How to Use the System

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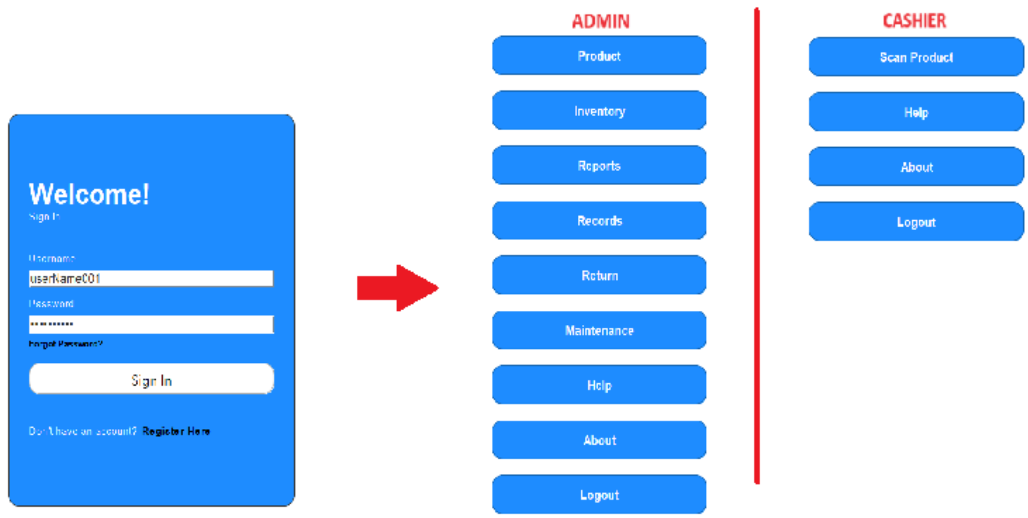
1. **Log in** using your username and password.



Users are instructed to log in using their username and password. A login page is displayed showing fields for the username and password with a "Sign In" button below. There's also an option to register if the user doesn't have an account, as well as a "Forgot Password?" link for password recovery. After logging in, users will be navigated to either the Admin main screen or the Cashier main screen, depending on the role they selected during registration.

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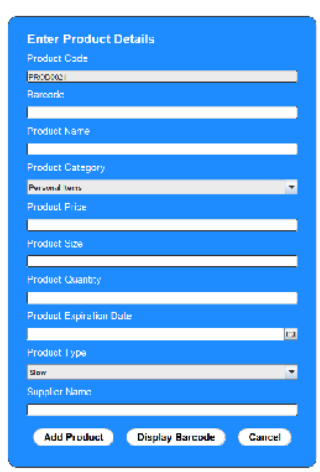
2. To add a new product, go to the **'Product' module**
    - Enter product code, unique barcode, product name, category, supplier, price, quantity, and status



- Save the product to the database

To add a new product, go to the 'Product' module. Enter the product code, barcode, name, category, price, size, quantity, expiration date, type, and supplier name. Click "Add Product" to save it to the database. You can also display the barcode or cancel the operation if needed. This process ensures all product details are saved correctly.

To update an existing product, go to the **'Product' module:**

- Select any existing product to edit
- The details in the product can be modified, such as product name, category, price, quantity, supplier, status and expiration date.

- Click the “Save” button to update the product details in the database

To update an existing product, select a product from the list displayed to edit, click “Edit” to update attributes such as name, category, price, quantity, supplier, status, and expiration date.Once the necessary changes are made, an admin can commit these updates by clicking the "Save" button, which instantly updates the product details in the database.

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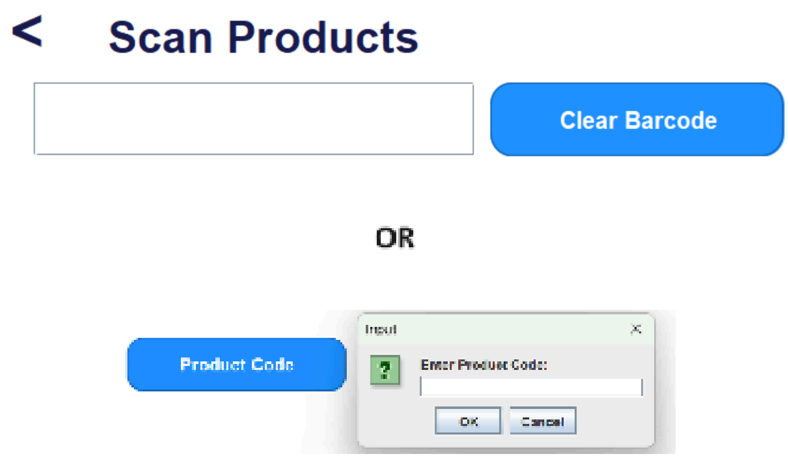
3. For sales transactions, use the **‘POS’ module:**

- Scan the product barcode or manually enter the product code.



- Complete the transaction to generate a receipt
- Completing a sale

To process sales transactions, use the 'POS' module. You can either scan the product barcode or manually enter the product number. After scanning or entering the product code, complete the transaction to generate a receipt. This ensures that each sale is properly recorded and a receipt is provided to the customer.

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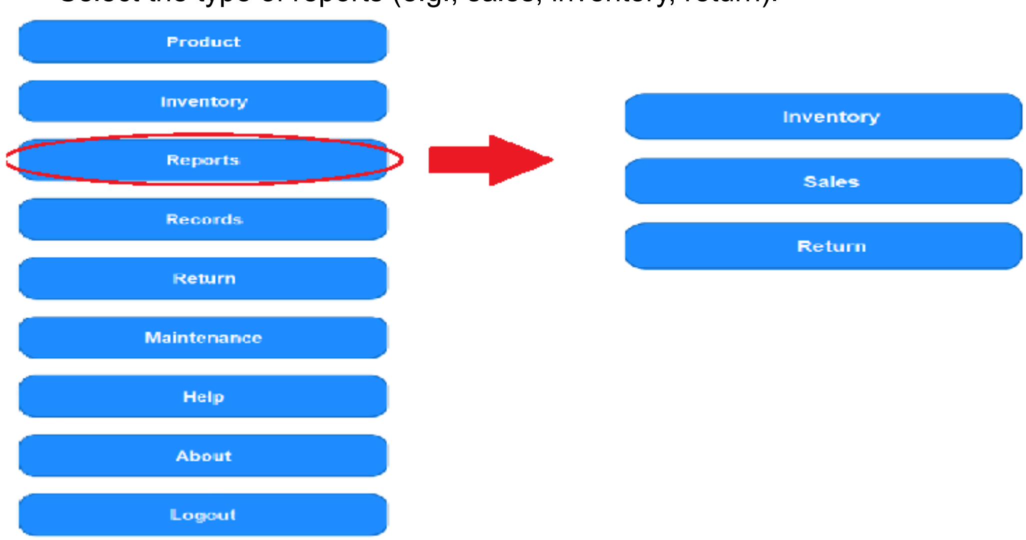
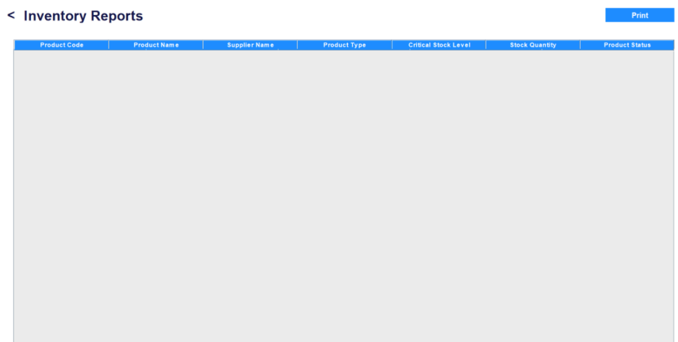
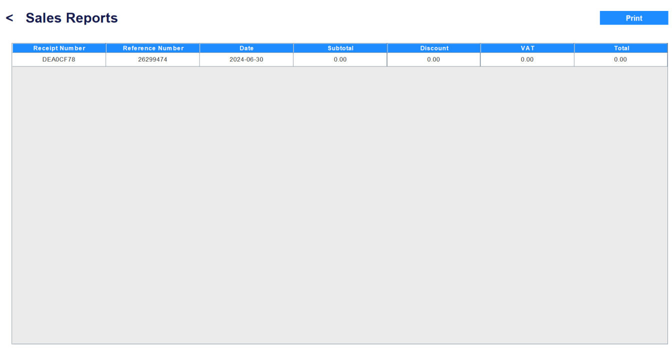
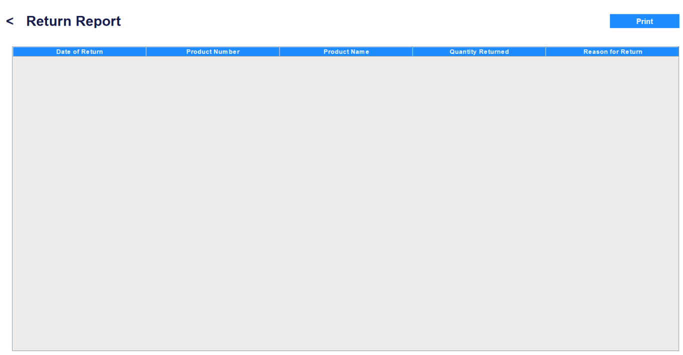
4. To view and generate reports, access the **‘Reports’ module:**

- Select the type of reports (e.g., sales, inventory, return).









- Generate and print the report if needed.

To view and generate reports, access the 'Reports' module. First, click Reports from the main menu and select the type of report you need, such as sales, inventory, or returns. Once you've selected the desired report type, you can generate and print the report if needed. This allows for easy monitoring and analysis of various business metrics.

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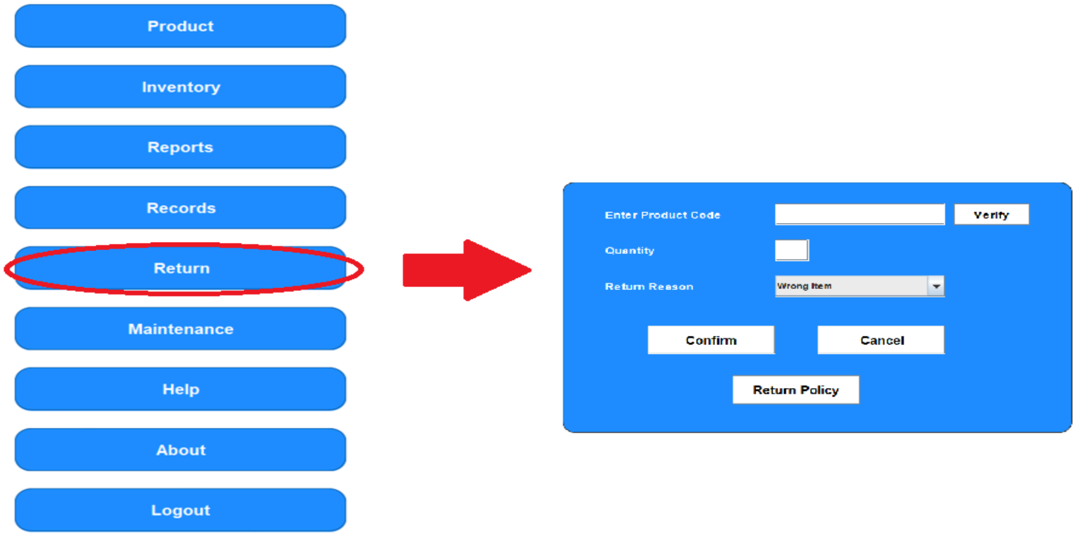
5. For returning items, access the **'Return' module**:

- Enter the product code and verify the product

- Enter the quantity
- Select reason for return (e.g., wrong item, expired item, damaged item)



- Click “Confirm” to finalize the process.

To process product returns using the Return Module, click the “Return” button. Enter the product code to get the product details, which the system will verify against inventory records. Then, enter the quantity being returned and select the reason for return, such as wrong item, expired item, or damaged item. Click “Confirm” to complete the process.

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6. To view the records, access **‘Records’ module**:

- Click the “Product” button to view detailed information about all products. Use the search bar at the button to quickly find a specific product.
- Click the “User” button to view user account details. Use the search bar at the button to quickly find a specific user account.
- Click the “Inventory” button to access detailed inventory information.
- Click the “Sales” button to view all sales transactions. To filter sales records by date, use the Start Date and End Date fields to display transactions within the specified date range.
- Click the “User Logs” button to see logs of user activities.

The Records module allows Admin to view various records, including products, users, inventory, sales, and user activities. To get started, go to the main menu and select 'Records'. Click "Product" to see detailed product info and use the search bar to find specific products. For user details, click "User" and use the search bar to find accounts quickly. To check inventory, click "Inventory" for stock levels and availability. View sales transactions by clicking "Sales" and filter by date using the Start Date and End Date fields. Finally, click "User Logs" to see logs of user activities for monitoring and security purposes.

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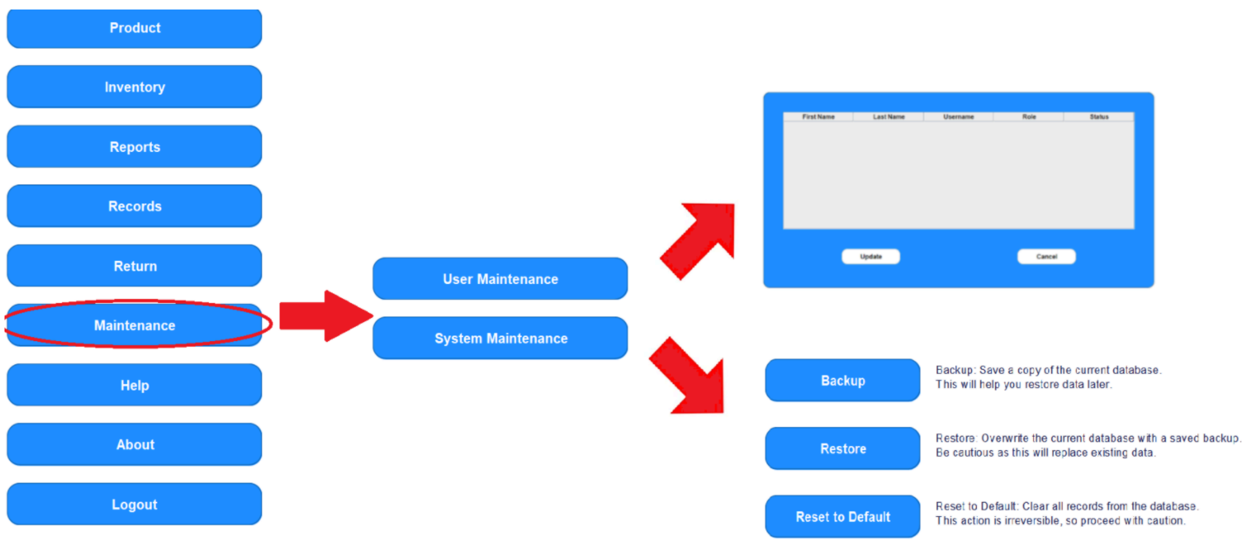
7. “**Maintenance” module:**

- To update a user’s information (e.g., first name, last name, username, role, status), click “User Maintenance” button.
- For “System Maintenance”:
    - click the “Backup” button to save a copy of the current database for data recovery purposes.
    - To overwrite the current database with a saved backup, click the “Restore” button and select the appropriate backup file. Be cautious when restoring, as it will replace all existing data with the selected backup.
    - If you need to clear all records from the database and reset it to its default state, click the “Reset to Default” button. This action is irreversible, so proceed with caution.



The Maintenance module allows admin to update user information and perform system maintenance tasks. To update user details such as first name, last name, username, role, or status, click the "User Maintenance" button. For system maintenance, you can save a copy of the current database by clicking the "Backup" button. To restore the database from a backup, click "Restore" and choose the appropriate backup file, keeping in mind that this will overwrite existing data. If you need to reset the database to its default state, click "Reset to Default," but be aware that this action is irreversible and will delete all records.

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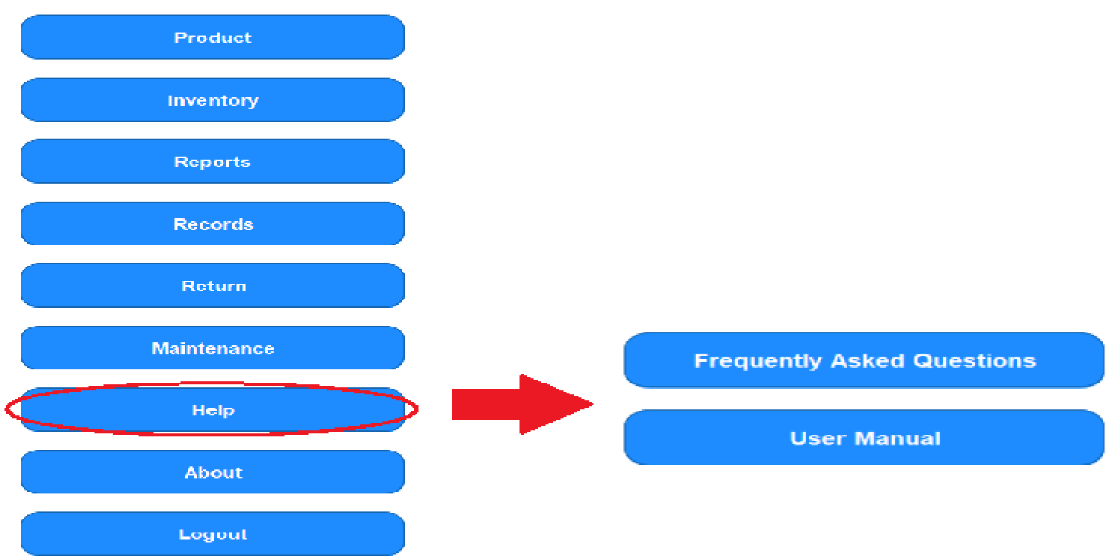
8. For help and troubleshooting, access the **'Help' module:**

- View FAQs or the user manual.



- Contact support if further assistance is needed.

To access help and troubleshooting resources, navigate to the 'Help' module from the main menu. Within this module, users can choose between viewing Frequently Asked Questions (FAQs) or consulting the User Manual, both of which provide valuable information and solutions to common issues. If these resources do not resolve the problem, users are encouraged to contact support for additional assistance.

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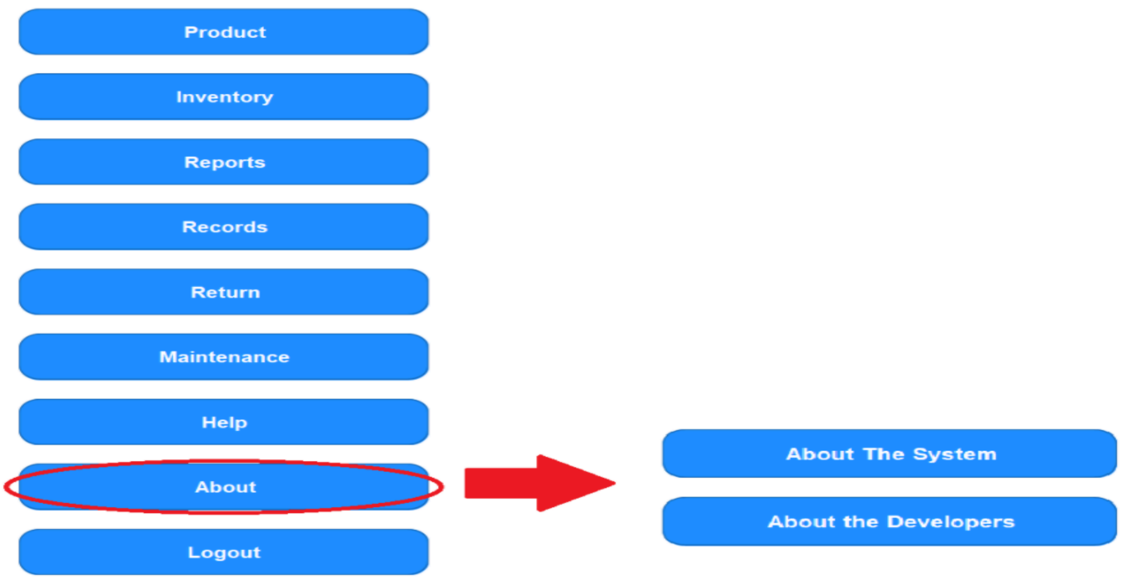
9. To view the information about the developers and the system, access to **'About' modules**:

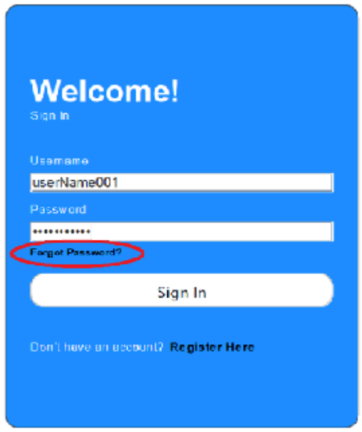
- Click the "About the System" button to view information about the system
- Click the "About the Developers" button to view information about the development team.



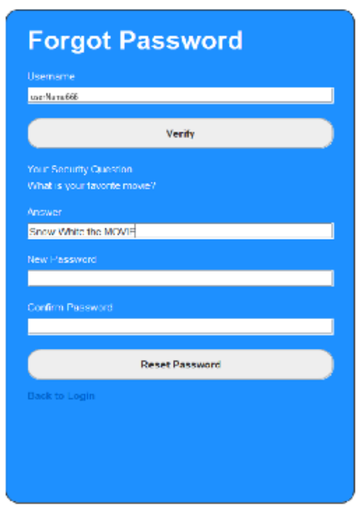
To access the information about the developers and system, navigate to the 'About' module from the main menu. Within this module, users can choose between "About the System" and "About the Developers". The "About the System " button to view information about the Automated Product Management system for Lavega Store, detailing its features, functionalities, and benefits. The "About the Developers" button to view information about the team behind the Automated Product Management system.

Common Problems

1. **Forgot Password:**



2. Answer the security question to reset your password.



If you forget your password, click the "Forgot Password?" link on the login screen. On the password recovery page, enter your username and click "Verify." Answer the security question you set up during registration. Once verified, enter a new password and confirm it. Click "Reset Password" to complete the process. You will receive a confirmation, and you can then log in with your new password.

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3. **Cannot Add Product:**

- Ensure all required fields are filled out correctly.
- Verify that the product code and barcode are unique.

4. **System is Slow or Unresponsive:**
    - Check your internet connection.
    - Contact the admin to check for system maintenance.

If you are unable to add a product, ensure that all required fields are filled out correctly and verify that the product code and barcode are unique and not already in use. If the system is slow or unresponsive, first check your internet connection to ensure it is stable. If the issue persists, contact the admin to check if there is any ongoing system maintenance that might be affecting performance.

Rules and Regulations of the Business

Rules and Regulations of the Business

1. **User Roles:**
    - Admin has access to all modules and users.
    - Cashiers have access to the POS module and can process sales transactions.
2. **Password Policy:**
    - Passwords must be 8-12 characters long, containing numbers and special characters.
    - Change passwords every 90 days.
3. **Data Privacy:**
    - User data must be kept confidential and secure.
    - Only authorized personnel can access sensitive data.
4. **Inventory Management:**
    - Regularly update inventory levels to reflect sales and returns.
    - Discontinued products must be marked as such in the system.
5. **Customer Returns:**
    - Follow the return policy for processing refunds or exchanges.
    - Update the inventory in real-time to reflect returns.

The "Rules and Regulations of the Business" page outlines key policies. Admins have full access to all modules, while cashiers can only use the POS module for sales. Passwords must be 8-12 characters long with numbers and special characters, and changed every 90 days. User data must be kept secure and only accessible by authorized personnel. Inventory should be updated regularly to reflect sales and returns, and discontinued products must be marked. For customer returns, follow the return policy and update the inventory in real-time. These rules ensure the system runs smoothly and securely.