

Fine-Wines System

User Manual



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# Introduction

This user manual contains all instructions and descriptions on how to use the File-Wines System efficiently.

There is a section for use by clients, use by employees as well as use by administrators. Including how to create an account, how to login, maintain the data in the database, manage orders and placing orders, etc.

Although this manual contains help on the use of the system by clients, the manual is not intended for use by clients, but rather for use by employees and administrators.

# Starting Out With The System

## Layout

The layout of the website is effective, yet simple. On the left side of the website you can find the menu with the controls used to navigate the website. These controls include the Home, Login, Register Business as well as the Stock buttons.

# Clients/Businesses

## Login As A Client/Business

Simple fill out all the required fields on the Login page and click the Login Button below the login info fields, if you wish to register a business, you can simply press the Register Business button below the Login button on the login page or you can follow the steps for “Register a Client/Business”.

## Register A Client/Business

As a simple requirement, it is required that a business should be registered in order to place orders. The steps to register a business is simple and as follows:

* Use the menu to the left of the page and click the “Register Business” option.
* You will now be taken to the business registration page where you will see a variety of fields required for you to fill out to register the business.
* Fill out all of the fields and make sure all of the information that you provided is accurate as Fine-Wines will not be taking responsibility for faulty information nor data.
* Make sure to use a strong password and a legitimate address.
* Click the “Register Business” button below the fields to register the business.

## Deleting/Unregistering A Client/Business

Unfortunately due to company policies, the deletion of a currently registered business in the Fine-Wines system is prohibited.

## Placing Orders

Orders can easily be placed. Simply login with the business information that you have registered previously (if you have not registered a business on the Fine Wines system, simply refer to “Register a client/business”)

Navigate to the order placement page and specify the product that you are interested in. Also make sure that all details are provided correctly and when ready, proceed to check out to commence the purchase.

# Employees And Administrators

## Logging In As An Employee

Using the details of a registered employee will allow you to login as an employee.

## Logging In As An Administrator

Using the details of a registered administrator will allow you to login as an administrator.

# Database Management

## Requirements

Requirements for being included in the team of people responsible for managing the database, is simple: Being registered as a higher level employee or administrator.

## Managing The Wines

After you have successfully navigated to the Wines page, you will be presented with three options in the form of checkboxes which you will need to select in order to show the controls needed to completed the task for the option that is selected:

* Insert ... Add new wines to the database.
* Update ... Update an existing wine in the database.
* Delete ... Remove an existing wine from the database.

### Adding A Wine

After selecting the Insert option you will be shown the fields required to add a new wine. You will need to fill out all of the fields required to add the new wine. You will need to provide a name for the wine, a wine type, description and you will need to specify the grape used to create the wine.

After completing this, you should press the Insert button below the fields and the wine will be added to the database.

### Updating A Wine

After selecting the Update option you will be shown the fields required to update an existing wine. You will need to insert the updated information into the fields and you will need to specify the wine that you want to update.

After you have entered the required and updated information into the fields, click the Update button below the fields and the wine will be updated.

### Removing A Wine

After selecting the Delete option, you will be shown the available wines to delete and in order to delete a wine, you will need to specify the wine you want to delete and then you will need to click the Delete button.

## Managing The Grapes

After successfully navigating to the Grapes page, you will be presented with the same three options as on the Wines page:

* Insert ... Add new wines to the database.
* Update ... Update an existing wine in the database.
* Delete ... Remove an existing wine from the database.

### Adding A Grape

After choosing the Insert option you will be shown the controls and fields used to insert a new grape into the database. You will need to fill in all of the fields and afterwards you can click the Insert button below the fields to insert the new grape into the database.

### Updating A Grape

When selecting the Update option you will be shown the fields and controls required to update an existing grape in the database. Fill in all the fields with the updated information and specify the grape that will be updated. When all updated information has been filled in and a grape has been specified, you can click the Update button below the fields in order to update the specified grape.

### Removing A Grape

When choosing to delete a grape you will need to specify the grape that you want to delete from the database. After specifying the grape, you can click the Delete button and the grape will be deleted from the database.

## Stock Management

After successfully navigating to the Browse Stock page, using the button available on the menu to the left of the page, you will be able to check, as well as modify the current stock.