User Documentation/How to Guide

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# 

# 1- Login page:

The sites landing page will be a login page where the user will enter his or hers user credentials to gain access to the inventory system. The user will have 3 attempts to login after that they will be locked out.

# 2- Home page:

This inventory is designed with the IT technician in mind. This system is custom tailored to fix the inventory needs of IT technicians. This system allows you to keep track of all you tech products that you own. It will also help with keeping track of updates to your products when applicable. This will allow you to know that all your systems are update

# 3- Add item page:

Used to add items based on serial number, inventory ID, item type, and Item location into database for future use.

* Enter serial number printed on piece of equipment into respective box
* Enter inventory ID number on piece of equipment into respective box
* Select the item type that best matches the description of the item
* Select the location that the item will be placed in
* Once completed click add button to enter equipment into database
* If any error or mistype of equipment information use reset button

# 4- Remove Item page:

Used to remove items by searching current database based on serial number or inventory ID number (Item must already be entered into database and the person removing must have either serial number or inventory ID number to locate item)

* Enter desired information about your item to locate in database and begin removal process
* If item is confirmed in database and removed, user will receive pop up stating that the item was successfully located and removed
* If item was not found in the database or was not successfully removed, user will receive pop up that notifies item was not located/removed

# 5- Search page:

Used by a user to search any item in the database based on serial number/inventory ID, item type, or location.

* Search desired information about item user is looking for
* Enter any information into the four given fields on the page about the item you would like to complete a search on
* If user enters information that is not stored in the database, the page will return nothing

# 6- View all page:

Used to view all of the current items in the database that have been entered

* User will click on “View All” tab to view current items in database items will be sorted by ID from least to greatest
* If not items are in database the view all tab will show blank