

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.

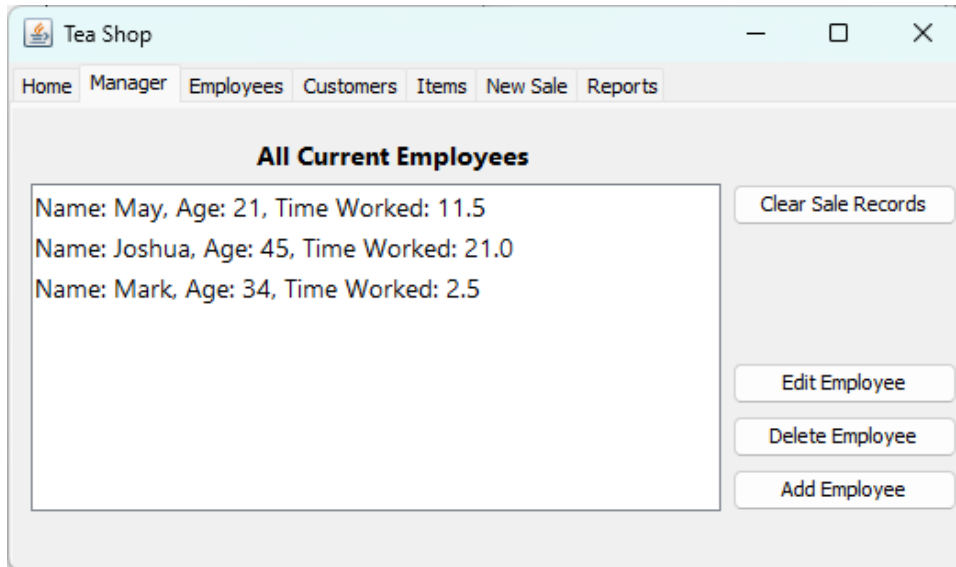
1. Home
2. Manager
3. Employees
4. Customers
5. Items
6. New Sale
7. Reports



Home

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

Manager

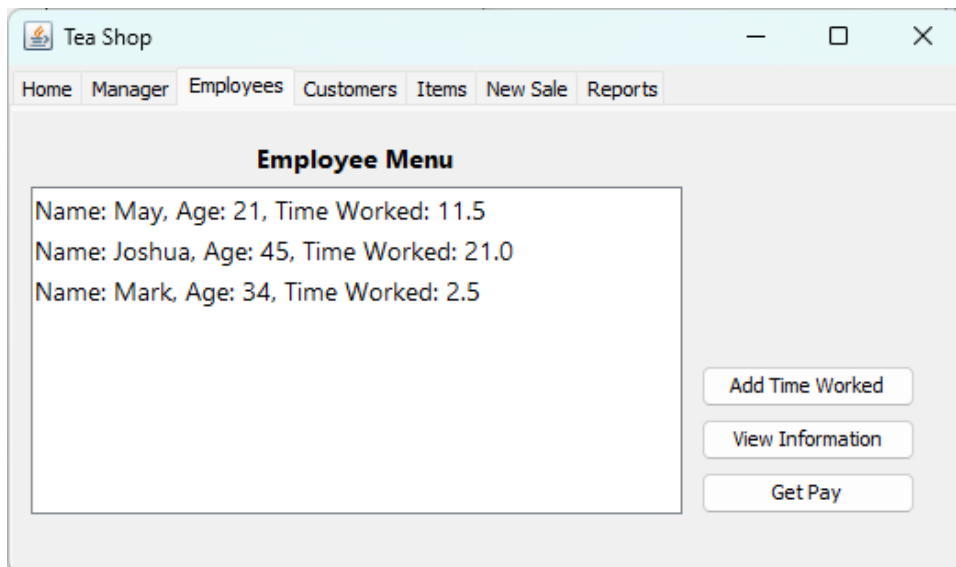


The screenshot shows a web application window titled "Tea Shop". It has a navigation bar with tabs: Home, Manager (selected), Employees, Customers, Items, New Sale, and Reports. The main content area is titled "All Current Employees". It contains a text box with the following text:

Name: May, Age: 21, Time Worked: 11.5
Name: Joshua, Age: 45, Time Worked: 21.0
Name: Mark, Age: 34, Time Worked: 2.5

To the right of the text box are four buttons: "Clear Sale Records", "Edit Employee", "Delete Employee", and "Add Employee".

Employees



The screenshot shows the same "Tea Shop" web application window, but with the "Employees" tab selected. The main content area is titled "Employee Menu". It contains the same text box with employee information:

Name: May, Age: 21, Time Worked: 11.5
Name: Joshua, Age: 45, Time Worked: 21.0
Name: Mark, Age: 34, Time Worked: 2.5

To the right of the text box are three buttons: "Add Time Worked", "View Information", and "Get Pay".

Customers

The screenshot shows a web application window titled "Tea Shop". It has a navigation bar with tabs: Home, Manager, Employees, Customers (selected), Items, New Sale, and Reports. The main content area is titled "All Current Customers". It contains a text box with the text "Name: Sarah, ID: 2345, Membership: false". To the right of the text box are three buttons: "Edit Customer", "Delete Customer", and "New Customer".

Tea Shop

Home Manager Employees Customers Items New Sale Reports

All Current Customers

Name: Sarah, ID: 2345, Membership: false

Edit Customer

Delete Customer

New Customer

Items

The screenshot shows the same "Tea Shop" application window, but with the "Items" tab selected. The main content area is titled "All Current Items". It contains a text box with three lines of text: "Name: Small Tea, Number: 83, Cost: \$2.0", "Name: Medium Tea, Number: 84, Cost: \$2.5", and "Name: Large Tea, Number: 85, Cost: \$3.0". To the right of the text box are three buttons: "Edit Item", "Delete Item", and "Add Item".

Tea Shop

Home Manager Employees Customers Items New Sale Reports

All Current Items

Name: Small Tea, Number: 83, Cost: \$2.0
Name: Medium Tea, Number: 84, Cost: \$2.5
Name: Large Tea, Number: 85, Cost: \$3.0

Edit Item

Delete Item

Add Item

New Sale

The 'New Sale' window in the Tea Shop application features a light blue title bar with the application icon and name. Below the title bar is a navigation menu with tabs for Home, Manager, Employees, Customers, Items, New Sale (active), and Reports. The main content area is divided into three sections. On the left, a list of items is displayed: 'Small Tea, \$2.0', 'Medium Tea, \$2.5', and 'Large Tea, \$3.0'. To the right of this list are two buttons: 'Add To Sale ->' and '<- Remove'. Below these buttons is a 'Membership' section with two radio buttons: 'True' and 'False' (selected). On the far right is a large empty rectangular box. At the bottom of the window are two buttons: 'Clear Order' on the left and 'Print Receipt' on the right.

Tea Shop

Home Manager Employees Customers Items New Sale Reports

Small Tea, \$2.0
Medium Tea, \$2.5
Large Tea, \$3.0

Add To Sale ->
<- Remove

Membership
☐ True
☒ False

Clear Order Print Receipt

Reports

The 'Reports' window in the Tea Shop application has a light blue title bar with the application icon and name. Below the title bar is a navigation menu with tabs for Home, Manager, Employees, Customers, Items, New Sale, and Reports (active). The main content area has a light gray background. At the top, the text 'Welcome to the Reports Menu' is displayed in bold. Below this, there is a 'Report Type' label. Underneath the label are two buttons: 'View Sales Report' and 'View Payroll Report'. The 'View Sales Report' button is highlighted with a blue dashed border.

Tea Shop

Home Manager Employees Customers Items New Sale Reports

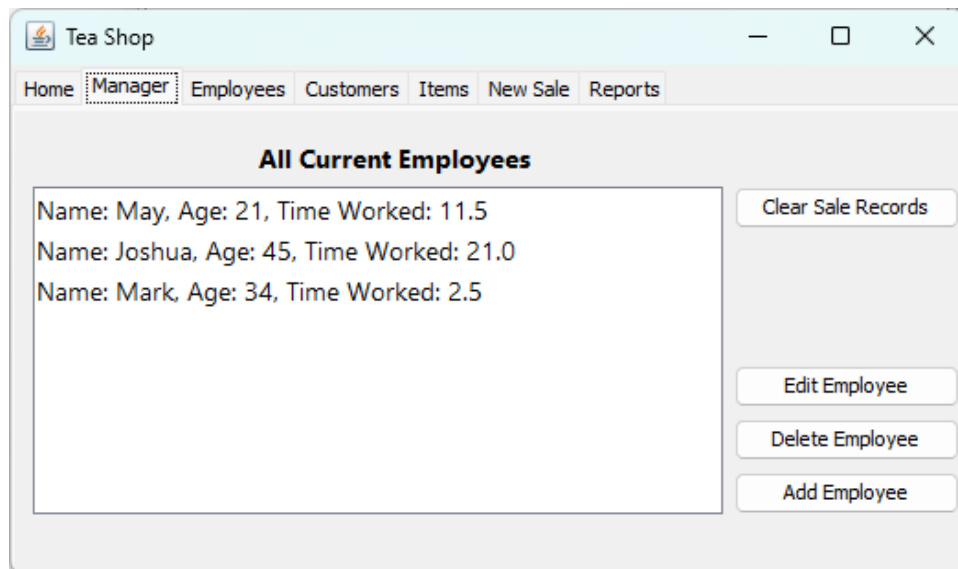
Welcome to the Reports Menu

Report Type

View Sales Report View Payroll Report

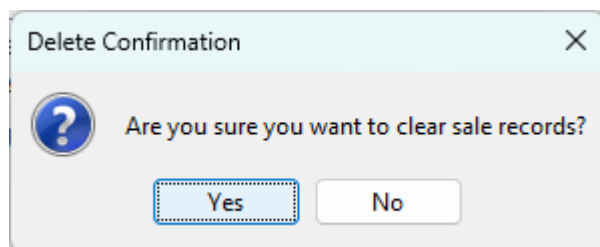
HOW TO USE MANAGER MENU

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”.



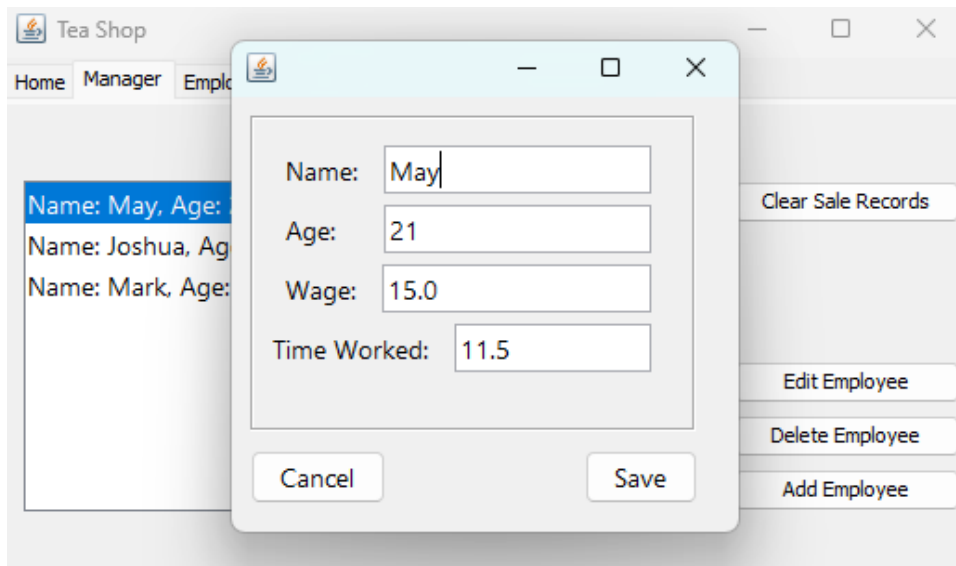
Clear Sale Records

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



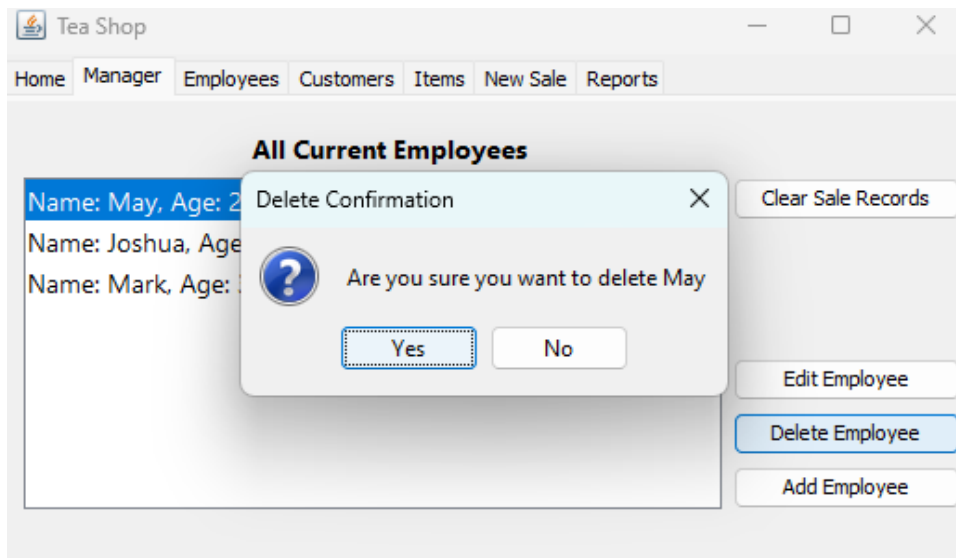
Edit Employee

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.



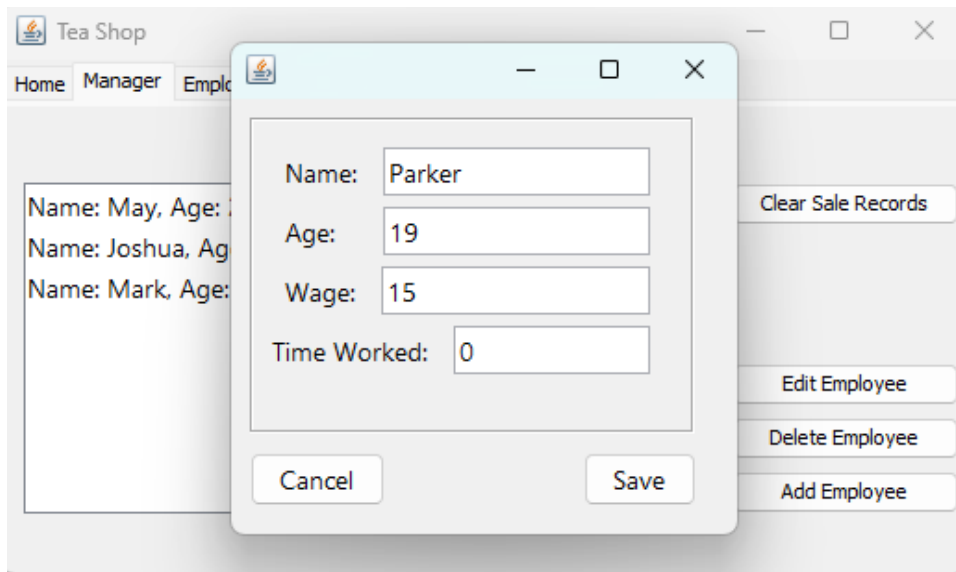
Delete Employee

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.

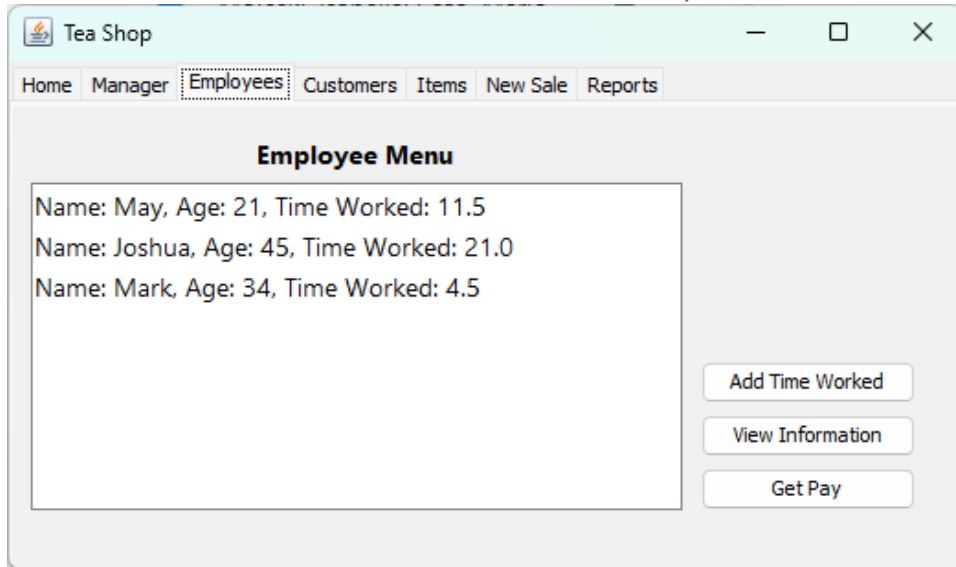


The screenshot shows a web application titled "Tea Shop" with a navigation bar containing "Home", "Manager", and "Employee" tabs. The "Manager" tab is active. On the left, there is a list of employees: "Name: May, Age: 19", "Name: Joshua, Age: 15", and "Name: Mark, Age: 0". On the right, there are four buttons: "Clear Sale Records", "Edit Employee", "Delete Employee", and "Add Employee". The "Add Employee" button is highlighted. A modal dialog box is open in the center, titled "Add Employee". It contains four input fields: "Name" with the value "Parker", "Age" with the value "19", "Wage" with the value "15", and "Time Worked" with the value "0". At the bottom of the dialog are "Cancel" and "Save" buttons.

Field	Value
Name	Parker
Age	19
Wage	15
Time Worked	0

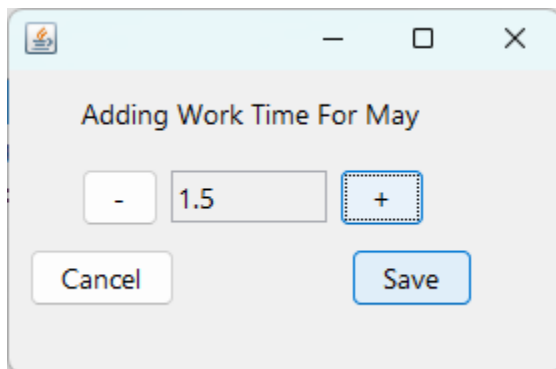
HOW TO USE EMPLOYEE MENU

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



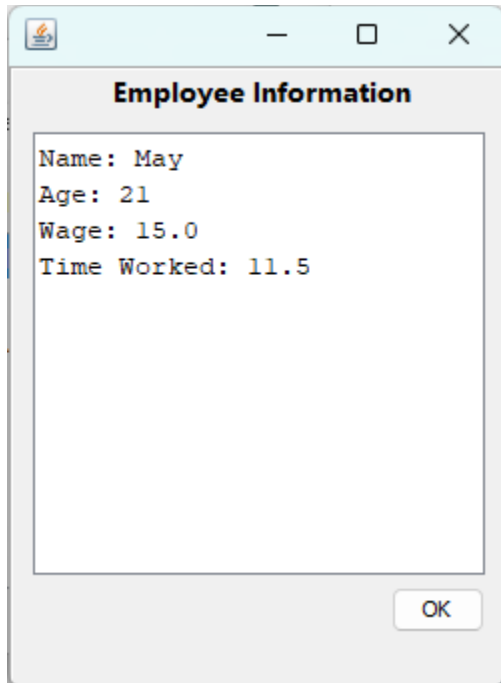
Add Time Worked

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.



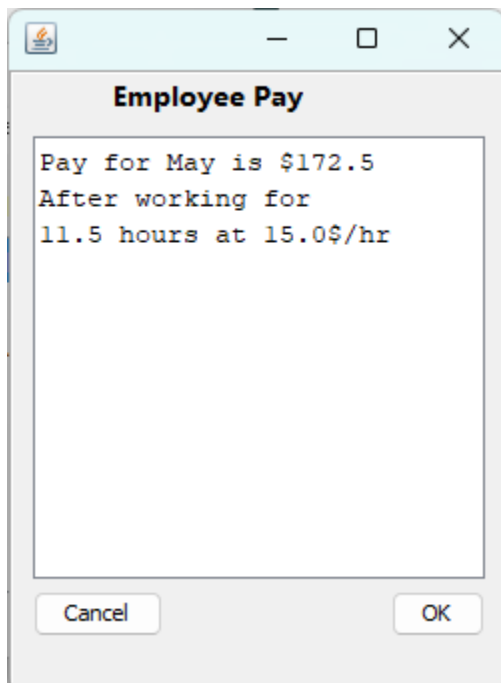
View Information

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



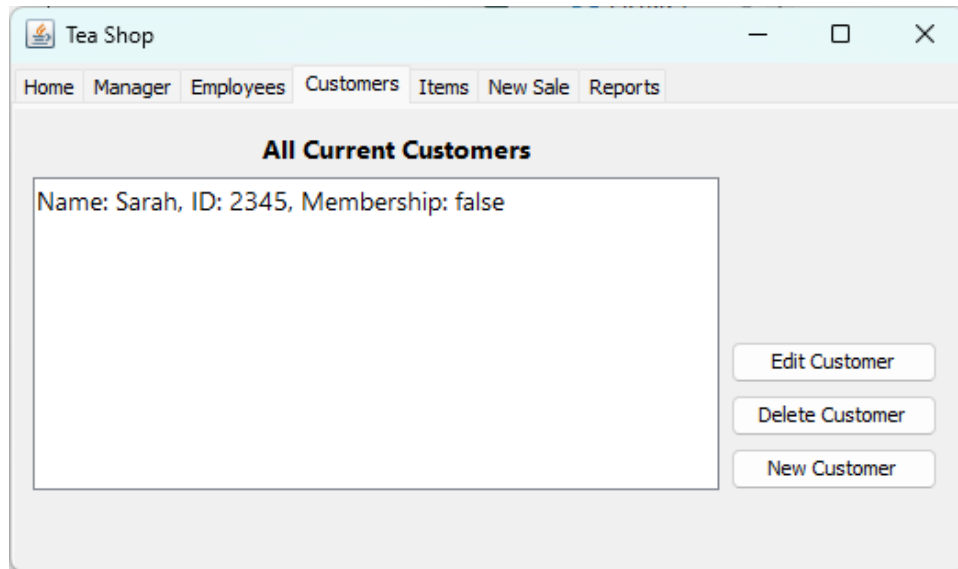
Get Pay

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.



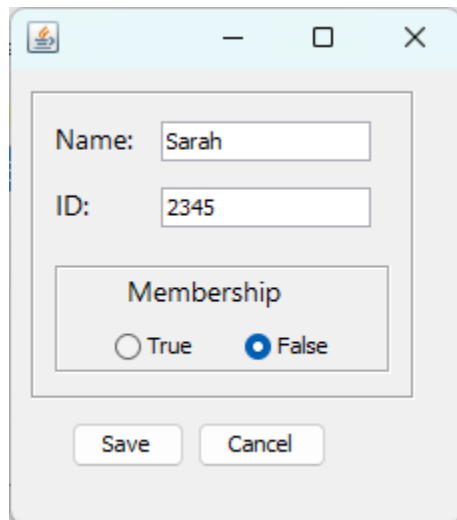
HOW TO USE CUSTOMER MENU

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



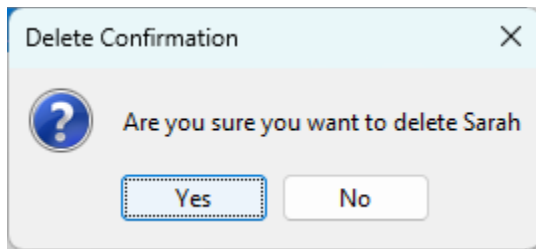
Edit Customer

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.



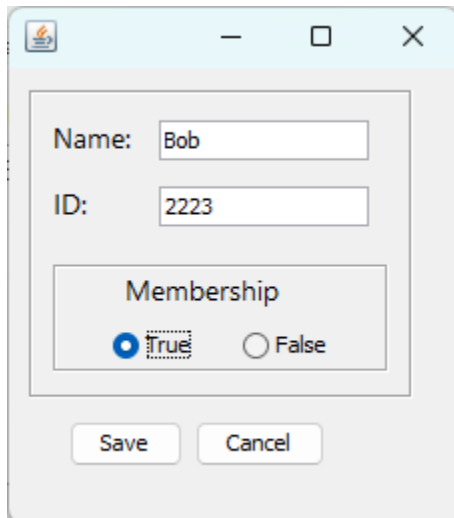
Delete Customer

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.



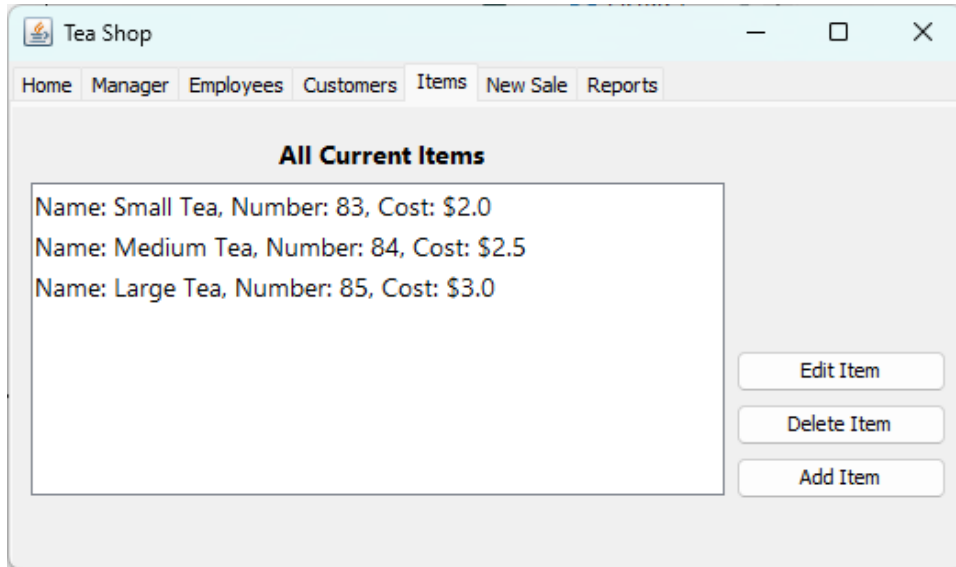
New Customer

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.

A form window titled "New Customer" with a close button (X) in the top right corner. It contains three input fields: "Name:" with the value "Bob", "ID:" with the value "2223", and a "Membership" section with two radio buttons: "True" (selected) and "False". Below the form are two buttons: "Save" and "Cancel".

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”.



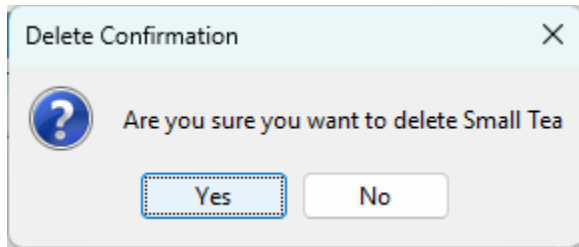
Edit Item

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.

A screenshot of a dialog box titled "Edit Item". It contains three input fields: "Name:" with the text "Small Tea", "Item Number:" with the text "83", and "Item Cost:" with the text "2.0". At the bottom of the dialog are two buttons: "Save" and "Cancel".

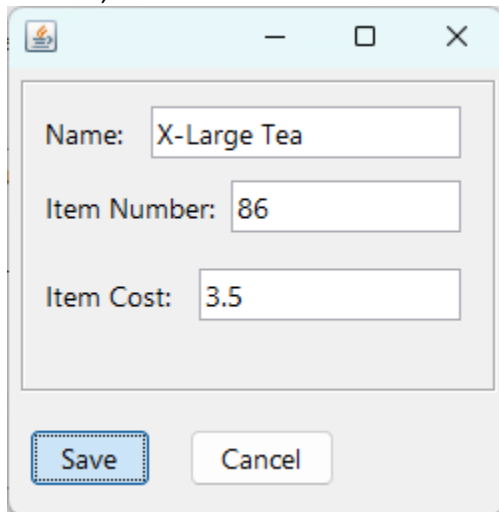
Delete Item

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”.

The screenshot shows the 'Tea Shop' application window with the 'New Sale' tab selected. On the left, a list of items includes 'Small Tea, \$2.0', 'Medium Tea, \$2.5', and 'Large Tea, \$3.0'. In the center, there are two buttons: 'Add To Sale ->' and '<- Remove'. Below these is a 'Membership' section with two radio buttons: 'True' and 'False', where 'False' is selected. At the bottom, there are two buttons: '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.

This screenshot shows the same 'Tea Shop' application window, but now the 'Small Tea, \$2.0' item has been added to the right-hand list. The 'Add To Sale ->' button is highlighted with a dashed border, indicating it was the last action taken. The left-hand list remains unchanged, and the 'Membership' and bottom buttons are also visible.

Remove

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

The screenshot shows the 'Tea Shop' application window with the 'New Sale' tab selected. On the left, a list of items includes 'Small Tea, \$2.0', 'Medium Tea, \$2.5', and 'Large Tea, \$3.0'. In the center, there are buttons for 'Add To Sale ->' and '<- Remove'. Below these is a 'Membership' section with radio buttons for 'True' and 'False' (which is selected). On the right, a list shows 'Small Tea, \$2.0' highlighted in blue. At the bottom, there are 'Clear Order' and 'Print Receipt' buttons.

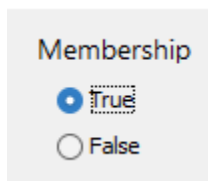
Clear Order

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

This screenshot shows the same 'Tea Shop' application window. The 'Add To Sale ->' button is now disabled. The 'Clear Order' button at the bottom left is highlighted with a dashed border, indicating it is the next action to be taken. The rest of the interface, including the item lists and the 'Membership' section, remains the same.

Membership

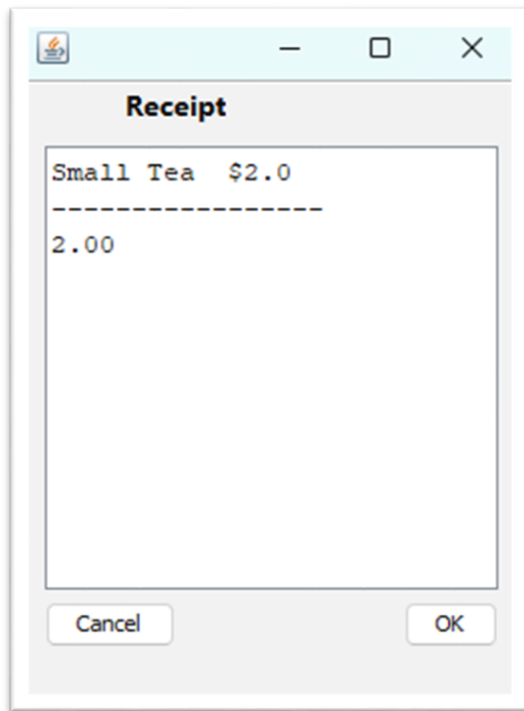
Select "True" if the customer for the sale is a member to apply a discount.



A small dialog box titled "Membership" with two radio buttons. The "True" radio button is selected and highlighted with a blue circle. The "False" radio button is unselected.

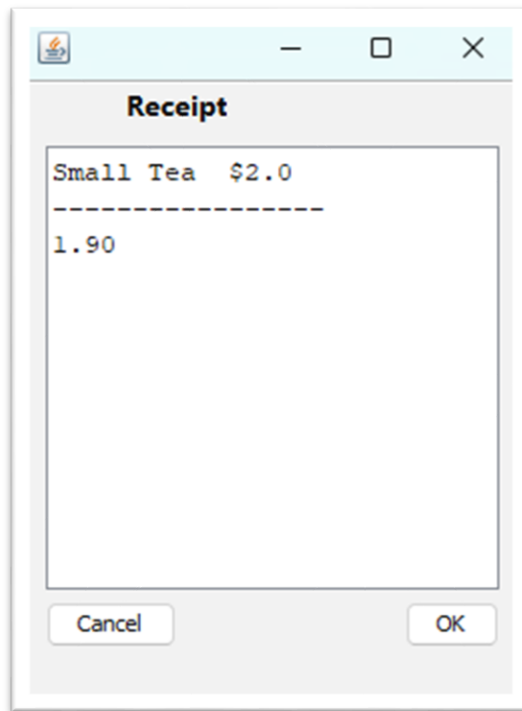
Print Receipt

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



A receipt window titled "Receipt" showing a list of items. The first item is "Small Tea" with a price of "\$2.0". A dashed line separates the item from the total. Below the line, the total amount is "2.00". At the bottom of the window are "Cancel" and "OK" buttons.

Non-Member

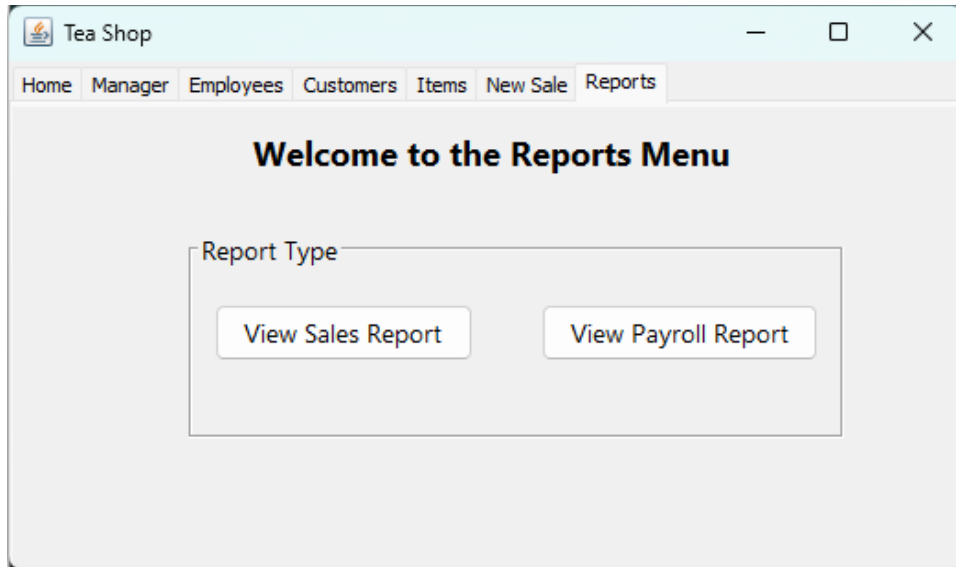


A receipt window titled "Receipt" showing a list of items. The first item is "Small Tea" with a price of "\$2.0". A dashed line separates the item from the total. Below the line, the total amount is "1.90". At the bottom of the window are "Cancel" and "OK" buttons.

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.

