



*Simplifying stock management*

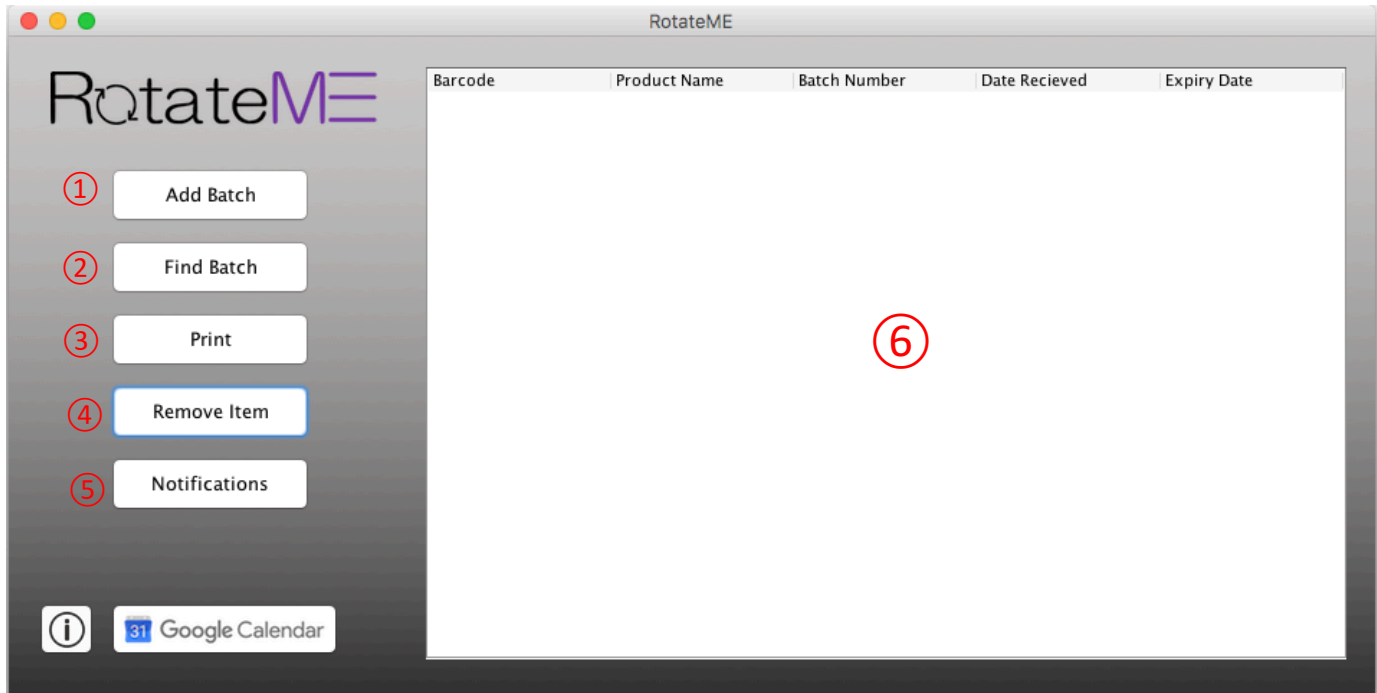
## *Quickstart Guide*

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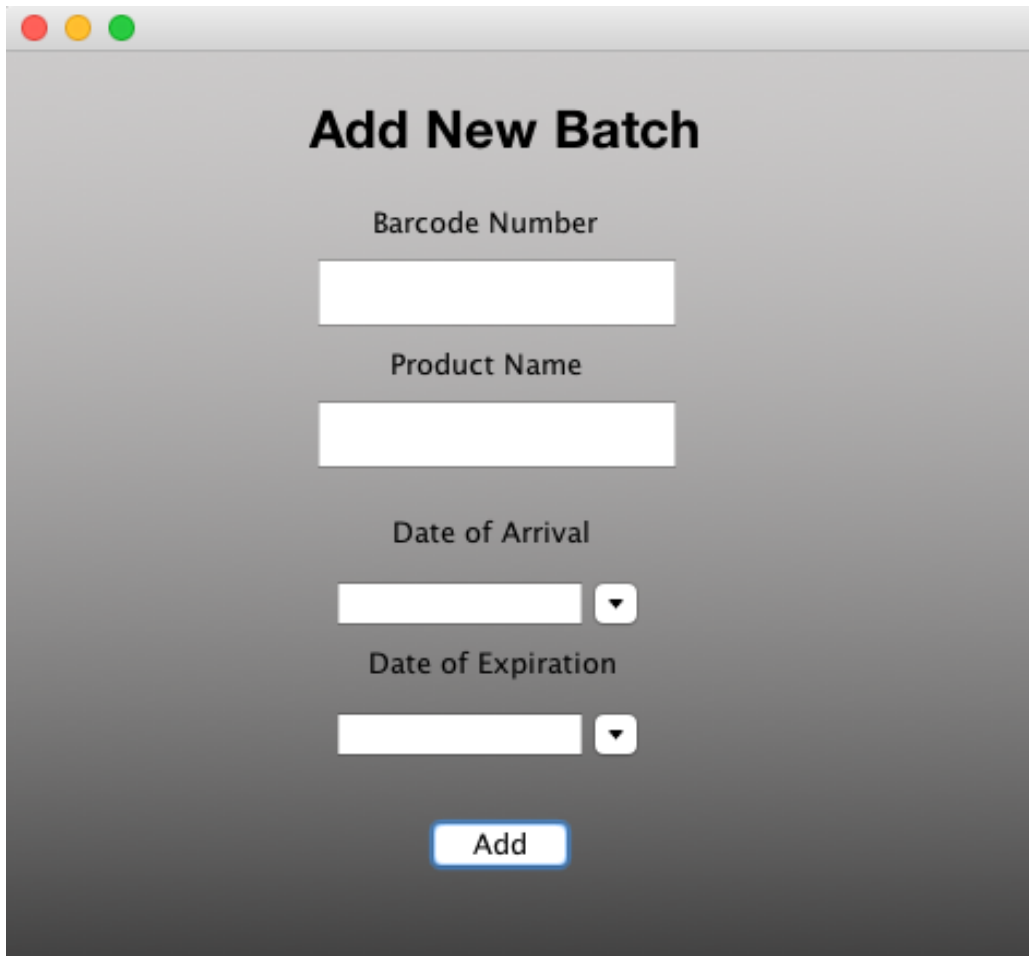
**Note:** All Functionality and features mentioned in the following diagrams and descriptions are applicable to both Windows and MacOS operating systems. (Requires the latest version of Java Runtime Environment)

# Main Window



- 1) **Add Batch** - The Add Batch button will show a pop-up window where a new batch of products can be added to the database. (See Add Batch Window)
- 2) **Find Batch** – The Find Batch button will launch a dialogue box that is used to find specific batches of a certain product. (See Find Batch Window)
- 3) **Print** – The Print button will launch the print window where the user can specify what they would like to print from the RotateME database. (See Print Window)
- 4) **Remove Item** – The Remove Item button will launch a dialogue box where the user can specify whether they would like to delete a batch or an entire product. (See Remove Item Dialogue)
- 5) **Notifications**– The Notifications button will launch a settings pane where the user can specify the email address they would like their batch reports sent to and other settings regarding batch reports as well as a link to their Google Calendar. (See Notifications Window)
- 6) **Product Table** – The product table will display all batches stored in the database in no particular order. The user can click on their preferred heading (eg. Expiry Date) to order all results based on that heading in either ascending or descending order. Table columns can also be dragged either left or right according to the user's preference. Batches that are a week past expiry will not reflect here.

# Add Batch Window



**Add New Batch**

Barcode Number

Product Name

Date of Arrival

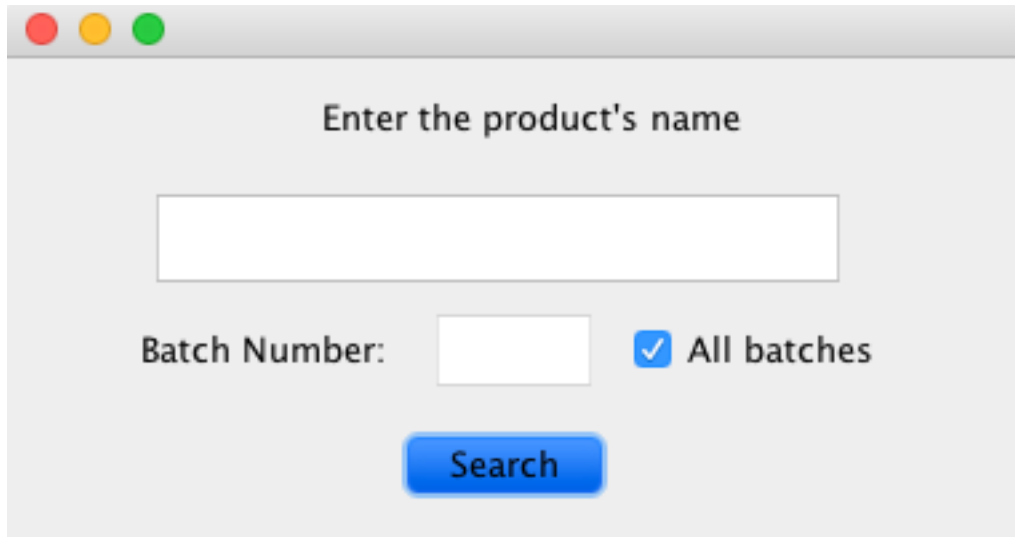
Date of Expiration

Add

The Add Batch Window is used to insert a batch into the database. All new products will need to be scanned or manually input into the Barcode field and given a descriptive product name, however after a certain product is added, the name will no longer have to be entered when adding a new batch as RotateME will automatically fill the name field in for convenience.

All fields are required in order to add a batch to the database. When clicking on the date pickers for arrival and expiry dates, the date pickers will, by default, show the current date. It is important to take care when specifying a date and make sure the dates are correct as RotateME will notify you based on these dates.

# Find Batch Dialogue

A screenshot of a 'Find Batch Dialogue' window. The window has a title bar with three colored buttons (red, yellow, green) on the left. The main content area is light gray. At the top, the text 'Enter the product's name' is centered. Below it is a large white rectangular text input field. Further down, the text 'Batch Number:' is followed by a smaller white rectangular text input field. To the right of this field is a checked checkbox (blue square with a white checkmark) followed by the text 'All batches'. At the bottom center is a blue button with the word 'Search' in white text.

The Find Batch dialogue is used to search for a specific product or batch.

By default, entering a product's name will display all batches of that product and all information regarding those batches (Similar to the Main Window's table). If a user would like to specify a particular batch, the "All Batches" checkbox can be unchecked and the user may specify the particular batch number they are searching for.

The search function does not need very specific input, for example: Searching "Chips" will return all products that contain "Chips" in their name, such as "Lays Chips", "Simba Chips" etc.

# Remove Item Window

**Delete Item**

☒ Batch

Product Barcode  Batch #

☐ Product

*Warning! Deleting a product will delete all batches that the product belongs to!*

Product Barcode

Delete

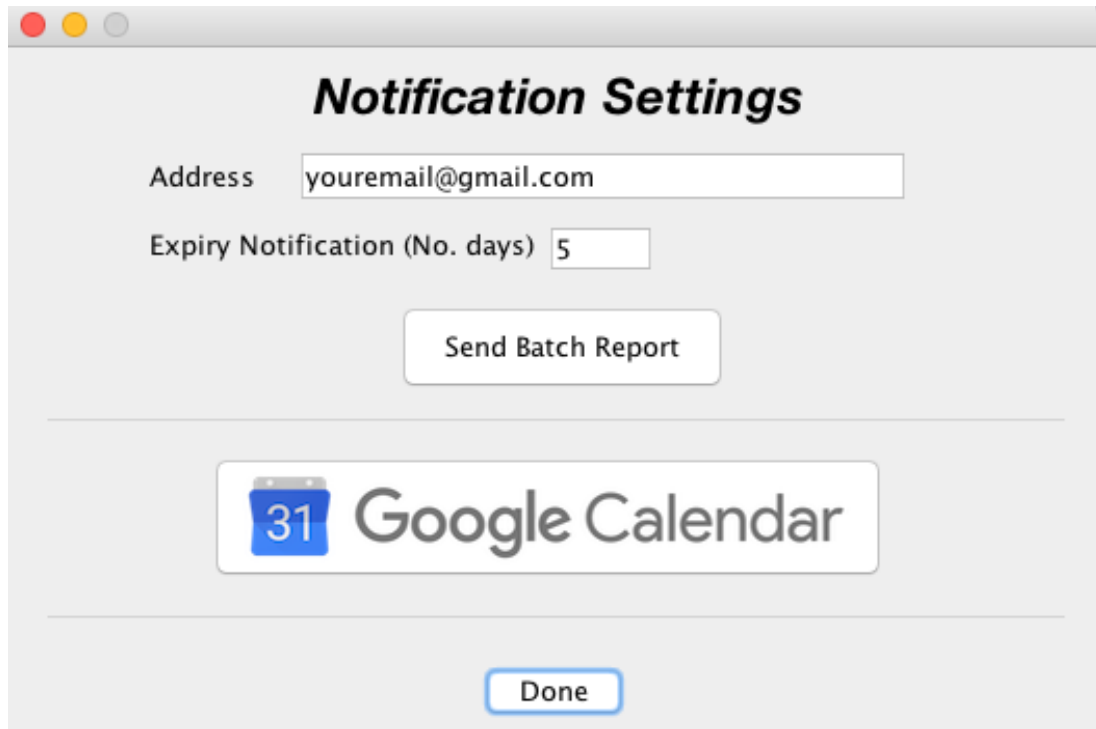
The Remove Item Window is used to delete either a certain batch of a product or a product as a whole.

By default, the Batch checkbox is selected. When deleting a batch, the user must specify the product's barcode number as well as its batch number, if such a product exists in the database, the name of the product will be displayed at the bottom of the window in purple. Once the user is sure that they have the required product, clicking the delete button will delete the particular batch from the database.

If a user would like to remove an entire product from the database, the Product checkbox must be selected. It is only necessary to enter the product's barcode number in the specified field. As with the batch delete, the Product delete will also display the product's name in purple at the bottom of the window for confirmation. It is important to note that deleting an entire product will remove all referenced batches from the database and is therefore important that the barcode number is correct.

**Note that both delete actions are irreversible.**

# Notifications Window




**Notification Settings**

Address

Expiry Notification (No. days)

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 Google Calendar

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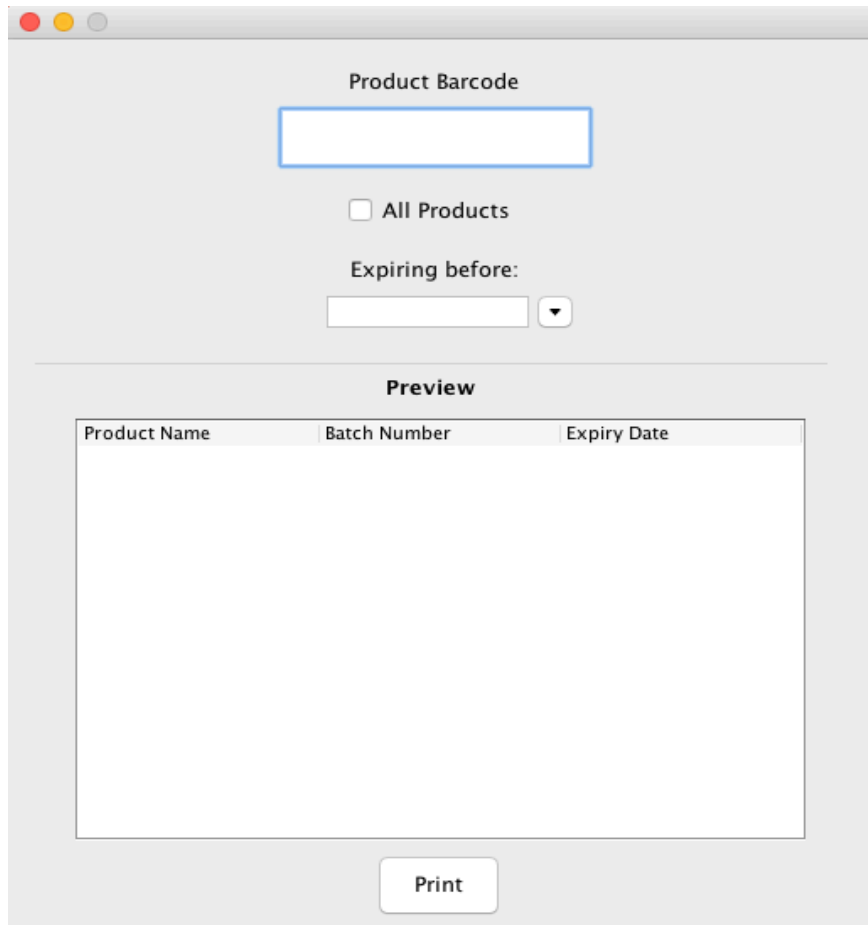
The Notifications Window is used to specify all details with regards to RotateME's email batch reports as well as providing a link to the user's Google Calendar.

The Address field must contain the email address of the mailbox the user would like batch reports sent to, it is important that these details are correct to ensure batch reports are sent to the correct address.

The Expiry Notification field must contain the amount of days in advance that the user would like to be notified of expiring products. This means that all products expiring in the next specified amount of days will be sent in the batch report along with their barcode number, batch number and expiry date.

Clicking the Done button will save all settings and return the user to the Main Window. These settings can be changed at any time.

# Print Window



The screenshot shows a window titled "Print Window" with a light gray background. At the top, there is a label "Product Barcode" above a white rectangular input field with a blue border. Below this is a checkbox labeled "All Products". Underneath the checkbox is the text "Expiring before:" followed by a white input field and a small downward-pointing arrow button. A horizontal line separates this section from the "Preview" section below. The "Preview" section has a title "Preview" centered above a table. The table has three columns: "Product Name", "Batch Number", and "Expiry Date". The table body is empty. At the bottom center of the window is a button labeled "Print".

Product Name	Batch Number	Expiry Date
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The Print Window manages all specific aspects when a user would like a physical hard copy of their batch report.

A barcode must be specified in order to print records of only one product, however all products may be ticked in order to print all products expiring in a certain time period. This time period is specified in the "Expiring before:" dialogue. Once the user has specified their settings, the preview box will show the records that will be printed. Clicking the Print button will launch a window to specify printers, page setup etc. and the batch report will be printed.



# Google Calendar

Google Calendar is the main interface that RotateME uses to provide the user with a Calendar view of their products as well as provide notifications for when these products are expiring. It is very important that the user provides an active gmail account when launching RotateME for the first time as this will be the account that RotateME updates batches to.

**It is also very important that the user's PC has an active internet connection while adding/removing batches to sync with Google. It is still possible to use RotateME with no internet connection however, all batches added and removed while there is no internet connection will not reflect on the user's Google Calendar.**

Note: When adding or removing a batch there may be a slight 1-3 second delay depending on the user's internet connection speed.