Smith's Grocery Store
User Guide

Getting Started

The default user is the **Admin**.

The Admin's Employee ID is 0 and the default password is system.

When logging in for the first time enter:

0
for the Employee ID

system
for the Password

Manage Employees

Create a New Employee

1) Select **Create a New Employee** button
2) New Employee ID will automatically be created
3) Enter Employee name (e.g. John Smith)
4) Enter Employee password (e.g. 1234)
5) Select whether Employee is an Admin or Cashier
6) Select **Update Employee** button

Update an Employee

1) Select Employee from list
2) Edit Employee name, password, or role
3) Select **Update Employee** button

Delete an Employee

1) Select Employee from list
2) Select **Delete Employee** button

Manage Products

Add a New Product

1) Select **Add a New Product** button
2) Enter the following information:
    1) Product Name
    2) Barcode
    3) Available Units
    4) Price
    5) Customer Price
    6) Quantity or Weight
    7) Provider ID
3) Select **Update Product** button

Barcode Search

Update a Product

1) Enter Product barcode into Barcode Search field
2) Select **Search** button
3) Update any necessary Product Information fields
4) Select **Update Product** button

Delete a Product

1) Enter Product barcode into Barcode Search field
2) Select **Search** button
3) Select **Delete Product** button

Begin Checkout
Barcode Search

Add Item

1) Enter Product barcode into Barcode Search field

2) Select **Search** button
3) Enter quantity OR enter weight
4) Select **Add Item** button

Remove Item

If you wish to remove an item, simply select it in the Receipt List and select the **Remove Item** button

---

Get Payment

When item scanning is complete select the **Get Payment** button

Payment Dialog

Print Receipt

1) Select Cash/Credit/Check for transaction payment
2) Select **Print Receipt** button
3) Choose printer