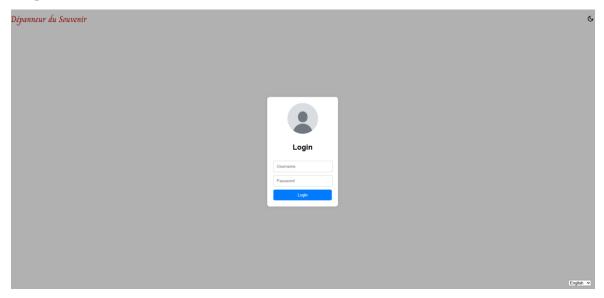
# Store Management System – Guide

# Admin Side

# Login



Here is the Login Page, where you need to put your credentials to log in to the Store Management System. On the bottom right, you will see a dropdown box, with the option to change language English to French:

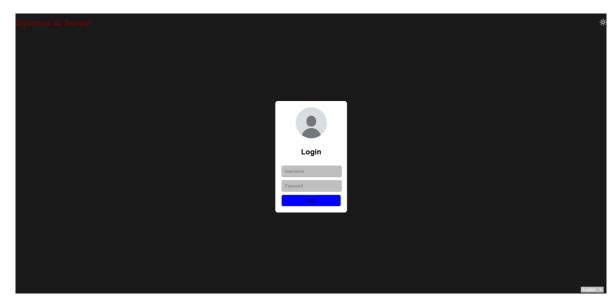


On the top right, you have an icon that allows you to toggle the web page between dark mode and light mode:





#### Dark mode:



## Login credential:

In the beginning, when you first start using the website, the username is **admin**, and the password is **12345**.

## <u>2FA:</u>

Once you login to the website, it will lead you to this page:

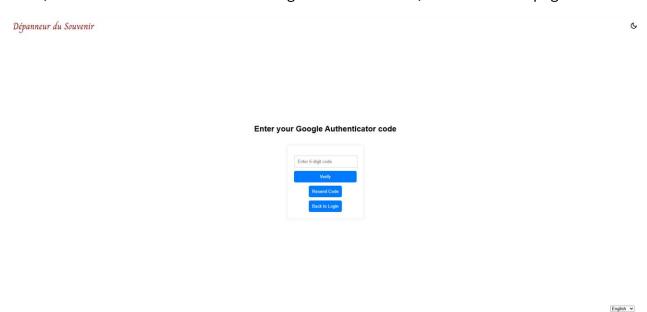
Dépanneur du Souvenir

#### Scan this QR Code with Google Authenticator



This is a Two- Factor Authentication where you need to download Google Authenticator App to login. The user just needs to then scan the QR code from the app and enter the verification code.

Now, if this isn't the first time the user logs in to the website, it will show this page:



This page just asks for the code, because the Google Authenticator app always keeps the verification code there (the verification updates approximately every 30 seconds). The page will look like this:

Dépanneur du Souvenir

Enter your Google Authenticator code

Enter digit code

Vonty

English 🕶

In this case, the user just needs to put the verification code, and they can login.

If they need a new verification code, they can press on the "Resend Code" which will lead them to the 2FA page with the QR code, so the can rescan the code.

## Top Bar

# Dépanneur du Souvenir

Hello, admin English V

In the top bar, the left side consists of the logo of the convenience store. On the right side, there is a dropdown menu which allows you to change the language English to French:

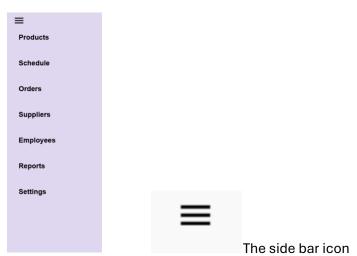


The moon icon at the end allows you to toggle between light mode and dark mode in the web application:





### Side bar

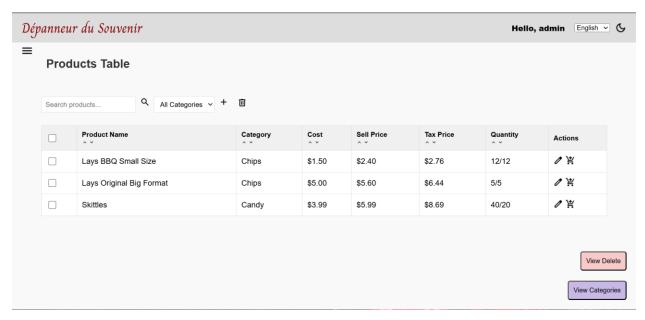


The side bar will always stay in the web application on every page; to see the side bar, you need to press the side bar icon every time.

The side bar itself lets you navigate through the different pages in the web application. You can go to the Products page, Schedule page, Orders page, Suppliers page, Employees Page, Reports page and Settings page.

## **Product Page**

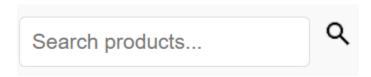
Once the user has logged in, the first page he will se is the Product Page where he can see the products of the inventory:



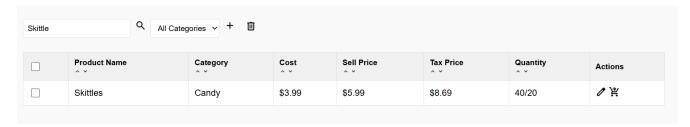
## Filter (Search)

In the Product Page, you will see the product table which allows you to look at all the products available in store.

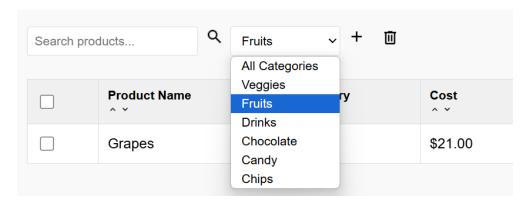
If you want to search for an item, press on the search bar:



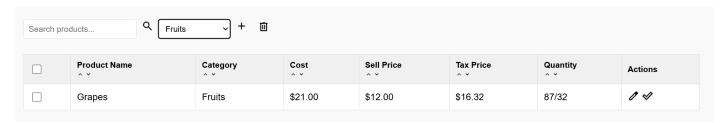
You can then type a product name, then press on the search icon to see if it exists on the table:



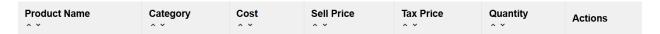
You can also filter the table by categories; you just simply need to choose a category in the dropdown menu next to the search icon:



#### Which will get you this:



You can also filter the products base on the columns:



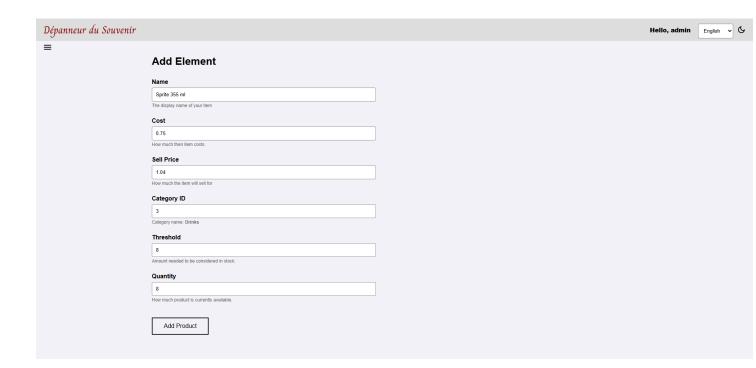
By pressing the little "up arrow" and "down arrow", you can filter the products alphabetically when it comes to product name and category. When it comes to cost, sell price, tax price and quantity, you can filter in am ascending and descending order.

#### **Add Product**

To add a new product, you need to press the "+" icon next to the category dropdown menu which lead you to the Add page:



This will lead you to the Add page, where you need to input all the fields necessary to add a new product:



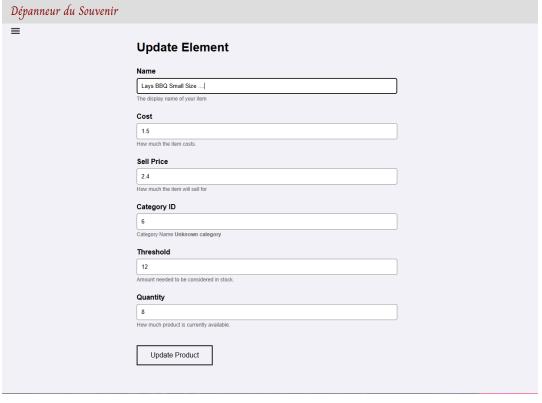
Once you have entered all the fields, you can press the "Add Product" button which will add the new product.

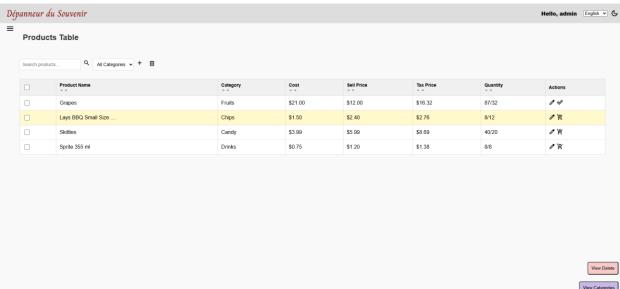
## **Update Product**

You can update a product, by pressing the pencil icon in the Action column:



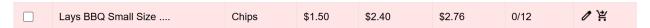
This will take you to the update page, where you can change the information about the product. Once the information is changed, you can press on the "Update Product" button to update the Product page.





If the product is less than the expected quantity, the row will turn yellow.

If the product quantity is at 0, the row will turn red:



#### **Order Feature**

If you want to put a product in the order list, you can press the shopping cart button in the Actions column, which will take the product in the orders table:



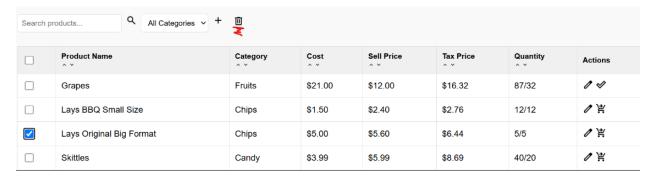
Once you pressed the shopping cart icon, it will turn into:



This indicates the product is place in the order list.

#### **Delete Product**

To delete you can press on the select box on the left side of the table, to select all the products you want to delete and then press the delete icon next to the + icon:

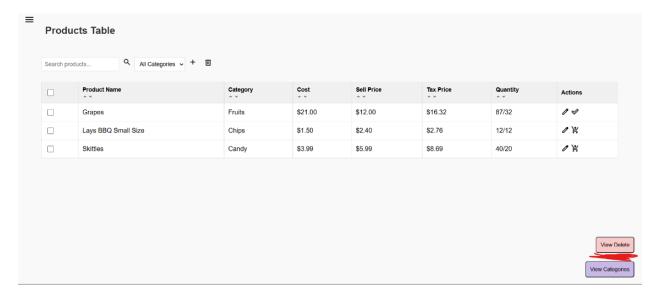


Which will then delete the product:



### **Restore Deleted Products**

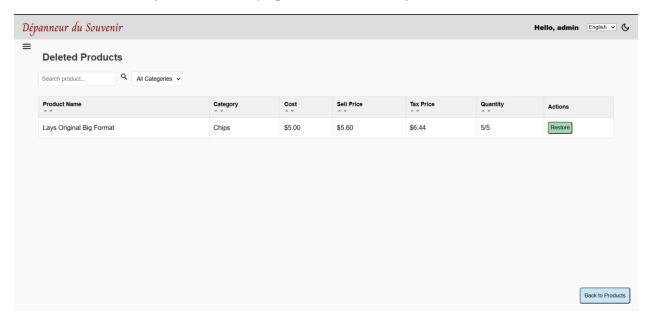
In case you deleted a product by accident, or there is a product you deleted because it was discontinued and now it is brought back, there is a way to retrieve that product again:



#### If you press on:



This button will lead you to another page which will allow you to retore the deleted item:



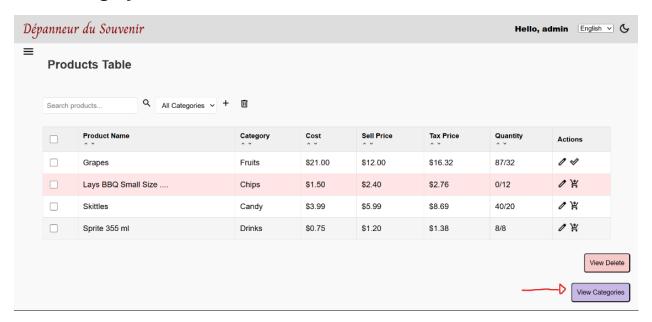
This page is just like the Product page without the add feature or delete feature. You can go back to Product page, if you press the "Back to Product" button in the bottom right.

To restore, you need to press the "Restore" button, in the Action column:



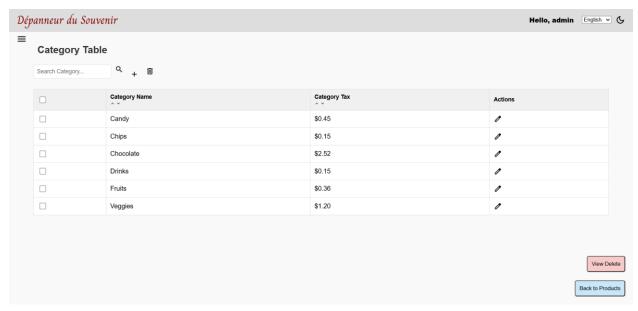
This will then take the deleted product, back to Product page. Then this deleted product will disappear from the "Deleted Product Table".

## **View Category**



When the user presses on the "Category Button", it leads to the Category Page.

## **Category Page**



Category Page is like the Product Page. In the bottom right, you two button, the "View Delete" button, is again a restore feature, where you can restore a deleted category. The "Back to Products" button leads you to the Product Page.

## Filter (Search)

The search feature is the same as Product Page,

#### **Add feature**

To add a category, you can press the + icon to add a new category:



Here you can put the name of the category, and the amount of tax in that category, since some categories have different taxes if anything is not the same tax at all. Once you press "Add Category" button, it adds the category to the Category table.

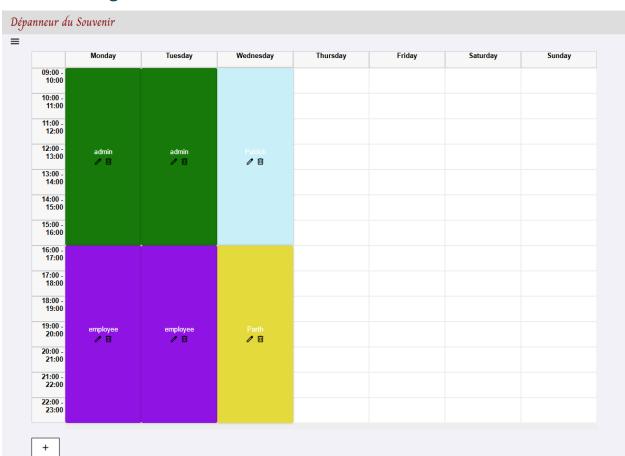
### **Update Feature**

The update features for updating the categories works the same way just like the Products Table. You press the pencil icon, which leads you to an Update page, where you can change information.

#### **Delete Feature**

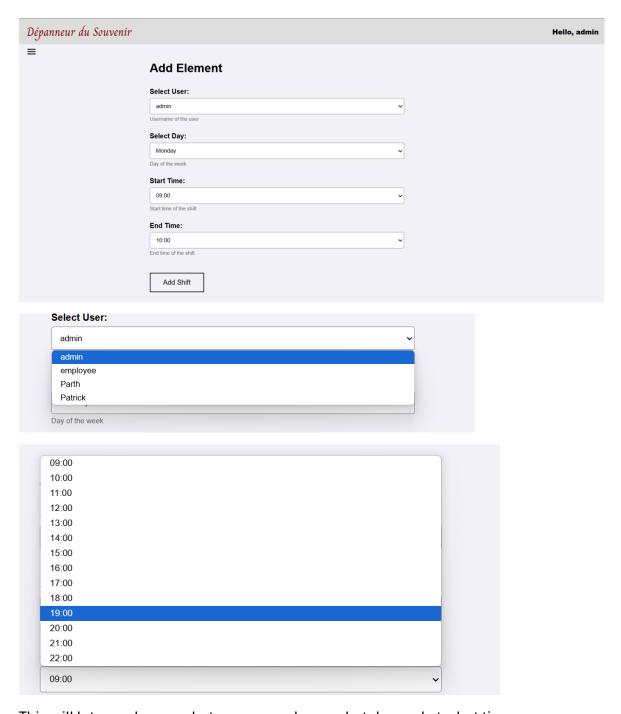
The deleted features for deleting the categories work the same way just like the Products Table.

# Schedule Page



The schedule page allows you to make a schedule for you and your employees.

When you press the + button on the bottom of the screen, it will lead you to an create shift page:

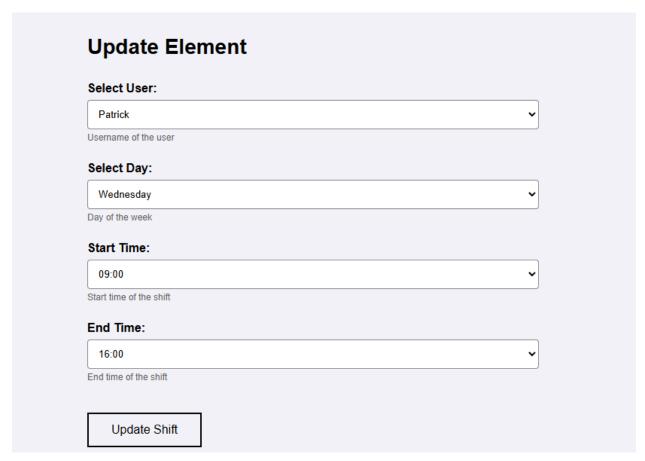


This will let you choose what person works on what day and at what time.

Once you decide who to put on shift, you can press the "Add shift" button, which will allow you to add the shift to the schedule grid.

## **Update shift**

Once you press the pencil icon on a specific shift, it will let you update that shift and take you to an update page:

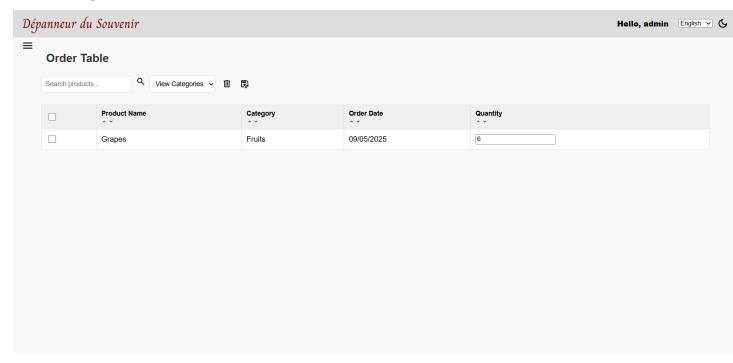


Here the information about the shift will already be put, and you will then be able to change the information about the shift, such as the time, the employee or the day. Once you complete the changes, you can press the "Update Shift" button.

#### **Delete Shift**

To delete a shift, once you press the delete icon, you can delete a shift.

## **Order Page**



The order page is like the Product Page.

The search feature is the same as the product page, so is the delete feature. Once you delete an order, it is gone since you can always order a product again.

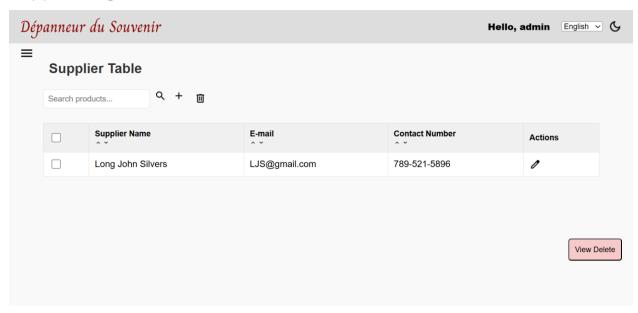
## <u>Update</u>

There is no update feature on this page because there is only one thing you can update and that is the Quantity column. In the Row, beside the quantity number, where you can choose the quantity by pressing on the up arrow or down arrow. Once you choose a quantity, you press on this icon:



This icon will allow you to save the quantity that you have changed. You can also update multiple quantities at once for multiple orders, then press this icon at the end to save it all at once.

## Supplier Page



The supplier page is again like the Product Page. You can search for suppliers using the search bar.

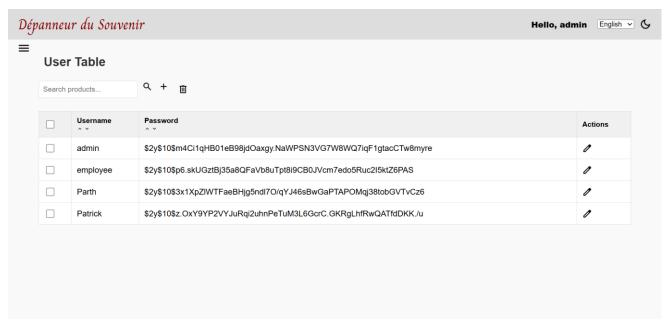
Adding a supplier is the same as adding a new product, you press on the + icon which leads you to an add page where you add the information about the supplier, go see above in the Product Page to view more details.

Updating is also exactly like the Product Page, where you press the pencil icon to go to the update page, where you can update the information about the supplier, go see above in the Product Page to view more details.

To delete a supplier is also the same, you select from the checkboxes on the left side of the table and press the trash icon to delete the supplier, go see above in the Product Page to view more details.

The View deleted button on the bottom right side of the page allows you to view the deleted supplier and restore them just like the Product Page, go see above in the Product Page to view more details.

## **Employee Page**

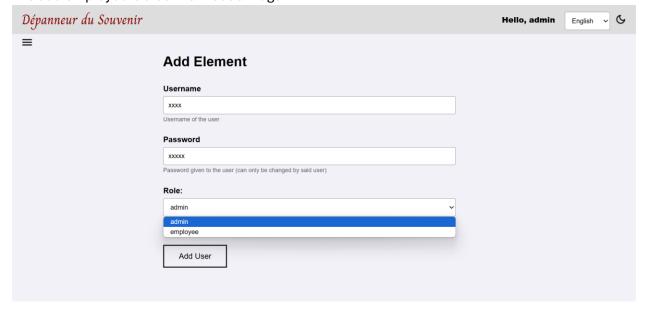


This is a page where you can see the employees of the store including the admin account. You can see the username and the hashed password for security reasons.

The search feature works the same as Product page where you can search for an employee, go see above in the Product Page to view more details.

The delete feature where you can delete an employee is also the same as the Product page, go see above in the Product Page to view more details.

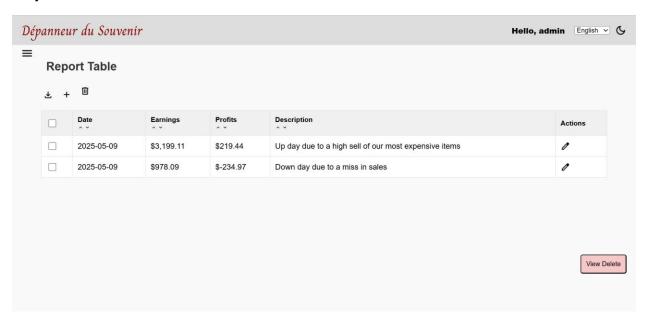
The add employee is also like Product Page:



When you add a new employee, you choose a username, and a password that will be hashed. Once you press "Add User" button, it will then add this user/employee to the table. The new user/employee will then be allowed to login in his account.

Note: Only an admin can make new accounts, since this web application is only made for the store and not for anyone else.

### **Reports**



This page is mostly like Product Page with just one difference.

To add, update and delete, it is the same as Product Page.

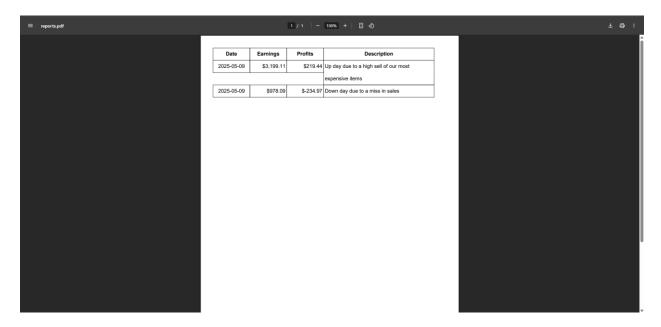
If you delete a report by accident, you can view it in the view deleted page than restore just like the Product Page.

In the Report page, you can save the reports by pressing this button:



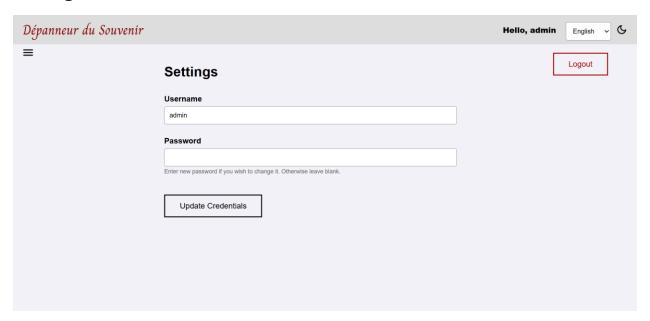
This will export it as a pdf which the admin is able to download.

Once you press that you will be redirected to this page



From here you can download it or print it.

## **Settings**



In this page, any user can log out of their account and update their credentials.

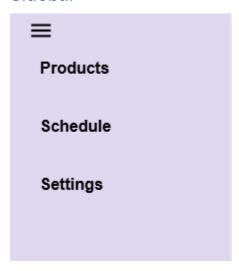
So, if they want to change their username or password, they can change that.

# **Employee Side**

In the Employee Side there are some things the employee is not allows to do.

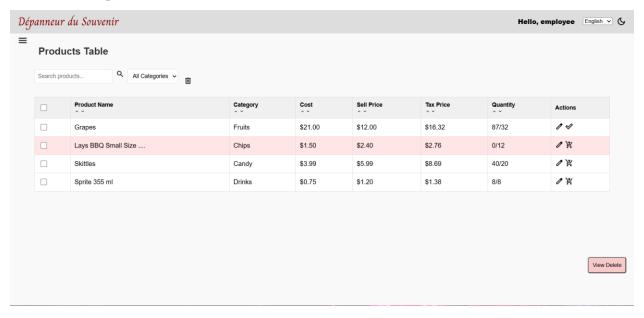
Here are the differences:

### Sidebar



The employee is only allowed to view Products and the schedule of their store. They can also go in Setting to update their credentials.

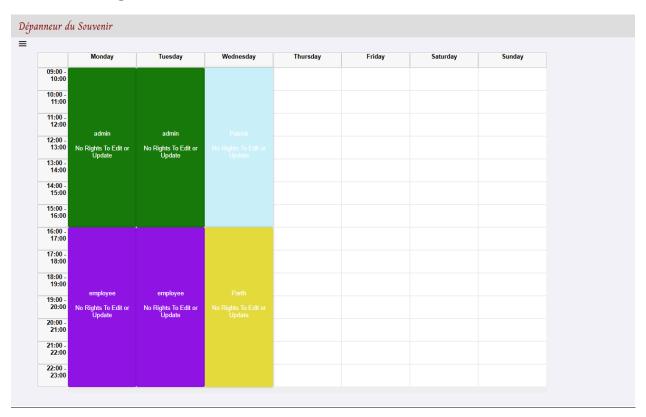
# **Product Page**



In the Product Page, the employee can't create a new product. They can delete a product and update it just like in the admin side, go see above in the Product Page in admin side to view more details. They can also restore a deleted product from the view deleted page as well but they just can't add a new product to the table.

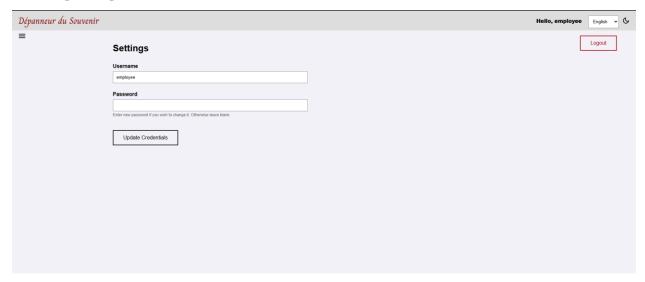
They also don't have access to the Category Page.

## **Schedule Page**



The employee cannot add, update or delete a shift. They can just simply view the shifts or the schedule.

# Settings Page



The setting page is the same as the setting page in admin side, where the user can update their username and password.

They can also logout of their account by pressing the "Logout" button.