

WELCOME TO PHARMACY MANAGEMENT SYSTEM ADMIN

MANUAL

Logging in

You must be registered in order to log in to the system. If you are a registered user of the system you must provide a username referred to as the pfno and a password. The username and password must be correct for you to login.

A screenshot of a login form. The form is titled "Login" in green text. It contains two input fields: "Username" and "Password", both labeled in green text. Below the input fields is a green "login" button. The form is set against a light gray background.

Login

Username

Password

login

Selling


After logging in successfully there are two types of selling process. One is quantity sale where the customer indicated the quantity of drugs they want to purchase. Another sell is cash sale where the customer gives the amount for the drugs they want to buy.

Dashboard
Staff
Supplier
Drug
Stock
Net Stock
Sale
Debtor
Reports
Calculator
7/25/2015 1:18:24 PM
help
logout

Total
Amount
Discount
Balance
Pay
sale
cancel

cash sale
Drug
Quantity
Price
Enter
Remove

select	Item Id	Drug Name	Quantity	Price	Total Amount	Units
*						

cashier
Welcome 2


Quantity Sale

1. Quantity sale

Select the drug from the drug field and then enter the quantity in the quantity field then click on enter button. This will place the drug in the table below.


NOTE: You can only sell a drug that is available in the stock. Also you can only sell a drug with lower quantity or equal to what is in the stock.

Dashboard
Staff
Supplier
Drug
Stock
Net Stock
Sale
Debtor
Reports
Calculator
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logout

Total
Amount
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Pay
sale
cancel

cash sale
Drug
Quantity
Price
Enter
Remove

select	Item Id	Drug Name	Quantity	Price	Total Amount	Units
*						

cashier
Welcome 2


Quantity Sale

2. Cash sale

Select the drug from the drug field and then enter the amount in the “amount” field then click on enter button. This will place the drug in the table below.

NOTE: You can only sell a drug that is available in the stock. Also you can only sale a drug with lower quantity or equal to what is in the stock.

The screenshot displays a software interface for a pharmacy. At the top, a menu bar includes options like Staff, Supplier, Drug, Stock, Net Stock, Sale, Debtor, Reports, and Calculator. Below this, a status bar shows the date and time as 7/25/2015 1:20:01 PM. A summary section at the top contains fields for Total (1816), Amount, Discount, and Balance, along with buttons for Pay, sale, and cancel. The main area is titled 'cash sale' and features a 'Drug' field with a dropdown menu. Below this is a table with columns for select, Item Id, Drug Name, Quantity, Price, Total Amount, and Units. The table contains two rows: one for 'Fansida' (Item Id 6, Quantity 2, Price 8, Total Amount 16, Units qms) and one for 'Amoxil' (Item Id 5, Quantity 20, Price 90, Total Amount 1800, Units mqs). To the right of the table are 'Enter' and 'Remove' buttons. On the far right, a 'cashier' section shows a 'Welcome' message and a small photo of a woman, with a 'Quantity Sale' button below it.

select	Item Id	Drug Name	Quantity	Price	Total Amount	Units
<input checked="" type="checkbox"/>	6	Fansida	2	8	16	qms
<input type="checkbox"/>	5	Amoxil	20	90	1800	mqs

Removing drug from the cart

You can remove a drug from the cart by clicking on the drug row and clicking the button “remove” near “enter button”

Completing Sales Transaction

You complete sales transaction by simply entering the amount in the amount field and if discount is allowed enter it inside the discount field and click pay. After clicking pay you can now click on the sell button to sell the drug to the customer.

NOTE: The importance of entering the amount and paying is that it enable you to monitor the income for your stock.

Canceling Transaction

You can abort/cancel the transaction by simply clicking on the “cancel” button.

ADDING DATA

The following is a sequence of adding data in the system assuming you have added the manager as a staff or you are the manager

1. Start by adding drug
2. Then add supplier
3. Then add stock.

1. Staff

Adding Staff

To add the staff click on the staff and click “add staff”. This will present you with a window to enter the staff’s details. The category field enables you to select the type of user either pharmacist or the manager. You set the password for the user and the pfno which the user will later use to login to the system.

AddStaff

Personal Data
PFNO
First Name
Last Name
DoB
Gender ☒ Male ☐ Female
Password

Physical Details
National ID
Phone
Email
County
Location
DoE
Category

	PFNO	FIRST NAME	LAST NAME	DATE OF BIRTH	GENDER	NATIONAL ID	PHONE	EMAIL	COUNTY	LOCATION	DATE OF EMPLOYMENT	CATEGORY	PHOTO
▶	2	Ken	Jose	12/27/1982 12:00...		287866	0725 470 477	kenjose@gmail.c...	Kenya	Nairobi	7/15/2015 12:00...	Manager	
*	1	Sammy	Ongaya	12/28/1998 12:00...		282865641	0725470477	sam@gmail.com	kakamega	lurambi	7/1/2015 12:00...	Manager	

NOTE: Set a simple and secure password for the user. You must at least place an image for the user.


Updating Staff

To update the staff click on the “Update Staff” then you can change the details for the staff. After changing the details click “save”.

UpdateStaff

Personal Data
PFNO
First Name
Last Name
DoB
Gender ☒ Male ☐ Female
Password

Physical Details
National ID
Phone
Email
County
Location
DoE
Category



	PFNO	FIRST NAME	LAST NAME	DATE OF BIRTH	GENDER	NATIONAL ID	PHONE	EMAIL	COUNTY	LOCATION	DATE OF EMPLOYMENT	CATEGORY	PHOTO
▶	2	Ken	Jose	12/27/1982 12:00...		287866	0725 470 477	kenjose@gmail.c...	Kenya	Nairobi	7/15/2015 12:00...	Manager	
*													

Viewing Staff

To view the staff click on the staff then “View Staff”. You can print the records.



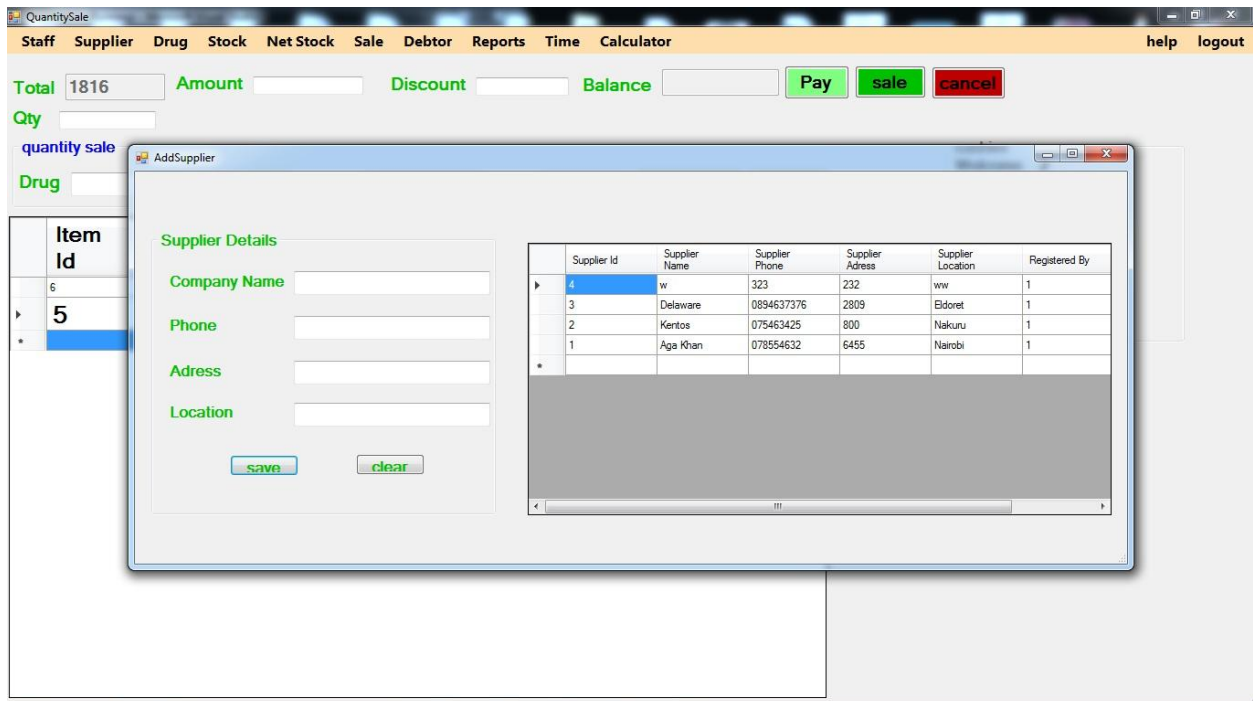
The screenshot shows a window titled "ViewStaff" with a green "Staffs" label and a "Print" button. Below is a table with the following data:

	PFNO	FIRST NAME	LAST NAME	DATE OF BIRTH	GENDER	NATIONAL ID	PHONE	EMAIL	COUNTY	LOCATION	DATE OF EMPLOYMENT	CATEGORY	PHOTO
▶	2	Ken	Jose	12/27/1982 12:0...		287866	0725 470 477	kenjose@gmail.c...	Kenya	Nairobi	7/15/2015 12:00...	Manager	
*	1	Sammy	Ongaya	12/28/1998 12:0...		282865641	0725470477	sam@gmail.com	kakamega	lurambi	7/1/2015 12:00:...	Manager	
*													

2. Supplier

Adding Supplier

To add the supplier click on the supplier and click “add supplier”. This will present you with a window to enter the supplier details.

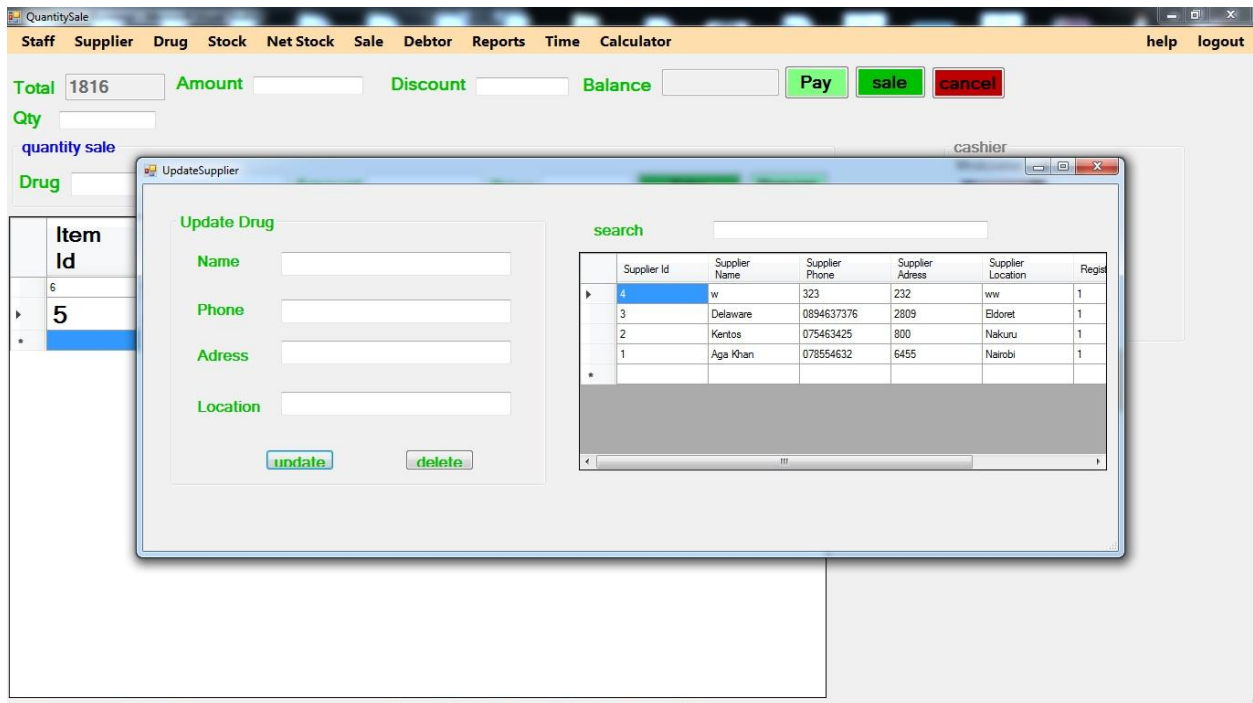


The screenshot shows the "QuantitySale" application with a menu bar (Staff, Supplier, Drug, Stock, Net Stock, Sale, Debtor, Reports, Time, Calculator) and a toolbar (help, logout). The main window displays a table with columns: Total, Amount, Discount, Balance, Pay, sale, cancel. The "AddSupplier" dialog box is open, showing a form for "Supplier Details" with fields for Company Name, Phone, Address, and Location. Below the form are "save" and "clear" buttons. To the right of the form is a table of existing suppliers:

Supplier Id	Supplier Name	Supplier Phone	Supplier Address	Supplier Location	Registered By	
▶	4	w	323	232	www	1
	3	Delaware	0894637376	2809	Eldoret	1
	2	Kentos	075463425	800	Nakuru	1
*	1	Aga Khan	078554632	6455	Nairobi	1
*						

Updating Supplier

To update the supplier click on the “Update Supplier” then you can change the details for the staff. After changing the details click “save”.



Viewing Supplier

To view the supplier click on the supplier then “View Supplier”. You can print the records



3. Drug

Adding Drug

To add the drug click on the drug and click “Add **Drug**”. This will present you with a window to enter the drug details.

Add Drug

Drug Name

Drug Form

Price per Unit

Drug Id	Drug Name	Drug Form	Drug Price	Registered By	Registered Date
1	Amoxil	Capsules	90	1	7/4/2015 4:15:2...
3	Fansida	Syrup	8	1	7/4/2015 4:15:5...
2	Quinnin	Powder	4	1	7/4/2015 4:15:3...

Updating Drug

To update the drug click on the “Update Drug” then you can change the details for the staff. After changing the details click “save”.

Update Drug

Search

Drug Name

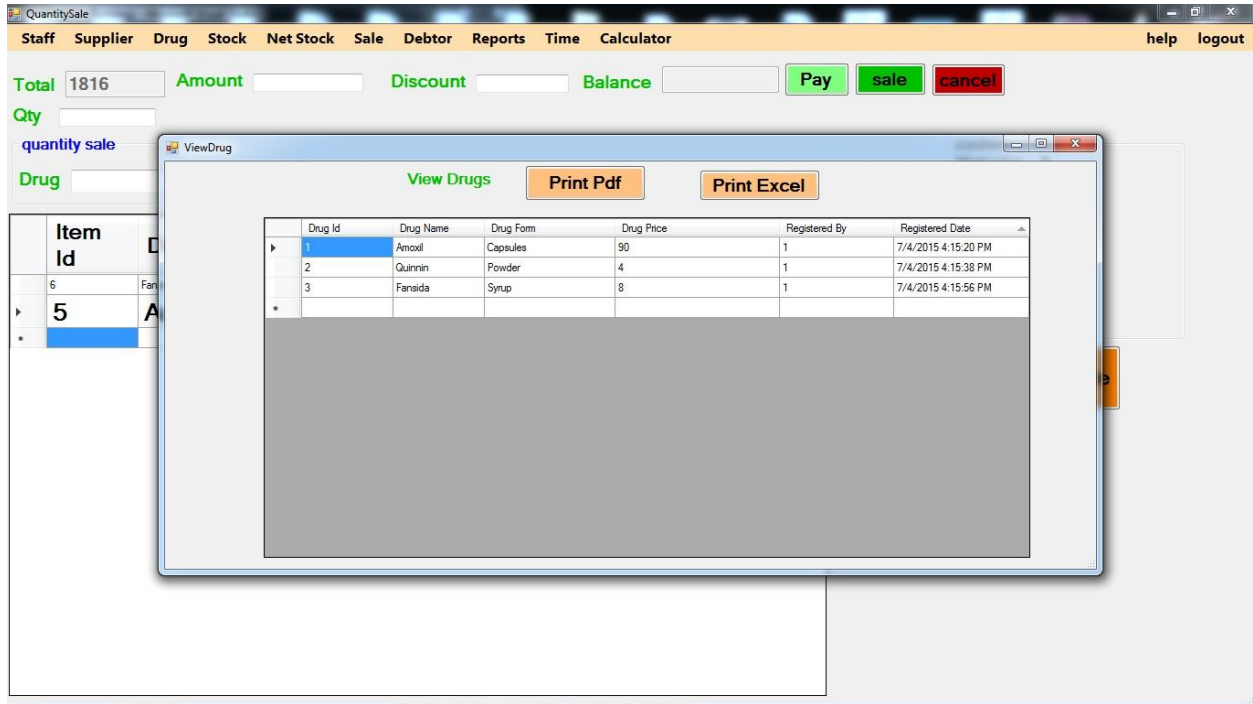
Drug Form

Price per Unit

Drug Id	Drug Name	Drug Form	Drug Price	Registered By	Registered Date
1	Amoxil	Capsules	90	1	7/4/2015
3	Fansida	Syrup	8	1	7/4/2015
2	Quinnin	Powder	4	1	7/4/2015

Viewing Drug

To view the drug click on the drug then “View Drug”. You can print the records.



4. Stock

Adding Stock

To add the Stock click on the Stock and click “Add Stock”. This will present you with a window to enter the Stock details.

QuantitySale

Staff Supplier Drug Stock Net Stock Sale Debtor Reports Time Calculator help logout

Total 1816 Amount Discount Balance Pay sale cancel

Qty

quantity sale

Drug

Item Id

5

Add Stock

Add Stock

Supplier

Drug

Quantity

Units

Buying Price

Expiry Date 7/25/2015

Selling Price

Batch No

save cancel

STOCK ID	SUPPLIER NAME	DRUG NAME	BUYING PRICE	SELLING PRICE	QUANTITY	UNITS	EXPIRY DATE	BATCH NUMBER
1	Aga Khan	Amoxil	4.0	6.75	3000.50	gms	4/15/2016	1
2	Kentos	Quinnin	7.0	8.9	900.500	mls	7/12/2018	2
3	Aga Khan	Amoxil	2	3.5	2000	gms	7/11/2018	23421
4	Delaware	Quinnin	4	8	4000	mgs	6/13/2017	564

Updating Stock

To update the Stock click on the “Update Stock” then you can change the details for the staff. After changing the details click “save”.

QuantitySale

Staff Supplier Drug Stock Net Stock Sale Debtor Reports Time Calculator help logout

Total 1816 Amount Discount Balance Pay sale cancel

Qty

quantity sale

Drug

Item Id

5

Update Drug

Update Drug

Drug Name

Drug Form

Price per Unit

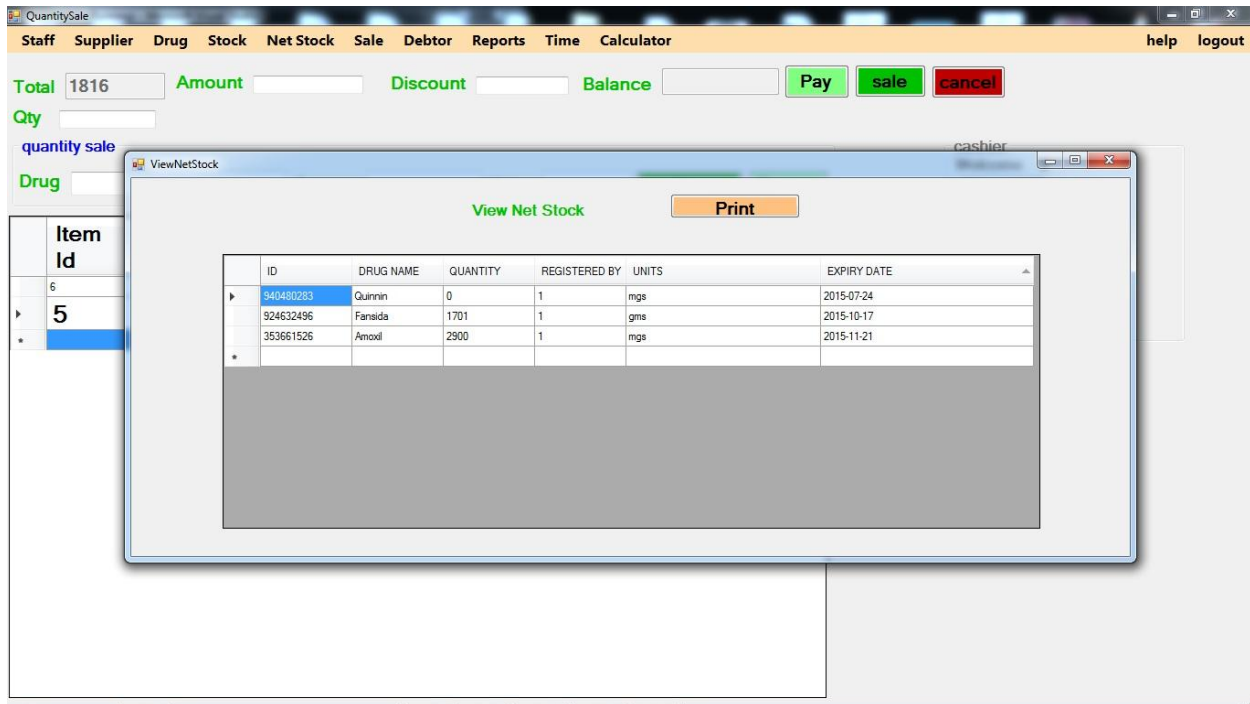
update

Search

Drug Id	Drug Name	Drug Form	Drug Price	Registered By	Registered Date
1	Amoxil	Capsules	90	1	7/4/2015
3	Fansida	Syrup	8	1	7/4/2015
2	Quinnin	Powder	4	1	7/4/2015

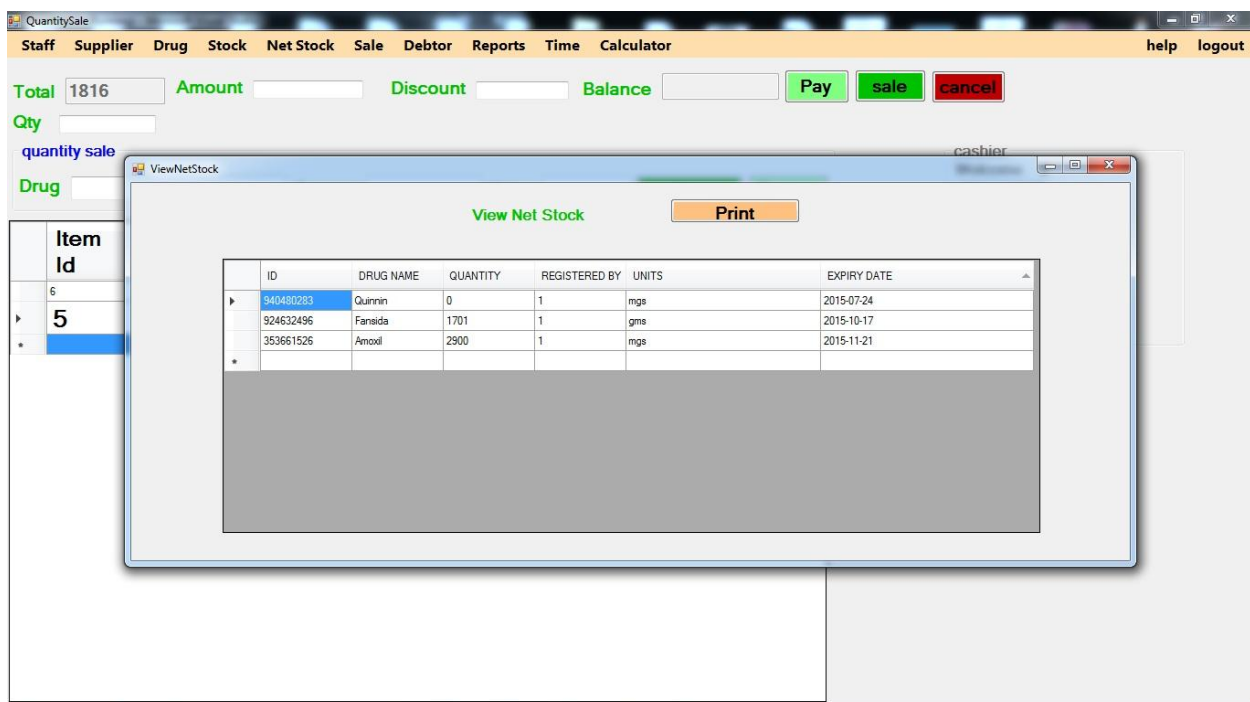
Viewing Stock

To view the Stock click on the Stock then “View Stock”. You can print the records.



Viewing Net Stock

To view the Net Stock click on the Net Stock then “View Net Stock”. You can print the records.



Viewing Sales

To view the Sales click on the Sales then “View Sales”. You can print the records.

QuantitySale

Staff Supplier Drug Stock Net Stock Sale Debtor Reports Time Calculator help logout

Total 1816 Amount Discount Balance Pay sale cancel

Qty

quantity sale

Drug

cashier

viewSales

View Sales Print

ID	DRUG NAME	QUANTITY	PRICE	SERVED BY	DATE SOLD	UNITS	RECEIPT NUMBER
31	Quinnin	4006	4	1	7/13/2015 6:24:35 PM	mgs	909688727
32	Quinnin	1	4	1	7/13/2015 6:33:08 PM	mgs	850034361
1	Quinnin	15	8	1	7/5/2015 2:22:23 PM	mgs	195799829
2	Amoxil	10	3.5	1	7/5/2015 2:22:23 PM	gms	195799829
3	Quinnin	20	8	1	7/5/2015 2:26:37 PM	mgs	162474963
4	Amoxil	2	3.5	1	7/5/2015 2:26:37 PM	gms	162474963
5	Quinnin	150	8	1	7/5/2015 2:34:31 PM	mgs	302910126
6	Amoxil	200	3.5	1	7/5/2015 2:34:31 PM	gms	302910126
7	Quinnin	30	8	1	7/5/2015 2:40:28 PM	mgs	86125021
8	Amoxil	30	3.5	1	7/5/2015 2:40:28 PM	gms	86125021
9	Quinnin	10	8	1	7/5/2015 2:42:41 PM	mgs	152873034
10	Amoxil	10	3.5	1	7/5/2015 2:42:41 PM	gms	152873034
11	Quinnin	100	8	1	7/5/2015 2:47:01 PM	mgs	26130435

Viewing Reports

To view the reports click on the “Reports” menu. To get further statistics on the sales reports, click on “More” under the Sales on reports.

Reports

Staff Supplier Drug Stock Net Stock Sale Debtor Reports Calculator Time help logout

Welcome

Quantity Sale Cash Sale

Staff

Total Staffs 2

Male 0

Female 0

Managers 2

Pharmacists 0

Suppliers

Total Suppliers 4

Debtor

Total Debtors 5

Paid Debtors 0

Unpaid Debtors 5

Drugs

Total Drugs 3

Stock

Net Stock

Sales

Total Drugs Sold 32

Amount Sold 21707.52

More

Expired Drug

	DRUG NAME	EXPIRY DATE	DA PA
*			

Finished Drugs

	ID	DRUG NAME
*	940480283	Quinnin

5. Debtor

Adding Debtor

It is evident that some client will come to buy drug at a higher purchase order. They are referred to as debtors. Adding the debtor in the system is through the debtor menu. Click on debtor then click on “add debtor option”. This will present you with a form to fill the details. Then after filling all the required details click on the “save” button to save the debtor.

The screenshot shows the 'QuantitySale' application interface. At the top, there is a menu bar with options: Staff, Supplier, Drug, Stock, Net Stock, Sale, Debtor, Reports, Time, and Calculator. Below the menu bar, there are input fields for 'Total' (1816), 'Amount', 'Discount', and 'Balance', along with buttons for 'Pay', 'sale', and 'cancel'. A 'quantity sale' window is open, showing a list of items with 'Item Id' 5 selected. Overlaid on this is the 'AddDebtor' dialog box. The dialog box has a 'Calculator' button in the top right. It contains the following fields: 'Name' (text input), 'Drug' (dropdown menu), 'Quantity' (text input), 'Date Borrowed' (date picker set to 7/25/2015), 'Phone' (text input), 'Deposit' (text input), and 'Date of Payment' (date picker set to 7/25/2015). Below these fields are 'save' and 'clear' buttons. At the bottom of the dialog is a table with the following data:

id	name	drug_id	quantity	date_borrowed	phone	deposit	date_of_payment	pfno
1	frank	2	577	7/7/2015	0725470478773	100	7/6/2017	1
2	mm	1	51	7/7/2015	0898786	20	7/17/2015	1
3	www	1	100	7/7/2015	32424	10	8/13/2015	1
4	qq	1	100	7/7/2015	111111111111111	11	8/13/2015	1
5	rtt	1	100	7/7/2015	2424	20	7/17/2015	1

Updating the Debtor.

You can update the debtor if they repay the debt. Simply click on the debtor menu then click on the update debtor. This will present you with a form to update the amount.

NOTE: After updating the debtor if the debt is successfully repaid, the debtor details will not be visible in the table below.

QuantitySale

Staff Supplier Drug Stock Net Stock Sale Debtor Reports Time Calculator help logout

Total 1816 Amount Discount Balance Pay sale cancel

Qty

quantity sale

Drug

UpdateDebtor

Calculator

Update Debtor

Name frank Phone 0725470478773

Drug Quinin Deposit 100

Quantity 577

Date Borrowed 7/ 7/2015 Date of Payment 7/25/2015

update clear

search 0725470478773

Drug ID	price	id	name	drug_id	quantity	date_borrowed	phone	deposit	da
2	4	1	frank	2	577	7/7/2015	0725470478773	100	7/6

Viewing Debtors

You can see Debtors details while adding, updating or viewing debtors. For viewing all debtors records and printing go to Debtors then click on view Debtors. This will display all debtors records in which you can print.

QuantitySale

Staff Supplier Drug Stock Net Stock Sale Debtor Reports Time Calculator help logout

Total 1816 Amount Discount Balance Pay sale cancel

Qty

quantity sale

Drug

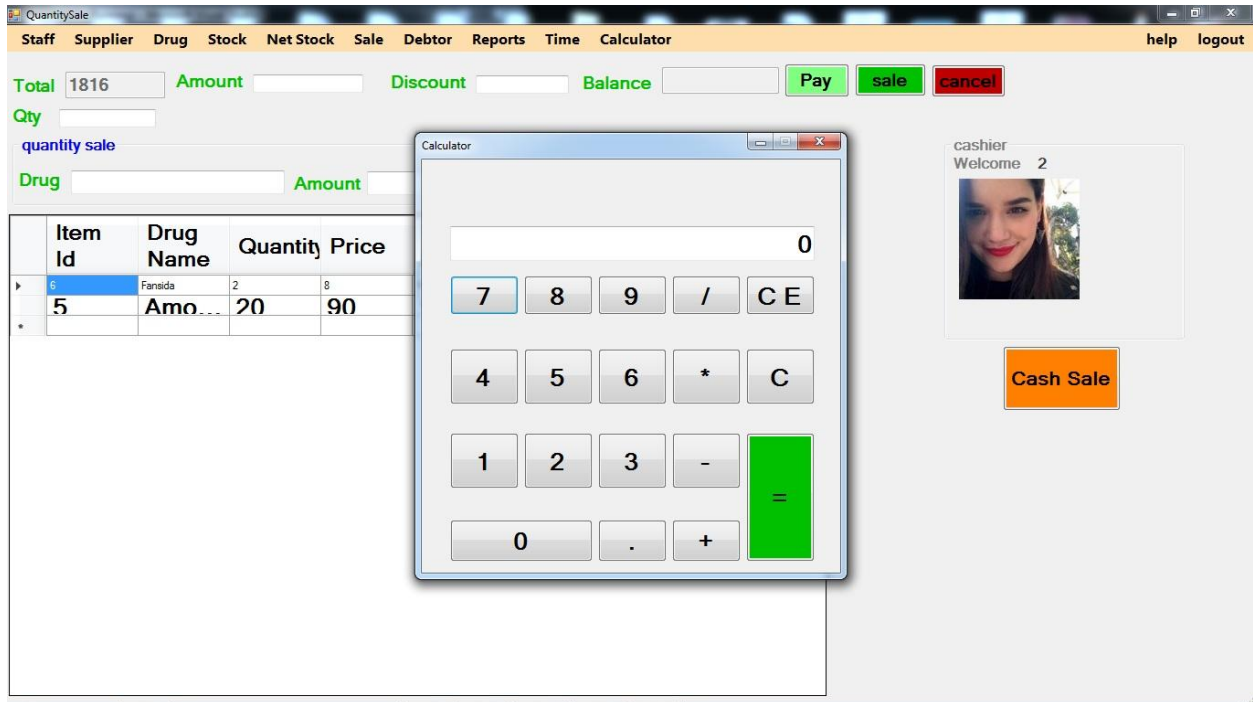
ViewDebtor

View Debtors Print

ID	NAME	DRUG NAME	QUANTITY	DATE BORROWED	PHONE	DEPOSIT	DATE OF PAYMENT	REGISTERED BY	REGISTRATION DATE
1	frank	Quinin	577	7/7/2015	0725470478773	100	7/6/2017	1	7/7/2015 4:16:1...
2	mm	Amoxil	51	7/7/2015	0898786	20	7/17/2015	1	7/7/2015 9:47:5...
3	www	Amoxil	100	7/7/2015	32424	10	8/13/2015	1	7/7/2015 9:51:1...
4	qq	Amoxil	100	7/7/2015	111111111111111	11	8/13/2015	1	7/7/2015 9:55:0...
5	rtt	Amoxil	100	7/7/2015	2424	20	7/17/2015	1	7/7/2015 10:00:...

Calculator

You can access the calculator by clicking on the calculator.



Logout.

Logout enables you to exit the application. This ensures that your session has expired and nobody can use your account until they are logged in.