User Manual

For

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Table of Contents

[How to place an order 4](#_Toc524309027)

[How to sign in to the customer portal 9](#_Toc524309028)

[How to sign in to the employee portal 9](#_Toc524309029)

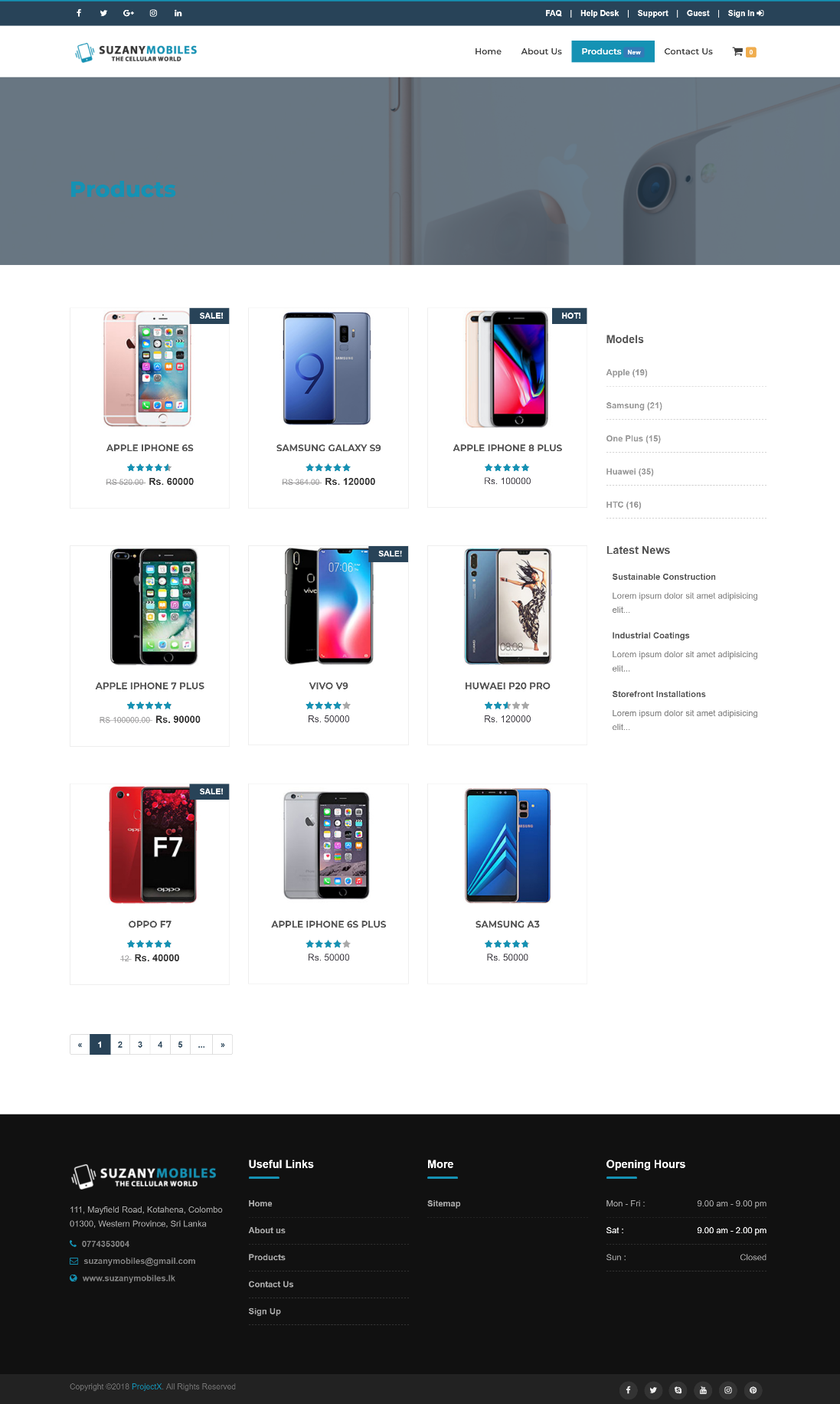
[How to manage records in the employee portal 10](#_Toc524309030)

[How to create a backup 12](#_Toc524309031)

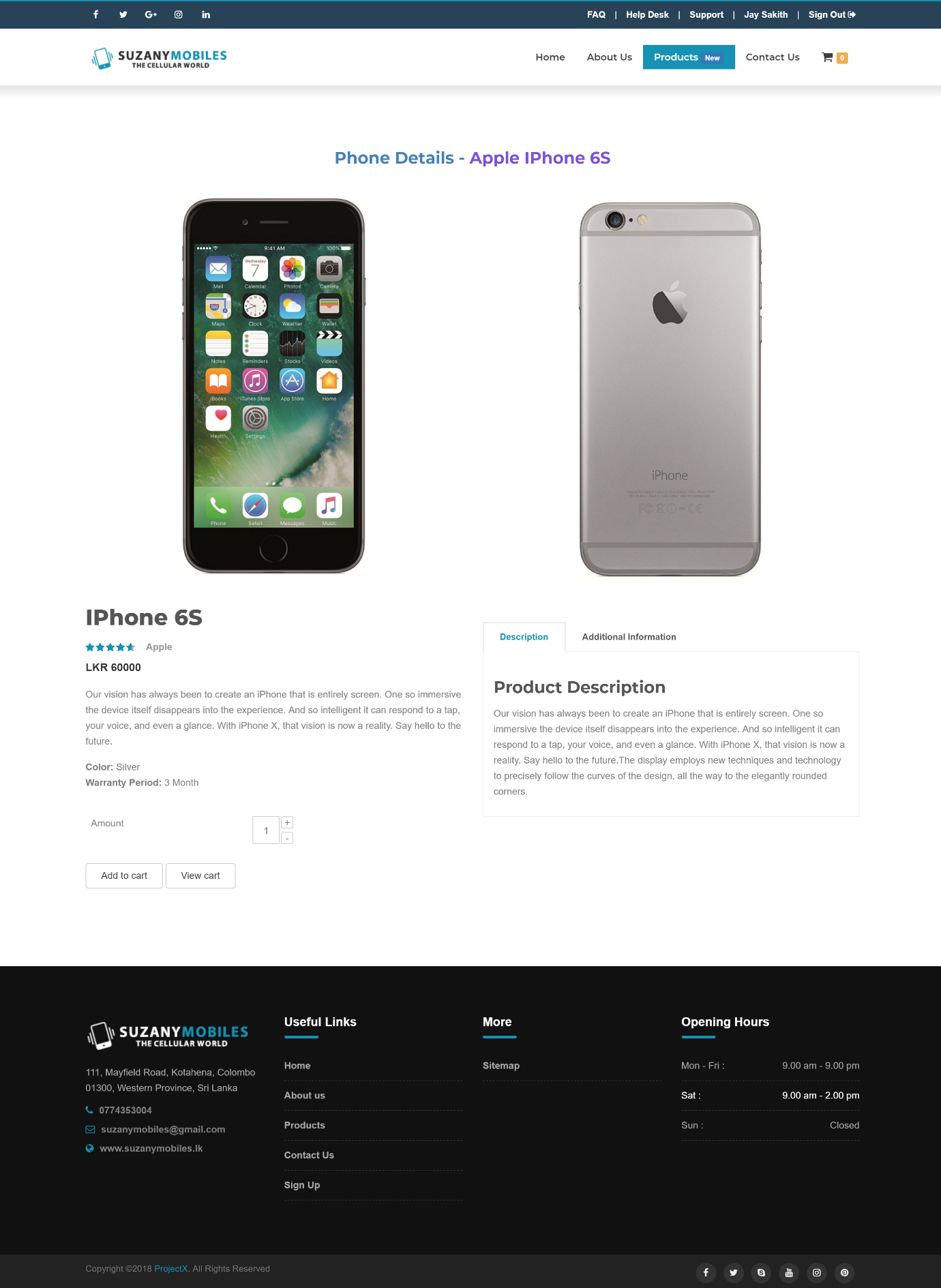
[How to restore backup 13](#_Toc524309032)

# How to place an order

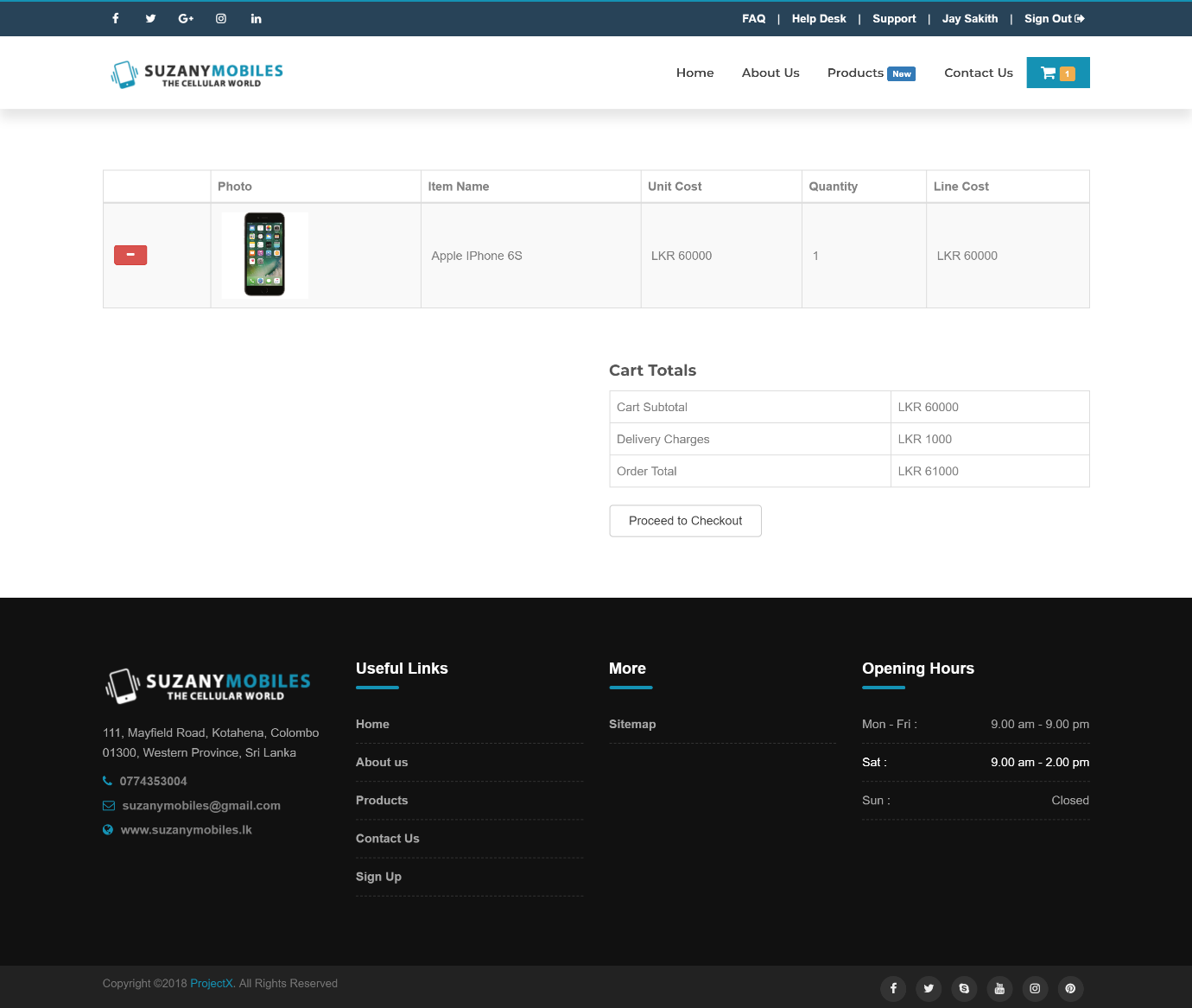
Step 1 – Select an item



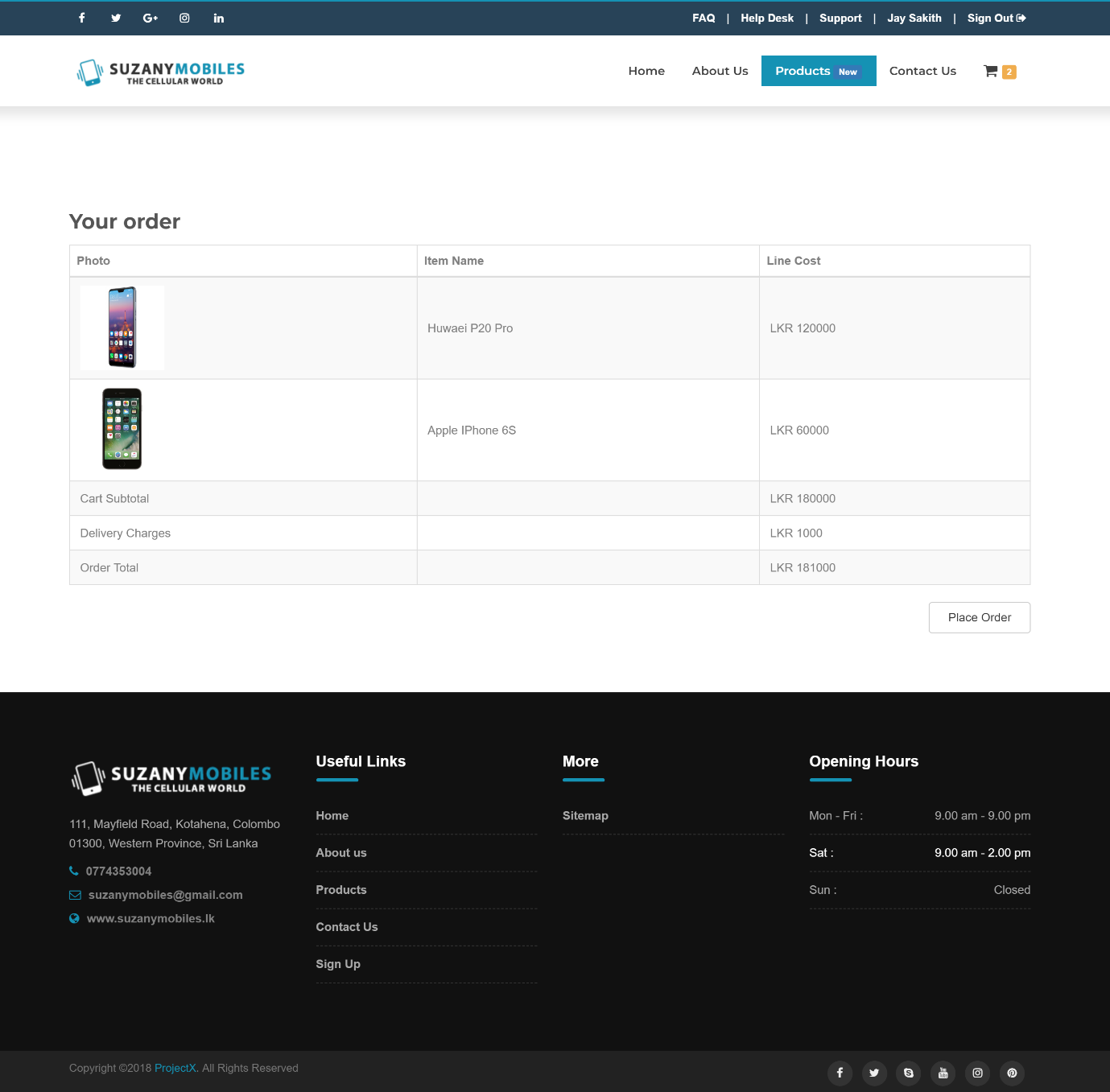
Step 2 – Select quantity and click on the “Add to cart”button



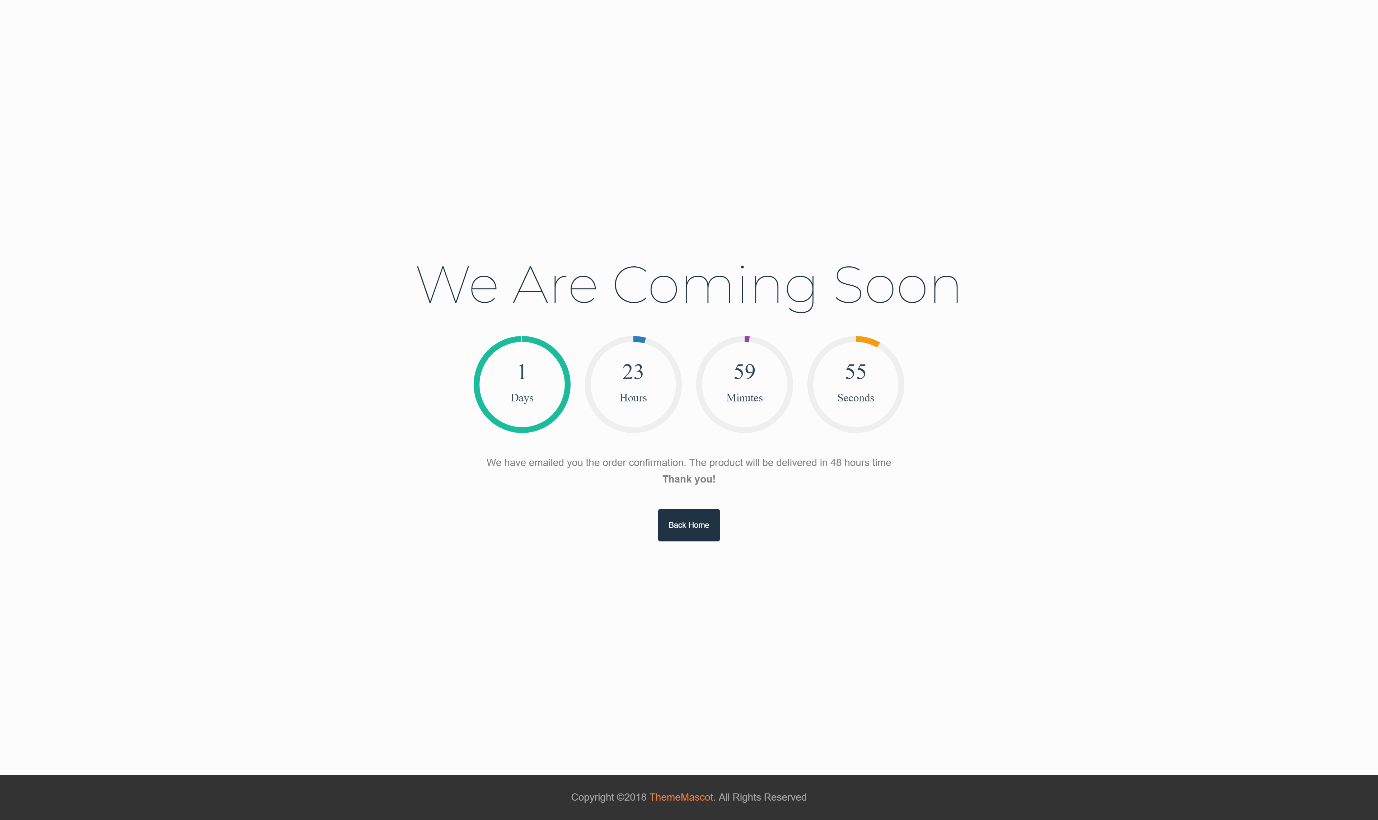
Step 3 – View the added items to the cart



Step 3 – Final preview of the items added to the cart

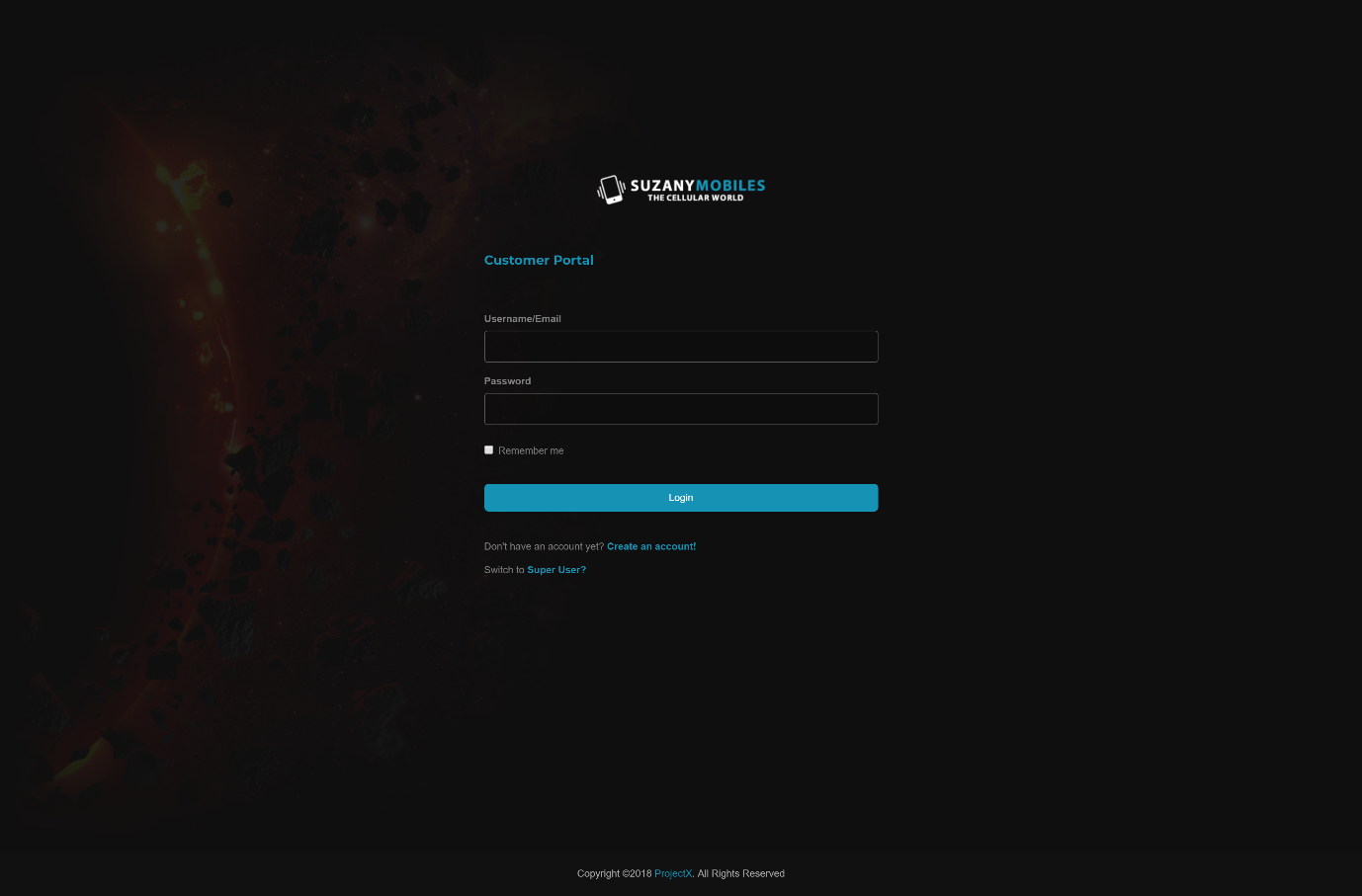


Step 4 – Final confirmation message will appear



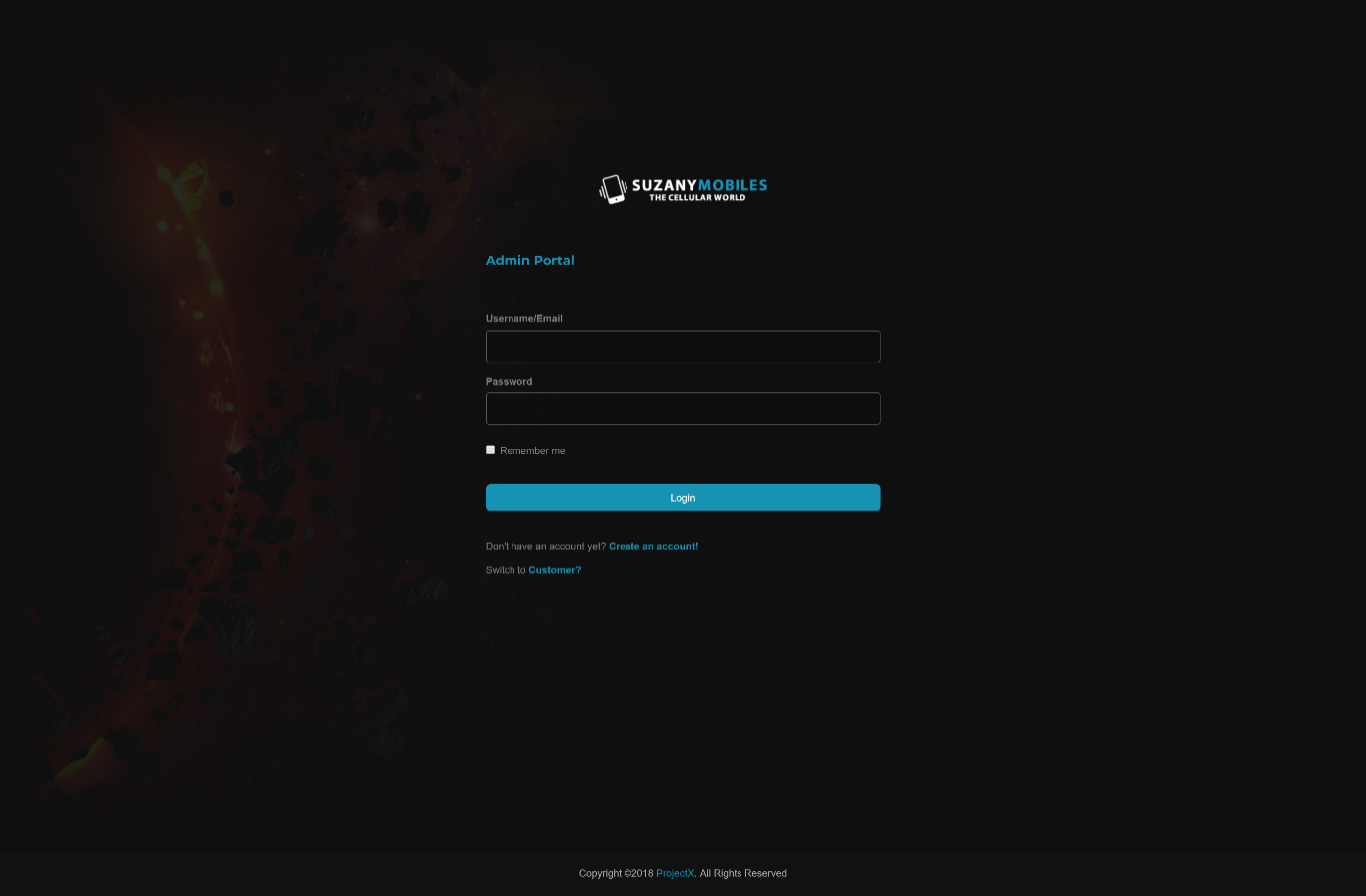
# How to sign in to the customer portal

Step 1 – Login using the given customer credentials and click on the “Login” button



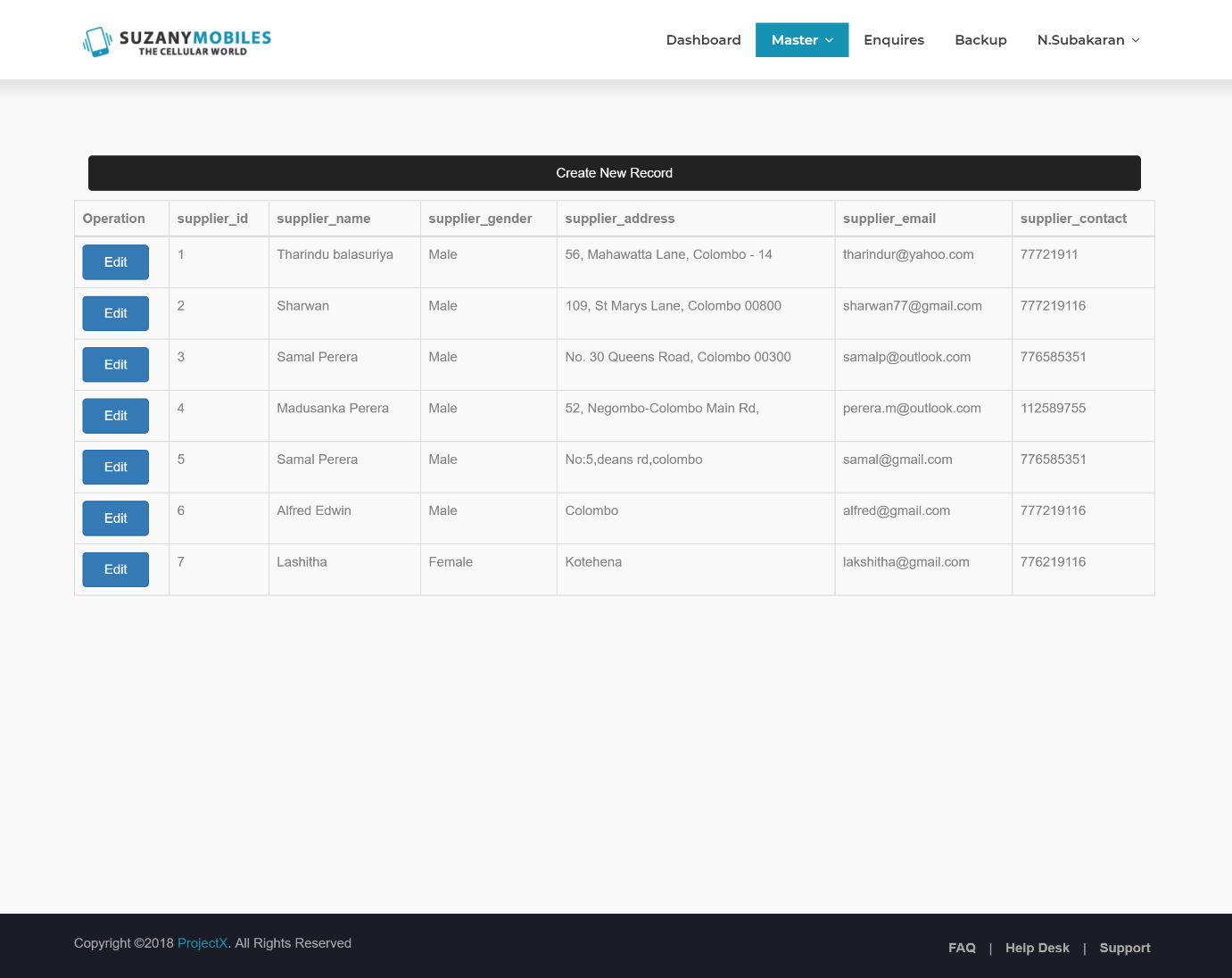
# How to sign in to the employee portal

Step 1 – Login using the given employee credentials and click on the “Login” button

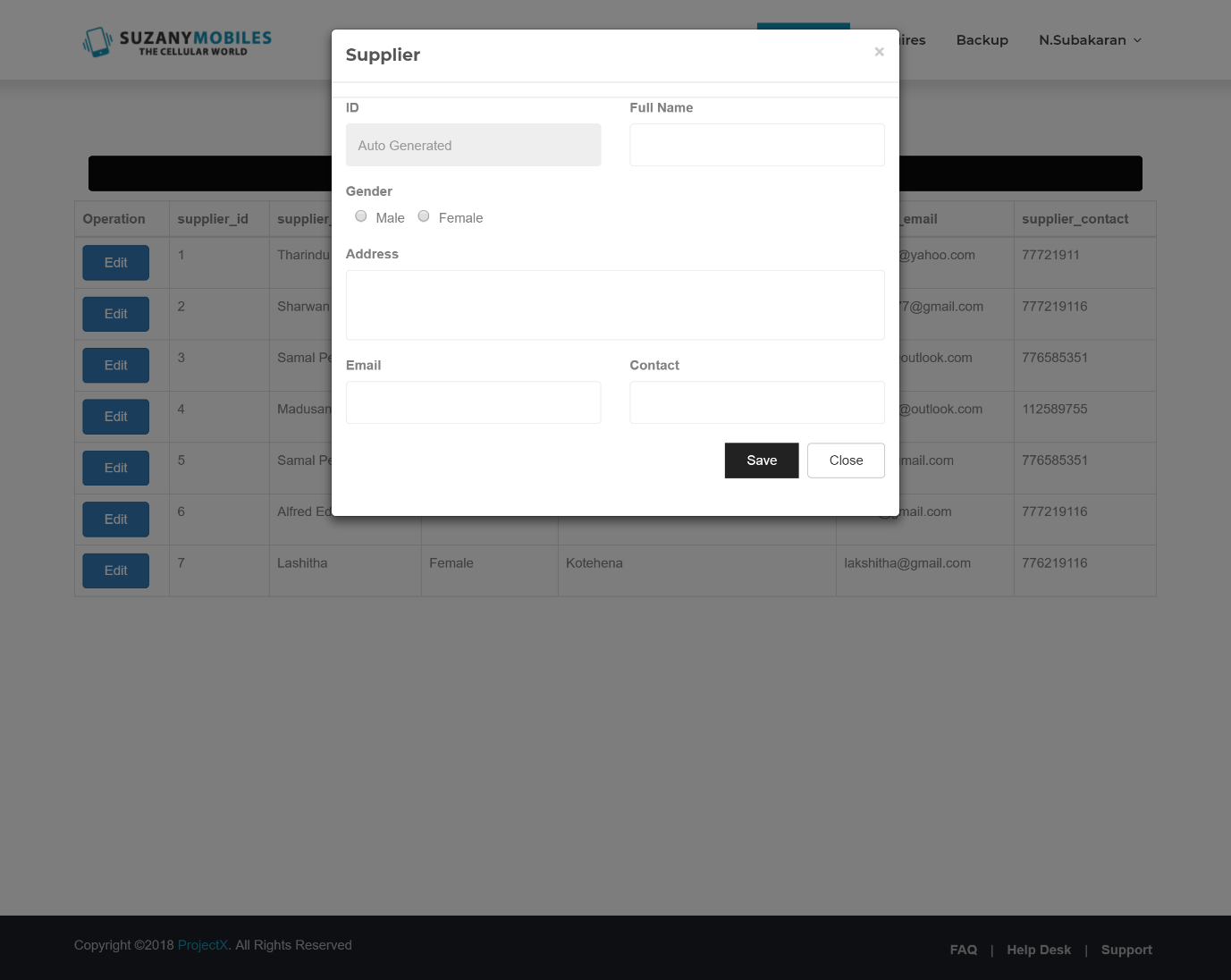


# How to manage records in the employee portal

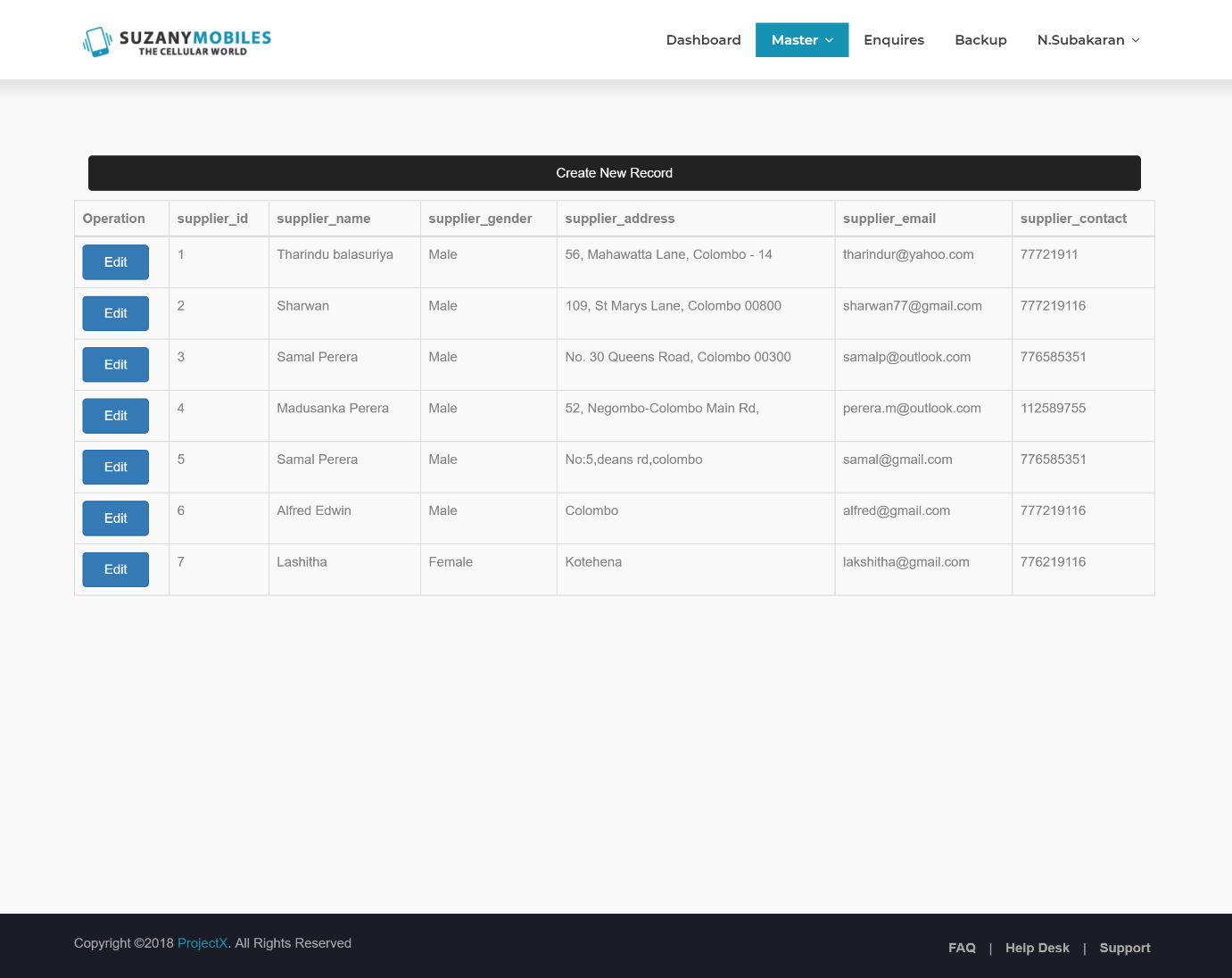
Step 1 – Select a data table in the master dropdown e.g. Supplier and click on the “Create New Record” button to add new record



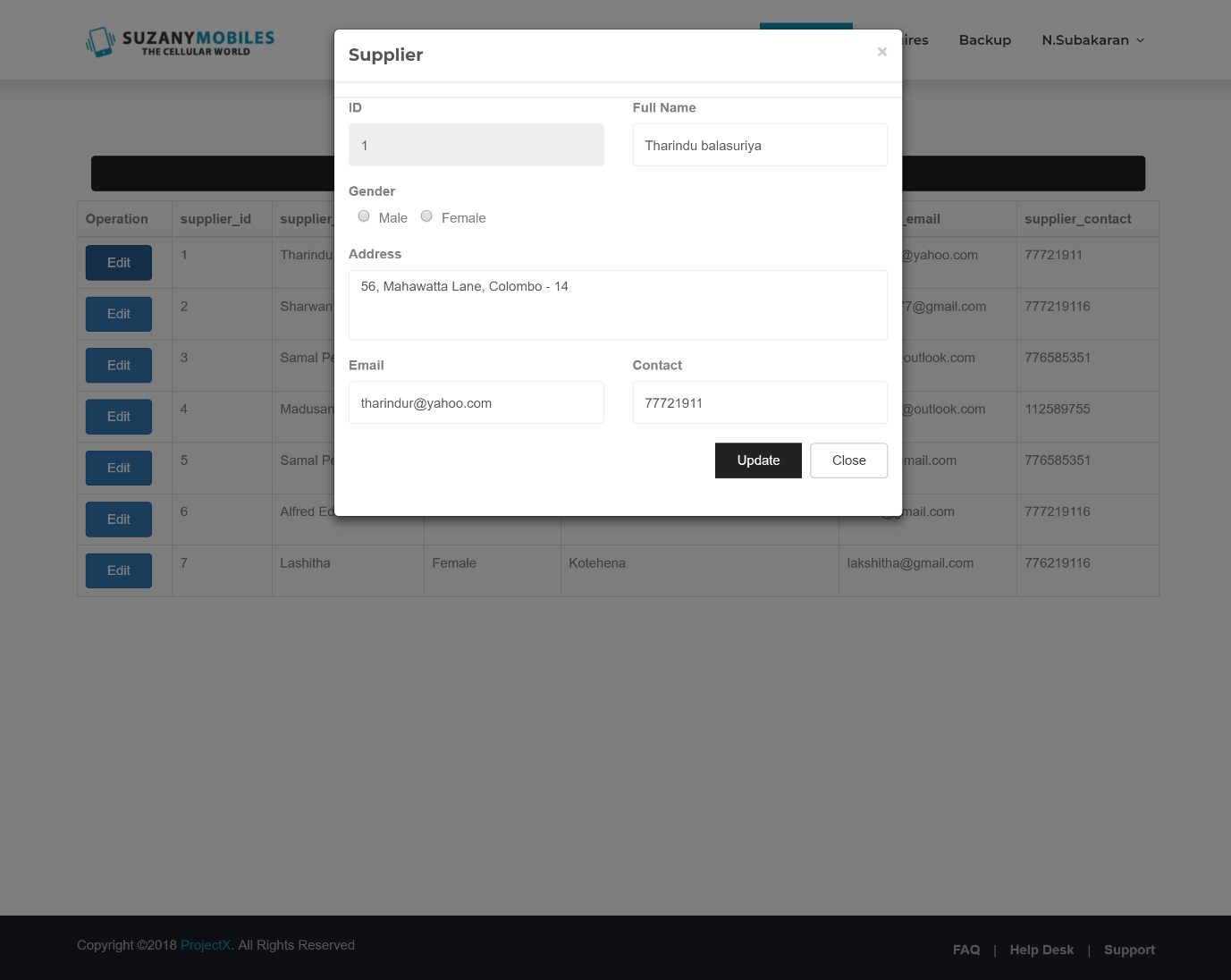
Step 2 – Fill needed fields and click on the “Save” button to create a new record



Step 3 – Click on the “Edit” button to edit a record

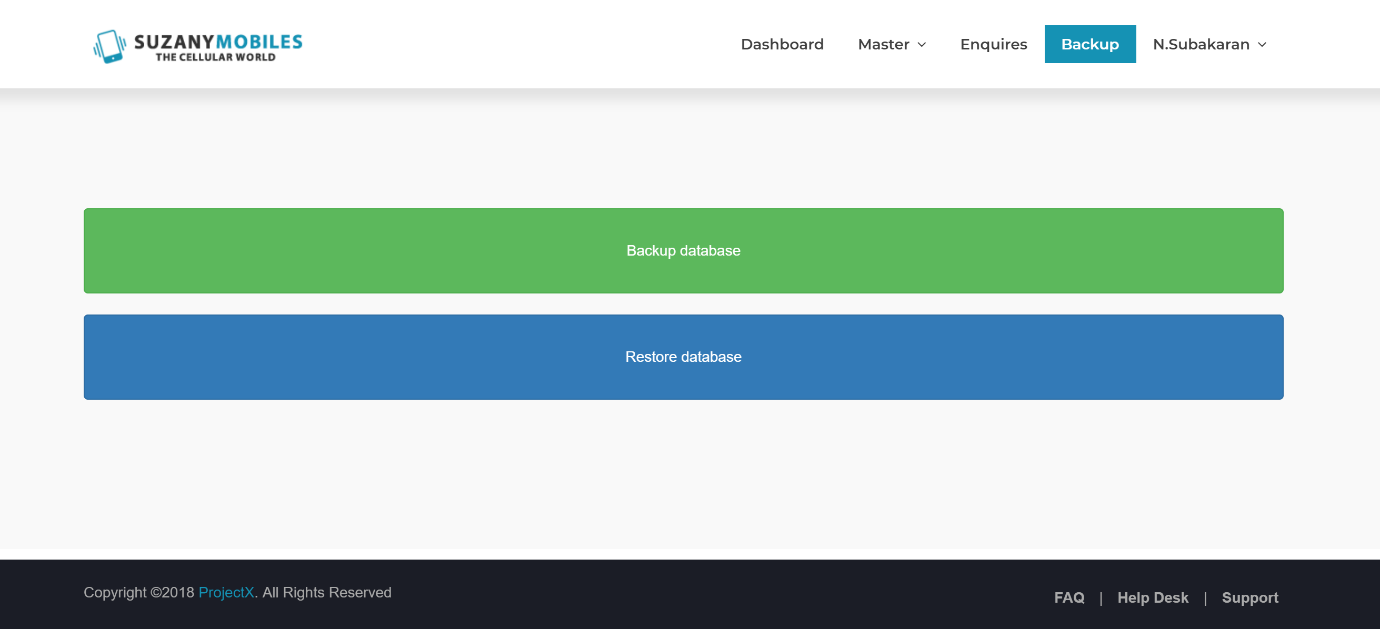


Step 4 – Make the necessary changes and click the “Update” button to update a record

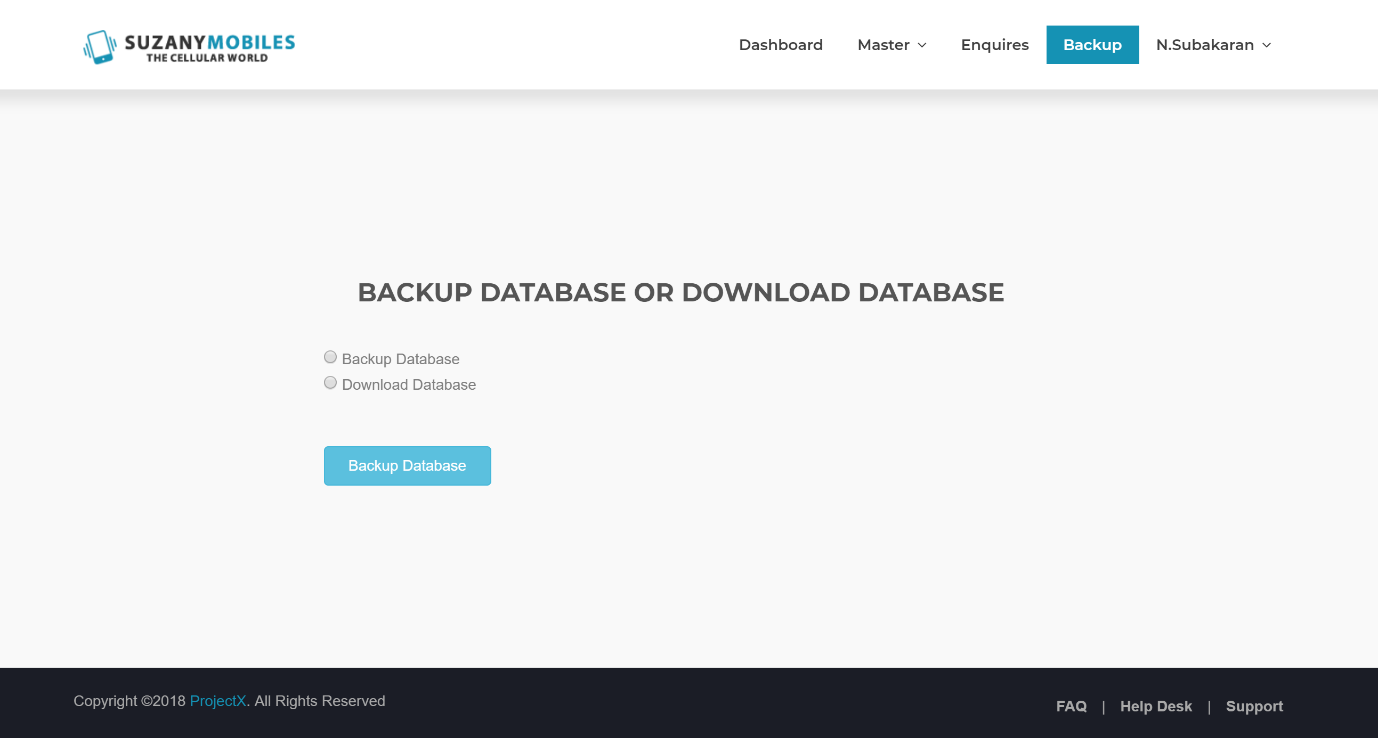


# How to create a backup

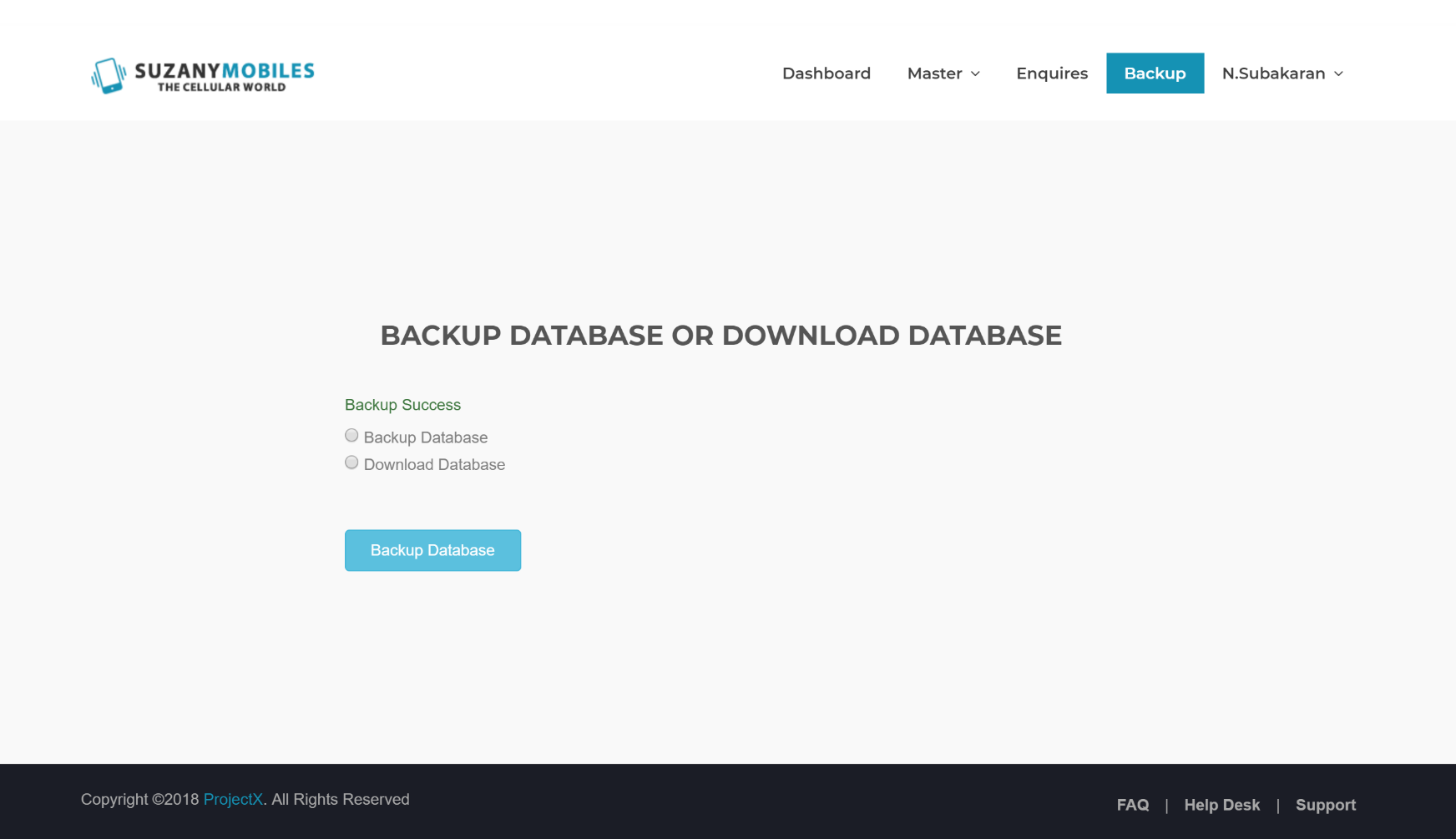
Step 1 – Click on the “Backup” button



Step 2 – Select on the “Backup Database” option to backup or “Download Database” option to download backup and click on the “Backup Database” button

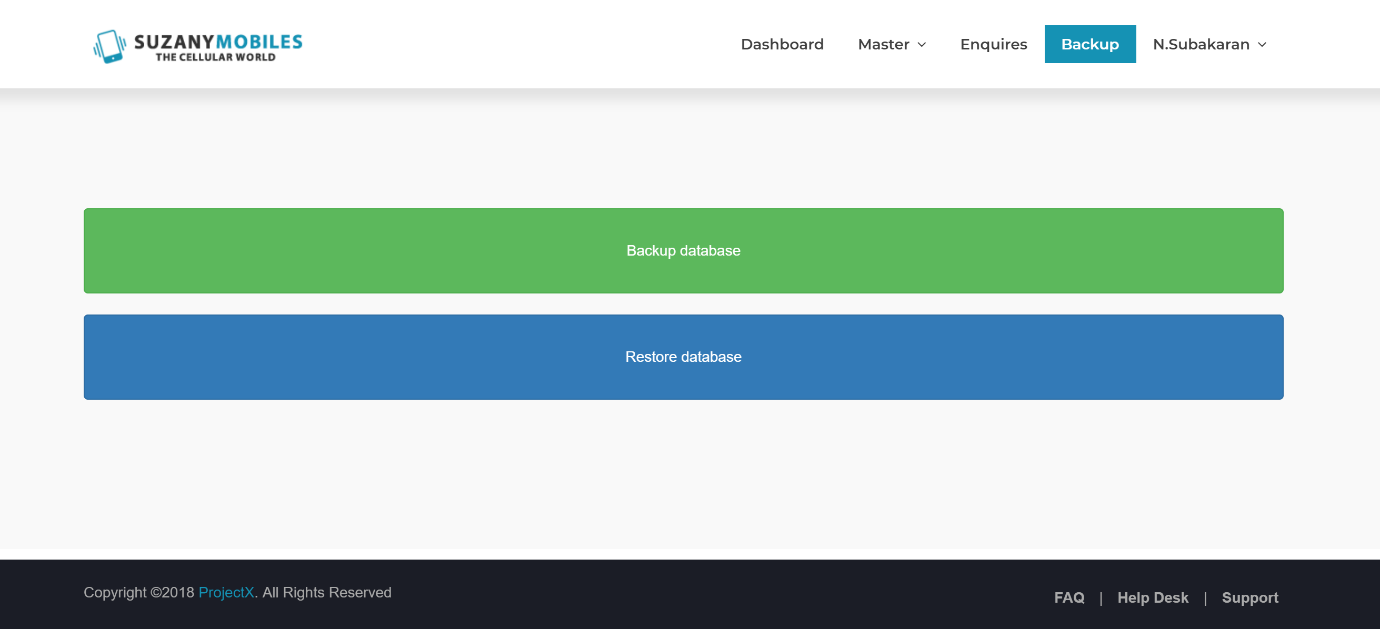


Step 3 – Prompt if the database backup is successful



# How to restore backup

Step 1 – Click on the “Restore database” button



Step 2 – Click on the file location and click the “Save” button

