

Welcome

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

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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.

WELCOME TO



Please Sign In Here

Username *enter email here*

Password *enter password here*

Login

*select this to login*

*select this to add account*

Are you new?

[Click me to create your account](#)

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

The dashboard is titled "SUNDAY EVERYDAY" and includes a user profile "icrystal" with a "Logout" button. The left sidebar contains navigation links: Home, Customer Orders, Supplier Delivery, Product, Suppliers, Customers, Customer Email History, and Supplier Email History. The main content area features three sections: "New Orders" (orange), "Low In Stock" (blue), and "Awaiting Supplies" (yellow). Each section contains a table of data and a "View More" link. A red arrow points from the "Supplier Email History" menu item to the "View More" link in the "Low In Stock" section, with the text "helps you navigate to different pages" next to it.

**New Orders**

Date Time	Customer	Product	Quantity	Status
18/5/22, 11:19 pm	(4) Thor Odinson	VIC Baby Crate	1	In Progress
17/5/22, 1:02 pm	(4) Thor Odinson	VIC Baby Crate	3	In Progress

**Low In Stock**

Category	Name	Quantity
Furniture	VIC Baby Crate	1

**Awaiting Supplies**

Supplier	Product	Quantity	Status
VIC Australia	VIC Baby Crate	9	Confirmed
Baby Driver	Apple juice	11	Confirmed

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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?

SE SUNDAY EVERYDAY (crystal) Logout

Home / Customer / Add New

Back

breadcrumbs and 'Back' to help you navigate if you're on the wrong page

Add a customer by filling in this form

First Name

Last Name

Phone No

Email

Street Address

Suburb Postcode State Country

ready to save?

Save Customer

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?

The screenshot shows the 'Send Email To Customer' form. It includes a 'Date Time' field with the value '19/05/2022 05:05:58 AM'. Below this is an 'Email' field, which is highlighted with a red arrow and the text 'customer or supplier email address'. Underneath the email field is a 'Body' field, highlighted with a red arrow and the text 'any content'. At the bottom right of the form, there is a 'Send Email' button, which is circled in red. The left sidebar contains navigation links: Home, Customer Orders, Supplier Delivery, Product, Suppliers, Customers, Customer Email History (selected), and Supplier Email History. The top header shows the SUNDAY EVERYDAY logo and a '(crystal) Logout' link.

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.

The screenshot shows the 'Customer Emails' table. At the top, there is a search bar with the placeholder text 'Enter a customers email' and a 'QSearch' button, which is circled in red. A red arrow points from the search bar to the 'QSearch' button with the text 'do search'. Below the search bar is a table with columns: Id, Date Time, Email, and View. The table contains 10 rows of data. At the bottom of the table, there are navigation links '< previous next >' and a page indicator 'Page 1 of 1, showing 7 record(s) out of 7 total'. The left sidebar contains navigation links: Home, Customer Orders, Supplier Delivery, Product, Suppliers, Customers, Customer Email History (selected), and Supplier Email History. The top header shows the SUNDAY EVERYDAY logo and a '(crystal) Logout' link.

Id	Date Time	Email	View
1	11/5/22, 12:58 pm	jamesjames@gmail.com	<a href="#">View</a>
2	11/5/22, 2:17 pm	sarahmcdonald@gmail.com	<a href="#">View</a>
4	11/5/22, 11:10 pm	johntravolta@gmail.com	<a href="#">View</a>
6	11/5/22, 11:27 pm	jamesjames@gmail.com	<a href="#">View</a>
8	17/5/22, 10:31 am	o2wdq@gmail.com	<a href="#">View</a>
9	17/5/22, 11:11 am	jamesjames@gmail.com	<a href="#">View</a>
10	18/5/22, 11:54 pm	crystal@mail.com	<a href="#">View</a>

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 place a new order! What should I do?

The screenshot shows the 'Add a new order' form in the SUNDAY EVERYDAY system. The form includes fields for Date Time, Product, Quantity, Status, and Customer. Annotations highlight key features: red circles around the dropdown arrows for Status and Customer, with an arrow pointing to them labeled 'click for options'; a red circle around the 'Email Customer' checkbox, with an arrow pointing to it labeled 'communicate to customers'. The form also includes a 'Remember to send an email to your customer!' message and a 'Save Order' button.

SE SUNDAY EVERYDAY (crystal) Logout

Home / Customer Orders / Add New

Back

Add a new order by filling in this form

Date Time  
19/05/2022 05:07:42 AM

Product  
Quantity

Status

Customer

Remember to send an email to your customer!

☒ Email Customer

Save Order

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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.