



# USER MANUAL

## DEPARTMENT USERS

Logic University – Stationery Store Inventory  
System

### TEAM 8 - MEMBERS

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### Team 8

AD Project (SA43)

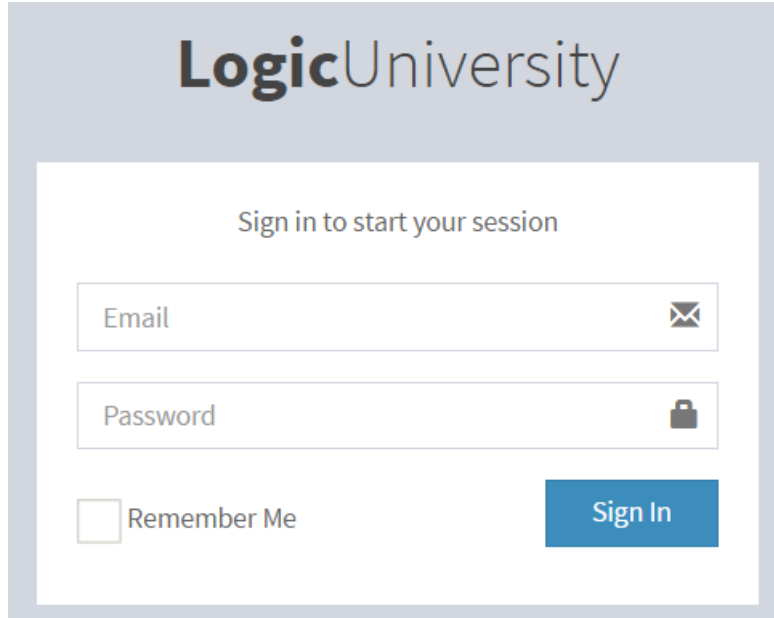
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## A. Utility

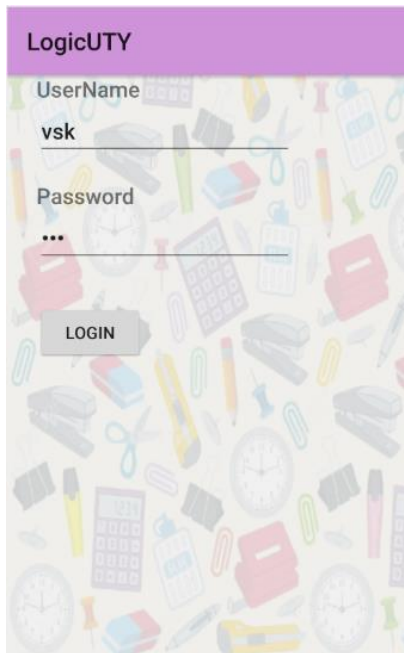
The utility section documents the generic functions like login. The detail of the function is provided below:

### 1. Login Page



Item	Description
Username (Email)	Enter your username in email format. An example is "finhod@logic-university.edu.sg"
Password	Enter your password. An example is "someword123"
Remember Me (Checkbox)	Check this box if you want the system to save your password in the system for future accesses.
Sign In (Button)	Click on this button after you have entered your username and password to log in to the Stationery Store Inventory System
I forgot my password (Hyperlink)	Click on this hyperlink if you have forgotten your password. It will open a new page for you to request a new password. The new password will be sent to your email account.

## 2. Login Page (Mobile View)



Item	Description
Username	Enter your username in email format. An example is "finhod@logic-university.edu.sg"
Password	Enter your password. An example is "someword123"
LOGIN (Button)	Click on this button after you have entered your username and password to log in to the Stationery Store Inventory System

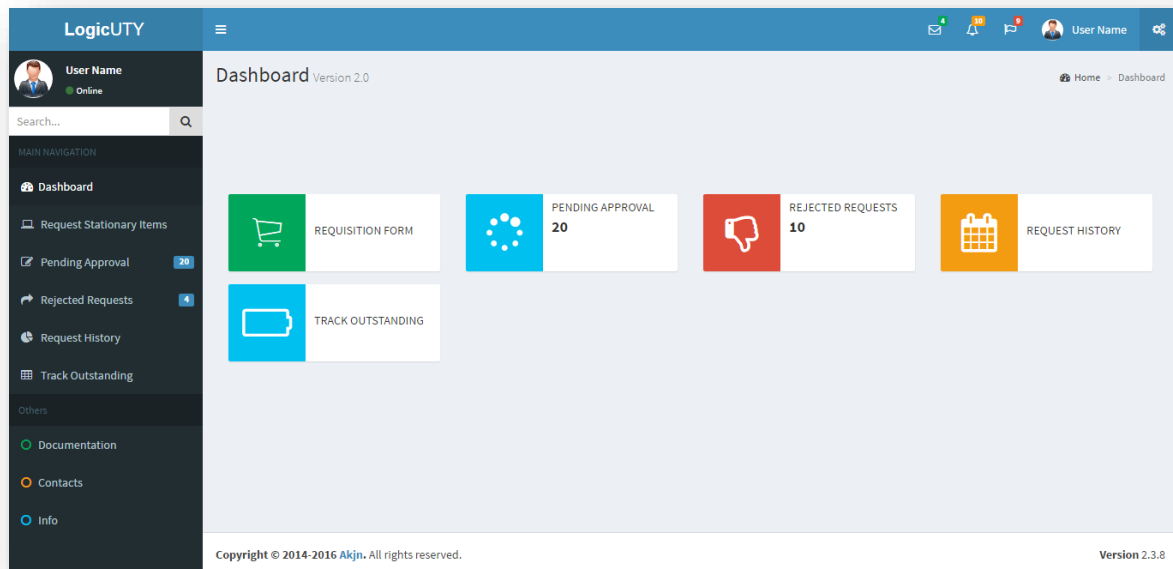
## B. Department Representative





There are 10 departments in Logic University. Each of these 10 departments has a department representative nominated by the department HOD to monitor stationery stockpile in the department office. When stationery stock balance runs low, the department representative will raise a requisition form in the new system to request for stationery items that require replenishment from Stationery Store in Logic University.

Additionally, the role of department representative also responsible for monitoring the status of the requisition forms raised in the new system and to follow up until the requested stationery items are received from the stationery store.

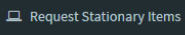

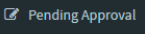

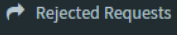

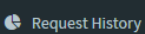

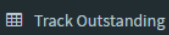




After receiving notification from store clerk to collect the requested stationery items, the department representative is required to proceed at designated time to designated collection point in the university to collect and sign for the receipt digitally.

### 1. Homepage



Item	Description
	Click on this icon to maximise the content page view and hide part of the side navigation menu.
	This icon indicates how many new messages that you have outstanding. Click on this icon to display greater detail and to choose to view all messages.
	This icon indicates how many new notifications you have outstanding. Click on this icon to display greater detail and to choose to view all notifications
	This icon indicates how many new tasks awaiting your processing in the system. Click on this icon to display greater detail and to choose to view all tasks.

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Item	Description
 Request Stationery Items or  REQUISITION FORM	Click on either the side menu option or the shopping cart icon displayed in left column, it will open up “Request Stationery Items” screen for you to add stationery items to a new requisition form.
 Pending Approval or  PENDING APPROVAL 20	Click on either the side menu option or the corresponding icon in the left column, it will start a “Pending Approval” screen which displays all stationery requisition forms raised by the department and pending approval of HOD.
 Rejected Requests or  REJECTED REQUESTS 10	Click on either the side menu option or the corresponding icon in the left column, it will start a “Rejected Requests” screen which displays all stationery requisition forms raised by the department and have been rejected by HOD.
 Request History or  REQUEST HISTORY	Click on either the side menu option or the corresponding icon in the left column, it will start a Requests History form which displays all stationery requisition forms raised by the department of all statuses.
 Track Outstanding or  TRACK OUTSTANDING	Click on either the side menu option or the corresponding icon in the left column, it will start a Track Outstanding form which displays all stationery requisition forms raised by the department and with outstanding quantities to be received by the department.
 Documentation	Click on this side menu option to invoke a screen to display online documentation about the new system.
 Contacts	Click on this side menu option to invoke a screen to display the contact information of key support personnel
 Info	Click on this side menu option to invoke a screen to display extra relevant information.

## 2. Requisition Form

**Request Form**

Requisition Form Number: DDS/111/99

Department: CS Department  
Department Code: CSD

Employee Name: Name  
Employee Number: 123  
Employee Email: email@email.com

Select Category: File

Select Item: File Separator

Quantity: 10

**Add Item**

Category	Description	Quantity
File	File Separator	10
File	File-Blue Plain	10



**Remarks**

Place some text here

**Place Request** **Cancel**

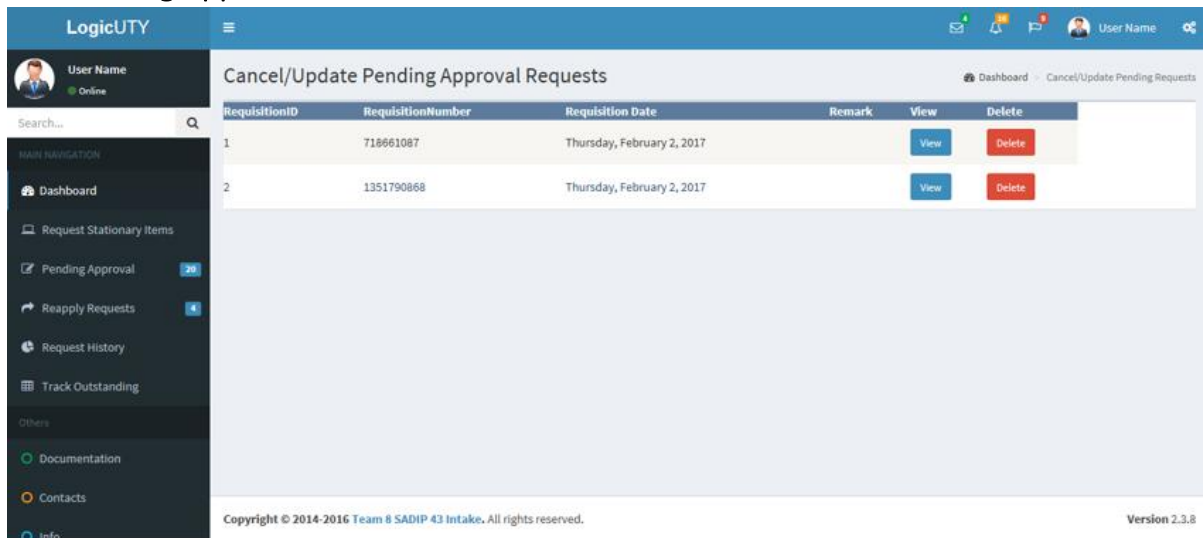
Item	Description
Department Name	Name of the department which the requisition form was created for. A display only value.
Employee Name	Employee name the department representative who is creating the new stationery requisition. A display only value.
Department Code	Code of the department which the requisition form was created for. A display only value.
Employee Number	Employee number of the department representative who is creating the new stationery requisition. A display only value.
Employee Email	Employee email of the department representative who is creating the new stationery requisition. A display only value.
Select Category	Click on the drop-down button to invoke a drop-down list and select a item category from the drop-down list.
Select Item	Click on the drop-down button to invoke a drop-down list and select an item from the drop-down list.
Quantity	Enter a quantity of the select stationery item that you need to replenish from stationery store.
Add Item Button <b>Add Item</b>	Click on this button to add the item and quantity data into selected items



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Item	Description
Selected Items (for subsequent creation into a new stationery requisition document)	
Category	It displays the category of the stationery item added. A display only value.
Description	It displays the description of the stationery item added. A display only value.
Quantity	It displays the requested quantity of the stationery item added. A display only value.
Remarks	Enter a remark for the department HOD or store clerk to take note of.
Place Request Button 	Click on this button to create a new requisition with all the stationery items and request quantities added to the selected item sections.
Cancel Button 	Click on this button to cancel and exit the "Requisition Form" to return to Home page.



### 3. Pending Approval



Item	Description
Requisition ID	A document id assigned by the system during creation of the stationery requisition. A display only value.
Requisition Number	A document number entered by the document creator during the creation of stationery requisition. A display only value.
Requisition Date	The date when the stationery requisition was created on. A display only value.
Remark	Reject reason provided by department HOD for rejecting the stationery requisition. Or a remark entered for store clerk to take note.
View Button 	Click on this button to invoke a new screen to display the details of the stationery requisition selected.
Delete Button 	Click on this button to delete the selected stationery requisition from the system and from the screen

## View Requisition Details to Delete/Update

**LogicUTY** User Name Online

**Requisition Details**

Request form Number: #Numb  
Created Date: dd-mm-yyyy  
Remark by Employee: Some Remark


Department: Dept  
Dept code  
Created By: Name

Item Name	Quantity	Unit Of Measure	Delete
File Separator	10	Set	Delete
File-Blue Plain	10	Each	Delete
File-Blue with Logo	10	Each	Delete
Folder Plastic Blue	10	Each	Delete




Remark

Update Back

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Item	Description
Request Form Number	The document number of stationery requisition. A display only value.
Department	Name of department which the requisition form was created for. A display only value.
Created Date	The date when the stationery requisition was created on. A display only value.
Dept Code	The name of department which the requisition form was created for. A display only value.
Remark by Employee	Remark entered by department representative when the stationery requisition was created.
Created By	Name of the department representative who has created the stationery requisition. A display only value.
Requested Items	
Item Name	Name of the stationery item being requested. A display only value.
Quantity	Request quantity of the stationery item. A display only value.
Unit of Measure	Unit of measurement of the quantity requested. A display only value.
Delete Button 	Click on this button to delete the selected stationery requisition from the system and from the screen
Remark	Enter a remark in this field to provide a reason or remark for rejecting the stationery requisition on display, if applicable.

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Approve Button		Click on this button to approved the stationery requisition on display.
Reject Button		Click on this button to reject the stationery requisition on display. Please remember to provide a reason in the Remark field for rejecting the stationery requisition.
Back Button		Click on this button to return to calling “Approve/Reject Requests” screen.

## 4. Reapply Requests

The screenshot shows the LogicUTY application interface for 'Reapply Requests'. The sidebar on the left contains a search bar and a main navigation menu with options: Dashboard, Request Stationary Items, Pending Approval (with a 28 badge), Reapply Requests (with a 4 badge), Request History, Track Outstanding, and Others (Documentation, Contacts, Info). The main content area has a header 'Reapply Requests' and a breadcrumb 'Dashboard > Reapply Requests'. Below the header is a table with columns: RequisitionID, RequisitionNumber, Requisition Date, Remark, View, and Delete. A single row is displayed with RequisitionID 1, RequisitionNumber 718661087, and Requisition Date Thursday, February 2, 2017. The View and Delete buttons are visible for this row. The footer contains the text 'Copyright © 2014-2016 Team 8 SADIP 43 Intake, All rights reserved.' and 'Version 2.3.8'.

Item	Description
Requisition ID	A document id assigned by the system during creation of the stationery requisition. A display only value.
Requisition Number	A document number entered by the document creator during the creation of stationery requisition. A display only value.
Requisition Date	The date when the stationery requisition was created on. A display only value.
Remark	Reject reason provided by department HOD for rejecting the stationery requisition.
View Button 	Click on this button to invoke a new screen to display the details of the stationery requisition selected.
Delete Button 	Click on this button to delete the selected stationery requisition from the system and from the screen

## View Requisition Details to Delete/Update

**LogicUTY** User Name Online

**Requisition Details**

Request form Number: #Numb  
Created Date: dd-mm-yyyy  
Remark by Employee: Some Remark


Department: Dept  
Dept code  
Created By: Name

Item Name	Quantity	Unit Of Measure	Delete
File Separator	10	Set	Delete
File-Blue Plain	10	Each	Delete
File-Blue with Logo	10	Each	Delete
Folder Plastic Blue	10	Each	Delete




Remark

**Update** **Back**

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Item	Description
Request Form Number	The number of stationery requisition form. A display only value.
Department	The name of department which the requisition form was created for. A display only value.
Created Date	The date when the stationery requisition was created on. A display only value.
Dept Code	The name of department which the requisition form was created for. A display only value.
Remark by Employee	Remark entered by department representative when the stationery requisition was created.
Created By	Name of the department representative who has created the stationery requisition. A display only value.
Requested Items	
Item Name	Name of the stationery item being requested. A display only value.
Quantity	Request quantity of the stationery item. A display only value.
Unit of Measure	Unit of measurement of the quantity requested. A display only value.
Delete Button 	Click on this button to delete the selected stationery requisition from the system and from the screen
Remark	Enter a remark in this field to provide a reason or remark for rejecting the stationery requisition on display, if applicable.

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Approve Button		Click on this button to approved the stationery requisition on display.
Reject Button		Click on this button to reject the stationery requisition on display. Please remember to provide a reason in the Remark field for rejecting the stationery requisition.
Back Button		Click on this button to return to calling “Approve/Reject Requests” screen.

## 5. Requests History Form

**Request History**

RequisitionID	RequisitionNumber	Requisition Date	Requisition Status	Remark	View
1	718661087	Thursday, February 2, 2017	Requested		<a href="#">View</a>
2	1351790868	Thursday, February 2, 2017	Requested		<a href="#">View</a>

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Item	Description
Requisition ID	A document id assigned by the system during creation of the stationery requisition. A display only value.
Requisition Number	A document number entered by the document creator during the creation of stationery requisition. A display only value.
Requisition Date	The date when the stationery requisition selected was created on. A display only value.
Requisition Status	Status of the stationery requisition selected. A display only value.
Remark	Reject reason provided by department HOD for rejecting the stationery requisition.
View Button 	Click on this button to invoke a new screen to display the details of the stationery requisition selected.

## View Requisition Details

**LogicUTY** User Name Online

**Requisition Details**

Request form Number: #Numb  
 Created Date: dd-mm-yyyy  
 Created By: Name  
 Status: Approved/Rejected/Delivered

Department: Dept  
 Dept code  
 Approved by: HOD Name  
 Approved Date: dd-mm-yyyy

Item Name	Quantity	Unit Of Measure
File Separator	10	Set
File-Blue Plain	10	Each
File-Blue with Logo	10	Each
Folder Plastic Blue	10	Each

Close

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Item	Description
Request Form Number	The number of stationery requisition form. A display only value.
Department	The name of department which the requisition form was created for. A display only value.
Created Date	The date when the stationery requisition was created on. A display only value.
Dept Code	The name of department which the requisition form was created for. A display only value.
Created By	Name of the department representative who has created the stationery requisition. A display only value.
Approved By	Name of the HOD who has approved the stationery requisition on display. A display only value.
Status	Status of the stationery requisition on display. Possible values are: Approved/Rejected/Delivered
Approved Date	Date when the stationery requisition was approved on. A display
Requested Items	
Item Name	Name of the stationery item being requested. A display only value.
Quantity	Request quantity of the stationery item. A display only value.
Unit of Measure	Unit of measurement of the quantity requested. A display only value.
Close Button	Click on this button to return to calling “Approve/Reject Requests” screen.



## 6. Track Outstanding Form

**LogicUTY** User Name Online English Department

Track Outstanding Dashboard > Outstanding

Department	Item	Quantity
English Dept	File Separator	2
English Dept	Folder Plastic Blue	3

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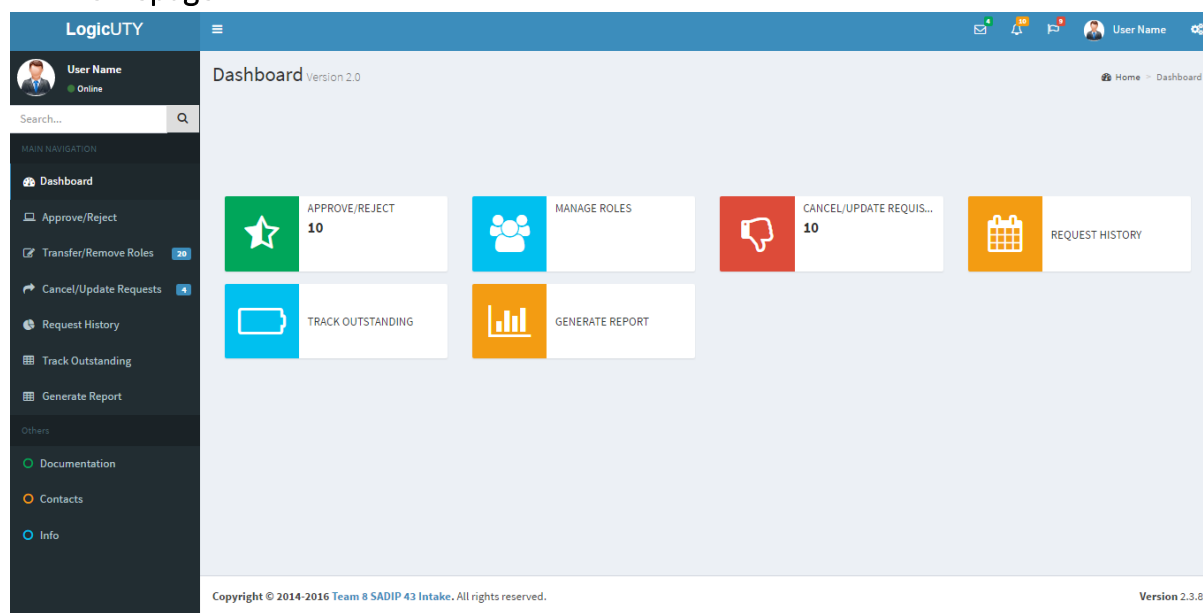
Item	Description
Department	The name of department which the requisition form was created for. A display only value.
Item	Name of the stationery item being requested. A display only value.
Quantity	Request quantity of the stationery item being requested. A display only value.

## C. Department HOD

There are 10 departments in the Logic University. Each of these departments has a head of department (HOD), whose role in the new system is to assign a department representative for administering requisition forms created in the new system and to liaise with store clerk to collect the stationery items requested.

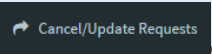

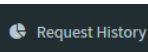

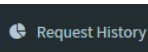

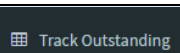

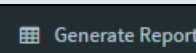

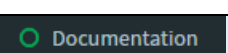
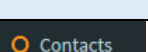
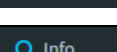
The role of department HOD is also to review stationery requisition form raised by the department clerk and to decide whether to approve and reject with a reason.

### 1. Homepage



Item	Description
	Click on this icon to maximise the content view and hide part of the side navigation menu.
	This icon indicates how many new messages that you have attended to. Click on this icon to display greater detail and to choose to view all messages.
	This icon indicates how many new notifications you have. Click on this icon to display greater detail and to choose to view all notifications
	This icon indicates how many new tasks awaiting your processing in the system. Click on this icon to display greater detail and to choose to view all tasks.
	Click on either the side menu option or the corresponding icon displayed in left column, it will open up Approve/Reject form for you to display all of department's stationery requisition form pending approval.
	Click on either the site menu option or the shopping cart icon in the left column, it will open up Manage Roles form which enables department HOD to transfer the role HOD

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Item	Description
	to another employee in the same department or to remove existing transfer of HOD role.
 or  CANCEL/UPDATE REQUIS...  or  REQUEST HISTORY	Click on either the site menu option or the shopping cart icon in the left column, it will open up Cancel/Update Requests form which displays all stationery requisitions rejected by HOD for modification then submit for approval again or cancel the rejected requisitions.
 or  REQUEST HISTORY	Click on either the site menu option or the shopping cart icon in the left column, it will open up Requests History form which displays all stationery requisition forms raised by the department of all statuses.
 or  TRACK OUTSTANDING	Click on either the site menu option or the shopping cart icon in the left column, it will open up Track Outstanding form which displays all stationery requisition forms raised by the department and with outstanding quantities to be received by the department.
 or  GENERATE REPORT	Click on either the site menu option or the shopping cart icon in the left column, it will open up Generate Report form which enables the HOD to choose a pre-programmed report to run.
	Click on this side menu option to invoke a screen to display online documentation about the new system.
	Click on this side menu option to invoke a screen to display the contact information of key support personnel
	Click on this side menu option to invoke a screen to display extra relevant information.

## 2. Approve/Reject Requests

**Approve/Reject Requests**

RequisitionID	RequisitionNumber	Requisition Date	View
1	718661087	Thursday, February 2, 2017	<a href="#">View</a>
2	1351790868	Thursday, February 2, 2017	<a href="#">View</a>

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Item	Description
Requisition ID	The requisition Id assigned by the system for each stationery requisition. A display only value.
Requisition Number	The requisition number provided by the creator of this document. A display only value.
Requisition Date	The date when the stationery requisition was created on. A display only value.
View Button 	Click on this button to invoke a new screen to display the details of the stationery requisition selected.

### View Requisition Details to Approve/Reject

**Requisition Details**

Request form Number: #Numb  
 Created Date: dd-mm-yyyy  
 Remark by Employee: Some Remark




Department: Dept  
 Dept code  
 Created By: Name

Item Name	Quantity	Unit Of Measure
Pad Postit Memo 1x2	10	Packet
Pad Postit Memo 1/2x1	10	Packet
Pad Postit Memo 2x4	10	Packet

Remark

[Approve](#) [Reject](#) [Back](#)

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Item	Description
Request Form Number	The number of stationery requisition form. A display only value.
Department	The name of department which the requisition form was created for. A display only value.
Created Date	The date when the stationery requisition was created on. A display only value.
Dept Code	The name of department which the requisition form was created for. A display only value.
Remark by Employee	Remark entered by department representative when the stationery requisition was created.
Created By	Name of the department representative who has created the stationery requisition. A display only value.
Requested Items	
Item Name	Name of the stationery item being requested. A display only value.
Quantity	Request quantity of the stationery item. A display only value.
Unit of Measure	Unit of measurement of the quantity requested. A display only value.
Remark	Enter a remark in this field to provide a reason or remark for rejecting the stationery requisition on display, if applicable.
Approve Button 	Click on this button to approved the stationery requisition on display.
Reject Button 	Click on this button to reject the stationery requisition on display. Please remember to provide a reason in the Remark field for rejecting the stationery requisition.
Back Button 	Click on this button to return to calling “Approve/Reject Requests” screen.

### 3. Manage Roles

The screenshot shows the 'Manage Roles' page in the LogicUTY system. On the left is a sidebar with navigation options like Dashboard, Approve/Reject, Transfer/Remove Roles, Cancel/Update Requests, Request History, Track Outstanding, Generate Report, Documentation, Contacts, and Info. The main area is titled 'Manage Role:' and features a dropdown menu for selecting a department. Below the dropdown are 'Save' and 'Cancel' buttons. To the right, there are three checkboxes for role assignment: 'Department Head' (unchecked), 'Department Representative' (checked), and 'Department Employee' (unchecked). The footer contains copyright information and the version number 2.3.8.

Item	Description
Employee Name (List Box under the text of “Manage Role:”)	Scroll up and down to click to select an employee name of your choice to perform role assignment.
Role (Bullets)	<p>It defines 3 possible role for department employee to play in the new system:</p> <ul style="list-style-type: none"> <li>• Department Head (to approve/reject requisition)</li> <li>• Department Representative (to raise requisition and collect stationery items requested from store clerk)</li> <li>• Department Employee (no duty to perform in the new system)</li> </ul> <p>Refer to the above-mentioned explanation and click one of the 3 role to assign to the selected department employee.</p>
Save Button	Click on this button to save the assignment of role in the system.
Cancel Button	Click on this button to cancel any changes made in this screen and exit to home page.

#### 4. Cancel/Update Unallocated/Not Delivered Requests

**Cancel/Update Unallocated/Not delivered requests**  
Manage all resent approved/rejected requests which are not yet delivered or allocated by store

RequisitionID	RequisitionNumber	Requisition Date	Status	Remark	View
1	718661087	Thursday, February 2, 2017	Rejected		<a href="#">View</a>
2	1351790868	Thursday, February 2, 2017	Approved		<a href="#">View</a>

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Item	Description
Requisition ID	The requisition Id assigned by the system for each stationery requisition. A display only value.
Requisition Number	The requisition number provided by the creator of this document. A display only value.
Requisition Date	The date when the stationery requisition was created on. A display only value.
Status	The status of the stationery requisition assigned by the system. A display only value.
Remark	Reject reason provided by department HOD for rejecting the stationery requisition.
View Button <a href="#">View</a>	Click on this button to invoke a new screen to display the details of the stationery requisition selected.

#### View Requisition Details to Delete/Approve/Reject

**Requisition Details**

Request form Number: #Numb  
Created Date: dd-mm-yyyy  
Remark by Employee: Some Remark





Department: Dept  
Dept code  
Created By: Name

**Requested Items**

Item Name	Quantity	Unit Of Measure	Delete
Pad Postit Memo 1x2	10	Packet	<a href="#">Delete</a>
Pad Postit Memo 1/2x1	10	Packet	<a href="#">Delete</a>
Pad Postit Memo 2x4	10	Packet	<a href="#">Delete</a>

**Remark**

[Approve](#) [Reject](#) [Back](#)

Item	Description
Request Form Number	The number of stationery requisition form. A display only value.
Department	The name of department which the requisition form was created for. A display only value.
Created Date	The date when the stationery requisition was created on. A display only value.
Dept Code	The name of department which the requisition form was created for. A display only value.
Remark by Employee	Remark entered by department representative when the stationery requisition was created.
Created By	Name of the department representative who has created the stationery requisition. A display only value.
Requested Items	
Item Name	Name of the stationery item being requested. A display only value.
Quantity	Request quantity of the stationery item. A display only value.
Unit of Measure	Unit of measurement of the quantity requested. A display only value.
Delete Button 	Click on this button to delete the selected stationery requisition from the system and from the screen
Remark	Enter a remark in this field to provide a reason or remark for rejecting the stationery requisition on display, if applicable.
Approve Button 	Click on this button to approved the stationery requisition on display.
Reject Button 	Click on this button to reject the stationery requisition on display. Please remember to provide a reason in the Remark field for rejecting the stationery requisition.
Back Button 	Click on this button to return to calling "Approve/Reject Requests" screen.



## 5. Request History

The screenshot shows the LogicUTY web application interface. The top navigation bar includes the LogicUTY logo, a user profile section, and a search bar. The main content area is titled "Request History" and displays a table with the following data:

RequisitionID	RequisitionNumber	Requisition Date	Requisition Status	Remark
1	534644745	Thursday, February 2, 2017	Allocated	
2	725110646	Thursday, February 2, 2017	Allocated	
3	1397513573	Thursday, February 2, 2017	Requested	

The left sidebar contains the following navigation items: Dashboard, Request Stationary Items, Pending Approval (20), Reapply Requests (4), Request History, Track Outstanding, Others, Documentation, and Contacts. The footer of the page states: "Copyright © 2014-2016 Team 8 SADIP 43 Intake. All rights reserved. Version 2.3.8".

Item	Description
Requisition ID	The requisition Id assigned by the system for each stationery requisition. A display only value.
Requisition Number	The requisition number provided by the creator of this document. A display only value.
Requisition Date	The date when the stationery requisition was created on. A display only value.
Status	The status of the stationery requisition assigned by the system. A display only value.
Remark	Reject reason provided by department HOD for rejecting the stationery requisition. A display only value.

## 6. Track Outstanding

The screenshot displays the 'Track Outstanding' interface in the LogicUTY system. The top navigation bar includes the LogicUTY logo, a user profile section with 'User Name' and 'Online' status, and a department dropdown set to 'English Department'. The main content area is titled 'Track Outstanding' and contains a table with the following data:

Department	Item	Quantity
English Dept	File Separator	2
English Dept	Folder Plastic Blue	3

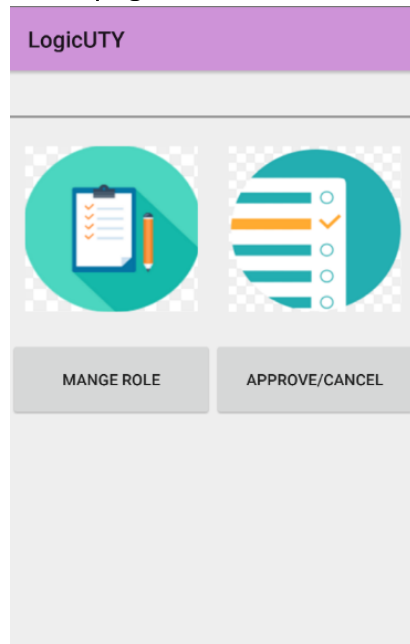
The left sidebar lists various navigation options under 'MAIN NAVIGATION', including Dashboard, Process Requests, Process Retrieval Forms (20), Process Disbursement (4), Purchase Order, Delivery Order, Monthly Stock Adjustment, On-spot Stock Adjustment, Outstanding, and Others. The footer of the page includes the copyright notice 'Copyright © 2014-2016 Team 8 SADIP 43 Intake. All rights reserved.' and the version number 'Version 2.3.8'.

Item	Description
Department	The name of department which the requisition form was created for. A display only value.
Item	Name of the stationery item being requested. A display only value.
Quantity	Request quantity of the stationery item being requested. A display only value.

## D. Department HOD (Mobile Views)

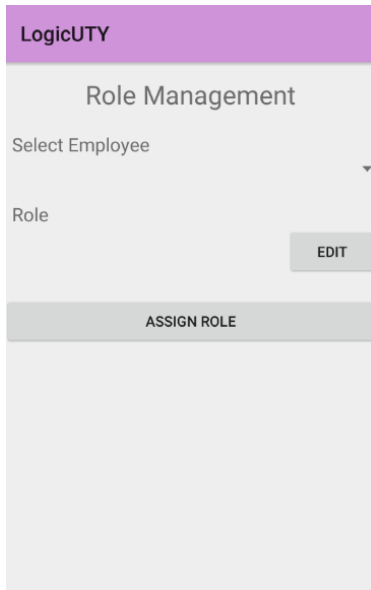
The new system provides 2 mobile views for department HOD to manage role and approve (or reject) stationery requisitions submitted for approval by representative of the same department.

### 1. Homepage



Item	Description
Manage Role	Click on this option to invoke and display a screen to change role assignment for department employee.
Approve/Cancel	Click on this option to invoke and display a screen to view a list of stationery requisition forms submitted by representative of the same department and awaiting approval.

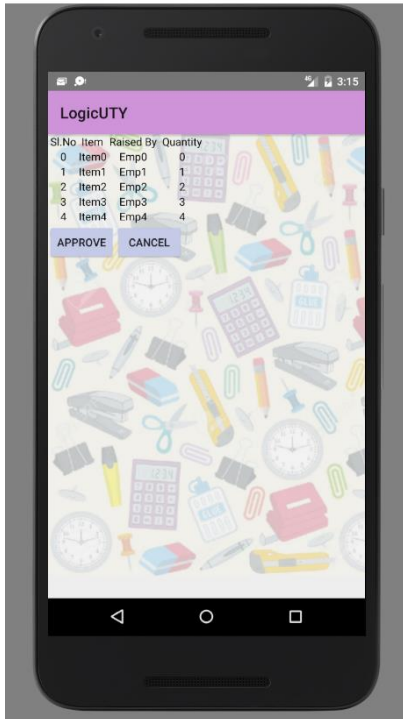
## 2. Manager Role



Item	Description
Select Employee	Click on the ▼ button on the right of “Select Employee” to invoke a drop-down list of employees (of the same department as the HOD operating this screen) and click the list to select an employee for assigning role.
Role	After selecting the employee, the role of the employee selected will be displayed below “Role”
EDIT Button	Click on this button, if you wish you change the role for the employee selected. Clicking on the EDIT button will invoke a list of available roles to be displayed. Click on the list displayed to select a role to assign to the employee selected. The role will be replaced with the new role selection and displayed below the “Role”.
ASSIGN ROLE Button	Click on this button, after you have changed the role to be assigned to the employee selected. Clicking this button will invoke the save process.

### 3. Approve/Reject

Android Emulator - Nexus\_5X\_API\_22:5554

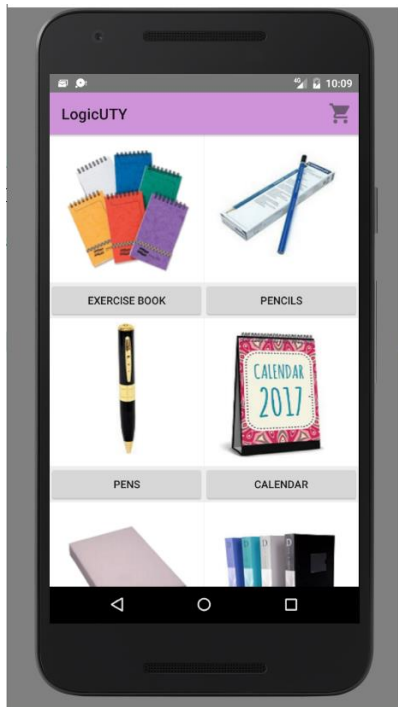



Item	Description
This screen displays the Item lines of a stationery requisition	
SI.No	Requisition Line Number. A display only value.
Item	Name of the stationery items. A display only value.
Raised By	Name of the department representative who raised the stationery requisition. A display only value.
Quantity	Requested quantity of the stationery item.

## E. Department Representative (Mobile View)

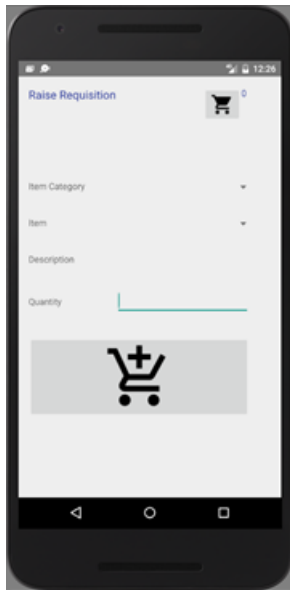
The new system provides 1 mobile view for department representative to create new stationery requisition and submit them to department HOD for approval.





### 1. Homepage



Item	Description
Item Category	Click on any pictures of the item categories display in the home page of department representative. After clicking, the system will invoke a new screen to display the stationery product list of the item category selected.
Shopping Cart Content Button 	Click on this button to invoke a screen to display the contents of the shopping cart.

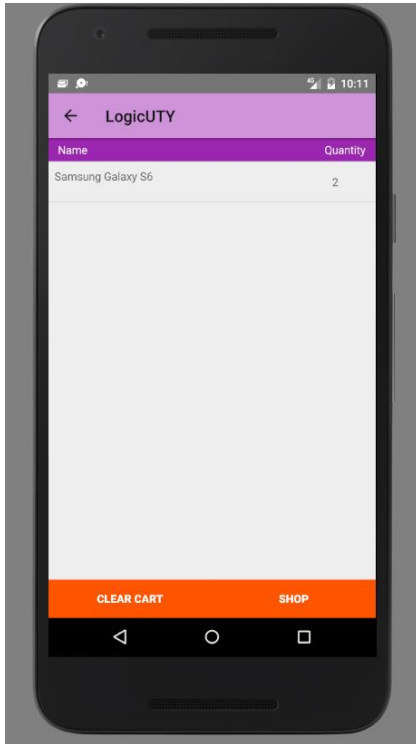
## 2. Raise Requisition



Item	Description
Shopping Cart Content Button 	Click on this button at the top of this page to invoke a new screen to display the contents of the shopping cart.
Item Category	Click on the  button on the right of “Item Category” to invoke a drop-down list of item categories and click the list to select an item category for narrowing down the select choices for item below.
Item	Click on the  button on the right of “Item” to invoke a drop-down list of items and click the list to select an item for requesting quantity from stationery store of Logic University.
Description	Description of the item selected in the previous step will be defaulted and displayed on the right of “Description”.
Quantity	Enter a quantity to represent what you need of the item selected as replenishment.
 (add to shopping cart)	Click on this icon at the bottom of this page to add the selected item and quantity entered into the shopping cart for subsequent creation into a new stationery requisition.

### 3. Shopping Cart Contents

Android Emulator - Nexus\_5X\_API\_22:5554



Item	Description
Name	Name of the Item added to the shopping cart
Quantity	Requested quantity of the selected item added to the shopping cart
CLEAR CART	Click on this hyperlink “CLEAR CART” to clear the existing contents of the shopping cart.
SHOP	Click on this hyperlink “SHOP” to switch to “Raise Requisition” screen to continue adding stationery items into the shopping cart.