## Welcome

# Please use this document to learn how to use the website.

By Team 22, The Furious Five.

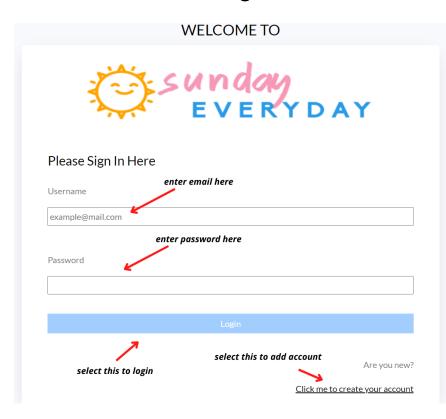
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Our team created this document to help you navigate through the website and utilise it in a way that best brings you value and help. This system acts as a management system for both your stakeholders and inventory. Our system aims to give you a peace of mind for the critical components of your business, which concerns with security and stock count, and helps you monitor the progress and details of any outstanding incoming or outgoing order. As such, your main actions on the website will be to add or maintain all records important to you and the business, and communicate with relevant stakeholders to build rapport. If you ever require more assistance, we will be happy to support you.

Sincerely, Team 22 The Furious Five

## Welcome! Please login.



We know business information is important to you, for security, you **must** either create an account with us or sign in to access the system.

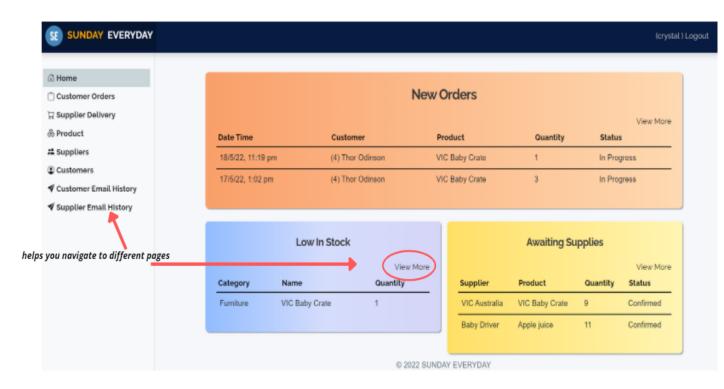
### For existing users:

- 1. Enter your email address and password.
- 2. Click 'Login' and you're in!

#### For new users:

- 1. Select 'Click me to create your account'
- 2. Enter your details as an admin and create your password. But make sure you write this down as you cannot reset it.
- 3. You will be redirected back to the login page.
- 4. Use your registered email and password to login.

## Let me tell you what you've missed



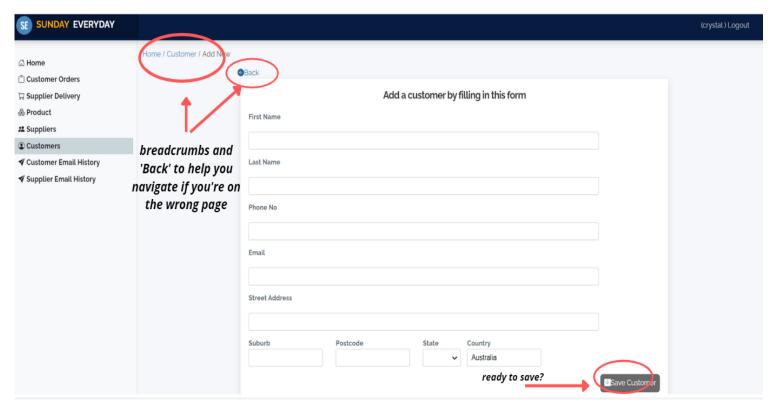
This dashboard provides you with an oversight of what you can do or expect today.

**New Orders** are customer orders that require your attention to.

**Low in Stock** informs you of products that are very low in stock and may require you to follow up with suppliers.

**Awaiting Supplies** informs you of incoming supply deliveries for you to prepare any payments, warehouse space and more.

## How do I add a new user (admin), customer, supplier, or product?



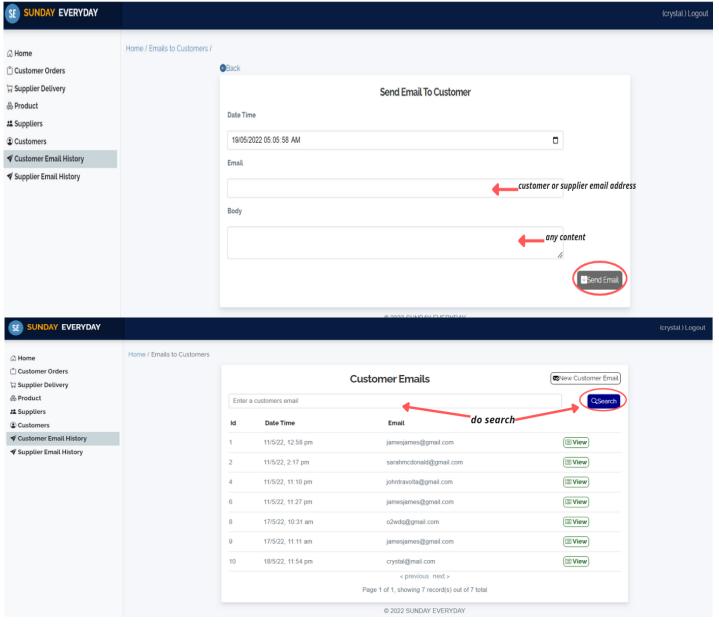
Please fill out all the necessary details to add a new user, customer, supplier, or product.

These details may differ depending on what is required to be recorded.

For an admin, ensure that you enter your password carefully and **remember** it (e.g. write it down).

Please be mindful of certain fields as it may only accept numbers (e.g. for postcode), letters (e.g. name), or both (e.g. email). And, ensure that you double-check the filled information before saving, especially regarding initial product count.

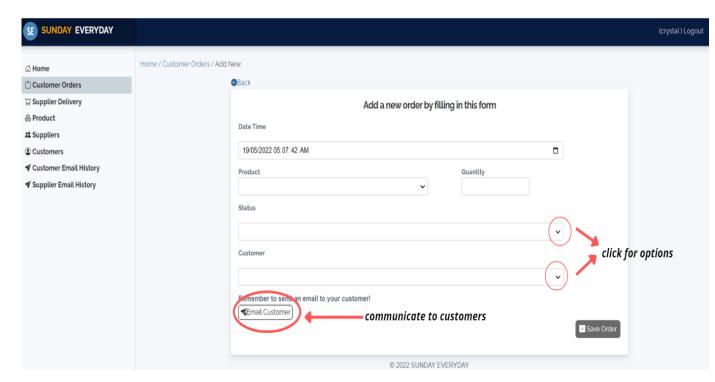
# How do I send an email to my customer or supplier?



- 1. The email field allows you to enter the email address of the receiving customer or supplier. If you do not know, please search for the customer or supplier by his/her name on the customers or suppliers page.
- 2. Write your message to the customer or supplier. It can be as long or short as you would like, and accepts letters, numbers, and special characters, so do not worry!
- 3. When ready, click 'Send Email' and your email is sent.

If you ever need to follow up on a customer's or supplier's email, the 'Customer's Emails' or 'Supplier's Emails' pages can help you search and view for the emails sent to specific customers or suppliers.

## I received or need to a place a new order! What should I do?



Please fill out all the details required to record receipt/request of your order.

The required details may differ depending on what is relevant. Please make sure to double-check that the information is correct as it may reject information out-of-bounds (e.g. 1000 quantity)

Any drop down saves you time by selecting an option instead of typing it out.

We know you value communication between stakeholders, so we support this by giving you a portal to send emails.