Official User Manual

First-Time User Guide

Version 1.0 — Official Release
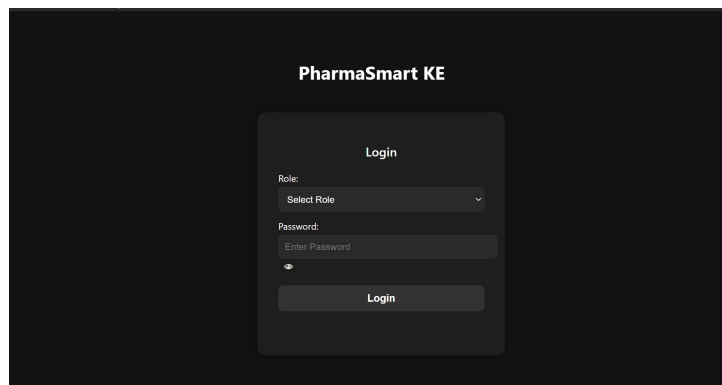
August 13, 2025

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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

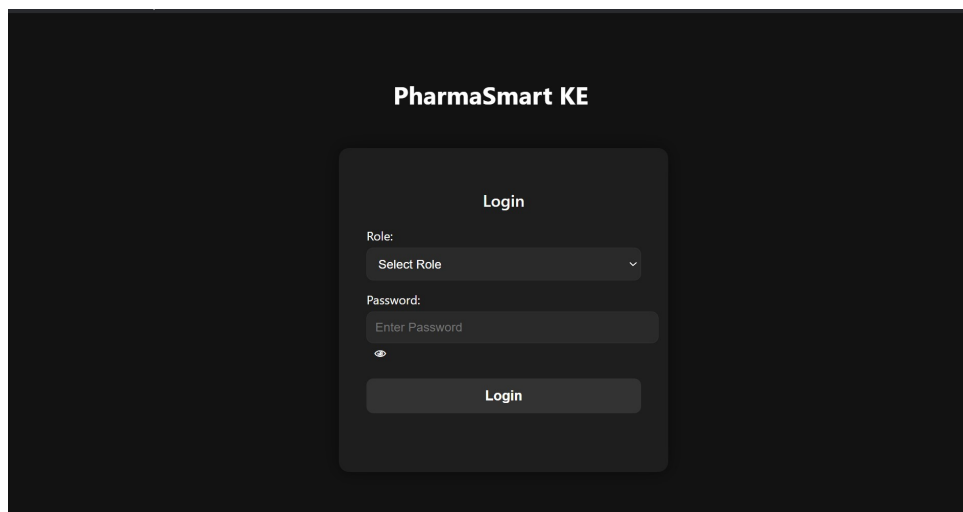The login screen (Figure 1) is the first page when you open the application.

Figure 1: Login Screen

Steps:

1. Select your role: `Inventory`, `Sales`, or `Admin`.

2. Enter the assigned password.

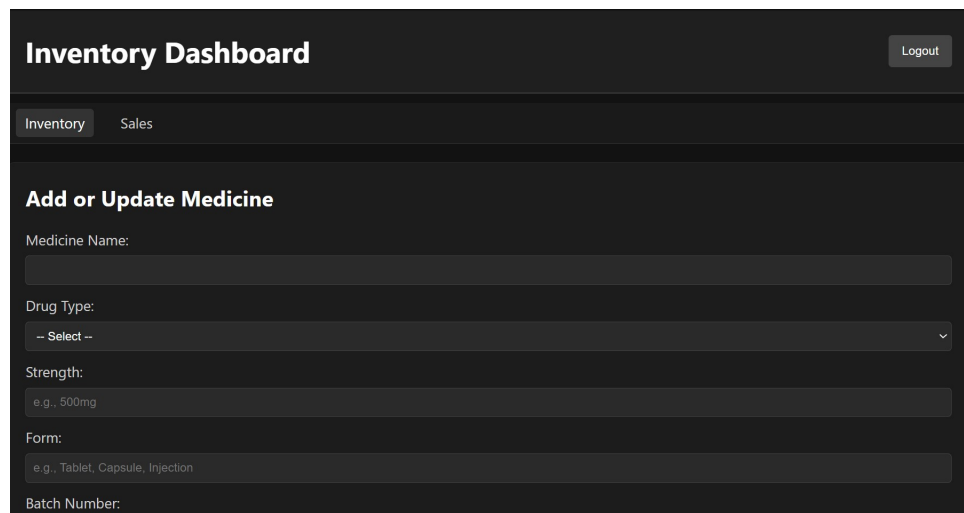3. Click `Login` to proceed.

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

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

Figure 3: Sales Dashboard

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.

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