

BBInventory Documentation

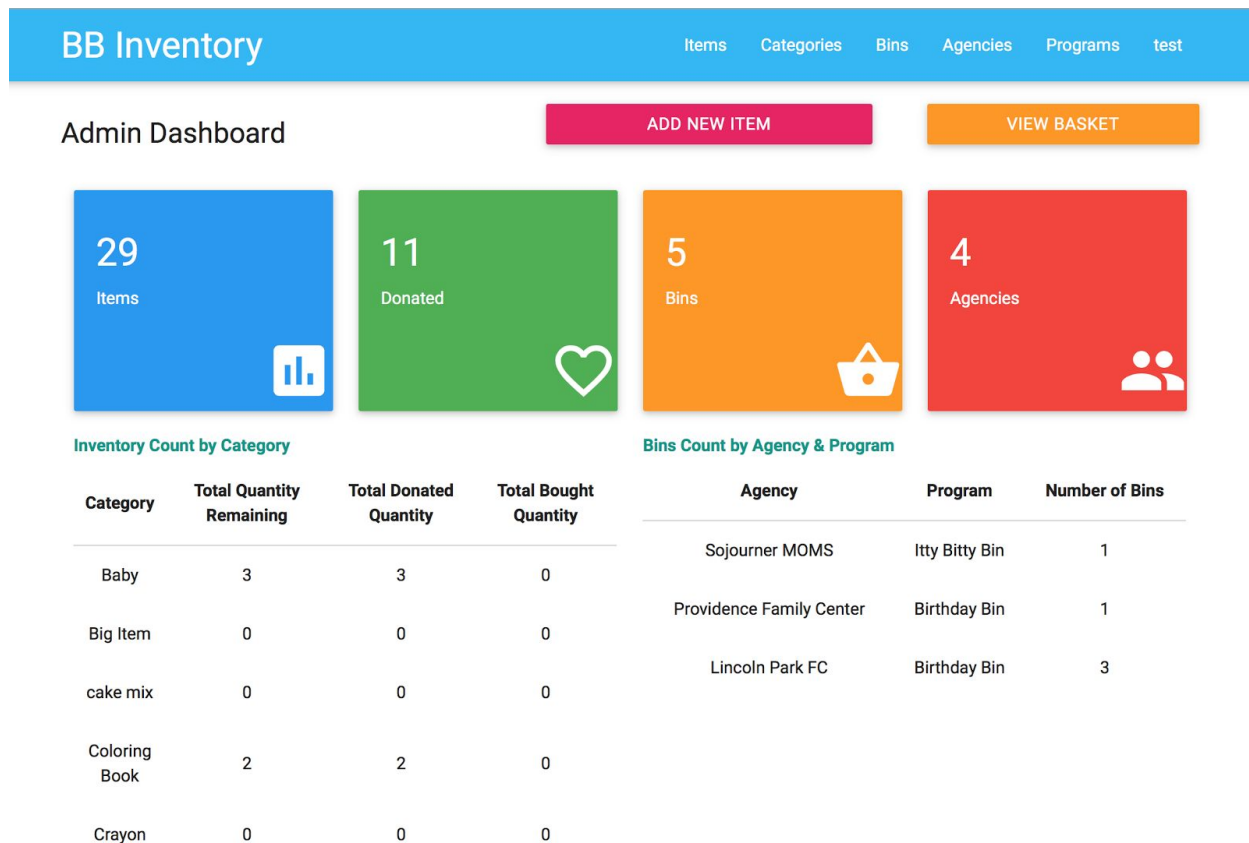
Tooltip: This guide acts as a reference for members/volunteers of BB that use the BBInventory application.

This guide will focus on the basic elements of checking in items and checking them out for delivery to agencies/events.

The Dashboard

The dashboard summarizes all the information that you need to learn about the inventory currently in the system.

The table in the bottom left side of the screen indicates the number of items remaining, donated, and bought based on each category. And the second table on the right indicates the number of bins allocated and delivered to each Agency in the system.





Adding New Items

You are able to add new items into the system in the dashboard page and the items page by clicking on the “ADD NEW ITEM” button located at the top of the screen. In the “ADD NEW ITEM” page you are prompted to either scan an item’s barcode or enter an item name without the barcode.

BB Inventory[Items](#)[Categories](#)[Bins](#)[Agencies](#)[Programs](#)[test](#)

Barcode:

OR

Item name:

SUBMIT

This will take you to a form where you are prompted to enter all the information about the item you are checking in. All the fields are required.

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New Item

Barcode

* Category
Baby ▼

* Name

Unit price

Quantity in inventory

Quantity

Gender
☐ Neutral ☐ Girl ☐ Boy

* Age
☐ 0-2 ☐ 3-10 ☐ 11-21

☒ Donation

Notes

CREATE ITEM**BACK****BACK TO ITEM LISTINGS**



Creating Categories

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Listing Categories

[ADD NEW CATEGORY](#)

B Baby	BI Big Item	CM cake mix	CB Coloring Book
C Crayon	D Dental	DP Diaper	FI Filler item
I Icing	PS Party Supply	RB Reading Book	S Snack

You are able to add new categories to the system through the Categories link in the navigation bar at the top of the screen. When you add a category you are required to input the name of the category and the letters you want to display in the category icon.

Adding new Agencies

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Agency Listing

[ADD NEW AGENCY](#)[DOWNLOAD](#)

Name	Contact	Phone	Email	Active
Lincoln Park FC	Test Person	412-661-1057	marilyn.oconnor@aiu3.net	✓
McKeesport First Steps Parenting Program	Test Person	412-678-5130	mckeesportfirststeps@aiu3.net	✓
Providence Family Center	Test Person	412-333-3333	test@pfc.com	✓
Sojourner MOMS	Test Person	412-555-5555	test@sojournermoms.com	✓



You need to have the agency you are sending bins to in the system before checking out items. Adding new agencies can be done through the Agencies link in the navigation bar at the top of the screen.

When you add an agency you are required to input all the basic information about an agency.

You are able to indicate whether an agency is active and receiving bins from you or not when you fill out the form for creating an agency and/or in the agencies page in the screenshot above by checking and unchecking the agencies.

Checking Out Items

It is important that you are aware that when you are checking out items they need to first go into a basket before being checked out from the system as a bin(s) that goes to an agency.

The following screenshot is from the items page. You are able to browse through items filter them based on the sidebar on the right.

BB Inventory

ItemsCategoriesBinsAgenciesProgramstest

Items ListingADD NEW ITEMSHOW BASKETEXPORT

S	Animal Crackers Age: 3-10 11-21 Gender: Neutral Notes: -	0	
S	Apple Sauce Pouch Age: 3-10 11-21 Gender: Neutral Notes: Market Pantry	0	
B	baby book Age: 0-2 3-10 Gender: Neutral Notes: first 100 words, Cat:infant, reading book	0	
B	Baby Onesies Age: 0-2 Gender: Neutral Notes: 3-count, 0-6 months, gender neutral	0	
B	baby teether Age: 0-2 Gender: Neutral Notes: Nuby, 3 months +	1	
B	baby wipes Age: 0-2 Gender: Neutral Notes: pampers	0	
B	binky Age: 0-2 Gender: Neutral Notes: blue, philips, 0-6 months	1	

Filters:

Gender ▾
Age ▾
Category ▾

RESET FILTERS



After browsing through the items, add the items you want to checkout by adding to them to your basket by clicking the peach colored basket item next to the item listing (located on the far right).

You are able to view the items you've added so far to the basket by clicking the "SHOW BASKET" button located at the top of the screen (as seen above in the items listing screenshot).

After you've added all the items you want to checkout to the basket, click on "SHOW BASKET" and verify that all the items you want to checkout are there. You can then press on "CHECKOUT" to create a bin that will go to an agency.

BB Inventory

ItemsCategoriesBinsAgenciesProgramstest

Basket

CLEAR BASKET

CHECKOUT

Item Name	Category	Quantity		
baby teether	Baby	1		
Dinosaur coloring book	Coloring Book	1		
Frozen Puzzle	Filler item	1		
Paw Patrol playing cards	Filler item	1		

BACK TO ITEM LISTINGS

Creating a Bin

When you checkout a basket, you will be prompted to input the number of bins that will be created out of the items you are checking out. You are also prompted to select the agency that this bin(s) will go to and the program this bin(s) will be under. The screenshot below is an example of that page.



After verifying that all the items and quantities you've selected are correct, click on "CREATE" to create the bin and check the items out of the system.

BB Inventory

ItemsCategoriesBinsAgenciesProgramstest

New Bin

Number of Bins
1

Agency
Lincoln Park FC

Program
Birthday Bin

Name	Category	Quantity	
baby teether	Baby	1	✕
Dinosaur coloring book	Coloring Book	1	✕
Frozen Puzzle	Filler item	1	✕
Paw Patrol playing cards	Filler item	1	✕

CREATE

BACK TO BASKET

BACK TO ITEMS

BACK TO BIN LISTINGS

Managing Bins

You are able to manage the bins that have been checked out through the bins link located at the top of the screen in the navigation bar. In this page you are also able to create the bin after creating a basket by clicking on the "ADD NEW BIN" button (see screenshot below).



BB Inventory

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Bins Listing

[ADD NEW BIN](#)[DOWNLOAD](#)

Total Number of Bins: 5

Date	Agency	Program	Number of Bins	Approx Value of Bin
05/02/16	Lincoln Park FC	Birthday Bin	1	4.25
04/26/16	Lincoln Park FC	Birthday Bin	1	20.25
04/26/16	Lincoln Park FC	Birthday Bin	1	0
04/25/16	Sojourner MOMS	Itty Bitty Bin	1	35.5
04/25/16	Providence Family Center	Birthday Bin	1	40.25

Filters:

Agency ▼

From Date

To Date

Program ▼

[RESET FILTERS](#)

Tooltip: This guide walks you through the steps for checking items into the system and checking them out in the form of bins that go to agencies. There are a lot of other buttons that exist on the system (not covered in this guide) that allow you to navigate through the system easily.