

Main Screen User Guide

Welcome to the Main Screen!

The Main Screen serves as the central hub for managing vendors, products, and orders. Here's a user-friendly guide to help you navigate through its features.

1. **Vendor Management**

- **Add Vendor:**
 - Click on "Vendors" in the menu.
 - Choose "Add Vendor" to register a new product vendor.
- **Edit Vendor:**
 - Navigate to "Vendors" and select "Edit Vendor" to modify vendor details.
- **Delete Vendor:**
 - Access "Vendors" and click "Delete Vendor" to remove a vendor from the system.

2. **Order Placement**

- **Place Order:**
 - Go to "Orders" and select "Place Order" to generate new orders.

3. **Product Filtering**

- Utilize the dropdown menus:
 - Choose a main category from the first dropdown.
 - Select a sub-category from the second dropdown.
 - Optionally, pick a tertiary category from the third dropdown.
- **Search Function:**
 - Type in keywords in the search bar to filter products dynamically.

4. **User Management**

- **Add User:**
 - Access "User Management" and choose "Add User" for adding new users (admin only).
- **Edit User Details:**
 - Click on "User Management" and select "Edit My Details" for personal information updates.
- **Delete User:**
 - Only admins can access "User Management" and select "Delete User" to remove users.
- **Set Syncing Intervals:**
 - Configure syncing intervals for database updates.
- **Backup Databases:**
 - Manually back up databases through the "Backup" menu.

10. **Getting Help**

- **Request Support:**
 - If you need help, click on "Request Support" in the menu.
- **Help Widget:**
 - Use the "Help" button for quick access to the user manual.

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- **Report a Bug:**
 - Report any issues through the “Report a Bug” option.

11. **Opening the User Manual**

- **Help Button:**
 - Use the “Help” button to open the comprehensive user manual.
- **PDF Manual:**
 - Access the PDF manual by clicking “User Manual” in the “Help” menu.

Thank you for using our Main Screen! If you encounter any difficulties, refer to the user manual or contact support for assistance.