A Deployment Documentation Presented to the

Faculty of Datamex College of Saint Adeline, Inc

In Partial Fulfillment of the Requirements for the

Degree of Bachelor of Science in Information Technology

By:

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**INTRODUCTION**

The Kape Kalinaw Order Management System (OMS) is a desktop program developed using VB.NET 2010, designed to help coffee shops manage their daily operations more efficiently. The system allows users to take orders, process billing, manage inventory, and generate real-time sales reports. It also provides role-based access, with Admin users having full control over system settings and Cashiers focusing on customer transactions. The OMS automatically calculates totals and change, reducing errors caused by manual processes, helping staff serve customers faster, and ensuring accurate records for better decision-making.

Objective of Deployment

The primary goal of this deployment is to install and configure the OMS so that it is fully operational in the café environment. This includes ensuring that:

Users can successfully log in with their assigned roles.

Orders are correctly recorded and billed.

Reports and dashboard data are accurately displayed in real-time.

All system functions are tested and ready for everyday use.

This deployment also validates the performance and reliability of the system under real working conditions, ensuring the café can operate smoothly without disruptions.

Scope of Deployment

Full Deployment: The OMS will be installed on all intended café computers, enabling full functionality for Admin and Cashier users.

Pilot Testing: Before full deployment, a trial run may be conducted to ensure the system meets performance expectations.

Not Included: Tasks such as installing unrelated software, advanced server setup beyond the local database, or network configuration outside OMS requirements.

Deployment Goals:

Ensure every module of the OMS works as intended.

Confirm that users can operate the system without issues.

Provide a seamless workflow for staff, improving order handling and customer service.

Identify and resolve minor setup issues before full usage.

Establish a foundation for future updates, maintenance, and possible expansions.

**DEPLOYMENT PLAN**

The deployment of the **Kape Kalinaw OMS** will follow a step-by-step approach to make sure the system works correctly and staff can use it smoothly. This includes preparing the environment, installing the software, and checking that everything runs as expected. Support will be provided after deployment to solve any problems quickly.

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| --- | --- | --- | --- | --- |
| Phase | Description | Start Date | End Date | Status |
| Pre-Deployment | Preparing the environment, configuring settings | 09/20/2025 | 09/21/2025 | Completed |
| Deployment | Installing and setting up the system | 09/25/2025 | 09/28/2025 | Completed |
| Post-Deployment | Testing, monitoring, and support | 10/10/2025 | 10/19/2025 | Completed |

**DEPLOYMENT ENVIRONMENT**

Hardware Requirements

To ensure the Kape Kalinaw OMS runs smoothly, the following hardware is required:

Client Computers (Admin and Cashier stations):

Processor: Intel Core i5 or higher

RAM: 8 GB minimum

Storage: 500 GB HDD

Display: 15-inch monitor or larger

Input Devices: Keyboard and mouse

Software Requirements

The OMS needs the following software to run correctly:

Operating System: Windows 10 or higher Database: Microsoft SQL Server (Express Edition or full version)

Frameworks & Dependencies:

.NET Framework 4.0 or higher

Microsoft Visual Basic 2010 Runtime libraries

Other Software: Microsoft Office (optional, for exporting reports)

Hosting Information

Local Deployment: The OMS uses a local database stored on the café’s computer or dedicated local server. No internet connection is required for normal operations.

Optional Cloud Integration: If needed in the future, the system can be adapted to store backups or reports in cloud storage for data safety.

Domain/Network Configuration: Not required for this version. All computers must be connected through the same local network if multiple workstations are used

4. Deployment Procedures

4.1 Pre-Deployment Steps

Before installing the Kape Kalinaw OMS, complete these steps to prepare the environment:

Backup Existing Data:

If there is any previous order management system or important data, back it up to avoid data loss.

Set Up Required Software:

Install Windows OS (if not already installed)

Install Microsoft SQL Server for the database

Install .NET Framework 4.0 or higher

Make sure Visual Basic 2010 Runtime is installed

Check System and Network:

Ensure client computers meet the hardware requirements

Verify that all computers are connected to the same network if using multiple workstations

Confirm there are no conflicts with existing software

4.2 Deployment Execution

Steps to deploy and set up the OMS:

Deploy Application Files:

Copy the OMS program files to the client computer(s)

If using a local server, upload files to the server

1. Configure System Settings:

Set up the database connection in the application

Configure any system settings such as paths for reports or logs

1. System Initialization:
   1. Open the application for the first time
   2. Verify that it connects to the database and loads without errors

4.3 Post-Deployment Steps

After deployment, make sure the system works correctly:

1. Verify Functionality:

Run test cases such as logging in, creating orders, and generating reports

1. Monitor Performance:

Check that the system is stable, fast, and free of errors

1. User Training:

Teach Admin and Cashier users how to use the OMS

Explain basic workflows like order taking, billing, and report viewing

**USER TRAINING & SUPPORT**

Training Schedule

To help users learn how to use the Kape Kalinaw OMS:

Admin Training:

Topics: Adding/updating products, monitoring dashboard, generating reports, managing users

Duration: 2-3 hours

Method: Hands-on training with the system

Cashier Training:

Topics: Taking orders, processing payments, computing change, checking order history

Duration: 1-2 hours

Method: Practice using the system with sample orders

Follow-Up Session:

After 1–2 weeks, a short session to answer questions and clarify issues

User Documentation

Users will receive:

A User Manual explaining how to use the software step by step

Quick Reference Guide with screenshots for daily tasks

FAQs covering common problems

Support Contact

For technical issues, users can contact support:

Email: support@kapekalinaw.com

Phone: +63 912 345 6789

Office Hours: Monday to Friday, 9:00 AM – 5:00 PM

Emergency Support: Available by phone for urgent system problems

**RISKS & CONTINGENCY PLAN**

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| --- | --- | --- |
| Risk | Impact | Mitigation Strategy |
| Server downtime | High | |  | | --- | |  |  |  | | --- | | Have backup servers ready and inform users ahead of time. | |
| Database connection failure | Medium | |  | | --- | |  |  |  | | --- | | Check and test database connection before deployment. | |
| User resistance | Low | |  | | --- | |  |  |  | | --- | | Give proper training and continuous support to help users adapt. | |
| Software bugs or errors | High | |  | | --- | |  |  |  | | --- | | Run thorough testing before deployment and have a troubleshooting plan. | |
| Database issues | High | |  | | --- | |  |  |  | | --- | | Ensure the database connection is success. | |
| Data loss during deployment | Medium | |  | | --- | |  |  |  | | --- | | Backup all existing data before deploying the system | |  | |

**DEPLOYMENT VERIFICATION & SIGN-OFF**

After the OMS was deployed, the system was tested to make sure everything works correctly:

* Users (Admin and Cashier) were able to log in successfully.
* Orders can be added, processed, and billed correctly.
* Dashboard and reports show accurate data in real time.
* No critical errors or crashes were observed during testing.
* Database connection and transactions are stable.

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| --- | --- | --- | --- |
| Stakeholder | Role | Signature | Date |
| Joshua Lorenzana | Project Manager |  | 10-22-2025 |
| Kape Kalinaw | Client Representative |  | 10-23-2025 |