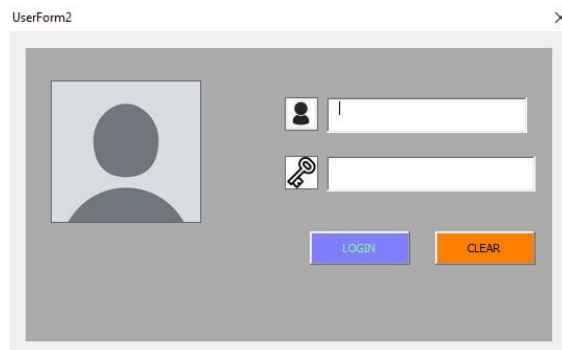


User Manuel For The Excel Automated Data Entry Beta1.0

Guidelines for software use

1. **(SETTING UP)** Click on excel spreadsheet wherein the software is installed to launch the User form, use the default login details for admin portal



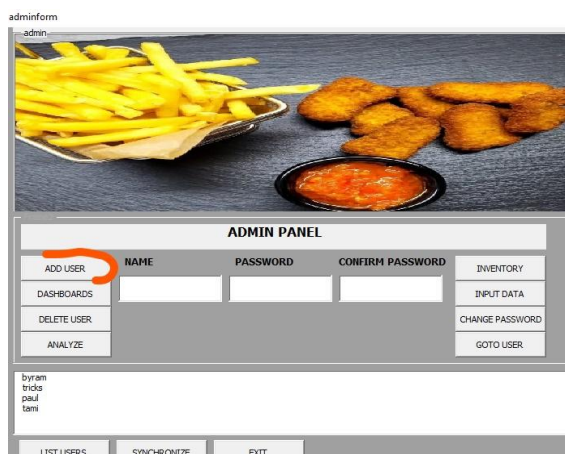
A screenshot of a login window titled "UserForm2". It features a placeholder for a user profile picture on the left. To the right, there are two input fields: the top one is preceded by a person icon and the bottom one by a key icon. Below these fields are two buttons: a blue "LOGIN" button and an orange "CLEAR" button.

Once in Admin Change Admin password using the “Change Password” feature, And test the new password to make sure it’s working.



A screenshot of the "ADMIN PANEL" window. The top section shows a background image of french fries and chicken nuggets. Below this is the "ADMIN PANEL" header. The panel contains several buttons: "ADD USER", "DASHBOARDS", "DELETE USER", "ANALYZE", "INVENTORY", "INPUT DATA", "CHANGE PASSWORD" (highlighted with a red circle), and "GOTO USER". At the bottom, there are three buttons: "LIST USERS", "SYNCHRONIZE", and "EXIT".

2. **(ADDING USERS)** To create new users use the “Add user” feature by typing credentials in the textbox and hitting the “Add User” button followed by the “Synchronize button” to upload User into database



A screenshot of the "ADMIN PANEL" window, identical to the previous one, but with a red circle highlighting the "ADD USER" button.

3. **(TESTING USERS)** To test User login credentials, exit the admin portal and try login in with the newly created User credentials

UserForm2

On succesful login the menu form will display I.e below

MENU

4. **(DELETING USERS)** to delete User, click on the user in the displayed listbox and hit the “ Delete Button”

adminform

	NAME	PASSWORD	CONFIRM PASSWORD	INVENTORY
ADD USER				
DASHBOARDS				INPUT DATA
DELETE USER				CHANGE PASSWORD
ANALYZE				GOTO USER

5. **(DISPLAYING DASHBOARD)** To display dashboards login the admin portal and hit the “dashboard” button and select the relevant dashboard you wish to display and hit enter

adminform

ADMIN PANEL

ADD USER NAME PASSWORD CONFIRM PASSWORD INVENTORY

DASHBOARDS INPUT DATA

DELETE USER CHANGE PASSWORD

ANALYZE GOTO USER

byram
tricks
paul
tami

LIST USERS SYNCHRONIZE EXIT

The Dashboard Selection will be displayed as below

adminform

Selection

SELECT DASHBOARD

SALES INVENTORY

CANCEL

ADMIN PANEL

ADD USER NAME PASSWORD CONFIRM PASSWORD INVENTORY

DASHBOARDS INPUT DATA

DELETE USER CHANGE PASSWORD

ANALYZE GOTO USER

byram
tricks
paul
tami

LIST USERS SYNCHRONIZE EXIT

6. **(ANALYSIS)** To analyse spreadsheet data login the admin portal and click on the analyse button select the item you wish to analyse and the variables that will be analysed in referenced to and hit the “Display Button”

Visualization

SELECT THE MEALS AND CATEGORIES TO ANALYZE

START DATE END DATE

CHOOSE MEAL

SELECT CATEGORY

SELECT VARIABLES

AVERAGE ORDERS

TOTAL QUANTITY

NATURE OF ORDERS

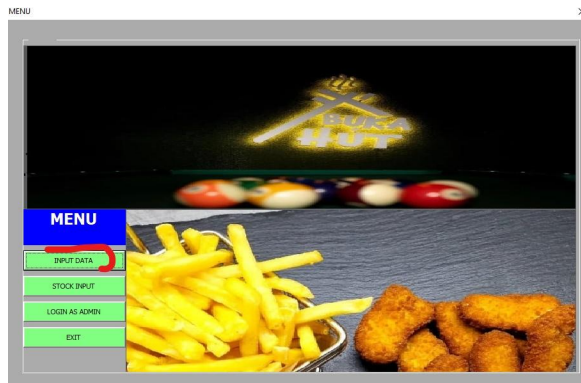
CUSTOMER GENDER

TOP EMPLOYEE

CANCEL DISPLAY PRINT

EXIT

7. **(DATA ENTRY)** To enter data into the spreadsheet click on the “Input Data” button from the userform as shown below



The input form will be displayed(below), here you have the field validations to choose from, after making your selections click on the “Save” button to save the data into the spreadsheet and you can use the “Edit” feature to make adequate corrections and ensure to save afterwards

Input Data Form

EMP ID: DATE:

CUSTOMER NAME: MEAL CATEGORY:

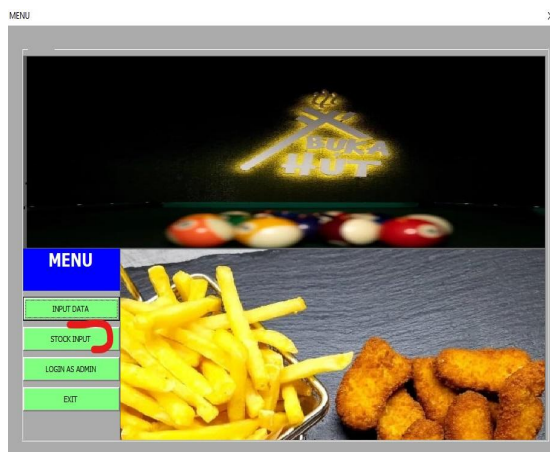
MEAL: AMOUNT:

PRICE: DISCOUNT:

GENDER: ☐ Male ☐ Female

Slack	employee id	customer name	gender	meal	date purchase	category	amount	disc
1	004	sera	Male	Pounded /yam	30-04-2023-11	SIDES PLUSSES	2	0.22
2	002	celing	Female	Semolina / meal	30-04-2023-11	SNACKS LIZUMME	1	0.22
3	004	debetem	Male	Pounded /yam	03-05-2023-08	HOT DISHES/NAK	3	0.22

8. (STOCK INVENTORY) To update your Stock or inventory click on the “Stock Input” button from the userform as shown below



The Stock input form will be displayed(below), here you have the field validations to choose from, after making your selections click on the “Save” button to save the data into the spreadsheet and you can use the “Edit” feature to make adequate corrections and ensure to save afterwards

Inventory Form

Quantity Added

Date

Ingredient

Category

Costs

Freshly Used

STOCK INVENTORY INPUT FORM

ADD

RESET

STOCK INVENTORY

Index	Ingredient	Costs per Item	Category	Expiry Date	Freshly Used	Newly Added
1	Algepetor pepper	1.5	spices	01-05-2023-01	2	
2	African Nutmeg	2.2	spices	01-05-2023-01	2	
3	Beans	2.5	Grain	01-05-2023-01	2	
4	Algepetor pepper	2.5	spices	01-05-2023-01	4	

DELETE

EDIT

EDIT