

Inventory Management System

User Manual

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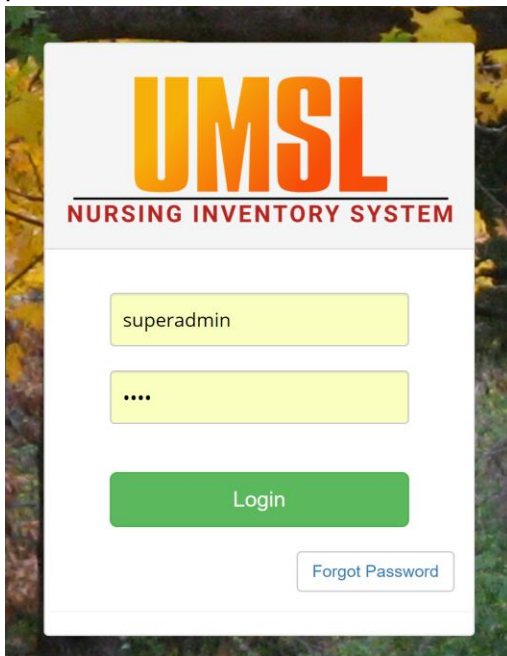
[Other Reports - Consumables](#)

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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



UMSL
NURSING INVENTORY SYSTEM

superadmin

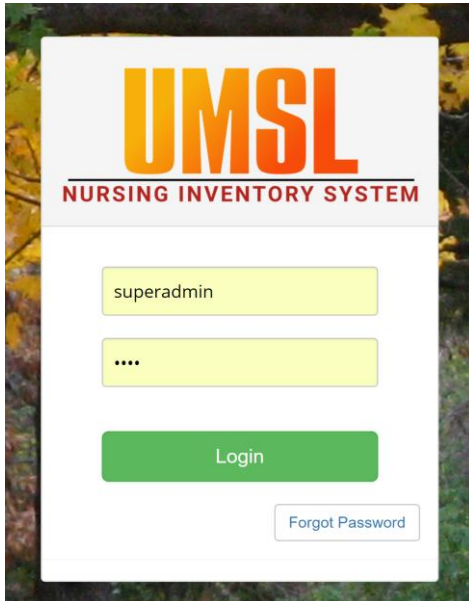
....

Login

[Forgot Password](#)

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

Forgot Password? No worries,

Just type in your email address and we will send you a password reset email.

E-Mail: *

Send Password Reset Email


- 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.umsi.edu/>
- 2) Click on Main Menu

 **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

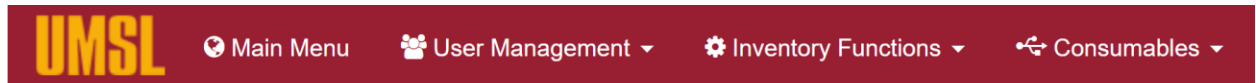


- a) Change Password
- b) Log Out

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.

Create New User


First Name: *

First Name


Last Name: *

Last Name


E-Mail: *

E-Mail Address


Account Type: *

Standard User ▼

Username: *

superadmin

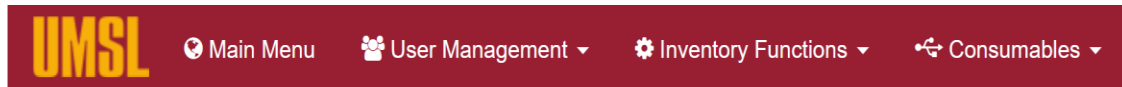
Password: *

....

Create User

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

The image shows a 'Search Users' form with the following fields: 'First Name' (text input), 'Last Name' (text input), 'Username' (text input), 'E-Mail' (text input with an envelope icon), 'Account Type' (dropdown menu), and 'Date Added' (text input with a calendar icon). Below the fields is an orange 'Search Users' button. A small question mark icon is visible in the top right corner of the form area.

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

Users

Show 10 entries

Search:

First Name	Last Name	Account Name	Email	Account Type	Date Added
Douglas	Hughey	hugheyd	hugheyd@umsl.edu	Super Admin	11/09/2017

Showing 1 to 1 of 1 entries

Previous 1 Next

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:

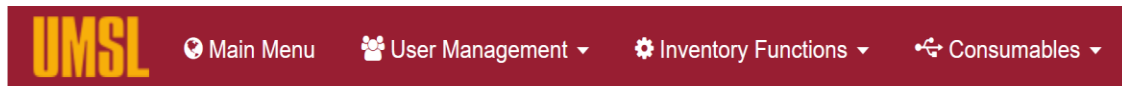
First Name	Last Name	Account Name	Email	Account Type	Date Added	Edit	Delete
Craig	Johnson	Craig	2dude10@gmail.com	Standard User	08/22/2017	Edit	Delete
Gene	Casey	superAdmin	mjlacy.dude@gmail.com	Super Admin	08/22/2017	Edit	Delete
John	Doe	admin	fake@fake.com	Admin	08/22/2017	Edit	Delete

Showing 1 to 3 of 3 entries

Previous 1 Next

Delete User

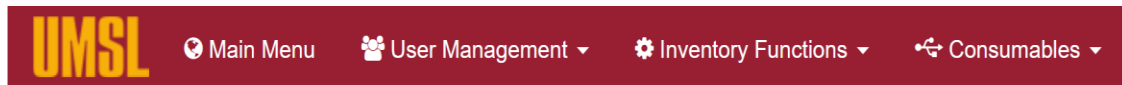
1. Click on User Management



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)

Showing 1 to 10 of 610 entries

Serial Number	Item	Type	Subtype	Assigned to	Location	Checkoutable
1	La Crosse Tech. BC-9009 Batter Charger	Charger	Battery	Hughey, Douglas	Nursing 162	No
2	Western Digital Black 1 TB HD	Storage Device	External Hard Drive	Hughey, Douglas	Nursing 162	No
3	Logitech QuickCam Communicate MP	Camera	WebCam	Hughey, Douglas A.	Nursing 162	No
4	Logitech QuickCam Communicate MP	Camera	WebCam	Hughey, Douglas	Nursing 162	No
5	Canon Speedlight 430EX II Flash	Camera	Digital Camera	Hughey, Douglas	Nursing 162	No
6	Olympus TP8 Telephone Pickup Microphone	Microphone	Headset	Zimmerman, Rick	NAB 220	No
7	Olympus DM-620 Digital Voice Recorder	Recording Device	Voice Recorder	Zimmerman, Rick	NAB 220	No
8	Sony HDR-CX405 Handycam	Camera	Video Camera	Zimmerman, Rick	NAB 220	No
9	Yeti Pro USB Microphone w/ pop screen filter	Microphone	USB Microphone	Records, Kathryn	Seton 211	No
10	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

Which item would you like to checkout?

Type: *	<input type="text"/>
Subtype: *	<input type="text" value="Select a type first"/>
Item: *	<input type="text" value="Select a subtype first"/>
Serial Number: *	<input type="text" value="Select an Item first"/>
Number in Stock: *	<input type="text" value="0"/>
Person: *	<input type="text"/>
Reason: *	<input type="text" value="Reason"/>
Notes:	<input type="text" value="Notes"/>
Due Date: *	<input type="text" value="mm/dd/yyyy"/>

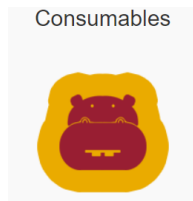
Checkout Date: 12/04/2017

Check-out

- 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

Consumables

Add Column

Show 10 entries

Search:

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

Showing 1 to 10 of 24 entries

[Previous](#) [1](#) [2](#) [3](#) [Next](#)

Service Agreements

- 1) Click on Service Agreements

Service Agreements



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

Service Agreements

Show 10 ▼ entries		Add Service Agreement		Search Service Agreements		Search: <input type="text"/>	
Name	Annual Cost	Duration	Expiration Date	Approval Form	Edit	Delete	
Malwarebytes Premium	199.99	1 Year	12/03/2018		Edit	Delete	

Clients

- 1) Click on Clients
Clients



- 2) This will bring you to the Clients page. See [Clients](#) for further instructions.

Clients

[Add Client](#) [Search Clients](#)

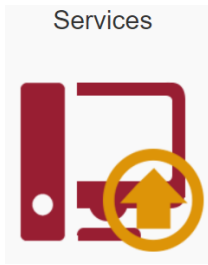
Show 10 entries Search:

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	finleyai@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

Showing 1 to 10 of 64 entries Previous 1 2 3 4 5 6 7 Next

Services

- 1) Click on Services



- 2) This will bring you to the Services page. See [Services](#) for further instructions.

Repairs/Updates/Upgrades

Show 10 entries

Add Repair/Update/Upgrade

Search Repairs/Updates/Upgrades

Search:

Type	Serial Number	Item	Part	Cost	Date Performed	Supplier	Reason	Edit	Delete
Update	41VFJ12	Dell Latitude E6440 - 1	Windows OS	0.00	11/28/2017	Windows	Windows weekly Update	Edit	Delete

Showing 1 to 1 of 1 entries

Previous

1

Next

Service Agreements

View Service Agreements

- 1) Click on Service Agreements

Service Agreements



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

Service Agreements

Show 10 entries		Add Service Agreement		Search Service Agreements		Search:	
Name	Annual Cost	Duration	Expiration Date	Approval Form	Edit	Delete	
Malwarebytes Premium	199.99	1 Year	12/03/2018		Edit	Delete	
Showing 1 to 1 of 1 entries							Previous 1 Next

Add Service Agreement

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


Add Service Agreement

- 2) From the form, do the following

Add Service Agreement

* required field


Agreement Name: *




Annual Cost: *

\$

Duration: *



Expiration Date: *



mm/dd/yyyy

Approval Form:

Choose File

No file chosen

- 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

Add Service Agreement




Search Service Agreements

- 1) To Search Service Agreements, click on

Search Service Agreements

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

Search Service Agreements

Agreement Name:		<input type="text"/>
Annual Cost:	\$	<input type="text"/>
Duration:		<input type="text"/>
Expiration Date:		<input type="text" value="mm/dd/yyyy"/>

- 3) Click Search Service Agreement

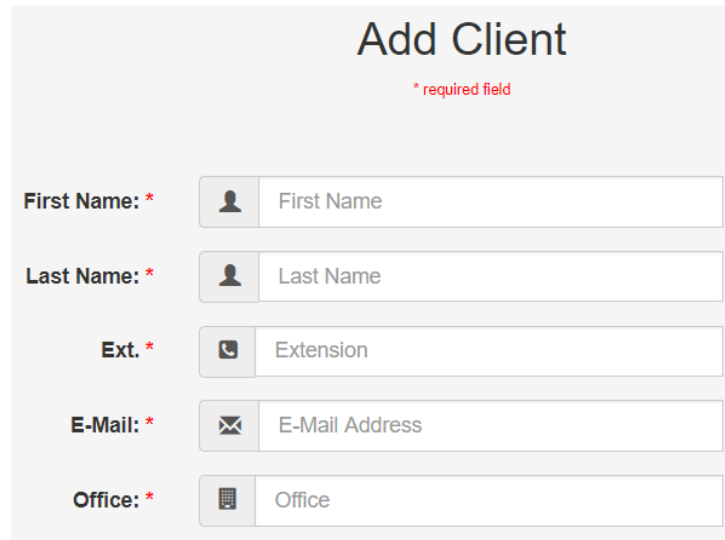
Search Service Agreements

Add Clients

- 1) Click on Add Client



- 2) From the form, do the following

A form titled "Add Client" with a red asterisk indicating required fields. The form contains five input fields, each with a label, a red asterisk, and a small icon: "First Name" (person icon), "Last Name" (person icon), "Ext." (phone icon), "E-Mail" (envelope icon), and "Office" (building icon). Each field has a placeholder text: "First Name", "Last Name", "Extension", "E-Mail Address", and "Office".

Add Client

* required field

First Name: *

Last Name: *

Ext. *

E-Mail: *

Office: *

- 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

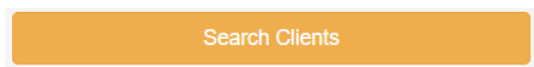


- 2) From the form, enter a search criteria in at least one field

Search Clients

First Name:	 <input type="text" value="First Name"/>
Last Name:	 <input type="text" value="Last Name"/>
Ext.	 <input type="text" value="Extension"/>
E-Mail:	 <input type="text" value="E-Mail Address"/>
Office:	 <input type="text" value="Office"/>

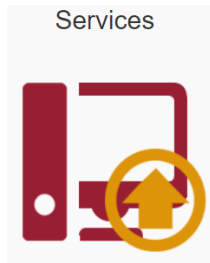
- 3) Click Search Clients



Services

View Repairs/Updates/Upgrades

- 1) Click on Services



- 2) This will bring you to the Services page.

Repairs/Updates/Upgrades

Show 10 entries

Add Repair/Update/Upgrade

Search Repairs/Updates/Upgrades

Search:

Type	Serial Number	Item	Part	Cost	Date Performed	Supplier	Reason	Edit	Delete
Update	41VFJ12	Dell Latitude E6440 - 1	Windows OS	0.00	11/28/2017	Windows	Windows weekly Update	Edit	Delete

Showing 1 to 1 of 1 entries

Previous

1

Next











Add Repairs/Updates/Upgrades

- 1) Click on Add Repairs/Updates/Upgrade

Add Repair/Update/Upgrade

- 2) From the form, do the following

Add Repair/Update/Upgrade

Service Type: *		<input type="text"/>	▼
Item Type: *		Select a service type first	▼
Subtype: *		Select a type first	▼
Item: *		Select a subtype first	▼
Serial Number: *		Select an item first	▼
Part: *		<input type="text"/>	
Cost: *		<input type="text"/>	
Date Performed: *		mm/dd/yyyy	
Supplier: *		<input type="text"/>	
Reason: *		<input type="text"/>	

- 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

Add Repair/Update/Upgrade









Search Repairs/Updates/Upgrades

- 1) Click on Search Repairs/Updates/Upgrade

Search Repairs/Updates/Upgrades

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

Search Repairs/Updates/Upgrades

Service Type:		<input type="text"/>	▼
Serial Number:		<input type="text"/>	▼
Item:		<input type="text"/>	▼
Part:		<input type="text"/>	
Cost:		<input type="text"/>	
Date Performed:		<input type="text" value="mm/dd/yyyy"/>	
Supplier:		<input type="text"/>	
Reason:		<input type="text"/>	

Search Repairs/Updates/Upgrades

- 3) Click Search Repairs/Updates/Upgrades

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 checktable in the Checktable 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:

Which item would you like to checkout?

Type: *

Subtype: *

Item: *

Serial Number: *

Number in Stock: *

Person: *

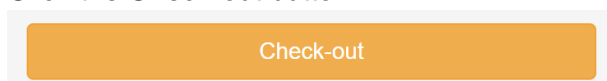
Reason: *

Notes: *

Due Date: *

Checkout Date: 11/27/2017

- 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

Showing 1 to 10 of 610 entries

Search:

Serial Number	Item	Type	Subtype	Assigned to	Location	Checkoutable
1	La Crosse Tech. BC-9009 Batter Charger	Charger	Battery	Hughey, Douglas	Nursing 162	No
2	Western Digital Black 1 TB HD	Storage Device	External Hard Drive	Hughey, Douglas	Nursing 162	No
3	Logitech QuickCam Communicate MP	Camera	WebCam	Hughey, Douglas A.	Nursing 162	No
4	Logitech QuickCam Communicate MP	Camera	WebCam	Hughey, Douglas	Nursing 162	No
5	Canon Speedlight 430EX II Flash	Camera	Digital Camera	Hughey, Douglas	Nursing 162	No
6	Olympus TP8 Telephone Pickup Microphone	Microphone	Headset	Zimmerman, Rick	NAB 220	No
7	Olympus DM-620 Digital Voice Recorder	Recording Device	Voice Recorder	Zimmerman, Rick	NAB 220	No
8	Sony HDR-CX405 Handycam	Camera	Video Camera	Zimmerman, Rick	NAB 220	No
9	Yeti Pro USB Microphone w/ pop screen filter	Microphone	USB Microphone	Records, Kathryn	Seton 211	No
10	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

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:

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

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

Showing 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:




Item: *




Subtype: *




Type: *




Assigned to: *




Location: *




Checkoutable? *



Number in Stock: *




MAC Address:



to view an example, hover over the field

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

Number in Stock 0
MAC Address
IP Address
Print QR Code Print QR Code
Edit Edit
Delete Delete

(ii) Click Print This Page button



Print this page

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

What day would you like a report on?

Report Date:

 mm/dd/yyyy

- 4) Click Create Report



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

Activities for 12/03/2017



Show 10 entries Search:

Activity Type	Serial Number	Item	Type	Subtype
 Edit Inventory	T216244200669	Trendnet TV-IP420P Network Camera 3	Camera	Network Camera
 Edit Inventory	T216244200633	Trendnet TV-IP420P Network Camera 1	Camera	Network Camera

- 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

Start Date:

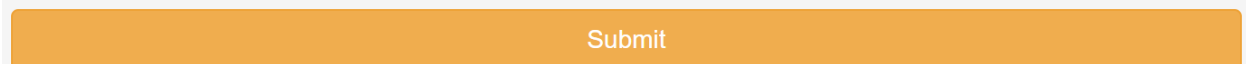


- 4) Enter the end date that the report should include into the

End Date:



- 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.

Export to Excel

- 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

Search Inventory

Serial Number:	<input type="text" value="Serial Number"/>
Item:	<input type="text" value="Item Name"/>
Subtype:	<input type="text" value=""/>
Type:	<input type="text" value=""/>
Assigned to:	<input type="text" value="Assignee's Name"/>
Location:	<input type="text" value="Item's Location"/>
Checkoutable:	<input type="text" value=""/>
Number in Stock:	<input type="text" value="Number in Stock"/>
MAC Address:	<input type="text" value="MAC Address"/>
IP Address:	<input type="text" value="IP Address"/>
Last Processing Date:	<input type="text" value="mm/dd/yyyy"/>
Last Processing Person:	<input type="text" value="Last Processing Person"/>

to view an example, hover over the field

to view an example, hover over the field

- 4) Click the Search Inventory button

Search Inventory

- 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:

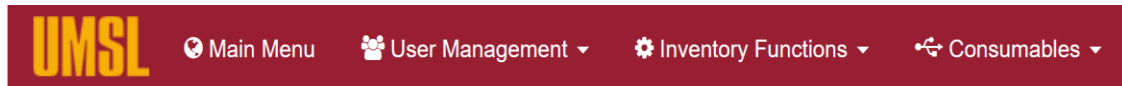
The image shows a form titled 'Add Consumable' in large, bold, black text. Below the title is a red asterisk followed by the text '* required field'. The form contains six rows of input fields, each with a label on the left and a text input box on the right. The labels are: 'Item: *', 'Subtype: *', 'Type: *', 'Location: *', 'Number in Stock: *', and 'Minimum Stock: *'. The input boxes contain the following text: 'Item Name', 'Subtype', 'Type', 'Item's Location', 'Number in Stock', and 'Number in Stock'. Each input box has a small icon on the left: an information icon for 'Item', a grid icon for 'Subtype', a document icon for 'Type', a house icon for 'Location', and a question mark icon for both 'Number in Stock' fields. The 'Number in Stock' fields also have a small up/down arrow icon on the right side of the input box.

- 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

Add to Consumables

Consume

1.) Click on Consumable Functions









2.) Click on Consume



3.) From the form, do the following:

Which item would you like to consume?

Type: *		<input type="text"/>
Subtype: *		<input type="text" value="Select a type first"/>
Item: *		<input type="text" value="Select a subtype first"/>
Number in Stock: *		<input type="text"/>
Person: *		<input type="text"/>
Reason: *		<input type="text" value="Reason"/>

Consume Date: 12/03/2017

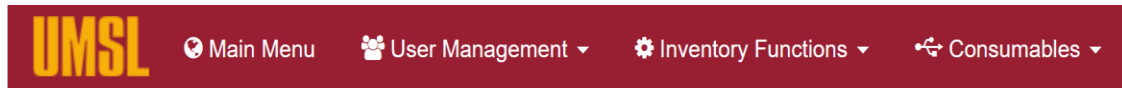
- a.) Select a type (required field)
- b.) Select a subtype (required field)
- c.) Select an item (required field)
- e.) Enter number in stock (required field)
- f.) Select a person (required field)
- g.) Enter a reason (required field)

4.) Click on Consume button



View/Edit/Delete Consumables

1.) Click on Consumable Functions

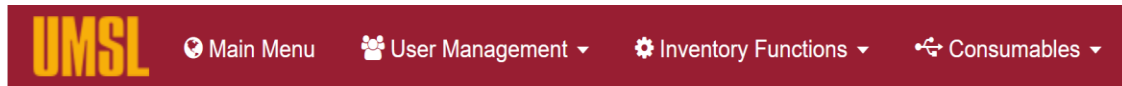


2.) Click on View Edit/Delete



Daily Consumable Reports

- 1.) Click on Consumable Functions



- 2.) Click on Daily Reports



- 3.) Enter a date (required)

What day would you like a report on?

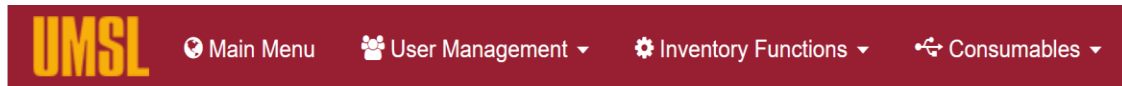
Report Date:

- 4.) Click on Create Report



Other Reports - Consumables

- 1.) Click on Consumable Functions



- 2.) Click on Other Reports



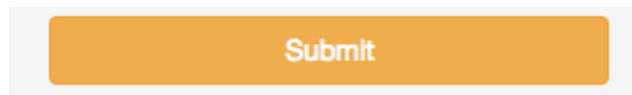
- 3.) Enter a start date (required field)
- 4.) Enter an end date (required field)

Which dates would you like to report?

Start Date:

End Date:

- 5.) Click on the Submit button

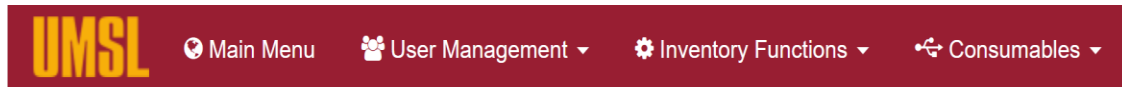


- 6.) To Export the report to an excel file, click on the Export Consumables History button (optional)



Search Consumables

- 1.) Click on Consumable Functions



- 2.) Click on Search Consumables



- 3.) From the form, do the following:

Search Consumables

Item:	<input type="text" value="Item Name"/>
Subtype:	<input type="text"/>
Type:	<input type="text"/>
Location:	<input type="text" value="Item's Location"/>
Number in Stock:	<input type="text" value="Number in Stock"/>
Minimum Stock:	<input type="text" value="Minimum Stock"/>
Last Processing Date:	<input type="text" value="mm/dd/yyyy"/>
Last Processing Person:	<input type="text" value="Last Processing Person"/>

(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

