

# INSTRUCTION GUIDE FOR TEA MANAGEMENT SYSTEM

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## HOW TO USE MAIN MENU:

Welcome to our Tea Management System!

The Main Menu has 7 options.

```
C:\CS234-project>java Menuu
-----
Tea Shop: Main Menu
-----
Select a menu option:
1. Employees
2. Managers
3. Customers
4. New Sale
5. Print Reports
6. Items
7. Quit
Enter your selection: █
```

**Option 1:** Employees – will navigate to the employee's menu

```
-----
Tea Shop: Main Menu
-----
Select a menu option:
1. Employees
2. Managers
3. Customers
4. New Sale
5. Print Reports
6. Items
7. Quit
Enter your selection: 1
-----
Employee menu
-----
Select a menu option:
1. List of Employees
2. Employee enter timeworked
3. Employee timeworked
4. Employee Pay
5. Main Menu
6. Quit
Enter your selection:
```

**Option 2:** Managers – will navigate to the managers' menu

```
-----  
Tea Shop: Main Menu  
-----  
Select a menu option:  
1. Employees  
2. Managers  
3. Customers  
4. New Sale  
5. Print Reports  
6. Items  
7. Quit  
Enter your selection: 2  
-----  
Managment menu  
-----  
Select a menu option:  
1. Add Employee  
2. Remove Employee  
3. Give Raise  
4. Expenses  
5. Main Menu  
6. Quit  
Enter your selection: _
```

**Option 3:** Customers – will navigate to the customers' menu

```
-----  
Tea Shop: Main Menu  
-----  
Select a menu option:  
1. Employees  
2. Managers  
3. Customers  
4. New Sale  
5. Print Reports  
6. Items  
7. Quit  
Enter your selection: 3  
-----  
Customer Menu  
-----  
Select a menu option:  
1. New Customer  
2. Remove Customer  
3. Modify Customer Info  
4. Print Customer Info  
5. Main Menu  
6. Quit  
Enter your selection: _
```

**Option 4:** New Sale – will navigate to the sales menu

```
-----  
Tea Shop: Main Menu  
-----  
Select a menu option:  
1. Employees  
2. Managers  
3. Customers  
4. New Sale  
5. Print Reports  
6. Items  
7. Quit  
Enter your selection: 4  
-----  
New Sale  
-----  
Select a menu option:  
1. Add Item  
2. Remove Item  
3. Cancel Sale  
4. Print Receipt  
5. Main Menu  
6. Quit  
Enter your selection: _
```

**Option 5:** Print Reports – will navigate to the report's menu

```
-----  
Tea Shop: Main Menu  
-----  
Select a menu option:  
1. Employees  
2. Managers  
3. Customers  
4. New Sale  
5. Print Reports  
6. Items  
7. Quit  
Enter your selection: 5  
-----  
Report Menu  
-----  
Select a menu option:  
1. Total Profit report  
2. Total Expenses Report  
3. Main Menu  
4. Quit  
Enter your selection:
```

**Option 6:** Items – will navigate to the item's menu

```
-----  
Tea Shop: Main Menu  
-----  
Select a menu option:  
1. Employees  
2. Managers  
3. Customers  
4. New Sale  
5. Print Reports  
6. Items  
7. Quit  
Enter your selection: 6  
-----  
Items Menu  
-----  
Select a menu option:  
1. New Item  
2. Remove Item  
3. Modify Price  
4. Print Item Info  
5. Main Menu  
6. Quit  
Enter your selection: _
```

**Option 7:** Quit – will terminate the program

```
-----  
Tea Shop: Main Menu  
-----  
Select a menu option:  
1. Employees  
2. Managers  
3. Customers  
4. New Sale  
5. Print Reports  
6. Items  
7. Quit  
Enter your selection: 7  
Bye  
  
C:\CS234-project>
```

## PRELOADED INFORMATION I.E. EMPLOYEE'S, CUSTOMERS, ITEMS, Sales

---

### Preloaded Employee's

	Name	Age	Wage	Time worked
stuart	Stuart	18	\$15	20
barney	Barney	26	\$16	41
mark	Mark	34	\$19	44

### Preloaded Customers

	Name	ID	Member
mary	Mary	0001	false
joseph	Joseph	0002	true
jose	Jose	2341	true

### Preloaded items

	Name	Cost	ID
Small_Tea	Small Tea	\$2.00	0123
Medium_Tea	Medium Tea	\$2.50	0124
Large_Tea	Large Tea	\$3.00	0125
sugar	Sugar	\$0.10	0211
milk	Milk	\$0.20	0212

### Preloaded sales

Order Item 1	Order Item 2	Order Item 3	Membership
Small_Tea	Milk		true
Large_Tea	Small_Tea	Sugar	false

## HOW TO USE EMPLOYEE MENU

```
-----  
Employee menu  
-----  
Select a menu option:  
1. List of Employees  
2. Employee enter timeworked  
3. Employee timeworked  
4. Employee Pay  
5. Main Menu  
6. Quit  
Enter your selection:
```

### (1) List of Employees:

-By inputting "1" for list of all Employees, their age, and their pay rate

```
Enter your selection: 1  
Employee: Stuart, 18, $15.0 an hour  
Employee: Barney, 26, $16.0 an hour  
Employee: Mark, 34, $19.0 an hour
```

### (2) Employee enter timeworked:

-By inputting "2", the program will then ask the user for an employee name. If the user inputs the name of an employee, the user can then enter and update time worked for this employee.

```
Enter your selection: 2  
Enter the employees name: Stuart  
Enter time worked:  
40  
The employee Stuarttime worked has been added.
```

### (3) Employee timeworked

-By inputting "3" the program will print a list of all employees, and how many hours they have worked.

```
Enter your selection: 3
Name: Stuart, 40.0 hours
Name: Barney, 41.0 hours
Name: Mark, 42.0 hours
```

#### **(4) Employee Pay:**

-By inputting "4" the program will print how much all employees have earned based on hours worked and pay rate.

```
Enter your selection: 4
Name: Stuart $600.0
Name: Barney $664.0
Name: Mark $817.0
```

#### **(5) Main Menu:**

-By inputting "5" the user can return to the main menu.

```
Enter your selection: 5
-----
Tea Shop: Main Menu
-----
Select a menu option:
1. Employees
2. Managers
3. Customers
4. New Sale
5. Print Reports
6. Items
7. Quit
Enter your selection: _
```

#### **(6) Quit:**

-By inputting "6" the user can quit. This will end the program.

```
Enter your selection: 6  
Bye.
```

```
C:\project-stage-3>
```



## HOW TO USE MANAGER MENU

```
-----  
Managment menu  
-----  
Select a menu option:  
1. Add Employee  
2. Remove Employee  
3. Give Raise  
4. Expenses  
5. Main Menu  
6. Quit  
Enter your selection: _
```

### 1. Add Employee

-By inputting "1" the user will then be prompted to enter new employee information. An employee will be created based on this information.

```
Enter your selection: 1  
Enter the Employee's name:  
Lewis  
Enter the Employee's age:  
34  
-----
```

### 2. Remove Employee

-By inputting "2" the user can enter the name of an employee they wish to remove. If the employee exists, they will be deleted from the system.

```
Enter your selection: 2  
Enter the employee's name: Stuart  
The Employee Stuart has been successfully removed.  
-----
```

### 3. Give Raise

-By inputting "3" the user can enter the name of an employee to give a raise. The employee's current pay rate will be increased by 1.50.

```
Enter your selection: 3
Enter the employees name: Lewis
The employee Lewis raise has been added.
-----
```

#### 4. Expenses

-By inputting "4" the user can set expenses.

```
Enter your selection: 4
Enter the amount of expenses: 17
-----
```

#### 5. Main Menu

-By inputting "5" the user can return to the main menu.

```
Enter your selection: 5
-----
Tea Shop: Main Menu
-----
Select a menu option:
1. Employees
2. Managers
3. Customers
4. New Sale
5. Print Reports
6. Items
7. Quit
Enter your selection: _
```

#### 6. Quit

-By inputting "6" the user can quit. This will end the program.

```
Enter your selection: 6
Bye.

C:\project-stage-3>_
```

## HOW TO USE CUSTOMER MENU

```
-----  
Customer Menu  
-----  
Select a menu option:  
1. New Customer  
2. Remove Customer  
3. Modify Customer Info  
4. Print Customer Info  
5. Main Menu  
6. Quit  
Enter your selection: _
```

### 1. New Customer

-By inputting "1" the user can create a new customer. The user will then be prompted to enter this customer's information.

```
Enter your selection: 1  
Enter the customer's name:  
Jared  
Enter the customer's ID number:  
1756  
Is this customer a member? (true/false):  
false  
-----
```

### 2. Remove Customer

-By inputting "2" the user can remove a customer. They will be prompted to enter a customer's name, and if the customer exists, they will be deleted from the system.

```
Enter your selection: 2  
Enter the customer's name: Jared  
The Customer Jared has been successfully removed.  
-----
```

### 3. Modify Customer Info

-By inputting "3" the user can modify a certain customer. If the customer exists, their information can be changed – from name to ID number to membership.

```
Enter your selection: 3
Enter the customer's name: Jose
Enter an updated name:
Jose
Enter an updated ID:
8934
Would you like to cancel membership? (y/n)
n
Membership for Jose will continue
The customer Jose has been successfully modified.
-----
```

#### 4. Print Customer Info

-By inputting "4" the user will be prompted to enter a customer's name. The user can then print information about this customer.

```
Enter your selection: 4
Enter the customer's name: Jose
The customer's name is: Jose
The customer's ID is: 8934
The customer is a member.
```

#### 5. Main Menu

-By inputting "5" the user can return to the main menu.

#### 6. Quit

-By inputting "6" the user can quit. This will end the program.

## HOW TO USE SALE MENU

```
-----  
New Sale  
-----  
Select a menu option:  
1. Add Item  
2. Remove Item  
3. Cancel Sale  
4. Print Receipt  
5. Main Menu  
6. Quit  
Enter your selection:
```

### 1. Add Item

-By inputting "1" the user will be prompted to enter an item's name. If the item exists, it will be added to the sale.

```
Enter your selection: 1  
Enter the item's name:  
Large_Tea  
-----
```

### 2. Remove Item

-By inputting "2" the user will be prompted to enter an item's name. If the item exists, it will be removed from the sale.

```
Enter your selection: 2  
Enter the item's name:  
Large_Tea  
-----
```

### 3. Cancel Sale

-By inputting "3" the sale will be cancelled. The user will be asked if they are sure, and then all items will be cleared from the sale.

```
Enter your selection: 3
Are you sure you want to cancel this sale?
This will remove all items in the sale(y/n):
y
-----
```

#### 4. Print Receipt

-By inputting "4" the user can print a receipt for the sale. This will finalize the sale, add it to a list of all sales, and add up the total of the sale. A list of all items in the sale will also be printed. After this is done, the sale will be cleared to make room for the next customer.

```
Enter your selection: 4
Item Name | Item Number | Item Cost
Large_Tea | 85 | 3.0
Is this customer a member? (true/false):
false
Total Cost: 3.0
-----
```

#### 5. Main Menu

-By inputting "5" the user can return to the main menu.

#### 6. Quit

-By inputting "1" the user can quit the program.

## HOW TO USE REPORTS MENU

```
-----  
Report Menu  
-----  
Select a menu option:  
1. Total Profit report  
2. Total Expenses Report  
3. Main Menu  
4. Quit  
Enter your selection: _
```

### 1. Total Profit report

-By inputting "1" the user will receive a report going over every sale, and then totaling the profit.

```
Enter your selection: 1  
Total Profits Report  
-----  
Sale of: 1.9  
Sale of: 0.1  
With a total of: 2.0  
-----
```

### 2. Total Expenses Report

-By inputting "2" the user will receive a report of the payroll for all employees, and how much this will cost the shop.

```
Total Expenses Report  
-----  
The employee Stuart worked for 20.0 hours at $15.0 per hour, and earned 300.0  
The employee Barney worked for 41.0 hours at $16.0 per hour, and earned 664.0  
The employee Mark worked for 42.0 hours at $19.0 per hour, and earned 817.0  
The total expenses are: 1781.0
```

### 3. Main Menu

-By inputting "3" the user can return to the main menu.

### 4. Quit

-By inputting "4" the user can quit the program.



## HOW TO USE ITEMS MENU

```
-----  
Items Menu  
-----  
Select a menu option:  
1. New Item  
2. Remove Item  
3. Modify Price  
4. Print Item Info  
5. Main Menu  
6. Quit  
Enter your selection:
```

### 1. New Item

-By inputting "1" the user can add a new item for sale. They will be prompted to give this item a name, ID, and cost.

```
Enter your selection: 1  
Enter the item's name:  
Boba  
Enter item number:  
7801  
Enter the item cost:  
.5  
-----
```

### 2. Remove Item

-By inputting "2" the user will be prompted to enter an item name. If the item exists, it will be deleted. New sales will not be able to include this item any more.

```
Enter your selection: 2  
item's name: Large_Tea  
The Item Large_Tea has been successfully removed.  
-----
```

### 3. Modify Price

-By inputting "3" the user will be prompted to enter an item name. If the item exists, the user will be able to input a modified price.

```
Enter your selection: 3
Enter the item's name:
Large_Tea
Enter the item's updated price:
5.00
The item Large_Tea has had it's price updated.
-----
```

#### 4. Print Item Info

-By inputting "4" the user will be prompted to enter an item name. If the item exists, information about it will be printed.

```
Enter your selection: 4
Enter the item's name: Large_Tea
The item's name is: Large_Tea
The item's number is: 85
The item's cost is: $3.0
-----
```

#### 5. Main Menu

-By inputting "5" the user can return to the main menu.

#### 6. Quit

-By inputting "6" the user can quit the program.