

Campus Café
Order Management System
User Guide

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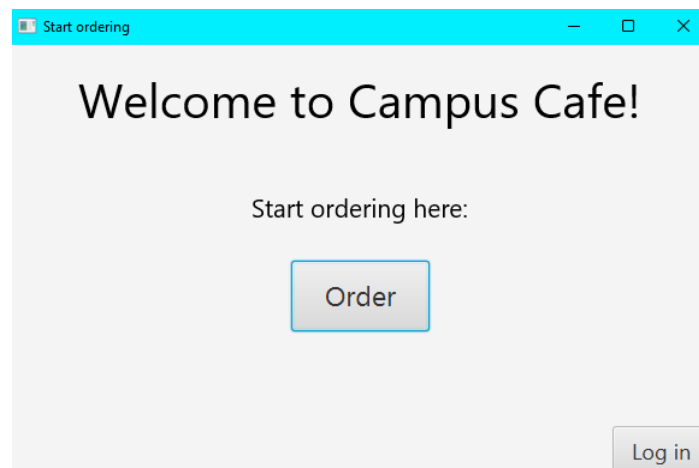
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1. Introduction

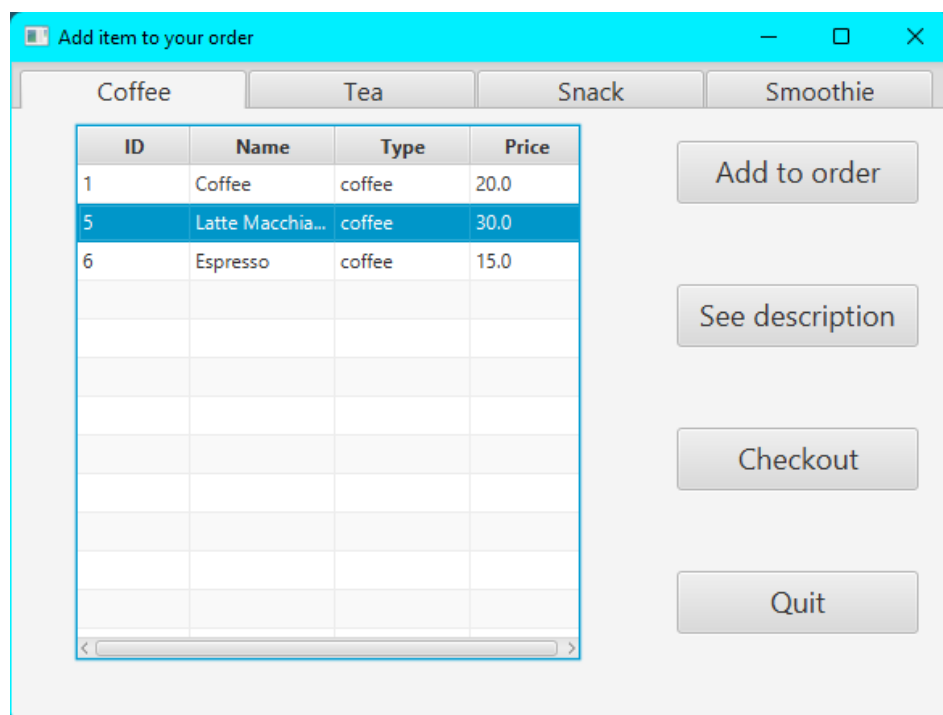
This system was developed to be used by multiple users with different roles. The purpose of this user guide is to show how to properly use the system as one of the 5 different actors presented in the next sections.

2. Customer Guide

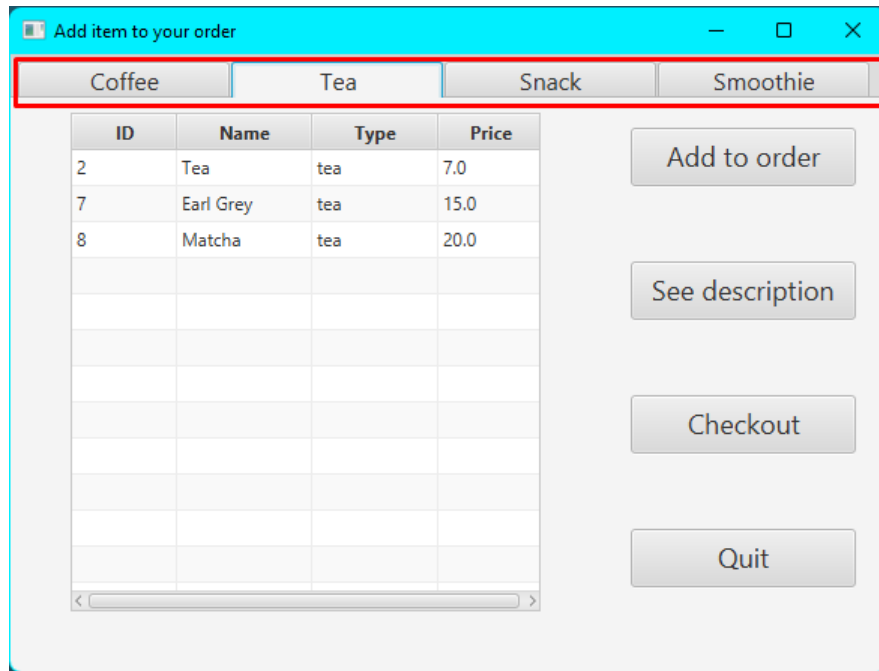
2.1. View available items



Click on the "Order" button to start ordering. A window will open with a table containing the available items from which you can choose.

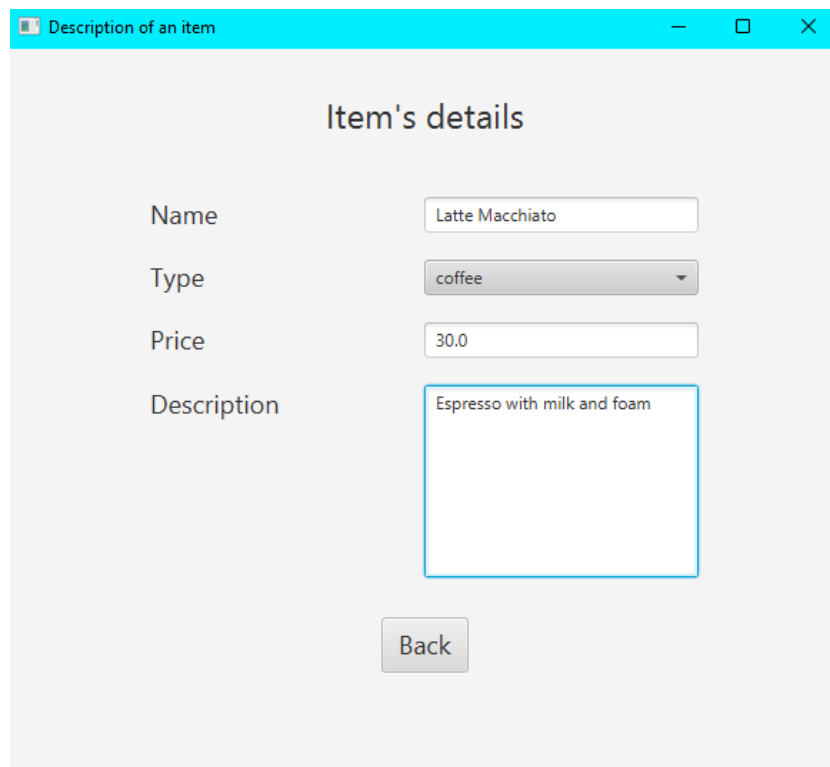


To navigate other categories of items, click on any of the available types on the top. Click on the "Coffee", "Tea", "Snack", or "Smoothie" labels to view their corresponding items.



2.2. View item descriptions

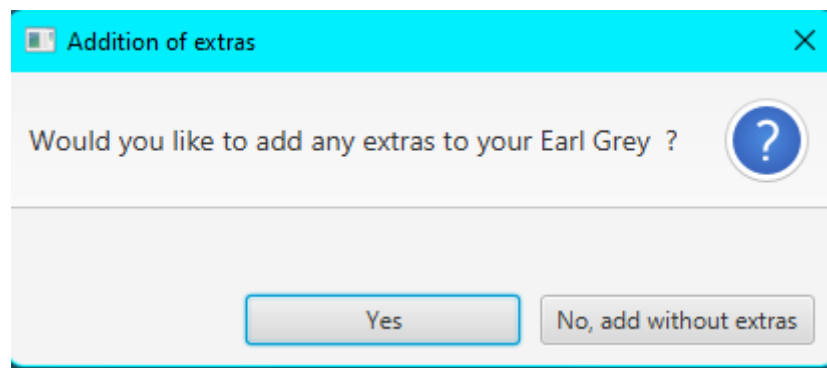
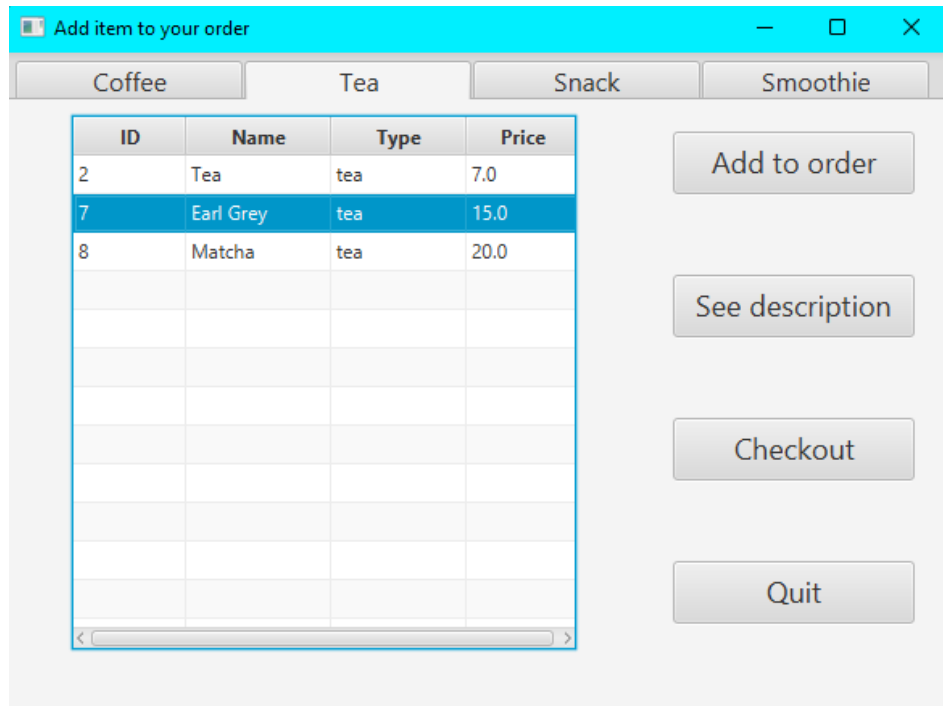
To view a description of an item, mark it by clicking on it, then press the “See description” button.



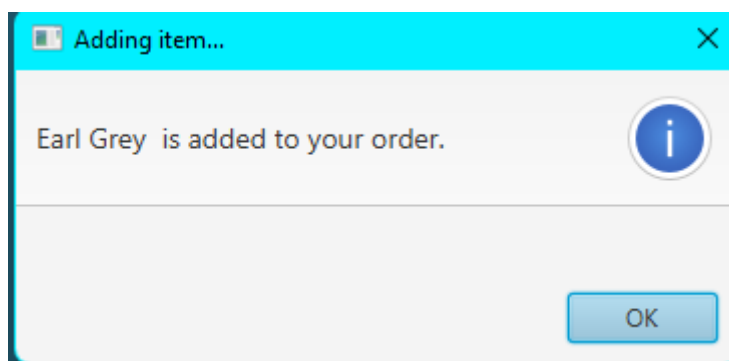
Click on the “Back” button to return to the list of available items.

2.3. Add an item to the order

To purchase an item, you first need to add it to your order. Mark the selected item and click on the “Add to order” button. A pop-up will be shown.

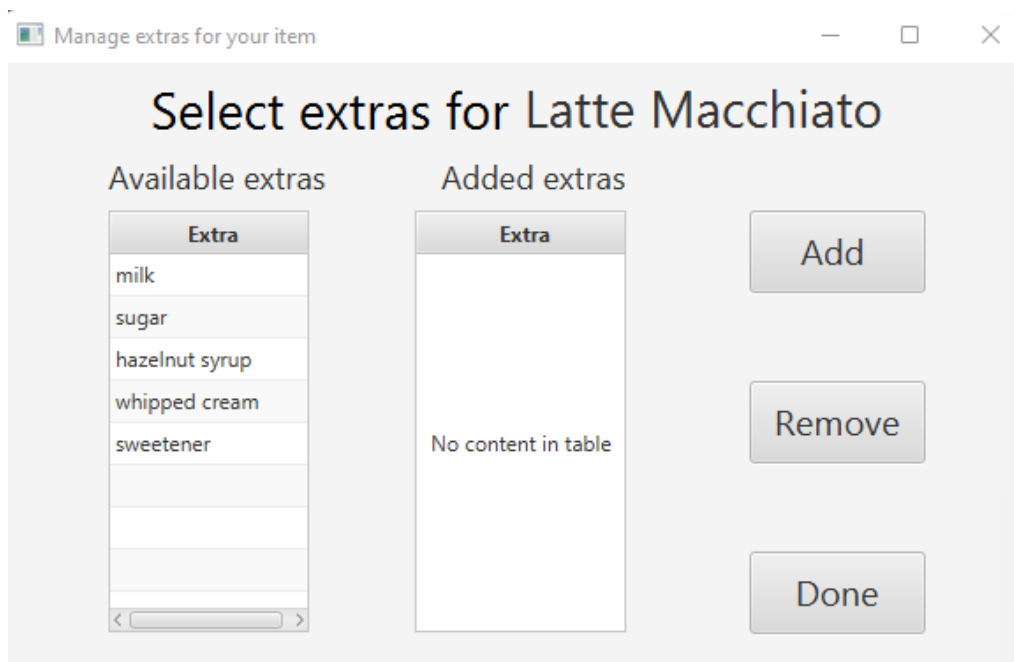
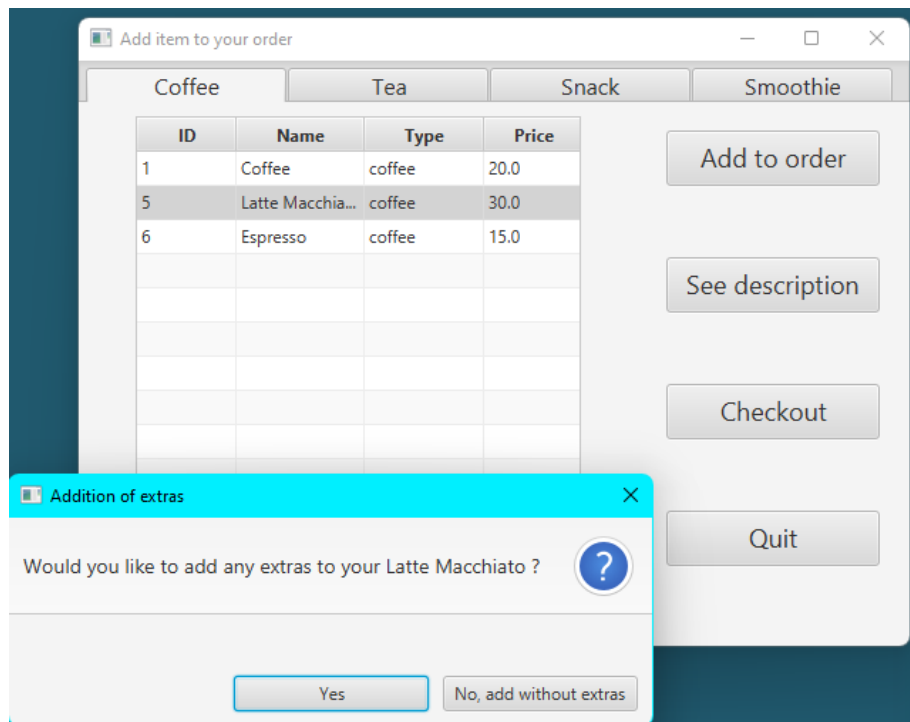


If you do not want extras in your item, click on the “No, add without extras” button. A window will confirm that the item is now added to your order. Press the “OK” button to continue.

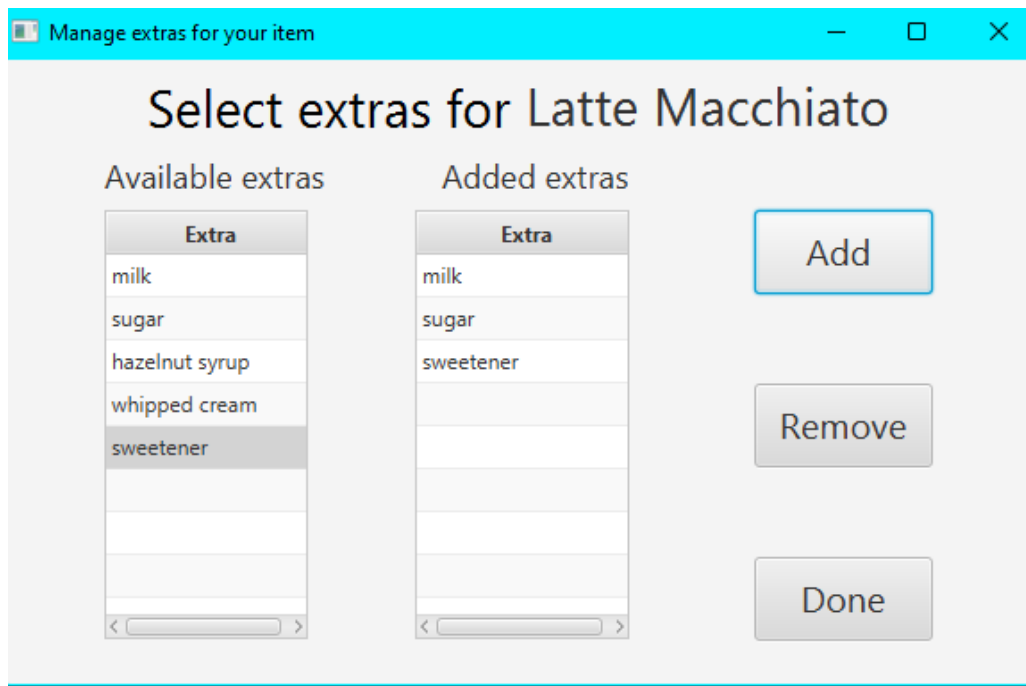


2.4. Add an item with extras to the order

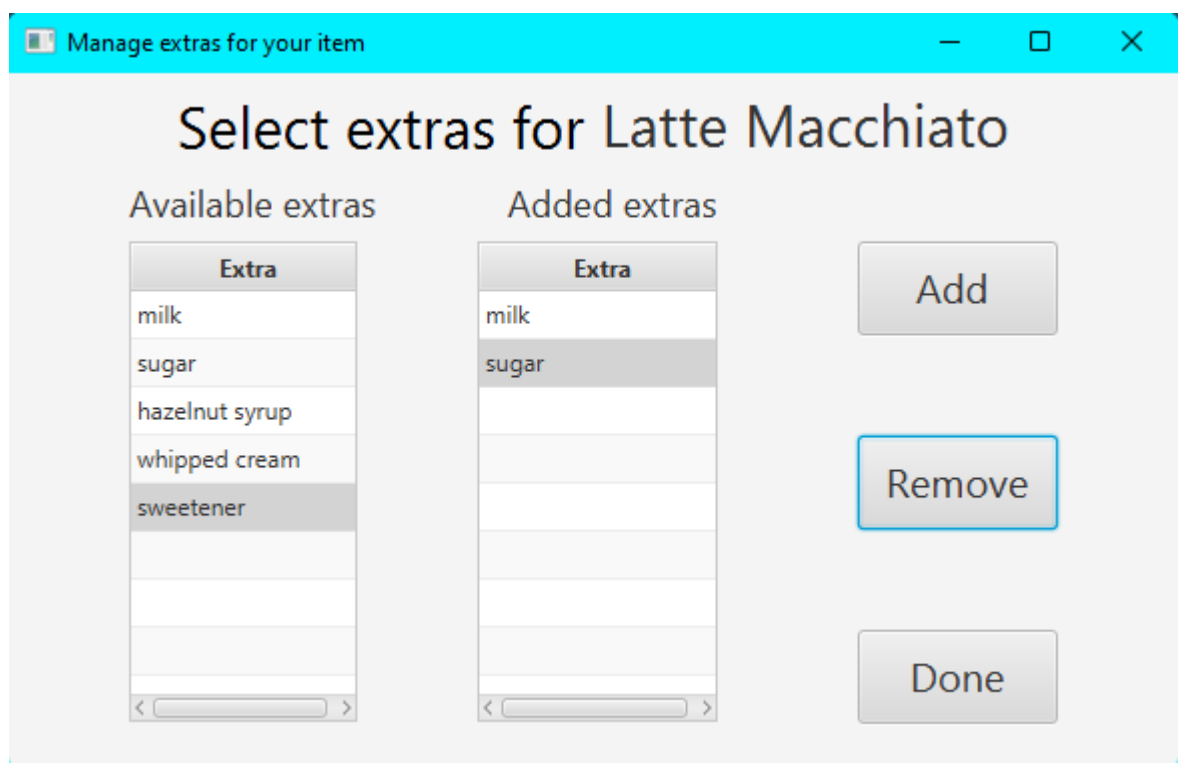
To add extras to your item click on the “Yes” button. This will open a new window



To add extras, click on the desired extra in the left-side table then click on the “Add” button one by one for each extra you wish to add. The added extras will be displayed in the right-side table.



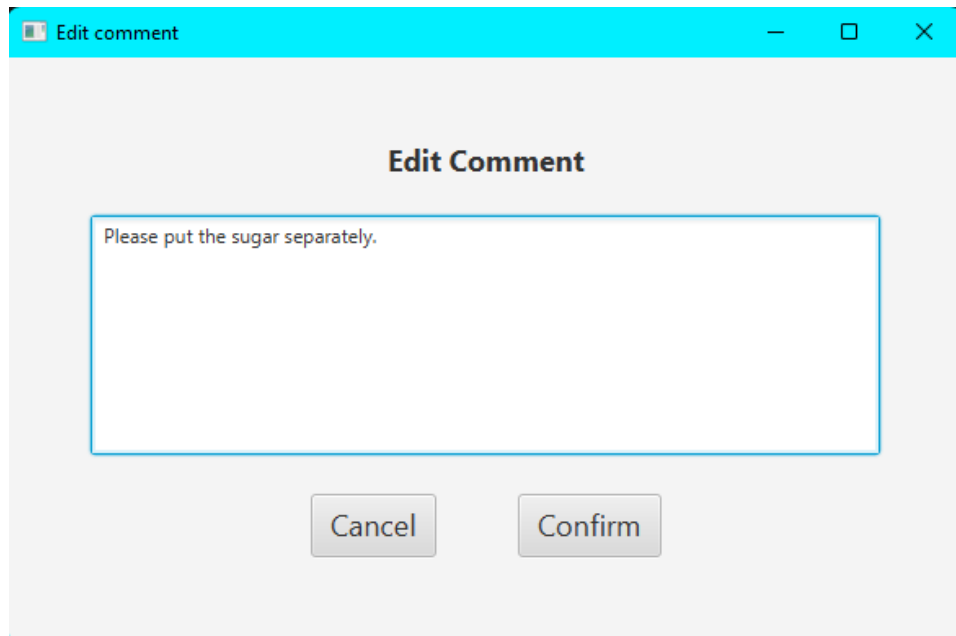
To remove an extra click on the extra to be removed in the right-side table then click on the "Remove" button one by one for each extra you wish to remove. This will make the list on the right shorter.



To add the item with extras to the order click on the "Done" button.

2.5. Add a comment to the order

Whilst ordering, click on the “Checkout” button. A new window will open with the order summary. Click on the “Add comment” button. A new window will open. Type your comment into the white field. Click the “Cancel” button to cancel the comment, or on the “Confirm” button to add the comment.



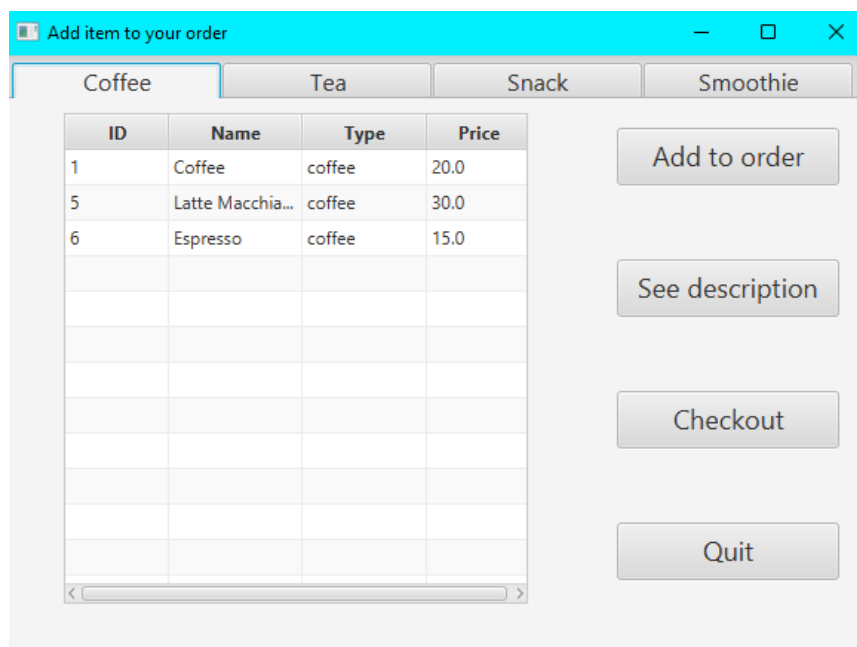
Edit Comment

Please put the sugar separately.

Cancel Confirm

2.6. View order summary

To view a summary of the order click on the “Checkout” button. A new window will open with the items in the order, and the total price displayed on the right. To continue adding items, click on the “Back” button.



Add item to your order

Coffee Tea Snack Smoothie

ID	Name	Type	Price
1	Coffee	coffee	20.0
5	Latte Macchia...	coffee	30.0
6	Espresso	coffee	15.0

Add to order

See description

Checkout

Quit

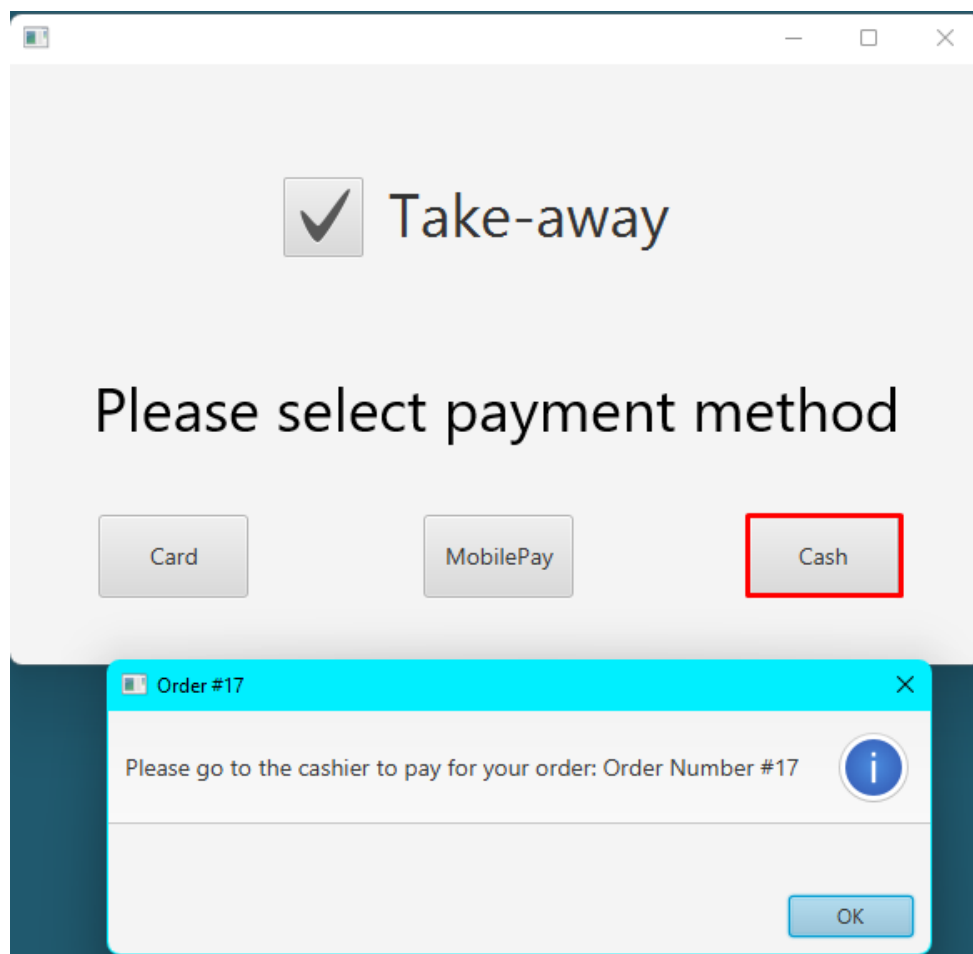
2.7. Remove an item from the order

Proceed to the order summary then click on the item inside the table that is to be removed. Click on the “Remove item” button and the item will no longer be visible.

2.8. Pay for the order

Proceed to the order summary and click on the “Pay” button. A new window will open where a takeaway order can be requested by clicking on the checkbox.

Three payment methods are available, each represented by a button. Click on the desired payment method and follow the instructions of the warning.



2.9. Cancel the order

Proceed to the order summary and click on the “Quit” button. The order will be cancelled.

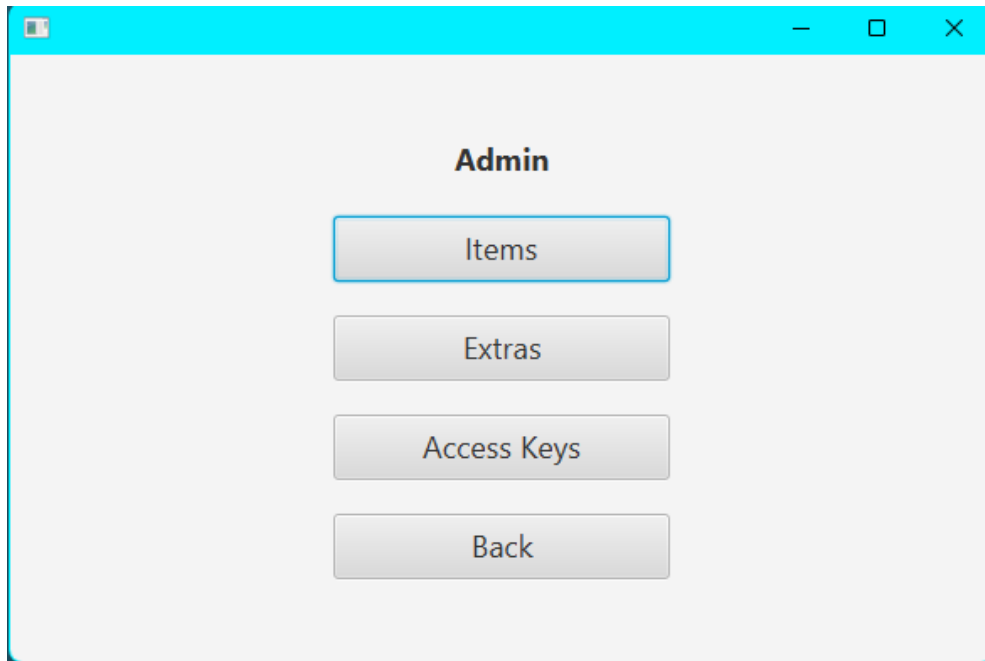
2.10. View order status

To view the status of the order please look at the screen displaying all of the orders.

3. Administrator Guide

3.1. Log in as an administrator

To log in as an administrator click on the “Log in” button. Type your access key (admin by default) and press Enter. A new window will open.

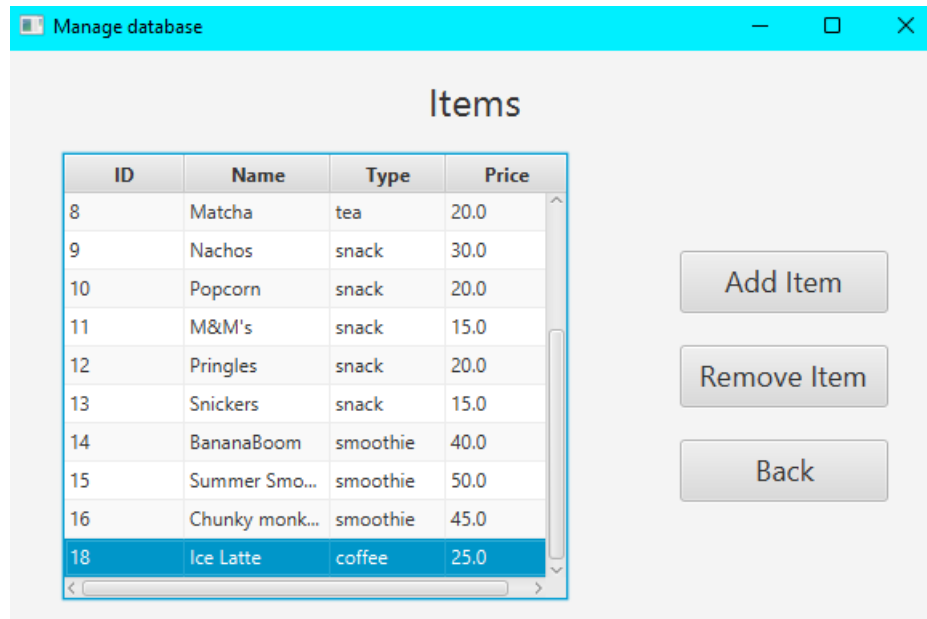


3.2. View the list of available items

After logging in as an admin, click on the “Items” button. A list of the available items will be displayed with their ID, name, type, and price.

3.3. Add items to the list of available items

After logging in as an admin, click on the “Items” button. Click on the “Add Item” button. A new window will open. Enter the name of the item you wish to add, and from the drop-down bar select the type of the item. Write a description for the item and click on the “Submit” button. The item is now added to the list of available items.

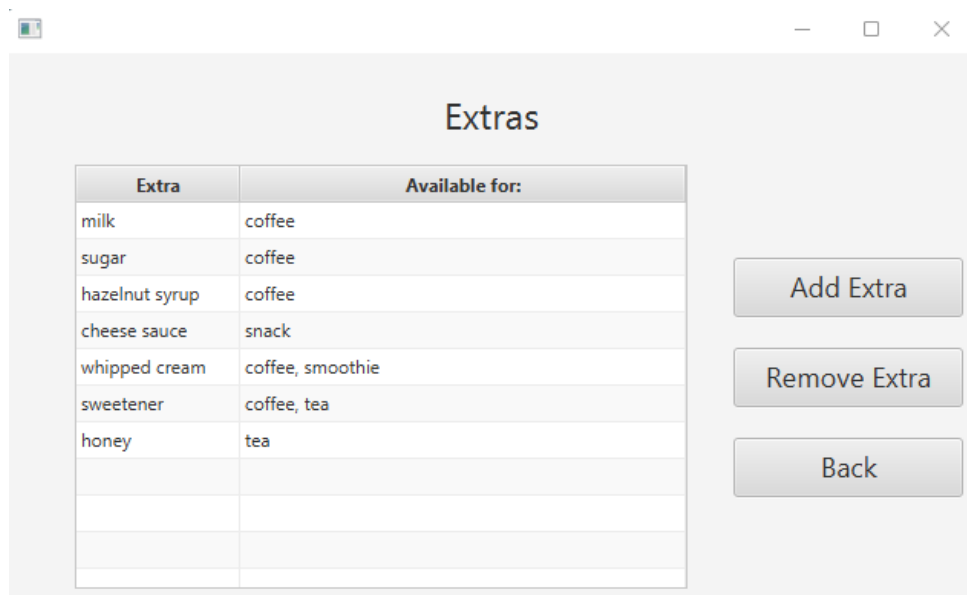


3.4. Remove items from the list of available items

After viewing the list of available items click on an item (as seen on the screenshot in 3.3) then click on the "Remove Item" button. The item is no longer visible or purchasable.

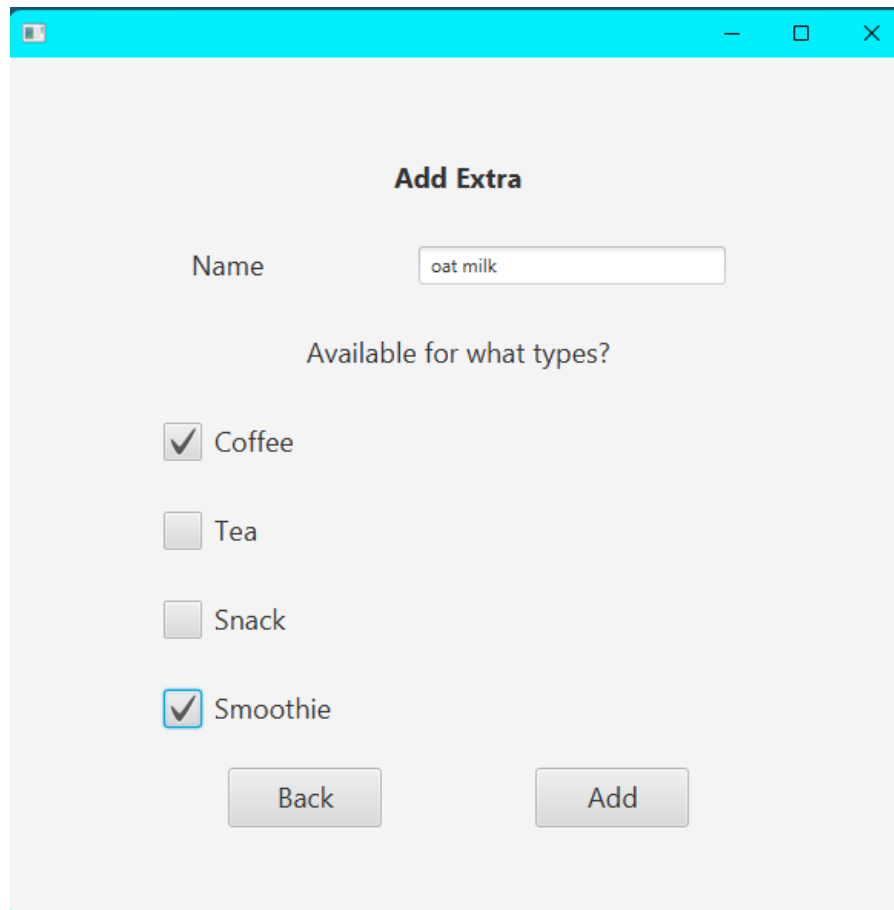
3.5. View the list of available extras

After logging in as an admin, click on the "Extras" button. A list of available extras and the types they are available for will be displayed.



3.6. Add extras to the list of available extras

After logging in as an admin, click on the “Extras” button. Click on the “Add Extra” button. A new window will open. Type in the name of the new extra and select availability for types by clicking on the checkboxes. Multiple checkboxes can be clicked. Click on the “Add” button to finalize.



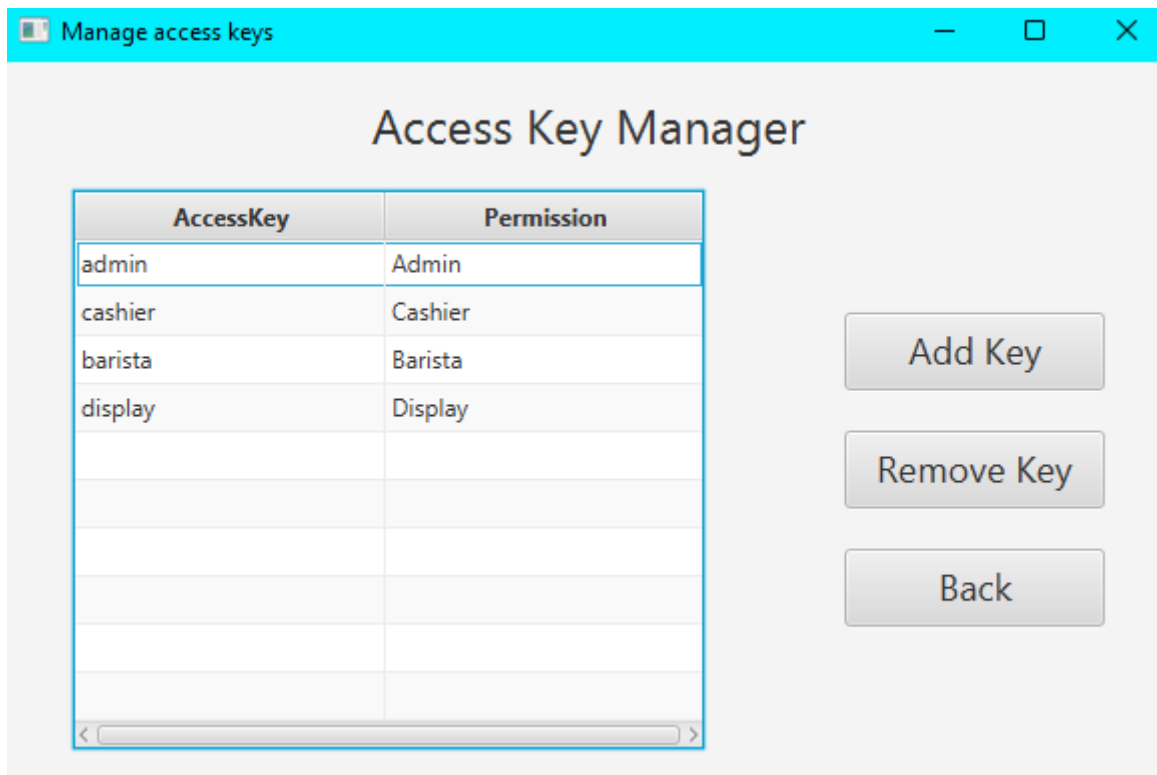
The screenshot shows a web browser window with a light blue title bar. The main content area is white and titled "Add Extra" in bold black text. Below the title, there is a label "Name" followed by a text input field containing "oat milk". Underneath, the text "Available for what types?" is displayed. There are four checkboxes with labels: "Coffee" (checked), "Tea" (unchecked), "Snack" (unchecked), and "Smoothie" (checked). At the bottom, there are two buttons: "Back" and "Add".

3.7. Remove extras

After logging in as an admin, click on the “Extras” button. Click on the extra that is to be removed and click on the “Remove Extra” button. The extra will no longer be visible or available for purchasing.

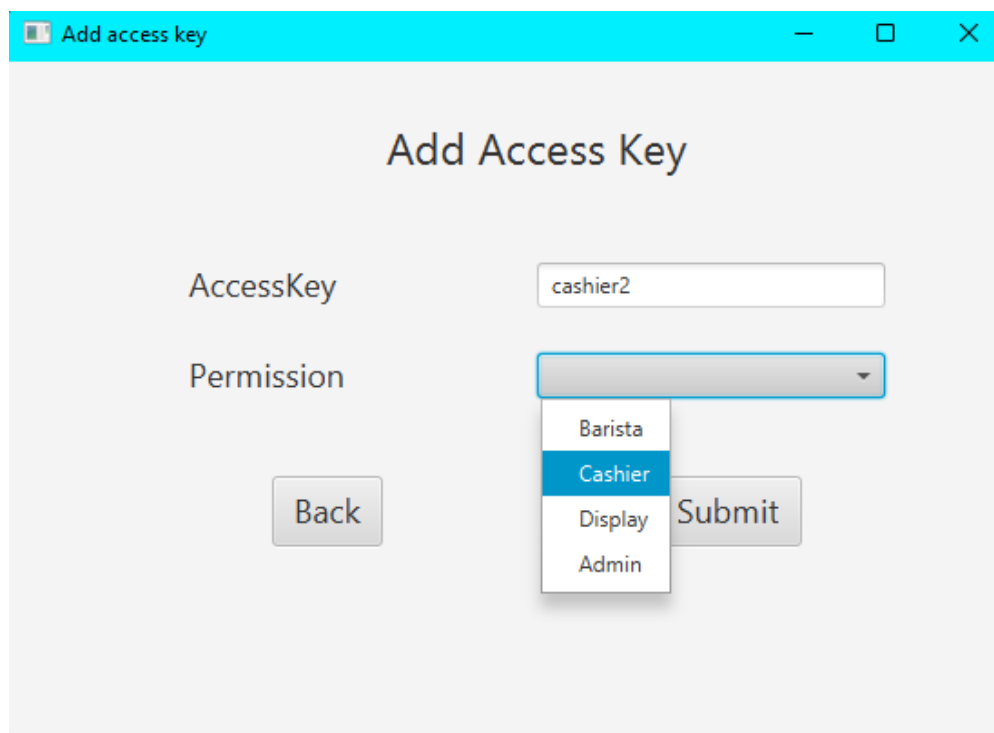
3.8. View Access Keys

After logging in as an admin, click on the “Access Keys” button. A table with the access keys and their permissions will be displayed.



3.9. Add Access Key

After viewing the access keys, click on the "Add Key" button. Enter the new access key, and from the drop-down bar below select the permission you would like to grant for this key. Click on the "Submit" button to finalize.



3.10. Remove Access Key

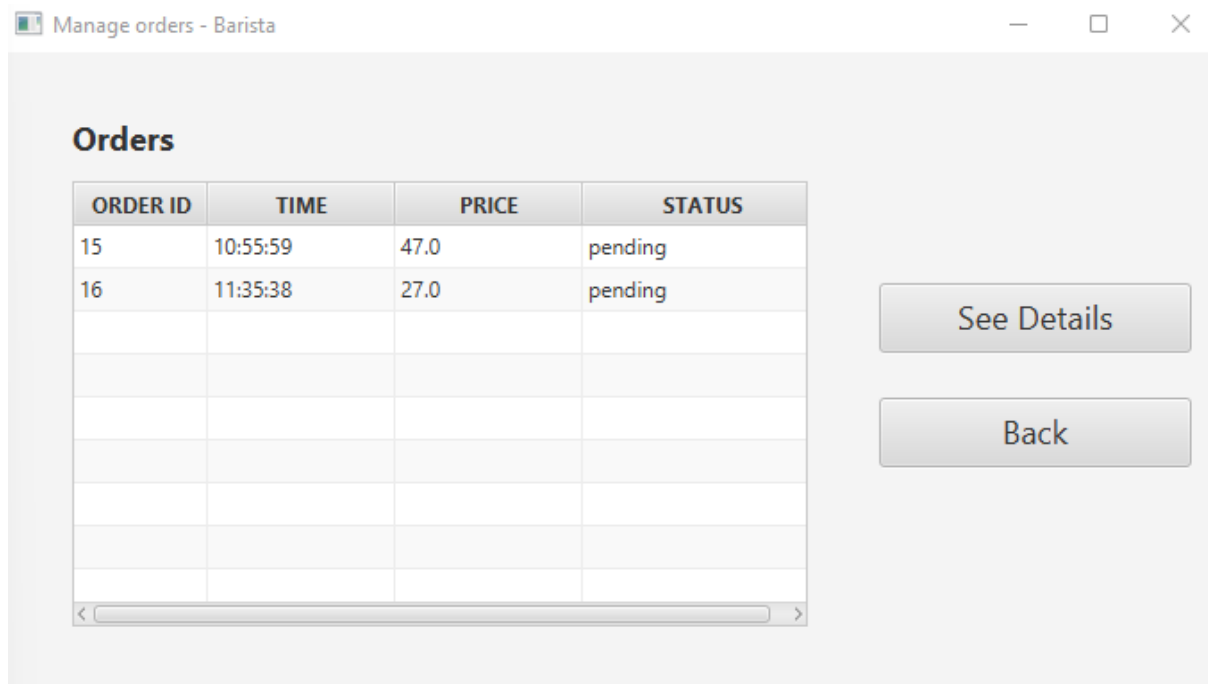
After viewing the access keys, click on the access key you wish to delete and click on the “Remove Key” button. The access key will no longer be visible or accepted when logging in.

WARNING: Do not delete all access keys as you will lose access to the system.

4. Barista Guide

4.1. View pending orders

Log in as a barista (default access key: barista). A new window will open and the pending orders will be displayed with their ID, order time, price and status.



4.2. View order details

After logging in as a barista, select an order you would like to see in more detail by clicking on it, then click on the "See Details" button. A new window will open. The first table contains the items in this order. The second table contains the extras for each item (if there are any). The last field contains the comments of the customer. The text "TAKE-AWAY" at the bottom signifies that the customer asked for the order to be Takeaway.

Details of the order

Items in Order

ID	TYPE	NAME	PRICE
1	coffee	Coffee	20.0
1	coffee	Coffee	20.0
2	tea	Tea	7.0

Extras in Items

ID	NAME	EXTRAS
No content in table		

Comment

TAKE-AWAY

Back

Complete

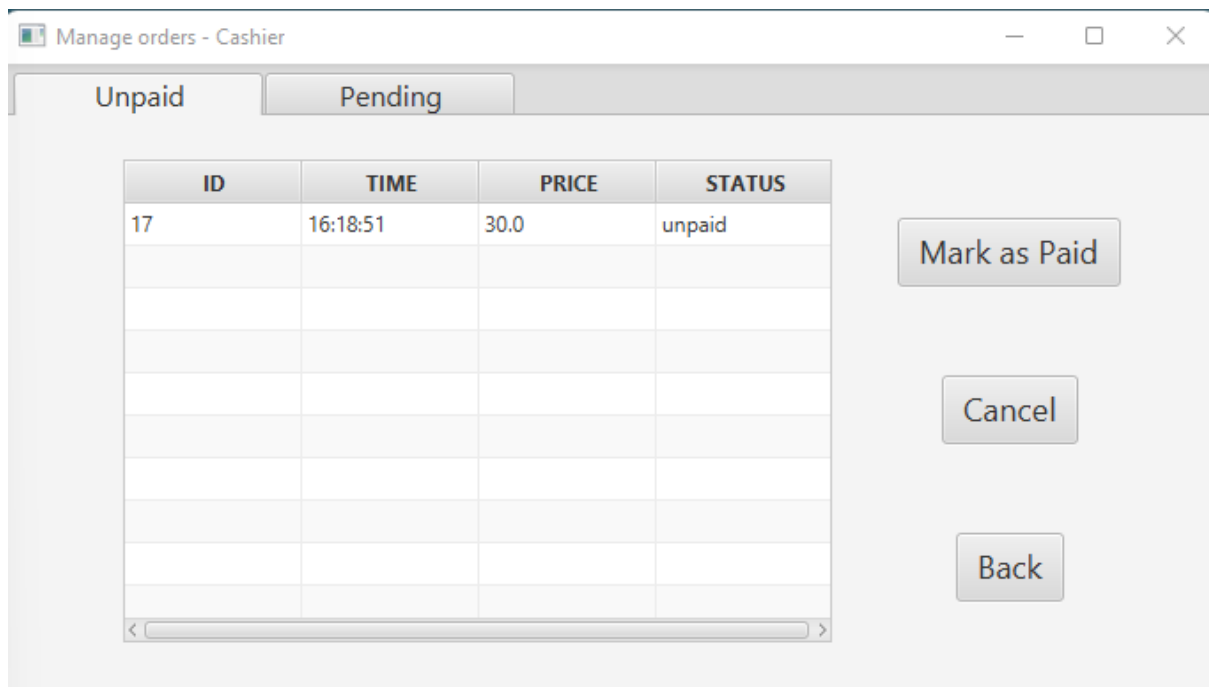
4.3. Mark order as complete

After logging in as a barista, click on an order, then click on the “See Details” button. Click on the “Complete” button at the bottom of the window. The order is now marked as complete, and its status is updated on the screen.

5. Cashier Guide

5.1. View unpaid orders

Log in as a cashier (default access key: cashier). A new window will open with a table view of the unpaid orders, displaying the orders' ID, time, price and status.



5.2. View pending orders

After logging in as a cashier you may choose which orders would you like to view on the top of the window. You may select between "Unpaid" and "Pending" orders. Both of these will open a different table with their corresponding orders.

5.3. Cancel an unpaid order

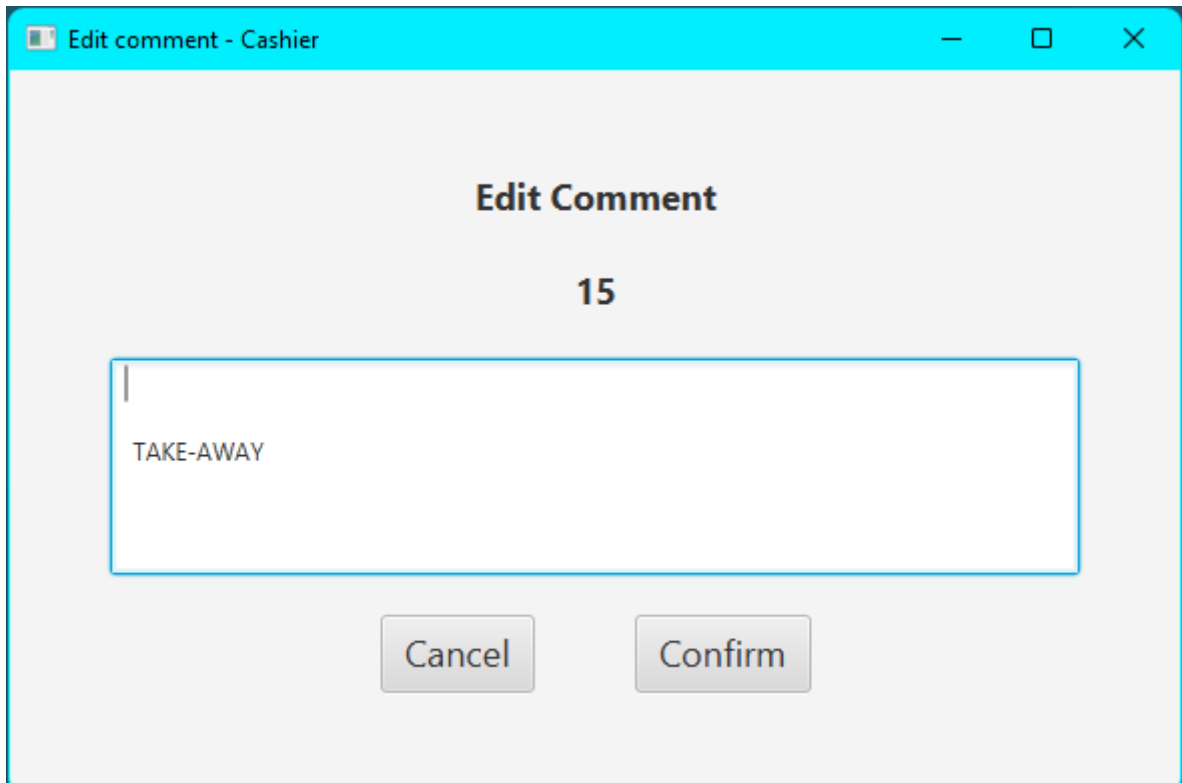
After logging in, make sure you are viewing the unpaid orders and click on the order you wish to remove. Click on the "Cancel" button to finalize.

5.4. Mark an order as paid

After logging in, make sure you are viewing the unpaid orders and click on the order you wish to mark as paid. Click on the "Mark as Paid" button to finalize.

5.5. Edit order comment

After logging in, make sure you are viewing the pending orders. Click on an order then click on the “Edit Comment” button. After applying your changes click on the “Confirm” button.



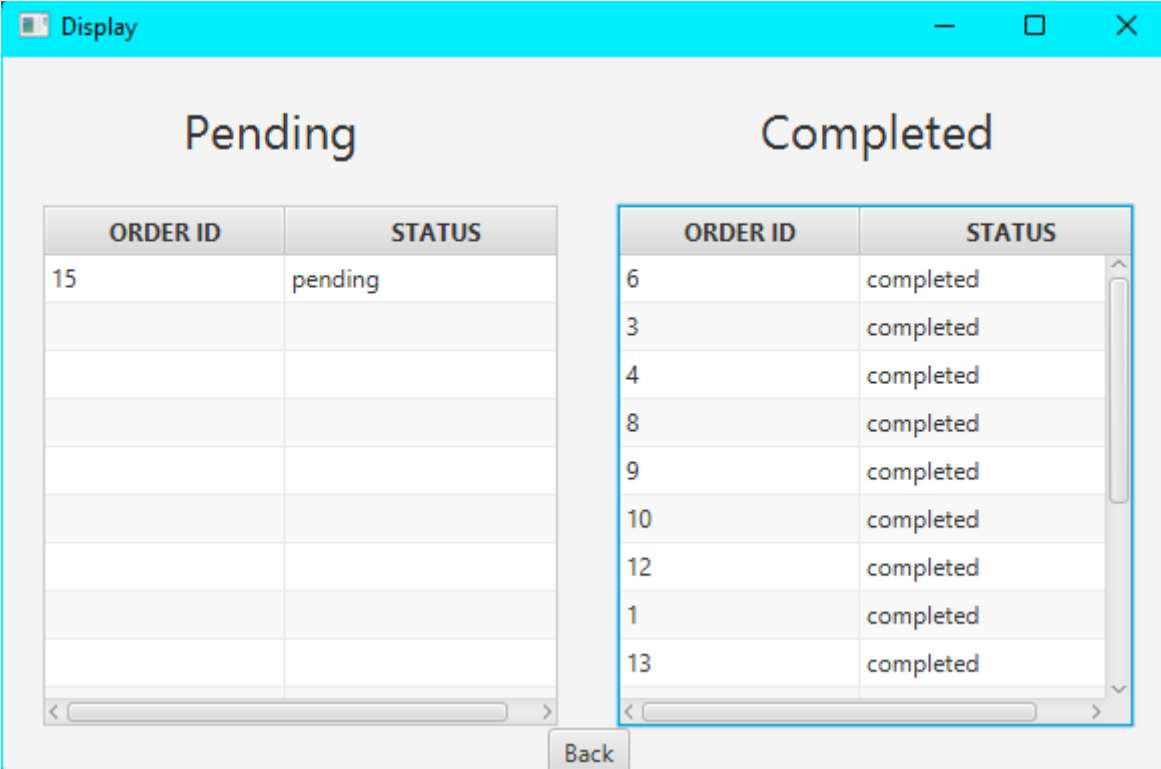
The screenshot shows a window titled "Edit comment - Cashier" with standard window controls (minimize, maximize, close). The main content area has a light gray background. At the top, the text "Edit Comment" is centered in a bold, dark font. Below it, the number "15" is centered. A large, empty text input field with a blue border is positioned in the center. The placeholder text "TAKE-AWAY" is visible at the bottom left of the input field. At the bottom of the dialog, there are two buttons: "Cancel" and "Confirm", both with a light gray background and a thin border.

6. Display Guide

6.1. Display order status

Log in as a display (default access key: display).

The pending orders will be displayed on the left with their ID and status. The orders ready for collection will be displayed on the right side. The screen is regularly updated whenever there are changes (orders are paid for, or marked as complete).



Pending		Completed	
ORDER ID	STATUS	ORDER ID	STATUS
15	pending	6	completed
		3	completed
		4	completed
		8	completed
		9	completed
		10	completed
		12	completed
		1	completed
		13	completed

Back