JobCostingApp – Documentation/Manual

Intro

Welcome to JobCostingApp. This is a guide on how to use the app and its features.

Main Screen

When you first open the app, there will be a list of orders from the main screen. If no orders exists then a message will appear saying **No orders to display**.

Adding an order

Tap on the top right corner, then tap on **Add Order**.

You will be represented with a list of fields to fill.

The order number is automatically generated for the order. Date is automatically inserted but both fields are modifiable from this page.

Store (Required) -> Name of the store

Type (Required) -> Drop down menu for different types of items in an order.

Item Types: **Board, ShippingTo, ShippingFrom, Fees, Accessories, PromoItems, GSTPaid, PSTPaid, GSTCharged, PSTCharged, Brand**

Description (Optional) -> Short name or description for the item

Amount (Required) -> Price field in two decimal points

You may add more items by tapping the **Add Another Item** button.

Once finished, tap **Done**.

Editing an order

On the main screen, tap any of the orders listed.

Then tap **Edit Order**.

Here you can modify Store, Type, Description, and Amount fields. You may also add more items to the order.

Once finished, tap **Update**.

Viewing an order summary

On the main screen, tap any of the orders listed.

Here you will be presented with a basic summary of the specific order.

There are the items listed with an option to edit the order.

At the bottom there is **Profit Margin** and **Total Profit** calculated at the bottom of the summary page.

To go back to the main screen, tap the physical **back** button on your android device.

Viewing the overall summary (all orders together)

On the main screen, tap on the top right corner, then tap **Summary**.

Here you will see all orders in ascending order of order ID numbers. Each order will have its **margin** and **profit** listed together.

At the bottom, the **Overall Profit** of all orders together is calculated.

To go back to the main screen, tap the physical **back** button on your android device.