

Introduction

Welcome to the Bakery Management System User Manual. This manual will guide you through the various features and functionalities of the system, designed to enhance the efficiency of bakery operations.

Security Module



Login

DREW
BAKES

Email: qmcmarasigan@tip.edu.ph

Password: 

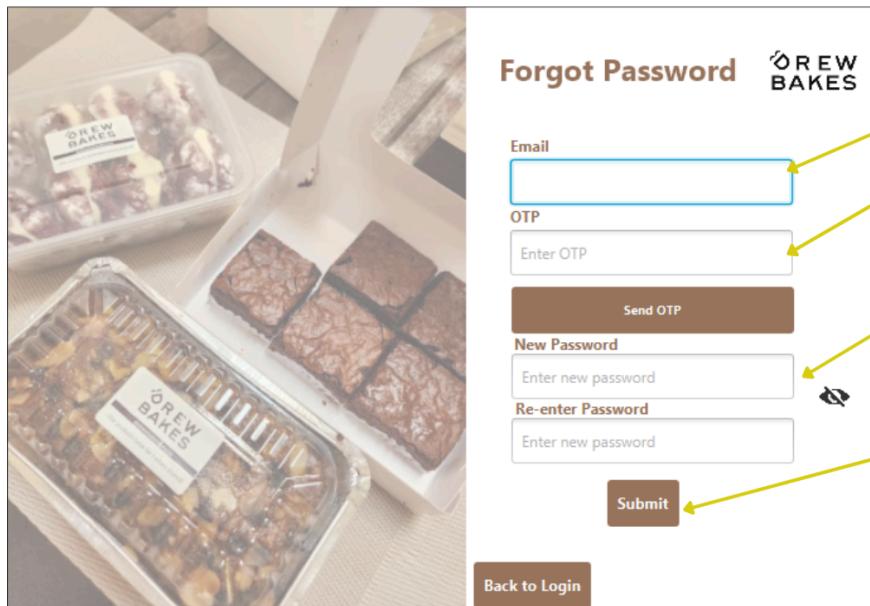
[Forgot Password?](#)

Login

Don't have an account yet? [Register](#)

1. Enter email and password For example: email: example@gmail.com password: Examplepass.00
2. Use eye icon to hide or show the password
3. If verified, access the dashboard. If not, retry up to three times.
4. After three failed attempts, use the "Forgot Password" mechanism.
5. If you still don't have an account, proceed to register an account using register button.

Security Module - Forgot Password



1. Enter registered email.
2. If found, receive an OTP to reset the password.
3. Enter and confirm a new password (same criteria as above).
4. Upon successful reset, log in again.

Security Module - Register

Back to login

Admin Registration

First Name:

Last Name:

Username:

Email:

Create Password:

Confirm Password:

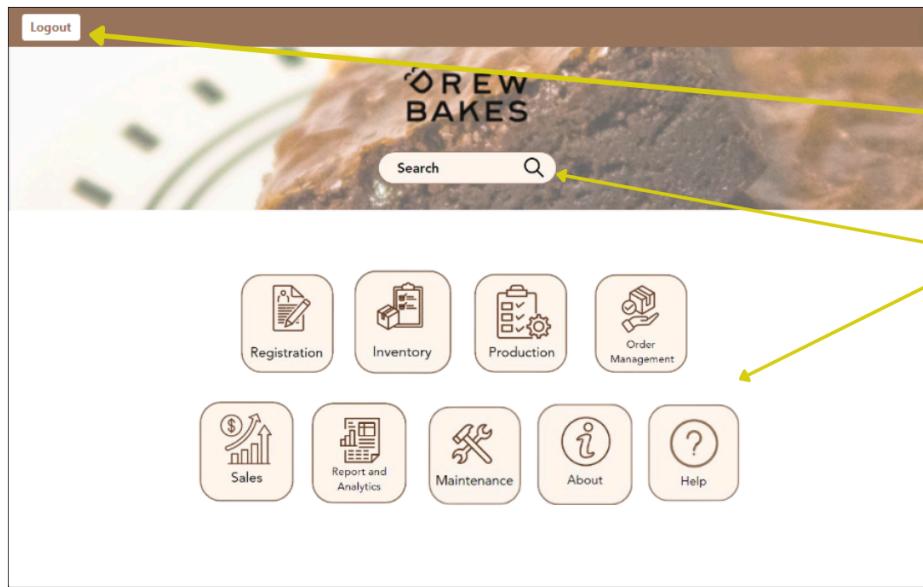
OTP Code:

Send OTP:

Submit

1. Enter email, first name, last name, username, and password.
2. Passwords must be at least 8 characters long and include one uppercase letter.
3. Verify via OTP sent to the email.
4. Upon verification, details are encrypted with Blowfish and stored.

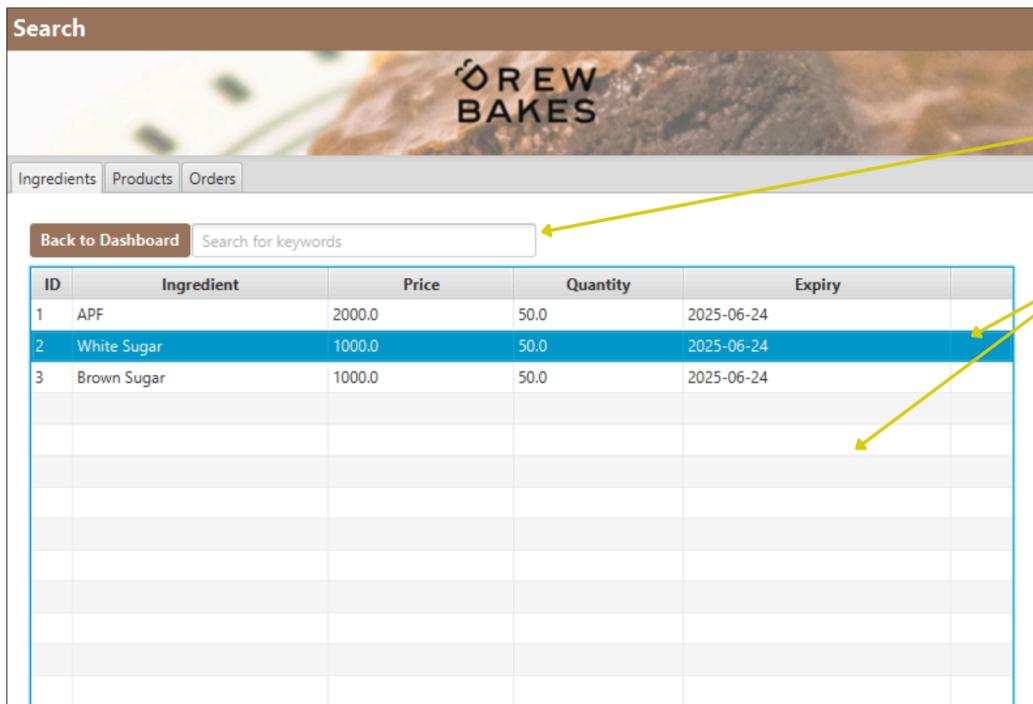
Dashboard Module



1. The main screen displays system modules and a logout button.
2. Modules available: Search, Registration, Inventory Management, Order Management, Production Management, Sales, Reports and Analytics, Maintenance, Help, and About

Search Module

Search



OREW BAKES

Ingredients Products Orders

Back to Dashboard Search for keywords

ID	Ingredient	Price	Quantity	Expiry
1	APF	2000.0	50.0	2025-06-24
2	White Sugar	1000.0	50.0	2025-06-24
3	Brown Sugar	1000.0	50.0	2025-06-24

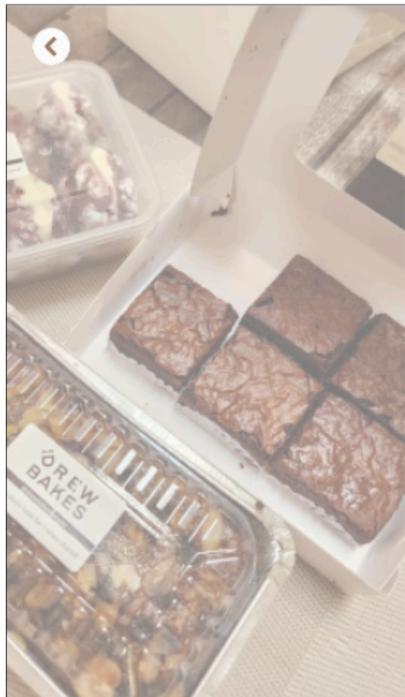
1. Enter keywords or phrases to search.
2. View and select search results to navigate to the respective module.

Registration Module



1. Product Button:
Click to go to the product registration form.
2. Ingredient Button:
Click to go to the ingredient registration form.

Registration Module - Product Registration



Product Registration

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Product Name:

Description:

Short Description

Price:

Price

Select Image:

Upload Image

Quantity Type:

Save

1. Enter product name, description, price, quantity type, and Upload Image.
2. Click save button to register the product.

Registration Module - Ingredient Registration



Ingredient Registration

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Ingredient Name:

Quantity: Quantity

Unit Type:

Price: Price

Expiry Date: Expiry Date

Save

1. Enter ingredient name, price, expiration date, unit type, and quantity.
2. Click save button to register the ingredient.

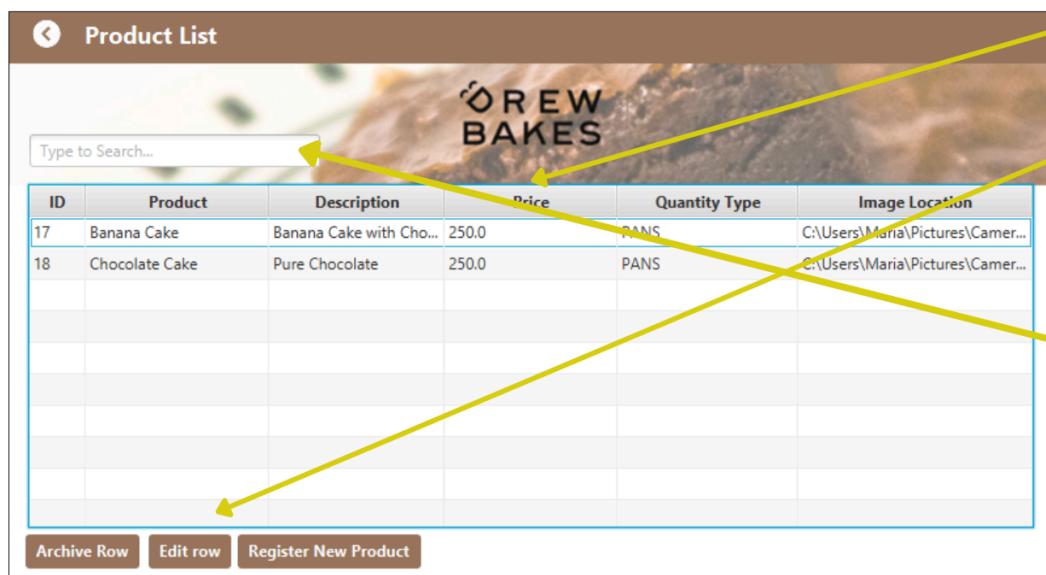
Inventory Module



1. Product Button: Click to go to the product list.
2. Ingredient Button: Click to go to the ingredient list.

Inventory Module - Product List

Product List



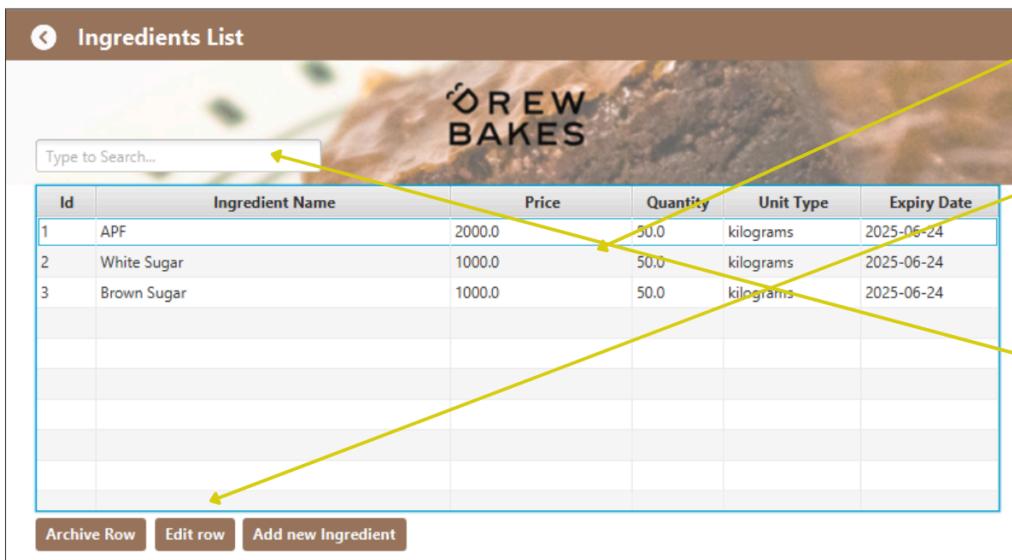
Type to Search...

ID	Product	Description	Price	Quantity Type	Image Location
17	Banana Cake	Banana Cake with Cho...	250.0	PANS	C:\Users\Maria\Pictures\Camer...
18	Chocolate Cake	Pure Chocolate	250.0	PANS	C:\Users\Maria\Pictures\Camer...

Archive Row Edit row Register New Product

1. Display products in a table format.
2. Add, update, or archive product information.
3. Search for specific products.

Inventory Module - Ingredient List



The screenshot shows a web-based inventory management system for a bakery. At the top, there's a header with the 'OREW BAKES' logo. Below the header is a search bar labeled 'Type to Search...'. The main content area displays a table of ingredients with columns for Id, Ingredient Name, Price, Quantity, Unit Type, and Expiry Date. The table contains three rows of data: APF (Price 2000.0, Quantity 50.0, Unit Type kilograms, Expiry Date 2025-06-24), White Sugar (Price 1000.0, Quantity 50.0, Unit Type kilograms, Expiry Date 2025-06-24), and Brown Sugar (Price 1000.0, Quantity 50.0, Unit Type kilograms, Expiry Date 2025-06-24). At the bottom of the table, there are three buttons: 'Archive Row', 'Edit row', and 'Add new Ingredient'.

Ingredients List					
					
Type to Search...					
Id	Ingredient Name	Price	Quantity	Unit Type	Expiry Date
1	APF	2000.0	50.0	kilograms	2025-06-24
2	White Sugar	1000.0	50.0	kilograms	2025-06-24
3	Brown Sugar	1000.0	50.0	kilograms	2025-06-24

Archive Row Edit row Add new Ingredient

1. Display ingredients in a table format.
2. Add, update, or archive ingredient information.
3. Search for specific ingredient.

Production Management Module - Monitor Production Progress

Monitor Productions

Type to Search...

Add Production

ID	Product Name	Quantity	Level of Stock	Date of Prod...	Expiration Date	No. of Days Ex...
11	Cookies	100.0	Sufficient	2024-06-29	2024-07-06	7
12	Banana Cake	5.0	Low	2024-06-29	2024-07-06	7
13	Banana Cake	23.0	Sufficient	2024-06-29	2024-07-06	7
14	Banana Cake	4.0	Low	2024-06-29	2024-07-06	7

Archive Row Edit Row

Ingredients Used:

Ingredient Name	Quantity	Unit Type
No content in table		

1. Display Productions and ingredient used in a table format.
2. Add, update, or archive Productions.
3. Search for specific Products in production.

Production Management Module - Add Production Schedule



Add Productions

Choose Product:

Quantity:

Level of Stock: N/A

Date of Production:

Expiration Date:

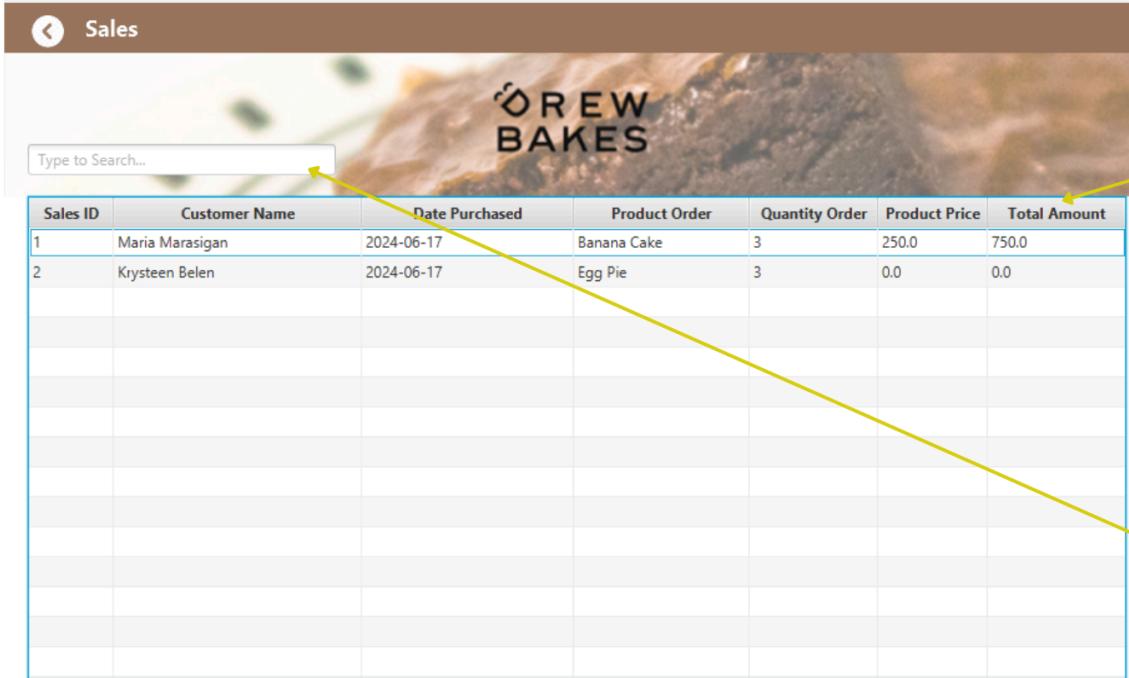
Ingredients Used For Production:

Ingredient Na...	Quantity	Unit Type
No content in table		

Add Ingredient **Remove Ingredient** **Save**

1. Create and manage a production schedule.
2. Add or remove ingredient that will use for a specific product.
3. Click save to display to table.

Sales Module



The screenshot shows a mobile application interface for the Sales Module. At the top, there is a navigation bar with a back arrow and the word "Sales". Below the navigation bar is a banner featuring the "OREW BAKES" logo. A search bar labeled "Type to Search..." is positioned above a table. The table has a light blue border and displays two rows of sales data. The columns are labeled: Sales ID, Customer Name, Date Purchased, Product Order, Quantity Order, Product Price, and Total Amount. The data in the table is as follows:

Sales ID	Customer Name	Date Purchased	Product Order	Quantity Order	Product Price	Total Amount
1	Maria Marasigan	2024-06-17	Banana Cake	3	250.0	750.0
2	Krysteen Belen	2024-06-17	Egg Pie	3	0.0	0.0

1. Display and search transactions with "PAID" and "DELIVERED" statuses from the Order Management Module.
2. It can search by customer name or product order.

Report and Analytics Module - Performance and Analytics



1. Display Pre-built Reports
2. Show the Performance and analytics by months and by week
3. Click update button to show the report

Report and Analytics Module - Generate Report

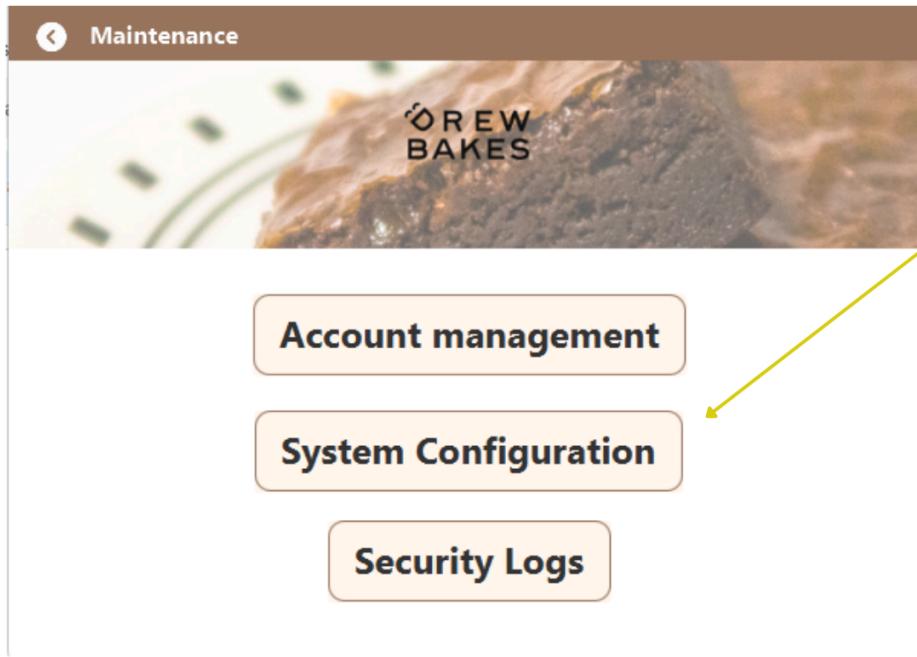
The screenshot shows a user interface for 'Report Analytics'. At the top, there is a navigation bar with a back arrow and the text 'Report Analytics'. Below the navigation bar, there are two tabs: 'Performance and Analytics' and 'Generate Reports', with 'Generate Reports' being the active tab. On the right side of the interface, there is a vertical list of five report generation buttons, each enclosed in a rounded rectangle:

- Generate Ingredient Report
- Generate Ingredient Used Report
- Generate Production Report
- Generate Sales Report
- Generate Security Log Report



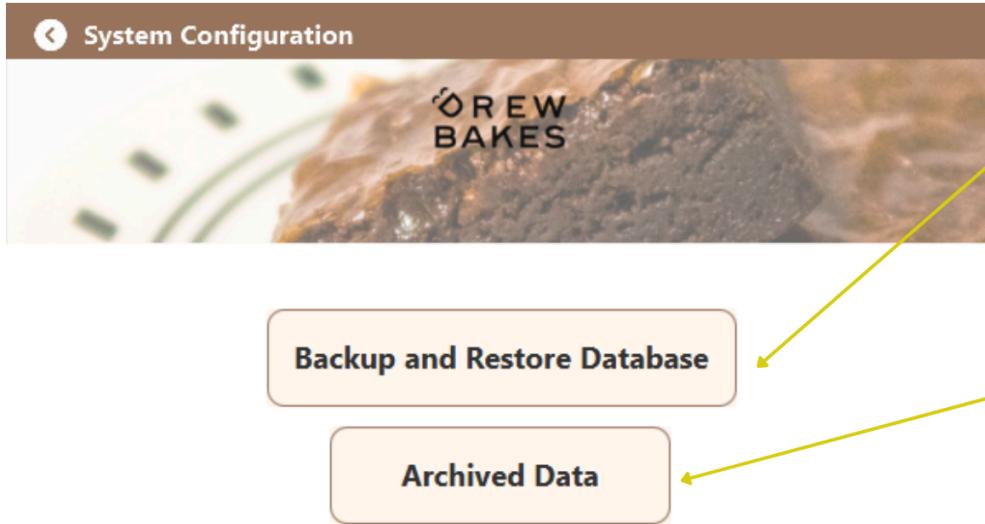
1. Choose the type of report to save in pdf file (Sales, Production, etc.).

Maintenance Module



1. Click on the desired button (Account Management, System Configuration, or Security Logs) to perform the respective functions.

System Configuration



1. Back up or Restore data to navigate respective window
2. Archived Data to show or display all archived data

System Configuration - Back up and Restore



1. Choose "Create Backup" to save a new backup file to a selected location.
2. Choose "Restore Database" to load an existing backup file from your system.

System Configuration - Archived Data

The screenshot shows a software interface titled "System Configuration - Archived Data". At the top, there is a navigation bar with tabs: "Products" (which is selected), "Ingredients", "Productions", and "Orders". Below the navigation bar is a search bar labeled "Type to Search...". The main area displays a table of archived items:

ID	Product	Description	Price	Quantity Type	Image Location
16	Brownies	Chocofudge	50.0	PCS	C:\Users\Maria\Pictures\Camera Roll\...
19	Cookies	Choco cookies	50.0	PCS	C:\Users\Maria\Pictures\Camera Roll\...

At the bottom left of the table area, there is a button labeled "Remove from Archive". A yellow arrow points from the text "Select item to remove" to this button.

1. Navigate through tabs like Products, Ingredients, Productions, and Orders to view archived items.
2. To remove an item from the archive, select the item and click "Remove from Archive."



Security Logs

1. View logs of all login activities with timestamps for audit purposes.

About Module

About



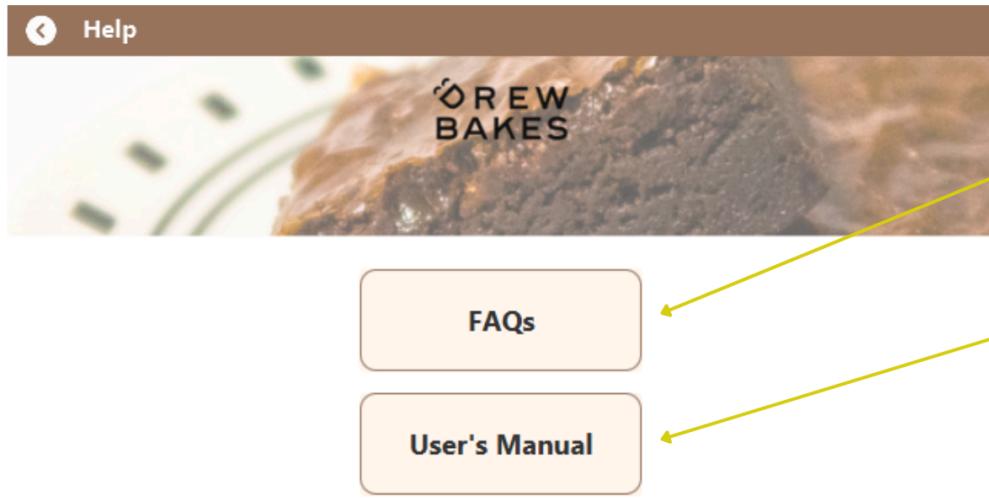
Drew Bakes is a local bakery owned by Kristine Sison and her fiancé, Andrew Simeon. Established in 2021 in Cogeo, Rizal, it operates from their home, offering a variety of pastries, including banana bread and chocolate cake.



DREW
BAKES

1. View information about "Drew Bakes," including the bakery's history, mission, vision, core values, developer information, and software version.

Help Module



1. Click on "FAQs" in the Help section to show FAQs window.
2. Click on "User's Manual" in the Help section to display the PDF version of the manual.