USER MANUAL

stockI.T

CODEDCOFFEE

Contents

List of figures

1. General information

General information section explains in general terms the system, and the purpose for which it is intended.

1.1 System overview

stockI.T is a stock management system that utilizes a minimalistic and simple to use interface. The entire system was designed with user-friendliness and easy to use. The system allows the user the make sales, place orders, manage stock in several ways.

1.2 Organization of the manual

The user manual consists of five sections, general information, system summary, getting started and the understanding the system and using the system.

The general information system in general terms the system and its purpose for which its intended.

System summary section provides a general overview of the system. The summary outlines the recommended hardware for the system, the different authority levels, software requirements.

Getting started section provides a step-by-step guide to installing the software and getting initial access to the system.

Understanding the system provides a component breakdown of each section and action the system provides, to ensure that each user can fully understand the entire system.

Using the system provides step-by-step guide for performing all the tasks on the system, to ensure that the user understand how to complete each form that may arise during the use of the system.

2. System summary

This section provides a general overview of the system. This section highlights the system's recommended hardware and required software and the different authority levels a user can have.

2.1 System configuration

stockI.T operates on desktop computers with Windows 7 or later versions. The application required connection to the internet. On the initial start-up of the application, the system will require the user's location, which it will obtain through the use's IP address. After installation, stockI.T can be used immediately, without any need for further configuration.

2.2 User access levels

The system can only be used by registered users, which an administrator will have to add through the system. New accounts may have restricted access to some features due to their authority level. The authority level for stockI.T are as follows:

<table>
<tr><td>1</td><td rowspan="6">Has limited access to the system</td></tr>
<tr><td>2</td></tr>
<tr><td>3</td></tr>
<tr><td>4</td></tr>
<tr><td>5</td></tr>
<tr><td>6</td></tr>
<tr><td>7</td><td rowspan="3">access to HQ actions</td></tr>
<tr><td>8</td></tr>
<tr><td>9</td></tr>
<tr><td>10</td><td>Administrator- has access to everything</td></tr>
</table>

3. Getting started

This section explains how to get stockI.T on your computer. It also describes the initial steps to set up stockI.T.

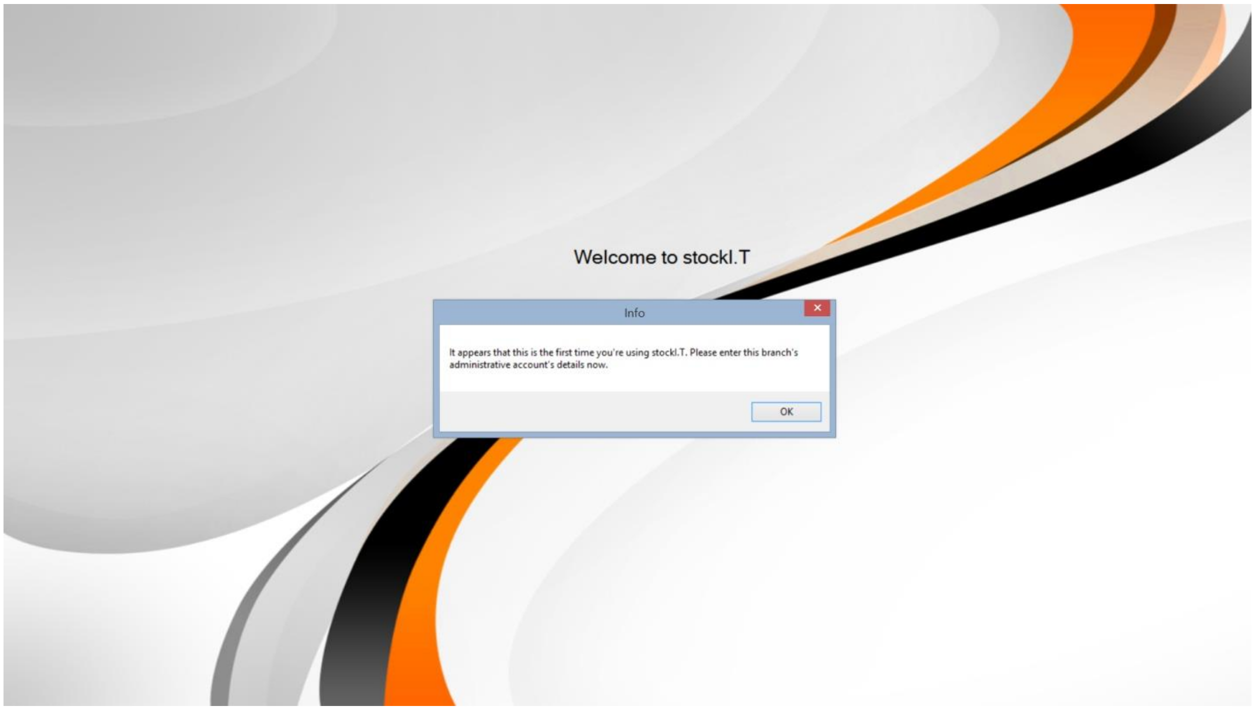
3.1 Installing and setting up initial account

The newest version of stockI.T can be found on the installation CD included in the installation package provided to your company. To install the software on your computer, insert the installation CD into the CD-ROM of your computer. Upon detection the computer will automatically install the software on your computer and you will be ready to use the system.

3.2 Setting up administrative account

Upon initially opening the software on one of the computers in your branch, you will be presented with the following screen (Figure 1):

Figure 1: First look at stockI.T



To continue and gain access to stockI.T, valid account credentials should be added in the following fields:

Figure 2: Creating the administrative account

1. User name

   In this field, enter the user name you wish to use for the system. To ensure that the username is remembered, choose a user name you can easily remember.

   *NOTE: There cannot be multiple accounts with the same user name
2. Password

   In this field, enter the password you wish to associate with your user name. The password you choose should be 8 characters in length, and there are no illegal characters.
3. Email address

   In this field, enter the email address you wish to associate with your username.

Once all of the fields have valid data, the *Create User* button will be accessible. Clicking the *Create User* button will register your user account to the stockI.T database. *NOTE: This account will be required to perform several administrative tasks on the system.

3.3 Logging in

Upon opening the software, the user will be presented with the following screen (*Figure3*):

Figure 3: The login screen

In order for the user to gain access to the system, the user will have to enter their stockI.T credentials on the *Login screen*. The user's stockI.T consists of the following:

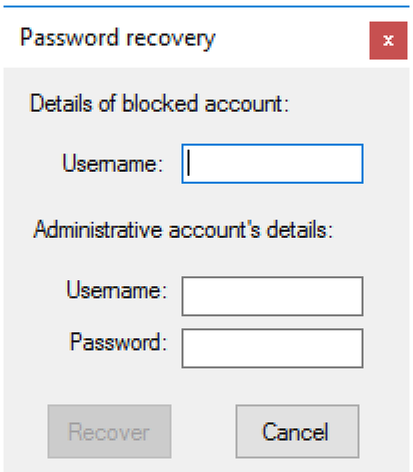
1. User name: The user name chosen by the user.
2. Password: The 8 character password generated by the system (only administrators can choose their own password). The password can be found in the email sent to each user after their account has been created.

If the entered credentials are valid, the user will gain access to the *Main Form* (Figure 4), and so, the entire system.

If the system detects that the branch the administrator is logging in from is a new branch, the branch manager's (administrator) employee information will have to be entered (refer to section 3.4.1.4).

3.4 Password recovery

If a user forgot his password, the following screen will be accessible from the login screen, once the user entered a wrong password 3 times in a row.



The window will allow the blocked user to receive a new password via email, which can then be used in the future.

4.1 The Main form

Upon gaining access to the system, the user will be presented with the following screen (Figure 4):

Figure 4: Main form

This form acts as a portal to each department of the system. The user will have the option to navigate to any of the departments, namely: *Sales, Orders, Technical, Stock, Headquarters* or *End of day,* each of which will be discussed later in this document.

Another option the user will have (only if the user has the adequate account level), is the *Administrative panel* (shown in Figure 5), which can be accessed by clicking the button numbered 1 in Figure 4, which will be discussed in the next section.

4.2 The Administrative panel

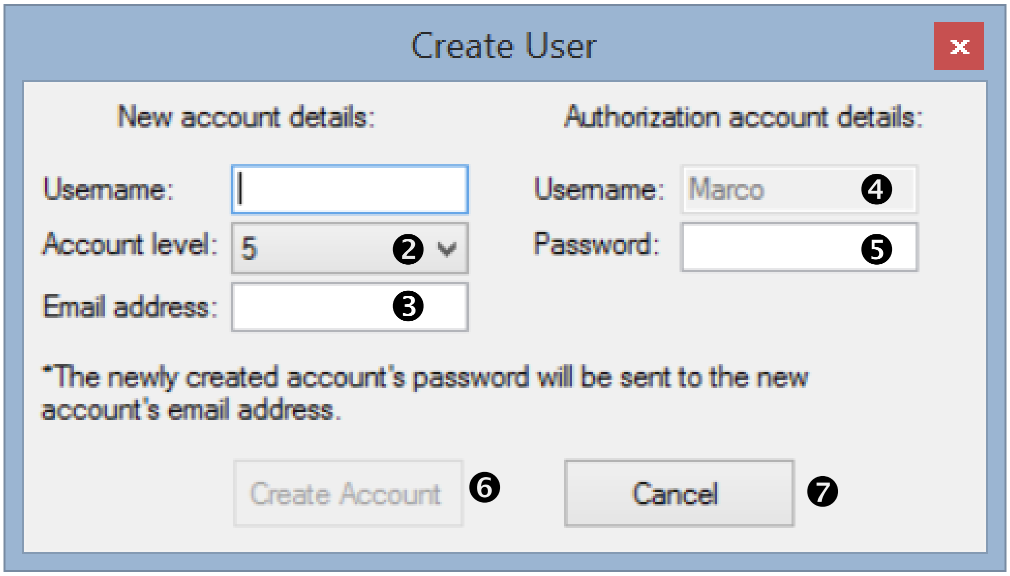
Figure 5: Administrative panel

In the *Administrative panel*, the user will have the option to manage users, employees, promotions, view employee performance and the activity log.

4.2.1 Adding a user

Once the user clicks on the *Add user* button, they will be presented with the following screen (Figure 6):

Figure 6: Create user



This screen allows the currently logged in administrator to add new users, who can log in at his/her branch. To add a user the administrator will have to enter the new user's information in the screen. The screen contains the following information:

1. New user name: This field is where the administrator enters the new user's user name of choice.
2. Account level: This field specifies the account level the new user will have, in other words, to which functions the user will have access to.
3. Email address: The email address the new user wishes to associate with their user account.
4. Currently logged in administrator: For security reasons, this field cannot be edited by the user. This field indicates the user name of the currently logged in administrator.
5. Administrator's password: This field is where the administrator enters their password to authorize the new account's creation.

Once the user clicks the *Create account* button, numbered 6, the system will verify all of the entered information. If the new account's user name is already taken, the user will have to select another user name. If the administrator's password is incorrect, they will have to re-enter it.

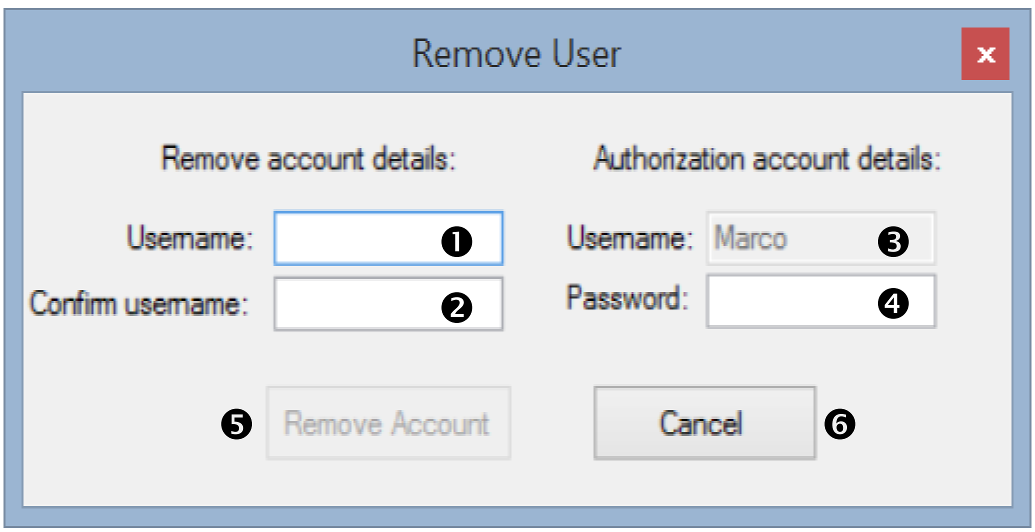
Once all of the information entered is valid, the new user will receive an email containing their password. The administrator will also be notified that they authorized the creation of the new account. If the (real) administrator did not authorize the creation of the account, they can remove it at any time (refer to section 3.4.1.2).

If the user clicks on the *Cancel* button, the *Create user* window will be closed.

4.2.2 Removing a user

If the user clicks on the *Remove user* button, they will be presented with the following screen (Figure 7):

Figure 7: Remove user



In the event that a user should be removed, the administrator can navigate to this screen. From here the administrator will be able to remove an existing user.

To remove a user, the user will have to enter the following information (as indicated in Figure 7):

1. User name: The user name of the user the administrator wishes to remove.
2. User name confirmation: To verify that the entered user name is the user's user name the administrator wishes to remove, they will have to re-type the user name here.

3. Currently logged in administrator: To ensure security of the users, this field cannot be edited by the user. This field indicates the user name of the currently logged in administrator.
4. Administrator's password: This field is where the administrator enters his password to authorize the removal of the account.

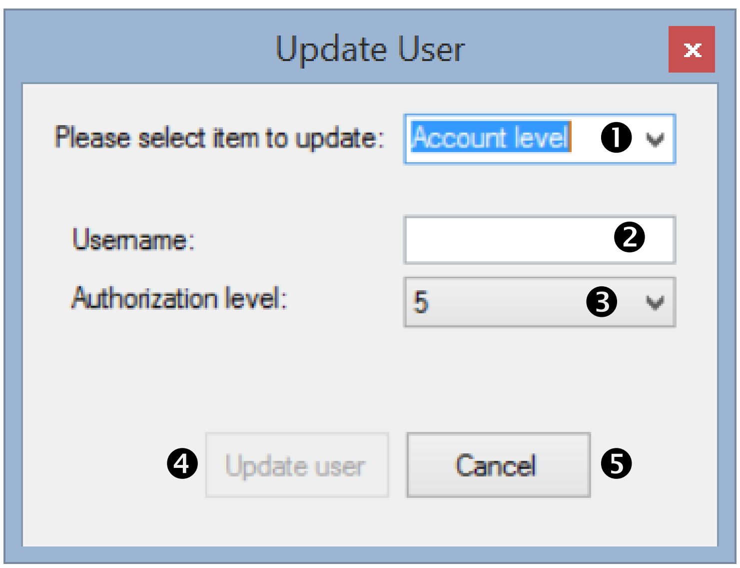
Once the user clicks on the *Remove user* button, numbered 6 in Figure 7, the system will remove the user's account if it exists in the administrator's branch.

If the user clicks the *Cancel* button, numbered 7 in Figure 7, the *Remove user* window will close.

4.2.3 Updating users

Once the user clicks on the *Update user* button they will be presented with the following screen (Figure 8):

Figure 8: Updating users



In the event that the administrator wishes to update a user account's information, they can navigate to the screen depicted in Figure 8.

4.2.3.1 Updating user account level

If the administrator wishes to update a user account's account level, he can select "Account level" in the item numbered 1 in figure 8. From there the administrator will have to enter the following information:

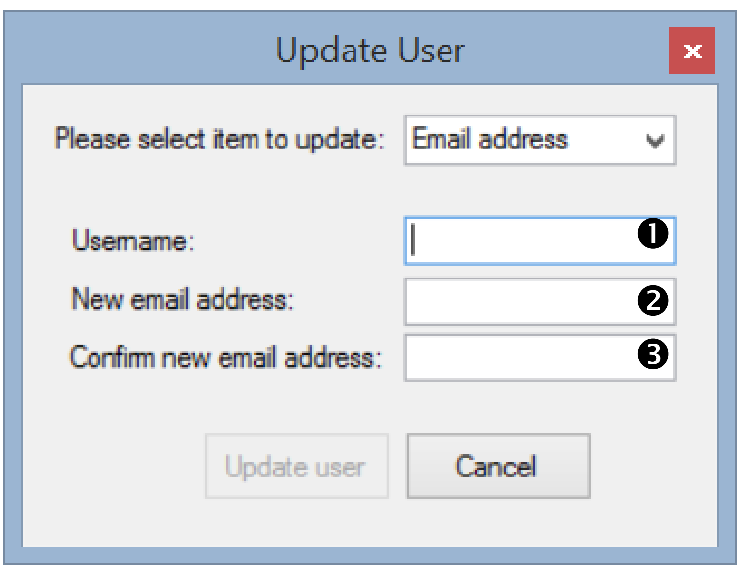
1. Username: The user's name of the account he wishes to change the account level of.
2. Authority level: The level to which the administrator wishes to raise/lower the entered account's level.

The item numbered 1 in figure 8 also allows the administrator to update a user's email address and username. If the administrator wishes to update a user's email address he can select "Email address" in the item numbered 1 in figure 8.

4.2.3.2 Updating user email address

Once the administrator selects "Email address" in the item, the windows will change to the following layout depicted in figure 9:

Figure 9: Updating user email address



To update a user's email address the administrator will have to:

1. Enter the user name of the account he wishes to update.
2. Enter the new email address of the account.

3. Confirm the new email address of the account.

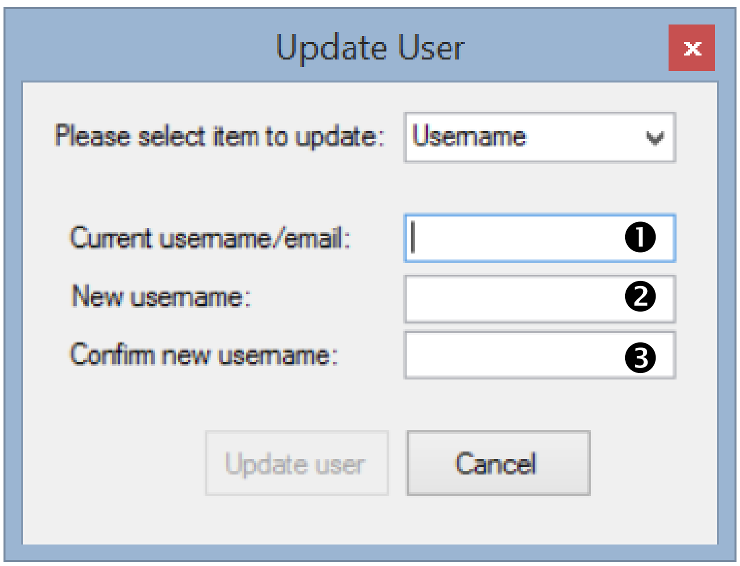
Once all of the entered information is valid, the administrator can click the *Update user* button and the system will update the user's information.

This window also allows the administrator to update the user's user name.

4.2.3.3 Updating the username

Once the administrator selects "Username" in the item numbered 1 in figure 8, the window will change to the layout depicted in figure 10.

Figure 10: Updating username



In order to update a user's username the administrator will have to:

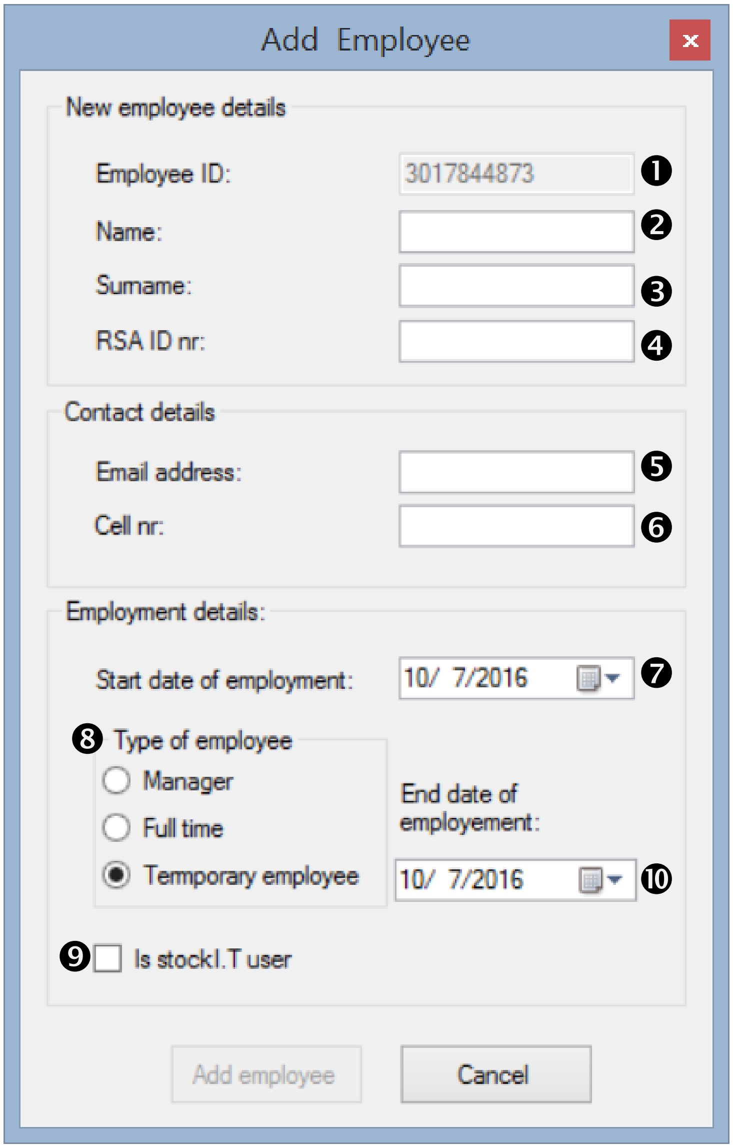
1. Enter either the current username or current email address of the user account he wishes to update.
2. Enter the new username to be associated with the account.
3. Confirm the new username.

Once all of the entered information is valid the administrator will be able to click *Update user* button, which will update the user's information.

4.2.4 Adding an employee

If the administrator wishes to add employees at their branch they can click the *Add employee* button in the *Admin panel*. Once the button is clicked, the administrator will be presented with the following window (Figure 11):

Figure 11: Adding and employee



The *Add employee* window consists of the following information:

1. Employee ID: The system generated employee ID provided to the employee.
2. Name: The name of the employee to be added.
3. Surname: The surname of the employee to be added.

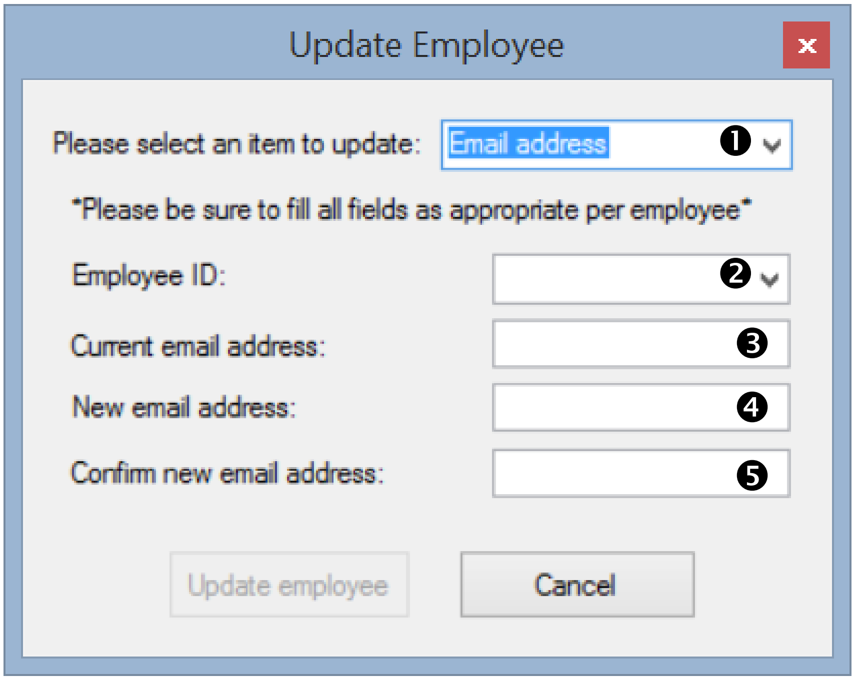
4. RSA ID nr: The government issued ID nr of the employee to be added.
5. Email address: The email address of the employee to be added.
6. Cell nr: The cellphone number of the employee to be added.
7. Start date of employment: The date on which the employee will start working at your company.
8. Type of employee: Type of employee to be added.
    a. Manager: If the employee will fill a managerial role in the branch.
    b. Full time: If the employee will be employed full time.
    c. Temporary employee: If the employee will only work at your company for a short period of time.
9. Is stockI.T user: Whether or not the employee will use stockI.T. If this is checked when the employee is added, the system will automatically navigate the user to the *Add user* screen (see section 3.4.1.1).
10. End date of employment: The date until which the temporary employee will be employed at your company.

    *Note: The system will not automatically remove temporary employees after their employment has ended on the system. This is in case of employment extensions.

After every field is filled with valid information, the administrator will be able to add the employee to the system. The new employee will receive an email containing information about their employment, such as their employee ID which could be required for certain functions in the system.

4.2.5 Updating employees

Figure 12: Updating employees



This window allows the administrator to update an employee's email address, surname, cellphone number and other (depicted in Figure 13).

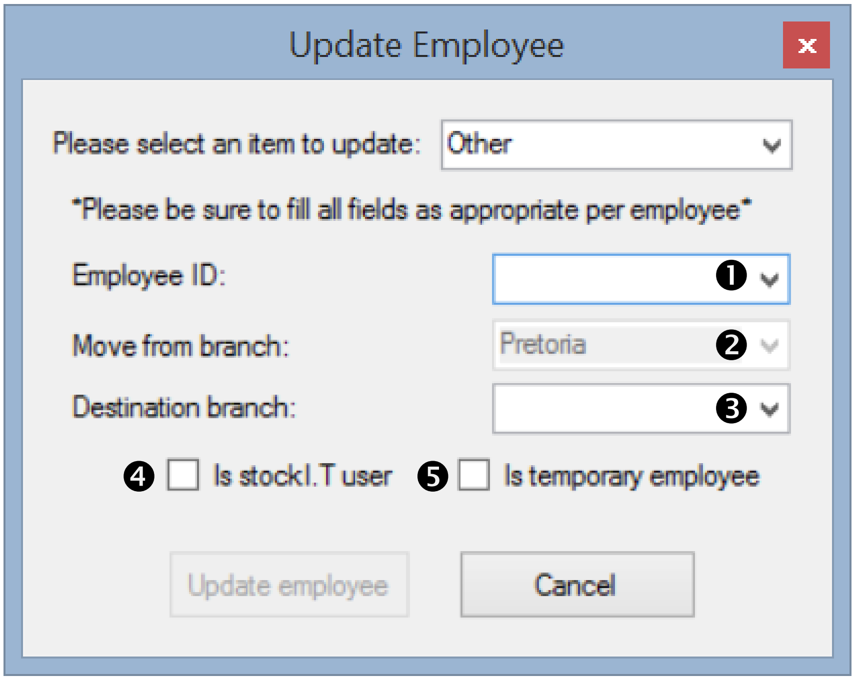
If the administrator wishes to update an employee's email address, surname or cellphone number they will have to select the item they want to update from the combo box, numbered 1 in figure 12. The windows for each of the mentioned items include the following information:

1. The item to be updated: The administrator selects the item he wants to update.
2. Employee ID: The administrator selects the employee ID of the employee he wants to update. Only employees at the branch of the administrator will be listed.
3. New email address/ surname/ cellphone number: The administrator will have to enter the new email address/ surname or cellphone number (depending on the selected item) of the employee he wants to update.
4. Confirm email address/ surname/ cellphone number: The administrator will have to re-enter the new email address/ surname/ cellphone number (depending on the selected item) of the employee he wants to update.

Once all of the fields are filled with valid values, the administrator will be able to click the *Update employee* button, which updates the employee's information in the system.

Another item in the field numbered 1 on figure 12 is the *Other* option. If the administrator selects this item he will be presented with the following window (Figure 13):

Figure 13: Updating employee



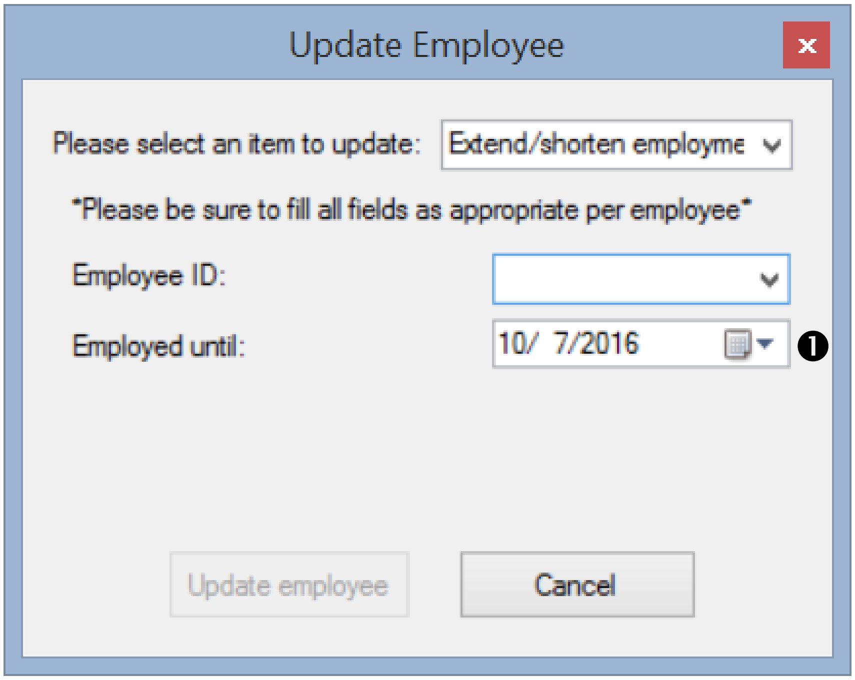
From this window, the administrator will be able to set whether an employee will use stockI.T, is a temporary employee and/or move the employee to another branch.

If the administrator indicates that the employee will use the system and no user account exists for the employee, the system will navigate the user to the *Add user* window. If the administrator indicates that the user will not use stockI.T, and a user account exists, the administrator will have the option to allow the system to automatically remove the user account.

If an employee is transferred from one branch to another, the user account will also be automatically transferred along with the employee.

A final option the administrator will have is to extend or shorten the employment of an employee. If the administrator selects this item, he will be presented with the following window (Figure 14):

Figure 14: Extend/ shorten employment

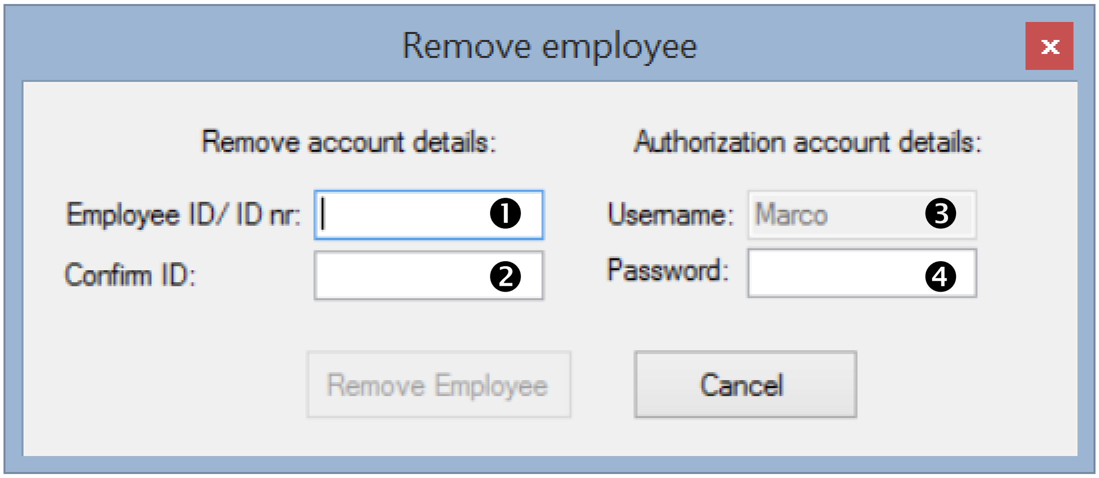


By changing the date selected in the item, numbered 1, the administrator will be able to adjust the date until which the employee will be employed at your company.

4.2.6 Removing employee

If the manager clicks the *Remove user* button in the *Admin panel* he will be able to remove an employee from the system. Clicking the button will present the administrator with the following window (Figure 15):

Figure 15: Removing employee



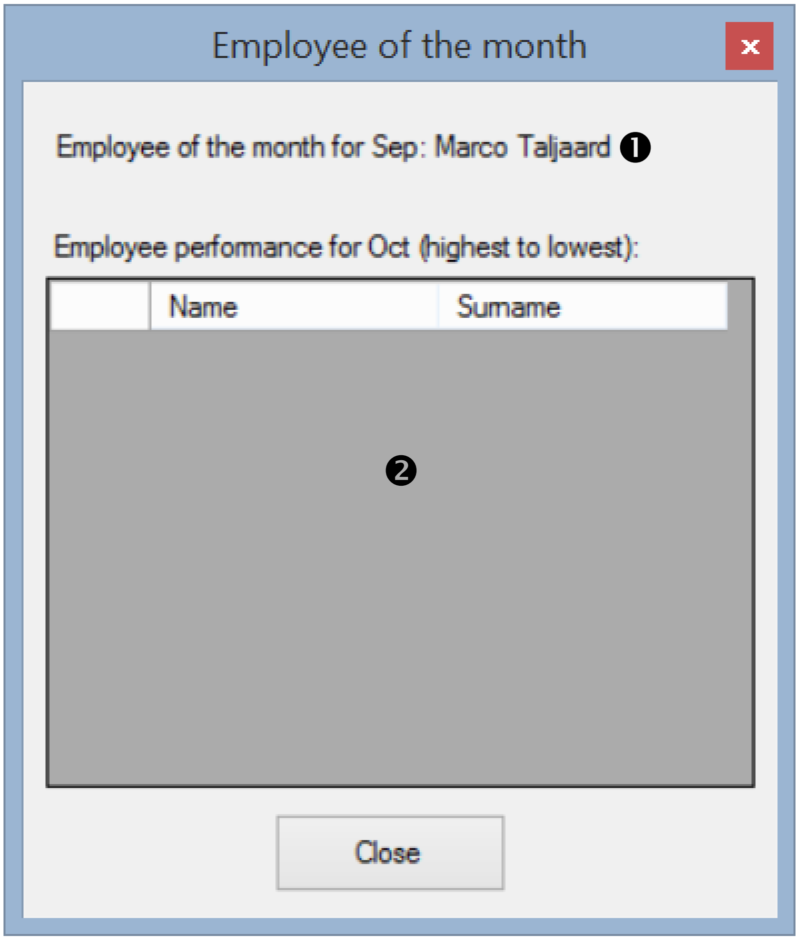
From this window the manger will be able to specify which employee he wants to remove by entering the employee ID. The window consists of the following information:

1. Employee ID: The employee ID the administrator wants to remove.
2. Confirm ID: The administrator will have to re-enter the employee ID of the employee he wants to remove.
3. Currently logged in administrator: To ensure security of the employees, this field cannot be edited by the user. This field indicates the user name of the currently logged in administrator.
4. Administrator's password: This field is where the administrator enters his password to authorize the removal of an employee from the system.

4.2.7 Employee of the month

The administrator will also be able to click on the *Employee of the month* button. Clicking this button will present the administrator with the following window (Figure 16):

Figure 16: Employee of the month



This window will contain information about all of the employees' performance on stockI.T at the administrator's branch.

This window consists of the following information:

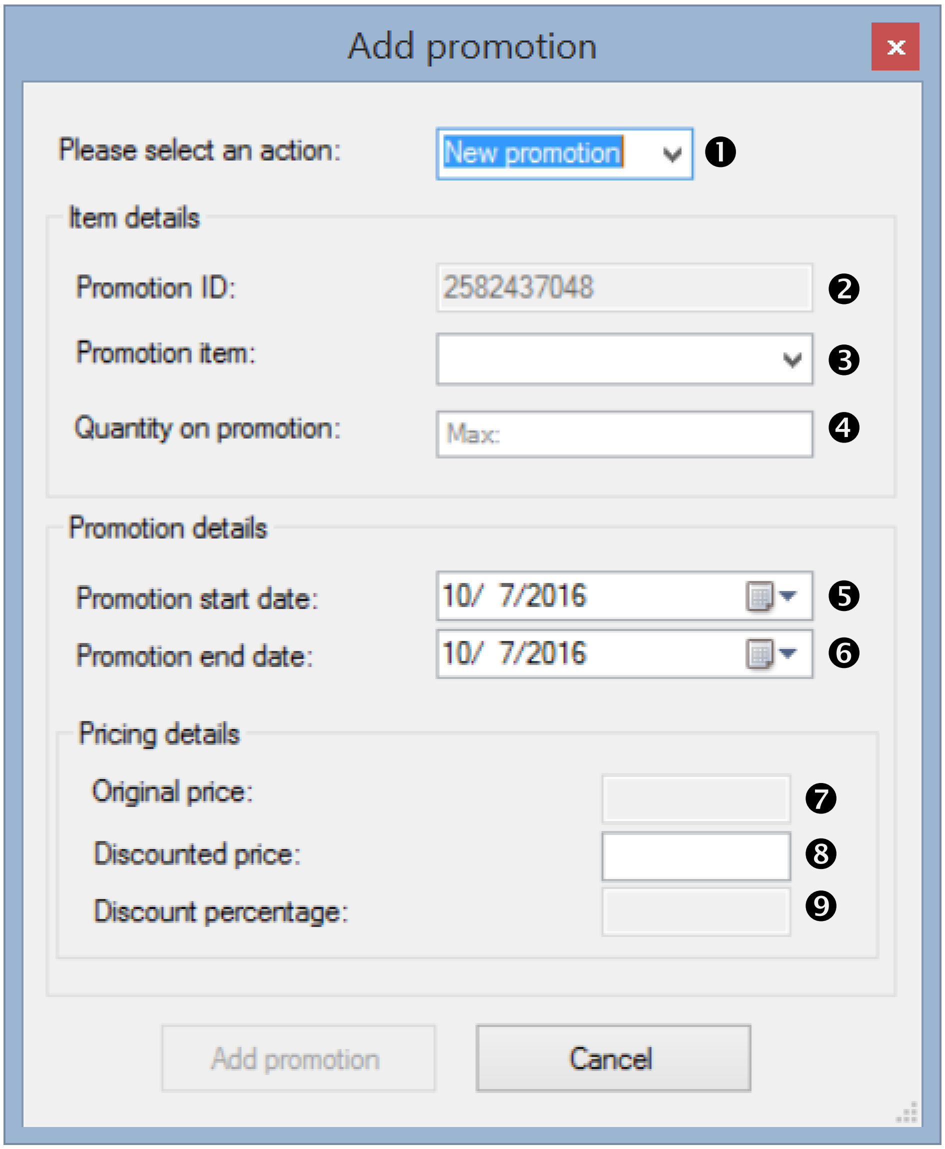
1. The employee of the month: The employee of the month for the previous month.
2. Employee performance ranking: This area will contain the names and surname of the employees employed at the administrator's branch. This will give an indication of all of the employees' performance on stockI.T.

   *Note: this is merely an indication of the employee's performance on stockI.T, and should not be consulted for the employee's actual performance.

4.2.8 Promotions

The administrator will also be able to click on the *Promotions* button. This will allow the administrator to add new promotions or edit existing promotions. By clicking on the button, the admin will be presented with the following window (figure 17)

Figure 17: Adding promotions

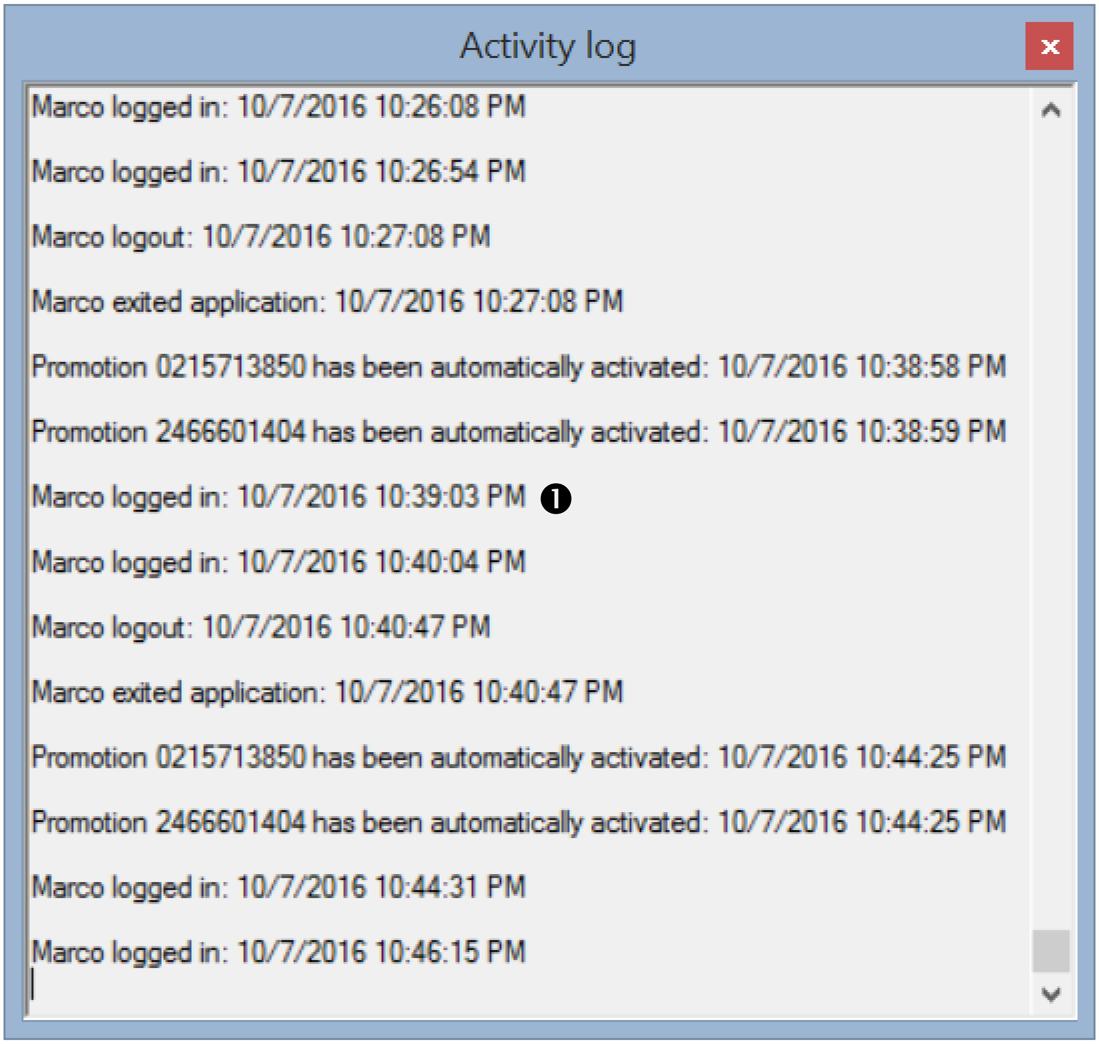


If the administrator wants to edit an existing promotion, he can do so by selecting “Edit promotion” in the item numbered 1 in *Figure 17*. Selecting this item will present the same window as *Figure 17*, except the form will automatically be filled with details of the promotion being edited.

4.2.9 The activity log

If the administrator clicks on the *Activity log* button in the *Admin panel*, the following window will appear.

Figure 18: Activity log



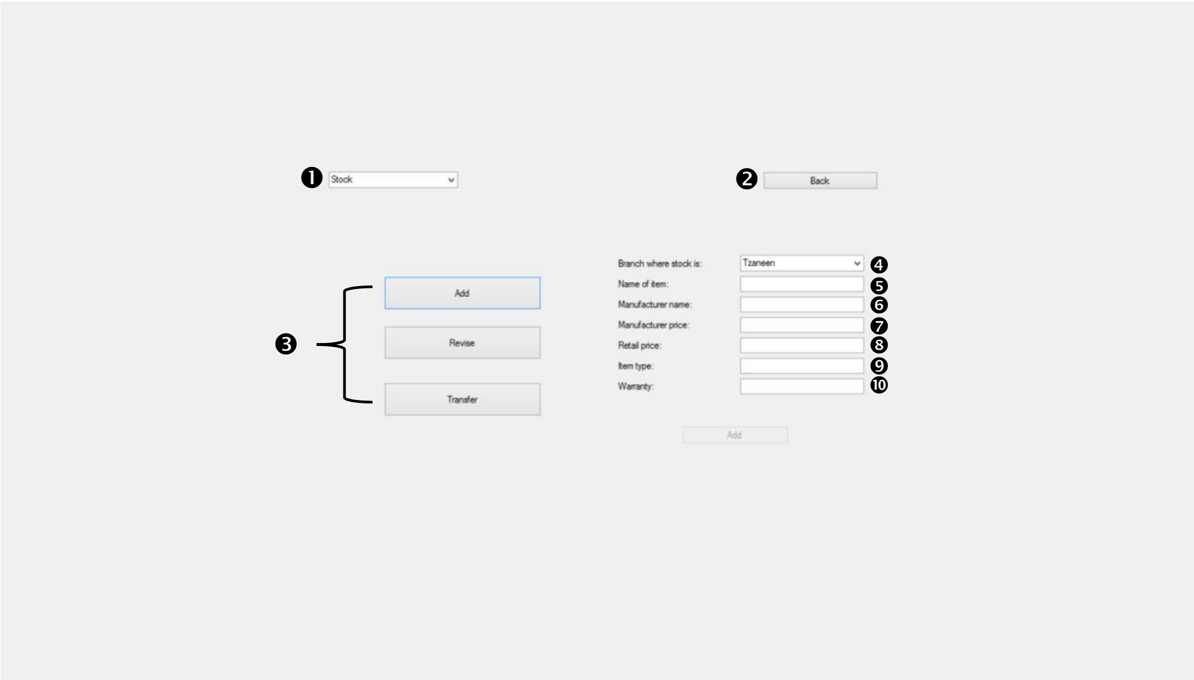
This window contains information about all of the activities performed on the system. If a user performs any task that influences the data on the system, the administrator will be able to see which employee performed which task at any given time. If any promotions are active or removed, it will also be up for display in the area marked numbered 1 in *Figure 18*.

4.3 The Headquarters Form

When the user clicks on the headquarters button on the *Main Form* they will be taken to the headquarters form as shown in *Figure 33*.

The headquarters or HQ form is used to give the users of the system a better view of the business across all its locations. The HQ form is divided into three main functions including stock, orders and overviews. Each of these functions has its own set of sub-functions.

Figure 19: Headquarters form



The form is comprised of the following components:

1. By default, if the users' authority level is higher than 7 the main function will be stock, with its sub-function being add stock. The combo box can be used to select between the three main actions.
2. The back button is used to go back to the *Main Form*.
3. Universally each of the buttons is used to select a sub-function of the main function.
4. This combo box allows the user to choose between the different branches of the company.
5. This textbox is used to enter the items name.
6. The manufacturers name is entered into this textbox.

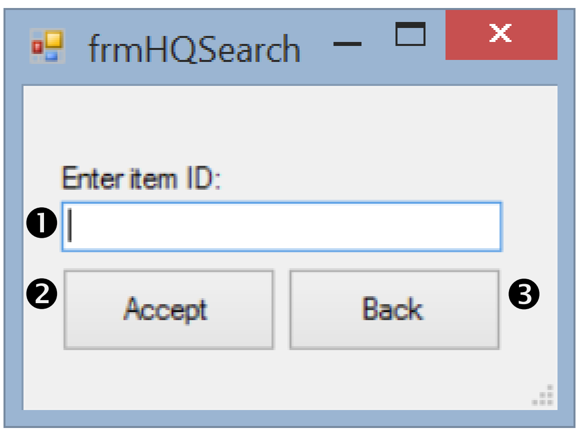
7. The manufacturers selling price is typed in here.
8. The selling price of the item, determined by the company, is typed in here.
9. The items type is entered here.
10. The warranty the item has is entered here in years.

4.3.1 Stock

4.3.1.1 HQ Search Form:

The HQ search form is used to search the database for a specific items ID and then to send all the information associated with that ID back to the HQ form in order to update or remove the specific item.

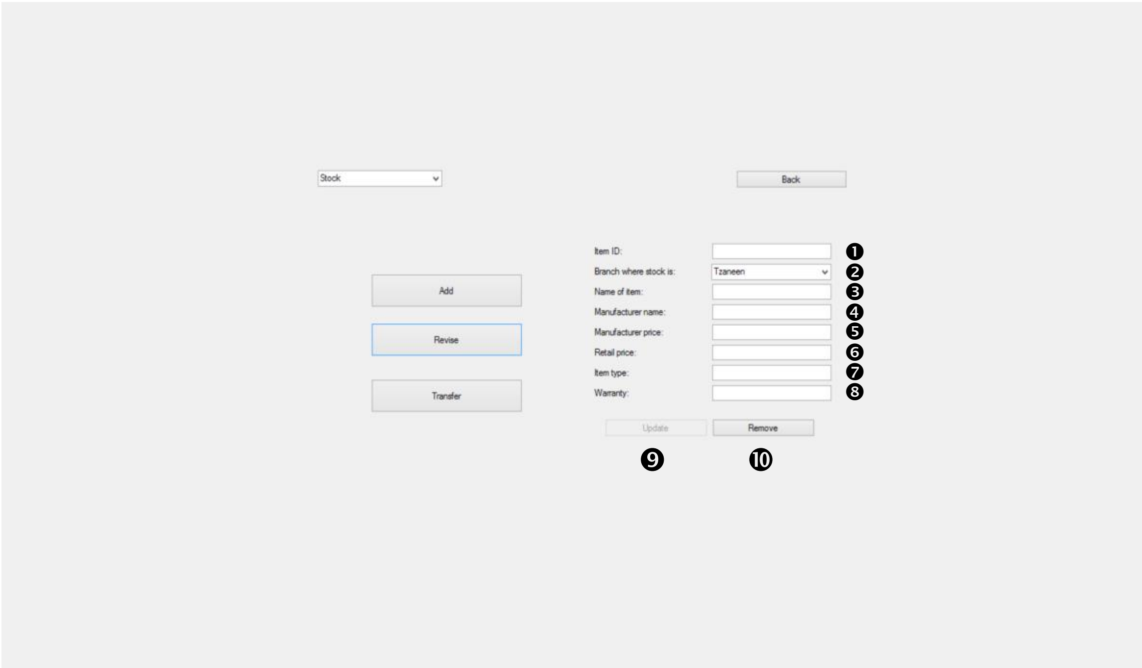
Figure 20: HQ Search form



The components used to achieve this are as follows:

1. This textbox is used to acquire the desired items ID.
2. The accept button then initializes the procedure to locate and retrieve the information associated with that ID.
3. The back button is used to return to the HQ form.

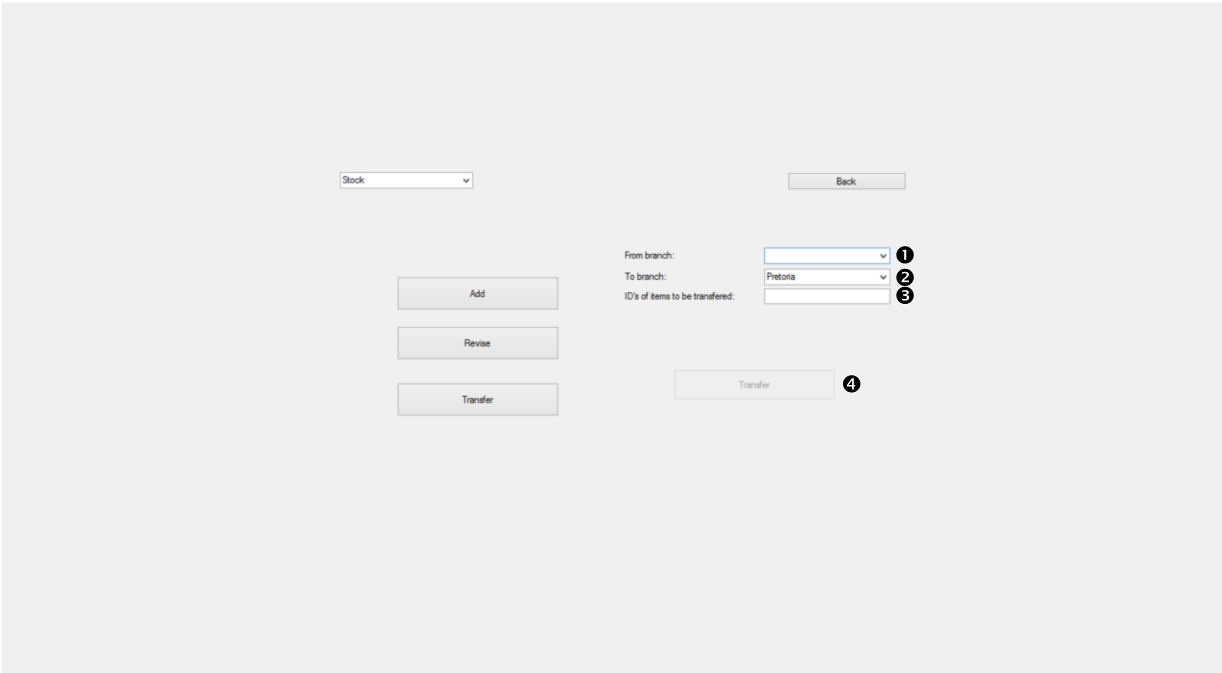
Figure 21: Stock Revision



The information is stored into the corresponding textboxes:

1. The entered item ID is stored here and the textbox is rendered inactive.
2. The branch at which the item is located is saved in the combo box.
3. The name of the item is stored in this textbox.
4. The manufacturers name is stored here.
5. The manufacturers selling price is held in this textbox.
6. The retail price set by the company is stored in this textbox.
7. The items type is stored here.
8. The warranty of the item is held in this textbox.
9. If all the fields have values in them the update button becomes active giving the user the choice of updating the current information by changing the information in the respective fields.
10. The remove button deletes the record out of the database according to its item ID.

Figure 22: Stock Transfer

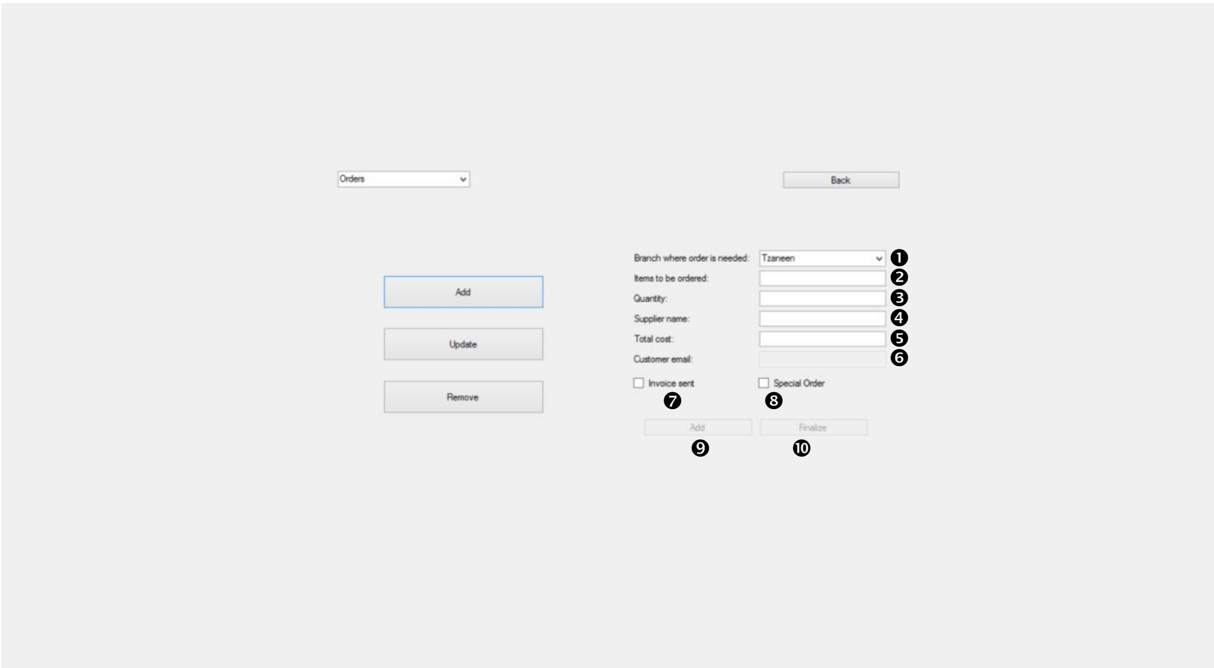


The transfer sub-function is used to transfer stock between two branches of the company.

1. This combo box is used to select the branch the stock is leaving.
2. This combo box is used to determine which branch is going to receive the stock.
3. This textbox is used to enter the ID's of the stock items that are going to be transferred.
4. When all the values are set the button will become active allowing the user to finalize the transfer.

4.3.2 Orders

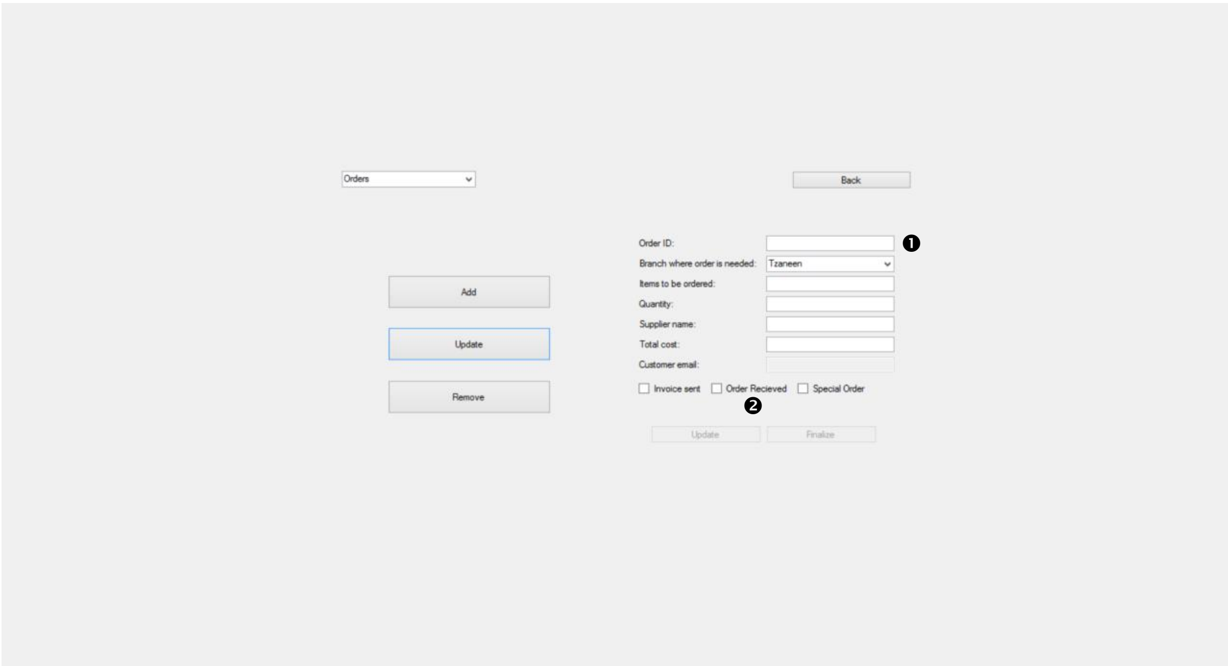
Figure 23: Add Orders



The add sub-function of orders allows the user to place orders for a selected branch.

1. The combo box is used to select the branch for which the order is meant.
2. This textbox is used to input what items are needed.
3. This textbox sets the quantity of the current item.
4. The suppliers name is set through this textbox.
5. The total cost of the order is determined by this textbox.
6. This textbox is used to enter the customer's name in the case that it is a special order.
7. This checkbox is used to show the condition of the invoice.
8. This checkbox shows whether or not the current order is a regular order or a special order. If it's checked the email textbox will become active.
9. This button adds the current item and its quantity to the order list.
10. This button finalizes and places the order.

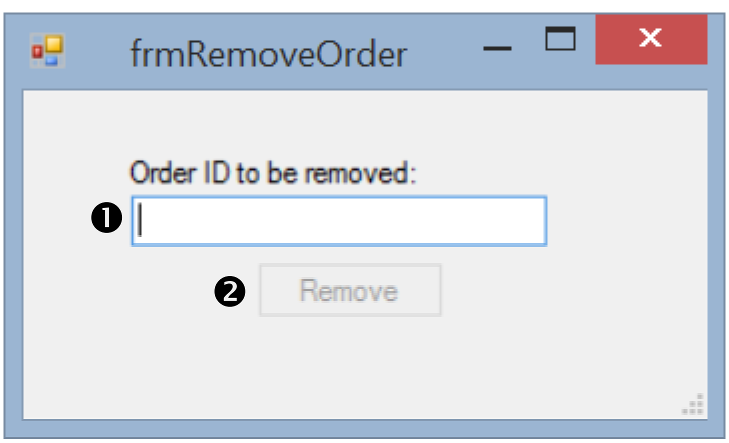
Figure 24: Order Revision



The order revision sub-function has all the components of the add sub-function as well as two extras.

1. This textbox is used to select the item, which will be updated, according to its item ID.
2. This checkbox is used to show that an order has been received.

Figure 25: Remove Order



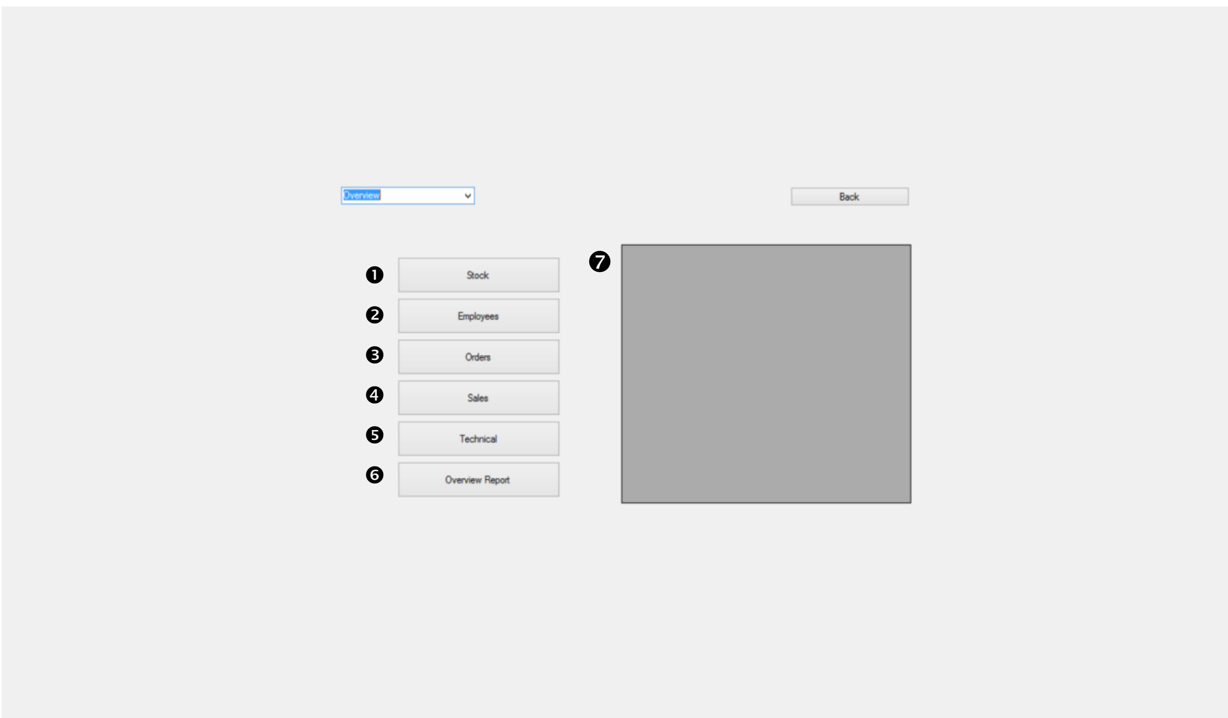
The remove sub-function is used to remove un-needed or faulty orders.

1. This textbox is used to search for the specific order by using its order ID.
2. The button will delete the order from the database. The button will automatically become active once an ID has been entered.

The overview main action allows the user to filter the data in the database according to their preferences.

4.3.3 Overview

Figure 26: Overview

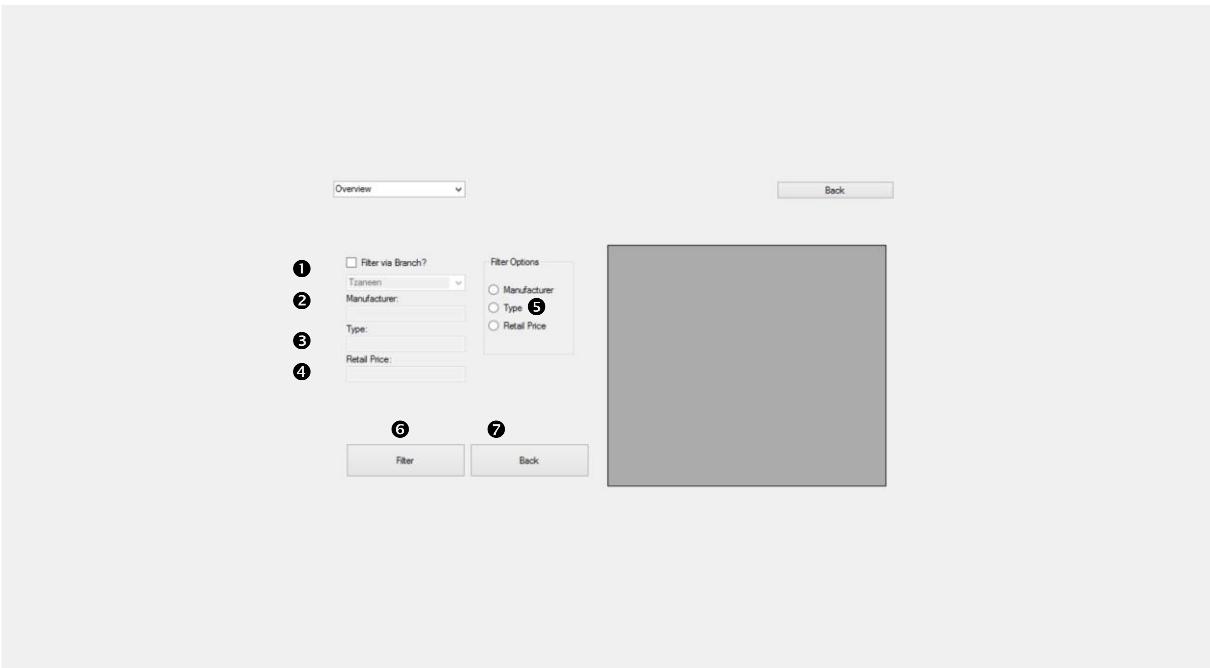


The components that comprise this action are as follows:

1. This button takes user to filter the stock table in the database.
2. This button takes the user to the employee filter panel where they can filter the employee table in the database.
3. This button takes the user to the orders filter panel where they can filter the order table in the database.

4. This button allows the user to filter the sales table of the database.
5. This button lets the user filter the technical table of the database.
6. This lets the user generate reports from specific days for specific sub-actions.
7. This displays the filtered database.

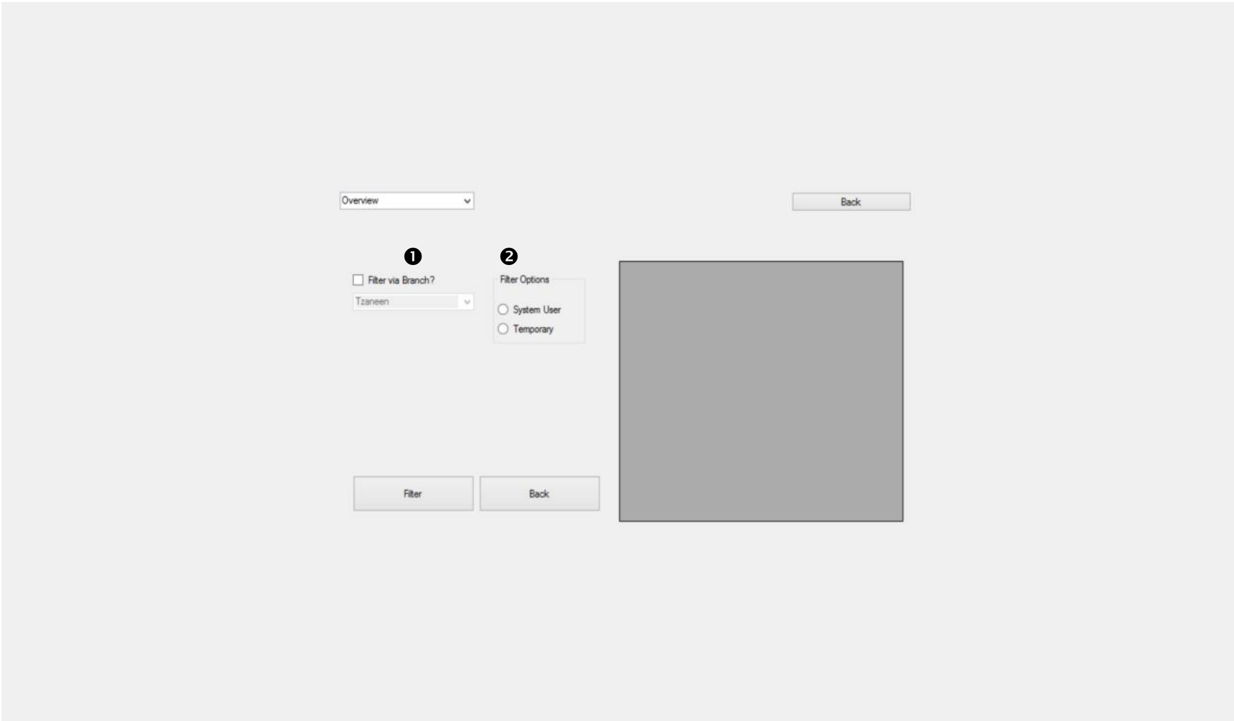
Figure 27: Stock Filter



The stock filter panel consists of the following components:

1. The checkbox activates the combo box in which the user selects the preferred branch.
2. This textbox allows the user to enter the preferred manufacturers' name.
3. This textbox allows the user to enter the preferred item type.
4. This textbox allows the user to enter the preferred item retail price.
5. These radio buttons allow the user to distinguish what they want to filter. The options enable the corresponding textboxes. (Only the branch can have an additional filter selected.)
6. This button implements the filter options.
7. This button takes the user back to the previous panel.

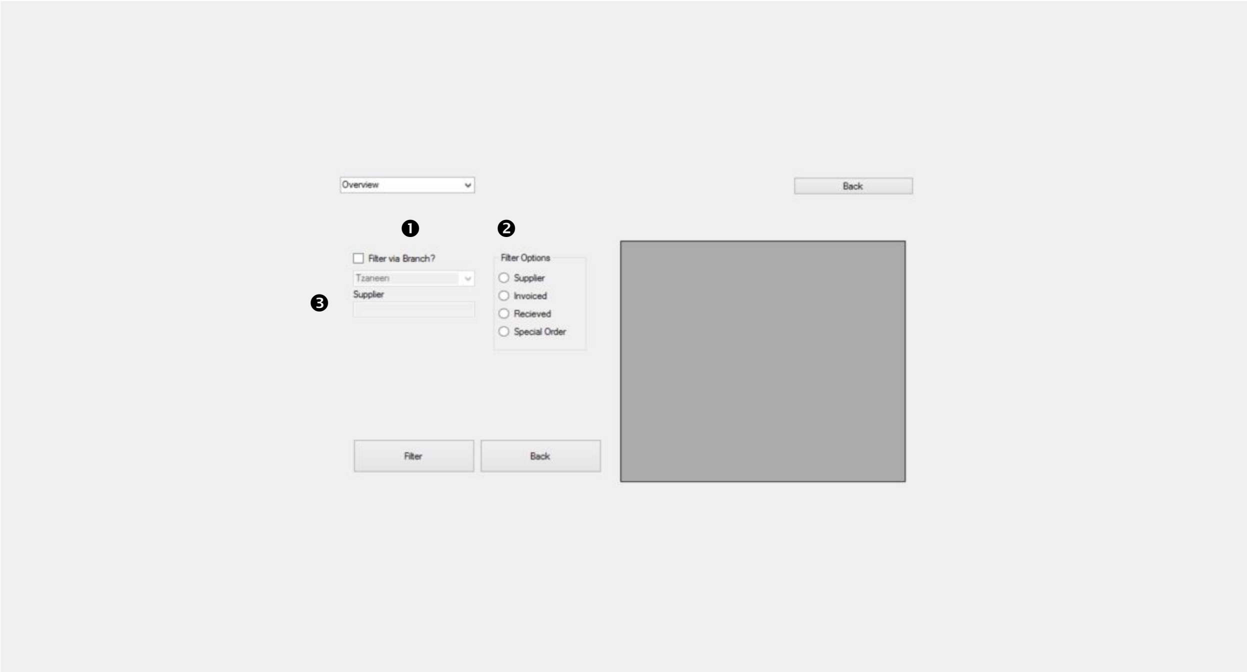
Figure 28: Employee Filter



The employee filter consists of the following components:

1. The checkbox activates the combo box in which the user selects the preferred branch.
2. The radio buttons give the user additional filter options.

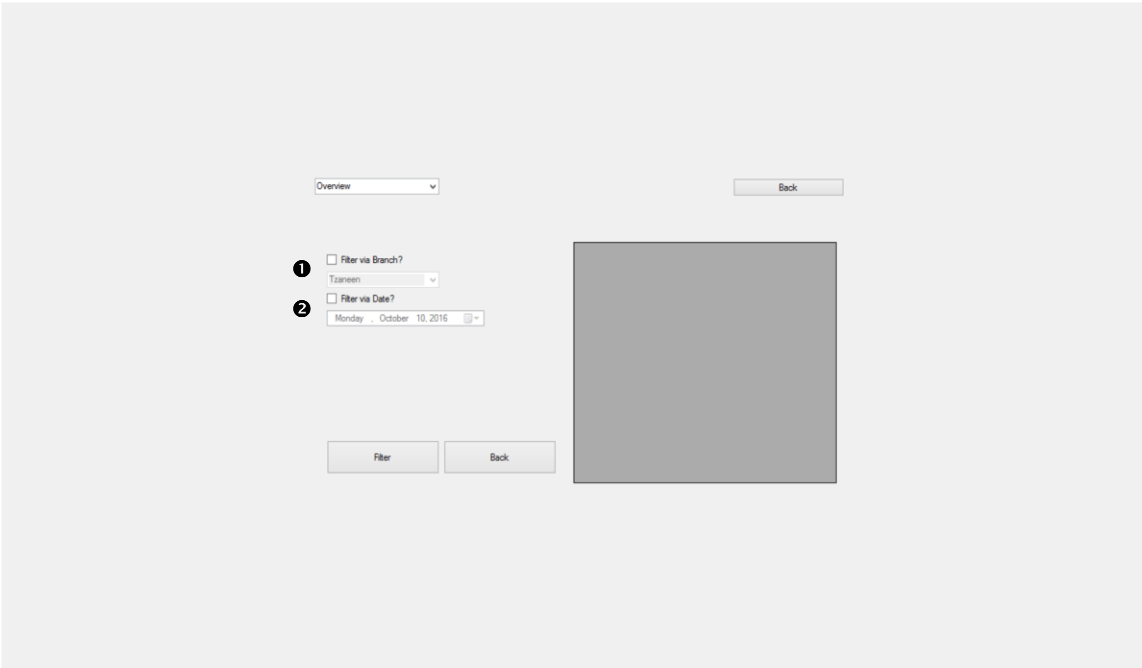
Figure 29: Order Filter



The order filter panel has the following components:

1. The checkbox activates the combo box in which the user selects the preferred branch.
2. The tick box gives the user additional filter options. The supplier option enables the corresponding textbox.
3. This textbox allows the user to enter the preferred suppliers' name.

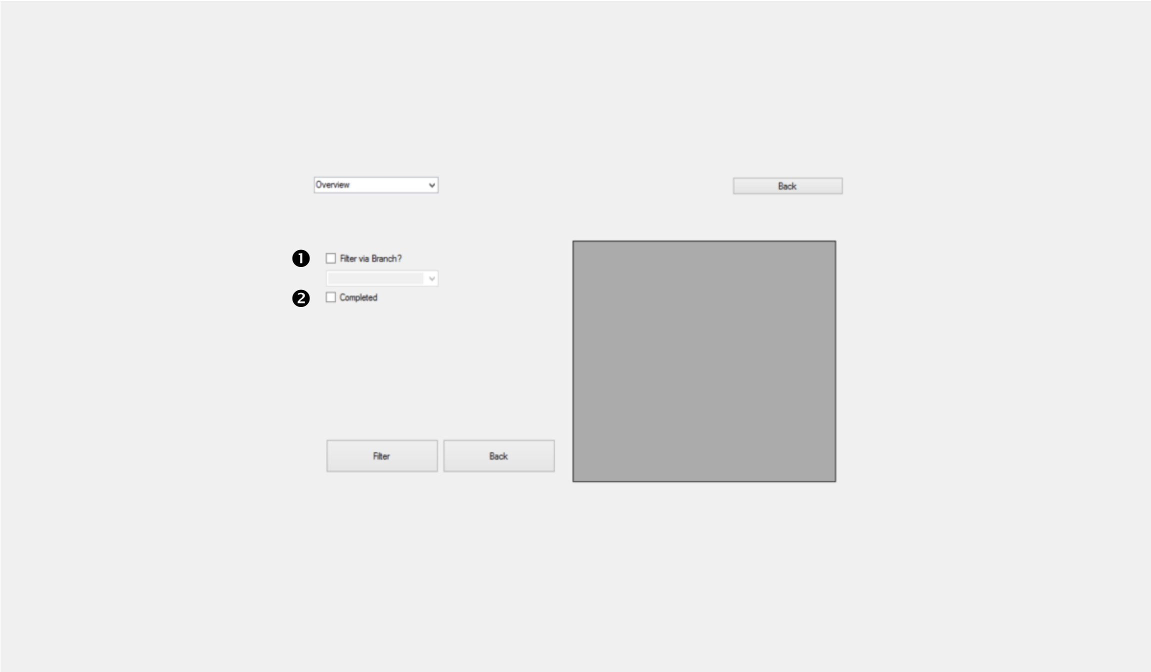
Figure 30: Sales Filter



The sales filter panel contains the following components:

1. The checkbox activates the combo box in which the user selects the preferred branch.
2. This checkbox activates the date picker in which the user selects the preferred date.

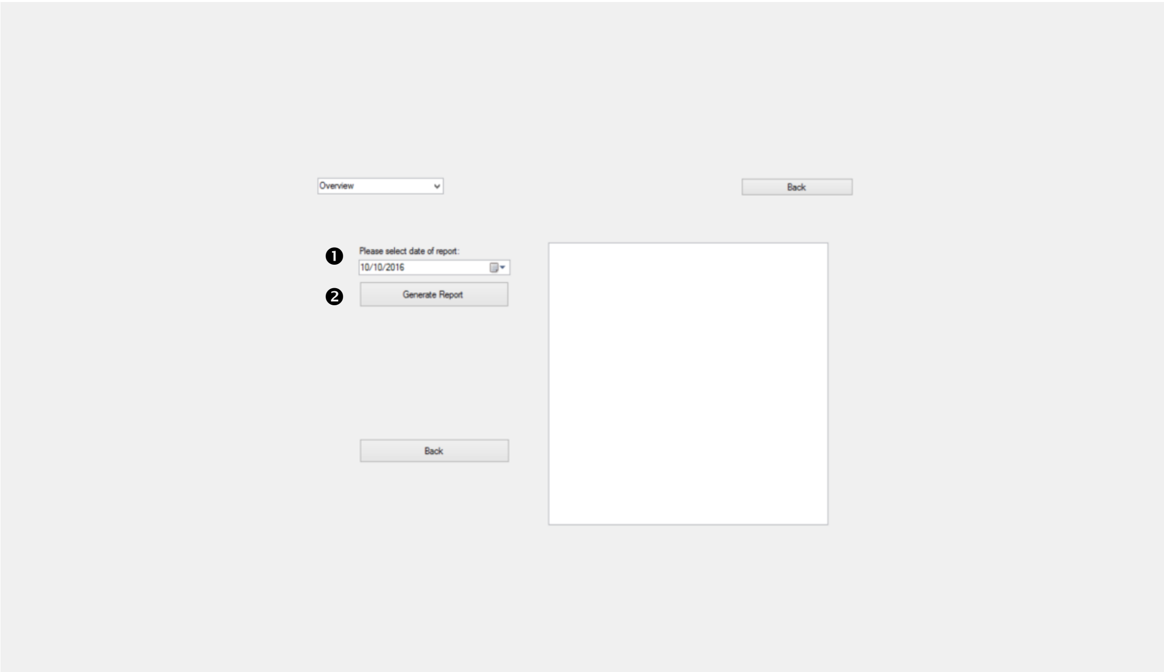
Figure 31: Technical Filter



The technical filter panel has the following components:

1. The checkbox activates the combo box in which the user selects the preferred branch.
2. This checkbox filters the technical database according to the complete status.

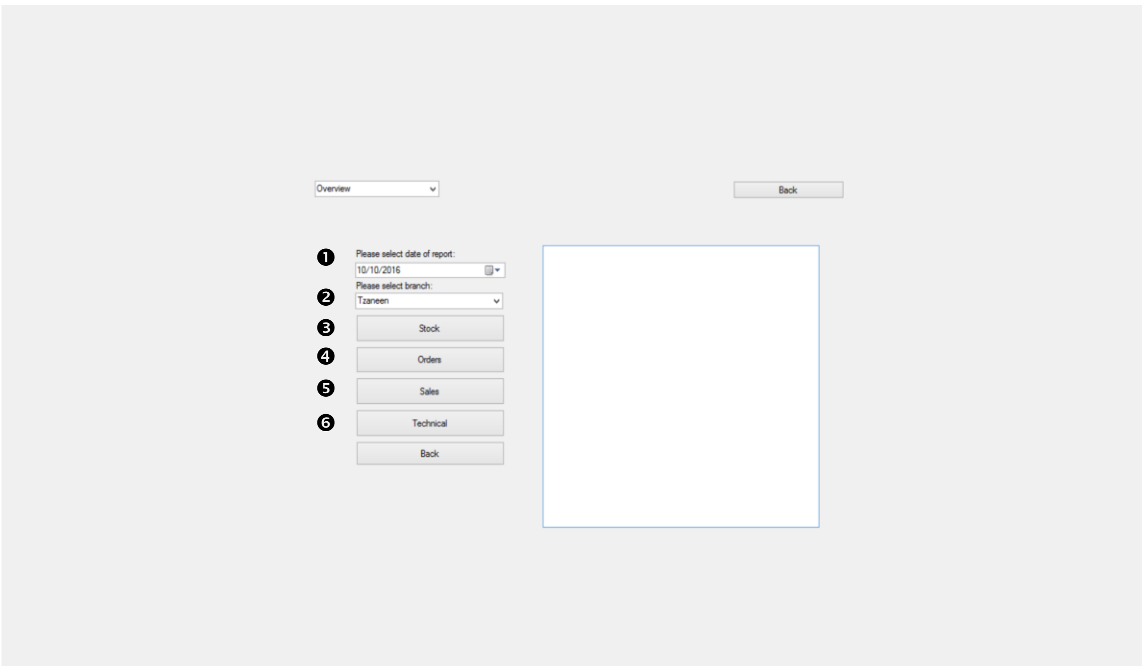
Figure 32: Generate Reports



The generate reports panel is comprised of the following components:

1. This date picker is used to select the preferred date for a summary to be compiled of all the changes made to the database on that day.
2. This button is used to display the report and give the user additional options.

Figure 33: Generate Reports Sub-Actions



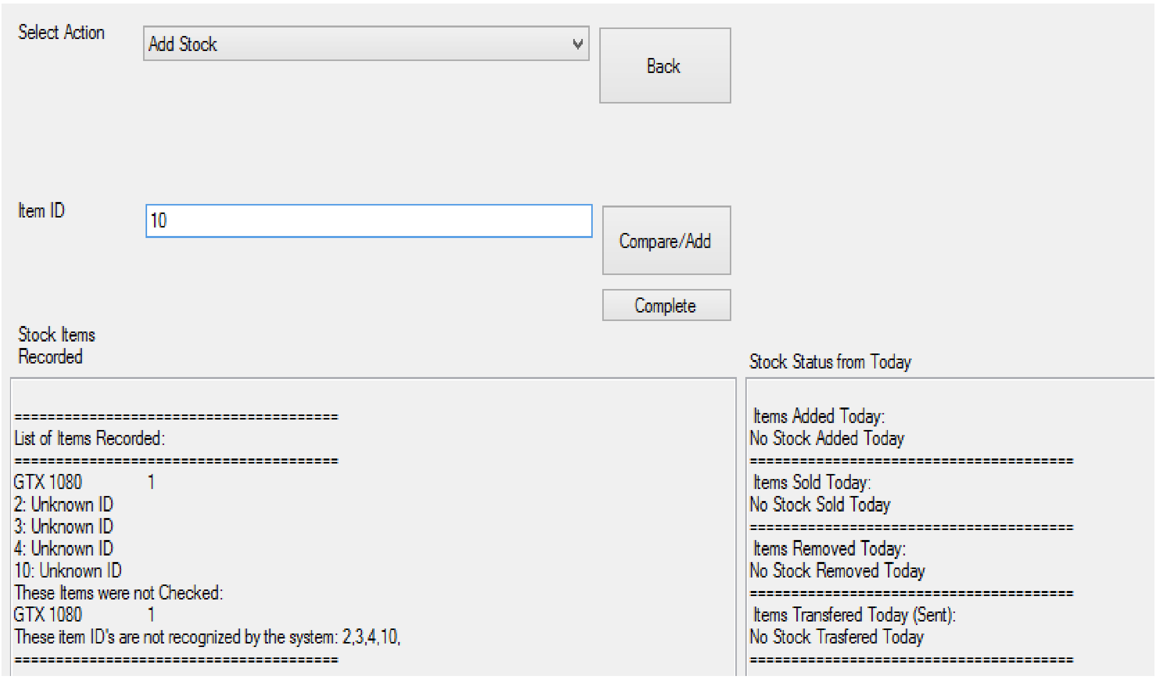
This panel is comprised of the following components:

1. This date picker is used to select the preferred date at which to pull the designated report.
2. This combo box is used to select the preferred branch at which to pull the designated report.
3. This button pulls the stock report for the designated date and branch.
4. This button pulls the orders report for the designated date and branch.
5. This button pulls the sales report for the designated date and branch.
6. This button pulls the technical report for the designated date and branch.

4.4 Stock Form

This Form is the main stock form. On this form the user will be able to access different functions revolving around Stock. The Stock Take system is located on the on the stock form. Here is a preview of the Stock Form with guidelines.

Figure 34: Adding stock



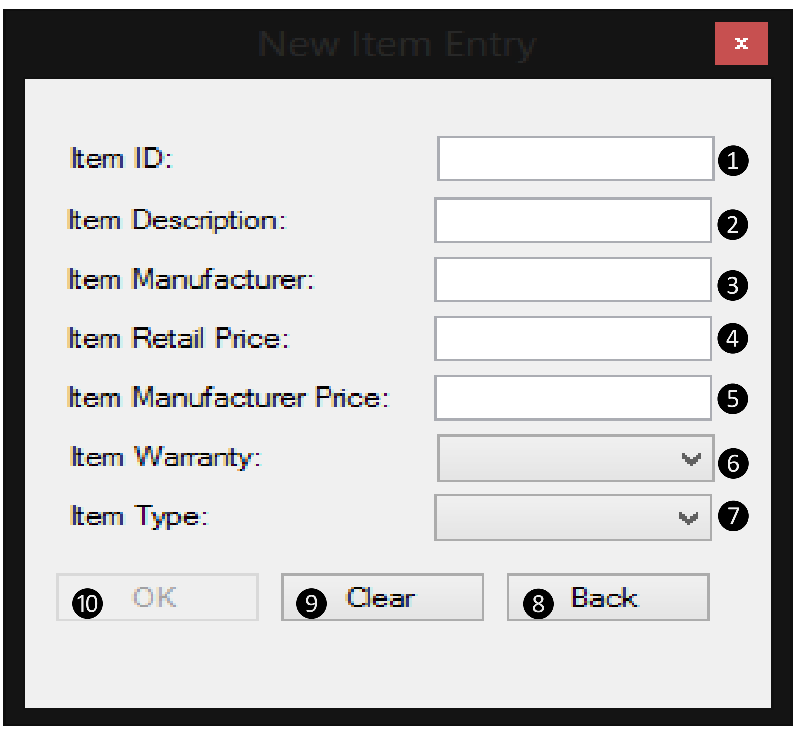
1. Back Button: This button allows the user to go back to the main form and close this form.
2. Compare/Add Button: This button will take the ID scanned in number 7 and compare it to the ID in the system confirming whether the ID is in the system or not. It then displays the information, in number 5, of the item scanned in.
3. Complete Button: This button should only be pressed if the user has completed Stock Take. It will then compare all the IDs scanned in and see whether the IDs are in the system or not. It will display in number 5.
4. Stock Status Display: When the main form is opened, this display will display all info that happened with stock. Stock that has been added, removed, sold and transferred.
5. Stock Items Display: This is the stock take display. Here all the information from the item scanned in will be displayed. At the end of the stock take the user will be able to see whether stock is missing or not.
6. Select Action List: This list allows a user to choose from a list of actions including, Add Stock, Remove Stock, Transfer Stock, Find Stock and Update Stock.

7. Item ID input box: This input box allows the user to scan in an ID and click button numbered 2 to add it to the checked list.

4.4.1 Stock Add Form

This form is the stock add form. On this form the user will be able to add stock into the system by scanning in the ID and typing in the item's info from the manifest. Items can only be received through orders and transfers.

Figure 35: Add stock



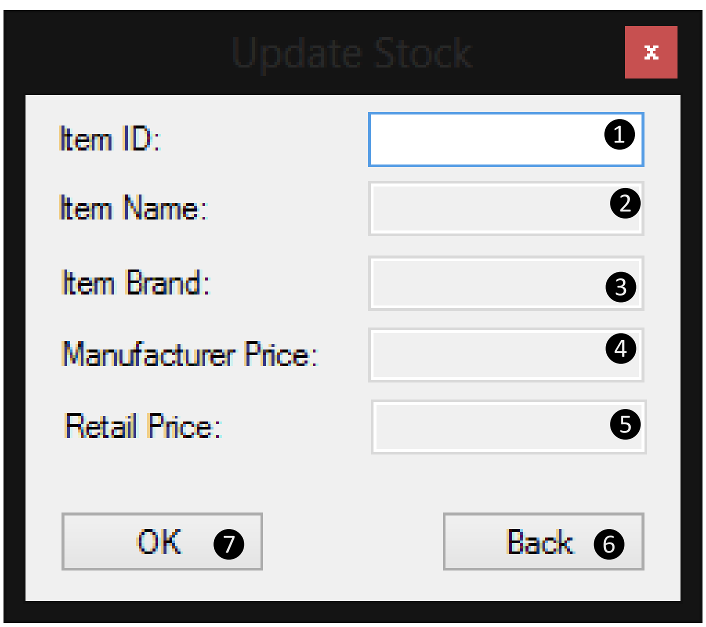
1. Item ID input box: Here the user scans in the barcode of a new item.
2. Item Description input box: Here the user enters the description from the item from the manifest.
3. Item Manufacturer input box: Here the user enters the manufacturer of the item from the manifest.
4. Item Retail Price input box: Here the user enters the selling price.

5. Item Manufacturer Price input box: Here the user enters the price given by the manufacturer.
6. Item Warranty list: Here the user is able to select the warranty (1 to 5 years).
7. Item Type list: Here the user selects the type of item from the following list, RAM, CPU, PSU, GPU, HDD, Mobo (Motherboard), Peripherals (Computer accessories) and Misc.
8. Back Button: This allows the user to navigate back to the *Main Form* and closes this window.
9. Clear Button: This clears all the input boxes except the ID input box.
10. OK button: This button adds the item and all its information into the database.

4.4.2 Update Stock Form

This form is the update stock form. On this form the user will be able to update the retail price of an item.

Figure 36: Update stock



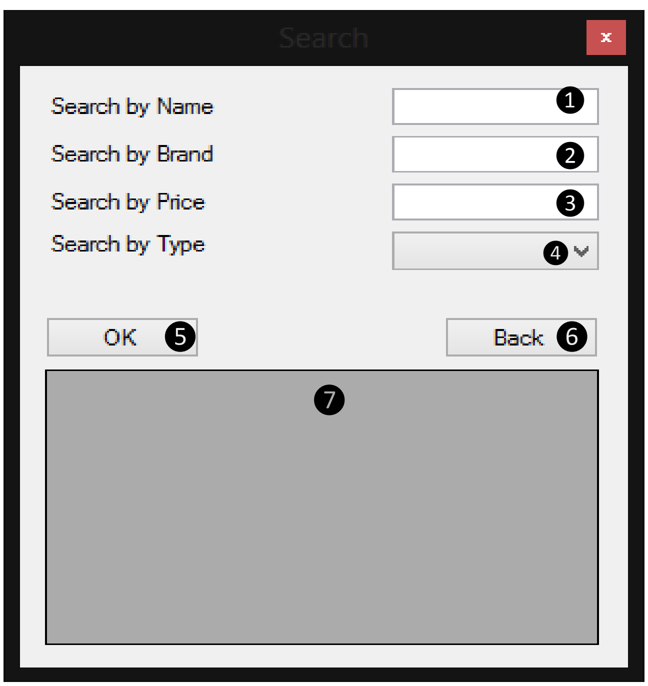
1. Item ID input box: Here the user scans in the barcode of the item the user wishes to update. It will automatically display the information of the scanned in item.
2. Item Name display box: Here the name of the item scanned in will be displayed.
3. Item Brand display box: Here the brand of the item scanned in will be displayed.

4. Manufacturer Price display box: Here the manufacturer price of the item scanned in will be displayed.
5. Retail Price input box: This input box will be enabled if a barcode is scanned in. Here the user can insert a new retail price for the item.
6. Back Button: This button will close this form and navigate back to the *Main Form*.
7. OK Button: This button will update the item with its new retail price.

4.4.3 Stock Search Form

This form is the find stock from. On this form the user will be able to search for an item from the current branch.

Figure 37: Search stock



1. Search by Name input box: Here the user will be able to search for an item based on its name. *Note: Users will only be able to search for an item by one of the four means.
2. Search by Brand input box: Here the user will be able to search for an item based on its brand.

   *Note: Users will only be able to search for an item by one of the four means.

3. Search by Price input box: Here the user will be able to search for an item based on its Price.

   *Note: Users will only be able to search for an item by one of the four means.
4. Search by Type list: Here the user will be able to select an item type from the list and search for items with that type.

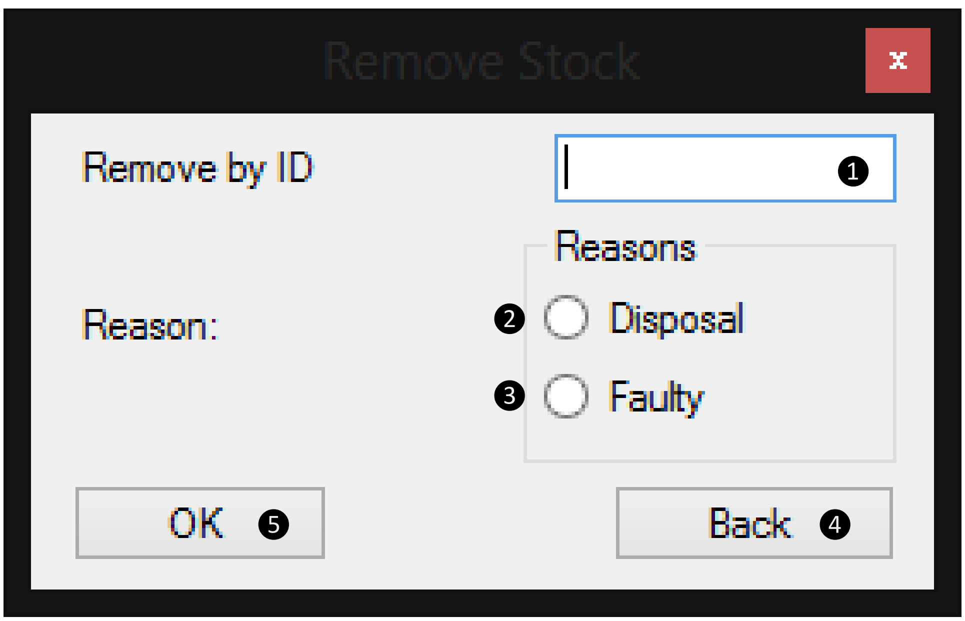
   *Note: Users will only be able to search for an item by one of the four means.
5. OK Button: This button will then confirm the search and display the item in the display box, numbered 7.

   *Note: If no items are found the display box will remain empty.
6. Back Button: This button will allow the user to navigate back to the *Main Form* and close this form.
7. Display Box: Here the user will be able to see the searched items.

4.4.4 Remove Stock Form

Figure 38: Remove stock

move a specific item.



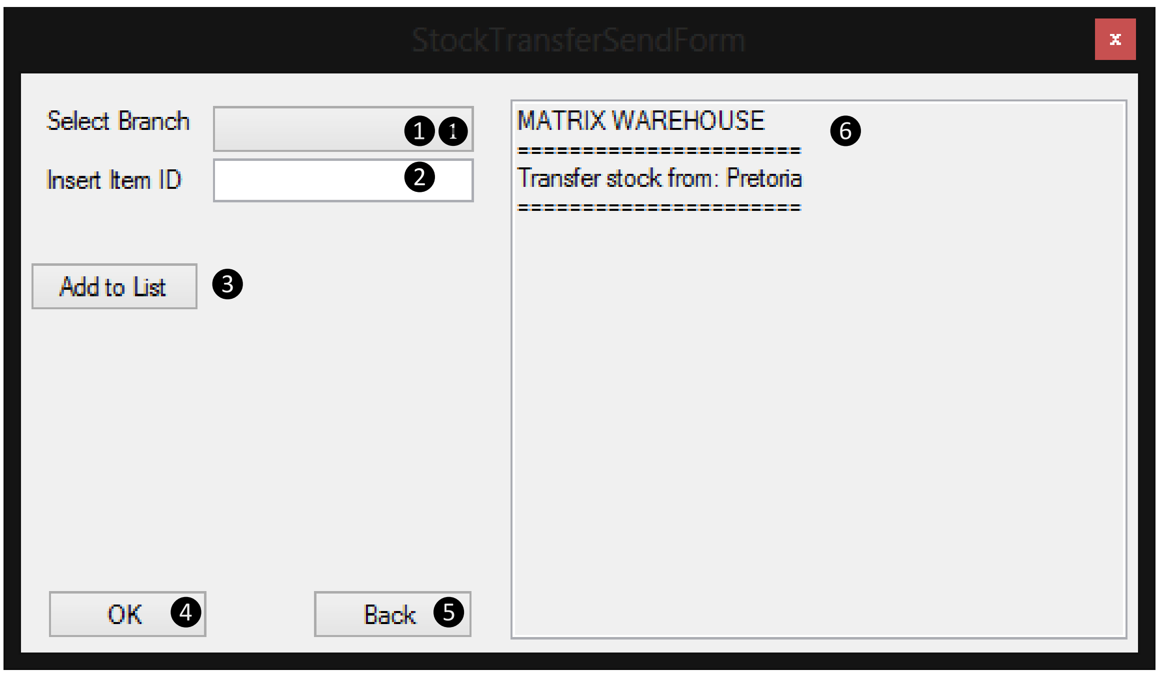
1. Remove by ID input box: Here the user scans in the barcode of the item the user wishes to remove.
2. Disposal tick box: Here the user selects one of two reasons for the removal of the specific item (In this case the item was removed because it will be disposed).

3. Faulty tick box: Here the user selects one of two reasons for the removal of the specific item (In this case the item was removed because it was faulty).
4. Back Button: This button allows the user to navigate back to the *Main Form* and close this window.
5. OK Button: This button will remove the item from the system and complete the removal process.

4.4.5 Send Stock Form

This form is the send stock form. On this form the user will send stock from their current branch

Figure 39: Send stock



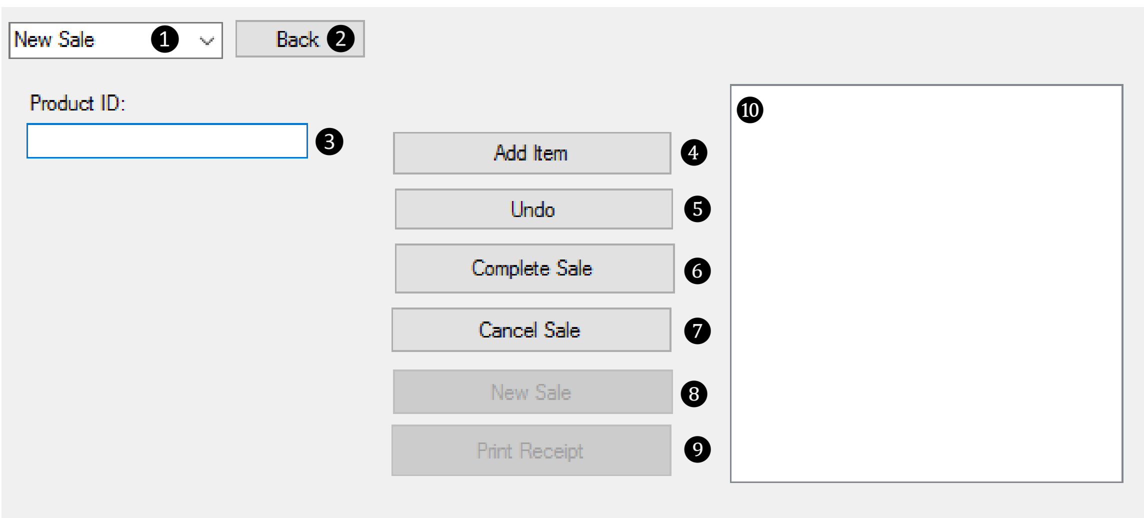
1. Select Branch list: Here the user will be able to select a branch to send stock too.
2. Insert Item ID input box: Here the user will be able to scan in the barcode they wish to transfer to the branch selected in number 1.
3. Add to list Button: This button allows the user to add the items info in the transfer manifest in number 6.
4. OK Button: This button allows the user to confirm the transfer and send it to the other branch.

5. Back Button: This button allows the user to navigate back to the *Main Form* and close this window.
6. Display box: This will display the items up for transfer.

4.5 Sale Form

This form can perform the following functions: make a new sale, make a new custom sale, deal with returns/refunds and to search for a previous sale.
When the Sales button on the *Main Form* is clicked, the following form appears:

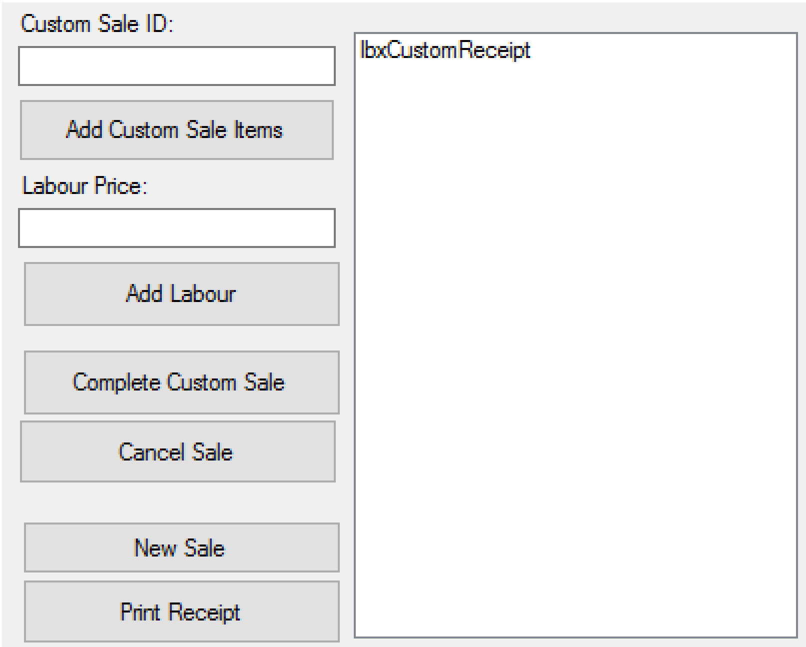
Figure 40: New sale



The form is comprised of the following components:

1. This combo box is used to select between the different functions of the form. By default, the main function will be New Sale.
2. The back button is used to go back to the *Main Form*.
3. This textbox is used to enter the item's barcode.
4. This button adds the item to the sale list.
5. This button removes the last item in the sales list.
6. This button completes the sale.
7. This button deletes all information in the sale list.
8. This button will activate as soon as the sale is completed and allows the user to make a new sale.
9. This button will activate as soon as the sale is completed and allows the user to print a receipt.
10. This textbox is used to show the items list.

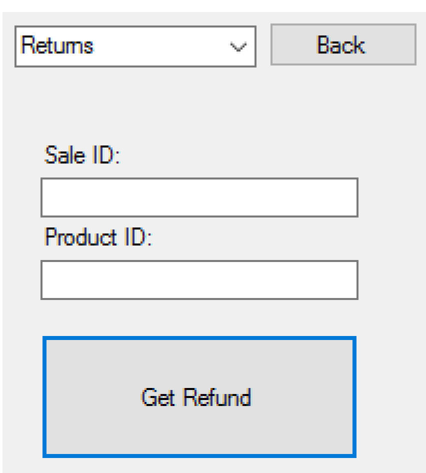
Figure 41: Custom sale



The form is comprised of the following components:

1. This textbox is used to acquire the custom build's reference number.
2. This button is used to add an item to the custom sale list.
3. This textbox allows the user to enter the labour cost associate with the assembly of the custom build.
4. This button adds the labour cost to the total cost of the sale.
5. This button completes the sale.
6. This button deletes all information in the list.
7. This button allows the user to make a new custom build sale.
8. This button allows the user to print a receipt.
9. This textbox is used to show the items list.

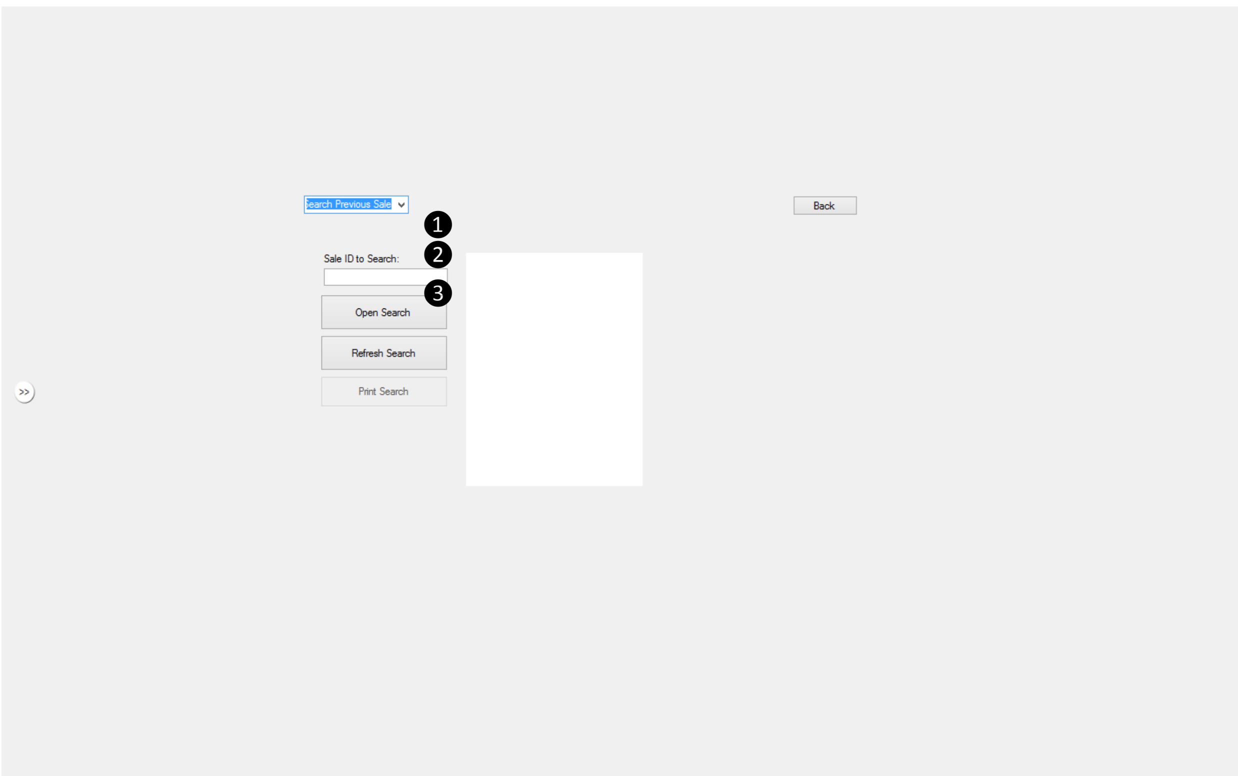
Figure 42: Refunds



The form is comprised of the following components:

1. This textbox is used to acquire the sale reference number.
2. This textbox is used to enter the item's barcode.
3. This button retrieves the date at which the item was sold, to determine if the length of time that has elapsed is within 14 workdays.

Figure 43: Previous Sale



The form is comprised of the following components:

1. This combo box is used to acquire the sales receipt's reference number.
2. This button is used to open and display the chosen receipt.
3. This button allows the user to print the receipt that is currently on display.

4.6 Order Form

This form is used to order items either for a customer or for the branch itself. All orders will be stored in the database and when they arrive they will be received in stock. If the order is a special order (an order for the customer), the customer will be notified via email that their item has arrived.

Figure 44: Add Order

The form is comprised of the following components:

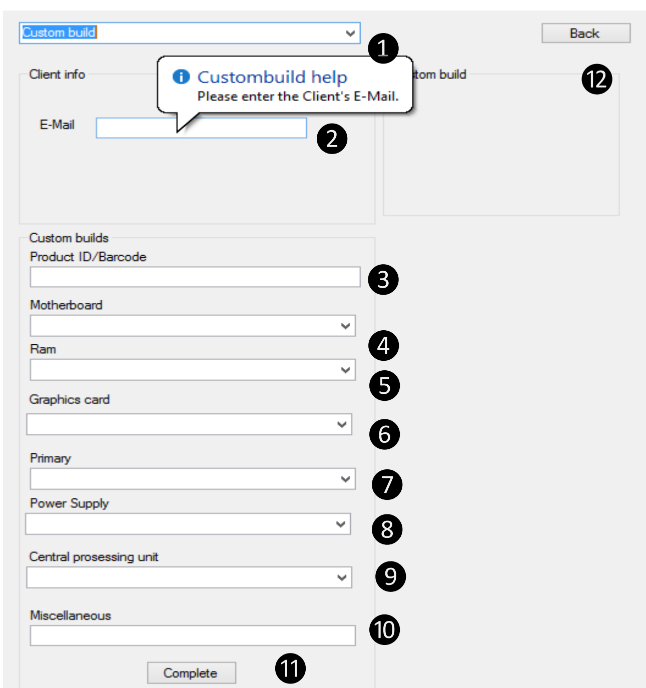
1. This combo box is used to select between the different functions of the form. By default, the main function will be Order for this Matrix Branch/Special Order.
2. The back button is used to go back to the *Main Form*.
3. This textbox is used to enter the name of the manufacturer; orders are limited to one manufacturer. If the user wants to send another order to a new manufacturer, they will first have to complete the first order to be able to change the manufacturer.
4. This textbox is used to enter the product's name (excluding the manufacturer name).
5. This textbox is used to enter the price of each individual item in the order.

6. This textbox is used to enter the quantity of the specific item to be ordered.
7. This button adds the item to the order list according to the entered information (This does not finalize or place the order. Only when the button, numbered 11 in *Figure 44*, is pressed will the order be placed. All orders will be kept until the end of the day, at which the manufacturer will be mailed with all of the orders specific to them).
8. This button removes the previous item from the order.
9. This button cancels the order, if the user wishes not to place the order.
10. This textbox shows all the information regarding the order.
11. This button places the order that is made and then stores it in the database.
12. This checkbox specifies whether or not the order is a special order.
13. The client's email address (only available if the order is a special order) from which the client wants to be notified when the order has arrived.

4.6.1 Technical Custom Builds Form

This Form is the technical custom builds form. On this form the user will be able to add a custom build for the user. If some items are not listed the program will take the user to the Order Form. If not stock requires and order the user will be notified that a custom build was made.

Figure 45: Custom Builds

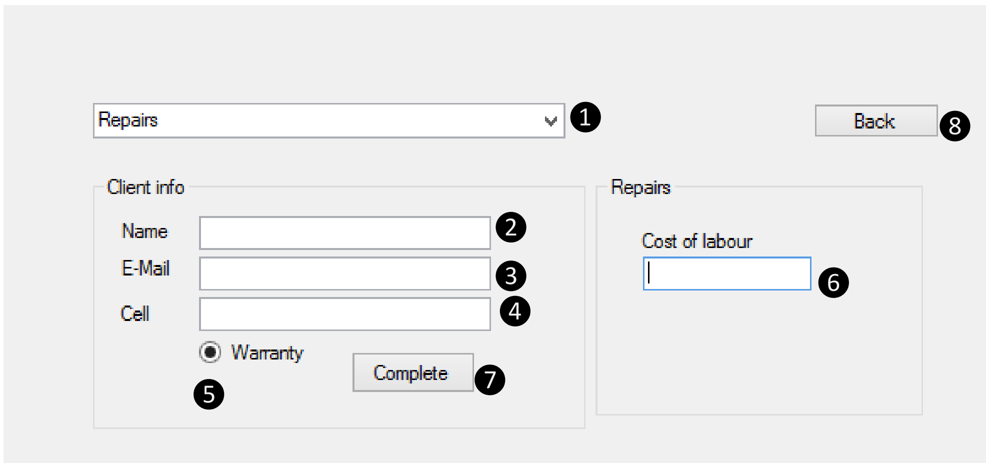


1. Action list: Here the user can choose what action to execute. The list contains Custom Builds, Repairs and Review Repairs. The selected item's information will be displayed.
2. Email input box: Here the user enters the email address of the customer for later use.
3. Product ID input box: Here the user scans in the ID of the Item that can be added to the custom build. For example, if the ID scanned in is the ID of a motherboard, its name will be inserted in 4, the motherboard input box.
4. Motherboard input box: Here the user may choose from a list of motherboards to be used in the custom build.
5. RAM input box: Here the user may choose from a list of RAM to be used in the custom build.
6. Graphics Card input box: Here the user may choose from a list of graphics cards to be used in the custom build.
7. Primary input box: Here the user may choose from a list of primary hard drives to be used in the custom build.
8. Power Supply input box: Here the user may choose from a list of power supplies to be used in the custom build.
9. Central processing unit input box: Here the user may choose from a list of CPUs to be used in the custom build.
10. Miscellaneous input box: Here the user may choose from a list of Miscellaneous items to be used in the custom build.
11. Complete button: The user may press this button to complete the custom build. If an input box has no item listed or selected, the user will be sent to the order form.
12. Back button: This allows the user close this form and navigate back to the main form.

4.6.2 Technical Repairs Form

This form is the technical repairs form. On this form the user will be able to make a repair request for a client. The repair may later be put up for completion and collection. The client will be notified once the repair is complete. If no warranty was found for the item and order for the item

Figure 46: Repairs

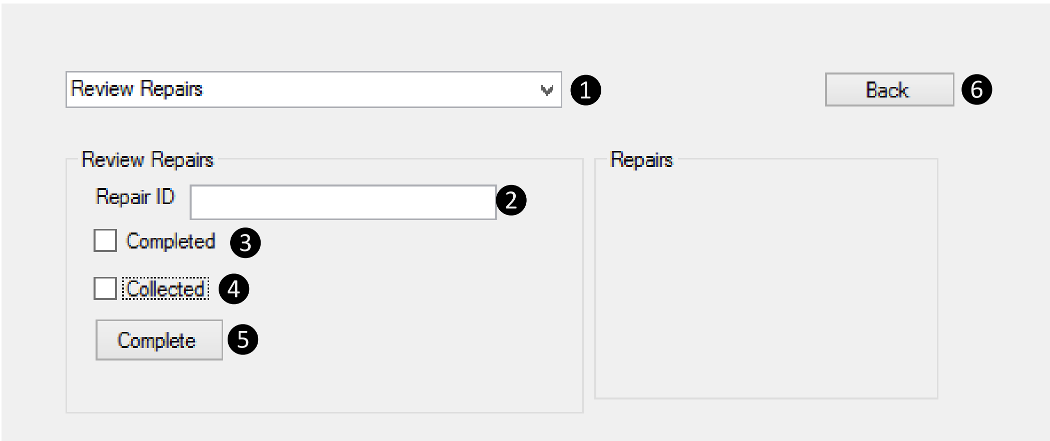


1. Action list: Here the user can choose what action to execute. The list contains Custom Builds, Repairs and Review Repairs. The selected item's information will be displayed.
2. Name input box: Here the user needs to insert the client's name for the repair.
3. Email input box: Here the user needs to insert the client's email for the repair.
4. Cell input box: Here the user needs to insert the client's cell phone number for the repair.
5. Warranty tick box: The user needs to check this box if the client has a warranty for the item that needs to be repaired.
6. Labour input box: Here the user needs to enter the amount of the labour cost.
7. Complete button: The user may press this button once all the information for the repair statement is entered. This button will complete the repair function.
8. Back button: The user may press this button to close this form and navigate back to the main from.

4.6.3 Technical Repair Review Form

This form is the Technical Repair Review Form. On this form the user will be able to mark a repair as completed and as collected.

Figure 47: Repair Review



1. Action list: Here the user can choose what action to execute. The list contains Custom Builds, Repairs and Review Repairs. The selected item's information will be displayed.
2. Repair ID input box: Here the user inputs the Repair ID. The system will then check to see if the ID is valid.
3. Completed tick box: The user only needs to check this tick box once the Repair is complete. This will also email the client that the repair is ready for collection.
4. Collected tick box: The user only needs to check this tick box once the Repaired item is collected. This will tell the system that the repair record is ready to be removed from the system.
5. Complete button: The user may press this button once all information is selected. This will update the repair statement.
6. Back button: The user may press this button to close this form and navigate back to the main form

5. Step-by-step guide

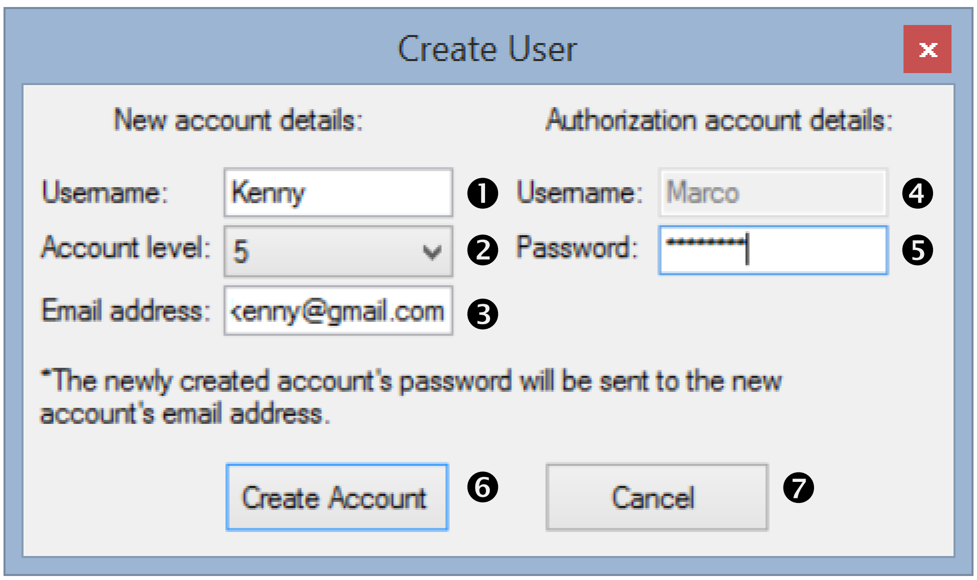
The following is a step-by-step guide to perform certain tasks on the system:

5.1 Main Form

5.1.1 Adding a user

To add a new user to the system, the administrator will have to navigate to the *Add user* window (discussed in section 3.4.1.1).

Figure 48: Step-by-step, add user



Once the administrator is presented with the window, the following information can be entered to create a new user:

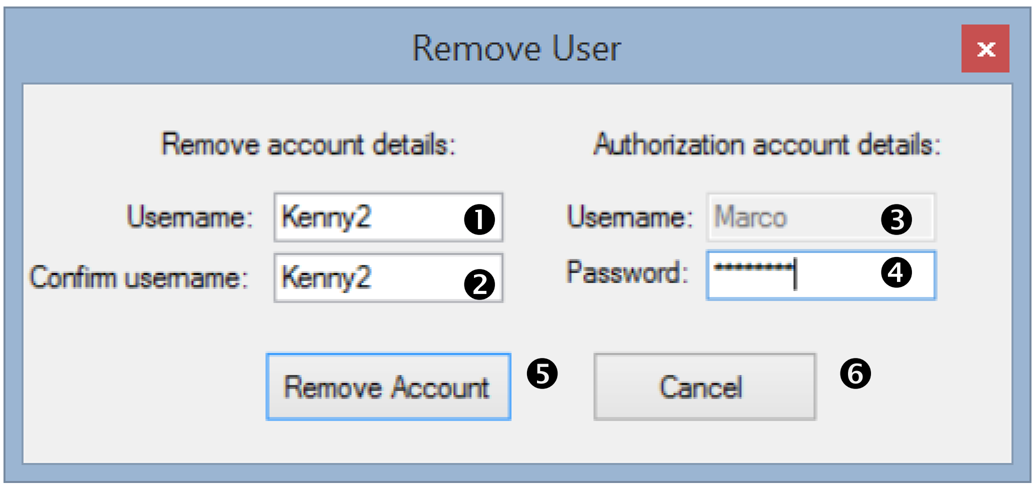
1. Username: In this case “Kenny”.
2. Account level: In this case *5.*
3. Email address: In this case Kenny@gmail.com
4. Currently logged in administrator: In this case “Marco”.
5. Currently logged in administrator’s password: *Concealed*

Once all of the fields (1-7, as numbered in *Figure 19*), the “Create account” button will be available to the user. Clicking this button will add the new user (in this case the user: “Kenny”) to the system, given that the user name is not already taken.

5.1.2 Removing a user

To remove a user from the system, the administrator will have to navigate to the *Remove user* window (discussed in section 3.4.1.2).

Figure 49: Removing a user



Once the administrator is presented with the window, the following information can be entered to remove a user:

1. Username: In this case “Kenny2”
2. Username confirmation: In this case “Kenny2”
3. Currently logged in administrator: In this case “Marco”
4. Currently logged in administrator’s password: *Concealed*

Once all of the fields are filled with valid information, the system will remove the user with the user name “Kenny2”, given that the user exists in the system, at the administrator’s branch.

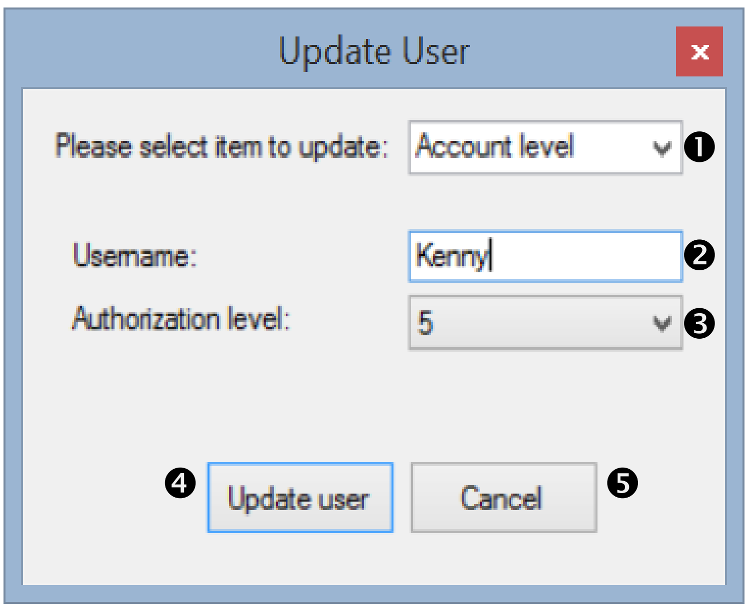
5.1.3 Updating an employee

To update an existing user in the system, the administrator will have to navigate to the *Update user* window (discussed in section 3.4.1.3).

5.1.3.1 Updating user account level

The following window can be reached by selecting the “Account level” item in the item numbered 1 in *Figure 50*. From this screen the administrator will be able to update the user’s account level.

Figure 50: Update account level



Once the administrator is presented with the *Update employee* window, he will be able to enter the following information (in the account level section):

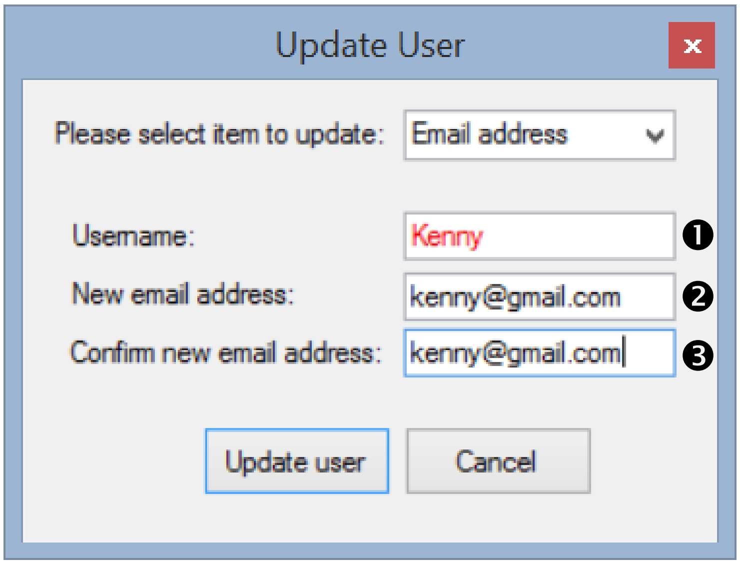
1. User name: The user name of the user he wants to raise/lower the account level for, in this case “Kenny”.
2. Authorization level: The level the user “Kenny”’s account level will be after updating the account.

Once valid information is entered, the *Update user* button will be available to the administrator. Clicking it will update the user “Kenny”’s account level to a level of 5, given that the user account exists.

5.1.3.2 Updating user email address

This window can be reached by selecting the "Email address" in the item numbered 1 in *Figure 51*. This will allow the administrator to update a user's email address.

Figure 51: Update email address



The form can be completed by entering the following information:

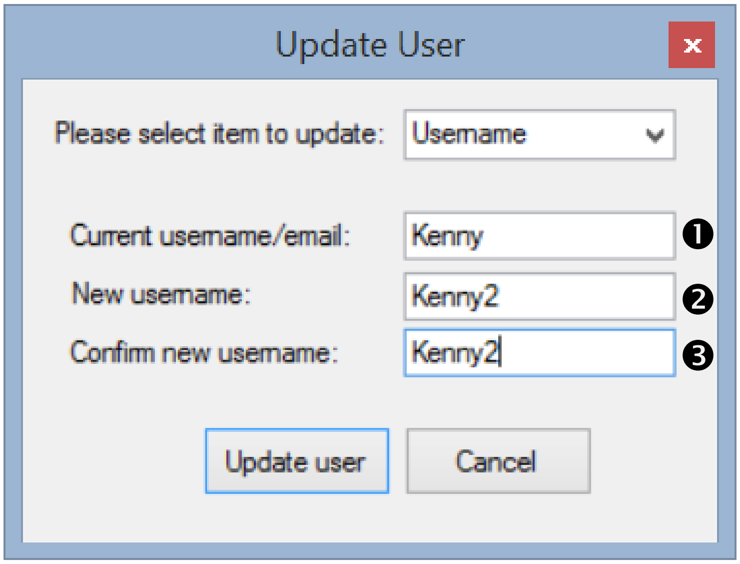
1. User name: The user name of which the email address should be updated for, in this case the user "Kenny".
2. New email address: The new email address to be associated with the account "Kenny".
3. Confirm email address: Confirmation of the new email address, in this case kenny@gmail.com.

Once all of the fields are filled with valid information, the system will allow the administrator to click the *Update user* button. If the user exists, the email address will be updated.

4.3.3 Updating username

The following window can be obtained by selecting the "Username" item of the item numbered one in *Figure 52* this window will allow the administrator to update an existing user account's user name.

Figure 52: Updating user name

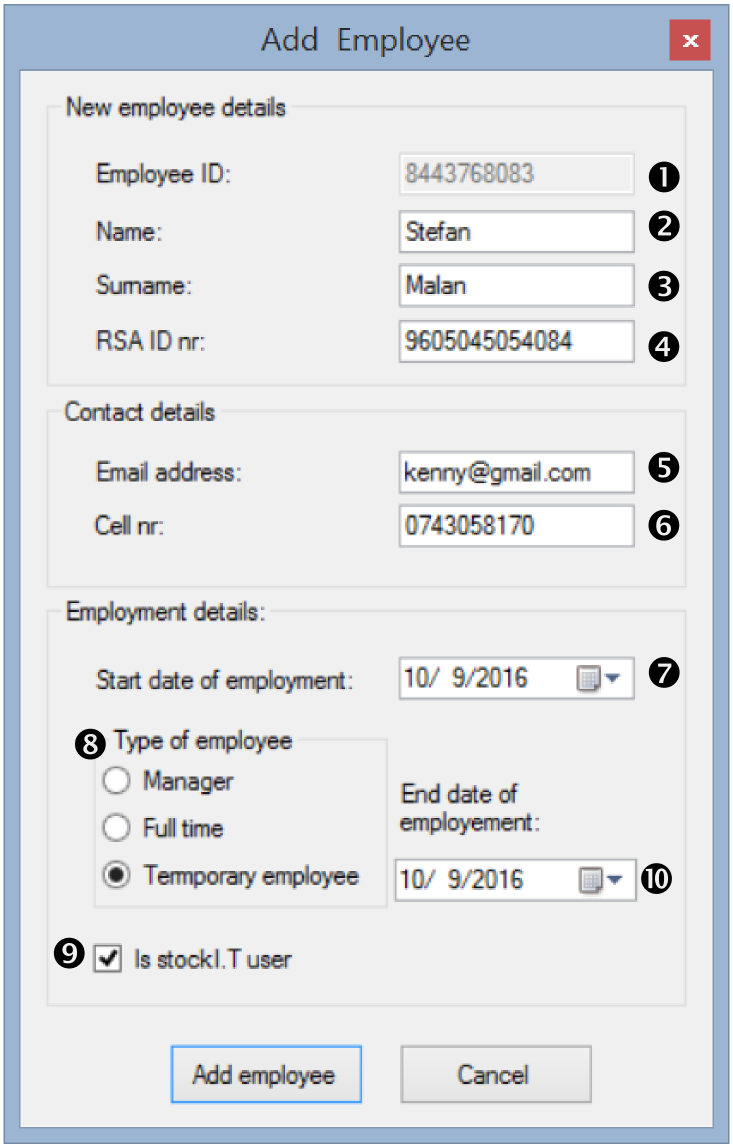


The form can be completed as above, given that the new user name of the current user “Kenny” should be updated to “Keny2”.

5.1.4 Adding an employee

The following window can be reached by clicking the “Add employee” button in the *admin panel*. This window will allow the administrator to add new employees at his branch.

Figure 53: Adding an employee



The *Add employee* window can be completed in the following way:

1. Employee ID: The computer generated employee ID provided to the employee, in this case “8443768083”.
2. Name: The name of the employee to be added, in this case “Stefan”.
3. Surname: The surname of the employee to be added, in this case “Malan”.
4. RSA ID nr: The government issued ID nr of the employee to be added, in this case “9605045054084”.
5. Email address: The email address of the employee to be added, in this case kenny@gmail.com.

6. Cell nr: The cellphone number of the employee to be added, in this case “0743058170”.
7. Stat date of employment: The date at which the employee will start working at the company, in this case 10/09/2016.
8. Type of employee: The type of the employee, in this case a temporary employee.
   Since this is a temporary employee, the administrator will have to select the date until which the employee will be working at the company.
9. End date of employment: The date until which the employee will be employed at the company, in this case 10/09/2016.
10. Is stockI.T user: Whether or not the employee will use the system, in this case the user will use the system.

Once all of the fields are filled with valid information the administrator will be able to click on the *Add employee* button, which will add the employee to the system. After the employee has successfully been added to the system, the will receive an email containing details of their employment.

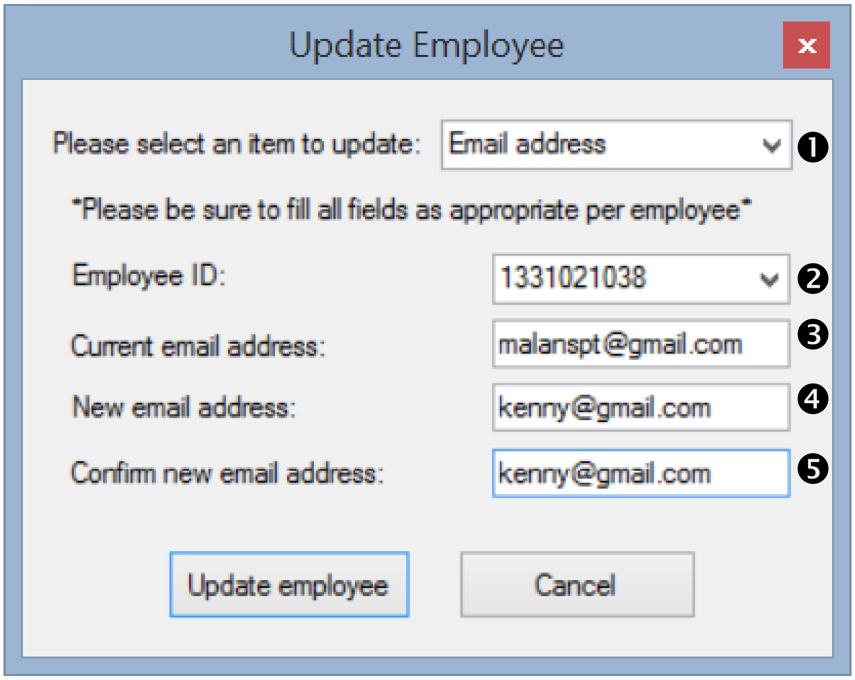
5.1.5 Updating employees

The *Update employee* window can be reached by clicking on the *Update employee* button in the *admin panel*. This will allow the administrator to update existing employees’ information.

5.1.5.1 Updating employee email address

The administrator will be able to update the employee’s email address by selecting the item “Email address” numbered 1 in *Figure 54.* The form can be completed as follows:

Figure 54: Update employee email address



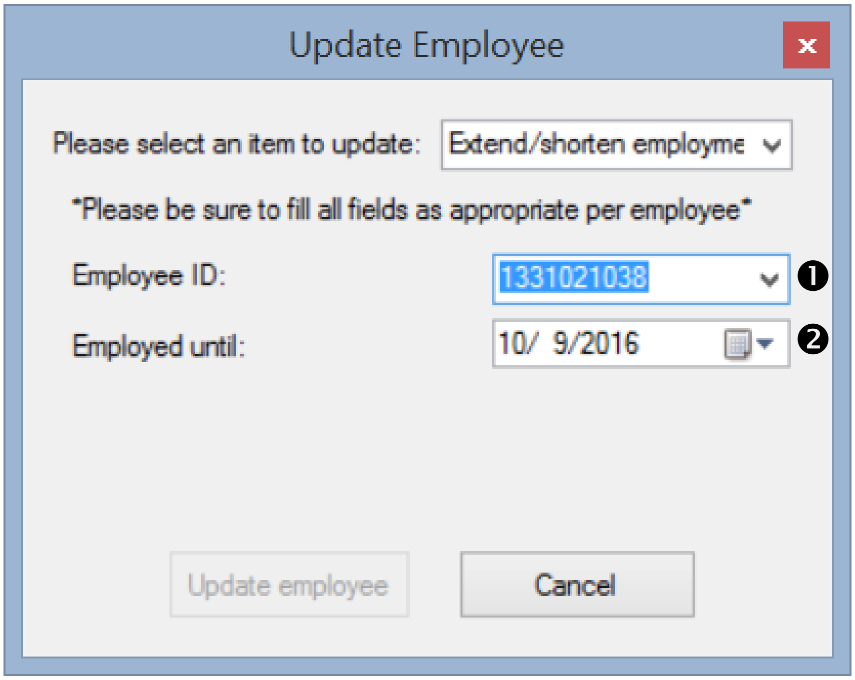
1. Employee ID: The employee ID provided to the employee, in this case “1331021038”.
2. Current email address: The current email address of the employee, in this case malanspt@gmail.com.
3. New email address: The new email address of the employee, in this case kenny@gmail.com.
4. Confirm email address: Confirmation of the entered email address

Once all of the fields are filled with valid values, the administrator will be able to click on the *Update employee* button, which will update the employee’s information.

4.5.2 Updating employee employment

This window can be reached by selecting the “Extend/shorten employment” option in the item numbered 1 in *Figure 55.*

Figure 55: Extend/shorten employment



The form can be completed in the following way:

1. Employee ID: The computer generated employee ID provided to the employee, in this case “1331021038”.
2. Employed until: The date until which the employee will be employed at the company, in this case 10/09/2016.

Once the fields have valid information, the administrator will be able to click the *Update employee* button, which will update the employee’s information.

Updating the employee’s cellphone number and surname is similar to the updates mentioned above, but applicable to these windows:

Figure 56: Updating employee cellphone number

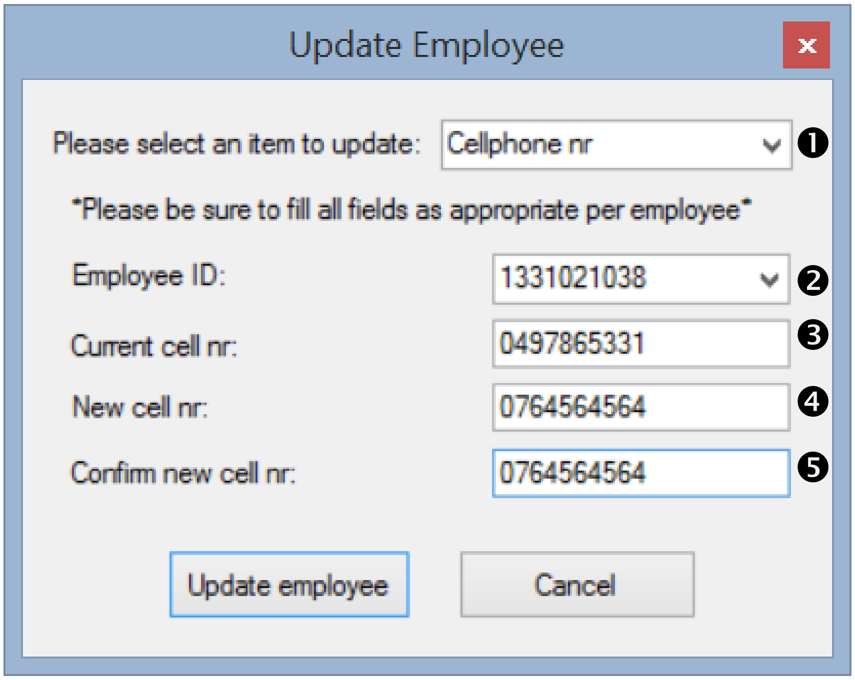
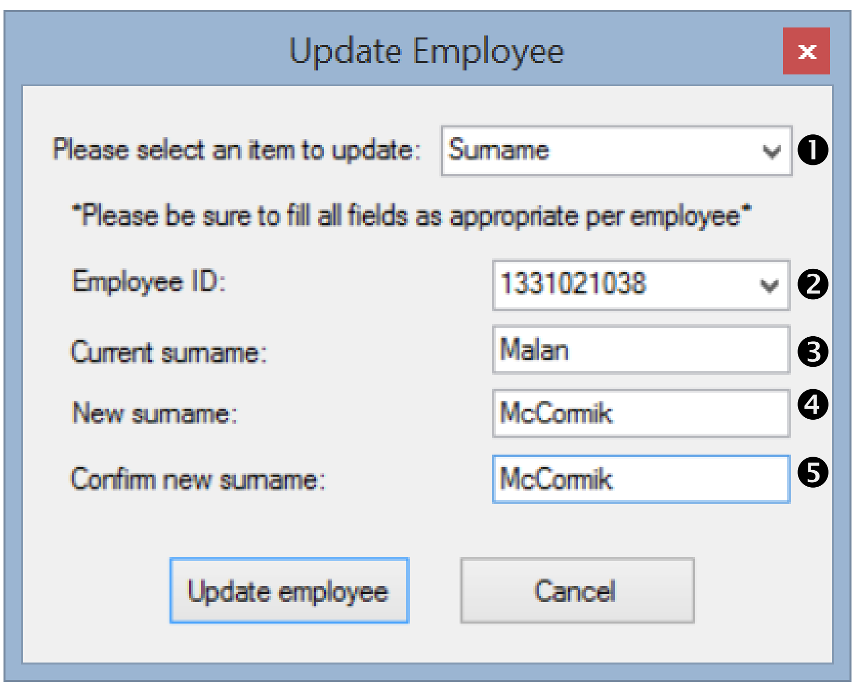


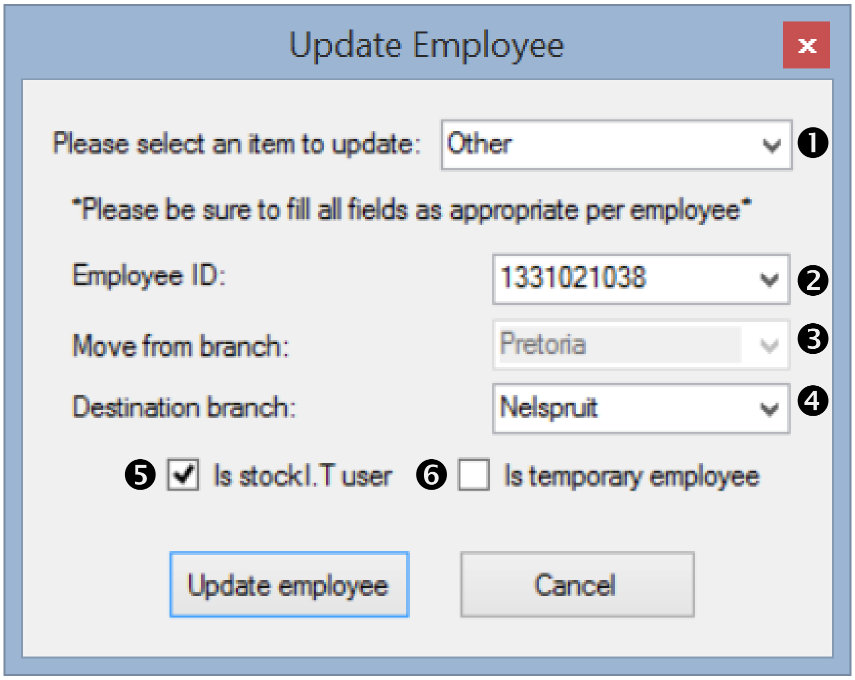
Figure 57: Updating employee surname



5.1.5.2 Updating the “Other” of employees

The following window can be reached by changing the item numbered 1 in *Figure*. This window will allow the administrator to update more details about the employee.

Figure 58: Updating employee "Other"



The form can be completed in the following way:

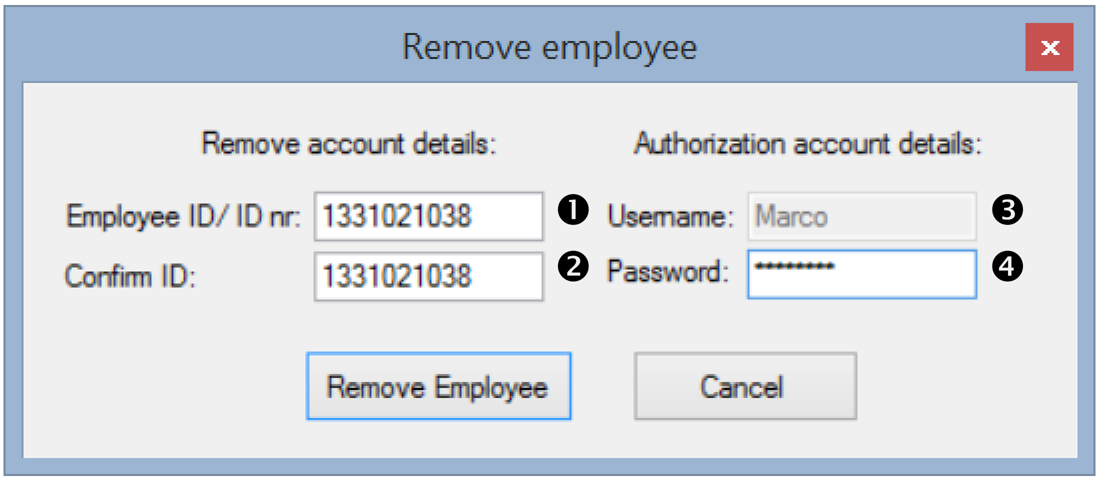
1. Employee ID: The computer generated employee ID provided to the employee, in this case “1331021038”.
2. Move from branch: Move an employee from the branch displayed. Only employees at a “HQ” branch are able to edit this field.
3. Destination branch: The branch to which the employee should be removed, in this case “Nelspruit”.
4. Is stockI.T user: Indicated whether or not the employee will use the system, in this case the user will. If the system detects that the employee will use the system, but no user account is found associated with the employee, the system will automatically navigate the administrator to the *Add user* window (see section 4.1).
5. Is temporary employee: Indicated whether or not the employee is a temporary employee.

Once all of the fields are filled with valid information, the administrator will be able to click the *Update employee* button, which updates the employee's information.

5.1.6 Removing an employee

To remove an employee, the administrator will have to navigate to the *Remove employee* button located in the *Admin panel*. This window will allow the administrator to remove existing employees.

Figure 59: Removing an employee



The form can be filed in as follows:

1. Employee ID: the computer generated employee ID provided to the employee, in this case "1331021038".
2. Confirm ID: Confirmation of the entered employee ID.
3. Currently logged in administrator: The currently logged in administrator, which limits this action to the currently logged in user, in this case "Marco".
4. Currently logged in administrator's password: The password of the currently logged in administrator, in this case *concealed*.

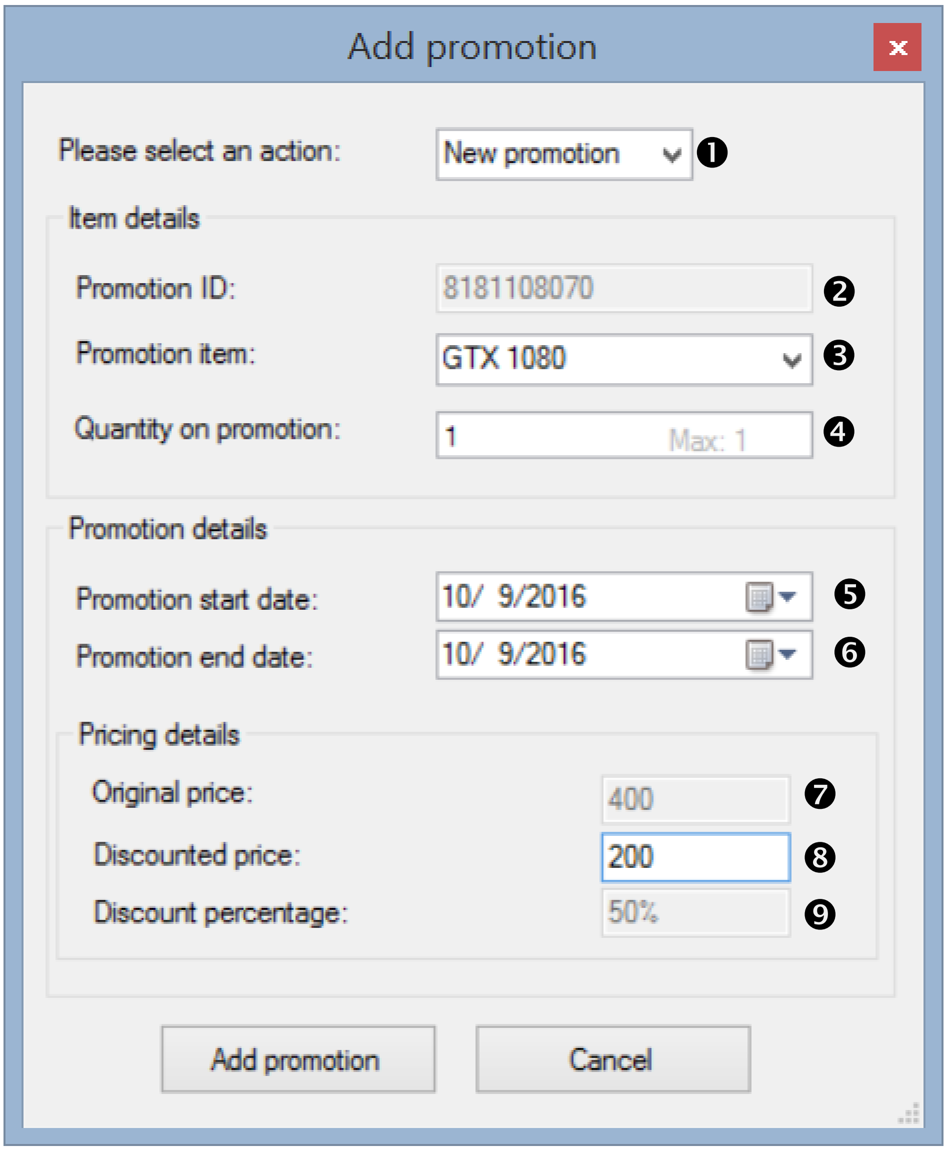
Once all of the entered information is valid, the administrator will be able to click on the *Remove employee* button, which will remove the employee from the system.

5.1.7 Promotions

The following window can be reached by navigating to the *Promotions* button in the *Admin panel*. This window will allow the employee to add/ edit promotions at his branch.

5.1.7.1 Adding a promotion

Figure 60: Adding a promotion



The form can be completed in the following way:

1. Promotion ID: The computer generated ID for the promotion, in this case “8181108070”.

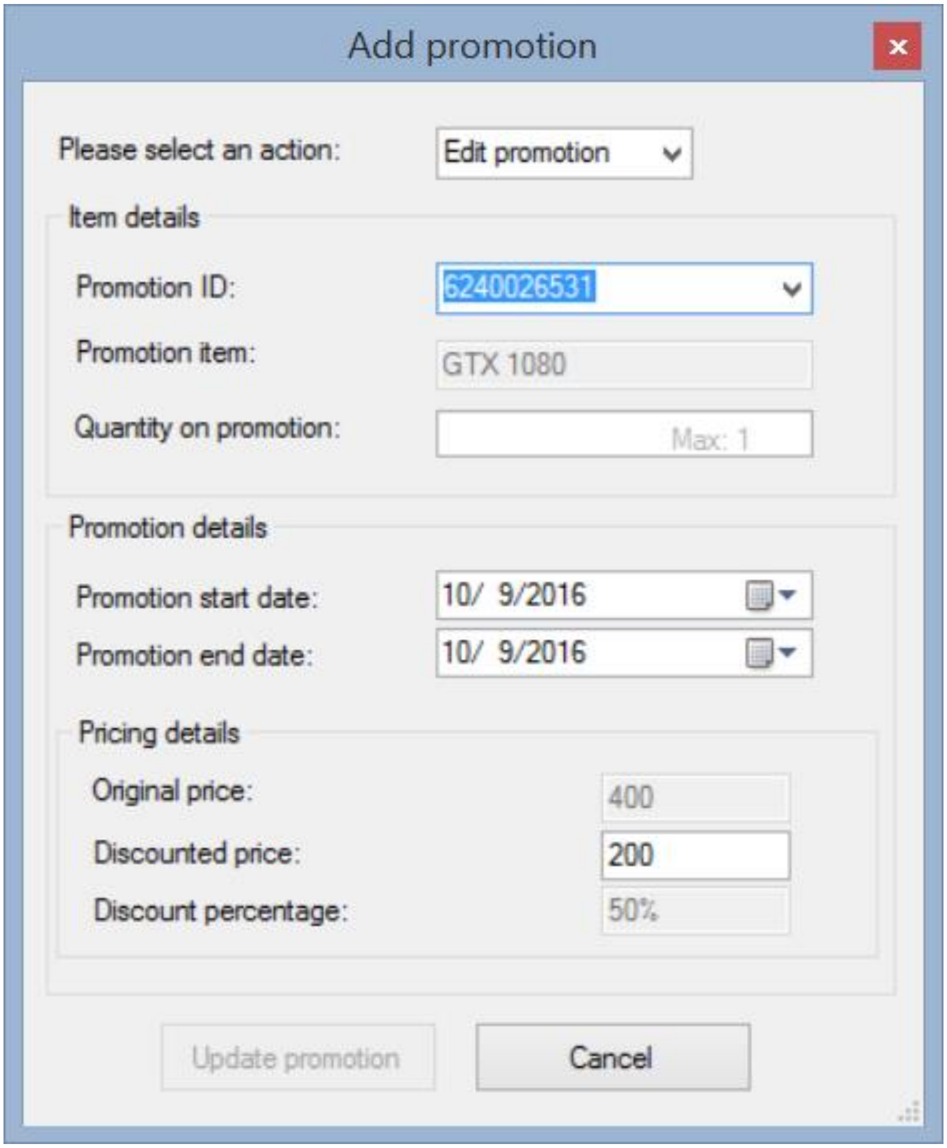
2. Promotion item: The item to be set on promotion, in this case “GTX 1080”.
3. Quantity on promotion: The quantity of the item to be placed on promotion, in this case 1. This cannot be more than the value indicated by the “Max” amount on the field.
4. Promotion start date: The date on which the promotion will start, in this case 10/09/2016.
5. Promotion end date: The date until which the item will be on promotion, in this case 10/09/2016.
6. Original price: The original price your company as prices the item as, in this case 400.
7. Discounted price: The price the item will have whilst on promotion, in this case 200.
8. Discount percentage: An indication of the percentage discount the item will have while on promotion.

Once all of the fields are filled with valid values, the administrator will be able to click on the *Add promotion* button, which will add the promotion to the system.

4.6.2 Editing a promotion

The administrator will be able to edit existing promotions by changing the actions he wants to perform on the *Promotions* window.

Figure 61: Edit promotion

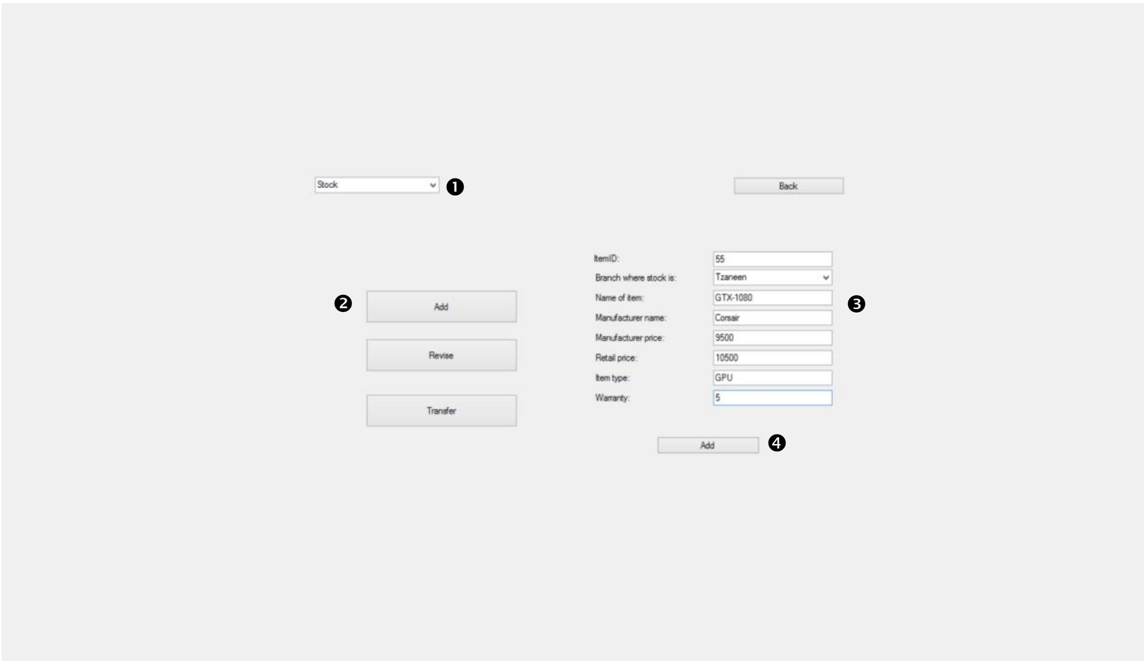


The form will automatically be filled with details of the existing promotion (except for the quantity on promotion). The user can edit any detail of the promotion, except the item on promotion.

5.2 Headquarters Form

5.2.1 Stock

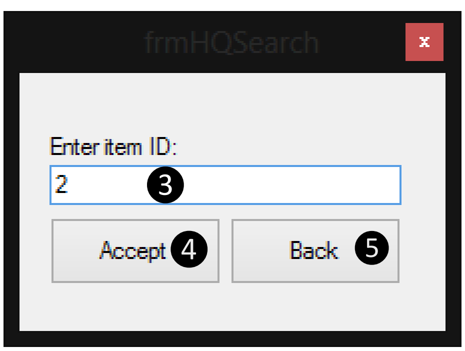
Figure 62: Add Stock Step-By-Step



The add stock sub-function can be completed the following way:

1. Select the stock main function in the combo box.
2. Click on the add button.
3. Fill in all the textboxes to enable the bottom add button.
4. Click on the add button when it is enabled to finalize the action.

Figure 63: Revision of Stock Step-By-Step



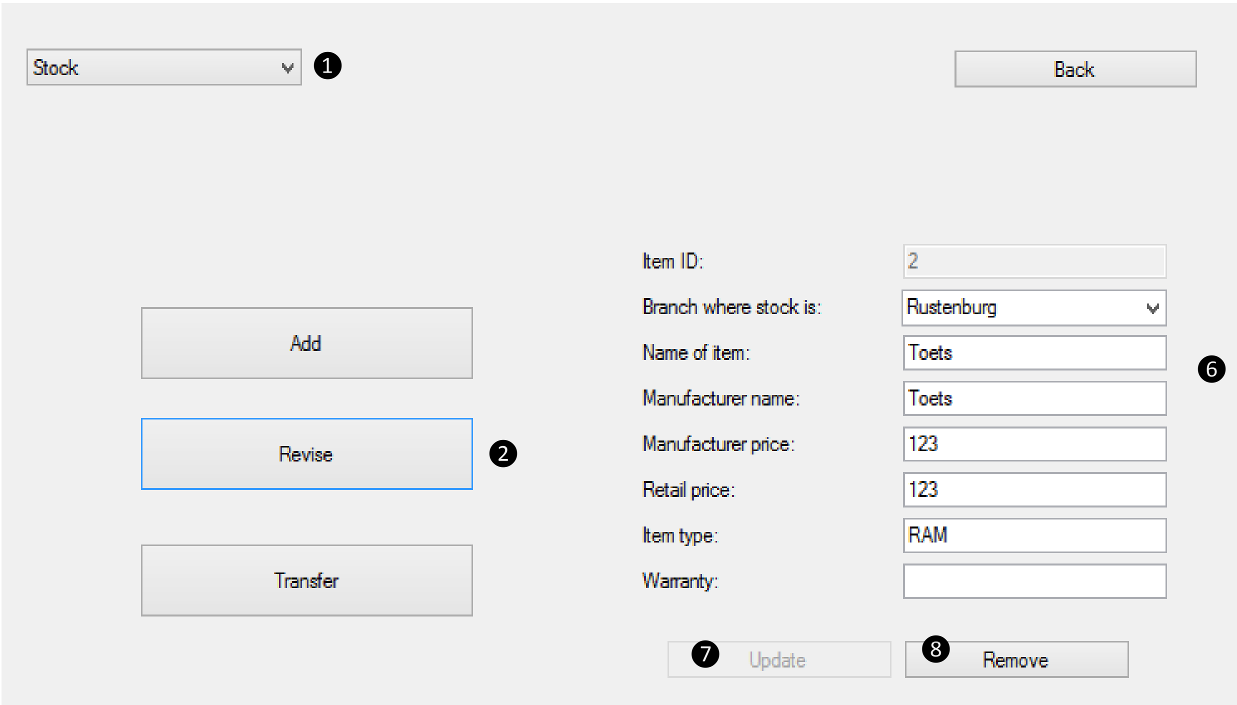
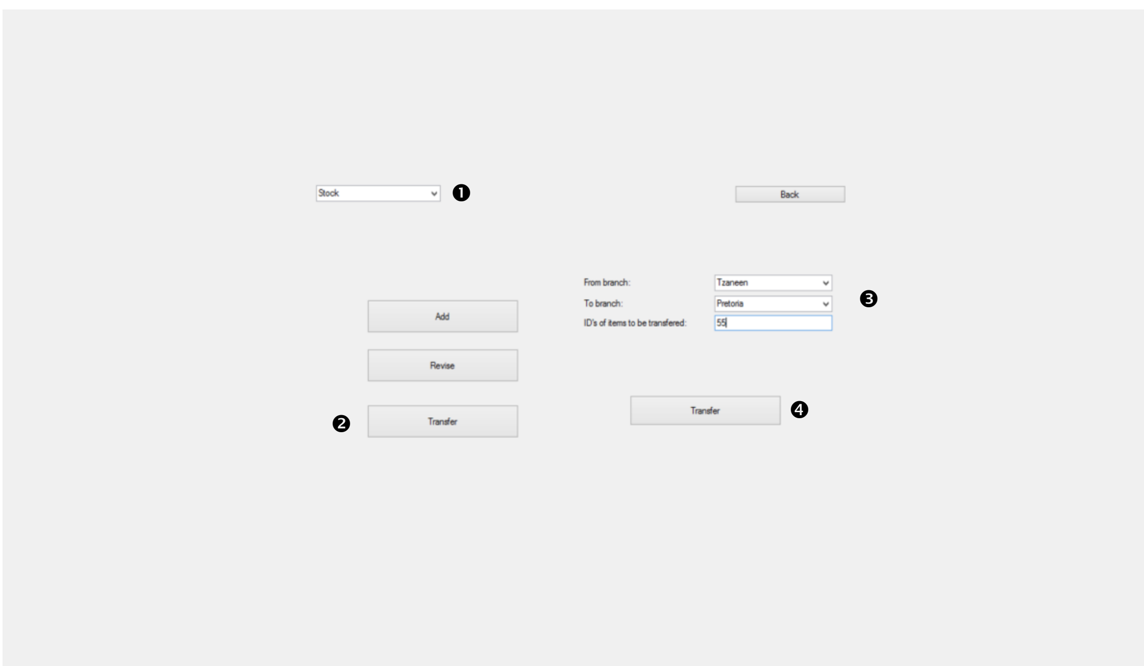


Figure 64: Transfer Stock Step-By-Step



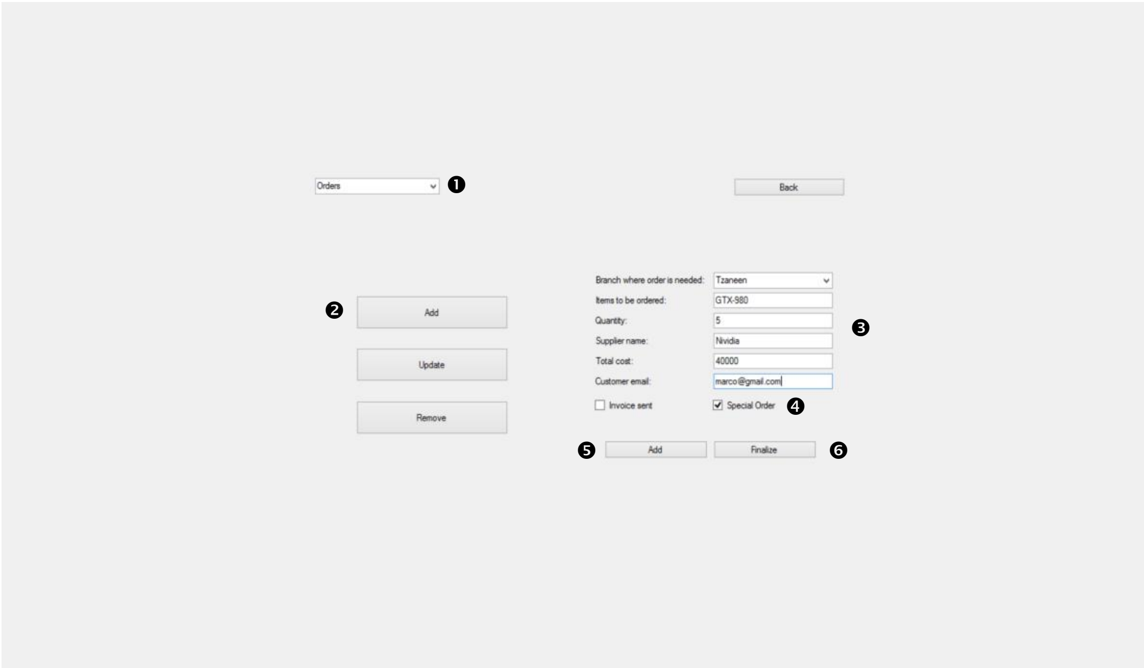
The transfer stock sub-function can be completed the following way:

1. Select the stock main action in the combo box.
2. Click on the transfer button.

3. Fill in all the textboxes to enable the bottom transfer button.
4. Click on the transfer button when it is enabled to finalize the action

5.2.2 Order

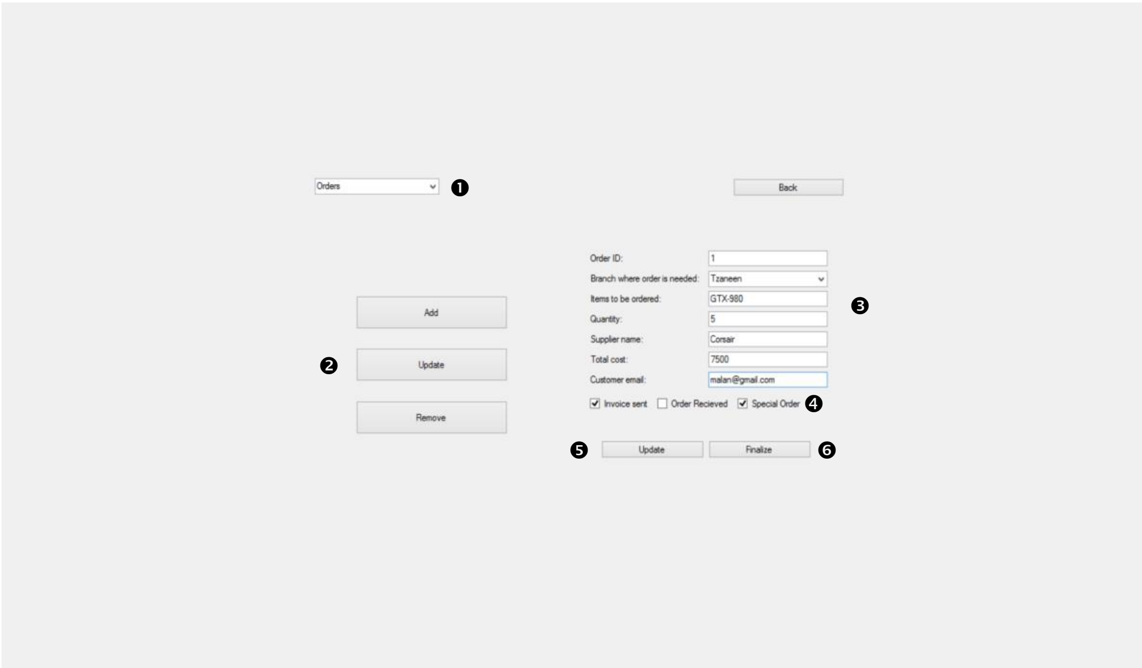
Figure 65: Add Order Step-By-Step



The add order sub-function can be completed the following way:

1. Select the orders main function in the combo box.
2. Click on the add button.
3. Fill in all the textboxes to enable the bottom add and finalize buttons.
4. Check the special order checkbox to enable the customer email text box.
5. Click on the add button when it is enabled to add the data to the order list.
6. Click on the finalize button to finalize the action.

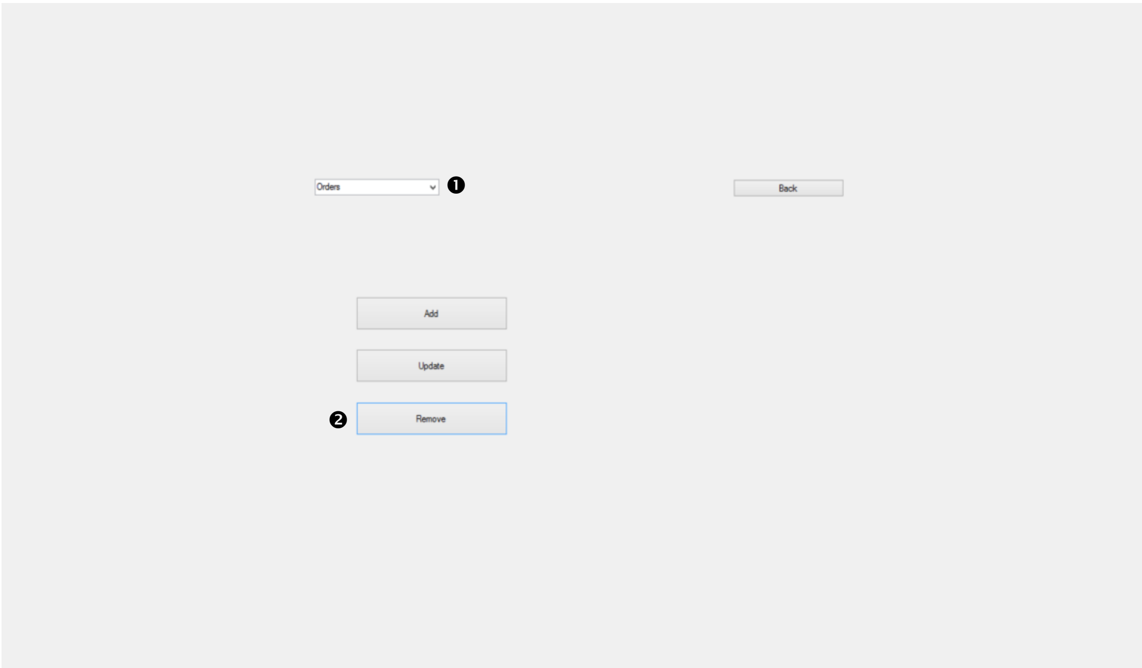
Figure 66: Update Orders Step-By-Step

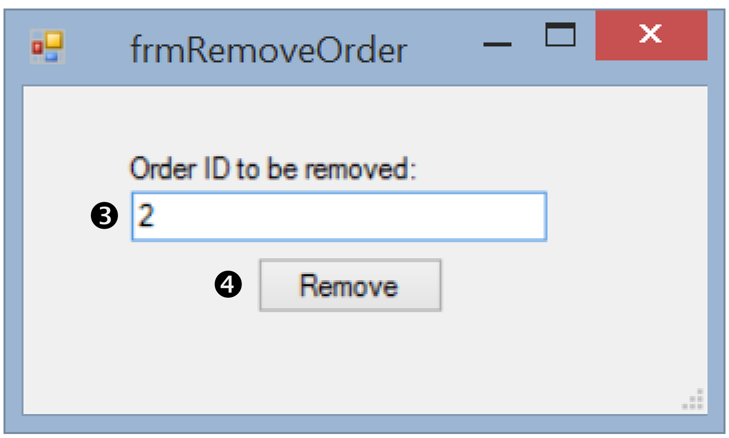


The update order sub-action can be completed the following way:

1. Select the orders main action in the combo box.
2. Click on the update button.
3. Fill in all the textboxes to enable the bottom update and finalize buttons.
4. Check the special order checkbox to enable the customer email textbox.
5. Click on the update button when it is enabled to add the data to the order list.
6. Click on the finalize button to finalize the action.

Figure 67: Remove Order Step-By-Step

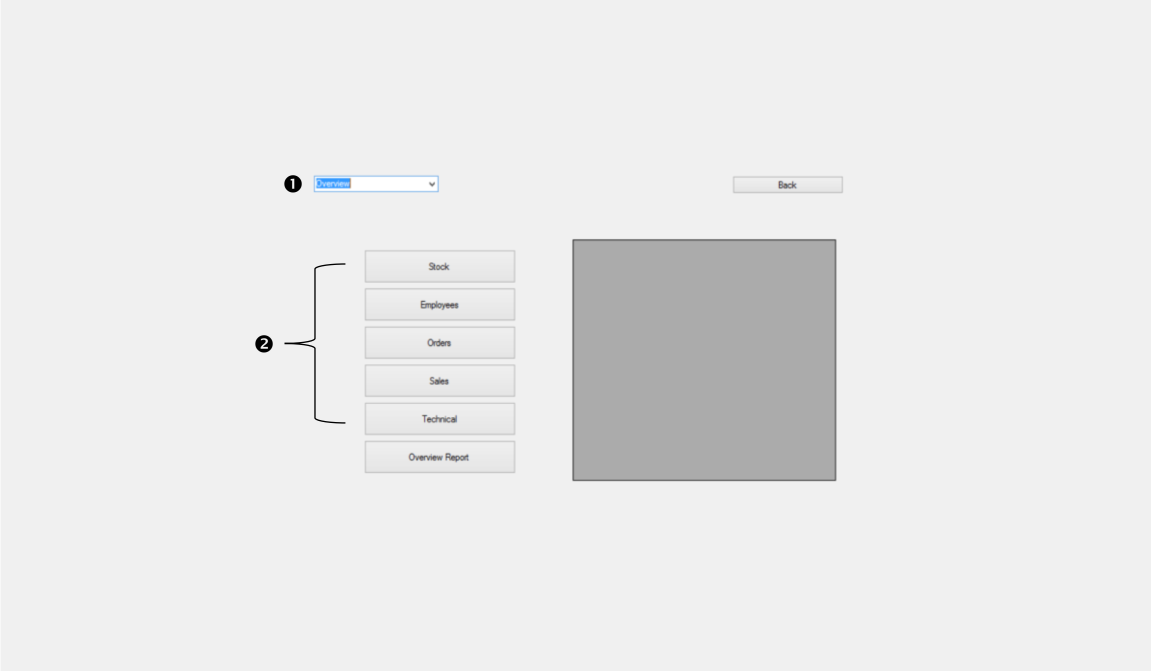


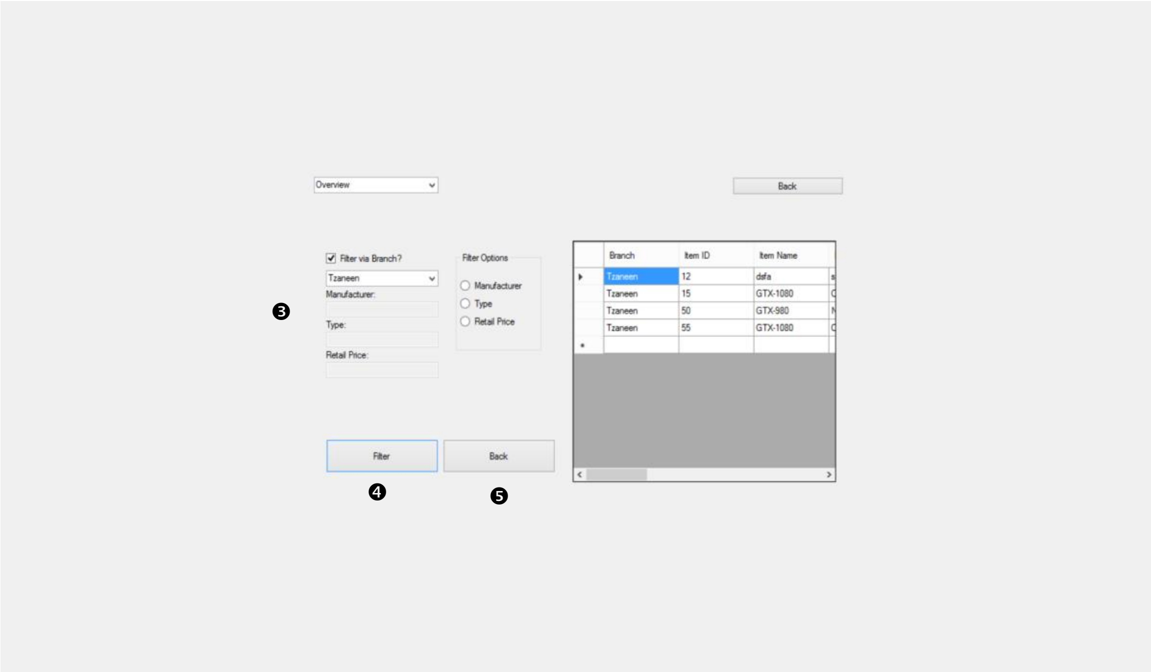


The remove order sub-function can be completed the following way:

1. Select the orders main action in the combo box.
2. Click on the remove button.
3. Fill in the order ID textbox to enable the remove button.
4. Click on the remove button to finalize the action.

Figure 68: Filter Step-By-Step



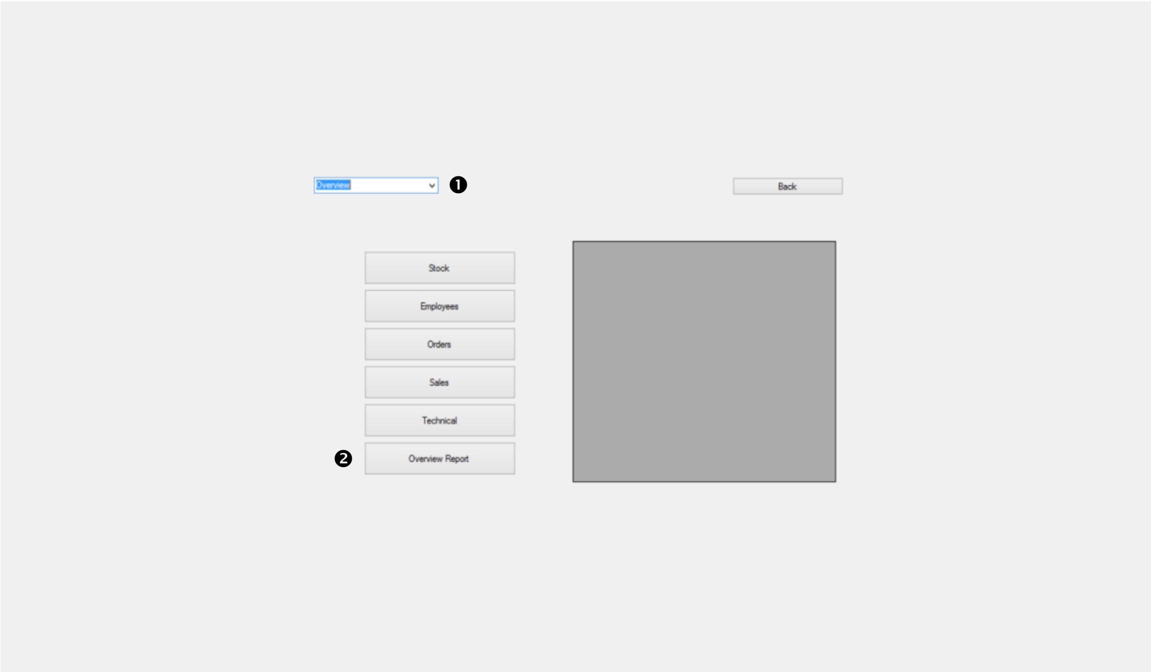


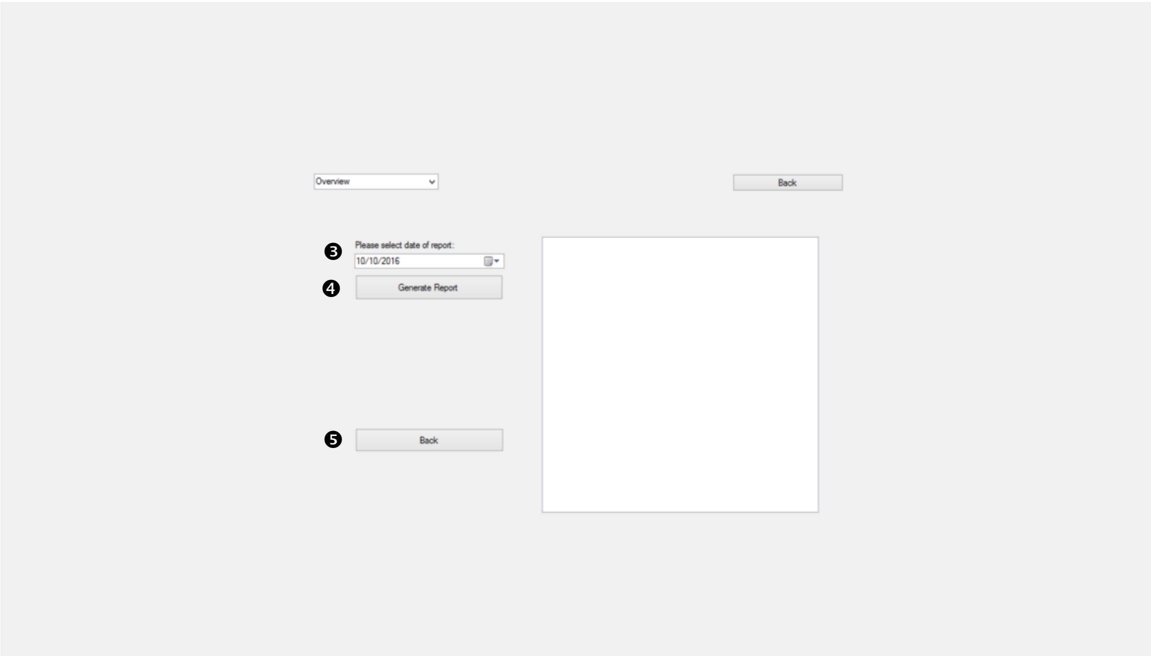
The filter sub-action can be completed the following way:

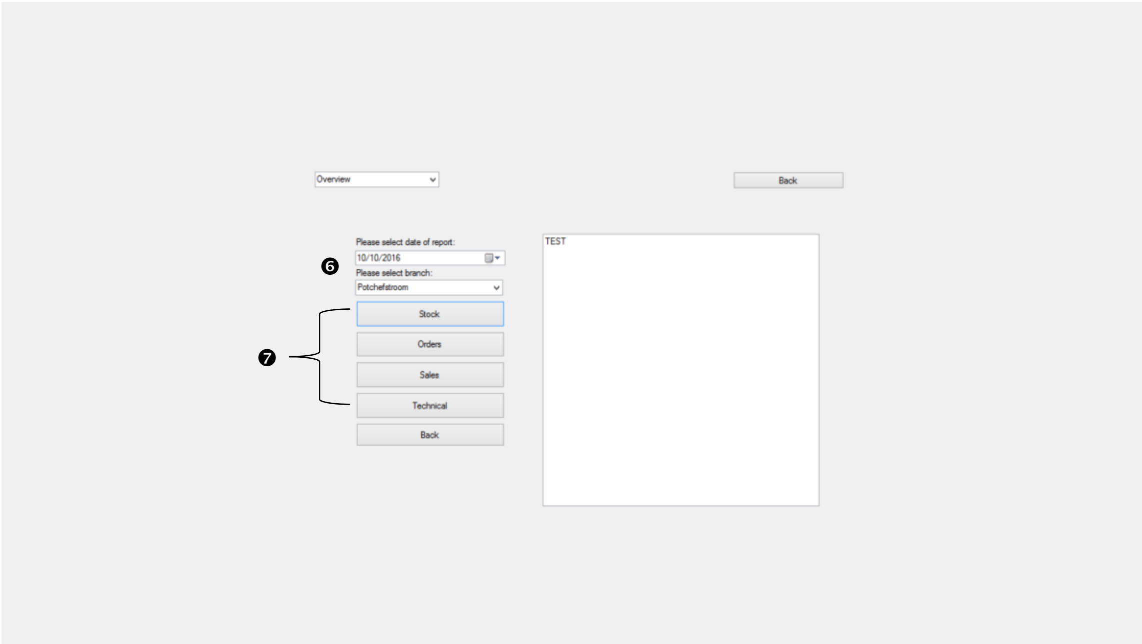
1. Select the overview main action in the combo box.

2. Click on the button you wish to filter the database according to.
3. Enter the desired filter option. (Options will vary for different buttons)
4. Click on the filter button to filter content of database according to preferences.
5. Click the back button to return to the previous panel.

Figure 69: Generate Report Step-By-Step







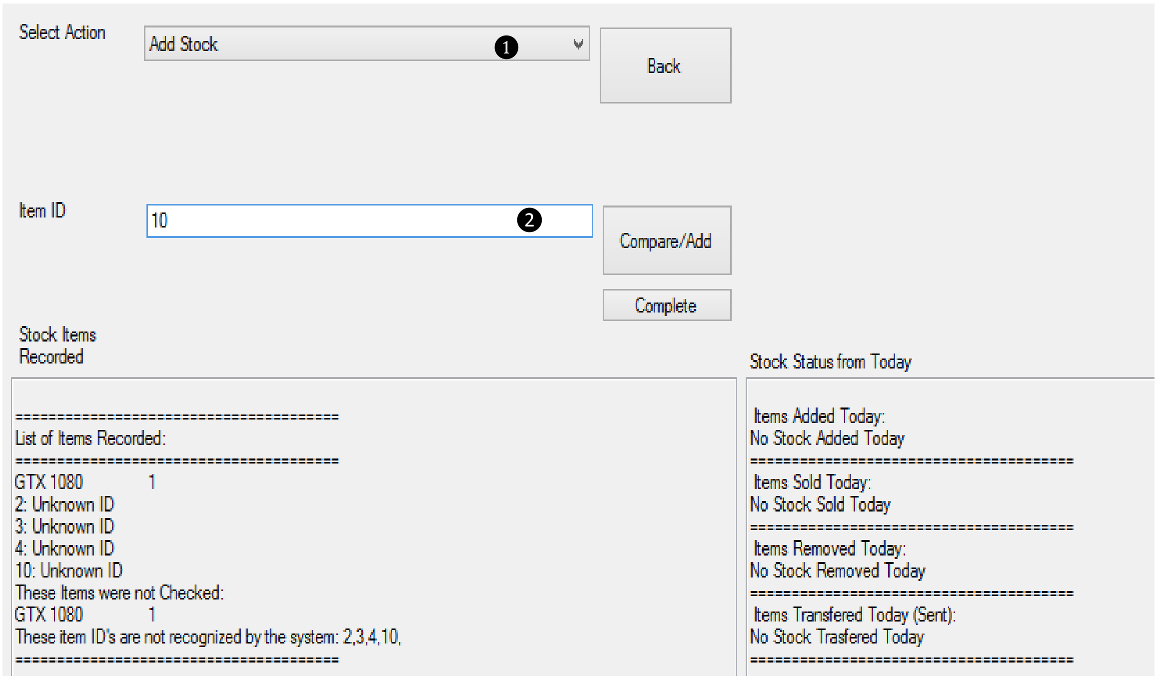
The generate report sub-action can be completed the following way:

1. Select the overview main action in the combo box.
2. Click on the overview report button.
3. Enter the desired date you wish to generate a report from.
4. Click on the generate report button to show the report in the textbox on the right.
5. Click the back button to return to the previous panel.
6. Enter the desired options.
7. Click on the button you wish to generate a report on according to the entered options.

5.3 Stock Form

Here follow the steps for the stock's main form. See section 1.1.1. for description of form.

Figure 70: Add stock



1. Here the user will be able to choose an action and will be taken to one of the selected items. That include add stock, remove stock, transfer stock, find stock and update stock. When the user is done with the task at hand, the user may click on the Back button to close this form and go back to the main form.
2. Here the user scans in the barcode of the item for stock take. After scanning in the barcode the user must press the Compare/Add button to add the item to the list. The system will then check the barcode and mark it in the Stock Items Recorded display box. After all the items in the branch have been scanned in the User may press the Complete button, which will then display a stock take report in the Stock Items Recorded display box.

   In this example:

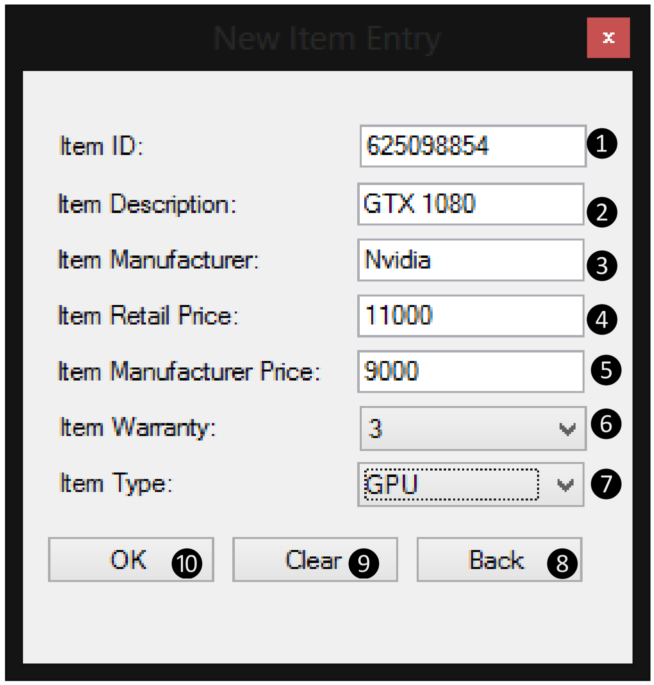
      Item ID in this case is 10: This will mark the ID and the system will identify if it is in the system. If it is, the item will be checked, if not, text will display saying (in this example) 2: Unknown ID.

      It will also display all the ID's the user didn't scan in. Then display all the IDs it did not recognize.

5.3.1 Stock Add Form

Here follow the steps for the add stock form. See section 1.1.2. for a description of the form.

Figure 71: Stock Add Form



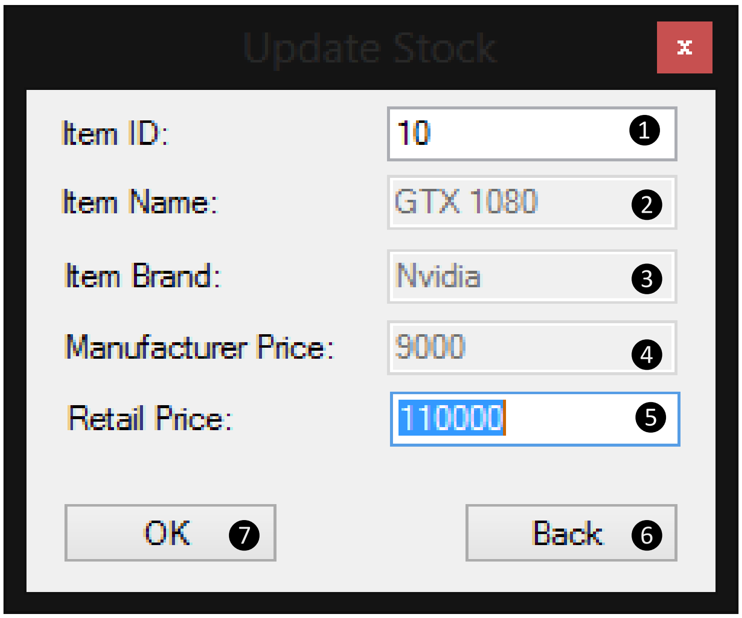
1. Here the user scans in the barcode of the new item they want to add to the branch and system. Item ID in this case is: 625098854.
2. Here the user enters the name of the item they want to add to the branch and system. Item Description in this case is: GTX 1080.
3. Here the user enters the name of the manufacturer of the item they want to add to the branch and system. Item Manufacturer in this case is: Nvidia.
4. Here the user enters the retail price of the item they want to add to the branch and system. Item Retail Price in this case is: 11000
5. Here the user enters the Manufacturer Price of the item they want to add to the branch and system. Item Manufacturer Price in this case is: 9000.
6. Here the user selects the warranty in years from the Item Warranty list of the item they want to add to the branch and system. Item Warranty in this case is 3.
7. Here the user selects the type of the item the want to add to the branch and system. Item Type in this case is: GPU.
8. Here the user can press the button to go back to the stock main form (Optional).
9. Here the user can press the button to clear all the input boxes (Optional).

10. Here the user can press the button to complete the add stock process. This will add the stock and all its newly added information into the system.

5.3.2 Update Stock Form

Here follow the steps for the update stock form. View section 1.1.3. for a full description of this form.

Figure 72: Stock Update



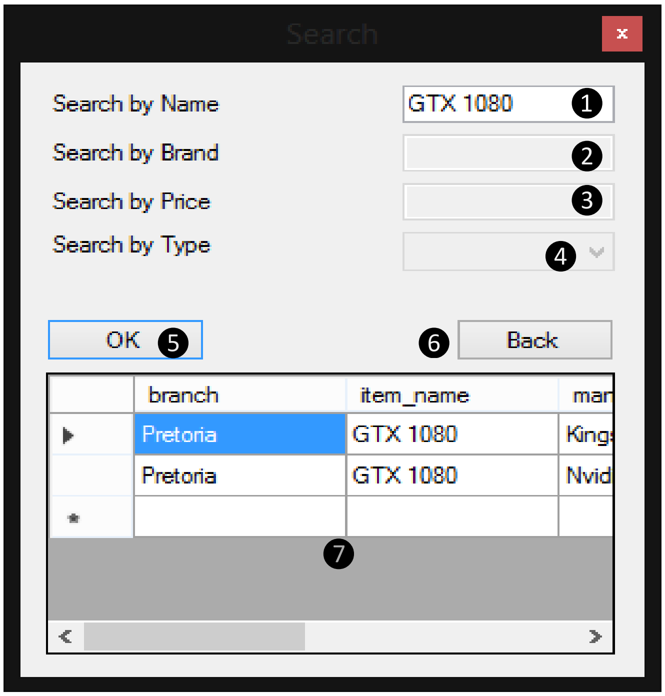
1. Here the user can scan in the ID to update the item with the ID that was scanned in. In this example the Item ID is 10.
2. This just displays the Name of the item scanned in. In this example the Item Name is GTX 1080
3. This just displays the Brand of the item scanned in. In this example the Item Brand is Nvidia.
4. This just displays the Manufacturer Price of the item scanned in. In this example the Manufacturer Price is 9000.
5. Here the user can update the retail price by entering the new retail price of the item scanned in. In this example the Retail Price is 110000.
6. The user may press this button to close this form and navigate back to the stock main form (Optional).

7. The user needs to press this button to complete the update and update the item in the system and branch.

5.3.3 Search Stock Form

Here follow the steps for the search stock form. View section 1.1.4. for a full description of this form.

Figure 73: Search Stock

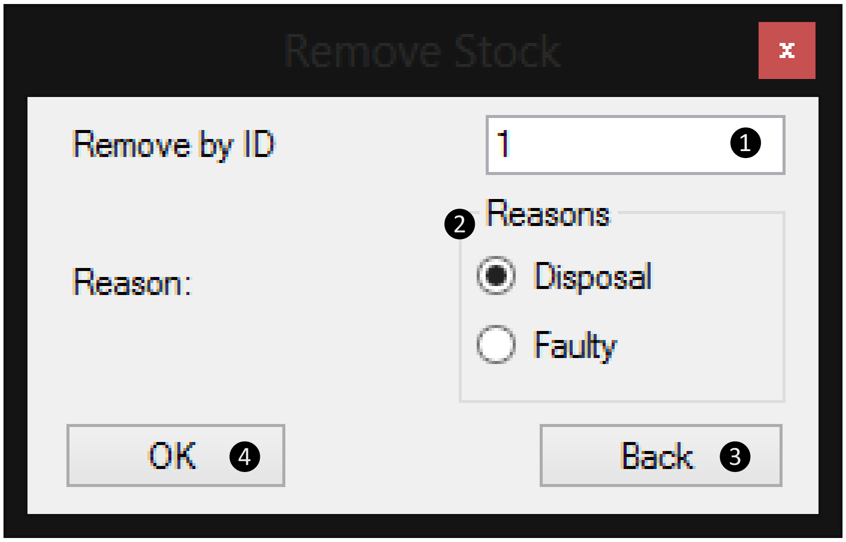


1. Numbers 1, 2, 3 and 4 are all part of one process where the user may only search by one way namely the Name, Brand, Price or Type. In this Example the user Searched by Name and searched for GTX 1080.
2. Here the user can press this button to confirm the search and display it.
3. Here the user can press this button to close this form and navigate back to the main form (Optional).
4. Lastly the info will be displayed here. In this example GTX 1080 gave two search results.

5.3.4 Remove Stock Form

Here follow the steps for the remove stock form. View section 1.1.5. for full description of this form.

Figure 74: Remove Stock

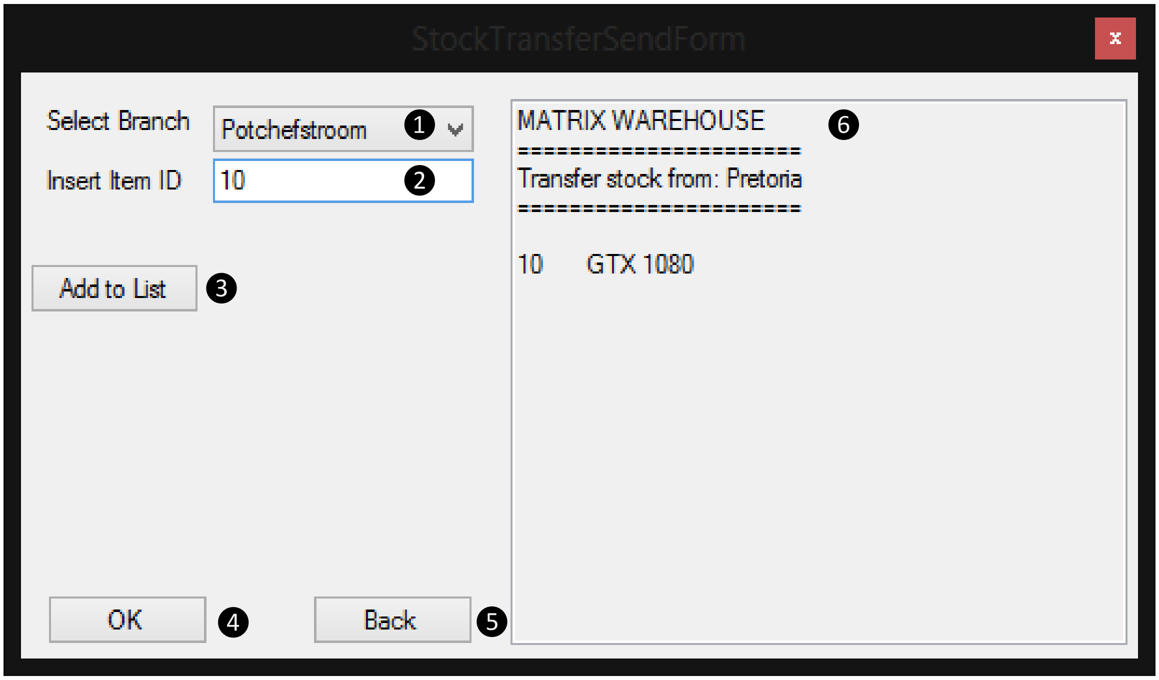


1. Here the user scans in the ID of the item the user wants to remove from the system and branch. In this example the Remove by ID is 1.
2. This states the reason for removal, only one must be selected, and will be updated in the activity log of the user.
3. The user may press the Back button to close this form and navigate back to the stock main form (Optional).
4. The user may press the OK button to confirm a remove for the ID scanned. It will update the system database as well.

5.3.5 Send Stock Form

Here follow the steps for the send stock form. View section 1.1.6. for a full description of this form.

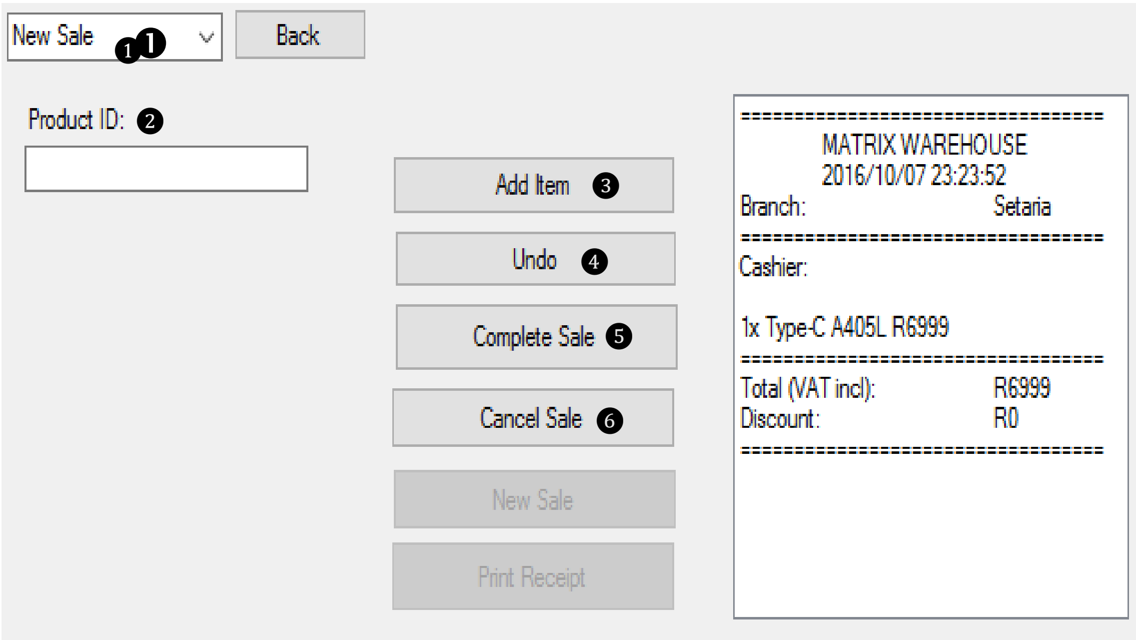
Figure 75: Send Stock



1. Here the user can select the branch they want to send the stock to. In this example the Select Branch is Potchefstroom.
2. Here the user can scan in the ID of the item they want to send to the other branch selected in number 1. In this example the Insert Item ID is 10.
3. Here the user can click this button to add the item to the manifest. Note: Once the user added the ID to the list in number 6. It will be marked as “In Transit”.
4. Here the user can click this button to confirm the transfer of the items added in the list, shown in number 6, and to the branch selected in number 1.
5. Here the user can click this button to close this window and navigate back to the stock main form (Optional).
6. Lastly, all the items added through the Add to List button, number 3, will be displayed here. In this Example the GTX 1080 with ID 10 was added to the manifest.

5.5 Sales Form

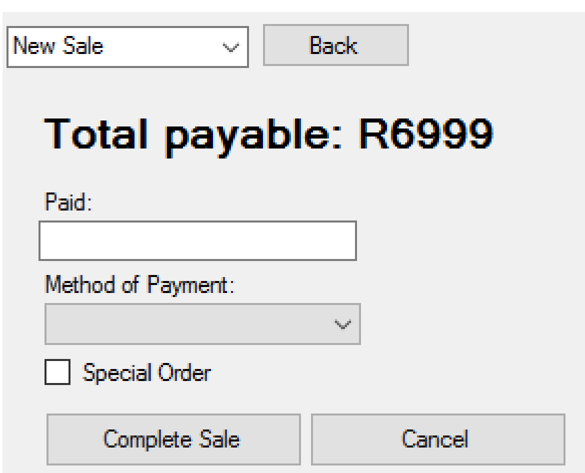
Figure 76: New Sale



To be able to complete the New Sale function the following steps should be followed:

1. Select the New Sale option in the combo box.
2. Enter a valid barcode in to the textbox.
3. Click the Add Item button to add the current item to the sale list.
4. If an error was made with the adding of an item, then the Undo button can be used to remove the last product added to the sales list.
5. Once all the products have been added to the products list the Complete Sale button must be clicked to start the finalization proses.
6. The Cancel Sale button can be clicked at any time to completely clear the sales list.

Figure 77: Purchase Form

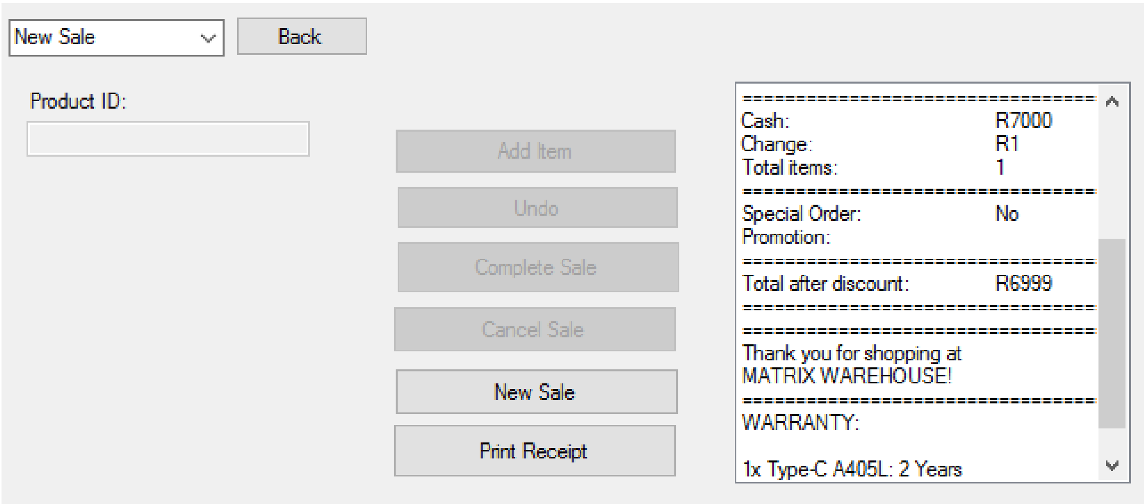


ntered into the textbox.

8. The method of payment should then be selected from the available options.

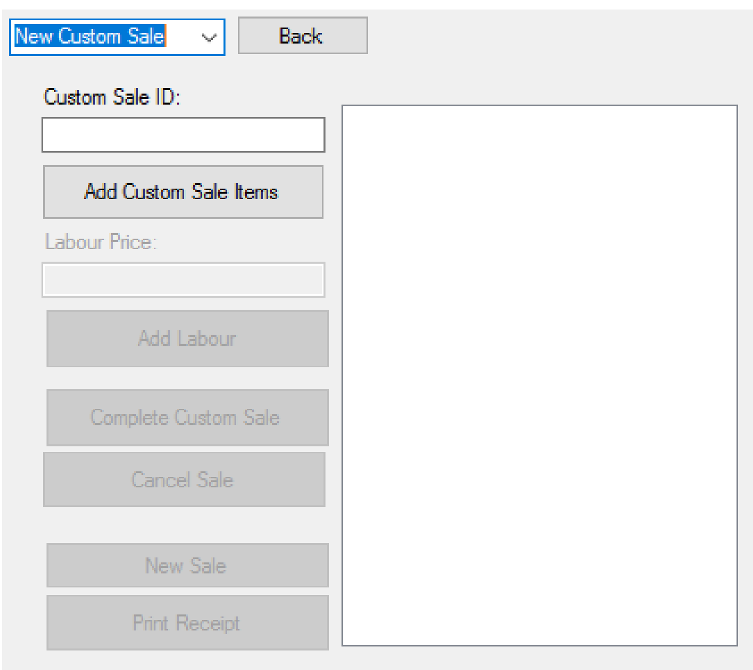
9. If the sale is a special order, the Special Order checkbox should be checked.
10. To finalize the sale the Complete Sale button is clicked.
11. If the sale needs to be cancelled for any reason, the Cancel button can be clicked.

Figure 78: Completed sale



12. Once a sale has been completed the New Sale button can be clicked to start a new sale.
13. By clicking the Print Receipt button the previous sales receipt will be printed.

Figure 79: Custom Sale

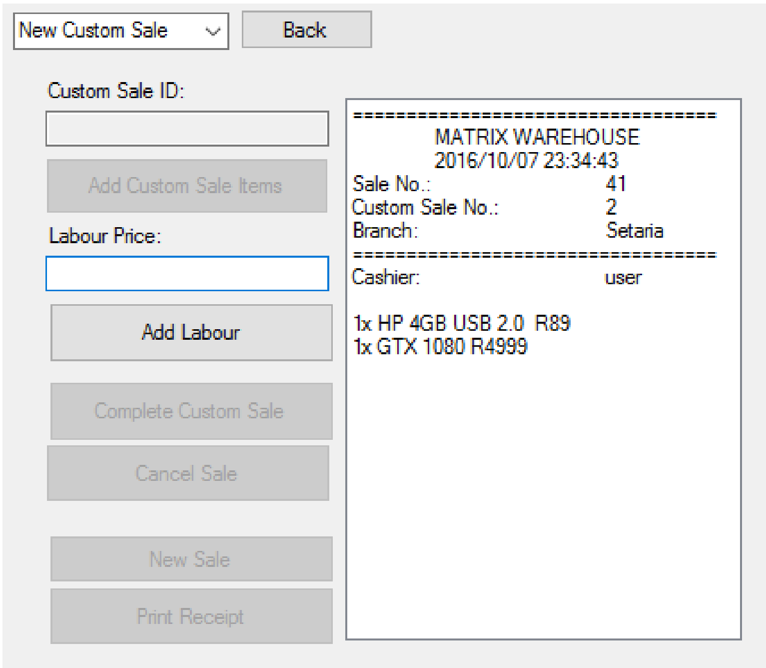


To be able to complete the New Custom Sale function the following steps should be followed:

1. Select the New Custom Sale option in the combo box.
2. Enter the custom build's reference number in the Custom Sale ID textbox.

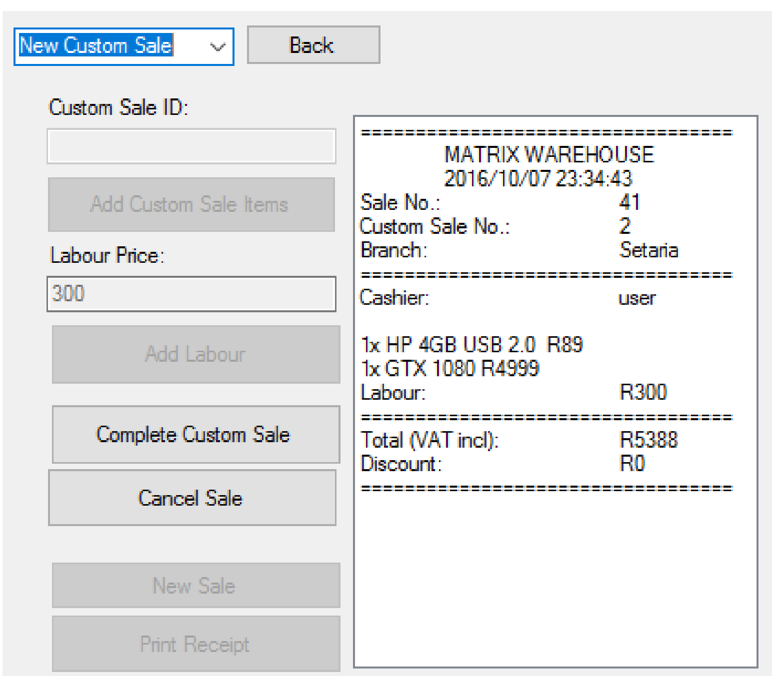
3. The Add Custom Sale Items button is then clicked to add the item to the receipt.

Figure 80: Custom Sale Step-by-Step



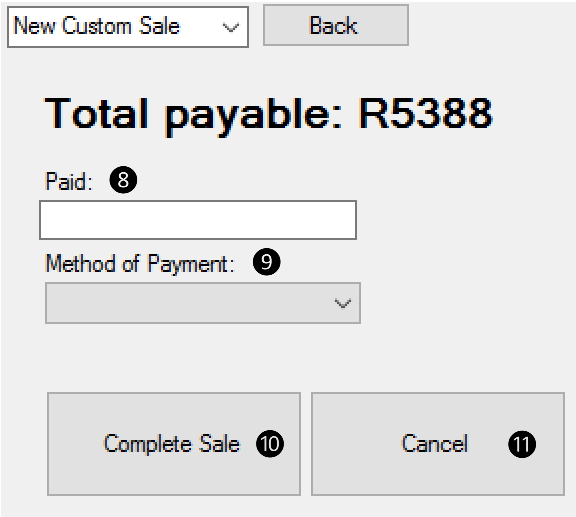
4. Enter the labour cost associate with the assembly of the custom build in the Labour Price textbox.
5. The Add Labour button is then clicked to add the labour cost to the total cost of the sale.

Figure 81: Complete Custom Sale

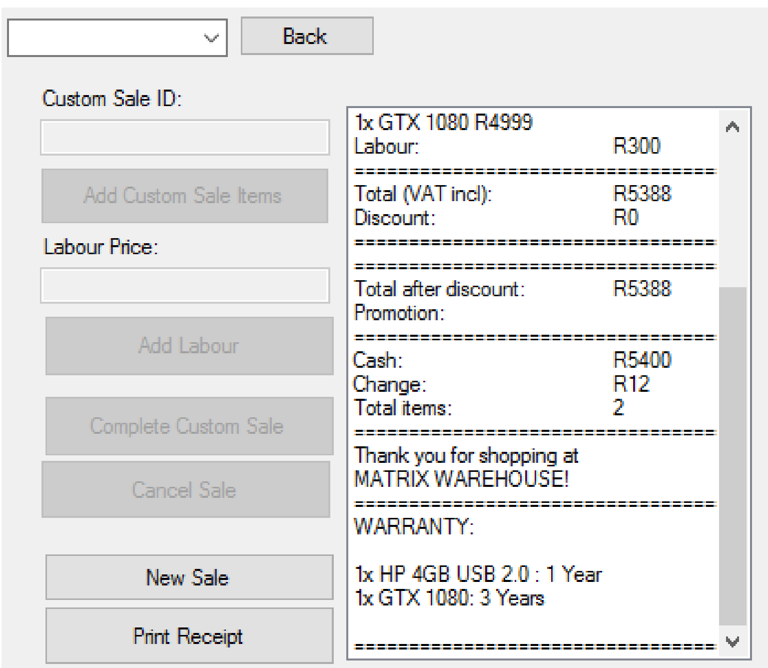


le button is clicked.

7. If a customer wants to cancel a sale the Cancel Sale button is clicked.

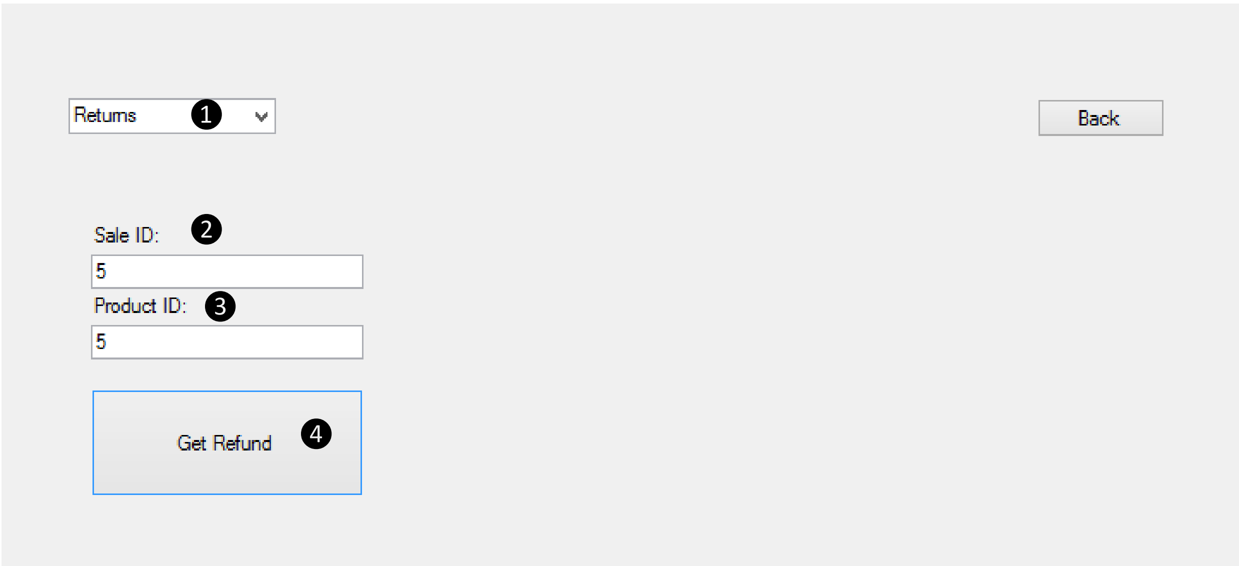


8. The amount paid by the customer is entered into the textbox.
9. The method of payment should then be selected from the available options.
10. To finalize the sale the Complete Sale button is clicked.
11. If the sale needs to be cancelled for any reason, the Cancel button can be clicked.



12. Once a sale has been completed the New Sale button can be clicked to start a new sale.
13. By clicking the Print Receipt button the previous sales receipt will be printed.

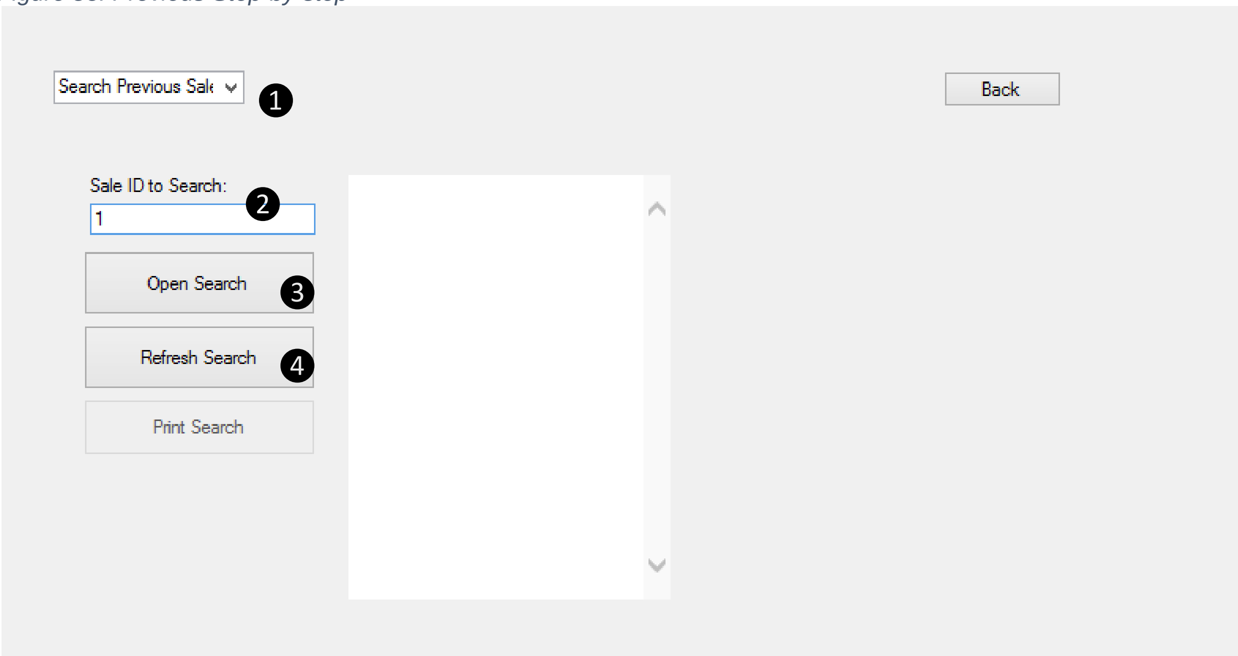
Figure 82: Refund Step-by-Step



To be able to complete the Returns/Refunds function the following steps should be followed:

1. Select the Refunds option in the combo box.
2. Enter the sale reference number in the Sale ID textbox.
3. The barcode, of the product that is being returned, is entered in the Product ID textbox.
4. If the customer wants to get a refund the Get Refund button is clicked to determine if the length of time that has elapsed is within 14 workdays and if a refund can be given. (A pop-up will appear if the refund is invalid).

Figure 83: Previous Step-by-step

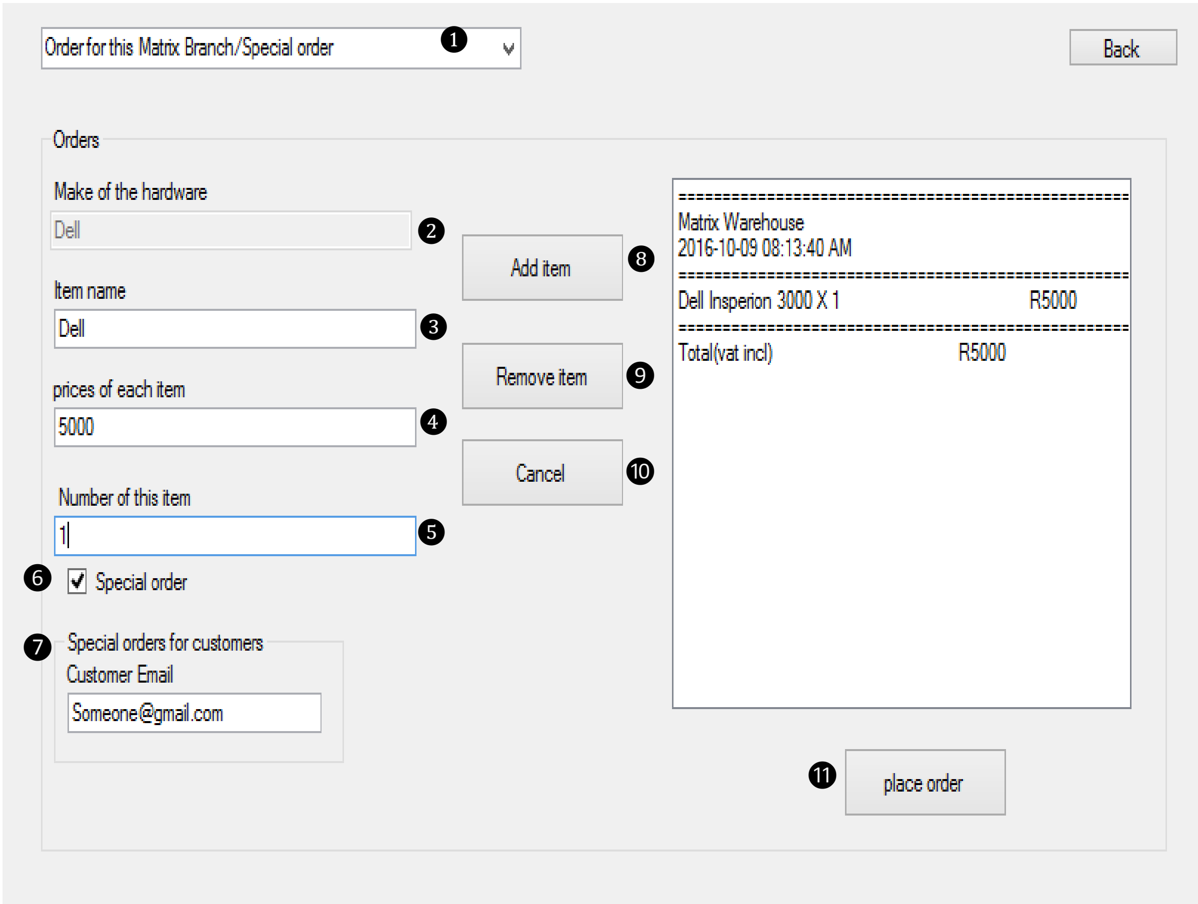


To be able to complete the Search Previous Sale function the following steps should be followed:

1. Select the Search Previous Sale option in the combo box.
2. Enter the sales receipt's reference number in the Sale ID to Search textbox.
3. The Open Search button is clicked to search and display the chosen receipt.
4. The Print Search button can be clicked to print the receipt that is currently on display.

5.6 Order Form

Figure 84: Order Step-by-Step



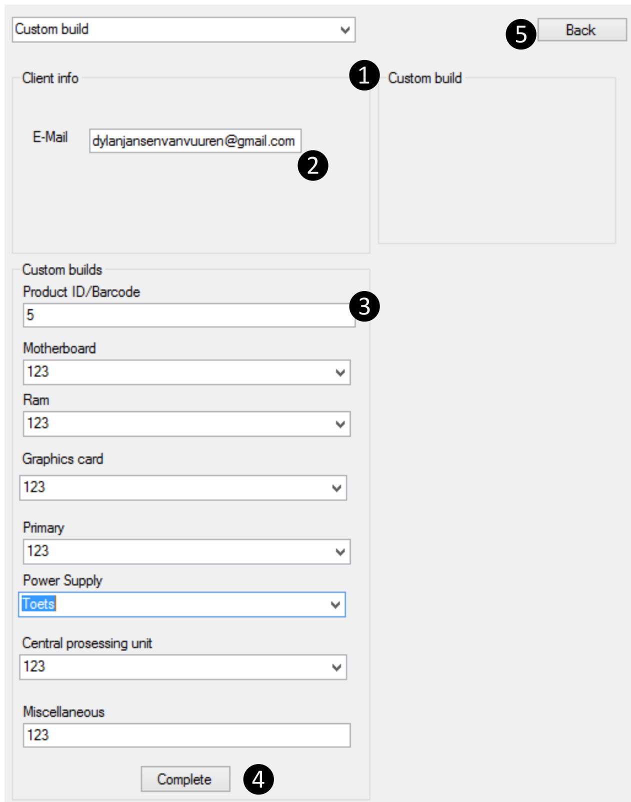
Take the following steps to place an order (filled with test data):

1. Select the Order option in the combo box.
2. Enter the name of the manufacturer in this textbox.
3. Enter the products name into this textbox.
4. Enter the price of each individual item in the order in this textbox.
5. Enter the quantity of the specific item to be ordered in the textbox.
6. Check this box if an order is a special order, this will enable the customer email input box.
7. Enter the customers email address.
8. Click this button to add the item to the order list.
9. If the last item on the order list needs to be removed, then the Remove Item button is clicked.
10. The Cancel button can be clicked at any time to completely clear the order list.
11. The Place Order button is clicked to finalize the order

5.6.1. Technical Custom Builds Form

Here follow the steps for the Technical Custom Builds Form. See section 1.1.1. for a description of form.

Figure 85: Custom builds step-by-step

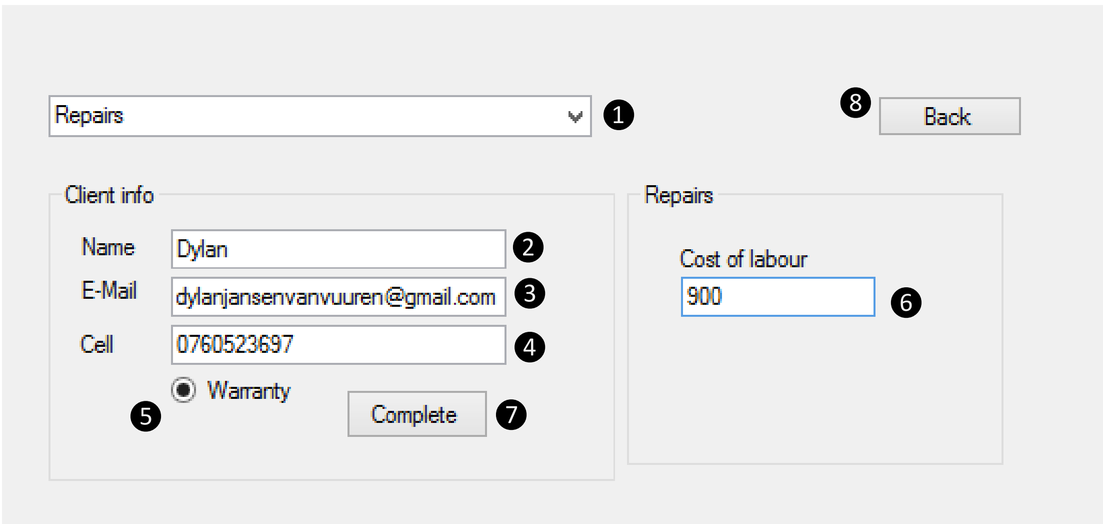


1. Here the user firstly selects an action to complete. In this case the selected action is Custom Builds.
2. Then the user needs to enter the customer's email address for the custom builds statement. In this case the email address is dylanjasnenvanvuuren@gmail.com .
3. The user then needs to scan all available item IDs for the custom build. The IDs that the branch does not have will be placed as an order. In this case the item ID scanned in is 5 and it Display the Power Supply, "Toets".
4. The user then needs to complete the Query for the custom build. This button will send the user to the order form if items need to be ordered.
5. The user then can choose another action from 1 or can click the back button to close this form and navigate back to the main form.

5.6.2. Technical Repairs From

Here follow the steps for the Technical Repairs Form. See section 1.1.2. for a description of form.

Figure 86: Repairs step-by-step

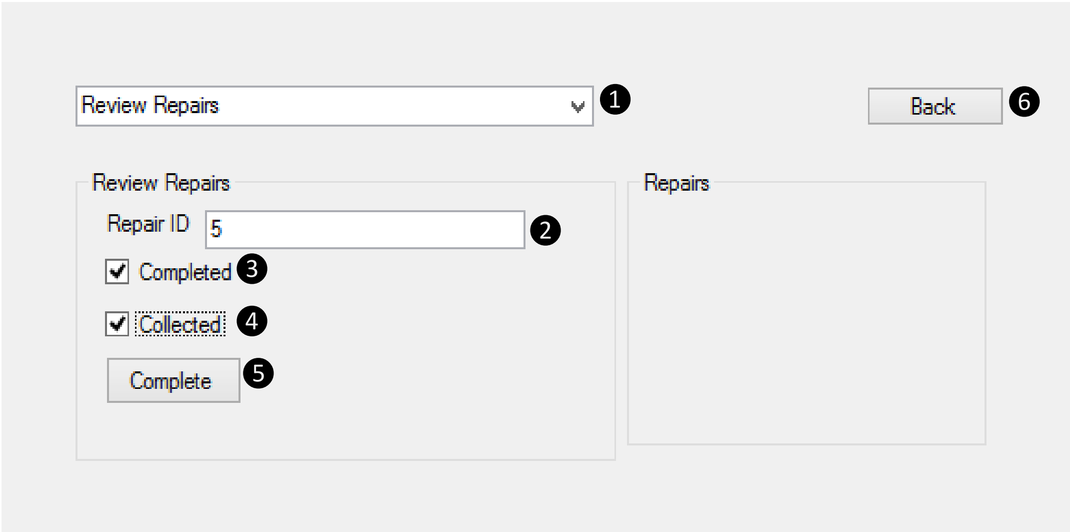


1. Here the user firstly selects an action to complete. In this case the selected action is Repairs.
2. Here the user then needs to insert the Name of the client for the repair statement. In this case the name of the client is Dylan.
3. The user then needs to enter the Email address of the client for the repair statement. In this case the email of the client is dylanjansenvanvuuren@gmail.com
4. The user then needs to enter the Cell Phone number of the client for the repair statement. In this case the cell phone number of the client is 0760523697.
5. The user then needs to verify if the item the client wants to have repaired has a warranty. In this case the item has a warranty.
6. The user then needs to insert the cost of labour to repair the item. In this case the labour cost is R900.
7. The user then needs to complete the function which will make a repair statement.
8. The user then can choose another action from 1 or can click the back button to close this form and navigate back to the main form.

5.6.3. Technical Review Repairs Form.

Here follow the steps for the Technical Review Repairs Form. See section 1.1.3. for a description of form.

Figure 87: Review Repairs Step-by-Step



1. Here the user firstly selects an action to complete. In this case the selected action is Review Repairs.
2. Here the user then needs to enter the Repair ID of the item the user wants to update. In this case the Repair ID is 5.
3. Here the user then needs to check the Complete tick box if the Repair is completed and ready for pick up. In this case the complete tick box is ticked.
4. Here the user needs to check the Collected tick box if the Repair has been collected by the customer. In this case the collected tick box is ticked.
5. The user then needs to complete the function which will make a repair statement.
6. The user then can choose another action from 1 or can click the back button to close this form and navigate back to the main form.

All code for stockI.T can be found at:

http://github.com/TheRealMierzen/stockI.T