

USER MANUAL

# PERSOL LUNCH

VERSION 1.0

TEAM ZEROBUG

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## **INTRODUCTION**

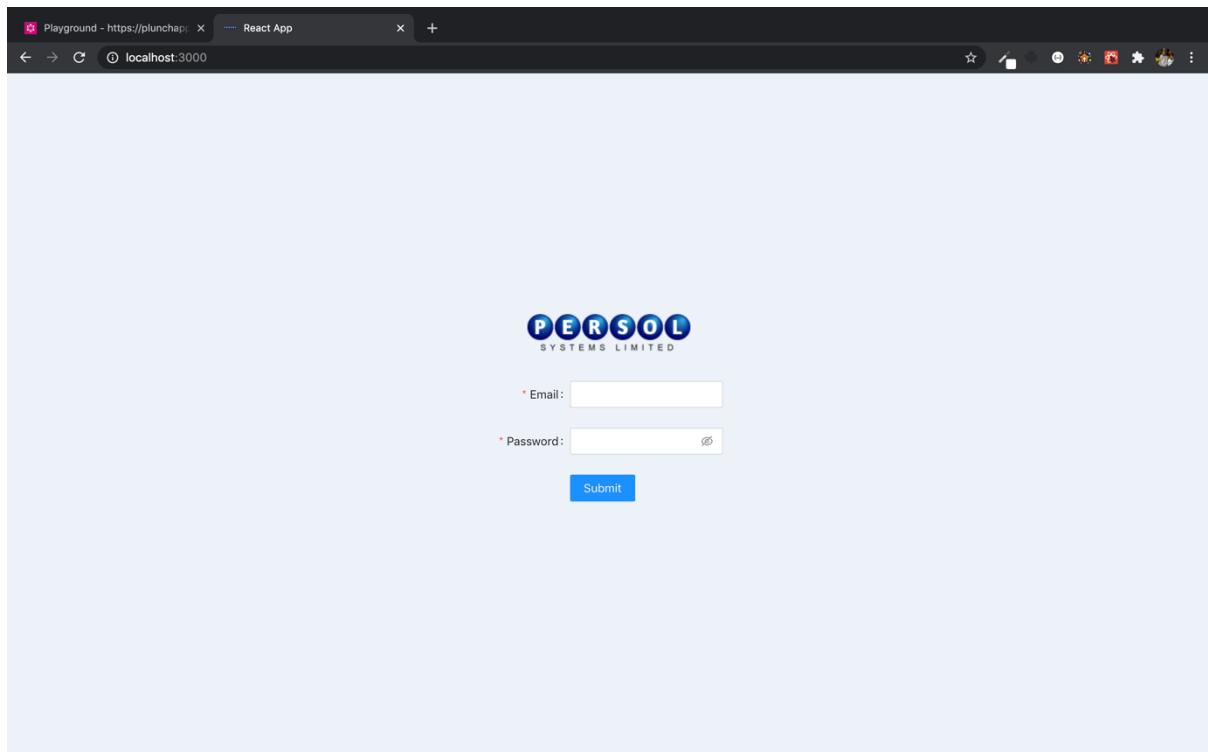
Persol Lunch is a software product developed to enable persol users order their lunch successfully. Orders are made and submitted and the food is delivered to the staff.

## **INSTALLATION**

Since the web application will be deployed on Persols server , no installation by users is required. To access the application ,users must visit the designated URL using their browsers.

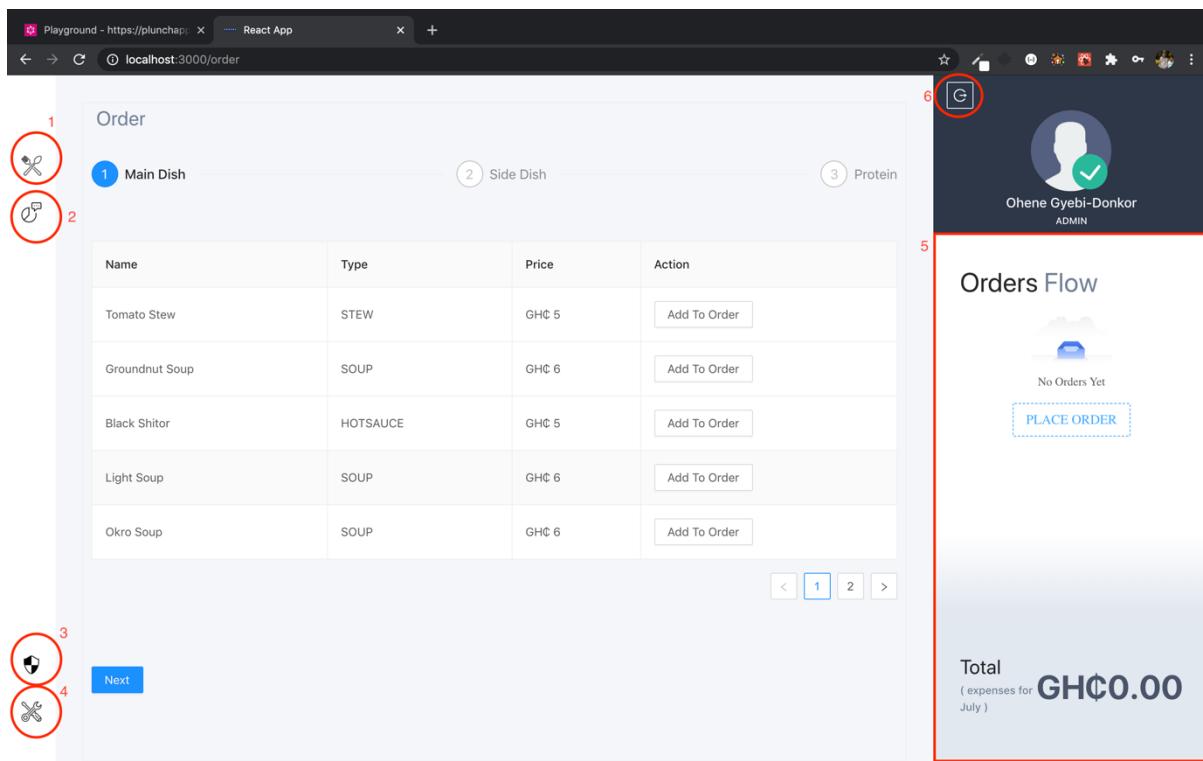
## **LOG IN**

After users have visited the URL they will be welcomed with a Log in page as shown below.



On this page , users that have been added and activated by the administrator will fill in their credentials in order to gain access to the application. Every user has a default password of **admin12** ,after your first log in you will be forced to change password to your desired password when you are logging out.

## MAIN FEATURES



- 1- This feature is used to add a new order.
- 2 - This feature is used to view your order history.
- 3 – This feature is available for only admins and enables them to carry out admin responsibilities.
- 4 - This feature is used to access your account settings.
- 5- This part of the page shows your current orders , and how far they have reached with processing.
- 6- This feature is used to logout.

## ADDITIONAL SCENARIO - CHECK ORDER HISTORY AND SEND FEEDBACK

1. Click on the order history button circled below.

The screenshot shows a React application interface for managing orders. On the left, there's a table titled 'Order' with the following data:

Name	Type	Price	Action
Tomato Stew	STEW	GH₵ 5	Add To Order
Groundnut Soup	SOUP	GH₵ 6	Add To Order
Black Shitor	HOTSAUCE	GH₵ 5	Add To Order
Light Soup	SOUP	GH₵ 6	Add To Order
Okro Soup	SOUP	GH₵ 6	Add To Order

Below the table are navigation buttons: '<', '1' (highlighted in blue), '2', and '>'. At the bottom left, there are icons for a shield and a crossed-out shield, and a 'Next' button. On the right, there's a sidebar with a user profile for 'Ohene Gyebi-Donkor' (ADMIN), a 'Orders Flow' section showing 'No Orders Yet' with a 'PLACE ORDER' button, and a summary of 'Total (expenses for July)' as 'GH₵0.00'.

2. You will be redirected to a page where you can see all your previous orders.

The screenshot shows a web application interface with two main sections: 'Order History' and 'Orders Flow'.

**Order History:**

- Table headers: CREATED AT, CREATED FOR, DELIVERED, DELIVERED AT, MAIN DISH, SIDE DISH, PROTEIN.
- Table data:
 

CREATED AT	CREATED FOR	DELIVERED	DELIVERED AT	MAIN DISH	SIDE DISH	PROTEIN
Today at 7:28 PM	Today	false		Tomato Stew	Fufu	Beef
- Pagination: < 1 >

**Orders Flow:**

- User profile: Ohene Gyebi-Donkor, ADMIN.
- Order details: Today, pending, 7:28 pm.
- Total: GH₵5.00 (expenses for July).

## TO SEND FEED BACK

1. Click Feedback in the Action column.

The screenshot shows the same web application interface after sending feedback.

**Order History:**

- Table headers: CREATED AT, CREATED FOR, DELIVERED, DELIVERED AT, MAIN DISH, SIDE DISH, PROTEIN, Action.
- Table data:
 

CREATED AT	CREATED FOR	DELIVERED	DELIVERED AT	MAIN DISH	SIDE DISH	PROTEIN	Action
Today at 4:49 AM	Today	true	Today at 8:28 PM	Groundnut Soup	Fufu	Grilled Chicken	Feedback
Today at 8:05 AM	Tomorrow	true	Today at 8:03 PM	Okro Soup	Kokonte	Beef	Feedback
- Pagination: < 1 >

**Orders Flow:**

- User profile: Joojo Quartey, ADMIN.
- Order details: Today delivered, 4:49 am.
- Order details: Today delivered, 8:05 am.
- Total: GH₵12.00 (expenses for July).

## 2. Type in your feedback and click submit.

The screenshot shows a web application interface. On the left, there is a sidebar with icons for settings, user profile, and notifications. The main content area has two tabs: "Order History" and "Send Feedback". The "Order History" tab is active, displaying a table with the following data:

CREATED AT	CREATED FOR	DELIVERED	DELIVERED AT	MAIN DISH	SIDE DISH
Today at 4:49 AM	Today	true	Today at 8:28 PM	Groundnut Soup	Fufu
Today at 8:05 AM	Tomorrow	true	Today at 8:03 PM	Okro Soup	Kokonte

The "Send Feedback" tab is open, showing a text input field with the placeholder "Enter Feedback Here". At the bottom right of this tab, there are "Cancel" and "Submit" buttons.

## MAIN FUNCTION-ORDER PLACEMENT

Below are the steps a user needs to follow to order food .

1.First click on the add order button.(feature 1)

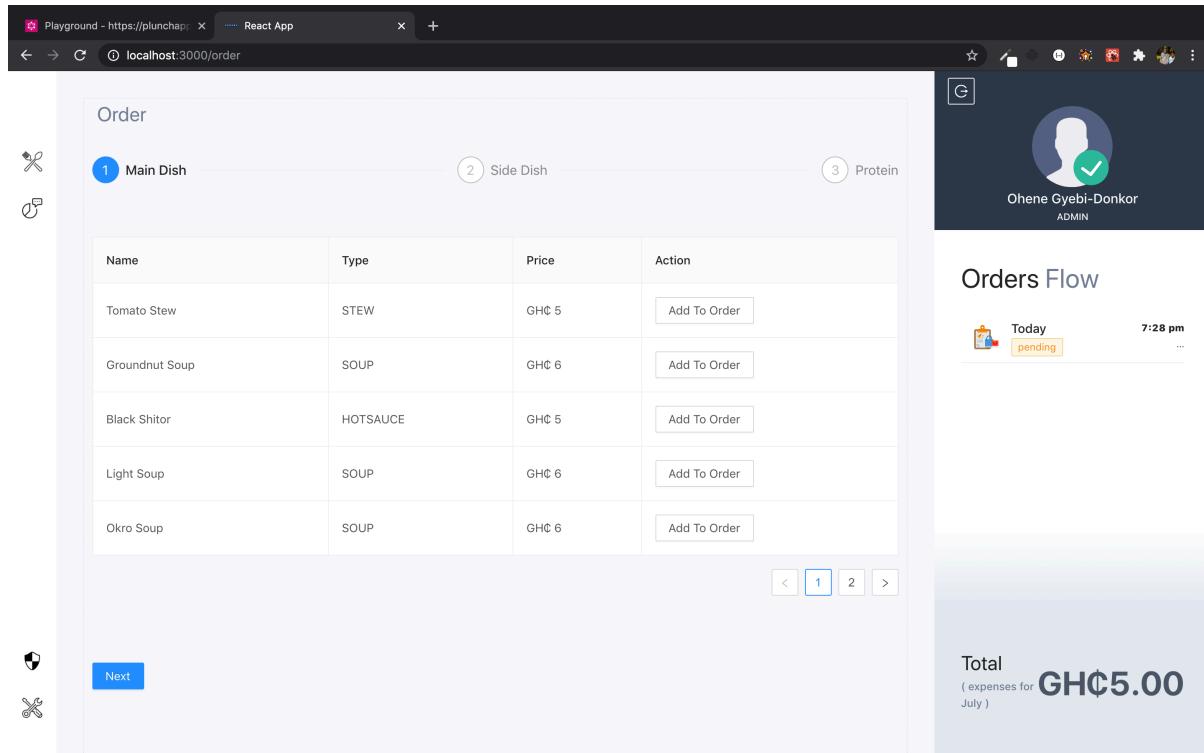
The screenshot displays a React application interface with two main sections: 'Order History' and 'Orders Flow'.

**Order History:** This section shows a table with one row of data. The columns are: CREATED AT, CREATED FOR, DELIVERED, DELIVERED AT, MAIN DISH, SIDE DISH, and PROTEIN. The data is as follows:

CREATED AT	CREATED FOR	DELIVERED	DELIVERED AT	MAIN DISH	SIDE DISH	PROTEIN
Today at 7:28 PM	Today	false		Tomato Stew	Fufu	Beef

**Orders Flow:** This section shows a summary of orders. It includes a user profile for "Ohene Gyebi-Donkor" (ADMIN), a date range from "Today" to "7:28 pm", and a total amount of "GH₵5.00".

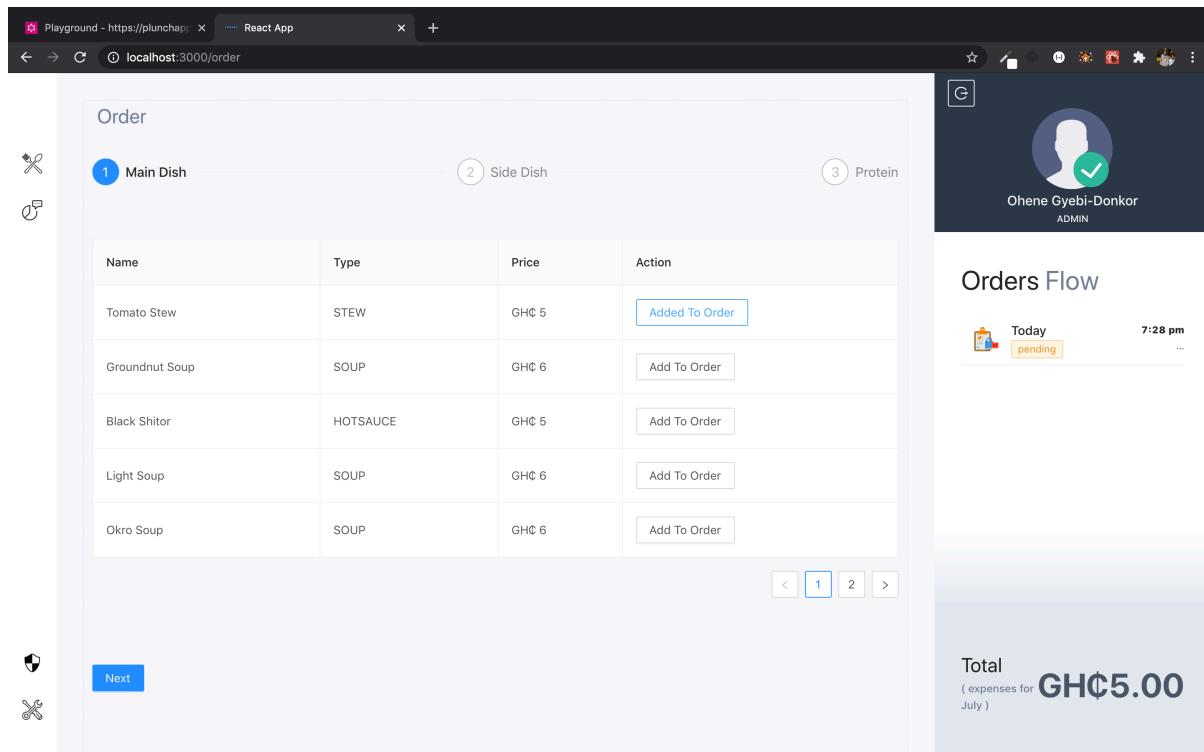
2. You will arrive at a page where you can select your meals. Click Add to Order to add a dish.



The screenshot shows a web application interface for ordering food. On the left, there's a sidebar with icons for shield, scissors, and a plus sign. The main area has a title 'Order' and a navigation bar with three tabs: 'Main Dish' (selected), 'Side Dish', and 'Protein'. Below the tabs is a table with columns: Name, Type, Price, and Action. The table contains five rows of soup items. Each row has an 'Add To Order' button. At the bottom right of the table are navigation arrows (< >) and page numbers (1, 2, 3). A 'Next' button is located at the bottom left of the main content area. On the right side of the screen, there's a sidebar titled 'Orders Flow' showing a timeline with a single entry for 'Today' at '7:28 pm' labeled 'pending'. At the bottom right of the sidebar, it says 'Total (expenses for July) GH₵5.00'.

Name	Type	Price	Action
Tomato Stew	STEW	GH₵ 5	Add To Order
Groundnut Soup	SOUP	GH₵ 6	Add To Order
Black Shitor	HOTSAUCE	GH₵ 5	Add To Order
Light Soup	SOUP	GH₵ 6	Add To Order
Okro Soup	SOUP	GH₵ 6	Add To Order

3. Click Next



This screenshot shows the same application interface after an item has been added to the order. The 'Add To Order' button for 'Tomato Stew' is now highlighted with a blue border and the text 'Added To Order'. The other items remain in their original state. The rest of the interface, including the sidebar, tabs, table, and sidebar on the right, are identical to the previous screenshot.

4. Repeat till you are done choosing the meals you want.

5. Click Confirm Order.

The screenshot shows a React application interface for placing an order. On the left, there's a sidebar with icons for a shield, a key, and a gear. The main content area has a title 'Order' at the top. Below it, there are three circular buttons with checkmarks: 'Main Dish', 'Side Dish', and 'Protein'. A counter next to 'Protein' shows the number '3'. Below these buttons is a table with columns 'Name', 'Type', and 'Action'. The table contains five rows:

Name	Type	Action
Fried Chicken	MEAT	<button>Added To Order</button>
Grilled Chicken	MEAT	<button>Add To Order</button>
Fried Egg	MISCELLANEOUS	<button>Add To Order</button>
Boiled Egg	MISCELLANEOUS	<button>Add To Order</button>
Beef	MEAT	<button>Add To Order</button>

At the bottom of the table are navigation buttons: '<', '1', '2', and '>'. Below the table are two buttons: 'Confirm Order' (in blue) and 'Previous'. On the right side of the screen, there's a sidebar titled 'Orders Flow' with a 'Today pending' status and a timestamp '7:28 pm'. At the bottom right, there's a summary: 'Total (expenses for July)' followed by a large bolded amount 'GH₵5.00'.

6. Cross-check the date you are ordering for, add any comments and click Confirm Order.

The screenshot shows a web browser window with two main panels. On the left, a dark grey sidebar contains icons for a magnifying glass, a square, a gear, and a scissor. The main panel has a header 'Order' with tabs for 'Main Dish' (selected) and 'Side Dish'. Below is a table:

Name	Type	Action
Fried Chicken	MEAT	Added To Order
Grilled Chicken	MEAT	Add To Order
Fried Egg	MISCELLANEOUS	Add To Order
Boiled Egg	MISCELLANEOUS	Add To Order
Beef	MEAT	Add To Order

At the bottom are buttons for 'Confirm Order' (highlighted in blue) and 'Previous'.

The right panel is titled 'Confirm Order' and contains fields for 'Main Dish' (checkbox checked), 'Side Dish' (checkbox checked), 'Protein' (checkbox checked), 'Created For' (date input set to '07/26/2020'), and a 'Comments' text area. At the bottom are 'Cancel' and 'Confirm Order' buttons.

7. The order will appear on the right side of the page in the order flow section with tracking progress. Along. with the total price of your

order.

The screenshot shows a React application interface for managing an order. The main area is titled "Order" and contains a table of food items:

Name	Type	Price	Action
Tomato Stew	STEW	GH₵ 5	Added To Order
Groundnut Soup	SOUP	GH₵ 6	Add To Order
Black Shitor	HOTSAUCE	GH₵ 5	Add To Order
Light Soup	SOUP	GH₵ 6	Add To Order
Okro Soup	SOUP	GH₵ 6	Add To Order

On the left, there are three circular buttons labeled 1 Main Dish, 2 Side Dish, and 3 Protein. Below the table is a "Next" button. On the right, there's a sidebar with a user profile for "Ohene Gyebi-Donkor" (ADMIN) and a summary section showing "Total (expenses for July) GH₵5.00".

## ADDITIONAL SCENARIO-VIEW ACCOUNT DETAILS

1. Click the settings button as shown below

This screenshot is identical to the one above, showing the order management interface. However, a red circle highlights the settings icon (a gear and a wrench) located at the bottom-left of the sidebar area.

2. You will be redirected to a page where you can view all your details.

The screenshot shows a web browser window with two tabs: "Playground - https://plunchnap... X" and "React App X". The "React App" tab displays a user profile for "Ohene Gyebi-Donkor" (ADMIN). The profile card includes fields for First Name (Ohene), Other Names (Kwaku), Last Name (Gyebi-Donkor), Email (ohene.gyebi@persol.net), Date of Birth (+233 273919557), Phone (10th February, 1999), and Address (324 Spintex Road, Accra). To the right, there is a sidebar titled "Orders Flow" showing a pending order for "Today" at "7:28 pm". The total amount is listed as "GH₵5.00" with a note: "( expenses for July )".

Profile Card			
First Name	Ohene	Other Names	Kwaku
Last Name	Gyebi-Donkor	Email	ohene.gyebi@persol.net
Date of Birth	+233 273919557	Phone	10th February, 1999
Address	324 Spintex Road, Accra	Month Expenditure	324 Spintex Road, Accra

**Orders Flow**

Today pending 7:28 pm ...

Total  
( expenses for July ) GH₵5.00

## ADMINISTRATOR MANUAL

1. You can access the admin portal by clicking the button below.

The screenshot shows a web application interface. On the left, there's a vertical sidebar with icons: a wrench and shield (User Management), a person (Order Management), a plate (Food Management), and a gear (Settings). The main content area has a header "Profile". Below it is a "Profile Card" table:

First Name	Other Names	Last Name	Email
Ohene	Kwaku	Gyebi-Donkor	ohene.gyebi@persol.net
Date of Birth	Phone	+233 273919557	10th February, 1999
Address	Month Expenditure	324 Spintex Road, Accra	324 Spintex Road, Accra

To the right, there's a "Orders Flow" section with a pending order for "Today" at "7:28 pm". At the bottom right, it shows a total of "GH₵5.00" in expenses for "July".

**After Clicking it you will be redirected to a new page where there are three sections , User Management , Order Management and Food Management.**

User Management      Order Management      Food Management

## USER MANAGEMENT SECTION

The screenshot shows a web-based administrator portal with the following interface:

- User Management:** Active tab. Contains buttons for "New User", "New Administrator", and "Refresh". A table lists user details:

First Name	Other Names	Last Name	EMAIL ADDRESS	Role	ACTIVATED	ADDRESS	DOB
Joojo		Quartey	joojo@persol.net	Admin	<input checked="" type="checkbox"/>	100 Parakuo Boundary Road, Accra	1999/10/11
Kwame	Manu	Simpson	kwamesimp@persol.net	Normal User	<input type="checkbox"/>	2026 E Calhoun St. Marijan Blvd.	1990/07/11
Daniel		Ababio	daniel.ababio@persol.net	Normal User	<input type="checkbox"/>	Teshie Last Stop	1987/07/23
Vince	Tay	Appiah	vince.tay@persol.net	Normal User	<input type="checkbox"/>	123 Simosu Street, Cantomentes, Accra	1995/07/02
Paula	Shire	Westbrook	paula.west@persol.net	Normal User	<input checked="" type="checkbox"/>	23 Canterbury Blvd	1976/01/05

- Order Management:** Shows a summary: "Total (expenses for July) GH₵5.00".
- Food:** Shows a summary: "Today 7:28 pm pending".

## ADD NEW USER

1. To add a new user click New User.

New User

## 2.Fill Out the form.

The screenshot shows a web application interface for managing users. On the left, there's a sidebar with icons for settings, user management, and refresh. The main area has tabs for 'User Management', 'Order Management', and 'Food'. Below these are buttons for 'New User' and 'New Administrator', and a 'Refresh' button. To the right of these buttons is a table listing users with columns for First Name, Other Names, Last Name, EMAIL ADDRESS, Role, and Action. The table contains five rows of data. On the far right, a modal window titled 'Add New User' is open, containing fields for First Name, Other Names, Last Name, Email Address, Phone Number, Date Of Birth, and Address. At the bottom of the modal are 'Cancel' and 'Submit' buttons.

First Name	Other Names	Last Name	EMAIL ADDRESS	Role	Action
Joojo		Quartey	joojo@persol.net	Admin	C
Kwame	Manu	Simpson	kwamesimp@persol.net	Normal User	C
Daniel		Ababio	daniel.ababio@persol.net	Normal User	C
Vince	Tay	Appiah	vince.tay@persol.net	Normal User	C
Paula	Shire	Westbrook	paula.west@persol.net	Normal User	C

## 3.Click Submit

Cancel    Submit

## ADD NEW ADMIN

1.Click New Administrator.

New Administrator

## 2.Fill out the form.

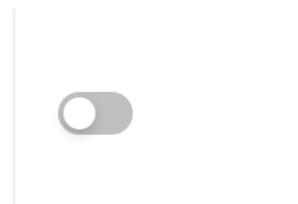
The screenshot shows a browser window with three tabs: 'Playground - https://plunchap...', 'React App', and 'VOICE OVER - Google Search'. The main content area displays the 'Administrator Portal' with 'User Management' selected. On the left, there are icons for 'New User', 'New Administrator', and 'Refresh'. A table lists users with columns: First Name, Other Names, Last Name, EMAIL ADDRESS, Role, and Active (a toggle switch). The table contains five rows of data. To the right, a modal window titled 'Add New Administrator' is open, containing fields for First Name, Other Names, Last Name, Email Address, Phone Number, Date Of Birth (set to 2020-07-26), Address (placeholder 'please enter your address'), and two buttons at the bottom: 'Cancel' and 'Submit'.

## 3.Click Submit.

Cancel      **Submit**

## Activate/Deactivate user

To Activate or deactivate a user toggle the switch in the activate column.



## ORDER MANAGEMENT SECTION

The screenshot shows a web application interface for 'Order Management'. At the top, there are tabs for 'User Management' and 'Order Management' (which is currently selected), and a 'Food' category. Below the tabs, there are buttons for 'Set Day Delivered', 'Export To Excel Sheet', and 'Export To Excel'. A date selector shows '2020-07-26'. The main area displays a table of orders:

CREATED AT	CREATED FOR	CREATED BY	MAIN DISH	SIDE DISH	PROTEIN	DELIVERED	DELIVERED AT	Action
Today at 3:31 AM	Today	Admin Admin	Tomato Stew	Jollof Rice	Fried Chicken	true	Today at 8:28 PM	<input type="checkbox"/>
Today at 4:49 AM	Today	Joojo Quartey	Groundnut Soup	Fufu	Grilled Chicken	true	Today at 8:28 PM	<input type="checkbox"/>
Today at 8:05 AM	Tomorrow	Joojo Quartey	Okro Soup	Kokonte	Beef	true	Today at 8:03 PM	<input type="checkbox"/>
Today at 3:51 PM	Tomorrow	Paula Westbrook	Groundnut Soup	Plain Rice	Grilled Chicken	false	Unavailable	<input type="checkbox"/>
Today at 5:08 PM	Tomorrow	Paula Westbrook	Black Shitor	Fried Rice	Fried Chicken	false	Unavailable	<input type="checkbox"/>

On the right side, there is a sidebar titled 'Orders Flow' showing a timeline from 'Today delivered' to 'Today'. It also displays a total amount of 'GH₵5.00'.

**Click “Set Day delivered ” to mark all orders for the day as delivered.**

**Set Day Delivered**

**To mark individual orders as delivered click on the tick in the action column.**



**Click “Export to Excel” to export all orders into an excel sheet and download.**

Export To Excel

**Click Feedback to view the feedback submitted by a user on a particular order.**

The screenshot shows a web-based administrator portal. On the left, there are icons for User Management, Order Management (which is active), and Food Management. The main area displays a table of orders with columns: CREATED AT, CREATED FOR, CREATED BY, MAIN DISH, SIDE DISH, PROTEIN, DELIVERED, DELIVERED AT, and Action. A modal window is open over the third row, showing a feedback entry: "Beef was too soft". To the right, there's a sidebar titled "Orders Flow" with two entries: "Today delivered" at 4:49 am and "Today delivered" at 8:05 am. At the bottom right, it shows a total of "GH₵ 12.00" for July.

CREATED AT	CREATED FOR	CREATED BY	MAIN DISH	SIDE DISH	PROTEIN	DELIVERED	DELIVERED AT	Action
Today at 3:31 AM	Today	Admin Admin	Tomato Stew	Jollof Rice	Fried Chicken	true	Today at 8:28 PM	<input type="button"/> Feedback
Today at 4:49 AM	Today	Joojo Quartey	Groundnut Soup	Fufu	Grilled Chicken	true	Today at 8:28 PM	<input type="button"/> Feedback Beef was too soft
Today at 8:05 AM	Tomorrow	Joojo Quartey	Okro Soup	Kokonte	Beef	true	Today at 8:03 PM	<input type="button"/> Feedback
Today at 3:51 PM	Tomorrow	Paula Westbrook	Groundnut Soup	Plain Rice	Grilled Chicken	false	Unavailable	<input type="button"/> Feedback
Today at 5:08 PM	Tomorrow	Paula Westbrook	Black Shitor	Fried Rice	Fried Chicken	false	Unavailable	<input type="button"/> Feedback

**Orders Flow**

4:49 am Today delivered Today

8:05 am Today delivered Today

**Total** GH₵ 12.00 (expenses for July)

# FOOD MANAGEMENT SECTION

The screenshot shows a web application interface for food management. On the left, the 'Administrator Portal' is visible with tabs for User Management, Order Management, and Food Management (which is currently selected). Below the tabs, there are three categories: Main Dishes, Side Dishes, and Proteins, with 'Main Dishes' being the active tab. A 'New' button is located at the top left of the main content area. The main content displays a table of dishes with columns for Name, Type, Price, and Action. The table contains the following data:

Name	Type	Price	Action
Tomato Stew	STEW	GH₵ 5	
Groundnut Soup	SOUP	GH₵ 6	
Black Shitor	HOTSAUCE	GH₵ 5	
Light Soup	SOUP	GH₵ 6	
Okro Soup	SOUP	GH₵ 6	

At the bottom right of the main content area, there are navigation buttons for page 1, 2, 3, and >. On the far right of the interface, there is a sidebar titled 'Orders Flow' showing a summary of orders for today. It includes a user profile for Ohene Gyebi-Dunkor (ADMIN), a status indicator for a delivered order (7:28 pm Today), and a total amount of GH₵ 5.00.

## ADD A NEW DISH

1. Select the category of dish you want to add.

Main Dishes    Side Dishes    Proteins

2. Click the “ New ” Button.

New

### 3. Fill in the details for the new dish.

The screenshot shows a web-based administrator portal for managing food items. The main navigation bar includes 'User Management', 'Order Management', and 'Food Management'. Under 'Food Management', there are tabs for 'Main Dishes', 'Side Dishes', and 'Proteins', with 'Main Dishes' currently selected. A modal window titled 'Create new main dish' is displayed, asking for 'Name' (with placeholder 'Please enter name') and 'Type' (with placeholder 'Please select a type'). Below the modal, a table lists existing main dishes:

Name	Type	Pr
Tomato Stew	STEW	Gi
Groundnut Soup	SOUP	Gi
Black Shitor	HOTSAUCE	Gi
Light Soup	SOUP	Gi
Okro Soup	SOUP	Gi

At the bottom right of the modal are 'Cancel' and 'Submit' buttons.

### 4. Click Submit.