# UMSL | Nursing
## University of Missouri–St. Louis

# Inventory Management System

## User Manual

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# Getting Started

## User Login

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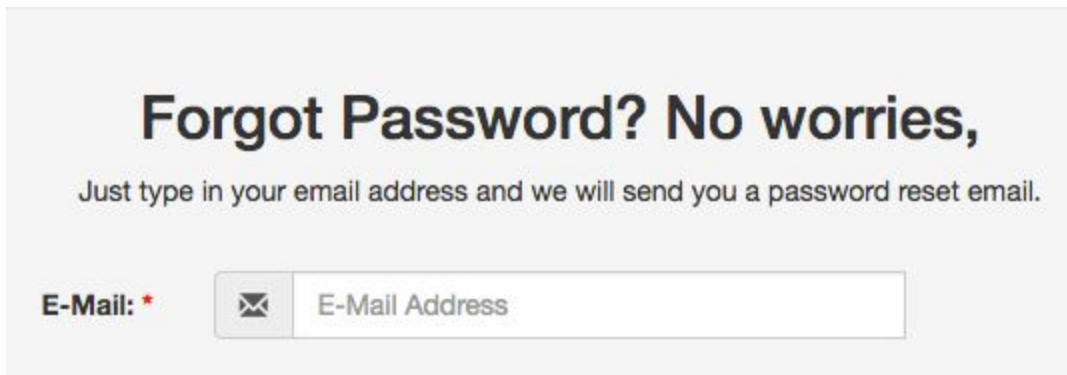
# Forgot Password
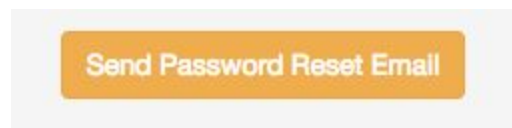
1) Open a web browser
2) Go to http://134.124.200.65/nursinginventorysystem/login.php
3) Click on Forgot Password



4) Enter your email address in the E-Mail field



5) Click Send Password Reset Email



6) An email will be sent to your email address

# Change Password

1) Click on Username



2) Click on Change Password
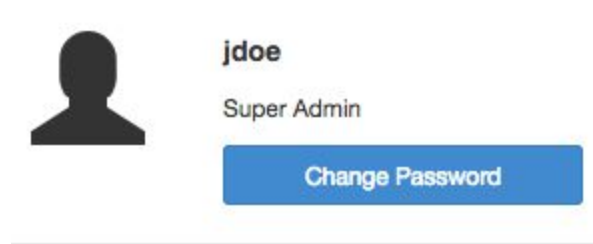


3) From the form, do the following



a) Enter Old Password(required field)
b) Enter New Password(required field)
c) Confirm New Password(required field)

# 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

# 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


Main Menu

    a) View Inventory
    b) Check-Out
    c) Consumables
    d) Service Agreements
    e) Clients
    f) Services

3) Click on User Management


ADD USER   SEE USER LIST   SEARCH USERS

    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



ADD USER    SEARCH USER    SEE USER LIST
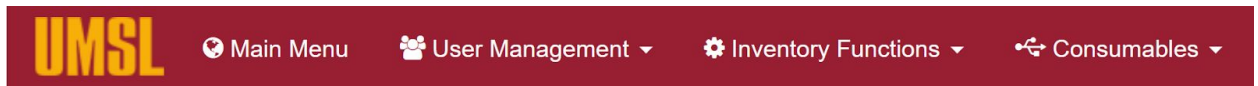
3) Enter First Name (Required Field)
4) Enter Last Name (Required Field)
5) Enter E-mail
6) Select Account Type
   a) Standard User
   b) Admin (standard privileges plus delete privileges over repairs, upgrades, clients, consumables, service agreements or inventory)
   c) Super Admin (standard and admin privileges plus the ability to add/edit/delete columns from inventory and consumables)
7) Enter Username (Required Field)
8) Enter Password (Required Field)
9) Click Add User. The 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



ADD USER    SEARCH USER    SEE USER LIST
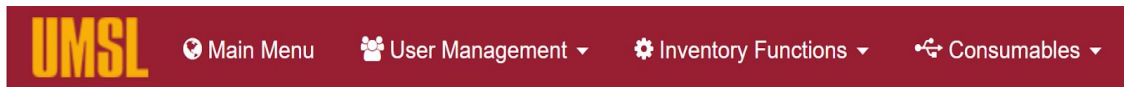
3) Enter at least one of the required search fields (First Name, Last Name, Username, E-Mail, Account Type or Date Added)

4) Click Search Users



## Search Users

| | |
|---|---|
| **First Name** | First Name |
| **Last Name** | Last Name |
| **Username** | Username |
| **E-Mail** | E-Mail Address |
| **Account Type** | |
| **Date Added** | mm/dd/yyyy |

Search Users

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
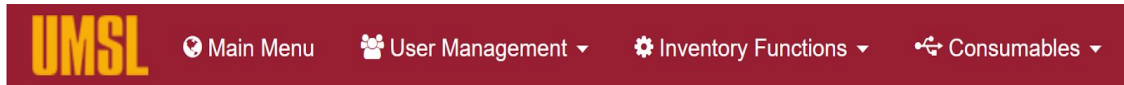


2) Click See User List



ADD USER    SEARCH USER    SEE USER LIST

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

| 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
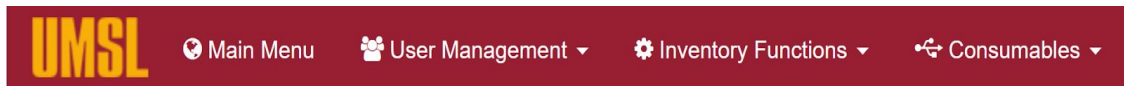


2) Either search for the user that needs to be deleted or view all users.
3) Select Delete next to the user that needs to be deleted.
4) Select Yes, when asked whether you want to delete the user.
5) The user will be deleted from the system.

# 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
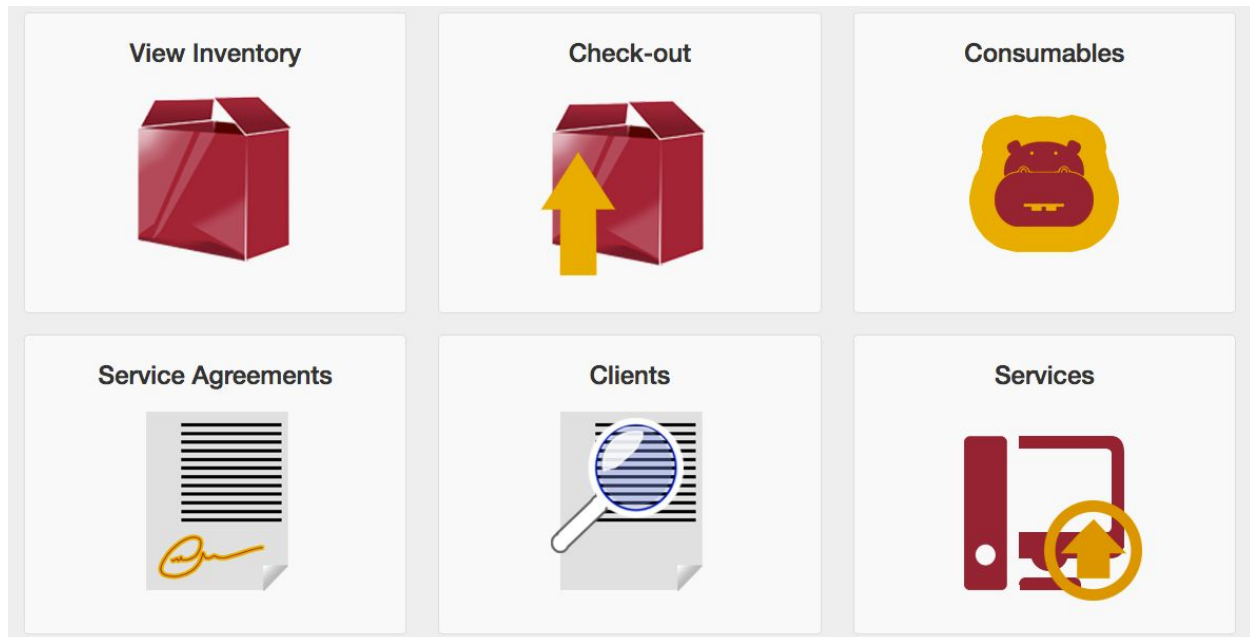


## View Inventory

1) Click View Inventory



2) This will bring you to the view inventory table, which can also be found 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

   Check-out

2) This will bring you to the inventory checkout page

   ## Which item would you like to checkout?

   | Type: * | |
   | --- | --- |
   | Subtype: * | Select a type first |
   | Item: * | Select a subtype first |
   | Serial Number: * | Select an item first |
   | Number in Stock: * | 0 |
   | Person: * | |
   | Reason: * | Reason |
   | Notes: | Notes |
   | Due Date: * | mm/dd/yyyy |

   Checkout Date: 12/04/2017

   Check-out

3) From there, you can follow the Checkout directions

# Consumables

1) Click on Consumables
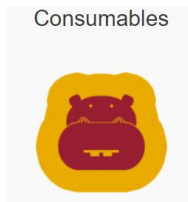
Consumables



2) This will bring you to the Consumables page, which can also be found 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

Add Service Agreement   Search Service Agreements

Show 10 ▼ entries                                                                Search: [          ]

| 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
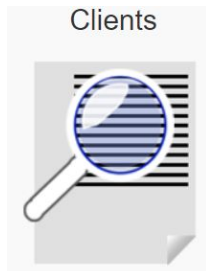


2) This will bring you to the Clients page. See [Clients](#) for further instructions.



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 | 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 |

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

# Services

1) Click on Services

Services



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

## Repairs/Updates/Upgrades

Add Repair/Update/Upgrade    Search Repairs/Updates/Upgrades

Show 10 ▼ entries                                                                 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.

# 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: * | |
| Start Date: * | mm/dd/yyyy |
| End Date: * | mm/dd/yyyy |
| IMPORTANT: End date must be after Start date | |
| 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 Start Date (Required Field)
e) Enter the End Date (Required Field)
f) Upload the Service Agreement document
g) Click Add Service Agreement

Add Service Agreement

# Edit Service Agreements

1) To edit an existing service agreement click Edit

**Edit**

2) Modify existing fields

## Edit Service Agreement
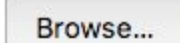
| | | |
|---|---|---|
| **Agreement Name:** * | 🏷 | Testing Service |
| **Annual Cost:** * | $ | 100.00 |
| **Duration:** * | ⊙ | 1 year |
| **Start Date:** * | 📅 | 12 / 10 / 2017 |
| **End Date:** * | 📅 | 12 / 10 / 2018 |
| **Approval Form:** | Browse... | No file selected. |

3) Click Edit Service Agreement to save changes

**Edit Service Agreement**

## Delete Service Agreements

1) To delete an existing service agreement click Delete

**Delete**

2)

### Are you sure you want to delete Testing Service?
*This action cannot be undone.

Yes    No
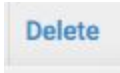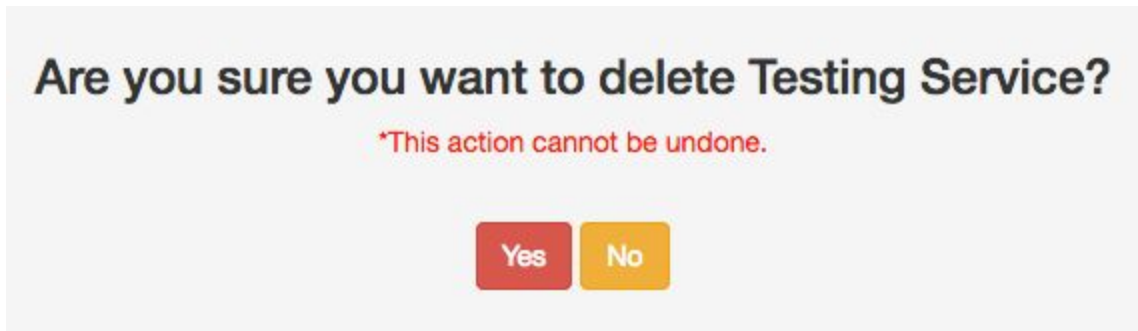
   a) Click Yes to delete service agreement
   b) Click No to cancel

# 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: | 🏷 | |
   |---|---|---|
   | Annual Cost: | $ | |
   | Duration: | 🕐 | |
   | Start Date: | 📅 | mm/dd/yyyy |
   | End Date: | 📅 | mm/dd/yyyy |

3) Click Search Service Agreement

   Search Service Agreements

# Clients

## View Clients

1) Click on Clients
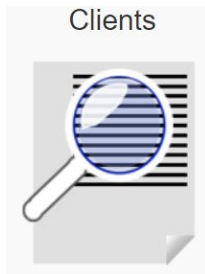
Clients



2) This will bring you to the Clients page.

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 | 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 |

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

# Add Clients

1) Click on Add Client

**Add Client**

2) From the form, do the following

## Add Client

* required field

| First Name: * | 👤 | First Name |
| Last Name: * | 👤 | Last Name |
| Ext. * | ☎ | Extension |
| E-Mail: * | ✉ | E-Mail Address |
| Office: * | ▦ | 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

**Add Client**

# Edit Client

1) Search for the client to edit

Search: john doe

| First | Last | Ext | Email | Office | Edit | Delete |
|---|---|---|---|---|---|---|
| John | Doe | 1 | noemail@email.com | NAB 162 | Edit | Delete |

2) Click on Edit

Edit

3) Modify existing fields

## Edit Client

First Name: *  John

Last Name: *  Doe

Ext. *  1

E-Mail: *  noemail@email.com

Office: *  NAB 162

4) Click Edit Client to save changes

Edit Client

# Delete Client

1) Search for the client to edit

Search: john doe

2) Click on Delete

Delete

3)

## Are you sure you want to delete John Doe's account?

*This action cannot be undone.

Yes   No

   a) Click Yes to Delete Client
   b) Click No to Cancel

# 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
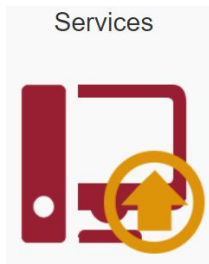


2) This will bring you to the Services page.

### Repairs/Updates/Upgrades

Add Repair/Update/Upgrade    Search Repairs/Updates/Upgrades

Show 10 ▼ entries                                                                            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: *

Item Type: *   Select a service type first

Subtype: *   Select a type first

Item: *   Select a subtype first

Serial Number: *   Select an item first

Part: *

Cost: *   $

Date Performed: *   mm/dd/yyyy

Supplier: *

Reason: *   ?

   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

# Edit Repairs/Updates/Upgrades

1) Find item to Repair/Update/Upgrade

| Repair | 5LYLMC2 | Dell Latitude E7470-1 | Touchscreen | 0.00 | 12/05/2017 | Dell | Touchscreen is not responding well | Edit |
|---|---|---|---|---|---|---|---|---|

2) Click edit to modify the item

**Edit**

3) Modify existing fields

## Edit Repair/Update/Upgrade

| | | |
|---|---|---|
| **Service Type:** * | ☰ | Repair |
| **Serial Number:** * | # | 5LYLMC2 |
| **Part:** * | ☐ | Touchscreen |
| **Cost:** * | $ | 0.00 |
| **Date Performed:** * | 📅 | 12 / 05 / 2017 |
| **Supplier:** * | 👜 | Dell |
| **Reason:** * | ? | Touchscreen is not responding well |

4) Click Edit Repair/Updates/Upgrades to save changes

**Edit Repair/Update/Upgrade**

# Delete Repairs/Updates/Upgrades

1) To delete an existing Repair/Updates/Upgrades click on blue plus sign

| ⊕ Repair | 5LYLMC2 | Dell Latitude E7470-1 | Touchscreen | 0.00 | 12/05/2017 | Dell | Touchscreen is not responding well | Edit |
|---|---|---|---|---|---|---|---|---|

⊕

2) Click Delete

| ⊖ Repair | 5LYLMC2 | Dell Latitude E7470-1 | Touchscreen | 0.00 | 12/05/2017 | Dell | Touchscreen is not responding well | Edit |
|---|---|---|---|---|---|---|---|---|

**Delete**     Delete

3)

## Are you sure you want to delete this Dell Latitude E7470-1 repair?

*This action cannot be undone.

Yes   No

a) Click Yes to Delete item
b) Click No to Cancel

# 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: | ▤ | ▼ |
| Serial Number: | # | ▼ |
| Item: | ❶ | ▼ |
| Part: | ▯ | |
| Cost: | $ | |
| Date Performed: | 📅 | mm/dd/yyyy |
| Supplier: | 💼 | |
| Reason: | ? | |

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
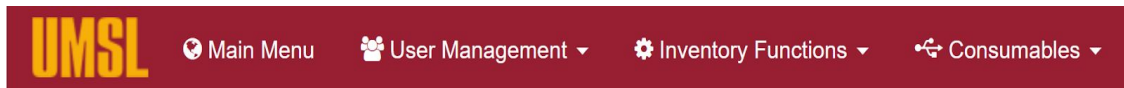


ADD INVENTORY    CHECK-OUT    VIEW/EDIT/DELETE    DAILY REPORTS    OTHER REPORTS    SEARCH INVENTORY

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



ADD INVENTORY    CHECK-OUT    VIEW/EDIT/DELETE    DAILY REPORTS    OTHER REPORTS    SEARCH INVENTORY
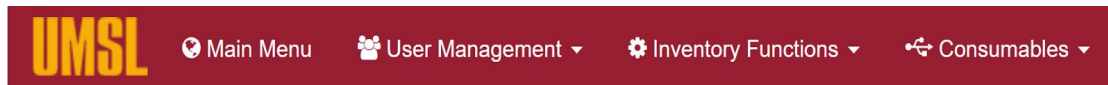
3) From the form, do the following:



Which item would you like to checkout?
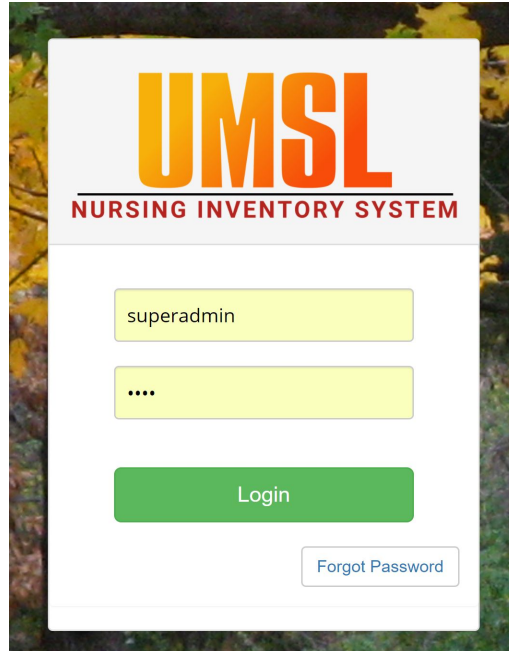
| Type: * | | |
|---|---|---|
| Subtype: * | | Select a type first |
| Item:* | | Select a subtype first |
| Serial Number:* | | Select an item first |
| Number in Stock:* | | 0 |
| Person:* | | |
| Reason:* | ? | Reason |
| Notes:* | | Notes |
| Due Date:* | | mm/dd/yyyy |

    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



Check-out

# QR Code Checkout

1) Sign into the Inventory System



2) Scan a QR code

3) QR code landing page

| Item | Type | Subtype | Serial Number | Assigned to | Location | Checkoutable | Number in Stock | Last Processing Date |
|---|---|---|---|---|---|---|---|---|
| ⊕ Canon PowerShot A710 IS | Camera | Still Camera | 3128212954 | Hughey, Douglas | Nursing 162 | Yes | 1 | |

Show 10 entries     Search:

Showing 1 to 1 of 1 entries     Previous 1 Next

4) Expand form

| ⊖ Canon PowerShot A710 IS | Camera | Still Camera | 3128212954 | Hughey, Douglas | Nursing 162 | Yes | 1 | |

**Last Processing Person** Tester

**Condition**

**Check-out** Check-out

**Show QR Code** Print QR Code

**Edit**     Edit

**Delete**     Delete

5) To check out , Click Check- out

From the form, do the following

| Type: * | ▦ | Camera | ▲▼ |
| Subtype: * | ▦ | Still Camera | ▲▼ |
| Item: * | ▤ | Canon PowerShot A710 IS | ▲▼ |
| Serial Number: * | 🏷 | 3128212954 | ▲▼ |
| Number in Stock: * | ❓ | 1 | ↕ |
| Person: * | 👥 | | ▲▼ |
| Reason: * | ? | Reason | |
| Notes: | ▦ | Notes | |

a) Select a type (required field)
b) Select a subtype (required field)
c) Select an item (required field)
d) Select a serial number (required field)
e) Enter a number in stock (required field)
f) Select a person (required field)
g) Enter a reason (required field)
h) Enter notes
i) Enter a due date (required field)
j) Click Checkout button

Check-out

6) To Print a QR code, Click Print QR Code

Print QR Code

3128212954

Print this page

7) To edit inventory item, Click edit
     i) Modify existing fields

# Edit Inventory Item

* required field

| Serial Number: | 🏷 | 3128212954 |
| Item: * | ⓘ | Canon PowerShot A710 IS |
| Subtype: * | ⊞ | Still Camera |
| Type: * | ⊞ | Camera |
| Assigned to: * | 👤 | Hughey, Douglas |
| Location: * | 🏠 | Nursing 162 |
| Checkoutable? * | ✓ | Yes |
| Number in Stock: * | ❷ | 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 | | |

ii) To save changes click edit inventory
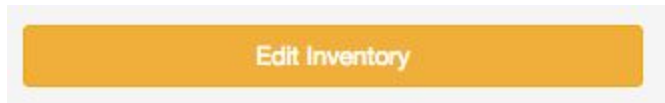
**Edit Inventory**

To delete an inventory item, click Delete

**Delete**

i)

**Are you sure you want to delete Canon PowerShot A710 IS?**

Yes   No
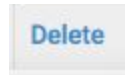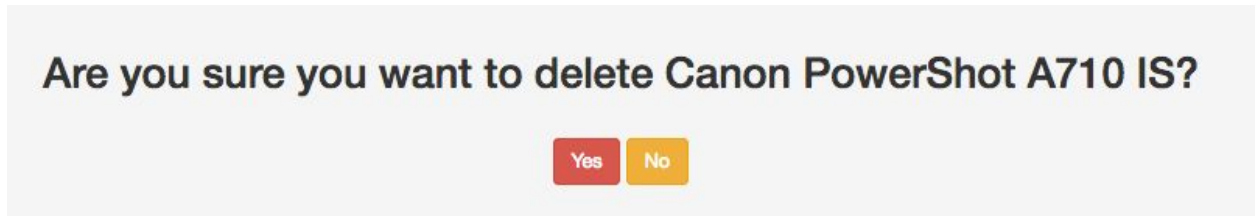
a) Click Yes to Delete inventory item
b) Click No to Cancel

# View/Edit/Delete Inventory

1) Click on  Inventory Functions



2) Click View/Edit/Delete



ADD INVENTORY    CHECK-OUT    VIEW/EDIT/DELETE    DAILY REPORTS    OTHER REPORTS    SEARCH INVENTORY

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



      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

iv) 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

(1) 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: * | ℹ | La Crosse Tech. BC-9009 Batter Charge |
| Subtype: * | ▦ | Battery |
| Type: * | ▦ | Charger |
| Assigned to: * | 👤 | Hughey, Douglas |
| Location: * | ⌂ | Nursing 162 |
| Checkoutable? * | ✔ | No ▼ |
| Number in Stock: * | ❷ | 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

| 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

  

  (3) From this view, you can edit information or print the QR code
    (a) Edit item
      (i)    Click Edit

  

      (ii)   Edit any information that needs to be edited

  

      (iii)  Click Edit Inventory button

  

    (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
    i) Viewing the table

?

## Inventory

Add Column

Show 10 entries          Search:

| Item | Type | Subtype | Serial Number | Assigned to | Location | Checkoutable | Number in Stock |
|---|---|---|---|---|---|---|---|
| 4GB iPod Nano | PMP | iPod | 7M747PTHY0P | Hughey, Douglas | Nursing 162 | Yes | 1 |
| 4GB iPod Nano | PMP | iPod | 7M747SOFY0P | Hughey, Douglas | Nursing 162 | Yes | 2 |
| 4GB iPod Nano | PMP | iPod | 7m747SOFY0P | Hughey, Douglas | Nursing 162 | Yes | 1 |
| 4GB iPod Nano | PMP | iPod | 7M747R40Y0P | Hughey, Douglas | Nursing 162 | Yes | 1 |
| 4GB iPod Nano | PMP | iPod | 7M747MX1Y0P | Hughey, Douglas | Nursing 162 | Yes | 1 |
| 4GB iPod Nano | PMP | iPod | 7M747RZQY0P | Hughey, Douglas | Nursing 162 | Yes | 1 |
| 4GB iPod Nano | PMP | iPod | 7NM747S1EY0P | Hughey, Douglas | Nursing 162 | Yes | 1 |
| 4GB iPod Nano | PMP | iPod | 7M747S1LY0P | Hughey, Douglas | Nursing 162 | Yes | 1 |
| 4GB iPod Nano | PMP | iPod | 7M747R4CY0P | Hughey, Douglas | Nursing 162 | Yes | 1 |
| 4GB iPod Nano | PMP | iPod | 7M747R3VY0P | Hughey, Douglas | Nursing 162 | Yes | 1 |

Showing 1 to 10 of 527 entries      Previous 1 2 3 4 5 … 53 Next

    iii) 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:

ii) 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: * | ℹ | 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:<br>to view an example, hover over the field | ▯ | MAC Address |
| IP Address:<br>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**

4) To add an additional column to the table click on the Add Column button (optional)

**Add Column**

i) From the form, do the following:

## Add Inventory Column

*required field*

**Column Name:** *

**Data Type:** *

a) Enter a column name (required field)
b) Select a data type (required field)
c) To add the new column click on the Add Column button

**Add Column**

5) To edit an existing column in the table click on the Edit Column button

## Inventory

**Add Column**    **Edit Column**    **Delete Column**

## Which column would you like to edit?

**Current Column Name:** *

a) Select a column to edit (required field)

i)

**New Column Name: \***    Condition

**Data Type: \***    Letters & Numbers

Edit Column

    a)    Enter item condition (required field)
    b)   Select data type (required field)
    c)   Click Edit Column button

6) To delete an existing column Click Delete button

# Inventory

Add Column    Edit Column    Delete Column

i)

## Which column would you like to delete?

**Column Name: \***

    a)   Select which column to delete

xv)

## Are you sure you want to delete the Condition column?

*All data it contains will be gone forever.*

Yes    No

    a)   Click Yes to Delete the column
    b)   Click No to Cancel

# Daily Inventory Reports

1) Click on  Inventory Functions



2) Click on Daily Reports



**ADD INVENTORY**   **CHECK-OUT**   **VIEW/EDIT/DELETE**   **DAILY REPORTS**   **OTHER REPORTS**   **SEARCH INVENTORY**
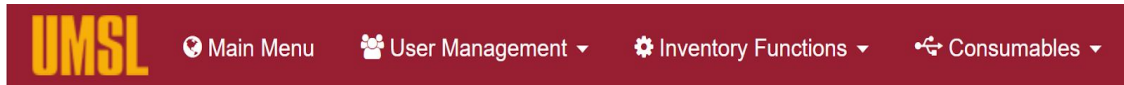
3) Enter the date to be viewed into the report date field

## What day would you like a report on?

**Report Date:**

| 📅 | mm/dd/yyyy |

4) Click Create Report

Create Report

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

## Activities for 12/03/2017

Export to Excel

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.

Export to Excel

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



**ADD INVENTORY**   **CHECK-OUT**   **VIEW/EDIT/DELETE**   **DAILY REPORTS**   **OTHER REPORTS**   **SEARCH INVENTORY**

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

**Start Date:**

| 📅 | mm/dd/yyyy |

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

**End Date:**

| 📅 | mm/dd/yyyy |

5) Click Submit to generate the report

| Submit |

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
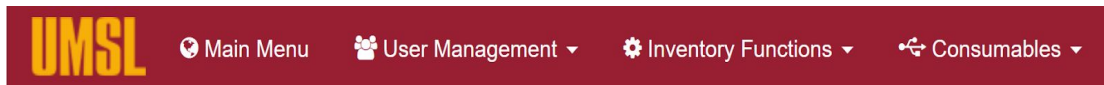


2) Click on Search Inventory



ADD INVENTORY    CHECK-OUT    VIEW/EDIT/DELETE    DAILY REPORTS    OTHER REPORTS    SEARCH INVENTORY

Enter at least one item in the fields provided

## Search Inventory

**Serial Number:** Serial Number

**Item:** Item Name

**Subtype:**

**Type:**

**Assigned to:** Assignee's Name

**Location:** Item's Location

**Checkoutable:**

**Number in Stock:** Number in Stock

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

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

**Last Processing Date:** mm/dd/yyyy

**Last Processing Person:** Last Processing Person

3) Click the Search Inventory button

Search Inventory

4) 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:

## Add Consumable

* required field

**Item:** *  Item Name

**Subtype:** *  Subtype

**Type:** *  Type

**Location:** *  Item's Location

**Number in Stock:** *  Number in Stock

**Minimum Stock:** *  Number in Stock

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
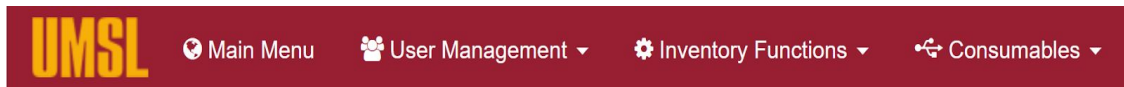


2.) Click on Consume



3.) From the form, do the following:



    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
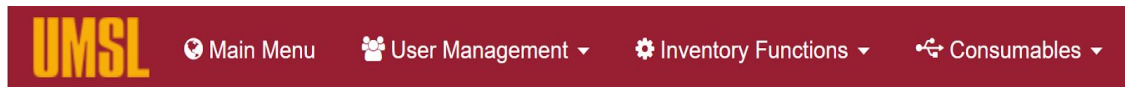


2.) Click on View Edit/Delete



ADD CONSUMABLE    CONSUME    VIEW/EDIT/DELETE    DAILY REPORTS    OTHER REPORTS    SEARCH CONSUMABLES

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

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

Show 10 entries                                                                     Search:

Showing 1 to 10 of 24 entries                                          Previous  1  2  3  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) To edit a consumable item click Edit

| 16 GB Flash Drive | Staples Flash Drives | Storage Device | Nursing 162 | 0 (0) | Edit | Delete |

iv)  From the form, do the following:

# Edit Consumable Item

| Item: * | ℹ | 16 GB Flash Drive |
| Subtype: * | ⊞ | Staples Flash Drives |
| Type: * | ▦ | Storage Device |
| Location: * | ⌂ | Nursing 162 |
| Number in Stock: * | ? | 0 |
| Minimum Stock: * | ? | 0 |

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)

v)  Click on the Edit Consumables button

Edit Consumable

b) Admin

    i)    Viewing the table



| 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

    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) To edit a consumable item click Edit

| 16 GB Flash Drive | Staples Flash Drives | Storage Device | Nursing 162 | 0 (0) | Edit | Delete |
|---|---|---|---|---|---|---|

iv) From the form, do the following:

## Edit Consumable Item

| | | |
|---|---|---|
| Item: * | ⓘ | 16 GB Flash Drive |
| Subtype: * | ⦂⦂⦂ | Staples Flash Drives |
| Type: * | ⦂⦂ | Storage Device |
| Location: * | ⌂ | Nursing 162 |
| Number in Stock: * | ❓ | 0 |
| Minimum Stock: * | ❓ | 0 |

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)

v) Click on the Edit Consumables button

Edit Consumable

vi) To delete a consumable item, click Delete

| 16 GB Flash Drive | Staples Flash Drives | Storage Device | Nursing 162 | 0 (0) | Edit | Delete |
|---|---|---|---|---|---|---|

## Are you sure you want to delete 16 GB Flash Drive?

*This action cannot be undone.

Yes   No

vii)

a) To delete the item click Yes button
b) To Cancel click No button

c) SuperAdmin

    i)    Viewing the table

## Consumables

Add Column    Edit Column    Delete Column

Show 10 entries    Search:

| Item | Subtype | Type | Location | Number in Stock (Minimum) | Condition | 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 23 entries    Previous  1  2  3  Next

    iii)    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:

    iv) To edit a consumable item click Edit

| 16 GB Flash Drive | Staples Flash Drives | Storage Device | Nursing 162 | 0 (0) | | Edit | Delete |
|---|---|---|---|---|---|---|---|

v) From the form, do the following:

## Edit Consumable Item

| | | |
|---|---|---|
| Item: * | ℹ | 16 GB Flash Drive |
| Subtype: * | ⊞ | Staples Flash Drives |
| Type: * | ⊞ | Storage Device |
| Location: * | 🏠 | Nursing 162 |
| Number in Stock: * | ❓ | 0 |
| Minimum Stock: * | ❓ | 0 |

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)

vi) Click on the Edit Consumables button

**Edit Consumable**

vii) To delete a consumable item, click Delete

| 16 GB Flash Drive | Staples Flash Drives | Storage Device | Nursing 162 | 0 (0) | Edit | Delete |
|---|---|---|---|---|---|---|

viii)

## Are you sure you want to delete 16 GB Flash Drive?

*This action cannot be undone.

Yes    No

a) To delete the item click Yes button
b) To Cancel click No button

ix) To add a column click on the Add Column button (optional)

**Add Column**

From the form, do the following:

## Add Consumable Column

Column Name: *

Data Type: *

a) Enter a column name (required field)
b) Select a data type (required field)
c) To add the new column click on the Add Column button

**Add Column**

x) To edit an existing column, click on the Edit Column button

## Consumables

**Add Column**   **Edit Column**   **Delete Column**

xi)

## Which column would you like to edit?

**Current Column Name: \***  [ ▭ | _____ ▲▼ ]

a) Select a column to edit (required field)

xii)

**New Column Name: \***  [ ▭ | Condition                                    ]

**Data Type: \***  [ ☰ | Letters & Numbers                        ▲▼ ]

**Edit Column**

a) Enter item condition (required field)
b) Select data type (required field)
c) Click Edit Column button

xiii)  To delete an existing column Click Delete button

## Consumables

**Add Column**   **Edit Column**   **Delete Column**

xiv)

## Which column would you like to delete?

**Column Name: \***  [ ▭ | _____ ▲▼ ]

a)  Select which column to delete

xv)

# Are you sure you want to delete the Condition column?
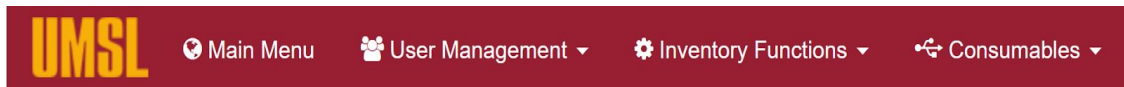
*All data it contains will be gone forever.

Yes No

a) Click Yes to Delete the column
b) Click No to Cancel

# Daily Consumable Reports

1.) Click on Consumable Functions



2.) Click on Daily Reports



ADD CONSUMABLE   CONSUME   VIEW/EDIT/DELETE   DAILY REPORTS   OTHER REPORTS   SEARCH CONSUMABLES

3.) Enter a date (required field)



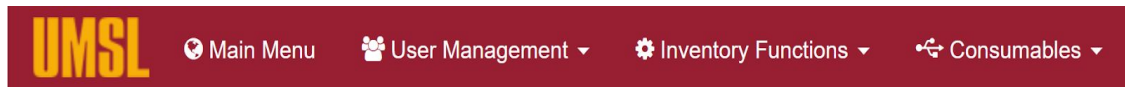## What day would you like a report on?

**Report Date:**

4.) Click on Create Report



**Create Report**

# Other Reports - Consumables

1.) Click on Consumable Functions



2.) Click on Other Reports



ADD CONSUMABLE    CONSUME    VIEW/EDIT/DELETE    DAILY REPORTS    OTHER REPORTS    SEARCH CONSUMABLES

From the form, do the following:

## Which dates would you like to report?

Start Date:    mm/dd/yyyy

End Date:    mm/dd/yyyy

a) Enter a start date (required field)
b) Enter a end date (required field)

3.) Click on the Submit button



4.) To Export report to an excel file, Click on Export Consumables History button (optional)

# Search Consumables

1.) Click on Consumable Functions



2.) Click on Search Consumables



ADD CONSUMABLE   CONSUME   VIEW/EDIT/DELETE   DAILY REPORTS   OTHER REPORTS   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