TRENDZONE

User's Manual

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Exiting System

1.1 System Overview

This section explains in easiest terms the system and its purpose.

Trendzone is a programme that allows the collection of information of items sold by individuals running businesses from stores or home. The programme is provided electronically making it easy for the user to update or renew information of product items. The program adds, removes and saves data, making it easy to use and access.

Note: Only registered users are able to add, save or remove data from the database.

Getting Started 2.1 Logging in

In order to access the Trend Zone programme, first open http://admindeploy-001site1.ctempurl.com/Default.aspx
Once the programme is opened, **a username and password** will be required as seen in the picture below. Once information is confirmed, click on the **sign in tab** as shown below.

2.2 System Menu

Trendzone is a tabbed programme that consists of 14 tabs as shown in **figure 1**. All tabs have an icon as well as a subject name which makes it easy to distinguish.
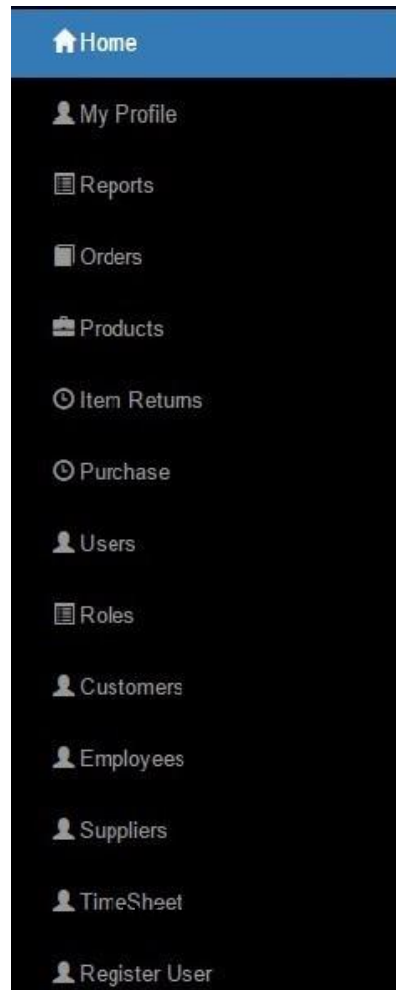

Figure 1

2.2.1 Home Tab

The Home tab is the first tab that appears on the system menu **(refer to figure 1).**To view the latest product notifications click **Home.**

Clicking on the Home tab will open up a page which provides the latest notifications on your products as shown in the figure below.

PRODUCT NOTIFICATION

YOU ARE RUNNING LOW OR NO MORE STOCK FOR FOLLOWING PRODUCTS:

id	ProductName	price	quantity
2	PS4	7999	0
3	XBOX ONE	7999	2
6	DELL	12000	0
7	Nike Shoe	1200	0
8	T-Shirt	120	0
9	Nike Perfume	260	0
11	Adidas	350	2

2.2.2 My Profile Tab

The **My Profile** tab is the second tab that appears on the system menu **(refer to figure 1).** Clicking on this tab will open a page as shown below. The My Profile Tab contains **all information of the admin** user such as password and personal details. This page contains three sections: Details, Sign in Details and Allocated Holidays.

In order to **edit information** click on any sub tab as indicated by the red arrow and edit as you wish. Once this is done, clicking on the **blue tab** labelled save in order to update your profile with the new information you have entered.

My Profile

2.2.3 Reports tab

The reports tab is the **third tab** that appears in the system menu (refer to figure 1). Clicking on the reports tab will open a page as shown below. This tab allows users to view reports of interest. In order to **generate a certain report type**, click on **"select report to generate"** and a dropdown list will appear as indicated by the arrow below**.**

- In order **to view a certain report**, click on one from among the list. For example, "**Most Sold Products".** This will be followed by a table as indicated by the arrow below. This table will indicate information of the relevant report type that was generated, in this case most sold products as shown below.
- In order to **save and print reports**, click on the grey tab "download and print"

Generate Reports

Most Sold Poducts ▼

Id	ProductName	Number Of Times Sold
1	PC	8
2	PS4	2

Download and Print

2.2.4 Orders Tab

The orders tab is the **fourth tab** on the system menu **(refer to figure 1)**. Clicking on this tab will direct the user to a page which displays monthly orders by date as depicted in the image below. **Both outstanding and paid payments** can be viewed by simply clicking on the bullet of choice as indicated by the **black arrow**. Customer purchase information is provided by the rows and columns as indicated below.

Enter OrderID   Search

MonthlyOrders

Year
2016
December ▼   ● Outstanding   ○ Paid

	orderId	custId	payed	amount	orderDate	employeeId	orderCode
Select	121	19	☐	7999	12/14/2016 1:47:23 PM	1	19-636173200439679085
Select	120	19	☐	15998	12/13/2016 12:44:50 PM	1	19-636172298906164663
Select	119	17	☐	7999	12/13/2016 11:33:05 AM	1	17-636172255855419082
Select	118	19	☐	15998	12/13/2016 11:29:44 AM	1	19-636172253846648506
Select	**117**	**19**	☐	**7999**	**12/13/2016 11:22:28 AM**	**1**	**19-636172249481187556**
Select	116	15	☐	2999	12/12/2016 2:35:19 PM	1	15-636171501192370210
Select	115	15	☐	23997	12/12/2016 2:24:26 PM	46	15-636171494669036137
Select	114	15	☐	23997	12/12/2016 2:20:49 PM	46	15-636171492499530935
Select	112	15	☐	103987	12/12/2016 12:00:39 PM	1	15-636171408393227475
Select	108	15	☐	15998	12/11/2016 10:37:44 PM	1	15-636170926642881470
					1 2		

Update Order   View Orders

Pay   Cancel Orders

- To view monthly orders by **choice of date and year** click choice of date by the blocks indicated by the red arrow above.
- **To edit** orders select on a customer row. Selecting on a customer will highlight the entire row for that customer in **blue** as seen above under **"orderId 117".**
- To **update order** click on the tab "update order" as indicated by the arrow at the bottom of the figure above.
- Clicking on **update order** will display the following page. To add a product fill in the required information then click on "**Add".** To remove an existing order click **"delete"** as indicated by the red arrow below. To return to orders list click

UpdateOrder

	OrderID	OrderLineID	Id	ProductName	Quantity	CustomerID
Delete	117	4	1	PC	1	19

- In order to **view a particular customers orders**, click select until the desired customer row is highlighted as shown in the first figure then click **"view orders".** This will be followed by a list of orders that the customer selected has ordered.
- In order to **cancel a particular customers orders**, select the desired customer row and once it is highlighted click on the red tab below on the first figure labelled "cancel orders". Once this is done, the particular customer will no longer appear on the order list.
- In order to **update pay**, select the desired customer row and once highlighted click on the green tab pay as indicated below on figure 3. This will be followed by the following page indicated below. Enter payment amount then submit to process order.

Payment   ✕

Total: 103987

Customer: 15

Order Number: 112

Enter amount

Submit

2.2.5 Products tab

The products tab is the **fifth tab** from the systems menu (refer to figure 1).This tab opens up a page that contains all relevant information of the stores products as depicted in the image below.

- To **edit product information** for a particular product click on edit as directed by the arrow above, make the necessary adjustments and click on **the update** button that follows.

Products

	Id	ProductName	ProductDescription	Price	Quantity	DateArrived	SupplierID
Edit Delete Select	10	Addidas Pink	Womens Sports Spray	65	0	12/14/2016 6:18:18 PM	3
Edit Delete Select	9	Nike Perfume	Mens Edition	260	0	12/14/2016 6:17:40 PM	2
Edit Delete Select	8	T-Shirt	Black long sleeves	120	0	12/14/2016 6:16:48 PM	2
Edit Delete Select	7	Nike Shoe	Air Max 90	1200	0	12/14/2016 6:15:51 PM	6
Edit Delete Select	6	DELL	I7	12000	0	11/30/2016 3:11:29 AM	2
Edit Delete Select	3	XBOX ONE	Black	7999	2	1/1/1900 12:00:00 AM	2
Edit Delete Select	2	PS4	Black	7999	6	1/1/1900 12:00:00 AM	3
Edit Delete Select	1	PC	HP I5	7999	10	1/1/1900 12:00:00 AM	3

Add Product   Inactive Products   Deactivate Product

- To **remove a particular** product click delete as directed by the arrow above. The product will be removed from the table.
- To **add a product** to the existing list, click on the **green tab** labelled **"Add product".** This will be followed by the following page. Then, add the required product information and click on the green registered tab as shown below. Once the product have been registered a confirmation page will follow whereby you have to click **add.**

2.2.6 Item returns tab

The item returns tab is the **sixth tab** on the system menu **(refer to figure 1**). By clicking on this tab a returns page will appear which requires an order number and customer number. Insert the required information and click on the green tab labelled **"search".** This will be followed by a list of all items that have been returned.

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2.2.7 Purchase Order tab

The purchase order tab is the **seventh tab** on the system menu **(refer to figure 1).** This opens a page that is used to add new purchases as shown below.

- To **add** a new purchase, enter the required information then click the green tab labelled add above. This information will be added in the table directed by the arrow on the right of the image above.
- Once the added information is displayed in the table click the **green tab "submit"** to save changes or **"cancel order"** in red to remove additional purchase.

2.2.8 Users Tab

The users tab is the **eighth tab** that appears on the systems menu. This opens a page that refers the user to all accounts that exist on the system. Users can be as shown below.

	userName	pass	userTypeName	userTypeDescription
Select	cj	cj	Admin	control
Select	aj	aj	Admin	control
Select	**sw**	**sw**	**cashier**	**cashing**
Select	test	dd	Admin	control
Select	1	1	Admin	control
Select	2	2	Admin	control
Select	3	6	Admin	control
Select	ccj u	cc	Admin	control

Register user	Update	Remove User

- To **register a new user** to the system select the **green tab** below the page shown above labelled as "register user" and add new user.
- To **update an existing user profile**, select any user among the rows until the row is highlighted in blue as shown above, then click the blue tab below the page that is labelled **"update"** This will be followed by the page below. Then, edit information as desired and click the **green button labelled "save"** to update information or the **blue button "cancel"** to remove changes.

User Update

- To **remove a user from the system**, select a user once again until the desired user row is highlighted in blue then click **"remove user" tab in red** as shown in the first image under this section. The user will disappear off the list once this is done.

2.2.9 Roles tab

The roles tab is the **ninth tab** that appears on the system menu **(refer to figure 1).** This tab covers all the roles of users of the system as well as descriptions of their roles which is presented in the table on the right once the tab has been selected.

🞑 **To add a new role to the system** fill in the required details under **role title and description** and click the **green tab labelled "add"**. A new row will immediately be created in the table on the right.

2.2.10 Customers tab

The customer tab is the **tenth tab** on the system menu **(refer to figure 1).** This opens a page that displays all current registered customers and their corresponding information as depicted in the image below. Customer **information can be edited, printed and removed**. New customers can also be registered to the system.

- **To edit** existing customer information, select customer row until highlighted as indicated by the red arrow above. Click **edit** and change information as desired then click **save.**
- **To print** selected customer details, click on desired customer until the row is highlighted then click on the **blue tab** below of the figure labelled **"print details"**. This will direct you to **a new document** whereby the selected customer information can be accessed and printed.
- **To register a new customer** click on the green tab below of the figure labelled "register new" in the above figure. This will be followed by the following page presented below. Fill in all relevant fields then click the **green tab "register".** A new customer will then appear in the table presented above.

Customers

	ID	Name	Surname	CellNumber	Email		StreetName	Suburb	PostalCode
Edit Delete Select	43	Shahiem	Wilkinson	(073)236-6146	siraajw19@gmail.com		Sparrow	Strandforntien	7998
Edit Delete Select	42	Shireen	Williams	(073)236-6146	siraajw19@gmail.com		Spitzway	Rocklands	7798
Edit Delete Select	41	SiKash	Wilkinson	(073)236-6146	siraajw19@gmail.com		Spitzway	Strandforntien	7798
Edit Delete Select	40	Chelsea	Football Club	(073)236-6146	siraajw19@gmail.com		Londan	England	7798
Edit Delete Select	39	Siraaj	Wilkinson	(073)236-6146	siraajw19@gmail.com		Sparrow	Rocklands	7798
Edit Delete Select	38	Cj	cj	(073)236-6146	siraajw19@gmail.com		Sparrow	Strandforntien	7798
Edit Delete Select	37	Niyaaz	Cottle	(073)236-6146	siraajw19@gmail.com		Spitzway	Strandforntien	7798
Edit Delete Select	36	Diego	Costa	(073)236-6146	siraajw19@gmail.com		Spitzway	Rocklands	7798
Edit Delete Select	35	Eden	Hazard	(073)236-6146	siraajw19@gmail.com		Spitzway	Strandforntien	7798
Edit Delete Select	34	Yurich	Williams	(073)236-6146	siraajw19@gmail.com		Spitzway	Strandforntien	7798

1 2 3 4

Register New   Print Details

AddCustomer

	Name

	Surname

	Phone Number e.g (072)111-2223

	Email

Street Name

Street name

Postal Code

Register

2.2.11 Employees tab

The employees tab is the **eleventh tab** on the system menu (refer to figure 1). This tab opens a page that contains all essential information of the employees of the store in a row and column table as indicated below

changes and click **save**.

- **To remove an employee,** click the delete tab right next to the edit tab as shown in the figure

Employees

	ID	Name	Surname	CellNumber	StreetName	Suburb	PostalCode	DateHired
Edit Delete Select	10	Messi	Wilkinson	(073)236-6146	Sparrow	Strandforntien	7798	12/15/2016 3:10:09 AM
Edit Delete Select	8	Eden	Hazard	(073)236-6146	Sparrows	Strandforntien	7798	2016-11-30 03:10:46 AM
Edit Delete Select	7	Edens	Hazard	(073)236-6146	Sparrow	Strandforntien	7798	2016-11-30 03:07:17 AM
Edit Delete Select	6	Eden	Hazard	(073)236-6146	Sparrow	Strandforntien	7798	2016-11-30 03:07:05 AM
Edit Delete Select	5	Eden	Hazard	(073)236-6146	Sparrow	Strandforntien	7798	2016-11-30 03:06:59 AM
Edit Delete Select	3	Shahiem	Wilkinson	(073)236-6147	Sparrow	Rocklands	7474	17/10/2016 09:58:57 PM
Edit Delete Select	1	Shireens	Wilkinson	(073)236-6146	Sparrow	Sparrow	7474	17/10/2016 09:58:57 PM

Register New

Set Days Off

- ⍰ **To edit,** select the underlined edit tab as indicated by the arrow above, make desired above. The selected employee will be removed from the table.
- **To register a new employee on to the system**, click select until the employee row of choice is highlighted as shown above. Then click on the **green "register new"** tab below the page above. This will be followed by the following page shown below. Fill in the required information then click **register**. A new employee will be added to the table above

RegisterEmployee

👤 Name

👤 Surname

▢ Phone Number e.g (072)111-2223

Street name

Postal Code

Suburb

Register

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- **To set days off for an employee**, refer to the first image of this section. Now, select employee until the employee row is highlighted then select the **blue tab** below the main page labelled "**set days off**. The following should pop up:
- **Fill in** the required information then click the **grey tab in the pop up box labelled "set holidays**"

2.2.12 Suppliers tab

The suppliers tab is the **eleventh tab** on the system menu **(refer to figure 1).** Selecting this tab provides a page a table consisting of suppliers and their relevant information as indicated below.

- **To edit** a supplier, click on the underlined edit tab as indicated by the arrow, make the necessary adjustments then click the **save** button that follows.

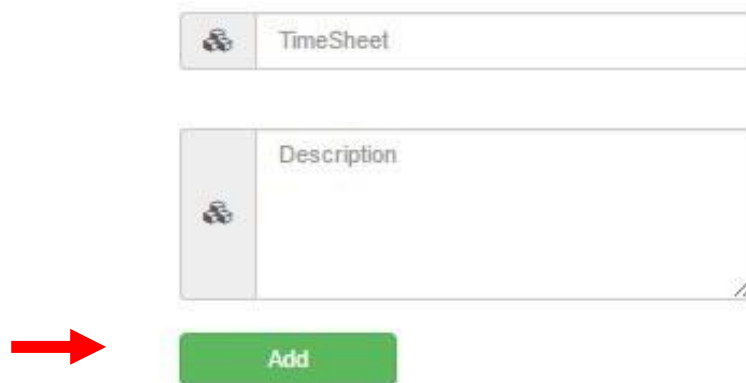|	ID	Name	Surname	CellNumber	StreetNumber	Suburb	PostalCode
Edit Delete Select	8	Siraaj	Wilkinson	(073)236-6146	Sparrow	England	7798
Edit Delete Select	7	Siraaj	Wilkinson	(073)236-6146	Spitzway	Strandforntien	7798
Edit Delete Select	6	Shireen	Wilkinson	(073)236-6146	Spitzway	Strandforntien	7798
Edit Delete Select	5	Shireens	Bieber	(073)236-6146	Spitzway	Strandforntien	7798
Edit Delete Select	3	Shahiem	Wilkinson	(073)236-6147	Sparrow	Rocklands	7798
Edit Delete Select	2	Kashiefa	Cottle	(073)236-6146	Spitzway	Strandforntien	7798

- **To remove** a supplier click the delete button on the right to the edit button shown by the arrow above. The deleted supplier row will then be removed from the table.
- **To register** a new supplier onto the system, click on the **green register tab** shown by the red arrow. The following page below should then pop up, Fill in required information and click **"register".** A new supplier will then be added to the table above.

2.2.13 Timesheet tab

The timesheet tab is the **thirteenth tab** on the system menu **(refer to figure 1)**. Clicking this tab will allow the user to add new roles onto the timesheet. Once added, the information will appear in the table under the roles tab that has been covered.

- **To add** a new role onto the timesheet, fill in the required information then click the **green add** button as indicated below. This information will be stored in a table under the roles tab on the systems menu.

2.2.14 Register User tab

The register user tab is the **last tab** on the system menu **(refer to figure 1)**. This tab opens a page that **directly enables** the user to add additional users to the system. The following page should show.

- Fill in required user information then click the **green tab save** as shown by the arrow.
- **To remove** the information you have filled in, click the **blue tab below labelled "cancel"**
- If a **new user has been saved**, the additional user will appear in the user tab of the systems menu.

Exiting the System

3.1 Logging out

Trendzone can be. This can be done by clicking on the red sign out button in the right hand corner of the system indicated below