UMSL | Nursing
University of Missouri–St. Louis

Inventory Management System

User Manual

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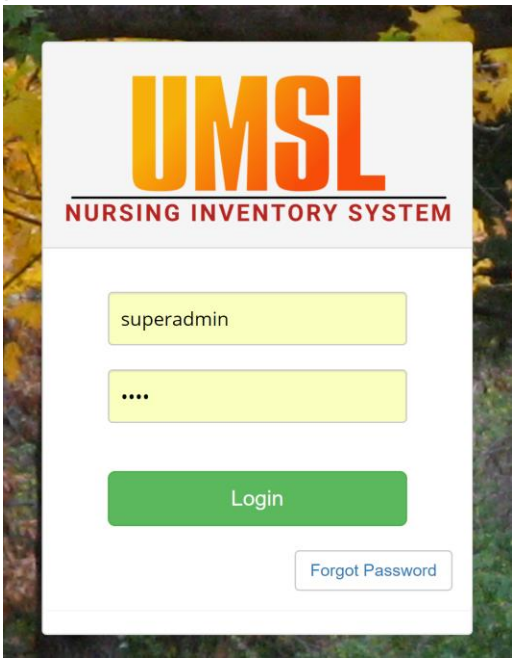
Getting Started

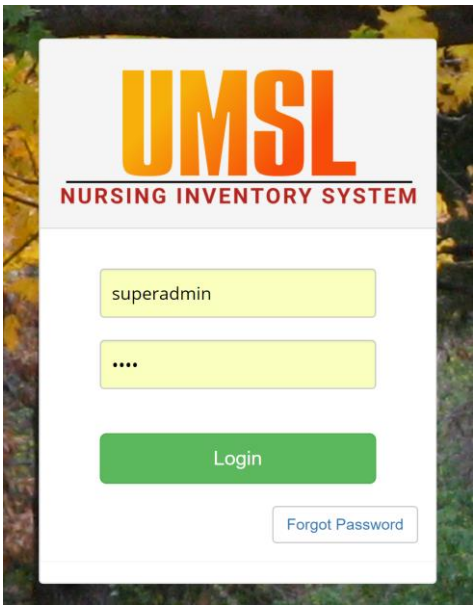
User Login

1) Open web browser
2) Go to http://134.124.200.65/nursinginventorysystem/login.php
3) Login to web application with your credentials with your username in the top box and password in the bottom box

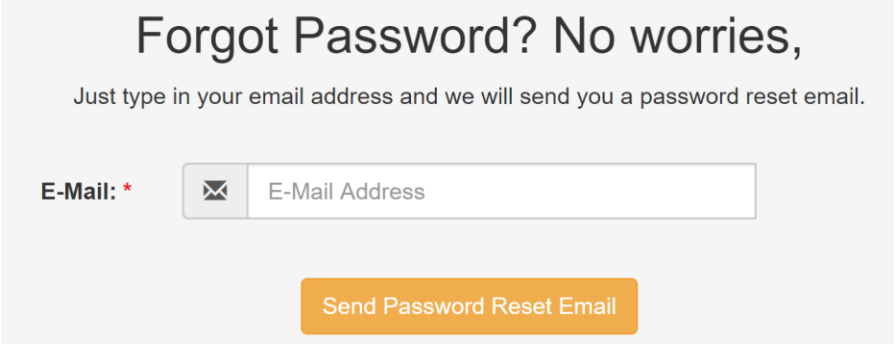


Forgot Password

1) Open web browser
2) Go to http://134.124.200.65/nursinginventorysystem/login.php
3) Click on Forgot Password



4) Enter email address in the E-Mail field



5) Click Send Password Reset Email
6) An email will be sent to your email address and you will follow the steps to reset the password

Help

1) On any page that you are working through, you can click on the help button in the right hand corner and it will direct you to a help page with context sensitive help
2) To view the full User Manual,

Search

1) Quick Search - on any page that lists items, you can click in the quick search toolbar to search the current page

   Search:

2) Advanced Search - within a list/report, there is an option for an advanced search. See Search User, Search Inventory, Search Consumables, Search Service Agreements, Search Clients or Search Repairs/Updates/Upgrades.

Navigation Toolbar

1) Click on UMSL to navigate to UMSL's homepage http://www.umsl.edu/
2) Click on Main Menu

   a) View Inventory
   b) Check-Out
   c) Consumables
   d) Service Agreements
   e) Clients
   f) Services
3) Click on User Management

   a) Add Users
   b) See User List
   c) Search Users
4) Click on Inventory Functions

   a) Add Inventory
   b) Check-Out
   c) View/Edit/Delete Inventory
   d) Daily Inventory Reports
   e) Other Reports - Inventory
   f) Search Inventory

5) Consumable Functions

   a) Add Consumable
   b) Consume
   c) View/Edit/Delete Consumables
   d) Daily Consumable Reports
   e) Other Consumable Reports
   f) Search Consumables

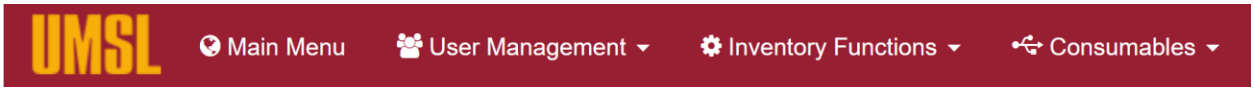
6) Click on User Name

   a) Change Password
   b) Log Out

User Interface

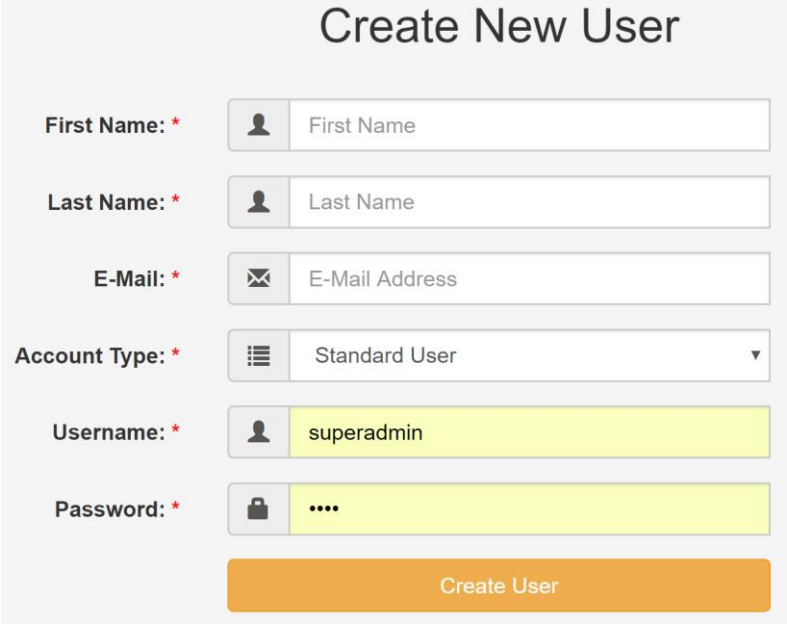
Create User

1. Click on User Management



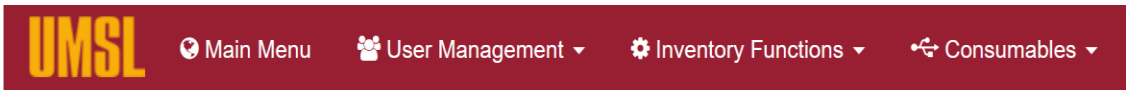
2. Click Add User

3. Enter First Name
4. Enter Last Name
5. Enter E-mail (Required Field)
6. Select Account Type
    a. Standard User
    b. Admin (standard privileges plus delete privileges over repairs, upgrades, clients, consumables, service agreements or inventory)
    c. Super Admin (standard and admin privileges plus user role and can add/delete columns)
7. Enter Username (Required Field)
8. Enter Password (Required Field)
9. Click Add User. User is now created and is able to use the system.



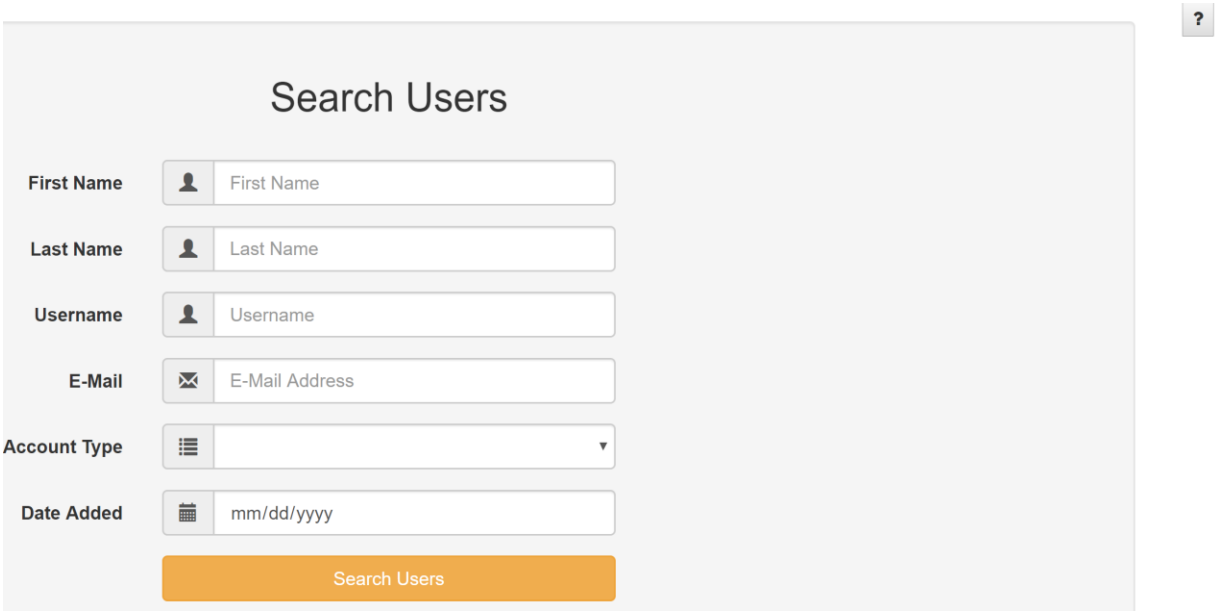
Search User

1. Click on User Management

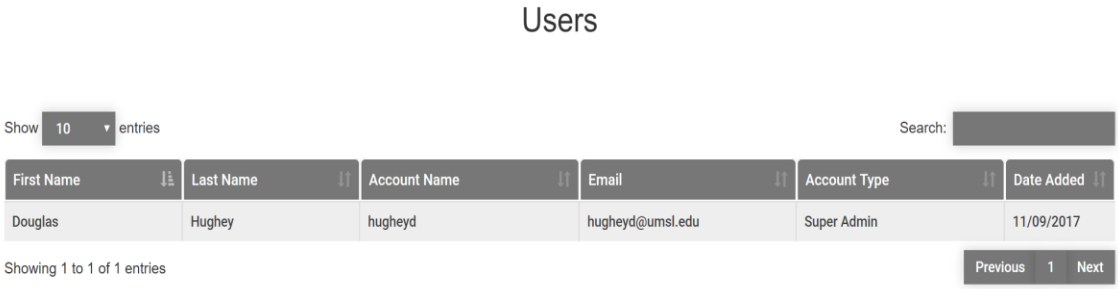


2. Click on Search User

3. Enter at least one of the required search fields (First Name, Last Name, Username, E-Mail, Account Type or Date Added)
4. Click Search Users

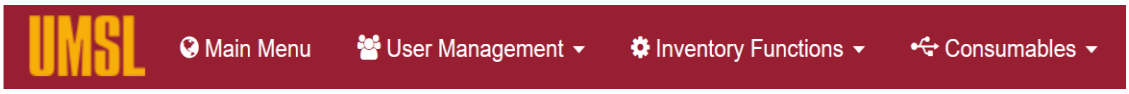


5. The system will display any/all users that include the search data that was entered, in the following format:



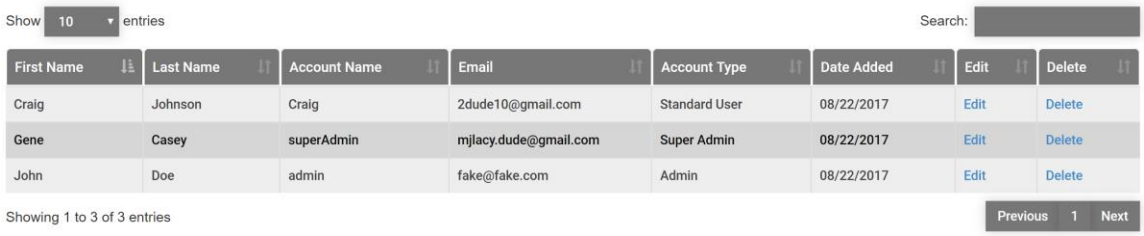
View All Users

1. Click on User Management



2. Click See User List

3. The system will display all users with privileges in the system, in the format below:



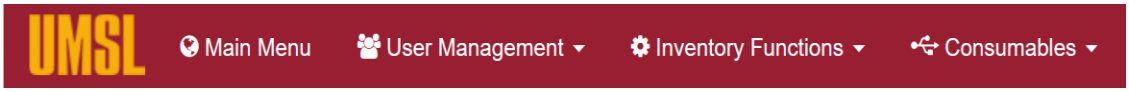
Show 10 entries Search:

First Name	Last Name	Account Name	Email	Account Type	Date Added	Edit	Delete
Craig	Johnson	Craig	2dude10@gmail.com	Standard User	08/22/2017	Edit	Delete
Gene	Casey	superAdmin	mjlacy.dude@gmail.com	Super Admin	08/22/2017	Edit	Delete
John	Doe	admin	fake@fake.com	Admin	08/22/2017	Edit	Delete

Showing 1 to 3 of 3 entries Previous 1 Next

Delete User

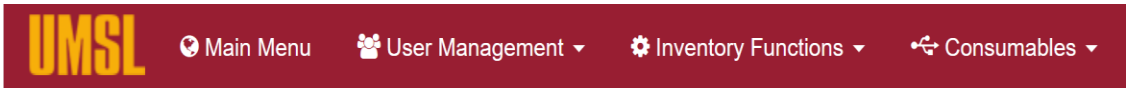
1. Click on User Management



2. Either search for the user that needs to be deleted or view all users.
3. Select Delete next to the user that needs to be deleted.
4. Select Yes, when asked whether you want to delete the user.
5. The user will be deleted from the system.

Edit User

1. Click on User Management



2. Either search for the user that needs to be edited or view all users.
3. Select Edit next to the user that needs to be edited.
4. Correct any information that needs to be edited (first name, last name, username, e-mail or account type)
5. Click Edit User
6. The information that was edited will be changed in the system.

Main Menu

View Inventory

1) Click View Inventory

2) This will bring you to the view inventory table, which can also be by going through Inventory in the Inventory Functions from the Navigation bar

3)

Show 10 entries Search:

Serial Number	Item	Type	Subtype	Assigned to	Location	Checkoutable
	La Crosse Tech. BC-9009 Batter Charger	Charger	Battery	Hughey, Douglas	Nursing 162	No
	Western Digital Black 1 TB HD	Storage Device	External Hard Drive	Hughey, Douglas	Nursing 162	No
	Logitech QuickCam Communicate MP	Camera	WebCam	Hughey, Douglas A.	Nursing 162	No
	Logitech QuickCam Communicate MP	Camera	WebCam	Hughey, Douglas	Nursing 162	No
	Canon Speedlight 430EX II Flash	Camera	Digital Camera	Hughey, Douglas	Nursing 162	No
	Olympus TP8 Telephone Pickup Microphone	Microphone	Headset	Zimmerman, Rick	NAB 220	No
	Olympus DM-620 Digital Voice Recorder	Recording Device	Voice Recorder	Zimmerman, Rick	NAB 220	No
	Sony HDR-CX405 Handycam	Camera	Video Camera	Zimmerman, Rick	NAB 220	No
	Yeti Pro USB Microphone w/ pop screen filter	Microphone	USB Microphone	Records, Kathryn	Seton 211	No
	iXpand Flash Drive	Storage Device	iXpand 64GB Flash Drive	Hughey, Douglas	Nursing 162	No

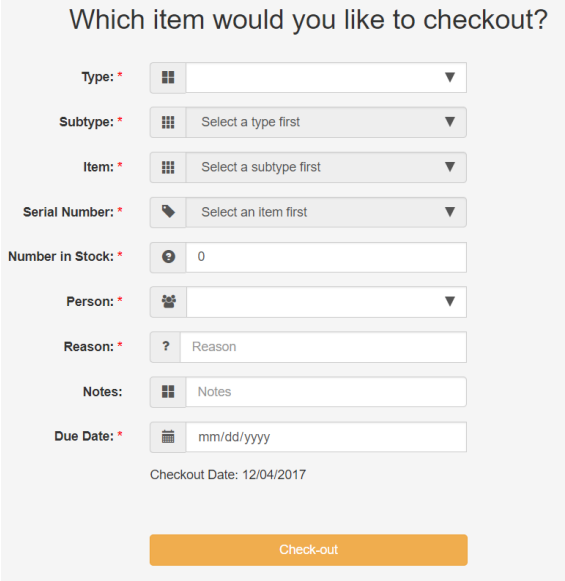
Showing 1 to 10 of 610 entries

Previous 1 2 3 4 5 ... 61 Next

Check - Out

1) Click on Check-Out

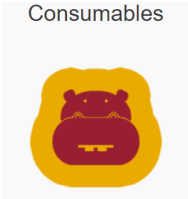
2) This will bring you to the inventory checkout page



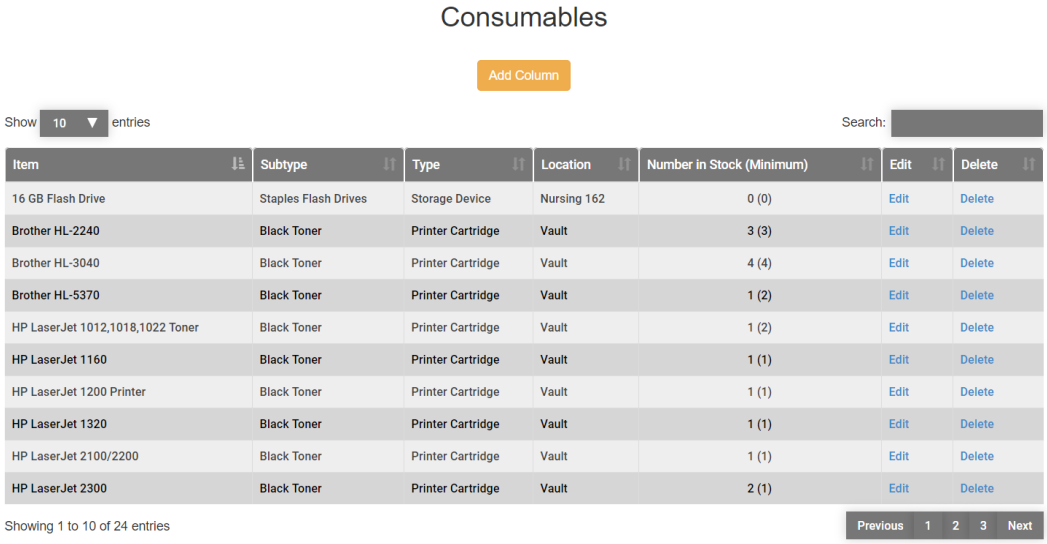
3) From there, you can follow the Checkout directions

Consumables

1) Click on Consumables



2) This will bring you to the Consumables page, which can also be done by going through Consumables in the Consumable Functions from the Navigation bar



Item	Subtype	Type	Location	Number in Stock (Minimum)	Edit	Delete
16 GB Flash Drive	Staples Flash Drives	Storage Device	Nursing 162	0 (0)	Edit	Delete
Brother HL-2240	Black Toner	Printer Cartridge	Vault	3 (3)	Edit	Delete
Brother HL-3040	Black Toner	Printer Cartridge	Vault	4 (4)	Edit	Delete
Brother HL-5370	Black Toner	Printer Cartridge	Vault	1 (2)	Edit	Delete
HP LaserJet 1012,1018,1022 Toner	Black Toner	Printer Cartridge	Vault	1 (2)	Edit	Delete
HP LaserJet 1160	Black Toner	Printer Cartridge	Vault	1 (1)	Edit	Delete
HP LaserJet 1200 Printer	Black Toner	Printer Cartridge	Vault	1 (1)	Edit	Delete
HP LaserJet 1320	Black Toner	Printer Cartridge	Vault	1 (1)	Edit	Delete
HP LaserJet 2100/2200	Black Toner	Printer Cartridge	Vault	1 (1)	Edit	Delete
HP LaserJet 2300	Black Toner	Printer Cartridge	Vault	2 (1)	Edit	Delete

Service Agreements

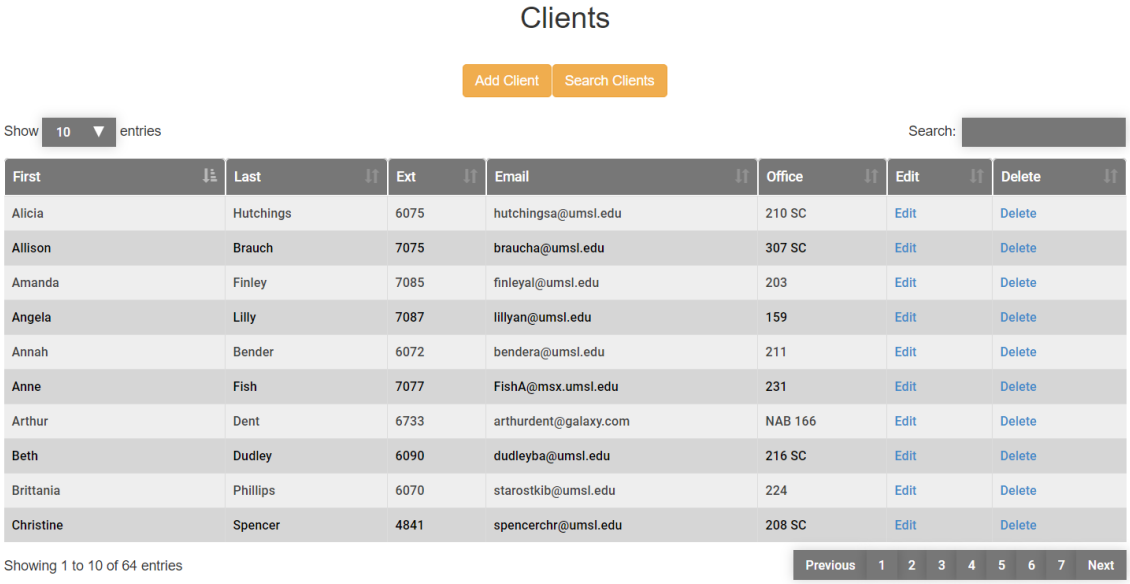
1) Click on Service Agreements

2) This will bring you to the Service Agreements page. See [Service Agreements] for further instructions

Clients

1) Click on Clients

2) This will bring you to the Clients page. See Clients for further instructions.

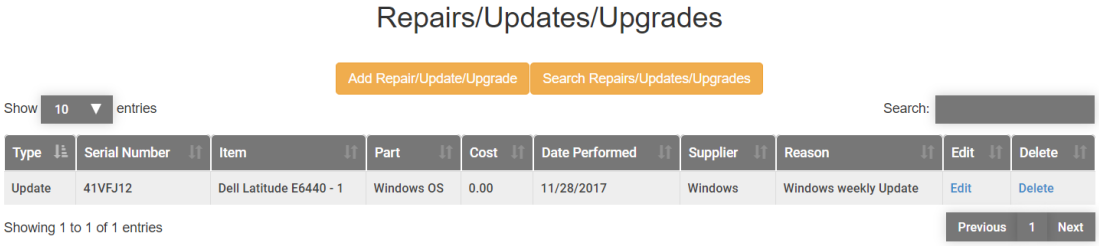


First	Last	Ext	Email	Office	Edit	Delete
Alicia	Hutchings	6075	hutchingsa@umsl.edu	210 SC	Edit	Delete
Allison	Brauch	7075	braucha@umsl.edu	307 SC	Edit	Delete
Amanda	Finley	7085	finleyal@umsl.edu	203	Edit	Delete
Angela	Lilly	7087	lillyan@umsl.edu	159	Edit	Delete
Annah	Bender	6072	bendera@umsl.edu	211	Edit	Delete
Anne	Fish	7077	FishA@msx.umsl.edu	231	Edit	Delete
Arthur	Dent	6733	arthurdent@galaxy.com	NAB 166	Edit	Delete
Beth	Dudley	6090	dudleyba@umsl.edu	216 SC	Edit	Delete
Brittania	Phillips	6070	starostkib@umsl.edu	224	Edit	Delete
Christine	Spencer	4841	spencerchr@umsl.edu	208 SC	Edit	Delete

Services

1) Click on Services

2) This will bring you to the Services page. See Services for further instructions.



Service Agreements

View Service Agreements

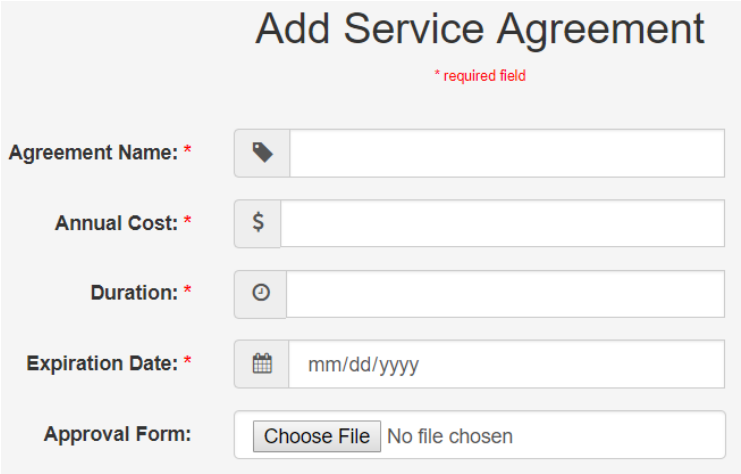
1) Click on Service Agreements

2) This will bring you to the Service Agreements page.

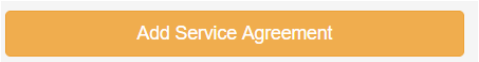
Add Service Agreement

1) To add service agreement, click on Add Service Agreement

2) From the form, do the following



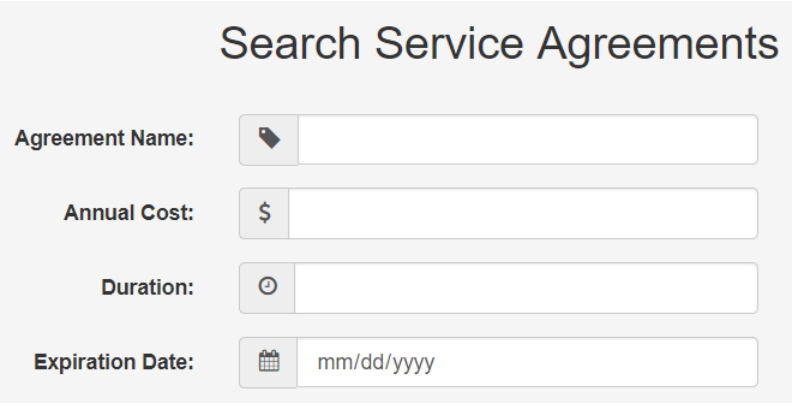
a) Enter Agreement Name (Required Field)
b) Enter Annual Cost (Required Field)
c) Enter the Duration of the agreement (Required Field)
d) Enter the Expiration Date (Required Field)
e) Upload the Service Agreement document
f) Click Add Service Agreement



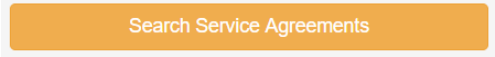
Search Service Agreements

1) To Search Service Agreements, click on

2) From the form, enter a search criteria in at least one field



3) Click Search Service Agreement

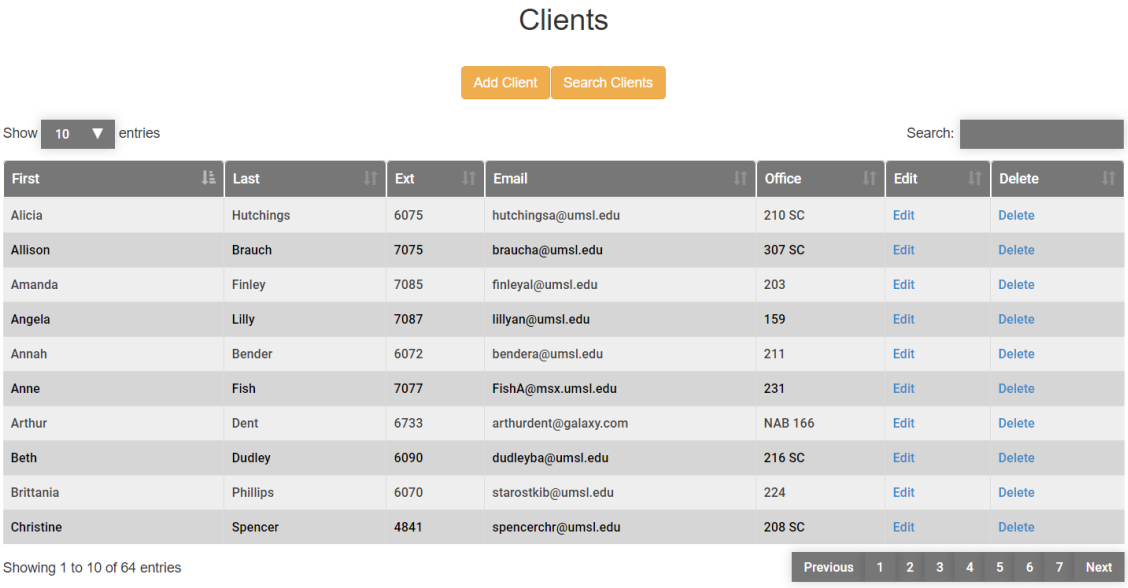


Clients

View Clients

1) Click on Clients

2) This will bring you to the Clients page.

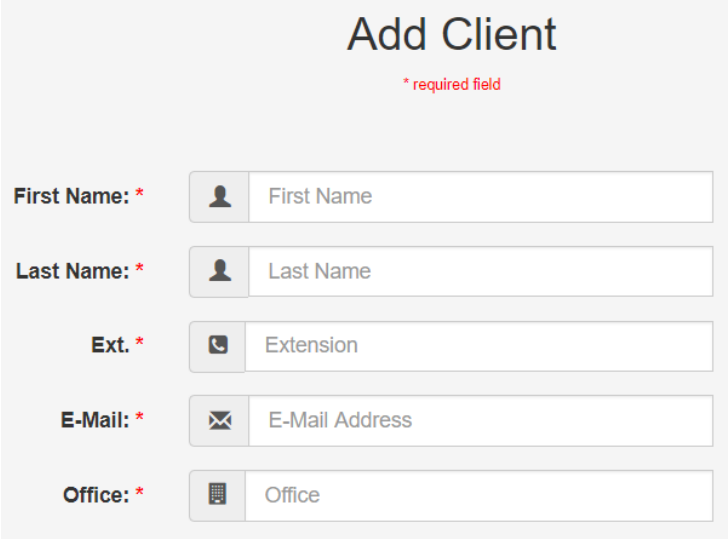


First	Last	Ext	Email	Office	Edit	Delete
Alicia	Hutchings	6075	hutchingsa@umsl.edu	210 SC	Edit	Delete
Allison	Brauch	7075	braucha@umsl.edu	307 SC	Edit	Delete
Amanda	Finley	7085	finleyal@umsl.edu	203	Edit	Delete
Angela	Lilly	7087	lillyan@umsl.edu	159	Edit	Delete
Annah	Bender	6072	bendera@umsl.edu	211	Edit	Delete
Anne	Fish	7077	FishA@msx.umsl.edu	231	Edit	Delete
Arthur	Dent	6733	arthurdent@galaxy.com	NAB 166	Edit	Delete
Beth	Dudley	6090	dudleyba@umsl.edu	216 SC	Edit	Delete
Brittania	Phillips	6070	starostkib@umsl.edu	224	Edit	Delete
Christine	Spencer	4841	spencerchr@umsl.edu	208 SC	Edit	Delete

Add Clients

1) Click on Add Client

2) From the form, do the following



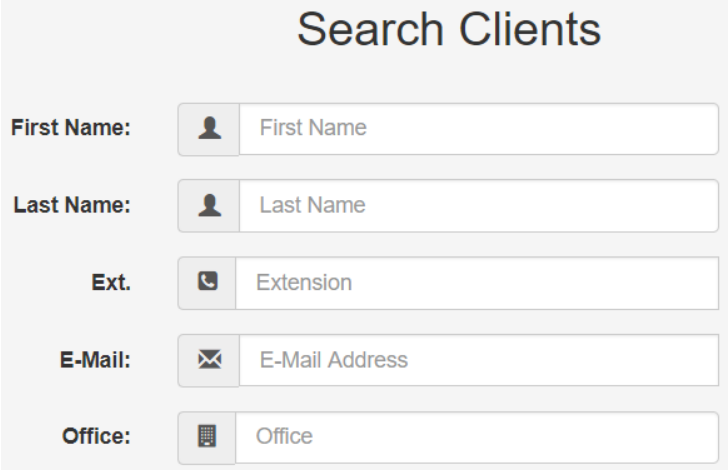
a) Enter First Name (Required Field)
b) Enter Last Name (Required Field)
c) Enter Extension (Required Field)
d) Enter E-Mail (Required Field)
e) Enter Office (Required Field)

3) Click on Add Client

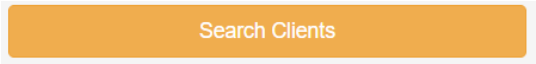
Search Clients

1) Click on Search Clients

2) From the form, enter a search criteria in at least one field



3) Click Search Clients

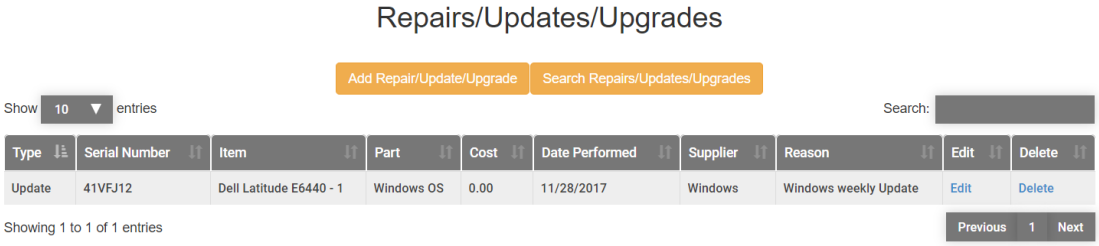


Services

View Repairs/Updates/Upgrades

1) Click on Services

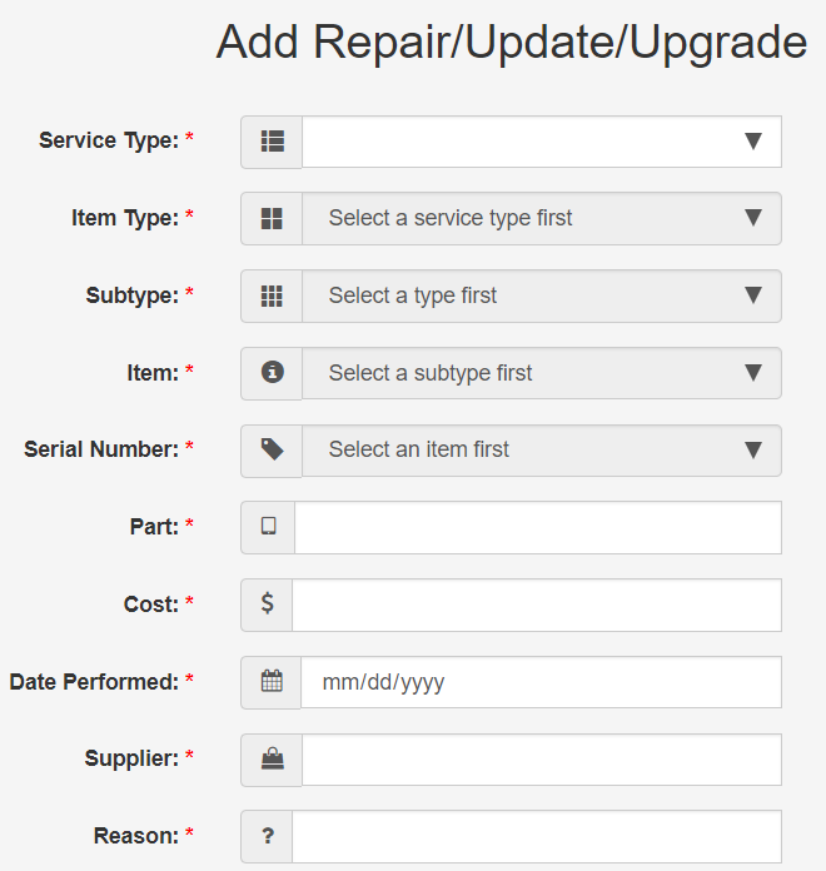
2) This will bring you to the Services page.



Add Repairs/Updates/Upgrades

1) Click on Add Repairs/Updates/Upgrade

2) From the form, do the following



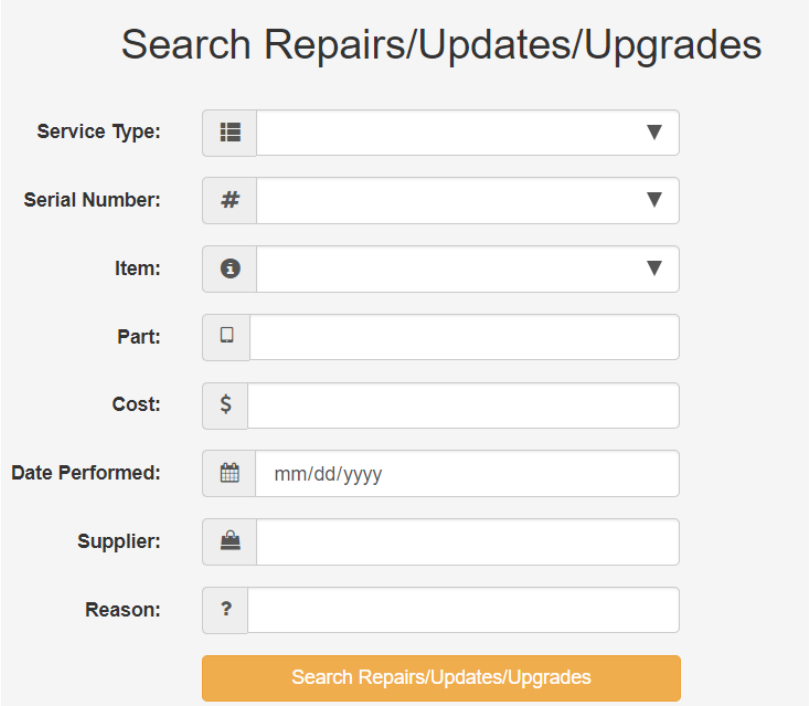
   a) Enter Service Type (Required Field)
   b) Enter Item Type (Required Field)
   c) Enter Subtype (Required Field)
   d) Enter Item (Required Field)
   e) Enter Serial Number (Required Field)
   f) Enter Part (Required Field)
   g) Enter Cost (Required Field)
   h) Enter Date Performed (Required Field)
   i) Enter Supplier (Required Field)
   j) Enter Reason (Required Field)

3) Click Add Repair/Update/Upgrade

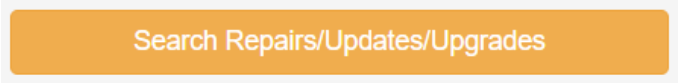
Search Repairs/Updates/Upgrades

1) Click on Search Repairs/Updates/Upgrade

2) From the form, enter a search criteria in at least one field



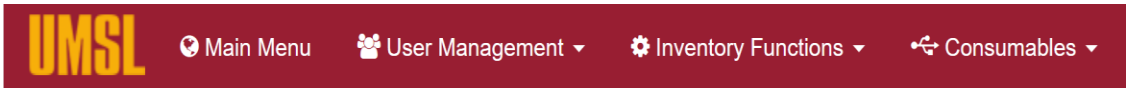
3) Click Search Repairs/Updates/Upgrades



Inventory

Add Inventory

1. Click on Inventory Functions

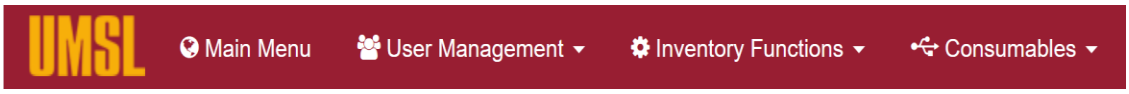


2. Click Add Inventory

3. Enter Serial Number
4. Enter Item (Required Field)
5. Select Subtype (Required Field)
6. Select Type (Required Field)
7. Enter Assignee's Name in the Assigned to Field (Required Field)
8. Enter the item's location in the Item's Location (Required Field)
9. Select whether the item is checkoutable in the Checkoutable Field (Required Field)
10. Enter the Number in Stock (Required Field)
11. Enter the MAC Address in the following format: MM:MM:MM:SS:SS:SS
12. Enter the IP Address in the following format: ###.###.#.### (four numbers separated by periods, each containing a number from zero to 255)

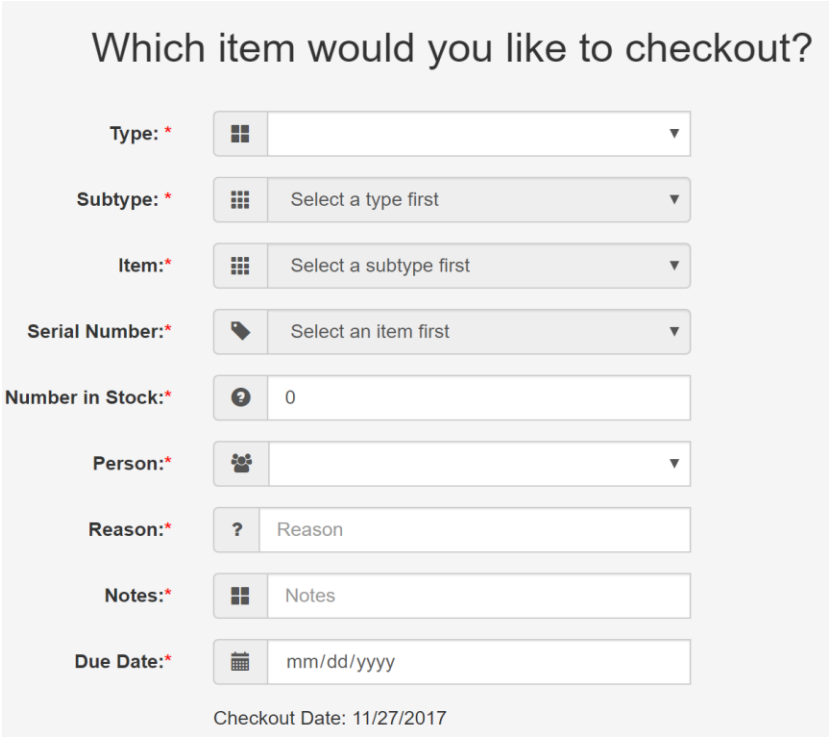
Checkout Inventory

1. Click on Inventory Functions



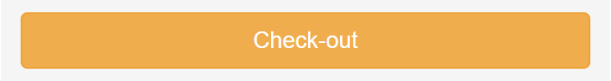
2. Click Check-out

3. From the form, do the following:



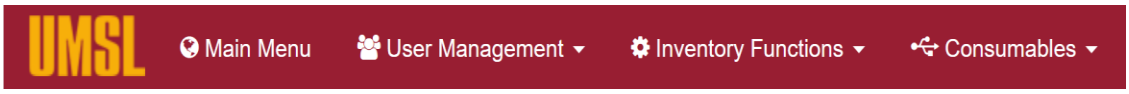
   a. Select the type of item that will be checked out (required field)
   b. Select the subtype (required field)
   c. Select the item (required field)
   d. Select the Serial Number (required field)
   e. Select the amount of items to be checked out (required field)
   f. Select the person that is checking the item out (required field)
   g. Enter the reason the item is being checked out (required field)
   h. Enter any pertinent notes
   i. Select the due date (required field)
   j. The checkout date will be populated to the date of checkout

4. Click the Check-out button



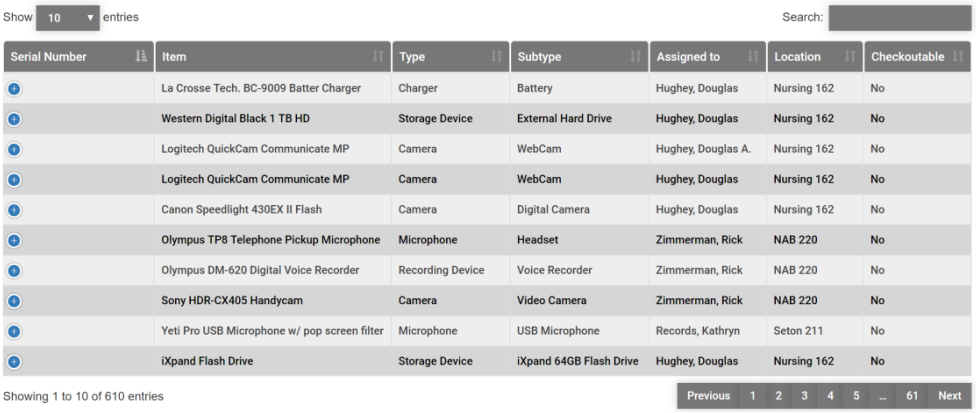
View/Edit/Delete Inventory

1) Click on Inventory Functions



2) Click View/Edit/Delete

3) Each role will have different options:
   a) Standard User
      i) Viewing the table



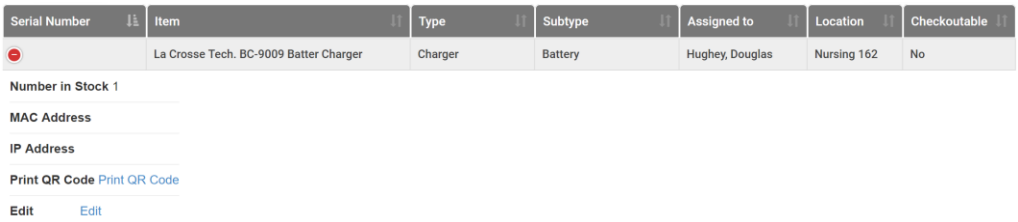
Serial Number	Item	Type	Subtype	Assigned to	Location	Checkoutable
	La Crosse Tech. BC-9009 Batter Charger	Charger	Battery	Hughey, Douglas	Nursing 162	No
	Western Digital Black 1 TB HD	Storage Device	External Hard Drive	Hughey, Douglas	Nursing 162	No
	Logitech QuickCam Communicate MP	Camera	WebCam	Hughey, Douglas A.	Nursing 162	No
	Logitech QuickCam Communicate MP	Camera	WebCam	Hughey, Douglas	Nursing 162	No
	Canon Speedlight 430EX II Flash	Camera	Digital Camera	Hughey, Douglas	Nursing 162	No
	Olympus TP8 Telephone Pickup Microphone	Microphone	Headset	Zimmerman, Rick	NAB 220	No
	Olympus DM-620 Digital Voice Recorder	Recording Device	Voice Recorder	Zimmerman, Rick	NAB 220	No
	Sony HDR-CX405 Handycam	Camera	Video Camera	Zimmerman, Rick	NAB 220	No
	Yeti Pro USB Microphone w/ pop screen filter	Microphone	USB Microphone	Records, Kathryn	Seton 211	No
	iXpand Flash Drive	Storage Device	iXpand 64GB Flash Drive	Hughey, Douglas	Nursing 162	No

      ii) Viewing options
         (1) Select the dropdown next to show, to select the amount of rows to view (select 10, 25, 50 or 100)

         (2) Search for an item by entering any word or number that you would like to search for. The table will only show the rows that include the words/numbers that were searched.

      iii) Viewing an item
         (1) Click the plus button next to the item to view

         (2) Information regarding the item, will expand to show more information



Serial Number	Item	Type	Subtype	Assigned to	Location	Checkoutable
	La Crosse Tech. BC-9009 Batter Charger	Charger	Battery	Hughey, Douglas	Nursing 162	No

Number in Stock 1

MAC Address

IP Address

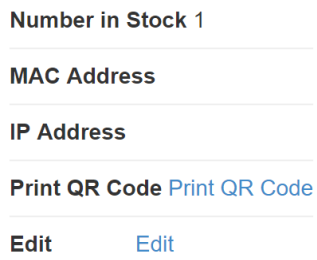
Print QR Code Print QR Code

Edit Edit

(3) From this view, you can edit information or print the QR code

(a) Edit item

(i) Click Edit



Number in Stock 1

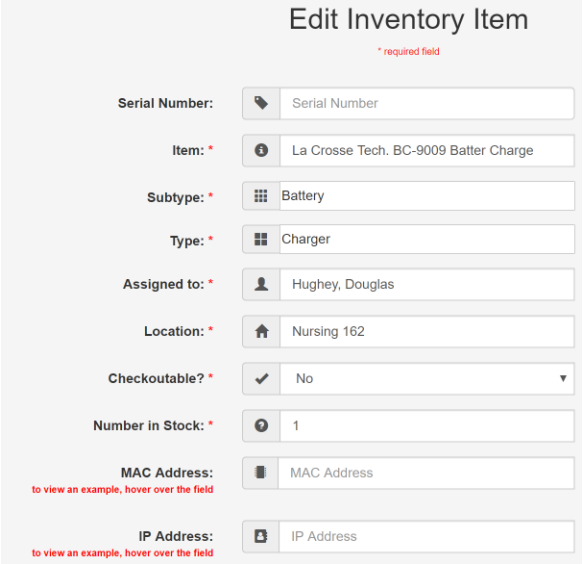
MAC Address

IP Address

Print QR Code Print QR Code

Edit Edit

(ii) Edit any information that needs to be edited

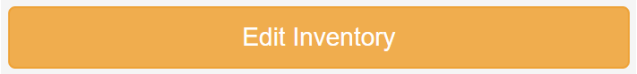


Edit Inventory Item

* required field

Serial Number:	Serial Number
Item: *	La Crosse Tech. BC-9009 Batter Charge
Subtype: *	Battery
Type: *	Charger
Assigned to: *	Hughey, Douglas
Location: *	Nursing 162
Checkoutable? *	No
Number in Stock: *	1
MAC Address: to view an example, hover over the field	MAC Address
IP Address: to view an example, hover over the field	IP Address

(iii) Click Edit Inventory button



Edit Inventory

(b) Print QR Code

(i) Click Print QR Code

Number in Stock 1

MAC Address

IP Address

Print QR Code Print QR Code

Edit Edit

(ii) Click Print This Page button

Print this page

b) Admin

i) Viewing the table

Show 10 entries Search:

Serial Number	Item	Type	Subtype	Assigned to	Location	Checkoutable
	La Crosse Tech. BC-9009 Batter Charger	Charger	Battery	Hughey, Douglas	Nursing 162	No
	Western Digital Black 1 TB HD	Storage Device	External Hard Drive	Hughey, Douglas	Nursing 162	No
	Logitech QuickCam Communicate MP	Camera	WebCam	Hughey, Douglas A.	Nursing 162	No
	Logitech QuickCam Communicate MP	Camera	WebCam	Hughey, Douglas	Nursing 162	No
	Canon Speedlight 430EX II Flash	Camera	Digital Camera	Hughey, Douglas	Nursing 162	No
	Olympus TP8 Telephone Pickup Microphone	Microphone	Headset	Zimmerman, Rick	NAB 220	No
	Olympus DM-620 Digital Voice Recorder	Recording Device	Voice Recorder	Zimmerman, Rick	NAB 220	No
	Sony HDR-CX405 Handycam	Camera	Video Camera	Zimmerman, Rick	NAB 220	No
	Yeti Pro USB Microphone w/ pop screen filter	Microphone	USB Microphone	Records, Kathryn	Seton 211	No
	iXpand Flash Drive	Storage Device	iXpand 64GB Flash Drive	Hughey, Douglas	Nursing 162	No

Showing 1 to 10 of 610 entries Previous 1 2 3 4 5 ... 61 Next

ii) Viewing options

(1) Select the dropdown next to show, to select the amount of rows to view (select 10, 25, 50 or 100)

Show 10 entries

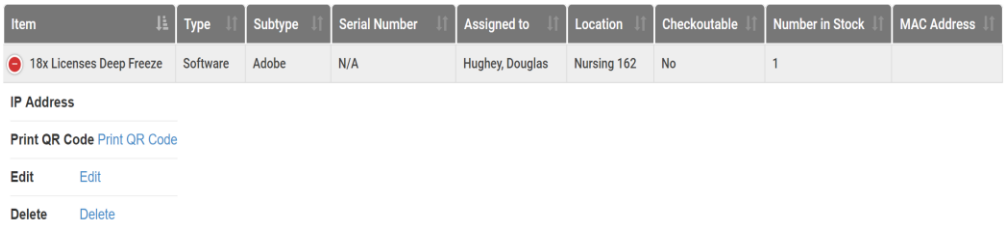
(2) Search for an item by entering any word or number that you would like to search for. The table will only show the rows that include the words/numbers that were searched.

Search:

iii) Viewing an item

(1) Click the plus button next to the item to view

(2) Information regarding the item, will expand to show more information



Item	Type	Subtype	Serial Number	Assigned to	Location	Checkoutable	Number in Stock	MAC Address
18x Licenses Deep Freeze	Software	Adobe	N/A	Hughey, Douglas	Nursing 162	No	1	

IP Address

Print QR Code Print QR Code

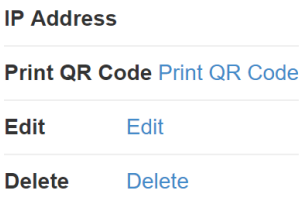
Edit Edit

Delete Delete

(3) From this view, you can edit information or print the QR code

(a) Edit item

(i) Click Edit



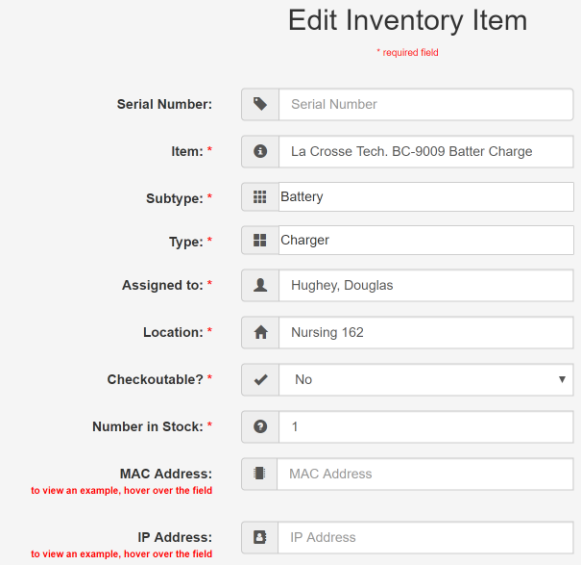
IP Address

Print QR Code Print QR Code

Edit Edit

Delete Delete

(ii) Edit any information that needs to be edited



Edit Inventory Item

* required field

Serial Number: Serial Number

Item: * La Crosse Tech. BC-9009 Batter Charge

Subtype: * Battery

Type: * Charger

Assigned to: * Hughey, Douglas

Location: * Nursing 162

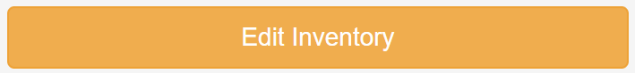
Checkoutable? * No

Number in Stock: * 1

MAC Address: MAC Address
to view an example, hover over the field

IP Address: IP Address
to view an example, hover over the field

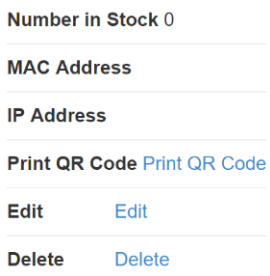
(iii) Click Edit Inventory button



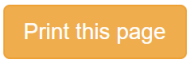
Edit Inventory

(b) Print QR Code

(i) Click Print QR Code



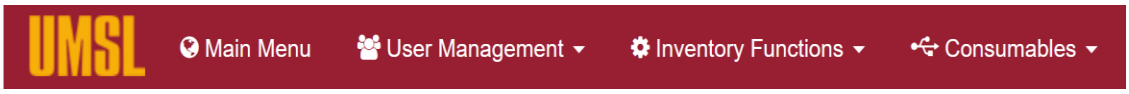
(ii) Click Print This Page button



c) SuperAdmin

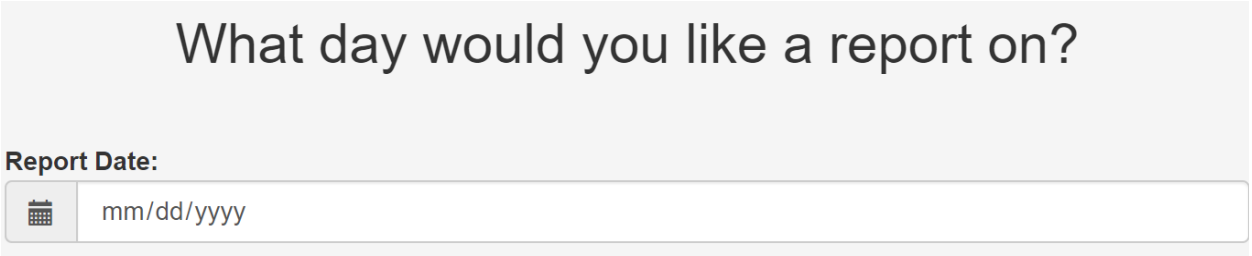
Daily Inventory Reports

1) Click on Inventory Functions

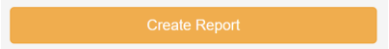


2) Click on Daily Reports

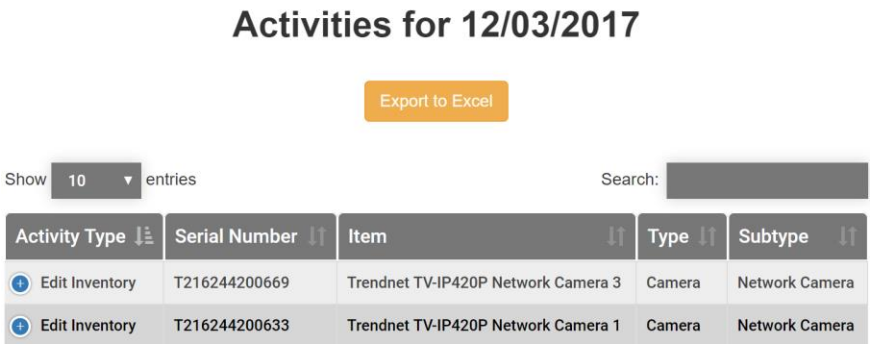
3) Enter the date to be viewed into the report date field



4) Click Create Report



5) If there was activity on the date selected, you will be able to view the report.



6) If the report needs to be viewed in excel, click the Export to Excel button.

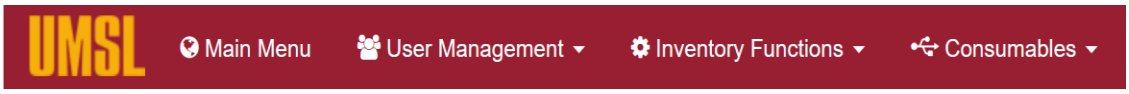
7) The report will then download and can be viewed

Activities for 12/03/2017

Activity Type	Serial Number	Item	Type	Subtype	Quantity Changed	Timestamp	Update Person
Edit Inventory	T216244200669	Trendnet TV-IP420P Network Camera 3	Camera	Network Camera	0	12/3/2017 10:50	superAdmin
Edit Inventory	T216244200633	Trendnet TV-IP420P Network Camera 1	Camera	Network Camera	0	12/3/2017 10:51	superAdmin

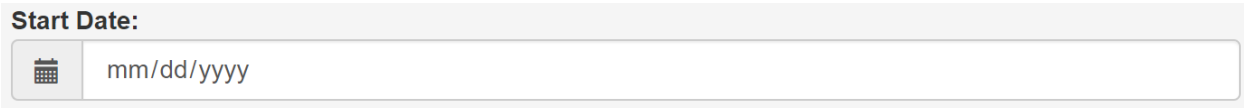
Other Reports - Inventory

1) Click on Inventory Functions

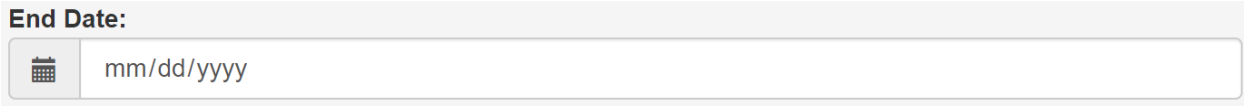


2) Click on Other Reports

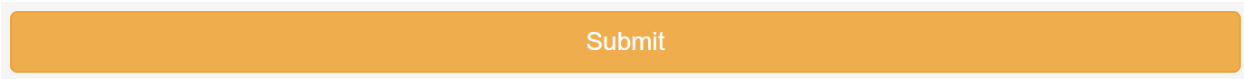
3) Enter the start date that the report should include into the start date field



4) Enter the end date that the report should include into the



5) Click Submit to generate the report



6) Any inventory activity that was done on the date range provided, will be generated in the report to view

Activities for (01/01/2017 - 12/04/2017)

Export to Excel

Show 10 entries Search:

Activity Type	Item	Type	Subtype	Serial Number	Quantity Changed	Timestamp
Add inventory	Canon PowerShot A710 IS	Camera	Still Camera	XU338026956	1	10-10-2017 10:06:10
Add Inventory	Deep Freeze	License	Software		18	11-28-2017 15:04:14

7) If the report needs to be viewed in excel, click the Export to Excel button.

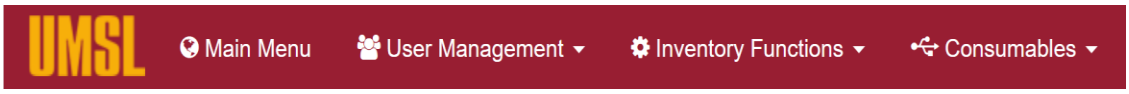
8) The report will then download and can be viewed

Activities for (01/01/2017 - 12/04/2017)

Activity Type	Item	Type	Subtype	Serial Number	Quantity Changed	Timestamp	Update Person
Add inventory	Canon PowerShot A710 IS	Camera	Still Camera	XU338026956	1	10/10/2017 10:06	Craig
Edit inventory	Apple MAC OS X 10.4	Software	Apple	ET474374601	1	10/11/2017 12:36	admin

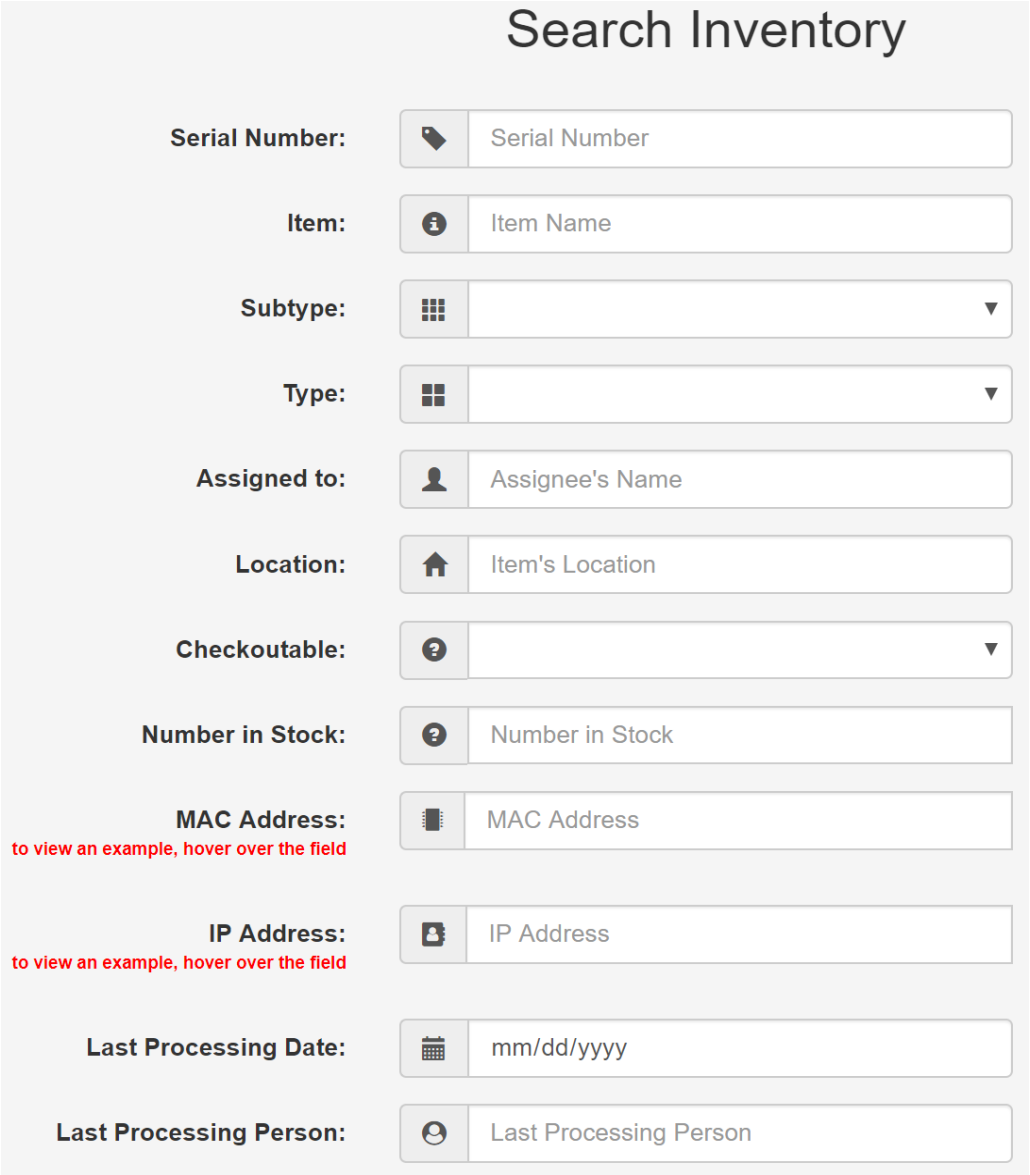
Search Inventory

1) Click on Inventory Functions

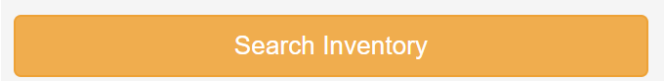


2) Click on Search Inventory

3) Enter at least one item in the fields provided



4) Click the Search Inventory button



5) A report will be generated that includes all information that was entered into the search query

Inventory

Show 10 entries

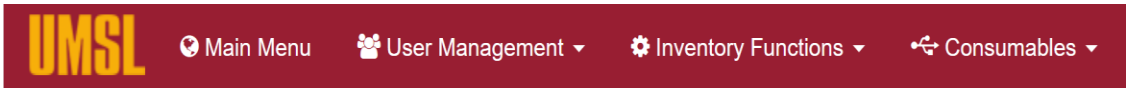
Search:

Item	Type	Subtype	Serial Number	Assigned to	Location	Checkoutable	Number in Stock
Canon EOS Rebel XS Digital Camera	Camera	Still Camera	2740605386	Ehmke, Melissa	Seton 12	No	1
Canon PowerShot A710 IS	Camera	Still Camera	3128212954	Hughey, Douglas	Nursing 162	Yes	1

Consumables

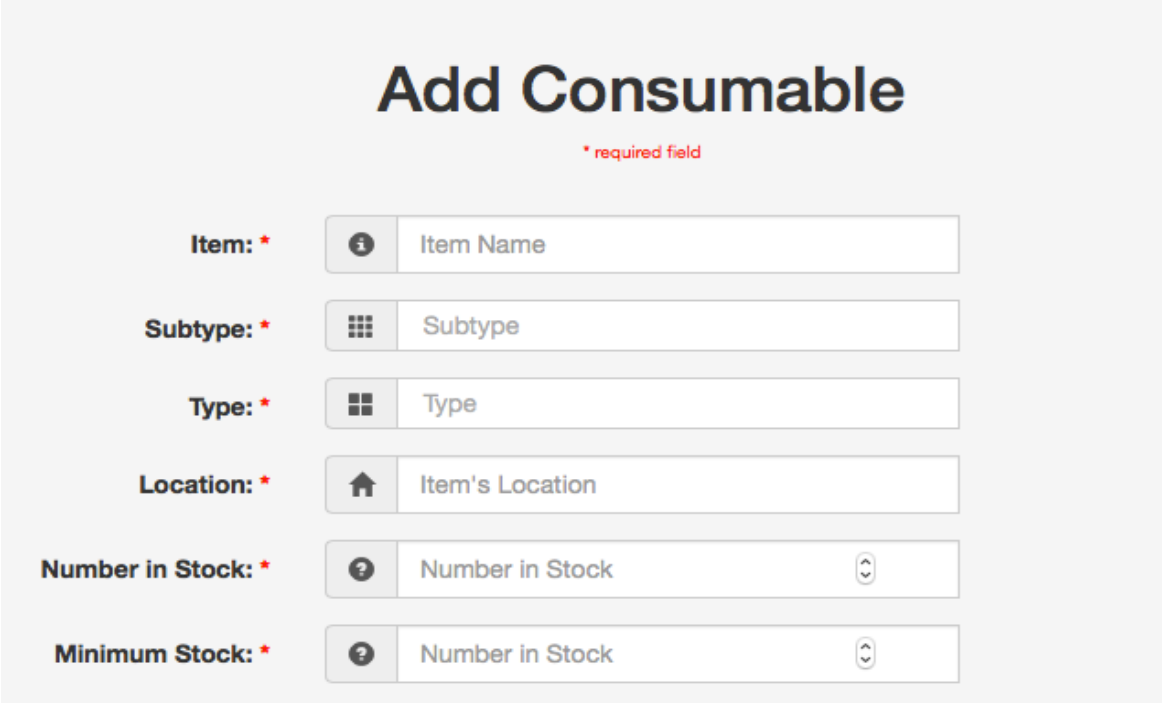
Add Consumable

1.) Click on Consumable Functions



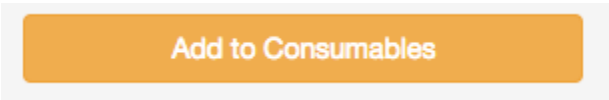
2.) Click on Add Consumable

3.) From the form, do the following:



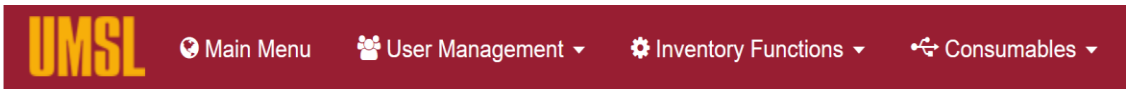
a.) Enter the item (required field)
b.) Select the Subtype (required field)
c.) Select the type of item that will added to consumables (required field)
e.) Enter the item's location (required field)
f.) Select the number in stock (required field)
g.) Select the minimum number in stock (required field)

4.) Click on Add to Consumables



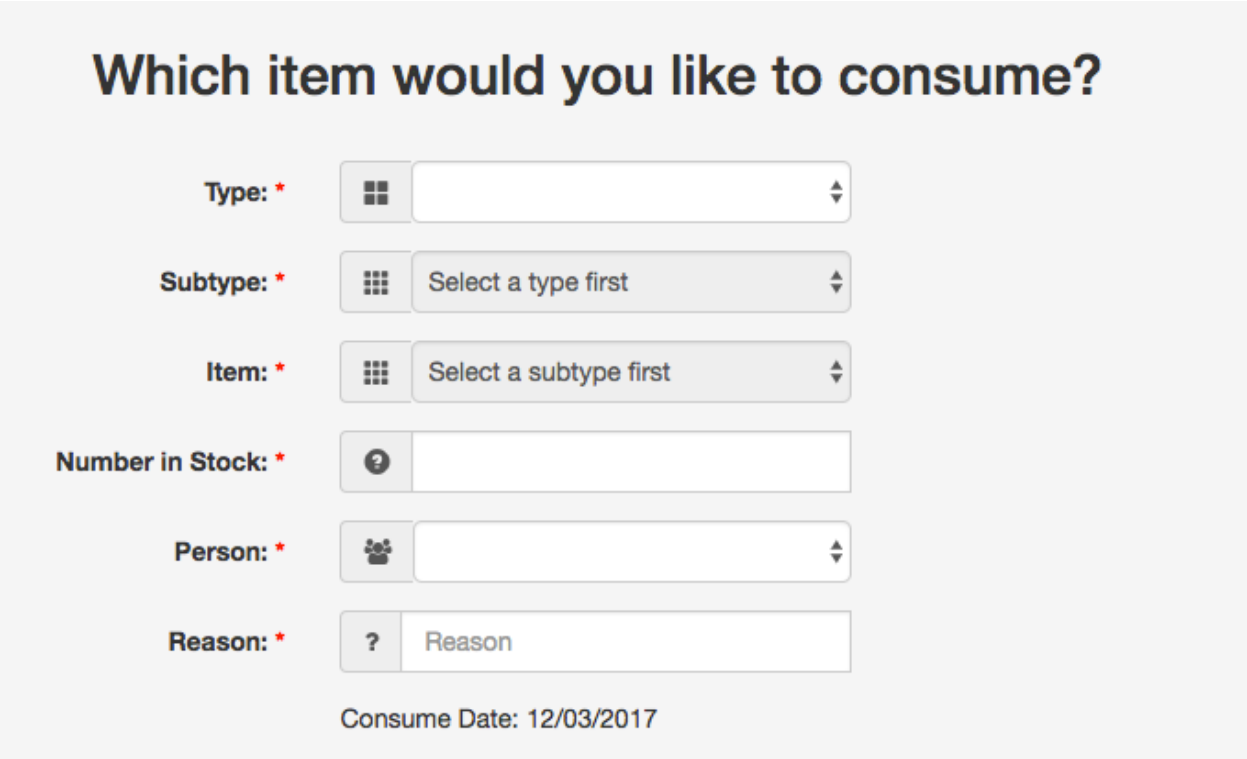
Consume

1.) Click on Consumable Functions



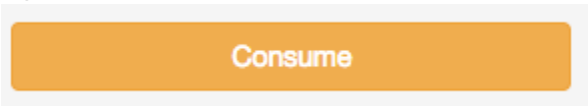
2.) Click on Consume

3.) From the form, do the following:



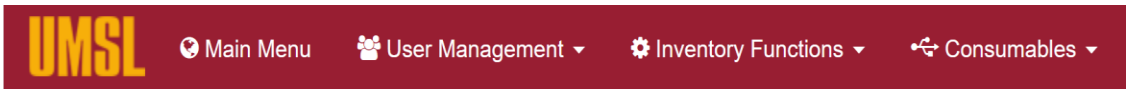
a.) Select a type (required field)
b.) Select a subtype (required field)
c.) Select an item (required field)
e.) Enter number in stock (required field)
f.) Select a person (required field)
g.) Enter a reason (required field)

4.) Click on Consume button



View/Edit/Delete Consumables

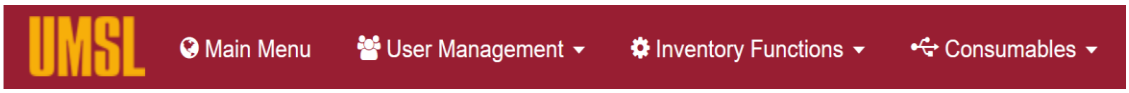
1.) Click on Consumable Functions



2.) Click on View Edit/Delete

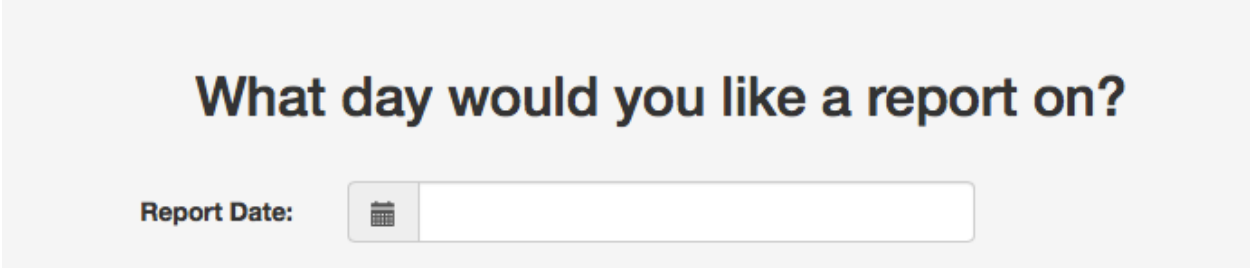
Daily Consumable Reports

1.) Click on Consumable Functions



2.) Click on Daily Reports

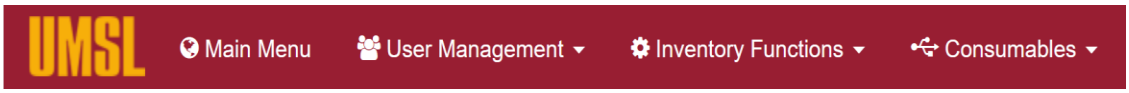
3.) Enter a date (required



4.) Click on Create Report

Other Reports - Consumables

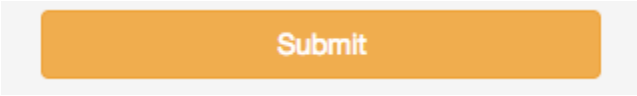
1.) Click on Consumable Functions



2.) Click on Other Reports

3.) Enter a start date (required field)
4.) Enter an end date (required field)

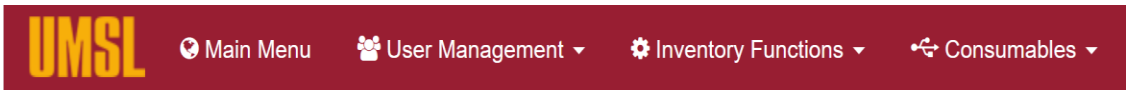
5.) Click on the Submit button



6.) To Export the report to an excel file, click on the Export Consumables History button (optional)

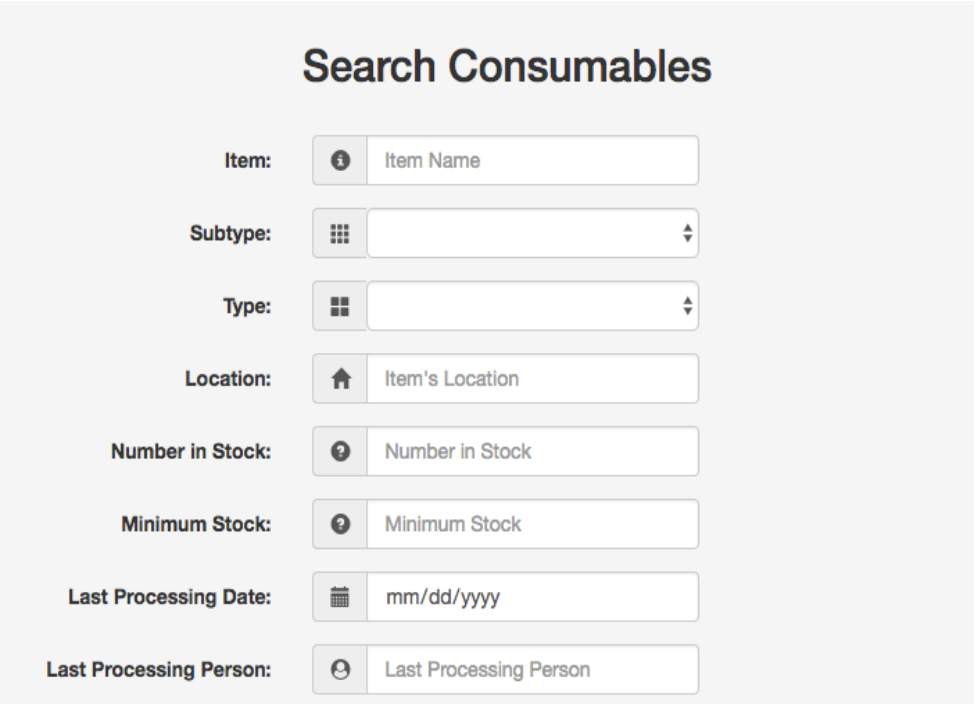
Search Consumables

1.) Click on Consumable Functions

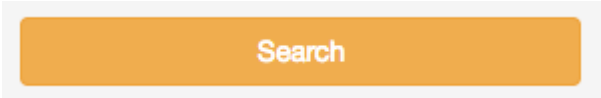


2.) Click on Search Consumables

3.) From the form, do the following:



(at least one search field required)

a.) Enter an item
b.) Select a subtype
c.) Select a type
d.) Enter a location
e.) Enter or Select a number in stock
f.) Enter or Select a minimum stock
g.) Enter a processing date
h.) Enter last processing person

4.) Click on the Search Button