

INVENTORY & SALES SYSTEM

USER MANUAL
v1.1.7

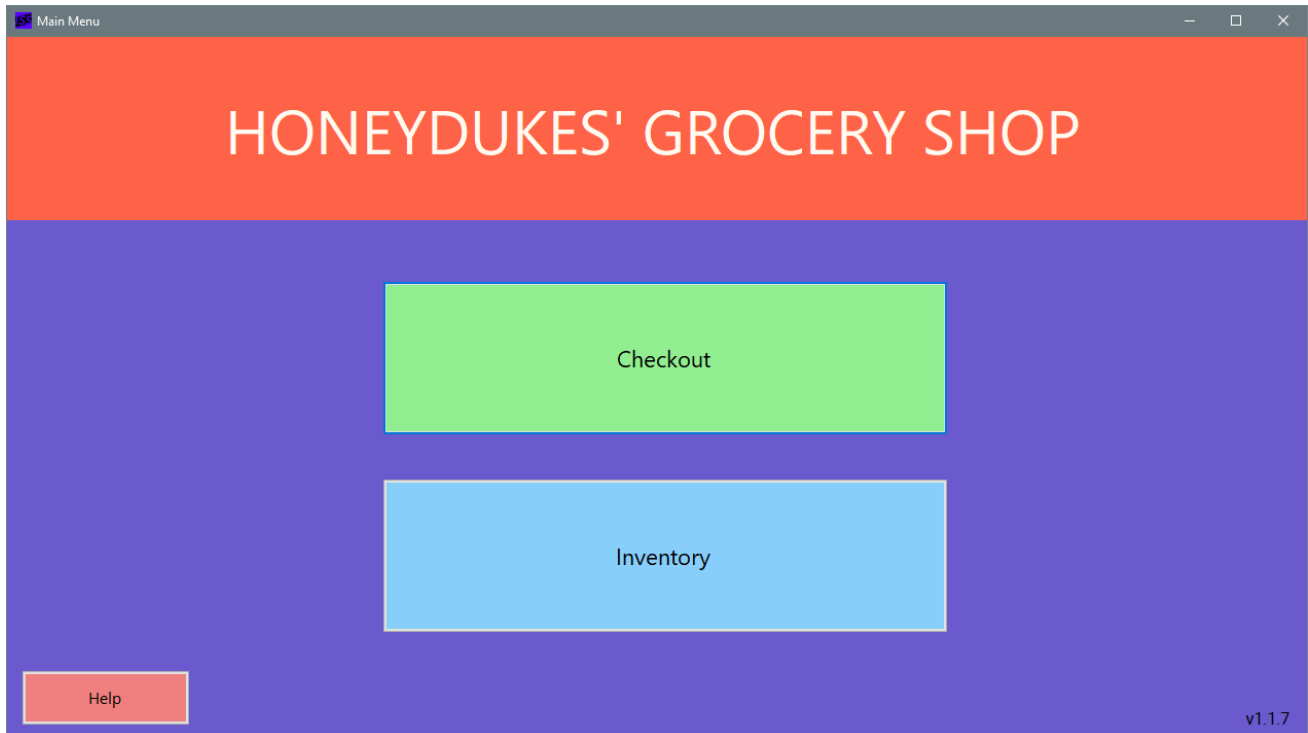
ABSTRACT

The Inventory & Sales System (or ISS for short) is an application designed to allow shopkeepers like you to keep an inventory of their products (using a Microsoft Access database) and allow customers to checkout items.

For this system to function, you'll need a Windows computer with Microsoft Access installed. As for hardware, machines spanning the past decade should run the application fine. Additionally, screen resolution of at least 1366x768 will be comfortable for use of the program.

Enjoy shopkeeping made easy!

MAIN MENU



This is the Main Menu. From here, you can choose to go to the [Checkout Menu](#) (to checkout items for customers) or the [Inventory Menu](#) (to add/edit/delete items from inventory).

You're probably here, because you pressed [Help](#) in the bottom left corner. Well, whenever you need assistance, just press that button and it'll take you to an online version of this manual.

INVENTORY MENU

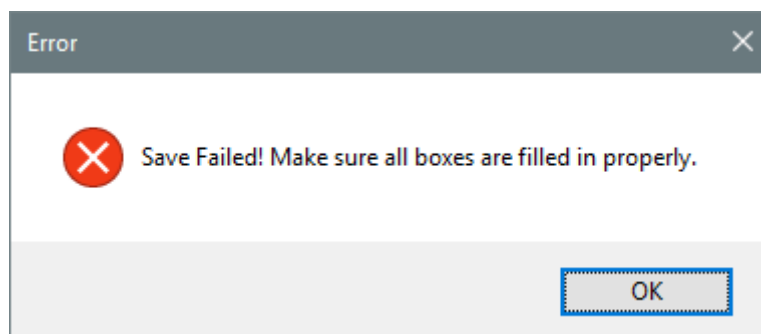
ID	Product Name	Size	Price
1	Quirrell's Quirky Nut Bars	250g	\$1.45
2	Bertie Bott's Every Flavour Beans	500g	\$9.95
3	Chocolate Frogs	50g	\$1.50
4	Creevy Cauldron Cakes	750g	\$8.10
5	Kreacher Koka-Kola	600g	\$2.20
6	Nagini Nibbles	100g	\$3.45
7	Albus' Sherbet Lemons	270g	\$2.50
8	Lupin's Lunar Chocolate	200g	\$5.00
9	Lily's Lolly Lootbox	300g	\$5.50
10	Snape's Savoury Sour Strips	100g	\$1.95
11	Lumos Lemonade	600g	\$2.20
12	Newton's Nom-noms	95g	\$3.10
13	Ginny's Giggly Gingerbeer	600g	\$2.20
14	Gellert's Ghastly Grapejuice	600g	\$2.20
15	Lovegood Lollipops	25g	\$0.95
16	Moody's Marvellous M&M's	150g	\$3.10
17	Krum's Killer Krunch	115g	\$1.60
18	Tim's Treacle Tarts	200g	\$3.40

This is the Inventory Menu. Here, you have the ability to add, edit and delete items from your inventory. Though it may look complicated, it's quite easy to use once you get the hang of it.

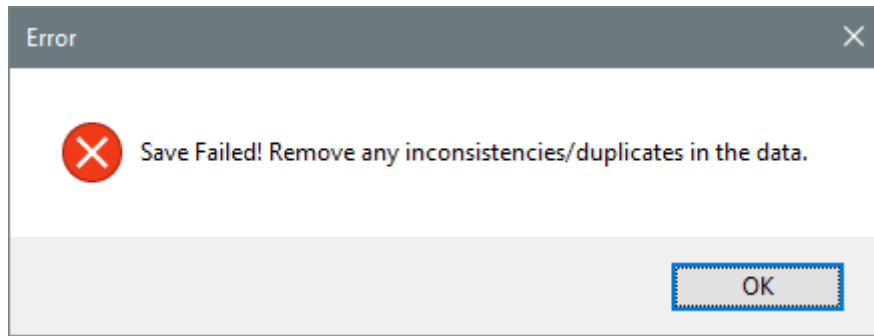
Editing Items:

To edit the properties item, all you have to do is click on an item in the grid, displaying its properties on the left in text boxes. Click on the text boxes, and make the appropriate changes.

Keep in mind that putting letters into Product ID, Size or Price will stop you from saving it. So if things seem like they're not working, first check if the values in those text boxes are the appropriate types. Also, keeping a box empty and trying to save it will result in an error message, warning you to fill in the boxes so that you can save.



It is also recommended not to edit the Product ID. It increases for every new product by itself. Trying to change the Product ID to one that already exists will not allow saving, nor will having the duplicates of the same product name.



Adding Items:

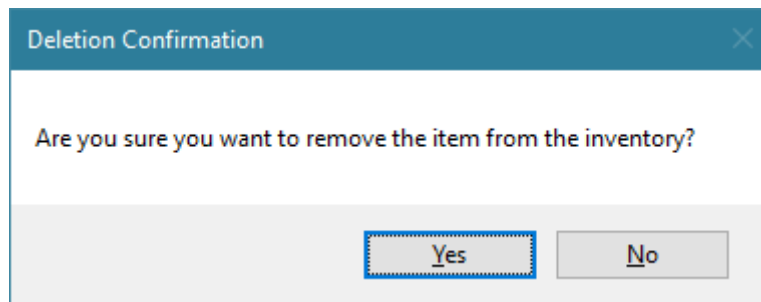
To add a new item, press **Add New Item**. When you do that, the boxes on the left will clear and the next default Product ID will be the only value there. From here, enter the product details and save once all boxes have been filled out.

ID	Product Name	Size	Price
1	Quirrell's Quirky Nut Bars	250g	\$1.45
2	Bertie Bott's Every Flavour Beans	500g	\$9.95
3	Chocolate Frogs	50g	\$1.50
4	Creevy Cauldron Cakes	750g	\$8.10
5	Kreacher Koka-Kola	600g	\$2.20
6	Nagini Nibbles	100g	\$3.45
7	Albus' Sherbet Lemons	270g	\$2.50
8	Lupin's Lunar Chocolate	200g	\$5.00
9	Lily's Lolly Lootbox	300g	\$5.50
10	Snape's Savoury Sour Strips	100g	\$1.95
11	Lumos Lemonade	600g	\$2.20
12	Newt's Nom-noms	95g	\$3.10
13	Ginny's Giggly Gingerbeer	600g	\$2.20
14	Gellert's Ghastly Grapejuice	600g	\$2.20
15	Lovegood Lollipops	25g	\$0.95
16	Moody's Marvellous M&M's	150g	\$3.10
17	Krum's Killer Krunch	115g	\$1.60
18	Tim's Treacle Tarts	200g	\$3.40
-2			
*			

Saving without completing all the boxes will result in a message warning you to fill in all the boxes.

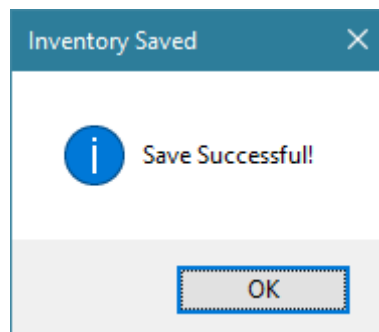
Deleting Items:

To delete an item, click on an item in the inventory, then press **Delete Item**. A message box will appear, asking for confirmation to delete the item. Choose yes and it will be deleted, choose no and it will not be deleted. Note that the deleted item is not completely gone until you save your inventory.



Saving Inventory:

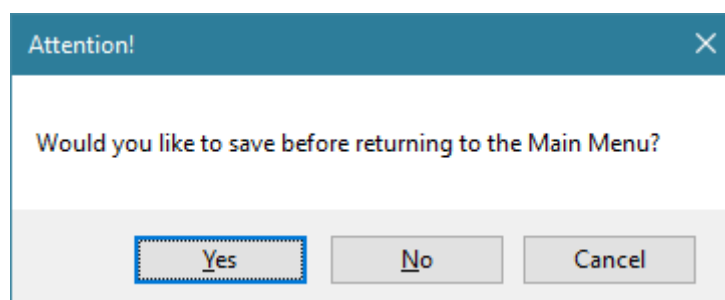
Press [Save Inventory](#) to save. Easy as that. If the save happened successfully, you'll get this message:



If it failed, it will tell you so. Fix the problem the message points out and try to save again.

Return to Main Menu:

When it's time to go back to the Main Menu, press [Return to Main Menu](#). The application will ask you whether you want to save or not before exiting, or just not exit.



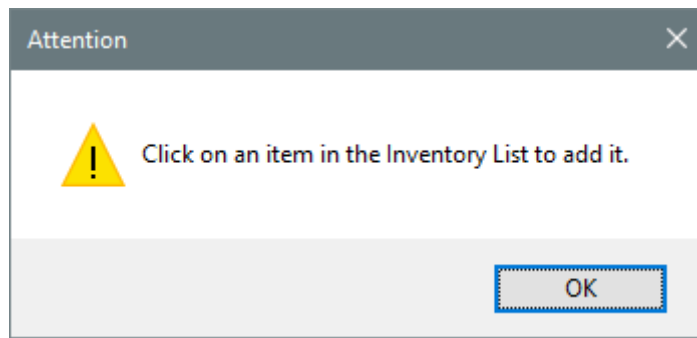
If you do choose to save, it will tell you if it's successful and go to the Main Menu (if it's not successful, it won't go just yet – fix the errors and try again). If you choose not to save, you will return to the Main Menu and your Inventory will only have the items from the last time you saved. If you choose to cancel, you'll remain on the Inventory Menu.

This is the menu you'll use to allow customers to purchase items. The list on the left shows what's in your inventory and the list on the right shows the items about to be checked out.

To add an item to the checkout list, all you have to do is to select an item on the inventory list (sorted alphabetically) on the left and press **Add Product to Checkout**. Alternatively, you could double-click on the item in the inventory to add it. As you add items, the total is calculated.

ISS v1.1.7 - Developed by JoostinDev ©

Make sure you select an item before pressing the button or this message will pop up:



Removing Items from Checkout:

If the customer chooses to take an item off their checkout or for any other reason, and you want to remove an item from the checkout, select an item on the checkout list on the right then press **Remove Product from Checkout**. Or, alternatively, you could double-click on the item in the checkout list to remove it. If successful, it'll be taken off. As you add/remove items to the checkout list, the total will be calculated down the bottom.

Checkout

Inventory

ID	Product Name	Size	Price
7	Albus' Sherbet Lemons	270g	\$2.50
2	Bertie Bott's Every Flavour Beans	500g	\$9.95
20	Black's Black & Red Liquorice	100g	\$2.00
3	Chocolate Frogs	50g	\$1.50
4	Creepy Cauldron Cakes	750g	\$8.10
14	Gellert's Ghastly Grapejuice	600g	\$2.20
13	Ginny's Giggly Gingerbeer	600g	\$2.20
5	Kreacher Koka-Kola	600g	\$2.20
17	Krum's Killer Krunch	115g	\$1.60
9	Lily's Lolly Lootbox	300g	\$5.50
15	Lovegood Lollipops	25g	\$0.95
11	Lumos Lemonade	600g	\$2.20
8	Lupin's Lunar Chocolate	200g	\$5.00
16	Moody's Marvellous M&M's	150g	\$3.10
6	Nagini Nibbles	100g	\$3.45
12	Newt's Nom-noms	95g	\$3.10
19	Potter Pumpkin Pasties	250g	\$4.15

Add Product To Checkout

Checkout

ID	Product Name	Size	Price
7	Albus' Sherbet Lemons	270g	\$2.50
5	Kreacher Koka-Kola	600g	\$2.20
9	Lily's Lolly Lootbox	300g	\$5.50
11	Lumos Lemonade	600g	\$2.20
14	Gellert's Ghastly Grapejuice	600g	\$2.20
20	Black's Black & Red Liquorice	100g	\$2.00
8	Lupin's Lunar Chocolate	200g	\$5.00
14	Gellert's Ghastly Grapejuice	600g	\$2.20

Remove Product From Checkout

Return To Main Menu

Total: \$23.80

Proceed to Payment

The screenshot shows a software application window titled "Checkout". It is divided into two main sections: "Inventory" on the left and "Checkout" on the right. Both sections contain a table with columns for ID, Product Name, Size, and Price.

Inventory Table:

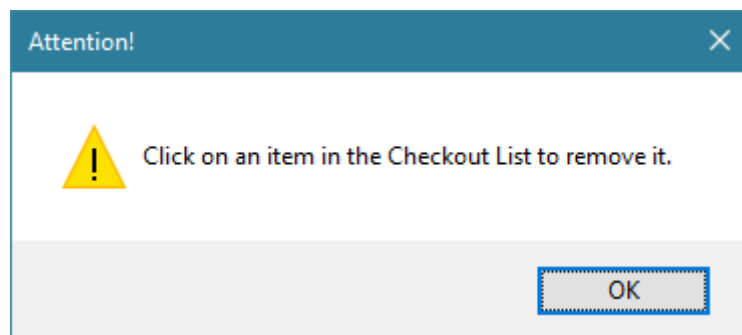
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16	Moody's Marvellous M&M's	150g	\$3.10
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12	Newt's Nom-noms	95g	\$3.10
19	Potter Pumpkin Pasties	250g	\$4.15

Checkout Table:

ID	Product Name	Size	Price
7	Albus' Sherbet Lemons	270g	\$2.50
5	Kreacher Koka-Kola	600g	\$2.20
9	Lily's Lolly Lootbox	300g	\$5.50
11	Lumos Lemonade	600g	\$2.20
14	Gellert's Ghastly Grapejuice	600g	\$2.20
8	Lupin's Lunar Chocolate	200g	\$5.00
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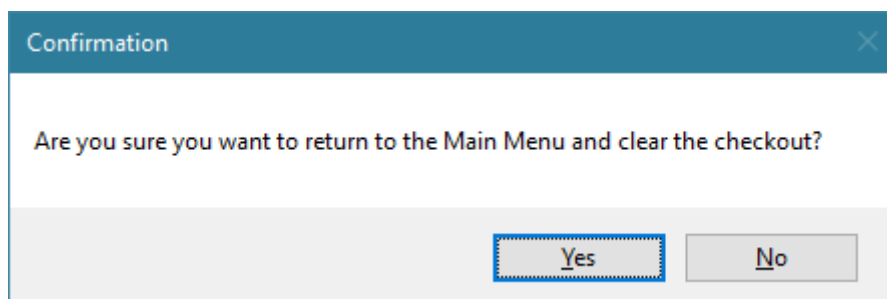
Below the tables are two buttons: "Add Product To Checkout" (green) and "Remove Product From Checkout" (red). At the bottom, there is a "Return To Main Menu" button (grey), a "Total: \$21.80" display, and a "Proceed to Payment" button (blue).

Make sure you select an item before pressing the button otherwise this message will pop up:



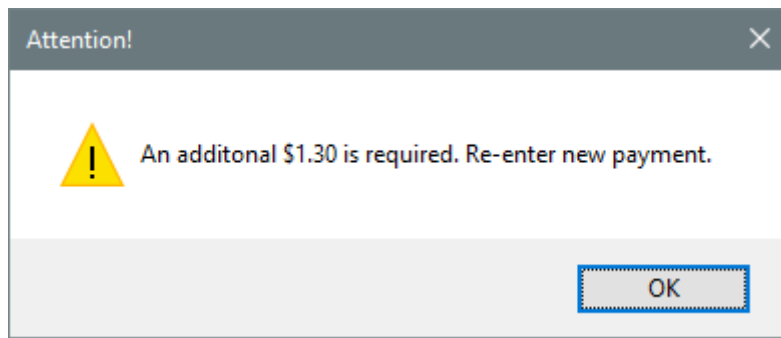
Return to Main Menu:

If you want to go back to the Main Menu, just press [Return to Main Menu](#). The program will ask for confirmation that you want to leave. Note that once you leave, the checkout list will be cleared when you come back.

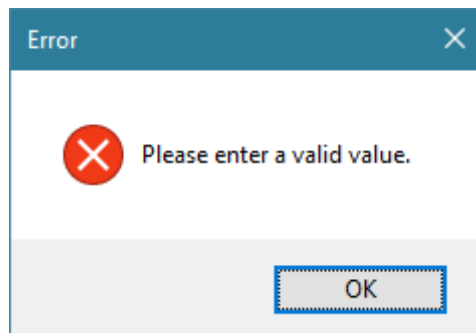


Proceed to Payment:

Once all the items you need are on the checkout list, proceed to the Payment Menu by pressing [Proceed to Payment](#). To be able to use the button, there has to be at least one item in the checkout.

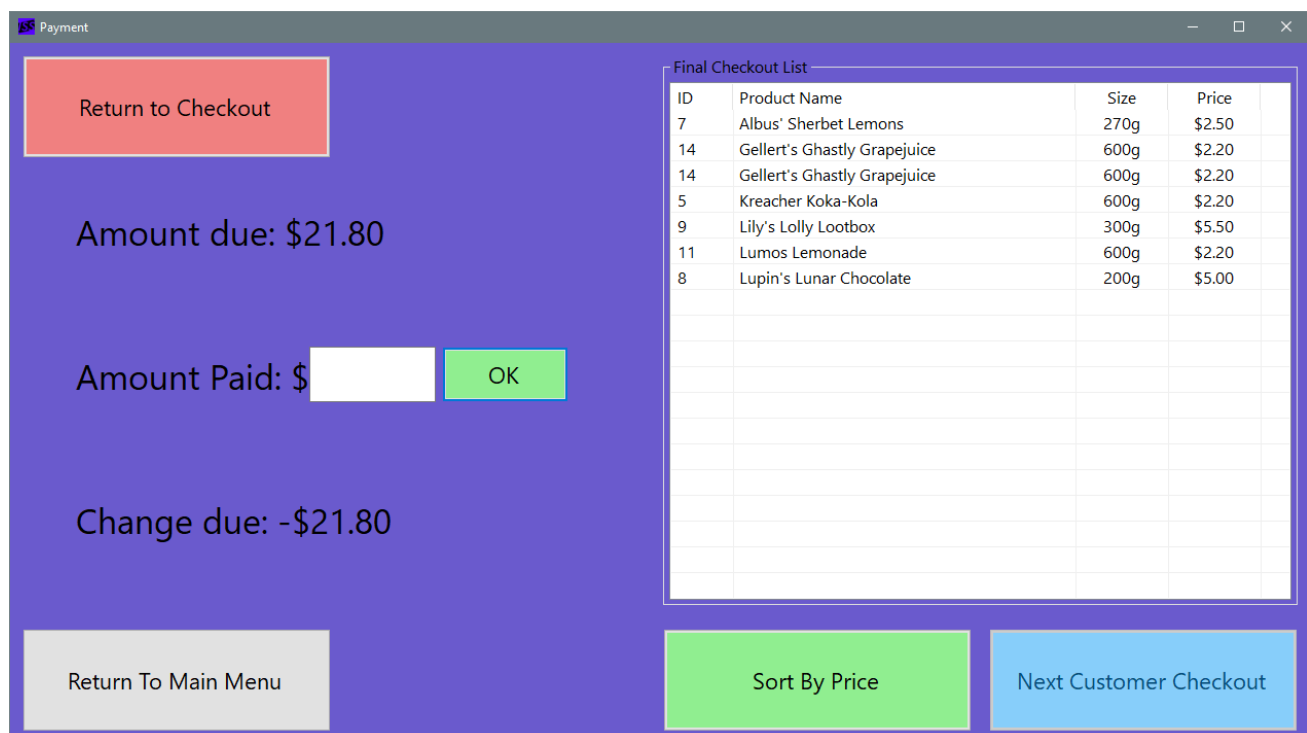


In the case that nothing is entered into the amount paid box and you press OK, this message will appear:



Sort By Price/Name:

When transitioning to the payment screen, you'll notice the products sorted alphabetically. The **Sort By Price** button in the right-hand corner allows you to order the checkout list by price instead (in descending order). If you want to return to the alphabetical sorting of the checkout, just press the button again (but when you press it to return to alphabetical ordering, the button will be called **Sort By Name**).



[illegible]

Return to Checkout:

Say your customer wants to buy additional items or remove items from their bill but you're on the payment screen. What do you do? Simple, just press **Return to Checkout** in the top left corner to return to the Checkout Menu where you can perform any edits.

Return to Main Menu:

To go back to the Main Menu, just press **Return to Main Menu** as usual. It'll ask for confirmation, and if yes, the checkout list will be cleared and you'll be at the Main Menu.

Next Customer Checkout:

Once customers have paid and you've handed back the change, to serve the next customer, all you need to do is press [Next Customer Checkout](#). It'll take you to a refreshed Checkout Menu, cleared of the previous customer's checkout. The button (initially greyed out) only works once amount paid by customers have equalled or exceeded the amount due.