Doru's NoFrills Store Suite Manual

Developed at Mavrodin Solutions

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1. Login Screen

1.1 Overview

The Login screen is designed to only allow members of Doru's NoFrills access the program. Each worker is given a specific username and password which allows them log onto the account. This is the very first screen that the user sees. It allows them to log onto the program and the Forgot Password screen.

A. **Username Entry:** User enters their username into this entry. Must not be empty. Username must exist. Must not contain spaces, commas or separators (|). No longer than 12 characters long.
B. **Password Entry:** User enters the corresponding password. Must not be empty. Password must correspond to the username. Must not contain spaces, commas or separators (|). No longer than 12 characters long.
C. **Login Button:** Button is pressed to ensure that the username and password correspond and then let that user into the main program.
D. **Forgot Password Button:** Button is used to open up the Forgot Password screen, which gives the user a new randomly generated password.

1.2 Logging In

1. Enter your username in the **Username Entry**. (The username must be less than 12 characters and must not contain any spaces, commas, "|"'s. The username must be already created and found in the database. The username case is sensitive.)
2. Then enter your password in the **Password Entry**. (The password must be less than 12 characters and must not contain any spaces, commas, "|"'s. The username must be already created and found in the database. The password case is sensitive.)
3. When both entries are filled with your information, press the **Login button** to access the program and the Welcome Screen.

2. Forgot Password

2.1 Overview

The Forgot Password screen is designed to allow users to access the program even if they have forgotten their password. Originally, all accounts are created with a username, password, a chosen security question and security answer. The screen gets the user to input their security information and a new password is generated for their account.

A. **Username Entry:** User enters their username into this entry. Must not be empty. Username must exist. Must not contain spaces, commas or separators (|). No longer than 12 characters long.

B. **OK Button:** Button is pressed when the user entered a username into the above entry and wishes to continue.
C. **Go Back Button:** Button is pressed to cancel the forgot password setup and return to the login screen.

A. **Security Answer Entry:** User enters the correct answer for the question above. Must be the correct answer to the current security question. Must not be empty. Must not contain commas or separators (|). Must not be larger than 15 characters long.
B. **OK Button:** Button is pressed when the user put their answer into the above entry and wishes to continue.
C. **Go Back Button:** Button is pressed to cancel the forgot password setup and return to the login screen.

A. **New Password:** User's new password is displayed. This text is selected and can be copied so the user can easily take their new password.
B. **Confirm Button:** Button is pressed to confirm the password change and return to the login screen

2.2 Retrieving your password using Forgot Password

1. Press the forgot password button on the Login Screen.
2. Enter your username in the ***Username Entry***. (The username must be less than 12 characters and must not contain any spaces, commas, "|"'s. The username must be already created and found in the database. The username case is sensitive.)
3. Then press the ***Ok*** Button.
4. Enter your security answer in the ***Security Answer Entry***. (The security answer must be less than 14 characters and must not contain any spaces, commas, "|"'s. The username must be already created and found in the database. The username case is sensitive.)
5. Then press the ***Ok*** Button.
6. Copy or write down the password given to you by the program and press the ***Ok*** Button.

3. Menu Bar

3.1 Overview

The menu bar can be found at the top of every screen in the program. It helps the users to navigate between the different screens and is fixated to correspond with the user levels. Users of the user level '1' (Administrative/Manager level) are able to access all screens. Users of the user level 0 (Employee level) can only access the cash register, inventory locator with disabled buttons, start/end shift and account settings screens, as well as the help and about files.

A. **Cash Register Button:** Used to open up the cash register screen. Both admins and employees may open this screen.
B. **Inventory Button:** Used to select between the Inventory Management and Inventory Locator screens. Both employees and admins may use this screen, but employees must first be checked in to open this screen.
C. **Management Button:** Used to select between the Employee Management and Payroll Management screens. Only admins may enter both screens.

D. **Reports Button:** Used to open the Reports screen. Only admins may open this screen.
E. **Control Panel Button:** Used to select between Start / End Shift, Account Settings and Store Settings. Admins may enter all three screens but employees may enter all but the Store Settings screen.
F. **Help Button:** Used to open up either the Program Manual or the about screen from the program. Both employees and admins may use this screen.
G. **Status Bar:** Displays the username that is logged in, their check in/out status, the date, the time and the current build version
H. **Logout Button:** Used to let the admin or employee to return to the login screen and log them out.

3.2 Navigating to the Cash Register screen:

1. User must be "Checked in"
    a. If they are not check in they must go to that Start/End shift screen and start their shift
2. User clicks the **Cash Register Button** on the menu bar (Can be accessed by all user levels)

3.3.1 Navigating to the Inventory Management Screen:

1. User must click the **Inventory Button** on the menu bar
2. User must click the **Inventory Management Button** on the drop down menu (User must be of user level 1)

3.3.2 Navigating to the Inventory Locator Screen:

1. User must click the **Inventory Button** on the menu bar
2. User must click the **Inventory Locator Button** on the drop down menu (Can be accessed by all user levels)

3.4.1 Navigating to the Employee Management Screen:

1. User must click the **Management Button** on the menu bar
2. User must click the **Employee Management Button** on the drop down menu (User must be of user level 1)

3.4.2 Navigating to the Payroll Management Screen:

1. User must click the **Management Button** on the menu bar
2. User must click the **Payroll Management Button** on the drop down menu (User must be of user level 1)

3.5.1 Navigating to the Reports Summary Screen:

1. User must click the **Reports Button** on the menu bar (User must be of user level 1)

3.5.2 Navigating to the Start/End Shift Screen:

1. User must click the **Control Panel Button** on the menu bar
2. User must click the **Start/End Shift Button** on the drop down menu (Can be accessed by all user levels)

3.6.1 Navigating to the Account Settings Screen:

1. User must click the **Control Panel Button** on the menu bar
2. User must click the **Account Settings Button** on the drop down menu (Can be accessed by all user levels)

3.6.2 Navigating to the Store Settings Screen:

1. User must click the **Control Panel Button** on the menu bar
2. User must click the **Store Settings Button** on the drop down menu (User must be of user level 1)

3.7.1 Navigating to the Program Manual:

1. User must click the **Help Button** on the menu bar
2. User must click the **Program Manual** button on the drop down manual (Can be accessed by all user levels)

3.7.2 Navigating to the About pop up screen:

1. User must click the **Help Button** on the menu bar
2. User must click the **About Button** on the drop down manual (Can be accessed by all user levels)

4. Status Bar

4.1 Overview

The menu bar can be found below the menu bar at the top of every screen in the program. It offers the user info like who is logged in, the current time (which is consistently updated), the current date, whether the logged in user is checked in or checked out, and the release version. This is also where the user can logout of the program.

For a picture overview please refer to the Menu Bar overview

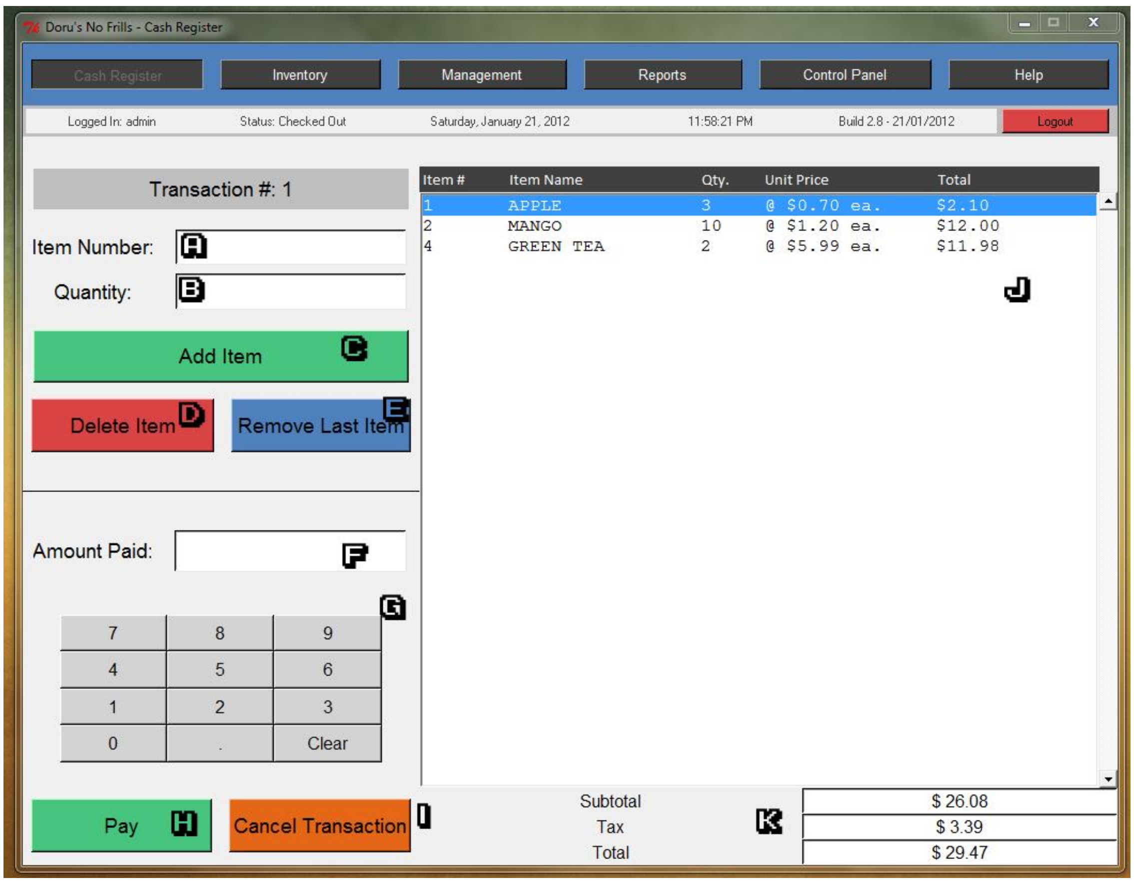
4.2 Logging Out

1. User must press the **Logout Button** on the status bar

5. Cash Register

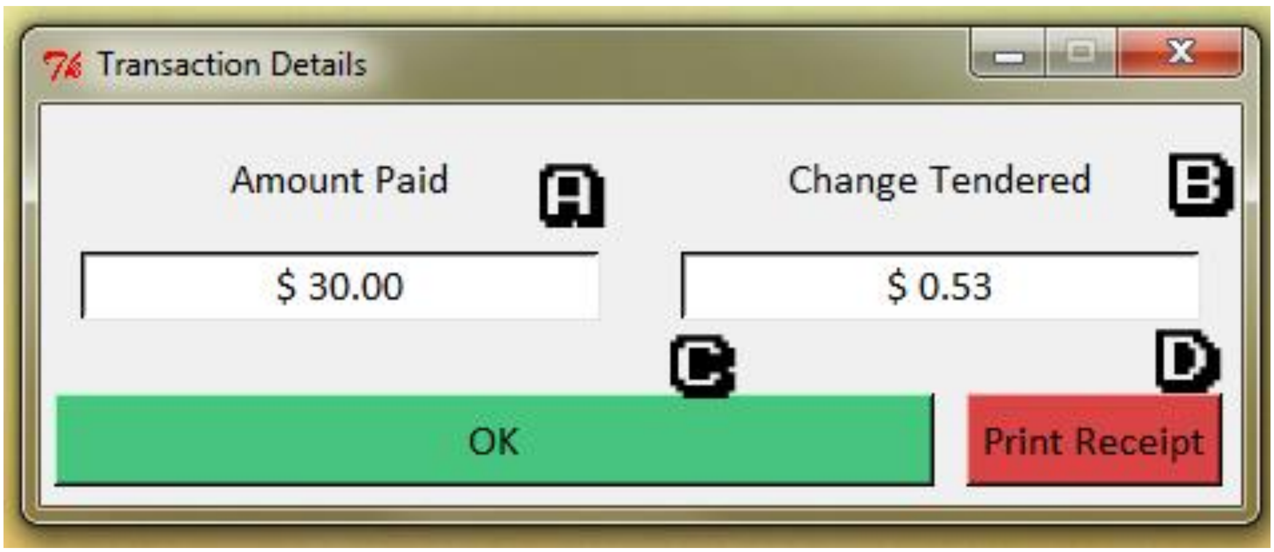
5.1 Overview

This screen allows items from the inventory database to be sold to customers. It can be accessed by all user levels. Items can be added or removed from a transaction. When finishing a transaction the amount paid by the customer can be inputted and the amount of change is produced. It is also at this point that the receipt of the transaction can be printed. Employee level users will only be able to access this screen once they have checked in on the start/end shift screen. Once a transaction has started the user will only be able to leave this screen once they have cancelled the transaction.



A. **Item Number Entry:** Enter desired item number here. Can not contain spaces, commas or separators (|). Cannot be empty. Must only contain digits. Must not contain over 6 characters. Item must exist in the inventory database. No preceding zeroes in the item number.
B. **Quantity Entry:** Enter desired quantity here. Cannot be empty. Cannot contain commas, spaces or separators (|). Must be an integer. Must not be longer than 4 characters. Must not be larger than the quantity in the inventory database. No preceding zeroes in the quantity.
C. **Add Item Button:** Used to add desired item. Item number and quantity must be valid.
D. **Delete Item Button:** Used to delete the currently selected item.
E. **Remove Last Item Button:** Used to remove the latest item to be added to the cash register.

F. **Paid Amount Entry:** The amount of money being paid appears here. This can either be typed into the entry or the number pad can be used to add in the paid amount. Must only contain digits and a maximum of one decimal. Maximum amount of digits after the decimal point is 2. Must be larger than the amount of money due.
G. **Number Pad:** Used to manually input the amount paid.
H. **Pay Button:** Used to finalize the transaction and make the customer pay for their items. Amount being paid must be valid.
I. **Cancel Transaction Button:** Used to cancel the current transaction.
J. **Register Display:** Used to display the items being bought and their price. Items can be selected to be deleted.
K. **Prices Labels:** Shows the employee and customer their current subtotal, taxes and the total cost.



A. **Amount Paid Label:** Shows the amount of money the customer paid.
B. **Change Tendered Label:** Shows the amount of change that was given to the customer.
C. **OK Button:** Closes the transaction details popup
D. **Print Receipt Button:** Opens a text file which includes all of the items bought and how much they paid.

5.1 Adding an Item to the Cash Register

1. Input:
    a. Item number into the **Item Number Entry** (Must be an integer and must exist in the inventory database. Item number can only be 6 digits and can't have any symbols or characters)
    b. Quantity into the **Quantity Entry** (Must be an integer and must be a sufficient amount in the inventory database. Quantity can only be 4 digits and can't have any symbols or characters)
2. User inputs all fields and clicks **Add Item Button**

5.2 Removing an Item from the Cash Register

1. Input:
    a. Item number into the **Item Number Entry** (Must be an integer and must exist in the inventory database. Item number can only be 6 digits and can't have any symbols or characters. No preceding zeroes in the item number.)
    b. Quantity into the **Quantity Entry** (Must be an integer and must be a sufficient amount in the inventory database. Quantity can only be 4 digits and can't have any symbols or characters. No preceding zeroes in the quantity.)
2. User inputs all fields and clicks **Delete Item Button**

5.3 Completing a Transaction

1. User must input the $ amount that the customer is paying
    a. This can be done by using the keyboard and typing into the **Paid Entry** or by clicking the **Number Pad** on the bottom left of the screen of the screen (Can only input digits, no decimals, symbols or characters. Must be a sufficient amount)
2. User must click **Pay Button**

5.4 Cancelling a Transaction

1. User must press **Cancel Transaction Button**

5.5 Printing the Receipt

1. User must click **Pay Button**
2. In the popup window identifying the necessary change needed to give to the customer, user must click the **Print Receipt Button**

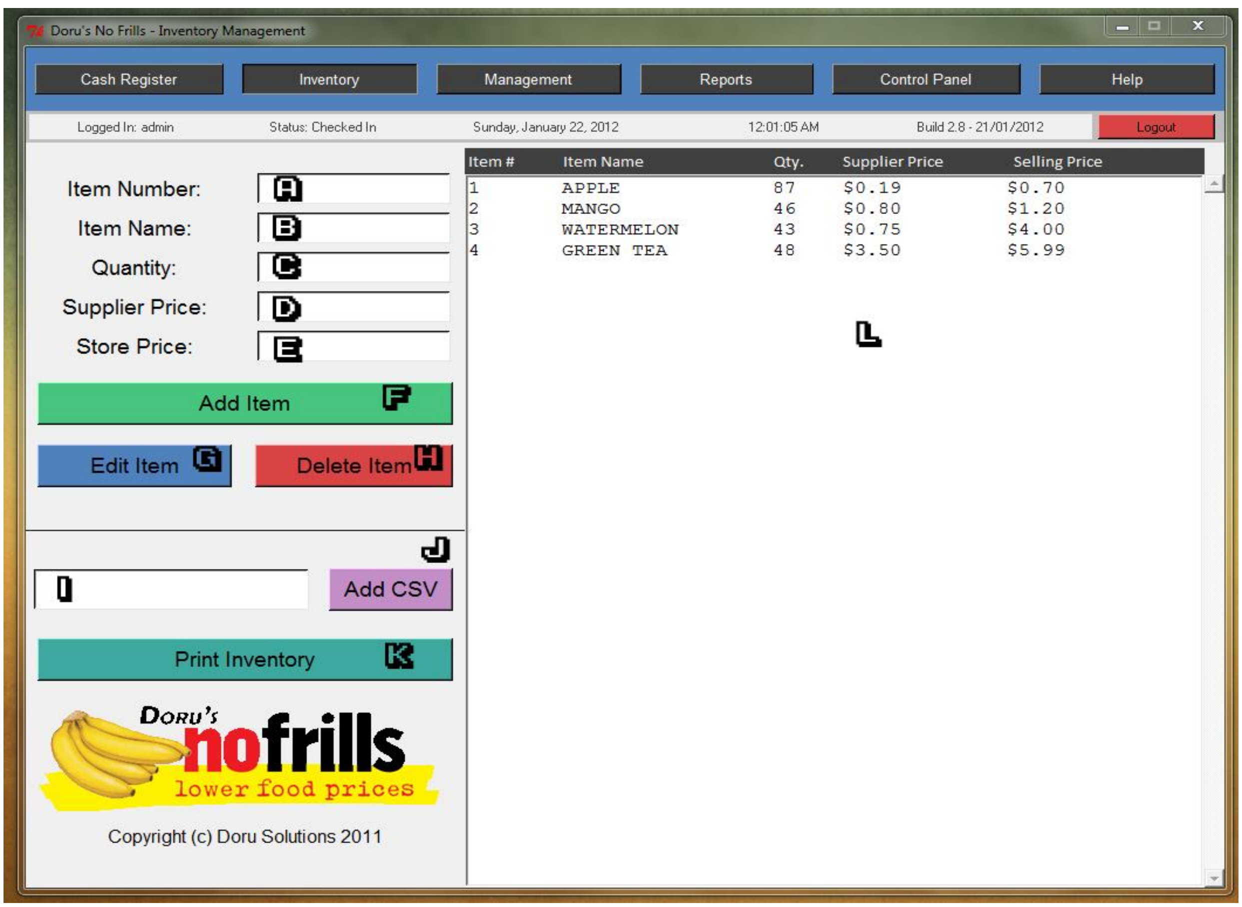
6. Inventory Management

6.1 Overview

Inventory management is a screen which enables the user to add, remove, and edit items in the store. The inventory management screen is mainly divided into two sections.

The left side of the screen is composed of a number of buttons and entries which allow the user to insert items and item information to the program. The user can fill in the item number, item name, quantity, supplier price, and store price through the five entries at the top. After filling in this information, the user can add, edit, or delete the item by clicking one of the three buttons below the entries.

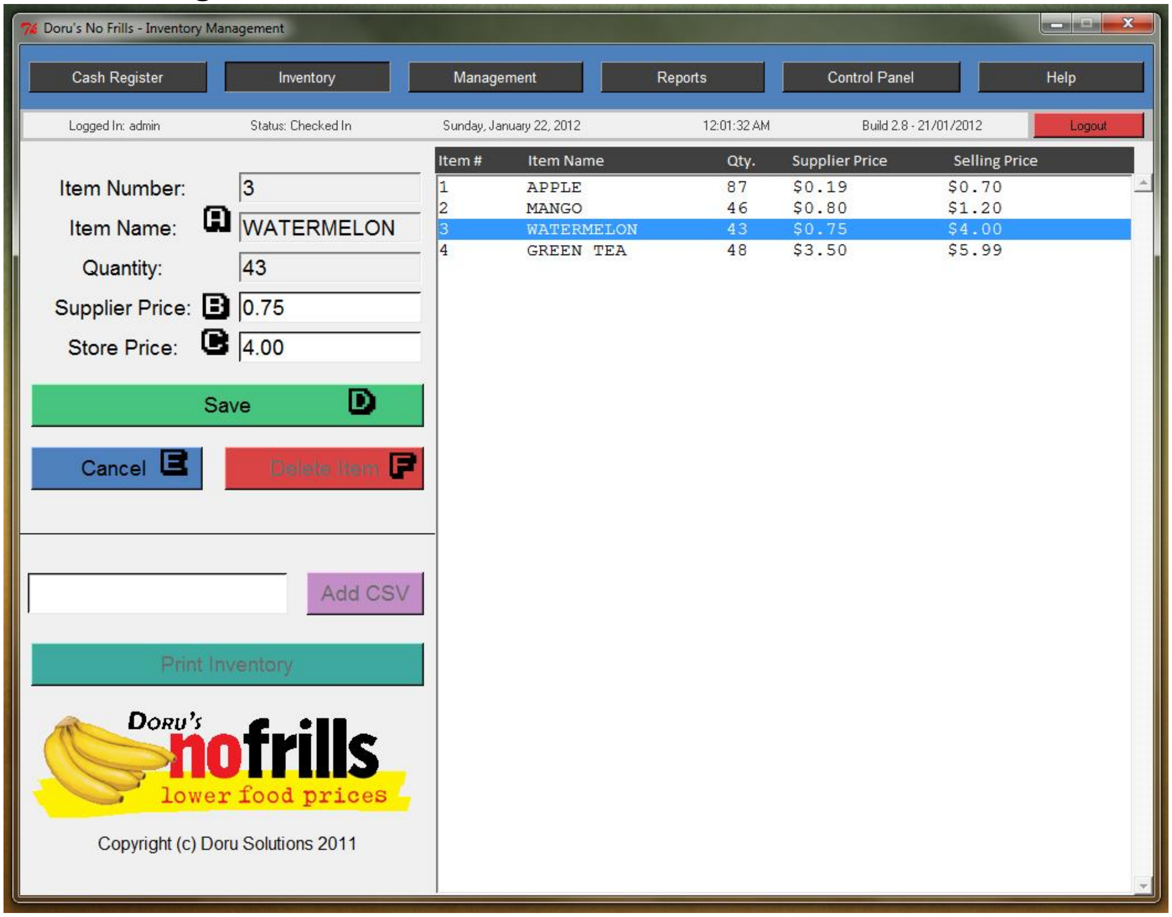
The user can also implement a series of items by importing a pre-written csv file. This is done by writing the name of the csv file at the bottom entry (without .csv at the end) and clicking the button 'Add CSV'. In addition, the user can print a list of all the items in the store by clicking the button at the bottom 'Print Inventory'.



A. **Item Number Entry:** Used to enter the desired item number to be added. No more than 6 characters long. Must only contain digits. Must not be empty. Must not conflict with a different item with the same item number but different name. No preceding zeroes in the item number.

B. **Item Name Entry:** Used to enter the desired item name to be added. Must not be empty. Must not contain commas or separators (|). No more than 15 characters long.
C. **Quantity Entry:** Used to enter the desired amount of the item added. Must not be empty. Must not contain spaces, commas or separators (|). Must only contain digits. Must be greater than 0. No longer than 4 characters long. No preceding zeroes in the quantity.
D. **Supplier Price Entry:** Used to enter the price per item that the item was bought at. Must not be empty. Must only contain digits and one decimal point. No longer than 8 characters long.
E. **Store Price Entry:** Used to enter the price per item that the item will be sold for. Must not be empty. Must only contain digits and one decimal point. No longer than 8 characters long.
F. **Add Item Button:** Button is pressed to enter the given information from the above entries. All of the entries must include valid information for this button to work.
G. **Edit Item Button:** Button used to edit the supplier and store prices of each item. An item from the display must be selected for this button to work.
H. **Delete Item Button:** Button used to remove all of the quantity from the currently selected item.
I. **CSV Entry:** Used to enter a CSV file to enter into the inventory. This file must exist and must not include its .CSV extension. The file must not contain an item that will conflict with an item that's already in the store's inventory.
J. **Add CSV Button:** Button is pressed to add the CSV from the previous entry into the Inventory Display.
K. **Print Inventory Button:** Used to save all of the current inventory information into a separate CSV file.
L. **Inventory Display:** Displays the item number, item name, quantity, supplier price and store price for all of the items that are in the store's inventory

When Editing an Item



A. **Disabled Entries:** The item number, item name and quantity entries are disabled when the Edit Item button is pressed.

B. **Supplier Price:** New information could be added in this entry to change the supplier price. Must not be empty. Must only contain digits and one decimal point. No longer than 8 characters long.

C. **Store Price:** New information could be added in this entry to change the supplier price. Must not be empty. Must only contain digits and one decimal point. No longer than 8 characters long.

D. **Save Button:** Button is pressed to save the changes made to the item's prices. Both prices must be valid in order for this button to work.

E. **Cancel Button:** Button is pressed if the user does not wish to make changes anymore to their prices.

F. **Disabled Buttons:** Delete Item, Add CSV and Print Inventory buttons become disabled when an item is being edited.

6.2 Adding Item to the Inventory

1. Fill in **Item Number, Item name, Quantity, Store Price, and Supplier Price Entries** at the top left.
2. Left Click **Add Item Button**.

6.3 Deleting Items from the Inventory

i. Clicking **this method only allows the user to remove the total quantity of the item*

1. Click the item from the list of items at the right side of the screen.
2. Left-click **Delete Item Button**.

ii. Filling in Entries

1. Fill in **Item Number, Item name, Quantity, Store Price, and Supplier Price Entries** at the top left.
2. Left-click **Delete Item Button**.

6.4 Editing an Item's Information in the Inventory

1. Click the item from the list of items at the right side of the screen.
2. Left click **Edit Item Button**.
3. Change the supplier price and selling price of the item by inserting the new values at the **two entries**.
4. In order to cancel the process, left-click **Cancel Button**. In order to finalize the process, left-click **Save Button**.

Note any changes to the supplier price and selling price will show up in the reports from that point on. No previous transaction payments will be affected.

6.5 Importing an Existing .csv Inventory Database

1. The .csv must have the items arranged in rows with the column titles in order of item number, item name, item quantity, supplier price, store price. Titles are case sensitive.
2. Insert the name of csv file in the entry **Add CSV Entry.** DO NOT include '.csv' at the end.
3. Left-click **'Add CSV' Button**.

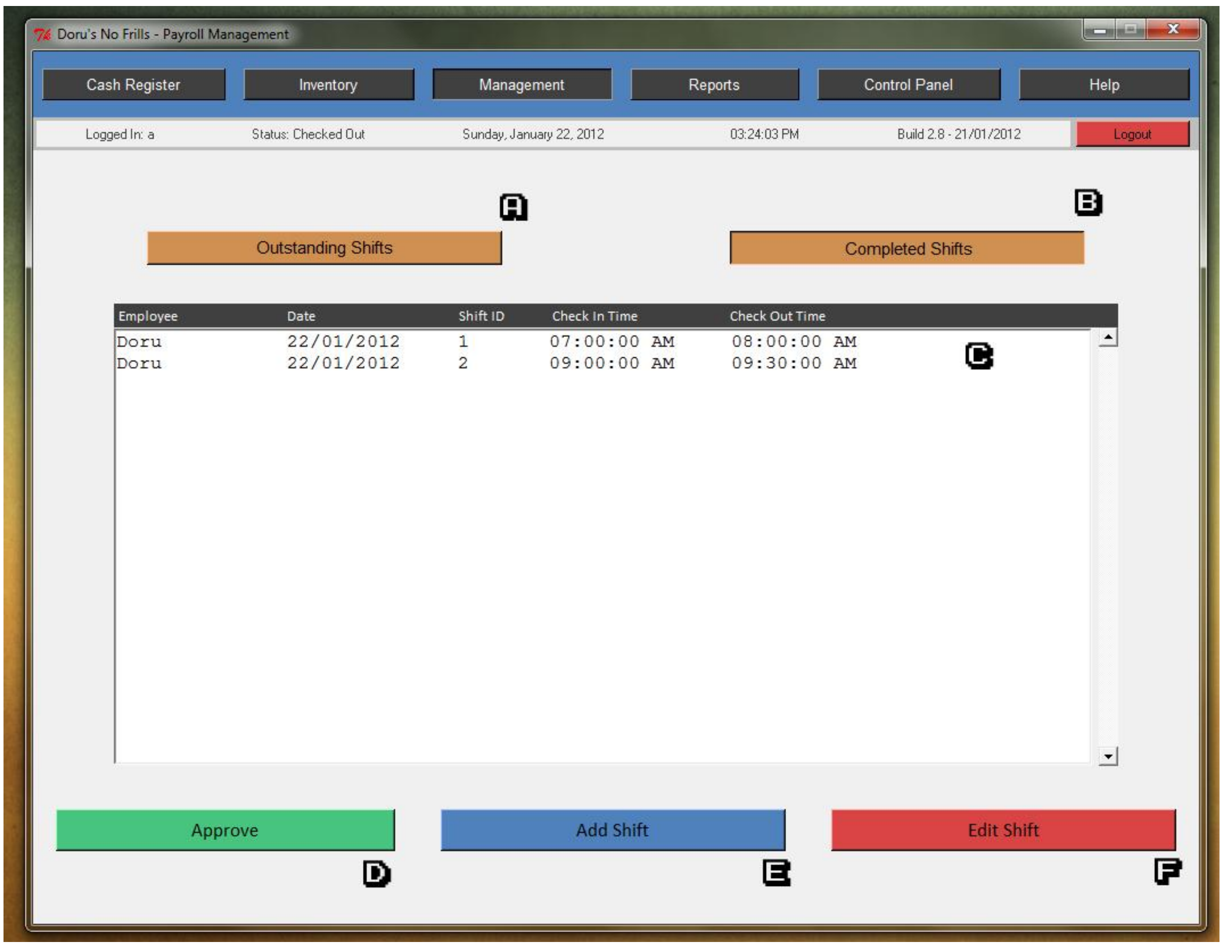
6.6 Printing Inventory

1. Left-click **Print Inventory Button**.
2. This will make an inventory list of the item name and number for employees
3. Navigate to the place where the program is installed and under Files\Modules\Database, open InventoryList.csv in excel
4. Print it

7. Payroll Management

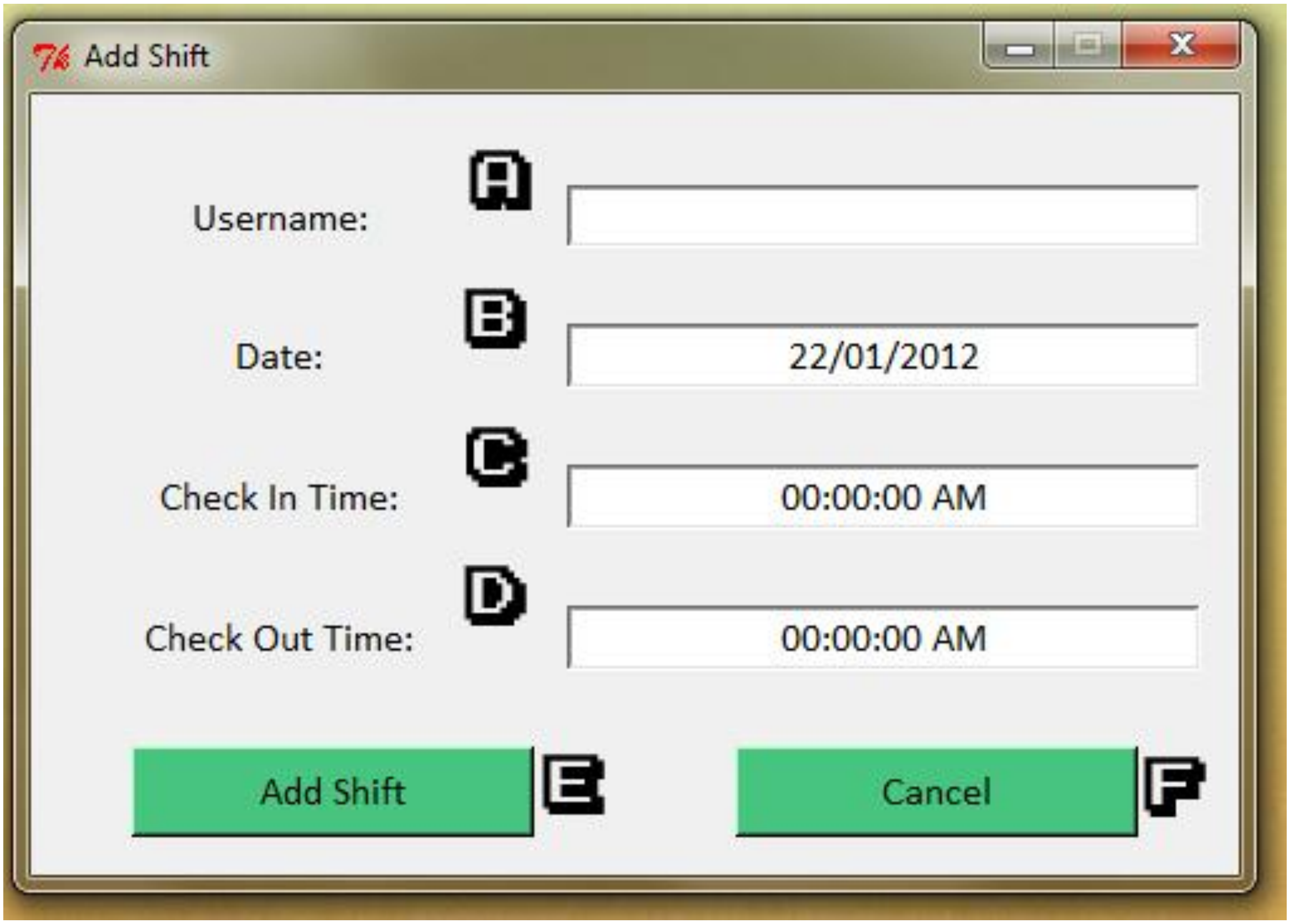
7.1 Overview

The payroll management screen is where completed shifts can be approved. Once the shifts are approved they will be sent to the Reports Human Resources screen. The user can edit shifts, with the option of changing the check in time and/or check out time. Shifts can also be added where the user will then input the date, user that performed the shift, check in time and check out time. This screen ensures credibility to the reports and that all shifts are approved, as well as monitored, by the manager. This screen can only be accessed by users of user level 1 (administrative/manager level).



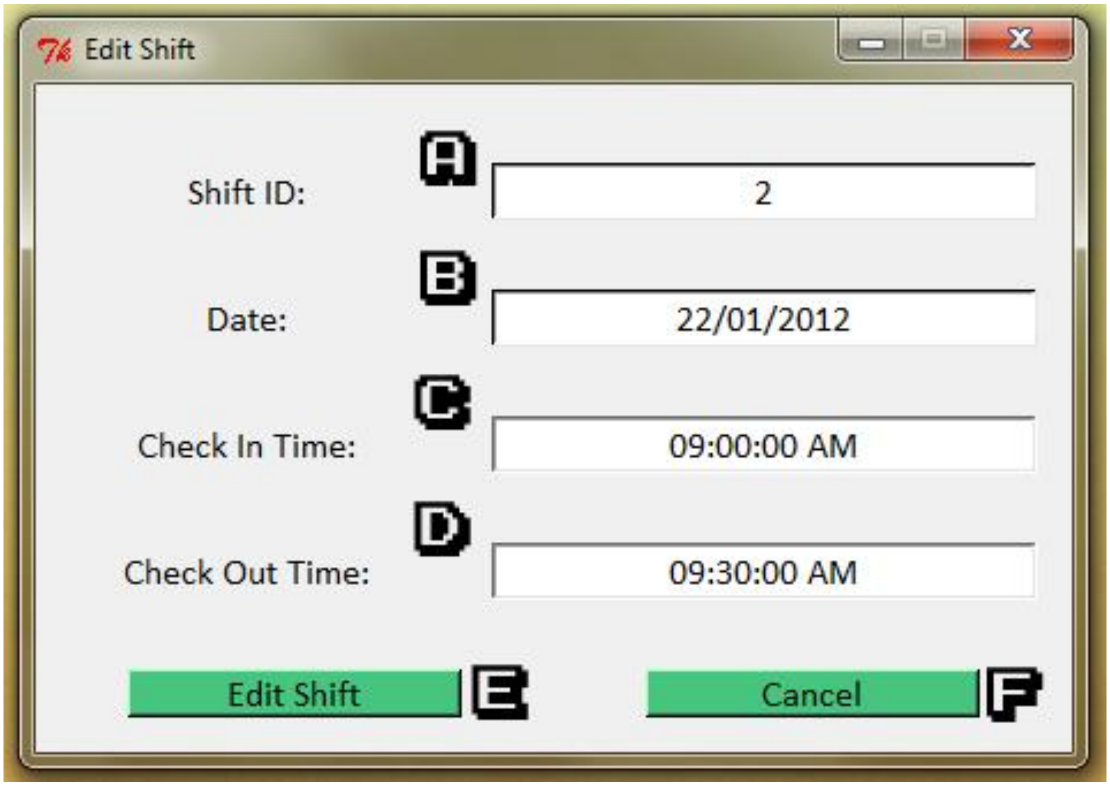
A. **Outstanding Shifts Button:** Button is pressed to see the currently outstanding shifts. This button is disabled when the user is on the Outstanding Shifts sub-screen.
B. **Complete Shifts Button:** Button is pressed to see the completed shifts. This button is disabled when the when the user is on the Completed Shifts sub-screen.
C. **Shifts Display:** Displays the shifts needed, with the Employee, date, shift ID, check in time and check out time. Shifts can be selected by clicking them.
D. **Approve Button:** Button is pressed to approve the currently selected shift.

E. **Add Shift Button:** Button is pressed to open up the Shift Enter popup screen.
F. **Edit Shift:** Button is pressed to edit a selected shift. When done correctly, the Edit Shift popup screen appears.

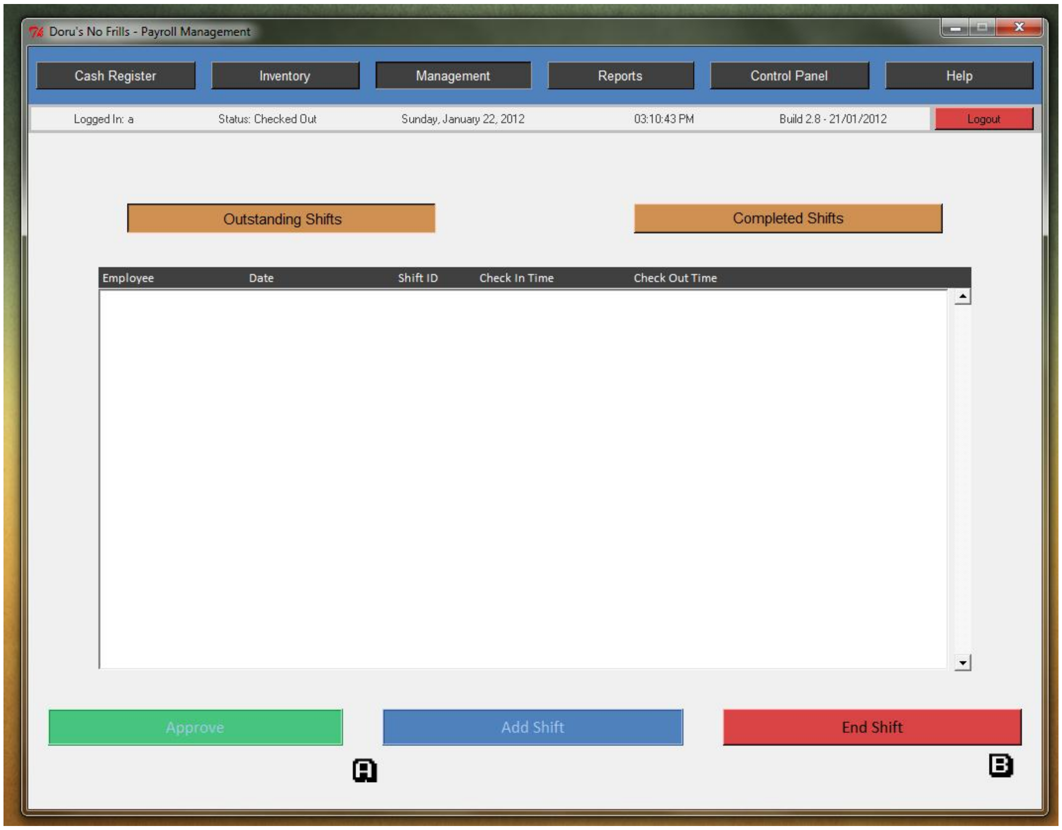


A. **Username Entry:** The desired employee is entered in this entry. It must not be empty. It must not contain spaces, commas or separators (|). No longer than 12 characters. The employee username must actually exist.
B. **Date Entry:** The desired date is entered in this entry. It must be in DD/MM/YYYY format. It must not be a future date, or an impossible date. Must not be empty.
C. **Check In Time Entry:** The desired Check In time is entered in this entry. It must be in HH:MM:SS AM/PM format (12-hour clock). The Check In time cannot be after the Check Out time. Must not be empty.
D. **Check Out Time Entry:** The desired Check Out time is entered in this entry. It must be in HH:MM:SS AM/PM format (12-hour clock). The Check Out time cannot be before the Check In time. Must not be empty.
E. **Add Shift Button:** Button is pressed to add in the shift based on the information above. All of the entries above must be valid in order for the shift to be added.

F. **Cancel Button:** Button is pressed to close this popup screen and not add in a shift.



A. **Shift ID Entry:** Shows the ID number for the shift being edited. This entry is disabled.
B. **Date Entry:** Shows the date for this shift. This entry is disabled.
C. **Check In Time:** The time that the employee checked in can be altered. It must be in HH:MM:SS AM/PM format (12-hour clock). The Check In time cannot be after the Check Out time. Must not be empty.
D. **Check In Time:** The time that the employee checked out can be altered. It must be in HH:MM:SS AM/PM format (12-hour clock). The Check Out time cannot be before the Check In time. Must not be empty.
E. **Edit Shift Button:** Button is pressed to edit the shift based on the information above. The Check In and Check Out times must be valid for the shift to be edited.



A. **Disabled Buttons:** While in the Outstanding Shifts sub-screen, the Approve and Add Shift buttons become disabled.
B. **End Shift Button:** When pressed, this button will end the shift that is currently selected.

7.2 Approving Shifts

1. User must be click the **Completed Shifts Button**
2. User must highlight the shift they would like to approve by clicking it on the display
3. User must click the **Approve Shift Button**

7.3 Editing Shifts

1. User must be click the **Completed Shifts Button**
2. User must highlight the shift they would like to edit by clicking it on the display
3. User must click the **Edit Shift Button**
4. User must edit the **Check in Entry** to the desired check in time (format HH:MM:SS and can edit the AM or PM, can only consist of integers, no characters or symbols)
5. User must edit the **Check out Entry** to the desired check out time (format HH:MM:SS and can edit the AM or PM, can only consist of integers, no characters or symbols. Check out time must be later than the check out time)
6. User must click the **Edit Shift Button** on the Edit Shift pop up screen to confirm changes or click the **Cancel Button** to discard any changes

7.4 Adding Shifts

1. User must be click the **Completed Shifts Button**
2. User must click the **Add Shift Button**
3. User must input the username of the user that completed the shift in the **User Entry** (user must be in the accounts database)
4. User must input the date of the shift in the **Date Entry** (Format: DD/MM/YYYY, the date must be valid without characters or symbols and must be the present date or a date in the past)
5. User must input the check in time in the **Check in Entry** (format HH:MM:SS and can edit the AM or PM, can only consist of integers, no characters or symbols)
6. User must input the check out time in the **Check out Entry** (format HH:MM:SS and can edit the AM or PM, can only consist of integers, no characters or symbols. Check out time must be later than the check out time)
   1. User must click the **Add Shift Button** on the Add Shift pop up screen or click the **Cancel Button** to disregard any changes

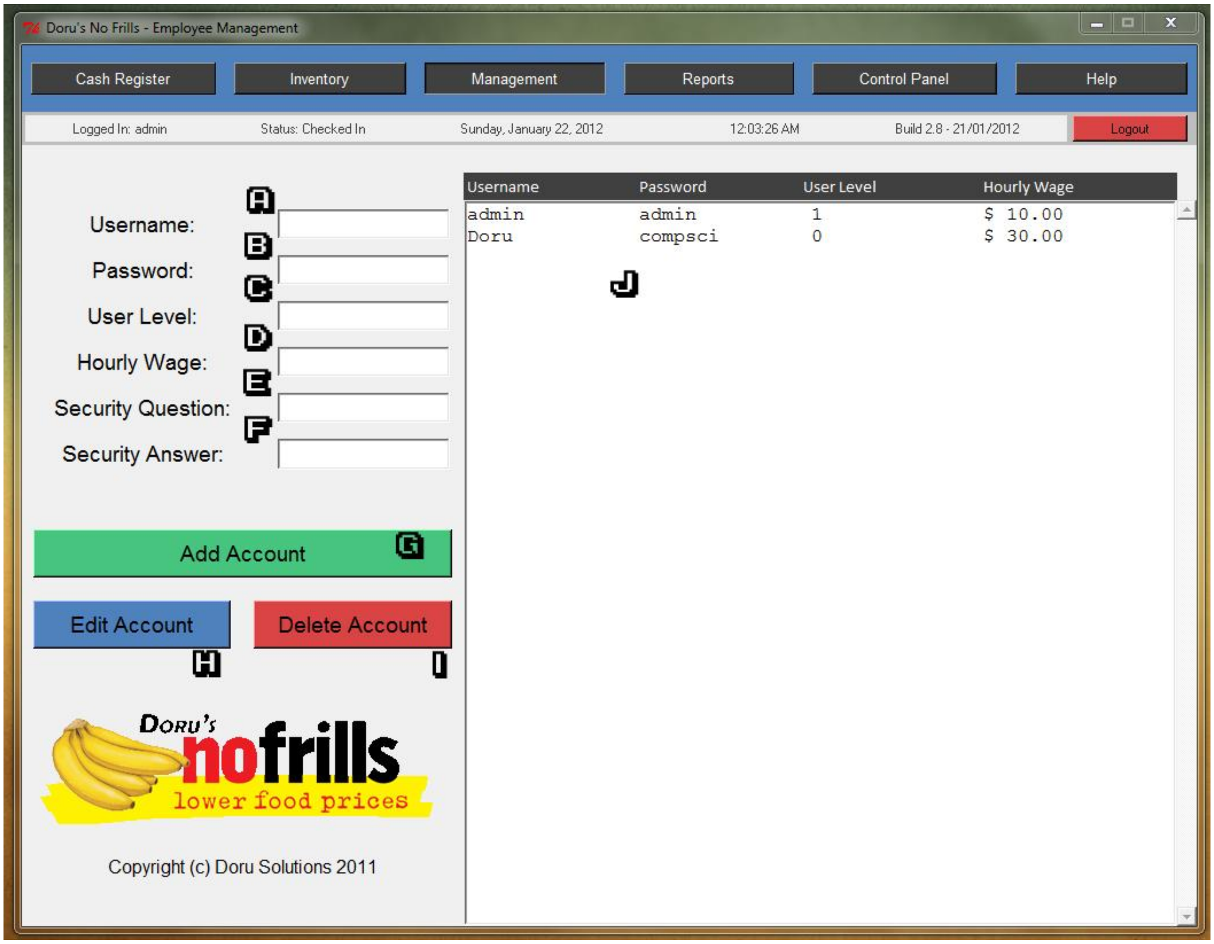
7.5 Ending Outstanding Shifts

1. User must be click the **Outstanding Shifts Button**
2. User must highlight the shift they would like to end by clicking it on the display
3. User must click the **End Shift Button**

8. Employee Management

8.1 Overview

The Employee Management screen allows administrative level users to manage user accounts. They may add new user accounts or delete existing accounts. They can edit a user's password, level, hourly wage, security question and answer. Note any changes made to the hourly wage of the user will affect the amount the employee gets paid. These changes will only show up in the Human Resources Report Screen from that point on. It will not affect any previous payments.



A. **Username Entry:** The desired username for the new user is entered into this entry. Must not be empty. Must not contain spaces, commas or separators (|). Must not already be taken by another user. No longer than 12 characters long.
B. **Password Entry:** The desired password for the new user is entered into this entry. Must not be empty. Must not contain spaces, commas or separators (|). No longer than 12 characters long.
C. **User Level Entry:** The desired user level for the new user is entered into this entry. The only possible levels are '1' and '0'. '1' signifies a user with administrator controls, while '0' signifies a user with employee controls.

D. **Hourly Wage Entry:** The desired hourly wage for the new user is entered into this entry. Must not be empty. Employee must be paid. Maximum 4 digits before a decimal point and 2 digits after. Must only contain digits and one decimal point.

E. **Security Question Entry:** The desired Security Question for the new user is entered into this entry. Must not be empty. Must not contain commas or separators (|). Must not be longer than 35 characters.

F. **Security Answer Entry:** The desired Security Answer for the new user is entered into this entry. Must not be empty. Must not contain commas or separators (|). Must not be longer than 15 characters.

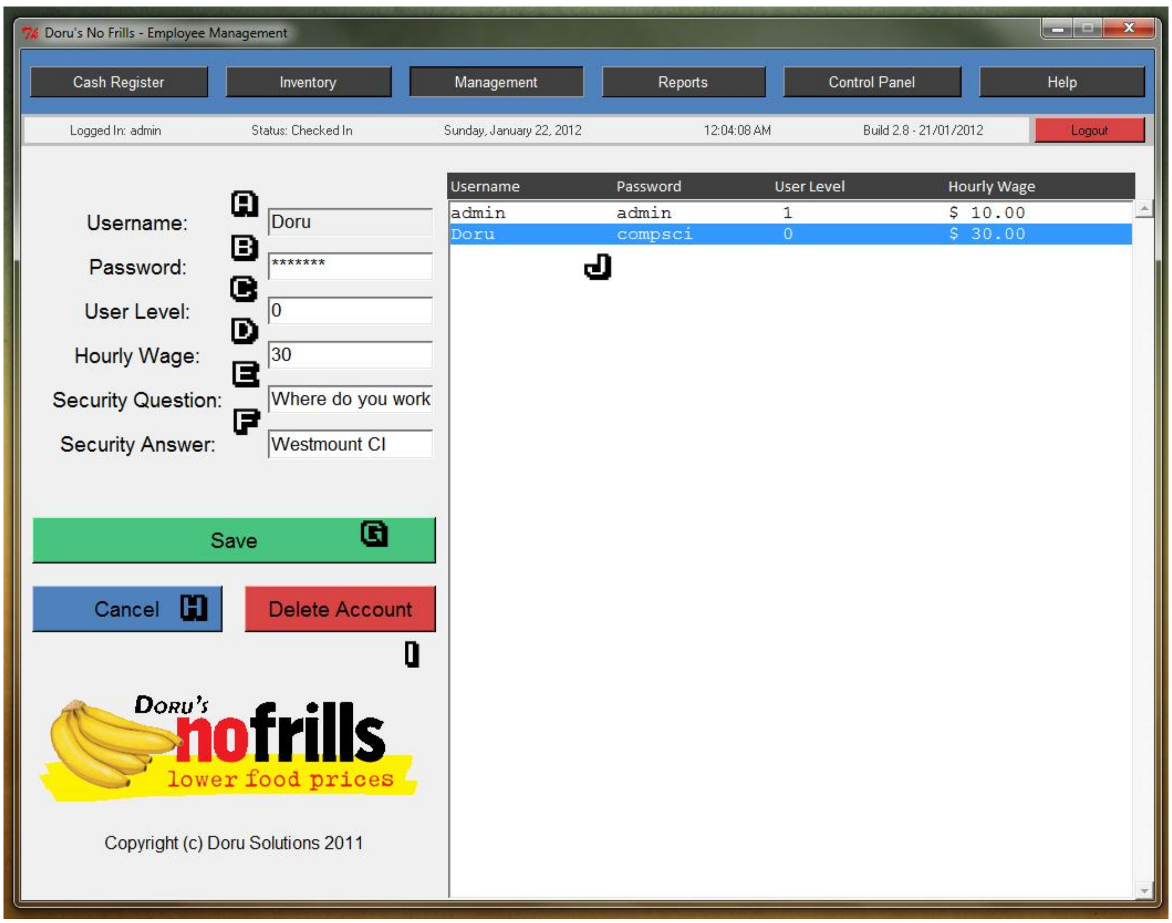
G. **Add Account Button:** Button is pressed to take all of the new user's information from the above entries and, if they all contain valid information, will create the new user.

H. **Edit Account Button:** Button is pressed when a user is selected to change that user's password, user level, hourly wage and security question and answer. Same restrictions as above apply.

I. **Delete Account Button:** Deletes a selected user from the database when the button is pressed.

J. **Employee Display:** Displays all of the information for each of the employees who are currently in the database.

When Editing an Account



A. **Username Entry:** This entry becomes disabled when the account is being edited
B. **Password Entry:** The desired password for the new user is entered into this entry. Must not be empty. Must not contain commas, spaces or separators (|). No longer than 12 characters.
C. **User Level Entry:** The desired user level for the new user is entered into this entry. The only possible levels are ‘1’ and ‘0’. ‘1’ signifies a user with administrator controls, while ‘0’ signifies a user with employee controls.
D. **Hourly Wage Entry:** The desired hourly wage for the new user is entered into this entry. Must not be empty. Employee must be paid. Maximum 4 digits before a decimal point and 2 digits after. Must only contain digits and one decimal point.
E. **Security Question Entry:** The desired Security Question for the new user is entered into this entry. Must not be empty. Must not contain commas or separators (|). Must not be longer than 35 characters.
F. **Security Answer Entry:** The desired Security Answer for the new user is entered into this entry. Must not contain commas or separators (|). Must not be longer than 15 characters.
G. **Save Button:** Button is pressed to save the changes made to the user’s password, user level, hourly wage and security question and answer. All of the above information must be valid in order for the changes to be saved.
H. **Cancel Button:** Button is pressed in order to discard any changes made to the user’s account.
I. **Delete Account Button:** Becomes disabled when an account is being edited.
J. **Employee Display:** Displays all of the information for each of the employees who are currently in the database.

8.2 Adding an Account

1. Please enter a username of maximum 12 characters not containing commas, separators (|), or spaces into the **Username Entry**
2. Please enter a password of maximum 12 characters not containing commas, separators (|), or spaces into the **Password Entry**
3. Please enter either '1' for an administrative/manager level or '0' for a employee level account into the **User Level Entry**
4. Please enter an hourly wage with a maximum of two decimal places and less than six characters in total into the **Hourly Wage Entry**
5. Please enter a security question of maximum thirty five characters and not containing commas or separators (|) into the **Security Question Entry.** The security question and answer will be used in the case that the user forgets their password and requires it to be reset. It is crucial to choose a security question and answer easily remembered and private to the user.
6. Please enter a security answer of maximum fifteen characters and not containing commas or separators (|) into the **Security Answer Entry**
7. Press the **Add Account Button**

8.3 Deleting an Account

1. Select the account you wish to delete on the display, located on the right-hand side of the screen
2. Press the **Delete Account Button**

8.4 Editing an Account

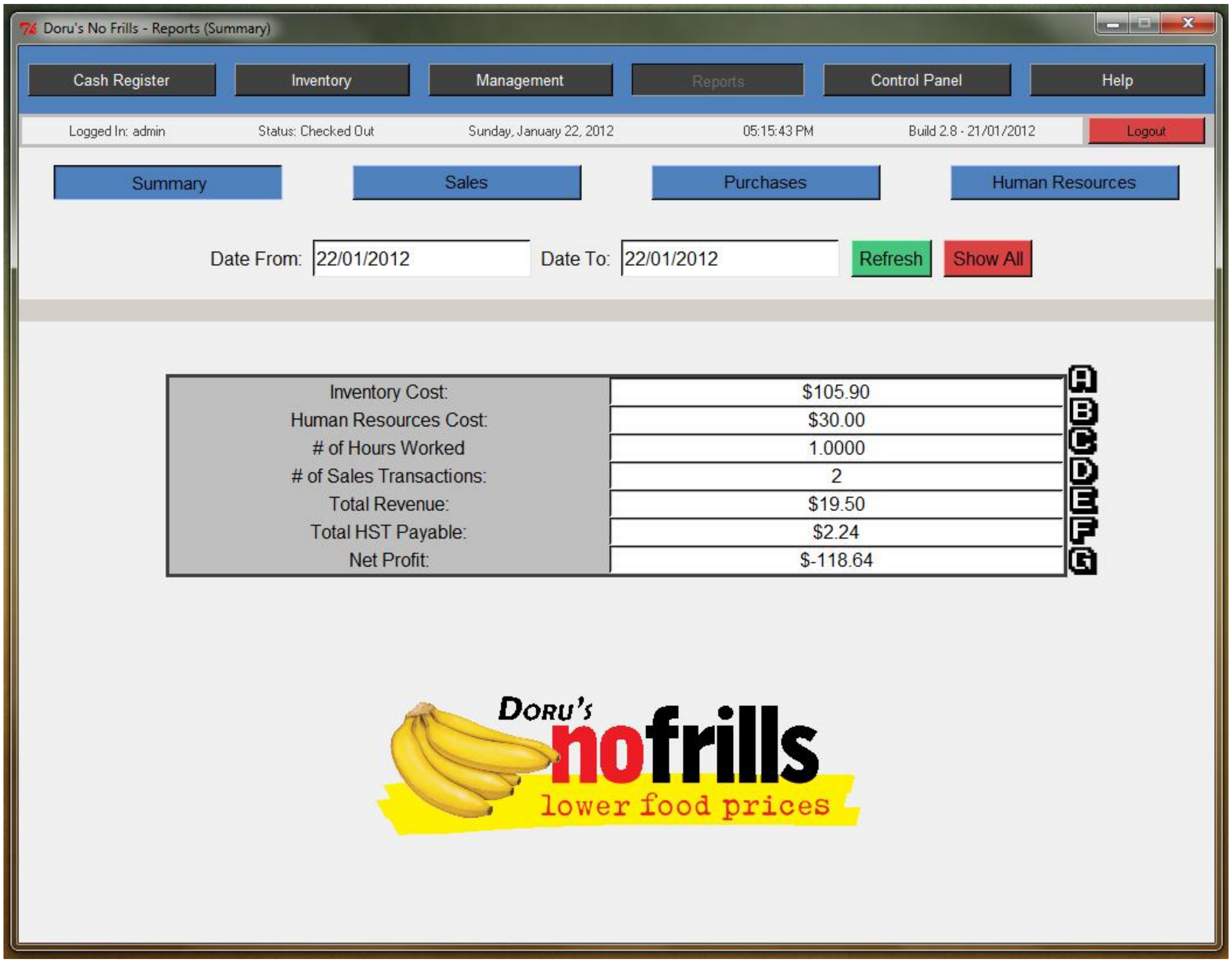
1. Select the account you wish to edit on the display, located on the right-hand side of the screen
2. Press the **Edit Account Button**
3. The user can change all details of the account except the username
4. Once all changes have been entered into the entries once can press the **Save Button** to finalize the changes or press the **Cancel Button** to discard any changes made

10. Reports Summary

10.1 Overview

The reports summary screen gives an overview net profit accumulated by the store over a specific period of time. By default, the screen displays the net profit on the day the user accesses the screen. The information displayed includes the inventory cost, the human resources cost, number of hours worked by employees, number of sales transactions, total revenue, total HST payable and net profit. The user cannot alter the entries displaying this information. If no information exists within the specified range, no data will be shown.

A. **Summary Button:** Button is pressed to switch to the Summary Reports sub-screen. Button becomes disabled when the Summary Reports sub-screen is already open.
B. **Sales Button:** Button is pressed to switch to the Sales Reports sub-screen. Button becomes disabled when the Sales Reports sub-screen is already open.
C. **Purchases Button:** Button is pressed to switch to the Purchases Reports sub-screen. Button becomes disabled when the Purchases Reports sub-screen is already open.
D. **Human Resources Button:** Button is pressed to switch to the Human Resources sub-screen. Button becomes disabled when the Human Resources sub-screen is already open.
E. **Date From Entry:** User gives the starting date for the data to show up. Must be in the DD/MM/YYYY format. Must not be empty. Must not be a later date than the Date To date. Must be a day that is not from the future.
F. **Date To Entry:** User gives the ending date for the data to show up. Must be in the DD/MM/YYYY format. Must not be empty. Must not be an earlier date than the Date From date. Must be a day that is not from the future.
G. **Refresh Button:** Refreshed the below display to only include information from between the two dates given. The Date To and Date From entries must contain valid information. If there is no information between the days that are specified, the displays will not refresh.
H. **Show All Button:** Button is pressed to display all of the information from the start of the database in the displays below.



A. **Inventory Cost Display:** Cannot be edited. Displays the amount of money that it cost to but the inventory for the set timeframe.
B. **Human Resources Cost Display:** Cannot be edited. Displays the amount of money that it cost to pay the employees for the set timeframe.
C. **Hours Worked Display.** Cannot be edited. Displays the amount of hours that were worked by the employees for the set timeframe.
D. **Sales Transactions Display:** Cannot be edited. Displays the amount of sales transactions completed in the set timeframe.
E. **Total Revenue Display:** Cannot be edited. Displays the overall revenue received for the set timeframe.
F. **Total HST Payable Display:** Cannot be edited. Displays the amount of money that has to be paid to taxes for the set timeframe.
G. **Net Profit Display:** Cannot be edited. Displays the overall amount of money gained or lost for the set timeframe.

10.2 Displaying Store Data within a Specific Date Range

The user is able to see the total net profit accumulated by the store over any specific range of dates.

1. Enter the beginning date of the range in the **Date From Entry** using the format DD/MM/YYYY
2. Enter the end date of the range in the **Date To Entry** using the format DD/MM/YYYY
3. Press **Refresh Button**

10.3 Displaying All Store Data Since Program Installation

The user is able to see all net profit accumulated by the store since it first began until the current moment.

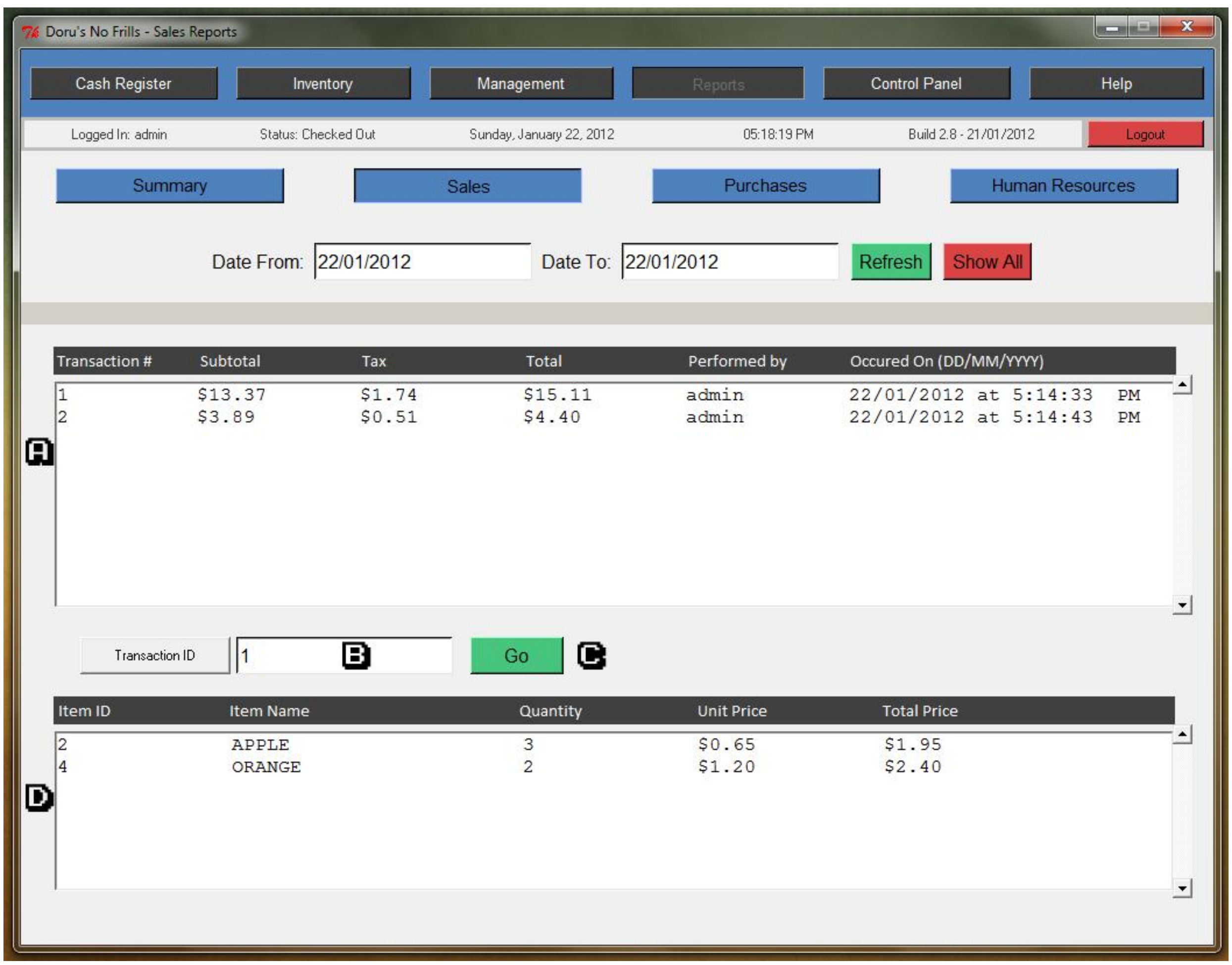
1. Press Show All Button

11. Sales Reports

11.1 Overview

The sales reports screen contains two list boxes that cannot be written in by the user. The top list box displays all transactions that have occurred within a specific range of dates as well as the subtotal, tax, total, the employee who performed the transaction and the date. If no data exists within the specified range, no data will be shown.

The second list box shows all the information pertaining to a specific transaction id number as written by the user. The information displayed includes the item ID, item name, quantity of the item, unit price and total price involved in the specified transaction. If no existing transaction ID number is inputted, no data will be shown.



A. **General Transactions Display:** Displays all of the transactions completed during the set timeframe. Gives each transaction's transaction number, subtotal, tax, total, who performed the transaction and when the transaction took place.

B. **Transaction ID Entry:** The needed Transaction ID is entered into this entry. Must be a positive integer. Must actually exist.

C. **Go Button:** Button is pressed when the needed Transaction ID is entered into the Transaction ID entry. If the ID is valid, the proper information will enter the Specific Transaction Display.

D. **Specific Transaction Display:** Displays the details of the needed transaction. Shows the Items purchased (Item ID and Item Name), the quantity bought, the price for one of each item and the total price of the item being bought.

11.2 Generating a Sales Report within a Specific Date Range

The user is able to see all the transactions done by all the employees within a specific range of dates as inputted by the user.

1. Enter the beginning date of the range in the **Date From Entry** using the format DD/MM/YYYY
2. Enter the end date of the range in the **Date To Entry** using the format DD/MM/YYYY
3. Press **Refresh Button**

11.3 Generating a Sales Report of All Transactions Performed by Store

The user is able to see all transactions performed by the store since it first began until the current moment.

1. Press **Show All Button**

11.4 Displaying Specific Transaction Information

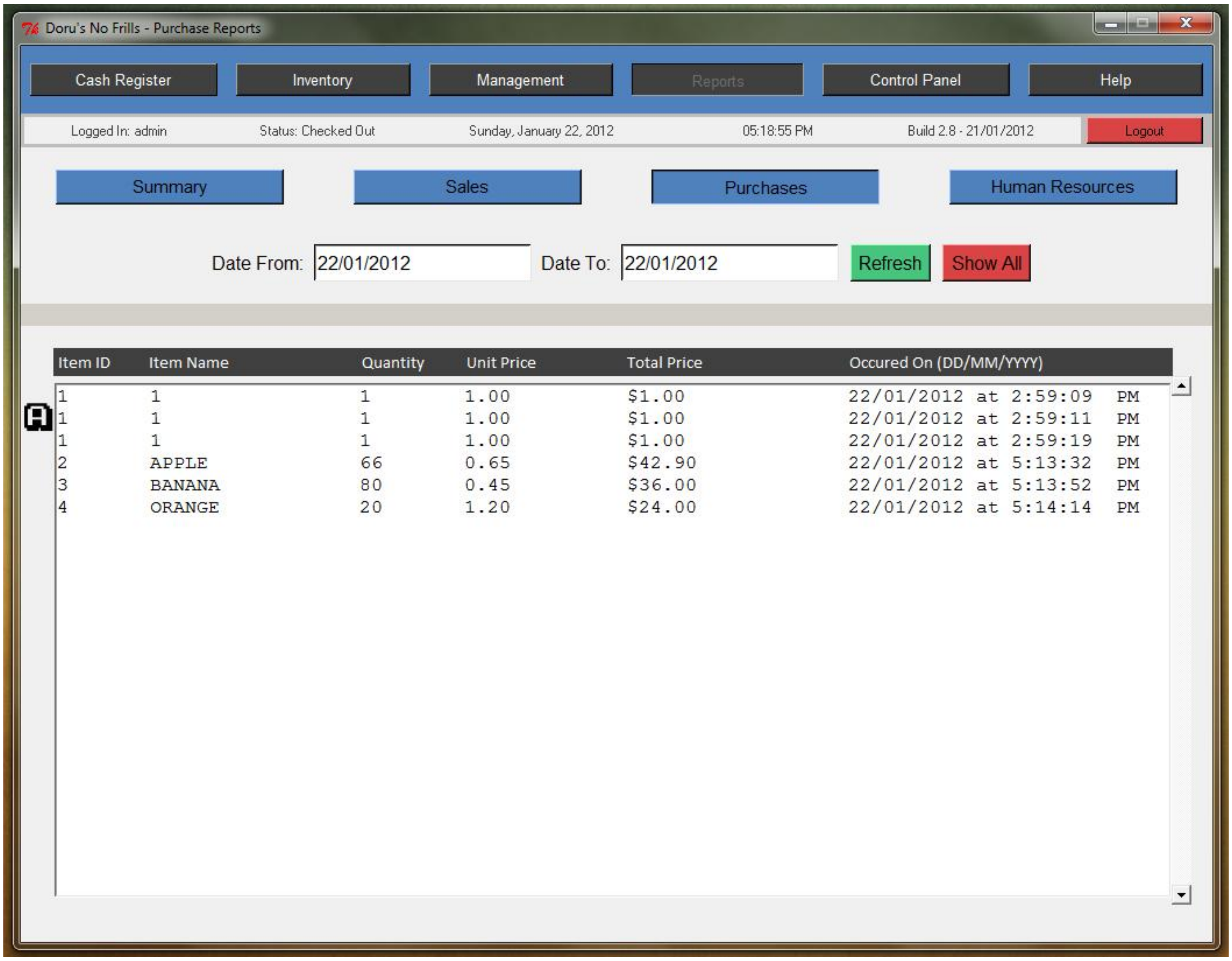
The user is able to see all information pertaining to a specific transaction ID number.

1. Enter valid transaction ID number in the **Transaction ID Entry**
2. Press **Go Button**

12. Purchases Reports

12.1 Overview

This screen allows the administrator to view information in a “report” style about the inventory purchases. The report can be generated according to a specific date range specified by the user. If the report(s) do not generate any information (i.e. there were no purchases during the specified date range), a message will be shown above the display. The display features all the information from the purchases report. Each purchase is listed on a separate line, and includes information about the ID and name of the item purchased, as well as the quantity, unit price, and total price. Additionally, the time and date of the purchase is listed (DD/MM/YYYY, HH:MM:SS AM/PM format).



A. **Purchases Display:** Displays all of the items that were bought for the store’s inventory during the set timeframe. Includes the Item ID, Item Name, Quantity bought, price per unit, total price and the date and time that the item was bought.

12.2 Generating a Purchases Report within a Specific Date Range

1. Enter a valid dates in the **Date From Entry** and **Date To Entry** for which you want to generate a purchase report (must be DD/MM/YYYY format).
2. Click the **Refresh Button**. The display will then be filled with all the purchases that have occurred during the date range specified.

12.3 Generating a Purchases Reports of All Inventory Purchases Performed by the Store

1. Click the **Show All button.** The display will then be filled with all the purchases that have occurred since the store was set-up.

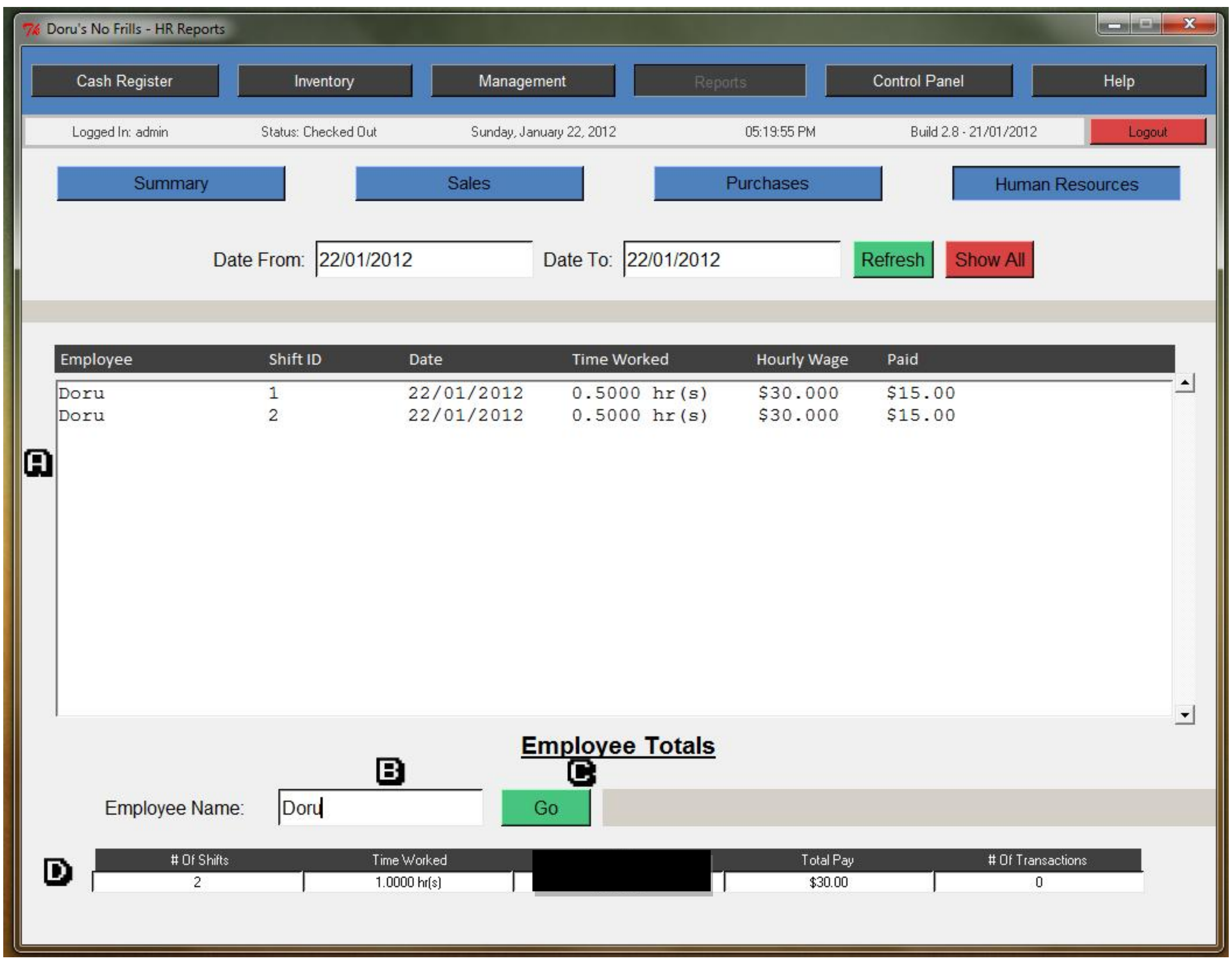
13. Human Resources Reports

13.1 Overview

This screen allows the administrator to view information in a “report” style about the human resources / payroll operations of the store. The report can be generated according to a specific date range specified by the user. Additionally, the administrator will be able to generate an “employee totals” report, which is also generated according to the specified date range.

The display features all the information from the human resources report. Each employee shift is listed on a separate line, and includes information about the employee’s name, shift ID, and length of the shift, as well as the employee’s hourly wage and the total payment. Additionally, the date of the shift is listed (DD/MM/YYYY format).

This display features the information from the Employee Totals report. The Employee Totals report counts up the number of shifts that the specified employee worked in the given date range, as well as the employee’s total time worked, total pay, and number of sales transactions.



A. **Human Resources Display:** Displays the employees who were working their shifts during the set timeframe. Includes the Employee who was working, the Shift ID, the Date that they worked their shift, the amount of time that they worked, their hourly wage and how much they got paid for their shift.
B. **Employee Name Entry:** The needed employee is entered into this entry. Must not include spaces, commas or separators (|). Must not be longer than 12 characters long. Employee must exist. Employee must have actually completed at least one shift.
C. **Go Button:** Button is pressed when the needed Employee is entered into the Employee Name Entry. If the Employee Name is valid and the employee has completed one or more shift(s), the proper information will enter the Specific Employee Display.
D. **Specific Employee Display:** Displays the details of the needed Employee. Shows the amount of shifts they have completed, how much time they have worked, how much they have been paid and the amount of transactions they've completed.

13.2 Generating a Human Resources Report Based on a Date Range

1. Enter a valid dates in the **Date From Entry** and **Date To Entry** for which you want to generate a human resources report (must be DD/MM/YYYY format).
2. Click the **Refresh Button.** The main display will then be filled with all the shifts that have occurred during the date range specified.

13.3. Generating a Human Resources Reports of Employee Shifts and Transaction Performed by the Store

1. Click the **Show All Button.** The display will then be filled with all the shifts that have occurred since the store was set-up.

13.4 Displaying Specific Employee Total Data within Indicated Date Range

1. Enter a valid dates in the **Date From Entry** and **Date To Entry** for which you want to generate a employee totals report (must be DD/MM/YYYY format).
2. Enter the employee's username in the **Employee Name Entry**
3. Click **the Go Button**. The employee totals display will then be filled with the information about that employee which has been gathered during the date range specified.

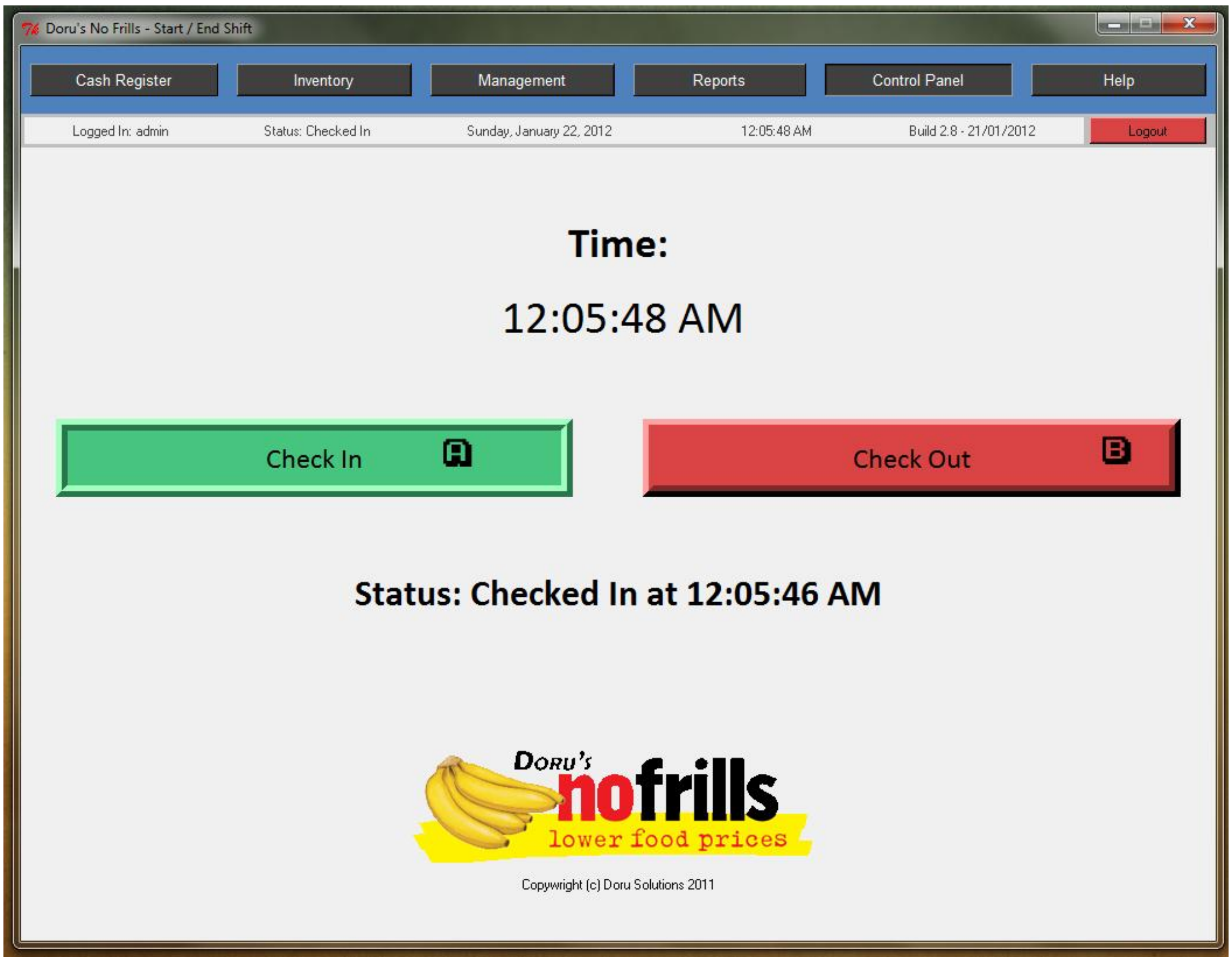
13.5 Generating an "all-time" Employee Totals report:

1. Click the **Show All button.**
2. Enter the employee name in the **Employee Name Entry**
3. Click **the Go Button**. The employee totals display will then be filled with the information about that employee which has been gathered during the date range specified.

14. Start / End Shift

14.1 Overview

This screen allows the employee to check in and check out of their shifts, electronically replacing the need for punch clocks to be installed in the workplace. The employee, when they log in, are required to punch in their time and are required to punch out their time before they log out. This keeps a record of which employee was working during any given timeframe and is also responsible for calculating each employee’s pay for that shift. This screen is mostly made up by two large buttons that are dedicated to checking in and checking out of one’s shift but the screen also includes a large clock and a current status notification.



A. **Check In Button:** Button that allows the employee to start their current shift. Becomes disabled when the employee is already checked in.

B. **Check Out Button:** Button that allows the employee to end their current shift. Becomes disabled when the employee is already checked out.

14.2 Checking In

1. **Check In button** is selected with the left mouse button
2. **Check In button** becomes disabled, the **Check Out button** becomes enabled

3. Current status notification is changed in order to tell the employee that they have been checked in and at what time they have been checked in

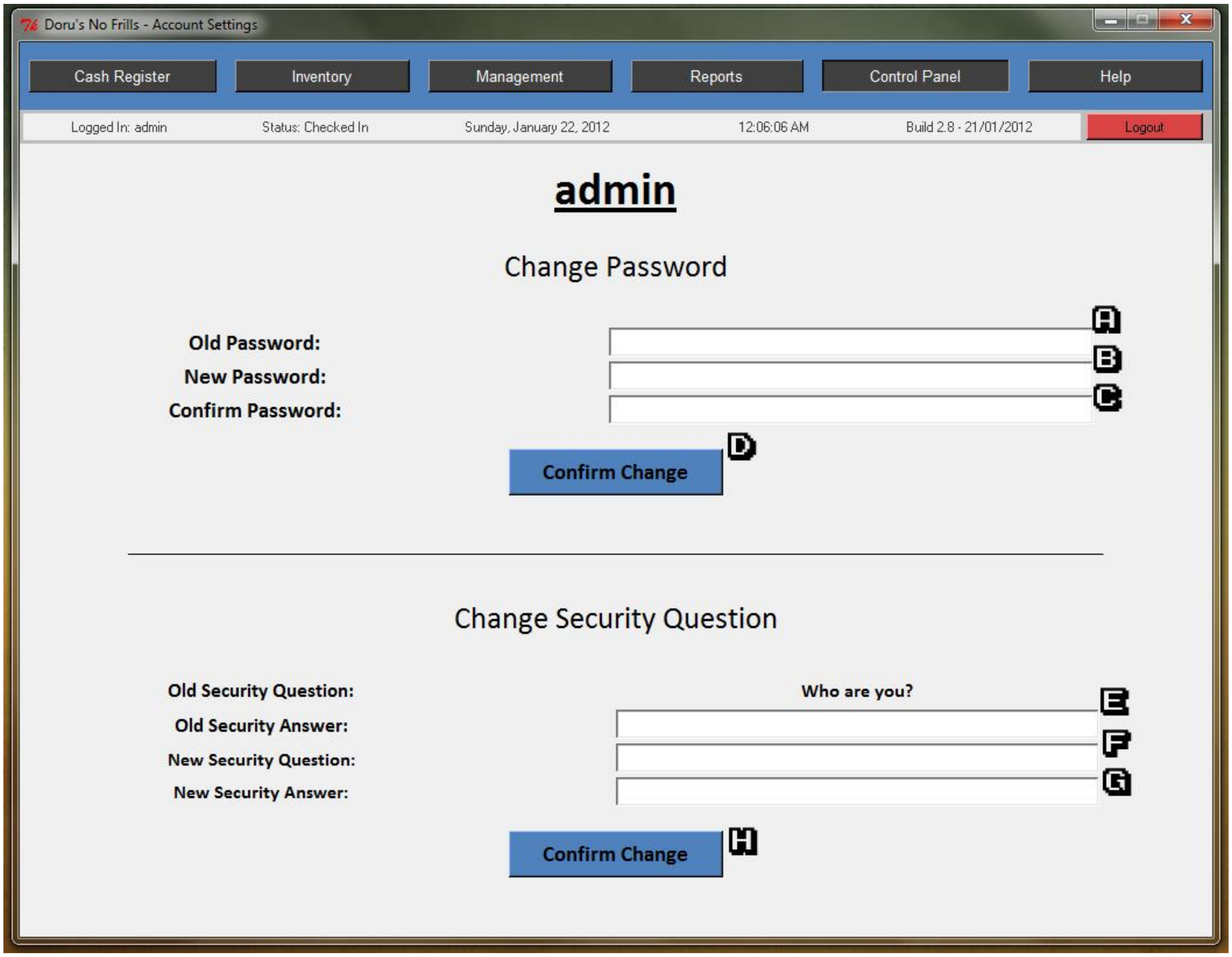
14.3 Checking Out

1. **Check Out button** is selected with the left mouse button
2. **Check Out button** becomes disabled, the **Check In button** becomes enabled
3. Current status notification is changed in order to tell the employee that they have been checkout out and at what time they have been checked out

15. Account Settings

15.1 Overview

The Account Settings can be used to change the employee's information. The employees have access to change their password, and change their security questions and their security answers. The screen is split into change password and change security questions. Either the user's password or security question and security answer will be updated when the user changes either of them.



A. **Old Password Entry:** Enter the employee's current password. Must not be empty. Must not contain spaces, commas or separators (|). Cannot be larger than 12 characters long. Must be the current password.

B. **New Password Entry:** Enter the employee's desired new password. Must not be empty. Must not contain spaces, commas or separators (|). Cannot be larger than 12 characters long.

C. **Confirm Password Entry:** Employee's desired new password is entered again, for security reasons. Must be the same as the password entered into the above entry. Must not be empty. Must not contain spaces, commas or separators (|). Cannot be larger than 12 characters long.

D. **Confirm Password Entry:** Employee's desired new password is entered again, for security

E. **Confirm Change Button:** Used to save any changes made to the employee's password. The old password entry and both new password entries must all be valid for changes to be saved.

F. **Old Security Answer Entry:** Enter the employee's current security answer. Must be the correct answer to the current security question. Must not be empty. Must not contain commas or separators (|). Must not be larger than 15 characters long.

G. **New Security Question Entry:** Enter the employee's desired new security question. Must not be empty. Must not contain commas or separators (|). Must not be longer than 35 characters.

H. **New Security Answer Entry:** Enter the employee's desired new security answer. Must not be empty. Must not contain commas or separators (|). Must not be larger than 15 characters long.

I. **Confirm Change Button:** Used to save any changes made to the employee's security question and answer. The old security answer, new security question and new security answer entries must all be valid for changes to be saved.

15.2 Changing the password:

1. Enter your old password into the **Old Password Entry**. (The old password must be less than 12 characters and must not contain any spaces, commas, "|"'s. The username must be already created and found in the database. The username case is sensitive.)
2. Then enter the new password into the **New Password Entry**. (The new password must be less than 12 characters and must not contain any spaces, commas, "|"'s. The username must be already created and found in the database. The username case is sensitive.)
3. Then enter the same password as the new password into the **Confirm Password Entry**. (The confirmed password must be the same as the new password, it must be less than 12 characters and must not contain any spaces, commas, "|"'s. The username must be already created and found in the database. The username case is sensitive.)
4. Finally to confirm the change in password press the **Confirm Change** button.

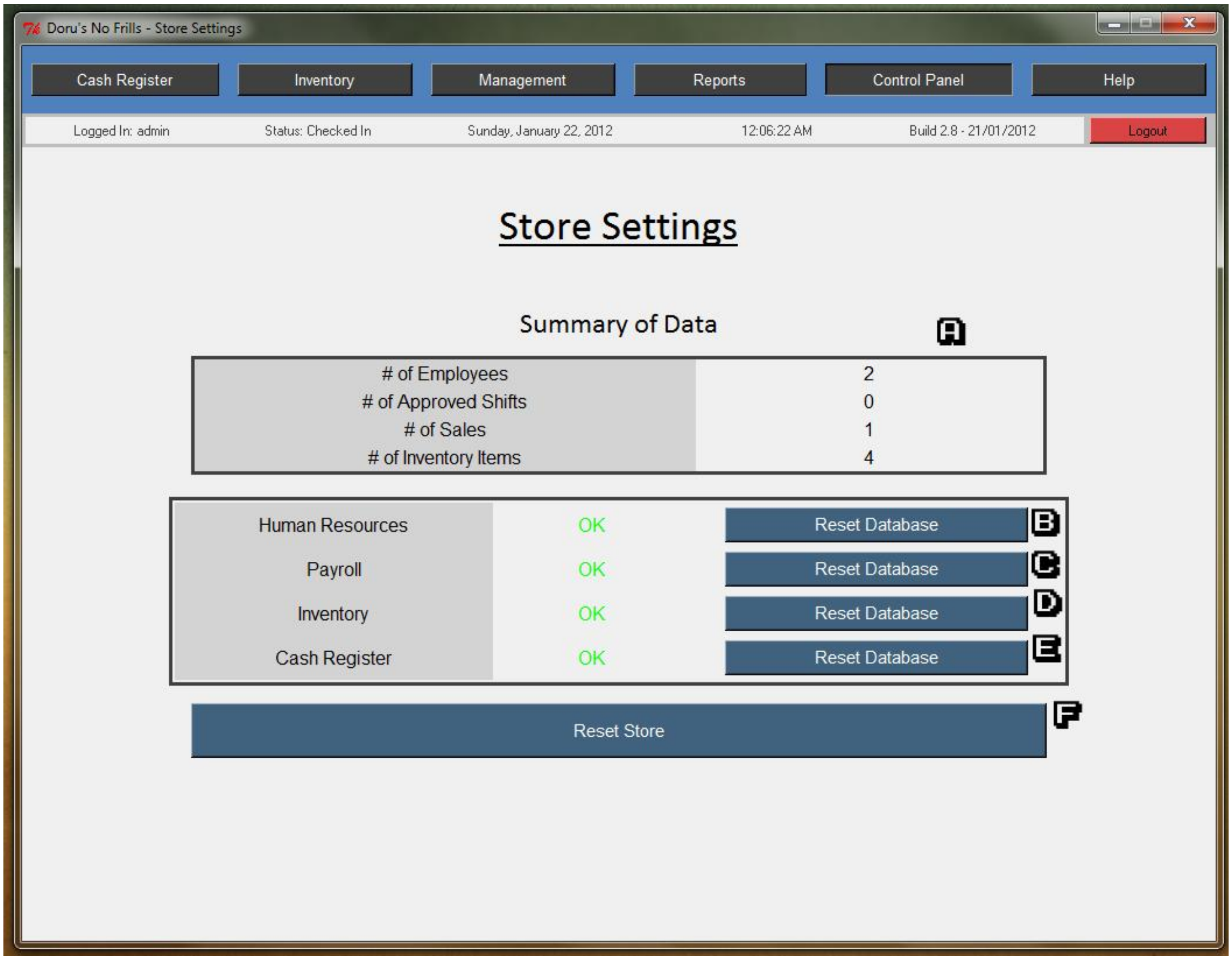
15.3 Changing the security information:

1. Enter your old security answer in the **Old Security Answer Entry**. (The old security answer must be less than 14 characters and must not contain any spaces, commas, "|"'s. The username must be already created and found in the database. The username case is sensitive.)
2. Then enter your new security question in the **New Security Question Entry**. (The new security question must be less than 35 characters and must not contain any spaces, commas, "|"'s. The username must be already created and found in the database. The username case is sensitive.)
3. Then enter your new security answer in the **New Security Answer Entry**. (The new security answer must be less than 14 characters and must not contain any spaces, commas, "|"'s. The username must be already created and found in the database. The username case is sensitive.)
4. Finally to confirm the change in security information press the **Confirm Change** button.

16. Store Settings

16.1 Overview

Store settings is a screen that allows the user to clear all saved information in specific databases, or simply to clear all saved data in the entire store. The screen contains 5 buttons. The first resets the entire store, while the remaining clear the data in 4 specific databases. The screen also gives a quick overview of the store by displaying the total number of employees hired by the store, the total number of approved shifts, the total number of sales done by the employees and the total number of inventory items in stock.



A. **Data Summary Display:** Displays some data collected from the store (i.e. number of employees, number of approved shifts, number of sales and number of inventory items)
B. **HR Reset Button:** Used to reset the entire Human Resources database, returning it to factory settings.
C. **Payroll Reset Button:** Used to reset the entire Payroll database, returning it to factory settings.
D. **Inventory Reset Button:** Used to reset the entire Inventory database, returning it to factory settings.
E. **Cash Register Reset Button:** Used to reset the entire Cash Register database, returning it to factory settings.
F. **Total Reset Button:** Used to reset the entire Doru's No Frills program to factory settings

16.2 Resetting Store

Clears all saved store information

1. Press **Reset Store Button**

16.3 Resetting Human Resources Database

Clear all saved human resources information

1. Press **Reset Database Button**

Note: Will prompt you to make a new administrative account

16.4 Resetting Payroll Database

Clear all saved payroll information

1. Press **Reset Database Button**

16.5 Resetting Inventory Database

Clear all saved inventory information

1. Press **Reset Database Button**

16.6 Resetting Cash Register Database

Clear all saved cash register information

1. Press **Reset Database Button**

16.1 Overview

When installing the program for the first time you will be presented with a setup wizard in order to create an administrative account and optionally inventory database. These are basic necessities that the program requires in order to run.

A. **Navigation Arrow:** Button is pressed to go to the next screen when the user is done reading the on-screen information.

A. **Username Entry**: The desired username for the admin is entered into this entry. Must not be empty. Must not contain commas, spaces or separators (|). No longer than 12 characters.
B. **Password Entry**: The desired password for the admin is entered into this entry. Must not be empty. Must not contain commas, spaces or separators (|). No longer than 12 characters.
C. **User Level Entry:** User level is set at '1' for the admin and cannot be changed, because the user level '1' gives the user admin controls.
D. **Hourly Wage Entry:** The desired hourly wage for the admin is entered into this entry. Must not be empty. Employee must be paid. Maximum 4 digits before a decimal point and 2 digits after. Must only contain digits and one decimal point.

E. **Security Question Entry:** The desired Security Question for the admin is entered into this entry. Must not be empty. Must not contain commas or separators (|). Must not be longer than 35 characters.
F. **Security Answer Entry:** The desired Security Answer for the admin is entered into this entry. Must not be empty. Must not contain commas or separators (|). Must not be longer than 15 characters.
G. **Navigation Arrow:** Button is pressed to go to the next screen when the user is done adding in the admin account information.

A. **Import CSV Entry: The** desired CSV file may be entered into this entry. This CSV file must exist and must not end with its .CSV file extension.
B. **Import Button**: Button is pressed to import the entered CSV file into the program's database
C. **Skip Button:** Button is pressed if the user does not have a CSV file to import or they do not wish to do so.

A. **Continue Button:** Button is pressed to go to the login screen when the user is done reading the on-screen information.

16.2 Welcome Screen

1. Use the yellow **Navigation Arrows** to move between the different set up screens

16. 3 Creating an Administrative Account

2. Please enter a username of maximum 12 characters not containing commas, separators (|), or spaces into the **Username Entry**
3. Please enter a password of maximum 12 characters not containing commas, separators (|), or spaces into the **Password Entry**
4. Please enter an hourly wage with a maximum of two decimal places and less than six characters in total into the **Hourly Wage Entry**
5. Please enter a security question of maximum thirty five characters and not containing commas or separators (|) into the **Security Question Entry.** The security question and answer will be used in the case that the user forgets their password and requires it to be reset. It is crucial to choose a security question and answer easily remembered and private to the user.
6. Please enter a security answer of maximum fifteen characters and not containing commas or separators (|) into the **Security Answer Entry**
7. When you are finished press the yellow **Navigation Arrow** pointing to the right

8. Press the **OK** button on the confirmation screen to continue

16. 4 Importing an existing inventory database into the program

9. If you do not have an existing inventory database in a .csv format or do not wish to import one, simply press the **Skip Button** to proceed
10. The database you wish to import must be in the correct format. For further detail on the .csv format and more advanced instruction on importing a .csv please refer to **Importing an Existing Inventory Database**
11. If you wish to use this feature, place the existing database into the location where this program has been installed under ...Files\Modules\Database

16.5 Confirmation

12. To finish installing the program press the **Proceed to Login Button**

Congratulations you have successfully installed Mavrodin Solution's Store Suite Program for Doru's NoFrills. You may now login into the program using the administrative account you just created and use the program.