

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

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# INSTALLATION GUIDE

**STEP 1:** Download the program from GDrive

-Users will need to download the application from the developers' GDrive.

**STEP 2:** Extract the files.

-To use the application, users must first download and extract the file. To proceed, open the extracted folder.

**STEP 3:** Run the JDK 21.

- Once the file has been extracted, a pop-up window will open. To proceed, click the yes button continuously.

**Step 4:** Open the POS-tea Jar File.

-After successfully running the jdk, users can access the system by selecting the previously downloaded POS-Tea Jar file.

## DASHBOARD

Click the "Dashboard" button If you want to view the "Best Seller" 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 the product.
2. Choose the Sizes (Milk Tea/Coolers), Liquid Base (Milk Tea/Coolers), Add-ons (Milk tea), and Temperatures (Coffee) of the product.

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

3. Click the "Add Order" button.
4. On the right panel, there is a "Bills" section where you can see the order/s list of your customers.

5. Increase the number of the quantity of the product by clicking the Plus sign (+) if the customer orders the same product twice or more.

6. Enter the amount paid by the customer.
7. Choose which Payment Method the customer prefers to pay with.
8. Click the "Pay" button.

### How to add a Customer Name?

1. On the right there is a panel, on the top of that panel there is a "Customer Name:".
2. Click on the box and type the name of the customer.

### 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 only serves as a guide for the user when preparing the order. It does not edit the customer's order, which means it cannot delete the order or add an order.

## ORDER HISTORY

Once the order is done, the customer's data/order will be transferred to the Order History. The Order History shows the following:

CUSTOMER NAME  
TOTAL PRICE  
FOOD CATEGORIES  
AMOUNT PAID  
PRODUCT NAME  
CHANGE  
PRODUCT QUANTITY  
MODE OF PAYMENT  
PRODUCT PRICE  
DATE AND TIME

### **SORT DATE**

If you want to sort the date of your customer's transactions, just click "Sort Date", and it will show the following categories:

- NOW
- TODAY
- THIS WEEK
- THIS MONTH
- THIS YEAR

Choose one category, and it will show you the results of the history of your customer transactions.

## SEARCH HISTORY

If you want to know the transaction of the customer or find the specific product name, use the Search Box.

## DELETE HISTORY

When you click the "Delete" button, it will show the records of the customer's transactions history by year.

Select the year of the transaction you want to delete and click the "Delete Record" button it will delete the records.

## SETTINGS

### ACCOUNT

NOTE: This feature is only available for the admin

#### How to change the details in your account?

1. click the edit account details button.
2. fill up your new contact info and then your new password and do the same in the confirm password.
3. after filling up your new password click finish editing.
4. for security reasons type in your old password and click done.

#### How to change the security password?

1. click the edit security questions button.
2. 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. for security reasons type in your current 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. for security reasons type in your current 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 us
3. Input your password

## APPEARANCE

#### How to change the 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

#### 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 don't 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 the 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 CSV?

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 CSV".
4. File Explorer will pop up.
5. Save the file.

### How to Import CSV?

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 CSV".
  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 enable/disable the product if it is not available/unavailable?

1. Go to "Settings" and click "Edit Products".
2. Select the product/s you want to disable/enable.
3. Click the "DISABLE/ENABLE" button

on the bottom left of the panel to:

Disable the product to make it not visible on the "Menu Page".

Enable the product to make it visible on the "Menu Page".

- Select the box of the product that you want to DISABLE.
- If you want to ENABLE it, unselect the box of the product disabled.

### How to Delete 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.

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