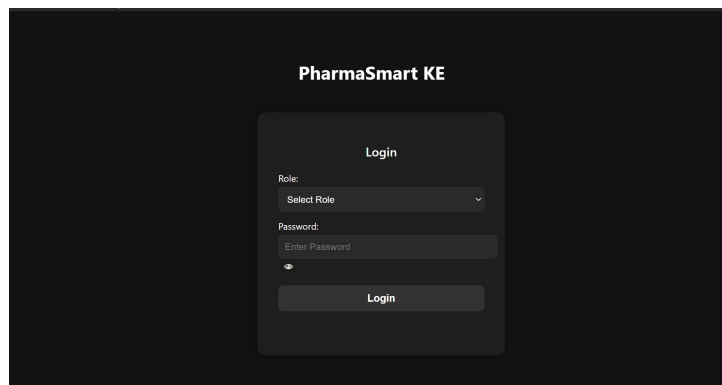


Official User Manual

First-Time User Guide

Version 1.0 — Official Release



August 13, 2025

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1 Introduction

Welcome to the official user manual for the Pharmacy Management System. This guide is intended for **first-time users** and provides step-by-step instructions for all key modules:

- Login process
- Inventory management
- Sales module
- Admin tools
- DDA register and record downloads

Follow each section carefully to ensure proper use of the system.

2 Login

The login screen (Figure 1) is the first page when you open the application.

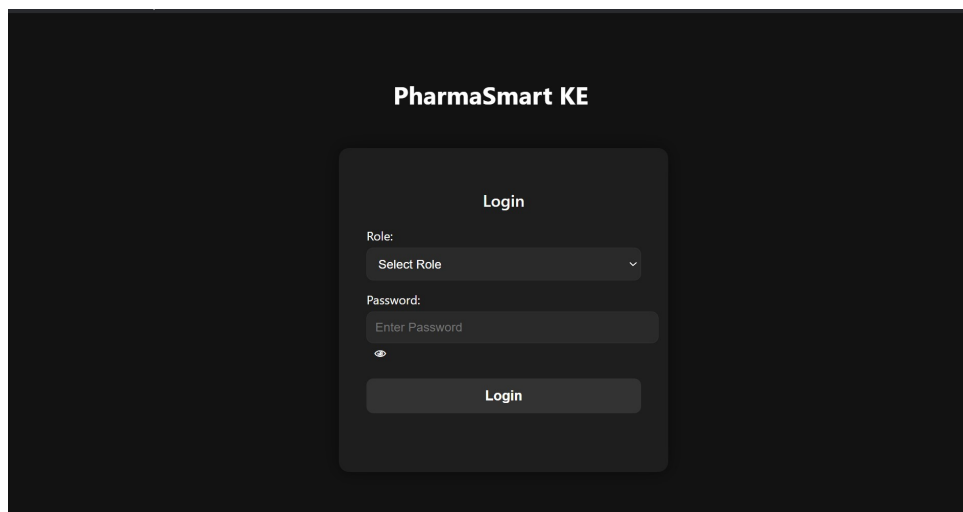


Figure 1: Login Screen

Steps:

1. Select your role: Inventory, Sales, or Admin.
2. Enter the assigned password.
3. Click Login to proceed.

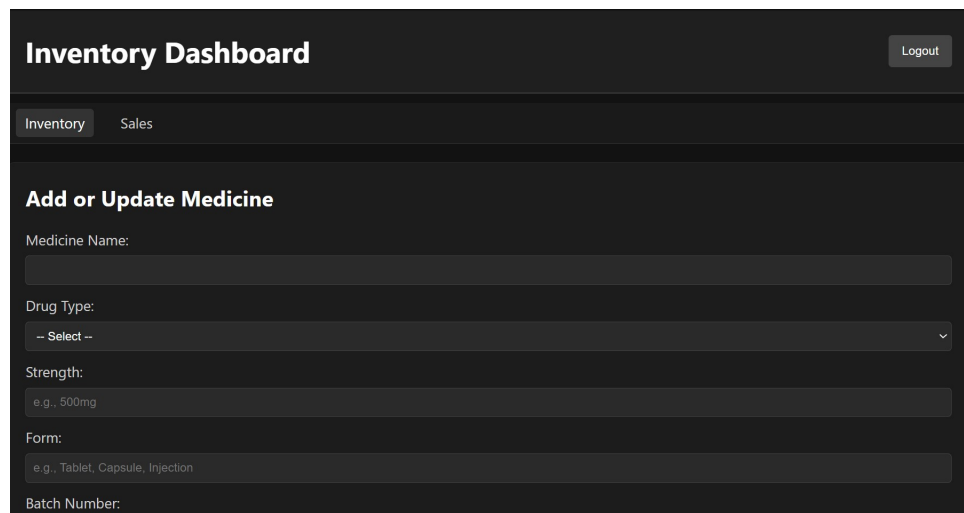
Default credentials:

- Inventory: `inventory123`
- Sales: `sales123`
- Admin: `admin123`

3 Inventory Management

The Inventory module (Figure 2) is used to:

- View all stock items
- Add new products
- Edit product details
- Delete discontinued products



The screenshot shows a dark-themed web interface titled "Inventory Dashboard". In the top right corner, there is a "Logout" button. Below the title bar, there are two tabs: "Inventory" (which is active) and "Sales". The main content area is titled "Add or Update Medicine". It contains several input fields: "Medicine Name:" with a text input, "Drug Type:" with a dropdown menu showing "-- Select --", "Strength:" with a text input showing "e.g., 500mg", "Form:" with a text input showing "e.g., Tablet, Capsule, Injection", and "Batch Number:" with a text input.

Figure 2: Inventory Dashboard

Tip: Always update the inventory immediately after new stock arrives or after sales to ensure accurate records.

4 Sales Module

The Sales module (Figure 3) is for recording daily transactions.

Features:

- Record each sale with product, quantity, and price.
- Filter sales by **Daily**, **Monthly**, or **All Time**.
- Download category sales reports for:
 1. DDA medicines
 2. Prescription-only (RX) medicines
 3. Over-the-counter (OTC) medicines

The Sales Dashboard interface features a dark theme. At the top, there is a header with the title "Sales Dashboard" and a "Logout" button. Below the header, there are tabs for "Inventory" and "Sales", with "Sales" being the active tab. The main content area is titled "Record a Sale". It contains several input fields: "Barcode:" with a placeholder "Scan or enter barcode" and a note "Enter 8 to 14 digit barcode", "Medicine Name:" with a placeholder, and "Quantity Sold:" with a placeholder "Quantity to sell". A "Submit Sale" button is at the bottom. A modal dialog is open in the center, titled "Enter or Scan Barcode", with a close button (X) in the top right. The modal contains a text input field with the placeholder "Scan or type barcode" and an "OK" button.

Figure 3: Sales Dashboard

The Admin Dashboard interface features a dark theme. At the top, there is a header with the title "Admin Dashboard" and a "Logout" button. Below the header, there are tabs for "Inventory", "Sales", and "Admin", with "Admin" being the active tab. The main content area is titled "Suppliers Management". It contains a table with three columns: "Name", "Contact", and "Actions". Below the table, there is a section titled "Add / Edit Supplier" with input fields for "Name:" and "Contact:". A "Save Supplier" button is at the bottom.

Figure 4: Admin Dashboard

5 Admin Tools

The Admin dashboard (Figure 4) provides system-wide management features.

Admin Functions:

- Change user passwords
- Clear old sales records
- Factory reset the system
- Backup and restore database
- View and export system logs

6 DDA Register and Records Download

The DDA register (Figure 5) is a compliance feature required by law for controlled medicines.

DDA Register - Prescription Only Sales

Medicine: avq

Generated on: 8/13/2025, 10:03:47 PM

Sale #1

Date of Sale: 2025-08-13T21:47

Patient: sns

Prescription No.:

Prescriber:

Dispensed By:

Dosage:

Strength	Form	Qty	Batch No.	Expiry	Manufacturer	Reg. No.	Schedule	Date of Supply	Date of Manufacture	Received By
afv	qav	2	avq	2025-08-29	avq		avq	2025-08-19	2025-08-29	

Sale #2

Date of Sale: 2025-08-13T22:02

Patient: kjOGV

Prescription No.:

Prescriber:

Dispensed By:

Dosage:

Figure 5: DDA Register Screen

How to Download DDA Records:

1. Go to the Sales module or Admin module.
2. Click on Download DDA Records.
3. Select the date range.
4. Save the generated PDF in your compliance folder.

Data Included in the DDA Register:

- Date of transaction
- Medicine name
- Batch number
- Quantity sold
- Remaining stock
- Dispensed by

Compliance Tip: Store DDA records securely for at least 2 years as per regulatory requirements.

7 Troubleshooting

- If login fails, check that you have selected the correct role.
- For missing inventory items, ensure they were not accidentally deleted.
- If a PDF report will not download, check that your device has enough storage space.

8 Contact and Support

For assistance, contact: kwalyamorgan042@gmail.com, 0748052811