

Instructions for Supermarket Inventory System

1. Introduction

Welcome to the Supermarket Inventory System! This system is designed to help manage the products, orders, suppliers, and reports within your supermarket efficiently. The system allows for smooth management of inventory, order processing, supplier discounts, and more.

2. Core Functionalities

2.1 Inventory Management

The system allows you to:

- **Add New Products:** Easily add products to the inventory with details like barcode, name, manufacturer, price, expiration date, and quantity.
- **Generate Reports:** Based on different categories or insufficient stock.
- **Track Demand:** Check what products were most demanded based on a limit time.
- **Manage Product Categories:** Assign products to categories and subcategories for better organization.
- **Assign Discounts:** Apply discounts to products based on supplier offers.

2.2 Order Management

The system enables you to manage orders, including:

- **Create Orders:** Place new orders with specific products and quantities.
- **Add Items to Orders:** Modify an existing order by adding more products.
- **Remove Items from Orders:** Remove products from an order before it's completed.
- **Manage Discounts:** Suppliers can offer discounts based on specific conditions (e.g., category, volume).
- **Cancel Orders:** Cancel open orders within 24 hours of creation.

2.3 Returns Management

- **Issue Returns:** Register new suppliers to your system with necessary details.
- **Track Requests:** Check and manage your return requests based on their status/the supplier they are related to.

2.4 Reporting

Generate reports for various purposes:

- **Expired/Spoiled Items Report:** View products that have passed their expiration date.
- **Track Reports:** Check and manage your manual expiry and damaged reports, based on their creation dates, specific items.

3. Usage Guidelines

3.1 Adding a New Product

1. Go to the "Inventory Management" section of the system.
2. Choose "Add New Product" and fill out the product details (barcode, name, manufacturer, price, etc.).
3. Choose categories for the product from the list.
4. Submit to add the product to the inventory.

3.2 Managing Discounts

1. Go to the "Inventory Management" section.
2. Choose "Apply discount".
3. Fill in the required information (Fixed Price/Percentage, Category/Item Barcodes, Application Dates, etc).
4. The new discount will now be applied to the relevant items – note that the system displays the selling price of the products according to their available discounts.

3.3 Creating an Order

1. Navigate to the "Orders Management" section.
2. Select "Create Order."
3. Choose the supplier and add items by specifying product and quantity. Make sure all items in one order are delivered by the same supplier and that they exist in the system before head.
4. Finalize and submit the order. The order can be modified/cancelled within 24 hours.

3.4 Issuing Returns

1. Go to the "Manage Returns" section.
2. Select "Issue Return Request".
3. Fill in the required information (Supplier name, Item barcode, Reason, etc).
4. Your Return request is now issued and can be cancelled within 24 hours.

3.5 Adding Expiry/Damaged Reports

1. Go to the "Manage Expiry Reports" section.
2. Choose "Add Expiry Report" (same as reporting damaged products).
3. Fill in the required information (Item Barcode, Quantity expired/damaged, Location, etc).
4. Your report is now added to the system and the item quantities within the inventory are updated accordingly.

4. Error Handling & Troubleshooting

If you encounter any issues, refer to the following common errors and solutions:

- **Product not found:** Ensure the barcode is correctly entered and matches an existing product. Orders and returns cannot be issued on items which are not known to the system.
- **Discount not applied:** Check that the discount conditions are met for the specific order. Strictly follow prompts within the menu to ensure correct application of discounts.
- **Order cannot be cancelled:** Ensure the order is still open and created within the last 24 hours.

5. Conclusion

Thank you for using our Supermarket Inventory System. This system is designed to help you manage your store's inventory, orders, and suppliers efficiently. If you have any feedback or require additional features, please contact our support team.