

POINT OF SALE SYSTEM

User Manual

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1 Login Page

- Enter User Name and Password

1.1. Administration Login

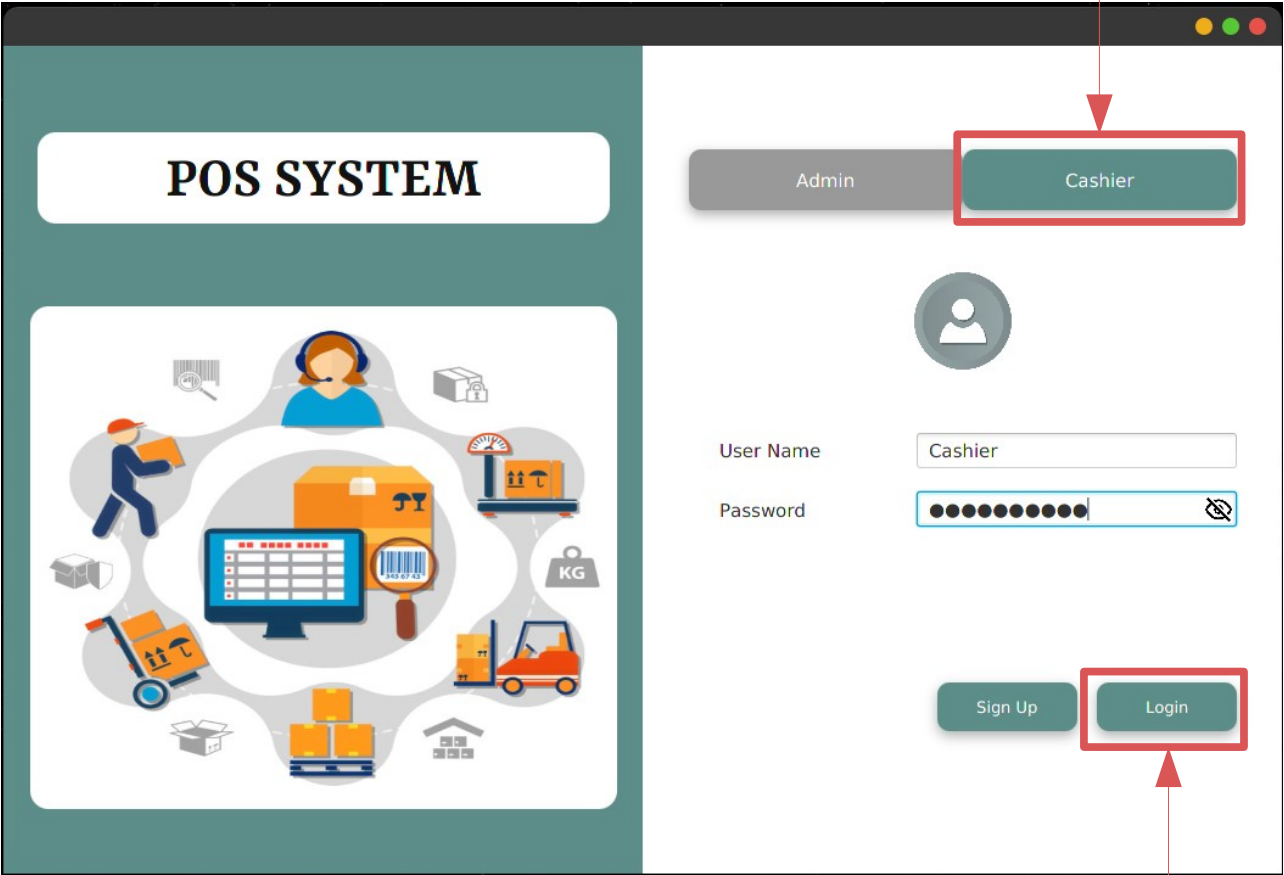
1. Select

The screenshot shows a web application titled "POS SYSTEM". On the left is a large illustration depicting various logistics and retail activities: a person with a headset, a warehouse worker, a forklift, a warehouse interior, a person with a scale, a person with a cart, a person with a box, a person with a scanner, a person with a computer, and a person with a box. On the right is the login interface. At the top, there are two buttons: "Admin" and "Cashier". The "Admin" button is highlighted with a red rectangle, and a red arrow points to it from the text "1. Select". Below these buttons is a user icon. Under the icon are two input fields: "User Name" with the text "Admin" and "Password" with a masked password (dots). Below the input fields are two buttons: "Sign Up" and "Login". The "Login" button is highlighted with a red rectangle, and a red arrow points to it from the text "2. Click to Login as Admin".

2. Click to Login as Admin

1.2. Cashier Login

1. Select

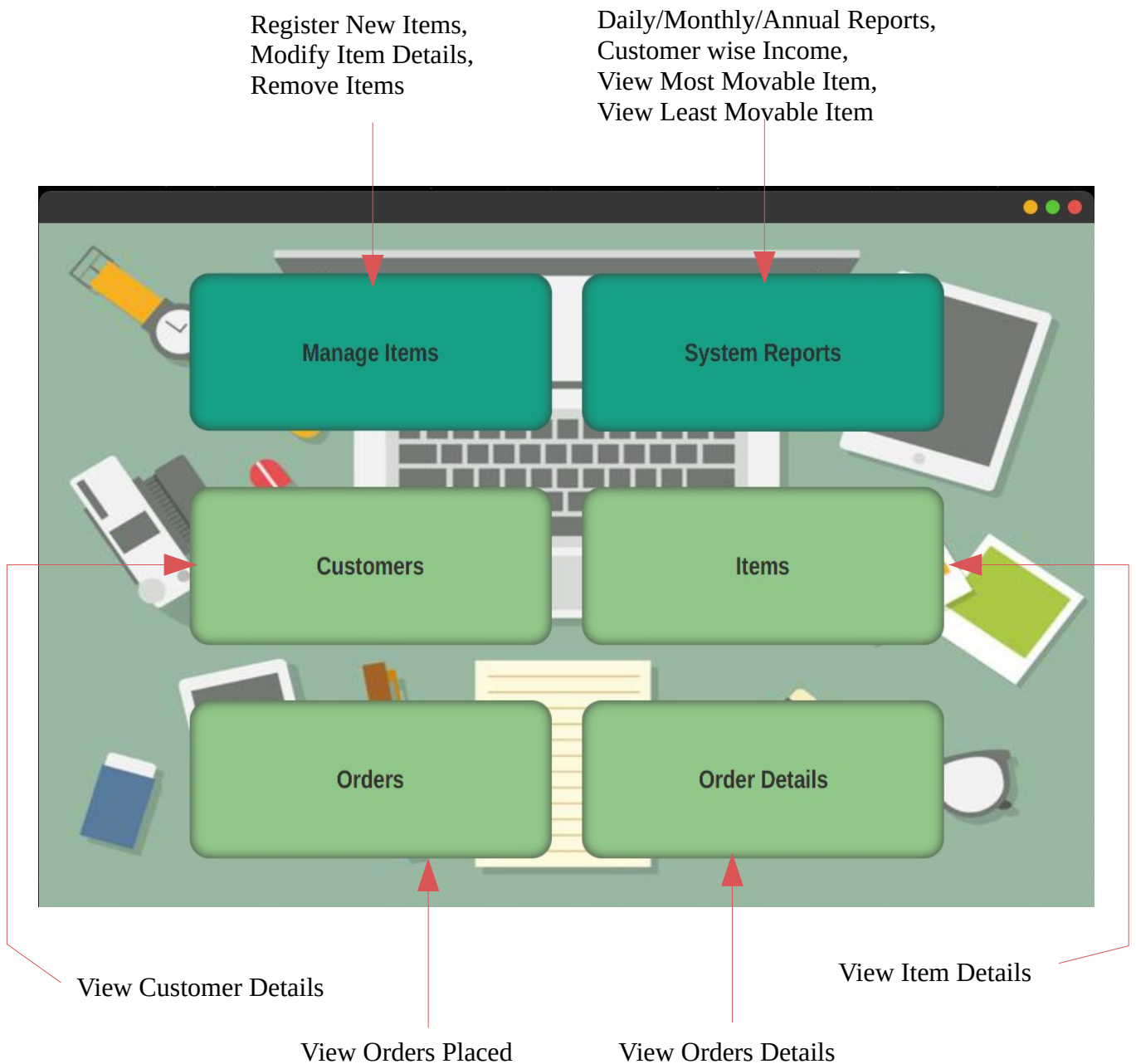


2. Click to Login as Cashier

2 Dashboard

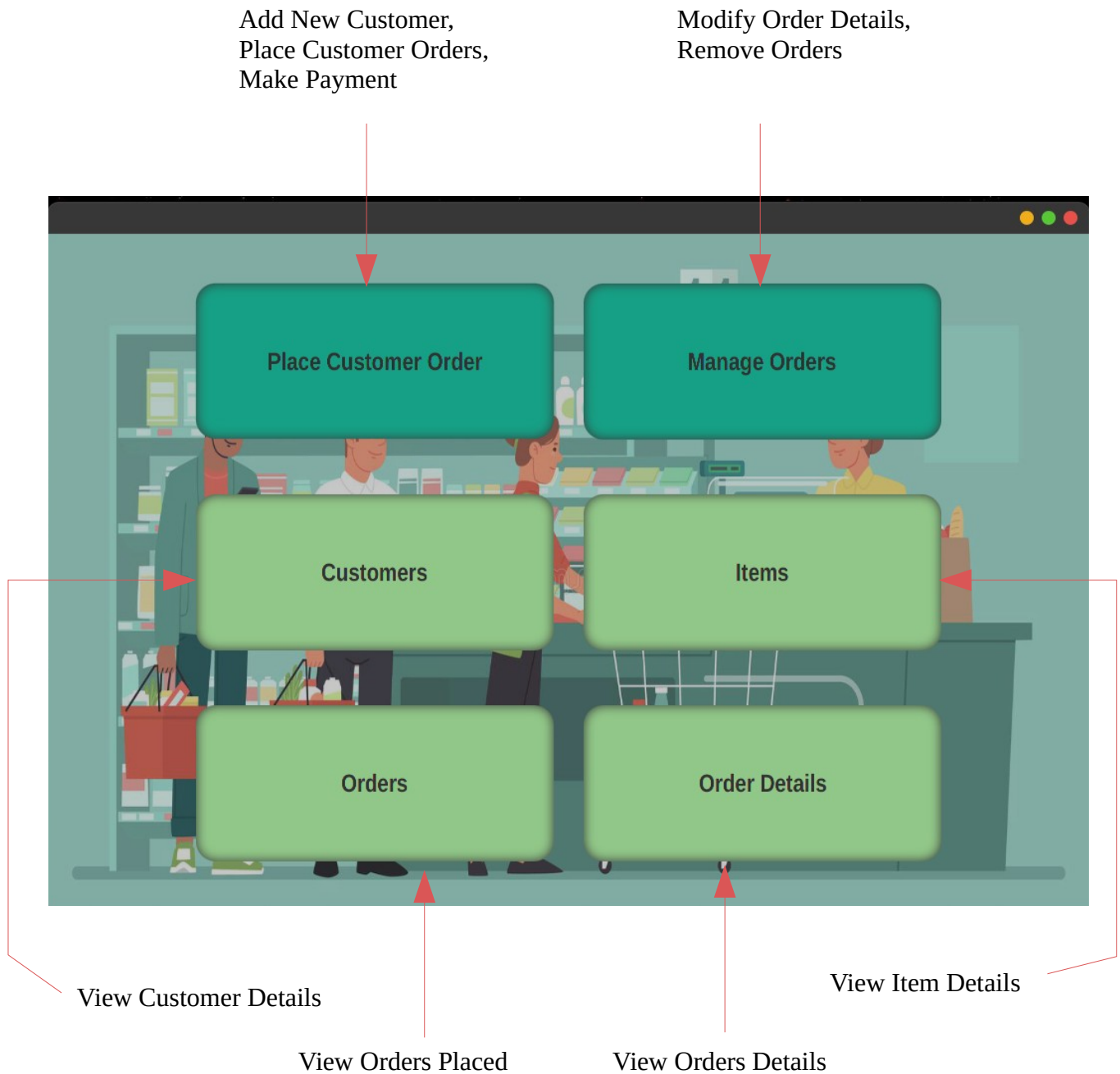
2.1. Dashboard for Administration

- Shows the Administrative Tasks



2.2. Dashboard for Users/Cashiers

- Shows the User/Cashier Tasks



3 Administrative Tasks

3.1. Manage Items

Back To Admin Dashboard

Select and search a Item to modify

List of Items currently available in the Stock

Clear Fields

Logout

The screenshot shows a web application titled 'Manage Items'. At the top left is a back arrow icon. At the top right is a power icon labeled 'Logout'. Below the title bar, there is a search section with a dropdown menu labeled 'Item Code', a yellow 'Search' button, and a 'Clear' button. Below this are input fields for 'Item Code', 'Description', 'Pack Size', 'Unit Price (Rs)', 'Qty On Hand', and 'Discount per Item(%)'. A table below these fields lists items with columns: Item Code, Description, Pack Size, Unit Price (Rs), Qty On Hand, and Discount (%). At the bottom are three buttons: 'Remove Item', 'Edit Item', and 'Add New Item'.

Item Code	Description	Pack Size	Unit Price (Rs)	Qty On Hand	Discount (%)
I-001	Potatoes	5 Kg	130.0	64	10
I-002	Red Rice	10 Kg	75.0	134	15
I-003	Dhal	10 Kg	110.0	114	12
I-004	White Sugar	5 Kg	107.0	63	10
I-005	Wheat Flour	10 packets	86.0	35	8
I-006	Eggs	50 eggs	10.0	70	5
I-007	Yogurt	20 cups	25.0	57	5

Remove Item

Edit Item
(save changes to the table)

Add New Item to the System

- In order to edit or remove items, items can be search by the drop down list of Item Codes or by referring the table.
- Once an Item is searched/selected Item details are loaded to the fields and the “Remove Item” and “Edit Item” buttons will be enabled while “Add New Item” button will be disabled.
- “Remove Item” and “Edit Item” buttons will remain disabled until an Item is searched for /selected to modify.

Add New Customer

- Fill in the required details of the new Item to be added and click the “Add New Button”.

Edit Item

- Edit the required Item details in the fields and click the “Edit Item” button to save modifications.

Remove Item

- Select an Item from the list and click “Remove Item” button.

3.2. System Reports

- View Daily, Monthly, Annual and Customer wise Income Reports.

Back To Admin Dashboard

Display the most movable Item

Display the least movable Item

Logout

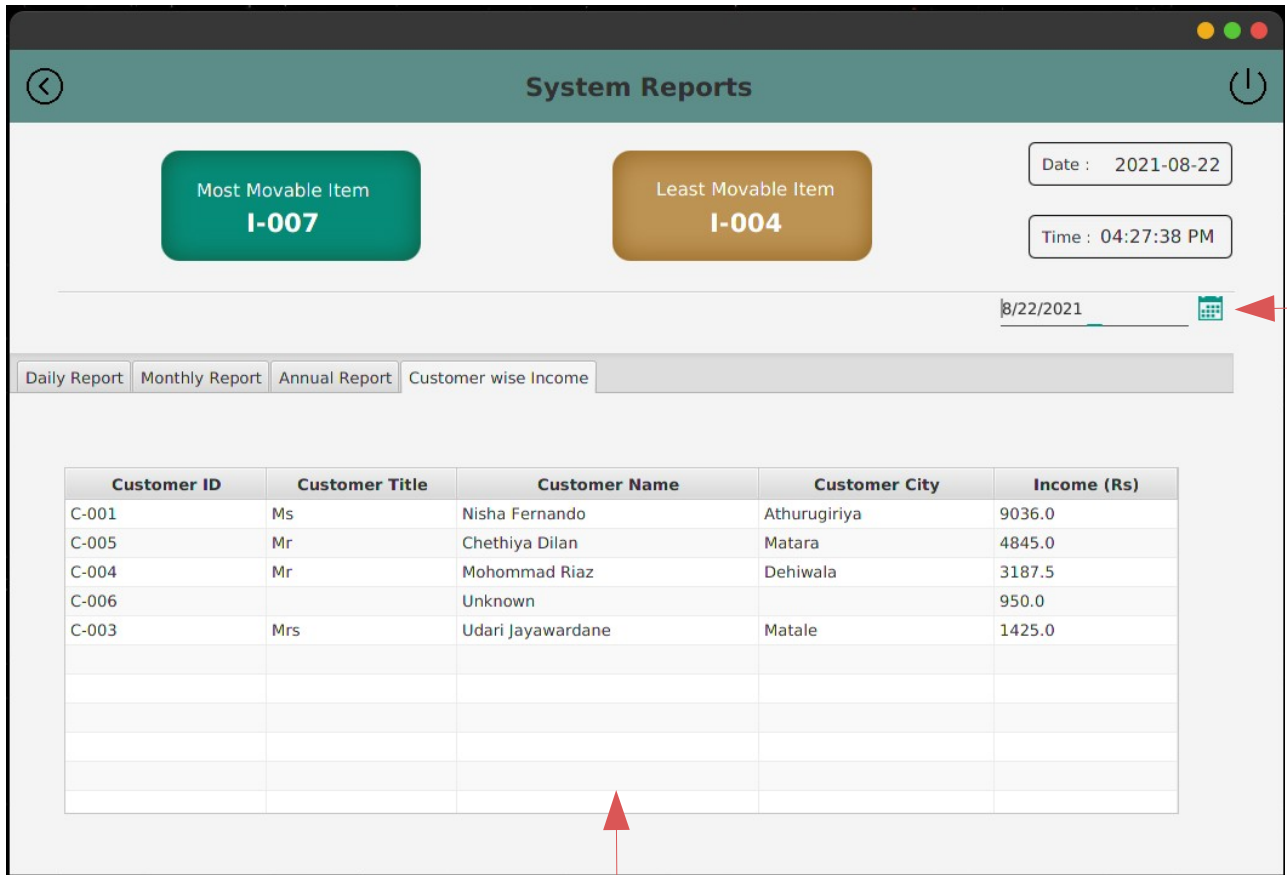
The screenshot shows a web application interface for 'System Reports'. At the top, there's a header bar with a back arrow, the title 'System Reports', and a power icon for logout. Below the header, there are two large buttons: 'Most Movable Item I-007' (green) and 'Least Movable Item I-004' (orange). To the right of these buttons, there are date and time display boxes showing 'Date : 2021-08-22' and 'Time : 04:09:09 PM'. Below these, there's a date picker showing '8/21/2021'. A horizontal menu bar contains four tabs: 'Daily Report', 'Monthly Report', 'Annual Report', and 'Customer wise Income'. The 'Daily Report' tab is active, displaying a table with the following data:

Item Code	Description	Sales Quantity	Income (Rs)
I-001	Potatoes	5	2925.0
I-002	Red Rice	6	3825.0
I-003	Dhal	7	6776.0
I-004	White Sugar	3	1444.5
I-005	Wheat Flour	2	1582.4
I-006	Eggs	4	1900.0
I-007	Yogurt	2	950.0

Annotations with red arrows point to the back arrow, the 'Most Movable Item' button, the 'Least Movable Item' button, the logout icon, the date picker, and the table.

Pick a date to view the corresponding reports of the selected date

Daily Report for
21st of August 2021



Selected Date

Customer wise Income Report
for 22st of August 2021

4 Cashier/User Tasks

4.1. Place Customer Order

Back to Cashier Dashboard

Select an existing Customer to place the next Order

ID of the next Order to be placed

Add New Customer to place the next Order after filling the Customer Details

Logout

The screenshot shows a web application window titled "Place Customer Order". At the top, there is a header bar with a back arrow on the left and a power icon (Logout) on the right. Below the header, the main content area includes a date field (2021-08-22), an order ID field (O-008), and a time field (12:45:23 PM). The customer selection section features a "Customer ID" dropdown menu with a "Search" button, and input fields for "Customer ID", "Customer Title", "Customer Name", "Customer Address", "City", "Province", and "Postal Code". A "Clear" button and an "Add New Customer" button are also present. The item selection section includes a table with columns: Item Code, Description, Pack Size, Unit Price (Rs), Order QTY, Subtotal (Rs), Discount (Rs), and Total (Rs). Above the table are input fields for "Item Code", "Description", "Pack Size", "Unit Price (Rs)", "Qty On Hand", "Discount per Unit(%)", and "Order Qty". An "Add To List" button is located to the right of the table. At the bottom of the window, there are "Cancel" and "Confirm Order" buttons. Red arrows point from the annotations to the corresponding UI elements.

Item Code

Description

Pack Size

Unit Price (Rs)

Order QTY

Subtotal (Rs)

Discount (Rs)

Total (Rs)

Cancel

Confirm Order

Add Selected Items to the List (Make sure to add the quantity requested)

Displays the List of Items to be Ordered

The screenshot shows a web application window titled "Place Customer Order". At the top, there is a header bar with a back arrow on the left and a power icon on the right. Below the header, there are two input fields: "Unit Price (Rs)" and "Discount per Unit(%)", followed by an "Add To List" button. The main section contains a table with the following data:

Item Code	Description	Pack Size	Unit Price (Rs)	Order QTY	Subtotal (Rs)	Discount (Rs)	Total (Rs)
I-005	Wheat Flour	10 packets	86.0	5	4300.0	344.0	3956.0
I-007	Yogurt	20 cups	25.0	3	1500.0	75.0	1425.0
I-001	Potatoes	5 Kg	130.0	3	1950.0	195.0	1755.0

Below the table, there is a summary section with the following details:

Order Subtotal : Rs 7750.0 Amount Paid : Rs 0.00 Payment Date : Date
Total Discount : Rs 614.0 Balance : Rs 0.00 Payment Time : Time
Order Cost : Rs 7136.0

At the bottom, there is a "Rs : 0.00" input field, a "Pay Now" button, a "Cancel" button, and a "Confirm Order" button. Red arrows point from the text labels to these elements.

Total Cost of the Order to be placed

Make Payment

Cancel Order

Confirm and Place Order (enabled when items are added to the list)

Edit Order Quantity

- To Edit the “order QTY” of an Item added to the list :
 - right click the specific row of the Item in the list and choose “Edit Item”
 - once the Item details are loaded to the fields change the “order QTY” as required
 - add the Item to the list again

Remove Item from the List

- To Remove an Item from the list :
 - right click the selected row and choose “Remove Item”

Confirm Order

- In order to place the Order, make sure the Payment has been done.
- Order can be placed without adding details of a Customer (Unknown Customer).

4.2. Manage Customer Orders

ID of the Customer whose
Orders are being
modified/updated

Enter Customer ID

Search for Orders made by
a particular Customer

The screenshot shows a web application interface for managing customer orders. The title bar is 'Manage Customer Orders'. On the left is a sidebar with 'Order ID' and a list of orders: O-001, O-002, O-006, and O-008. The main area contains a form for editing an order. At the top of the form, it shows 'Customer ID : C-001', 'Date : 2021-08-22', and 'Time : 01:49:06 PM'. Below this is a 'Select Customer : C-001' dropdown and a yellow 'Search Orders' button. The form has several input fields: 'Item Code :', 'Description :', 'Unit Price (Rs) :', 'Pack Size :', 'Discount per Item(Rs) :', 'Qty On Hand :', and 'Order QTY :'. There are also checkboxes for 'Transfer Order' with options 'From Stock', 'Back To Stock', and 'To Trash'. On the right side of the form are buttons for 'Edit Order' and 'Remove'. At the bottom of the form is a table with columns: 'Item Code', 'Description', 'Pack Size', 'Unit Price (Rs)', 'Order Qty', 'Subtotal(Rs)', 'Discount(Rs)', and 'Total'. The table contains three rows of data. At the bottom of the interface are 'Cancel' and 'Confirm Edits' buttons. Red arrows point from text labels to various elements in the interface.

Item Code	Description	Pack Size	Unit Price (Rs)	Order Qty	Subtotal(Rs)	Discount(Rs)	Total
I-001	Potatoes	5 Kg	130.0	3	1950.0	195.0	1755.0
I-005	Wheat Flour	10 packets	86.0	5	4300.0	344.0	3956.0
I-007	Vanilla	20 cups	25.0	2	1500.0	75.0	1425.0

List of Orders done by the given
Customer

To get extra
Items from the
Stock

To send the
Ordered Items
back to stock

To move the
Ordered Items to
Trash(if any issue)

Update the Item
with modified
details to the list

Manage Customer Orders

O-001

O-002

O-006

O-008

Item Code : I-005

Description : Wheat Flour

Unit Price (Rs) : 86.0

Pack Size : 10 packets

Discount per Item(Rs) : 430.0

Qty On Hand : 35

Order QTY : 5

Transfer Order : ☐ From Stock ☐ Back To Stock ☐ To Trash

Edit Order

Remove Item

Item Code	Description	Pack Size	Unit Price (Rs)	Order Qty	Subtotal(Rs)	Discount(Rs)	Total(Rs)
I-001	Potatoes	5 Kg	130.0	4	2600.0	260.0	2340.0
I-005	Wheat Flour	10 packets	86.0	5	4300.0	430.0	3870.0
I-007	Yogurt	20 cups	25.0	3	1500.0	150.0	1350.0

Cancel

Confirm Edits

Remove the selected
Item from the Order

Manage Customer Orders

Transfer Order :

☐ From Stock
☐ Back To Stock
☐ To Trash

Remove Item

Item Code	Description	Pack Size	Unit Price (Rs)	Order Qty	Subtotal(Rs)	Discount(Rs)	Total(Rs)
I-001	Potatoes	5 Kg	130.0	4	2600.0	260.0	2340.0
I-005	Wheat Flour	10 packets	86.0	5	4300.0	430.0	3870.0
I-007	Yogurt	20 cups	25.0	3	1500.0	150.0	1350.0

Order Subtotal : Rs 7750.0

Order New Cost : Rs 7560.0

Modified Date : Date

Total Discount : Rs 614.0

Refund : Rs 0.00

Modified Time : Time

Order Cost : Rs 7136.0

Amount To Pay : Rs 424.0

Cancel

Confirm Edits

Item list of the Order selected

Cancel Edits

Payment Info before modifying the Order

Payment Info after modifying the Order

Confirm Order modification/Update Order

In order to modify Ordered Items select an Item from the list and edit “Order QTY” as required.

From Stock

- If the “Order QTY” of the selected Item is to be increased, check “From Stock” in order to deduct the requested quantity from the stock.

Back To Stock

- If the “Order QTY” of the selected Item is to be reduced, check “Back To Stock” in order to add the returned quantity back to stock.

To Trash

- If Items are returned due to any issue(not in good condition), check “To Trash” in order to move the returned quantity to trash.

Once every modification of an Item, it will display the New Total Cost of the Order and the amount to be Refund by the Cashier or the Additional Cost to be payed for the Order by the Customer.