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1. Introduction

1.1 Overview

The purpose of this instruction manual is to help you navigate your way through our application ‘Casual Charm’, an online boutique store intended for both customers and administrators to access separately. There are a total of 12 listed features - 5 for users, 6 for admins, and one Index Page.



Figure 1.1a. Store Logo

2. Index Page

2.1 Index Page

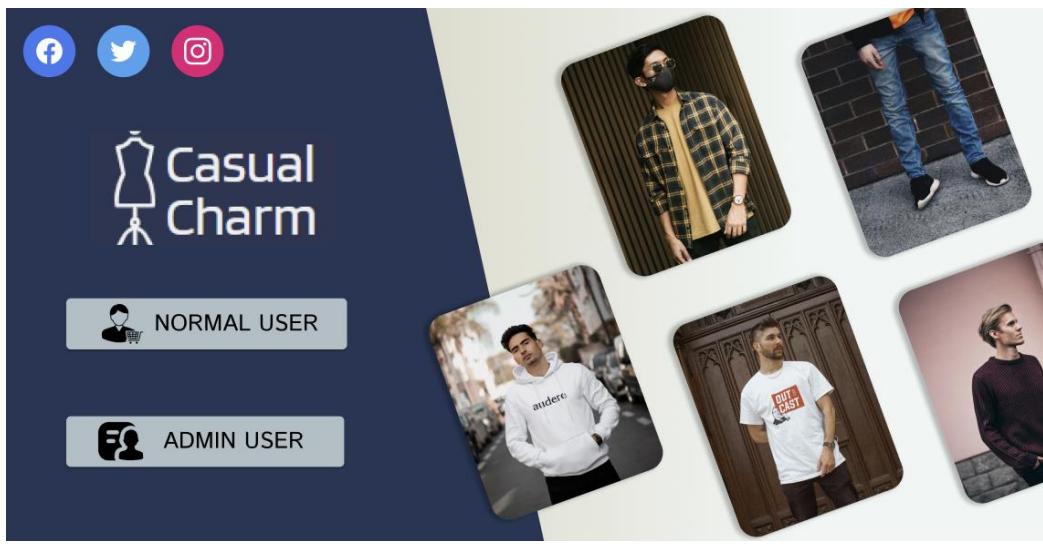


Figure 2.1a. Index Page

The index page of the application is for choosing the role of the user. On the index page, users need to pick between ‘NORMAL USER’ (a consumer) and ‘ADMIN USER’ (a staff member).

3. User Panel

3.1 Product List

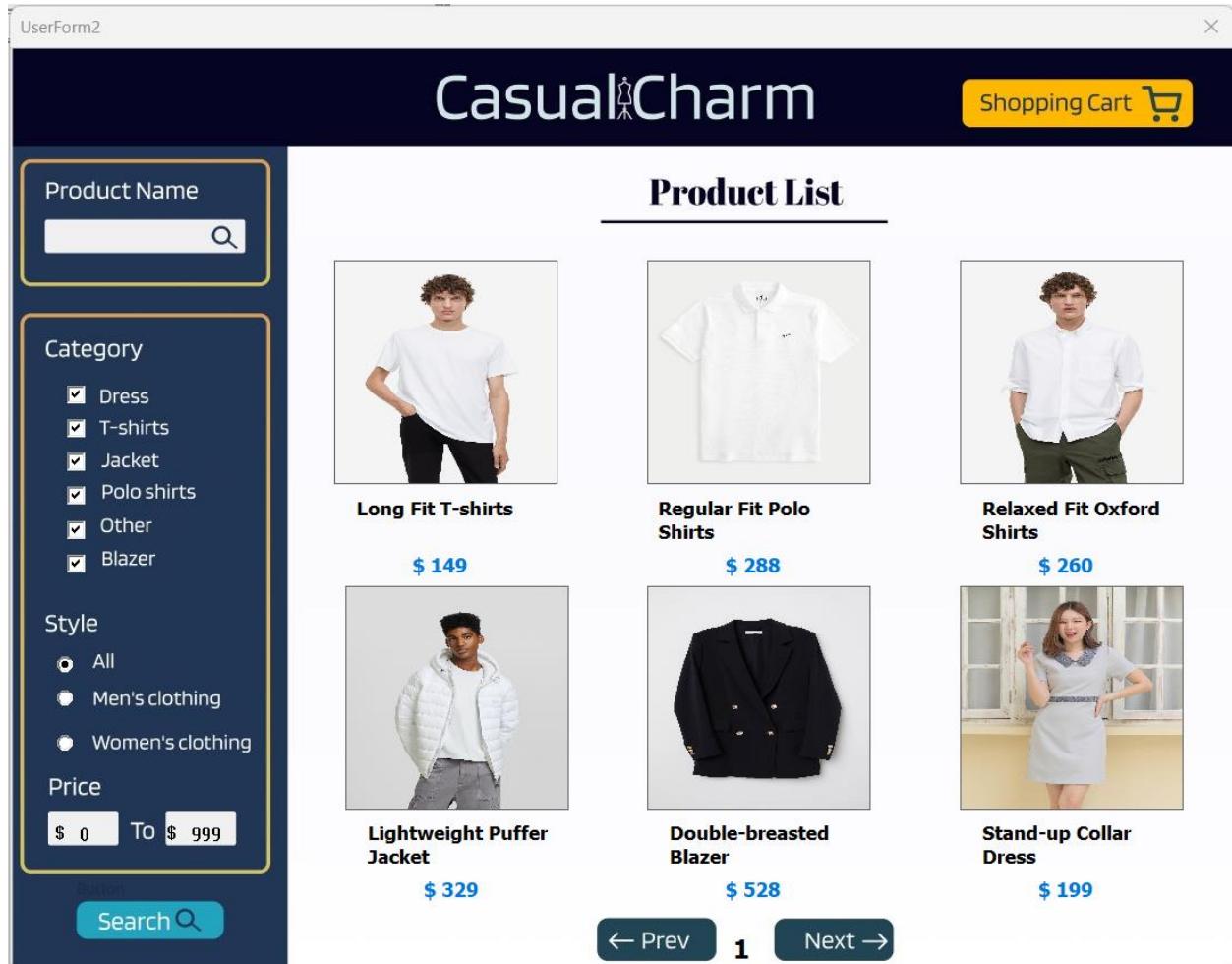


Figure 3.1a. Product List

If the user is a consumer, they will be sent to the ‘Product List’ page where they can view the items available for purchase. If the user already has items in the shopping cart, they can click ‘Shopping Cart’ on the top right to view and update the items in the cart.

3.1.1 Advanced Search

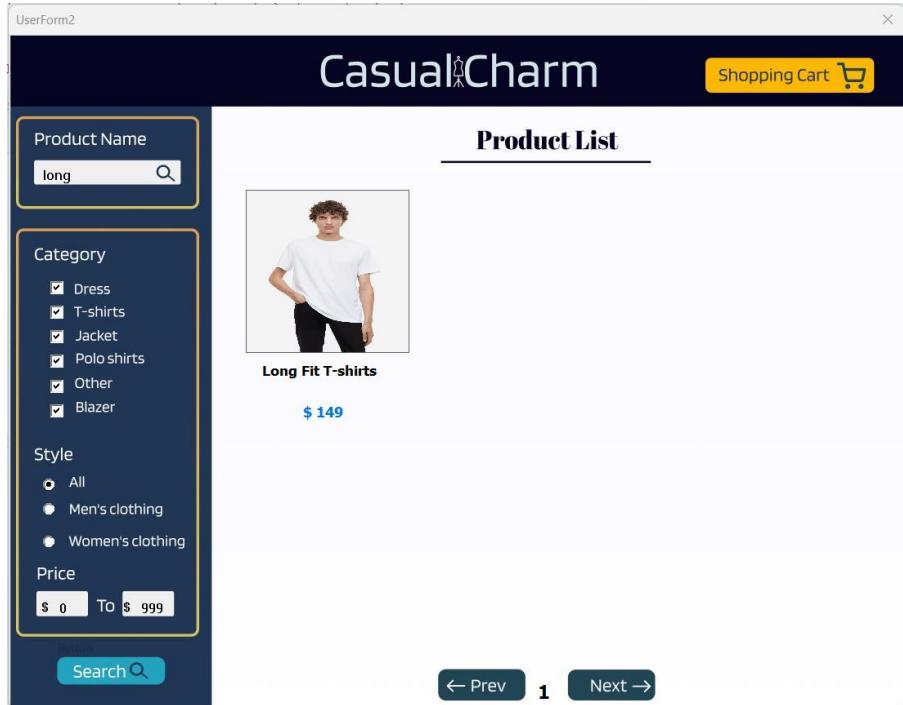


Figure 3.1.1a. Advanced Search by Product Name

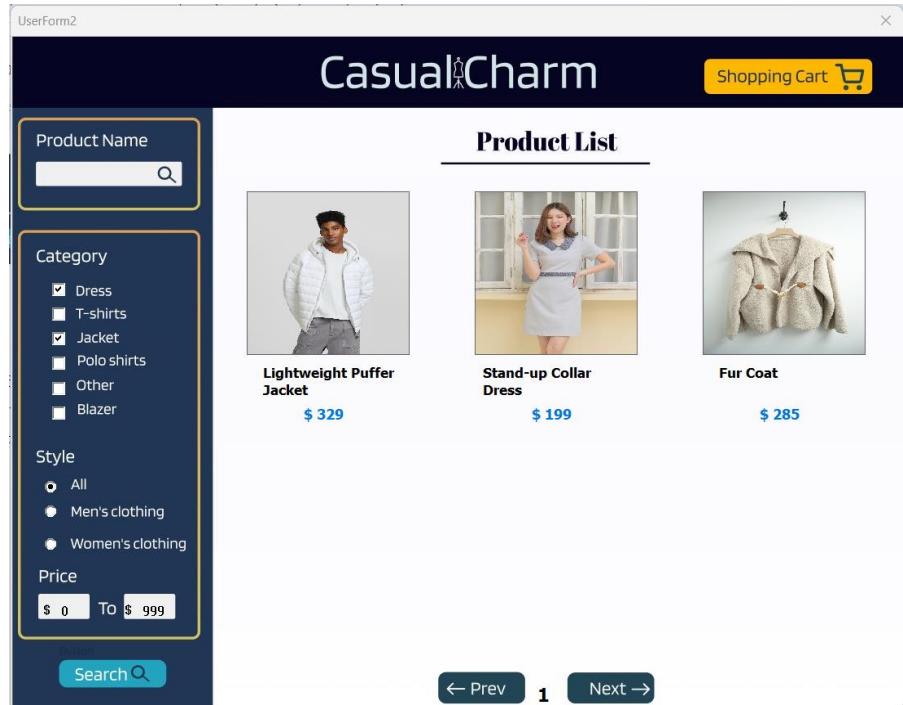


Figure 3.1.1b. Advanced Search by Category Selection

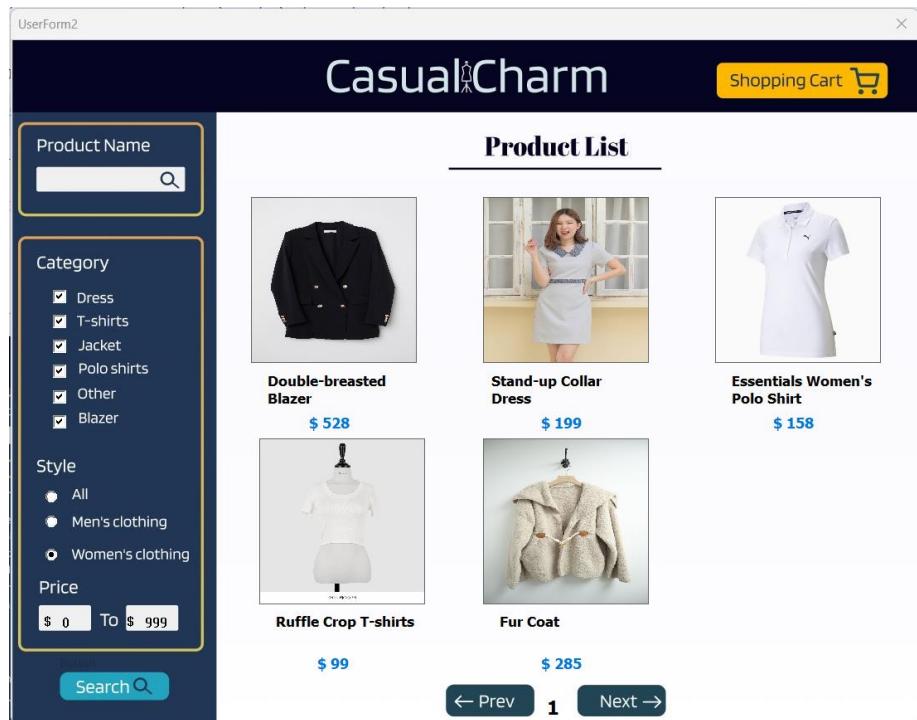


Figure 3.1.1c. Advanced Search by Style Selection

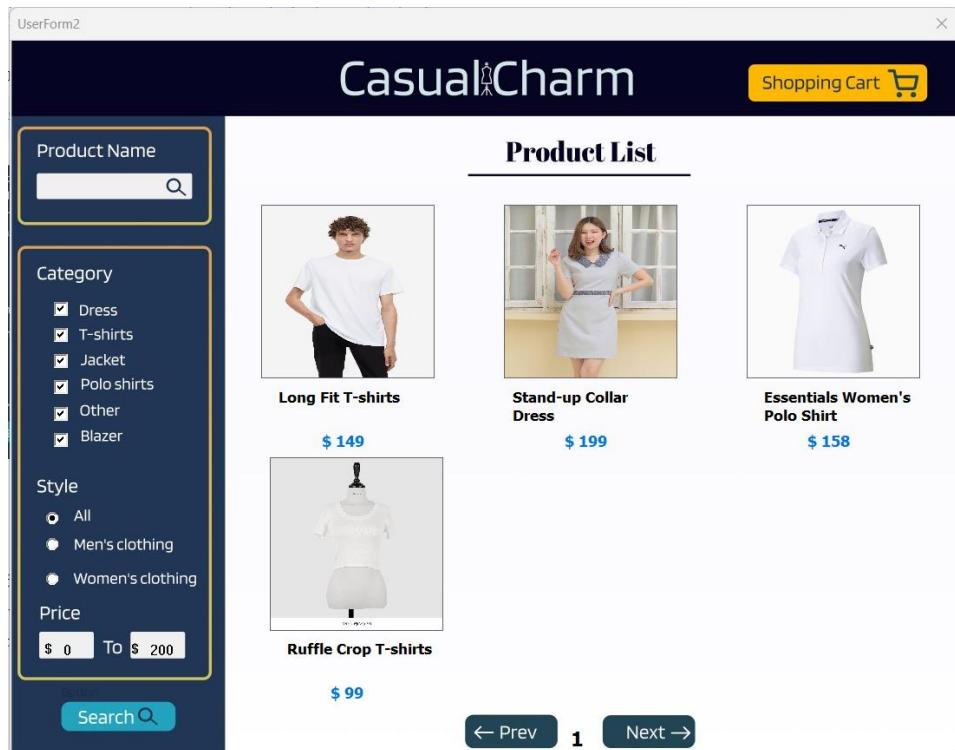


Figure 3.1.1d. Advanced Search by Product Price

On the left is an advanced search. Users looking for specific items can type and search. If the customer wants to adjust the product list, they can go to the ‘Category’, ‘Style’, and ‘Price’ sections, then click the ‘Search’ button below

3.1.2 Advanced Search with Error Handler

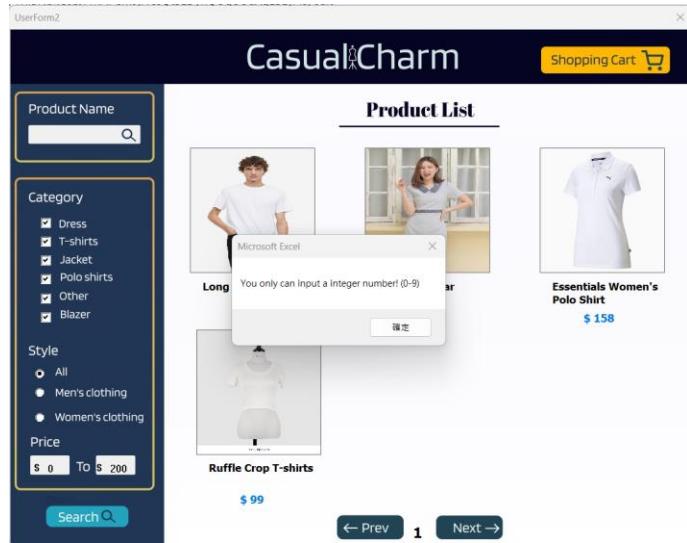


Figure 3.1.2a. Advanced Search by Product Price Trigger Typing Error

If the user enters an invalid character that is not a number, it will be an invalid input. The program will automatically reset the textbox to make it blank. It will ask for user input again, until the User enters valid numbers. The Program also limits the maximum number that can be entered to 3 digits 0-999.

3.1.3 Product List Page Management

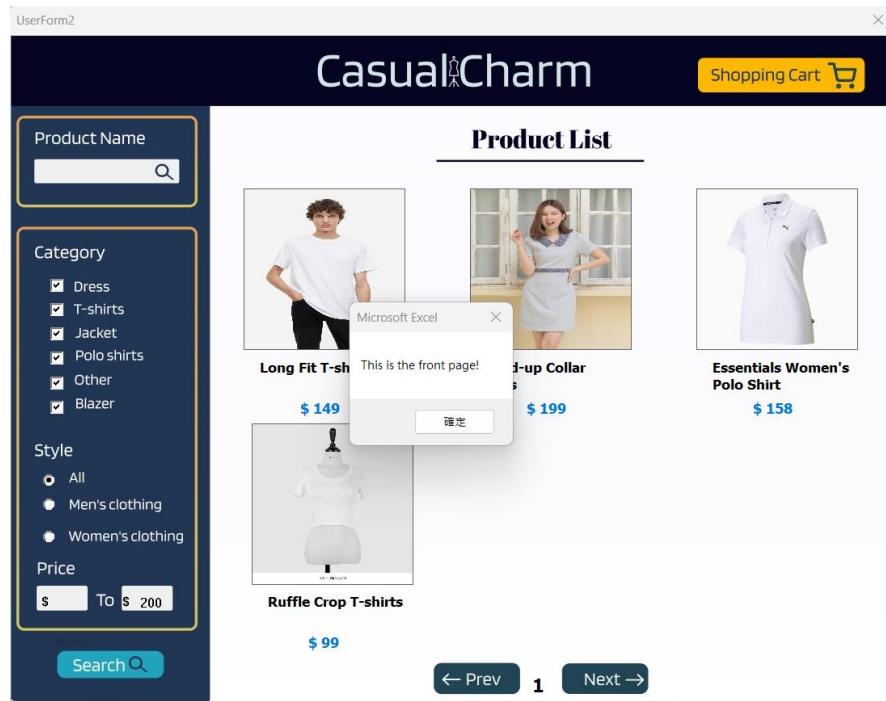


Figure 3.1.3a. Page Message Box on Front Page

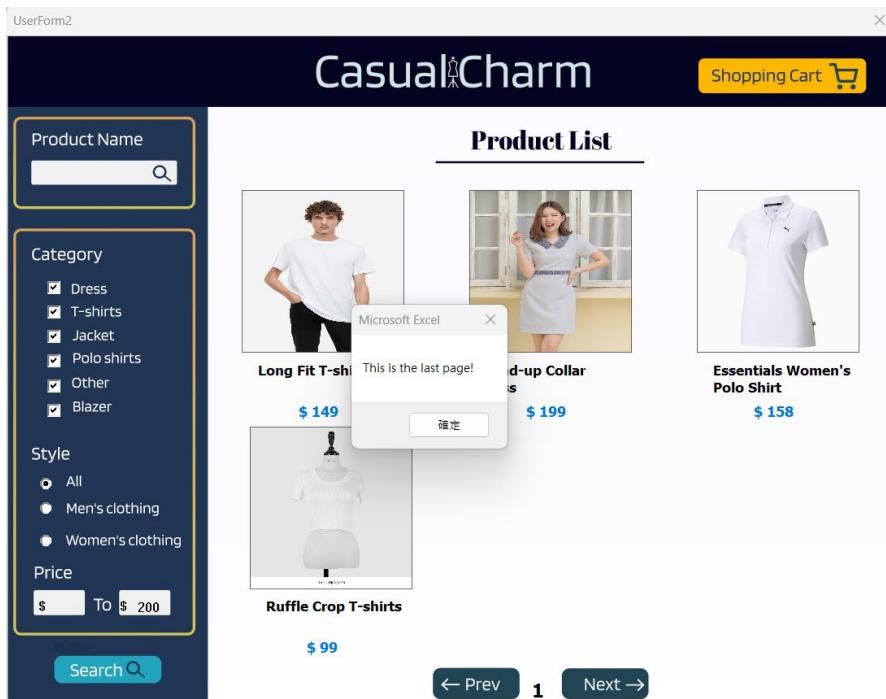


Figure 3.1.3b. Page Message Box on Last Page

Given that they are not interested in the first few selections, the user can click ‘Next’ at the bottom of the page until they are satisfied with a product. On the assumption that the customer is already on the last or first page and presses ‘Next’ or ‘Prev’ respectively, a message box will pop up informing them it is already on the first or last page

3.2 Product Details Info

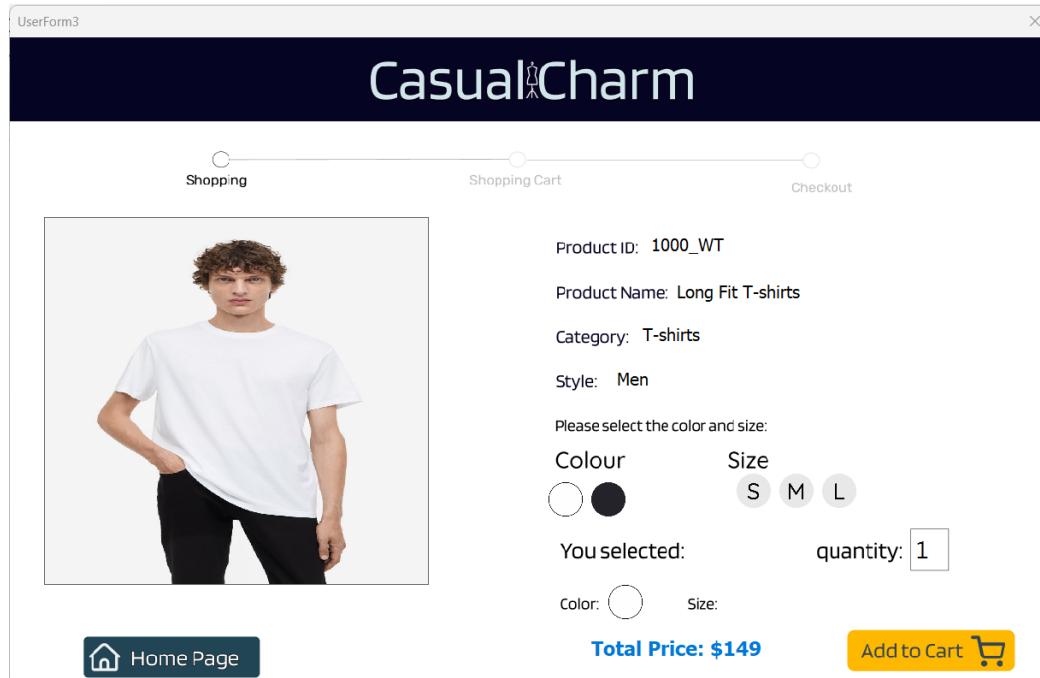


Figure 3.2a. Product Info

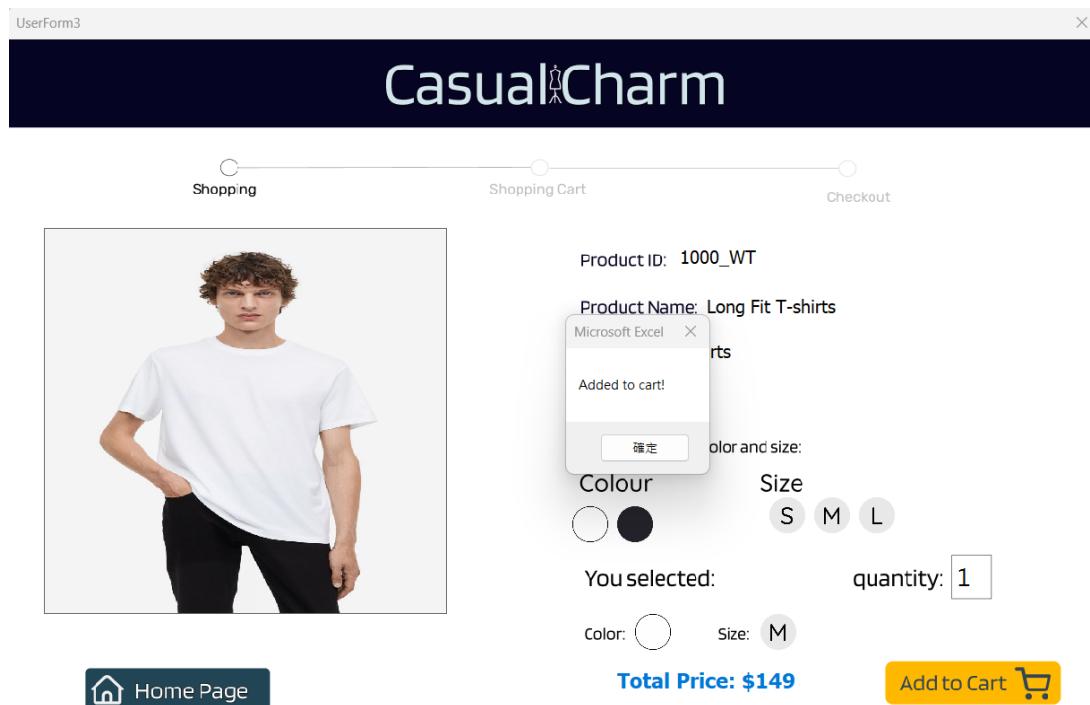


Figure 3.2b. Successfully Pick-up A Product

After clicking a product's image in the Product List, the user will be sent to the 'Product Details' page. In this page, consumers can select the color, size, and quantity of the clothing item by clicking the buttons. By changing the quantity textbox, the blue color text total price will auto-update and calculate the price. Presuming that the customer decides to disregard the current product, they can click the 'Home Page' button on the bottom left to continue browsing the selections.

3.2.1 Product Pick-Up Error Handler

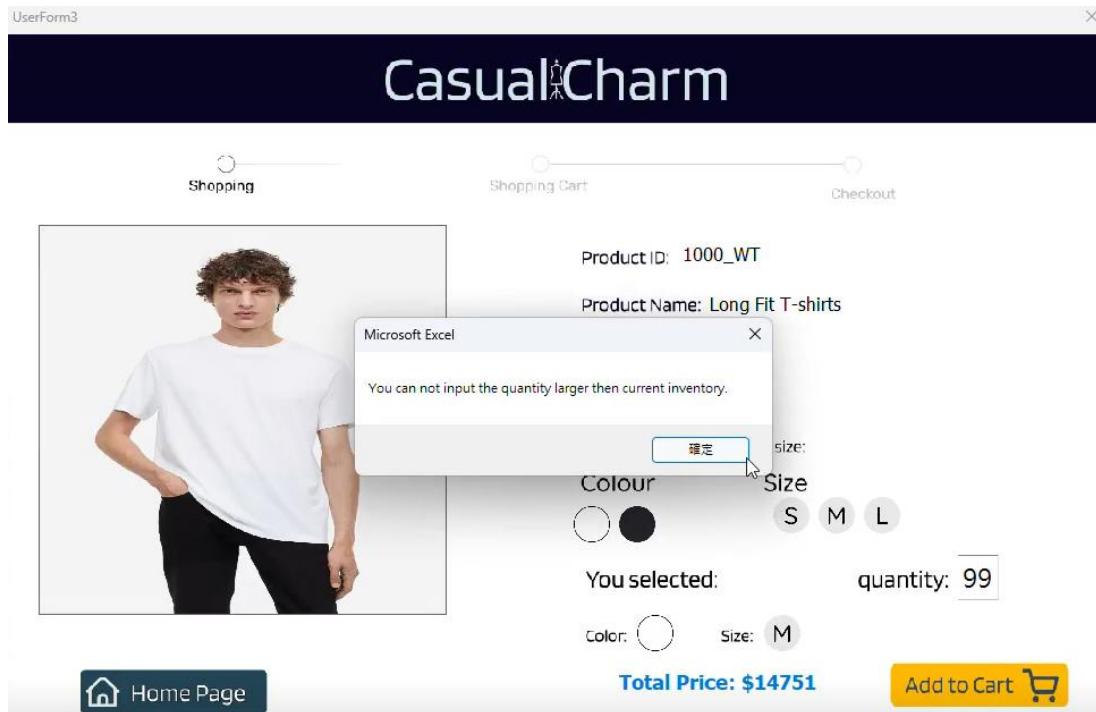


Figure 3.2.1a. Inventory Error Check

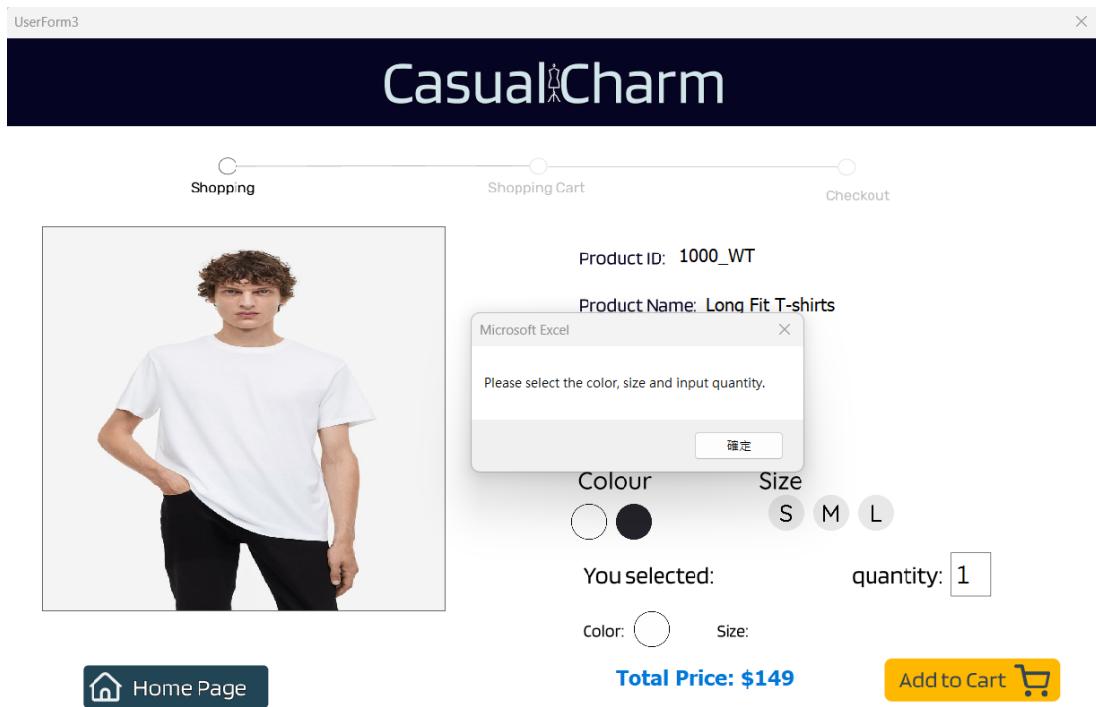


Figure 3.2.1b. Color, Size and Quantity Error Check

- Inventory Error Check

In the event that the inputted quantity number is higher than the amount in the inventory, a message box will appear informing the user of the problem. Once all conditions are fulfilled, users can simply ‘Add to Cart’ to proceed with the purchase.

- Color, Size and Quantity Error Check

If users haven’t selected and inputted the Color, Size or Quantity information, a message box will appear requesting the selections. Once all conditions are fulfilled, users can simply ‘Add to Cart’ to proceed with the purchase

3.3 Shopping Cart



Figure 3.3a. Shopping Cart Page

Customers can access the shopping cart in two ways: By clicking ‘Shopping Cart’ on the ‘Product List’ page and clicking ‘Add to Cart’ from the ‘Product Details’ page. In the shopping cart, users can adjust the color and size of the items in the cart. If they change their mind about an item and want another one, they can click the trash icon at the end of the row and then click ‘Product List’. Once the customer is satisfied with the items, they can select ‘Checkout’.

3.3.1 Shopping Cart Error Handler

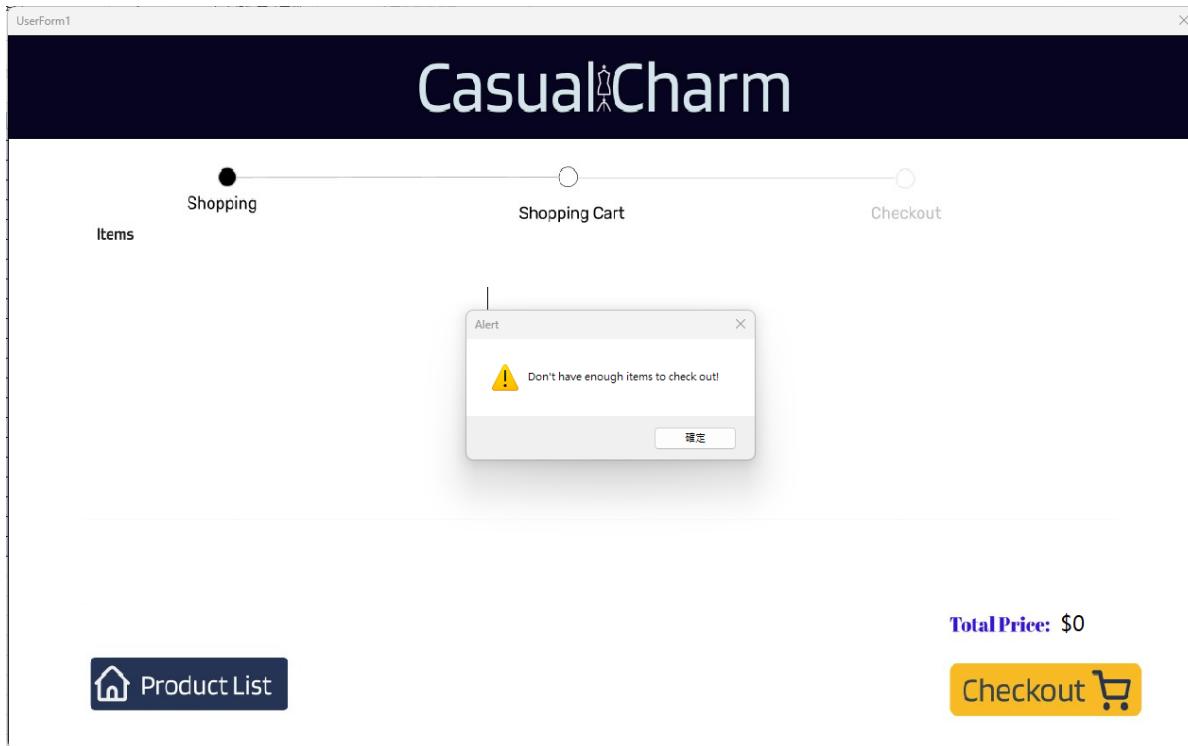


Figure 3.3.1a. Shopping Cart with No Item

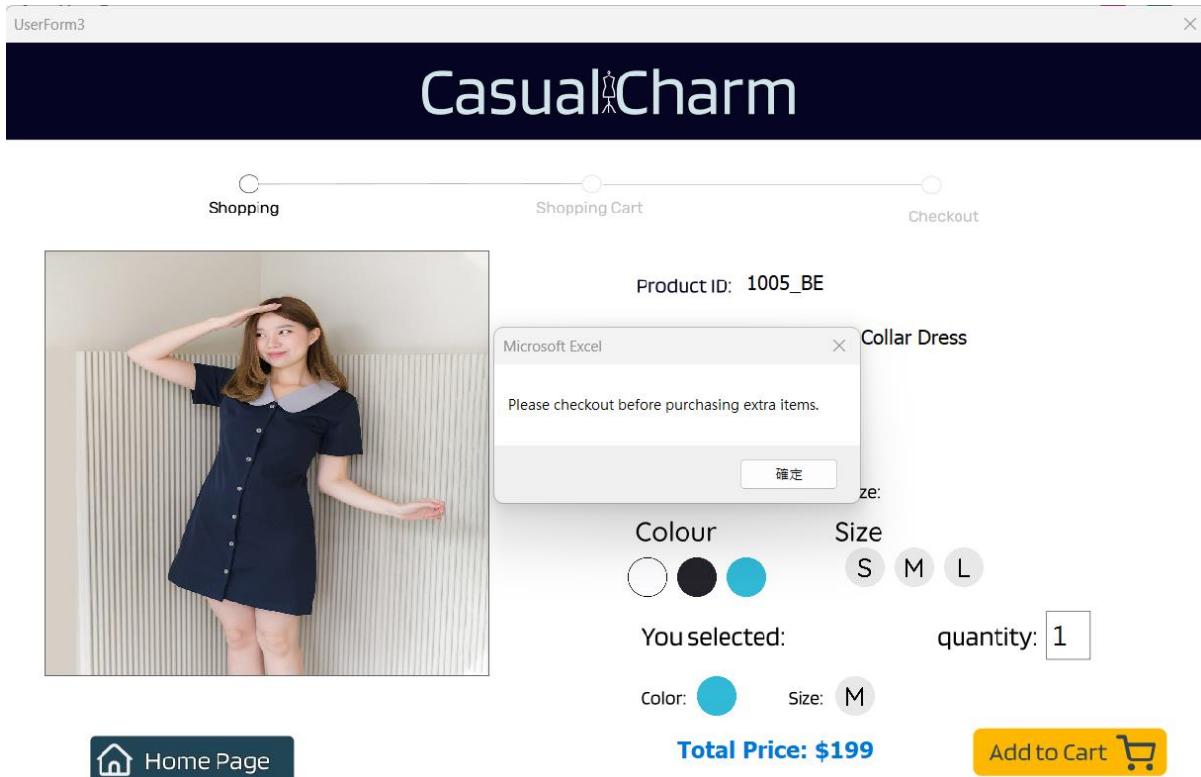


Figure 3.3.1b. Shopping Cart Items More Than Four

- Shopping Cart with No Item

If the user clicks the checkout button, but the shopping cart is currently empty. The program will reject the current process and be unable to the next step. It requires users to click the "Product List" button to add at least one item to the shopping cart for the checkout.

- Shopping Cart Items More Than Four

The program limits the purchase of a maximum of 4 items in one order. If the current number of shopping cart items is 4. Then the user can not add other products to the cart. The user must check out the current order first. Then create a second order to buy the remaining product

3.4 Checkout Info Collection



Figure 3.4a Checkout Page

On the ‘Checkout’ page, the customer will need to fill in their personal information. When the name, card number, expiration date, CVV, delivery address, email, and phone number are all filled in, the customer can press ‘Checkout’ to successfully complete the payment. In case the user wants to further add more to the shopping cart, they can click ‘Product List’. After the user input all fields on the checkout page, the payment is successfully achieved. The default shipping Data Time will be 8 working days after the payment and there will be a shipping cost of \$100. As a result, both the subtotal cost and shipping cost will be deducted from the user account. If the user does not fill in all the boxes and select the method of payment, a message box will appear telling the user.

3.4.1 Checkout Data Collection Error Handler

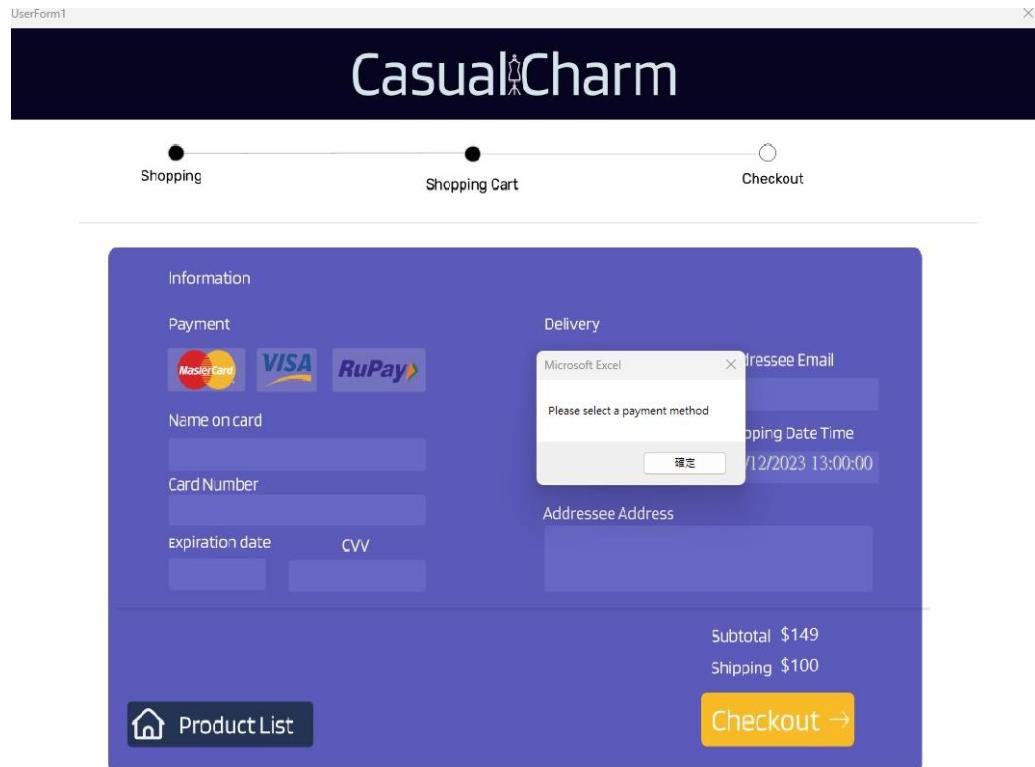


Figure 3.4.1a Invalid Payment Method Error Check

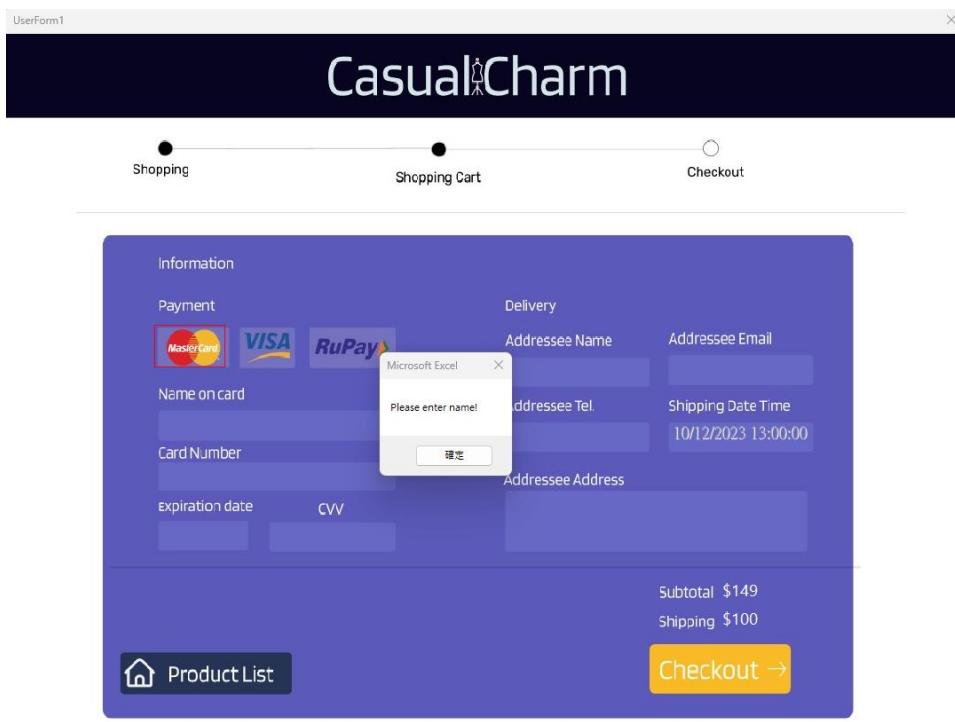


Figure 3.4.1b Invalid Card Name Error Check

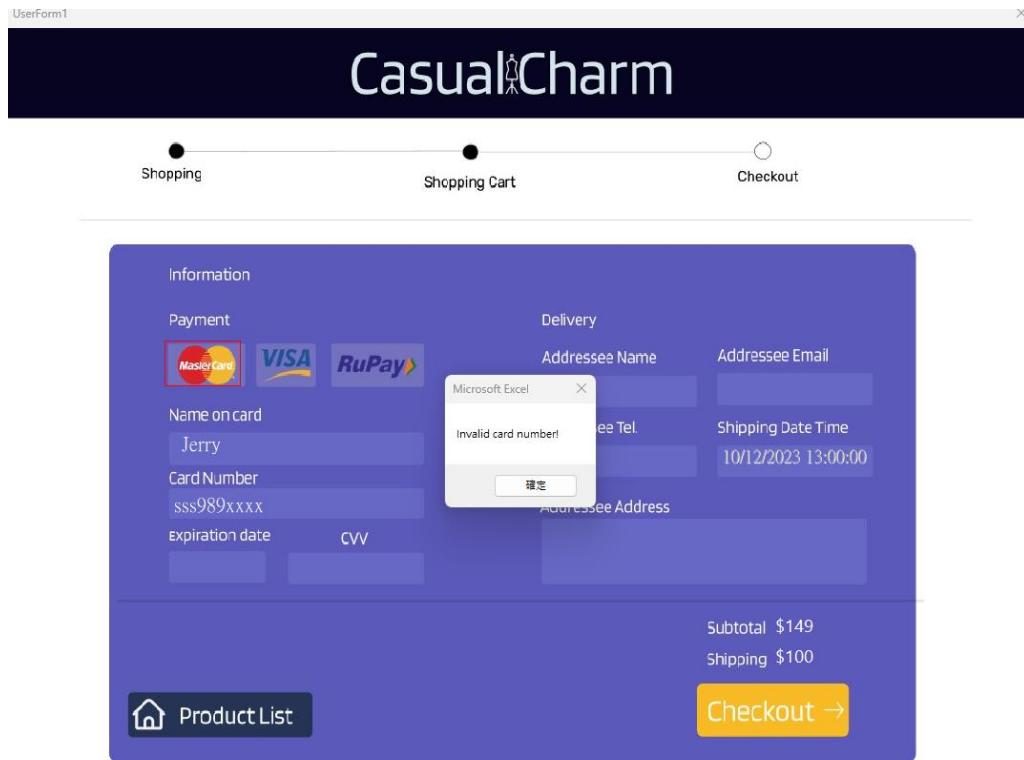


Figure 3.4.1c Invalid Card Number Error Check

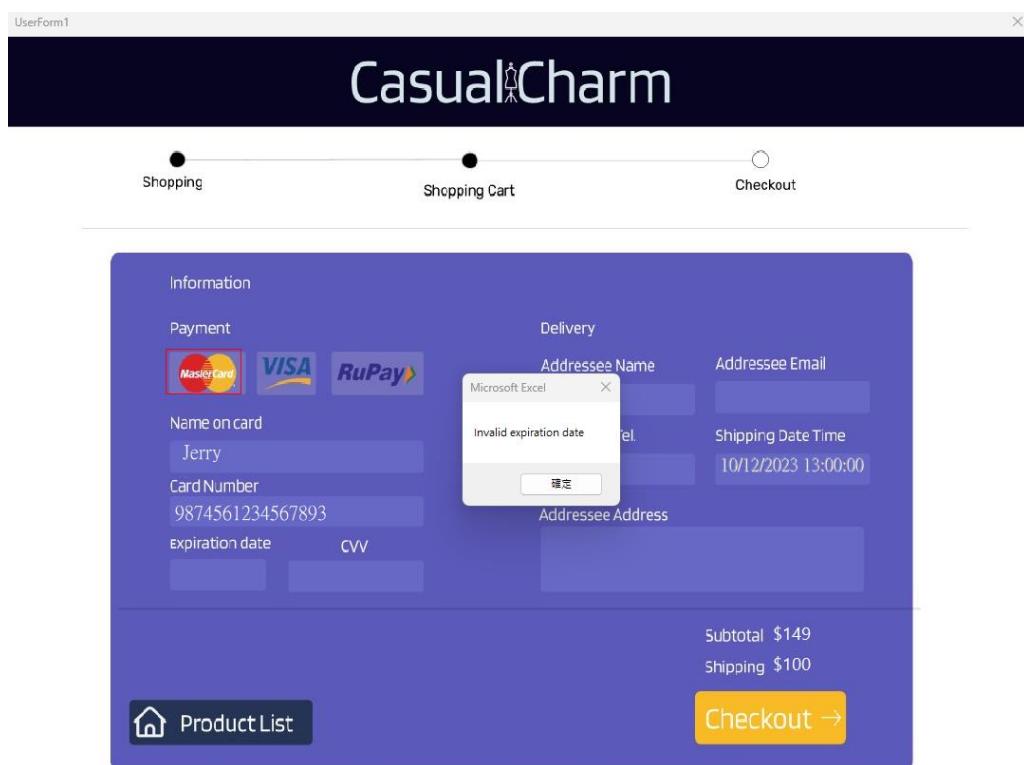


Figure 3.4.1d Invalid Expiration Date Error Check

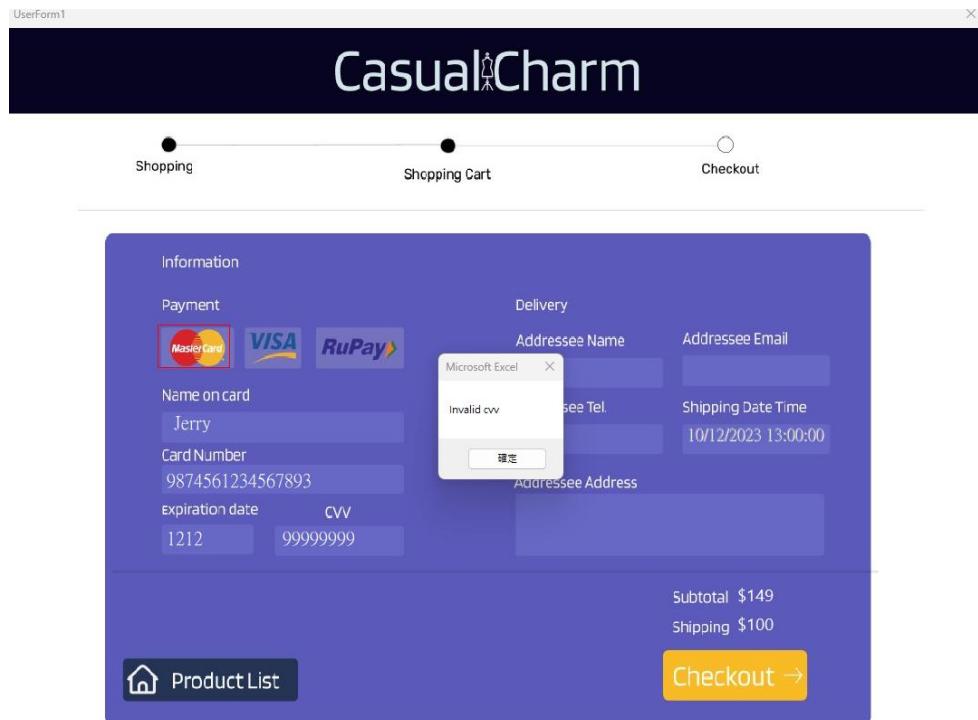


Figure 3.4.1e Invalid CVV Error Check

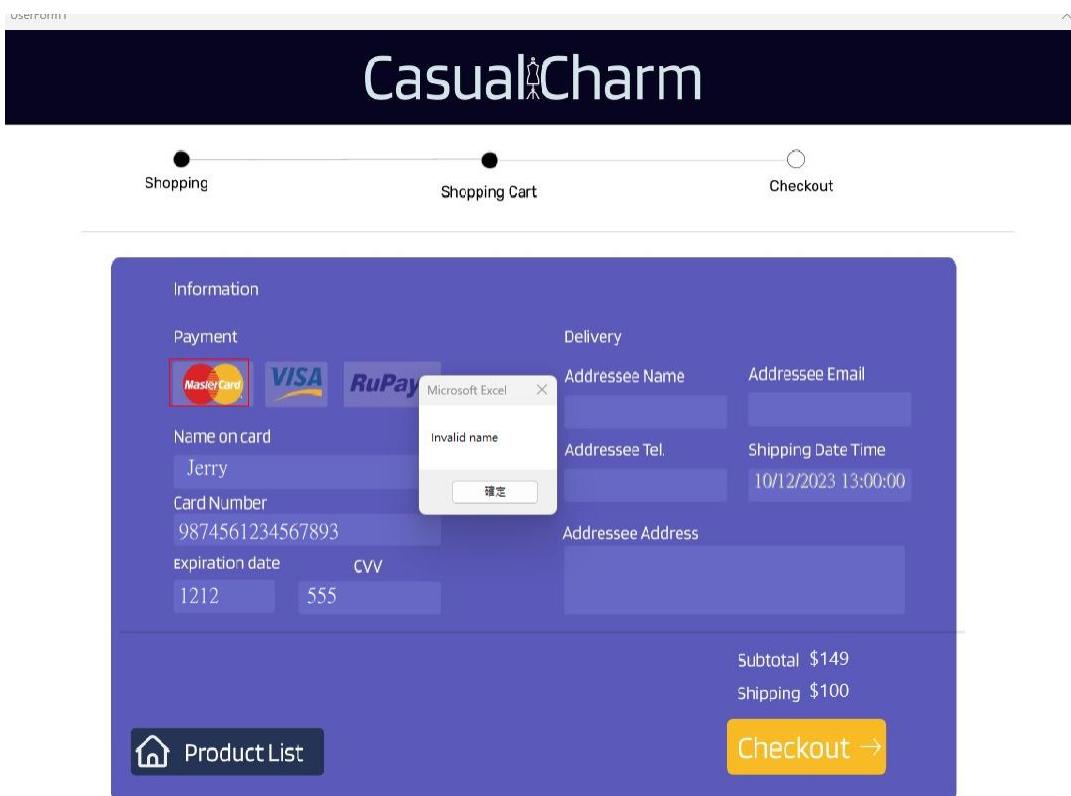


Figure 3.4.1f Invalid Addressee Name Error Check

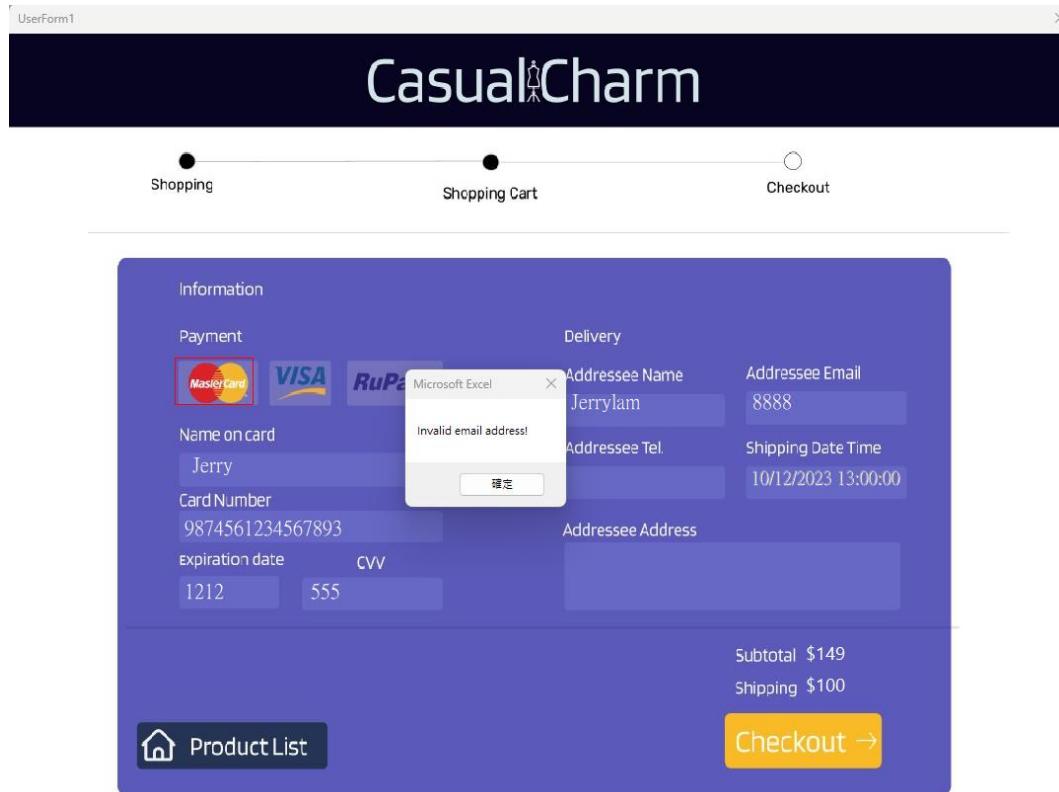


Figure 3.4.1g Invalid Email Address Error Check

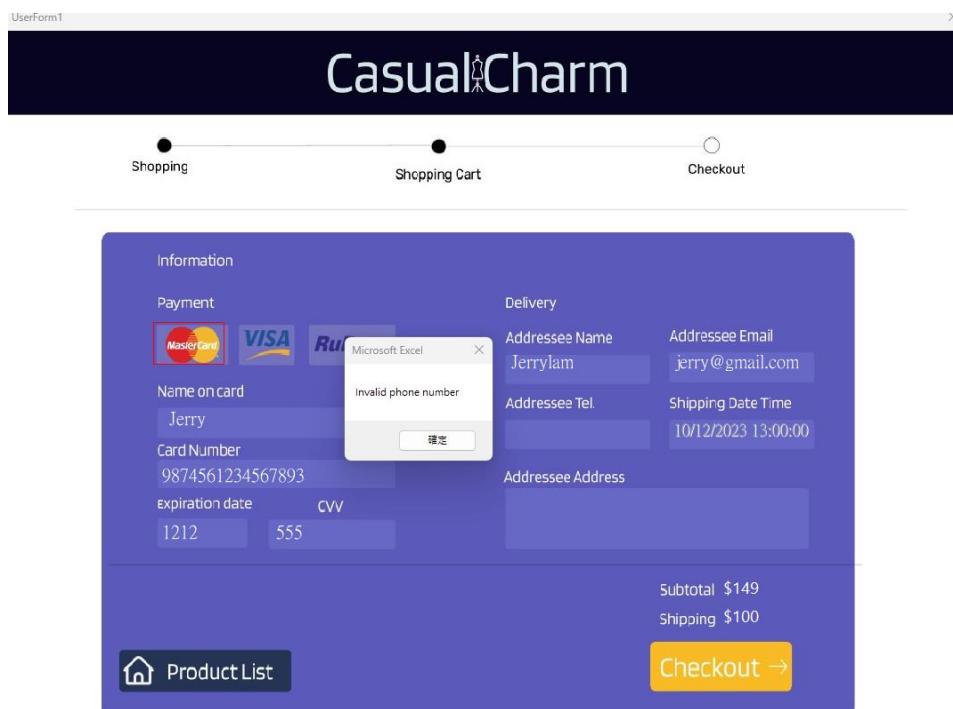


Figure 3.4.1h Invalid Phone number Error Check

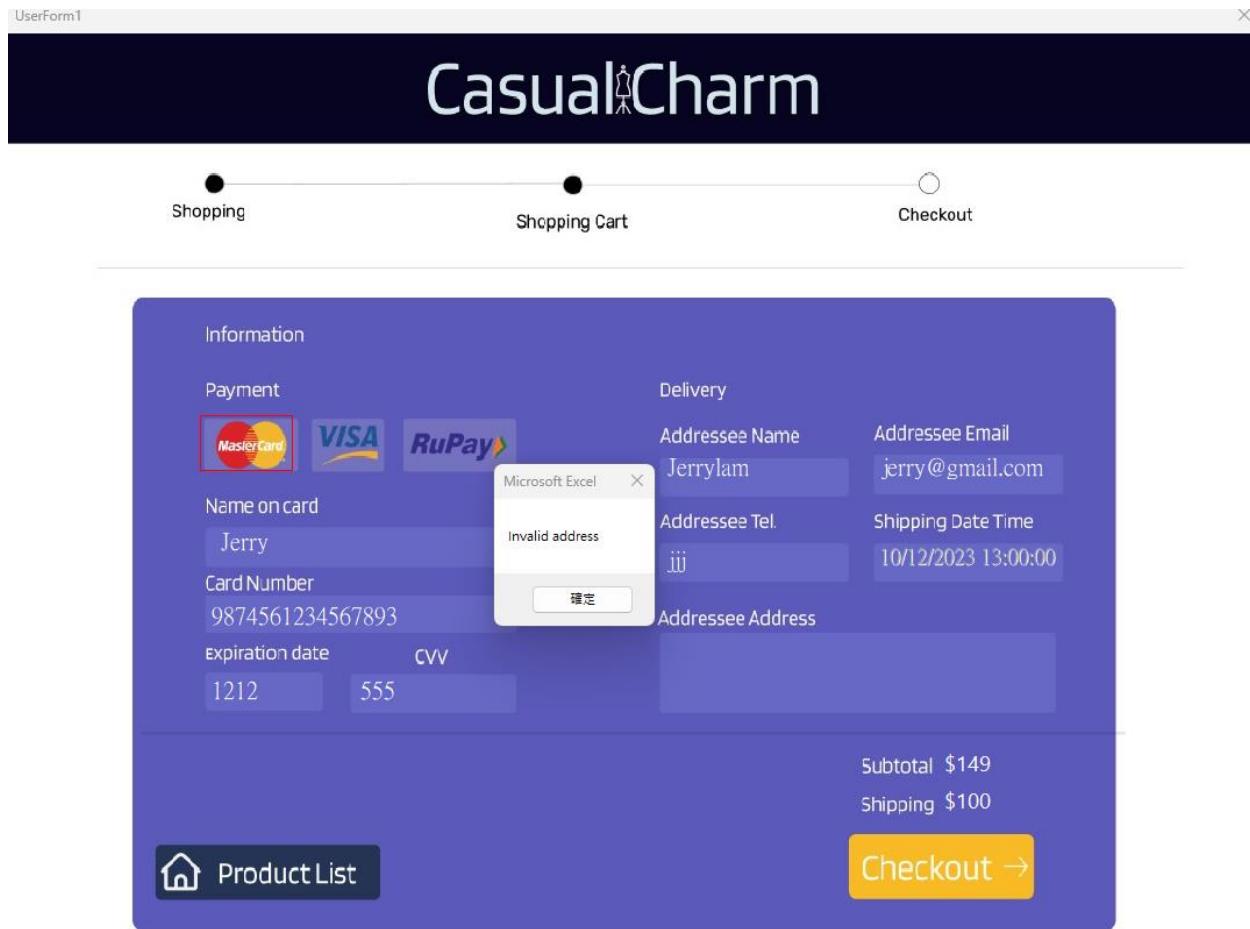


Figure 3.4.1i Invalid Address Error Check

- **Invalid Payment Method Error Check**

The user needs to select one kind of method. If not, a message box will appear if the information is invalid.

- **Invalid Card Name Error Check**

The card name needs to have a valid email to be accepted. A message box will appear if the information is invalid.

- **Invalid Card Number Error Check**

The card number needs to have a valid email to be accepted. A message box will appear if the information is invalid.

- Invalid Expiration Date Error Check

The expiration date needs to have a valid email to be accepted. A message box will appear if the information is invalid.

- Invalid CVV Error Check

The cvv field needs to have a valid phone number to be accepted. A message box will appear if the information is invalid.

- Invalid Addressee Name Error check

The cvv field needs to have a valid phone number to be accepted. A message box will appear if the information is invalid.

- Invalid Email Address Error check

The email address field needs to have a valid phone number to be accepted. A message box will appear if the information is invalid.

- Invalid Phone number Error check

The phone number field needs to have a valid phone number to be accepted. A message box will appear if the information is invalid.

- Invalid Address Error check

The address field needs to have a valid phone number to be accepted. A message box will appear if the information is invalid.

3.4.2 Dynamic Excel Database Updated

Order Customer ID	Customer Name	Email	Addressee Address	Phone Number
315 C1313	Ivan	Ivan123@gmail.com	XXXXXXXXXX	99489356
316 C1314	Robert	Robert123@gmail.com	XXXXXXXXXX	62112645
317 C1315	Donald	Donald123@gmail.com	XXXXXXXXXX	58858565
318 C1316	Mark	Mark123@gmail.com	XXXXXXXXXX	68844297
319 C1317	Brian	Brian123@gmail.com	XXXXXXXXXX	57594735
320 C1318	Kevin	Kevin123@gmail.com	XXXXXXXXXX	51154121
321 C1319	Zack	Zack123@gmail.com	XXXXXXXXXX	85527525
322 C1320	George	George123@gmail.com	XXXXXXXXXX	54103944
323 C1321	Jeffrey	Jeffrey123@gmail.com	XXXXXXXXXX	55917202
324 C1322	Edward	Edward123@gmail.com	XXXXXXXXXX	94998990
325 C1323	Jerry	Jerry@gmail.com	XXXXXXefef	2222
326 C1324	Jerry Lam	jerry@gmail.com	Cityu	45219875
327				

Figure 2.4.2a Order Customer Sheet

After the checkout function is clicked, the VBA program will add the new data to the database. It will automatically assign a unique customer ID to the record, together with the data input from the checkout page. A new record is successfully added to the order customer sheet.

Order Product ID	Order Customer ID	Product ID	Size	Quantity	Total Price (HKD\$)	Total Cost (HKD\$)
795 O1316	C1316	1006_BE	M	2	530	380
796 O1316	C1316	1010_BE	M	1	300	215
797 O1317	C1317	1006_BK	L	1	265	190
798 O1317	C1317	1010_WT	M	1	300	215
799 O1318	C1318	1006_WT	L	2	530	380
800 O1318	C1318	1010_BK	L	1	300	215
801 O1318	C1318	1006_BK	L	1	265	190
802 O1319	C1319	1010_BK	M	1	300	215
803 O1320	C1320	1010_WT	L	1	300	215
804 O1320	C1320	1006_BE	L	1	265	190
805 O1320	C1320	1006_WT	L	1	265	190
806 O1321	C1321	1006_BK	L	1	265	190
807 O1322	C1322	1006_BK	M	1	265	190
808 O1322	C1322	1006_WT	M	1	265	190
809 O1323	C1323	1001_BE	M	1	288	200
810 O1324	C1324	1000_BK	S	1	140	60
811 O1325	C1324	1004_BE	M	3	1584	380
812 O1325	C1324	1002_BK	L	5	1300	185
813						

Figure 2.4.2b Order Product Sheet

To ensure better product management, order product sheet will also be updated. Every time a new order is performed. A new order ID will be assigned. If a customer purchases many items in one order, the order and customer ID will still be preserved. Relevant information like product ID, size and quantity will be displayed.

Order Shipping ID	Order Customer ID	Order Product ID	Transaction Date/Time	Shipping Date/Time	Shipping State	Payment method	Credit Card Number
1 S1309	C1309	O1309	22/5/2023 5:45	1/6/2023 13:00	Shipped	Visa	XXXX-XXXX-XXXX-XXXX
2 S1310	C1310	O1310	4/4/2023 22:10	14/4/2023 13:00	Shipped	RuPay	XXXX-XXXX-XXXX-XXXX
3 S1311	C1311	O1311	30/7/2023 13:56	9/8/2023 13:00	Shipped	RuPay	XXXX-XXXX-XXXX-XXXX
4 S1312	C1312	O1312	13/5/2023 9:24	24/5/2023 13:00	Shipped	RuPay	XXXX-XXXX-XXXX-XXXX
5 S1313	C1313	O1313	26/6/2023 9:50	6/7/2023 13:00	Shipped	RuPay	XXXX-XXXX-XXXX-XXXX
6 S1314	C1314	O1314	10/4/2023 10:49	20/4/2023 13:00	Shipped	RuPay	XXXX-XXXX-XXXX-XXXX
7 S1315	C1315	O1315	2/7/2023 6:57	12/7/2023 13:00	Shipped	Visa	XXXX-XXXX-XXXX-XXXX
8 S1316	C1316	O1316	1/4/2023 3:45	12/4/2023 13:00	Shipped	Mastercard	XXXX-XXXX-XXXX-XXXX
9 S1317	C1317	O1317	12/8/2023 20:11	23/8/2023 13:00	Shipped	Visa	XXXX-XXXX-XXXX-XXXX
10 S1318	C1318	O1318	14/3/2023 21:49	24/3/2023 13:00	Shipped	Mastercard	XXXX-XXXX-XXXX-XXXX
21 S1319	C1319	O1319	18/10/2023 0:16	30/10/2023 13:00	Shipped	Visa	XXXX-XXXX-XXXX-XXXX
22 S1320	C1320	O1320	16/2/2023 3:40	28/2/2023 13:00	Shipped	Visa	XXXX-XXXX-XXXX-XXXX
23 S1321	C1321	O1321	13/11/2023 12:39	23/11/2023 13:00	In Transit	Mastercard	XXXX-XXXX-XXXX-XXXX
24 S1322	C1322	O1322	6/11/2023 10:41	16/11/2023 13:00	Shipped	Mastercard	XXXX-XXXX-XXXX-XXXX
25 S1323	C1323	O1323	28/11/2023 11:03	6/12/2023 13:00	Preparing	Mastercard	XXXX-XXXX-XXXX-XXXX
26 S1324	C1324	O1324	30/11/2023 12:20	6/12/2023 12:00	Preparing	RuPay	XXXX-XXXX-XXXX-XXXX
7 S1325	C1324	O1325	2/12/2023 19:55	10/12/2023 13:00	Preparing	Mastercard	XXXX-XXXX-XXXX-XXXX

Figure 2.4.2c Order Shipping Sheet

The order shipping sheet will also be updated to record the shipping detail. Once the customer successfully purchases, a new unique shipping ID will be assigned. As shown in the photo, the corresponding Customer ID and product ID will also be recorded to ensure data consistency. When an order is set up, the default shipping state will be prepared, once the shipping is started, it will record at in transit. If the customer successfully purchased the product, it will be shipped. Other information like payment method and credit card number will also be recorded.

3.5 Receipt

UserForm1

CasualCharm

Receipt No.	O1325
Customer No.	S1325
Customer Name	Jerry Lam
Customer Tel.	45219875
Customer Email	jerry@gmail.com
Transaction DataTime	2/12/2023 19:55:58

Shipping DataTime	10/12/2023 13:00:00
Shipping Address	Cityu

Product ID	Name	Quantity	Category	Style	Color	Size	Price
1004_BE	Double-breasted Blazer	3	Blazer	Women	Blue	M	1584
1002_BK	Relaxed Fit Oxford Shirts	5	Other	Men	Black	L	1300

Payment Method	Mastercard
Card No.	XXXX-XXXX-XXXX-6543

Subtotal: \$ 2884
Shipping: \$ 100
Total Price: \$ 2984

Figure 3.5a Receipt

After payment, the receipt will pop up. The customer can review the bought items as well as the inputted personal information. On the top right is the official shipping date and time for the items. If the user wants to obtain a hard copy of the receipt, they can click ‘Print’. If they do not, they can click ‘Finish’, marking the end of the shopping experience.

3.5.1 Receipt Printing

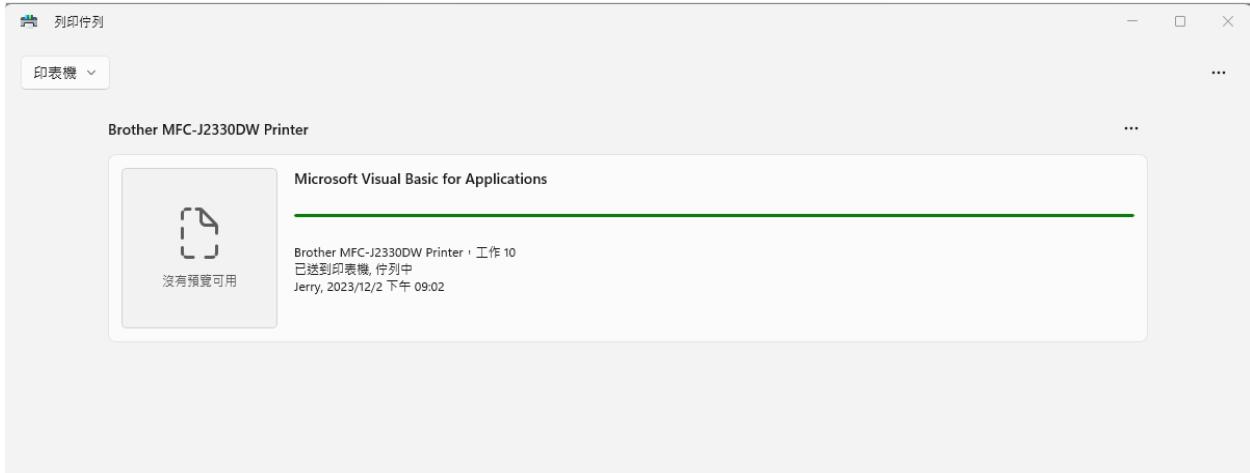


Figure 2.I Receipt Printing

After the user clicks the ‘Print’ button, the receipt data will be sent to the default printer, and the user can keep a physical copy of the receipt for future reference.

4. Admin Panel

4.1 Login Page

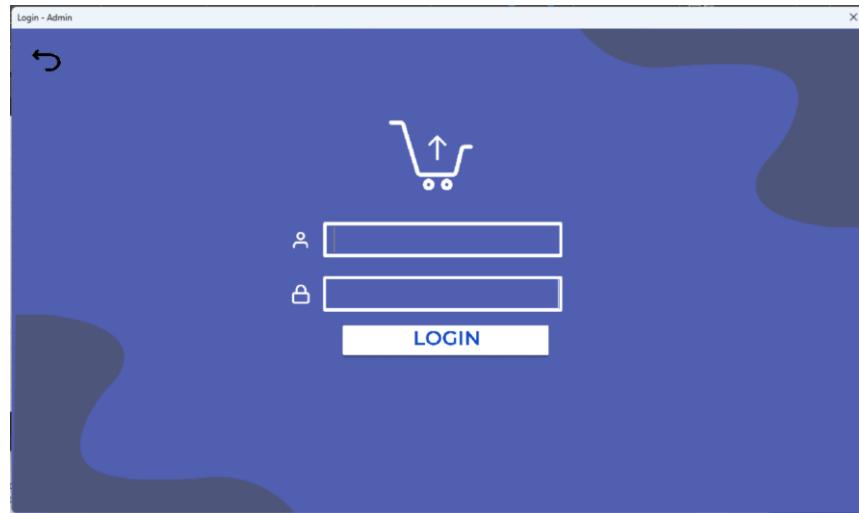


Figure 4.1a Admin User Interface

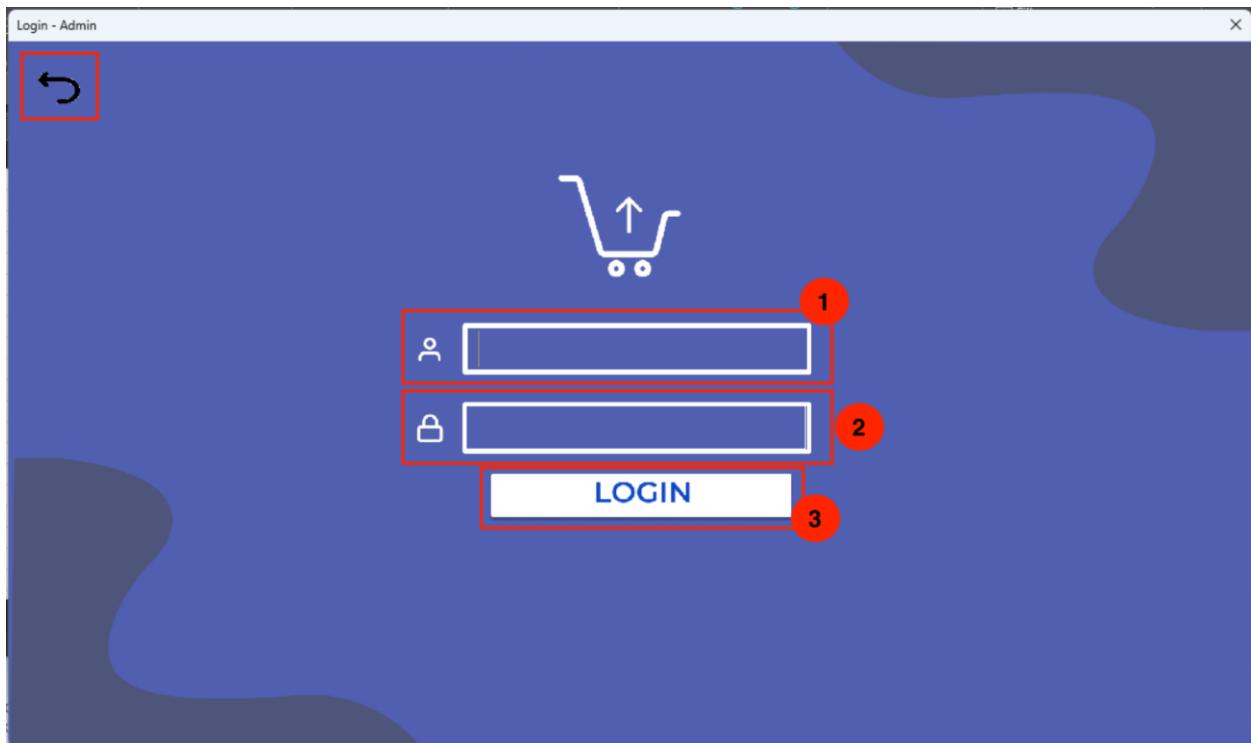


Figure 4.1b Admin Login Page Flow

In the upper left corner is an arrow button that allows the user to go back to the Index Page.

Users need to first enter the username and password. Then click the “LOGIN” button to log in to the admin panel.

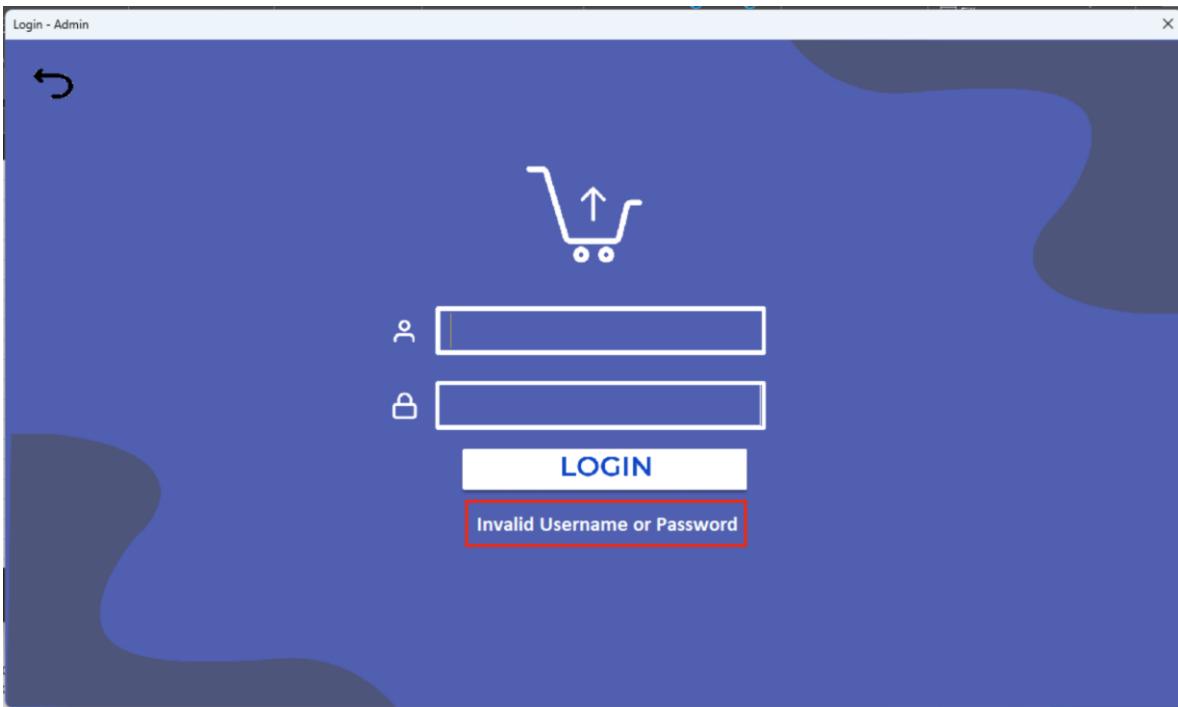


Figure 4.1c Invalid Input

If an invalid username or password is submitted, the error message will appear.

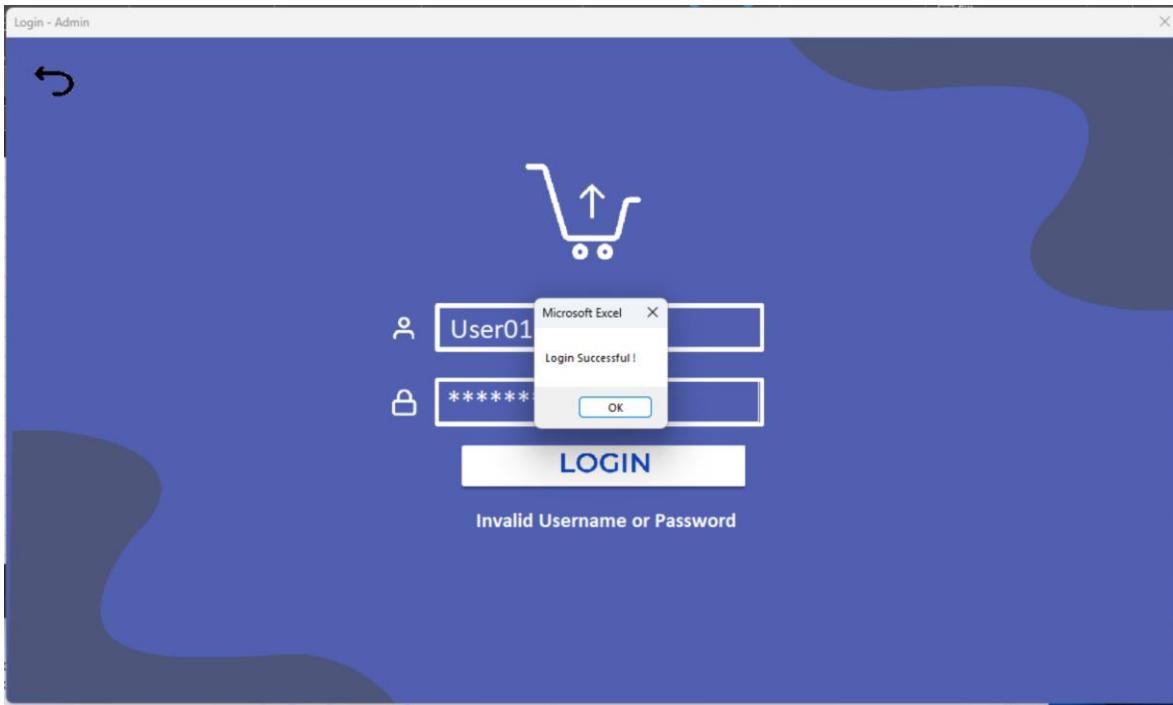


Figure 4.1d Login Successful Message Box

If the correct username and password are submitted, a popup window will appear and indicate that it is a successful login.

4.2 Admin Panel Homepage

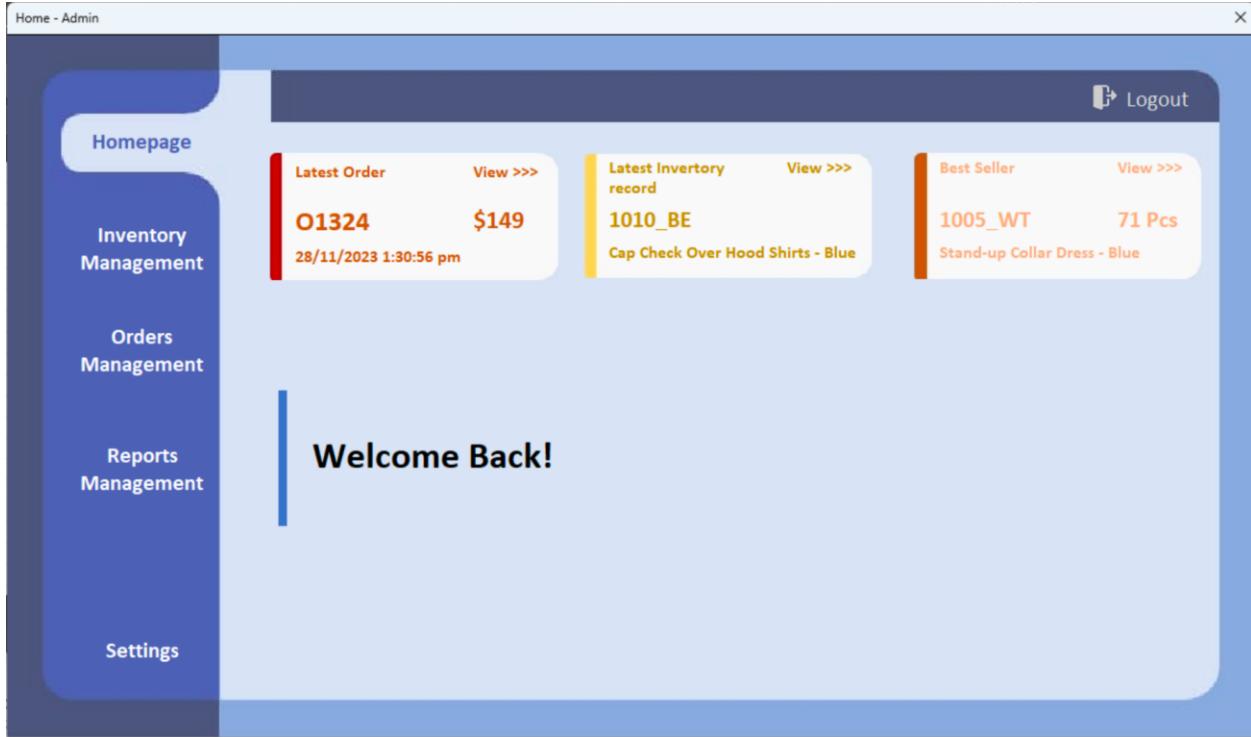


Figure 4.2a Admin Homepage User Interface

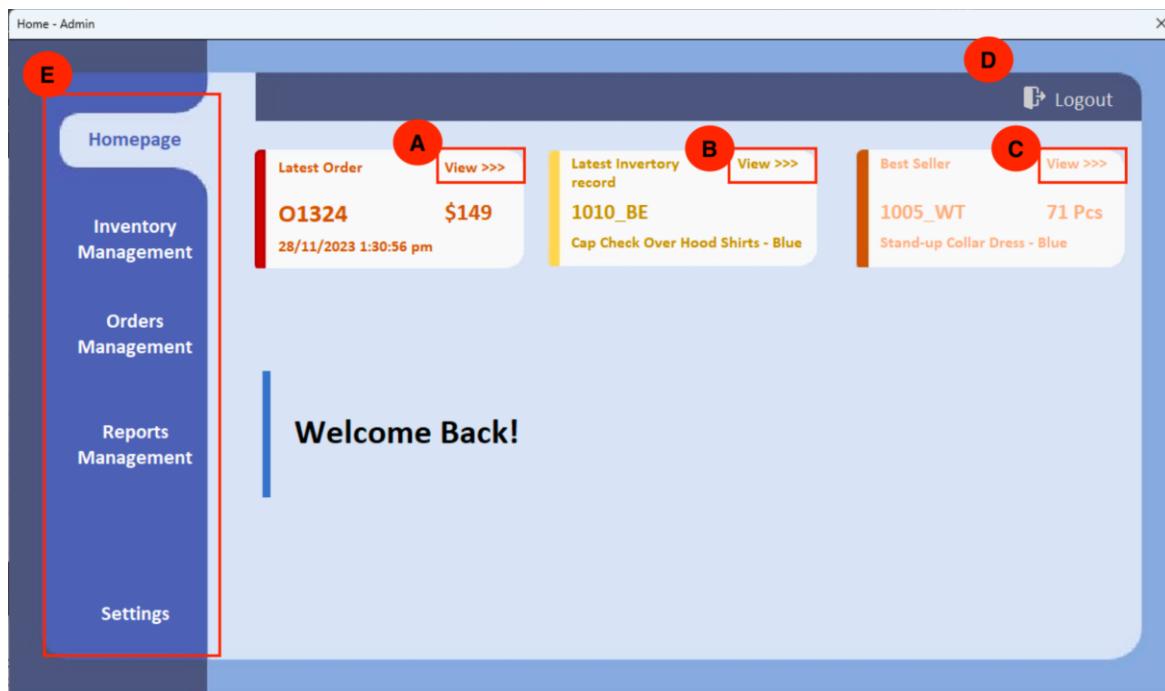


Figure 4.2b Admin Homepage Flow

- Part A shows the latest order section. Users can know more by clicking the “View >>>” text button. It will redirect to the Orders Management Page.
- Part B shows the latest inventory record section. Users can know more by clicking the “View >>>” text button. It will redirect to the Inventory Management Page.
- Part C shows the best seller section. Users can know more by clicking the “View >>>” text button. It will redirect to the Reports Management Page.
- Part D shows the ‘Logout’ button. Users can log out by clicking this button. It will redirect to the Index Page.
- Part E shows the navigation bar. Users are able to go to another page by clicking the different tab on the navbar.

4.3 Inventory Management

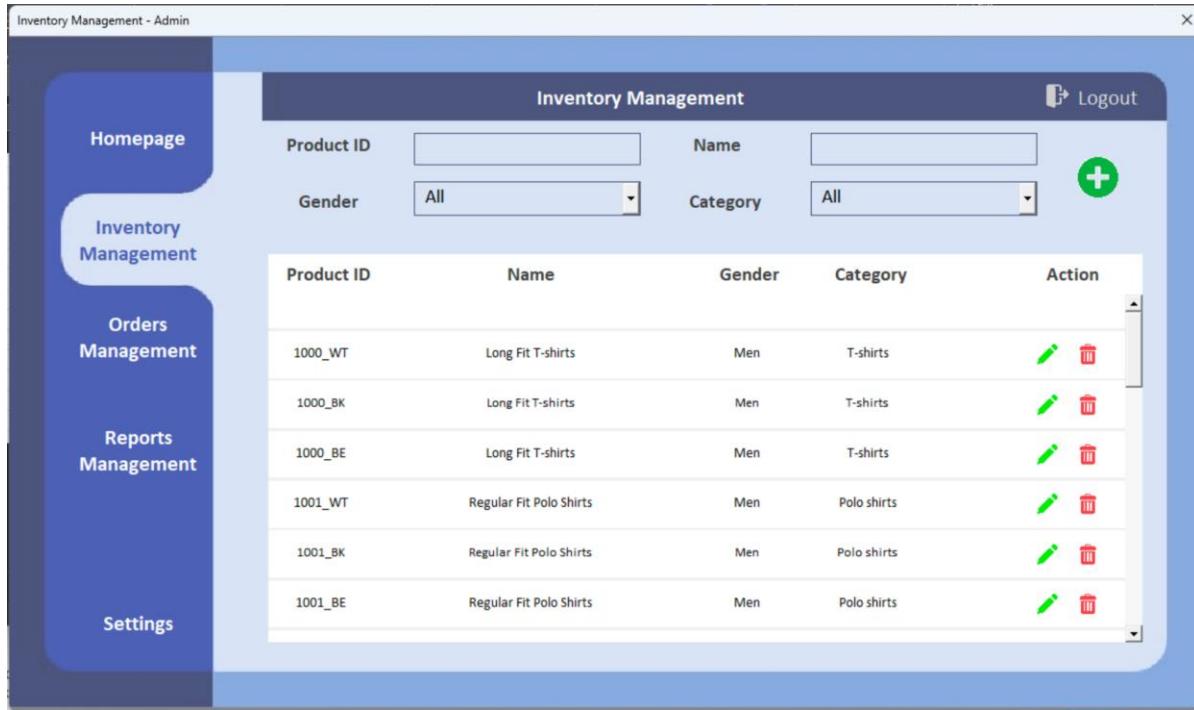


Figure 4.3a Inventory Management User Interface



Figure 4.3b Inventory Management Flow

- Part A is the filter area. Users can filter the inventory records by inputting the Product ID, Name, Gender, and Category.
- Part B is the inventory table area. Users can view all the inventory records. If the user wants to edit the record, the user can click the green pen icon to edit. If the user wants to delete the inventory item, they can click the red trash icon.
- Part C is the add new product area. Users can add a new product by clicking the '+' icon.

Product ID	<input type="text" value="1000"/>	Name	<input type="text"/>	
Gender	All	Category	All	
Action				
1000_WT	Long Fit T-shirts	Men	T-shirts	 
1000_BK	Long Fit T-shirts	Men	T-shirts	 
1000_BE	Long Fit T-shirts	Men	T-shirts	 

Figure 4.3c Inventory Filtered by Product ID

Product ID	<input type="text"/>	Name	<input type="text" value="Regular"/>	
Gender	All	Category	All	
Action				
1001_WT	Regular Fit Polo Shirts	Men	Polo shirts	 
1001_BK	Regular Fit Polo Shirts	Men	Polo shirts	 
1001_BE	Regular Fit Polo Shirts	Men	Polo shirts	 

Figure 4.3d Inventory Filtered by Name

Product ID	<input type="text"/>	Name	<input type="text"/>	
Gender	Women	Category	All	
Product ID Name Gender Category Action				
1004_BK	Double-breasted Blazer	Women	Blazer	 
1004_BE	Double-breasted Blazer	Women	Blazer	 
1005_WT	Stand-up Collar Dress	Women	Dress	 
1005_BK	Stand-up Collar Dress	Women	Dress	 
1005_BE	Stand-up Collar Dress	Women	Dress	 
1007_WT	Essentials Women's Polo Shirt	Women	Polo shirts	 

Figure 4.3e Inventory Filtered by Gender

Product ID	<input type="text"/>	Name	<input type="text"/>	
Gender	All	Category	Dress	
Product ID Name Gender Category Action				
1005_WT	Stand-up Collar Dress	Women	Dress	 
1005_BK	Stand-up Collar Dress	Women	Dress	 
1005_BE	Stand-up Collar Dress	Women	Dress	 

Figure 4.3f Inventory Filtered by Category

4.3.1 Add Product

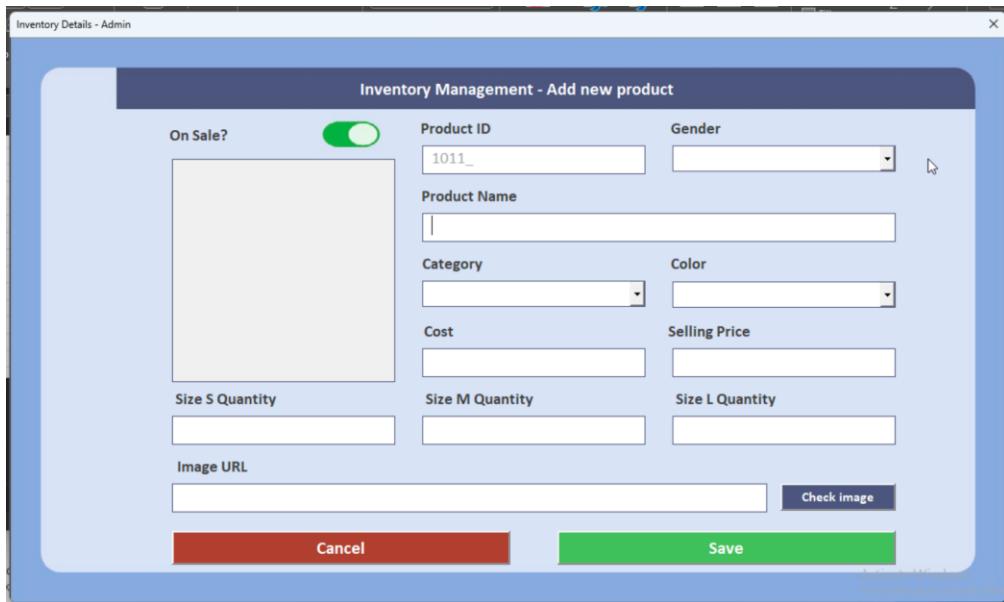


Figure 4.3.1a Inventory Management New Product Window

To add a product, users can click the ‘+’ icon and a new product window pops up.

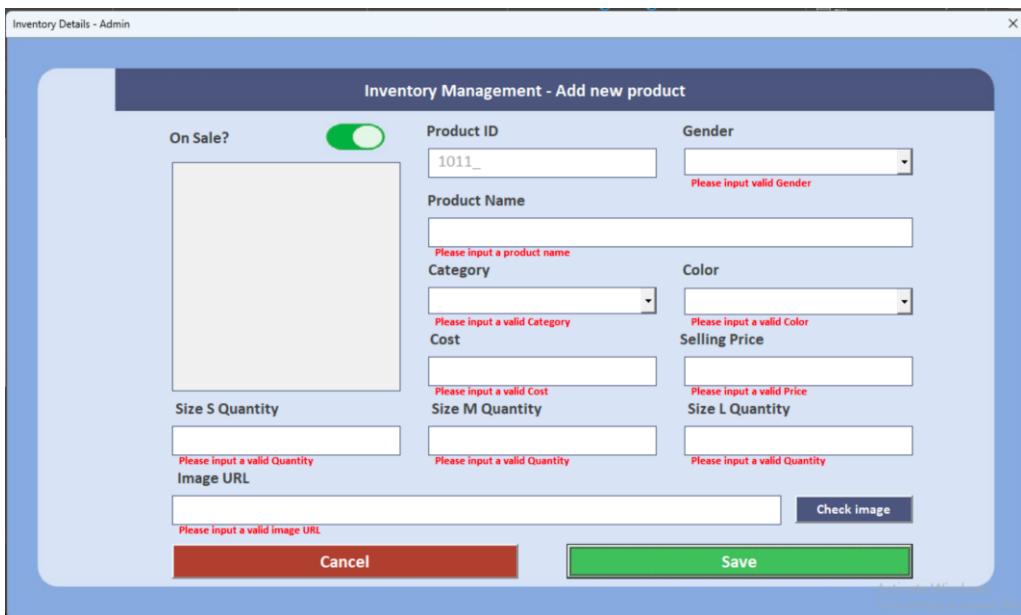


Figure 4.3.1b Inventory Management Error

Users need to input all the data to save the data. Or an error message will appear to alert the user.

Inventory Details - Admin

Inventory Management - Add new product

On Sale?	<input checked="" type="checkbox"/>	Product ID	1011_BK	Gender	Women
		Product Name	Formal black dresses		
		Category	Dress	Color	Black
		Cost	150	Selling Price	250
Size S Quantity	3	Size M Quantity	4	Size L Quantity	0
Image URL ehk=47kHpFYYIWVz%2feclyer2JY9SrUrENO%2bjziKXclpQs38%3d&risl=&pid=ImgRaw&r=0					
<input type="button" value="Check image"/>			<input type="button" value="Save"/>		
<input type="button" value="Cancel"/>					

Figure 4.3.1c Check Image

After entering all the necessary data, the user can click ‘Check image’ button to check whether the input is a valid image URL.

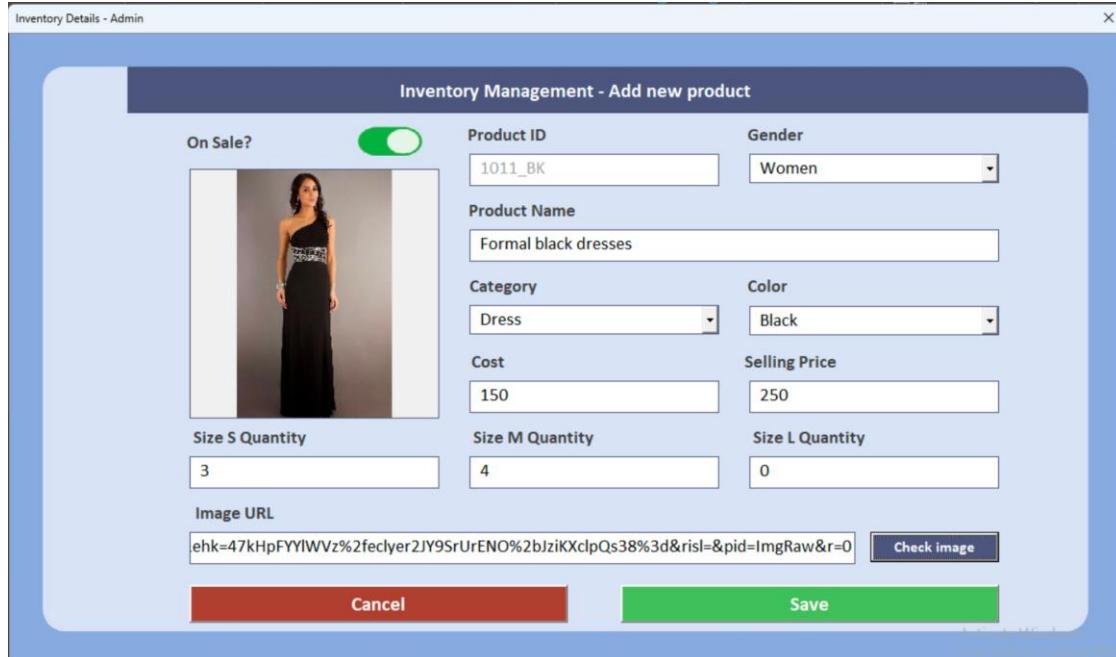


Figure 4.3.1d Inventory Management Image

If the URL is correct, the desired image will appear in the image box.

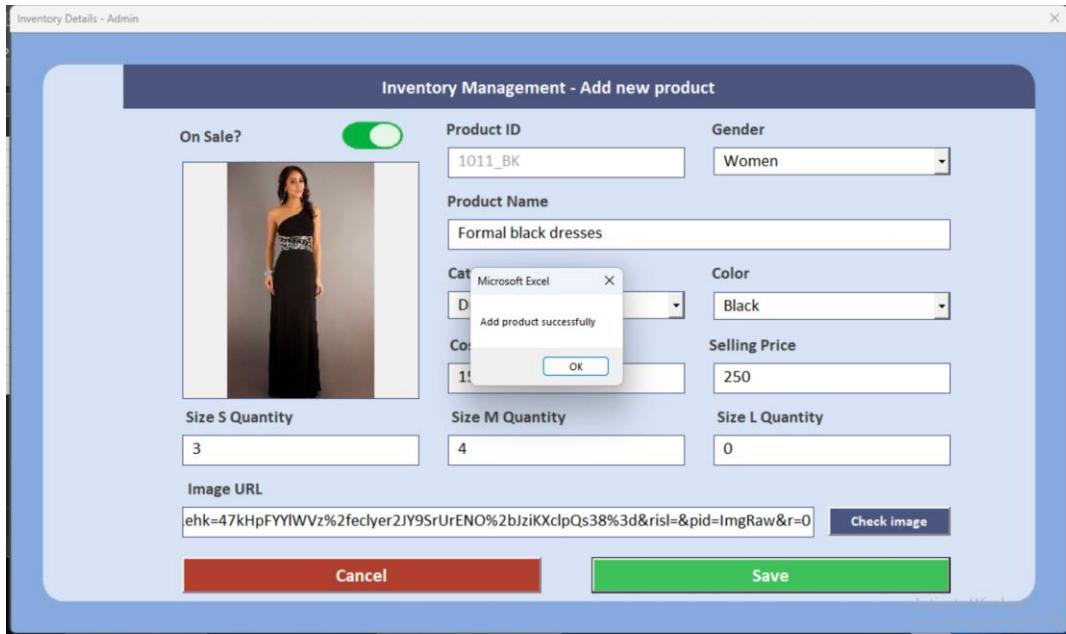


Figure 4.3.1e Inventory Management Save

The user can click the green ‘Save’ button to save the record. If saved successfully, a popup window will appear. If the user wants to go back to the Inventory Management Page, they can click the red ‘Cancel’ button.

Inventory Management				
Product ID	Name	Gender	Category	Action
1008_BE	Ruffle Crop T-shirts	Women	T-shirts	
1009_WT	Fur Coat	Women	Jacket	
1009_BK	Fur Coat	Women	Jacket	
1010_WT	Cap Check Over Hood Shirts	Men	Shirts	
1010_BK	Cap Check Over Hood Shirts	Men	Shirts	
1010_BE	Cap Check Over Hood Shirts	Men	Shirts	
1011_BK	Formal black dresses	Women	Dress	

Figure 4.3.1f View New Inventory

The inventory table will automatically refresh so a newly added record is shown on the inventory table.

4.3.2 Edit Product

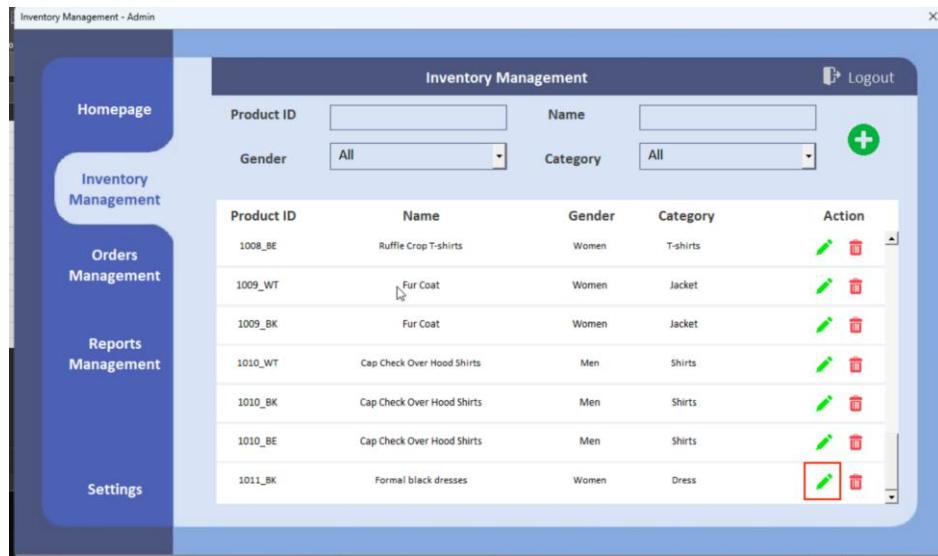


Figure 4.3.2a Edit Button Location

To edit a product existing in the inventory, the user must press the green 'pen' icon. The application will take the user to the new product window with the saved details.



Figure 4.3.2b Edit Example

The admin can edit the details on the new product window. After editing, the user can click the green ‘Save’ button. The application will send the user back to the Inventory Management Page.

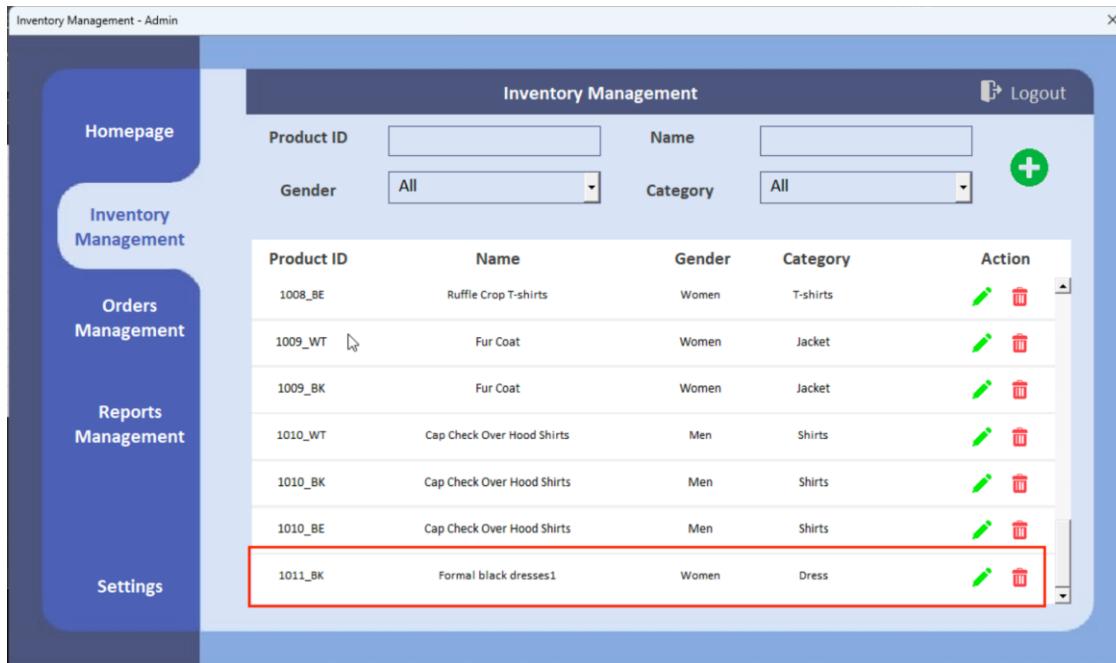


Figure 4.3.2b View New Edited Product

In the Inventory Management Page, the admin can view the new edited product on the list.

4.3.3 Delete Product

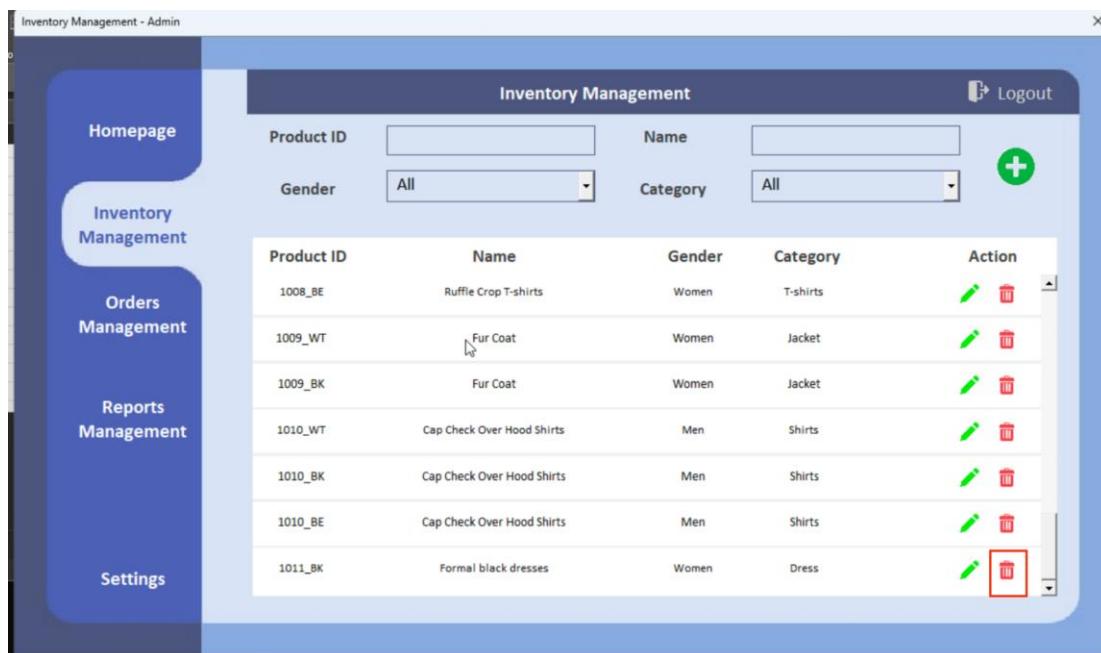


Figure 4.3.3a Trash Button Location

By clicking the red ‘trash’ icon, the user is able to delete the record.

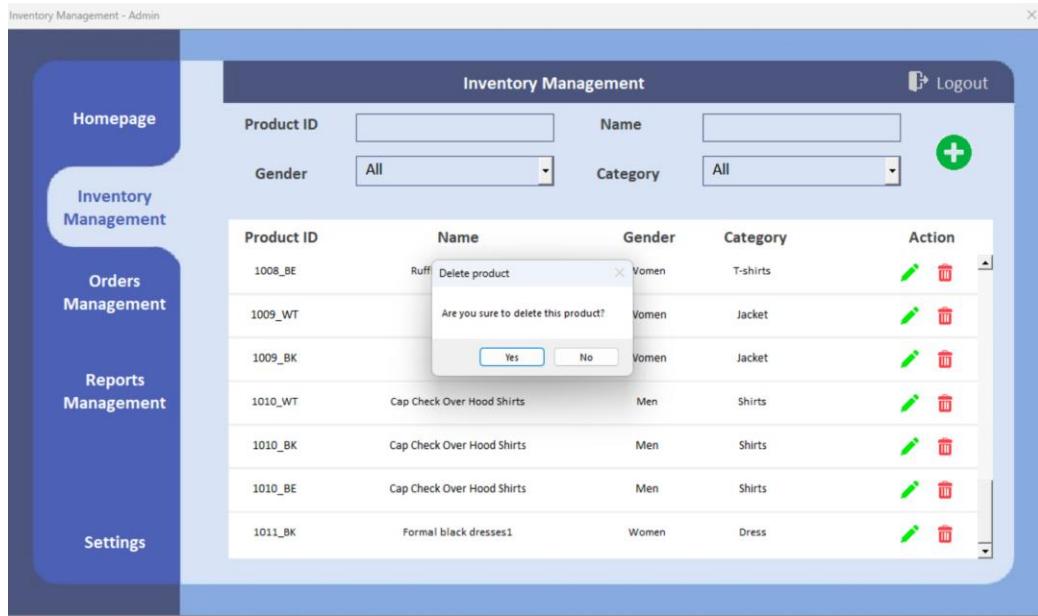


Figure 4.3.3a Confirmation Request Window for Delete

The popup window will ask you if you are confirmed to delete this item.

4.4 Orders Management

The screenshot shows the 'Orders' management interface. On the left, a vertical sidebar lists 'Homepage', 'Inventory Management', 'Orders Management' (which is selected and highlighted in blue), 'Reports Management', and 'Settings'. The main area has a title 'Orders' and a 'Logout' button. Below the title are search filters for 'Date', 'Order ID', 'Payment', and 'Cust. Name'. A table lists six orders with columns for Customer, Order ID, Time, Status, Payment, and Action (with edit and delete icons). The orders are:

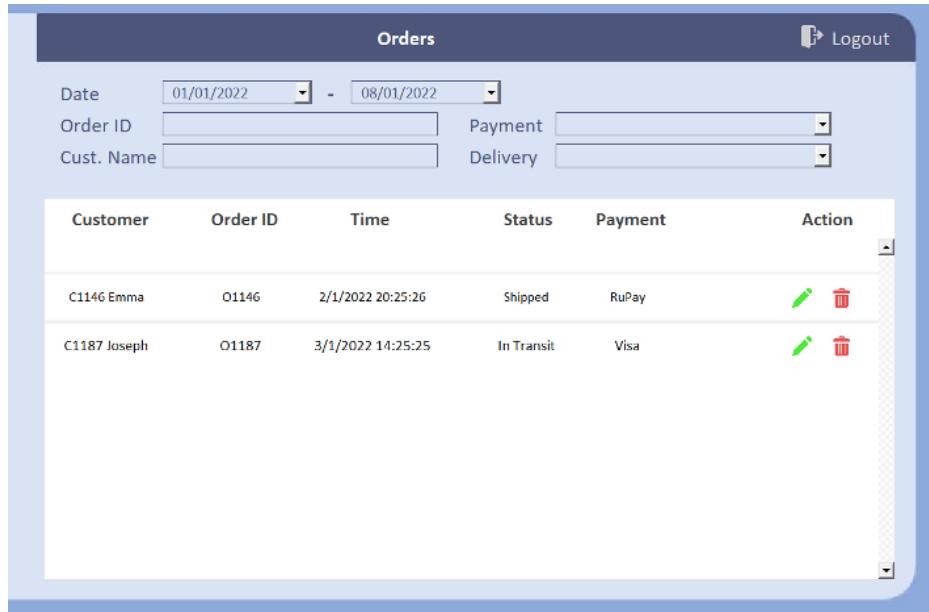
Customer	Order ID	Time	Status	Payment	Action
C1000 Ethan	O1000	31/10/2023 1:00:00 am	Shipped	Visa	
C1001 Jason	O1001	12/12/2022 6:19:00 pm	Shipped	Mastercard	
C1002 Paul	O1002	25/9/2023 2:38:15 pm	Shipped	Mastercard	
C1003 Benjamin	O1003	1/10/2023 11:00:00 am	Shipped	Mastercard	
C1004 Mason	O1004	16/11/2023 10:20:00 am	Shipped	Visa	
C1005 Alex	O1005	28/9/2023 2:18:00 am	Shipped	RuPay	

Figure 4.4a Orders Management User Interface

This screenshot shows the same 'Orders' management interface as Figure 4.4a, but with several elements highlighted by red boxes and circles. A red box surrounds the search/filter section at the top, and another red box surrounds the 'Action' column in the table below. Red circles labeled 'A' and 'B' are placed near the top right of the search box and near the bottom left of the sidebar respectively.

Figure 4.4b Orders Management Flow

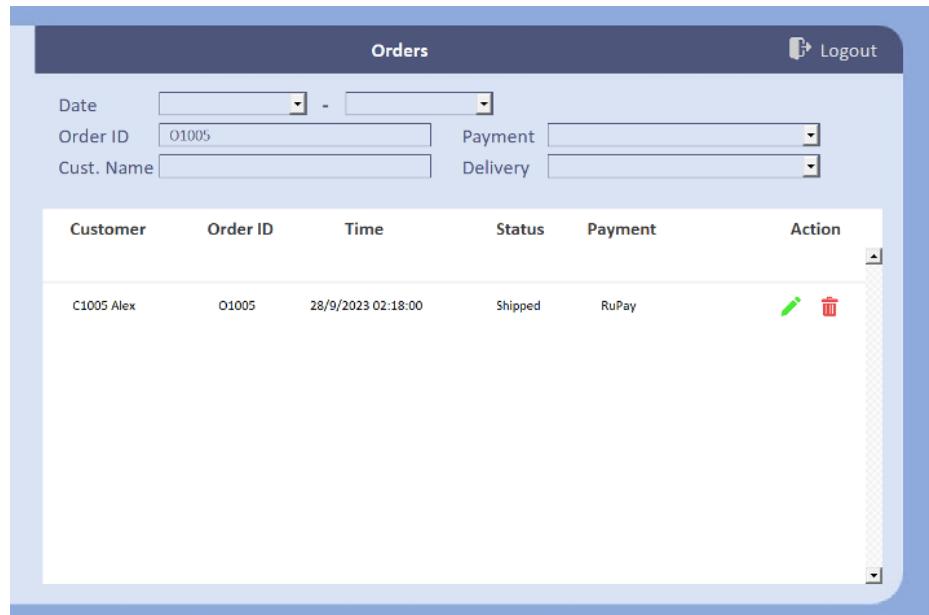
- Part A area is the filter area. Users can filter the order records by inputting the Date, Order ID, Payment Method, Customer Name or Delivery Method.
- Part B area is the order table area. Users can view all the order records here. If the user wants to edit the order record, the user can click the ‘pen’ icon to edit. If the user wants to delete the order item, simply click the ‘trash’ icon to delete.



The screenshot shows a web-based application titled "Orders". At the top, there is a navigation bar with a "Logout" link. Below the navigation bar is a filter section containing four input fields: "Date" (set to 01/01/2022 - 08/01/2022), "Order ID" (empty), "Payment" (empty), and "Cust. Name" (empty). Below the filter section is a table with the following data:

Customer	Order ID	Time	Status	Payment	Action
C1146 Emma	O1146	2/1/2022 20:25:26	Shipped	RuPay	
C1187 Joseph	O1187	3/1/2022 14:25:25	In Transit	Visa	

Figure 4.4c Orders Filtered by Date



The screenshot shows the same web-based application titled "Orders". The filter section now contains the "Order ID" field set to "O1005" and the other fields are empty. The table below shows one result:

Customer	Order ID	Time	Status	Payment	Action
C1005 Alex	O1005	28/9/2023 02:18:00	Shipped	RuPay	

Figure 4.4d Orders Filtered by Order ID

Orders						Logout
Customer	Order ID	Time	Status	Payment	Action	
C1005 Alex	O1005	28/9/2023 02:18:00	Shipped	RuPay		
C1010 Matthew	O1010	21/10/2023 08:47:00	Shipped	RuPay		
C1011 Tony	O1011	17/12/2022 21:03:00	Shipped	RuPay		
C1012 James	O1012	6/10/2023 11:45:00	Shipped	RuPay		
C1013 David	O1013	22/8/2023 20:17:00	Shipped	RuPay		
C1014 William	O1014	1/3/2023 14:58:00	Shipped	RuPay		

Figure 4.4e Orders Filtered by Payment

Orders						Logout
Customer	Order ID	Time	Status	Payment	Action	
C1004 Mason	O1004	16/11/2023 10:20:00	Shipped	Visa		
C1089 Mason	O1089	23/2/2023 18:49:06	Shipped	RuPay		
C1174 Mason	O1174	2/2/2023 05:49:35	Shipped	Visa		

Figure 4.4f Orders Filtered by Customer Name

Orders						Logout
Date	<input type="text"/>	-	<input type="text"/>	Payment	<input type="button"/>	
Order ID	<input type="text"/>	Cust. Name	<input type="text"/>	Delivery	<input type="button"/>	
C1038 Hannah	O1038		4/11/2023 18:05:00	In Transit	RuPay	
C1187 Joseph	O1187		3/1/2022 14:25:25	In Transit	Visa	
C1252 Ada	O1252		9/11/2023 12:01:00	In Transit	RuPay	
C1293 Nikki	O1293		11/11/2023 19:00:00	In Transit	Visa	
C1321 Jeffrey	O1321		13/11/2023 12:39:00	In Transit	Mastercard	

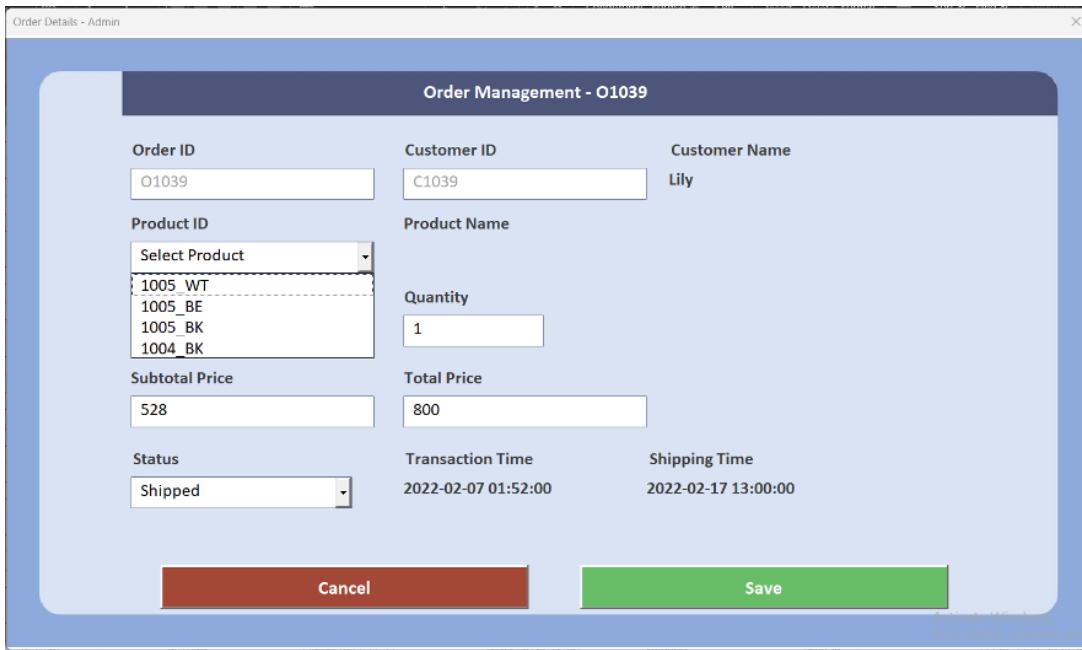
Figure 4.4f Orders Filtered by Delivery Method

4.4.1 Edit Orders

Order Management - Admin						
Homepage		Orders				
Inventory Management		Date	<input type="text"/>	-	<input type="text"/>	Logout
Orders Management		Order ID	<input type="text"/>	Payment	<input type="button"/>	
Reports Management		Cust. Name	<input type="text"/>	Delivery	<input type="button"/>	
Settings		Customer	Order ID	Time	Status	Action
		C1000 Ethan	O1000	31/10/2023 01:00:00	Shipped	Visa
		C1001 Jason	O1001	12/12/2022 18:19:00	Shipped	Mastercard
		C1002 Paul	O1002	25/9/2023 14:38:15	Shipped	Mastercard
		C1003 Benjamin	O1003	1/10/2023 11:00:00	Shipped	Mastercard
		C1004 Mason	O1004	16/11/2023 10:20:00	Shipped	Visa
		C1005 Alex	O1005	28/9/2023 02:18:00	Shipped	RuPay

Figure 4.4.1a Orders Edit Location

By clicking the green ‘pen’ icon, the user is able to edit the order.



Order Details - Admin

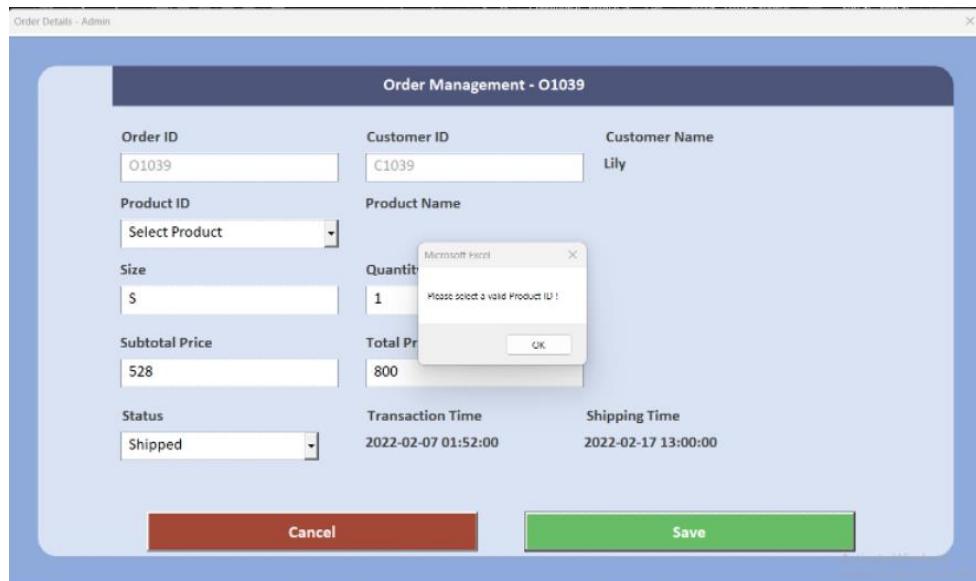
Order Management - O1039

Order ID O1039	Customer ID C1039	Customer Name Lily
Product ID Select Product 1005_WT 1005_BE 1005_BK 1004_BK	Product Name	
Quantity 1	Total Price 800	
Subtotal Price 528		
Status Shipped	Transaction Time 2022-02-07 01:52:00	Shipping Time 2022-02-17 13:00:00

Cancel Save

Figure 4.4.1b Edit Page

The user is required to select the products from the drop-down list in the Edit Page. The product, its subtotal price, and its quantity will be shown after selecting a product from the drop-down list. Furthermore, the user can check the transaction time and shipping time in the Edit page.



Order Details - Admin

Order Management - O1039

Order ID O1039	Customer ID C1039	Customer Name Lily
Product ID Select Product Size S	Product Name	
Quantity 1	Total Price 800	
Subtotal Price 528		
Status Shipped	Transaction Time 2022-02-07 01:52:00	Shipping Time 2022-02-17 13:00:00

Microsoft Excel

Please select a valid Product ID !

OK

Cancel Save

Figure 4.4.1c Invalid Product ID Prompt

If the user did not select a product and clicked ‘Save’, a prompt will be shown for the user to select a product before saving.

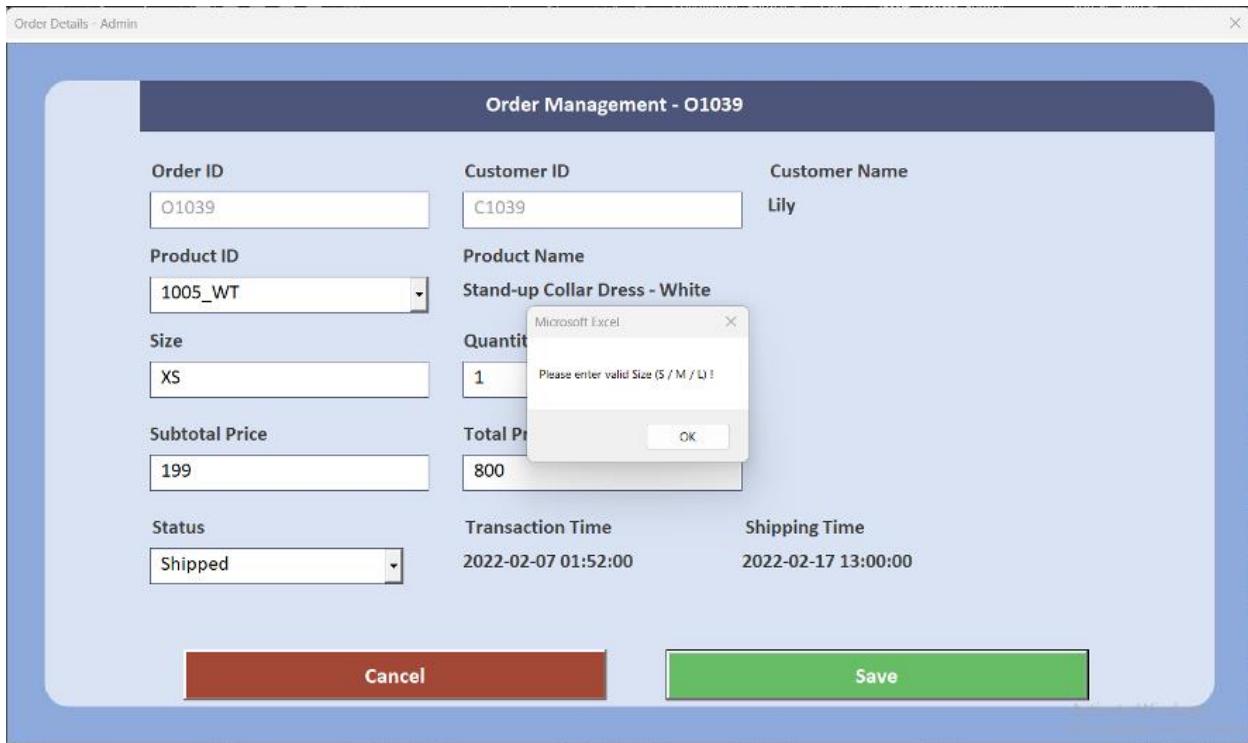


Figure 4.4.1d Invalid Size Prompt

If the user entered an invalid size of the product or did not enter the ‘Size’ field, a prompt will be shown for the user to input the correct product size.

Order Details - Admin

Order Management - O1039

Order ID O1039	Customer ID C1039	Customer Name Lily
Product ID 1005_WT	Product Name Stand-up Collar Dress - White	
Size S	Quantity -1	<p>Microsoft Excel</p> <p>Please enter valid number for quantity !</p> <p>OK</p>
Subtotal Price 199	Total Price 14660	
Status Shipped	Transaction Time 2022-02-07 01:52:00	Shipping Time 2022-02-17 13:00:00
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>

Figure 4.4.1e Invalid Quantity Prompt

If the user entered an invalid quantity of the product or did not enter the ‘Quantity’ field, a prompt will be shown for the user to input the valid quantity number.

Order Details - Admin

Order Management - O1037

Order ID O1037	Customer ID C1037	Customer Name Natalie
Product ID 1004_BE	Product Name Double-breasted Blazer - Blue	<p>Microsoft Excel</p> <p>Please enter correct number of total amount !</p> <p>OK</p>
Size S	Quantity 1	
Subtotal Price 223	Total Price 1	
Status Shipped	Transaction Time 2023-02-03 19:26:00	Shipping Time 2023-02-15 13:00:00
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>

Figure 4.4.1f Invalid Price Prompt

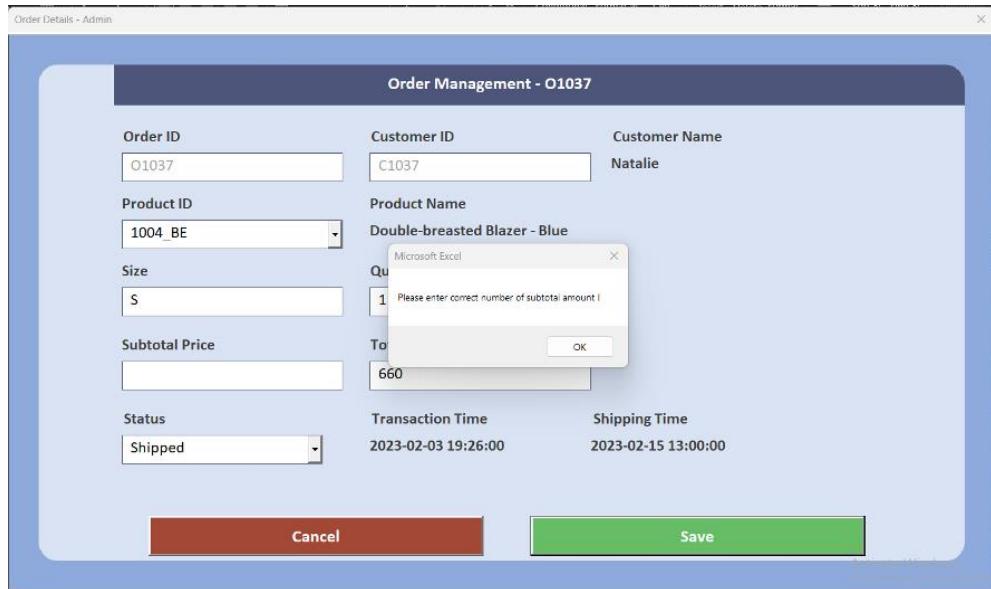


Figure 4.4.1e Invalid Subtotal Prompt

If the user entered invalid subtotal price / total price (e.g. -999, abcdefg) or did not enter the Subtotal Price / Total Price field, a prompt will be shown for the user to input a valid subtotal amount / total amount.

4.4.2 Delete Orders

Orders						
Customer	Order ID	Date	Time	Status	Payment	Action
C1000 Ethan	O1000	31/10/2023	01:00:00	Shipped	Visa	
C1001 Jason	O1001	12/12/2022	18:19:00	Shipped	Mastercard	
C1002 Paul	O1002	25/9/2023	14:38:15	Shipped	Mastercard	
C1003 Benjamin	O1003	1/10/2023	11:00:00	Shipped	Mastercard	
C1004 Mason	O1004	16/11/2023	10:20:00	Shipped	Visa	
C1005 Alex	O1005	28/9/2023	02:18:00	Shipped	RuPay	

Figure 4.4.2a Orders Trash Icon Location

By clicking the red ‘trash’ icon, the order can be deleted from the order table.

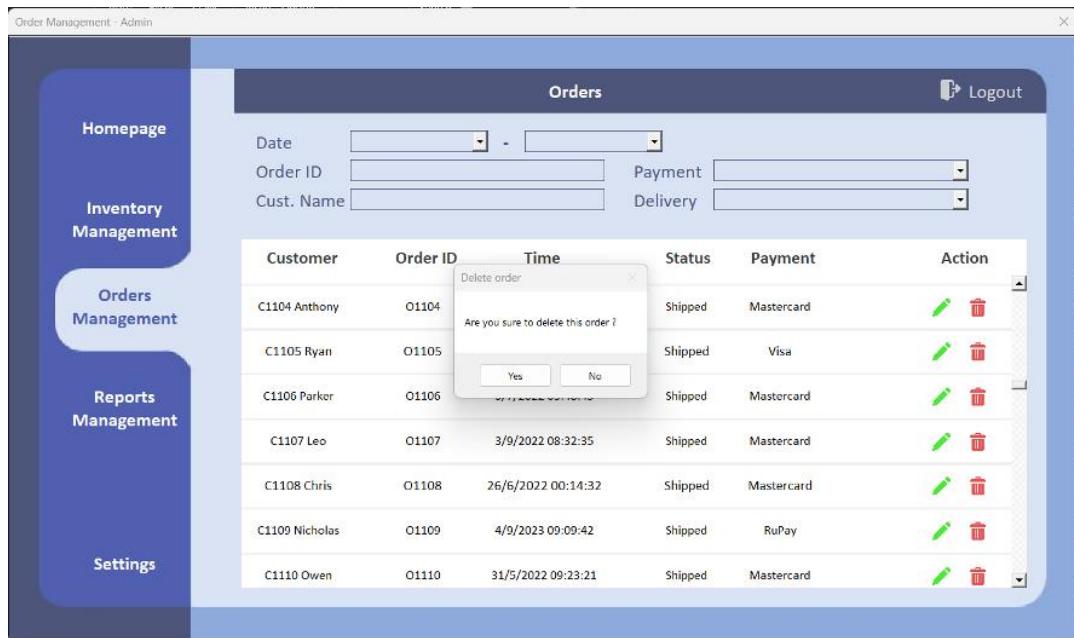


Figure 4.4.2a Delete Prompt

The user will be prompted to confirm deletion of the order item.

4.5 Reports Management



Figure 4.5 Reports Management User Interface

The menu of Reports Management is shown for the user to select the desired report between Sales Report, Inventory Report, and Profit and Loss Report.

4.5.1 Sales Report

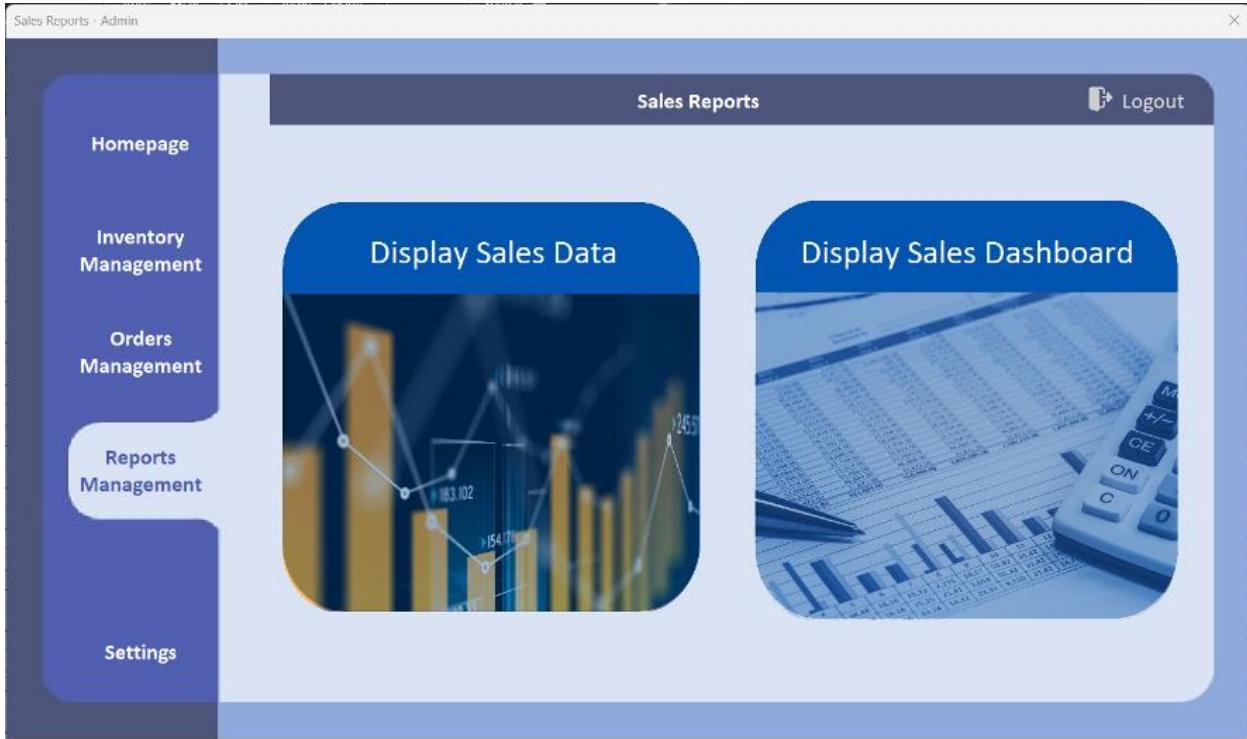


Figure 4.5.1.1a Sales Report User Interface

The menu of Sales Report is shown for the user to select either ‘Sales Data’ or ‘Sales Dashboard’.

4.5.1.1 Sales Data

There are three charts in Sales Data for showing the sales amount, which are divided into Years, Months (2022) and Months (2023). The user can select the charts by using the drop-down list at the top right corner.



Figure 4.5.1.1.a Sales Data (Year)

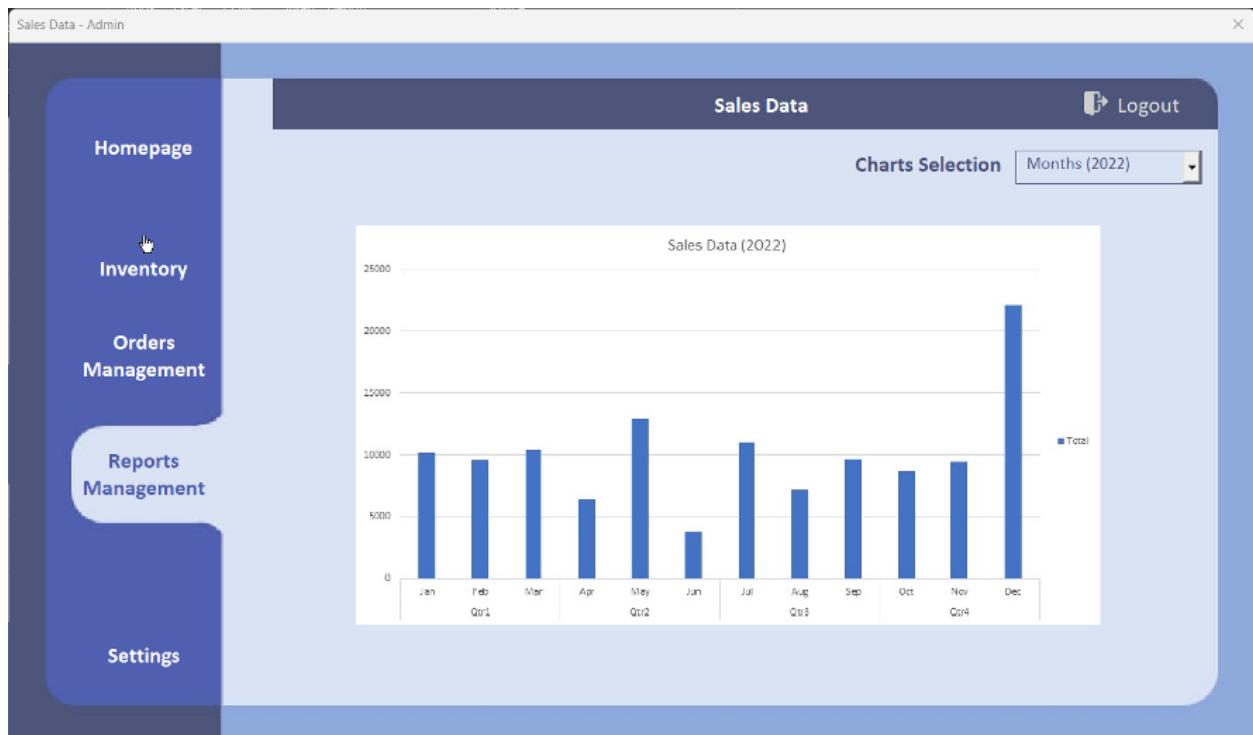


Figure 4.5.1.1.b Sales Data (2022)

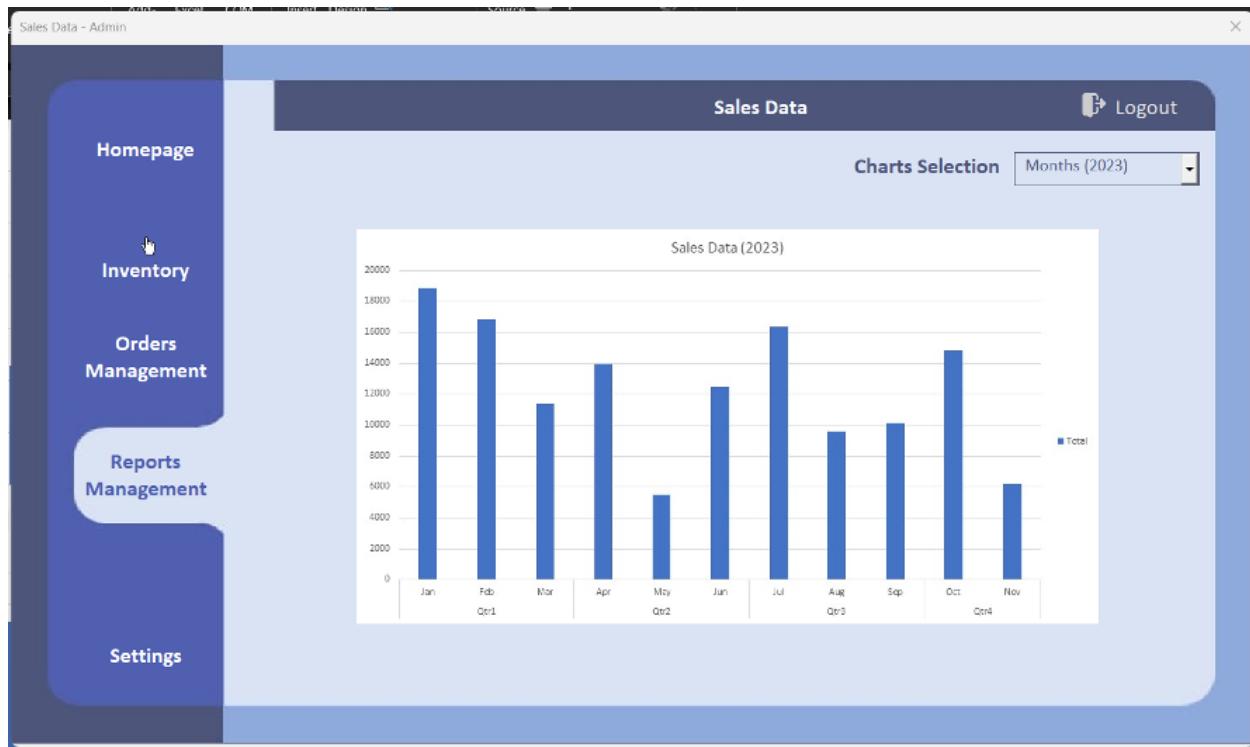


Figure 4.5.1.1c Sales Data (2023)

4.5.1.2 Sales Dashboard

Sales Dashboard shows different kinds of charts for the user to analyze the sales data. The user can get insights from the charts to develop better sales strategies such as promotions and offers to enhance sales performance. The charts are divided into Category Sales, Sales by Size, Sales by Gender, Average Amount of Sales, and Payment Method Used. A drop-down box is provided for the user to select the relevant chart.

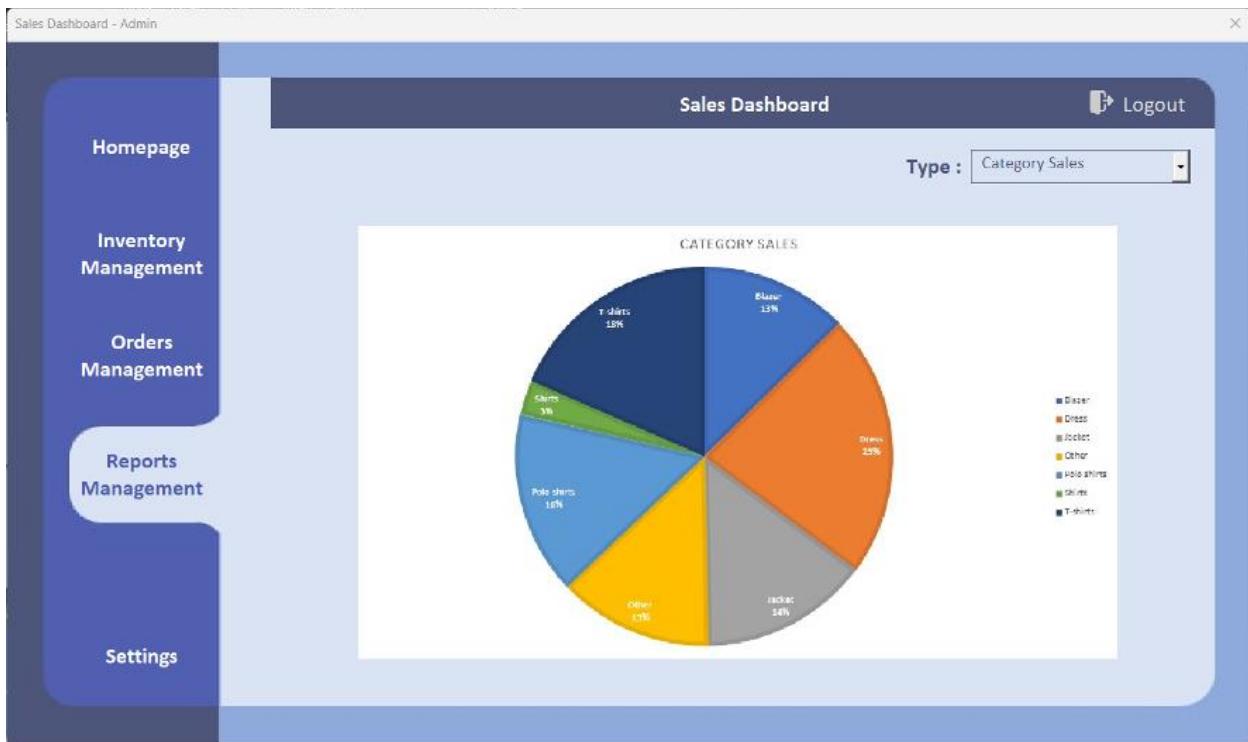


Figure 4.5.1.2a Sales Dashboard User Interface

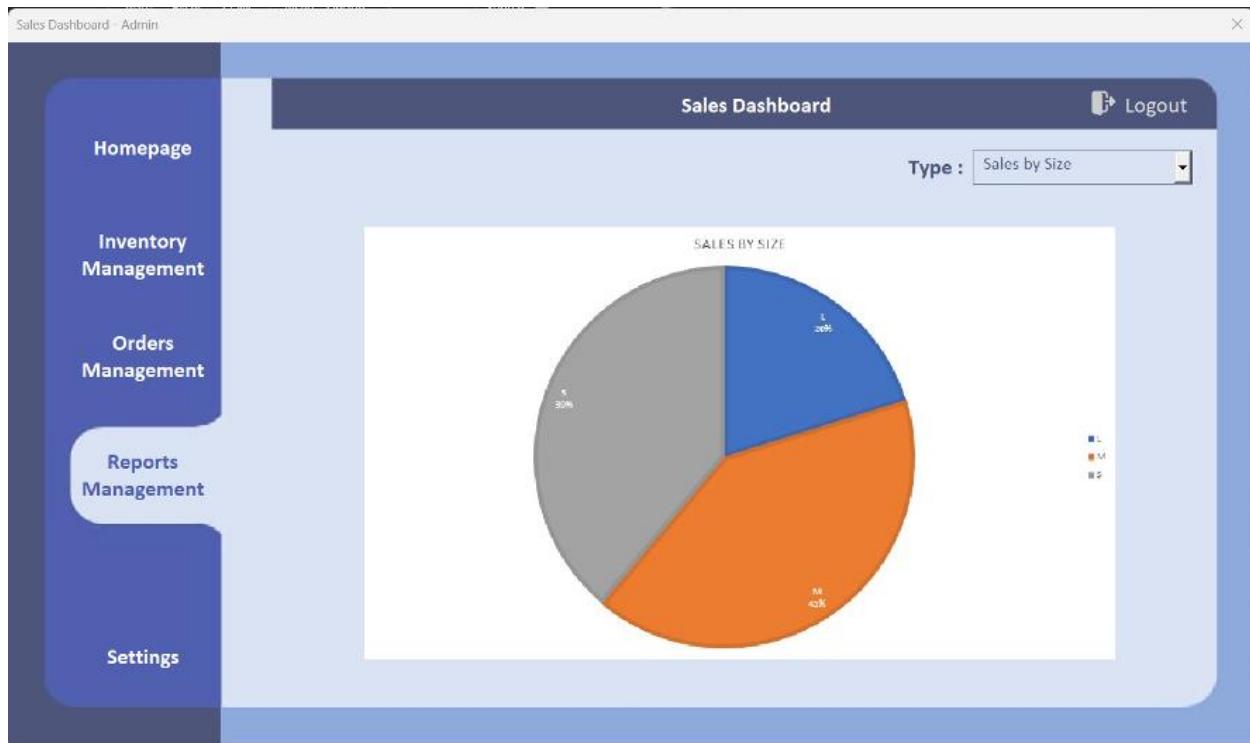


Figure 4.5.1.2b Sales By Size

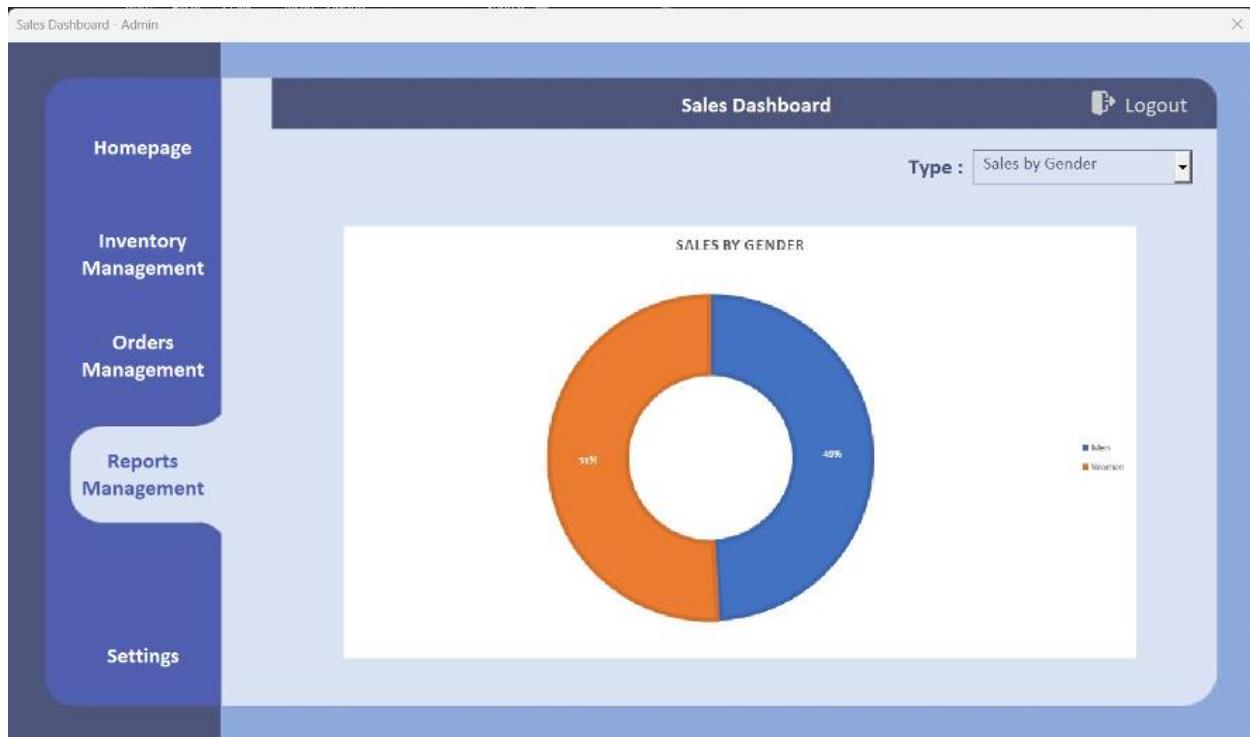


Figure 4.5.1.2c Sales By Gender



Figure 4.5.1.2d Average Sales Amount

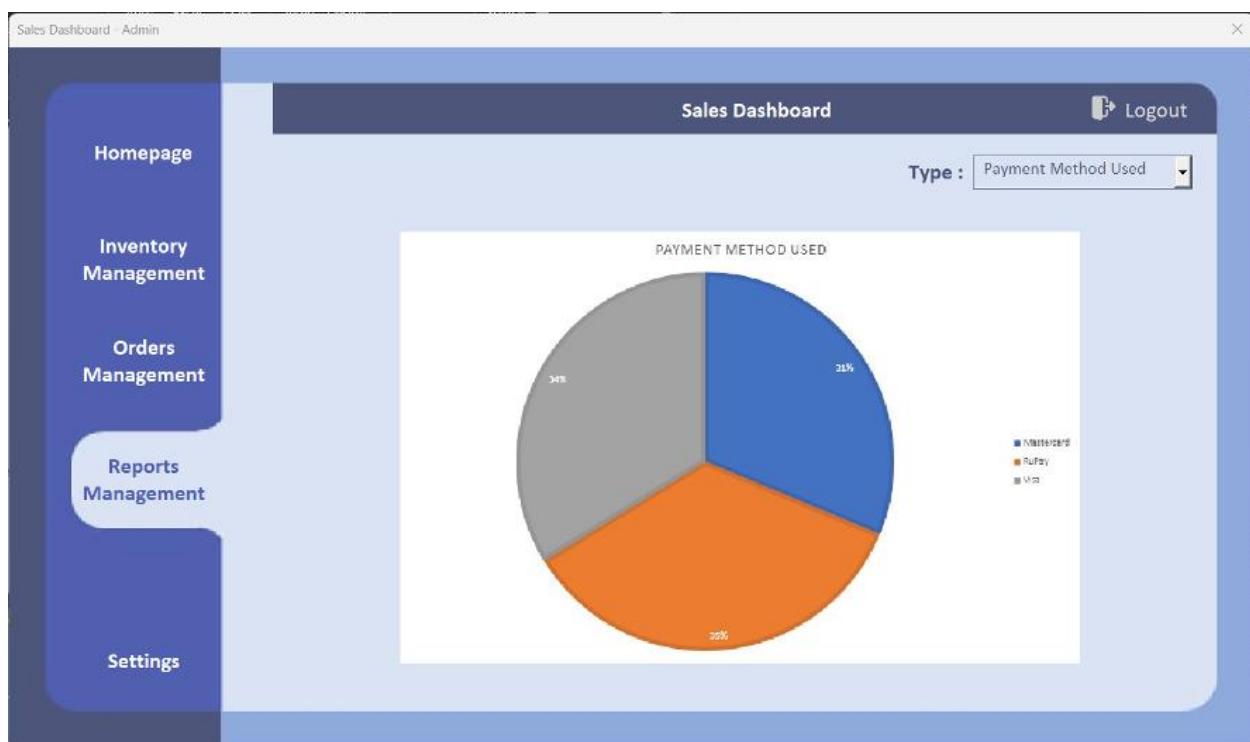


Figure 4.5.1.2e Payment Method Used

4.5.2 Inventory Report

The left upper drop-down button allows the user to choose “List All”, “Quantity Report”, and “Category Report”.

4.5.2.1 List All

Product ID	Product Name	Cost	Price	Color	Quantity S	Quantity M	Quantity L	Gender	Category	On Sale
1000_WT	Long Fit T-shirts	80	149	White	20	50	50	Men	T-shirts	Y
1000_BK	Long Fit T-shirts	80	149	Black	9	50	50	Men	T-shirts	N
1000_BE	Long Fit T-shirts	80	149	Blue	0	0	0	Men	T-shirts	N
1001_WT	Regular Fit Polo Shirts	200	288	White	10	30	30	Men	Polo shirts	Y
1001_BE	Regular Fit Polo Shirts	200	288	Black	0	30	30	Men	Polo shirts	Y
1001_BK	Regular Fit Polo Shirts	200	288	Blue	0	29	30	Men	Polo shirts	Y
1002_WT	Relaxed Fit Oxford Shirts	185	260	White	10	30	30	Men	Other	Y
1002_BK	Relaxed Fit Oxford Shirts	185	260	Black	0	10	30	Men	Other	Y
1002_BE	Relaxed Fit Oxford Shirts	185	260	Blue	0	10	30	Men	Other	Y
1003_WT	Lightweight Puffer Jackets	235	329	White	40	30	0	Men	Jacket	Y
1003_BK	Lightweight Puffer Jackets	235	329	Black	20	30	30	Men	Jacket	Y
1004_BK	Double-breasted Blazer	380	528	Black	30	40	10	Women	Blazer	Y
1004_BE	Double-breasted Blazer	380	528	Blue	0	40	10	Women	Blazer	Y
1005_WT	Stand-up Collar Dress	140	199	White	80	40	10	Women	Dress	Y
1005_BK	Stand-up Collar Dress	140	199	Black	80	30	10	Women	Dress	Y
1005_BE	Stand-up Collar Dress	140	199	Blue	99	30	10	Women	Dress	Y
1006_WT	OpenCollar Hidden Shirts	190	265	White	0	15	15	Men	Other	Y
1006_BK	OpenCollar Hidden Shirts	190	265	Black	0	15	15	Men	Other	Y
1006_BE	OpenCollar Hidden Shirts	190	265	Blue	0	15	15	Men	Other	Y
1007_WT	Essentials Women's Polo Shirt	110	158	White	20	30	0	Women	Polo shirts	Y
1007_BK	Essentials Women's Polo Shirt	110	158	Black	20	20	0	Women	Polo shirts	Y
1008_WT	Ruffle Crop T-shirts	65	99	White	50	20	0	Women	T-shirts	Y
1008_BE	Ruffle Crop T-shirts	65	99	Blue	30	20	0	Women	T-shirts	Y
1009_WT	Fur Coat	200	285	White	10	20	0	Women	Jacket	Y
1009_BK	Fur Coat	200	285	Black	10	20	0	Women	Jacket	Y
1010_WT	Cap Check Over Hood Shirts	215	300	White	0	10	10	Men	Shirts	Y
1010_BK	Cap Check Over Hood Shirts	215	300	Black	0	10	10	Men	Shirts	Y

Figure 4.5.2.1 Full Inventory List

4.5.2.2 Quantity Report

Product	Size S	Size M	Size L
Cap Check Over Hood Shirts			
Black	0	10	10
Blue	0	10	10
White	0	10	10
Double-breasted Blazer			
Black	30	40	10
Blue	30	40	10
Essentials Women's Polo Shirt			
Black	20	20	0
White	20	30	0
Fur Coat			
Black	10	20	0
White	10	20	0
Lightweight Puffer Jacket			
Black	20	30	30
White	40	30	0
Long Fit T-shirts			
Black	10	50	50
Blue	0	0	0
White	20	50	50
OpenCollar Hidden Shirts			
Black	0	15	15
Blue	0	15	10
White	0	15	15
Regular Fit Polo Shirts			
Black	10	30	30
Blue	0	30	30

Figure 4.5.2.2 Quantity Report

4.5.2.3 Category Report

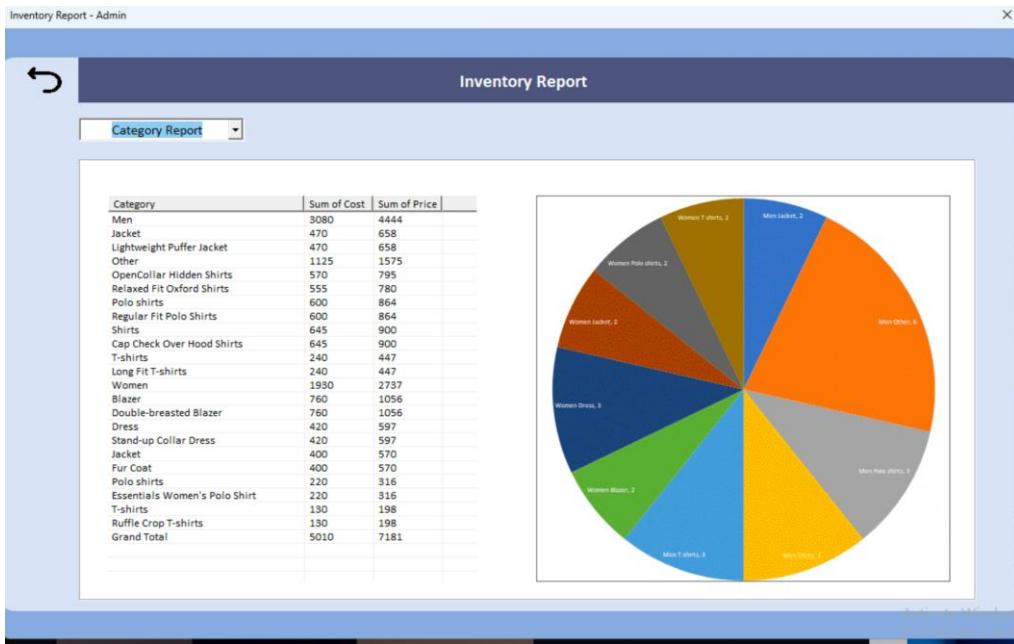


Figure 4.5.2.3 Category Report

4.5.3 Profit and Loss Report

The Profit and Loss Report displays whether the shop earns sufficient daily revenue.

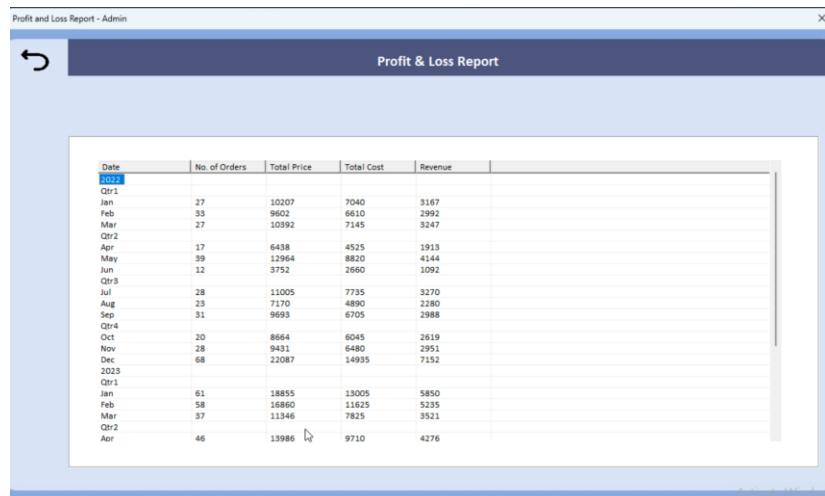


Figure 4.5.3 Profit and Loss Report

4.6 Settings

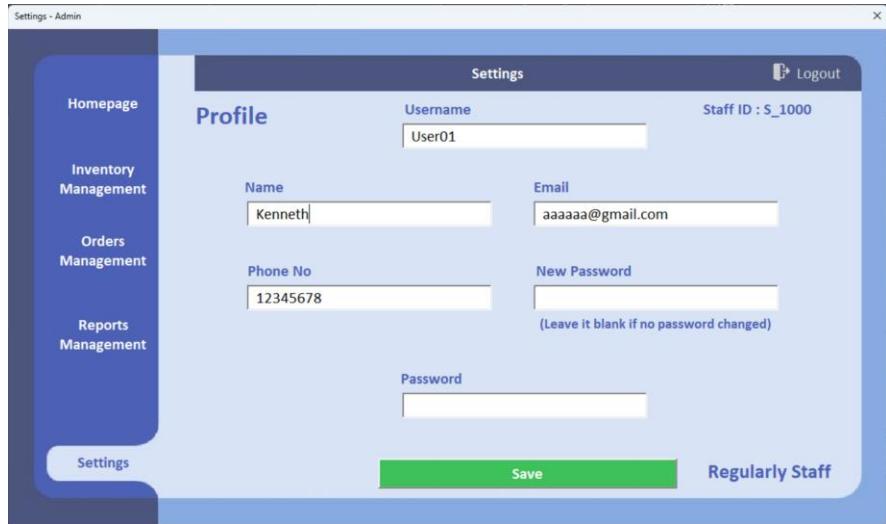


Figure 4.6a Settings User Interface

In ‘Settings’, staff can edit their personal information. Each time the staff wants to change their personal information, identity verification is required. The old password must be inputted to complete the verification.



Figure 4.6b Successfully Change Personal Information

If successfully changed, a popup window appears.