Help Document

Handy’s Hardware Shop

Blue Text – Refers to a page or page name. (Page names are at the top left-hand side of the page.)

Highlighted Text – Requires password to access.

**Bold** **Text** – Buttons.

Andy’s Hardware Store

* **Customer** 
  + To begin the order, click the customer which will ask the user for a password and username. Which will be used to log in the employee so that the order process can begin.
* **Supervisor** 
  + This takes you to the employee page which allows you to add, update, and remove employees from the application. The user will have to sign in.
    - **Add New Employee** – adds employee to database.
      * Click **Add New Employee** then fill in with the new employee’s information. Then click **Add** to add the new employee to the database.
    - **Update Employee** – updates the employee’s information, I.e., address...
      * Click **Update Employee** then enter new employee information, then click **Enter** to complete the update.
    - **Remove Employee** – removes employee from database.
      * Select an employee to remove then click **Remove Employee** to remove the employee from the database.
    - **Main Menu** – returns to main menu (Andy’s Hardware Store).
* **Manager** 
  + Allows the user to add inventory to the database.
    - **Add Picture –** Adds picture to selected item.
      * Click **Add Picture** then select the item to add picture to. Then click **Enter.** Then click **Browse** to search for image file. Once selected image found open. Then click **Add Picture** to add the image to the database.
    - **Add Products –** Adds new products to the database inventory.
      * Click **Add Products** then fill in new product information.
        + Product Name
        + Product Description
        + Product Quantity
        + Product Price
      * Click **Browse** to open file explorer to search for image (Not required).
      * Click **Save Product** to add new product to the database.
    - **Update Product –** If the user needs to make a change to any of the items in the inventory.
      * Select the product row that needs to be updated
      * Click **Enter**
      * Fill in any information that needs to be updated
        + Product Name
        + Product Description
        + Product Quantity
        + Product Price
      * Click **Browse** to open file explorer to search for image (Not required).
      * Click **Update** to submit the changes to the database.
    - **Refresh –** Refreshes the product table to show new updates made.
    - **Main Menu –** Returns to the main menu (Andy’s Hardware Store).

Customer Page

* From this page the user can add a new customer, search for a customer, and start the order under one of the customer’s names. The user will have to sign in to access this information.
  + To add a customer, enter all of the new customer’s information, then click the **Add New Customer** button.
  + To search for an existing customer, type the customer’s last name then click **Search**.
  + To start the order, click to the left-hand side of the customer table to select a customer, once the targeted row is selected (highlighted,) click **Start Order**.
  + Select **Main Menu** to return to the main menu (Andy’s Hardware Store).

Shop by Department

* From this page the user can select any department to begin shopping.
  + **Tools and Accessories** 
    - Click **Add to Cart** to add selected item to the cart.
    - Click **View Cart** to view items added to the cart.
      * From **View Cart** select an item to remove, once targeted item is highlighted click **Delete** to remove selected item.
      * From **View Cart** click **Clear** to remove all items from cart.
      * From **View Cart** click close to hide the View Cart page.
    - Click **Return to Departments** to return to the Shop by Department page.
    - Click **Check Out** to begin check out process.
  + **Lawn and Garden**
    - Click **Add to Cart** to add selected item to the cart.
    - Click **View Cart** to view items added to the cart.
      * From **View Cart** select an item to remove, once targeted item is highlighted click **Delete** to remove selected item.
      * From **View Cart** click **Clear** to remove all items from cart.
      * From **View Cart** click close to hide the View Cart page.
    - Click **Return to Departments** to return to the Shop by Department page.
    - Click **Check Out** to begin check out process.
  + **Home Renovations**
    - Click **Add to Cart** to add selected item to the cart.
    - Click **View Cart** to view items added to the cart.
      * From **View Cart** select an item to remove, once targeted item is highlighted click **Delete** to remove selected item.
      * From **View Cart** click **Clear** to remove all items from cart.
      * From **View Cart** click close to hide the View Cart page.
    - Click **Return to Departments** to return to the Shop by Department page.
    - Click **Check Out** to begin check out process.
  + **Building and Construction**
    - Click **Add to Cart** to add selected item to the cart.
    - Click **View Cart** to view items added to the cart.
      * From **View Cart** select an item to remove, once targeted item is highlighted click **Delete** to remove selected item.
      * From **View Cart** click **Clear** to remove all items from cart.
      * From **View Cart** click close to hide the View Cart page.
    - Click **Return to Departments** to return to the Shop by Department page.
    - Click **Check Out** to begin check out process.

Check Out

* From this page the user can submit the order, cancel the order, or return to the Shop by Departments page to add or remove an item.
  + **Credit Cart**
    - If the user is paying with credit cart, enter the following information
      * Name on Card:
      * CC Number:
      * Exp. Month
      * Exp. Year
      * CRV Code:
  + **Check Out** – Click **Check Out** to submit the order. Once the order is completed the application will return to the main menu (Andy’s Hardware Store).