MOON HEY!

HOTPOT & GRILL

User Manual

Table of Contents

POINT OF SALES WITH INVENTORY SYSTEM FOR MOON HEY HOTPOT AND GRILL

The POS with Inventory System is software designed for Moon Hey Hotpot and Grill. The system offers several modules, such as security, order creation, kitchen automation, maintenance, reports and analysis, inventory management, search, help, and about. The system is only accessible to authorized users within the company, ensuring that sensitive data and processes are protected. The order management module quickly handles customer orders, while the kitchen automation module transfers the customer orders to the kitchen. The inventory management module keeps track of the company's inventory. In the maintenance module, users can create backups, recover data, add new users to the system, and edit them as needed. The help and support module provides guides and FAQs for users to read and get assistance.

Hardware Specifications

POS System:
- Processor: AMD Ryzen 5 3600 4.2GHZ 6-Core 12-Thread
- Memory: G.Skill Ripjaws V 8GB 3200mhz DDR4
- Storage: Kingston NV1 NVMe PCIe M.2 500 GB SSD
- Display: 21-inch Full HD monitor
- Peripherals: Keyboard, Mouse, Barcode Scanner, Receipt Printer

Software Specifications

Operating Systems:
- Client OS: Windows 10 Home

Database Management System:
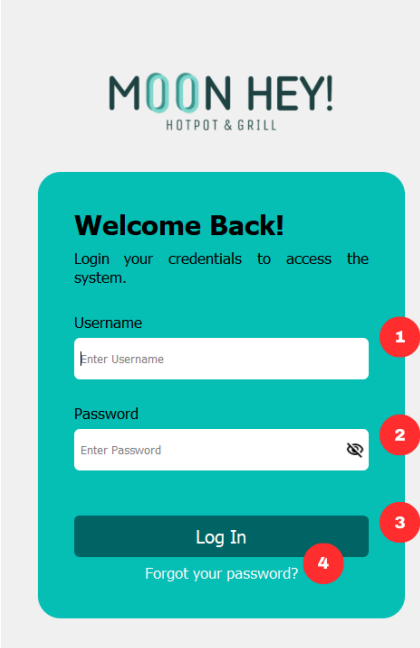- DBMS: MySQL 8.0.35

Programming Language:
- Python 3.12.0

Development Tools:
- IDE: PyCharm for Python
- Version Control: Git (GitHub for repository management)
- Database Design Tool: MySQL Workbench
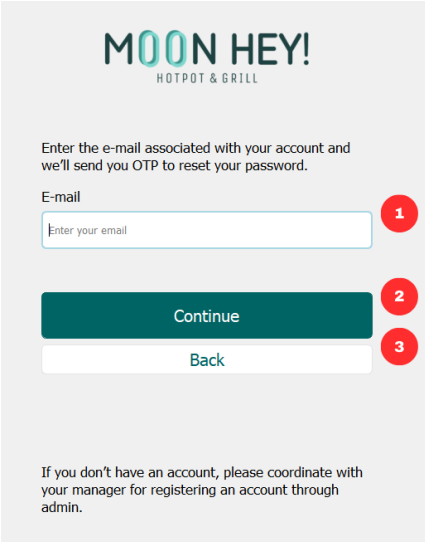
Software Guide (General)

Login

1. **Input your assigned username:**
   - The user will input their assigned username in the text field
2. **Input your password:**
   - The user will input their password in the text field
3. **Click to login:**
   - After inputting the needed credentials, click "Log In" to access the system
4. **Click if password is forgotten:**
   - If you forgot your password, click "Forgot your password?" and it will send you to the forgot password screen

Forgot Password

1. **Input your registered Email:**
   ○ The user will input their registered email address
2. **Click to continue:**
   ○ After inputting the email address, clicking "Continue" will send you an OTP to your email and it will send you to the OTP verification screen
3. **Click to go back:**
   ○ Clicking "Back" will send you to the login screen

OTP Verification

1. **Input the OTP verification code:**
   - The user will enter the OTP verification code that was sent into their email address
2. **Click to resend:**
   - The user can ask the system to resend another OTP verification code to their email address
3. **Click to submit:**
   - Clicking "Submit" will send you to the Reset Password screen
4. **Click to cancel:**
   - Clicking "Cancel" will cancel the process

Reset Password

1. **Enter your new password:**
   ○ The user will enter their new password, Password should include a minimum of 8 characters long, includes at least one (1) uppercase letter, one (1) number, and one (1) special character.
2. **Retype your new password:**
   ○ The password should match the same as the entered new password.
3. **Click to cancel:**
   ○ Clicking "Cancel" will cancel the process
4. **Click to save:**
   ○ Clicking "Save" will save your password and will send you back to the login screen

Change Password

A. Will go to the dashboard

1. **Display username:**
   - This will display the user's username
2. **Enter current password:**
   - Enter your current password before inputting your new password
3. **Enter your new password:**
   - The user will enter their new password, Password should include a minimum of 8 characters long, includes at least one (1) uppercase letter, one (1) number, and one (1) special character.
4. **Retype your new password:**
   - The password should match the same as the entered new password.
5. **Click to save:**
   - Clicking "Save" will save your password
6. **Click to cancel:**
   - Clicking "Cancel" will cancel the process

Help

A. Will go to FAQs screen

B. Will go to User Manual screen

C. Will go to Support screen

D. Will go to Dashboard screen
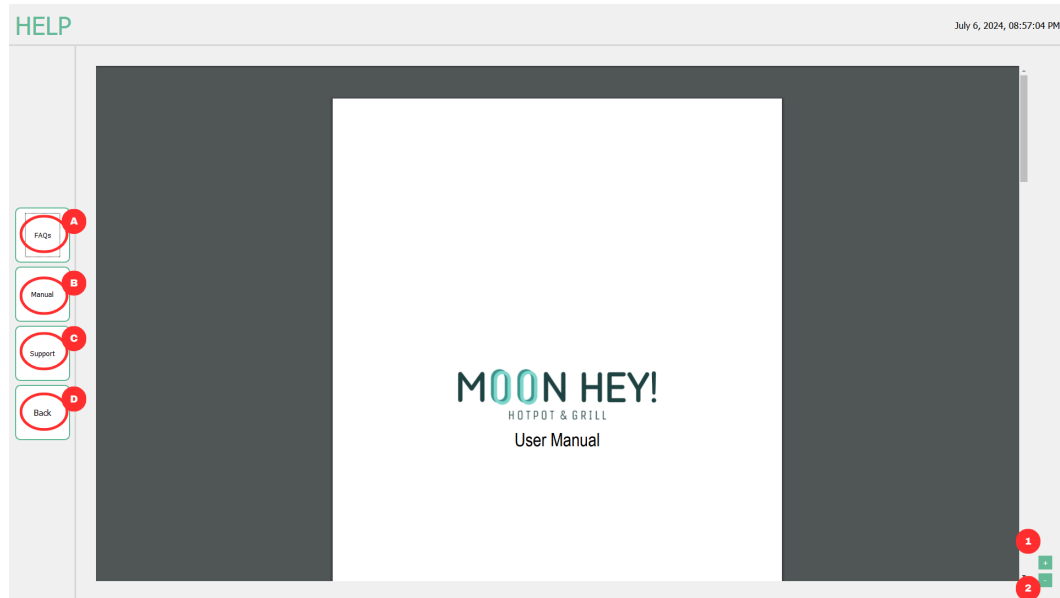
FAQs
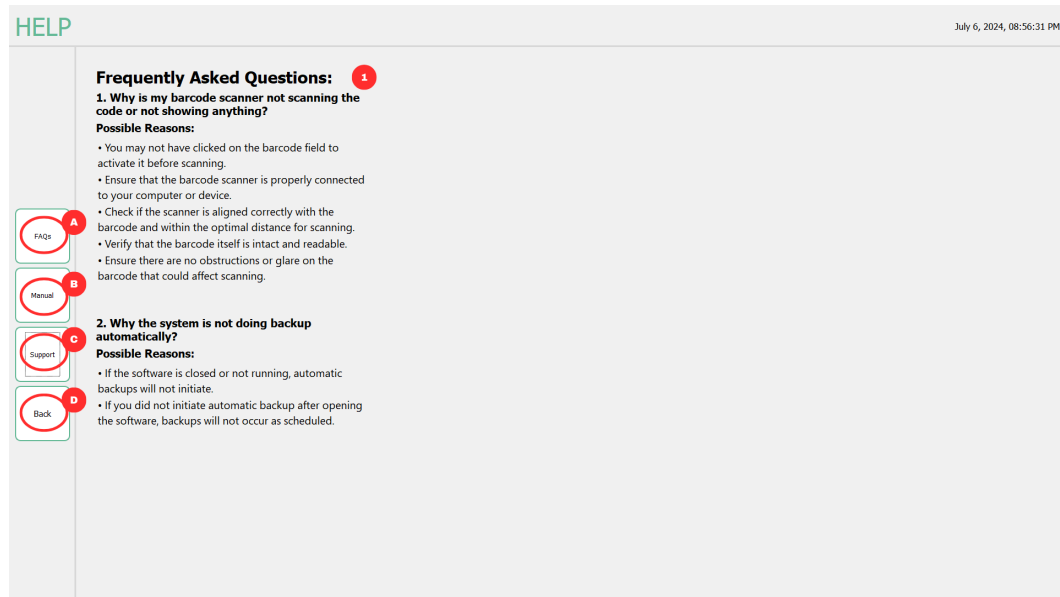
1. **Display of FAQs:**
   - ○ This is where the Frequently Asked Questions about the system will be displayed
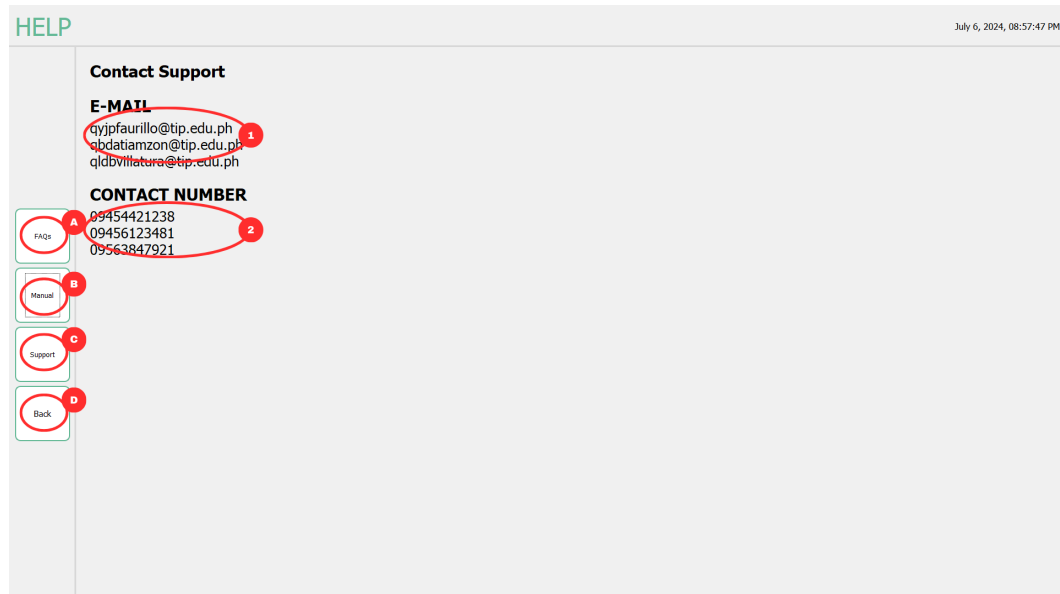
User Manual

1. **Zoom In:**
   ○ Clicking the "+" will zoom in the whole screen
2. **Zoom In:**
   ○ Clicking the "-" will zoom out the whole screen

Contact Support

1. **Email support:**
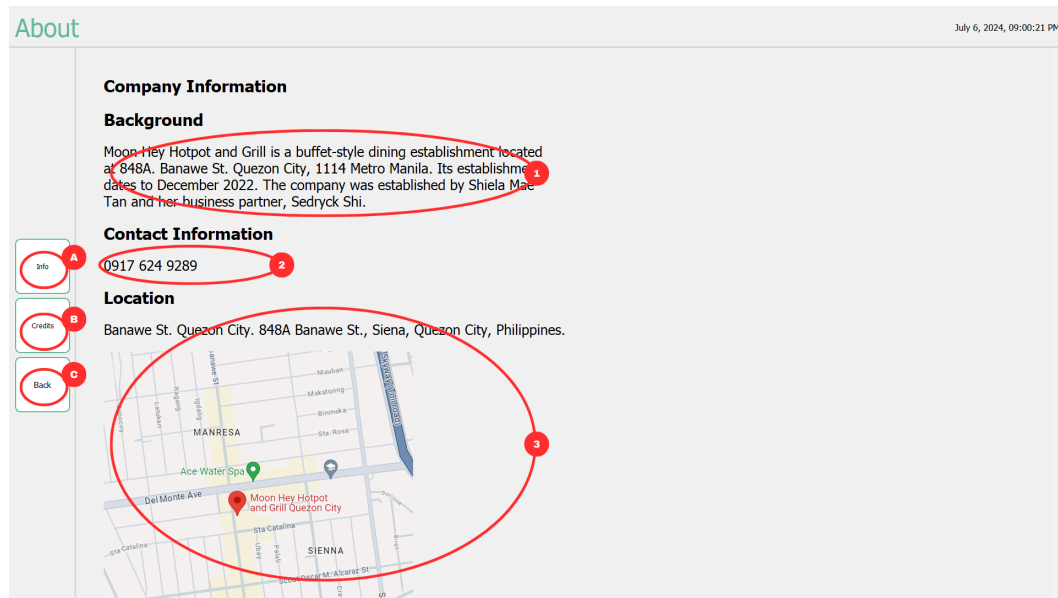   ○ This is where to contact support through email
2. **Contact number:**

○ This is where to contact support through phone number

About

Module

A. Will go to Info screen

B. Will go to Credits screen

C. Will go to Dashboard screen

Company Information

1. **Background of the company:**
   ○ This is where the background of the company will be displayed
2. **Contact number of the company:**
   ○ This is where the contact number of the company will be displayed
3. **Location of the company:**
   ○ This is where the location of the company will be displayed

Credits

Development Credits

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Info   A

Credits   B

Back   C

1

1. **Development credits:**
   - This is where the developers information will be displayed

Software Guide (Admin)

Admin Dashboard

1. **Maintenance Module:**
   - This is where you can add, search, edit users and also view user logs
2. **Reports Module:**

○ This is where you view the daily, weekly and monthly reports

3. **About Module:**
   ○ This is where you view the company information and developers credits
4. **POS Module:**
   ○ This is where the order creation takes place
5. **Change Password Module:**
   ○ This is where you can change password
6. **Logout:**
   ○ This is where where you can logout from your account
7. **Inventory Module:**
   ○ This is where you can add, search, and edit products from the inventory
8. **Help Module:**
   ○ This is where you can view FAQs, User manual and Contact support

Maintenance

A. Will go to Add user screen

B. Will go to Edit user screen

C. Will go to Backup screen

D. Will go to Dashboard screen

Add new user

1. **Input First name:**

○ Input the first name of the user

2. **Input Lats name:**
   ○ Input the last name of the user
3. **Input Email:**
   ○ Input the chosen email address of the user
4. **Input Contact number:**
   ○ Input the chosen contact number of the user
5. **Choose the level of access:**
   ○ This is where you can choose the level of access of the employee either Employee or Admin
6. **Choose the department:**
   ○ This is where you can choose if the employee will be a Cashier or Kitchen staff
7. **Click to save:**
   ○ Clicking "Save" will add the new employee to the system
8. **Click to cancel:**
   ○ Clicking "Cancel" will cancel the process

Search user

1. **Input user name:**
   ○ Input the username to display it in the screen
2. **Display First name:**
   ○ This is where the user's first name will display
3. **Display Last name:**
   ○ This is where the user's last name will display

4. Display Email:
- ○ This is where the user's registered email address will display

5. Display Department:
- ○ This is where the user's department will display

Edit user

1. Input user name:
- ○ Input the username to display it in the screen

2. Users Logs:
- ○ This is where the user's logs will display

3. Level of Access (Staff):
- ○ You can can change the user's level of access to staff

4. Level of Access (Admin):
- ○ You can can change the user's level of access to admin

5. Restriction (Cashier):
- ○ You can add restriction if the user is an employee, You can make the employee to only have access to the cashier dashboard

6. **Restriction (Kitchen):**
   ○ You can add restriction if the user is an employee, You can make the employee to only have access to the kitchen dashboard
7. **User Logs (User):**
   ○ You can see the user's activity when you click "User Logs"
8. **Deactivate user:**
   ○ You can deactivate the user
9. **Save Changes:**
   ○ It will update the user's access to the system
10. **Discard:**
    ○ It will revert back to the previous state

Inventory

A. Inventory - This is where it navigates to add / modify / view inventory
B. Supplier - This is where it navigates to add / modify / view supplier
C. Back - This is where it navigates back to the admin dashboard screen

1. **Search Product**
   ○ This is where it searches the matched results from the table
2. **Product Table**

- ○ This is where you can see the product details set as active and disabled in inventory.
3. **Add Product:**
   - ○ This button navigates to Dialog to create a new product that will be added to the system.
4. **Update product**
   - ○ This button navigates to Dialog to modify an existing product that will be updated to the system.

1. **Print File**
   a. This is where it prints the barcode generated when product has been added.
2. **Cancel**
   a. This is where it cancels the dialog to return to the inventory screen.

Add Product

1. **Exit**
   a. This is where it exits the dialog to discontinue of adding a new product
2. **Product name**
   a. This is where it requires to input the product name to be added.
3. **Quantity**
   a. This is where it requires to input the quantity to be added.
4. **Category**
   a. This is where you going to categorize the products
5. **Buying Cost**
   a. This is where it requires to input the buying cost to be added.
6. **Selling Cost**
   a. This is where it requires to input the selling cost to be added.
7. **Supplier**
   a. This is where it requires to input the supplier name to be added.
8. **Expiry Date**
   a. This is where it requires to input the product name to be added.
9. **Threshold value**
   a. This is where it requires to input the threshold value to be added.
10. **Discard**
    a. This is where it clears the fields of the user input.
11. **Add product**

a. This is where it saves the input of the required fields in addition of the new product.

Modify Product

1. **Exit**
    a. This is where it exits the dialog to discontinue of adding a new product

2. Product ID

b. This is where the product ID of the product will show

3. Product name

c. This is where the product name of the product will show

4. Category

d. This is where you can categorize the product

5. Buying cost

e. This is where you can modify the product's buying cost

6. Selling cost

f. This is where you can modify the product's selling cost

7. Status

g.   This is where you can make the product to be active or deactivate

8. Discard

h.   This is where it clears the fields of the user input.

9. Update Product

i.   This is where it saves the input of the required fields in addition of the modified product.

Supplier Screen

1.   Search Function
    a.   This is where it searches the function in the matched results.
2.   Supplier Table
    a.   This is where the suppliers from the business is displayed.
3.   Supplier Name
    a.   This is where the name should be required to input.
4.   Contact number
    a.   This is where it requires to input contact no. to be added.
5.   Email
    a.   This is where it requires to input email to be added.

6. Address
    a. This is where it requires to input address to be added.
7. Add Supplier
    a. This is the button where it saves the inputs to the database
8. Discard
    a. This is where it discards the user inputs.
9. Supplier Name
    a. This is where it requires to input email from the saved data.
10. Contact Number
    a. This is where it requires to input contact no. to be modified.
11. Email
    a. This is where it requires to input email. to be modified.
12. Address
    a. This is where it requires to input address to be modified.
13. Status
    a. This is where it requires to input status to be modified.
14. Modify Supplier
    a. This is the button where it will save updated details based on the supplier name.

Reports and Analysis

Modules

A. Will go to Sales report screen
B. Will go to Inventory report screen
C. Will go to Trend Analysis screen
D. Will go to Dashboard screen

Reports

1. **Storage Location:**
    ○ The generated reports and graphs will be stored in a designated folder on your root drive (e.g., C:/).
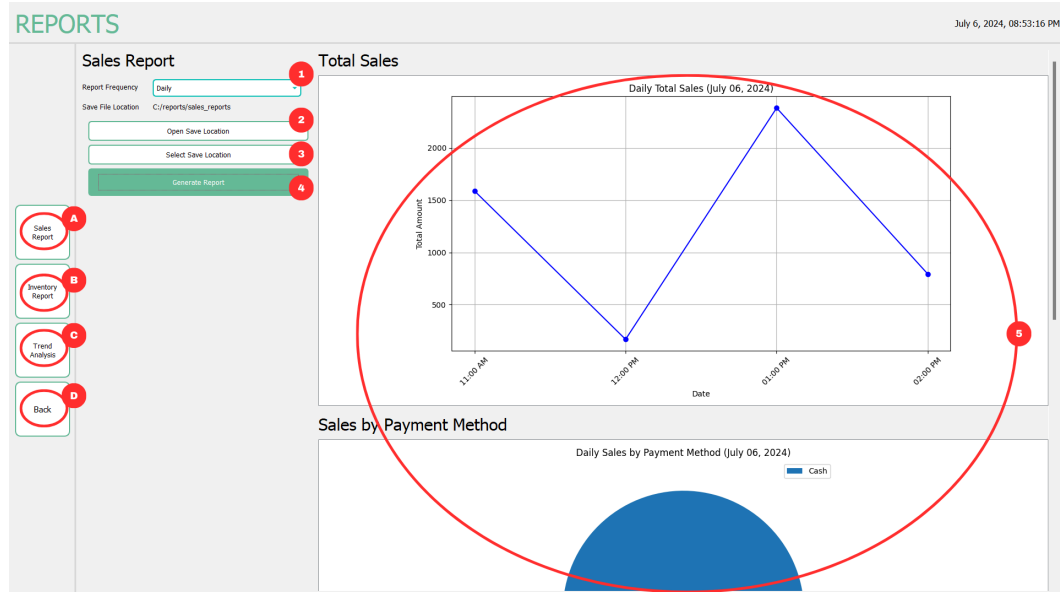

    ○ Create a folder there, and you will be good to go.
2. **Reports Frequency:**
    ○ The system can generate reports at the following intervals:
        ■ Daily

- ■ Weekly
- ■ Monthly
  - ○ Choose your preferred report generation interval based on your needs.

1. **Report Frequency**
   a. You can change the frequency of the report to generate.
2. **Open Save Location**
   a. If you want to see the save location or the folder location of the sales report.
3. **Select Save Location**
   a. If you want to set a location for the system to generate the report.
4. **Generate Report**
   a. The button to generate the report.
5. **Display Report**
   a. The visual aid generated by the system will be displayed here.
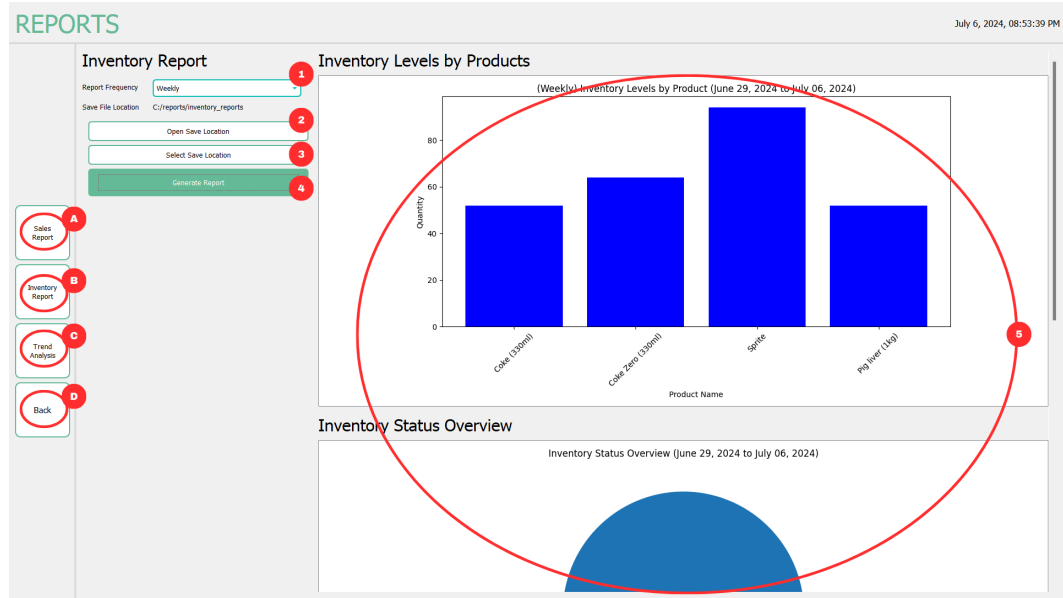
1. **Report Frequency**
   a. You can change the frequency of the report to generate.
2. **Open Save Location**
   a. If you want to see the save location or the folder location of the Inventory report.
3. **Select Save Location**
   a. If you want to set a location for the system to generate the report.
4. **Generate Report**
   a. The button to generate the report.
5. **Display Report**
   a. The visual aid generated by the system will be displayed here.

1. **Report Frequency**
   a. You can change the frequency of the report to generate.
2. **Open Save Location**
   a. If you want to see the save location or the folder location of the trend analysis report.
3. **Select Save Location**
   a. If you want to set a location for the system to generate the report.
4. **Generate Report**
   a. The button to generate the report.
5. **Display Report**
   a. The visual aid generated by the system will be displayed here.

Backup and Restore

Backup Configuration

1. **Backup Location:**
   - The backup files will be stored in a designated folder on your root drive (e.g., C:/).

   - Create a folder there, and you will be good to go.
2. **Backup Frequency:**
   - The system supports automatic backups with the following frequencies:
     - Hourly
     - Daily
     - Weekly
   - Choose your preferred backup frequency based on your needs.
   - Note: The software must be running continuously for automatic backups to function.

Restore Process
3. You can restore your database from any backup file you have.

Software Guide (Employee)
Cashier

Employee (Cashier) Dashboard
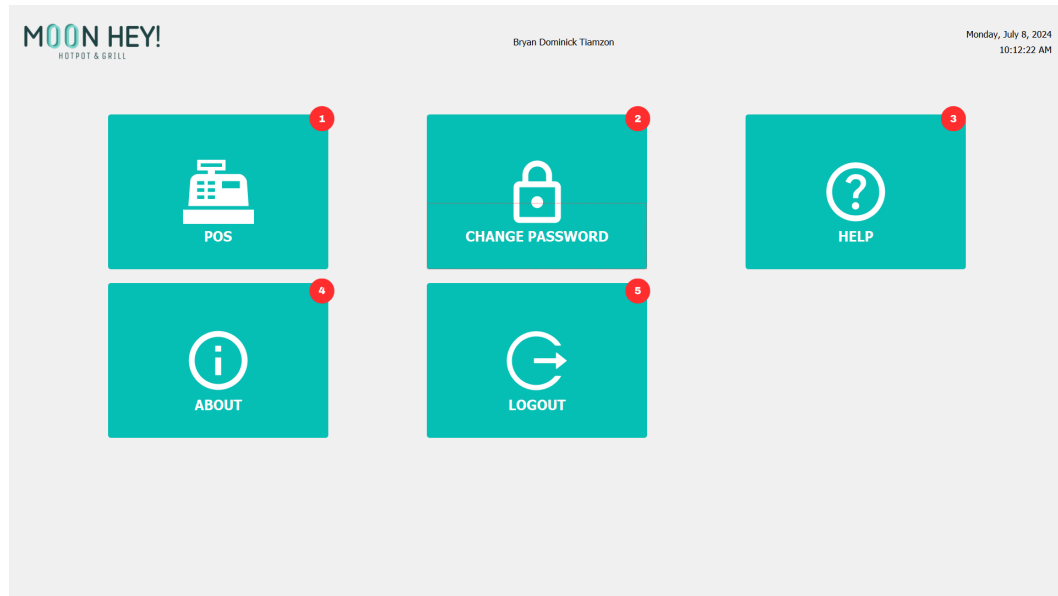
5. **POS Module:**
   - This is where the order creation takes place
6. **Change Password Module:**
   - This is where you can change password
7. **Help Module:**
   - This is where you can view FAQs, User manual and Contact support
8. **About Module:**
   - This is where you view the company information and developers credits
9. **Logout:**
   - This is where where you can logout from your account

Order Creation (POS)

A. Navigate to order screen
B. Navigate to product menu selection screen
C. Navigate to package modification screen
D. Navigate to checkout screen

E. Navigate to History of Transaction
F. Navigate to back (Admin Dashboard)
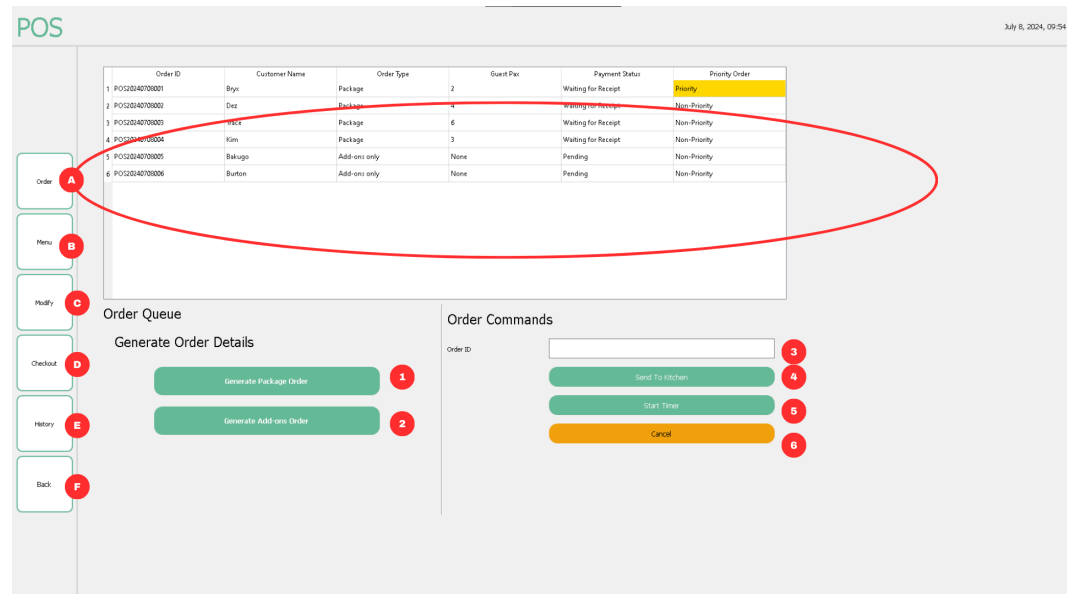
1. **Generate Package Order**
    a. Navigate to dialog to create package order type
2. **Generate Add-ons Order**
    a. Navigate to dialog to create add-ons only order type
3. **Order ID (Input)**
    a. This is where user inputs the Order ID manually or selected from table.
4. **Send to Kitchen**
    a. This is where a receipt of order details will be sent to the kitchen.
5. **Start Timer**
    a. This is the button where the the order starts a timer to indicate its time left.
6. **Cancel Order**
    a. This is the button where the order (Package) can cancel if its not been sent to kitchen or Add-ons only order type with products already in its details.
7. **Order Details Table**
    a. You can see where the generated order ID queue along with the order details.

1. **Exit the Dialog**
    a. Exit the dialog to return to the order generation screen
2. **Customer name input**
    a. This is where the user will input the name of the user.
3. **Guest pax input**
    a. This is where the user inputs the number of guest pax.
4. **Package Type Drop Down**
    a. This is where different types of packages the restaurant offers.
5. **Soup Variation Drop Down**
    a. This is where different soup variations the restaurant offers.
6. **Priority**
    a. This is the radio button where the user chooses if the customer is priority (PWD/Elder) or not.
7. **Generate Order**
    a. This is the button that saves all the input from the user.
8. **Discard**
    a. This is the button that discards and clears the fields input from the user.

1. **Exit the Dialog**
    a. Exit the dialog to return to the order generation screen
2. **Order Type (Add-ons only text)**
    a. This is where it indicates that this order generates for add-ons only.
3. **Customer name input**
    a. This is where user inputs the customer name.
4. **Priority**
    a. This is the radio button where the user choose if the customer is priority (PWD/Elder) or not.
5. **Generate Order**
    a. This is the button that saves all the input from the user.
6. **Discard**
    a. This is the button that discards and clears the fields input from the user.

1. **Exit the Dialog**
    a. Exit the dialog to return to the order generation screen
2. **Print Button**
    a. This is when clicked the contents of the receipt will be printed
3. **Cancel Button**
    a. This is where user cancels the printing of the receipt.

1. **Search Field**
    a. This is where the user types and search the results from the table
2. **Order ID**
    a. This is where it requires the field of input to enter the order id.
3. **Package Type**
    a. This is where it requires the dropdown box to enter the package type.
4. **Capacity**
    a. This is where it requires the field of input to enter the
5. **Soup Variation**
    a. This is where it requires the dropdown box to enter the soup variation.
6. **Modify Product**
    a. This is where the user clicks the button to save the inputs of required fields.
7. **Discard**
    a. This is where the user discard or clears the inputs of the user input.
8. **Table**
    a. This is where it shows the order details of package order type along with the time status

1. **PWD**
   a. This is where the user types and search the results from the table
2. **Senior**
   a. This is where it requires the field of input to enter the order id.
3. **Regular**
   a. This is where it requires the dropdown box to enter the package type.
4. **Leftover**
   a. This is where it requires the field of input to enter the
5. **Cash Amount**
   a. This is where it requires the dropdown box to enter the soup variation.
6. **GCash Reference ID**
   a. This is where the user clicks the button to save the inputs of required fields.
7. **Enter**
   a. This is where the user discard or clears the inputs of the user input.
8. **Calculation amounts**
   a. This is where the calculations of costs are displayed.
9. **Order ID**
   a. This is where it shows the order id that is gonna display the order details for checkout
10. **Check Order ID**
    a. This is the button that is gonna display the order details of the order id
11. **Checkout**
    a. This is where it prints the receipt as well as save the transaction to the database.

1. **Exit Dialog**
   a. This is where dialog exits from the receipt or if finished
2. **Content of the receipt**
   a. This is where it shows the costs and order details of the order id.
3. **Cancel**
   a. This is where it cancels the print of receipt.
4. **Print**
   a. This is the button where it prints the receipt.

1. **Search Field**
   a. This is where it can search the matched results from the history of orders.

   Table - This is where the transaction history has been displayed.

Barcode Usage

Equipment

1. **Barcode Scanner:**
   ○ Any barcode scanner can be used with this system.

Scanning a Product

1. **Preparation:**
   ○ Ensure your barcode scanner is properly connected to your computer.
   ○ Open the application and navigate to the relevant screen where you can scan products.
2. **Scanning Process:**
   ○ Click on the barcode text field in the application to focus on the input field.
   ○ Use the barcode scanner to scan the product's barcode.
   ○ The product information will be automatically populated in the application.

Notes

● Ensure the barcode scanner is correctly aligned with the barcode on the product for a successful scan.
● If the scan fails, try adjusting the distance and angle of the scanner relative to the barcode.
● Make sure the barcode text field is always selected before scanning a product or receipt.

Kitchen

Employee (Kitchen) Dashboard
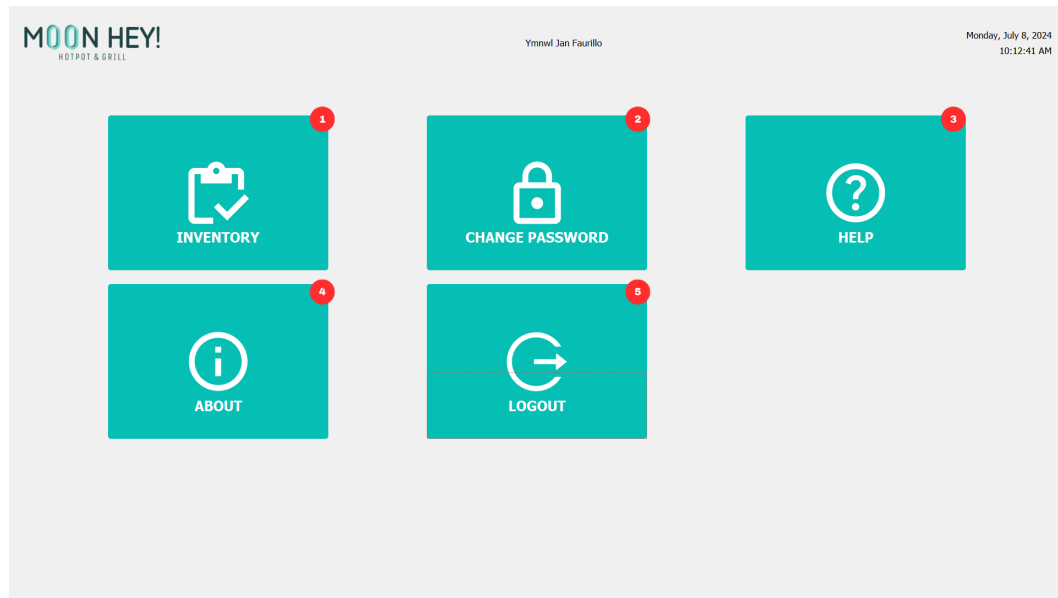
1. **Inventory Module:**
   ○ This is where the kitchen staff can view and search certain products in the inventory

2. **Change Password Module:**
   ○ This is where you can change password

3. **Help Module:**
   ○ This is where you can view FAQs, User manual and Contact support

4. **About Module:**
   ○ This is where you view the company information and developers credits

5. **Logout:**
   ○ This is where where you can logout from your account

Inventory

1. **Search Product:**
   - This is where you can search for the product
2. **Product Display:**
   - This is where the searched product will display

1. **Product name:**
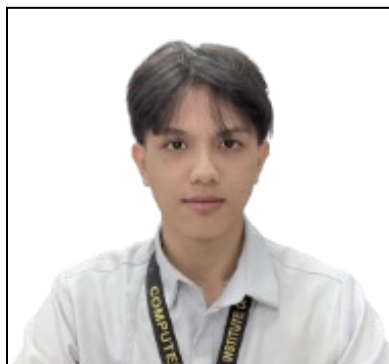   - It will show you a dropdown of the existing products in the inventory
2. **Category:**

○ You can change the category of the products here
3. **Quantity:**
   ○ You can change the product's quantity
4. **Expiry date:**
   ○ You can change the expiry date of the products
5. **Threshold Value:**
   ○ You can modify the threshold value of the product
6. **Update Product:**
   ○ It will update the product's information and save it to the database
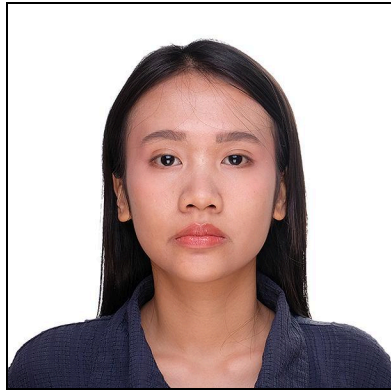7. **Discard:**
   ○ It will revert back to the previous state

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