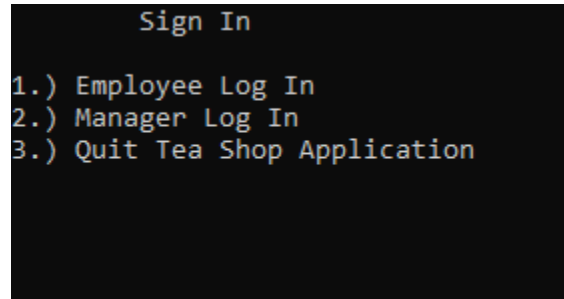


Tea Shop Management Software User Guide

Signing In

On system start-up, the user will be greeted with a sign-in page.



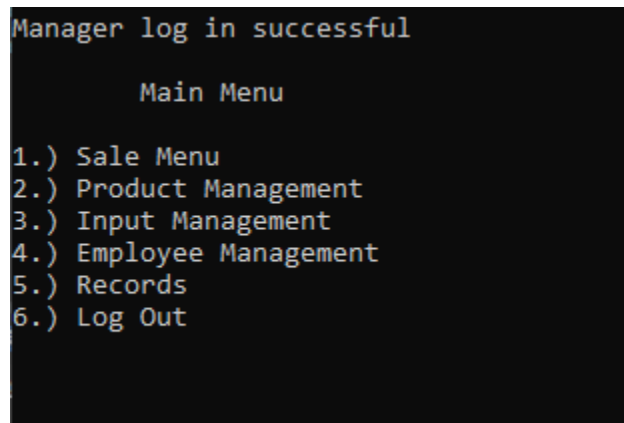
On the initial sign-in, the following default manager profile credentials are provided for either employee or manager:

Username: manager Password: 1234

First, start by signing in as a manager. Managers have access to many functions that employees do not.

Manager Main Menu

Managers have the following options:



1. The `Sale Menu` comprises all the necessary functions to gather individual customer orders and to execute a sale.
2. The `Product Management` menu handles the creation, modification, review, and deletion of all products sold by the Tea Shop and the details of those products.
3. The `Input Management` menu handles the creation, modification, review, and deletion of all inputs to the store that are necessary for the products to be sold.
4. The `Employee Management` menu handles the creation, modification, review, and deletion of all employees of the Tea Shop.
5. The `Records` menu generates information about sales, employees, and inputs for the user.

6. Log Out to return to the sign-in menu.

Entering/Managing Input

The input of the Tea Shop will be whatever supplies are purchased from a vendor and then made into ("inputted") a product for the Tea Shop to sell.

Begin by signing-in (**as a manager**) and choose the Input Management by pressing "3" and hit enter. Here is a snapshot of the menu:

```
-----  
|           Inputs Menu           |  
-----  
Select your option (only enter the below listed integers, ie, 1,2,3,4,5,or 6)  
1. Add an input  
2. Display each line item  
3. Search for a line item  
4. Delete a line item  
5. Update a line item  
6. Return to Manager Menu  
-----
```

Option "1" will provide the user with the following prompts to add an input to the store, such as the name of the vendor providing the input, the unit cost, the quantity of units purchased, and the discount and tax rates applied to the purchase:

- Line-item ID #
- Name of vendor
- Category of goods/services sold
- Name of input
- Cost of input
- Quantity of input
- Discount %
- Tax Rate %

After the prompts have been answered, the new line item and will be added to the stores inventory of inputs used for the final sale of customer facing products.

Option "2" displays the information of all current input line-items in the store and shows the total cost of all inputs purchased. The user will be asked if they want to export the cost report, which will show the gross cost, the discount amount taken off from the gross cost, and the tax amount added to the gross cost, producing the total net cost of all inputs purchased. If the user wants to export the cost report, then inputs menu will close returning back to the Manager Main Menu.

Option "3" displays information about a specific input line-item and shows only the line-item number that the user enters. If the line-item does not exist, a warning message will output to the user and then it will return to the Input Menu.

Option "4" allows the user to delete an input line-item in case of error, recommended to just use option 4 to modify the line-item, but this deletion option is there for the manager to use when necessary.

Option "5" allows the user to modify a single input line-item in case of error.

Option “6” allows the user to exit the `Input Menu` and return to the `Manager Main Menu`.

Entering/Managing Product

Products sold by the Tea Shop must be entered into the system when they are created in the store/ready to sell.

Begin by signing-in (**as a manager**) and choose the `Product Management` option by pressing “2” and hit enter. Here is a snapshot of the menu:

```
Welcome to the Product Management Menu!

1.) Add Product
2.) Get Product Info
3.) Modify Product
4.) Delete Product
5.) Get Product Log
6.) Quit PMM

Select an option:
```

Option “1” will first ask the user of whether the new product is a Tea, Food, Apparel, or Miscellaneous product. The user can enter the associated characters to choose, ie, ‘T’, ‘A’, etc.

Once chosen, the user will be provided with the following prompts to add product to the store:

- Name of the product
- Price
- Quantity
- Color*
- Hat type**
- Long Sleeve(true/false)***
- Hoodie(true/false)***

*For Apparel products only **For Hat products only ***For Shirt products only

The system will verify with user if the entered information is correct.

Next, the system prompts the user if adding additional product information is necessary, like tax rate, discount percentage, and product description. If not necessary, the program will assign default values depending on the product type.

Option “2” will provide the user with product information of a specific product. Knowledge of the product ID is necessary to search. The ID of the product can be retrieved from `Get Product Log` which is option “5”.

Option “3” allows the user to modify information of a specific product. Knowledge of the product ID is necessary to search. The ID of the product can be retrieved from `Get Product Log` which is option 5.

Option “4” allows the user to delete products from the store if they are no longer being sold, or were created in error.

Option “5” provides the user with an on-screen log of all products being sold by the tea shop.

Option “6” quits the Product Management Menu and returns the user to the Manager Main Menu.

Employee Management

In this system, there are two types of employees: regular employees that do not have much access to features of the system outside of executing a sale, and managers that can create, add, modify, and delete almost all information about the Tea Shop.

As mentioned previously, a default manager profile is added to the system for ease of signing in initially. This default profile can later be deleted or modified at the user’s discretion.

Begin by signing-in (as a manager) and choose the Employee Management option by pressing “4” and hit enter. Here is a snapshot of the menu:

Employee Management Menu

- 1.) Manage Employees
- 2.) Manage Employee Schedules
- 3.) View Personal Information
- 4.) Exit Employee Management

Select an option:

Option “1” will allow the user to enter the Manage Employees sub-menu:

- What would you like to do:
- 1.) Add Employee
 - 2.) Edit Current Employee
 - 3.) Delete Employee
 - 4.) Print All Employee Information
 - 5.) Exit Manage Employees

Option “1” will allow the user to add new employees to the system with the following prompts: name, custom ID number, position, wage, weekly hours, and last four of the person’s SSN (used as a password), and finally if the employee will have manager status or not.

Option “2” will allow the user to modify current employees. The user will be prompted to enter the desired employee’s name and the system will let the user modify the employee’s details (such as when the employee earns a raise).

Option "3" will allow the user to delete current employees. The user will be prompted to enter the desired employee's name and the system will search for and delete that employee (used for when an employee is terminated).

Option "4" will print a log of all current employees and their information.

Option "5" quits the `Manage Employees` sub-menu and returns the user to the `Employee Management` main menu.

Back to the `Employee Management` main menu.

Option "2" allows the user to enter the `Manage Employee Schedules` sub-menu:

```
-
Would you like to:
1.) Create/Edit a shift for an employee
2.) Delete a shift from an employee
3.) Remove an employee for the entire schedule
4.) Print the schedule information
_
```

Option "1" allows the user to create/edit a shift for an employee. The system will prompt the user for the name of the employee and then prompt for the day of the week for the shift. Next, the system will ask for a start hour and minute, followed by the meridiem(am/pm). Then the system will ask for the shift end hour and minute values, followed by the meridiem as well. For example:

```
Enter the employee's name:
Nick
Enter the day of the shift:
Tuesday
Enter the hour the shift starts:
8.00 am
Enter the minute the shift starts:
30
Enter the shift start meridiem:
am
Enter the hour the shift ends:
5.00
Enter the minute the shift ends:
15
Enter the shift end meridiem:
pm
Shift has been added
```

Option "2" allows the user to delete a shift. The system will simply prompt the user for the name of the employee and which day is to be deleted.

Option "3" allows the user to remove an employee completely from the schedule. The system will prompt the user for the name of the employee.

Option "4" will allow the user to display an employee's schedule information.

Option "5" will allow the user to quit the sub-menu and return to the `Employee Management` main menu.

Back to the Employee Management main menu

Option “3” allows the user to view their own personal information on the screen.

Option “4” quits the Employee Management menu and returns the user to the Manager Main Menu.

Sales Menu

The Sale Menu is accessible to both managers and employees.

In both the Manager Main Menu and Employee Main Menu the user can select the Sale Menu by entering in “1” and pressing enter. Here’s a snapshot of the menu:

```
      Sale Menu

1.) Add Item to Cart
2.) Execute Sale
3.) View Cart
4.) Clear Cart
5.) Print Product Log
6.) Quit Sale Menu

Select an option:
```

Option “1” lets the user take orders from the customer and adds the product and quantity information to a temporary cart via prompt.

Option “2” Executes a sale if anything is in the cart. If nothing is in the cart, the sale will not execute. Here is a sample receipt after a sale has been executed:

```
-----
Transaction #1 succesful.
  Total items sold:      3
  The subtotal is       $ 9.60
  The tax due is        $ 1.15
  The grand total is    $10.75
-----
```

Option “3” displays the current contents of the cart.

Option “4” clears all contents from the cart.

Option “5” displays all current products. This is helpful to reference the ID of products.

| ID | Product Type | Product Name | Price | Quantity |
|-----|--------------|-----------------|---------|----------|
| 000 | x | Tea Strainer | \$14.25 | 9 |
| 001 | t | Coconut Tea | \$ 4.50 | 27 |
| 002 | t | Matcha Tea | \$ 5.02 | 0 |
| 003 | t | Lemon Tea | \$ 3.20 | 75 |
| 004 | f | Cheesecake | \$ 4.50 | 6 |
| 005 | a | Sunset Logo | \$ 4.50 | 50 |
| 006 | t | Passionfruit Te | \$ 5.02 | 0 |
| 007 | a | Logo Beanie | \$ 3.20 | 80 |
| 008 | f | Butter Biscuits | \$ 2.00 | 18 |

Option “6” quits the Sale Menu and returns the user to either the Manager Main Menu or Employee Main Menu depending on the employee type.

Records

Option “5” of the Manager Main Menu labeled Records prints a transaction report and a log of all current employees as so and returns to the Manager Main Menu:

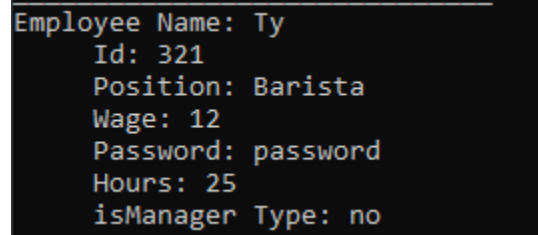
| Sales Records (to date) | | | | |
|-------------------------|---------|-------------------|------------|-----------------------------|
| Transaction ID | Total | Sub-Total | Tax | Quantity of Items Purchased |
| 001 | \$18.70 | \$16.70 | \$ 2.00 | 4 |
| 002 | \$14.56 | \$13.00 | \$ 1.56 | 4 |
| 003 | \$34.50 | \$30.80 | \$ 3.70 | 8 |
| 004 | \$15.96 | \$14.25 | \$ 1.71 | 1 |
| Sum of Totals | | Sum of Sub-totals | Sum of Tax | Sum of Product Sold |
| \$ 83.72 | | \$ 74.75 | \$ 8.97 | 17 |
| Employee Records | | | | |
| Employee Name: Ty | | | | |
| Id: 321 | | | | |
| Position: Barista | | | | |
| Wage: 12.50 | | | | |
| SSN: 9876 | | | | |
| Hours: 35 | | | | |
| isManager Type: yes | | | | |
| Manager Main Menu | | | | |

Employee Main Menu

The Employee Main Menu offers just three options.

Option “1” enters the Sale Menu which is explained above.

Option “2” displays to the user all personal information for review.

A screenshot of a terminal window displaying employee information. The text is as follows:

```
Employee Name: Ty
Id: 321
Position: Barista
Wage: 12
Password: password
Hours: 25
isManager Type: no
```

Option “3” quits the Employee Main Menu and returns the user to the sign-in menu.