USER DOCUMENTATION

TABLE OF CONTENTS

Introduction 1

Installation and Un-installation 2

- Installation 2
- Un-installation 5

First look at the software 7

- For administrator 8
- For Receptionist 8

Menu Description 9

- Menu Strip 9
- Tool Strip 10
- Context Menu 11

Food Items 12

- View Option 12
- Edit Food Items 14

Billing(Receptionist only) 24

- Adding Food Items 25
- Removing Food Item 28
- Calculating Total 29
- Printing Receipt 31

Reports (Administrator Only) 33

- Daily Sales Report 33
- Monthly Sales Report 34
- Food Menu 37

Maintenance (Administrator Only) 38

- Change Password 38
- Make Backup 40
- Restore Backup 41

Extra 43

- Calculator 43

Notepad 43
Help 44
View Help 44
About 45
Glossary: 47
Index 48

Introduction

The transition from the old system to the new system is not easy though the working way may be the same. Keeping this thing in mind, this user guide is made. The pre-requisite for using the system and this booklet is that the user must be able to use computer in general terms and understand how to work with Keyboard and mouse.

This booklet contains all the information required for the end users to use the system in an effective way. This user guide/booklet explains the use of each and every function this software has to offer. It shows step-by-step process with screen shots on using the system. It also shows screen shots of the errors that user might encounter while using the system and shows how to deal with those errors.

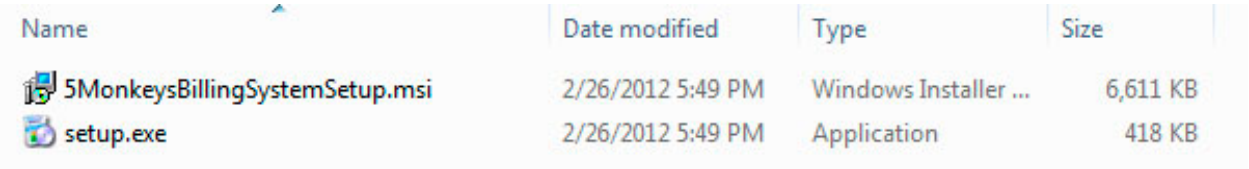
Overall, this user manual can be handy as a beginner's guide or a reference material which shows how to use the software effectively.

Installation and Un-installation

Installation

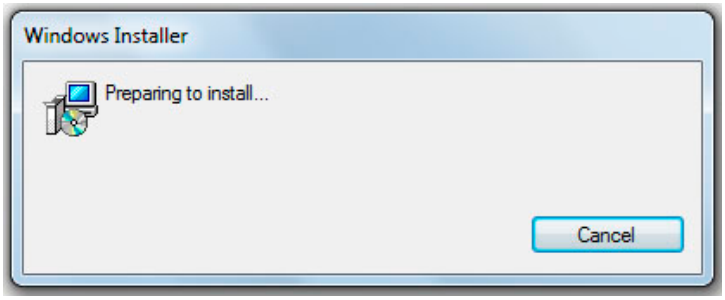
1. The setup file of the software is provided in a CD-ROM.

2. Insert the CD-ROM into the CD Drive and browse the CD's content.

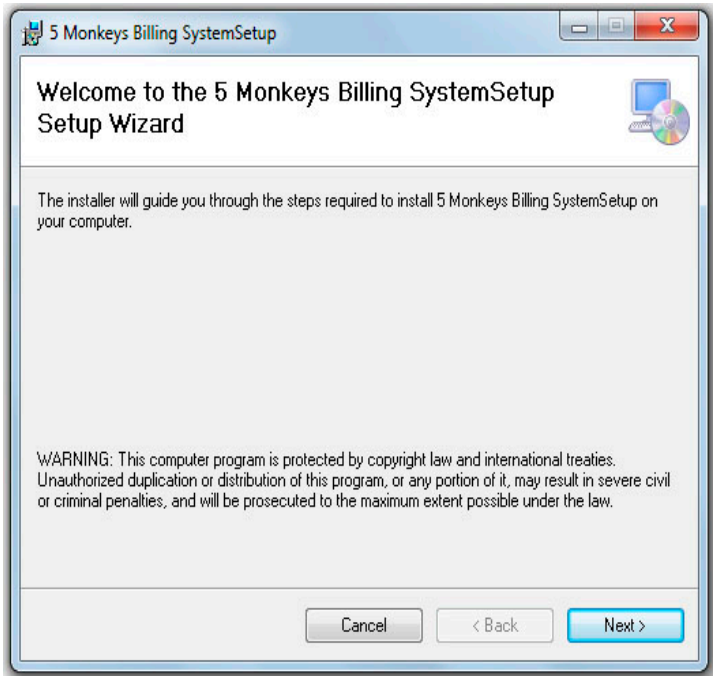


Name	Date modified	Type	Size
5MonkeysBillingSystemSetup.msi	2/26/2012 5:49 PM	Windows Installer ...	6,611 KB
setup.exe	2/26/2012 5:49 PM	Application	418 KB

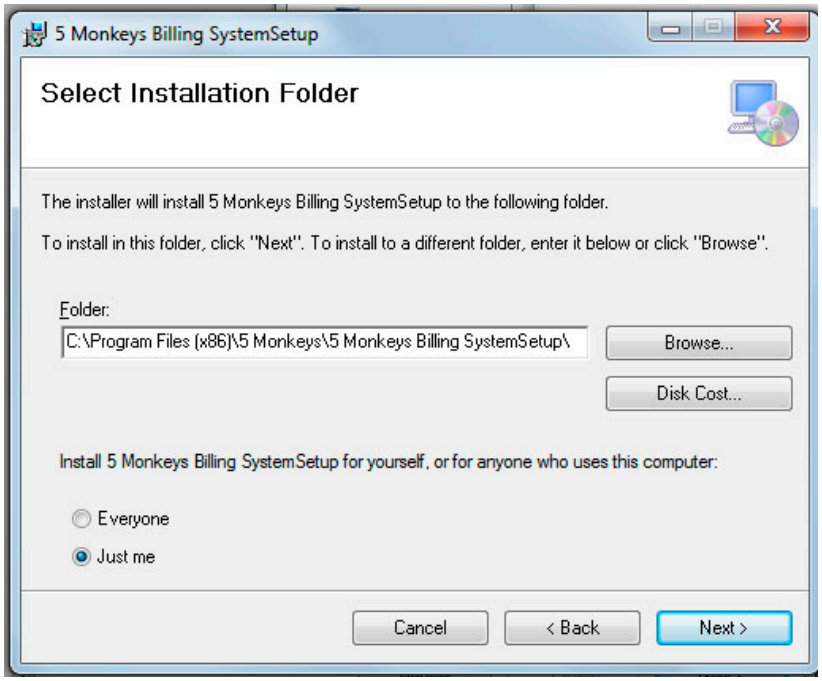
3. Double Click on the file named setup.exe and you will see the window shown below.



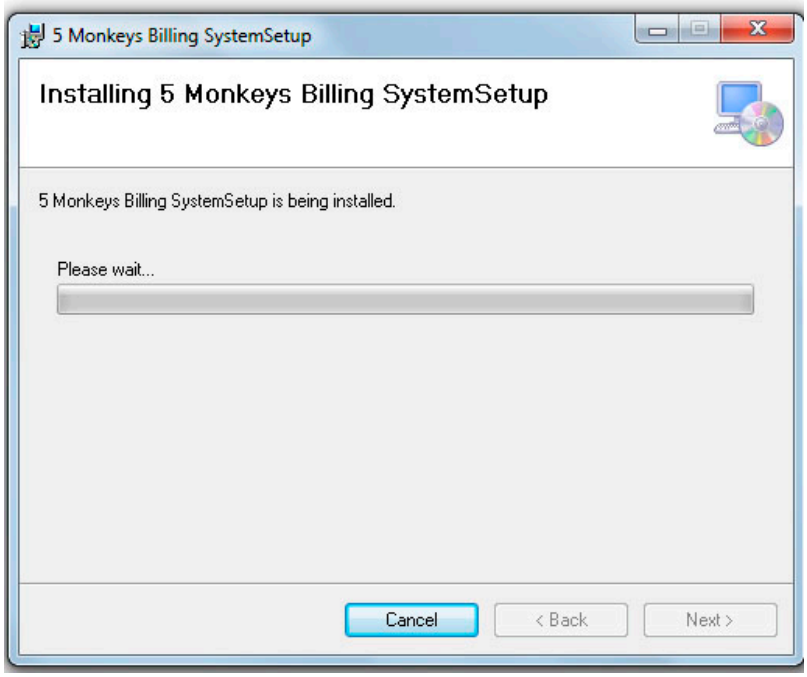
4. After that a setup wizard appears and shown below. Click Next button



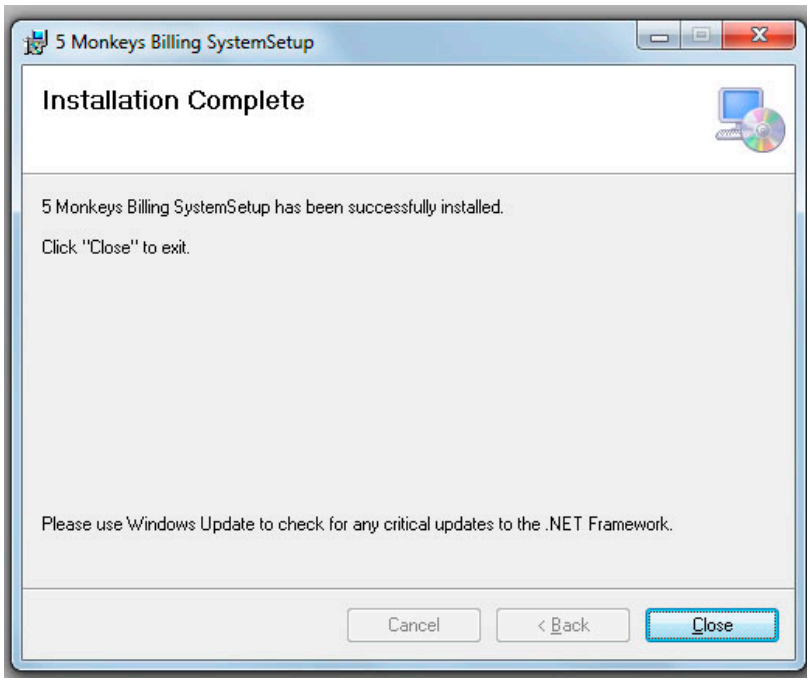
5. Now choose the location in your hard-drive where you want the software to be installed. Select "Everyone" if you want every User account to use the software or "Just me" if you want the software to be accessible to the current user account only.



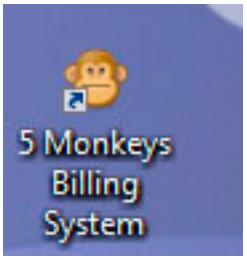
6. Now the installation process begins.

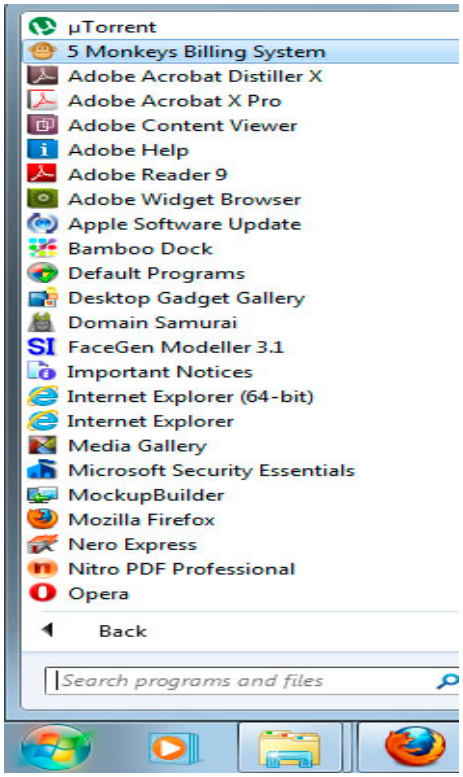


7. Click close after the installation is over.



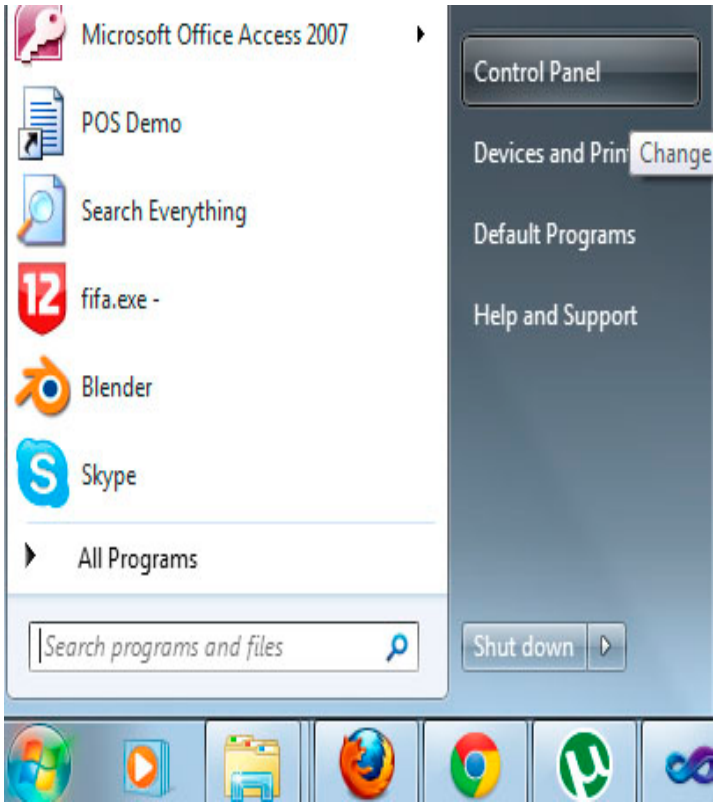
8. After installation is over, the shortcut icon of software appears in the Desktop and Programs(Start>>All Programs).Double click that icon to open the software



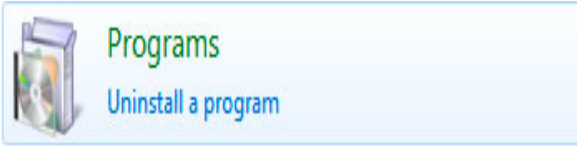


Un-installation

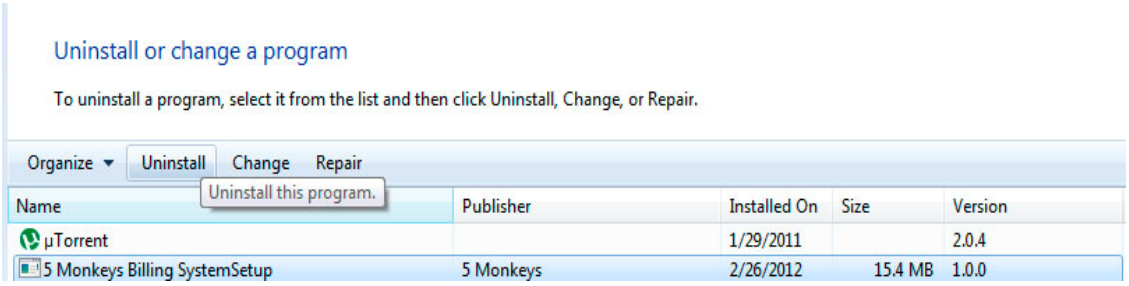
1. Open Control Panel(Start>>Control Panel)



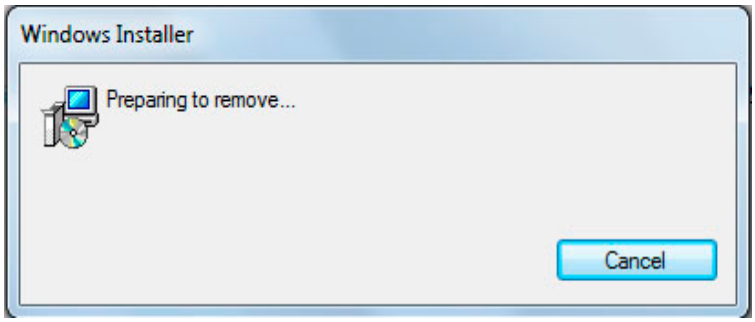
2. Click Programs icon that appears in control panel windows



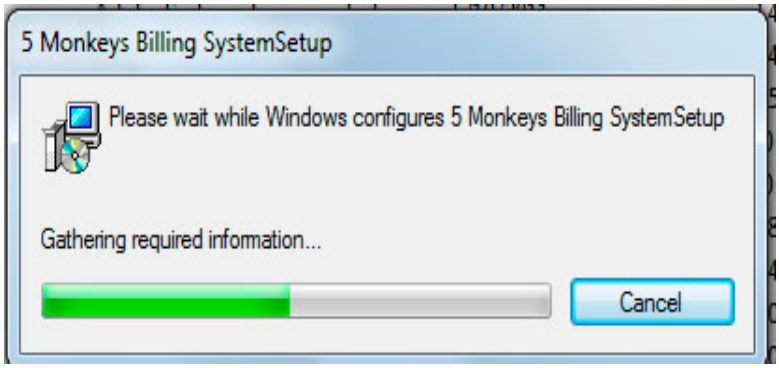
3. Select '5 Monkeys Billing System Setup' from the list of software that appears and Click the 'Uninstall Button' that is at the top.



4. Now, Window Installer windows will appear which tells us that the software is about to be uninstalled.



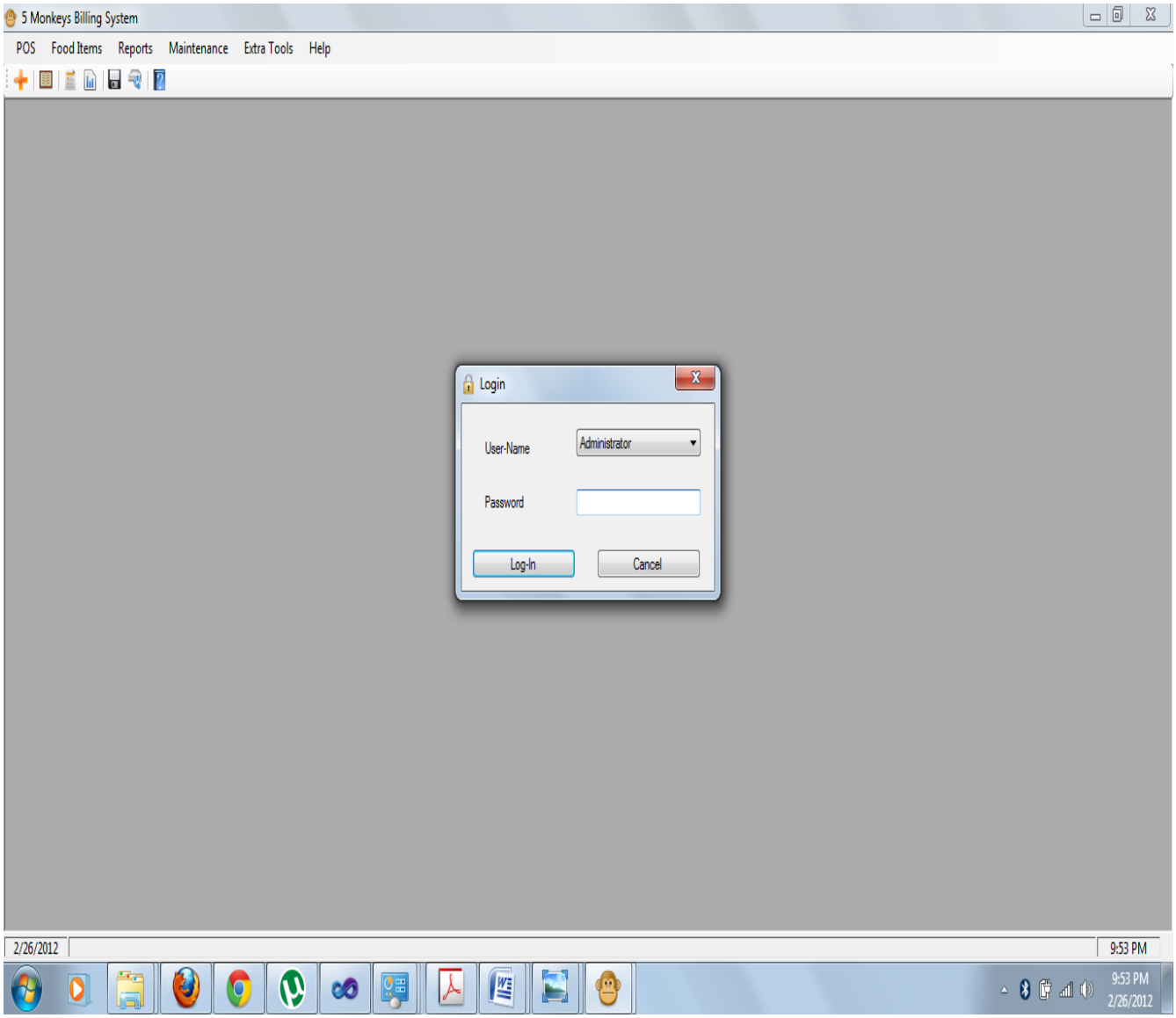
5. After some time windows showing the progress of un-installation will appear.



6. Wait for while for that window to disappear which will indicate that the software has been uninstalled. To confirm that it has been uninstalled Check desktop, all programs Programs windows of Control panel. Now, you will not see the icon of the software.

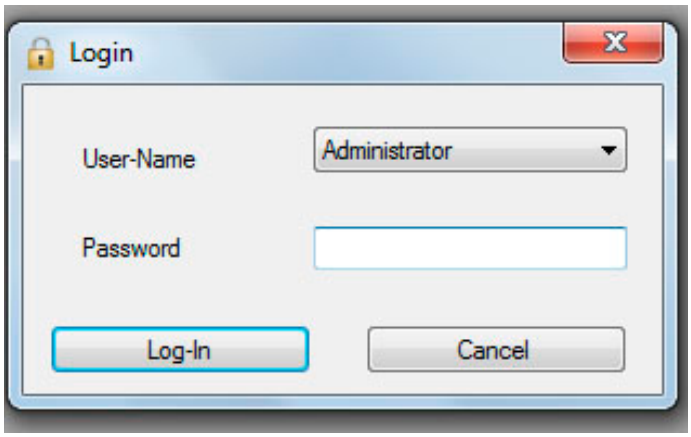
First look at the software

The screenshot of the software when user clicks its icon at desktop or All Programs looks as shown below:



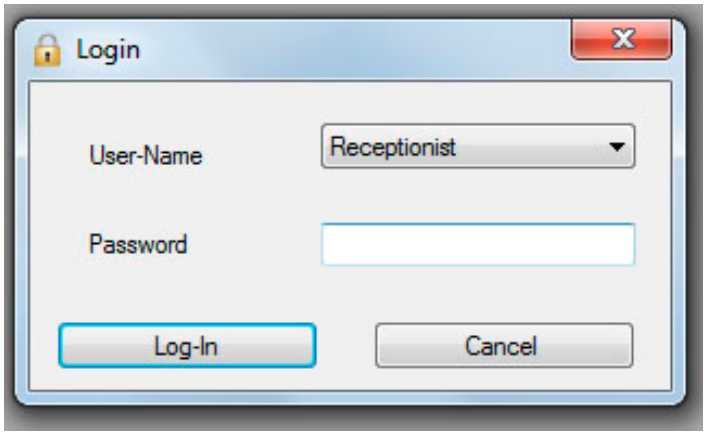
User need to enter the password for the selected username (Administrator or Receptionist) to get access to the system.

For administrator



The default password for Administrator is **admin**

For Receptionist



The default password for Receptionist is **recep**

Only administrator has the right to change the password of the system. Look out contents to find out the page number where the process of changing the password has been demonstrated.

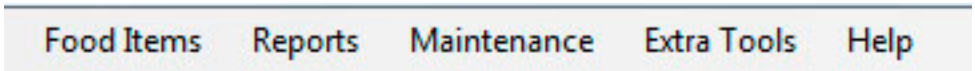
Menu Description

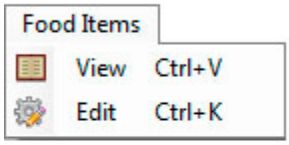
The main program is filled with menus which provide an easy way to access the features of the program. Three different types of menus have been used in the program. They are: Menu Strip, Tool Strip and Context menu. Menu Strip and tool strip are readily visible while the program is open whereas the user has to right click the main form to access the context menu.

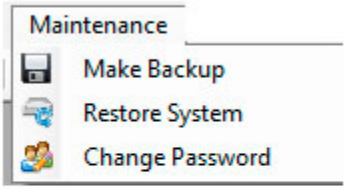
Menu Strip

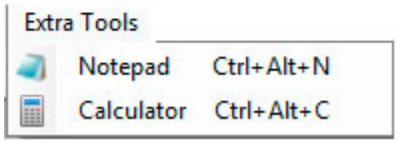
Administrator

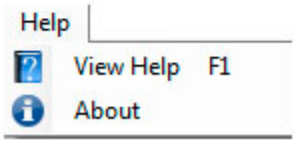
The administrator has access to the following menu strip and menu items that are shown below.





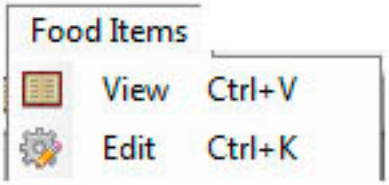


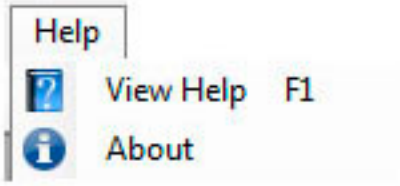


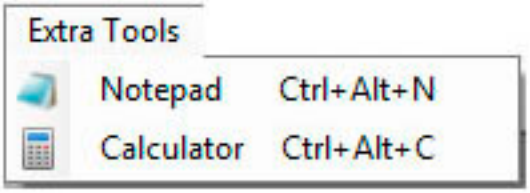


Receptionist

The Receptionist is restricted to the menus items that are shown below. Receptionist cannot view the reports of the restaurant, cannot perform software maintenance. However, Receptionist has one additional feature of creating Bills for customer which is not required for the administrator.





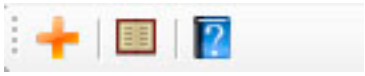


Tool Strip

Tool strip contains the same function that is available in main menu. The only difference is that it contains most frequently used functions. Therefore, they are created for making the use of software easier and faster.

Administrator

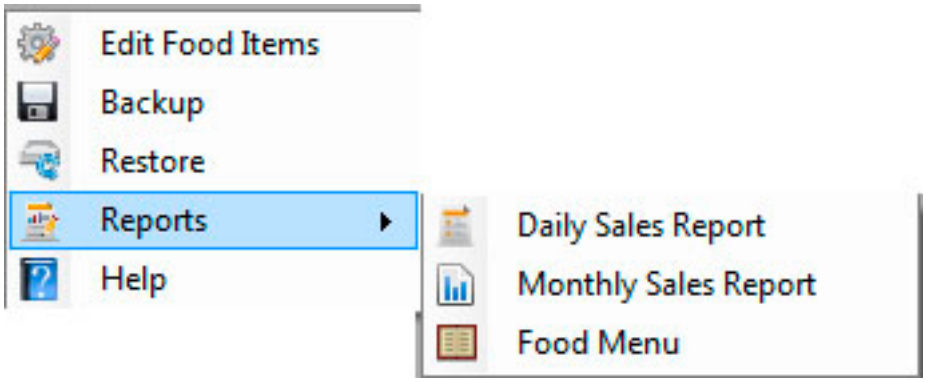
Receptionist



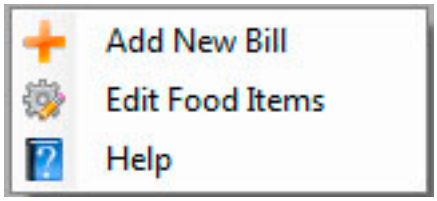
Context Menu

Context menu is available when the user clicks right click in the main window of the software.

Administrator



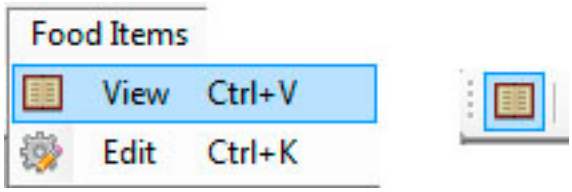
Receptionist



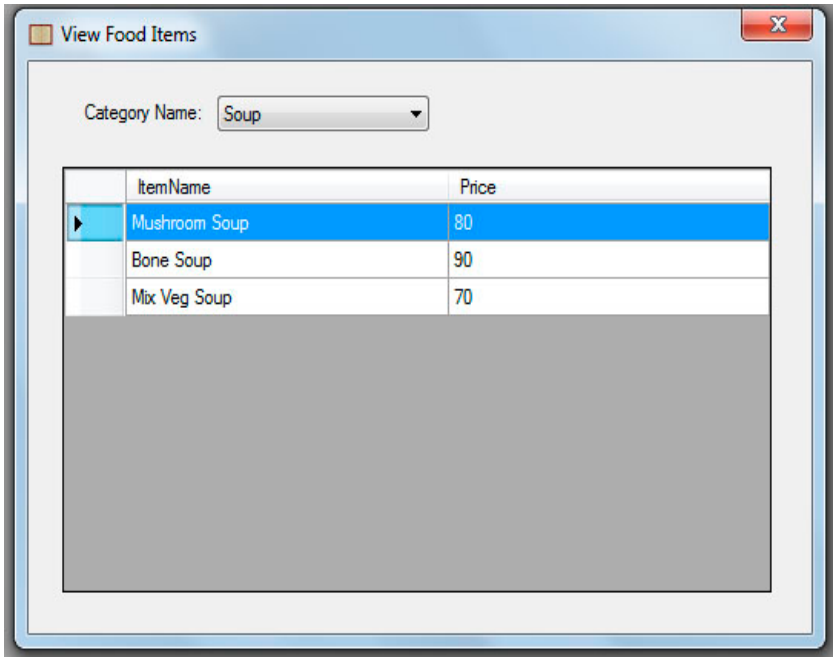
Food Items

View Option

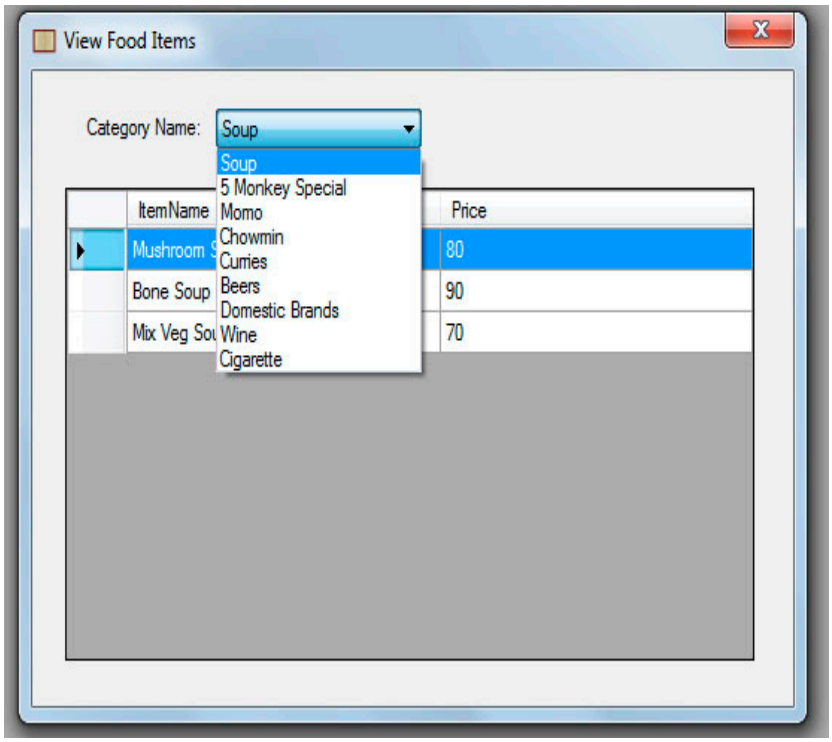
1. Food items can be viewed in three ways: Menu Strip or Tool Strip or Shortcut Key (Ctrl+V).. For menu, viewing option is available under Food items. (Food Items>>View)



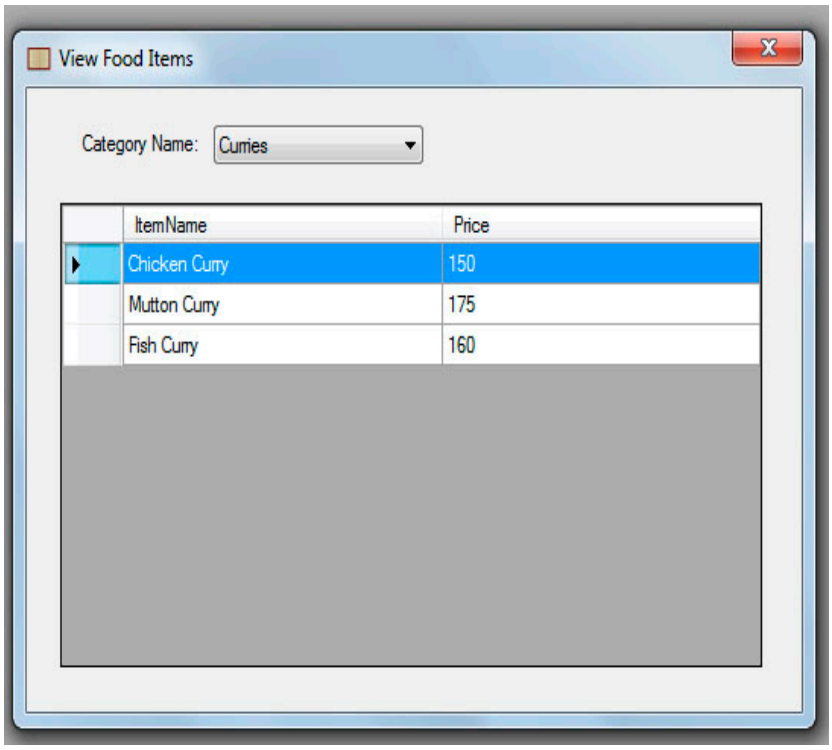
2. After you click either of them you will see the window shown below:



3. Select the name of category for food item using the combo-box.

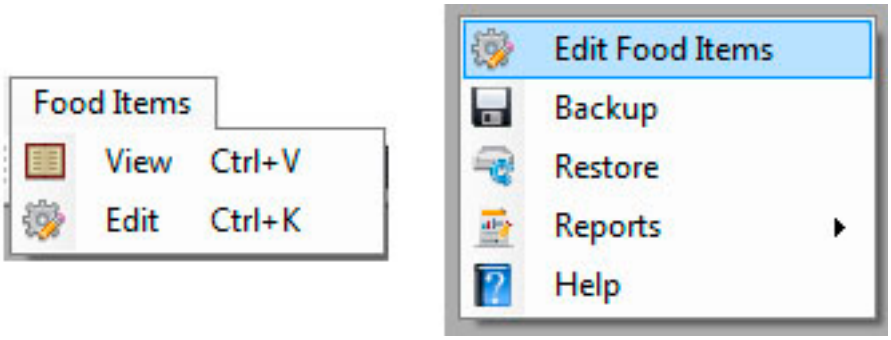


4. After you select particular category, the food items of that category will be displayed in the data grid.

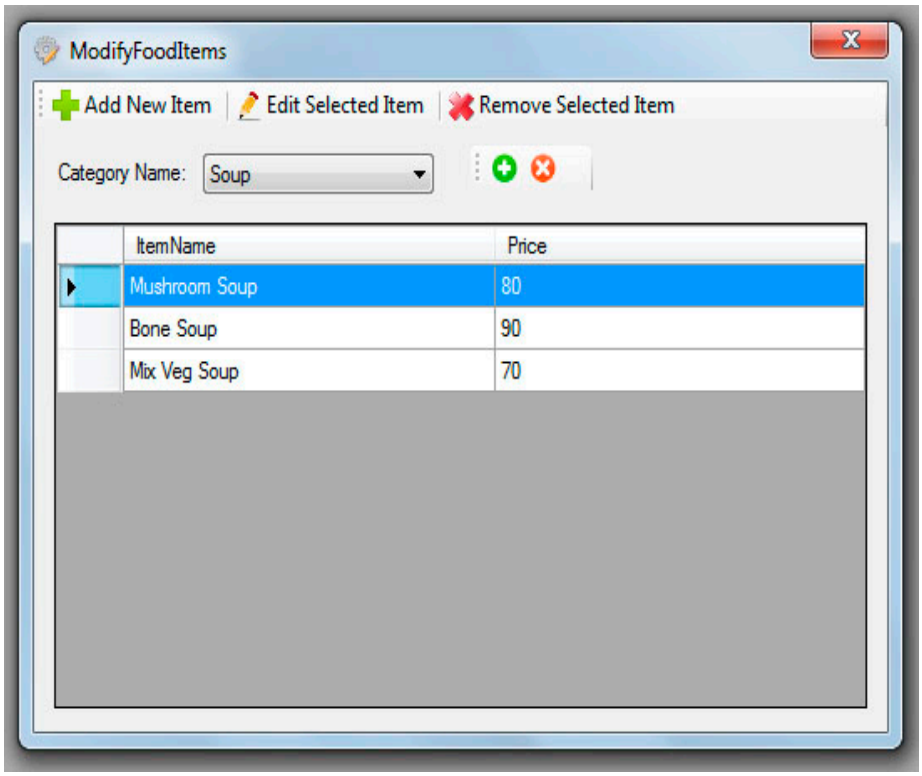


Edit Food Items

1. The window for editing food items can be opened in three ways: Using Menu Strip or Context Menu or by using Shortcut Key (Ctrl+K).



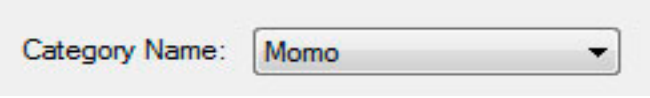
2. The window as shown below will be displayed when you use either one the of these methods to open it.



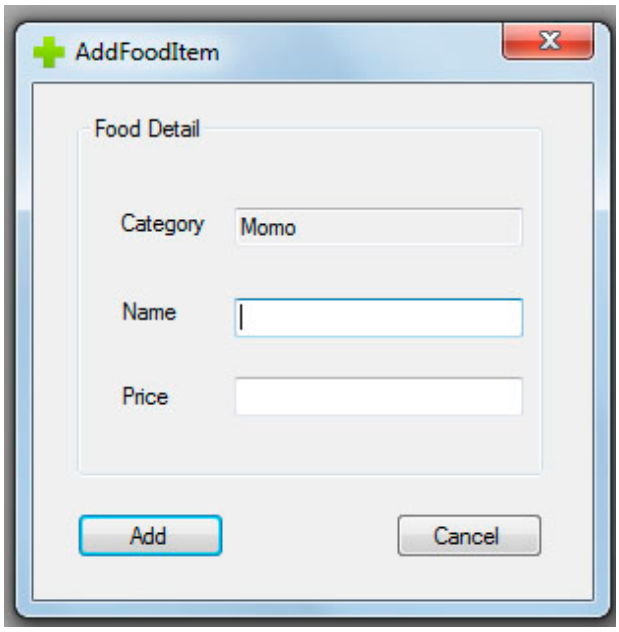
Adding New Food Items

Process:

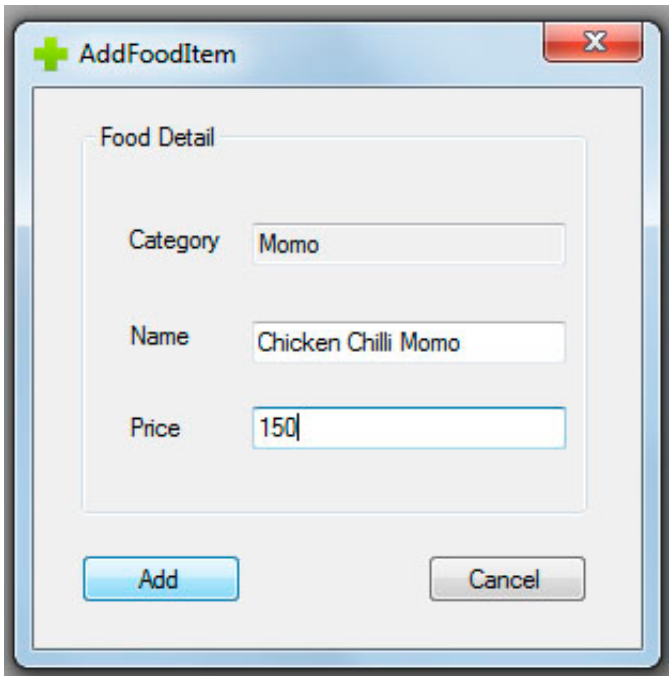
1. To add a new item, first select the category from combo-box and click the 'Add New Item' button which is located at the top of Modify Food Items window.



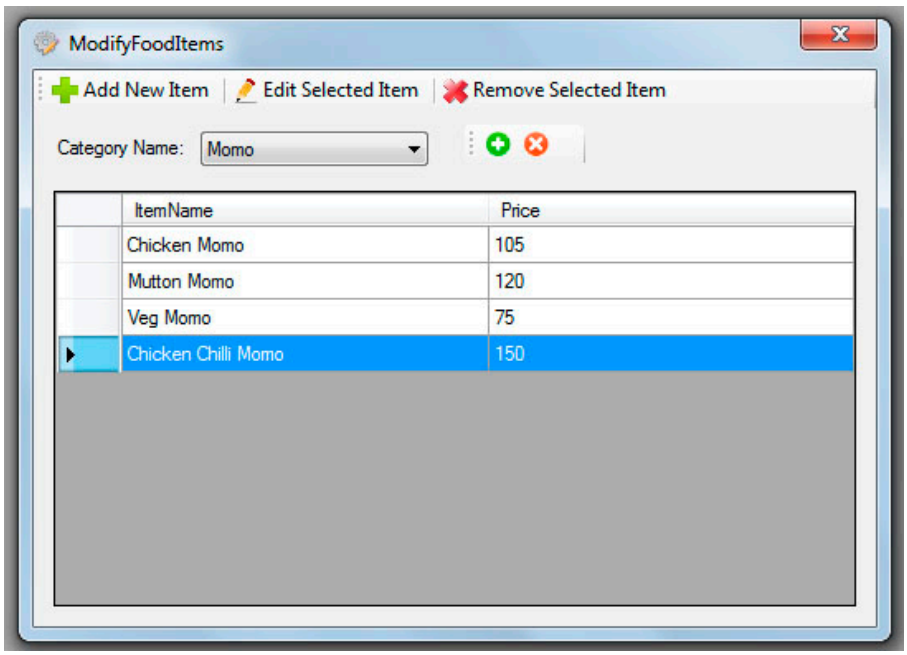
2. Then Add Food item dialog box will appear.



3. Now, enter the details (Name of Food Item and the Price) and click Add button or Click Cancel Button if you want to cancel the process.

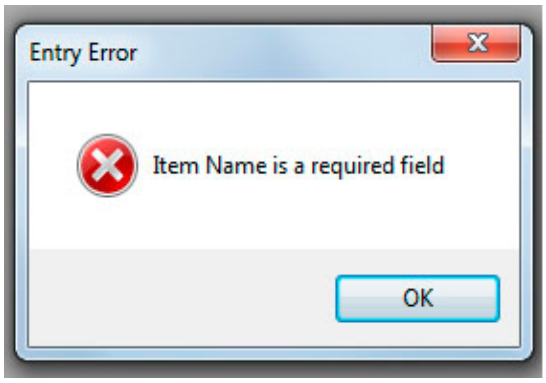


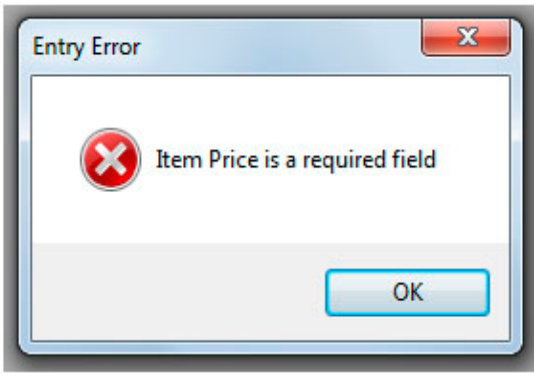
4. After you do so, you will see the food item updated in the data grid view present in Modify Food Items Window.



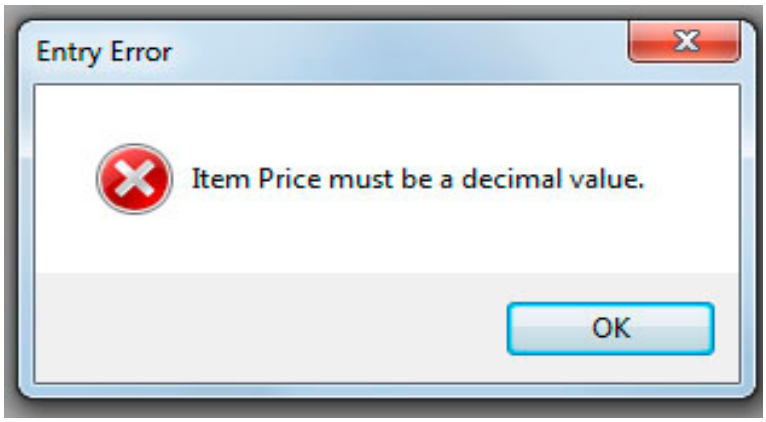
Guide to Common Errors:

1. If you leave any one or both of the text-box empty and click the Add button, you will receive an error message.

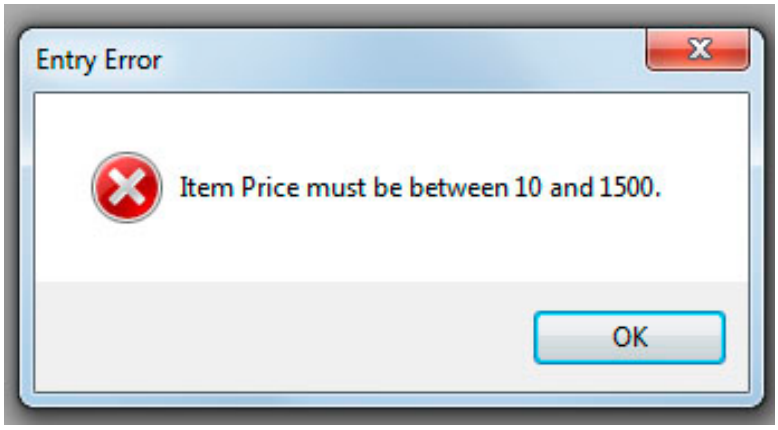




1. If you try to input any value other than numbers in Item Price textbox, error message will be shown.



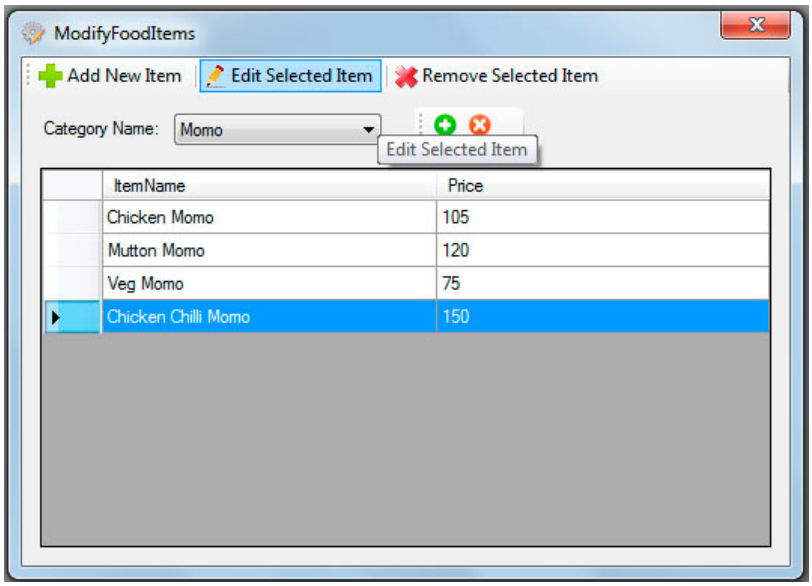
2. The item price must be in the range of 10 to 1500 or else an error message will be thrown.



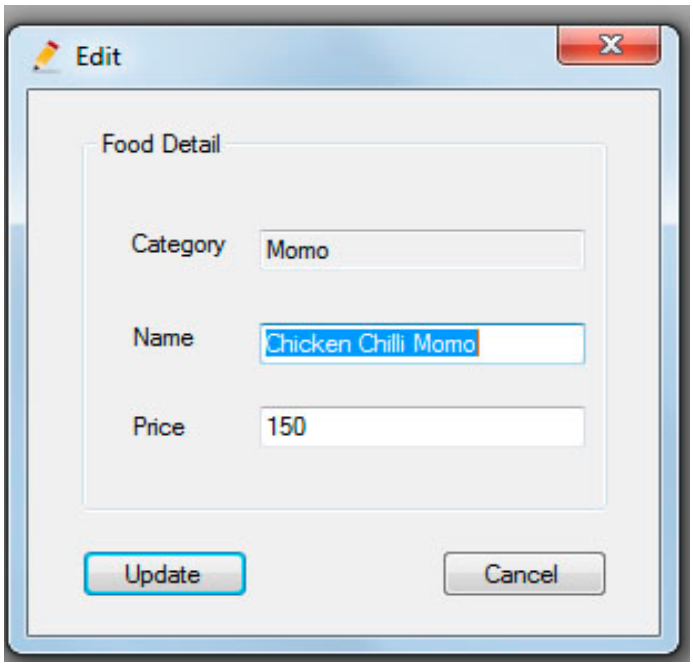
Editing Food Items

Process:

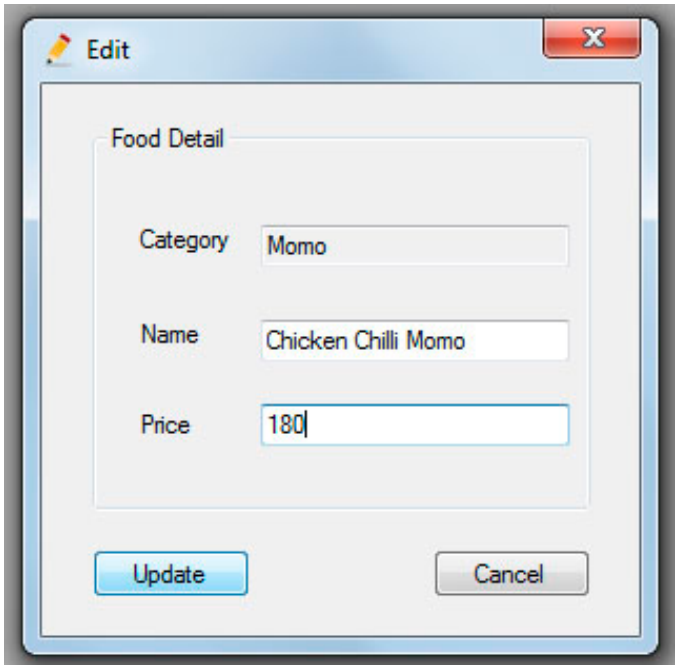
1. To edit an existing item, select the category from combo-box and select the food item you want to edit from the data grid below the combo-box and then click the 'Edit Selected Item' button which is located at the top of Modify Food Items window.

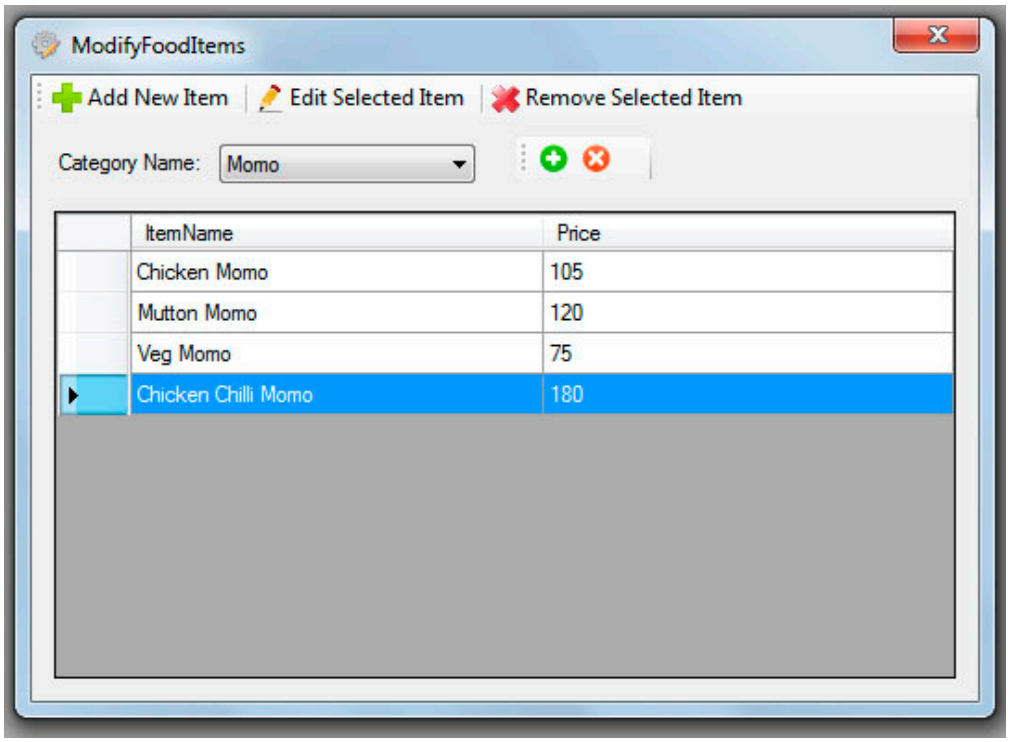


2. After you click the button, a new dialog box which is similar to add new items appears. The only difference is that the name and price of food items are loaded and you can edit it.



3. After you make necessary modification, click the 'Update' button and you will see your changes appear in the data grid view.



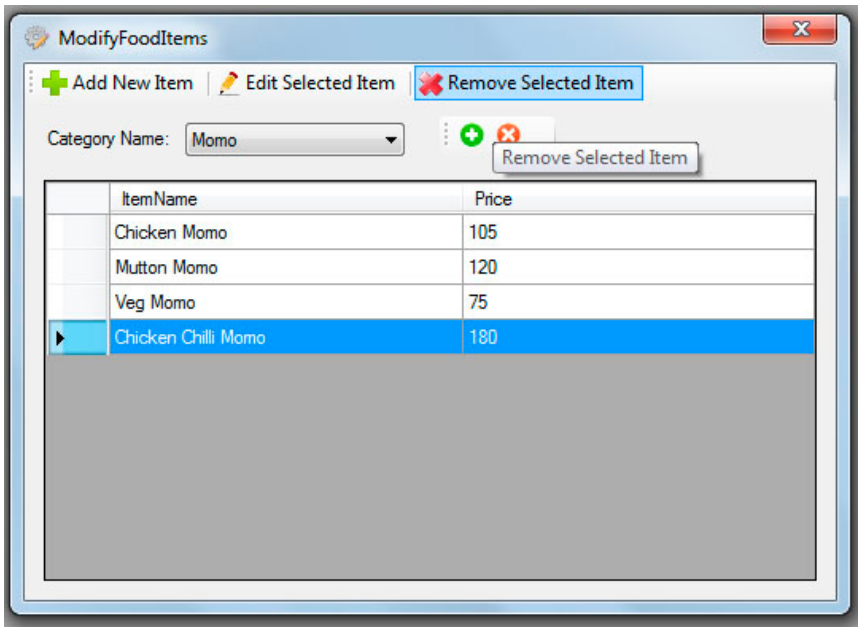


Guide to Common Errors

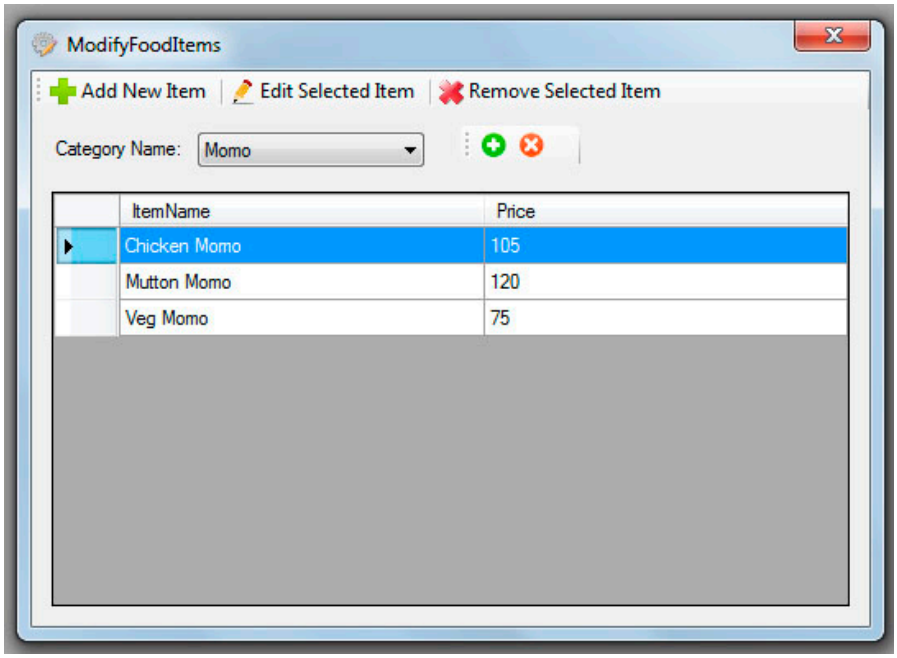
It is same as for Add New item Option.

Removing Food Items

1. To remove a food item, select the category Name (from combo-box) , food item name(from data grid) and click 'Remove Selected Item' button.



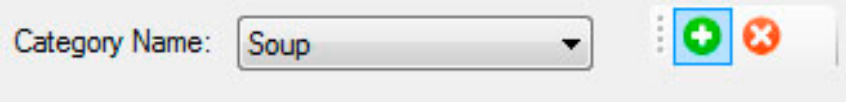
2. After that, you will see that food item disappear from the data grid.



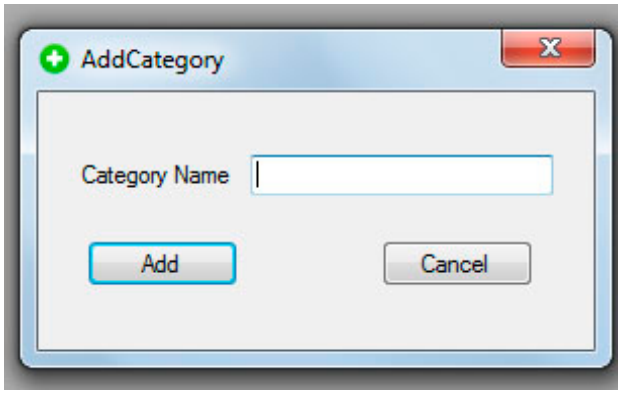
Adding Category

Process:

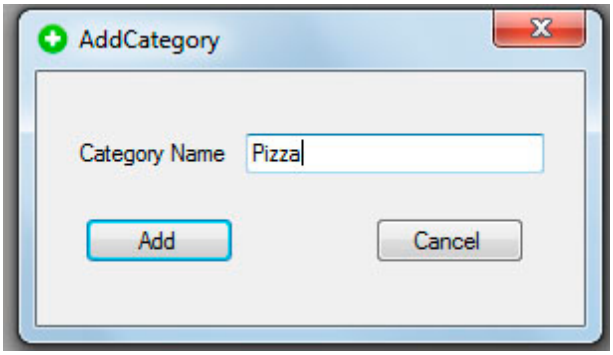
1. To add a new category, Click + button found at the right side of combo-box which allows us to select Category Name.



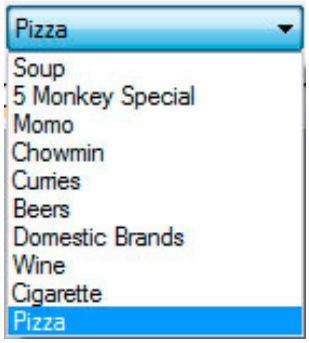
2. Then, a dialog box will allow that will allow inputting the name of category.



3. Enter the Category Name in the textbox and click 'Add' button to save changes or click 'Cancel' button to cancel the process.

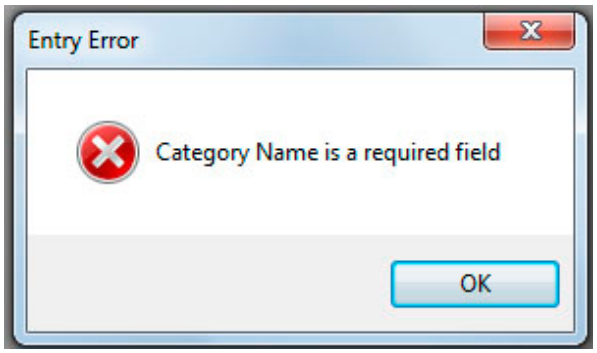


4. If you click 'Add' button then you will see that Category Name appear in the combo-box.

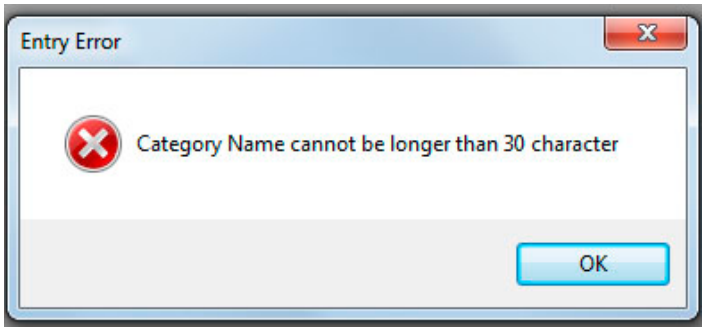


Guide to Common Errors:

1. If the Category Name textbox is left empty, an error message is displayed.



2. If the Category name exceeds 30 characters, an error message is displayed.



Removing Category

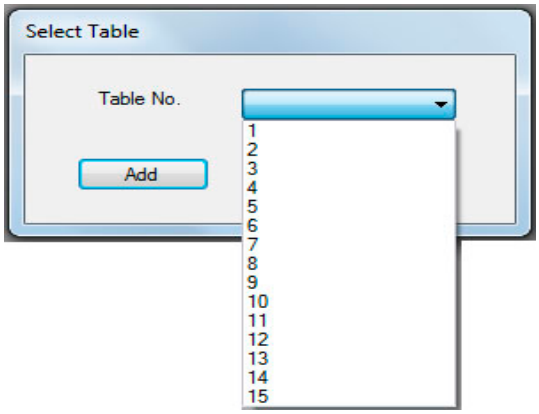
1. To add a new category, Click + button found at the right side of combo-box which allows us to select Category Name.

2. After that you will no longer see that category name in the combo-box drop down list.

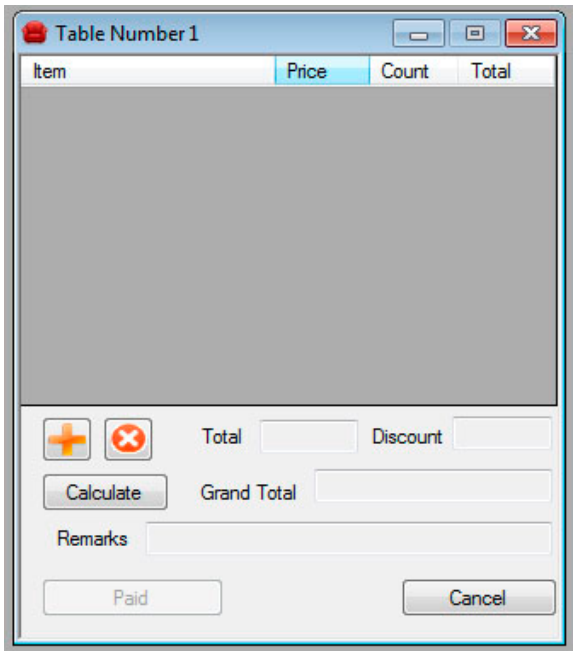
Billing(Receptionist only)

1. New bill can be added in three ways: Menu Strip or Tool Strip or Shortcut Key (Ctrl+N).

2. After you follow the above step, you will be prompted to select the table number through drop down list in Select Table window.



3. Select the Table number and click 'Add' button and you will be presented with new window for that selected table where you can process the bill.

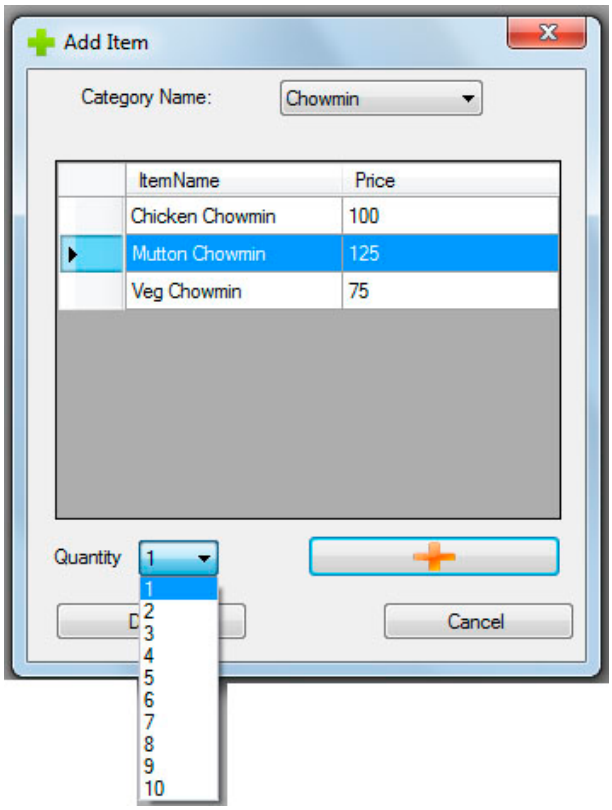


Adding Food Items

Process:

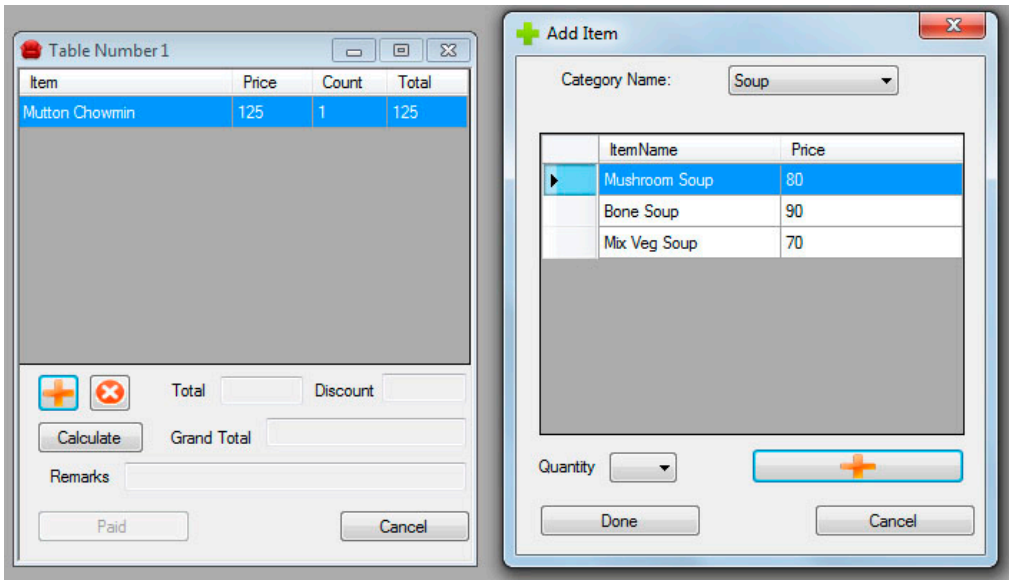
1. Click the '+' button which appears in the Bill window named 'Table no X'(where X is the table number that user selected).

2. A new window will be displayed where you can choose the Food item and quantity from data-grid and drop down list respectively.

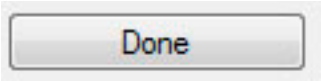


3. After you select a food item and quantity click the + button found at the right side of drop down list for Quantity.

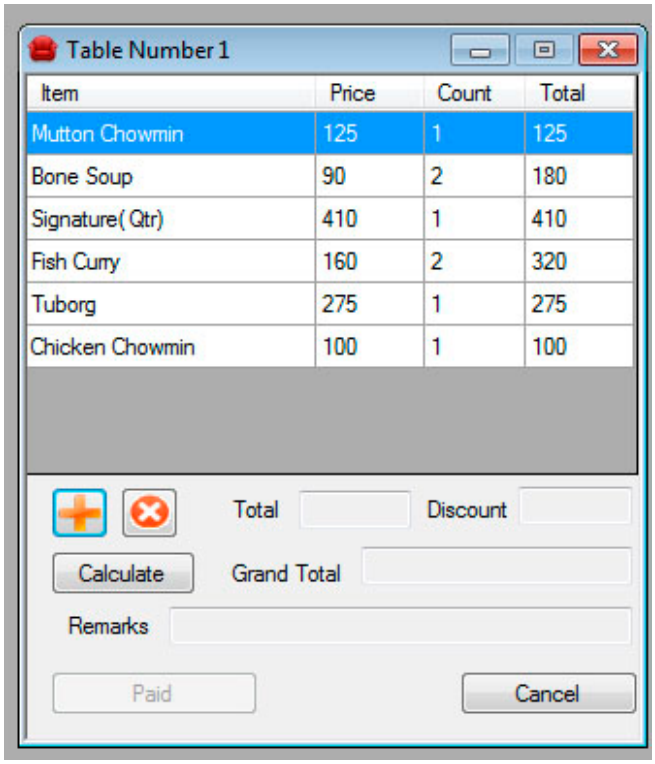
4. As soon as you click that button, you will see that food item added to the bill and 'Add Item' will reappear again so that user can select more food items.



5. After you are done selecting the food items to the main bill, click 'Done' button to close the Add item window.

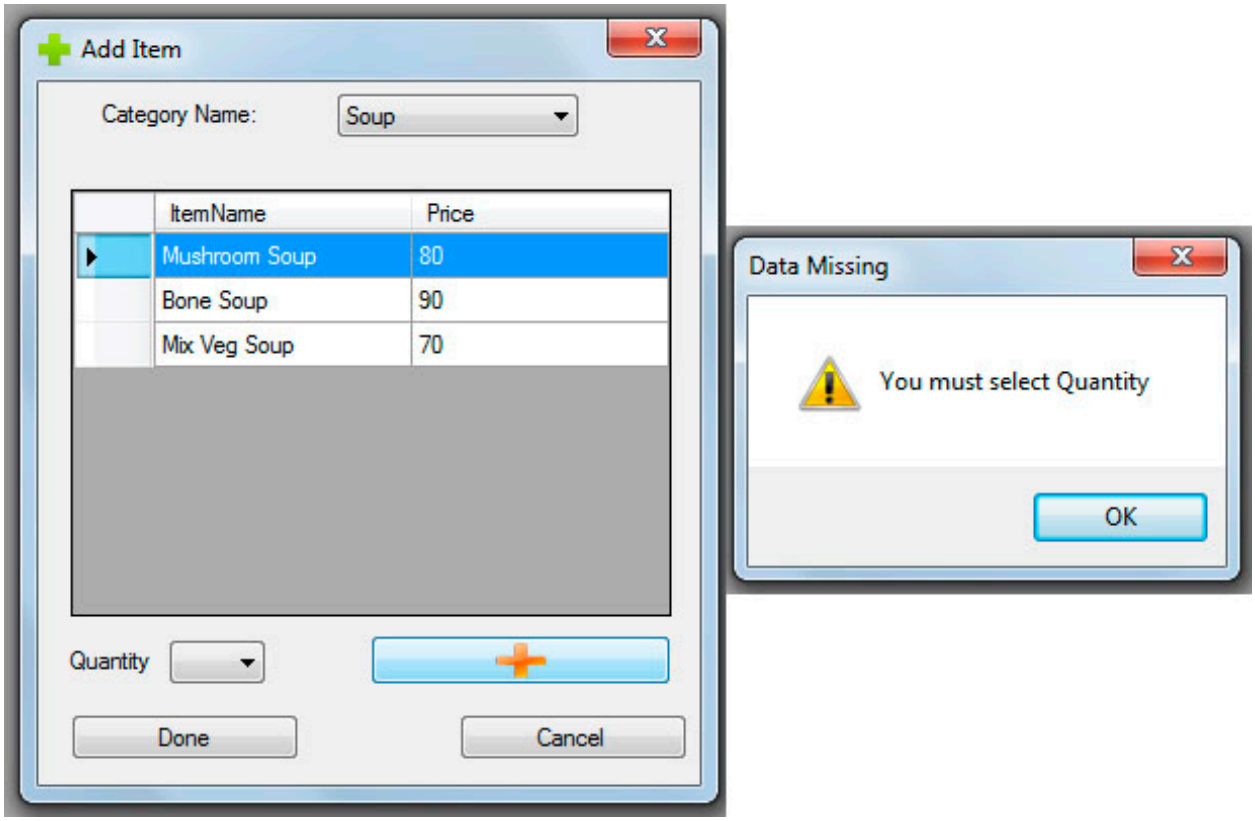


6. After you click the 'Done' button , you will see all the selected items appear in main bill.



Guide to Common Errors:

If you leave don't select any quantity in Add Item window and Click + button, an error message will be displayed.



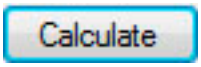
Removing Food Item

Select the food item in the main menu and click 'X' button and the selected food item will be removed from the main bill.

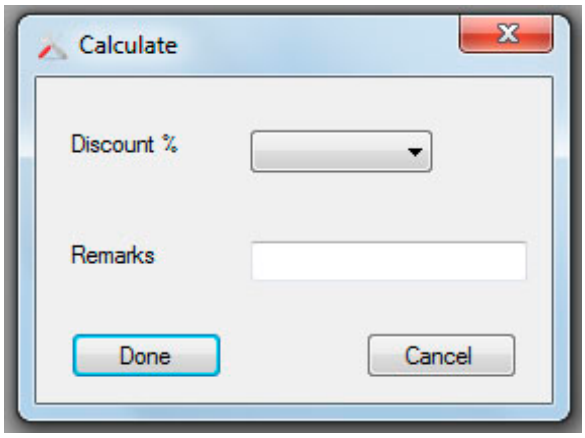
Calculating Total

Process:

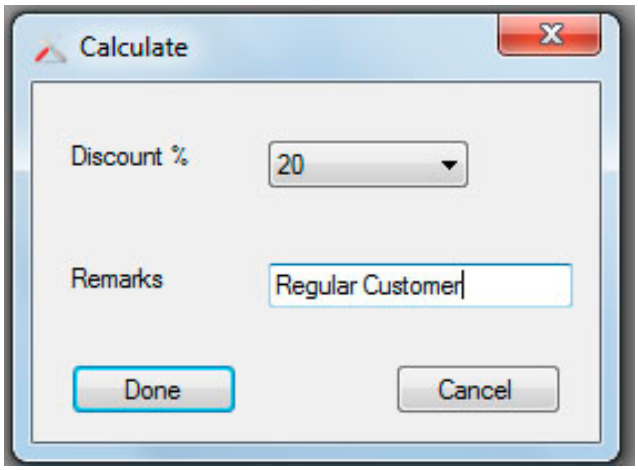
1. Click the 'Calculate' button in the main bill.



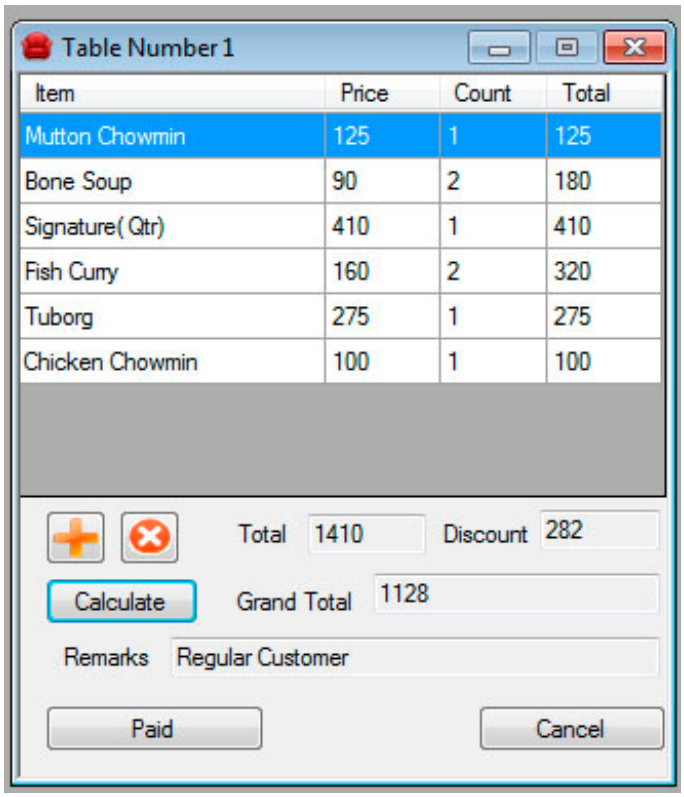
2. You will see a new window dialog named Calculate appear.



3. Select the discount percentage from the drop down list (mandatory) and type the Remarks (Optional) and press the button 'Done'.

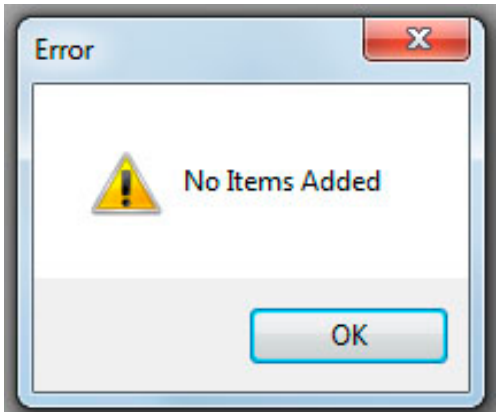


4. Now, you will see the Totals been calculated in the main bill using the discount percentage.



Guide to Common Errors

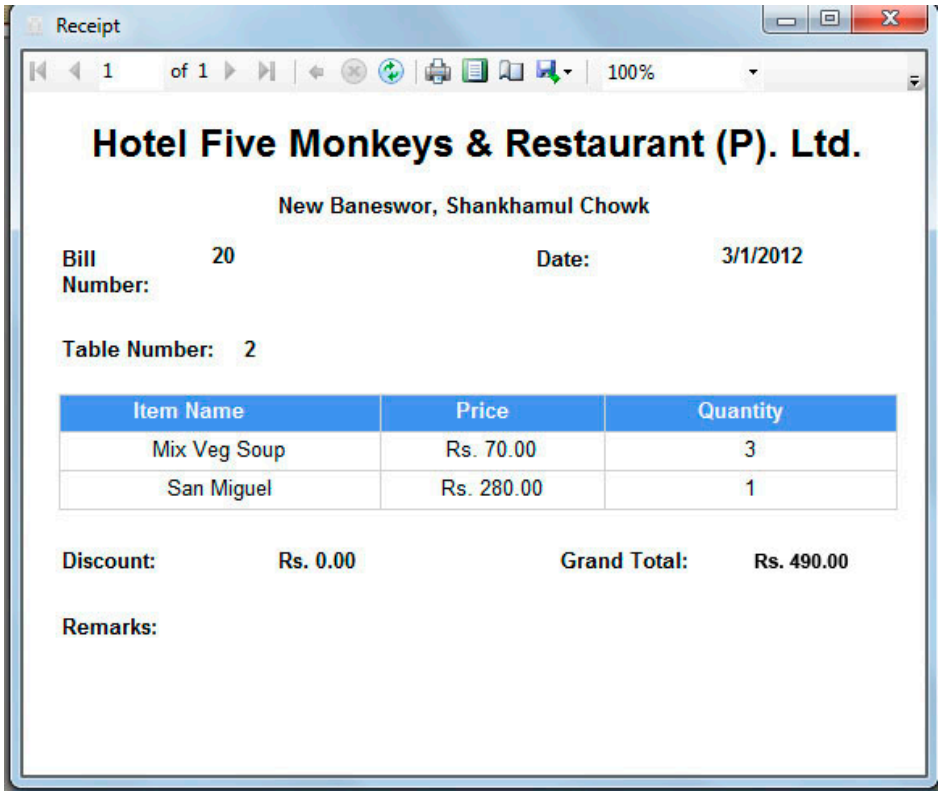
If you click 'Calculate button' without adding any items to the main bill, following message will be displayed to the user.



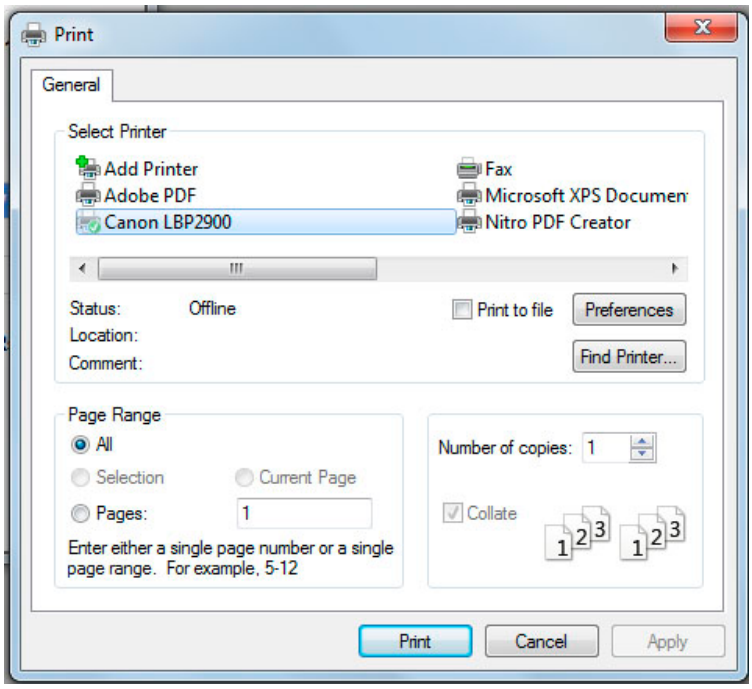
Printing Receipt

1. After the calculation has been performed, Click the 'Paid ' button to display the receipt.

2. Now, you will see the receipt shown in the screen of your monitor.



3. To print it click the printer icon, select your Printer and click Print button.

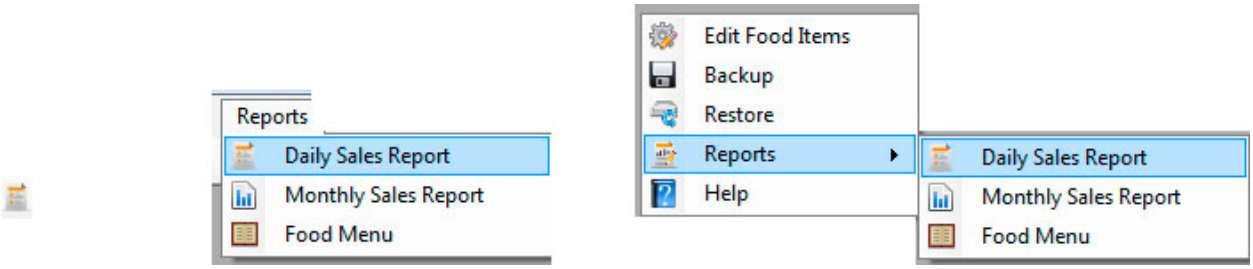

Print
General
Select Printer
Add Printer
Adobe PDF
Canon LBP2900
Fax
Microsoft XPS Documen
Nitro PDF Creator
Status: Offline
Location:
Comment:
Print to file
Preferences
Find Printer...
Page Range
All
Selection
Current Page
Pages: 1
Enter either a single page number or a single page range. For example, 5-12
Number of copies: 1
Collate
Print
Cancel
Apply

Reports (Administrator Only)

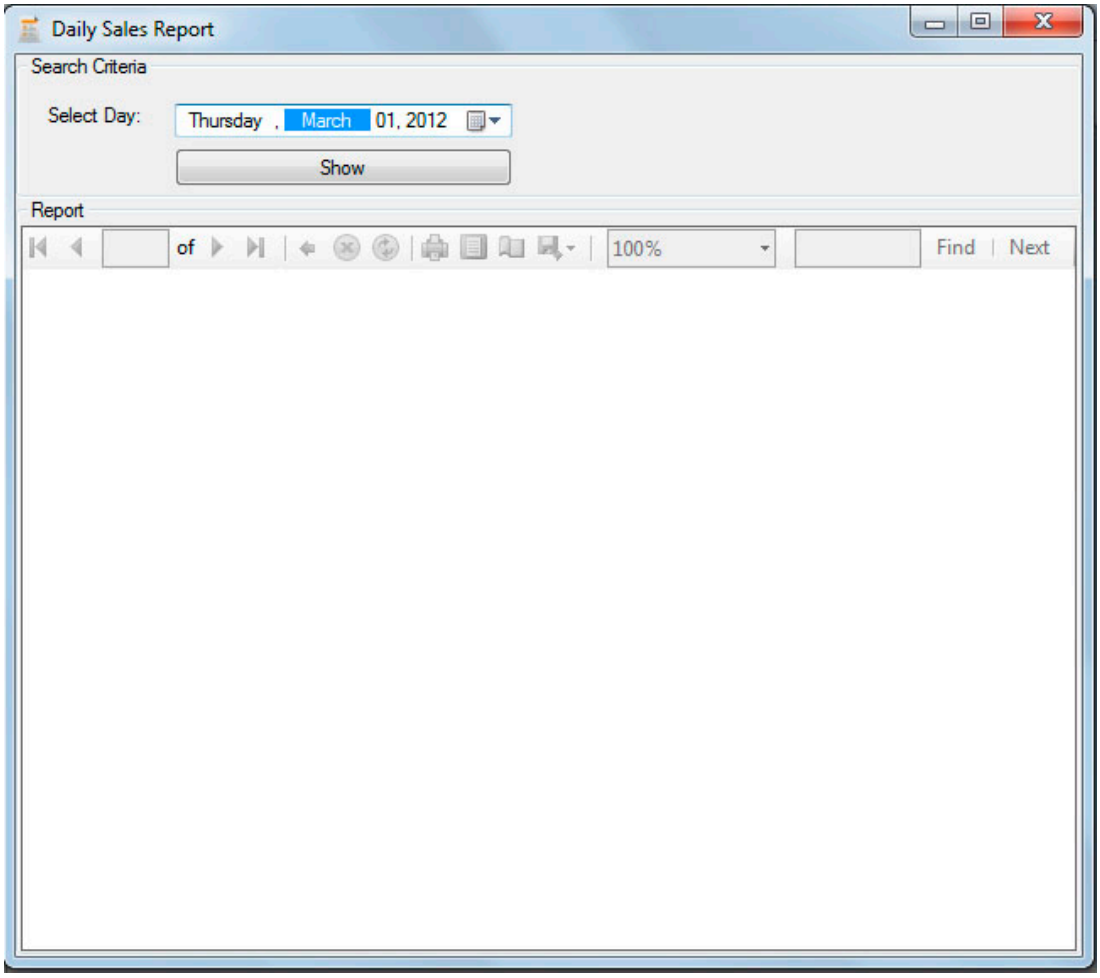
Printing report is same as printing the receipt. If you want to do so, follow the process for printing receipt.

Daily Sales Report

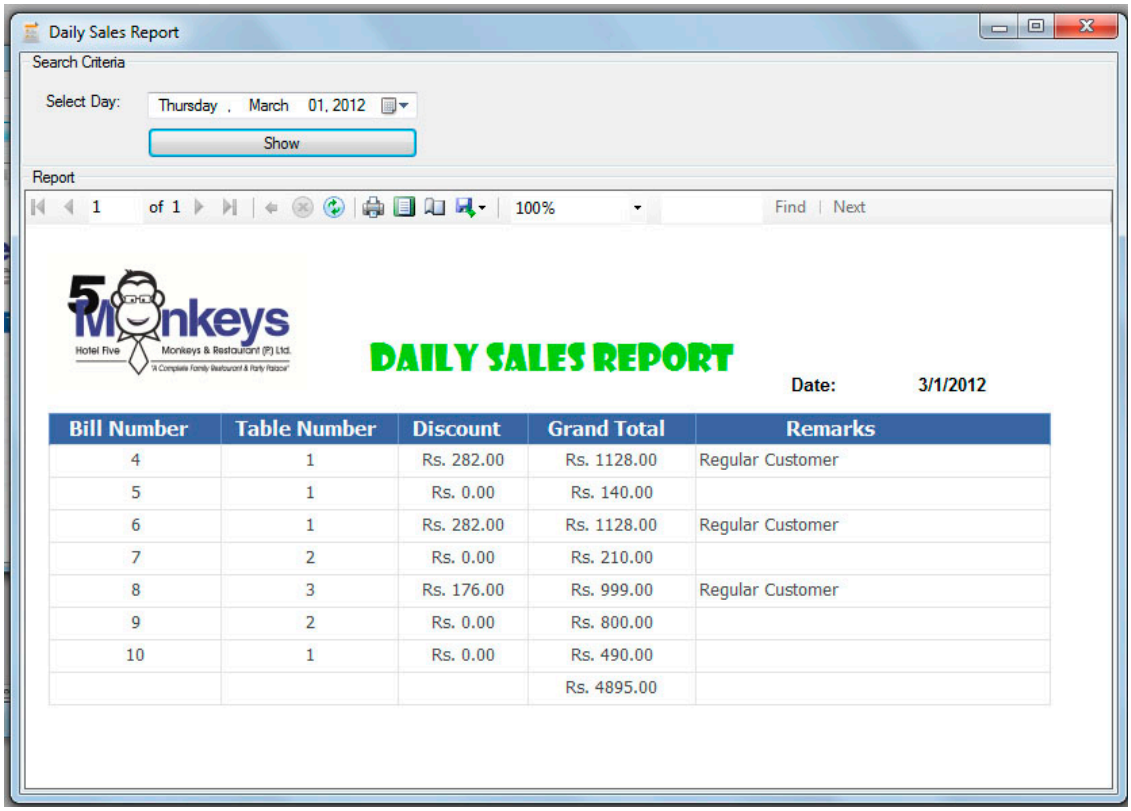
1. There are three ways to access this feature: Through Menu Strip, Tool Strip and Context Menu.



2. New window will appear.



3. Select the time using the Datetimepicker and click the button 'Show' to display the report for the selected day.

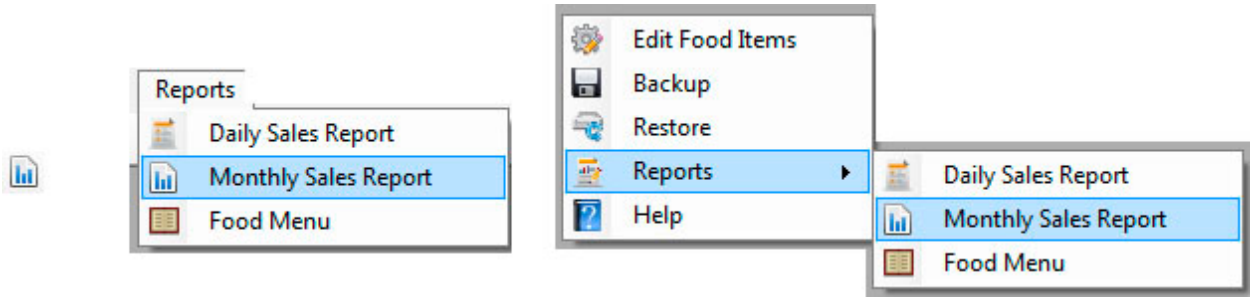


Bill Number	Table Number	Discount	Grand Total	Remarks
4	1	Rs. 282.00	Rs. 1128.00	Regular Customer
5	1	Rs. 0.00	Rs. 140.00	
6	1	Rs. 282.00	Rs. 1128.00	Regular Customer
7	2	Rs. 0.00	Rs. 210.00	
8	3	Rs. 176.00	Rs. 999.00	Regular Customer
9	2	Rs. 0.00	Rs. 800.00	
10	1	Rs. 0.00	Rs. 490.00	
			Rs. 4895.00	

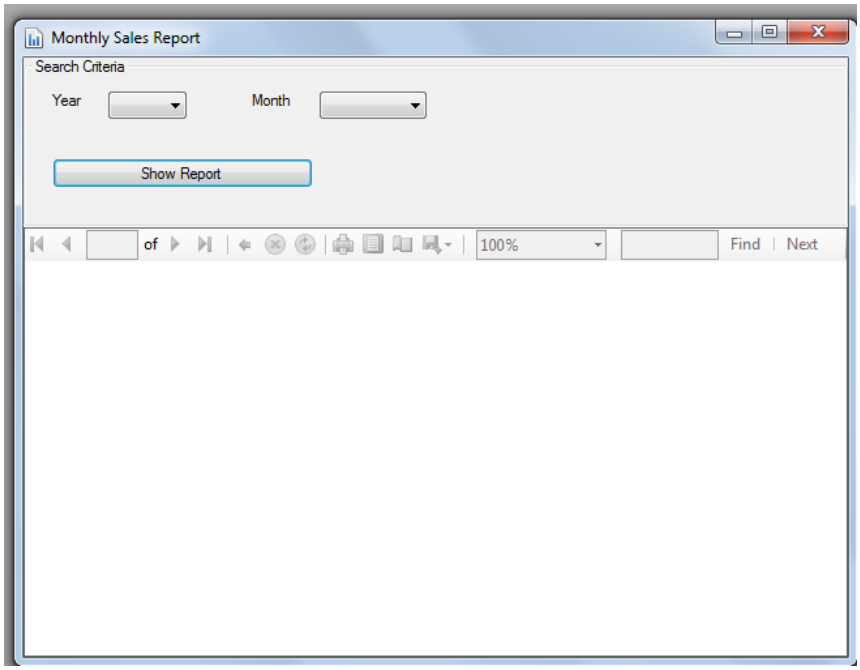
Monthly Sales Report

Process:

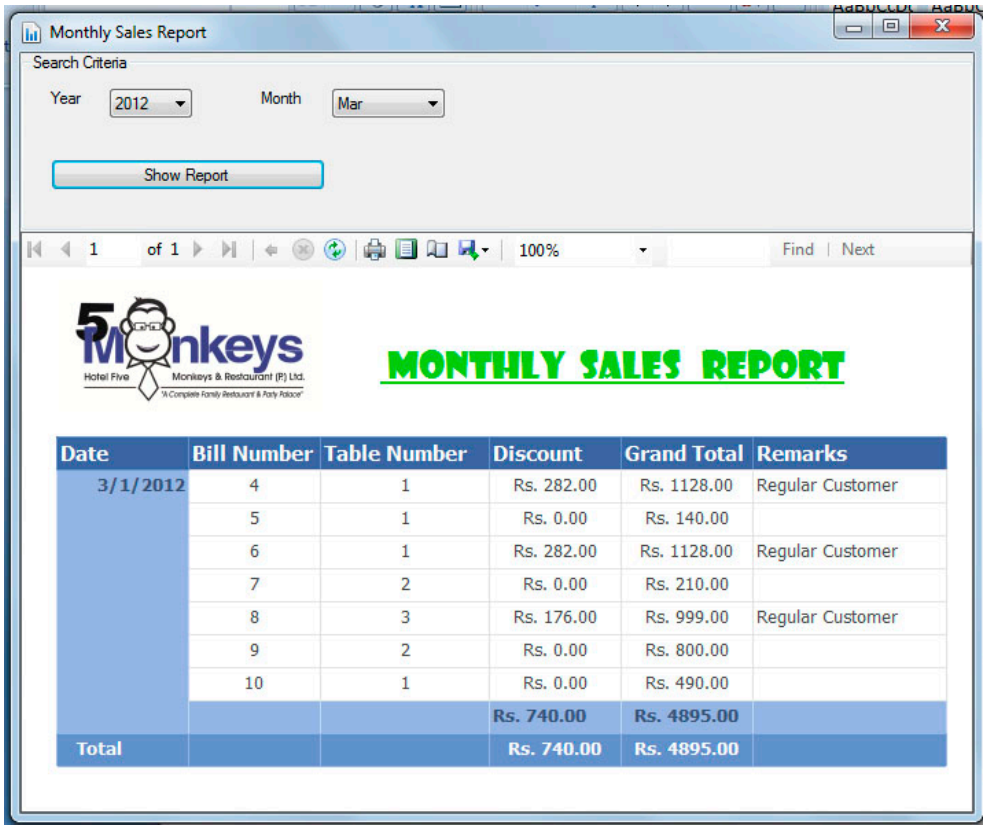
1. There are three ways to access this feature: Through Menu Strip, Tool Strip and Context Menu.



2. Now, new window will appear.



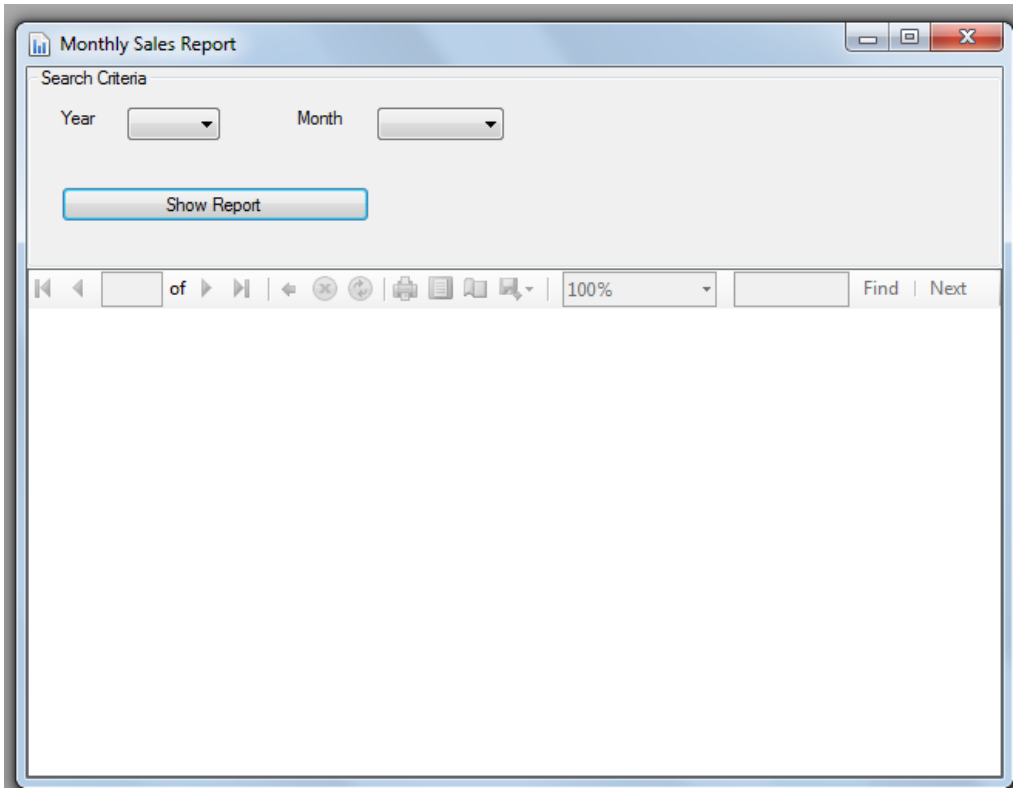
3. Select Year and Month using the combo-boxes and click 'Show Report' button to display the report.

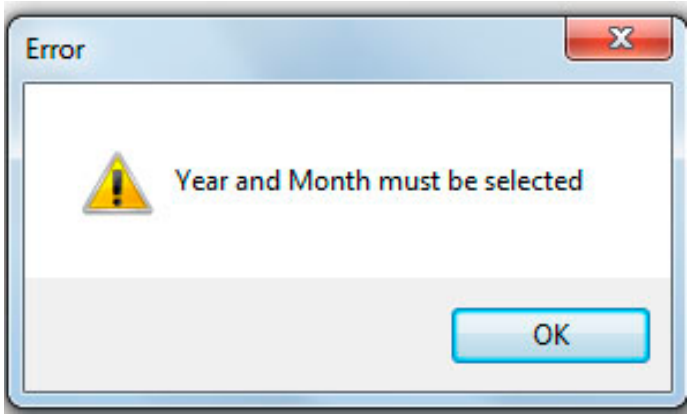


Date	Bill Number	Table Number	Discount	Grand Total	Remarks
3/1/2012	4	1	Rs. 282.00	Rs. 1128.00	Regular Customer
	5	1	Rs. 0.00	Rs. 140.00	
	6	1	Rs. 282.00	Rs. 1128.00	Regular Customer
	7	2	Rs. 0.00	Rs. 210.00	
	8	3	Rs. 176.00	Rs. 999.00	Regular Customer
	9	2	Rs. 0.00	Rs. 800.00	
	10	1	Rs. 0.00	Rs. 490.00	
			Rs. 740.00	Rs. 4895.00	
Total			Rs. 740.00	Rs. 4895.00	

Guide to Common Errors

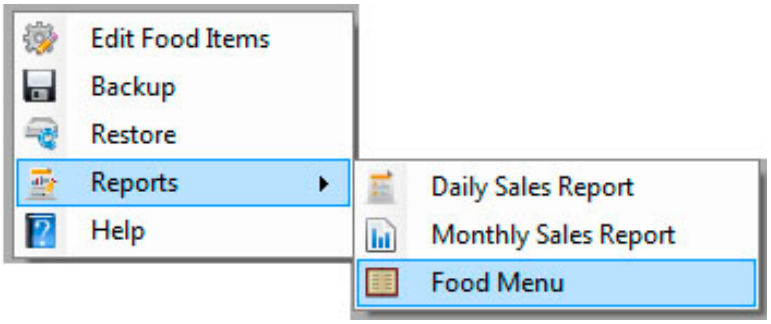
If you leave any one of the field (Year or Month) empty and click Show Report button, an error message will be displayed.





Food Menu

1. It can be opened in two ways: Through Menu Strip and Context Menu



2. Food Menu will now be displayed to the user.

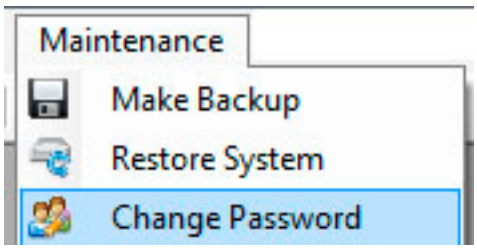
Category Name	Item Name	Price
5 Monkey Special	Tawa Mutton	Rs. 185.00
	Tawa Chicken	Rs. 155.00
	Crispy Chicken	Rs. 220.00
Beers	Tuborg	Rs. 275.00
	San Miguel	Rs. 280.00
	Carlsberg	Rs. 295.00
Chowmin	Chicken Chowmin	Rs. 100.00
	Mutton Chowmin	Rs. 125.00
	Veg Chowmin	Rs. 75.00
Cigarette	Surya	Rs. 10.00
	Marbello	Rs. 15.00
Curries	Chicken Curry	Rs. 150.00
	Mutton Curry	Rs. 175.00
	Fish Curry	Rs. 160.00
Domestic Brands	Signature(Qtr)	Rs. 410.00
	Signature(Half)	Rs. 810.00
	Signature(Full)	Rs. 150.00
	Russian Vodka(Qtr)	Rs. 280.00

Maintenance (Administrator Only)

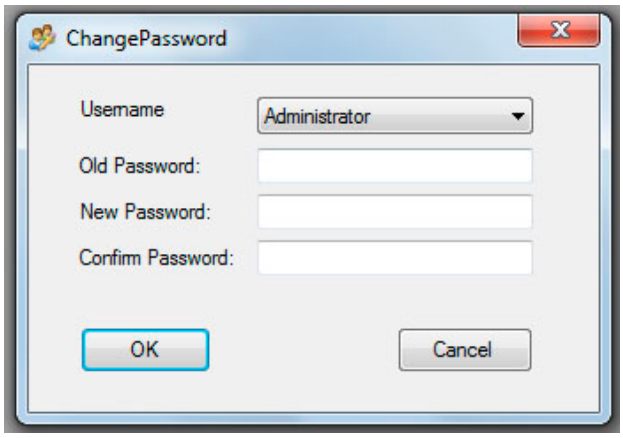
Change Password

Process:

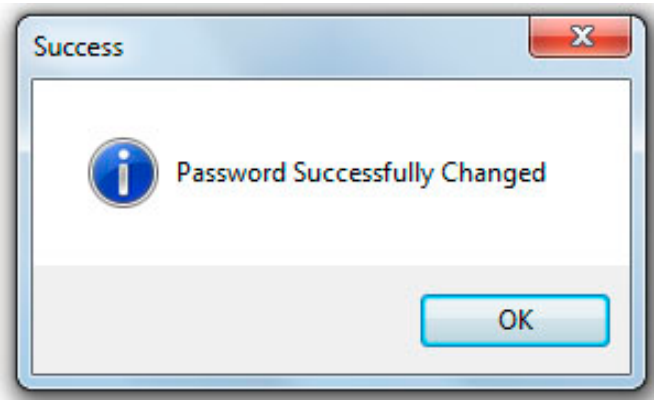
1. To change the password of the Administrator or Receptionist user needs to select Change Password from the Menu (Maintenance>>Change Password)



2. After user clicks that menu item, a new dialog will appear.

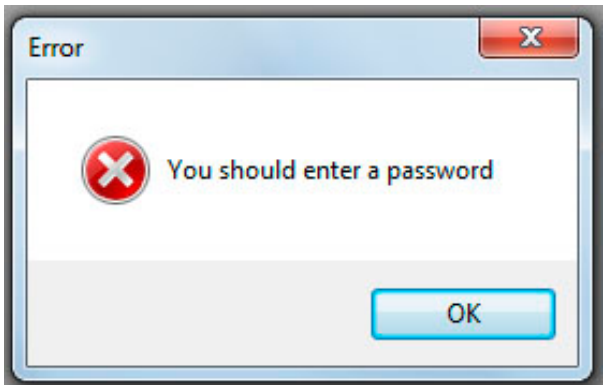


3. User needs to type the old password of the selected Username and type in the desired password two times. If everything goes fine then he will receive success message.



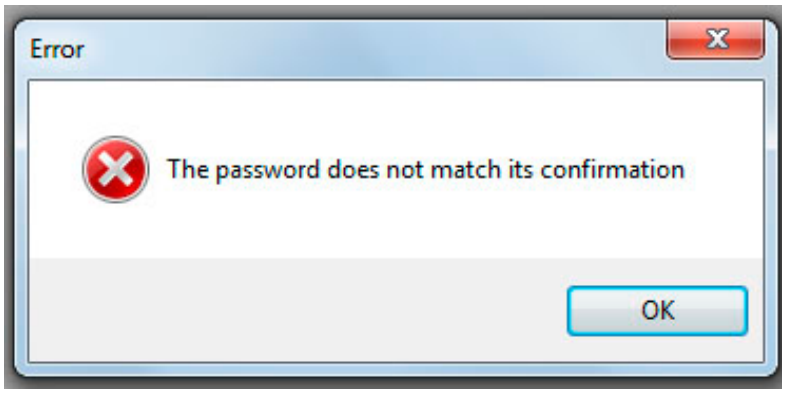
Guide to Common Errors

1. If you leave any of the text-box empty you will receive an error message shown below



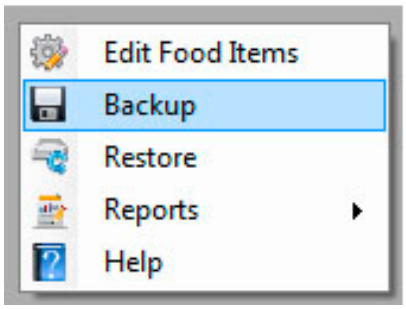
2. If old password doesn't matches with the one stored in database an error message shown below will be displayed.

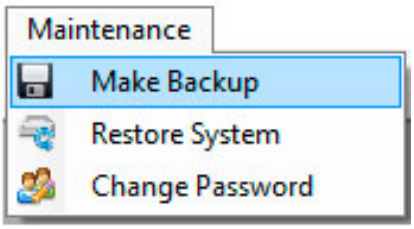
3. If the new password entered twice does not match , the following error message will be thrown.



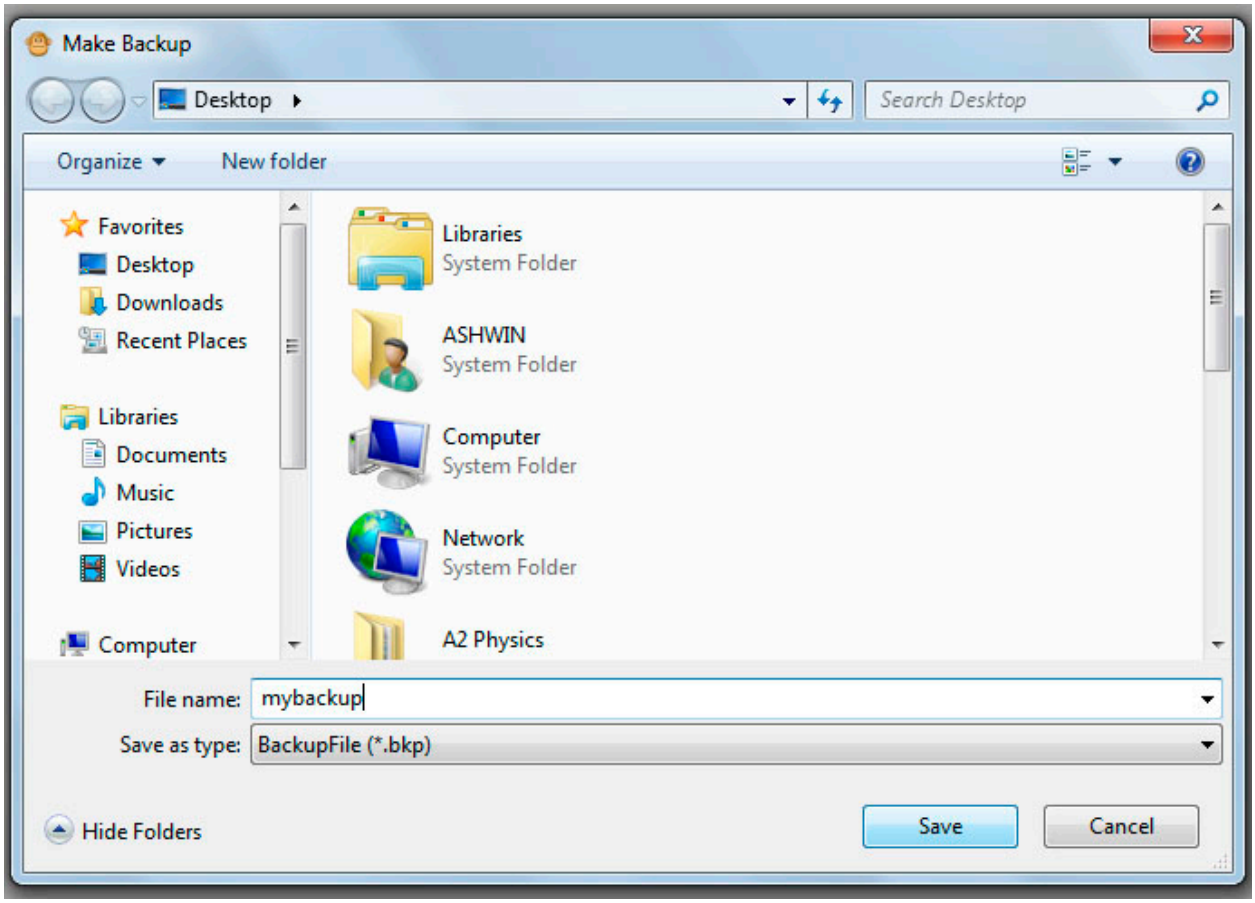
Make Backup

1. The dialog for making backup file of the whole system can be opened in three ways: Menu Strip, Tool Strip and Context Menu.

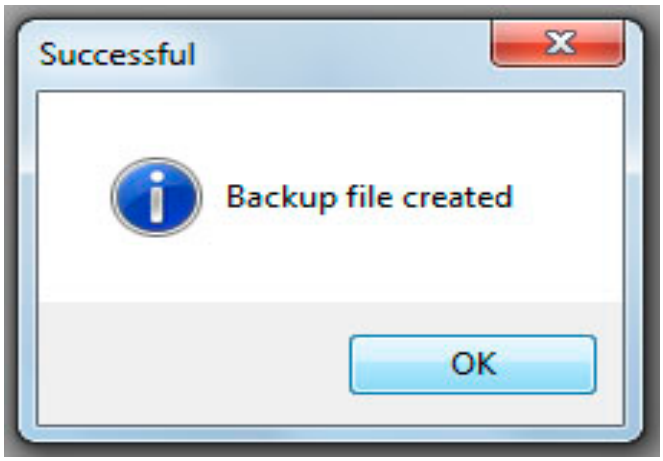




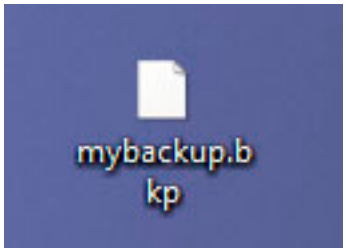
2. After you choose any of the above, a dialog box for making backup will appear. Choose the path where you want to store the backup and give it a name. Backup file has an extension of .bkp



3. After you click save, success message will be displayed.

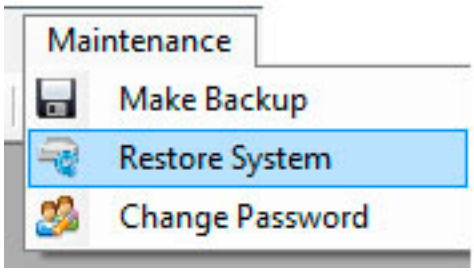


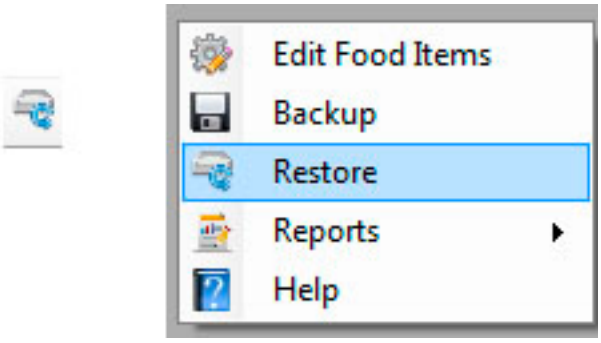
4. To check that the backup file has been created, you can open the path where you saved it via dialog box shown in Step 2.



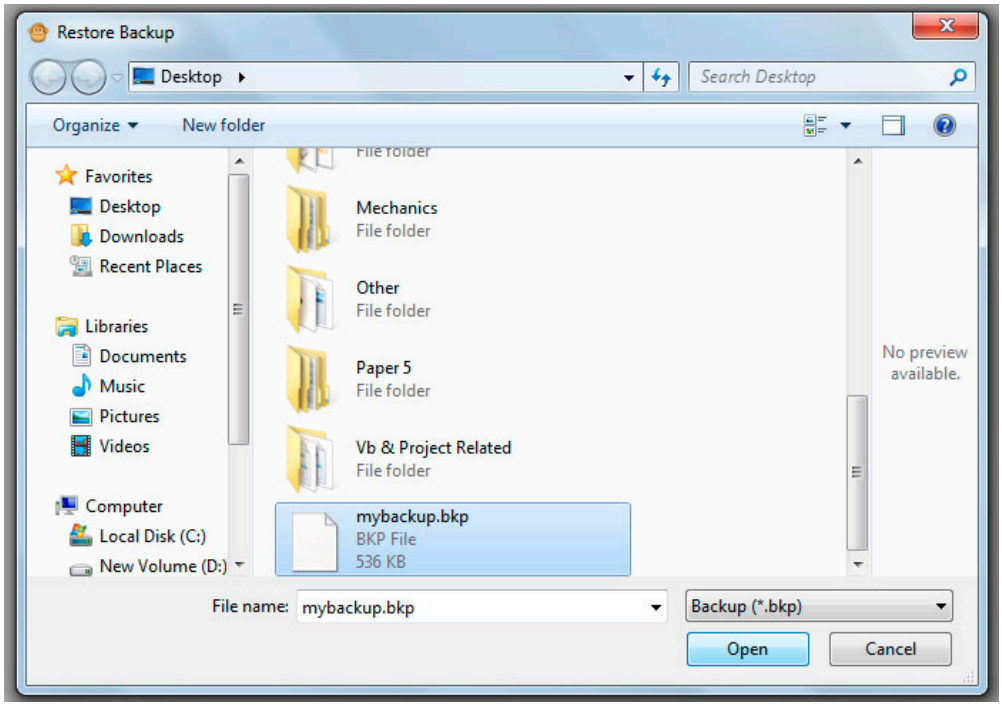
Restore Backup

1. The dialog for restoring the backup file can be opened in three ways: Menu Strip, Tool Strip and Context Menu.

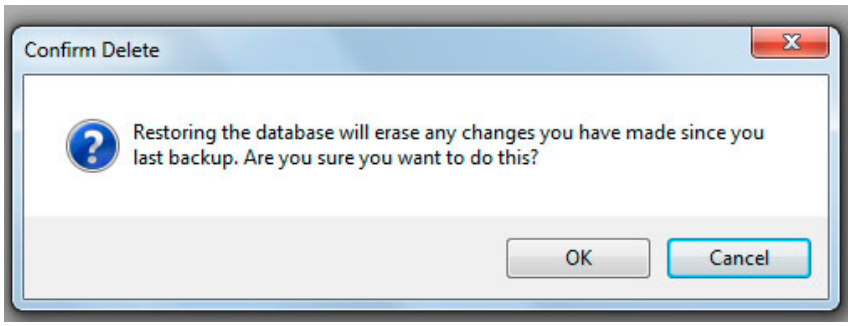




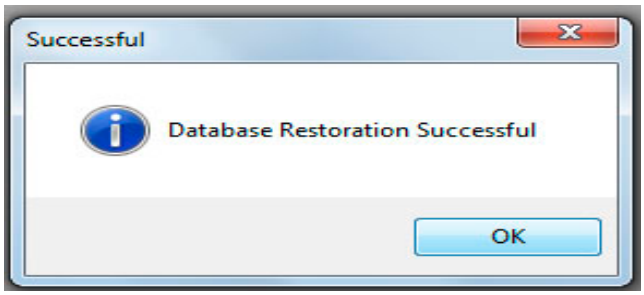
2. After you select any one of the above, a dialog box named Restore Backup will appear. Using that dialog box, choose the path where backup file resides and select the backup file.



3. When you click Open, you will receive a message asking if you are sure you want to restore the whole system.



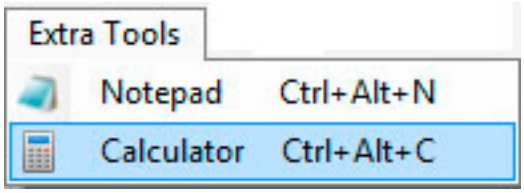
4. If you click Ok, your system will be restored.

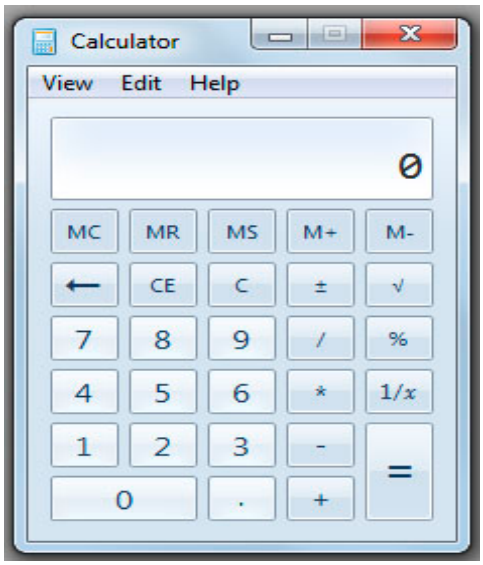


Extra

Calculator

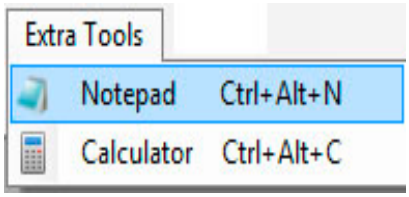
The software provides an easy access to common system calculator which may be necessary. Choose Calculator from Menu Strip and it will appear or press Ctrl+Alt+C at once.

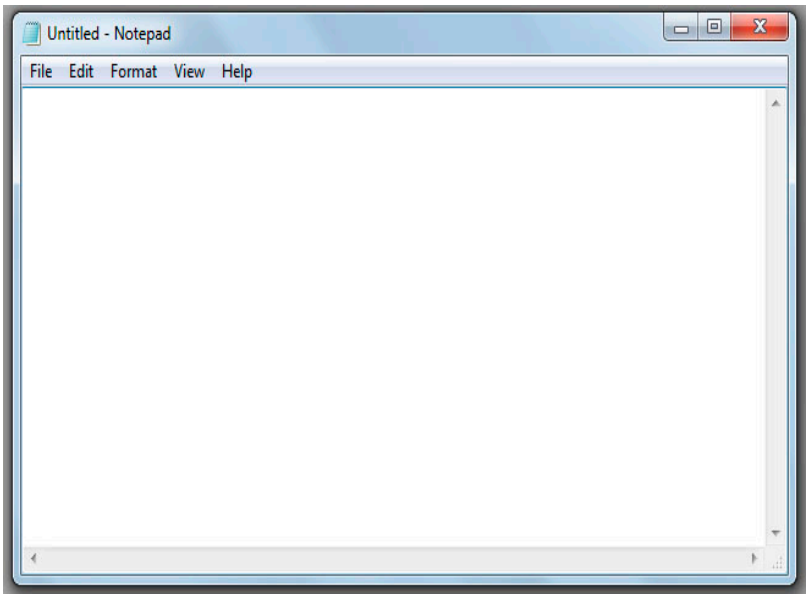




Notepad

The software can directly open notepad which can be used to make small notes. Choose Notepad from Menu Strip and it will appear or press Ctrl+Alt+N at once.

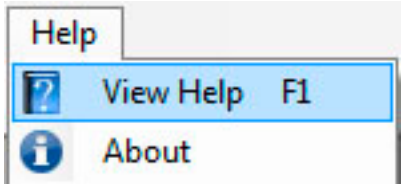


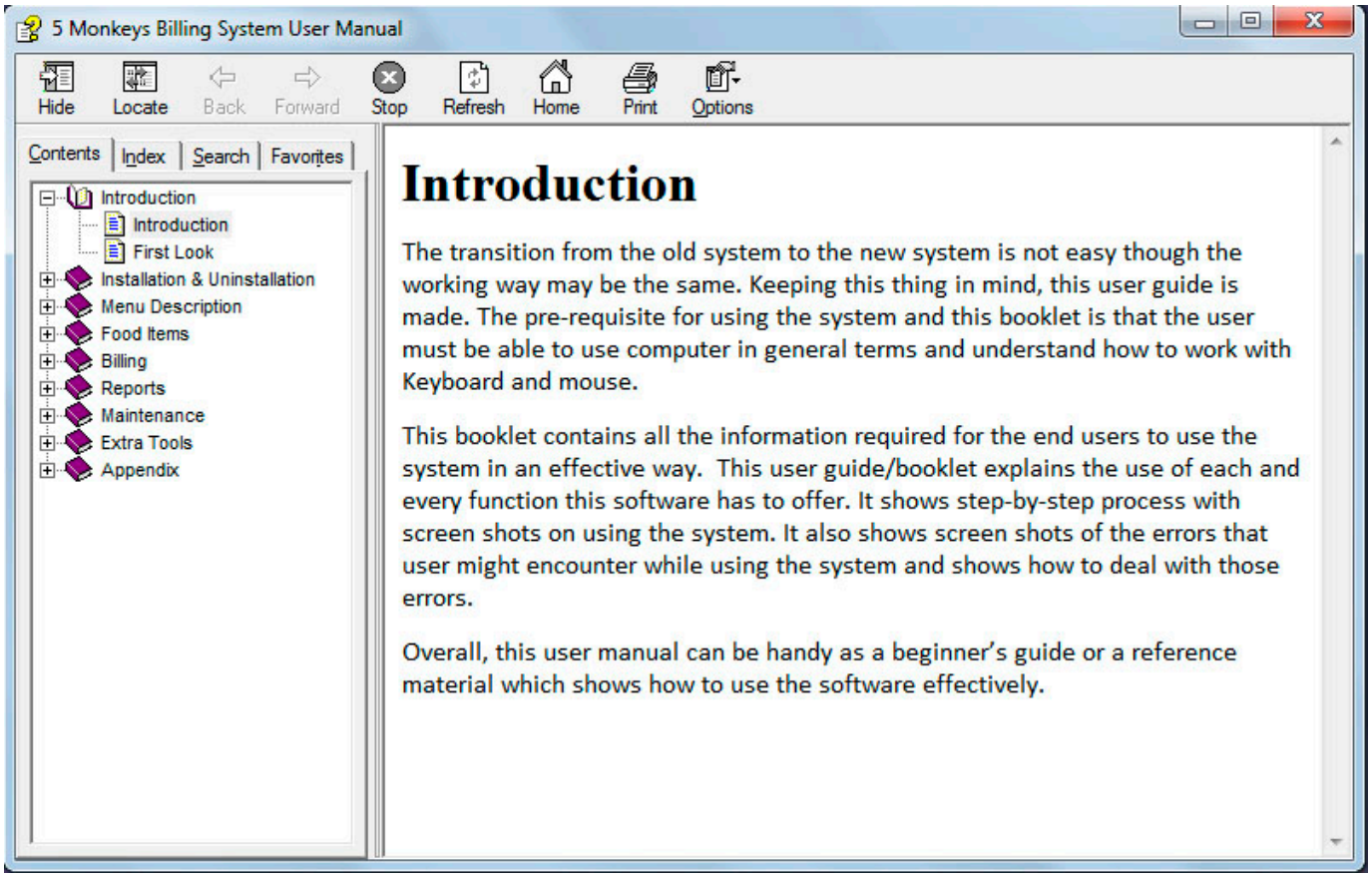


Help

View Help

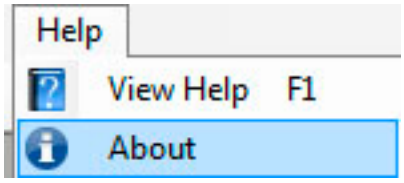
The software has an option of viewing on-screen help. You can open the help file either by selecting the Menu Strip (Help>View Help) or by pressing F1 key on keyboard.





About

To know about the version of software and about it, choose About from Menu (Menu>>About)



About
5 Monkeys
Hotel Five
Monkeys & Restaurant (P.) Ltd.
"A Complete Family Restaurant & Party Palace"
Version: 1.0.0
5 Monkeys Billing System
© Copyright 2012
OK

Glossary:

Installation: The process of copying the software into the hard drive using the setup wizard

Un-installation: The process of removing the installed software from the hard drive using the wizard

Default: Settings of values which are automatically set up when the program runs for the first time

Text-box: An empty area where user is expected to provide data via keyboard

Combo-box: A drop-down list where user can select the available option

Error: A mistake, inaccuracy, or misjudgment.

Menu Strip: Range of Options available to user so that the selection can be made easily

Tool-Strip: Same as menu, but is image instead of text

Context: Menu: Options available when user right clicks the mouse

Button: The Button is used to initiate actions, usually by clicking on it

Form: Area where c-ontrol such as text-box, combo-box, menu strip etc. resides

Window: A visual area containing some kind of user interface

Dialog-box/Dialog: Window which needs to be processed first before working with other window

Administrator: User account that can control all aspects of computer system

Backup File: The file used in the event of original file being corrupted or lost

Report: A formatted and organized presentation of data (which can be printed)

Index

Administrator……7, 8, 9, 10, 31, 36
Add new item…… 15
Add Food to Bill…… 24
Add Category……21
About……43
Backup……38
Bill……23, 24, 25, 26,27,28,29
Change Password……36
Calculator……41
Daily Sales Report…… 31
Edit Food Items…… 15, 16, 17, 18, 19, 20, 21, 22
Food Menu Report……35
Help……42
Installation……2, 3, 4
Monthly Sales Report…… 32, 33, 34
Notepad…… 41
Remove Food Item……20, 26
Remove Category……22
Restore……39, 40
Un-installation……5, 6