



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

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, a list of employees is shown: "0 admin", "1 Jim Smith" (highlighted), and "2 Samantha Johnson". The main content 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).

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

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 with a 'Search' button below it. 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 these fields are two buttons: 'Add a New Product' and 'Delete Product'. At the bottom of the form is an 'Update Product' button.

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

Import an Existing Spreadsheet

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

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

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

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

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

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

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

The screenshot shows the 'Smith's Grocery' application window. The title bar says 'S Smith's Grocery'. The main window has a header with '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 'Begin Checkout' tab is active.

The main content area is divided into two sections. The left section is a search form with the following fields and buttons:

- 'Item Barcode' text input field
- 'Search' button
- 'Quantity' spinner box (set to 1)
- 'Weight' spinner box (set to 0.00)
- 'Item Name' label with the value 'Apple'
- 'Barcode Number' label with the value '1'
- 'Number of Available Units' label with the value '100'
- 'Price per Unit' label with the value '1.51'
- 'Provider' label with the value '0'
- 'Item subtotal' label with the value '\$1.51'
- 'Add Item' button
- 'Remove Item(s)' button
- 'Get Payment' button

The right section is a receipt list showing the items added to the cart:

- 'Apple (1)'
- '\$1.51'

At the bottom of the window, there is a 'Cancel Transaction' button and a summary table:

Subtotal	\$1.51
Tax	\$0.07
Total	\$1.58

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

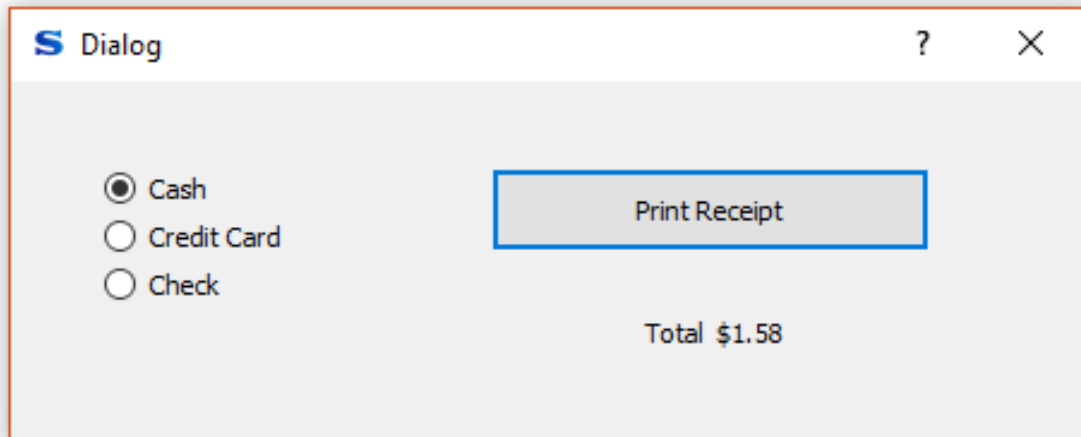
Remove Item

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