Staff Manual

STEP 1: Register Your Account

Registering Staff Accounts:

The Admin will create the account for their respective cashiers with their corresponding Email Address to allow them to access the Cashier's Dashboard.
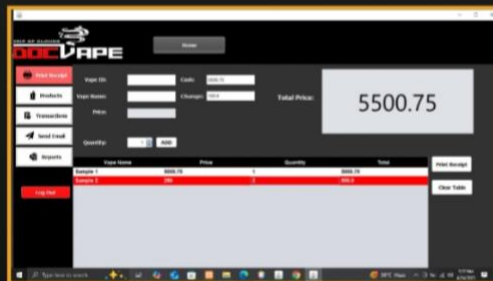
STEP 2: Log in the Cashier's Registered Account

Staff Login Procedure:

In this page, the staff will log in their account that contains their username and password that admin created.

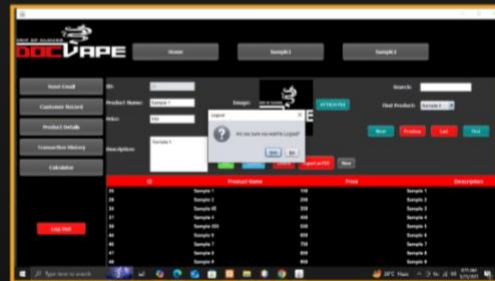## STEP 3: Receipt Printing

Printing the Receipt:

The cashier inputs the product IDs, and the system automatically displays the vape names and prices. After entering the customer's cash amount and pressing Enter, the system calculates the change. Finally, click "Print Receipt" to generate and print the receipt.

STEP 4: Log Out

Logging Out:

Cashier Dashboard's main function is to print out the receipt of transaction histories of their customers, they can send an email about the product information and customer's receipt soft copy but they don't allowed to edit the other buttons records in the navigation bar. After work hours, they can now log out.

Admin Manual

Providing Admin Account:

Developers create and provide login information to the admin to use it. This means that only the authenticated users are capable of entering the dashboard.

Logging in as Admin:

Admin will start the system and enter the password and username. Once successful login is achieved, they will be granted access to the dashboard.

Dashboard:

Accessing the Dashboard:

Once logged in, the admin will be routed to the main dashboard. The dashboard consists of critical system data together with features offered.
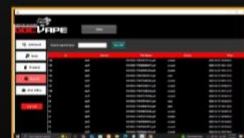
User Management:

Product Details:

Best Selling:

Reports:

Admin Features:

The admin can create new staff/admin user accounts. They can view profit totals through line graphs, view top products sold, generate reports, and total product monitoring.

Logout:

Once they finish their task, he will have to click the logout button. It truly secures the session and locks the system.