



# Smith's Grocery Store User Guide

## Getting Started

A screenshot of a Windows-style dialog box titled "S Dialog". It contains two text input fields: the top one is labeled "Employee ID" and the bottom one is labeled "Password". Below these fields is a button labeled "Sign In". The dialog box has a standard title bar with a question mark icon and a close button (X).

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

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The screenshot shows a web application window titled "Smith's Grocery". The main header displays "1 Jim Smith" and a "Log Out" button. Below the header is a navigation bar with tabs: "Manage Employees", "Manage Products", "Manage Orders", "Reports", and "Begin Checkout". The "Manage Employees" tab is active. On the left, there is a list of employees: "0 admin", "1 Jim Smith" (highlighted), and "2 Samantha Johnson". The main area is titled "Employee" and contains a form for editing the selected employee. The form fields are: "Employee ID" (displaying "1"), "Employee Name" (text input with "Jim Smith"), "Password" (password input with "\*\*\*\*\*"), and a role dropdown menu currently set to "Admin". There are three buttons: "Create a New Employee" (top right), "Delete Employee" (middle right), and "Update Employee" (bottom center).

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## 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

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## Update an Employee

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

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## Delete an Employee

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

## Manage Products

The screenshot displays the 'Smith's Grocery' application window. At the top, the user is logged in as '1 Jim Smith' with a 'Log Out' button. Below the header, there are five tabs: 'Manage Employees', 'Manage Products' (which is selected), 'Manage Orders', 'Reports', and 'Begin Checkout'. The main content area is divided into two sections. On the left, there is a 'Barcode Search' input field and a 'Search' button. On the right, there is a 'Product Information' form. This form includes input fields for 'Product Name', 'Barcode', 'Available Units', 'Price', and 'Customer Price'. It also features radio buttons for 'Priced By' with options 'Quantity' and 'Weight', and a 'Provider' input field. To the right of the form are two buttons: 'Add a New Product' and 'Delete Product'. At the bottom of the form is an 'Update Product' button.

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## 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

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## Import an Existing Spreadsheet

- 1) Select **Import Spreadsheet**
- 2) Browse to the desired .xls file
- 3) Select **Open**

## Barcode Search

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### 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

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### Delete a Product

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

# Manage Customers

Smith's Grocery

1 Jim Smith

Manage Employees Manage Products **Manage Customers** Manage Orders Reports Begin Checkout

Log Out

Customer Name/ID Search  Search

**Customer Information**

Customer Name

Customer ID 8

Point Balance 0 pt(s)

☒ Active Customer

Add a New Customer

Update Customer Info

**Point Conversion Management**

Customers earn: 2 pt(s) for every \$1 spent

When buying products with points: 30 pt(s) are equivalent to \$1.00

Update Point Rules

## Add a New Customer

- 1) Select **Add a New Customer** button
- 2) Enter the following information:
  - 1) Customer Name
  - 2) Point Balance
  - 3) Keep Active Customer checkbox checked
  - 4)
- 3) Select **Update Customer Info** button

## Customer Name/ID Search

### Update a Customer

- 1) Enter a Customer ID or Customer Name into Customer Search field
- 2) Select **Search** button

- 3) Update any necessary Customer Information fields
- 4) Select **Update Customer Info** button

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### Delete a Customer

Because of the reservation functionality, customers cannot be removed from the database. However, a customer can be made inactive by unchecking the Active Customer checkbox.

## Point Conversion Management

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### Customer Earn Points for Every \$1 Spent

Adjust the top field to reflect the number of points a customer earns for every dollar spent.

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When Buying Products with Points, an Amount of Points is equivalent to \$1.00

Adjust the bottom field to reflect the number of points a customer spends for each dollar when they use points to buy groceries.

# Manage Orders

Smith's Grocery

1 Jim Smith

Manage Employees Manage Products Manage Orders Reports Begin Checkout

Log Out

Search By Receipt ID

Receipt ID

Search

or

Search by Date

10/28/2016

October 28, 2016

102816082220-----	\$34.33
102816082417-----	\$7.26

Return Item

Receipt ID: 102816082417  
Date: 10/28/2016 08:24:17  
Cashier: Jim Smith  
Payment Method: Cash

Grapes (3.5 lbs)  
\$6.93

Subtotal	\$6.93
Tax	\$0.33
Total	\$7.26

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## View Receipts

Enter the Receipt ID into the Receipt ID field and select **Search** or select the date from the Search By Date box and select the receipt from the list of receipts by date

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## Remove Item

- 1) Once a receipt is in view, select the item you wish to remove.
- 2) Select the **Remove Item** button

# Reports

Smith's Grocery

1 Jim Smith

Manage Employees Manage Products Manage Orders Reports Begin Checkout

Beginning Date: 10/24/2016 Ending Date: 10/29/2016

Product	Total Sold	Revenue
Apple	11	\$16.61
Orange	11	\$21.12
Grapes	3.8	\$7.52

Printed Report Order: ☒ Ascending ☐ Descending

Printed Report Sorting: ☒ Unordered ☐ Alphabetically ☐ By Total Sold ☐ By Revenue

Total Orders: 6  
Total Revenue: \$45.25

Print Report

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## View Report

- 1) Select a Beginning and Ending date for the report
- 2) Sort the report by selecting the header of the column you wish to sort by

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## Print Report

- 1) Choose whether the report is to be Ascending or Descending
- 2) Choose how the report is to be sorted
- 3) Select the **Print Report** button



# Begin Checkout

## Barcode Search

Smith's Grocery

1 Jim Smith

Manage Employees Manage Products Manage Customers Manage Orders Reports Begin Checkout

Log Out

Item Barcode

Search

Quantity

Weight

Item Name  
Barcode Number  
Number of Available Units  
Price per Unit  
Provider

Item subtotal \$

Add Item

Remove Item(s)

Get Payment

Cancel Transaction

Customer Name or ID

Reservation Number

Load Reservation(s)

Subtotal	\$0.00
Tax	\$0.00
Total	\$0.00

### Load Reservation

- 1) Enter Customer ID or Customer Name in the Customer ID or Name field
- 2) Enter the Reservation ID in the box
- 3) Select **Load Reservation** button

### 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

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## Remove Item

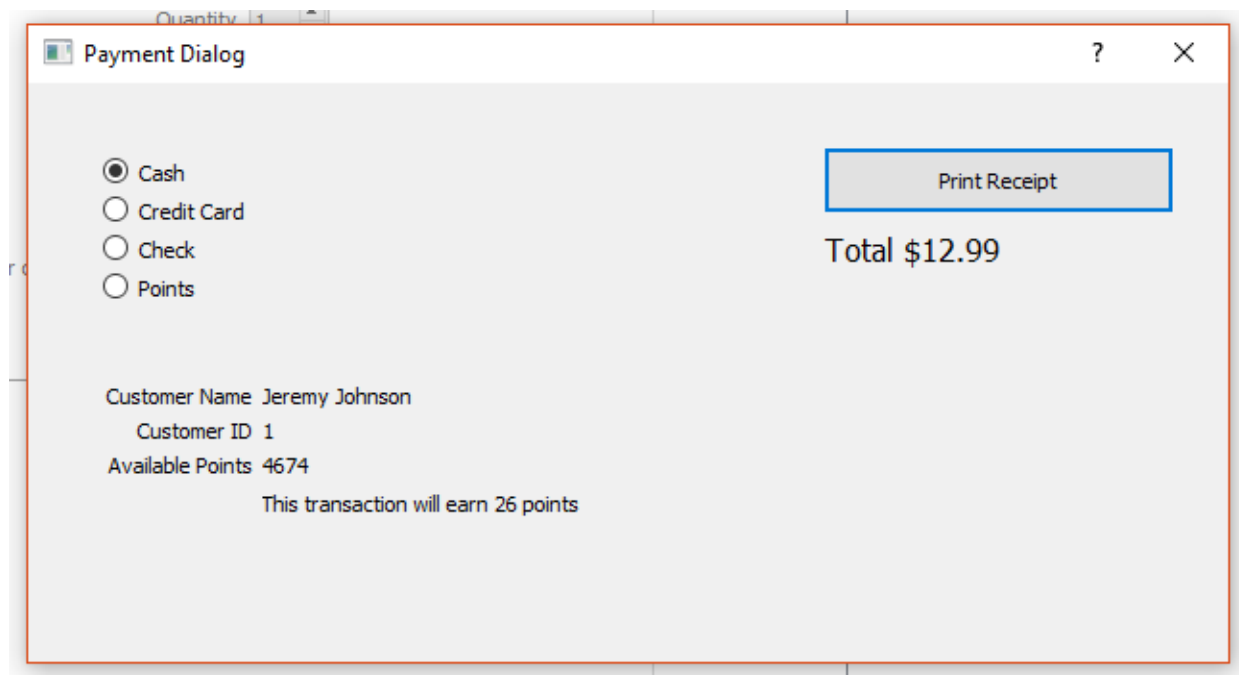
If you wish to remove an item, simply select it in the Receipt List and select the **Remove Item** button

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## Get Payment

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

# Payment Dialog



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## Print Receipt

- 1) Select Cash/Credit/Check for transaction payment
- 2) Select Points if the customer is registered and has enough points to pay for the total amount
- 3) Select **Print Receipt** button
- 4) Choose printer

# Customer Website

## Website Set Up

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### Start the Service

Run Start Website Server.exe

Allow Access if your Firewall tries to block the connection.

This step HAS to be completed for the website to run.

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### Open the Website

Run the OpenBrowser.bat

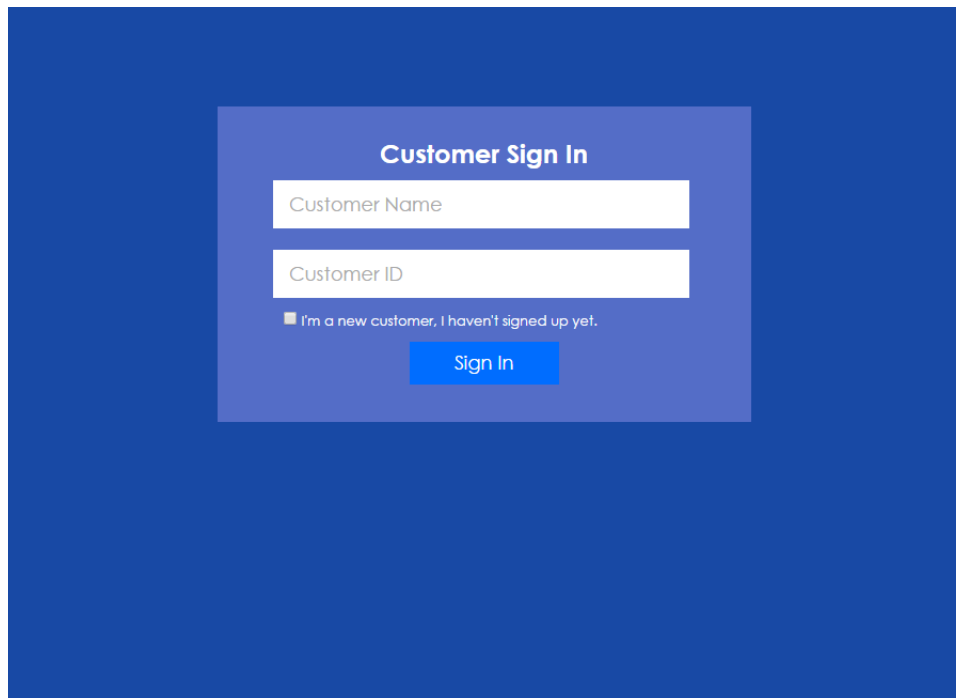
OR enter localhost:8000 into your browser search bar

## Customer Sign In

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### Customer Sign In

- 1) Enter Customer Name in Customer Name field
- 2) Enter the Customer ID in Customer ID field
- 3) Select **Sign In** button

A screenshot of a web form titled "Customer Sign In" centered on a dark blue background. The form itself has a light blue background. It contains two white input fields: "Customer Name" and "Customer ID". Below these fields is a checkbox with the text "I'm a new customer, I haven't signed up yet." and a blue "Sign In" button.

Customer Sign In

Customer Name

Customer ID

☐ I'm a new customer, I haven't signed up yet.

Sign In

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## New Customer Sign Up

- 1) Enter Customer Name in Customer Name field
- 2) Check the **I'm a new customer, I haven't signed up yet** checkbox
- 3) Select **Sign In** button

## Customer Reservation Management

Create New Reservation

Enter a Reservation ID

Delete Reservation

Load Reservation

Product Name	Quantity/Weight	Price
Apple	Amount	\$ 1.57
Oranges	Amount	\$ 0.99
Grapes	Quantity	\$ 2.75

Make Reservation

*To process your reservation: Please give your cashier your Customer Name, Customer ID, and your Reservation ID*

Customer Name: Jeremy JohnsonCustomer ID: 1Reservation ID:

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## Create New Reservation

- 4) Select **Create New Reservation** button
- 5) Browse products and select Amount/Quantity fields of products you wish to reserve
- 6) Select **Update Reservation** button
- 7) Note your Customer Name, Customer ID, and Reservation ID to give to the cashier

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## Load a Reservation

- 1) Enter a Reservation ID that belongs to you in the Enter a Reservation ID field
- 2) Select the **Load Reservation** button

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## Update a Reservation

- 1) Follow the previous steps to Load a Reservation
- 2) Update Amount/Quantity fields to reflect your updates
- 3) Select **Update Reservation** button

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## Delete a Reservation

- 1) Follow the previous steps to Load a Reservation
- 2) Select **Delete Reservation** button