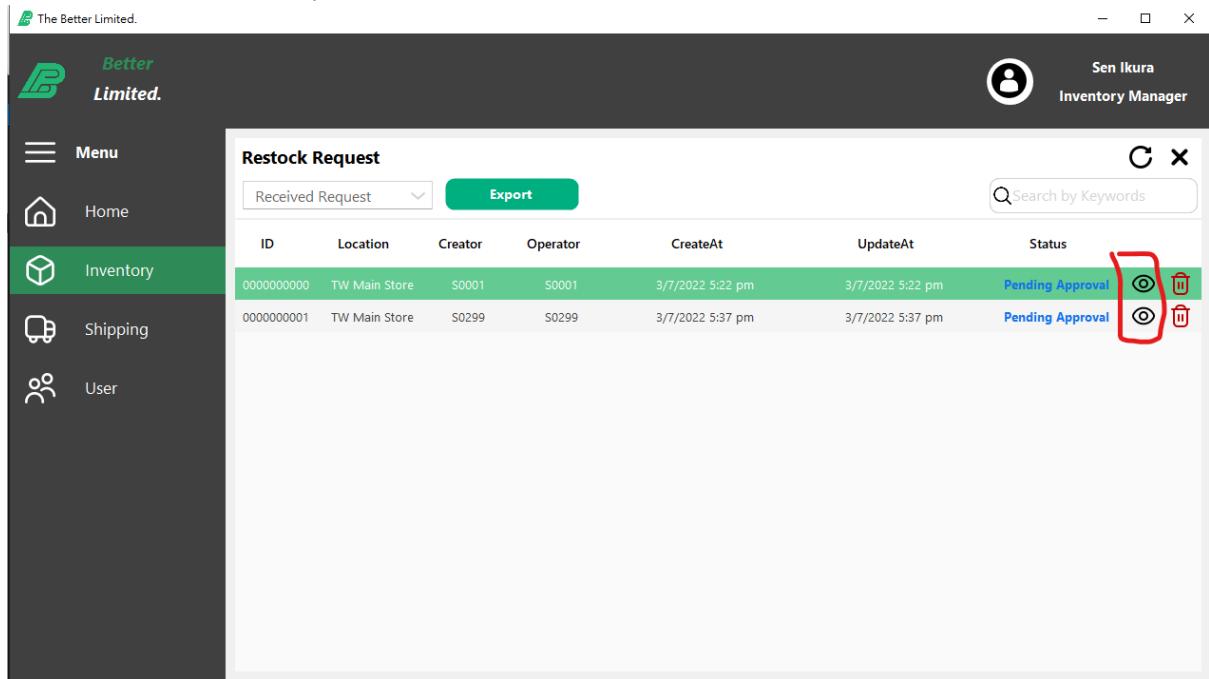
1. Go to Inventory and click Restock Request



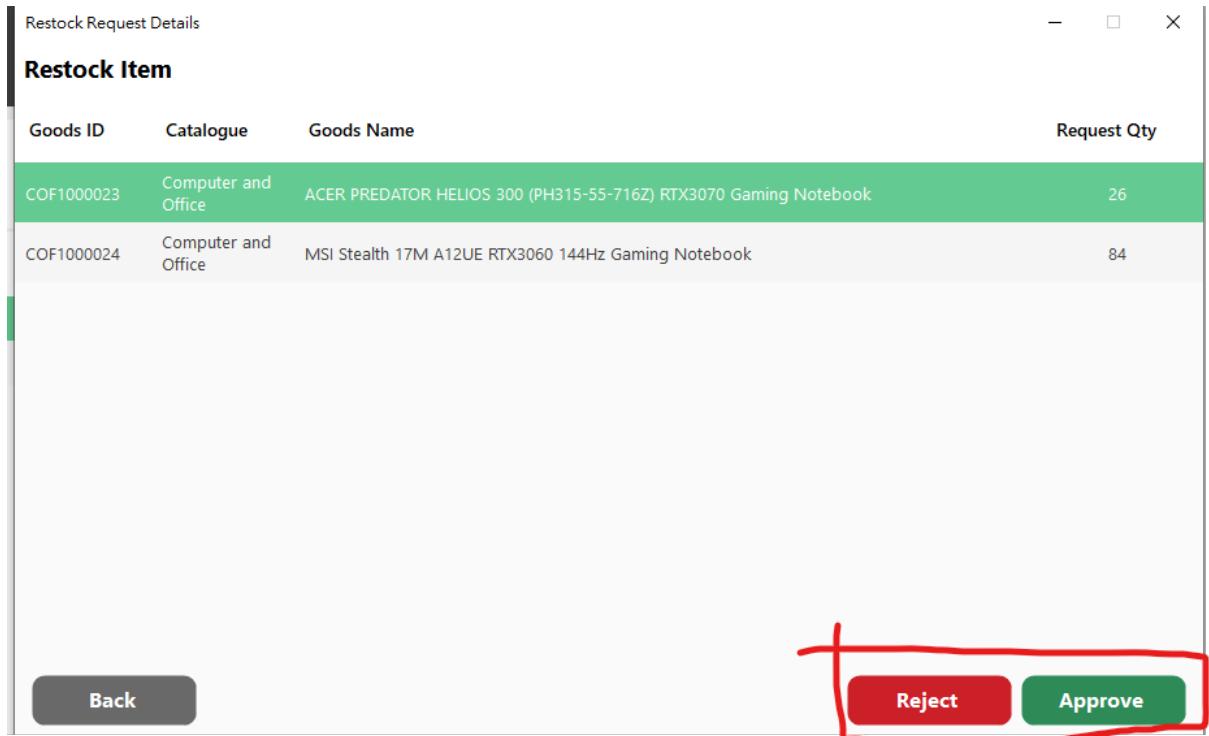
2. Select “Received Request”



3. Click one of the eye



4. Select “Approve” or “Reject”



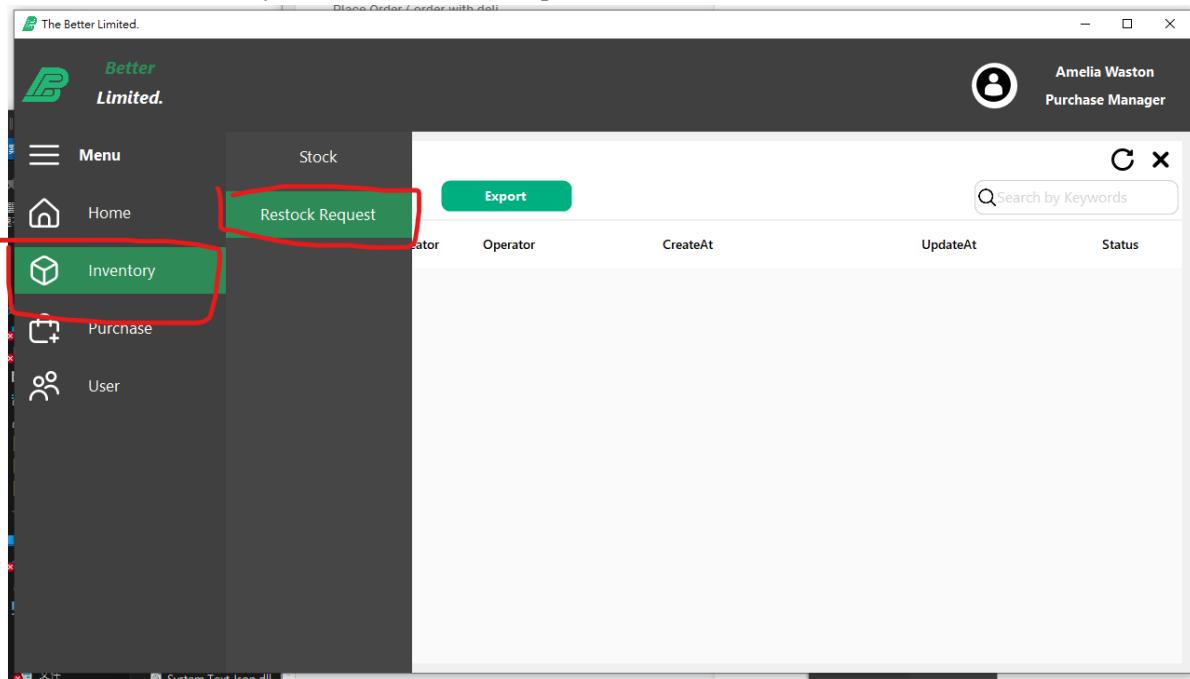
5. The status is changed to "Handling"

The screenshot shows a software interface titled "Restock Request". On the left is a sidebar with "Menu" and four items: "Home", "Inventory" (which is selected and highlighted in green), "Shipping", and "User". The main area has a header with "Received Request" dropdown, "Export" button, and a search bar. Below is a table with columns: ID, Location, Creator, Operator, CreateAt, UpdateAt, and Status. Two rows of data are listed:

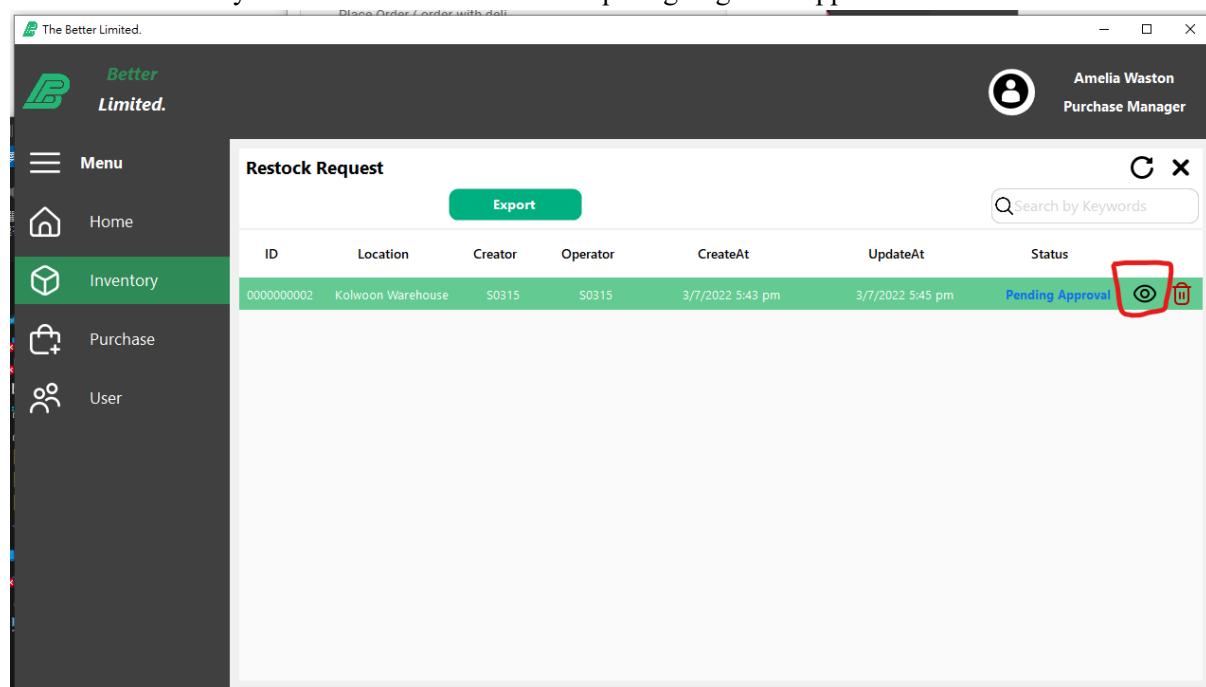
ID	Location	Creator	Operator	CreateAt	UpdateAt	Status
0000000000	TW Main Store	S0001	S0315	3/7/2022 5:22 pm	3/7/2022 5:41 pm	Handling
0000000001	TW Main Store	S0299	S0299	3/7/2022 5:37 pm	3/7/2022 5:37 pm	Pending Approval

19.18 Approve Restock Request (purchase department prospective)

1. Go to Inventory and click Restock Request



2. Click the eye on the same row with the request going to be approve



3. Select “Approve” or “Reject”

Restock Request Details

Restock Item

Goods ID	Catalogue	Goods Name	Request Qty
COF1000023	Computer and Office	ACER PREDATOR HELIOS 300 (PH315-55-716Z) RTX3070 Gaming Notebook	26
COF1000024	Computer and Office	MSI Stealth 17M A12UE RTX3060 144Hz Gaming Notebook	84

Back

Reject Approve

4. The status is changed to “Approved”

The Better Limited.

Better Limited.

Amelia Waston
Purchase Manager

Menu

Home

Inventory

Purchase

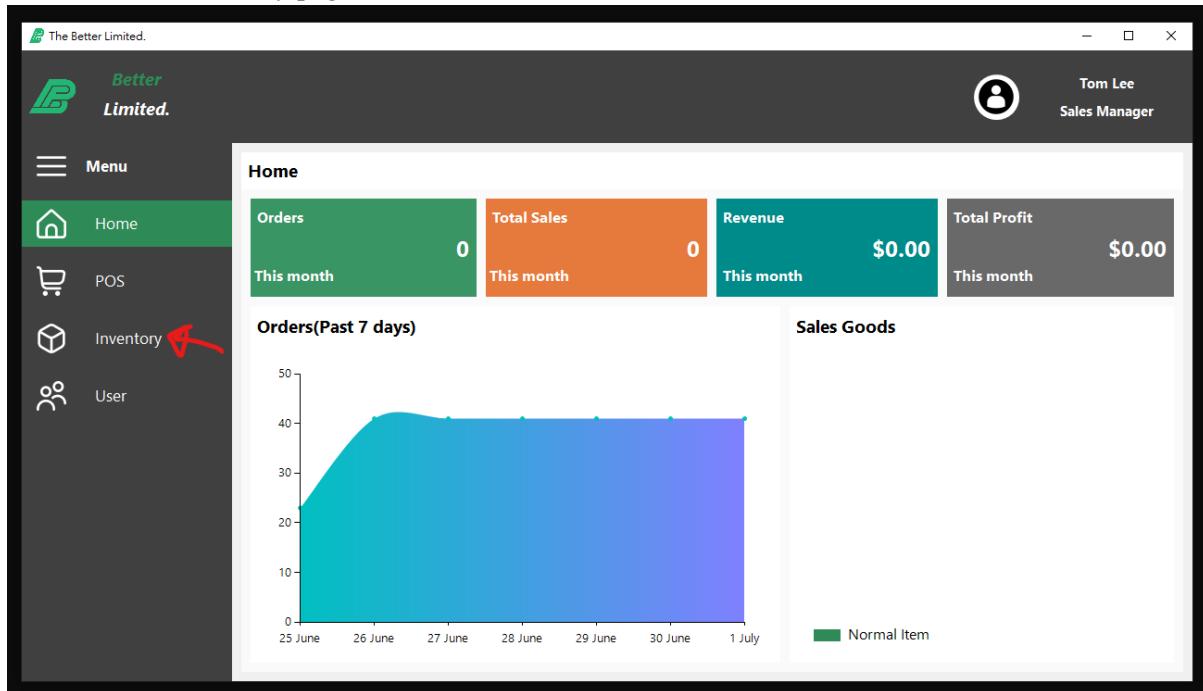
User

Restock Request

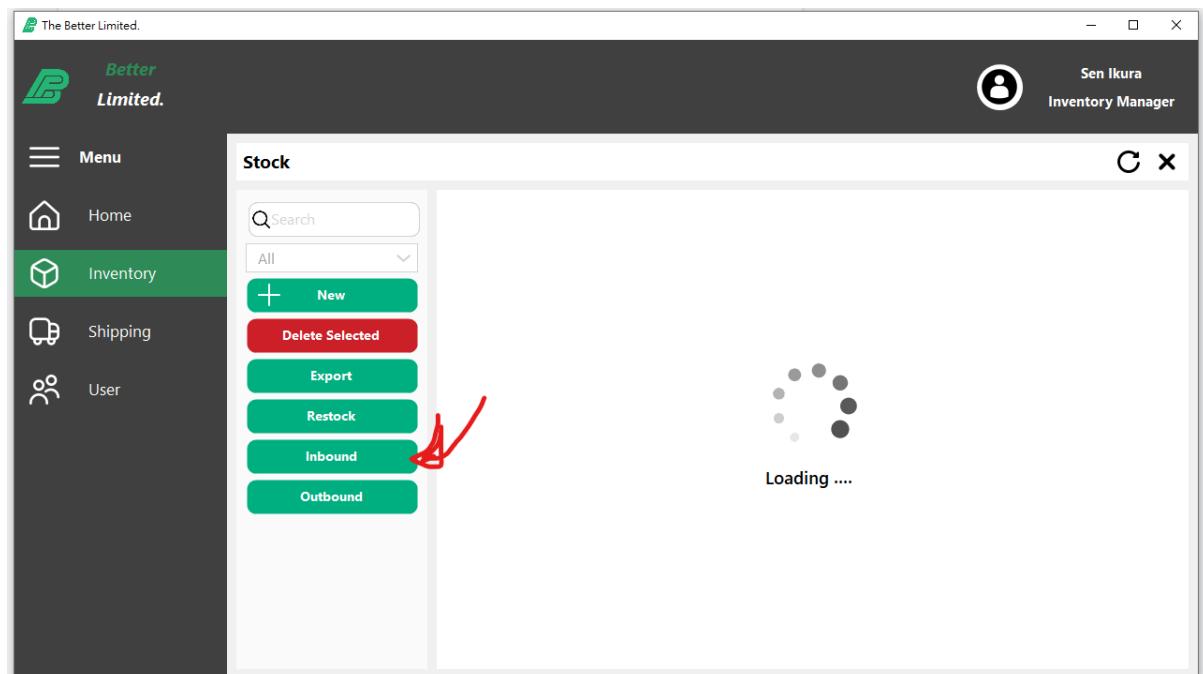
ID	Location	Creator	Operator	CreateAt	UpdateAt	Status
000000002	Kolwoon Warehouse	S0315	S0719	3/7/2022 5:43 pm	3/7/2022 5:47 pm	Approved

19.19 Inbound

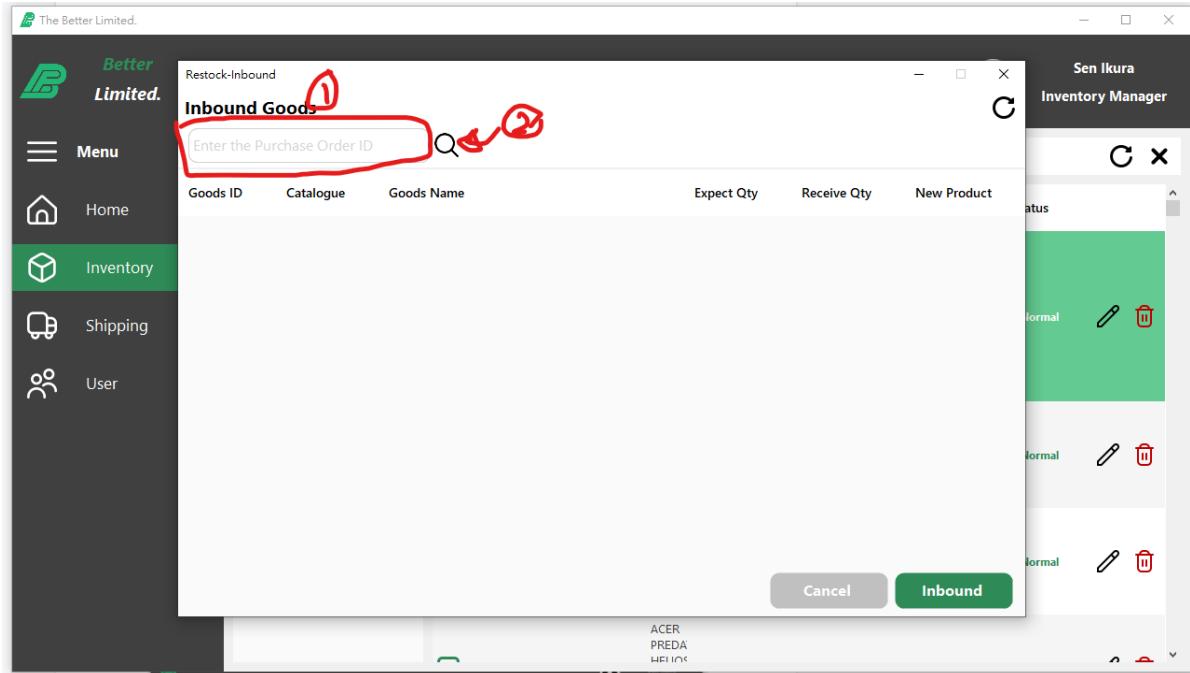
1. Go to Inventory page



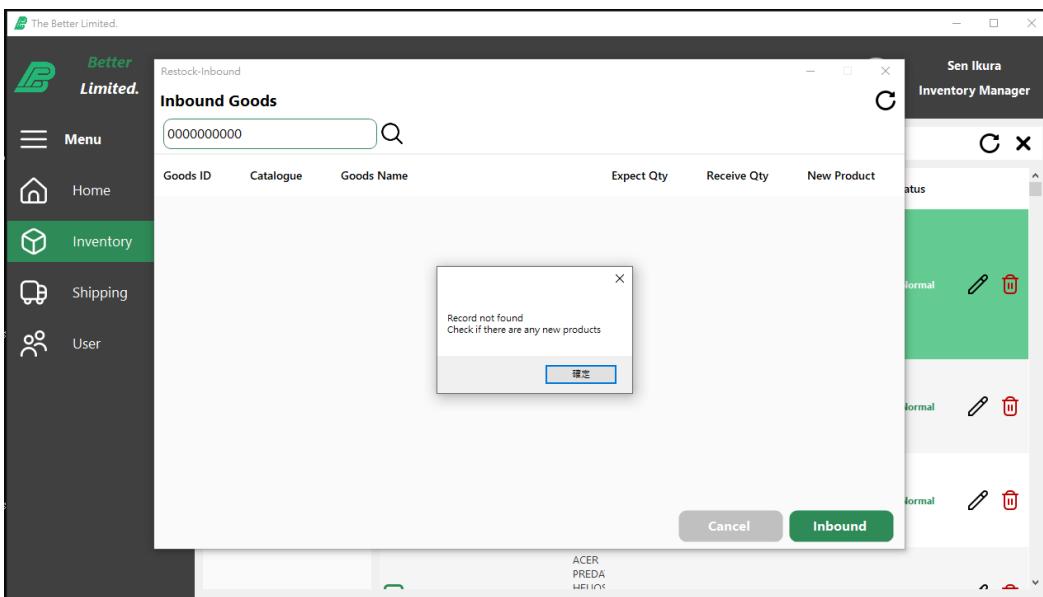
2. Click "Inbound"



3. Enter Restock Request ID or Purchase Request ID. And then click the search button.



3.1 Possible error



- No Purchase Order / Restock Request is found
- The Purchase Order / Restock Request is not created from your location There are new goods in the order which have no stock record is created for it
- The Purchase Order / Restock Request is in these state
 - waiting for approval
 - waiting to confirm
 - waiting for handling
 - shipping
 - not outbound from warehouse

4. Click “Inbound”

Restock-Inbound

Inbound Goods

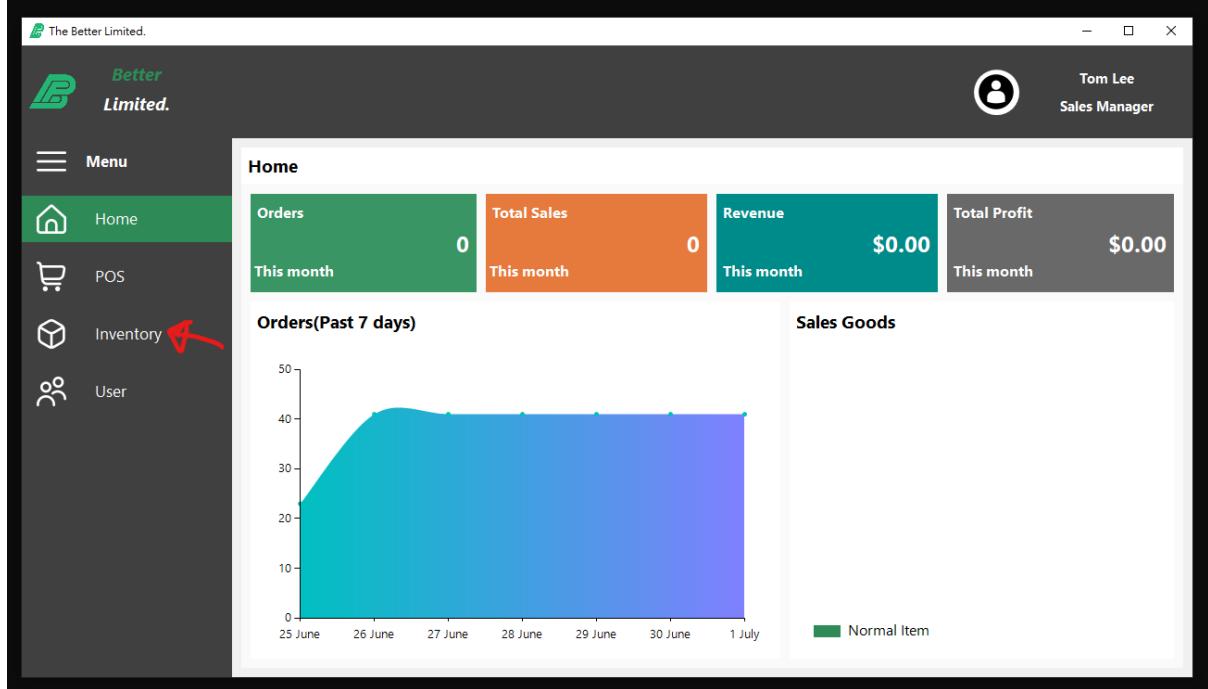
0000000000 

Goods ID	Catalogue	Goods Name	Expect Qty	Receive Qty	New Product
COF1000023	Computer and Office	ACER PREDATOR HELIOS 300 (PH315-55-716Z) RTX3070 Gaming Notebook	59	59	

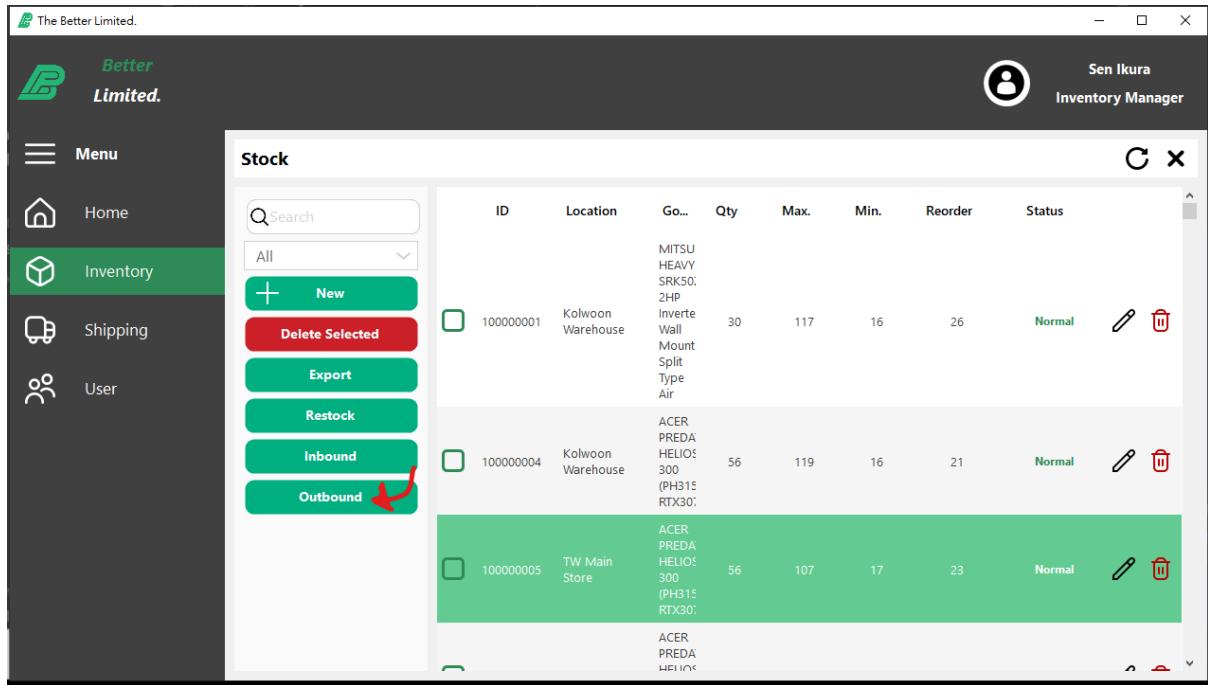
 

19.20 Outbound

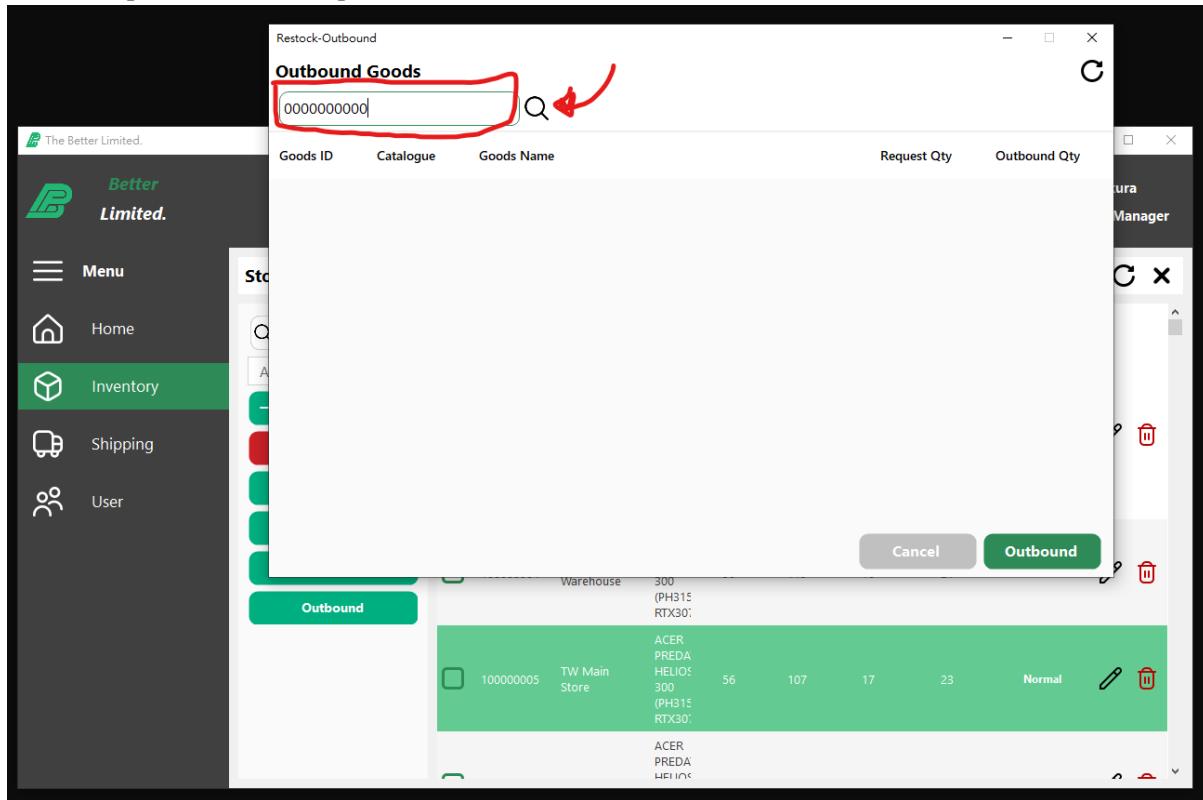
1. Go to Inventory page



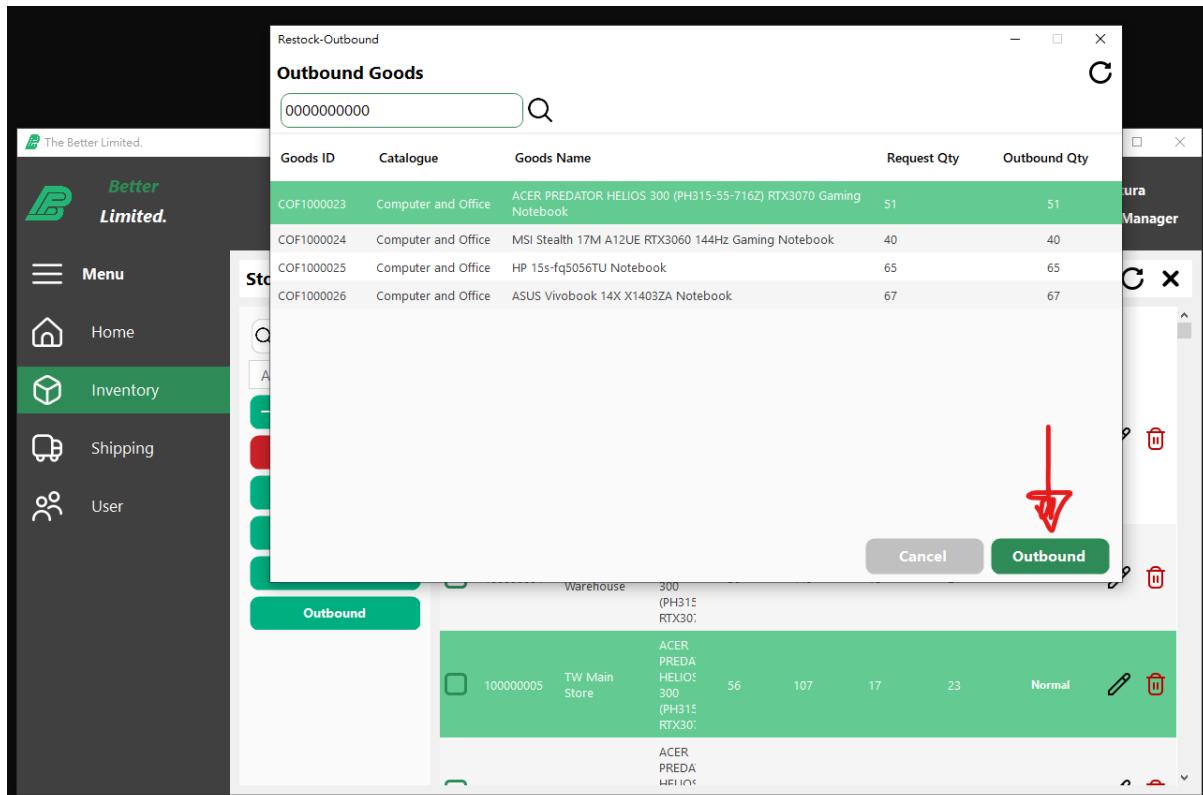
2. Click "Outbound"



3. Input the restock request and click the search button

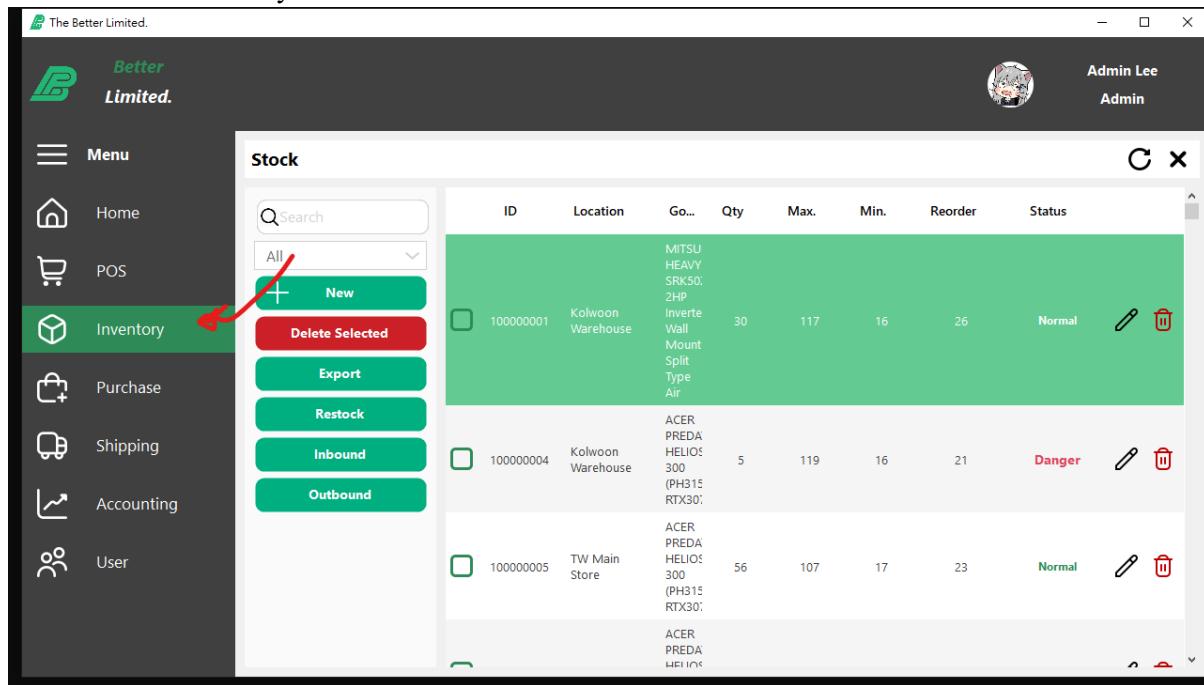


4. Click “Outbound”



Create Stock Record

1. Go to Inventory

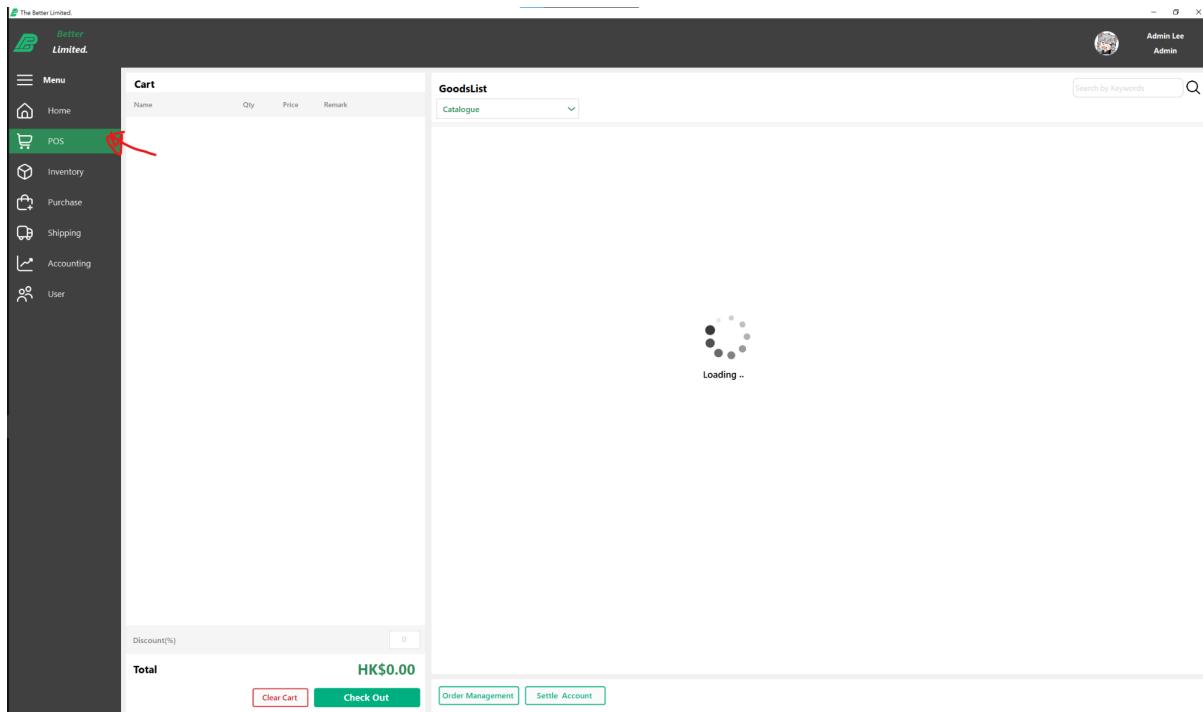


The screenshot shows the Better Limited software interface. The top bar displays the company logo "The Better Limited." and the name "Admin Lee Admin". The left sidebar, titled "Menu", contains the following options: Home, POS, Inventory (which is highlighted with a green background and has a red arrow pointing to it), Purchase, Shipping, Accounting, and User. The main area is titled "Stock" and contains a table with the following data:

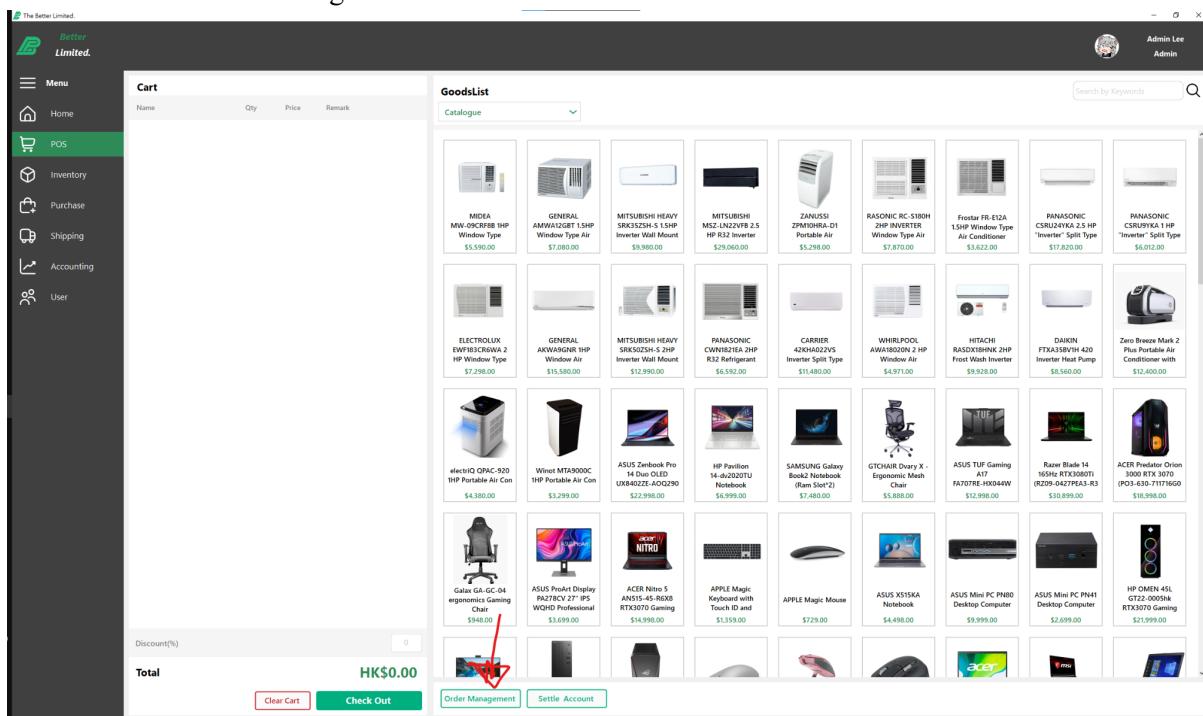
ID	Location	Go...	Qty	Max.	Min.	Reorder	Status	Action
100000001	Kolwoon Warehouse	MITSU HEAVY SRK50; 2HP Inverte Wall Mount Split Type Air	30	117	16	26	Normal	 
100000004	Kolwoon Warehouse	ACER PREDA HELIOS 300 (PH315 RTX30)	5	119	16	21	Danger	 
100000005	TW Main Store	ACER PREDA HELIOS 300 (PH315 RTX30)	56	107	17	23	Normal	 

19.21 Export Order List to CSV

1. Click “POS”



2. Click “Order Management”



3. Select order needs to be export or select none to export all

ID	Store	Creator	Operator	CreatedAt	UpdatedAt	Total Amount	Status
00000001	TW Main Store	50001	50001	9/6/2022 12:00 pm	9/6/2022 12:00 pm	\$4,740.00	Placed
00000002	TW Main Store	50001	50001	9/6/2022 10:00 am	9/6/2022 10:00 am	\$3,990.00	Booking
00000003	TW Main Store	50001	50001	9/6/2022 10:00 pm	9/6/2022 10:00 pm	\$1,190.00	Completed
00000004	TW Main Store	50001	50001	9/6/2022 3:00 pm	9/6/2022 3:00 pm	\$6,390.00	Completed
00000005	TW Main Store	50209	50209	9/6/2022 3:00 pm	9/6/2022 3:00 pm	\$12,990.00	Placed
00000006	TW Main Store	50001	50001	17/6/2022 9:57 am	17/6/2022 9:57 am	\$10,990.00	Placed
00000007	TW Main Store	50001	50001	17/6/2022 9:57 am	17/6/2022 9:57 am	\$15,990.00	Completed
00000008	TW Main Store	50001	50001	17/6/2022 9:57 am	17/6/2022 9:57 am	\$8,560.00	Pending Delivery

4. You can open it in file system

19.22 Create Stock Record

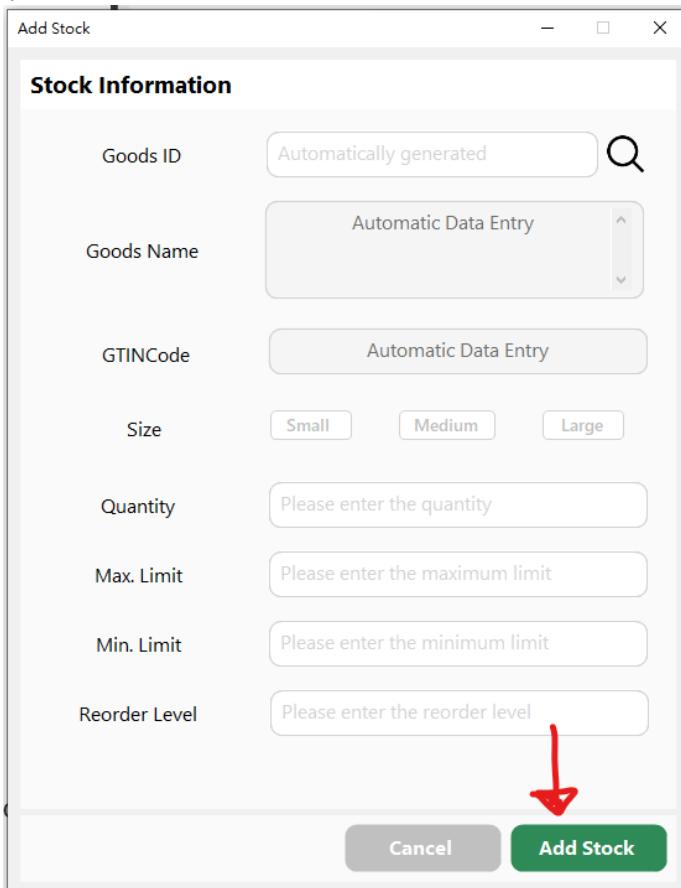
1. Open "Inventory" and click "Stock"

The screenshot shows the Better Limited software interface. On the left, there is a dark sidebar with various menu items: Home, POS, Inventory (which is highlighted with a red box), Purchase, Shipping, Accounting, and User. Above the sidebar, the company logo 'Better Limited.' is displayed. In the center, a modal window titled 'Stock' is open, also with a red box around it. The modal contains a table with columns: ID, Location, Go..., Qty, Max., Min., Reorder, and Status. There are several rows of data, each representing a different item. At the top of the modal, there are buttons for 'Restock Request', 'Defect Item', 'Export PDF', and 'Export CSV'. A search bar is located at the top right of the modal. The status column for most items is 'Selling', while one item has 'Normal' status.

2. Click "+ new"

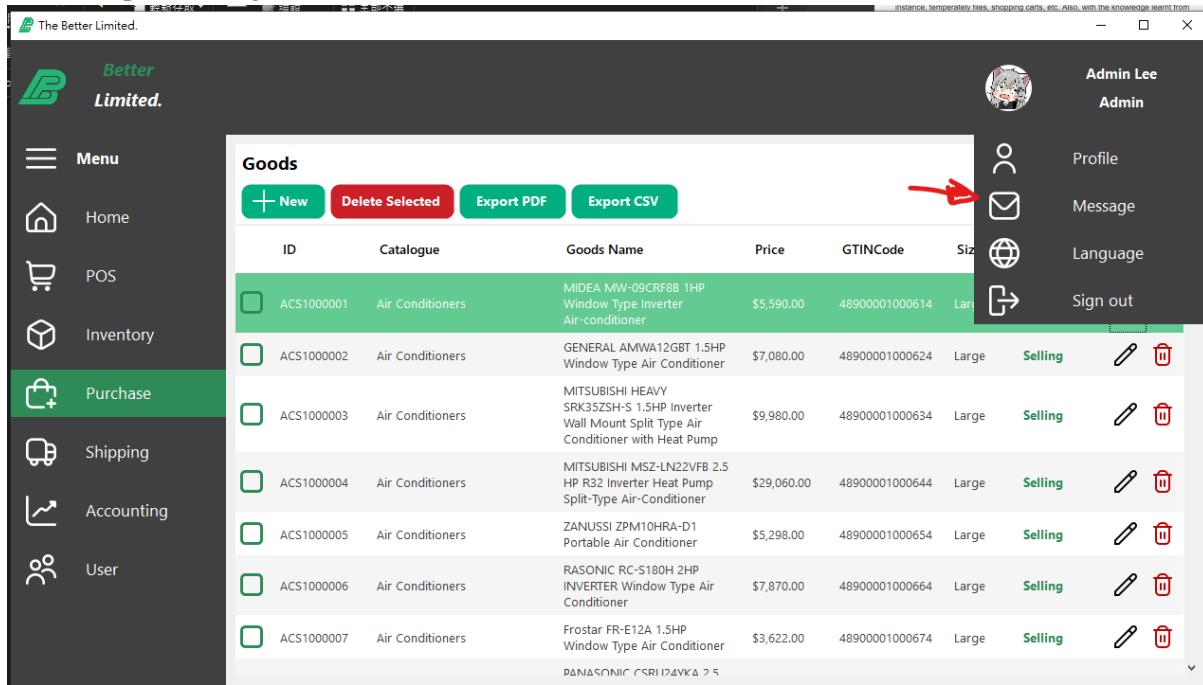
This screenshot shows the same software interface as the previous one, but with a focus on the action bar within the 'Stock' modal. The 'New' button, which is green with a white plus sign and highlighted with a blue box, is the primary focal point. Below it are other buttons: 'Delete Selected' (red), 'Export', 'Restock', 'Inbound', and 'Outbound'. The main table below the action bar displays the same stock information as the previous screenshot, including item details like ID, location, quantity, and status.

3. Input necessary data and click “Add Stock”

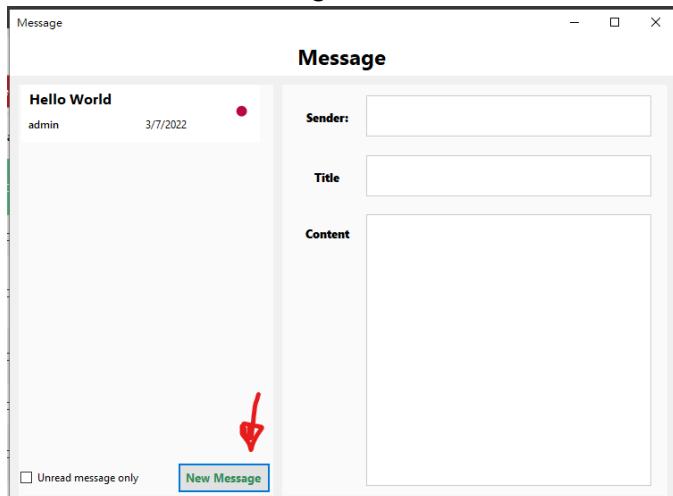


19.23 Send Message

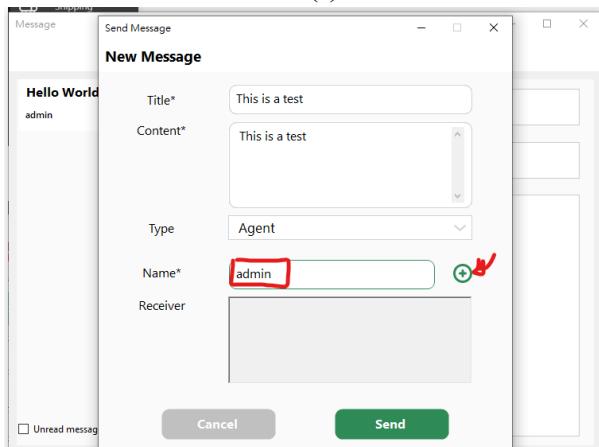
1. Open Message Center



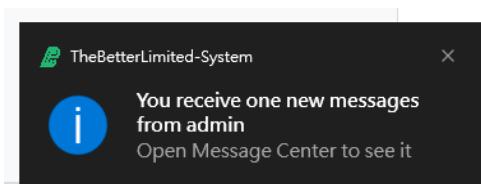
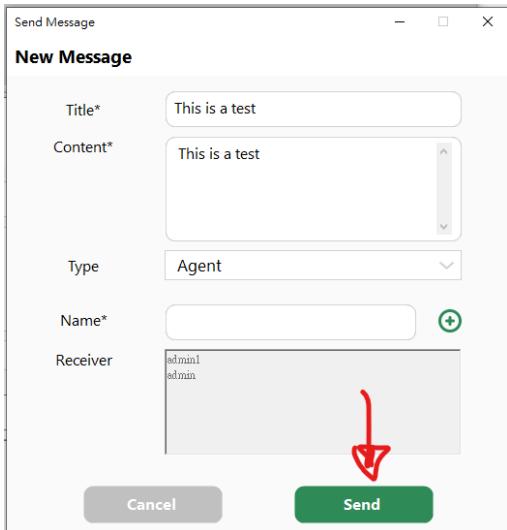
2. Click New Message



3. Enter the receiver(s) username



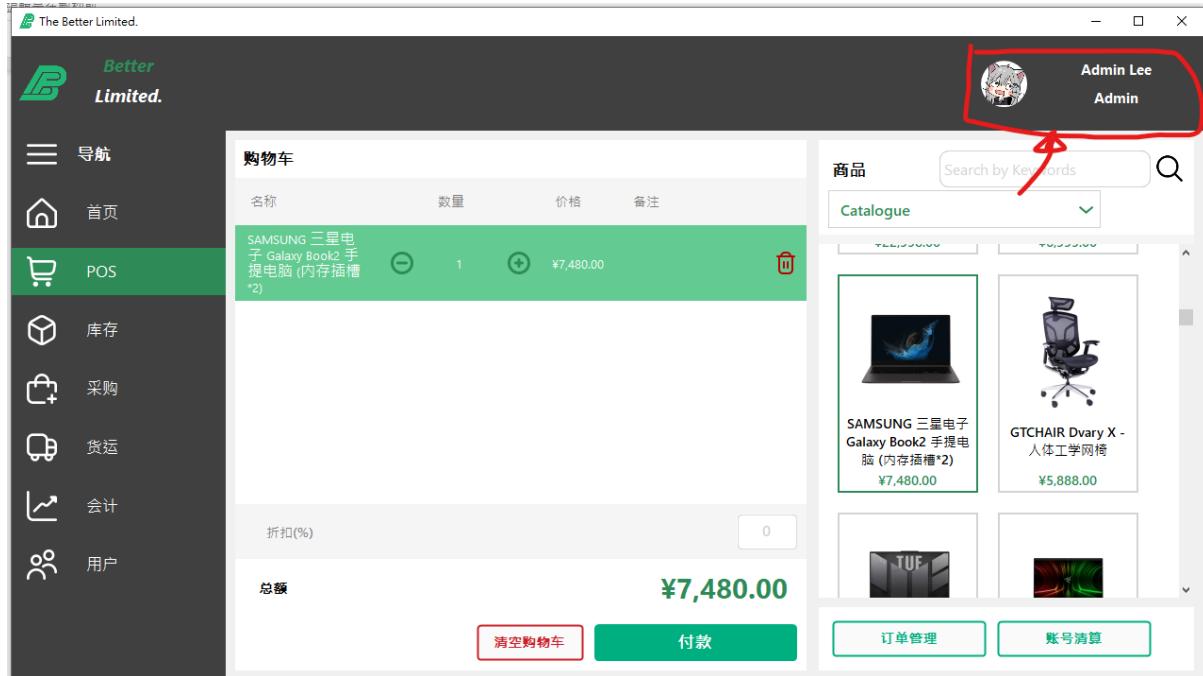
4. Click "Send"



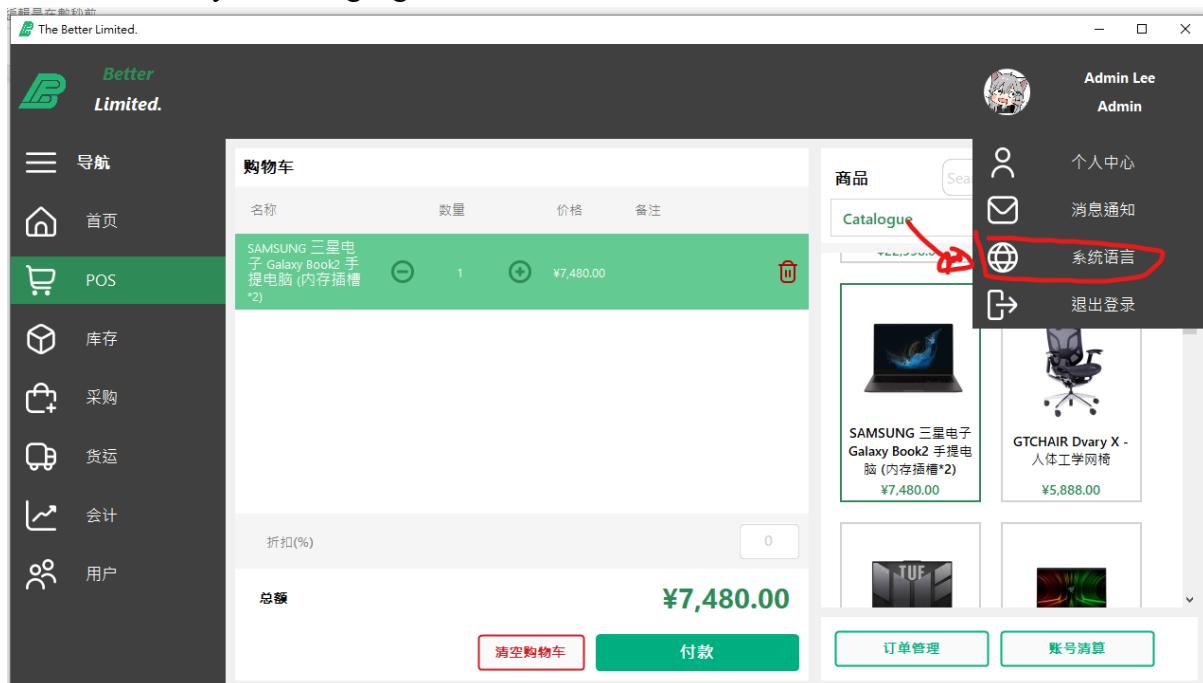
- The receiver will be notified

19.24 Change System Language

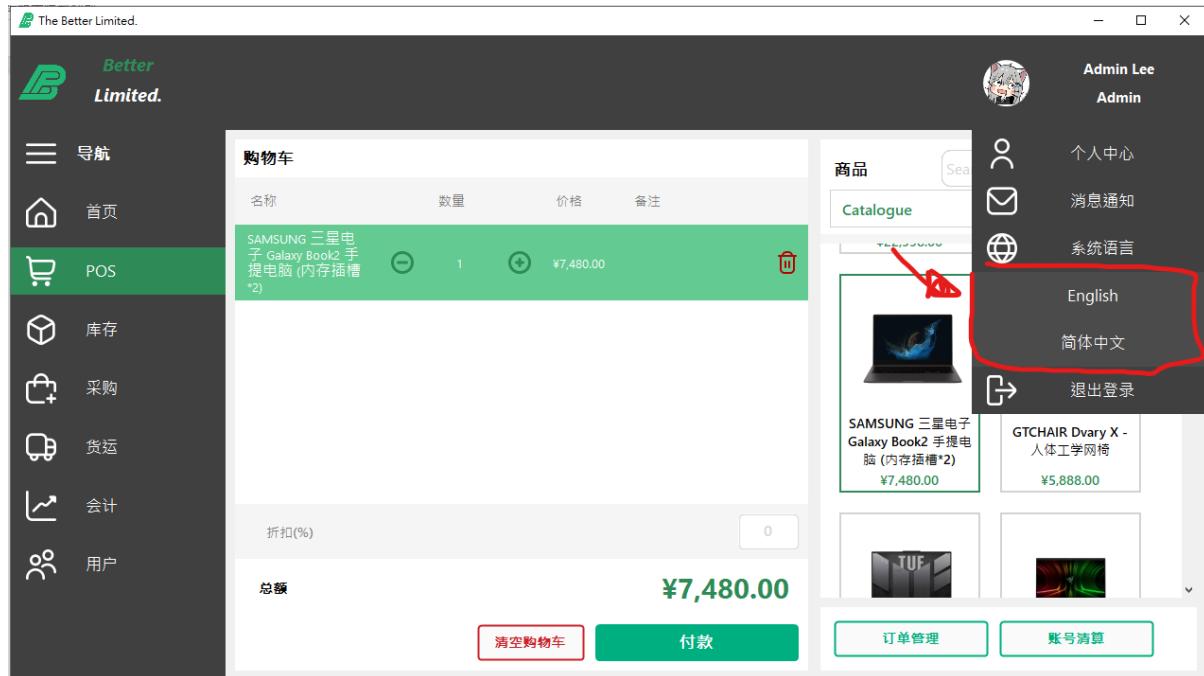
1. Click the red area



2. Click "System Language"



3. Choose a language



4. Click OK. Login again and apply the setting

