ESTD 2019

R.B GONZALES PHARMACY

USER
Manual

USER MANUAL

1. Open the System URL Navigate to the system's web address in your browser: https://rbgonzales.up.railway.app/login
2. Enter Username Click in the "Username" field and type your assigned   username (e.g., user).
3. Enter Password Click in the "Password" field and type your secure password.
4. Verify Password (Optional) Click the eye icon (visibility toggle) on the right side of the password field to temporarily view and verify your entry.
5. Submit Credentials Click the large blue "Login" button.
6. Access Granted You will be redirected to the main Dashboard or Point-of-Sale (POS) screen, based on your assigned role and permissions.
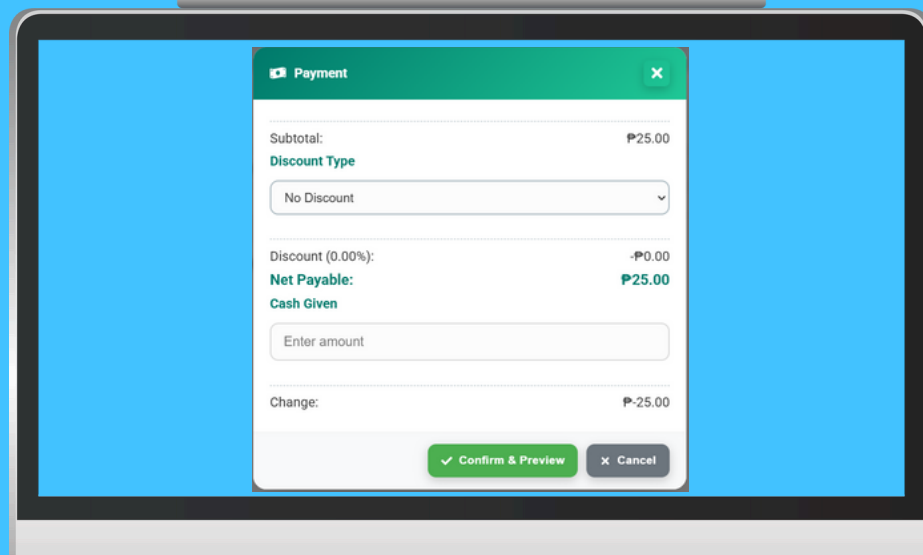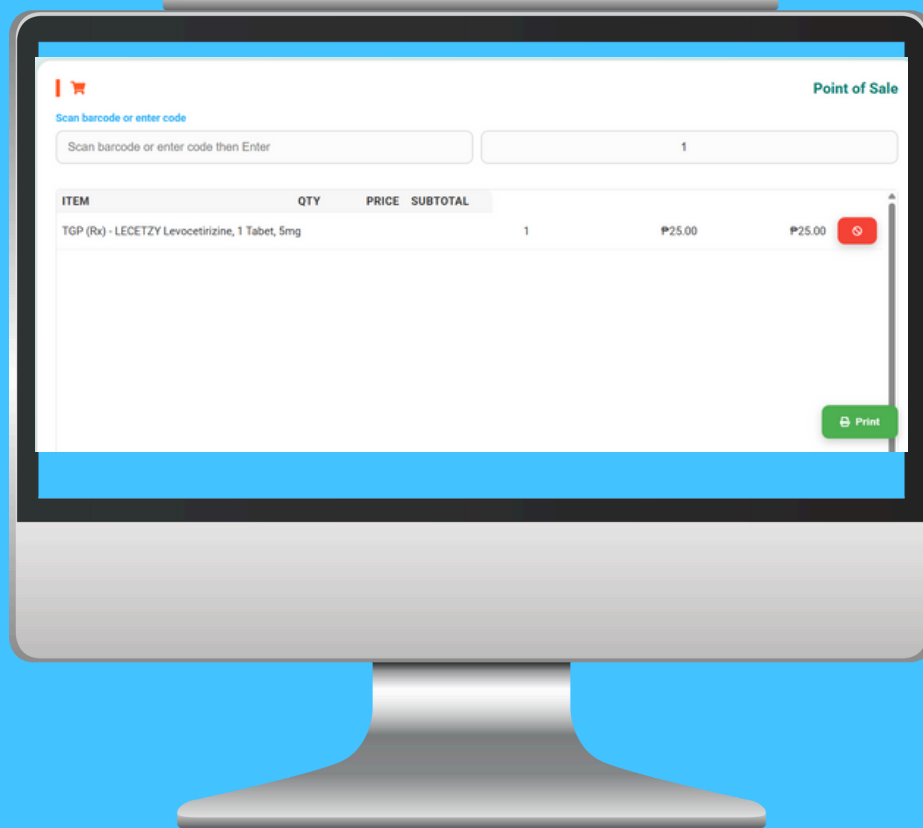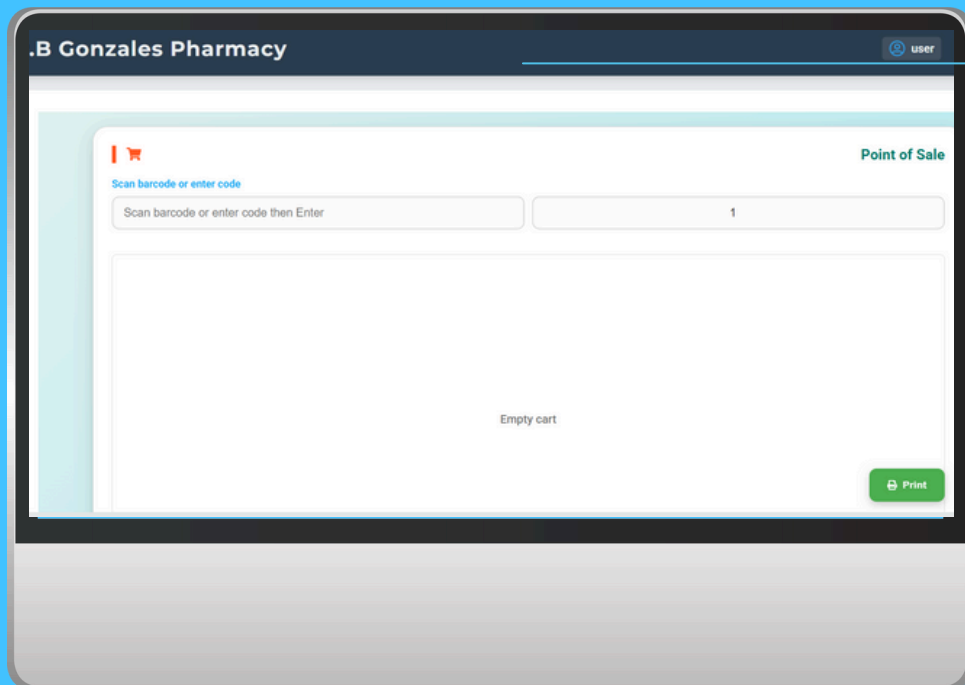
1. Access POS Navigate to the Inventory Management section (or the main POS interface) via the left-hand menu.
2. Identify Item Ensure the cursor is in the "Scan barcode or enter code" field.
3. Set Quantity If the customer is buying more than one unit, click the quantity field (defaults to 1) and enter the desired number (e.g., 2, 5). If only one is being purchased, leave it as 1.
4. Scan or Enter Code Scan: Use the barcode scanner to scan the product's barcode. OR Enter: Manually type the Medicine ID or Product Code and press Enter.
5. Item Added The product will immediately appear in the central cart list, showing the name, quantity, and running subtotal.
6. Repeat Steps 3-5 for every product the customer wishes to purchase.
7. Initiate Payment Once all items are in the cart, click the "Print" button (which is typically the trigger to open the final Payment Modal).
8. Finalize Transaction Complete the payment steps (e.g., applying discounts, receiving cash, calculating change) in the payment modal to finalize the sale.
9. Generate Receipt After confirmation, the receipt will be generated, inventory will be reduced, and the cart will reset for the next customer.

PAYMENT PROCESSING

1. Open Payment ModalClick the finalization button (e.g., "Print" or "Generate Bill") on the main POS screen to launch this modal.
2. Apply DiscountIf the customer qualifies, click the Discount Type dropdown and select the relevant discount scheme. The Net Payable will automatically update.
3. Receive CashNote the Net Payable amount. Receive the cash from the customer.
4. Enter Cash GivenClick into the "Enter amount" field and type the exact amount of cash the customer handed over (e.g., if the customer pays with a ₱100 bill, enter 100.00).
5. Verify ChangeThe Change field will automatically calculate the change owed to the customer. Verify this amount before giving it to the customer.
6. Finalize SaleClick the "Confirm & Preview" button to complete the transaction, update all records, and prepare the receipt.
7. Cancel (If Needed)If the customer changes their mind before Step 6, click "Cancel" to return to the cart without completing the sale.

THANK YOU for CHOOSING

ESTD 2019

R.B GONZALES
PHARMACY