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Material Management

USER MANUAL


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1 Introduction

The Material Management module deals with the material requirements by the users for any official uses by applying for the same through their respective logins through portal following a systematic approval process. . The application is escalated to the respective authorities for approval following a systematic approval process managed through the portal.

1.1 Purpose

The purpose of this document is to give an overall idea to the end users on how to apply for required materials from the company's store for any official use following an approval process. The document summarizes you on how to make use of the module with the respective action taking authorities playing their own role as an approving authority for the requests received;

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1.2 Getting Started

To start using the application, enter the link in the browser to display the following Welcome screen (Refer **Fig. 1-1**)-

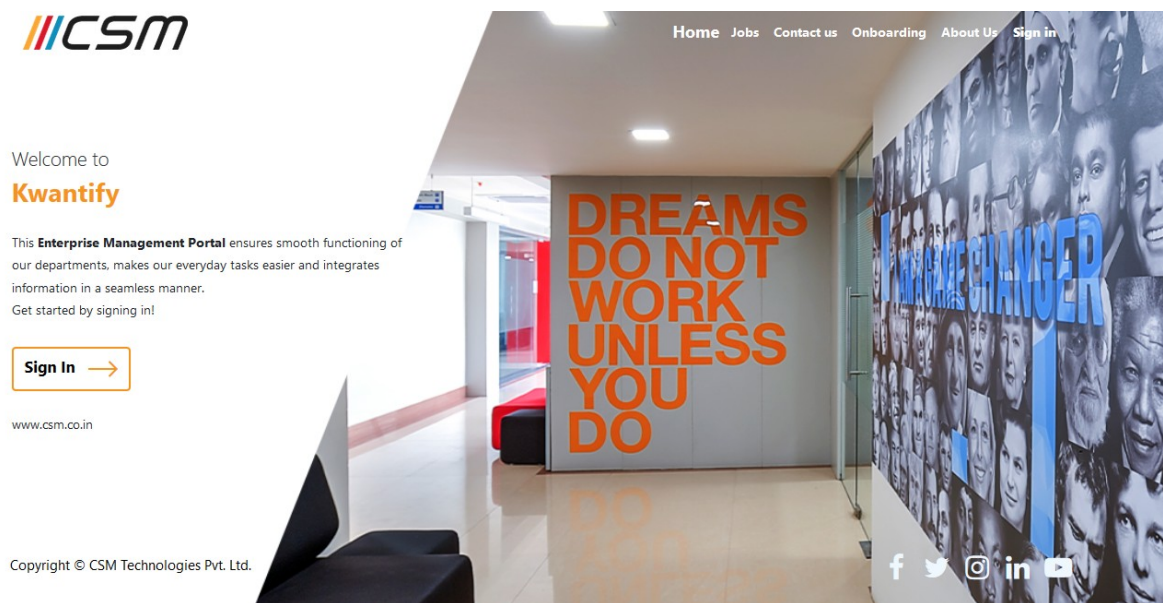



Figure 1-1 Welcome Screen

Going through the Kwantify description, click the Sign In button login into the system and use the different links available to apply for Advance and configure its components which further redirects the user to the login screen-

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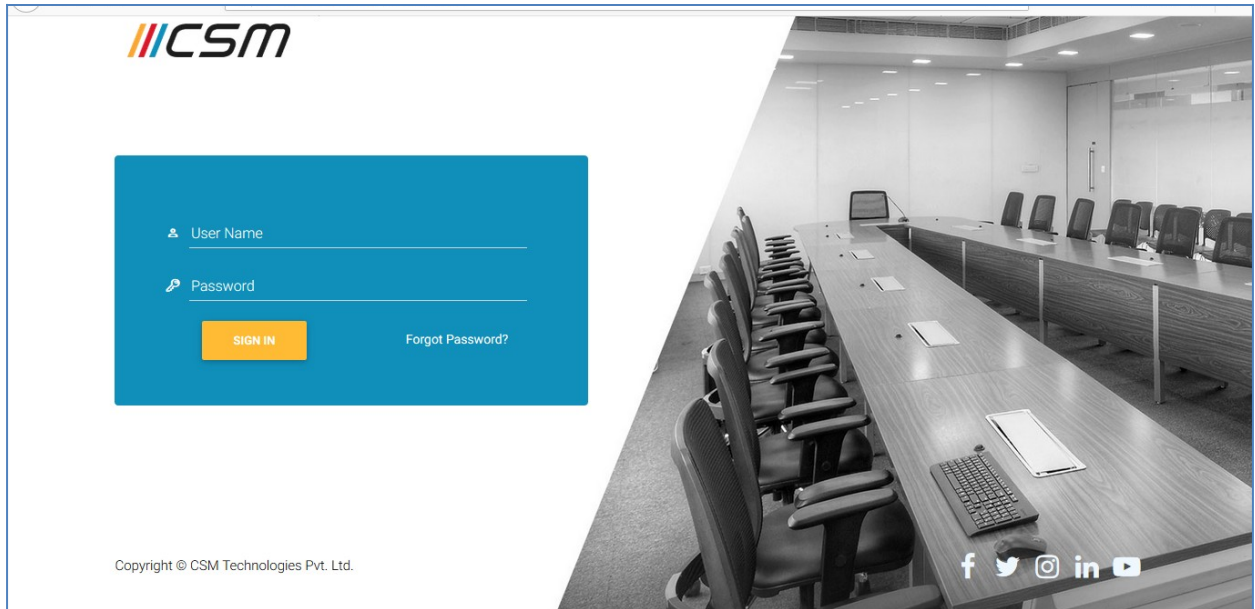



Figure 1-2 Login Screen

- Enter the User Name and Password in the text box provided.
- Click on SIGN IN button.

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2 Material Management

To start with applying for the material request, login into the portal with the credentials of the user to land into the following screen, refer Fig. 2-1.

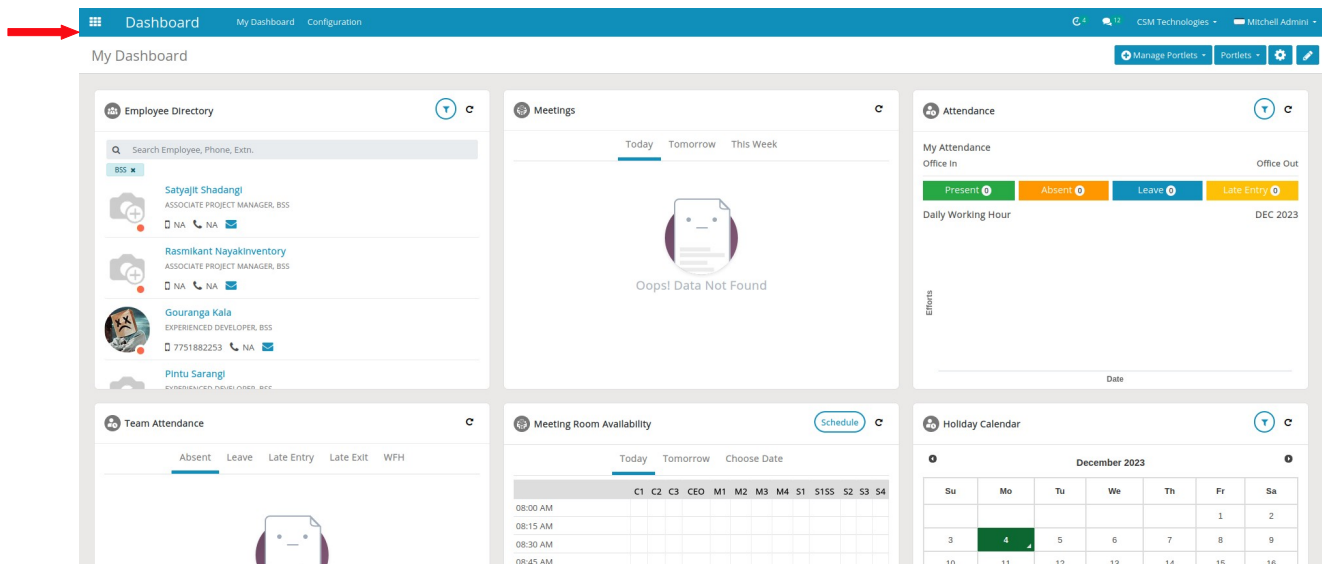



Figure 2-1 My Office Time Screen

Fig. 2-1, click the icon as highlighted to redirect the user to the following menu screen as shown in Fig. 2-2. where by choosing the required menu icon you are redirected to the respective page.

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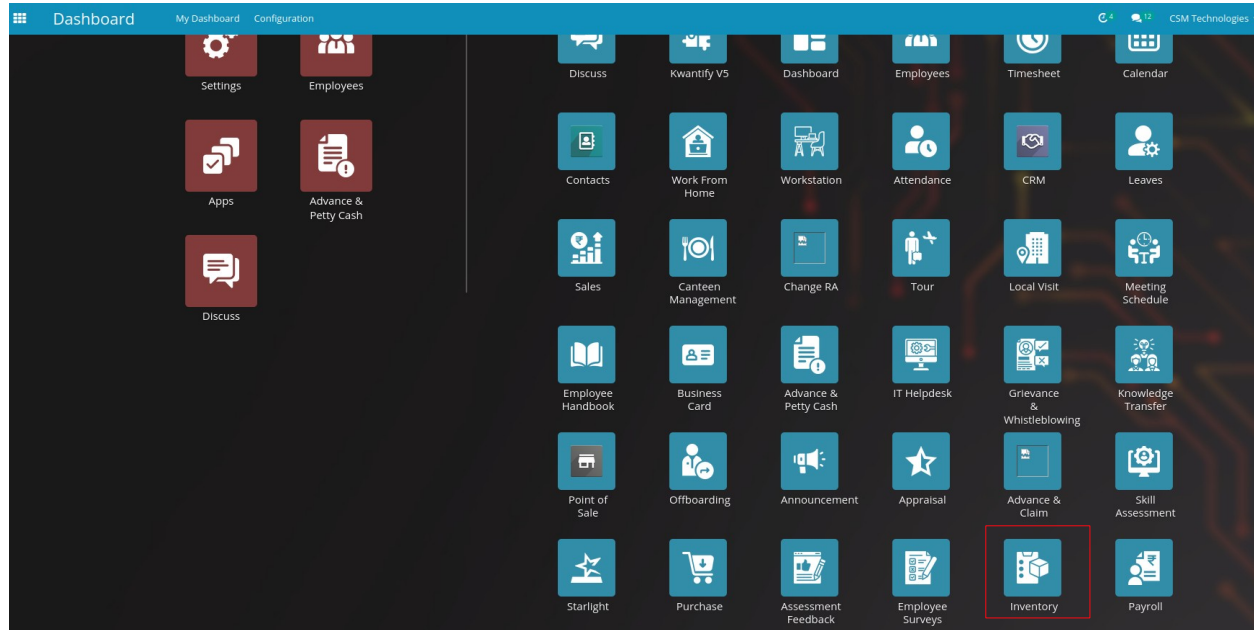


Figure 2-2 Menu Screen

Referring to Fig. 2-2, click the Inventory icon among the various other menus displayed to get redirected to the Material Request screen.

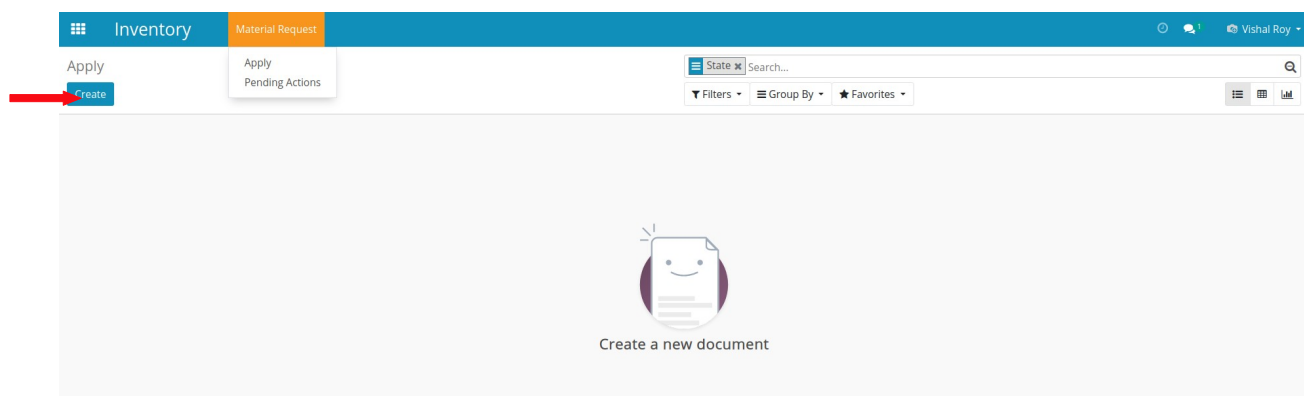

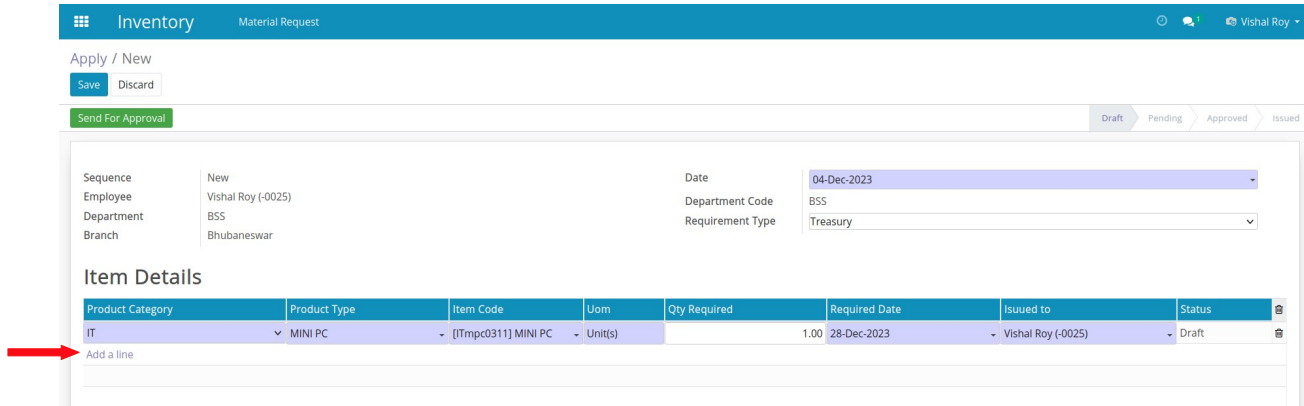


Figure 2-3 Material Request Screen

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To start applying for material request, click the Create option as highlighted to get redirected to Fig. 2-4 where all material request related data can be filled-in the respective fields.



Inventory Material Request

Apply / New

Save Discard

Send For Approval

Draft Pending Approved Issued

Sequence: New
Employee: Vishal Roy (-0025)
Department: BSS
Branch: Bhubaneswar

Date: 04-Dec-2023
Department Code: BSS
Requirement Type: Treasury

Item Details


Product Category	Product Type	Item Code	Uom	Qty Required	Required Date	Issued to	Status
IT	MINI PC	[ITmpc0311] MINI PC	Unit(s)	1.00	28-Dec-2023	Vishal Roy (-0025)	Draft

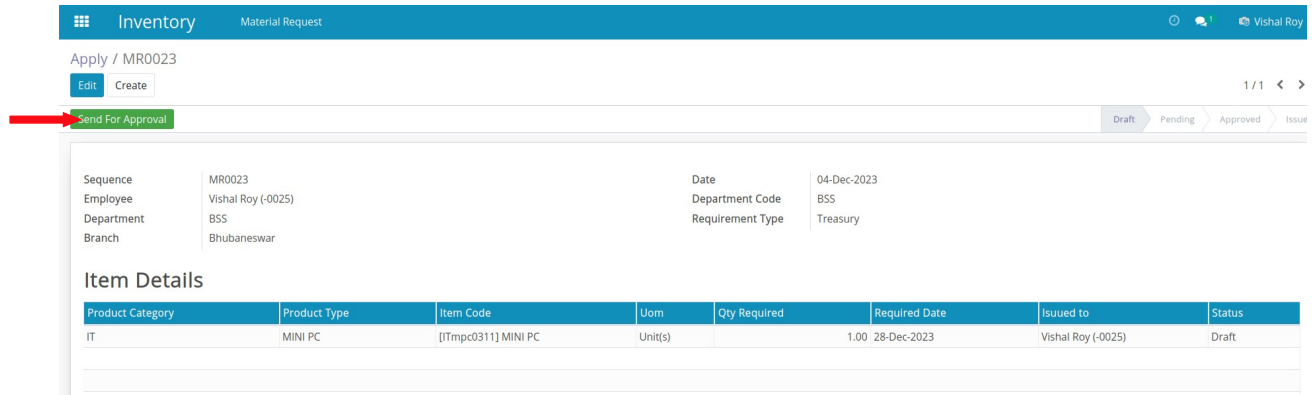
Add a line

Figure 2-4 View Salary Advance Screen

Referring to Fig. 2-4, the employee name, department and section displayed-

- Select the product category followed by the product type and item code from the drop down menu by clicking on the add a line.
- Select the Date of advance requirement from the calendar control.
- Enter the numeric figure for the quantity required in the textbox given.
- Click the Save option to save the details of material request to the user's account.

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Inventory Material Request

Apply / MR0023

Edit Create

1 / 1 < >

Send For Approval Draft Pending Approved Issue

Sequence: MR0023 Date: 04-Dec-2023
 Employee: Vishal Roy (-0025) Department Code: BSS
 Department: BSS Requirement Type: Treasury
 Branch: Bhubaneswar

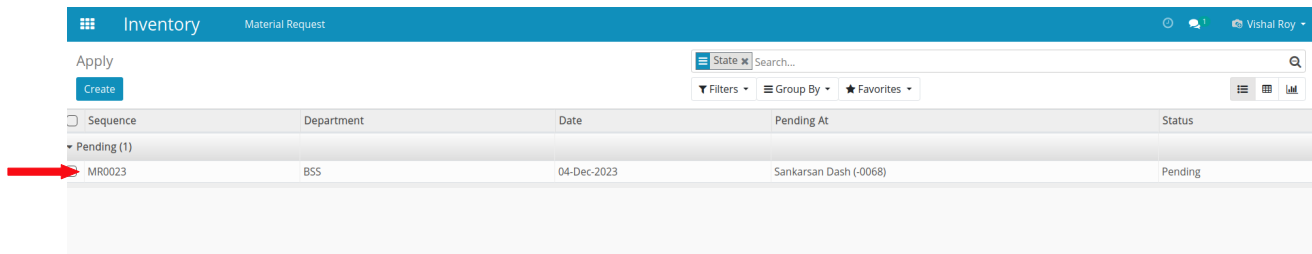
Item Details

Product Category	Product Type	Item Code	Uom	Qty Required	Required Date	Issued to	Status
IT	MINI PC	[ITmpc0311] MINI PC	Unit(s)	1.00	28-Dec-2023	Vishal Roy (-0025)	Draft

Figure 2.5 Material Request Send for approval Screen

On verifying the Material request details, click the **Send for approval** button to submit the material request application.

Once on applying, the details of the material request will show in the list view as in Fig - 2.6.



Inventory Material Request

Apply


Create

State Search...

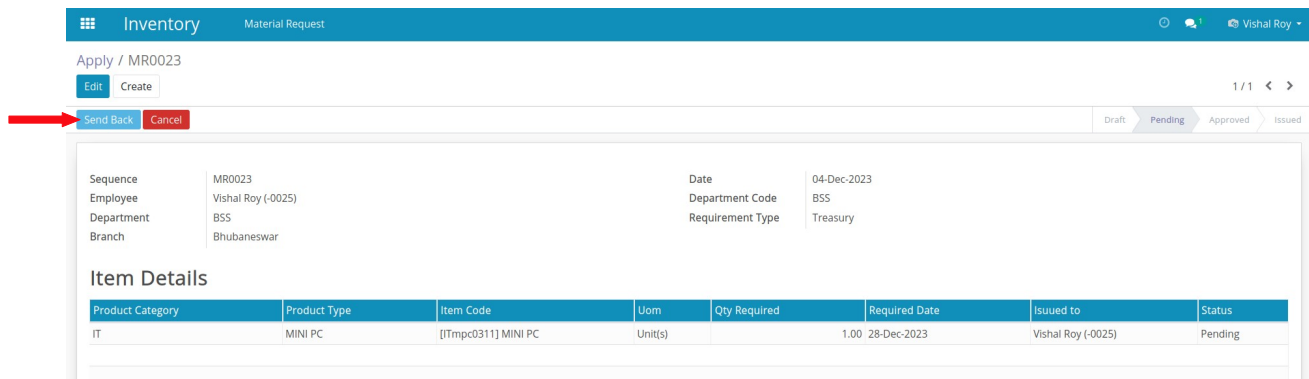
Filters Group By Favorites

Sequence	Department	Date	Pending At	Status
MR0023	BSS	04-Dec-2023	Sankarsan Dash (-0068)	Pending

Figure 2.6 Material Request List view Screen

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Upon clicking the material request record form view will show as in Fig - 2.7.



The screenshot shows the Odoo Material Request form for record MR0023. The form is titled 'Inventory Material Request' and is currently in 'Pending' status. A red arrow points to the 'Send Back' button, which is highlighted in red. The 'Cancel' button is also visible. The form displays the following details:

Sequence	MR0023	Date	04-Dec-2023
Employee	Vishal Roy (-0025)	Department Code	BSS
Department	BSS	Requirement Type	Treasury
Branch	Bhubaneswar		

Item Details

Product Category	Product Type	Item Code	Uom	Qty Required	Required Date	Issued to	Status
IT	MINI PC	[ITmpc0311] MINI PC	Unit(s)	1.00	28-Dec-2023	Vishal Roy (-0025)	Pending

Figure 2.7 Send back/Cancel Material request Screen

In case of any changes or modification need to be done before the approval then the user can click on the **Send back** button reverting its record back from the approval authority.

In case user wants to cancel the request then can simply click on the **Cancel** button.