

# GoodBuy Enterprises

Management Information System

# USER MANUAL

BY



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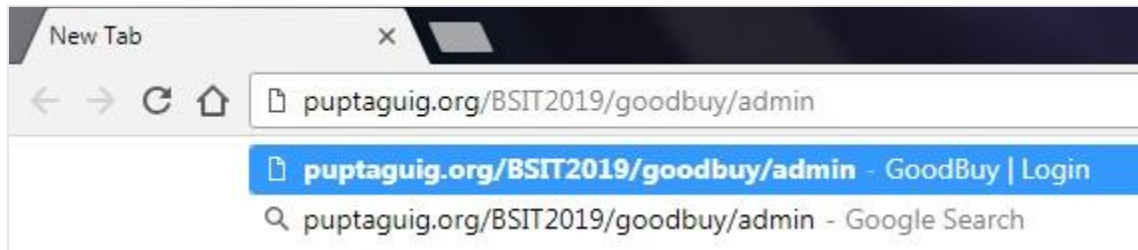
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## GETTING STARTED

1. Type in [puptaguig.org/BSIT2019/goodbuy/admin](http://puptaguig.org/BSIT2019/goodbuy/admin) on your browser to access the admin side of GoodBuy Enterprises Management Information System.



## LOGIN

1. Input required fields: USERNAME and PASSWORD. Then click SIGN IN.



The login form is titled "GoodBuy Enterprises" in a large, bold, green font. Below the title, it says "Sign in to start your session". There are two input fields: "Username" with a person icon and "Password" with a lock icon. Both fields have green borders. Below the fields is a green "SIGN IN" button.

## MINIMUM QUANTITY

### ITEMS IN MINIMUM QUANTITY

1. Click the ITEMS IN MIN. QTY located in the dashboard.

DASHBOARD

Home / Dashboard

 ITEMS IN MIN. QTY  
9

 STORE SALES  
Php 0.00

 ONLINE SALES  
Php 0.00

 TODAY'S EXPENSES  
Php 0.00

 PENDING DELIVERIES  
3

 THIS MONTH'S SALES  
Php 9379.00

 THIS MONTH'S EXPENSES  
Php 348.00

2. The items that reached its minimum quantity are listed in the table.

ITEMS THAT REACHED MINIMUM QUANTITY

The following products have reached the minimum quantity. Please order again on or before the reorder point date of each product.

Reorder Point  
0 [SET REORDER POINT](#)

Show 10 entries Search:

Product Code	Name	Attributes	Selling Price	Quantity	Action
AABT1	Test Product1	Red Brown	100.00	0	<a href="#">Add Qty</a> <a href="#">Deactivate</a>
AABT7	test2	Assorted	200.00	0	<a href="#">Add Qty</a> <a href="#">Deactivate</a>
WBLO26	Lacy top	Assorted	109.00	0	<a href="#">Add Qty</a> <a href="#">Deactivate</a>

3. Set the reorder point by modifying REORDER POINT.

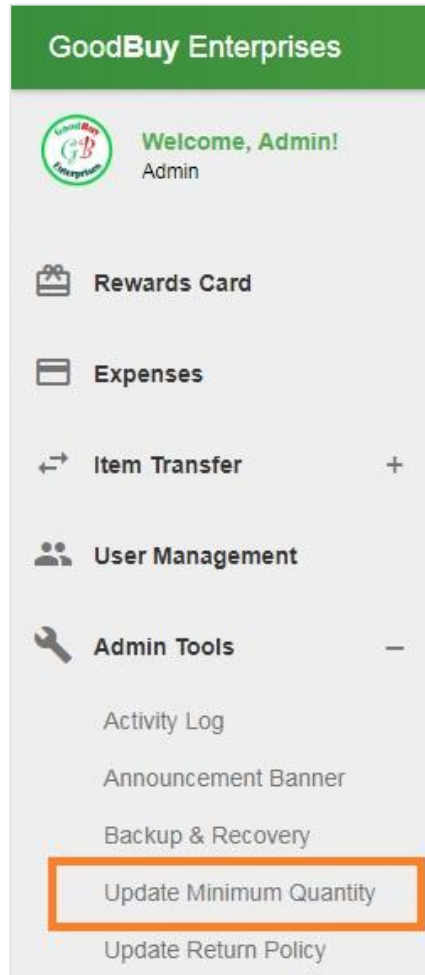
ITEMS THAT REACHED MINIMUM QUANTITY

The following products have reached the minimum quantity. Please order again on or before the reorder point date of each product.

Reorder Point  
0 [SET REORDER POINT](#)

## UPDATE MINIMUM QUANTITY

1. Go to Admin Tools > Update Minimum Quantity.



2. Update minimum quantity and click SUBMIT.

### Update Minimum Quantity

Minimum Quantity

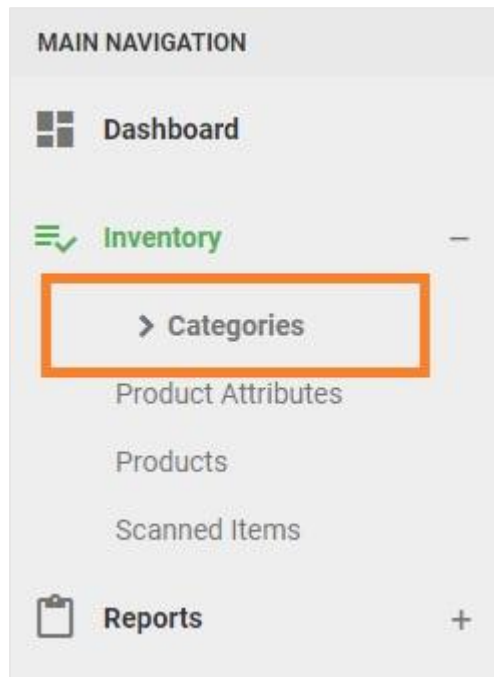
3



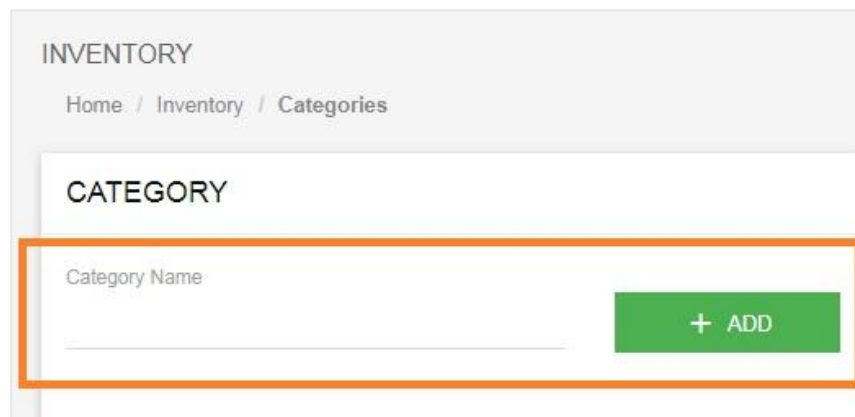
## CATEGORIES

### ADD CATEGORY

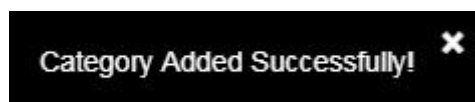
1. Go to Inventory > Categories.



2. Enter CATEGORY NAME then click ADD.

A screenshot of a web form titled 'CATEGORY'. At the top, it shows a breadcrumb trail: 'Home / Inventory / Categories'. Below this, the form has a title 'CATEGORY'. There is a text input field labeled 'Category Name' (this field and the 'ADD' button are highlighted with an orange rectangle). To the right of the input field is a green button with a white plus sign and the text '+ ADD'.

3. Check on the upper right corner if successful or not.



## EDIT CATEGORY

1. Click EDIT then modify data. Click SAVE.

U	UNISEX	<a href="#">Edit</a>	<a href="#">Delete</a>
W	WOMEN	<a href="#">Edit</a>	<a href="#">Delete</a>

**Edit Category**

WOMEN

☐ [SAVE](#) [CANCEL](#)

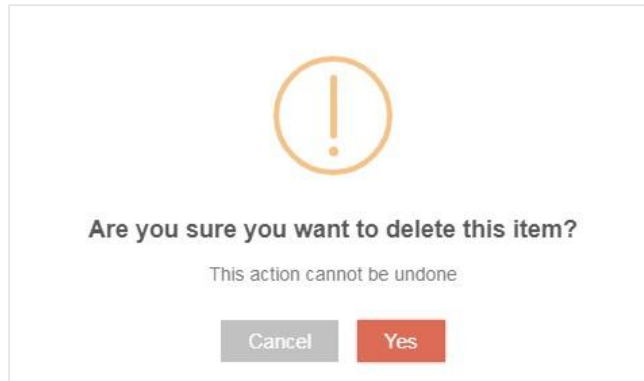
2. Check on the upper right corner if successful or not.

**Category Edited Successfully!** ✕

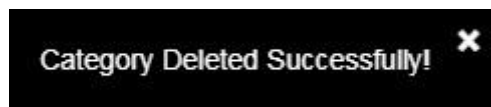
## DELETE CATEGORY

1. Click DELETE and confirm.

K	KIDS	<a href="#">Edit</a>	<a href="#">Delete</a>
M	MEN	<a href="#">Edit</a>	<a href="#">Delete</a>

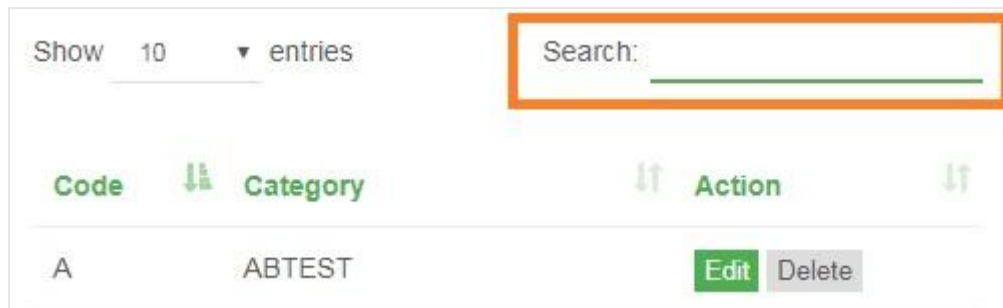


2. Check on the upper right corner if successful or not.



## SEARCH CATEGORY

1. Type the keywords to search.



## SORT TABLE

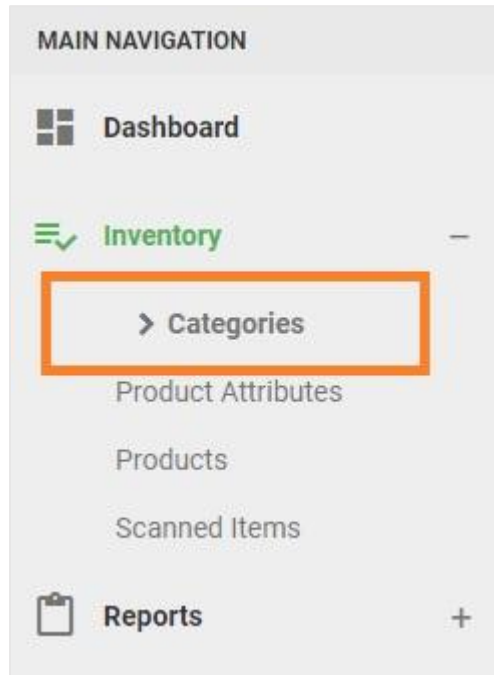
1. Click the column header to sort table in ascending (A to Z) or descending (Z to A) order.



## SUBCATEGORIES

### ADD SUBCATEGORY

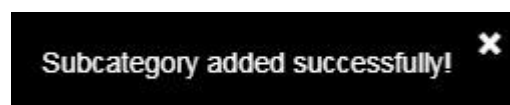
1. Go to Inventory > Categories.



2. Enter CATEGORY and SUBCATEGORY NAME then click ADD.

A screenshot of a form titled 'SUBCATEGORY'. It contains a 'Category' dropdown menu with 'WOMEN' selected. Below the dropdown is a text input field labeled 'Subcategory Name'. To the right of the input field is a green button with a white plus sign and the text '+ ADD'. The entire form area is enclosed in an orange border.

3. Check on the upper right corner if successful or not.



## EDIT SUBCATEGORY

1. Click EDIT then modify data. Click SAVE.

Code	Subcategory	Category	Action
ABT	ABTEST	ABTEST	<button>Edit</button> <button>Delete</button>
SHO	SHOES	ABTEST	<button>Edit</button> <button>Delete</button>

### Edit Subcategory

ABTEST

SHOES

✓ SAVE CANCEL

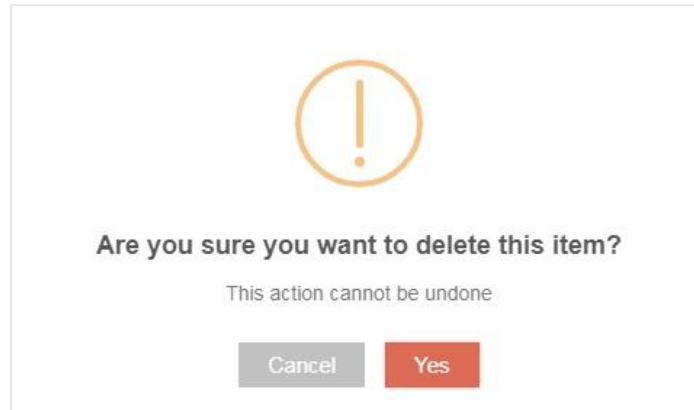
2. Check on the upper right corner if successful or not.

Subcategory Edited Successfully! ✕

## DELETE SUBCATEGORY

1. Click DELETE and confirm.

Code	Subcategory	Category	Action
ABT	ABTEST	ABTEST	<button>Edit</button> <button>Delete</button>
SHO	SHOES	ABTEST	<button>Edit</button> <button>Delete</button>



2. Check on the upper right corner if successful or not.



## SEARCH SUBCATEGORY

1. Type the keywords to search.



## SORT TABLE

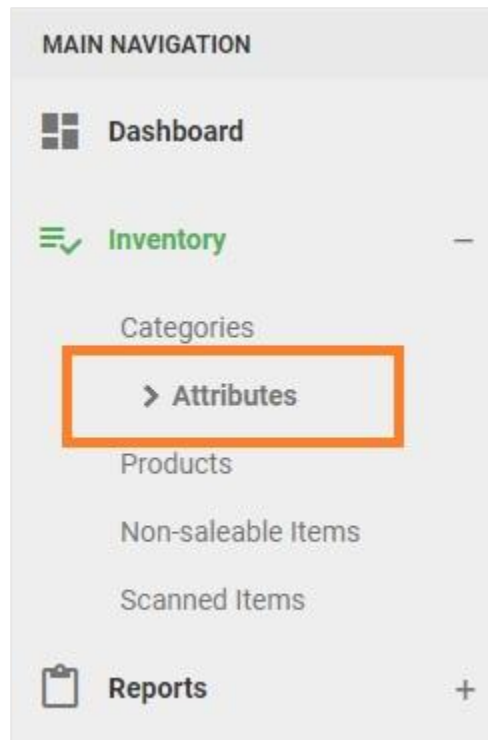
1. Click the column header to sort table in ascending (A to Z) or descending (Z to A) order.



## ATTRIBUTE TYPE

### ADD ATTRIBUTE TYPE

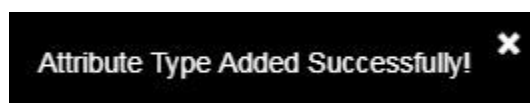
1. Go to Inventory > Attributes.



2. Enter ATTRIBUTE TYPE then click ADD.

A screenshot of a form titled 'ATTRIBUTE TYPE'. The form contains a single input field labeled 'Attribute Type' and a green button with a plus sign and the text '+ ADD'. The input field and the button are highlighted with an orange rectangular box.

3. Check on the upper right corner if successful or not.



## EDIT ATTRIBUTE TYPE

1. Click EDIT then modify data. Click SAVE.

Name	Action
Color	<span>Edit</span> <span>Delete</span>
Material	<span>Edit</span> <span>Delete</span>

### Edit Attribute Type

Material

✓ SAVE CANCEL

2. Check on the upper right corner if successful or not.

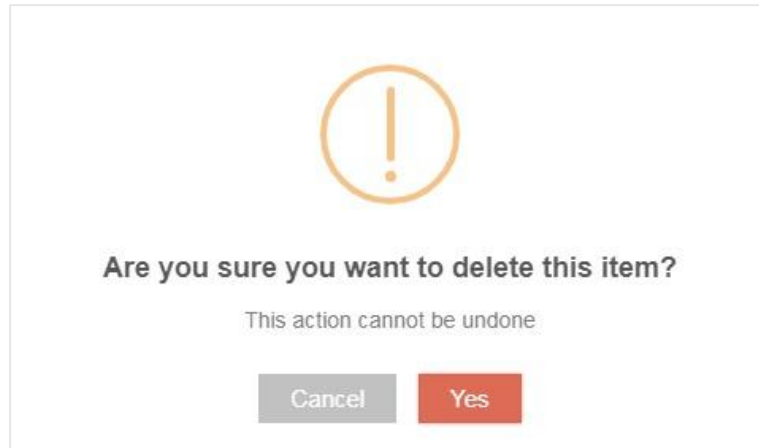
Attribute Type Edited Successfully! ✕

## DELETE ATTRIBUTE TYPE

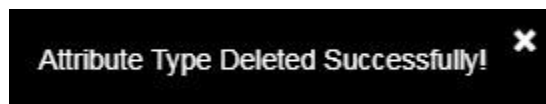
1. Click DELETE and confirm.

Name	Action
Color	<span>Edit</span> <span>Delete</span>
Material	<span>Edit</span> <span>Delete</span>





2. Check on the upper right corner if successful or not.



## SEARCH ATTRIBUTE TYPE

1. Type the keywords to search.

A search interface for attribute types. It includes a "Show 10 entries" dropdown, a "Search:" input field with an orange border, and a table with columns "Name" and "Action". The table contains one row with the value "Color" and "Edit" and "Delete" buttons.

## SORT TABLE

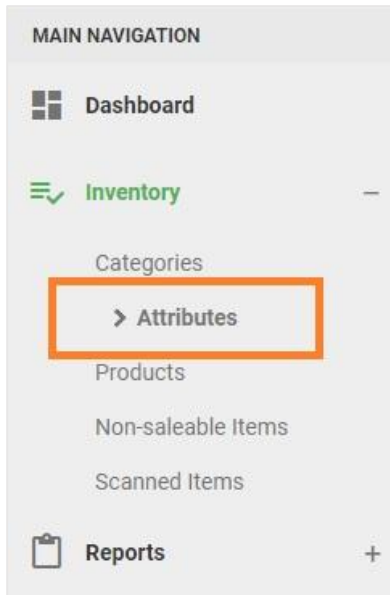
1. Click the column header to sort table in ascending (A to Z) or descending (Z to A) order.

A table sorting interface, identical to the one above. It shows a "Show 10 entries" dropdown, a "Search:" input field with an orange border, and a table with columns "Name" and "Action". The table contains one row with the value "Color" and "Edit" and "Delete" buttons.

## ATTRIBUTE VALUE

### ADD ATTRIBUTE VALUE

1. Go to Inventory > Attributes.



2. Input ATTRIBUTE TYPE and ATTRIBUTE VALUE. Click ADD.

A screenshot of a form titled 'ATTRIBUTE VALUE'. The form is enclosed in a light gray border. Inside, there is a section with a light gray background. This section contains a 'Type' label followed by a dropdown menu showing 'Color' with a downward arrow. Below this is an 'Attribute Value' label followed by a text input field. To the right of the input field is a green button with a white plus sign and the text '+ ADD'. The entire form area is highlighted with an orange rectangular border.

3. Check on the upper right corner if successful or not.

Attribute Value Added Successfully! ✕

## EDIT ATTRIBUTE VALUE

1. Click EDIT then modify data. Click SAVE.

Name	Type	Action
1	Size	<span>Edit</span> <span>Delete</span>
10	Size	<span>Edit</span> <span>Delete</span>

**Edit Attribute Values**

Size

1

✓ SAVE CANCEL

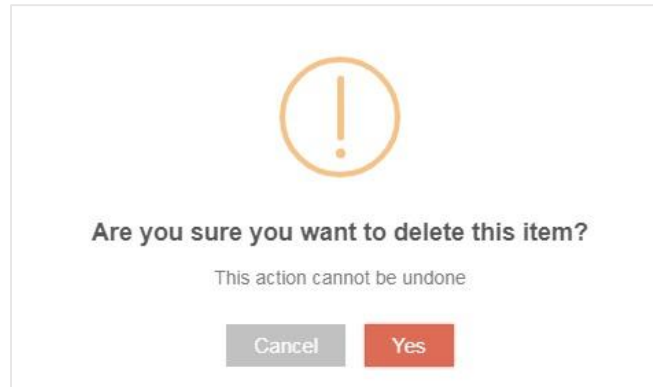
2. Check on the upper right corner if successful or not.

Attribute Value Edited Successfully! ✕

## DELETE ATTRIBUTE VALUE

1. Click DELETE and confirm.

Name	Type	Action
1	Size	<span>Edit</span> <span>Delete</span>
10	Size	<span>Edit</span> <span>Delete</span>

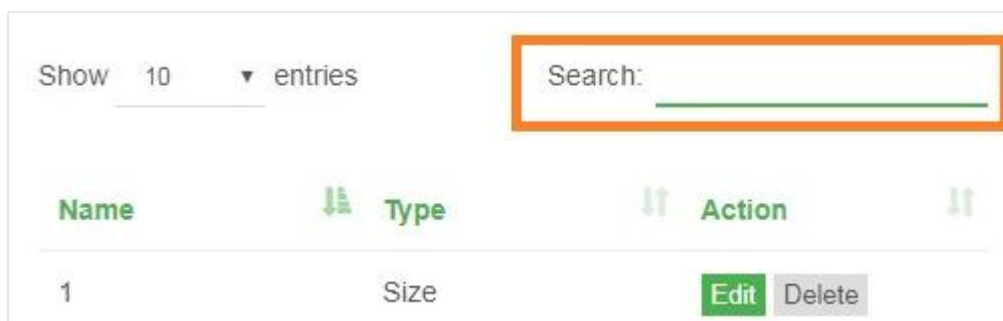


2. Check on the upper right corner if successful or not.



## SEARCH ATTRIBUTE VALUE

1. Type the keywords to search.



## SORT TABLE

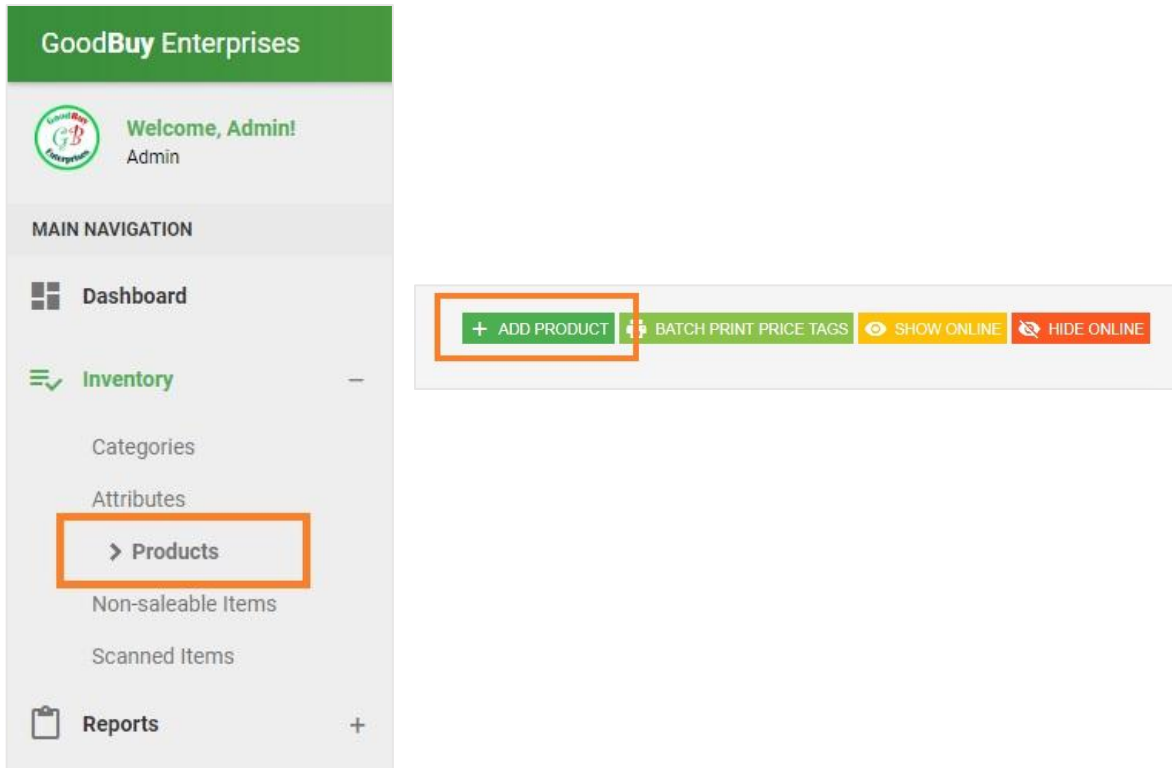
1. Click the column header to sort table in ascending (A to Z) or descending (Z to A) order.



## PRODUCTS

### ADD PRODUCT

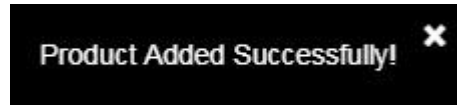
1. Go to Inventory > Products. Then click ADD PRODUCT.



2. Input required fields. Click ADD.

Category - Please select -	Subcategory Nothing selected	Date Delivered 05/31/2018
Product Name	Brand	Description
Quantity	Purchase Price	Selling Price
Attributes		
		<input type="button" value="+ ADD"/> <input type="button" value="X CANCEL"/>

3. Check on the upper right corner if successful or not.

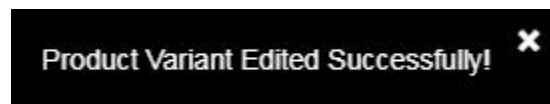


## EDIT PRODUCT

1. Click EDIT then modify data. Click SAVE.

The image shows a product management interface. At the top, there is an "Action" bar with several buttons: "View", "Add Qty", "Edit", "Deactivate", "Large Tags", "Small Tags", and "Single Tag". The "Edit" button is highlighted with an orange rectangle. Below this bar, the form contains fields for "Category" (set to "ABTEST"), "Subcategory" (set to "ABTEST"), "Name" (set to "TEST19"), "Brand" (set to "Unbranded"), and "Description". There are also fields for "Purchase Price" (1.00) and "Selling Price" (250.00). Under the "Attributes" section, there is a tag "Black" with a close icon. At the bottom right, there are two buttons: "SAVE" (with a checkmark icon) and "CANCEL" (with an 'X' icon). The "SAVE" button is highlighted with an orange rectangle.

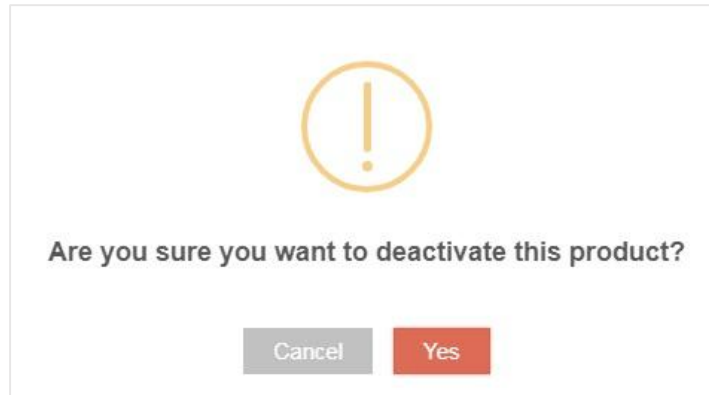
2. Check on the upper right corner if successful or not.



## DEACTIVATE PRODUCT

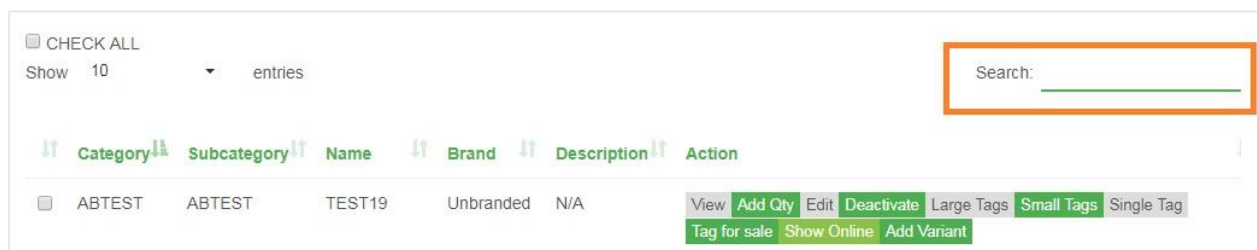
1. Click DEACTIVATE then confirm.





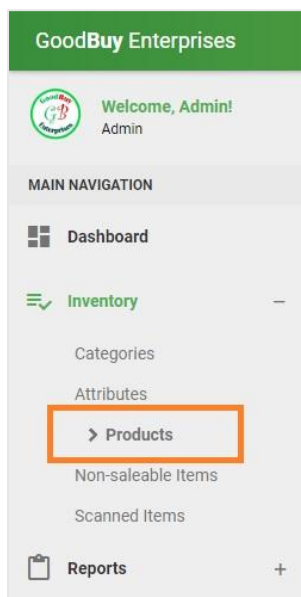
## SEARCH PRODUCT

1. Type the keywords to search.



## ADD PRODUCT VARIANT

1. Go to Inventory > Products. Choose a product then click ADD VARIANT.



2. Input required fields. Click ADD.

**ADD PRODUCT VARIANT**  
Add new products to your inventory

Category	Subcategory	Product Name	Brand	Description
ABTEST	ABTEST	TEST19	Unbranded	

Main Image:  

Choose File

 No file chosen

Other Product Images:  

Choose Files

 No file chosen

ACCESS CAMERA

Quantity

Purchase Price

Selling Price

Date Delivered

05/31/2018

Attributes

+

+

+ ADD

X CANCEL

3. Check on the upper right corner if successful or not.

Product Variant Added Successfully! X

## EDIT PRODUCT VARIANT

1. Click EDIT then modify data. Click SAVE.

Action

View

Add Qty

Edit

Deactivate

Large Tags

Small Tags

Tag for sale


Single Tag

Show Online



Category	Subcategory	Product Name	Brand	Description
ABTEST	ABTEST	TEST19	Unbranded	



Main Image:

No file chosen

Other Product Images:

No file chosen

Purchase Price

1.00

Selling Price

250.00

Attributes

Black x

+

+


2. Check on the upper right corner if successful or not.

**Product Variant Edited Successfully!** ✕

## DEACTIVATE PRODUCT VARIANT

1. Click DEACTIVATE then confirm.

Action



**Are you sure you want to deactivate this product?**

## SEARCH PRODUCT VARIANT

1. Type the keywords to search.

Category	Subcategory	Product Name	Brand	Description
ABTEST	ABTEST	TEST19	Unbranded	

Show 10 entries

Search:

## ADD QUANTITY

1. Click ADD QTY then input the desired quantity. Click ADD QTY.

**Action**

View **Add Qty** Edit Deactivate Large Tags Small Tags Single Tag

Tag for sale Show Online Add Variant

**Add Quantity**

Date Delivered

05/31/2018

Quantity

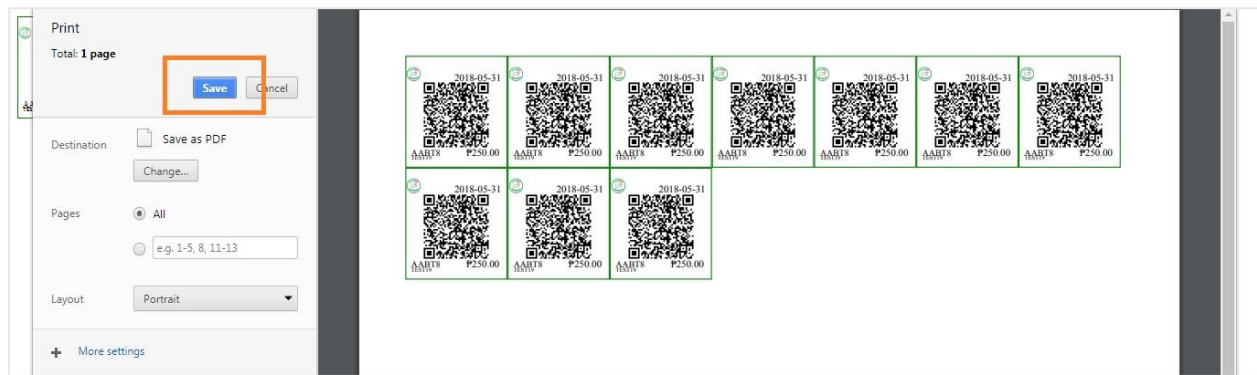
## PRINT SMALL TAGS

1. Click SMALL TAGS then SAVE or PRINT.

**Action**

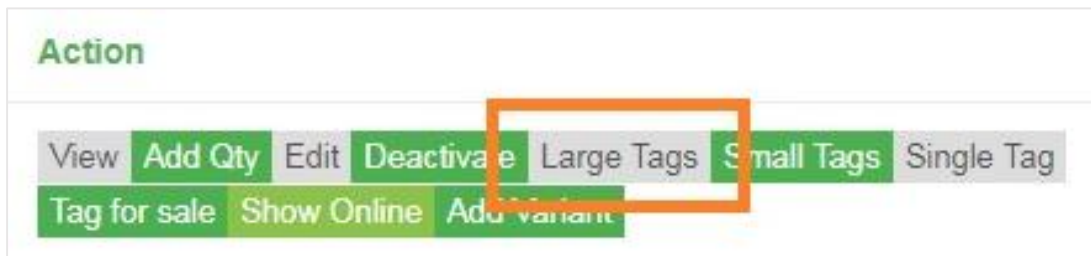
View **Add Qty** Edit Deactivate Large Tags **Small Tags** Single Tag

Tag for sale Show Online Add Variant



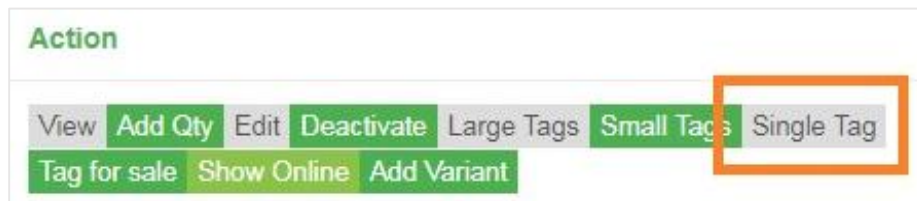
## PRINT LARGE TAGS

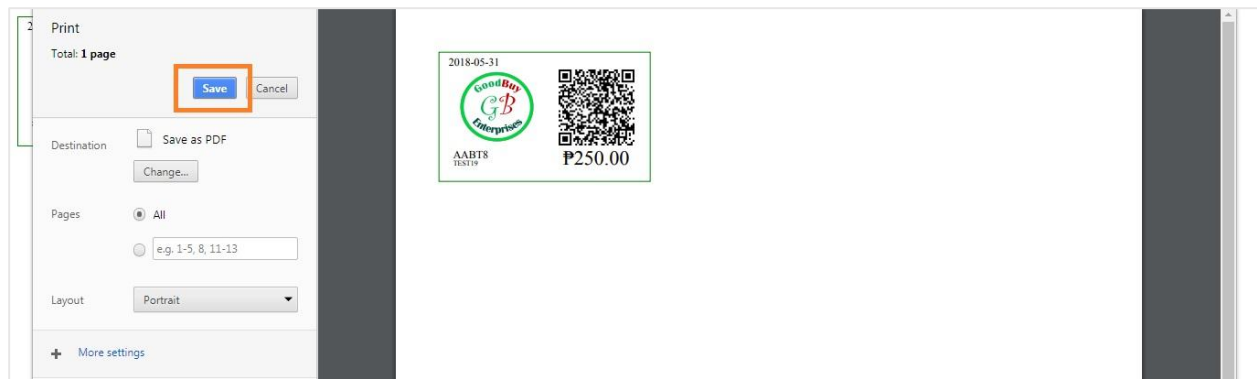
1. Click LARGE TAGS then SAVE or PRINT.



## PRINT SINGLE TAG

1. Click SINGE TAG then SAVE or PRINT.





## TAG FOR SALE

1. Click TAG FOR SALE then input for Discount Percent. Click SET DISCOUNT.

**Action**

View Add Qty Edit Deactivate Large Tags Small Tags Single Tag

Tag for sale Show Online Add Variant

**Tag Product For Sale**

Discount Percent

0

Set Discount CLOSE

## SHOW ONLINE

1. Click SHOW ONLINE to display it on the online store.

**Action**

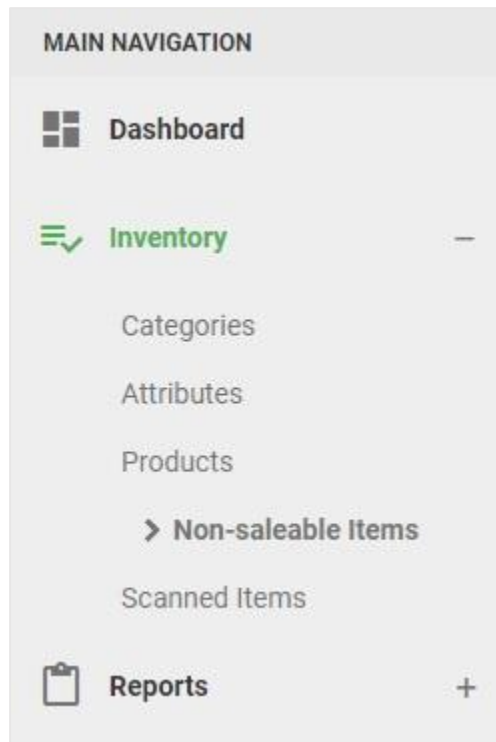
View Add Qty Edit Deactivate Large Tags Small Tags Single Tag

Tag for sale Show Online Add Variant

## NON-SALEABLE ITEMS

### ADD NON-SALEABLE ITEM

1. Go to Inventory > Non-saleable Items.



2. Input required fields: PRODUCT CODE, QUANTITY, and REASON. Then click ADD.

NON-SALEABLE ITEMS			
Product Code	Quantity	Reason	<div>+ ADD</div>
<input type="text"/>	<input type="text"/>	<input type="text"/>	

3. Check on the upper right corner if successful or not.

Non-saleable Item Added Successfully! ✕

## EDIT NON-SALEABLE ITEM

1. Click EDIT then modify data. Click SAVE.

Date Added	Product Code	Name	Attributes	Quantity	Reason	Action
May 12, 2018	AABT7	test2	Assorted	1	Damaged	<span>Edit</span> <span>Cancel</span>
May 12, 2018	AABT7	test2	Assorted	1	Personal Use	<span>Edit</span> <span>Cancel</span>

### EDIT NON-SALEABLE ITEM

Product Code

AABT8

Quantity

1

Reason

Damaged

SAVE CANCEL

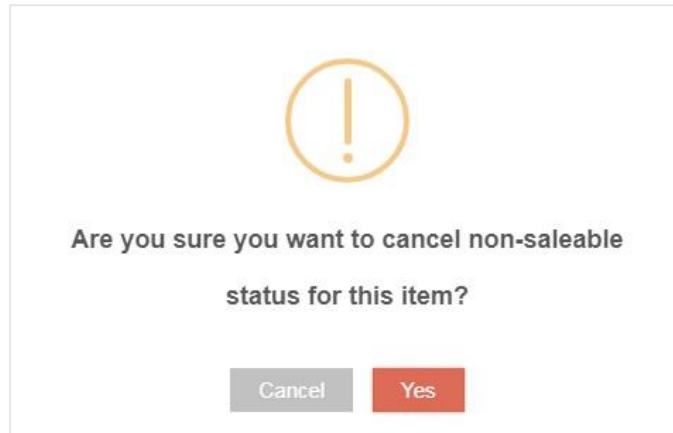
2. Check on the upper right corner if successful or not.

Non-saleable Item Edited Successfully! ×

## CANCEL NON-SALEABLE ITEM

1. Click CANCEL and confirm.

Date Added	Product Code	Name	Attributes	Quantity	Reason	Action
May 12, 2018	AABT7	test2	Assorted	1	Damaged	<span>Edit</span> <span>Cancel</span>
May 12, 2018	AABT7	test2	Assorted	1	Personal Use	<span>Edit</span> <span>Cancel</span>
May 30, 2018	AABT8	TEST1	Black	1	Damaged	<span>Edit</span> <span>Cancel</span>



## SEARCH NON-SALEABLE ITEM

1. Type the keywords to search.

Show

10

▼

entries

Search:

Date Added	Product Code	Name	Attributes	Quantity	Reason	Action
May 12, 2018	AABT7	test2	Assorted	1	Damaged	<div>Edit</div> <div>Cancel</div>
May 12, 2018	AABT7	test2	Assorted	1	Personal Use	<div>Edit</div> <div>Cancel</div>

## SORT TABLE

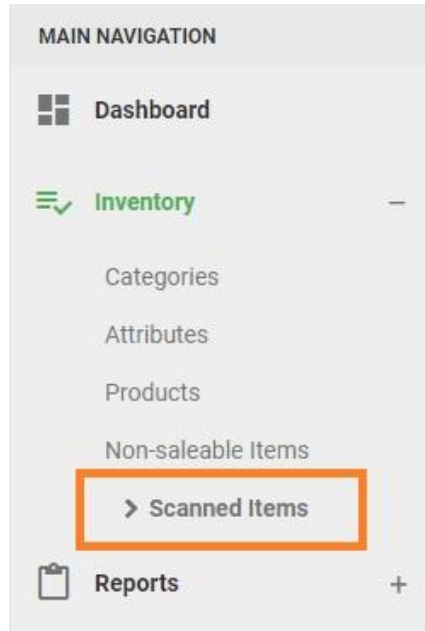
1. Click the column header to sort table in ascending (A to Z) or descending (Z to A) order.

Date Added	Product Code	Name	Attributes	Quantity	Reason	Action
May 12, 2018	AABT7	test2	Assorted	1	Damaged	<a href="#">Edit</a> <a href="#">Cancel</a>
May 12, 2018	AABT7	test2	Assorted	1	Personal Use	<a href="#">Edit</a> <a href="#">Cancel</a>

## SCANNED ITEMS

### SEARCH SCANNED ITEMS

1. Go to Inventory > Scanned Items.



2. Type keywords to search.

SCANNED ITEMS

Show 10 entries

Search:

Code	Name	Attributes	Quantity	Scanned Quantity	Selling Price	Date Scanned
MCLO1	Sando 50	Assorted	5	6	50.00	2018-05-19
MSHI1	Tshirt 120	Assorted	13	13	120.00	2018-05-19

## SORT TABLE

1. Click the column header to sort table in ascending (A to Z) or descending (Z to A) order.

SCANNED ITEMS

Show 10 entries

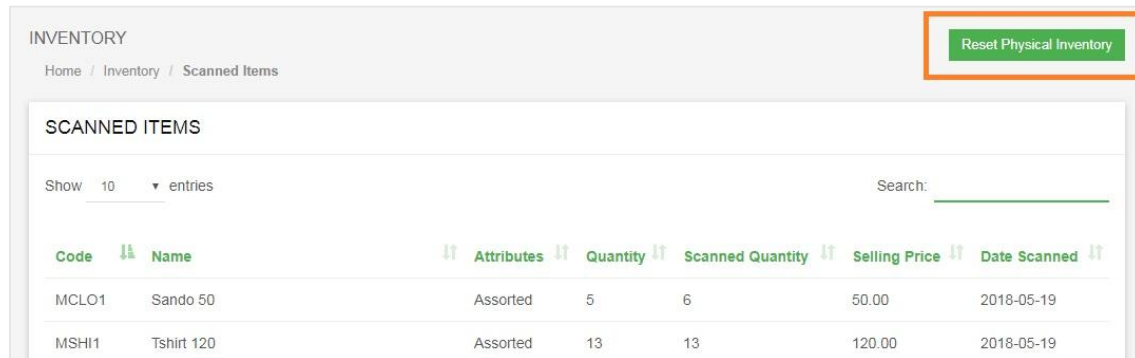
Search:

Code	Name	Attributes	Quantity	Scanned Quantity	Selling Price	Date Scanned
MCLO1	Sando 50	Assorted	5	6	50.00	2018-05-19
MSHI1	Tshirt 120	Assorted	13	13	120.00	2018-05-19

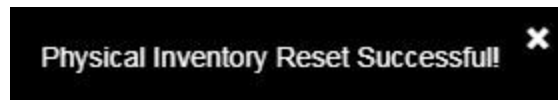


## RESET PHYSICAL INVENTORY

1. Click the RESET PHYSICAL INVENTORY button.



2. Check on the upper right corner if successful or not.

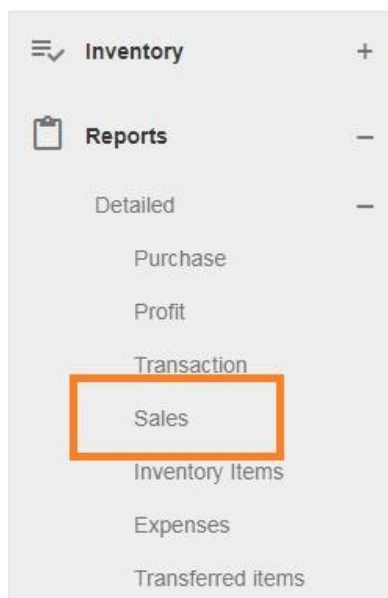


## REPORTS

### PRINT DETAILED REPORTS

#### Sales Report


1. Go to Reports > Detailed > Sales.



2. Enter DATE FROM and DATE TO then click PRINT.

Sales Report from May. 31, 2018 to May. 31, 2018

Date From	Date To	Filter by Category	Filter by Subcategory
05/31/2018	05/31/2018	ALL	Nothing selected



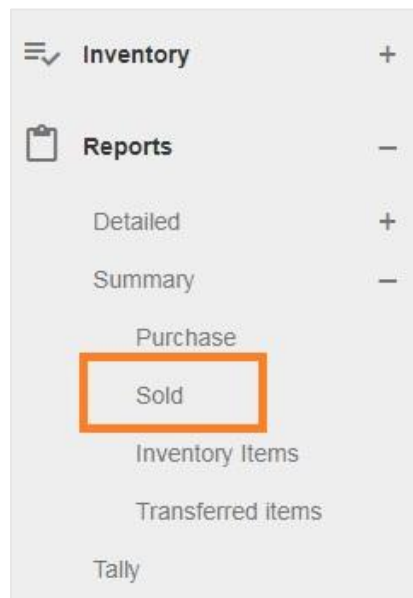
Search: \_\_\_\_\_

Product Code	Product Name	Attributes	Quantity	Sales Date	Invoice	Amount	Discount Incurred
AABT1	Test Product1	Red Brown	1	05-31-2018	NA	75.00	25.00
GRAND TOTAL						₱ 75.00	₱ 25.00

## PRINT SUMMARY REPORTS

### Print Sold Items Report

1. Go to Reports > Summary > Sold.



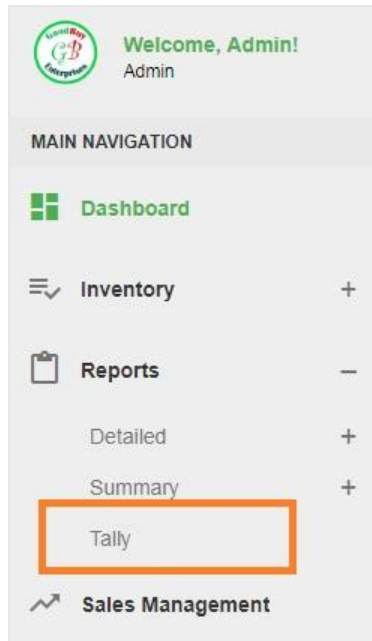
2. Enter DATE FROM and DATE TO. Click PRINT.

Sold Items Report

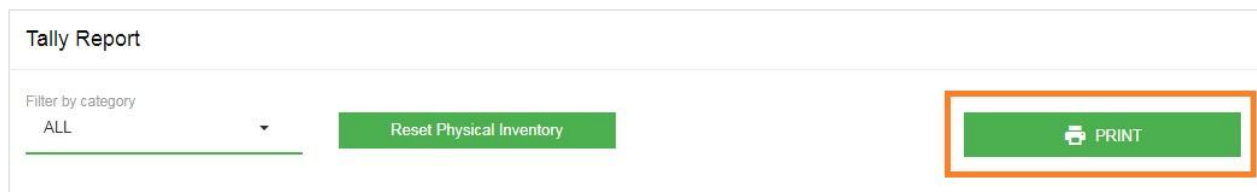
Date From	Date To	
mm/dd/yyyy	mm/dd/yyyy	

## PRINT TALLY REPORT

1. Go to Reports > Tally.



2. Click PRINT.

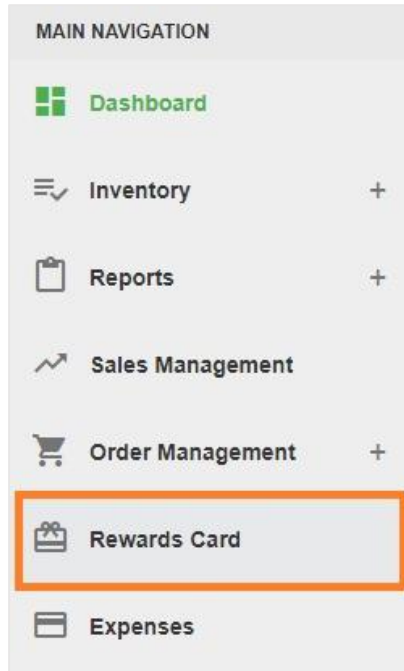


## SALES MANAGEMENT

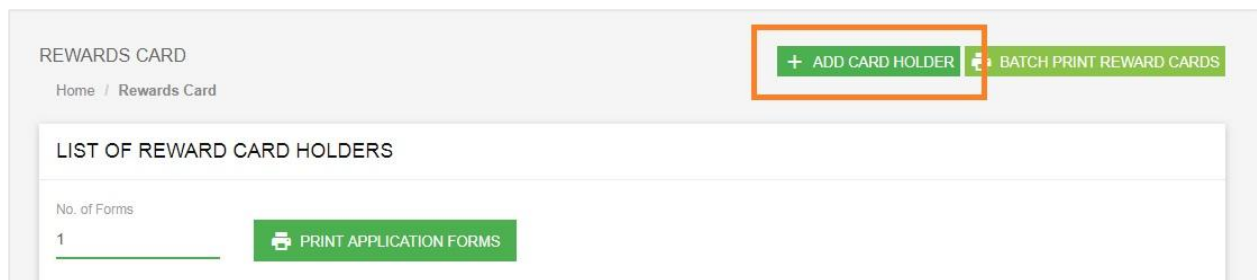
### REWARDS CARD

#### ADD CARD HOLDER

1. Go to Rewards Card.



2. Click ADD CARD HOLDER.



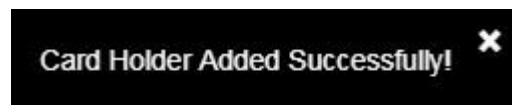
3. Input required fields. Then click ADD.

### ADD REWARDS CARD HOLDER

First Name		Last Name	
Birth Date mm/dd/yyyy		Register Date 05/31/2018	Gender <input type="radio"/> Male <input checked="" type="radio"/> Female
Contact No	Email Address		
Shipping Address			
Shipping Zipcode	Shipping City Parañaque	Shipping State NCR	Country Philippines

+ ADD
X CANCEL

4. Check on the upper right corner if successful or not.



## EDIT CARD HOLDER

1. Click EDIT.

	Card No.	Membership ID	Customer Name	Expiration Date	Reward Points	Status	Action
<input type="checkbox"/>	60167756190	2018-00003-TG-0	Anne Shirley Llanillo	May 31, 2019	0	VALID	<span>Edit</span> <span>Delete</span> <span>Print Card</span>
<input type="checkbox"/>	60169323445	2018-00002-TG-0	Perseus Jackson	May 13, 2019	0	VALID	<span>Edit</span> <span>Delete</span> <span>Print Card</span>

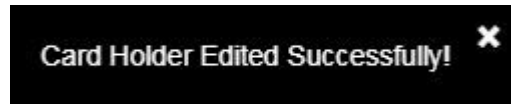
2. Modify then click EDIT to save changes.

### EDIT REWARDS CARD HOLDER

First Name Anne Shirley		Last Name Llanillo	
Birth Date 12/19/1998	Register Date 05/31/2018	Gender <input type="radio"/> Male <input checked="" type="radio"/> Female	
Contact No 09357670183	Email Address annelanillo@yahoo.com		
Shipping Address B2 L204			
Shipping Zipcode 4114	Shipping City Parañaque	Shipping State NCR	Country Philippines

+ EDIT
X CANCEL

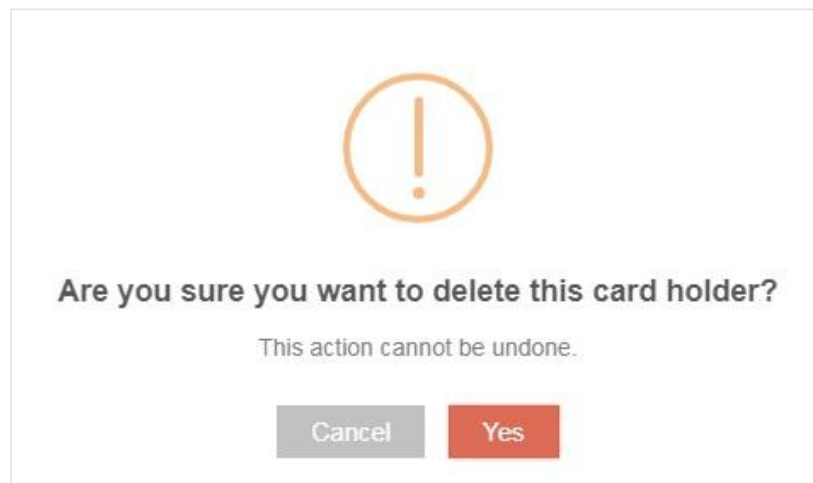
3. Check on the upper right corner if successful or not.



## DELETE CARD HOLDER

1. Click DELETE then confirm.

	Card No.	Membership ID	Customer Name	Expiration Date	Reward Points	Status	Action
<input type="checkbox"/>	60167756190	2018-00003-TG-0	Anne Shirley Llanillo	May 31, 2019	0	VALID	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print Card</a>
<input type="checkbox"/>	60169323445	2018-00002-TG-0	Perseus Jackson	May 13, 2019	0	VALID	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print Card</a>



2. Check on the upper right corner if successful or not.



## SEARCH CARD HOLDER

1. Type the keywords to search.

☐ Check All

Show 10

▼

entries

Search:

<div>⌵</div> Card No.	<div>⌵</div> Membership ID	<div>⌵</div> Customer Name	<div>⌵</div> Expiration Date	<div>⌵</div> Reward Points	<div>⌵</div> Status	<div>⌵</div> Action
<div><div><input type="checkbox"/></div>60167756190</div>	2018-00003-TG-0	Anne Shirley Llanillo	May 31, 2019	0	VALID	<div><div>Edit</div><div>Delete</div><div>Print Card</div></div>
<div><div><input type="checkbox"/></div>60169323445</div>	2018-00002-TG-0	Perseus Jackson	May 13, 2019	0	VALID	<div><div>Edit</div><div>Delete</div><div>Print Card</div></div>

## PRINT CARD

1. Click PRINT CARD for single card printing.

Card No.	Membership ID	Customer Name	Expiration Date	Reward Points	Status	Action
60167756190	2018-00003-TG-0	Anne Shirley Llanillo	May 31, 2019	0	VALID	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print Card</a>
60169323445	2018-00002-TG-0	Perseus Jackson	May 13, 2019	0	VALID	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print Card</a>

2. Then click SAVE or change it to other destination by clicking CHANGE.

Print

Total: 1 page

[Save](#) [Cancel](#)

Destination [Save as PDF](#)  
[Change...](#)

Pages ☒ All  
☐ e.g. 1-5, 8, 11-13


Layout

[+ More settings](#)

**GOODBUY**  
ENTERPRISES

60169 23445 5  
PERSEUS JACKSON

VALID UNTIL  
May 13, 2019



AUTHORIZED SIGNATURE  


- The use of this card is governed by the terms and conditions embodied in the agreement
- If found, please return to Goodbuy Enterprises
- For inquiries, visit [www.goodbuy.com](http://www.goodbuy.com)




Select a destination


Showing destinations for:


Recent Destinations


 Save as PDF


 Send To OneNote 2013


Print Destinations [Manage...](#)


 Save as PDF

 Send To OneNote 2013

 Microsoft XPS Document Writer

 Fax

 Adobe PDF

 Save to Google Drive

[Cancel](#)


## PRINT APPLICATION FORMS

1. Enter the number of forms to be printed then click PRINT APPLICATION FORMS.

LIST OF REWARD CARD HOLDERS

No. of Forms

4

 PRINT APPLICATION FORMS

2. Then click SAVE or change it to other destination by clicking CHANGE.

The image shows a printout of a rewards card application form. On the left, there is a sidebar with print settings: 'Print', 'Total: 1 page', 'Save' and 'Cancel' buttons, 'Destination' set to 'Save as PDF' with a 'Change...' button, 'Pages' set to 'All' with a text input 'e.g. 1-5, 8, 11-13', 'Layout' set to 'Portrait', and a '+ More settings' link. The main area displays four identical forms arranged in a 2x2 grid. Each form is titled 'REWARDS CARD APPLICATION FORM' and includes the company logo and name 'GOODBUY ENTERPRISES' with address and phone number. The form fields include: First Name, Last Name, Birth Date, Gender, Contact No., Email, Shipping Address, Shipping City, Shipping Zipcode, Shipping State, and Shipping Country. Below these fields are 'TERMS AND CONDITIONS' with a checkbox for agreement and a line for 'Customer Signature Over Printed Name'.

## EXPENSES

## USER MANAGEMENT

### ADD USER

1. Go to User Management.

The image shows a sidebar menu for an admin dashboard. At the top, there is a 'Welcome, Admin!' message and the user's name 'Admin'. Below this, the menu items are: 'Order Management' with a shopping cart icon, 'Rewards Card' with a card icon, 'Expenses' with a wallet icon, 'Item Transfer' with a double-headed arrow icon, 'User Management' with a group of people icon (highlighted with an orange rectangle), and 'Admin Tools' with a wrench icon. Each menu item has a plus sign to its right.



2. Click ADD USER.

USER MANAGEMENT

Home / User Management

+ ADD USER

3. Input required fields then SAVE.

ADD USER

Choose File

No file chosen

First Name

Last Name

Gender

☐ Male

☐ Female

Username

Email Address

Password

Re-enter Password

Role

Please select

+ ADD


< CANCEL

## EDIT USER

1. Click EDIT then modify data. Click SAVE.

Username	Role	Name	Action
60144432345	Customer	Laurena Sigrid Garcia	<div>EditDelete</div>
60169323445	Customer	Perseus Jackson	<div>EditDelete</div>

## EDIT USER

  
NO PHOTO

Choose File No file chosen

First Name  
Laurena Sigrid

Last Name  
Garcia

Gender  
☐ Male ☐ Female

Email Address  
lau@yahoo.com

Username  
60144432345

Password

Re-enter Password

Role  
Customer

✓ SAVE

✕ CANCEL

## DELETE USER

1. Click DELETE then confirm.

Username	Role	Name	Action
60144432345	Customer	Laurena Sigrid Garcia	<div>Edit Delete</div>
60169323445	Customer	Perseus Jackson	<div>Edit Delete</div>



**Are you sure you want to delete this item?**

This action cannot be undone

Cancel

Yes

## SEARCH USER

1. Type the keywords to search.

LIST OF USERS	
Show 10 entries	Search: <input type="text"/>

## DOWNLOADS

### USER MANUAL

1. Click USER MANUAL to download.



### MOBILE APP

1. Click MOBILE APP to download.

