



Bicol University

COLLEGE OF SCIENCE

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY



CafeTa

USER MANUAL

Online Management System

CECILLE A. CERVANTES

BS Information Technology 3 - A



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1. INTRODUCTION

The CafeTa Management System user manual provides instructions on managing categories, products, and orders in a cafe. Its main purpose is to provide features that make it easier to add, modify, and organize categories and products, as well as effectively manage and track customer orders. The user manual leads users through the key features of the CafeTa Management System, which is designed exclusively for cafes and coffee shops. The system attempts to improve the cafe's overall performance and efficiency by optimizing category, product, and order management.

2. LOGIN FORM

The login form for the CafeTa Management System consists of two essential fields: the Username and Password fields.

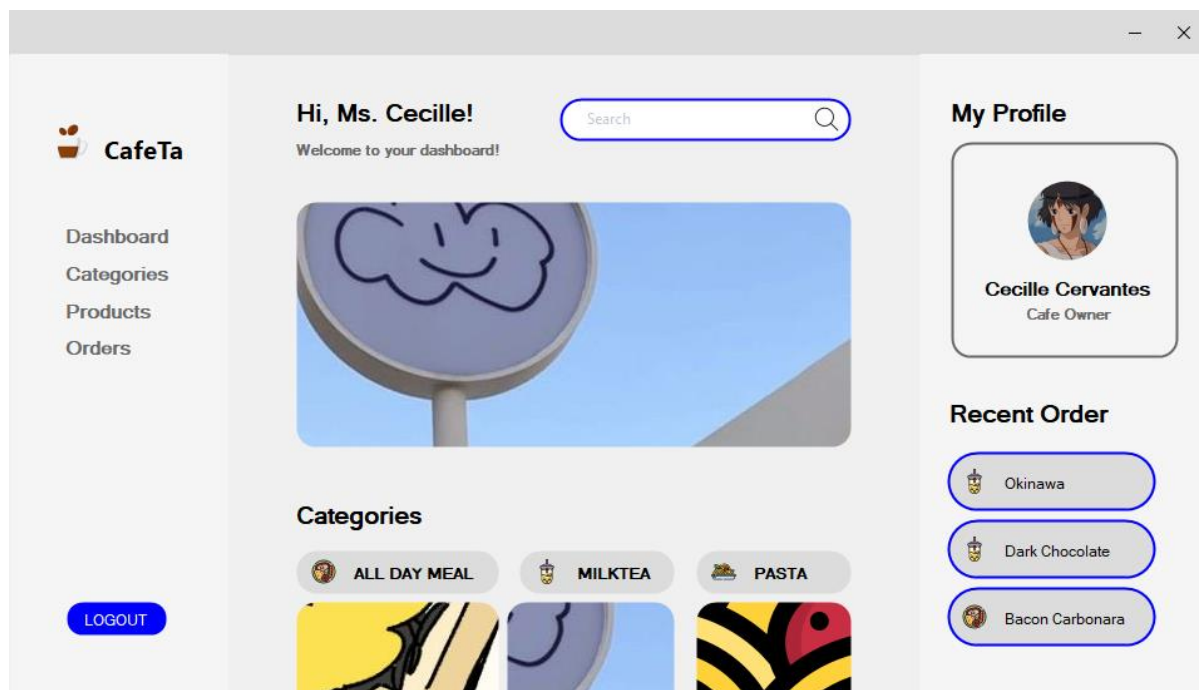
- **Username Field:** This field allows users to input their username associated with the CafeTa Management System account. The username acts as identification for the user's account.



- **Password Field:** In this field, users enter their confidential password. Once users type their password, it is hidden to protect their privacy and prevent unauthorized others from reading it.
- **Login Button:** After providing a password and username, users click the Login button to begin the authentication process. By clicking the button, the entered credentials are checked on the system's registered user data. If the username and password combination is correctly entered, the user gets gain access to the CafeTa Management System.

3. DASHBOARD

The CafeTa Management System dashboard acts as the primary interface where user may access latest important information and monitor the system's status.



- **Search Button:** The search button enables users to search for particular information or data within the system. Users can enter keywords to quickly locate the information they need.



- **Categories:** This section displays the most recently added categories to the system. It allows users an immediate overview of the most recent additions.
- **Recent Orders:** This section contains a list of the most recent customer orders. This information keeps users up to date on the most recent orders and allows them to manage and process orders more efficiently.

4. CATEGORIES

The Categories form in the CafeTa Management System displays a table that lists all the added categories in the system.

ID	Category Name	Description
1	Main Course	Heavy Meal
2	Milktea	all comes with pearl
3	Frappe	None
4	Cold Drinks	None
5	Rice Meals	with side dish
6	All Day Breakfast	None
7	Pasta and Sandwich	None
8	Nachos & Mojos	None
9	Hot Drinks	None
10	Cakes and Cookies	None
12	Hot Coffee	Brewed Coffe
13	Milkshake	all comes with pearl
14	Desserts	Sweets and Bts

- The second column displays *the names of the categories*. Each category is given a unique name that indicates classification of the cafe's products. Categories may include "Beverages," "Appetizers," "Main Courses," or any other useful classification.
- The third column contains additional details of each category. It enables users to provide more specific *description* of the category.



4.2 ADD FUNCTION

The System's Categories form includes an "Add" function that allows users to create and add new categories.

The screenshot shows a dialog box titled 'categoryprompts'. It features a header with a blue background and a white wavy line, containing the text 'ADD CATEGORY'. Below the header, there are two input fields: the first is labeled 'CATEGORY NAME' and the second is labeled 'DESCRIPTION'. At the bottom of the dialog, there are two buttons: 'Close' and 'Save'.

Category Name Input: Upon clicking the "Add" button, a dialog box appears, prompting the user to enter the name of the new category.

Category Description Input: Along with adding the category name, the dialog box also includes an input field for the category description.

4.3 DELETE FUNCTION

The System's Categories form includes a "Delete" function that allows users to remove or delete a category.

The screenshot shows a dialog box titled 'Cdelete'. It features a header with a blue background and a white wavy line, containing the text 'DELETE CATEGORY'. Below the header, there are two input fields: the first is labeled 'CATEGORY ID' and the second is labeled 'CATEGORY NAME'. At the bottom of the dialog, there are two buttons: 'Close' and 'Delete'.

Category ID: Users have to input the unique identifier allocated to the category they intend to delete.

Category Name: Users are also required to enter the name of the category they want to delete.



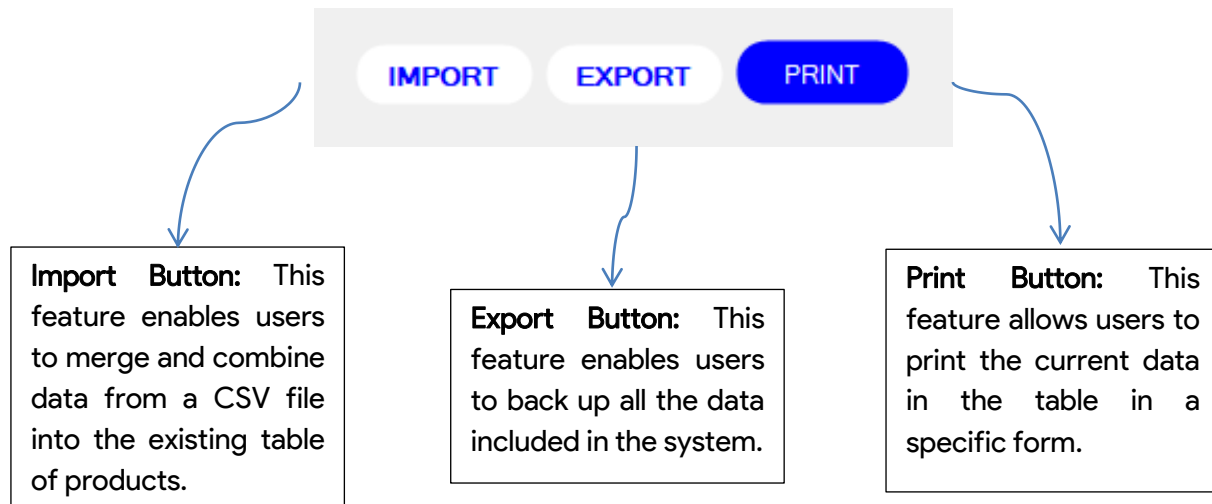
5. PRODUCTS

The Product Form in the CafeTa Management System displays a table that presents a comprehensive list of all the added products within the system.

The screenshot shows the CafeTa Management System interface. On the left is a sidebar with navigation links: Dashboard, Categories, Products, and Orders. The main area is titled 'ALL PRODUCTS' and contains a table with 10 rows of product data. Above the table are buttons for 'ADD PRODUCT', 'EDIT', and 'DELETE'. Below the table are buttons for 'IMPORT', 'EXPORT', and 'PRINT'. A 'LOGOUT' button is located in the bottom left of the sidebar.

ID	Category	Product Name	Stock	Price
1	1	Milky Chocolate	1	80
2	2	Okinawa classic flavor	1	75
3	2	Ultimate Chocolate premium flavor	1	75
4	3	Matcha Berry	1	80
5	4	Cucumber Lemonade	1	85
6	5	Buffalo Wingtime	1	170
7	7	Bacon Carbonara	1	160
8	8	Fish & Potato Wedge	1	160
9	9	Cream Cappucino	1	60
10	10	Blueberry CheeseCake	1	240

- **Third Column:** The third column displays the names of the individual *products* available in the cafe.
- **Last Column:** The last column displays the respective *prices* of the products. It represents the cost at which the product is sold to customers.



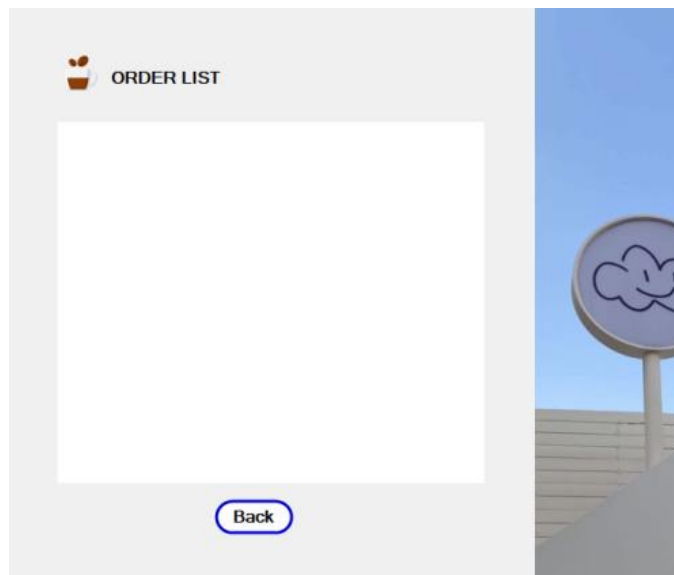


6. ORDERS

The Order form in the system displays a list of all customer orders placed within the system. It provides a comprehensive view of the orders, allowing users to manage and track customer transactions efficiently.

ID	Item ID	Customer Email	Phone Number	Location	Date	Amount
1	1	ces.cerv@gmail....	09812939815	Masbate City	15/03/2023	200
2	2	pattemel@gmail....	09123456789	Sorsogon City	15/03/2023	250
3	3	gincoo@gmail.com	09123456789	Masbate City	15/03/2023	510
4	4	jolamics@gmail.c...	09123456789	Sorsogon City	15/03/2023	475
5	5	mj.lopez@gmail.c...	09123456789	Sorsogon City	15/03/2023	535
6	6	kristel.ccerv@gm...	09123456789	Masbate City	15/03/2023	595
7	7	melayyyy@gmail....	09123456789	Masbate City	15/03/2023	650
8	8	era.vlsc@gmail.c...	09123456789	Legazpi City	16/03/2023	930
9	9	Z.bjstn@gmail.com	09123456789	Legazpi City	16/03/2023	970
10	10	jash.burg@gmail....	09123456789	Legazpi City	16/03/2023	1460
11	11	criss@gmail.com	09126966382	Tabaco City	15/03/2023	1450
12	1	ces.cerv@gmail....	09812939815	Masbate City	15/03/2023	250

6.1 View Orders



View Orders Button: It provides users the ability to access detailed transaction information and the list of products that have been ordered by a specific customer.