



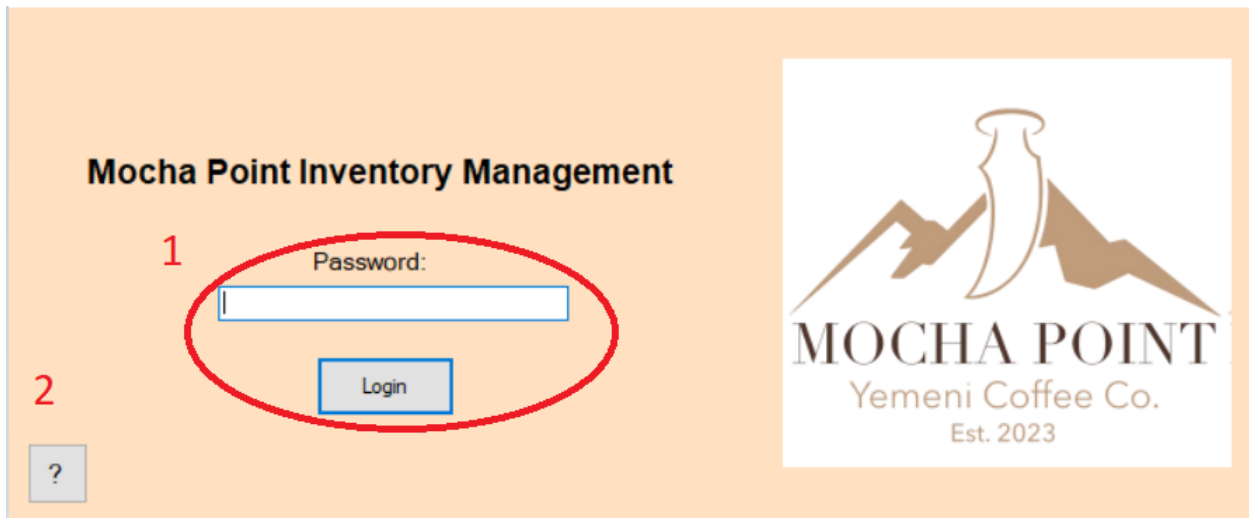
User Manual

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Login Screen



1- User must input the saved password into the textbox then press the login button. An incorrect password will prompt the user to try again. There is no limit to failed attempts.

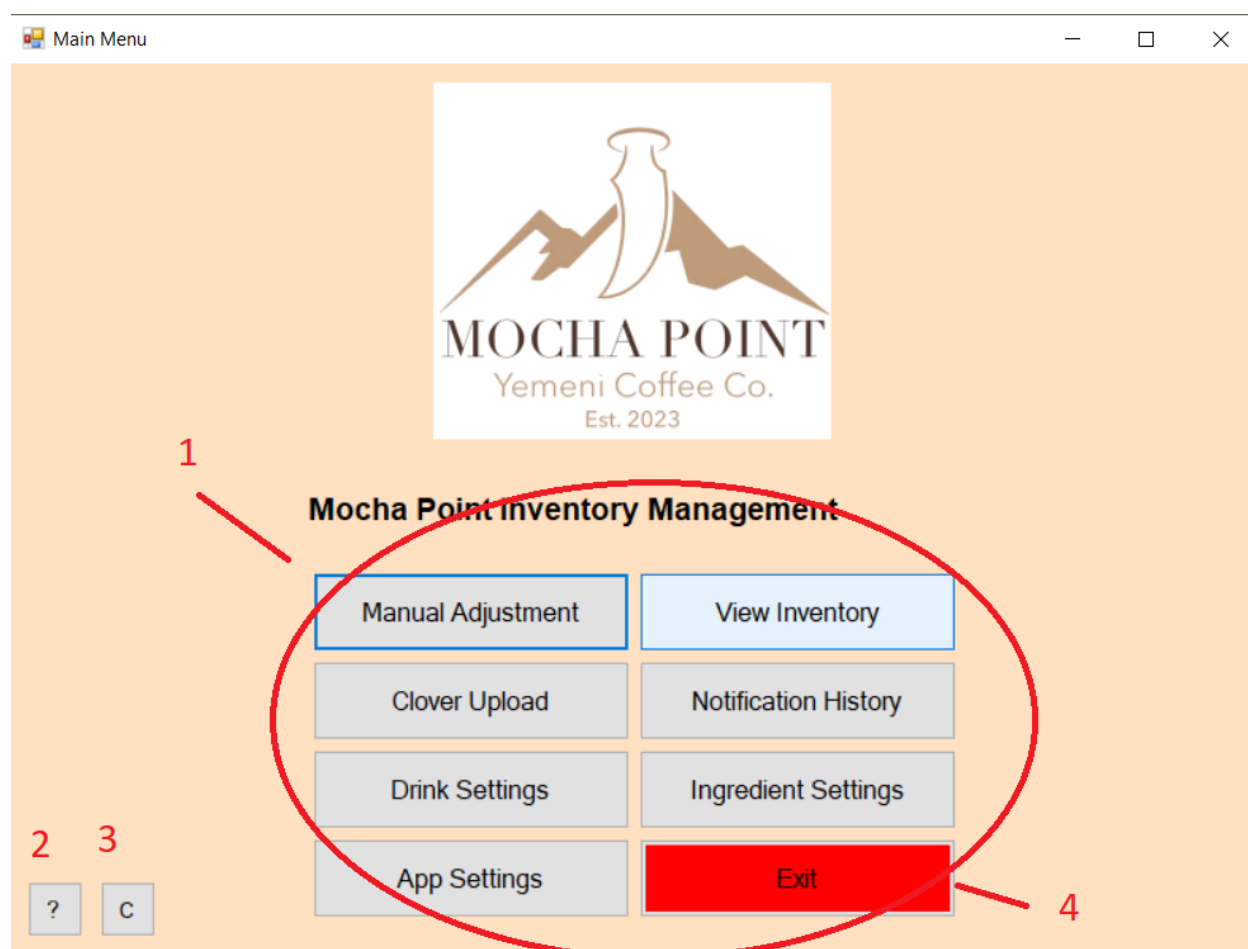
In addition to the password that can be set within the program, there will be a password set into the code of the program itself that cannot be changed. This will serve as a failsafe in the case of a forgotten password or misuse of the program.

2- On the bottom left, the ? button will direct the user to the portion of the User's Manual for the current page.

Press login button to continue to main menu

Note: The failsafe password is Team1. This password cannot change and should ONLY be known by the Mocha Point manager. As mentioned above, the purpose is to provide a way to enter the program in case the password is changed or forgotten.

Main Menu



1- Select the button for the menu the user wants to proceed to.

2- Press the ? button to open the User's Manual for this page.

3- Press the C button to open the unit conversion calculator.

4- Press the Exit button to close the program.

Clover Upload

Spreadsheet Form

3
4
5

1

Ingredients Used

	Ingredient	Unit of Measurement	New Inventory Level
2	SF Vanilla	oz	987
	Rose	oz	99999999124
	Maple Qamar	oz	99999999628
	Strawberry	oz	99999999909
	Mango	oz	99999999940
	Oat Milk	oz	99999943420
	Whole	oz	99999670772
	Coconut Milk	oz	9999997540
	Honey	g	0
	Cinnamon	g	99999972560
	Vanilla	oz	9999993572
	Hazelnut	oz	9999998819
	Caramel	oz	9999987305
	Cold Foam	oz	9999999980
	Brown Sugar	oz	9999999896
	Pumkin Spice	oz	9850

Drinks Sold

Latte 16 Oz: 540 sold

Pistachio Latte: 288 sold

Yemeni Latte 16 Oz: 321 sold

Caramel Macchiato 16 Oz: 322 sold

MochaPoint Latte 16 Oz: 237 sold

Snow Kissed Agave Latte 16 oz: 208 sold

Honey Cardamom Cappuccino: 131 sold

Cappuccino 8 Oz: 106 sold

Mocha Peppermint Latte 16 oz: 61 sold

Americano 12 Oz: 76 sold

Latte 12 Oz: 49 sold

Espresso 2 Oz: 30 sold

Mocha Peppermint Latte 12 oz: 6 sold

Cortado: 1 sold

: 8902 sold

Adeni Chai 12 oz: 395 sold

Adeni Chai 16 oz: 255 sold

Adeni Chai Pot: 132 sold

Mofawar 16 oz: 117 sold

Adeni Chai 20 oz: 73 sold

Yemeni Coffee Beans Harazi: 16 sold

Mofawar 12 oz: 94 sold

Mofawar 20 oz: 43 sold

Sanaani 16 oz: 34 sold

Yemeni Tea 12 oz: 57 sold

Sanaani 12 oz: 40 sold

Mofawar Pot: 8 sold

Yemeni Tea 16 oz: 15 sold

Sanaani 20 oz: 7 sold

Yemeni Tea Pot: 5 sold

1- Select the Upload Spreadsheet button. From here, select the CSV file exported from Clover's manager terminal.

Ingredients and drinks not already in the database will automatically be added in name, but users will have to assign values/ingredients where necessary. Anything in the drinks column will be added as a drink without associated ingredient value. Anything in the modifications column will be added as an ingredient, and can be assigned to a drink as such. For ingredients that will not be added through this method (ingredients that will never be used as modifications), users should refer to the Ingredient Management page. If something is included in the modifications column that the user does not want to include as a drink, they should remove it from the database in the Ingredient Management page, or remove references to it in the CSV.

2- User can double click an ingredient in the table to view ingredient usage and double click a drink in the listbox to view ingredient math for a particular drink.

3- Press the  button to return to the Main Menu.

4- Press the ? button to open the User's Manual for this page.

5- Press the C button to open the unit conversion calculator.

Instructions for exporting the clover spreadsheet from the Clover website:

- Login to the Clover interface.
- Go to the reporting tab on the left.
- Click Item Sales under Reporting.
- At the top left, specify the date range for which you want to decrement inventory.
- At the top right, select the coffee and drink categories.
- Below under the Display Tab, select Items Sold and Modifier Details/Sales.
- At the top right, press the Export button and the CSV will download to your device and is ready for upload into the Inventory Management program.

Note: Users *must* use the decaf modification in Clover POS when making a decaf coffee, otherwise standard Coffee or 1 Shot (espresso) inventory will be drained.

Manual Adjustment

The screenshot shows a software window titled "Manual Inventory Adjustment" with a light orange background. On the left side, there is a vertical toolbar with three buttons: a back arrow (labeled 4), a question mark (labeled 5), and a 'C' button (labeled 6). The main area is divided into two panels by a vertical red line.

Current Inventory Adjustment Panel:


- Select Ingredient:** A dropdown menu (labeled 1.1) with a small 'v' icon.
- OR-** A separator between the two columns.
- Select Drink:** A dropdown menu (labeled 2.1) showing "MochaPoint Latte 16 Oz" with a small 'v' icon.
- Current Inventory:** A text input field (labeled 1.2) with a small icon to its right.
- Ingredient List:** A list box (labeled 1.2) containing "1 Shot - 18", "Whole - 7", and "Caramel - 1".
- Select Quantity:** A numeric input field (labeled 1.3) with a small 'v' icon, followed by '+' and '-' buttons.
- Select Quantity:** A numeric input field (labeled 2.2) with a small 'v' icon, followed by '+' and '-' buttons.
- Update Ingredient:** A button (labeled 1.4) at the bottom left.
- Decrement Drink:** A button (labeled 2.3) at the bottom right.

Ingredient Reset Panel:

- Select Ingredient:** A dropdown menu (labeled 3.1) with a small 'v' icon.
- Current Inventory:** A text input field (labeled 3.2) with a small icon to its right.
- Select Inventory Level:** A numeric input field (labeled 3.3) with a small 'v' icon, followed by '+' and '-' buttons.
- Set Inventory:** A button (labeled 3.4) at the bottom.

Current Inventory Adjustment will be used for adding or subtracting an increment of inventory that will not be caught by Clover Pos (ex: an employee spills a cup of milk, offers a complimentary drink, or gets a new bottle of syrup in)

1.1- Under Adjust Stock, the user will select an ingredient in the first combobox,

1.2-select if they want to adjust an ingredient by container or unit of measurement by pressing the  button.

1.3- Select the desired quantity to adjust in the numberbox. Next to the quantity box, there will be an add or subtract button. Select these depending on the desired type,

1.4- Then commit the change with the update ingredient button.

Decrement drinks will be used when employees offer a free drink or similar situation.

This way, ingredient usage will not need to be calculated.


2.1- Select the desired drink to remove in the combobox. The ingredients for the drink will be displayed below.

2.2- Select the quantity to deplete

2.3- Press the Decrement Drink button to commit the change.

Set New Stock Level is used in the case of resetting the stock level for an ingredient to a desired level.

3.1- Under Set Stock Level, the user will select an ingredient,

3.2- press the  button to measure by units or containers,

3.3- Set a new inventory quantity in the numberbox. This should be used for instances such as realizing the current inventory log is incorrect when doing a manual check.

3.4- Commit the change using the Set Inventory Button

4- Press the  button to return to the Main Menu.

5- Press the ? button to open the User's Manual for this page.

6- Press the C button to open the unit conversion calculator.

View Inventory

	1.1	1.2	Inventory View 1.3	1.4	2
	Ingredient Name	Current Inventory	Unit of Measurement	Notification Threshold	Filter By:
4 ↩	SF Vanilla	1000	oz	50	All
5 ?	Rose	9999999153	oz	0	Low Stock
6 C	Maple Qamar	9999999640	oz	50	
	Strawberry	9999999912	oz	50	
	Mango	9999999942	oz	2000	
	Oat Milk	99999945352	oz	50	
	Whole	99999682114	oz	500	
	Coconut Milk	99999997624	oz	50	
	Honey	0	g	50	
	Cinnamon	99999972576	g	50	
	Vanilla	99999993784	oz	50	
	Hazelnut	99999998858	oz	50	
	Caramel	99999987734	oz	50	
	Cold Foam	99999999980	oz	50	
	Brown Sugar	99999999896	oz	50	
	Pumkin Spice	9850	oz	12	
	Decaf	99999999878	oz	50	
	Whip cream	99999999904	oz	50	
	Creamer	99999999962	oz	50	
	Sugar	99999593935	g	50	
	Heavy Cream	99999999966	oz	50	
	Half&Half	99999999984	oz	50	

1.1- Ingredient Name column displays name of the ingredient

1.2- Current Inventory shows current number of units

1.3- Unit of Measurement displays the unit of measurement used in drinks for each ingredient

1.4- Notification threshold displays the current stock value at which desktop notifications will trigger

2- Users can filter by all ingredients in inventory by pressing the All button, or by low products by pressing the red Low Stock button. This will display any ingredients below the notification threshold.

3- Under Stock Display, the user can choose to view inventory in units or containers.

4- Press the  button to return to the Main Menu.

5- Press the ? button to open the User's Manual for this page.

6- Press the C button to open the unit conversion calculator.

Notification History

Notification History				
	Ingredient 1.1	Date 1.2	Stock at Alert 1.3	Threshold 1.4
↩ 3	▶ 2 Honey	2025-04-26 09:10 PM	0	50
		2025-04-26 09:10 PM	0	1000
? 4	Honey	2025-04-26 09:00 PM	0	50
		2025-04-26 09:00 PM	0	1000
C 5	Honey	2025-04-26 07:10 PM	0	50
		2025-04-26 07:10 PM	0	1000
	Honey	2025-04-22 10:05 PM	0	50
		2025-04-22 10:05 PM	0	1000
	Honey	2025-04-22 10:04 PM	0	50
		2025-04-22 10:04 PM	0	1000
	Honey	2025-04-22 10:02 PM	0	50
		2025-04-22 10:02 PM	0	1000
	1 Shot	2025-04-12 05:49 PM	0	0
	Sugar	2025-04-12 05:41 PM	0	50
	1 Shot	2025-04-12 05:41 PM	0	0
	Rose	2025-04-12 05:41 PM	0	0
	Whole	2025-04-12 05:41 PM	0	500
	Rose	2025-04-12 05:38 PM	0	0
	Whole	2025-04-12 05:38 PM	0	500

1.1- The product column will show the name of the ingredient

1.2- The date column will show the user when the notification was triggered.

1.3- The stock at alert column will show the user what the current inventory was at the time of notification

1.4- The threshold column will remind the user what the current notification threshold is.

2- User should press the white column to the left of the Ingredient header then drag down or shift-click to select notifications they want to clear. After this, press the Clear Selection button to delete notifications from the table.

3- Press the  button to return to the Main Menu.

4- Press the ? button to open the User's Manual for this page.

5- Press the C button to open the unit conversion calculator.

Drink Settings

The screenshot shows a 'Drink Settings' window with two main panels. On the left is a sidebar with three buttons: a back arrow (6), a question mark (7), and a 'C' icon (8). The main area is divided into two sections by a vertical red line.

Create Drink Section:

- 1.1** Drink Name: A text input field.
- 1.2** Ingredient: A dropdown menu.
- 1.3** Serving Size: A spinner box with the value '1'.
- 1.4** Create Drink: A button at the bottom of the section.

Edit Drink Section:

- 2.1** Select Drink: A dropdown menu.
- 2.2** Ingredient: A dropdown menu.
- 2.3** Edit Drink: A button at the bottom of the section.

Remove Drink/Ingredient Section:

- 3** Select Drink: A dropdown menu with 'Adeni Chai 20 oz' selected.
- A large white box displays the current ingredients: 'Sugar - 15 g' and '1 Shot - 18 unit'.
- 4** Remove Ingredient: A button next to the ingredient list.
- 5** Remove Drink: A button at the bottom right of the section.

Create Drink is for creating new drinks in the system.. Users should keep in mind the Inventory Management app is case sensitive and it is preferred that new drinks are made in Clover POS first and uploaded using the CSV upload for safer integration. Improper use of this function can result in ingredients not being drained properly

1.1- Enter desired drink name into first text box

1.2- Either add an ingredient that will be in the drink or leave blank if unsure.

1.3- Set the serving size of the ingredient in units that this drink will contain

1.4- Press Create Drink to commit change and add a new drink to the database.


Edit Drink is for editing drinks already in the system

2.1- Select the drink using the Select Drink dropdown menu

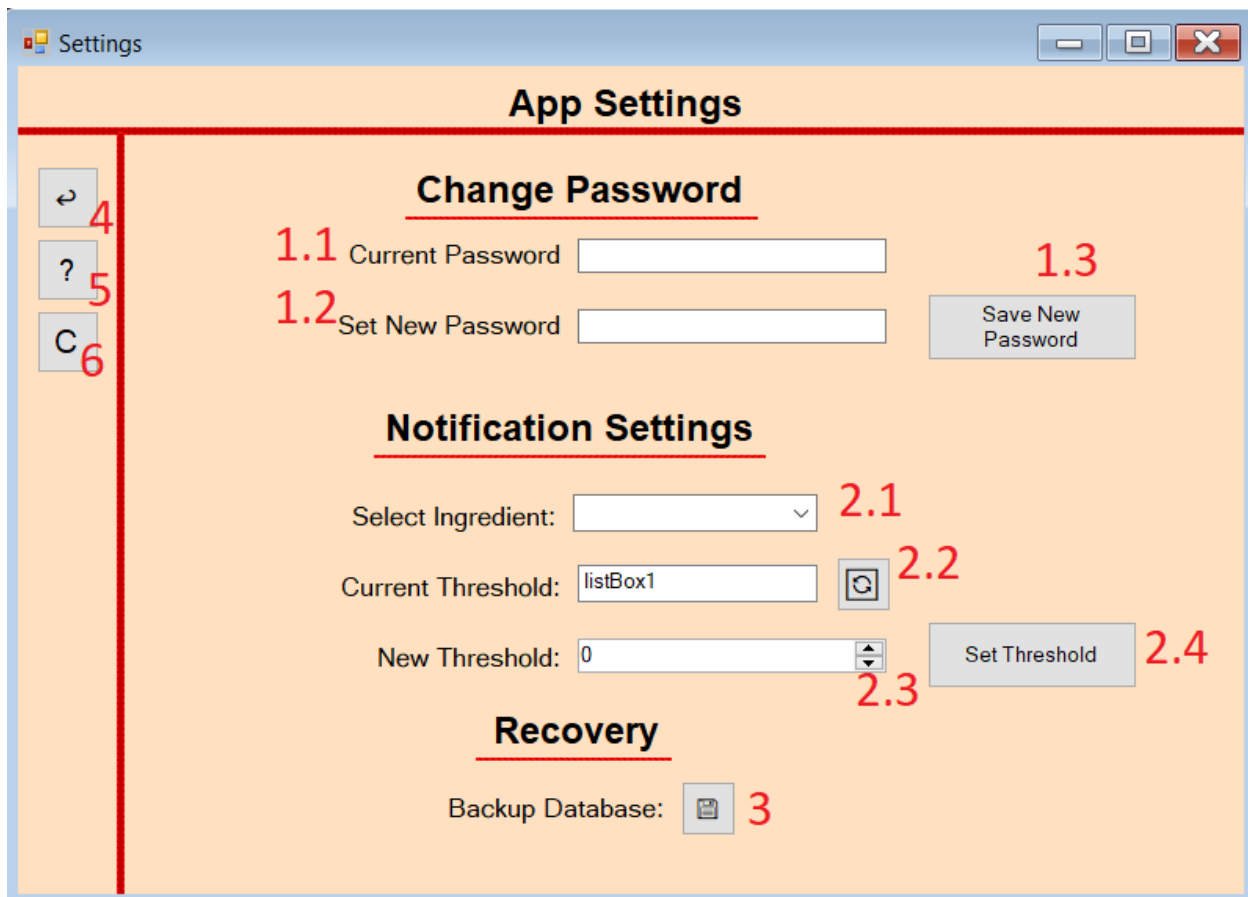
2.2- Similar to above, select the desired ingredients and ingredient serving sizes for the drink. Selecting an ingredient that is already present in the drink will rewrite the current ingredient serving.

2.3- Press Edit Drink to commit changes to drink.

3- On the right, selecting a drink from the Select Drink dropdown to display the current ingredients and servings in the drink.

- 4- Selecting an ingredient in the listbox and pressing the Remove Ingredient button will remove the ingredient the user has selected in the display box from the drink.
- 5- Selecting the Remove Drink button below will delete the selected drink from the database.
- 6- Press the  button to return to the Main Menu.
- 7- Press the ? button to open the User's Manual for this page.
- 8- Press the C button to open the unit conversion calculator.



App Settings



The screenshot shows the 'App Settings' window with a sidebar on the left containing three buttons: a back arrow (4), a question mark (5), and a 'C' button (6). The main content area is divided into three sections:

- Change Password:**
 - 1.1: 'Current Password' text box.
 - 1.2: 'Set New Password' text box.
 - 1.3: 'Save New Password' button.
- Notification Settings:**
 - 2.1: 'Select Ingredient:' dropdown menu.
 - 2.2: 'Current Threshold:' text box labeled 'listBox1' with a refresh icon button.
 - 2.3: 'New Threshold:' text box with a value of '0' and a spinner control.
 - 2.4: 'Set Threshold' button.
- Recovery:**
 - 3: 'Backup Database:' text with a floppy disk icon button.

- 1- Change Password serves to replace the current app password.
- 1.1- The user will input the current password into the current password textbox.
- 1.2- Then input their preferred password into the new password textbox.
- 1.3 If the user is satisfied with their password, they commit the change with the Save New Password button.
- 2.1- Under Notification Settings, the user can select an ingredient with the dropdown,

- 2.2 Select if they want to set the notification in containers or units using the  button.
- 2.3 set a notification threshold for that ingredient in the numberbox below. This will update the notification threshold only for the selected ingredient.
- 2.4- Press the button to confirm the change.
- 3- Press the floppy disk button to create a backup of the database. DO NOT change the name of the backup. It must be named Inventory.db or the program will not view the file. Keep this backup somewhere safe. In the case of data loss, drag this backup into the program folder for recovery.
- 4- Press the  button to return to the Main Menu.
- 5- Press the ? button to open the User's Manual for this page.
- 6- Press the C button to open the unit conversion calculator.

Ingredient Settings

Ingredient Management

Create Ingredient

Ingredient Name 1.1

Unit of Measurement 1.2

Ingredient Serving 1.3

Container Size 1.4

1.5

Edit Ingredient

Ingredient Name 2.1

Unit of Measurement 2.2

Ingredient Serving 2.3

Container Size 2.4

2.5

Modification Ingredient Value

Ingredient Name	Unit	Modification Serving Size	Container Size
1 Shot	unit		0
2% Milk	unit		0
Almond Milk	oz	1	32
Brown Sugar	oz		0
Caramel	oz	1.5	12.7
Cardamon	g		0
Cinnamon	g	1	0
Clove	g		0
Coconut Milk	oz	7	0
Cold Foam	oz		0
Creamer	oz		0
Decaf	oz		0
Ginger	g		0
Half&Half	oz		0
Hazelnut	oz	1.5	12.7
Heavy Cream	oz	1	0

3

The ingredient values created or edited on this page only apply to the modifications added to drinks. To change servings of ingredients for a drink, refer to the drink ingredients page.

Create Ingredient is used to create a new ingredient entry. It is preferred that users use the Clover upload to create ingredients then edit the values to ensure that adjustments work as intended due to case sensitivity and potential user error.


1.1- Enter desired ingredient name.

- 1.2- Select the unit of measurement that is used per serving (oz, g)
- 1.3- Enter the serving into the number box (2 g of sugar)
- 1.4- Select the size of the container (1800 gram bag of sugar)
- 1.5- Press the Add button to commit the changes.

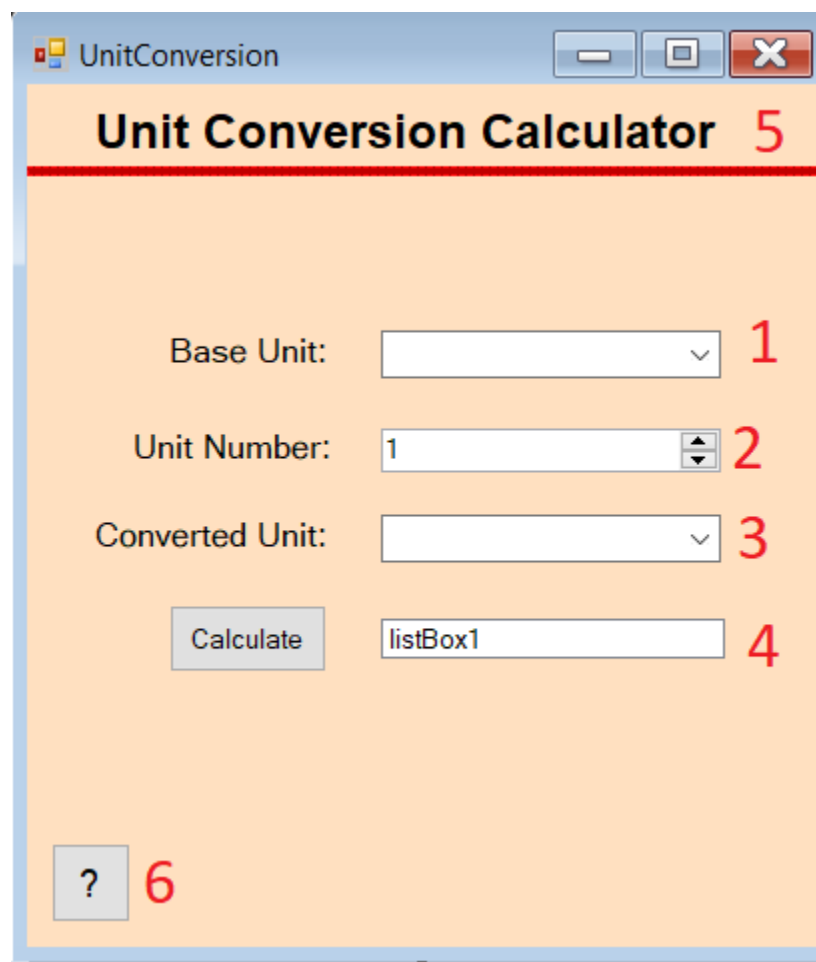
Edit Ingredient

- 2.1- Select the ingredient to edit.
- 2.2- Select the unit of measurement that is used per serving (oz, g)
- 2.3- Enter the serving into the number box (2 g of sugar)
- 2.4- Select the size of the container (1800 gram bag of sugar)
- 2.5- Press the Edit button to commit the changes.

The user can view the list of ingredients, units of measurement, serving size, and container sizes in the table on the right

- 3- Select the blank square to the right of an ingredient where the arrow would be located and press Remove Ingredient to remove an ingredient entry.
- 4- Press the  button to return to the Main Menu.
- 5- Press the ? button to open the User's Manual for this page.
- 6- Press the C button to open the unit conversion calculator.

Calculator



The image shows a Windows-style application window titled "UnitConversion". Inside the window, the title "Unit Conversion Calculator" is displayed in bold black text with a red number "5" to its right. Below this, there are four numbered red labels (1, 2, 3, 4) pointing to specific UI elements: 1 points to the "Base Unit:" dropdown menu; 2 points to the "Unit Number:" text box which contains the value "1"; 3 points to the "Converted Unit:" dropdown menu; and 4 points to a text box labeled "listBox1". A "Calculate" button is located to the left of the "listBox1" text box. At the bottom left of the window, there is a question mark icon in a grey box, with a red number "6" next to it.

UnitConversion

Unit Conversion Calculator 5

Base Unit: 1

Unit Number: 1 2

Converted Unit: 3

Calculate 4

? 6

1- Select a unit of measurement in the base unit dropbox,

- 2- select how many of them the user currently has,
 - 3- then select the unit of measurement they would like to see the conversion for.
 - 4- The result will be displayed in the list box
 - 5- Press the red X at the top right to close this form.
 - 6- Press the ? button to open the User's Manual for this page.
- Note: This page can remain open independently of the other pages in the program.