



AP04 AA5 EV05 Ingles Elaboracion Manual Tecnico

programacion (Servicio Nacional de Aprendizaje)



SERVICIO NACIONAL DE APRENDIZAJE SENA
Formato para Desarrollo de Evidencia

Preparation of a technical manual

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Análisis Y Desarrollo De Sistemas De Información
Modalidad virtual
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Introduction

Energy producer Electro Speed requests to generate a web information system that solves the company's need to provide information to the different areas it owns, organize inventory, and register customers.

In this way, the purpose of the technical manual is to explain the use of the information system of your company's project, to help you understand how to operate and control the system that has been designed for them.



User manual

- Login

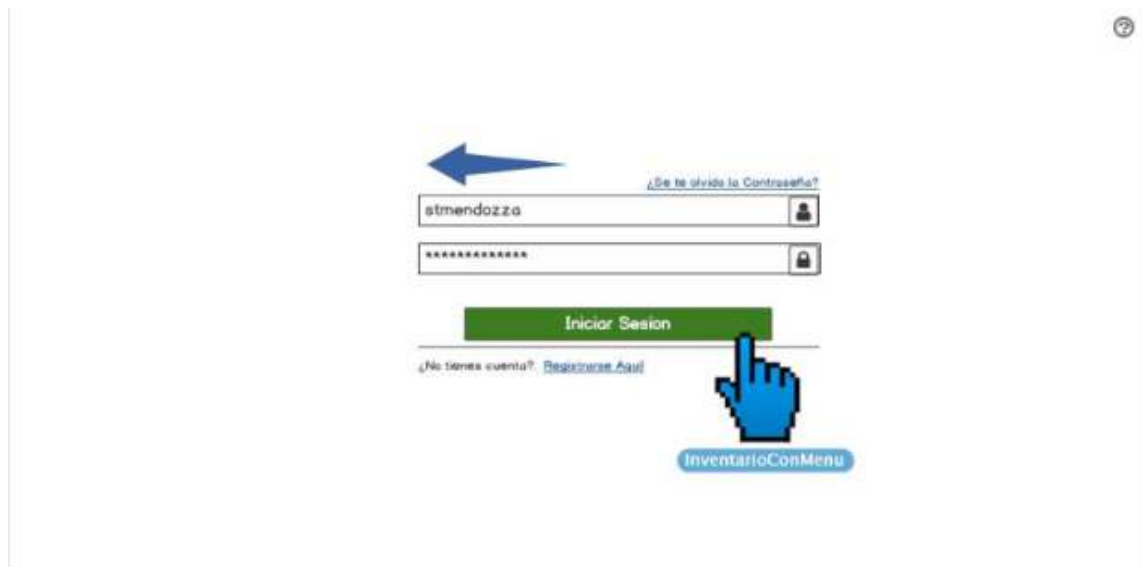


Image 1. This allows administrative users to log in according to their role and the procedure is as follows:

1. Enter username. (The system indicates the registered name).
2. Enter the password. (The system indicates the valid password).
3. The system allows you to enter the application.
4. Click on the button "Iniciar Sesión".



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- Registration

If you are not registered, press the register button, and copy the data required by the system.

1. Enter the information required by the system, in this case it is:

- ✓ User
- ✓ Full Name
- ✓ Contact Number
- ✓ Email
- ✓ Password for validation

A screenshot of a web registration form. It contains several input fields: a text field for the full name (filled with 'cristhian daniel carrillo mendoza'), a text field for a contact number (filled with '3185350023'), a text field for an email address (filled with 'stmendoza@gmail.com'), and two password fields (both filled with '*****'). Below the password fields is a reCAPTCHA box with a checked checkbox and the text 'No soy un robot'. To the right of the checkbox is the reCAPTCHA logo and the text 'reCAPTCHA Envented - Condiciones'. At the bottom of the form is a green button labeled 'Registrarme'. A blue hand cursor icon is pointing at the button.

2. Click on the next box



3. Click on the button “Registrarme”.



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- Recover password

1. Enter the email to retrieve the password by means of a message.
2. Click on to button to subsequently receive a message in the email and reset or change the password.



3. Check email.
4. Click on “Restaurar Contraseña” to access the recover password module.



5. Enter new password and confirm it.
6. Click on the button to register the new password ad go to the login.

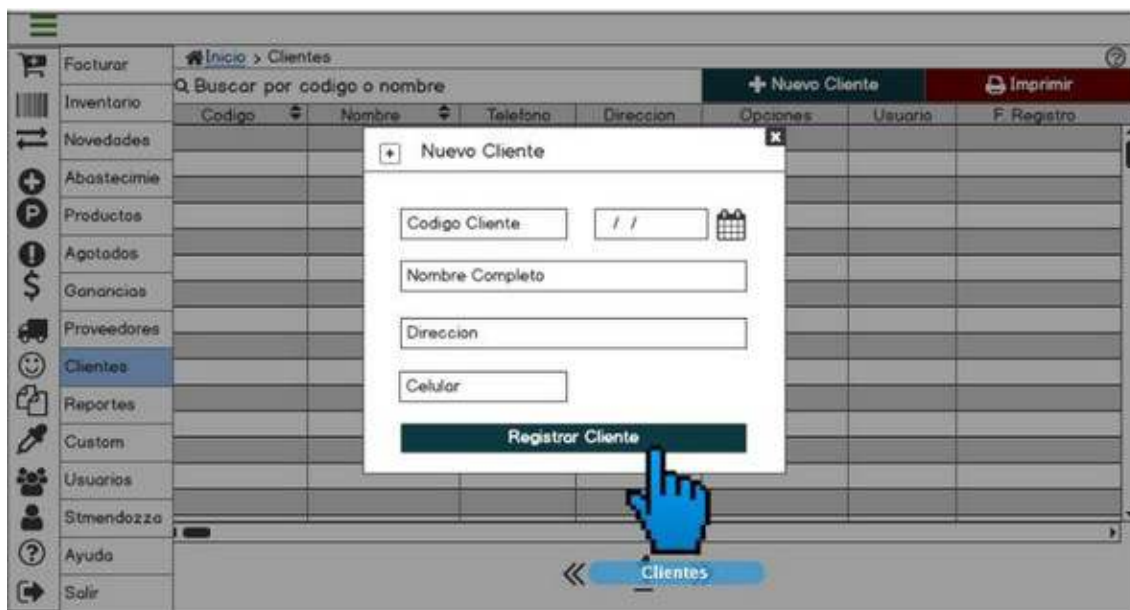




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- Billing

1. Enter the customer code where the red arrow indicates, when entering the code, the customer's name appears.



In case the customer is not registered, click on the button only if the customer wants to register.

+ Nuevo Cliente

Enter the data requested by the format.

Click on the button to save the information in the data base.

Registrar Cliente

2. To enter a product to the order list, write your code and indicate is quantity where the blue arrows indicate, the product information appears when entering the code.
Click on the button to add a product that is not found by code.

Q Buscar Producto



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3. The form of payment is chosen after entering any number of products and we can see the subtotal, make a discount to the invoice considering the profit for the order, apply the current IVA.

Click on the button to add a product that is not found by code.

Q Buscar Producto

4. The customer pays to give him his change. Click on invoice to print the invoice and register in the database.

As you can see there are two options to invoice, for depot and to send customers directly from the virtual client by email.

Facturar y Generar Tiquet

Facturar y Generar PDF



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- Inventory

- Each product of the inventory has its Kardex as indicated in the image and this system is type PEPS of FIFO: (First-in, First-out), where their movements are registered, whether they are purchases, sales, returns, etc.
- You can edit the products.
- You can print the inventory to make a cyclical verification of it.
- The products have a signaling system that indicates a color on the due date in the following way:

- Less than 3 months
- Less than 6 months
- Greater than 6 months



- This indicates how close the expiration date of a product is.
- The products have states such as:



- In the kardex card of each product all the detailed information and movements of the product are saved, this is managed with the price of



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the product. This software manages all the inventory with the PEPS system.

- This document can be printed.

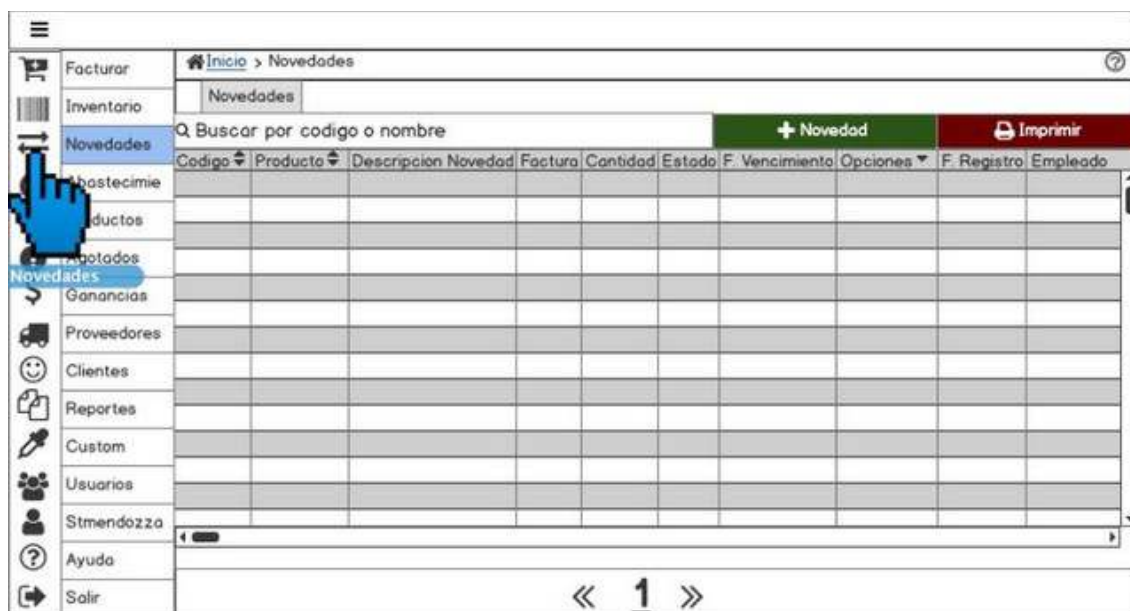
The screenshot shows the KARDEX software interface. At the top, there is a barcode and a dropdown menu labeled 'TIPO: PEPS'. Below this is a table with the following columns: 'Codigo', 'Articulo', 'UND', 'Cantidad Minima', 'Cantidad Maxima', 'Cantidad', 'Saldo de Comprobacion', and 'Proveedores'. The table is currently empty. A blue arrow points to the 'TIPO: PEPS' dropdown menu. A red print icon is visible in the top right corner of the window.



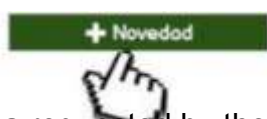
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- News
 - In this module you can register all kinds of news related to the product, whether they are made in the purchase or sale process.
 - This information can be printed.

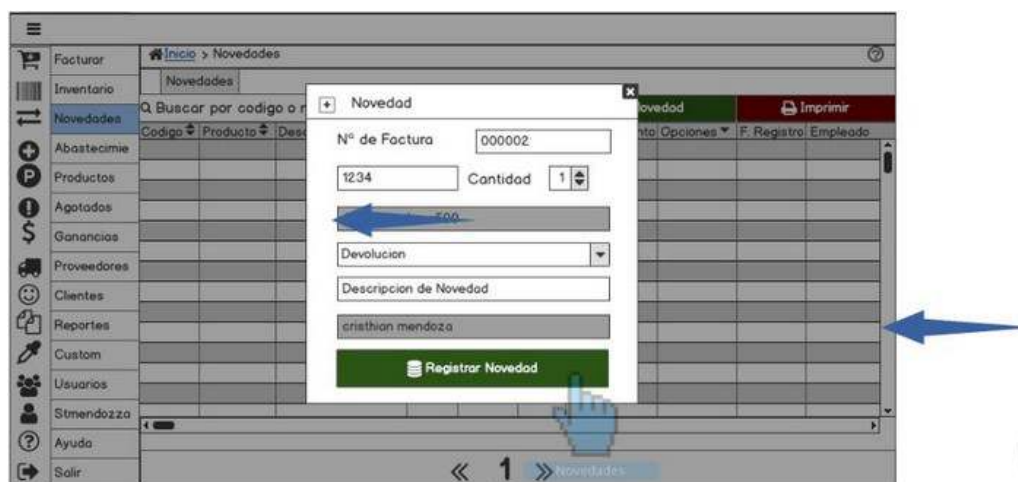
1. Click on the module indicated in the image.



2. Click on



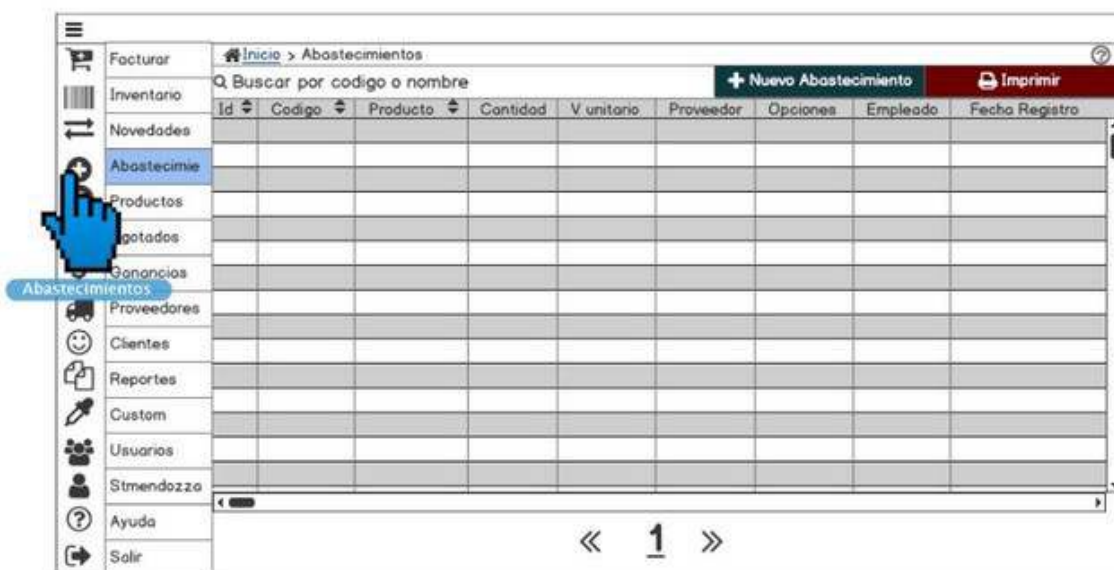
3. Enter data requested by the format.
4. Click on the button to save information in the database.





- Supplies

1. Click on the module indicated in the image.



2. Click on **+ Nuevo Abastecimiento**

3. Enter the data requested by the format, this product entry format works like the invoicing module, it is important to remember that the supplier registration is mandatory.

4. Click on the button to save the information in the database.

Registrar Abastecimiento

- In case of not finding a product by illegible code or other reason, you can also search by name with a click on **Q Buscar Producto**
- When entering a new product click on **+ Agregar Producto Nuevo** when entering the new product can be related in the supply, not before.



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- Products

1. Click on the module indicated "Products".

A small, dark blue rectangular button with a white plus sign and the text "+ Nuevo Producto" in white.

2. Enter the data requested by the format, it is important to remember the registration of the provider is mandatory.

3. Click on the button to save the information in the database.

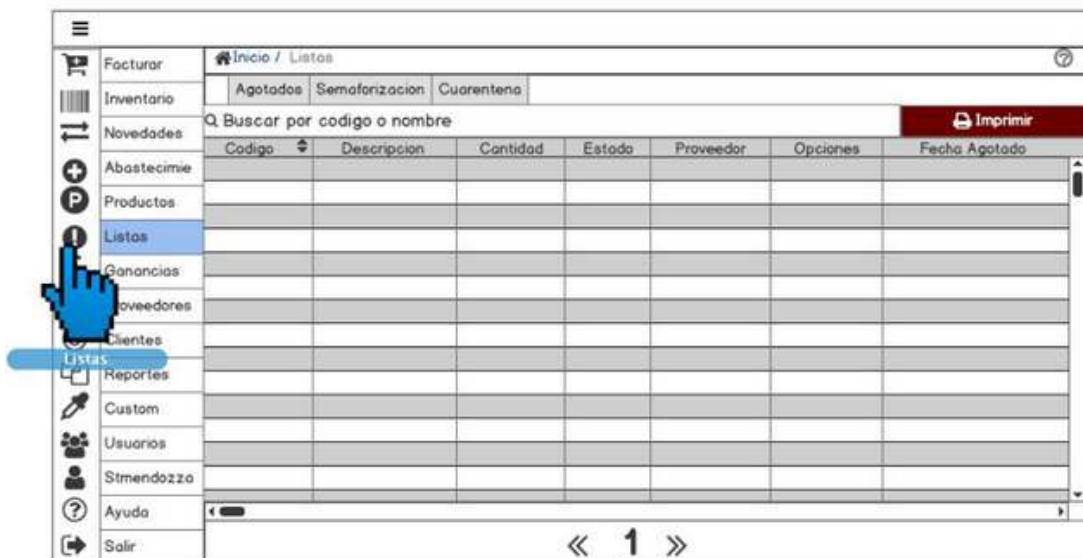
A green rectangular button with the text "Registrar Producto" in white.



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- Lists
 - These lists contain essential information to identify exhausted products and place orders with suppliers, as well as traffic light or quarantine lists.
 - To access this information, all you need to do is click on the list you want to see, either:

Agotados Semafonizacion Cuarentena



The screenshot shows a web application interface for SENA. On the left is a vertical sidebar menu with icons and labels: Facturar, Inventario, Novedades, Abastecimie, Productos, **Listas** (highlighted with a blue hand cursor), Ganancias, Proveedores, Clientes, Reportes, Custom, Usuarios, Strmendozza, Ayuda, and Salir. The main content area has a header with 'Inicio / Listas' and tabs for 'Agotados', 'Semafonizacion', and 'Cuarentena'. Below the tabs is a search bar labeled 'Q Buscar por codigo o nombre' and a red 'Imprimir' button. The main area contains a table with columns: 'Codigo', 'Descripcion', 'Cantidad', 'Estado', 'Proveedor', 'Opciones', and 'Fecha Agotado'. The table is currently empty. At the bottom of the page, there is a pagination control showing '« 1 »'.



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- Earnings

- To verify the earnings of a specific date, simply select the date in the calendar and then click **Verificar Ganancias** on.
- The result of the query will show the earnings as indicated image.

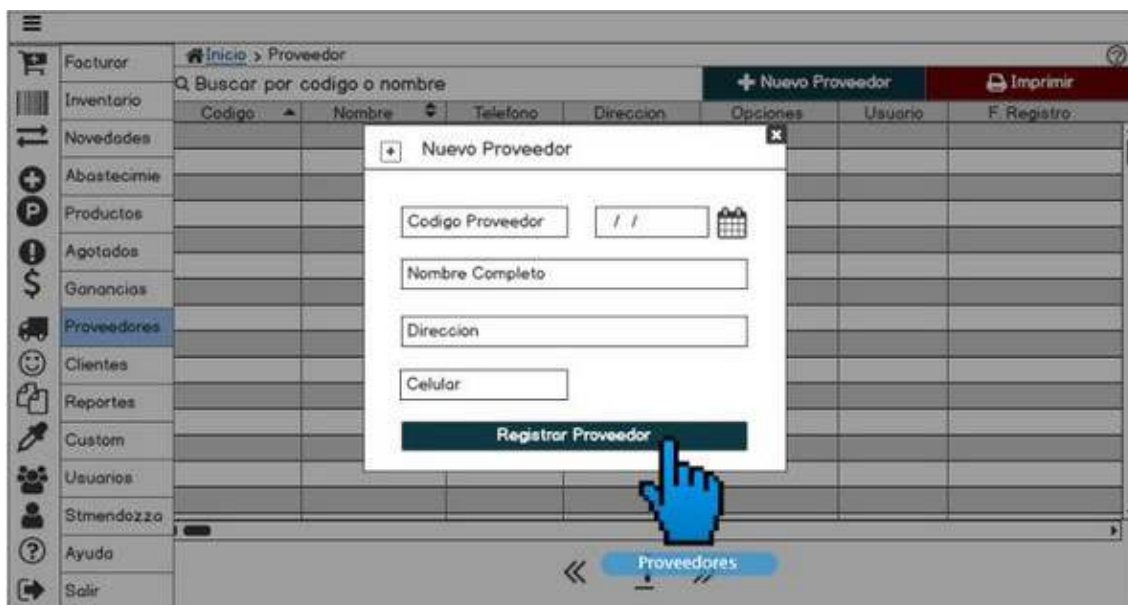




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- Providers

1. Click on the module indicate in the image.
2. Click on **+ Nuevo Proveedor**
3. Enter the data requested by the format.
4. Click on **Registrar Proveedor** to save the information in the database.





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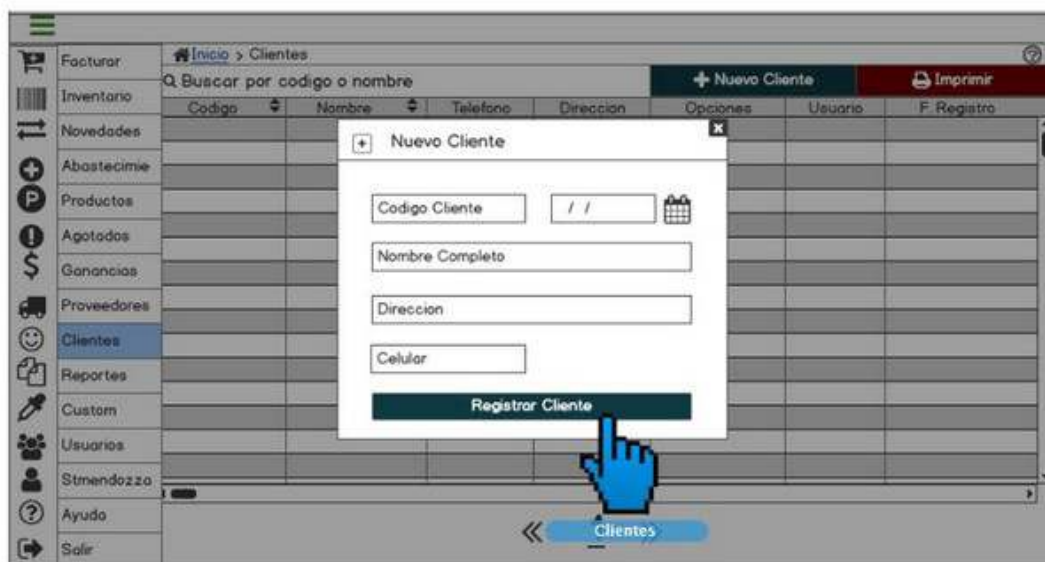
- Customers

1. Click on the module indicate in the image.

2. Click on **+ Nuevo Cliente**

3. Enter the data requested by the format.

4. Click on **Registrar Cliente** save the information in the database.






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- Reports

- All reports work in the same way.

1. Click on the module indicated in the image.
2. Click on the button of the report requested in this case the following: "Abastecimientos".



3. Select the initial date to consult where the green arrow indicates.
4. Select the final date to consult where the red arrow indicates.
Only with selecting the dates the information will be shown in the table below.
5. Click on  if it is the case of generating a PDF with that information.



Summary

We present a web-based information system that solves the company's need to provide information to the different areas it owns, organize inventory, and register customers. This manual explains the proper use of the information system of the company's project and helps to understand how to operate and control the system in the correct way that has been designed for them.



Glossary

1. **System:** A set of tools and utilities that allow programmers to develop computer programs using different programming languages or databases. It includes in general: text editors, compilers, interpreters, linkers, and debuggers.
2. **Technical manual:** The purpose of any technical manual is to provide the reader with the configuration guidelines and the logic with which an application has been developed, which is known to be specific to each programmer; therefore, it is considered necessary to be documented.
3. **Inventory:** It is a document where all the tangible goods in existence of a company are recorded, which can be used for rental, use, transformation, consumption, or sale.
4. **Information:** Information is the name given to an organized set of processed data that constitute a message that changes the state of knowledge of the subject or system that receives the message.
5. **Requirement:** A requirement defines the functionality that a certain SW is expected to have. A requirement expresses what the customer wants. Requirements Analysis is the process by which the requirements of a software are identified and understood.
6. **Billing:** It is an action that refers to all the acts related to the elaboration, registration, sending and collection of invoices.
7. **Data:** Symbolic representations (i.e., numerical, alphabetical, algorithmic, etc.) of a given attribute or qualitative or quantitative variable, i.e., the coded description of an empirical fact, an event, an entity.
8. **Code:** Source code is the text developed in a programming language that must be compiled or interpreted to be executed in a computer, also called a computer.



9. Product: Any electronic device that operates as part of or as an accessory to a computer system. Processors, memory, storage, motherboards, etc., should be considered as key components in a computer system.
10. Processor: A central processing unit, or CPU, is a piece of hardware that allows your computer to interact with all installed applications and programs.