Help

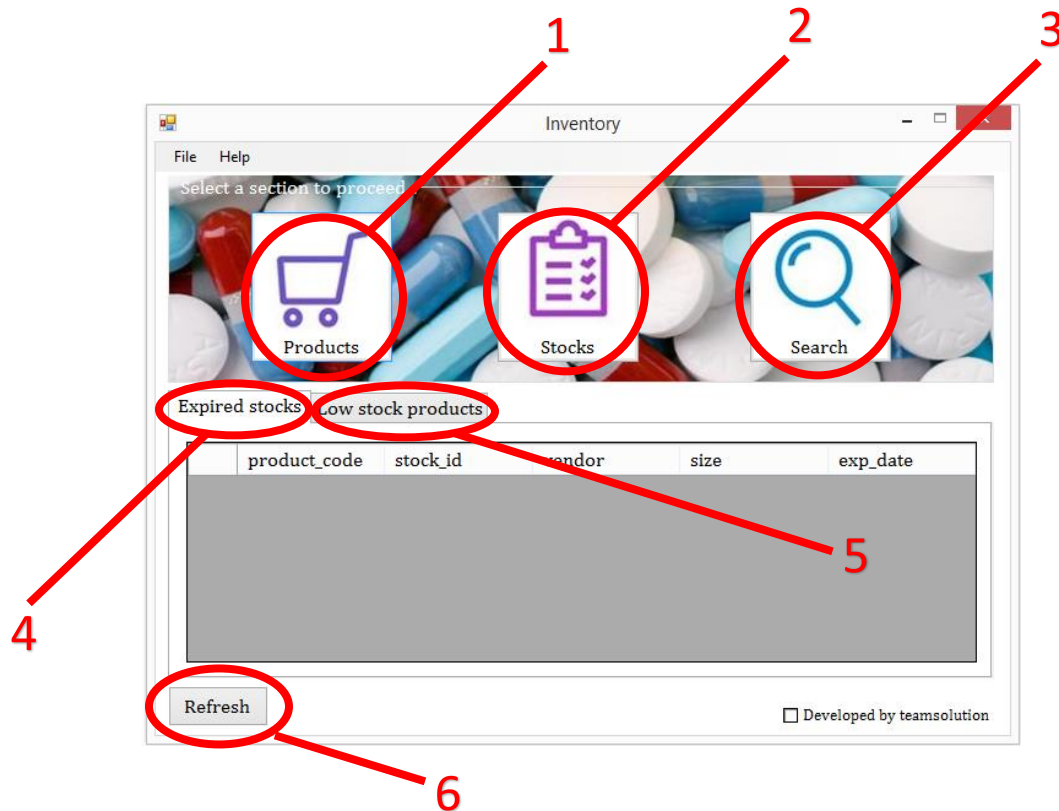## 1. Using the main window

1. Opens Products window where you can add new products and update the details of exciting products.

2. Opens Stocks window where you can add, update and return stocks.

3. Opens Search window where you can search for product details and their active (not returned) stock details.

4. This tab shows the expired stocks, which are not returned.

5. This tab shows the products, that have a low amount of stock less than their re-order size.

6. Refreshes the expired stocks tab and the low stock products tab. Otherwise they will not display any recent changes.
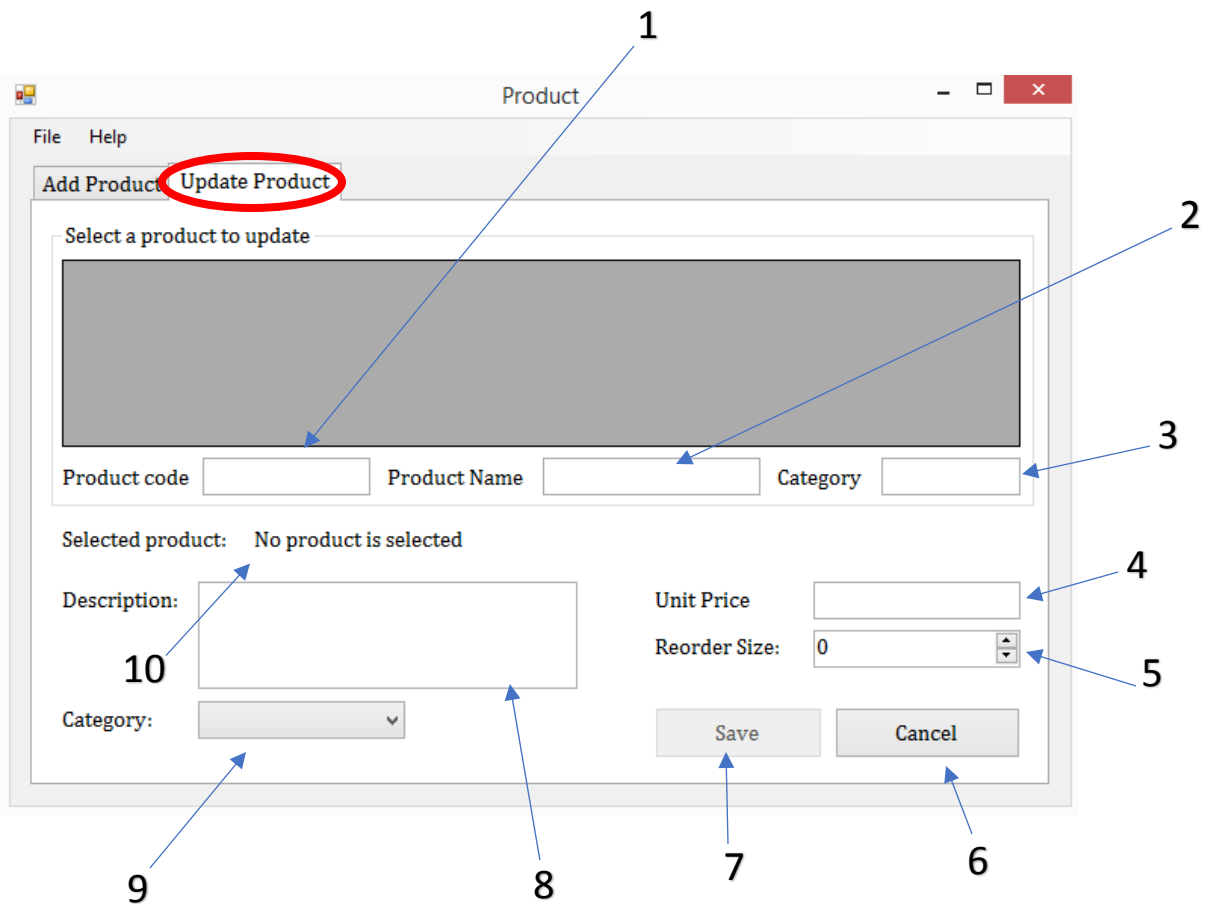
2. Using the Products window

1. Auto-generated product code. This is the product code, given by the system, for the new product which is going to be added by the user.

2. Enter the name of the new product.

3. Enter a description for the new product.

4. Choose a category of the new product from the drop-down list. (given 1 – 10)

5. Enter the re-order size of the product. (the level of the stock, where the user is notified at the Low stock products tab/ 5 on main window)

6. Enter the default unit price of the product. (each stock may have a unique price, so however you will get to change this value when make a sale)

7. Close the Product window.

8. Clear all the fields where the user has entered values.

9. Adds a new product into the database corresponding to the entered details. (note: this button only gets enabled if the user has entered valid values for all the fields)
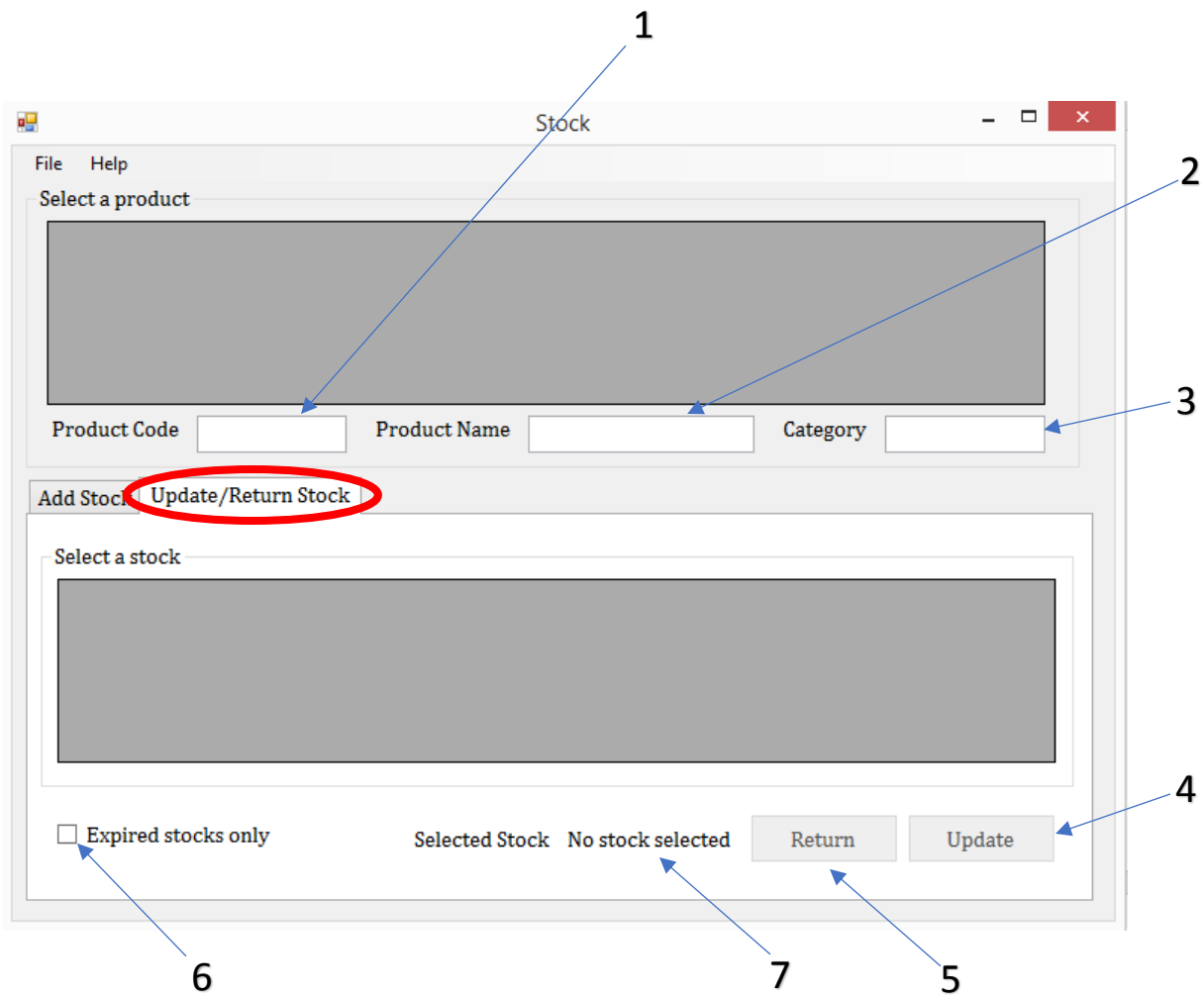
1. Search the products by the product code.

2. Search the products by the product name.

3. Search the products by the category.

4. Enter the new unit price.

5. Enter the new re-order size.

 6. Close the Product window.

7. Saves the newly added details of the selected product and updates the database. (note: this button only gets enabled if the user has entered valid values for all the fields)

8. Enter the new description.

9. Select the new category.

10. Shows the currently selected product
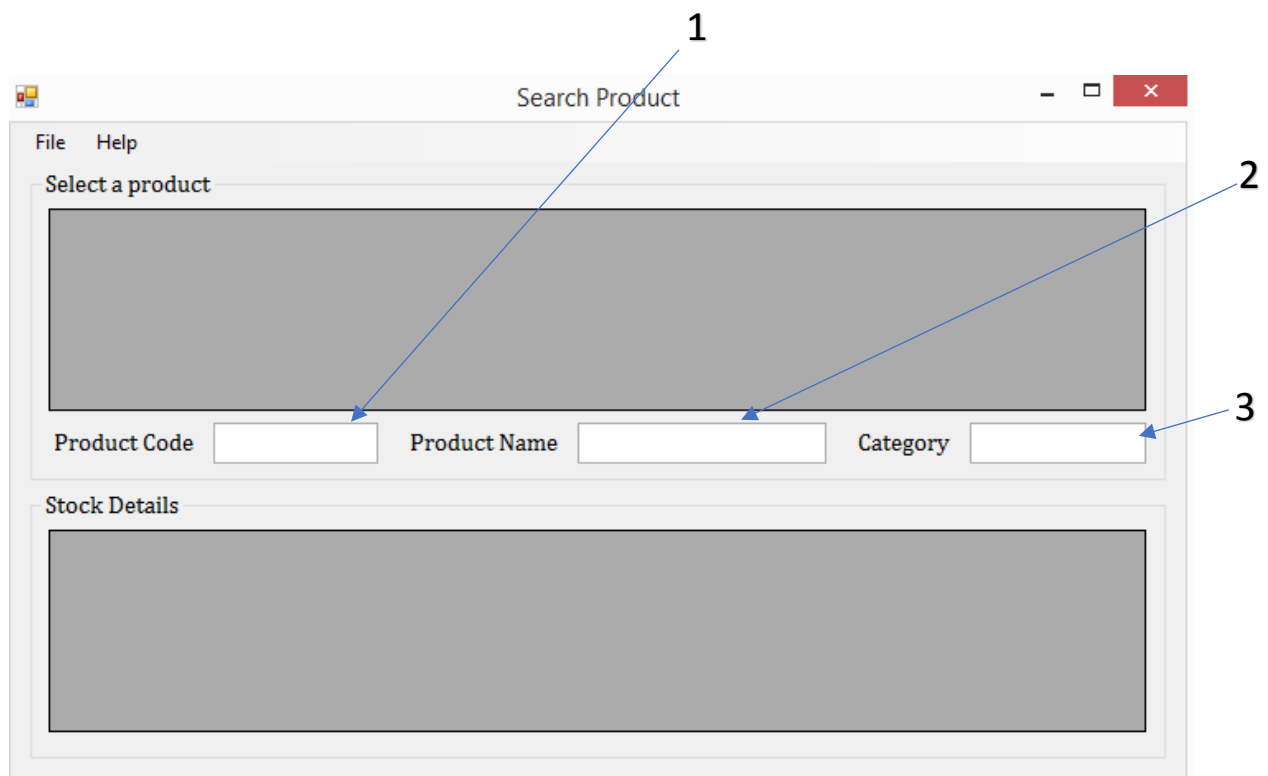
3. Using the Stock window

1. 2. 3. Search the products by the product code, product name and category respectively

4. 5. Enter the unit price and cost price of the stock respectively.

6. Clear all the fields.

7. Adds the stock to the selected product and updates the database. (note: this button only gets enabled if the user has entered valid values for all the fields)

8. Enter the vendor of the stock.

9. Enter the expiry date of the stock.

10. Enter the size of the stock.

11. Shows the currently selected product

12. Auto-generated stock id. This is given by the system, for the new product which is going to be added by the user.

1. Search the products by the product code.

2. Search the products by the product name.

3. Search the products by the category.

4. Opens Update stock window, to update the values of the selected stock. (note: this button only gets enabled if the user has selected a stock)

5. Opens the Return stock window, to enter the remaining stock size and return the stock. (note: this button only gets enabled if the user has selected a stock)

6. If this check box is checked, only the expired (but not returned) stocks are displayed.

7. Shows the currently selected stock.

4. Using the Search window

1. Search the products by the product code.

2. Search the products by the product name.

3. Search the products by the category.