Computer Inventory & Maintenance User Guide

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Login

To login to the website click on the "Login" hyperlink on the right side of the navigation bar (this will only be displayed when you are logged out). If you attempt to navigate anywhere besides the home screen while logged out, you will be redirected to the login page.

Logout

To logout of the website click on the "Logout" hyperlink on the right side of the navigation bar (this will only be displayed when you are logged in).

Computer - Search

On the "Computers" page near the top right side there is a text box that says "Search". As you enter in characters it automatically filters the list, an automatic filter is applied when deleting characters as well.

Computer - New

On the "Computers" page near the top right side there is a button that says "Create New". Click on the "Create New" button, on the next page fill out all of the data required and click the "Create" button. Once you've created the new computer you will be redirected back to the "Computers" page.

Computer - Details

On the "Computers" page on the right side of the computer you want to see the details for there is a button that says "Details". Click on the "Details" button to view the details.

Computer - Edit

On the "Computers" page on the right side of the computer you want to edit there is a button that says "Edit". Click on the "Edit" button and then change any of the desired fields on the following page, and click on the "Save" button. Once you've edited the computer you will be redirected back to the "Computers" page.

The computer can also be edited from the selected computer's "Detail" Page. Click on the "Edit" button and then change any of the desired fields on the following page, and click on the "Save" button. Once you've edited the computer you will be redirected back to the "Computers" page.

Computer – Delete

On the "Computers" page on the right side of the computer you want to delete there is a button that says "Delete". Click on the "Delete" button and on the following page click the "Delete" button again to confirm deletion. Once you've deleted the computer you will be redirected back to the "Computers" page.

The computer can also be deleted from the selected computer's "Detail" Page. Click on the "Delete" button and on the following page click the "Delete" button again to confirm deletion. Once you've deleted the computer you will be redirected back to the "Computers" page.

Computer – Report

On the navigation bar click on the "Report" hyperlink. The report includes the current date and can be filtered by Manufacturer and Model. The filter controls are in the top right of the page.

Maintenance – Create

On the selected computer's "Detail" page on the right side there is a button that says "Create Maintenance". Click on the "Create Maintenance" button, on the next page fill out all of the data required and click the "Create" button. Once you've created the new maintenance you will be redirected back to the selected computer's "Detail" page.

Maintenance – Edit

On the selected computer's "Detail" page on the right side of the maintenance you want to edit there is a button that says "Edit". Click on the "Edit" button and then change any of the desired fields on the following page, and click on the "Save" button. Once you've edited the maintenance you will be redirected back to the selected computer's "Detail" page.

Maintenance – Delete

On the selected computer's "Detail" page on the right side of the maintenance you want to edit there is a button that says "Delete". Click on the "Delete" button and on the following page click the "Delete" button again to confirm deletion. Once you've deleted the maintenance you will be redirected back to the selected computer's "Detail" page