

David - Adding a new component to the inventory:

David has recently completed the development of a new product, and he has finally begun to receive the necessary components to begin production. He knows that these parts are not items that he has previously tracked in his system before, so he will need to add them. *David wants to add these parts into his inventory system, so he can keep track of his company's ability to build their new product.* [OBJECTIVE]

He opens Sleuth on his computer, logs into his administration account, and is now at the company's inventory page. On the left of his screen there is a control panel with administrative actions, one of which is an "add new item" button. Upon clicking, a smaller window appears, dimming the background that is the previous screen he was looking at. This new window shows a blank item tile, with a panel on the right that contains a naming field, as well as different modules that can be added to the item. This includes options such as part number, photo upload, text box for descriptions, color selection for organization, name grouping for organization, pricing, and options to add the item into a previously existing organization group.

David selects all the options that he needs to accurately represent and organize this item into his system and saves his changes via the "save item" button at the bottom of the small window.

Checking inventory:

Kevin is helping a customer with a custom product that utilizes components found within the company's system. *He wants to check the availability of parts within the system.* [OBJECTIVE]

He opens Sleuth on his computer, and logs into his user account. He then goes to the left of the screen where he can see the user actions menu and chooses the "find an item" option. A small window pops up, greying out the background. He types the part number into the search bar and finds that there are some in stock, but have been reserved already for other customer projects. He then clicks the "request more stock" option to send a request for more of that part to be ordered by the administrator of the system.

Jennifer - Entering a batch of items:

Jennifer just recently started working at a new company, where she was tasked to digitize the current inventory system. *She chooses the application Inventory Manager and decides that the first step is to add every single item into the system.* [OBJECTIVE]

At first, Jennifer is overwhelmed and hopes that she does not have to submit each piece of inventory individually. Jennifer needs to add a number of different items including a couple of laptops, cell phones, and other electronic devices. She is thrilled when she realizes that the Inventory Manager application has a bulk import feature, which allows her to upload an Excel sheet of each type of product that she wants to store.

Jennifer goes to the import page and clicks on the “Bulk Import” button. A window pops up asking Jennifer if she would like to download an Excel template or if she already has an existing one. Jennifer downloads the Excel template to upload Laptops and fills in each row with the laptops that she wants to import. Afterwards, she saves the Excel file and uploads it into the same “Bulk Import” button. When Jennifer clicks to see what items are in her inventory, she sees that all the laptops uploaded successfully.

Jennifer - Searching through existing inventory:

Jennifer has been at her new job for a couple of months now, and her boss has asked her for an update on the current inventory system. Her boss would like to know which laptops are in the inventory system that have been distributed to employees and which are still in storage. *Therefore, Jennifer wants to retrieve a list of all the laptops in the system that are tagged with “In Use”.* [OBJECTIVE]

Jennifer goes to the inventory page to see a list of all the items that are currently in the inventory system. She clicks on the “Filter by” button to only Laptop items that are tagged with the “In Use” tag. Every laptop that is returned is currently being used by an employee. She clicks on the “Share” button next to the list to email a Read-Only list to her manager. She clears the filters currently set, then add a filter to only sort by laptops that are not tagged with the “In Use” tag. Again, Jennifer shares this list with her manager.