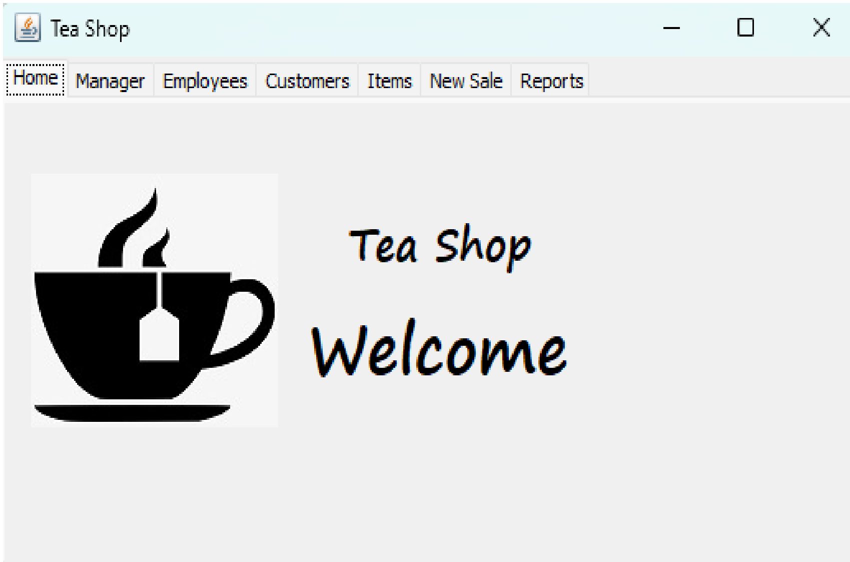
# INSTRUCTION GUIDE FOR TEA MANAGEMENT SYSTEM

## HOW TO USE MAIN MENU:

Welcome to our Tea Management System!

The screen displays a welcome Message and seven panels.

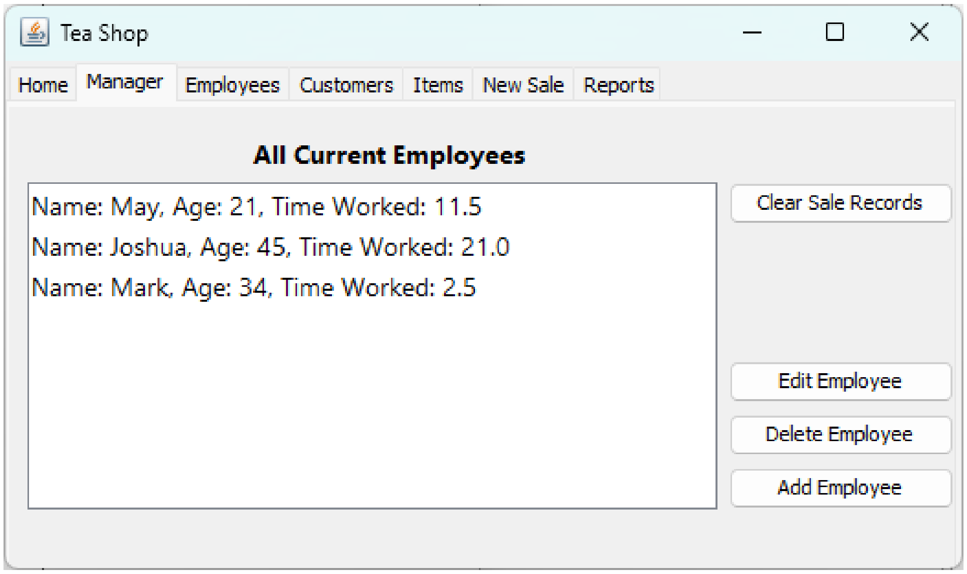
1. Home
2. Manager
3. Employees
4. Customers
5. Items
6. New Sale
7. Reports



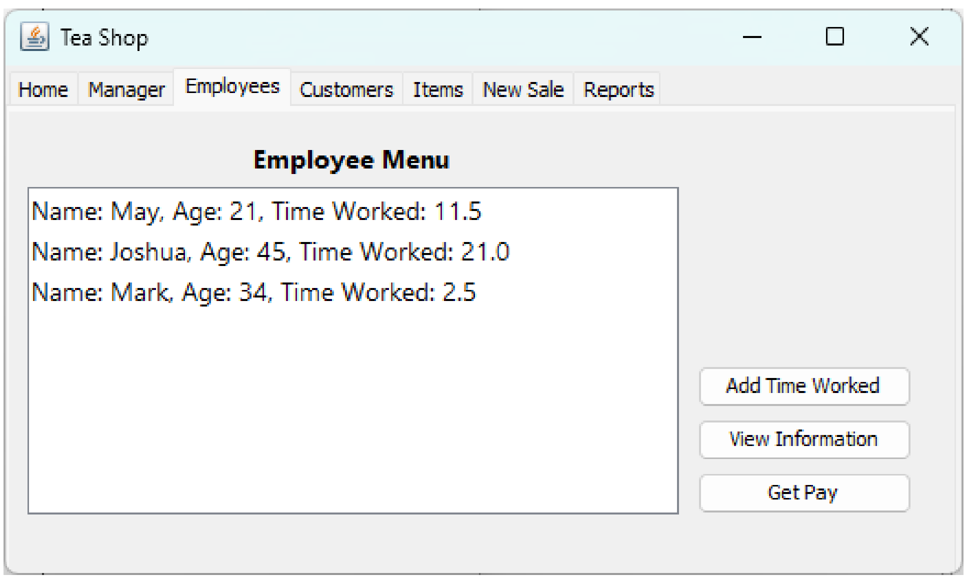
## Home

The first panel is what the Tea Shop management opens on.

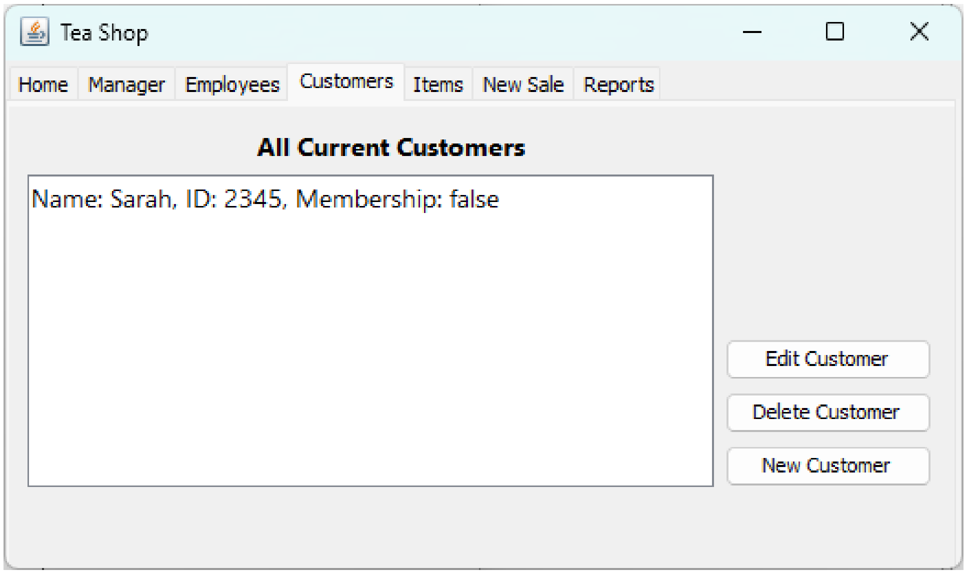
## Manager



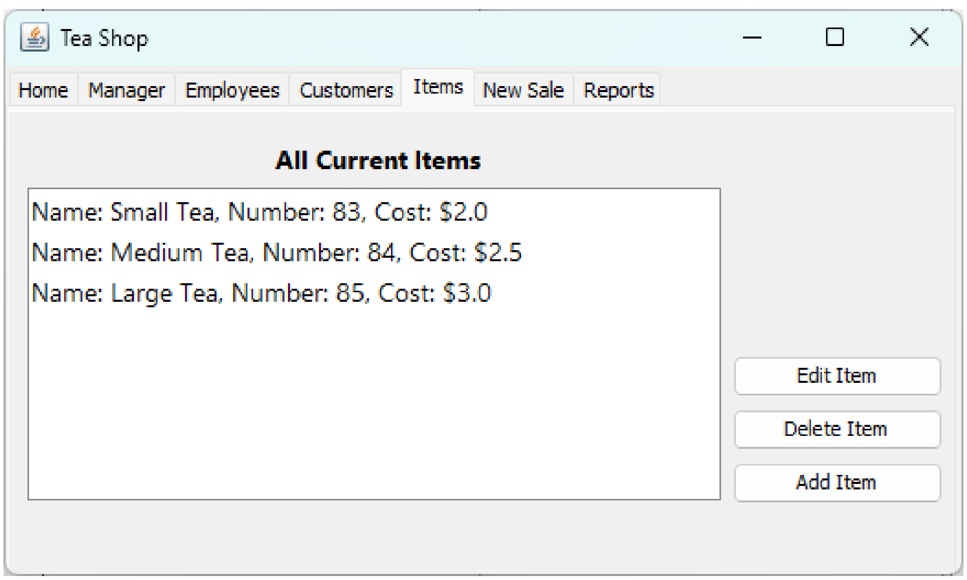

## Employees



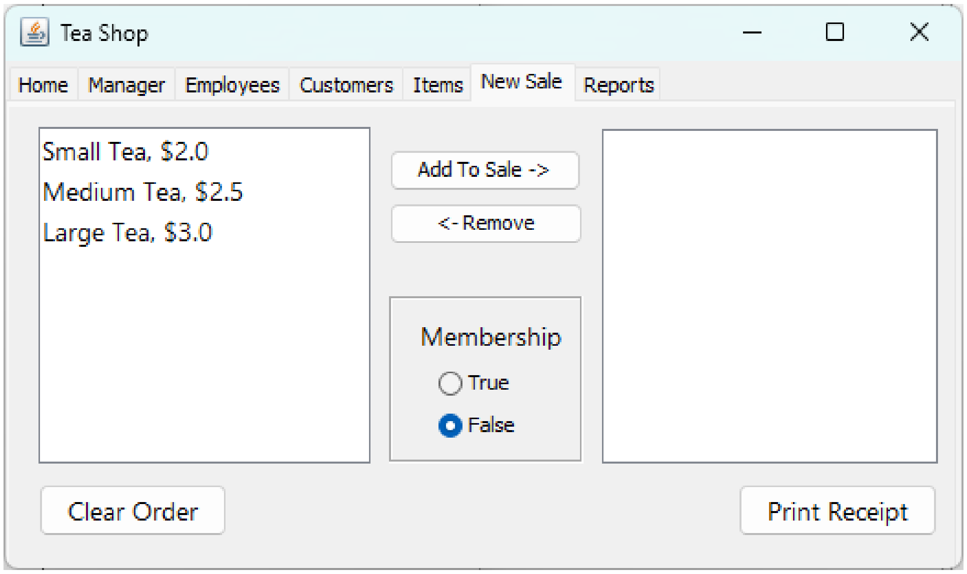
## Customers



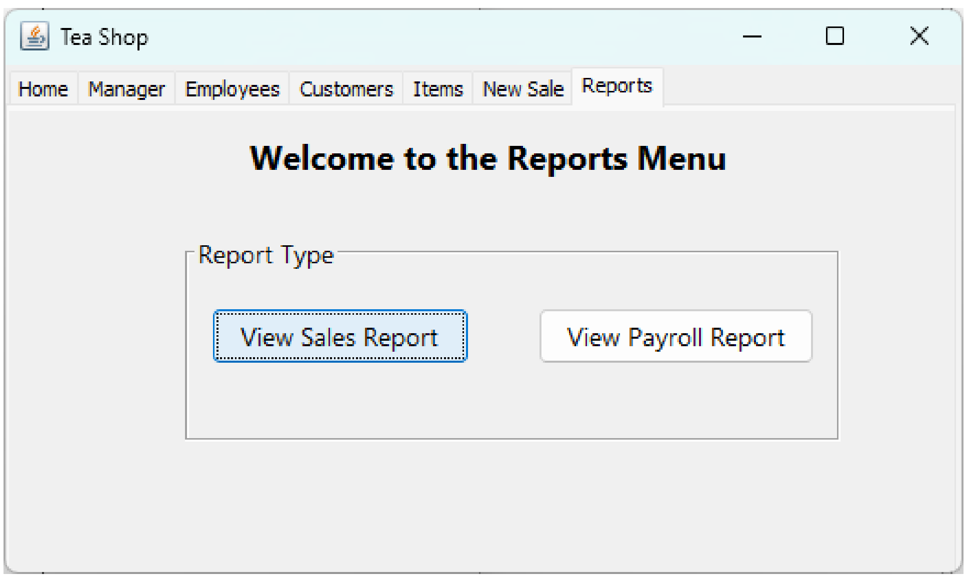

## Items



## New Sale

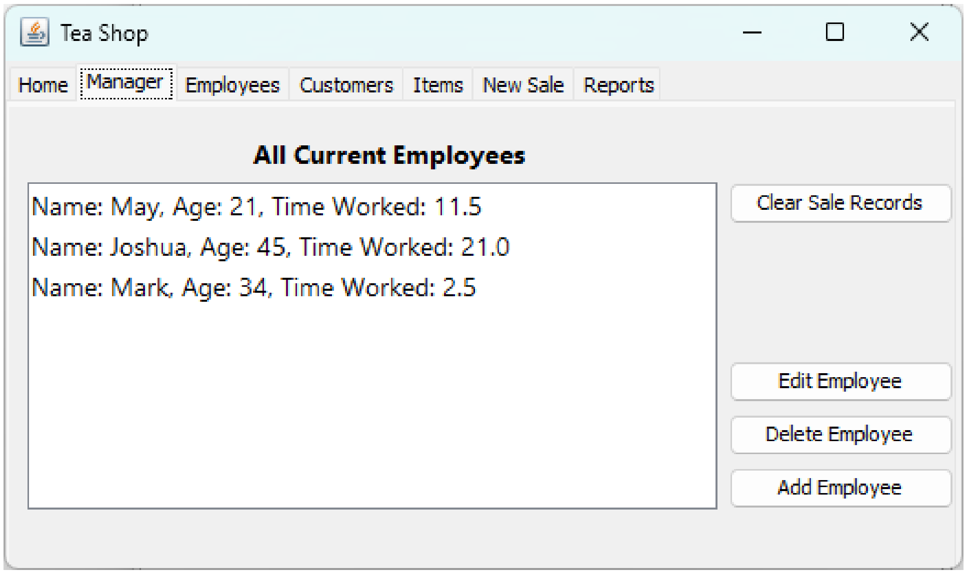



## Reports



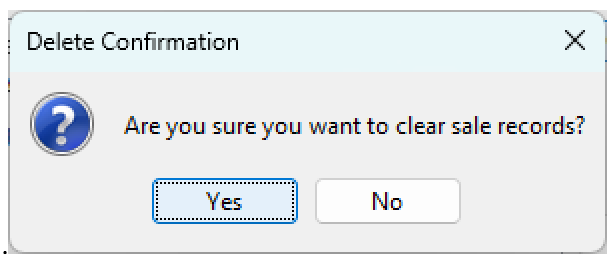
# HOW TO USE MANAGER MENU

The Manager menu provides a list of all current employees. The menu provides the options to "Clear Sale Records", "Edit Employee", "Delete Employee", and "Add Employee".




## Clear Sale Records

Select "Clear Sale Records" a window will appear to confirm the clearing of all sale records stored.

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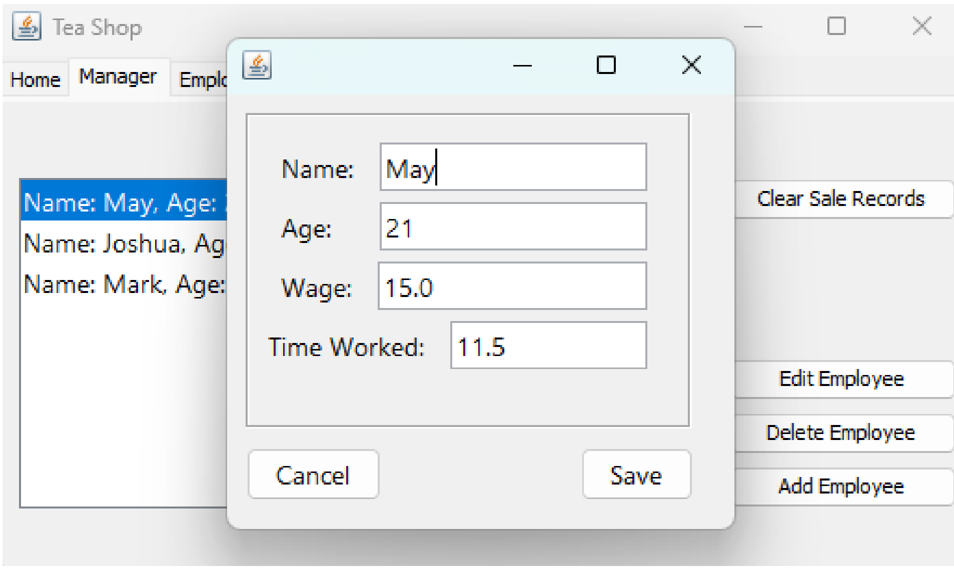
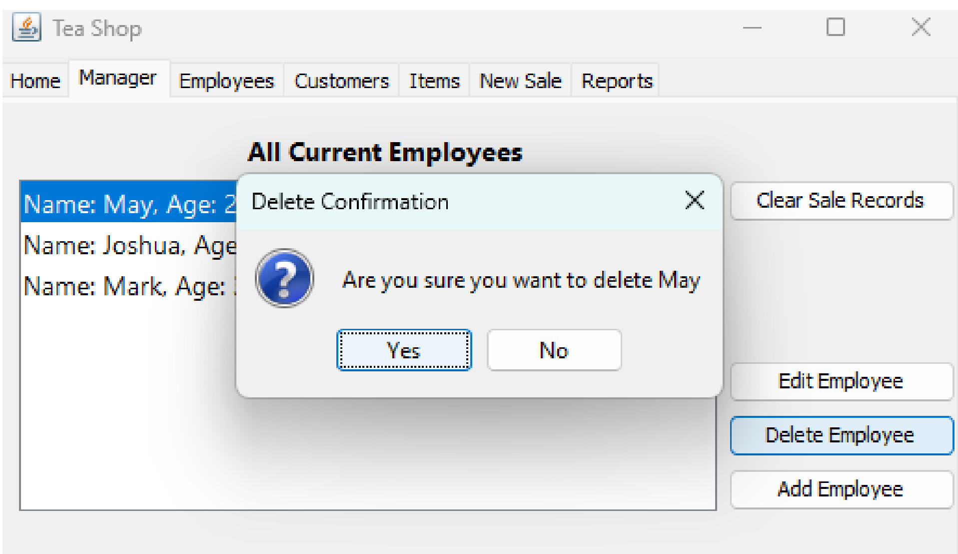
## Edit Employee

Clicking on a name within the list then select “Edit Employee” a window will appear to change employee information. Fill out the new information and click on save to confirm changes.



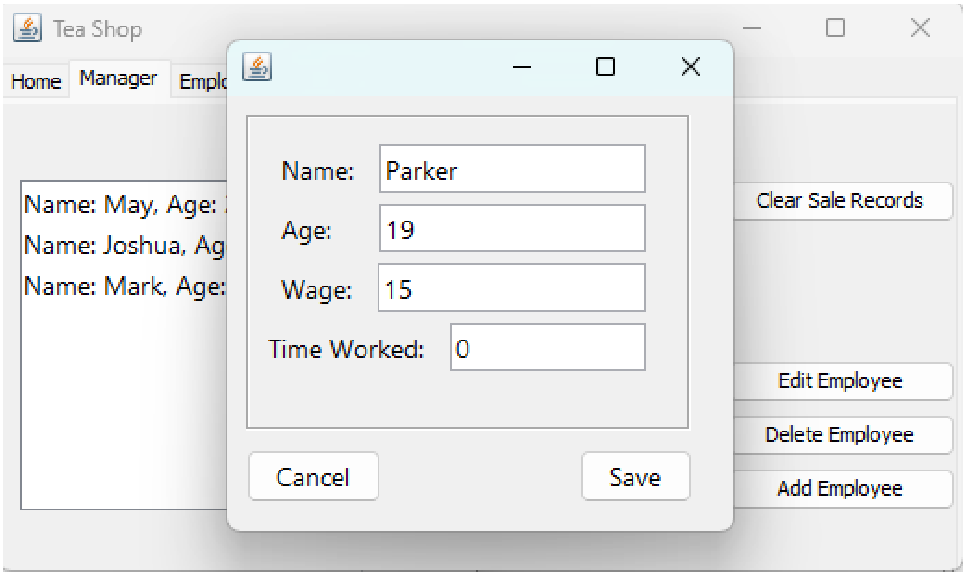

## Delete Employee

Clicking on a name within the list then select “Delete Employee” a window will appear confirming the deletion on the selected employee. Click Yes to delete the employee.



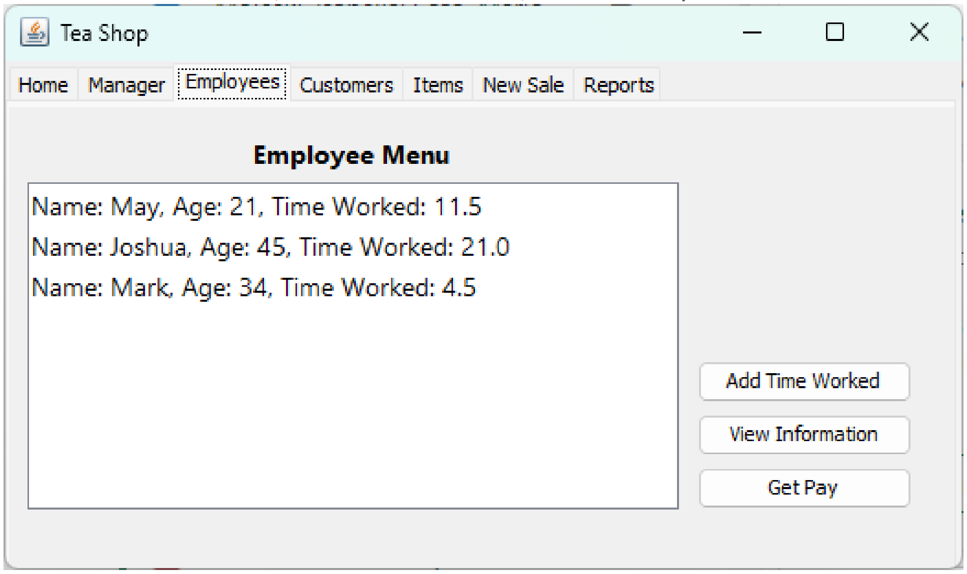
## Add Employee

Clicking "Add Employee" a window will appear to fill out information on the new employee. Click save to add the employee to the system.



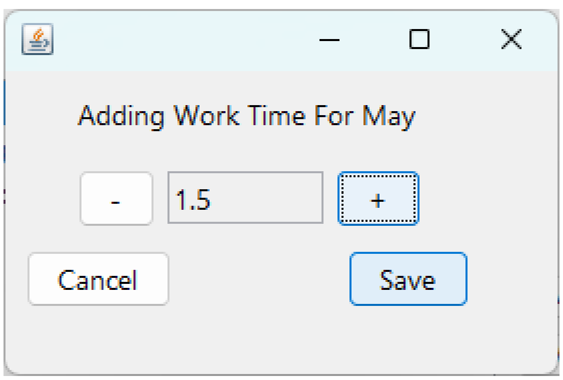
# HOW TO USE EMPLOYEE MENU

The Employee menu provides a list of all current employees. The menu provides the options to "Add Time Worked", "View Information", and "Get Pay".



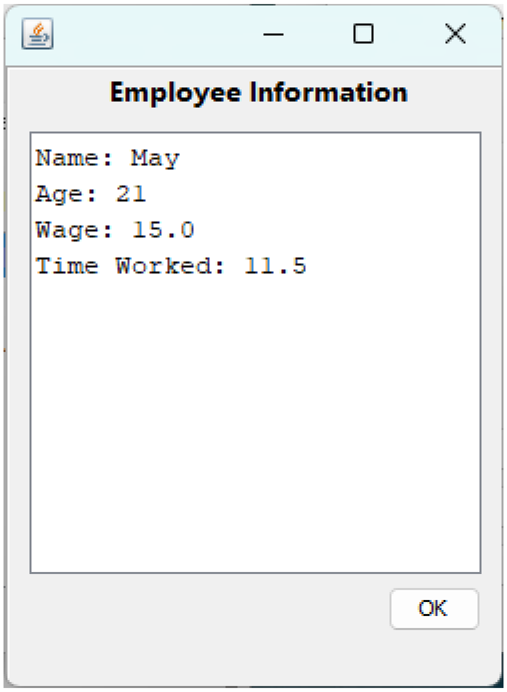

## Add Time Worked

Click on a name within the list then select "Add Time Worked" a window will appear. Selecting the "+" button to increase work time by .5 and selecting "-" to lower the amount of work time. Select "Save" to add the work time to the employee.



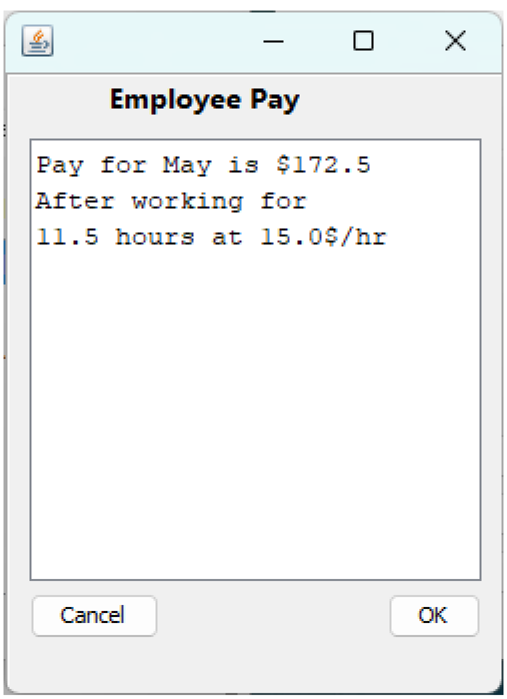
## View Information

Click on an employee within the list then click on “View Information” a window will appear with that employee's information.



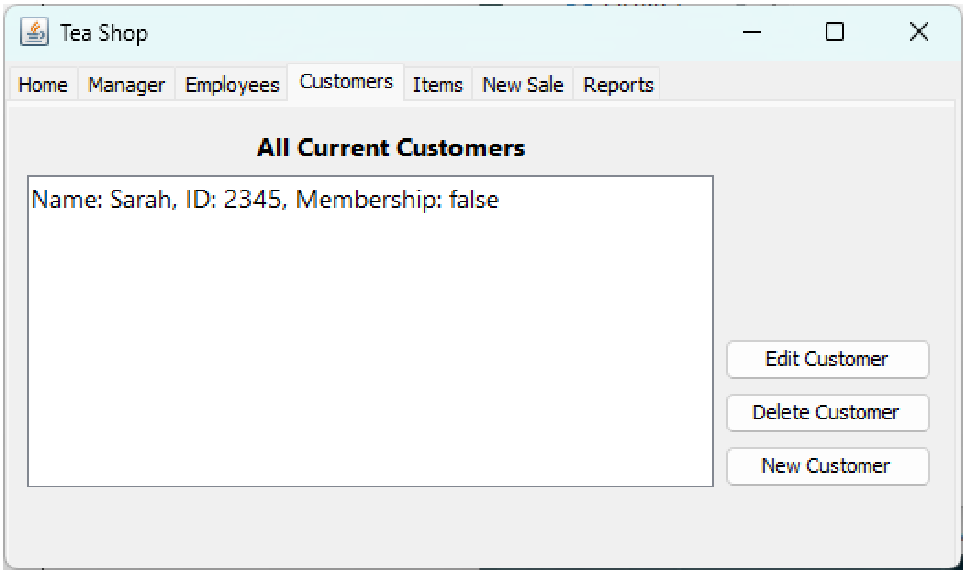

## Get Pay

Click on an employee within the list then click on “Get Pay” a window will appear with the amount of money earned for the employee.



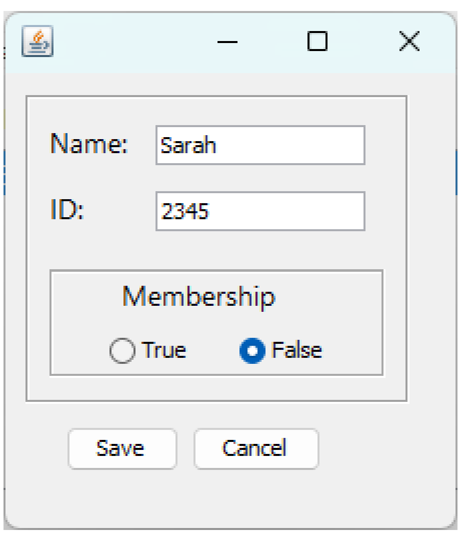
# HOW TO USE CUSTOMER MENU

The Customer menu provides a list of all current customers. The menu provides the options to “Edit Customer”, “Delete Customer”, and “New Customer”.



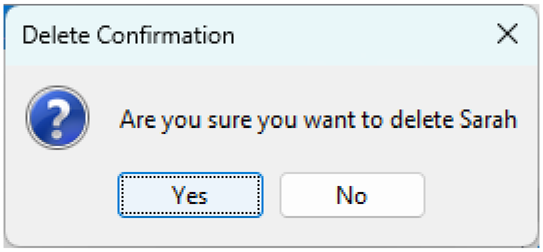

## Edit Customer

Select a customer from within the list and then click on “Edit Customer”. A window will appear with the customers' information. You can change the name, id, and whether the customer has a membership. Click on “Save” to update the information of the customer.



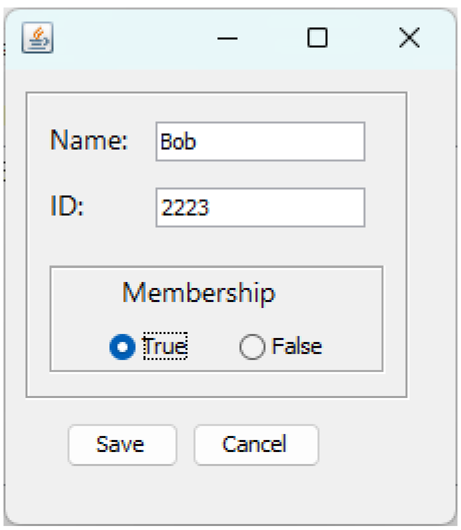
## Delete Customer

Select a customer from within the list and then click on “Delete Customer”. A window will appear select “Yes” to confirm the deletion of the customer.



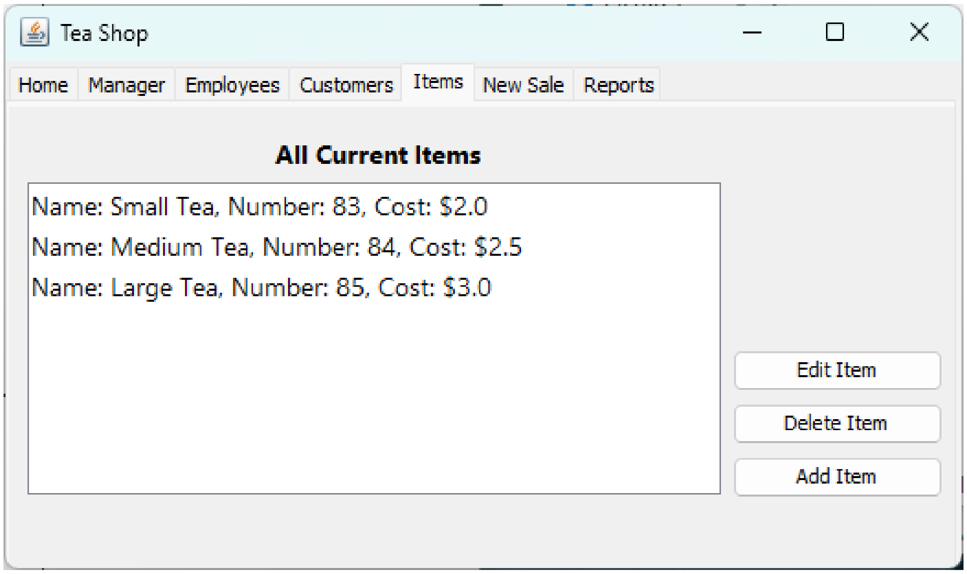

## New Customer

Select “New Customer” to create a new customer. A window will appear after filling out the information on the name of the new customer, ID, and whether they have a membership. Click on “Save” to add the new customer to the system.



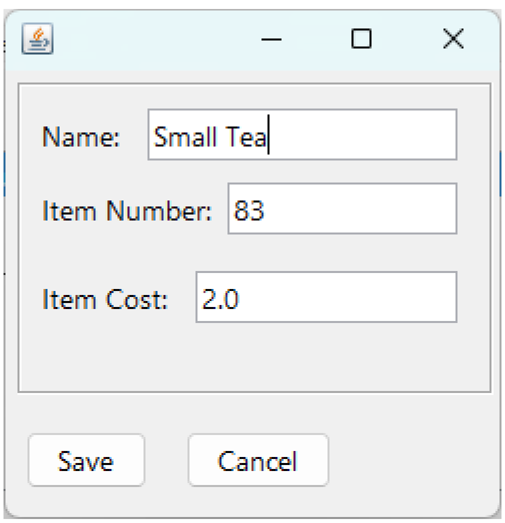
# HOW TO USE THE ITEMS MENU

The Items menu provides a list of all current items. The menu provides the options “Edit Item”, “Delete Item”, and “Add Item”.



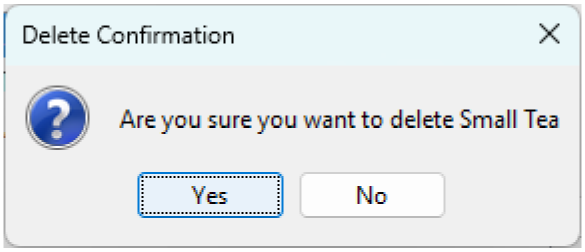

## Edit Item

Select an item within the list then click on “Edit Item”. A menu will appear allowing the modification of the name, item number, and cost of the item. Clicking on “Save” will save the changes within the system.



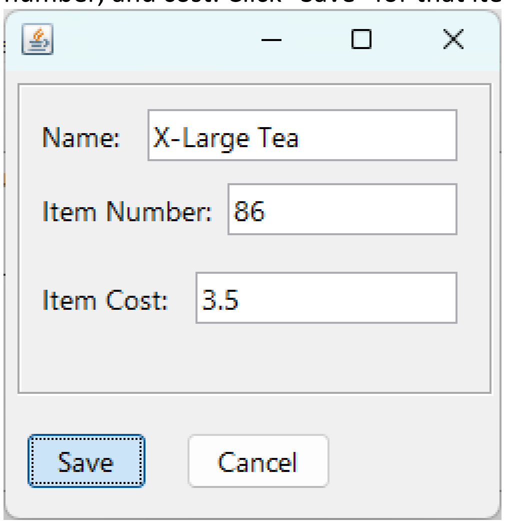
## Delete Item

Select an item within the list then click on “Delete Item”. A window will appear select “Yes” to confirm the deletion.



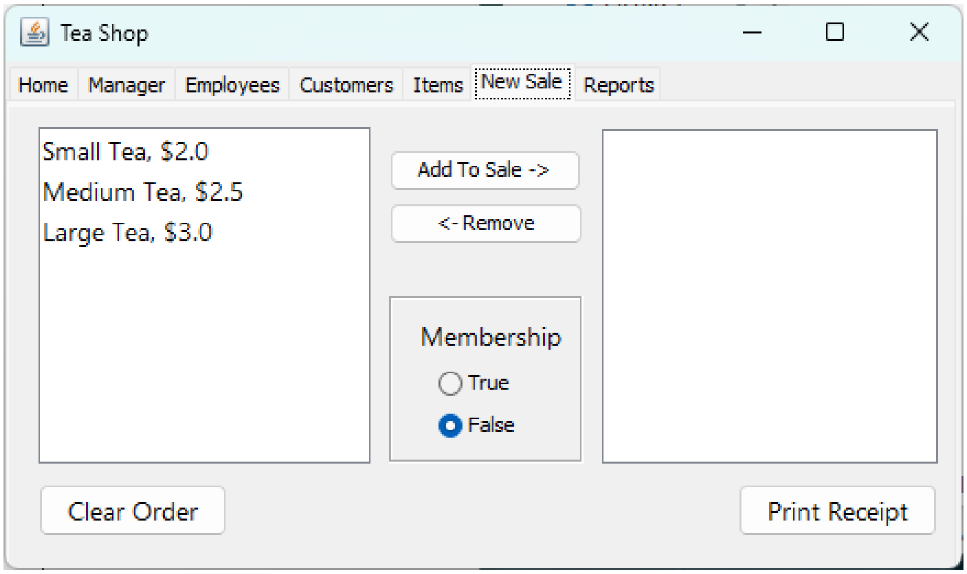

## Add Item

Select “Add Item” and a window will appear for information to be filled out on the name of the item, number, and cost. Click “Save” for that item to be added to the system.



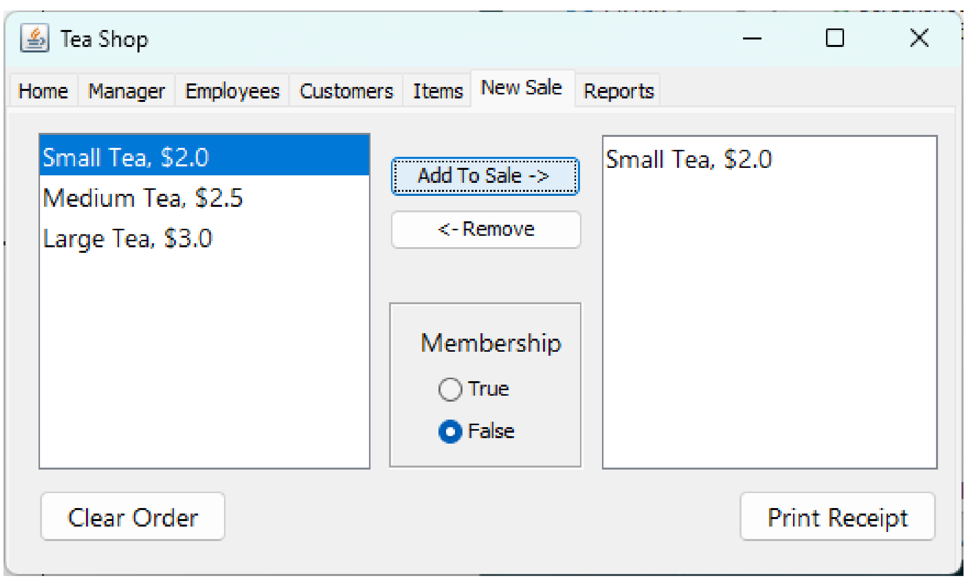
# HOW TO USE SALE MENU

The Sale menu provides a list of all items on the left. The menu provides the option to “Add to Sale”, “Remove”, select whether the sale is for a membership, “Clear Order”, and “Print Receipt”.



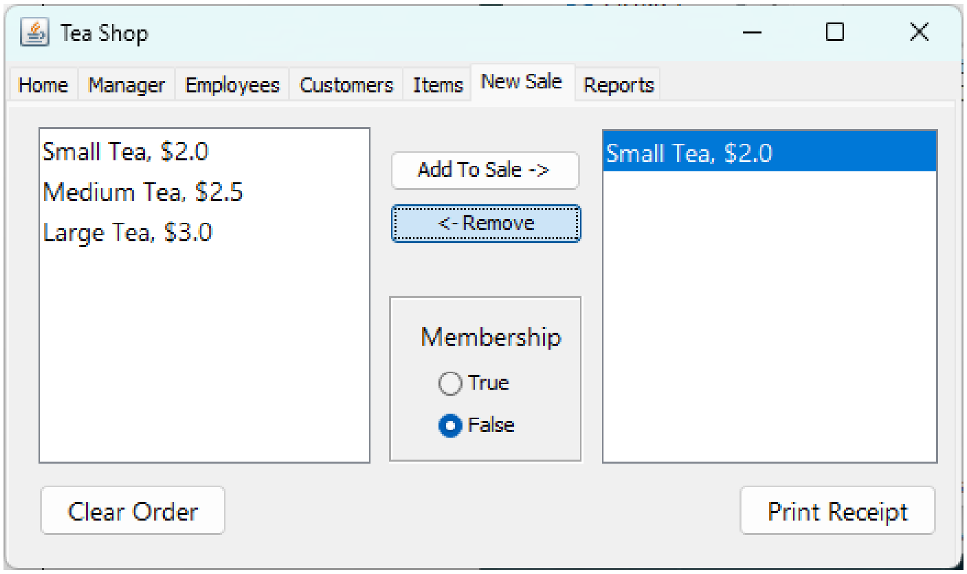

## Add to Sale

Selecting one item on the left then click “Add To Sale”. Adding the item to the list on the right.



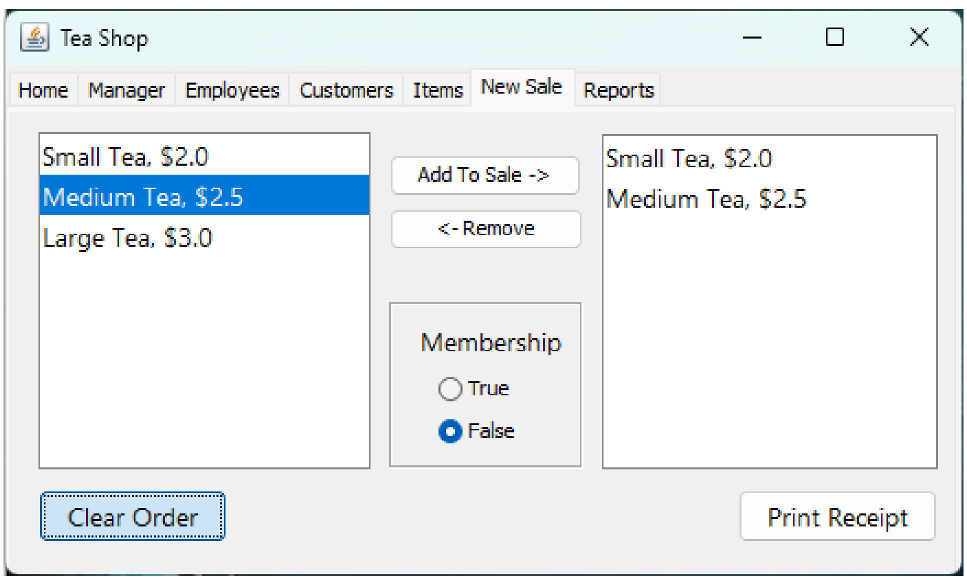
## Remove

Select an item on the right list then click on “Remove” to remove the item on the sale.



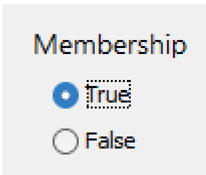

## Clear Order

Select “Clear Order” to empty the entire sale list of items.



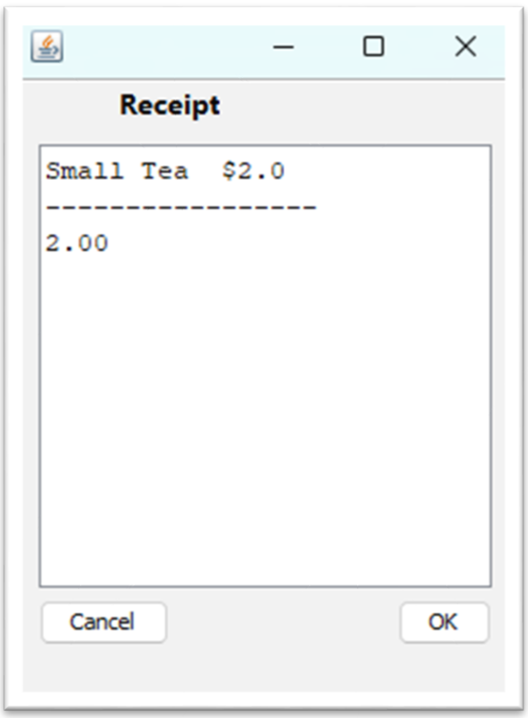
## Membership

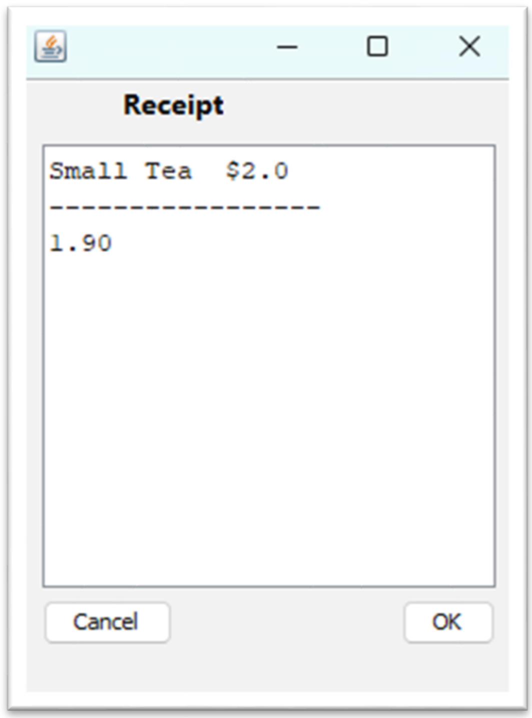
Select “True” if the customer for the sale is a member to apply a discount.




## Print Receipt

Select “Print Receipt” to print out a receipt of the sale. While adding the sale to the system.



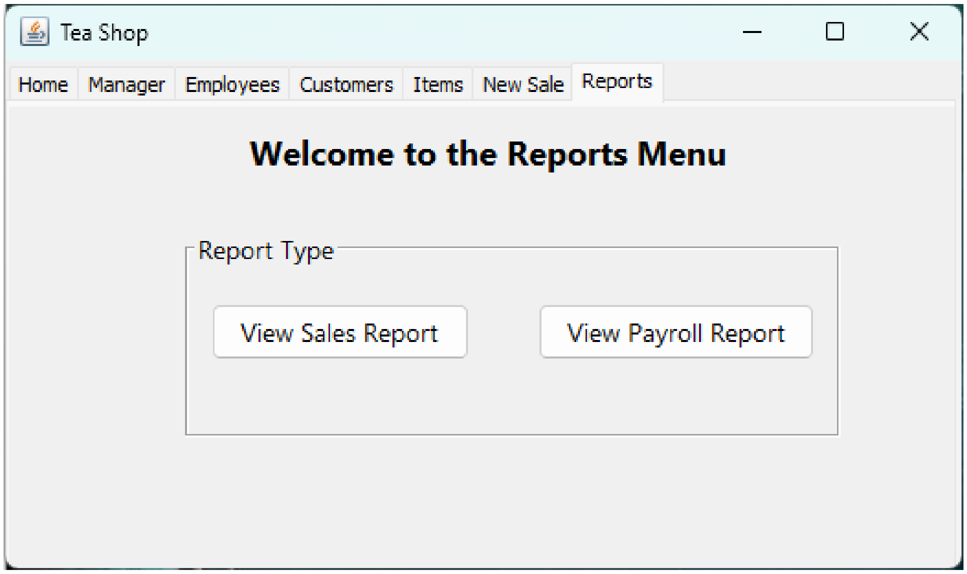




Non-Member

Member

# HOW TO USE REPORTS MENU

The Reports menu has two report types “View Sales Report”, and “View Payroll Report”.




Sale Report

Select “View Sales Report” to provide a report on All Sales.

Payroll Report

Select “View Payroll Report” to print a report on the total payroll of all employees, and total expenses.