

**SALONGA      MUSIC      SHOP**  
**SYSTEM MANUAL**

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# How to create an account

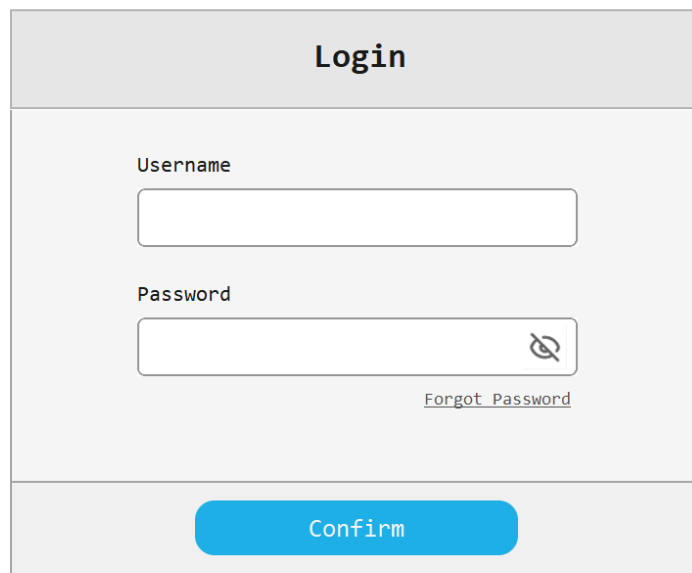
Last Updated: June 02, 2024

As an administrator or an employee, it is important to have an account to access the system to monitor the stocks and sales of the company.

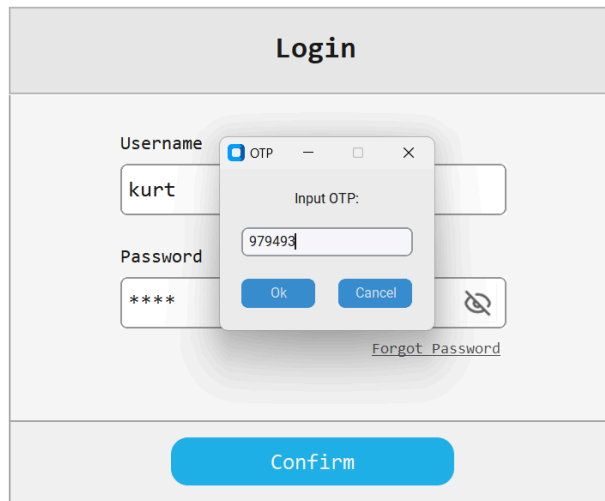
Here's the guide for creating an account in Salonga Music Shop System:

## Insert your personal information

## Login using the username and password

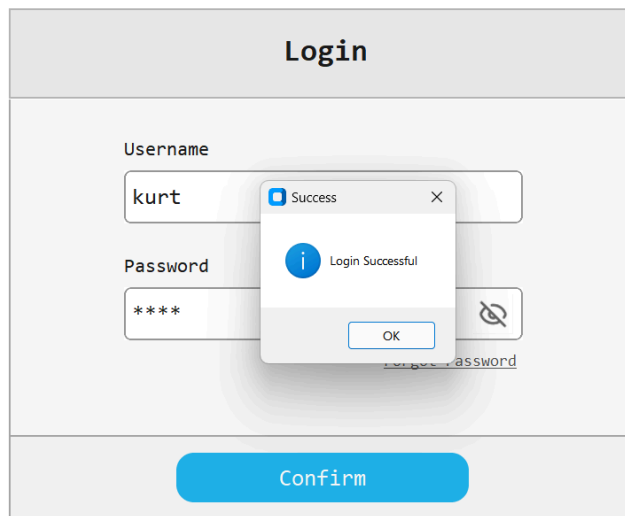
A login form with a light gray background. At the top is a header bar with the word "Login" in bold black text. Below the header, there are two input fields. The first is labeled "Username" and is a simple white rectangle with a gray border. The second is labeled "Password" and is a white rectangle with a gray border and a small eye icon on the right side to toggle visibility. Below the password field is a link that says "Forgot Password" in a small, underlined font. At the bottom of the form is a blue button with the word "Confirm" in white text.

1. After creating the account, the user will insert their username and password. Before logging in, the system will send an OTP to provide an email address from the sign-up page.



The image shows a login interface with a title bar labeled "Login". Below the title bar, there are two input fields: "Username" containing the text "kurt" and "Password" containing four asterisks "\*\*\*\*". To the right of the password field is a toggle icon. Below the password field is a link that says "Forgot Password". At the bottom of the form is a large blue button labeled "Confirm". Overlaid on top of the login form is a smaller modal window titled "OTP". This modal has a title bar with a blue square icon, a minus sign, a maximize button, and a close button. The main content of the modal is "Input OTP:" followed by a text input field containing the number "979493". At the bottom of the modal are two buttons: "Ok" and "Cancel".

2. Insert the OTP.



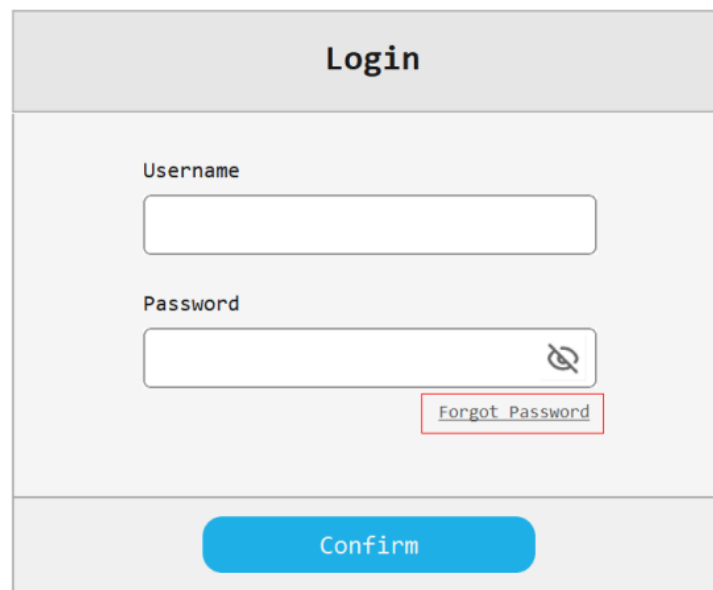
The image shows the same login interface as before, but now a "Success" modal is overlaid. The modal has a title bar with a blue square icon, a minus sign, a maximize button, and a close button. The main content of the modal is a blue circle with a white "i" icon, followed by the text "Login Successful". At the bottom of the modal is a button labeled "OK". The background login form is partially obscured by the modal.

3. After inserting the OTP, there will be an alert that the user is successfully logged into the system.

# Forgot Password

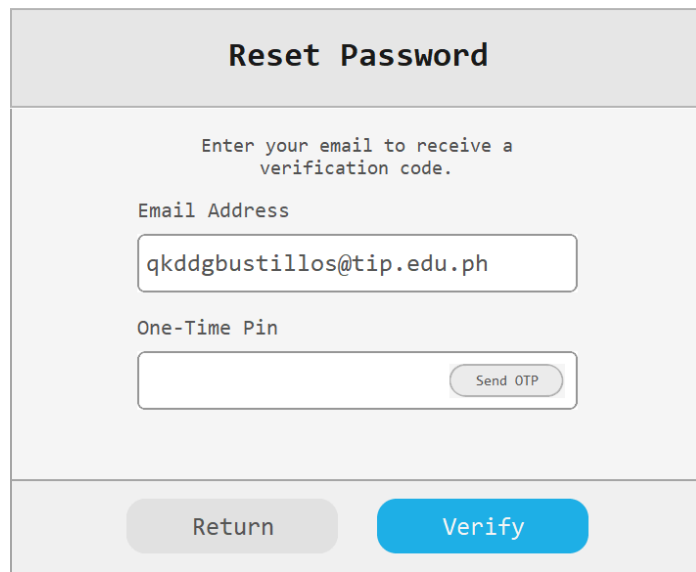
Last Updated: June 02, 2024

Sometimes, the user forgot their password. In that case, 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 black text. Below the header, there are two input fields: "Username" and "Password". The "Username" field is a simple white rectangle. The "Password" field is a white rectangle with a small eye icon on the right side, indicating a toggle for password visibility. Below the "Password" field, there is a red rectangular button with the text "Forgot Password" in black. At the bottom of the form, there is a blue rounded rectangular button with the text "Confirm" in white.

1. Click the Forgot Password button.



The image shows a 'Reset Password' form. At the top, the title 'Reset Password' is centered in a bold, black font. Below the title, a message reads 'Enter your email to receive a verification code.' This is followed by a label 'Email Address' and a text input field containing the email 'qkddgbustillos@tip.edu.ph'. Below this is a label 'One-Time Pin' and a text input field. To the right of the One-Time Pin field is a button labeled 'Send OTP'. At the bottom of the form, there are two buttons: 'Return' and 'Verify'. The 'Verify' button is highlighted in blue.

**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

One-Time Pin

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

### Reset Password

Enter your new password!

New Password


Confirm Password

## Reset Password

Enter your new password!

New Password

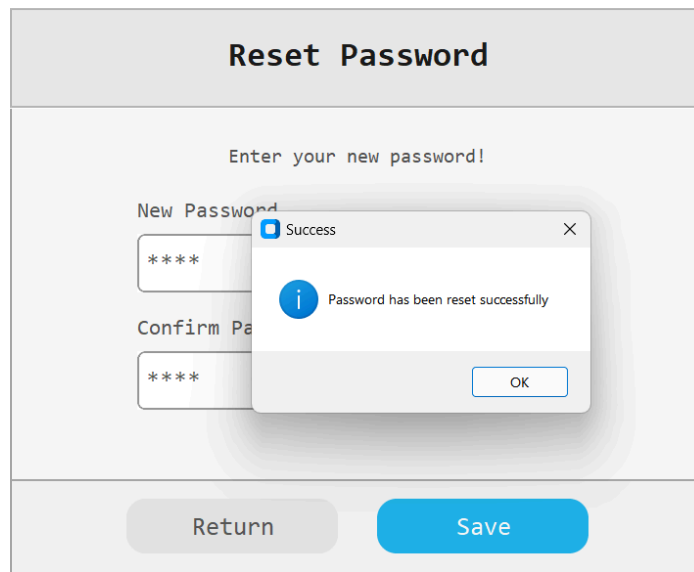
Confirm Password

ReturnSave

5. After clicking the “Verify” button, you’ll be directed to another frame that indicates resetting your password.





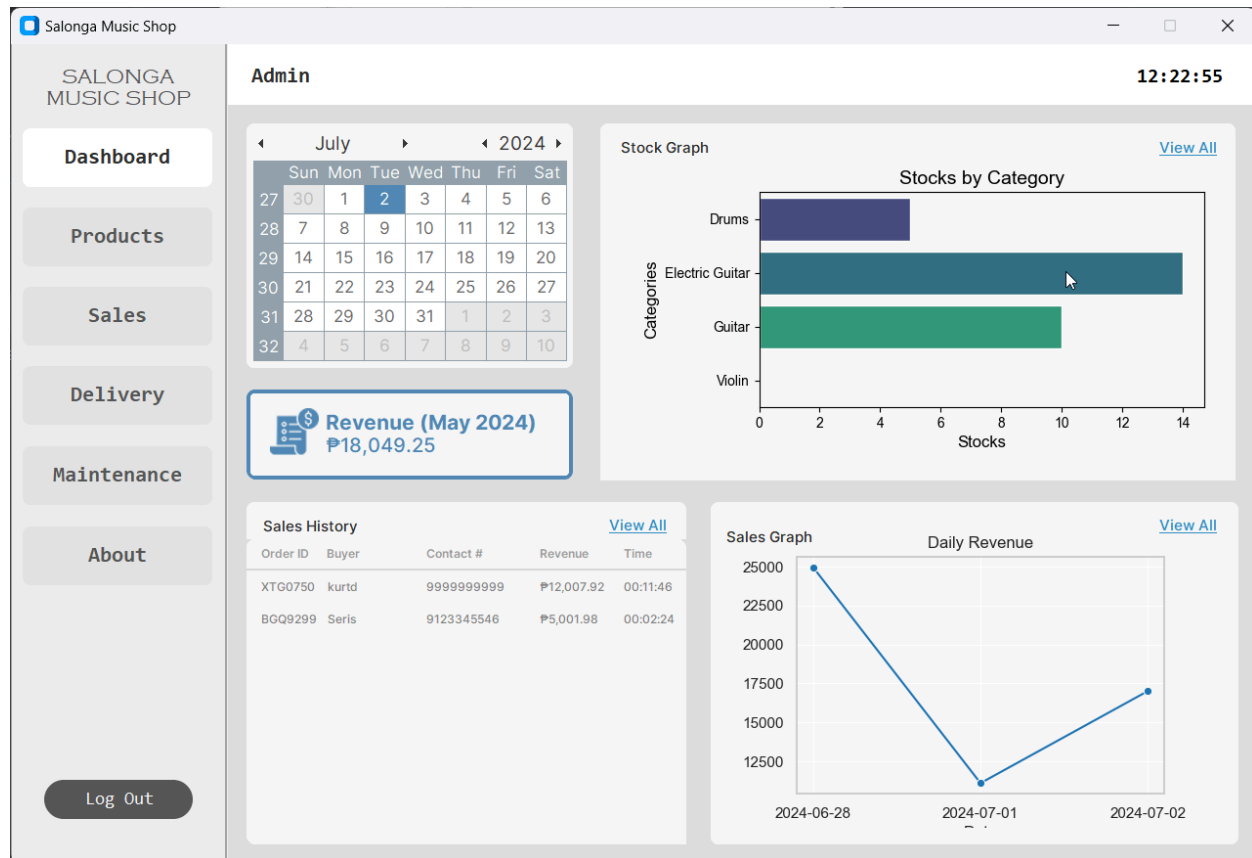
The image shows a 'Reset Password' form. At the top is a grey header with the text 'Reset Password'. Below it, the instruction 'Enter your new password!' is centered. The form contains two input fields: 'New Password' and 'Confirm Password', both masked with four asterisks. A modal dialog box is overlaid on the form, titled 'Success' with a close button (X). It features a blue information icon and the message 'Password has been reset successfully'. An 'OK' button is at the bottom right of the modal. At the bottom of the form are two buttons: a grey 'Return' button and a blue 'Save' button.

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

# About Dashboard Menu

Last Updated: June 02, 2024

The Dashboard Menu displays summarized reports through charts from various modules: **stock graphs** for instrument inventory, **sales graphs** showing daily sales frequency and revenue, **sales history** accessible to authorized personnel, and **revenue** report based on the recent month.



# Registration of Products

Last Updated: June 02, 2024

Registration of products is crucial in an inventory management system as it will monitor the availability of stocks.

## Add Products Information

**Admin**

Icon: Name

Dashboard

Products

Sales

Delivery

Maintenance

Help

**Add Products**

Import Image

Product Name

Brand +

Select ▼

Product Type +

Select ▼

Initial Quantity

Selling Price

₱0.00

Capital Price

₱0.00

Clear Save

**Stock Graph**

CHART TITLE

5.000,00

50 Orders

This Week ▼

40 20 0

q1 q2 q3

Content Content Content

**Stock Levels**

Search Q

Product ID	Product	Type	Brand	Price	Qty <span>↑↓</span>	Status <span>↑↓</span>
STR001	Electric Guitar	String	Fender	₱900	8	Available
PER001	Xylophone	Percussion	Yamaha	₱850	0	No Stock

1. Within the highlighted box, authorized 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.

Icon: Name

Dashboard

Products

Sales


Delivery

Maintenance


Help


Admin


Add Products


Import Image

Product Name

Brand 

Select 

Product Type 

Select 

Initial Quantity

Selling Price

Capital Price


Clear Save

Stock Graph

CHART TITLE


5.000,00



50 Orders



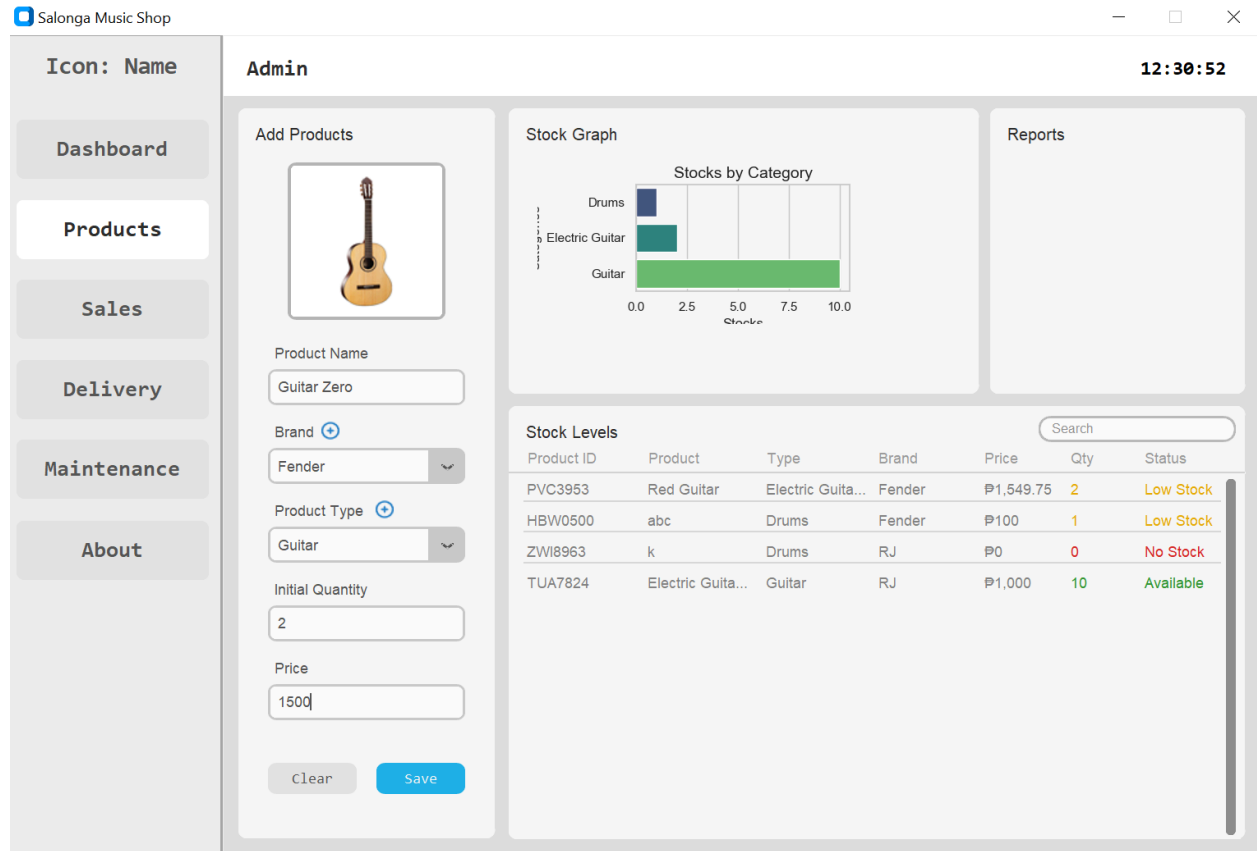
Content Content Content

Stock Levels

Search 

Product ID	Product	Type	Brand	Price	Qty 	Status 
STR001	Electric Guitar	String	Fender	P900	8	Available
PER001	Xylophone	Percussion	Yamaha	P850	0	No Stock

- After clicking the save button, the registered products will be displayed in the Stock Levels table. This will ensure that the inserted products are being recorded and saved in the system's data.



4. 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 Module

Last Updated: June 02, 2024

In an inventory management system, it is important to track the transactions between the seller and customer. Under the Sales Module, there are two tabs. The 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

# TRANSACTIONS

## New Sale

Salonga Music Shop

Admin 13:38:49

**Dashboard**

**Products**

**Sales**

**Delivery**

**Maintenance**

**About**

**Log Out**

**New Sale** Sales Report

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
Red Guitar Fender	2	₱3,099.50
Electric Guitar RJ	2	₱2,000.00

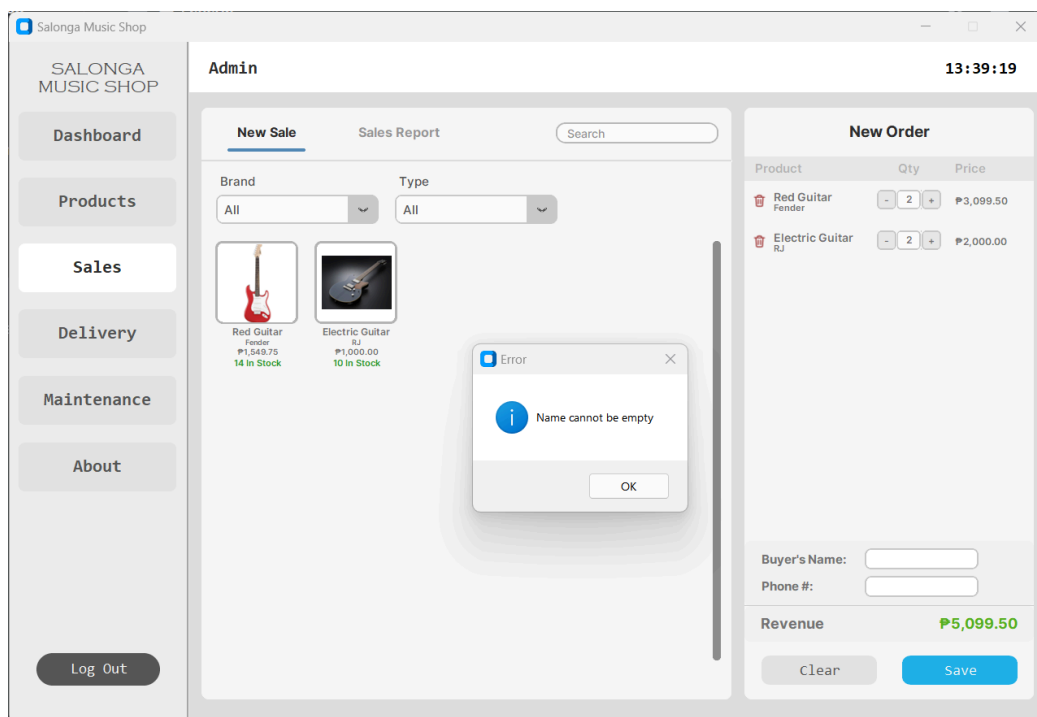
Buyer's Name:

Phone #:

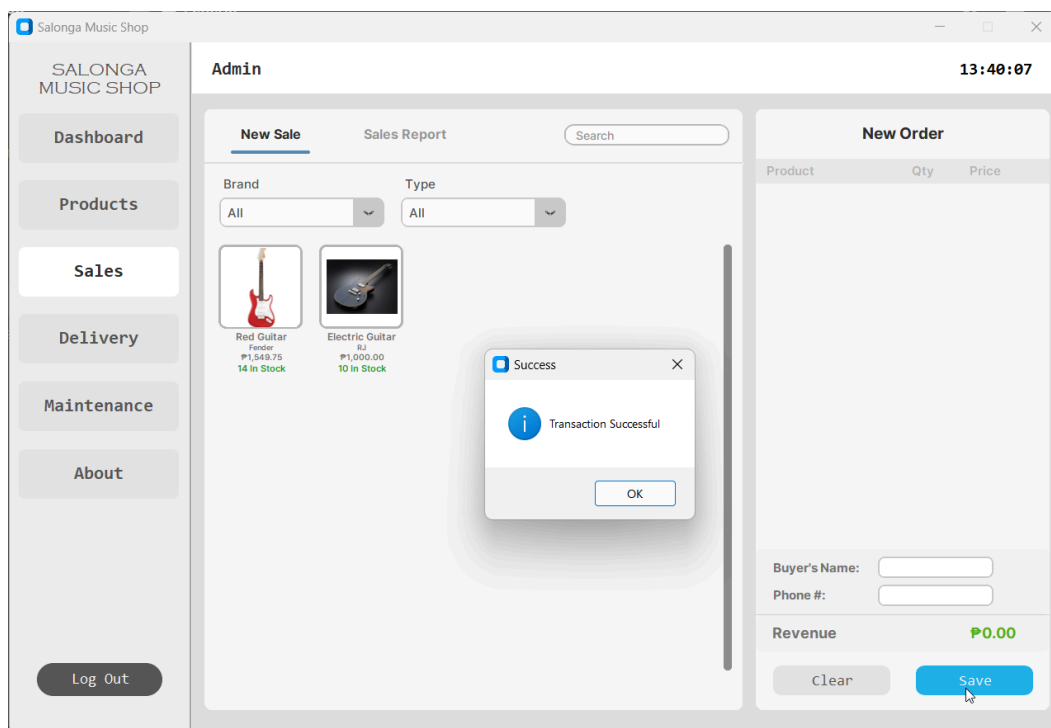
Revenue **₱5,099.50**

Clear Save

1. Click the registered products, the Red Guitar and Electric Guitar. After clicking, you can see the tab beside the table and the authorized user can record the current transaction. This includes the buyer's name and phone number.



2. The system will not save the transaction if the information of the buyer is empty.



3. Once the filling up the form the transaction requirements, the authorized user may now save the transaction.



## Sales Report

The screenshot displays the Salonga Music Shop Admin dashboard. The left sidebar contains navigation links: Dashboard, Products, Sales (highlighted), Delivery, Maintenance, and About, along with a Log Out button. The main content area is titled 'Admin' and shows the 'Sales Report' tab selected. A table lists sales transactions with columns for Order ID, Buyer, Contact #, Revenue, Date, and Time. To the right, a detailed view for Order #ENO0622 shows the product list (Red Guitar Fender and Electric Guitar RJ) and summary information (Buyer's Name, Contact #, and Revenue).

**Salonga Music Shop**

**Admin** 13:40:40

**Sales Report**

Order ID	Buyer	Contact #	Revenue	Date	Time
ENO0622	Juan Dela Cruz	9999888888	₱5099.5	2024-07-02	13:40:05
RJD2621	Kim Mingyu	9999999999	₱5099.5	2024-07-02	13:39:44
XTG0750	kurtd	9999999999	₱12007.92	2024-07-02	00:11:46
BGQ9299	Seris	9123345546	₱5001.98	2024-07-02	00:02:24

**Sales Graph**

**Order #ENO0622** 2024-07-02 13:40:05

Product	Qty	Price
Red Guitar Fender	2	₱1,549.75
Electric Guitar RJ	2	₱1,000.00

Buyer's Name: Juan Dela Cruz  
Contact #: 9999888888  
Revenue **₱5,099.50**

1. The Sales Report tab will display the order details of the customer. This includes the Order ID, contact information, revenue, date and time of the transaction.

# Delivery Module

Last Updated: June 02, 2024

Salonga Music Shop

SALONGA MUSIC SHOP

Dashboard

Products

Sales

Delivery

Maintenance

About

Log Out

Admin

13:41:05

New Sale

Sales Report


Search

Brand

Fender


Type

Guitar



Acoustic Violin  
Gibson  
₱1,500.99  
0 In Stock

New Delivery

Product	Qty	Price
 Acoustic Violin Gibson	- 3 +	₱4,502.97

Subtotal

₱4,502.97

Clear

Save