USER MANUAL

Computer Science Program Inventory Management Application (InventorCS)

https://inventorcs.csbihub.id/
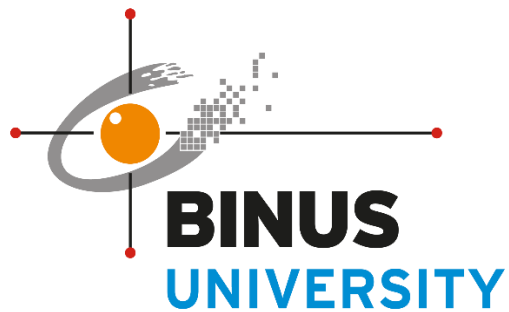
Bina Nusantara University
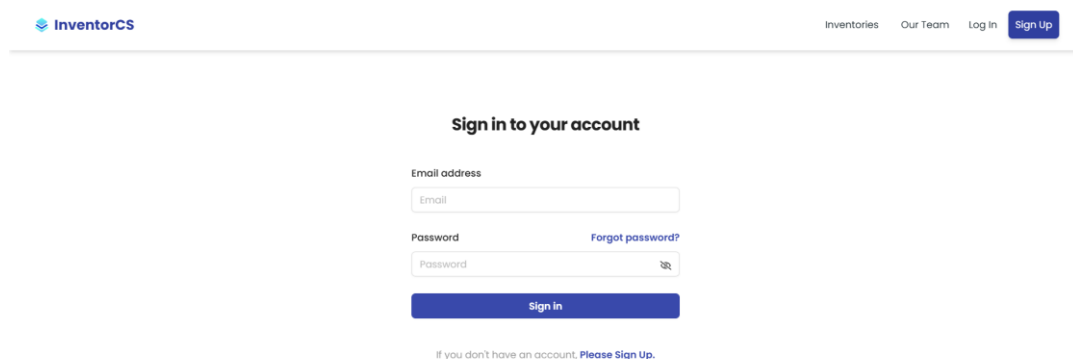
Jakarta

2025

General Information

The **InventorCS** application is a web-based application designed for Faculty Members (FM), Students and Staffs at the School of Computing and Creative Art (SoCCA) to manage the inventory of each program (inventory management). It also allows users (FM, staffs and students) to borrow inventory items owned by the respective programs within SoCCA.

Steps to Perform a Loan Item Transaction:

1. Log in first by opening the link https://inventorcs.csbihub.id/ and clicking the **"Log in"** button. If the user does not yet have an account on the website, they can click the "**Sign Up**" button to register a new account using a **binus.edu or binus.ac.id email.**
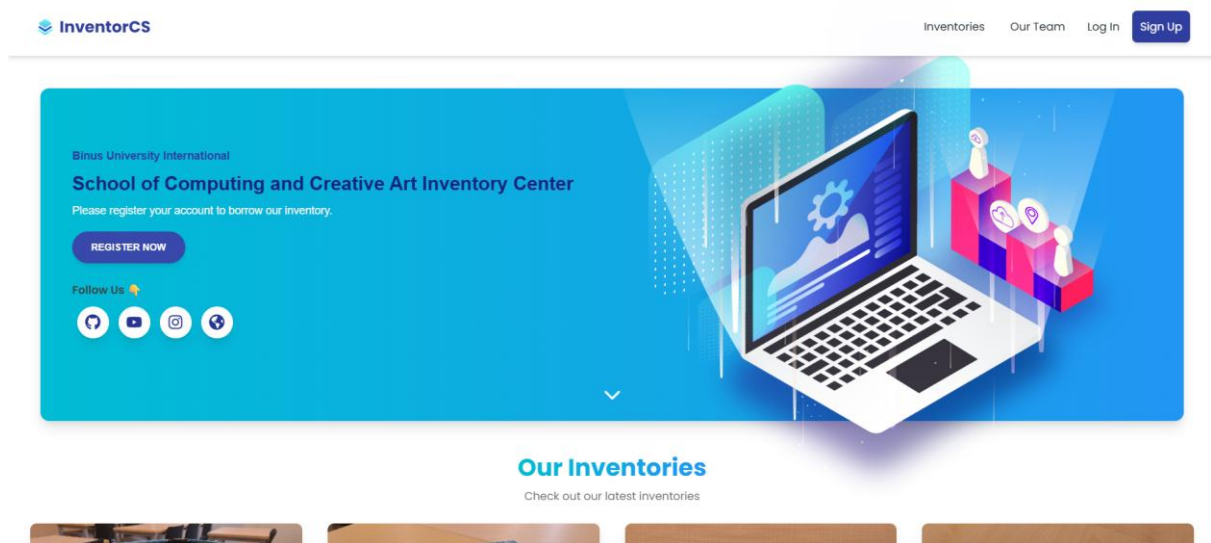
InventorCS home page

User login page

User signup page

2. Log in using a Binus email (binus.edu or binus.ac.id), then click the "Sign in" button.

3. After successfully signing in, the user will be directed to the user **dashboard**. Click the "**View All Inventories**" button located at the top-right corner to go to the inventory list page.
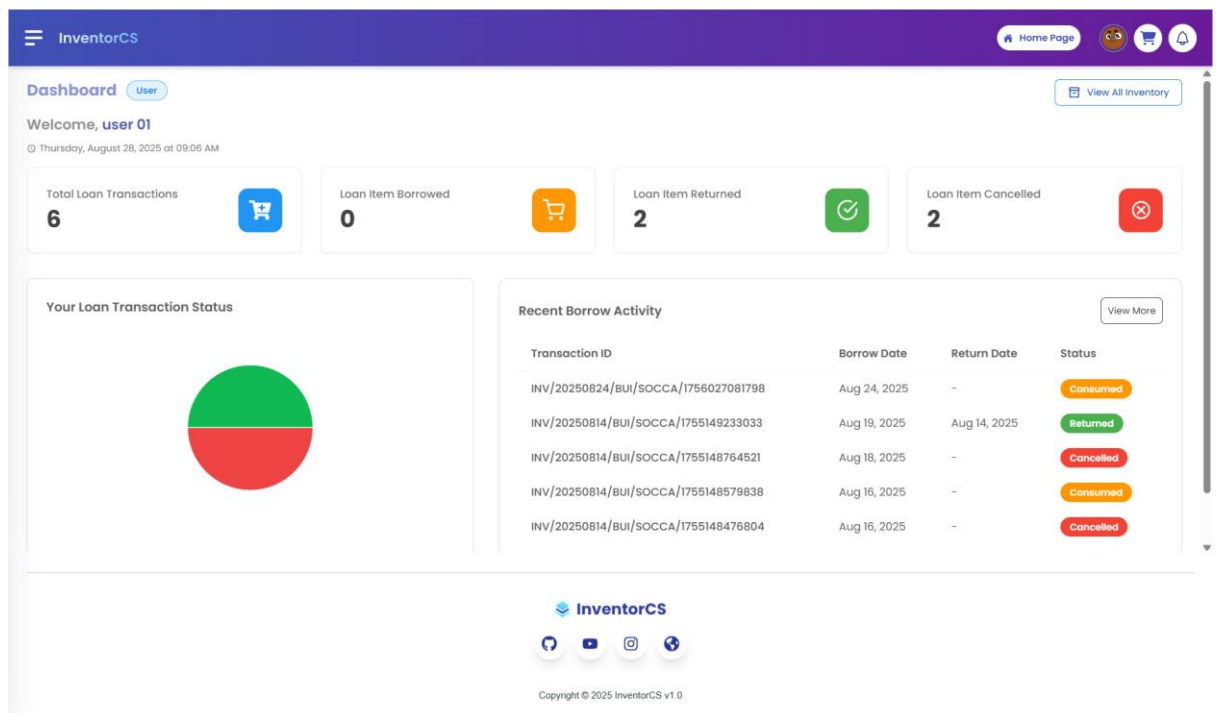
4. On the **inventory list page**, the user can select the inventory item they want to borrow by clicking on it, which will open the **inventory detail page**.
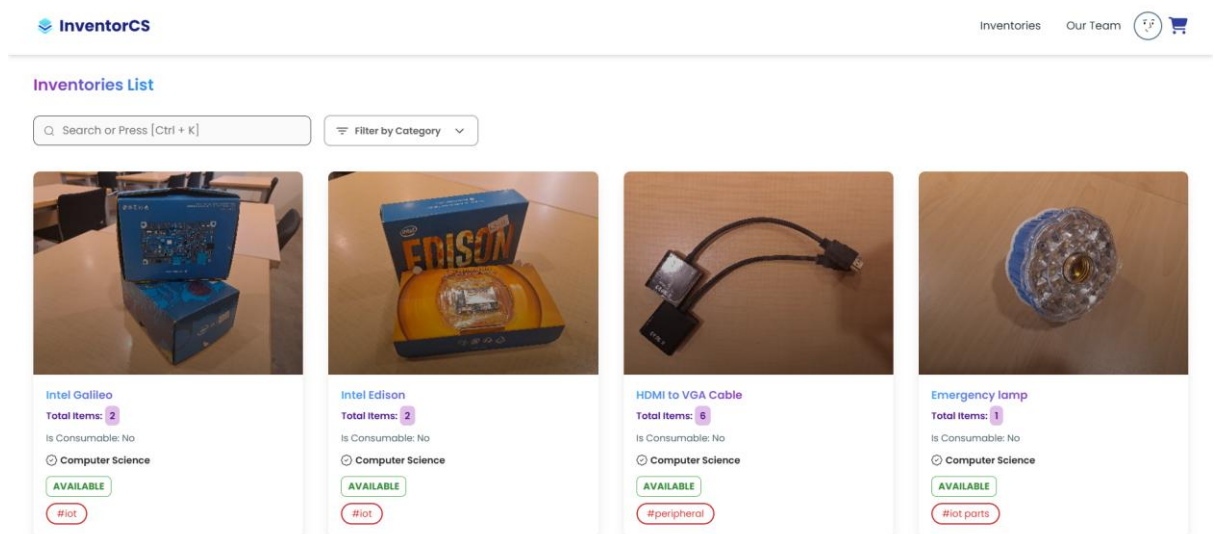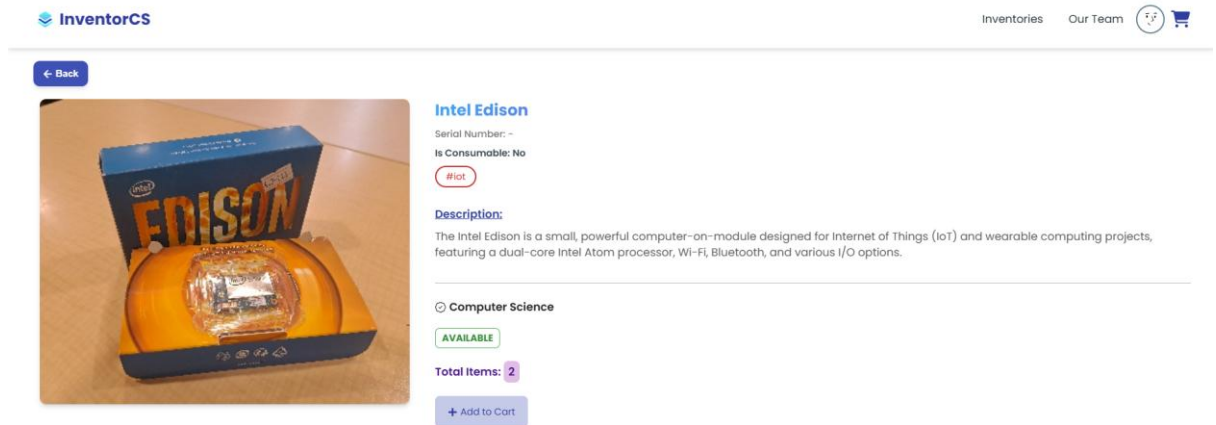
5. Next, click the "**Add to Cart**" button to add the selected inventory item to the list of items the user wishes to borrow. Once the "**Add to Cart**" button is clicked, the inventory items to be borrowed will be added to the "**My Cart**" icon at the top-right corner of the webpage (next to the profile icon).
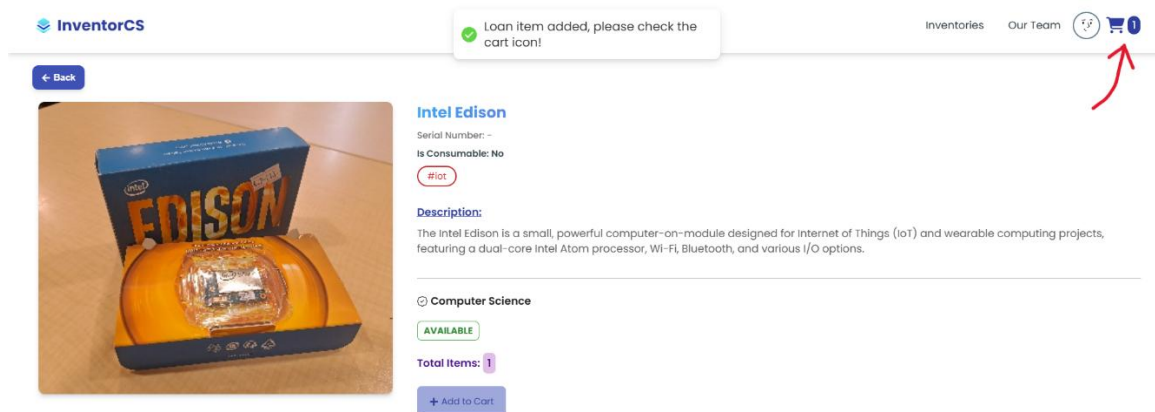
6. Click the "**My Cart**" icon to go to the My Cart page. On this page, the user can view the list of inventory items they intend to borrow. The user can also add or remove items from the borrowing list and must fill in some required information to complete the borrowing process, such as:

- **Borrow Date:** the date the inventory is borrowed.
- **Expected Return Date:** the estimated date for returning the borrowed inventory.
- **Purpose of Loan:** the reason for borrowing the inventory.

7. Once the required information on the My Cart page has been filled in, the user can click the "**Checkout**" button to process the borrowing transaction. Then, the user will be directed to the "**My Loan Transactions**" page to view the list of borrowed inventory items. Each borrowing transaction initially has a loan status of "**Pending**".

8. Next, the user must wait for confirmation from the program staff regarding the inventory borrowing (**maximum of 3 working days**). While waiting for confirmation, the user can view detailed information about the borrowing by clicking the "**See Detail**" button. If the user wishes to cancel the borrowing, they can click the "**Cancel Loan**" button, input the cancellation reason, and the loan status of the transaction will change to "**Cancelled**."

Inventory detail information page

Borrowing transaction cancellation page

9. After the program staff confirms the borrowing transaction, the user will receive a notification via email and on the website. The loan status of the transaction will change to "**Ready to Pickup**", and the borrowing transaction will appear as shown below:

10. The user is then given a **maximum of 3 days to request a meeting**. The meeting request must be made so that the user can meet with the program staff to collect the borrowed inventory items. If the user does not create a meeting request within 3 days, the borrowing transaction will be automatically cancelled by the system, and the loan status will change to "**Cancelled**."

11. To create a meeting request, the user must click the "Create Request Meeting" button. A Meeting Request Form will then appear. In this form, the user must fill in some information regarding the meeting request, such as:

    - **Location**: The address/location of the meeting between the user and the program staff. Currently, only two locations are available: **Binus FX Senayan Campus (Game Lab)** and **Binus FX Senayan Campus (Faculty Room).**
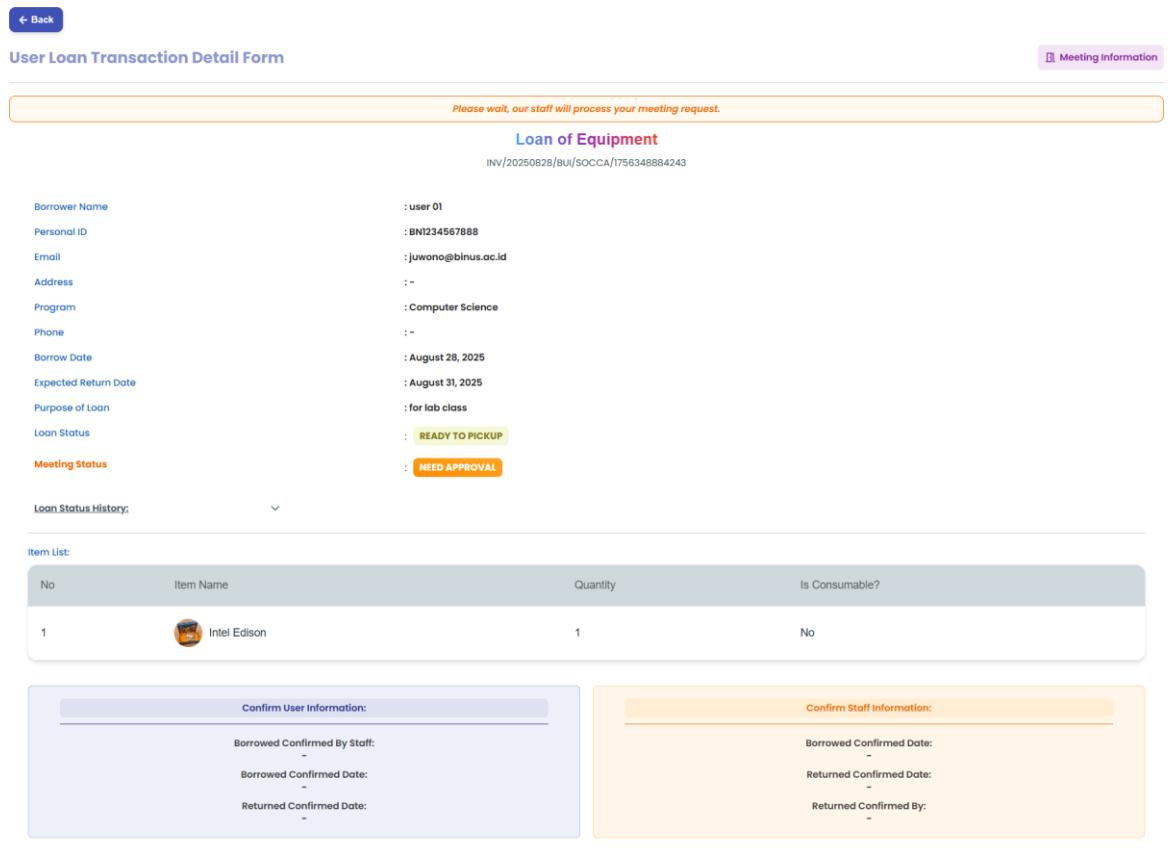
    - **Meeting Date**: The date of the meeting with the program staff/lab coordinator.

    - **Meeting Time**: The time of the meeting with the program staff/lab coordinator.

12. After filling in the meeting information, the user can click the "**Create**" button to submit and process the meeting request. The meeting status will then change to "**Need Approval**". The user will remain on the User Loan Transaction Form page and must wait for confirmation of the meeting request from the program staff **(maximum 1–2 working days).**

13. To view previously created meeting request information, the user can check the "**Meeting Information**" button on the User Loan Transaction Detail Form page.

14. After the program staff receives the meeting request and approves the meeting, the meeting status will change to "**Approved**", and the user will receive a notification via email and on the website. The user can then meet with the program staff according to the meeting details to collect the inventory items they wish to borrow.

15. When the user meets with the program staff, they can show the **QR Code of the loan transaction (click the QR Code to enlarge it)** or **the transaction ID number** to the staff. The program staff will then check the inventory items to be borrowed. If the items are available, the staff will hand them over to the user.
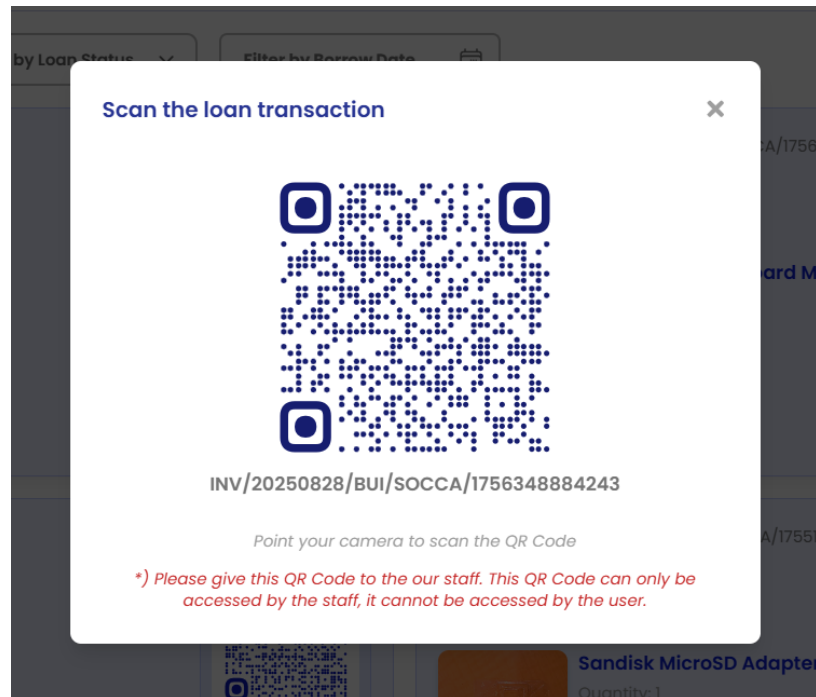
16. Once the inventory items are received, the user must confirm receipt on the "**User Loan Transaction Detail Form**" page by clicking the "**Confirm Receipt Loan Item**" button and checking the box "**I have received these items**."

17. After confirming receipt of the inventory items, the loan status will change to "**Borrowed**". The confirmation date will appear in the user and staff information section.

- *For items with is **consumable = Yes**, once given to the user, they do not need to be returned because they are consumable items. The loan status will become "**Consumed**."*
- *If the user creates a loan transaction containing multiple items where some **have is consumable = Yes** and others **is consumable = No**, the loan status will change to "**Partially Consumed**."*

18. When the user has finished borrowing items and wishes to return them, they can meet the program staff during **working days (Monday – Friday) and working hours (09:00 – 17:00 WIB).** The staff will check the returned inventory items. If everything is correct, the user can hand over the items to the staff and confirm the return on the "**User Loan Transaction Detail Form**" page by clicking "**Confirm Returned Loan Item**" and checking "**I've already returned the loan item.**"

19. After confirming the return, the user will receive a return receipt via email and on the website, and the loan status will change to "**Returned**." The confirmation date will appear in the user and staff information section, and the loan transaction is complete.

← Back

User Loan Transaction Detail Form

Loan of Equipment

INV/20250519/BUI/SOCCA/1747627192450

Borrower Name	: User 02
Personal ID	: BN3188723
Email	: juwono@binus.edu
Address	: Anggrek Campus
Program	: Computer Science
Phone	: -
Borrow Date	: May 19, 2025
Expected Return Date	: May 23, 2025
Purpose of Loan	: For lab class..
Loan Status	: RETURNED
Meeting Status	: APPROVED

Loan Status History: ⌄

Item List:

No	Item Name	Quantity	Is Consumable?
1	Intel Edison	1	No

Confirm User Information:

Borrowed Confirmed By Staff:
juwonoindonesia@gmail.com

Borrowed Confirmed Date:
May 19, 2025

Returned Confirmed Date:
May 19, 2025

Confirm Staff Information:

Borrowed Confirmed Date:
May 19, 2025

Returned Confirmed Date:
May 19, 2025

Returned Confirmed By:
juwonoindonesia@gmail.com