USER GUIDE

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For Aromacare - Version 1.0

ATMX.
ATMX.

Team 40

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Introduction

Welcome to Aromacare's inventory management system. This user guide is designed to provide documentation for people who will use this system on a day-to-day basis. This document is designed to be read by Aromacare's management and production team. Apart from the regular login process, it is worth noting that different users will have different accesses to the features documented below.

Software Download

First, we need to download several pieces of software to allow a user to run the website locally on their own computer without being visible to anyone from the internet.

Install Instructions for Windows

https://www.wikihow.com/Install-XAMPP-for-Windows

Install Instructions for MacOS

https://dev.to/honorezemagho/xampp-installation-step-by-step-on-macos-4hi2

Install Instructions for Linux

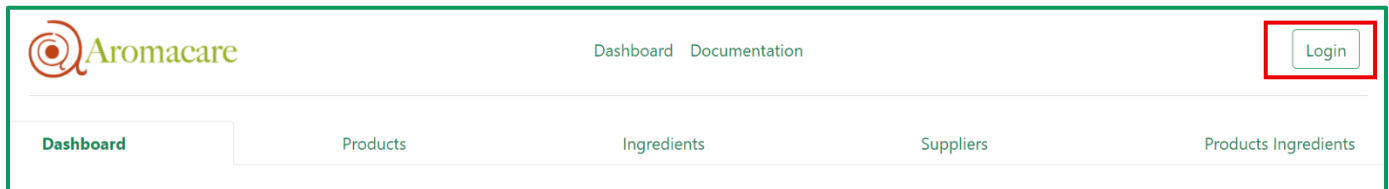https://www.wikihow.com/Install-XAMPP-on-Linux

Manage Accounts

Regular Account Login

By logging in, you will be given access to the products' recipes (accounts are used for this purpose only).

1. Navigate to the system, click the 'Login' button on the top right corner.

2. Enter your email address and password, then click 'Login'.
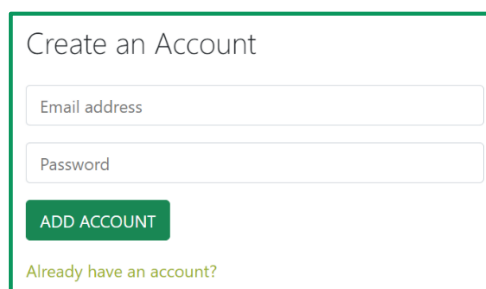3. The products' recipes are now accessible for you.

Add a New Admin Account

Aromacare's business owner can login and create admin accounts.

1. Click 'Add Account' to add new admin accounts (will only be visible when logged in the business owner's account).
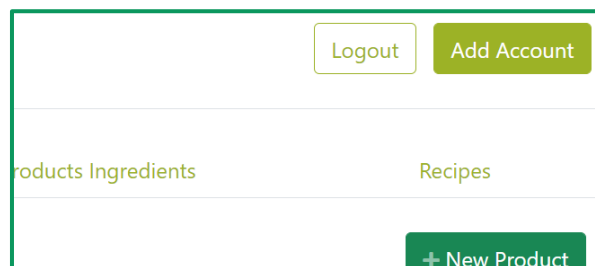
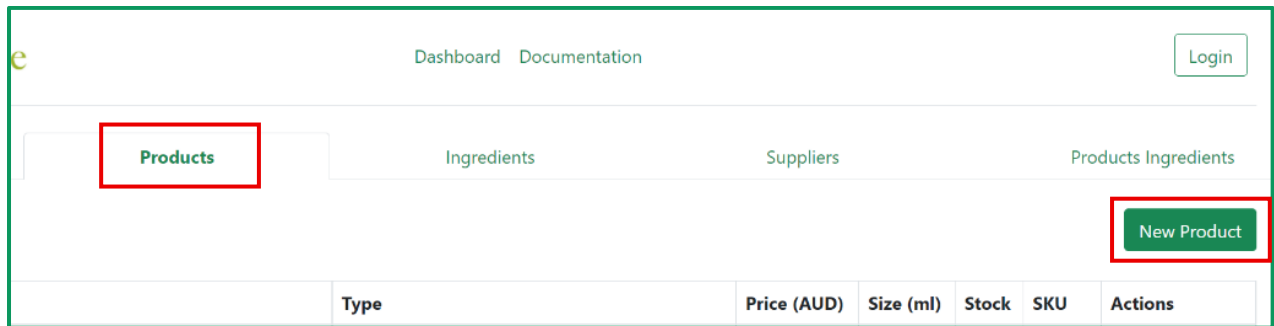

2. Enter email address and password for new account.

3. Click 'Add Account' to save new login credentials.

Manage Products
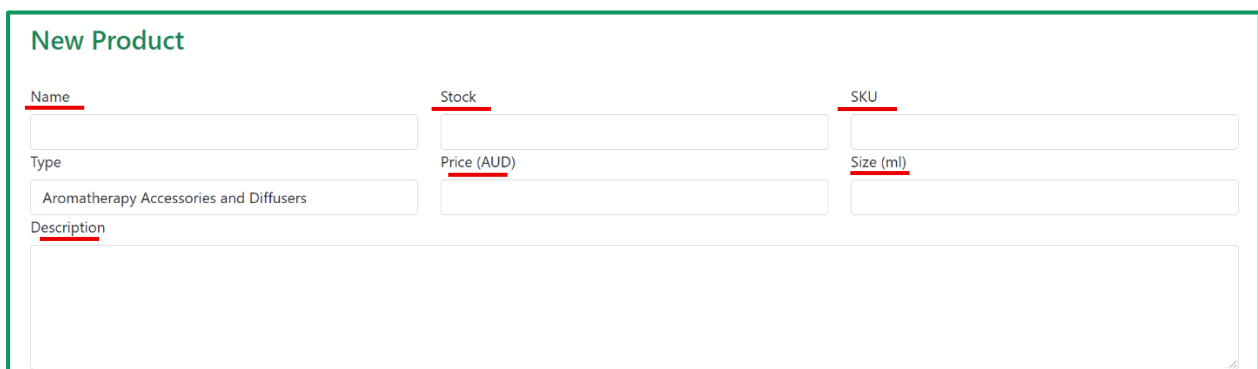
Add a New Product

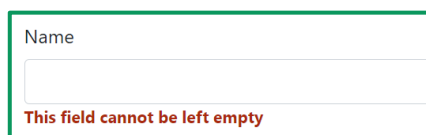1. From the Dashboard, navigate to the 'Products' tab and click 'New Product'.

2. Enter appropriate data into the input box (Name, Stock, SKU, Price, Size), error messages will appear for invalid data.
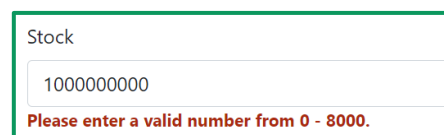
3. Select one matching product type and recipe from the dropdown lists.

4. Select matching ingredient(s) for the product.

5. a. Click 'Add Product' to add the product and related information to the system.

b. Click 'List Products' to leave current page and view list of existing products (current data entered will not be saved).

Edit a Product

1. From the Dashboard, navigate to 'Products' tab and input the keywords on the top right corner to search for the product you want to edit.

2. Click 'Edit' under the 'Actions' tab, edit any information that you want to update.

3. a. Click 'List Products' to leave current page and view list of existing products (current changes will not be saved).
   b. Click 'Delete Products' to delete current product from system.
   c. Click 'Save Changes' to save new changes to current product.

Validation Rule for Product

1. Name: Only alphabetic characters and blank space are allowed (Blank space only is not accepted).
2. Stock: Should be numeric between -1000-8000.
3. Price: Should be numeric between 0-8000.
4. Size; Should be numeric between 0-10000.

Delete Product

1. From the Dashboard, navigate to 'Products' tab and input the keywords on the top right corner to search for the product you want to edit.

2. Click 'Delete' under the 'Actions' tab, delete any product that you needed.

View Product's Recipe

1. From the Dashboard, navigate to 'Products' tab and input the keywords on the top right corner to search for the product.
2. Click on the link under the 'Recipe' column and navigate to the recipe page.

Recipe ↑↓
8
2
3

Manage Ingredients

Add a New Ingredient

1. From the Dashboard, navigate to the 'Ingredients' tab and click New Ingredient.
2. Enter appropriate data into the input box (Name, Stock, Price), error messages will appear for invalid data.
3. Select one matching ingredient supplier from the 'Supplier' dropdown list.
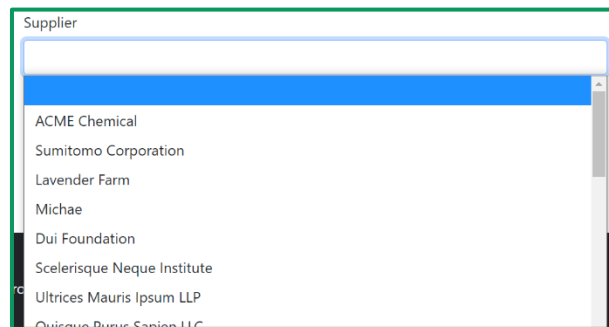
4. a. Click 'Add Ingredient' to add the ingredient and related information to the system.

   b. Click 'List Ingredients' to leave current page and view list of existing ingredients(current data entered will not be saved).

View an Ingredient

1. From the Dashboard, navigate to 'Ingredients' tab and input the keywords on the top right corner to search for the ingredient you want to view.
2. Click 'View' under the 'Actions' tab, view any ingredient that you needed.
3. a. Click 'Edit Ingredient' to edit the current ingredient's information.

   b. Click 'Delete Ingredient' to delete the current ingredient.

   c. Click 'List Ingredients' to leave current page and view list of existing ingredients.

   d. Click 'New Ingredient' to add a new ingredient.

Edit an Ingredient

1. From the Dashboard, navigate to 'Ingredients' tab and input the keywords on the top right corner to search for the ingredient you want to edit.
2. Click 'Edit' under the 'Actions' tab, edit any information that you want to update.
3. a. Click 'List Ingredients' to leave current page and view list of existing ingredients (current changes will not be saved).
   b. Click 'Delete Ingredient' to delete current ingredient from system.
   c. Click 'Save Changes' to save new changes to current ingredient.

Validation Rule for Ingredient

1. Name: Only alphabetic characters and blank space are allowed (Blank space only is not accepted).
2. Stock: Should be numeric between -1000-8000.
3. Price: Should be numeric between 0-8000.

Delete Ingredient

1. From the Dashboard, navigate to 'Ingredients' tab and input the keywords on the top right corner to search for the ingredient you want to edit.
2. Click 'Delete' under the 'Actions' tab, delete any ingredient that you needed.

Managing Supplier

Add a New Supplier

1. From the Dashboard, navigate to the 'Suppliers' tab and click 'New Supplier'.
2. Enter appropriate data into the input box (Name, Phone Number, Email, Address), error messages will appear for invalid data.
3. a. Click 'Add Supplier' to add the supplier and related information to the system.

   b. Click 'List Suppliers' to leave current page and view list of existing suppliers (current data entered will not be saved).

View a Supplier

1. From the Dashboard, navigate to 'Suppliers' tab and input the keywords on the top right corner to search for the supplier you want to view.
2. Click 'View' under the 'Actions' tab, view any supplier that you needed.
3. a. Click 'Edit Supplier' to edit the current supplier's information.

   b. Click 'Delete Supplier' to delete the current supplier.

   c. Click 'List Suppliers' to leave current page and view list of existing suppliers.

   d. Click 'New Supplier' to add a new supplier.

Edit a Supplier

1. From the Dashboard, navigate to 'Suppliers' tab and input the keywords on the top right corner to search for the supplier you want to edit.
2. Click 'Edit' under the 'Actions' tab, edit any information that you want to update.
3. a. Click 'List Suppliers' to leave current page and view list of existing suppliers (current changes will not be saved).

   b. Click 'Delete Supplier' to delete current supplier from system.

   c. Click 'Save Changes' to save new changes to current supplier.

Validation Rule for Supplier

1. Name: Only alphabetic characters and blank space are allowed (Blank space only is not accepted).
2. Phone number: Should be a valid phone number format.
3. Email: Should be a valid email format.
4. Wait Time: Should be numeric between 0-365.
5. Address: Should not be left empty.

Delete Supplier

1. From the Dashboard, navigate to 'Suppliers' tab and input the keywords on the top right corner to search for the supplier you want to edit.
2. Click 'Delete' under the 'Actions' tab, delete any supplier that you needed.

Manage Recipes

Add a New Recipe

1. From the Dashboard, navigate to the 'Recipes' tab and click 'New Recipe'.
2. Enter appropriate data into the input box (Method), error messages will appear for invalid data.
3. a. Click 'Add Recipe' to add the recipe and related information to the system.

   b. Click 'List Recipes' to leave current page and view list of existing recipes (current data entered will not be saved).

View a Recipe

1. From the Dashboard, navigate to 'Recipes' tab and input the keywords on the top right corner to search for the recipe you want to view.
2. Click 'View' under the 'Actions' tab, view any recipe that you needed.

Recipe 1

Calming Massage & Body Oil

Step 1
Preheat oven to 180C or 160C fan-forced. Line 2 baking trays with baking paper. Using an electric mixer or whisking by hand, beat **butter** and **sugars** , and 1-2 minutes or until smooth and well combined. Beat in **egg** and **vanilla** until combined.

Step 2
Stir in **flour**. Stir in **dark** and **milk choc bits**. Roll 2 level tablespoonfuls of mixture into balls and place on prepared trays, 3cm apart. Press down slightly. Decorate with extra choc bits.

Step 3
Bake for 15-18 minutes or until light golden and cooked. Transfer to a wire rack to cool. Store in an airtight container for up to 1 week.

3. a. Click 'Edit Recipe' to edit the current recipe's information.

   b. Click 'Delete Recipe' to delete the current recipe.

   c. Click 'List Recipes' to leave current page and view list of existing recipes.

   d. Click 'New Recipe' to add a new recipe.

Edit a Recipe

1. From the Dashboard, navigate to 'Recipes' tab and input the keywords on the top right corner to search for the recipe you want to edit.
2. Click 'Edit' under the 'Actions' tab, edit any information that you want to update.

3. a. Click 'List Recipes' to leave current page and view list of existing recipes (current changes will not be saved).
   b. Click 'Delete Recipe' to delete current recipe from system.
   c. Click 'Save Changes' to save new changes to current recipe.

Delete Recipe(s)

1. From the Dashboard, navigate to 'Recipes' tab and input the keywords on the top right corner to search for the recipe you want to edit.
2. Click 'Delete' under the 'Actions' tab, delete any recipe that you needed.

Ingredient Threshold

Set/Update Ingredient Threshold

1. From the Dashboard, go to 'Update Ingredient Order Threshold' section.
2. Select one ingredient to set/update threshold from dropdown list.
3. Enter the threshold limit.
4. Click 'Save Changes' to set/update threshold limit for selected ingredient.

Backup and Recovery

Good practises are highly advised for database and system backup/recovery.

Recommended Practises

1. Develop a comprehensive backup plan.
2. Perform effective backup management.
3. Schedule periodical backup archiving.
4. Retain copies of the database insert commands.
5. Perform trial restorations.
6. Do not store backups on the same computer/disk that you are backing up.

Troubleshooting

When do I need to login?
You only need to log in using your given account authorised by your business owner when you want to access recipes. No account login process required if you just want to perform general data crunching.

How can I navigate back to the homepage?
There are navigation buttons on most of the pages that provide redirection to other pages however if at any point you are lost clicking on the 'Aromacare' banner in the top left of the screen will bring you back to the homepage.

What happens if the site is unexpectedly slow?
Whilst this has not appeared at all in testing, we would suggest either waiting for the page to load or navigate back to the homepage by clicking on the logo. Also be sure to check that your internet connection is active if the site is not loading correctly.