Rexie Marie Bag Enterprise Production Management System User Manual

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Overview

Welcome to the Production Management System User Manual. This guide is designed to help you navigate and effectively use the system to manage your production processes. The system is built to streamline production planning, scheduling, and tracking to ensure efficient operations.

Description of Hardware Specifications

For the optimal performance, the minimum recommended hardware specifications include a multi-core processor, such as an Intel Core i5 or higher. The system should have a minimum of 8GB of RAM, at least of 500MB of available disk space for application installation and temporary files, and the display should have a resolution of at least HD(1280 x 720 pixels), with a 60Hx refresh rate and an IPS panel type.

Description of Software Specifications

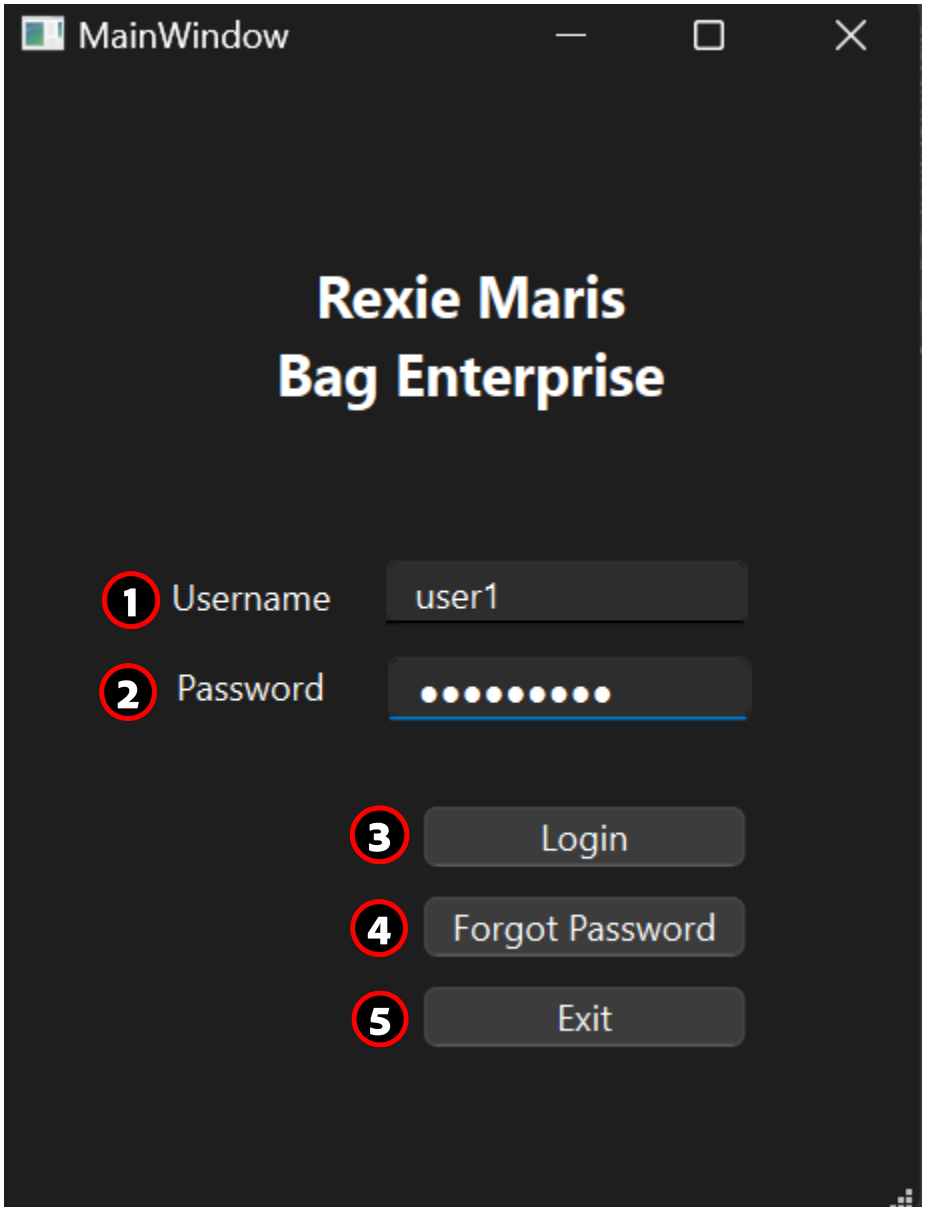
The system will be run on Operating System with a minimum requirement of Windows 10 Home (64-bit) or other Window Operating System that has similar or higher performance rate. The system should also have Python version 3.12.0 or higher versions as the development environment is developed under Python version 3.12.0, and for a database that stores the data into the local storage the system requires MySQL version 8.0.

Developer’s Information

The Production Management System for Rexie Maris was developed by third year students of Technological Institute of the Philippines Quezon City as a partial fulfillment for the degree Bachelor of Science in Computer Science (BSCS) for the courses Software Engineering 1 and Software Engineering 2.

- Amorato, Charlize C.
- Pasquil, Kristan Jay L.
- Roxas, Marx Gabriel DL.

Login



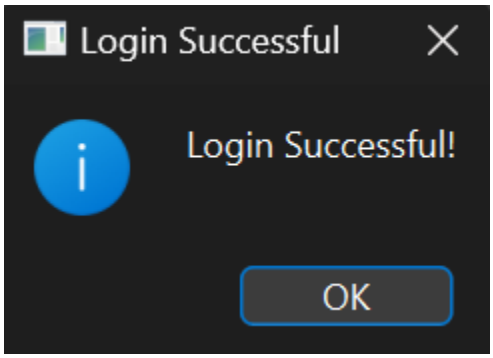
Steps to Login:

1. **Enter your registered username:**
    - Input your registered username
2. **Enter your registered password:**
    - Input your username and password
2. **Submit Login:**
    - Click the 'Login' button to access your account.
3. **Forgot Password:**

- If you've forgotten your password, click the 'Forgot Password' button and follow the instructions to reset it.

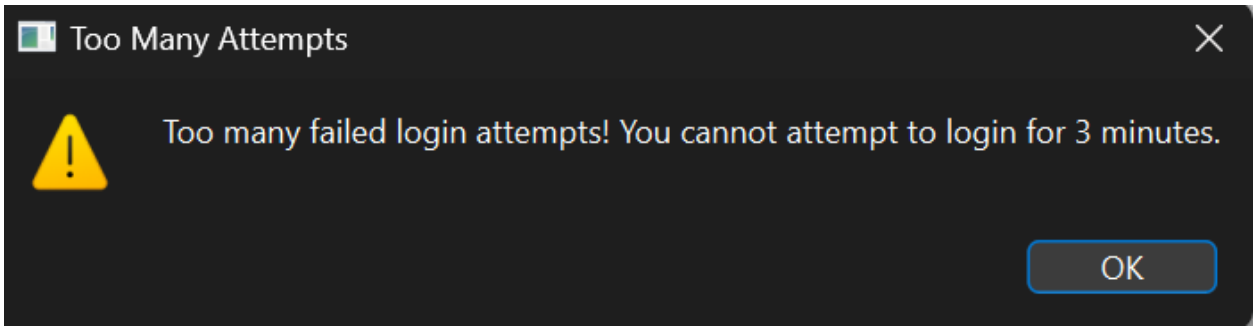
4. **Exit:**
   - The Exit button will automatically exit the system.

Login Successful



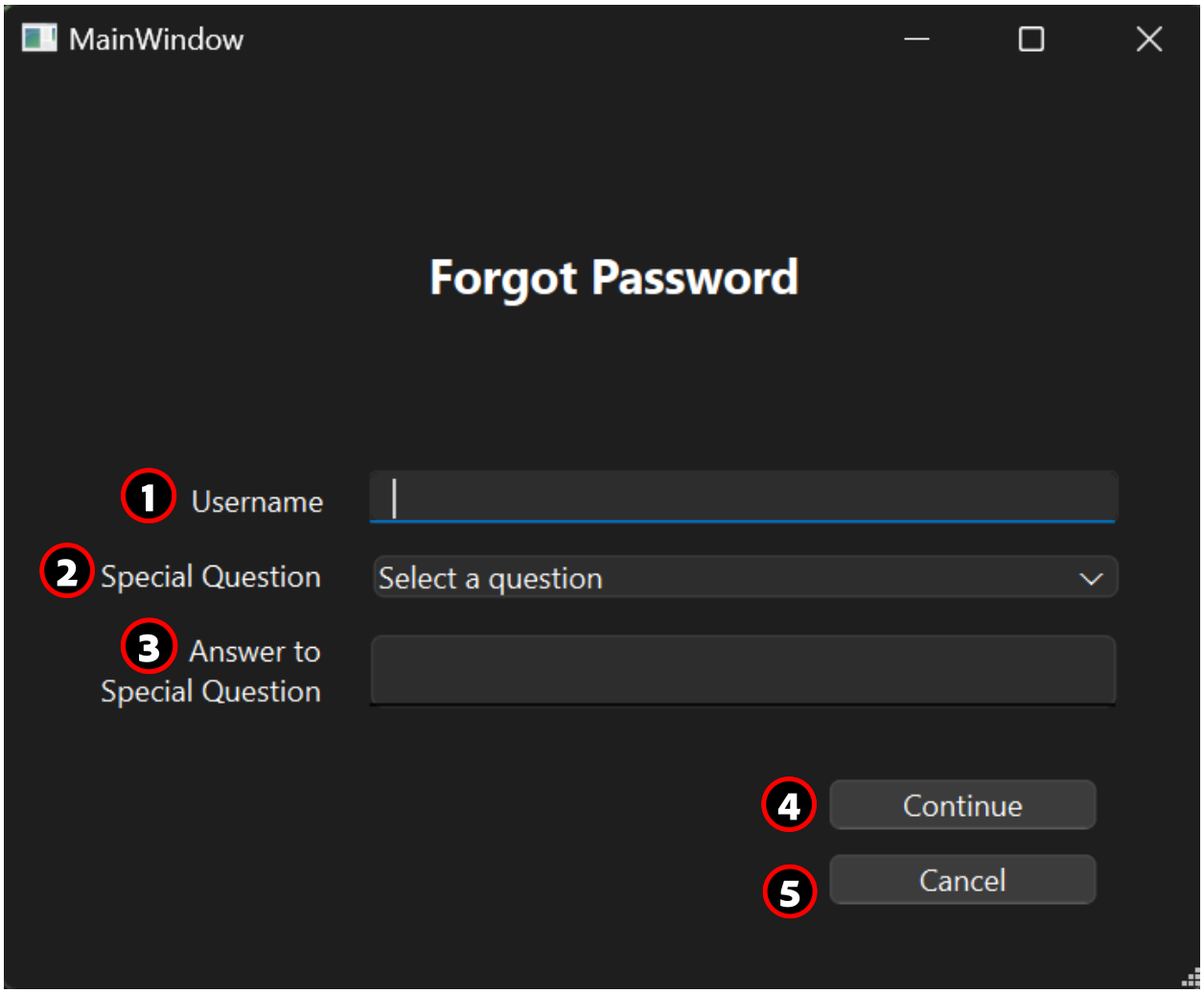
Once the entered login credentials are verified, the ‘Login Successful’ will pop-up the page.

Too Much Attempts



If there are 5 consecutive incorrect attempts made by the user, the system will automatically notify the user and will cool off for 3 minutes. During this time, the user won’t be able to login to the system.

Forgot Password

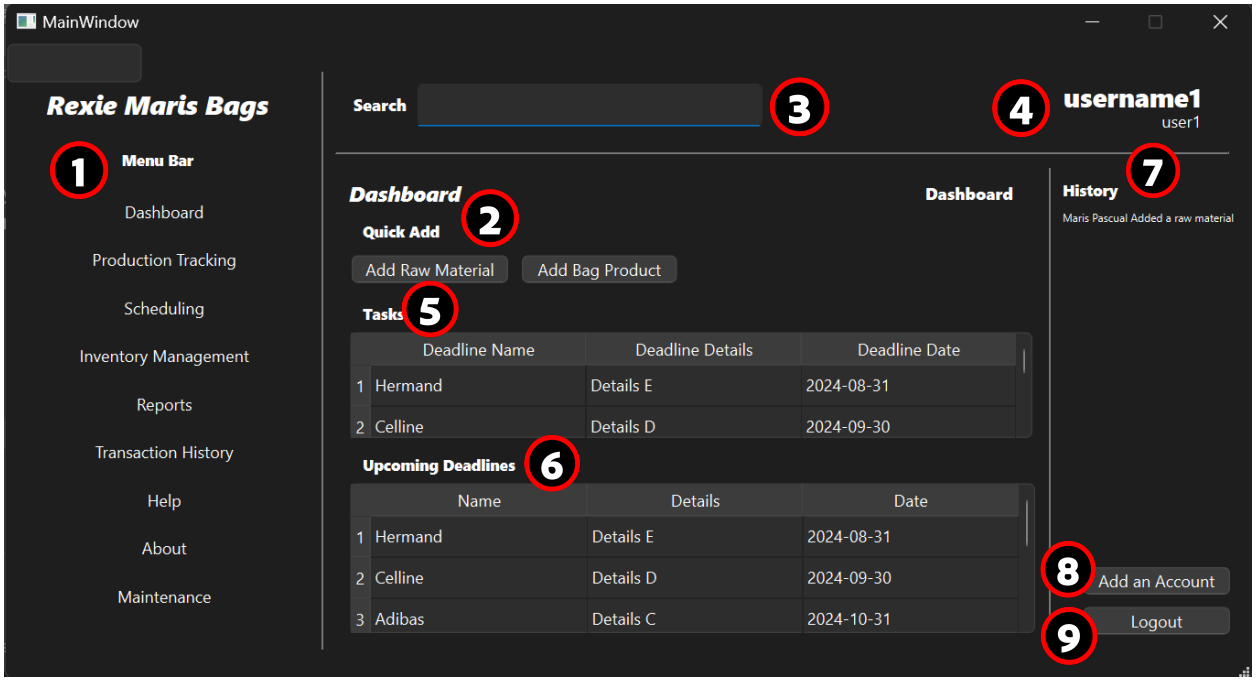


Steps to Forgot Password:

1. **Input username:**
    - Input your registered username.
2. **Select the special Question:**
    - Select the unique question saved during the registration process.
3. **Answer the Special Question:**
    - Answer the selected question based on the answer given during the registration process.
4. **Press Continue:**
    - Submit all inputs by pressing the Continue button to validate the inputs to the database.
5. **Press Cancel:**

- Use the Cancel button to cancel all the inputs.
- All inputs will not be saved.

Dashboard Overview

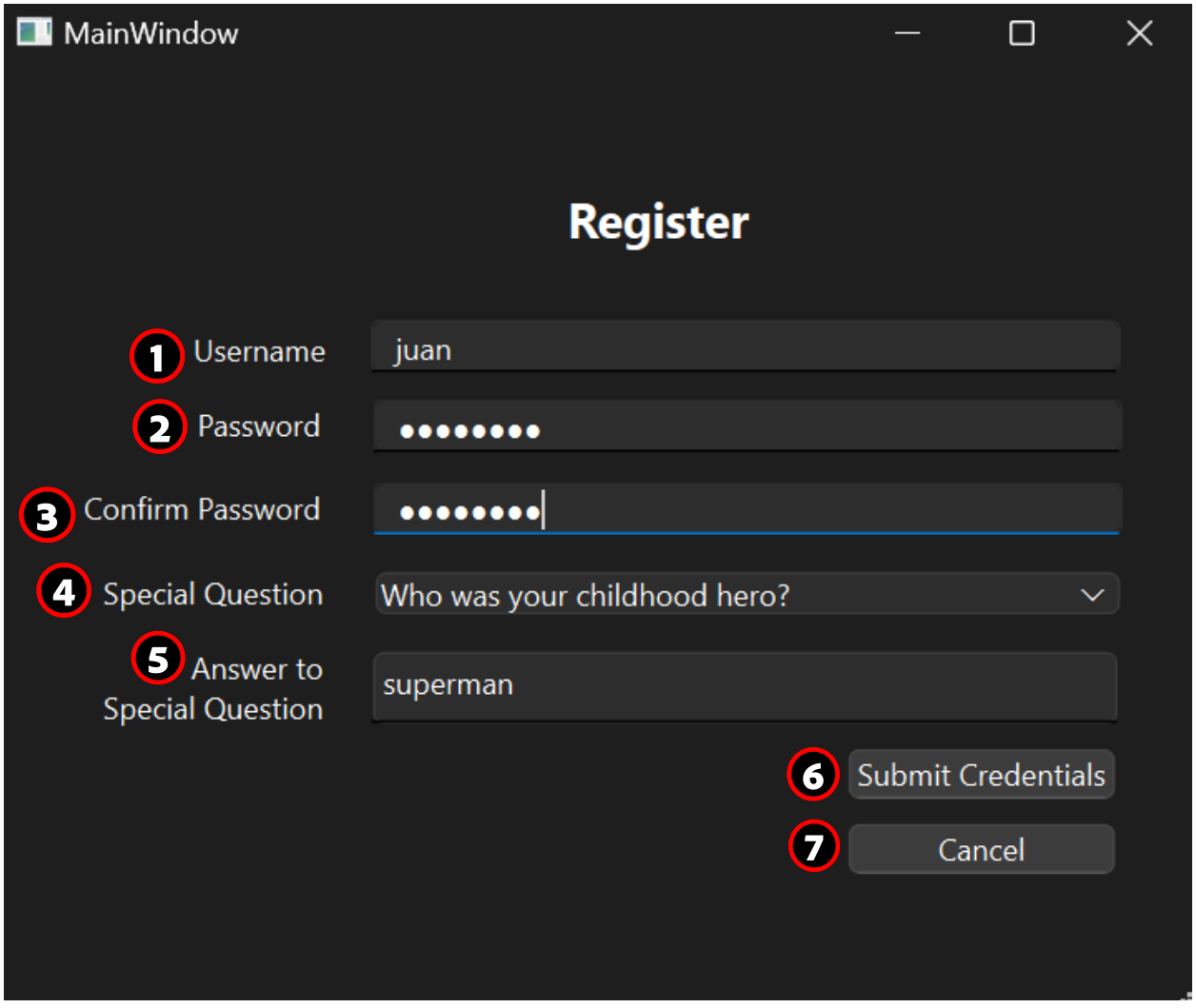


Features:

1. **Navigation Panel:**
   - Shows the navigation to all the pages in the system
   - Consists of pages such as Dashboard, Production Tracking, Scheduling, Inventory Management, Reports, Transaction History, Help, About, and Maintenance.
2. **Quick Add Widgets:**
   - Provides shortcut when adding raw materials and bag products
3. **Search bar**
   - With the search feature, the user will be able to search keywords in the current page such as dates, name, deadline, and others.
4. **Display of Username:**
   - This is where the username will be displayed as well as the role (ex: Admin, user)
5. **Tasks:**
   - Displays a table of pending tasks
6. **Upcoming Deadlines:**
   - Displays upcoming deadlines with the nearest deadline on the top.

7. **Transaction History:**
    - Displays the most recent activity in the system.
8. **Add an Account:**
    - Once clicked, another user account can be created.
    - Only the Admin is allowed to add a new user account.
    - The Add Account button will automatically redirect to the Register page
9. **Logout:**
    - The Logout button will logout the account and will automatically direct to the login page.

Register

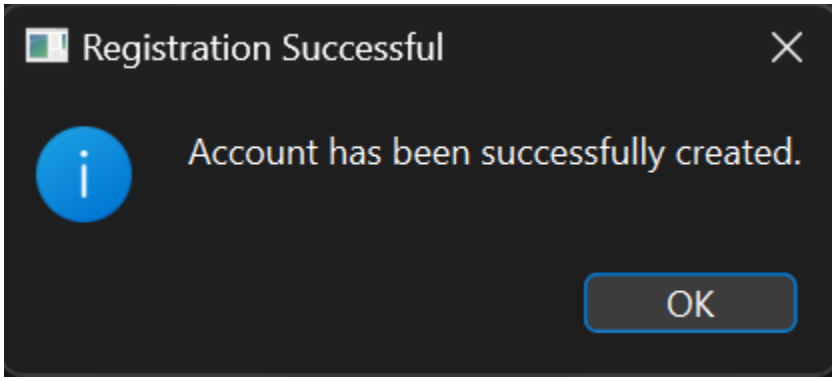


Steps to Register:

1. **Fill in username:**

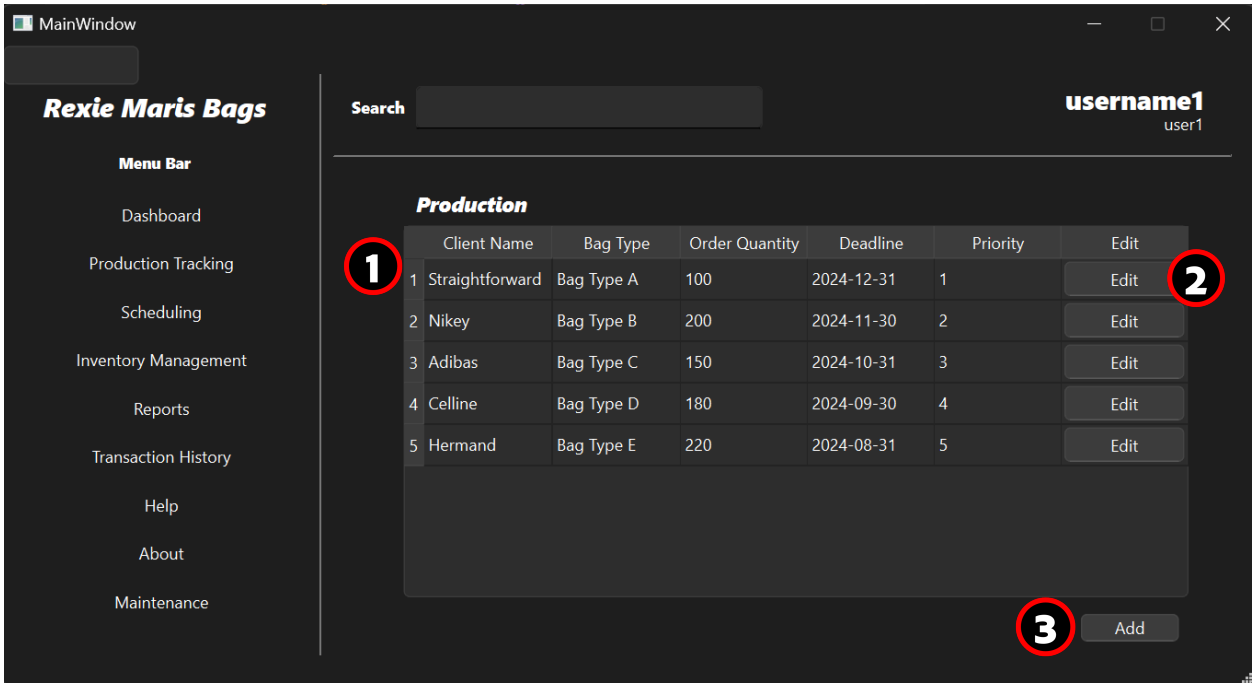
    - Make sure not to use your name, birthday, or any information that can easily be known to others.
2. **Fill in password:**
    - Ensure your password has a minimum of eight (8) characters, an uppercase, a lowercase letter, a number, and a special character.
    - Make sure not to use your name, birthday, or any information that can easily be known to others.
3. **Confirm your password:**
    - Input your password again
    - Review your password.
4. **Special Questions:**
    - This gives the user an option to choose from.
5. **Answer to Special Questions:**
    - Lets users answer the questions from the chosen special question.
    - Remember the answer to this as this is also asked when the user forgets their password.
6. **Submit Credentials:**
    - Review your information for accuracy.
    - Click the 'Submit Credentials' button to complete your registration.
7. **Cancel:**
    - The cancel button will not save the current inputs to the system
    - This will redirect back to the Login page

Registration Successful



Once the registration is complete and verified, the page will automatically direct to the login page.

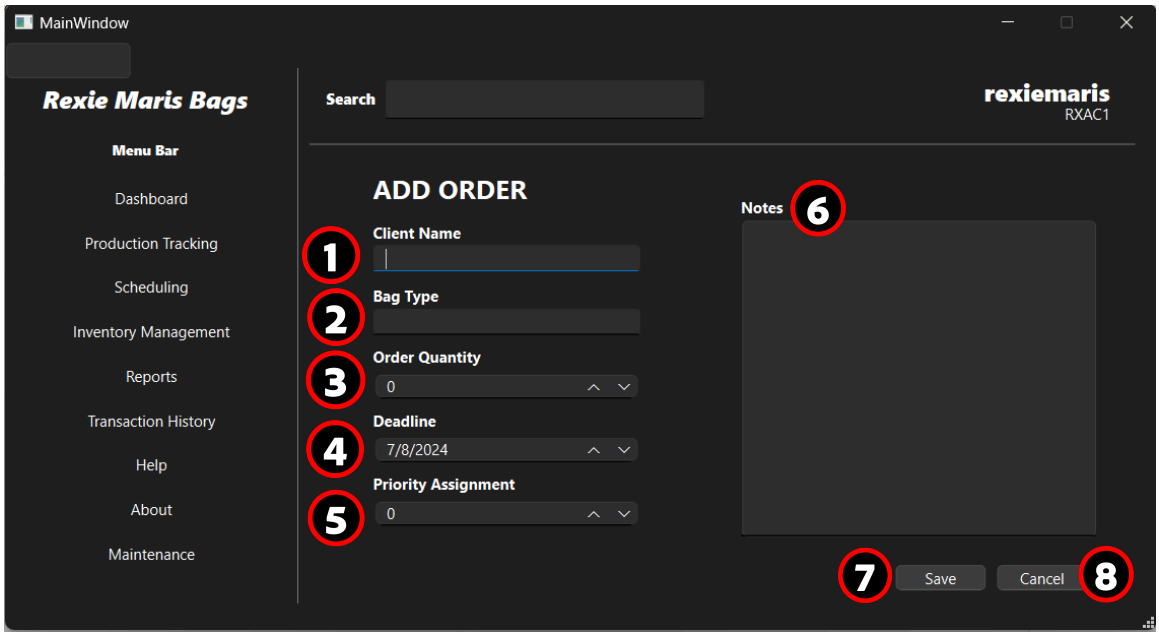
Production Tracking



Features:

1. **Detailed Task View:**
    - View detailed information on each task
    - This includes the Client Name, Bag Type, Order Quantity, Deadline, and Priority
2. **Edit Client:**
    - Edit the production by clicking the Edit button.
3. **Add New Client:**
    - Once clicked, the user can add new Client Orders

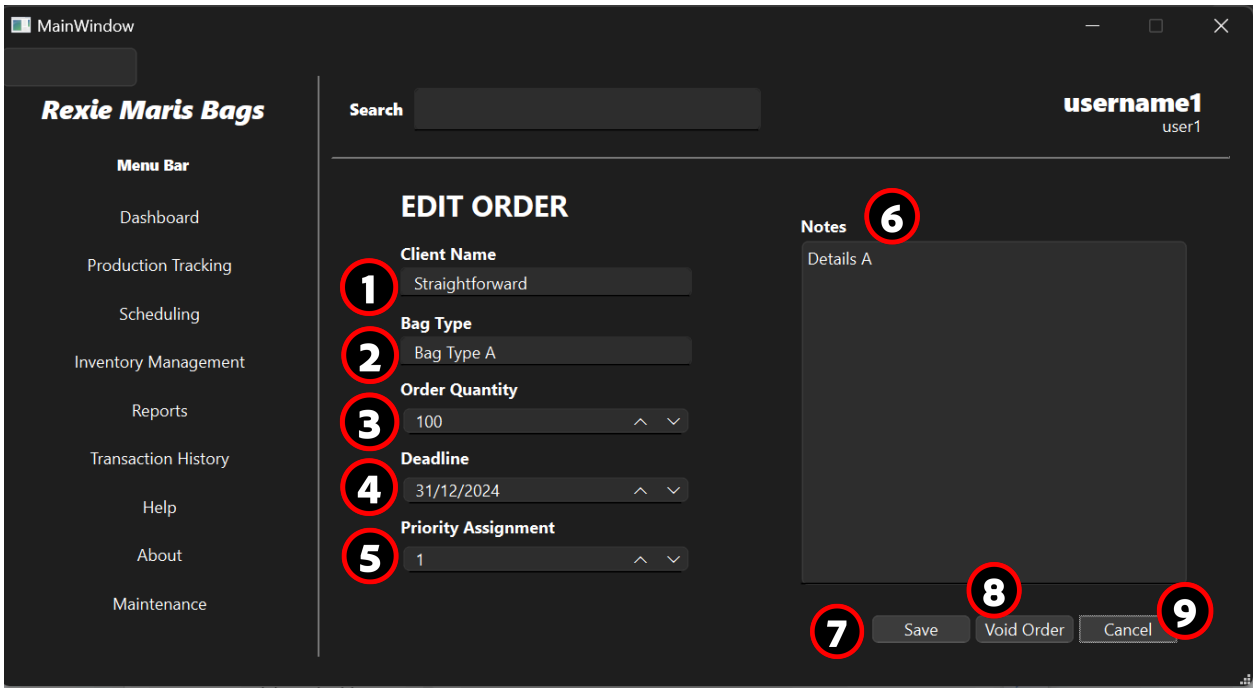
Add Order



Features:

1. **Add Client Name:**
    a. Input the client name or business name for the order
2. **Bag Type:**
    a. Add the bag type the client wants to order.
    b. Only one bag type per client is allowed
    c. If there are multiple bag types to be ordered, it's best to add a new order.
3. **Order Quantity:**
    a. This is the quantity of the bags the client ordered
4. **Deadline:**
    a. Once clicked, the user can add new Client Orders
5. **Priority Assignment**
    a. This assigns the priority of the order in the table list, with 1 being the highest, and 5 the lowest.
6. **Notes**
    a. This is where the user can add short information related to the order.
7. **Save**
    a. Once the Save button is clicked, the order will be reflected in the production table list.
8. **Cancel**
    a. The Cancel button will void all the current inputs and will not be saved in the system.

Edit Order



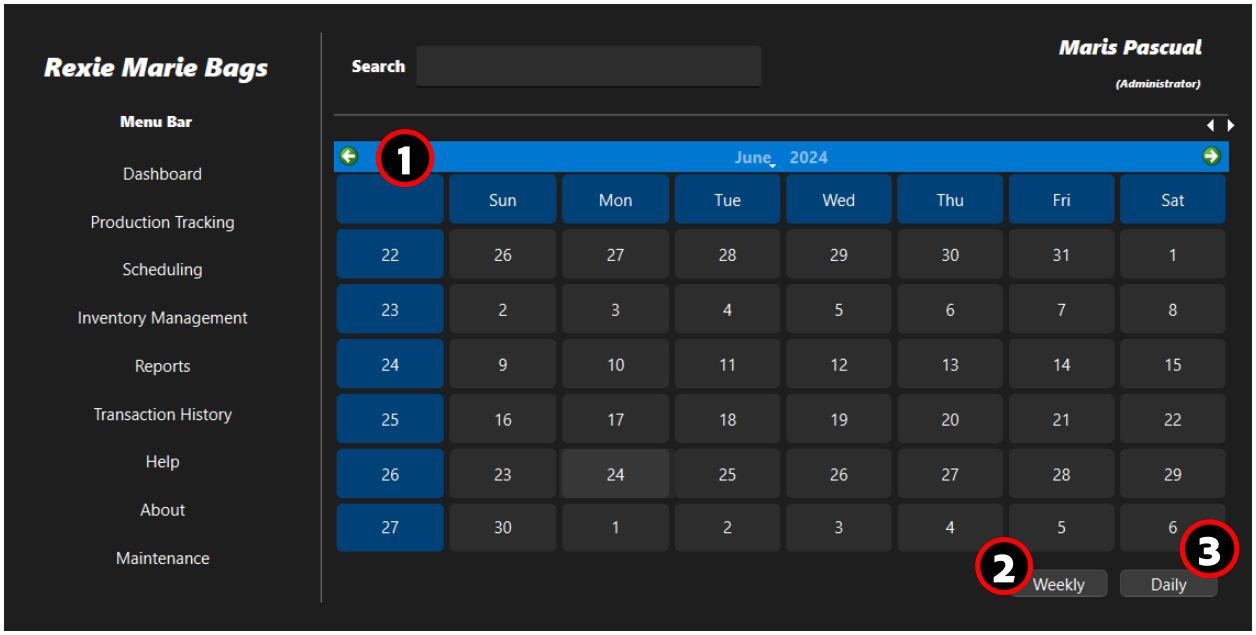
Features:

1. **Edit Client Name:**
    a. Input the client name or business name for the order
2. **Bag Type:**
    a. Add the bag type the client wants to order.
    b. Only one bag type per client is allowed
    c. If there are multiple bag types to be ordered, it's best to add a new order.
3. **Order Quantity:**
    a. This is the quantity of the bags the client ordered
4. **Deadline:**
    a. Once clicked, the user can add new Client Orders
5. **Priority Assignment**
    a. This assigns the priority of the order in the table list, with 1 being the highest, and 5 the lowest.
6. **Notes**
    a. This is where the user can add short information related to the order.
7. **Save**
    a. Once the Save button is clicked, the order will be reflected in the production table list.
8. **Cancel**
    a. The Cancel button will void all the current inputs and will not be saved in the system.
9. **Void Order**

a. The void order will remove the order in the production table list.

Scheduling

Monthly View Scheduling



Features:

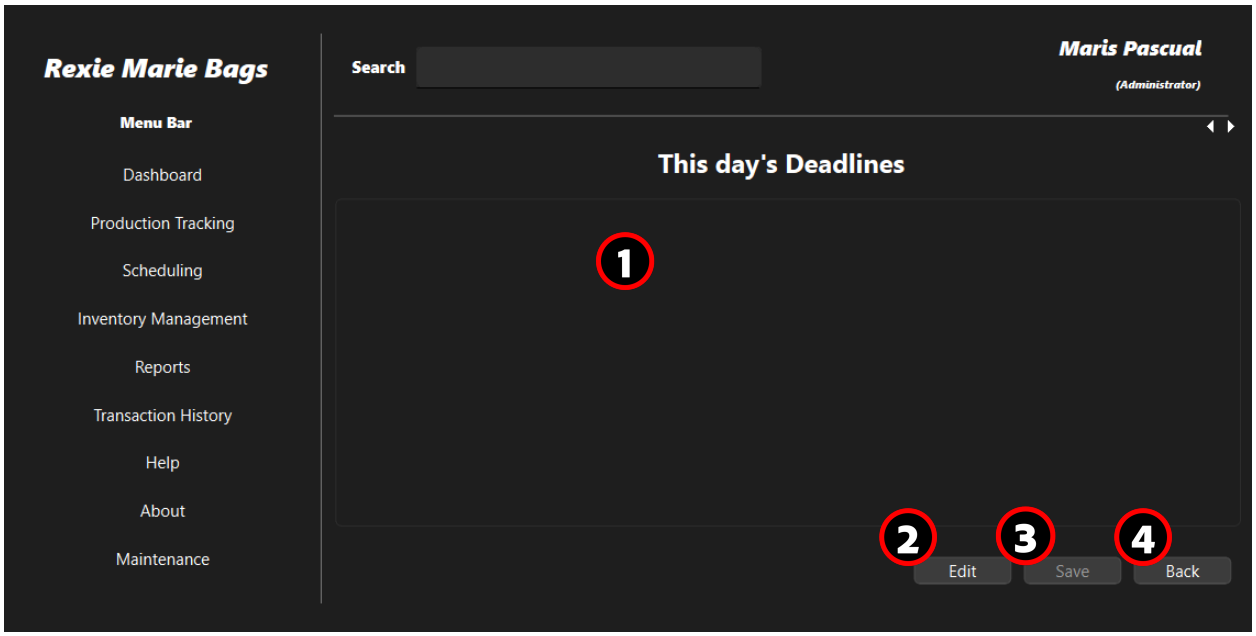
1. **Monthly Schedule Calendar:**
    a. This shows the current month and year.
    b. The days in the calendar are all clickable. Once clicked, the user can add new tasks
2. **Weekly Schedule Calendar:**
    a. The Weekly button will show the weekly scheduled tasks.
3. **Weekly Schedule Calendar:**
    a. The Daily button will show the daily scheduled tasks.

Weekly View Scheduling

Features:

1. **Display for weekly deadline**
    - Displays the deadline tasks for the week
2. **Edit:**
    - The edit button allows the user to edit the tasks listed.
3. **Save:**
    - The Save button will automatically save the tasks in the system
    - The saved tasks will be added to the calendar.
4. **Back:**
    - Once clicked, the Back button will allow the user to go back to the monthly calendar.

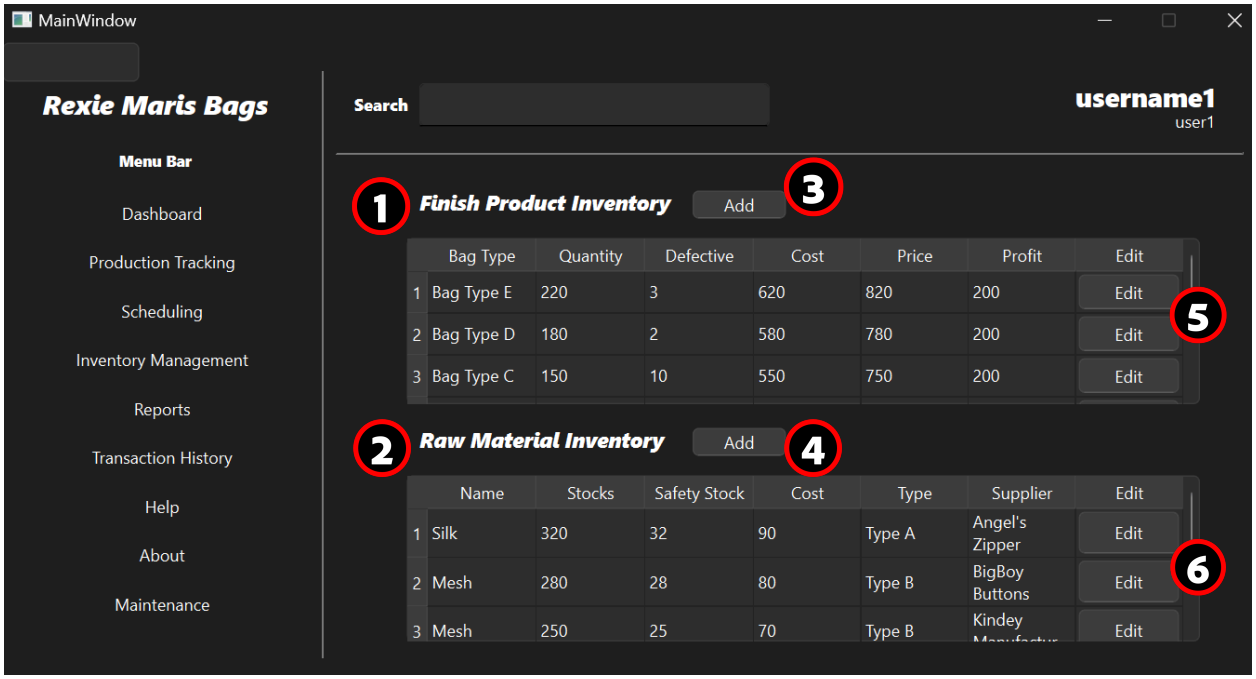
Daily View Scheduling



Features:

1. **Edit:**
    - The edit button allows the user to edit the tasks listed.
2. **Save:**
    - The Save button will automatically save the tasks in the system
    - The saved tasks will be added to the calendar.
3. **Back:**
    - Once clicked, the Back button will allow the user to go back to the monthly calendar.

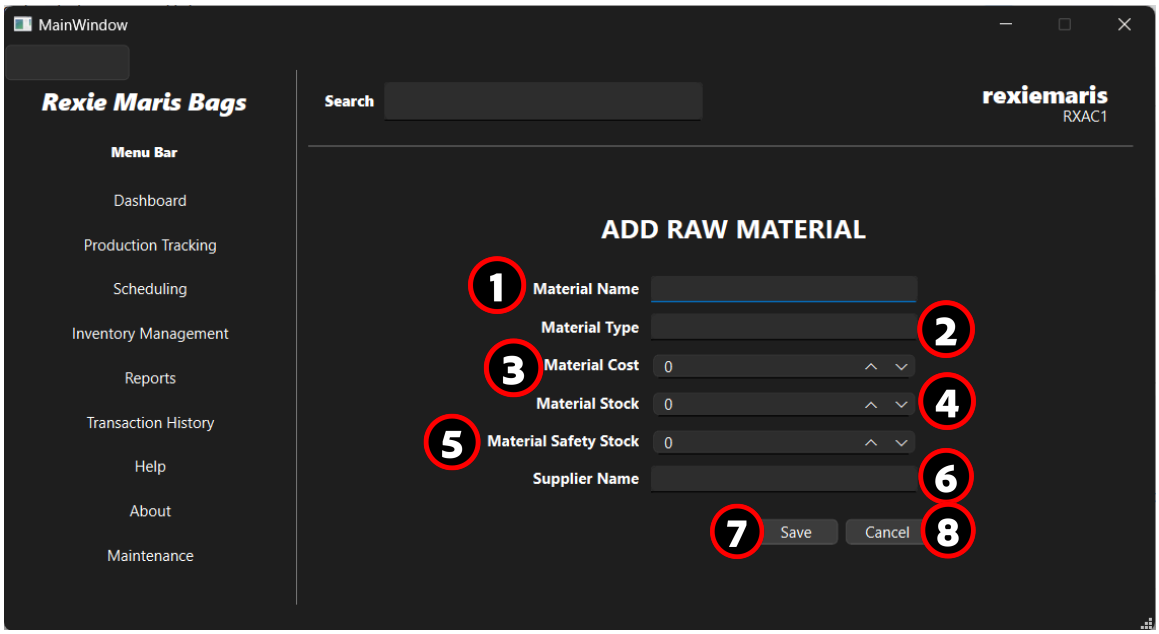
Inventory Management



Features:

1. **Display of Finished Product Inventory:**
    a. All the finished product will be displayed here including the bag type, quantity, defective, cost, price, profit, and the Edit Button
2. **Display of Raw Materials Inventory:**
    a. All the raw materials used will be displayed here including the material name, stocks, safety stocks, cost, type, supplier name, and the edit button.
3. **Add Finished product:**
    a. This allows users to add a new finished product.
4. **Add Raw materials:**
    a. This allows users to add new raw materials.
5. **Edit Finished Product:**
    a. This allows users to edit finished products.
6. **Edit Raw Materials:**
    a. This allows users to edit raw materials.

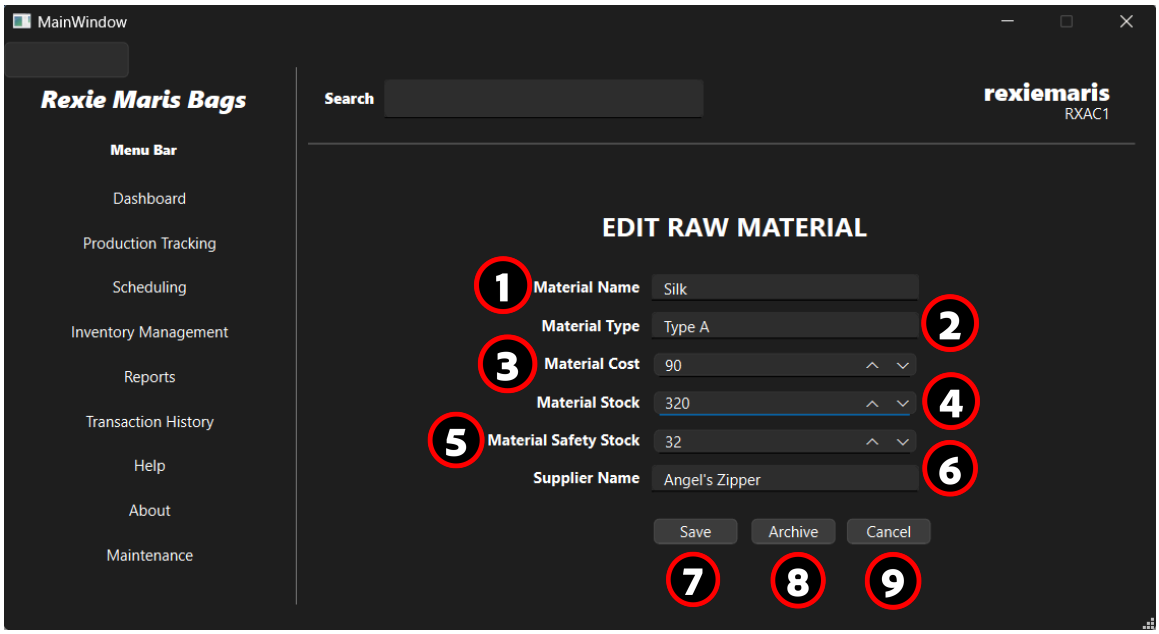
How to Add New Raw Material



Features:

1. **Input Material Name:**
    a. Input the material to be added (Ex: zipper, leather, etc.)
2. **Input Quantity:**
    a. Input the quantity of available raw material.
3. **Material Cost:**
    a. This tell the cost of the new material.
4. **Material Stock:**
    a. Input the raw material stocks available in the inventory
5. **Material Safety Stock:**
    a. Input the raw material safety stocks in the inventory
6. **Supplier Name:**
    a. Input the name of the supplier where the raw material came from
7. **Save:**
    a. This will add the new raw material to the table list.
8. **Cancel:**
    a. The current inputs made by the users will not be saved.
    b. The page will go to the inventory tracking page.

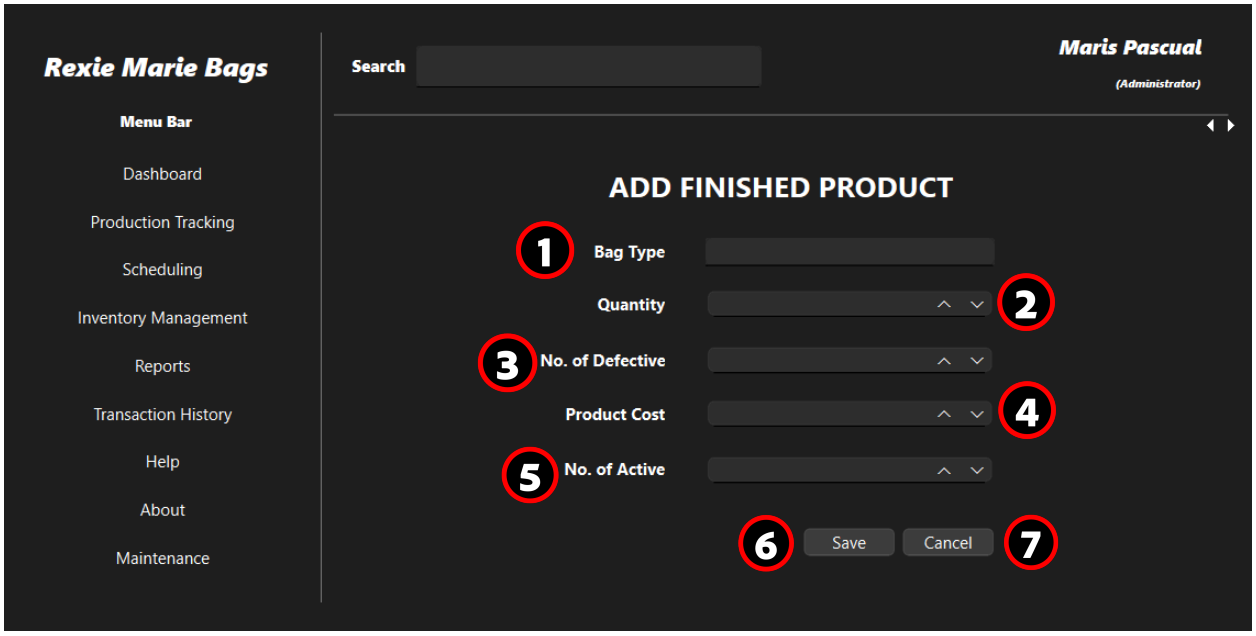
How to Edit Raw Material Information



Features:

1. **Input Material Name:**
    - Input the material to be added (Ex: zipper, leather, etc.)
    -
2. **Material Type:**
    - Input additional detail such as the material type (Ex: texture, color, etc.)
3. **Material Cost:**
    - This edits the cost of the new material.
4. **Material Stock:**
    - Input the raw material stocks available in the inventory
5. **Material Safety Stock:**
    - Input the raw material safety stocks in the inventory
6. **Supplier Name:**
    - Input the name of the supplier where the raw material came from
7. **Save:**
    - This will add the new raw material to the table list.
8. **Archive:**
    - This will remove the raw material from the table list.
9. **Cancel:**
    - The current inputs made by the users will not be saved.
    - The page will go to the inventory tracking page.

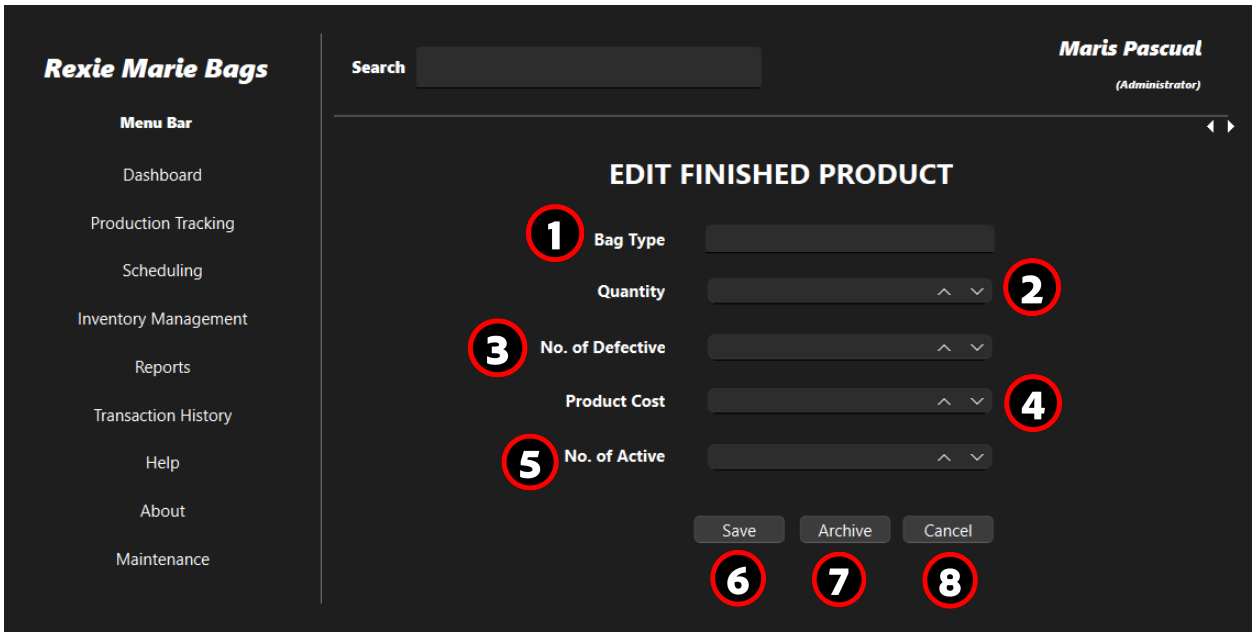
How to Add New Finished Product



Features:

1. **Input Bag Type:**
    a. Input the bag types available in the company.
    b. Examples of these are tote bags, purse bags, pencil bags, etc.
2. **Input Quantity:**
    a. Input the quantity of available finished product.
3. **No. of Defective:**
    a. Set the number of bag defectives during the production process.
4. **Product Cost:**
    a. Adds the total cost made to make the bag.
5. **No. of Active:**
    a. This will show the number of active bags in the production.
6. **Save:**
    a. The Save button will automatically save the bag type and will show it to the
7. **Archive:**
    a. This will remove the finished product from the table list.
8. **Cancel:**
    a. The current inputs made by the users will not be saved.
    b. The page will go to the inventory tracking page.

How to Edit Finished Product Information



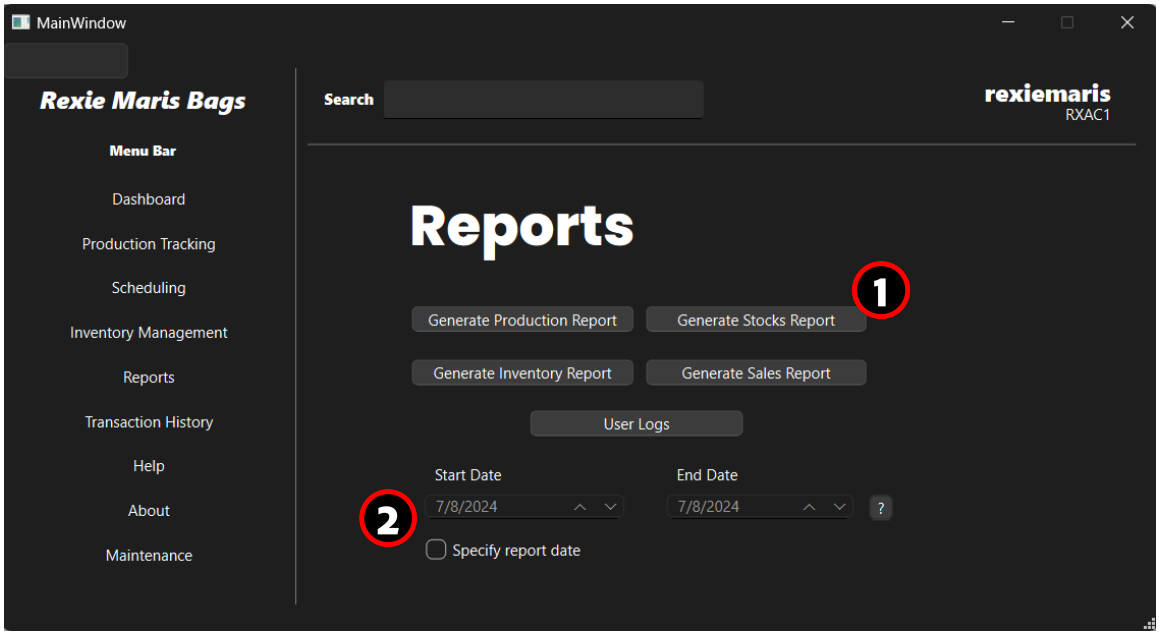
How to Edit a Finished Product:

1. **Input Bag Type:**
    - Input the bag types available in the company.
    - Examples of these are tote bags, purse bags, pencil bags, etc.
2. **Input Quantity:**
    - Input the quantity of available finished product.
3. **No. of Defective:**
    - Set the number of bag defectives during the production process.
4. **Product Cost:**
    - Shows the total cost made to make the bag.
5. **No. of Active:**
    - This will show the number of active bags in the production.
6. **Save:**
    - The Save button will automatically save the bag type and will show it to the
7. **Archive:**
    - This will remove the finished product from the table list.
8. **Cancel:**
    - The current inputs made by the users will not be saved.
    - The page will go to the inventory tracking page.

Tips:

- Regularly generate reports to monitor and analyze performance.

Reports



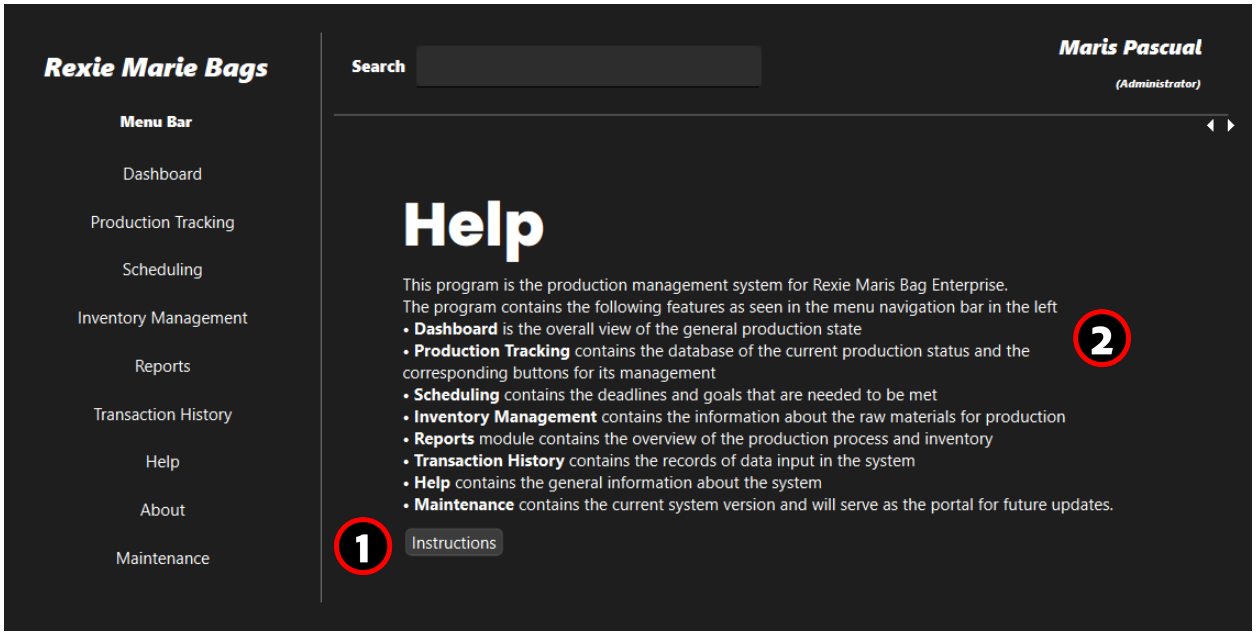
Features:

1. **Generate Reports:**
    - Create reports on various aspects of production, inventory, stocks, sales, and user logs.
    - Click 'Generate' and then export the report in the PDF Format.
2. **Customize Parameters:**
    - Set the parameters for the report (date range).

Tips:

- Regularly generate reports to monitor and analyze performance.

Help



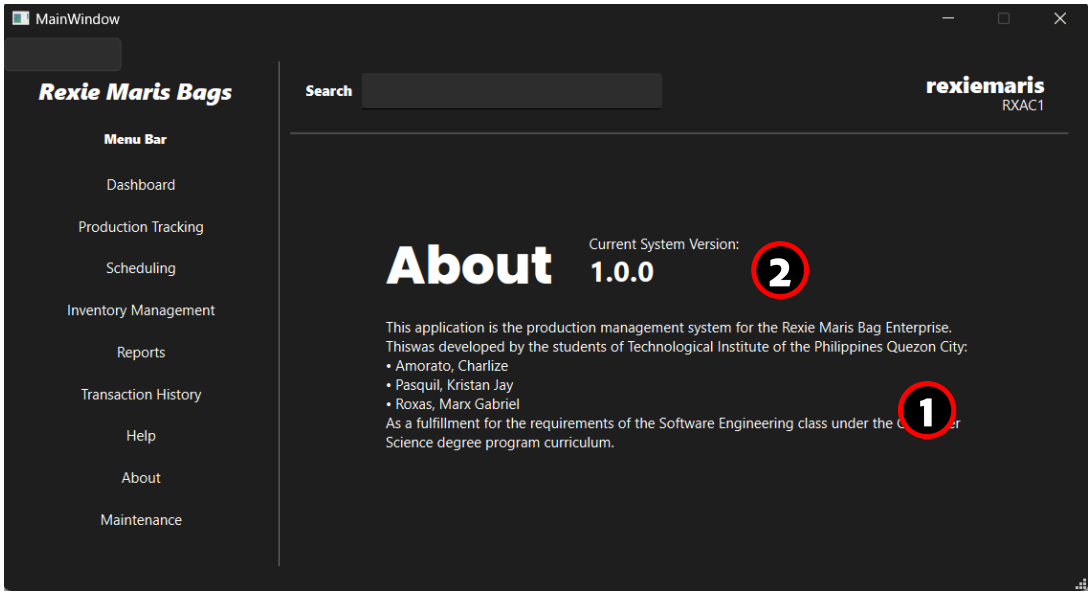
Features:

1. **User Manual:**
    - Once clicked, the user manual in PDF format will automatically open.
2. **Navigation Pages:**
    - This shows the summary navigation panels available in the menu bar with its summarized utilization.

Tips:

- Contact support for more complex problems.

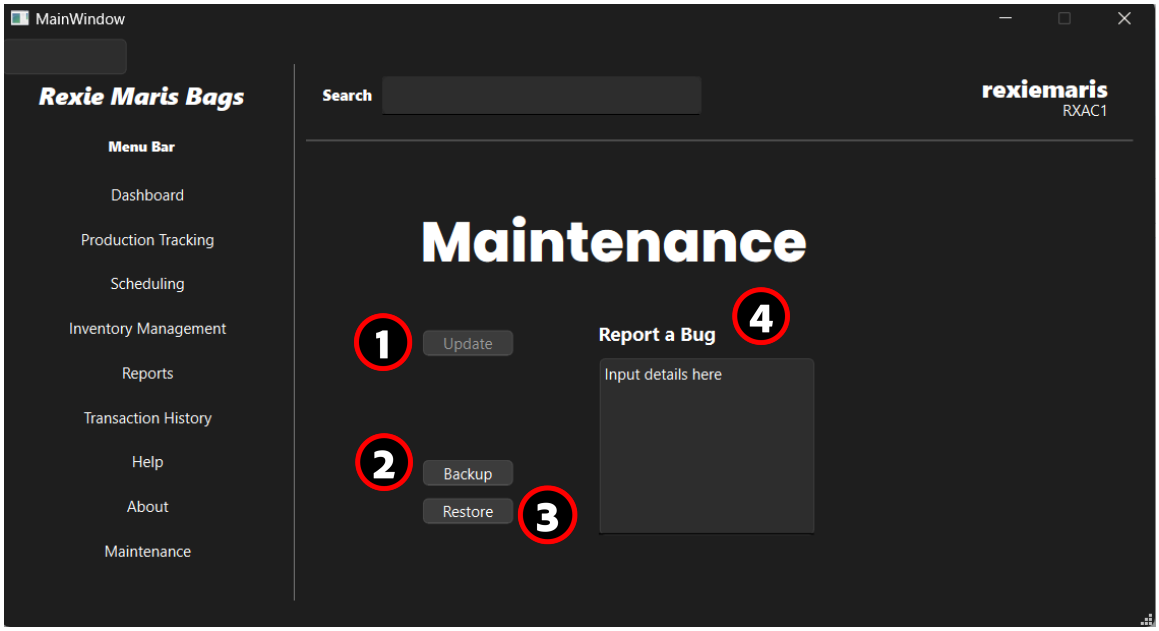
About



Features:

1. **Developer Information:**
    - Shows information about the developers of the system.
2. **Version History:**
    - Information on system updates and version history.

Maintenance



Features:

1. **Update:**
    - If the update is not available, users won't be able to click it
    - This is for bug fixing and system updates
2. **Backup:**
    - Once clicked, all data will be automatically stored inside an excel sheet.
3. **Restore:**
    - Once clicked, all data will be restored back to the system.
4. **Report bug**
    - A bag can also be reported by entering the details on the specified box .