

Coffee Cart Rewards Management System

User Manual

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1. VIP Management

A) Adding a VIP

Step 1: Open App

Step 2: Tap "Manage Customers"

Step 3: Tap "Add New"

Step 4: Enter name of VIP into the "Name" field

Step 5: Enter phone number of VIP into the "Phone Number" field

Step 6: Select birthday of VIP from sliders

Step 7: Enter VIP card number of customer into the "Card Number" field

Step 8: Tap the "Save" button

Step 9: Tap the "Ok" button to acknowledge that the customer has been saved

Result: The new customer should now be listed in the customer list

B) Editing a VIP

Step 1: Open App

Step 2: Tap "Manage Customers"

Step 3: Find and tap the customer to edit

Step 4: Update the field or fields needing changed

Step 5: Tap the "Save" button

Step 6: Tap the "Ok" button to acknowledge that the customer has been updated

C) Deleting a VIP

Step 1: Open App

Step 2: Tap "Manage Customers"

Step 3: Find and tap the customer to edit

Step 4: Tap "Delete Customer"

Step 5: Tap "Yes" to confirm that you wish to delete this customer

Step 6: Tap "Ok" to acknowledge that the customer has been deleted

Result: The customer has been removed from the customer list

2. VIP Data

A) Calculating 30 day points for a VIP

Step 1: Open App

Step 2: Tap "Manage Customers"

Step 3: Find and tap the customer

Step 4: Tap "View Report"

Result: A page displaying customer information is displayed

B) Calculating total points for a VIP

Step 1: Open App

Step 2: Tap "Manage Customers"

Step 3: Find and tap the customer

Step 4: Tap "View Report"

Result: A page displaying customer information is displayed

C) Calculating total purchase history for a VIP

Step 1: Open App

Step 2: Tap "Manage Customers"

Step 3: Find and tap the customer

Step 4: Tap "View Report"

Step 5: Tap "View Purchase History"

Result: A page displaying customer purchase is displayed

3. Coffee Cart Management

A) Generating Daily Pre-order Report

Step 1: Open App

Step 2: Tap "View Preorders"

Step 3: Tap the date of the preorder report you wish to view

Result: The preorder report for the selected date is displayed

B) Generating Daily Purchase Report

Step 1: Open App

Step 2: Tap “View Sales”

Step 3: Tap the date of the sales report you wish to view

Result: The sales report for the selected date is displayed

Step 4: Tap the sale purchase you wish to view

Result: The items purchased are listed with their prices and total

4. VIP Actions

A) VIP purchase item

Step 1: Open App

Step 2: Tap “Manage Customers”

Step 3: Find and tap the customer

Step 4: Tap “New Purchase”

B) VIP pre-order item

Step 1: Open App

Step 2: Tap “Manage Customers”

Step 3: Find and tap the customer

Step 4: Tap “New Preorder”