PHOSCLAY INVENTORY MANAGEMENT AND POINT OF SALE MANUAL

MADE BY STUDENTS OF ARELLANO UNIVERSITY, 2022

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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.

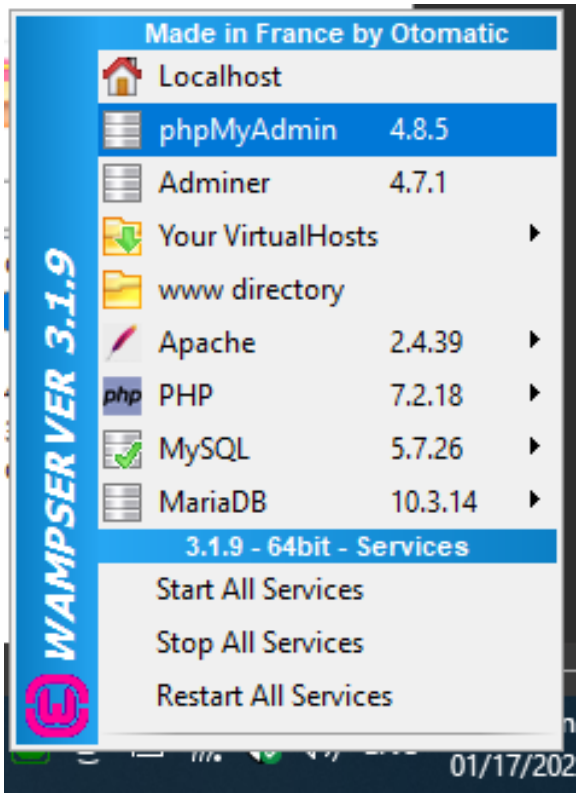
Sincerely,

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:

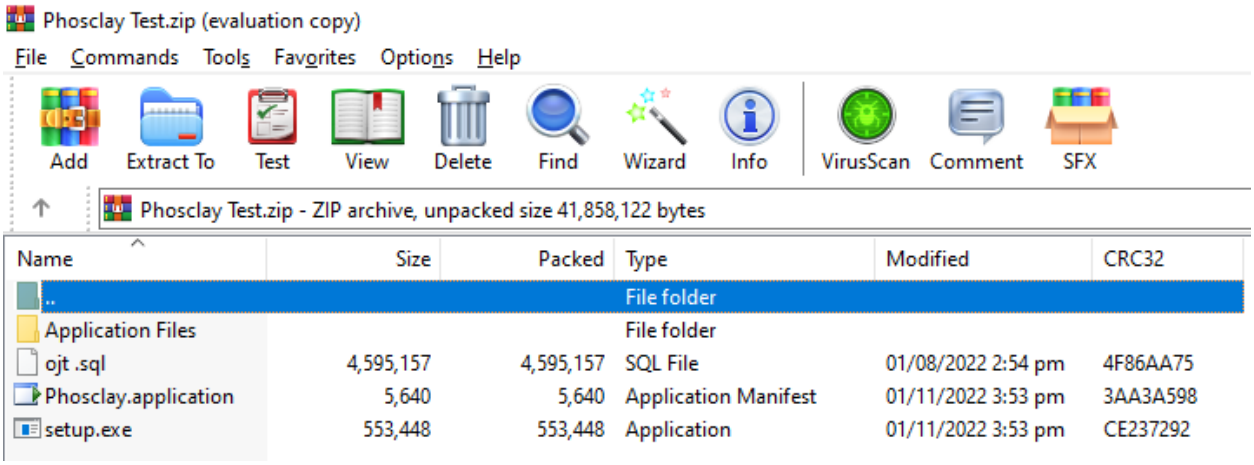
This ensures that the program is running correctly and one can then access phpMyAdmin by pressing on the symbol and selecting the phpMyAdmin option which looks like this:



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:

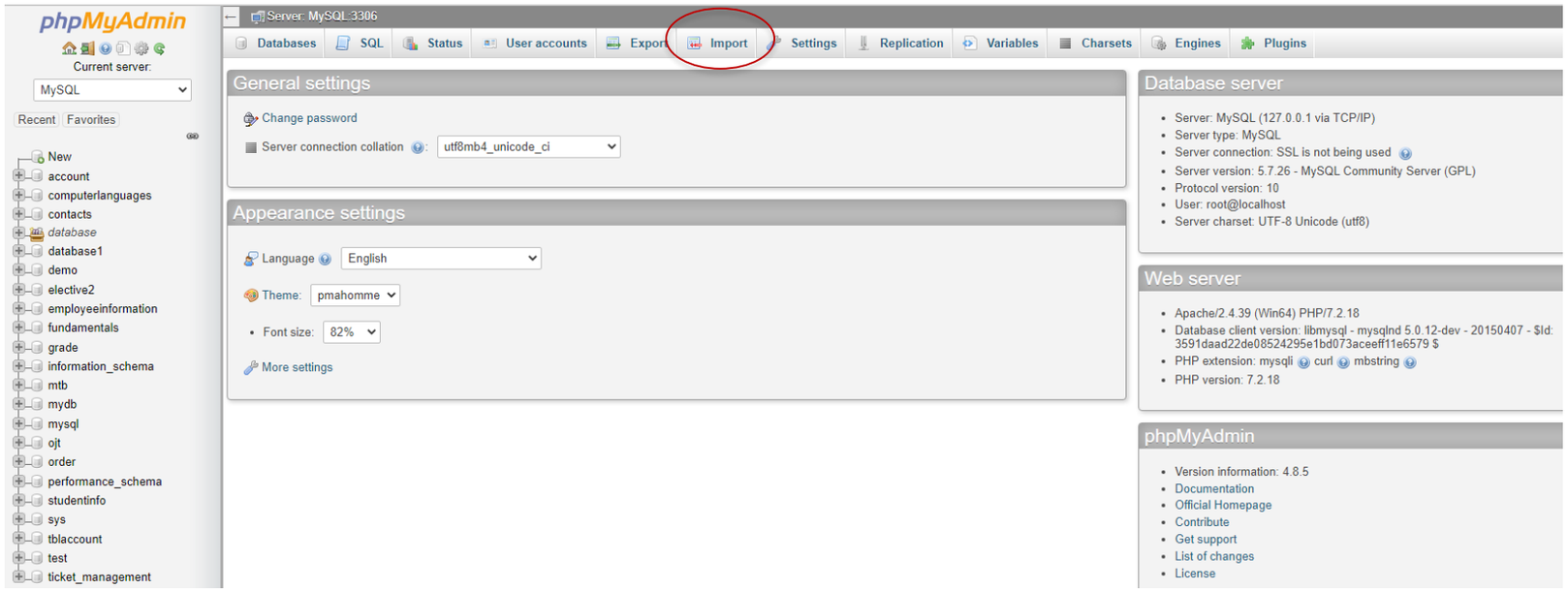
- Application Files
- ojt.sql
- Phosclay.application
- setup.exe

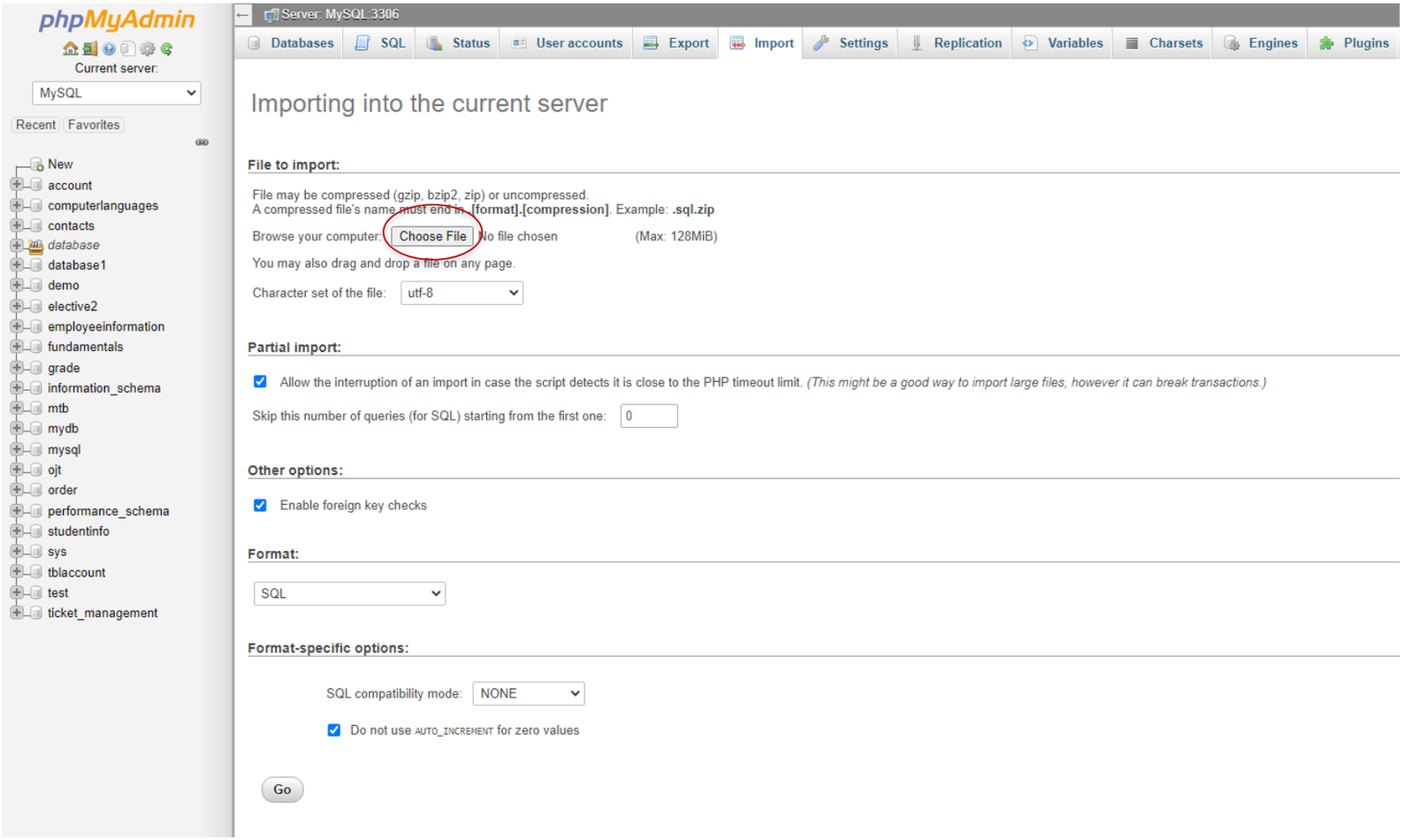
It should look like this:

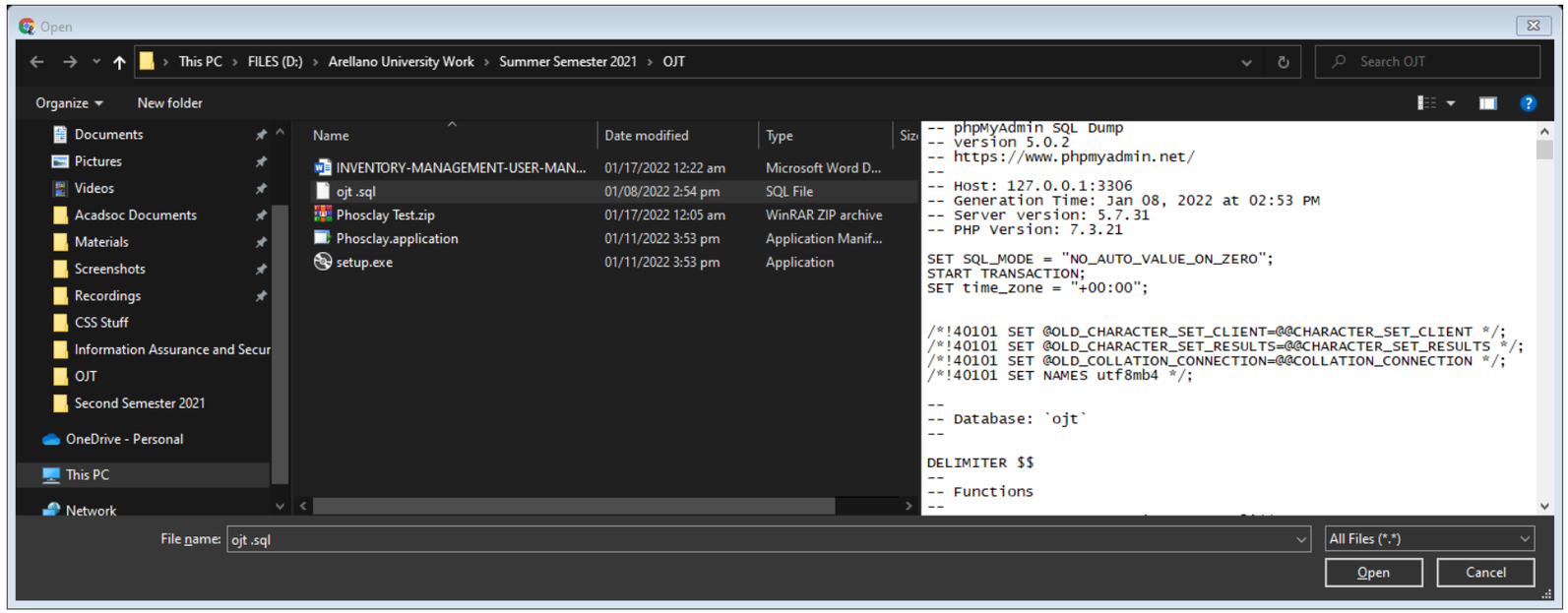


Once extracted to a folder, users then need to go to phpMyAdmin and login using the above credentials as shown here:

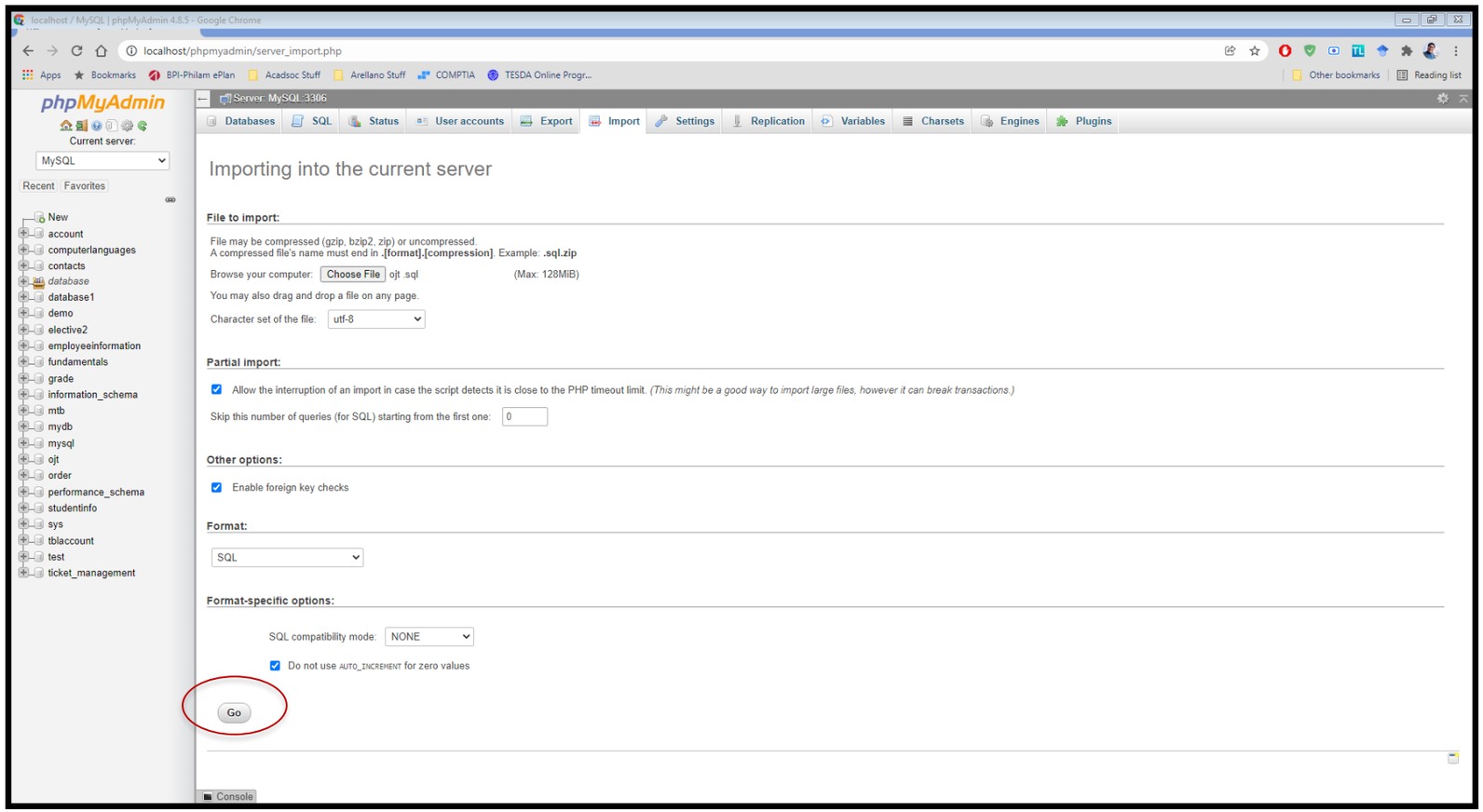
and import the database titled ojt.sql from the extracted files using the import tab shown here:



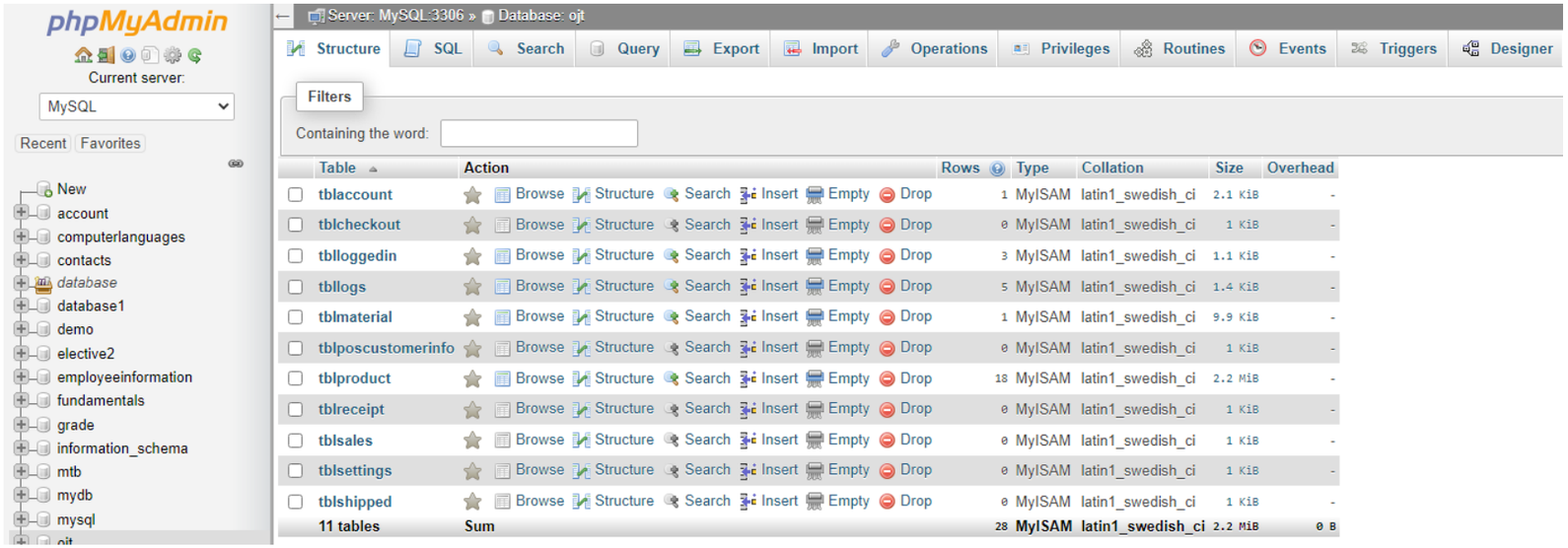

phpMyAdmin
Current server:
MySQL
Recent Favorites
New
account
computerlanguages
contacts
database
database1
demo
elective2
employeeinformation
fundamentals
grade
information_schema
mtb
mydb
mysql
ojt
order
performance_schema
studentinfo
sys
tblaccount
test
ticket_management
Server: MySQL:3306
Databases 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: 0
Other options:
Enable foreign key checks
Format:
SQL
Format-specific options:
SQL compatibility mode: NONE
Do not use AUTO_INCREMENT for zero values
Go


Open
This PC › FILES (D:) › Arellano University Work › Summer Semester 2021 › OJT
Search OJT
Organize
New folder
Documents
Pictures
Videos
Acadsoc Documents
Materials
Screenshots
Recordings
CSS Stuff
Information Assurance and Secur
OJT
Second Semester 2021
OneDrive - Personal
This PC
Network
Name
Date modified
Type
INVENTORY-MANAGEMENT-USER-MAN...
01/17/2022 12:22 am
Microsoft Word D...
ojt .sql
01/08/2022 2:54 pm
SQL File
Phosclay Test.zip
01/17/2022 12:05 am
WinRAR ZIP archive
Phosclay.application
01/11/2022 3:53 pm
Application Manif...
setup.exe
01/11/2022 3:53 pm
Application
-- phpMyAdmin SQL Dump
-- version 5.0.2
-- https://www.phpmyadmin.net/
--
-- Host: 127.0.0.1:3306
-- Generation Time: Jan 08, 2022 at 02:53 PM
-- Server version: 5.7.31
-- PHP Version: 7.3.21
SET SQL_MODE = "NO_AUTO_VALUE_ON_ZERO";
START TRANSACTION;
SET time_zone = "+00:00";
/*!40101 SET @OLD_CHARACTER_SET_CLIENT=@@CHARACTER_SET_CLIENT */;
/*!40101 SET @OLD_CHARACTER_SET_RESULTS=@@CHARACTER_SET_RESULTS */;
/*!40101 SET @OLD_COLLATION_CONNECTION=@@COLLATION_CONNECTION */;
/*!40101 SET NAMES utf8mb4 */;
--
-- Database: `ojt`
--
DELIMITER $$
--
-- Functions
--
File name:
ojt .sql
All Files (*.*)
Open
Cancel

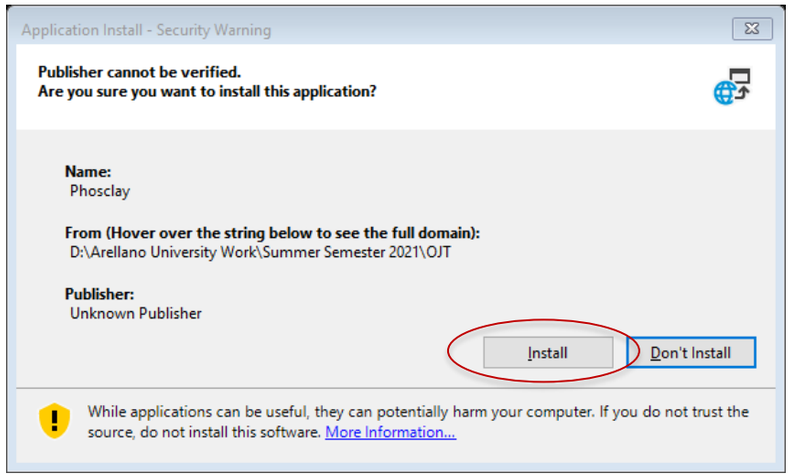
Once imported, the user can then click go to finish the process as can be seen below:



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



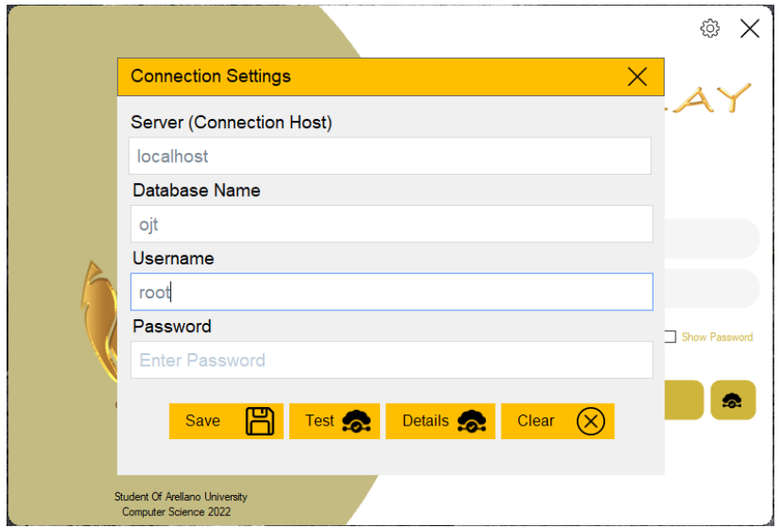
Once the database has been imported, users can then click on the setup.exe application from the extracted files and then run it which will show this image:



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:

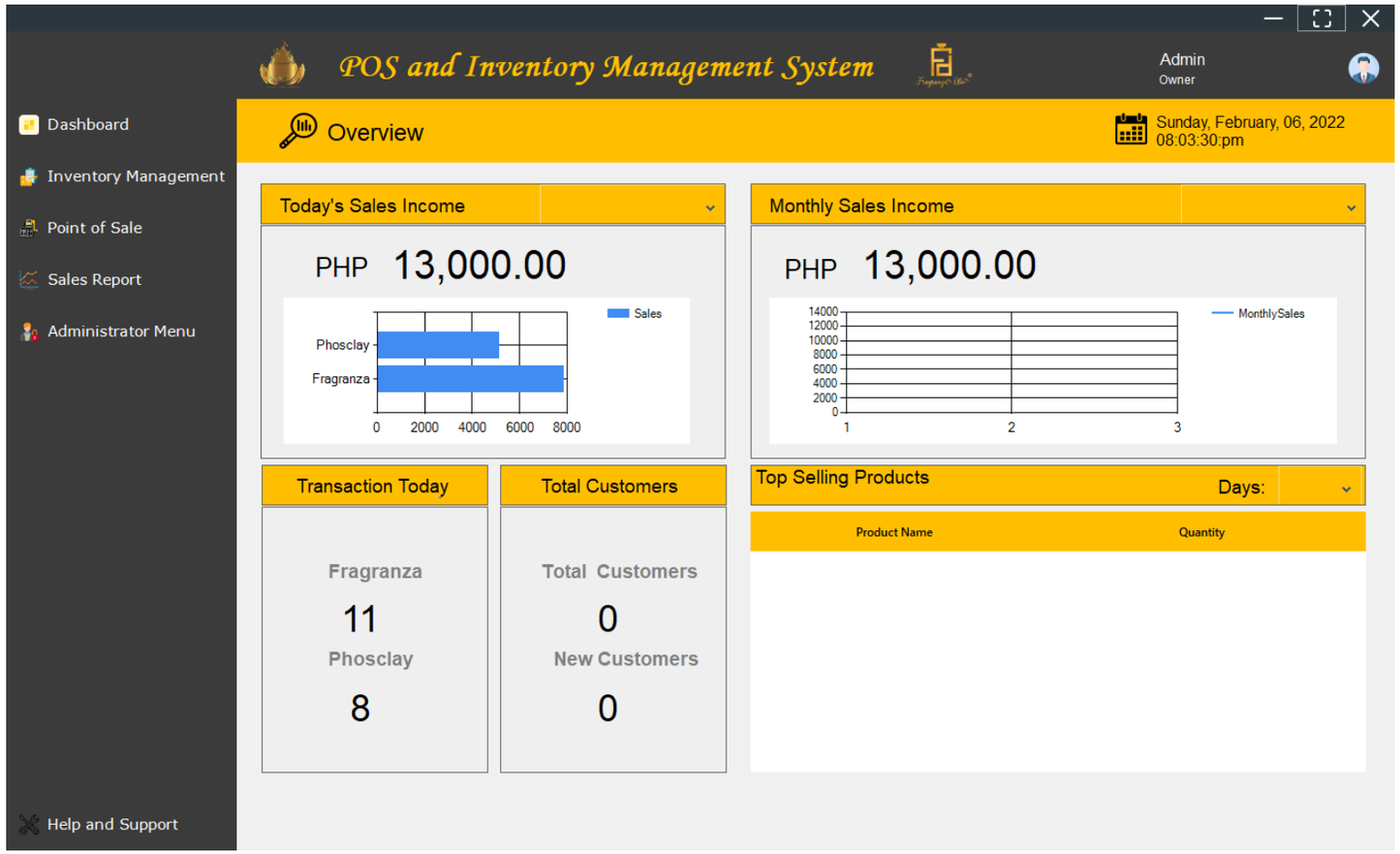
This will show a screen to connect the database to the application, one just needs to fill in the boxes with localhost, ojt, root and no password and click save as can be seen here:



Users can also test the connection, view connection details and to clear any inputs, once down 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.

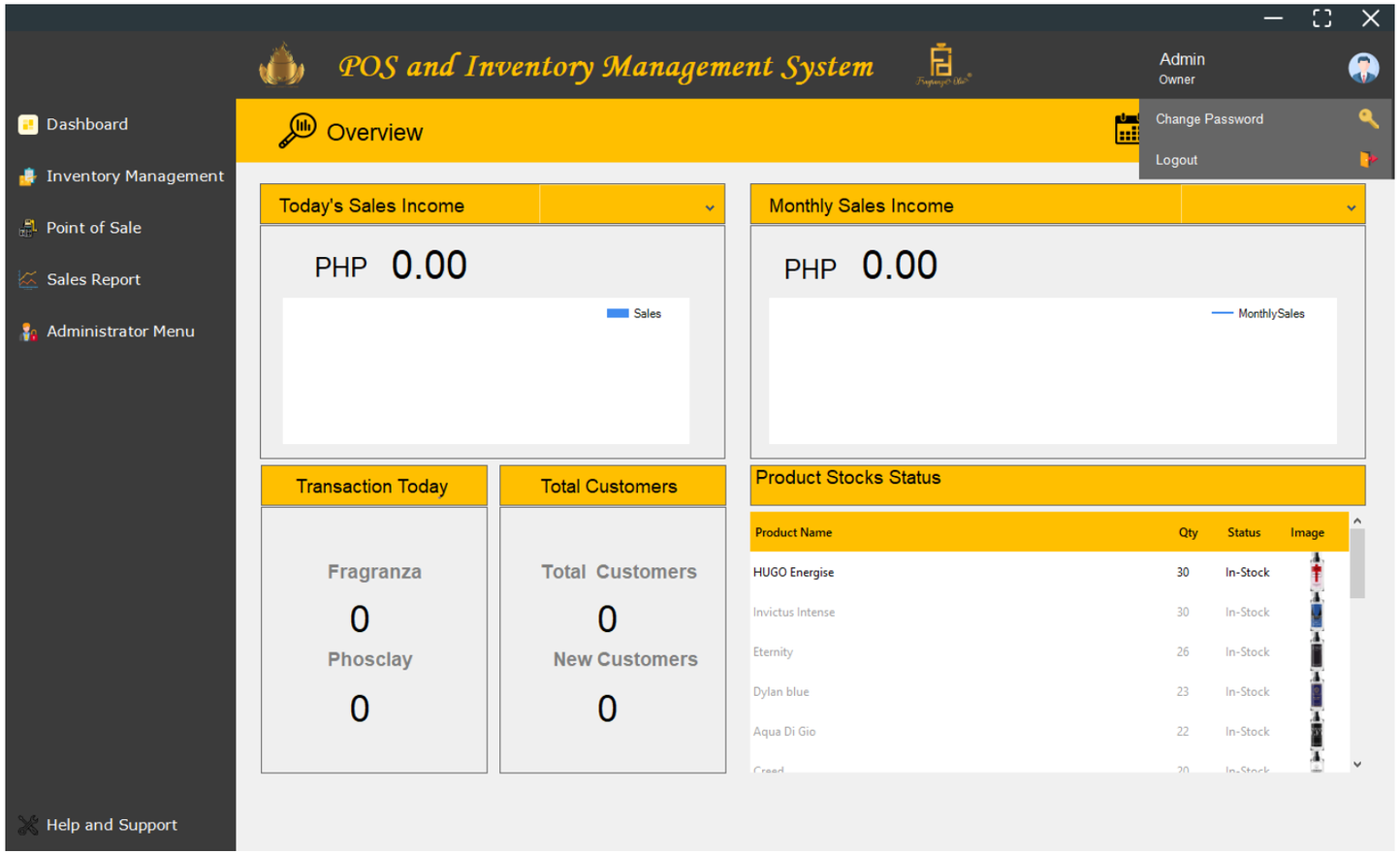
3. Main Dashboard

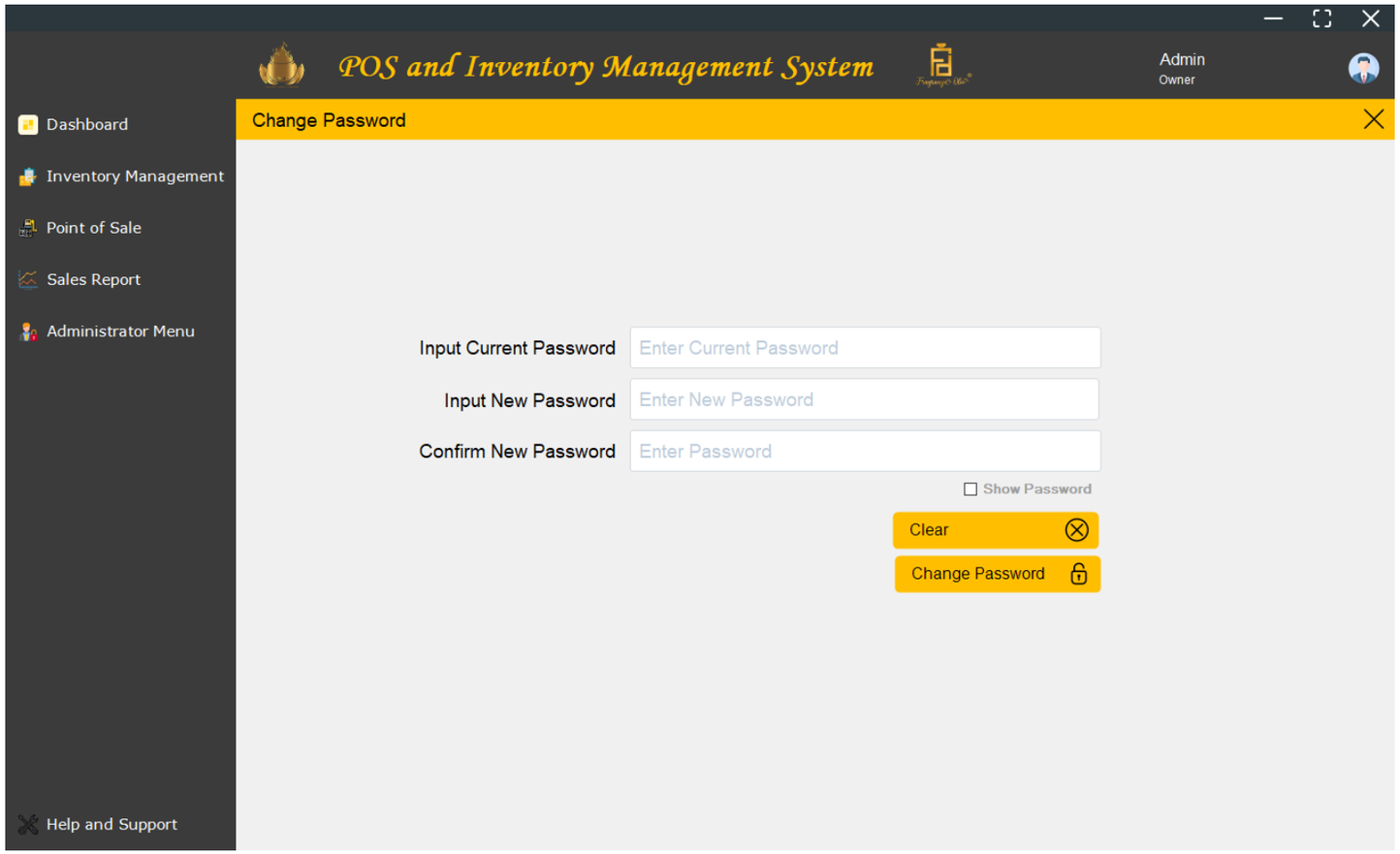
Once a user has logged in they will be met with this screen:



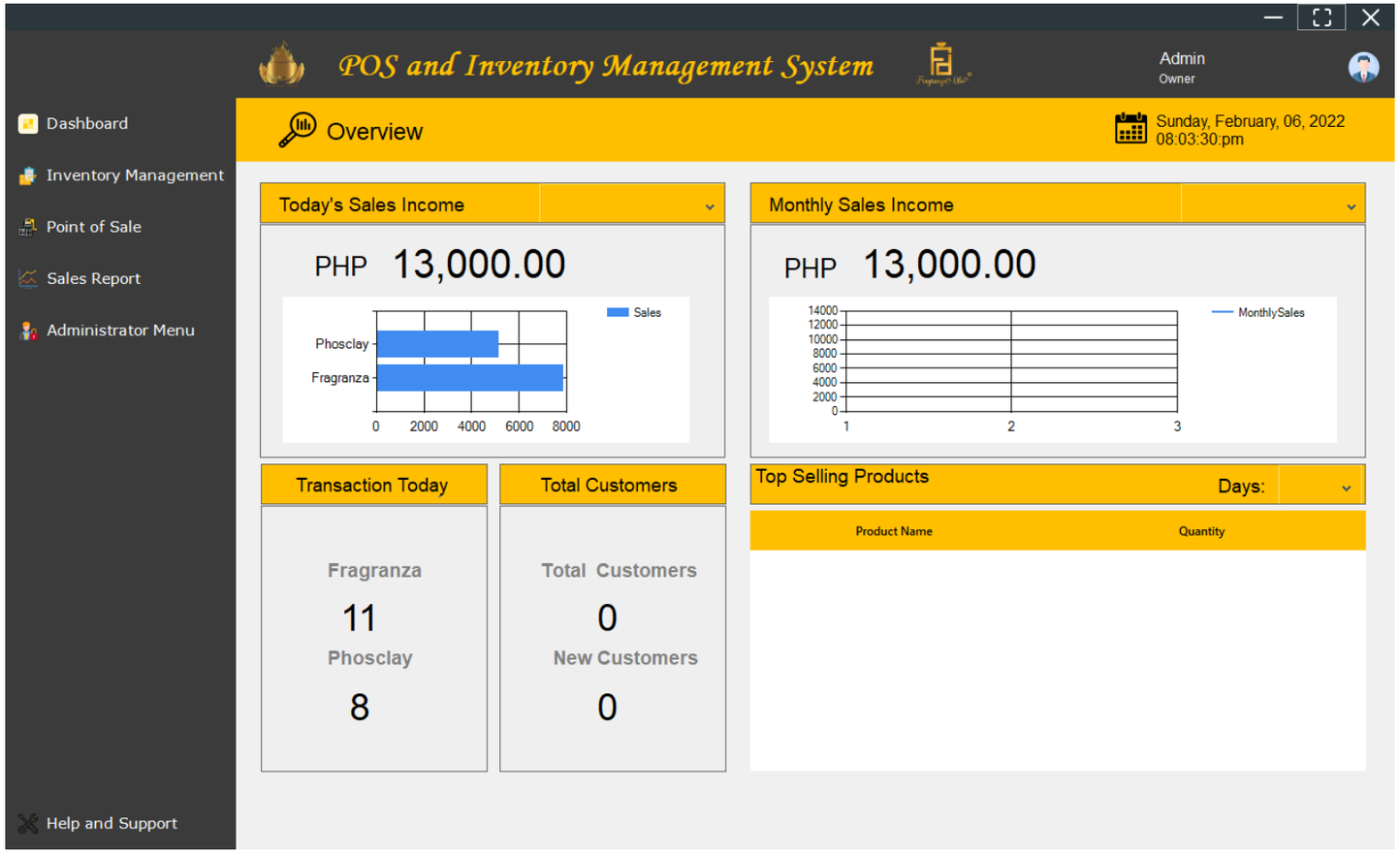
This shows the various functions of the program with an overview of the functions as well as today's sales income, monthly sales income, transactions today, total customers and top selling products which can be viewed from 7 days or even 15 days. To the side we have the Dashboard/Main Menu, Inventory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





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

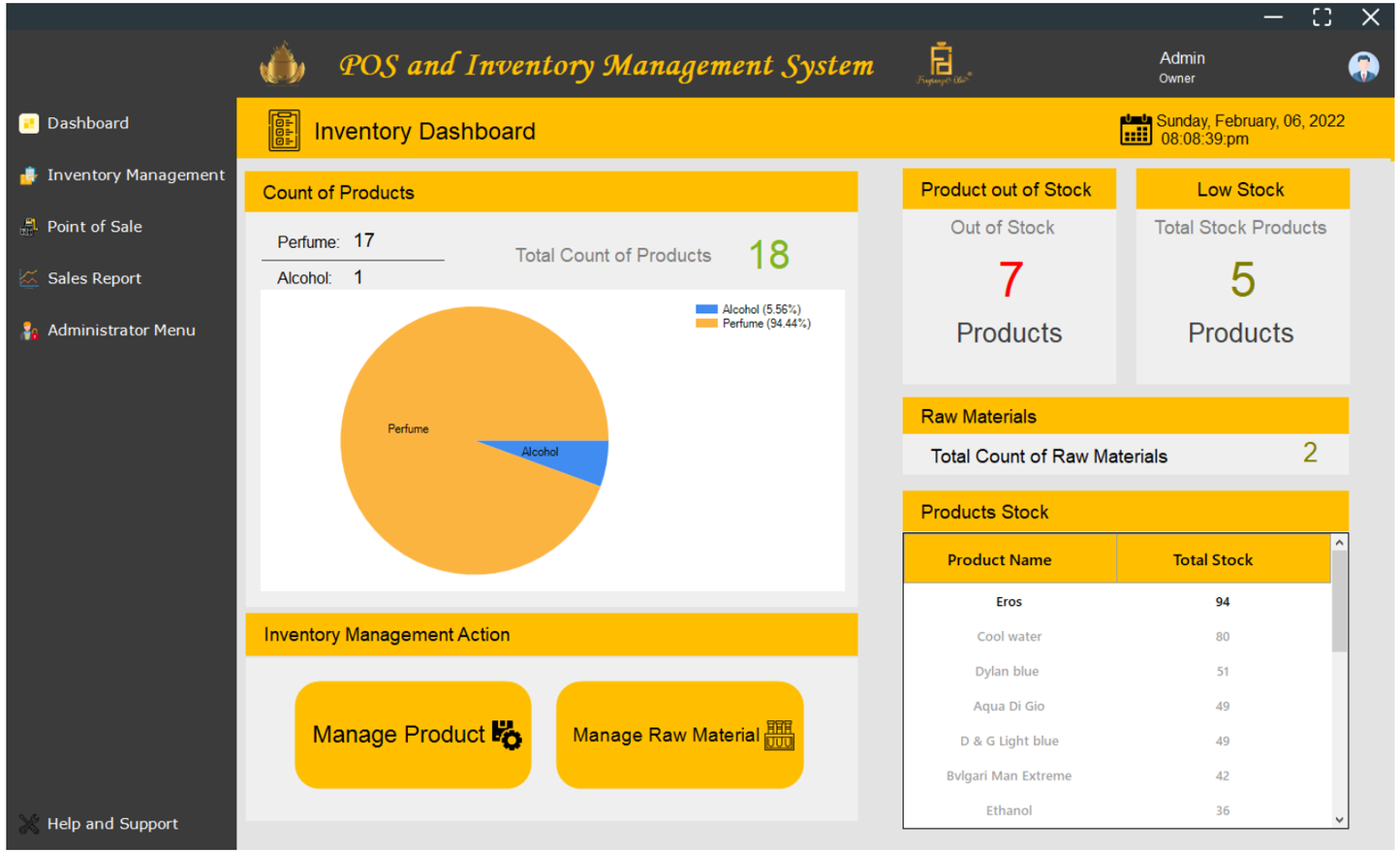
Manager Account Type Menu

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.

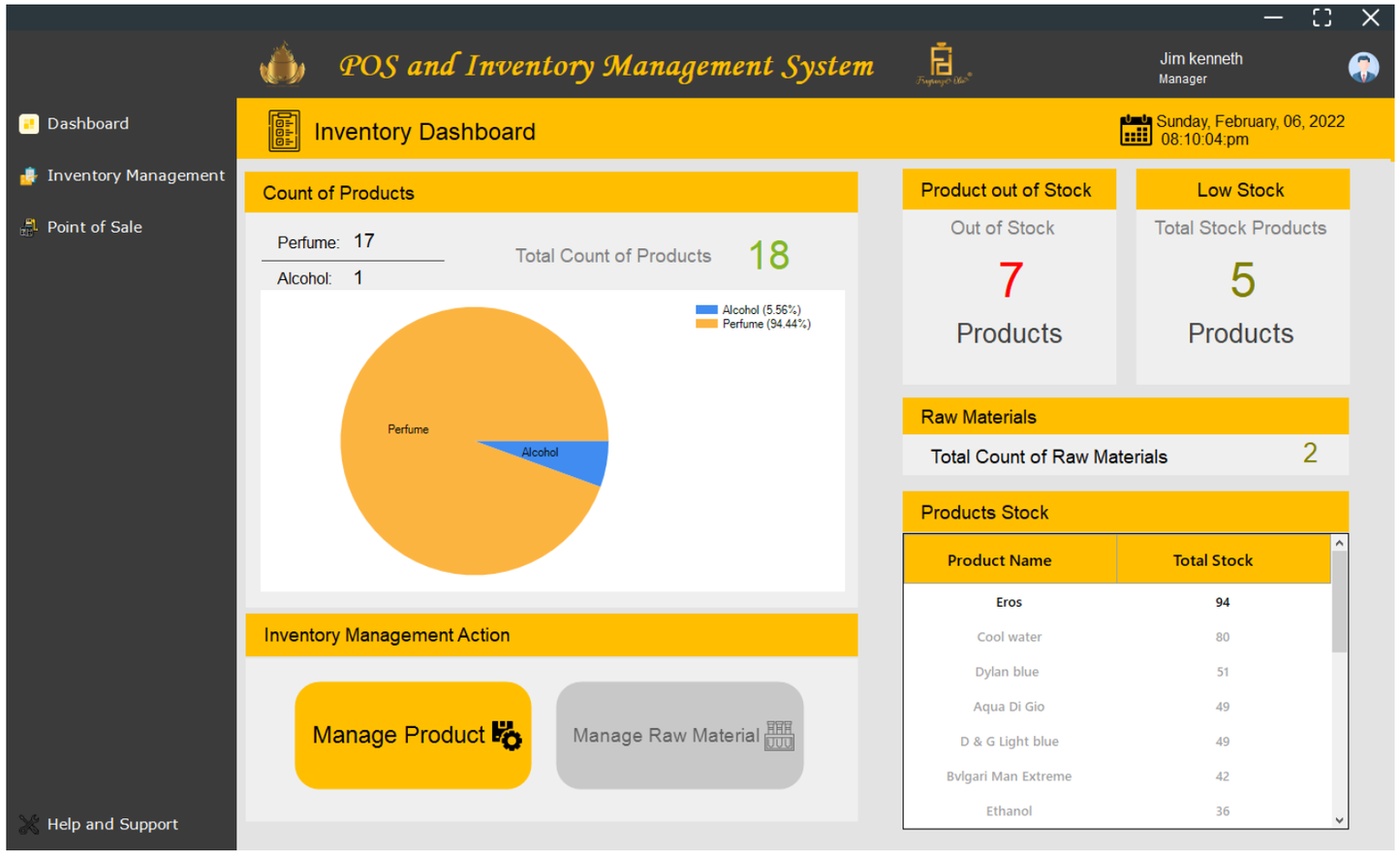
4. Inventory Management Menu and Sub-Functions

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

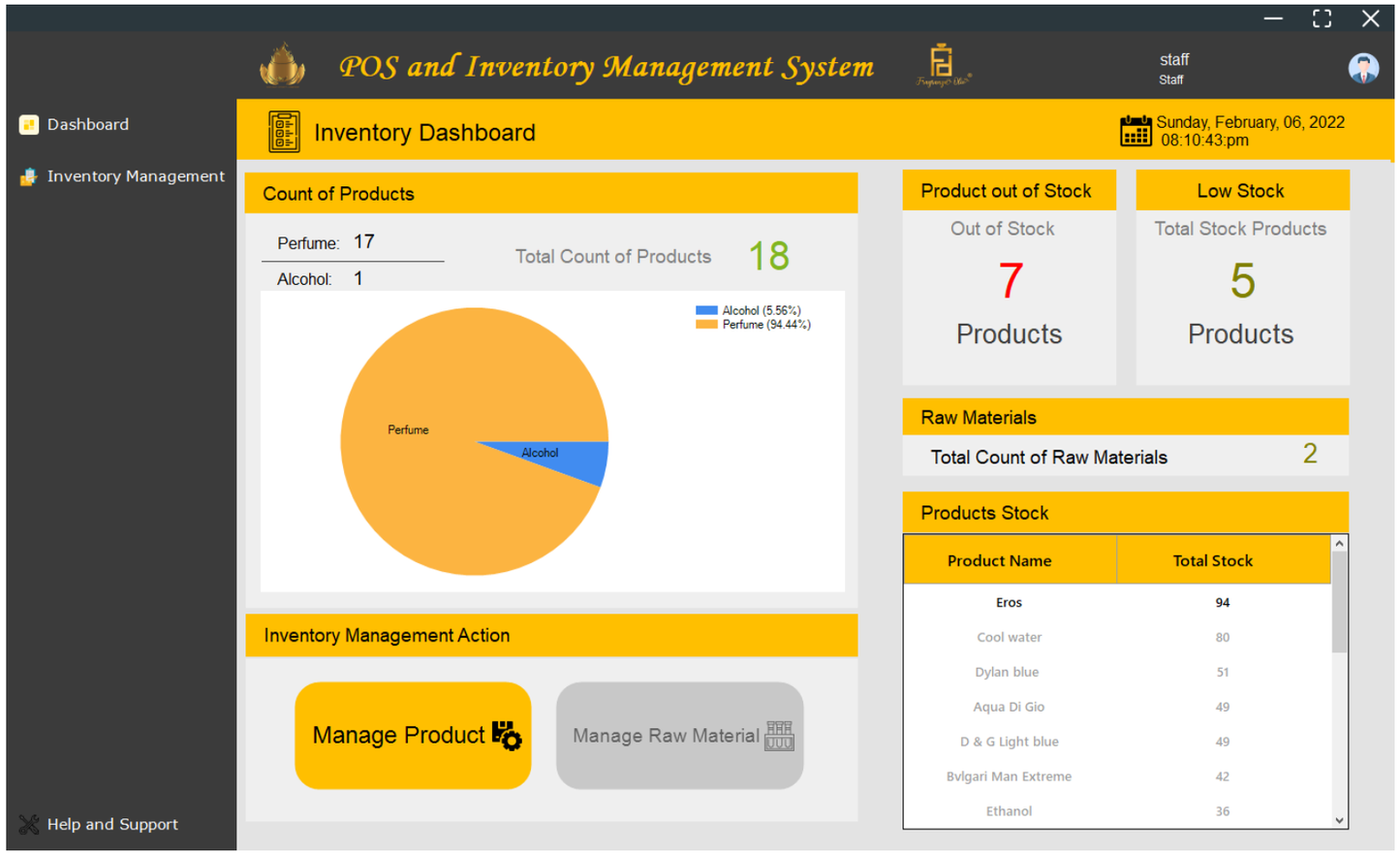


Owner Account Type for Inventory Management Dashboard

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:

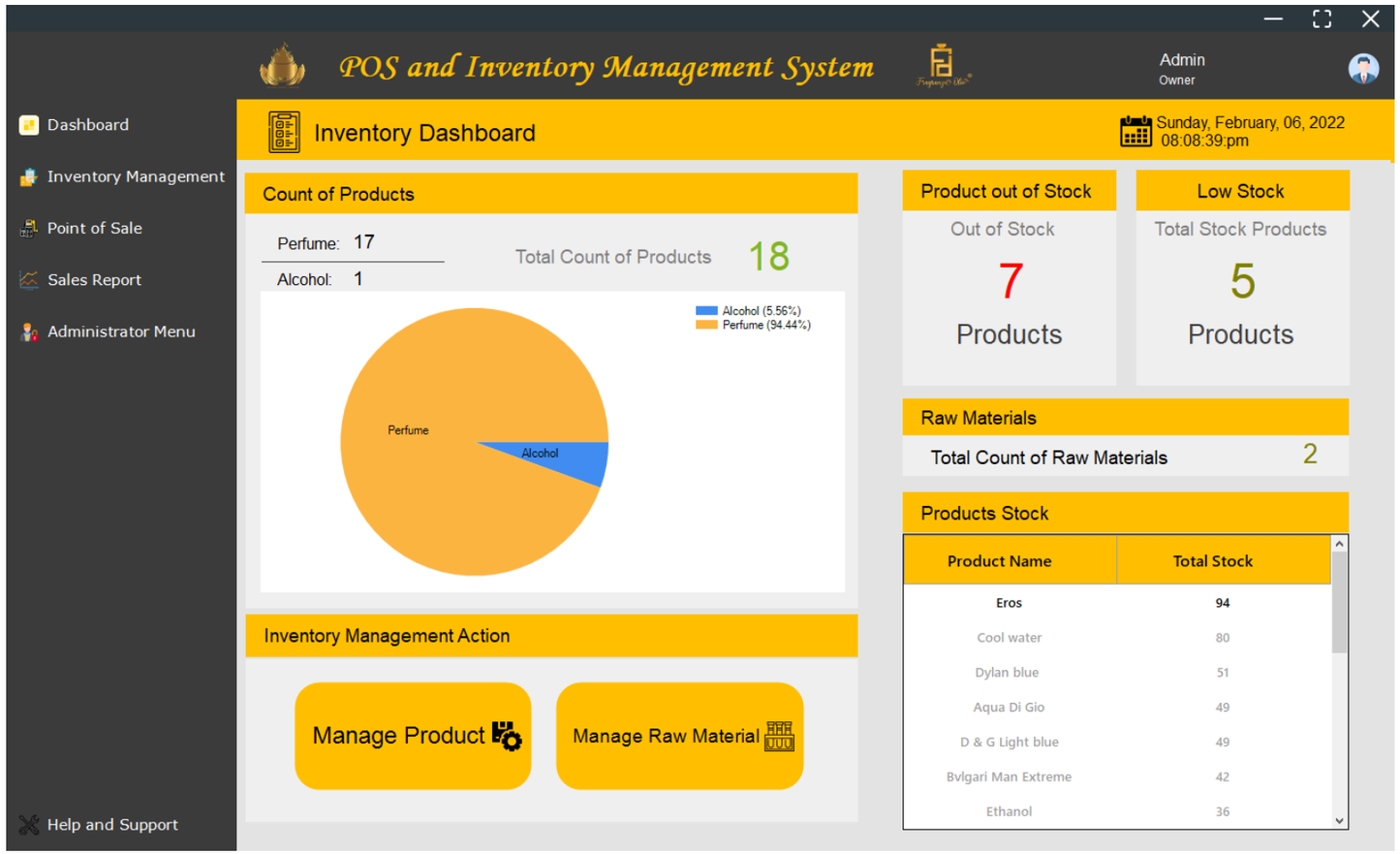


Manager Account Type for Inventory Management Dashboard



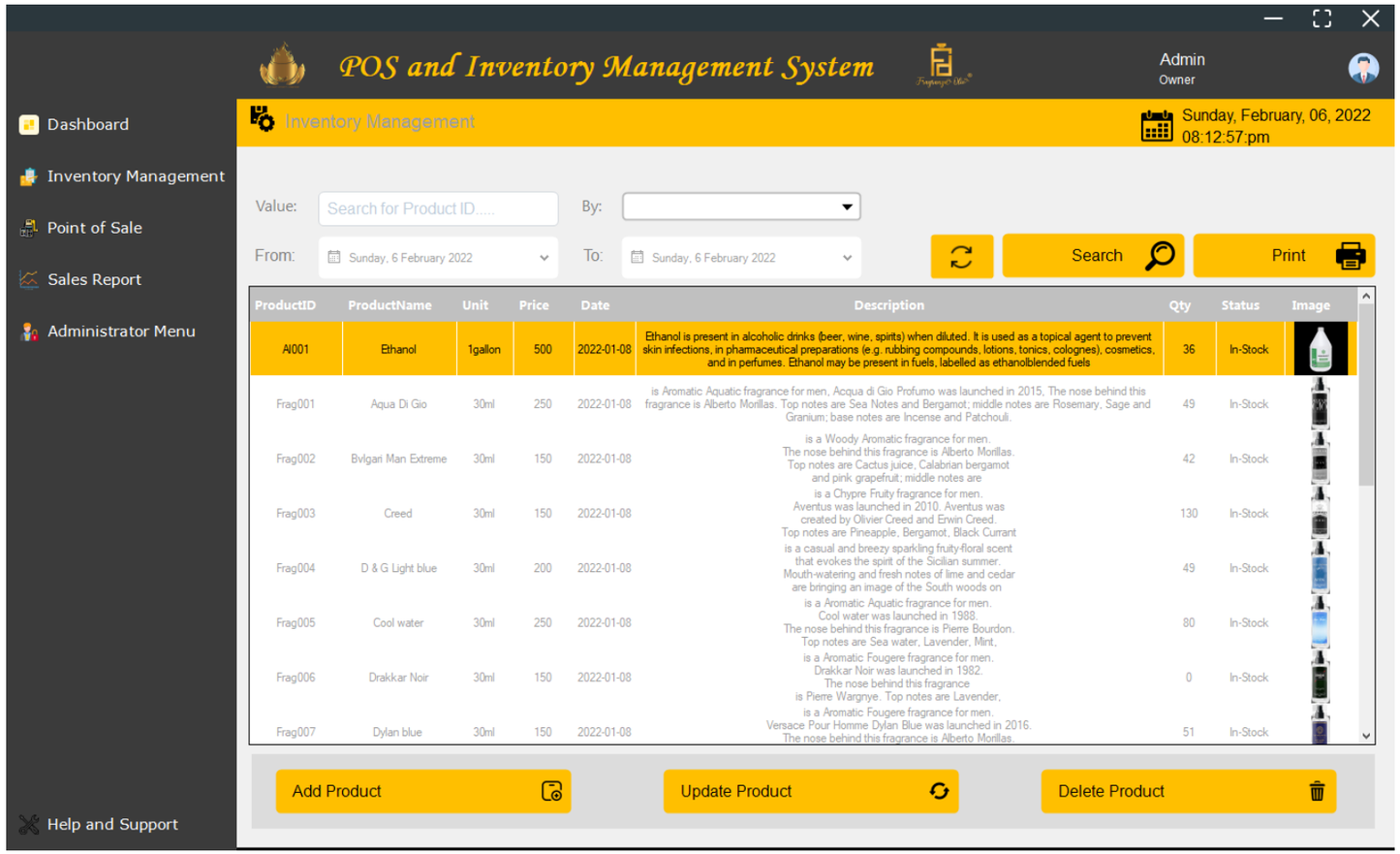
Staff Account Type for Inventory Management Dashboard

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:



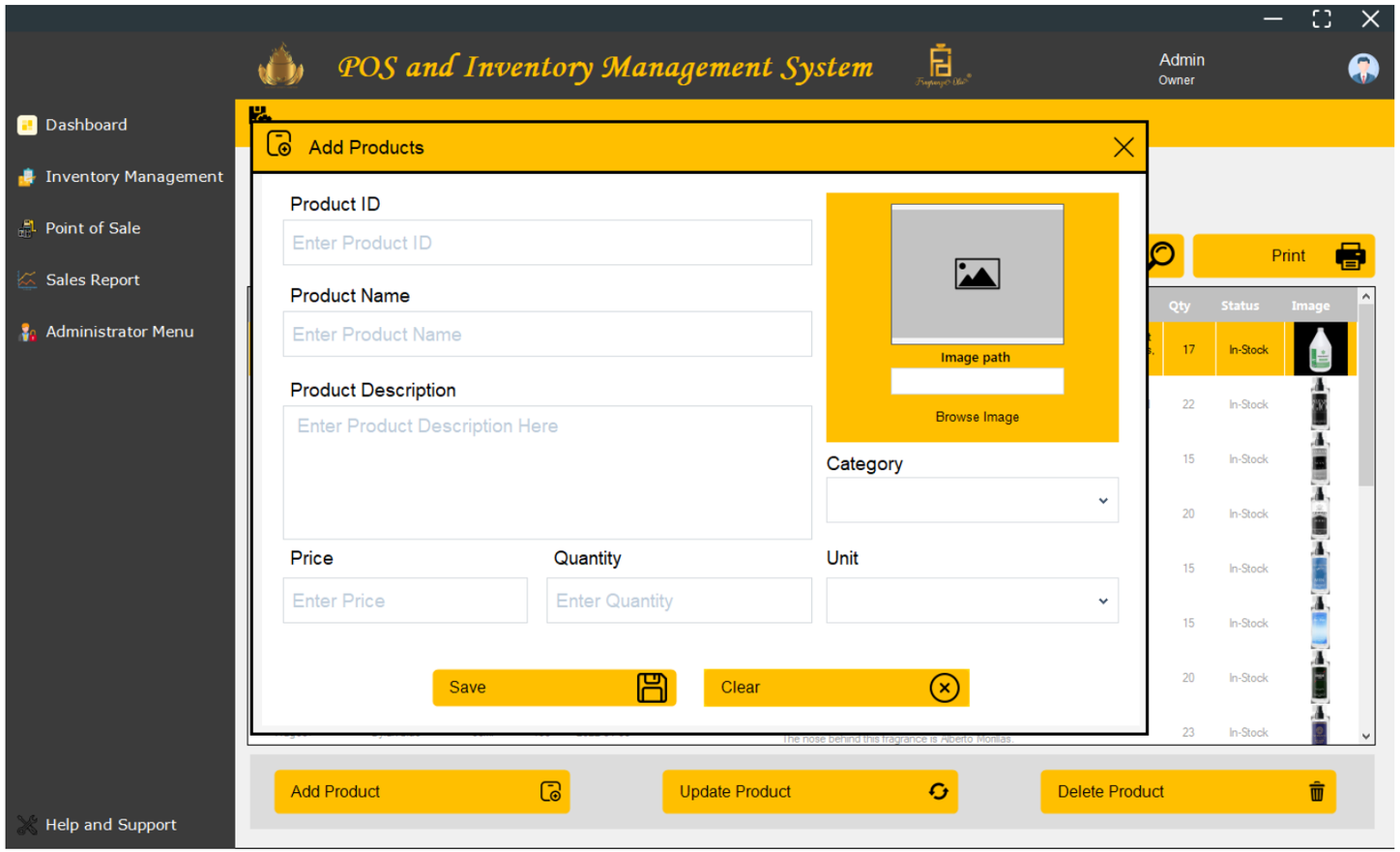
Do note that the Manage Raw Material function is disabled for Manager and Staff user accounts and as such only Owner user accounts can access this function.

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

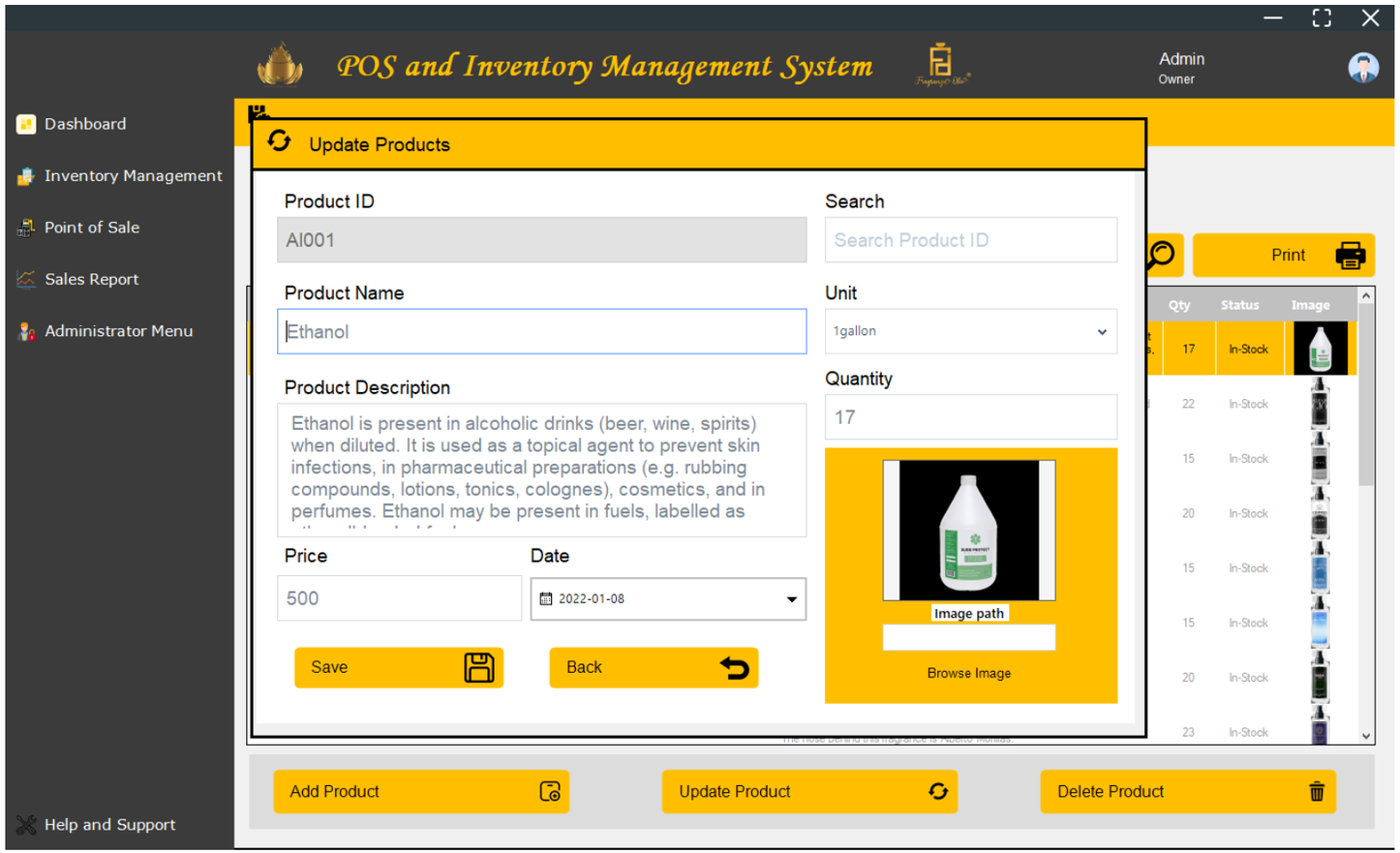


From this window, one can search for products based on product ID or product name as well as refine the search to a specific date of when the product was added into the system. Users can also print a full list of the items shown in the table. If users want to refresh the table, they can do so using the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

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:

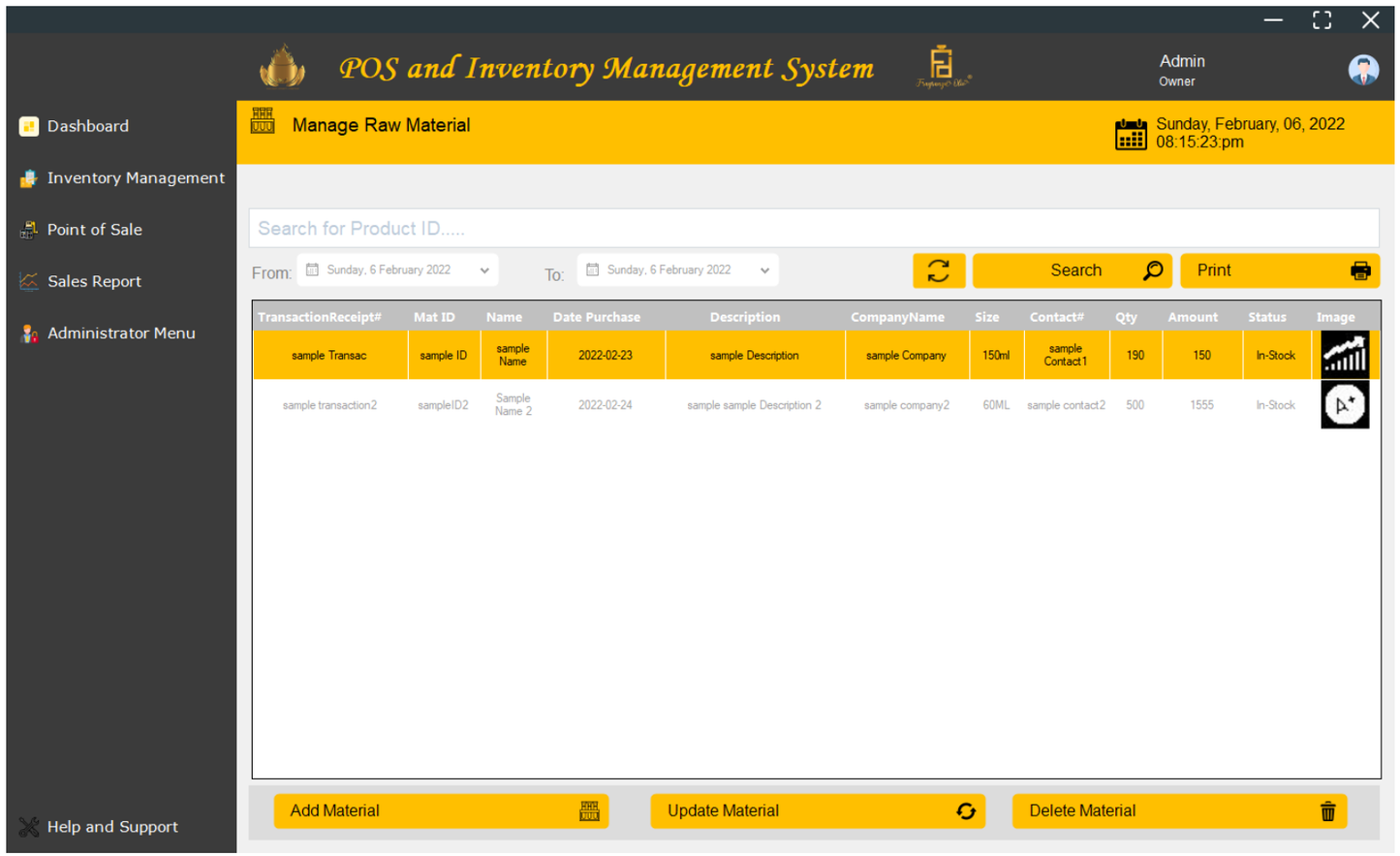


The next function is the Update Product function, which allows the user to update a selected item from the table through mouse click and edit the information of the product such as Product Name, Description, Price, Quantity, Category, Unit of Measurement and Image. Once all items have been filled in,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



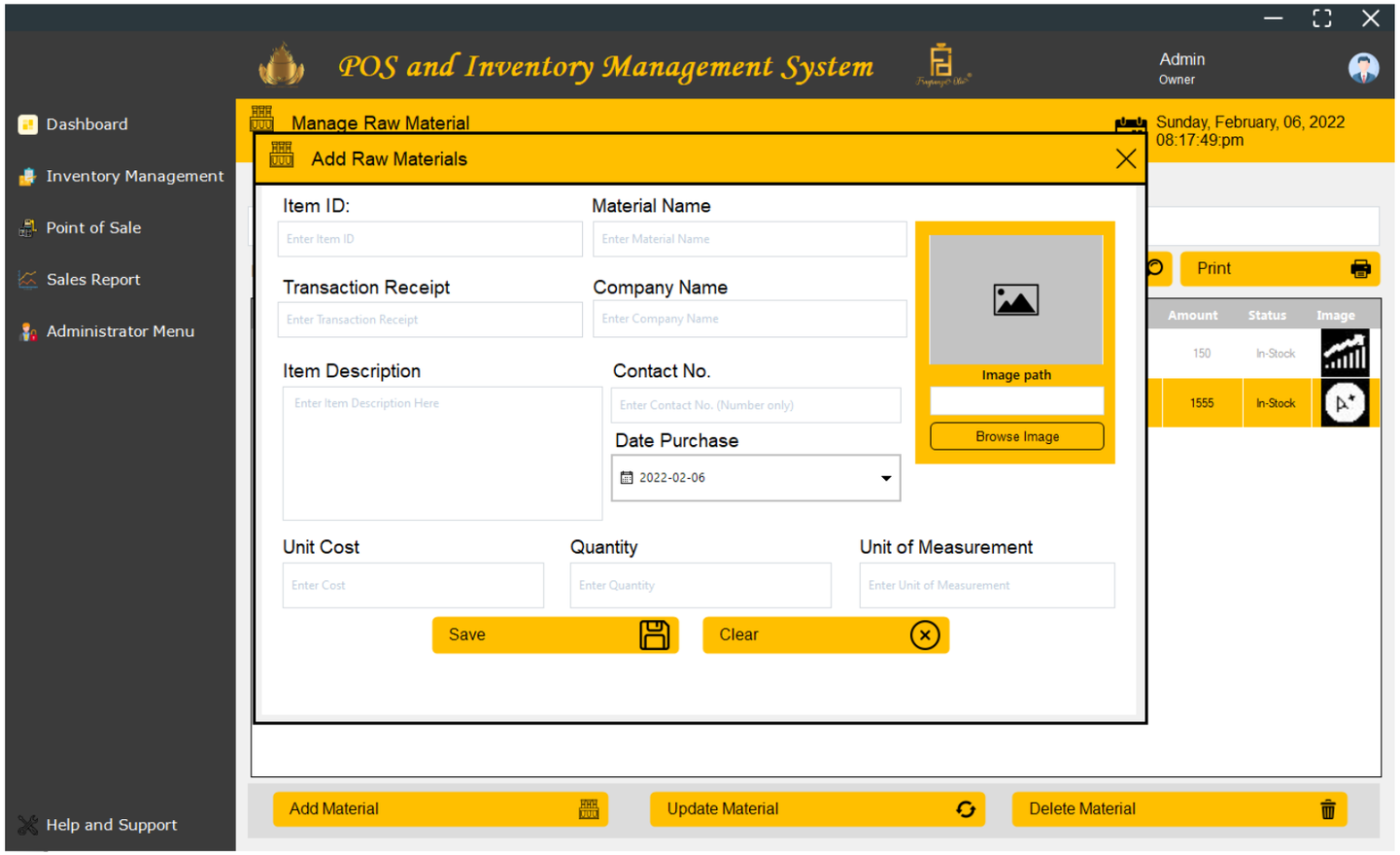
The last function is the Delete Product function, which allows the user to delete a product which is no longer in circulation within the company and just pops out with a warning for users of whether they may want to delete the item. If yes, the product is deleted from the database, if no, the product 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:



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:

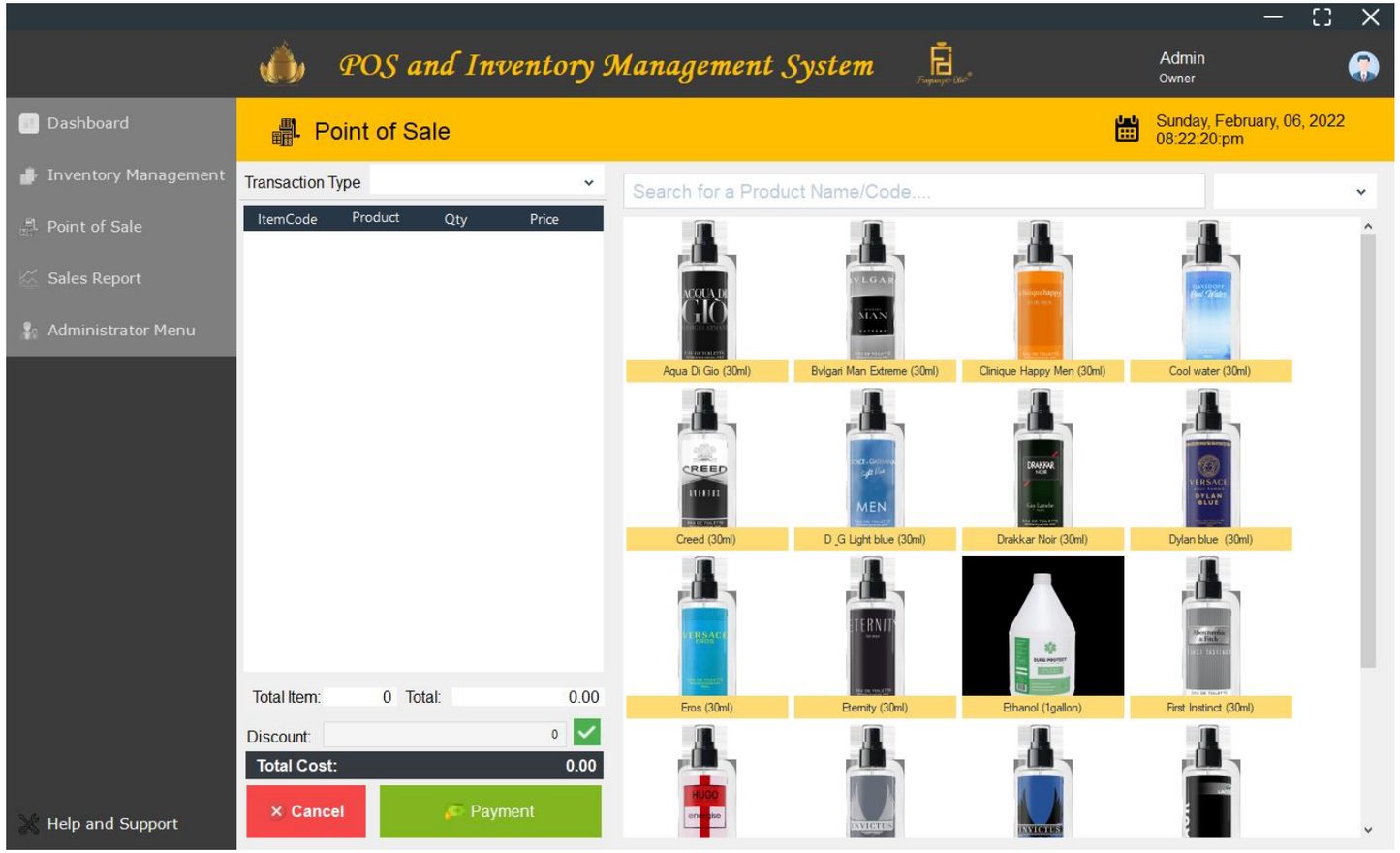


The next function is the Update Material function, which allows the user to update a selected item from the table through mouse click and edit the information of the product such as Transaction Receipt Number, Material Name, Date of Purchase, Description, Company Name, Size, Contact Number, Unit Cost, 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:

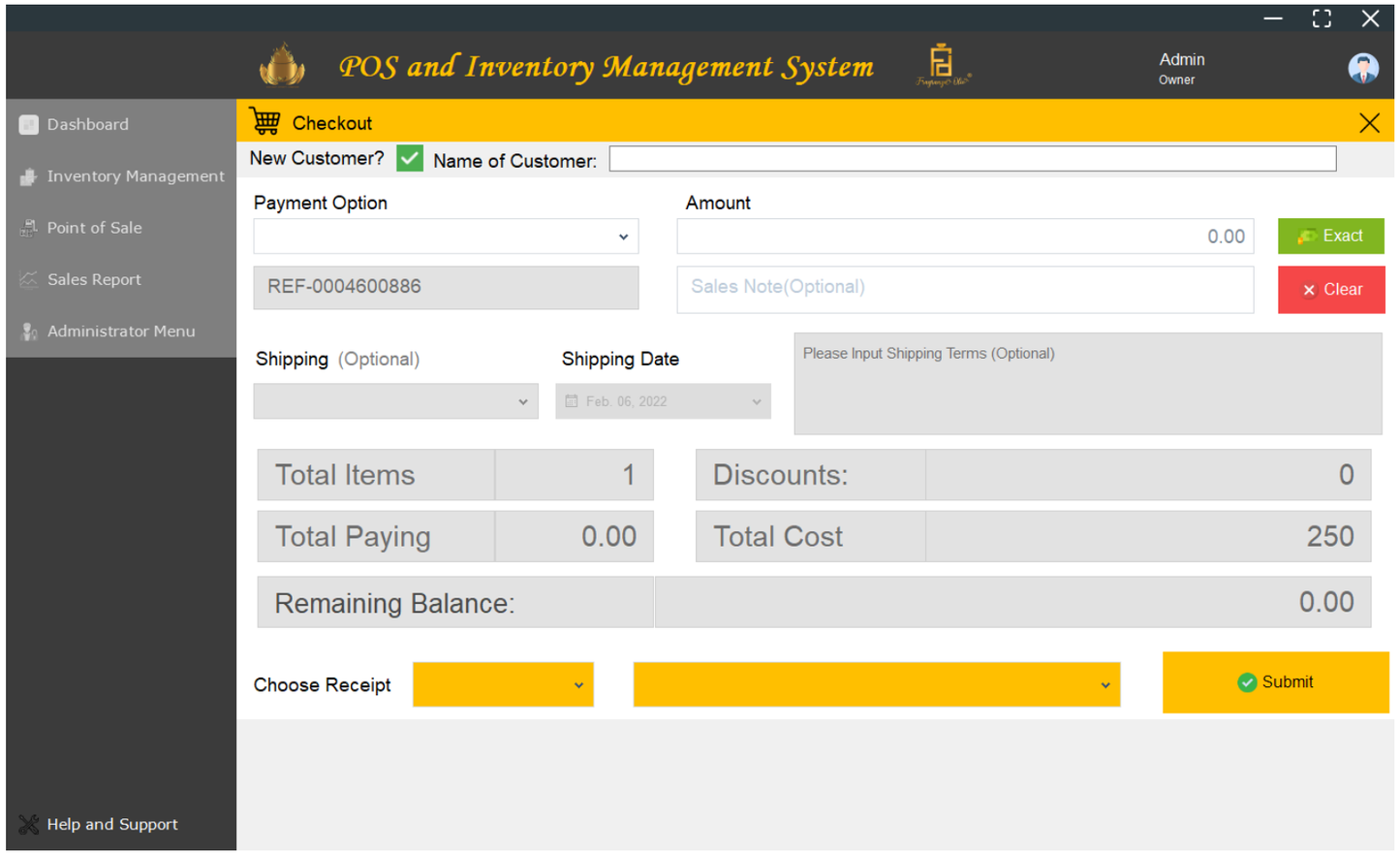
The last function is the Delete Material function, which allows the user to delete material which is no longer in circulation within the company and just pops out with a warning for users of whether or not they may want to delete the item. If yes, the material is deleted from the database, if no, the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

5. Point of Sale and Sub-Functions

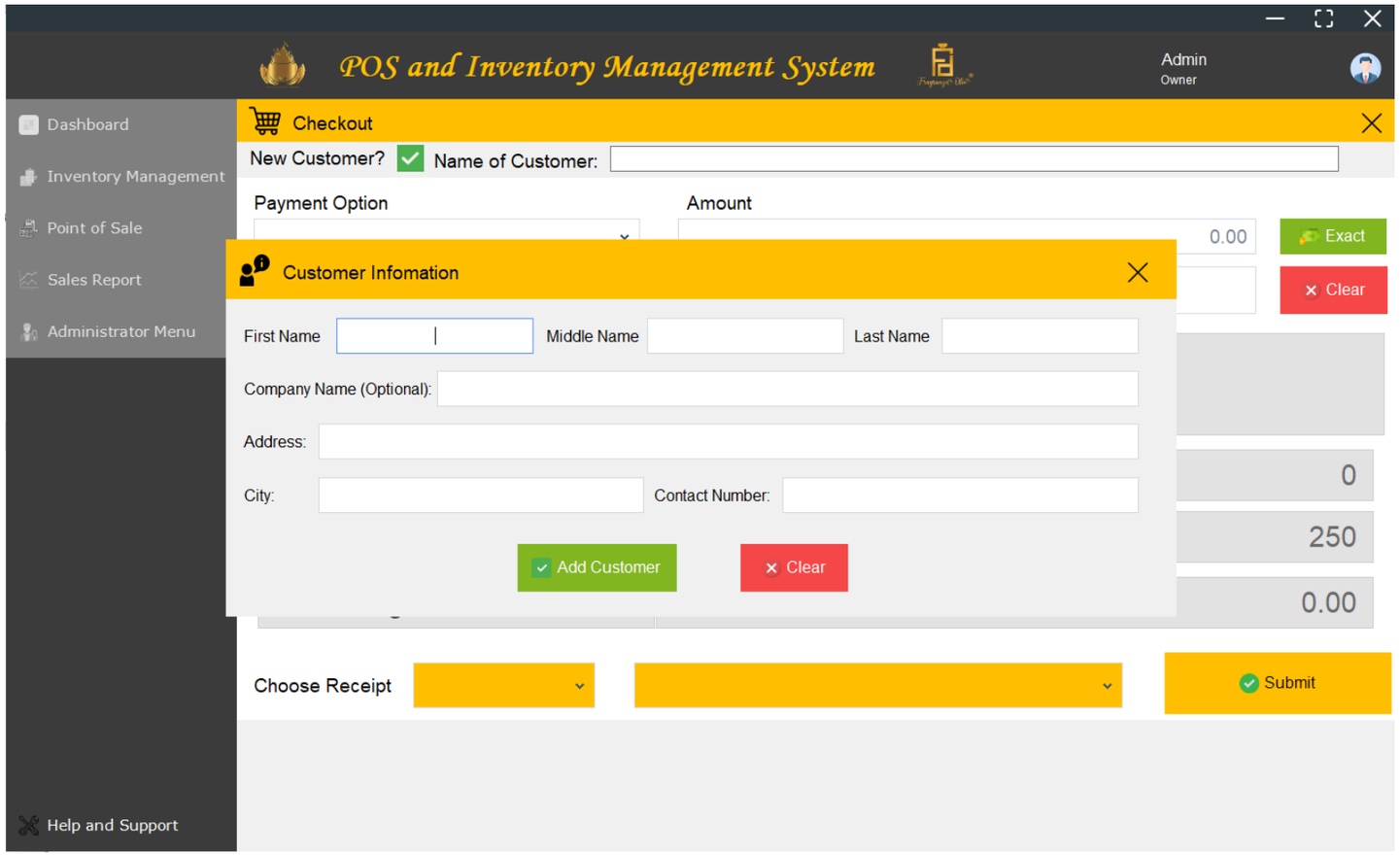
To move on to the next function of the program, is the Point of Sale Menu which can be seen here:



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:

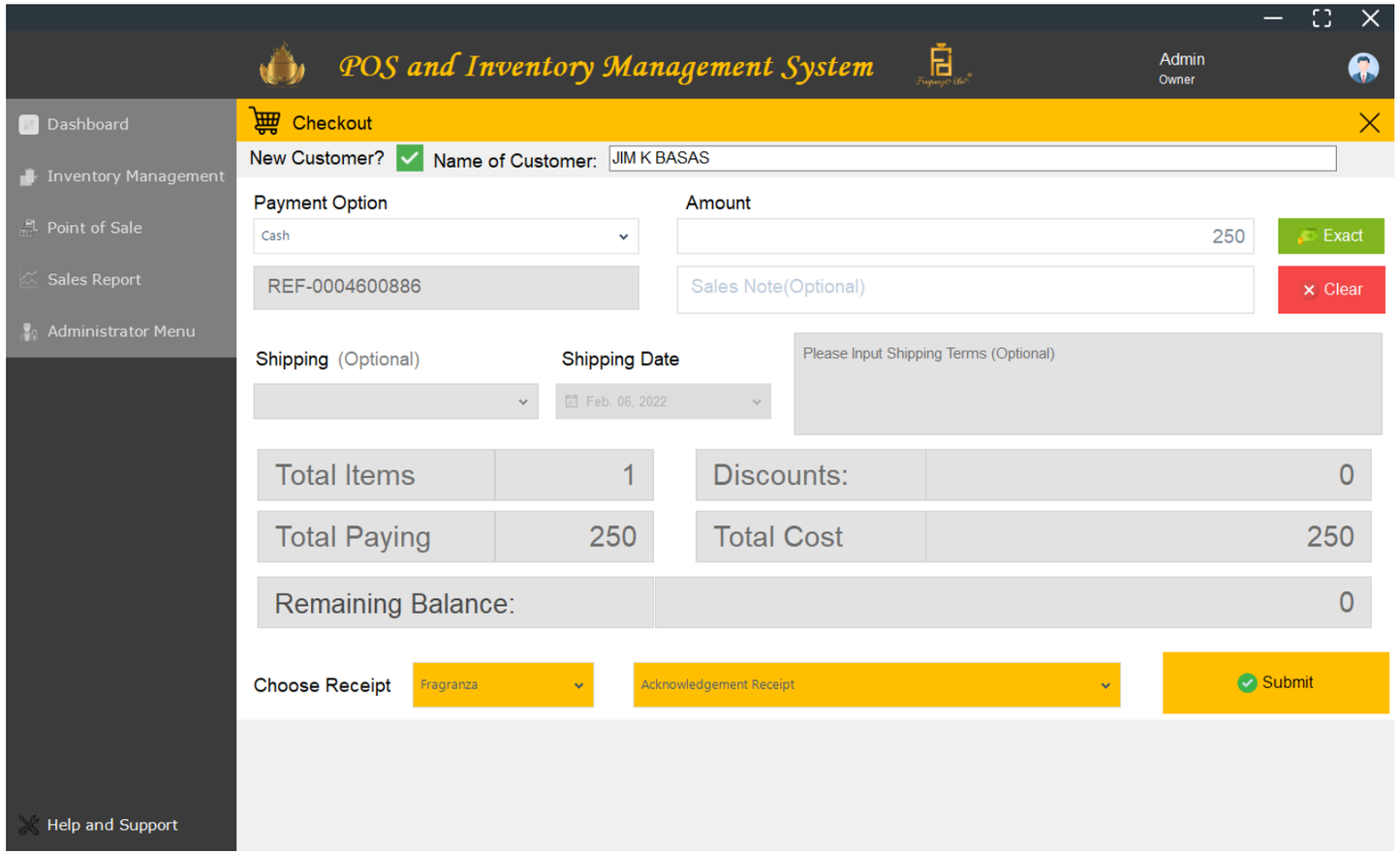


This shows the checkout screen and from here, users can add a new customer by pressing the green tick symbol next to “New Customer? and from here they are able to add the information of a new customer such as name, company name, address, city and contact number as can be seen below:

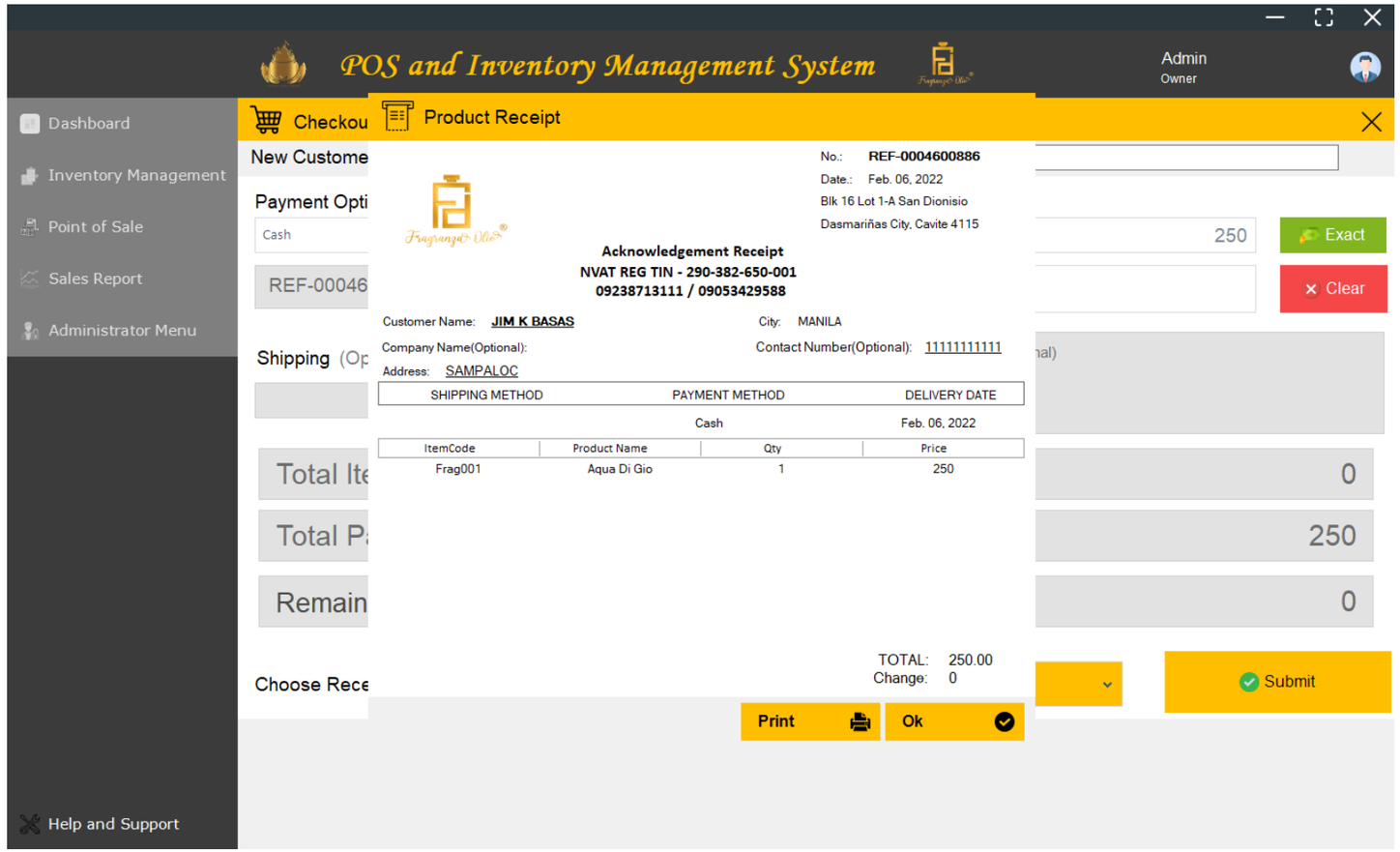


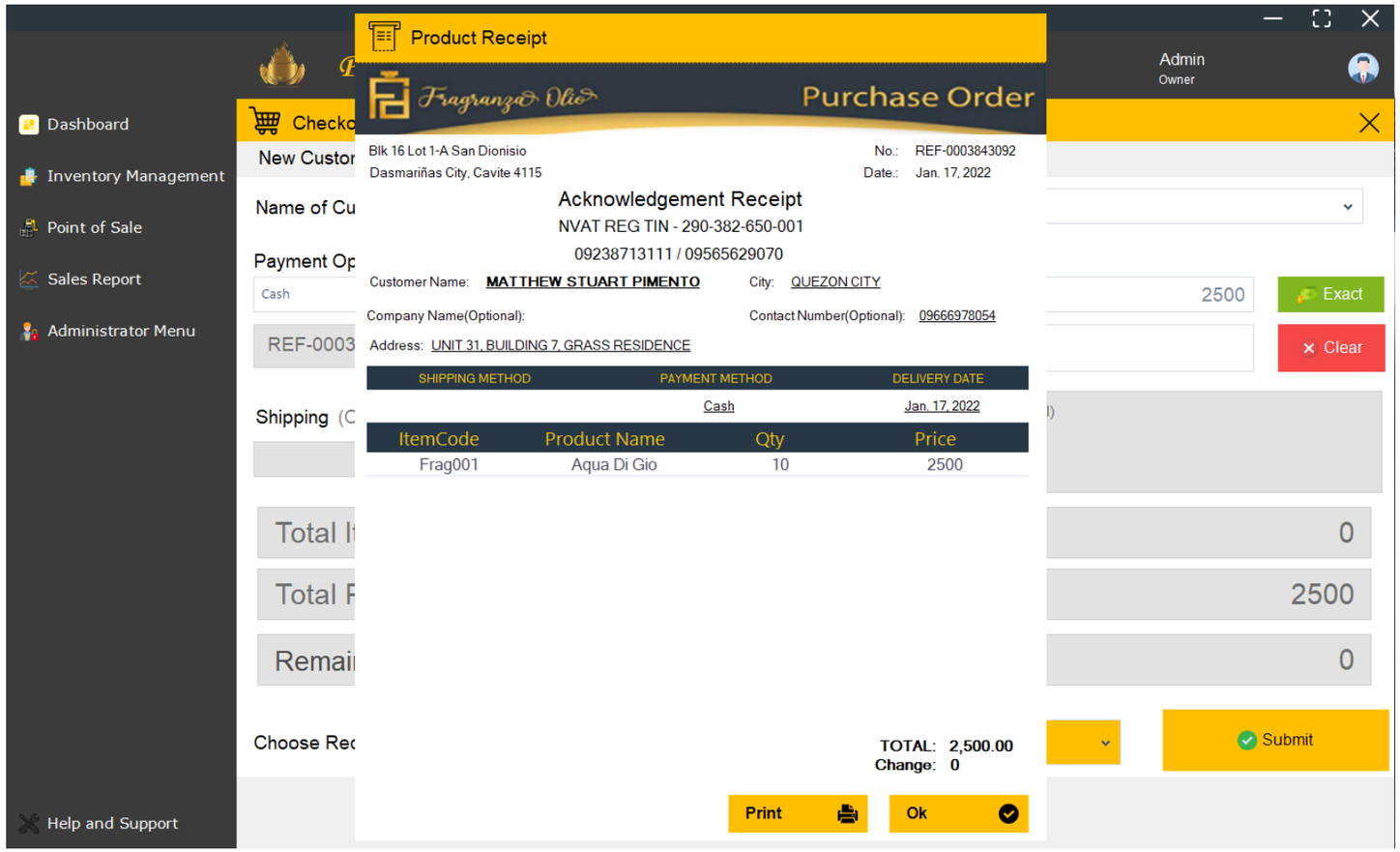
Users can also select known customers through the search bar next to the “Name of Customer:” tab. After inputting the customer’s information/choosing an existing customer, users are then able to select payment option using the dropdown menu and also input the amount

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:



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

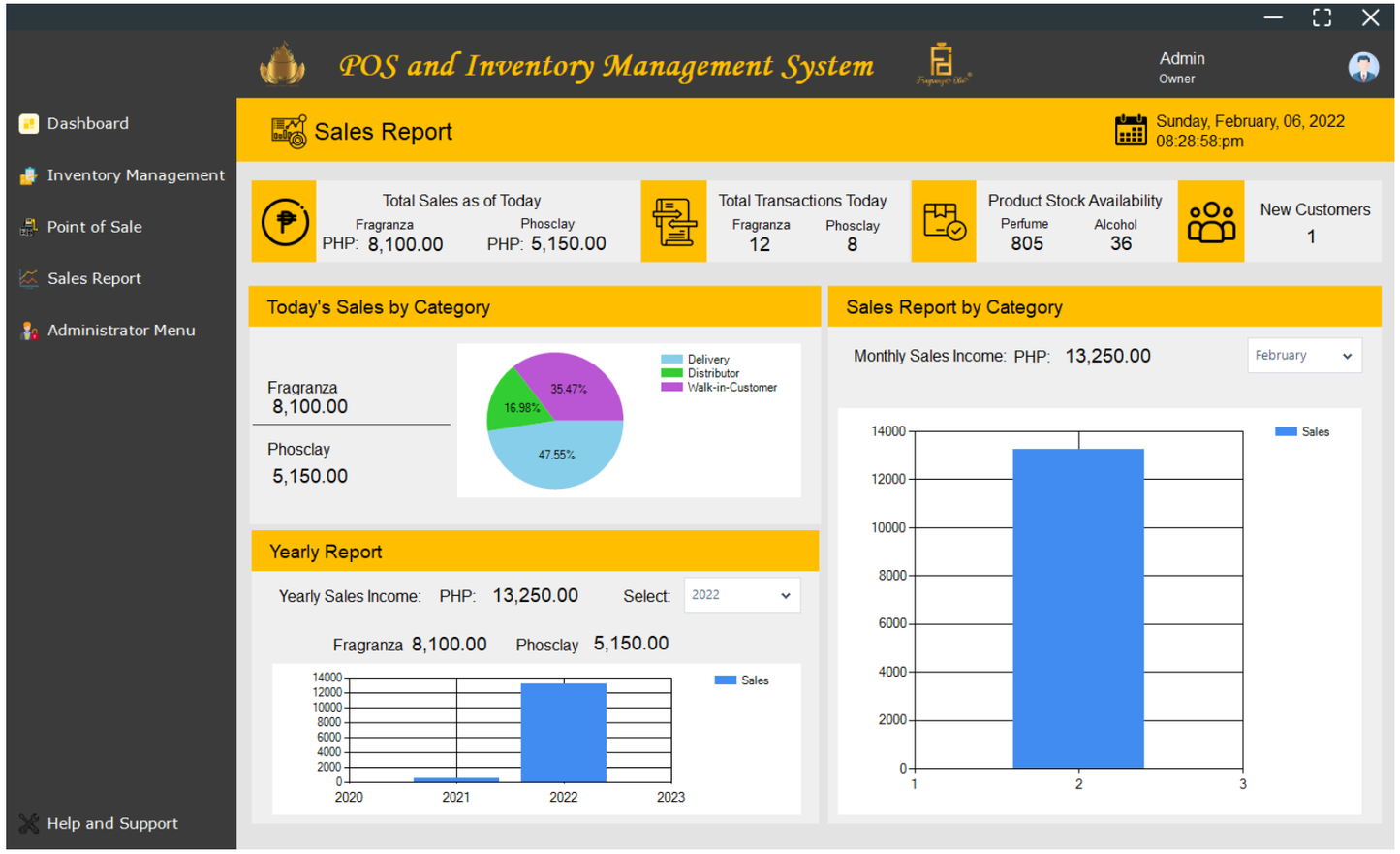




Users are then able to print the receipt for a hard copy of the receipt. Users can then press the Ok button to exit the screen which will then return to the main Point-of-Sale screen for further transactions.

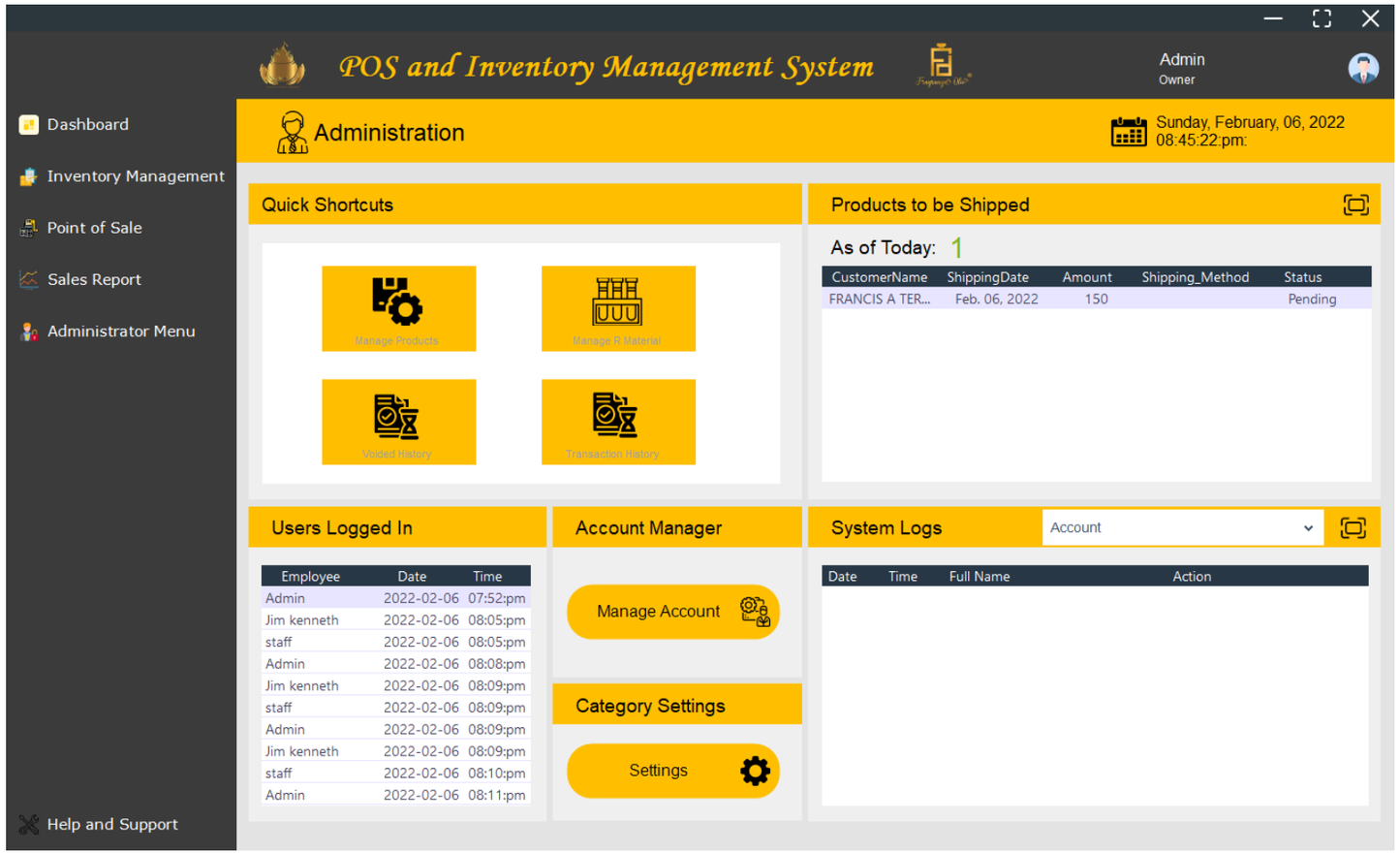
6. Sales Report Menu

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:

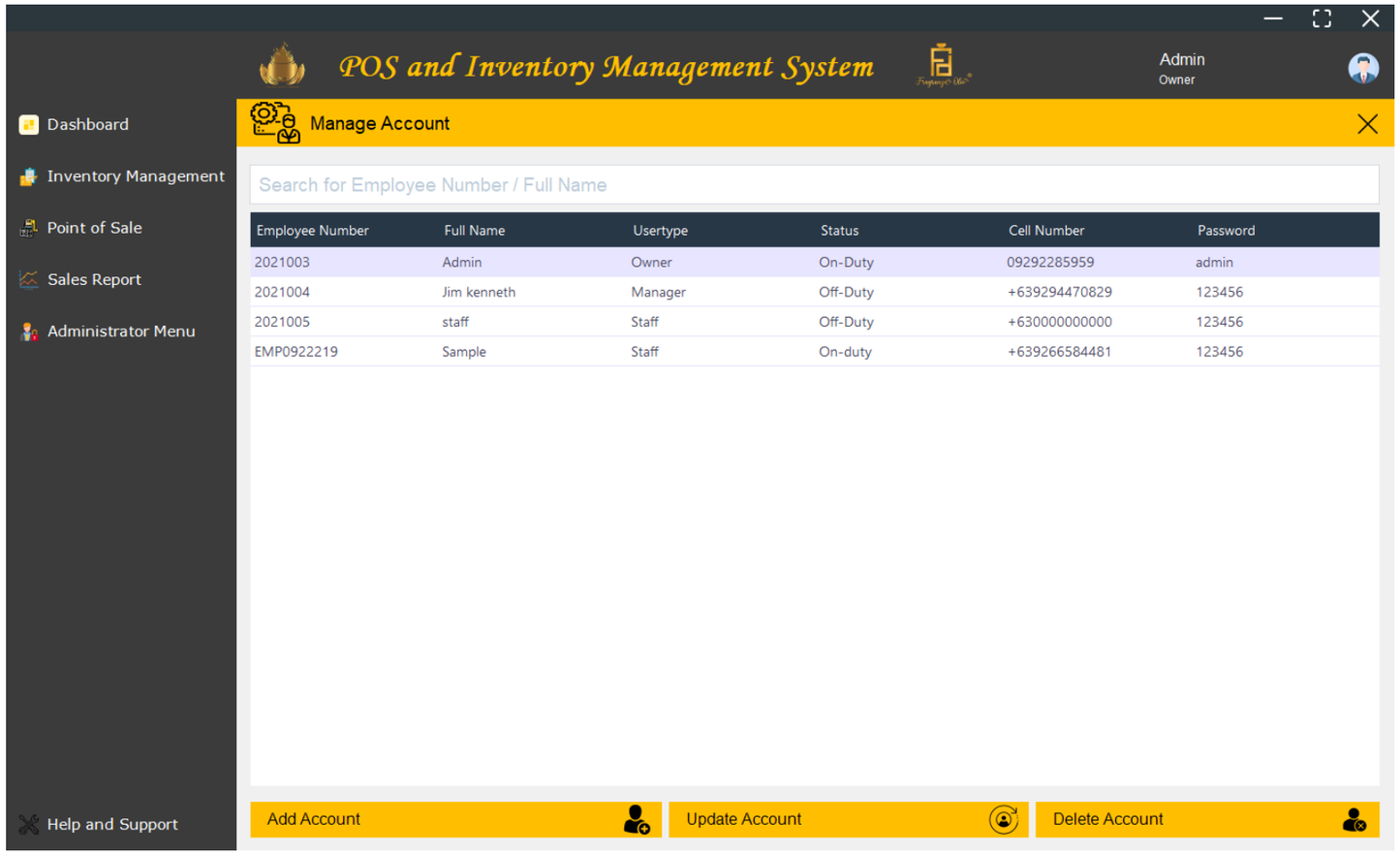

POS and Inventory Management System
Admin
Owner
Dashboard
Inventory Management
Point of Sale
Sales Report
Administrator Menu
Help and Support
Sales Report
Sunday, February, 06, 2022
08:28:58:pm
Total Sales as of Today
Fragranza
PHP: 8,100.00
Phosclay
PHP: 5,150.00
Total Transactions Today
Fragranza
12
Phosclay
8
Product Stock Availability
Perfume
805
Alcohol
36
New Customers
1
Today's Sales by Category
Fragranza
8,100.00
Phosclay
5,150.00
Delivery
Distributor
Walk-in-Customer
35.47%
16.98%
47.55%
Sales Report by Category
Monthly Sales Income: PHP: 13,250.00
February
Sales
14000
12000
10000
8000
6000
4000
2000
0
1
2
3
Yearly Report
Yearly Sales Income: PHP: 13,250.00
Select:
2022
Fragranza 8,100.00
Phosclay 5,150.00
Sales
2020
2021
2022
2023

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:

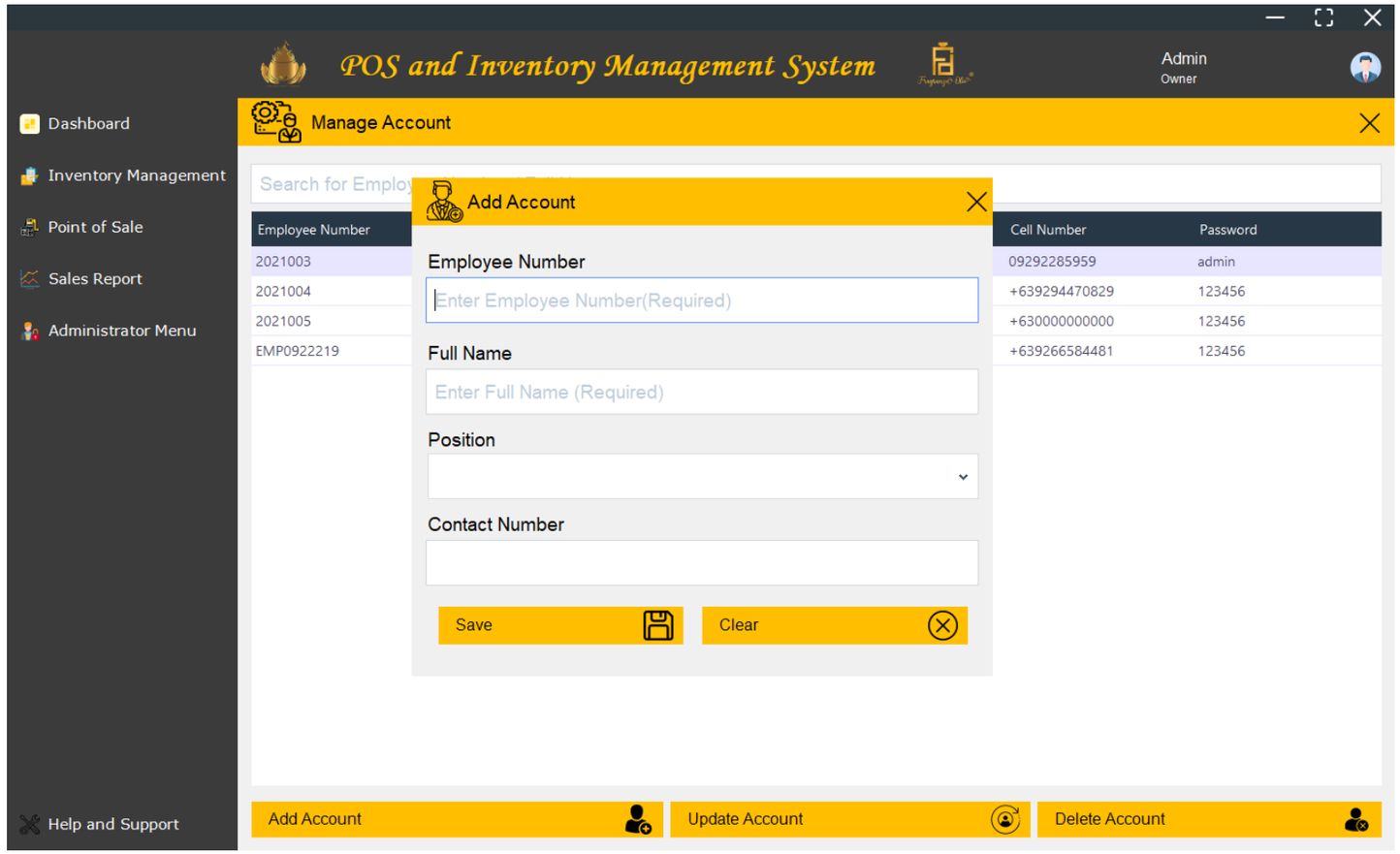


The menu also has a manage account function which leads to the manage account form seen here:



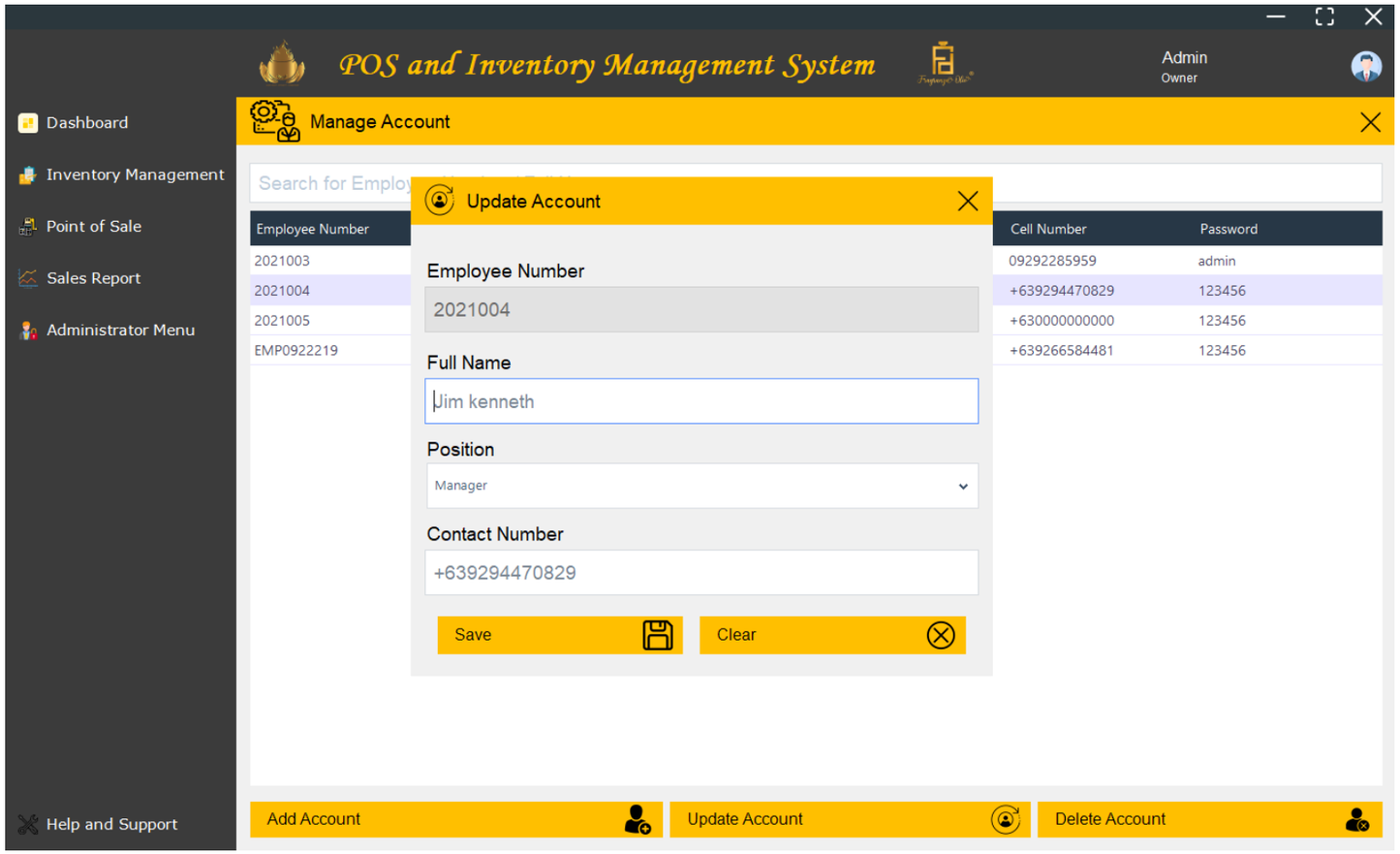
Here, the Owner can add user accounts, update current accounts and even delete accounts no longer in use. The data is displayed in a table format with Employee number, Full name, user type, status, Phone Number and password. Users can also use the search function to search for specific users.

Shown below is a picture of the Add Account function:



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.

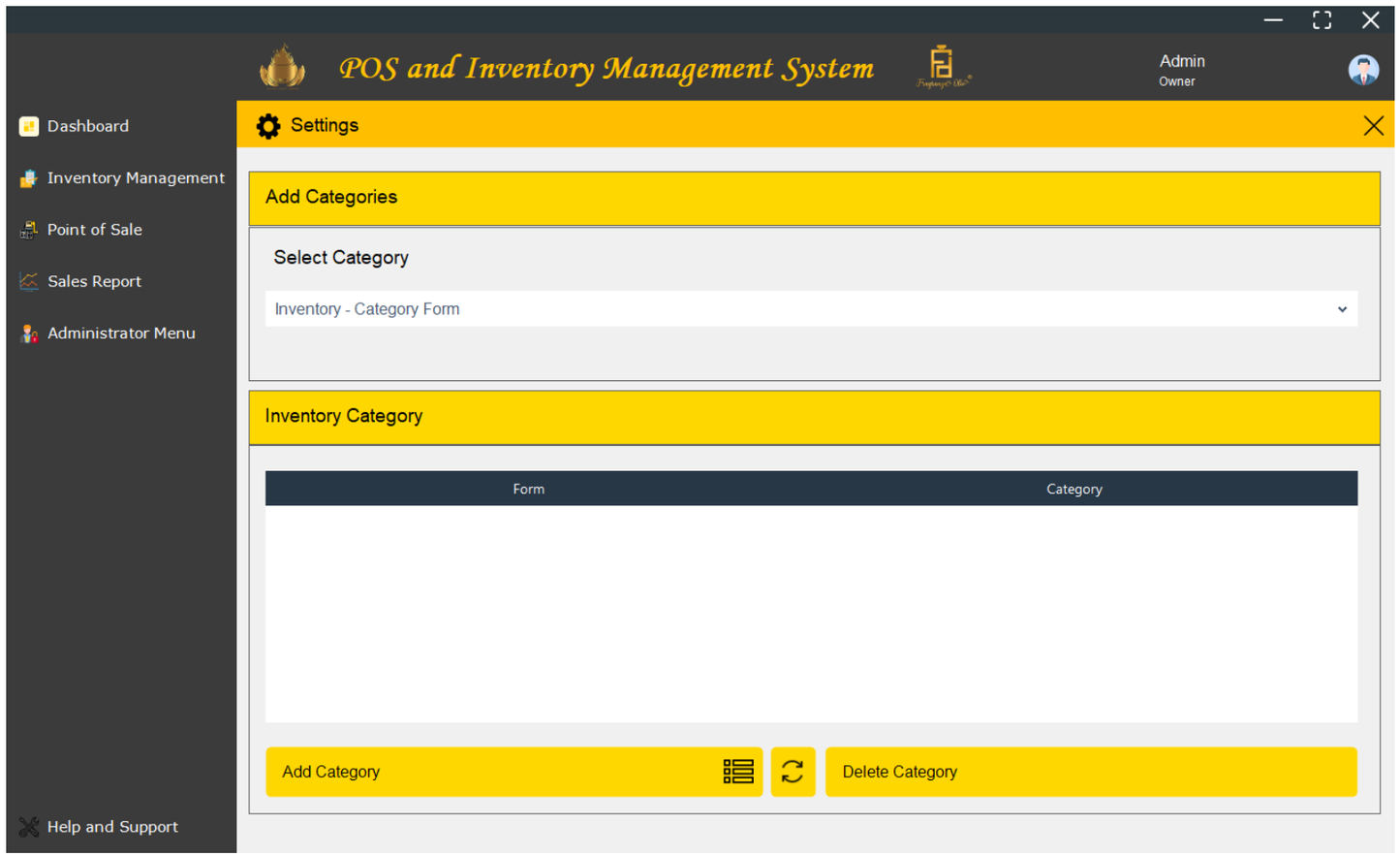
The following function of Update account can be seen below:



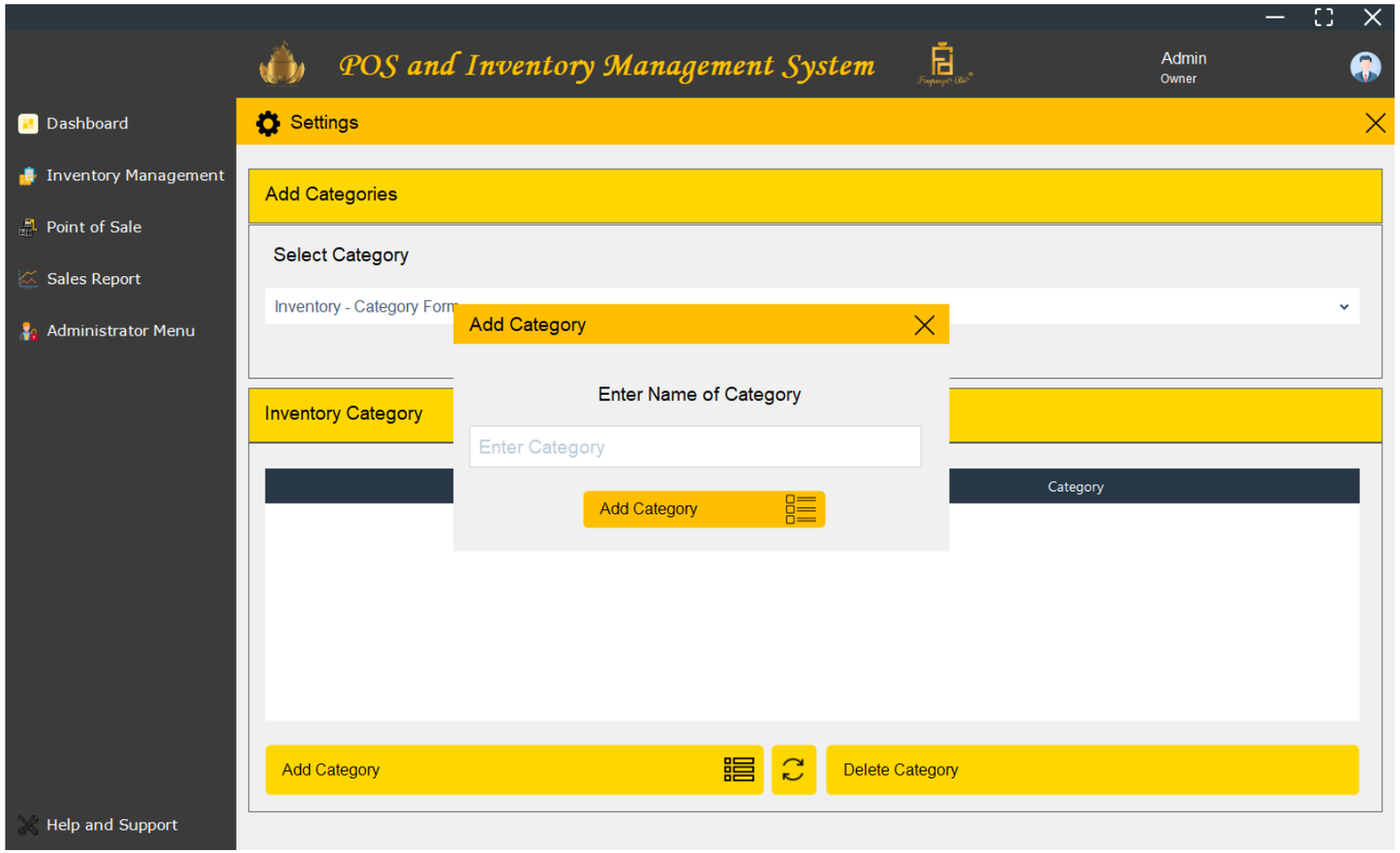
From this menu, users can then change the full name of the user, position in the company and the contact number. Do keep in mind that users, need to click on one of the entries in the table or else an error may occur.

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.

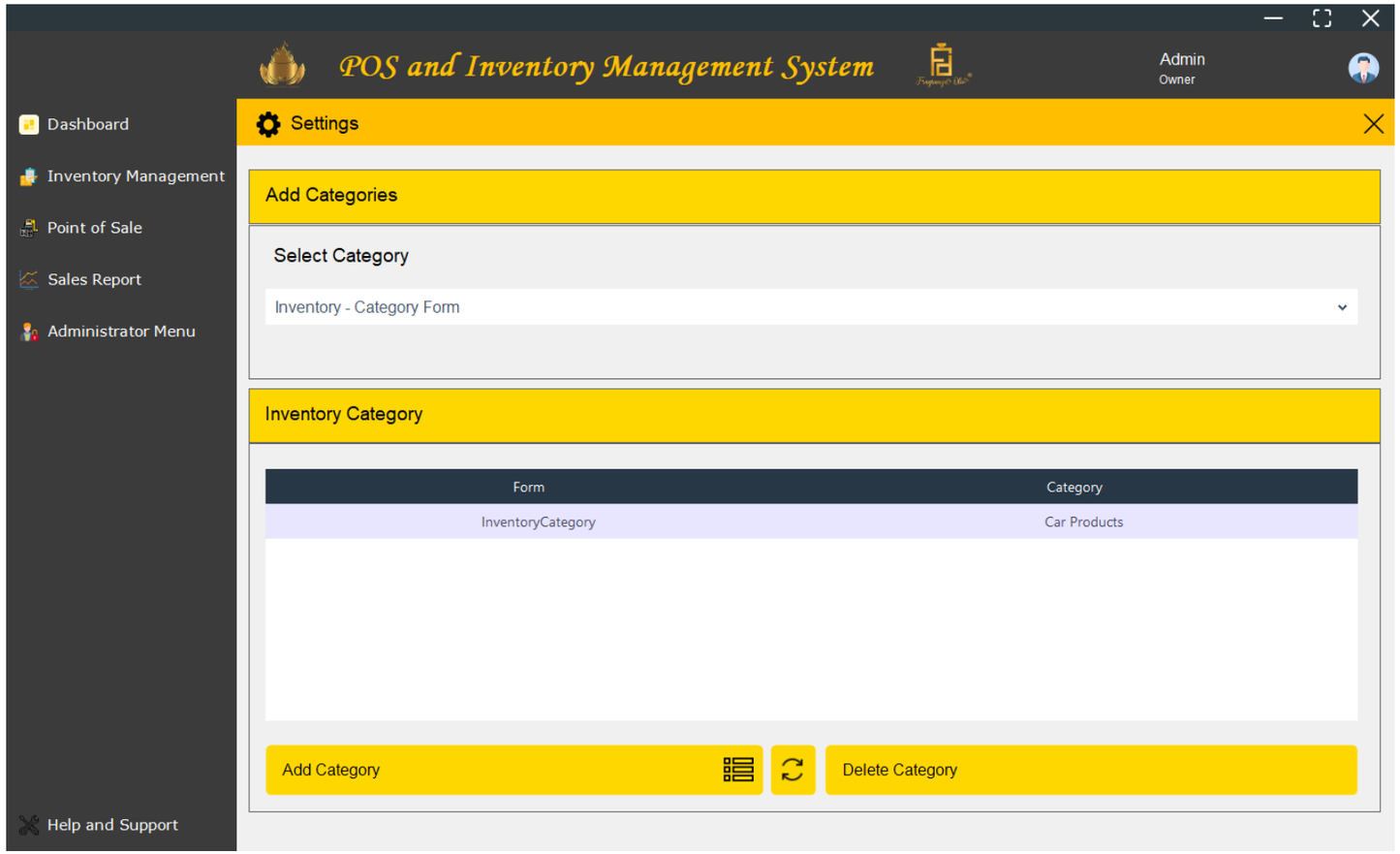
The next function within the main menu of the Administration Menu is the Settings function which looks like this:



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:



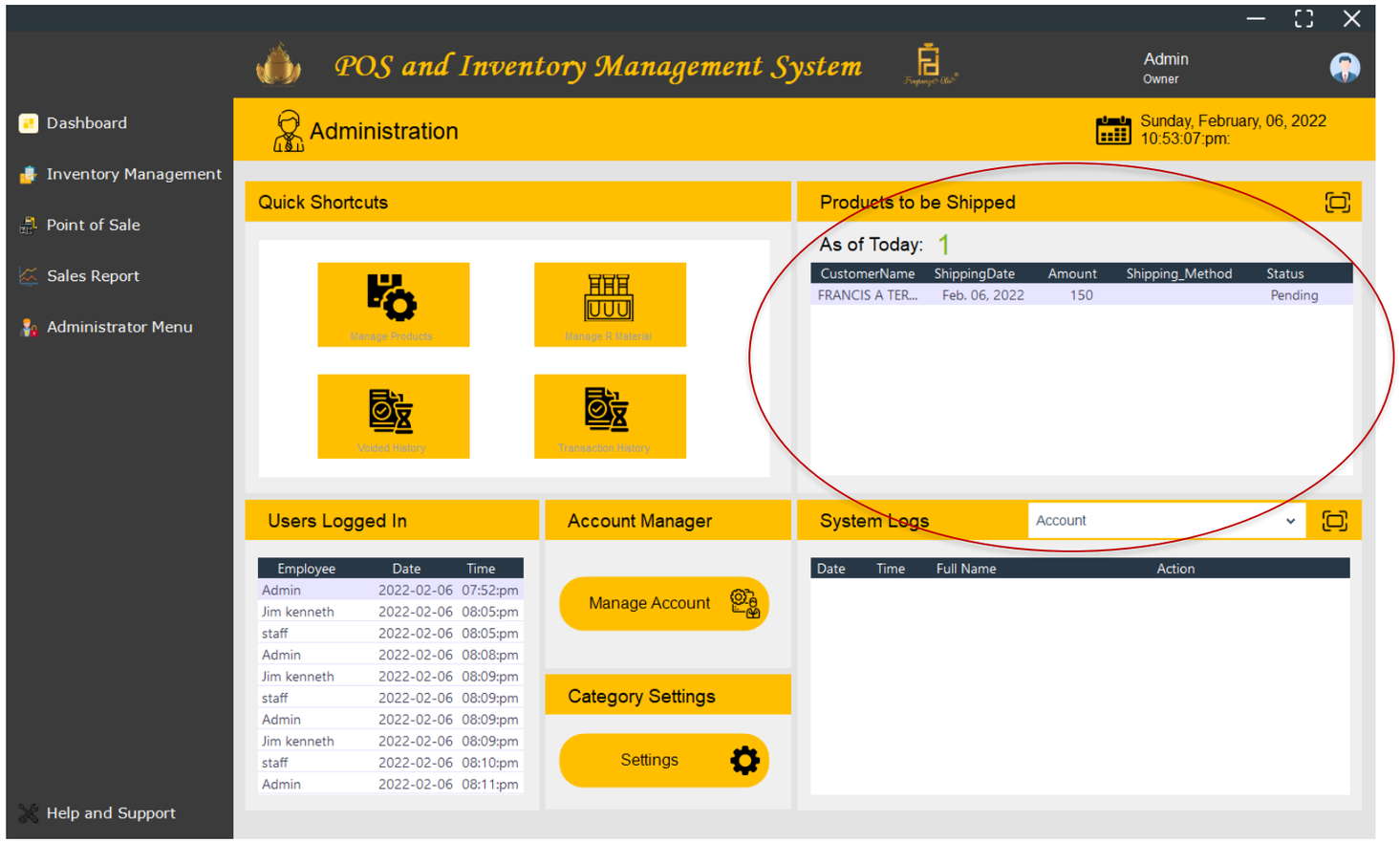
Once added, users will see the item added at the specified menu for example, inventory – category form as can be seen here, the user has added “Car Products” as a category which can be seen here:



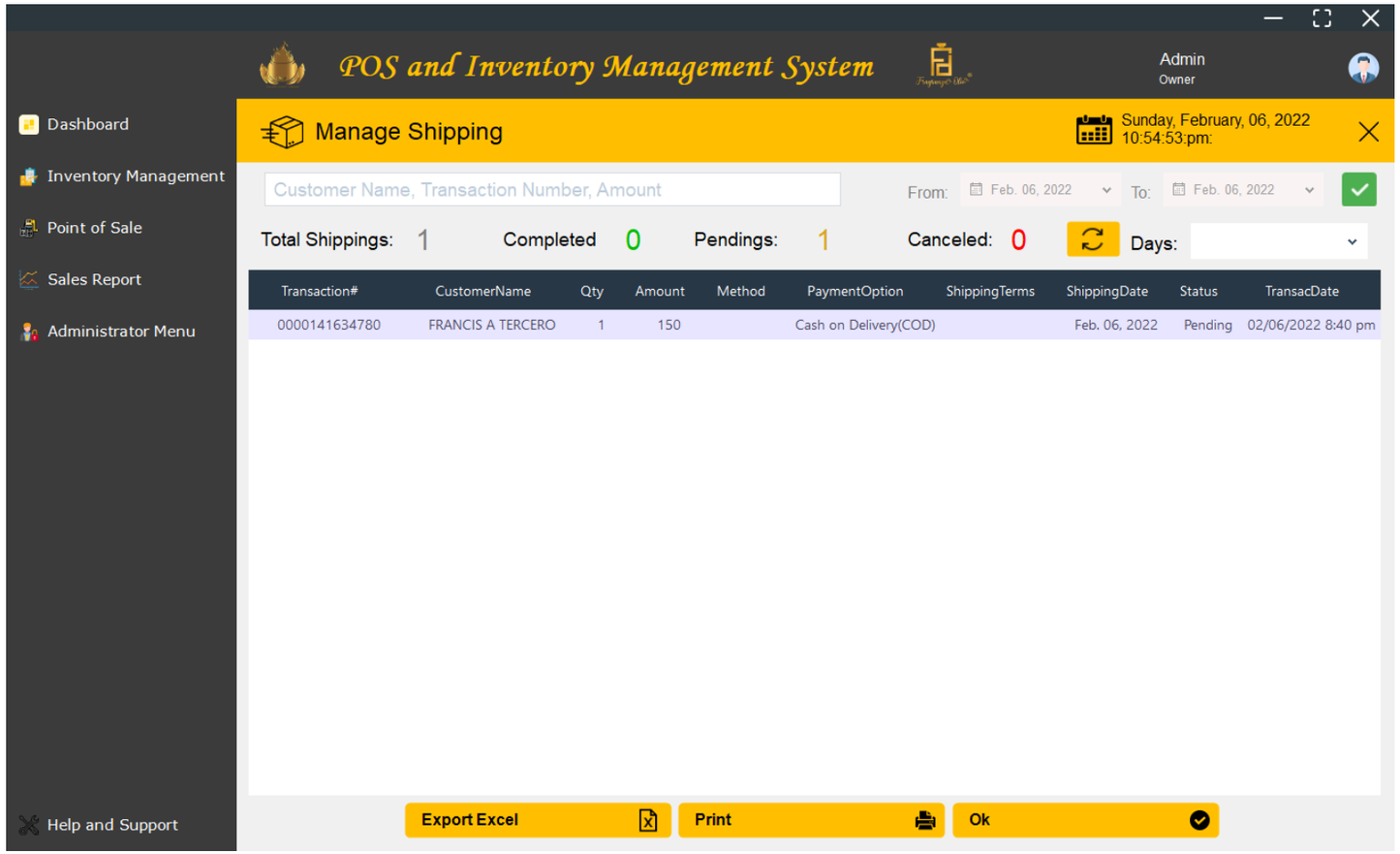
This is then reflected on the Add Product function of the Inventory Management Menu as seen here for the Add Product Menu:

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:

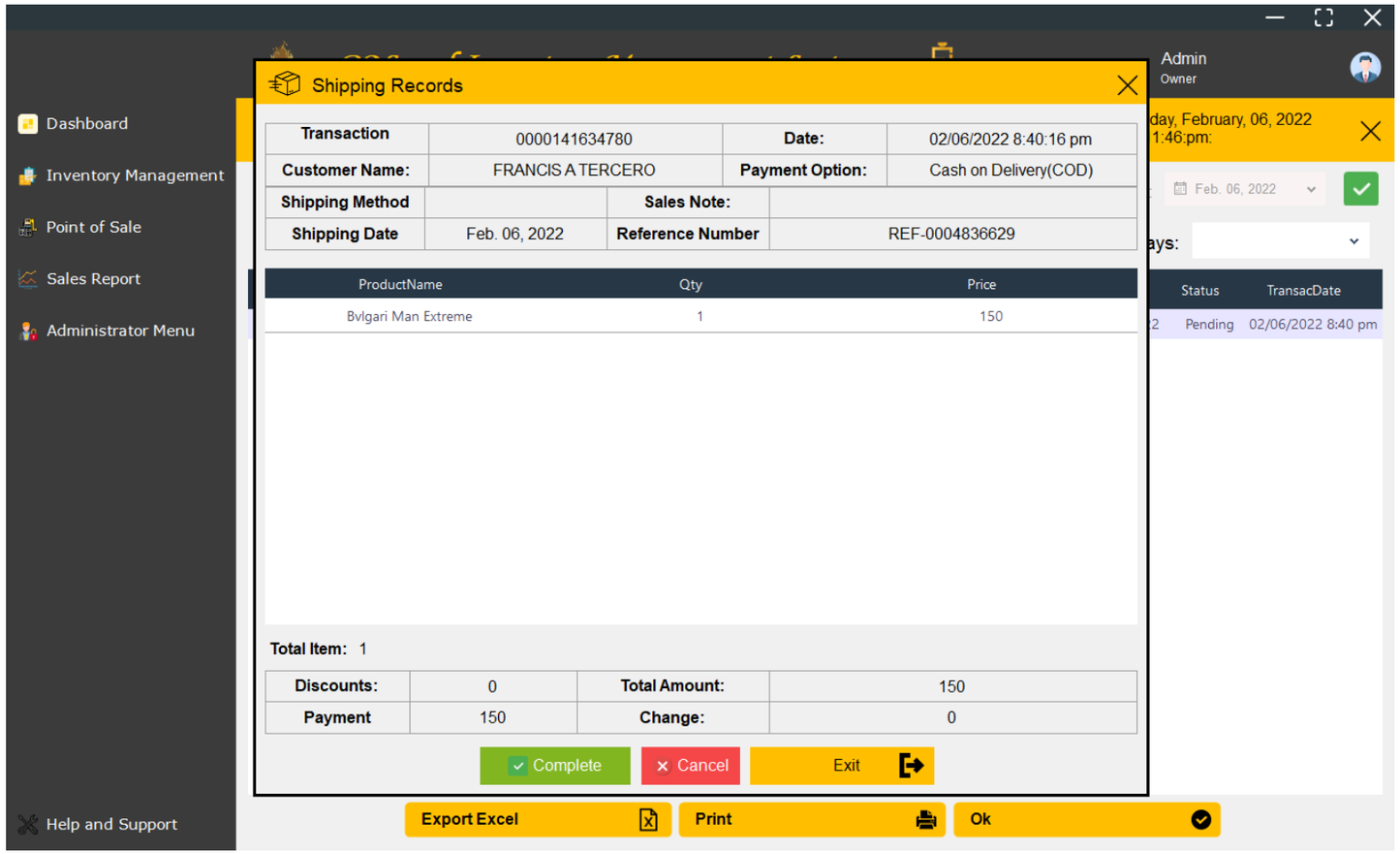


Users can also click on the box to the top right of the table to enter a screen which shows more information on the products to be shipped which can be seen here:

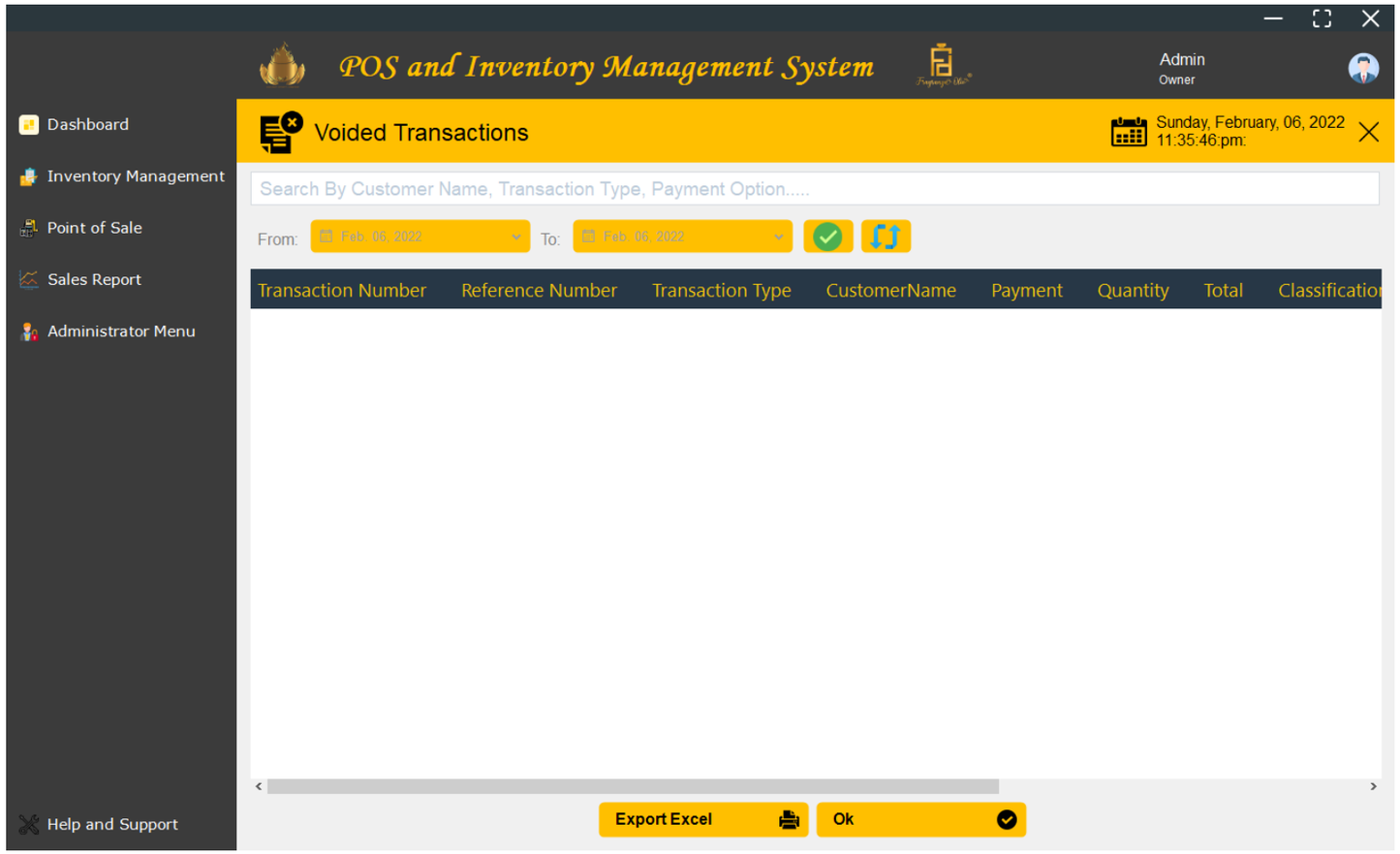


From this menu Administrator Users can search for specific shipping orders as well as view the shipping's transaction number, Customer name, quantity, amount, method, payment option, shipping terms, shipping date, status and transaction date.

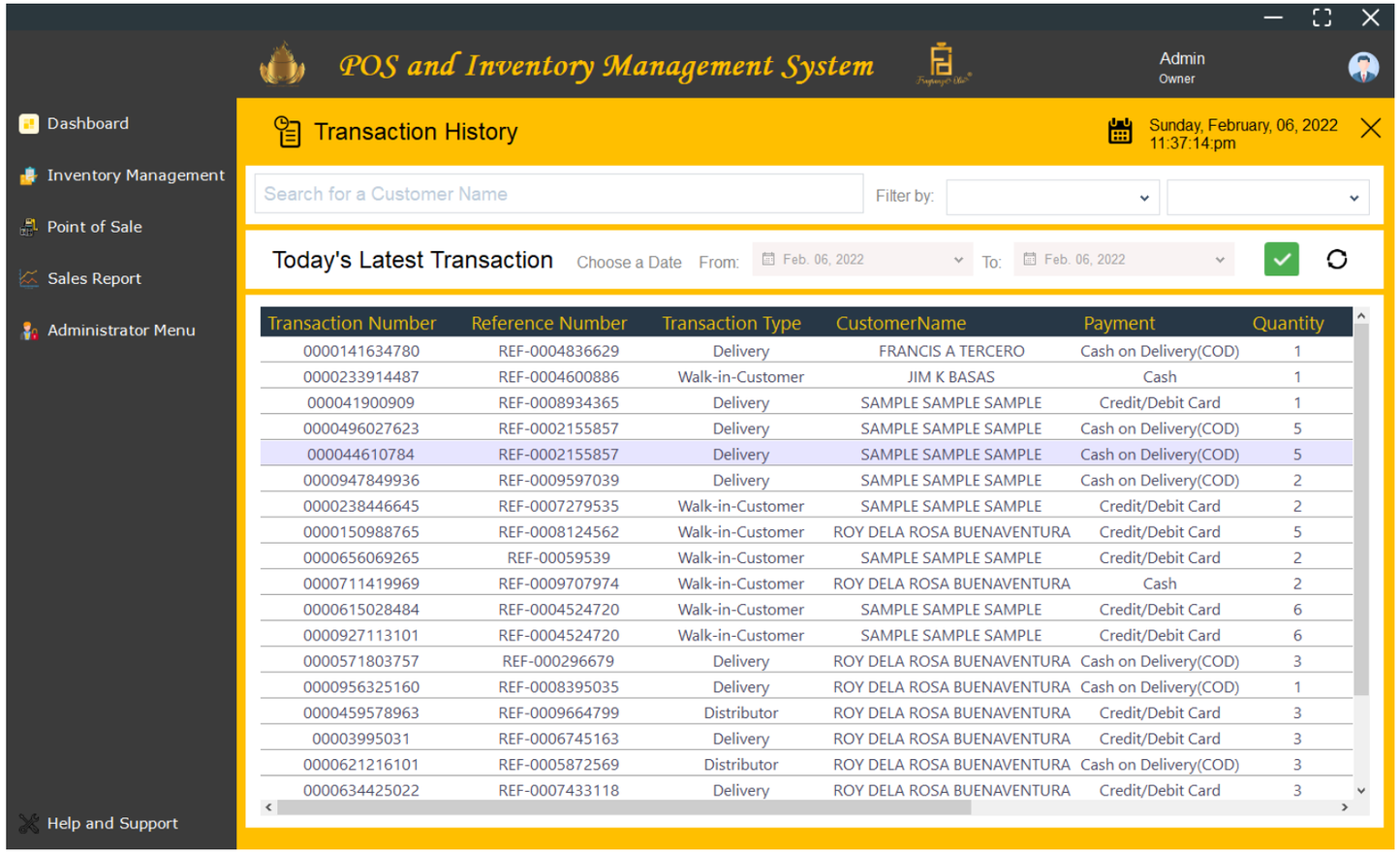
When a user clicks on a specific order, one can then view the order in more detail as well as complete the order or cancel the order if there were any issues. See the image below for an example:



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:

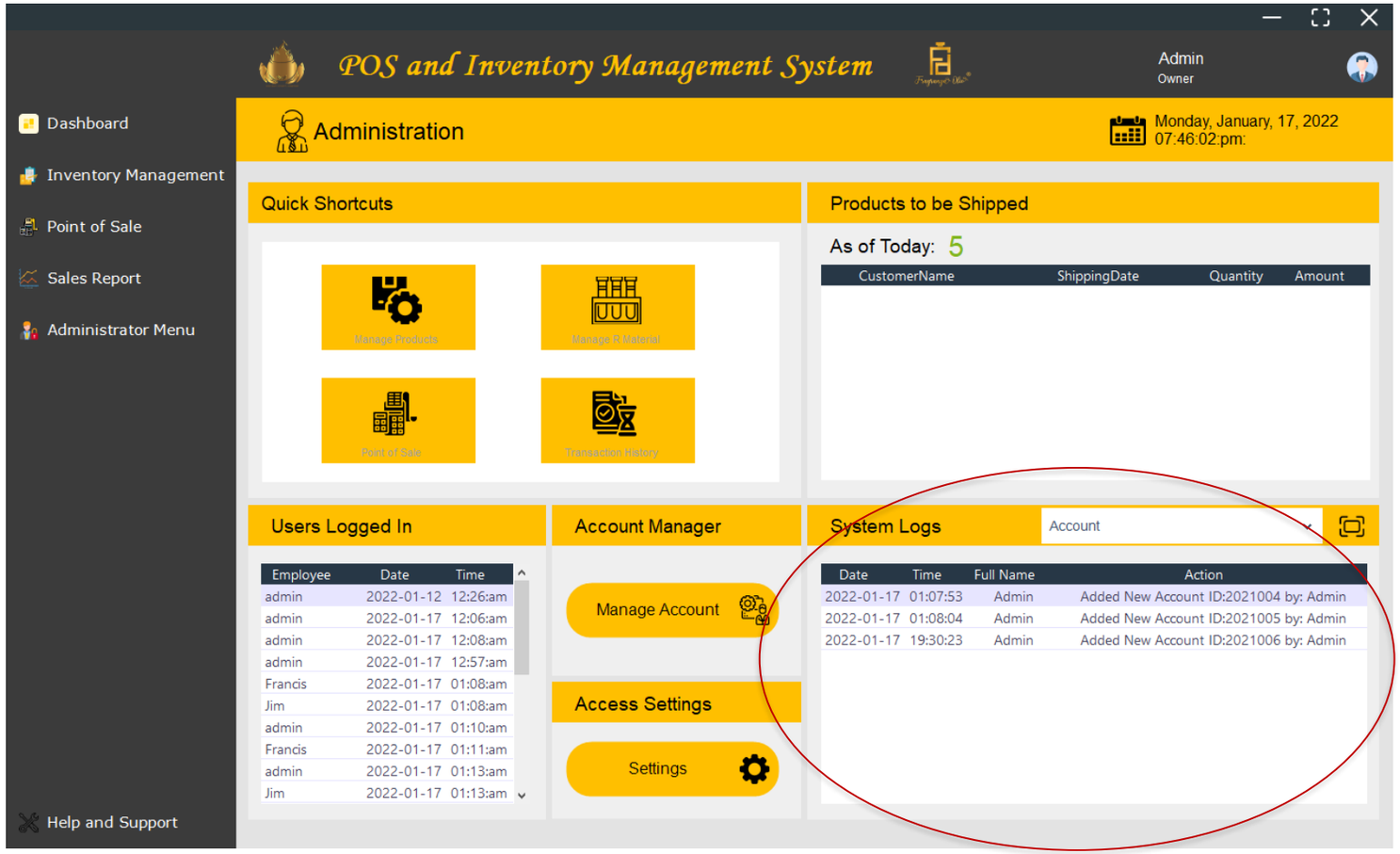


Another similar function to the Voided Transactions is the Transaction History menu wherein users can view all the transactions that have been made, the details within such transactions as well as search for specific transactions should the need arise. The menu can be seen here:

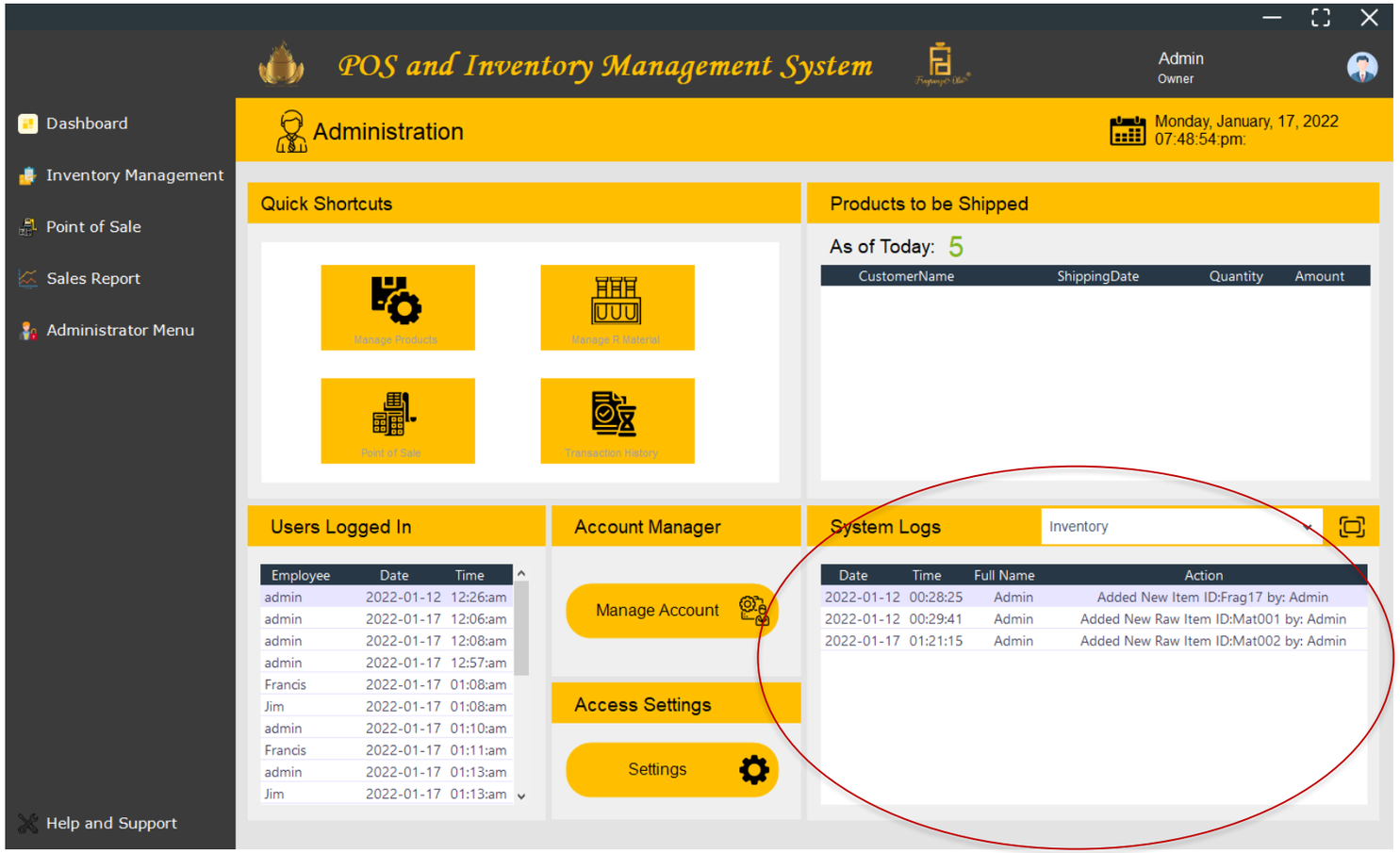


Transaction Number	Reference Number	Transaction Type	CustomerName	Payment	Quantity
0000141634780	REF-0004836629	Delivery	FRANCIS A TERCERO	Cash on Delivery(COD)	1
0000233914487	REF-0004600886	Walk-in-Customer	JIM K BASAS	Cash	1
000041900909	REF-0008934365	Delivery	SAMPLE SAMPLE SAMPLE	Credit/Debit Card	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:



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:



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.