



R.B GONZALES PHARMACY

ADMINISTRATOR *Manual*



HELLO & WELCOME



Thank you for embracing the POS and Inventory Management System for R.B. Gonzales Pharmacy. The pharmacy environment demands a flexible, modern, and reliable solution. This guide is specifically written for you, the Administrator, to ensure you can efficiently leverage our powerful microservices-based system. You'll find clear instructions on core functions like setting user roles , maintaining optimal stock levels , and utilizing sales analytics. With this manual, you are equipped to make record-keeping and accounting simpler , turning operational complexity into smooth, time-saving performance.

HOW TO USE THIS MANUAL

This manual is structured to guide you from the foundational concepts of the system to its practical, day-to-day use. To get the most benefit from this guide



ADMINISTRATOR GUIDELINES

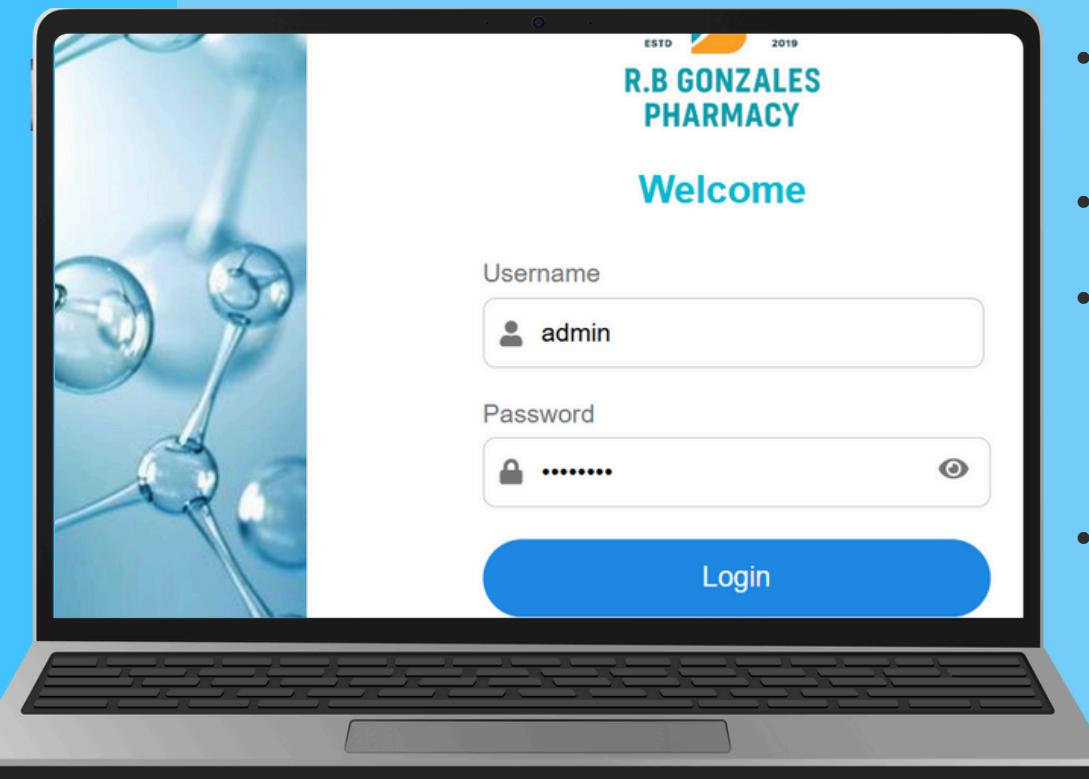
This section serves as your essential starting point, outlining the key responsibilities and critical functions inherent to the Administrator role. Your oversight is crucial for maintaining system stability, ensuring compliance, and maximizing the operational benefits.

1. Open your internet browser and type the main website address
<https://rbgonzales.up.railway.app/login>



WHERE TO START

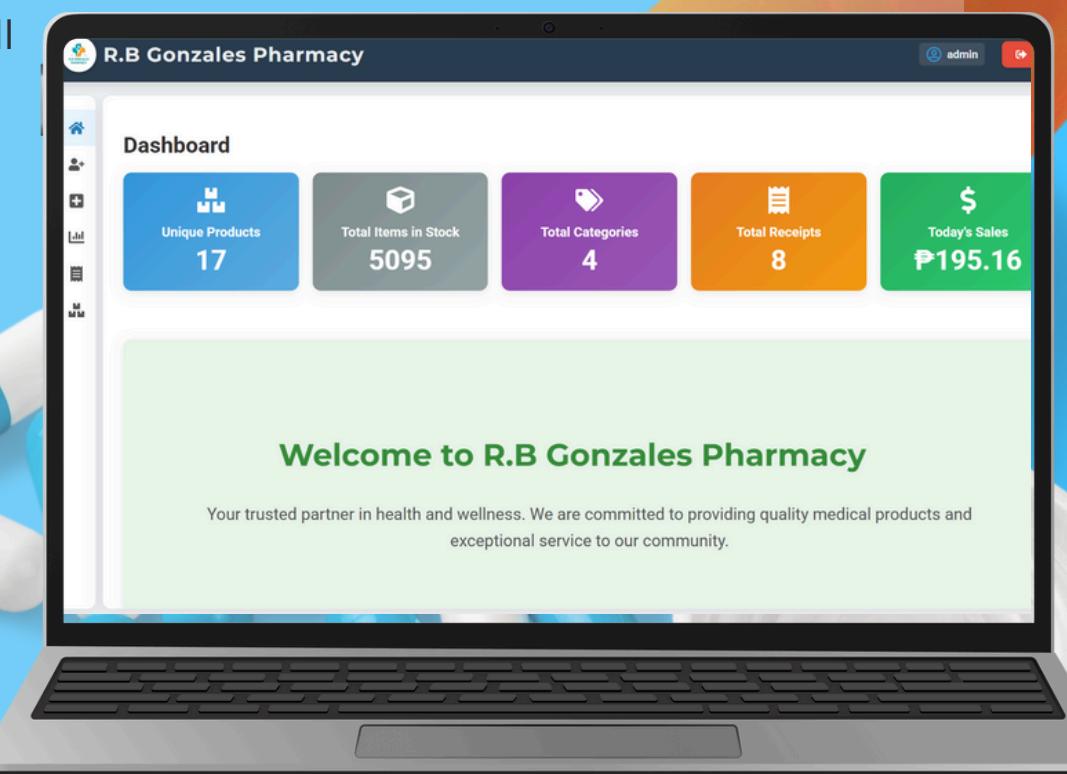
LOGIN & SIGN UP



- Locate and utilize the two required input fields:
- Enter your assigned Username (e.g., admin).
- Enter your secure Password (The system allows secure password input with a toggle for visibility).
- Click the prominent "Login" button.

Access Granted:

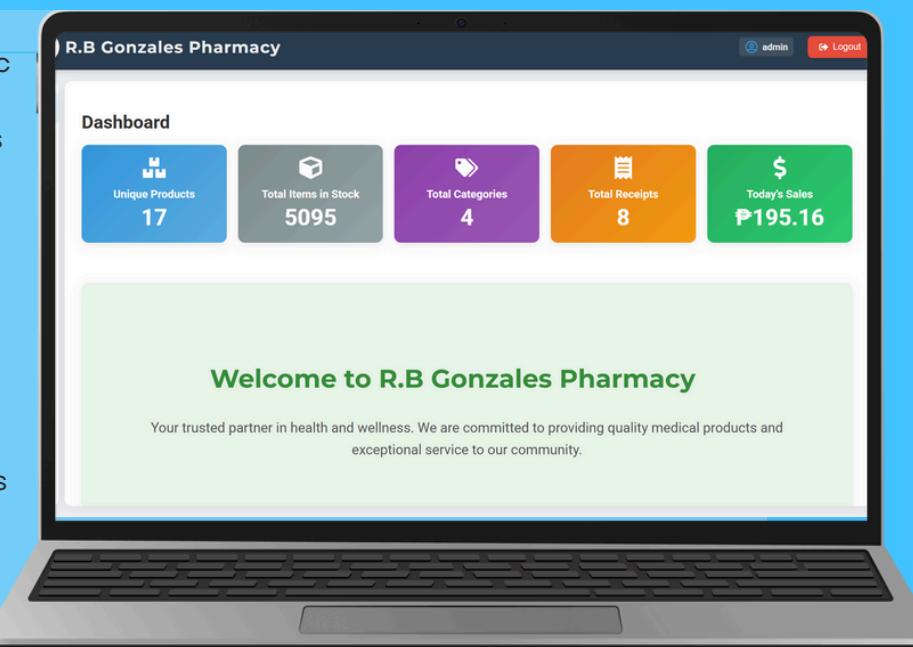
Upon successful authentication, you will be immediately redirected to the Dashboard.



- The system provides two distinct views of stock health:** the Unique Products (17) metric indicates the variety of items stocked, while the Total Items in Stock (5,095) metric shows the overall volume of inventory, ensuring proactive stock management. The Total Categories (4) metric confirms the effective organization of the product catalog.

- Daily Financial and Transactional Activity:**

The dashboard offers real-time insight into daily performance. The Total Receipts (8) metric tracks the number of completed customer transactions, and the Today's Sales (₱195.16) metric provides the accumulated gross revenue for the current day, serving as the most direct indicator of immediate financial performance.



The interface includes a sidebar with navigation links: Dashboard, Add User, Add Stock, Sales Report, Receipt History, Inventory Management. The main area has two panels: 'Add New User' (with fields for Username, Password, and Role set to 'Pharmacist') and 'User List' (showing one entry: '(admin)').

Action Button: The prominent blue "Add User" button submits the new account details to the system.

- User List Panel (Right Side):**

This section, titled "User List," displays all existing accounts and allows the Administrator to manage them.

- Existing User Display:** The list currently shows at least one user, (admin), with a red "X" button to the right.
- Administrative Control:** The presence of the red "X" signifies that the Administrator has the ability to delete user accounts from the system, ensuring full control over access and system security.

Add New User Panel:

This section "Add New User," is used to create new system accounts.

- **Input Fields:** It requires entry of a unique:
 - Username
 - Password (with a visibility toggle icon for secure entry)

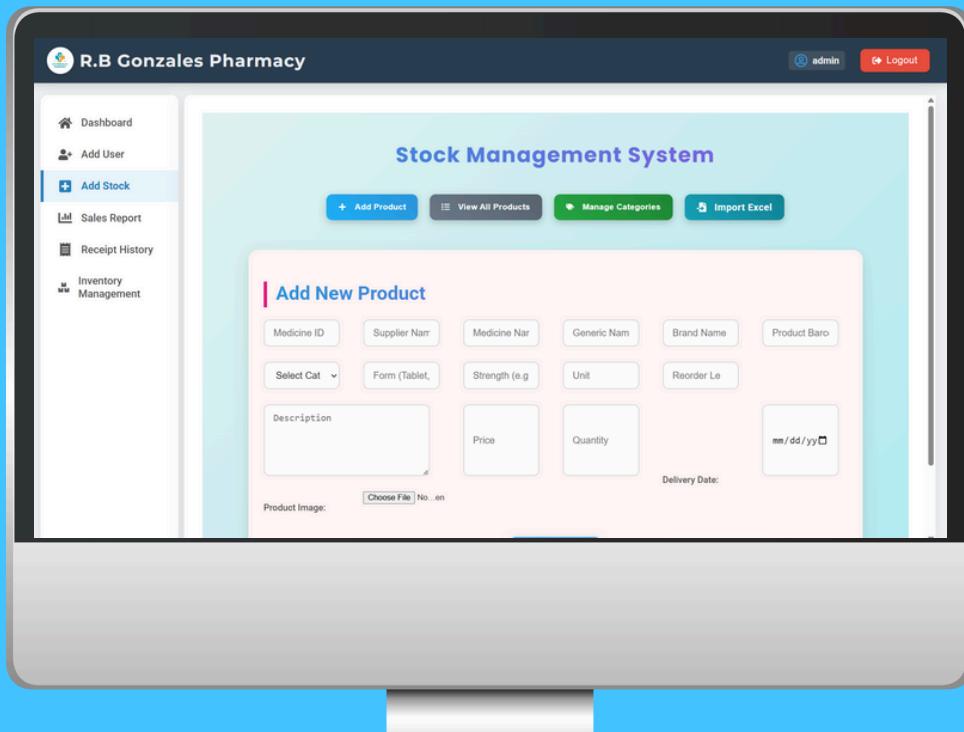
Role Selection:

- There is a field for defining the user's role, currently displaying "Pharmacist." This is essential for enforcing role-based permissions (as outlined in your system documentation), ensuring only authorized personnel can access certain features.



STOCK MANAGEMENT SYSTEM.

ADD NEW PRODUCT FORM



Add New Product is where new medicines and products are registered into the inventory. The form is highly detailed to capture all necessary regulatory and operational data:

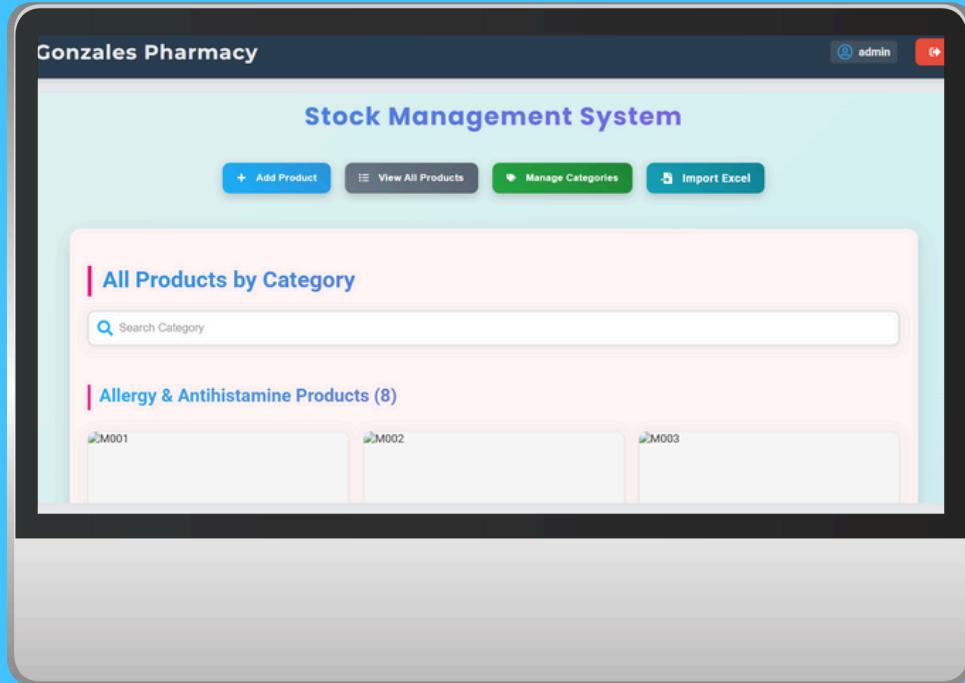
- Identification and Names: Fields for Medicine ID, Supplier Name, Generic Name, Brand Name, and Product Barcode.
- Classification and Strength: Fields for Select Cat (Category dropdown), Form (Tablet, Syrup), Strength (e.g., 500mg), Unit, and Reorder Level (critical for triggering low-stock alerts).

- Pricing and Logistics: Fields for Price, Quantity (initial stock count), Delivery Date, and Product Image upload.
- Details: A large text area for Description (e.g., storage instructions or internal notes).

A close-up photograph of several blue and white capsules scattered on a light blue surface. Overlaid on the bottom right is a smartphone displaying the same 'Add New Product' form as the desktop screenshot. The phone's screen shows the same fields: Medicine ID, Supplier Name, Medicine Name, Generic Name, Brand Name, Product Barcode, Select Cat, Form (Tablet, Syrup), Strength (e.g., 500mg), Unit, Reorder Level, Description (text area), Price, Quantity, Delivery Date (date picker), and a 'Choose File' button for Product Image. A blue button at the bottom left of the phone's screen says '+ Add Product'.

STOCK MANAGEMENT SYSTEM.

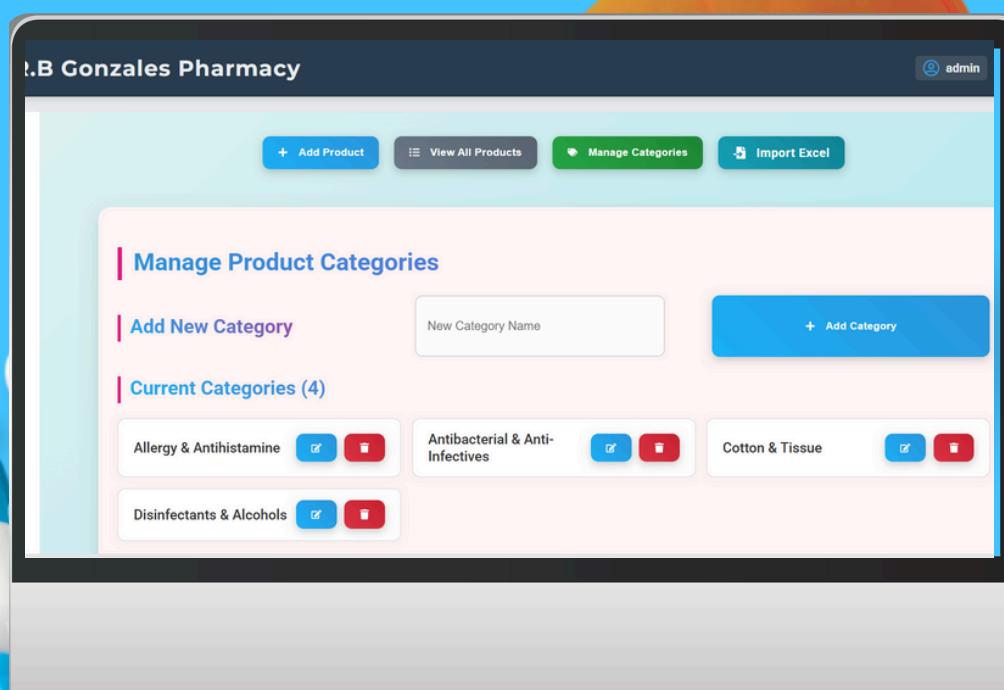
VIEW ALL PRODUCTS



- The individual product placeholders (labeled M001, M002, M003, etc.) represent the product cards.
- Editing Functionality:** Because you confirmed this is where editing occurs, the cards or the action resulting from clicking them serve as the gateway to the product's record. Clicking or selecting a card would open a detail or edit form, allowing the Administrator to update medicine information—such as price, quantity, reorder level, or description—without having to delete and re-add the item.

MANAGE PRODUCT CATEGORIES

- The section "**Categories**" lists all existing categories that products are currently assigned to.
- Editing Function (Pen Icon):** Each category tile (e.g., "Allergy & Antihistamine," "Antibacterial & Anti-Infectives") includes a small pen icon (or pencil icon). Clicking this icon allows the Administrator to edit the name of the existing category.
- Deletion Function (Trash Bin Icon):** Each tile also includes a trash bin icon (red). Clicking this icon allows the Administrator to delete the category from the system. (Note: Deleting a category usually requires reassigning or removing all products currently linked to it to maintain data integrity.)



SALES REPORT

This is a core administrative feature designed to track, analyze, and report all sales transactions to provide meaningful financial and inventory insights.

The mobile application interface for R.B Gonzales Pharmacy. The top navigation bar shows the logo and the title "Sales Report". On the left, a vertical sidebar menu includes "Dashboard", "Add User", "Add Stock", "Sales Report" (which is highlighted in blue), "Receipt History", and "Inventory Management". The main content area features a search bar for "Search by Product Name" and "Search by Customer Name", along with date range selection fields. Below this is a "Summary" section with four cards: "Total Quantity Sold: 19.00", "Total Gross Sales: ₱150.41", "Total Discount Amo", and "Total Net Pay: ₱195.16".

- Filtering and Search Controls (Top Section):
- **This area provides tools for generating custom, targeted reports:**
 - **Search by Product Name:** Allows the user to filter sales data to see transactions involving a specific medicine or product.
 - **Search by Customer Name:** Enables filtering sales generated for a particular customer.
 - **Date Range Selection:** Allows the user to define a custom time frame (from dd/yyyy to dd/yyyy) to track sales performance over a specific period.
- **Summary Panel:**
- The "**Summary**" section immediately provides five vital aggregated metrics for the current filtered date range (or the default period):
 - **Total Quantity Sold:** The total number of individual items dispensed.
 - **Total Gross Sales:** The total revenue generated before any deductions or final payment calculations.
 - **Total Discount Amount:** The total value of discounts applied across all transactions.
 - **Total Net Pay:** The final, post-tax and post-discount revenue collected by the pharmacy.
 - **Total VAT Amount:** The total value-added tax collected on sales.

The desktop application interface for R.B Gonzales Pharmacy, showing a similar layout to the mobile version. It includes a sidebar with icons for home, users, stock, reports, and inventory. The main area has search and date range controls, followed by a "Summary" section with five data cards: "Total Quantity Sold: 19.00", "Total Gross Sales: ₱150.41", "Total Discount Amount: ₱21.47", "Total Net Pay: ₱195.16", and "Total VAT Amount: ₱20.91".

RECEIPT HISTORY

The main feature of this module is a sortable and scrollable table that lists every sales transaction. Each row provides a summary of the completed sale, enabling easy tracking and auditing.

A screenshot of a web-based application for R.B Gonzales Pharmacy. The left sidebar contains links for Dashboard, Add User, Add Stock, Sales Report, Receipt History (which is highlighted in blue), and Inventory Management. The main content area has a title 'Receipt History' and displays a table with the following data:

Receipt Number	Date	Customer	Items (Count)	Total Qty	Gross Amount
21	10/22/2025, 12:11:07 AM	GUEST	1	1	25.00
20	10/21/2025, 10:16:42 PM	GUEST	2	2	27.36
19	10/21/2025, 10:14:49 PM	GUEST	1	1	25.00
18	10/21/2025, 8:21:35 AM	GUEST	1	1	2.63
17	10/16/2025, 11:24:55 PM	GUEST	1	10	26.30

Receipt History module directly supports the objectives of comprehensive reporting and data management by:

- Auditing and Traceability:** Providing a non-editable ledger of all sales for financial and regulatory auditing purposes.
- Customer Service:** Allowing quick lookup of past purchases to assist customers with returns, exchanges, or inquiries.
- Error Checking:** Enabling the Administrator to trace discrepancies between inventory and sales reports back to specific transactions.

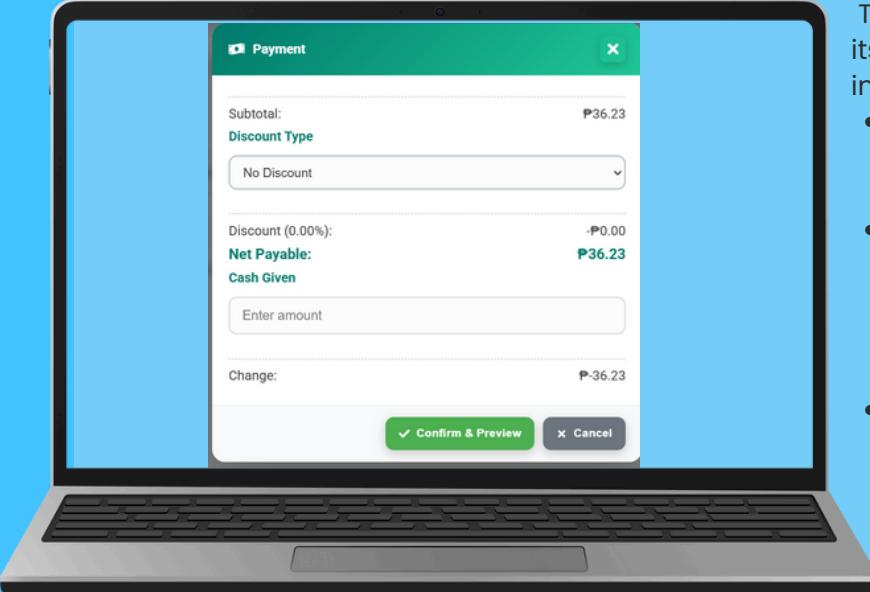
INVENTORY MANAGEMENT

A screenshot of a web-based application for R.B Gonzales Pharmacy. The left sidebar contains links for Dashboard, Add User, Add Stock, Sales Report, Receipt History, and Inventory Management (which is highlighted in blue). The main content area shows a 'Point of Sale' screen with a scanning interface. The top bar shows 'admin' and a 'Logout' button. The main area has a title 'Point of Sale' and a prompt 'Scan barcode or enter code'. Below it is an input field labeled 'Scan barcode or enter code then Enter'. To the right is a quantity input field pre-filled with '1'. At the bottom are 'Print' and 'Empty cart' buttons.

- The green "Print" button at the bottom right indicates the final action of the transaction process. Once the items are in the cart and payment is finalized (or calculated), this button is used to generate the customer's physical receipt, aligning with the system's objective to "prepare receipts."
- Scanning/Input Field: The prompt "Scan barcode or enter code then Enter" indicates the primary method for adding products to the customer's cart. This feature supports fast and efficient transactions.
- Quantity Field: The adjacent input field, pre-filled with 1, allows the user to specify the number of items being added (i.e., the quantity of the item whose barcode was scanned).

PAYMENT PROCESSING MODAL

This modal is the final step where the total transaction amount is calculated, discounts are applied, cash is received, and change is determined.



The modal is clearly titled "**Payment**," signifying its function as the transaction finalization interface.

- **Subtotal**: This is the total cost of all items in the customer's cart before any discounts or taxes are applied.
- **Discount Type**: A dropdown menu allows the user to select the method or reason for a discount. The current value is "No Discount," but this would be used to apply specific discounts if available.
- **Discount (0.00%)**: Displays the calculated discount amount (currently ₱0.00 as "No Discount" is selected).

Action Buttons:

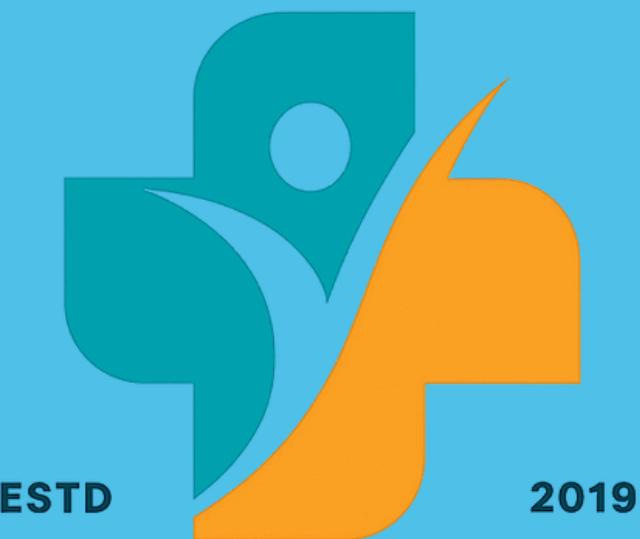
- **Confirm & Preview** (Green): This primary button finalizes the sale, registers the transaction in the system, updates inventory, calculates the final change, and prepares the receipt for printing.
- **Cancel (Gray)**: This button dismisses the payment process without finalizing the transaction.



THANK YOU

for

CHOOSING



**R.B GONZALES
PHARMACY**