leihs user guide

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1 Introduction

leihs is web-based inventory handling and resource booking system. It allows users to view available equipment and place reservations through the frontend. Inventory managers and sysadmins use the backend to handle incoming reservations and manage items in the inventory.

This guide shows you how to use leihs. You don't need to install anything on your own machine to use leihs, all you need is a web browser.

2 Definitions

Below references to defined terms are capitalized and in quotes, as f.ex. "Manager".

Access Rights see "User"

Contract is produced as soon as an "Order" is acknowledged by a "Manager"

Customer a "User" that has the right to borrow "Items". See also "User"

Inventory Pool TODO

Item a thing that can be borrowed. An Items is of a certrain "Model". An "Inventory Pool" can have several "Lenovo T40" laptops. Thus "Lenovo T40" would be the "Model" of which the "Inventory Pool" could have three "Items" labeled "T40-1", "T40-2", and "T40-3"

Manager a "User" that has the right to lend "Items".

Model see "Item"

Order TODO

User can be a Customer and/or Manager or a Administrator. These "Access Rights" are given per "Inventory Pool" or in the case of the Administrator for the whole of leihs.

3 Availability

A central element of leihs is management of availavilities of models i.e. the question:

Is some model available to be lent out from a certain day on to some end date? Or are all available items of that model allready reserved for other customers?

When lending out items, the inventory pool manager needs to be aware of the fact, that if he assigns an item to a contract that is in the future, then that item becomes immediately unavailable.

This is based on the assumption, that if an item that is reserved in the future would be lent out before that date, then there would be a risk, that the anterior borrower would not return the item, which would break the promise previously given to the posterior borrower that he effectively will get the reserved item. This means that leihs gives precedence to fullfilling promises over optimal allocation utilization.

4 Management of the Borrowing Workflow

When handing over items to the customer, leihs will by default produce a PDF contract and display it to the inventory pool manager that is executing the transaction, at which moment the manager can print out the PDF contract.

He can now give the contract to the customer for signature or proceed with other offline (that is not part of leihs itself) steps in the borrowing process.

If the inventory pool manager does not wish to see contracts when he hands over items, then he can configure that. There is a checkbox "Print contracts" in Backend→Administration→Inventory Pool→bottom of the page.

5   About this Document

This document was written in Asciidoc: http://www.methods.co.nz/asciidoc/

It can be generated from the user_guide.txt sources by cloning the git repository from http://github.com/psy-q/leihs and issuing:

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$ rake release:gendoc
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from withing the leihs directory.

5.1   Contributors

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6   TODO: More Sections Go Here

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