

# **USER MANUAL (Furniture Shop Management System)**

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**BSIT 4-2N**

## **Introduction**

Furniture Shop Management System is a web-based application consisting of 3 subsystems. The Order Management, Billing and Collection and the Production Monitoring System

The following are some listed features of the system:

- ◆ Point of Sales
- ◆ Inventory of furniture and materials monitoring
- ◆ Order tracking
- ◆ Production tracking
- ◆ Delivery Tracking
- ◆ Etc

## **Quick Start Guide**

- The Furniture Shop Management System is a web-based application therefore for you to run it, you have to host it on a web hosting site or run it on your localhost.
- Installation and configuration is advised to be done by people with experience but the usage of the system can easily be done by beginners
- You have some things to configure to fully use the system properly

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## Installation and Sample Run

- The Furniture Shop Management System is a web-based application therefore for you to run it, you have to host it on a web hosting site or run it on your localhost.

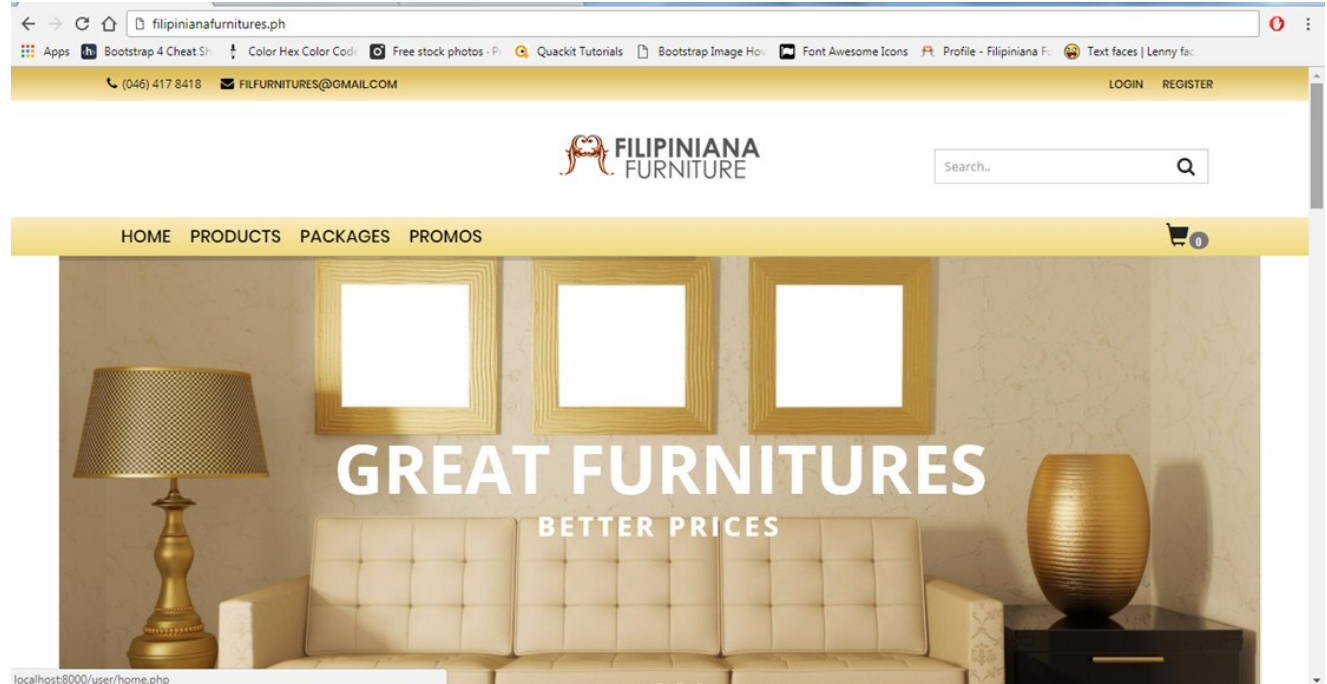
### WEBHOSTING

- Simply choose the webhosting site you want to host your website.
- Extract the zip file attached here and follow the steps given on the webhosting site you choose.

### RUN ON YOU LOCALHOST

You can run the website on your localhost but do note that running on your localhost will only allow you or users connected to one network to access the website.

1. You must have a web-server package (e.g. xampp/wampp or others) installed in your computer. This package will have a web server and a database combined.



2. Run your webserver.

3. Extract the zip file attached here. The zip files contain all the application's important files

4. On the folder 'database' is where you can the database use for the application with a file type .sql.

5. Open your browser and go to **localhost/phpmyadmin**. Create a new database name **filfurnituredb**

6. Copy and paste the SQL file contents on the text area and run.

7. Once it's finish go to the application folder and click **Shift + Right Click** a cmd window will open. Type **php -S localhost:8080 (or any port)**.

8. Go to the browser and type **localhost:8080**. Your application is up and ready.

9. The default password for admin login is **username: admin, password: admin**

# Dashboard

The Dashboard is where you can find the summarization of your companies data or transaction. This is also where you can have a quick access to record lists.

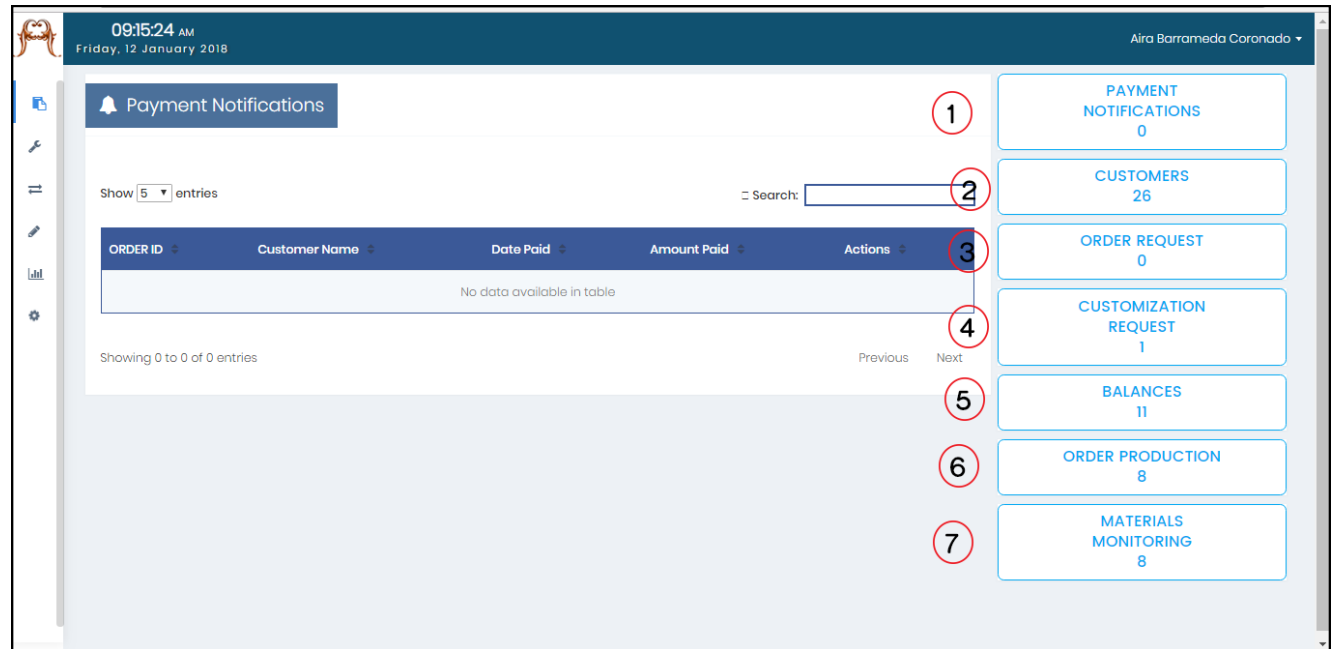
The number on the buttons at the side menu indicates how many records are in the list.

## FUNCTIONS

1 - Clicking the button will display the payment notification table. This table contains the proof of payments sent to the management by the customer using the website. You can view and validate proof of payments here.

2 - This will display the list of customers. You can also create a newsletter here and send it to your subscribers.

3 - This will display the order request from the website. You can either accept it and reject it. Once accepted it will be included to the list of orders



4 - This will display the customization request from the website. You can either accept it and reject it. Once accepted it will be included to the list of orders

5 - This will display the list of customer information with outstanding balances. You have an option to accept payment here

6 - This will display ongoing production. You can access production information here.

7- This will display the volume of materials you still have in every material item.

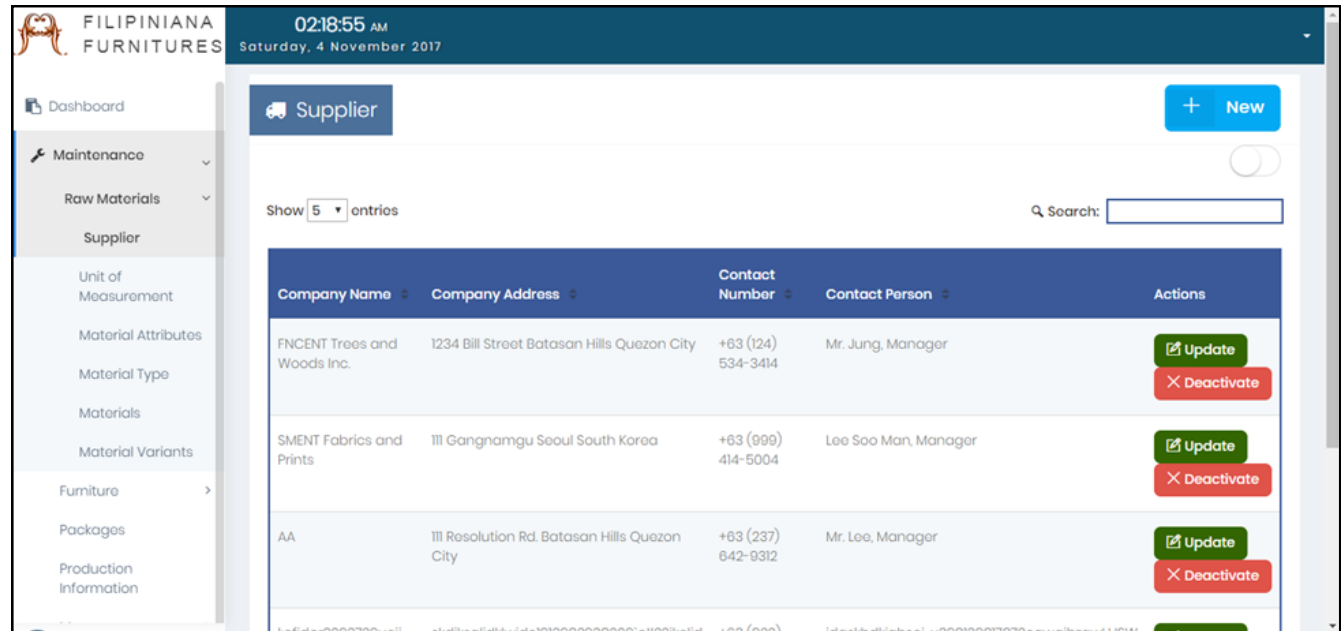
## Quick Tip!

The next topic is where we discuss the maintenance. For you to have a beautiful website and fully functional system make sure to fill out your maintenance with proper data

## Maintenance

This is where you can add new record, alter record and deactivate your maintainable data.

The following is the list of maintenance you need to accomplish for the FURNITURE SHOP MANAGEMENT SYSTEM



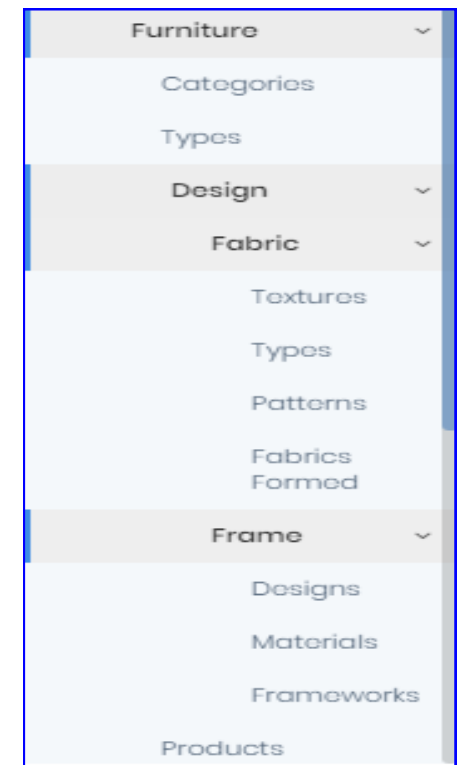
Company Name	Company Address	Contact Number	Contact Person	Actions
FNCENT Trees and Woods Inc.	1234 Bill Street Batasan Hills Quezon City	+63 (124) 534-3414	Mr. Jung, Manager	<a href="#">Update</a> <a href="#">Deactivate</a>
SMENT Fabrics and Prints	111 Gangnamgu Seoul South Korea	+63 (999) 414-5004	Lee Soo Man, Manager	<a href="#">Update</a> <a href="#">Deactivate</a>
AA	111 Resolution Rd. Batasan Hills Quezon City	+63 (237) 642-9312	Mr. Lee, Manager	<a href="#">Update</a> <a href="#">Deactivate</a>

Raw Materials  
 Supplier  
 Unit of Measurement  
 Material Attributes  
 Material Type  
 Materials

Furniture  
 Categories  
 Types  
 Design  
 Fabric  
 Textures  
 Types  
 Patterns  
 Fabrics Formed  
 Frame  
 Designs  
 Materials  
 Frameworks  
 Products

Packages  
 Product Information

Manpower  
 Jobs  
 Employees  
 Promos and Delivery Rate  
 Promos  
 Delivery Rates  
 Discounts



Furniture	▼
Categories	
Types	
Design	▼
Fabric	▼
Textures	
Types	
Patterns	
Fabrics Formed	
Frame	▼
Designs	
Materials	
Frameworks	
Products	

## Transaction: Product Management

1 – Clicking this will display the table above. This is where you manage your products. Whether it be on-hand or on-promo.

2 – This displays the On-Hand furnitures or the furniture you actually have. All furnitures that are ordered by the management that has finished the production process will be counted and reflected here.

3 – You can click this is you wish to pull-out a furniture from the furniture indicated in the row. This will display the modal of pull-out furniture form.

4- Pull-out furniture can either be for Order – Repair – or Other.

**ORDER.** Orders with that furniture will be displayed. Choose the order and then input the quantity and save.

**REPAIR.** If an on-hand furniture is broken you can pull it out for repair. Just input the estimated date finish and quantity.

**OTHER.** You can also input other reasons.

5 – The example furniture 'Manilenia' listed the orders

The screenshot shows the 'Product Management' interface for 'FILIPINIANA FURNITURES'. The left sidebar has a 'Transaction' menu with 'Product Management' selected (marked with a red circle 1). The main content area shows 'ON-HAND' furniture (marked with a red circle 2). A table lists three items:

Furniture Type	Furniture Name	Furniture Description	Quantity	Actions
Sectional Sofas	Elizabeth	A marvelous sofa	12	<span>X Pull-Out</span> (marked with a red circle 3)
Beds	Manilenia	An amazing furn	9	<span>X Pull-Out</span>
Beds	Queen	A queen sized bed	3	<span>X Pull-Out</span>

At the bottom, it says 'Showing 1 to 3 of 3 entries'.

The 'Pull-Out Furniture' modal (marked with a red circle 4) is shown for 'Furniture Name: Elizabeth'. It has a 'For' dropdown menu with options: Order, Order (selected), Repair, and Other. Below the dropdown, it says 'Nothing to show.' There is a 'Quantity' input field with the value '12' and a 'Remarks' text area. At the bottom, there are 'Save' and 'Cancel' buttons.

The 'Pull-Out Furniture' modal (marked with a red circle 5) is shown for 'Furniture Name: Manilenia'. It has a 'For' dropdown menu with the option 'Order' selected. Below the dropdown, there is a table listing orders:

Order ID	Customer Name	Quantity
000047	Rizal, Jose	0
000050	Jeff, Van Lapuz	2
000051	Jeff, Van Lapuz	1
000053	Kim, Jongdae	2

At the bottom, there are 'Quantity' and 'Remarks' input fields.

## Transaction: Point of Sales

**Point of Sales** is where you can order the on hand products. This is supposedly for walk-in customers, the reason it is in the admin side of the system.

In **Point of Sales**, if you click **Add To Cart** after specifying the desired quantity, it will be added to your cart. In the **cart** (see image), you can add and deduct products.

The form in the right side of the page, is the required data to be filled up by the customer. This includes basic information of the customer, delivery address or pick up date, down payment amount.

Clicking **save & print** will view your initial receipt in .pdf format.

The screenshot shows the 'Point Of Sales' interface. On the left is a sidebar menu with options: Dashboard, Maintenance, Transaction (selected), Product Management, Point of Sales, Order Management, Production, Collections, Queries, Reports, and Utilities. The main area has a 'MY CART' button and a search bar. Below these are two product cards: 'MANILENIA' (a sofa) and 'ELIZABETH' (a chair). Each card shows the price (P25,000.00 and P35,000.00 respectively) and a quantity selector set to 1. On the right, there's a 'Customer Information' section with a 'New' button and a 'Select a Customer' dropdown. Below that is a 'For:' section with radio buttons for 'Pick-up' and 'Delivery'. At the bottom right, there's a 'Sub-Total: P' field.

The 'My Cart' modal is displayed over the Point of Sales interface. It contains a table with the following data:

Furniture Name	Furniture Description	Quantity	Total Price	Action
Elizabeth	A marvelous sofa	7	245000	<span>+</span> <span>x</span>
Manilenia	An amazing furn	3	75000	<span>+</span> <span>x</span>
GRAND TOTAL		10	320000	

At the bottom of the modal is a 'Continue Shopping' button. In the background, the 'Sub-Total: P 320000' is visible.

## Transaction: Order Management

### ORDERING

Under Order Management, first is **Ordering**, which allows you to order Pre-Order furnitures. This is similar in ordering on-hand products; with cart and checkout

Ordering


MY CART

Search...

CATEGORY

All Furnitures

TYPE




MANILENIA

Price

P25,000.00

Quantity

0




ELIZABETH

Price

P35,000.00

Quantity

0



QUEEN

Price

P50,000.00

Quantity

0

MY CART

Furniture Name	Furniture Description	Unit Price	Quantity	Total Price	Action
Manilenia	An amazing furn	25000	3	75000	<div>+</div> <div>-</div>
GRAND TOTAL			3	75000	

Continue Shopping

Proceed to Check-Out

CUSTOMER INFORMATION

☒ Existing Customer Information?

Publico Mark Joseph Baghari

First Name \*  
Mark Joseph

Middle Name  
Baghari

Last Name \*  
Publico

Address \*  
Blk1 L6, UCV Village, Sapang Viejo, Tigil-Tipas, Taguig City

Contact Number \*  
09197464382

Email \*  
mjoseph.publico@gmail.com

Back

Next

Order Price

Ptp

75,000.00

Discounts

None

%

0

Amount Due

Ptp

75000

Delivery Rate

Ptp

3000

Total Amount Due

Ptp

75000

Downpayment

Downpayment must be 30% of the total order price

Ptp

52500

Mode of Payment:

Cash

Amount Paid \*

Ptp

52500

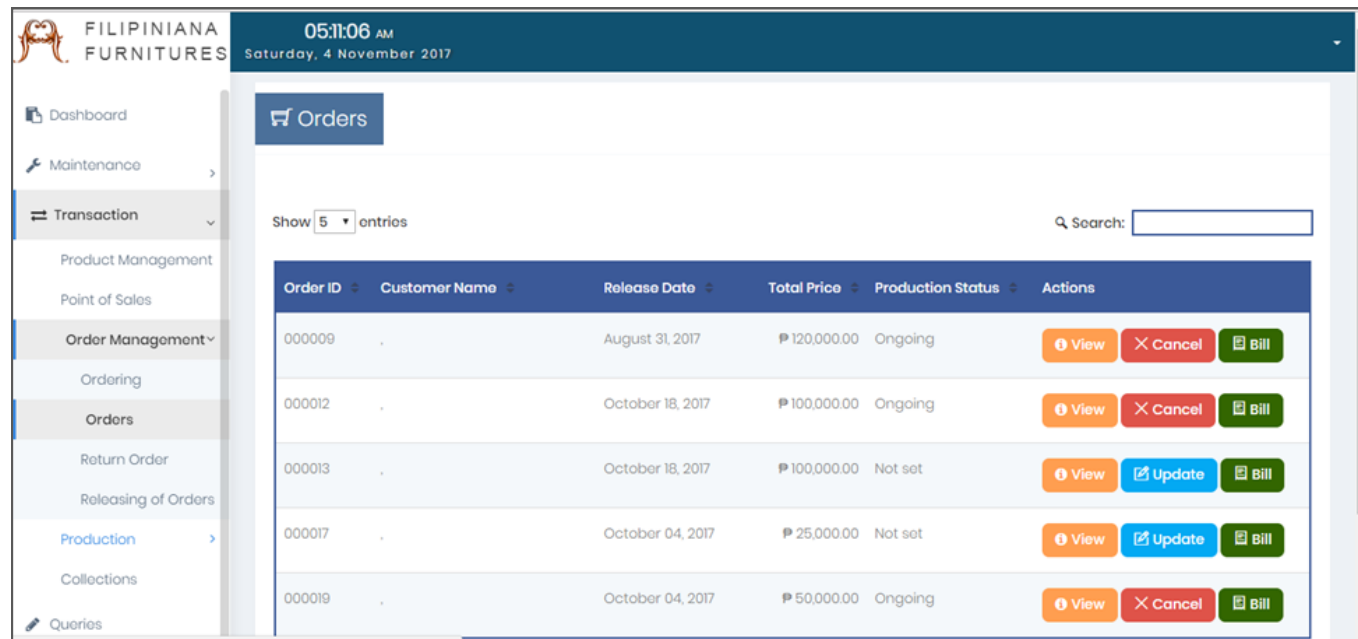
## Transaction: Order Management

### ORDERS

**Orders** is a list of all orders. This is where you can update, cancel and view the bill of an order.

#### NOTE

- You cannot update an order if it's under production.
- You can only cancel an order if it's no downpayment is paid or if it's overdue



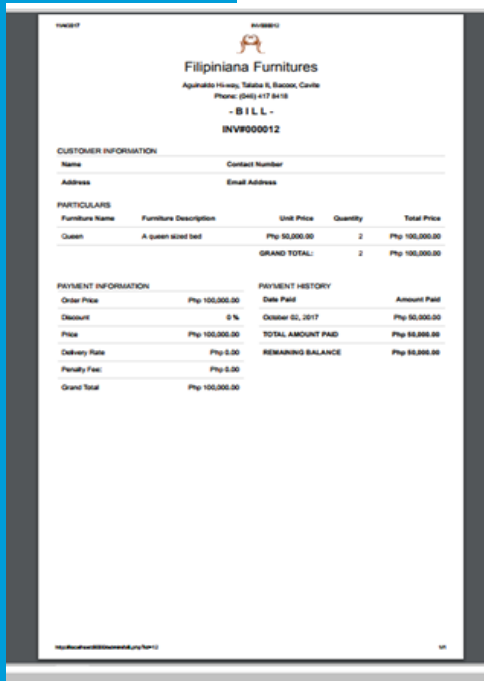
**FILIPINIANA FURNITURES** 05:11:06 AM Saturday, 4 November 2017

Dashboard Maintenance Transaction Product Management Point of Sales **Order Management** Ordering Orders Return Order Releasing of Orders Production Collections Queries

Orders

Show 5 entries Search:

Order ID	Customer Name	Release Date	Total Price	Production Status	Actions
000009	.	August 31, 2017	P 120,000.00	Ongoing	<a href="#">View</a> <a href="#">Cancel</a> <a href="#">Bill</a>
000012	.	October 18, 2017	P 100,000.00	Ongoing	<a href="#">View</a> <a href="#">Cancel</a> <a href="#">Bill</a>
000013	.	October 18, 2017	P 100,000.00	Not set	<a href="#">View</a> <a href="#">Update</a> <a href="#">Bill</a>
000017	.	October 04, 2017	P 25,000.00	Not set	<a href="#">View</a> <a href="#">Update</a> <a href="#">Bill</a>
000019	.	October 04, 2017	P 50,000.00	Ongoing	<a href="#">View</a> <a href="#">Cancel</a> <a href="#">Bill</a>



**Filipiniana FURNITURES**  
Aguinaldo Highway, Talaba 5, Baco, Cebu  
Phone: (944) 417 8418

**- BILL -**  
INV9000012

**CUSTOMER INFORMATION**

Name	Contact Number
Address	Email Address

**PARTICULARS**

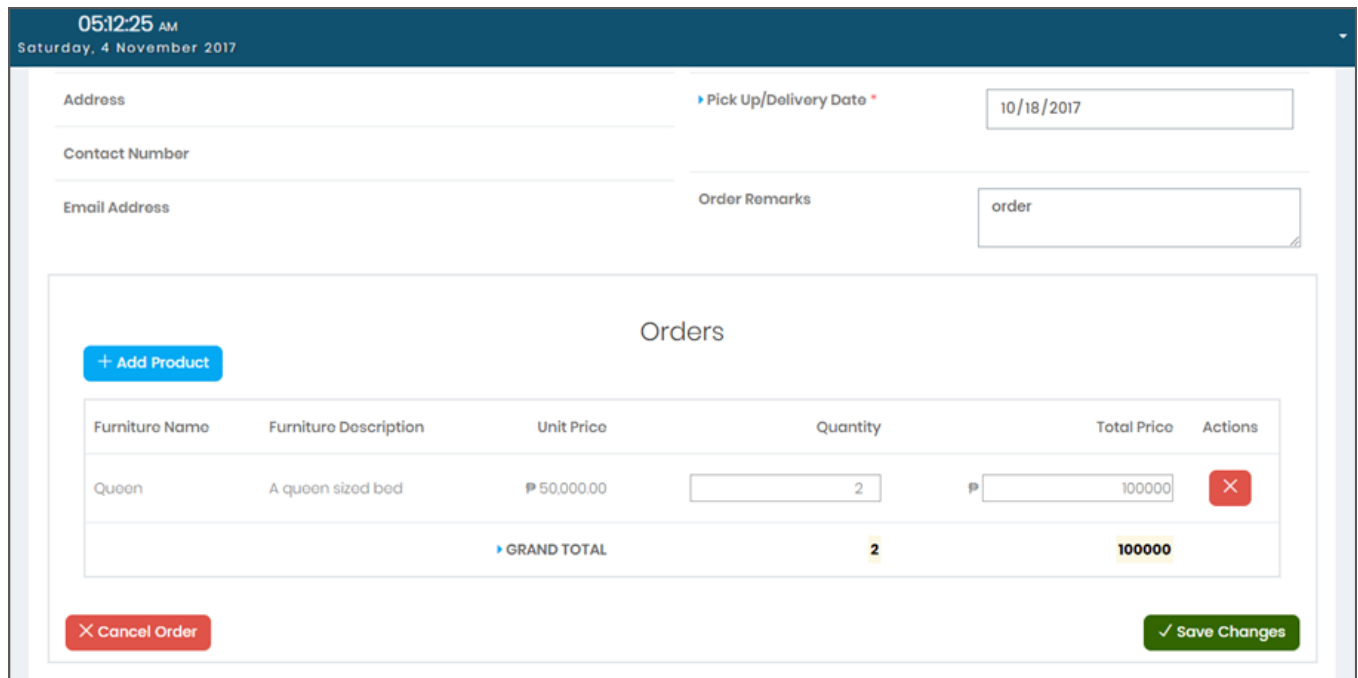
Furniture Name	Furniture Description	Unit Price	Quantity	Total Price
Queen	A queen sized bed	P 50,000.00	2	P 100,000.00
<b>GRAND TOTAL:</b>				<b>P 100,000.00</b>

**PAYMENT INFORMATION**

Order Price	P 100,000.00
Discount	0%
Price	P 100,000.00
Delivery Rate	P 0.00
Penalty Fee	P 0.00
Grand Total	P 100,000.00

**PAYMENT HISTORY**

Date Paid	Amount Paid
October 01, 2017	P 50,000.00
<b>TOTAL AMOUNT PAID</b>	<b>P 50,000.00</b>
<b>REMAINING BALANCE</b>	<b>P 50,000.00</b>



**Filipiniana FURNITURES** 05:12:25 AM Saturday, 4 November 2017

Address [Pick Up/Delivery Date](#) 10/18/2017

Contact Number

Email Address [Order Remarks](#) order

**Orders**

[+ Add Product](#)

Furniture Name	Furniture Description	Unit Price	Quantity	Total Price	Actions
Queen	A queen sized bed	P 50,000.00	2	P 100,000.00	<a href="#">X</a>
<b>GRAND TOTAL</b>				<b>2</b>	<b>100000</b>

[X Cancel Order](#) [✓ Save Changes](#)



## Transaction: Order Management

### RETURN ORDER

**Return Orders** lets you see the furnitures returned for repair or replacement.

- 1- New Button - Create a new record for a returned furniture.
- 2 - You can update the status here or on the orders or on the production tracking.
- 3- You can update the record here.

### RELEASING OF ORDER

**Releasing** is where you release an order. An order can either be for pick-up or for delivery.

- The list of orders to be delivered are displayed here. You can either

- View History of Delivery

-Update status of Delivery and other information

-View Delivery Receipt

05:14:04 AM  
Saturday, 4 November 2017

Return Order

+ New

List of Returned Furnitures

Show 5 entries

Search:

Reference Order ID	Customer Name	Reason	Assessment	Status	Action
OR000006		Nisnis	Repair	PRODUCTION ONGOING	<div>Update</div>

Showing 1 to 1 of 1 entries

Previous 1 Next

05:15:35 AM  
Saturday, 4 November 2017

Releasing

+ New

List of Deliveries

Show 5 entries

Search:

Delivery Code	Order ID	Customer Name	No. of items	Status	Action
DEL000001	OR000007		1	START DELIVERY	<div>Update</div> <div>View History</div> <div>Delivery Receipt</div>
DEL000002	OR000008		3	PENDING	<div>Update</div> <div>View History</div> <div>Delivery Receipt</div>

Showing 1 to 2 of 2 entries

Previous 1 Next

## Transaction: Production

### RAW MATERIALS MONITORING

Under Production is **Raw Materials Monitoring**. You can monitoring the materials you used and materials delivered to you in here.

**Receive Deliveries** which allows you to see the materials delivered by the supplier discussed earlier.

**Deduct Logs** is similar to a notification where actions are recorded.

**Delivery Logs** is a list of the deliveries with respective suppliers.

05:21:39 AM  
Saturday, 4 November 2017

Raw Materials Monitoring

RECEIVE DELIVERIES

DEDUCT LOGS

DELIVERY LOGS

+ Receive Deliveries

Show 5 entries

Search:

Material	Variant Description	Quantity	Action
Hyena Cotton	Red / Soft	500	Deduct
Hyena Cotton	Yellow Green / Soft	250	Deduct
Uratex Foam	White / Spring	100	Deduct
Uratex Foam	White / Feather	101	Deduct

## Transaction: Production

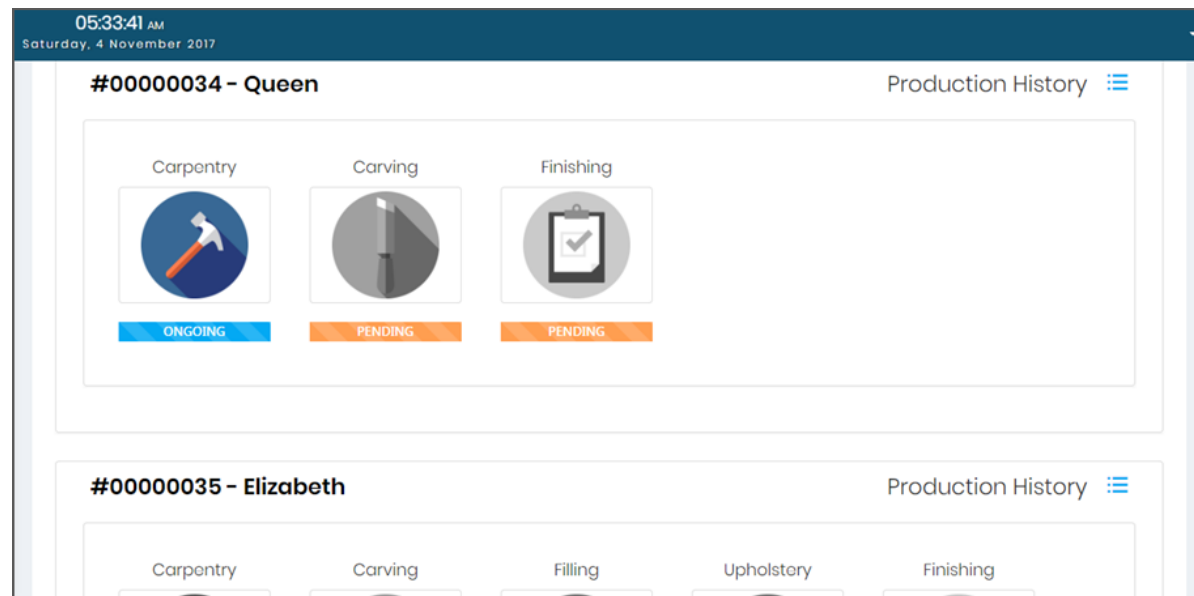
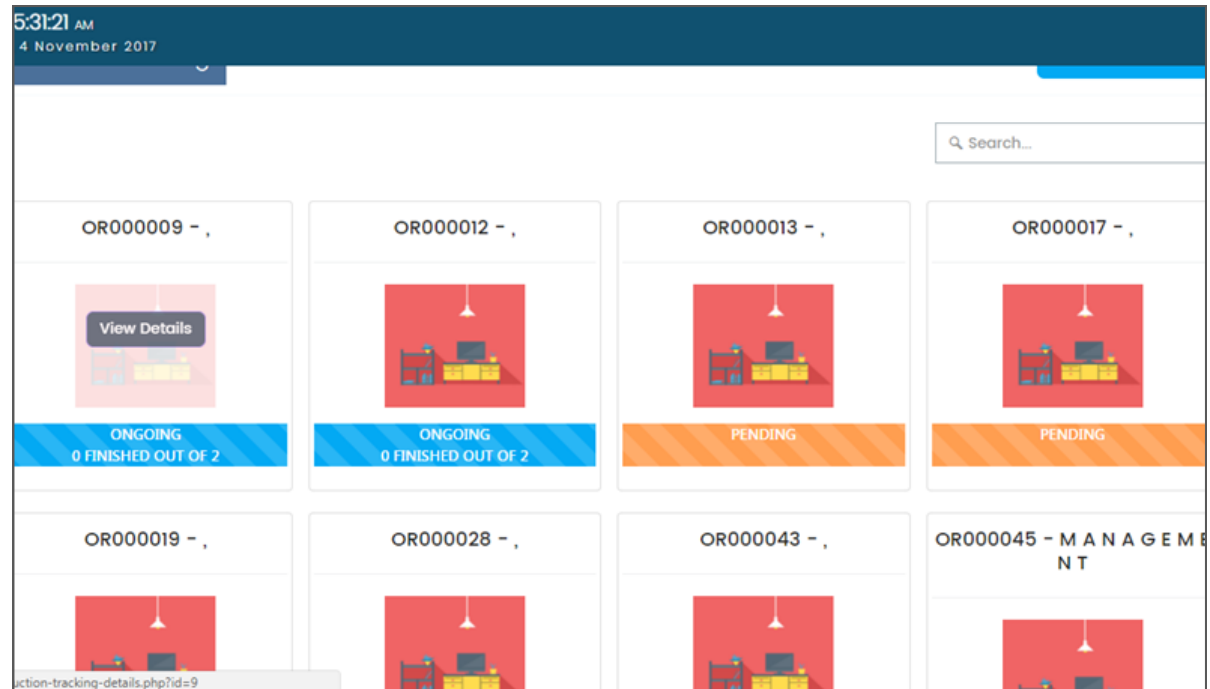
### PRODUCTION MONITORING

**Production Tracking** lets you see the progress of orders undergoing production.

**0 FINISHED OUT OF 2** means that in an order of 2 furnitures, nothing is finished yet. **Pending** means that the order's furnitures are not yet under production. If you hover each thumbnail, a button saying **"View Details"** will appear.

Clicking **View Details** directs you in this page. Every furniture has its own set of production phases. Overlaying the thumbnails gives you the options to start a production phase. Remember that the phases are in order, for instance, you cannot start Finishing unless you finish Carpentry first, then Carving.

**Job Ticket** are the printable job order to be sent to the manufacturer. It contains the materials to be used, delegated employee, and the furniture information.



## Transaction: Collections

### COLLECTIONS

The collections tab displays the list of orders with remaining balances.

#### VIEW

You can either view the order and the payment history

#### BILL

You can issue billing to the customer

#### PAYMENT

This is where you record the customer's payment. This will display the total amount paid and the remaining balance

05:39:56 AM  
Saturday, 4 November 2017

i Collections

Show 5 entries

Search:

Order ID	Customer Name	Order Price	Delivery Fee	Penalty Fee	Remaining Balance	Actions
000009	.	P 120,000.00	P 0.00	P 300.00	P 50,300.00	<a href="#">View</a> <a href="#">Bill</a> <a href="#">Payment</a>
000011	.	P 60,000.00	P 0.00	P 0.00	P 10,000.00	<a href="#">Add Penalty</a>
000012	.	P 100,000.00	P 0.00	P 0.00	P 50,000.00	<a href="#">Add Penalty</a>
000013	.	P 100,000.00	P 0.00	P 0.00	P 50,000.00	<a href="#">Add Penalty</a>
		P 90,000.00	P 0.00	P 0.00	P 45,000.00	<a href="#">Add Penalty</a>

## Queries

## QUERIES

**Queries** are the statistical facts for mainly minimal aspects of the business, this is for the purpose of reference. You may grant the most loyal customer an incentive, or maybe putting the most ordered furniture on sale.

Sample queries available are:

Most Ordered Furnitures

Most Loyal Customer

Etc.

The screenshot shows a web application interface for 'Queries'. At the top, the header displays the time '10:26:13 AM', the date 'Friday, 12 January 2018', and the user 'Aira Barrameda Coronado'. Below the header, there is a 'Queries' tab with a pencil icon. The main content area is titled 'CURRENTLY SHOWING' and features a dropdown menu set to 'List of Most Ordered Furniture'. Below this, there is a 'Show 5 entries' label and a search bar. The data is presented in a table with five columns: Product ID, Product Name, Product Description, Product Price, and Quantity Ordered. The table contains three rows of data. At the bottom of the interface, there is a file explorer showing 'ER-MANUAL (1).docx' and a 'Show all' button.

Product ID	Product Name	Product Description	Product Price	Quantity Ordered
000018	Manilena	An amazing furn	₱25,000.00	30
000017	Elizabeth	A marvelous sofa	₱35,000.00	25
000016	Queen	A queen sized bed	₱50,000.00	8

This screenshot is identical to the one above, showing the same 'Queries' application interface with the 'List of Most Ordered Furniture' query displayed. It includes the same header information, dropdown menu, search bar, and table of product data.

Product ID	Product Name	Product Description	Product Price	Quantity Ordered
000018	Manilena	An amazing furn	₱25,000.00	30
000017	Elizabeth	A marvelous sofa	₱35,000.00	25
000016	Queen	A queen sized bed	₱50,000.00	8

## Reports

### REPORTS

This is where you can monitor the company's progress. This reports are printable.

Reports includes

*Sales Report*

*Inventory Report*

*Production Report*

*Order Report*

The **Frequency** option dictates which data is to be shown, **Date** is the option to specify which daily data is to be shown. there are other options like **monthly**, to which you specify the month and year, and **annually**, to which you specify the year.

The screenshot displays a web application interface for generating sales reports. At the top, a dark blue header bar contains the time '10:50:43 AM', the date 'Friday, 12 January 2018', and the user name 'Aira Barrameda Coronado'. Below the header, a blue button labeled 'Sales Reports' is visible. The main content area features two input fields: 'FREQUENCY' with a dropdown menu currently set to 'Daily', and 'DATE' with a text input field showing the placeholder 'mm/dd/yyyy'. To the right of these fields is a green 'Generate' button with a checkmark icon. Below the input fields, there are two tabs: 'TABLE VIEW' (selected) and 'CHART VIEW'. A large light blue box in the center of the page contains the text 'PLEASE SELECT FREQUENCY AND DATE TO GENERATE REPORT'.

## Utilities

Utilities are default data used in the system that are subject to change. Here are the examples:

11:04:15 AM  
Friday, 12 January 2018  
Aira Barrameda Coronado

### Company Information

Company Logo

Company Name \*  
Filipiniana Furnitures

Address \*  
Aguinaldo Hi-way, Talaba II, Bacoor, Cavite

Number \*  
(046) 417 8418

E-Mail \*  
filfurnitures@gmail.com

E-Mail Password \*  
\*\*\*\*\*

About \*

### Default Downpayment

30 % Update

*\*Note: The downpayment is taken as percentage.*

11:09:06 AM  
Friday, 12 January 2018  
Aira Barrameda Coronado

### Branches

Show 5 entries

Location	Address	Remarks	Actions
Bacoor	Talaba II, Bacoor Cavite		<span>Update</span> <span>Deactivate</span>
Silang	Silangon, Silang Cavite		<span>Update</span> <span>Deactivate</span>

Showing 1 to 2 of 2 entries

11:09:06 AM  
Friday, 12 January 2018  
Aira Barrameda Coronado

### Users

Show 1 entries

Name	User Type	Username	Date Created	Actions
Aira Barrameda	admin	eyembisi	2017-08-24	<span>Update</span> <span>Deactivate</span>

Showing 1 to 1 of 1 entries

11:20:34 AM  
Friday, 12 January 2018  
Aira Barrameda Coronado

### Phases

Show 5 entries

Name	Actions
Carpentry	<span>Update</span> <span>Deactivate</span>
Carving	<span>Update</span> <span>Deactivate</span>
Filling	<span>Update</span> <span>Deactivate</span>
Upholstery	<span>Update</span> <span>Deactivate</span>
Finishing	<span>Update</span> <span>Deactivate</span>

11:22:59 AM  
Friday, 12 January 2018  
Aira Barrameda Coronado

### Penalties

Show 2 entries

Name	Rate	Remarks	Actions
Storage Fee	500		<span>Update</span> <span>Deactivate</span>
Cancellation Fee	500		<span>Update</span> <span>Deactivate</span>

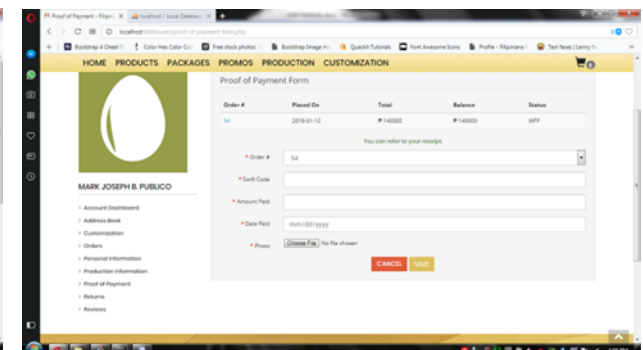
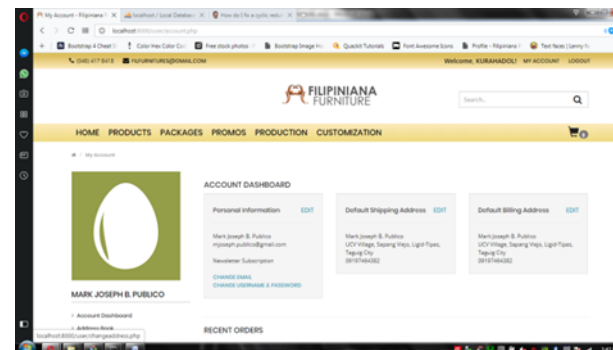
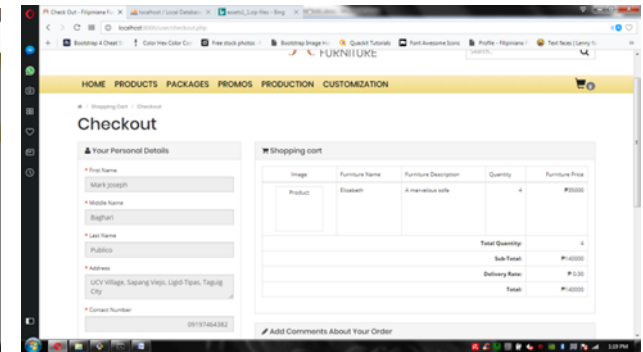
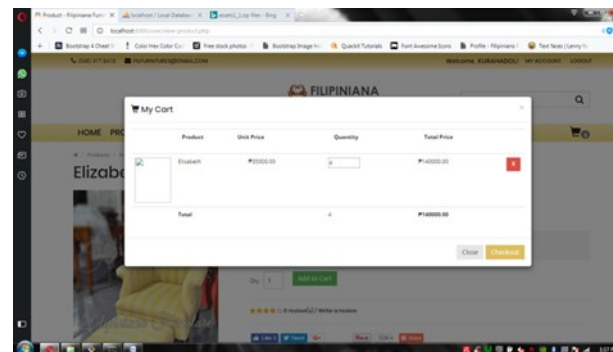
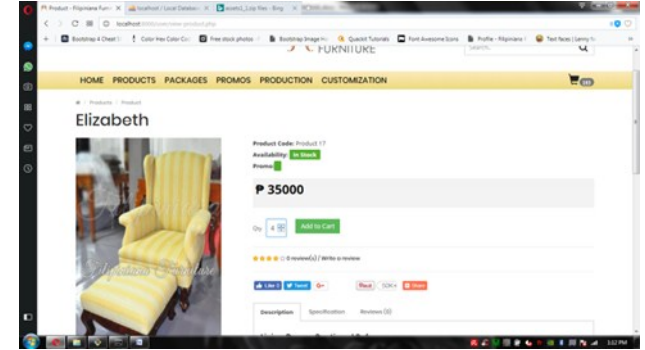
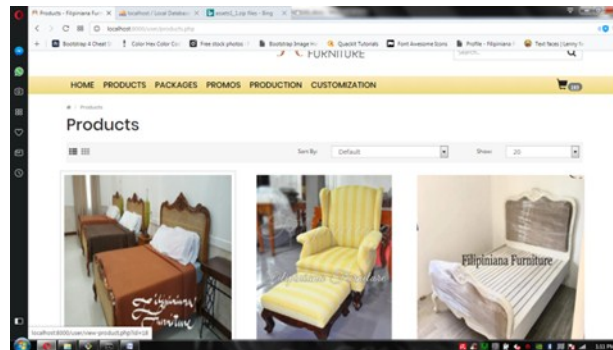
Showing 1 to 2 of 2 entries

# The Website

Furniture Shop Management System has an ecommerce side. This is where a customer can view all furnitures the shop has to offer and this is also where they can order furnitures and monitor the production of their order

## ORDERING PROCESS VIA WEBSITE

1. Select a product on the products tab.
2. Specify the desired quantity then click add to cart.
  - In the cart, you can change the quantity of your ordered product.
3. If done shopping, click checkout in the cart.
4. Checkout
  - In the checkout, you can see your ordered products.
  - You can specify your delivery details
  - You can also write comments about your order. If you have special requests or personal instructions, this can be a good help.
5. Click Confirm Order
  - Your order is now waiting for administrator's approval.
6. The order can be accepted or rejected, depending on the management's evaluation.
7. You can view your orders on **My Account**.  
You can also cancel your requested order (You may be charged for the cancellation fee).





## The Website

8. Once accepted, your order's status will be changed to "Waiting for payment".
9. Send them your proof of payment by selecting "proof of payment" under your profile and filling in all required information.
10. The manager can now evaluate your proof of payment and confirm its validity.
11. Once confirmed, the orders are ready for production.
12. You can track the production process through "Production Information" under your profile.

