

SALONGA MUSIC SHOP SYSTEM MANUAL

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How to create an account

Last Updated: June 02, 2024

As an administrator or employee, it is essential to have an account to access the system for monitoring the company's stock and sales.

Here is the guide for creating an account in the Salonga Music Shop System:

Insert the user's personal information

The screenshot shows the Salonga Music Shop Admin interface. On the left is a sidebar with navigation links: Dashboard, Products, Sales, Delivery, Maintenance, and About. The main content area is titled 'Admin' and includes a 'Manage Users' tab. The 'Manage Users' form is highlighted with a red box and contains the following fields:

- Username: icecream
- Password: ***** (with a toggle for visibility)
- First Name: Hi
- Last Name: Everyone
- Birthdate: 8/3/2003
- Email: svygtu@gmail.com
- Level of Access: Admin (dropdown menu)

At the bottom of the form are 'Clear' and 'Save' buttons. To the right of the form is a table titled 'Accounts' with the following data:

Employee ID	Username	Full Name	Birthdate	Email	LOA	Status
QOX8516	karlitzxc	Karl rodriiguez	7/9/24	karlitzxc@gmail.com	Admin	Active
TNC4966	kd	karl rodriguez	7/15/24	denniskarl4@gmail.com	Employee	Active
PBO7888	PogiAko	pogiko akolangto	7/15/24	pogik@gmail.com	Employee	Active
VOP0287	Kurt	kurt duncan	7/23/24	kurt@gmail.com	Admin	Active
PPR7283	Seris	Seris Rod	7/9/24	seris@gmail.com	Admin	Active
JSL1464	karlito	Karl Dennis Rodri	7/1/24	karlitzxc@gmail.com	Admin	Active
SXI1591	kurt	Kurt Bustillos	10/20/02	qkdtghostflood@ip.edu.ph	Admin	Active

1. The Administrator is responsible for creating accounts for employees, including setting the username and entering personal information. To add an account, enter the necessary information in the form.

Salonga Music Shop

SALONGA MUSIC SHOP

Dashboard

Products

Sales

Delivery

Maintenance

About

Log Out

Admin

13:43:17

Manage Users

User Logs

Manage Products

Manage Sales

Backup & Restore

Manage Users

Username

Password

First Name

Hi

Last Name

Everyone

Birthdate

8/3/2003

Email

svygtu@gmail.com

Level of Access

Select

Clear

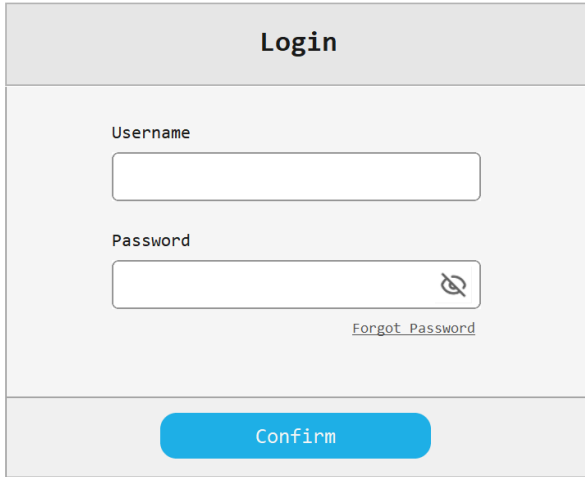
Save

Accounts

Employee ID	Username	Full Name	Birthdate	Email	LOA	Status
QOX8516	karlitsxc	Karl rodriiguez	7/9/24	karlitsxc@gmail.com	Admin	Active
TNC4966	kd	karl rodriguez	7/15/24	denniskarl@gmail.com	Employee	Active
PBO7888	PogiAko	pogiko akolangto	7/15/24	pogi@gmail.com	Employee	Active
VOP0287	Kurt	kurt duncan	7/23/24	kurt@gmail.com	Admin	Active
PPR7283	Seris	Seris Rod	7/9/24	seris@gmail.com	Admin	Active
JSL1464	karlito	Karl Dennis Rodri	7/1/24	karlitsxc@gmail.com	Admin	Active
SXI1591	kurt	Kurt Bustillos	10/20/02	qbustillos@rip.edu.ph	Admin	Active
MFU4915	icecream	Hi Everyone	8/3/2003	svygtu@gmail.com	Admin	Active

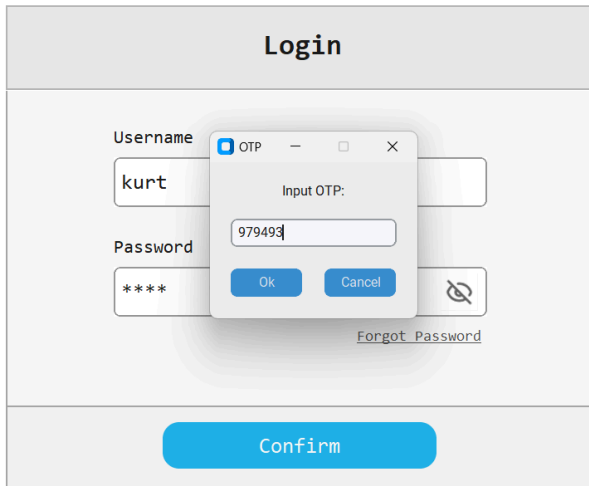
- Once the admin has created an account, it will appear in the Accounts table. If no row is selected, a new account can be added in the form. To update account information, just select the desired row in the Accounts table, and update the account information in the form.

Login using the username and password



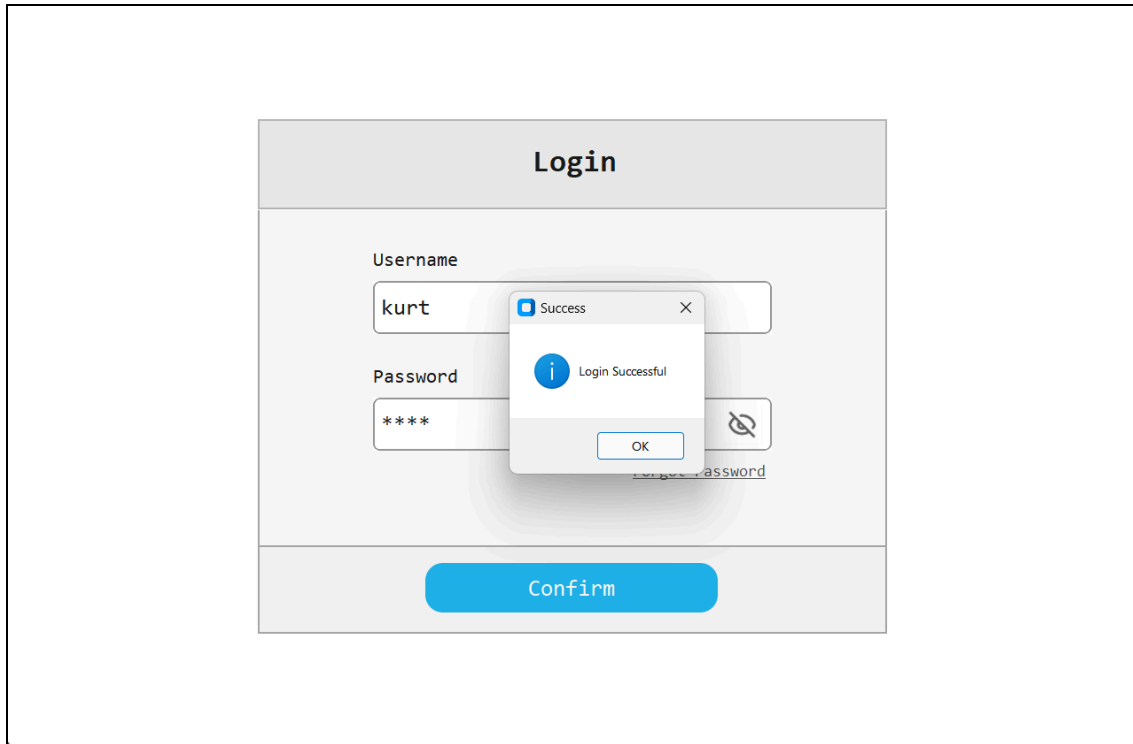
The image shows a login form titled "Login". It contains two input fields: "Username" and "Password". The "Password" field has a toggle icon (an eye with a slash) to the right. Below the "Password" field is a link that says "Forgot Password". At the bottom of the form is a blue button labeled "Confirm".

1. After creating the account, the user can enter their username and password. Before logging in, the system will send an OTP to the email address provided during the sign-up process.



The image shows the same login form as above, but with an OTP dialog box overlay. The dialog box is titled "OTP" and has a subtitle "Input OTP:". It contains a text input field with the value "979493". Below the input field are two buttons: "Ok" and "Cancel". The background login form is slightly dimmed, showing the "Username" field with the value "kurt", the "Password" field with masked characters "****", and the "Confirm" button.

2. Upon confirming, the user inserts the OTP in the dialog box.

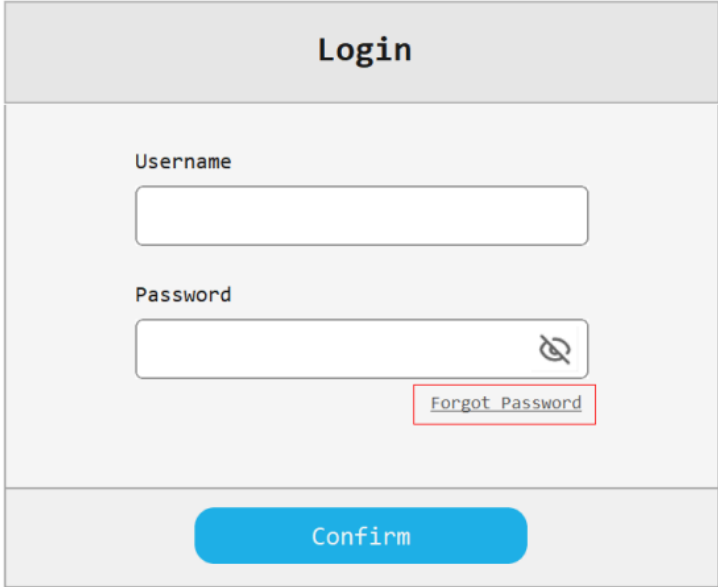


3. After entering the OTP, an alert will confirm that the user has successfully logged into the system.

Forgot Password

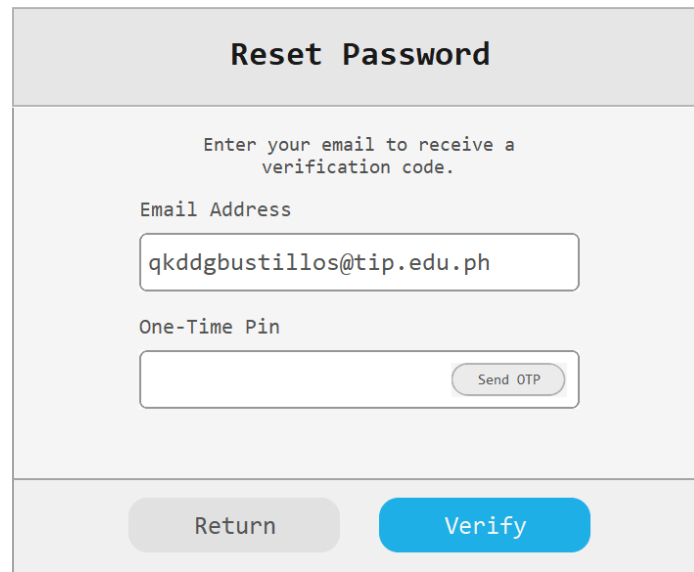
Last Updated: June 02, 2024

Sometimes, users may forget their passwords. In such cases, the system provides a procedure to reset and create a new password.



The image shows a login form with a light gray background. At the top, there is a header bar with the word "Login" in bold. Below this, there are two input fields: "Username" and "Password". The "Password" field has a toggle icon (an eye with a slash) to its right. Below the "Password" field, there is a red-bordered button labeled "Forgot Password". At the bottom of the form, there is a blue button labeled "Confirm".

1. In the Login Page, click the Forgot Password button.



The image shows a 'Reset Password' form. At the top, the title 'Reset Password' is centered in a grey header. Below the title, the instruction 'Enter your email to receive a verification code.' is centered. The form contains two input fields: 'Email Address' with the value 'qkddgbustillos@tip.edu.ph' and 'One-Time Pin' which is empty. To the right of the 'One-Time Pin' field is a 'Send OTP' button. At the bottom of the form are two buttons: 'Return' and 'Verify'.

Reset Password

Enter your email to receive a verification code.

Email Address

qkddgbustillos@tip.edu.ph

One-Time Pin

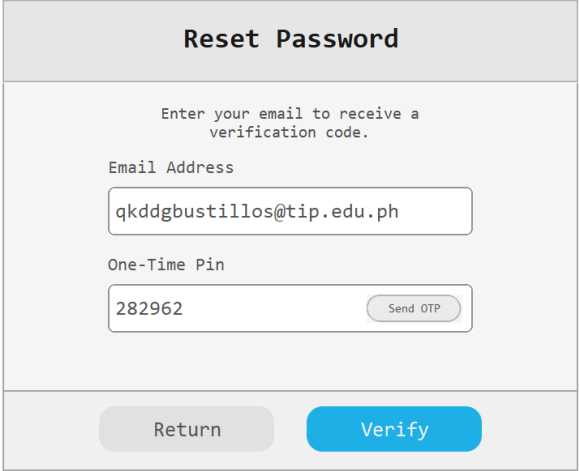
Send OTP

Return Verify

2. Enter the registered Email Address and click “Send OTP”.

Your OTP Code - 282962

3. The OTP Code will appear in your email.



Reset Password

Enter your email to receive a verification code.

Email Address

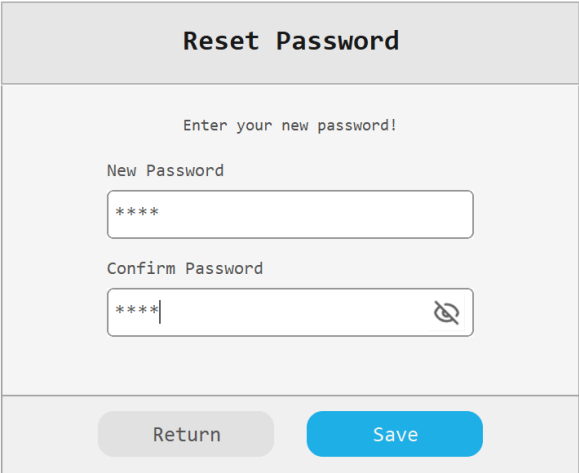
qkddgbustillos@tip.edu.ph

One-Time Pin

282962 Send OTP

Return Verify

4. Insert the OTP and click the “Verify” button.



Reset Password

Enter your new password!

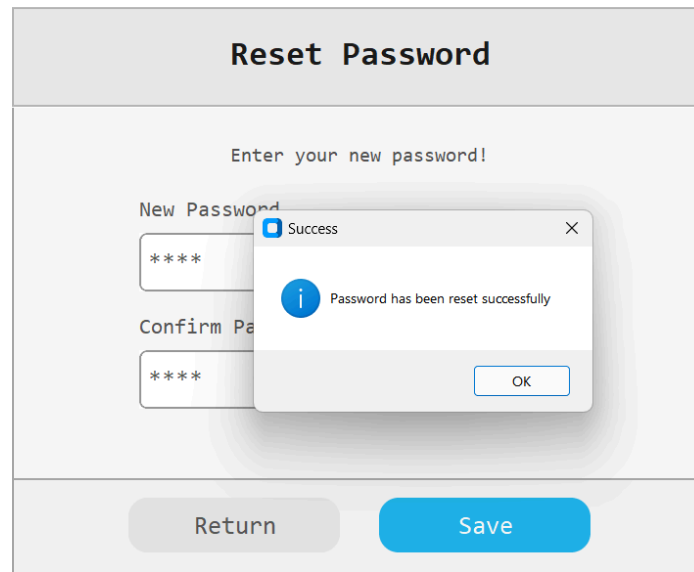
New Password

Confirm Password

**** 👁

Return Save

5. After clicking the “Verify” button, you will be directed to another screen where you can reset your password.



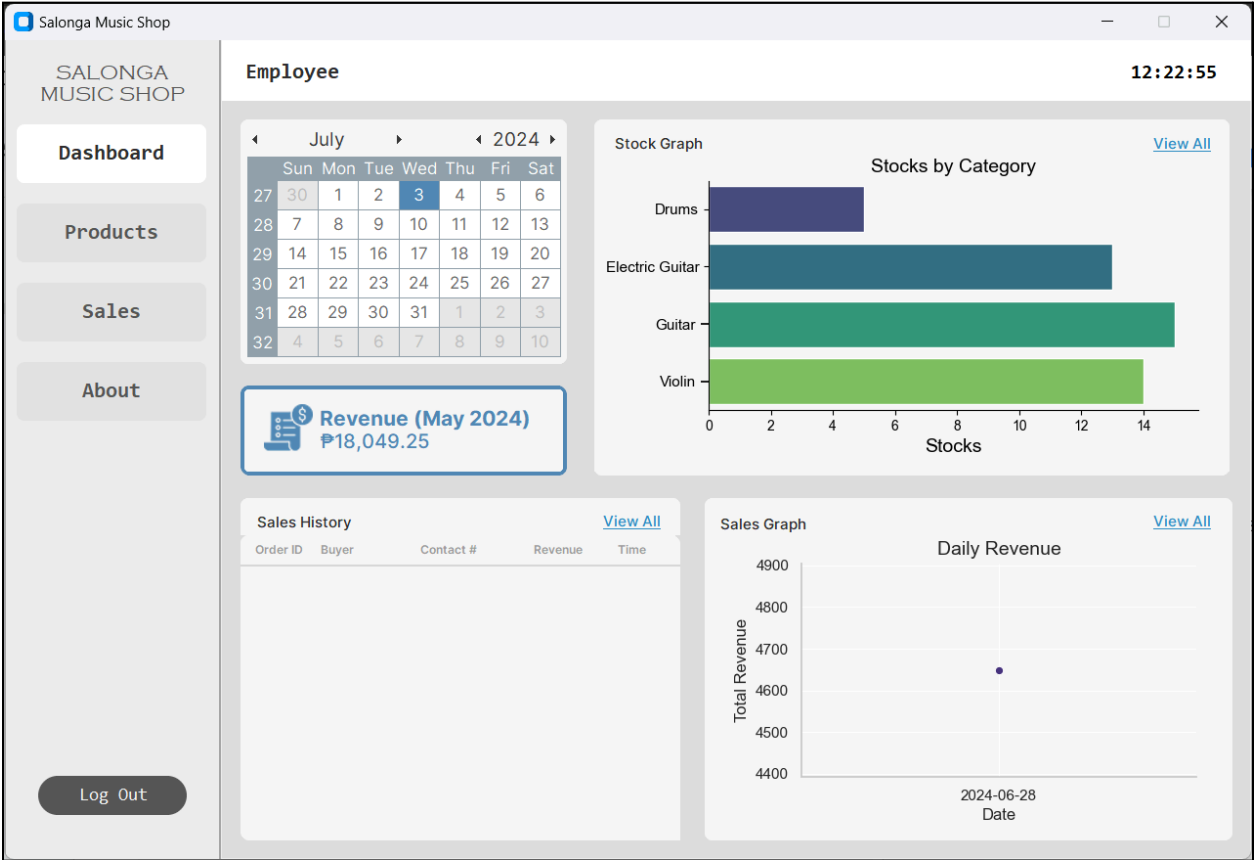
The image shows a web form titled "Reset Password". The form has a header section with the title, followed by a prompt "Enter your new password!". Below this are two input fields: "New Password" and "Confirm Password", both containing four asterisks. A modal dialog box is overlaid on the form, titled "Success", with a blue information icon and the text "Password has been reset successfully". The dialog has an "OK" button. At the bottom of the form are two buttons: "Return" and "Save".

6. After creating a new password, the system will confirm that the password has been reset successfully and that you now have a new password.

Dashboard Page

Last Updated: June 02, 2024

The Dashboard Menu displays summarized reports through charts from various modules: a **stock graph** for instrument inventory, a **sales graph** showing daily revenue, a **sales history table**, and a **revenue** report based on the recent month.



Products Page

Last Updated: June 02, 2024

Registering products is crucial in an inventory management system as it monitors the availability of stock.

Add Products Information

Salonga Music Shop Employee 12:25:19

SALONGA MUSIC SHOP

Dashboard

Products

Sales

About

Add Products

Import Image

Product Name

Brand

Select

Product Type

Select

Initial Quantity

Selling Price

Capital Price

Clear Save

Stock Graph

Stocks by Category

Drums

Electric Guitar

Guitar

Violin

0 2 4 6 8 10 12 14

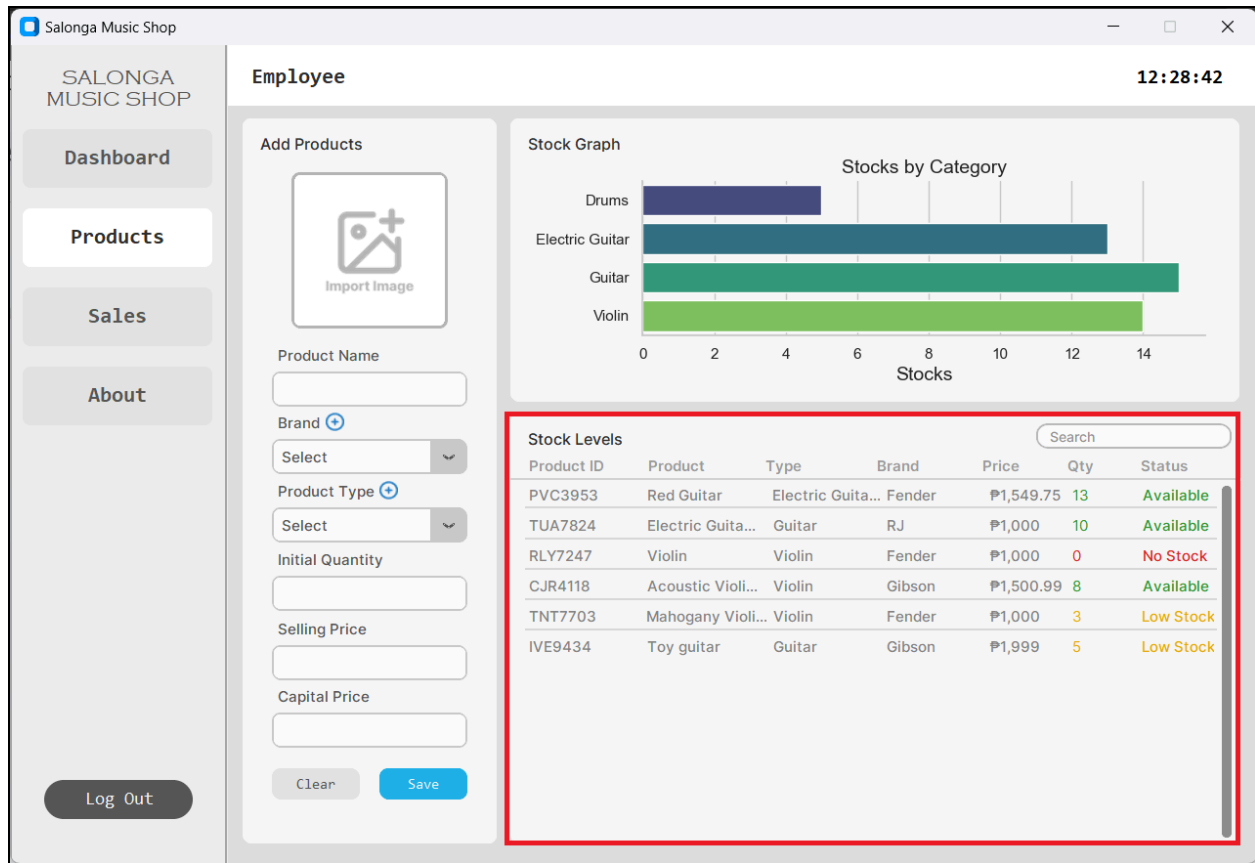
Stocks

Stock Levels

Search

Product ID	Product	Type	Brand	Price	Qty	Status
PVC3953	Red Guitar	Electric Guita...	Fender	₱1,549.75	13	Available
TUA7824	Electric Guita...	Guitar	RJ	₱1,000	10	Available
RLY7247	Violin	Violin	Fender	₱1,000	0	No Stock
CJR4118	Acoustic Violi...	Violin	Gibson	₱1,500.99	8	Available
TNT7703	Mahogany Violi...	Violin	Fender	₱1,000	3	Low Stock
IVE9434	Toy guitar	Guitar	Gibson	₱1,999	5	Low Stock

1. Within the highlighted box, users can input the product's image, name, brand, type, initial quantity, selling price, and cost price.
2. Under the "**Brand Type**" dropdown arrow, users can select the specific brand of the product. Similarly, under the "**Product Type**" dropdown arrow, users can choose the category to which the product belongs.



- After clicking the save button, the registered products will be displayed in the Stock Levels table. This ensures that the inserted products are recorded and saved in the system's data.
- You can see that the status of the products is displayed. If a product has low stock, it will be labeled as '**Low Stock**' highlighted in yellow, '**No Stock**' in red, and '**Available**' in green.

Sales Page

Last Updated: June 02, 2024

In an inventory management system, tracking transactions between the seller and customer is crucial. Under the Sales Page, there are two tabs: New Sale and Sales Report.

Salonga Music Shop

SALONGA MUSIC SHOP

Dashboard

Products

Sales

Delivery

Maintenance

About

Log Out

Admin

13:38:00

New Sale

Sales Report


Search

Brand


All

Type

All



Red Guitar
Fender
₱1,549.75
14 In Stock



Electric Guitar
RJ
₱1,000.00
10 In Stock

New Order

Product	Qty	Price
---------	-----	-------

Buyer's Name:

Phone #:

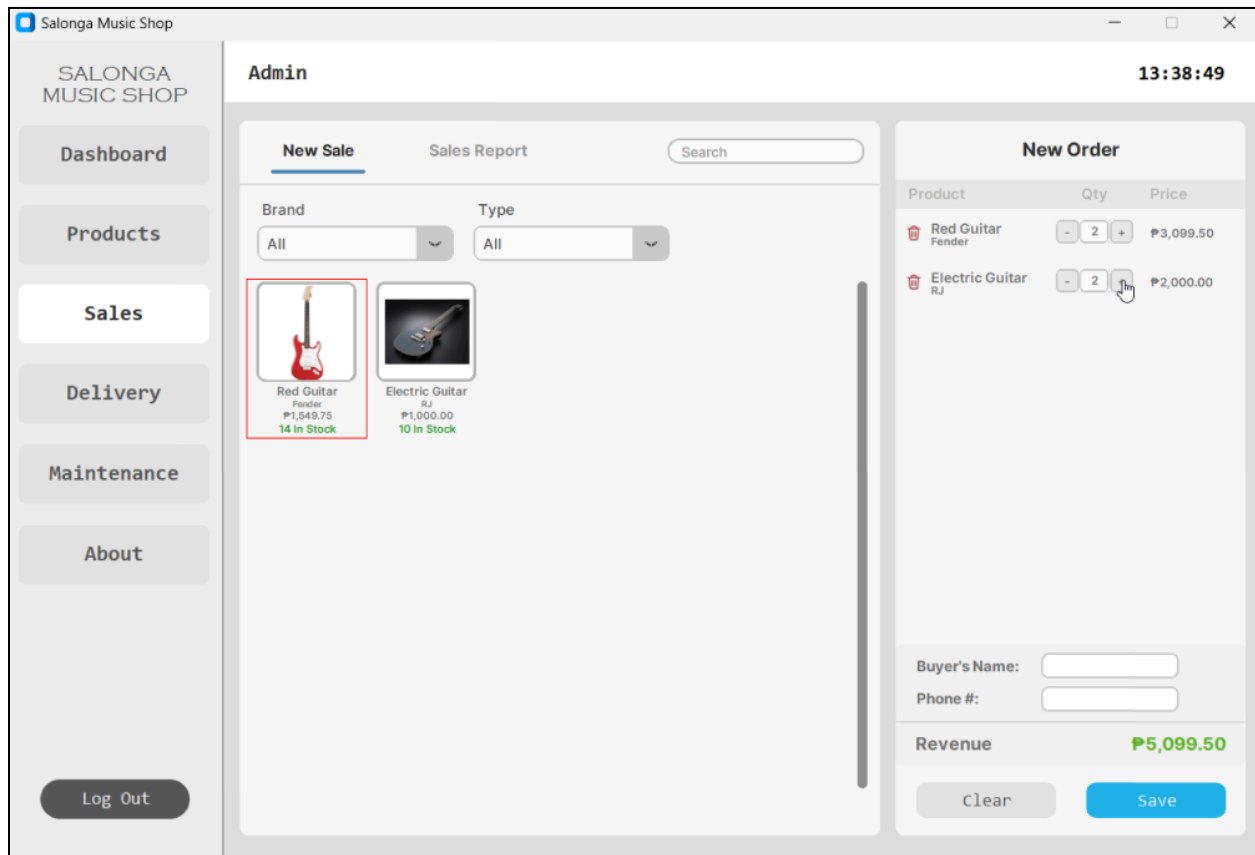
Revenue

₱0.00

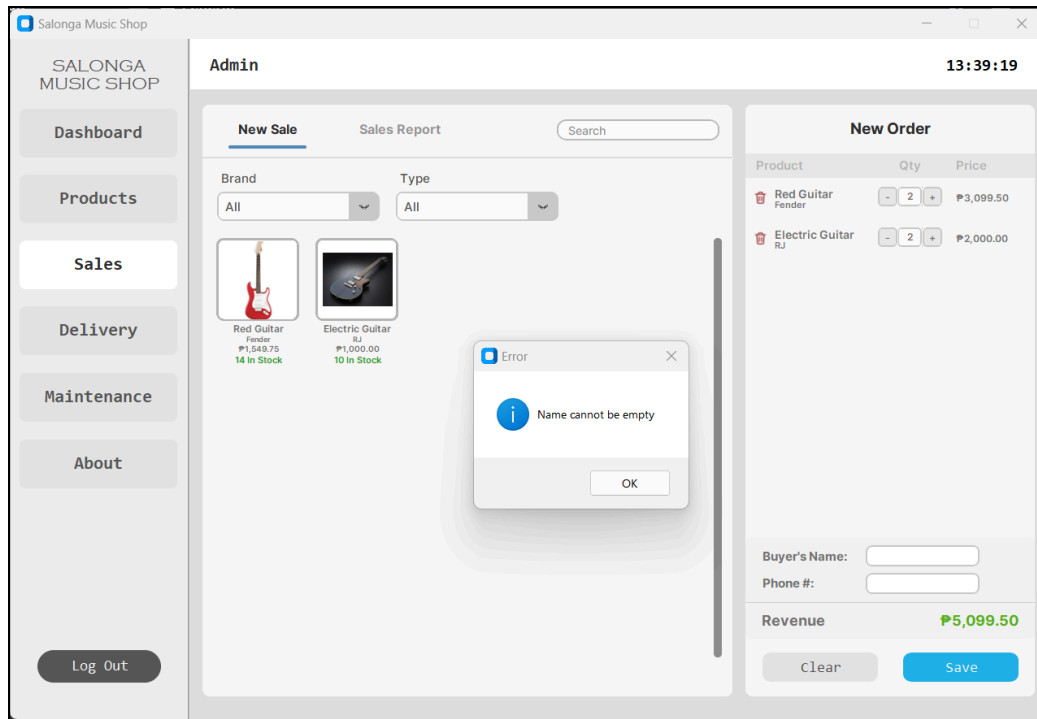
Clear

Save

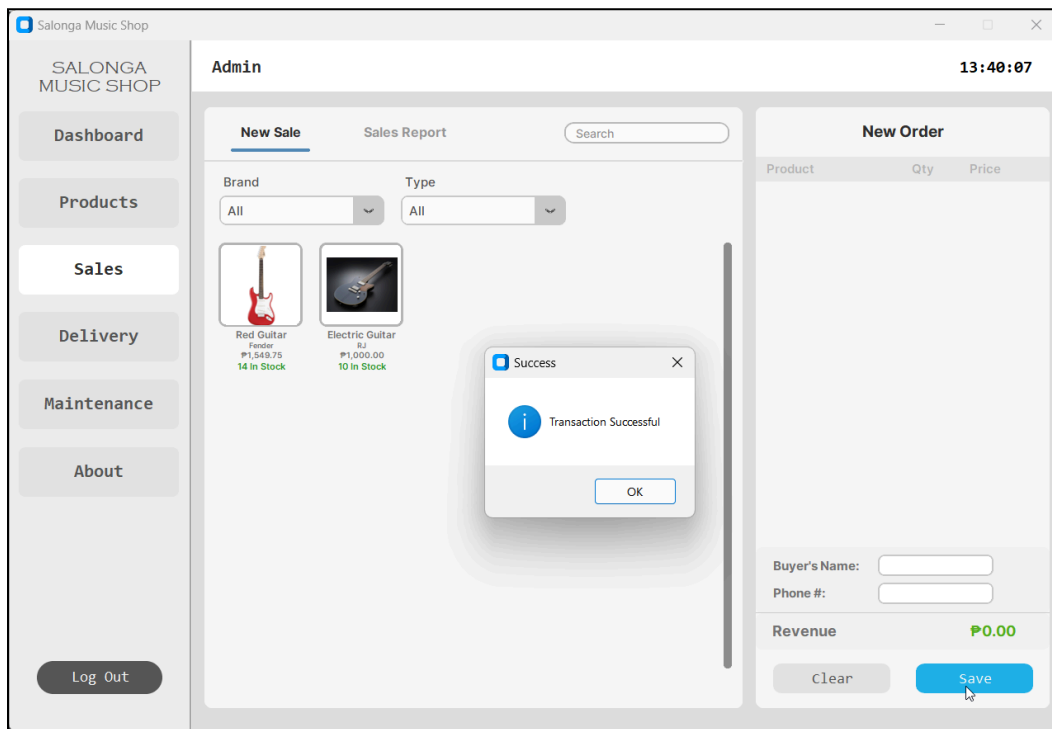
Saving New Transactions



1. To save new transactions, select registered products from the product selection. After selecting products, it will appear in the order list, where the user can change information such as the quantity ordered, along with the Buyer's Name and Contact #. Lastly, the total revenue for the order is shown, just below the Buyer Information.

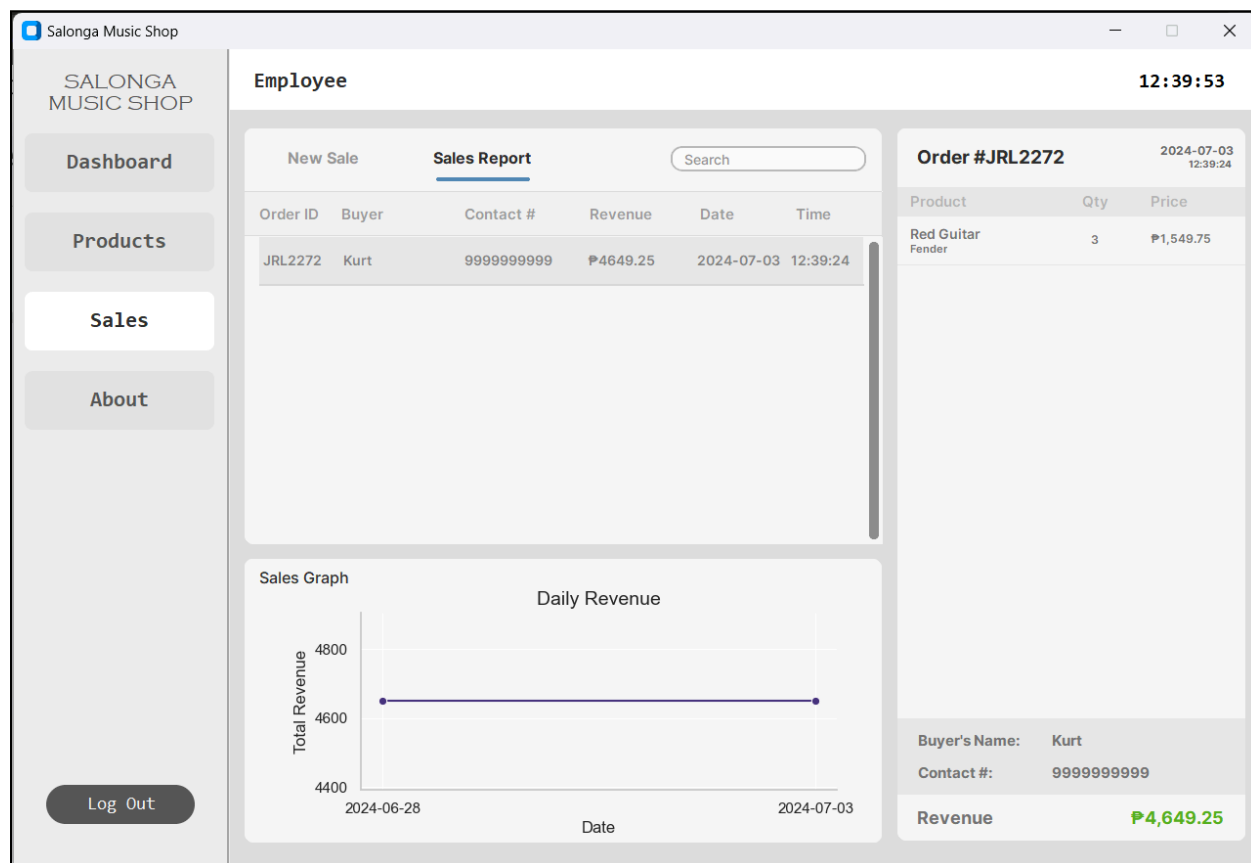


- The system will not save the transaction if the Order List has an empty entry.



- Once the form for the transaction requirements is filled out, the user may now save the transaction.

Sales Report

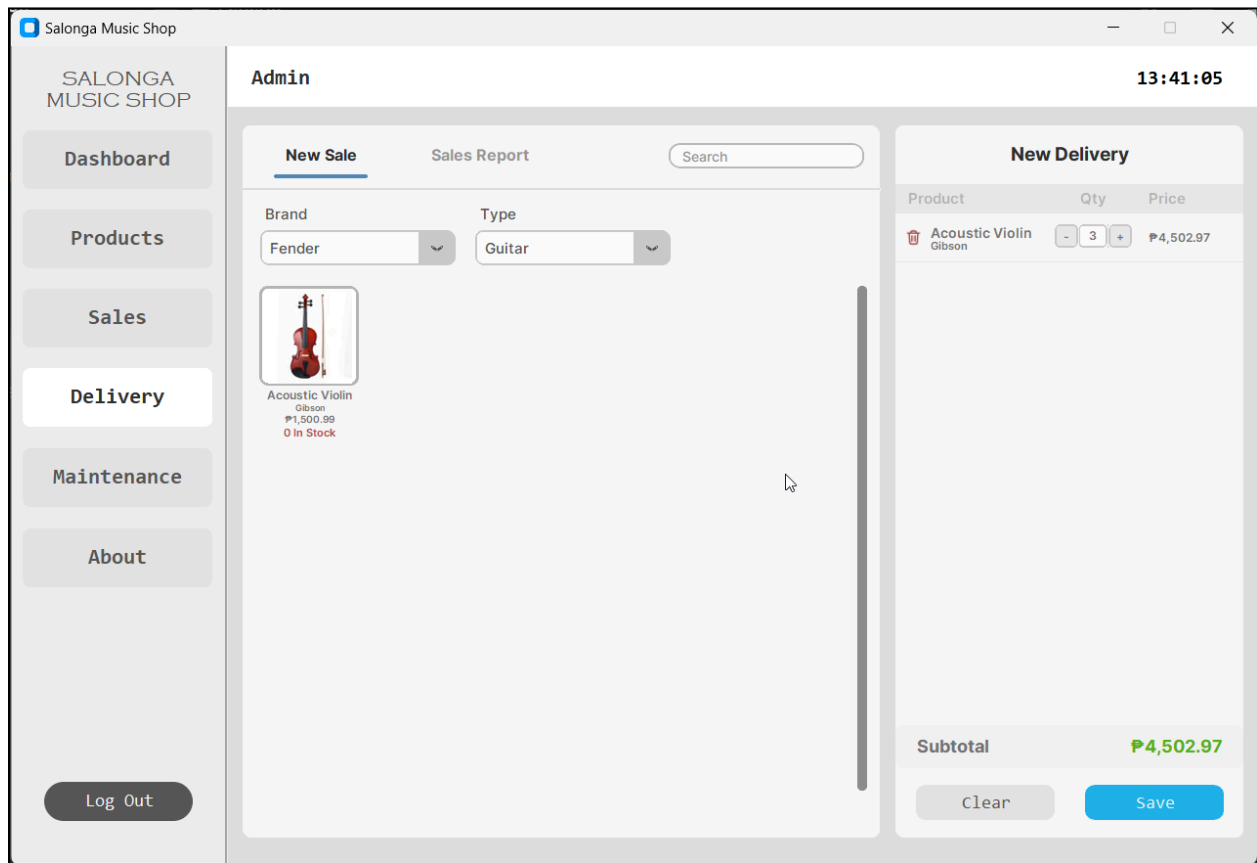


1. The Sales Report tab will display the order details of the customer, including the Order ID, contact information, revenue, date, and time of the transaction.
2. To display a specific order, just select a row from the sales table.

Delivery Page

Last Updated: June 02, 2024

In this page, the Administrator can log delivery requests for products that have low stocks.



1. Under the New Sale tab, low stocks of certain instruments are indicated.

New Delivery

Salonga Music Shop

Admin 13:41:05

Dashboard

Products

Sales

Delivery

Maintenance

About

Log Out

New Sale Sales Report Search

Brand: Fender Type: Guitar

Acoustic Violin
Gibson
₱1,500.99
0 in Stock

Acoustic Violin
Gibson
Qty: 3 Price: ₱4,502.97

Subtotal: ₱4,502.97

Clear Save

1. To log a new delivery request, select products from the selection.
2. After clicking on the low stock product, the Administrator can select the quantity of the product to be requested. Once the correct quantity is selected, the Administrator can save the order.

Delivery Report

The Delivery Report will serve as the basis for the Administrator to determine whether the delivery request is still pending or has already been delivered.

The screenshot displays the Salonga Music Shop Admin interface. On the left is a sidebar with navigation links: Dashboard, Products, Sales, Delivery (highlighted), Maintenance, and About, along with a Log Out button. The main content area is titled 'Admin' and shows a 'Sales Report' table with columns for Delivery ID, Date, Subtotal, and Status. The table lists four delivery requests, all with a status of 'Pending'. To the right of the table is a detailed view for 'Delivery #VNT3015', showing a list of products (Red Guitar and abc) and their quantities and prices. A 'Subtotal' of ₱1,649.75 is displayed at the bottom right.

Delivery ID	Date	Subtotal	Status
VNT3015	2024-06-29	₱1649.75	Pending
BSY4621	2024-06-29	₱100	Pending
DAM8243	2024-06-29	₱0	Pending
AYS0191	2024-06-29	₱1649.75	Pending

Product	Qty	Price
Red Guitar Fender	1	₱1,549.75
abc Fender	1	₱100.00

Subtotal ₱1,649.75

1. The Administrator can select the delivery request. The label will remain as **"Pending"** if the request is still ongoing, and it can be set as **"Delivered"** if the delivery request has been fulfilled and the items are in the store.

Maintenance Page

Last Updated: June 02, 2024

This page is responsible for ensuring the ongoing stability, reliability, and adaptability of the system. It will include features such as updating administrator or employee accounts, managing products, user logs, and file backup and restoration.

Manage Users

Salonga Music Shop Admin 13:43:17

Manage Users | User Logs | Manage Products | Manage Sales | Backup & Restore

Manage Users

Username:

Password:

First Name:

Last Name:

Birthdate:

Email:

Level of Access:

Accounts

Employee ID	Username	Full Name	Birthdate	Email	LOA	Status
QOX8516	karlitszc	Karl rodriiguez	7/9/24	karlitszc@gmail.com	Admin	Active
TNC4966	kd	karl rodriguez	7/15/24	denniskarl4@gmail.com	Employee	Active
PBO7888	PogiAko	pogiko akolangto	7/15/24	poga@gmail.com	Employee	Active
VOP0287	Kurt	kurt duncan	7/23/24	kurt@gmail.com	Admin	Active
PPR7283	Seris	Seris Rod	7/9/24	seris@gmail.com	Admin	Active
JSL1464	karlito	Karl Dennis Rodri	7/1/24	karlitszc@gmail.com	Admin	Active
SXI1591	kurt	Kurt Bustillos	10/20/02	qkddgustillos@tip.edu.ph	Admin	Active
MFU4915	icecream	Hi Everyone	8/3/2003	svygtu@gmail.com	Admin	Active

1. To manage users, the Administrator can correct incorrect or misspelled information about employees. Once the information is corrected, it will update in the accounts table. The Status field can also indicate whether the account is active or inactive, similar to setting the Level of Access.

User Logs

The screenshot displays the Salonga Music Shop Admin interface. On the left is a sidebar with navigation links: Dashboard, Products, Sales, Delivery, Maintenance, and About. The main content area is titled 'Admin' and shows a timestamp of 12:46:24. Below the title are tabs for Manage Users, User Logs (which is selected), Manage Products, Manage Sales, and Backup & Restore. The User Logs tab contains a table with the following data:

Date	Timestamp	Action	Employee ID	Role
2024-07-01	17:32:36	karlito logged in at 17:32:36	JSL1464	Admin
2024-07-01	17:33:59	karlito logged in at 17:33:59	JSL1464	Admin
2024-07-01	18:05:20	karlito logged in at 18:05:20	JSL1464	Admin
2024-07-01	18:06:55	karlito logged in at 18:06:55	JSL1464	Admin
2024-07-01	18:07:12	karlito logged in at 18:07:12	JSL1464	Admin
2024-07-03	04:23:54	kurt2 logged in at 04:23:54	LGL8852	Employee
2024-07-03	04:38:02	kurt2 logged in at 04:38:02	LGL8852	Employee
2024-07-03	12:45:33	kurt logged in at 12:45:33	GBL9669	Admin

At the bottom of the interface, there is a 'Log Out' button in the sidebar and a 'Generate PDF Report' button in the main content area.

1. The User Logs hold information about the employees or administrators who have logged into the system. Also, a PDF report can be generated upon clicking the button.

User Logs Report

2024-07-03 12:47:05

Date	Timestamp	Action	Employee ID	Role
2024-07-01	17:32:36	karlito logged in at 17:32:36	JSL1464	Admin
2024-07-01	17:33:59	karlito logged in at 17:33:59	JSL1464	Admin
2024-07-01	18:05:20	karlito logged in at 18:05:20	JSL1464	Admin
2024-07-01	18:06:55	karlito logged in at 18:06:55	JSL1464	Admin
2024-07-01	18:07:12	karlito logged in at 18:07:12	JSL1464	Admin
2024-07-03	04:23:54	kurt2 logged in at 04:23:54	LGL8852	Employee
2024-07-03	04:38:02	kurt2 logged in at 04:38:02	LGL8852	Employee
2024-07-03	12:45:33	kurt logged in at 12:45:33	GBL9669	Admin

Sample User Logs Report

Manage Products

Salonga Music Shop

Dashboard
Products
Sales
Delivery
Maintenance
About
Log Out

Admin

12:49:22

Manage Users
User Logs
Manage Products
Manage Sales
Backup & Restore

Product Name
Brand
Select
Product Type
Select
Initial Quantity
Price
Capital Price
Availability
Select
Clear Save

Stock Levels

Product ID	Product	Type	Brand	Price	Qty	Status
PVC3953	Red Guitar	Electric Guita...	Fender	₱1,549.75	10	Available
TUA7824	Electric Guita...	Guitar	RJ	₱1,000	10	Available
RLY7247	Violin	Violin	Fender	₱1,000	0	No Stock
CJR4118	Acoustic Violi...	Violin	Gibson	₱1,500.99	8	Available
TNT7703	Mahogany Violi...	Violin	Fender	₱1,000	3	Low Stock
IVE9434	Toy guitar	Guitar	Gibson	₱1,999	5	Low Stock

Generate PDF Report

1. Manage Products handles the information of registered products. The Administrator can also correct any misinformation entered for registered products. Also, a PDF report can be generated upon clicking the button.

Stock Report

2024-07-03 12:50:19

Product ID	Product Name	Type	Brand	Price	Quantity	Status
PVC3953	Red Guitar	Electric Guitar	Fender	1,549.75	10	Low Stock
TUA7824	Electric Guitar	Guitar	RJ	1,000.00	10	Available
RLY7247	Violin	Violin	Fender	1,000.00	0	Available
CJR4118	Acoustic Violin	Violin	Gibson	1,500.99	8	Available
TNT7703	Mahogany Violin	Violin	Fender	1,000.00	3	Low Stock
IVE9434	Toy guitar	Guitar	Gibson	1,999.00	5	Low Stock

Sample Stock Report

Manage Sales

The screenshot displays the Salonga Music Shop Admin dashboard. The left sidebar contains navigation links: Dashboard, Products, Sales, Delivery, Maintenance, and About. The main content area is titled 'Admin' and shows a timestamp of 12:51:13. Below the title, there are tabs for Manage Users, User Logs, Manage Products, Manage Sales (which is active), and Backup & Restore. The Manage Sales tab displays a table with the following data:

Order ID	Buyer	Contact #	Revenue	Date	Time	Status
YKF2304	Kurt	1234	₱1,549.75	2024-06-28	16:12:32	Active
PRC5622	Kurt2	1234	₱3,099.5	2024-06-28	16:12:48	Active
JRL2272	Kurt	9999999999	₱4,649.25	2024-07-03	12:39:24	Active

At the bottom of the sidebar is a 'Log Out' button. At the bottom of the main content area is a 'Generate PDF Report' button.

1. Manage Sales involves generating comprehensive reports that provide insights into various aspects of sales activities, including transaction details, revenue analysis, customer preferences, and inventory turnover. Also, a PDF report can be generated upon clicking the button.

Sales Report

2024-07-03 12:52:43

Order ID	Buyer	Contact #	Revenue	Date	Time	Status
YKF2304	Kurt	1234	1549.75	2024-06-28	16:12:32	Active
PRC5622	Kurt2	1234	3099.5	2024-06-28	16:12:48	Active
JRL2272	Kurt	9999999999	4649.25	2024-07-03	12:39:24	None

Backup & Restore

The screenshot displays the Salonga Music Shop Admin interface. On the left is a sidebar with navigation links: Dashboard, Products, Sales, Delivery, Maintenance (highlighted), and About. At the bottom of the sidebar is a 'Log Out' button. The main content area is titled 'Admin' and shows a timestamp of 12:56:09. It features a tabbed interface with 'Manage Users', 'User Logs' (active), 'Manage Products', 'Manage Sales', and 'Backup & Restore'. The 'User Logs' table lists activities with columns for Date, Timestamp, Action, Employee ID, and Role. A 'Backup & Restore' modal window is open in the center, containing two buttons: 'Backup' (with an upload icon) and 'Restore' (with a download icon). Below the 'Backup' button is the text 'Create a secure backup of your data.' and below the 'Restore' button is 'Restore your data from a previous backup.' At the bottom of the main content area is a 'Generate PDF Report' button.

Date	Timestamp	Action	Employee ID	Role
2024-07-01	17:32:36	karlito logged in at 17:32:36	JSL1464	Admin
2024-07-01			JSL1464	Admin
2024-07-01			JSL1464	Admin
2024-07-01			JSL1464	Admin
2024-07-01			JSL1464	Admin
2024-07-03			LGL8852	Employee
2024-07-03			LGL8852	Employee
2024-07-03			GBL9669	Admin

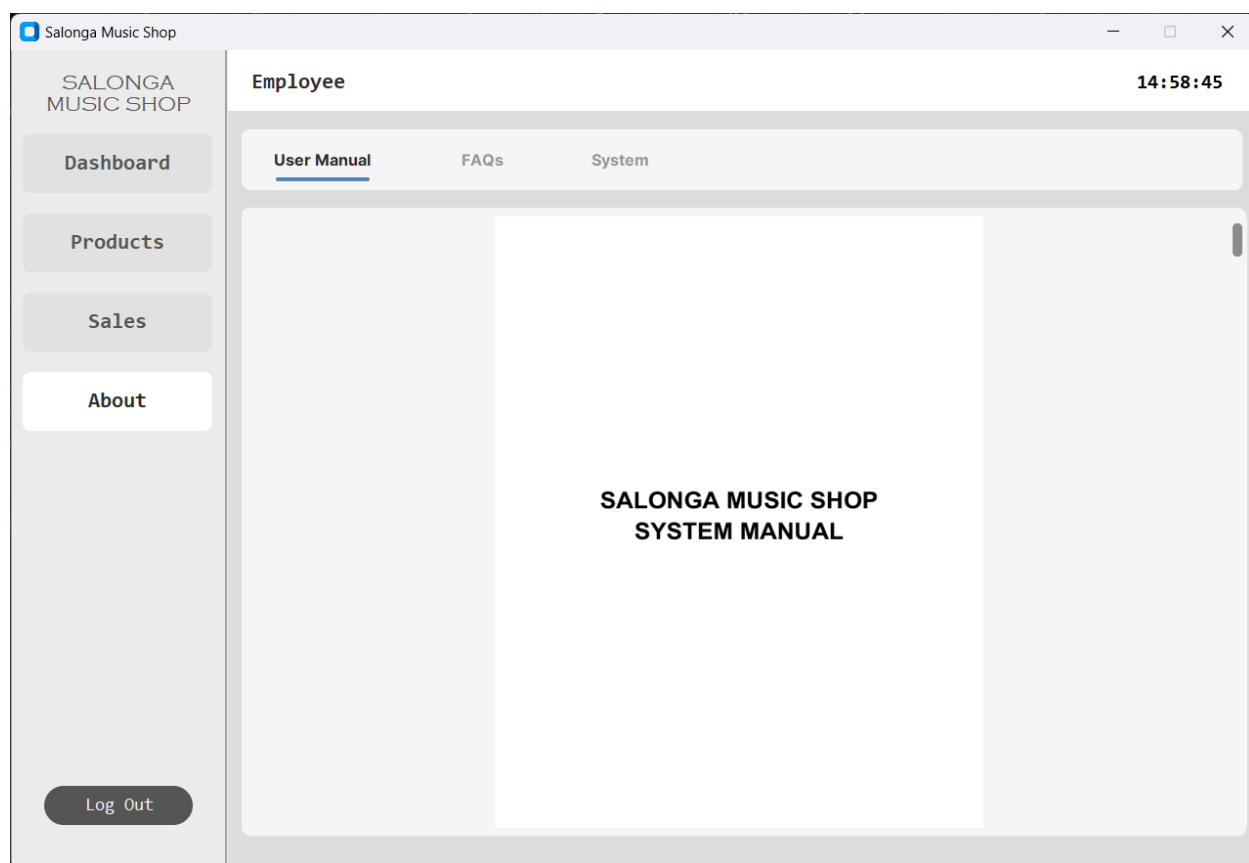
1. To backup or restore data, just click the 'Backup & Restore' tab in the Maintenance Page. Upon clicking a tab, a new window will appear.
2. The Backup function creates a secure file to safeguard data, ensuring protection against data loss. The Restore function retrieves data from a previously saved backup, enabling restoration of saved information as needed.

About Page

Last Updated: June 02, 2024

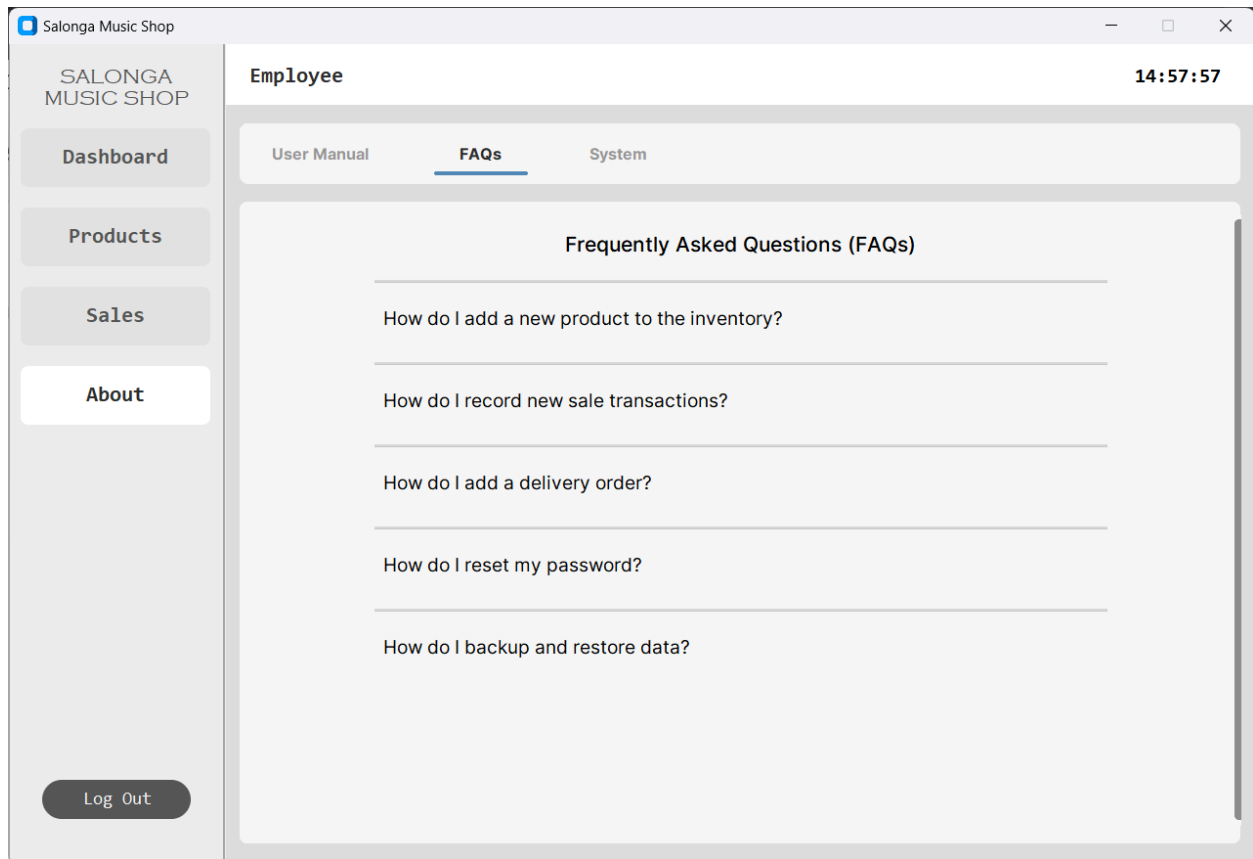
In a system, having a user manual is crucial for enabling users to navigate the system effectively. It includes FAQs and information about the company and developers to provide comprehensive guidance and support.

User Manual



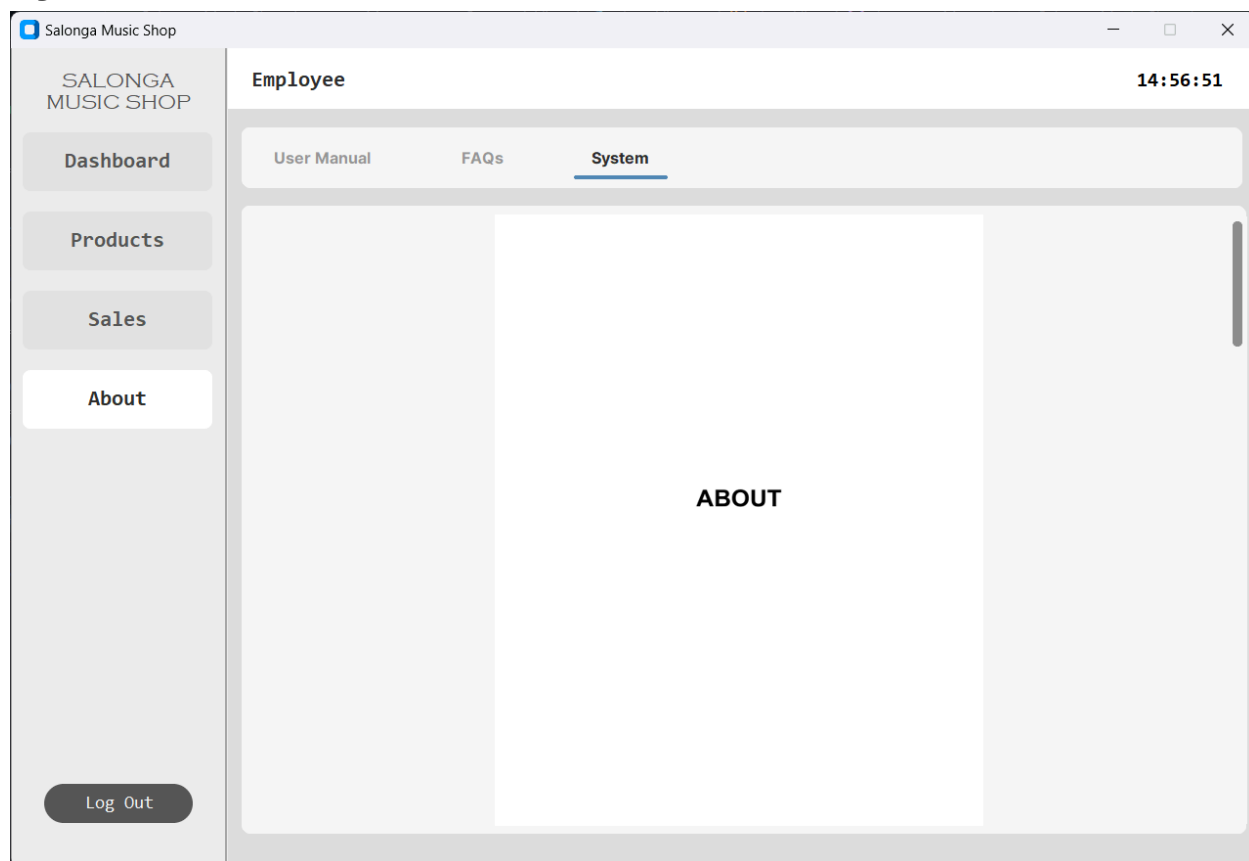
1. The User Manual includes a PDF attachment containing detailed instructions on how the system operates.

FAQs



1. FAQs, or Frequently Asked Questions, include inquiries about how the inner workings of the system operate, along with corresponding answers provided within the FAQ section.

System



1. The System tab shows information about the store, the system itself, and the developers of the system.