**User Guide for Souvenir Store**

**Version 1.0**

**REVISION HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author** | **Release Date** | **Summary of Changes** |
| 1.0 | SE23PT02 | 03/04/2015 | Initial Version |
|  |  |  |  |

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1. **INTRODUCTION**
   1. **Purpose**

This document serves as a guide to the user for using the Souvenir Store application. This document explains the features and functions of each menu item in the application

* 1. **Scope**

This document covers only the usability of the application and no technical or implementation details are covered

1. **LOGIN**
   1. **Description**

The login will allow the user to login to the application

* 1. **Screen**

****

* 1. **Usage**

1. Provide valid User Id and Password and Click “Login” button to login to the application
2. **STORE KEEPERS**
   1. **Description**

The login will allow the user to login to the application

* 1. **Screen**

****

* 1. **Usage**

1. Provide valid User Id and Password and Click “Login” button to login to the application
2. **CATEGORY**
   1. **Description**

The login will allow the user to login to the application

* 1. **Screen**

****

* 1. **Usage**

1. Provide valid User Id and Password and Click “Login” button to login to the application
2. **VENDOR**
   1. **Description**

The login will allow the user to login to the application

* 1. **Screen**

****

* 1. **Usage**

1. Provide valid User Id and Password and Click “Login” button to login to the application
2. **PRODUCT**
   1. **Description**

The login will allow the user to login to the application

* 1. **Screen**

****

* 1. **Usage**

1. Provide valid User Id and Password and Click “Login” button to login to the application
2. **DISCOUNT**
   1. **Description**

The login will allow the user to login to the application

* 1. **Screen**

****

* 1. **Usage**

1. Provide valid User Id and Password and Click “Login” button to login to the application
2. **MEMBERS**
   1. **Description**

The member will allow the user to add Members

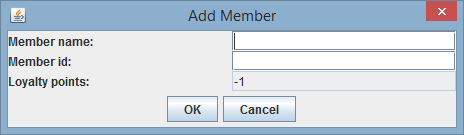
* 1. **Screen**

****

*Member List*

* 1. **Usage**

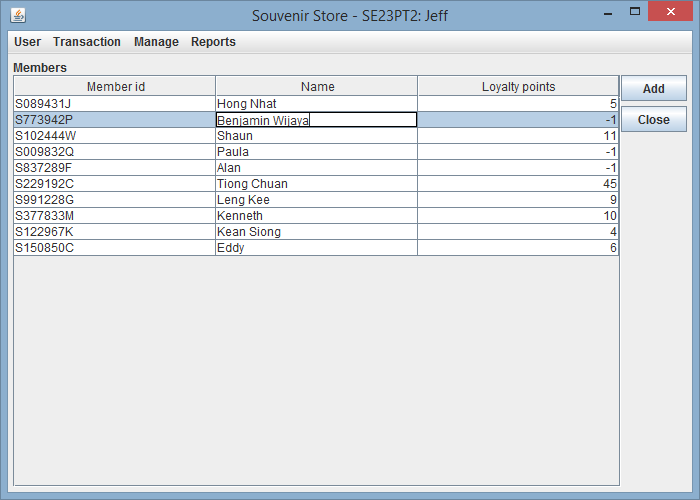
**Adding Members**



*Adding Member*

1. Press the *“Add”* button on the members panel, the Add Member dialog will be shown.
2. You need to fill in the member name, member id in the provided text field. Loyalty points always start at -1 and is not editable.
3. Press *“OK”* to confirm addition. Press *“Cancel”* to go back to the members panel.

**Editing Members**

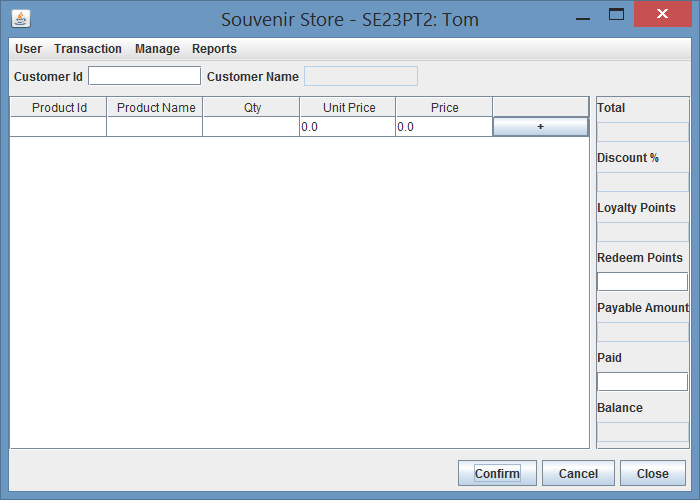


*Editing Member*

1. Simply click on the member’s name that you want to edit. Only the name is editable.
2. **BILLING**
   1. **Description**

The billing screen will allow the user to bill the items, auto-compute discounts, redeem points for members, make the payment and print the receipt upon confirmation.

* 1. **Screen**

****

* 1. **Usage**

1. The Billing screen is under Transaction Menu
2. Enter the “Customer Id” (Member ID) and system would do auto-search the members to populate Customer Name, Loyalty points and discount if any
3. If member not found, system would alert the user and continues as “PUBLIC” customer
4. Choose Product Id from the table and system would auto-populate the Product name and unit price
5. The system would auto-populate the qunatity as 1 and computes the price
6. User can change the qty at any time before confirm
7. Click “+” button to add the item to the cart and continue order the next item
8. The previously added item will have “x” button in the last column of the table
9. Click the “x” button to remove the item from the list
10. After adding each item, system auto computes the total, payable amount and the balance (if “Paid” amount was entered)
11. The loylaty points will be displayed for Members
12. Enter points to be redeemed under “Redeem Points” field to deduct points in the payable amount
13. Click “Confirm” to confirm the order, make the payment and print the receipt
14. Click “Cancel” to clear the shopping cart without confirm and make new order
15. Click “Close” to save the shopping cart in session and go to the home page
16. Shopping cart will be auto saved in to the session if user moves to some other screen but will be lost when logged out
17. **REPORTS**
    1. **Description**

The login will allow the user to login to the application

* 1. **Screen**

****

* 1. **Usage**

1. Provide valid User Id and Password and Click “Login” button to login to the application
2. **LOGOFF**
   1. **Description**

The logoff will allow the user to logout from the application

* 1. **Usage**

1. Click “Logoff” under the User menu to logout of the application