GoodBuy Enterprises

Management Information System

USER MANUAL

BY

JACKS
DEVELOPMENT TEAM

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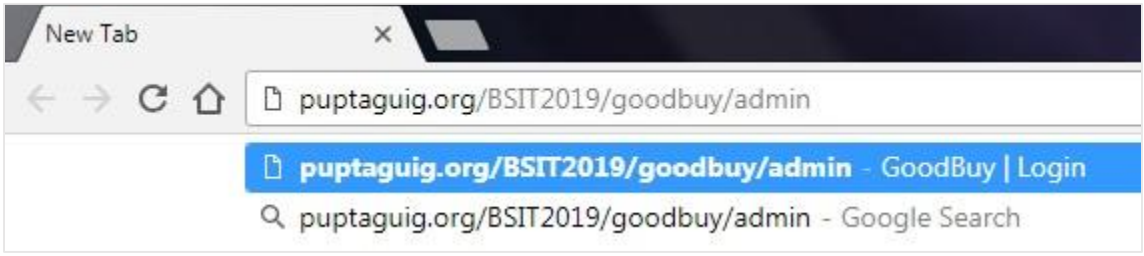
GETTING STARTED

1. Type in puptaguig.org/BSIT2019/goodbuy/admin on your browser to access the admin side of GoodBuy Enterprises Management Information System.



LOGIN

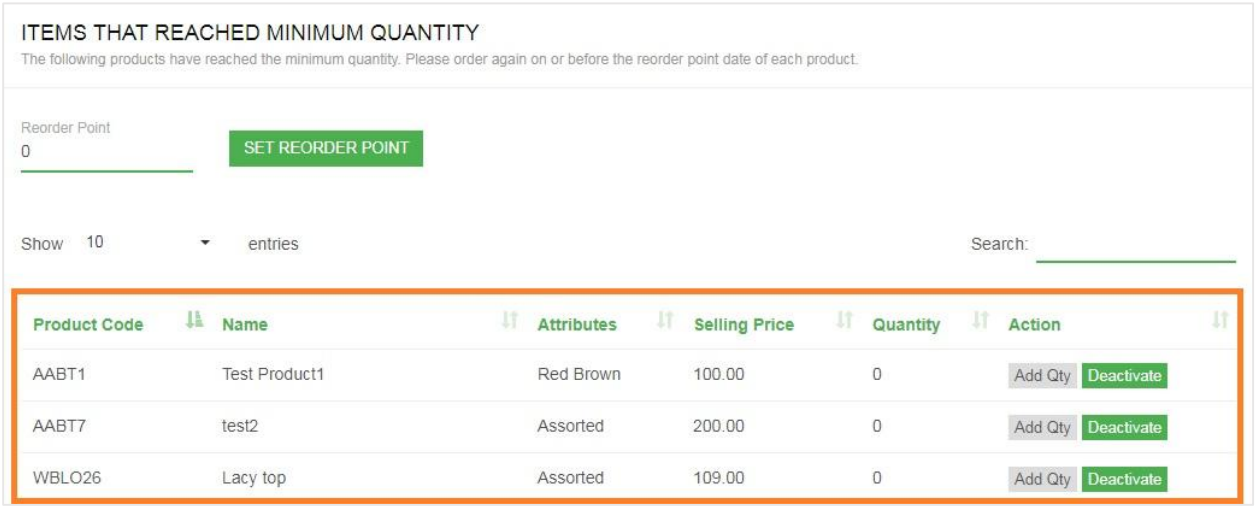
1. Input required fields: USERNAME and PASSWORD. Then click SIGN IN.

MINIMUM QUANTITY

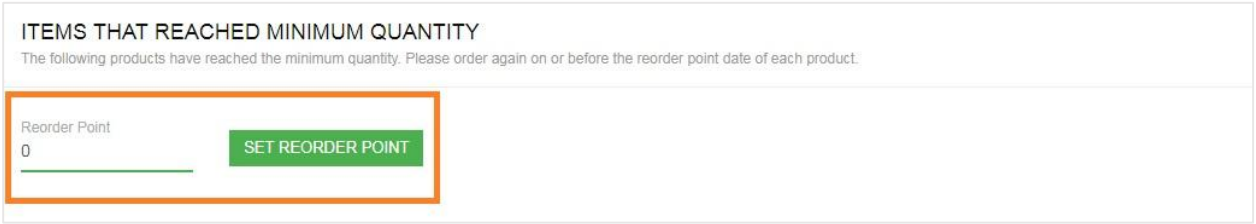
ITEMS IN MINIMUM QUANTITY

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

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

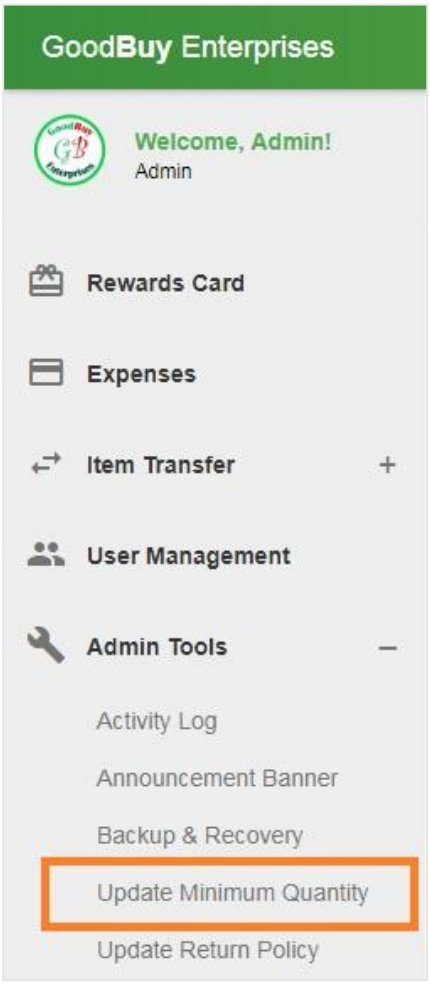


3. Set the reorder point by modifying REORDER POINT.

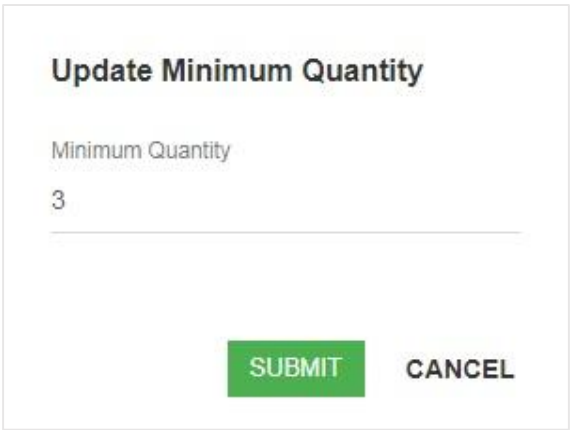


UPDATE MINIMUM QUANTITY

1. Go to Admin Tools > Update Minimum Quantity.



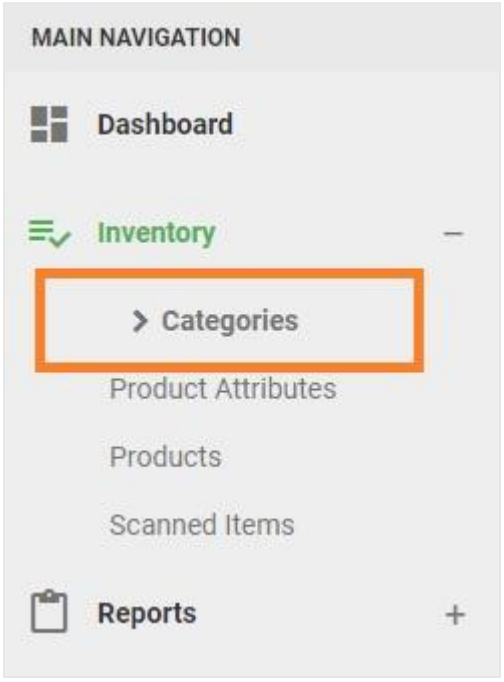
2. Update minimum quantity and click SUBMIT.



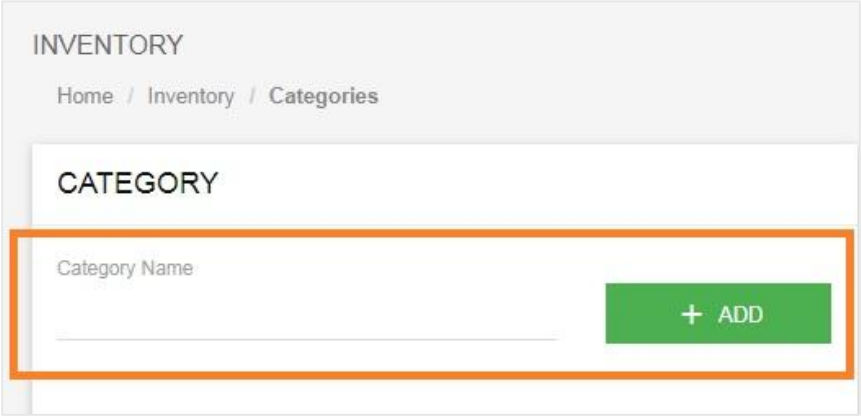
CATEGORIES

ADD CATEGORY

1. Go to Inventory > Categories.



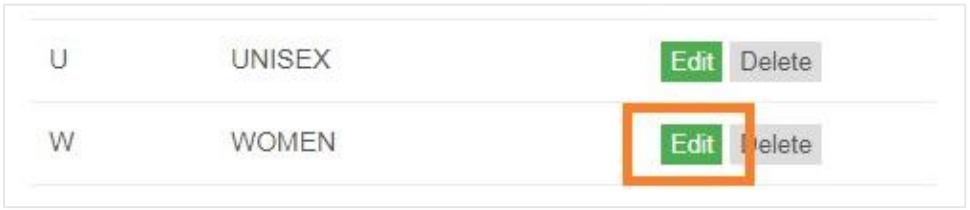
2. Enter CATEGORY NAME then click ADD.

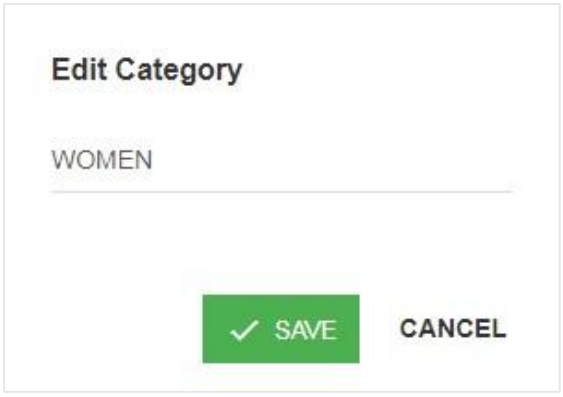


3. Check on the upper right corner if successful or not.

EDIT CATEGORY

1. Click EDIT then modify data. Click SAVE.

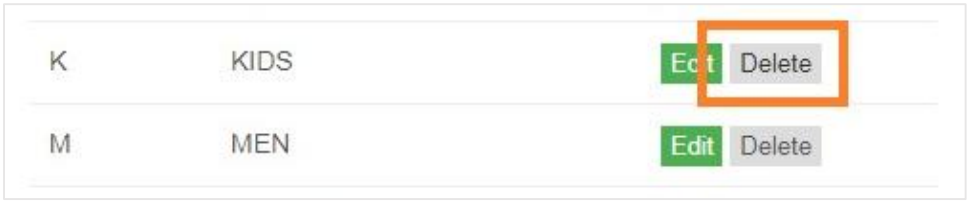


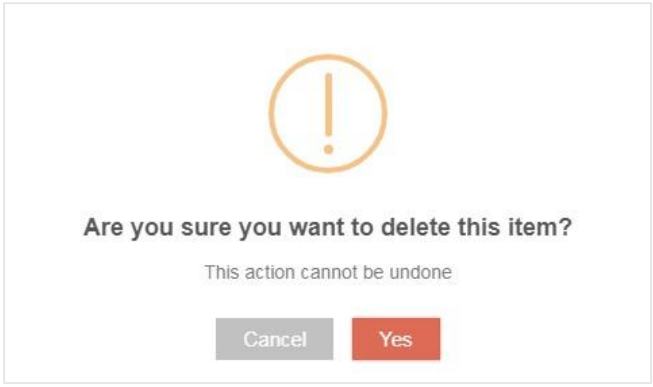


2. Check on the upper right corner if successful or not.

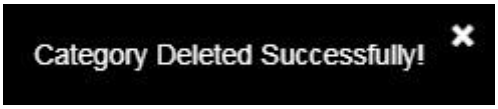
DELETE CATEGORY

1. Click DELETE and confirm.



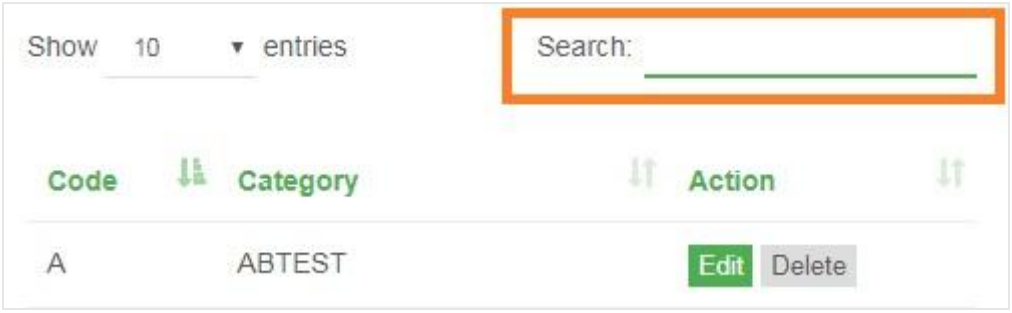


2. Check on the upper right corner if successful or not.



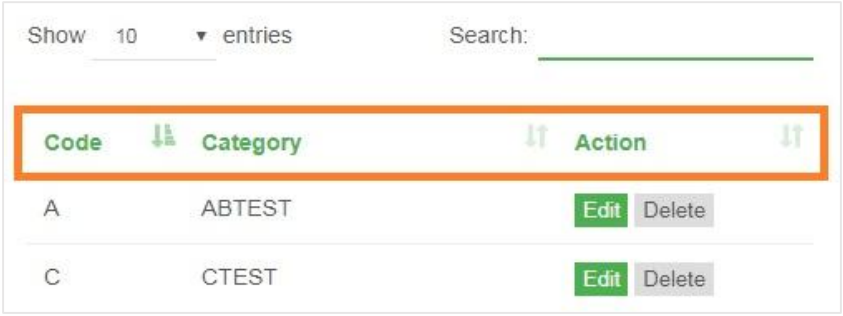
SEARCH CATEGORY

1. Type the keywords to search.



SORT TABLE

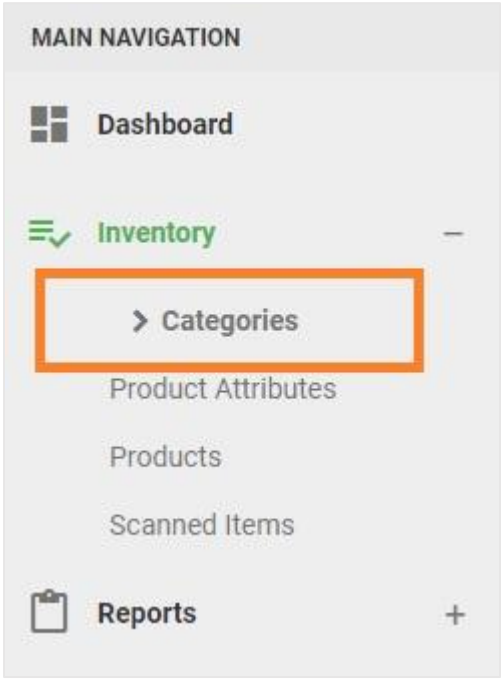
1. Click the column header to sort table in ascending (A to Z) or descending (Z to A) order.



SUBCATEGORIES

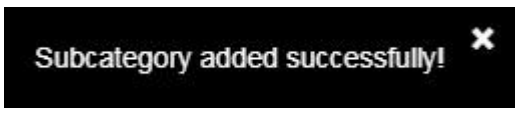
ADD SUBCATEGORY

1. Go to Inventory > Categories.



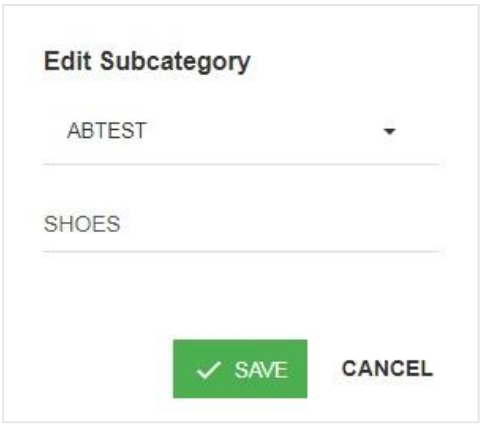
2. Enter CATEGORY and SUBCATEGORY NAME then click ADD.

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

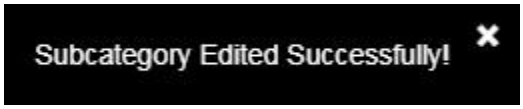


EDIT SUBCATEGORY

1. Click EDIT then modify data. Click SAVE.

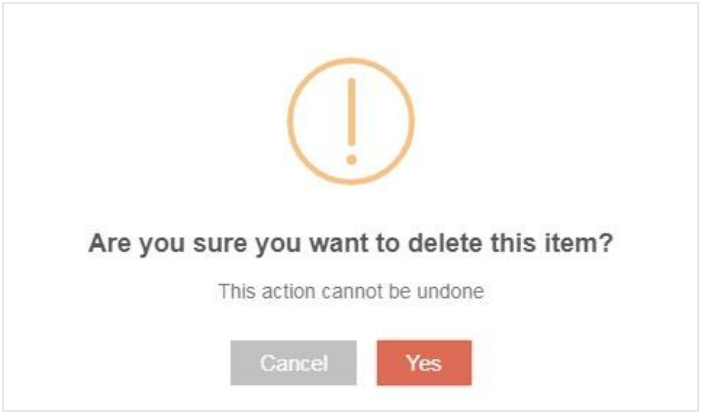


2. Check on the upper right corner if successful or not.

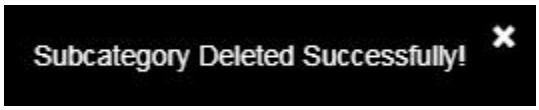


DELETE SUBCATEGORY

1. Click DELETE and confirm.



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

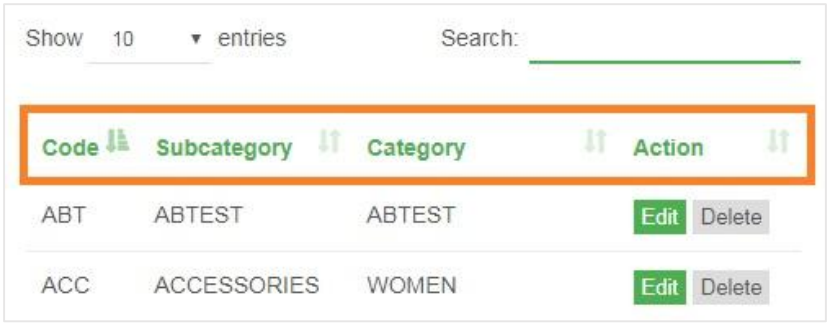


SEARCH SUBCATEGORY

1. Type the keywords to search.

SORT TABLE

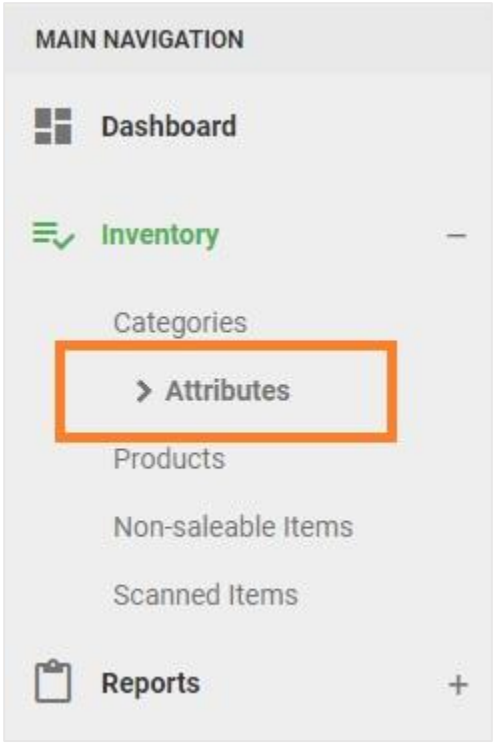
1. Click the column header to sort table in ascending (A to Z) or descending (Z to A) order.



ATTRIBUTE TYPE

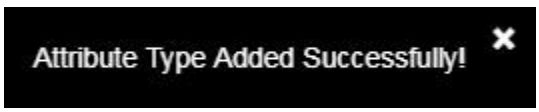
ADD ATTRIBUTE TYPE

1. Go to Inventory > Attributes.



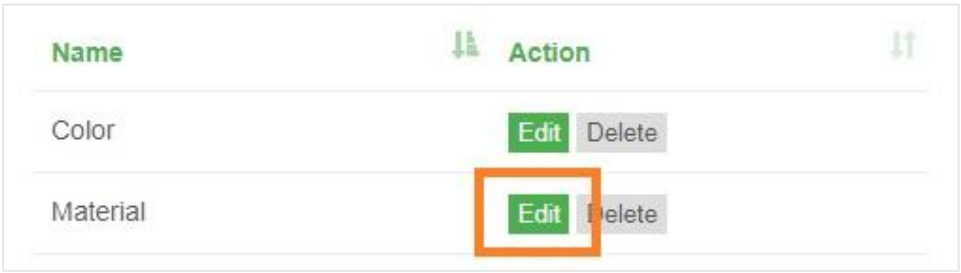
2. Enter ATTRIBUTE TYPE then click ADD.

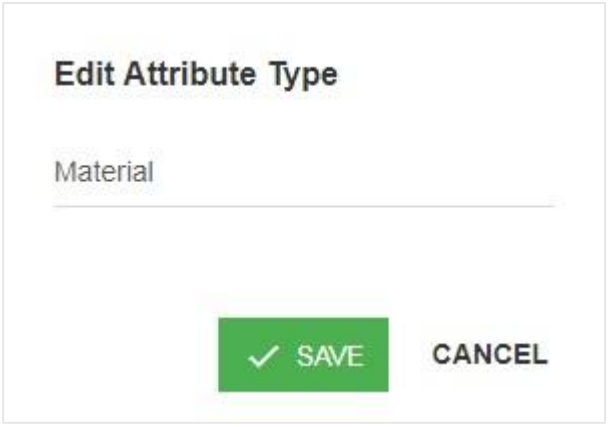
3. Check on the upper right corner if successful or not.



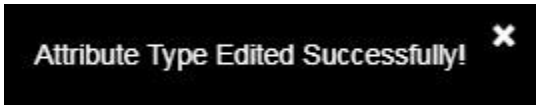
EDIT ATTRIBUTE TYPE

1. Click EDIT then modify data. Click SAVE.



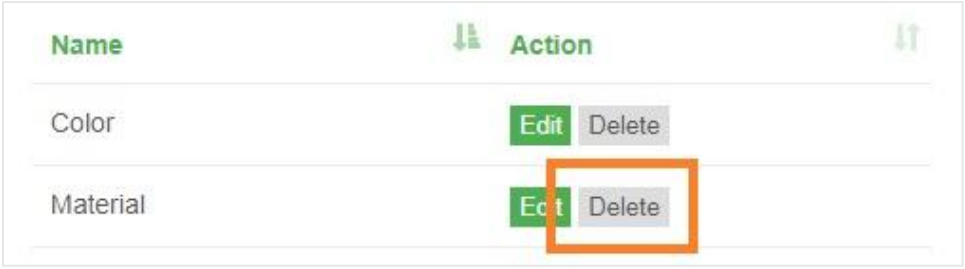


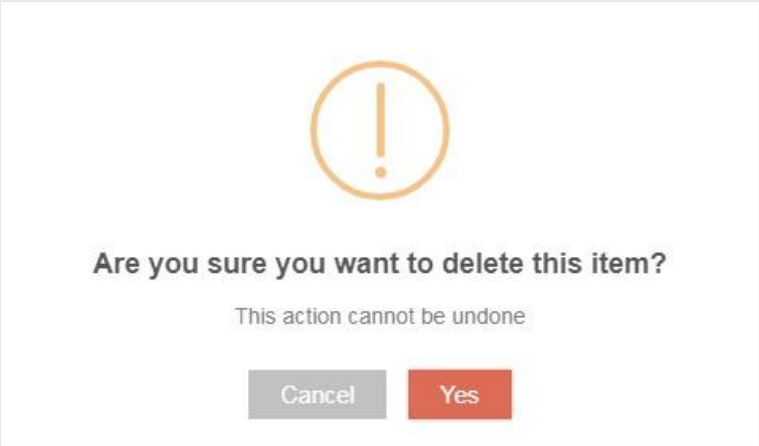
2. Check on the upper right corner if successful or not.



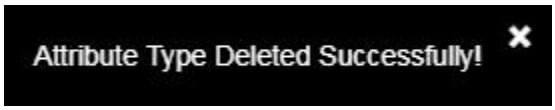
DELETE ATTRIBUTE TYPE

1. Click DELETE and confirm.



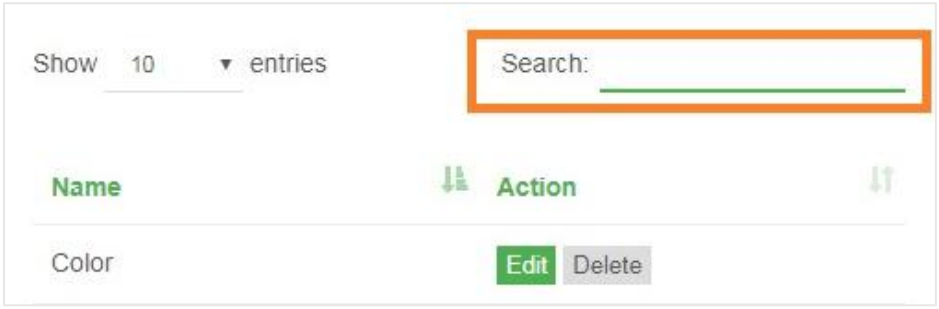


2. Check on the upper right corner if successful or not.



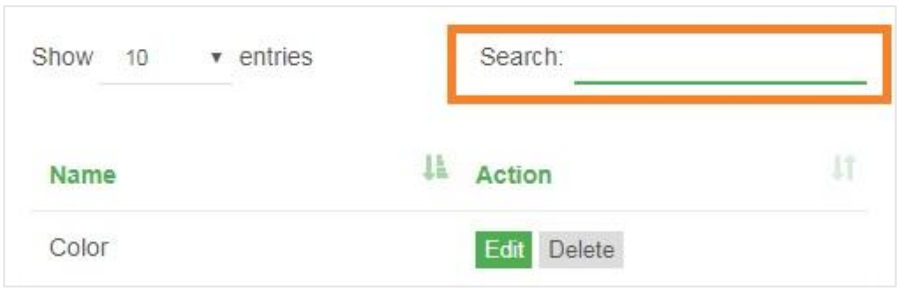
SEARCH ATTRIBUTE TYPE

1. Type the keywords to search.



SORT TABLE

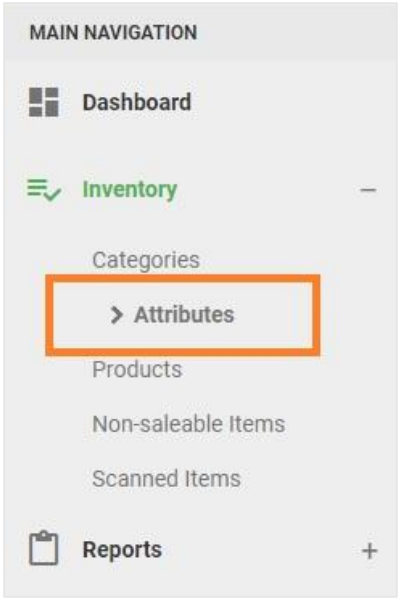
1. Click the column header to sort table in ascending (A to Z) or descending (Z to A) order.



ATTRIBUTE VALUE

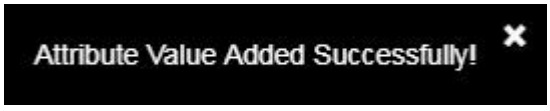
ADD ATTRIBUTE VALUE

1. Go to Inventory > Attributes.



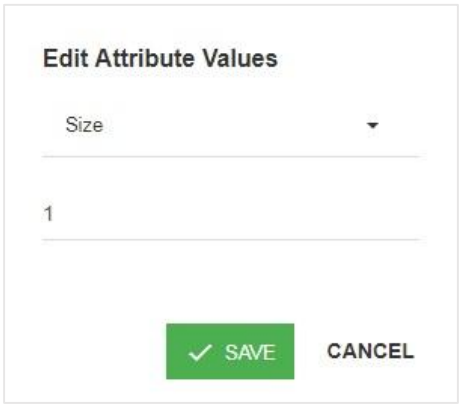
2. Input ATTRIBUTE TYPE and ATTRIBUTE VALUE. Click ADD.

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

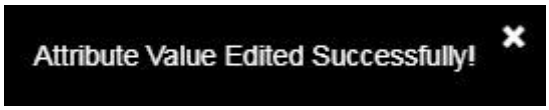


EDIT ATTRIBUTE VALUE

1. Click EDIT then modify data. Click SAVE.

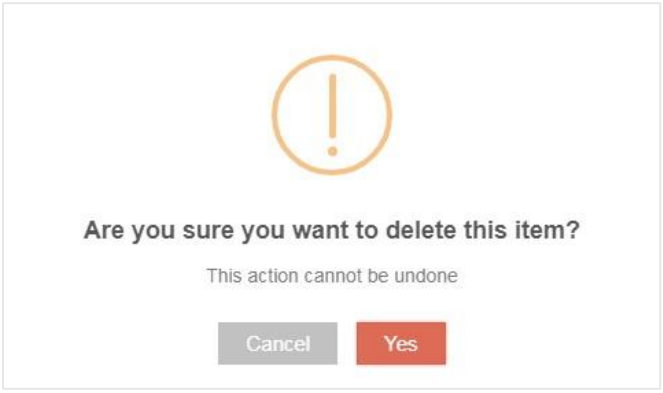


2. Check on the upper right corner if successful or not.

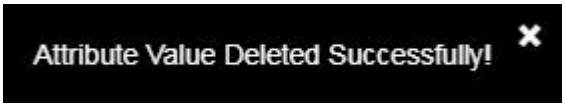


DELETE ATTRIBUTE VALUE

1. Click DELETE and confirm.



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



SEARCH ATTRIBUTE VALUE

1. Type the keywords to search.

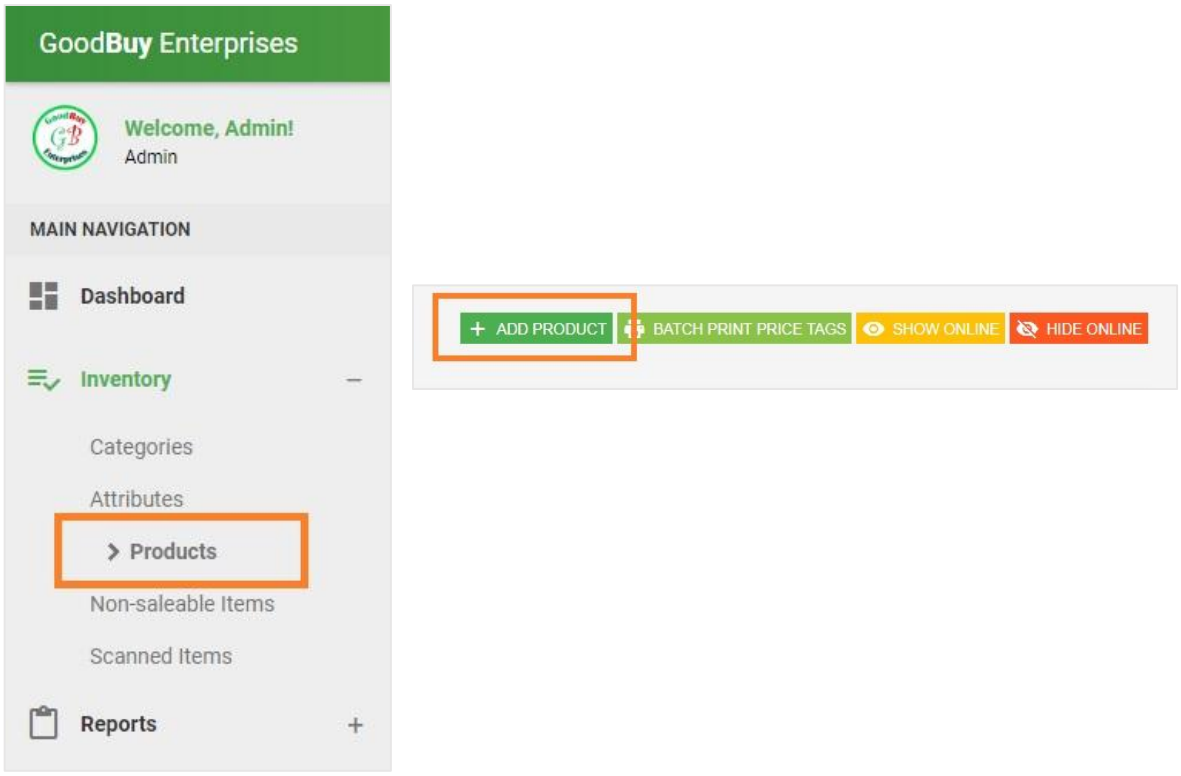
SORT TABLE

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

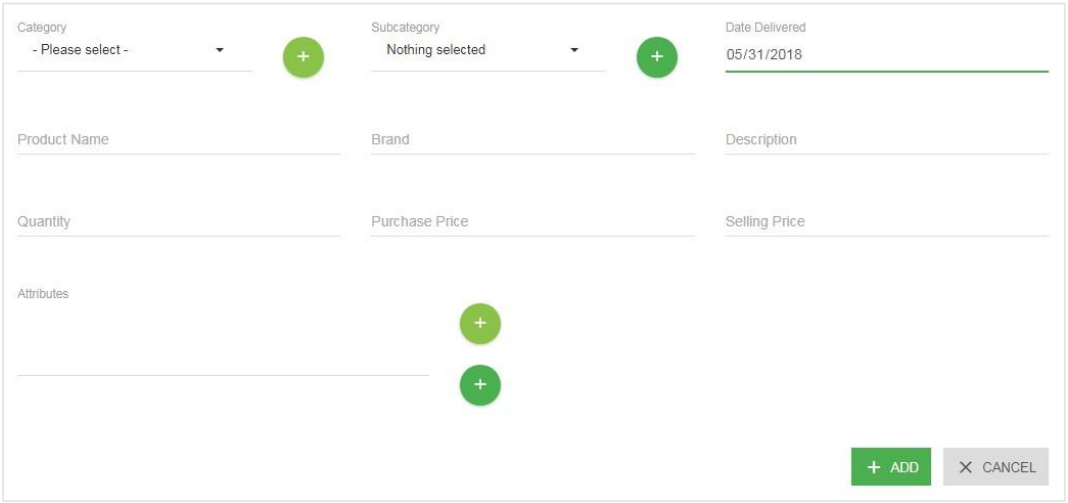
PRODUCTS

ADD PRODUCT

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



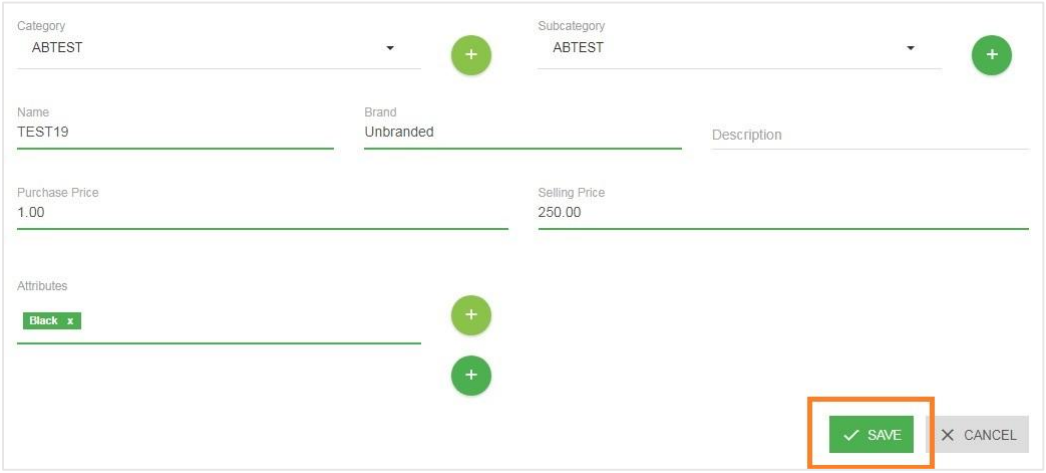
2. Input required fields. Click ADD.



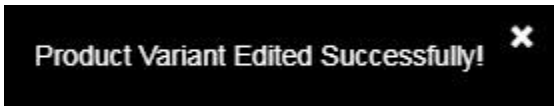
3. Check on the upper right corner if successful or not.

EDIT PRODUCT

1. Click EDIT then modify data. Click SAVE.

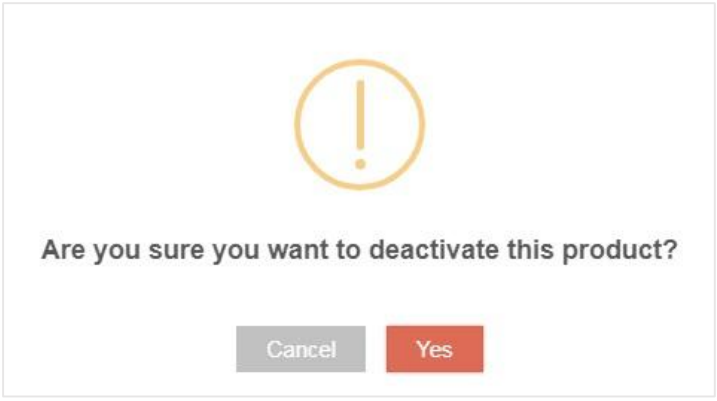


2. Check on the upper right corner if successful or not.



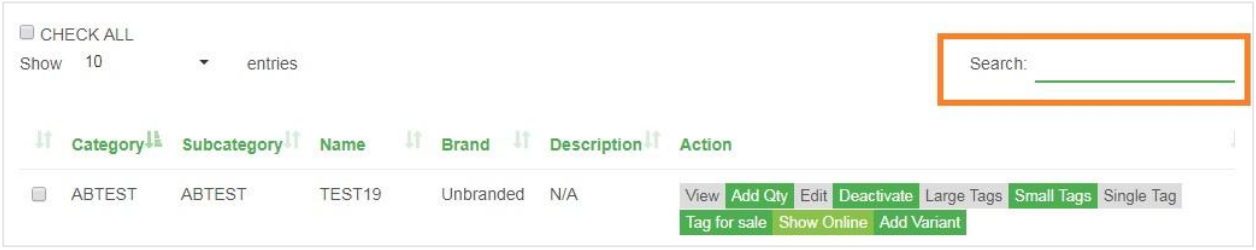
DEACTIVATE PRODUCT

1. Click DEACTIVATE then confirm.



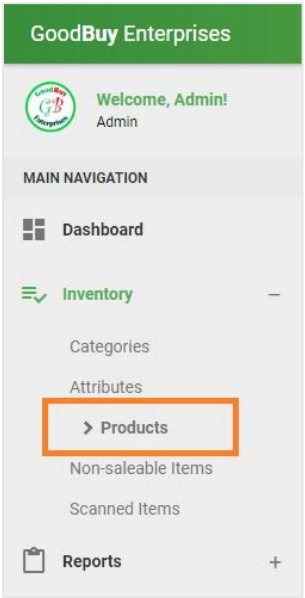
SEARCH PRODUCT

1. Type the keywords to search.

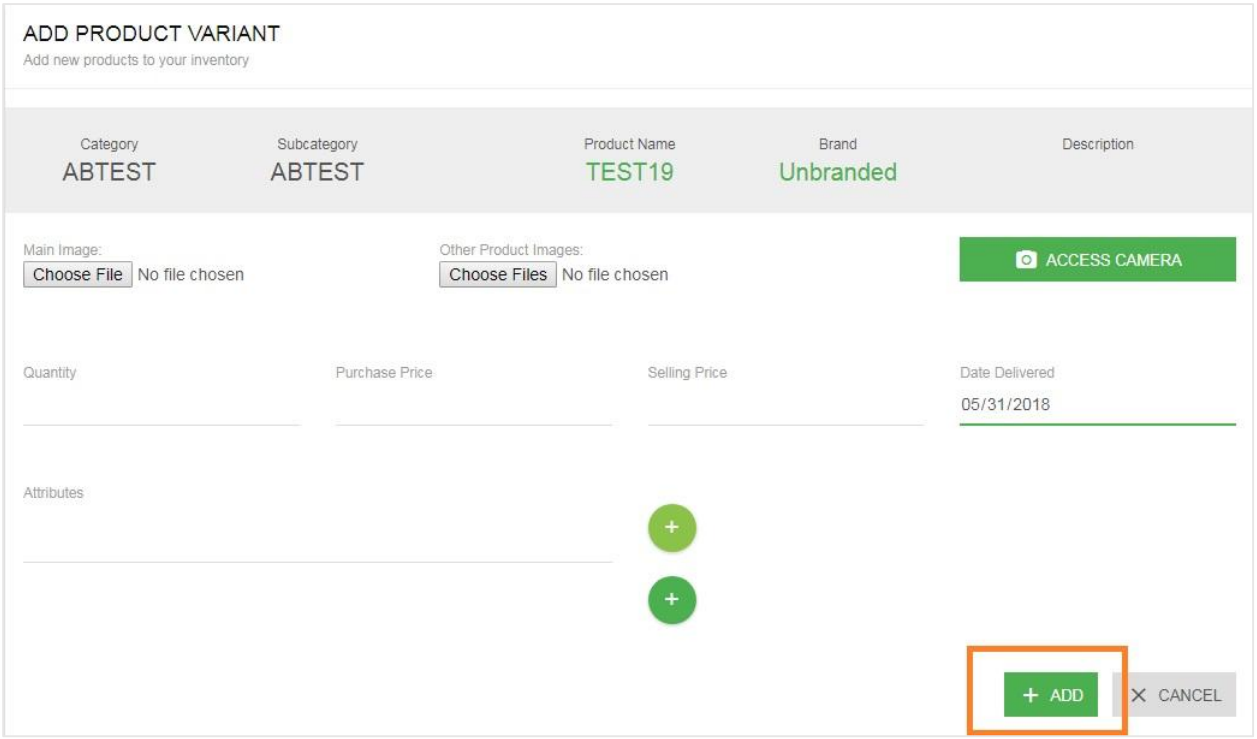


ADD PRODUCT VARIANT

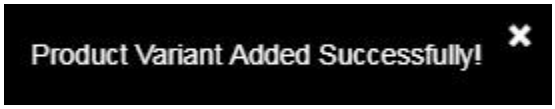
1. Go to Inventory > Products. Choose a product then click ADD VARIANT.



2. Input required fields. Click ADD.

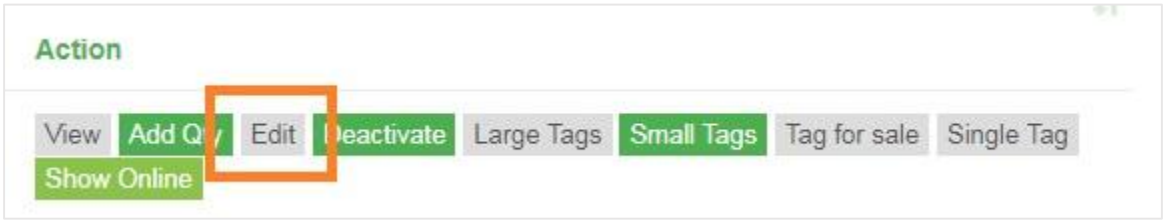


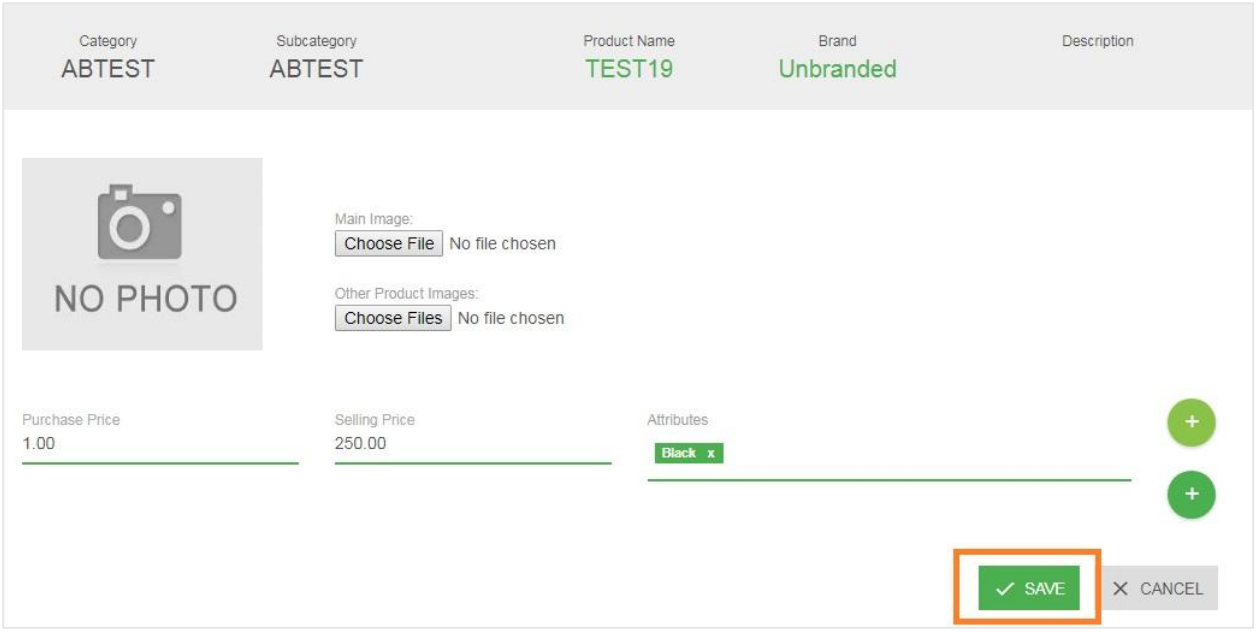
3. Check on the upper right corner if successful or not.



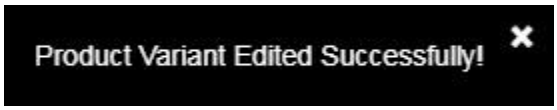
EDIT PRODUCT VARIANT

1. Click EDIT then modify data. Click SAVE.



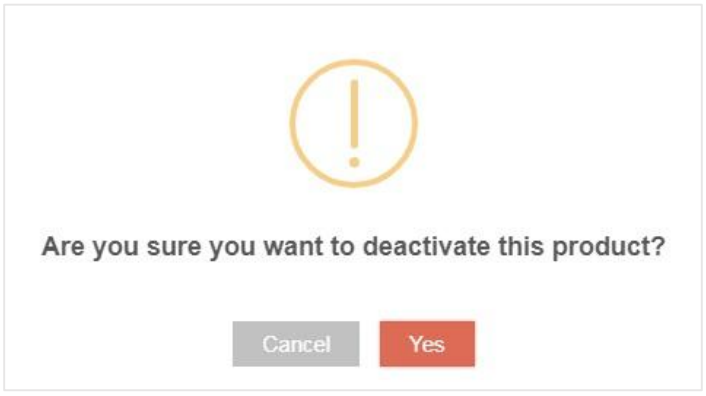


2. Check on the upper right corner if successful or not.



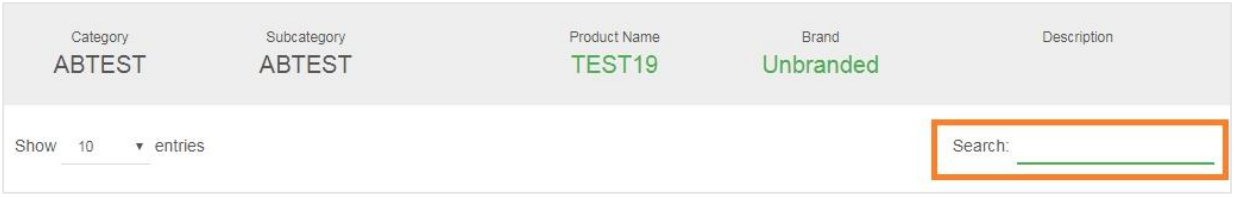
DEACTIVATE PRODUCT VARIANT

1. Click DEACTIVATE then confirm.



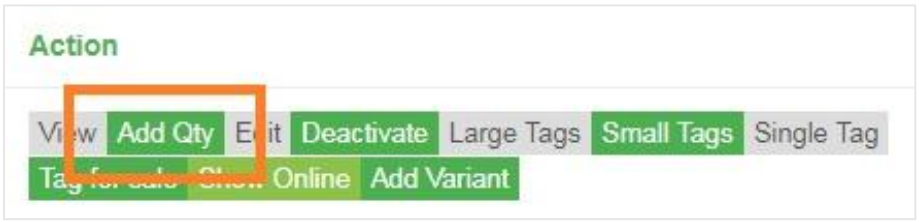
SEARCH PRODUCT VARIANT

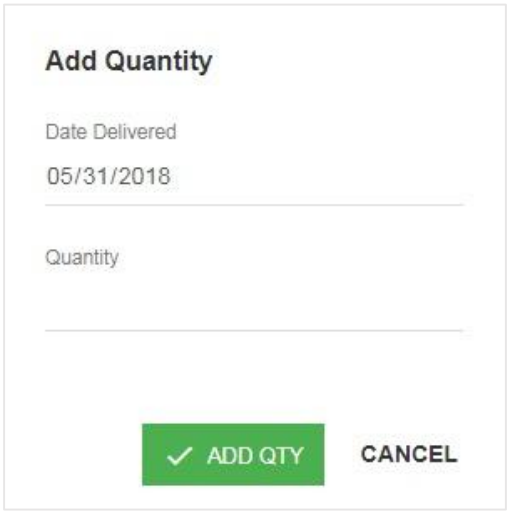
1. Type the keywords to search.



ADD QUANTITY

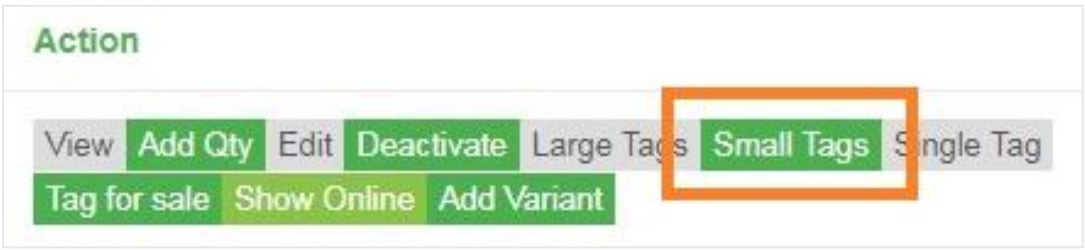
1. Click ADD QTY then input the desired quantity. Click ADD QTY.

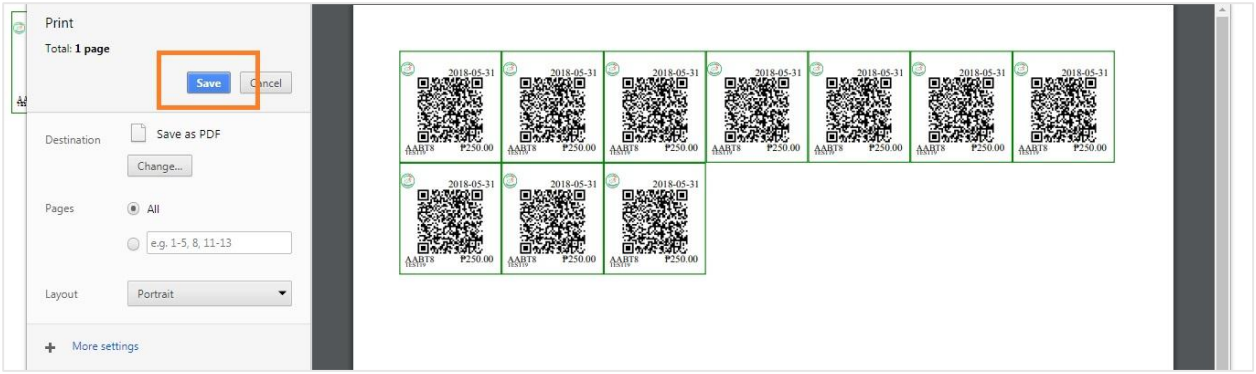




PRINT SMALL TAGS

1. Click SMALL TAGS then SAVE or PRINT.



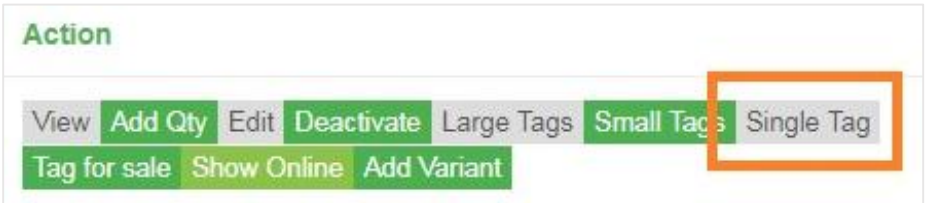


PRINT LARGE TAGS

1. Click LARGE TAGS then SAVE or PRINT.

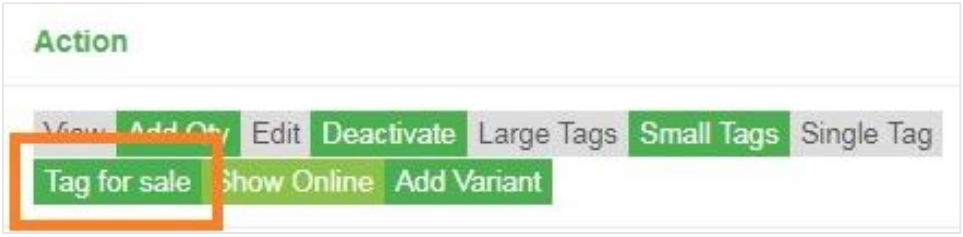
PRINT SINGLE TAG

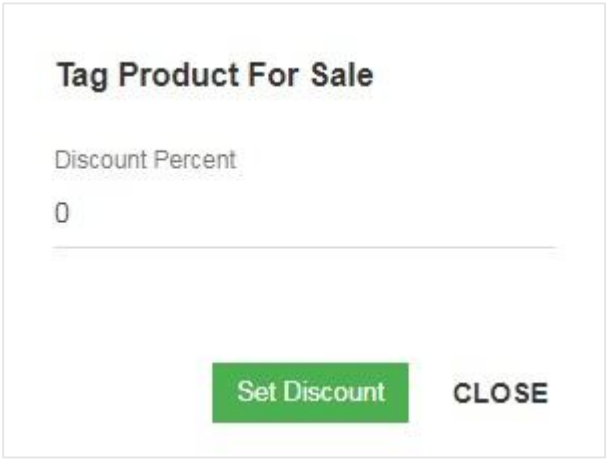
1. Click SINGE TAG then SAVE or PRINT.



TAG FOR SALE

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





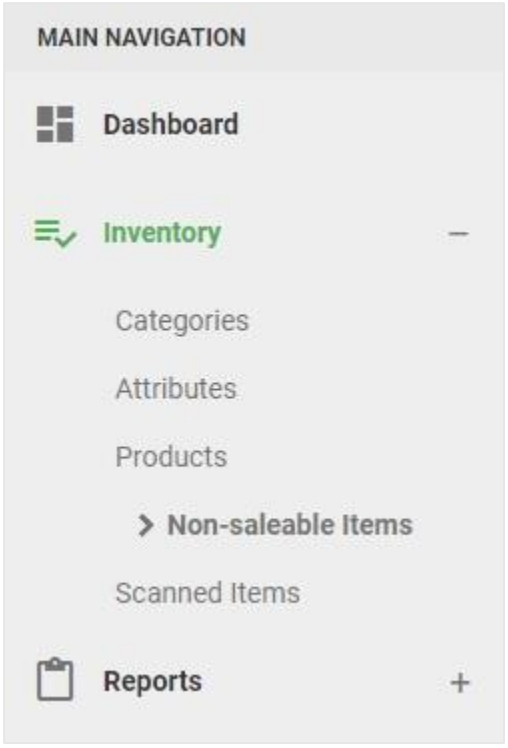
SHOW ONLINE

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

NON-SALEABLE ITEMS

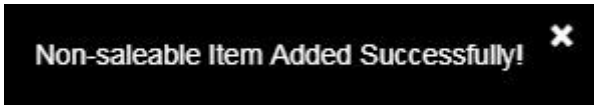
ADD NON-SALEABLE ITEM

1. Go to Inventory > Non-saleable Items.



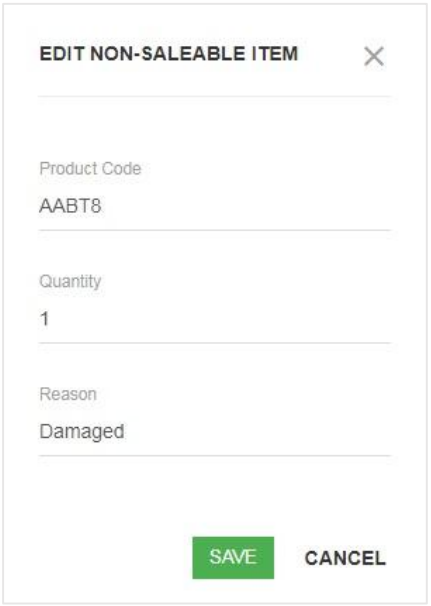
2. Input required fields: PRODUCT CODE, QUANTITY, and REASON. Then click ADD.

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



EDIT NON-SALEABLE ITEM

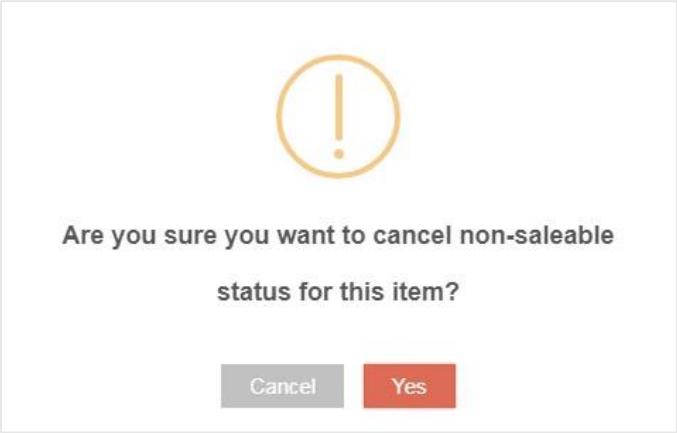
1. Click EDIT then modify data. Click SAVE.



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

CANCEL NON-SALEABLE ITEM

1. Click CANCEL and confirm.



SEARCH NON-SALEABLE ITEM

1. Type the keywords to search.

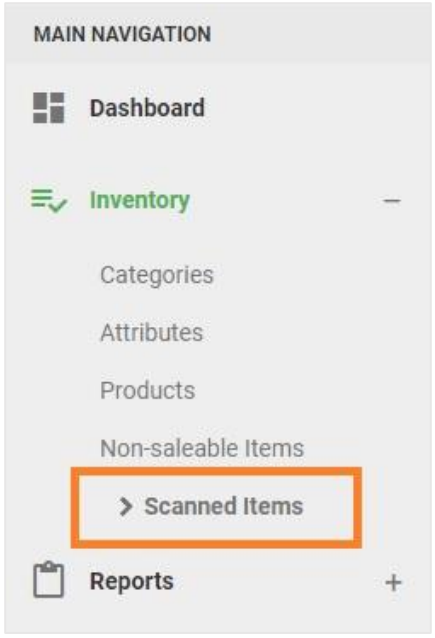
SORT TABLE

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

SCANNED ITEMS

SEARCH SCANNED ITEMS

1. Go to Inventory > Scanned Items.



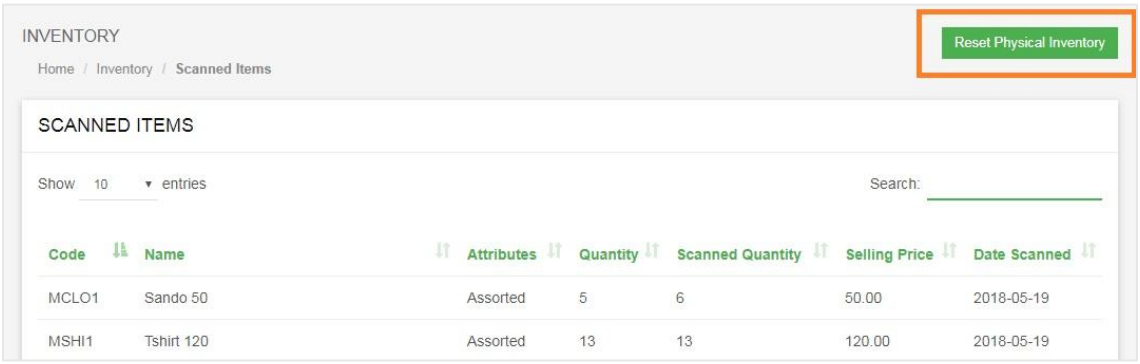
2. Type keywords to search.

SORT TABLE

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

RESET PHYSICAL INVENTORY

1. Click the RESET PHYSICAL INVENTORY button.



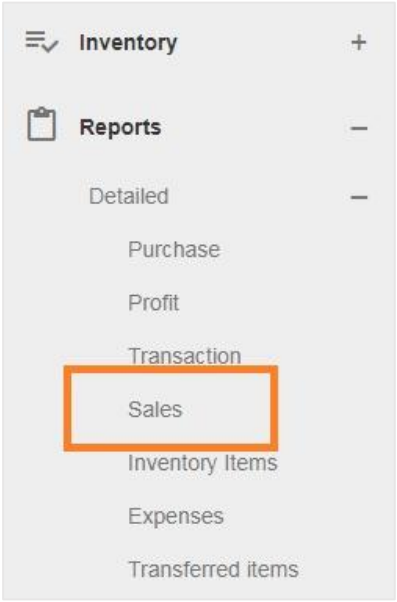
2. Check on the upper right corner if successful or not.

REPORTS

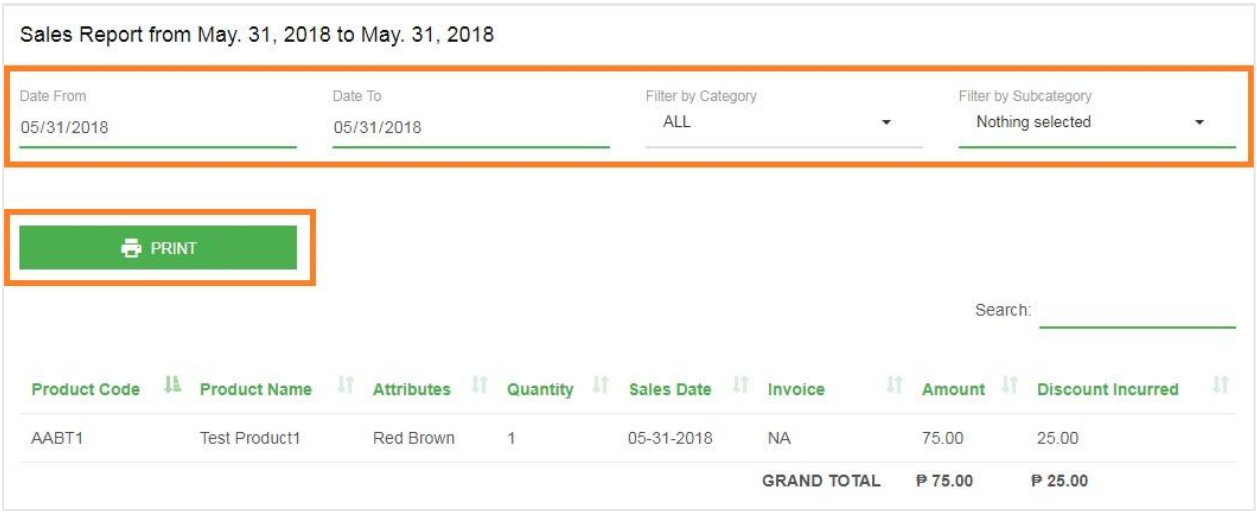
PRINT DETAILED REPORTS

Sales Report

1. Go to Reports > Detailed > Sales.



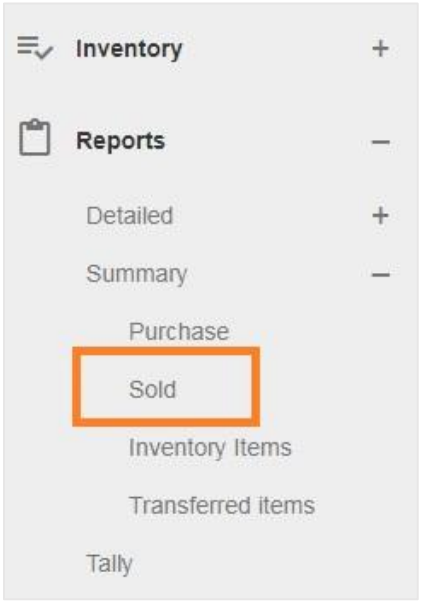
2. Enter DATE FROM and DATE TO then click PRINT.



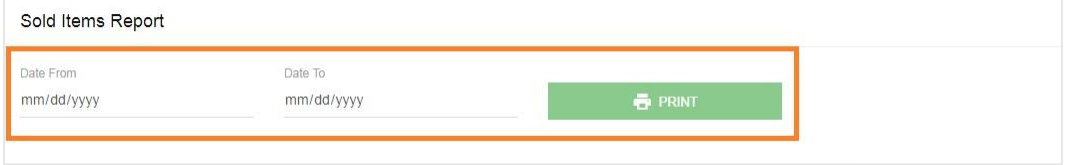
PRINT SUMMARY REPORTS

Print Sold Items Report

1. Go to Reports > Summary > Sold.

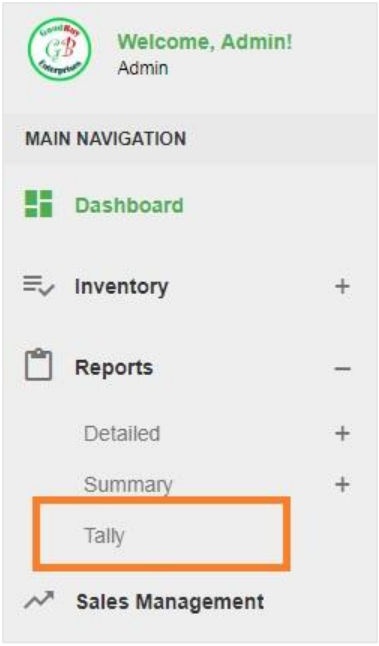


2. Enter DATE FROM and DATE TO. Click PRINT.

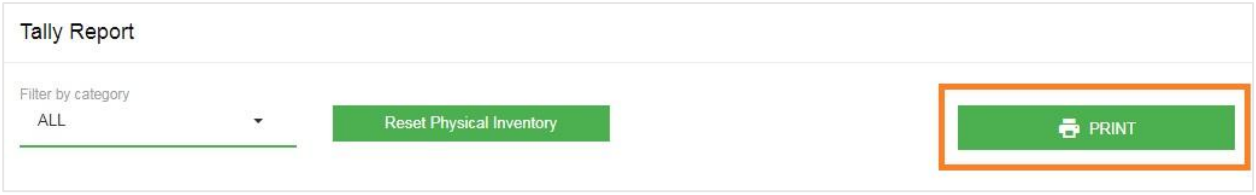


PRINT TALLY REPORT

1. Go to Reports > Tally.



2. Click PRINT.

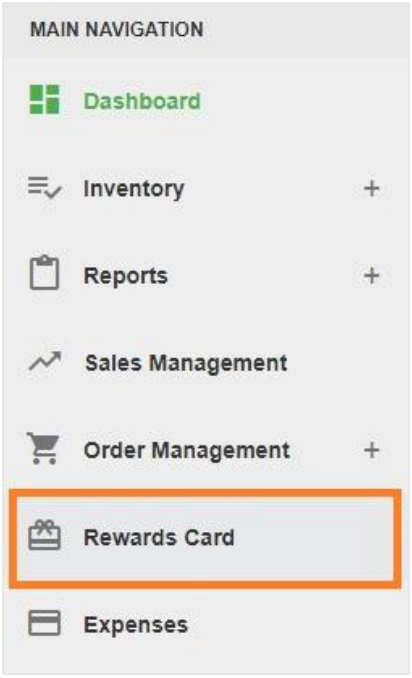


SALES MANAGEMENT

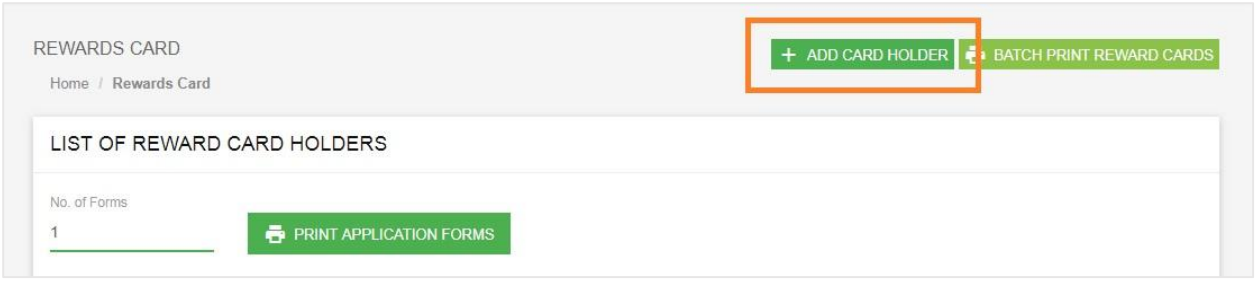
REWARDS CARD

ADD CARD HOLDER

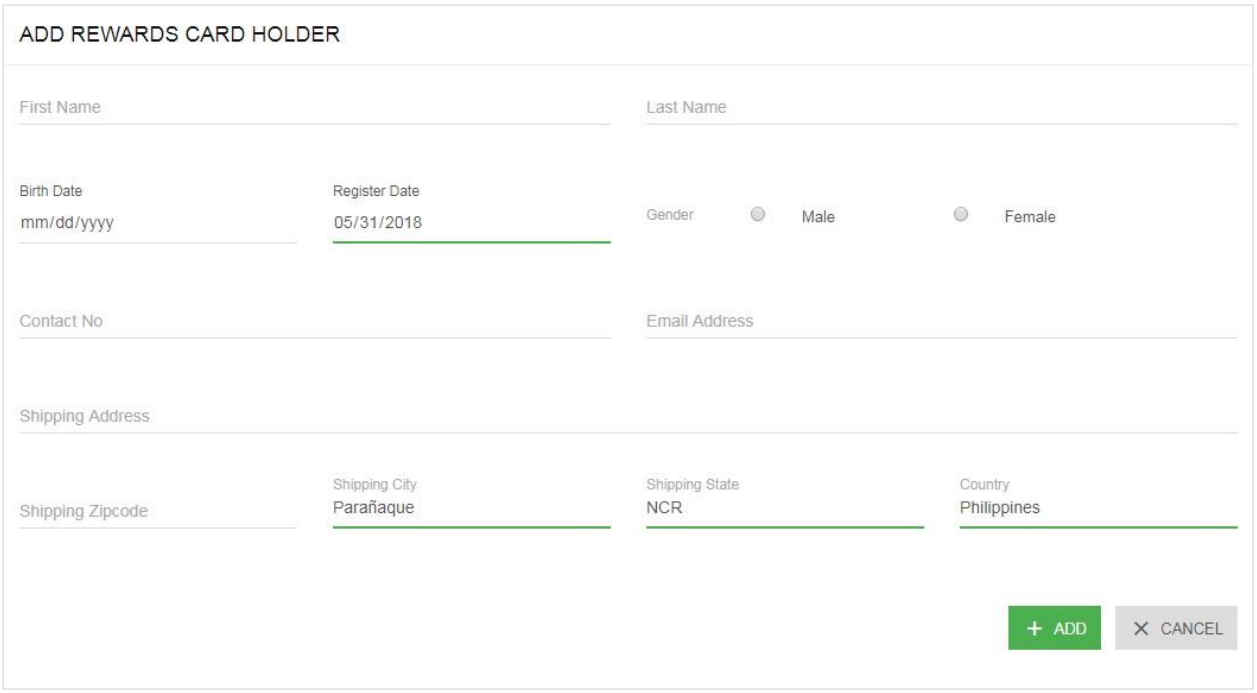
1. Go to Rewards Card.



2. Click ADD CARD HOLDER.



3. Input required fields. Then click ADD.

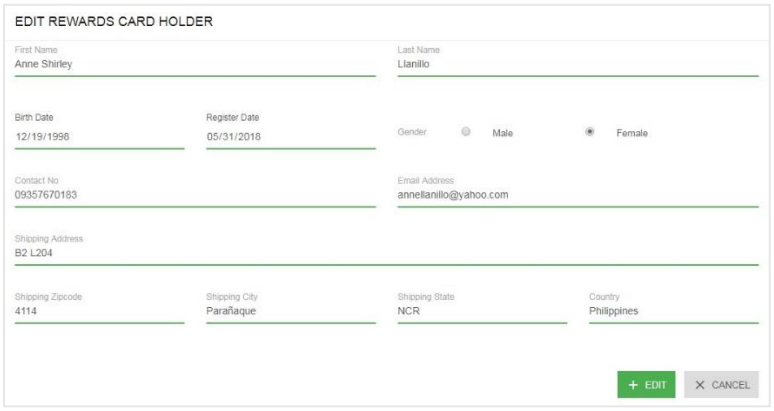


4. Check on the upper right corner if successful or not.

EDIT CARD HOLDER

1. Click EDIT.

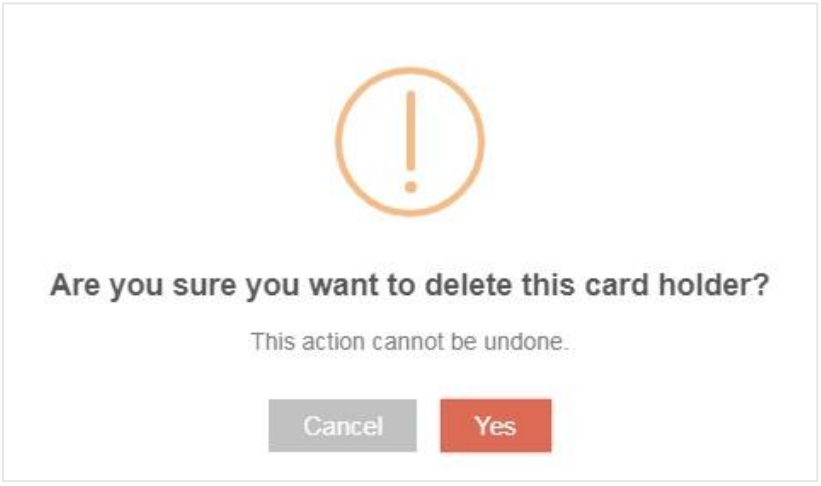
2. Modify then click EDIT to save changes.



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

DELETE CARD HOLDER

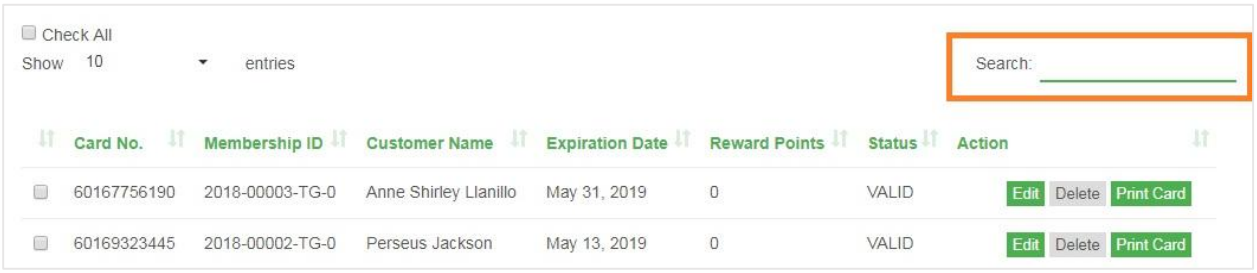
1. Click DELETE then confirm.



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

SEARCH CARD HOLDER

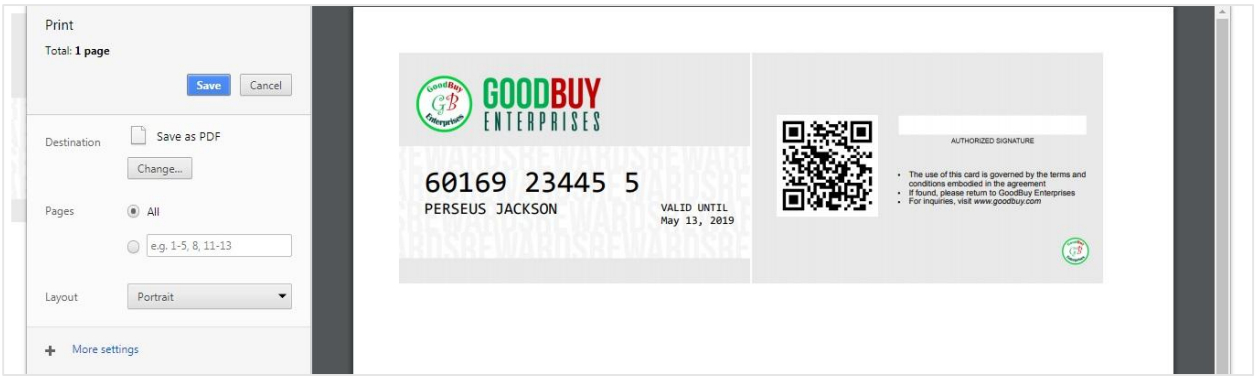
1. Type the keywords to search.

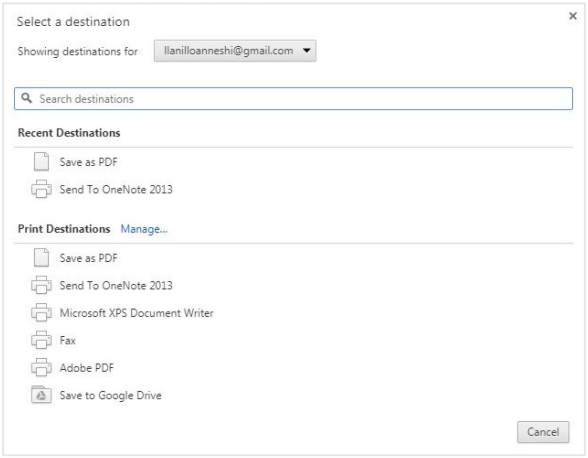


PRINT CARD

1. Click PRINT CARD for single card printing.

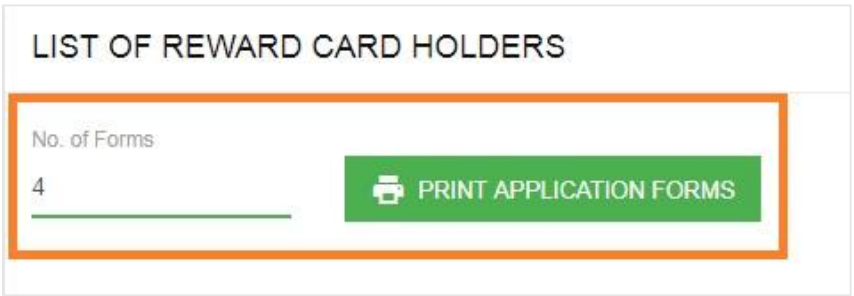
2. Then click SAVE or change it to other destination by clicking CHANGE.



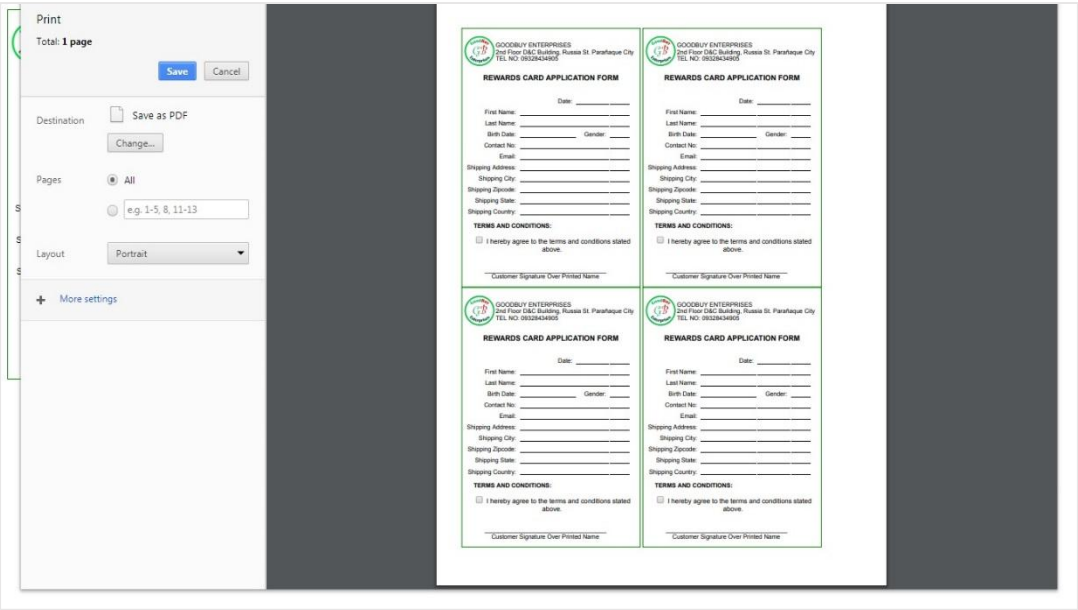


PRINT APPLICATION FORMS

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



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

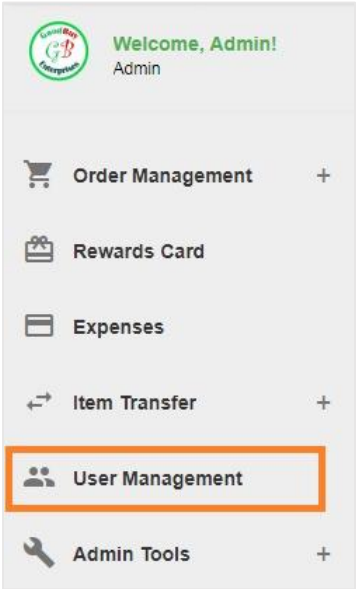


EXPENSES

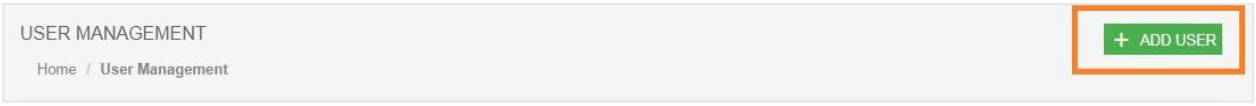
USER MANAGEMENT

ADD USER

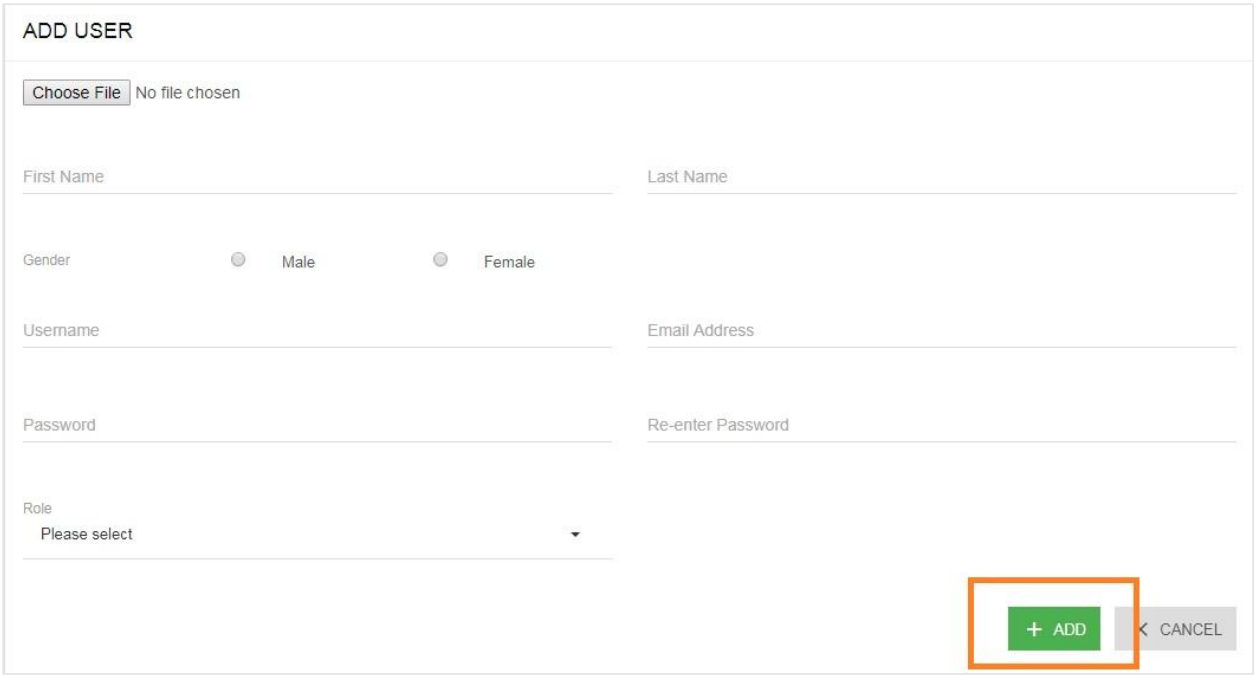
1. Go to User Management.



2. Click ADD USER.

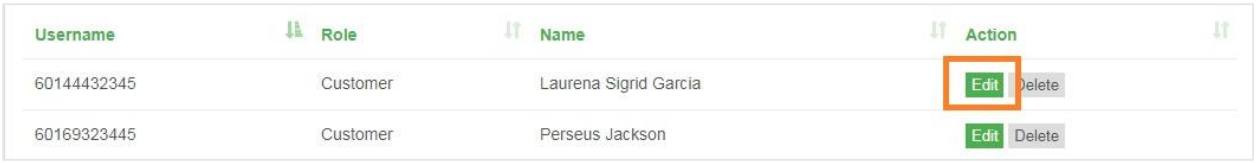


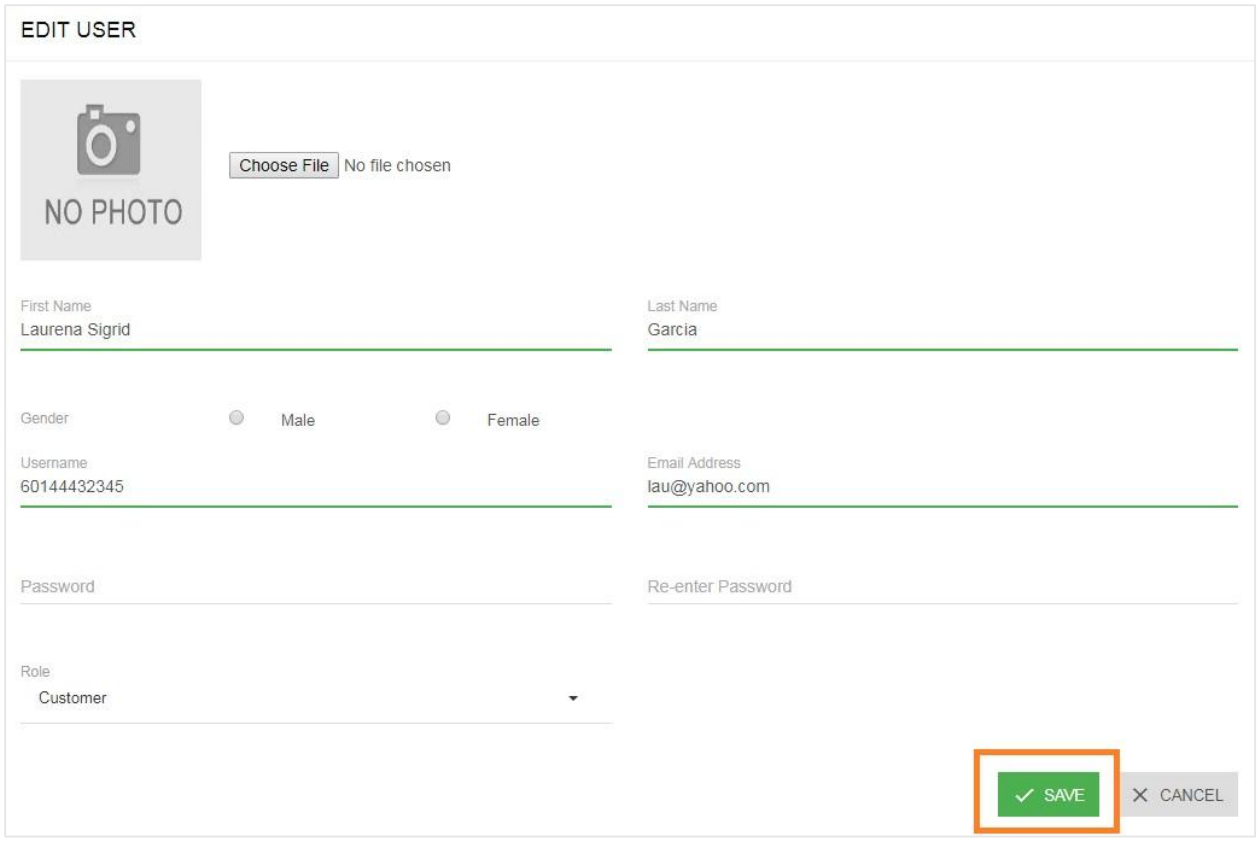
3. Input required fields then SAVE.



EDIT USER

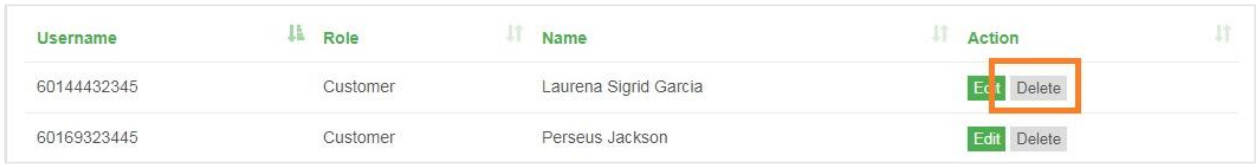
1. Click EDIT then modify data. Click SAVE.

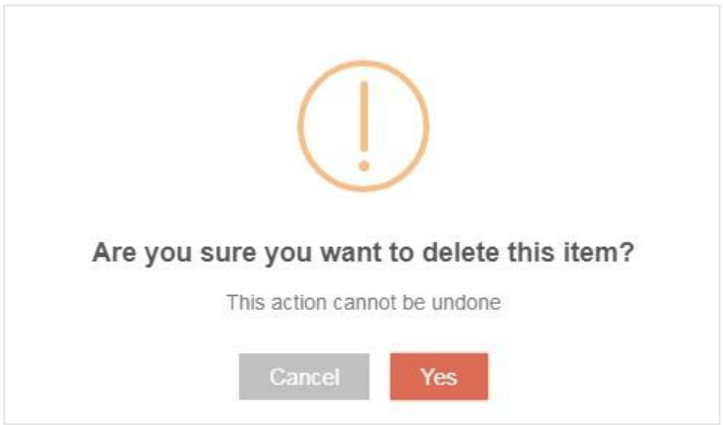




DELETE USER

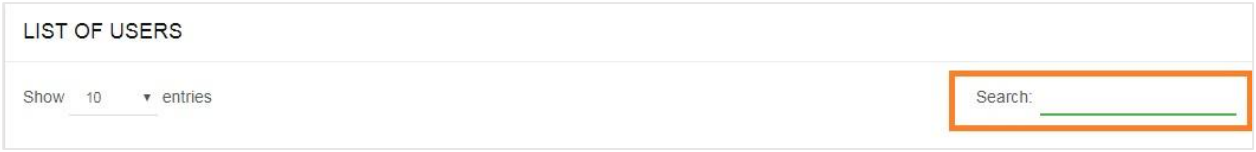
1. Click DELETE then confirm.





SEARCH USER

1. Type the keywords to search.



DOWNLOADS

USER MANUAL

1. Click USER MANUAL to download.

MOBILE APP

1. Click MOBILE APP to download.