

Rexie Marie Bag Enterprise Production Management System

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.

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Registration

The image shows a registration form on a dark background. At the top, the word "Register" is written in a large, bold, light-colored font. Below it, there are five input fields, each with a label to its left: "Username", "Password", "Confirm Password", "Special Question", and "Anser to Special Question" (note the typo in the image). The "Special Question" field is a dropdown menu with a downward arrow icon. Below the input fields, there are two buttons: "Login Instead" and "Submit Credentials", both in a light-colored font on a dark background.

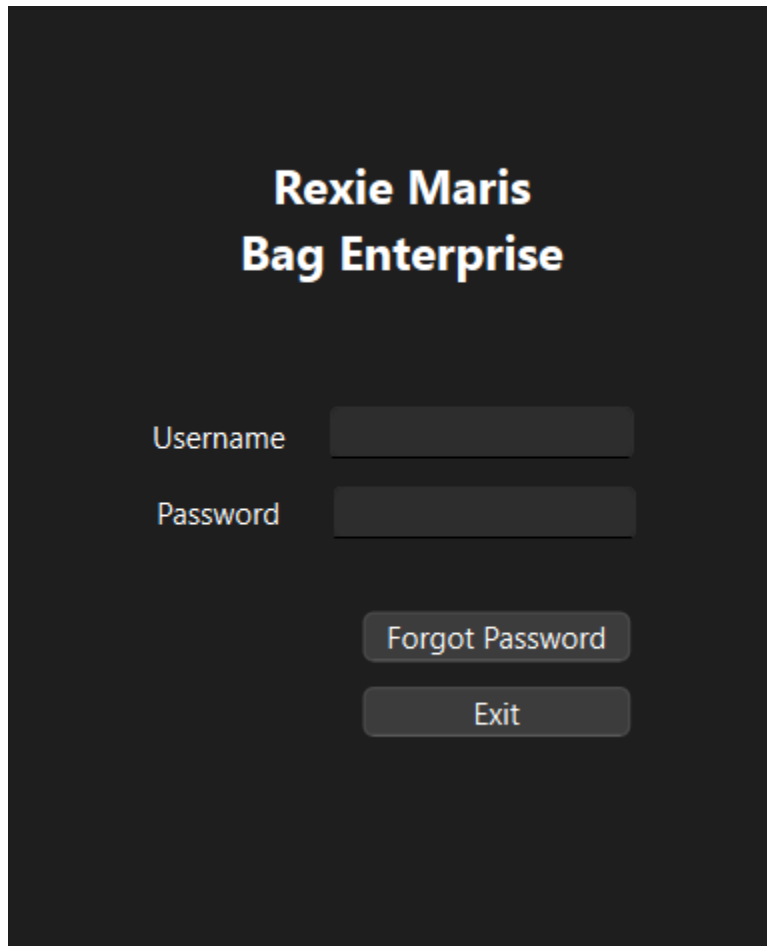
Steps to Register:

- 1. Fill in Required Details:**
 - Complete all required fields
 - Fields include Username, Password, Confirm Password, Special Question, and Answer to Special Question.
- 2. Submit Registration:**
 - Review your information for accuracy.
 - Click the 'Submit' button to complete your registration.

Tips:

- Ensure your password has an uppercase, a lowercase letter, a number, and a special character.

Login



The image shows a login interface with a dark background. At the top, the text "Rexie Maris Bag Enterprise" is displayed in a bold, white font. Below this, there are two input fields: "Username" and "Password", both with dark gray borders. To the right of each label is a corresponding input box. Below the password field, there are two buttons: "Forgot Password" and "Exit", both with a dark gray background and white text.

**Rexie Maris
Bag Enterprise**

Username

Password

[Forgot Password](#)

[Exit](#)

1. Enter Credentials:

- Input your username and password

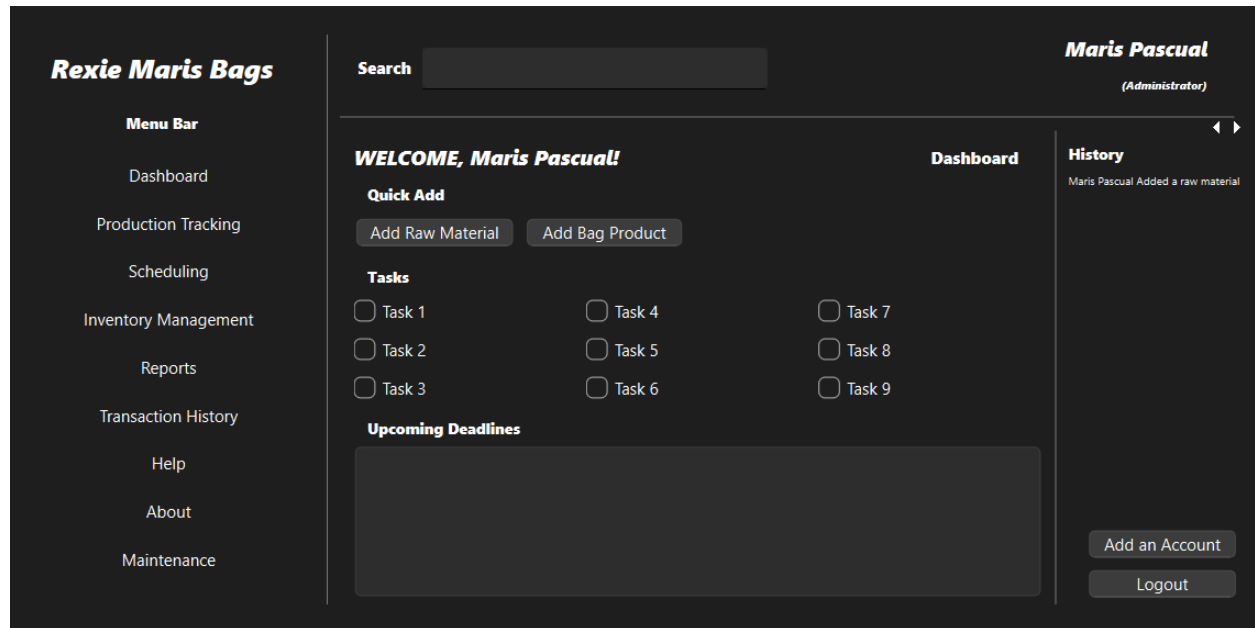
2. Submit Login:

- Click the 'Login' button to access your account.

3. Forgot Password:

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

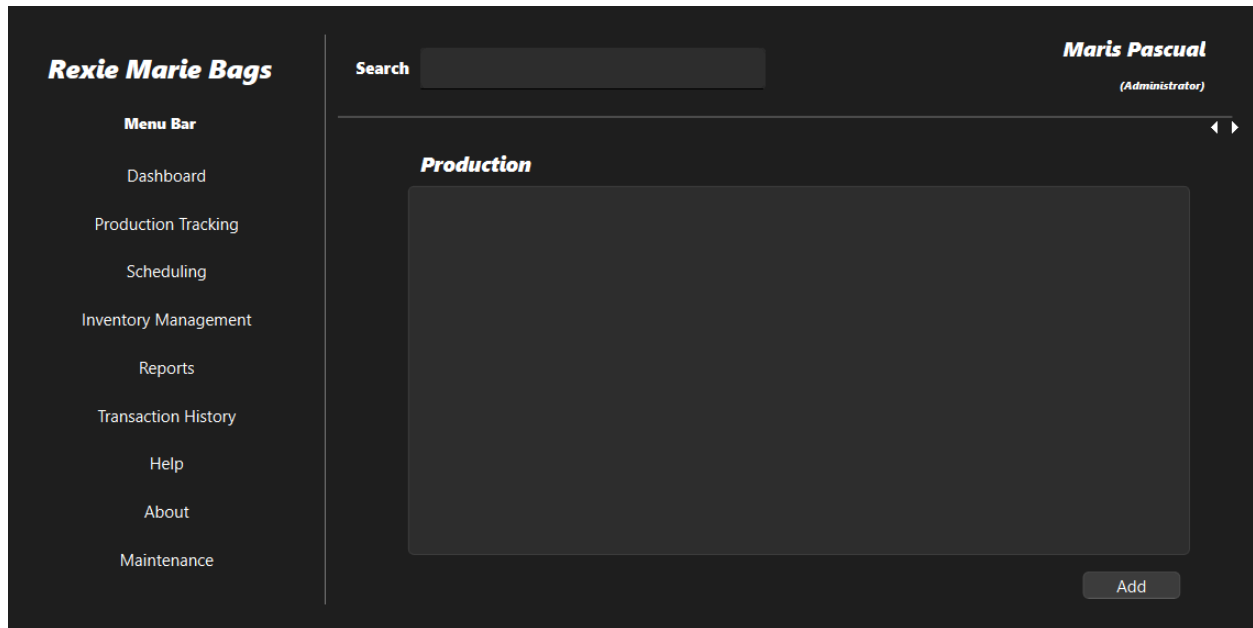
Dashboard Overview



Features:

- **Quick Add Widgets:**
 - Provides shortcut when adding raw materials and bag products
- **Tasks:**
 - Displays checkable pending tasks
- **Upcoming Deadlines:**
 - Displays upcoming deadlines
- **Transaction History:**
 - Displays the most recent activity in the system.

Production Tracking



Features:

- **Current Production Status:**
 - Monitor the progress of ongoing production tasks.
- **Detailed Task View:**
 - View detailed information on each task, including assigned staff and deadlines.
- **Update Status:**
 - Mark tasks as complete or update their progress.

Steps to Track Production:

1. **Open Production Tracking:**
 - Navigate to the 'Production Tracking' section.
2. **View Task List:**
 - See all current tasks and their statuses.
3. **Update Task:**
 - Select a task to update its progress or mark it as complete.

Tips:

- Regularly update task statuses to ensure accurate tracking.
- Communicate with team members to coordinate task completion.

Scheduling

Rexie Marie Bags

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Maris Pascual

(Administrator)

June 2024

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	26	27	28	29	30	31	1
23	2	3	4	5	6	7	8
24	9	10	11	12	13	14	15
25	16	17	18	19	20	21	22
26	23	24	25	26	27	28	29
27	30	1	2	3	4	5	6

Weekly

Daily

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(Administrator)

This week's Deadlines

Edit

Save

Back

Features:

- **Calendar View:**
 - Visual representation of all scheduled tasks and deadlines.
- **Task Assignment:**
 - Assign tasks to specific team members with due dates.
- **Reminders:**

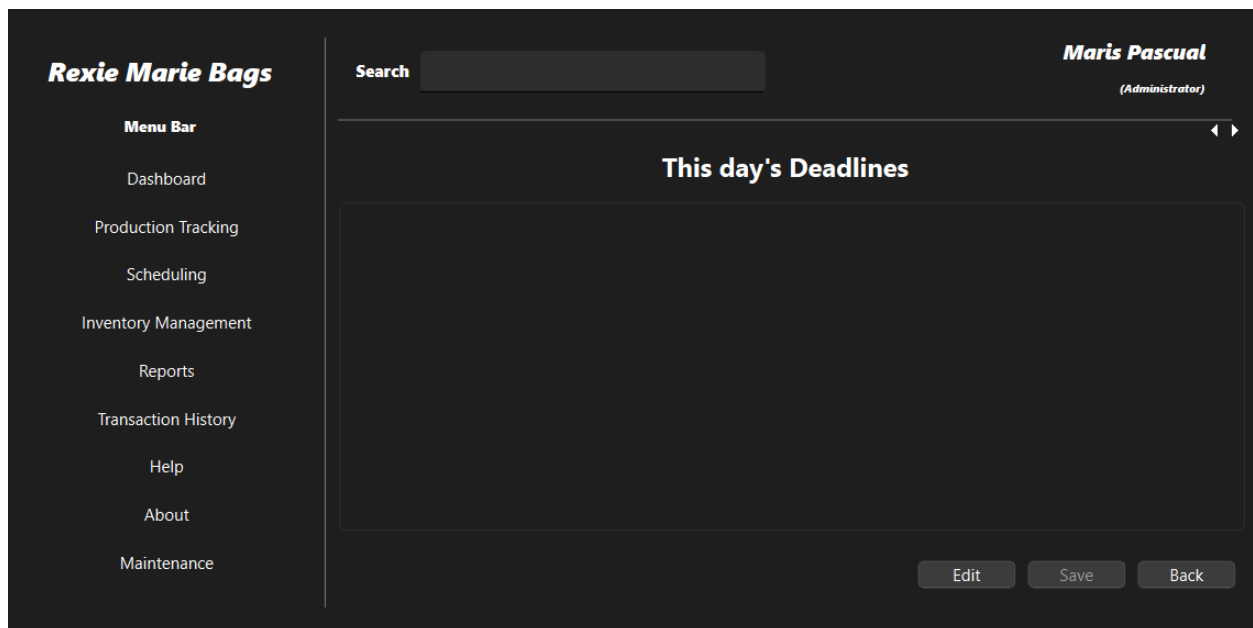
- Set reminders for upcoming deadlines.

Steps to Schedule Tasks:

1. **Open Scheduling:**
 - Navigate to the 'Scheduling' section.
2. **Create New Task:**
 - Click the 'New Task' button and fill in the required details.
3. **Assign Task:**
 - Assign the task to a team member and set a due date.
4. **Save Task:**
 - Click 'Save' to add the task to the schedule.

Tips:

- Regularly review the calendar to stay aware of upcoming tasks and deadlines.
- Use reminders to ensure important deadlines are not missed.



Inventory Management

Rexie Marie Bags

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(Administrator)

Finish Product Inventory

Add

Raw Material Inventory

Add

Rexie Marie Bags

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(Administrator)

ADD RAW MATERIAL

Material Name

Material Type

No. of Available

^

v

Material Cost

^

v

Material Stock

^

v

Material Safety Stock

^

v

Supplier Name

Save

Cancel

Rexie Marie Bags

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Maris Pascual

(Administrator)

EDIT RAW MATERIAL

Material Name

Material Type

No. of Available

^

v

Material Cost

^

v

Material Stock

^

v

Material Safety Stock

^

v

Supplier Name

Save

Archive

Cancel

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(Administrator)

ADD FINISHED PRODUCT

Bag Type

Quantity

^

v

No. of Defective

^

v

Product Cost

^

v

No. of Active

^

v

Save

Cancel

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(Administrator)

EDIT FINISHED PRODUCT

Bag Type

Quantity

^

v

No. of Defective

^

v

Product Cost

^

v

No. of Active

^

v

Save

Archive

Cancel

Reports

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Reports

Generate Production Report

Generate Stocks Report

Generate Inventory Report

Generate Sales Report

Features:

- **Generate Reports:**
 - Create reports on various aspects of production, inventory, and transactions.
- **Customizable Reports:**

- Customize report parameters to focus on specific data.
- **Export Options:**
 - Export reports in various formats (PDF, Excel).

Steps to Generate a Report:

1. **Open Reports:**
 - Navigate to the 'Reports' section.
2. **Select Report Type:**
 - Choose the type of report you wish to generate.
3. **Customize Parameters:**
 - Set the parameters for the report (date range, specific data points).
4. **Generate and Export:**
 - Click 'Generate' and then export the report in the desired format.

Tips:

- Regularly generate reports to monitor and analyze performance.

Transaction History

Help

Rexie Marie Bags

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(Administrator)

Help

This program is the production management system for Rexie Maris Bag Enterprise. The program contains the following features as seen in the menu navigation bar in the left

- **Dashboard** is the overall view of the general production state
- **Production Tracking** contains the database of the current production status and the corresponding buttons for its management
- **Scheduling** contains the deadlines and goals that are needed to be met
- **Inventory Management** contains the information about the raw materials for production
- **Reports** module contains the overview of the production process and inventory
- **Transaction History** contains the records of data input in the system
- **Help** contains the general information about the system
- **Maintenance** contains the current system version and will serve as the portal for future updates.

Instructions

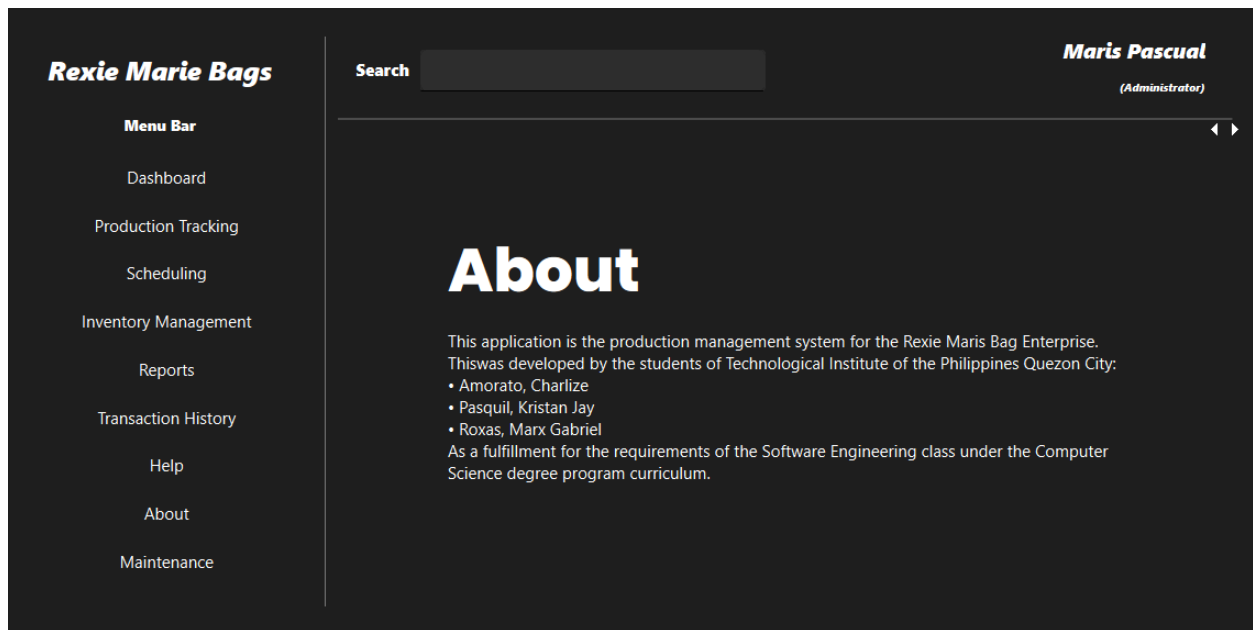
Features:

- **FAQ:**
 - Frequently Asked Questions section for common issues and solutions.
- **User Guide:**
 - Comprehensive guide on using the system.
- **Support Contact:**
 - Information on how to contact customer support for assistance.

Tips:

- Check the FAQ for quick solutions to common issues.
- Contact support for more complex problems.

About



Features:

- **Company Information:**
 - Overview of Rexie Marie Bag Enterprise.
- **System Information:**
 - Details about the production management system.
- **Version History:**
 - Information on system updates and version history.

Steps to View About Page:

1. **Open About:**
 - Navigate to the 'About' section.
2. **Browse Information:**
 - Review the company and system information provided.

Tips:

- Check the version history to stay updated on new features and updates.

Maintenance

