

# GUIDE

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## I. Log in

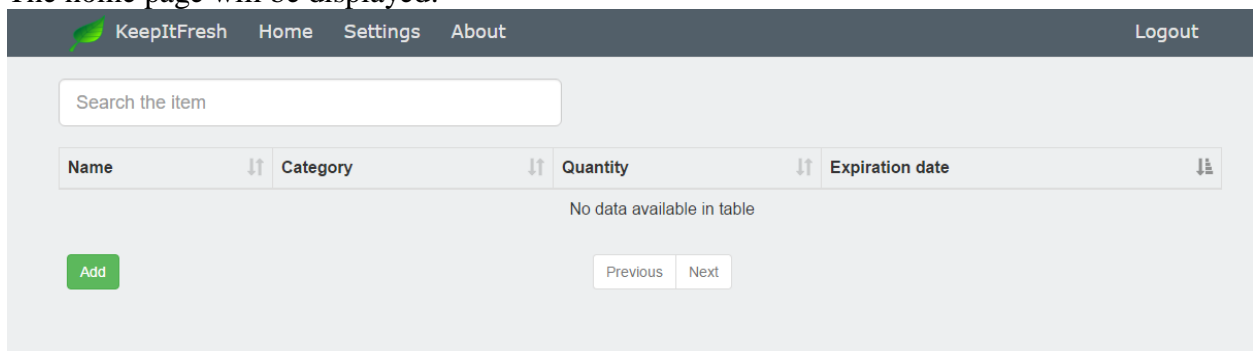
In order to sign in to the KeepItFresh application type your username and password and press the “Login” button.

### Login with Username and Password

User:

Password:

The home page will be displayed:



Name	Category	Quantity	Expiration date
No data available in table			

## II. Adding a new item

Step 1: Click the “Add” button.



Name of product

Category

Quantity

Expiration Date


Step 2: Enter a name of a new product.

Step 3: Pick a category from the drop down list.

Step 4: Select quantity.

Step 5: Enter the expiration date of the product.


All fields must be filled with information.

KeepItFreshHomeSettingsAboutSearchLogout  
**Name of product**  
  
**Category**  
  
**Quantity**  
  
**Expiration Date**  
  
 

Step 6: Click the “Submit” button to save a new item. Click “Cancel” if you don’t want to save information about the new item.

### III. Editing and deleting items

There are the “Edit” and “Delete” buttons on the right side of each item.

KeepItFreshHomeSettingsAboutLogout  

Name	Category	Quantity	Expiration date	
Mascara	Cosmetics	1	11/18/2016	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Lotion	Cosmetics	2	11/30/2016	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
zinc	Drugs	2	11/30/2016	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Rose oil	Oils	5	11/30/2016	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Previous 1 Next

In order to perform those operations, click the respective button.

The screenshot shows the KeepItFresh application interface. At the top is a navigation bar with links: KeepItFresh, Home, Settings, About, and Logout. Below the navigation bar is a search input field labeled "Search the item". The main content area features a table with the following columns: Name, Category, Quantity, and Expiration date. The table contains four rows of data:

Name	Category	Quantity	Expiration date
Lotion	Cosmetics	2	11/30/2016
Mascara	Cosmetics	1	11/18/2016
Rose oil	Oils	5	11/30/2016
zinc	Drugs	2	11/30/2016

Each row has "Edit" and "Delete" buttons to its right. A confirmation dialog box is open over the "Delete" button of the "Lotion" row, asking "Are you sure?" with "Yes" and "No" options. At the bottom of the table, there is an "Add" button and a pagination control showing "Previous", "1", and "Next".

## IV. Adding a new email address

Step 1: Click the “Settings” link in the navigation bar.

The screenshot shows the Settings page of the KeepItFresh application. The navigation bar at the top includes links: KeepItFresh, Home, Settings, About, and Logout. The main content area has two columns: "Email Address" and "Number of days before expiration date". Below these columns is an "Add" button.

Step 2: Click the “Add” button under the emails table.

Step 3: Enter your email address and the number of days in advance you want to get a notification.

The screenshot shows the form to add a new email address. The navigation bar at the top includes links: KeepItFresh, Home, Settings, About, and Logout. The main content area has two input fields:

Enter your email address to get notifications

Enter how many days before the expiration date you want to get a notification email

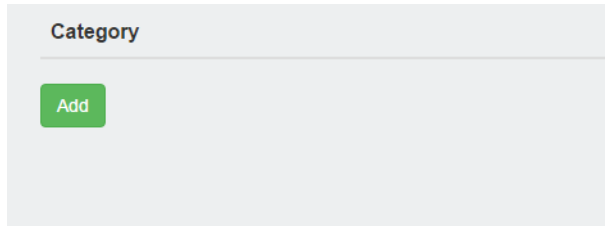
At the bottom are "Submit" and "Cancel" buttons.

Step 4: Press “Submit” in order to save information. There is the “Cancel” button to go back.

## V. Adding a new category

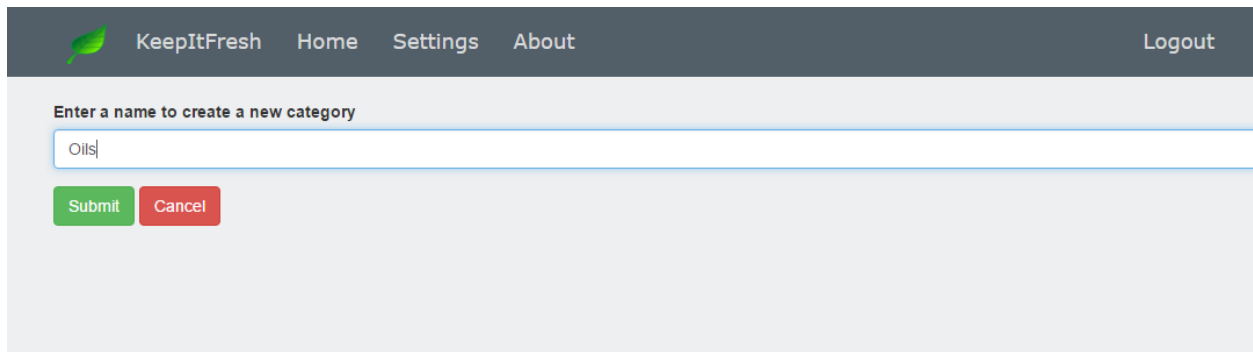
Step 1: Click the “Settings” link in the navigation bar.

Step 2: Click the “Add” button under the categories table.



A screenshot of a web form titled "Category". Below the title is a green button labeled "Add".

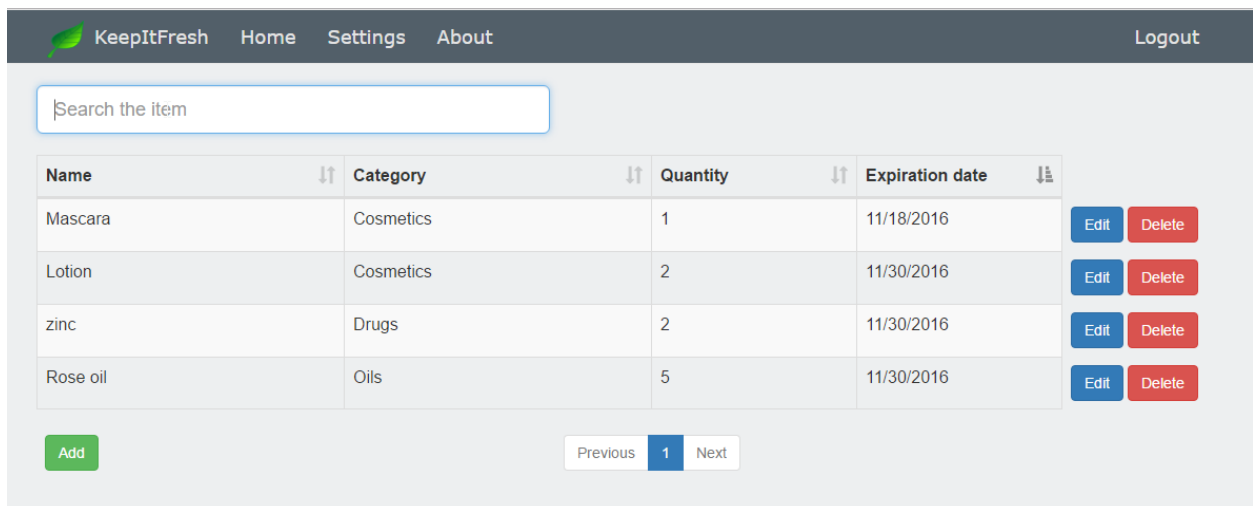
Step 3: Enter the name of a new category and click “Submit”.



A screenshot of a web form titled "Enter a name to create a new category". The form has a text input field containing the text "Oils". Below the input field are two buttons: a green "Submit" button and a red "Cancel" button. The form is part of a larger application with a navigation bar at the top containing "KeepItFresh", "Home", "Settings", "About", and a "Logout" link.

## VI. Search

Enter a name (or a portion of it) of an item in the search field.




A screenshot of a web application showing search results. At the top is a navigation bar with "KeepItFresh", "Home", "Settings", "About", and "Logout". Below the navigation bar is a search input field labeled "Search the item". Below the search field is a table with the following columns: "Name", "Category", "Quantity", "Expiration date", and two buttons: "Edit" and "Delete". The table contains four rows of data:

Name	Category	Quantity	Expiration date	Edit	Delete
Mascara	Cosmetics	1	11/18/2016	Edit	Delete
Lotion	Cosmetics	2	11/30/2016	Edit	Delete
zinc	Drugs	2	11/30/2016	Edit	Delete
Rose oil	Oils	5	11/30/2016	Edit	Delete

Below the table is a green "Add" button and a pagination control showing "Previous", "1", and "Next".

## VII. Sorting


Click on the arrow in the header of that column to sort a column.

 KeepItFresh [Home](#) [Settings](#) [About](#) [Logout](#)

Name	Category	Quantity	Expiration date	
Mascara	Cosmetics	1	11/18/2016	<a href="#">Edit</a> <a href="#">Delete</a>
Lotion	Cosmetics	2	11/30/2016	<a href="#">Edit</a> <a href="#">Delete</a>
zinc	Drugs	2	11/30/2016	<a href="#">Edit</a> <a href="#">Delete</a>
Rose oil	Oils	5	11/30/2016	<a href="#">Edit</a> <a href="#">Delete</a>

[Add](#) [Previous](#) [1](#) [Next](#)

After sorting, the application will sort the name by the letter A-Z:

 KeepItFresh [Home](#) [Settings](#) [About](#) [Logout](#)

Name	Category	Quantity	Expiration date	
Lotion	Cosmetics	2	11/30/2016	<a href="#">Edit</a> <a href="#">Delete</a>
Mascara	Cosmetics	1	11/18/2016	<a href="#">Edit</a> <a href="#">Delete</a>
Rose oil	Oils	5	11/30/2016	<a href="#">Edit</a> <a href="#">Delete</a>
zinc	Drugs	2	11/30/2016	<a href="#">Edit</a> <a href="#">Delete</a>

[Add](#) [Previous](#) [1](#) [Next](#)