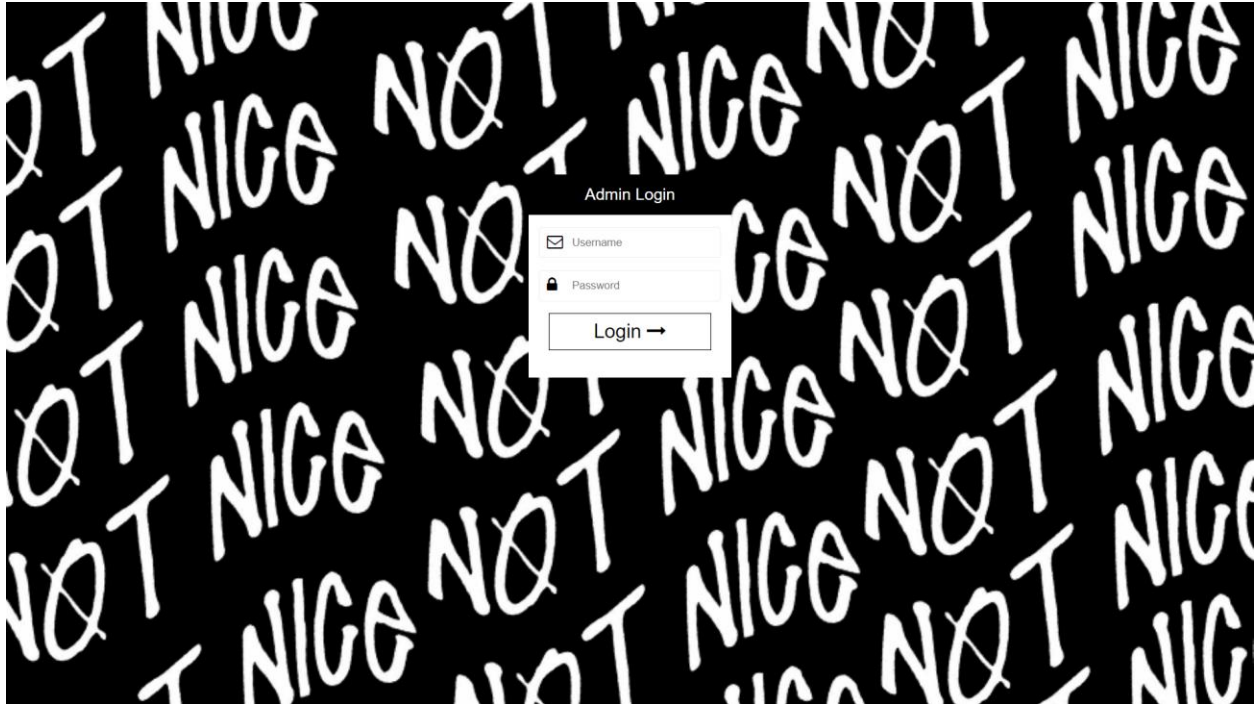


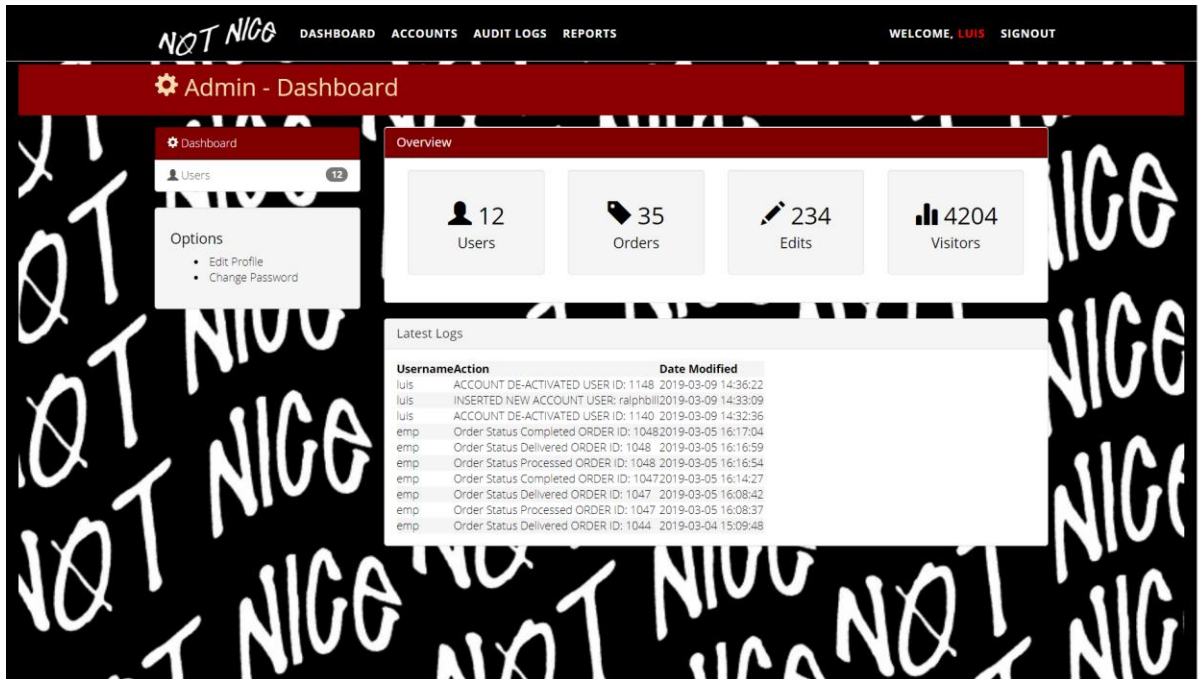
User Manual:

ADMINISTRATOR

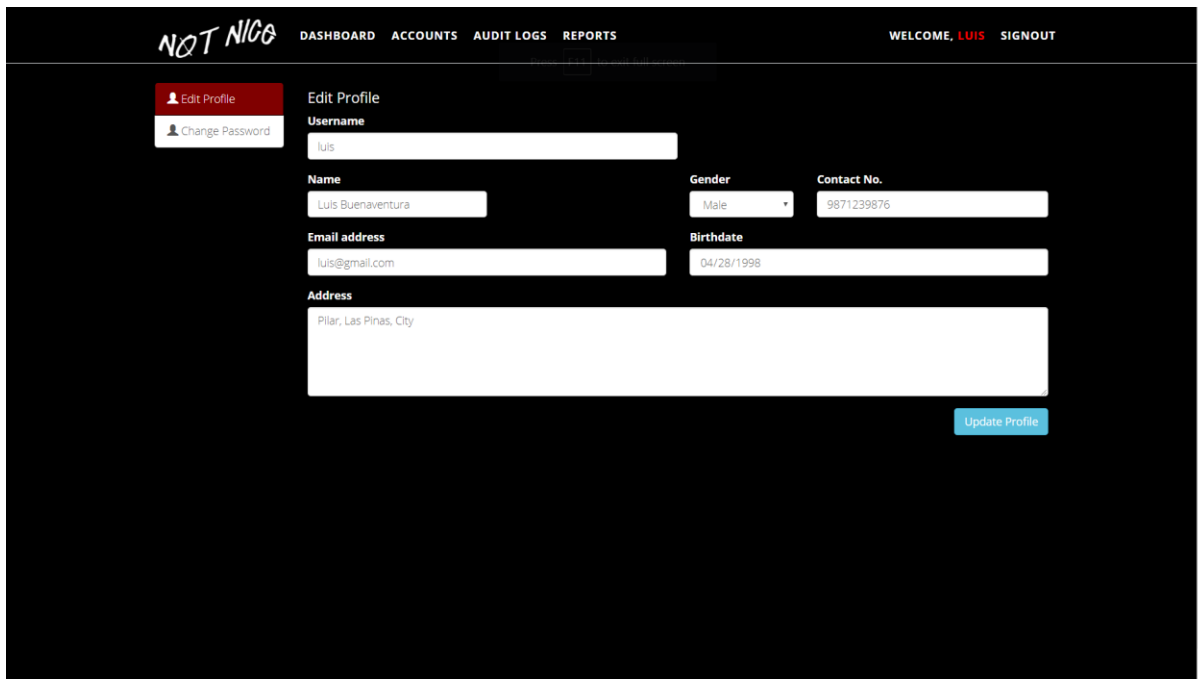
Dashboard



Administrator is the person in charge of this system. Show above is the Login page for Administrator.



After logging in, shown above is the Dashboard; containing the total users, orders, modification and visitors of this system. Below the Overview tab contains the list of modification done by the employee and customers.

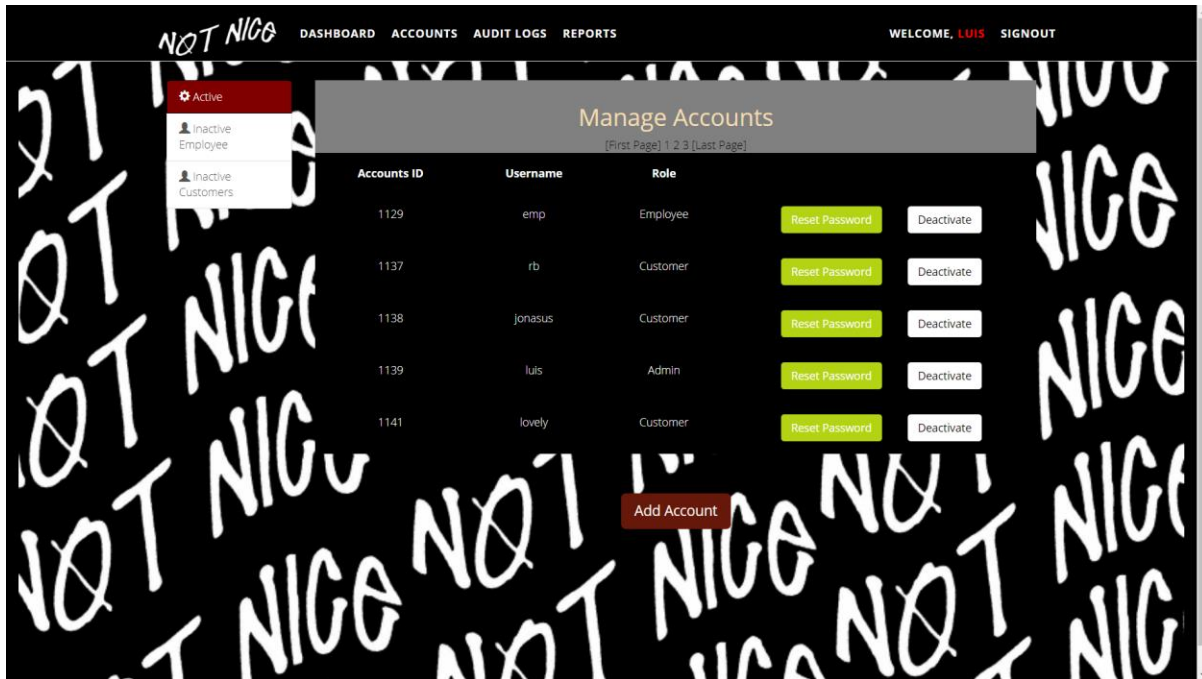


The Administrator is given a chance to change their profile by clicking the “**Edit Profile**” button at the Dashboard.

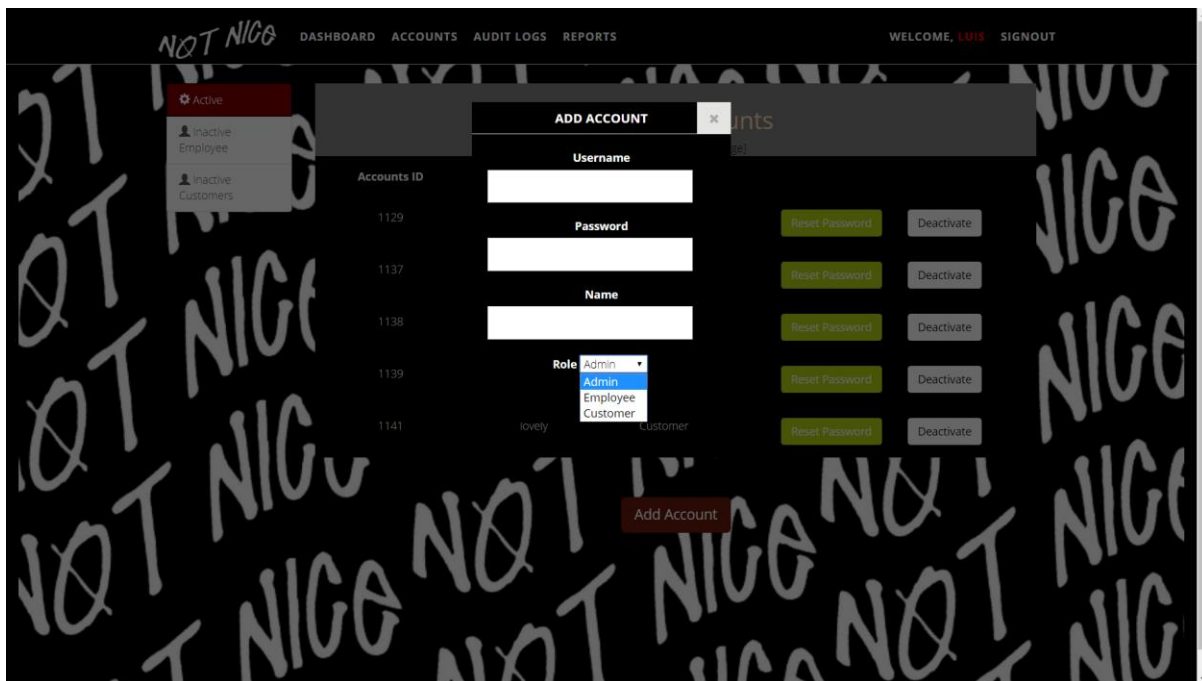
The screenshot displays the NOT NICO application interface. The top navigation bar is dark with the logo 'NOT NICO' on the left and links for 'DASHBOARD', 'ACCOUNTS', 'AUDIT LOGS', and 'REPORTS' in the center. On the right, it says 'WELCOME, LUIS' and 'SIGNOUT'. The main content area has a dark background. On the left, there are two buttons: 'Edit Profile' and 'Change Password'. The 'Change Password' button is highlighted. To the right of these buttons, the 'Change Password' form is visible. It includes three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below these fields is a blue 'Change Password' button.

And, the Administrator is given a chance to change their password by clicking the **“Change Password”** button at the Dashboard or below the Edit Profile button.

Managing Accounts



The Administrator's account can only **add** user accounts. In addition, the admin can **reset password** and **deactivate** a user account.



Under **Add Account button**, Administrator have the power to Add users (**Admin, Employee, and Customer**).

The screenshot shows the NOT NICE dashboard with a dark theme. The top navigation bar includes 'DASHBOARD', 'ACCOUNTS', 'AUDIT LOGS', and 'REPORTS'. The user is logged in as 'LUIS' and can click 'SIGNOUT'. On the left, a sidebar menu has 'Active', 'Inactive Employee' (selected), and 'Inactive Customers'. The main content area is titled 'Inactive Employees' and contains a table with the following data:

Accounts ID	UserName	Employee Name	Status	Date Inactivated	
1148	ralphbill	RB Reyes	Inactive	2019-03-09	Activate

At the bottom of the table, it says '(First Page) 1 (Last Page)'.

Deactivated Employee Accounts are in **Inactive Employee** tab. Only the Administrator can activate the accounts.

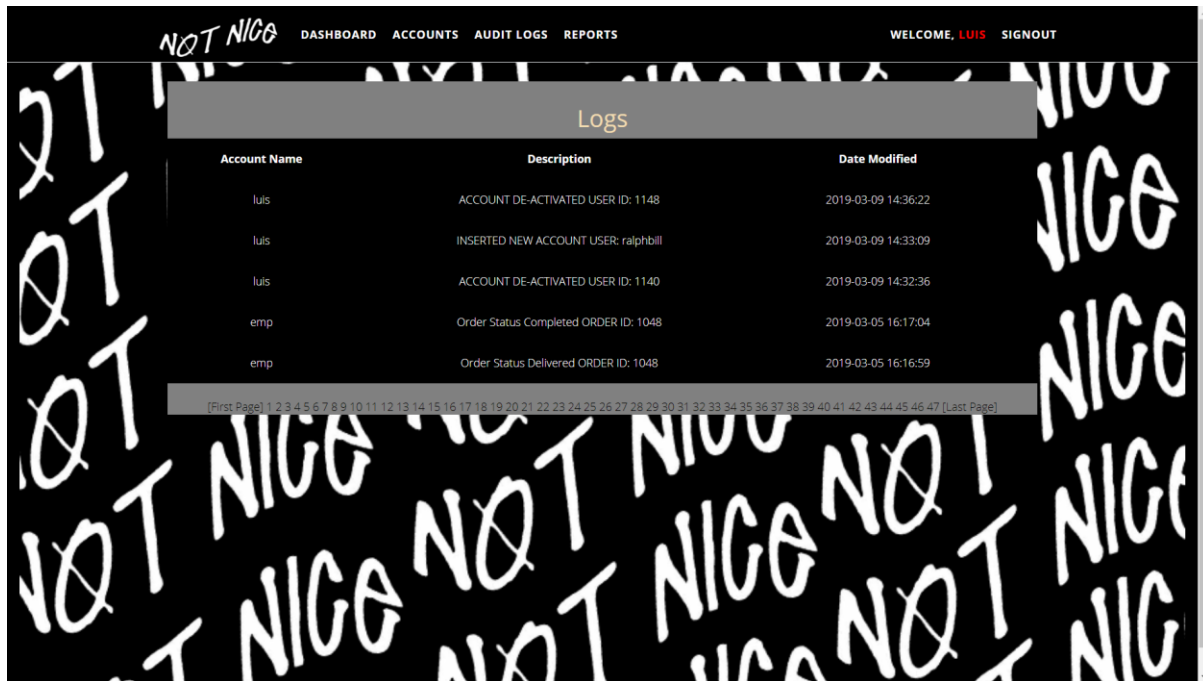
The screenshot shows the NOT NICE dashboard with a dark theme. The top navigation bar includes 'DASHBOARD', 'ACCOUNTS', 'AUDIT LOGS', and 'REPORTS'. The user is logged in as 'LUIS' and can click 'SIGNOUT'. On the left, a sidebar menu has 'Active', 'Inactive Employee', and 'Inactive Customers' (selected). The main content area is titled 'Inactive Customers' and contains a table with the following data:

Accounts ID	UserName	
1140	aldan	Activate

At the bottom of the table, it says '(First Page) 1 (Last Page)'.

And **Deactivated Customer Accounts** are in **Inactive Customers** tab. Only the Administrator can activate the accounts.

Logs

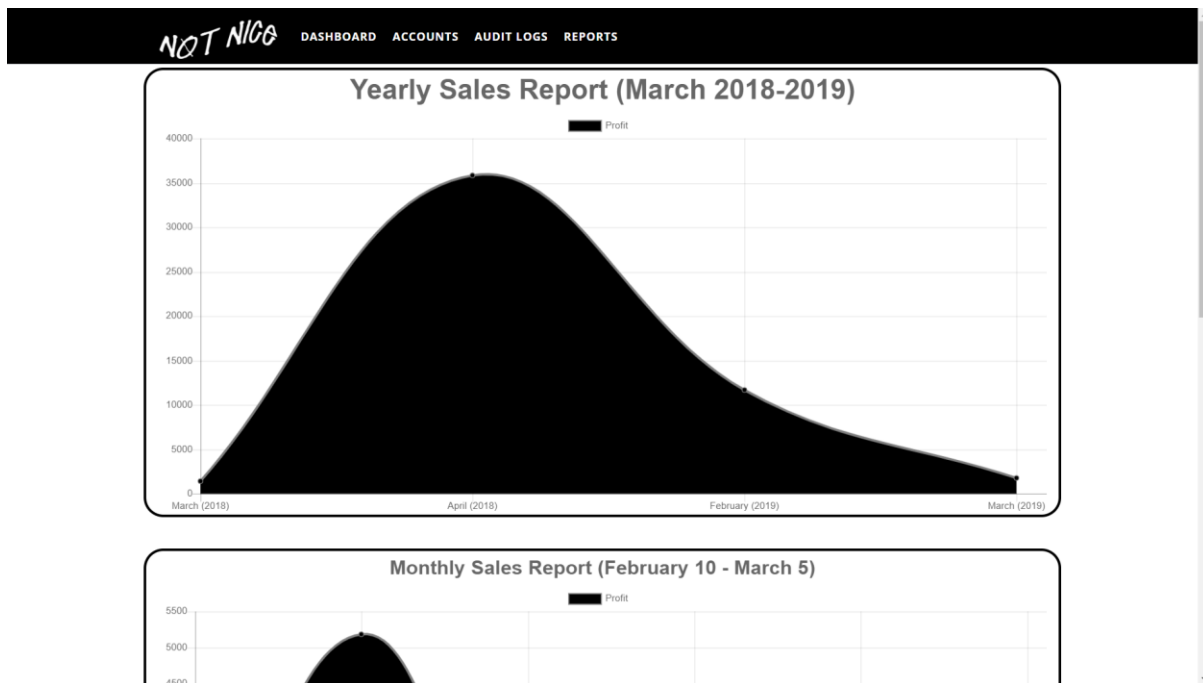


Logs		
Account Name	Description	Date Modified
luis	ACCOUNT DE-ACTIVATED USER ID: 1148	2019-03-09 14:36:22
luis	INSERTED NEW ACCOUNT USER: ralphbill	2019-03-09 14:33:09
luis	ACCOUNT DE-ACTIVATED USER ID: 1140	2019-03-09 14:32:36
emp	Order Status Completed ORDER ID: 1048	2019-03-05 16:17:04
emp	Order Status Delivered ORDER ID: 1048	2019-03-05 16:16:59

(First Page) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 (Last Page)

In **Audit Logs** tab, the Administrator can monitor all the modification done by the employees and customers for security purpose.

Sales Report



In **Reports** tab, the Administrator can see their **Gross Sales** in graph form. The employee and customers are prohibited to access this.