



UMM AL-QURA UNIVERSITY

COMPUTER SCIENCE DEPARTMENT

SOFTWARE DOCUMENTATION AND TECHNICAL  
WRITING

## Restaurant Management System

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# Chapter 1

## Introduction

### 1.1 Overview

*The Restaurant Management System is a comprehensive software designed to help restaurants efficiently track and manage their daily operations, including order management, customer accounts, and inventory. It provides real-time insights and automates many of the manual processes involved in restaurant management.*

### 1.2 Purpose

*The purpose of this software is to streamline restaurant management processes, reduce errors, and improve overall operational efficiency. By using the Restaurant Management System, restaurants can ensure they provide excellent service to their customers.*

### 1.3 Key Features

- *Real-time Order Tracking: Monitor order availability in real-time to avoid over-booking and ensure efficient circulation.*
- *Customer Management: Manage customer accounts and track order history.*
- *Inventory Management: Maintain an organized catalog of all food and beverage items.*
- *Reporting: Generate detailed reports on restaurant usage and inventory.*

# Chapter 2

## Installation and Configuration

### 2.1 Installation and Configuration

### 2.2 System Requirements

Requirement	Specification
Operating System	Windows 10 or later, macOS 10.15 or later
Processor	Intel i5 or equivalent
Memory	8 GB RAM
Storage	1 GB available space
Internet Connection	Required for initial setup and updates

### 2.3 Installation Steps

1. *Download:* Download the installer from the official website.
2. *Run Installer:* Run the installer and follow the on-screen instructions.
3. *Initial Setup:* Once installed, launch the software and complete the initial setup wizard, which includes creating an admin account and configuring basic settings.

### 2.4 Configuration

1. *Open Settings:* Open the settings menu from the main dashboard.
2. *User Preferences:* Configure user preferences such as language, time zone, and notification settings.
3. *Restaurant Settings:* Set up restaurant categories, order limits, and return policies.
4. *Save Changes:* Save changes and restart the software if necessary to apply the new settings.

# Chapter 3

## User Guide

### 3.1 Home Screen

*The Home Screen (figure 3.1) provides an overview of your restaurant's status, including show menu, Order management, manage employees, manage menu items, show total sales, Show payment.*

### 3.2 Show menu

#### 1. Accessing the Menu

- Launch the Valentino Restaurant Management System.
- Enter your userID and Password click Login (figure 3.2).

#### 2. Navigate to Show Menu

- From the Home Screen, click on the Show Menu option (figure 3.3).
- you will see a list of menu items displayed: Menu ID, Name, Price, Type.

#### 3. Filtering Menu Items

- Select Category: At the bottom of the menu display, you will see category buttons: All, Main, Drink, Alcohol, and Dessert (figure 3.4).
- Click on a category button to filter the menu

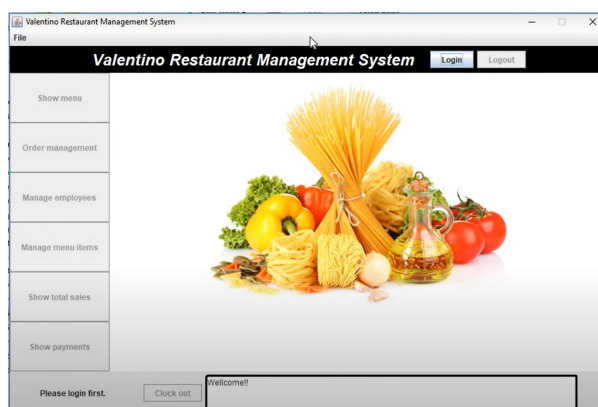


Figure 3.1: Home Screen

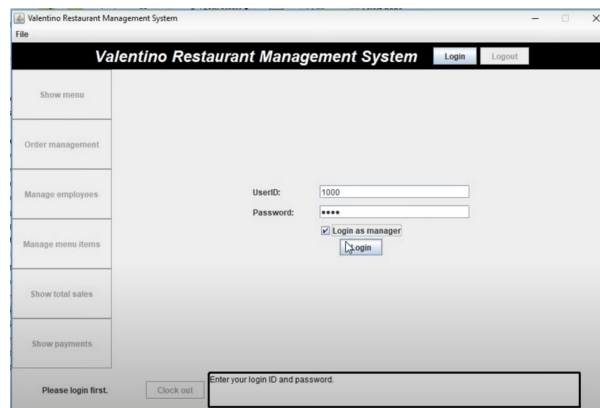


Figure 3.2: Accessing the Menu

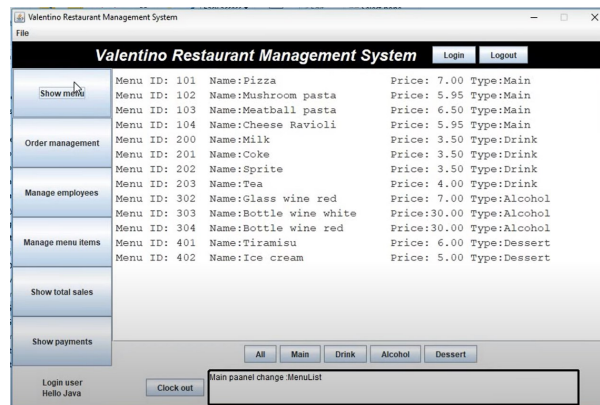


Figure 3.3: Show Menu

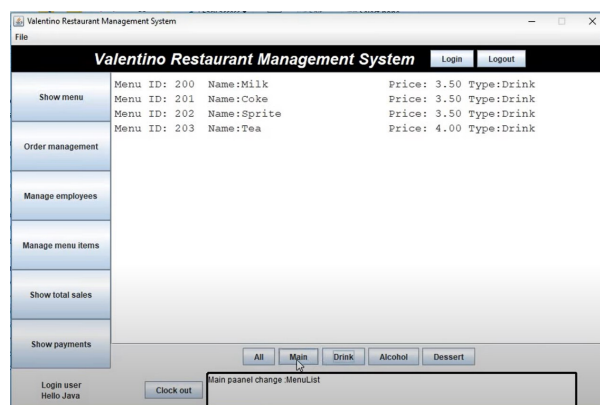


Figure 3.4: Select Category



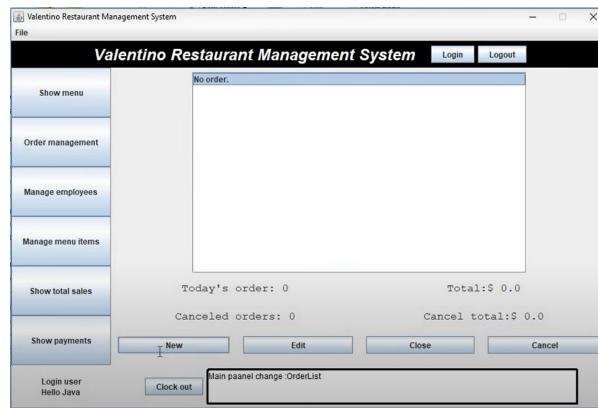


Figure 3.5: Creating a New Order

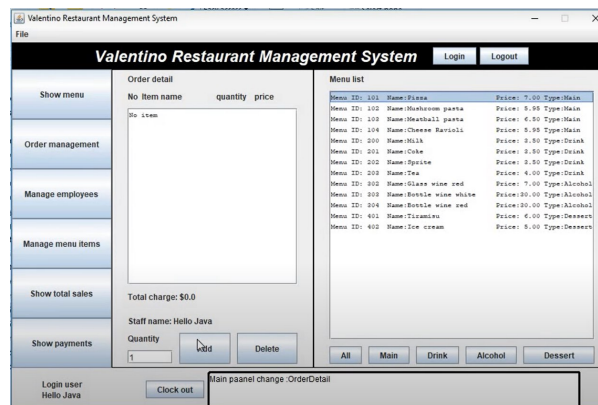


Figure 3.6: Select item and specify quantity

### 3.3 Management Order

#### 1. Navigate to Order Management:

- From the Home Screen, click on the Order Management option. 2. Creating a New Order

- Click on the New button to initiate the new order (figure 3.5).

#### 3. Select from Menu Items:

- The menu will be displayed select the desired items.

#### 4. Specify Quantity:

- After selecting a menu item Enter the desired quantity and click Add (figure 3.6).

#### 5. Modifying the Order

- Remove Item: To remove an item from the order, select the item and click Delete.

#### 6. Finalizing the Order

- Check Total Price: Ensure all items and quantities are correct.

- Clock out: Click on the Checkout button to proceed with the payment process (figure 3.7).

#### 7. Viewing Total Sales

- After completing the order, you can view total sales by clicking on the Show Total Sales option in the sidebar (figure 3.8).

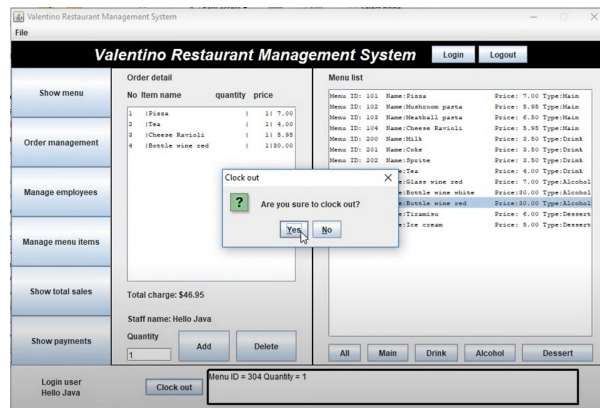


Figure 3.7: ClockOut

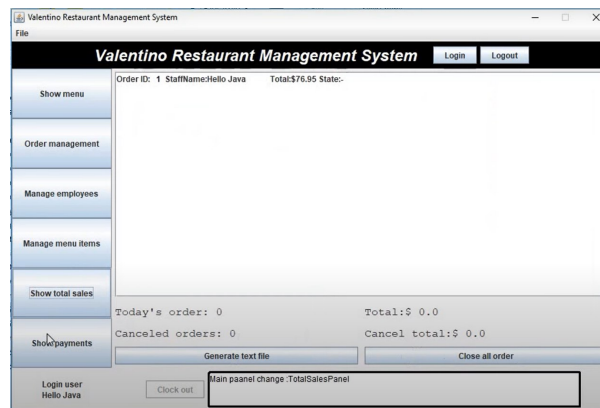


Figure 3.8: View Total Show

## 3.4 Manage Employees

1. *Navigate to Manage Employees:*
  - From the Home Screen, click on the Manage Employees option.
  - you will see a list of menu items displayed: staff ID, Name, status (figure 3.9).
2. *Adding a new employee*
  - Click the Add Staff button to add a new Staff (figure 3.10).
  - to add new staff you should to login to the system with your staff ID and first,last name and password.
3. *Modifying the employee list*
  - Click on the desired employee from the list to edit (figure 3.11) the info of the employee or delete it (figure 3.12).

## 3.5 Manage Menu Items

1. *Navigate to Manage menu items:*
  - From the Home Screen, click on the Manage menu items option.
  - you will see a list of menu items displayed: Menu ID, Name, Price, Type (figure 3.13).
2. *Adding a New Menu Item*

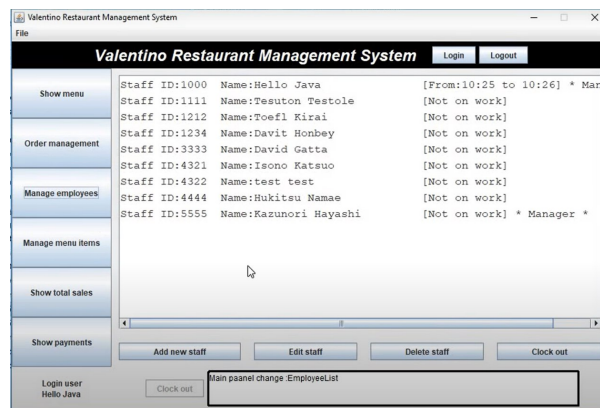


Figure 3.9: Manage Employees

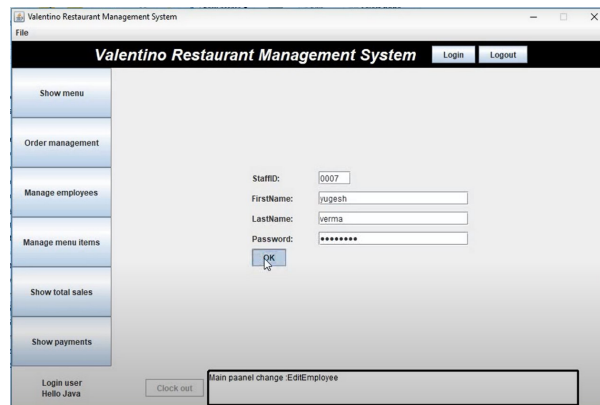


Figure 3.10: Adding a new employee

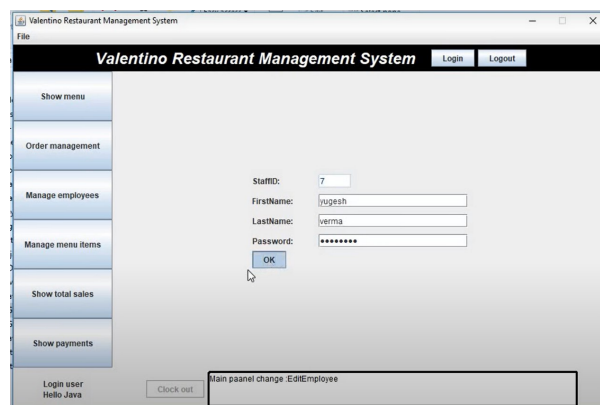


Figure 3.11: Editing Employee Information

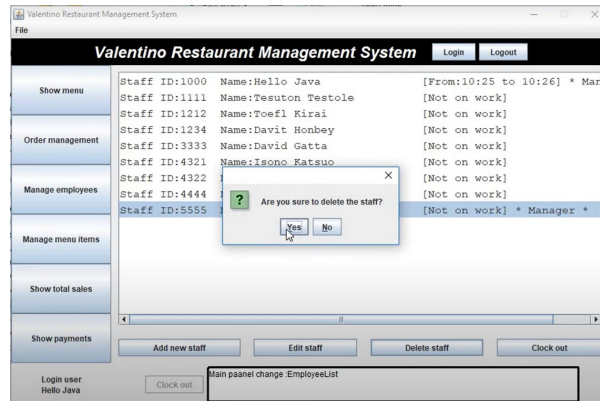


Figure 3.12: Deleting an Employee

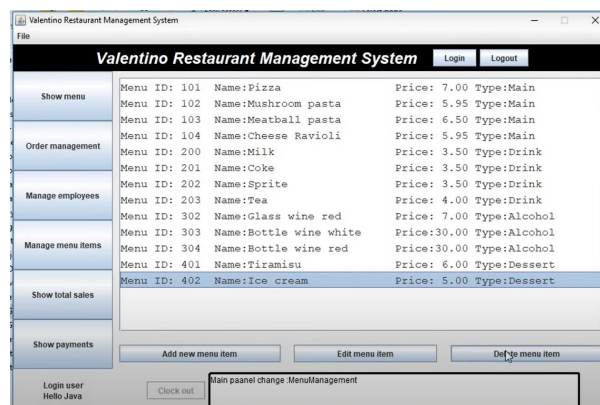


Figure 3.13: Manage menu items

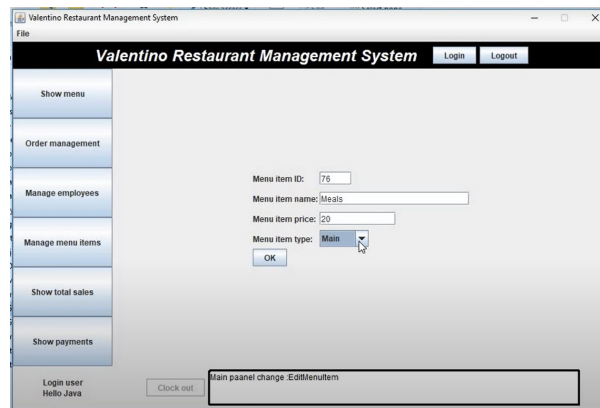


Figure 3.14: Adding a New Menu Item

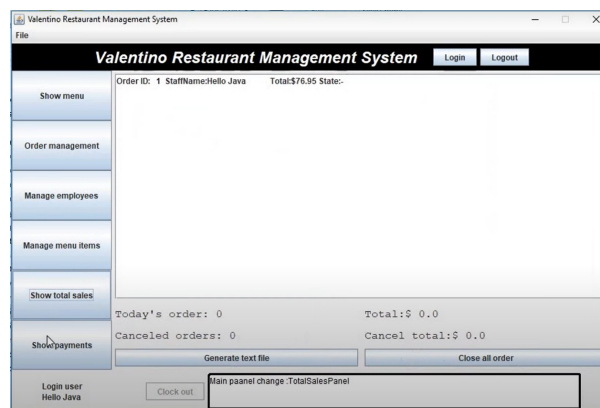


Figure 3.15: Show Total Sales

- Click on Add Menu Item
  - Click the Add Menu Item button to open the new menu item form (figure 3.14).
  - Enter the required information, such as Menu ID, Name, Price, and Type.
  - Click ok to add the new menu item to the system.
3. Editing Menu Item Information
- Click on the desired menu item from the list to edit or delete the items.

## 3.6 Show Total Sales

1. Navigate to Show Total Sales:
  - From the Home Screen, click on the Show Total Sales option
  - you will see a list of Total Sales displayed: order ID, Staff Name, Total Sales, Today's Orders, Canceled Totals (figure 3.15).
2. Generating a Sales Report
  - Click the Generate text file button to create a report of the total sales. This report can be saved for your records.
3. Closing All Orders
  - Click the Close all order button to finalize and close out the orders for the day. This action will reset the totals for the next operational day.

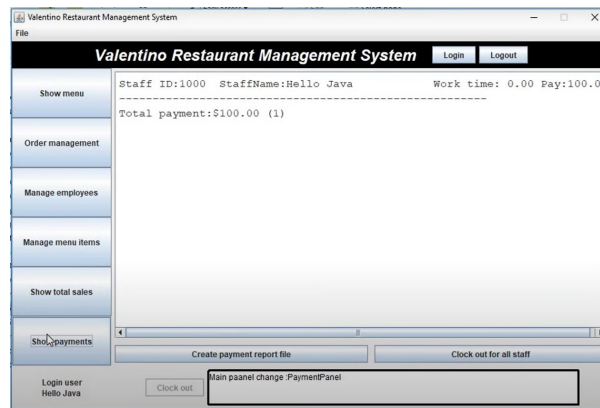


Figure 3.16: Show Payments

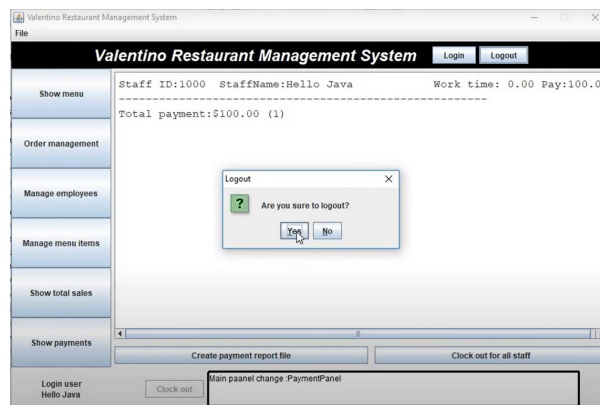


Figure 3.17: Logging Out

## 3.7 Show Payments

1. *Navigate to Show Payments:*
  - From the Home Screen, click on the Show Payments option.
  - you will see a list of Show Payments: displayed: Staff ID, Staff Name, Work Time, Pay, Total Payment (figure 3.16).
2. *Creating a Payment Report*
  - Click the Create payment report file button to generate a report containing the payment details. This report can be saved for your records.
3. *Closing Out All Staff Payments*
  - Click the Click out for all staff button to finalize and close out payments for all staff members for the current shift.
4. *Logging Out*
  - After reviewing payment information and completing necessary actions, click Logout in the top-right corner to exit the system securely figure 3.17).

# Chapter 4

## Troubleshooting and Support

### 4.1 Common Issues

#### 4.1.1 Login Problems

- *Issue: Unable to log in with UserID and Password.*
- *Solution: Verify correct credentials, ensure Caps Lock is off, and try logging in again.*

#### 4.1.2 Menu Display Errors

- *Issue: Menu items not displaying correctly or missing.*
- *Solution: Refresh the page, check network connectivity, and ensure the system is up-to-date. If the issue persists, contact support for assistance.*

#### 4.1.3 Order Creation Issues

- *Issue: Difficulty in creating new orders or adding menu items.*
- *Solution: Double-check the steps for creating orders, ensure proper selection of items and quantities, and troubleshoot any system errors. Contact support if needed.*

#### 4.1.4 Employee Management Problems

- *Issue: Unable to add or modify employee information.*
- *Solution: Verify access permissions, enter accurate employee details, and save changes properly. If facing technical difficulties, seek assistance from the system administrator.*

#### 4.1.5 Menu Item Editing Errors

- *Issue: Challenges in editing or deleting menu items.*
- *Solution: Make sure to select the correct item for editing, save changes after modifications, and follow the correct steps to delete items. Reach out for support if encountering persistent issues.*

#### 4.1.6 Payment Processing Challenges

- *Issue: Inaccurate total sales calculations or missing data.*

- *Solution: Review the sales report generation process, ensure all orders are correctly accounted for, and check for any discrepancies in the data entry. Regenerate reports if needed for accurate information.*

#### **4.1.7 Total Sales Calculation Errors**

- *Issue: Difficulties in processing payments or creating payment reports.*

- *Solution: Check payment details, confirm all payment transactions, and follow the correct steps for generating payment reports. If facing issues, contact support for guidance.*

#### **4.1.8 Logging Out**

- *Secure Logout: Always remember to log out by clicking on the "Logout" option in the top-right corner of the system to ensure data security and prevent unauthorized access.*

#### **4.1.9 Support**

*For further assistance, contact our support team at [support@valentino.com](mailto:support@valentino.com) or visit our support portal at <https://support@valentino.com>. We are here to help resolve any issues and ensure a seamless experience with the Valentino Restaurant Management System.*



# Chapter 5

## Glossary

- ***Restaurant Management System:*** A software designed to help restaurants track and manage daily operations, including order management, customer accounts, and inventory.
- ***Order Management:*** The process of tracking and managing customer orders within the restaurant.
- ***Customer Management:*** Managing customer accounts and tracking their order history.
- ***Inventory Management:*** The organization and maintenance of food and beverage items within the restaurant.
- ***Real-time Order Tracking:*** Monitoring the availability and status of orders in real time.
- ***Reporting:*** Generating detailed reports on usage statistics, inventory, and sales.
- ***Installation Steps:*** The process of downloading, installing, and setting up the software.
- ***User Preferences:*** Settings that allow users to configure language, time zone, and notification preferences.
- ***Menu Management:*** The ability to add, edit, and delete menu items.
- ***Sales Report:*** A document summarizing total sales, including order IDs, staff names, and totals.
- ***Troubleshooting:*** The process of identifying and resolving issues that arise while using the system.
- ***Technical Support:*** Assistance provided to users for resolving software-related issues.

# Chapter 6

## Licensing and Legal Information

*Valentino Restaurant is licensed under the MIT License. For more details, refer to the LICENSE file included with the software or visit our website.*