

# Inventory Management System

## User Manual

Version 1.0.0

You can access our in-house developed inventory system using the following addresses:

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- <https://web.hararghe.org/inventory>

- <http://10.231.19.20/http://hhrweb/inventory>

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Feel free to use these addresses from anywhere you are.

## **About This Manual**

This manual has been developed to guide you through the Inventory Management System with comprehensive, step-by-step method of instruction. This manual was designed in a modular format for the purpose of grouping major topics, and placing emphasis on key product features.

## Conventions Used in This Manual

The following type face conventions are used throughout this manual:

**Bold**                Text indicates title and by considering it will draw your attention to a new term.

**Italics**            Words are italicized for emphasis or to draw your attention to a new term.

# 1. Introduction

Inventory is any stock at any stage in the supply chain. This includes finished stock, subassemblies, components, and raw materials. Inventory has an intrinsic value and incorporates added value. Inventory should be an asset. Inventory Management provides the opportunity to save time, energy by controlling inventory circulation.

**Inventory Database:** - Inventory database is the main database that keeps track of inventory, users, orders, requests, identifying expire stocks, sorting, searching, edit.

## 1.2 Fixed Assets and Consumable inventory

Inventory includes items that are used once or last only a short amount of time; these can also be referred to as **consumables**. Examples are like Mask, medicine, paper etc.

A fixed asset is a long-term tangible piece of property or equipment that a firm owns and uses in its operations to generate income. Examples are like Computer, printer, Table etc.

In this you will be able to know: -

-  Add stock to the  
store Request stock
-  Stock Issued
-  Approve /Reject stock  
requests Searching
-  Stock Undo wrongly issued stocks
-  Stock Balance
-  Show Expired Items

## 1.3. System Login

### Steps

- 1). Open any browser and copy the address on search box of browser then press enter.
- 2). After the Login Screen is displayed, input your User name and Password.
- 3). Click Login

## CIMS-CHAMPS Inventory Management Software

Sign in to start your session

yworku

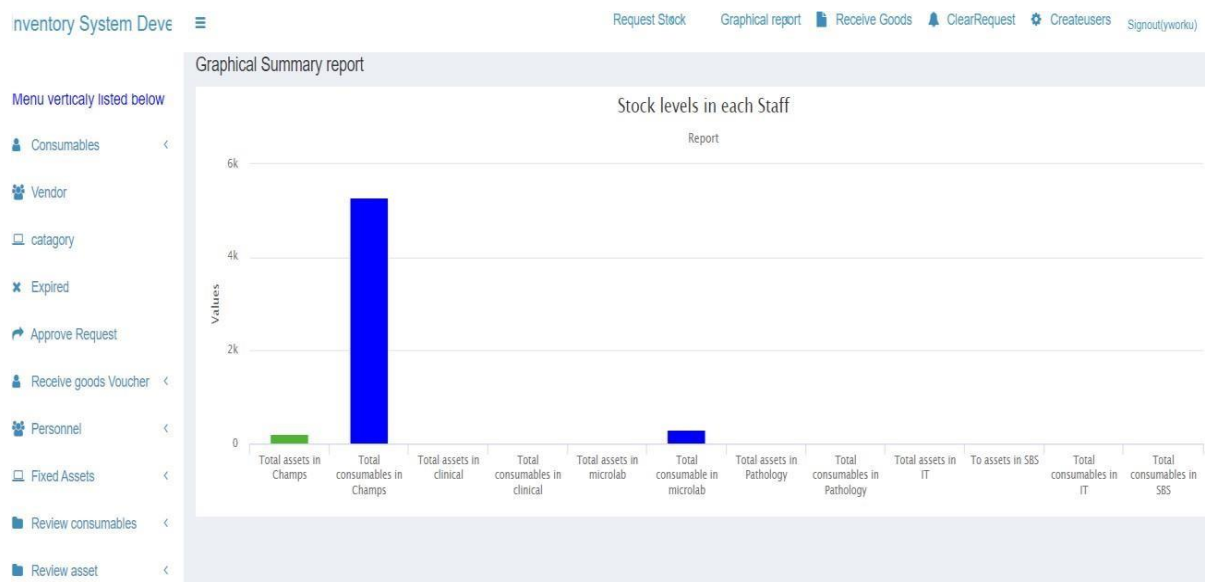


.....




Sign in

If you are admin the following screen will be display.





For line manager immediately logged in the following screen will display.

CHAMPS Software Tr 


Request Stock [Signout\(bjibendi\)](#)



Menu vertically listed below








 Change Password

 Please,note button status under column action below. You will see pending button like this **Pending**. Which means not yet approved or rejected(I.e shows new request) so click this red color button labled as pending to see number of request then click approve if you want approve else click reject if you want reject. Your action will reach to requester view email. I also provide user manual to avoid users confusion open the link manual on the left panel it will open on the browser as pdf file and use the system properly as provided in the manual.  
**Note:-If there is no request sent for you will not see anything so don't be confused if you face such like situation.**

User <bjibendi>

 Lists of requested stock history Showing 1-17 of 17 request.

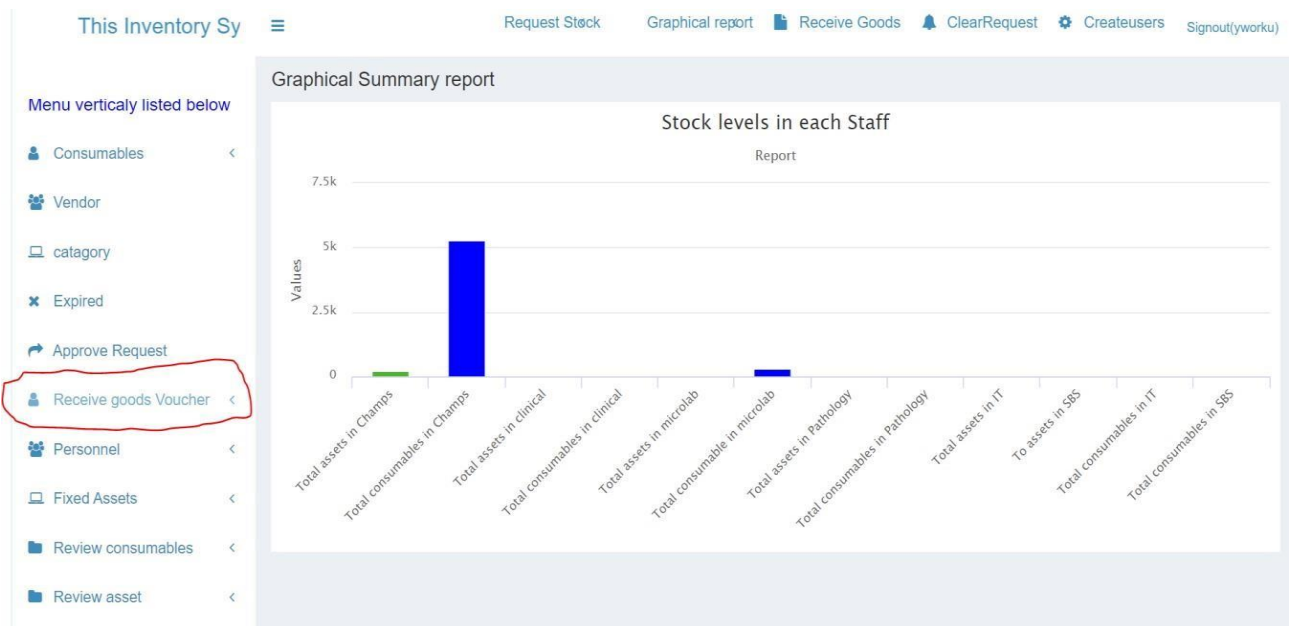
Request number	Personnel id	Unit	Mobile number	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
I000187	PSN-0000016/ Yetse daw Worku	Admin	961343624	 Completed
I000181	PSN-0000030/ Robe Hawas	IT	(not set)	 Completed
I000180	PSN-0000030/ Robe Hawas	IT	(not set)	 Completed
I000178	PSN-0000016/ FEYISA ABE BE GELASHE	Admin	927219000	 Completed
I000166	PSN-0000028/ Hiwot Yigzaw	Admin	911885895	 Completed
I000153	PSN-0000016/ Yetse daw Worku	Admin	(not set)	 Completed
I000141	PSN-0000016/ Yetse daw Worku	Admin	989905442	 Completed

## 1.4 Add New Stock

### Steps

- 1) . Login as an admin and go to the left menu of the system.
- 2) . Click “Receive **Stock Voucher**” this link contains three other links like: - [Receive Stock List](#), [Receive Stocks for consumables](#), [Receive Stocks for fixed assets](#).

2.1 - **Receive Stock List**:-If you want to update the stock you received, click it and on the display board you will see view button then click it choice the stock you want to update edit the field then click save to save the latest record.



The following screen is the display when you click on Receive Stock lists



🔍 Your all order history list Showing 1-110 of 110 order.

🔄 ↶ All

ID ↕	date of order	Type	Status	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
110	2021-06-30	Consumable	confirmed	<a href="#">View</a>
109	2021-05-31	None-consumable	confirmed	<a href="#">View</a>
108	2021-05-31	None-consumable	confirmed	<a href="#">View</a>

As an example I want to edit id/received number number 110 so I click **View** button above.  
Below clicks edit it will render you to the form.

**CHAMPS**
Child Health and Mortality Prevention Surveillance
 From Harar, Ethiopia
 PRINT 🖨

ID	110					
Vendor id						
Customer name	Tigist Zemedkun					
date of order	2021-06-30					
Name of Item	Packsize	Unit	Quantity	Cost	Remark	Action
Cif profficial cream cleaner			3	(not set)		<a href="#">Edit</a>
Invertiable eco air quster			3	(not set)		<a href="#">Edit</a>
Electrical contact cleaner			3	(not set)		<a href="#">Edit</a>

Click save and close



Update item

Name of Item

Cif profficial cream cleaner

Type

Consumable

Packsize

Quantity

3

Cost

Unit

Save & Close

2.2 [Receive Stocks for consumables](#): - If you want to add new consumables stock click Received Stocks for Consumables. Here there is plus button and minus button below if you want to more than one new stock at a time click plus it will display the same form which allows you to insert stocks minus used to remove extra fields which is beyond your needs. If you plan to add 4 stocks click four times plus button in case, you click five times you will have five row so you don't need the last row to remove this last row click minus button.

Menu vertically listed below

- Consumables
- Vendor
- category
- Expired
- Approve Request
- Receive Stock Voucher
- Received Stock List
- Received Stock for Consumables**
- Received Stock for fixed assets
- Personnel
- Fixed Assets
- Review consumables
- Review asset
- Change Password

Please fill your order

Order from  
Yetsedaw Worku

Type of item  
Consumable

Vendor id  
Select Vendor ...

Item name	Pack Size	Unit(SET, Pack)	Quantity	Unit Price	Currency	Description
Please select	+				Please select	
Please select	+				Please select	
Please select	+				Please select	
Please select	+				Please select	

Save

Click save button above to save your records.

2.3 [Receive Stocks for fixed asset](#): - use section 2.1 steps.

## 1.5 Request Stock

Steps:


- 1) . Click “[Request Stock](#)” on the head panel of system.



- 2) . Decide which stock type you want to request if you want to request consumables click “[Request consumables](#)” click “[Request fixed assets](#)” to request fixed assets. Click view request to view lists of requested stocks.



For example, I want to request consumables so I clicked Request Consumables under Request Stock. Fill the form as required and click Send request.

 Consumable request form

Name of Item	Quantity	Specification(ref if possible)
Sorbital Macconkey	1	Each

**From Which store location/Unit/office You want to request?**

CHAMPS(PROJECT MANAGEMENT UNIT AND OPERATION UNIT(Which is Main store))

**Full Name**

Yetsedaw Worku Tadesse

**Type**

Consumables

**Mobile number**

0962343624

**Date of request**

2021/05/31

[Send request](#)

If the process success you will see the following screen. You will

✓ Dear Yetsedaw Worku your request sent successfully. An email will be sent to your line manager and it will be seen by him/her. Please check your email and click the link that has been sent to you will know response given by your line manager.

Request number	A000227
Personnel id	PSN-0000016
Date of request	2021-06-24
Mobile number	962753598
Confirm by line manager	(not set)

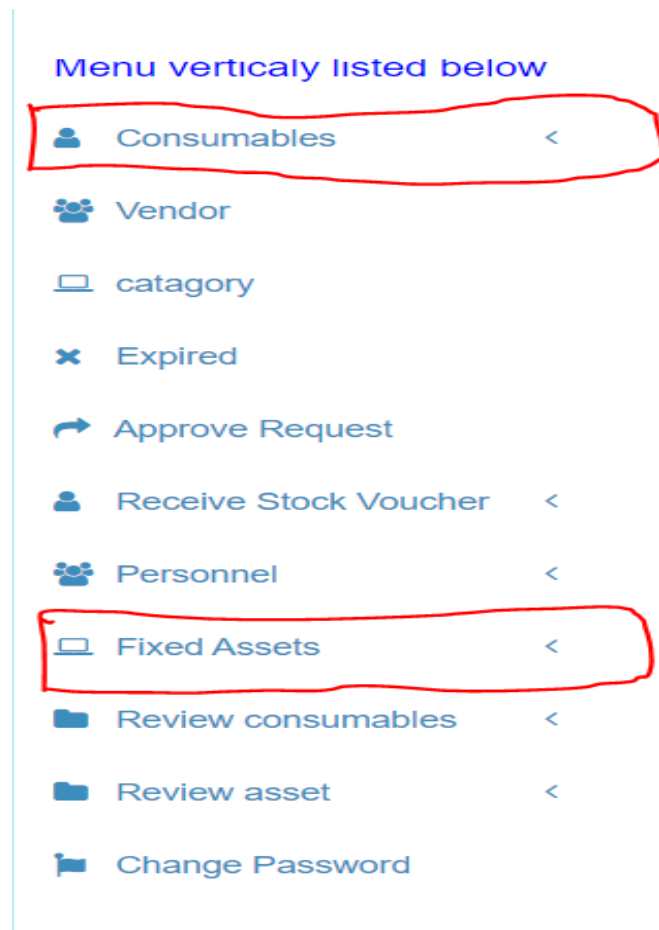
Full Name	Name of item	Quantity	Type	Store Location	specification(ref if possible)	date of request	Notice	Status	Update
Yetsedaw Worku	100ml Weigh Boat, square, white	23	Consumable	Admin	each	2021-06-24	(not set)	(not set)	<a href="#">Update</a>

[Print](#)

To request fixed asset, follow the same step as consumables above.

## 1.6 Stock issue/Stock out

To issued stock login as admin then select either consumables or fixed assets then click issue stock. See screen below for clarity. There are two red marked choices below on one image which is not mean done at the same time but it depends on your choice if you want to issued consumables click consumables if you want issued fixed asset click fixed asset under each option [issued stock](#) option will come click it to see available stocks as follow.



Menu vertically listed below

- Consumables
- Consumable Stock
- Balance consumable item
- Issue Stock
- Request
- Update Request

Available Stock			Showing 1-10 of 263 Stock.
			<input type="button" value="Print"/> <input type="button" value="All"/>
Name of item	Quantity	Issued	
<input type="text"/>	<input type="text"/>	-	
Histocore Arcadia C	1	<input type="button" value="Issued to"/>	
MITS kit	94	<input type="button" value="Issued to"/>	

A

Here I want to issued consumables stock so I click on consumables option under this option number of other option will displayed so my concern here is to issued consumable stock.

**See section B**

B

Click "**issued Stock**" then select which stock you want to transfer click "Issued to" button above for example if I want to issued Histocore Arcadia C stock I will go through same row as above this result will bring popup window with forms which lets you to fill personnel id, date of transfer, quantity fill all of them then click submit button.

Request Stock

Graphical report

Approve /Receive Stock

ClearRequest

Cr

Issued To

Personnel id

Select personnelid ...

Way of issuing stock

please select way...

Date of transfer

Enter date of Date of Checking ...

Quantity

From which Unit/department/staff this man belongs?

please select

Barcode

Close

Submit

available Stock

of item

ore Arcadia C

kit

Backup Box

reagent

Roll, , 90cm X

Black B

s Iodine

alts

lets

est goods

Name of item

found.

1

2

3

4

5

6

7

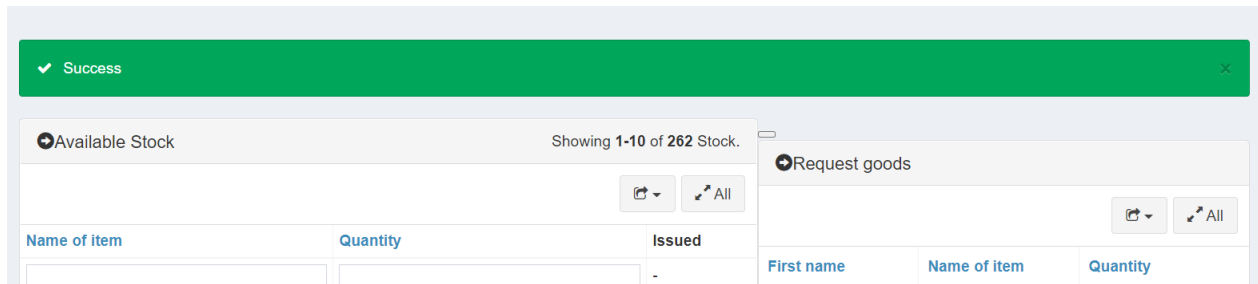
8

9

10

»

Success message will be display as follow if issued process successfully done.

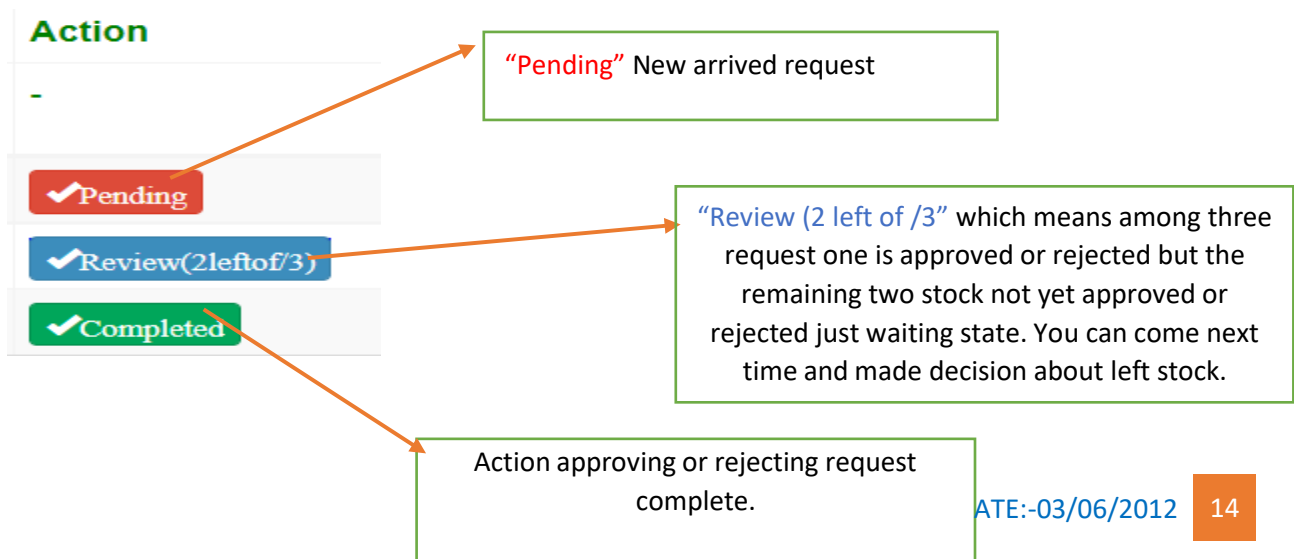


To see stock out lists of items scroll down to the bottom from there you will see all issued consumable stock. See screen below if you found issued stocks are transfer to the wrong personnel you can undo and reissued it.

Issued Stock						
Showing 1-5 of 371 Issued Stock.						
By	For	Name of item	Date	Quantity	Undo	View
-	-		-		-	-
Yetsedaw	Biruktawit melaku 666	Histocore Arcadia C	2021-07-05	1	Undo	View
Tigist	Tadesse Dufera	Surgical mask	2021-05-31	3	Undo	View
Tigist	Tadesse Dufera	Protective disposable 3-ply facemask with earloops	2021-05-31	2	Undo	View

## 1.7 Approve/Reject Stock Requests

You must be line manager to approve or reject requests and you will login as line manager. After login the first screen for line manager will be display as follow.



To approve or reject click on either pending or review button under action column below.

**⚠ Please, note button status under column action below. You will see pending button like this **Pending**. Which means not yet approved or rejected (i.e shows new request) so click this red color button labled as pending to see number of request then click approve if you want approve else click reject if you want reject .Your action will reach to requester view email. I also provide user manual to avoid users confusion open the link manual on the left panel it will open on the browser as pdf file and use the system properly as provided in the manual.  
Note:-If there is no request sent for you will not see anything so don't be confused if you face such like situation.**

User < nassefas>

Lists of requested stock history Showing 1-3 of 3 request.

Request number	Personnel id	Unit	Mobile number	Action
C000239	PSN-0000016/ Yetsedaw Worku	Admin	962753598	<b>Pending</b>
C000236	PSN-0000016/ sdjf	Admin	962753598	<b>Review(2leftof3)</b>
C000225	PSN-0000016/ yem	Admin	962753598	<b>Completed</b>

Under request number you select either single request or number of request will display then go there and find button approve and reject if you want to approve click approve else click reject then you can click back if you want to continue other request but if you finish you can sign-out from the system.

Request number C000236

Full Name sdjf

Type Consumable

Date of request 2021-04-08

First name	Name of item	Quantity	Store Location	specification(ref if possible)	Line manager feedback	Date	Action
sdjf	100ml Weigh Boat, square, white	12	Admin	ye	Approved by Nega Assefa	2021-04-08	<b>Reject</b>
sdjf	accu chek	4	Admin	5	(not set)	2021-04-08	<b>Reject Approve</b>
sdjf	Autoclaving bucket pp	4	Admin	if possible	(not set)	2021-04-08	<b>Reject Approve</b>

**Print Back**

Under Request number C000236 three stocks send for approval so I have to approve or reject all of them. The first record here is approved for an example so no approve button as shown above and under line manager feedback will be display as signature simultaneously email notification will send to sender.





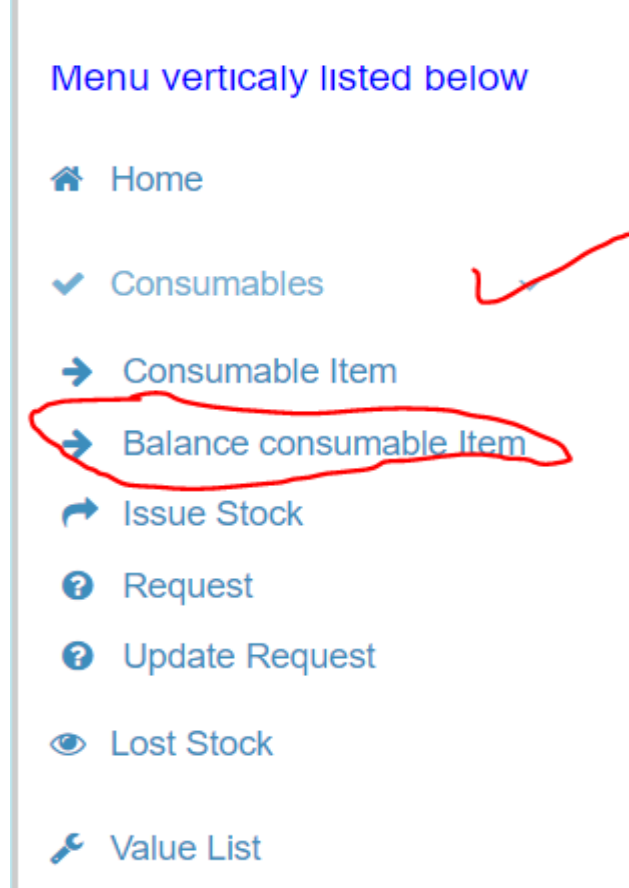
🔄 🔍 All

Request number	Personnel id	Unit	Mobile number	Action
<input type="text" value="239"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
C000239	PSN-0000016/ Yetsedaw Worku	Admin	962753598	<span>✓ Pending</span>

**Note:** -Sometimes copy and paste will not work please try to type value in the search box as above and be sure not put on wrong column if you search by name you should write under name column if you are searching by id it should be under id column.

## 1.8.Set minimum stock for consumable stock

In Step 1, after logging in, navigate to the "Consumables" section on the left-hand side. Click on it, and within that section, you will find an option labeled "**Balance Consumable Item.**" Click on this option to proceed.



**In Step 2**, after completing Step 1, you will be presented with an interface where you can choose the stock name and enter the desired minimum quantity. Once you have entered the quantity that matches the one you initially specified, click on the "Set Minimum Balance" button.

Please input the minimum balance amount and then proceed to click on the "Set Minimum Balance" button.

Select the name of stock

Consumables currently available in CHAMPS Main Store

Showing 1-30 of 319 items.

Name of Stock

Assign new user role...

Quantity

Enter minimum amount

SetMinBalance

Name of Stock	Lot number	Store	Quantity	Totalcost	Status
Any item					
ZYM A reagent x2(Include this item total:3)	009837340	Admin	7	0.00\$	Sufficient
Zn(Include this item total:3)	1009848140	Admin	21	555.96\$	insufficient
Xylene Normapur AR(Include this item total:4)	2102346006	Admin	207	2,277.00\$	notset
XLD Agar(Include this item total:10)	3190188	Admin	8	586.32\$	notset
Wypall L40 quarter fold wipers(Include this item total:1)	239085	Admin	10	0.00\$	notset
Wypall L20 Extra Centre Feed Blue, Compact, Roll of 116 Sheets, 24 x 46cm 2-PLY(Include this item total:5)		Admin	634	0.00\$	notset

This green status indicates that the stock level is satisfactory and has not yet reached the minimum threshold.

This status indicates low stock levels, while the second blue status indicates the absence of a minimum value setting

Please Contact me via the following address

Email:-servicedesk@hararghe.org

Mobile: - +251961343624

Or you can you use **Contact Developer** option on the left panel of the system

Thank you,

Yetsedaw Worku,