



Training Plan

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Objectives:

Our main objective is to develop an Inventory Management System that can track stock. It includes user authentication for secure access, manual stock adjustment to correct inventory errors, and automated inventory updates through CSV imports. The system allows ingredient and drink management for easy modification of items. It offers app customization for password changes and notification settings, and keeps track of historical logs to track past inventory alerts.

Training Plan:

<ul style="list-style-type: none">● Introduction to the Mocha Point Inventory Management System <p>Purpose: Improve inventory tracking and management efficiency.</p>	Time: 5 minutes
<p>User Authentication</p> <ul style="list-style-type: none">● Logging in with valid credentials.● Handling incorrect password prompts.	Time: 5 minutes

<p>Navigating the Main Menu</p> <p>Accessing key features:</p> <ul style="list-style-type: none"> ● Current Inventory ● Manual Entry ● Import from CSV ● App Settings ● Notification History 	<p>Time: 10 minutes</p>
<p>Inventory Management</p> <ul style="list-style-type: none"> ● Demonstrate how to view and organize inventory records. ● Show how to manually update inventory levels. ● Import inventory data using Clover CSV files. 	<p>Time: 15 minutes</p>
<p>Customization and Settings</p> <ul style="list-style-type: none"> ● Update user passwords for secure access. ● Modify notification thresholds to track low-stock alerts. 	<p>Time: 10 minutes</p>
<p>Ingredient and Drink Management</p> <ul style="list-style-type: none"> ● Add, edit, and remove ingredients. 	<p>Time: 15 minutes</p>

<ul style="list-style-type: none"> ● Create and adjust drink recipes with assigned ingredients. 	
Reviewing Notification History <ul style="list-style-type: none"> ● Access and understand past inventory alerts. 	Time: 5 minutes
Help and Support <ul style="list-style-type: none"> ● Demonstrate the use of contextual help features for user guidance. 	Time: 5 minutes
Troubleshooting <ul style="list-style-type: none"> ● Ensure correct credentials are used. ● Reset passwords if needed. ● Use manual adjustments to correct stock discrepancies. ● verify the CSV format. ● Retry the upload process if errors occur. 	Time: 10 minutes
Q&A <ul style="list-style-type: none"> ● Open floor for user questions and additional clarifications. ● Address common concerns about system navigation and data accuracy. 	Time: 10 minutes

