USER MANUAL

**Viewing Donations**:

Step 1: Click the ‘Inventory Transactions’ tab at the top of the page.

Step 2: Enter in the city that the blood bank is located in. It is assumed that there will only be one bank per city. This bank will be the bank to add inventory too.

Step 3: Enter in a desired date to retrieve donations from.

Step 4: Hit ‘Donations’ and it will list all the donations that were entered up to the date specified.

**Viewing Requests**:

Step 1: Click the ‘Inventory Transactions’ tab at the top of the page.

Step 2: Enter in the city that the blood bank is located in. It is assumed that there will only be one bank per city. This bank will be the bank to subtract blood from.

Step 3: Enter in a desired date to retrieve requests from.

Step 4: Hit ‘Requests’ and it will list all requests received by hospitals up to the specified date.

**Viewing inventory**:

Step 1: Click the ‘View Inventory’ tab at the top of the page.

Step 2: Enter in the city that the blood bank is located in. It is assumed that there will only be one bank per city.

Step 3: Hit ‘Submit’ and it will list the inventory of the bank in that city.

**Adding Donations to the inventory**:

Step 1: Do steps for *Viewing Donations*

Step 2: Click the ‘Commit to Inventory’ button after verifying all the listed donations. This will add all the listed donations blood count to the specified blood banks inventory.

**Fulfilling Hospital Requests**:

Step 1: Do steps for *Viewing Requests*

Step 2: Finally Click the ‘Commit to Inventory’ button after verifying all the listed donations. This will remove the blood needed to fulfill the requests for the hospitals.

**Creating a Donation**:

Step 1: Click the ‘Create Donation Entry’ tab at the top of the page.

Step 2: Enter the date the blood was donated.

Step 3: Enter the last name of the participant.

Step 4: Enter the quantity donated.

Step 5: Select the city closest to your location for the donation to go towards.

**Inputting a Request**:

Step 1: Click the ‘Create Hospital Request’ tab at the top of the page.

Step 2: Enter the date the request was received.

Step 3: Enter the name of the hospital.

Step 4: Enter the blood type needed.

Step 5: Enter the quantity of blood needed.