

Chandana Hardware (Pvt.) Ltd



Staff User Manual

1. Start the System

After starting the system, the following screen will be displayed;



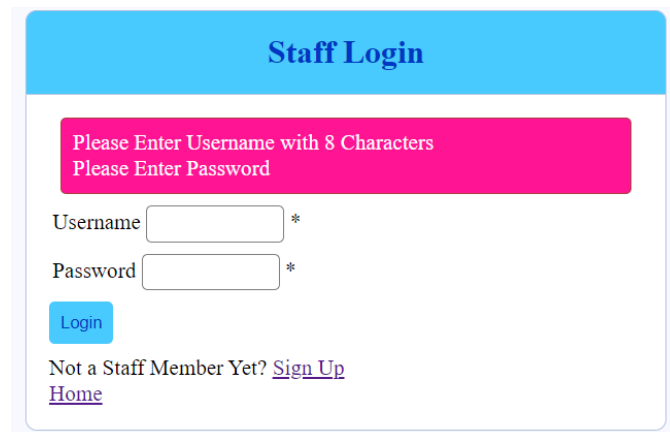
2. Login to the System (Registered Staff Members)

To login to the system as a staff member, the user must click the “Staff Login” button on the Top Left Hand Side Corner of the Screen. The following screen will appear after the “Staff Login” button is clicked;

A screenshot of the 'Staff Login' form. The form has a light blue header with the title 'Staff Login'. Below the header, there are two input fields: 'Username' and 'Password', each followed by an asterisk (*). Below the password field is a blue 'Login' button. At the bottom of the form, there is a link that says 'Not a Staff Member Yet? [Sign Up](#)' and another link below it that says '[Home](#)'.

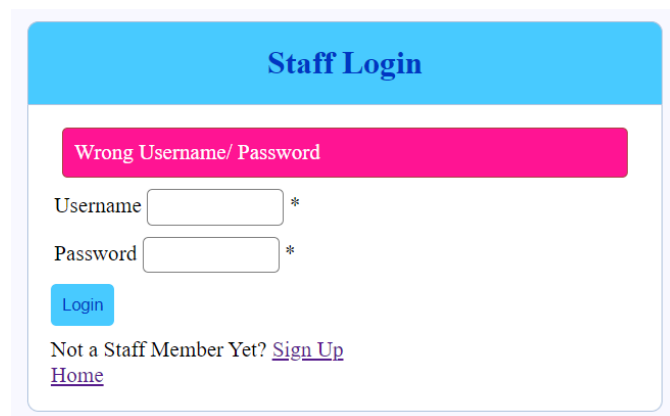
The user must enter their pre-registered username and password to access the system.

If the Login button is clicked without filling the username and password, the following error messages will be displayed;



The image shows a 'Staff Login' form with a blue header. Below the header, there is a pink error message box containing the text 'Please Enter Username with 8 Characters' and 'Please Enter Password'. The form includes two input fields: 'Username' and 'Password', both followed by an asterisk (*). Below the input fields is a blue 'Login' button. At the bottom of the form, there is a link that says 'Not a Staff Member Yet? [Sign Up](#)' and another link below it that says '[Home](#)'.

If a wrong username and/ or password is entered, the following error message will be displayed;




The image shows the same 'Staff Login' form, but with a different pink error message box that says 'Wrong Username/ Password'. The 'Username' and 'Password' input fields and the 'Login' button remain the same. The links at the bottom are also the same: 'Not a Staff Member Yet? [Sign Up](#)' and '[Home](#)'.

If the correct username and password is entered, the user will be re-directed to the staff home page;



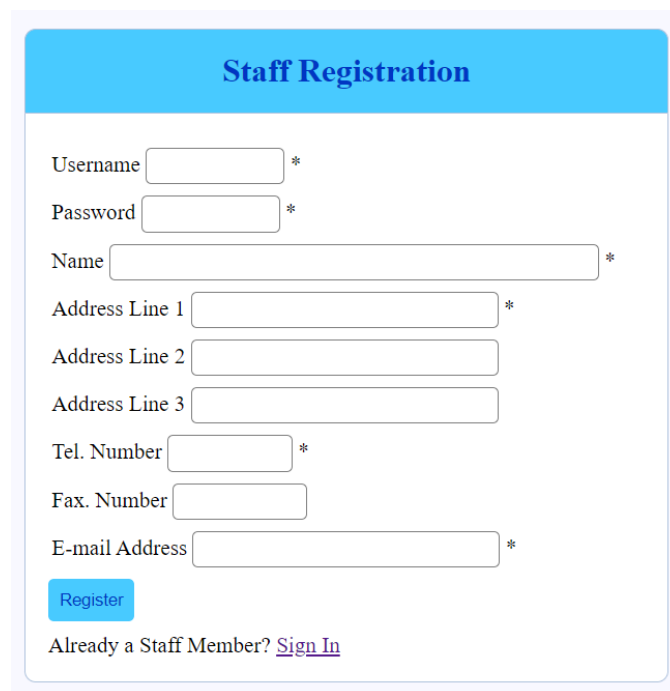
3. Registering Staff Members who are not yet Registered

If the staff member is not registered yet, click the “Sign Up” button on the Login page;



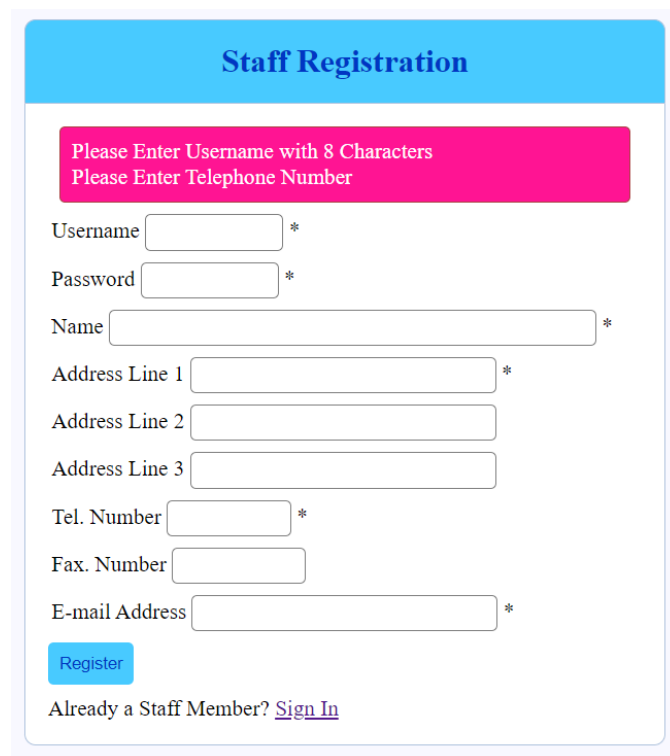
The Staff Login form is titled "Staff Login" in a blue header. It contains two input fields: "Username" and "Password", both marked with an asterisk (*). Below these fields is a blue "Login" button. At the bottom, there is a link "Not a Staff Member Yet? [Sign Up](#)" where "Sign Up" is highlighted with a red box, and a blue "Home" link below it.

The user can input their Username (8 Characters long), Password, Name, Address, Telephone Number, Fax Number and Email Address. The fields; Username, Password, Name, Address Line 1, Tel. Number, and Email Address are mandatory.



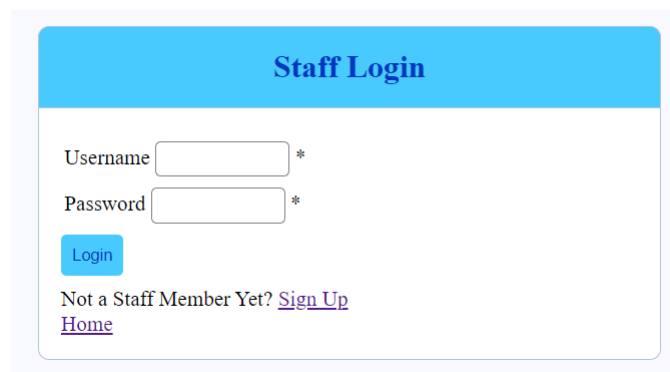
The Staff Registration form is titled "Staff Registration" in a blue header. It contains several input fields: "Username" and "Password" (both with asterisks), "Name" (with an asterisk), "Address Line 1" (with an asterisk), "Address Line 2", "Address Line 3", "Tel. Number" (with an asterisk), "Fax. Number", and "E-mail Address" (with an asterisk). Below these fields is a blue "Register" button. At the bottom, there is a link "Already a Staff Member? [Sign In](#)".

If the mandatory fields are incomplete/ left blank relevant error messages will be displayed. For example if the Password, Name, Address Line 1 and Email Address are filled but the Username and Tel. Number are blank, the following error messages will be displayed;



The screenshot shows the 'Staff Registration' form. At the top, a blue header contains the title 'Staff Registration'. Below the header, a pink error message box displays two messages: 'Please Enter Username with 8 Characters' and 'Please Enter Telephone Number'. The form fields are as follows: 'Username' (with an asterisk), 'Password' (with an asterisk), 'Name' (with an asterisk), 'Address Line 1' (with an asterisk), 'Address Line 2', 'Address Line 3', 'Tel. Number' (with an asterisk), 'Fax. Number', and 'E-mail Address' (with an asterisk). A blue 'Register' button is located below the 'E-mail Address' field. At the bottom, there is a link: 'Already a Staff Member? [Sign In](#)'.

After all the mandatory fields have been completed correctly, the user will be re-directed to the Staff Login Page;



The screenshot shows the 'Staff Login' form. At the top, a blue header contains the title 'Staff Login'. Below the header, the form fields are: 'Username' (with an asterisk) and 'Password' (with an asterisk). A blue 'Login' button is located below the 'Password' field. At the bottom, there is a link: 'Not a Staff Member Yet? [Sign Up](#)' and another link: '[Home](#)'.

Please refer Section 2 above to login to the system.

4. Staff Home Page

After login to the system, in the Staff Home Page, four menu items can be identified.

4.1 Data Entry/ View

After expanding the “Data Entry/ View” Menu, there are sub-menu items as shown below;



4.1.1 Item Add

After clicking the sub-menu “Item Add”, the user will be re-directed to the Add – Items Page;

Add - Items

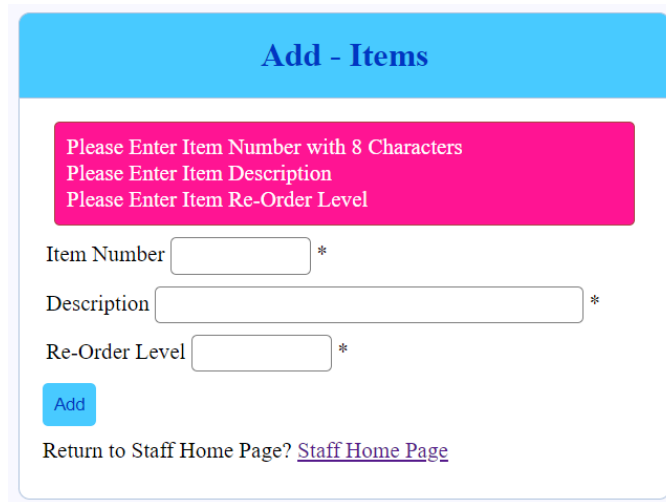
Item Number *

Description *

Re-Order Level *

Return to Staff Home Page? [Staff Home Page](#)

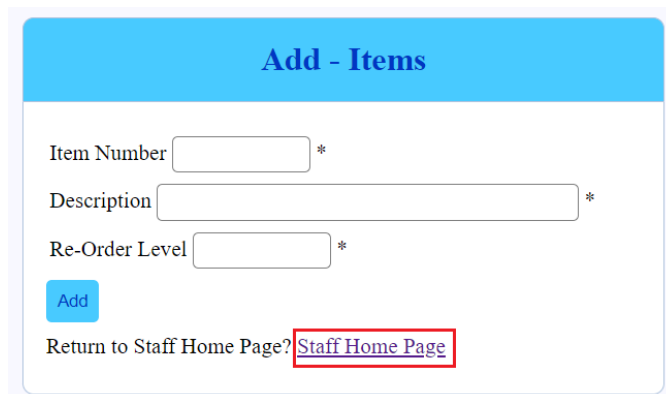
All the 3 fields in this page are mandatory. If they are not filled, error messages will be displayed as follows;



The screenshot shows a web form titled "Add - Items" with a blue header. Below the header, there is a pink error box containing three lines of text: "Please Enter Item Number with 8 Characters", "Please Enter Item Description", and "Please Enter Item Re-Order Level". Below the error box, there are three input fields: "Item Number" (a short text box), "Description" (a long text box), and "Re-Order Level" (a short text box). Each field has an asterisk (*) to its right, indicating it is mandatory. Below the input fields, there is a blue "Add" button. At the bottom of the form, there is a link that says "Return to Staff Home Page? [Staff Home Page](#)".

After correctly filling all the fields, the Item Details will be added successfully.

The user can return back to the Staff Home Page by clicking the “Staff Home Page” button;



This screenshot is identical to the previous one, showing the "Add - Items" form. However, the link "Staff Home Page" at the bottom is now highlighted with a red rectangular box.

4.1.2 Item View

After clicking the sub-menu “Item View”, the user will be able to see the Item Number, Description, Re-Order Level and Stock of the Registered Items;

Add Image

4.1.3 Supplier View

After clicking the sub-menu “Supplier View”, the user will be able to see the Username, Name, Address, Telephone Number, Fax Number and Email Address of the Registered Suppliers;

Add Image

4.1.4 Customer View

After clicking the sub-menu “Customer View”, the user will be able to see the Username, Name, Address, Telephone Number, Fax Number and Email Address of the Registered Customers;

Add Image

4.1.5 Place Orders to Suppliers

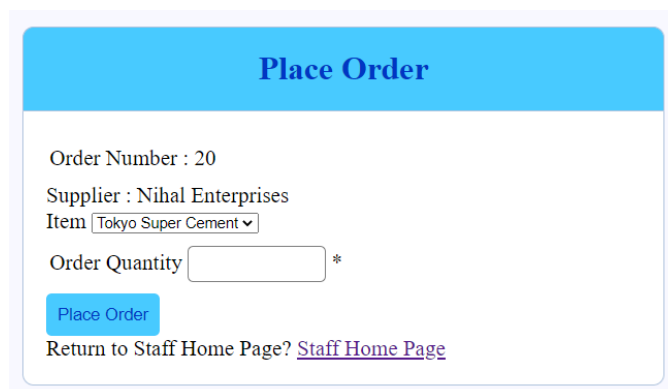
After clicking the sub-menu “Place Orders to Suppliers”, the user will be re-directed to the Place Order Page;



The screenshot shows a web form titled "Place Order" with a blue header. Below the header, the text "Order Number : 20" is displayed. Underneath, there is a label "Supplier" followed by a dropdown menu currently showing "Nihal Enterprises". Below the dropdown is a blue button labeled "Proceed". At the bottom of the form, there is a link that says "Return to Staff Home Page? [Staff Home Page](#)".

User must select the Supplier from the Drop Down List, which contains the names of all the Registered Suppliers. If the user wants to cancel the order, he/ she can click the “Staff Home Page” Button to cancel the order and return to the Staff Home Page.

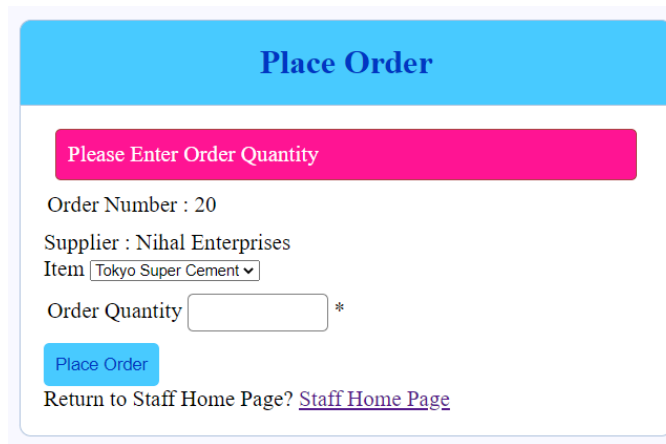
If the user selects the Supplier and clicks the “Proceed” button, they will be re-directed to the next page;



This screenshot shows the "Place Order" form after further interaction. The "Supplier" dropdown now displays "Nihal Enterprises". A new "Item" dropdown has been added, showing "Tokyo Super Cement". Below the item dropdown is a text input field for "Order Quantity" followed by an asterisk (*), indicating it is a mandatory field. A blue button labeled "Place Order" is now visible. The "Return to Staff Home Page? [Staff Home Page](#)" link remains at the bottom.

In this page, the user must select the Item they wish to order from the drop down list. Then they must enter the Order Quantity, which is a mandatory field.

If the Order Quantity is left blank, the following error message will be displayed;

A screenshot of a web form titled "Place Order" in a blue header. Below the header is a pink box with the text "Please Enter Order Quantity". The form contains the following text: "Order Number : 20", "Supplier : Nihal Enterprises", "Item" followed by a dropdown menu showing "Tokyo Super Cement", and "Order Quantity" followed by a text input field and an asterisk. At the bottom, there is a blue "Place Order" button and a link "Return to Staff Home Page? [Staff Home Page](#)".

Place Order

Please Enter Order Quantity

Order Number : 20

Supplier : Nihal Enterprises

Item

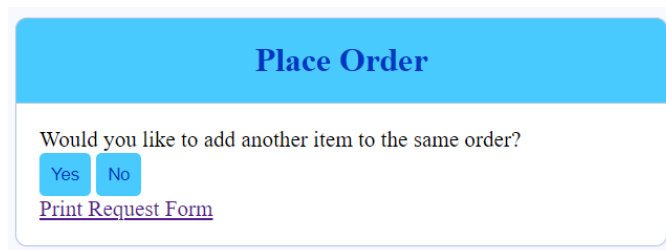
Order Quantity *

[Place Order](#)

Return to Staff Home Page? [Staff Home Page](#)

If the user wishes to cancel the order, he/ she can click the “Staff Home Page” Button to cancel the order and return to the Staff Home Page.

After entering the Order Quantity, the user can click the “Place Order” to confirm the order. Then they will be re-directed to the next page;

A screenshot of a web form titled "Place Order" in a blue header. Below the header, it asks "Would you like to add another item to the same order?". There are two blue buttons labeled "Yes" and "No". Below these buttons is a link "[Print Request Form](#)".


Place Order

Would you like to add another item to the same order?

[Yes](#) [No](#)

[Print Request Form](#)

In this page, the user can click “Yes” to add another item to the same order or click “No” to return to the Home Page. The user can also click the “Print Request Form”, then a pdf file will be displayed as below;

Chandana Hardware (Pvt.) Ltd


Item Request Form

Order Number : 20

Supplier Details

Supplier : Nihal Enterprises

Supplier Tel. Number: 0114870264

Client Details

Client Name : Chandana Hardware (Pvt.) Ltd

Client Address : No. 35/7/C, Lionel Jayasinghe Mawatha, Godagama, Homagama

Client Telephone Number : 0714433053

Order Details

Item Name	Quantity
Tokyo Super Cement	100

Printed and Approved by Nethma Nushara Pathirana

Date : 24-02-2022

4.1.6 Receive Orders from Suppliers

After clicking the sub-menu “Receive Orders from Suppliers”, the user will be re-directed to the Receive Order Page;

Receive Order

Order Number *

Proceed

Return to Staff Home Page? [Staff Home Page](#)

The user must enter the “Order Number” of the order which was sent to the supplier. If the “Order Number” is left blank, an error message will be displayed as below;

Receive Order

Please Enter Order Number

Order Number *

[Proceed](#)

Return to Staff Home Page? [Staff Home Page](#)

If the user wishes to cancel the order, he/ she can click the “Staff Home Page” Button to cancel the order and return to the Staff Home Page.

After entering a valid Order Number, the user will be re-directed to the next page;

Receive Order

Order Number : 20

Supplier : Nihal Enterprises

Item

[Proceed](#)

Return to Staff Home Page? [Staff Home Page](#)

The user can select the item from the drop down list.

Thereafter he/ she can click the “Proceed” button to go to the next page;

Receive Order

Order Number : 20

Supplier : Nihal Enterprises

Item : Tokyo Super Cement

Requested Quantity : 100

Received Quantity *

Unit Price *

[Confirm Receive Order](#)

Return to Staff Home Page? [Staff Home Page](#)

The user must enter the “Received Quantity” and the “Unit Price”, which are mandatory fields. If they are left blank, the following error messages will be displayed;

Receive Order

Please Enter Received Quantity
Please Enter Unit Price

Order Number : 20
Supplier : Nihal Enterprises
Item : Tokyo Super Cement
Requested Quantity : 100
Received Quantity *
Unit Price *

Confirm Receive Order

Return to Staff Home Page? [Staff Home Page](#)

After entering the Received Quantity and Unit Price, the user must click the “Confirm Receive Order” button and move to the next page;

Receive Order

Would you like to add another item for the same order?

Yes No

[Print Good Receipt Note](#)

In this page, the user can click “Yes” to add another item to the same order or click “No” to return to the Home Page. The user can also click the “Print Good Receipt Note”, then a pdf file will be displayed as below;

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Chandana Hardware (Pvt.) Ltd



Good Receipt Note

Order Number : 20

Client Details

Client Name : Chandana Hardware (Pvt.) Ltd
Client Address : No. 35/7/C, Lionel Jayasinghe Mawatha, Godagama, Homagama
Client Telephone Number : 0714433053

Supplier Details

Supplier Name : Nihal Enterprises
Supplier Address : 132/3, Main Street, Hanwella
Supplier Telephone Number : 0114870264

Order Details

Item No	Item Name	Quantity	Unit Price	Total (Rs.)
I0000009	Tokyo Super Cement	75	1565.35	117401.25
Grand Total :				117401.25

Printed and Approved by Nethma Nushara Pathirana

Date : 24-02-2022

4.1.7 Issue to Customers – Online Order

After clicking the sub-menu “Issue to Customers – Online Order”, the user will be re-directed to the Issue to Customers Page;

Staff Home Page'." data-bbox="317 155 736 283"/>

The user must enter the “Order Number” of the order which was received from the customer. If the “Order Number” is left blank, an error message will be displayed as below;

Staff Home Page'." data-bbox="317 358 736 517"/>

If the user wishes to cancel the order, he/ she can click the “Staff Home Page” Button to cancel the order and return to the Staff Home Page.

After entering a valid Order Number, the user will be re-directed to the next page;

Staff Home Page'." data-bbox="317 627 736 780"/>

The user can select the item from the drop down list.

Thereafter he/ she can click the “Proceed” button to go to the next page;

Issue Order

Order Number : 29
Customer : Amal Silva
Item : Tokyo Super Cement
Requested Quantity : 5
Current Available Stock : 300
Issued Quantity *

[Issue Order](#)

Return to Staff Home Page? [Staff Home Page](#)

The user will be able to see the “Current Available Stock” of the selected Item.

The user must enter the “Issued Quantity”, which is a mandatory field. If it is left blank, the following error messages will be displayed;

Issue Order

Please Enter Issued Quantity

Order Number : 29
Customer : Amal Silva
Item : Tokyo Super Cement
Requested Quantity : 5
Current Available Stock : 300
Issued Quantity *

[Issue Order](#)

Return to Staff Home Page? [Staff Home Page](#)

After entering the Issued Quantity, the user must click the “Issue Order” button and move to the next page;

Issue Order

Would you like to add another item for the same order?

[Yes](#) [No](#)

[Print Customer Invoice](#)

In this page, the user can click “Yes” to add another item to the same order or click “No” to return to the Home Page. The user can also click the “Print Customer Invoice”, then a pdf file will be displayed as below;

Chandana Hardware (Pvt.) Ltd



Customer Invoice

Order Number : 29

Customer Details

Customer Username : amalsilv

Customer Name : Amal Silva

Order Details

Item No	Item Name	Quantity	Unit Price	Total (Rs.)
10000009	Tokyo Super Cement	5	1565.35	7826.75
Grand Total (Rs.) :				7826.75

Printed and Approved by Nethma Nushara Pathirana

Date : 24-02-2022


4.1.8 Issue to Customers – Physical Order

After clicking the sub-menu “Issue to Customers – Physical Order”, the user will be re-directed to the Issue to Customers Page;



The screenshot shows a web form titled "Issue Order" with a blue header. The form contains the following elements: "Order Number : 30", a "Customer Name:" label followed by a text input field with an asterisk, an "Item" label followed by a dropdown menu showing "Tokyo Super Cement", a "Quantity Required" label followed by a text input field with an asterisk, a blue "Next" button, and a link "Return to Staff Home Page? [Staff Home Page](#)".

The user must enter the “Customer Name” and “Quantity Required”. The user can select the item from the drop down list. If the “Customer Name” and “Quantity Required” are left blank, error messages will be displayed as below;



The screenshot shows the same "Issue Order" form, but with a pink error message box at the top stating "Please Enter Customer Name" and "Please Enter Quantity Required". The form fields and other elements remain the same as in the previous screenshot.

If the user wishes to cancel the order, he/ she can click the “Staff Home Page” Button to cancel the order and return to the Staff Home Page.

After entering the Customer Name and Quantity Required, the user will be re-directed to the next page;

Issue Order

Order Number : 30
 Customer : Sunil Fernando
 Item : Tokyo Super Cement
 Requested Quantity : 3
 Current Available Stock : 295
 Issued Quantity *

[Issue Order](#)

Return to Staff Home Page? [Staff Home Page](#)

The user will be able to see the “Current Available Stock” of the selected Item.

The user must enter the “Issued Quantity”, which is a mandatory field. If it is left blank, the following error messages will be displayed;

Issue Order

Please Enter Issued Quantity

Order Number : 30
 Customer : Sunil Fernando
 Item : Tokyo Super Cement
 Requested Quantity : 3
 Current Available Stock : 295
 Issued Quantity *

[Issue Order](#)

Return to Staff Home Page? [Staff Home Page](#)

After entering the Issued Quantity, the user must click the “Issue Order” button and move to the next page;

Issue Order

Would you like to add another item for the same order?

[Yes](#) [No](#)

[Print Customer Invoice](#)

In this page, the user can click “Yes” to add another item to the same order or click “No” to return to the Home Page. The user can also click the “Print Customer Invoice”, then a pdf file will be displayed as below;

Chandana Hardware (Pvt.) Ltd



Customer Invoice

Order Number : 30

Customer Details

Customer Name : Sunil Fernando

Order Details

Item No	Item Name	Quantity	Unit Price	Total
I0000009	Tokyo Super Cement	3	1565.35	4696.05
Grand Total :				4696.05

Printed and Approved by Nethma Nushara Pathirana

Date : 24-02-2022

4.2 Reports

After expanding the “Reports” Menu, there are sub-menu items as shown below;



4.2.1 Item List

After clicking the sub-menu “Item List”, a pdf file containing the Item Number, Description, Re-Order Level and Stock of the Registered Items will be displayed as below;

Add Image

4.2.2 Supplier List

After clicking the sub-menu “Supplier List”, a pdf file containing the Username, Name, Address, Telephone Number, Fax Number and Email Address of the Registered Suppliers will be displayed as below;

Add Image

4.2.3 Customer List

After clicking the sub-menu “Customer List”, a pdf file containing the Username, Name, Address, Telephone Number, Fax Number and Email Address of the Registered Customer will be displayed as below;

Add Image

4.2.4 Items to be Re-Ordered

After clicking the sub-menu “Items to be Re-Ordered”, a pdf file containing the Item Number, Description, Re-Order Level and Stock of the Registered Items which have a Stock less than the Re-Order Level will be displayed as below;

Add Image

4.3 Utilities

After expanding the “Utilities” Menu, there are sub-menu items as shown below;



4.3.1 Change Password

After clicking the sub-menu “Change Password”, the user will be re-directed to the Staff Password Change page;

Staff Password Change

Username : nethma07

Current Password *

New Password *

Confirm New Password *

Return to Staff Home Page? [Home](#)

The user must enter the “Current Password”, “New Password” and “Confirm New Password”, which are mandatory fields. If the mandatory fields are left blank, error messages will be displayed as below;

The screenshot shows a web form titled "Staff Password Change" in a blue header. Below the header is a pink box containing three instructions: "Please Enter Current Password", "Please Enter New Password", and "Please Enter Confirm New Password". Underneath, the username "nethma07" is displayed. There are three input fields for "Current Password", "New Password", and "Confirm New Password", each followed by an asterisk. A blue "Change Password" button is located below the input fields. At the bottom, there is a link that says "Return to Staff Home Page? [Home](#)".

If the user wishes to stop changing the password, he/ she can click the “Home” Button to cancel the password change and return to the Staff Home Page.

After entering the “Current Password”, “New Password” and “Confirm New Password”, the user can click “Change Password”, to confirm the change. Then the user will be automatically re-directed to the home page.

4.3.2 Help

After clicking the sub-menu “Help”, the user can view this user manual in the form of a pdf file;

Add Image

4.4 Logout

The menu contains a “Logout” button;



After clicking “Logout”, the user is re-directed back to the initial home page;

