

# **USER MANUAL**

*Furnitures Shop Management  
System - User's Manual*

November 2017

## **Revision Sheet**

<b>Release No.</b>	<b>Date</b>	<b>Revision Description</b>
Rev. 0	10/31/2017	Initial Creation
Rev. 1	1/12/18	Revision for Copyright

## Table of Contents

## CHAPTER 1 | Introduction

The Furniture Shop offers wide range of products, through their furnitures, and services through deliveries. They utilize their business by manufacturing their own furnitures, and they also allow their customers to submit their own design for the business to produce, assuming that it is feasible. A 50% down payment must be collected for Pre-Orders before furnitures production, this can be paid through customer's bank account, this means that billing the remaining 50% is substantial for the transaction.

If an ordered furniture is not picked-up by the customer for certain time, the customer's 50% down payment will serve as storage fee, it will increase as time goes by. When the stored furniture reaches a certain time, it will be sold again as an on-hand furniture. Cancelling an order that is already under production also comes with a fee.

Customized products are evaluated first. If the management find it feasible, then they will calculate the materials to be used and the estimated price of the furniture, if not, then the management will send an email explaining the furniture rejection and suggestions to make it more feasible.

The Furniture Shop's transaction may be of common process, but its potential problems and issues can disrupt the whole transaction, making it complex.

Fortunately, technology can now be used alongside our businesses to make transactions easier, faster, and more reliable. Thus, the Furniture Shop Management System.

## CHAPTER 2 | General Information

### 2.0 | System Overview

The Furniture Shop Management System covers some of the processes of the business. Its subsystems are: Order Management, Billing and Collection, and Production Tracking. Order Management allows the user to order products offered by the business, and at the same time orders by the customers are managed by the management. Billing in Collection is concerned about billing the customer his/her remaining balance, as well as collecting it. Production Tracking is in line with what production phase in which a furnitures is currently undergoing. These subsystems covers most of the business's transaction.

### 2.1 | System Requirements

The system needs the following hardware to fully function and personal computer that meets the following minimum standards:

In order for the system to fully function on a workstation/computer, the following minimum requirements must be attained:

#### 2.1.1 | Hardware Requirements

Hardware Component	Specification
Processor	4 GHz, Intel Core i7
Installed Memory (RAM)	8.00GB or higher
Network	5Mbps
Hard Disk Drive	1TB or higher
Operating System	Windows 7 or higher

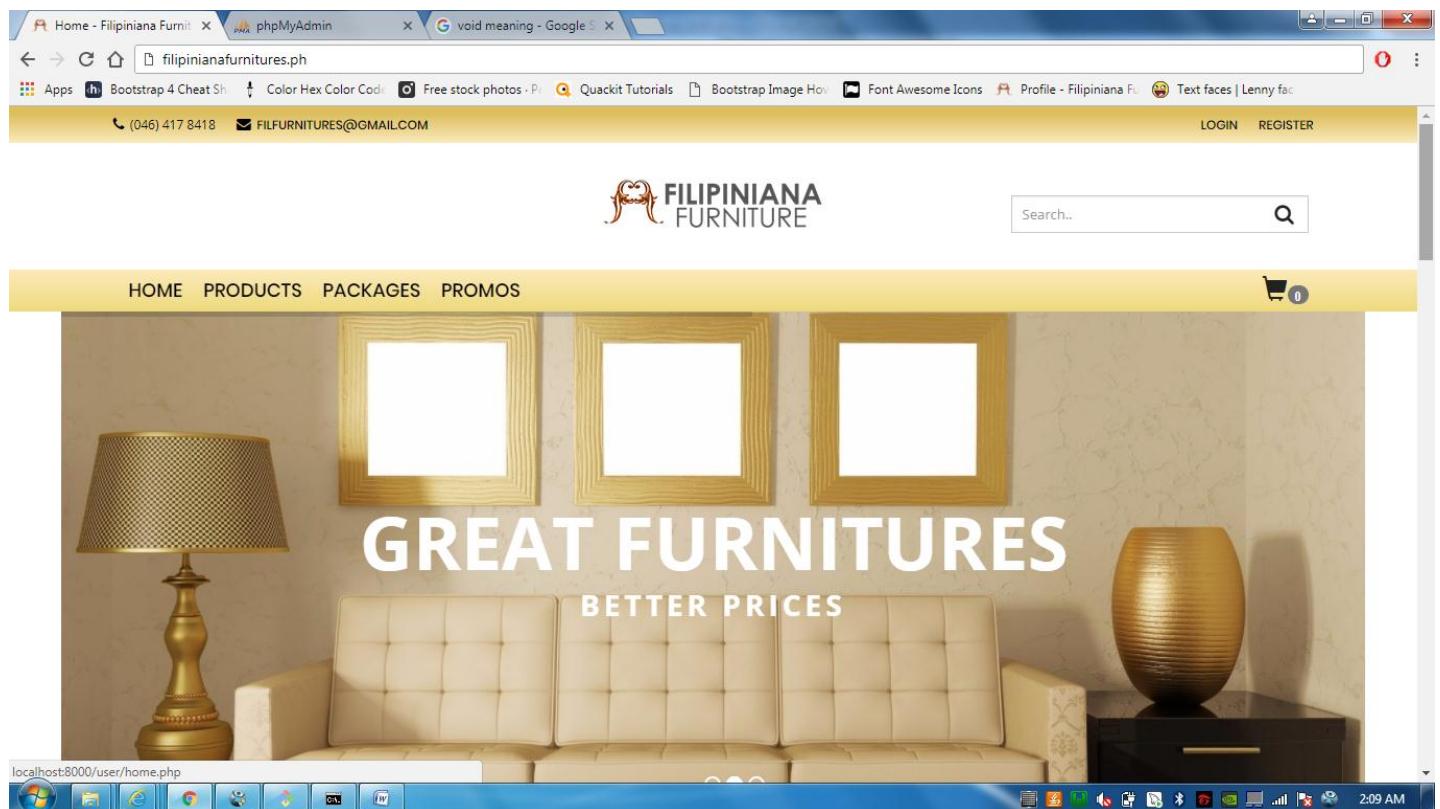
#### 2.1.2 | Software Requirements

Category	Specifications
Operating System	Windows 7 or higher
Database	MySQL
Browser Compatibility	Google Chrome, Mozilla Firefox, Microsoft Edge, Mobile Browser

## 2.2 | Installation

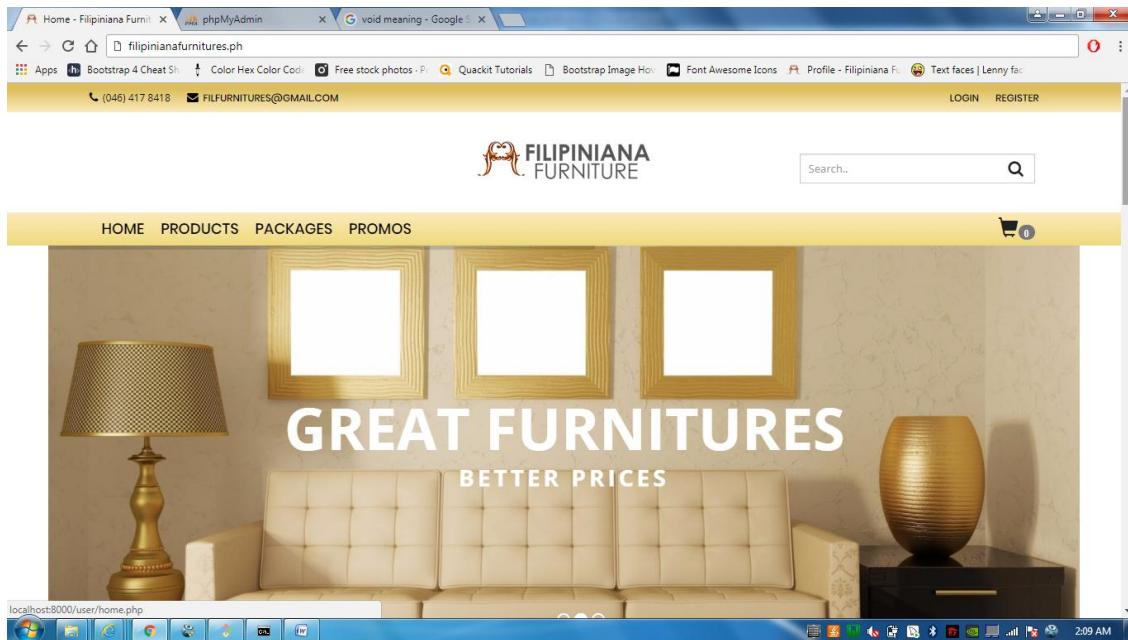
**Step 1** – Open a browser.

**Step 2** – Click the URL and search for **www.filipinianafurnitures.ph**



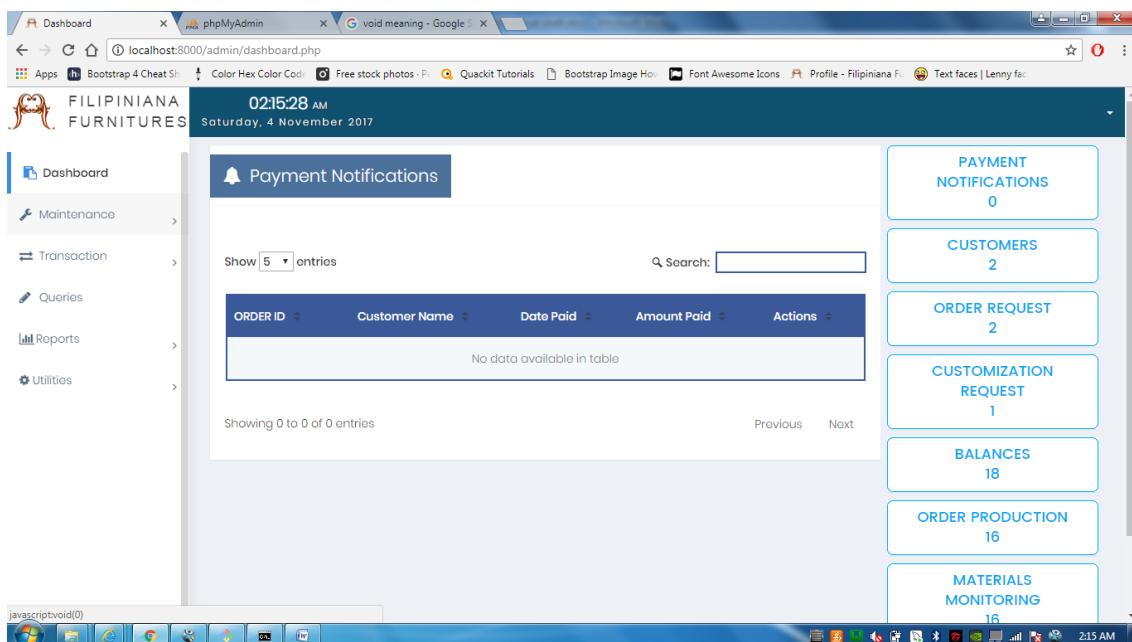
## 2.3 | Getting to know the System

### 2.3.1 | Homepage



Upon typing **www.filpinianafurnitures.ph**, you will be directed to this page.

### 2.3.2 | Dashboard



This is the Management dashboard, it contains most of the notifications in your business. This is only accessible through the footer provided the user has an admin account.

### 2.3.3 | Maintenance

The screenshot shows the Supplier Maintenance page. The left sidebar has a 'Maintenance' section with 'Supplier' selected. The main area displays a table of suppliers:

Company Name	Company Address	Contact Number	Contact Person	Actions
FNCENT Trees and Woods Inc.	1234 Bill Street Batasan Hills Quezon City	+63 (124) 534-3414	Mr. Jung, Manager	<button>Update</button> <button>Deactivate</button>
SMENT Fabrics and Prints	111 Gangnamgu Seoul South Korea	+63 (999) 414-5004	Lee Soo Man, Manager	<button>Update</button> <button>Deactivate</button>
AA	111 Resolution Rd. Batasan Hills Quezon City	+63 (237) 642-9312	Mr. Lee, Manager	<button>Update</button> <button>Deactivate</button>

The **Supplier Maintenance** lets you put name where the raw materials came from.

The screenshot shows the Unit Of Measurement Maintenance page. The left sidebar has a 'Maintenance' section with 'Unit of Measurement' selected. The main area displays a table of units of measurement:

Name	Unit	Category	Actions
Feet	ft		<button>Update</button> <button>Deactivate</button>
Meter	m		<button>Update</button> <button>Deactivate</button>
Gram	g	Weight	<button>Update</button> <button>Deactivate</button>
Inch	in	Length	<button>Update</button> <button>Deactivate</button>
Pieces	pcs		<button>Update</button> <button>Deactivate</button>

The **Unit of Measurement Maintenance** allows you to put measurements being used in the business.

The screenshot shows the 'Material Attribute' maintenance page. The left sidebar under 'Maintenance' is expanded to show 'Raw Materials' and its sub-options: Supplier, Unit of Measurement, Material Attributes, Material Type, Materials, and Material Variants. The 'Material Attributes' option is selected. The main content area displays a table titled 'Material Attribute' with four entries: Color, Type, Weight, and Dimension. Each entry has an 'Actions' column containing 'Update' and 'Deactivate' buttons.

Name	Actions
Color	<input type="button" value="Update"/> <input type="button" value="Deactivate"/>
Type	<input type="button" value="Update"/> <input type="button" value="Deactivate"/>
Weight	<input type="button" value="Update"/> <input type="button" value="Deactivate"/>
Dimension	<input type="button" value="Update"/> <input type="button" value="Deactivate"/>

**Material Attributes Maintenance** allows you to add attributes to raw materials, you can also match it up to its possible unit of measurements.

The screenshot shows the 'Material Type' maintenance page. The left sidebar under 'Maintenance' is expanded to show 'Raw Materials' and its sub-options: Supplier, Unit of Measurement, Material Attributes, Material Type, Materials, and Material Variants. The 'Material Type' option is selected. The main content area displays a table titled 'Material Type' with five entries: Wood, Fabric, Paint, Varnish, and Rattan. Each entry has an 'Actions' column containing 'Update' and 'Deactivate' buttons.

Name	Remarks	Actions
Wood	Wood	<input type="button" value="Update"/> <input type="button" value="Deactivate"/>
Fabric	Fabric	<input type="button" value="Update"/> <input type="button" value="Deactivate"/>
Paint	Paint	<input type="button" value="Update"/> <input type="button" value="Deactivate"/>
Varnish	Varnish	<input type="button" value="Update"/> <input type="button" value="Deactivate"/>
Rattan	Rattan	<input type="button" value="Update"/> <input type="button" value="Deactivate"/>

The **Material Type Maintenance** allows to add product types. It contains the general name of raw materials.

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The screenshot shows a web browser window titled "Materials" at the URL [localhost:8000/admin/materials.php](http://localhost:8000/admin/materials.php). The browser has multiple tabs open, including "localhost / Local Database" and "void meaning - Google Search". The main content area displays a table titled "Materials" with columns "Type", "Brand/Name", and "Actions". The table contains five rows of data:

Type	Brand/Name	Actions
Wood	Narra Wood	[Update] [Deactivate]
Fabric	Lira Leather	[Update] [Deactivate]
Fabric	Hyena Cotton	[Update] [Deactivate]
Paint	Boysen Paint	[Update] [Deactivate]
Paint	Canon Paint	[Update] [Deactivate]

The left sidebar shows a navigation menu under "Maintenance" with options: Raw Materials (Supplier, Unit of Measurement, Material Attributes, Material Type, Materials, Material Variants), Furniture, Packages, and Production Information. The "Materials" option is currently selected. The status bar at the bottom shows the URL [localhost:8000/admin/unit-of-measurement.php](http://localhost:8000/admin/unit-of-measurement.php).

The **Material Maintenance** allows you to add materials and its brand.

The screenshot shows a web browser window titled "Material Variants" at the URL [localhost:8000/admin/material-variants.php](http://localhost:8000/admin/material-variants.php). The browser has multiple tabs open, including "localhost / Local Database" and "void meaning - Google Search". The main content area displays a table titled "Material Variants" with columns "Variants", "Material Brand", and "Action". The table contains five rows of data:

Variants	Material Brand	Action
Odorless / brown	Liza Varnish	[Update] [Deactivate]
Odorless / red	Liza Varnish	[Update] [Deactivate]
Odorless / transparent	Liza Varnish	[Update] [Deactivate]
Original / brown	Liza Varnish	[Update] [Deactivate]
Original / red	Liza Varnish	[Update] [Deactivate]

The left sidebar shows a navigation menu under "Maintenance" with options: Raw Materials (Supplier, Unit of Measurement, Material Attributes, Material Type, Materials, Material Variants), Furniture, Packages, and Production Information. The "Material Variants" option is currently selected. The status bar at the bottom shows the URL [localhost:8000/admin/material-attribute.php](http://localhost:8000/admin/material-attribute.php).

The **Material Variants Maintenance** is the most specific maintenance for raw materials. It allows you to denote a material along with its measurement, attributes, Brand, etc.

Name	Remarks	Actions
Living Room	Living Area	<button>Update</button> <button>Deactivate</button>
Bedroom	Bedroom	<button>Update</button> <button>Deactivate</button>
Outdoor	Outdoor Furnitures	<button>Update</button> <button>Deactivate</button>
Dining Room	Dining Area	<button>Update</button> <button>Deactivate</button>
Others		<button>Update</button> <button>Deactivate</button>

Under **Furniture Maintenance**, comes **Category Maintenance**, which allows you to denote categories furnitures would fall in, like Living Room and the like.

Name	Category	Description	Actions
Beds	Bedroom	A piece of furniture that people sleep on	<button>Update</button> <button>Deactivate</button>
Bedside Tables	Bedroom	A piece of furniture usually found beside the bed.	<button>Update</button> <button>Deactivate</button>
Accent Tables	Living Room	Often used as a great decoration. Any piece of accent furniture worthy of being called that goes bey	<button>Update</button> <button>Deactivate</button>

**Furniture Type** allows you to denote the type of furnitures being sold, in adding a new furnitures type, category is denoted alongside type for there are furnitures of the same type but different categories.

The screenshot shows a web browser window titled "Fabric Texture" with the URL "localhost:8000/admin/fabric-texture.php". The page displays a list of fabric textures with columns for Name, Description, Rating, and Actions (Update, Deactivate). The sidebar on the left shows a navigation menu under "Furniture" and "Design", specifically "Fabric".

Name	Description	Rating	Actions
Smooth	Smooth	1	<button>Update</button> <button>X Deactivate</button>
Very Smooth	Very smooth	4	<button>Update</button> <button>X Deactivate</button>
Smooth 3	Very very smooth	3	<button>Update</button> <button>X Deactivate</button>

Under Furniture design, 2 sub-maintenance lies: Fabrics and Frameworks. Under Fabrics Maintenance, is the **Fabric Texture Maintenance**, which allows you to add a fabric texture and its numerical rating.

The screenshot shows a web browser window titled "Fabric Type" with the URL "localhost:8000/admin/fabric-type.php". The page displays a list of fabric types with columns for Name, Texture, Description, and Actions (Update, Deactivate). The sidebar on the left shows a navigation menu under "Furniture" and "Design", specifically "Fabric".

Name	Texture	Description	Actions
Cotton	Very Smooth	Heavily-Weaved	<button>Update</button> <button>X Deactivate</button>

In **Fabric Type Maintenance**, you get the chance to denote a Fabric Type and match it with its texture.

The screenshot shows a web browser window titled "Fabric Pattern" with the URL "localhost:8000/admin/fabric-pattern.php". The page displays a list of fabric patterns with columns for Name, Remarks, and Actions (Update, Deactivate). The sidebar on the left shows a navigation menu under the "Design" category, including "Fabric". The system interface includes a header with the logo "FILIPINIANA FURNITURES", the date "Saturday, 4 November 2017", and the time "02:55:02 AM". The bottom of the screen shows a Windows taskbar with various icons.

Name	Remarks	Actions
Floral	Combination of many flowers in one print	<button>Update</button> <button>X Deactivate</button>
Sunflowers	Yellowish designs in the form of sunflowers	<button>Update</button> <button>X Deactivate</button>

In **Fabric Pattern Maintenance**, the manager can add the patterns his/her business has to offer.

The screenshot shows a web browser window titled "Fabrics" with the URL "localhost:8000/admin/fabrics.php". The page displays a list of fabrics with columns for Name, Type, Pattern, Color, Description, and Actions (View, Update, Deactivate). The sidebar on the left shows a navigation menu under the "Fabric" category, including "Types". The system interface includes a header with the logo "FILIPINIANA FURNITURES", the date "Saturday, 4 November 2017", and the time "02:56:04 AM". The bottom of the screen shows a Windows taskbar with various icons.

Name	Type	Pattern	Color	Description	Actions
Gold Rani	Cotton	Sunflowers	Yellow and White	A soft woven cotton fabric in yellow and white sunflowers pattern	<button>View</button> <button>Update</button> <button>X Deactivate</button>

In **Fabrics Formed Maintenance**, you can denote the fabrics, this includes the texture, type, and pattern, that can be used in upholstered furnitures

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The screenshot shows a web browser window titled "Frame Design" with the URL "localhost:8000/admin/frame-design.php". The page displays a list of furniture frame designs. On the left, a sidebar menu under "Maintenance" shows categories like Raw Materials, Furniture, Design, Fabric, Frame, and Products. The "Design" category is currently selected. The main content area shows a table with two entries:

Name	Description	Actions
Victorian Classic	A victorian classic design	<button>Update</button> <button>Deactivate</button>
Checkered	Checkered carving design	<button>Update</button> <button>Deactivate</button>

At the bottom, it says "Showing 1 to 2 of 2 entries".

Now under Frame, is **Design Maintenance**, denotes the framework designs offered by the management.

The screenshot shows a web browser window titled "Framework Material" with the URL "localhost:8000/admin/framework-material.php". The page displays a list of framework materials. The sidebar menu under "Maintenance" shows the "Design" category is selected. The main content area shows a table with two entries:

Name	Remarks	Actions
Narra Wood	Narra wood is a very sturdy kind of wood	<button>Update</button> <button>Deactivate</button>
Mahogany Wood	Mahogany Woods are amazing type of wood	<button>Update</button> <button>Deactivate</button>

At the bottom, it says "Showing 1 to 2 of 2 entries".

In **Materials Maintenance**, it denoted what possible type of material is used in the framework, it can be steel, Mahogany, Narra, or anything that is offered by the business.

The screenshot shows a Windows desktop environment with a browser window open to the 'Frameworks' maintenance page at [localhost:8000/admin/frameworks.php](http://localhost:8000/admin/frameworks.php). The browser tabs include 'Frameworks', 'phpMyAdmin', and 'The Go Programming Lan...'. The page header shows the time as 03:23:53 AM and the date as Saturday, 4 November 2017. The main content area is titled 'Frameworks' and displays a table of framework entries. The table columns are Name, Material, Design, Remarks, and Actions. There are two entries listed:

Name	Material	Design	Remarks	Actions
Side Victorian Floral	Narra Wood	Victorian Classic	Victorian Floral Design on the sides	<a href="#">View</a> <a href="#">Update</a> <a href="#">Deactivate</a>
Basic Frame	Narra Wood	Checkered	Checkered basic design	<a href="#">View</a> <a href="#">Update</a> <a href="#">Deactivate</a>

Below the table, it says 'Showing 1 to 2 of 2 entries'. The left sidebar shows a navigation menu under 'Maintenance' with options like Raw Materials, Furniture (Categories, Types, Design, Fabric, Frame), Frameworks, and Products. The 'Frameworks' option is currently selected. The bottom status bar shows the taskbar with various icons and the system clock at 3:23 AM.

The **Frameworks Maintenance**, allows you to add the frameworks that can be used to create furnitures. This is a combination of design and material into the framework.

The screenshot shows a Windows desktop environment with a browser window open to the 'Products' maintenance page at [localhost:8000/admin/products.php](http://localhost:8000/admin/products.php). The browser tabs include 'Products', 'phpMyAdmin', and 'A Tour of Go...'. The page header shows the time as 03:29:53 AM and the date as Saturday, 4 November 2017. The main content area is titled 'Products' and displays a table of product entries. The table columns are Name, Category, Type, and Price. There are three entries listed:

Name	Category	Type	Price	Action
Queen	Bedroom	Beds	₱ 50,000.00	<a href="#">View</a> <a href="#">Update</a> <a href="#">Deactivate</a>
Elizabeth	Living Room	Sectional Sofas	₱ 35,000.00	<a href="#">View</a> <a href="#">Update</a> <a href="#">Deactivate</a>
Manilena	Bedroom	Beds	₱ 25,000.00	<a href="#">View</a> <a href="#">Update</a> <a href="#">Deactivate</a>

Below the table, it says 'Showing 1 to 3 of 3 entries'. The left sidebar shows a navigation menu under 'Maintenance' with options like Raw Materials, Furniture (Categories, Types, Design), Products, Packages, Production Information, Manpower, and Promos & Delivery Rates. The 'Products' option is currently selected. The bottom status bar shows the taskbar with various icons and the system clock at 3:29 AM.

In **Products Maintenance**, is where you denote the products that are being sold by the management. By default, the products in this maintenance are for Pre-Order only.

Package Description	No. of Products Included	Package Price	Actions
Fabulous Package	2 pcs	₱ 90,000.00	<a href="#">View</a> <a href="#">Update</a> <a href="#">Deactivate</a>

**Package Maintenance**, this is where you can see the packages that are offered by the business.

Category	Name	Description	Price
Bedroom	Queen	A queen sized bed	₱ 50,000.00
Living Room	Elizabeth	A marvelous sofa	₱ 35,000.00
Bedroom	Manilenia	An amazing furn	₱ 25,000.00

In the **Package Maintenance**, if you click the **+New** button, you are directed to this page, this is where you can select the products that are to be included in the package.

The screenshot shows the 'Production Information' page of the Furniture Shop Management System. The left sidebar has a 'Maintenance' section with 'Production Information' selected. The main area shows a table with columns: Furniture Name, Phase Name, Furniture Type, Materials, and Action. The table contains five rows of data:

Furniture Name	Phase Name	Furniture Type	Materials	Action
Manilenia	Carpentry	Beds	<a href="#">View Materials</a>	<a href="#">Update</a> <a href="#">Deactivate</a>
Manilenia	Filling	Beds	<a href="#">View Materials</a>	<a href="#">Update</a> <a href="#">Deactivate</a>
Elizabeth	Upholstery	Sectional Sofas	<a href="#">View Materials</a>	<a href="#">Update</a> <a href="#">Deactivate</a>
Manilenia	Finishing	Beds	<a href="#">View Materials</a>	<a href="#">Update</a> <a href="#">Deactivate</a>
Manilenia	Finishing	Beds	<a href="#">View Materials</a>	<a href="#">Update</a> <a href="#">Deactivate</a>

The **Production Information** is essential in production tracking. This is where how one furniture is made, the materials to be used & the production phases it should undergo.

The screenshot shows a 'New Production Information' modal dialog. It includes fields for Category (Bedroom), Phase (Carpentry), Furniture Name, and a table for Materials Needed. The Materials Needed table has columns: Type, Material, Quantity, and Action. It shows a single entry: Type: Choose Material Type, Material: -, Quantity: 500. At the bottom are 'Save' and 'Cancel' buttons.

While in **Production Information**, if you click **+New**, a modal (like in the image above) pops up, you denote the furniture, one of the production phases it can undergo, and all the materials needed for that phase (In this case, materials needed for carpentry only. Not the whole production).

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The screenshot shows a web-based administration interface for a furniture shop. The top navigation bar includes links for 'Jobs', 'phpMyAdmin', and 'A Tour of Go'. Below the header, the title 'FILIPINIANA FURNITURES' is displayed along with the date 'Saturday, 4 November 2017' and time '03:42:48 AM'. On the left, a sidebar menu under 'Maintenance' lists 'Raw Materials', 'Furniture', 'Packages', 'Production Information', 'Manpower' (selected), 'Jobs' (selected), 'Employees', 'Promos & Delivery Rates', 'Discounts', and 'Transaction'. The main content area is titled 'Jobs' and shows a table with three entries: 'Carpenter', 'Carver', and 'Upholsterer'. Each entry includes a 'Description' and 'Actions' column with 'Update' and 'Deactivate' buttons. A search bar and a 'New' button are also present.

Under **Manpower**, **Job Maintenance** lets you add jobs that are currently in the business.

The screenshot shows the same administration interface, but the main content area is now titled 'Employees'. It displays a table with one entry: 'Coronado, Aira Marie Barrameda' listed under 'Job' as 'Carpenter'. Action buttons for 'Update' and 'Deactivate' are shown next to the entry. The sidebar menu remains the same as in the previous screenshot.

The **Employees Maintenance**, lets you list down all employees of the branch. This is also used for reference in delegation on Production Tracking.

The screenshot shows a web browser window titled "Promo" with the URL "localhost:8000/admin/promo.php". The page is part of a larger application interface for "FILIPINIANA FURNITURES". The left sidebar has a "Maintenance" section with "Promos & Delivery Rates" selected, which further includes "Promos". The main content area is titled "Promo" and displays a table with columns: Name, Description, Start Date, End Date, and Actions. A message at the top of the table says "No data available in table". Below the table, it says "Showing 0 to 0 of 0 entries". A "New" button is located in the top right corner of the main content area.

Under Promos & Delivery Rates is the **Promo Maintenance**, which allows you to manage promos; make one it active or deactivate an active one.

The screenshot shows a web browser window titled "Delivery Rates" with the URL "localhost:8000/admin/delivery-rates.php". The page follows the same structure as the previous screenshot, with the "Promos & Delivery Rates" section selected in the sidebar. The main content area is titled "Delivery Rates" and displays a table with columns: Branch(From), Location(To), Rate, and Actions. The table contains three entries:

Branch(From)	Location(To)	Rate	Actions
Bacoor	Metro Manila	₱ 1000	<button>Update</button> <button>X Deactivate</button>
Bacoor	Provincial	₱ 3000	<button>Update</button> <button>X Deactivate</button>
Silang	Quezon City	₱ 400	<button>Update</button> <button>X Deactivate</button>

A message at the bottom of the table says "Showing 1 to 3 of 3 entries". A "New" button is located in the top right corner of the main content area.

The **Delivery Rates Maintenance** lets you manage delivery rates, having the branch as the initial location.

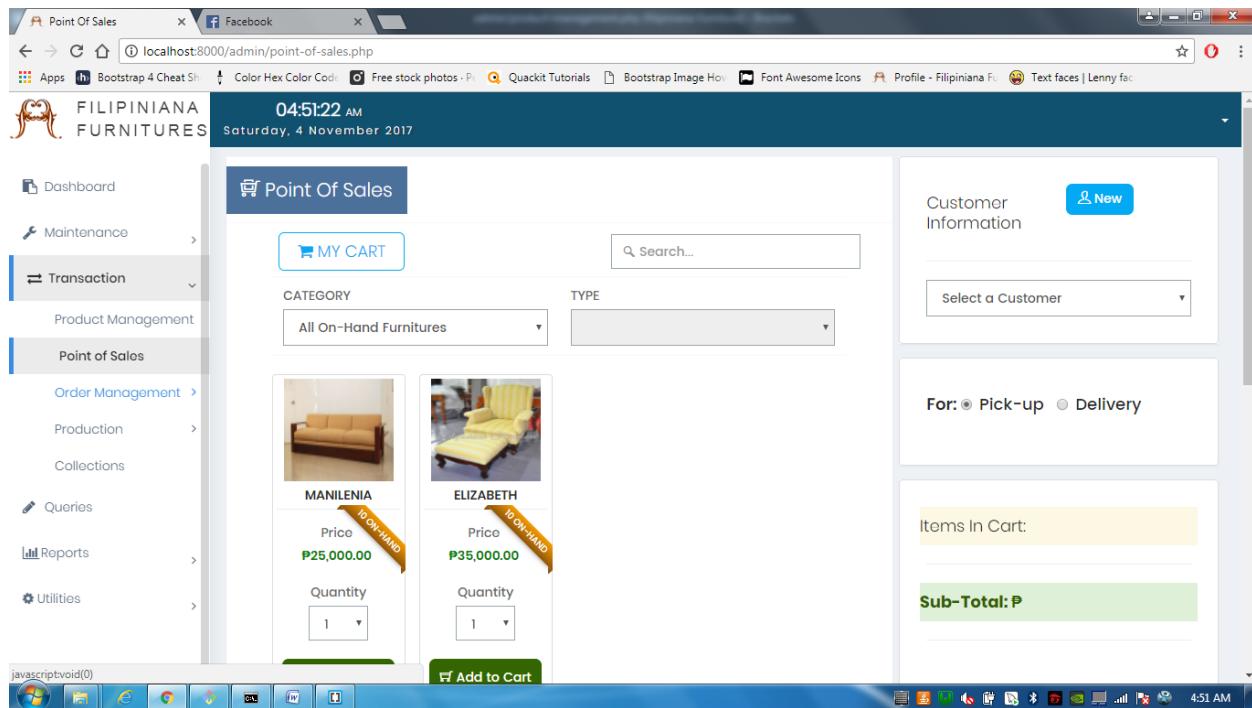
Name	Percentage	Actions
Senior Citizen Discount	20	<button>Update</button> <button>X Deactivate</button>
Friendly Discount	5	<button>Update</button> <button>X Deactivate</button>

Lastly, the **Discount Maintenance**, which allows you to list all discounts the business offers.

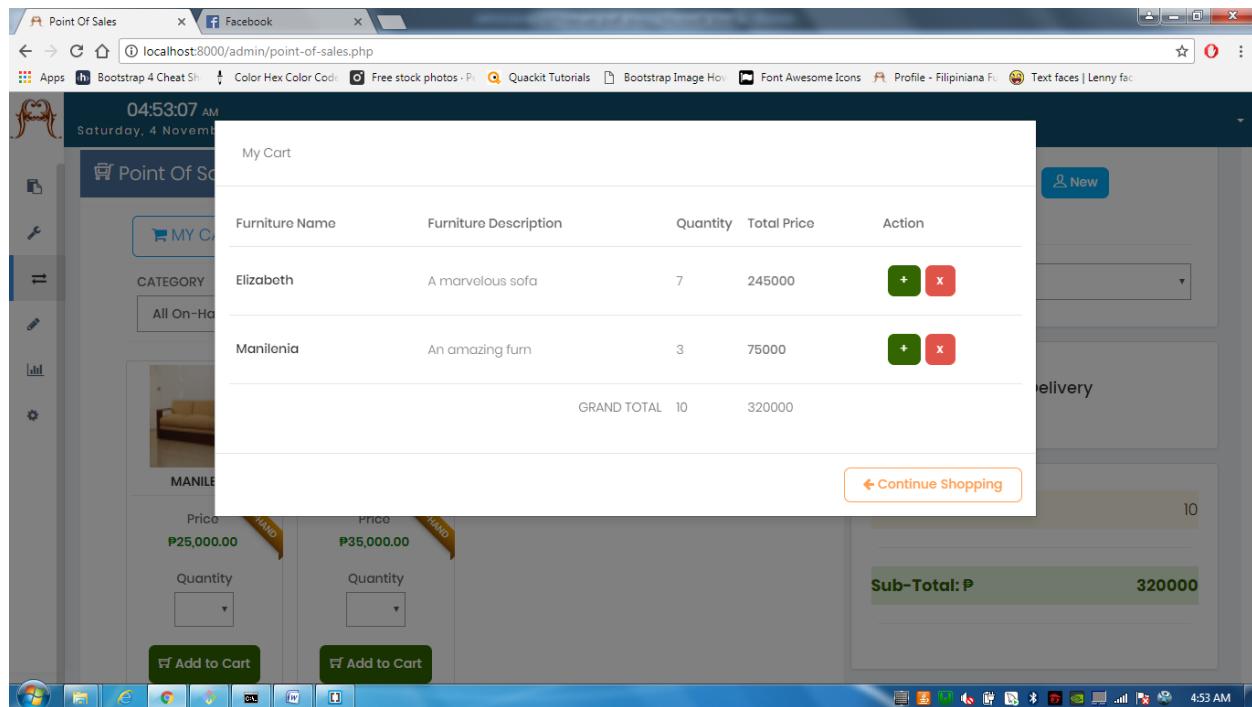
### 2.3.4 | Transaction

Furniture Type	Furniture Name	Furniture Description	Quantity	Actions
Sectional Sofas	Elizabeth	A marvelous sofa	10	<button>X Pull-Out</button>
Beds	Manilona	An amazing furn	10	<button>X Pull-Out</button>

**Product Management** manages on-hand products, **x Pull-out** is used if an on hand is to be pulled-out for repair or order.

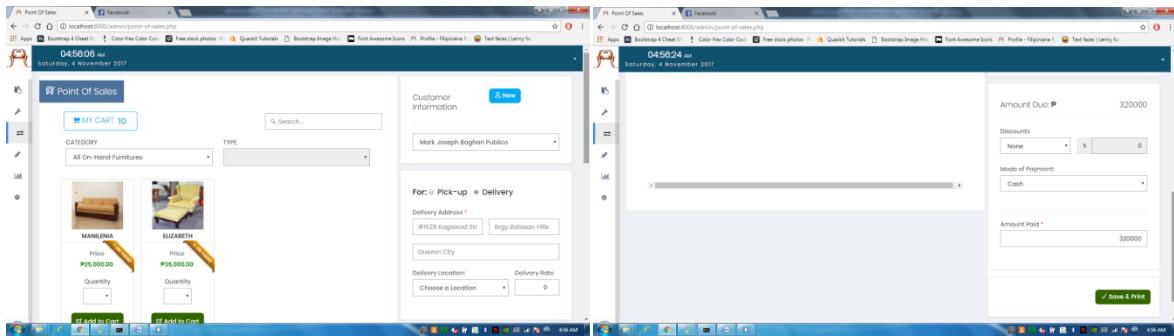


**Point of Sales** is where you can order the on hand products. This is supposedly for walk-in customers, the reason it is in the admin side of the system.



In **Point of Sales**, if you click **Add To Cart** after specifying the desired quantity, it will be added to your cart. In the **cart** (image above), you can add and deduct products.

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The form in the right side of the page, is the required data to be filled up by the customer. This includes basic information of the customer, delivery address or pick up date, down payment amount. Clicking **save & print** will view your initial receipt in .pdf format.

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The screenshot displays two windows of a web-based furniture shop management system.

**Top Window (My Cart):**

- Header:** Ordering, Saturday, 4 November 2017, 05:04:45 AM.
- Table:** MY CART
- Columns:** Furniture Name, Furniture Description, Unit Price, Quantity, Total Price, Action.
- Data:** Manilena, An amazing furn., 25000, 3, 75000, +, -.
- Total:** GRAND TOTAL, 3, 75000.
- Buttons:** Continue Shopping, Proceed to Check-Out.

**Bottom Window (Customer Information):**

- Header:** Ordering, Saturday, 4 November 2017, 05:05:10 AM.
- Section:** CUSTOMER INFORMATION
- Checkboxes:** Existing Customer Information? (checked).
- Dropdown:** Publico Mark Joseph Baghari.
- Text Fields:** First Name \* (Mark Joseph), Middle Name (Baghari), Last Name \* (Publico).
- Text Area:** Address \* (Blk 16, UCV Village, Sapang Viejo, Ligd-Tipas, Taguig City).
- Text Fields:** Contact Number \* (09197464382), Email \* (mjoseph.publico@gmail.com).
- Buttons:** Back, Next.

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This screenshot shows the 'DELIVERY INFORMATION' section of the system. It includes fields for 'Delivery Location' (set to 'Provincial'), 'Delivery Rate' (set to '3000'), and 'Delivery Address' (showing '#1528 Kagawad Street, Brgy. Batasan Hills, Quezon City'). There are radio buttons for 'For \*' (selected), 'Pick-up', and 'Delivery'. Navigation buttons 'Back' and 'Next' are at the bottom.

This screenshot shows the 'PAYMENT' section. It displays the 'Order Price' (75,000.00), 'Mode of Payment' (set to 'Cash'), 'Amount Due' (75000), 'Delivery Rate' (3000), and 'Total Amount Due' (75000). A note states 'Downpayment must be 30% of the total order price', and a field shows a downpayment of 52500.

Under **Order Management**, first is **Ordering**, which allows you to order Pre-Order furnitures. This is similar in ordering on-hand products; with cart and checkout.

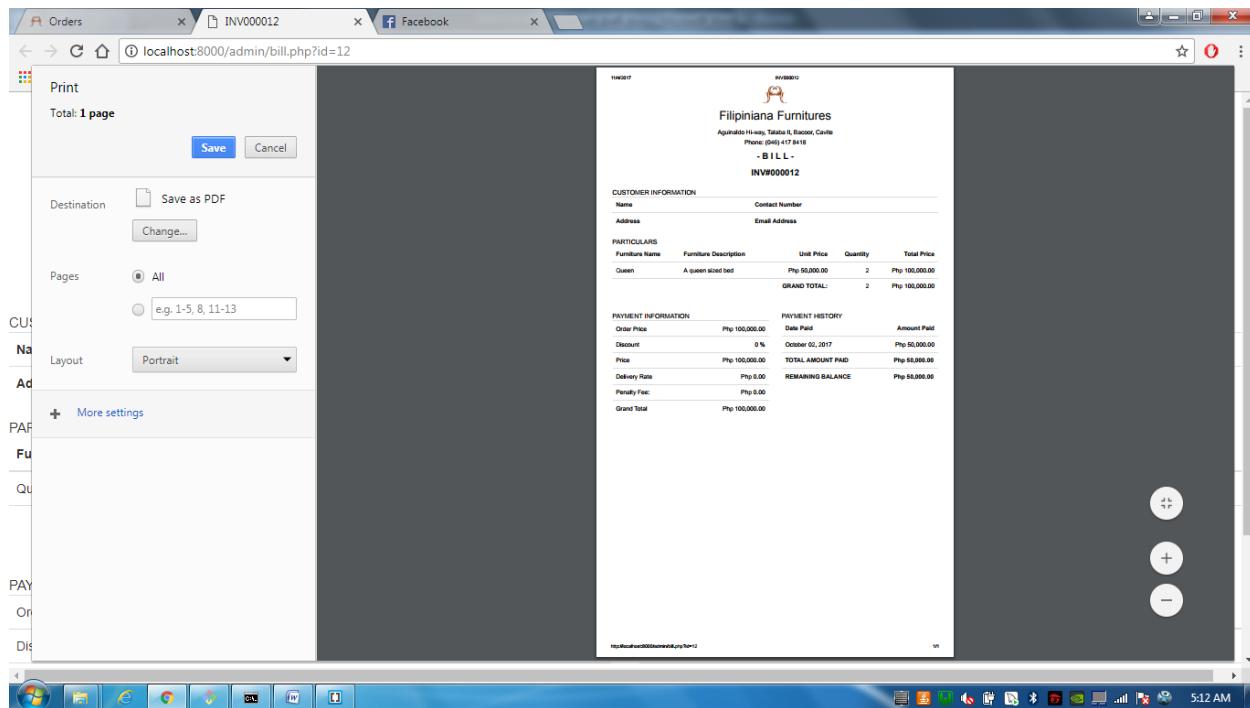
Order ID	Customer Name	Release Date	Total Price	Production Status	Actions
000009	.	August 31, 2017	₱ 120,000.00	Ongoing	<button>View</button> <button>Cancel</button> <button>Bill</button>
000012	.	October 18, 2017	₱ 100,000.00	Ongoing	<button>View</button> <button>Cancel</button> <button>Bill</button>
000013	.	October 18, 2017	₱ 100,000.00	Not set	<button>View</button> <button>Update</button> <button>Bill</button>
000017	.	October 04, 2017	₱ 25,000.00	Not set	<button>View</button> <button>Update</button> <button>Bill</button>
000019	.	October 04, 2017	₱ 50,000.00	Ongoing	<button>View</button> <button>Cancel</button> <button>Bill</button>

**Orders** is a list of orders that is either ongoing production or pending production.

Furniture Name	Furniture Description	Unit Price	Quantity	Total Price	Actions
Queen	A queen sized bed	₱ 50,000.00	2	₱ 100,000	<button>X</button>
			GRAND TOTAL	2	100000

**Update** lets you edit the products of an order.

## Furniture Shop Management System User's Manual



And **Bill** lets you bill the customer for his/her remaining balance.

The screenshot shows a web-based application window titled "Return Order" with the URL "localhost:8000/admin/return-order.php". The sidebar includes "Dashboard", "Maintenance", "Transaction" (selected), "Product Management", "Point of Sales", "Order Management" (selected), "Ordering", "Orders", "Return Order" (selected), "Releasing of Orders", "Production", and "Collections". The main content area shows a table titled "List of Returned Furnitures" with one entry:

Reference Order ID	Customer Name	Reason	Assessment	Status	Action
OR000006	Nisnis	Repair		PRODUCTION ONGOING	

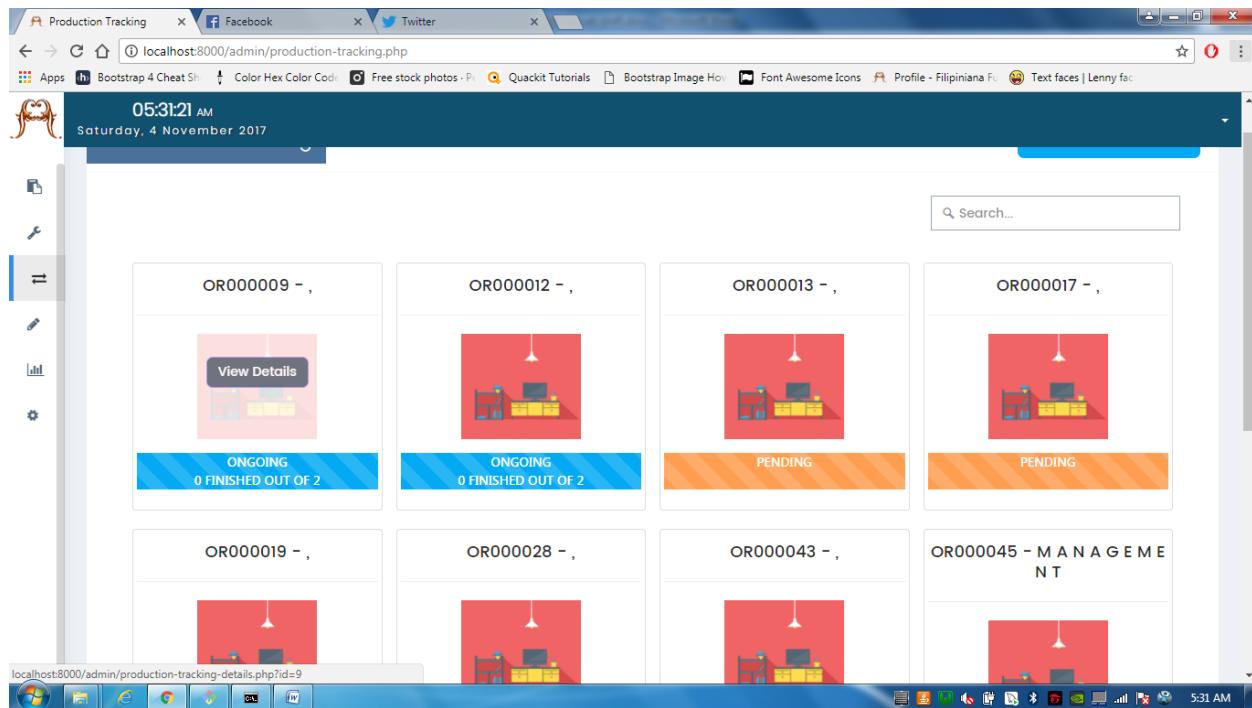
**Return Orders** lets you see the furnitures returned for repair or replace.

Delivery Code	Order ID	Customer Name	No. of items	Status	Action
DEL000001	OR000007		1	PENDING	<button>START DELIVERY</button> <button>Update</button> <button>View History</button> <button>Delivery Receipt</button>
DEL000002	OR000008		3	PENDING	<button>Update</button> <button>View History</button> <button>Delivery Receipt</button>

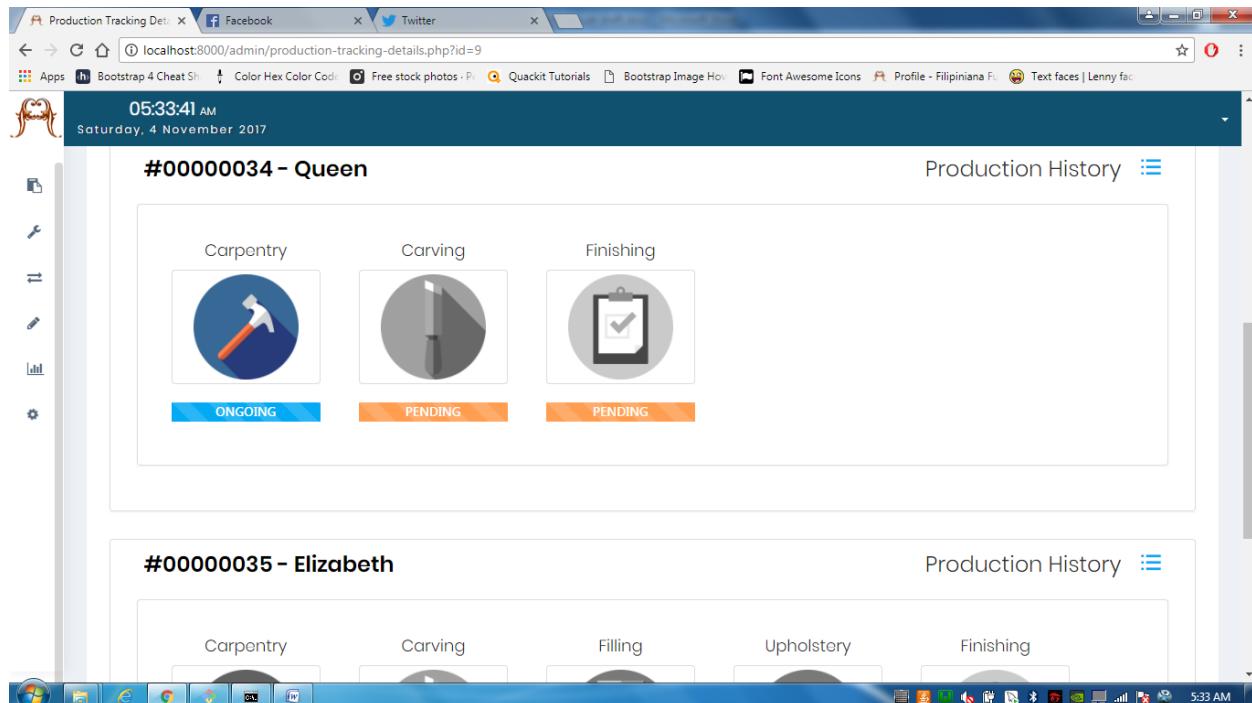
Releasing lets you see the furnitures that are finished and/or ready to be delivered.

Material	Variant Description	Quantity	Action
Hyena Cotton	Red / Soft	500	<button>Deduct</button>
Hyena Cotton	Yellow Green / Soft	250	<button>Deduct</button>
Uratex Foam	White / Spring	100	<button>Deduct</button>
Uratex Foam	White / Feather	101	<button>Deduct</button>

Under Production is **Raw Materials Monitoring**, the first tab is **Receive Deliveries** which allows you to see the materials delivered by the supplier discussed earlier. **Deduct Logs** is similar to a notification where actions are recorded. **Delivery Logs** is a list of the deliveries with respective suppliers.

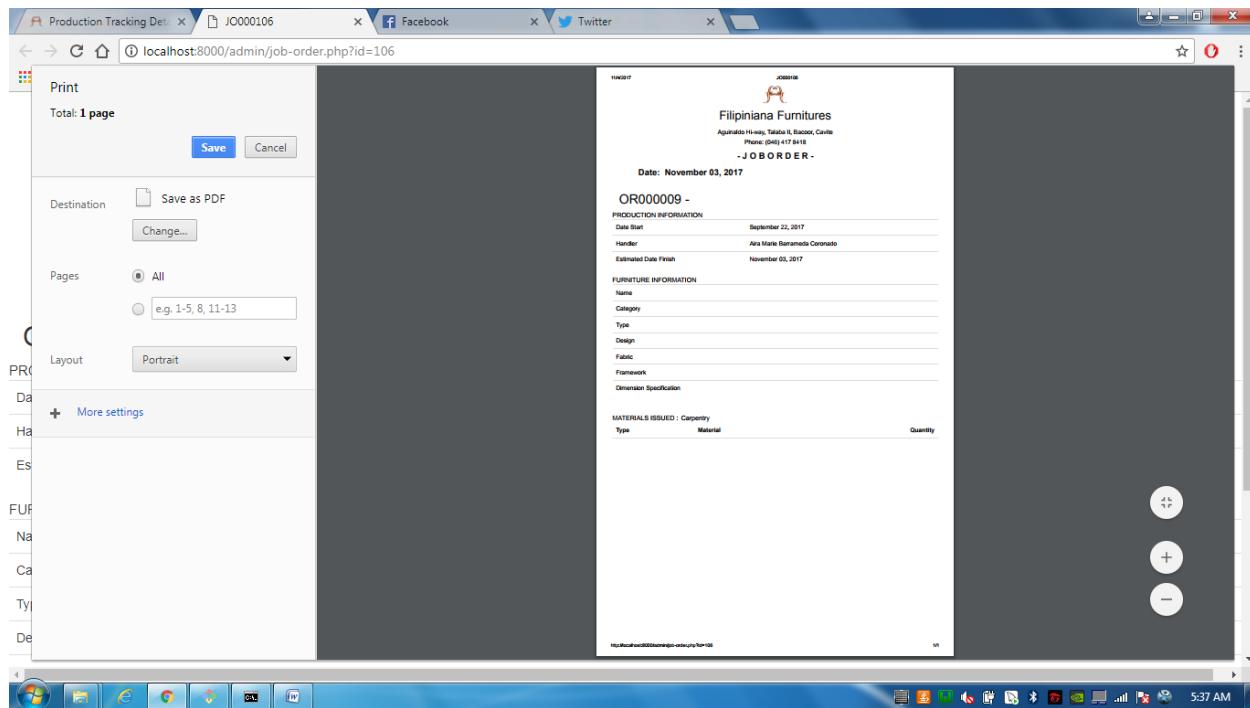


**Production Tracking** lets you see the progress of orders undergoing production. **0 FINISHED OUT OF 2** means that in an order of 2 furnitures, nothing is finished yet. **Pending** means that the order's furnitures are not yet under production. If you hover each thumbnail, a button saying "View Details" will appear.



Clicking **View Details** directs you in this page. Every furniture has its own set of production phases. Overlaying the thumbnails gives you the options to start a production phase.

Remember that the phases are in order, for instance, you cannot start Finishing unless you finish Carpentry first, then Carving.



**Job Ticket** are the printable job order to be sent to the manufacturer. It contains the materials to be used, delegated employee, and the furniture information.

Order ID	Customer Name	Order Price	Delivery Fee	Penalty Fee	Remaining Balance	Actions
000009	.	₱120,000.00	₱0.00	₱300.00	₱50,300.00	<a href="#">View</a> <a href="#">Bill</a> <a href="#">Payment</a>
000011	.	₱60,000.00	₱0.00	₱0.00	₱10,000.00	<a href="#">Add Penalty</a>
000012	.	₱100,000.00	₱0.00	₱0.00	₱50,000.00	<a href="#">Add Penalty</a>
000013	.	₱100,000.00	₱0.00	₱0.00	₱50,000.00	<a href="#">Add Penalty</a>

Lastly, the **Collections** lets you see the orders with remaining balance. You can add penalty orders and Bill them again including the penalty fee.

### 2.3.5 | Queries

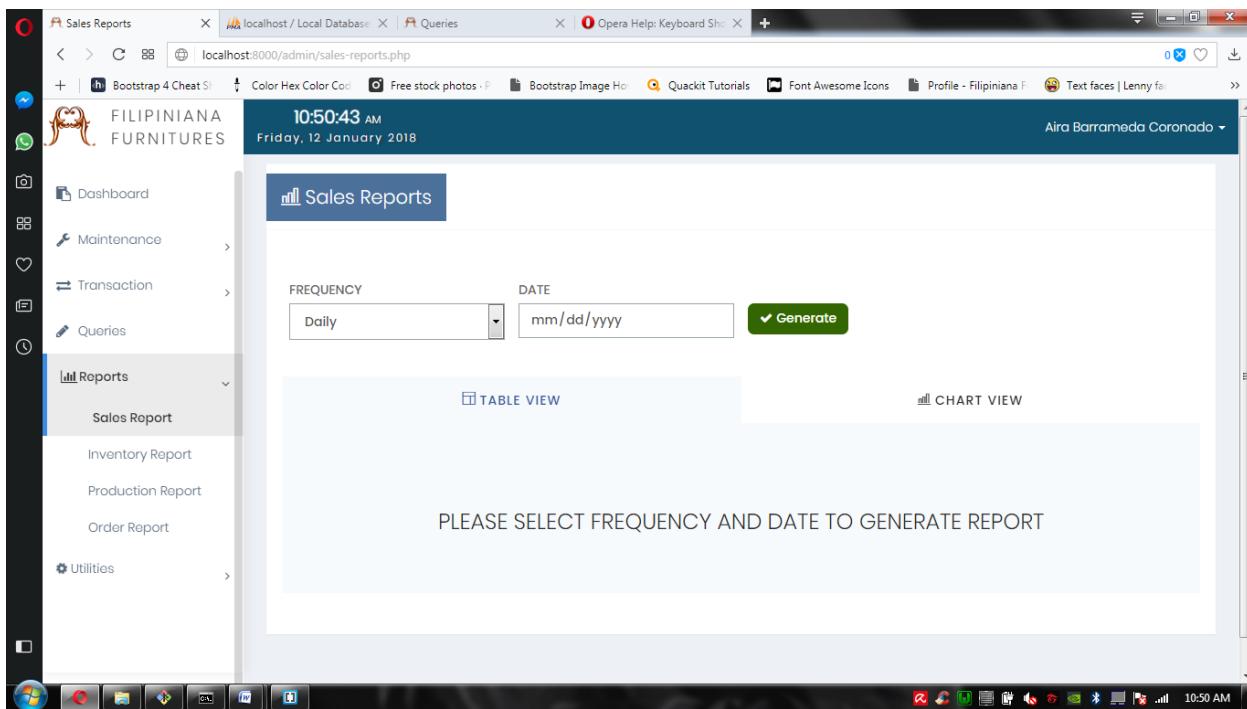
The screenshot shows a web browser window with multiple tabs open. The active tab is 'localhost:8080/admin/queries.php'. The page title is 'Queries'. On the left, there is a sidebar with icons for file operations and a dropdown menu titled 'List of Most Ordered Furniture' which is currently selected. The main content area displays a table with three columns: 'Product Description', 'Product Price', and 'Quantity Ordered'. The table contains three rows of data:

Product Description	Product Price	Quantity Ordered
An amazing furn	₱25,000.00	30
A marvelous sofa	₱35,000.00	25
A queen sized bed	₱50,000.00	8

At the bottom of the screen, the Windows taskbar is visible with icons for File Explorer, Google Chrome, Photoshop, and others. The system tray shows the date and time as 10:26 AM 1/12/2018.

The **Queries** the statistical facts for mainly minimal aspects of the business, this is for the purpose of reference. You may grant the most loyal customer an incentive, or maybe putting the most ordered furniture on sale.

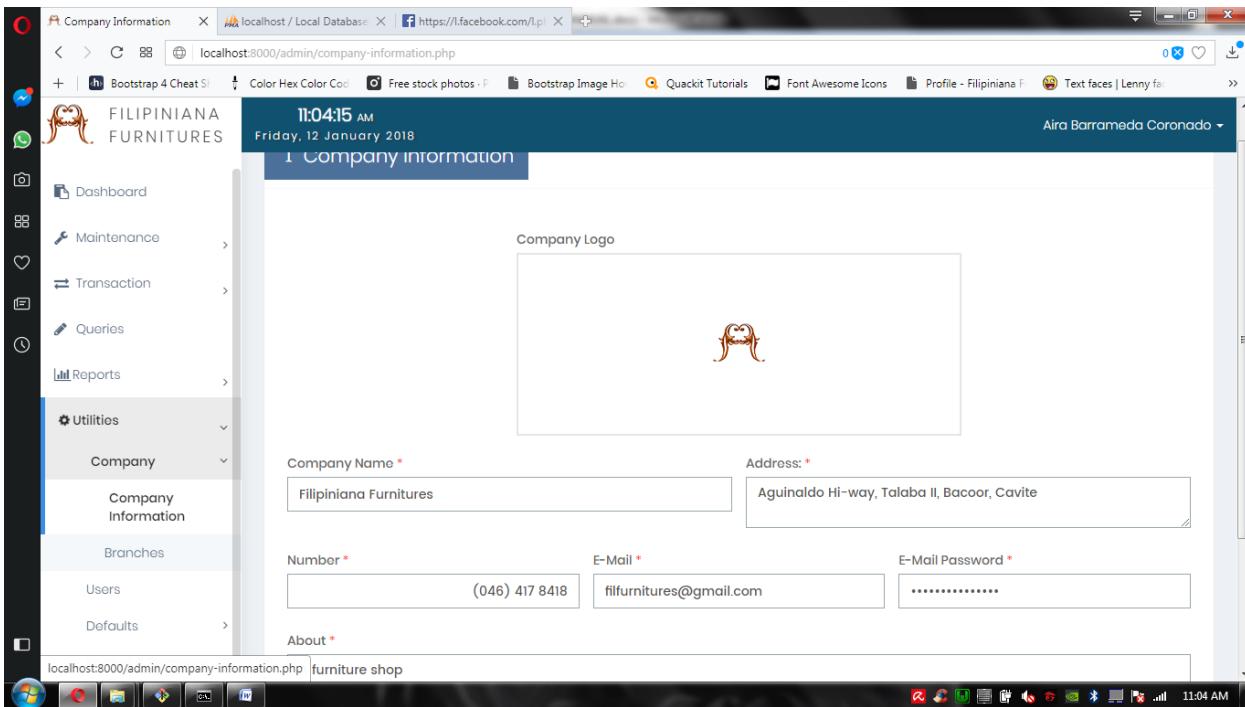
## 2.3.6 | Reports



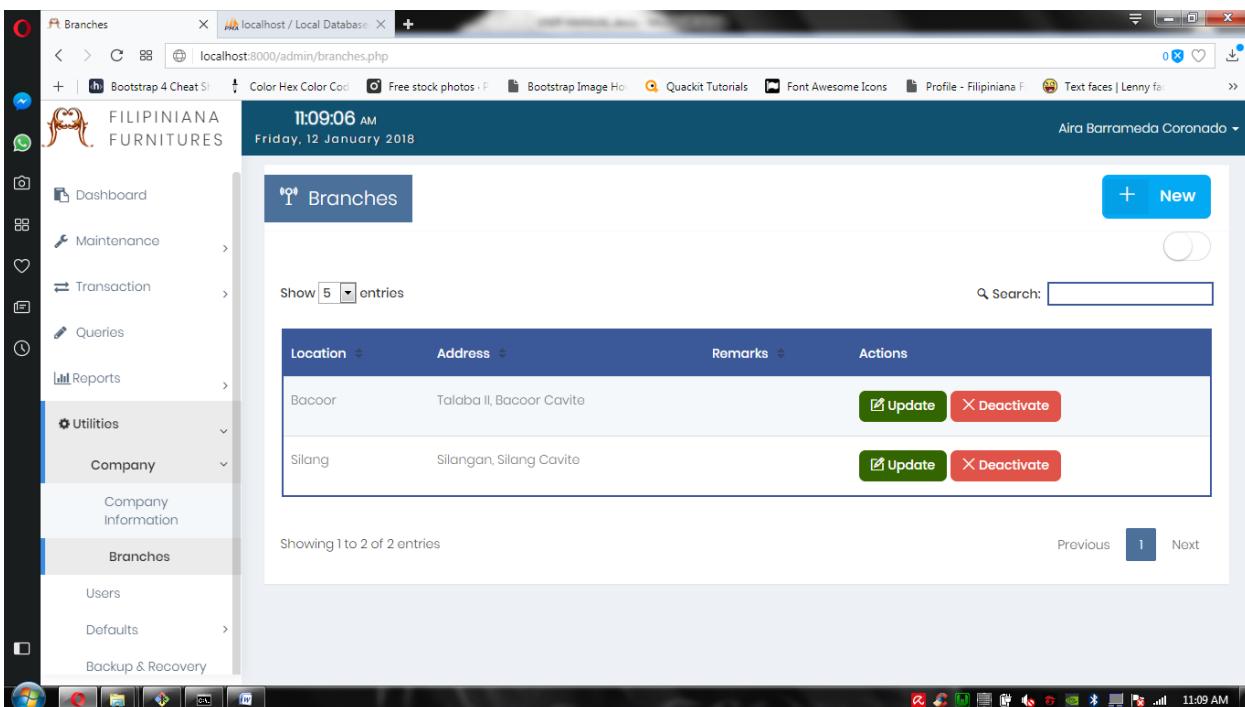
Under the **Reports**, is the Sales Report, Inventory Report, Production Report, and Order Report.

The **Frequency** option dictates which data is to be shown, **Date** is the option to specify which daily data is to be shown. there are other options like **monthly**, to which you specify the month and year, and **annually**, to which you specify the year.

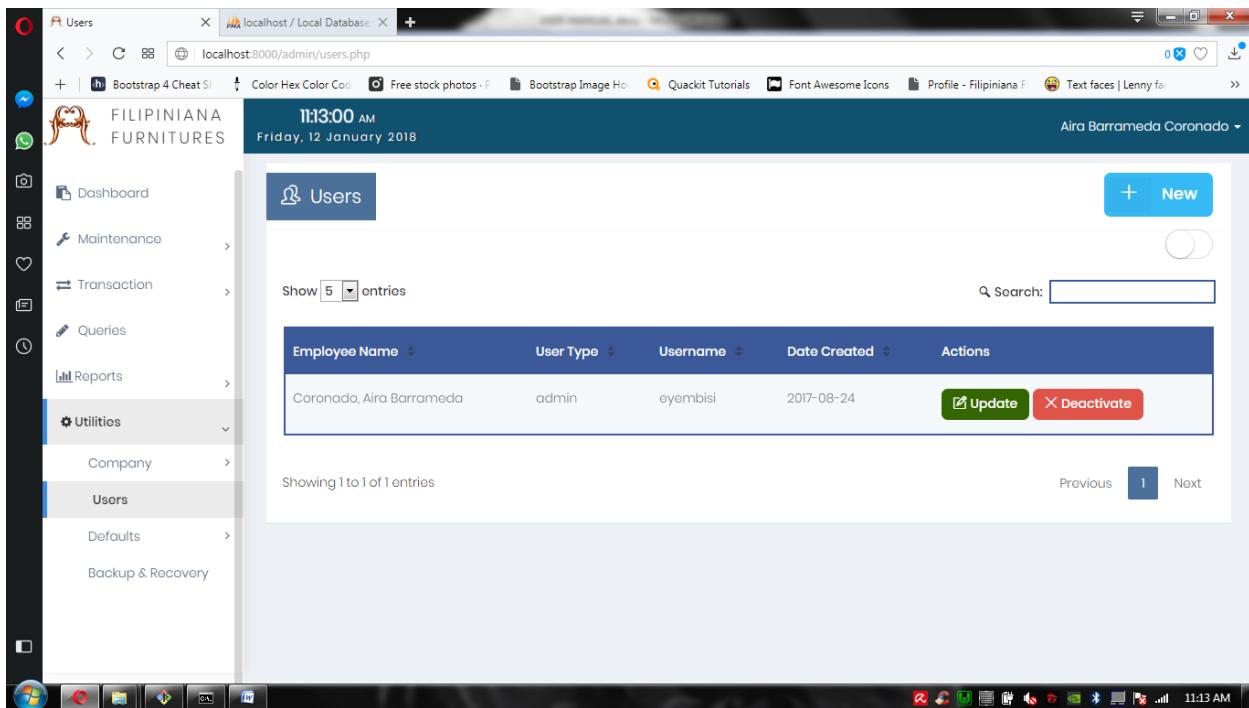
## 2.3.7 | Utilities



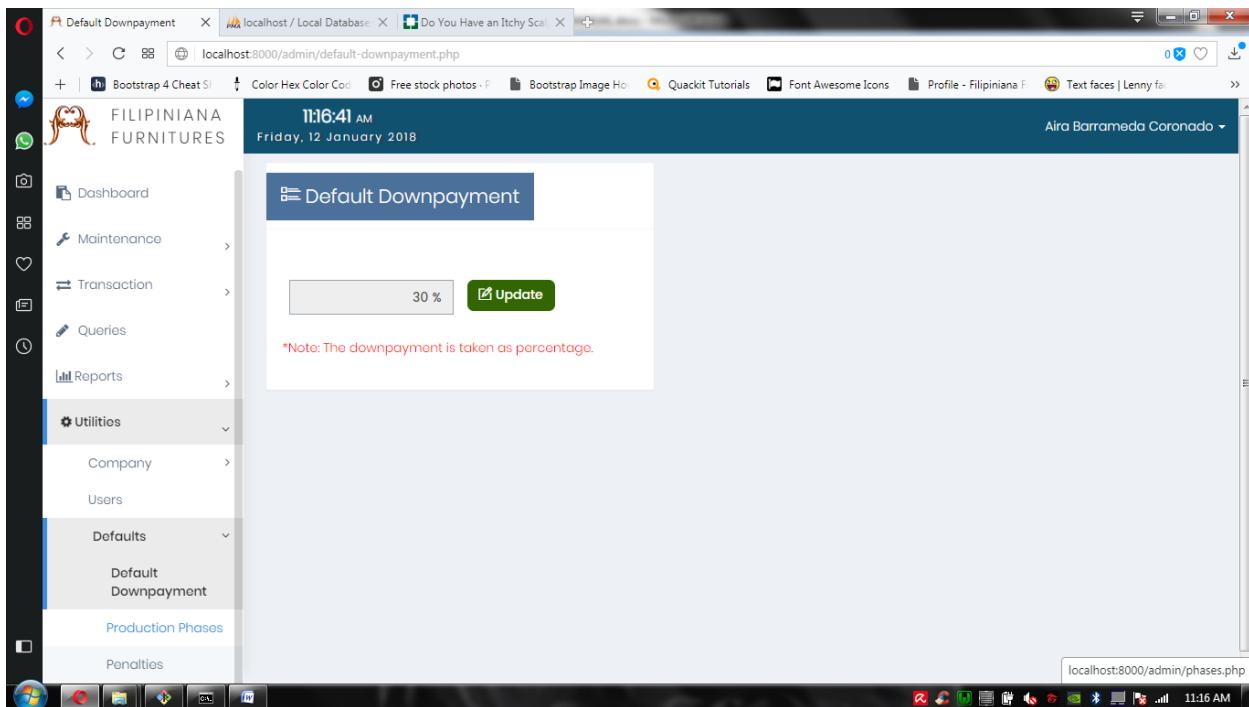
The first tab in utilities is the **Company**, under it is the **Company Information** where the basic information about the company lies. Here you can change the Company logo, name, address, contact number, email and its password, and a brief description about the company.



After Company Information, is its **branches** where you add a branch location whenever the company expands. You can also deactivate if the branch store closed down.



The second tab in the utilities is the **Users** tab, which shows you the users of the system, including employees, admin, and the staff accounts.



The third tab in the utilities section is the **Defaults** tab, in which you set the defaults in the system. First is the default down payment, where you just update its default.

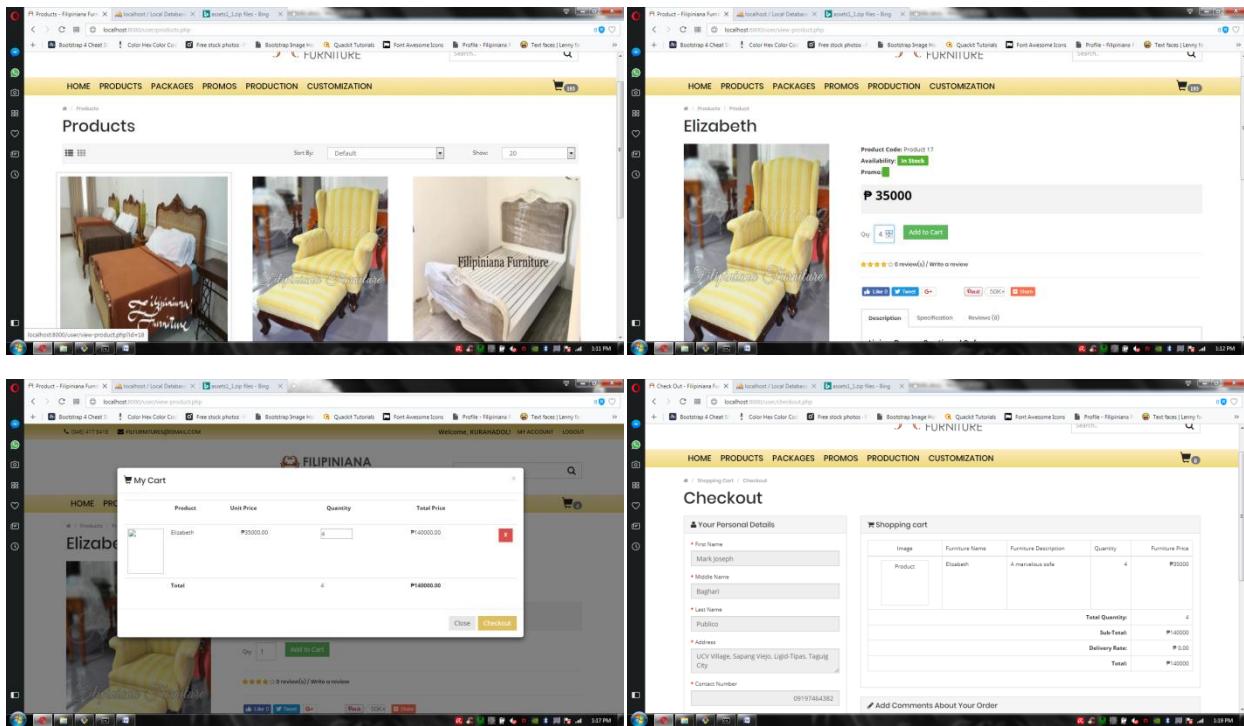
Name	Actions
Carpentry	<input type="button" value="Update"/> <input type="button" value="X Deactivate"/>
Carving	<input type="button" value="Update"/> <input type="button" value="X Deactivate"/>
Filling	<input type="button" value="Update"/> <input type="button" value="X Deactivate"/>
Upholstery	<input type="button" value="Update"/> <input type="button" value="X Deactivate"/>
Finishing	<input type="button" value="Update"/> <input type="button" value="X Deactivate"/>

Next is the default **production phases**, in case the company suddenly stopped doing fabricated furnitures, or suddenly stopped carving the frames. This would be a handy tool to get through those scenarios.

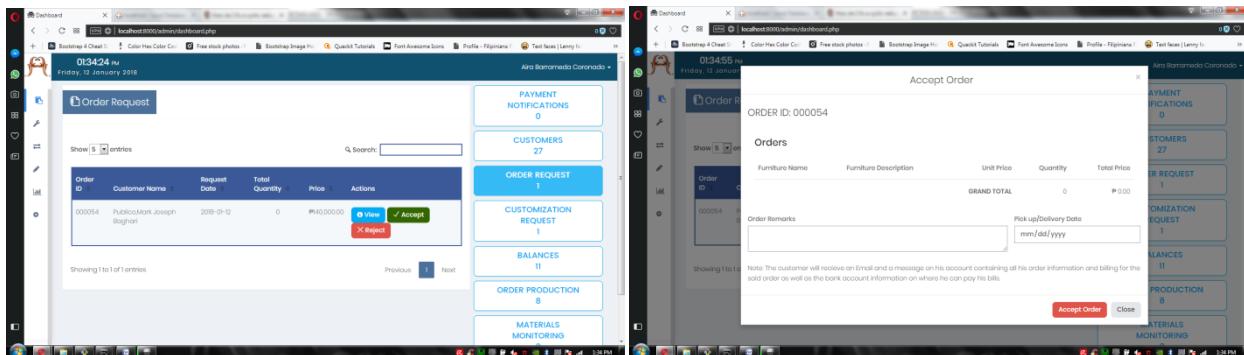
Name	Rate	Remarks	Actions
Storage Fee	500		<input type="button" value="Update"/> <input type="button" value="X Deactivate"/>
Cancellation Fee	500		<input type="button" value="Update"/> <input type="button" value="X Deactivate"/>

Lastly is the **Penalties**, in which you update the existing rates of the penalties such as the storage and cancellation fees. You can also deactivate those penalties.

### 2.3.8 | Ordering Process via Website

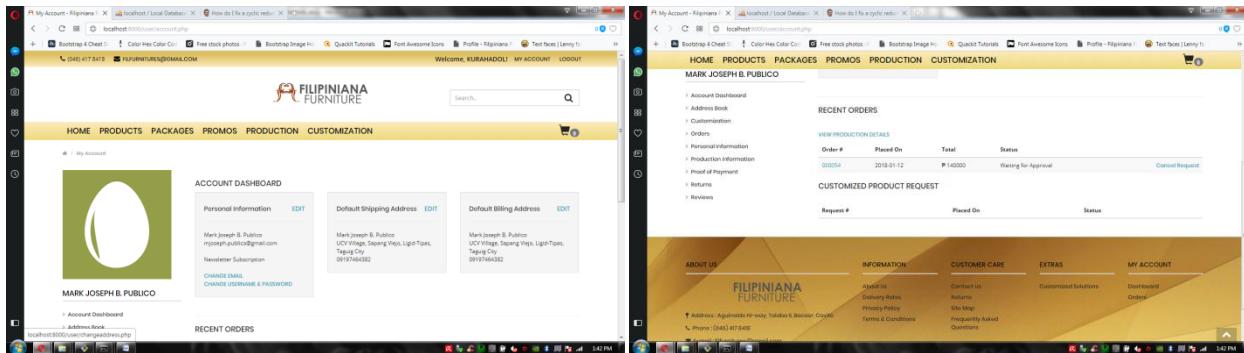


1. Select a product on the products tab.
2. Specify the desired quantity then click add to cart.
  - In the cart, you can change the quantity of your ordered product.
3. If done shopping, click checkout in the cart.
4. Checkout
  - In the checkout, you can see your ordered products.
  - You can specify your delivery details
  - You can also write comments about your order. If you have special requests or personal instructions, this can be a good help.
5. Click Confirm Order
  - Your order is now waiting for administrator's approval.

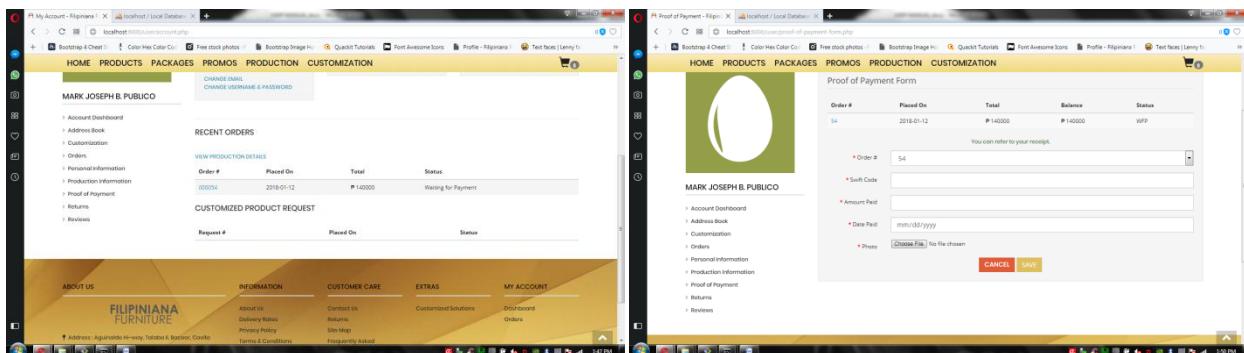


6. Your order can be accepted or rejected, depending on the management's evaluation.

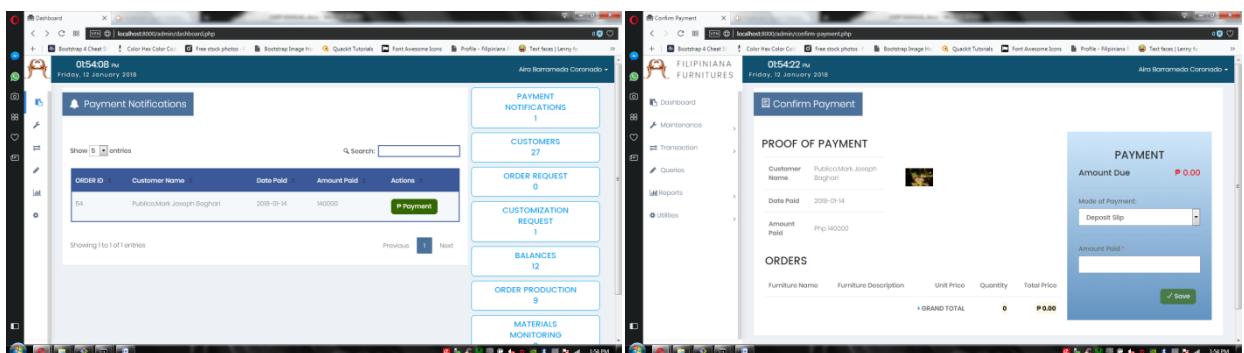
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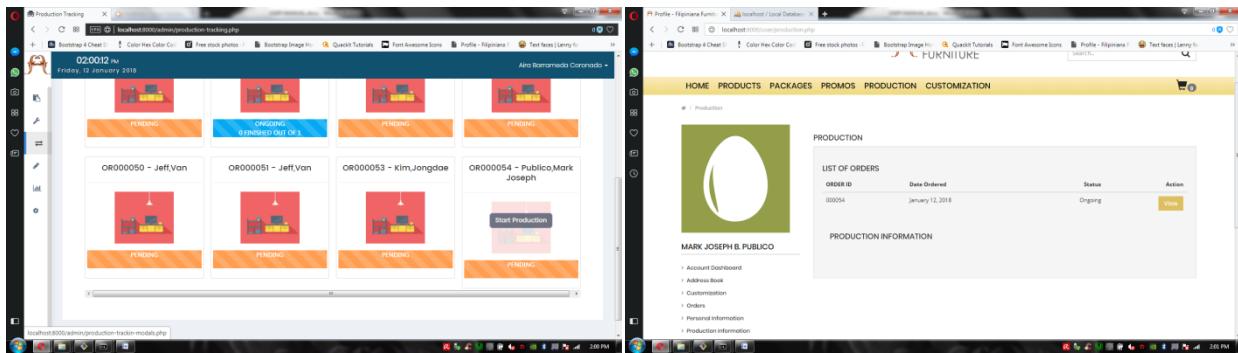
7. You can view your orders on **My Account**. You can also cancel your requested order (You may be charged for the cancellation fee).



8. Once accepted, your order's status will be changed to "Waiting for payment".
9. Send them your proof of payment by selecting "proof of payment" under your profile and filling in all required information.



10. The manager can now evaluate your proof of payment and confirm its validity.



11. Once confirmed, the orders are ready for production.
12. You can track the production process through "Production Information" under your profile.