Galorpot System User Manual

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1. Introduction

1.1 Overview of the Program

The Galorpot System is a comprehensive inventory and sales management system designed for businesses to manage their products, orders, and sales records efficiently. The system provides both guest and employee access levels with different capabilities.

1.2 Key Features

- User authentication and role-based access control

- Product inventory management

- Order processing and tracking

- Sales record keeping and reporting

- Guest and employee access modes

- Transaction history and refund management

- Inventory movement tracking

1.3 System Requirements

- Web browser (Chrome, Firefox, Safari, or Edge)

- Internet connection

- XAMPP server (for local installation)

- PHP 7.4 or higher

- MySQL database

1.4 Installation & Setup

1. Install XAMPP on your system

2. Clone the repository to the htdocs folder

3. Import the database schema from the `databases` folder

4. Configure the database connection in `config/database.php`

5. Start Apache and MySQL services in XAMPP

2. Getting Started

2.1 Launching the Program

1. Open your web browser

2. Navigate to `http://localhost/SYSTEM-SA-MGA-GWAPO`

3. Choose between Guest or Employee access

2.2 User Interface Overview

The system features a modern, responsive interface with:

- Navigation bar for easy access to different sections

- Dashboard with key metrics and quick actions

- Tables for data display and management

- Forms for data entry and updates

- Status indicators and badges for order tracking

2.3 Basic Navigation

- Use the top navigation bar to switch between different sections

- Access the admin dashboard for system management

- Use the "View Site" option to see the customer-facing interface

- Logout button is available in the top-right corner

3. Account Management

3.1 Creating an Account

1. Click on "Employee" login option

2. Fill in the required information:

- Username

- Password

- Email (if required)

3. Submit the form to create your account

3.2 Logging In and Out

1. Click on "Employee" login option

2. Enter your username and password

3. Click "Login" to access the system

4. To logout, click the "Logout" button in the top-right corner

3.3 Password Recovery

Contact your system administrator for password reset assistance.

3.4 Managing User Profiles

Administrators can:

- View all user accounts

- Create new user accounts

- Edit existing user information

- Delete user accounts

- Manage user roles and permissions

4. Main Features

4.1 Core Functionalities

Product Management

- Add new products with details (name, price, quantity)

- Update product information

- Track inventory levels

- View product history

- Manage product categories

Order Management

- Create new orders

- Track order status (Pending, Processing, Completed, Cancelled)

- Process payments

- Handle refunds

- Generate order receipts

Sales Records

- View daily, weekly, and monthly sales

- Generate sales reports

- Track revenue

- Monitor product performance

- Export sales data

4.2 Customization Options

- Set default payment methods

- Configure order status workflows

- Customize receipt formats

- Set up email notifications

4.3 Using Shortcuts & Hotkeys

- Print reports: Ctrl + P

- Refresh data: F5

- Quick search: Ctrl + F

4.4 Exporting & Importing Data

- Export sales reports to PDF

- Print order receipts

- Export inventory reports

- Import product data (admin only)

5. Advanced Features

5.1 Integrations

- Payment gateway integration

- Email notification system

- Barcode scanning support

- Receipt printer compatibility

5.2 Automation & Scripting

- Automated inventory updates

- Sales report generation

- Low stock alerts

- Order status notifications

5.3 Data Security & Privacy

- Role-based access control

- Secure password storage

- Session management

- Activity logging

6. Troubleshooting

6.1 Common Issues & Fixes

- Login issues: Verify credentials and check account status

- Order processing errors: Check inventory levels and payment status

- Report generation problems: Ensure proper permissions and data availability

6.2 Error Messages & Solutions

- "Invalid credentials": Check username and password

- "Insufficient stock": Verify product availability

- "Access denied": Confirm user permissions

6.3 Contacting Support

For technical support:

1. Check the error logs in `php/error\_log.txt`

2. Contact your system administrator

3. Submit a support ticket with error details

7. Settings & Customization

7.1 Configuring Preferences

- Set default currency

- Configure date formats

- Set up notification preferences

- Customize dashboard layout

7.2 Updating the Software

1. Backup your database

2. Download the latest version

3. Follow the update instructions

4. Verify system functionality

7.3 Restoring Default Settings

Contact your system administrator to restore default settings.

8. Best Practices

8.1 Optimizing Performance

- Regular database maintenance

- Clear browser cache

- Update system regularly

- Monitor system resources

8.2 Security Recommendations

- Use strong passwords

- Log out after sessions

- Regular password updates

- Monitor user activities

8.3 Productivity Tips

- Use keyboard shortcuts

- Set up favorite products

- Create order templates

- Utilize batch operations

9. Appendix

9.1 Glossary of Terms

- Inventory: Stock of products

- Orders: Customer purchase requests

- Sales: Completed transactions

- Refunds: Returned purchases

9.2 Keyboard Shortcuts Reference

- Ctrl + P: Print

- F5: Refresh

- Ctrl + F: Search

- Esc: Close modal

9.3 Additional Resources

- Online documentation

- Video tutorials

- FAQ section

- Support contact information

10. Legal & Licensing

10.1 Terms of Use

- System usage guidelines

- User responsibilities

- Data handling policies

- Compliance requirements

10.2 Privacy Policy

- Data collection practices

- Information security

- User rights

- Data retention policies

10.3 Open Source Acknowledgements

- List of open source components

- License information

- Attribution requirements