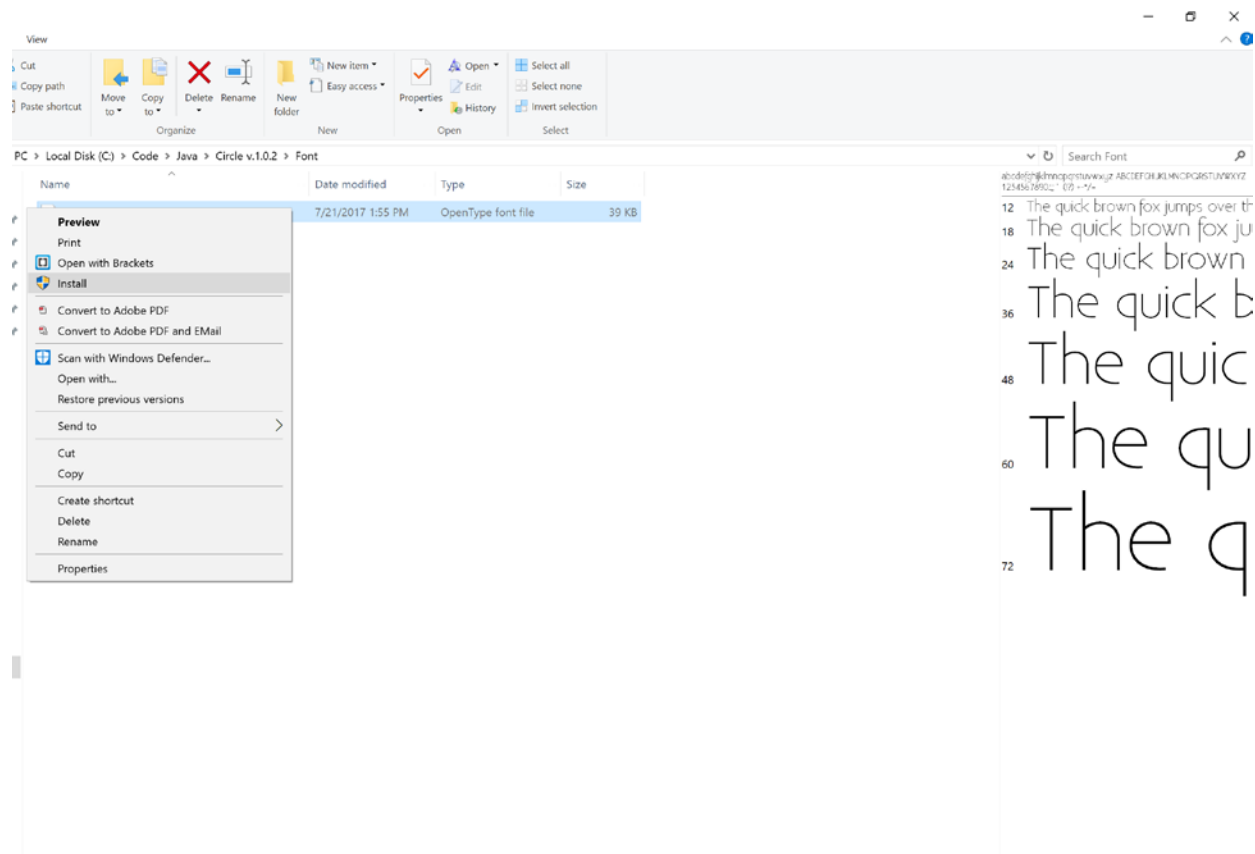# Circle

v.1.0.2

User Handbook

Created by Jemmy Zhou
July 21, 2017

Dedicated to Tri-City Band Corps.

Installation

To be able to use this program properly, please ensure the latest version of Java has been installed.
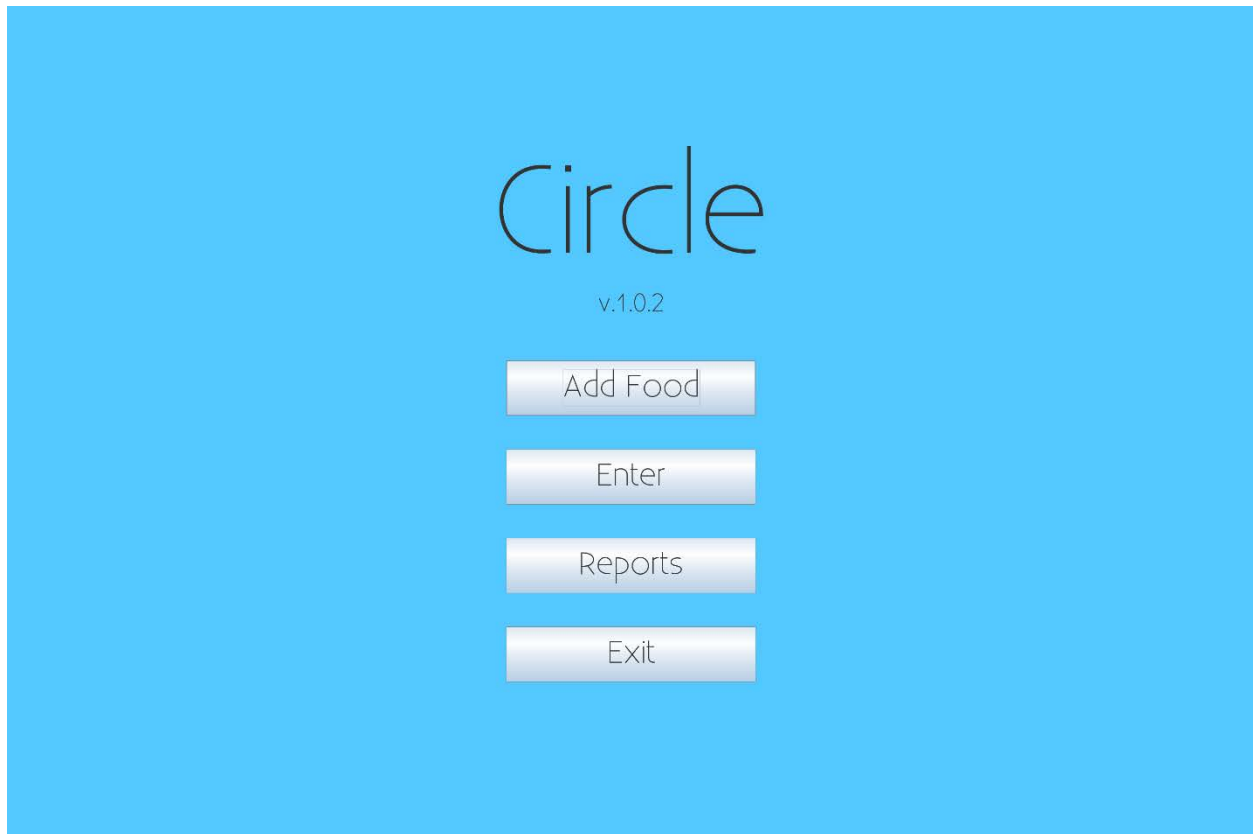
Once Java is installed, open up the Font folder. Right click the file and install the selected font. When the font has finished installing, the program is ready for use.

Click **Circle** to begin.

Instructions for Program Usage.

I.   Home

The Menu is simple and easy to explore. There's the title and version of the program. Below are four buttons.

Add Food allows you to change the types of food or prices of food you are selling.

Enter takes you to the main menu where sales are made.

Reports allows you to generate a report of the most recent sales. You can also clear sales data in that menu.

Exit closes the program.

II.   Add Food Menu

Add/Remove Food Items

Existing Food Items: (10 items max)

Strawberry FC $8.00   (2) Strawberry FC $12.00
Apple FC $8.00   (2) Apple FC $12.00
Plain FC $6.00   Water $2.00
(2) Plain FC $10.00   Soda $2.00
Apple + Strawberry FC $12.00

Food Name: Price: (0.00)

[   ]   [   ]   Add Food

Food Name:

[   ]   Remove Food

Back

This menu allows you to change what food you are selling.

If you wish to add an item, simply type the Food Name and price and click **Add Food**. Your entered item will be placed on the menu above.

If you wish to remove an item, simply type the Food Name and click **Remove Food**. The text field is not case sensitive.

To return to the main menu, click **Back**.

note As of version 1.0.2, there is a limit of 10 items that can be sold as once. This is due to graphics configuration problems and will be corrected in future releases.

III. Enter

Name:

Food Name: Quantity:
Strawberry FC   0
Apple FC   0
Plain FC   0
(2) Plain FC   0
Apple + Strawberry FC   0
(2) Strawberry FC   0
(2) Apple FC   0
Water   0
Soda   0

Back   Add Order

Order Number ###

Total Price = $#.##

Order #   Complete Order

Clicking enter should bring you to a menu that looks similar to this. Do not worry, the hash-tags are normal.

To add an order, simply enter the customer's name. Under quantity, adjust each food item's quantity as appropriate.

For example, Alex Spencer wishes to purchase 1 Apple Funnel Cake and 1 Soda. Enter in her name under "Name:" and change Apple FC to 1 and Soda to 1. Click Add Order

Order Number 005
Total Price = $10.00

Name:

001 Harrison Cheng
1 Apple + Strawberry FC, 1 Water,

Food Name: Quantity:

002 Jessica Lee
1 Plain FC, 1 Water,

Strawberry FC	0
Apple FC	0
Plain FC	0
(2) Plain FC	0
Apple + Strawberry FC	0
(2) Strawberry FC	0
(2) Apple FC	0
Water	0
Soda	0

003 Kelsey Luu
1 Plain FC, 1 Soda,

004 Olivia Mendoza
1 Plain FC, 1 Water,

005 Alex Spencer
1 Apple FC, 1 Soda,

Back   Add Order

Order #   Complete Order

Alex's order shows up on the left side of the screen at the top. She has been assigned Order Number 005 and the total for her order is $10.00 She can choose to pay by either cash or credit card. If she chooses credit card, please use an external device to charge the customer.

The top five incomplete orders will also show up on the left side of the menu. This serves as a reminder for what still needs to be made.

More orders can be added, but they will not show up on the menu yet.

Pretend Judy Wang wishes to purchase a Strawberry Funnel Cake. After completing the steps shown above, Judy will be assigned Order Number 006 and the total is $8.00. However, her order will not show up on the menu, since there are five more incomplete orders ahead of her.

Order Number 006

Total Price = $8.00

001 Harrison Cheng
1 Apple + Strawberry FC, 1 Water,

002 Jessica Lee
1 Plain FC, 1 Water,

003 Kelsey Luu
1 Plain FC, 1 Soda,

004 Olivia Mendoza
1 Plain FC, 1 Water,

005 Alex Spencer
1 Apple FC, 1 Soda,

Order #   Complete Order

Name:

Food Name:	Quantity:
Strawberry FC	0
Apple FC	0
Plain FC	0
(2) Plain FC	0
Apple + Strawberry FC	0
(2) Strawberry FC	0
(2) Apple FC	0
Water	0
Soda	0

Back   Add Order

Once an order is complete, simply enter in the Order # into the text field provided. Click Complete Order and it will disappear!

For example, if Harrison Cheng's order is complete, enter in 001 to replace "Order #." Click Complete Order, and his order will be archived and marked compete.

The remaining four incomplete orders will be moved up and the next incomplete order will be added to the menu. In this case, it's Judy's strawberry funnel cake.

Order Number 006

Total Price = $8.00

002 Jessica Lee
1 Plain FC, 1 Water,

003 Kelsey Luu
1 Plain FC, 1 Soda,

004 Olivia Mendoza
1 Plain FC, 1 Water,

005 Alex Spencer
1 Apple FC, 1 Soda,

006 Judy Wang
1 Strawberry FC,

Order #   Complete Order

Name:

Food Name: Quantity:
Strawberry FC   0
Apple FC   0
Plain FC   0
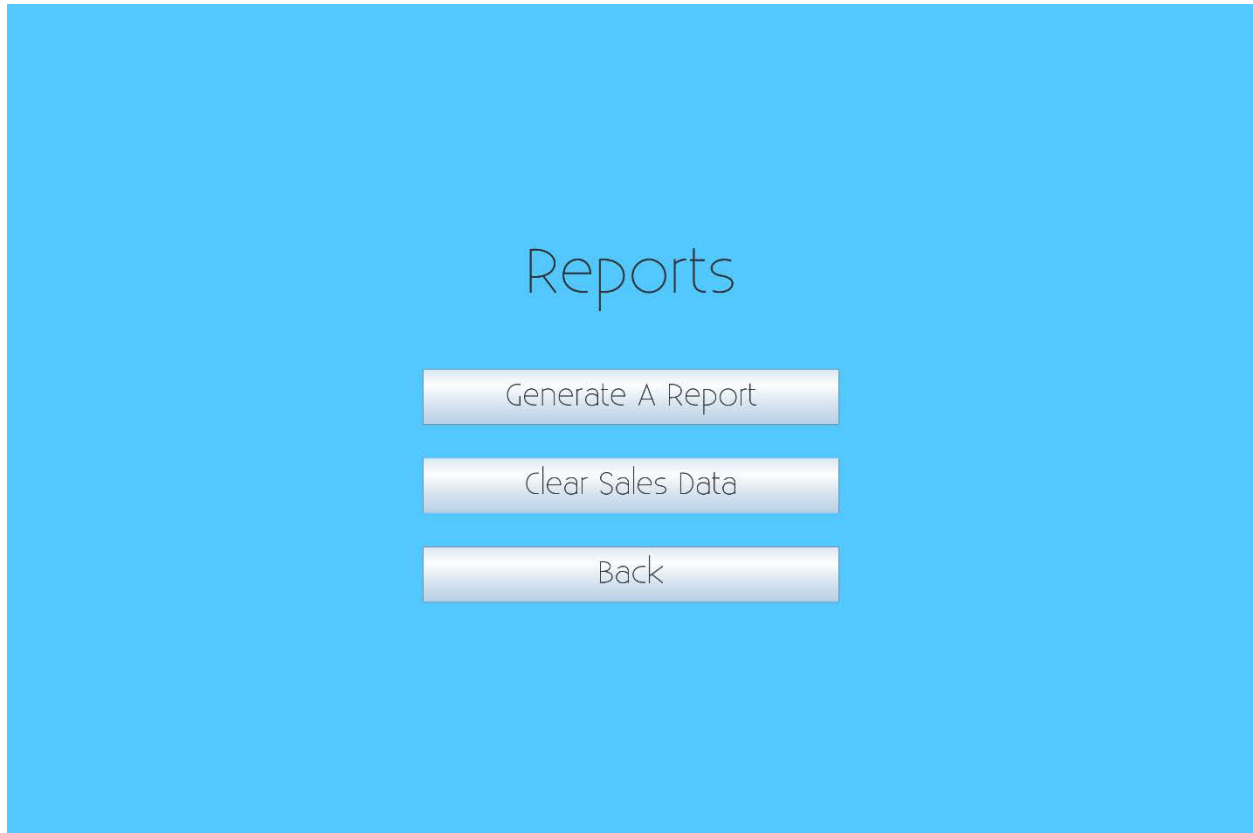(2) Plain FC   0
Apple + Strawberry FC   0
(2) Strawberry FC   0
(2) Apple FC   0
Water   0
Soda   0

Back   Add Order

Clicking **Back** will take you back to the main menu.

IV. Reports

Reports

Generate A Report

Clear Sales Data

Back

Click **Reports** will take you to the reports menu.

If you click **Generate A Report**, a copy of the current data will be saved under the Reports Folder. The program notifies you what the name of the file is called.

If you click **Clear Sales Data**, all data tracked will be cleared. Order Number will restart at 001. Remember to generate a report first before clearing data!

Clicking **Back** will take you back to the main menu.

Report Generated!

File Name: 07.21.17_12.48.40_SalesData.csv

Reports

Generate A Report

Clear Sales Data

Back

Data Cleared!

Reports

Generate A Report

Clear Sales Data

Back