

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

Admin Login



Login



Email

Password



[Forgot Password?](#)


Login

Don't have an account yet?


Register

1. Enter email and password.
2. If verified, access the dashboard. If not, retry up to three times.
3. After three failed attempts, use the "Forgot Password" mechanism.

Forgot Password




Forgot Password




Email

OTP

New Password




Re-enter Password



1. Enter email or username.
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.

Admin Registration

Admin Registration



[Back to login](#) **Register New Admin**

First Name:

Last Name:

Username:

Email:

Create Password:

Confirm Passowrd:

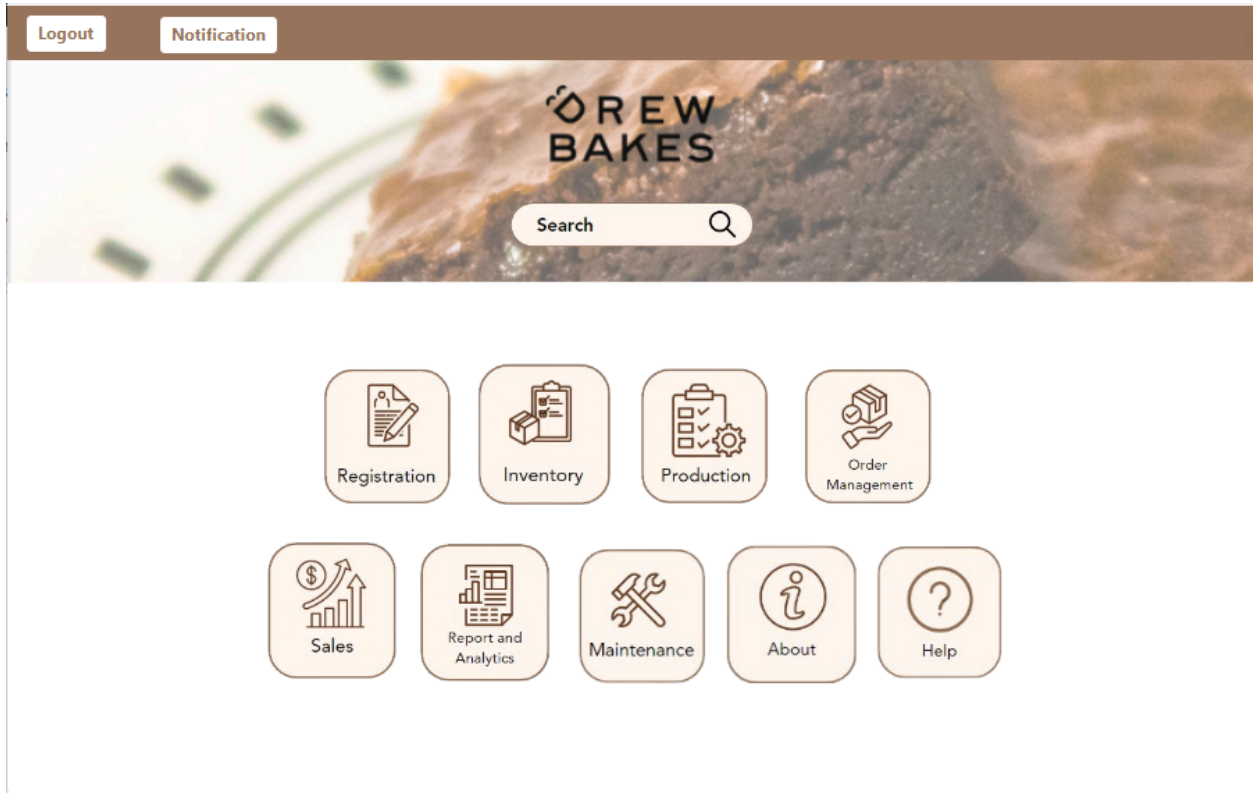
OTP Code:

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



- The main screen displays system modules, alerts, notifications, and a logout button.
- Alerts notify about low or expiring inventory.
- Modules available: Search, Registration, Inventory Management, Order Management, Production Management, Sales, Reports and Analytics, Maintenance, Help, and About.

Search Module

IngredientsProductsOrders

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



Product 

Ingredient 

Product Registration



Product Registration

OREW
BAKES

Product Name:

Description:

Short Description

Price:

Price

Select Image:

Upload Image

Quantity Type:

Save

1. Enter product name, description, price, quantity type, default quantity, and ingredient list.
2. Update the database and display products in the system.
3. Update or archive product information as needed.

Ingredient Registration



Product Registration

OREW
BAKES

Product Name:

Description:

Short Description

Price:

Price

Select Image:

Upload Image

Quantity Type:

Save

1. Enter ingredient name, price, expiration date, unit type, and quantity.
2. Update the database and display ingredients in the system.
3. Update ingredient quantities or remove ingredients as needed.

Inventory Management Module



Product List

Products

Type to Search...

OREW BAKES

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...
19	Cookies	Choco cookies	50.0	PCS	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.

Ingredient List

Ingredients

Type to Search...

REW
BAKES

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

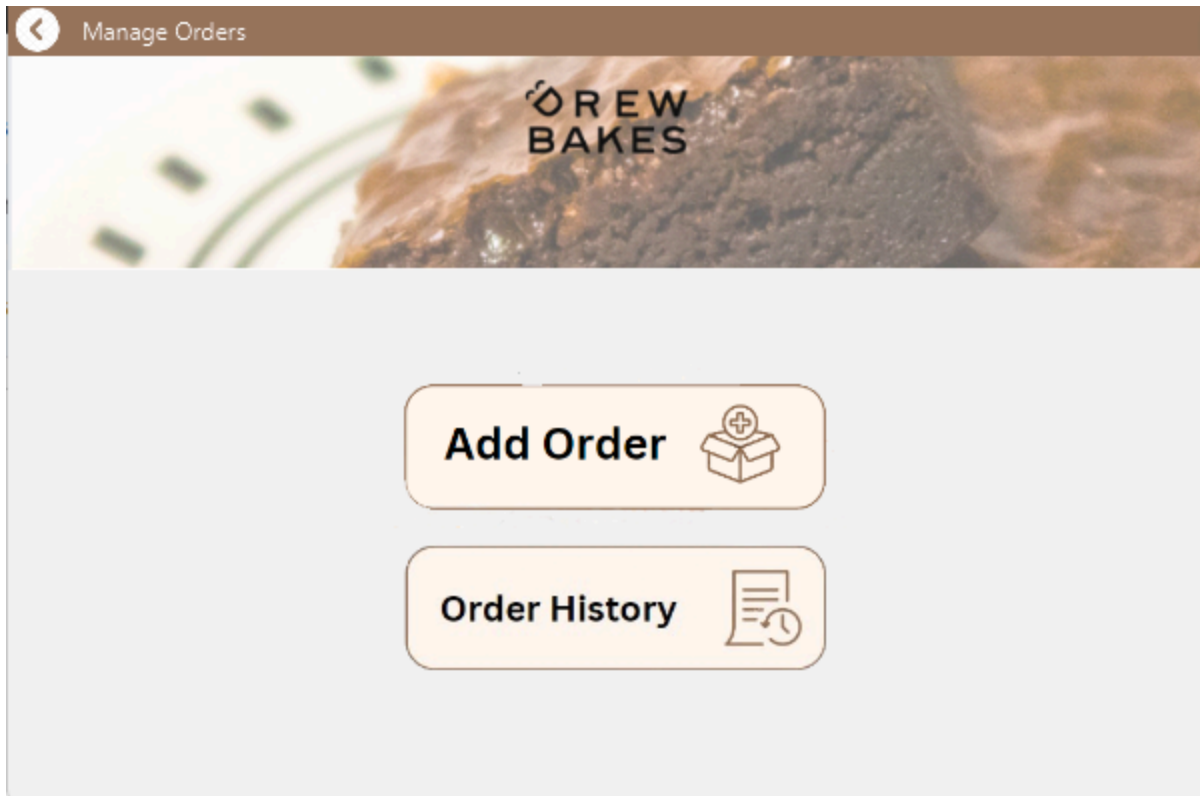
Archive Row

Edit row

Add new Ingredient


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

Order Management Module



Add Order

◀ Add Order



Customer Name:

Address:

Date Order:

Delivery Status:

Product Order:

Remaining Quantity:

Unit Type:

Quantity ordered:

Payment Status:

Save

1. Enter customer order details: name, date, product, quantity, address, payment, and delivery status.
2. Update and display order data in a table format.
3. Modify order details as needed.

Order History

←

Orders

OREW
BAKES

Type to Search...

Id	Customer Name	Address	Date Order	Product Order	Quantity	Payment Status	Delivery Status
1	Maria Marasigan	Caloocan City	2024-06-17	Banana Cake	3	PAID	DELIVERED
2	Krysteen Belen	Taytay Rizal	2024-06-17	Egg Pie	3	PAID	DELIVERED
3	Alex Sison	Antipolo Clty	2024-06-17	Pandesal	10	PENDING	PENDING
4	Christine Dela Cruz	sdads	2024-06-17	Pandesal	10	PENDING	DELIVERED
5	Juanito Juan	Cavite	2024-06-17	Pandesal	10	PAID	CANCELLED
6	Salve Lagang	Caloocan City	2024-06-17	Cake	1	PENDING	PENDING

Archive row

Edit row

Add Order Status

1. Display order history with customer details and order specifics.
2. Add, update, or archive orders as needed.

Production Management Module

Add Production Schedule

Go Back

OREW
BAKES

Add Productions

Choose Product:

Quantity:

Level of Stock: N/A

Date of Production:

Date of Production

Expiration Date:

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. Receive alerts for expiring stocks or insufficient inventory.
- 3. Modify production tasks as needed.

Monitor Production Progress

Go Back To Dashboard

Productions

Type to Search...

Add Production

ID	Product Name	Quantity	Level of Stock	Date of Produ...	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
15	Cookies	50.0	Sufficient	2024-06-29	2024-07-06	7

Archive Row

Edit Row

Ingredients Used:

Ingredient Name	Quantity	Unit Type
No content in table		

- 1. Monitor ongoing production tasks.
- 2. Modify production data as necessary.

Sales Module

[Back To Dashboard](#)

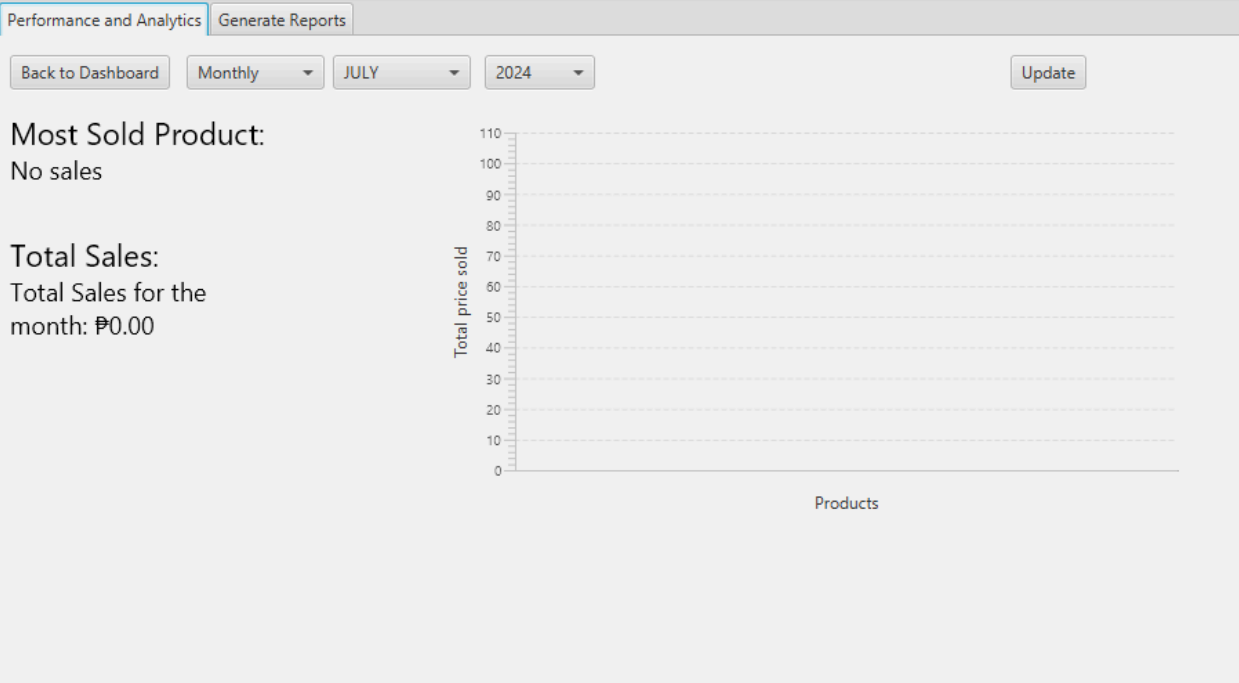
Search

[illegible]

- Display and search transactions with "PAID" and "DELIVERED" statuses from the Order Management Module.

Report and Analytics Module

Reports and Analytics



1. Retrieve and analyze data from the database and other modules.
2. View pre-built reports for Sales, Inventory, and Performance Analytics.
3. Customize report views and date ranges.

Maintenance Module

[Back to Dashboard](#)

Maintenance:

[Account management](#)[System Configuration](#)[Security Logs](#)

Manage Accounts

[Go Back To Dashboard](#)

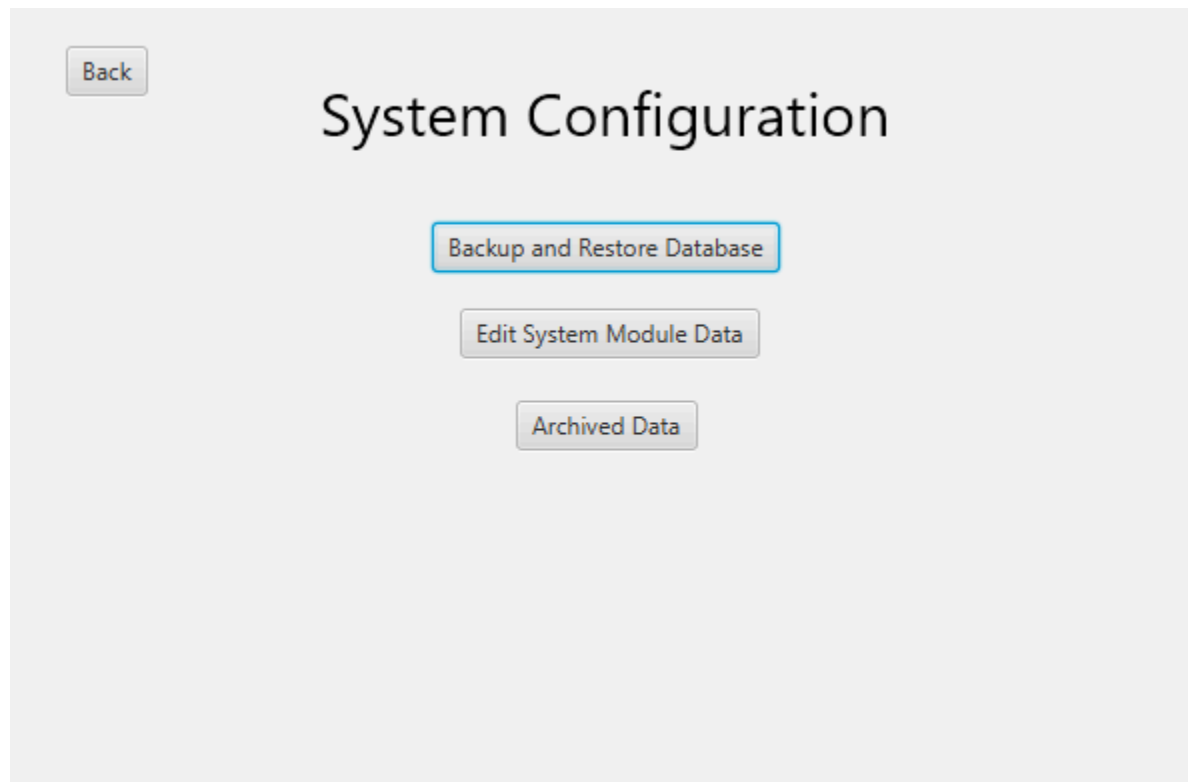
Account Management

Email	First Name	Last Name	Username	Status
qmcmarasigan@tip.e...	Ma. Clarissa	Marasigan	qmcmarasigan	active

[Deactivate account](#)[Reactivate Account](#)[Edit account details](#)[Change Password](#)

1. Manage admin accounts and change passwords.
2. Edit account information as needed.

System Configuration



1. Back up data.
2. Update specific module data.

Security Logs

Back

Security Logs

Username	Activity Log	Timestamp
	has logged out of the system	2024-07-01 12:00 AM
qmcmarasigan	qmcmarasigan has logged in the system	2024-07-01 12:00 AM
qmcmarasigan	qmcmarasigan has logged in the system	2024-07-01 12:04 AM
qmcmarasigan	qmcmarasigan has logged in the system	2024-07-01 12:39 AM
qmcmarasigan	qmcmarasigan has logged in the system	2024-07-01 12:43 AM
qmcmarasigan	qmcmarasigan has logged in the system	2024-07-01 12:58 AM
qmcmarasigan	qmcmarasigan has logged in the system	2024-07-01 01:35 AM
qmcmarasigan	qmcmarasigan has logged in the system	2024-07-01 01:36 AM
qmcmarasigan	qmcmarasigan has logged in the system	2024-07-01 01:41 AM
qmcmarasigan	qmcmarasigan has logged in the system	2024-07-01 02:23 AM
qmcmarasigan	qmcmarasigan has logged in the system	2024-07-01 02:24 AM
qmcmarasigan	qmcmarasigan has logged in the system	2024-07-01 02:26 AM
qmcmarasigan	qmcmarasigan has logged in the system	2024-07-01 02:31 AM

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

Help Module

FAQs

1. Find answers to common questions about the system.

User Manual

1. Access detailed information about using the system.

About Module

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