

PHOSCLAY INVENTORY MANAGEMENT AND POINT OF SALE MANUAL



MADE BY STUDENTS OF ARELLANO UNIVERSITY, 2022

Contents

1. Introduction.....	3
2. Set-up and Signing In	4
3. Main Dashboard	8
4. Inventory Management Menu and Sub-Functions	16
5. Point of Sale and Sub-Functions	29
6. Sales Report Menu	36
7. Administrator Menu and Sub-Functions	38
8. Conclusions.....	56

1. Introduction

Thank you for using the Phosclay Inventory Management and Point of Sale System made by students at Arellano University. Within this manual, we shall point out the ins and outs of the system in an easy-to-understand format and we hope that the system is able to be of great benefit to your company. To start off, we have made two main modules for the system which are the Inventory Management portion where users can manage inventory stocks as well as the stocks of raw materials. Users are also able to view the total count of products, items with low or out of stock amount and numbers of raw materials. We will go further on the differing functions in a later portion.

The second main portion of our system is the Point-of-Sale System, wherein users can process the sales of products to customers as well as issue receipts to be printed and the like. This coincides with the Sales Report Dashboard which shows the total sales of both branches of the company, total transactions, stocks and customers. There are also bar graphs showing the information of sales by category, yearly report and sales report by category for those who want to see the information in a graph layout.

For administration purposes, owners/administrators of the company can go to the Administrator Menu which has quick shortcuts to the aforementioned functions (Manage Products, Manage Raw Materials, Point of Sales and Transaction History) as well as showcasing in table form, the products to be shipped, users logged in to the system and system logs to keep track of user actions within the system. Within this menu there is also an accounts manager function wherein owners/administrators can create new accounts for users, delete and update accounts as well as view all current accounts within the system. The last portion of this menu is the settings category which allows

owners/administrators to add categories if needed for the Inventory and Point-of-Sale parts of the system if needed.

As such this is just a small introduction of what this system can do. Keep on reading in order to view the details of what the system can do and once again, thank you for choosing our team of students to build a system for your business.

Sincerely,

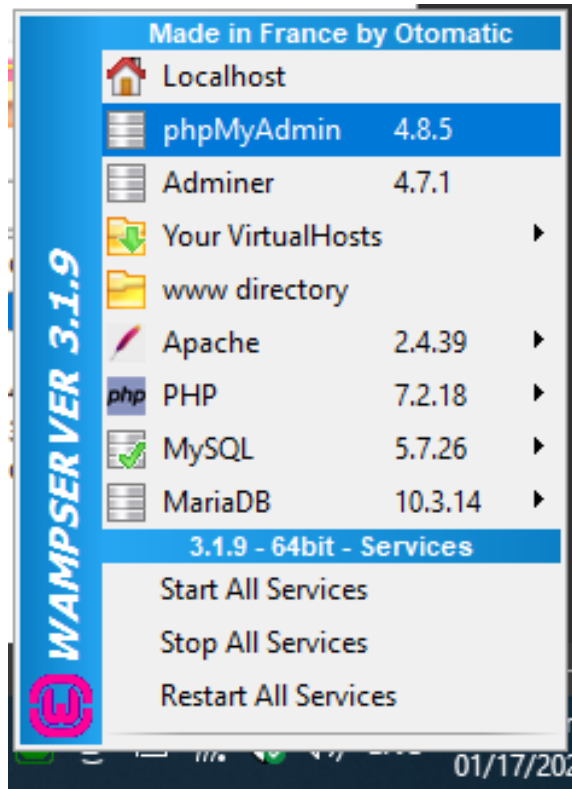
BSCS OJT Team from Arellano University – Darren Morcillos, Francisco Tercero, Jim Kenneth Basas, Sev Gonzales, Raffy Camino, Joshua Delos Santos, Merlendz Dacasin, Dan Patrick Nombre and Sinbad Salarza

2. Set-up and Signing In

Users first need to download the application of WAMPserver from the internet and install this onto his or her unit, website: (<https://www.wampserver.com/en/>), if one is unsure of which version to download, merely download the 64 bit and then install and run the program, this is to ensure that there is a database that is present for the application. Once it has been run, there should be a small green symbol on your computer's tray which looks like this:



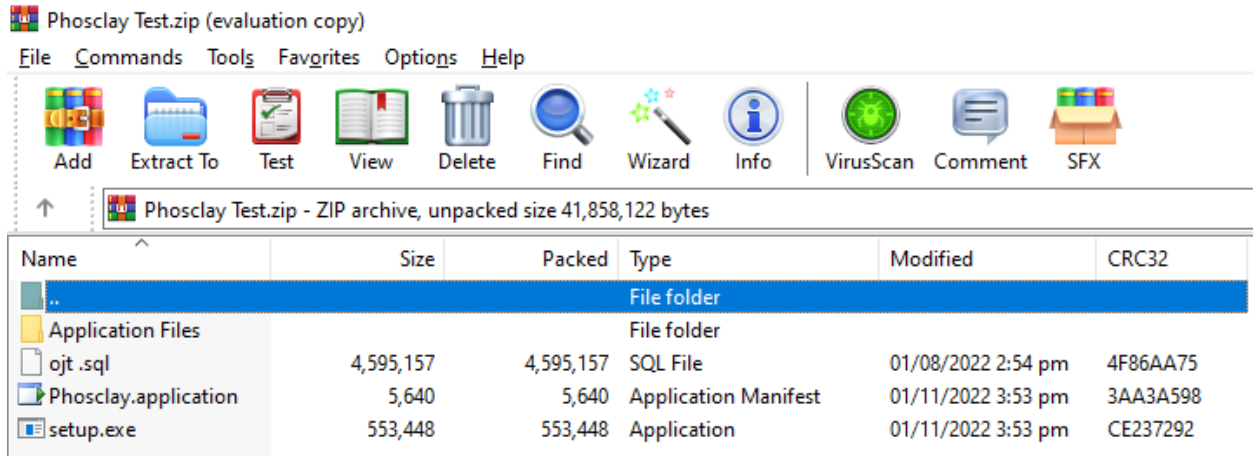
This ensures that the program is running correctly and one can then access phpMyAdmin by pressing on the symbol and selecting the phpMyAdmin option which looks like this:



Once opened on a browser, users can login (username is root, password is blank). Before importing any of the databases, users must first download the .zip file from the provided account and then extract the file using an application such as WinRar in order to extract the necessary files. These files are:

- Application Files
- ojt.sql
- Phosclay.application
- setup.exe

It should look like this:



Once extracted to a folder, users then need to go to phpMyAdmin and login using the above credentials as shown here:

phpMyAdmin

Welcome to phpMyAdmin

Language

English

Log in

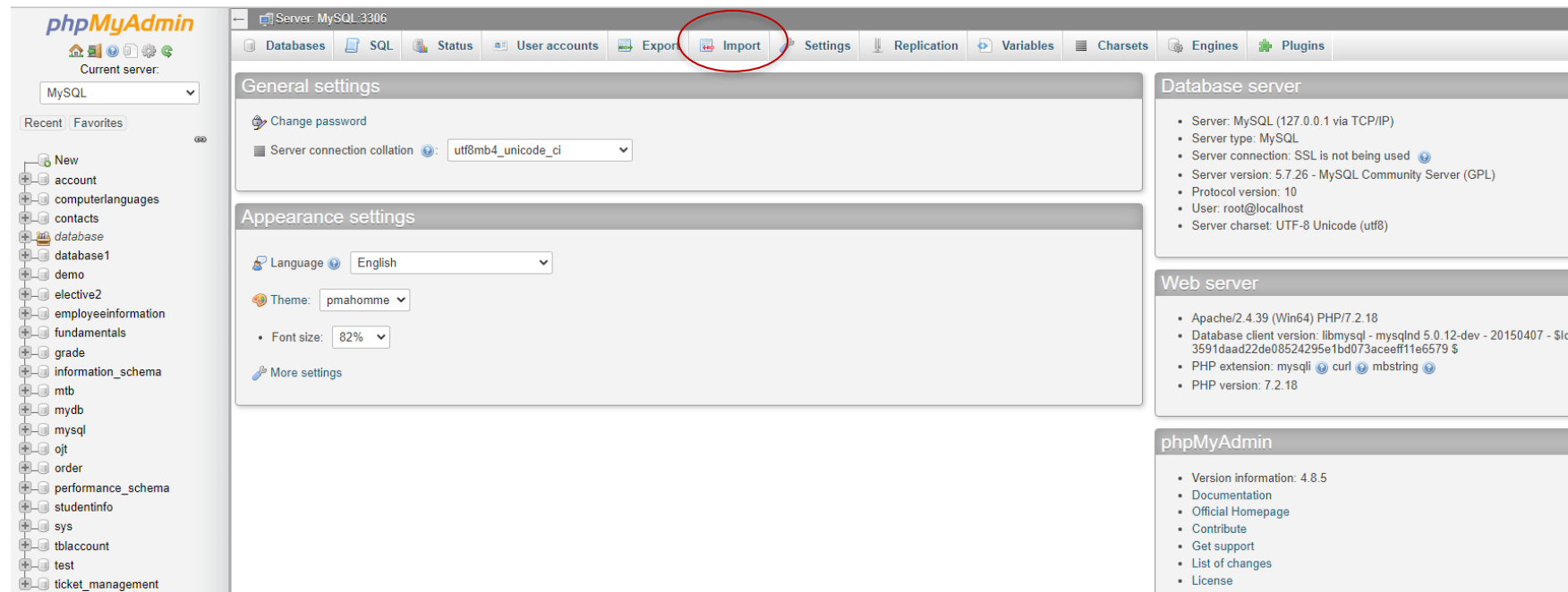
Username: root

Password:

Server Choice: MySQL

Go

and import the database titled ojt.sql from the extracted files using the import tab shown here:



phpMyAdmin

Current server:

MySQL

Recent | Favorites

New

account

computerlanguages

contacts

database

database1

demo

elective2

employeeinformation

fundamentals

grade

information_schema

mtb

mydb

mysql

ojt

order

performance_schema

studentinfo

sys

tblaccount

test

ticket_management

Server: MySQL-3306

Databases | SQL | Status | User accounts | Export | Import | Settings | Replication | Variables | Charsets | Engines | Plugins

Importing into the current server

File to import:

File may be compressed (gzip, bzip2, zip) or uncompressed.
A compressed file's name must end in `[format].[compression]`. Example: `.sql.zip`

Browse your computer:

Choose File

 No file chosen (Max: 128MiB)

You may also drag and drop a file on any page.

Character set of the file: utf-8

Partial import:

☒ Allow the interruption of an import in case the script detects it is close to the PHP timeout limit. *(This might be a good way to import large files, however it can break transactions.)*

Skip this number of queries (for SQL) starting from the first one:

Other options:

☒ Enable foreign key checks

Format:

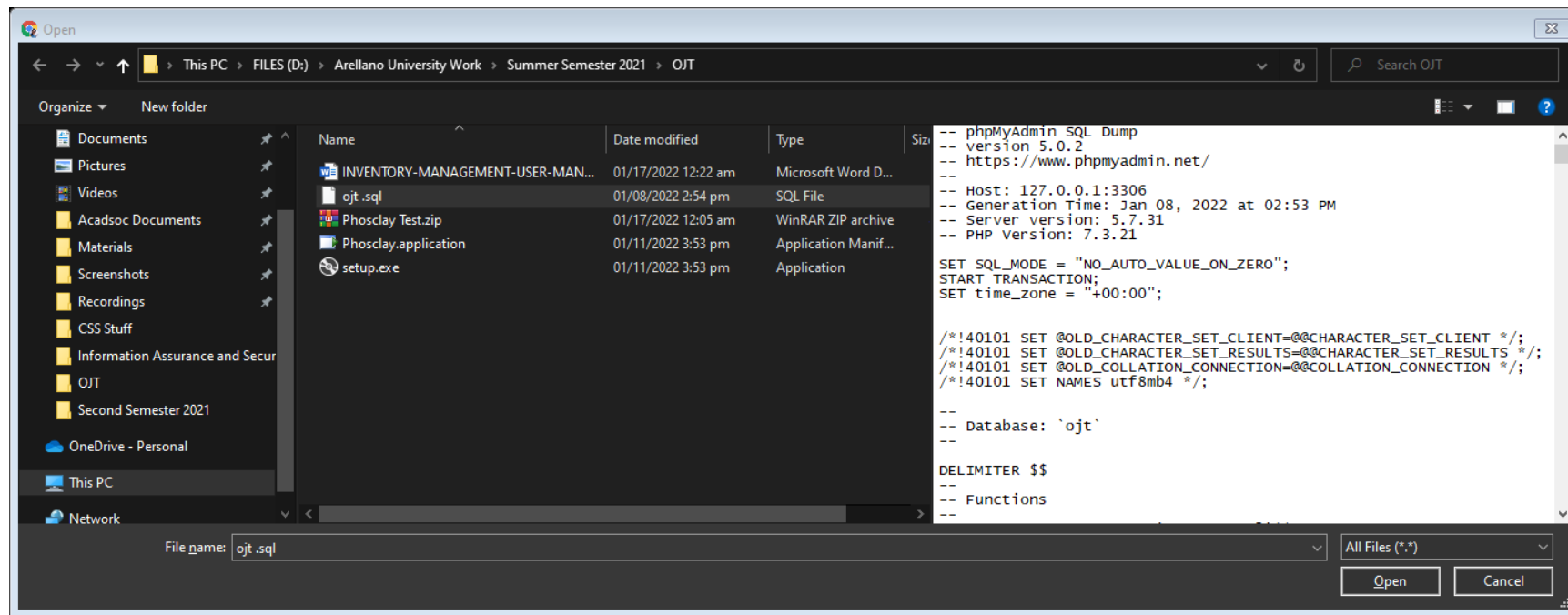
SQL

Format-specific options:

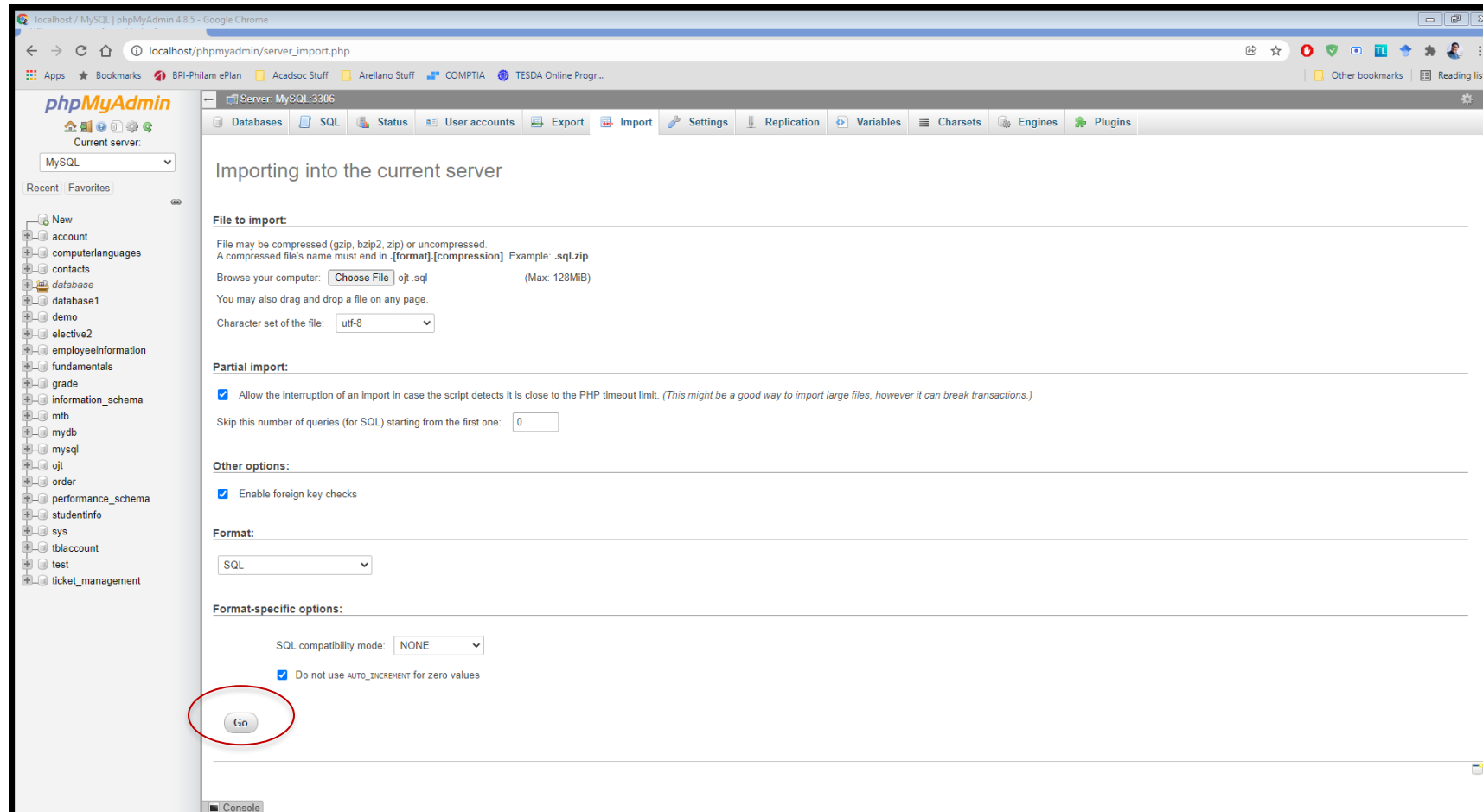
SQL compatibility mode: NONE

☒ Do not use `AUTO_INCREMENT` for zero values

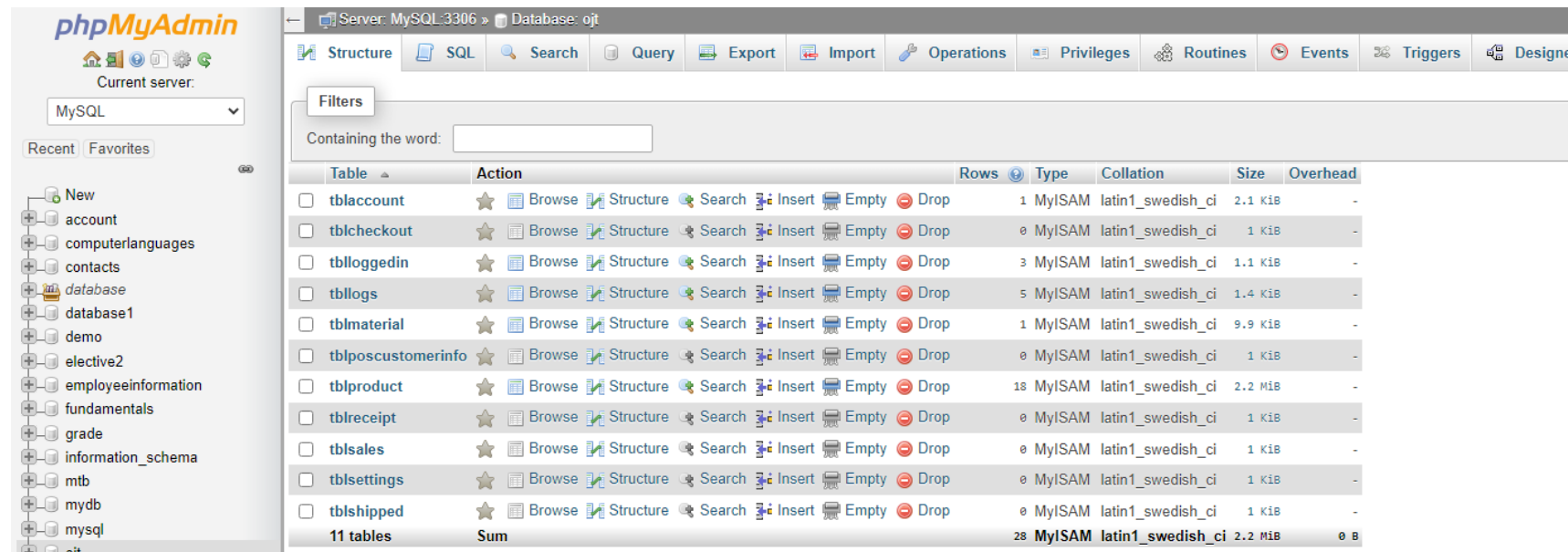
Go



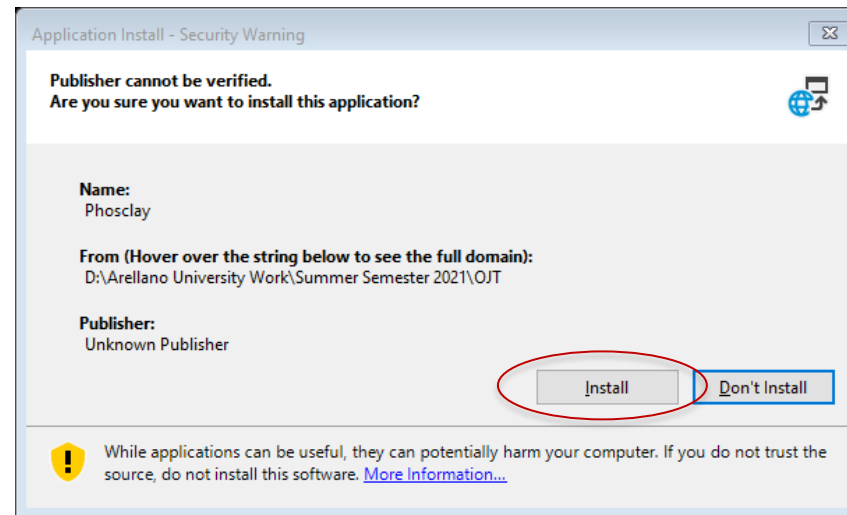
Once imported, the user can then click go to finish the process as can be seen below:



Once imported, administrators/owners can then see the ojt.sql in its database form. This is the brains of the application and without this, the application cannot run correctly so ensure that the above steps have been followed



Once the database has been imported, users can then click on the setup.exe application from the extracted files and then run it which will show this image:



Click on the install button to initiate the installation of the program which will then show the login screen for the program as can be seen here:



Before usage however, users will need to connect the database to the application, to do this click the settings button to the top right of the login screen:



This will show a screen to connect the database to the application, one just needs to fill in the boxes with localhost, ojt, root and no password and click save as can be seen here:

Connection Settings

Server (Connection Host)
localhost

Database Name
ojt

Username
root

Password
Enter Password

Show Password

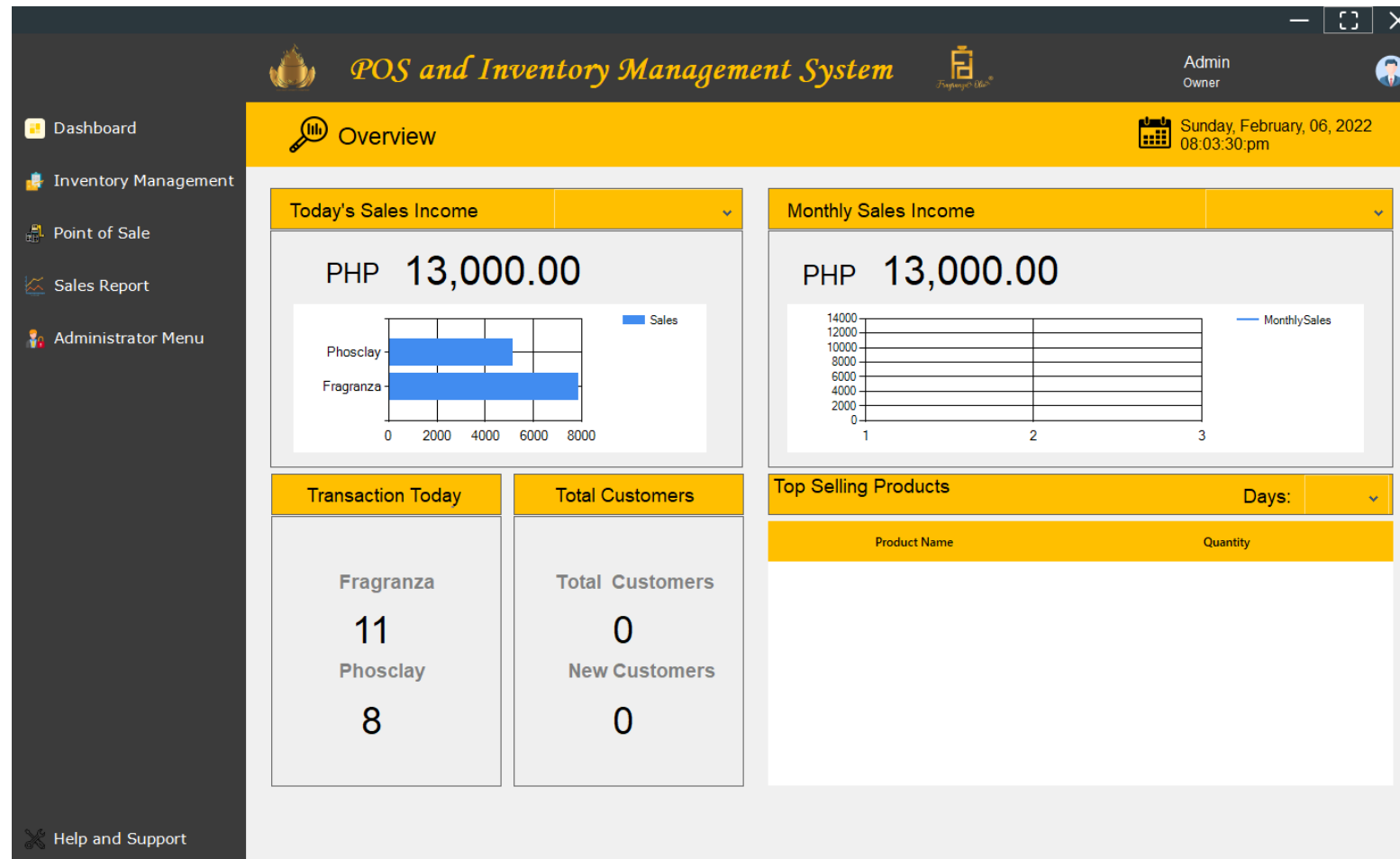
Save Test Details Clear

Student Of Arellano University
Computer Science 2022

Users can also test the connection, view connection details and to clear any inputs, once done the user is then shown the login screen. Users can then login using his or her credentials and for the purposes of this manual, we shall use the admin user.

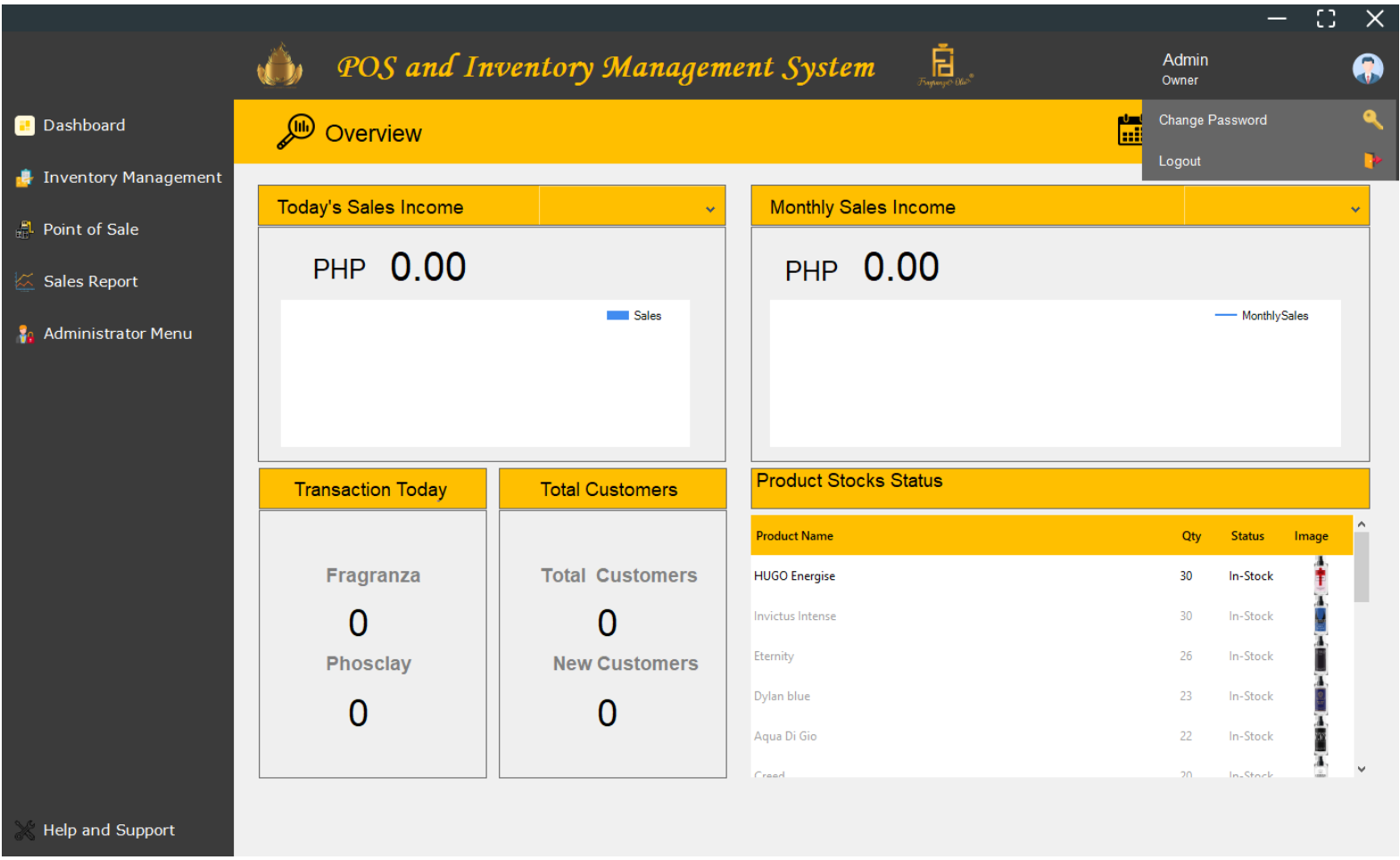
3. Main Dashboard

Once a user has logged in they will be met with this screen:



This shows the various functions of the program with an overview of the functions as well as today's sales income, monthly sales income, transactions today, total customers and top selling products which can be viewed from 7 days or even 15 days. To the side we have the Dashboard/Main Menu, Inventory Management Menu, Point of Sale Menu, Sales Report Menu and Administrator Menu. To the top right we

have the minimize, maximize and close program buttons, the User name (Admin) and account type (Owner) and if one clicks on the image they then have options to change password or logout as can be seen here:



POS and Inventory Management System

Admin
Owner

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

Change Password

Input Current Password

Enter Current Password

Input New Password

Enter New Password

Confirm New Password

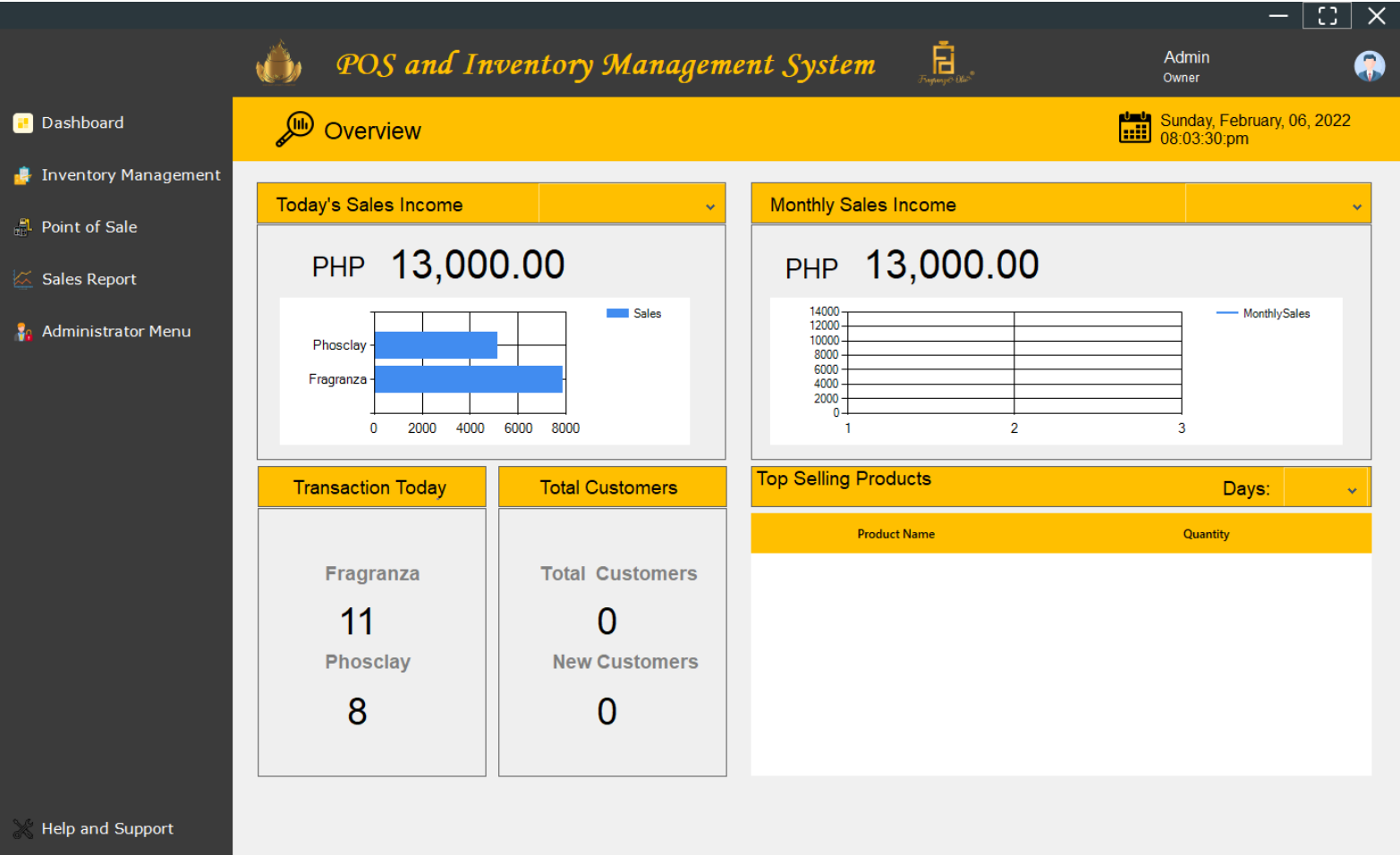
Enter Password

☐ Show Password

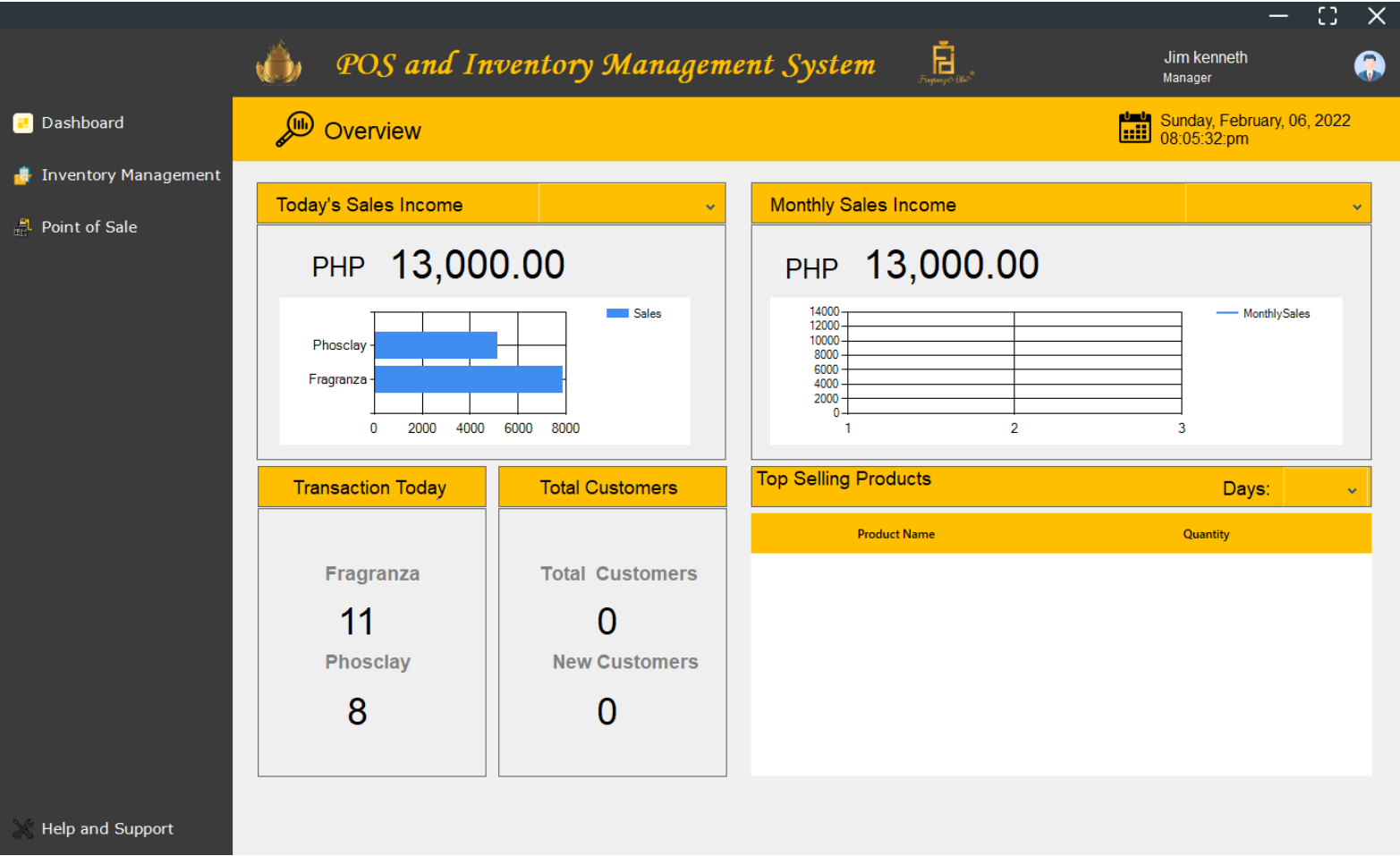
Clear

Change Password

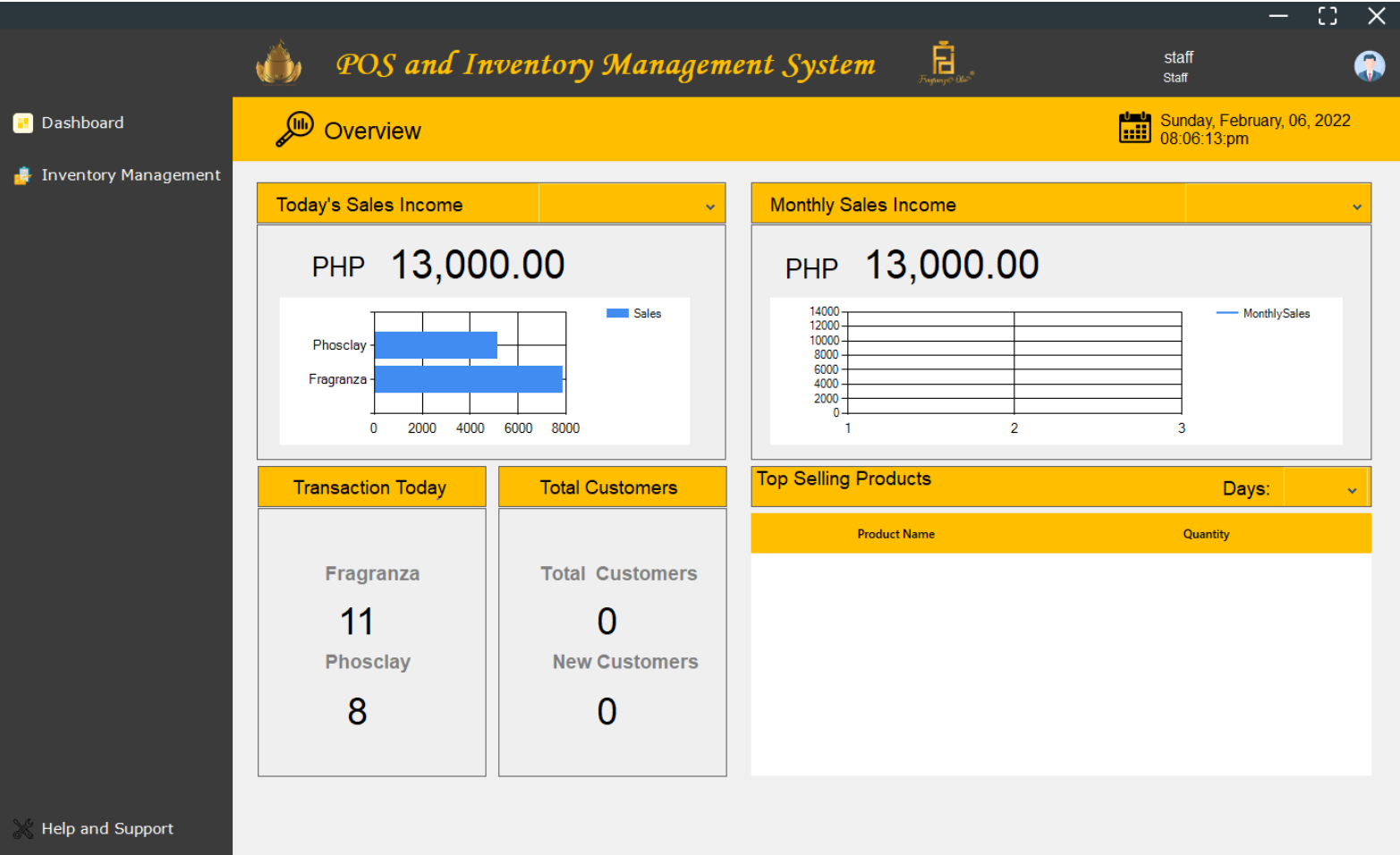
Please note that only users with the Owner and Manager account types can access and see the Sales Report and Administrator Menu and users with the Staff account type only have access to the Dashboard, Inventory Management and Point of Sale Menus as can be seen here with Owner, Manager and Staff:



Owner Account Type Menu



Manager Account Type Menu

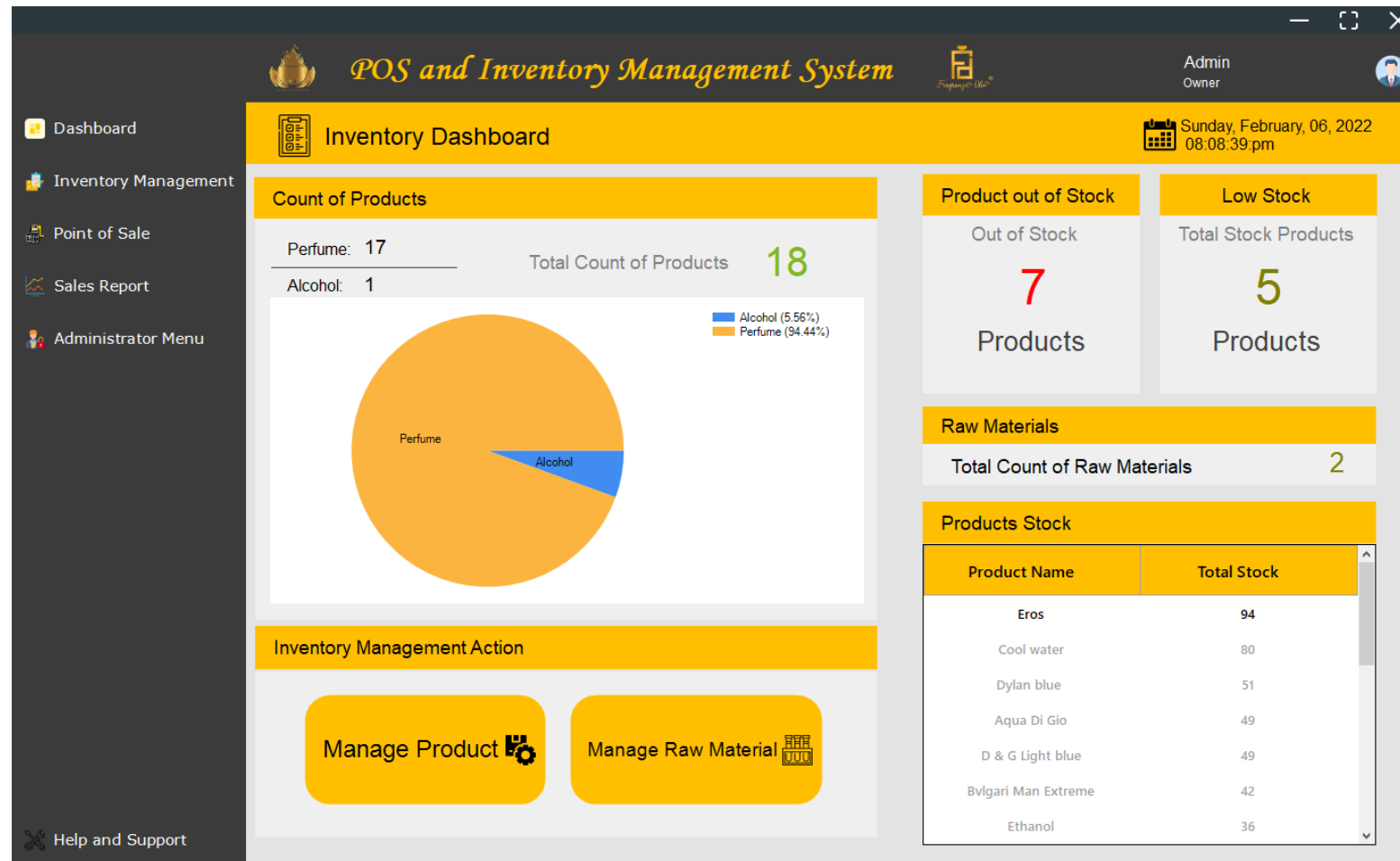


Staff Account Type Menu

Please note that only users with the Owner account type can access and see the Inventory Management, Point of Sale, Sales report, and Administrator Menu options to the left of the main screen. Manager account users are only able to access the Inventory Management and Point of Sale menus and for Staff account users, they are only able to access the Inventory Management function of the software.

4. Inventory Management Menu and Sub-Functions

Within the Inventory Management Menu a user can see the following functions:



Owner Account Type for Inventory Management Dashboard

Please note that for the Manager and Staff Account Types, they will be unable to access the Manage Raw Material Button as can be seen here:

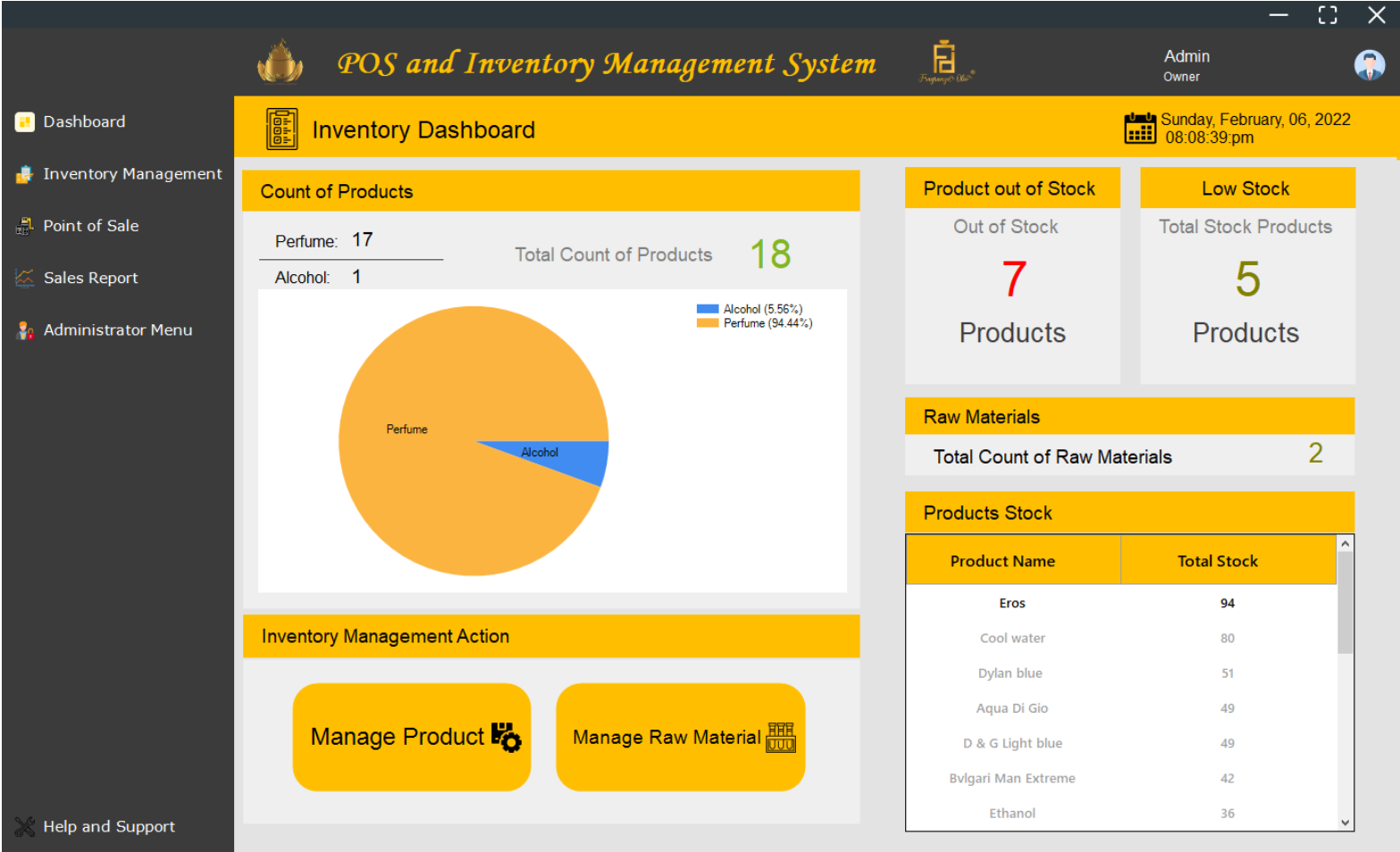


Manager Account Type for Inventory Management Dashboard



Staff Account Type for Inventory Management Dashboard

As can be seen from this main menu, there is a count of products which is represented both in numerical and pie chart formats between alcohol and perfumes as well as a tally of products out of stock as well as products that are running low in stock, lastly there is also a list of products and the number of these products. Moving on to the next functions, there is the Manage Product and Manage Raw Materials which can be seen here:



Do note that the Manage Raw Material function is disabled for Manager and Staff user accounts and as such only Owner user accounts can access this function.

With the Manage Product, once pressed, users are then shown to a new form which looks like this:

POS and Inventory Management System

Admin Owner

Inventory Management

Sunday, February 06, 2022 08:12:57pm

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

Value:

By:









From:

To:

Refresh

Search

Print

ProductID	ProductName	Unit	Price	Date	Description	Qty	Status	Image
A001	Ethanol	1gallon	500	2022-01-08	Ethanol is present in alcoholic drinks (beer, wine, spirits) when diluted. It is used as a topical agent to prevent skin infections, in pharmaceutical preparations (e.g. rubbing compounds, lotions, tonics, colognes), cosmetics, and in perfumes. Ethanol may be present in fuels, labelled as ethanolblended fuels	36	In-Stock	
Frag001	Aqua Di Gio	30ml	250	2022-01-08	is Aromatic Aquatic fragrance for men. Acqua di Gio Profumo was launched in 2015. The nose behind this fragrance is Alberto Morillas. Top notes are Sea Notes and Bergamot; middle notes are Rosemary, Sage and Granium; base notes are Incense and Patchouli.	49	In-Stock	
Frag002	Bvlgari Man Extreme	30ml	150	2022-01-08	is a Woody Aromatic fragrance for men. The nose behind this fragrance is Alberto Morillas. Top notes are Cactus juice, Calabrian bergamot and pink grapefruit; middle notes are	42	In-Stock	
Frag003	Creed	30ml	150	2022-01-08	is a Chypre Fruity fragrance for men. Aventus was launched in 2010. Aventus was created by Olivier Creed and Erwin Creed. Top notes are Pineapple, Bergamot, Black Currant	130	In-Stock	
Frag004	D & G Light blue	30ml	200	2022-01-08	is a casual and breezy sparkling fruity-floral scent that evokes the spirit of the Sicilian summer. Mouth-watering and fresh notes of lime and cedar are bringing an image of the South woods on	49	In-Stock	
Frag005	Cool water	30ml	250	2022-01-08	is a Aromatic Aquatic fragrance for men. Cool water was launched in 1988. The nose behind this fragrance is Pierre Bourdon. Top notes are Sea water, Lavender, Mint.	80	In-Stock	
Frag006	Drakkar Noir	30ml	150	2022-01-08	is a Aromatic Fougere fragrance for men. Drakkar Noir was launched in 1982. The nose behind this fragrance is Pierre Wargnye. Top notes are Lavender.	0	In-Stock	
Frag007	Dylan blue	30ml	150	2022-01-08	is a Aromatic Fougere fragrance for men. Versace Pour Homme Dylan Blue was launched in 2016. The nose behind this fragrance is Alberto Morillas.	51	In-Stock	

Add Product

Update Product

Delete Product

From this window, one can search for products based on product ID or product name as well as refine the search to a specific date of when the product was added into the system. Users can also print a full list of the items shown in the table. If users want to refresh the table, they can do so using the Refresh button next to the Search button.

21

For the first function of this menu which is the Add Product, here users can add a product's information such as Product ID, Product Name, Product Description, Price, Quantity, Category, Unit of Measurement as well as a picture if any. Once all items have been filled in, the user clicks save to save the product into the database, it is then viewable from the Manage Product table. The menu can be seen below:

POS and Inventory Management System

Admin

Owner

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

Add Products

Product ID

Enter Product ID

Product Name

Enter Product Name

Product Description

Enter Product Description Here

Price

Enter Price

Quantity

Enter Quantity

Unit

Image path

Browse Image

Category

Save

Clear

Print

Qty	Status	Image
17	In-Stock	
22	In-Stock	
15	In-Stock	
20	In-Stock	
15	In-Stock	
15	In-Stock	
20	In-Stock	
23	In-Stock	

Add Product

Update Product

Delete Product

22

The next function is the Update Product function, which allows the user to update a selected item from the table through mouse click and edit the information of the product such as Product Name, Description, Price, Quantity, Category, Unit of Measurement and Image. Once all items have been filled in, the user clicks save to update the product, it is then viewable from the Manage Product table. The menu can be seen below:

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

POS and Inventory Management System

Admin Owner

Update Products

Product ID

AI001

Search

Search Product ID

Product Name

Ethanol

Unit

1gallon

Product Description

Ethanol is present in alcoholic drinks (beer, wine, spirits) when diluted. It is used as a topical agent to prevent skin infections, in pharmaceutical preparations (e.g. rubbing compounds, lotions, tonics, colognes), cosmetics, and in perfumes. Ethanol may be present in fuels, labelled as ..

Quantity

17

Price

500

Date

2022-01-08

Save

Back

Image path

Browse Image

Qty

Status

Image

17

In-Stock

22

In-Stock

15

In-Stock

20

In-Stock

15

In-Stock

15

In-Stock

20

In-Stock

23

In-Stock

Add Product

Update Product

Delete Product

23

The last function is the Delete Product function, which allows the user to delete a product which is no longer in circulation within the company and just pops out with a warning for users of whether they may want to delete the item. If yes, the product is deleted from the database, if no, the product is not deleted.

Moving back to the Inventory Management Main Menu, one can then select the Manage Raw Material function which then shows this form:

POS and Inventory Management System

Admin Owner

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

Manage Raw Material



Sunday, February, 06, 2022 08:15:23:pm

Search for Product ID.....

From: Sunday, 6 February 2022 To: Sunday, 6 February 2022

Search

Print

TransactionReceipt#	Mat ID	Name	Date Purchase	Description	CompanyName	Size	Contact#	Qty	Amount	Status	Image
sample Transac	sample ID	sample Name	2022-02-23	sample Description	sample Company	150ml	sample Contact 1	190	150	In-Stock	
sample transaction2	sampleID2	Sample Name 2	2022-02-24	sample sample Description 2	sample company2	60ML	sample contact2	500	1555	In-Stock	

Add Material

Update Material

Delete Material

As one can see, it is quite like the Manage Product Function and shares the same functions in terms of search as well as the table showing the raw materials in stock. It differs however in the Add and Update functions in terms of the information to be inputted. There is also a print function, which allows users to print an entire list of the materials database.

For the first function of this menu which is the Add Material, here users can add a Material's Transaction Receipt Number, Material ID, Name, Date of Purchase, Description, Company Name, Size, Contact Number, Quantity, Amount, and Image as can be seen here:

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

POS and Inventory Management System

Manage Raw Material

Add Raw Materials

Item ID:
Enter Item ID

Material Name
Enter Material Name

Transaction Receipt
Enter Transaction Receipt

Company Name
Enter Company Name

Item Description
Enter Item Description Here

Contact No.
Enter Contact No. (Number only)

Date Purchase
2022-02-06

Unit Cost
Enter Cost

Quantity
Enter Quantity

Unit of Measurement
Enter Unit of Measurement

Save

Clear

Image path

Browse Image

Print

Amount	Status	Image
150	In-Stock	
1555	In-Stock	

Add Material

Update Material

Delete Material

Admin Owner

Sunday, February, 06, 2022 08:17:49 pm

The next function is the Update Material function, which allows the user to update a selected item from the table through mouse click and edit the information of the product such as Transaction Receipt Number, Material Name, Date of Purchase, Description, Company Name, Size, Contact Number, Unit Cost, Quantity, Date, Unit of Measurement, and Image. Once all items have been filled in, the user clicks save to update the product, it is then viewable from the Manage Raw Materials table. The menu can be seen below:

POS and Inventory Management System

Admin Owner

Sunday, February, 06, 2022 08:21:52 pm

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

Update Raw Materials

Item ID

sample ID

Material Name

sample Name

Transaction Receipt

sample Transac

Company Name

sample Company

Item Description

sample Description

Contact No.

sample Contact1

Unit Cost

150

Date

2022-02-23

Quantity

190

Unit of Measurement

150ml

Image patch

Browse Image

Save

Back

Print

Amount	Status	Image
150	In-Stock	
1555	In-Stock	

Add Material

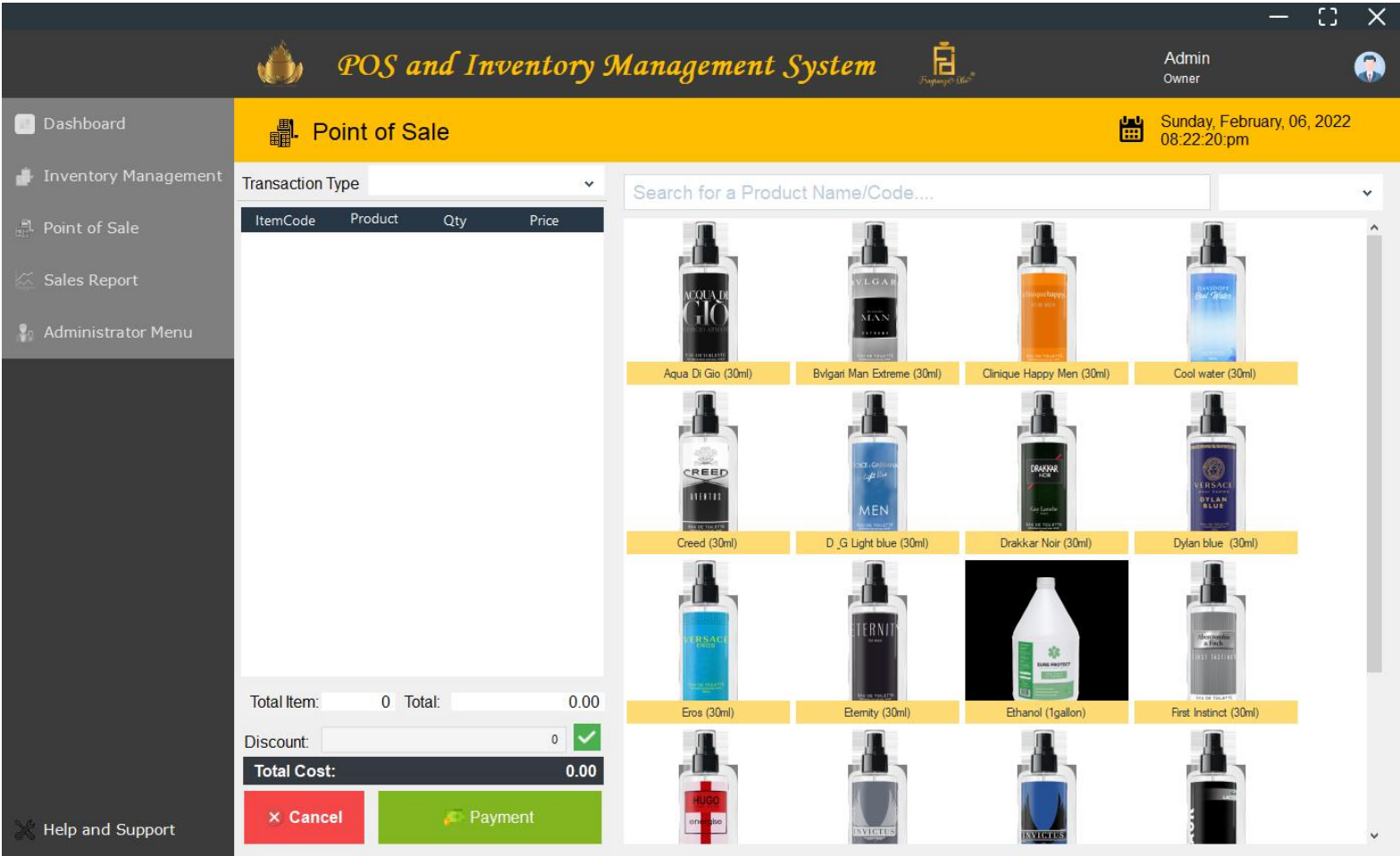
Update Material

Delete Material

The last function is the Delete Material function, which allows the user to delete material which is no longer in circulation within the company and just pops out with a warning for users of whether or not they may want to delete the item. If yes, the material is deleted from the database, if no, the material is not deleted.

5. Point of Sale and Sub-Functions

To move on to the next function of the program, is the Point of Sale Menu which can be seen here:



From this form, all account types from Owners, Managers and Staff can process the sales of products as well as add new customers for transactions as well as process the sale of products for old customers. On this main screen, users can select the transaction type of whether the customer is a walk-in customer, a customer requesting delivery or a distributor. One can also see the list of products to the right side of the screen with a search bar to refine product search parameters. Users are also able to input the quantity of the product after clicking on a specific item. The total cost and items are then calculated automatically, and users can also input discounts as well if needed. Note that the menu for the left side of the screen that allows user interaction has been disabled and as such, users need to click on the Cancel button next to the Payment button in order to gain access to the other functions of the system. Once done, users then need to click the payment button to proceed to the next screen which looks like this:

POS and Inventory Management System

Admin Owner

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

Checkout

New Customer? ☒ Name of Customer:

Payment Option

Amount

0.00

Exact

REF-0004600886

Sales Note(Optional)

Clear

Shipping (Optional)

Shipping Date

Please Input Shipping Terms (Optional)

Total Items

1

Discounts:

0

Total Paying

0.00

Total Cost

250

Remaining Balance:

0.00

Choose Receipt

Submit

This shows the checkout screen and from here, users can add a new customer by pressing the green tick symbol next to “New Customer?” and from here they are able to add the information of a new customer such as name, company name, address, city and contact number as can be seen below:

The screenshot displays the 'POS and Inventory Management System' interface. The top header includes the system name, a user profile for 'Admin Owner', and window controls. A left sidebar contains navigation links: Dashboard, Inventory Management, Point of Sale, Sales Report, and Administrator Menu. The main content area is titled 'Checkout' and features a 'New Customer?' toggle (checked) and a 'Name of Customer:' input field. Below this is a 'Payment Option' dropdown and an 'Amount' input field showing '0.00'. A 'Customer Information' modal is open, containing fields for First Name, Middle Name, Last Name, Company Name (Optional), Address, City, and Contact Number. The modal has 'Add Customer' and 'Clear' buttons. To the right of the modal, there are buttons for 'Exact' and 'Clear', and a list of items with amounts: 0, 250, and 0.00. At the bottom, there are 'Choose Receipt' dropdowns and a 'Submit' button.

Users can also select known customers through the search bar next to the “Name of Customer:” tab. After inputting the customer’s information/choosing an existing customer, users are then able to select payment option using the dropdown menu and also input the amount

of payment the customer will make or otherwise they can click the exact button to input the exact amount to be paid. After inputting this information, users can then choose the company receipt and the kind of receipt being used which can be seen here:

POS and Inventory Management System

Admin Owner

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Checkout

New Customer? ☒ Name of Customer: JIM K BASAS

Payment Option

Cash

Amount

250

Exact

REF-0004600886

Sales Note(Optional)

Clear

Shipping (Optional)

Shipping Date

Please Input Shipping Terms (Optional)

Total Items

1

Discounts:

0

Total Paying

250

Total Cost

250

Remaining Balance:

0

Choose Receipt

Fragranza

Acknowledgement Receipt

Submit

Help and Support

Once the user presses submit, the receipt will then show as can be seen here:

POS and Inventory Management System

Admin Owner

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Checkout

Product Receipt

New Customer

Payment Option

Shipping (Optional)

Total Items

Total Payment

Remainder

No.: REF-0004600886

Date.: Feb. 06, 2022

Blk 16 Lot 1-A San Dionisio

Dasmariñas City, Cavite 4115

Acknowledgement Receipt

NVAT REG TIN - 290-382-650-001

09238713111 / 09053429588

Customer Name: JIM K BASAS

City: MANILA

Company Name(Optional):

Contact Number(Optional): 11111111111

Address: SAMPALOC

SHIPPING METHOD	PAYMENT METHOD	DELIVERY DATE
	Cash	Feb. 06, 2022

ItemCode	Product Name	Qty	Price
Frag001	Aqua Di Gio	1	250

250

Exact

Clear

0

250

0

TOTAL: 250.00

Change: 0

Submit

Print

Ok

Help and Support

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

Product Receipt

Frangranza Olio

Purchase Order

Admin Owner

Checko

New Customer

Blk 16 Lot 1-A San Dionisio
Dasmariñas City, Cavite 4115

No.: REF-0003843092
Date: Jan. 17, 2022

Acknowledgement Receipt

NVAT REG TIN - 290-382-650-001
09238713111 / 09565629070

Payment Option

Cash

Customer Name: MATTHEW STUART PIMENTO
City: QUEZON CITY
Company Name(Optional):
Contact Number(Optional): 09666978054
Address: UNIT 31, BUILDING 7, GRASS RESIDENCE

Shipping (C)

SHIPPING METHOD	PAYMENT METHOD	DELIVERY DATE
	Cash	Jan. 17, 2022

ItemCode	Product Name	Qty	Price
Frag001	Aqua Di Gio	10	2500

Total Item

Total Payment

Remainder

Choose Receipt

TOTAL: 2,500.00
Change: 0

Print

Ok

2500

Exact

Clear

0

2500

0

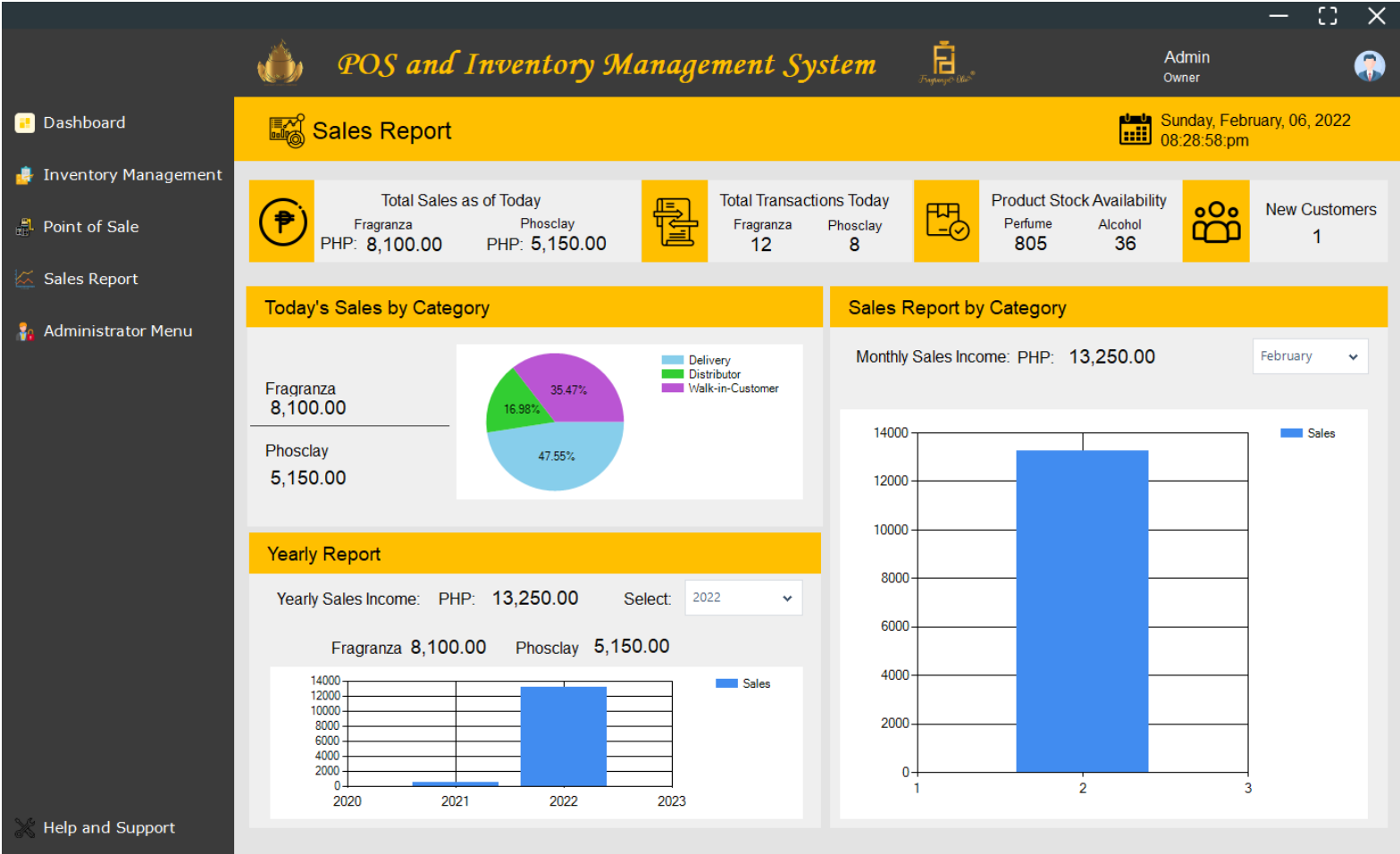
Submit

Users are then able to print the receipt for a hard copy of the receipt. Users can then press the Ok button to exit the screen which will then return to the main Point-of-Sale screen for further transactions.

6. Sales Report Menu

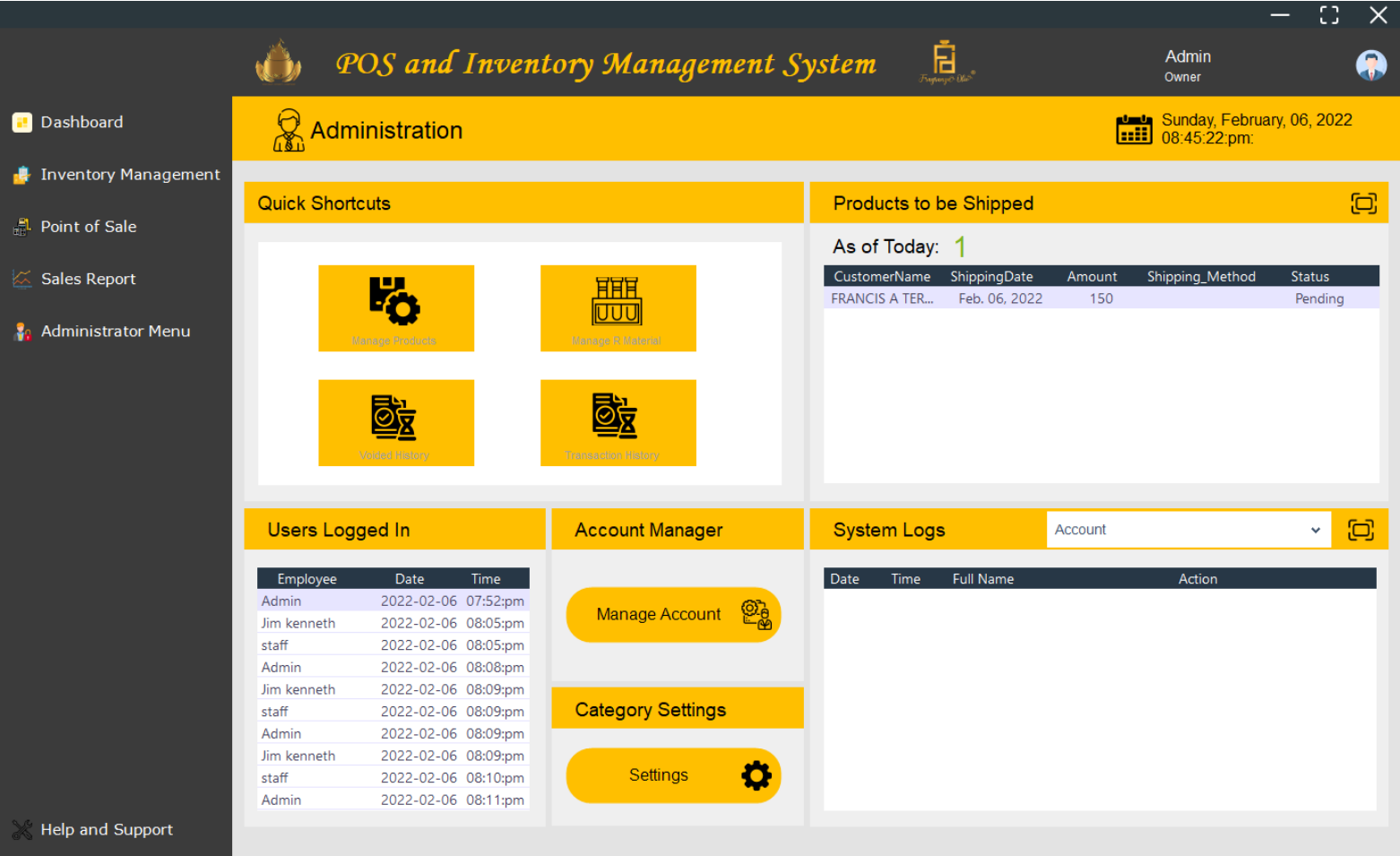
For this menu, Owner Account Type users are the only ones that can view the total sales from today, total transactions today, product stock availability and new customers. Users can also see today's sales by category of either Frangranza or Phosclay branches in terms of what kinds of customers purchased items from the company in a pie chart format as well as a Sales Report by Category in months and a Yearly Report both of which are in bar graph tables.

Here is an example of the Sales Report Menu:



7. Administrator Menu and Sub-Functions

Within this menu, Owner account type users are able to Manage Products, Manage Raw Materials, View Voided Transaction History, and Transaction History. From here Owner account type users are also able to view Products to be Shipped in a tabular and full sized form, Users logged into the system, Manage user accounts, Manage category settings and View System logs. Here is an example of the menu:



The menu also has a manage account function which leads to the manage account form seen here:

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

POS and Inventory Management System

Admin Owner

Manage Account

Search for Employee Number / Full Name

Employee Number	Full Name	Usertype	Status	Cell Number	Password
2021003	Admin	Owner	On-Duty	09292285959	admin
2021004	Jim kenneth	Manager	Off-Duty	+639294470829	123456
2021005	staff	Staff	Off-Duty	+630000000000	123456
EMP0922219	Sample	Staff	On-duty	+639266584481	123456

Add Account

Update Account

Delete Account

Here, the Owner can add user accounts, update current accounts and even delete accounts no longer in use. The data is displayed in a table format with Employee number, Full name, user type, status, Phone Number and password. Users can also use the search function to search for specific users.

40

Shown below is a picture of the Add Account function:

POS and Inventory Management System

Admin Owner

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

Manage Account

Search for Employee

Employee Number
2021003
2021004
2021005
EMP0922219

Add Account

Employee Number

Enter Employee Number(Required)

Full Name

Enter Full Name (Required)

Position

Contact Number

Save

Clear

Cell Number	Password
09292285959	admin
+639294470829	123456
+630000000000	123456
+639266584481	123456

Add Account

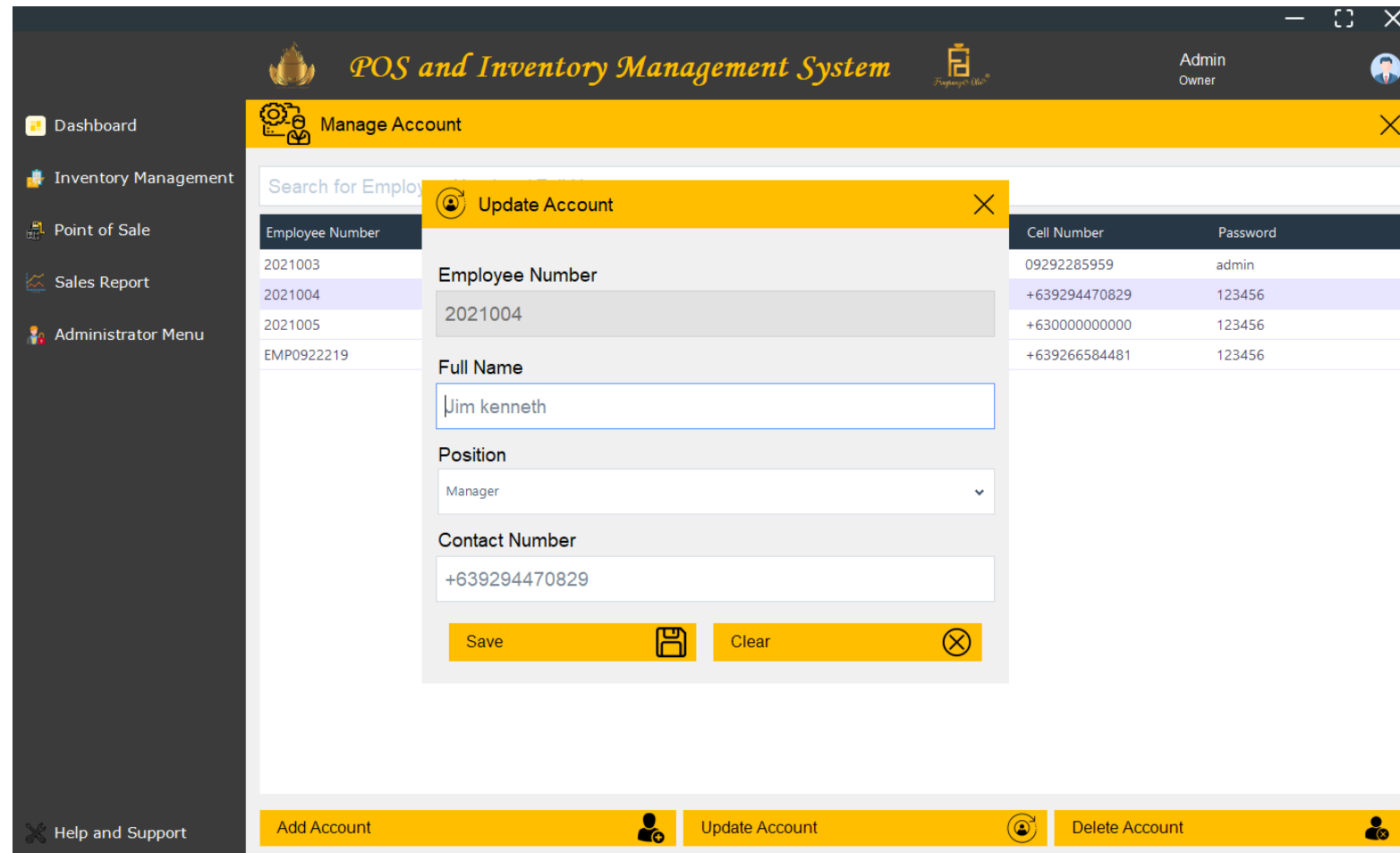
Update Account

Delete Account

41

Here users can input the full name of the employee, position, and contact number. Once done, users can then save the user account and this account will save with a default password of (123456), these new users can then change passwords from the change password menu as shown in a previous section.

The following function of Update account can be seen below:



From this menu, users can then change the full name of the user, position in the company and the contact number. Do keep in mind that users, need to click on one of the entries in the table or else an error may occur.

Lastly, the delete function deletes users no longer using the system and will prompt users if he or she may want to delete a user. If yes, the selected user information and login functions are deleted from the database and if no, the action is cancelled.

The next function within the main menu of the Administration Menu is the Settings function which looks like this:

The screenshot displays the 'Settings' window of the 'POS and Inventory Management System'. The interface features a dark sidebar on the left with navigation options: Dashboard, Inventory Management, Point of Sale, Sales Report, Administrator Menu, and Help and Support. The main content area has a yellow header bar labeled 'Settings'. Below this, there is a section titled 'Add Categories' which includes a 'Select Category' dropdown menu currently showing 'Inventory - Category Form'. A table titled 'Inventory Category' is positioned below the dropdown, with columns for 'Form' and 'Category'. The table is currently empty. At the bottom of the settings panel, there are three yellow buttons: 'Add Category' (with a plus icon), a refresh icon, and 'Delete Category' (with a minus icon).

From here users can select one of the categories from the dropdown titled “Select Category” and once selected users can then add categories which will be seen on the selected form as can be seen here:

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

POS and Inventory Management System

Admin Owner

Settings

Add Categories

Select Category

Inventory - Category Form

Add Category

Inventory Category

Enter Name of Category

Enter Category

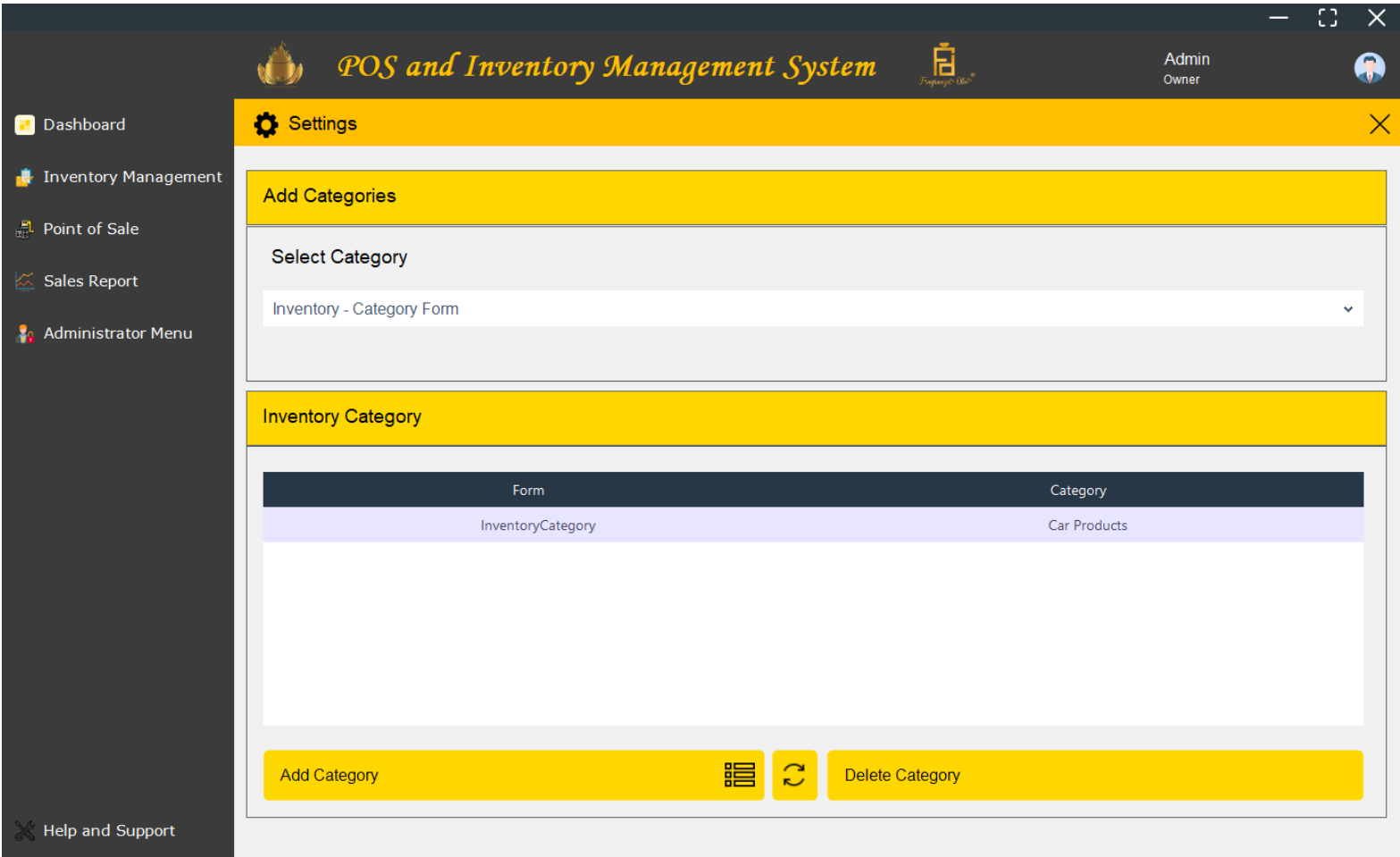
Add Category

Add Category

Delete Category

45

Once added, users will see the item added at the specified menu for example, inventory – category form as can be seen here, the user has added “Car Products” as a category which can be seen here:



This is then reflected on the Add Product function of the Inventory Management Menu as seen here for the Add Product Menu:



Users can also delete entries made and will be prompted if the user wants to delete the item selected.

The next function within the Administrator Menu is the Manage Shipping function wherein users can view transactions that are to be shipped to customers, from this menu as well, users can also void transactions, export the entire list to an Excel file and even print out the entire list of orders. Here is the function from the Administrator Menu:

POS and Inventory Management System

Admin Owner

Sunday, February, 06, 2022 10:53:07 pm

Administration

Quick Shortcuts

Manage Products

Manage R Material

Voided History

Transaction History

Products to be Shipped

As of Today: 1

CustomerName	ShippingDate	Amount	Shipping_Method	Status
FRANCIS A TER...	Feb. 06, 2022	150		Pending

Users Logged In

Employee	Date	Time
Admin	2022-02-06	07:52:pm
Jim kenneth	2022-02-06	08:05:pm
staff	2022-02-06	08:05:pm
Admin	2022-02-06	08:08:pm
Jim kenneth	2022-02-06	08:09:pm
staff	2022-02-06	08:09:pm
Admin	2022-02-06	08:09:pm
Jim kenneth	2022-02-06	08:09:pm
staff	2022-02-06	08:10:pm
Admin	2022-02-06	08:11:pm

Account Manager

Manage Account

Category Settings

Settings

System Logs

Account

Date	Time	Full Name	Action
------	------	-----------	--------

Help and Support

Users can also click on the box to the top right of the table to enter a screen which shows more information on the products to be shipped which can be seen here:

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

POS and Inventory Management System

Manage Shipping

Customer Name, Transaction Number, Amount

From: Feb. 06, 2022 To: Feb. 06, 2022

Total Shippings: 1 Completed 0 Pending: 1 Canceled: 0 Days:

Transaction#	CustomerName	Qty	Amount	Method	PaymentOption	ShippingTerms	ShippingDate	Status	TransacDate
0000141634780	FRANCIS A TERCERO	1	150		Cash on Delivery(COD)		Feb. 06, 2022	Pending	02/06/2022 8:40 pm

Export Excel Print Ok

Admin Owner

Sunday, February, 06, 2022 10:54:53:pm

From this menu Administrator Users can search for specific shipping orders as well as view the shipping's transaction number, Customer name, quantity, amount, method, payment option, shipping terms, shipping date, status and transaction date.

When a user clicks on a specific order, one can then view the order in more detail as well as complete the order or cancel the order if there were any issues. See the image below for an example:

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

Shipping Records

Transaction	0000141634780	Date:	02/06/2022 8:40:16 pm
Customer Name:	FRANCIS A TERCERO	Payment Option:	Cash on Delivery(COD)
Shipping Method	Sales Note:		
Shipping Date	Feb. 06, 2022	Reference Number	REF-0004836629

ProductName	Qty	Price
Bvlgari Man Extreme	1	150

Total Item: 1

Discounts:	0	Total Amount:	150
Payment	150	Change:	0

Complete

Cancel

Exit

Admin Owner

day, February, 06, 2022 1:46:pm

Feb. 06, 2022

ays:

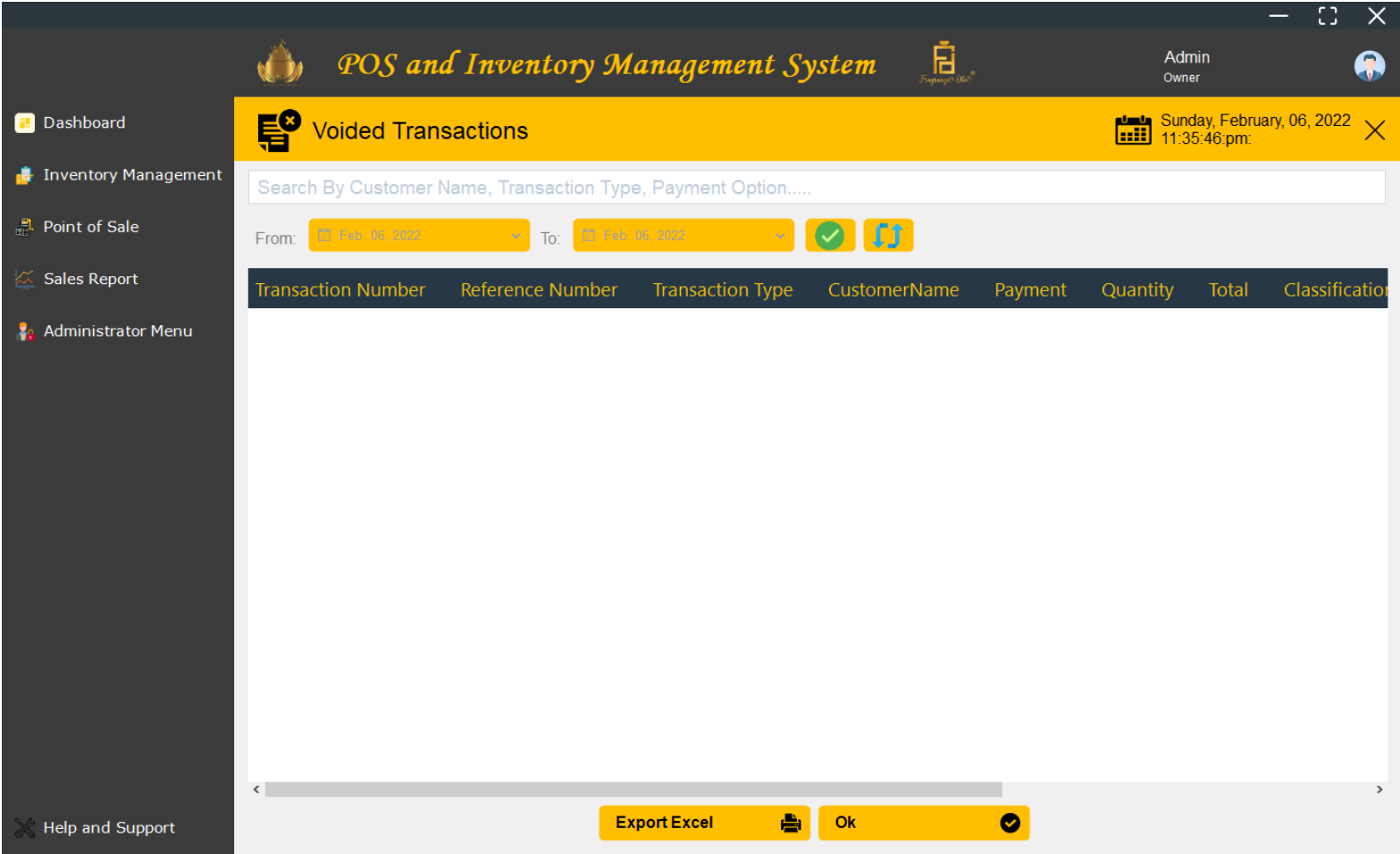
Status	TransacDate
2 Pending	02/06/2022 8:40 pm

Export Excel


Print

Ok


Another function that can be seen from the main Administrator Menu is the Voided Transaction History wherein users can view all voided transactions as well as view what products were in those orders in order to ensure that stock is returned. The menu can be seen here:




Another similar function to the Voided Transactions is the Transaction History menu wherein users can view all the transactions that have been made, the details within such transactions as well as search for specific transactions should the need arise. The menu can be seen here:



POS and Inventory Management System



Admin
Owner



Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

Transaction History

Sunday, February, 06, 2022
11:37:14:pm

Filter by:

Today's Latest Transaction

Choose a Date

From:

Feb. 06, 2022

To:

Feb. 06, 2022

✓

↺

Transaction Number	Reference Number	Transaction Type	CustomerName	Payment	Quantity
0000141634780	REF-0004836629	Delivery	FRANCIS A TERCERO	Cash on Delivery(COD)	1
0000233914487	REF-0004600886	Walk-in-Customer	JIM K BASAS	Cash	1
000041900909	REF-0008934365	Delivery	SAMPLE SAMPLE SAMPLE	Credit/Debit Card	1
0000496027623	REF-0002155857	Delivery	SAMPLE SAMPLE SAMPLE	Cash on Delivery(COD)	5
000044610784	REF-0002155857	Delivery	SAMPLE SAMPLE SAMPLE	Cash on Delivery(COD)	5
0000947849936	REF-0009597039	Delivery	SAMPLE SAMPLE SAMPLE	Cash on Delivery(COD)	2
0000238446645	REF-0007279535	Walk-in-Customer	SAMPLE SAMPLE SAMPLE	Credit/Debit Card	2
0000150988765	REF-0008124562	Walk-in-Customer	ROY DELA ROSA BUENAVENTURA	Credit/Debit Card	5
0000656069265	REF-00059539	Walk-in-Customer	SAMPLE SAMPLE SAMPLE	Credit/Debit Card	2
0000711419969	REF-0009707974	Walk-in-Customer	ROY DELA ROSA BUENAVENTURA	Cash	2
0000615028484	REF-0004524720	Walk-in-Customer	SAMPLE SAMPLE SAMPLE	Credit/Debit Card	6
0000927113101	REF-0004524720	Walk-in-Customer	SAMPLE SAMPLE SAMPLE	Credit/Debit Card	6
0000571803757	REF-000296679	Delivery	ROY DELA ROSA BUENAVENTURA	Cash on Delivery(COD)	3
0000956325160	REF-0008395035	Delivery	ROY DELA ROSA BUENAVENTURA	Cash on Delivery(COD)	1
0000459578963	REF-0009664799	Distributor	ROY DELA ROSA BUENAVENTURA	Credit/Debit Card	3
00003995031	REF-0006745163	Delivery	ROY DELA ROSA BUENAVENTURA	Credit/Debit Card	3
0000621216101	REF-0005872569	Distributor	ROY DELA ROSA BUENAVENTURA	Cash on Delivery(COD)	3
0000634425022	REF-0007433118	Delivery	ROY DELA ROSA BUENAVENTURA	Credit/Debit Card	3

The last function within the Administrator Menu is the system logs function seen here:

POS and Inventory Management System

Admin
Owner

Monday, January, 17, 2022
07:46:02 pm

Administration

Quick Shortcuts

Manage Products

Manage R Material

Point of Sale

Transaction History

Products to be Shipped

As of Today: 5

CustomerName	ShippingDate	Quantity	Amount
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Users Logged In

Employee	Date	Time
admin	2022-01-12	12:26:am
admin	2022-01-17	12:06:am
admin	2022-01-17	12:08:am
admin	2022-01-17	12:57:am
Francis	2022-01-17	01:08:am
Jim	2022-01-17	01:08:am
admin	2022-01-17	01:10:am
Francis	2022-01-17	01:11:am
admin	2022-01-17	01:13:am
Jim	2022-01-17	01:13:am

Account Manager

Manage Account

Access Settings

Settings

System Logs

Account

Date	Time	Full Name	Action
2022-01-17	01:07:53	Admin	Added New Account ID:2021004 by: Admin
2022-01-17	01:08:04	Admin	Added New Account ID:2021005 by: Admin
2022-01-17	19:30:23	Admin	Added New Account ID:2021006 by: Admin

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Help and Support

As can be seen here the user actions of all users are recorded in a short and succinct format, users can also change the category of which user actions they may wish to view as can be seen here:

54

POS and Inventory Management System

Admin
Owner

Administration

Monday, January, 17, 2022
07:48:54 pm

Dashboard

Inventory Management

Point of Sale

Sales Report

Administrator Menu

Quick Shortcuts

Manage Products

Manage R Material

Point of Sale

Transaction History

Products to be Shipped

As of Today: 5

CustomerName	ShippingDate	Quantity	Amount
--------------	--------------	----------	--------

Users Logged In

Employee	Date	Time
admin	2022-01-12	12:26:am
admin	2022-01-17	12:06:am
admin	2022-01-17	12:08:am
admin	2022-01-17	12:57:am
Francis	2022-01-17	01:08:am
Jim	2022-01-17	01:08:am
admin	2022-01-17	01:10:am
Francis	2022-01-17	01:11:am
admin	2022-01-17	01:13:am
Jim	2022-01-17	01:13:am

Account Manager

Manage Account

Access Settings

Settings

System Logs

Inventory

Date	Time	Full Name	Action
2022-01-12	00:28:25	Admin	Added New Item ID:Frag17 by: Admin
2022-01-12	00:29:41	Admin	Added New Raw Item ID:Mat001 by: Admin
2022-01-17	01:21:15	Admin	Added New Raw Item ID:Mat002 by: Admin

Help and Support

Notice that the previous picture showed the user actions for the Accounts tab and has now been switched to inventory and will then show user actions in any of the inventory menu be it add, update and delete of products and even the addition, update and deletion of raw materials.

8. Conclusions

With this manual, hopefully users of the system have been informed of how to use the system in order to benefit the company and make work easier in the inventory management and point of sale aspects of the system as well as for the owner and managers can use the administrator menu functions to monitor and ensure that there are no malicious activities occurring within the system.