

# **Hell Week Coffee – Point of Sale System**

## **User Manual**

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## 1. Getting Started

### 1.1 Application Setup

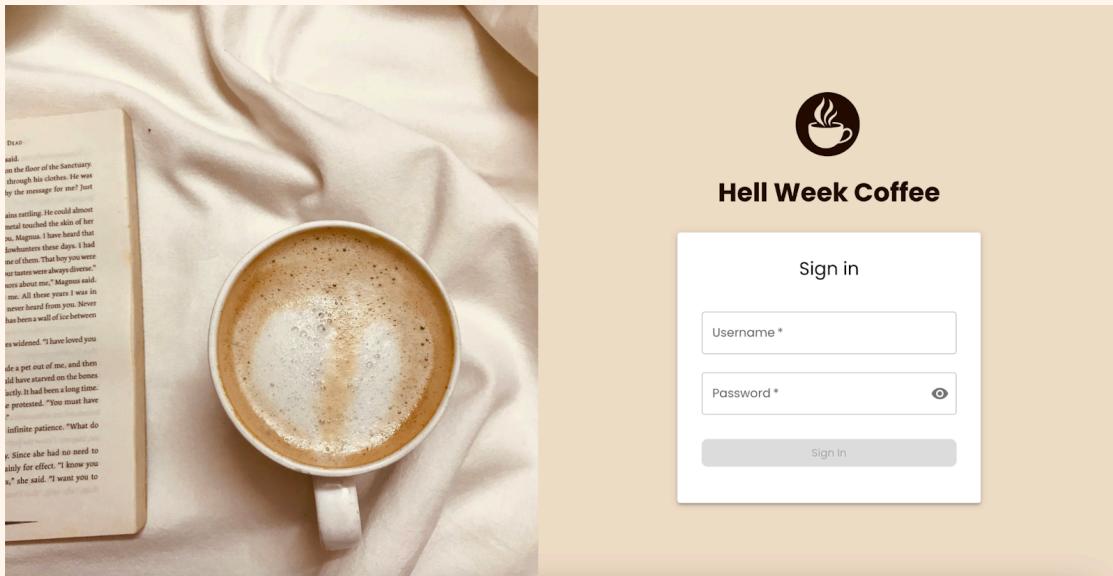
- Obtain a copy of the source code of `hellweekcoffee`
- Under the project, go to: `hellweekcoffee > backend > resources > application.properties`
- Configure the database by changing the username and password in the said file
- In your terminal, go to `hellweekcoffee > backend` and run the following Maven commands:
  - `mvn clean install`
  - `mvn spring-boot:run`
- In a split terminal, go to `hellweekcoffee > frontend` and run the following npm commands:
  - `npm install`
  - `npm start`

**NOTE:** Ensure that *Maven* and *Node.js* are both installed in order to successfully perform the above commands.

### 1.2 Logging In

- Once the npm start command is successful, the login page of Hell Week Coffee should be launched in the user's browser.

# HELL WEEK COFFEE USER MANUAL



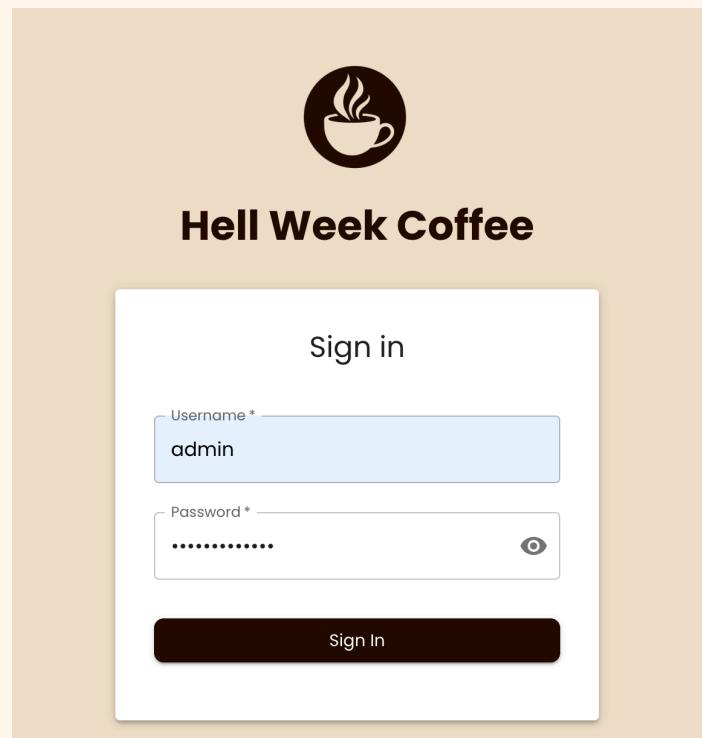
Hell Week Coffee

Sign in

 Username \* Password \* (eye icon)

Sign In

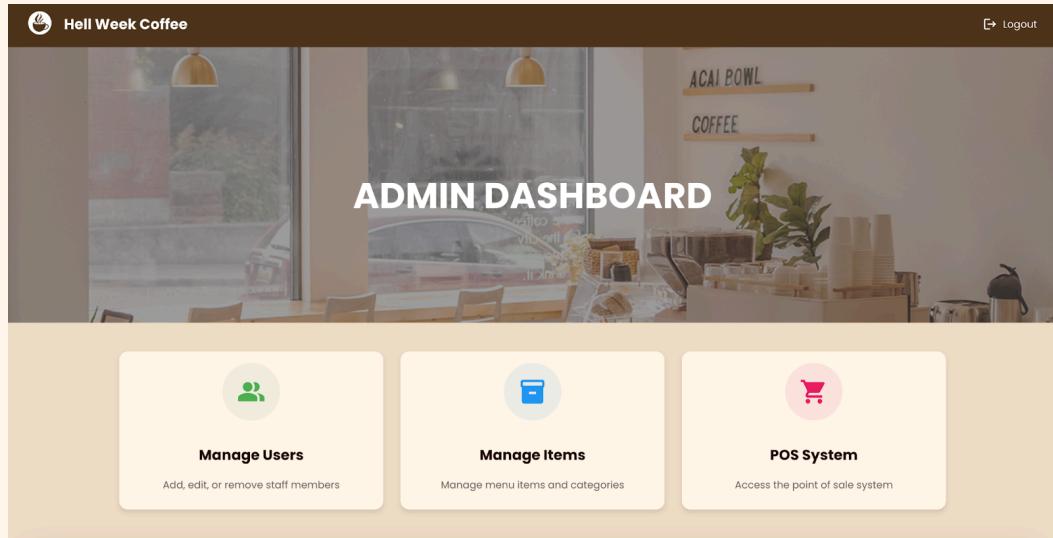
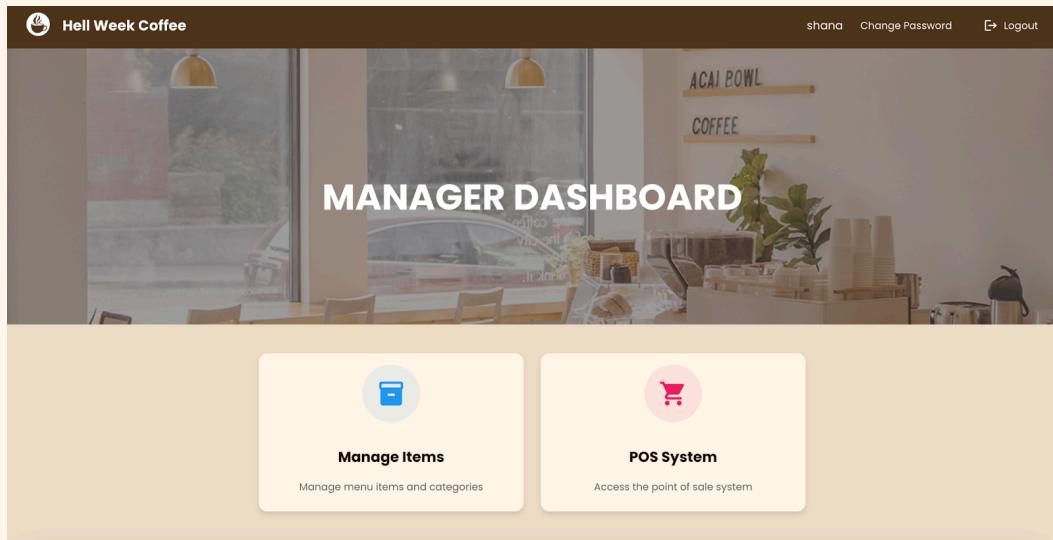
- Enter your username and password



- Click the "Sign In" button

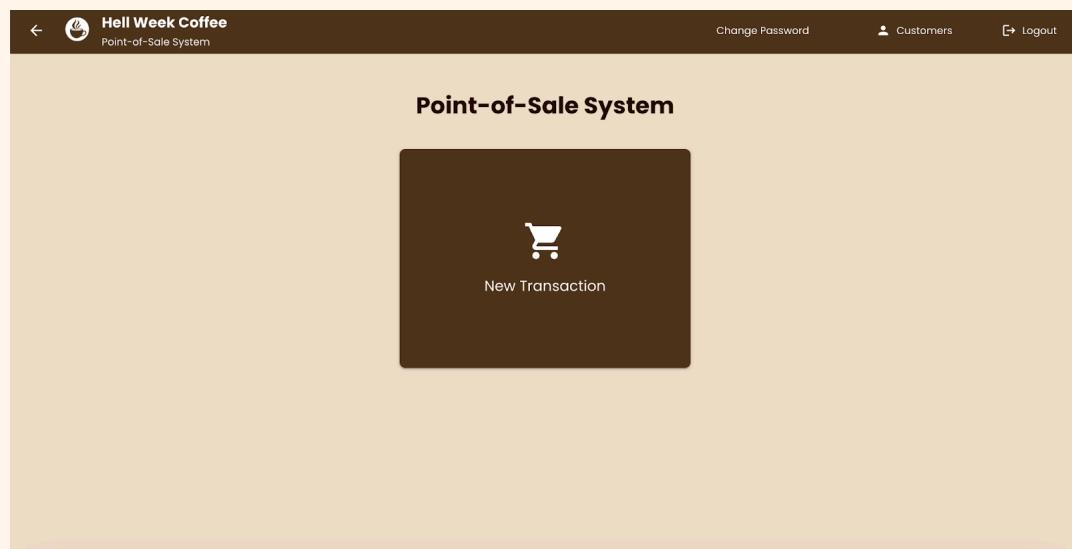


- The system will validate your credentials and direct you to the appropriate dashboard based on your role. The expected dashboard for each admin, manager, and cashier role is attached below.

**a. Admin Dashboard****b. Manager Dashboard**

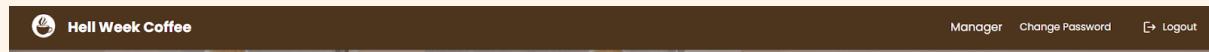


## c. Cashier POS System Interface



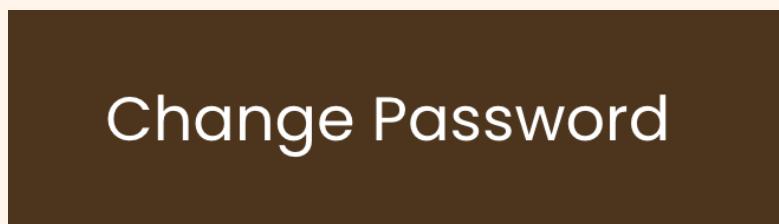
## 1.3 Navigation

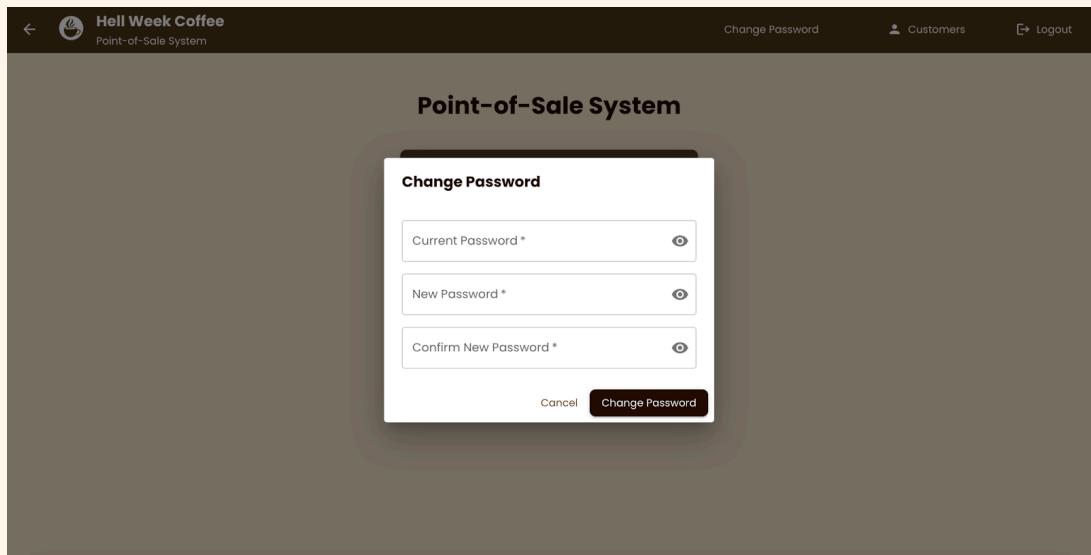
- Use the navigation bar at the top and the dashboard buttons to access different sections of the system
- The "Back" arrow allows you to return to the previous screen
- Your username is displayed in the top-right corner



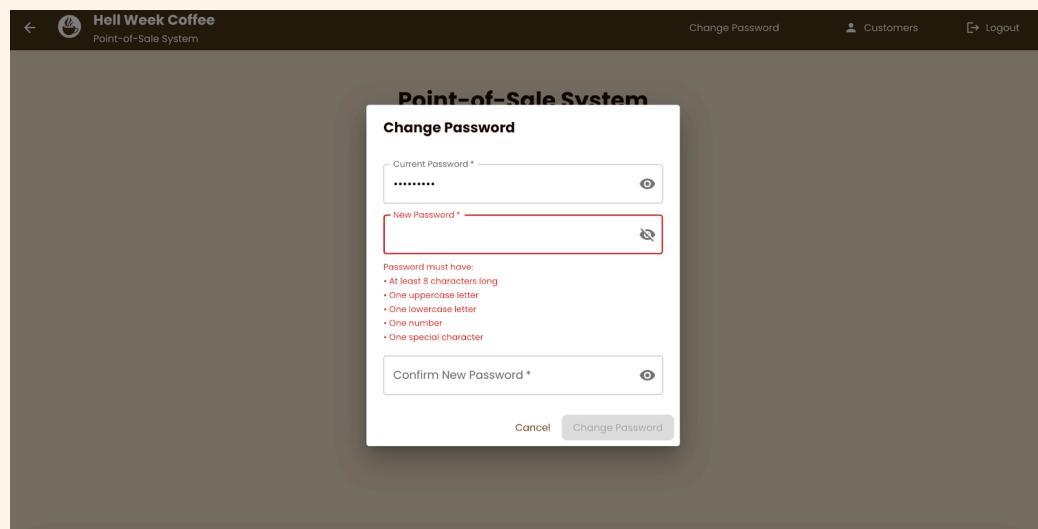
## 1.4 Changing Password

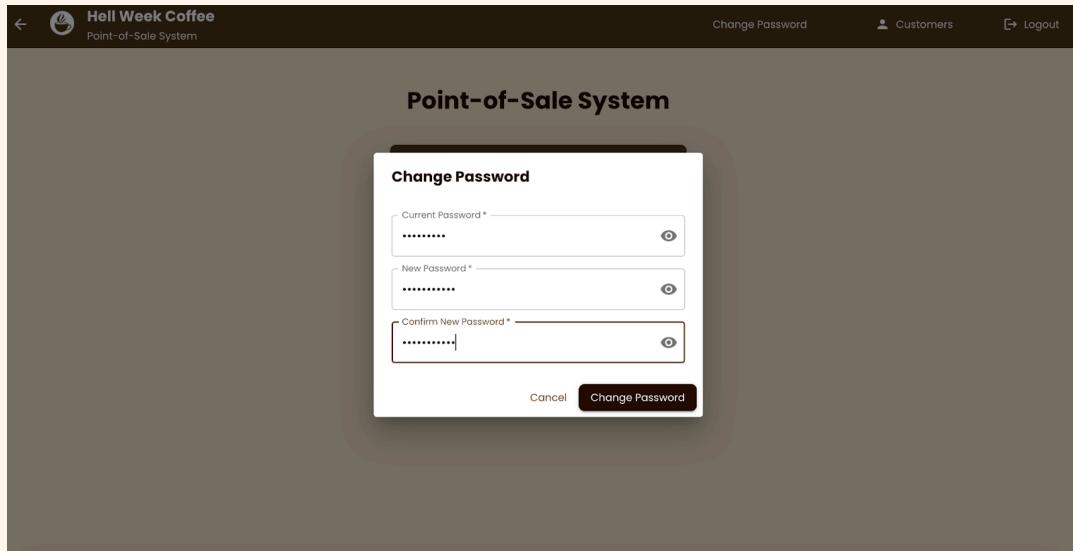
- The manager and cashier can change their passwords by clicking the "Change Password" button in the top navigation bar. Afterwards, the user should be able to see the form for updating the password





- You will be prompted to enter your current password (the one provided by the admin)
- Then, you will have to enter your new password that should satisfy the stated requirements. Afterwards, type it again in the next field to confirm the update.



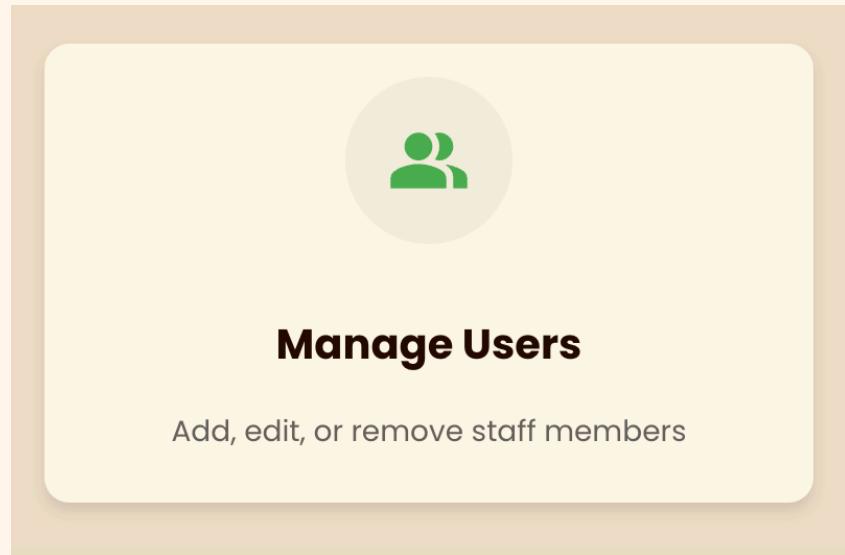


- Click "Change Password" to update your password. Once done, you can now log in to the system using your updated password.

## 2. User Management

### 2.1 Adding New Users (Admin Only)

- Navigate to the "Manage Users" option in the Admin Dashboard. Once clicked, you will be redirected to the "Manage Users" page, which should show a table of all registered users in the Hell Week Coffee POS System

A screenshot of a web application interface. At the top, a dark header bar displays the "Hell Week Coffee" logo and a "Logout" link. Below the header, a sub-header titled "Manage Users" with the subtitle "View and manage system users" is shown. A "Add New User" button is located in the top right corner of this sub-header. The main content area is a table listing three users. The table has columns for Username, Name, Email, Phone, Role, and Actions. The first user is "admin" (Admin User, no email/phone, Admin role). The second user is "manager" (shana galman, shanagalman@gmail.com, no phone, Manager role). The third user is "cashier" (Shana Galman, sbgalman@up.edu.ph, no phone, Cashier role). Each row has an "Edit" icon (pencil) and a "Delete" icon (trash can) in the Actions column.

Username	Name	Email	Phone	Role	Actions
admin	Admin User	-	-	ADMIN	 
manager	shana galman	shanagalman@gmail.com	-	MANAGER	 
cashier	Shana Galman	sbgalman@up.edu.ph	-	CASHIER	 

- Click the "Add New User" button in order to add a new user. Once clicked, you should see a form that requires you to fill the following information: username, password, first name, last name, email/phone number, birth date, and role (admin, manager, or cashier).



The screenshot shows the 'Manage Users' section of the Hell Week Coffee application. On the left, a list of existing users is displayed with columns for Username and Name. In the center, a modal window titled 'Add New User' contains fields for Username, Password, First Name, Last Name, Email, Phone, Birth Date, and Role. On the right, a table lists three roles: ADMIN, MANAGER, and CASHIER, each with edit and delete icons.

Username	Name
admin	Admin User
manager	shana galman
cashier	Shana Galman

**Add New User**

Username \*:

Password \*:

First Name \*:

Last Name \*:

Email:

Phone:

Birth Date \*:

Role \*:

[Cancel](#) [Add User](#)

Role	Actions
ADMIN	
MANAGER	
CASHIER	

The screenshot shows the 'Manage Users' section with the 'Add New User' form filled out. The new user is named 'Juan Dela Cruz' with the role 'Manager'. The rest of the fields are populated with sample data.

Username	Name
admin	Admin User
manager	shana galman
cashier	Shana Galman

**Add New User**

Username \*: hwc\_admin

Password \*:

First Name \*: Juan

Last Name \*: Dela Cruz

Email: jd@gmail.com

Phone: 09475921783

Birth Date \*: 12/21/2000

Role \*: Manager

[Cancel](#) [Add User](#)

Role	Actions
ADMIN	
MANAGER	
CASHIER	

- Click the "Add User" button in the lower right part of the form to create the user. Once clicked, the created user will reflect on the table.

The screenshot shows the 'Manage Users' table after a new user has been added. The new user 'hwc\_admin' is listed with the role 'MANAGER', email 'jd@gmail.com', phone '09475921783', and birth date '12/21/2000'.

Username	Name	Email	Phone	Role	Actions
admin	Admin User	-	-	ADMIN	
manager	shana galman	shanagalman@gmail.com	-	MANAGER	
cashier	Shana Galman	sbgalman@up.edu.ph	-	CASHIER	
hwc_admin	Juan Dela Cruz	jd@gmail.com	09475921783	MANAGER	

## 2.2 Managing Existing Users (Admin Only)

- Under the “Actions” column in the table, the admin has the privilege to edit a user’s information and to delete a user.
- To edit a user’s information, you (the admin) must click the pen icon upon which the current information of the user will be displayed. Now, you may update all of the information, except for the username. Click the “Save Changes” button to apply the updated information. Afterwards, the change should be reflected in the user’s information in the table.



The screenshot shows the 'Edit User' interface for the 'hwc\_admin' user. The user details are as follows:

Username	hwc_admin
First Name *	Juan
Last Name *	Dela Cruz
Email	jd@gmail.com
Phone	09475921783
Role	Manager

Below the form, there are four rows representing other users with their respective roles and edit/delete icons. At the bottom of the modal are 'Cancel' and 'Save Changes' buttons.



# HELL WEEK COFFEE USER MANUAL

Screenshot of the Hell Week Coffee application showing the "Edit User" modal over the "Manage Users" table.

The "Edit User" modal contains the following fields:

- Username: hwc\_admin
- First Name\*: Juan
- Last Name\*: Cruz
- Email: jd@gmail.com
- Phone: 09475921783
- Role: Manager

The "Manage Users" table shows the following data:

Username	Name	Action
admin	Admin User	
manager	shana galman	
cashier	Shana Galman	
hwc_admin	Juan Dela Cruz	

Screenshot of the Hell Week Coffee application showing the "Manage Users" table.

The table shows the following data:

Username	Name	Email	Phone	Role	Action
admin	Admin User	-	-	ADMIN	
manager	shana galman	shanagalman@gmail.com	-	MANAGER	
cashier	Shana Galman	sbgalman@up.edu.ph	-	CASHIER	
hwc_admin	Juan Cruz	jd@gmail.com	09475921783	MANAGER	

- To delete a user, you should click the trash icon beside the pen icon. A pop-up message will appear to ask if you are sure to delete a particular user. If you click the "Cancel" button, the deletion will not push through. Otherwise, the "Delete" button will carry out the deletion and the record of the user will be deleted from the table.





# HELL WEEK COFFEE USER MANUAL

Hell Week Coffee

Logout

## Manage Users

View and manage system users

+ Add New User

Username	Name	Email	Phone	Role	Actions
admin	Admin User	-	-	ADMIN	
manager	shana galman	shanagalman@gmail.com	-	MANAGER	
cashier	Shana Galman	sbgalman@up.edu.ph	-	CASHIER	
hwc_admin	Juan Cruz	jd@gmail.com	09475921783	MANAGER	

**Confirm Delete**

Are you sure you want to delete user **Juan Cruz**? This action cannot be undone.

Cancel **Delete**

Hell Week Coffee

Logout

## Manage Users

View and manage system users

+ Add New User

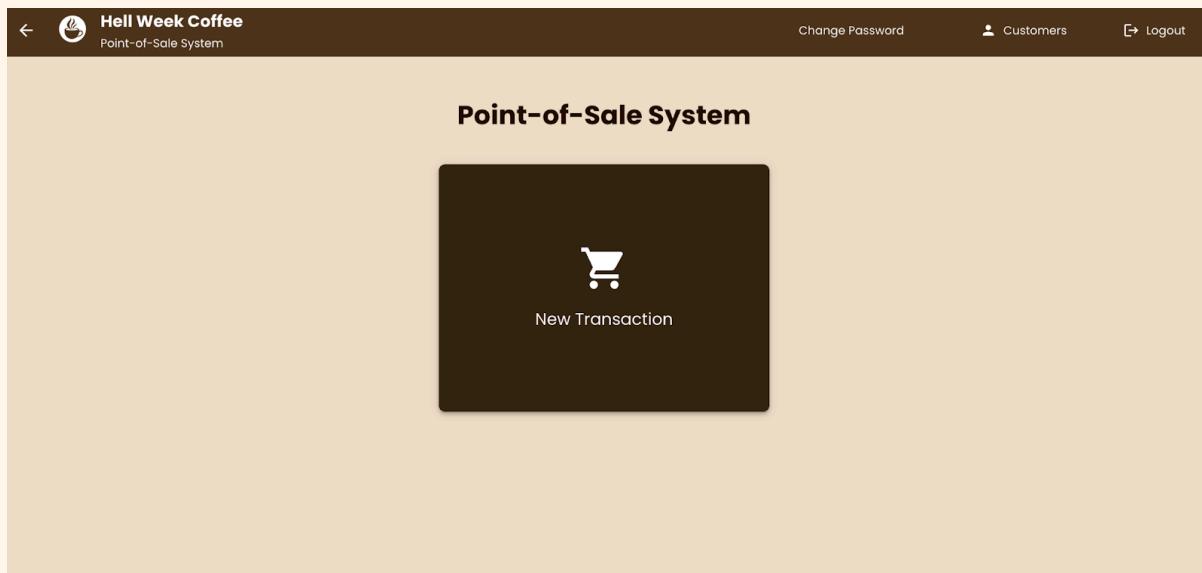
Username	Name	Email	Phone	Role	Actions
admin	Admin User	-	-	ADMIN	
manager	shana galman	shanagalman@gmail.com	-	MANAGER	
cashier	Shana Galman	sbgalman@up.edu.ph	-	CASHIER	



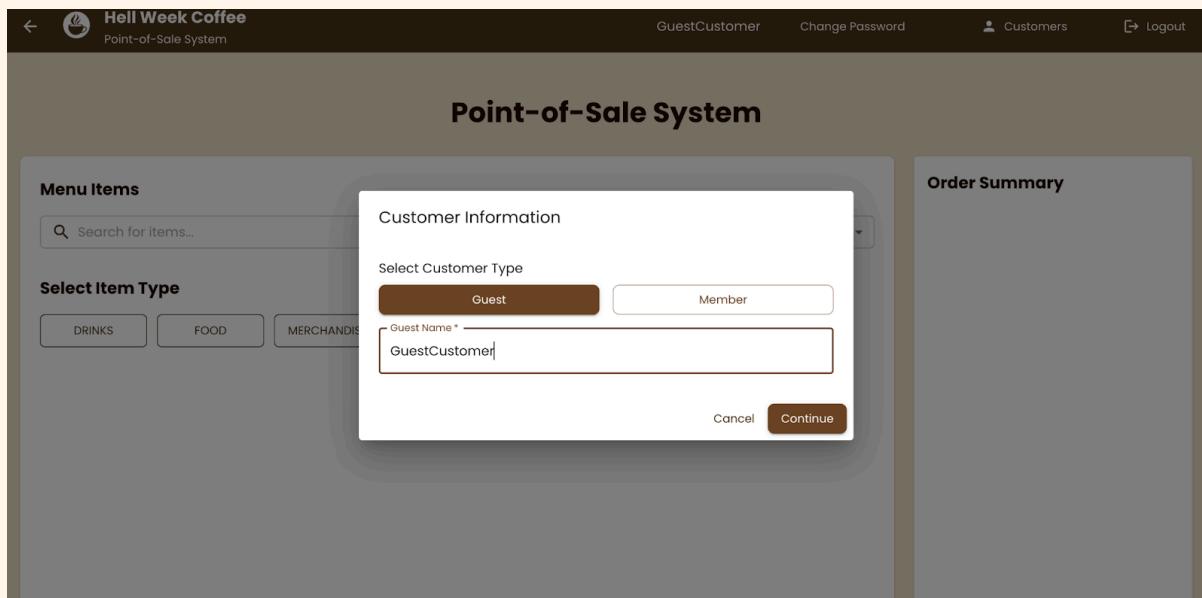
## 3. Point of Sale (POS) Interface

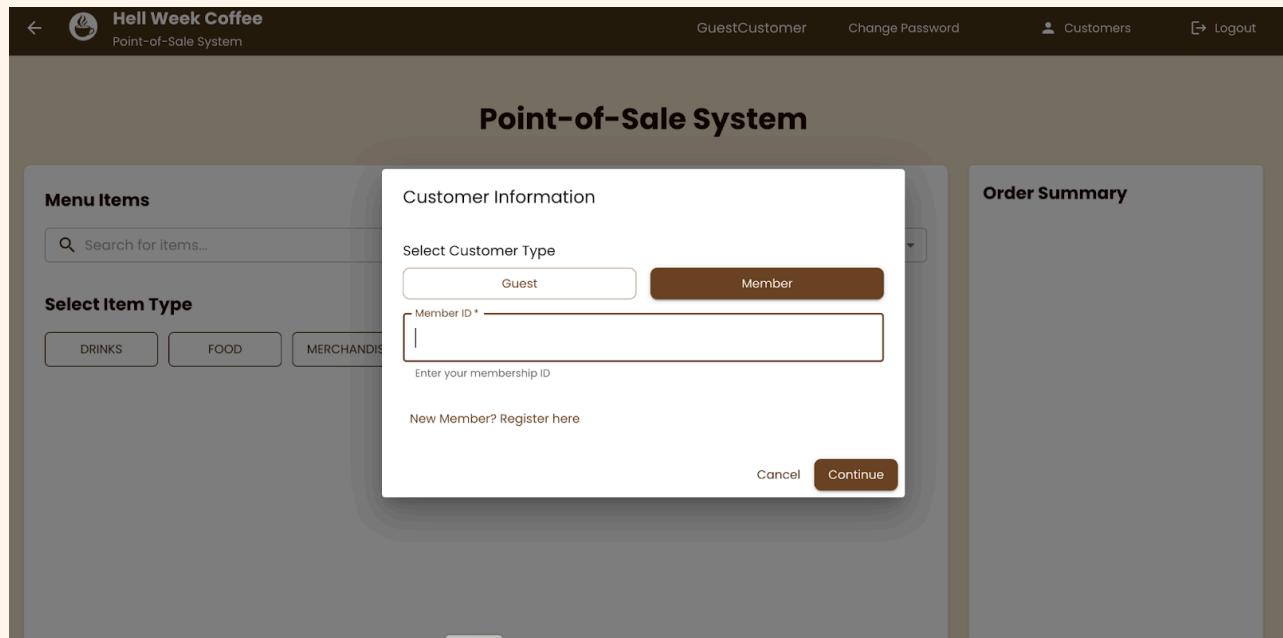
### 3.1 Starting a New Transaction

- Click "New Transaction" on the POS dashboard



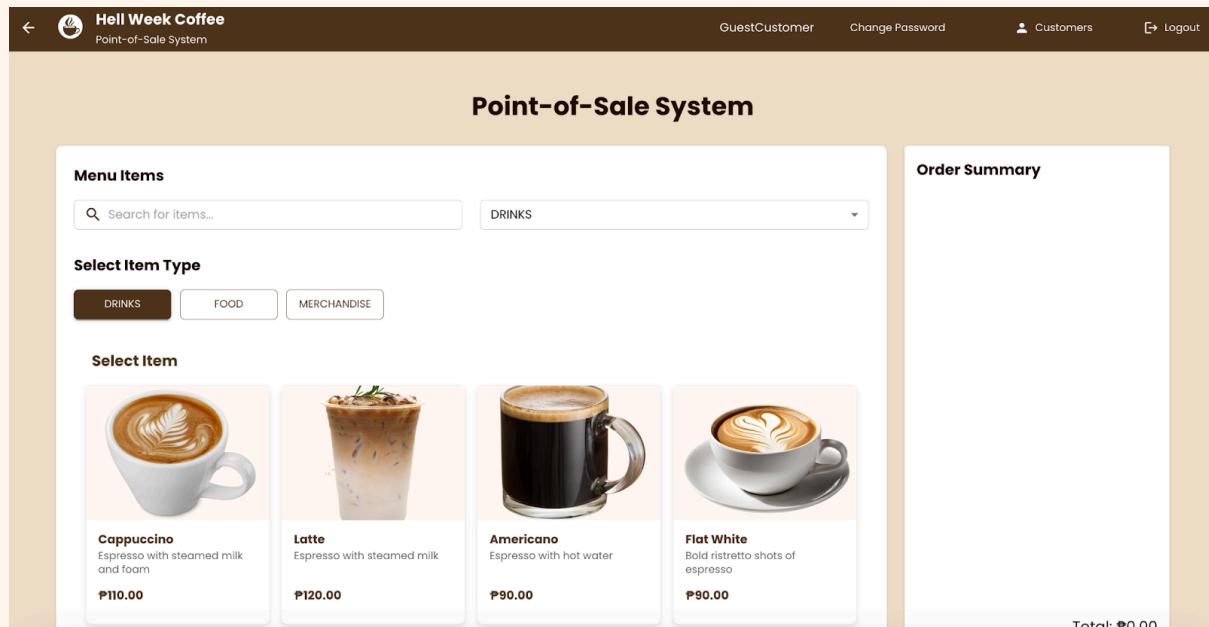
- Upon clicking "New Transaction," you will be asked for the customer information. For a Guest customer, you need to fill up a customer's name. For a Member customer, you need to enter the Membership ID or to register a new member.





## 3.2 Selecting Items

- Once the customer information is specified, you may now choose the item type (Drinks/Food/Merchandise). Then, depending on the type you have entered, you can select a particular menu item in the selection grid. Alternatively, you may use the search bar to filter the menu.



- For drinks, you can select its size (small/medium/large) and specify its quantity. Moreover, you can also choose to customize the drink depending on the user's preference. For the food items and merchandise, you can specify its quantity.



### Point-of-Sale System

**Cappuccino**  
Base Price: ₱110.00

Size: Medium (₱110.00)

Quantity: 1

Milk Options: Almond Milk (+₱35.00)

Flavored Syrup: Caramel (+₱25.00)

Total Price: ₱170.00

**Order Summary**

Item	Quantity	Price
Cappuccino	1	₱170.00
<b>Total:</b>		₱170.00

### Point-of-Sale System

**Danish**  
Base Price: ₱90.00 (NS - No Size)

Quantity: 2

Total Price: ₱180.00

**Order Summary**

Item	Quantity	Price
Danish	2	₱180.00
<b>Total:</b>		₱180.00

### Point-of-Sale System

**HWC Jacket**  
Base Price: ₱899.00 (NS - No Size)

Quantity: 1

Total Price: ₱899.00

**Order Summary**

Item	Quantity	Price
Cappuccino (MEDIUM)	1	₱170.00
+ Milk Options: Almond Milk		
+ Flavored Syrup: Caramel		
Danish (NS)	2	₱180.00
<b>Total:</b>		₱350.00

- Once each order is done, you can click the "Add to Order" button so that the ordered items will be reflected in the Order Summary panel on the right side of the POS. Here, you may still adjust the quantity of the items, or delete the order.

**Order Summary**

Cappuccino (MEDIUM) ₱170.00 + Milk Options: Almond Milk + Flavored Syrup: Caramel	— 1 + 
Danish (NS) ₱90.00	— 2 + 
HWC Jacket (NS) ₱899.00	— 1 + 

Total: ₱1159.00

 Complete Transaction

**Order Summary**

Cappuccino (MEDIUM) ₱340.00 + Milk Options: Almond Milk + Flavored Syrup: Caramel	— 2 + 
Danish (NS) ₱90.00	— 1 + 

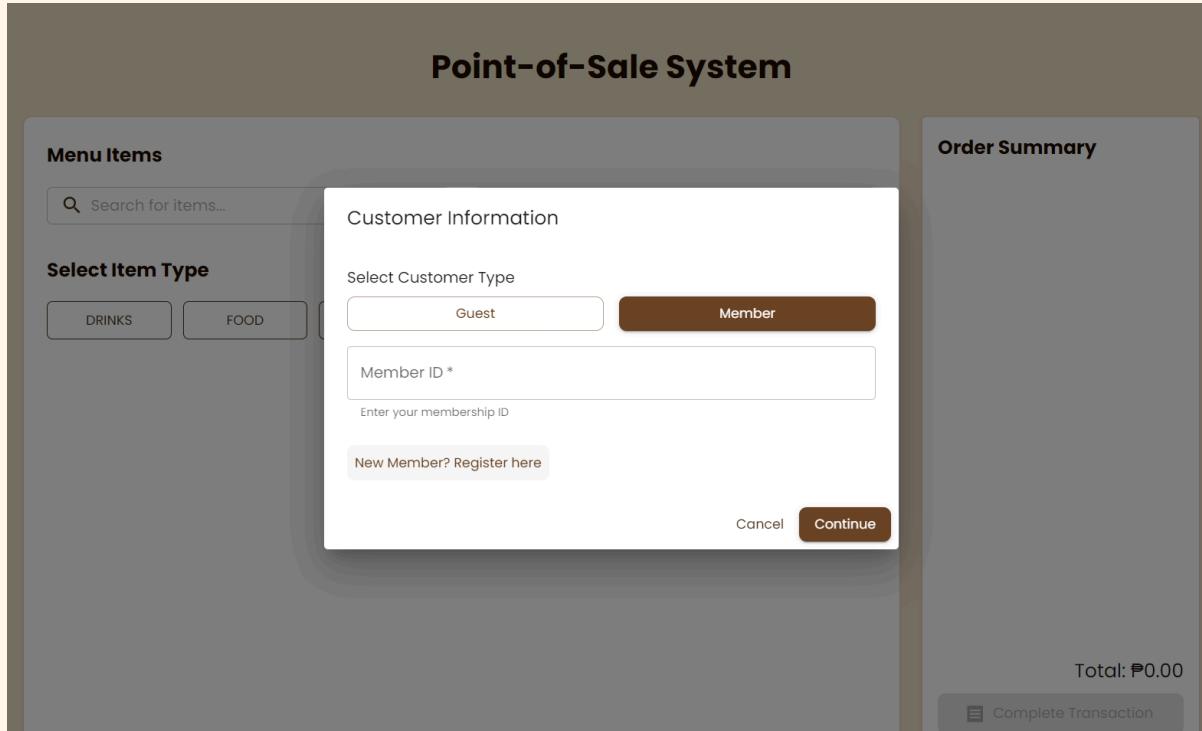
Total: ₱430.00

 Complete Transaction

## 4. Customer Management

### - Adding New Members

- During transaction within the POS page:



- Click "Add New Member"



- Fill in required information:

The screenshot shows the Hell Week Coffee Point-of-Sale System interface. A central dialog box titled "Customer Information" is displayed over a blurred background. The dialog box contains fields for "Select Customer Type" (Guest or Member, with Member selected), "Full Name \*", "Email", "Phone Number", and "Date of Birth \*". Below these fields are placeholder instructions: "Enter both first name and last name" for Full Name, "Enter email or phone number (at least one is required)" for Email and Phone Number, and "Enter date in MM/DD/YYYY format" for Date of Birth. At the bottom of the dialog are "Cancel" and "Continue" buttons. In the background, the main POS screen shows "Menu Items" (Search bar, DRINKS, FOOD buttons), "Select Item Type" (DRINKS, FOOD buttons), and an "Order Summary" section with a total of ₱0.00 and a "Complete Transaction" button.

- Full Name
- Date of Birth
- Email or Phone Number
- Click "Save" to register member



## 5. Transaction Processing

### 5.1 Completing a Transaction

- Review order items and total amount

**Point-of-Sale System**

**Menu Items**

DRINKS

**Select Item Type**

DRINKS
FOOD
MERCHANDISE

**Select Item**



**Cappuccino**  
Espresso with steamed milk and foam  
**₱110.00**



**Latte**  
Espresso with steamed milk  
**₱120.00**



**Americano**  
Espresso with hot water  
**₱90.00**



**Flat White**  
Bold ristretto shots of espresso  
**₱90.00**

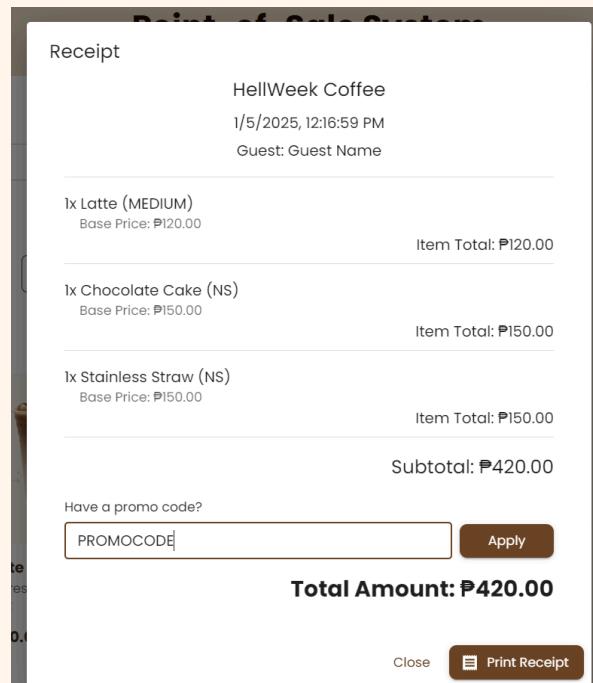
**Order Summary**

Latte (MEDIUM)	- 1 + <span style="color: red;">✖</span>
₱120.00	
Chocolate Cake (NS)	- 1 + <span style="color: red;">✖</span>
₱150.00	
Stainless Straw (NS)	- 1 + <span style="color: red;">✖</span>
₱150.00	

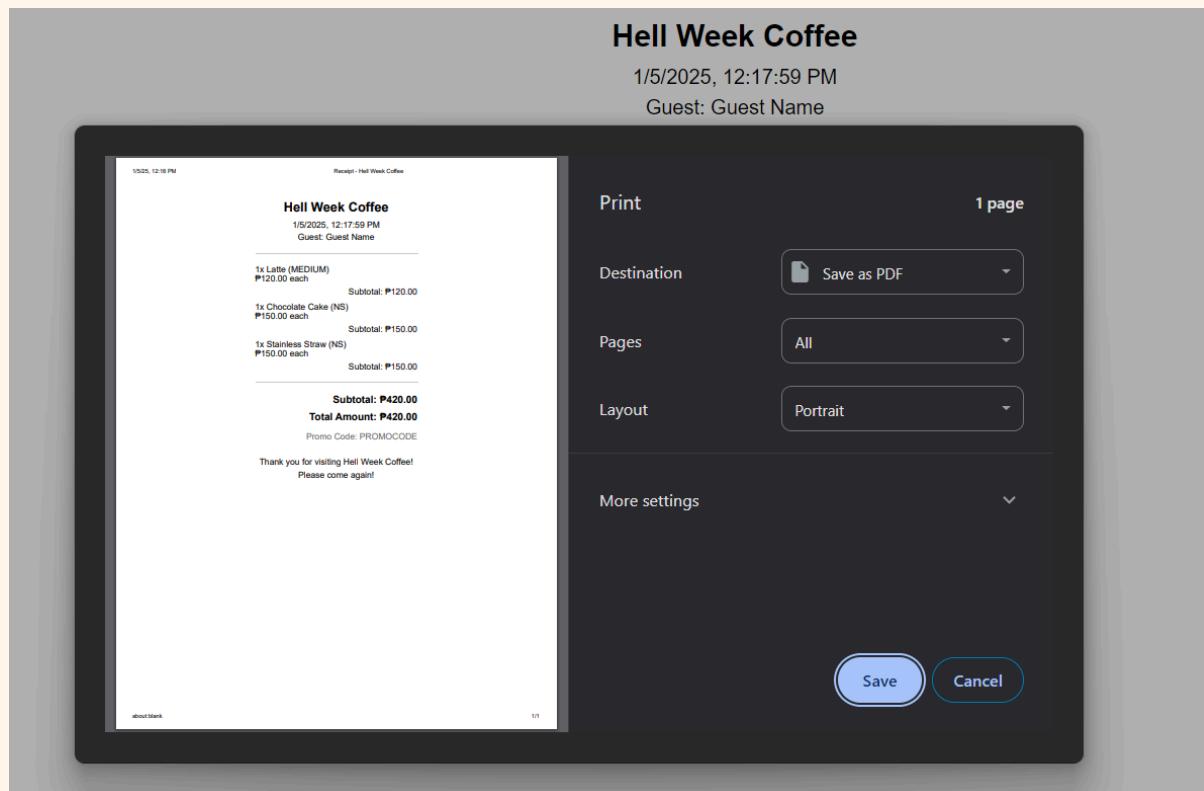
Total: ₱420.00

Complete Transaction

- Apply promo code if available:
  - Enter code in the promo code field
  - Click "Apply" to validate



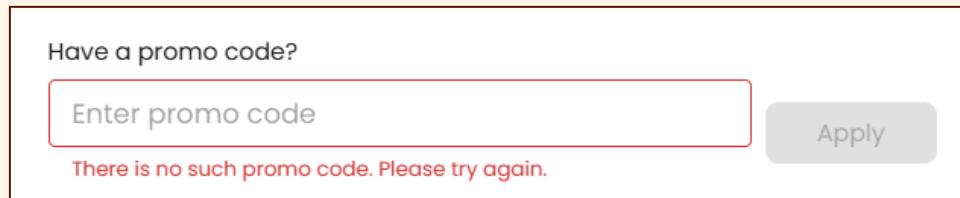
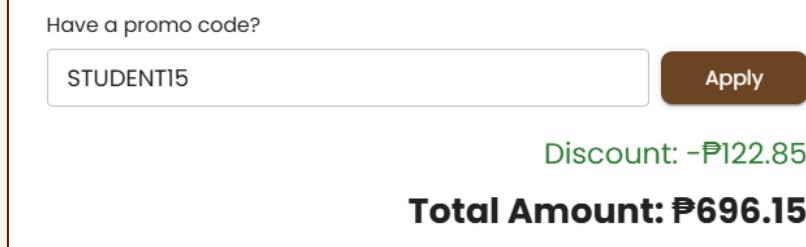
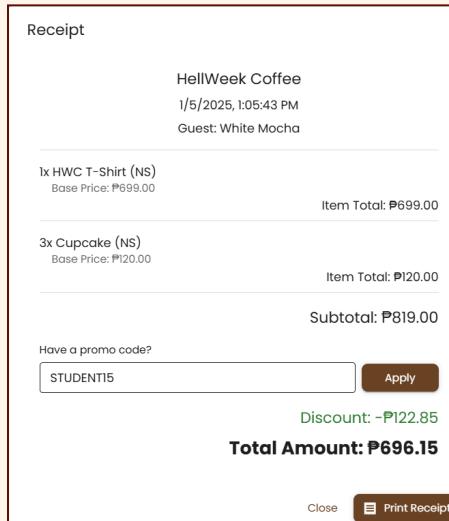
- Review final receipt
- Click "Print Receipt" to generate receipt and complete transaction



## 5.2 Handling Promo Codes

- To validate a promo code, simply click Apply

- If the promo code is valid, the promo code's effect will take place within the transaction
- If the promo code is invalid, a message will pop up regarding its validity



## 5.3 Canceling a Transaction

- To cancel a transaction, simply click the back button of the POS page



←  Hell Week Coffee  
Point-of-Sale System

Guest Name Change Password  Customers  Logout

## Point-of-Sale System

### Menu Items

 Search for items...

DRINKS

### Select Item Type

DRINKS

FOOD

MERCHANDISE

### Select Item



### Order Summary

Cappuccino (MEDIUM)

₱110.00

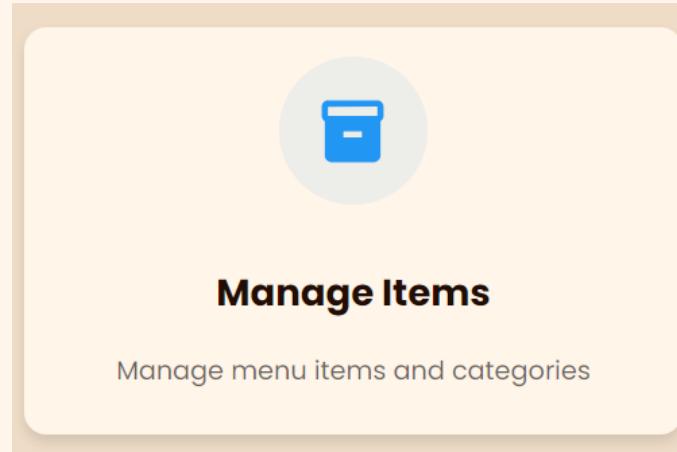
— 1 + 

- System will clear current transaction
- You will be brought back to the dashboard

## 6. Item Management

### 6.1 Viewing Items

- Navigate to Items section



- View all items in a table format

Item Management		Search items...		Type	Logout			
Code	Name	Type	Category	Base Price	Size Prices	Status	Actions	Customizations
ES-CAPP-001	Cappuccino	DRINKS	Espresso Drinks	₱110.00	SMALL: ₱88.00  MEDIUM: ₱110.00  LARGE: ₱132.00	Active		
ES-LATT-002	Latte	DRINKS	Espresso Drinks	₱120.00	SMALL: ₱96.00  MEDIUM: ₱120.00  LARGE: ₱144.00	Active		

- Search for specific items using the Search Bar



← Item Management HWC Type Logout

## Item Management

Import CSV Add New Item

Code	Name	Type	Category	Base Price	Size Prices	Status	Actions	Customizations	
OD-HWC-001	HWC Salad	FOOD	Other Food	₱190.00		Active			
TS-HWC-001	HWC Jacket	MERCHANDISE	T-Shirts	₱899.00		Active			
TS-HWC-002	HWC T-Shirt	MERCHANDISE	T-Shirts	₱699.00		Active			

- Filter by type

← Item Management Search items... Logout

## Item Management

Import CSV Add New Item

Code	Name	Type	Category	Base Price	Size Prices	Status	Actions	Customizations	
PS-DANI-001	Danish	FOOD	Pastries	₱90.00		Active			
PS-BAGE-002	Bagel	FOOD	Pastries	₱90.00		Active			
CS-CHOC-001	Chocolate Cake	FOOD	Cakes	₱150.00		Active			
CS-CUPC-002	Cupcake	FOOD	Cakes	₱120.00		Active			
SS-GRIL-001	Grilled Cheese	FOOD	Sandwiches	₱140.00		Active			
SS-BLT-002	BLT	FOOD	Sandwiches	₱140.00		Active			

- Before deleting an item, enter the Item Code in the Action Column. An error message will appear if the code is incorrect.

ES-CAPP-001	Cappuccino	DRINKS	Espresso Drinks	₱10.00	LARGE: ₱132.00 MEDIUM: ₱110.00 SMALL: ₱86.00	Active			
-------------	------------	--------	-----------------	--------	--	--------	--	--	--



**Edit Item**

Please confirm you want to edit this item:  
Item: Cappuccino (Code: ES-CAPP-001)

Please enter the item code to confirm:

**Item code does not match**

Cancel Proceed

- Before modifying an item, enter the Item Code in the Action Column. An error message will appear if the code is incorrect.

ES-CAPP-001	Cappuccino	DRINKS	Espresso Drinks	₱10.00	LARGE: ₱132.00 MEDIUM: ₱10.00 SMALL: ₱88.00	Active			
-------------	------------	--------	-----------------	--------	---	--------	--	--	--

**Edit Item**

Please confirm you want to edit this item:  
Item: Cappuccino (Code: ES-CAPP-001)

Please enter the item code to confirm:

**Item code does not match**

Cancel Proceed

## 6.2 Item Details

Items are categorized with the following characteristics:

- Item Code
- Name
- Category
- Base Price
- Status (Active/Inactive)
- Customizations
- Image (Visible in POS page)



### 6.3 Item Categories

Each item is categorized by the following:

- Drinks
- Food
- Merchandise

### 6.4 Customization Options

Available for caffeine-based drinks (Can be customized):

- Milk Options (Almond, Oat, Soy)
- Flavored Syrup (Caramel, Hazelnut, Vanilla)

Available for frappuccino drinks (Can be customized):

- Sauce Add-On (White Mocha, Mocha, Caramel)
- Extra Toppings (Caramel Drizzle, Whipped Cream, Chocolate Chips)

### 6.5 Importing Items from File

- Ensure the file is saved as a .csv (Comma Separated Values) file.
- Use the exact format specified in your database, including headers such as `name`, `type`, `basePrice`, `categoryId`, `description`, `active`, `smallPrice`, `mediumPrice`, and `largePrice`.

1	<code>name</code>	<code>type</code>	<code>basePrice</code>	<code>categoryId</code>	<code>description</code>	<code>active</code>	<code>smallPrice</code>	<code>mediumPrice</code>	<code>largePrice</code>
2	Blueberry Muffin	FOOD	120	CAKES	Classic chocolate	TRUE			
3	Chicken Pita	FOOD	95	SANDWICHES	Grilled chicken	TRUE			
4	Classic Tumbler	MERCHANDISE	450	MUGS	Stainless steel	TRUE			
5	Coffee Bag	MERCHANDISE	350	BAGS	Canvas tote	TRUE			
6	Espresso Cup	DRINKS	100	ESPRESSO_MACHINES	Espresso machine	TRUE			
7	White Mocha	DRINKS	180	BLENDED_DRINKS	White chocolate	TRUE			
8									

- You can import items using a .csv file in the Microsoft Excel Comma Separated Values (.csv) format. Click the “Import File Button”

The screenshot shows the 'Item Management' page. At the top right, there is a button labeled 'Import CSV'. Below the table, there is a note: 'LARGE: ₱132.00 MEDIUM: ₱110.00 SMALL: ₱88.00'.

Code	Name	Type	Category	Base Price	Size Prices	Status	Actions	Customizations
ES-CAPP-001	Cappuccino	DRINKS	Espresso Drinks	₱110.00	LARGE: ₱132.00 MEDIUM: ₱110.00 SMALL: ₱88.00	Active		
ES-LATT-002	Latte	DRINKS	Espresso Drinks	₱120.00	LARGE: ₱144.00 MEDIUM: ₱120.00 SMALL: ₱96.00	Active		
ES-AMER-003	Americano	DRINKS	Espresso Drinks	₱90.00	LARGE: ₱108.00 MEDIUM: ₱90.00 SMALL: ₱72.00	Active		
ES-FLAT-004	Flat White	DRINKS	Espresso Drinks	₱90.00	LARGE: ₱108.00 MEDIUM: ₱90.00 SMALL: ₱72.00	Active		

- Choose what file (.csv) you will import

The screenshot shows a file explorer window with two files listed:

- sample\_items.csv: 1/5/2025 4:58 AM, Microsoft Excel Comma Separated Values File, 1 KB
- sample\_items.xlsx: 1/5/2025 4:58 AM, Microsoft Excel Comma Separated Values File, 1 KB

- Ensure the file follows the specified format. All items will be successfully added. If duplicates or errors are detected, an error message will appear with details.

The screenshot shows the 'Item Management' page with an error dialog box. The dialog box contains the following text:

```

Import Errors
The following errors occurred during import:
Item "Americano" already exists in the table
Item "Blueberry Shake" already exists in the table
Failed to import "": TypeError: Cannot read properties of undefined (reading 'toUpperCase')

```

At the bottom of the dialog box, there is a 'Close' button.

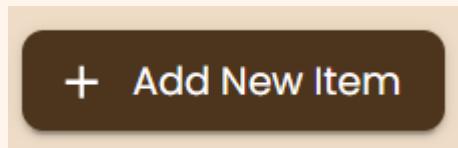
## 6.6 Adding An Item

- Manually adding items can be done within the Item Management Page

The screenshot shows the 'Item Management' page with a list of items. Each item has columns for Code, Name, Type, Category, Base Price, Size Prices, Status, Actions, and Customizations.

Code	Name	Type	Category	Base Price	Size Prices	Status	Actions	Customizations
ES-CAPP-001	Cappuccino	DRINKS	Espresso Drinks	₱110.00	SMALL: ₱88.00 MEDIUM: ₱110.00 LARGE: ₱132.00	Active		
ES-LATT-002	Latte	DRINKS	Espresso Drinks	₱120.00	SMALL: ₱96.00 MEDIUM: ₱120.00 LARGE: ₱144.00	Active		

- Click the Add New Item button



- Fill out the form with the information of the new item to be added

The 'Add New Item' dialog box contains fields for Item Name, Type, Category, and Base Price. It also displays auto-calculated size prices and has 'Cancel' and 'Add' buttons.

Item Name *	<input type="text"/>
Type *	<input type="text"/> DRINKS
Category *	<input type="text"/>
Base Price *	<input type="text"/> ₱
Description	
Size Prices (Auto-calculated)	
SMALL: ₱0.00	
MEDIUM: ₱0.00	
LARGE: ₱0.00	

Cancel

- Select Apply

Add New Item

Item Name \*

Type \*

Category \*

Base Price \*

Description

Size Prices (Auto-calculated)

SMALL: ₱25.00  
MEDIUM: ₱31.00  
LARGE: ₱43.00

Cancel **Add**

- The new item is now in the database

Code	Name	Type	Category	Base Price	Size Prices	Status	Actions	Customizations
002	Chamomile Tea	DRINKS	Tea	₱130.00	₱130.00 LARGE: ₱156.00	Active		
OS-HOT-001	Hot Apple Cider	DRINKS	Other Drinks	₱140.00	SMALL: ₱112.00 MEDIUM: ₱140.00 LARGE: ₱168.00	Active		
OS-ITEM-002	Item Test	DRINKS	Other Drinks	₱25.00	SMALL: ₱20.00 MEDIUM: ₱25.00 LARGE: ₱50.00	Active		

## 6.7 Adding, Deleting, Modifying Customization and Customization Options

- Click the gear icon to open the Customization Settings



- Save Customizations after adding, deleting, or modifying the options



Manage Customizations - Cappuccino

Customization Name	Option Name	Price	Action
Milk Options	Almond Milk	₱35	
	Oat Milk	₱40	
	Soy Milk	₱35	
<a href="#">Add Option</a>			
Flavored Syrup	Caramel	₱25	

[Cancel](#) [Save Customizations](#)

- Click the Trash Icon to delete the Customization. Leaving the price blank will automatically set it to 0.

## Important Notes:

- Always log out when leaving the system (top-right corner)
- Verify customer information before completing transactions
- Double-check order details before finalizing
- Ensure receipt printer is connected and working
- Report any system issues to the administrator
- For technical support or additional assistance, please contact the system administrator. This manual will be updated as new features are added or existing features are modified.