



# **.CONNECT PHARMACARE**

# **MANUAL**

**VERSION 8.0**

# OVERVIEW

The purpose of this manual is to give step by step instructions on how to use **.ConnectPharmacare**, a Drug Management Software. **In .ConnectPharmacare**, the following icons are important;

Search



Print



Delete



Edit



# LOGGING IN

The **.Connect Pharmacare** software **Admin Interface** is accessed on your computer by opening a browser and typing in **“localhost:8500/connectpharmacare/admin”** directly from the server or **server IP address:8500/connectpharmacare/admin** OR by double-clicking on the browser shortcut created for you on your desktop.

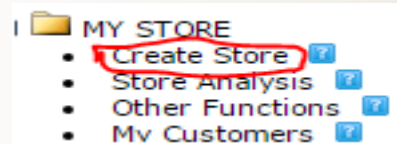
Once the page is opened, type in your unique username and password, click “LOG IN” and you are in.



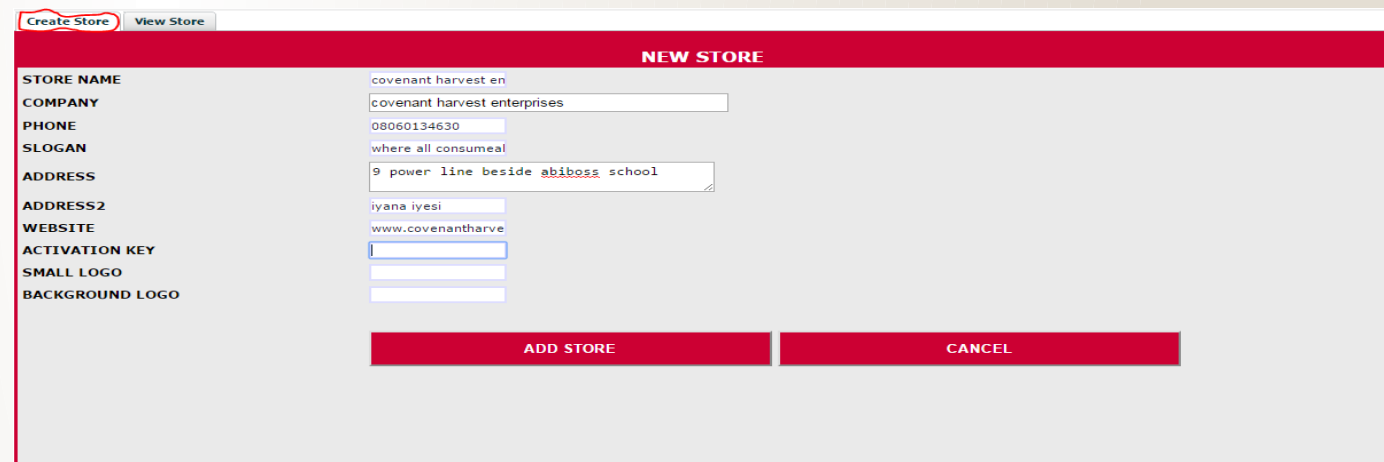
The screenshot shows a web browser window displaying the login page for the .Connect Pharmacare Admin Interface. The page has a title bar that says "Please Log In". The main content area features the ".CONNECT PHARMACARE" logo in the top left, followed by a large orange number "8" and a red graphic of a hand holding a pen. Below this, there are two input fields: "USERNAME:" with the text "chijake" and "PASSWORD:" with a masked password "\*\*\*\*\*". A red "LOG IN" button is positioned below the password field. In the bottom right corner, there is a small circular logo with the text "ETN" and "CONNECT" around it.

# ADDING A NEW STORE

To add a new store, click on the "create store" module (highlighted in red)



Fill in the details of the new store. Ensure the other tab (highlighted in red below) is clicked and the details filled to ensure detailed store information. Once all details have been entered, click on "**Add Store**".

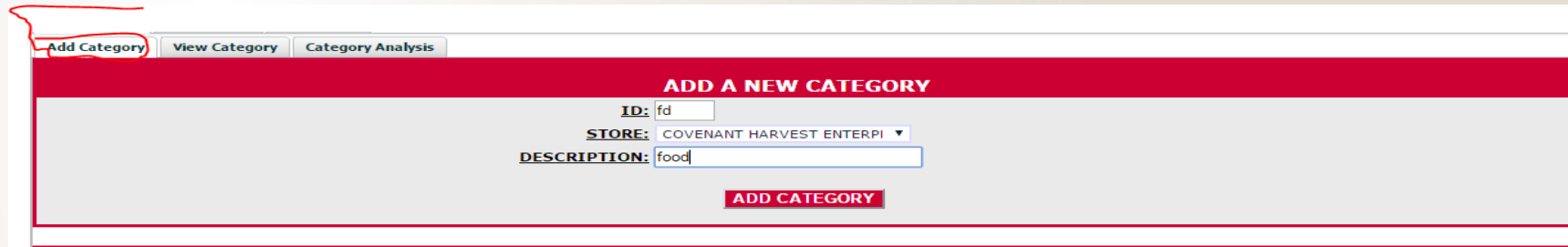
A screenshot of a web application form titled 'NEW STORE'. At the top, there are two tabs: 'Create Store' (highlighted in red) and 'View Store'. The form contains several input fields with labels on the left: 'STORE NAME' (covenant harvest en), 'COMPANY' (covenant harvest enterprises), 'PHONE' (08060134630), 'SLOGAN' (where all consumeal), 'ADDRESS' (9 power line beside abiboss school), 'ADDRESS2' (iyana iyese), 'WEBSITE' (www.covenantharve), 'ACTIVATION KEY' (empty), 'SMALL LOGO' (empty), and 'BACKGROUND LOGO' (empty). At the bottom right, there are two buttons: 'ADD STORE' and 'CANCEL'.

# ADDING A NEW CATEGORY

To add a new category, click on the "categories" module (highlighted in red)

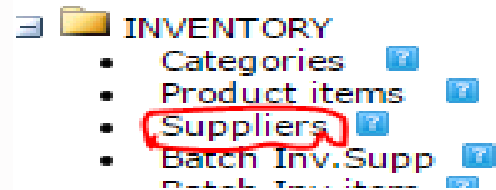


Ensure the other tab (highlighted in red below) is clicked Fill in the details of the new category in this format; for the "category id" box, you expected to enter two characters for example (FD) then select the store involve and add the category description for example (FOOD). Once done click on "**ADD CATEGORY**"

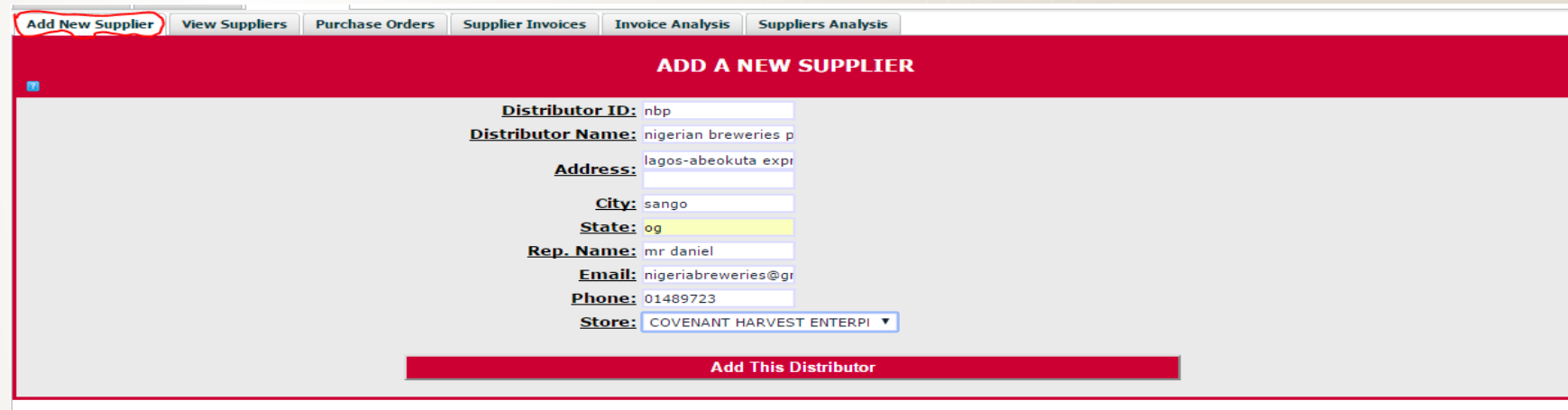
A screenshot of a web application form titled 'ADD A NEW CATEGORY'. At the top, there are three tabs: 'Add Category', 'View Category', and 'Category Analysis'. The 'Add Category' tab is highlighted in red. Below the tabs, the form contains three fields: 'ID:' with the value 'fd', 'STORE:' with a dropdown menu showing 'COVENANT HARVEST ENTERPI', and 'DESCRIPTION:' with the value 'food'. At the bottom of the form is a red button labeled 'ADD CATEGORY'. A large orange arrow points from the left towards the 'Add Category' tab.

# ADDING A NEW SUPPLIER/DISTRIBUTOR

To add a new supplier, click on the "suppliers" module (highlighted in red)

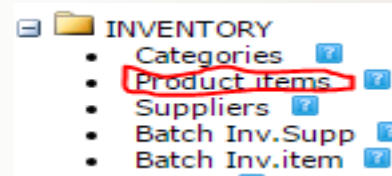


Fill in the details of the new supplier/distributor. Ensure the other tab (highlighted in red below) is clicked and the details filled to ensure detailed supplier/distributor information. Once all details have been entered, click on "**Add This Distributor**".

A screenshot of a web application form titled 'ADD A NEW SUPPLIER'. The form has a red header bar with the title. Below the header, there are several tabs: 'Add New Supplier', 'View Suppliers', 'Purchase Orders', 'Supplier Invoices', 'Invoice Analysis', and 'Suppliers Analysis'. The 'Add New Supplier' tab is highlighted in red. The form contains the following fields: 'Distributor ID:' with value 'nbp', 'Distributor Name:' with value 'nigerian breweries p', 'Address:' with value 'lagos-abeokuta expi', 'City:' with value 'sango', 'State:' with value 'og', 'Rep. Name:' with value 'mr daniel', 'Email:' with value 'nigeriabreweries@gr', 'Phone:' with value '01489723', and 'Store:' with a dropdown menu showing 'COVENANT HARVEST ENTERPI'. At the bottom of the form is a red button labeled 'Add This Distributor'. On the left side of the slide, there is a large orange arrow pointing towards the form.

# ADDING A NEW DRUG

To add a new drug, click on the "product items" module (highlighted in red)



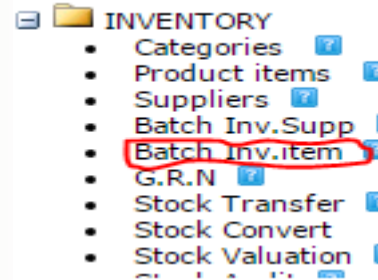
Ensure the other tab (highlighted in red below) is clicked. Scan in the barcode and alternate code into the barcode box, while the system generates the product ID automatically. Enter the prices, stock quantity, alert quantity and select the appropriate generic and diagnosis name for each drug. Ensure a category is selected alongside supplier/distributor and click on the **"Add This Item"** button below.

A screenshot of a web form titled 'ADD A NEW CATALOG'. The form contains various input fields for drug information: BARCODE, ALTERNATE CODE, ITEM NAME, CATEGORY (dropdown), STOCK QUANTITY, ALERT QUANTITY, DESCRIPTION, DISTRIBUTOR (dropdown), COST PRICE, PROFIT MARGIN%, NORMAL PRICE, VALUE PRICE, QTY IN CTN, GENERIC NAME (dropdown), and DIAGNOSIS (dropdown). There is a 'UNIT TYPE' dropdown on the right. Below these fields is a section for 'Quantity Discounts' with two rows for 'LEVEL 1' and 'LEVEL 2', each with 'DISCOUNT QTY' and 'PERCENTAGE' fields. At the bottom of the form is a red button labeled 'Add This item'. An orange arrow from the left points towards this button.



# HOW TO UPDATE USING BATCH INVENTORY BY ITEM

To update drugs supplied using batch.inv.item, click on the "batch.inv.item" module (highlighted in red)



click "**select a store**" to select the store and "**select a category**" to select the category, type in the drug name and click on "**Load Items**" for it to give you a drop down of the drug(s). You are to fill in the new drug supplied quantities in the new qty box. Ensure you change the prices if any change occurred and when done click on "**Load New Inventory**"

**CATALOG SEARCH**

SELECT A STORE: MARS SUPERSTORES      SELECT A CATEGORY: CHOCOLATES      ITEM NAME:

**LOAD ITEMS**

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**BATCH SUPPLY SHEET** 9 RECORDS

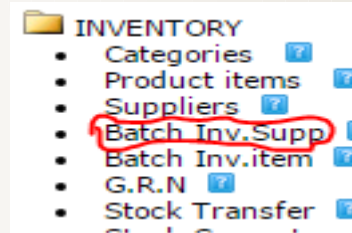
ITEM NAME	ID	CUR. QTY	CTN. QTY	QTY IN CTN	NEW. QTY	TOT. QTY	CP	MARGIN%	SP	DELIVERY DATE	EXPIRY DATE	REMINDER TIME	SUPPLIER	INVOICE NUM	STORE
AKELLA KREM	8697442100249 6	0	1	0			416.0	0	470.0	2014-07-28	2014-07-28	10	DAN VEN		MARS SI
AKELLA KREM DUO	8697442103172 6	0	1	0			416.0	0	470.0	2014-07-28	2014-07-28	10	DAN VEN		MARS SI
BON O BON	77930002 13	0	1	0			25.0	0	50.0	2014-07-28	2014-07-28	10	CHISBEI		MARS SI
BOUNTY	40111216 14	0	1	0			91.0	0	200.0	2014-07-28	2014-07-28	10	CHISBEI		MARS SI
COCOS CHOCOLATE	8693029600140 1	0	1	0			13.0	0	20.0	2014-07-28	2014-07-28	10	CHISBEI		MARS SI
OAT MILK	4738562208300 22	0	1	0			21.0	0	50.0	2014-07-28	2014-07-28	10	CHISBEI		MARS SI
SNACK PACK	027000419298 30	0	1	0			311.0	0	500.0	2014-07-28	2014-07-28	10	MERCIFI		MARS SI
SNICKERS	5000159461122 3	0	1	0			91.0	0	200.0	2014-07-28	2014-07-28	10	A.FAIR L		MARS SI
VIGOR CHOCOLATE	8692621810025 7	0	1	0			91.0	0	200.0	2014-07-28	2014-07-28	10	CHISBEI		MARS SI

**LOAD NEW INVENTORY**      **CANCEL DATA**



# UPDATE USING BATCH INVENTORY BY SUPPLIER

To update drugs supplied using batch.inv.sup, click on the "batch.inv.sup" module (highlighted in red)



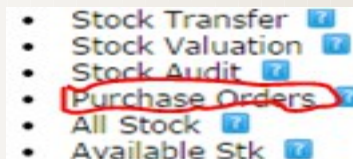
click "**select a supplier**" to select a supplier and "**select a store**" to select a store and click on "**Search Suppliers**" for it to give you a drop down of the drug(s) supplied by the above supplier. You are to fill in the new drug supplied quantities in the new qty box. Ensure you change the prices if any change occurred and when done click on "**Load New Inventory**"

A screenshot of a software interface. The top section is titled 'CATALOG SEARCH' and contains two dropdown menus: 'SELECT A SUPPLIER' (showing 'MODUPE FOLARIN NIG LTD.') and 'SELECT A STORE' (showing 'CON'). Below these is a red button labeled 'SEARCH SUPPLIERS'. The bottom section is titled 'BATCH SUPPLY SHEET' and contains a table with 13 columns: ITEM, ID, CUR.QTY, CTN.QTY, QTYINCTN, NEW.QTY, TOT.QTY, CP, MARGIN%, SP, DELVRY.DAY, EXPIRY.DAY, and REMIND.DAY. The table has two rows of data. Below the table is an 'INVOICE NUMBER:' label and a text input field. At the bottom are two red buttons: 'LOAD NEW INVENTORY' and 'CANCEL DATA'.

ITEM	ID	CUR.QTY	CTN.QTY	QTYINCTN	NEW.QTY	TOT.QTY	CP	MARGIN%	SP	DELVRY.DAY	EXPIRY.DAY	REMIND.DAY
LQ HEINEKEN OT	5025866000099	8.0	<input type="text"/>	12	<input type="text"/>	<input type="text"/>	144.1	15	150.0	2016-02-05	2016-02-05	10
RAID ILTR	5010182974575	2.0	<input type="text"/>	1	<input type="text"/>	<input type="text"/>	575.0	20	700.0	2016-02-05	2016-02-05	10

# BUYING DRUGS FROM A SUPPLIER USING PURCHASE ORDER

To request for more drugs using purchase order, click on the "purchase order" module (highlighted in red)



click **"select a supplier"** to select a supplier and **"select a store"** to select a store and click on **"Search Suppliers"** for it to give you a drop down of the drug(s) supplied by the above supplier. You are to fill in the new drugs supplied quantities in the New.Qty box. Ensure you change the cost price if any change occurred, select the drug's type(pcs/ctn) and when done click on **"Load New Inventory"**

**PURCHASE ORDERS**

**SELECT A SUPPLIER** AUSMAC COSMETICS LTD **SELECT A STORE** MARS SUPERSTORES

**SEARCH SUPPLIERS**

ITEM NAME	CUR. QTY	NEW. QTY	CP	TYPE
ABELLA RUBBER NAILS	0	0	450.0	Pcs
ABELLA RUBBER NAILS	1	0	450.0	Pcs
ACCRYLIC BRUSH	5	0	150.0	Pcs
ACCRYLIC BRUSH	0	0	150.0	Pcs
ACCRYLIC LIQUID SMALL	0	0	400.0	Pcs
ACCRYLIC LIQUID SMALL	4	0	400.0	Pcs
BABY WOOL	0	0	53.0	Pcs
BABY WOOL	16	0	53.0	Pcs
BLACK HAIR PIN B/S	12	0	33.0	Pcs
BLACK HAIR PIN B/S	0	0	33.0	Pcs
BUFFER	12	0	50.0	Pcs
BUFFER	0	0	50.0	Pcs
CARRIBEAN BEADS	0	0	58.0	Pcs
CARRIBEAN BEADS	12	0	58.0	Pcs
CHILDREN HAIR PARKER	0	0	41.6	Pcs
CHILDREN HAIR PARKER	30	0	41.6	Pcs
CHILDREN HAIR PARKER	0	0	41.6	Pcs
CHILDREN HAIR PARKER	30	0	41.6	Pcs
CHILDREN RIBBON S/S	0	0	33.0	Pcs
CHILDREN RIBBON S/S	12	0	33.0	Pcs
COLOURED RUBBER SMALL	0	0	20.8	Pcs
COLOURED RUBBER SMALL	0	0	20.8	Pcs
COLOURED RUBBER SMALL	12	0	20.8	Pcs
COLOURED RUBBER SMALL	12	0	20.8	Pcs
COUNTRY BEADS	0	0	300.0	Pcs
COUNTRY BEADS	17	0	300.0	Pcs
FACE MIRROR	12	0	33.0	Pcs

# UPDATING STOCK USING G.R.N (GOODS RECEIVED NOTE)

To update drugs supplied using G.R.N, click on the "G.R.N" module (highlighted in red)

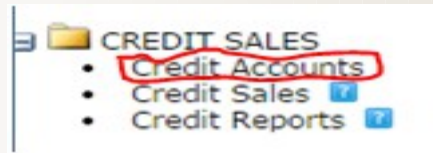
- Suppliers ?
- Batch Inv.Supp ?
- Batch Inv.Item ?
- **G.R.N ?**
- Stock Transfer ?
- Stock Valuation ?
- Stock Audit ?
- Purchase Orders ?

click **"select a supplier"** to select a supplier ,**"select a store"** to select a store, type in the purchase order number in the **"L.P.O"** box and click on **"Search Suppliers"** for it to give you a drop down of the drug(s) ordered for earlier from the above supplier. You are to fill in the new drugs supplied quantities in the New.Qty box, select the "delivery date", "expiry date" and also set a "reminder date". Ensure you change the cost price if any change occurred, select the store involve, type in the invoice number with password and when done click on **"Load New Inventory"**

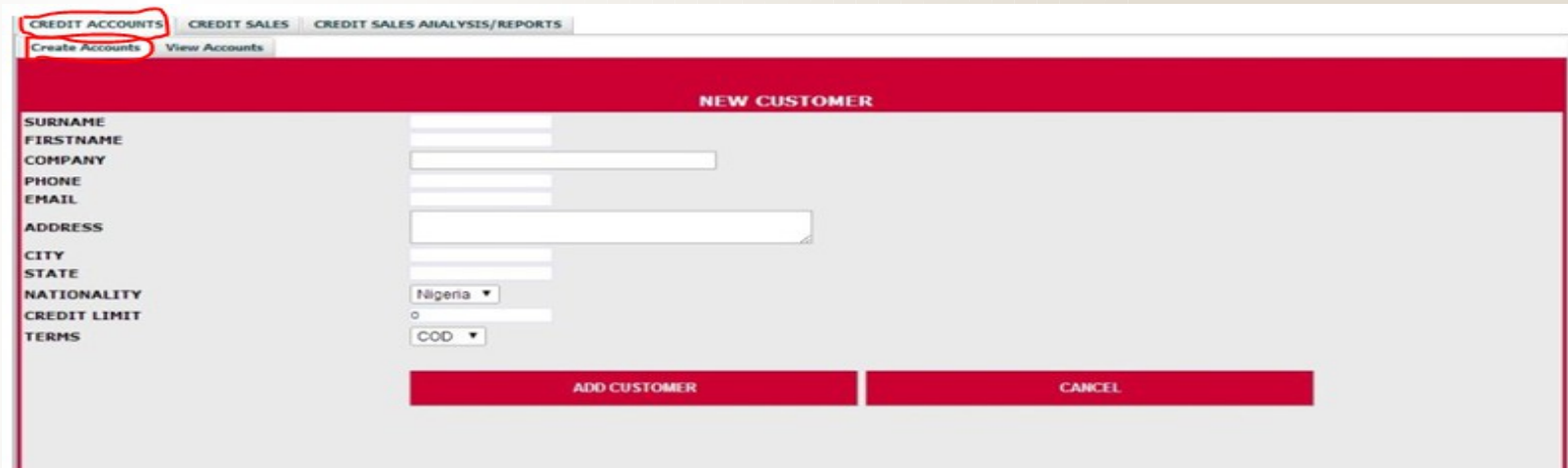
GOODS RECEIVED NOTE SEARCH											
SELECT A SUPPLIER		A.FAIR LOVE AND ASSOCIAT		SELECT A STORE		MARS SUPERSTORES					
L.P.O NO.								SEARCH SUPPLIERS			
GOODS RECEIVED NOTE: LPO No:1											
ITEM	ID	QTY.REQ	CTN.QTY	QTY.INCTN	NEW.QTY	TOT.QTY	CP	DELVRY.DAY	EXPIRY.DAY	REMIND.DAY	
BF											
AAAA	2811	10	0	1	20	20	500.0	2014-07-28	2014-07-28	10	
BL											
AMOS WHITE CREAM	1102	10	0	1	10	10	180.0	2014-07-28	2014-07-28	10	
CUSONS BABY OIL	6154000018559	10	0	1	10	10	200.0	2014-07-28	2014-07-28	10	
CUSONS BABY POWDER BIG	6154000018603	10	0	1	10	10	267.0	2014-07-28	2014-07-28	10	
DOVE BODY SMOOTH	8717163560242	10	0	1	0	0	400.0	2014-07-28	2014-07-28	10	
JOHNSON BABY POWDER BIG	6001011801974	10	0	1	0	0	500.0	2014-07-28	2014-07-28	10	
RAISING BABY POWDER SMALL	6156000027708	10	0	1	0	0	75.0	2014-07-28	2014-07-28	10	
SUPPLE ADVANCE SKIN HYDRATING FORMULA	1103	10	0	1	0	0	400.0	2014-07-28	2014-07-28	10	
BS											
ALL BUTTER SHORTBREAD SMALL	5000396010800	10	0	1	0	0	208.0	2014-07-28	2014-07-28	10	
ALL BUTTER SHORTBREAD X 10	5000168011424	10	0	1	0	0	279.0	2014-07-28	2014-07-28	10	
BARILLA BAIOCCHI	1174	10	0	1	0	0	400.0	2014-07-28	2014-07-28	10	
CHEX 100 CALORIE	016000169517	10	0	1	0	0	790.0	2014-07-28	2014-07-28	10	
CORNTOS BBQ	051325114941	10	0	1	0	0	290.0	2014-07-28	2014-07-28	10	
CORNTOS CHEESE	9957062500449	10	0	1	0	0	290.0	2014-07-28	2014-07-28	10	
CRICH SHORTCAKE	093707003771	10	0	1	0	0	590.0	2014-07-28	2014-07-28	10	
FROLLINI CRICH	8008620001256	10	0	1	0	0	890.0	2014-07-28	2014-07-28	10	
GARDETOS	016000193703	10	0	1	0	0	890.0	2014-07-28	2014-07-28	10	
LEIBNIZ CEREAL BISCUIT	4017100117411	10	0	1	0	0	290.0	2014-07-28	2014-07-28	10	
MC DIGESTIVE 125G	5000396021165	10	0	1	0	0	130.0	2014-07-28	2014-07-28	10	
MC DIGESTIVE CHOCOLATE	5000396014822	10	0	1	0	0	350.0	2014-07-28	2014-07-28	10	
MC HOB NOBS 125G	5000396029727	10	0	1	0	0	130.0	2014-07-28	2014-07-28	10	
STORE: MARS SUPERSTORES INVOICE NUMBER:											
PASSWORD:				LOAD NEW INVENTORY		CANCEL DATA					

# HOW TO ADD A CREDIT CUSTOMER

To add a credit customer, click on the "Credit Accounts" module (highlighted in red)



Ensure the other tab (highlighted in red below) is clicked Fill in the details of the credit customer in the boxes provided below. Ensure the credit limit (maximum amount you intend to give customer on credit) is inserted, select the term apply and when done click on "**Add Customer**"

A screenshot of a web application interface for adding a new customer. At the top, there are three tabs: 'CREDIT ACCOUNTS', 'CREDIT SALES', and 'CREDIT SALES ANALYSIS/REPORTS'. The 'CREDIT ACCOUNTS' tab is selected and highlighted with a red box. Below the tabs, there are two sub-tabs: 'Create Accounts' and 'View Accounts'. The 'Create Accounts' sub-tab is also highlighted with a red box. The main area is titled 'NEW CUSTOMER' and contains a form with the following fields: SURNAME, FIRSTNAME, COMPANY, PHONE, EMAIL, ADDRESS, CITY, STATE, NATIONALITY (a dropdown menu currently showing 'Nigeria'), CREDIT LIMIT, and TERMS (a dropdown menu currently showing 'COD'). At the bottom of the form, there are two buttons: 'ADD CUSTOMER' and 'CANCEL'.



# HOW TO LOAD CREDIT CUSTOMER'S PAYMENT

To load a credit customer's payment, click on the "Credit Sales" module (highlighted in red)



Ensure the other tab (highlighted in red below) is clicked, select the customer and click on **"Show Receipts"** for a drop down of the transaction details. Load the customer's payment in the **"Payment "** box and click the **"Pay"** button at the right side of the interface

**NOTE: System will not permit you to load customer's payment more than twice per transaction.**

A screenshot of the "CREDIT SALES SYSTEM" interface. The top navigation bar has three tabs: "CREDIT ACCOUNTS", "CREDIT SALES", and "CREDIT SALES ANALYSIS/REPORTS". The "CREDIT SALES" tab is highlighted with a red box. Below the tabs are several buttons: "Create Credit Sal...", "Open Credit Sal...", "Paid Credit Sales", "Credit Agi...", and "Customer Stateme...". The "Open Credit Sal..." button is also highlighted with a red box. The main area of the interface is divided into sections. The first section is titled "CREDIT SALES SYSTEM" and contains a "SELECT A CUSTOMER" dropdown menu, a "RECEIPT #" field, a "FROM:" date field (set to 2014-01-01), a "TO:" date field (set to 2014-12-31), and a "SHOW RECEIPTS" button. The second section is titled "OUTSTANDING CREDIT SALES BUSOLA AJOSE" and contains a table with columns: "#", "DATE", "RECEIPT", "AMOUNT", "PAYMENT", and "3 RECEIPTS OPEN". The table has three rows of data and a "TOTAL" row. Each row has a "PAY" button to its right.


#	DATE	RECEIPT	AMOUNT	PAYMENT	3 RECEIPTS OPEN
1	2014-09-04 03:09	289	1,200*	0	PAY
2	2014-09-04 03:28	291	6,300	0	PAY
3	2014-09-04 03:29	293	6,300	0	PAY
TOTAL			13,800		

# ADDING A NEW USER

To add a new user, click on the "Other Functions" module (highlighted in red)



Ensure the "**Add User**" tab is clicked, enter the user's name, enter the password and confirm it, select both store and role you want to assign user, input discount limit figure if need be and when done click on "**Add User**" button.



### ADD USER

USER NAME:

PASSWORD:

CONFIRM PASSWORD:

STORE: --All Stores--

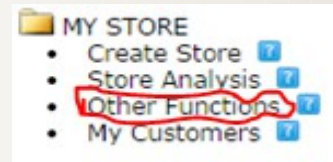
ROLE: CASHIER

DISCOUNT LIMIT:  %

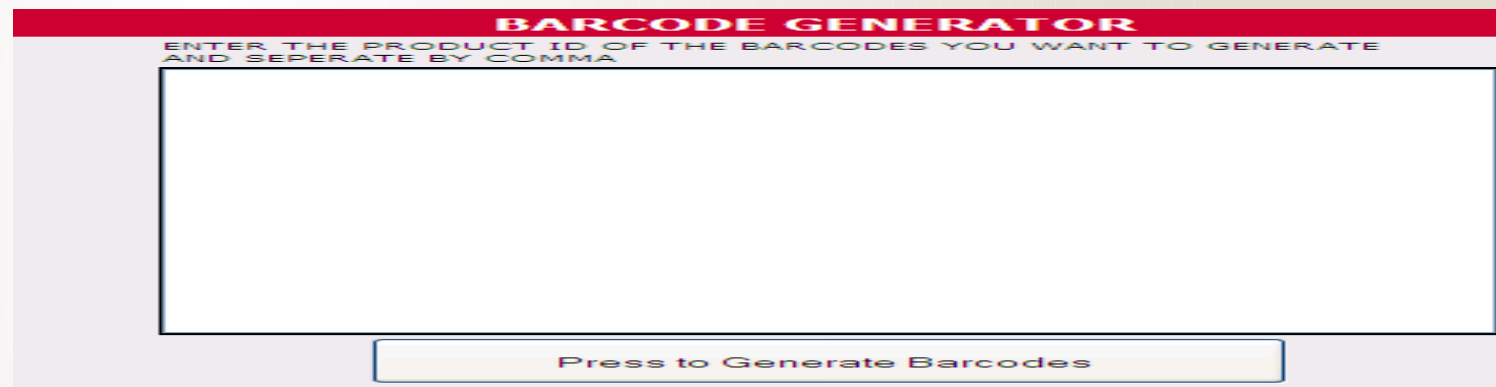


# HOW TO USE THE BARCODE GENERATOR SYSTEM

To use the barcode generator system, click on the "Other Functions" module (highlighted in red)

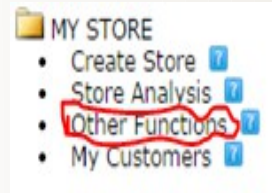


Ensure the " **Create Barcode**" tab is clicked, enter the product id of the barcodes you want to generate and separate by comma and when done click on the "**Press to Generate Barcodes**" button.

A screenshot of the "BARCODE GENERATOR" interface. It has a red header bar with the title "BARCODE GENERATOR". Below the header, it says "ENTER THE PRODUCT ID OF THE BARCODES YOU WANT TO GENERATE AND SEPERATE BY COMMA". There is a large white rectangular input field. At the bottom of the form is a button labeled "Press to Generate Barcodes". A large orange arrow points from the left towards the input field.

# HOW TO GIVE A STAFF MODULE ACCESS

To give a staff module access, click on the "Other Functions" module (highlighted in red)



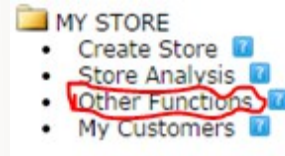
Ensure the "**Staff Modules**" tab is clicked, select the staff, ensure all the boxes of the module you want the user to access are checked and when done click on the "**Grant Access**" button. You can as well click on "View Access" button to view the staff module accesses.

A screenshot of a web application window titled 'ADD STAFFMODULE'. At the top, there is a dropdown menu for 'STAFF: --- SELECT ONE ---' and two buttons: 'View Access' and 'Grant Access'. Below this, there is a grid of checkboxes organized into sections. The sections include: CASH CUSTOMERS, CATEGORIES, CREDIT SALES, INVENTORY, MY STORE, OTHER FUNCTIONS, REPORT, SALES, and SALES ANALYSIS. Each section contains several sub-items with checkboxes next to them. For example, under 'OTHER FUNCTIONS', there are checkboxes for 'CREATE STORE', 'VIEW STORE', 'ADD USER', 'AVAILABLE STOCK', 'PURCHASE ORDERS', 'SUMMARY\_REPORTS', 'CREATE BARCODE', 'SHOW USERS', 'STAFF M', 'INVENTORY ABOUT TO EXPIRE', and 'UNAVAILABLE STOCK'.


ADD STAFFMODULE			
STAFF: --- SELECT ONE ---		View Access Grant Access	
<b>CASH CUSTOMERS</b>			
<input type="checkbox"/> ADD CUSTOMERS	<input type="checkbox"/> SEND SMS	<input type="checkbox"/> SHOW CUSTOMERS	
<b>CATEGORIES</b>			
<input type="checkbox"/> ADD CATEGORY	<input type="checkbox"/> CATEGORY ANALYSIS	<input type="checkbox"/> VIEW CATEGORY	
<b>CREDIT SALES</b>			
<input type="checkbox"/> CREATE ACCOUNTS	<input type="checkbox"/> CREATE CREDIT SALES	<input type="checkbox"/> CREDIT AGING	<input type="checkbox"/> CREDIT_ACCOUNTS
<input type="checkbox"/> CUSTOMER STATEMENT	<input type="checkbox"/> OPEN CREDIT SALES	<input type="checkbox"/> PAID CREDIT SALES	<input type="checkbox"/> VIEW ACCOUNTS
<b>INVENTORY</b>			
<input type="checkbox"/> ADD NEW ITEM	<input type="checkbox"/> BATCH INVENTORY ITEM	<input type="checkbox"/> BATCH INVENTORY SUPPLIERS	<input type="checkbox"/> INVENTORY EXPIRATION
<input type="checkbox"/> INVENTORY VALUATION	<input type="checkbox"/> ITEM ANALYSIS	<input type="checkbox"/> ITEM ANALYSIS-QTY	<input type="checkbox"/> STOCK TRANSFER
<b>MY STORE</b>			
<input type="checkbox"/> CREATE STORE	<input type="checkbox"/> VIEW STORE		
<b>OTHER FUNCTIONS</b>			
<input type="checkbox"/> ACTIONS AUDIT	<input type="checkbox"/> ADD USER	<input type="checkbox"/> CREATE BARCODE	<input type="checkbox"/> SHOW USERS
<input type="checkbox"/> ALL STOCK	<input type="checkbox"/> AVAILABLE STOCK	<input type="checkbox"/> CATALOG AUDIT	<input type="checkbox"/> INVENTORY ABOUT TO EXPIRE
<input type="checkbox"/> PRINT FULL REPORTS	<input type="checkbox"/> PURCHASE ORDERS	<input type="checkbox"/> STOCK VALUATION	<input type="checkbox"/> UNAVAILABLE STOCK
<b>SALES</b>			
<input type="checkbox"/> SALES_TODAY	<input type="checkbox"/> SUMMARY_REPORTS		
<b>SALES ANALYSIS</b>			

# HOW TO TRACK ALL USERS' ACTIONS

To track all admin user's actions, click on the "Other Functions" module (highlighted in red)



Ensure the other tab (highlighted in red below) is clicked, through which you will be able to view all admin user's actions as shown below. You can as well use the "Next" and "Previous" buttons if need be.



Add User Show Users Create Barcode Staff Modules Action Audit				
RECORDS 1 - 20 OF 131 FIRST   NEXT   LAST				
ACTIONABLE				
				20 RECORDS
	EMPLOYEE	SYSTEMACTION	ACTION DESCRIPTION	ACTIONDATE
1	ADMIN	SELECT	STORE PURCHASE ANALYSIS REPORT EVALUATED	2012-04-11 16:30:53.0
2	ADMIN	SELECT	STORE DAILY PROFIT REPORT EVALUATED	2012-04-11 16:30:53.0
3	ADMIN	SELECT	STORE EXPENSE REPORT EVALUATED	2012-04-11 16:30:53.0
4	ADMIN	SELECT	STORE PURCHASE ANALYSIS REPORT EVALUATED	2012-04-11 16:14:29.0
5	ADMIN	SELECT	STORE EXPENSE REPORT EVALUATED	2012-04-11 16:14:29.0
6	ADMIN	SELECT	STORE DAILY PROFIT REPORT EVALUATED	2012-04-11 16:14:29.0
7	ADMIN	SELECT	STORE PURCHASE ANALYSIS REPORT EVALUATED	2012-04-11 16:06:54.0
8	ADMIN	SELECT	STORE EXPENSE REPORT EVALUATED	2012-04-11 16:06:53.0

# HOW TO TRANSFER AN ITEM TO OTHER STORES

To transfer an item to other stores , click on the "Stock Transfer" module (highlighted in red)



click "**select a store**" to select the store where the item is present and "**select a category**" to select the category, type in the item name and click on "**Load Items**" for it to give you a drop down of the item(s). You are to enter the actual quantity you want to transfer in the New.Qty box. Ensure you change the select the store you are transferring it to and when done click on "**Load New Inventory**".

**CATALOG SEARCH**

SELECT A STORE: MARK SUPERSTORES      SELECT A CATEGORY: CHOCOLATES      ITEM NAME:      **LOAD ITEMS**

---

**INVENTORY TRANSFER SHEET**      9 RECORDS

ITEM NAME	BAR CODE	CUR. QTY	NEW. QTY	SUPPLIER	STORE		
CH							
AKELLA KRFM	8692462100249	6	0	DAN VENTURES LIMITED	DAMAGEDGOODS	*	✓ ✕
AKELLA KRFM DUO	8692462102172	6	0	DAN VENTURES LIMITED	DAMAGEDGOODS	*	✓ ✕
RON O RON	77930000	18	0	CHISREN NIG. LTD	DAMAGEDGOODS	*	✓ ✕
BOUNTY	40111216	16	0	CHISREN NIG. LTD	DAMAGEDGOODS	*	✓ ✕
ODD'S CHOCOLATE	8693029400140	1	0	CHISREN NIG. LTD	DAMAGEDGOODS	*	✓ ✕
OAT MILK	4788062208300	22	0	CHISREN NIG. LTD	DAMAGEDGOODS	*	✓ ✕
SNACK PACK	027000119298	30	0	MERCIFUL GOD SAKU NIG LTD	DAMAGEDGOODS	*	✓ ✕
SNICKERS	5000109461122	8	0	ALFAIR LOVE AND ASSOCIATES	DAMAGEDGOODS	*	✓ ✕
VEBOK CHOCOLATE	8692621810025	7	0	CHISREN NIG. LTD	DAMAGEDGOODS	*	✓ ✕

**LOAD NEW INVENTORY**      **CANCEL DATA**



# MAKING CASH SALES WITH THE BARCODE SCANNER

Ensure you are logged in to the cashier interface using the below url in your browser; <localhost:8500/connectpharmacare/cashier> or through the shortcut created. Once the page is opened, type in your unique username and password, click "LOG IN" and you are in.

You can make cash sales using the barcode box by putting your cursor inside the box and scanning the barcoded area of the item using the barcode scanner. Increase the item's quantity that you are about to sell by clicking on the quantity box and then type in the required quantity the customer wants to buy.

Then click on the "**Print Order**" button to print receipt, a box will appear requesting you to input the customer "cash tendered"(referring to the actual amount you collected from the customer). While you are to click on cancel on the next box so as to be referred to the printer.



The screenshot displays the 'CASH SALES' interface. At the top, there's a header with 'CONNECT TRADER', a user icon, and buttons for 'CASH SALES', 'LOAD', and 'PROCESS'. Below this is a table with columns: PRODUCT CODE, ITEM NAME, QUANTITY, PRICE, and EXT. PRICE. The table contains one row for 'FULL CHICKEN' with a quantity of 1, a price of 4950.0, and an extended price of 4950. Below the table, there's a summary section with a 'DISCOUNT' field, a 'QUANTITY' field showing '1', and a 'TOTAL' field showing '4,950.00'. At the bottom, there are five buttons: 'QUICK SEARCH', 'NEW ORDER', 'SAVE ORDER', 'PRINT ORDER', and 'REPRINT ORDER'.

PRODUCT CODE	ITEM NAME	QUANTITY	PRICE	EXT. PRICE
7	FULL CHICKEN	1	4950.0	4950

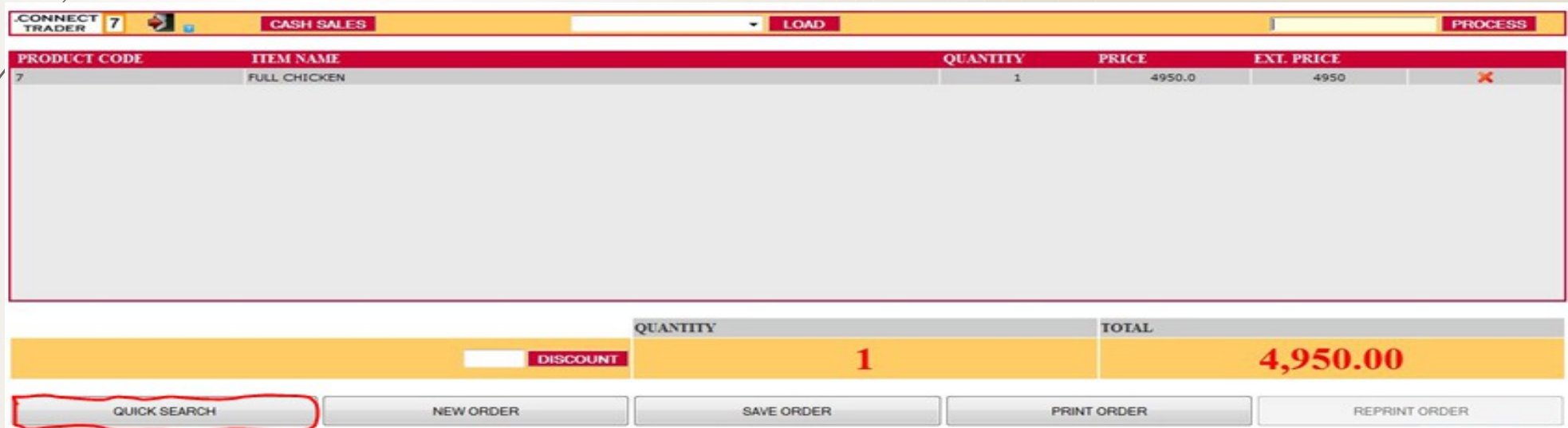
  

QUANTITY	TOTAL
1	4,950.00

# MAKING CASH SALES WITHOUT USING BARCODE-SCANNER

Make cash sales by clicking on the **"Quick Search"** button, type in the name of the item, click on the product code or barcode of the actual item from the list. Increase the item's quantity that you are about to sell by clicking on the quantity box and then type in the required quantity the customer wants to buy.

Then click on the **"Print Order"** button to print receipt, a box will appear requesting you to input the customer "cash tendered"(referring to the actual amount you collected from the customer). While you are to click on cancel on the next box so as to be referred to the printer.



PRODUCT CODE	ITEM NAME	QUANTITY	PRICE	EXT. PRICE
7	FULL CHICKEN	1	4950.0	4950

QUANTITY	TOTAL
1	4,950.00

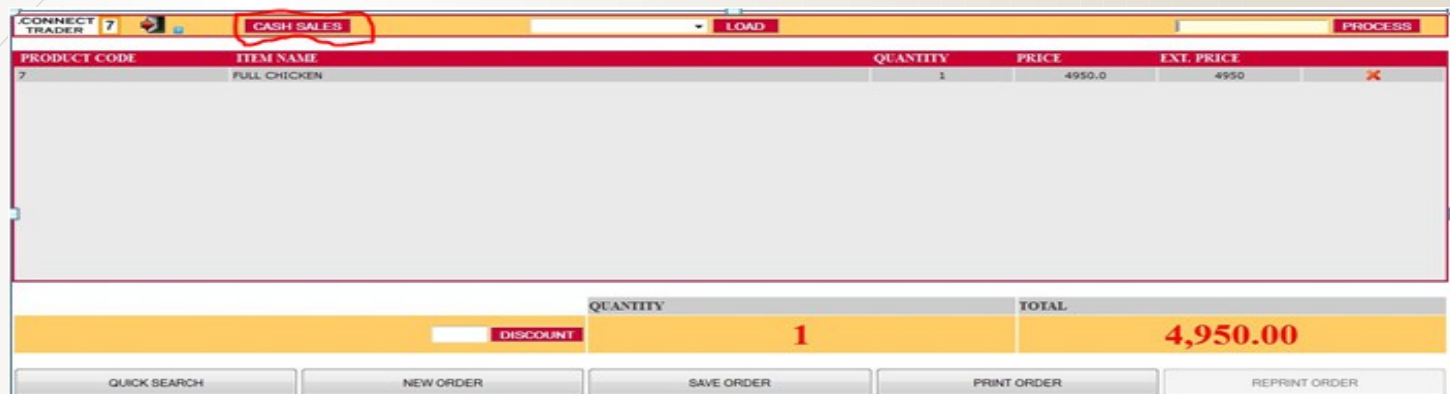
  

QUICK SEARCH NEW ORDER SAVE ORDER PRINT ORDER REPRINT ORDER



# HOW TO MAKE CREDIT SALES

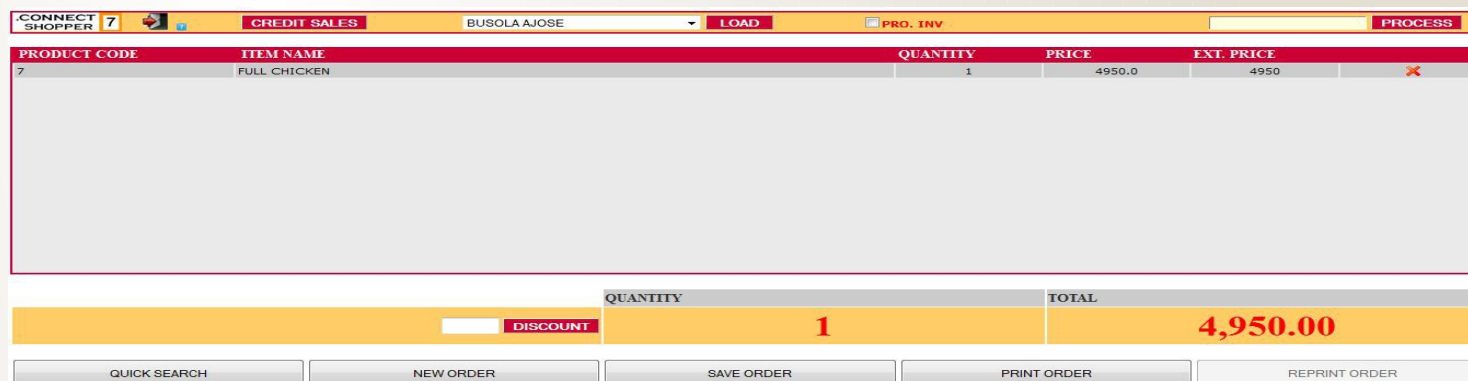
Via the cashier interface; ensure the button (highlighted in red) in fig 1.1 is changed to credit sales as in fig 1.2 by a single click. And the credit customer name selected and “**Load**” button clicked for the system to capture the customer details.



PRODUCT CODE	ITEM NAME	QUANTITY	PRICE	EXT. PRICE
7	FULL CHICKEN	1	4950.0	4950

QUANTITY	TOTAL
1	4,950.00

Buttons: QUICK SEARCH, NEW ORDER, SAVE ORDER, PRINT ORDER, REPRINT ORDER



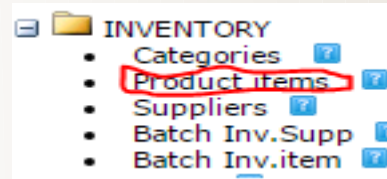
PRODUCT CODE	ITEM NAME	QUANTITY	PRICE	EXT. PRICE
7	FULL CHICKEN	1	4950.0	4950

QUANTITY	TOTAL
1	4,950.00

Buttons: QUICK SEARCH, NEW ORDER, SAVE ORDER, PRINT ORDER, REPRINT ORDER

# HOW TO ITEMS

To view items, click on the "Product Items" module (highlighted in red)



You will be redirected to the page below. You can click on the "Next" or "Previous" if need be. You can click on the "edit" to make some corrections on the drugs and then update or click on "delete" button to delete the added drugs.

CATEGORIES

INVENTO...

SUPPLIERS

Add New Item

Inventory Expiration

Inventory Valuation

View Items

Items Analysis

Items Analysis-Quantity

CATALOG SEARCH

SELECT A CATEGORY

BATTERY

ITEM NAME:

SEARCH CATALOG

Item 1 - 20 of 2725

First | Next | Last

ADD NEW ITEM

CATALOG

#	BARCODE	STORE	CAT	DIST	ITEM	QTY	COST	PRICE	2725 CATALOG
1	552	8887549037139	MARS SUPERSTORES	BA	AFTEX PANASONIC BATTERY 1.5V	15	100.0	150.0	
2	556	556	MARS SUPERSTORES	BA	AFTEX TIGER BATT 1.5V	8	55.0	65.0	
3	559	559	MARS SUPERSTORES	BA	AFTEX TIGER BATT SMALL	4	33.0	40.0	
4	557	557	MARS SUPERSTORES	BA	AFTEX TUDOR AZ SMALL	29	33.0	50.0	
5	2811	2811	MARS SUPERSTORES	BF	A.FAIR AAAA	5	500.0	550.0	
6	370	5000378998270	MARS SUPERSTORES	BF	DAN APTAMIL FIRST MILK	3	3083.0	3400.0	
7	369	5000378998331	MARS SUPERSTORES	BF	DAN APTAMIL HUNGRY MILK	3	3083.0	3400.0	
8	450	50440672	MARS SUPERSTORES	BF	BIMZY COW&GATE	3	233.0	260.0	
9	451	50078141	MARS SUPERSTORES	BF	BIMZY COW&GATE 125G	3	233.0	260.0	
10	371	5000378998195	MARS SUPERSTORES	BF	DAN COW&GATE FIRST INFANT MILK 1	2	2833.0	3450.0	
11	373	5000378998232	MARS SUPERSTORES	BF	DAN COW&GATE FOLLOW-ON MILK 3	2	2833.0	3450.0	
12	372	5000378998218	MARS SUPERSTORES	BF	DAN COW&GATE INFANT MILK 2	2	2833.0	3450.0	
13	374	300875103869	MARS SUPERSTORES	BF	DAN ENFAGROW	3	7000.0	7400.0	
14	460	154270	MARS SUPERSTORES	BF	DAN GERBER 2ND FOOD APPLE STRAWBERRY	6	291.0	330.0	
15	459	154180	MARS SUPERSTORES	BF	BIMZY GERBER 2ND FOOD SWEET POTATOES	6	291.0	330.0	
16	454	015000026028	MARS SUPERSTORES	BF	BIMZY GERBER 3RD FOOD	3	316.0	350.0	
17	456	015000026363	MARS SUPERSTORES	BF	BIMZY GERBER 3RD FOOD BANANA STRAWBERRY	5	316.0	350.0	
18	452	6001059949801	MARS SUPERSTORES	BF	BIMZY PURITY BANANA & MANGO	2	241.0	265.0	
19	1413	8027881795100	MARS SUPERSTORES	BL	BAZ 21 DAYS LOTION	0	1033.0	1200.0	
20	2810	8027881795100-10002	WEAVON AND ACCESSORIES	BL	BAZ 21 DAYS LOTION	6	1033.0	1200.0	

# TO VIEW DAILY SALES REPORT

To view store's daily sales report, click on "**Print Reports**". Ensure you select the store, insert the from and to dates and click on "**Generate Reports**" for a drop down of the sales report.

SELECT A STORE

CHOOSE A STORE

ITEM ID:

FROM: 2014 07 02

TO: 2014 07 20

SHOW OUTSTANDING INV?:

GENERATE REPORT

ITEM SOLD REPORT

MARS SUPERSTORES STORE

ITEM ID	BARCODE	ITEM	QTY	VALUE
32	6933072110543	44 DIAPERS MEDIUM 5-11KG SUN FREE	2	2760
5	6933042050304	BABY HUGO SMALL	1	280
564	3010152974360	BAYCON INSECTICIDE	1	750
288	343707042048	BONNA SHA NUTRITION 0-6 MONTHS	1	630
1383	3223001622631	CHITDURA FIELDS SYRUP	1	740
282	5750466902880	DANO FULL CREAM MILK 400G TIN	1	700
22	877917000023	FAIR WHITE SO WHITE SOAP	1	1000
27	877917000036	FAIRWHITE SOWHITE MAXITONE	1	2500
16	877917000021	FAIRWHITE SOWHITE PERFECTOR	2	4800
19	6034000140049	FLIPPY HOUSEHOLD TOWEL	1	400
20	6034000140057	FLIPPY KITCHEN MITES	2	400
768	768	HEAVY DUTY REFUSE BAGS	1	290
195	195	HIGH STREET 30G	1	50
36	036000540009	HUGGIES SNUG & DRY SIZE 1	1	3000
681	615600003619	HYPO 500ML	3	360
1089	8850309011336	JACONTILL LAUSANNE	3	120
23	6156000004389	JUMBO KINGSIZE	3	400
363	55127554	KELLOGG'S FRUIT N FIBRE 500G	1	760
449	5500127072091	KELLOGG'S FRUIT N FIBRE 750G	1	500
1265	0934600112601	KENDDO BUTTER COOKIES COCONUT	1	400
1405	0936001320051	KOPKO	1	170
3	0935042500244	LADYSMART WITH WINGS	1	150
1071	5000300024030	MC I CENOS NG 250G	1	100
216	5010152974421	NIXODERM TUBE	1	260
102	6033000090041	OLDENBURGER REFIL 900G	1	1250
17	17	PAJOMA COLOURED SERVIETTE	1	200
13	5033001021239	ROSE BELLE	1	200
16	3223001023002	ROSE BELLE SERVIETTES	1	230
1310	4930911275230	SOFT ROMANCE POWDER	1	400
5	6933072113031	SUNFREE MEDIUM	1	400
232	6008133000549	TOP TEA BOX	2	200
23	5133400210280	VIQI EXTRA SOFT	2	400
TOTAL			46	25750

**Thanks for taking your time to study this manual. For more enquiries, support and further training, you can reach us via the following contacts;**

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