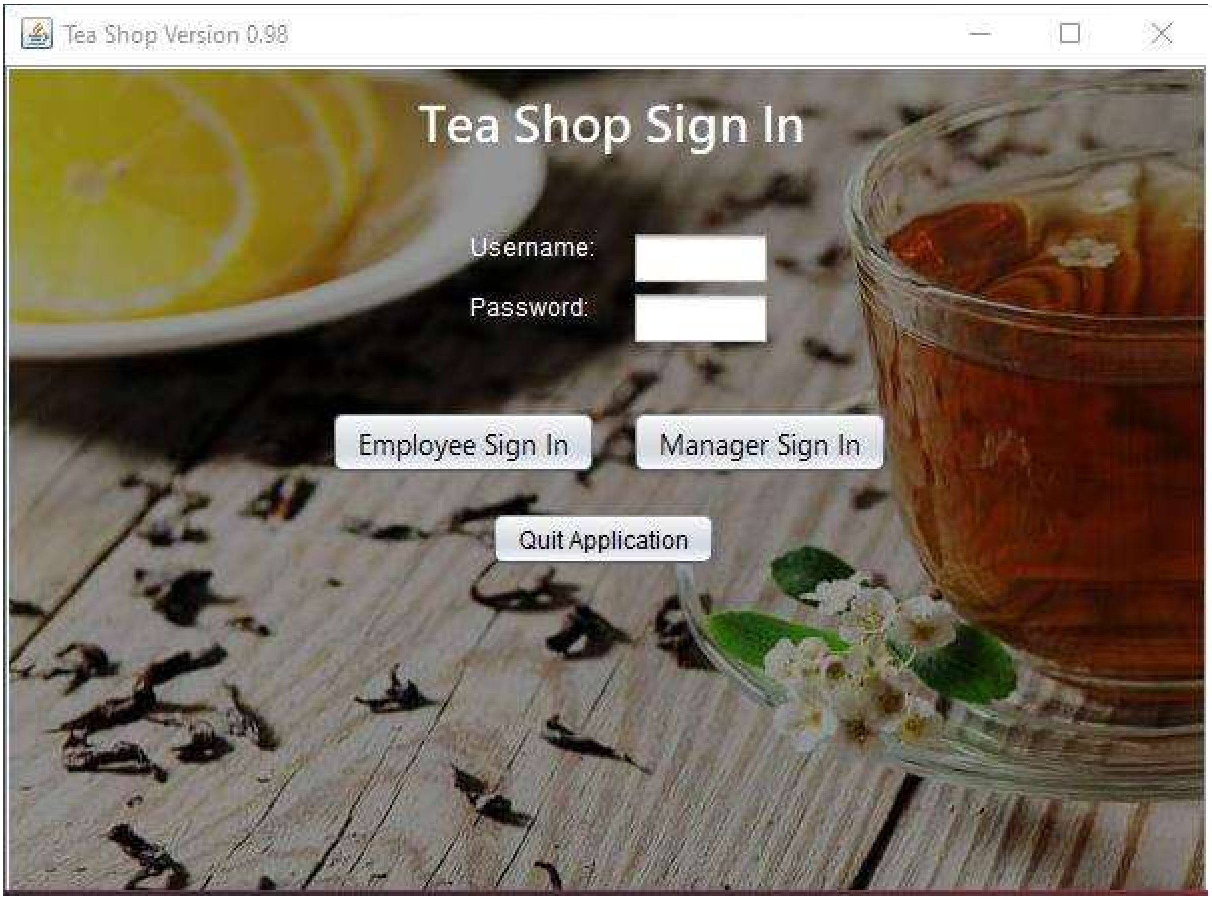
Tea Shop Management Software User Guide

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 these tabs available:

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

Sale 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`. Here's a snapshot of the menu:

Log Out

Selecting the Log Out button allows the user to return to the sign in page.

Add to Cart lets the user take orders from the customer and adds the product and quantity information to a temporary cart via prompt. To add to cart, select the product in the table, set the quantity of the product, then press the Add to Cart button.

Clear Cart

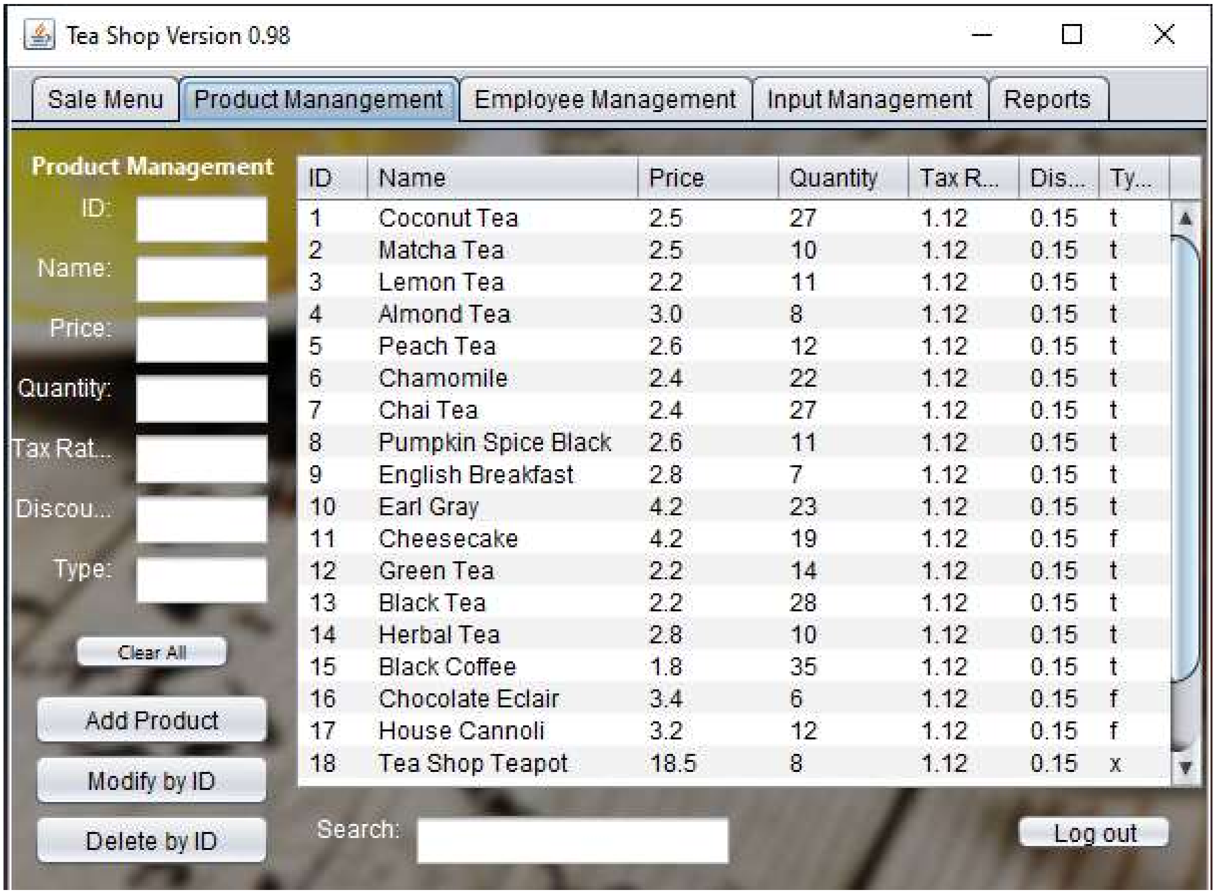
Selecting the Clear Cart button will remove all products from the cart.

Complete Sale

Complete sale 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:

Entering/Managing Product

Begin by signing-in (**as a manager**) and choose the `Product Management` tab.



There are three main functions that the user has access to in `Product Management`:

- Add Product
- Modify by ID
- Delete by ID

Adding a Product

To add a product, the user needs to only enter in the `Name`, `Price`, `Quantity`, and `Type`.

`Type` is simply a character and is as follows:

- `t` for Tea Products
- `f` for Food Products
- `a` for Apparel Products
- `x` for General Products

`ID`s are assigned automatically, and the other information is completely optional. If no information is entered into the optional fields, the default values will be assigned automatically.

Modifying a Product

To modify a product, the user must first either select the product from the table, or manually enter the product's necessary information.

The necessary information of a product for modification is `ID`, `Name`, `Price`, `Quantity`, and `Type`.

`Name`, `Price`, `Quantity`, and `Type` of the product can be edited by the user, but the `ID` must stay the same. The system modifies the product based on `ID`, so this is critical.

Deleting a Product

To delete a product, the user must first either select the product from the table, or manually enter the product's `ID`.

Once completed, pressing the `Delete` button will prompt the user to confirm deletion box. If the user selects yes, the deletion will proceed.

Search for a Product

To search for a product, the user simply needs to enter anything about the product being searched into the search field. The table will automatically filter the table based on the user's input information.

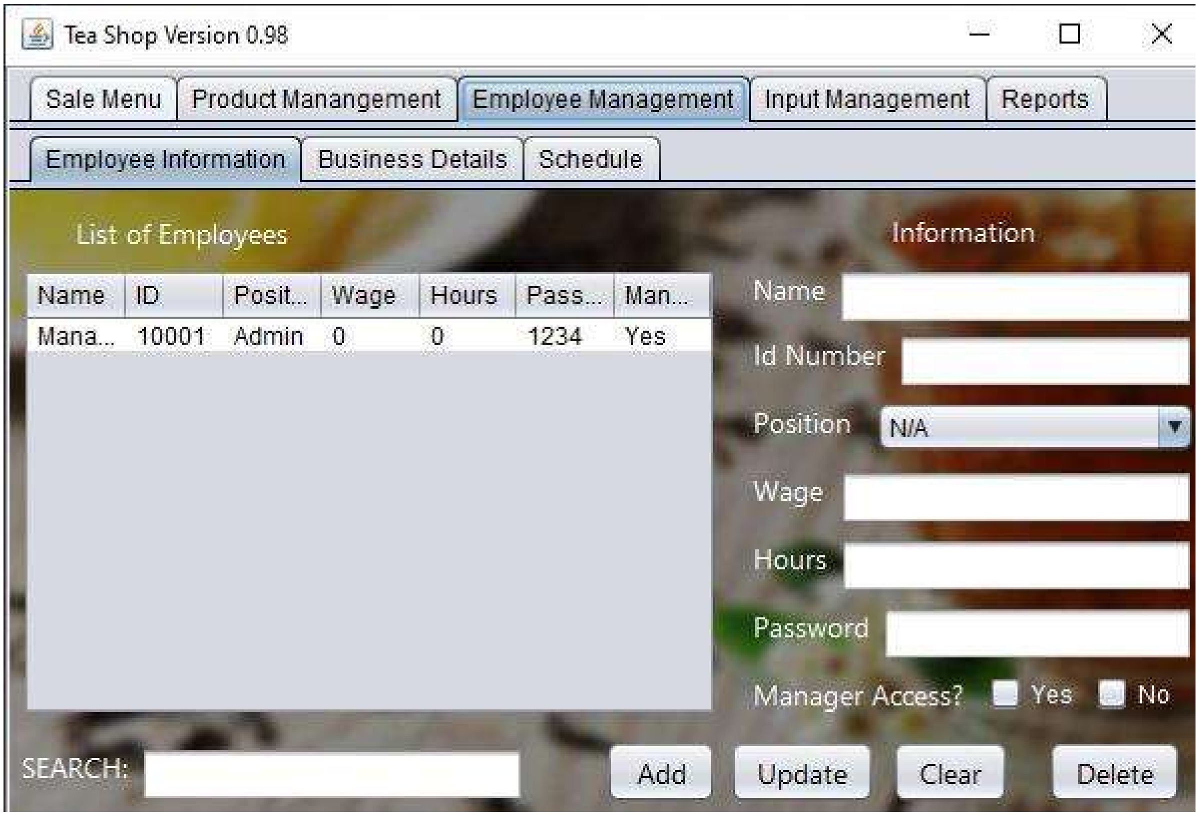
To return the table to normal, the user needs only to press the `Clear All` button.

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`. Here is a snapshot of the menu:



Employee Information:

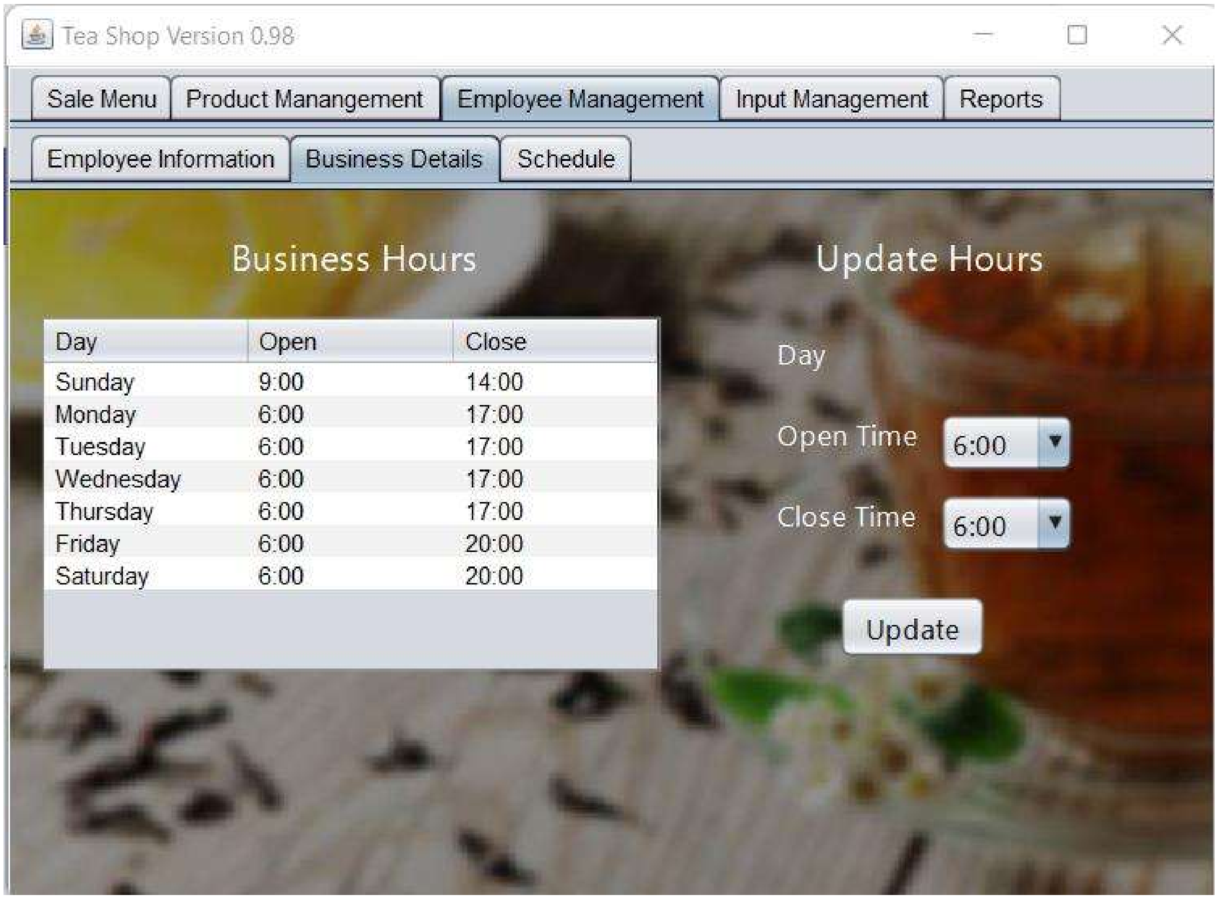
"**Add**" will allow the user to add a new employee to the system. You will need to fill out their name, id number, wage, weekly hours, and password, and select their position and whether they have manager access. For easy clear of all fields, select "Clear." You must fill out all the information above or the employee will not be added to the system. "N/A" in the position drop down does not count as filled in. You also cannot add a new employee with the same name or id

"**Update**" will allow the user to update a current employee in the system. First, select an employee in the table or search for the employee using the search bar. Then edit the field with the updated information. All fields must be filled in to update the employee and no field can match another employee's name or id number.

"**Clear**" will allow the user to reset all the fields. The name, id number, wage, hours, and password will become blank, the position will be set to N/A, and manager access will be set to "No."

"**Delete**" will allow the user to delete an employee from the system. First, select the employee in the table or search for the employee using the search bar. Then, select delete. The employee will also be removed from the schedule.

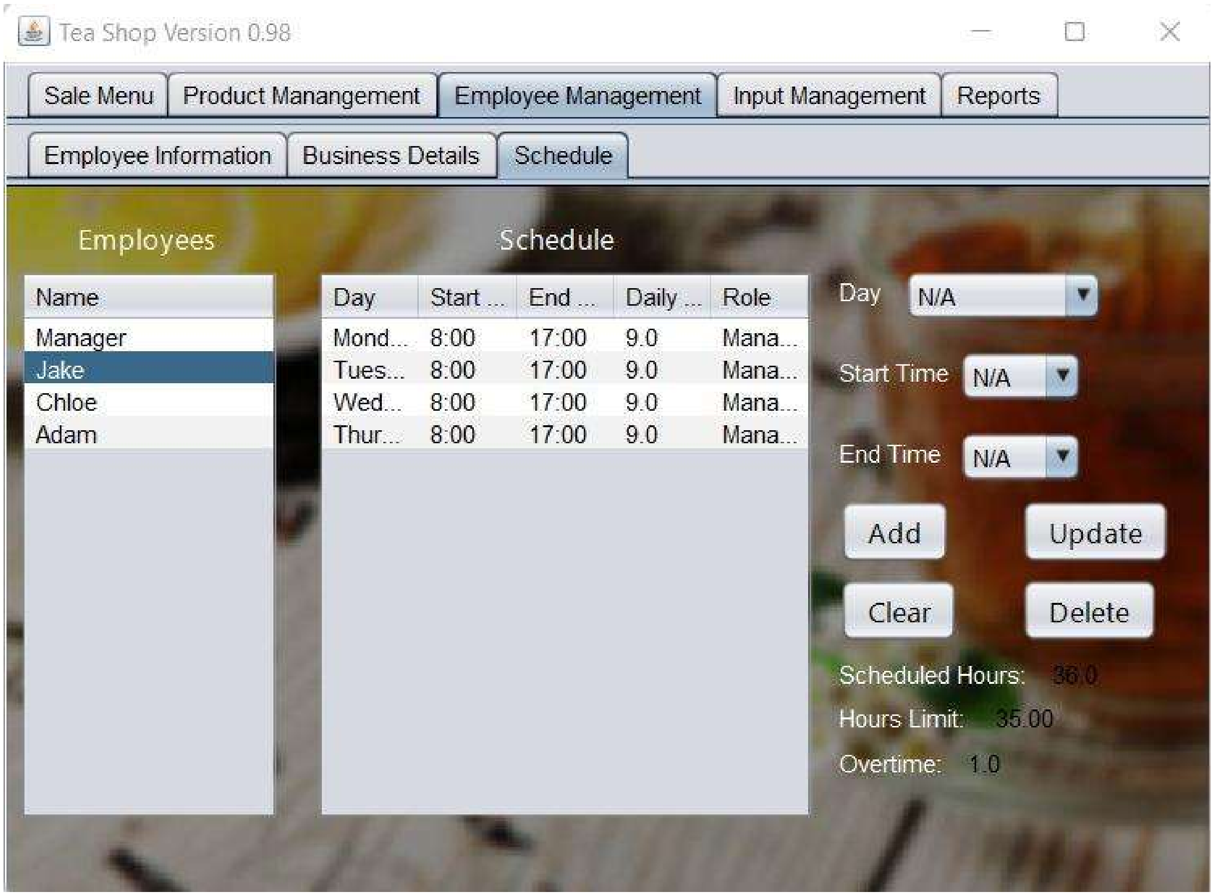
"**SEARCH**" will allow the user to look up an employee in the table. Entering characters into the text field will begin to look up an employee that matches the information. The search method will search all columns and rows.



Business Details:

Business Details show the user the opening and closing hours of the tea shop.

“Update” allows the user to update the opening and closing hours. First, select the day you would like to update, then change the “Open Time” or the “Closing Time.” Select “Update” and the Business Hours will be updated.



Schedule:

The schedule shows each individual employee's personal schedule. Select the Employee's name in the Employee Table to see their schedule. In the bottom right-hand corner, there is information about the number of hours the employee is scheduled. "Scheduled Hours" is the total amount of hours the employee is scheduled to work in the week. "Hours Limit" is the amount of weekly hours set in the Employee's Information. You can update the hours limit in the Employee Information Tab. "Overtime" is how many hours the employee is scheduled over their set weekly hours. An employee scheduled for overtime will generate warnings.

"**Add**" will create a new shift for the employee. Check to see if you are on the current employee's schedule. Then choose the day, start time, and end time in the drop-down boxes. All drop-down boxes must have a value. "N/A" does not count as a value and will not allow the shift to be added to the schedule. The system also will not allow the user to add a shift that overlaps with another shift. Then select "Add." A new shift has been created.

"**Update**" will allow a user to update a current employee's shift. Select the shift you would like to update. Change the day, start time, and end time as necessary. All drop-down boxes must have a value. "N/A" does not count as a value and will not allow the shift to be added to the schedule. The system also will not allow the user to add a shift that overlaps with another shift. Then select "Update."

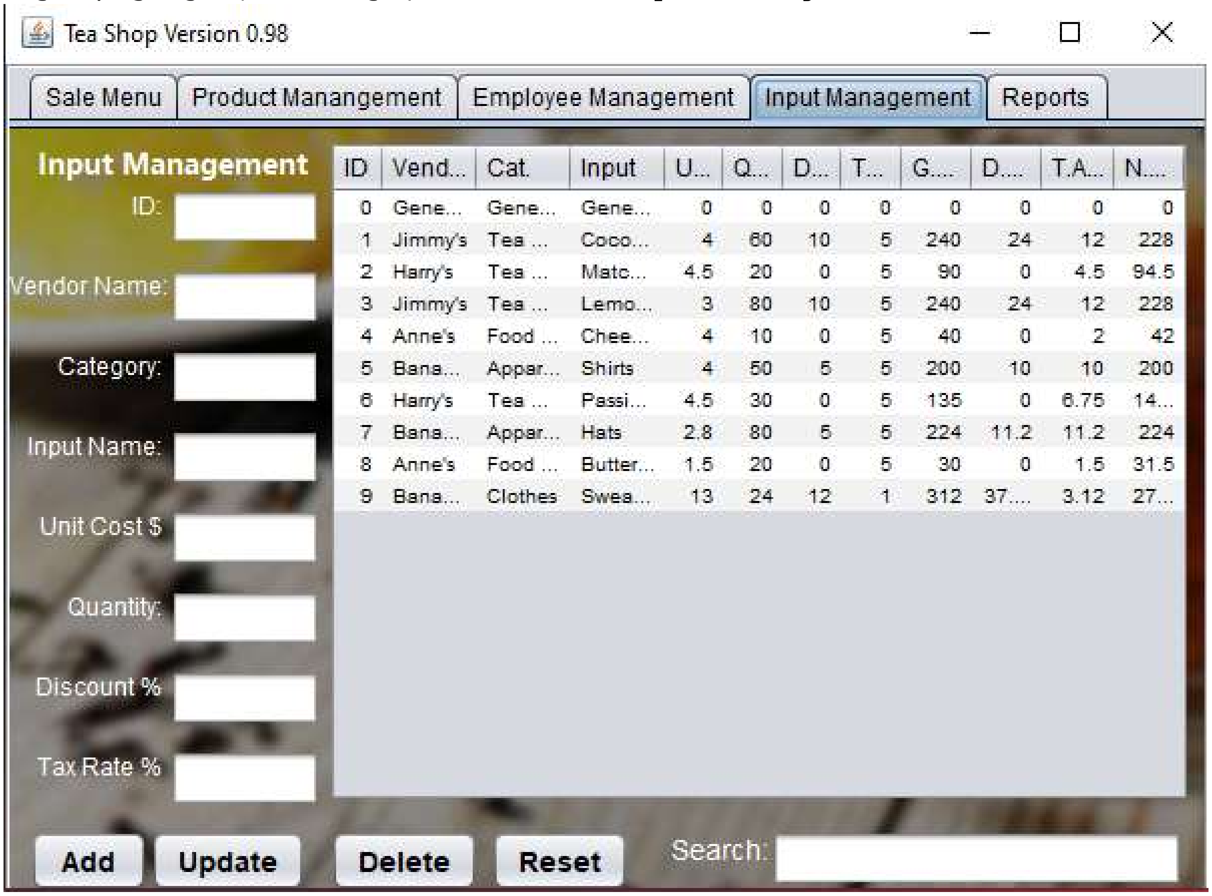
"**Clear**" will allow the user to reset the drop-down boxes to "N/A."

"**Delete**" will allow the user to delete a shift. Select the shift you would like to delete, then select "Delete."

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` tab.



Add

Add will allow the user to add an input to the store, with the following information:

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

After all fields have been filled, the new line item will be added to the store's inventory of inputs used for the final sale of customer facing products.

Update

Update will allow the user to update the current inputs. To change a value, select the item in the table, update the value in the corresponding text field and select the Update button.

Delete

Delete allows the user to delete a line item in the input menu. To delete an item, select the item in the table and press the Delete button.

Reset

Reset will set all input management field to default (or blank). This is the id, vendor name, category, input name, etc.

Search

The search bar allows the user to look up any item in input management. To look up an item, write the key word into the search bar field, and the matching item(s) will appear in the table.

Row Selection

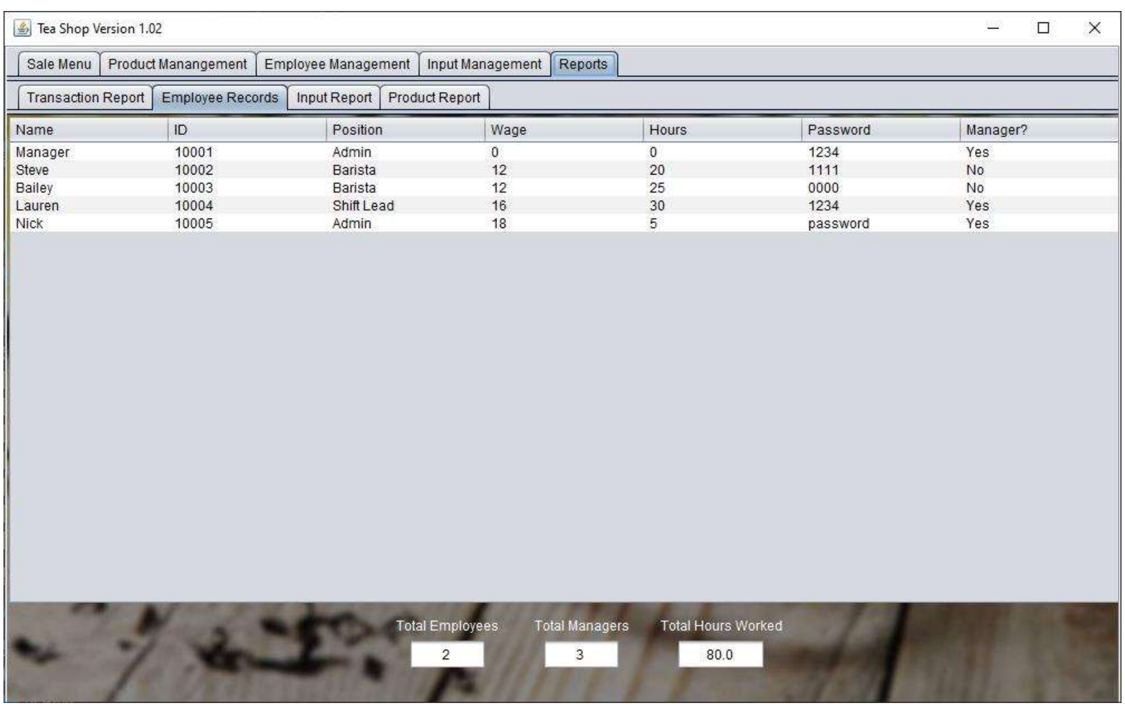
To unselect a row, press command + left click on your mouse or d-pad.

Reports

Reports prints out details of transactions, employees, inputs, and products.

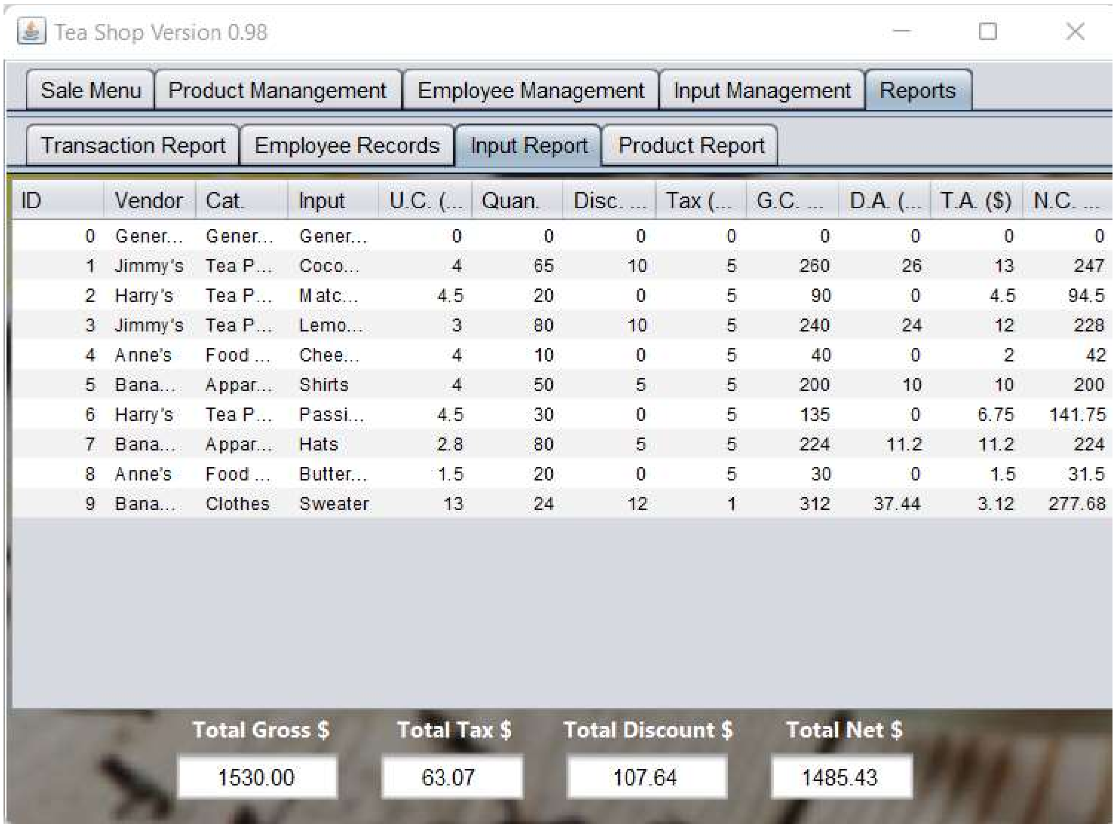
Transaction Report

Transaction Report prints out all past transactions. The table allows the user to see every past transaction information (Id, total, subtotal, tax, and quantity). At the bottom of report, it shows the total revenue, subtotal revenue, total tax, total units sold, and last transaction.



Employee Records

Employee Records print out all employees. The table allows the user to see a list of all employee information. At the bottom of the report, it shows the total employees, total managers, and total weekly hours worked.



ID	Vendor	Cat.	Input	U.C. (...	Quan.	Disc. ...	Tax (...	G.C. ...	D.A. (...	T.A. ($)	N.C. ...
0	Gener...	Gener...	Gener...	0	0	0	0	0	0	0	0
1	Jimmy's	Tea P...	Coco...	4	65	10	5	260	26	13	247
2	Harry's	Tea P...	Matc...	4.5	20	0	5	90	0	4.5	94.5
3	Jimmy's	Tea P...	Lemo...	3	80	10	5	240	24	12	228
4	Anne's	Food ...	Chee...	4	10	0	5	40	0	2	42
5	Bana...	Appar...	Shirts	4	50	5	5	200	10	10	200
6	Harry's	Tea P...	Passi...	4.5	30	0	5	135	0	6.75	141.75
7	Bana...	Appar...	Hats	2.8	80	5	5	224	11.2	11.2	224
8	Anne's	Food ...	Butter...	1.5	20	0	5	30	0	1.5	31.5
9	Bana...	Clothes	Sweater	13	24	12	1	312	37.44	3.12	277.68

Input Report

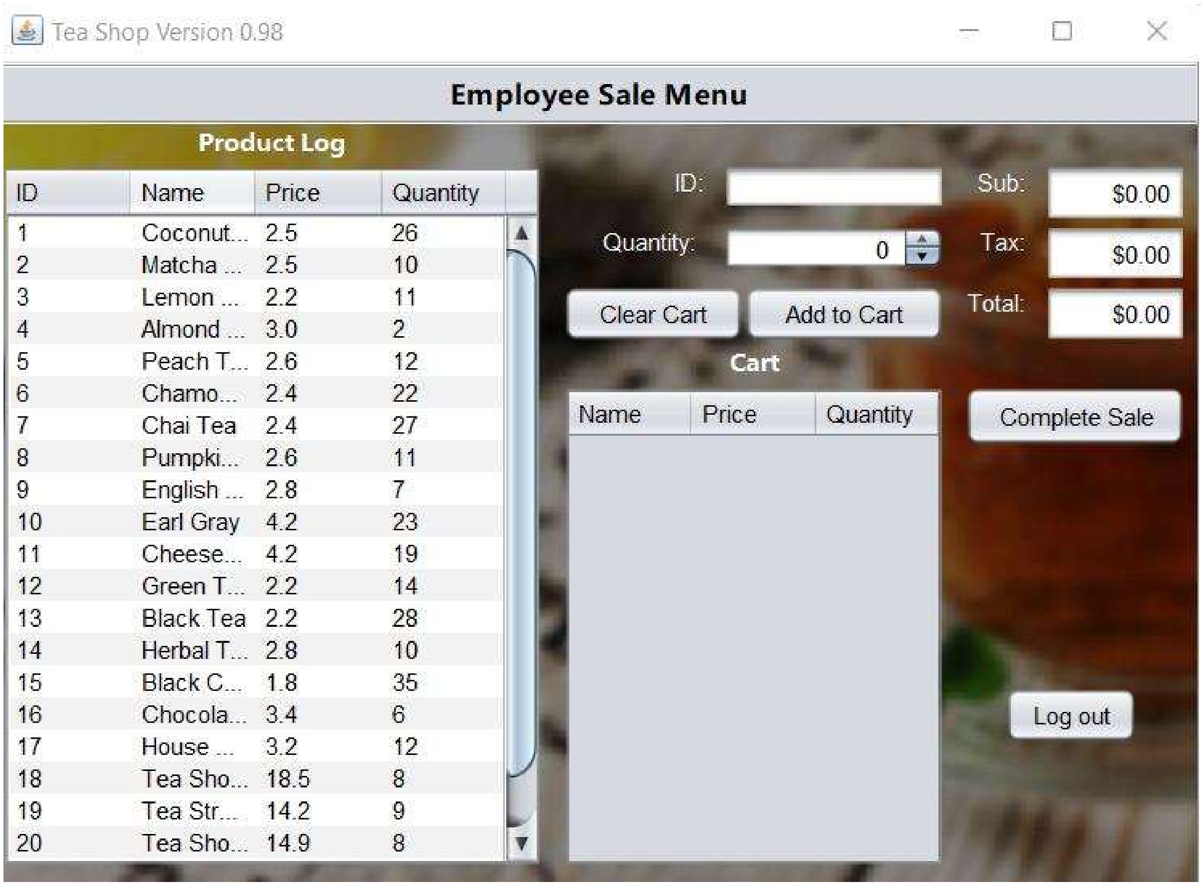
Input Report prints out all vendor data. The table allows the user to see every vendor and what items the system purchases from them. At the bottom of the report, it shows the total gross amount, total tax amount, total discount amount, and total net amount.

Product Report

Product Report prints out all the details about the current inventory. The table allows the user to see what item they have in stock, the quantity, price point, and tax rate/discounts. At the bottom of the report, it shows the total amount of products, total amount of units, and the price point of the entire inventory.

Employee Main Menu

The `Employee Main Menu` allows employees to make transactions. Please reference `Sales Menu` for more information.



Log Out

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