# 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

### 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

# 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