

# LOGIC UNIVERSITY STATIONERY STORE INVENTORY SYSTEM

## STORE USER MANUAL

### Team 4

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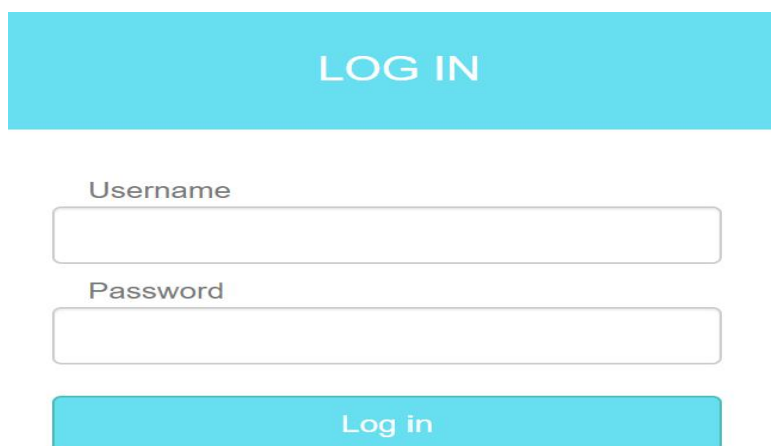
## 1.0 System overview

Logic University Stationery Store Inventory System is the system which can achieve error-less inventory and delivery records and reduce manual effort. The mission of the system is to develop an internal website for store staffs and other departments staffs and an android mobile application for easy convenience. The proposed system will include a database to store all the information about items and staff. It uses the internal mailing system of the university to share reports and other information to the internal store staff and to the departments. System includes the full automation of all the manual process included in the store related functionalists.

## 2.0 System usage in Web Application

### 2.1 Store staff log in

Login as Store employee by entering username and password in the below screen.



The login form consists of a large light blue rectangular button at the top with the text "LOG IN" in white, centered. Below this button are two white rectangular input fields. The first field is labeled "Username" in a small, light gray font above it. The second field is labeled "Password" in a small, light gray font above it. At the bottom of the form is a light blue rectangular button with the text "Log in" in white, centered.

### 2.2 Store clerk reviews the consolidated requisition

1. Log in as store clerk.
2. User can see the consolidated requisition form detail by clicking department name . If you click "Generate Retrieval Form", you will be able to go to "Retrieval Form" page.

SSIS

Logout

Hello, Alent!

Request Details

Retrieval Form

Disbursement List

Adjustment Voucher

Low-Stock Items

Purchase Order

### Requested Items From Department

REQUESTED DATE: 12-Feb-20 4:47:58 PM

DEPARTMENT NAME: English Dept

Generate Retrieval Form

3. User is able to assign the requested stationery based on the current stock details.
4. User needs to manually enter the actual quantity, then click “Submit” button and wait for the department representative to acknowledge.

SSIS

Logout

Hello, Alent!

Request Details

Retrieval Form

Disbursement List

Adjustment Voucher

Low-Stock Items

Purchase Order

### Retrieval Form

ITEM DESC	TOTAL REQUESTED QUANTITY	STOCK QUANTITY	DEPARTMENT REQUISITIONS			
			ITEM NAME	DEPT NAME	REQUESTED QTY	ACTUAL QTY
1	2	20	1	1	2	2
18	1	50	18	1	1	1
29	2	25	29	1	2	2
4	3	34	4	1	3	3


Submit

## 2.3 Store clerk checks low stock and raise purchase order

1. Login as store clerk
2. User is able to check low stock details by clicking “Low-Stock Items” .

SSIS

Logout



Hello, Alen!

Request Details

Retrieval Form

Disbursement List

Adjustment Voucher

Low Stock Items

Purchase Order

Low Stock Details

Item No	Description	Quantity	Reorder Level	Reorder Quantity	Unit Of Measure
C001	Clip Double 1"	20	50	30	Dozen
C003	Clip Double 3/4"	25	50	30	Dozen
C004	Clip Paper Larger*	34	50	30	Box
C006	Clip Paper Larger*	10	50	30	Box
E001	Envelope Brown(3"x6")	18	600	400	Each
E002	Envelope Brown(3"x6") w/Window	27	600	400	Each
E003	Envelope Brown(5"x7")	45	600	400	Each
E004	Envelope Brown(5"x7") w/Window	35	600	400	Each
E005	Envelope White(3"x6")	47	600	400	Each
E006	Envelope White(3"x6") w/Window	20	600	400	Each
E007	Envelope White(5"x7")	50	600	400	Each
E008	Envelope White(5"x7") w/Window	25	600	400	Each
E020	Eraser(hard)	34	50	20	Each
E030	Exercise Book(100 pg)	20	100	50	Each
E031	Exercise Book(120 pg)	50	100	50	Each

2. User is able to view purchase order by using drop down list to select different supplier name and clicking "Submit" .

SSIS

Logout

Hello, Alen!

Request Details

Retrieval Form

Disbursement List

Adjustment Voucher

Low Stock Items

Purchase Order

PurchaseOrder

ALPA

Submit

Item No	Description	Quantity	Price	Amount
C001	Clip Double 1"	30	20	600
C002	Clip Double 2"	30	8	240
C003	Clip Double 3/4"	30	9	270
C004	Clip Paper Larger*	30	14	420
C005	Clip Paper Medium*	30	13	390
C006	Clip Paper Larger*	30	12	360
H011	Highlighter Blue	80	2	160
H012	Highlighter Green	80	2	160
H013	Highlighter Pink	80	2	160
H014	Highlighter Yellow	80	2	160
H031	Hole Puncher 2 holes	20	15	300
H032	Hole Puncher 3 holes	20	16	320
H033	Hole Puncher Adjustable	20	25	500

3. User is able to view voucher details in the "Adjustment Voucher" which in the left navigation bar and can able to "Edit" and "Cancel" the voucher.

4. User is able to create adjustment voucher by clicking "Create New" button and choose ItemId, AdjustedQty and Reason then click "CREATE" .

SSIS

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SSIS

Logout

Hello,Alex!

- Request Details
- Retrieval Form
- Disbursement List
- Adjustment Voucher
- Low-Stock Items
- Purchase Order

Adjustment Voucher

Itemid

3

AdjustedQty

14

Reason

Lost

CREATE

Back

## 2.4 Store Supervisor functions

1. Log in as store supervisor .
2. User is able to approve or reject the adjustment voucher which amount under \$250.
3. If amount over \$250, user is able to click “Send to manager” to send to manager.

SSIS

Logout

Hello,Alex!

- Adjustment Voucher
- Report

Adjustment Voucher

ItemCode	QtyAdjusted	Reason	Voucher Amount		
3	14	Lost	126	APPROVE	REJECT
13	50	Free gifts	150	APPROVE	REJECT

SSIS

Logout

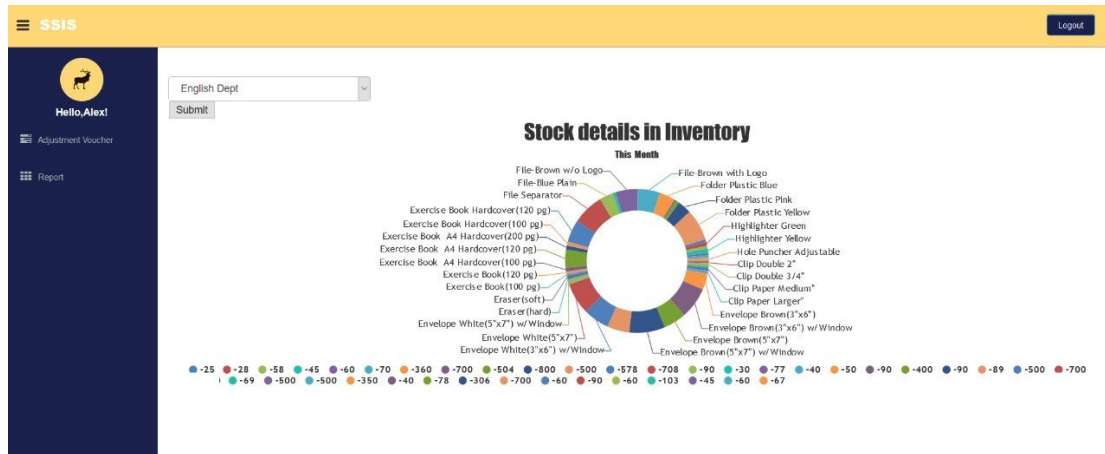
Hello,Alex!

- Adjustment Voucher
- Report

Adjustment Voucher

ItemCode	QtyAdjusted	Reason	Voucher Amount	
12	1000	ferth	2000	Send to Manager
12	12	aifdg	24	Approve Reject

4. User is able to use drop down list to select department name then click “Submit” button to generate the report .



## 2.5 Store manager functions

1. Log in as store manager
2. User is able to approve or reject the adjustment voucher which amount over \$250.

SSIS

Hello, Frank!

### Adjustment Voucher

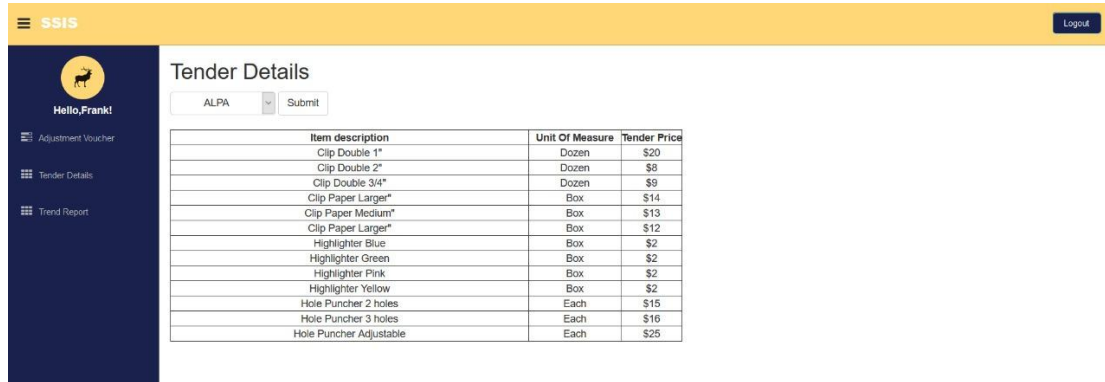
ItemCode	QtyAdjusted	Reason	Voucher Amount

Adjustment Voucher

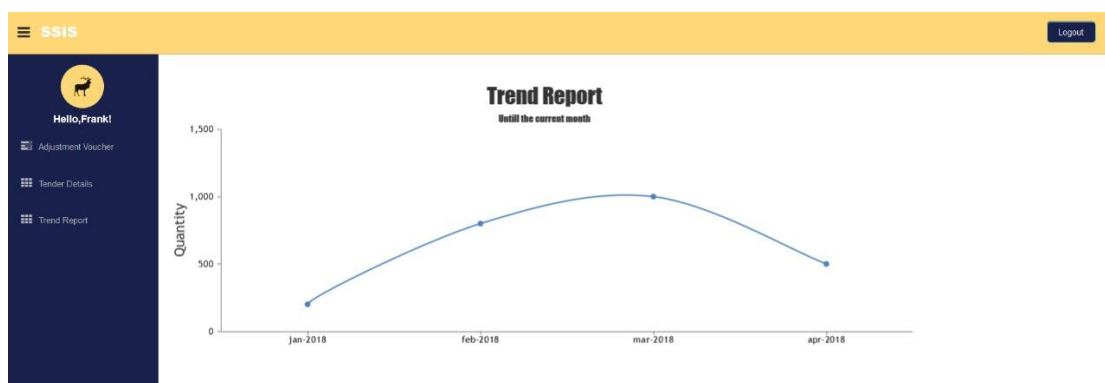
Tender Details

Trend Report

3. User is able to use drop down list to select supplier name and click "Submit" button to get the tender details.



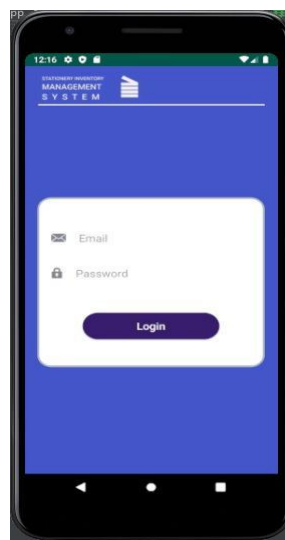
4 User can click “Trend Report” and get the trend report.



## 3.0 System usage in Mobile Application

### 3.1 Store clerk login

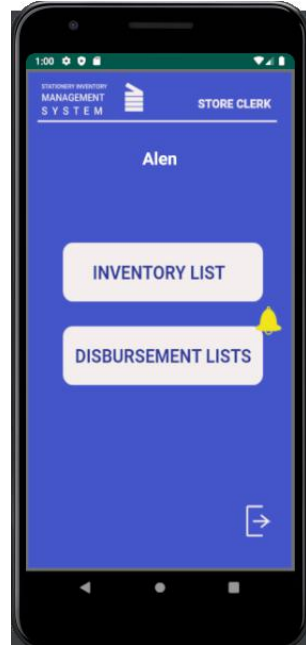
Login as Store clerk by entering username and password in the below screen.





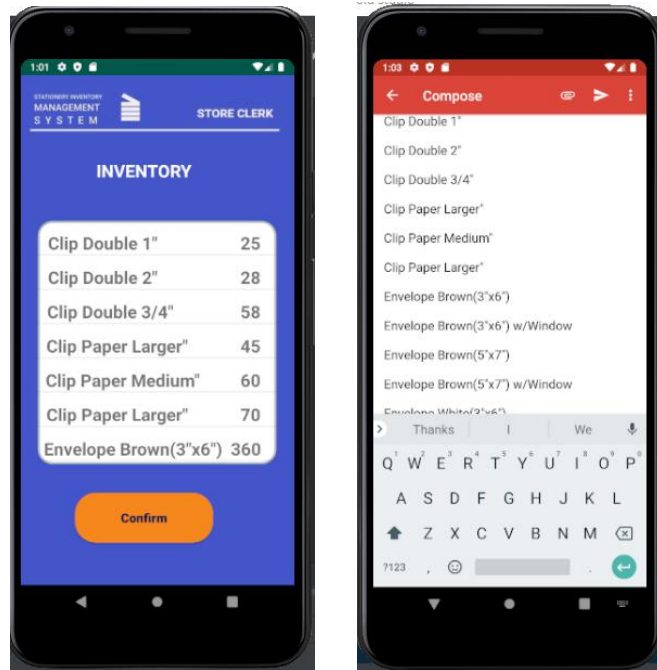
### 3.2 Store clerk menu

The Screen will pop up with two buttons which will take you into separate activities



### 3.3 Store clerk view inventory list

1. Inventory List will be helpful for the clerk during the store Inventory check by providing him the Inventory checklist in his phone.
2. Store clerk can make the list of Items which is less in quantity and store it in email send by the button click for future reference.



### 3.4 Store clerk view disbursement list

1. Store clerk can keep the list of Item to be delivered.
2. To a particular department and can send the delivery confirmation email to the particular department head and representative on a button click by his cell phone.

