USER MANUAL FOR POS-TEA SYSTEM (POINT OF SALE)

Table of Contents

INSTALLATION GUIDE

1. Download the program from Google Drive
   -Users will need to download the application from the developers' Google Drive.
2. Extract the files.
   -To use the application, users must first download and extract the file. To proceed, open the extracted folder.
3. Run the JDK 21.
   - After the file has been extracted, a pop-up window will open. To proceed, click the 'Yes' button continuously until setup is finished.
4. Open the POS-tea Jar File.
   -After successfully running the JDK, user(s) can now access the system by selecting the previously downloaded POS-Tea Jar file.

DASHBOARD

Click the "Dashboard" button if you want to view the "All Time Favorites" of the shop and the statistics of the whole summary of:

- TOTAL REVENUE
- TOTAL CUSTOMER
- TOTAL ORDER
- ALL TIME FAVORITES

MENU

How to make an order?

1. Click a product.
2. Customize your order by selecting appropriate sizes (for Milk Tea/Coolers), liquid bases (for Milk Tea/Coolers), add-ons (for Milk Tea), and temperatures (for Coffee).

   NOTE: The product(s) in the Ice Candy Cups and Appetizer Category have no choices like the other categories mentioned in number 2.

3. Proceed by clicking the "Add Order" button.
4. Navigate to the right panel, where you will find a "Bills" section displaying the list of orders placed by your customers.
5. Adjust the quantity of the selected product by utilizing the plus sign (+) or minus sign (-).
6. Enter the customer's name and the amount paid.
7. Select the preferred payment method.

8. Complete the transaction by clicking the "Pay" button.

How to use payment method?

1. On the right, there is a "Bills" panel.
2. On the bottom there is a "Payment Method".
3. Choose whether the customer prefers Cash, GCash, or others as a payment method.

ORDER QUEUE

How to use order queue?

1. Go to "Menu Page" and add an order.
2. Make an order.
3. Go to the "Order Queue Page" and you will see the order you made.
4. Click the "Done" button if the order is already served.

NOTE: The Order Queue is just a guide for preparing orders. It doesn't change or add orders for customers.

ORDER HISTORY

After the order is completed, the customer's information and order details will be moved to the Order History. In the Order History, you can view the following information:

TRANSACTION ID
CUSTOMER NAME
TOTAL PRICE
FOOD CATEGORIES
PRODUCT NAME
PRODUCT QUANTITY
PRODUCT PRICE
DATE AND TIME

How to view full order details?

To view the full details of an order, double click a row that you want to select.

How to delete order history record?

1. To delete a history record, click the 'Delete Year' button. This will display transaction records for each year.
2. Select the year you wish to delete.
3. Click the 'Delete Record'.
4. Type in your account password and click done.

NOTE: You can only delete a record by year and you cannot delete current year records.

SETTINGS

ACCOUNT

NOTE: This feature is only available for the admin.

How to change details in your account?

1. Click the edit account details button.
2. Fill up your new contact information or your new password to new password and confirm new password.
3. After filling up your new account details, click finish editing.
4. Type in your account password and click done.

How to change the security password?

1. Click the edit security questions button.
2. Select a new recovery question or fill up your new answer in one of the questions in the text field.
3. After filling up your new password click the finish editing.
4. Type in your account password and click done.

How to add a new user?

1. Click the edit user's button.
2. Click the dropdown button in the name and select Add user.
3. Fill up the necessary details such as given name, middle name (optional), surname, and password.
4. After filling up the information click finish editing.
5. Type in your account password and click done.

How to switch user?

1. Click the store's photo or the username on the upper left.
2. Select the user you want to switch to.
3. Input user's password.

APPEARANCE

How to change theme?

1. Go to settings and click Appearance.
2. Under Display Choose one of the background themes such as light, dark, beige, blue, cream, or green.

How to hide notifications and guide messages?

1. Go to settings and click Appearance.
2. Under notification and guide message click the check box if you want to hide it.

EDIT PRODUCTS

NOTE: This feature is only available for the admin.

How to add product?

1. Click "Add Products to Get Started". It only appears on the menu page if you don't have any products added. Or go to settings and click "Edit Products".
2. Click the "Add Product" button below.
3. Choose which category the product belongs to.

   NOTE: You cannot add the Name, Description, Price, and Photo of the product if you do not choose which category your product belongs to.

4. Add the product's Name, Description, Price, and Photo.
5. Add Sizes (Milk tea/Coolers), Liquid Base (Milk Tea/Coolers), Add-ons (Milk Tea), Temperature (Coffee), and their Price (All Categories).
6. Click the "ADD" button to add the product.

How to edit an existing product?

1. Go to "Settings" and click "Edit Products".
2. On the table, double-click the product you want to edit.
3. When you are done editing the product, click the "EDIT" button.

How to export menu?

1. Go to "Settings" and click "Edit Products".
2. A drop bar is on the top left of the panel.
3. Click the drop bar and select "Export Menu".
4. File Explorer will pop up
5. Save the file.

How to import menu?

1. Go to "Settings" and click "Edit Products".
2. A drop bar is on the top left of the panel.
3. Click the drop bar and select "Import Menu".
4. File Explorer will pop up.
5. Find the file and select it to import.

   NOTE: The file must be an Excel file (.xlsx/.csv).

How to toggle availability of a product?

1. Go to "Settings" and click "Edit Products".
2. Check/uncheck the product's availability checkbox to toggle availability.

How to delete a product?

1. Go to "Settings" and click "Edit Products".
2. Select the product(s) you want to delete.
3. Click the "Delete" button on the bottom left of the panel.
4. Type in your account password and click done.

Developed by Group 3, 12-ICT-Javascript, Batch 2023-2024.

Email head developer at jeremieeden1946@gmail.com or contact 09855489116.