**Ordering System User Guide**

**Context**

Logging in – Page 2

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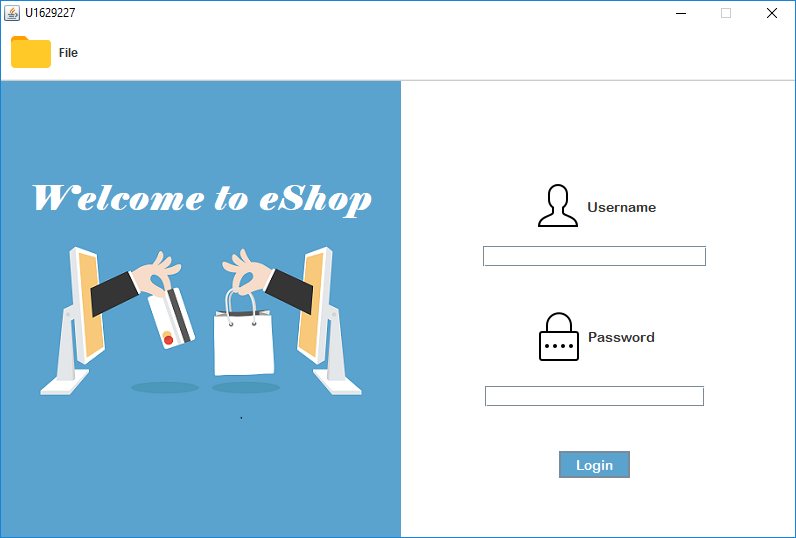
Edit Product – Page 6 & 7

Edit Stock – Pages 8 & 9

Sell Product – Pages 10, 11 & 12

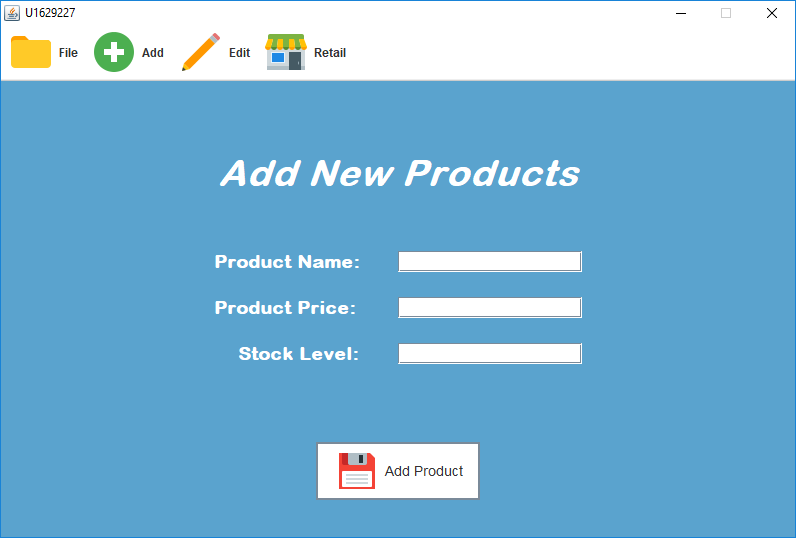
**Logging In**

1. The programme will start at the login page.
2. Login using the username “***eShop***” in the username field and the password: “***password***” in the password field and then click the login button.



**Adding a Product**

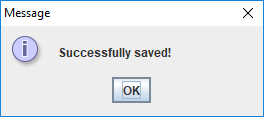
1. Once you have login you will automatically be taken to the add product page. If you are already on another page just click the Green Plus sign on the menu bar.



1. Once on the Add Product page you can add a new product.
2. Enter the name of the product you want to add to the Product Name field.
3. Enter the price of the product in the Product Price field.
4. Enter stock level of the product in the Stock Level field.
5. Click the Add Product button to add the product.

**Adding a Product**

1. If all fields have been entered and the Add Product button has been clicked a pop up box will appear. Click the OK button to remove this box.

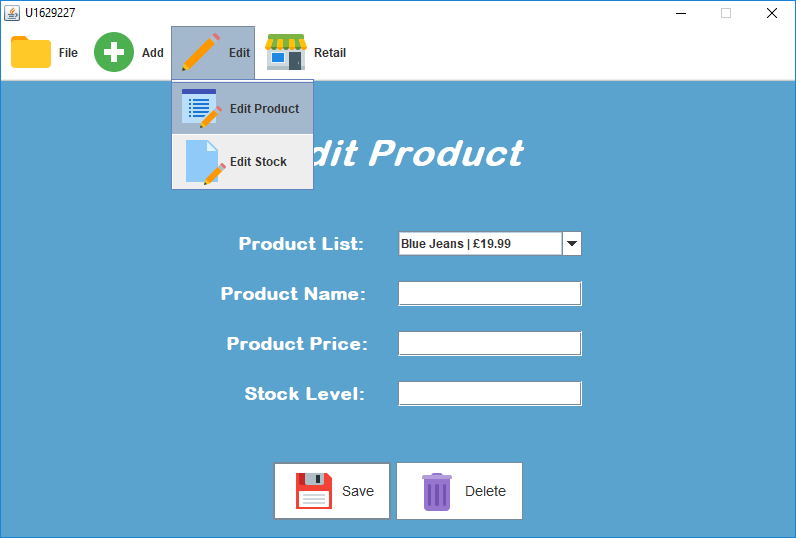


*Note: If any field is not entered you will not be able to add the product and will receive the below message instead. Simply click OK* to close this message and enter the missing field.



**Delete Product**

1. Click the Pencil Icon on the menu bar and then click Edit Product to bring you to the Edit Product Page.
2. To delete a product simply select it from the Product List drop down menu and click the Delete Button at the bottom of the page.

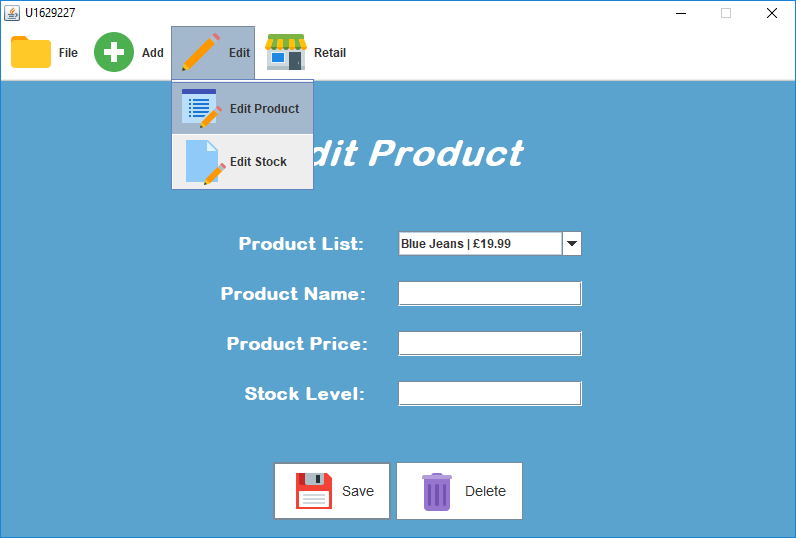


1. Once you have clicked delete you will receive the below message. Click yes to delete or no to return without deleting the product.

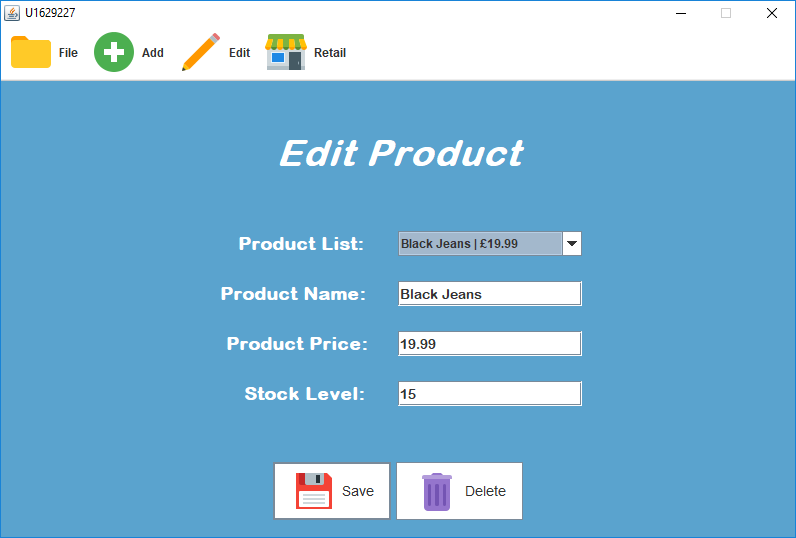


**Edit Product**

1. Click the Pencil Icon on the menu bar and then click Edit Product to bring you to the Edit Product Page.

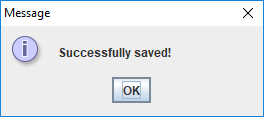


1. To edit a product first select it from the Product List drop down menu. This will then populate the fields below.



**Edit Product**

1. Select the field you want to change, change it appropriately and then click save to finish editing the product.
2. A pop box will appear confirming the changes have been saved. Click the OK button to close it.

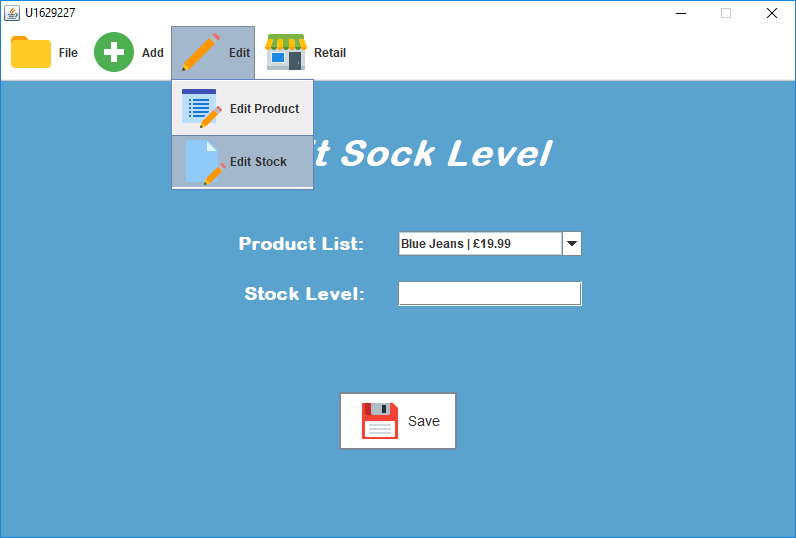


*Note: If any field is not entered you will receive and error message asking you to enter all fields, Click OK to remove the message and enter the missing field.*

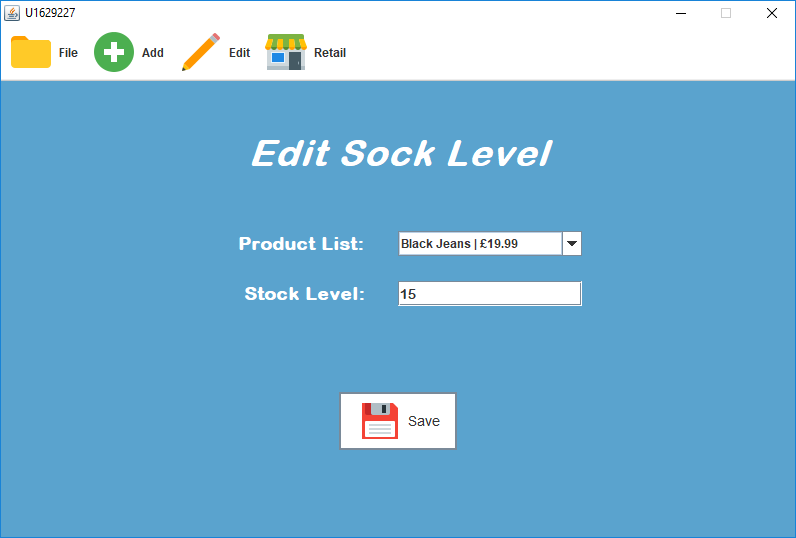


**Edit Stock level**

1. Click the Pencil Icon on the menu bar and then click Edit Stock to bring you to the Edit Stock Page.

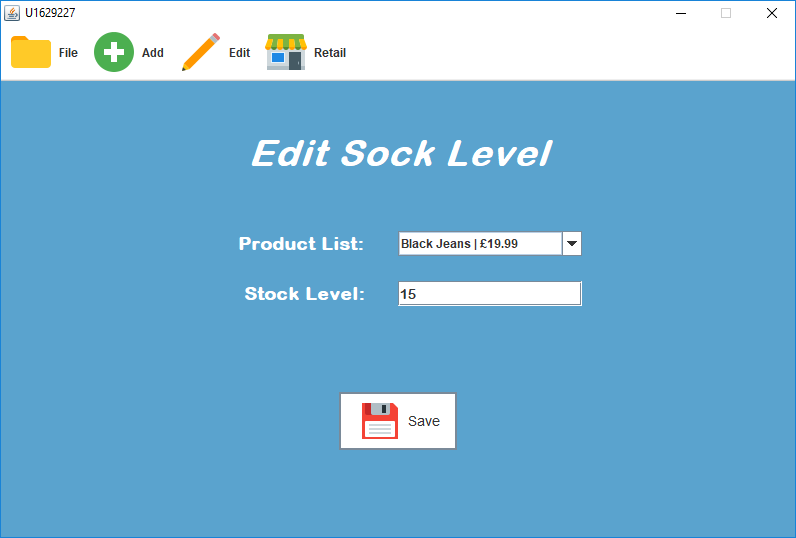


1. To change the stock level, select the product you want from the Product List drop down menu. This will populate the Stock Level field and you can the edit the stock amount.

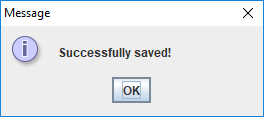


**Edit Stock level**

1. Click the Save button to update the stock level.



1. Once the save button has been selected you will receive the below message. Click OK to continue.
2. A pop box will appear confirming the changes have been saved. Click the OK button to close it.

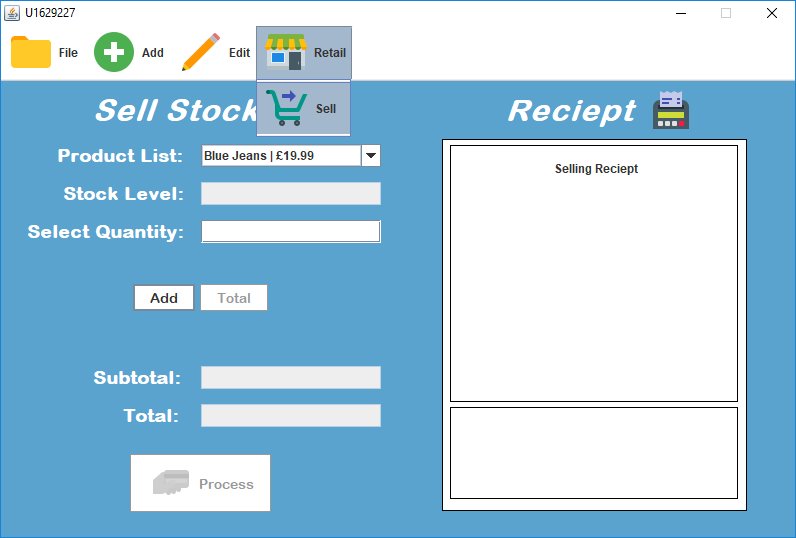


*Note: If any field is not entered you will receive and error message asking you to enter all fields, Click OK to remove the message and enter the missing field.*



**Sell Product**

1. Click the Shop Icon on the menu bar and then click Sell from the drop down menu.



1. Once on the Sell Page select the item you want to sell from the Product List drop down menu.
2. Once a product has been selected the Stock Level field will populate with the respective stock level for that product.

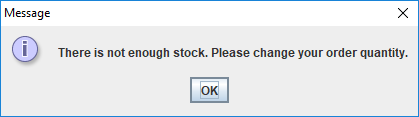


**Sell Product**

1. Next type the quantity of that item in the Select Quantity Field and click the Add Button to add the item to the receipt.

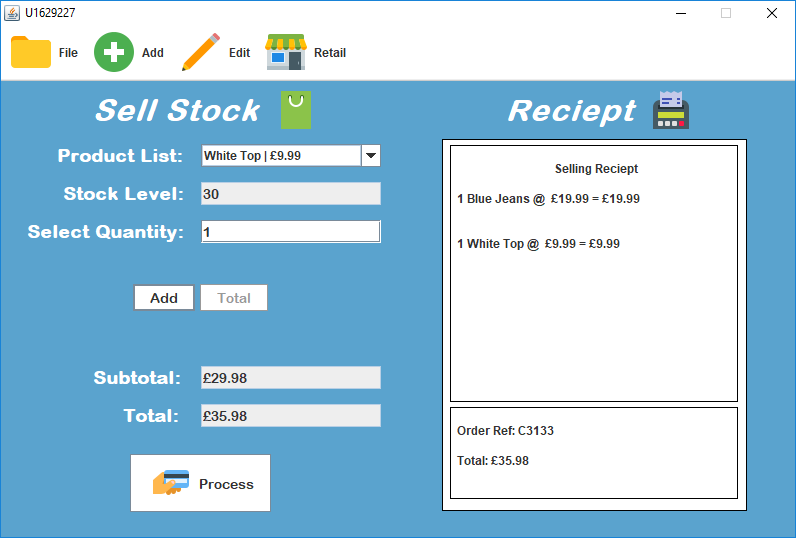


*Note: If the entered quantity exceeds the stock level of the selected product the below error message will appear. Click OK and enter a valid quantity to proceed.*



**Sell Product**

1. Click the Total button to total all the selected products and add tax onto the order. This will also produce and order number reference number.



1. Click the Process button at the bottom of the page to produce a .txt file receipt. You will also receive the following pop up box confirming the products have been sold and the order reference number.

