DJCS

Group 1

System name:

Ventrix

Resource Management System

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UNIVERSITY OF PRETORIA

ITERATION 10 - HELP DOCUMENT

This document contains information that can assist the user of the system if they are having difficulty with any subsystem or functionality. The user can search within the document for what they need.

AKQUIZE PROCUREMENTS

Table of Contents

1. DOCUMENT INTRODUCTION

The help document focuses on assisting to help the users to understand and use the system by explaining each functionality of the system. This document includes a detailed explanation of each type of functionality of the system and a glossary listing each functionality for the system. This document will focus on the component below:

- **Help document**

2. HELP DOCUMENT

2.1 INTRODUCTION

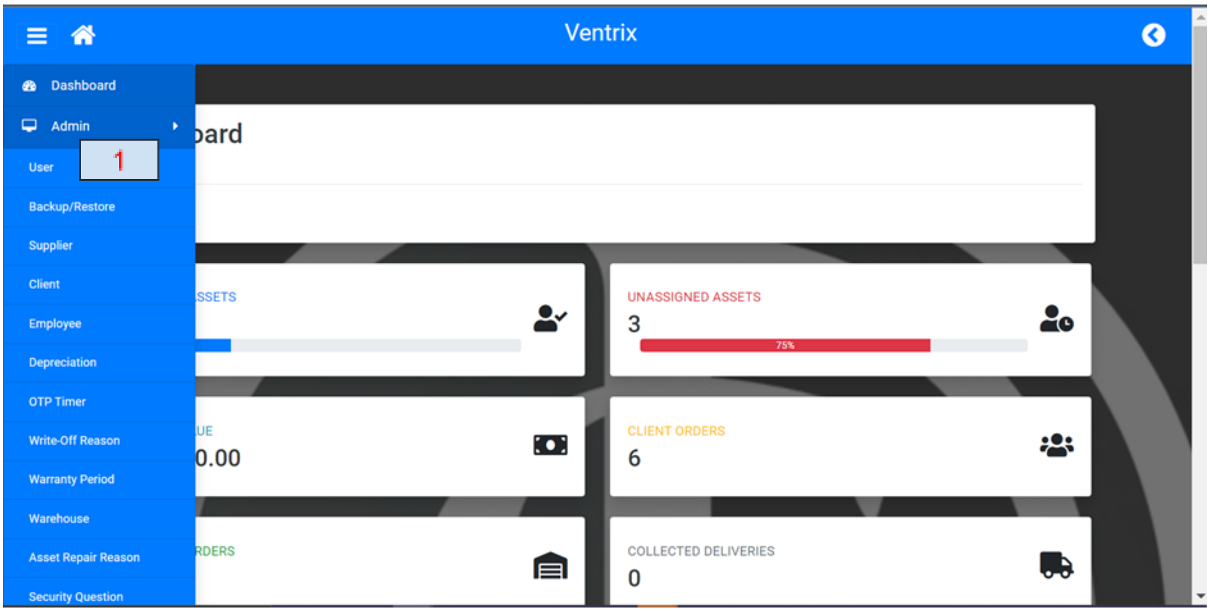
This document gives a detailed explanation of each type of functionality of the system and a glossary listing each functionality for the system as to assist with any help needed by the user.

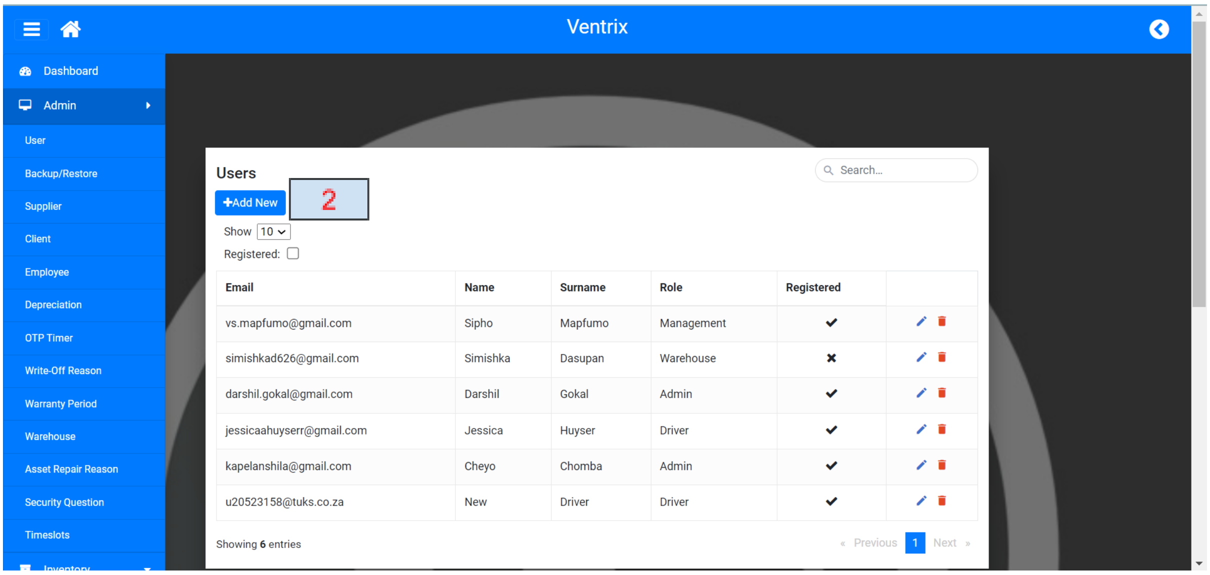
2.3 WALK-THROUGH OF HOW TO USE THE SYSTEM

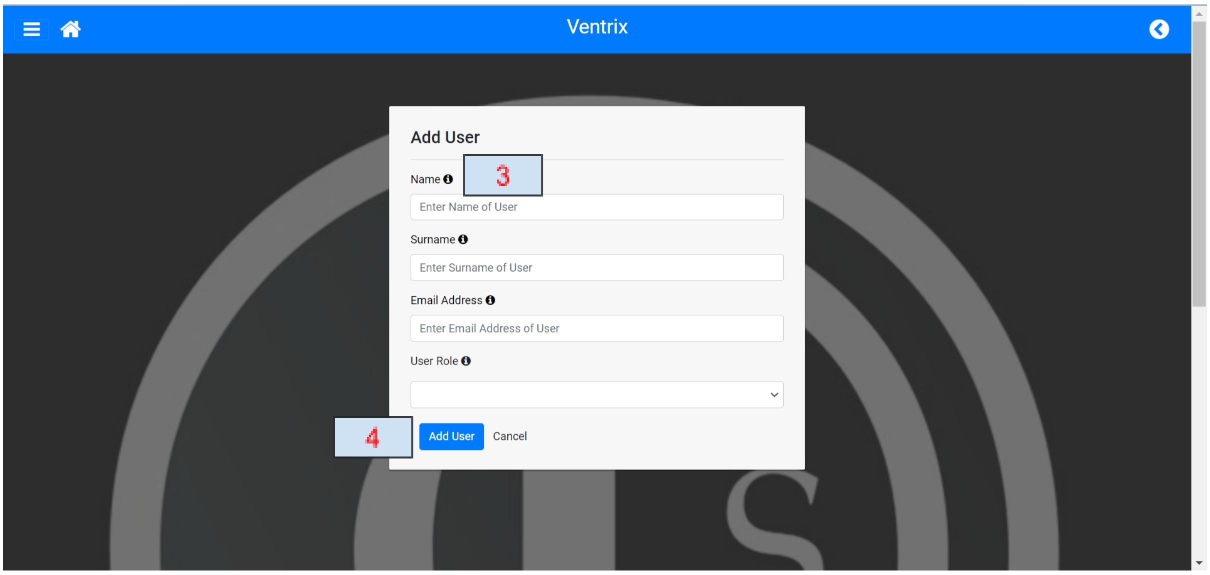
Subsystem 1 - Admin

1.1 Create User

Step	Description
Step 1	Click on the “User” nav bar item on the side navbar.
Step 2	Click on the “Add New” button
Step 3	Fill in the users’ details
Step 4	Click on the “Save” button

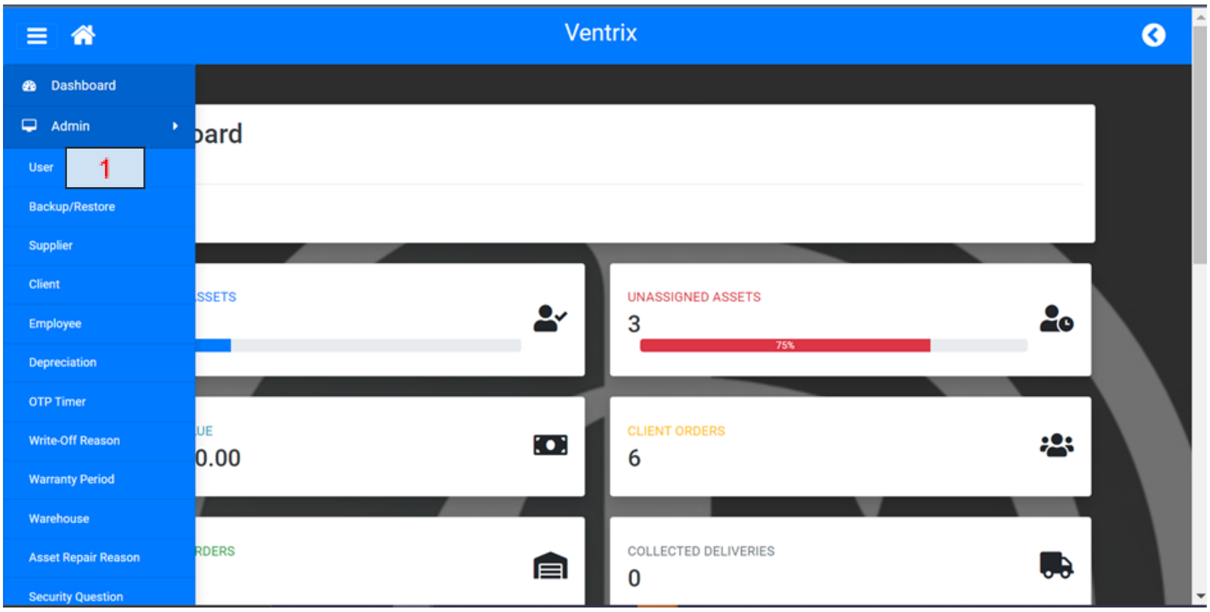


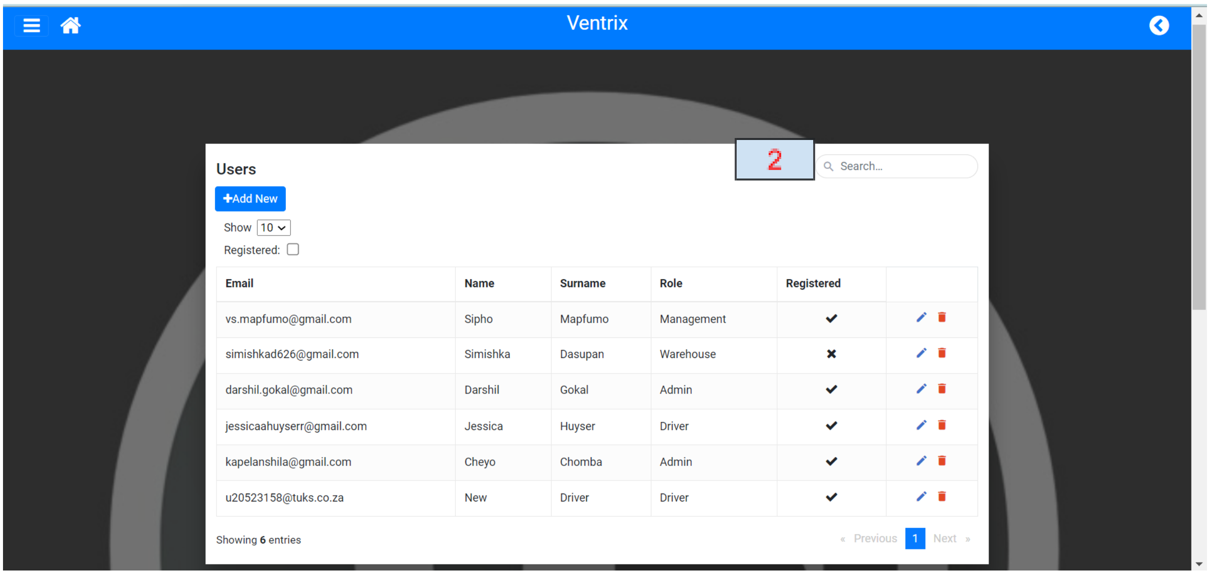

Ventrix
Dashboard
Admin
User
Backup/Restore
Supplier
Client
Employee
Depreciation
OTP Timer
Write-Off Reason
Warranty Period
Warehouse
Asset Repair Reason
Security Question
Timeslots
Users
+Add New
2
Search...
Show 10
Registered:
Email Name Surname Role Registered
vs.mapfumo@gmail.com Sipho Mapfumo Management
simishkad626@gmail.com Simishka Dasupan Warehouse
darshil.gokal@gmail.com Darshil Gokal Admin
jessicaahuyserr@gmail.com Jessica Huyser Driver
kapelanshila@gmail.com Cheyo Chomba Admin
u20523158@tuks.co.za New Driver Driver
Showing 6 entries
Previous 1 Next


Ventrix
Add User
Name
3
Enter Name of User
Surname
Enter Surname of User
Email Address
Enter Email Address of User
User Role
4
Add User
Cancel

1.2 Search User

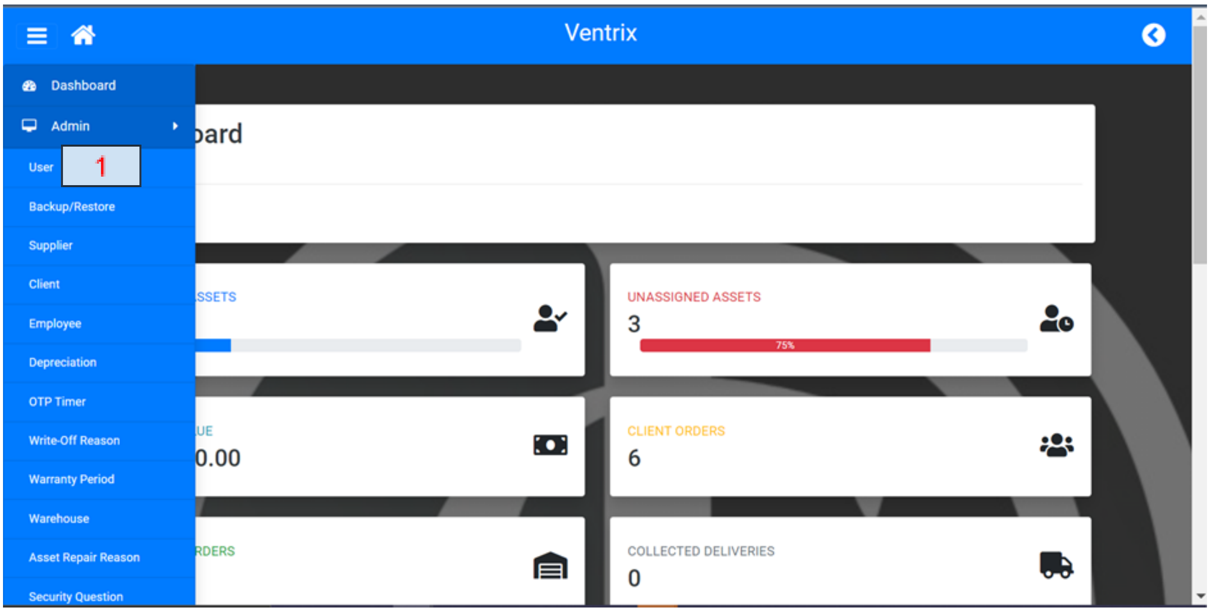
Step	Description
Step 1	Click on the “User” nav bar item on the side navbar.
Step 2	Click on the “Search” button

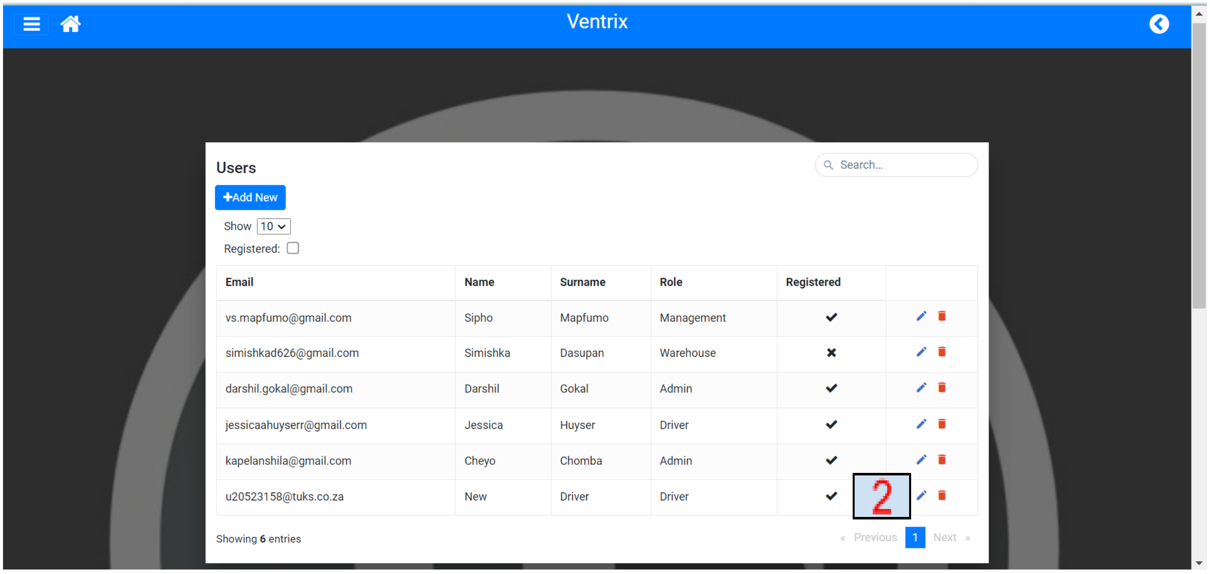


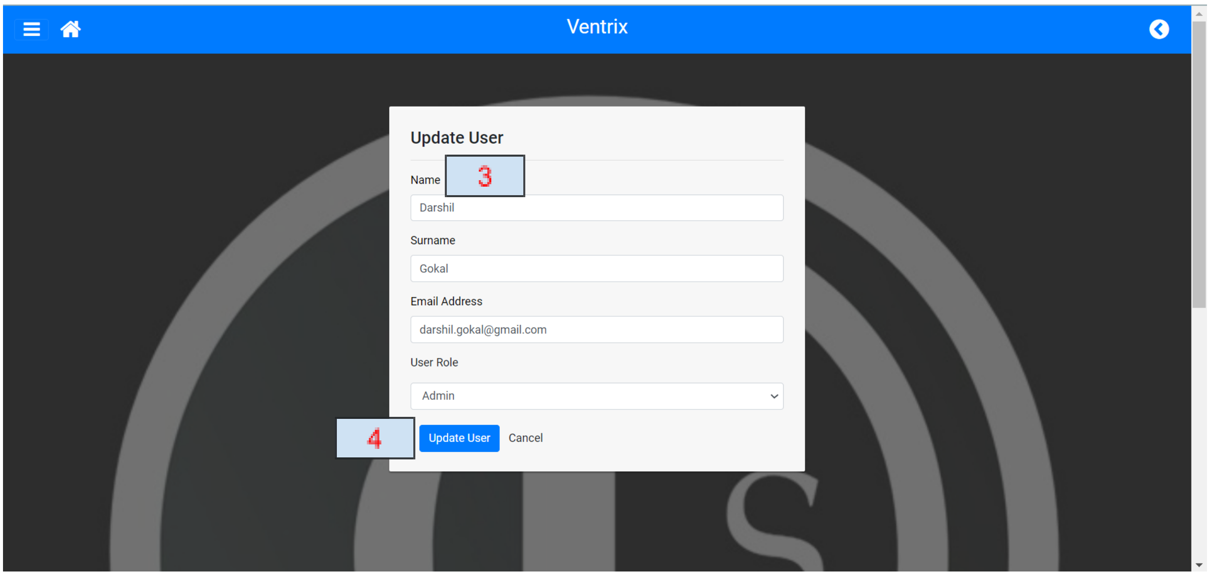


1.3 Update User

Step	Description
Step 1	Click on the “User” nav bar item on the side navbar.
Step 2	Click on the “Edit” icon (Blue pencil icon)
Step 3	Enter the updated user information
Step 4	Click on the “Update User” button

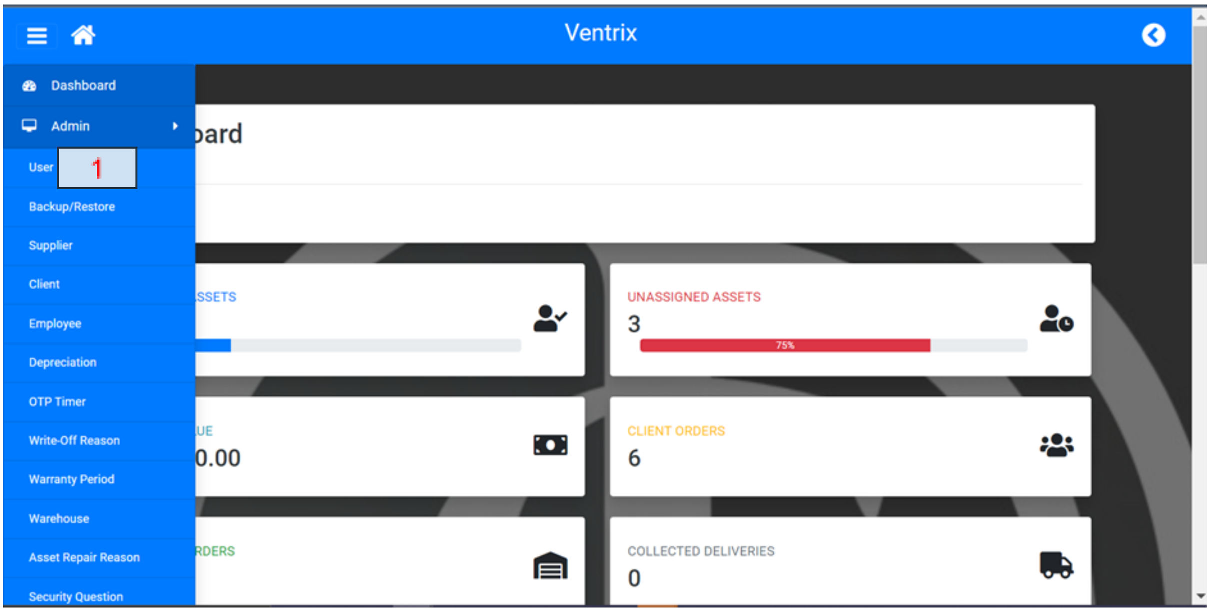


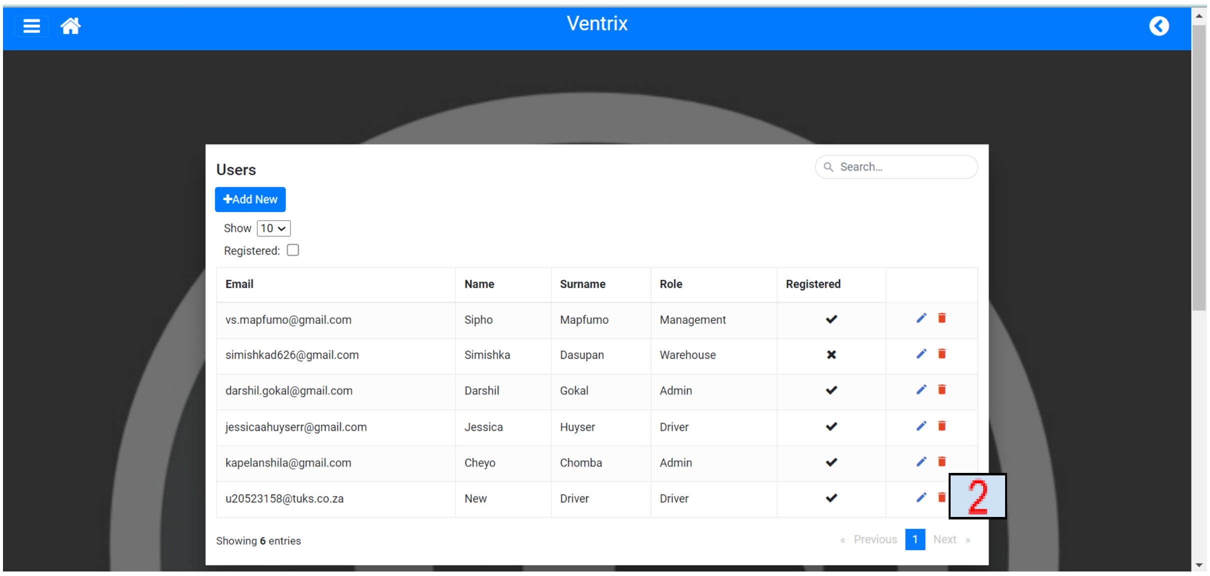

Ventrix
Users
+Add New
Search...
Show 10
Registered:
Email
Name
Surname
Role
Registered
vs.mapfumo@gmail.com
Sipho
Mapfumo
Management
simishkad626@gmail.com
Simishka
Dasupan
Warehouse
darshil.gokal@gmail.com
Darshil
Gokal
Admin
jessicaahuyserr@gmail.com
Jessica
Huyser
Driver
kapelanshila@gmail.com
Cheyo
Chomba
Admin
u20523158@tuks.co.za
New
Driver
Driver
2
Showing 6 entries
Previous
1
Next

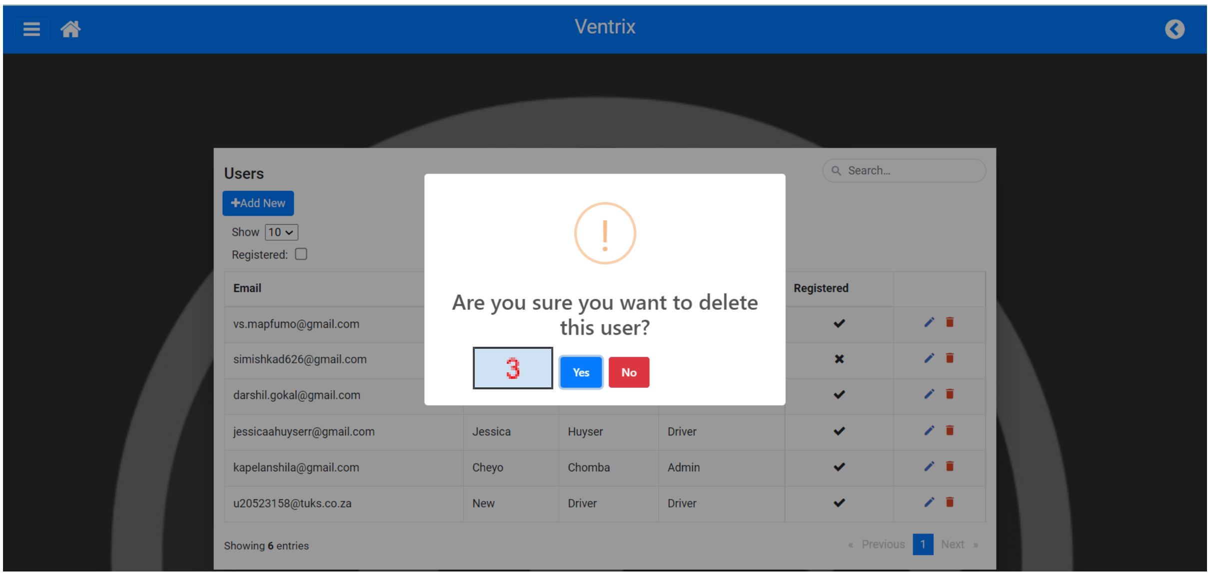

Ventrix
Update User
3
Name
Darshil
Surname
Gokal
Email Address
darshil.gokal@gmail.com
User Role
Admin
4
Update User
Cancel

1.4 Delete User

Step	Description
Step 1	Click on the “User” nav bar item on the side navbar.
Step 2	Click on the “Delete” icon (Red trash can icon)
Step 3	Click on “Yes” to confirm or “No” to cancel

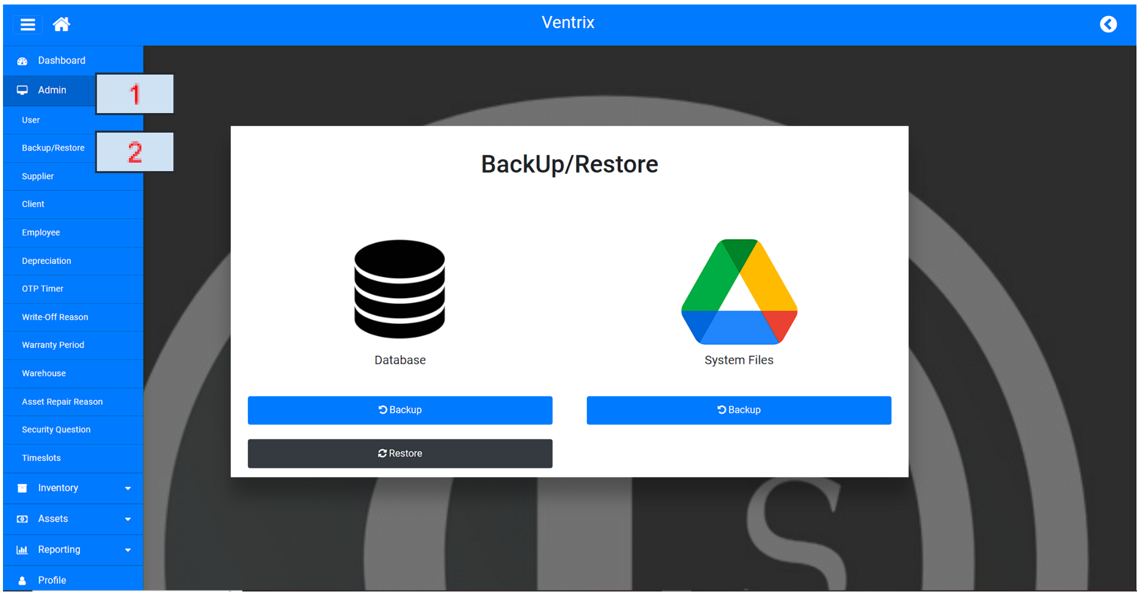


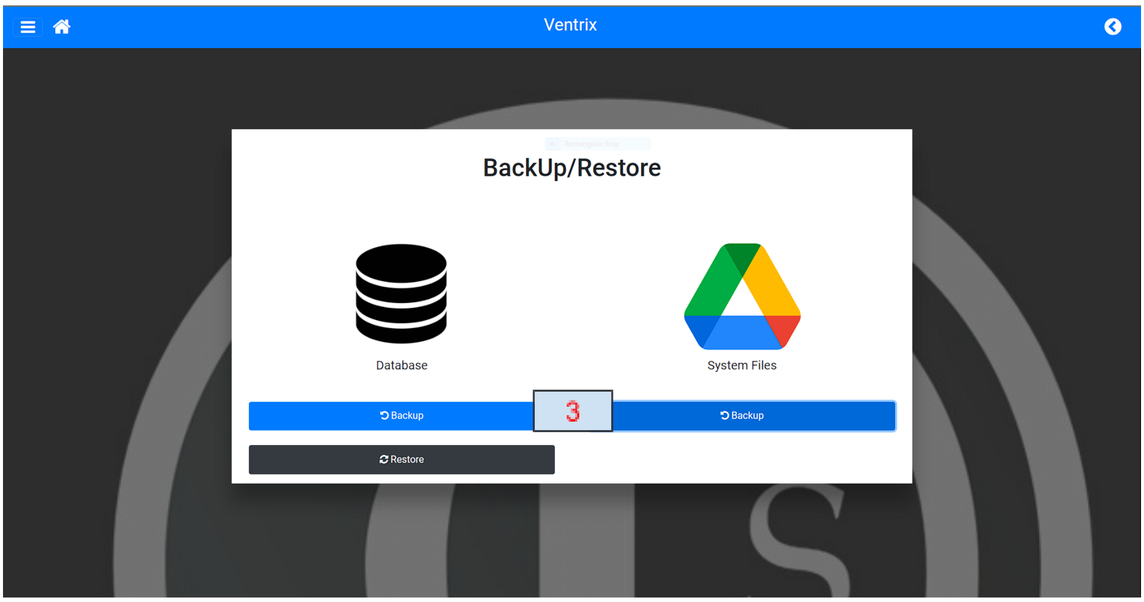


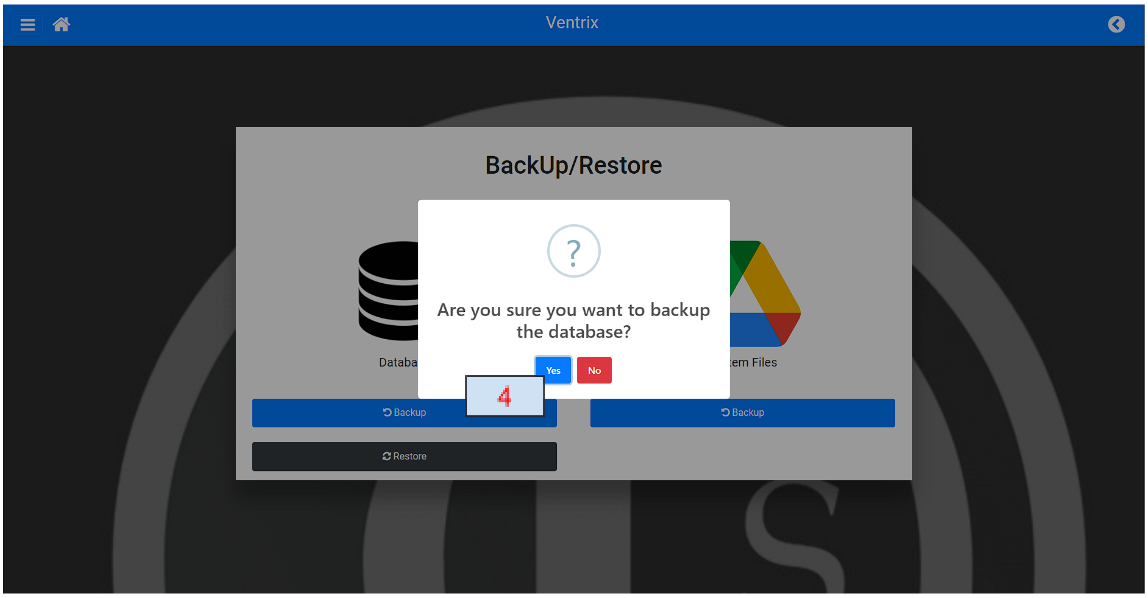

Ventrix
Users
+Add New
Show 10
Registered:
Search...
Email
Registered
vs.mapfumo@gmail.com
simishkad626@gmail.com
darshil.gokal@gmail.com
jessicaahuyserr@gmail.com Jessica Huyser Driver
kapelanshila@gmail.com Cheyo Chomba Admin
u20523158@tuks.co.za New Driver Driver
Showing 6 entries
Previous 1 Next
Are you sure you want to delete this user?
3
Yes
No

1.5 Back-up

Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar.
Step 2	Click on the “Backup/Restore” option in the navbar.
Step 3	Select the “Backup” button underneath either the “Database” column or the “System Files” column.
Step 4	Click on the “Yes” button.

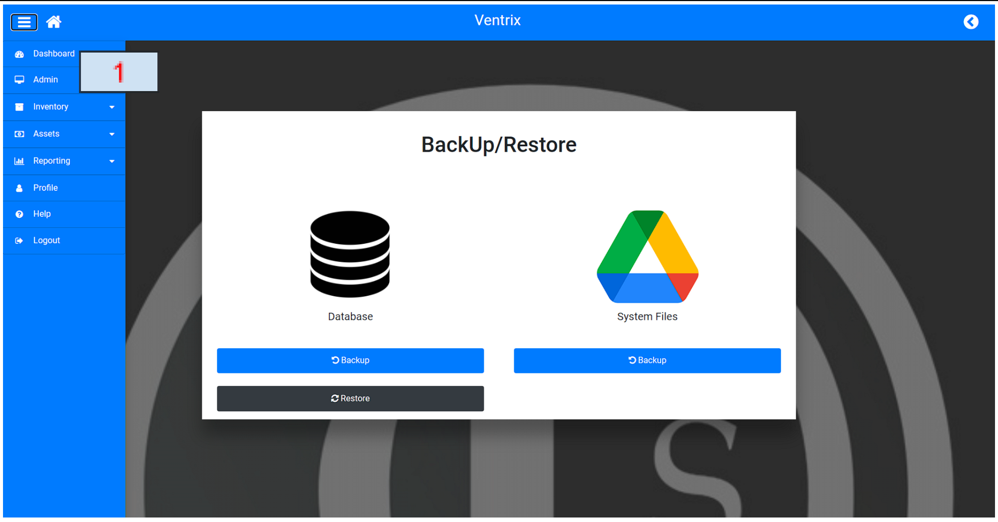


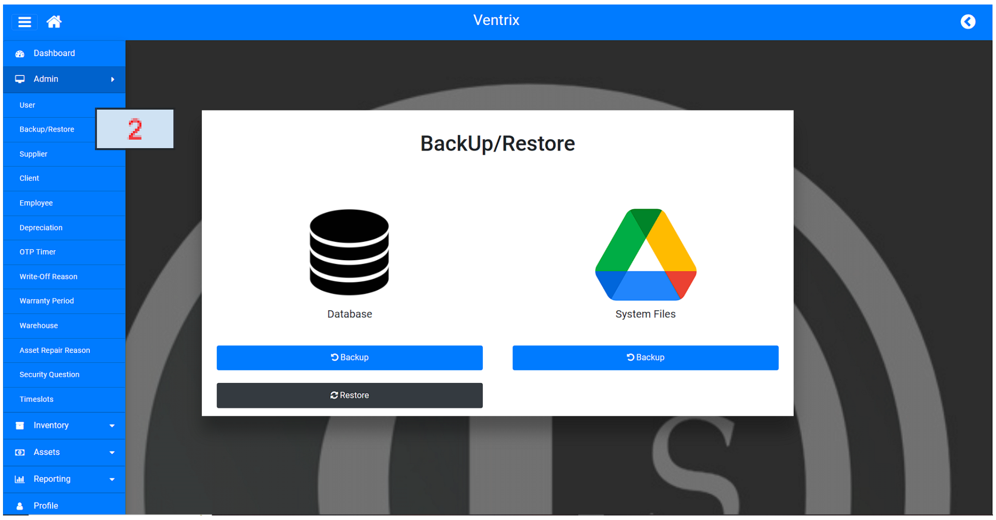


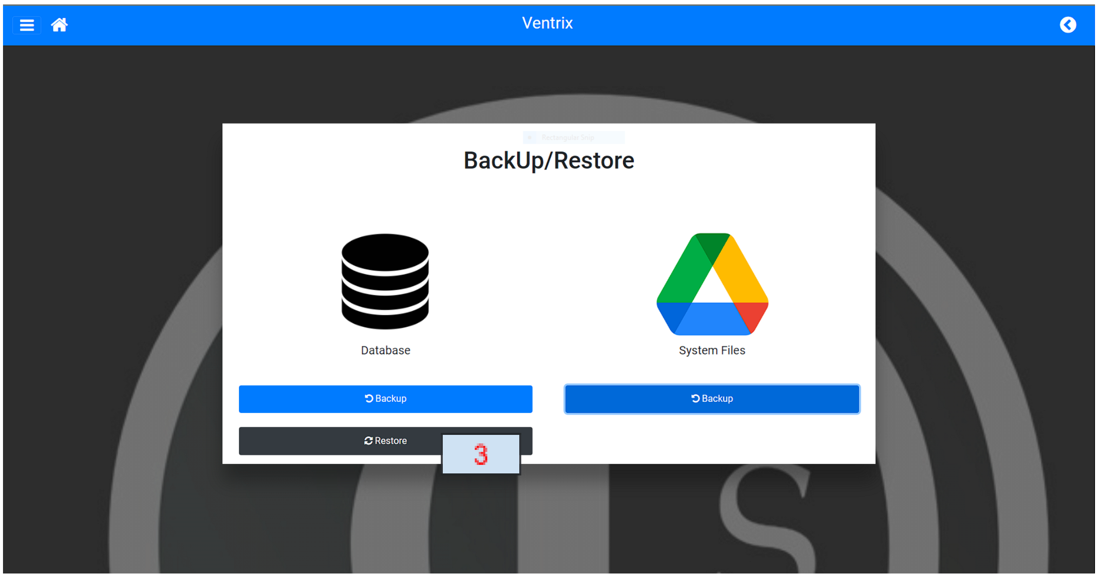

Ventrix
BackUp/Restore
Are you sure you want to backup the database?
Yes
No
4
Backup
Backup
Restore

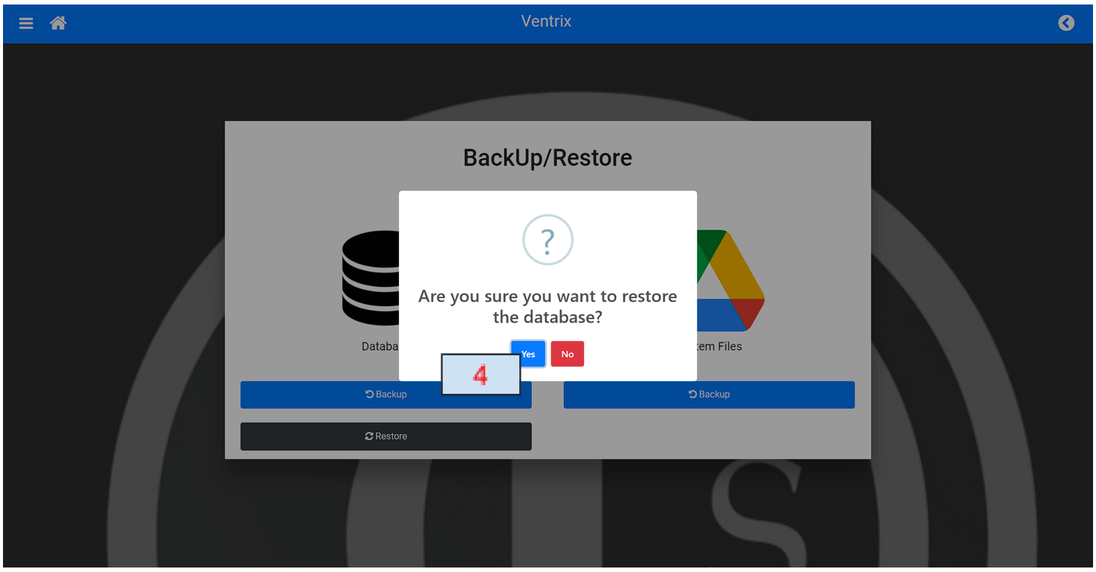
1.6 Restore

Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar.
Step 2	Click on the “Backup/Restore” option in the navbar.
Step 3	Select the “Restore” button underneath the “Database” column.
Step 4	Click on the “Yes” button



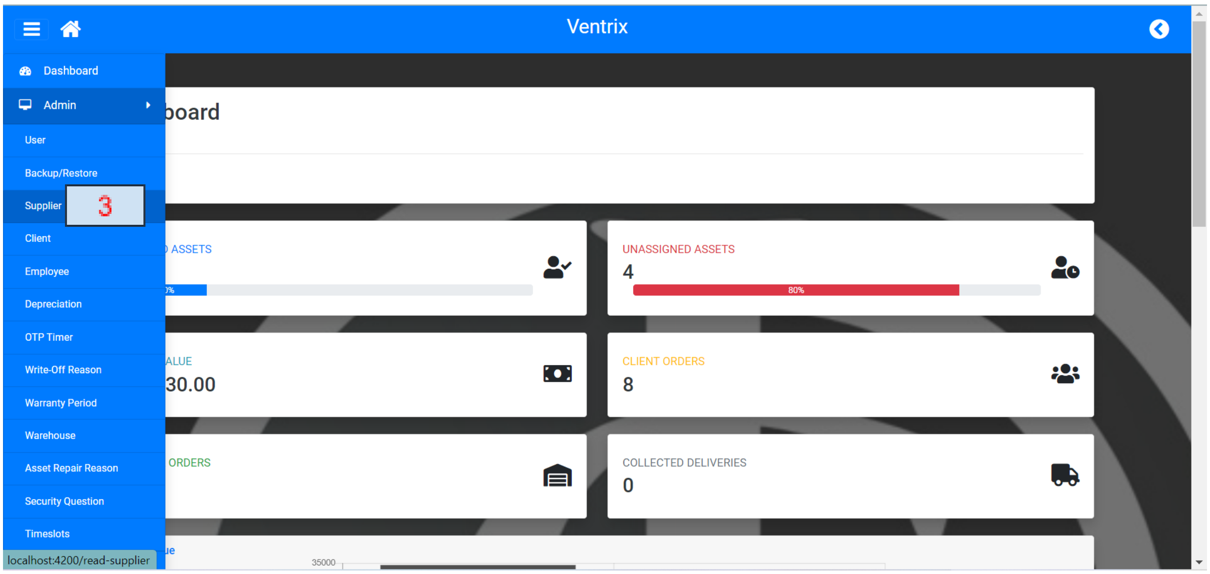


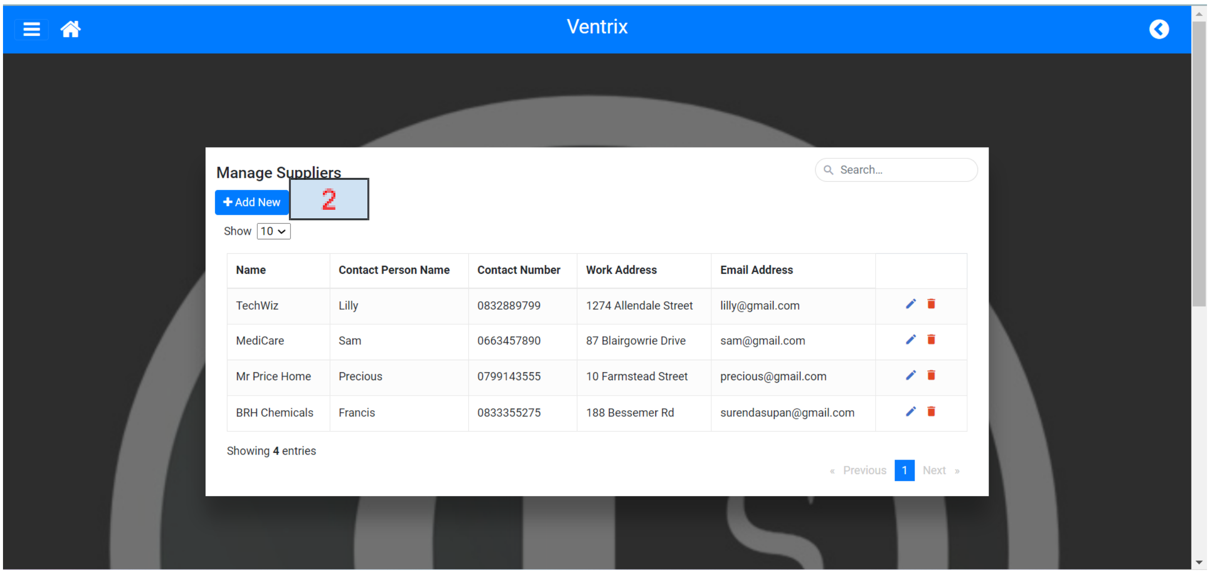

Ventrix
BackUp/Restore
Database
System Files
Backup
Backup
Restore
3

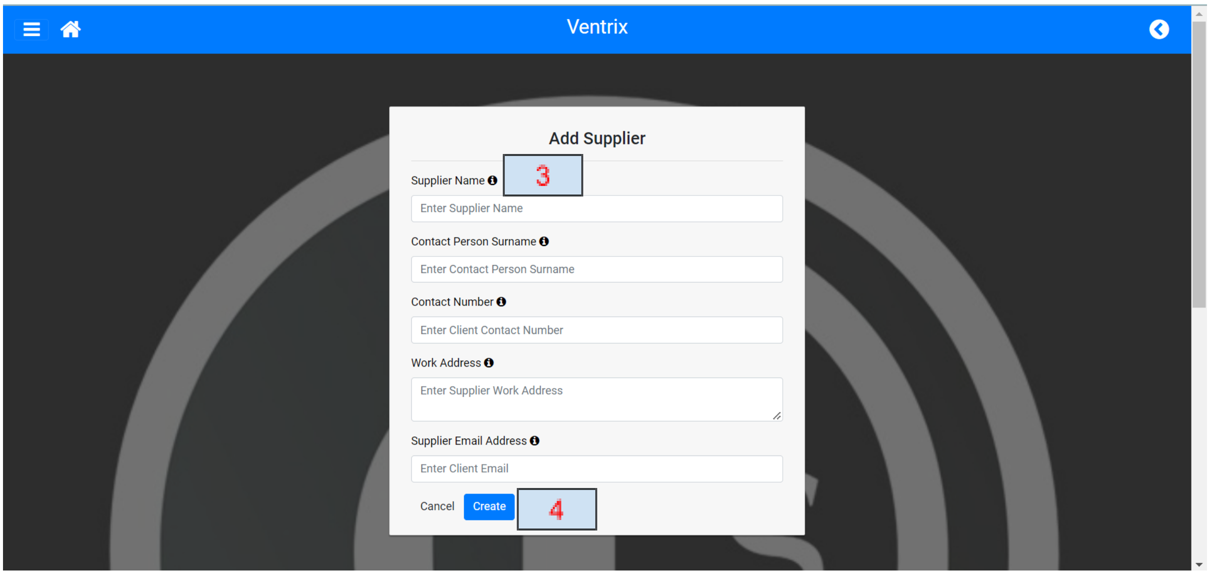

Ventrix
BackUp/Restore
Are you sure you want to restore the database?
Yes
No
4
Backup
Backup
Restore

1.7 Create Supplier

Step	Description
Step 1	Click on the “Supplier” nav bar item on the side navbar.
Step 2	Click on the “Add New” button
Step 3	Fill in the suppliers’ details
Step 4	Click on the “Create” button

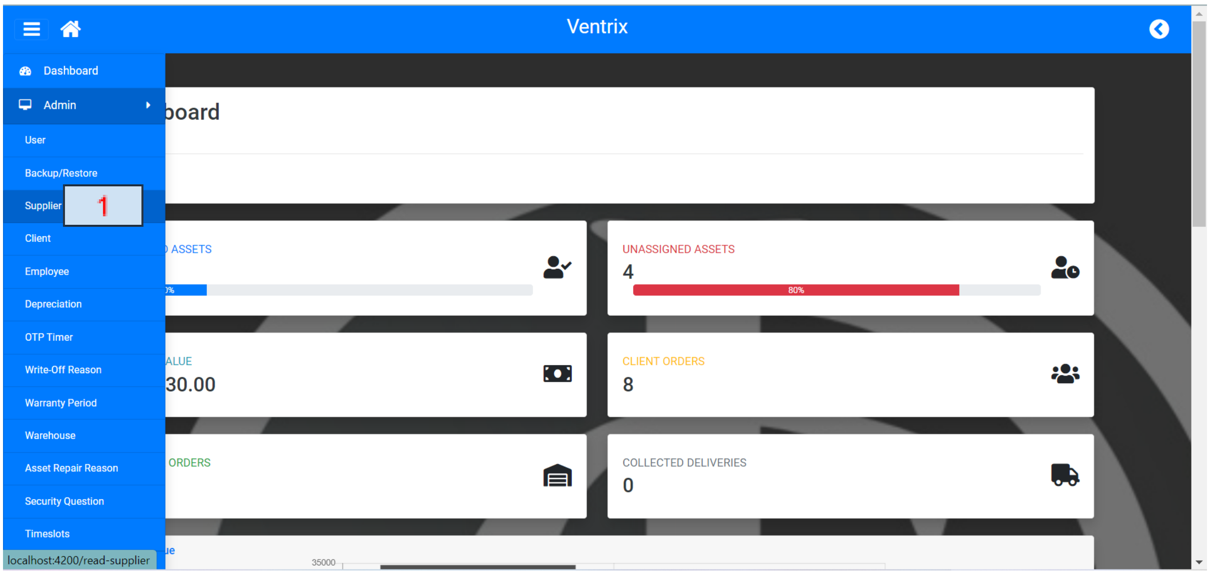


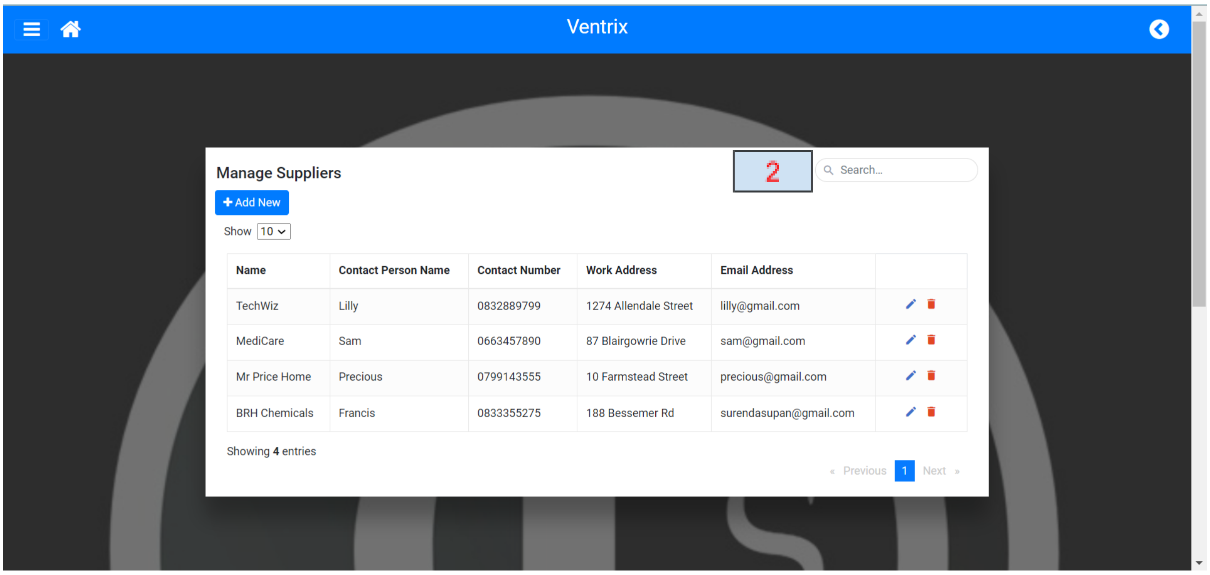

Ventrix
Manage Suppliers
Add New
2
Search...
Show 10
Name | Contact Person Name | Contact Number | Work Address | Email Address
TechWiz | Lilly | 0832889799 | 1274 Allendale Street | lilly@gmail.com
MediCare | Sam | 0663457890 | 87 Blairgowrie Drive | sam@gmail.com
Mr Price Home | Precious | 0799143555 | 10 Farmstead Street | precious@gmail.com
BRH Chemicals | Francis | 0833355275 | 188 Bessemer Rd | surendasupan@gmail.com
Showing 4 entries
Previous 1 Next


Ventrix
Add Supplier
Supplier Name
3
Enter Supplier Name
Contact Person Surname
Enter Contact Person Surname
Contact Number
Enter Client Contact Number
Work Address
Enter Supplier Work Address
Supplier Email Address
Enter Client Email
Cancel
Create
4

1.8 Read Supplier

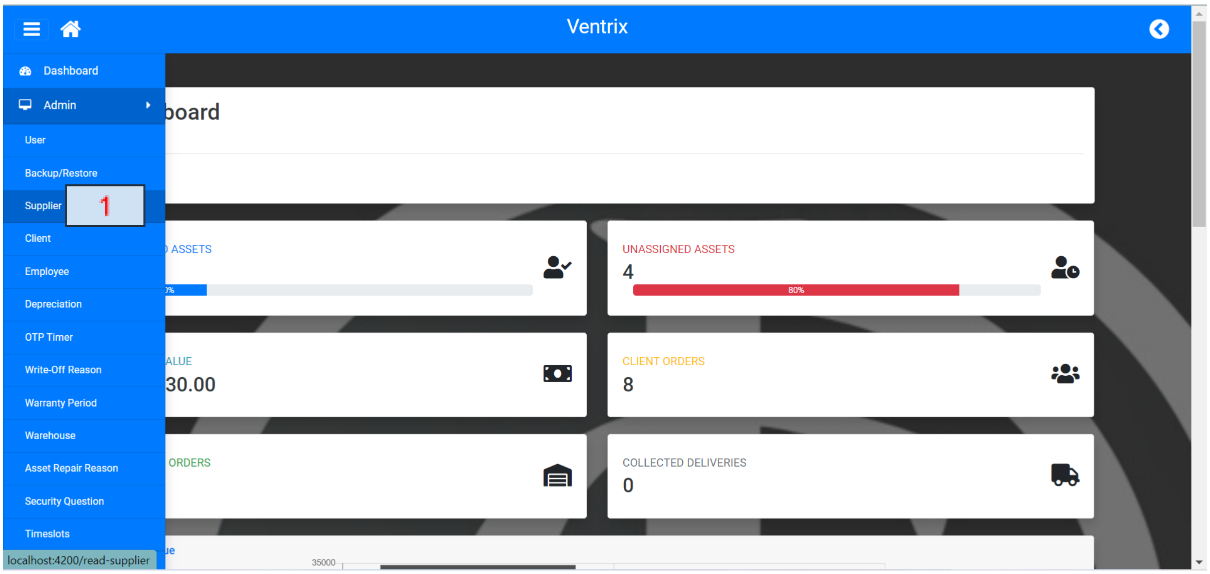
Step	Description
Step 1	Click on the “Supplier” nav bar item on the side navbar.
Step 2	Click on the “Search” button to view a specific supplier

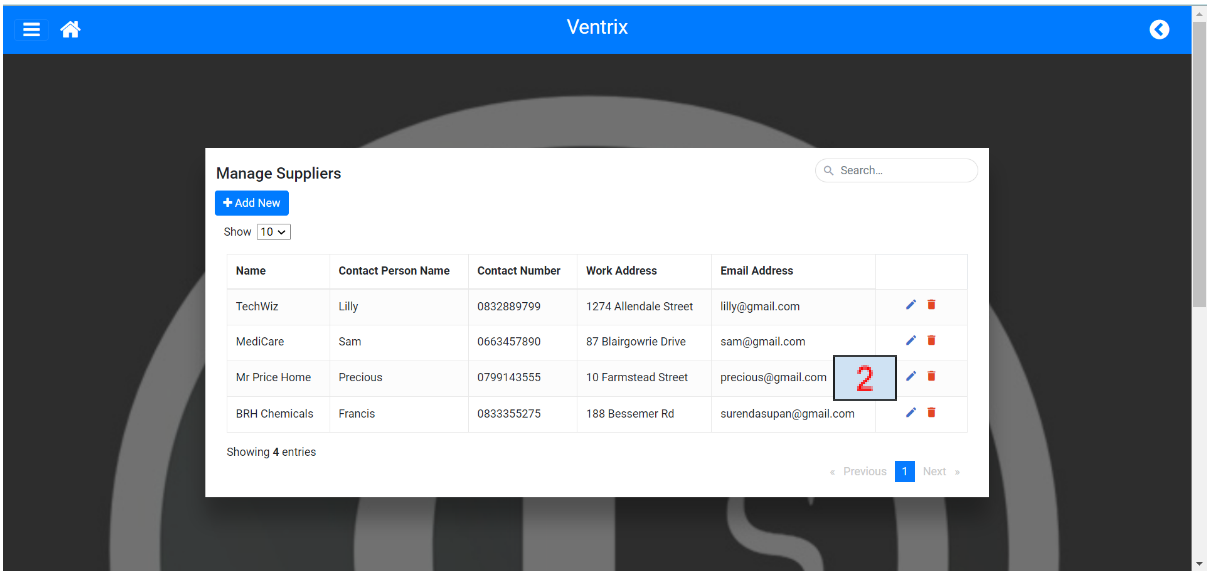


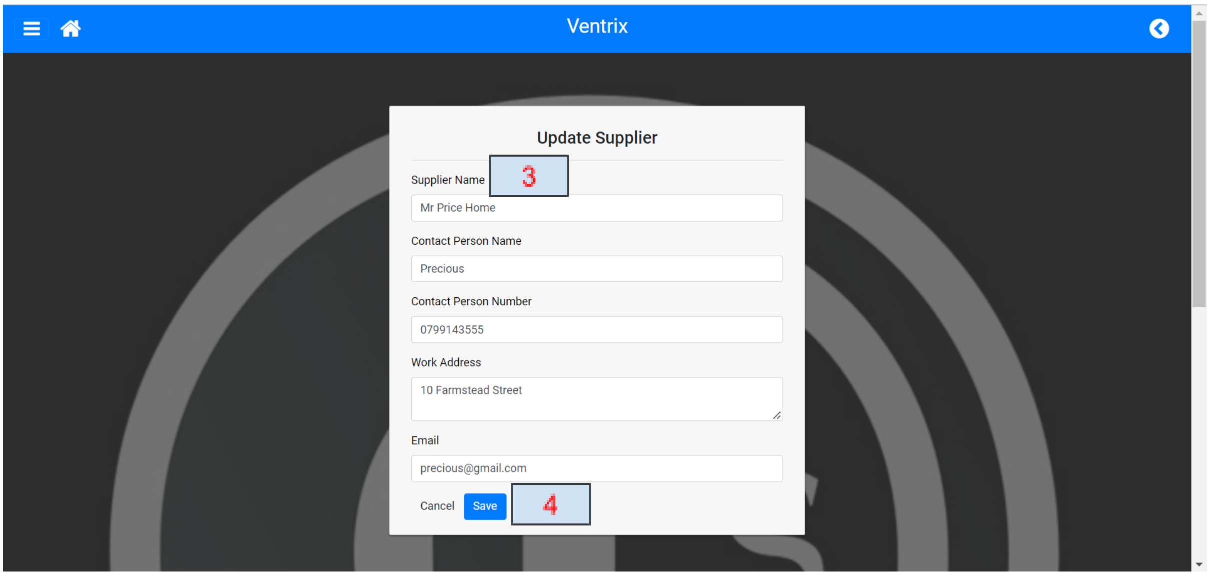


1.9 Update Supplier

Step	Description
Step 1	Click on the “Supplier” nav bar item on the side navbar.
Step 2	Click on the “Edit” icon (Blue pencil icon)
Step 3	Enter the updated supplier information
Step 4	Click on the “Save” button

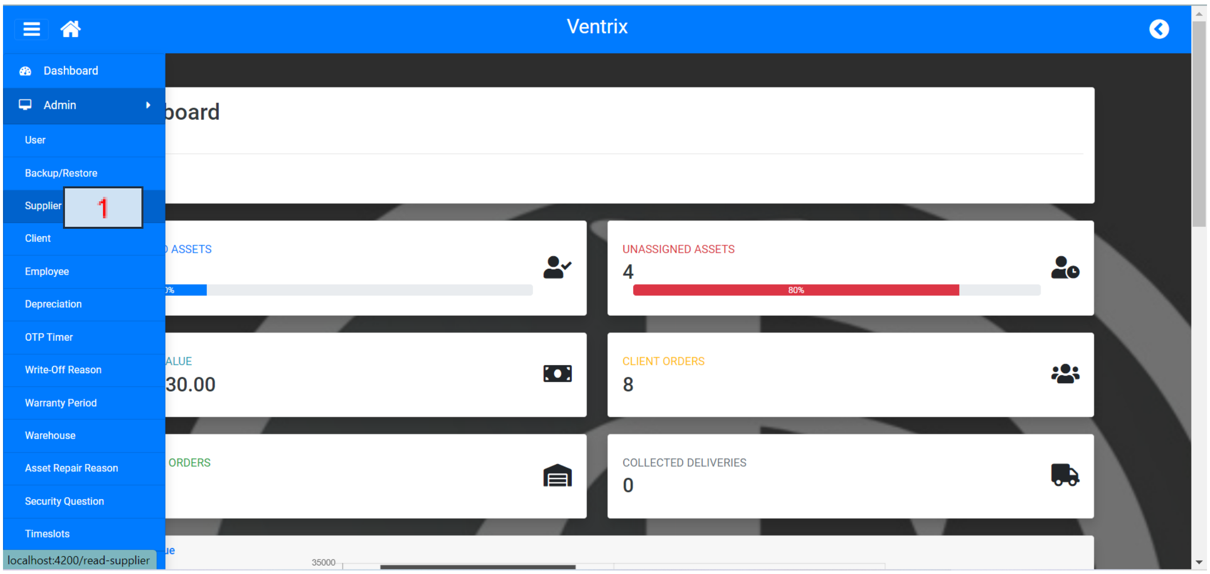


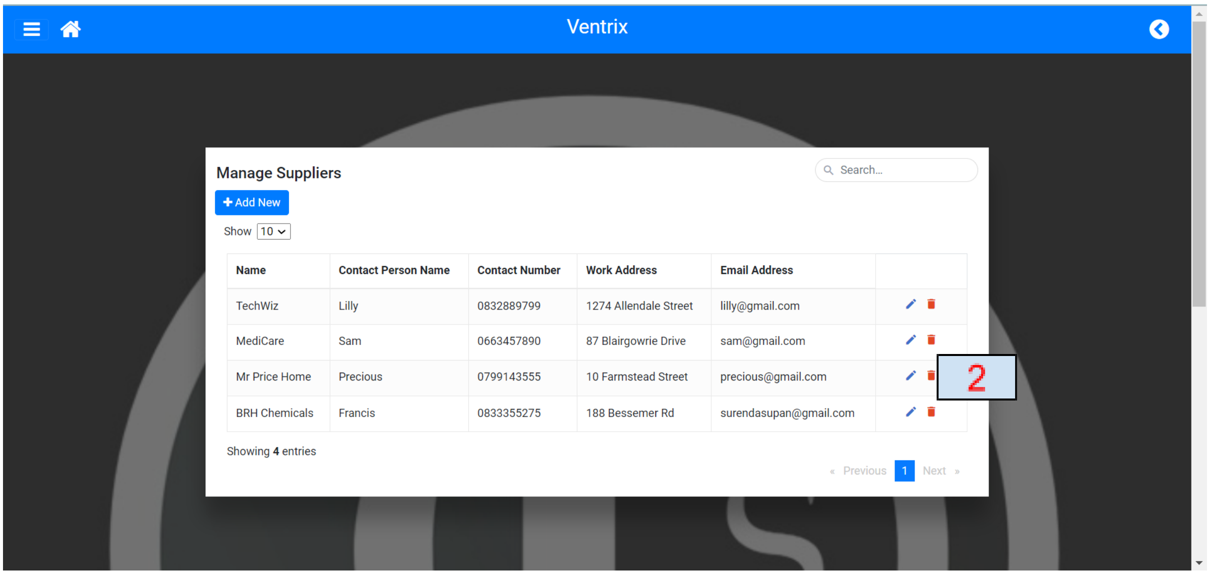


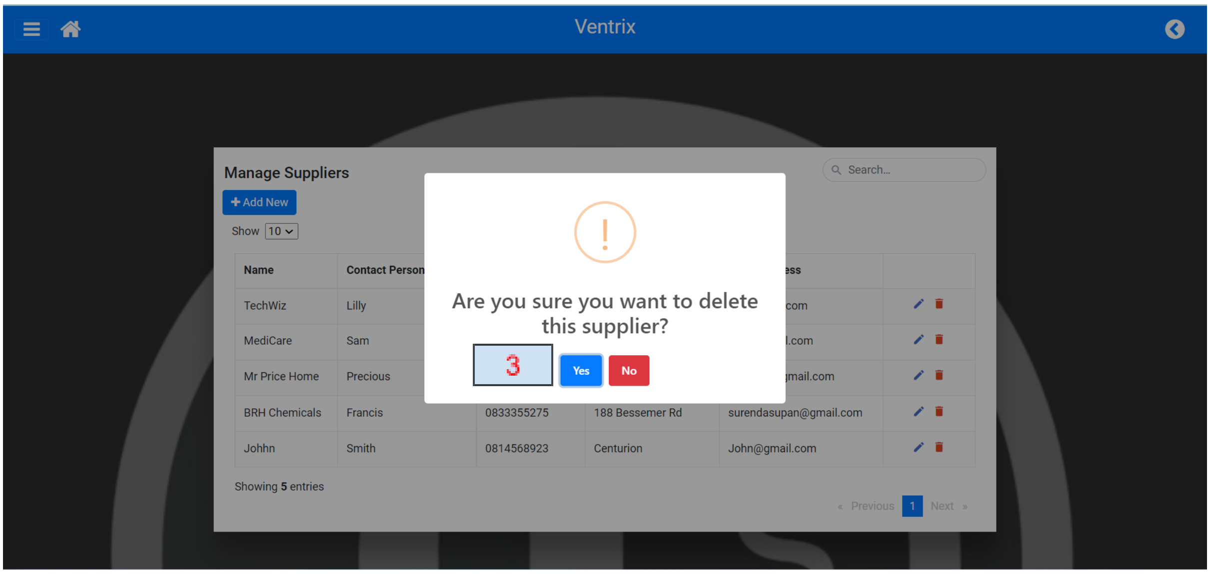

Ventrix
Update Supplier
Supplier Name
3
Mr Price Home
Contact Person Name
Precious
Contact Person Number
0799143555
Work Address
10 Farmstead Street
Email
precious@gmail.com
Cancel
Save
4

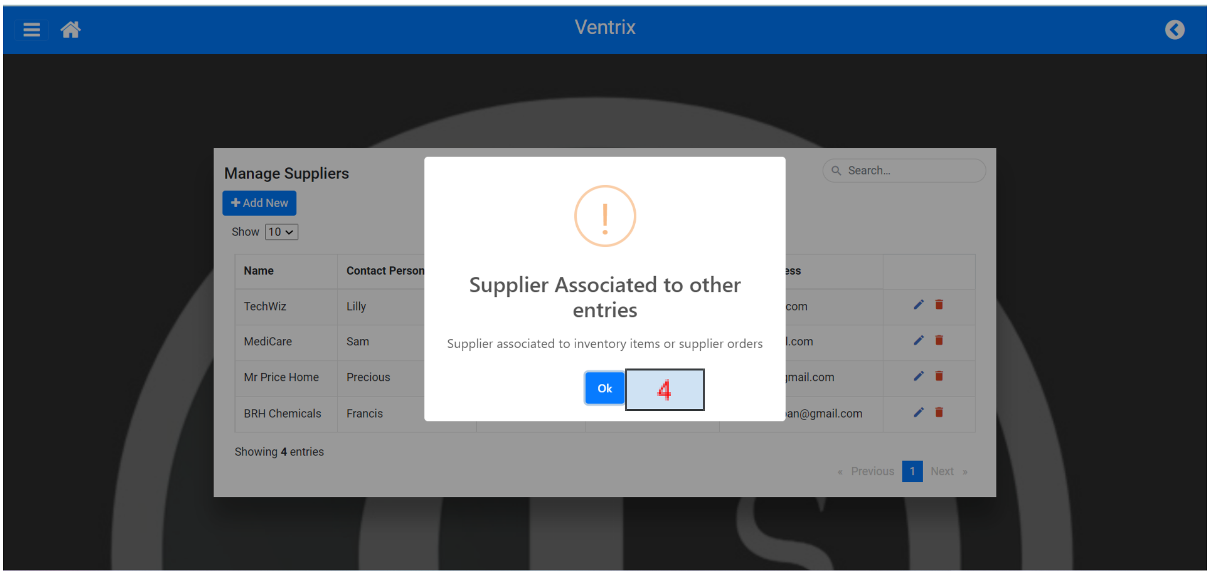
1.10 Delete Supplier

Step	Description
Step 1	Click on the “Supplier” nav bar item on the side navbar.
Step 2	Click on the “Delete” icon (Red trash can icon)
Step 3	Click on “Yes” to confirm or “No” to cancel
Step 4	The supplier cannot be deleted because there are associated items or orders. Click on the “OK” button



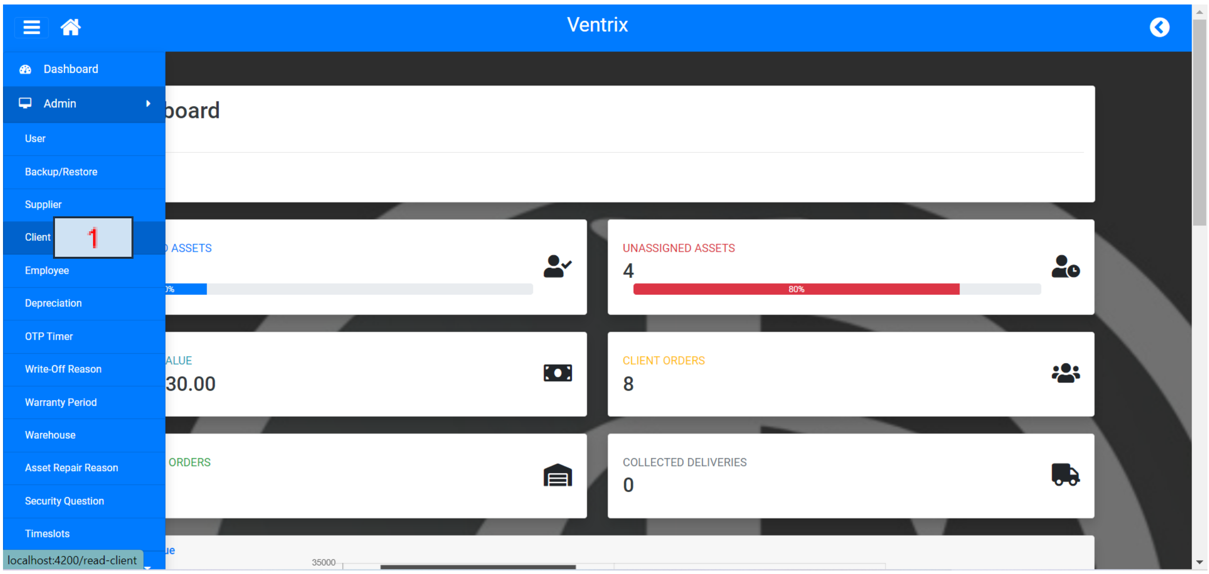

Ventrix
Manage Suppliers
Search...
Add New
Show 10
Name Contact Person Name Contact Number Work Address Email Address
TechWiz Lilly 0832889799 1274 Allendale Street lilly@gmail.com
MediCare Sam 0663457890 87 Blairgowrie Drive sam@gmail.com
Mr Price Home Precious 0799143555 10 Farmstead Street precious@gmail.com
BRH Chemicals Francis 0833355275 188 Bessemer Rd surendasupan@gmail.com
Showing 4 entries
Previous 1 Next
2

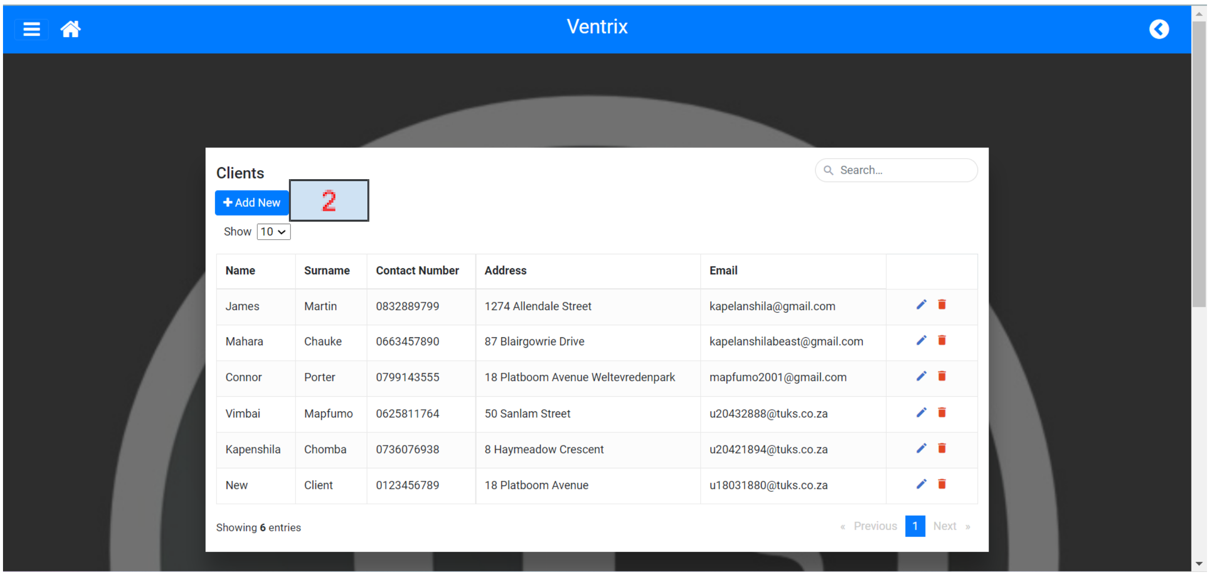

Ventrix
Manage Suppliers
Search...
Add New
Show 10
Are you sure you want to delete this supplier?
3
Yes
No
BRH Chemicals Francis 0833355275 188 Bessemer Rd surendasupan@gmail.com
Johhn Smith 0814568923 Centurion John@gmail.com
Showing 5 entries
Previous 1 Next

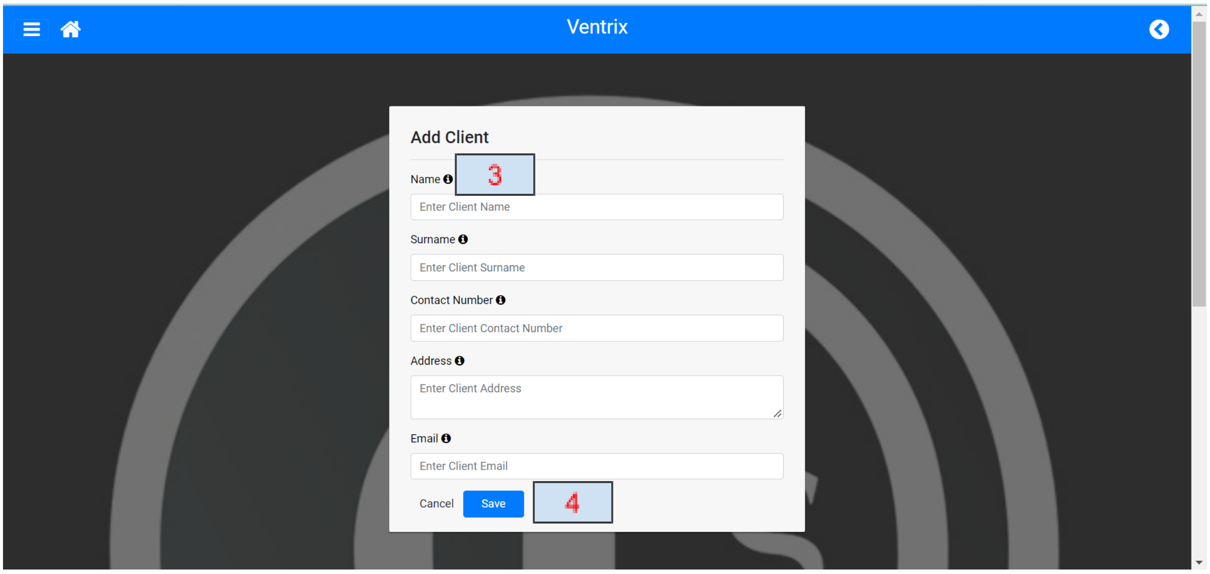

Ventrix
Manage Suppliers
Search...
Add New
Show 10
Supplier Associated to other entries
Supplier associated to inventory items or supplier orders
Ok
4
Showing 4 entries
Previous 1 Next

1.11 Create Client

Step	Description
Step 1	Click on the “Client” nav bar item on the side navbar.
Step 2	Click on the “Add New” button
Step 3	Fill in the Clients’ details
Step 4	Click on the “Save” button

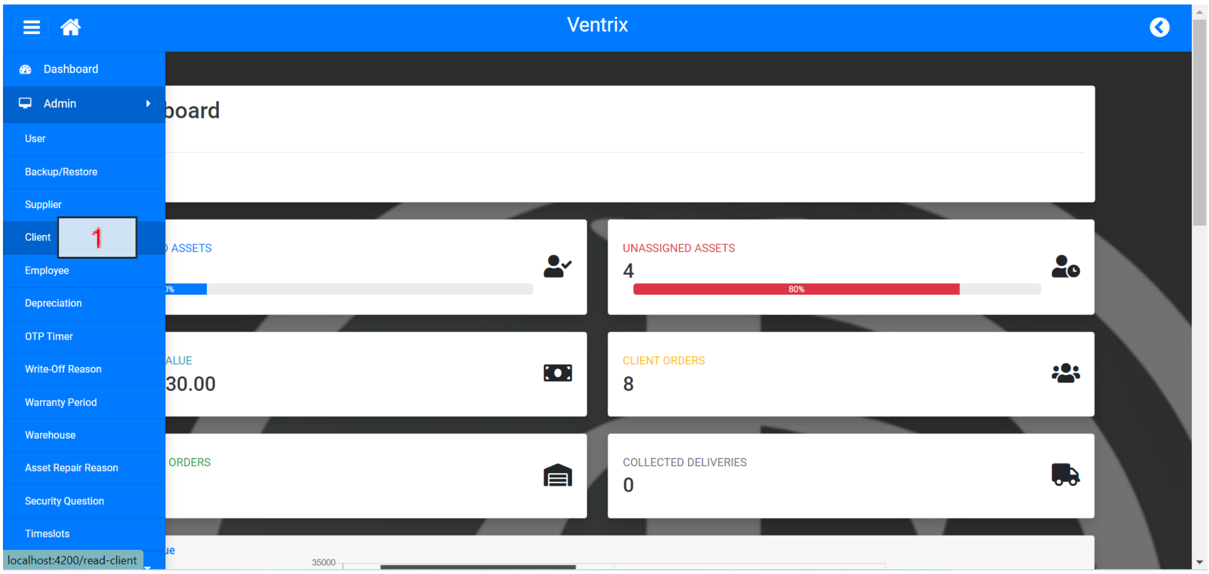


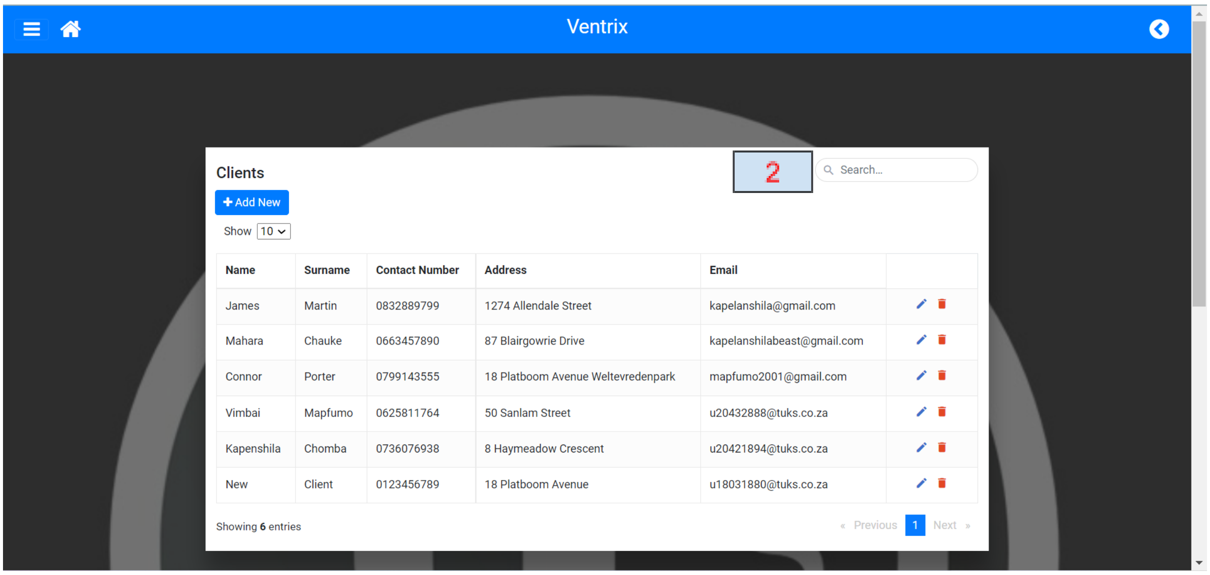



Ventrix
Add Client
Name
3
Enter Client Name
Surname
Enter Client Surname
Contact Number
Enter Client Contact Number
Address
Enter Client Address
Email
Enter Client Email
Cancel
Save
4

1.12 Read Client

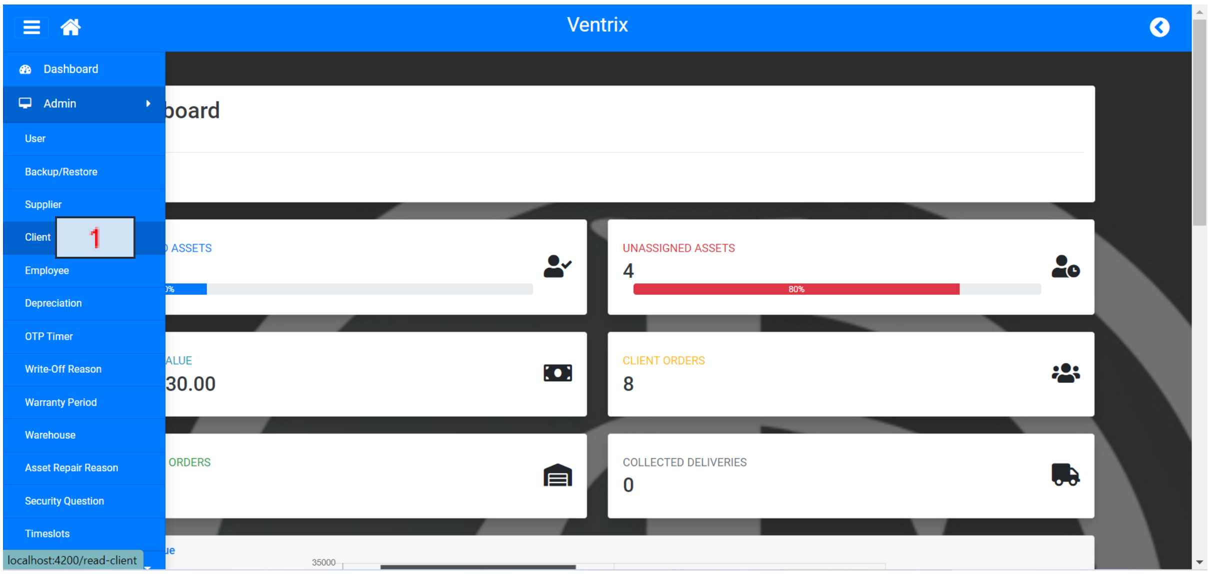
Step	Description
Step 1	Click on the “Client” nav bar item on the side navbar.
Step 2	Click on the “Search” button to view a specific client.

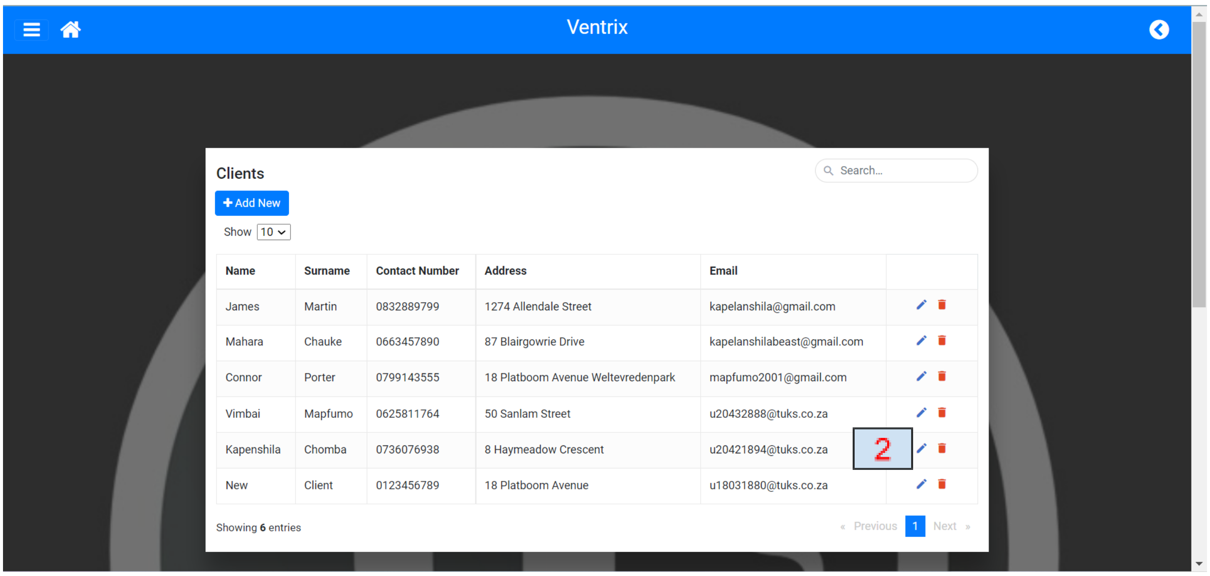


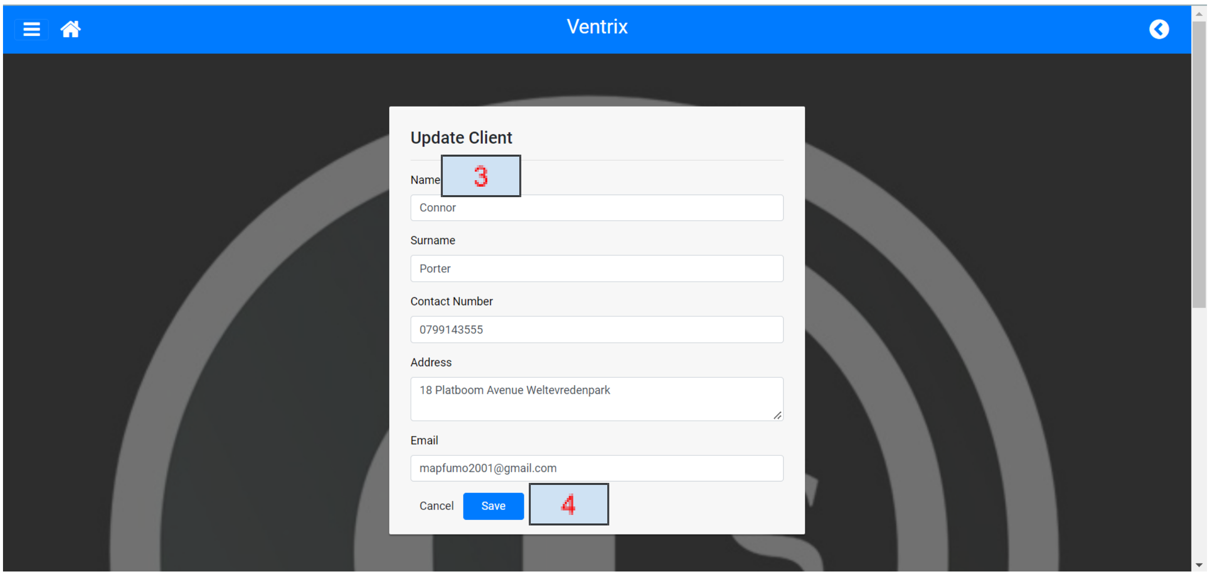


1.13 Update Client

Step	Description
Step 1	Click on the “Client” nav bar item on the side navbar.
Step 2	Click on the “Edit” icon (Blue pencil icon)
Step 3	Enter the updated client information
Step 4	Click on the “Save” button

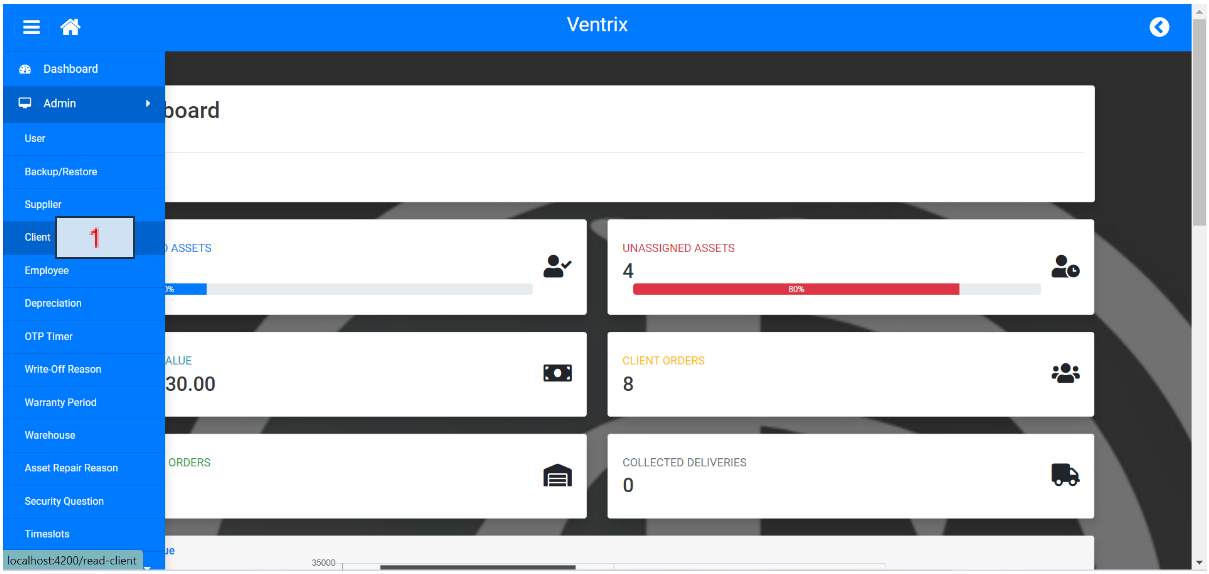


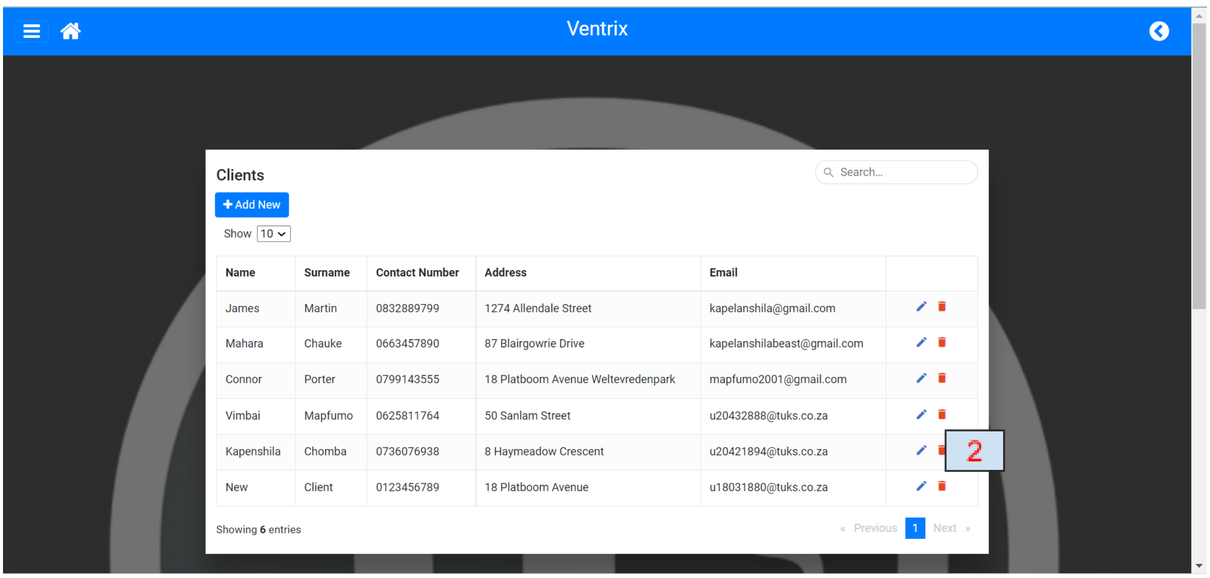


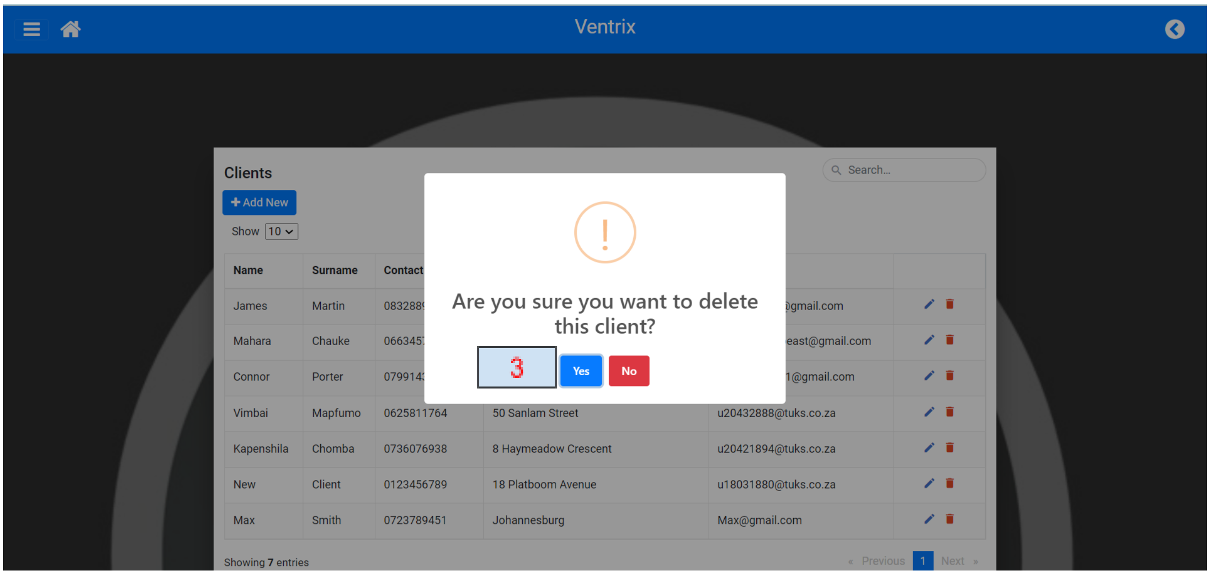

Ventrix
Update Client
Name
3
Connor
Surname
Porter
Contact Number
0799143555
Address
18 Platboom Avenue Weltevredenpark
Email
mapfumo2001@gmail.com
Cancel
Save
4

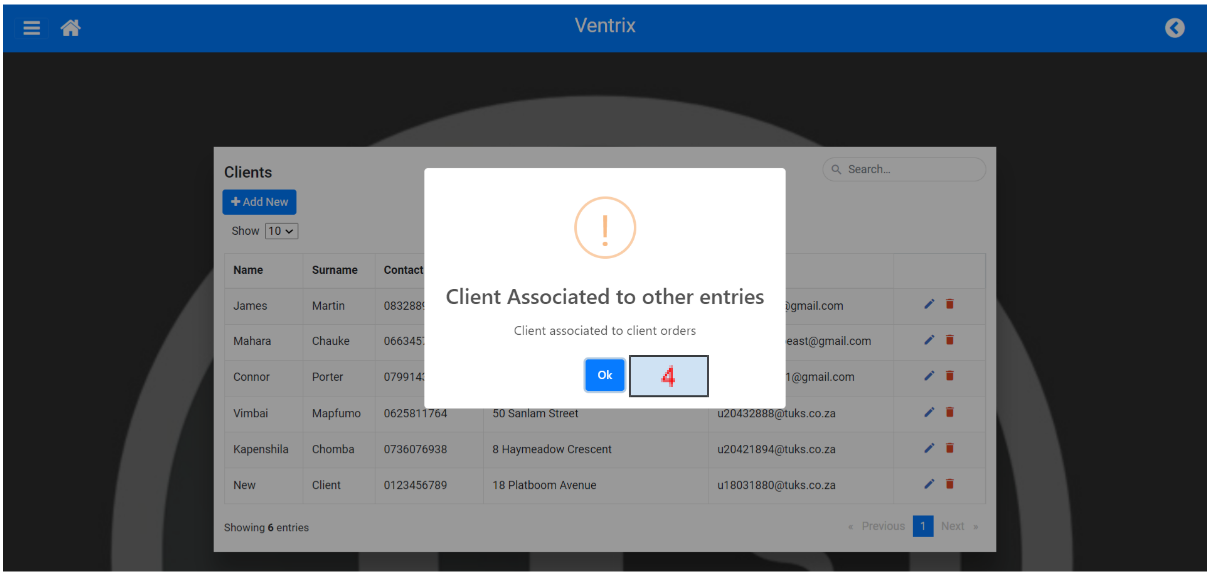
1.14 Delete Client

Step	Description
Step 1	Click on the “Client” nav bar item on the side navbar.
Step 2	Click on the “Delete” icon (Red trash can icon)
Step 3	Click on “Yes” to confirm or “No” to cancel
Step 4	The client cannot be deleted because there are associated orders. Click on the “OK” button



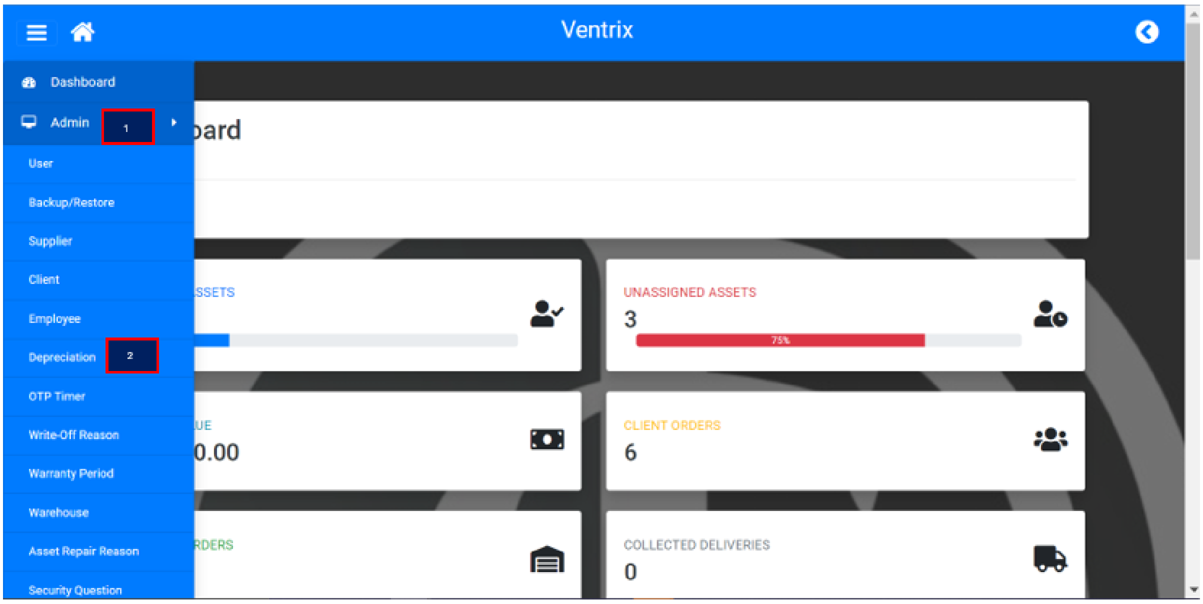



Ventrix
Clients
Add New
Show 10
Search...
Name
Surname
Contact
James Martin
Mahara Chauke
Connor Porter
Vimbai Mapfumo 0625811764 50 Sanlam Street u20432888@tuks.co.za
Kapenshila Chomba 0736076938 8 Haymeadow Crescent u20421894@tuks.co.za
New Client 0123456789 18 Platboom Avenue u18031880@tuks.co.za
Max Smith 0723789451 Johannesburg Max@gmail.com
Showing 7 entries
Previous 1 Next
Are you sure you want to delete this client?
3
Yes
No


Ventrix
Clients
Add New
Show 10
Search...
Name
Surname
Contact
James Martin
Mahara Chauke
Connor Porter
Vimbai Mapfumo 0625811764 50 Sanlam Street u20432888@tuks.co.za
Kapenshila Chomba 0736076938 8 Haymeadow Crescent u20421894@tuks.co.za
New Client 0123456789 18 Platboom Avenue u18031880@tuks.co.za
Showing 6 entries
Previous 1 Next
Client Associated to other entries
Client associated to client orders
Ok
4

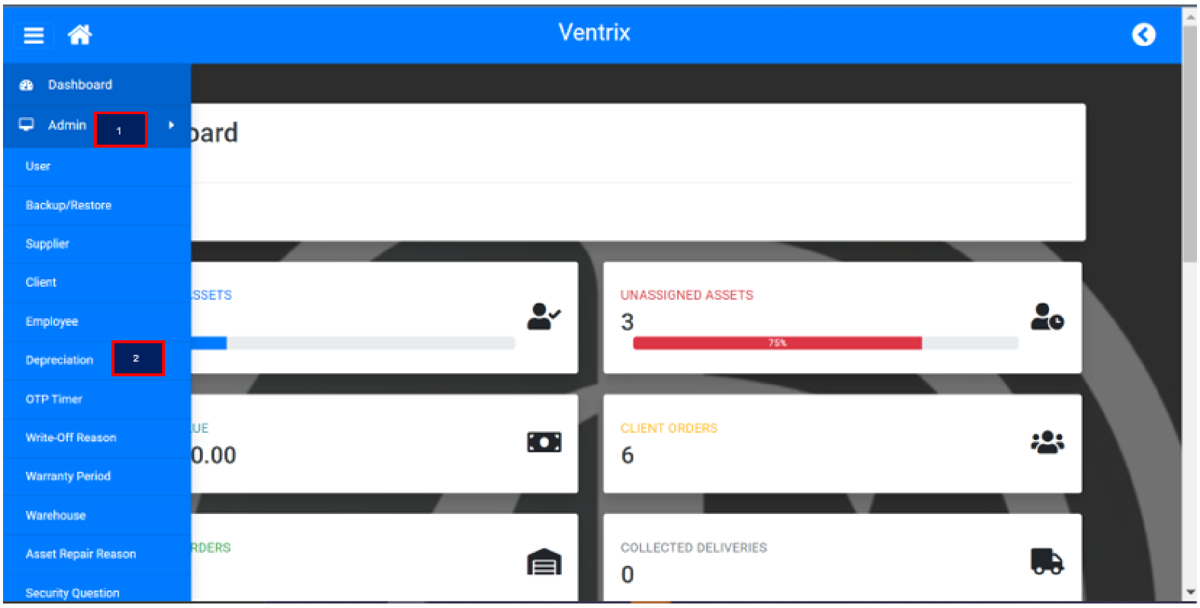
1.16 Read depreciation

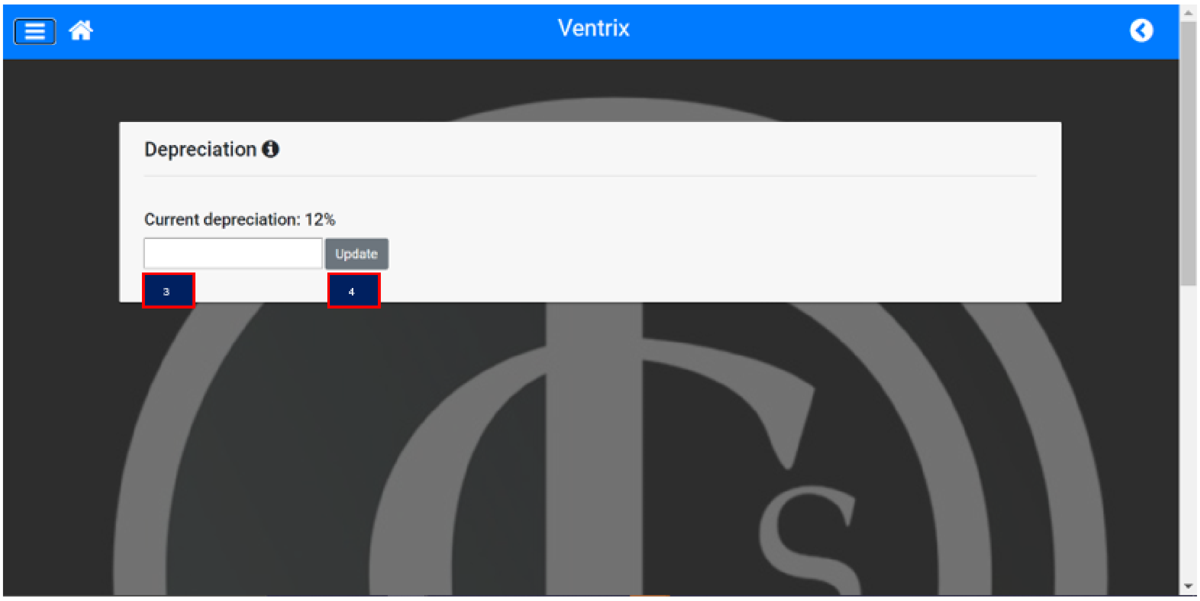
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Depreciation” nav bar item on the side navbar.



1.17 Update depreciation

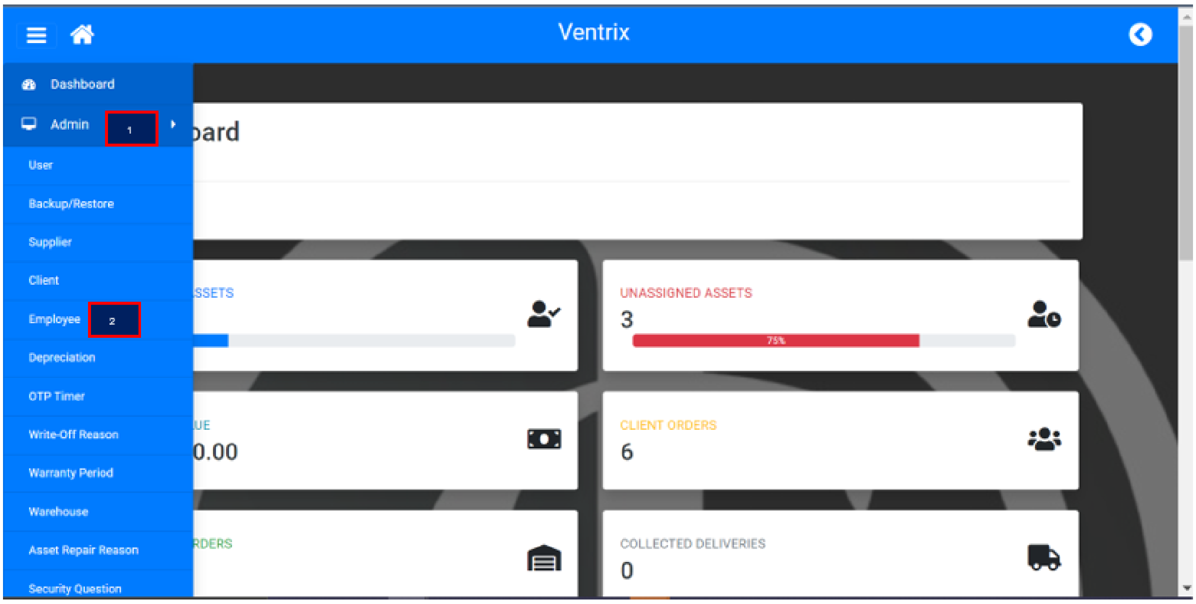
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Depreciation” nav bar item on the side navbar.
Step 3	Add in the updated depreciation value
Step 4	Click on the “Update” to update the current value





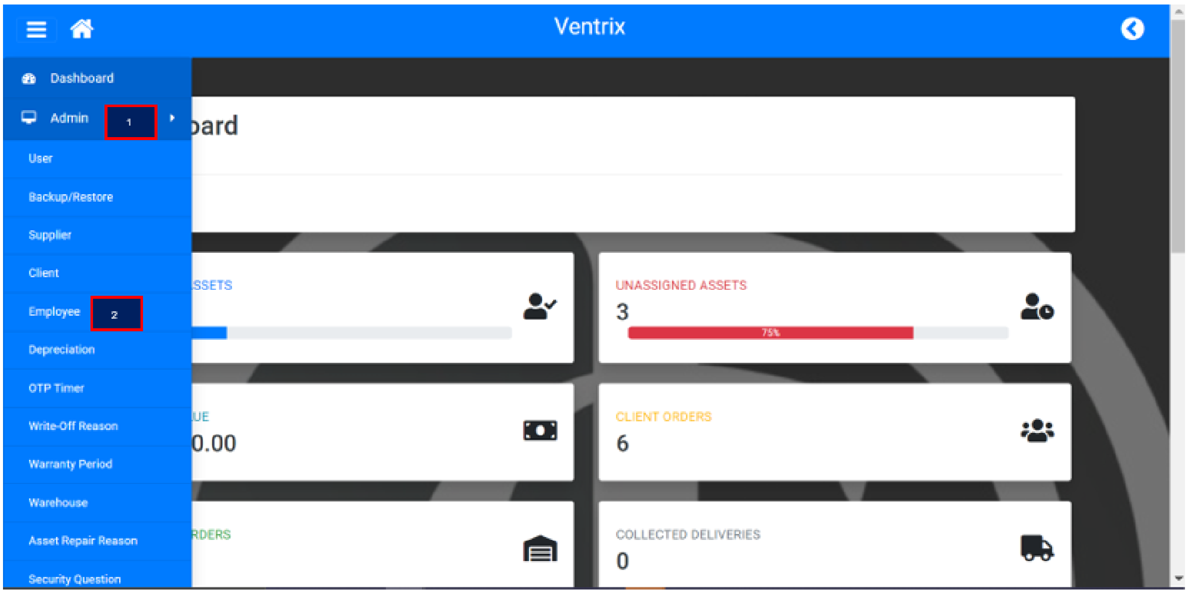
1.20 Read Employee

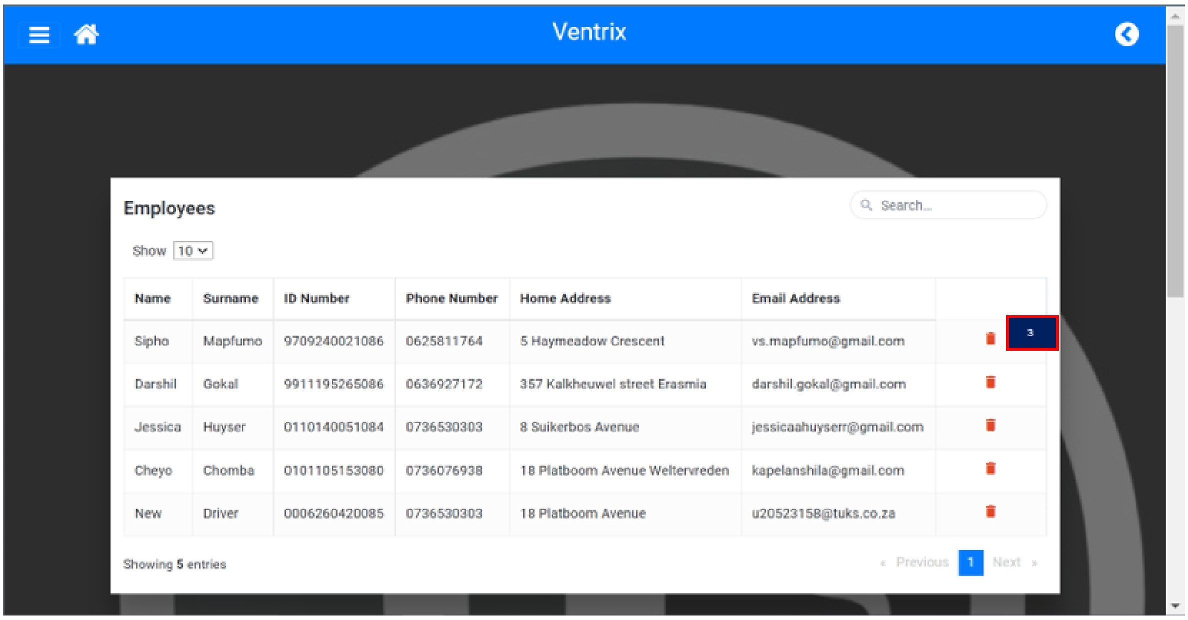
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Employee” nav bar item on the side navbar.

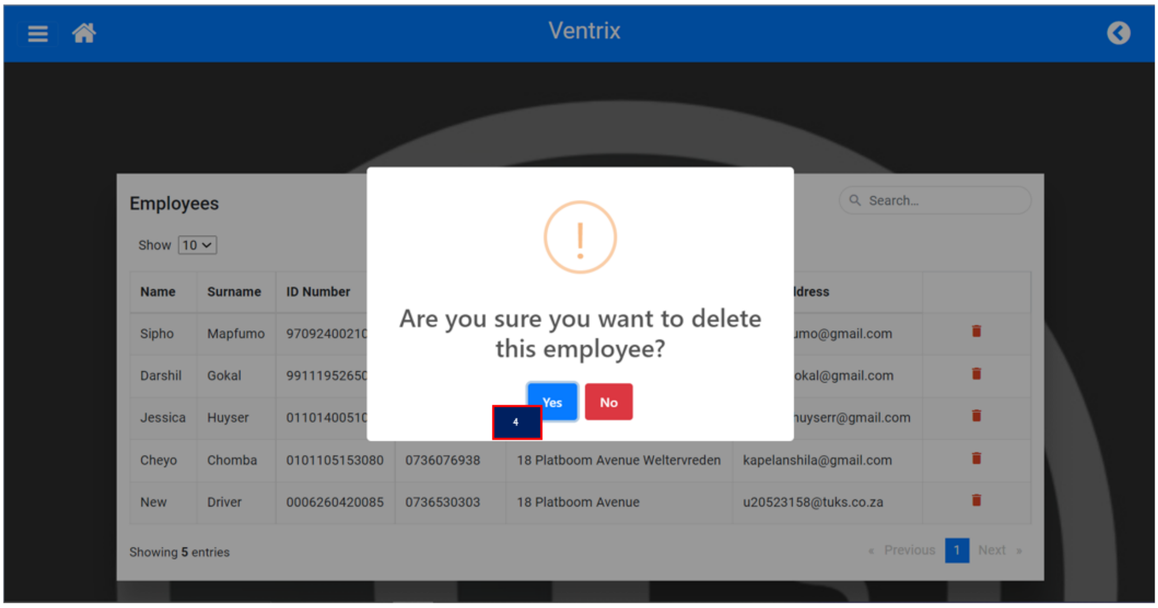


1.22 Delete employee

Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Employee” nav bar item on the side navbar.
Step 3	Click on the trashcan icon to delete an employee
Step 4	Click on the “Yes” button

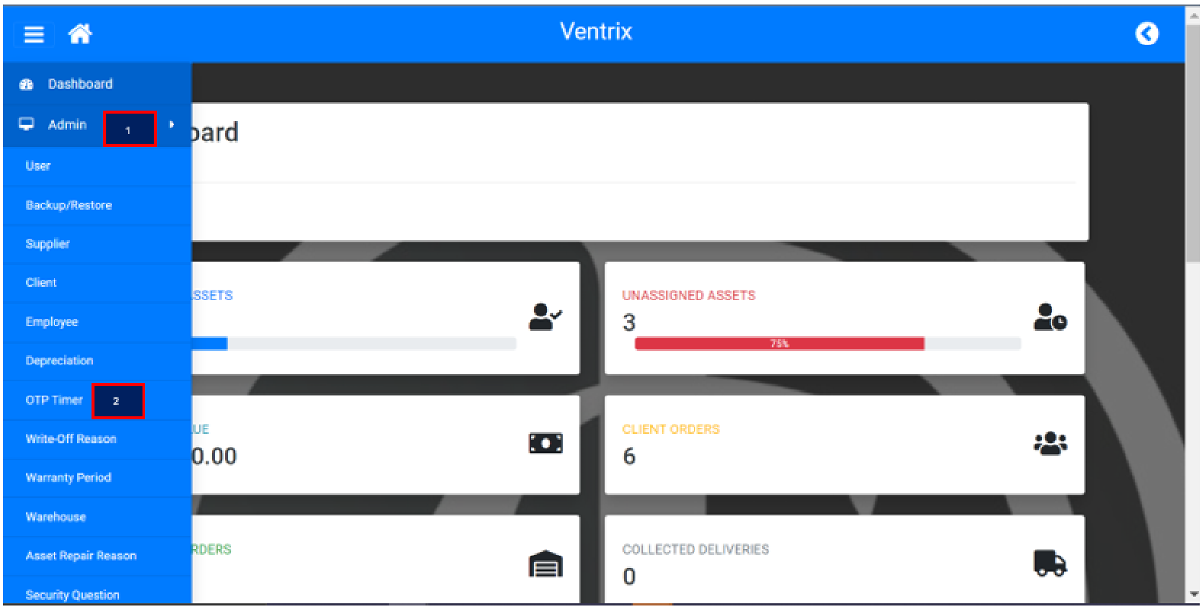





Ventrix
Employees
Show 10
Search...
Name
Surname
ID Number
Sipho
Mapfumo
Darshil
Gokal
Jessica
Huyser
Cheyo
Chomba
0101105153080
0736076938
18 Platboom Avenue Weltervreden
kapelanshila@gmail.com
New
Driver
0006260420085
0736530303
18 Platboom Avenue
u20523158@tuks.co.za
Showing 5 entries
Previous
1
Next
!
Are you sure you want to delete this employee?
Yes
No
4

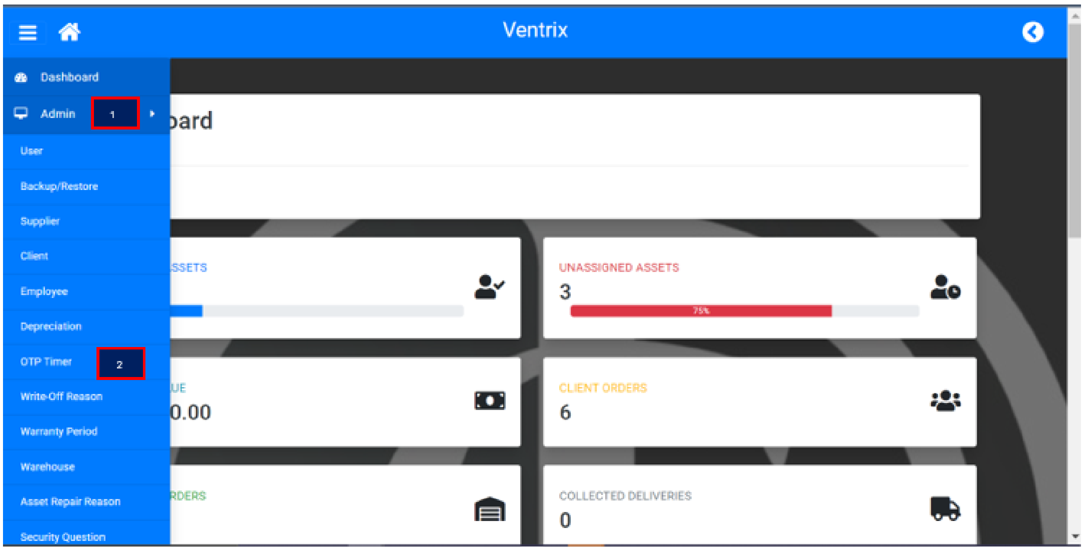
1.24 Read OTP timer

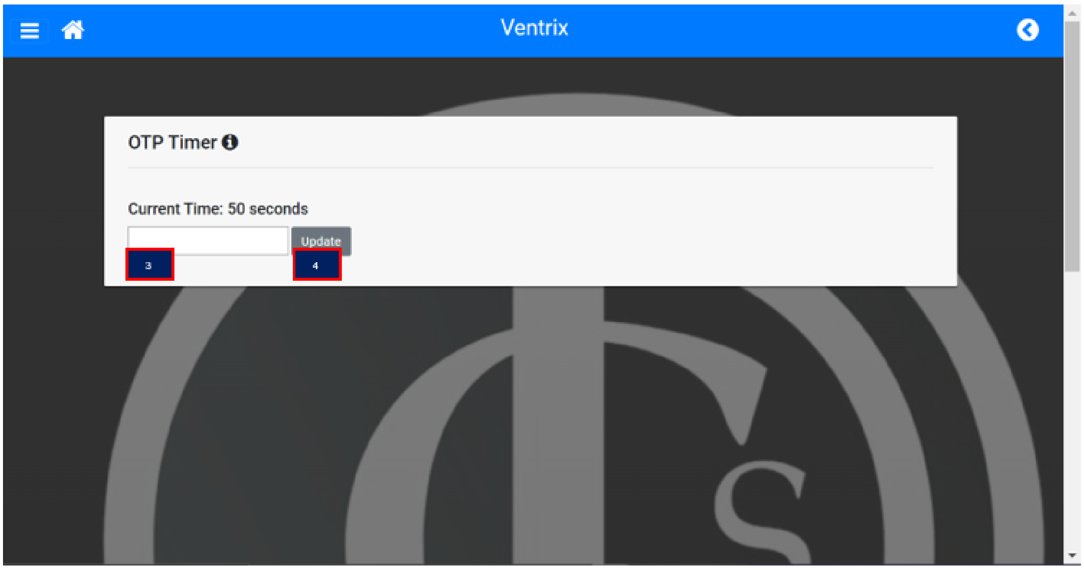
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “OTP Timer” nav bar item on the side navbar.



1.25 Update OTP timer

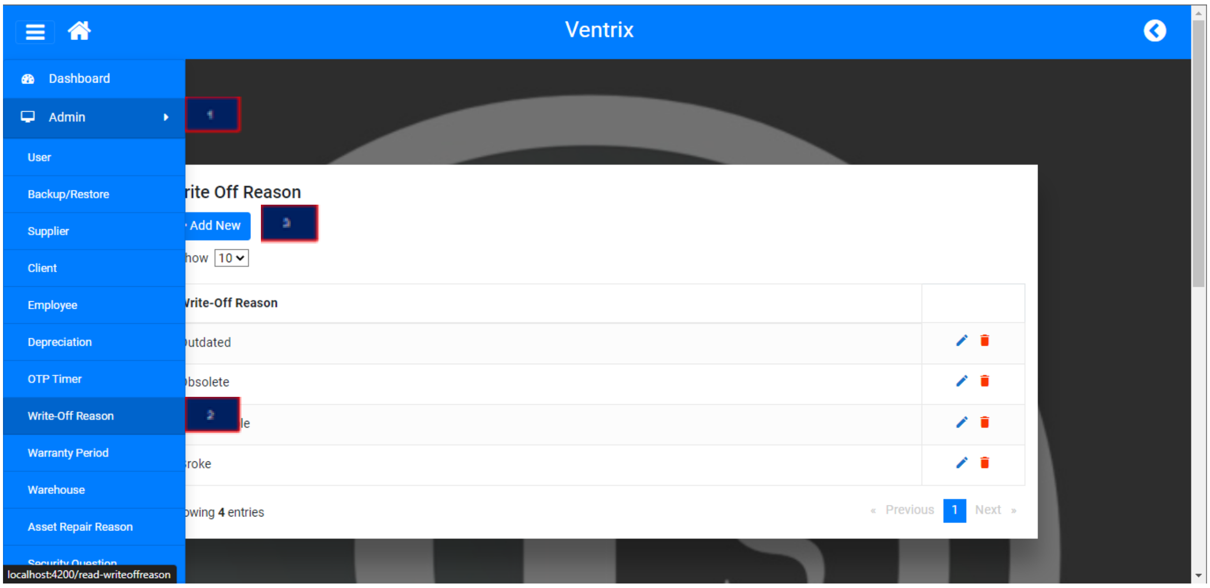
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “OTP Timer” nav bar item on the side navbar.
Step 3	Add in the updated value
Step 4	Click on the “Update” to update the current value

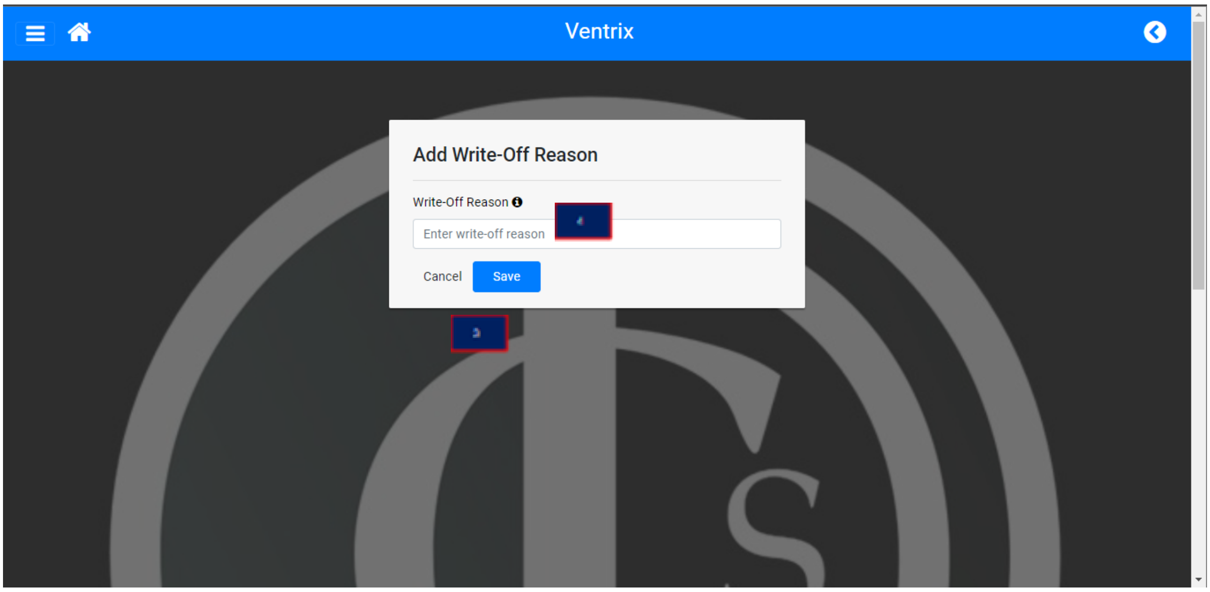




1.27 Create write-off reason

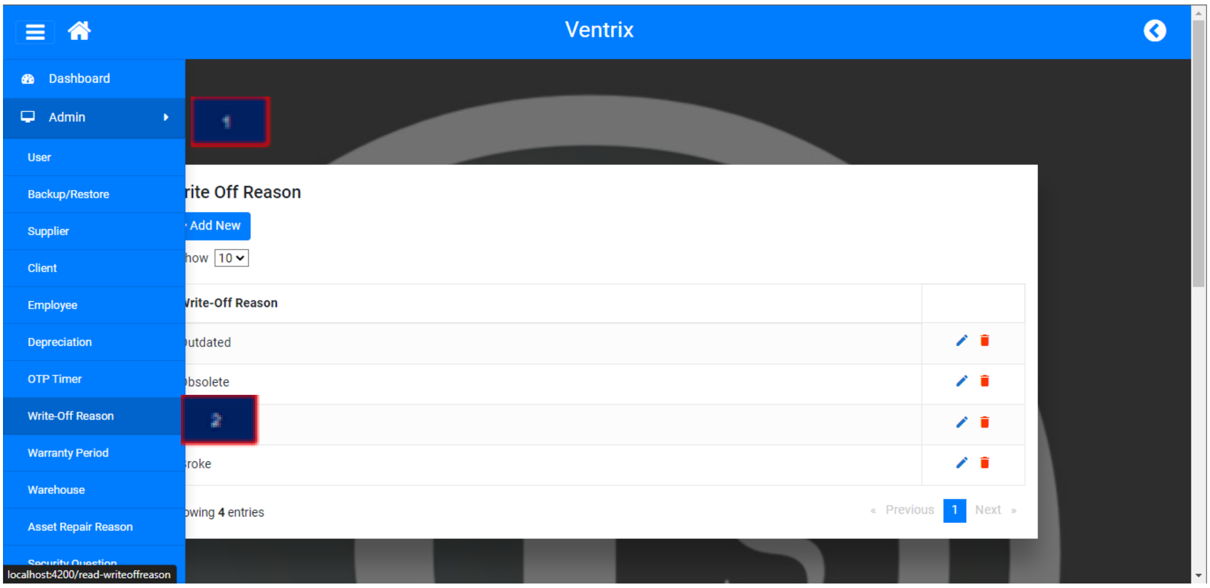
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Write-Off Reason” nav bar item on the side navbar.
Step 3	Click on the “Add new” button
Step 4	Add the new Write-Off Reason
Step 5	Click on the “Save” to add the new reason

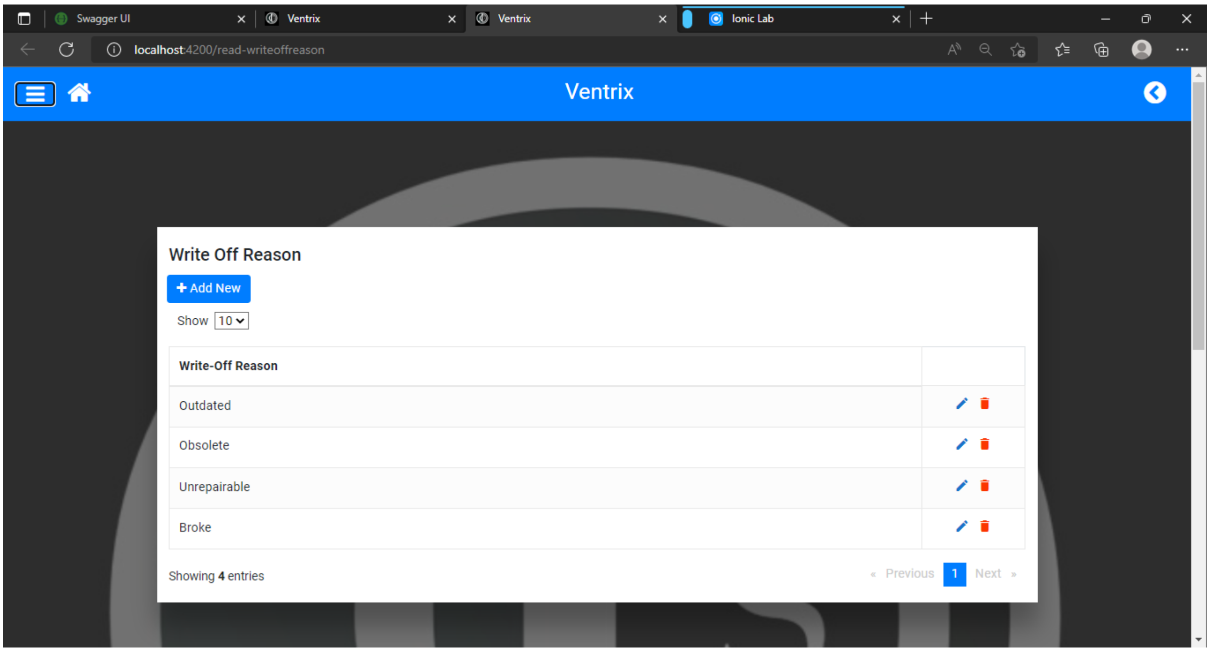




1.28 Read write-off reason

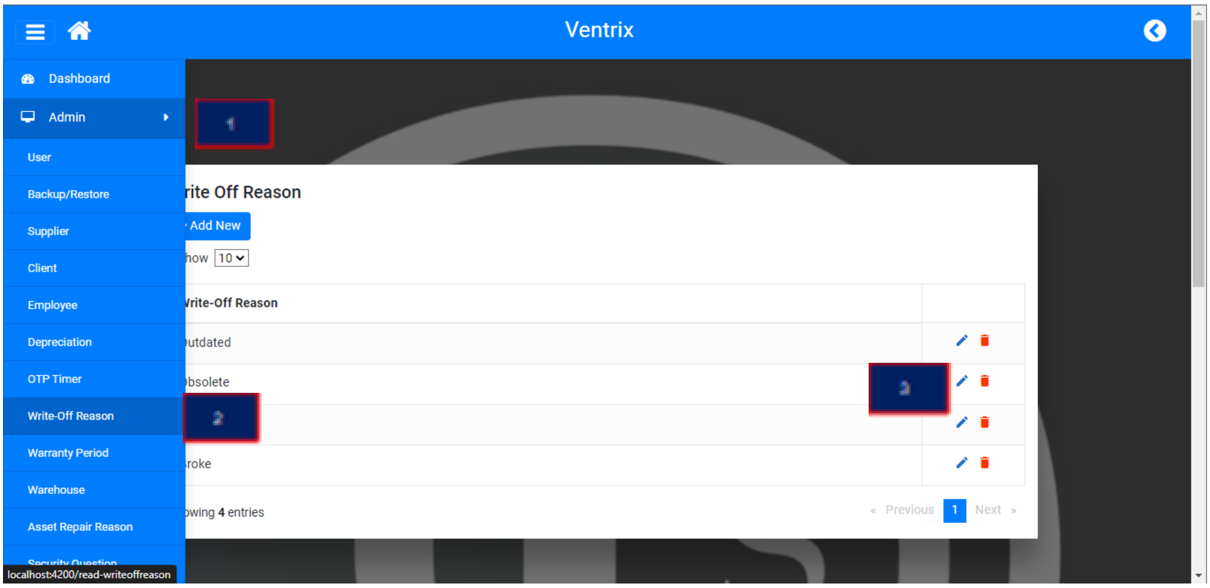
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Write-Off Reason” nav bar item on the side navbar.

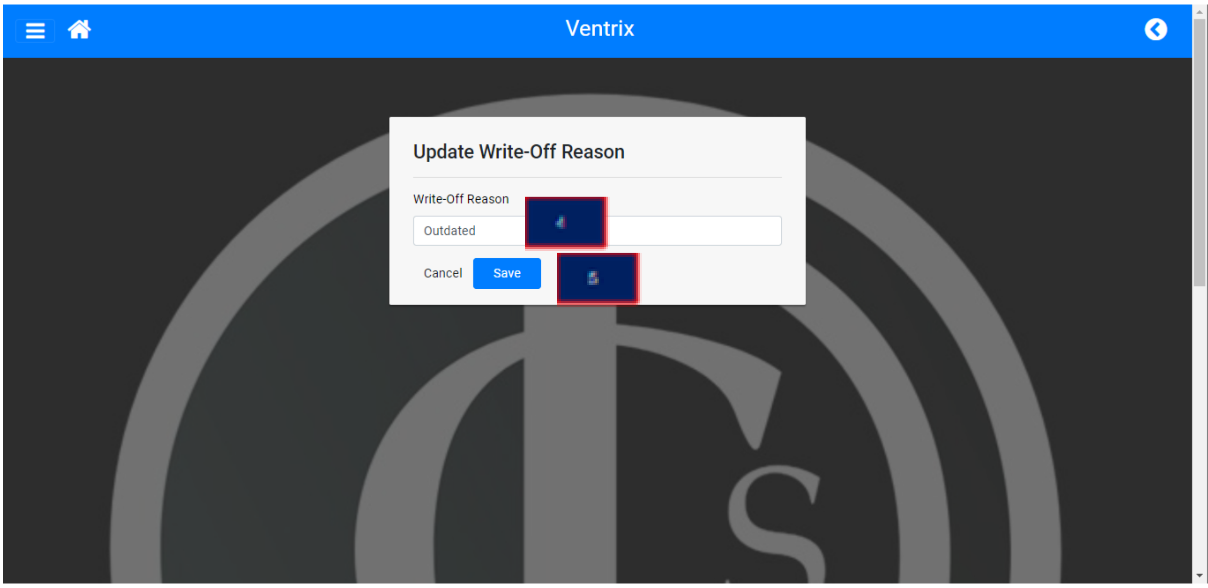




1.29 Update write-off reason

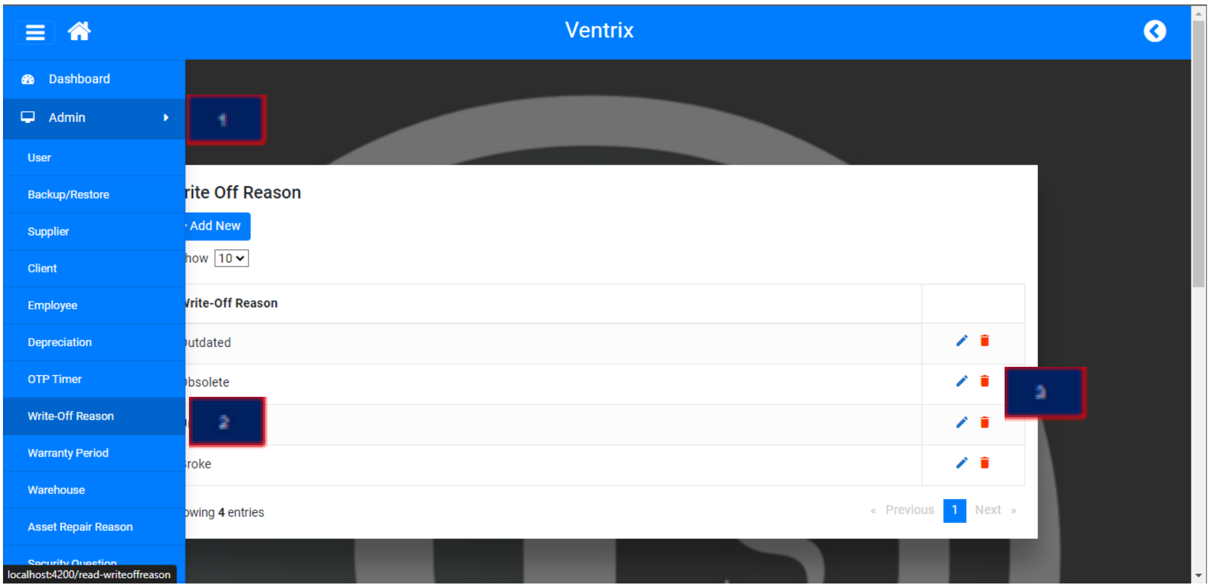
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Write-Off Reason” nav bar item on the side navbar.
Step 3	Click on the edit icon
Step 4	Add the Write-Off Reason
Step 5	Click on the “Update” to add the new reason

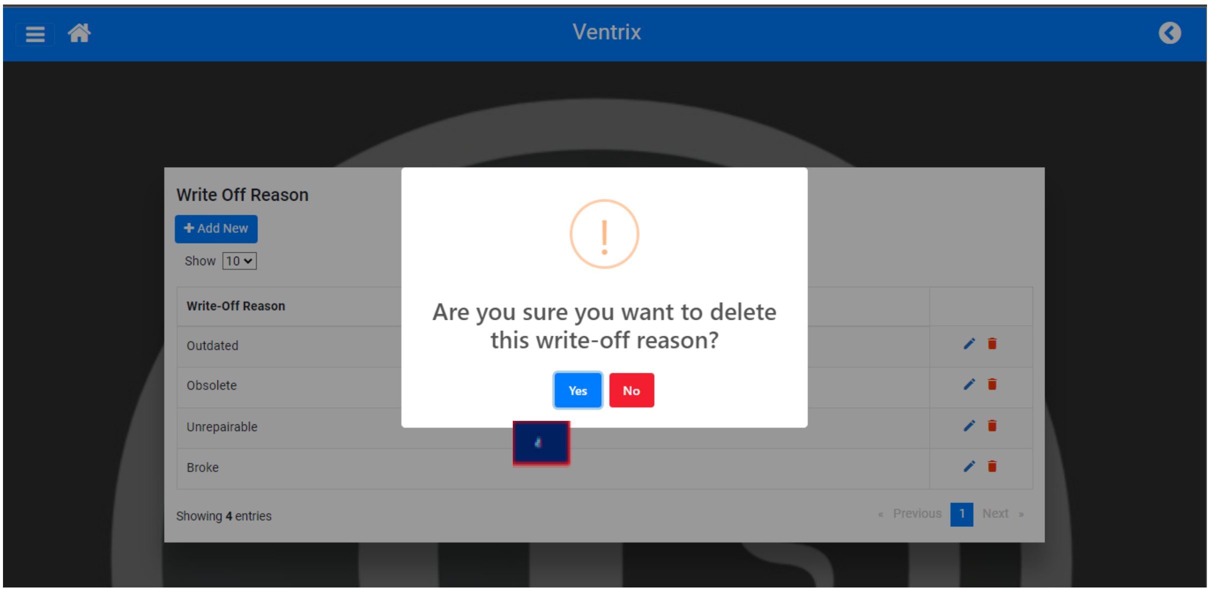




1.30 Delete write-off reason

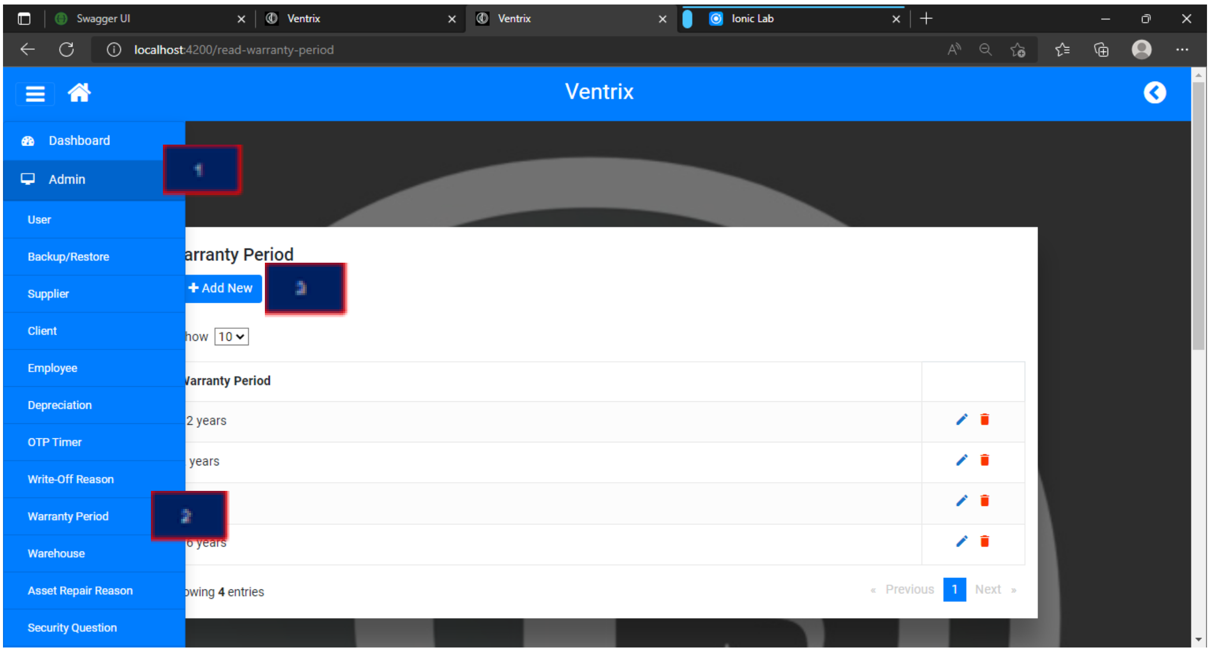
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Write-Off Reason” nav bar item on the side navbar.
Step 3	Click on the delete icon
Step 4	Click on Yes

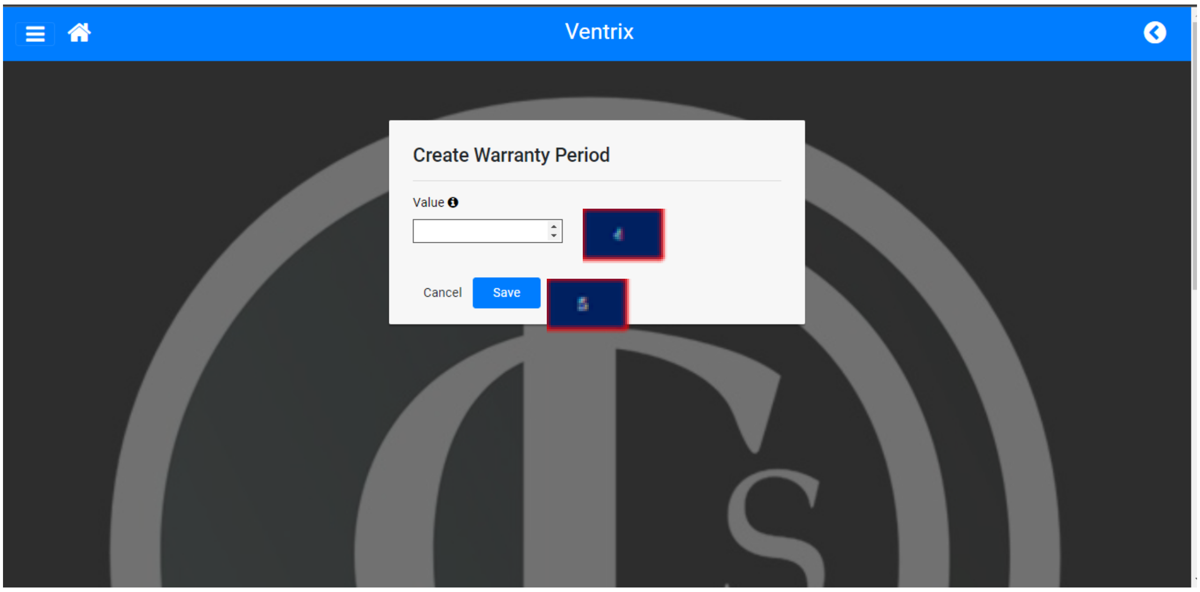




1.31 Create warranty period

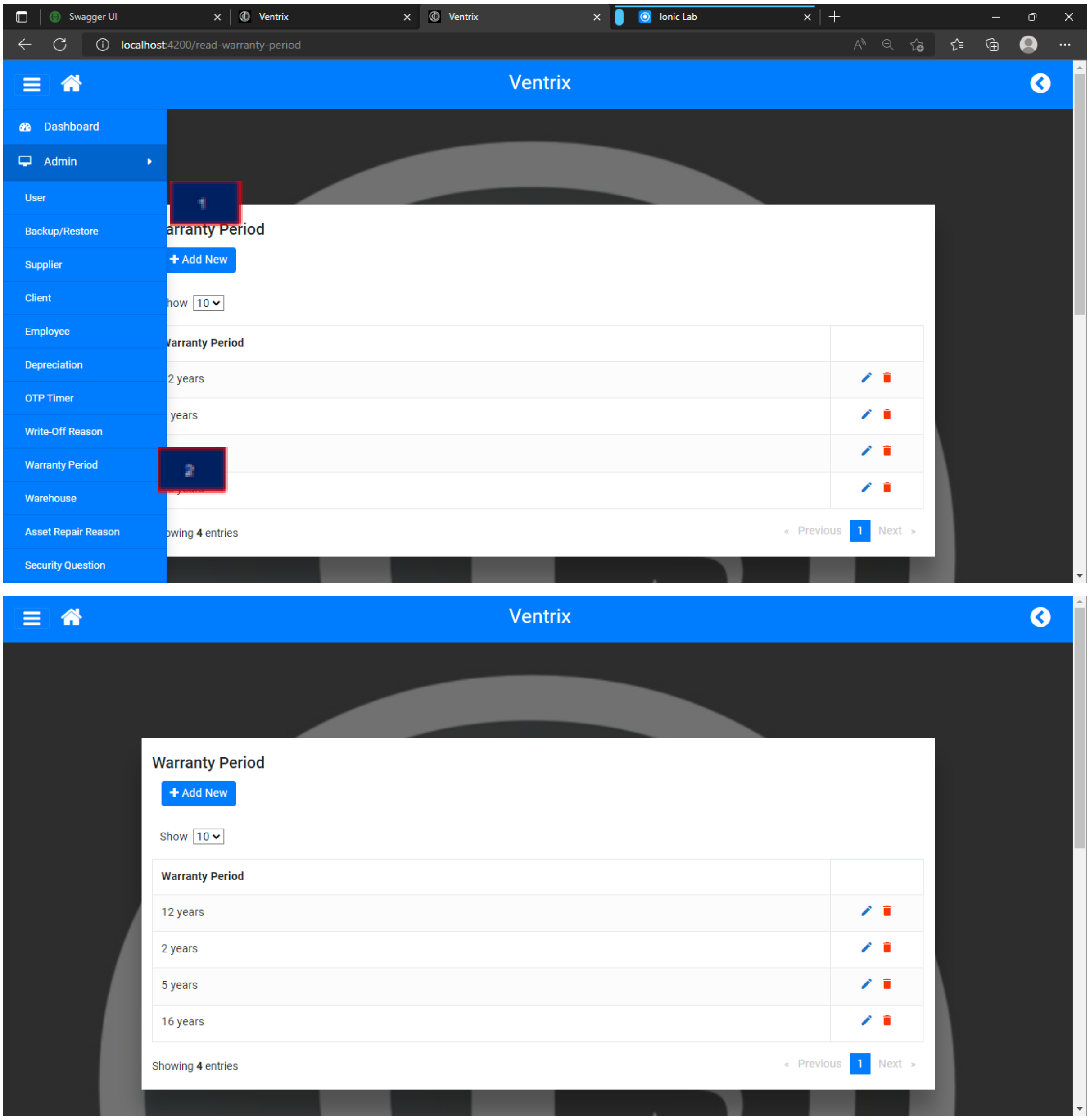
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Warranty Period” nav bar item on the side navbar.
Step 3	Click on the add new button
Step 4	Enter the value
Step 5	Click on Save





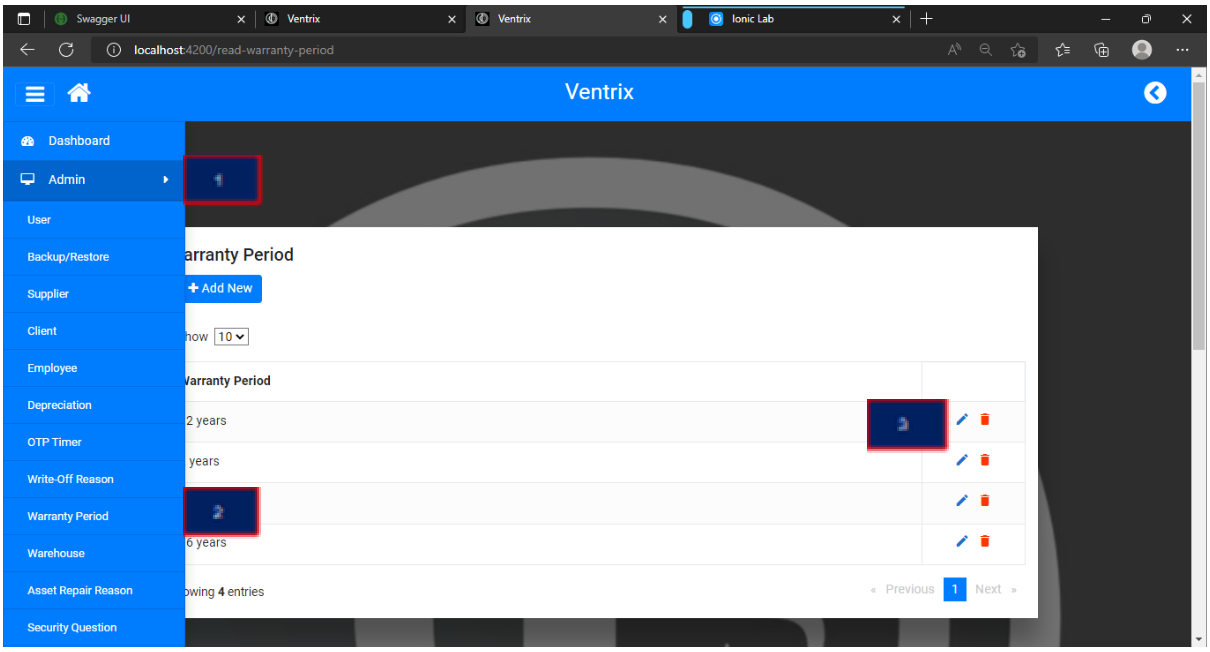
1.32 Read warranty period

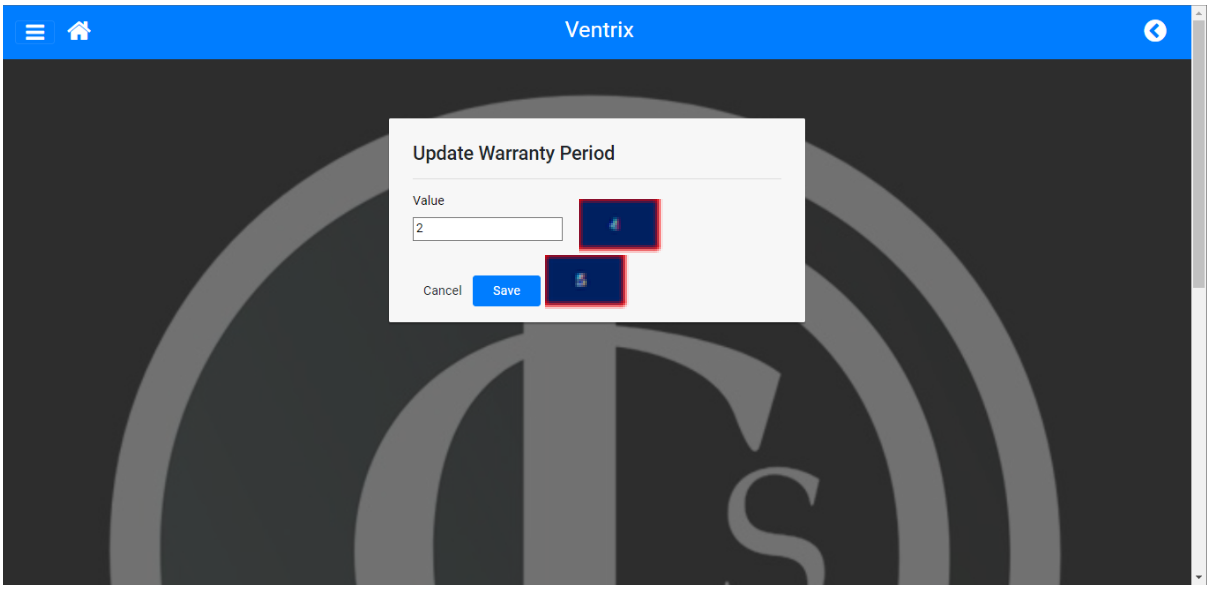
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Warranty Period” nav bar item on the side navbar.



1.33 Update warranty period

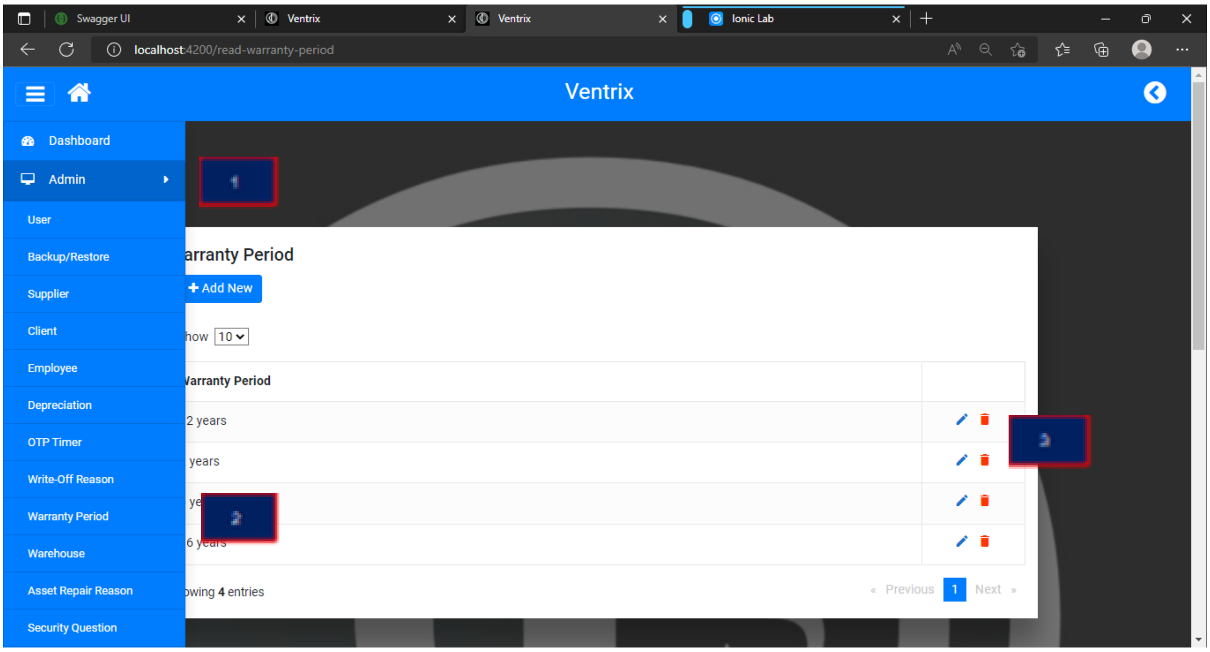
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Warranty Period” nav bar item on the side navbar.
Step 3	Click on the edit icon
Step 4	Enter the new value
Step 5	Click on Update

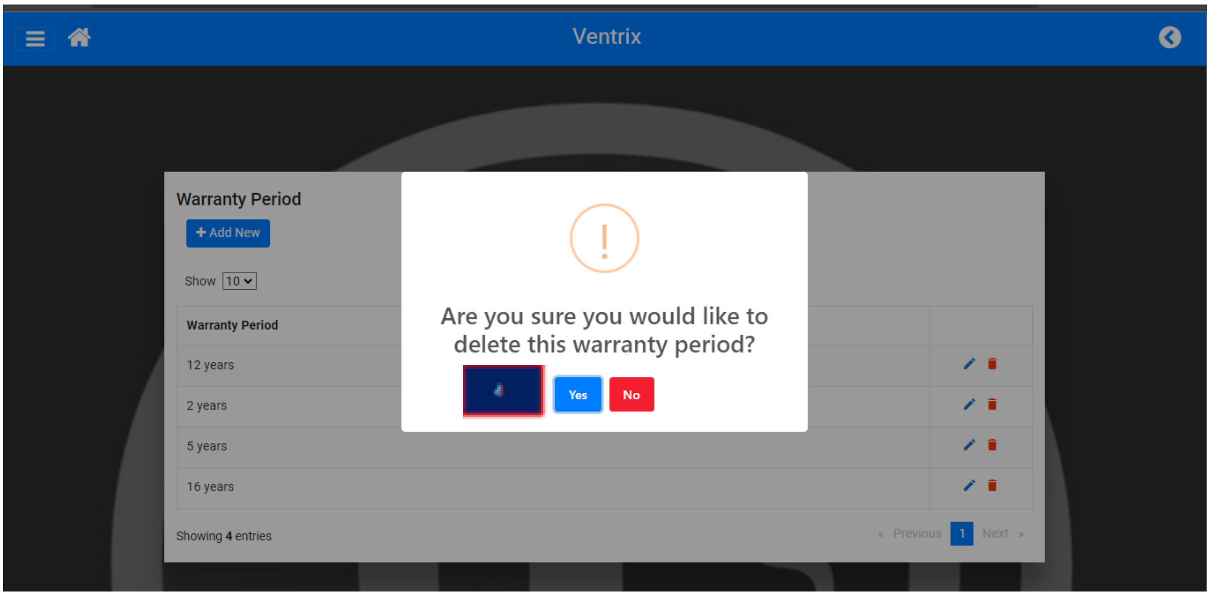




1.34 Delete warranty period

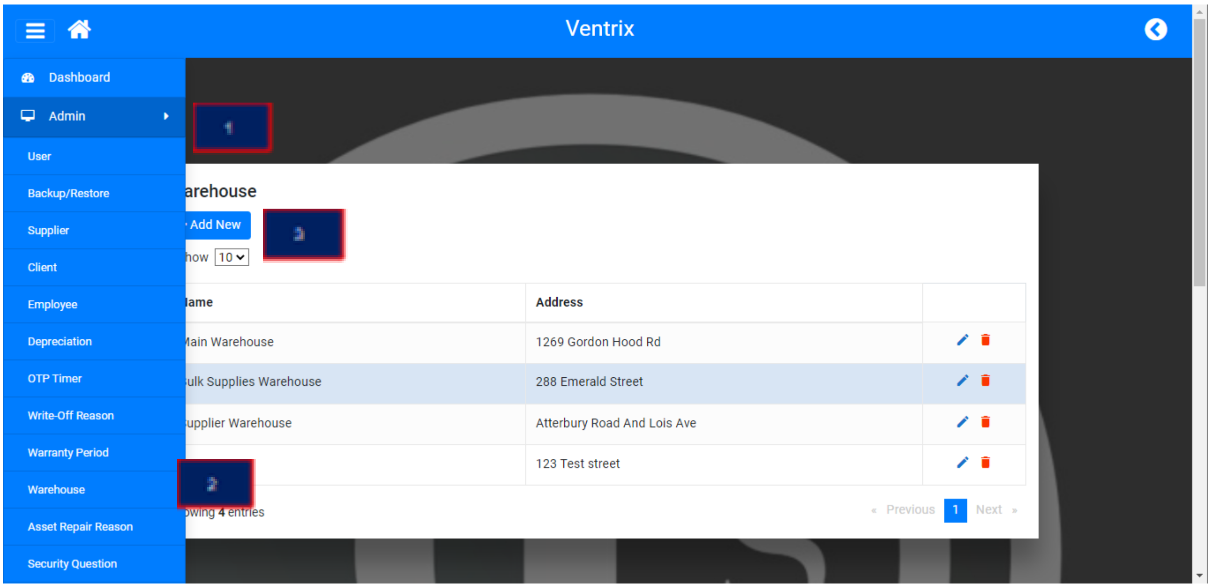
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Warranty Period” nav bar item on the side navbar.
Step 3	Click on the delete icon
Step 4	Click on Yes

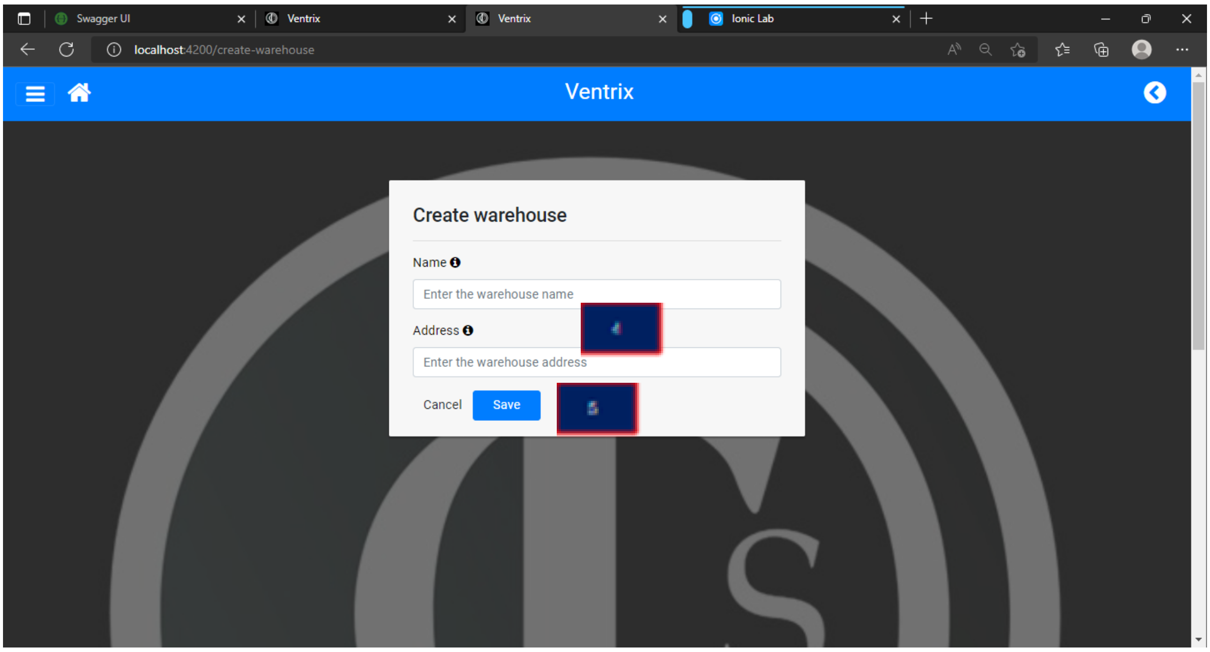




1.35 Create warehouse

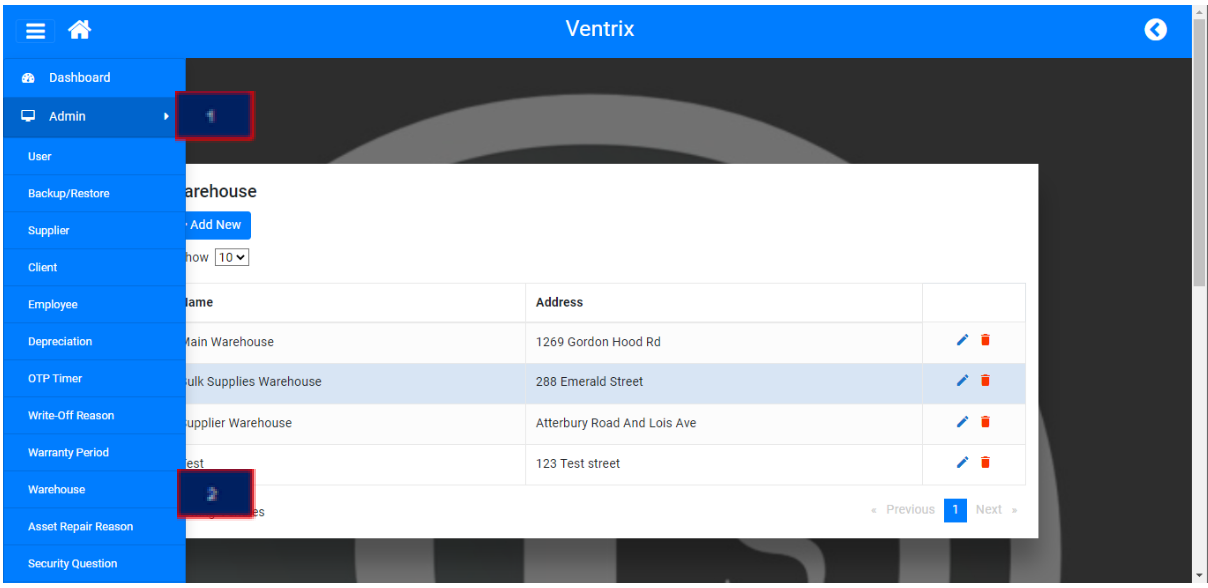
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Warehouse” nav bar item on the side navbar.
Step 3	Click on the create new button
Step 4	Click on enter the name and address
Step 5	Click on save

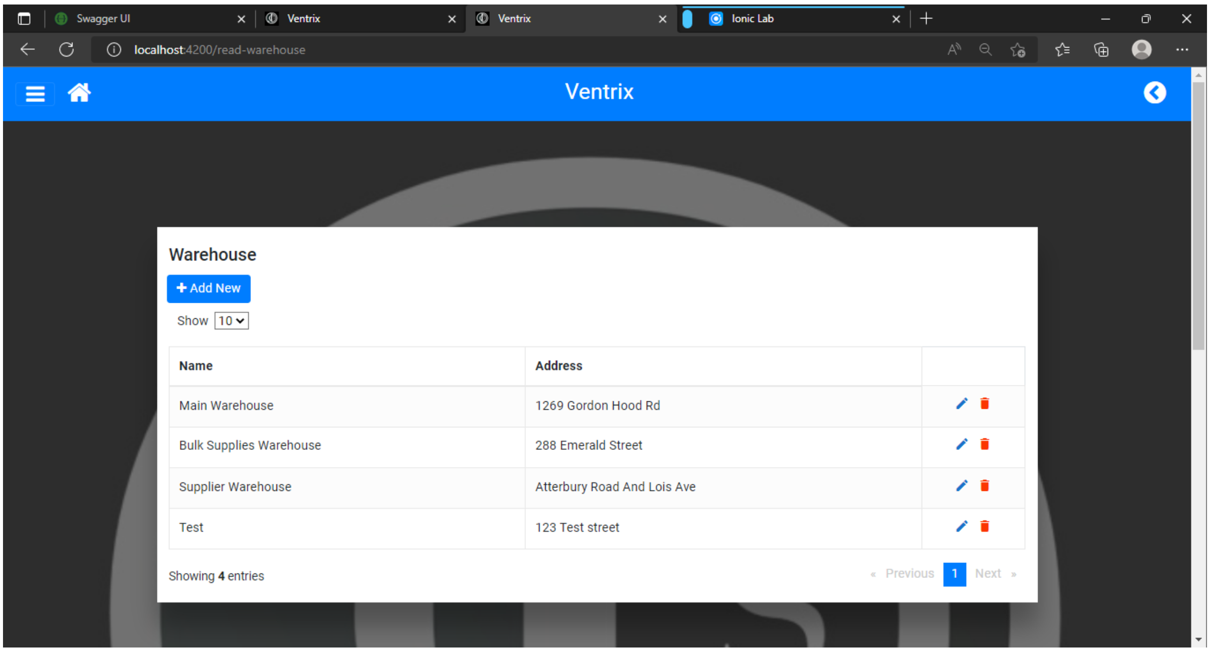




1.36 Read warehouse

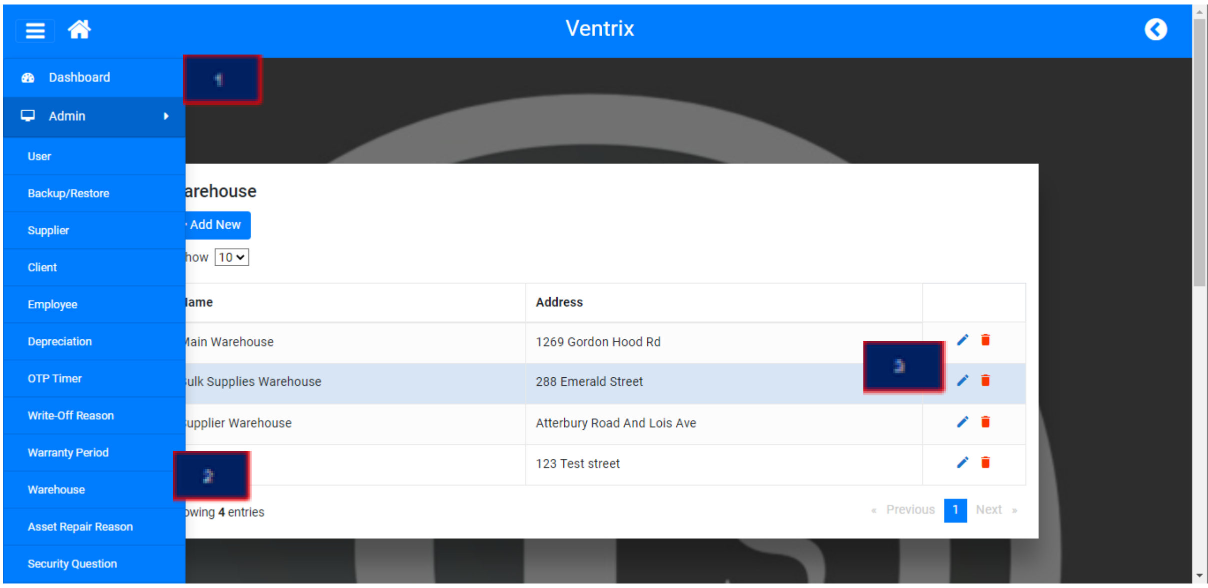
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Warehouse” nav bar item on the side navbar.

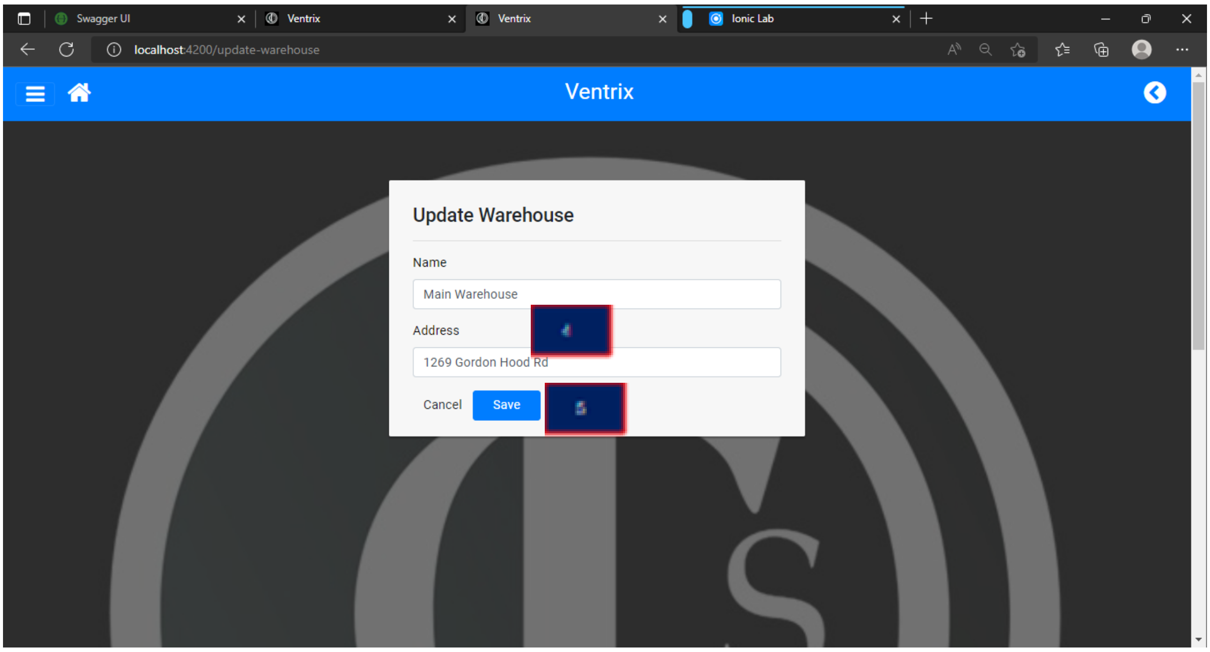




1.37 Update warehouse

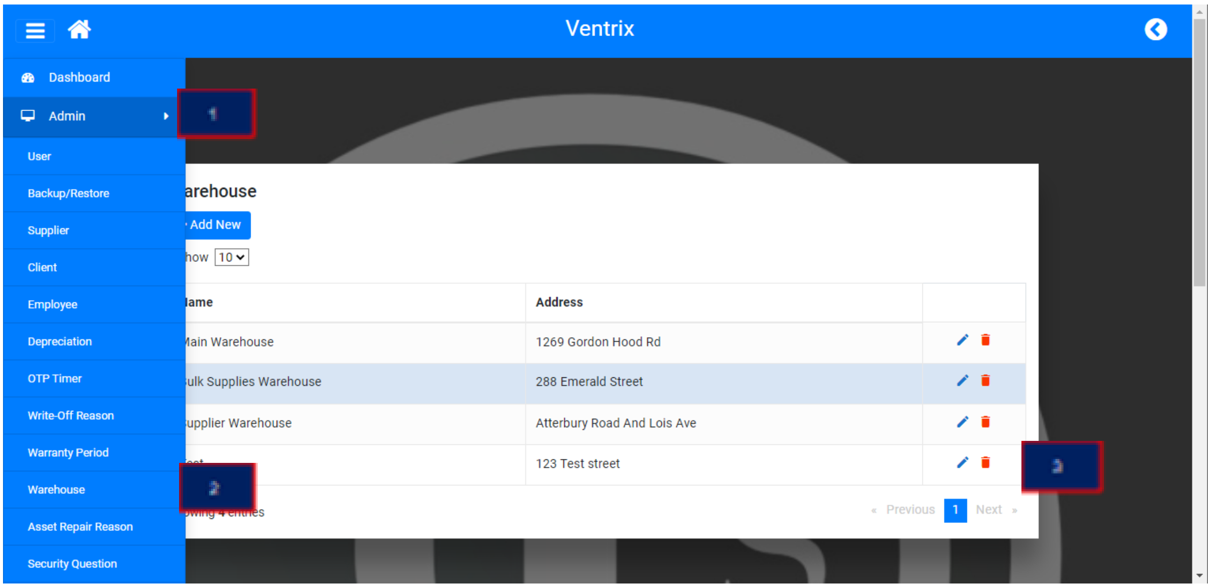
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Warehouse” nav bar item on the side navbar.
Step 3	Click on the update icon
Step 4	Enter the new name and address
Step 5	Click on save

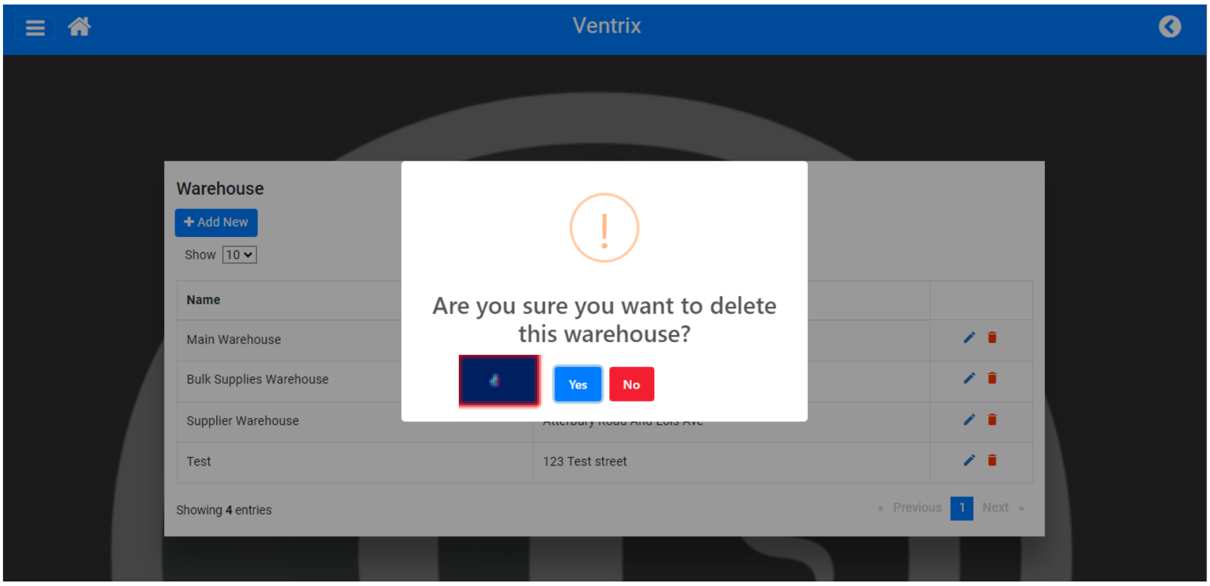




1.38 Delete warehouse

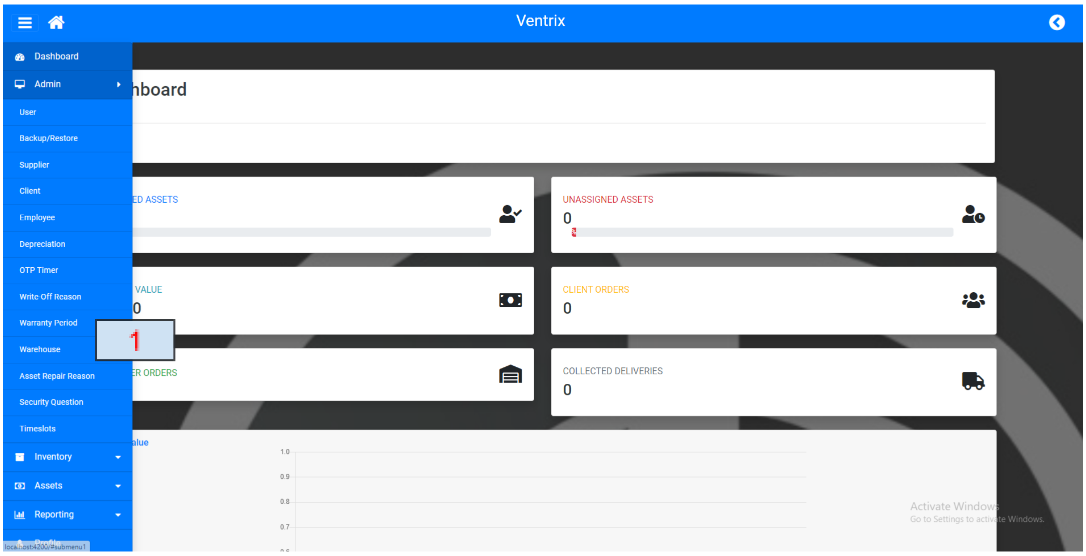
Step	Description
Step 1	Click on the “Admin” nav bar item on the side navbar
Step 2	Click on the “Warehouse” nav bar item on the side navbar.
Step 3	Click on the delete icon
Step 4	Click on yes

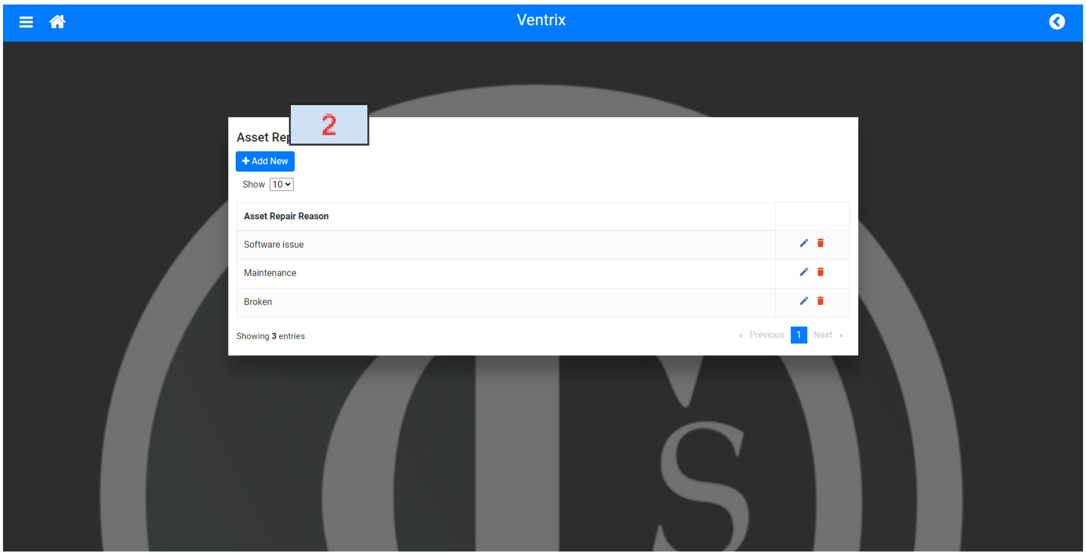


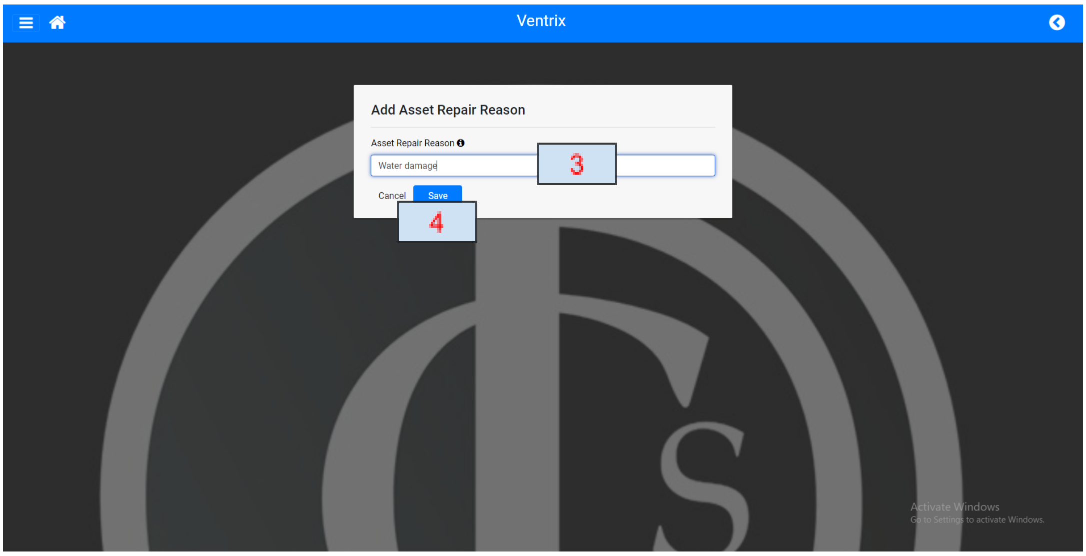


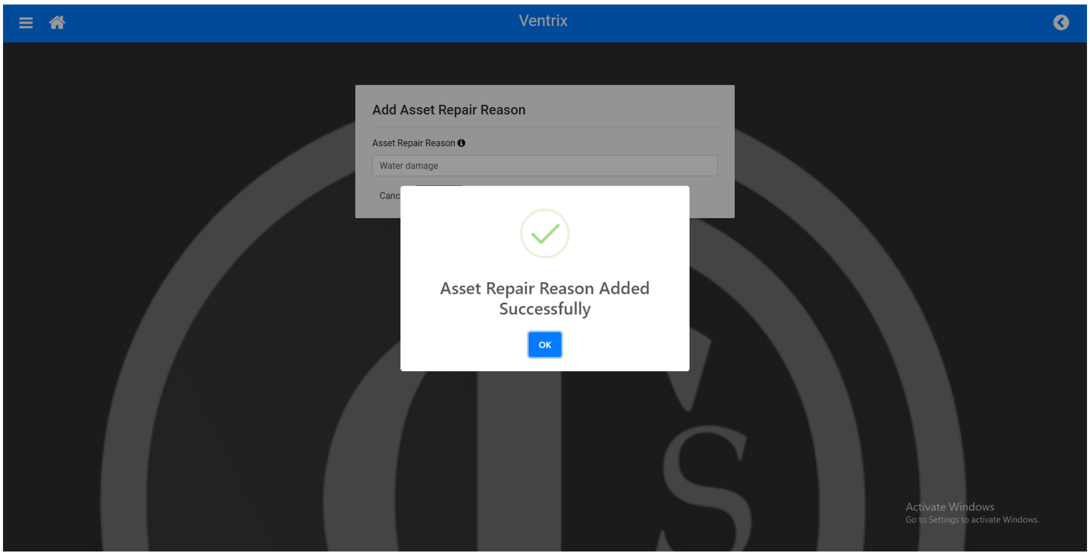
1.39 Create asset repair reason

Step	Description
Step 1	Click on the “Asset Repair Reason” nav bar item on the side navbar (under “Admin”).
Step 2	Click on the “Add New” button.
Step 3	Enter the asset repair reason.
Step 4	Click on the “Save” button.



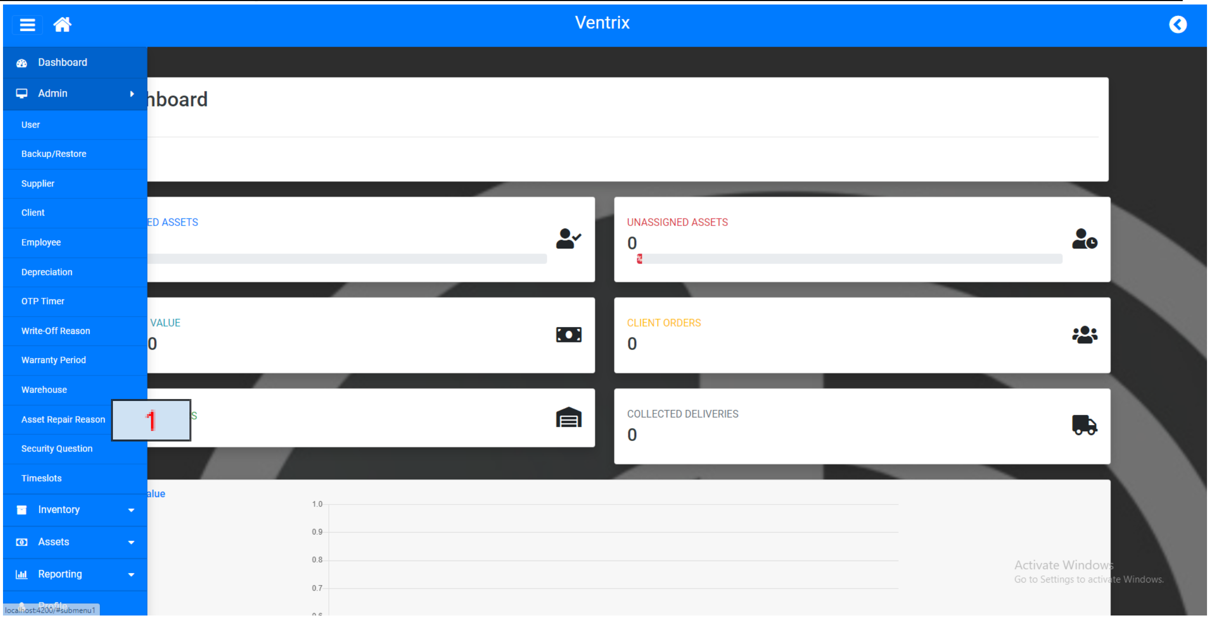


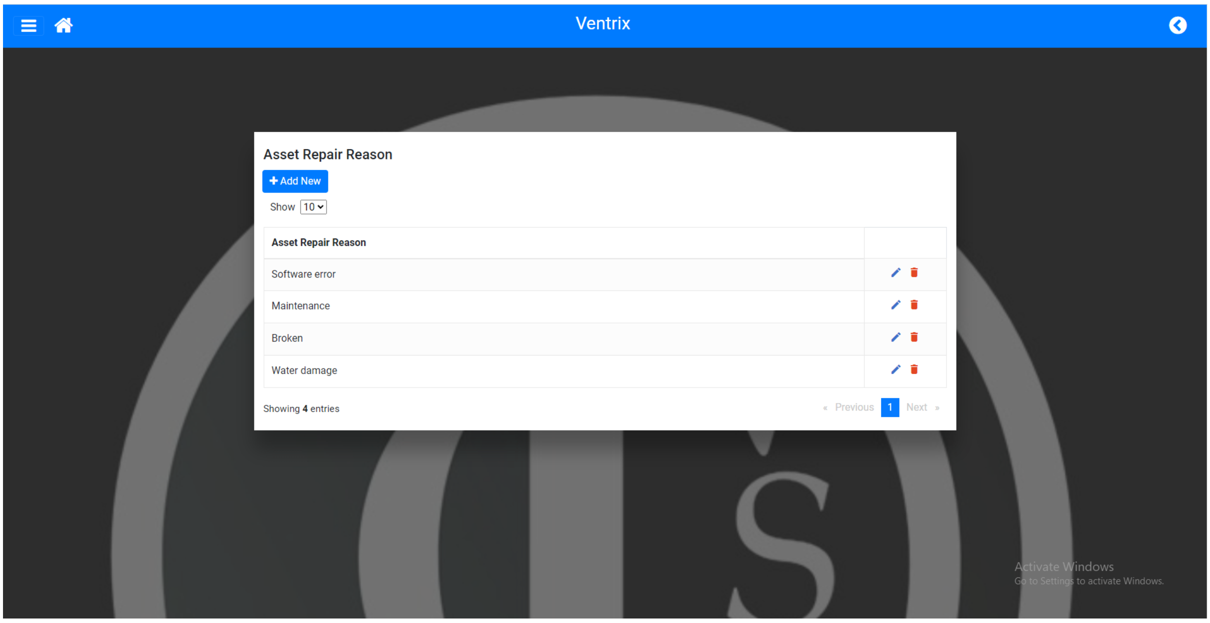

Ventrix
Add Asset Repair Reason
Asset Repair Reason
Water damage
3
Cancel
Save
4
Activate Windows
Go to Settings to activate Windows.


Ventrix
Add Asset Repair Reason
Asset Repair Reason
Water damage
Asset Repair Reason Added Successfully
OK
Activate Windows
Go to Settings to activate Windows.

1.40 Read asset repair reason

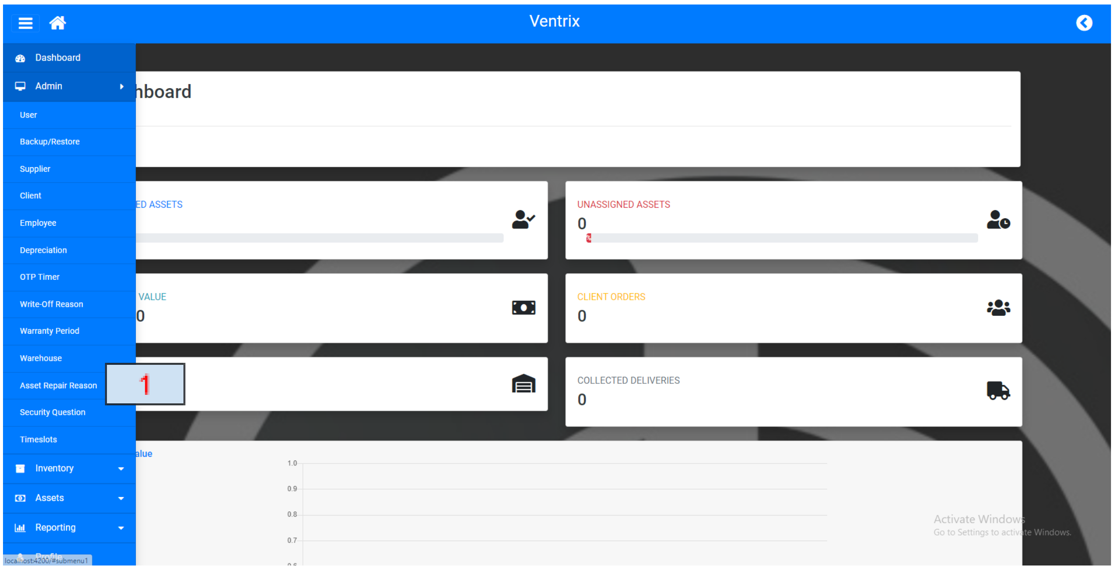
Step	Description
Step 1	Click on the “Asset Repair Reason” nav bar item on the side navbar (under “Admin”).

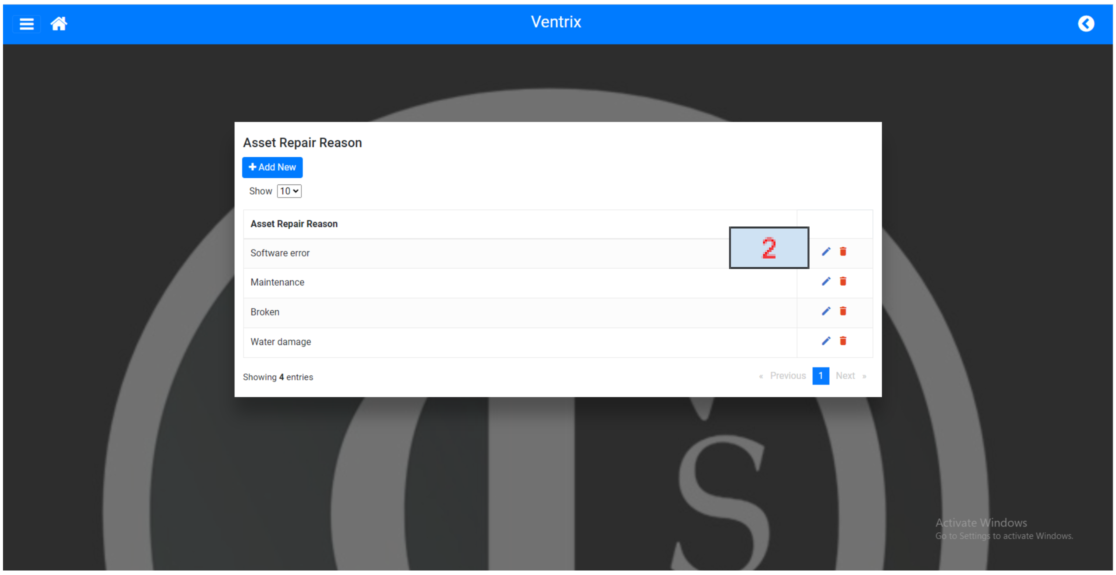


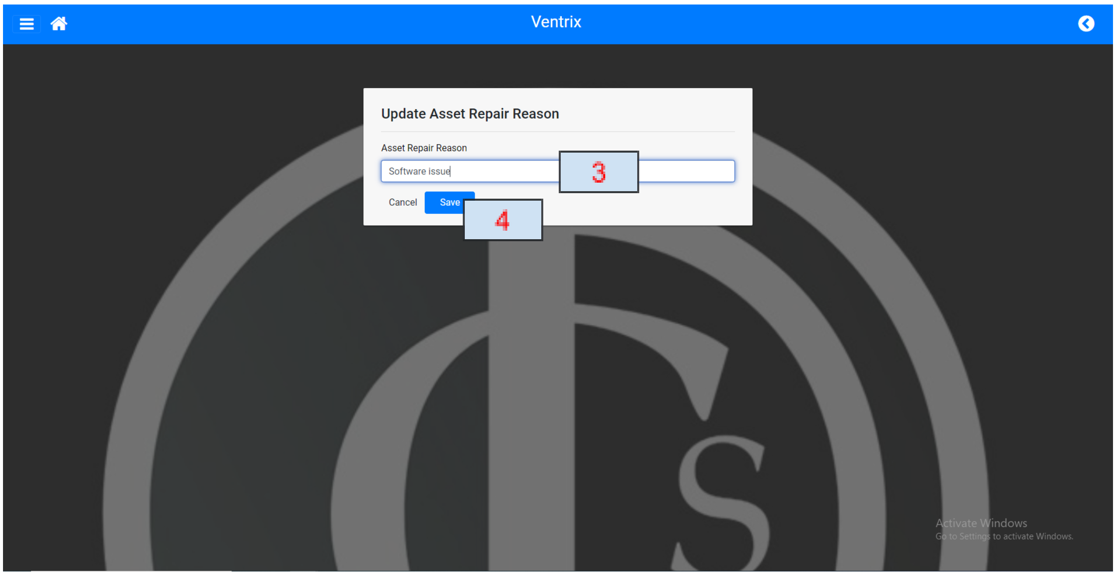


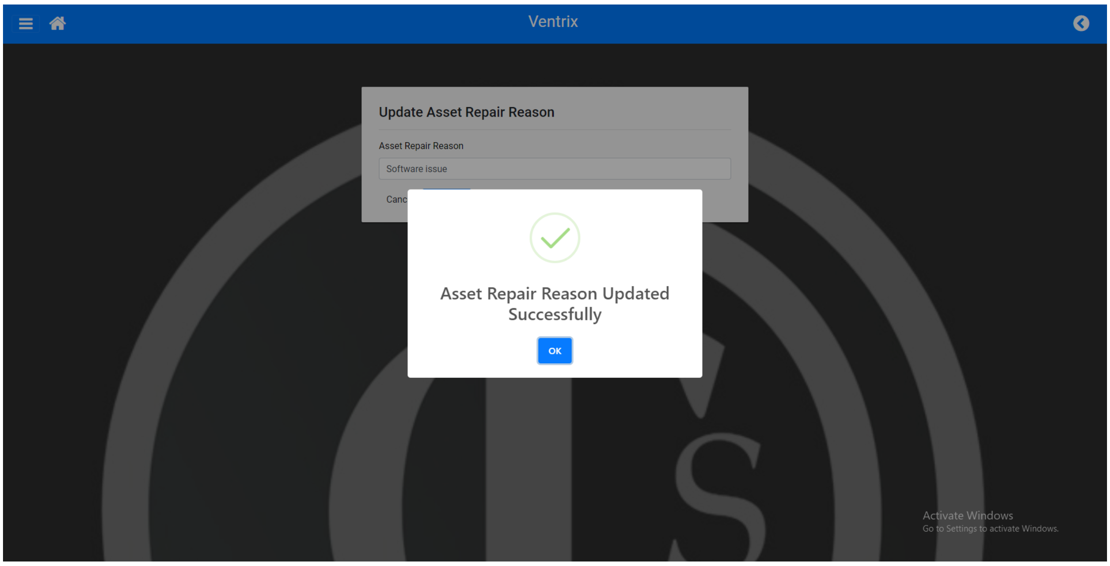
1.41 Update asset repair reason

Step	Description
Step 1	Click on the “Asset Repair Reason” nav bar item on the side navbar (under “Admin”).
Step 2	Click on the “Edit” icon (blue pencil).
Step 3	Enter the updated asset repair reason.
Step 4	Click on the “Save” button.



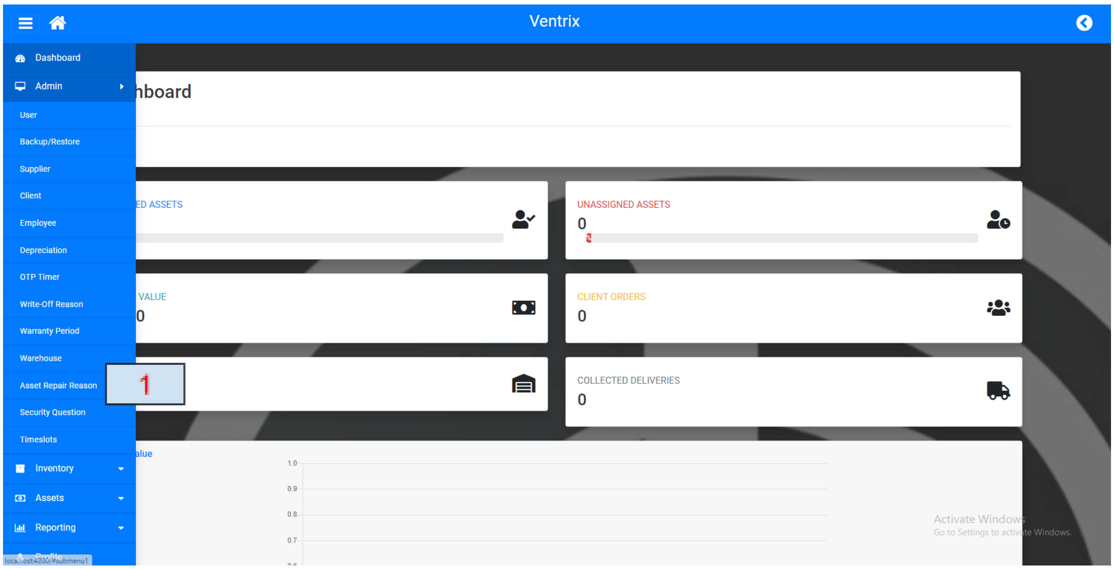


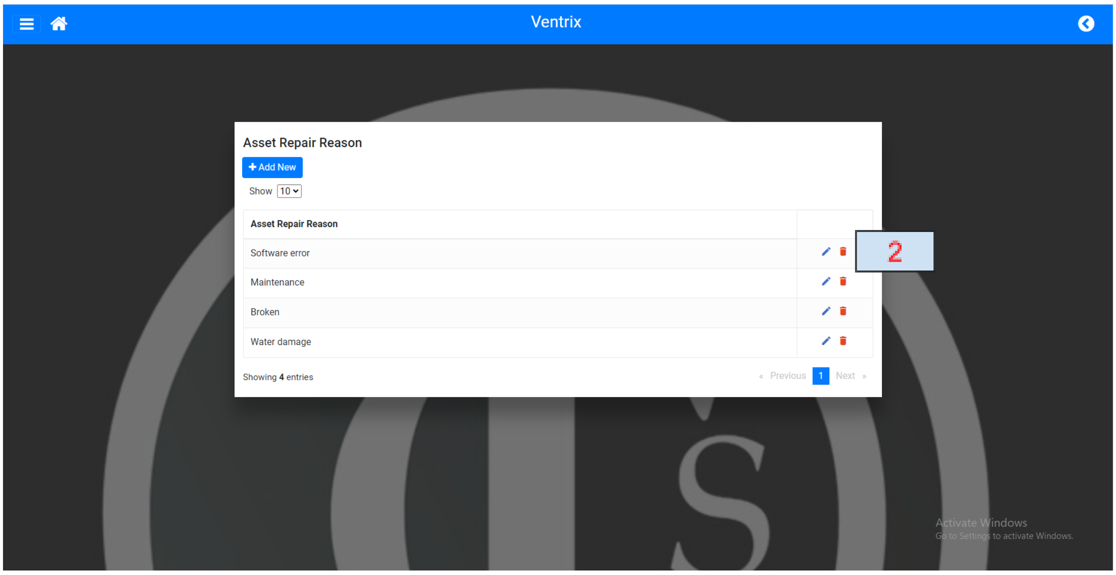

Ventrix
Update Asset Repair Reason
Asset Repair Reason
Software issue
3
Cancel
Save
4
Activate Windows
Go to Settings to activate Windows.

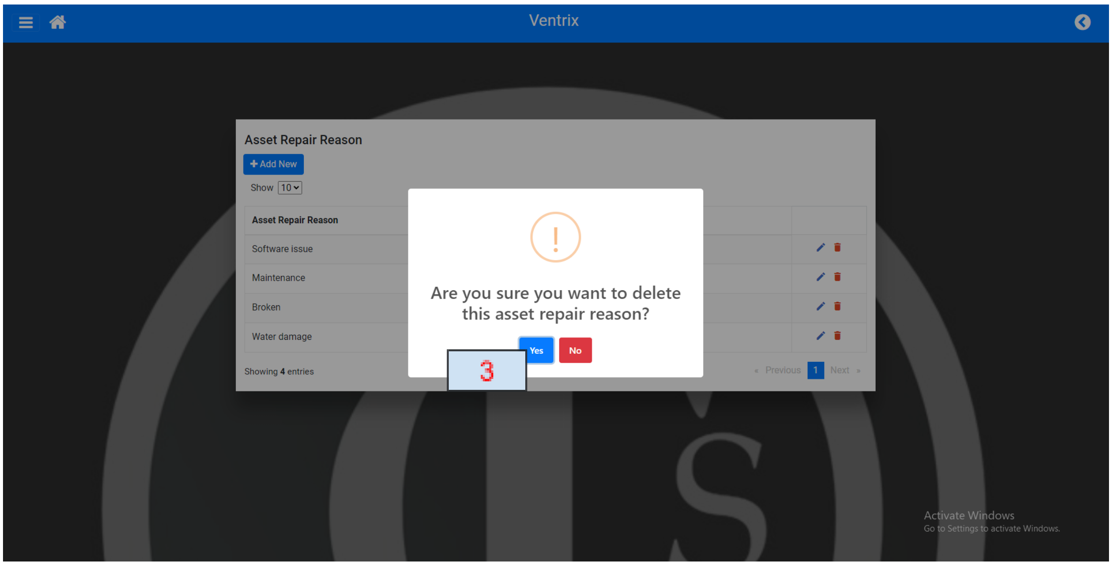

Ventrix
Update Asset Repair Reason
Asset Repair Reason
Software issue
Asset Repair Reason Updated Successfully
OK
Activate Windows
Go to Settings to activate Windows.

1.42 Delete asset repair reason

Step	Description
Step 1	Click on the “Asset Repair Reason” nav bar item on the side navbar (under “Admin”).
Step 2	Click on the “Delete” icon (red trash can).
Step 3	Click on the “Yes” button.

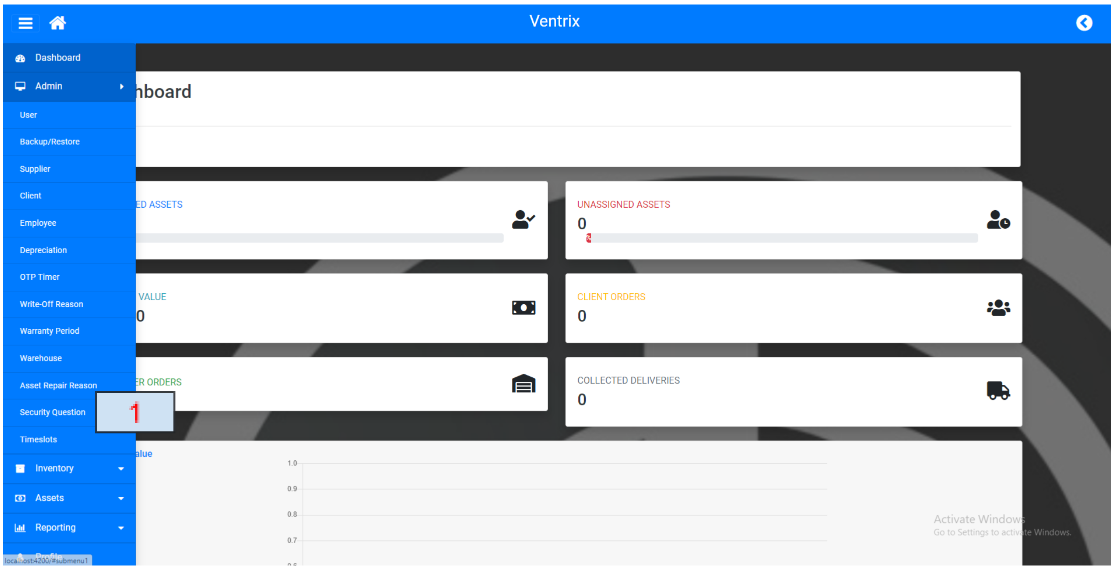


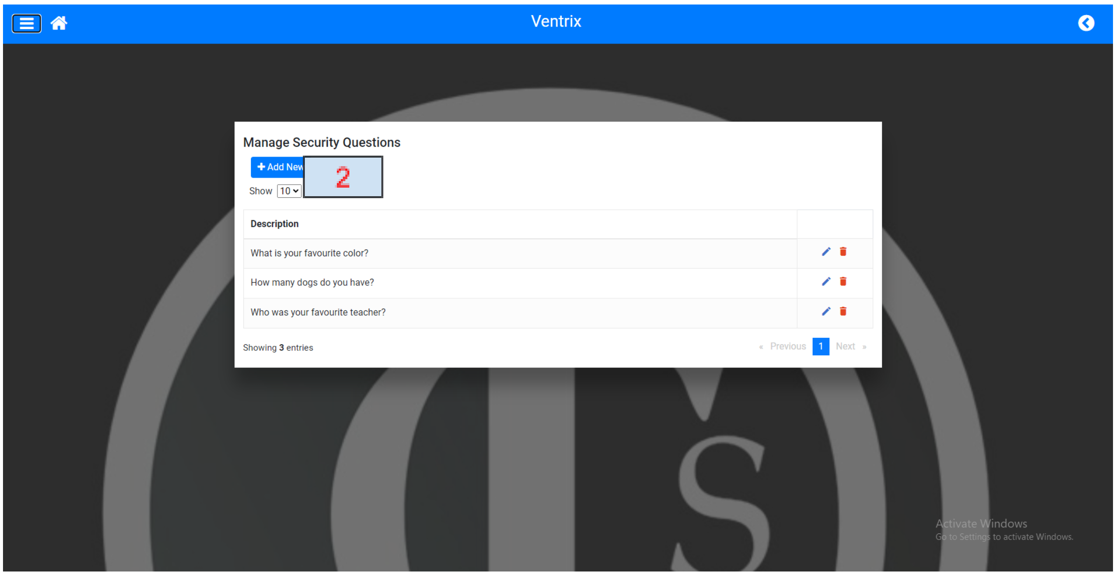

Ventrix
Asset Repair Reason
Add New
Show 10
Asset Repair Reason
Software error
Maintenance
Broken
Water damage
Showing 4 entries
Previous 1 Next
2
Activate Windows
Go to Settings to activate Windows.

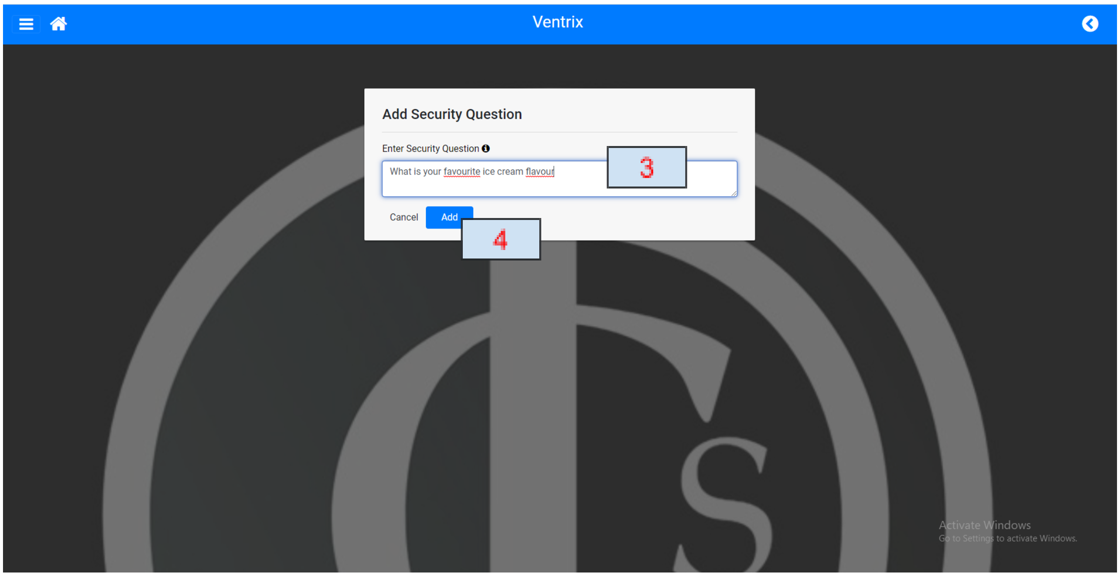

Ventrix
Asset Repair Reason
Add New
Show 10
Asset Repair Reason
Software issue
Maintenance
Broken
Water damage
Showing 4 entries
Are you sure you want to delete this asset repair reason?
Yes
No
3
Previous 1 Next
Activate Windows
Go to Settings to activate Windows.

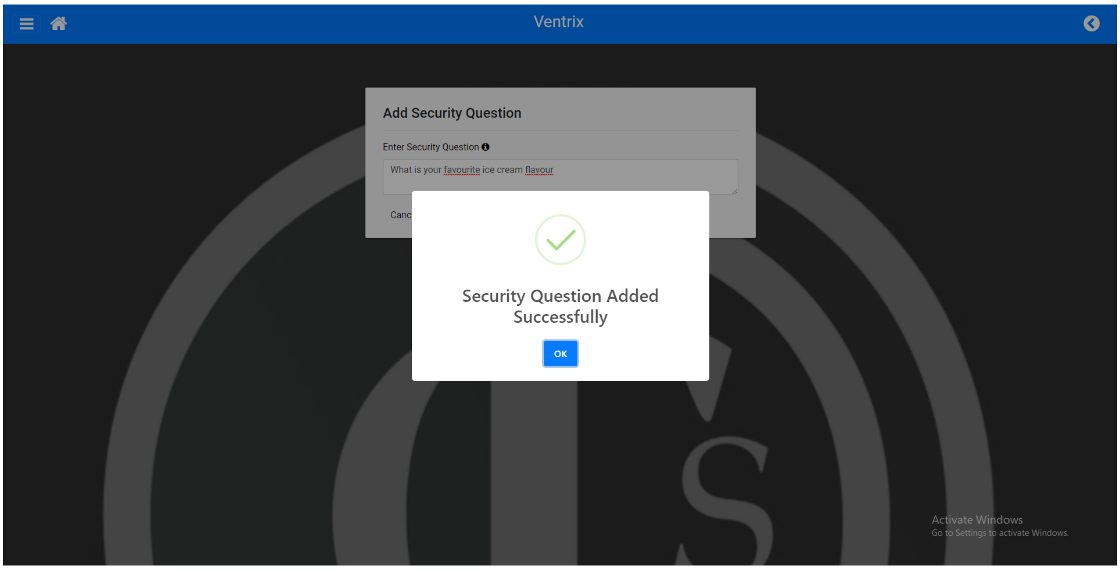
1.43 Create security question

Step	Description
Step 1	Click on the “Security Question” nav bar item on the side navbar (under “Admin”).
Step 2	Click on the “Add New” button.
Step 3	Click on the “Yes” button.



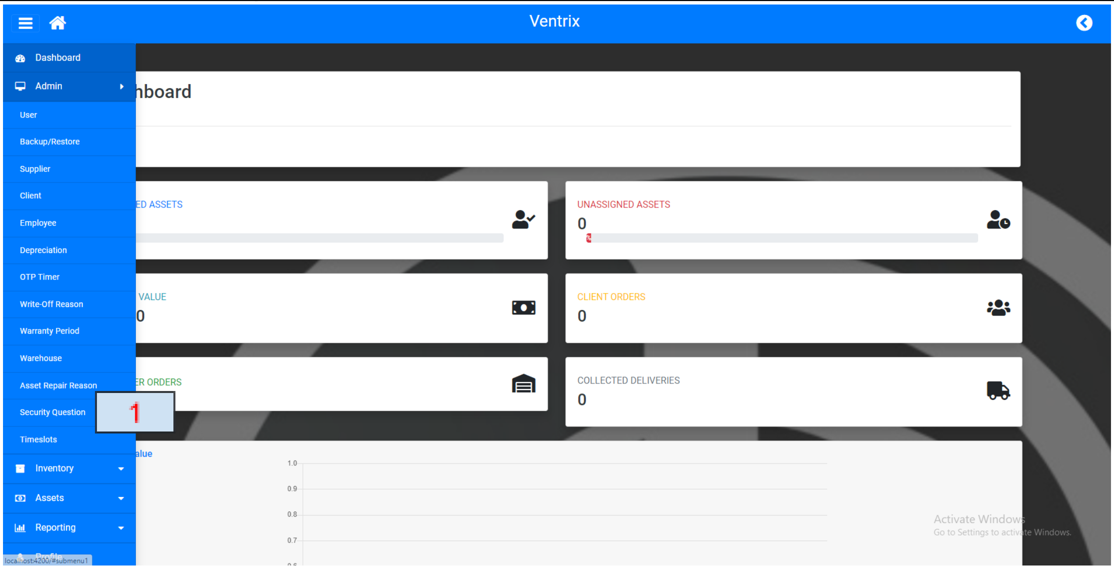


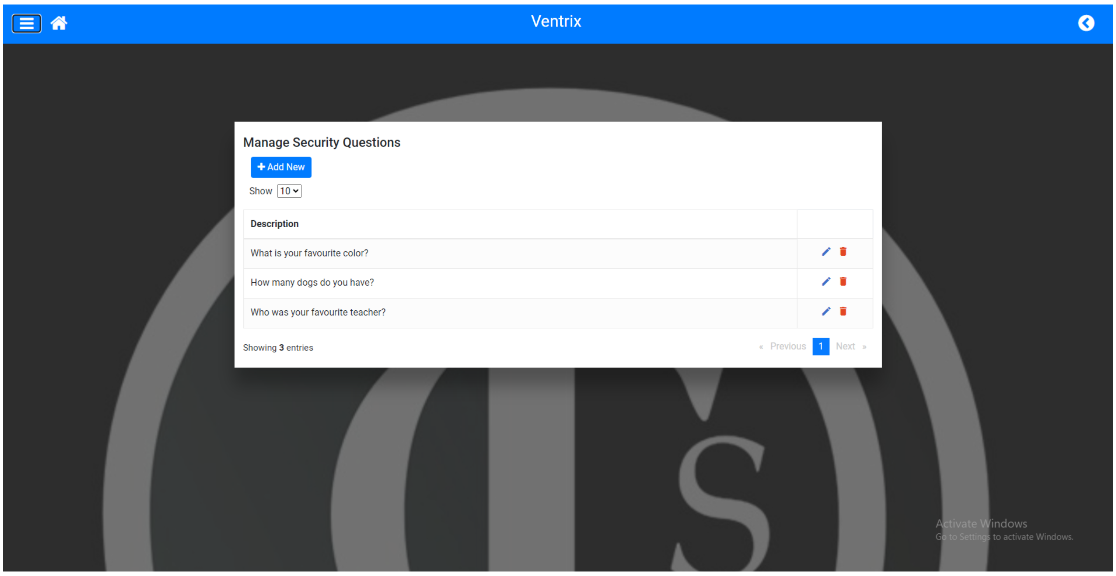

Ventrix
Add Security Question
Enter Security Question
What is your favourite ice cream flavour
3
Cancel
Add
4
Activate Windows
Go to Settings to activate Windows.


Ventrix
Add Security Question
Enter Security Question
What is your favourite ice cream flavour
Security Question Added Successfully
OK
Activate Windows
Go to Settings to activate Windows.

1.44 Read security question

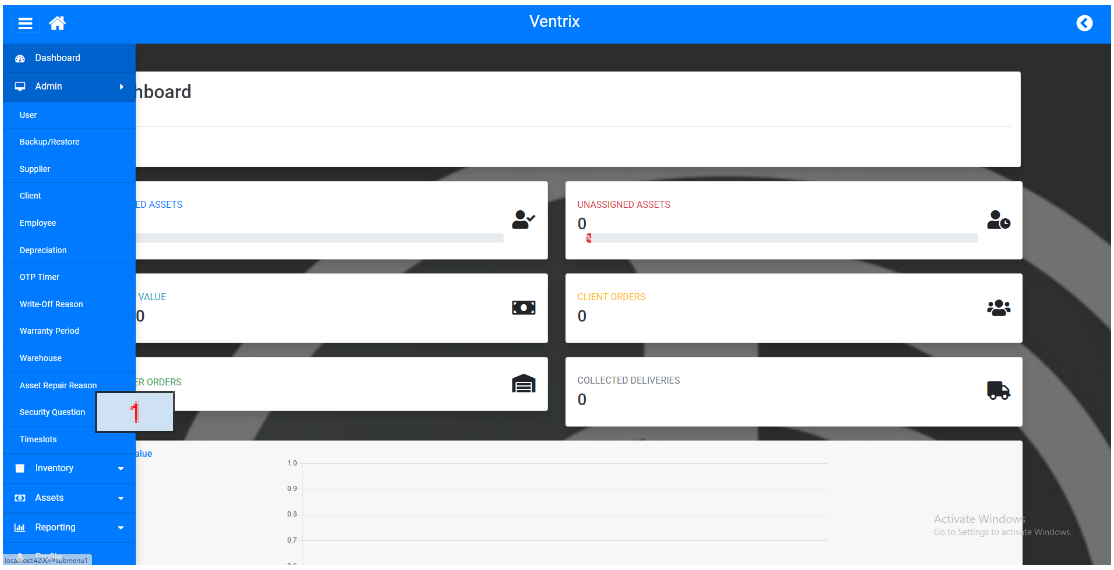
Step	Description
Step 1	Click on the "Security Question" nav bar item on the side navbar (under "Admin").

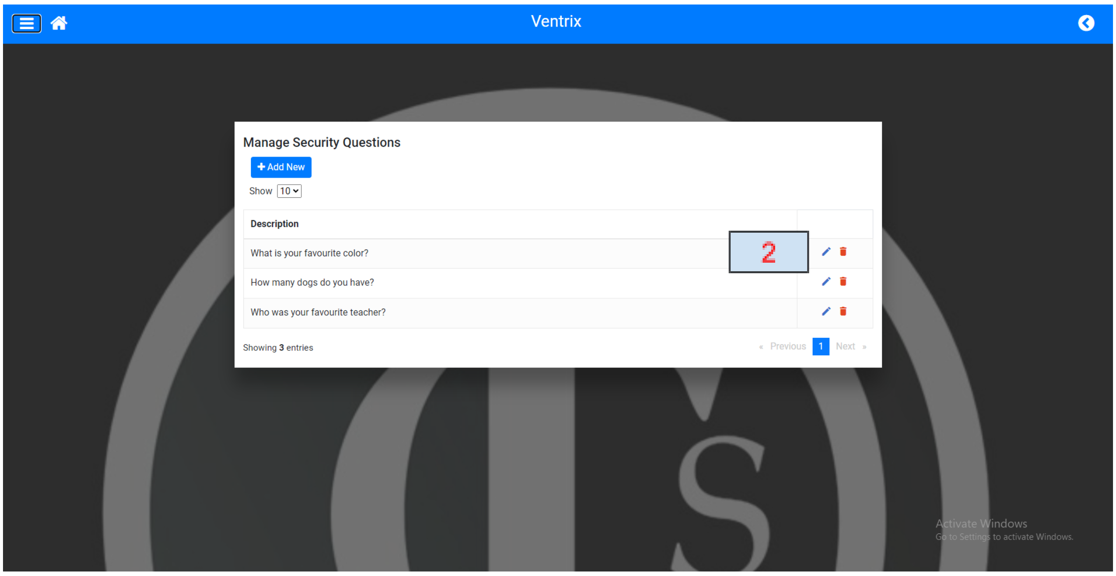


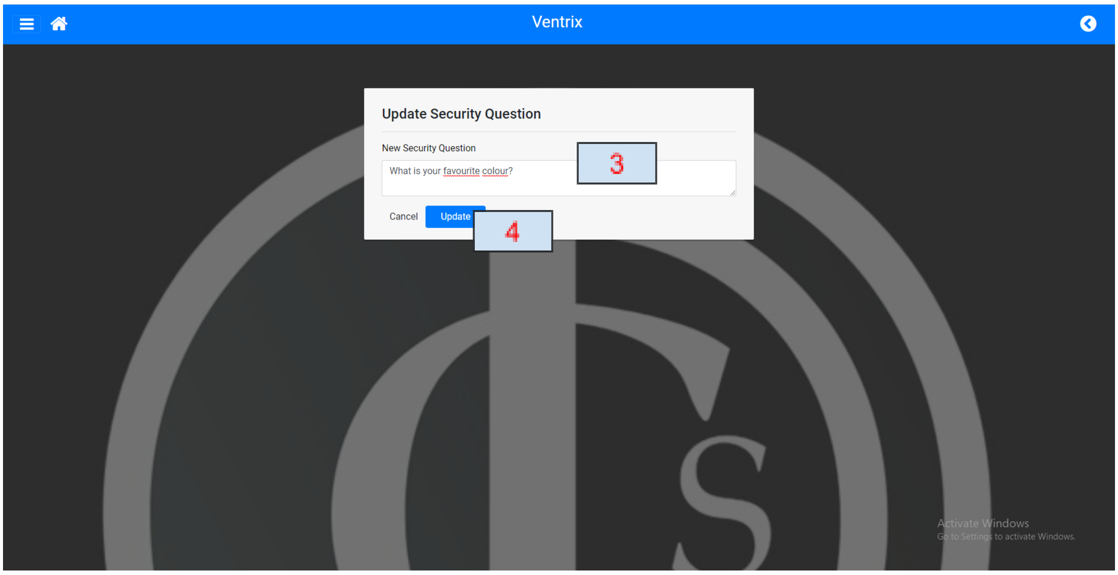


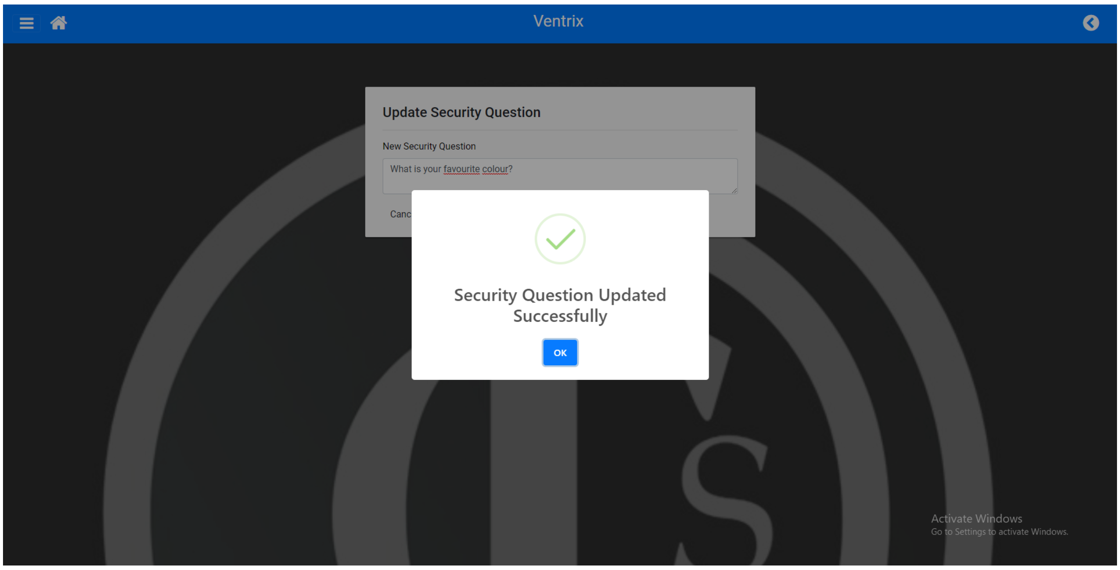
1.45 Update security question

Step	Description
Step 1	Click on the “Security Question” nav bar item on the side navbar (under “Admin”).
Step 2	Click on the “Edit” icon (blue pencil).
Step 3	Enter the updated security question.
Step 4	Click on the “Update” button.



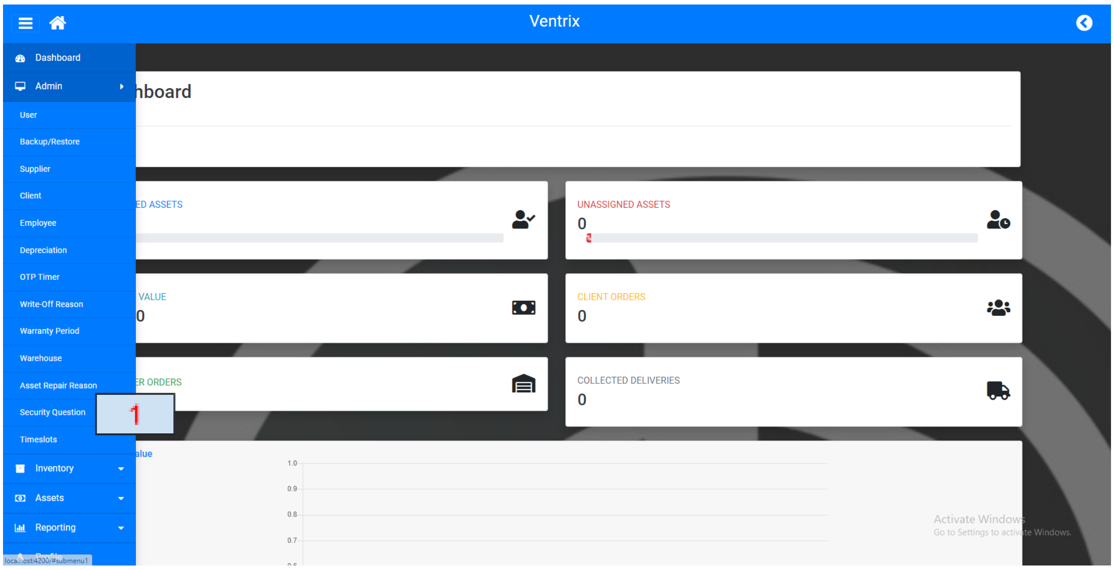


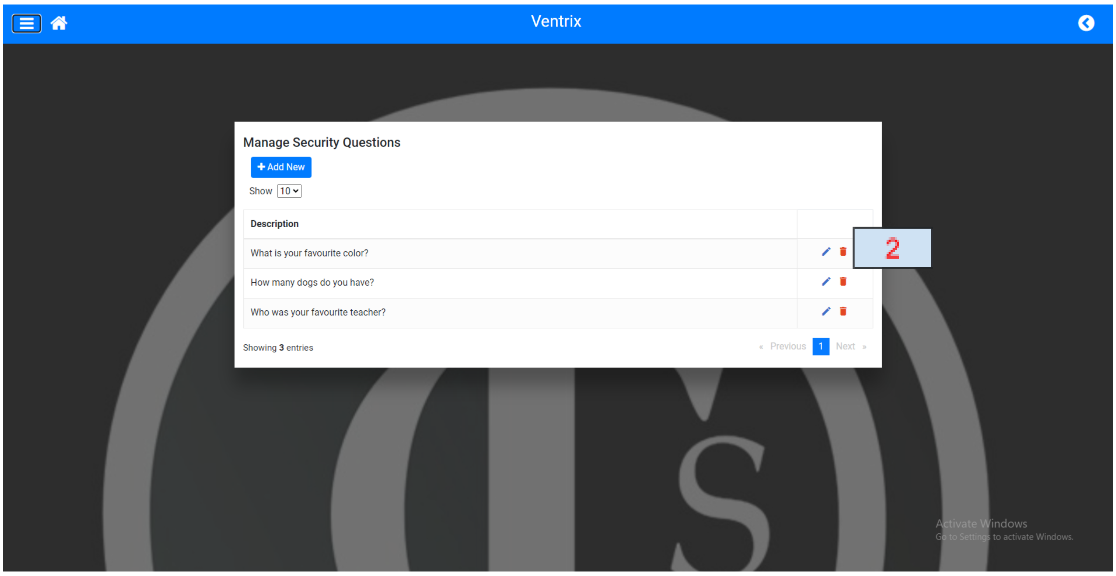

Ventrix
Update Security Question
New Security Question
What is your favourite colour?
3
Cancel
Update
4
Activate Windows
Go to Settings to activate Windows.

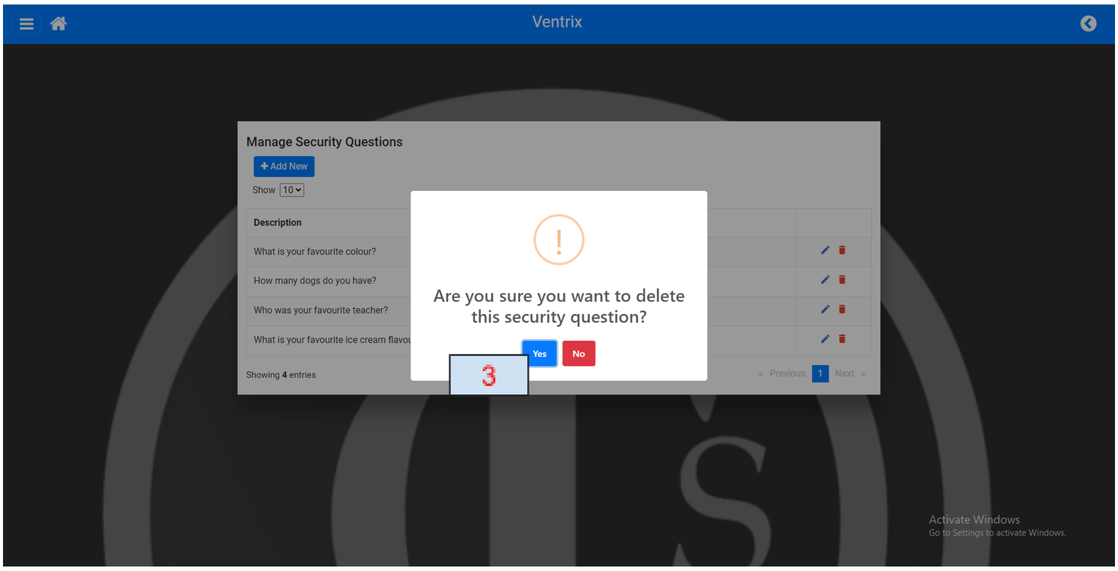

Ventrix
Update Security Question
New Security Question
What is your favourite colour?
Security Question Updated Successfully
OK
Activate Windows
Go to Settings to activate Windows.

1.46 Delete security question

Step	Description
Step 1	Click on the “Security Question” nav bar item on the side navbar (under “Admin”).
Step 2	Click on the “Delete” icon (red trash can).
Step 3	Click on the “Yes” button.

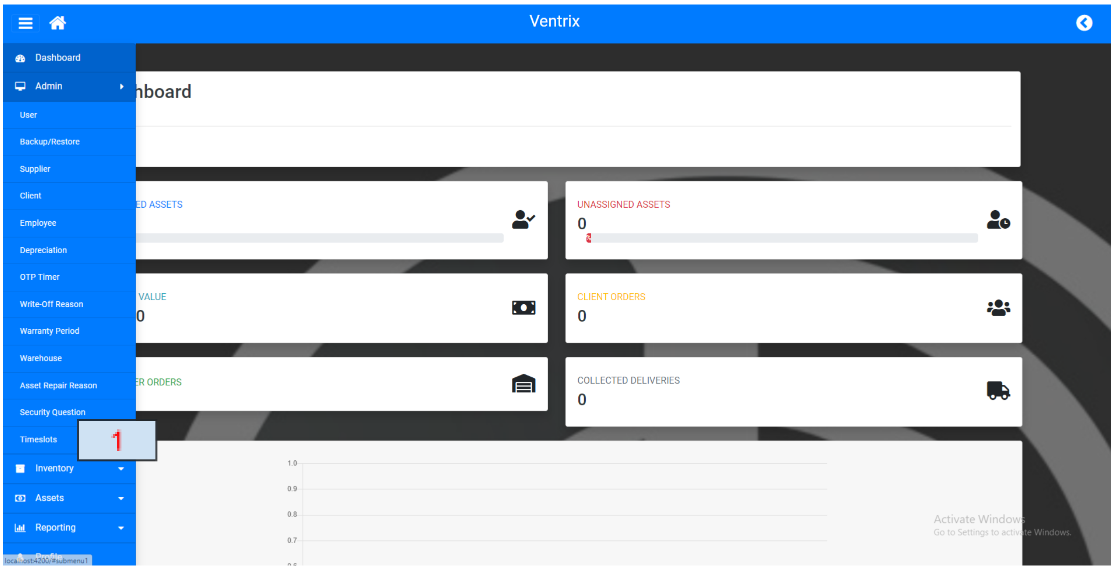


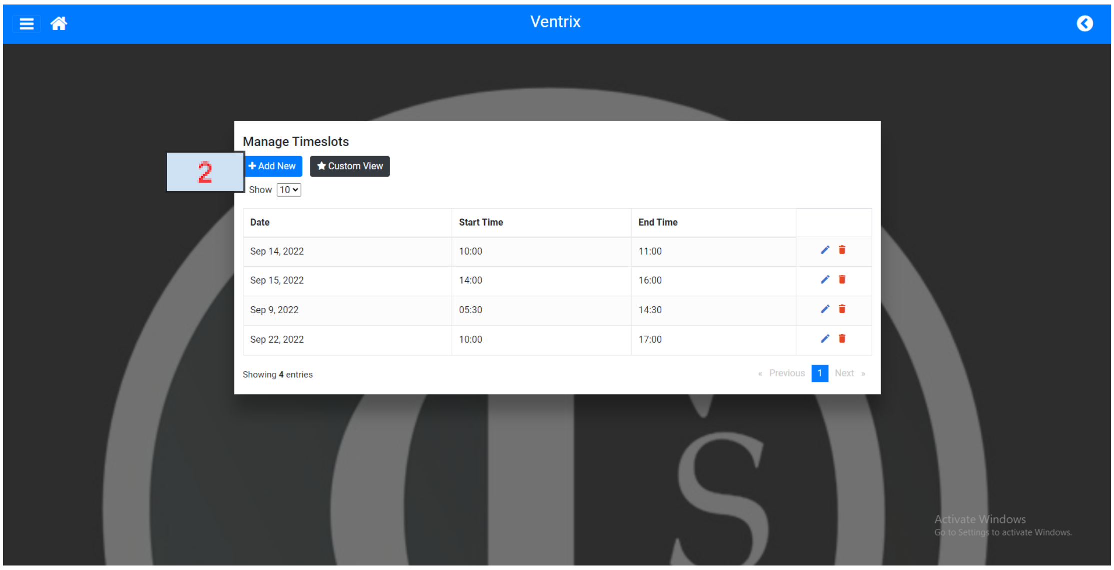


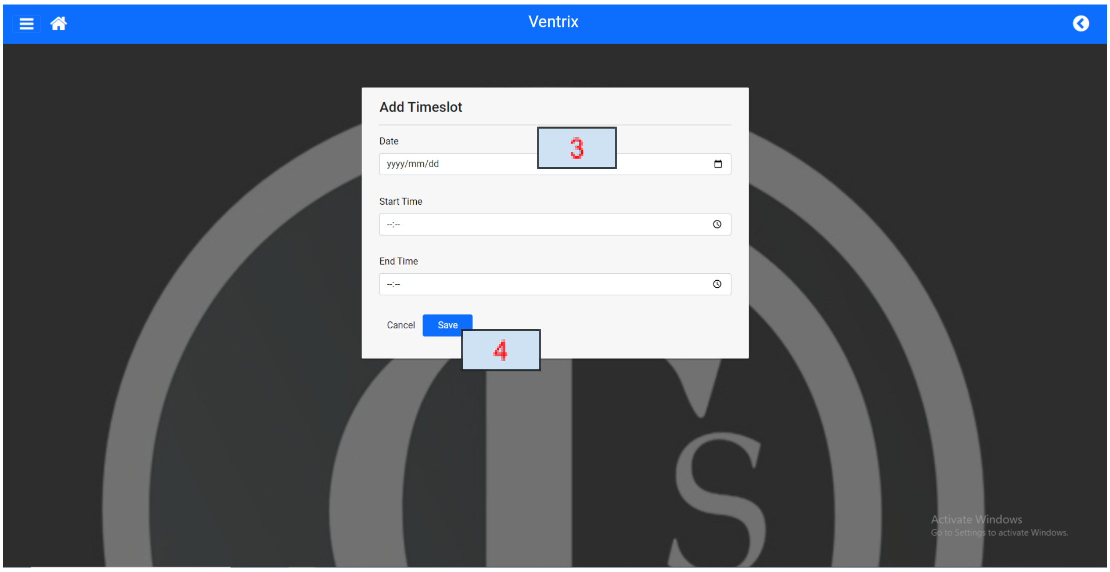

Ventrix
Manage Security Questions
Add New
Show 10
Description
What is your favourite colour?
How many dogs do you have?
Who was your favourite teacher?
What is your favourite ice cream flavou
Showing 4 entries
Are you sure you want to delete this security question?
Yes
No
3
Previous
1
Next
Activate Windows
Go to Settings to activate Windows.

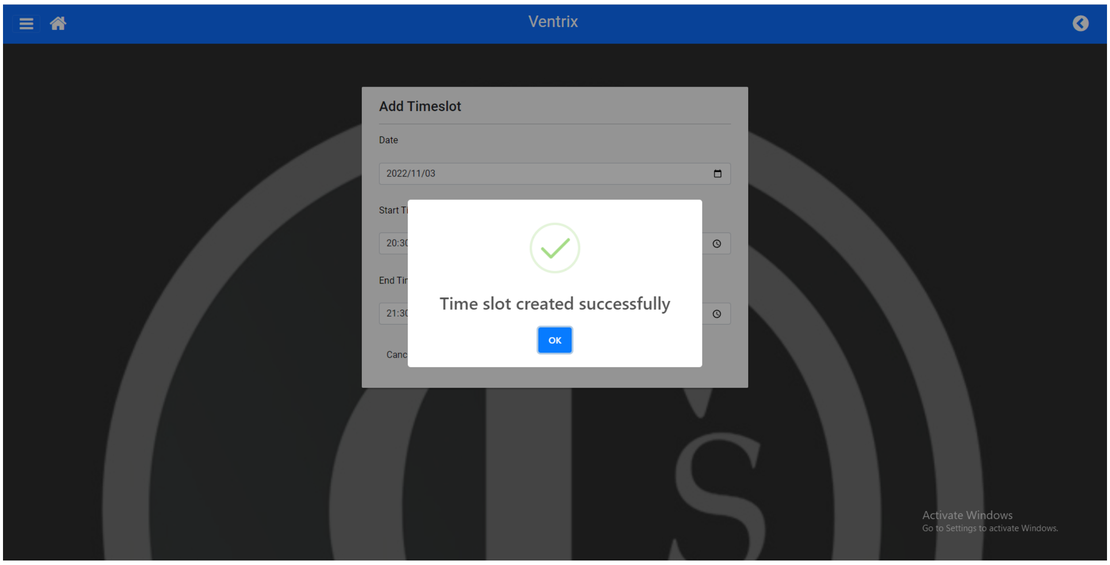
1.47 Create time slot

Step	Description
Step 1	Click on the “Timeslots” nav bar item on the side navbar (under “Admin”).
Step 2	Click on the “Add New” button.
Step 3	Select the timeslot’s date, start time and end time.
Step 4	Click on the “Save” button.



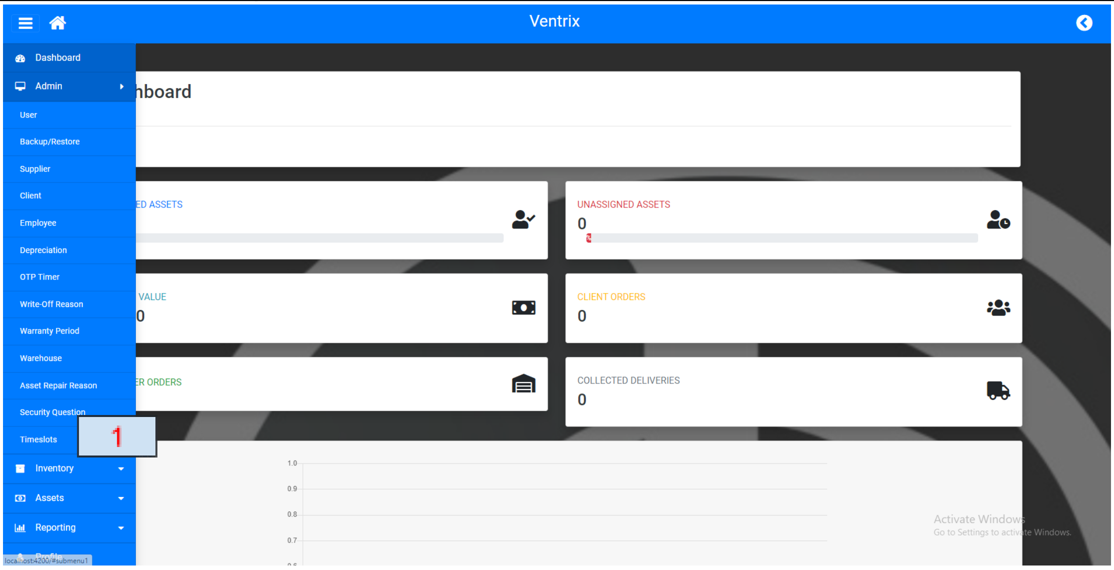


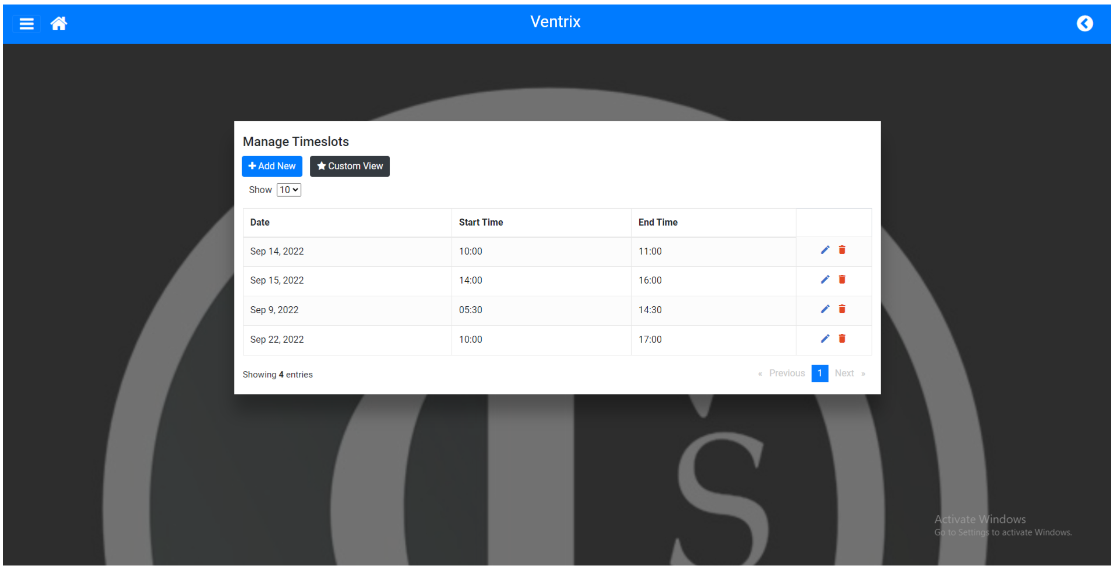

Ventrix
Add Timeslot
Date
yyyy/mm/dd
3
Start Time
End Time
Cancel
Save
4
Activate Windows
Go to Settings to activate Windows.


Ventrix
Add Timeslot
Date
2022/11/03
Time slot created successfully
OK
Activate Windows
Go to Settings to activate Windows.

1.48 Read time slots

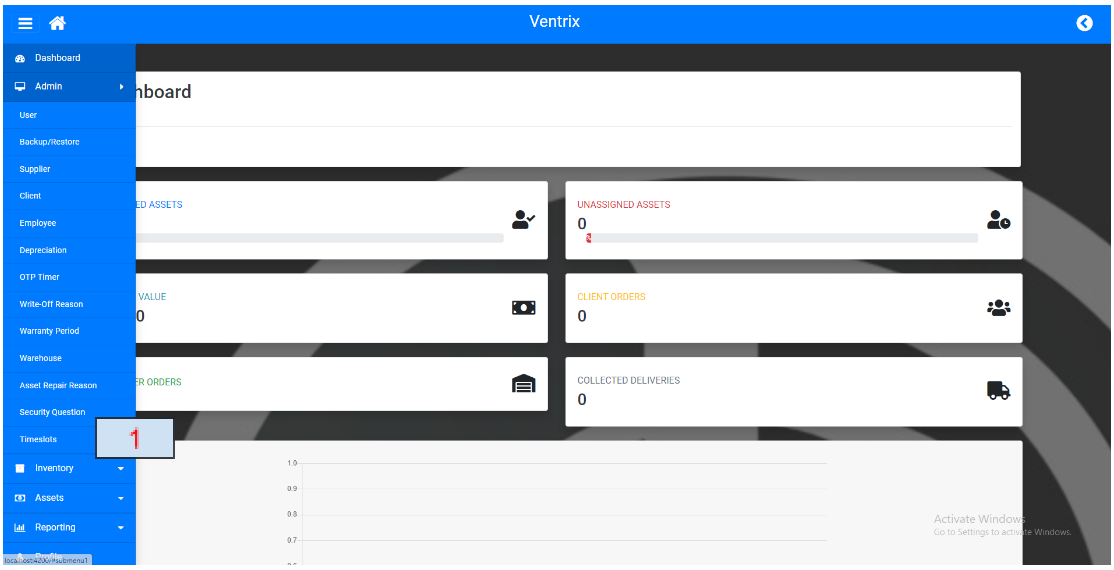
Step	Description
Step 1	Click on the "Timeslots" nav bar item on the side navbar (under "Admin").

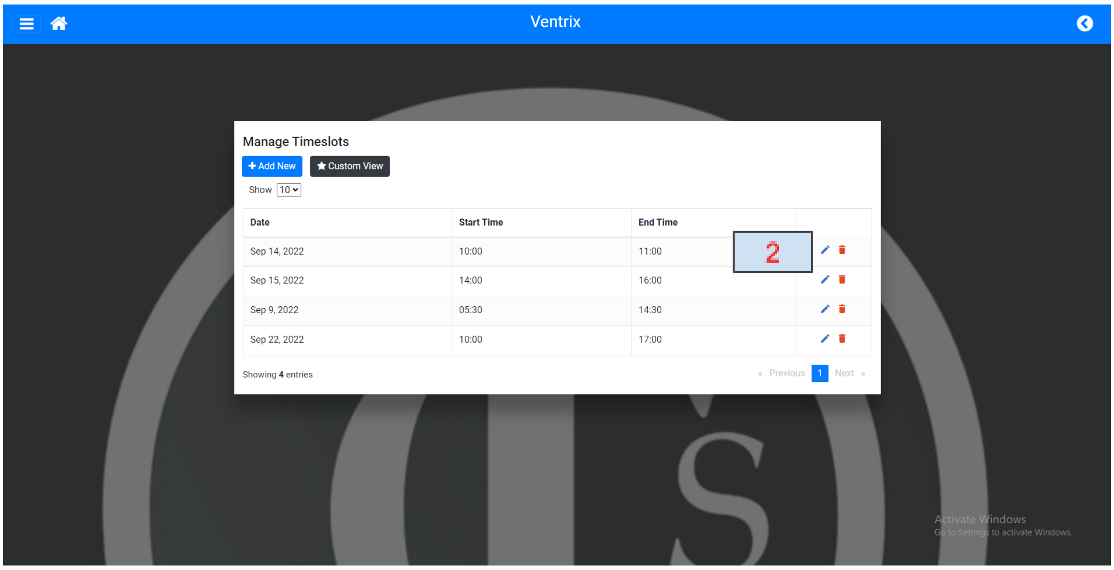


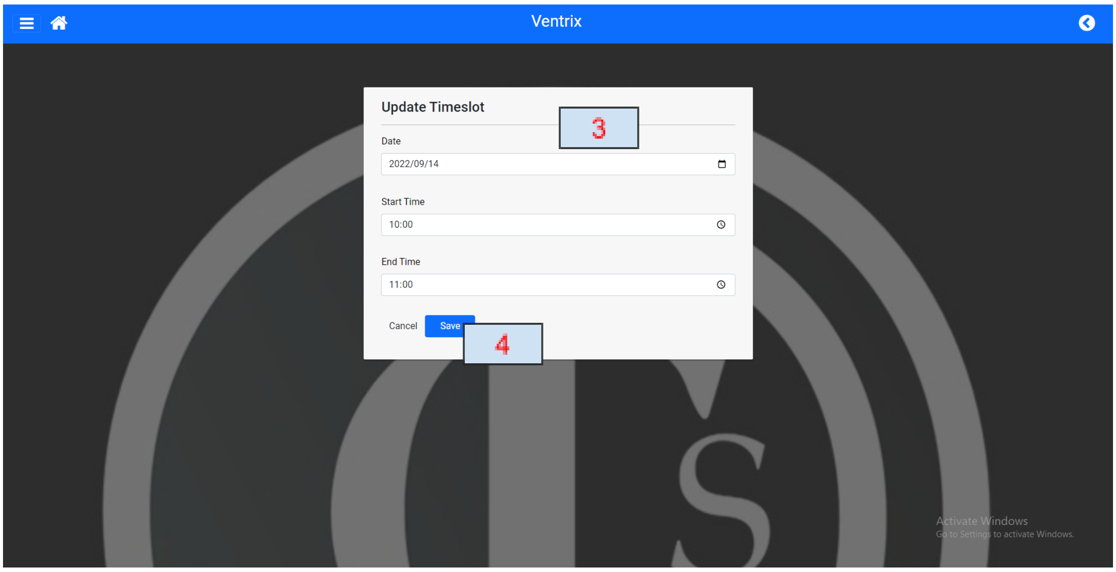


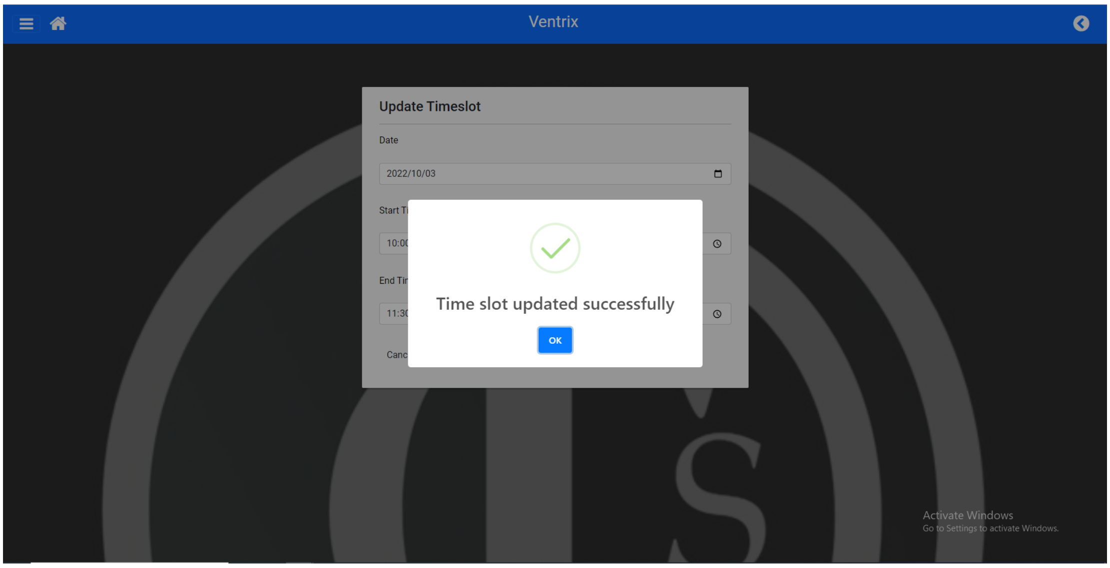
1.49 Update time slot

Step	Description
Step 1	Click on the “Timeslots” nav bar item on the side navbar (under “Admin”).
Step 2	Click on the “Edit” icon (blue pencil).
Step 3	Select the updated date and/or start time and/or end time
Step 4	Click on the “Save” button.

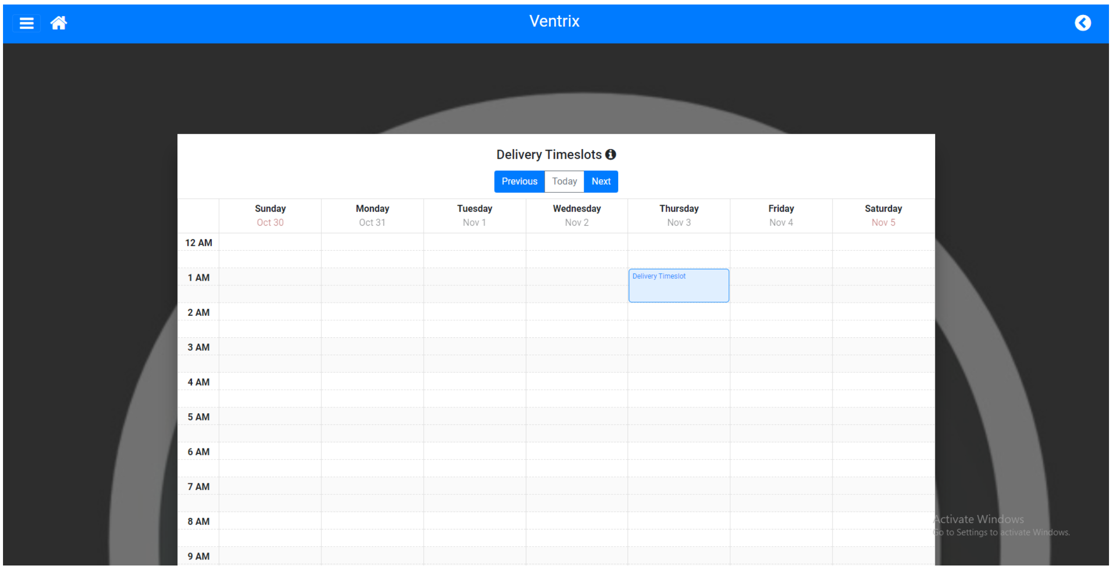






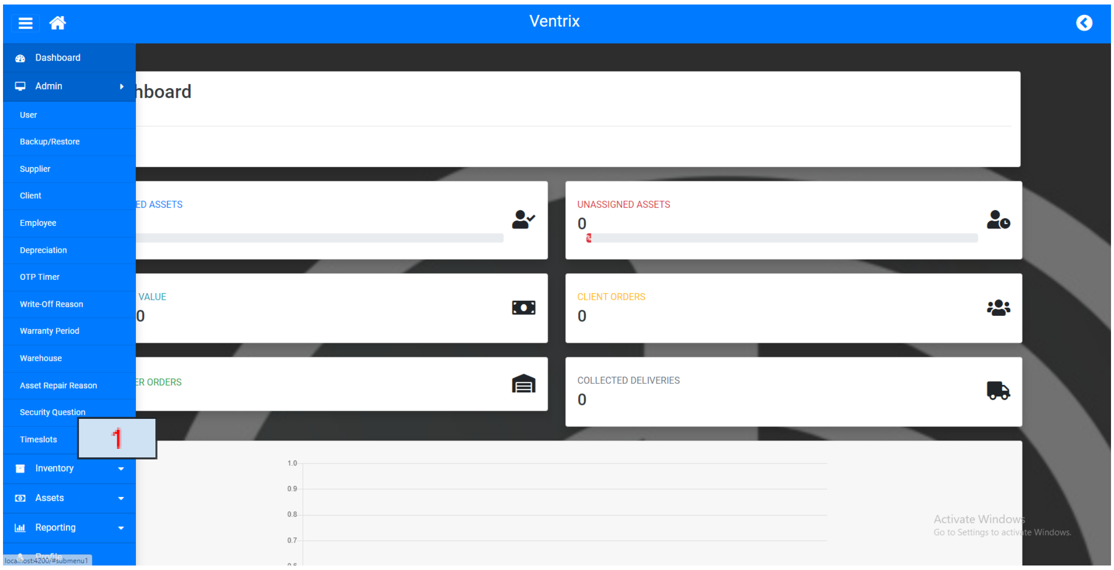


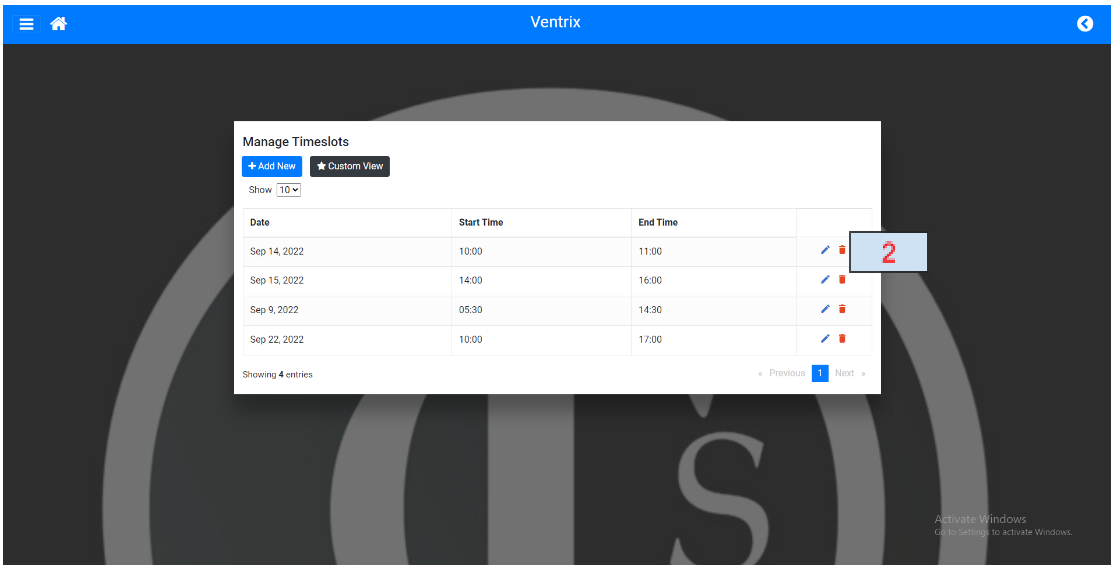
Time slots can also be edited using the custom view feature which can be seen below:

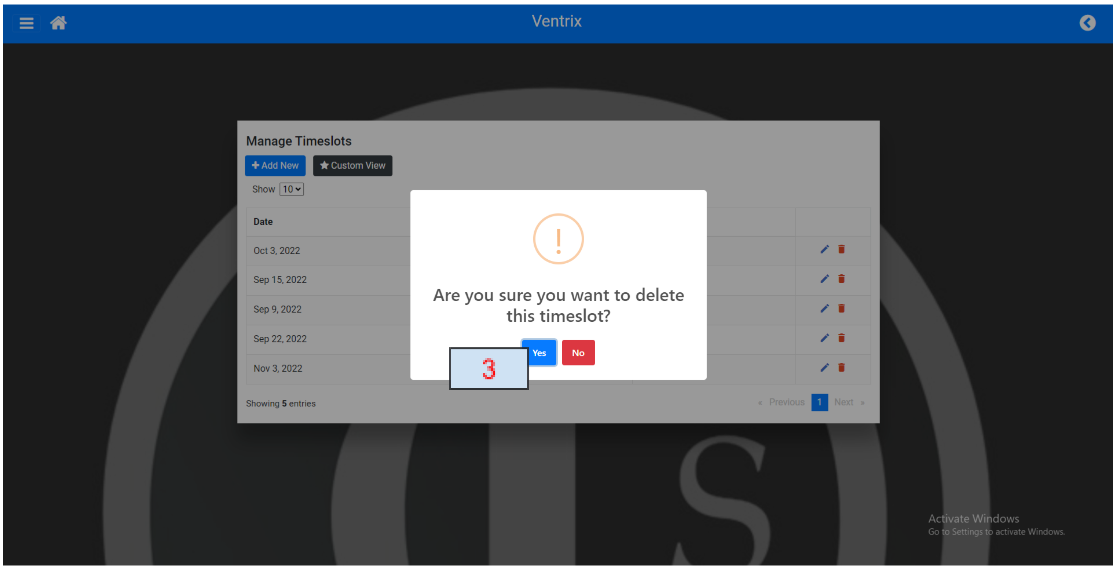


1.50 Delete time slot

Step	Description
Step 1	Click on the “Timeslots” nav bar item on the side navbar (under “Admin”).
Step 2	Click on the “Delete” icon (red trash can).
Step 3	Click on the “Yes” button.




Ventrix
Manage Timeslots
Add New
Custom View
Show 10
Date
Start Time
End Time
Sep 14, 2022
10:00
11:00
Sep 15, 2022
14:00
16:00
Sep 9, 2022
05:30
14:30
Sep 22, 2022
10:00
17:00
Showing 4 entries
Previous
1
Next
2
Activate Windows
Go to Settings to activate Windows.

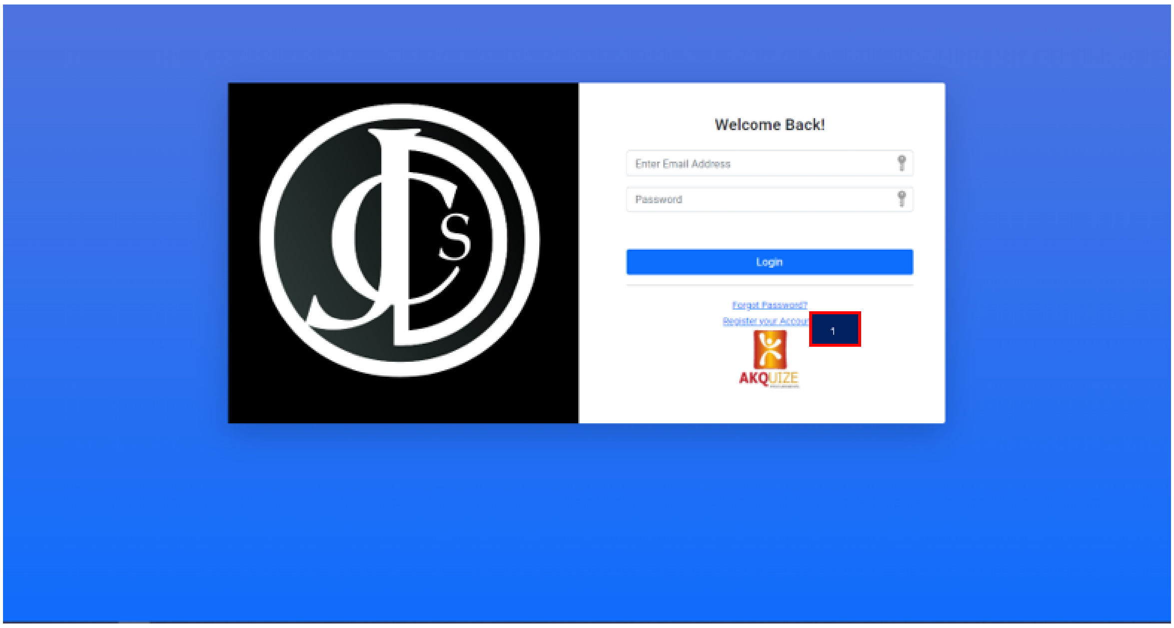

Ventrix
Manage Timeslots
Add New
Custom View
Show 10
Date
Oct 3, 2022
Sep 15, 2022
Sep 9, 2022
Sep 22, 2022
Nov 3, 2022
Are you sure you want to delete this timeslot?
Yes
No
3
Showing 5 entries
Previous
1
Next
Activate Windows
Go to Settings to activate Windows.

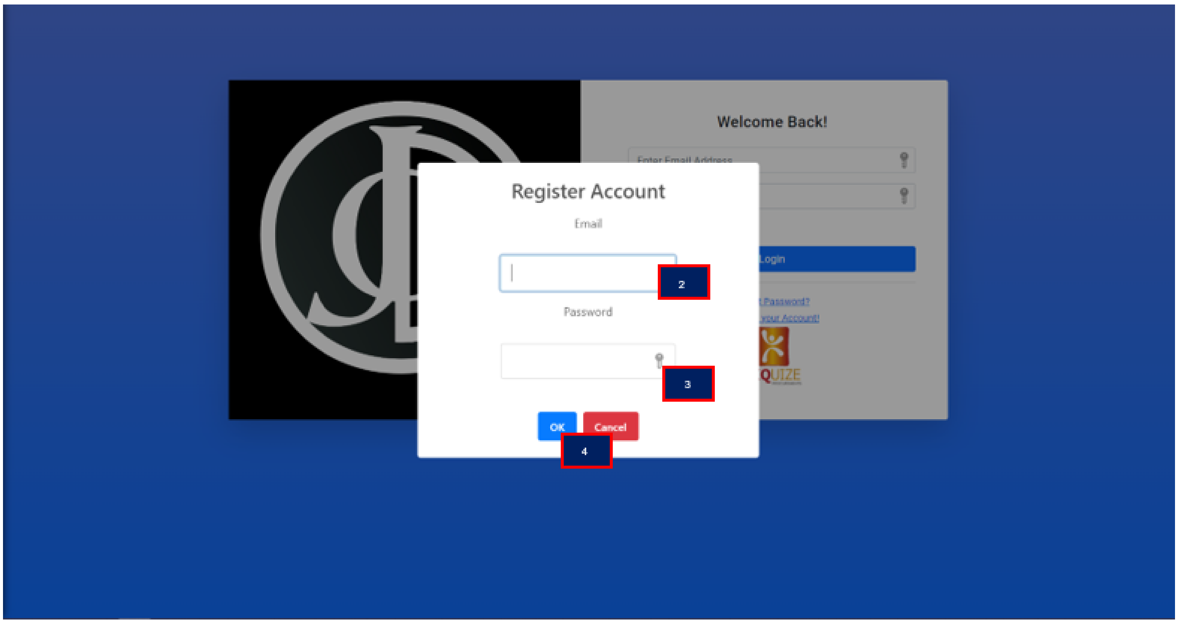
Subsystem 2 - Access

2.1 Register user

Step	Description
Step 1	Click on the “Register your Account” hyperlink
Step 2	Enter in your email address
Step 3	Enter in the password provided
Step 4	Click on the “OK” button
Step 5	Select your title
Step 6	Enter in your name
Step 7	Enter in your surname
Step 8	Enter in your ID number
Step 9	Enter in your email address
Step 10	Enter in your phone number
Step 11	Enter in your home address
Step 12	Click on the “Next” button
Step 13	Enter in the OTP received
Step 14	Click on the “Submit” button
Step 15	Click on the “OK” button

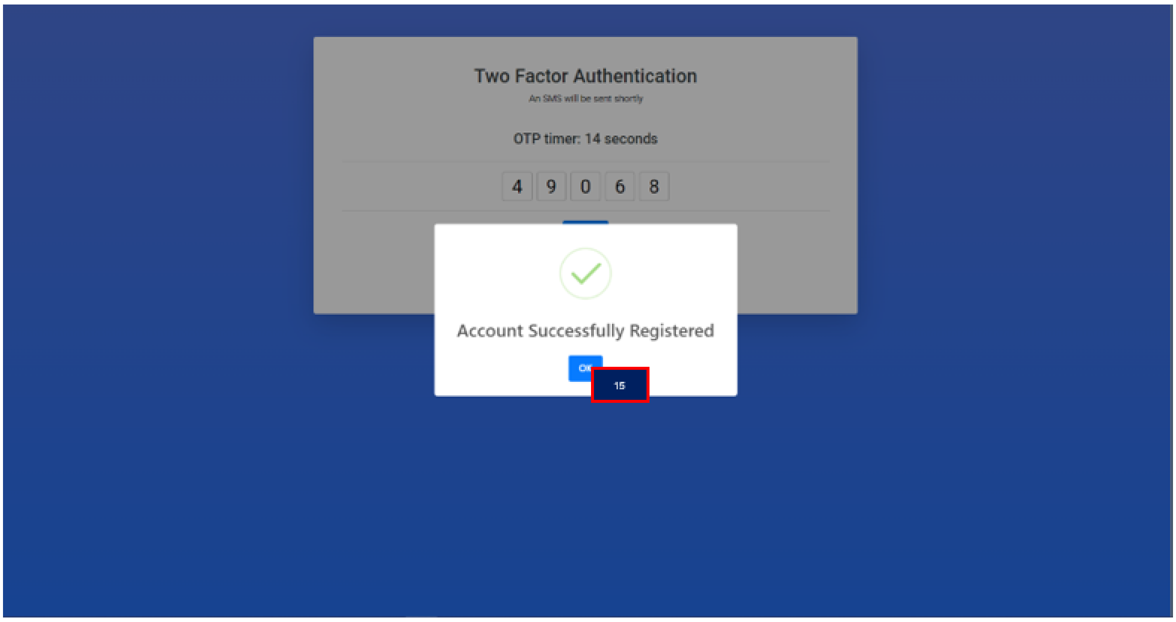
Step 16	Select a security question
Step 17	Enter in an answer for the security question
Step 18	Select a security question
Step 19	Enter in an answer for the security question
Step 20	Select a security question
Step 21	Enter in an answer for the security question
Step 22	Click on the “Submit” button
Step 23	Click on the “OK” button

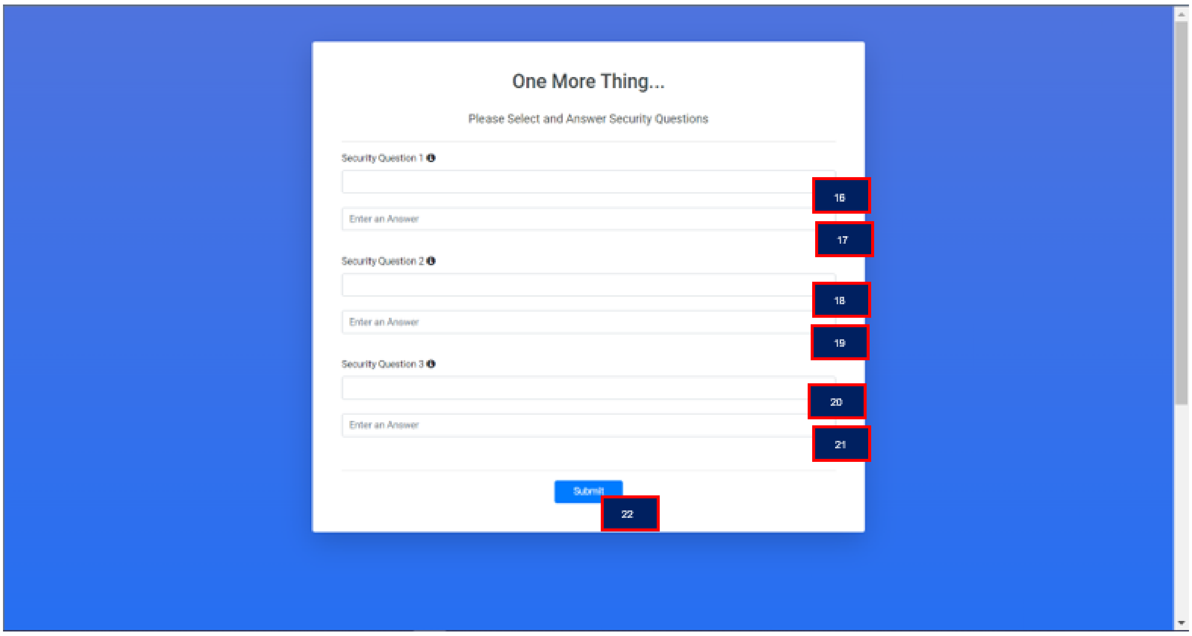


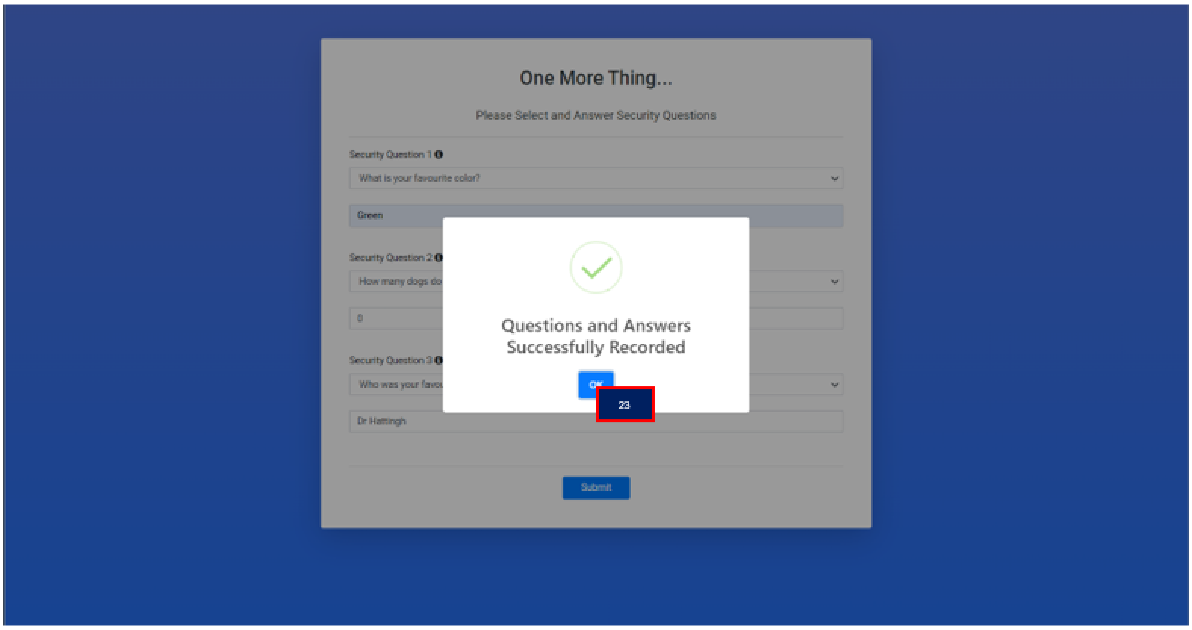

Welcome Back!
Register Account
Email
2
Password
3
OK
Cancel
4
Login


Add Account Details
Title
5
Name
Enter Name
6
Surname
Enter Surname
7
ID Number
Enter ID Number
8
Email address
Enter Email Address
9
Phone number
Enter Phone Number
10
Home address
Enter Home Address
11
Next
12
Already have an Account?
AKQUIZE


Two Factor Authentication
An SMS will be sent shortly
OTP timer: 45 seconds
13
14

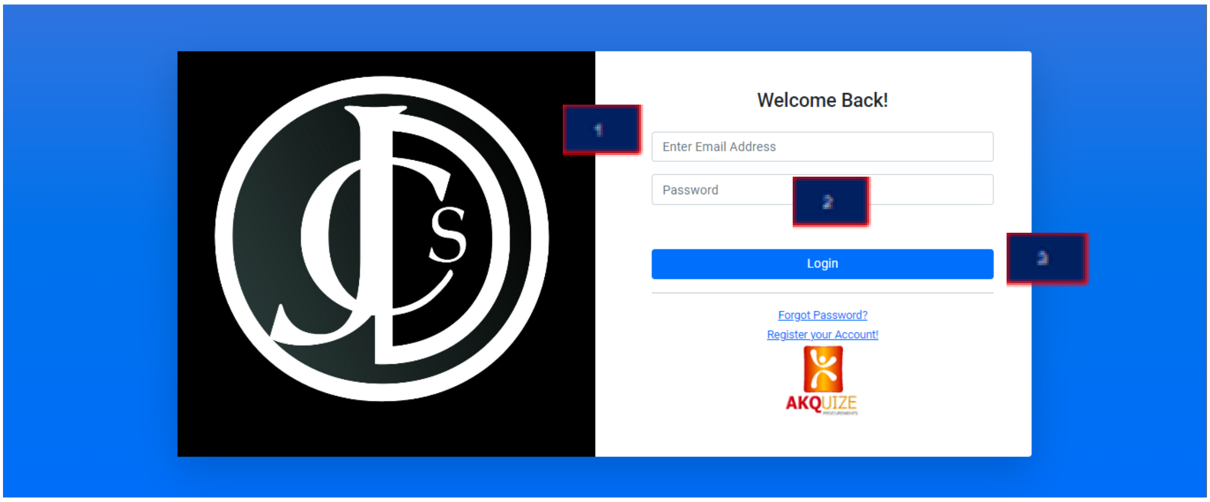

Two Factor Authentication
An SMS will be sent shortly
OTP timer: 14 seconds
4 9 0 6 8
Account Successfully Registered
15


One More Thing...
Please Select and Answer Security Questions
Security Question 1
Enter an Answer
Security Question 2
Enter an Answer
Security Question 3
Enter an Answer
Submit
16
17
18
19
20
21
22


One More Thing...
Please Select and Answer Security Questions
Security Question 1
What is your favourite color?
Green
Security Question 2
Security Question 3
Dr Hattingh
Questions and Answers Successfully Recorded
OK
23
Submit

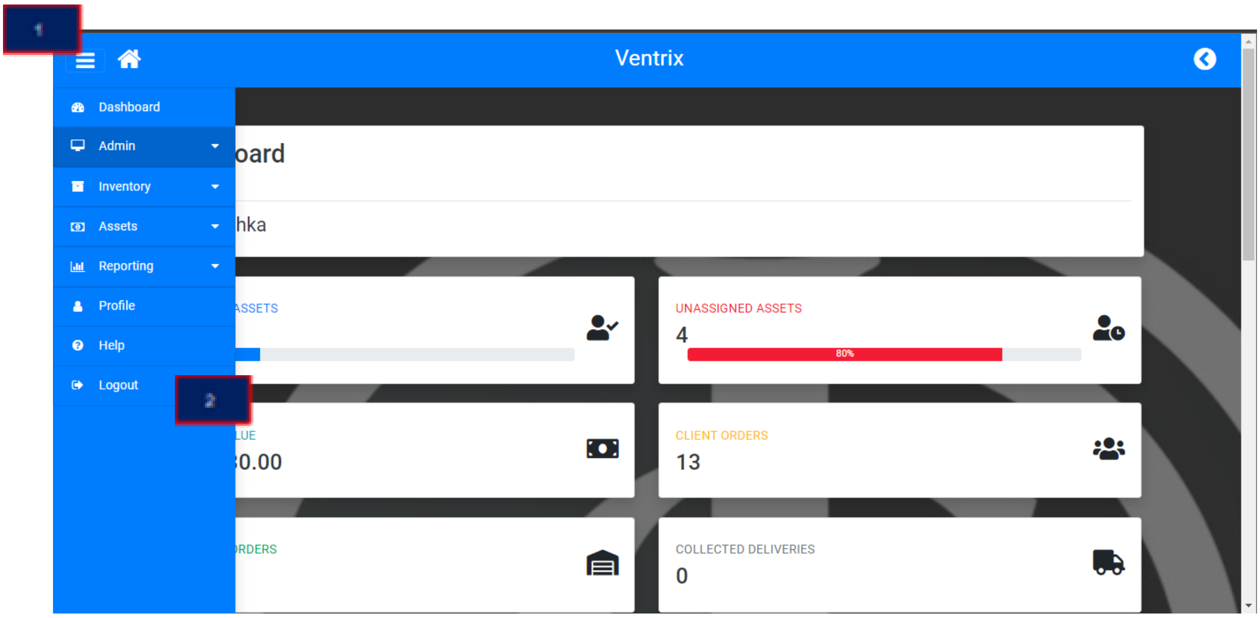
2.2 Login

Step	Description
Step 1	Enter email address
Step 2	Enter password
Step 3	Click on Login



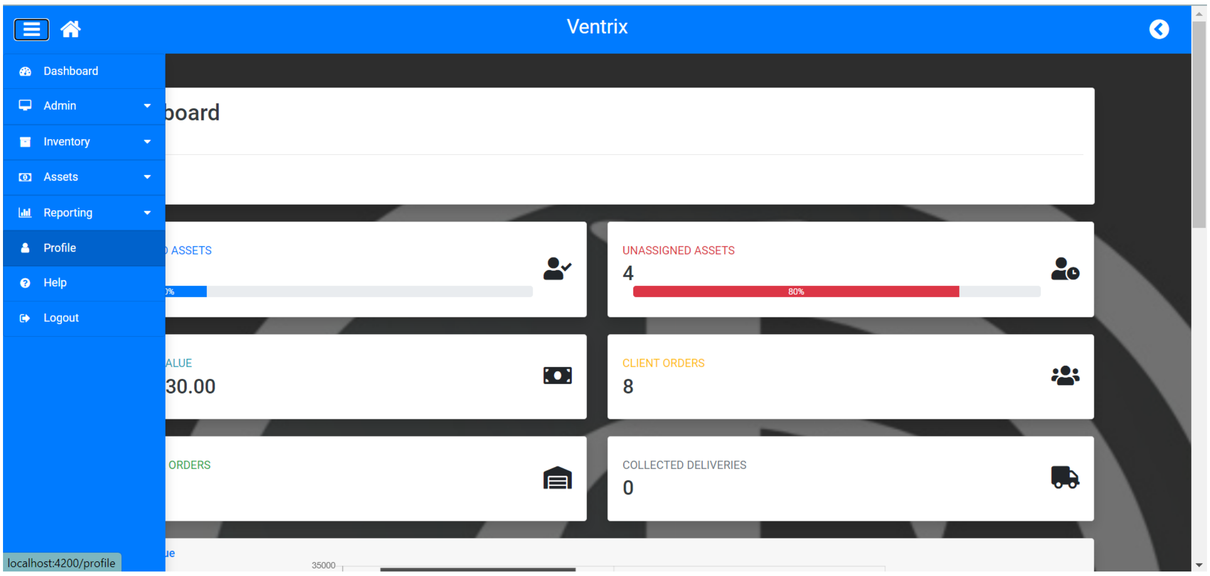
2.3 Logout

Step	Description
Step 1	Click on the nav bar and expand the items
Step 2	Click on the Logout option



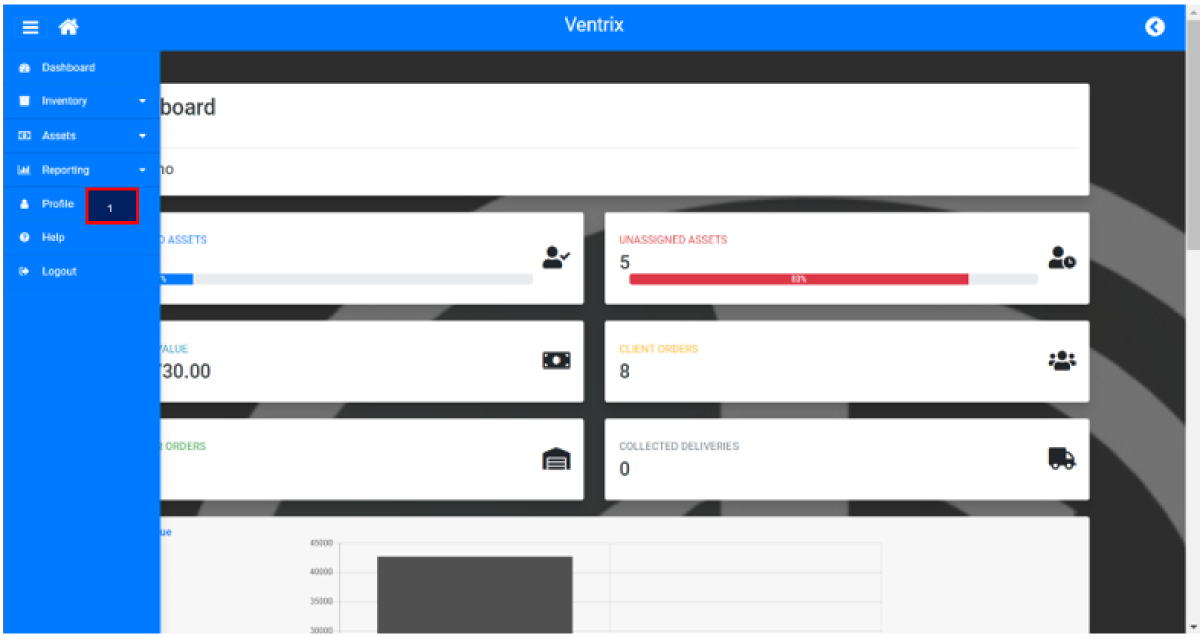
2.4 Update User Details

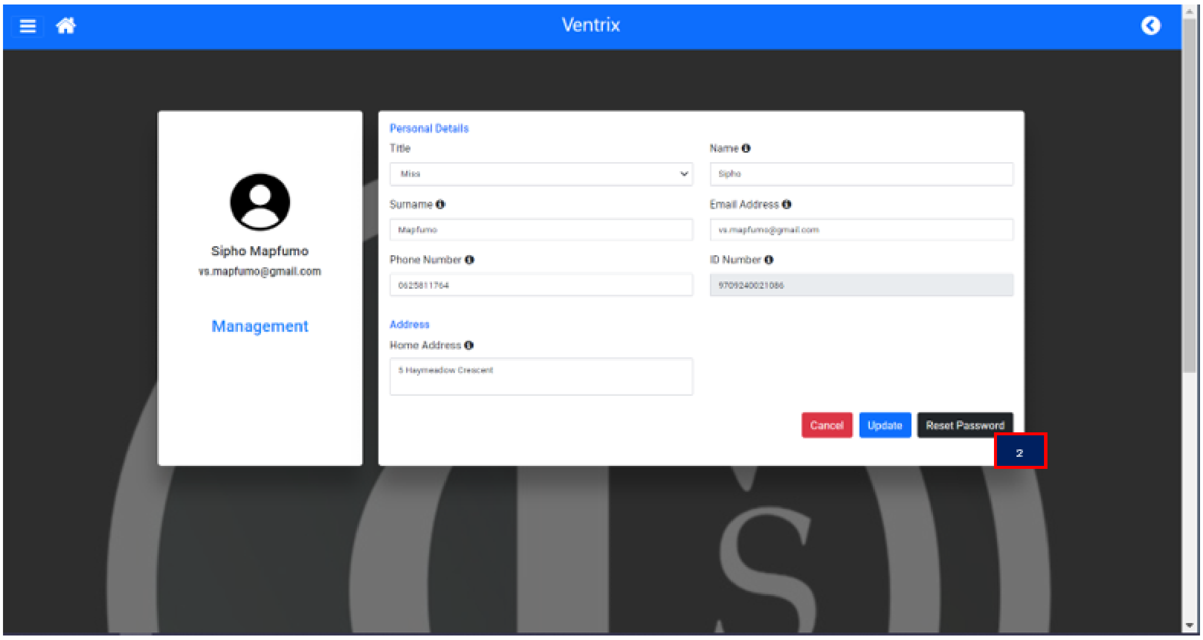
Step	Description
Step 1	Click on the “Profile” nav bar item on the side navbar.
Step 2	Click on the “Edit” icon (Blue pencil icon)
Step 3	Enter the updated client information
Step 4	Click on the “Save” button

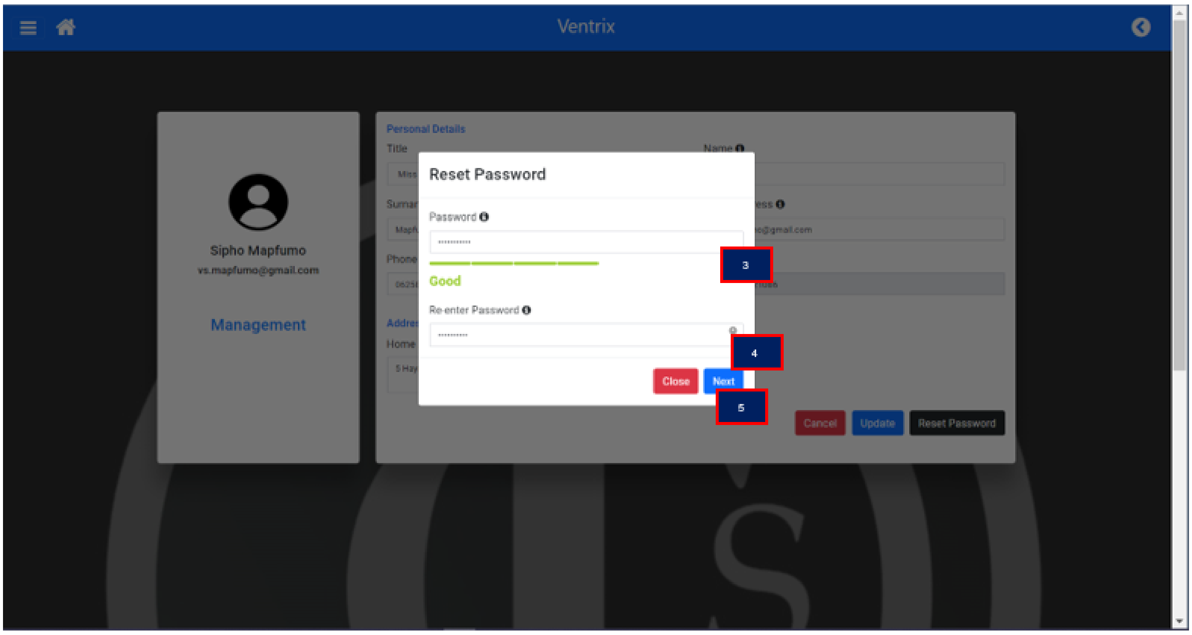


2.5 Reset password

Step	Description
Step 1	Click on the “Profile” nav bar item on the side navbar
Step 2	Click on the “Reset Password” button
Step 3	Enter in the new password
Step 4	Enter in the new password again
Step 5	Click on the ‘Next’ button
Step 6	Fill in the OTP Password
Step 7	Click on the “Submit” button
Step 8	Click on the “OK” button

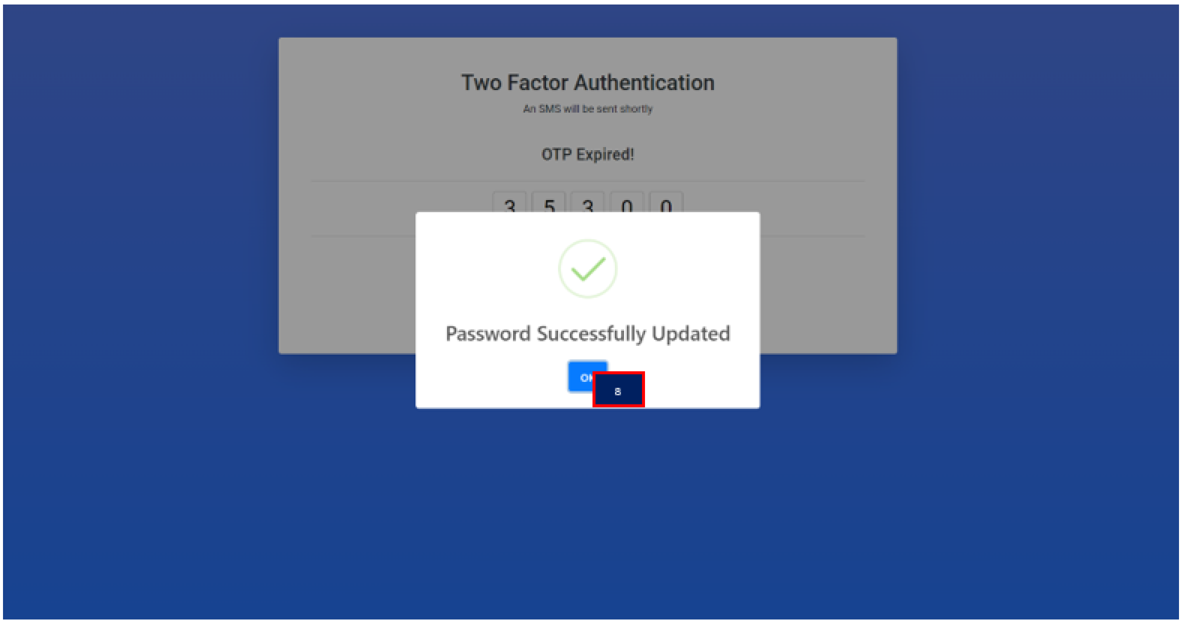

Ventrix
Dashboard
Inventory
Assets
Reporting
Profile
1
Help
Logout
board
UNASSIGNED ASSETS
5
CLIENT ORDERS
8
COLLECTED DELIVERIES
0


Ventrix
Sipho Mapfumo
vs.mapfumo@gmail.com
Management
Personal Details
Title
Name
Surname
Email Address
Phone Number
ID Number
Address
Home Address
Cancel
Update
Reset Password
2



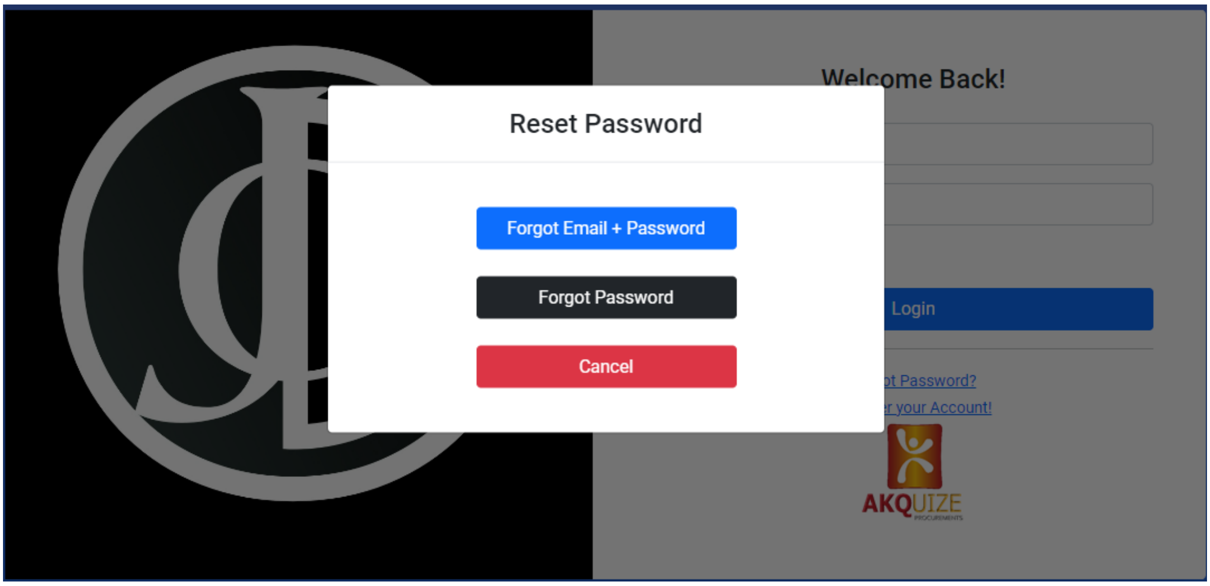
Ventrix
Sipho Mapfumo
Management
Personal Details
Reset Password
Password
Good
Re-enter Password
Close
Next
3
4
5
Cancel
Update
Reset Password

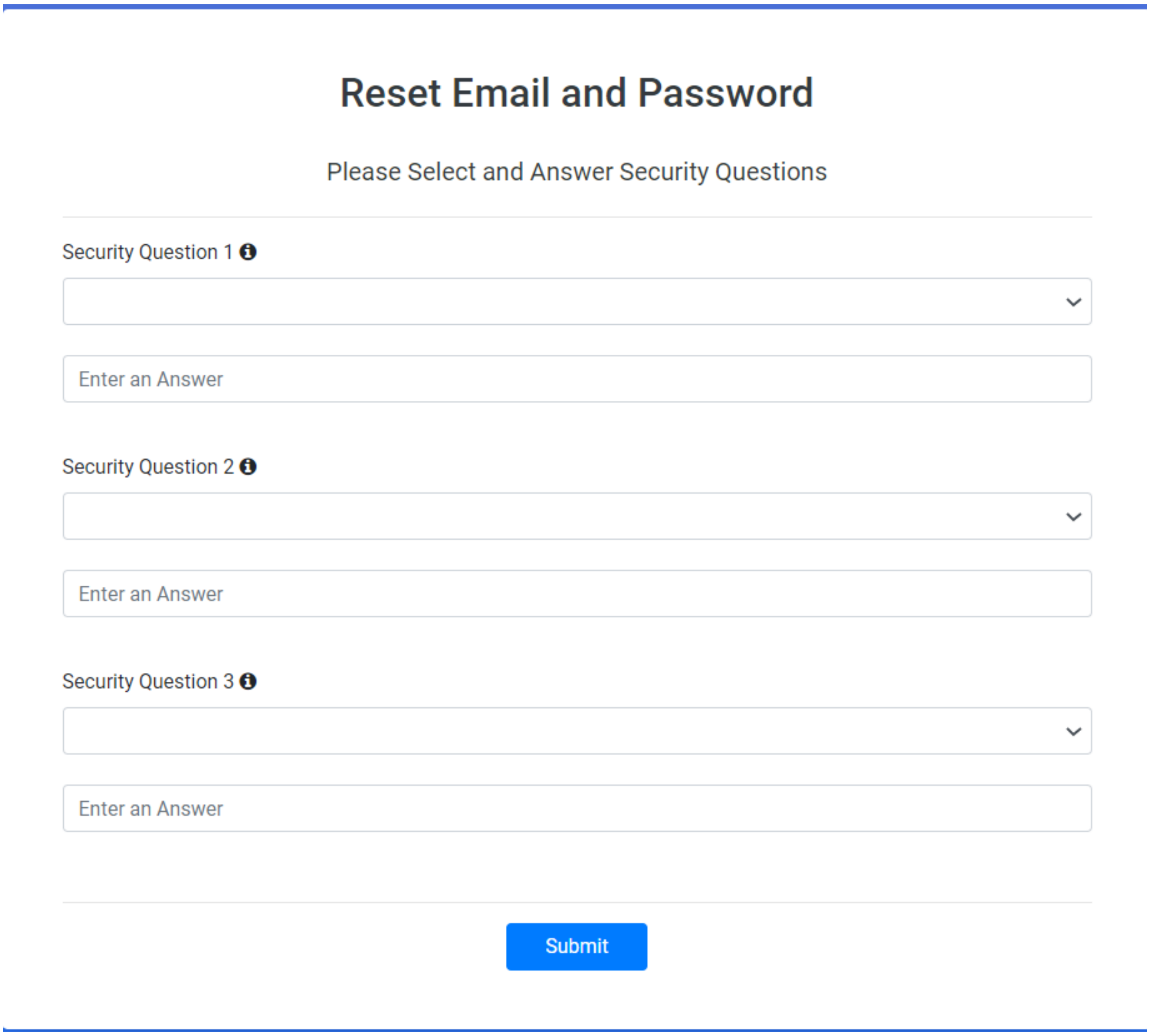
Two Factor Authentication
An SMS will be sent shortly
OTP timer: 46 seconds
6
Submit
7
Back

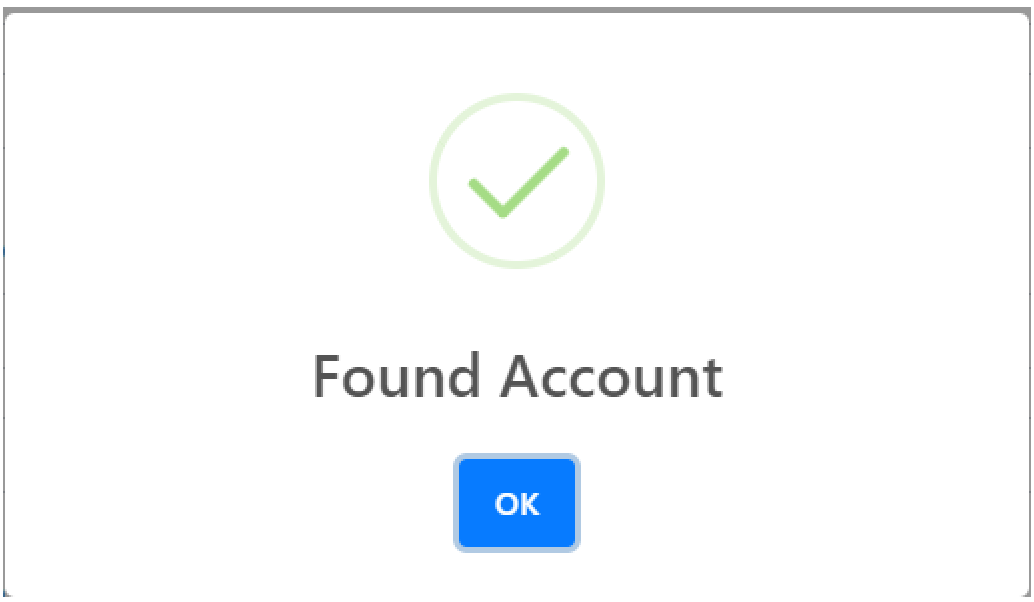

Two Factor Authentication
An SMS will be sent shortly
OTP Expired!
Password Successfully Updated

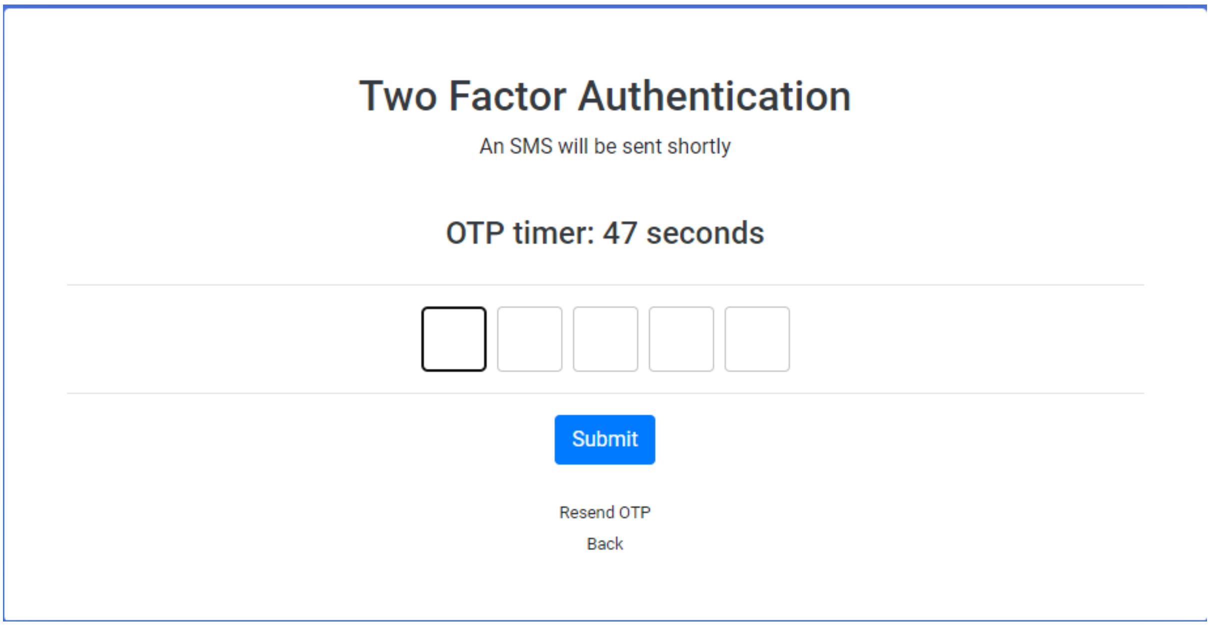
2.6 Forgot Email + Password

Step	Description
Step 1	Click on the Forgot Password? Hyperlink on the login page
Step 2	Click on the “Forgot Email + Password” button
Step 3	Select a security question from the dropdown menu
Step 4	Enter in the answer for the selected security questions
Step 5	Click on “Submit”. If the answers match the security questions, the users’ account will be found and the Reset Password screen will be displayed
Step 6	Enter in the email address
Step 7	Enter in a new password
Step 8	Enter in the new password again
Step 9	Click on the “Next” button
Step 10	Fill in the OTP number sent via sms
Step 11	Click on the “Submit” button



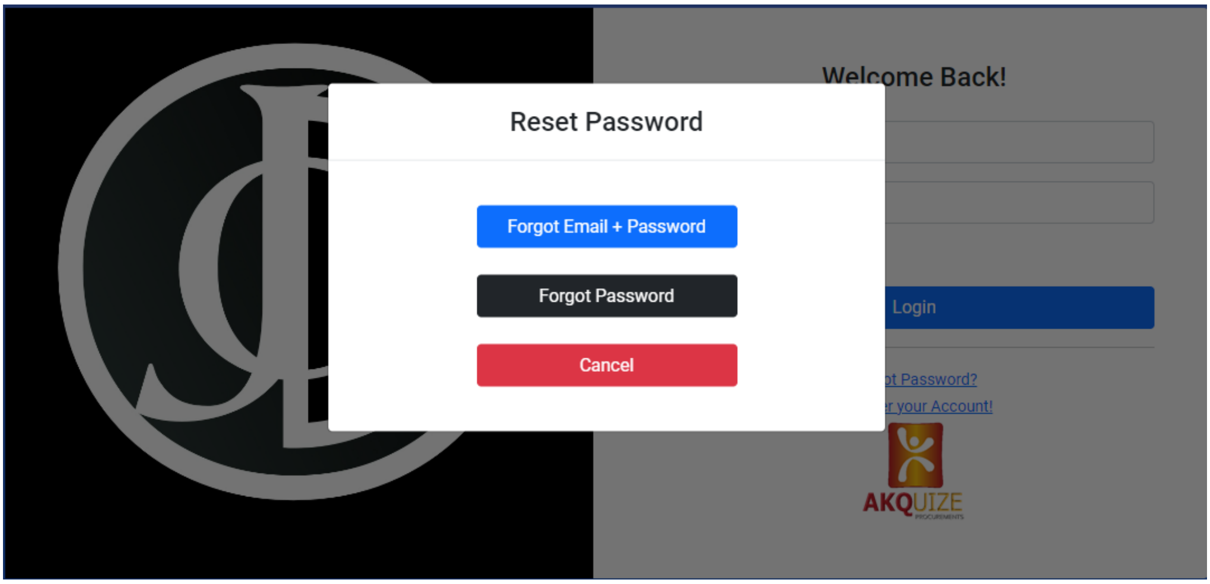

Reset Email and Password
Please Select and Answer Security Questions
Security Question 1
Enter an Answer
Security Question 2
Enter an Answer
Security Question 3
Enter an Answer
Submit

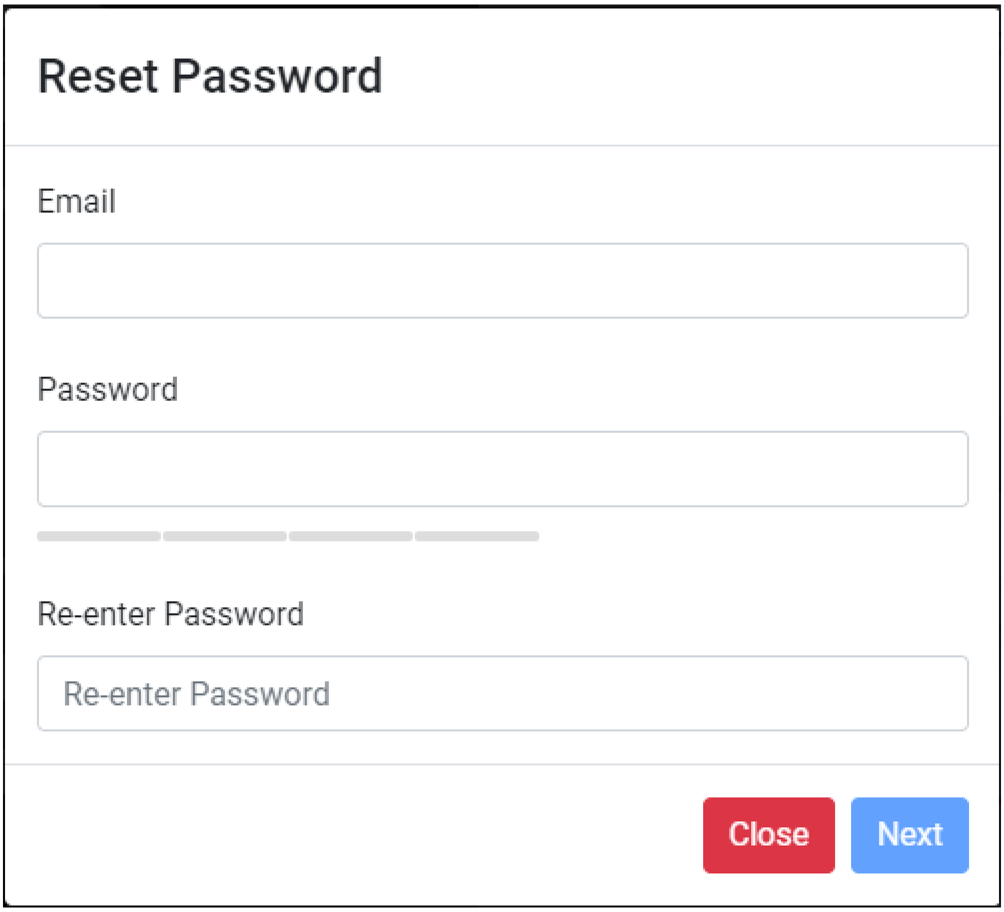

Found Account
OK

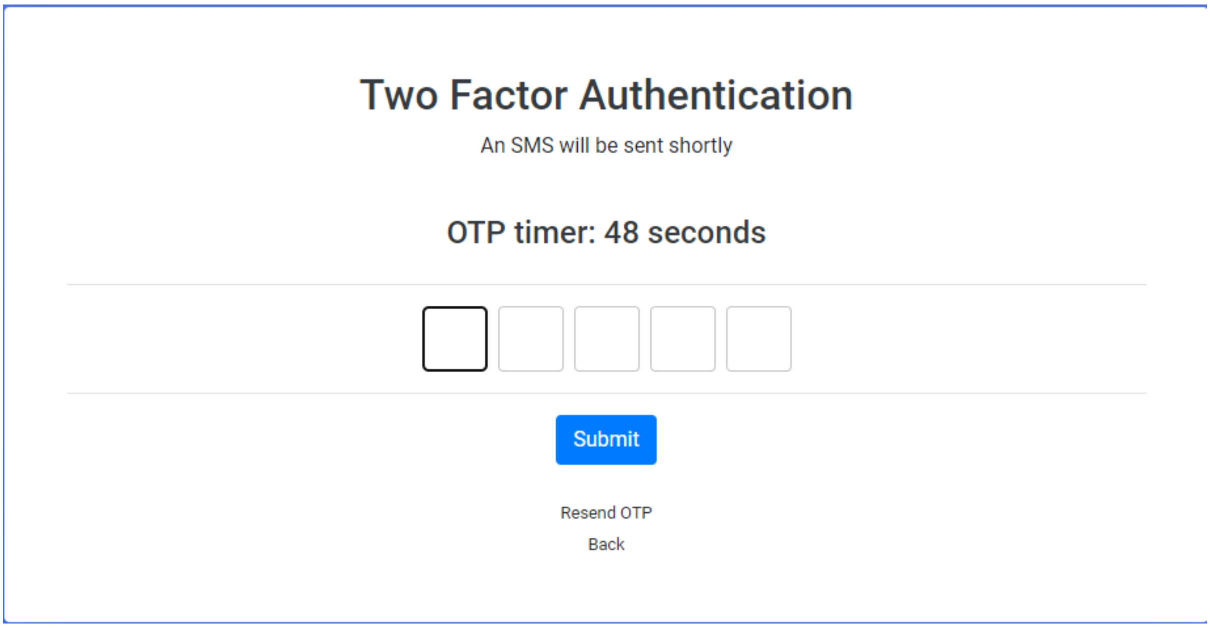

Two Factor Authentication
An SMS will be sent shortly
OTP timer: 47 seconds
Submit
Resend OTP
Back

2.7 Forgot Password

Step	Description
Step 1	Click on the Forgot Password? Hyperlink on the login page
Step 2	Click on the “Reset Password” button
Step 3	Enter in the email address
Step 4	Enter in the new password
Step 5	Enter in the new password again
Step 6	Click on the ‘Next’ button
Step 7	Fill in the OTP Password
Step 8	Click on the “Submit” button
Step 9	Click on the “OK” button



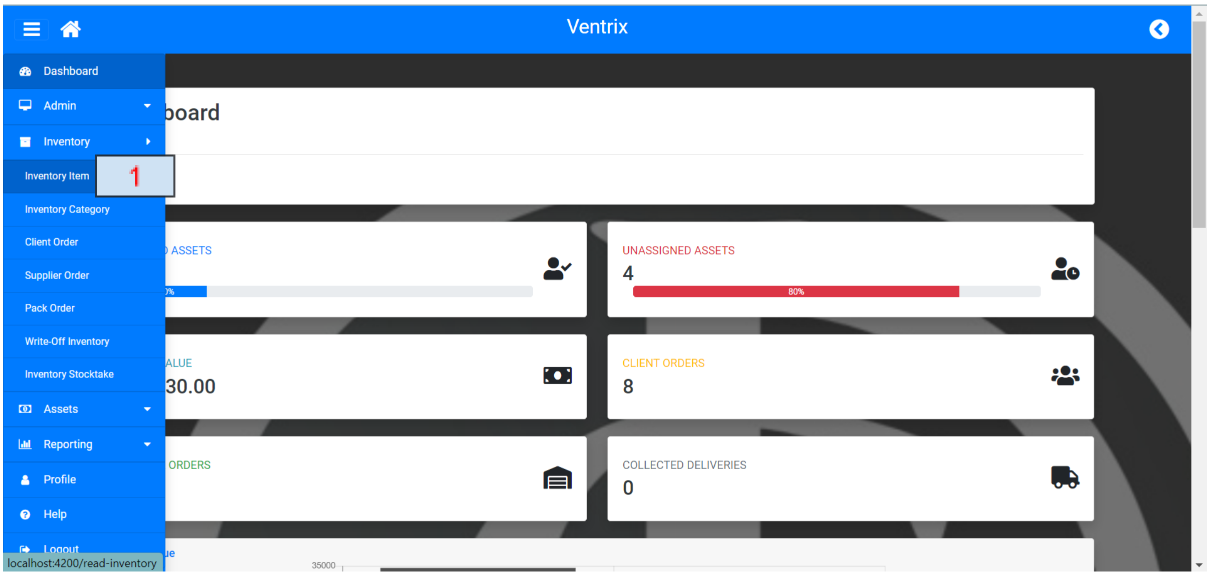

Reset Password
Email
Password
Re-enter Password
Re-enter Password
Close
Next

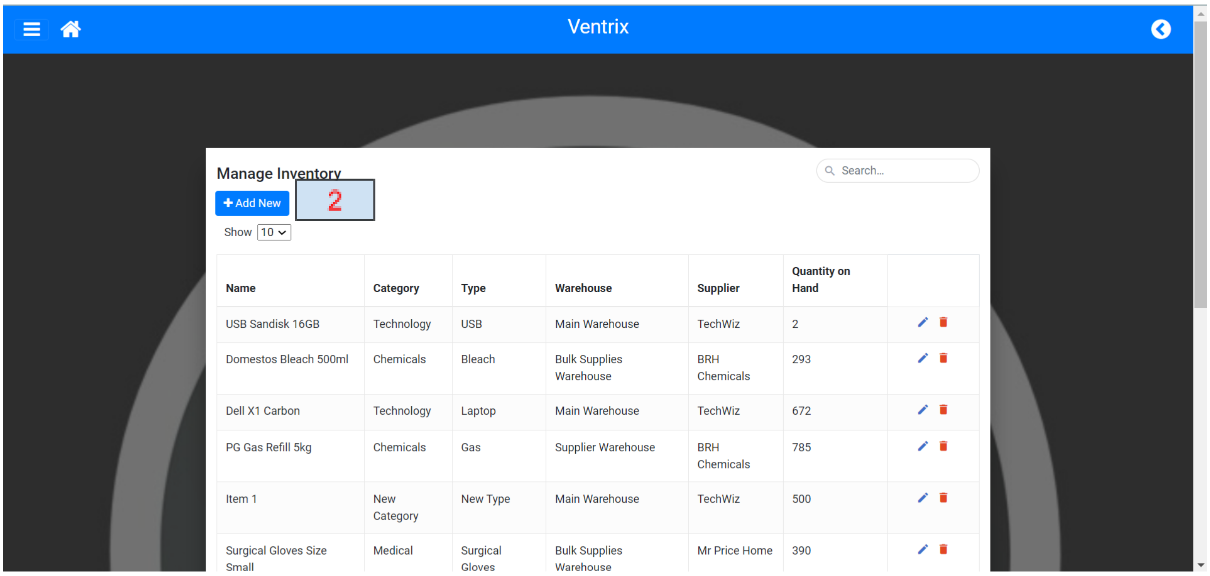

Two Factor Authentication
An SMS will be sent shortly
OTP timer: 48 seconds
Submit
Resend OTP
Back

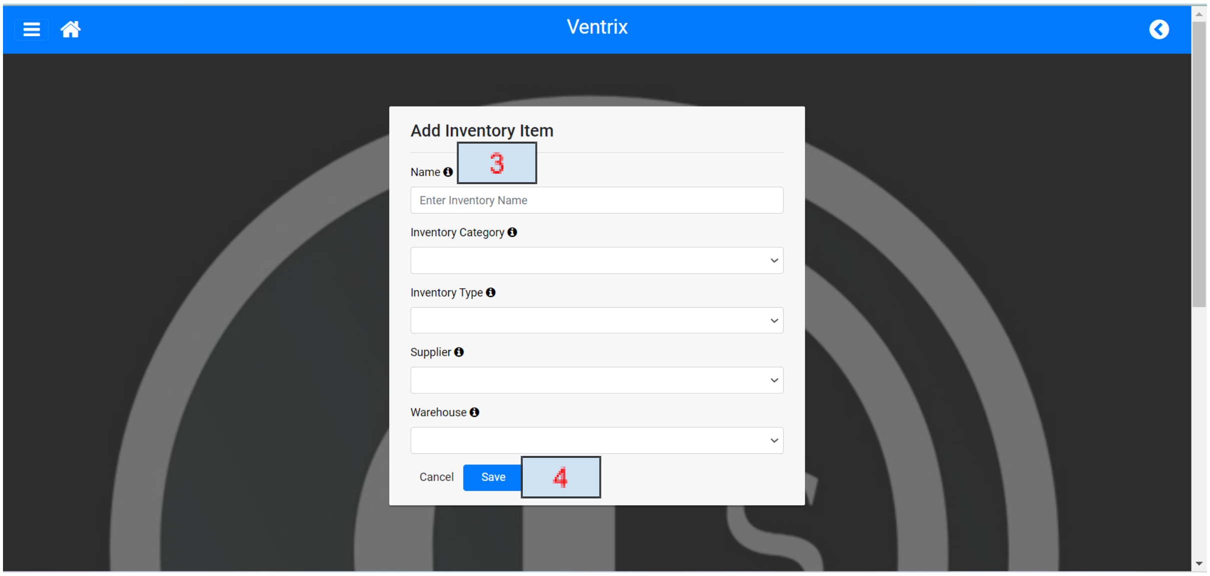
Subsystem 3 - Inventory

3.1 Create Inventory Item

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar and select “Inventory item”
Step 2	Click on the “Add New” button
Step 3	Fill in the Inventory item’ details
Step 4	Click on the “Save” button

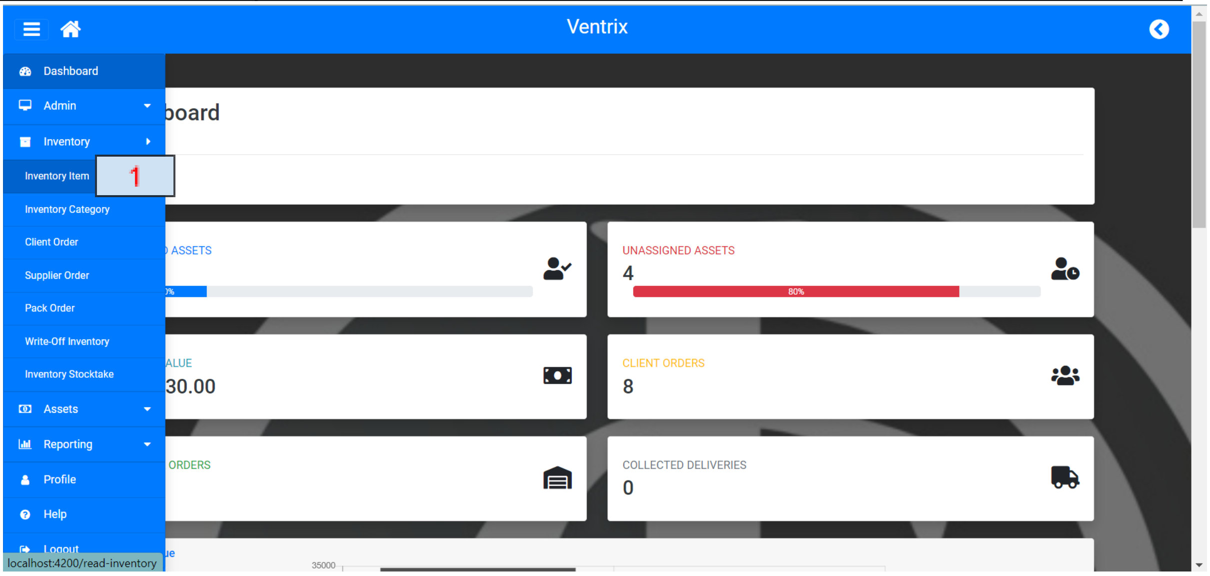


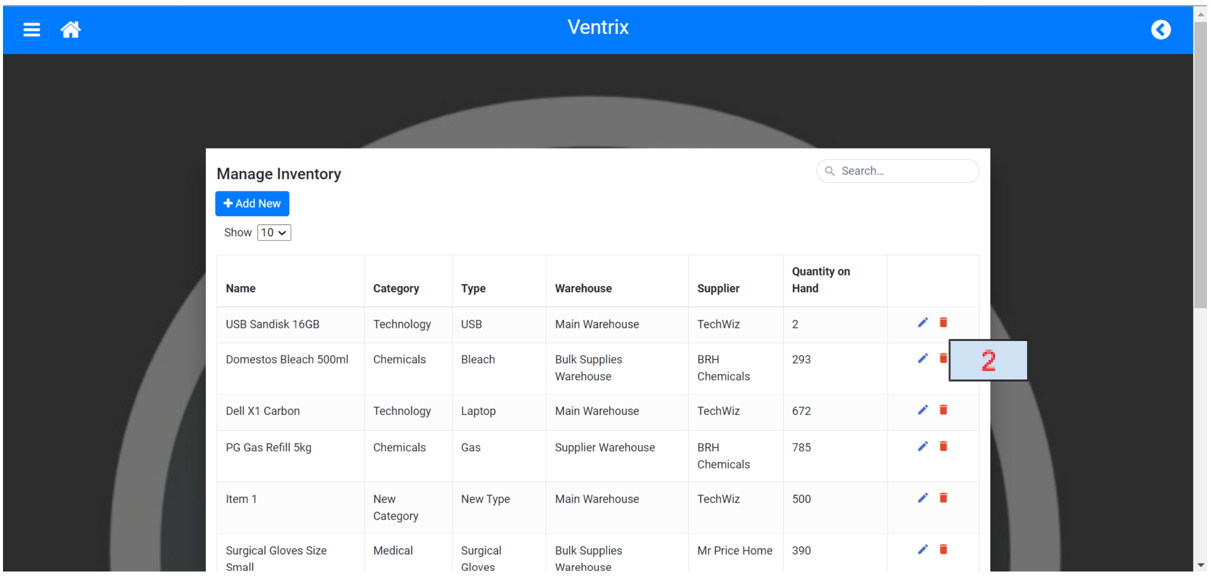

Ventrix
Manage Inventory
Add New
2
Search...
Show 10
Name
Category
Type
Warehouse
Supplier
Quantity on Hand
USB Sandisk 16GB
Technology
USB
Main Warehouse
TechWiz
2
Domestos Bleach 500ml
Chemicals
Bleach
Bulk Supplies Warehouse
BRH Chemicals
293
Dell X1 Carbon
Technology
Laptop
Main Warehouse
TechWiz
672
PG Gas Refill 5kg
Chemicals
Gas
Supplier Warehouse
BRH Chemicals
785
Item 1
New Category
New Type
Main Warehouse
TechWiz
500
Surgical Gloves Size Small
Medical
Surgical Gloves
Bulk Supplies Warehouse
Mr Price Home
390

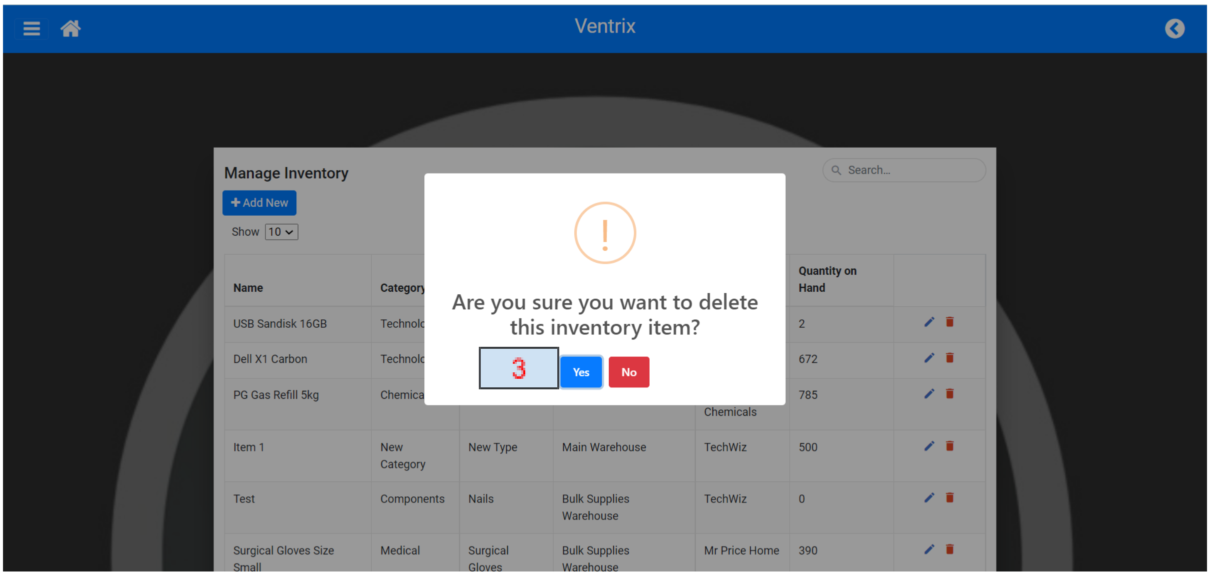

Ventrix
Add Inventory Item
Name
3
Enter Inventory Name
Inventory Category
Inventory Type
Supplier
Warehouse
Cancel
Save
4

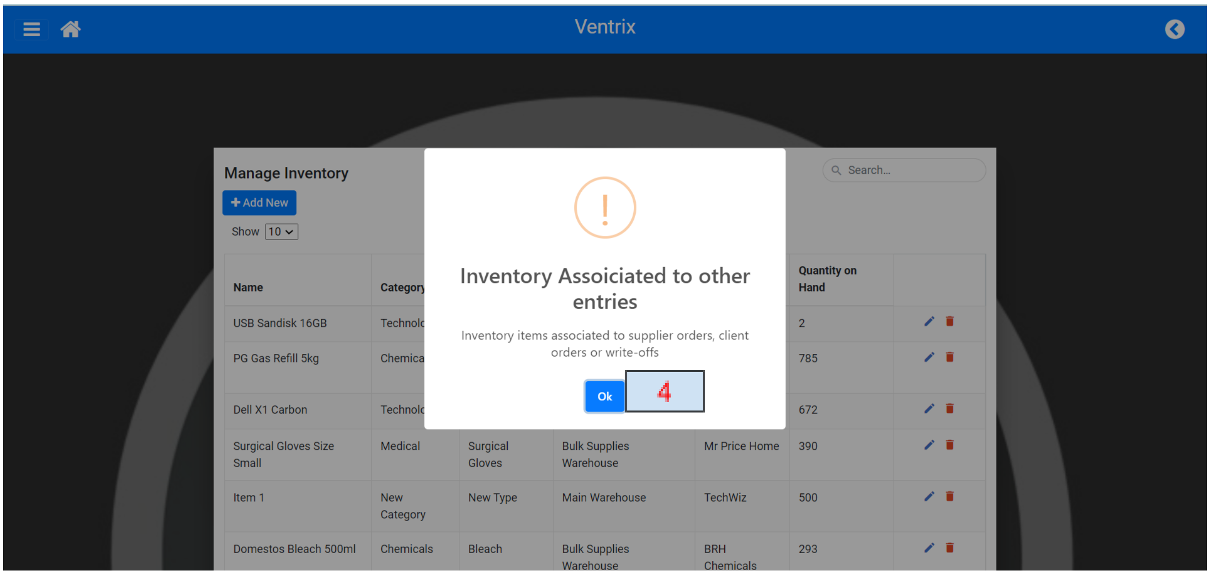
3.2 Delete Inventory item

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar and select “Inventory item”
Step 2	Click on the “Delete” icon (Red trash can icon)
Step 3	Click on “Yes” to confirm or “No” to cancel
Step 4	The inventory item cannot be deleted because there are associated orders or write-offs. Click on the “OK” button



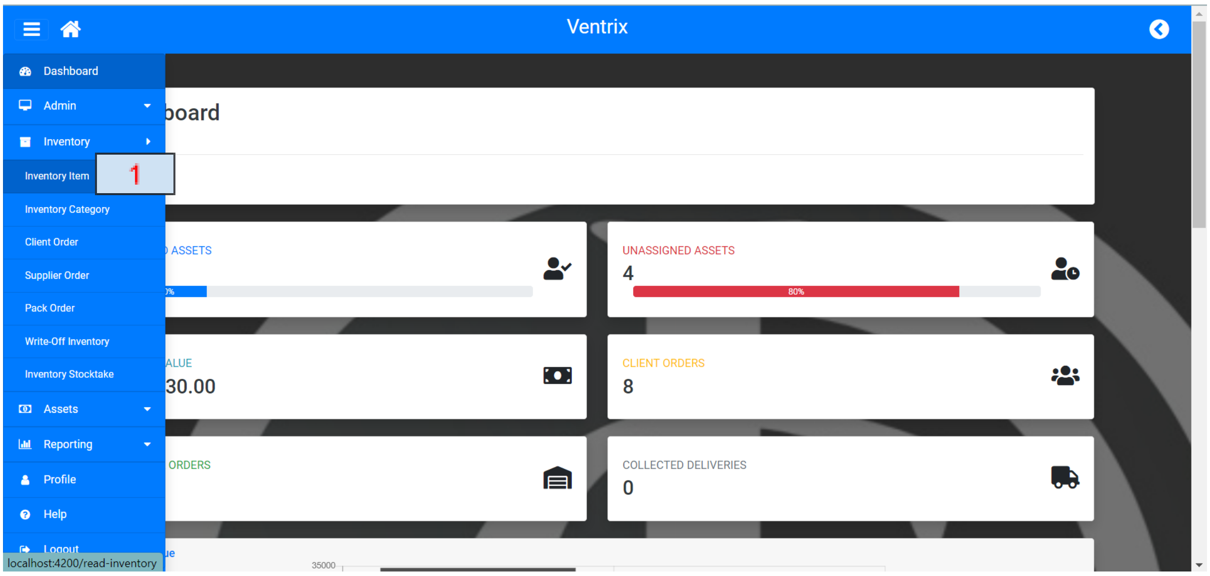


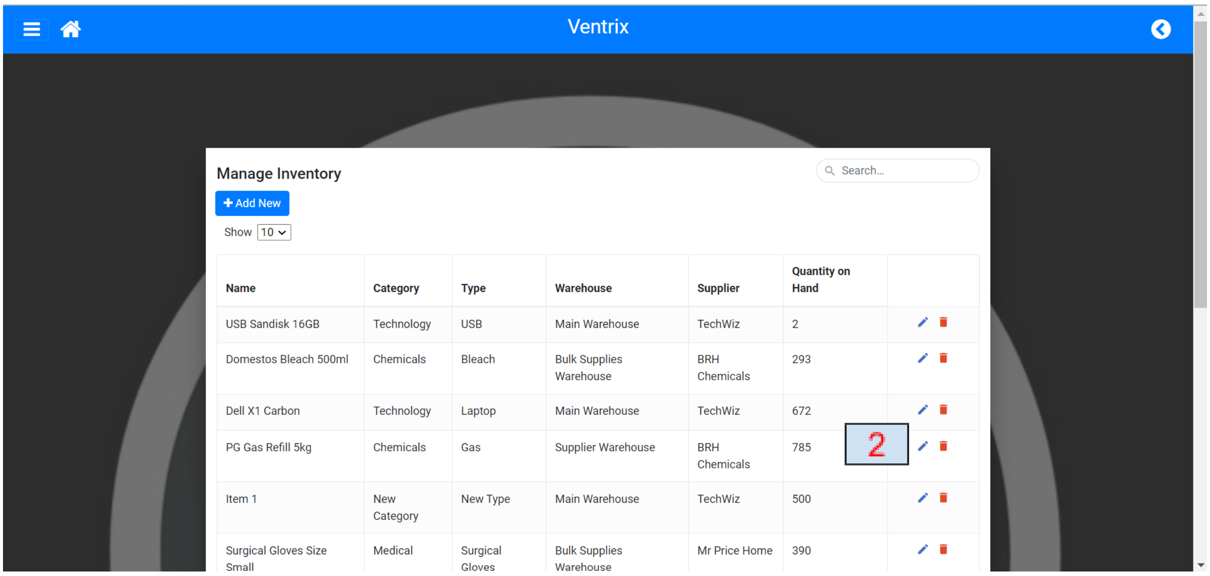

Ventrix
Manage Inventory
Add New
Show 10
Are you sure you want to delete this inventory item?
3
Yes
No
Name
Category
Quantity on Hand
USB Sandisk 16GB
Dell X1 Carbon
PG Gas Refill 5kg
Item 1
Test
Surgical Gloves Size Small

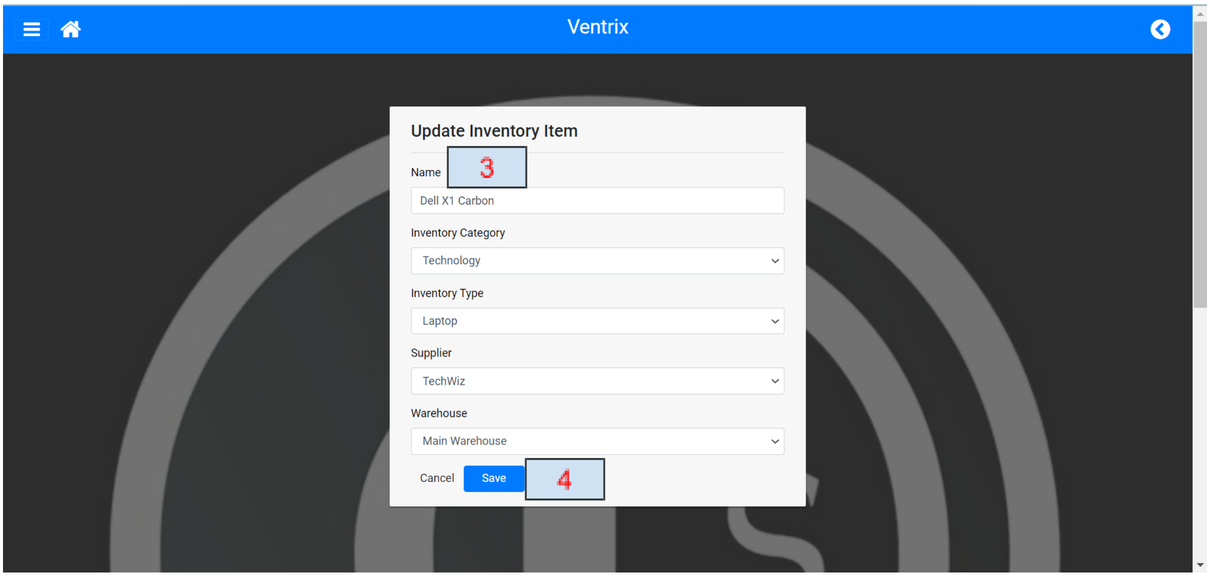

Ventrix
Manage Inventory
Add New
Show 10
Inventory Assoiciated to other entries
Inventory items associated to supplier orders, client orders or write-offs
Ok
4
Name
Category
Quantity on Hand
USB Sandisk 16GB
PG Gas Refill 5kg
Dell X1 Carbon
Surgical Gloves Size Small
Item 1
Domestos Bleach 500ml

3.3 Update Inventory item

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar and select “Inventory item”
Step 2	Click on the “Edit” icon (Blue pencil icon)
Step 3	Enter the updated inventory item information
Step 4	Click on the “Save” button

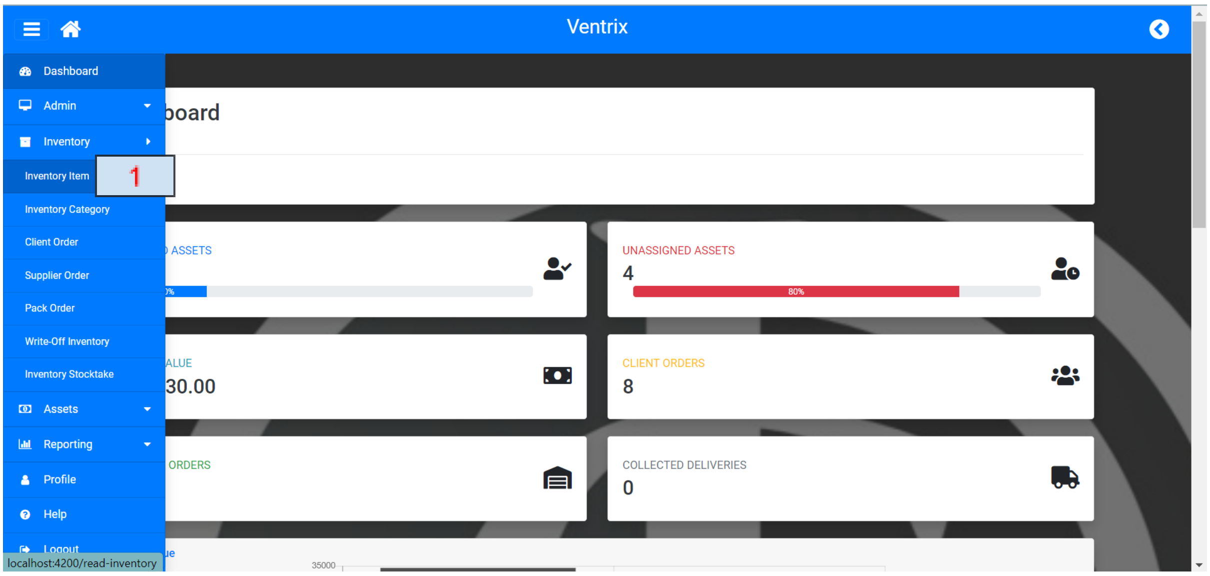


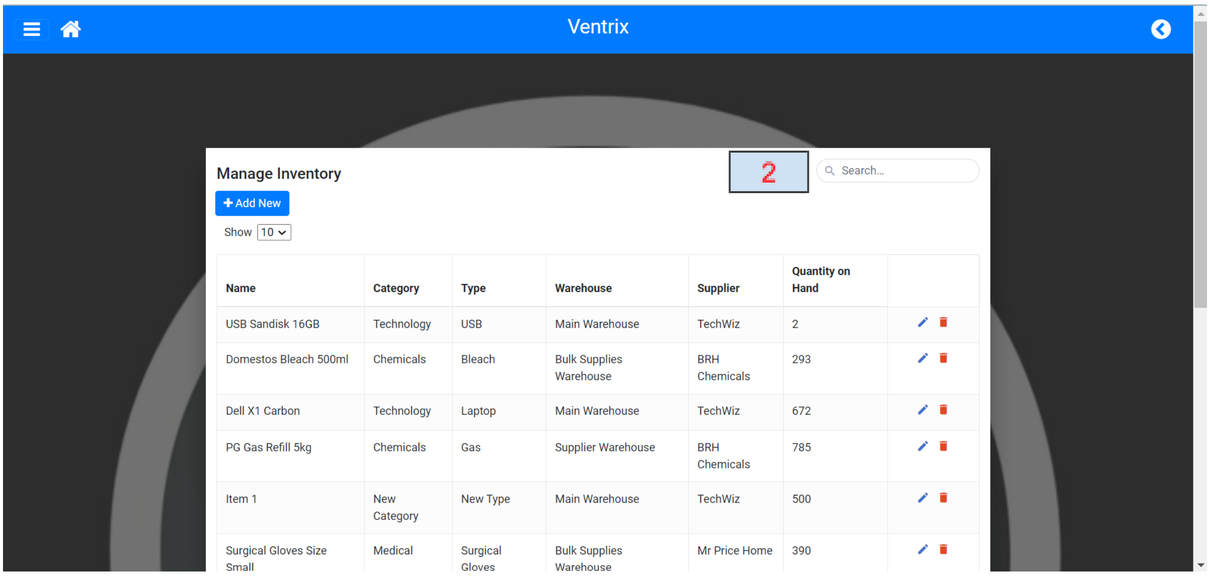

Ventrix
Manage Inventory
Search...
+ Add New
Show 10
Name
Category
Type
Warehouse
Supplier
Quantity on Hand
USB Sandisk 16GB
Technology
USB
Main Warehouse
TechWiz
2
Domestos Bleach 500ml
Chemicals
Bleach
Bulk Supplies Warehouse
BRH Chemicals
293
Dell X1 Carbon
Technology
Laptop
Main Warehouse
TechWiz
672
PG Gas Refill 5kg
Chemicals
Gas
Supplier Warehouse
BRH Chemicals
785
2
Item 1
New Category
New Type
Main Warehouse
TechWiz
500
Surgical Gloves Size Small
Medical
Surgical Gloves
Bulk Supplies Warehouse
Mr Price Home
390


Ventrix
Update Inventory Item
Name
3
Dell X1 Carbon
Inventory Category
Technology
Inventory Type
Laptop
Supplier
TechWiz
Warehouse
Main Warehouse
Cancel
Save
4

3.4 Search Inventory item

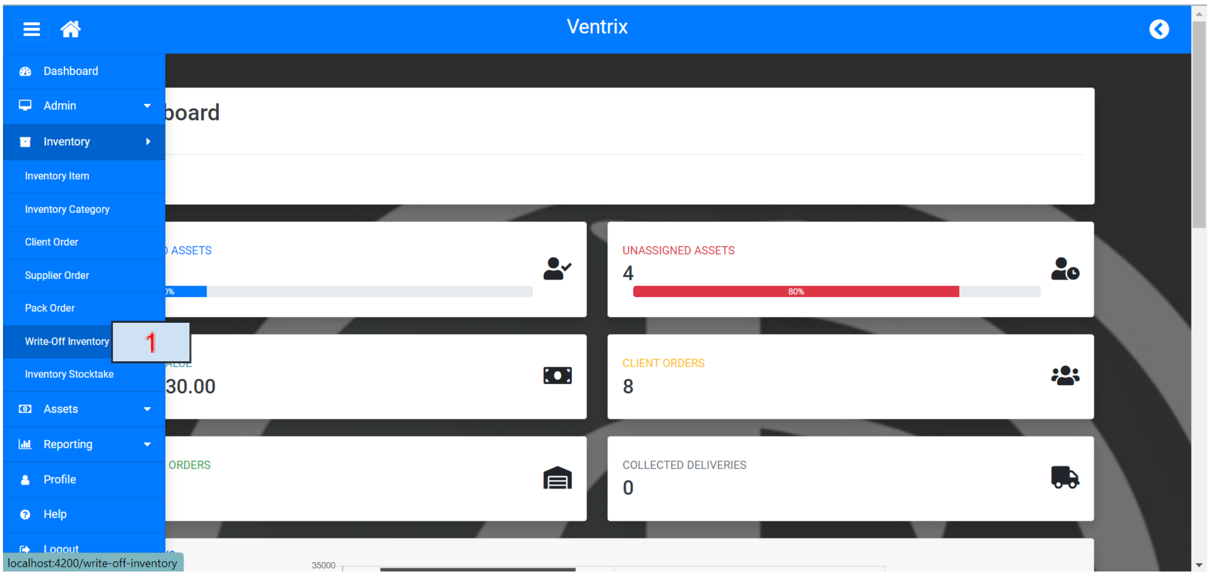
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar and select “Inventory item”
Step 2	Click on the “Search” button to view a specific client.

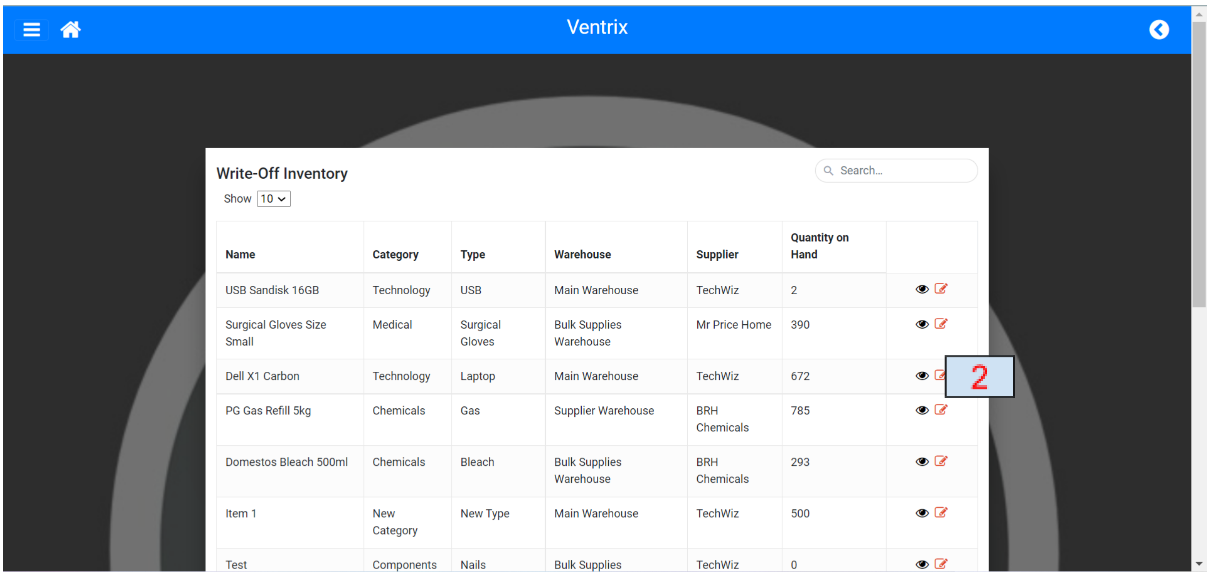


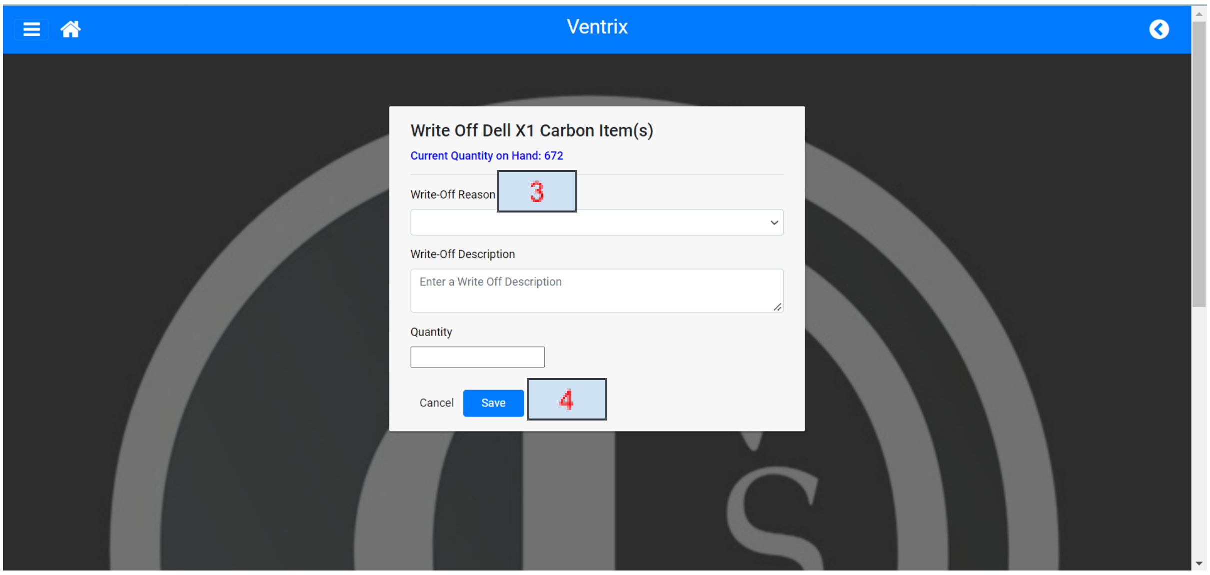


3.5 Write-off inventory item

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar and select “Write-Off Inventory”
Step 2	Click on the “Edit” icon (Red pencil icon)
Step 3	Enter the required write-off information
Step 4	Click on the “Save” button

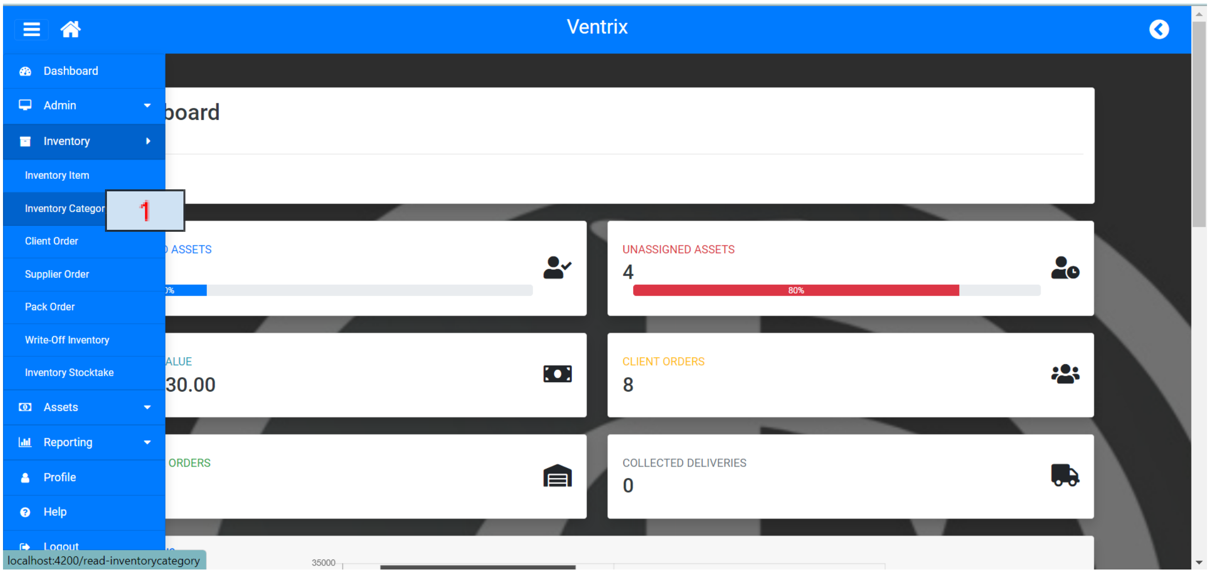


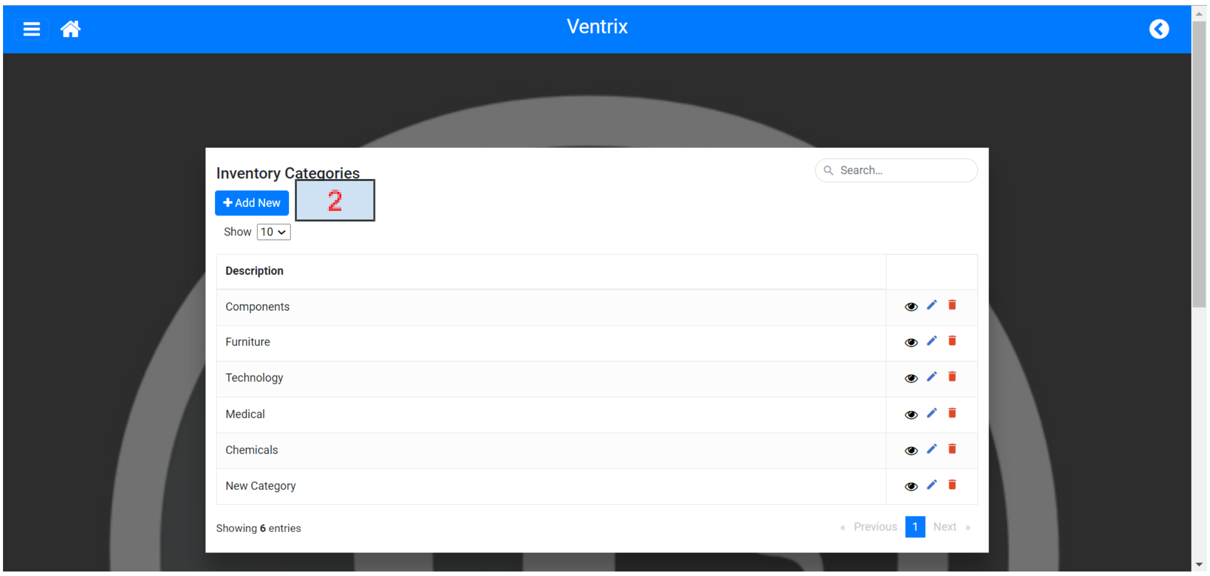


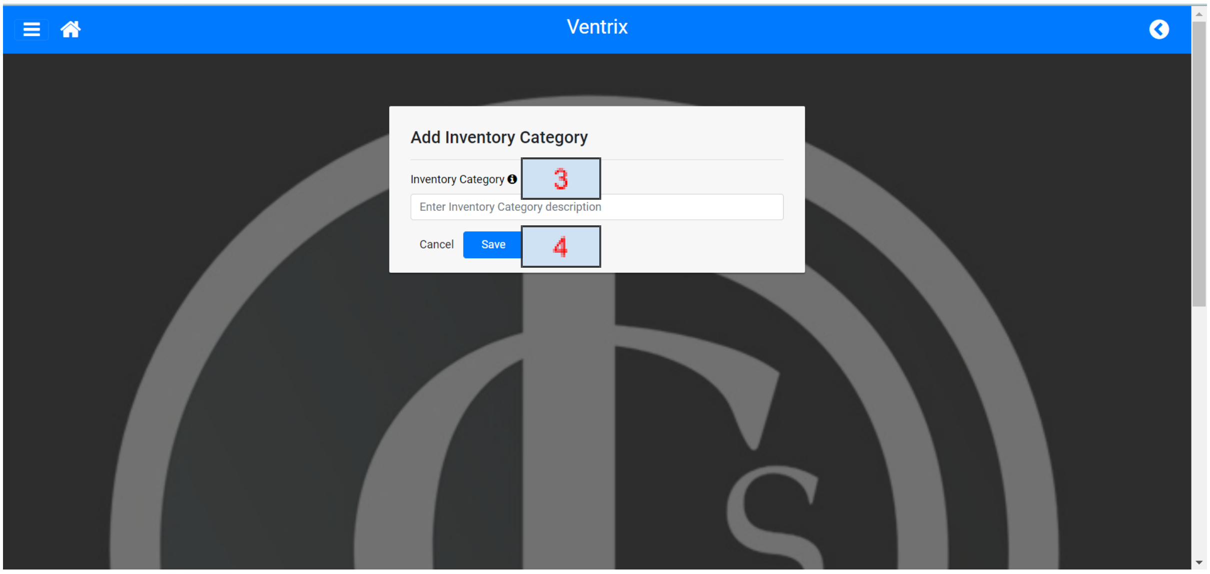

Ventrix
Write Off Dell X1 Carbon Item(s)
Current Quantity on Hand: 672
Write-Off Reason
3
Write-Off Description
Enter a Write Off Description
Quantity
Cancel
Save
4

3.6 Create Inventory Category

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar and select “Inventory Category”
Step 2	Click on the “Add New” button
Step 3	Fill in the Inventory category details
Step 4	Click on the “Save” button

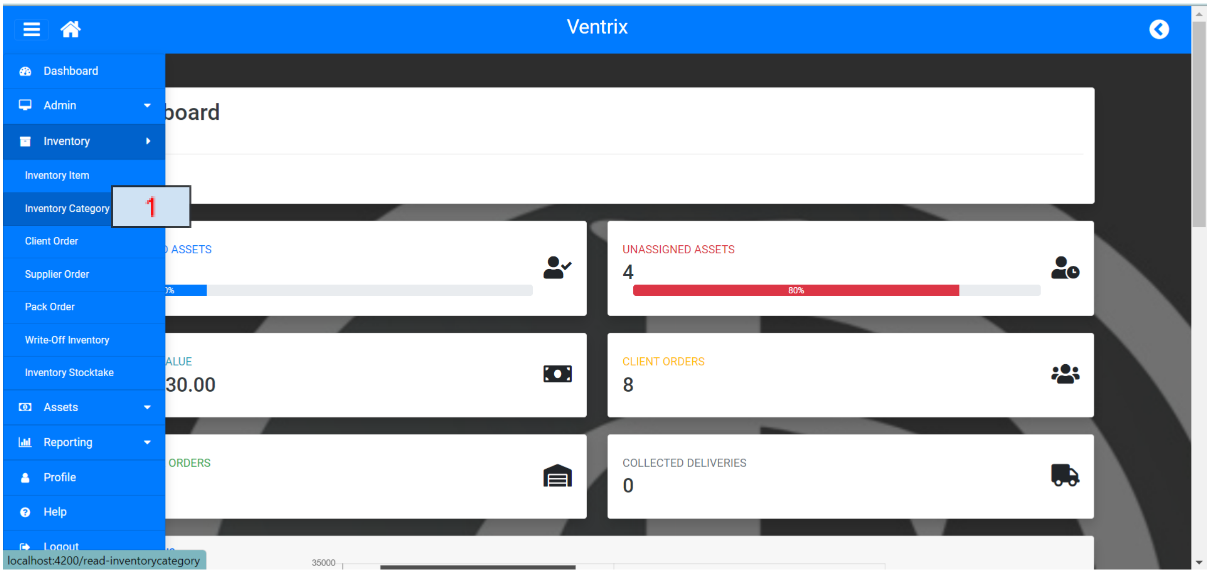


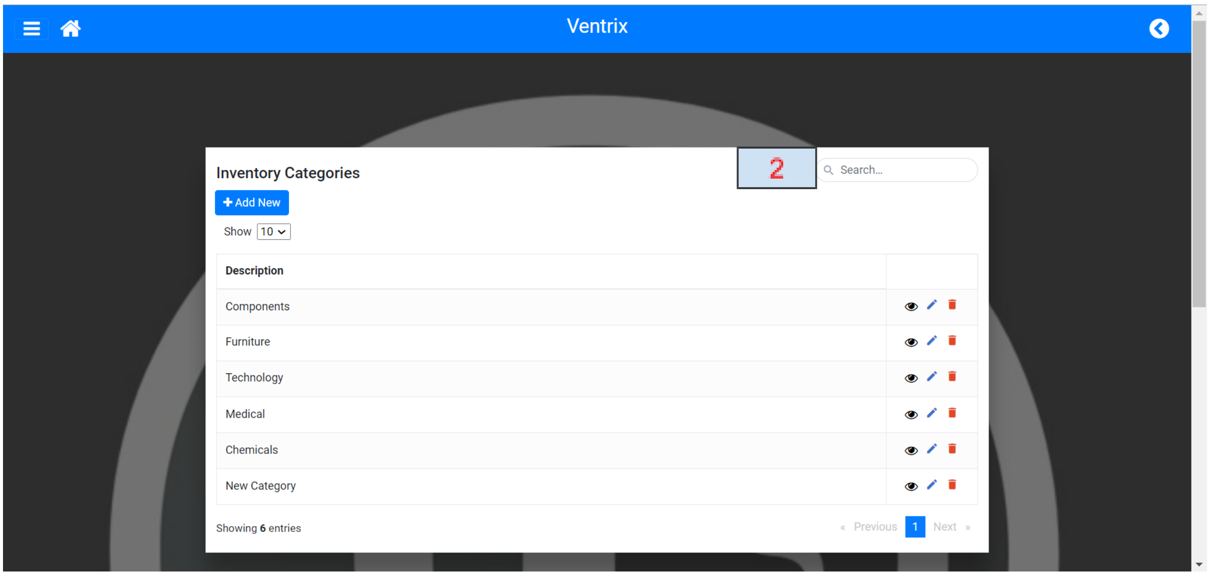



Ventrix
Add Inventory Category
Inventory Category
3
Enter Inventory Category description
Cancel
Save
4

3.7 Read Inventory Category

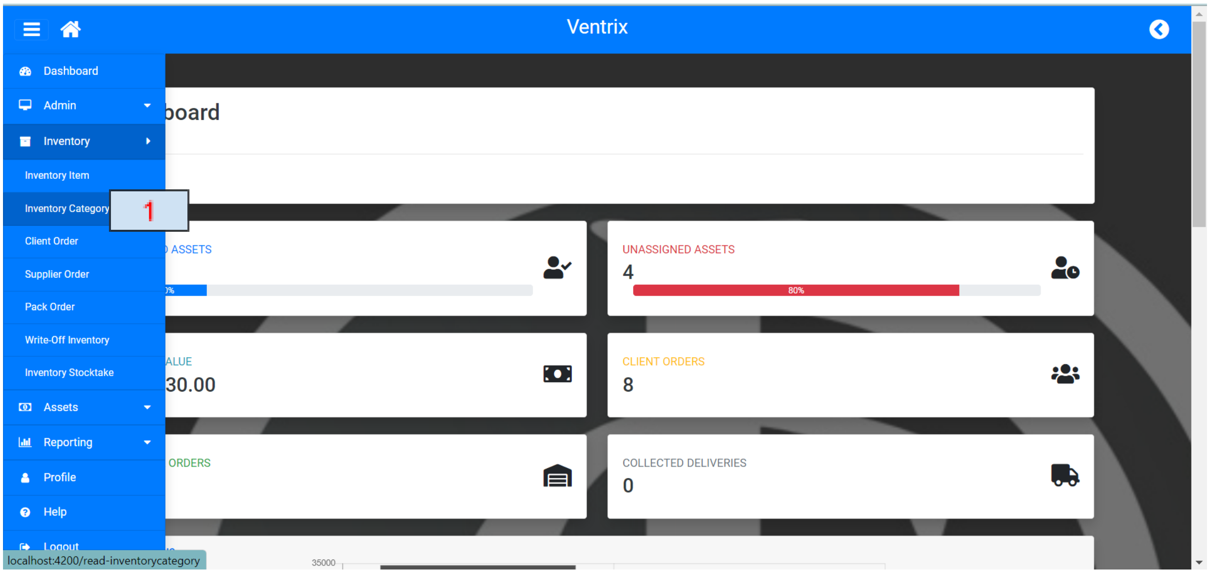
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar and select “Inventory Category”
Step 2	Click on the “Search” button to view a specific client.

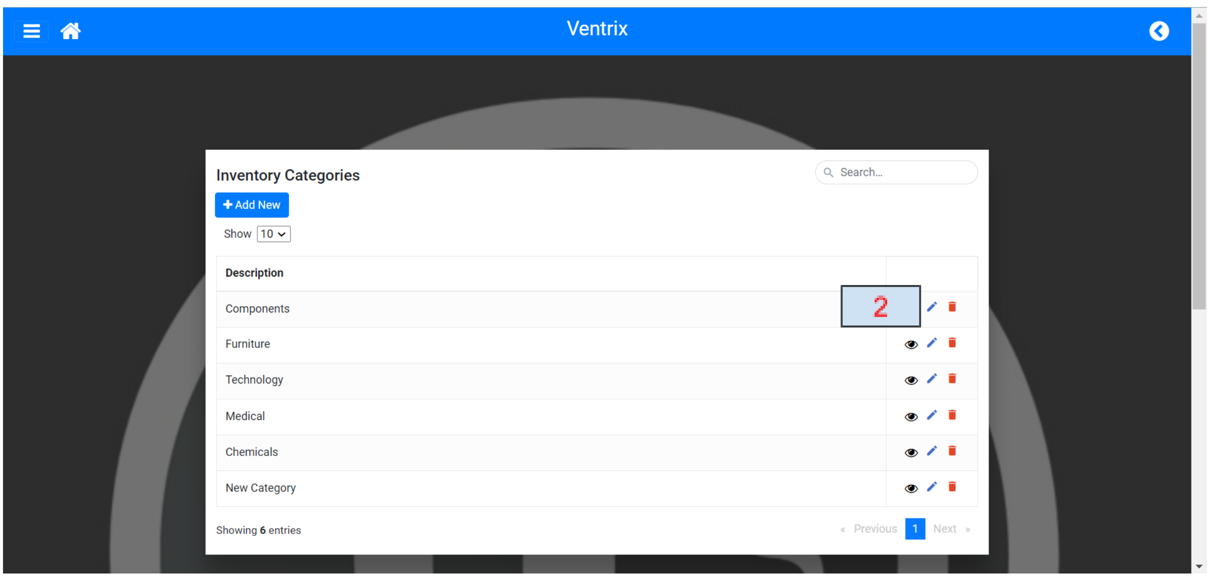


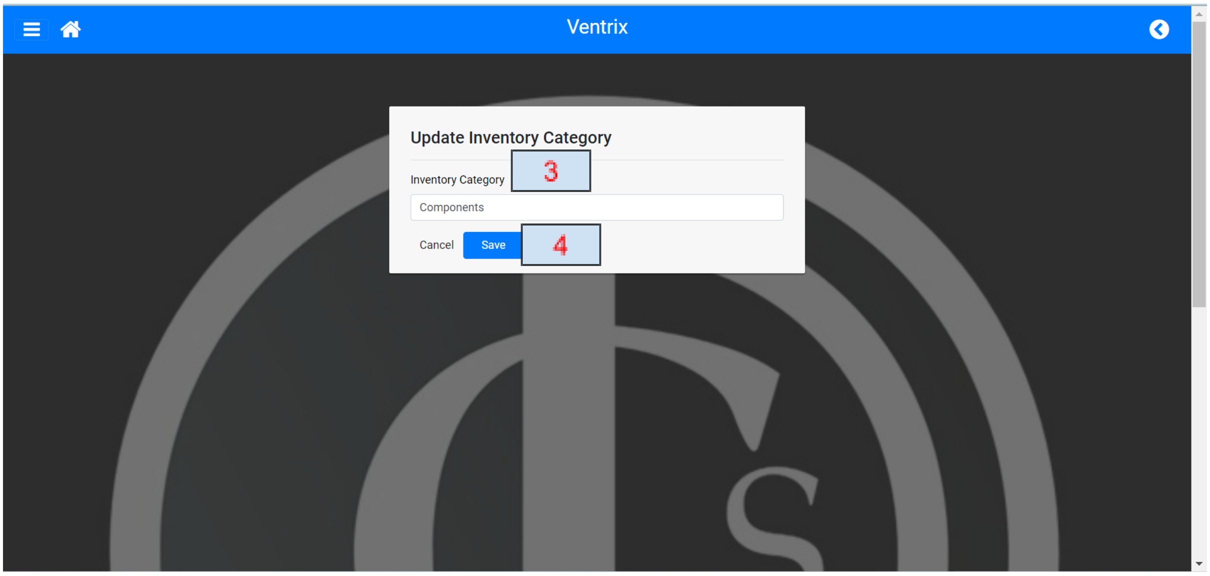


3.8 Update Inventory Category

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar and select “Inventory Category”
Step 2	Click on the “Edit” icon (Blue pencil icon)
Step 3	Enter the updated inventory category information
Step 4	Click on the “Save” button

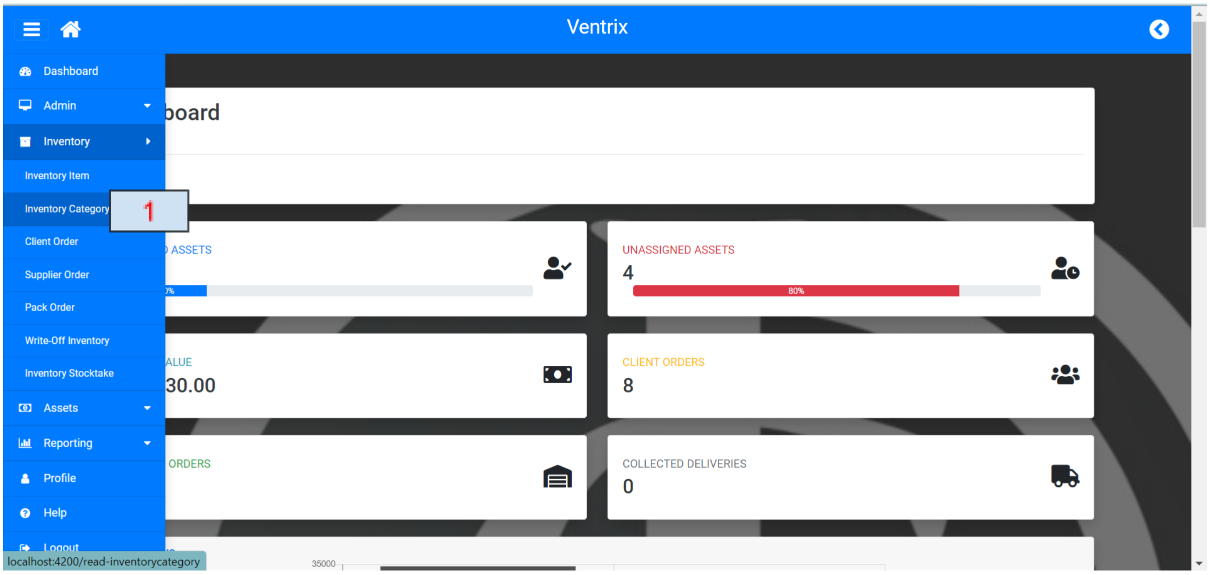


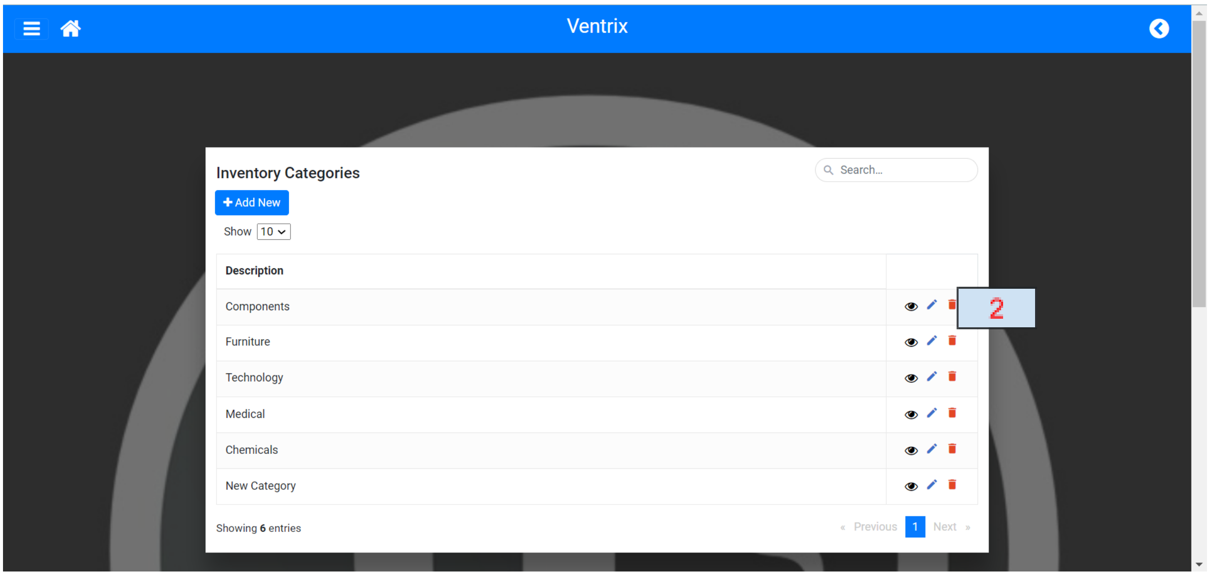



Ventrix
Update Inventory Category
Inventory Category
3
Components
Cancel
Save
4

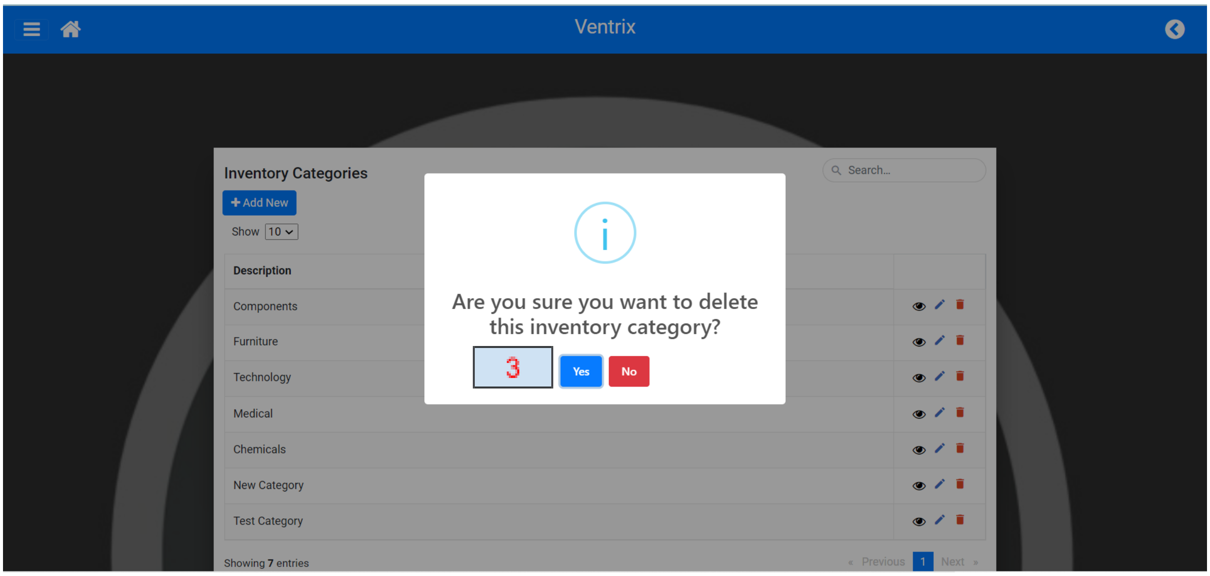
3.9 Delete Inventory Category

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar and select “Inventory Category”
Step 2	Click on the “Delete” icon (Red trash can icon)
Step 3	Click on “Yes” to confirm or “No” to cancel
Step 4	The inventory category cannot be deleted because there are associated types. Click on the “OK” button

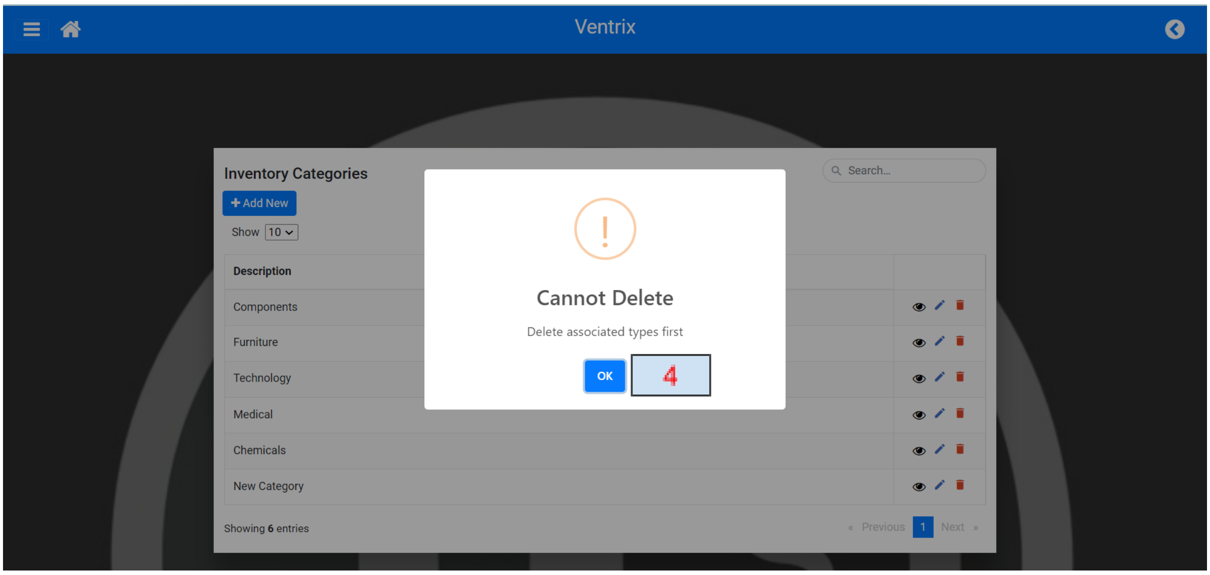




Ventrix
Inventory Categories
Search...
+ Add New
Show 10
Description
Components
Furniture
Technology
Medical
Chemicals
New Category
2
Showing 6 entries
Previous 1 Next



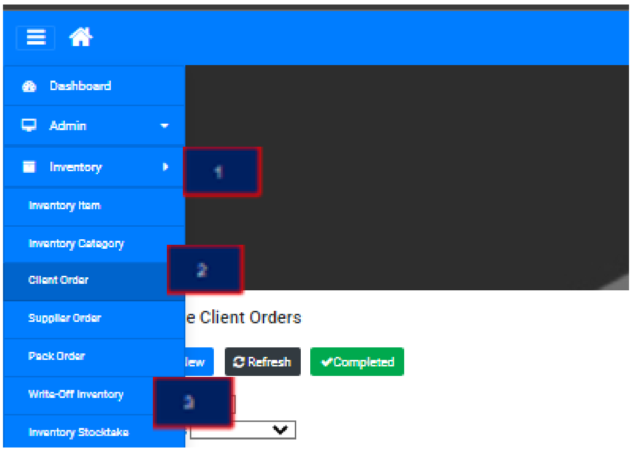
Ventrix
Inventory Categories
Search...
+ Add New
Show 10
Description
Components
Furniture
Technology
Medical
Chemicals
New Category
Test Category
Showing 7 entries
Previous 1 Next
Are you sure you want to delete this inventory category?
3
Yes
No

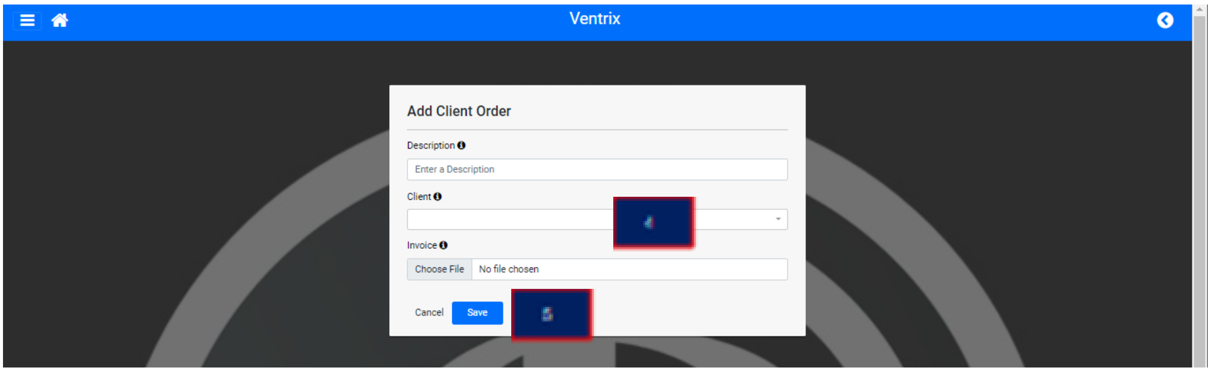


Ventrix
Inventory Categories
Search...
+ Add New
Show 10
Description
Components
Furniture
Technology
Medical
Chemicals
New Category
Showing 6 entries
Previous 1 Next
Cannot Delete
Delete associated types first
OK
4

3.10 Create client order

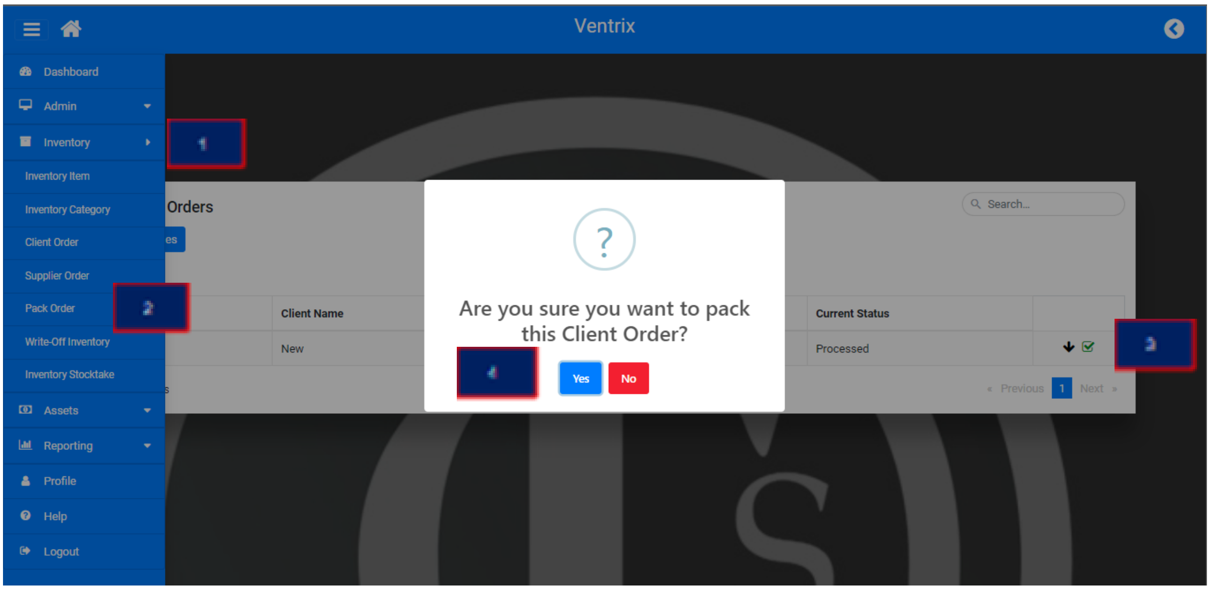
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the side navbar.
Step 3	Click on the add new button
Step 4	Enter the required information
Step 5	Click on Save





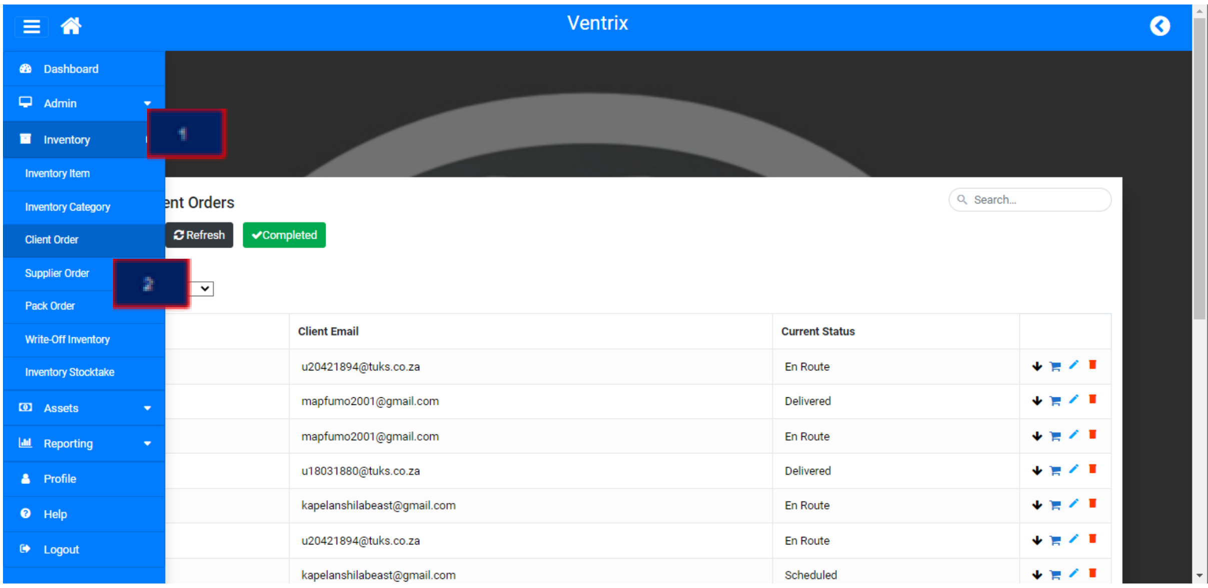
3.11 Pack client order

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Pack Order” nav bar item on the side navbar.
Step 3	Select the Pack Order icon
Step 4	Select Yes button



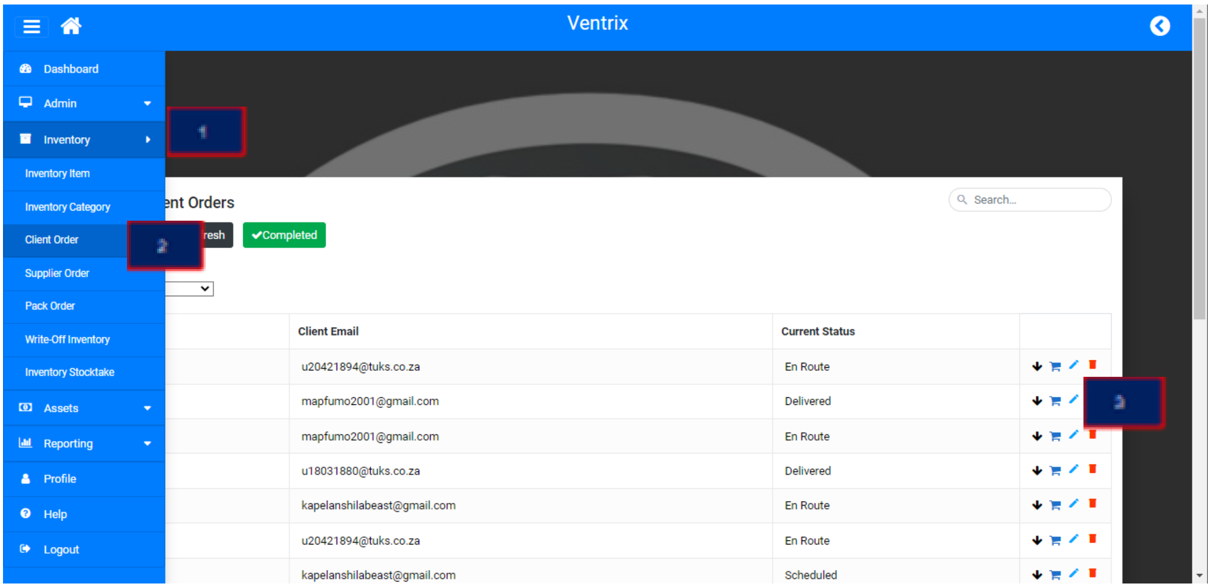
3.12 Read client order

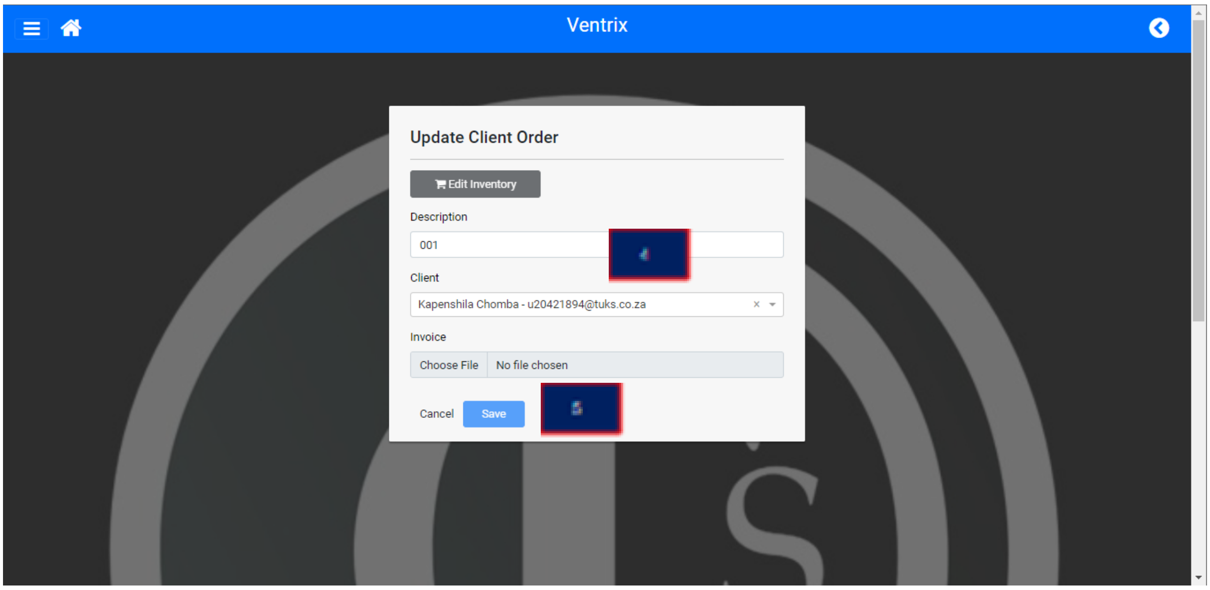
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the side navbar.



3.13 Update client order

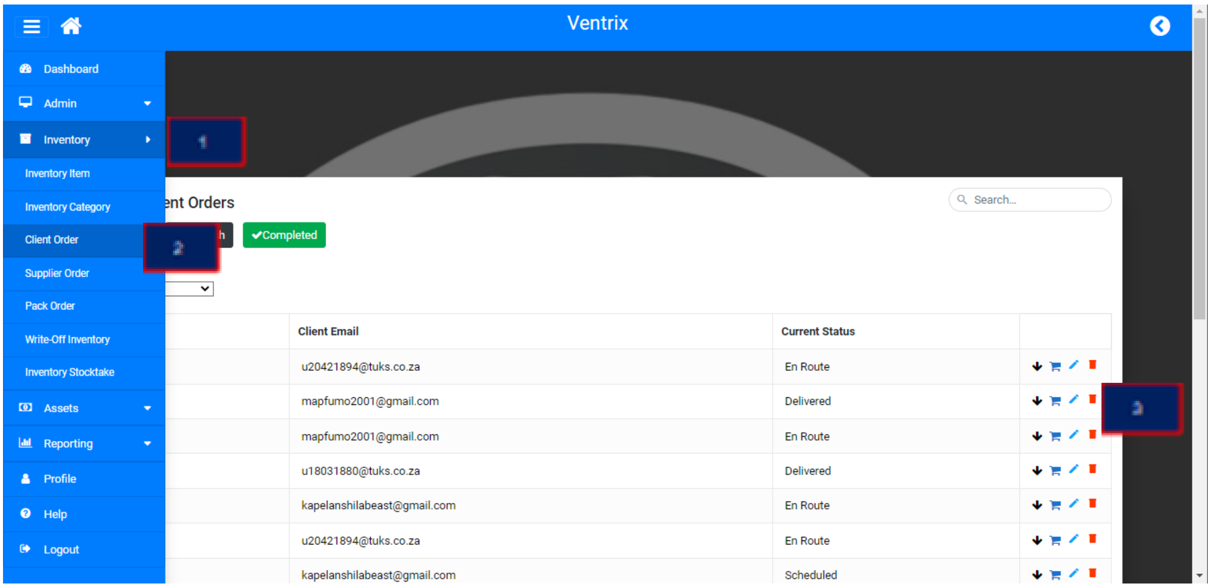
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the side navbar.
Step 3	Click on the edit icon
Step 4	Enter the updated information
Step 5	Select Save

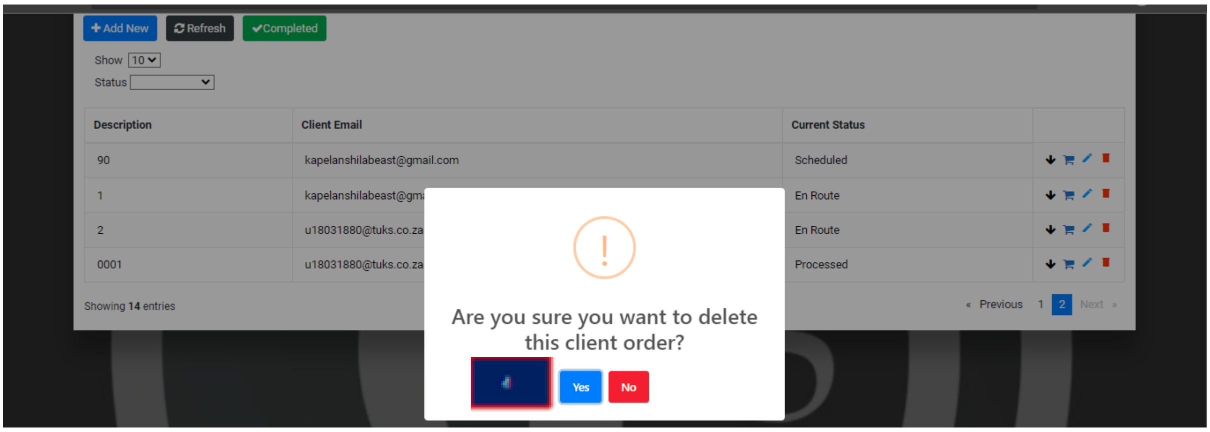




3.14 Delete client order

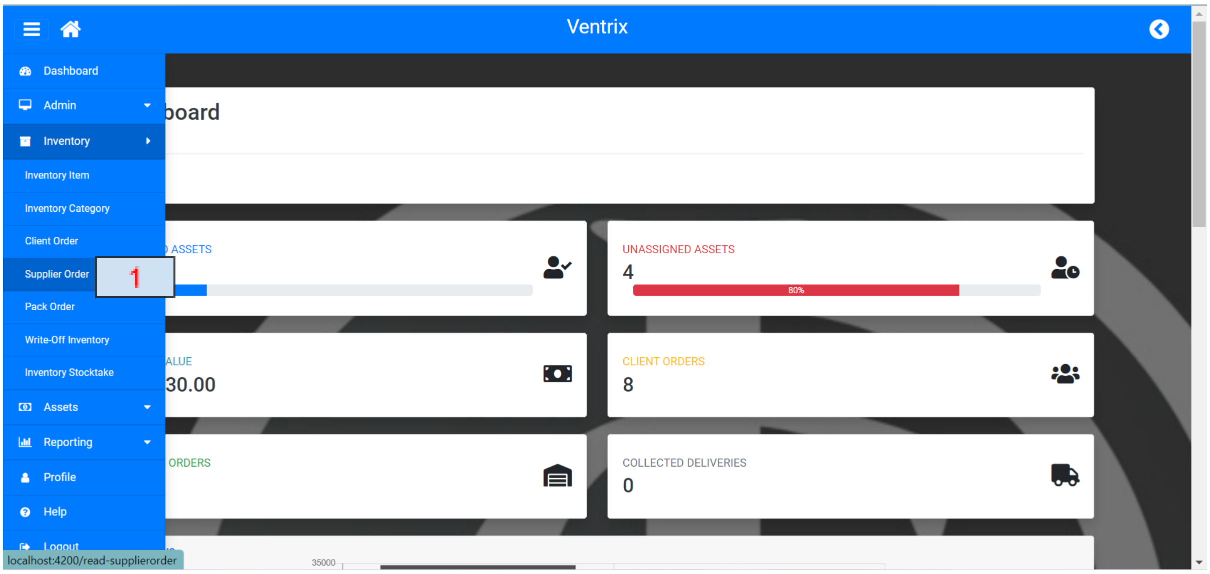
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the side navbar.
Step 3	Click on the trashcan icon to delete a client order
Step 4	Click on the “Yes” button

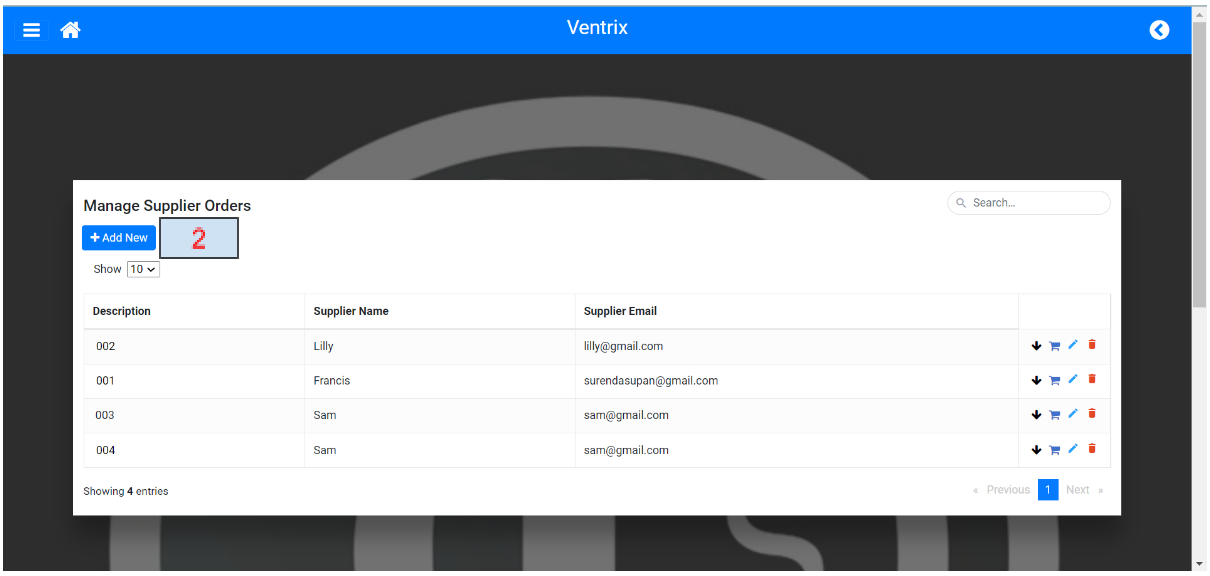


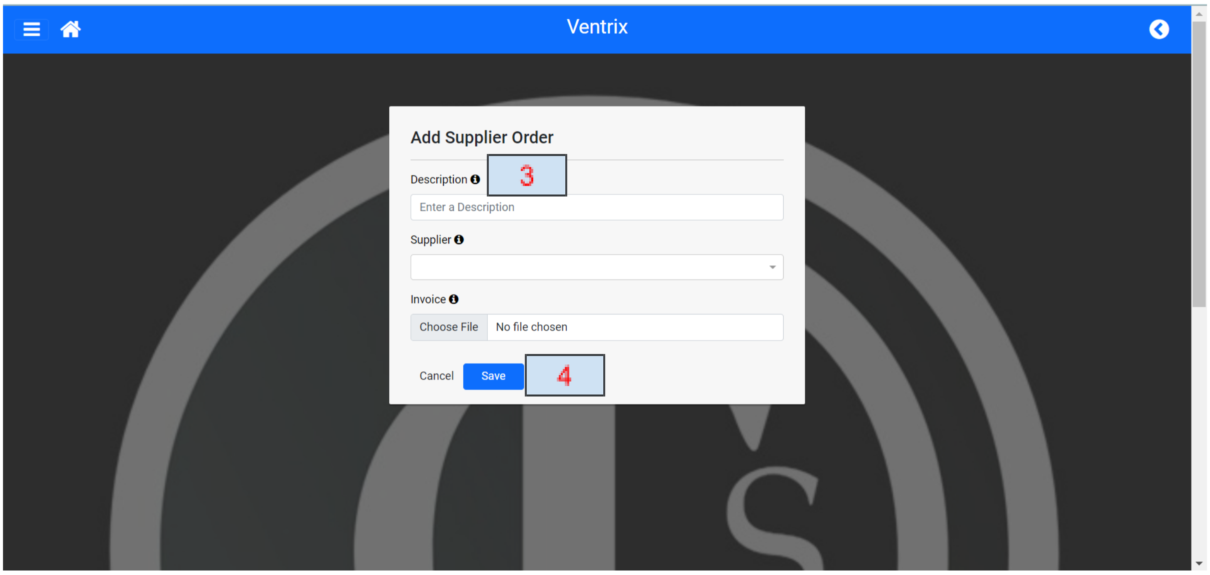


3.15 Create Supplier Order

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar and select “Supplier Order”
Step 2	Click on the “Add New” button
Step 3	Fill in the Supplier order details
Step 4	Click on the “Save” button

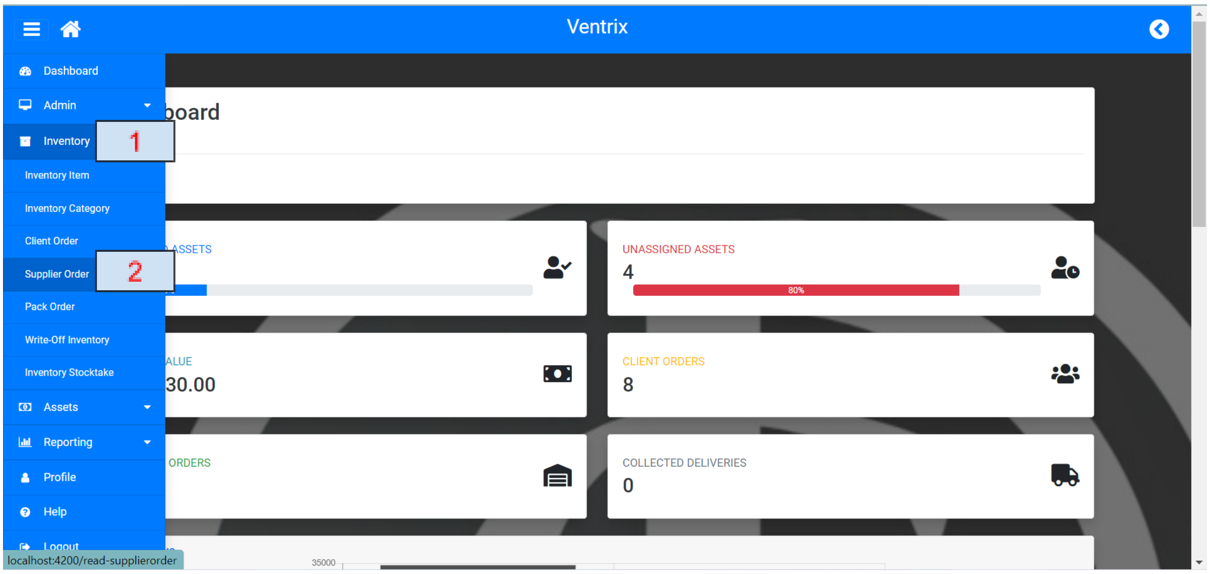


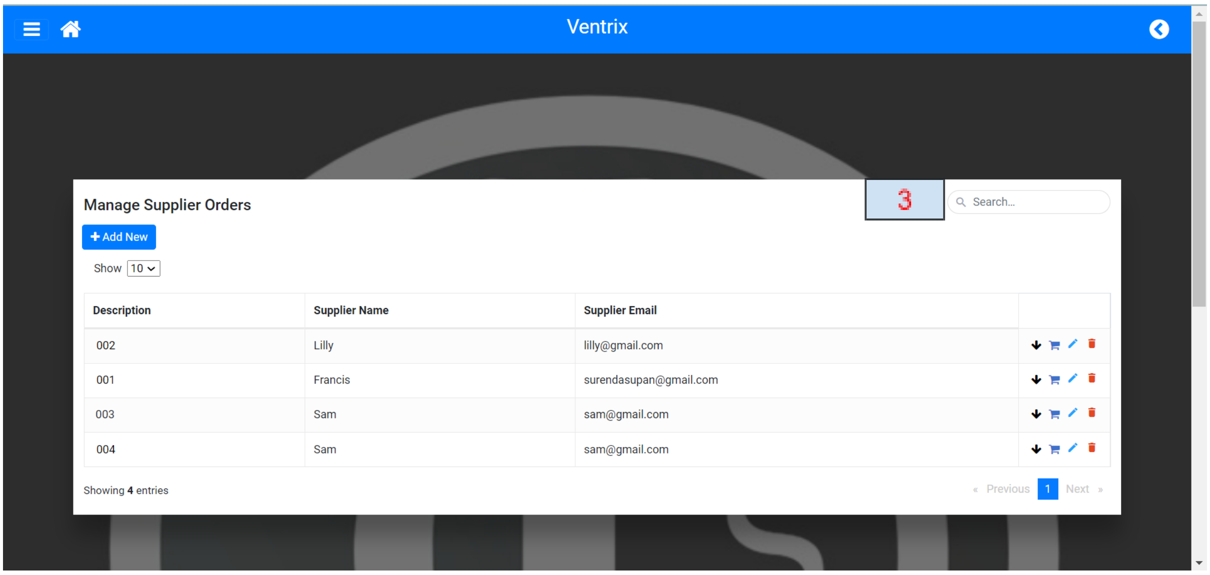



Ventrix
Add Supplier Order
Description
3
Enter a Description
Supplier
Invoice
Choose File
No file chosen
Cancel
Save
4

3.16 Read Supplier Order

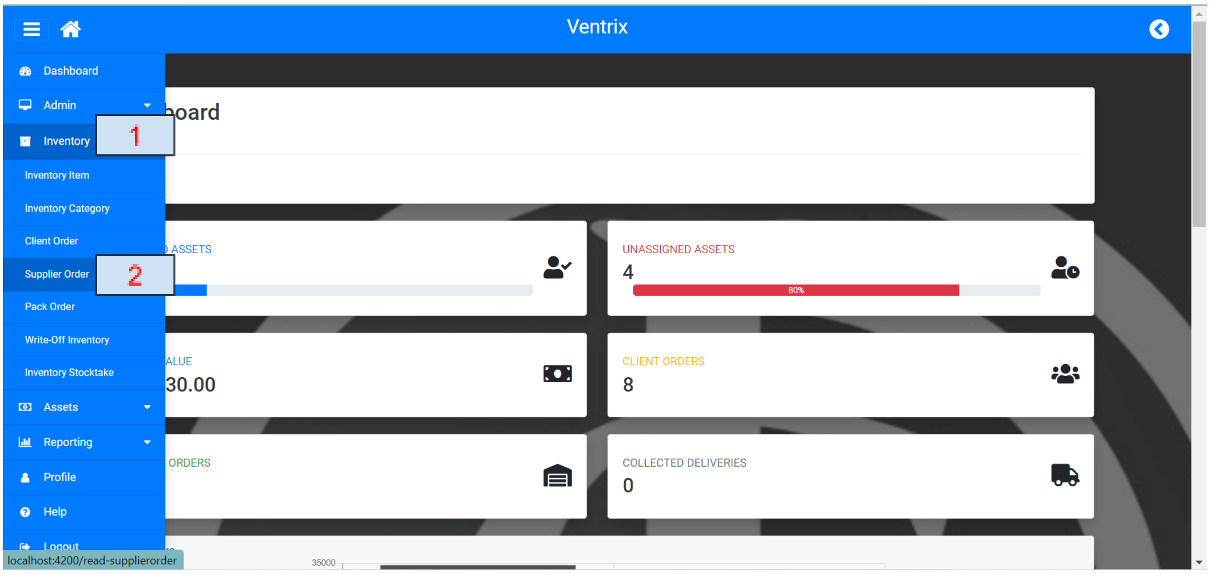
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Supplier Order” nav bar item on the expanded navbar.
Step 3	Enter in a search query to view a particular supplier order

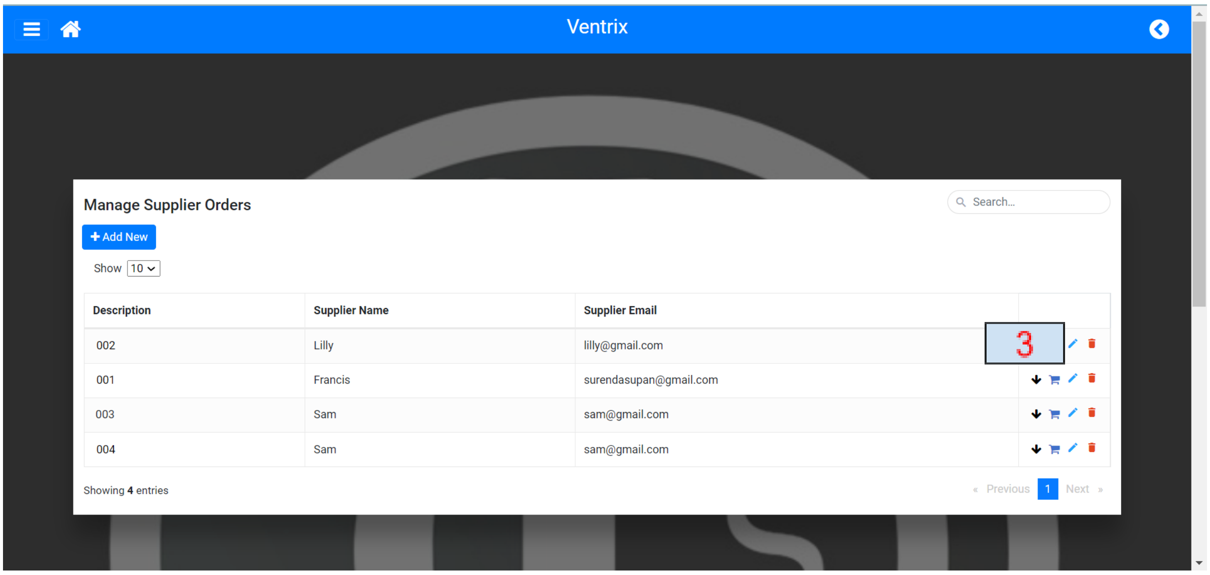


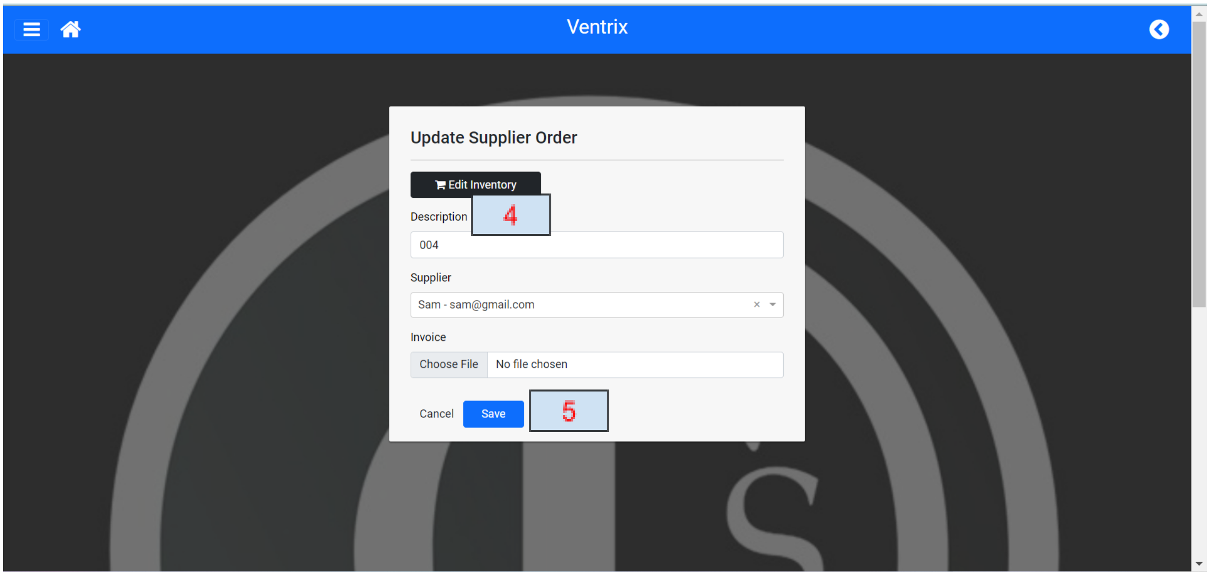


3.17 Update Supplier Order

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Supplier Order” nav bar item on the expanded navbar.
Step 3	Click on the “Edit” icon (Blue pencil icon)
Step 4	Enter new information in the fields that you would like updated
Step 5	Click on the “Save button”

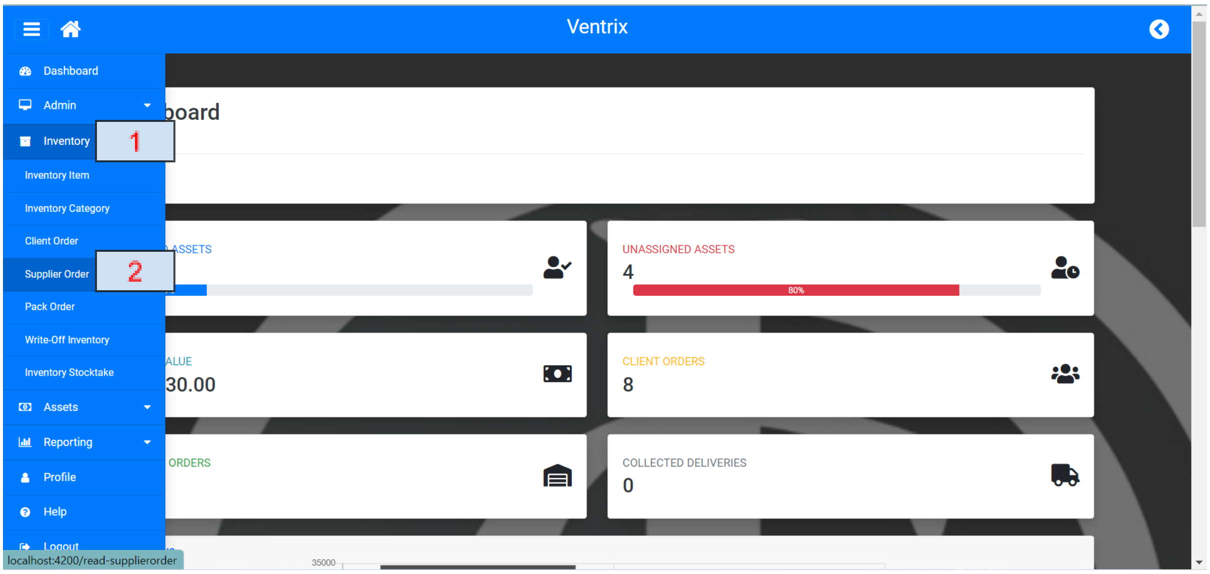


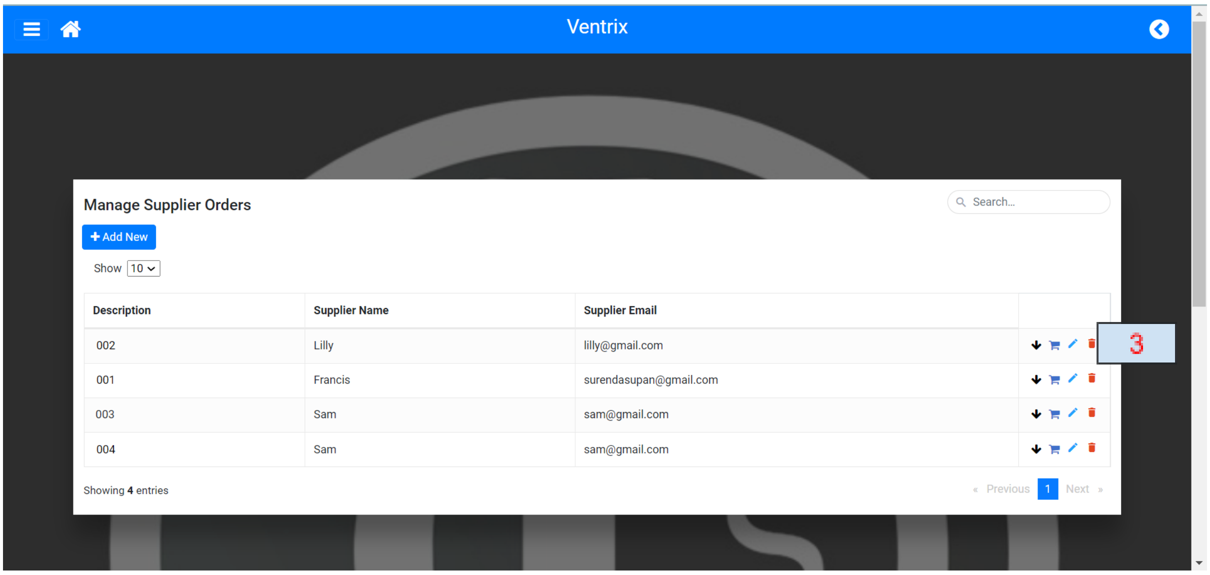


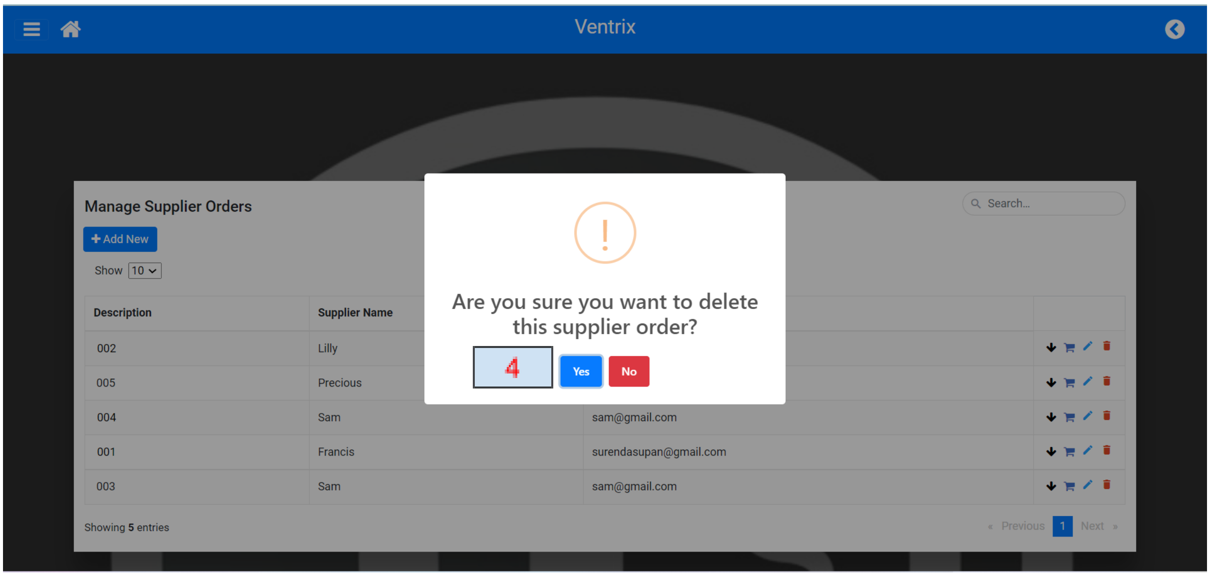

Ventrix
Update Supplier Order
Edit Inventory
4
Description
004
Supplier
Sam - sam@gmail.com
Invoice
Choose File
No file chosen
Cancel
Save
5

3.18 Delete Supplier Order

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Supplier Order” nav bar item on the side navbar.
Step 3	Click on the “Delete” icon (Red trash can icon)
Step 4	Click on the “Yes” button

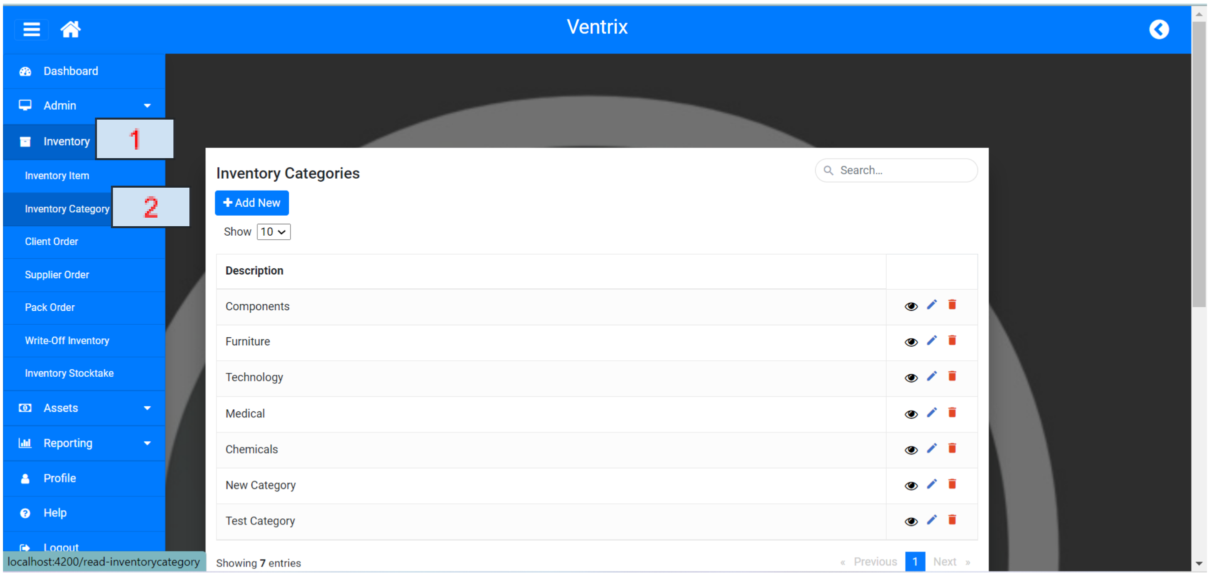


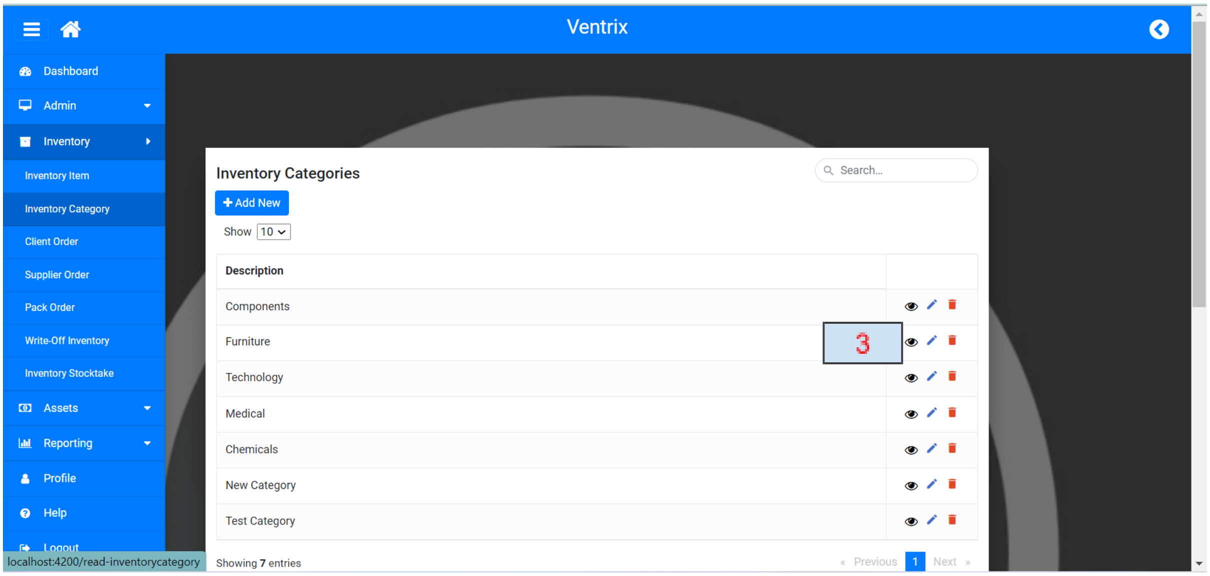


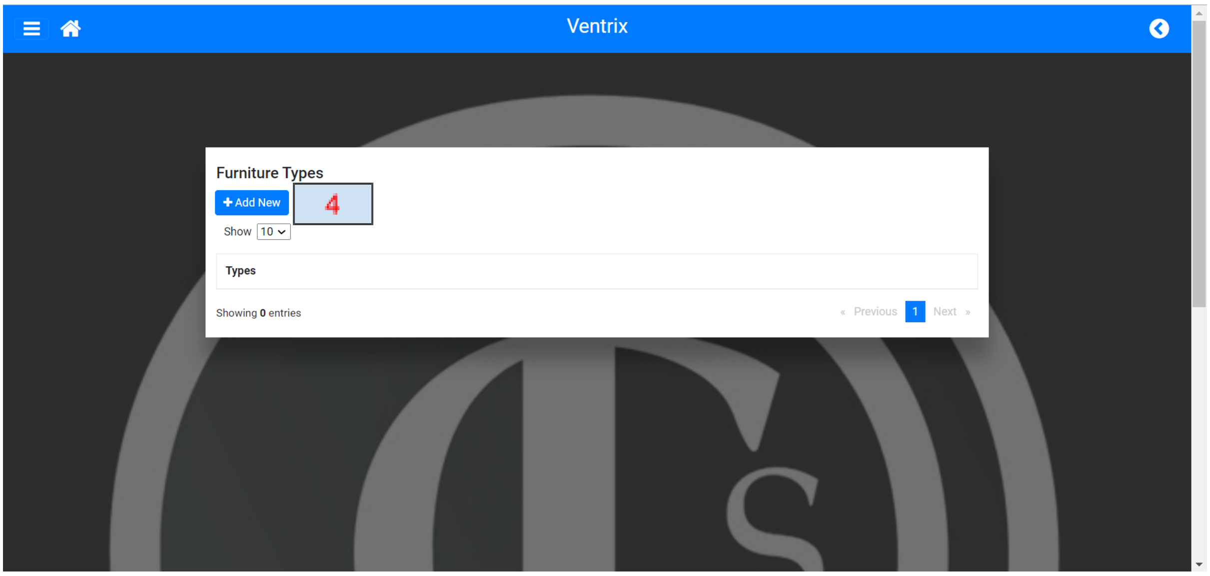

Ventrix
Manage Supplier Orders
+ Add New
Show 10
Search...
Description
Supplier Name
002
Lilly
005
Precious
004
Sam
sam@gmail.com
001
Francis
surendasupan@gmail.com
003
Sam
sam@gmail.com
Showing 5 entries
« Previous
1
Next »
!
Are you sure you want to delete this supplier order?
4
Yes
No

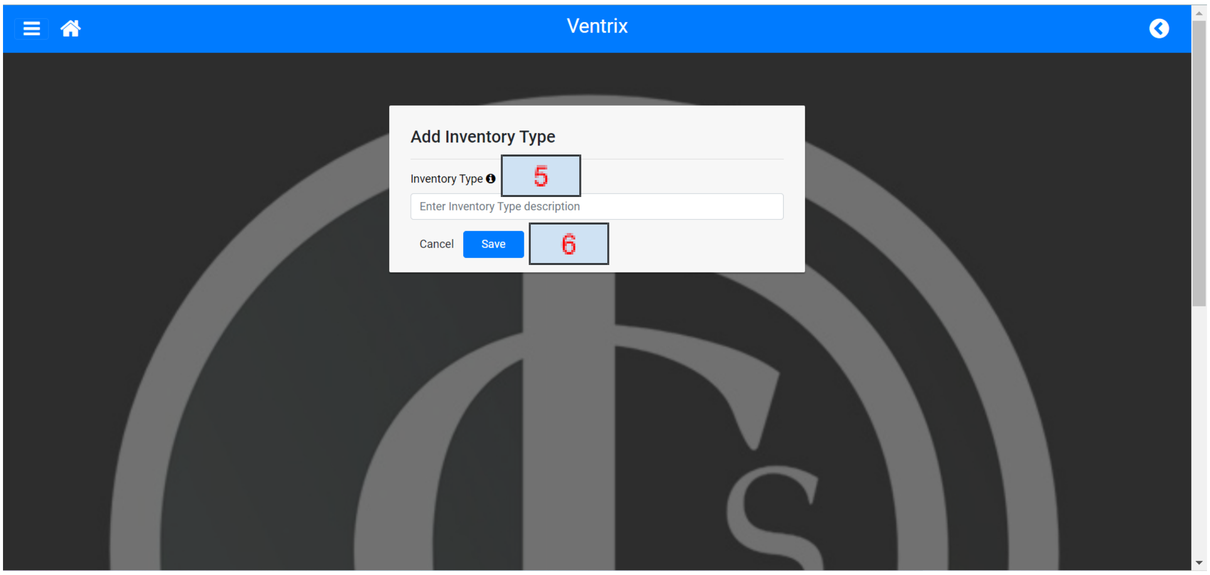
3.19 Create Inventory Type

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Inventory Category” nav bar item on the expanded navbar.
Step 3	Click on the eye icon for a specific category. The inventory types will be displayed.
Step 4	Click on the “Add New” button
Step 5	Fill in the required inventory type information
Step 6	Click on the Save button



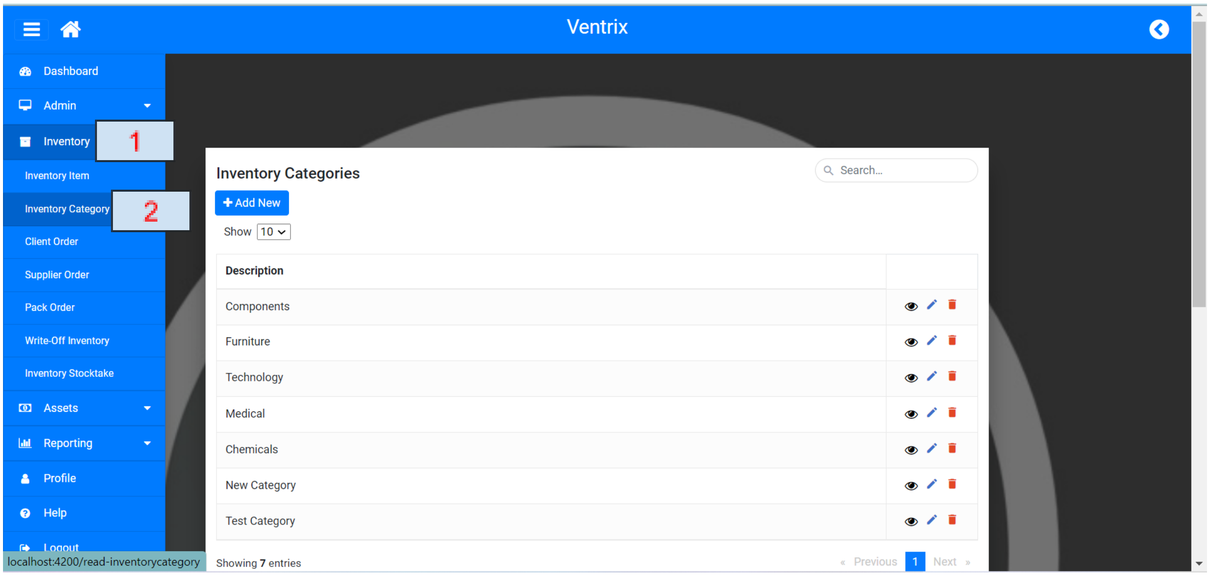


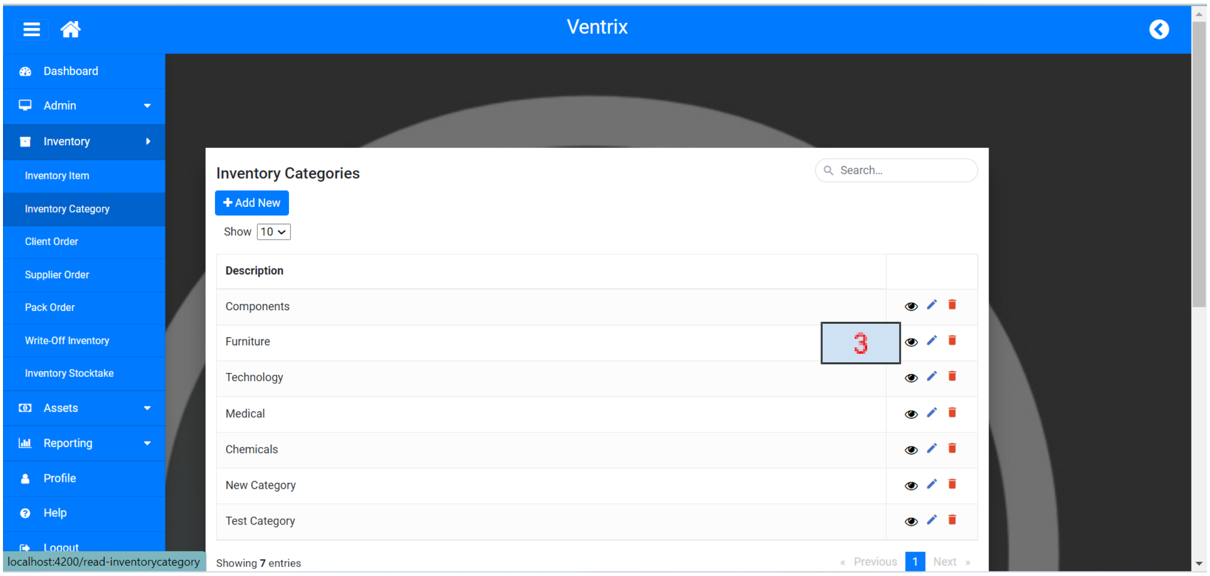

Ventrix
Furniture Types
Add New
4
Show 10
Types
Showing 0 entries
Previous 1 Next

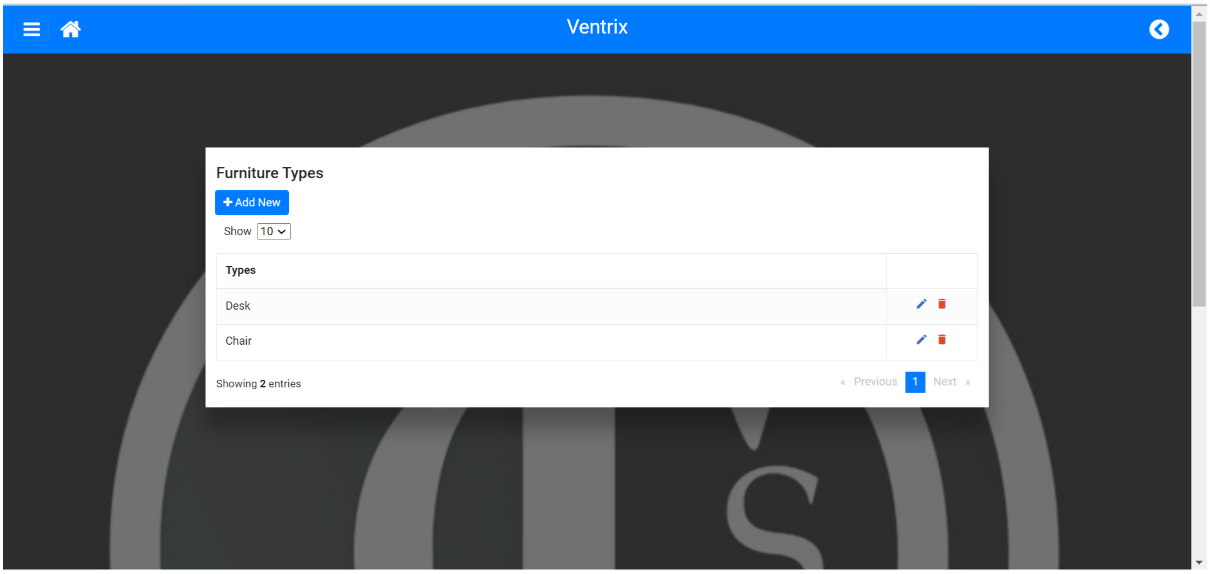

Ventrix
Add Inventory Type
Inventory Type
5
Enter Inventory Type description
Cancel
Save
6

3.20 Read Inventory Type

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Inventory Category” nav bar item on the expanded navbar.
Step 3	Click on the eye icon for a specific category. The inventory types will be displayed.

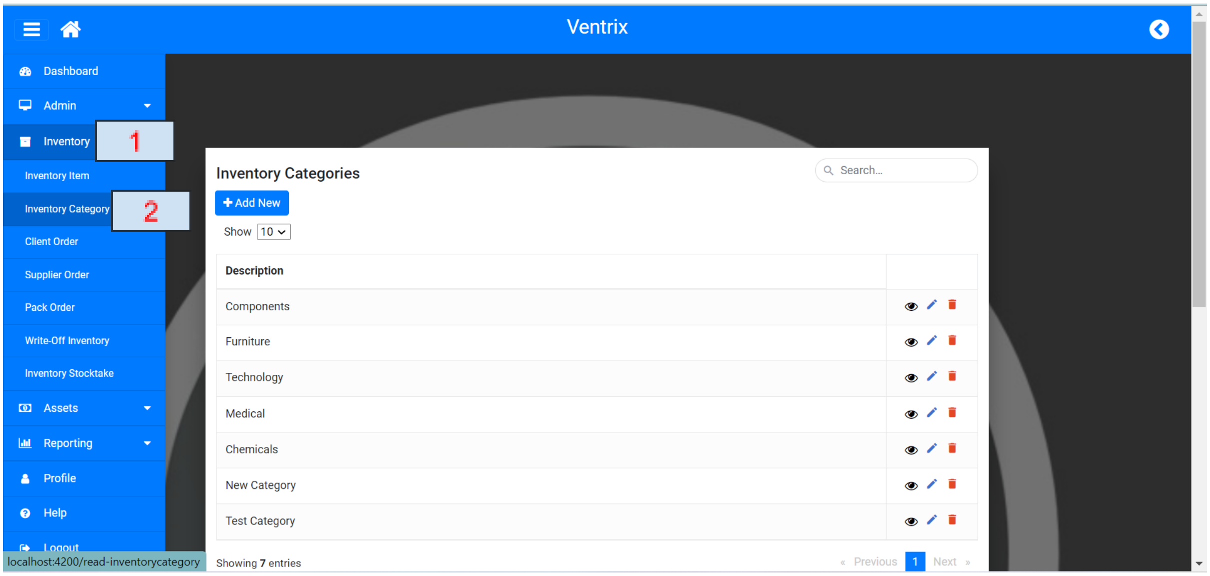


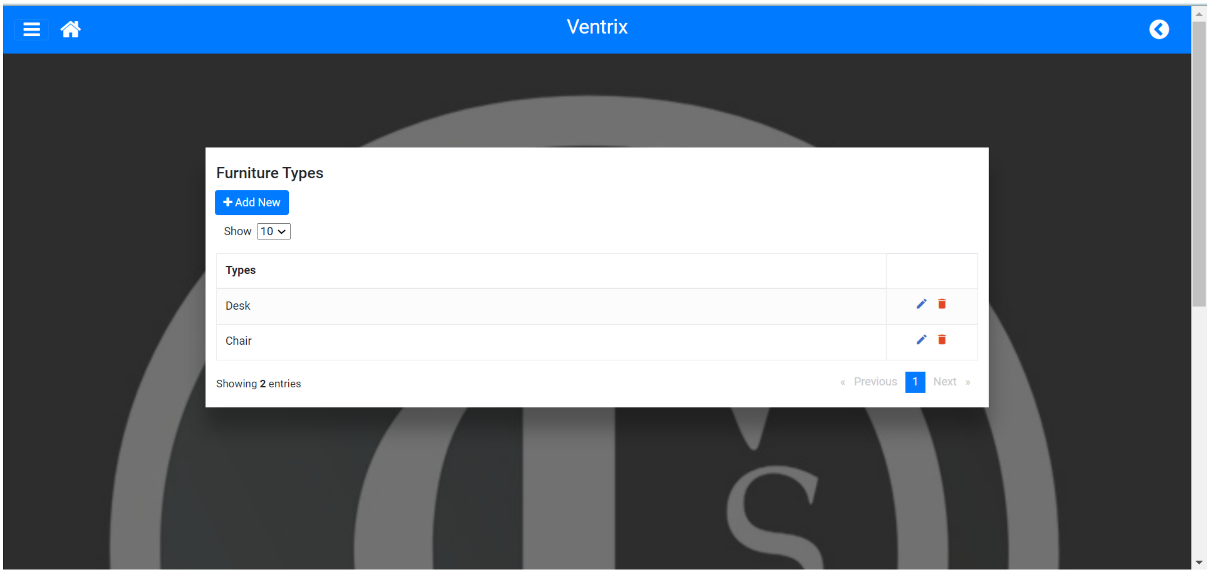


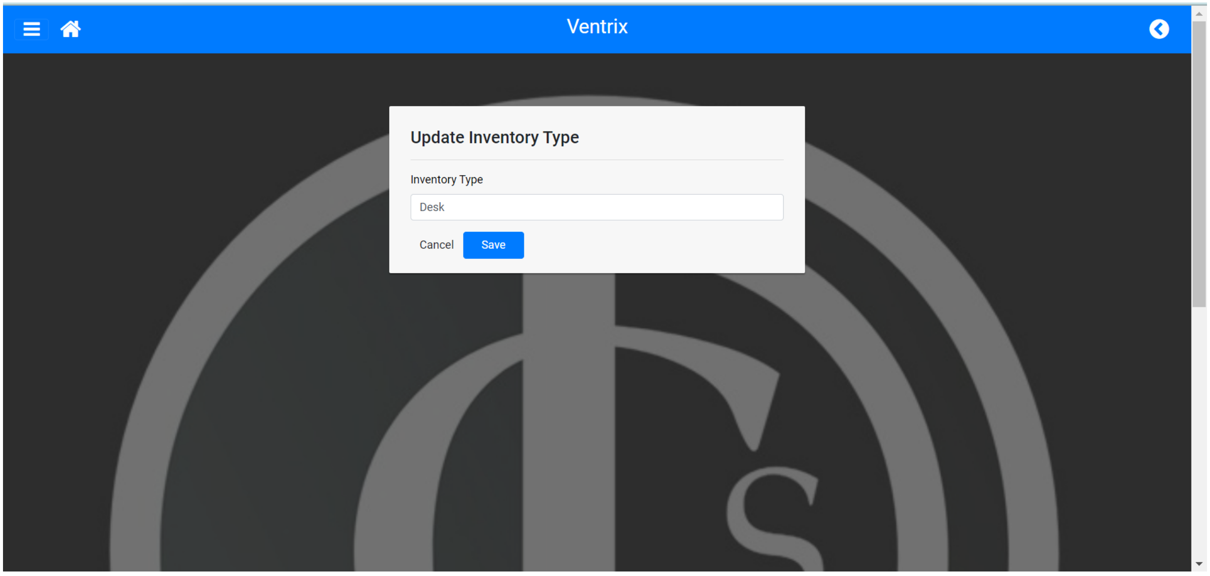

Ventrix
Furniture Types
+ Add New
Show 10
Types
Desk
Chair
Showing 2 entries
Previous 1 Next

3.21 Update Inventory Type

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Inventory Category” nav bar item on the expanded navbar.
Step 3	Click on the “Eye” icon. The inventory types will be displayed
Step 4	Click on the edit icon (blue pencil icon)
Step 5	Enter updated inventory type information
Step 6	Click on Save

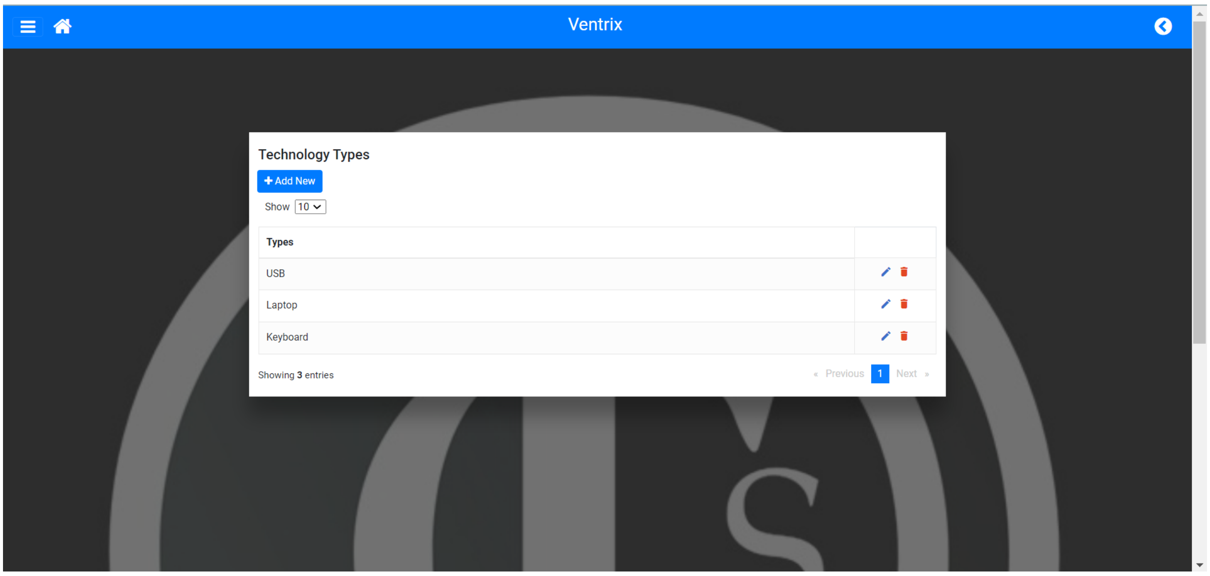


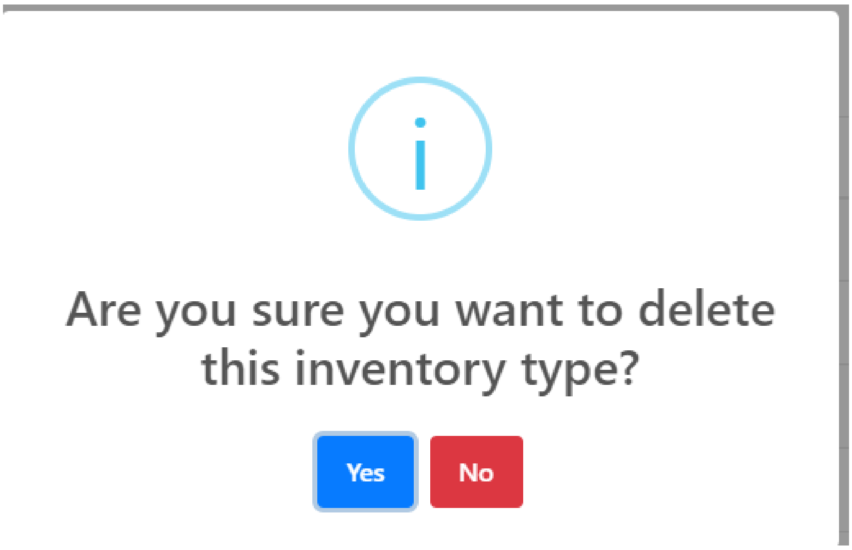



Ventrix
Update Inventory Type
Inventory Type
Desk
Cancel
Save

3.22 Delete inventory type

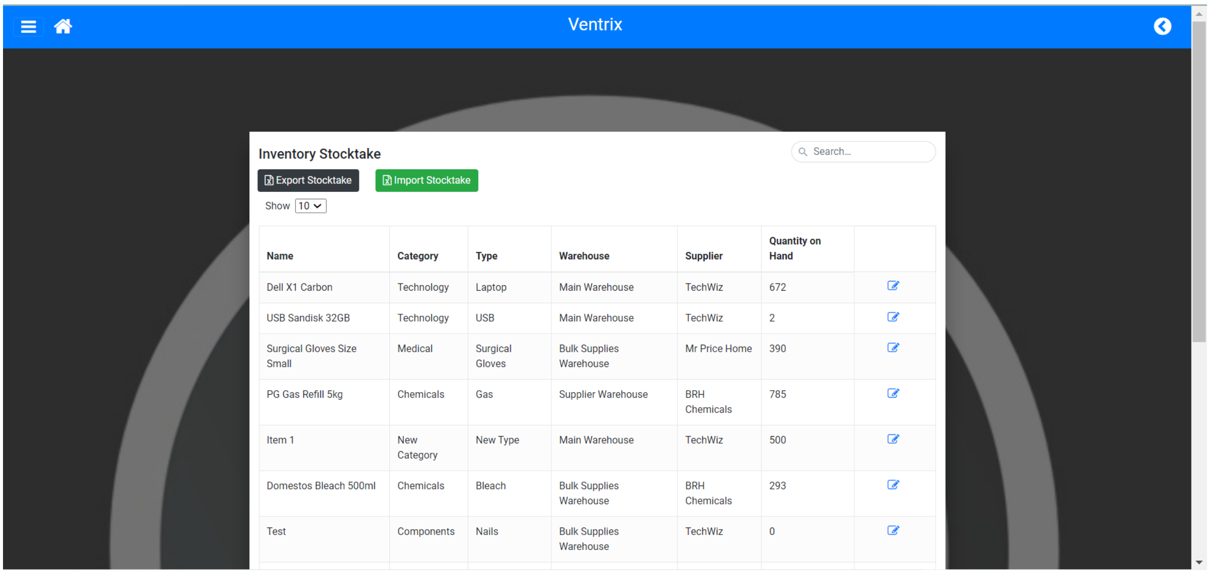
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Inventory Category” nav bar item on the expanded navbar.
Step 3	Click on the “Eye” icon. The inventory types will be displayed
Step 4	Click on the delete icon (red trash can icon)
Step 6	Click on Yes

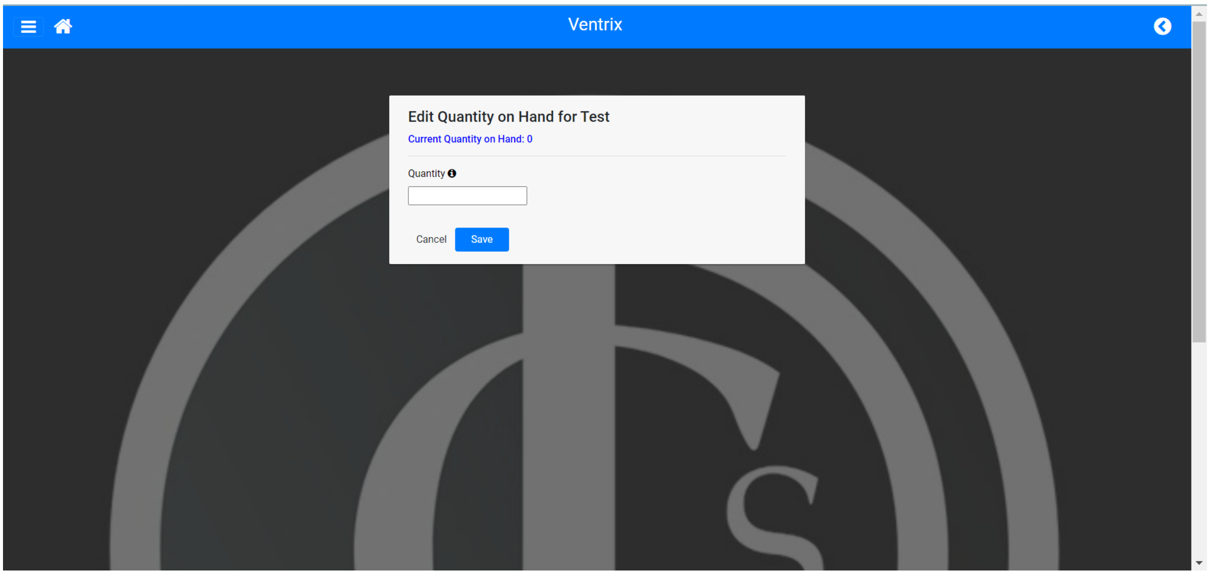


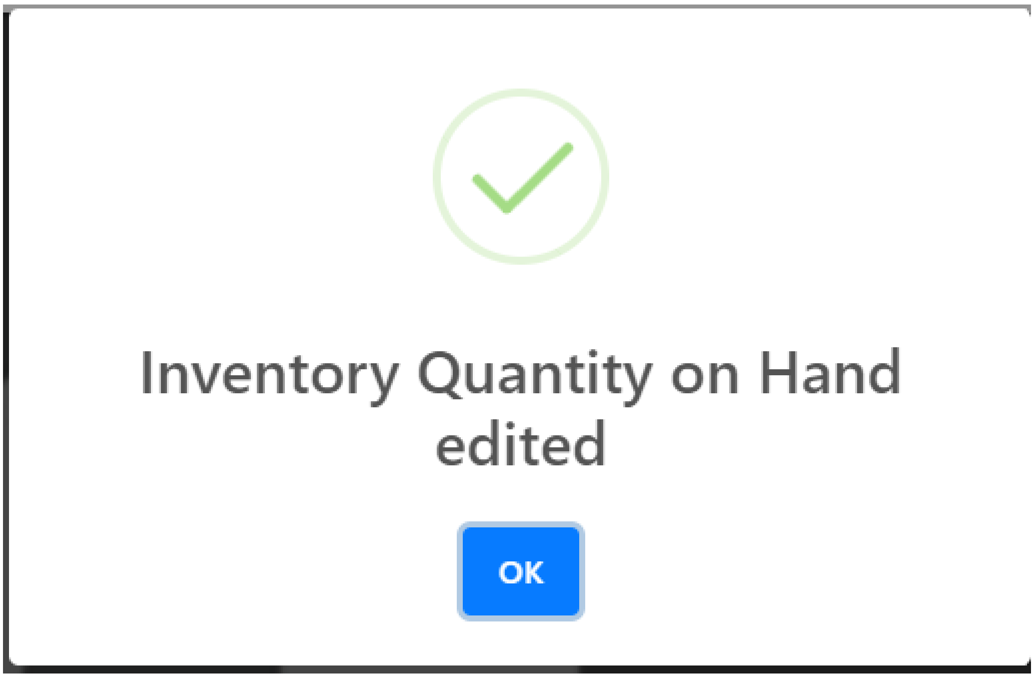


3.23 Do inventory stocktake

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Inventory Stocktake” nav bar item on the expanded navbar.
Step 3	Click on the “edit” icon. The edit quantity on hand screen will be displayed.
Step 4	Enter in a new quantity amount
Step 6	Click on the “Save” button

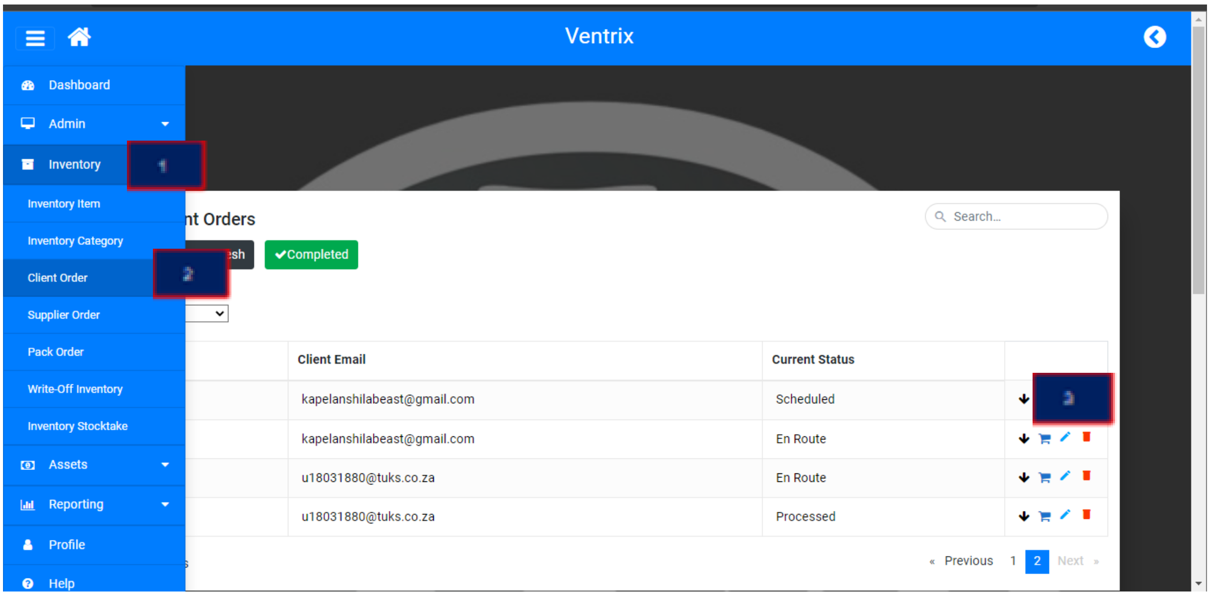





Inventory Quantity on Hand edited
OK

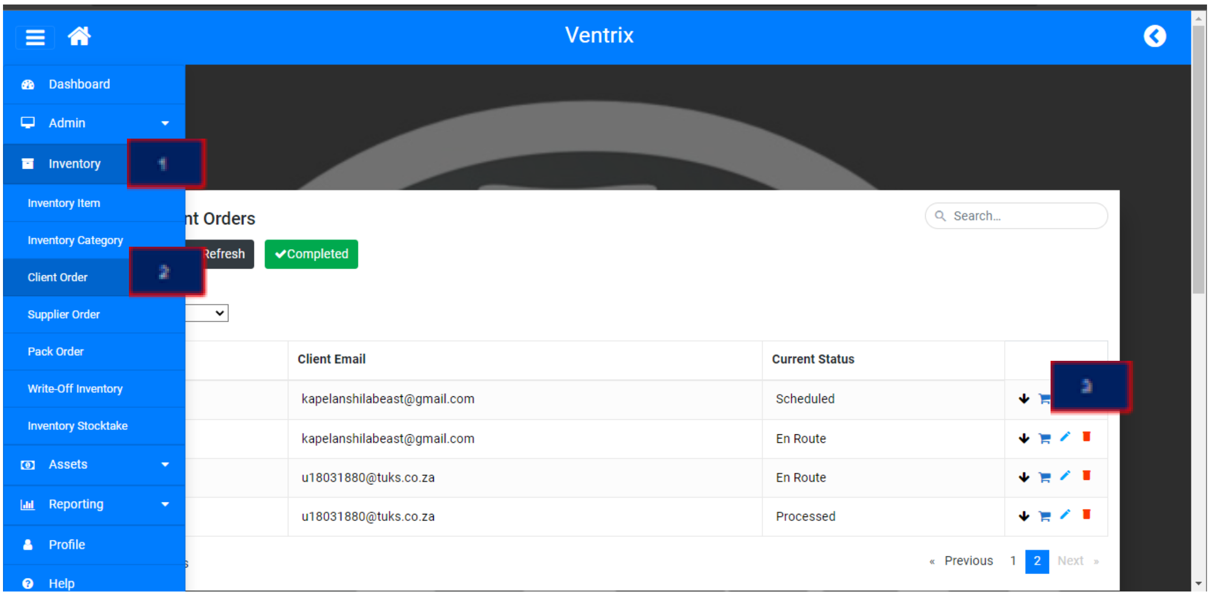
3.24 Download Client order

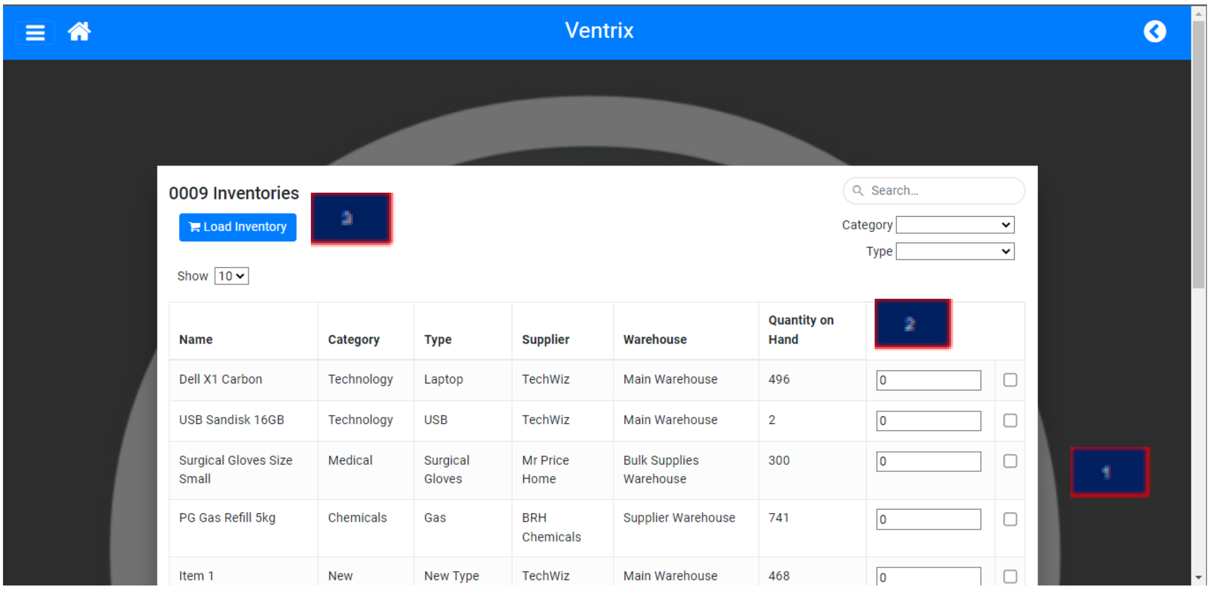
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the side navbar.
Step 3	Click on the download icon to download that specific client order



3.25 Add inventory to client order

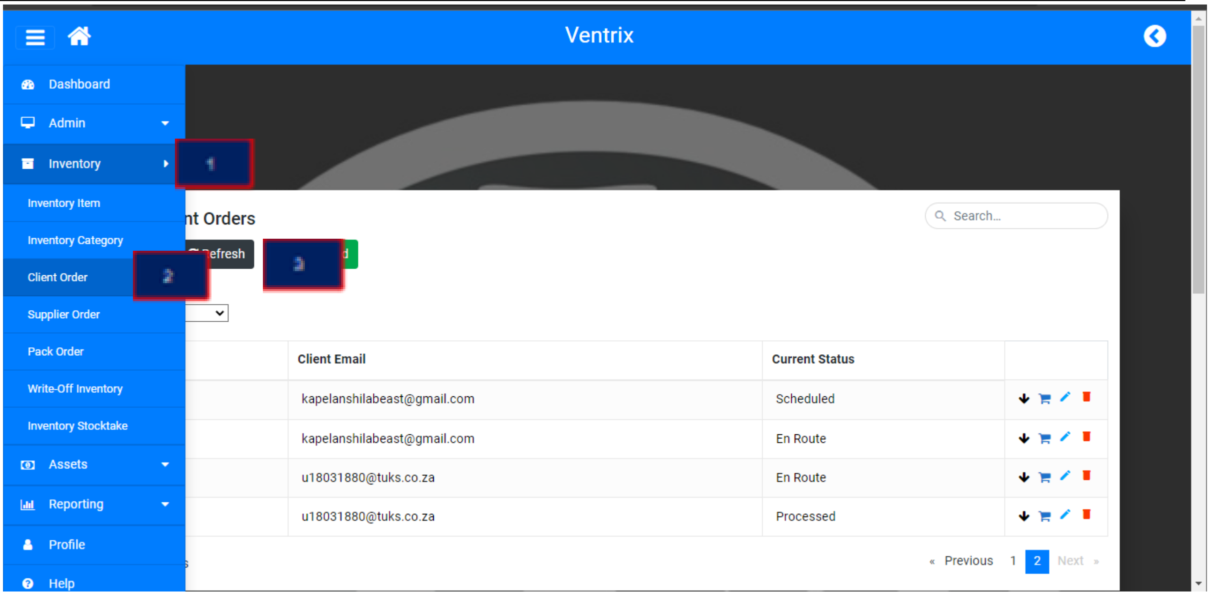
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the side navbar.
Step 3	Click on the trolley icon to add inventory items to that specific client order
Step 3	Select the items in which you would like to add to the order
Step 4	Enter the quantity of the items
Step 5	Click on load inventory to assign the inventory items to that particular client order





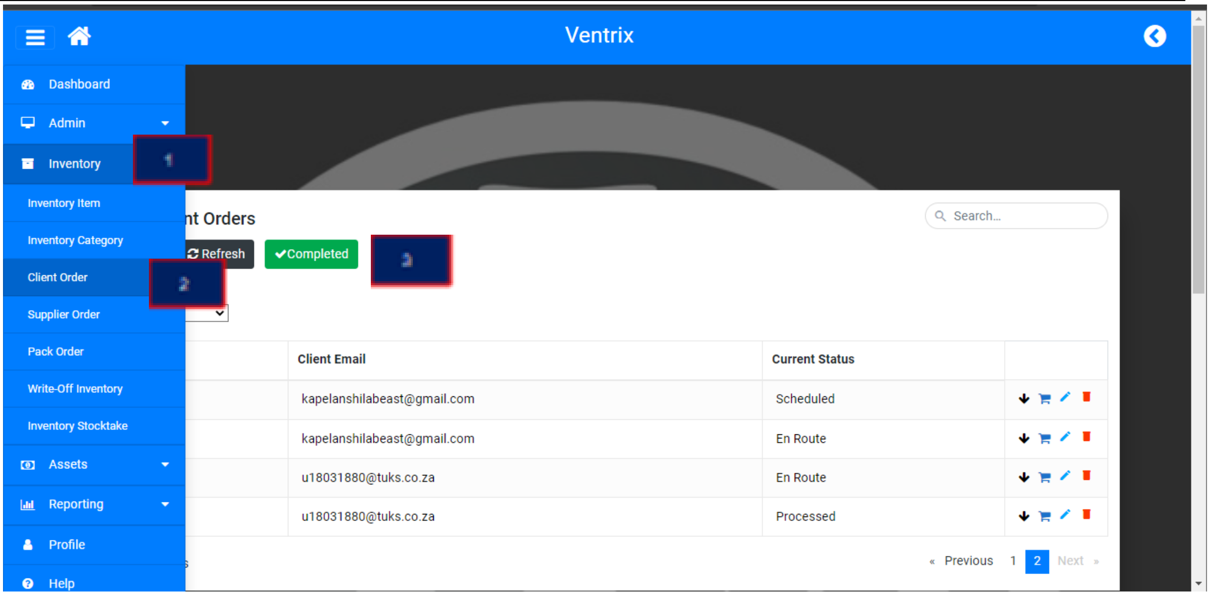
3.26 Refresh Client order

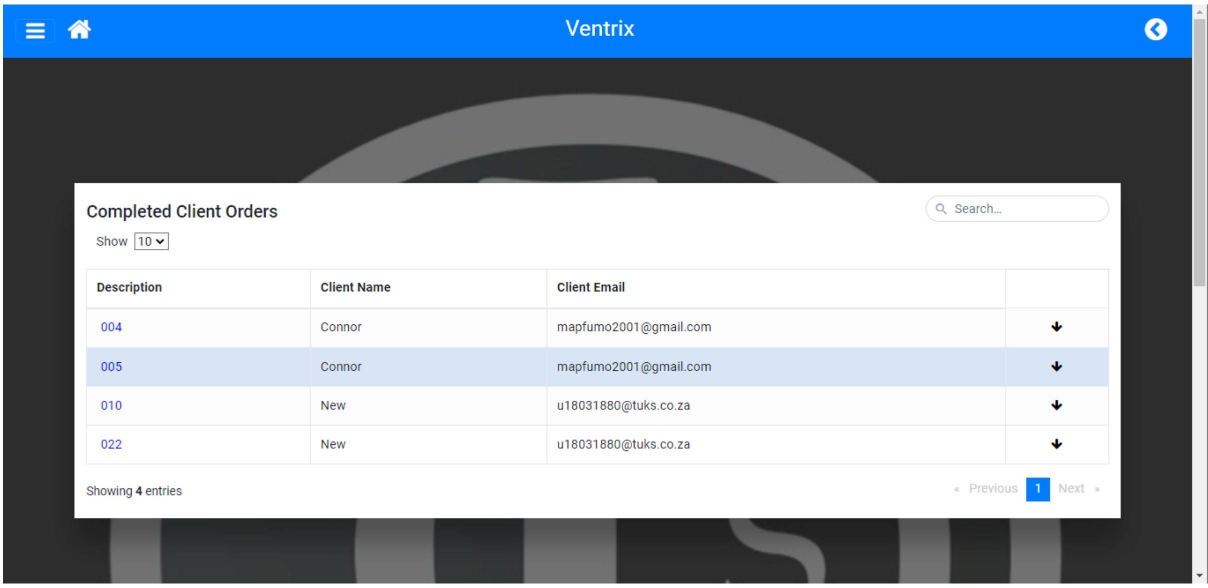
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the side navbar.
Step 3	Click on the refresh button



3.27 View completed client orders

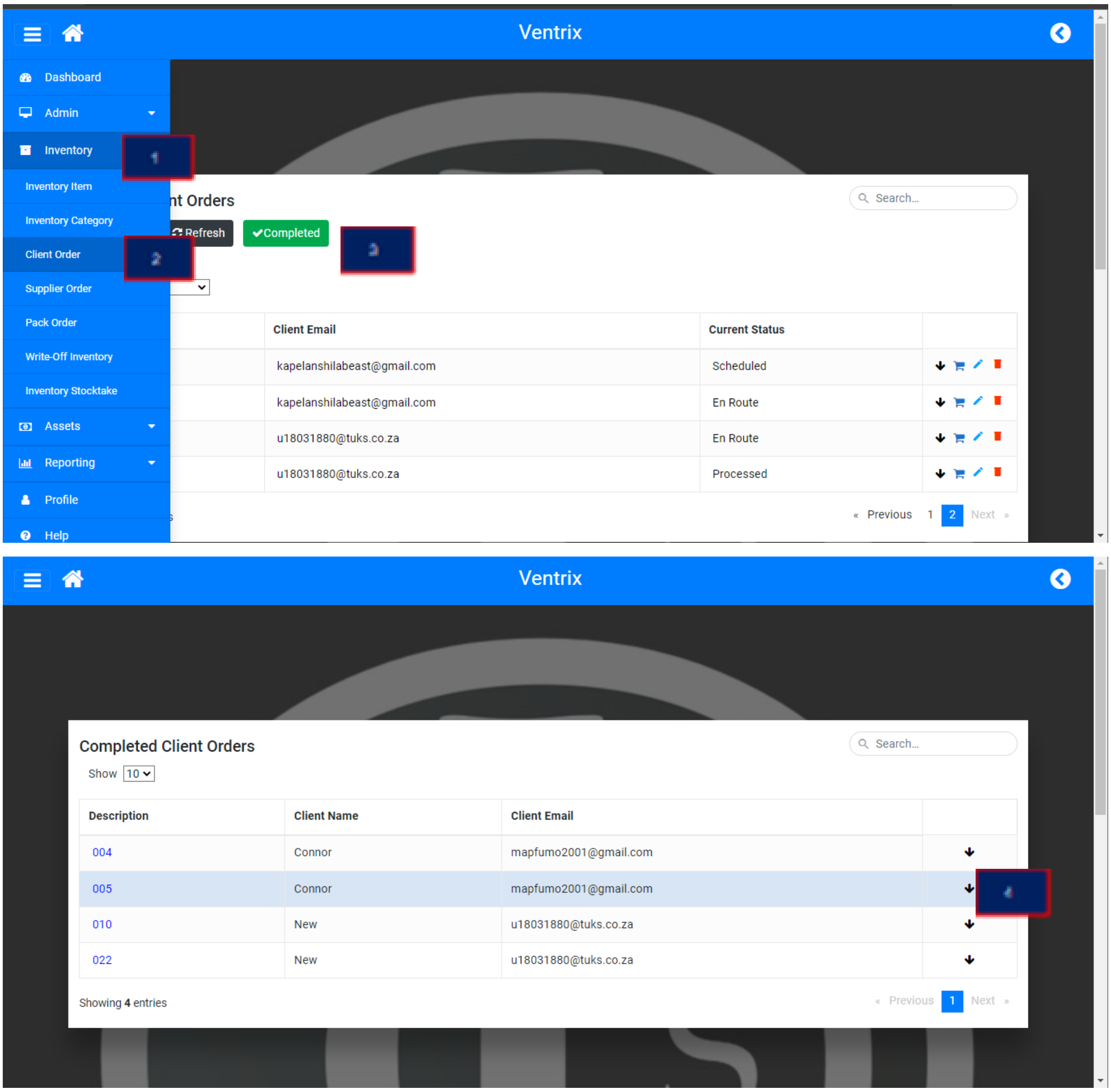
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the side navbar.
Step 3	Click on the completed button





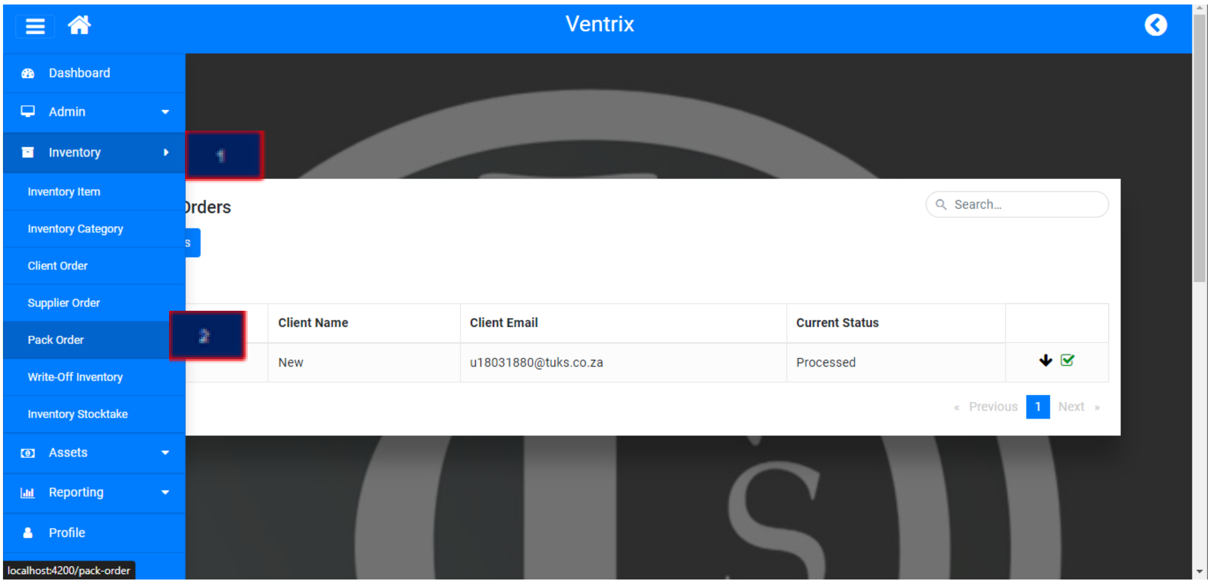
3.28 Download completed client order

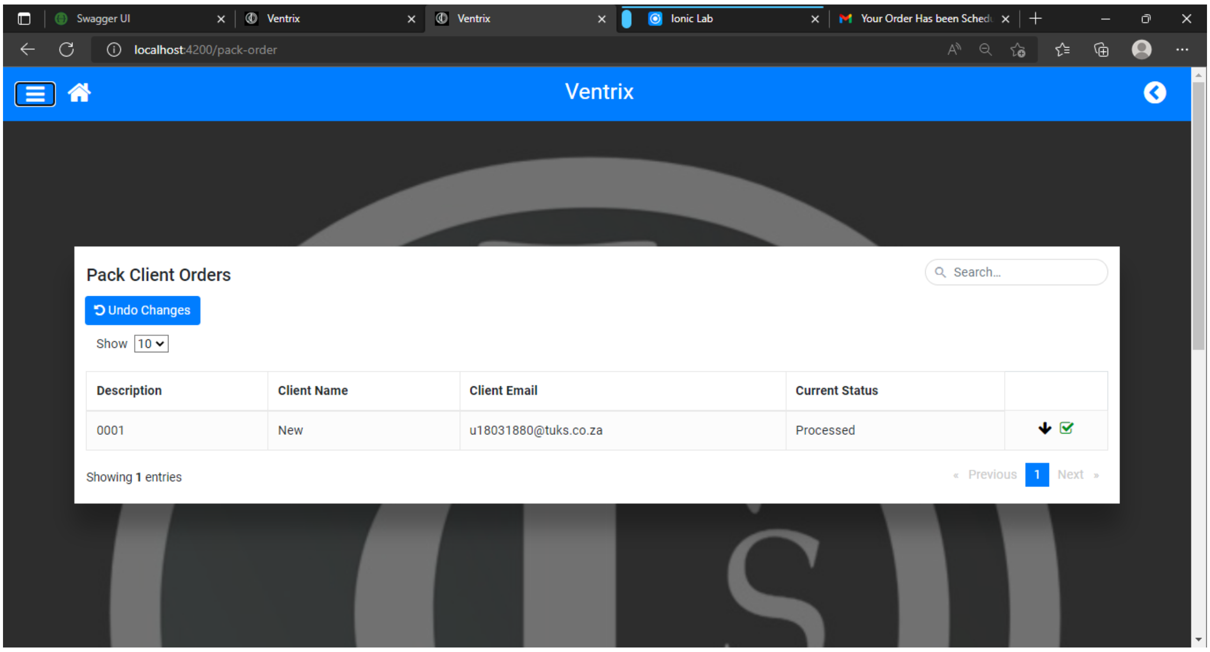
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the side navbar.
Step 3	Click on the completed button
Step 4	Click on the download icon



3.29 View client orders to be packed

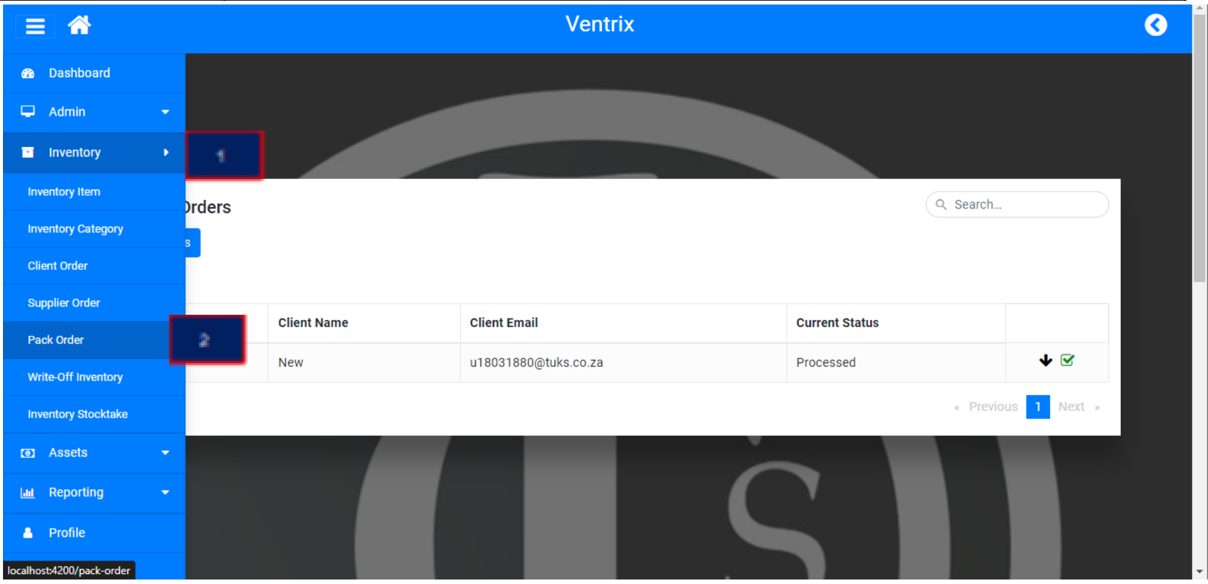
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Pack Order” nav bar item on the side navbar.

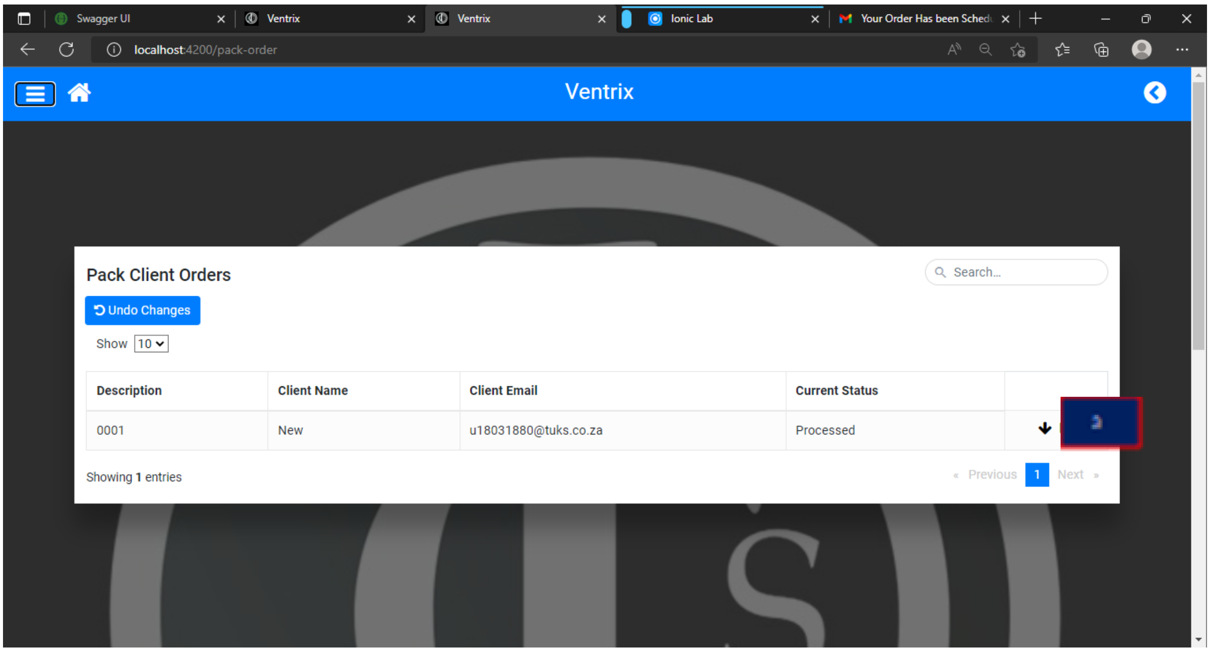




3.30 Download client order to be packed

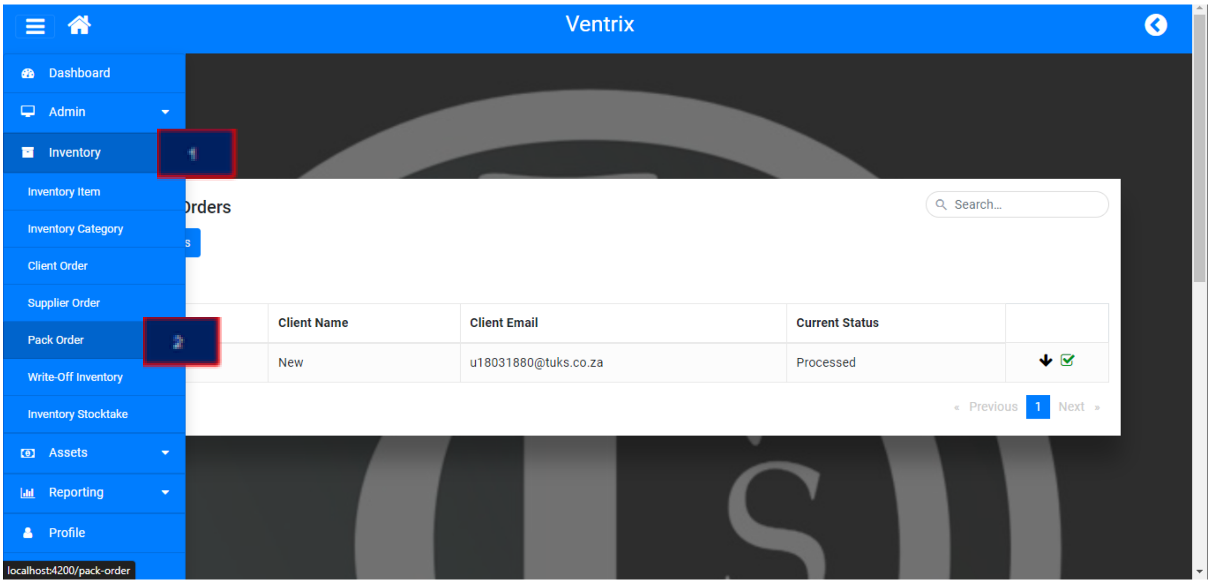
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Pack Order” nav bar item on the side navbar.
Step 3	Click on the download icon

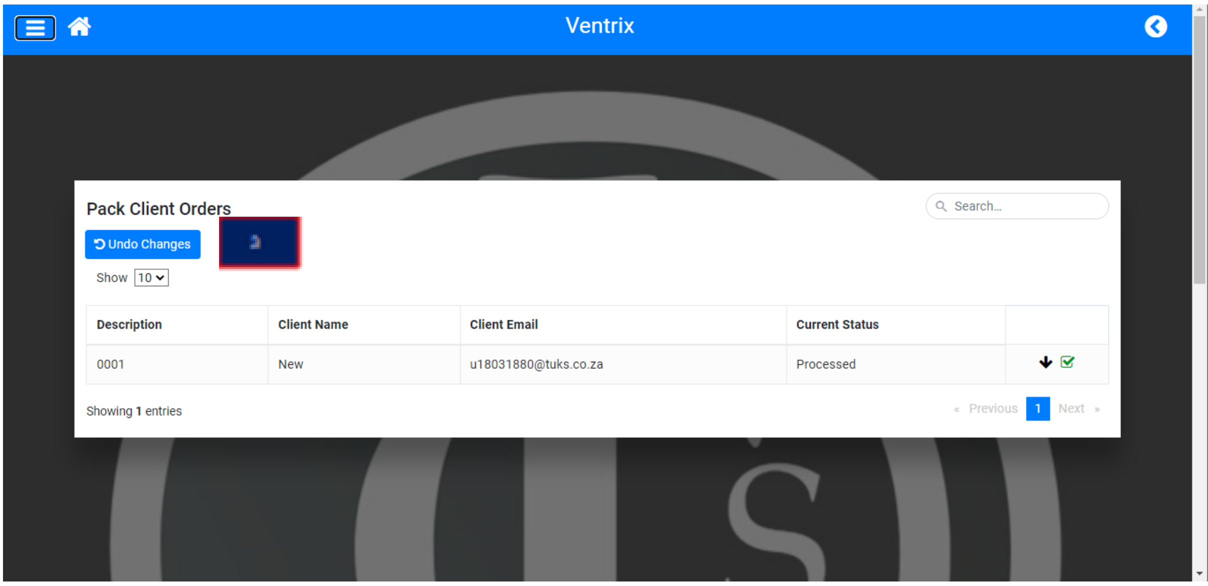


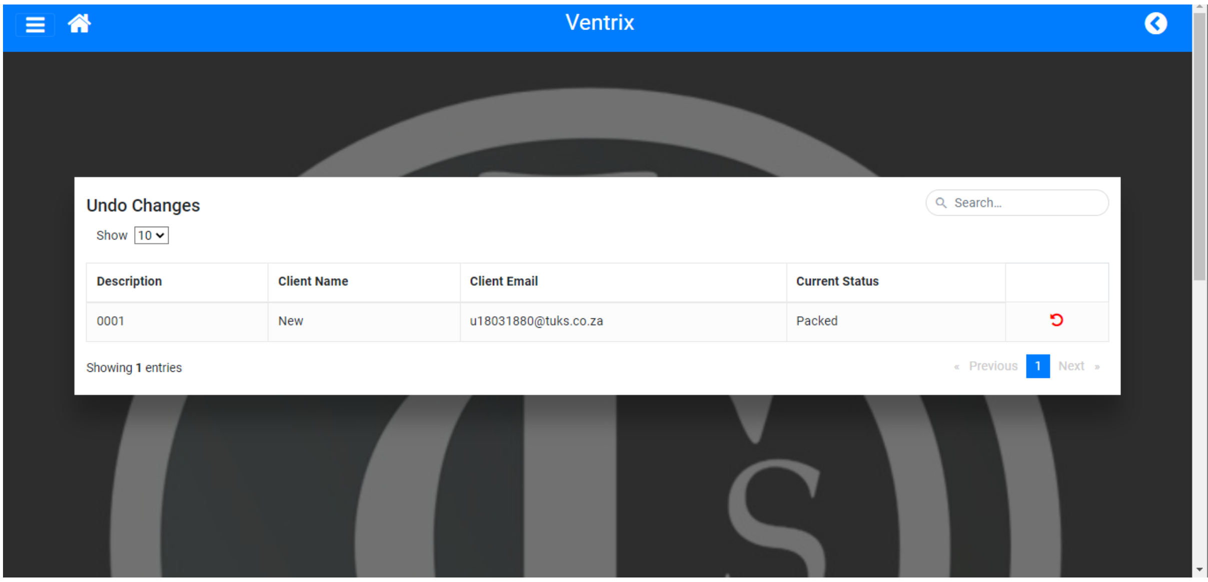


3.31 View reverted pack orders

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Pack Order” nav bar item on the side navbar.
Step 3	Click on the Undo changes button

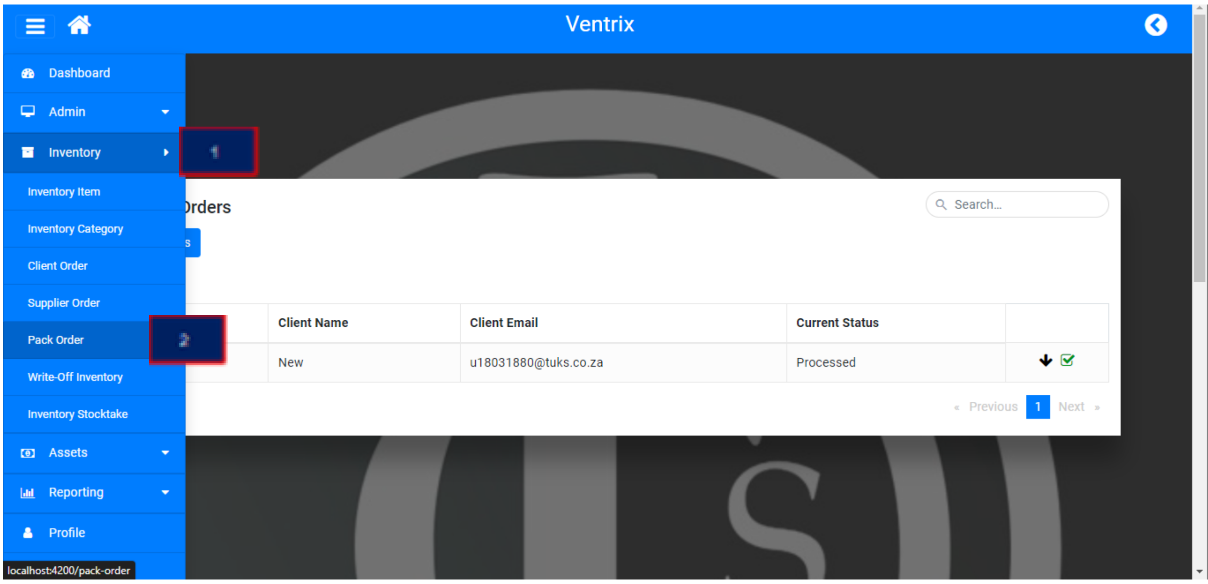


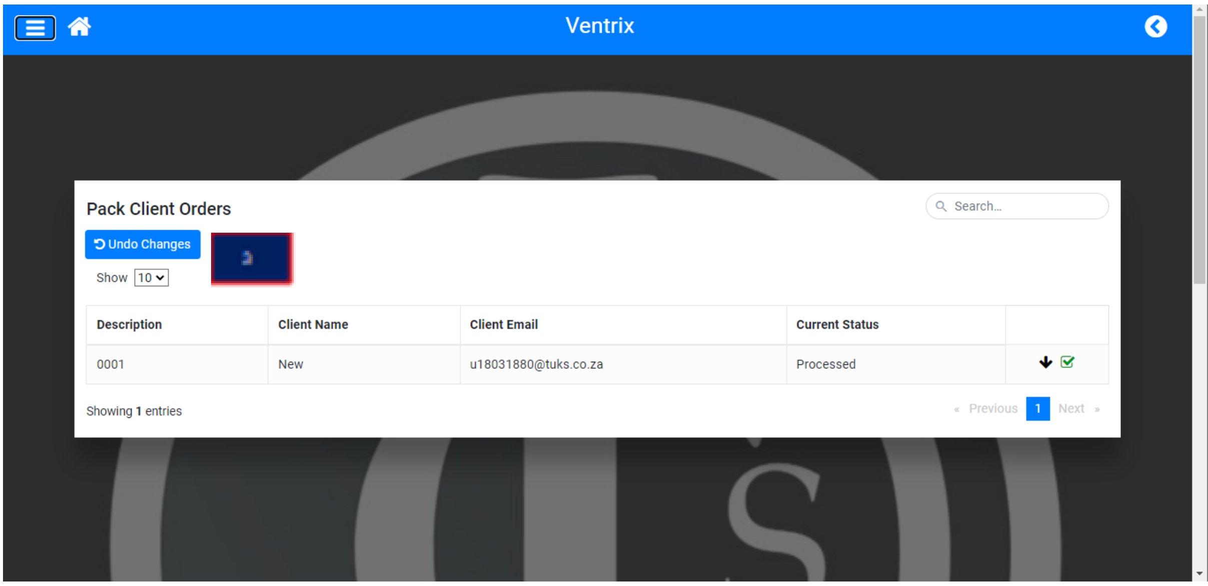


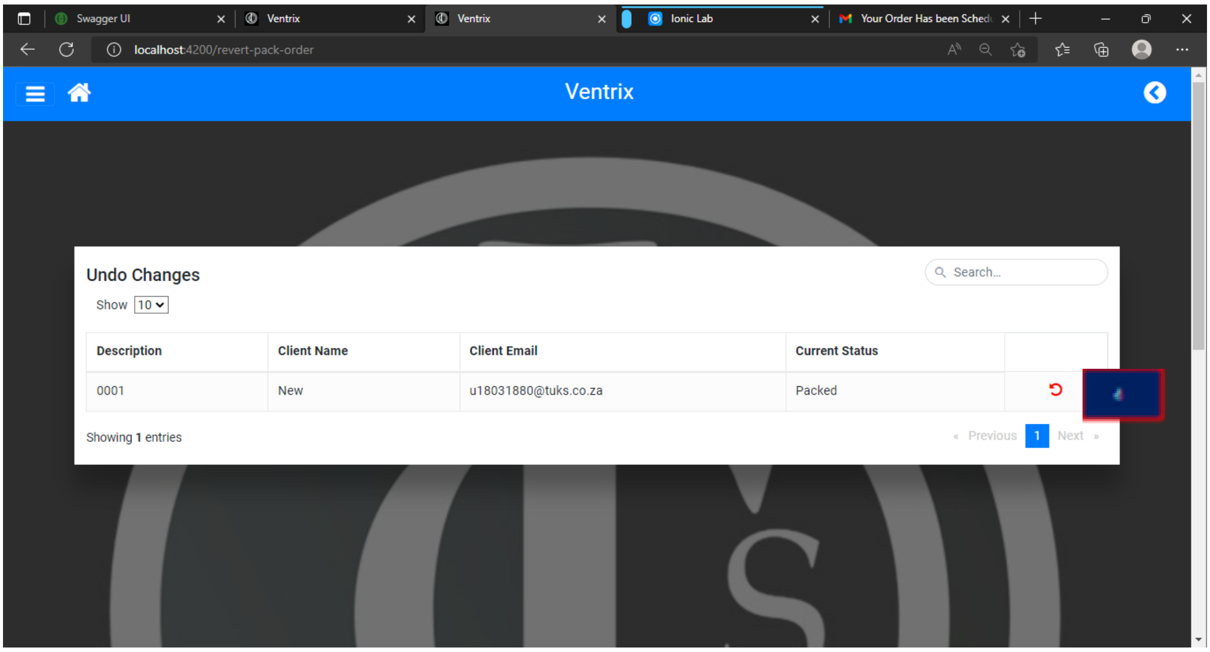

Ventrix
Undo Changes
Search...
Show 10
Description
Client Name
Client Email
Current Status
0001
New
u18031880@tuks.co.za
Packed
Showing 1 entries
Previous
1
Next

3.32 Revert pack order

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Pack Order” nav bar item on the side navbar.
Step 3	Click on the Undo changes button
Step 4	Click on undo icon

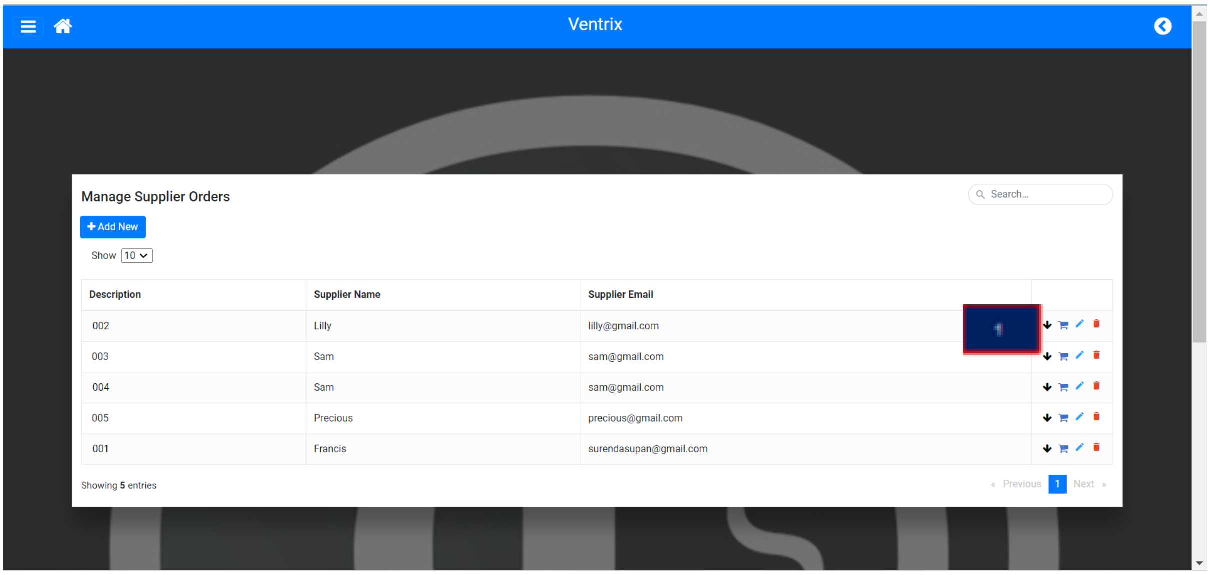





Swagger UI
Ventrix
Ventrix
Ionic Lab
Your Order Has been Sched
localhost:4200/revert-pack-order
Ventrix
Undo Changes
Search...
Show 10
Description
Client Name
Client Email
Current Status
0001
New
u18031880@tuks.co.za
Packed
Showing 1 entries
« Previous 1 Next »

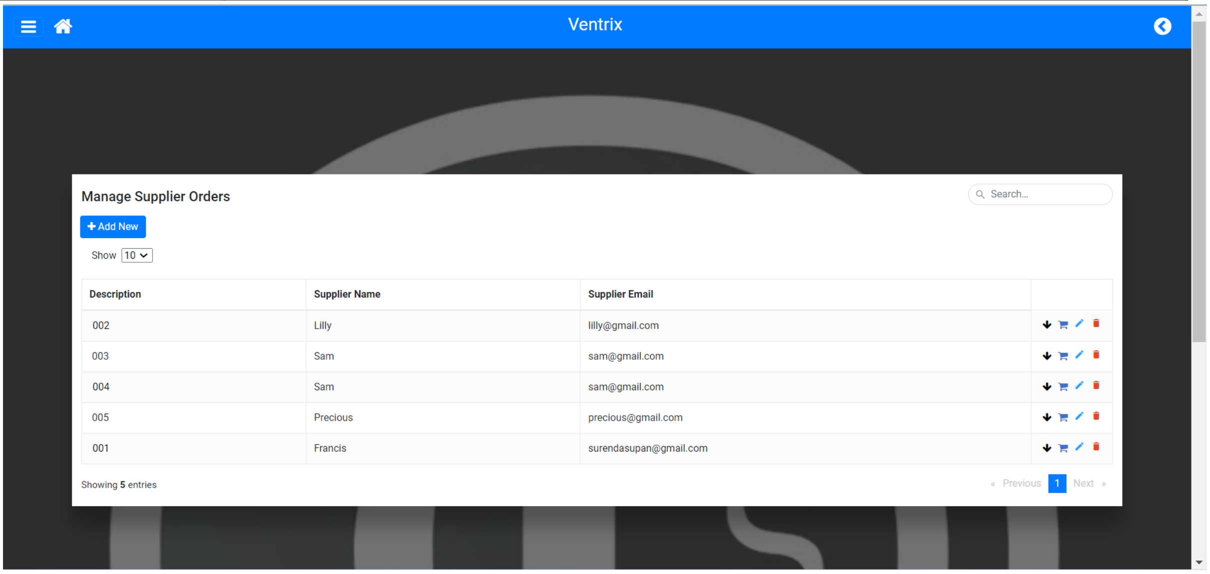
3.33 Download Supplier order

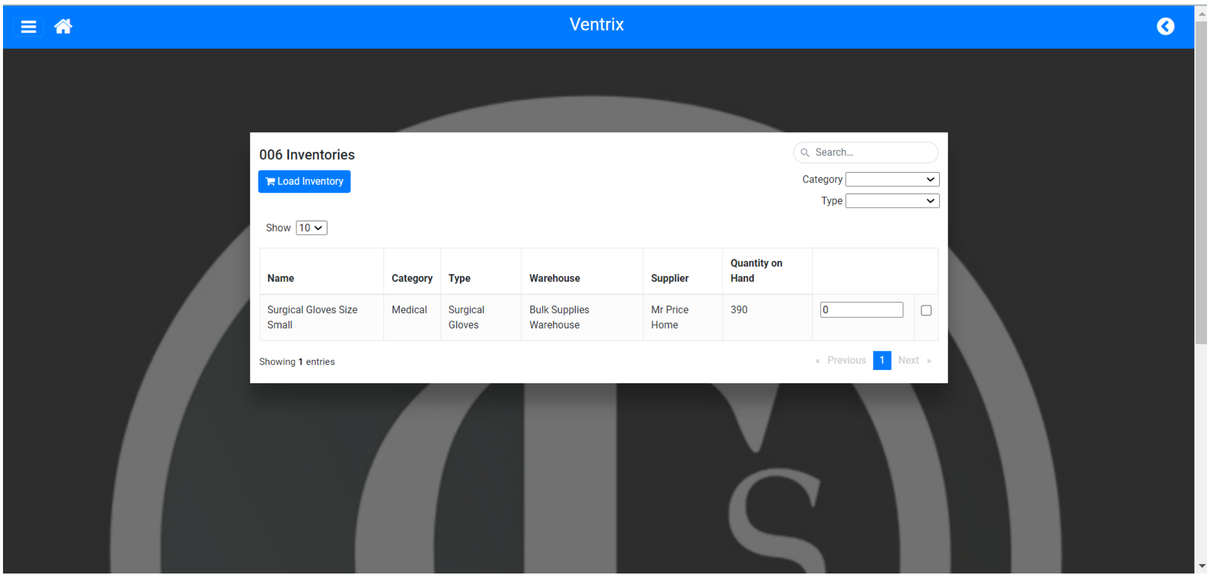
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Supplier Order” nav bar item on the side navbar.
Step 3	Click on the download icon
Step 4	The supplier order invoice is downloaded to the users’ local device

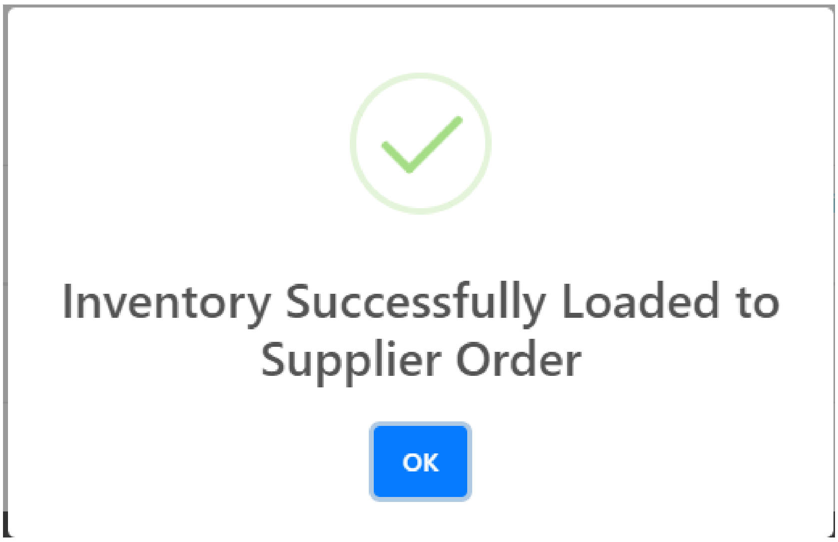


3.34 Add Inventory to supplier order

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Supplier Order” nav bar item on the side navbar.
Step 3	Click on the cart icon. The order inventories screen will be displayed.
Step 4	Select an inventory item and enter in a quantity for the item.
Step 5	Click on the Load Inventory button

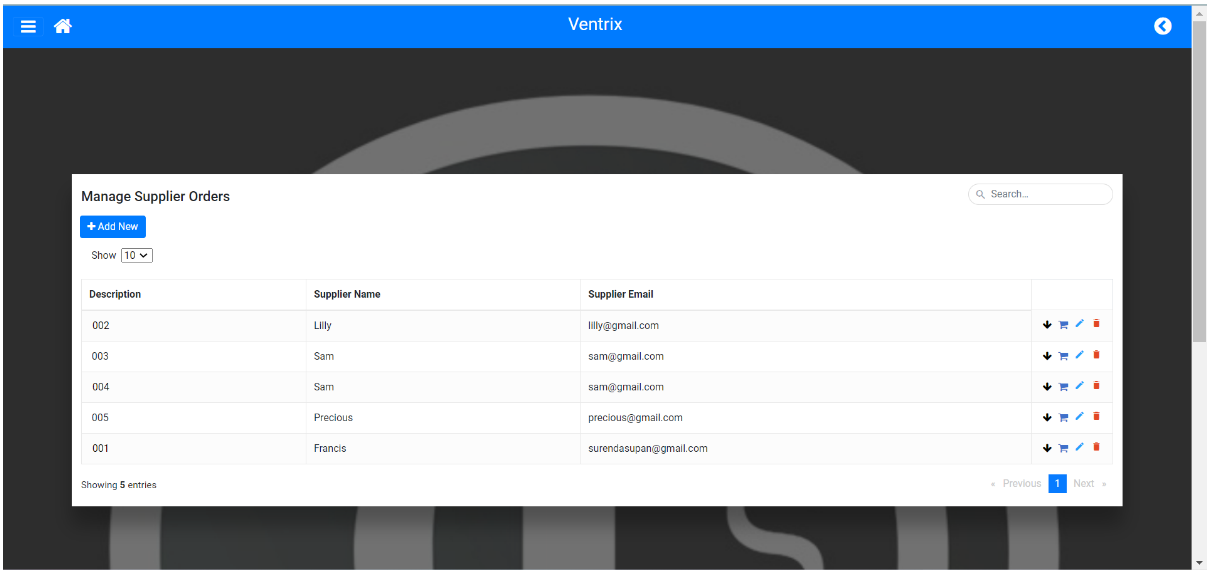


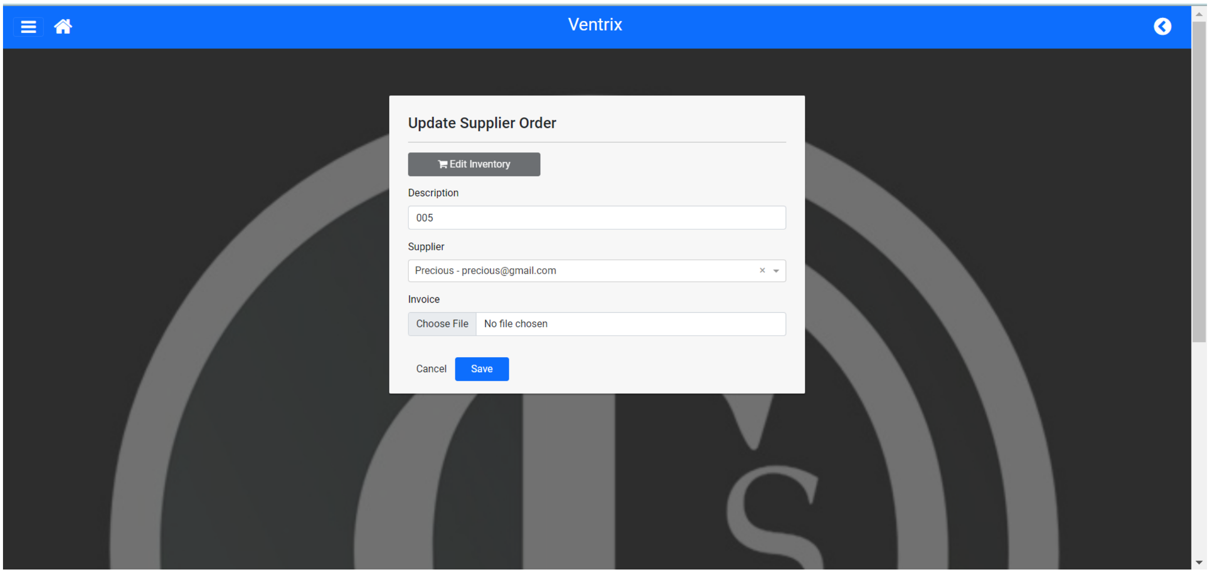


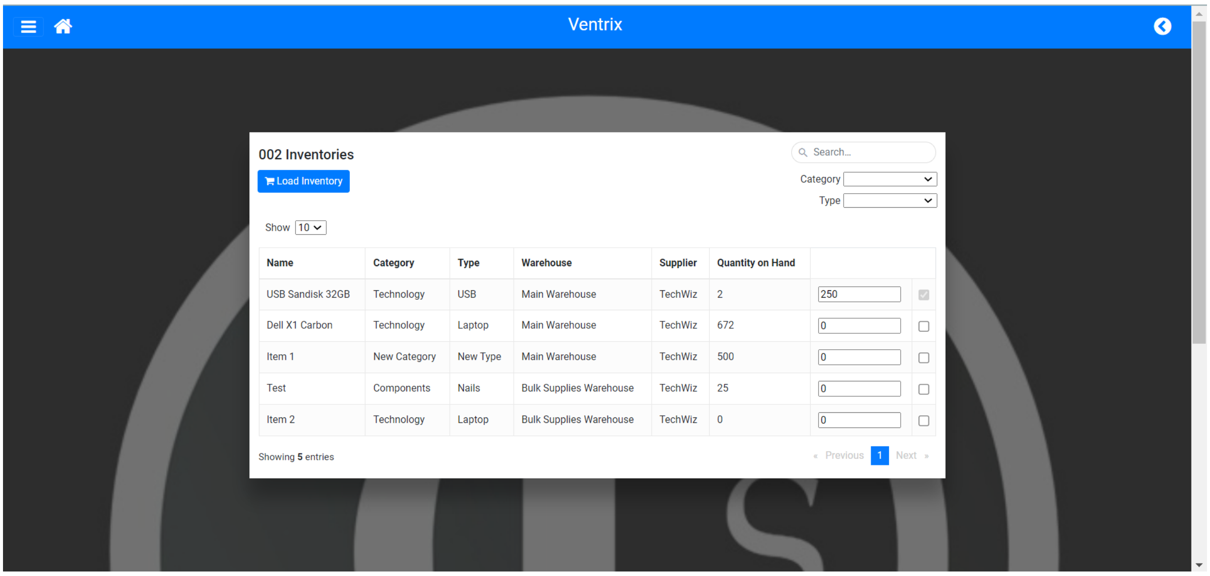

Inventory Successfully Loaded to Supplier Order
OK

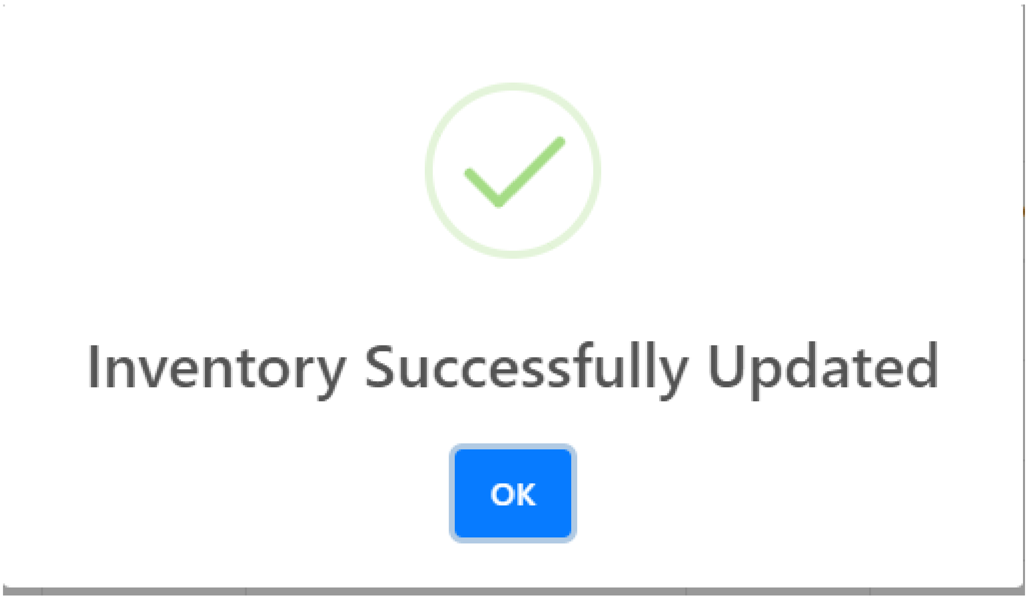
3.35 Edit inventory on supplier order

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Supplier Order” nav bar item on the side navbar.
Step 3	Click on the edit icon. The edit supplier order screen is displayed.
Step 4	Click on the “Edit Inventory” button
Step 5	Select an inventory item and enter in a quantity for the item.
Step 6	Click on the Load Inventory button



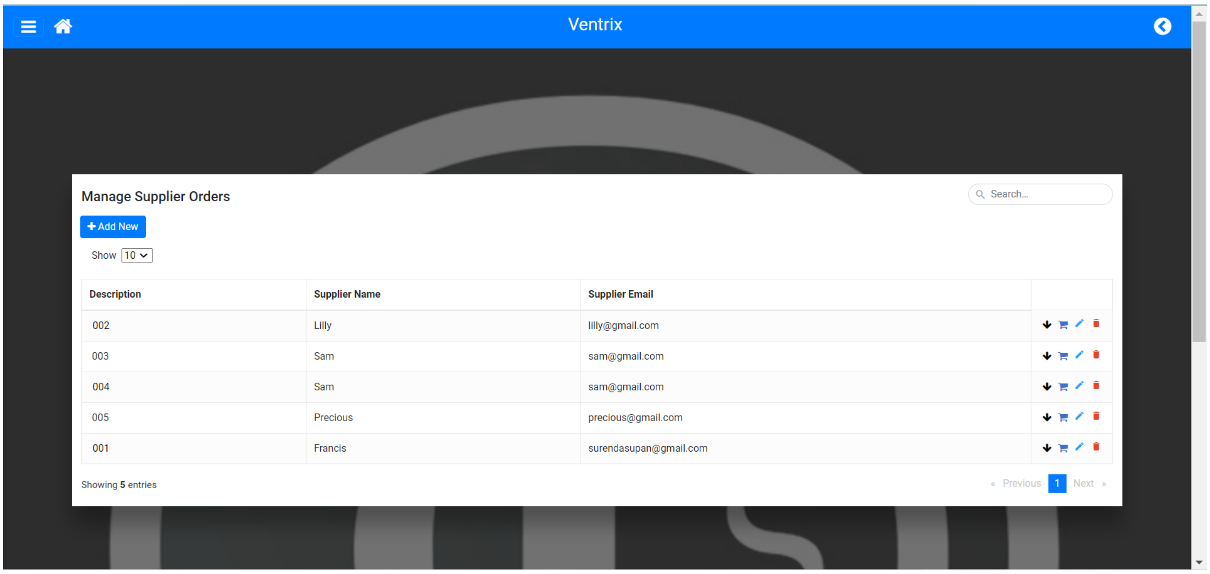


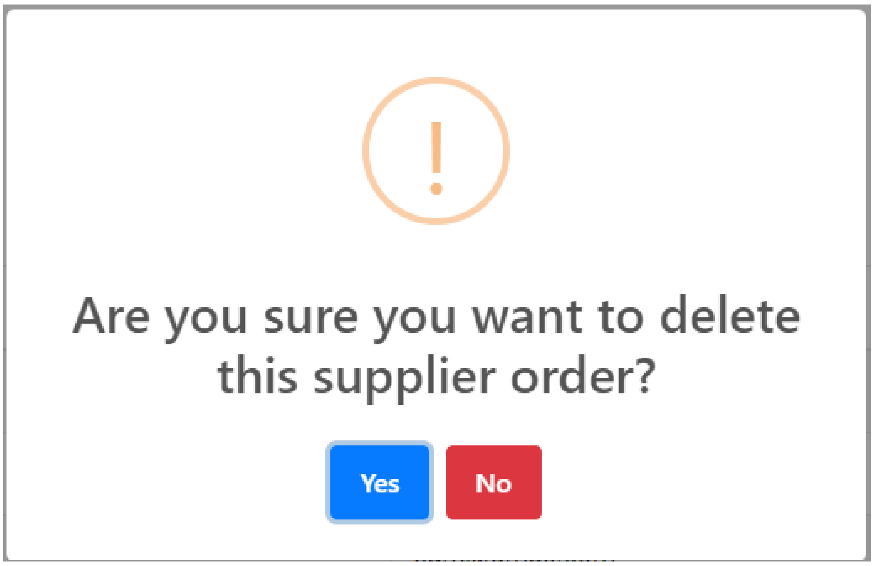

Ventrix
002 Inventories
Load Inventory
Search...
Category
Type
Show 10
Name | Category | Type | Warehouse | Supplier | Quantity on Hand
USB Sandisk 32GB | Technology | USB | Main Warehouse | TechWiz | 2 | 250
Dell X1 Carbon | Technology | Laptop | Main Warehouse | TechWiz | 672 | 0
Item 1 | New Category | New Type | Main Warehouse | TechWiz | 500 | 0
Test | Components | Nails | Bulk Supplies Warehouse | TechWiz | 25 | 0
Item 2 | Technology | Laptop | Bulk Supplies Warehouse | TechWiz | 0 | 0
Showing 5 entries
Previous 1 Next


Inventory Successfully Updated
OK

3.36 Delete inventory on supplier order

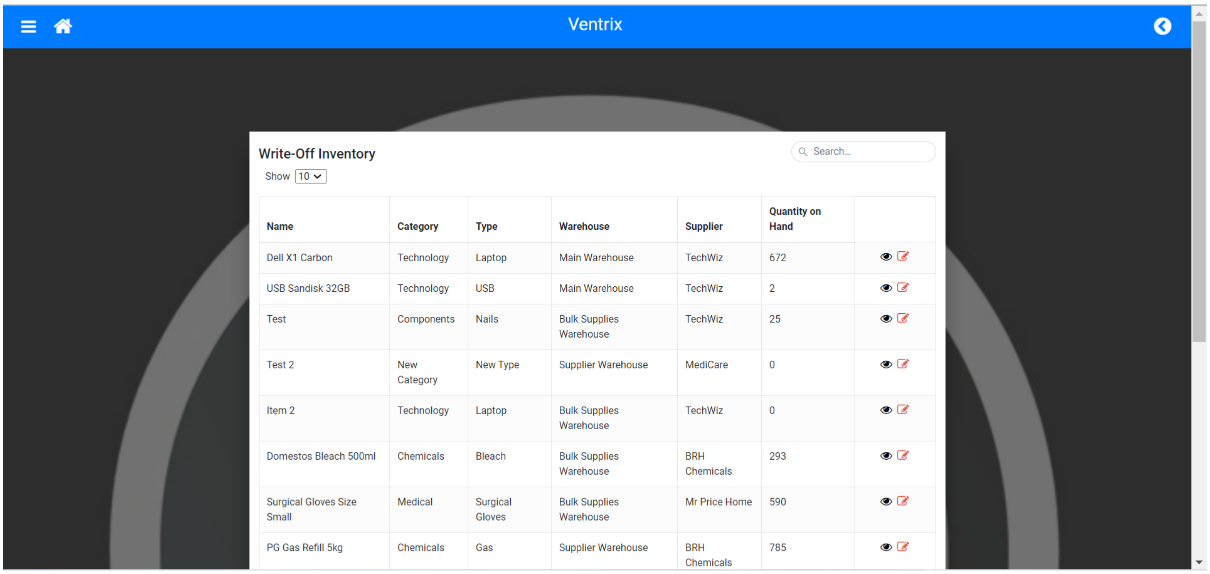
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Supplier Order” nav bar item on the side navbar.
Step 3	Click on the delete icon.
Step 4	Click on the “Yes” button to confirm deleting the order





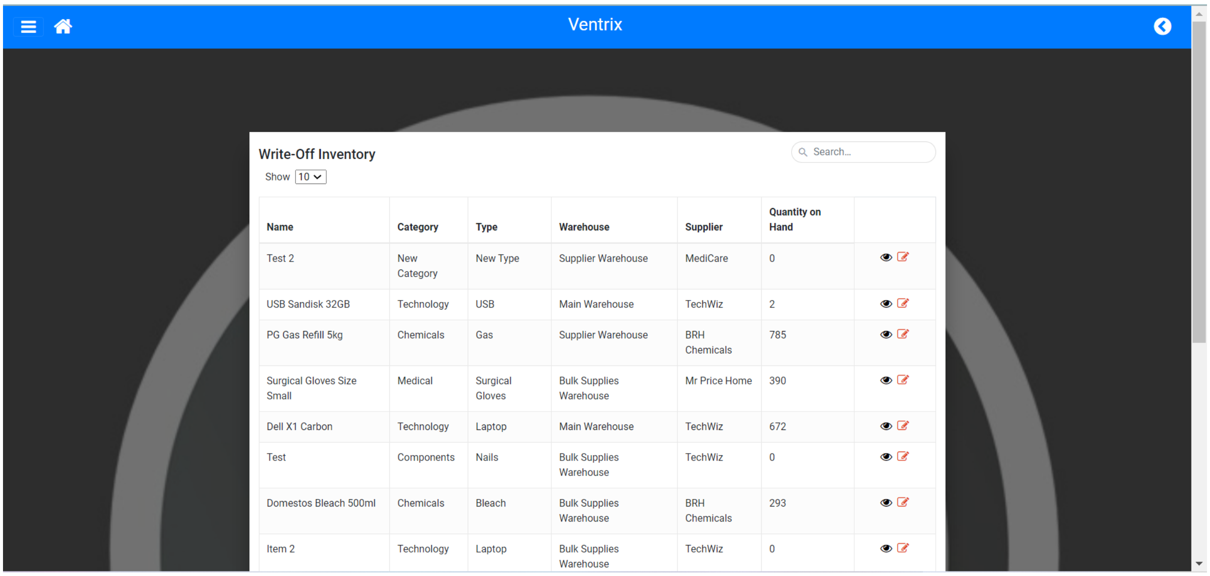
3.37 View unwritten off inventory items

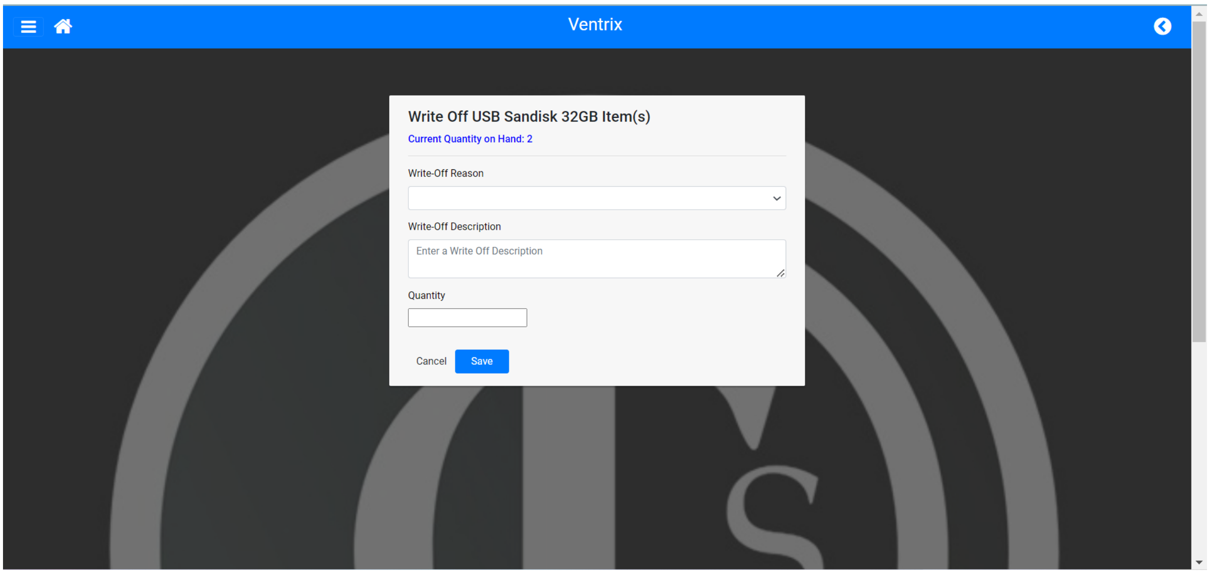
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Inventory Write-off” nav bar item on the side navbar.
Step 3	Enter in a search query to look for a specific inventory item

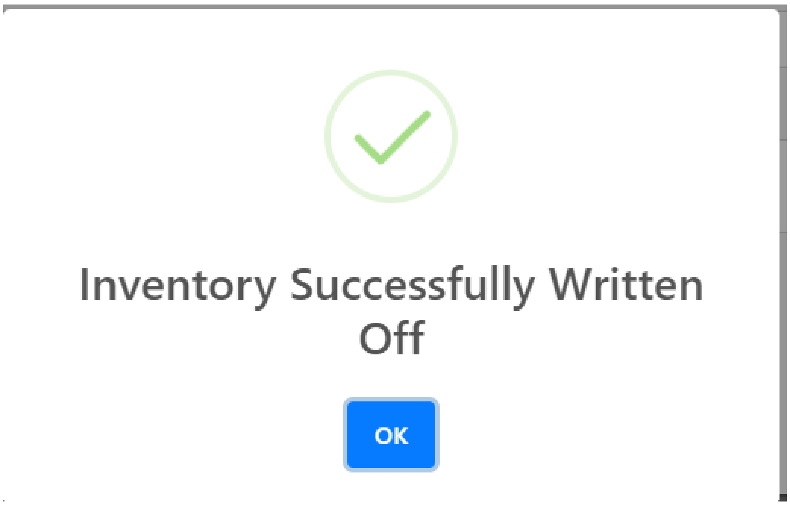


3.38 Write-off inventory item

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Inventory Write-off” nav bar item on the side navbar.
Step 3	Click on the red pencil icon (Write-off)
Step 4	Enter in the required information for the inventory write-off
Step 5	Click on the Save button

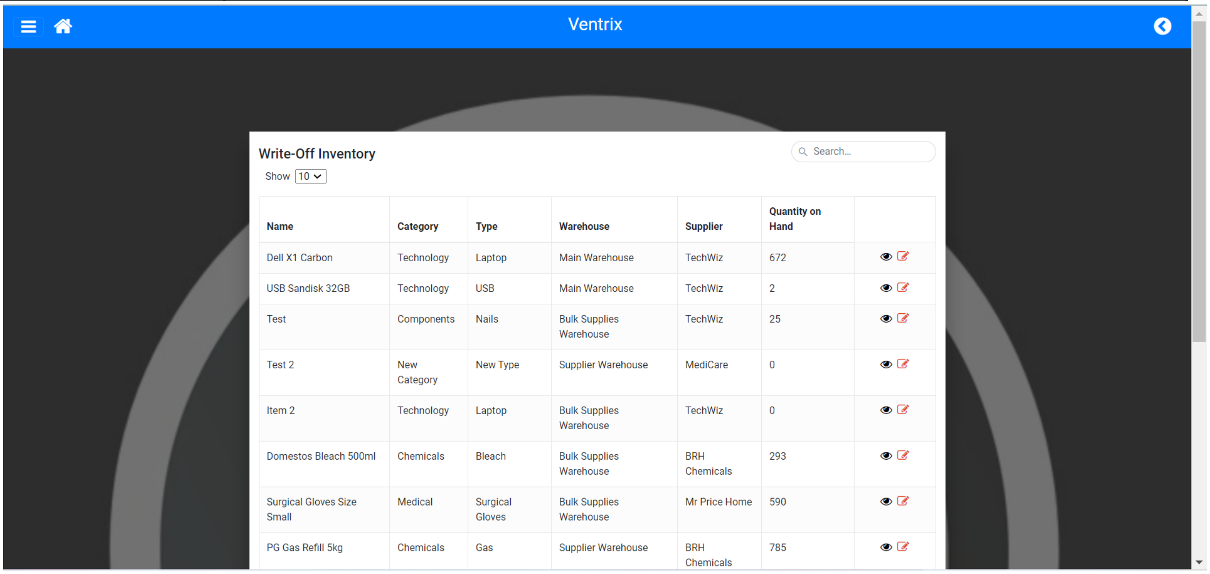


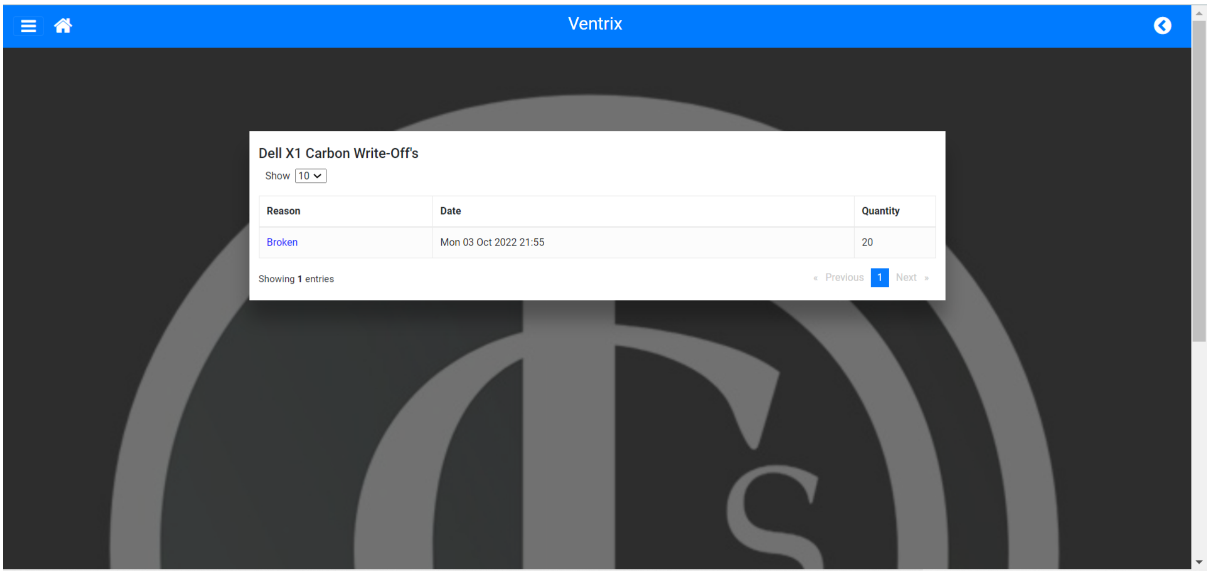



Inventory Successfully Written Off
OK

3.39 View written off inventory items

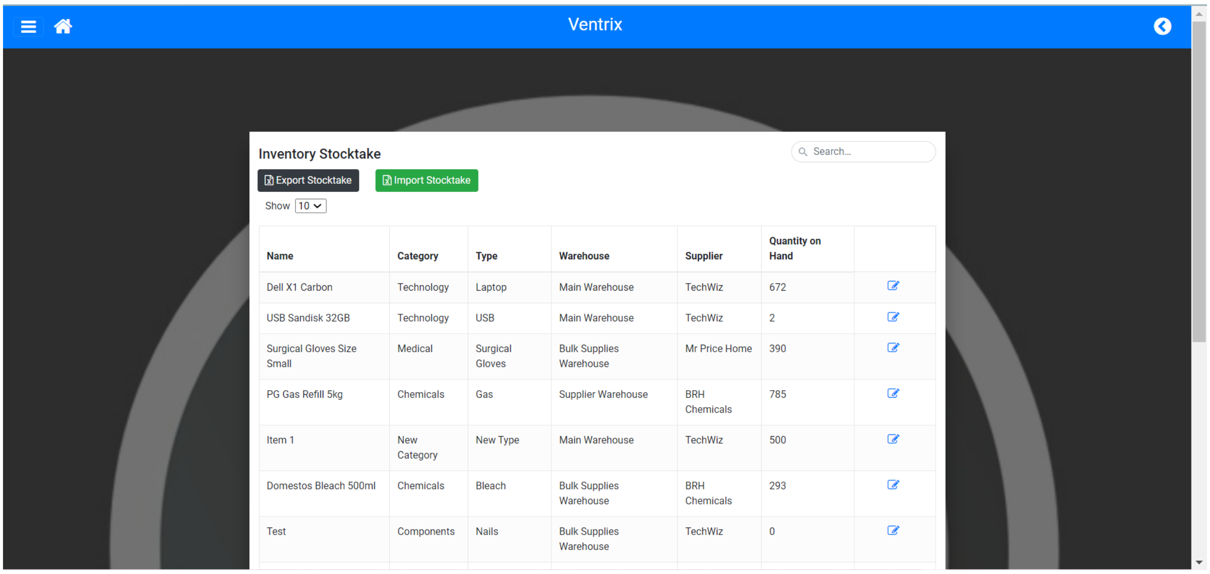
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Inventory Write-off” nav bar item on the side navbar.
Step 3	Click on the eye icon (View write-offs)

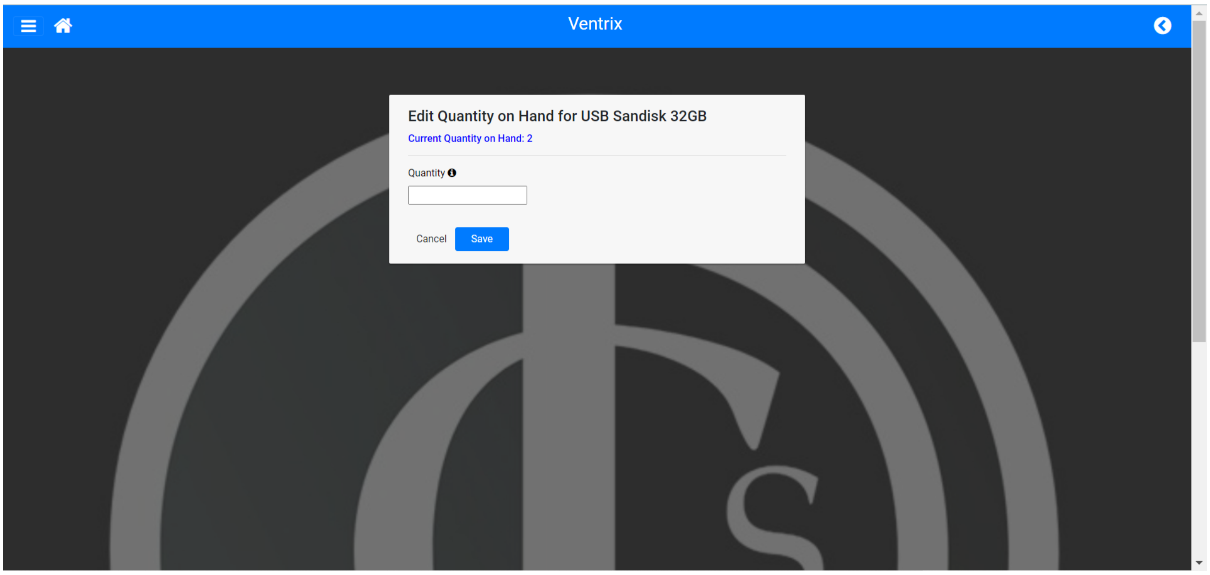


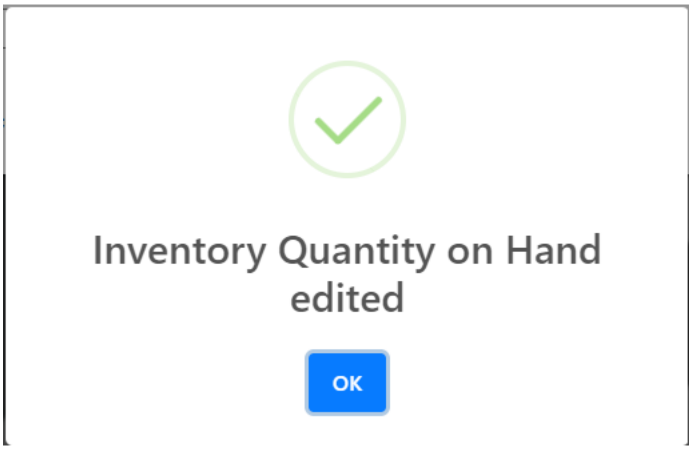


3.40 Edit inventory stocktake

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Inventory Stocktake” nav bar item on the expanded navbar.
Step 3	Click on the edit icon (Blue pencil icon). The edit quantity on hand screen will appear.
Step 4	Enter in a new quantity value
Step 4	Click on the Save button

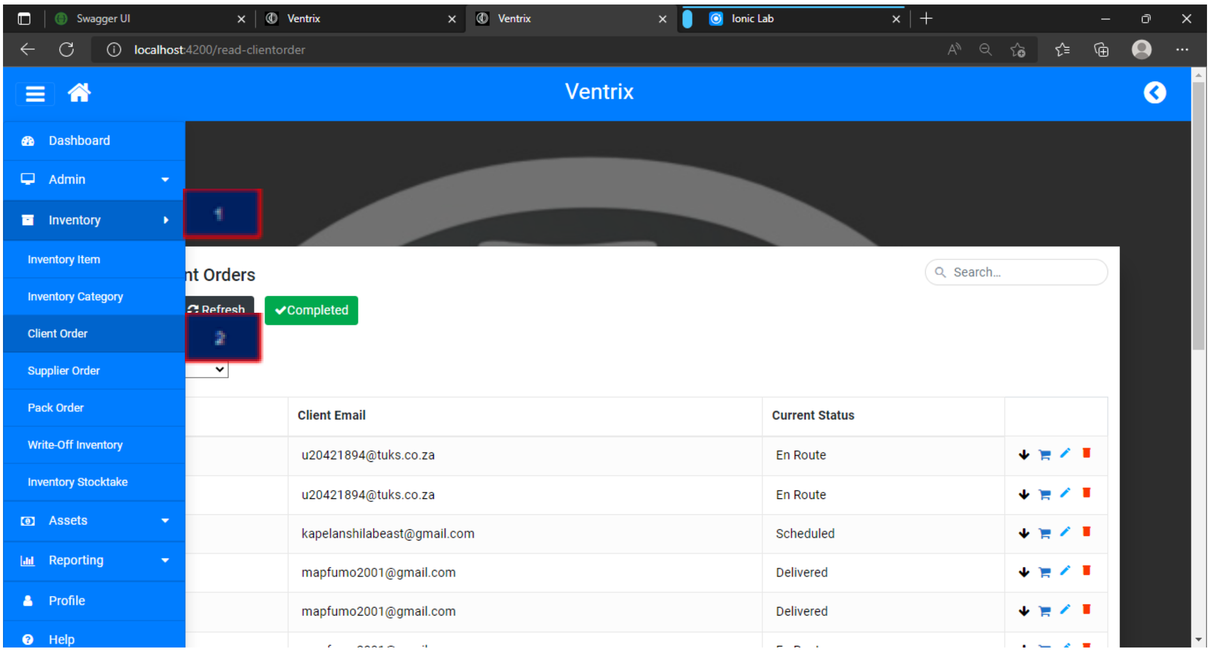


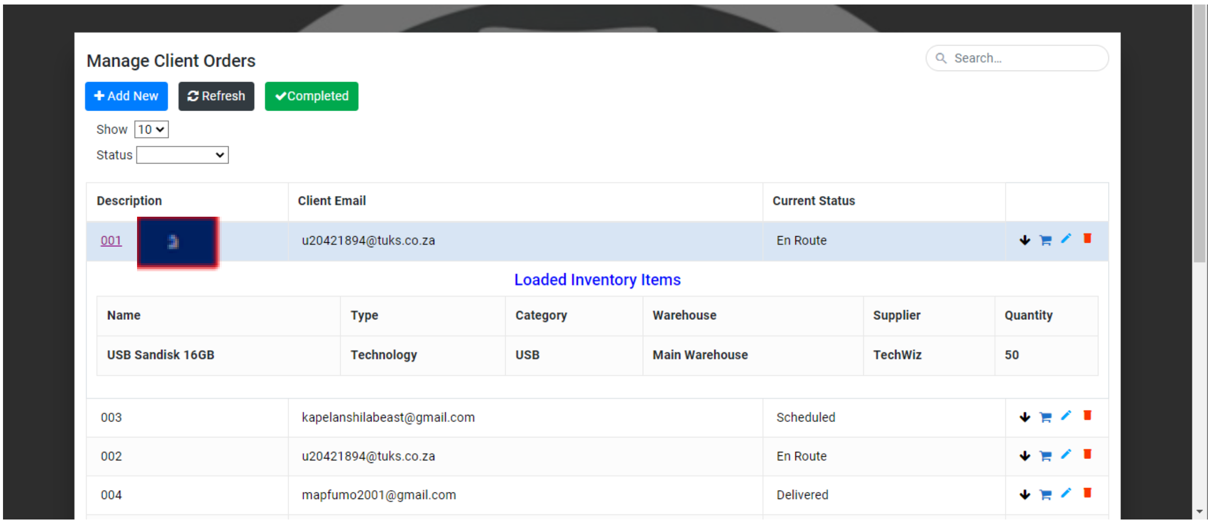



Inventory Quantity on Hand edited
OK

3.41 Load inventory client order

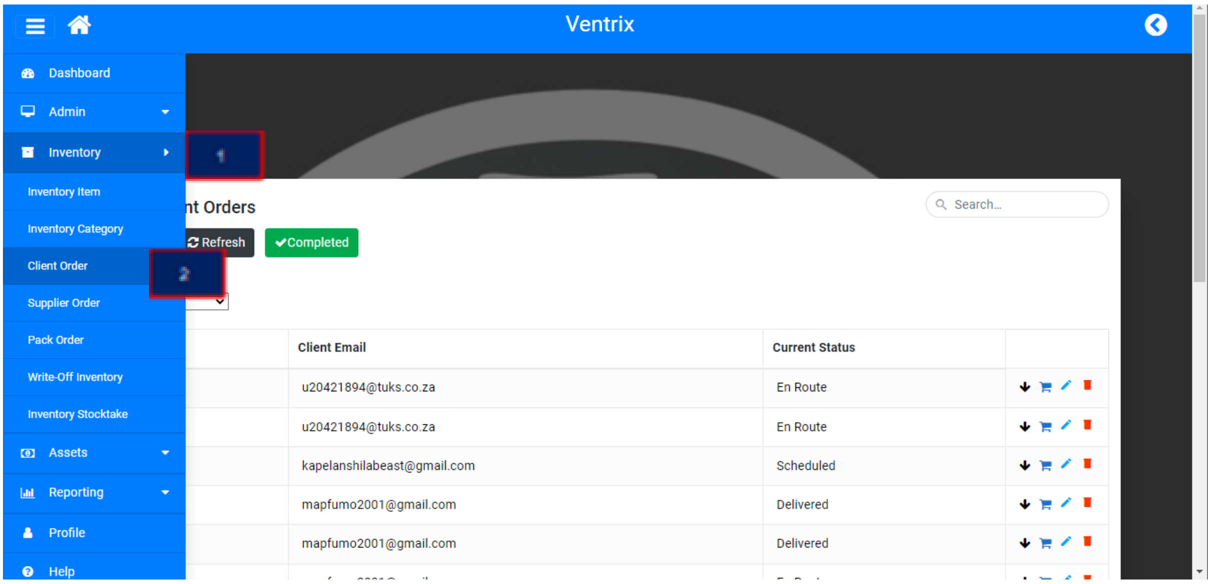
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the expanded navbar.
Step 3	Click on the Description Link

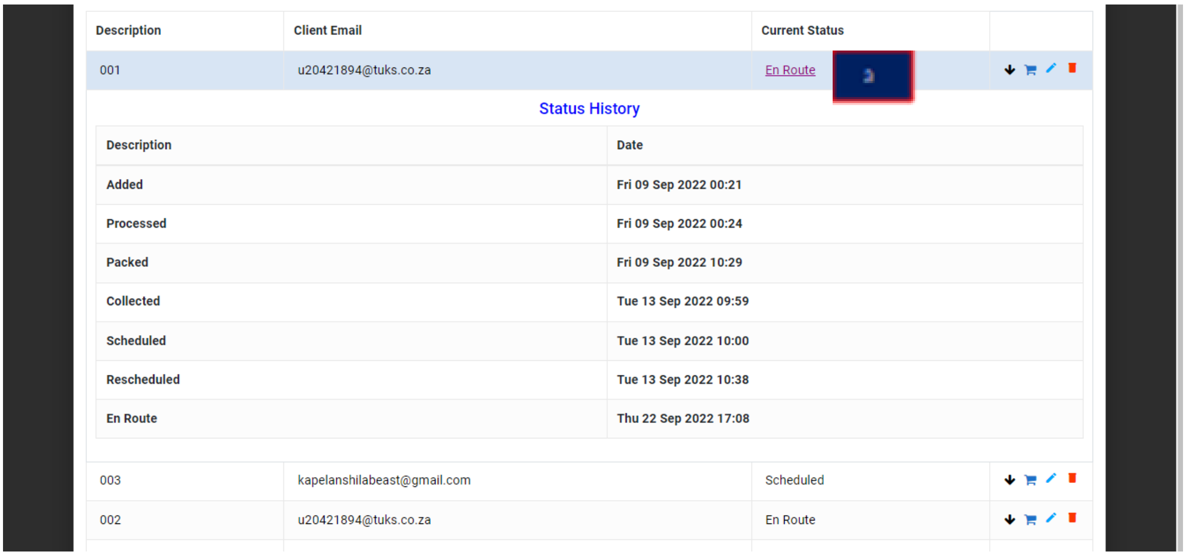




3.42 View status history client order

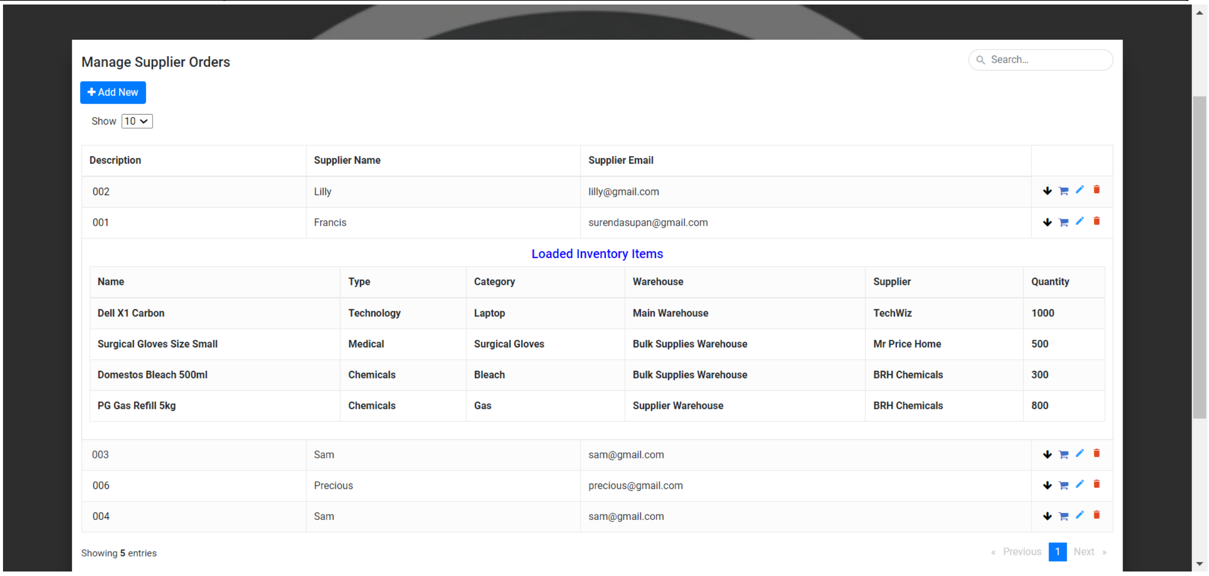
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the expanded navbar.
Step 3	Click on the Current Status Link





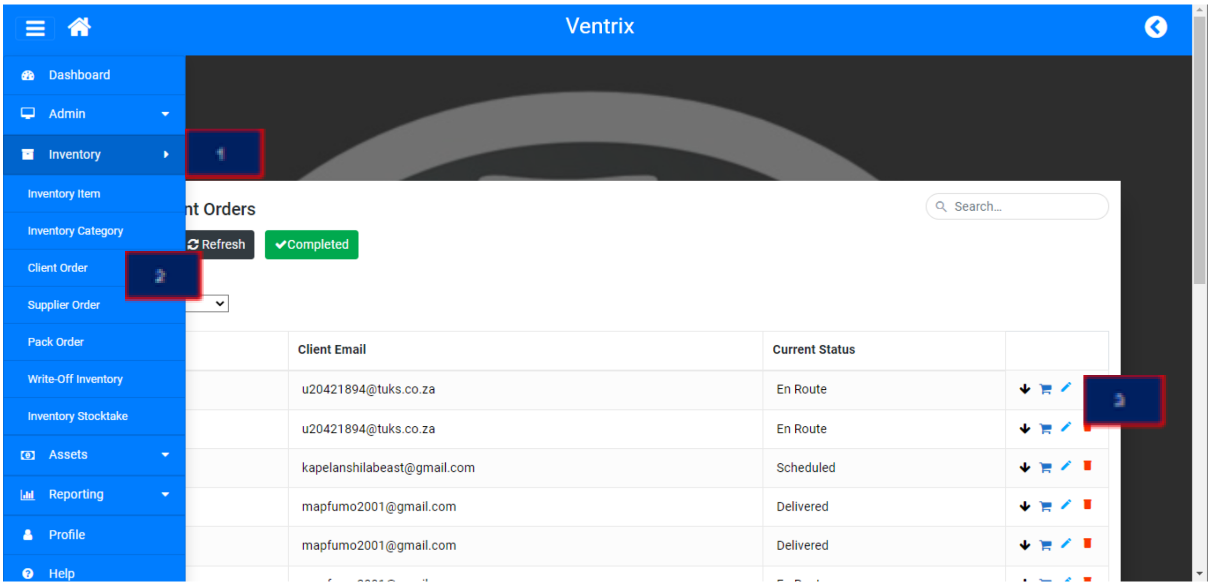
3.43 Load inventory on supplier order

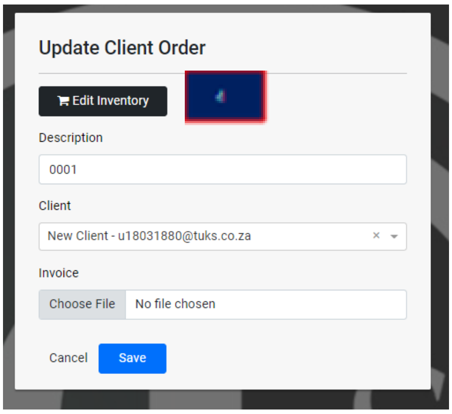
Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Supplier Order” nav bar item on the expanded navbar.
Step 3	Click on the Description Link

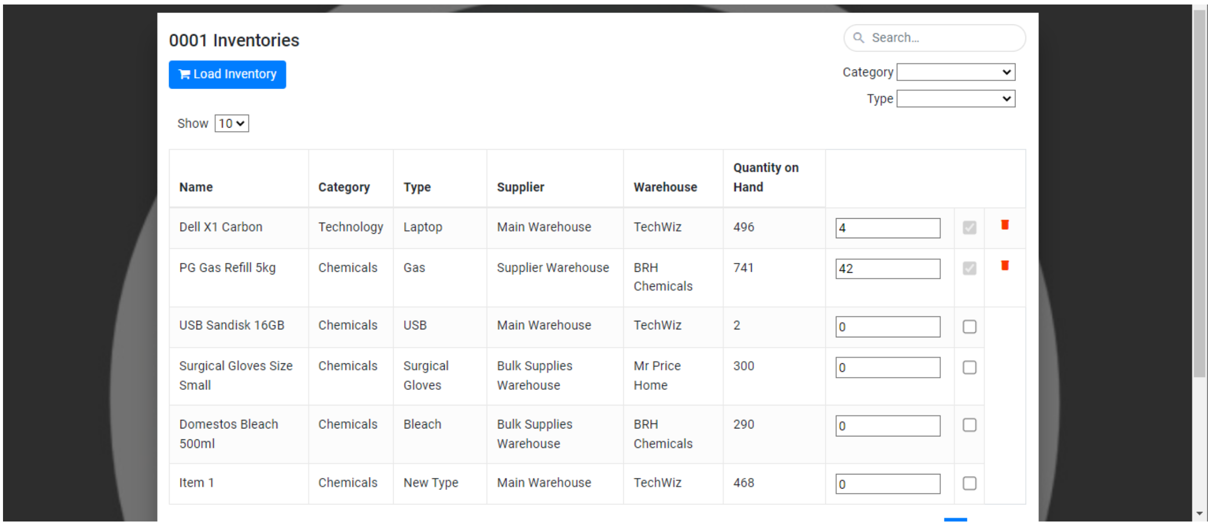


3.44 Edit inventory on client order

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the expanded navbar.
Step 3	Click on update client order
Step 4	Click on Edit Inventory

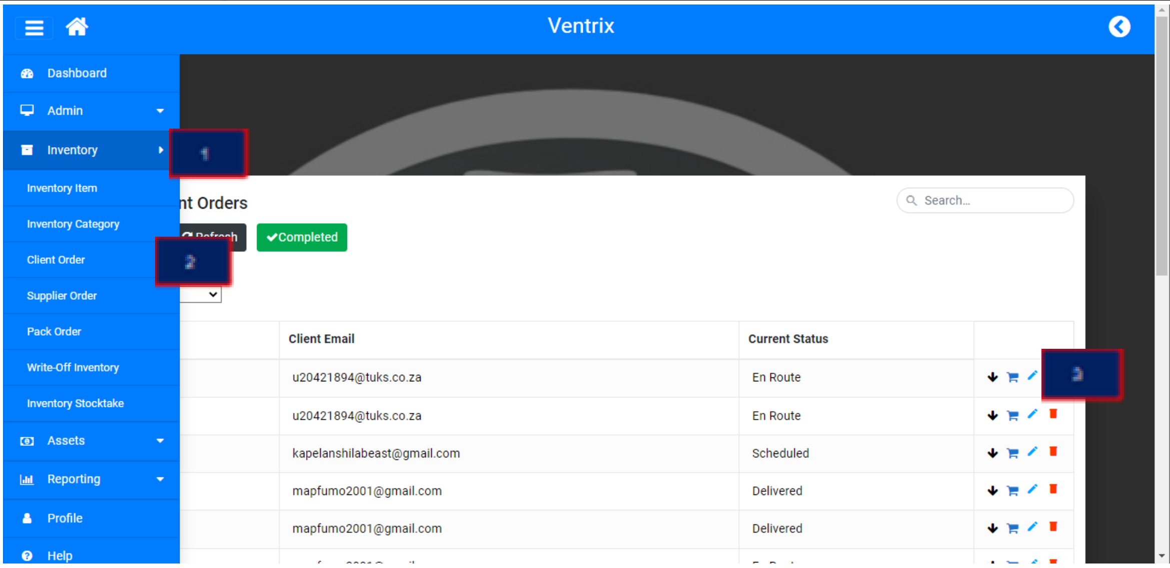


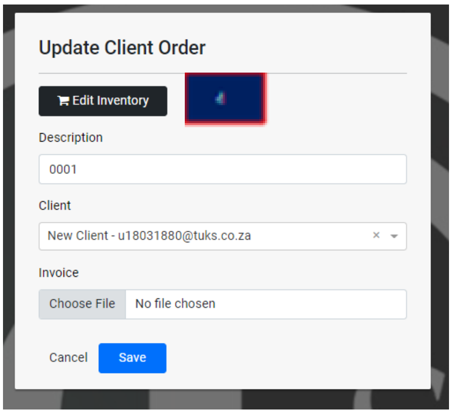


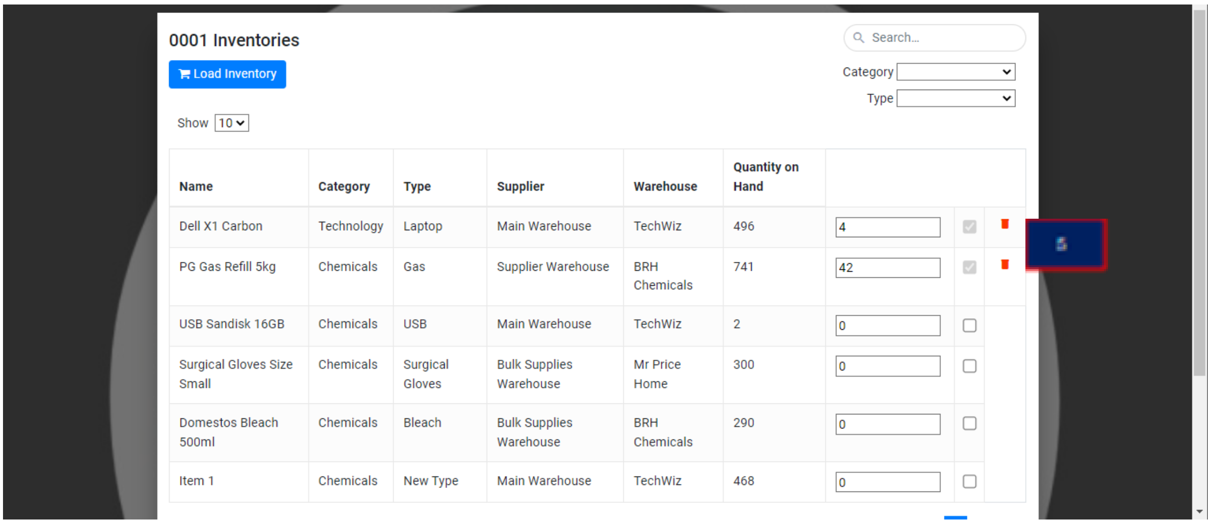


3.45 Delete inventory on client order

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the expanded navbar.
Step 3	Click on update client order
Step 4	Click on Edit Inventory
Step 5	Click on Delete icon



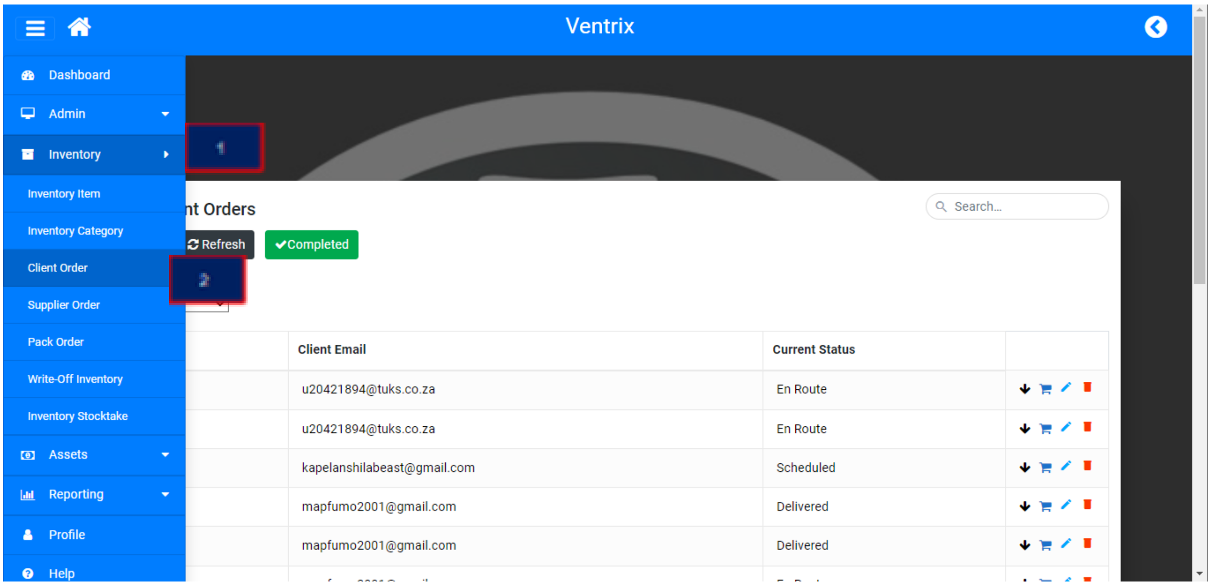


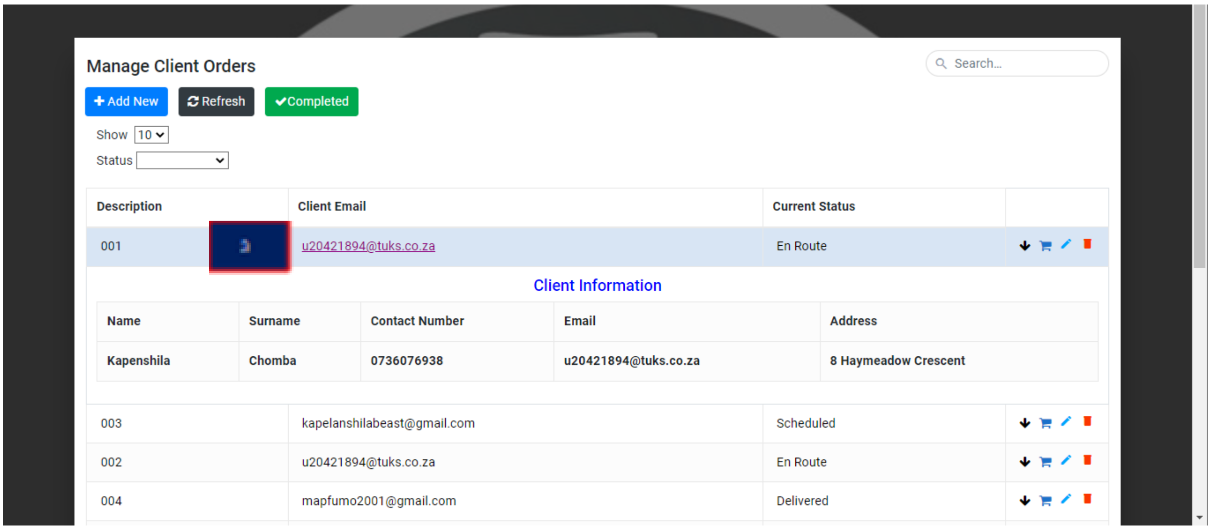


Name	Category	Type	Supplier	Warehouse	Quantity on Hand		
Dell X1 Carbon	Technology	Laptop	Main Warehouse	TechWiz	496	4	
PG Gas Refill 5kg	Chemicals	Gas	Supplier Warehouse	BRH Chemicals	741	42	
USB Sandisk 16GB	Chemicals	USB	Main Warehouse	TechWiz	2	0	
Surgical Gloves Size Small	Chemicals	Surgical Gloves	Bulk Supplies Warehouse	Mr Price Home	300	0	
Domestos Bleach 500ml	Chemicals	Bleach	Bulk Supplies Warehouse	BRH Chemicals	290	0	
Item 1	Chemicals	New Type	Main Warehouse	TechWiz	468	0	

3.46 View client information for order

Step	Description
Step 1	Click on the “Inventory” nav bar item on the side navbar
Step 2	Click on the “Client Order” nav bar item on the expanded navbar.
Step 3	Click on the Client Email Link

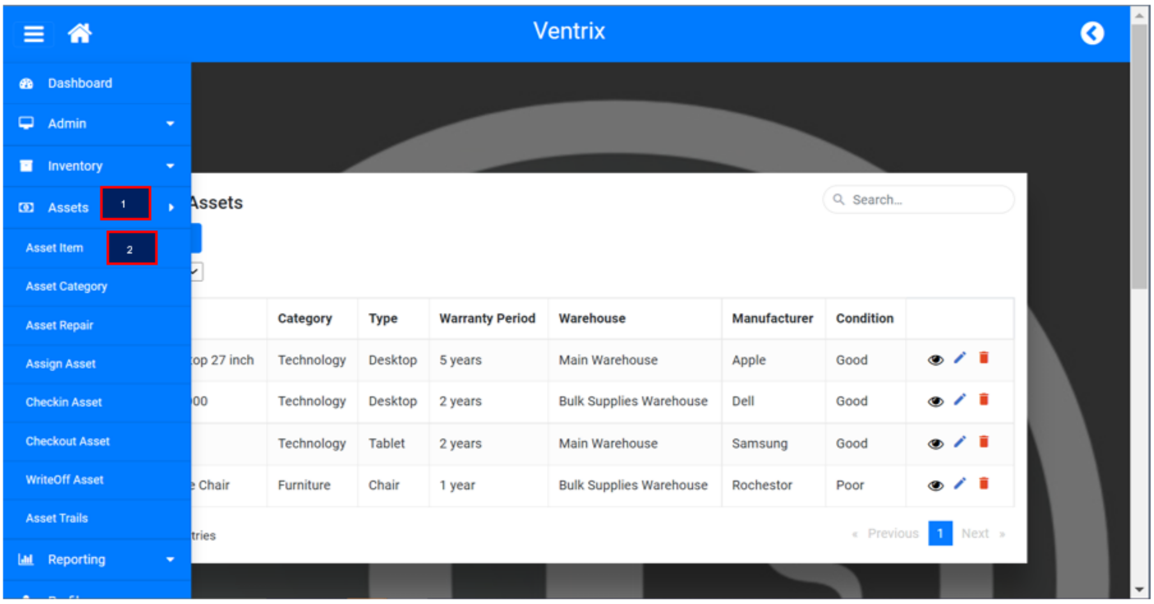


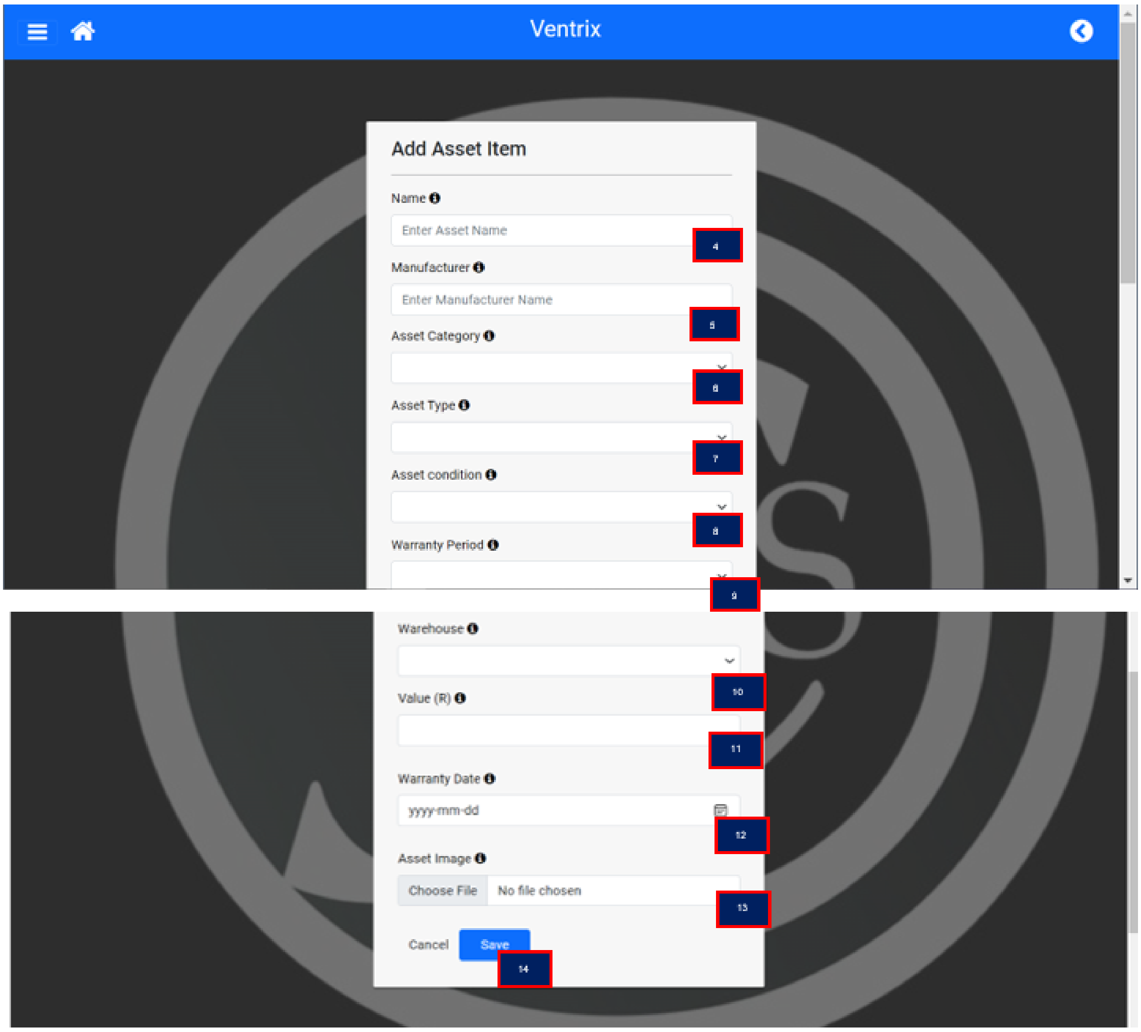


Subsystem 4 - Asset

4.1 Create asset item

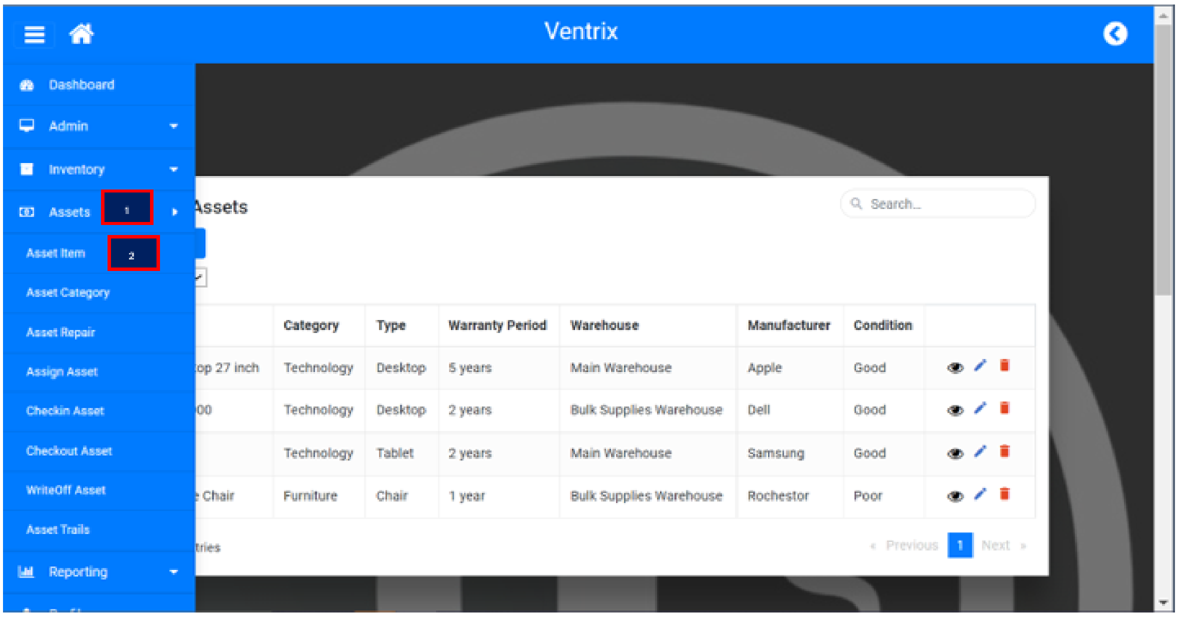
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Item” nav bar item on the expanded navbar.
Step 3	Click on the “Add New” button
Step 4	Enter in the asset name
Step 5	Enter in the manufacturer of the asset
Step 6	Select the asset category
Step 7	Select the asset type
Step 8	Select the asset condition
Step 9	Select the warranty period
Step 10	Select the warehouse
Step 11	Enter in the rand value
Step 12	Enter in the start date of the warranty
Step 13	Choose an asset image to be uploaded
Step 14	Click on the “Save” button

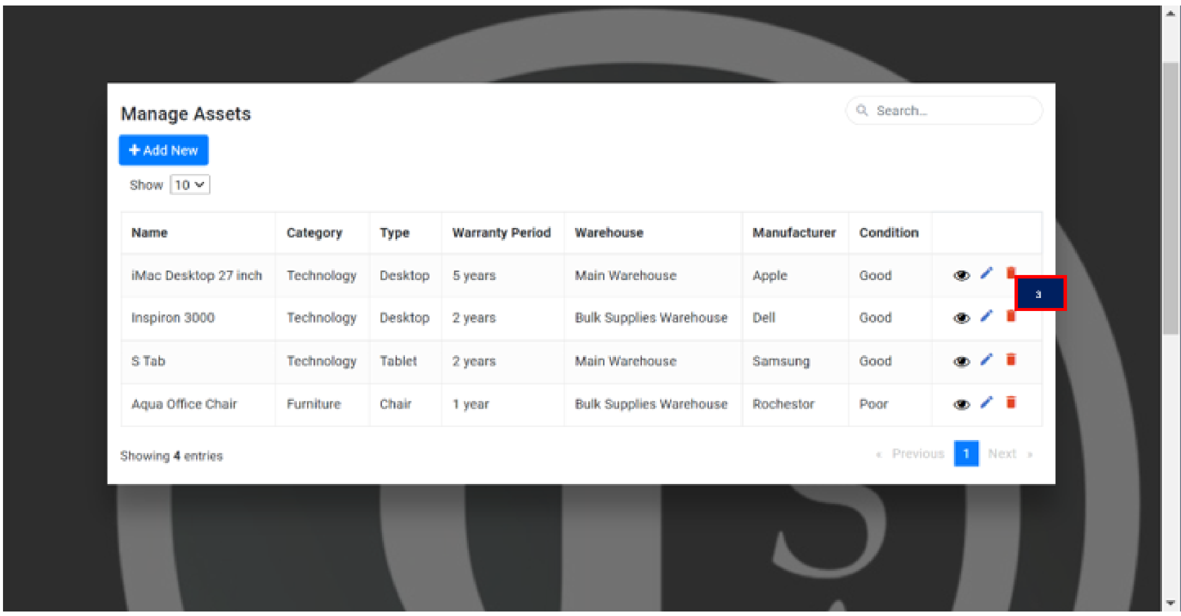


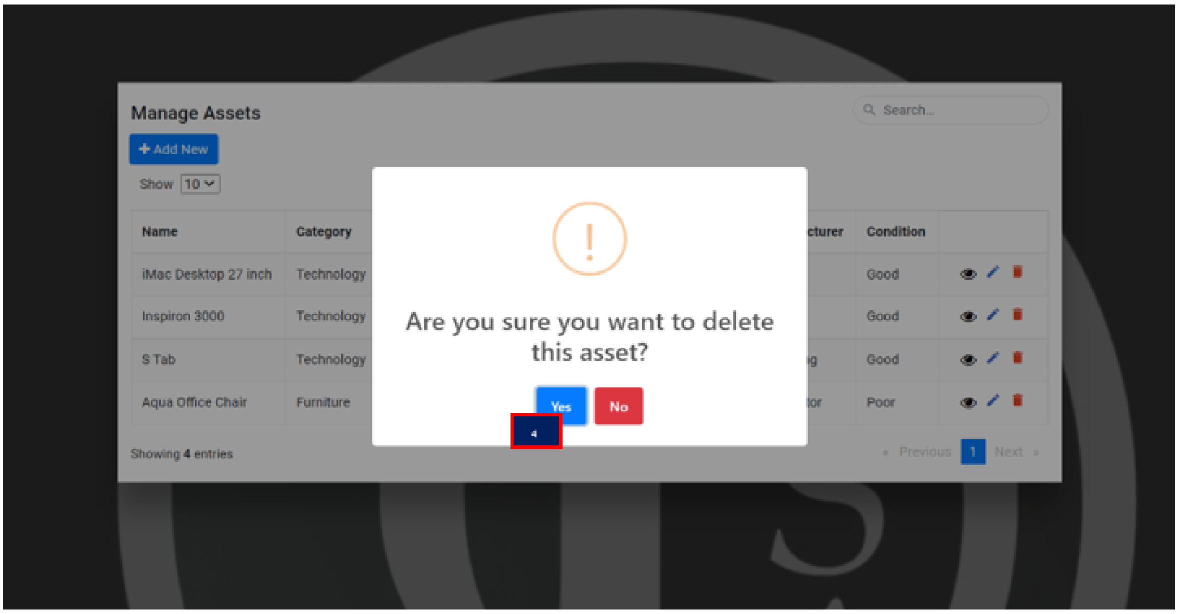

Ventrix
Add Asset Item
Name
Enter Asset Name
Manufacturer
Enter Manufacturer Name
Asset Category
Asset Type
Asset condition
Warranty Period
Warehouse
Value (R)
Warranty Date
yyyy-mm-dd
Asset Image
Choose File
No file chosen
Cancel
Save

4.2 Delete asset item

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset item” nav bar item on the side navbar.
Step 3	Click on the “Delete” icon
Step 4	Click on the “Yes” button

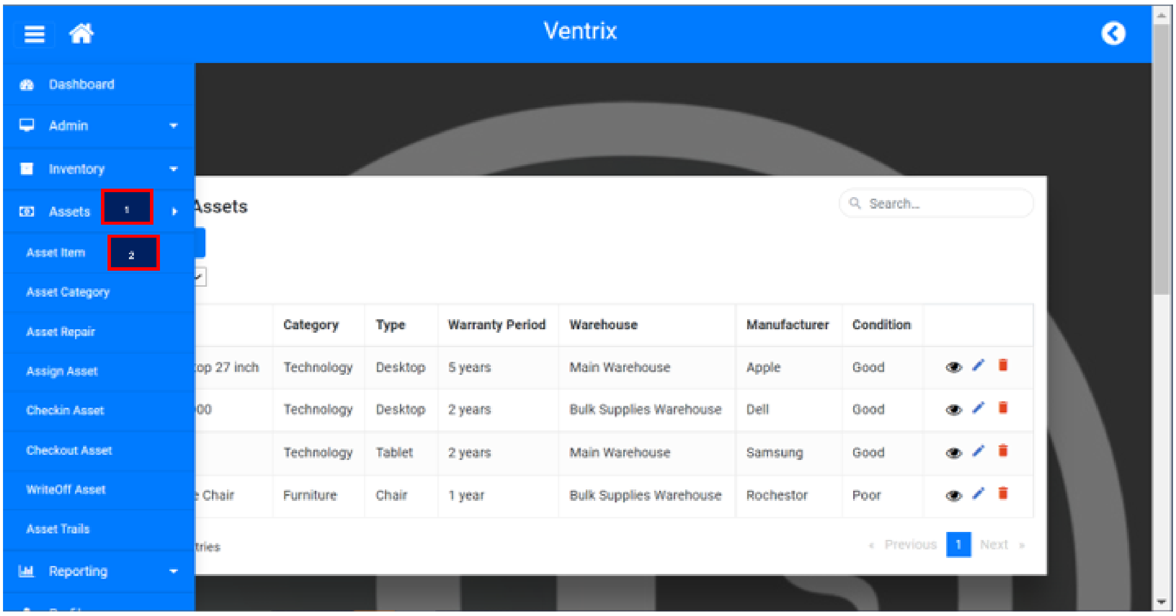


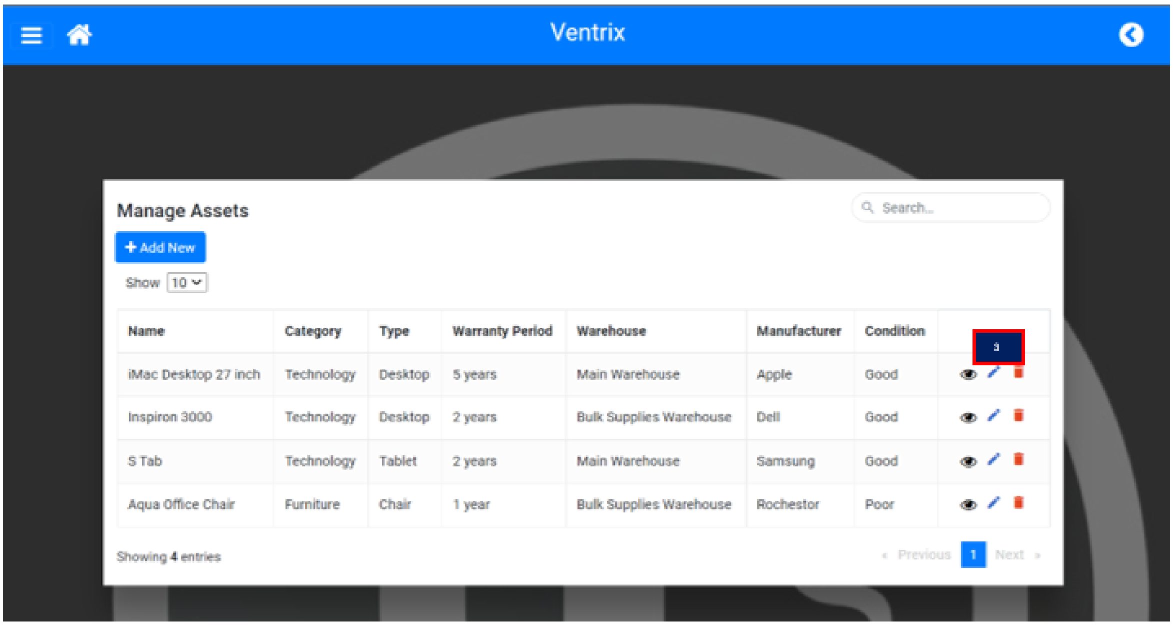


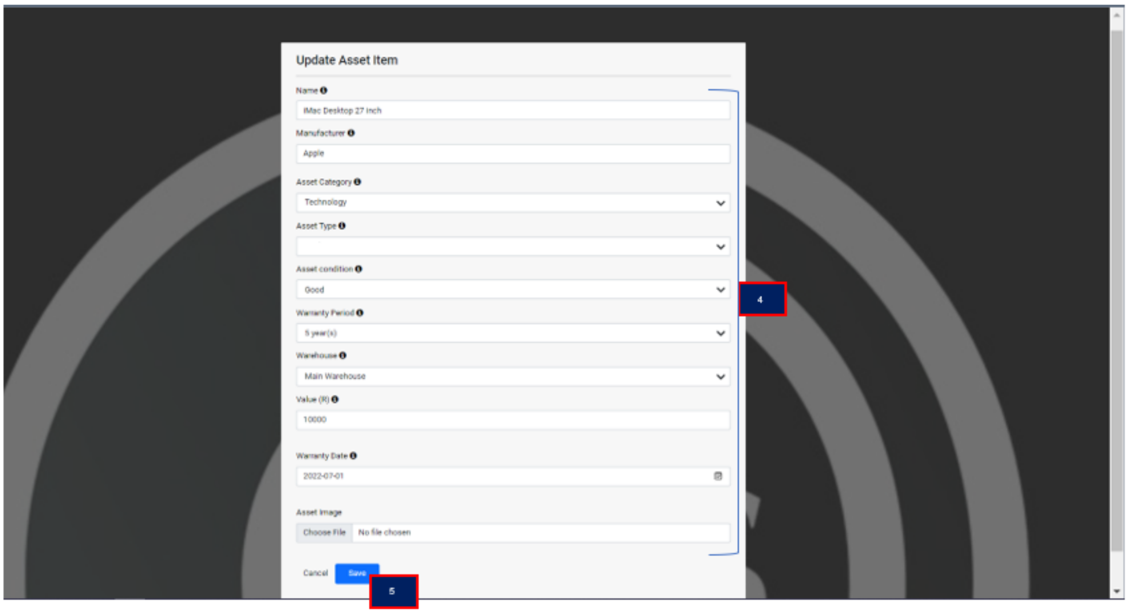

Manage Assets
Search...
+ Add New
Show 10
Name
Category
cturer
Condition
iMac Desktop 27 inch
Technology
Good
Inspiron 3000
Technology
Good
S Tab
Technology
Good
Aqua Office Chair
Furniture
Poor
Are you sure you want to delete this asset?
Yes
No
4
Showing 4 entries
Previous
1
Next

4.3 Update asset item

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Item” nav bar item on the expanded navbar.
Step 3	Click on the “Edit” icon
Step 4	Enter new information in the fields that you would like updated
Step 5	Click on the “Save button”

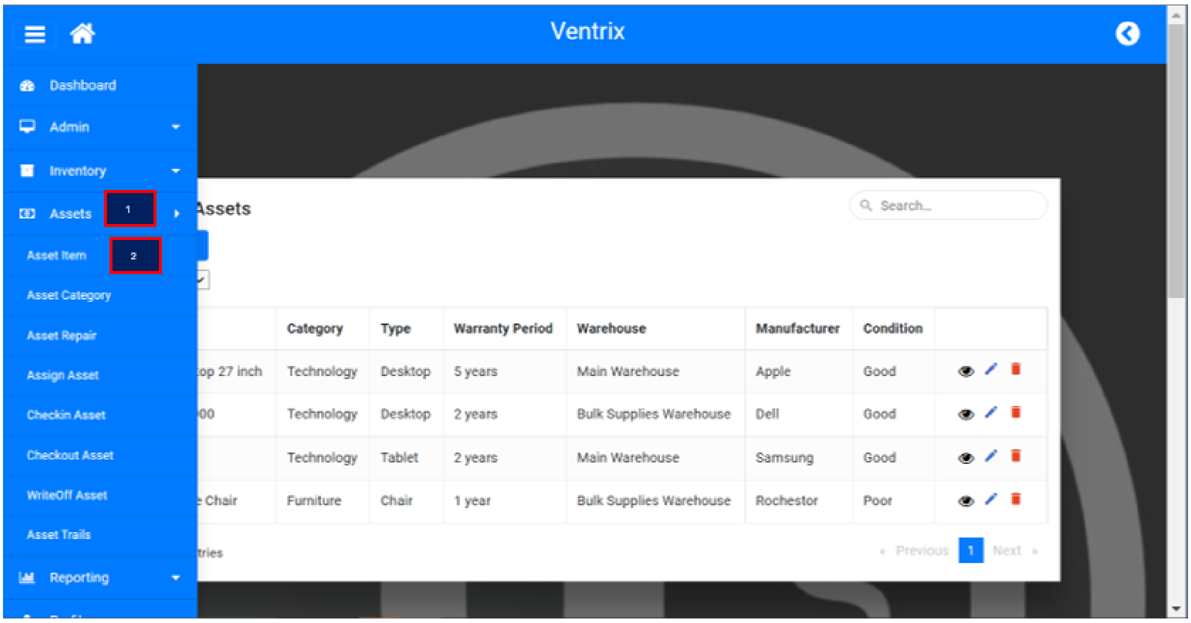





Update Asset Item
Name
iMac Desktop 27 inch
Manufacturer
Apple
Asset Category
Technology
Asset Type
Asset condition
Good
Warranty Period
5 year(s)
Warehouse
Main Warehouse
Value (R)
10000
Warranty Date
2022-07-01
Asset Image
Choose File
No file chosen
Cancel
Save
4
5

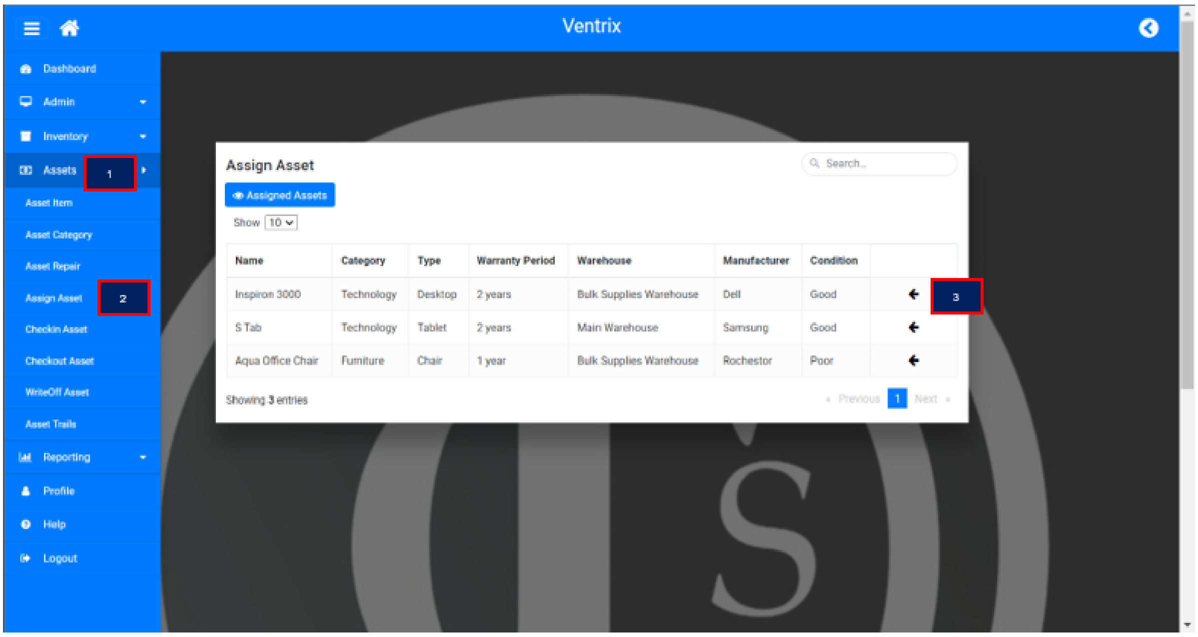
4.4 Read asset items

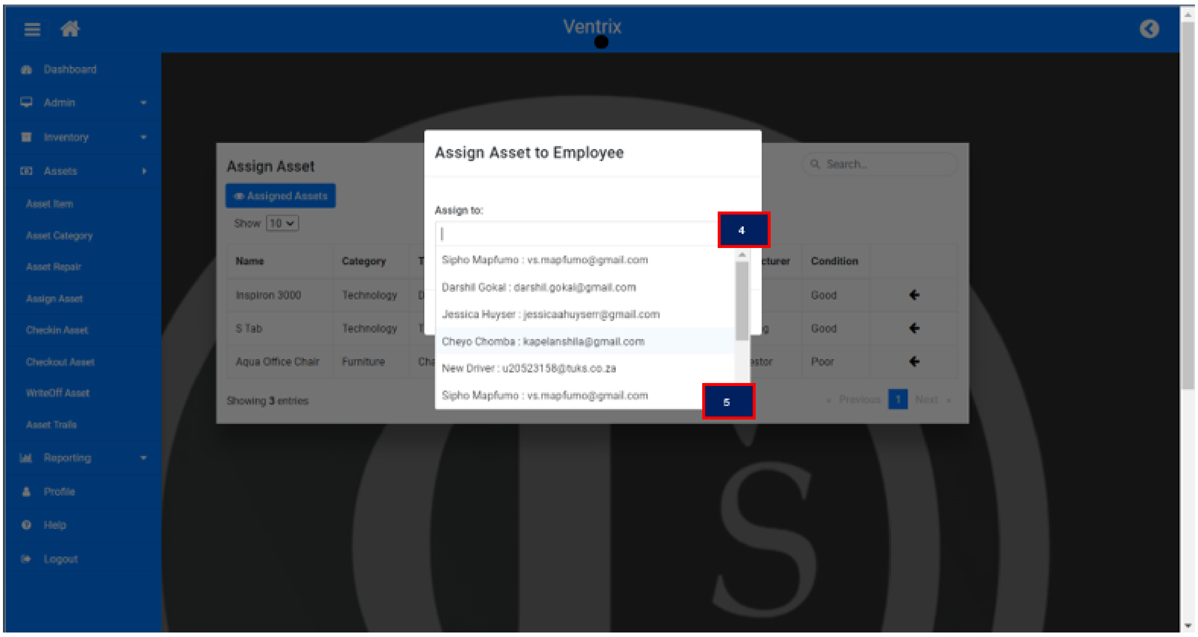
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Item” nav bar item on the expanded navbar.

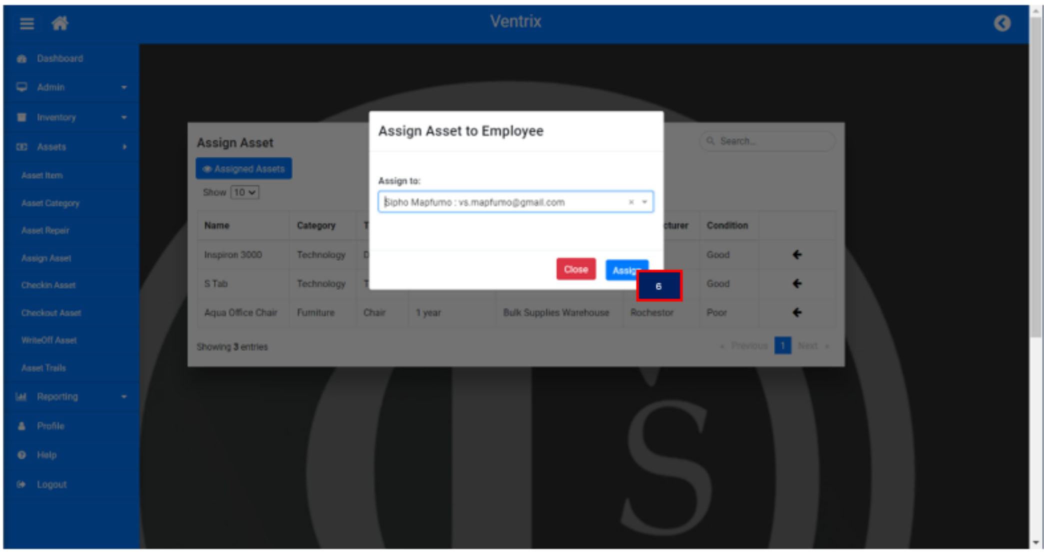


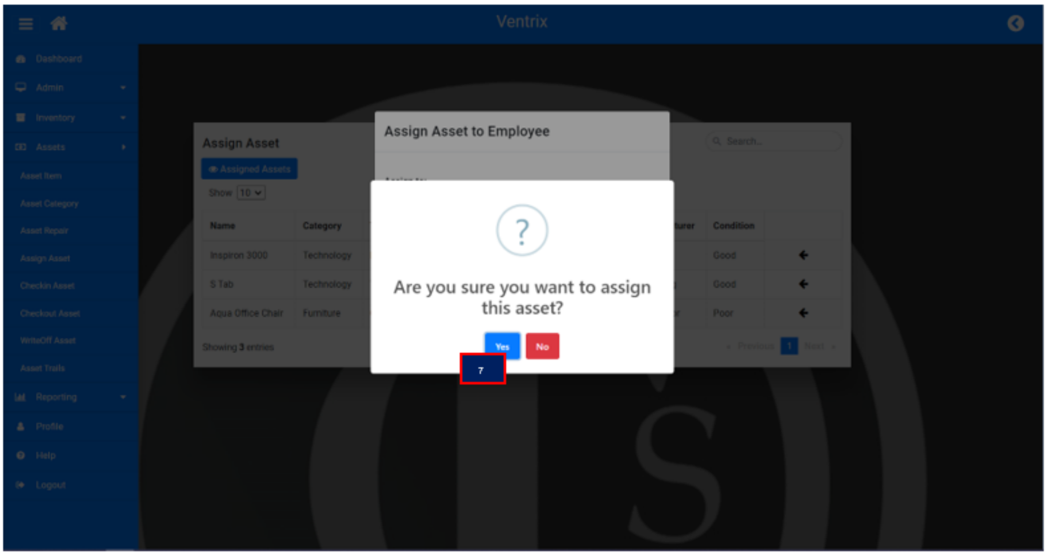
4.5 Assign asset to employee

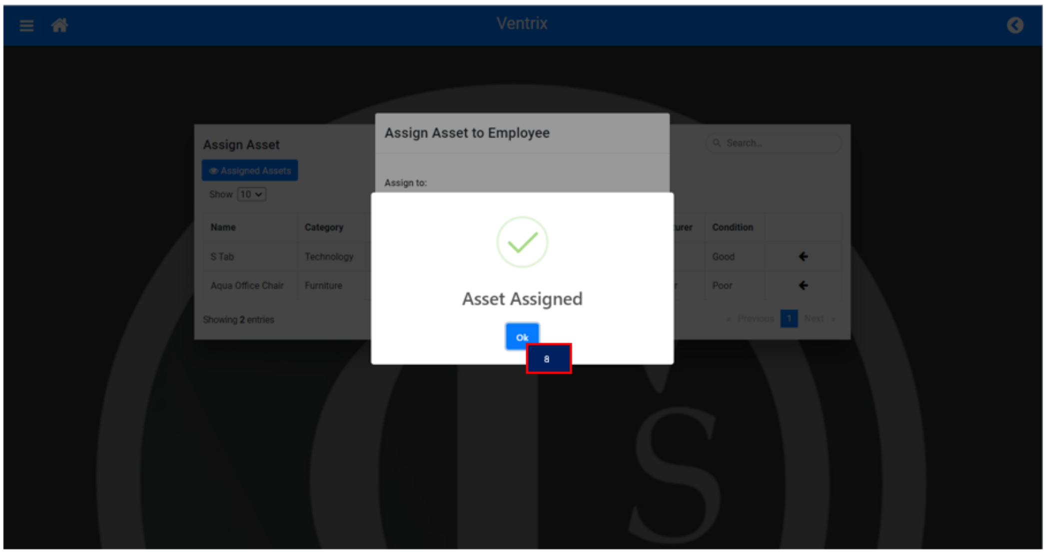
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Assign Asset” nav bar item on the expanded navbar.
Step 3	Click on the “Left arrow” icon to assign an item
Step 4	Click on the textbox to view the employees
Step 5	Select the employee you would like to assign the asset to
Step 6	Click on the “Assign” button
Step 7	Click on the “Yes” button
Step 8	Click on the “OK” button





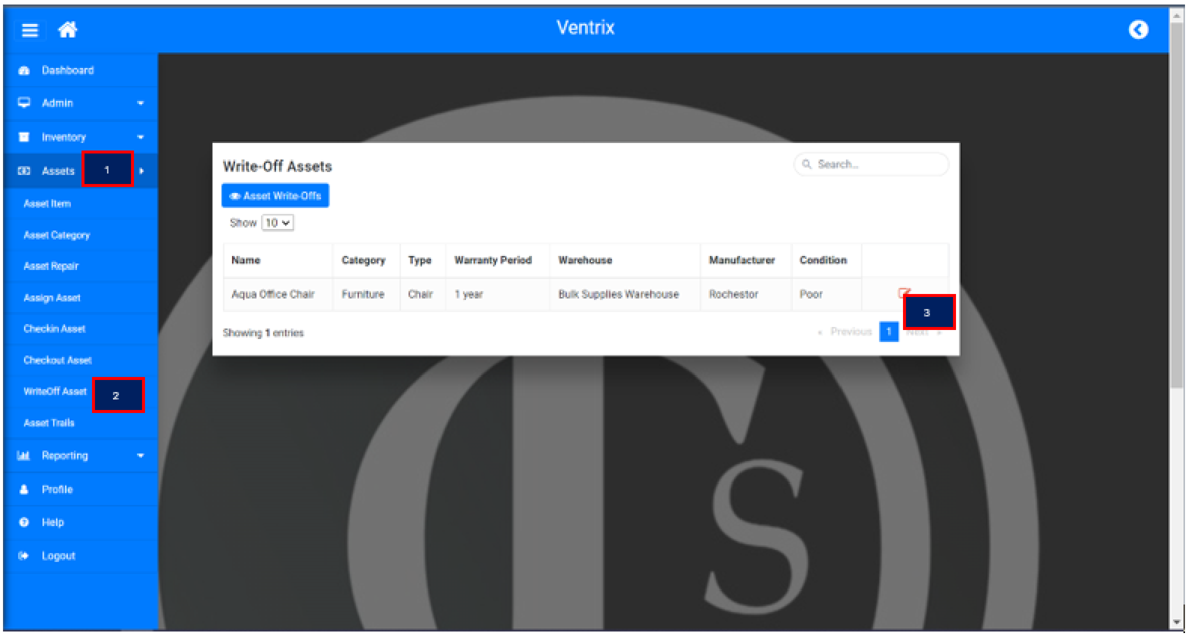

Ventrix
Assign Asset to Employee
Assign to:
Sipho Mapfumo : vs.mapfumo@gmail.com
Close
6

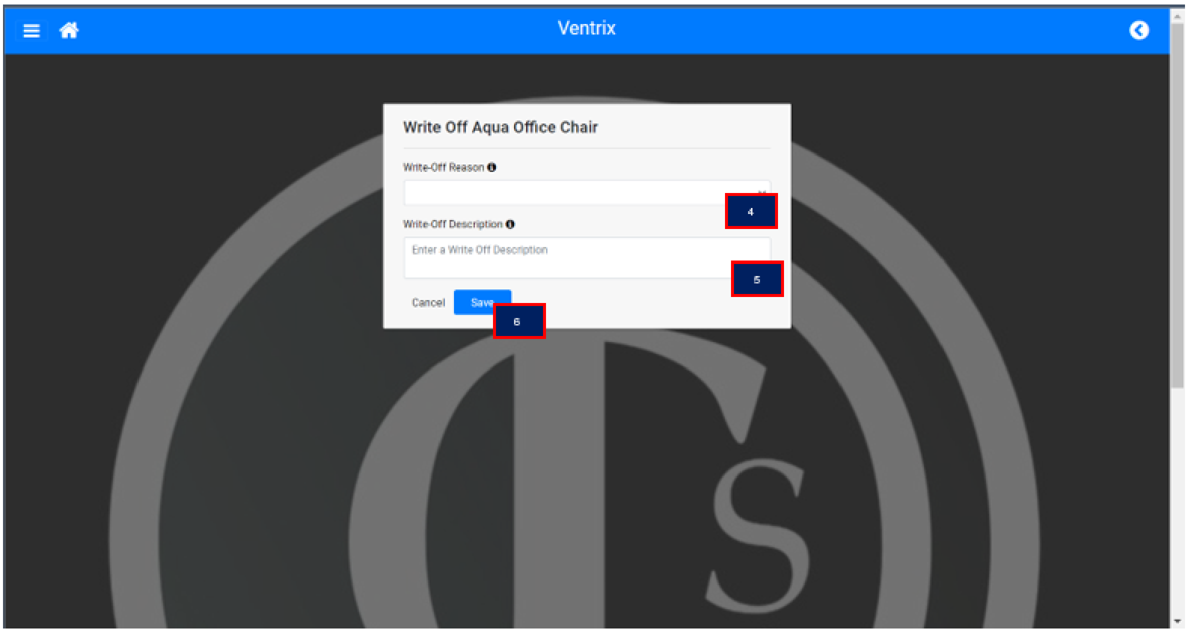

Ventrix
Assign Asset to Employee
Are you sure you want to assign this asset?
Yes
No
7

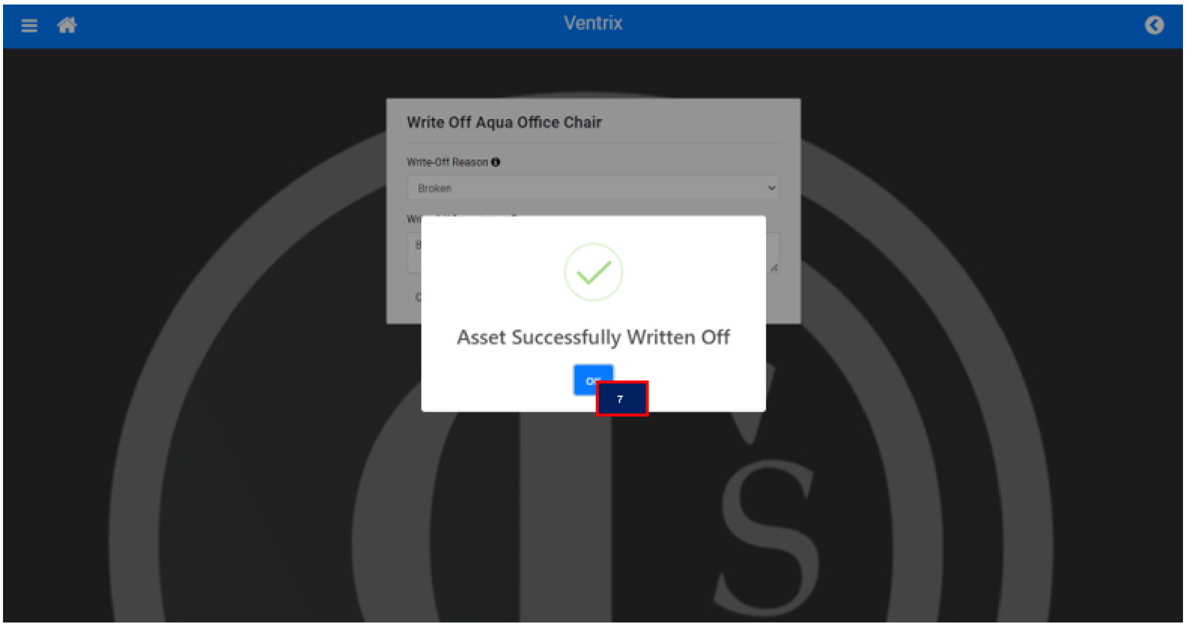

Ventrix
Assign Asset to Employee
Asset Assigned
Ok
8

4.6 Write-off asset

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “WriteOff Asset” nav bar item on the expanded navbar.
Step 3	Click on the “Write-Off” icon to write off the asset
Step 4	Select a write-off reason
Step 5	Enter a write-off reason description
Step 6	Click on the “Save” button
Step 7	Click on the “OK” button

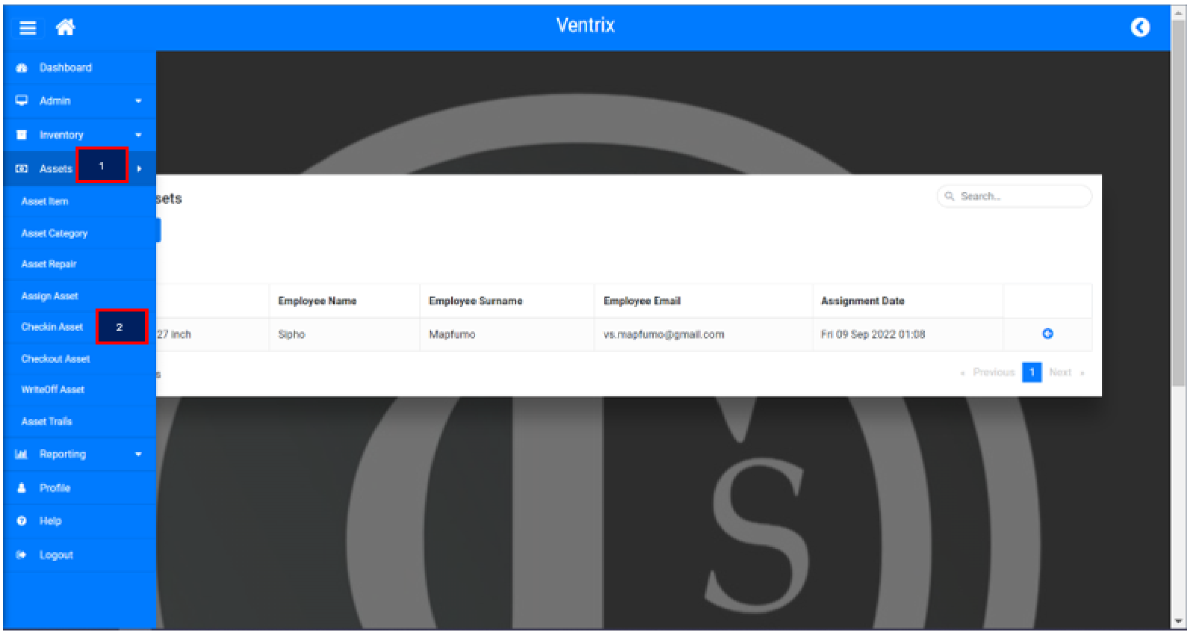


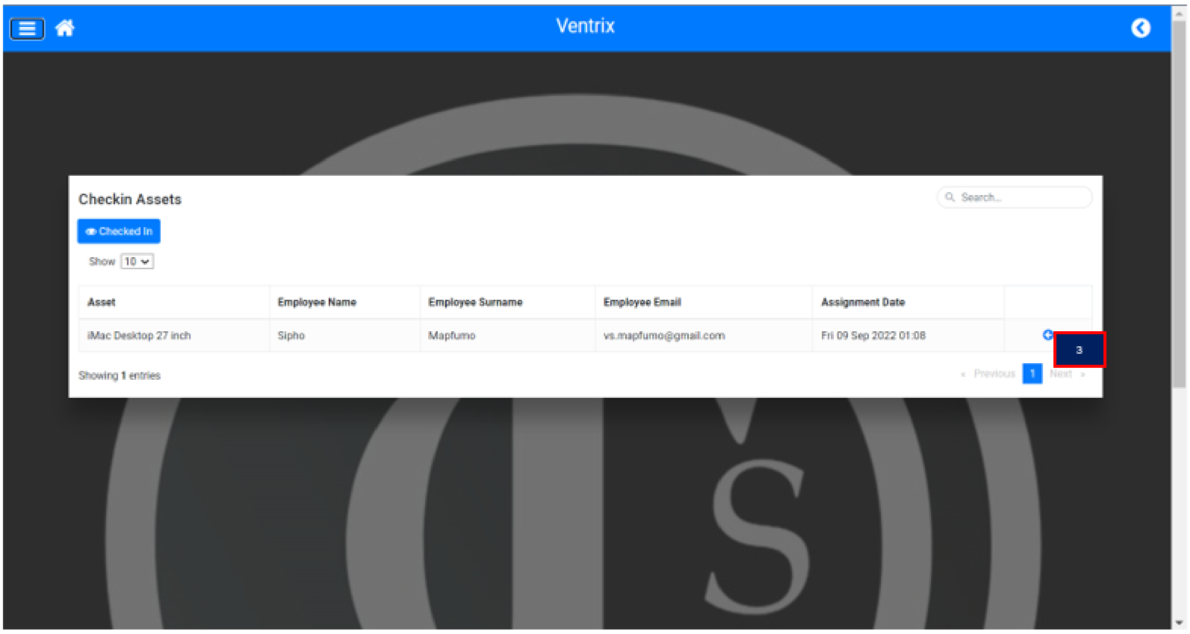


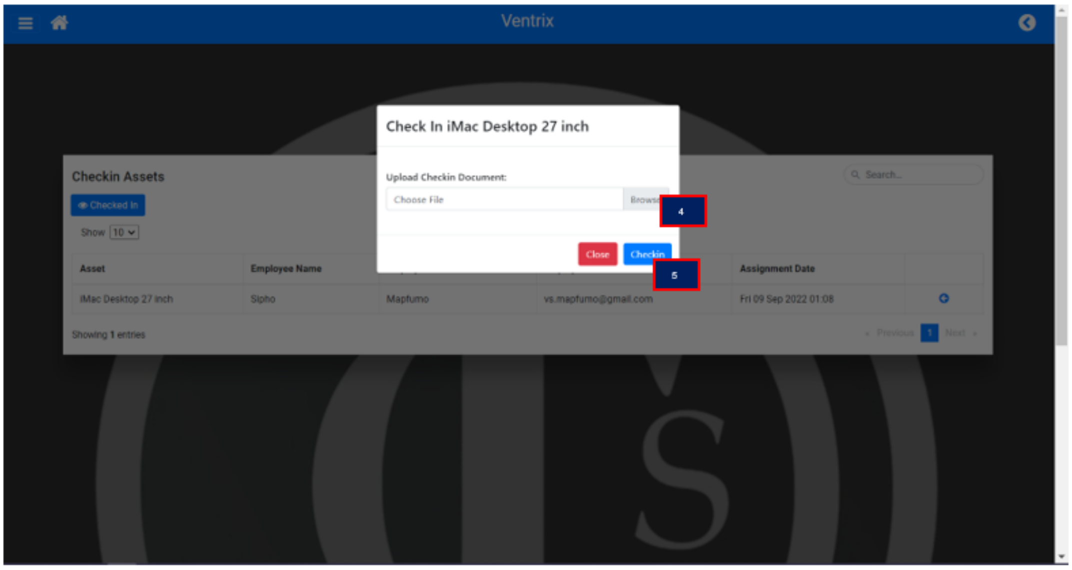

Ventrix
Write Off Aqua Office Chair
Write-Off Reason
Broken
Asset Successfully Written Off
7

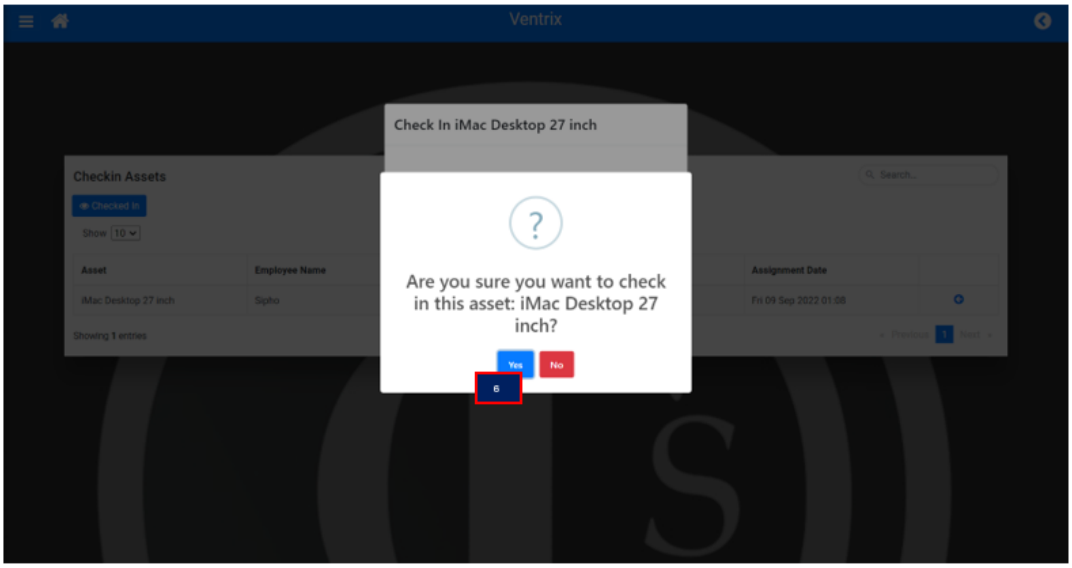
4.7 Check-in asset

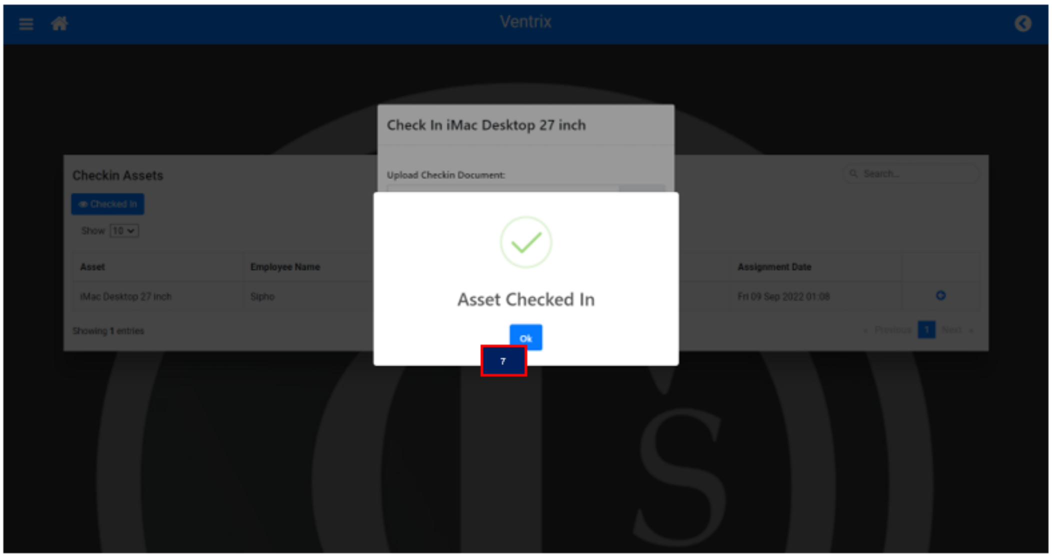
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Checkin Asset” nav bar item on the expanded navbar.
Step 3	Click on the “Left arrow” icon to check-in the asset
Step 4	Choose the check-in document
Step 5	Click on the “Checkin” button
Step 6	Click on the “Yes” button
Step 7	Click on the “OK” button





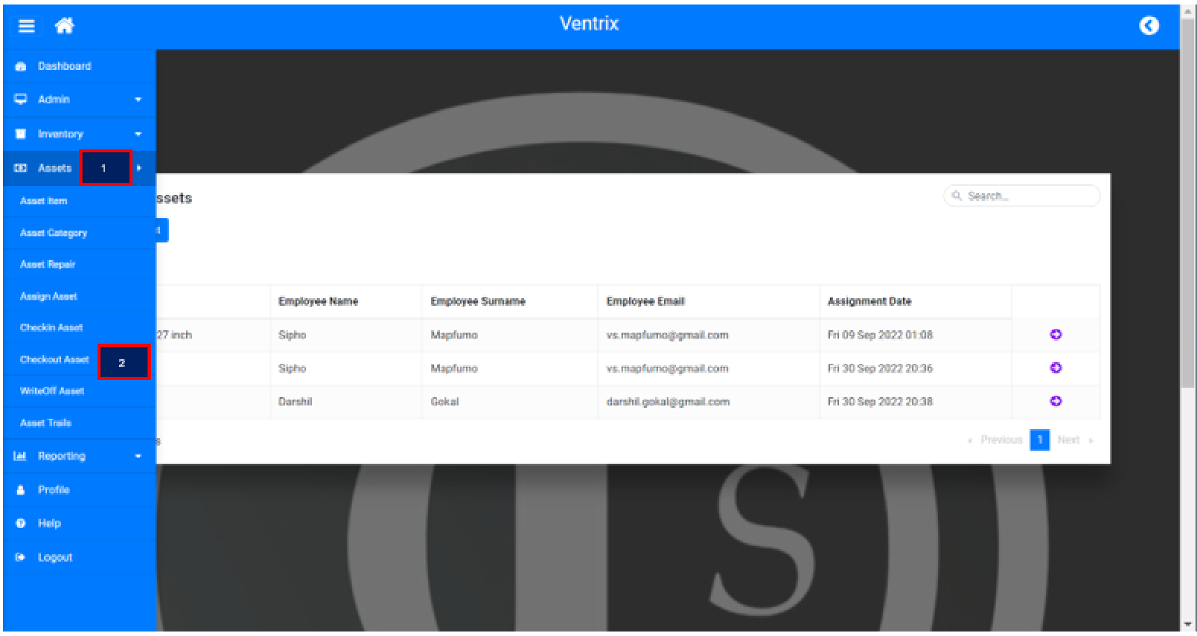

Ventrix
Check In iMac Desktop 27 inch
Upload Checkin Document:
Choose File
Close
Checkin
4
5
Checkin Assets
Checked In
Show 10
Asset
Employee Name
Assignment Date
iMac Desktop 27 inch
Sipho
Mapfumo
vs.mapfumo@gmail.com
Fri 09 Sep 2022 01:08
Showing 1 entries

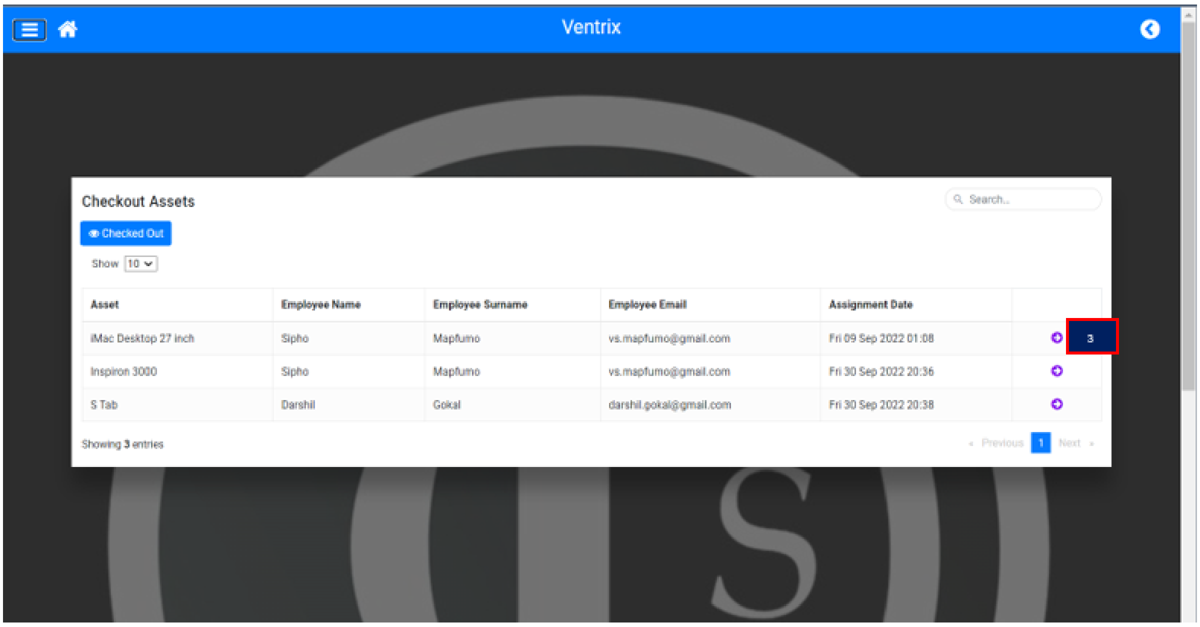

Ventrix
Check In iMac Desktop 27 inch
Checkin Assets
?
Are you sure you want to check in this asset: iMac Desktop 27 inch?
Yes
No
6

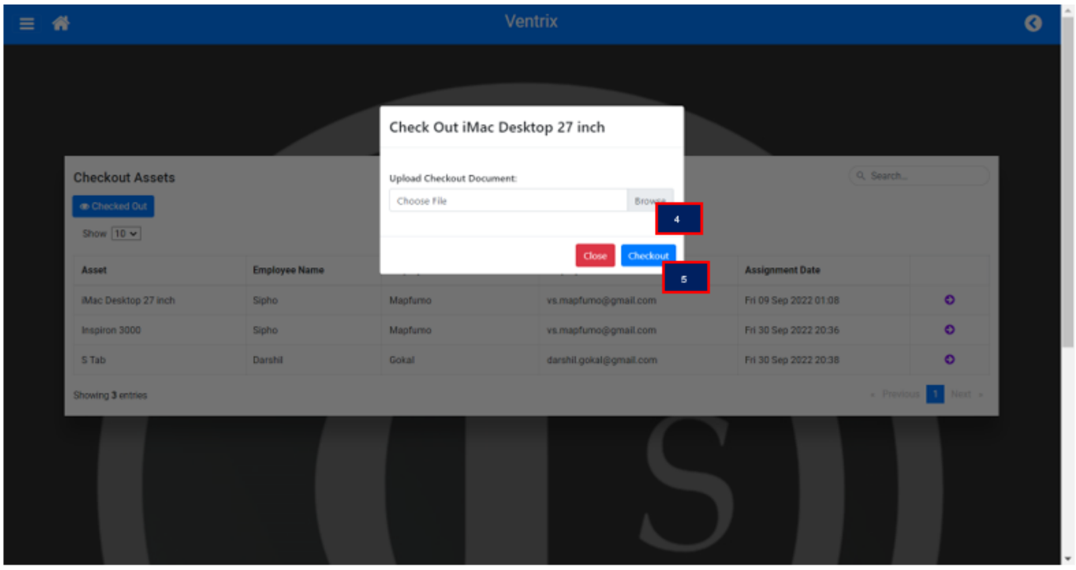

Ventrix
Check In iMac Desktop 27 inch
Upload Checkin Document:
Checkin Assets
Asset Checked In
Ok
7

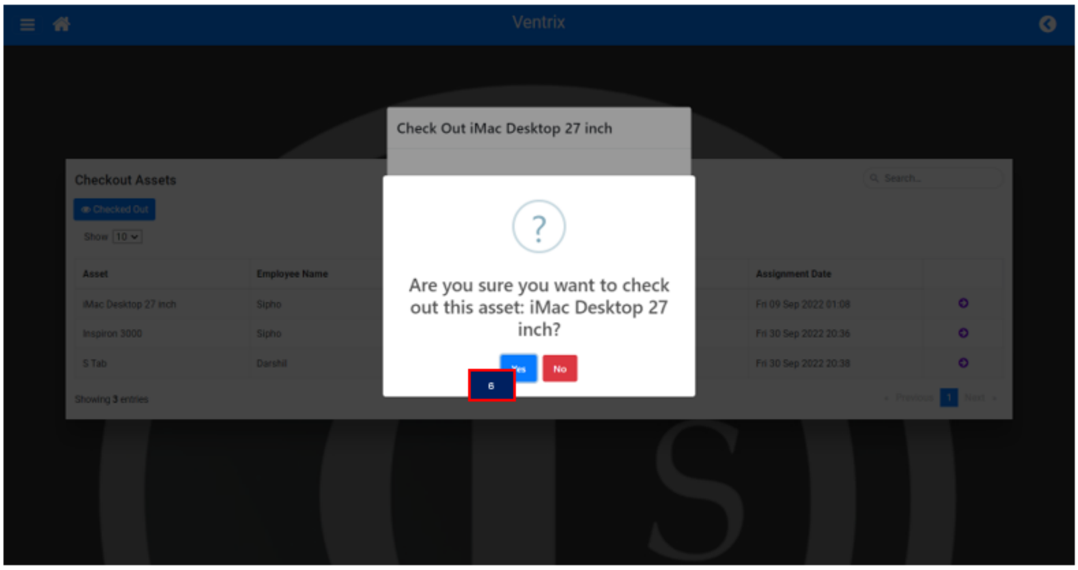
4.8 Check-out asset

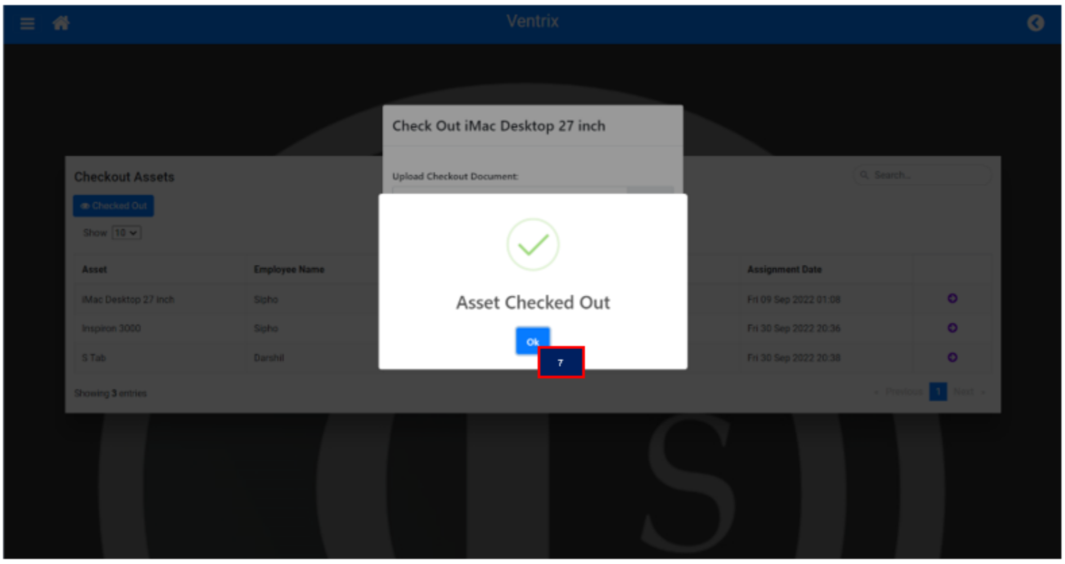
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Checkout Asset” nav bar item on the expanded navbar.
Step 3	Click on the “Right arrow” icon to check out the asset
Step 4	Choose the checkout document
Step 5	Click on the “Checkout” button
Step 6	Click on the “Yes” button
Step 7	Click on the “OK” button





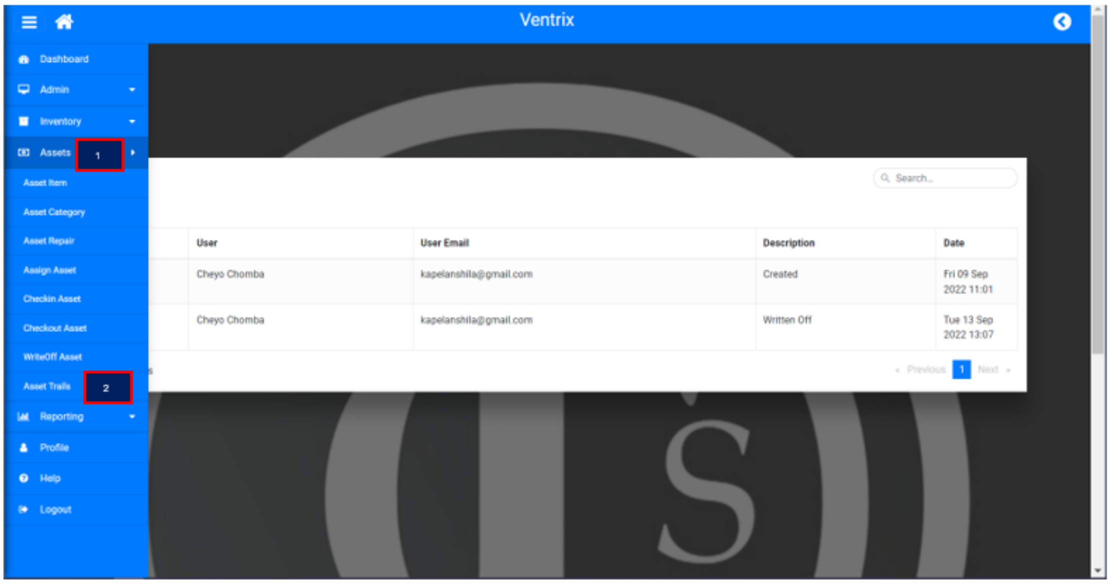

Ventrix
Check Out iMac Desktop 27 inch
Upload Checkout Document:
Choose File
Close
Checkout
4
5
Checkout Assets
Checked Out
Show 10
Asset
Employee Name
Assignment Date
iMac Desktop 27 inch
Sipho
Mapfumo
vs.mapfumo@gmail.com
Fri 09 Sep 2022 01:08
Inspiron 3000
Sipho
Mapfumo
vs.mapfumo@gmail.com
Fri 30 Sep 2022 20:36
S Tab
Darshil
Gokal
darshil.gokal@gmail.com
Fri 30 Sep 2022 20:38
Showing 3 entries


Ventrix
Check Out iMac Desktop 27 inch
Are you sure you want to check out this asset: iMac Desktop 27 inch?
No
6
Checkout Assets
Checked Out
Asset
Employee Name
Assignment Date
iMac Desktop 27 inch
Inspiron 3000
S Tab
Showing 3 entries


Ventrix
Check Out iMac Desktop 27 inch
Upload Checkout Document:
Asset Checked Out
Ok
7
Checkout Assets
Checked Out
Asset
Employee Name
Assignment Date
iMac Desktop 27 inch
Inspiron 3000
S Tab
Showing 3 entries

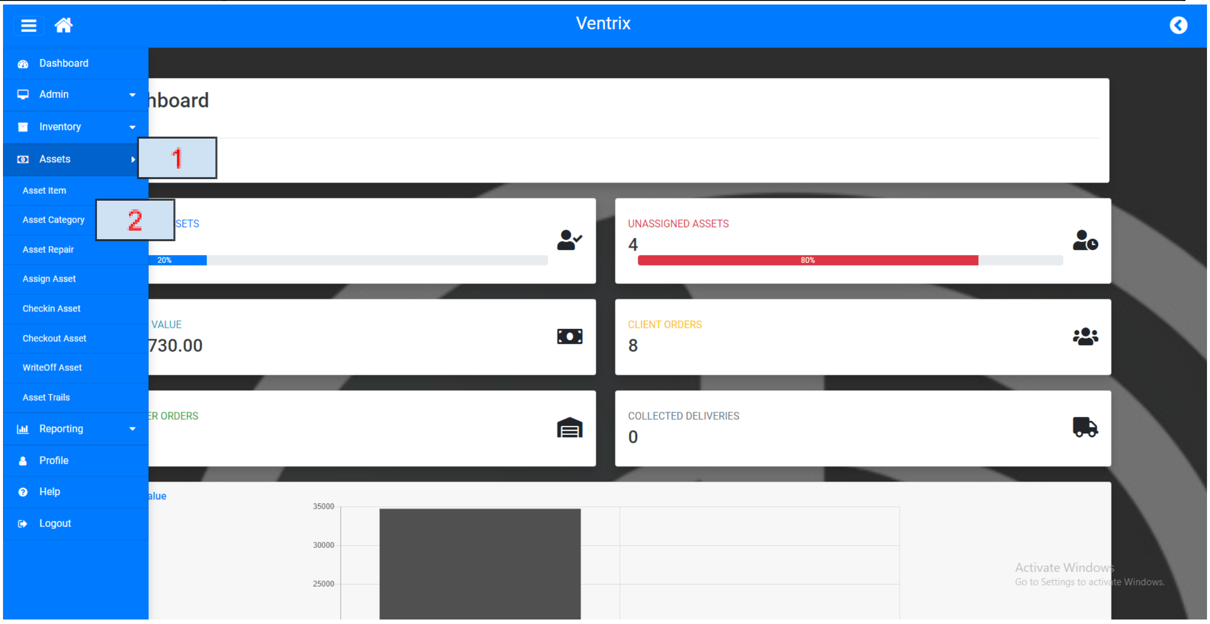
4.9 View asset transactions

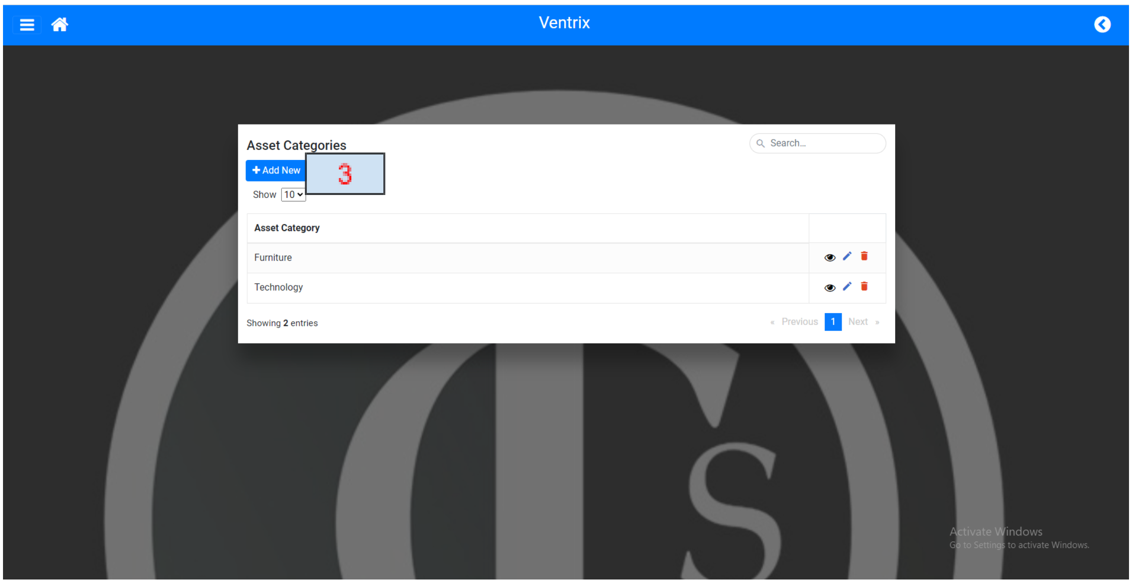
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Trails” nav bar item on the expanded navbar.

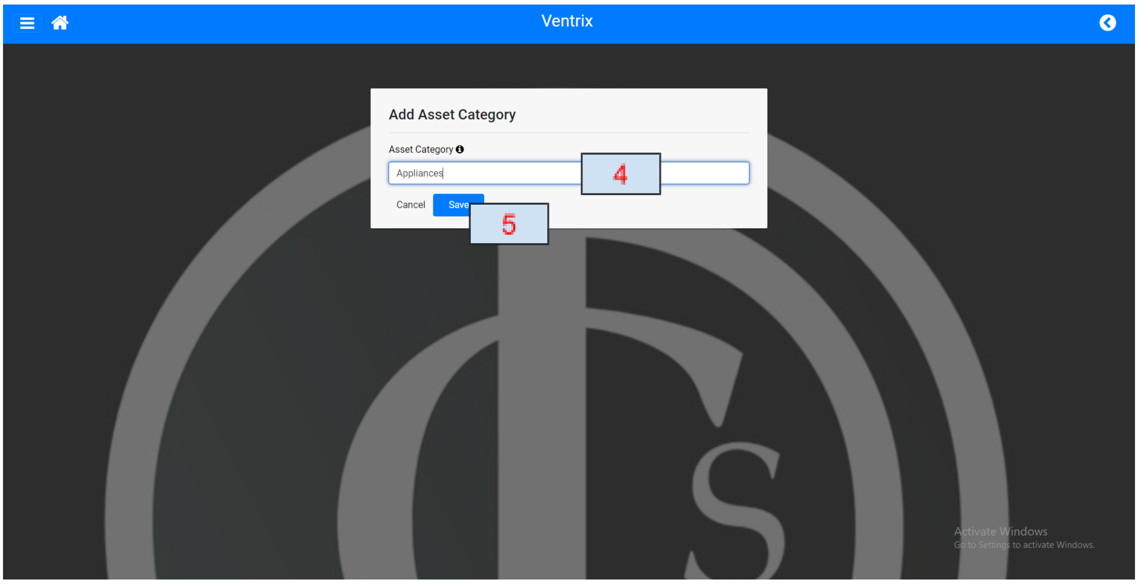


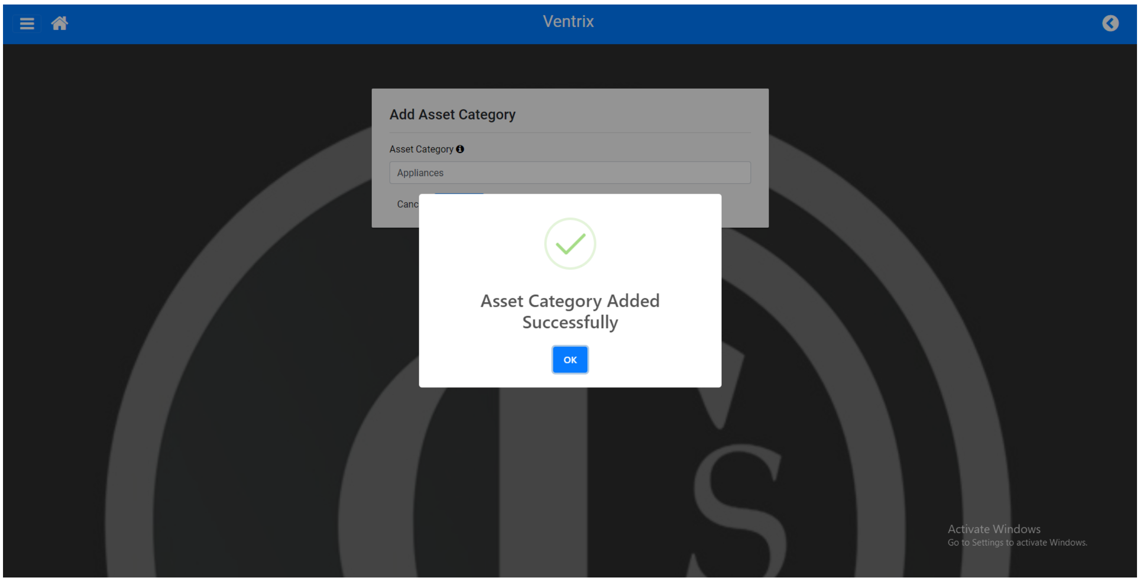
4.10 Create asset category

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Category” nav bar item on the expanded navbar.
Step 3	Click on the “Add New” button.
Step 4	Enter the new asset category.
Step 5	Click on the “Save” button.



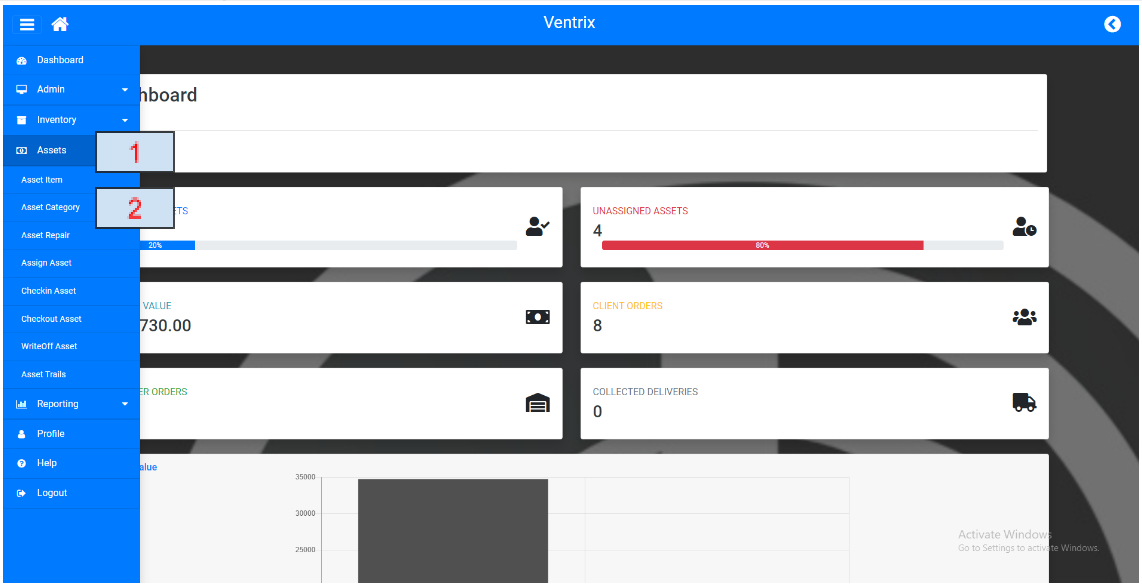


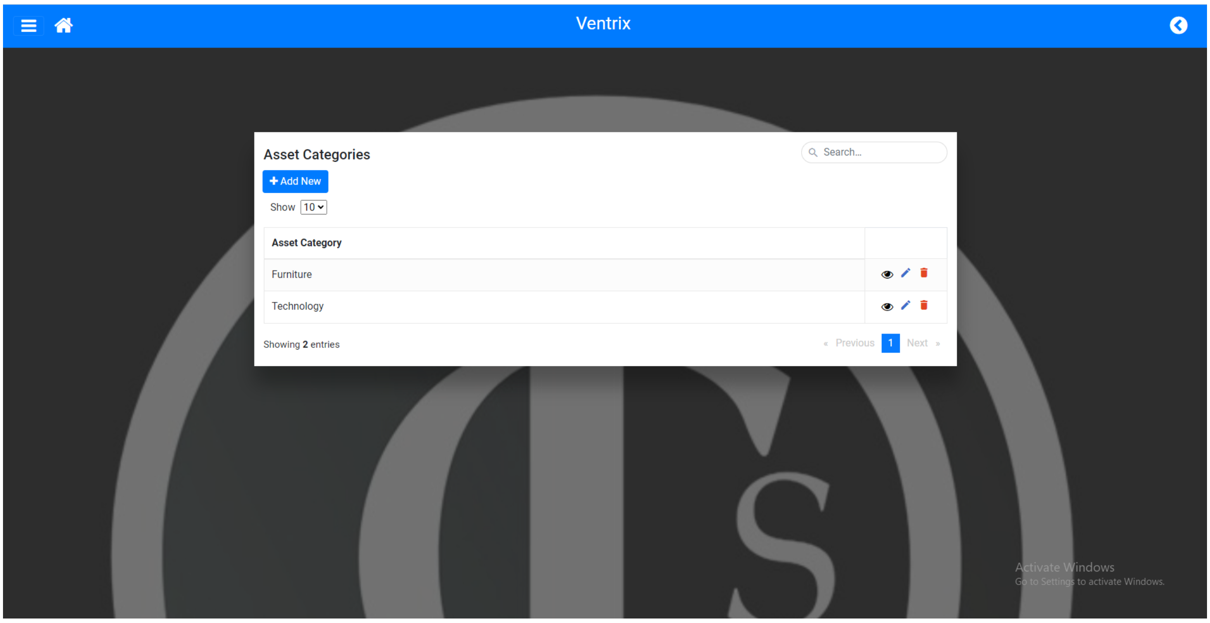

Ventrix
Add Asset Category
Asset Category
Appliances
4
Cancel
Save
5


Ventrix
Add Asset Category
Asset Category
Appliances
Asset Category Added Successfully
OK

4.11 Read asset category

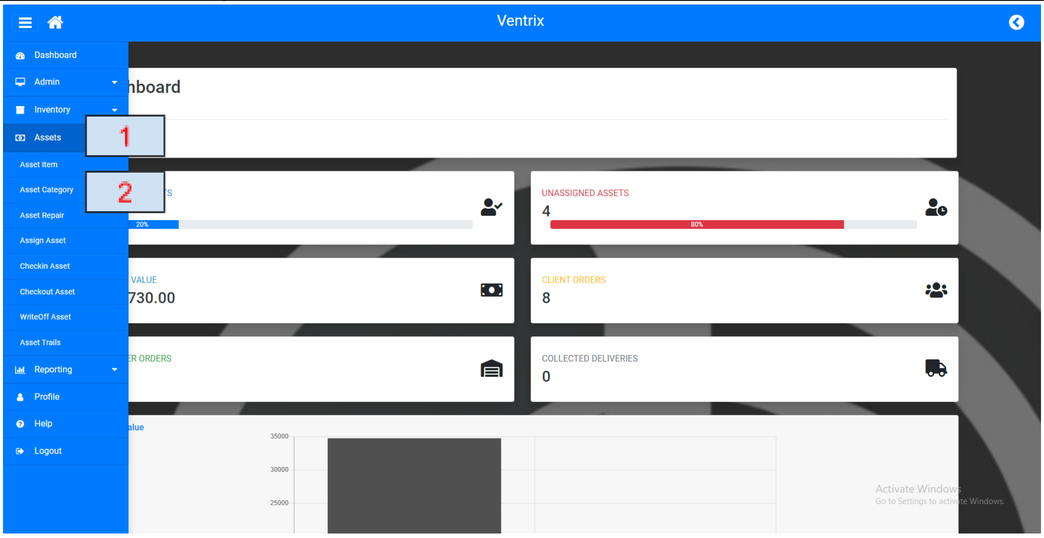
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Category” nav bar item on the expanded navbar.

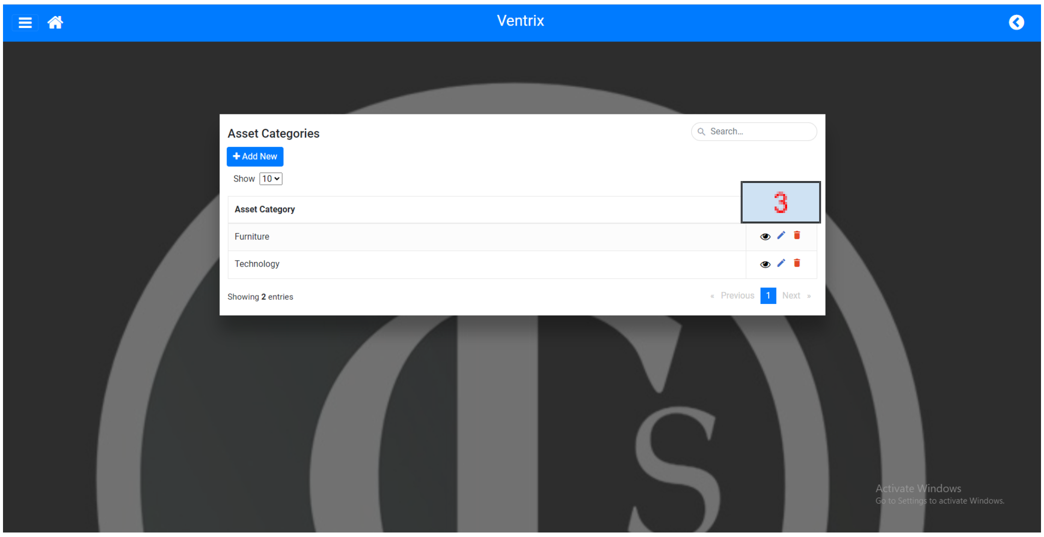


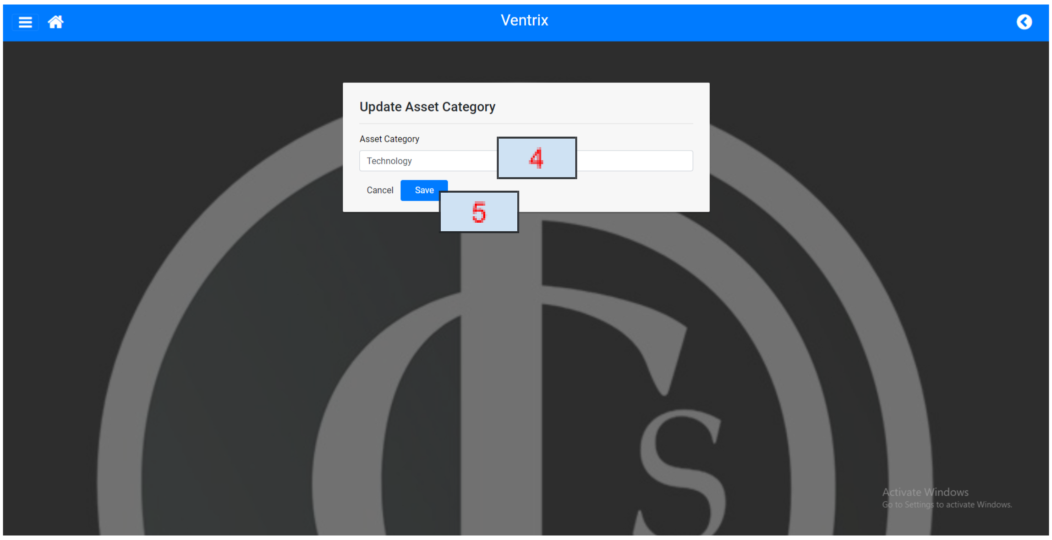


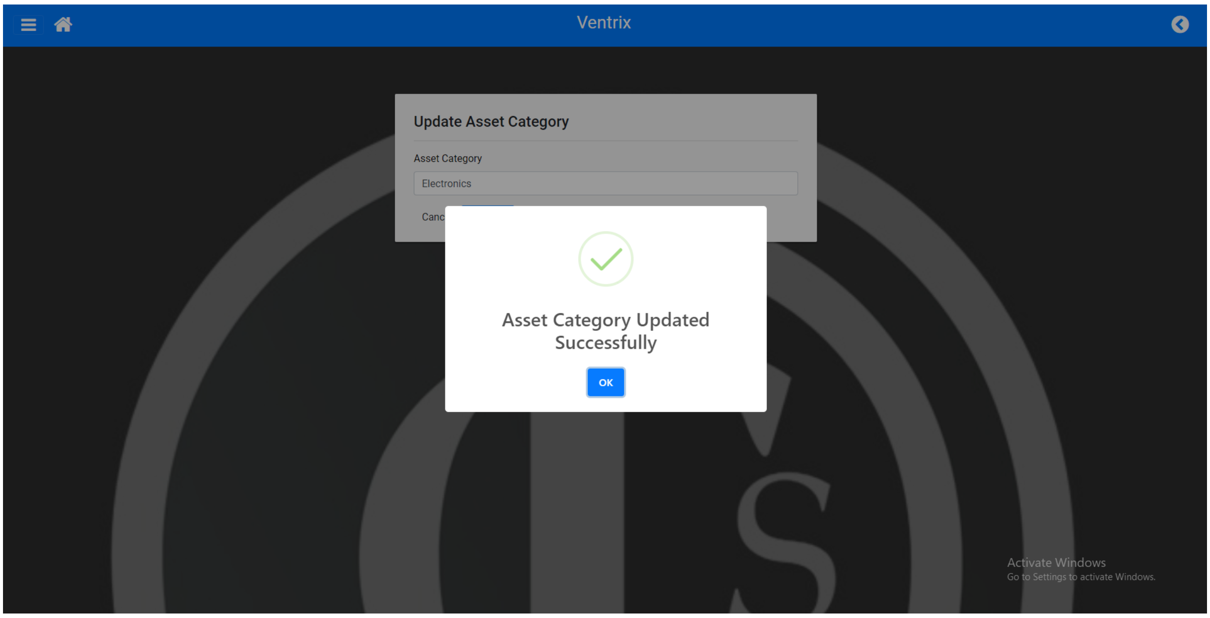
4.12 Update asset category

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Category” nav bar item on the expanded navbar.
Step 3	Click on the “Edit” icon (blue pencil).
Step 4	Enter the updated asset category.
Step 5	Click on the “Save” button.



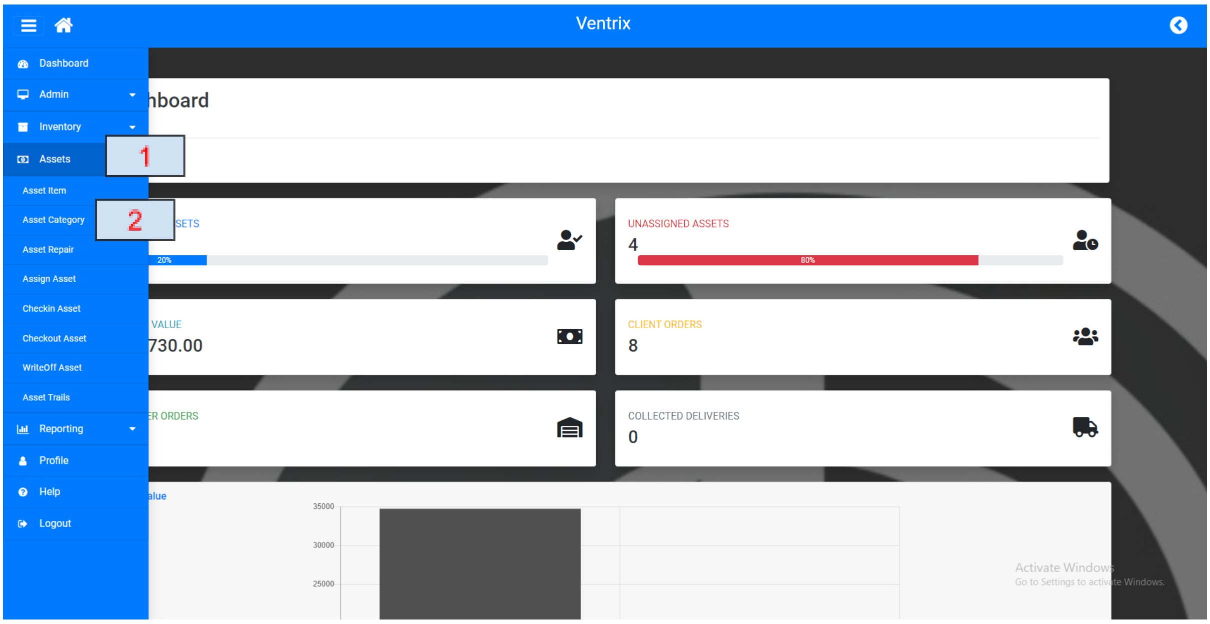


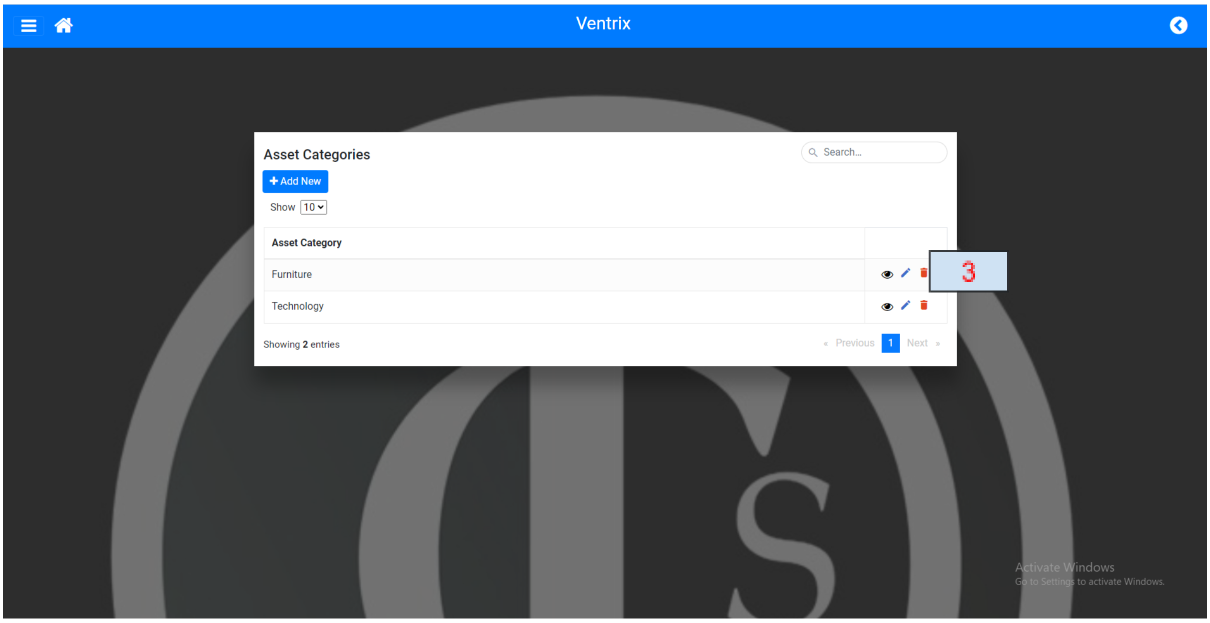

Ventrix
Update Asset Category
Asset Category
Technology
4
Cancel
Save
5
Activate Windows
Go to Settings to activate Windows.

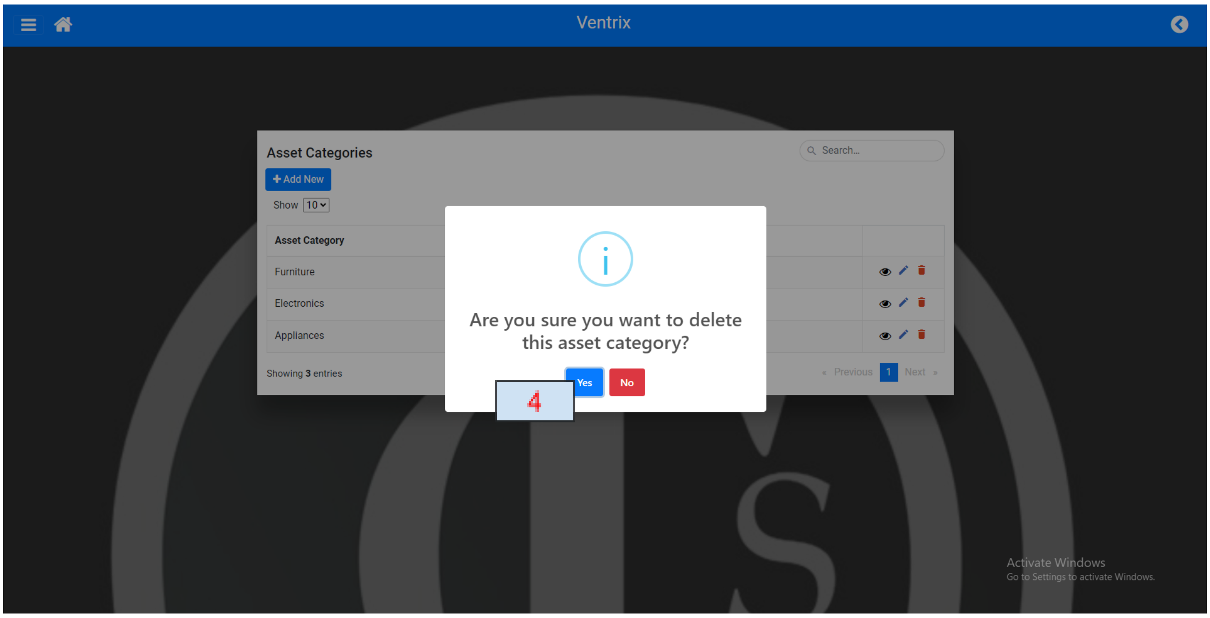

Ventrix
Update Asset Category
Asset Category
Electronics
Asset Category Updated Successfully
OK
Activate Windows
Go to Settings to activate Windows.

4.13 Delete asset category

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Category” nav bar item on the expanded navbar.
Step 3	Click on the “Delete” icon (red trash can).
Step 4	Click on the “Yes” button.

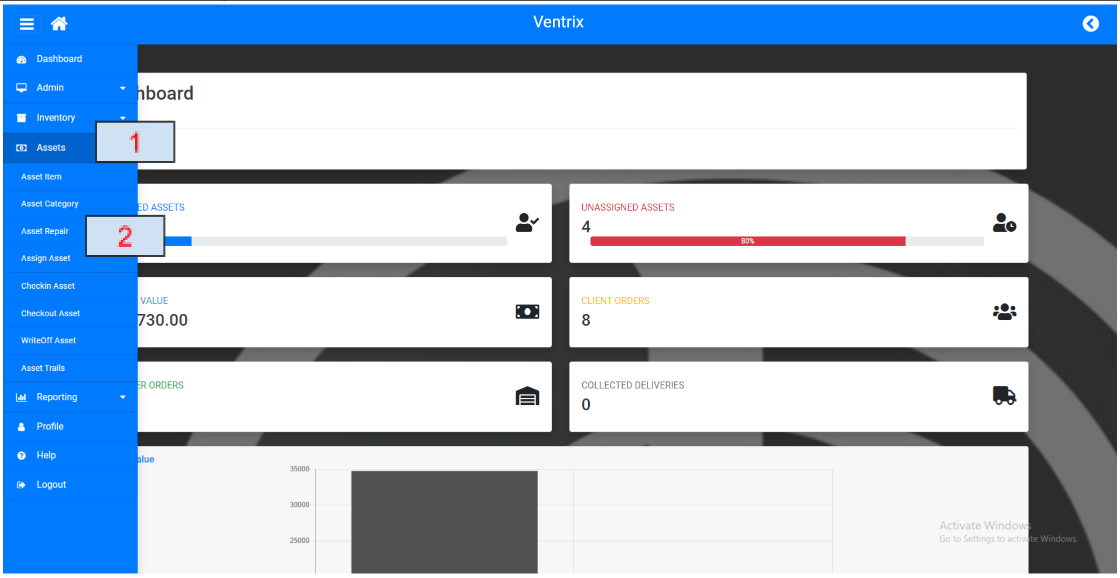


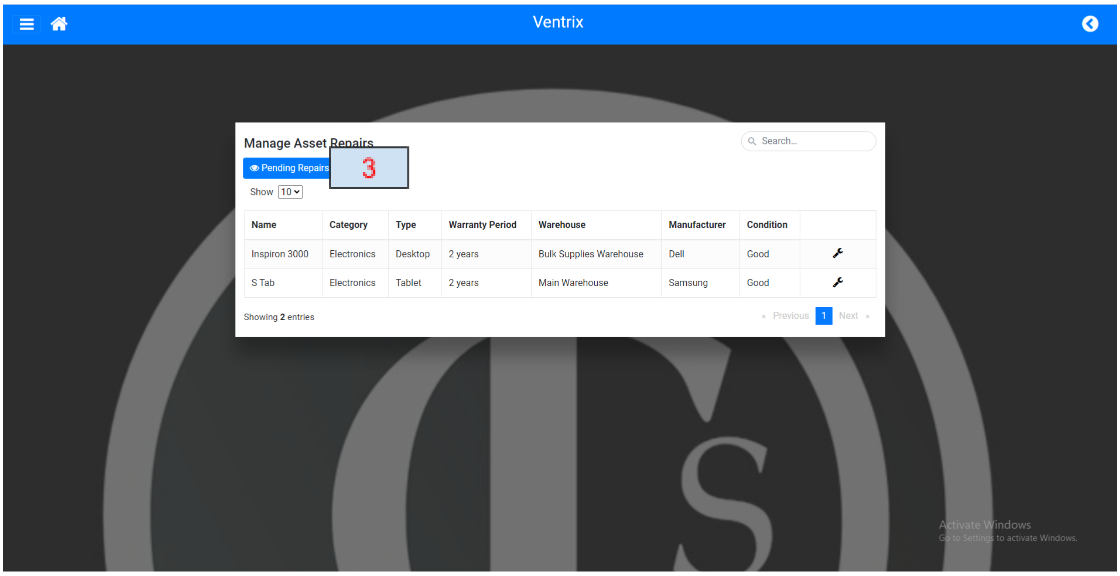

Ventrix
Asset Categories
Search...
Add New
Show 10
Asset Category
Furniture
Technology
3
Showing 2 entries
Previous 1 Next
Activate Windows
Go to Settings to activate Windows.

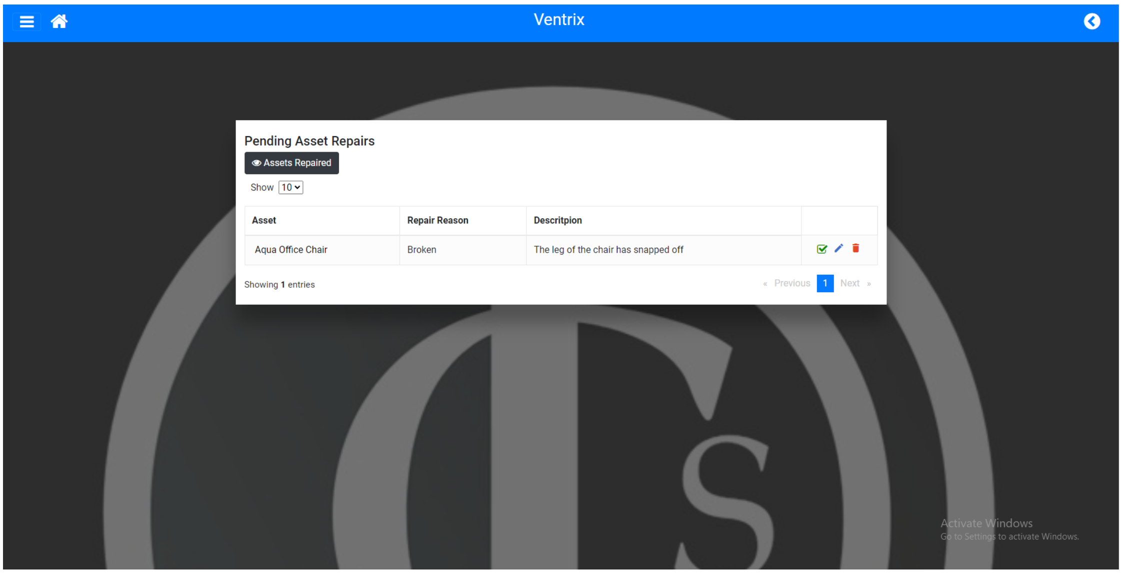

Ventrix
Asset Categories
Search...
Add New
Show 10
Asset Category
Furniture
Electronics
Appliances
Showing 3 entries
Are you sure you want to delete this asset category?
Yes
No
4
Previous 1 Next
Activate Windows
Go to Settings to activate Windows.

4.14 View pending repairs

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Repair” nav bar item on the expanded navbar.
Step 3	Click on the “Pending Repairs” button.

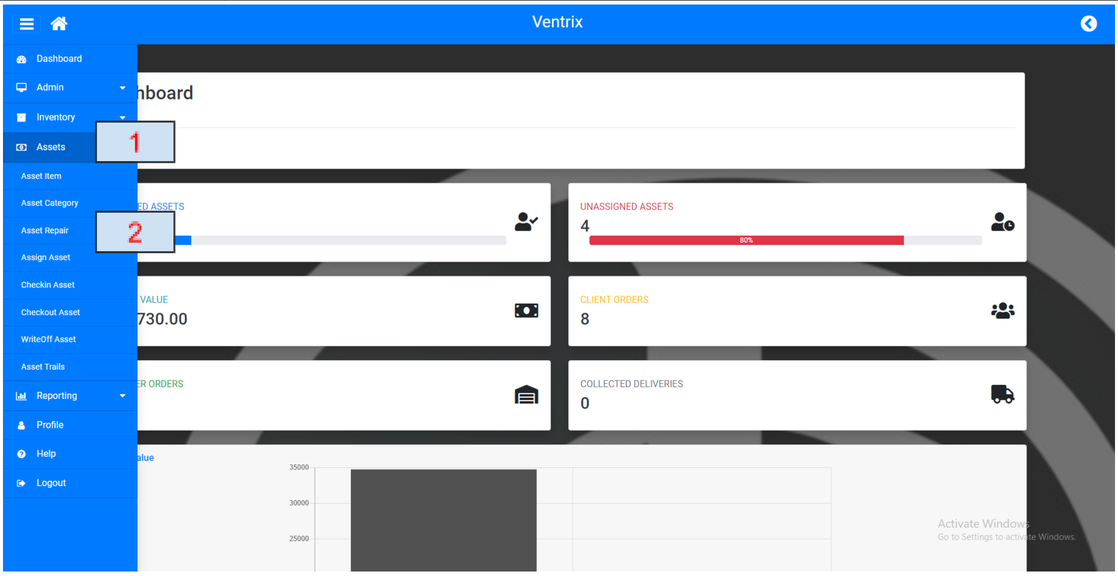


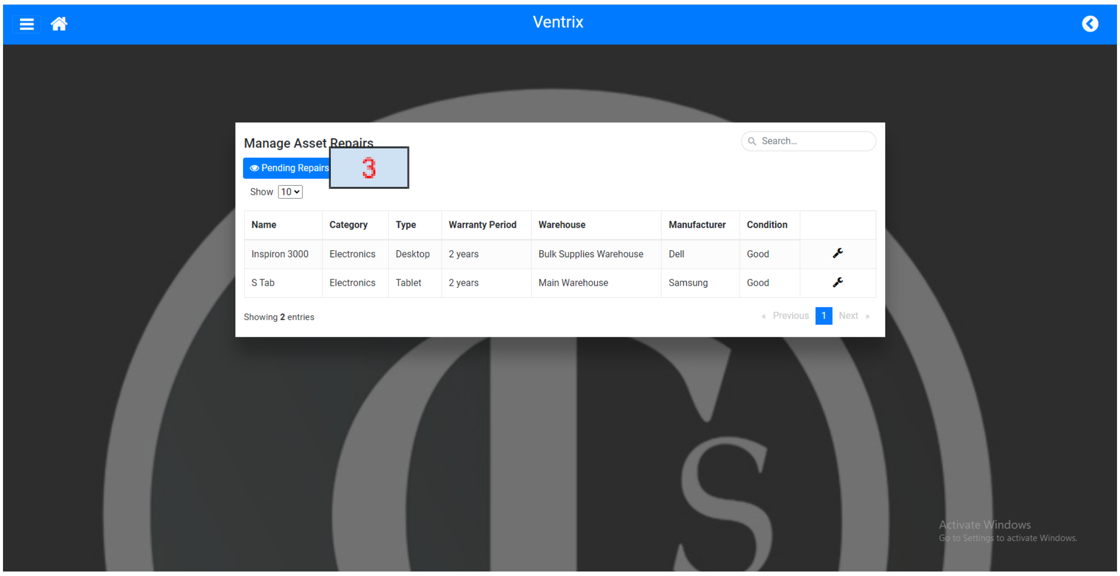


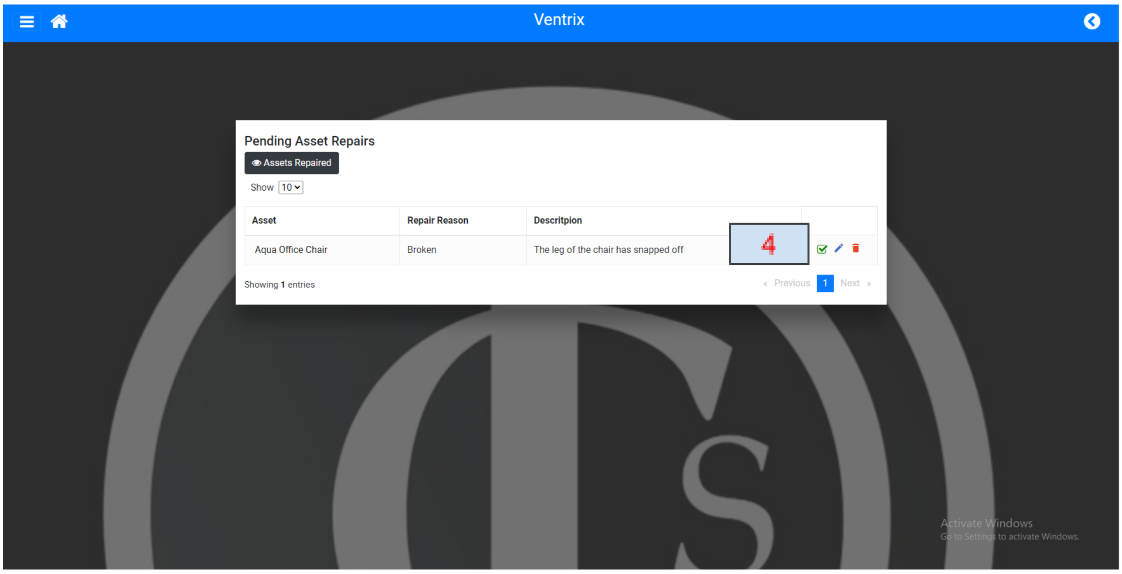

Ventrix
Pending Asset Repairs
Assets Repaired
Show 10
Asset
Repair Reason
Descritpion
Aqua Office Chair
Broken
The leg of the chair has snapped off
Showing 1 entries
Previous 1 Next
Activate Windows
Go to Settings to activate Windows.

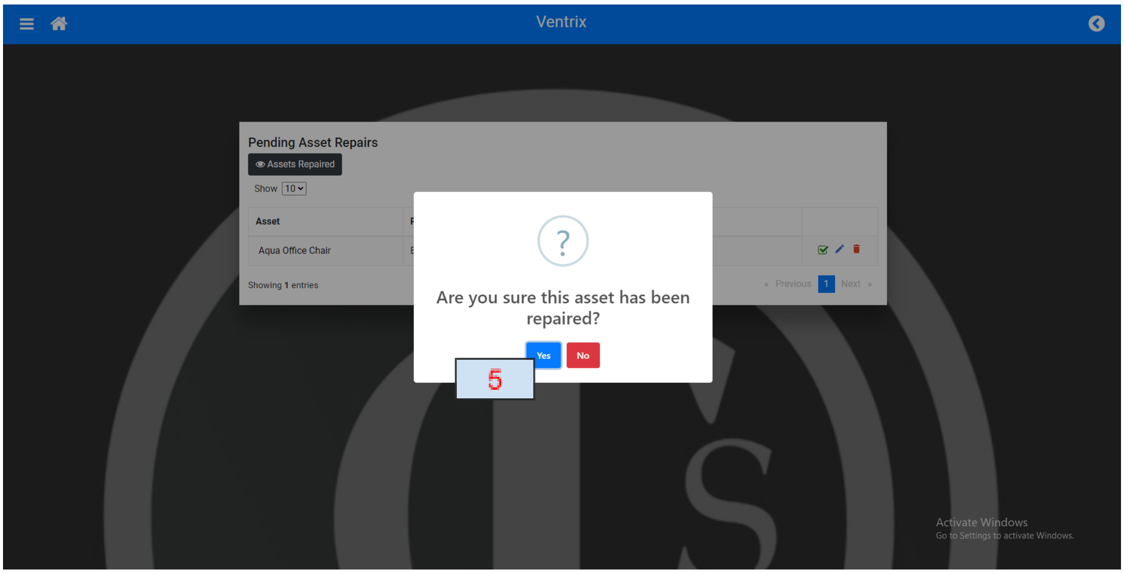
4.15 Complete pending repair

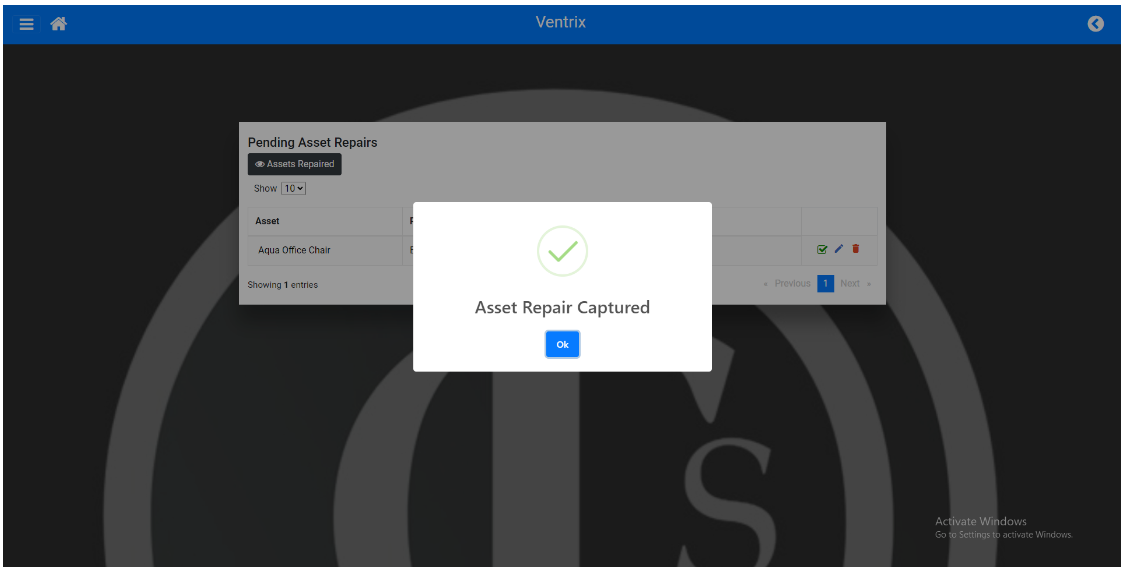
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Repair” nav bar item on the expanded navbar.
Step 3	Click on the “Pending Repairs” button.
Step 4	Click on the “Complete” icon (green tick in box).
Step 5	Click on the “Yes” button.





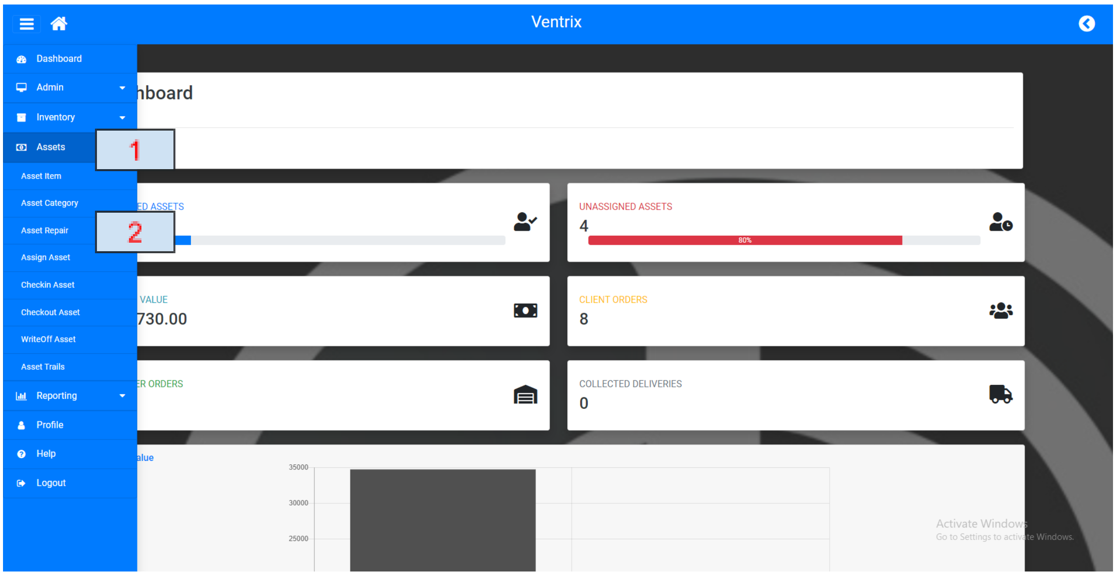

Ventrix
Pending Asset Repairs
Assets Repaired
Show 10
Asset
Repair Reason
Descritpion
Aqua Office Chair
Broken
The leg of the chair has snapped off
4
Showing 1 entries
Previous
1
Next
Activate Windows
Go to Settings to activate Windows.

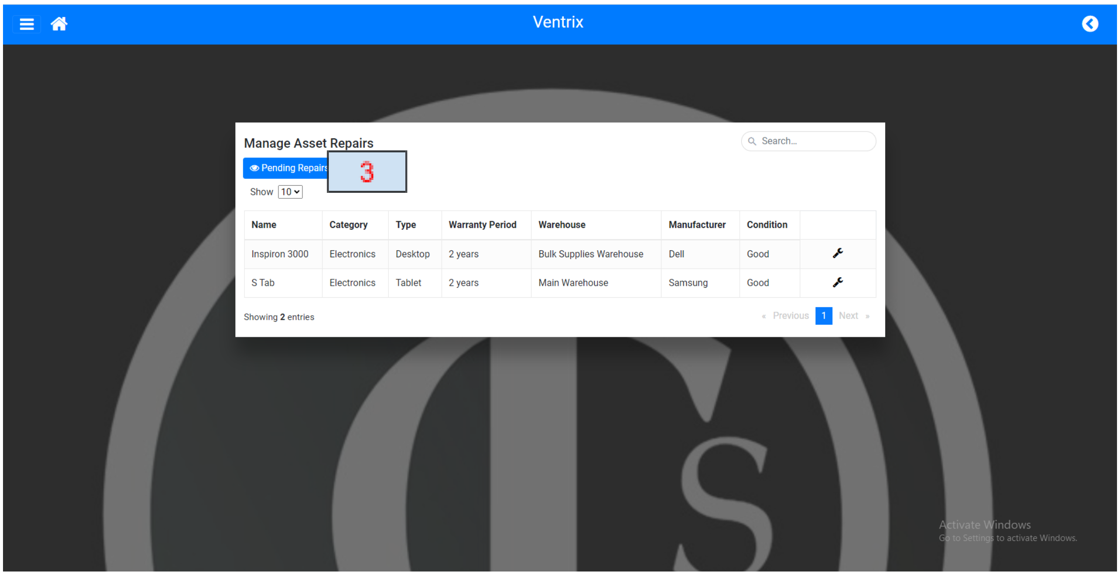

Ventrix
Pending Asset Repairs
Assets Repaired
Show 10
Asset
Aqua Office Chair
Showing 1 entries
Are you sure this asset has been repaired?
Yes
No
5
Activate Windows
Go to Settings to activate Windows.

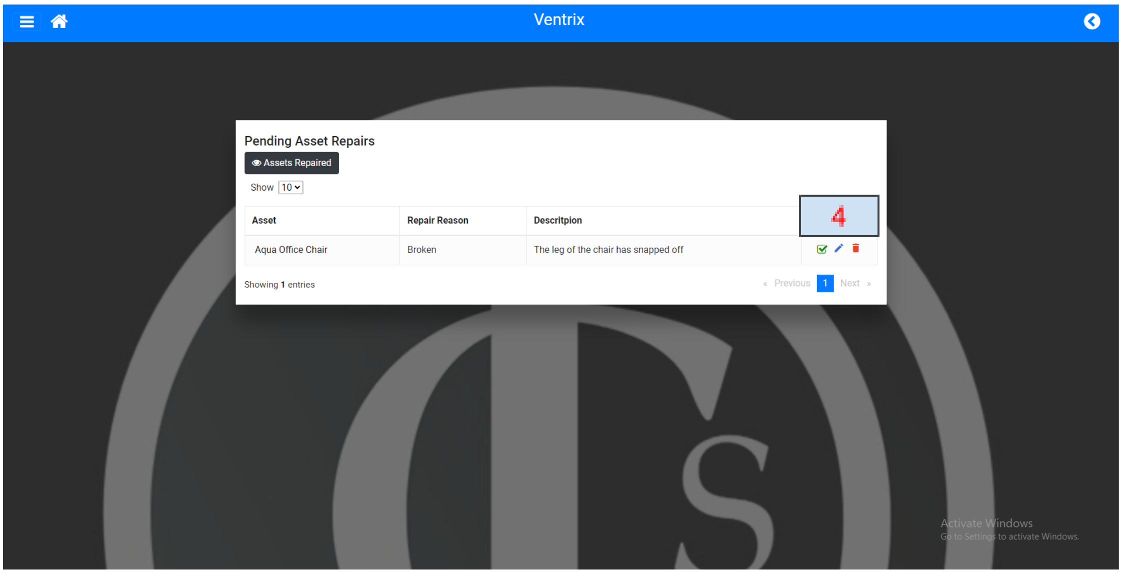

Ventrix
Pending Asset Repairs
Assets Repaired
Show 10
Asset
Aqua Office Chair
Showing 1 entries
Asset Repair Captured
Ok
Activate Windows
Go to Settings to activate Windows.

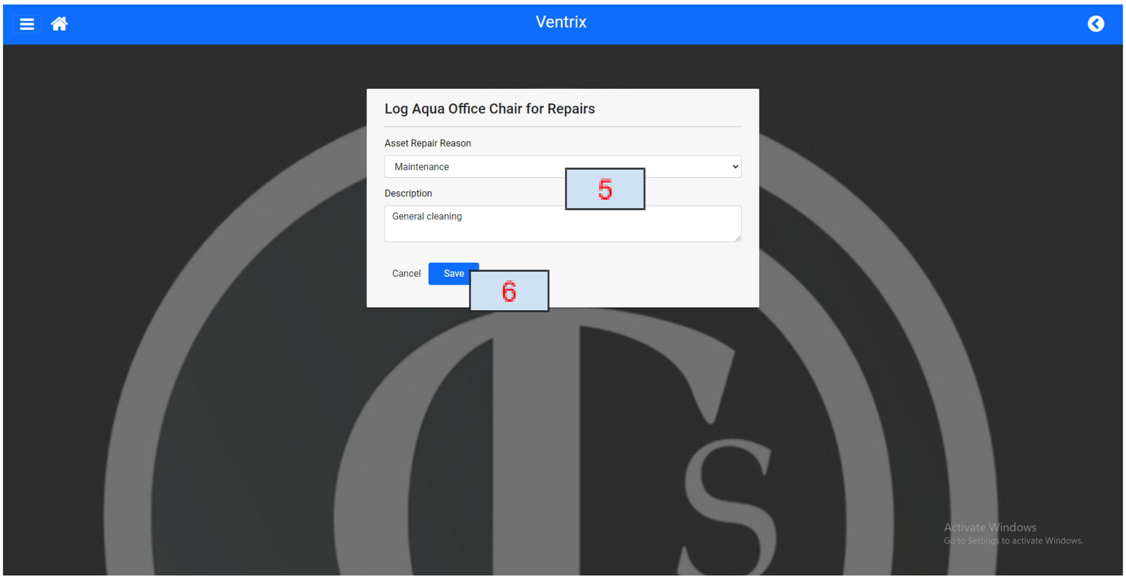
4.16 Update pending repair

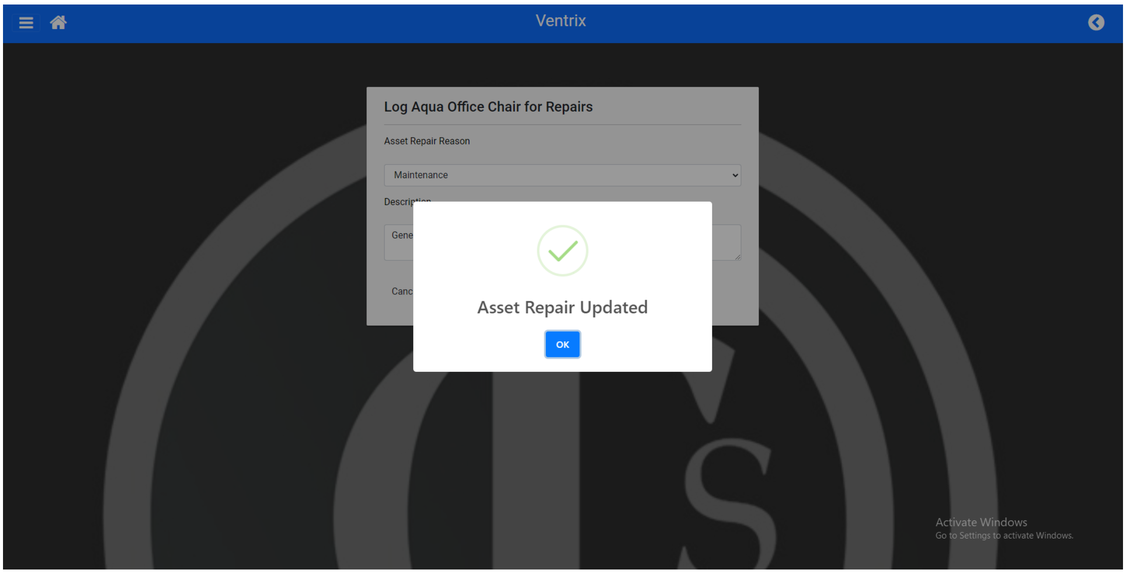
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Repair” nav bar item on the expanded navbar.
Step 3	Click on the “Pending Repairs” button.
Step 4	Click on the “Edit” icon (blue pencil).
Step 5	Enter the updated asset repair details.
Step 6	Click on the “Save” button.





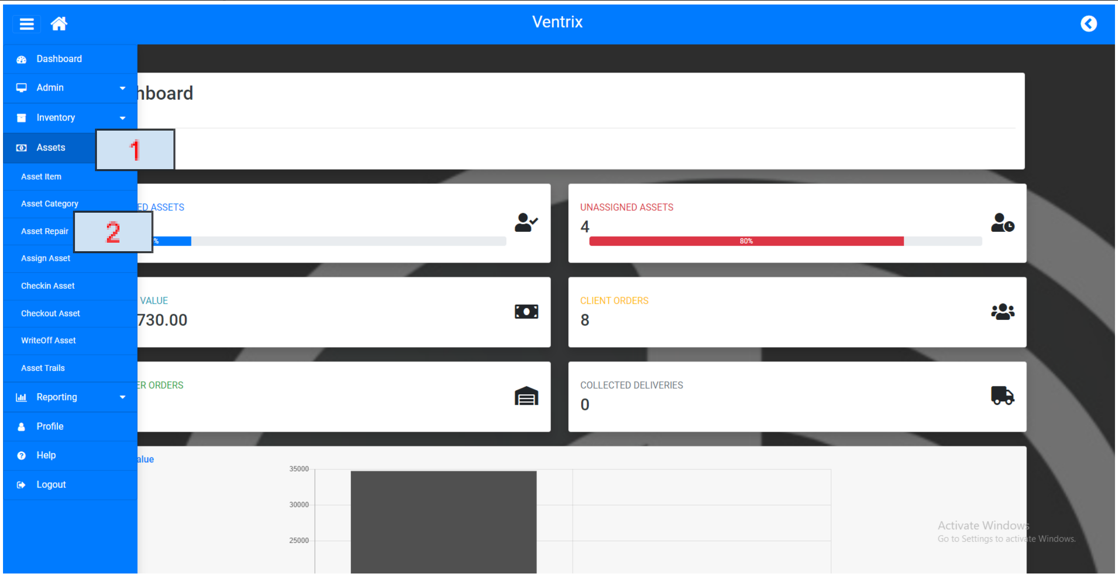

Ventrix
Pending Asset Repairs
Assets Repaired
Show 10
Asset
Repair Reason
Descritpion
4
Aqua Office Chair
Broken
The leg of the chair has snapped off
Showing 1 entries
Previous 1 Next
Activate Windows
Go to Settings to activate Windows.

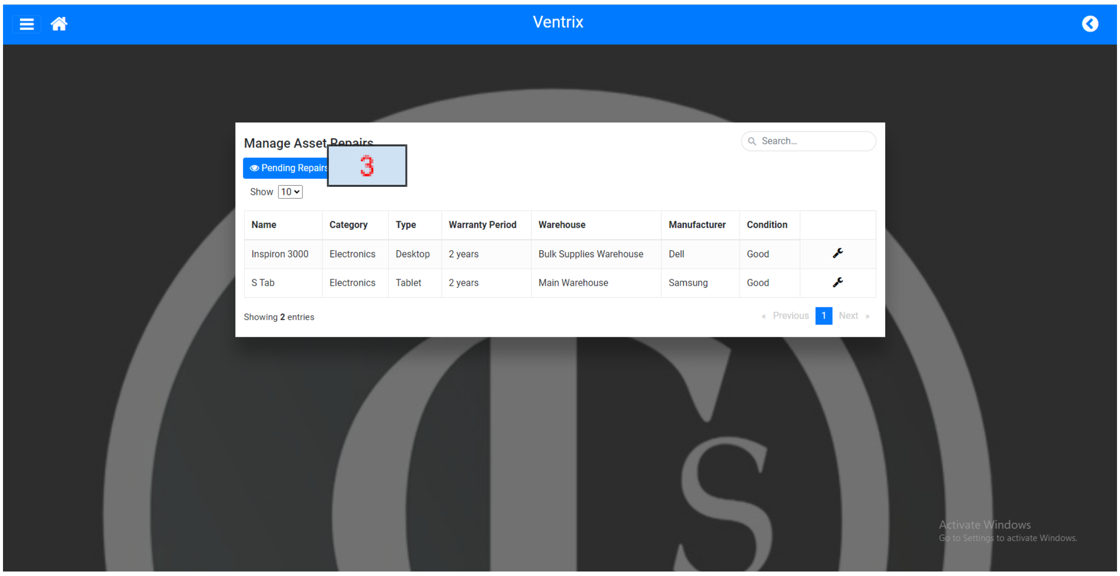

Ventrix
Log Aqua Office Chair for Repairs
Asset Repair Reason
Maintenance
5
Description
General cleaning
Cancel
Save
6
Activate Windows
Go to Settings to activate Windows.

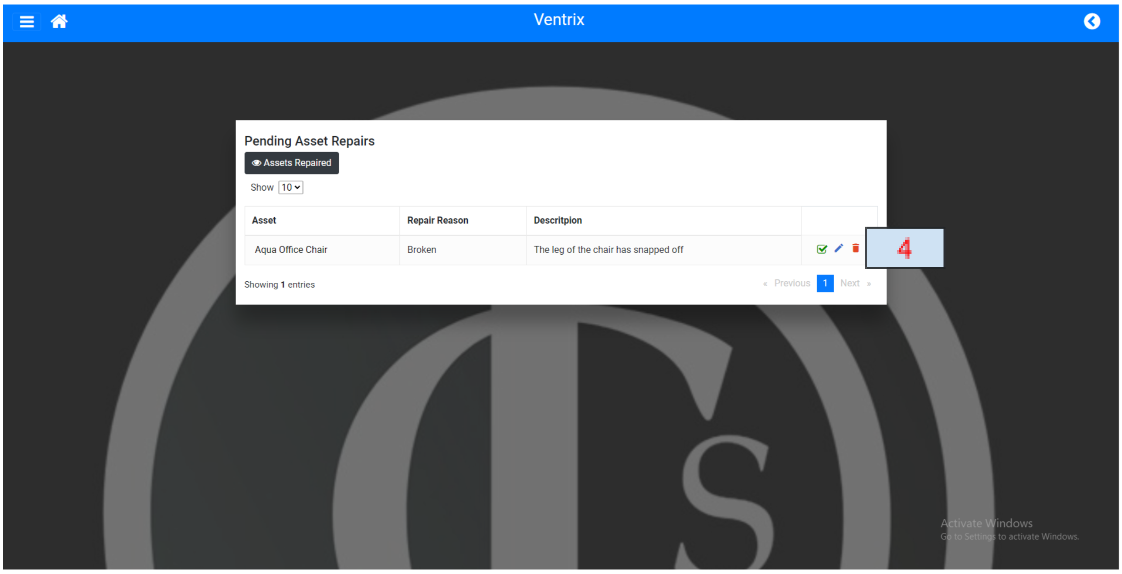

Ventrix
Log Aqua Office Chair for Repairs
Asset Repair Reason
Maintenance
Asset Repair Updated
OK
Activate Windows
Go to Settings to activate Windows.

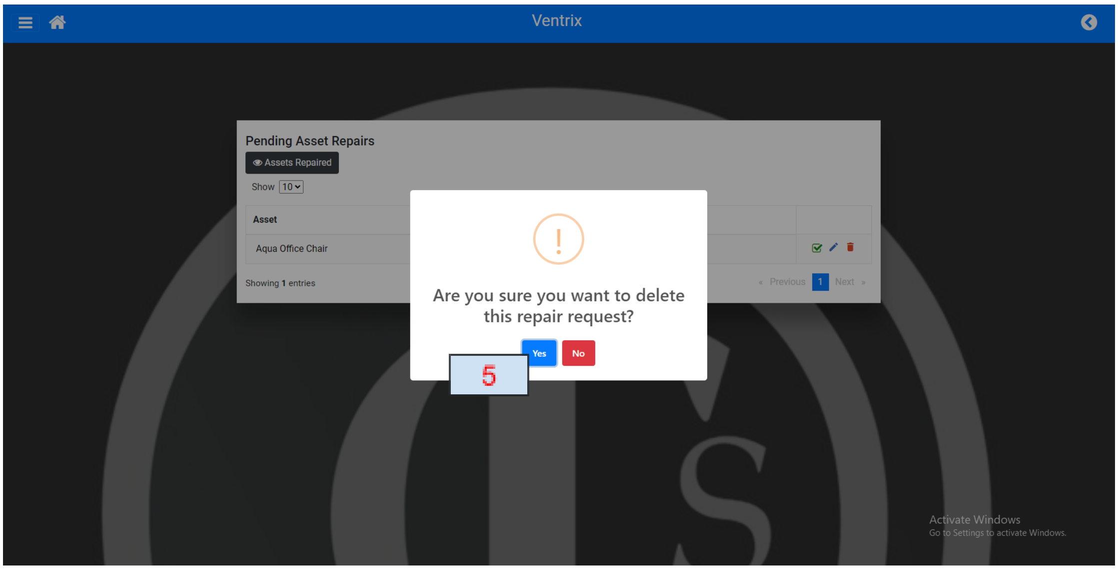
4.17 Delete pending repair

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Repair” nav bar item on the expanded navbar.
Step 3	Click on the “Pending Repairs” button.
Step 4	Click on the “Delete” icon (red trash can).
Step 5	Click on the “Yes” button.



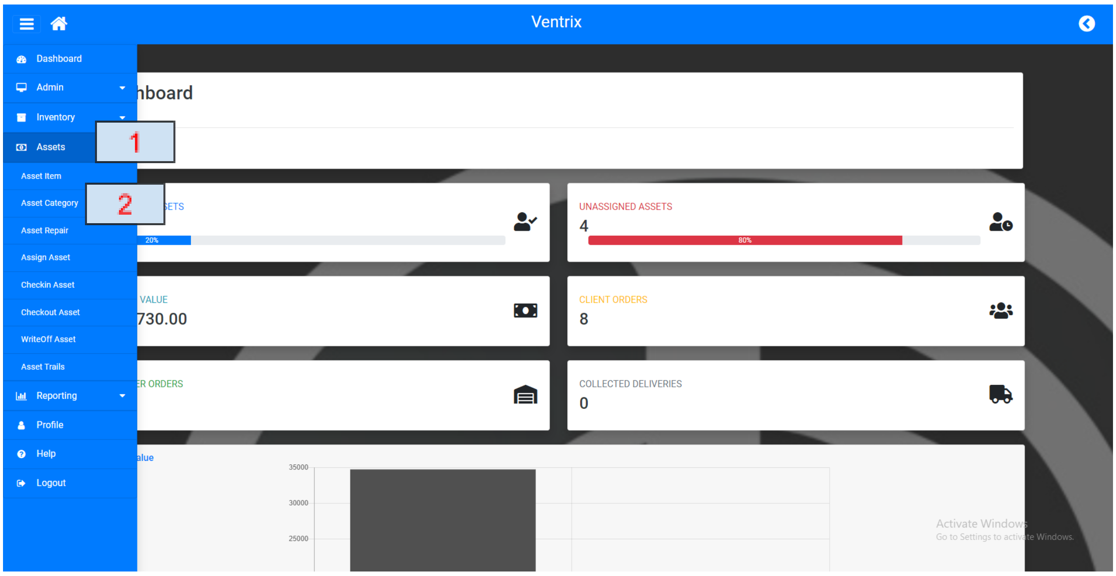


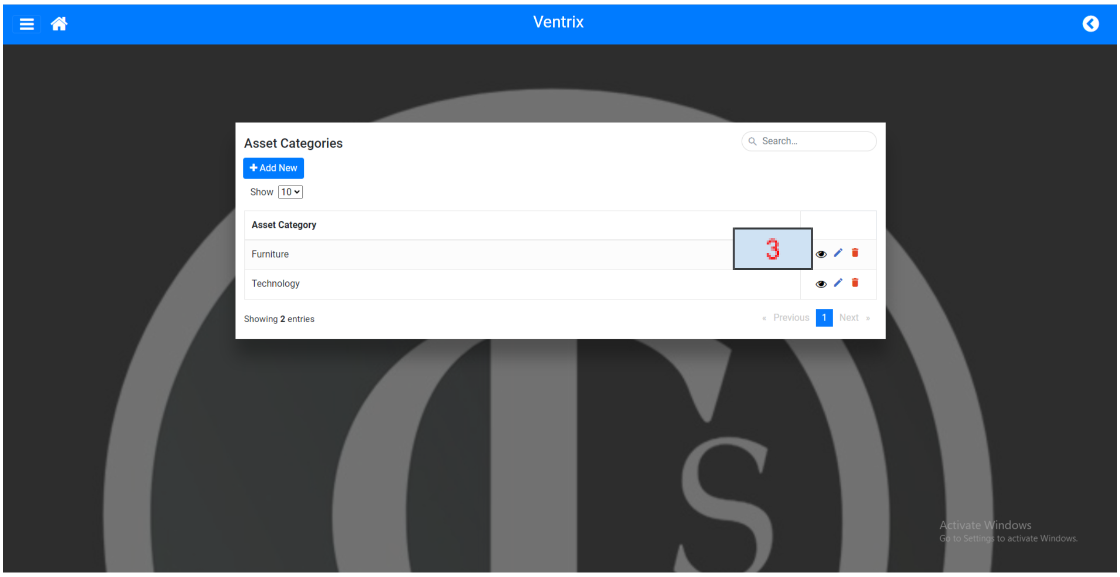

Ventrix
Pending Asset Repairs
Assets Repaired
Show 10
Asset
Repair Reason
Descritpion
Aqua Office Chair
Broken
The leg of the chair has snapped off
4
Showing 1 entries
Previous
1
Next

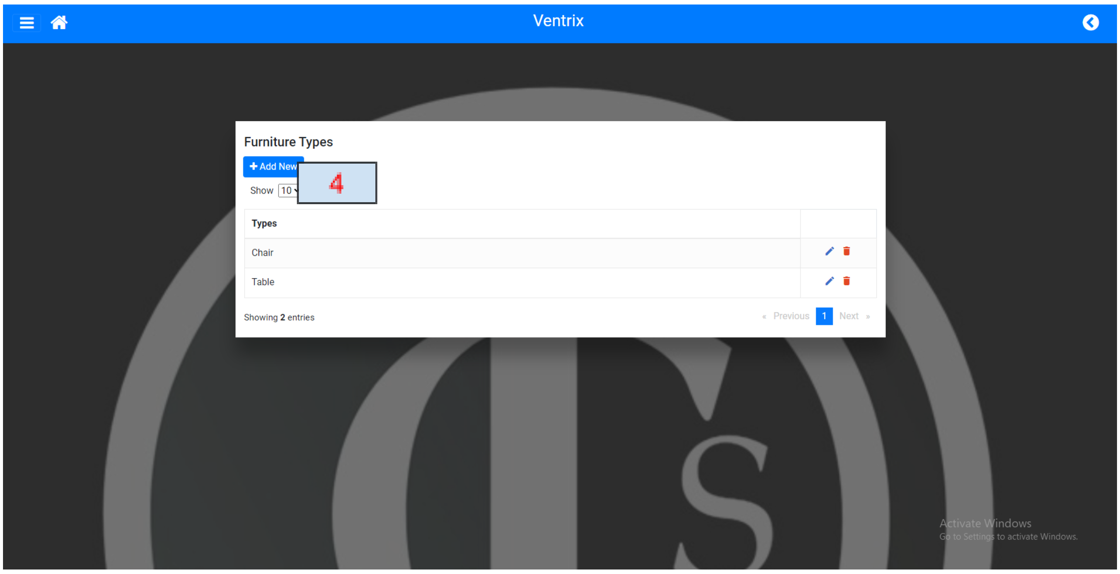

Ventrix
Pending Asset Repairs
Assets Repaired
Show 10
Asset
Aqua Office Chair
Showing 1 entries
Are you sure you want to delete this repair request?
Yes
No
5
Previous
1
Next

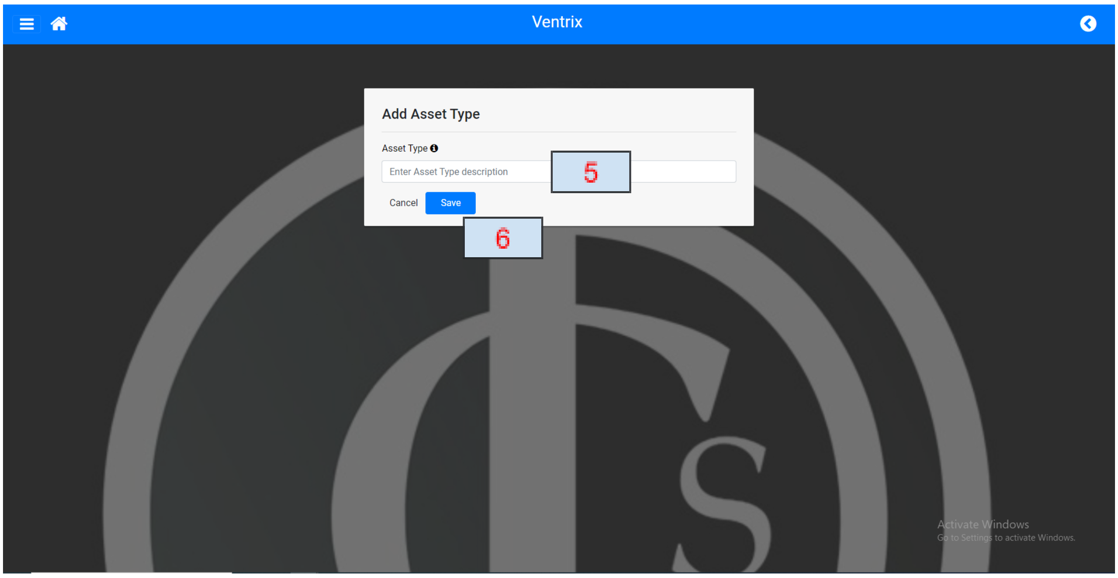
4.18 Create asset type

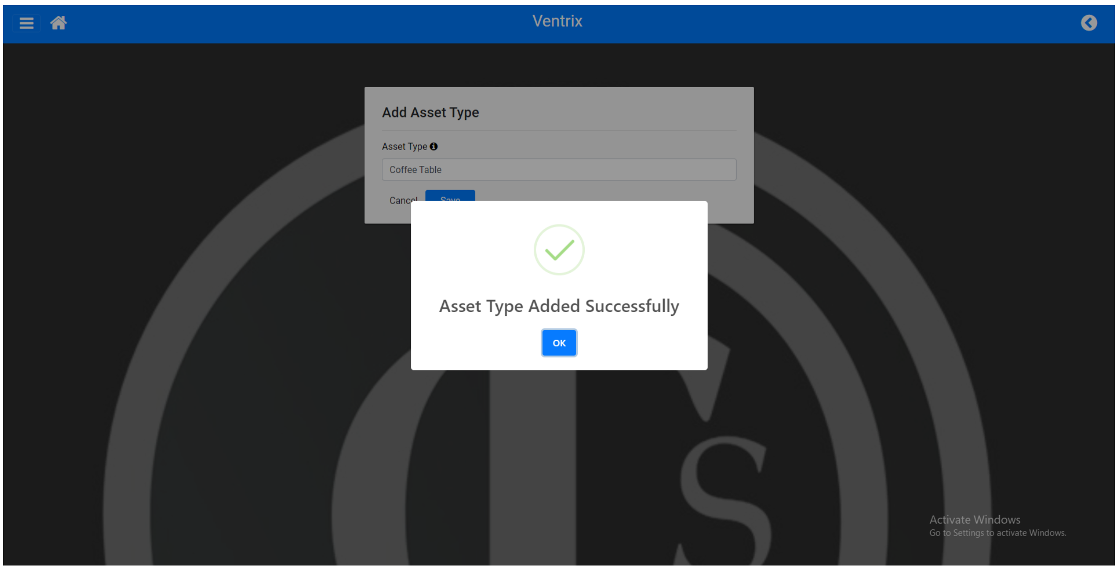
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Category” nav bar item on the expanded navbar.
Step 3	Click on the “View” icon (black eye) for the selected category.
Step 4	Click on the “Add New” button.
Step 5	Enter the details of the asset type.
Step 6	Click on the “Save” button.





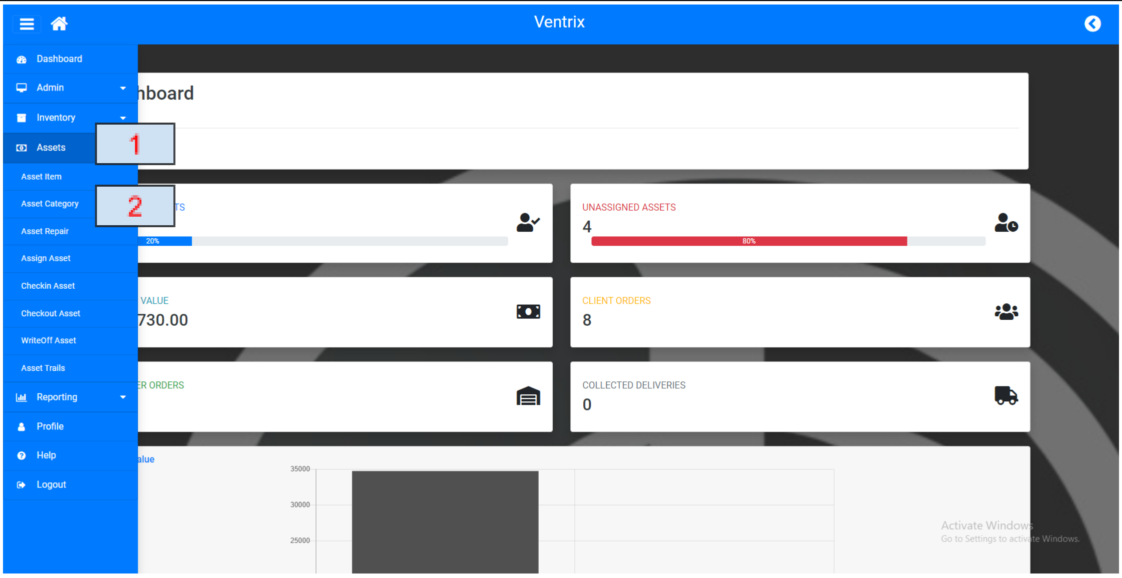

Ventrix
Furniture Types
+ Add New
4
Show 10
Types
Chair
Table
Showing 2 entries
Previous
1
Next
Activate Windows
Go to Settings to activate Windows.

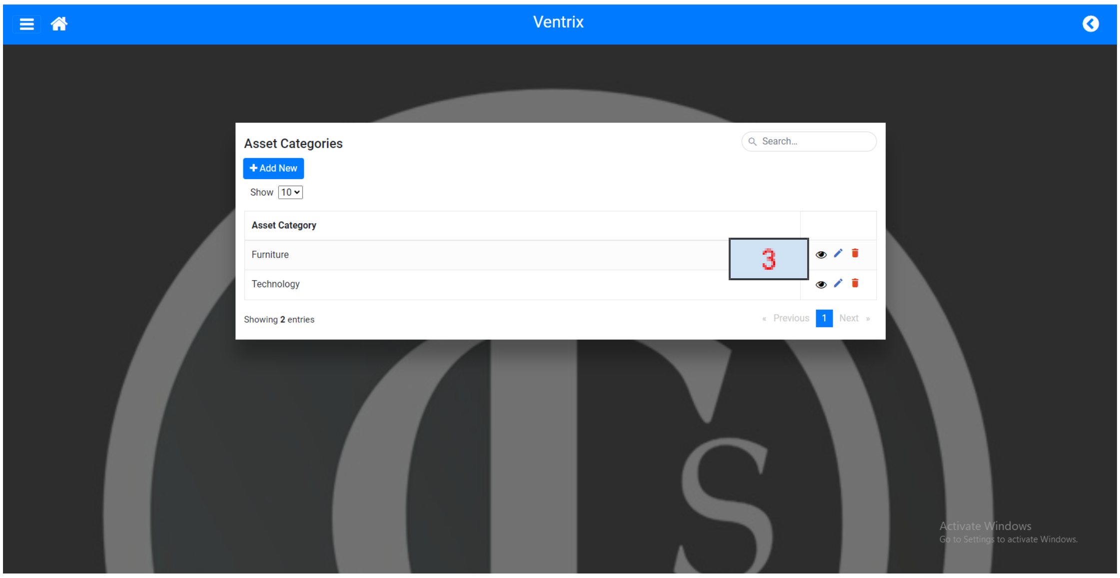

Ventrix
Add Asset Type
Asset Type
Enter Asset Type description
5
Cancel
Save
6
Activate Windows
Go to Settings to activate Windows.

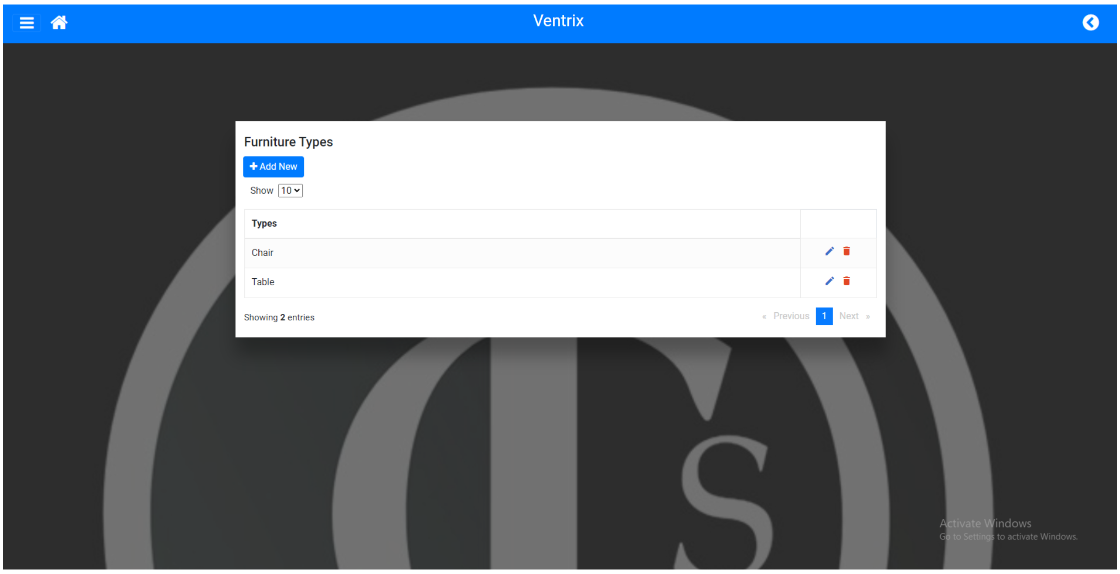

Ventrix
Add Asset Type
Asset Type
Coffee Table
Asset Type Added Successfully
OK
Activate Windows
Go to Settings to activate Windows.

4.19 Read asset type

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Category” nav bar item on the expanded navbar.
Step 3	Click on the “View” icon (black eye) for the selected category.

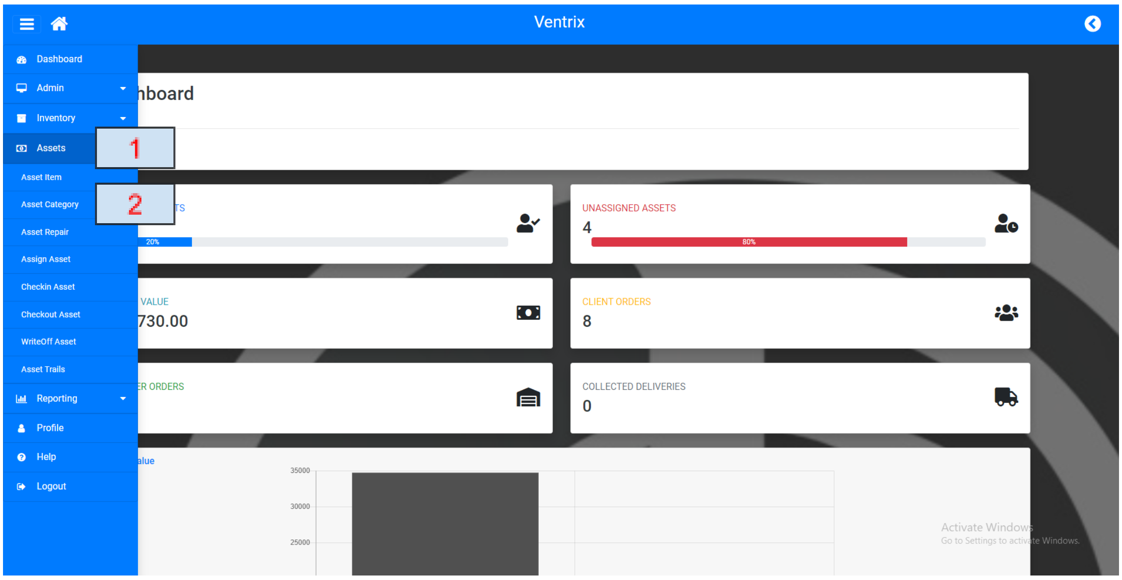


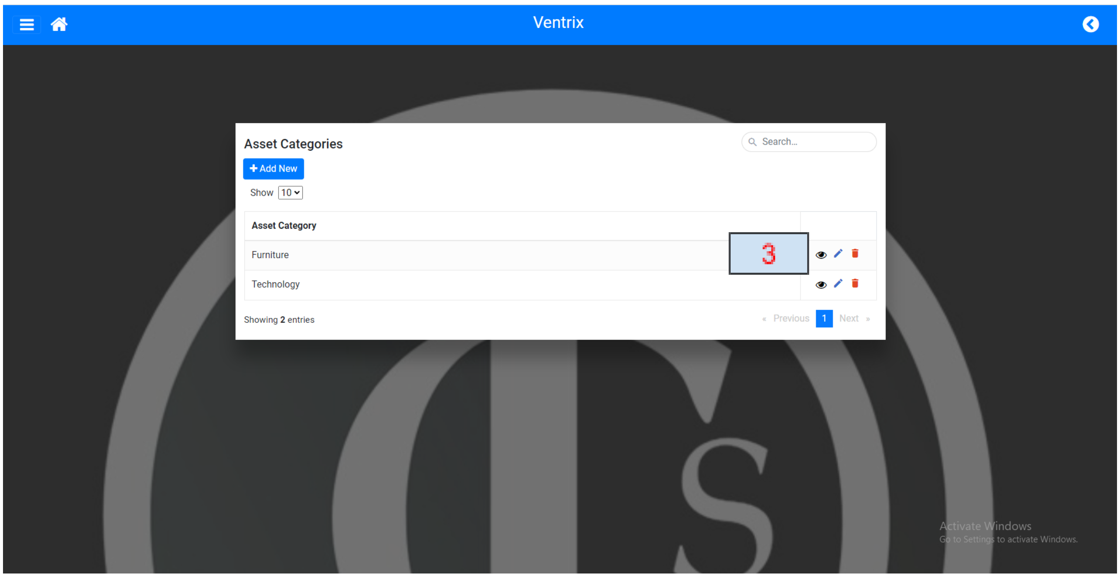


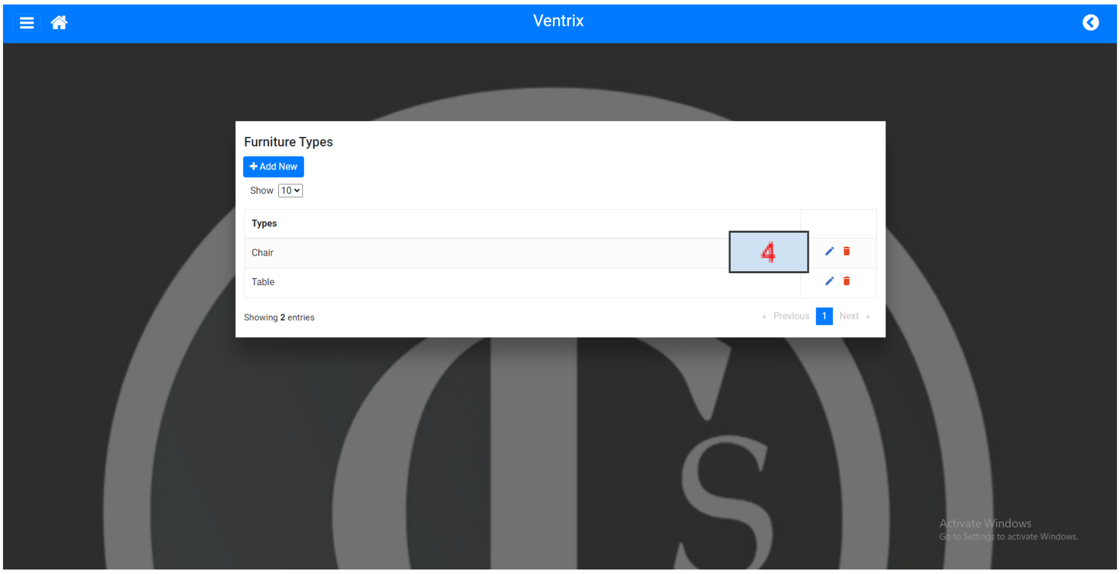

Ventrix
Furniture Types
Add New
Show 10
Types
Chair
Table
Showing 2 entries
Previous 1 Next
Activate Windows
Go to Settings to activate Windows.

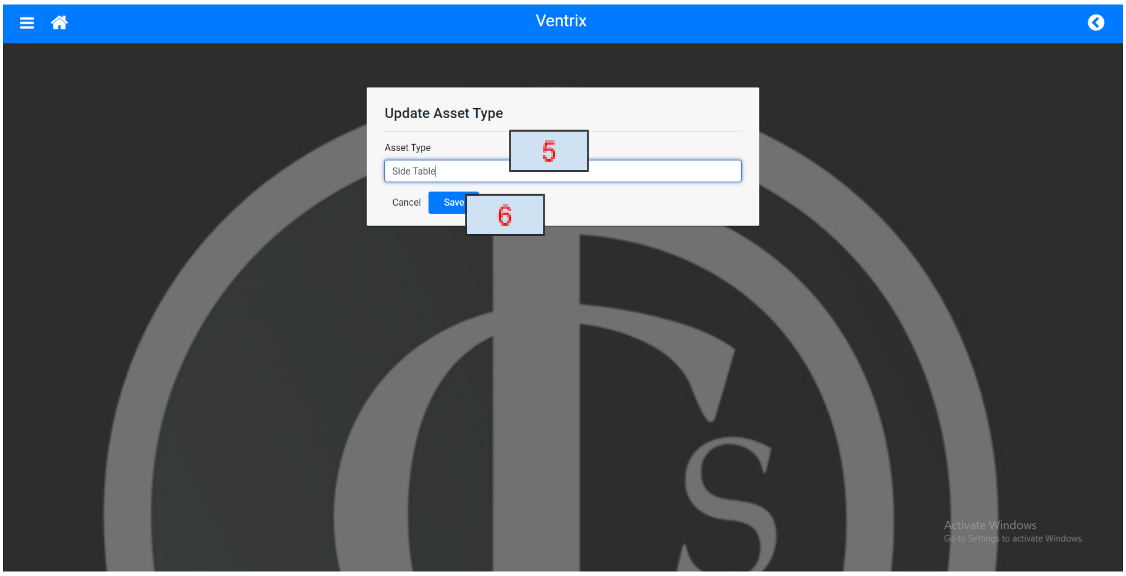
4.20 Update asset type

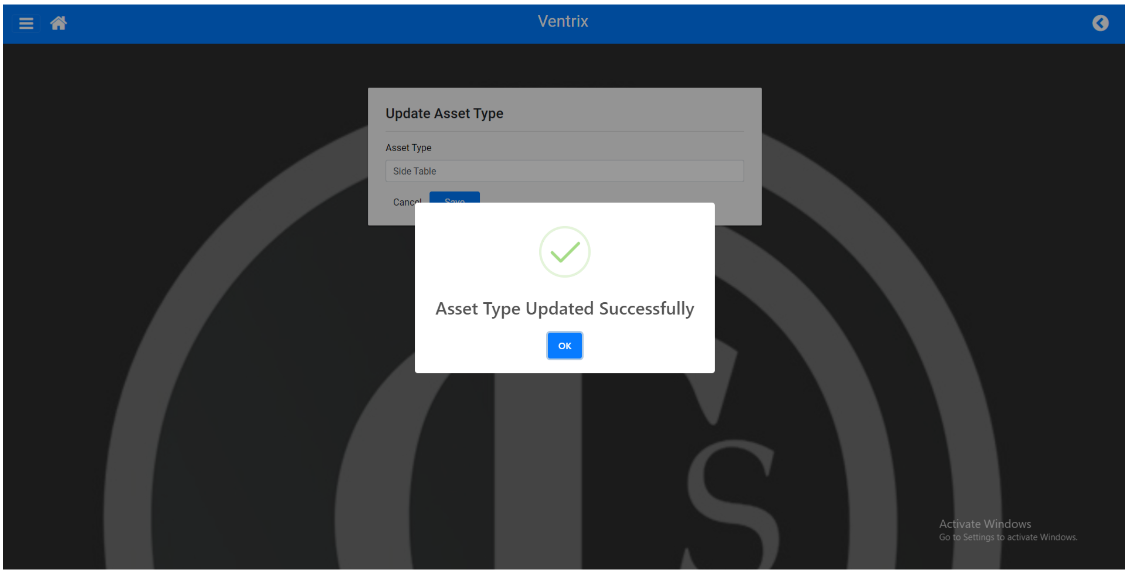
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Category” nav bar item on the expanded navbar.
Step 3	Click on the “View” icon (black eye) for the selected category.
Step 4	Click on the “Edit” icon (blue pencil).
Step 5	Enter the updated details of the asset type.
Step 6	Click on the “Save” button.





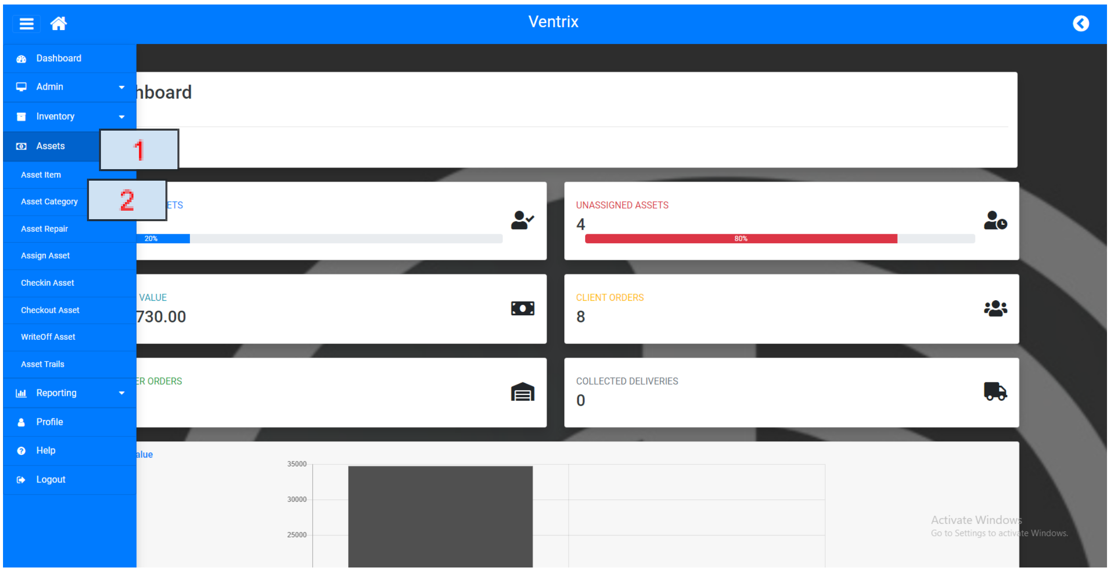

Ventrix
Furniture Types
Add New
Show 10
Types
Chair
Table
4
Showing 2 entries
Previous
1
Next
Activate Windows
Go to Settings to activate Windows.

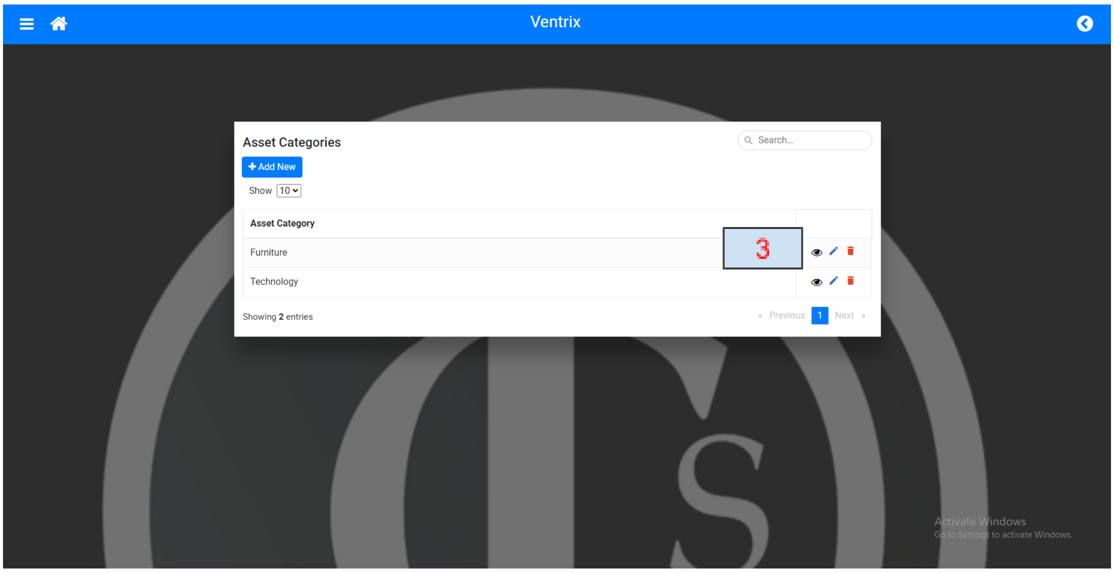

Ventrix
Update Asset Type
Asset Type
5
Side Table
Cancel
Save
6
Activate Windows
Go to Settings to activate Windows.

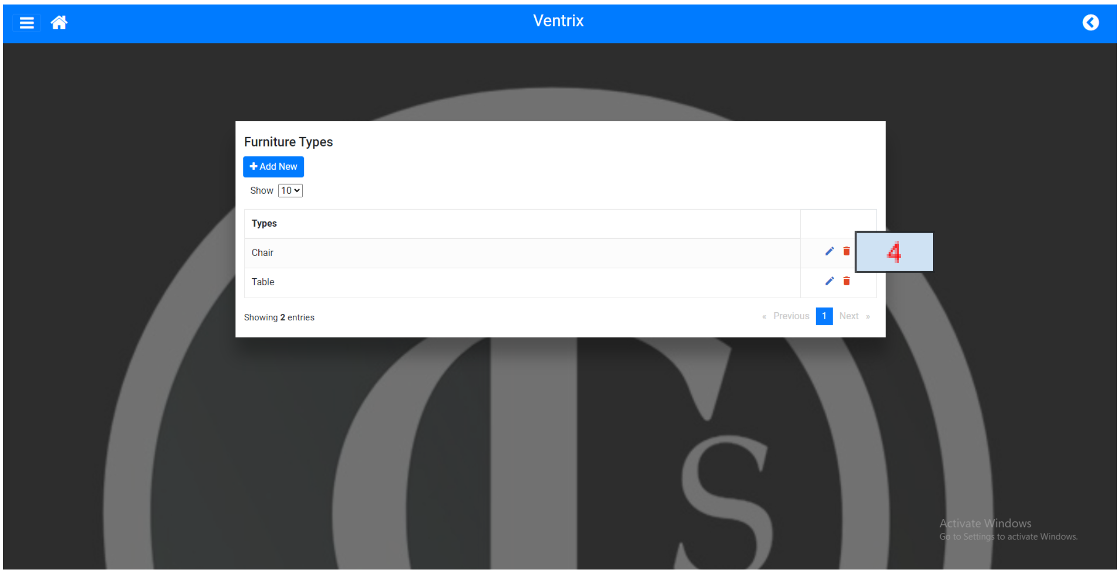

Ventrix
Update Asset Type
Asset Type
Side Table
Asset Type Updated Successfully
OK
Activate Windows
Go to Settings to activate Windows.

4.21 Delete asset type

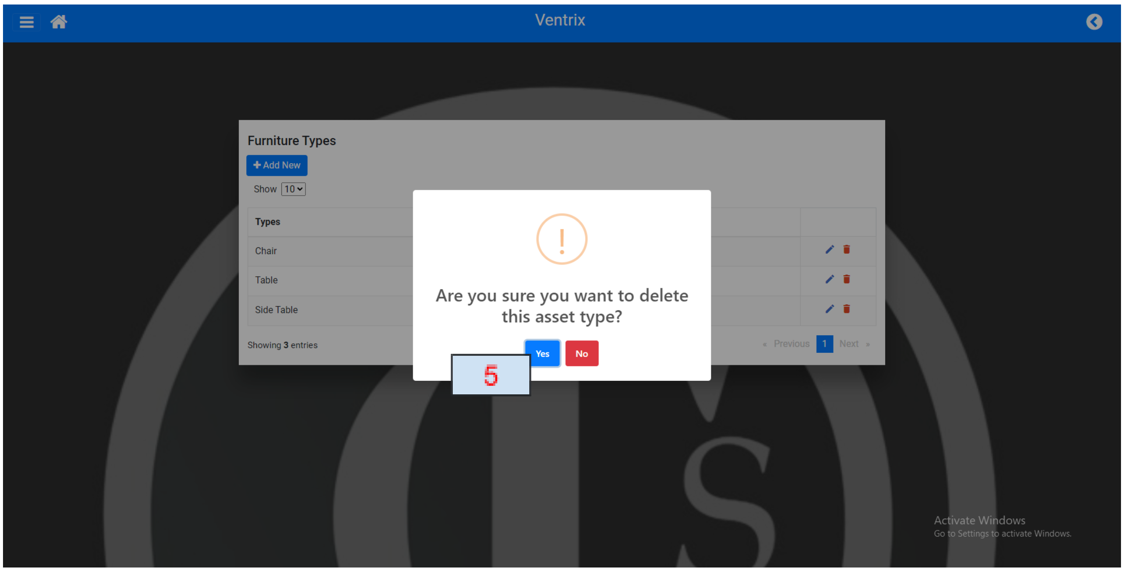
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Category” nav bar item on the expanded navbar.
Step 3	Click on the “View” icon (black eye) for the selected category.
Step 4	Click on the “Delete” icon (red trash can).
Step 5	Click on the “Yes” button.







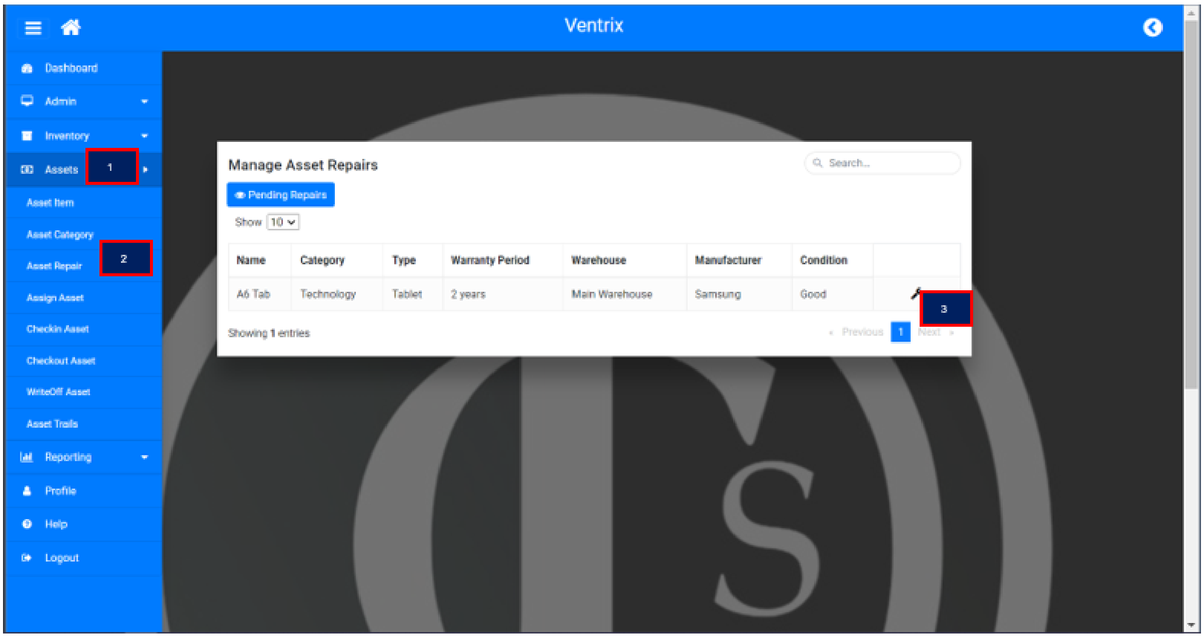
Ventrix
Furniture Types
Add New
Show 10
Types
Chair
Table
4
Showing 2 entries
Previous 1 Next

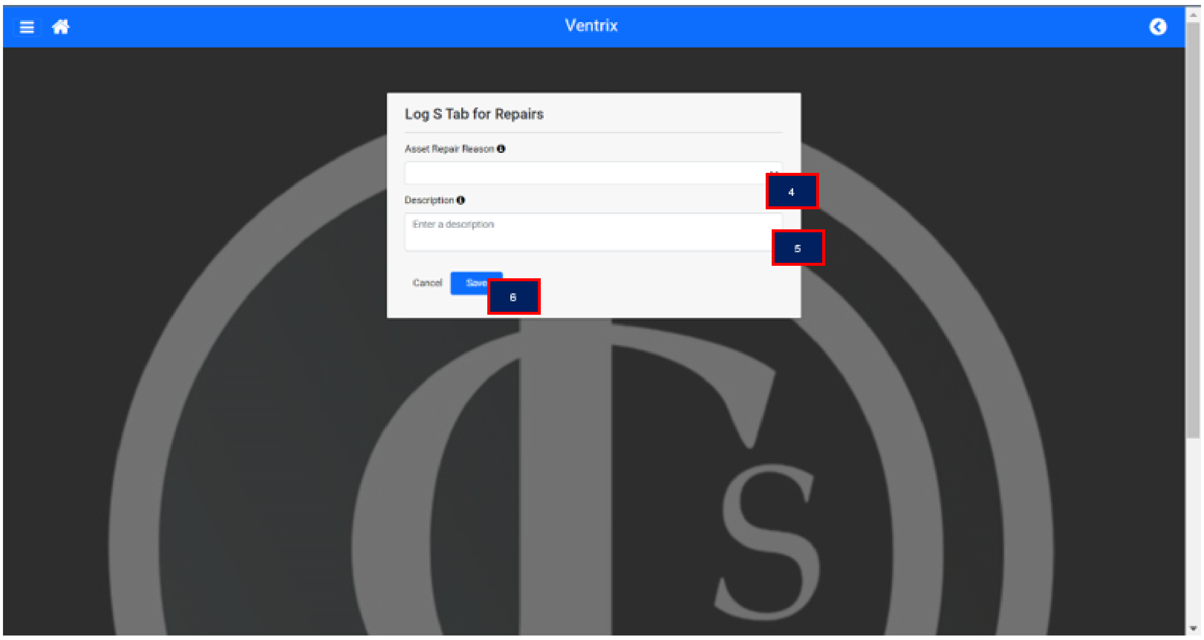


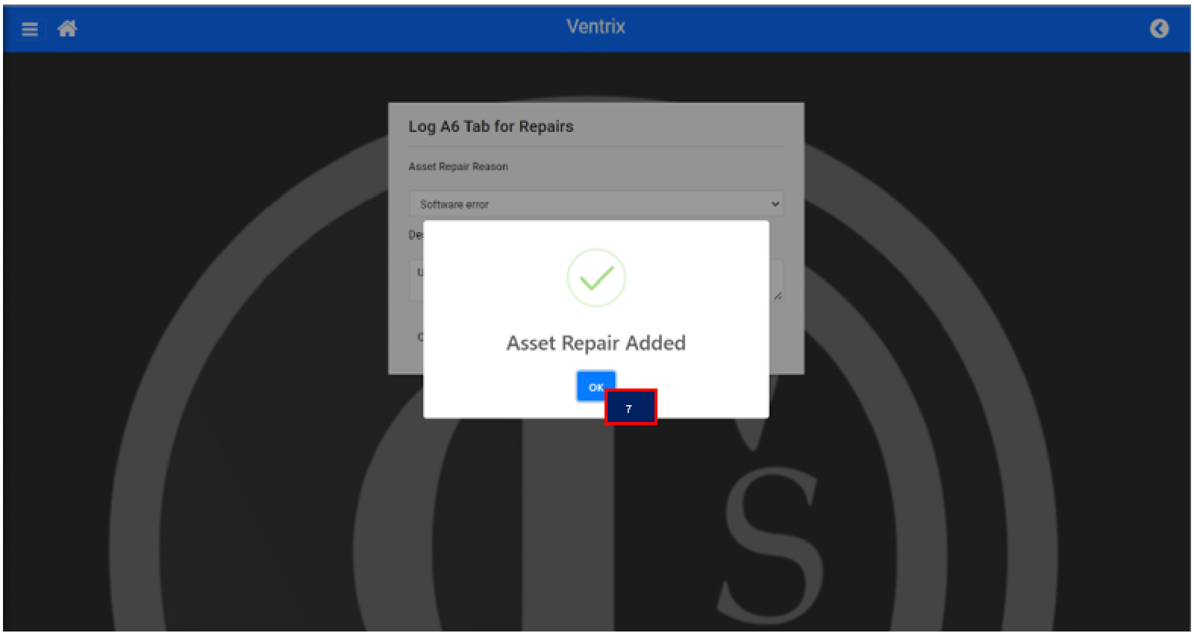
Ventrix
Furniture Types
Add New
Show 10
Types
Chair
Table
Side Table
Showing 3 entries
Are you sure you want to delete this asset type?
Yes
No
5
Previous 1 Next

4.22 Log asset for repair

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Repair” nav bar item on the expanded navbar.
Step 3	Click on the “Wrench” icon to log the asset for repair
Step 4	Select the asset repair reason
Step 5	Enter a description
Step 6	Click on the “Save” button
Step 7	Click on the “OK” button

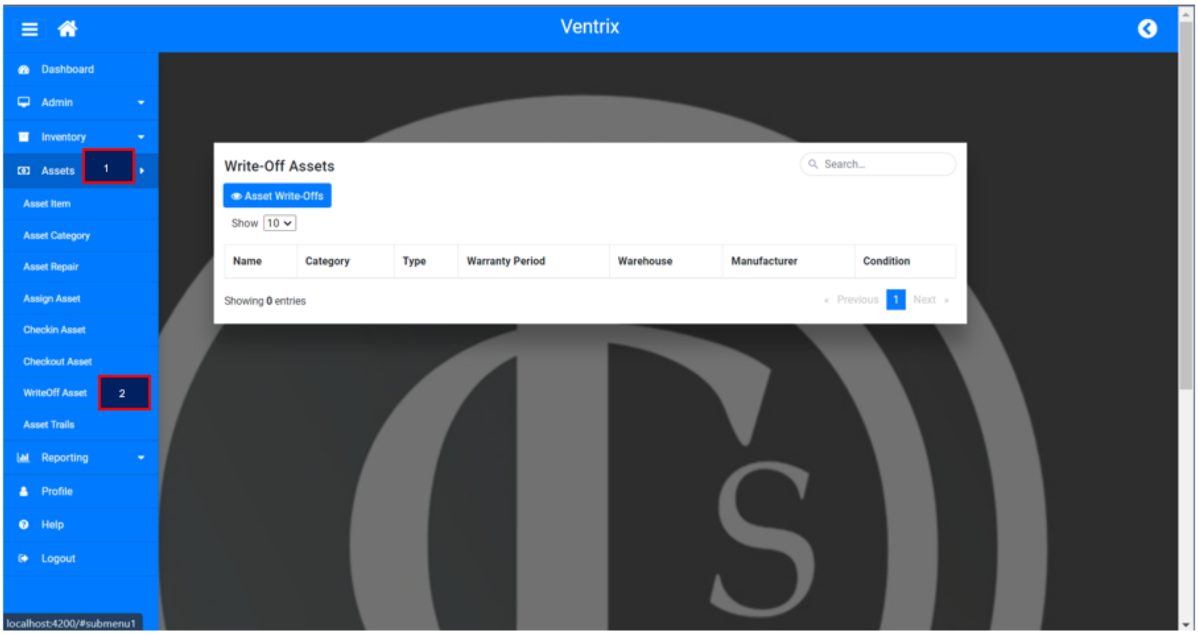





Ventrix
Log A6 Tab for Repairs
Asset Repair Reason
Software error
Asset Repair Added
OK
7

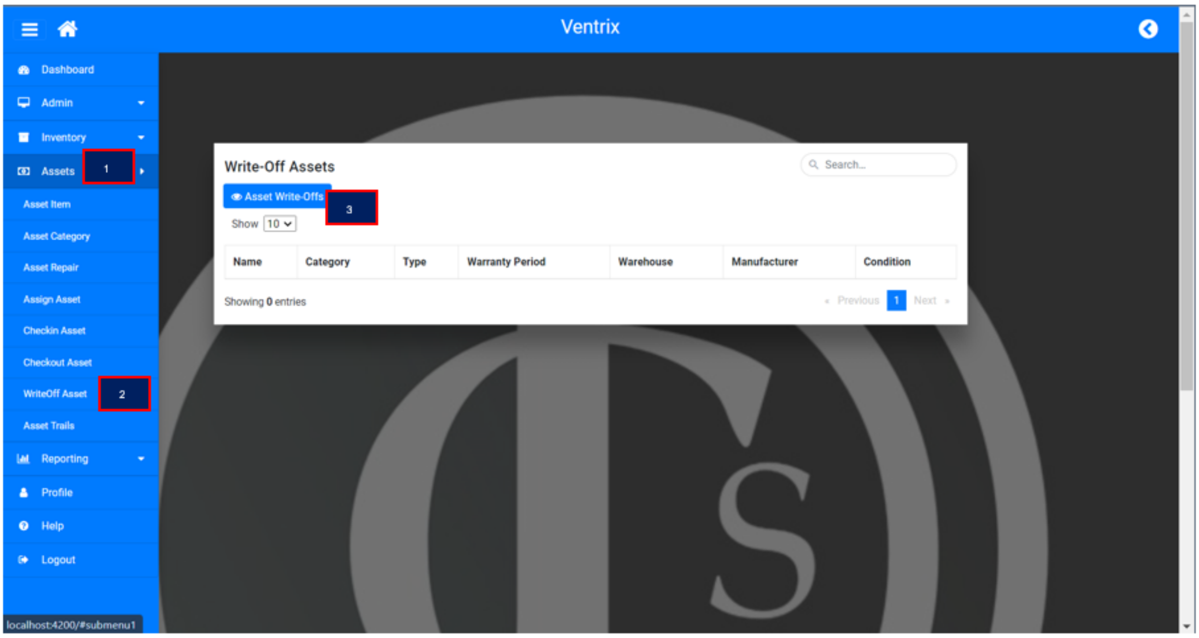
4.23 View unwritten off assets

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “WriteOff Asset” nav bar item on the expanded navbar.



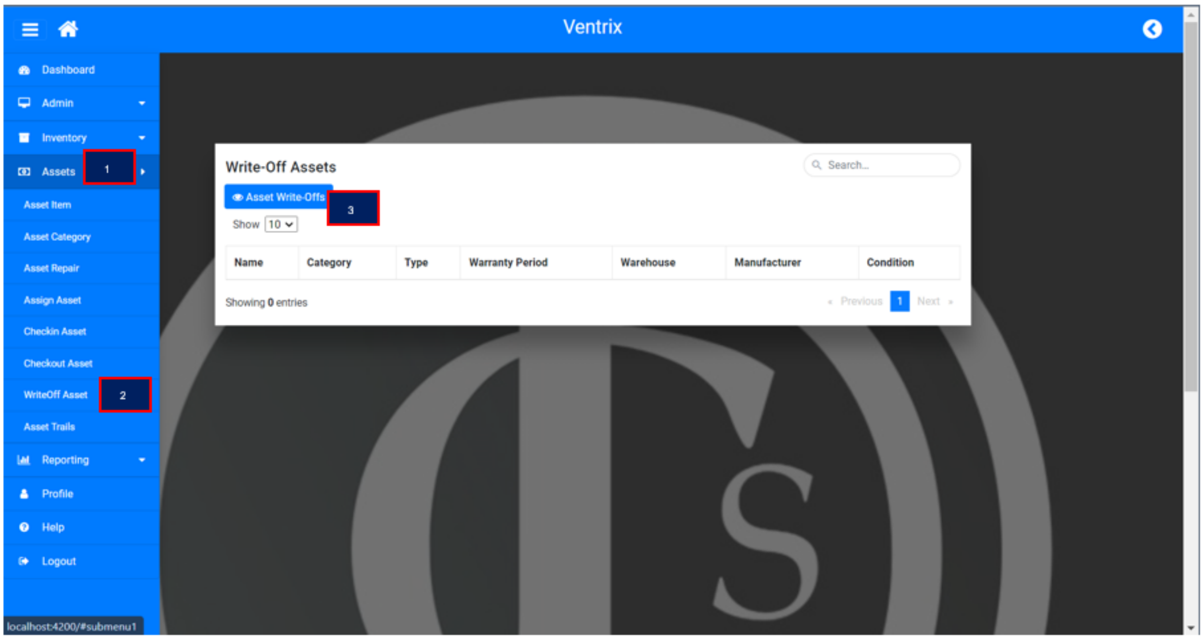
4.24 View written off assets

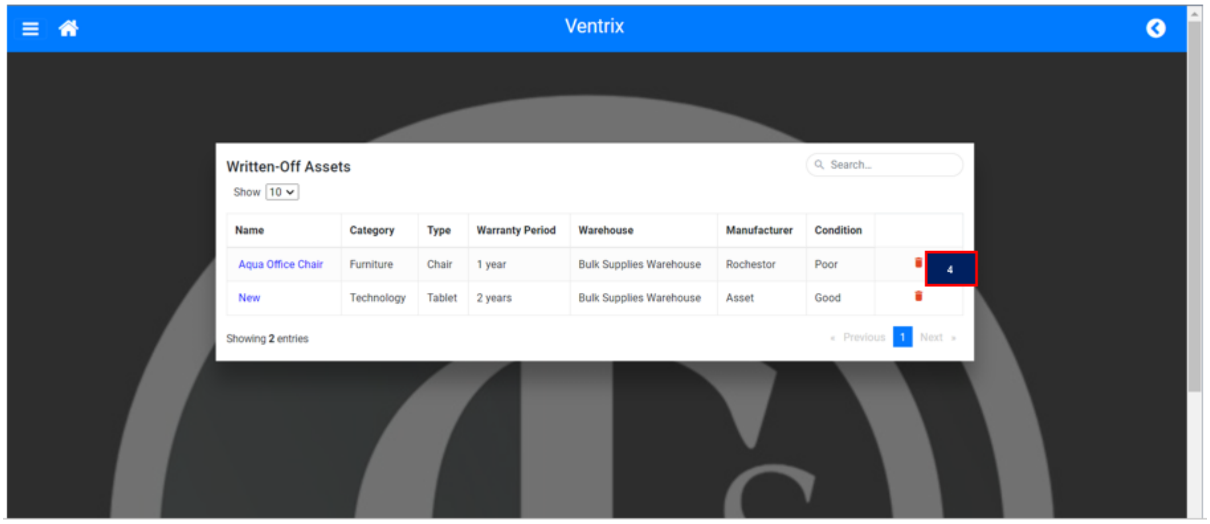
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “WriteOff Asset” nav bar item on the expanded navbar.
Step 3	Click on the “Asset Write-Offs” button

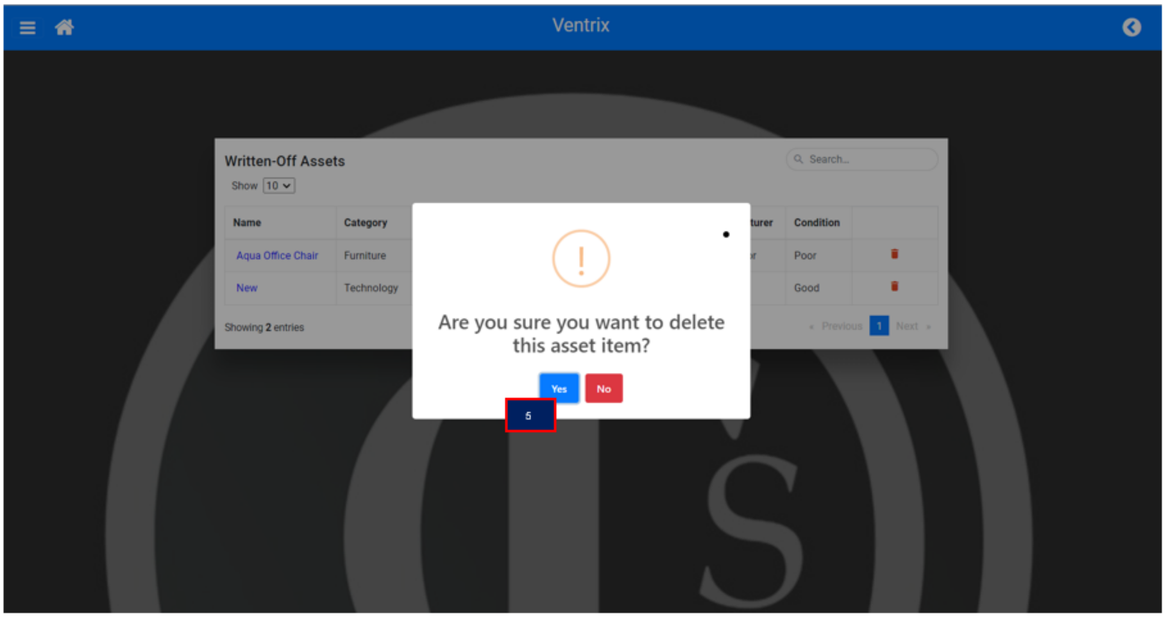


4.25 Delete written off asset

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “WriteOff Asset” nav bar item on the expanded navbar.
Step 3	Click on the “Asset Write-Offs” button
Step 4	Click on the “Delete” icon
Step 5	Click on the “Yes” button

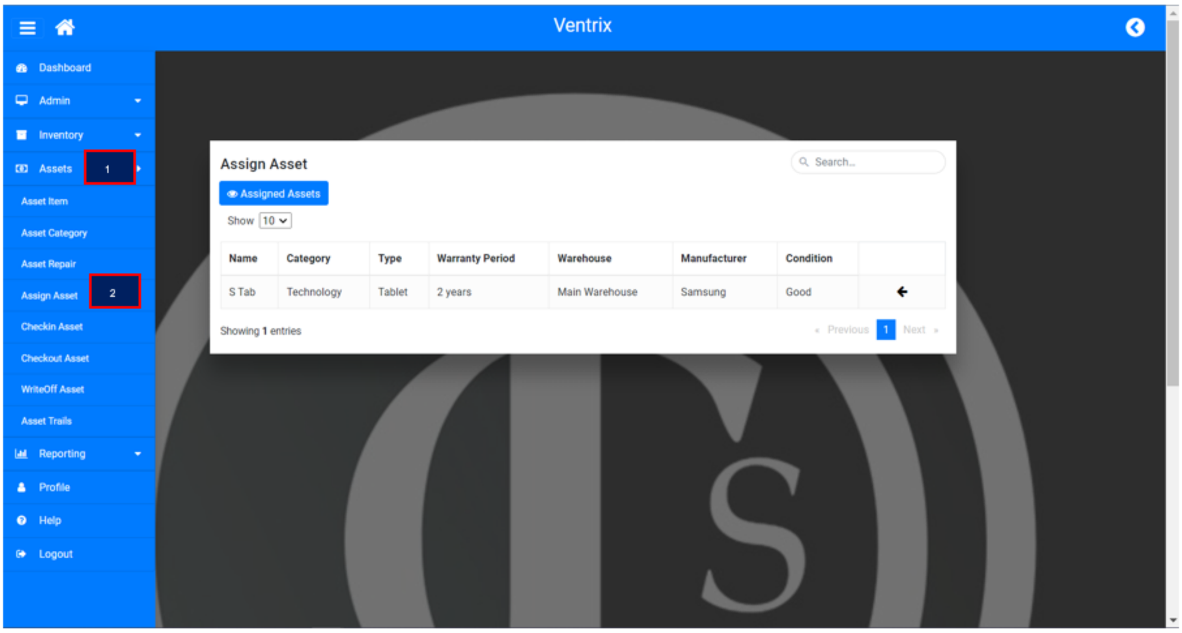





Ventrix
Written-Off Assets
Search...
Show 10
Name
Category
turer
Condition
Aqua Office Chair
Furniture
Poor
New
Technology
Good
Showing 2 entries
Previous
1
Next
Are you sure you want to delete this asset item?
Yes
No
5

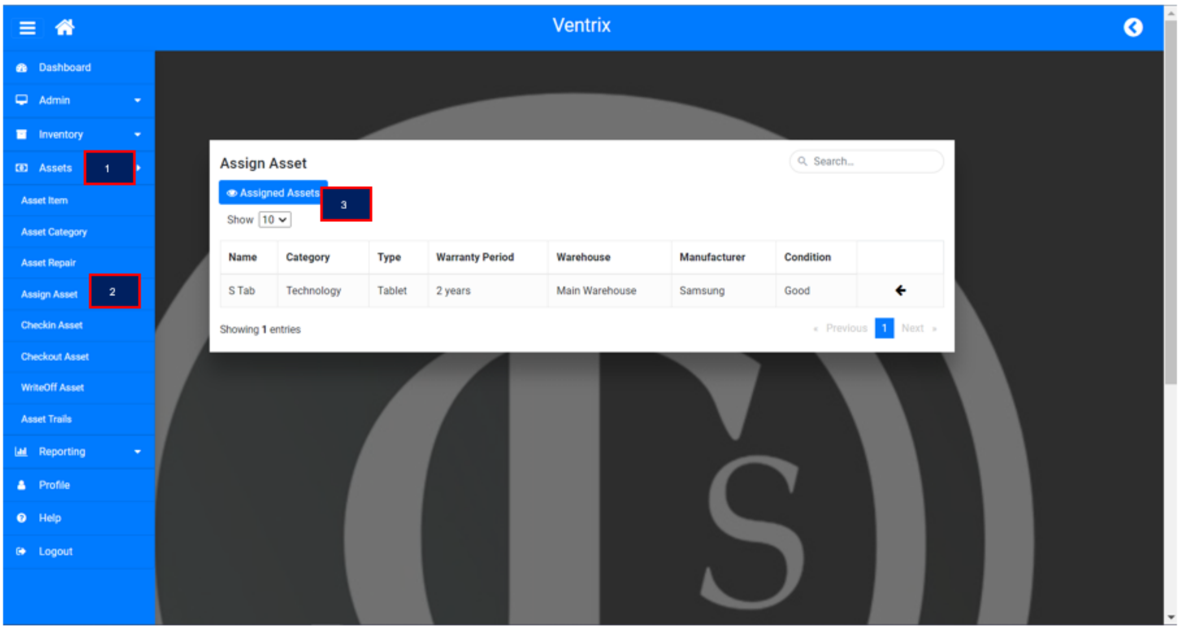
4.26 View unassigned assets

Step	Description
Step 1	Click on the "Asset" nav bar item on the side navbar
Step 2	Click on the "Assign Asset" nav bar item on the expanded navbar.

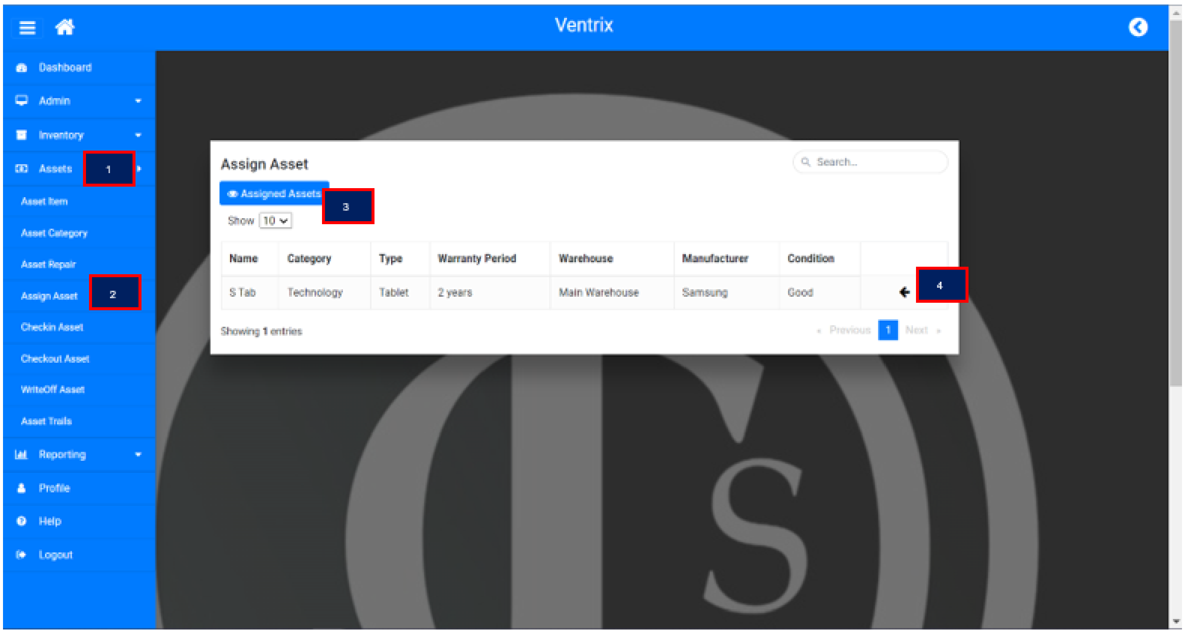


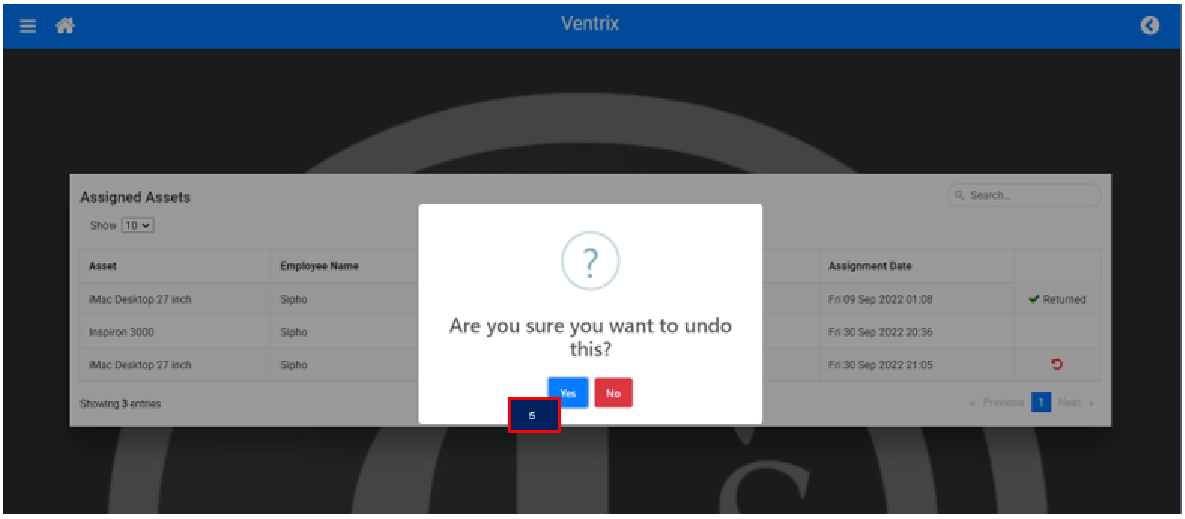
4.27 View assigned assets

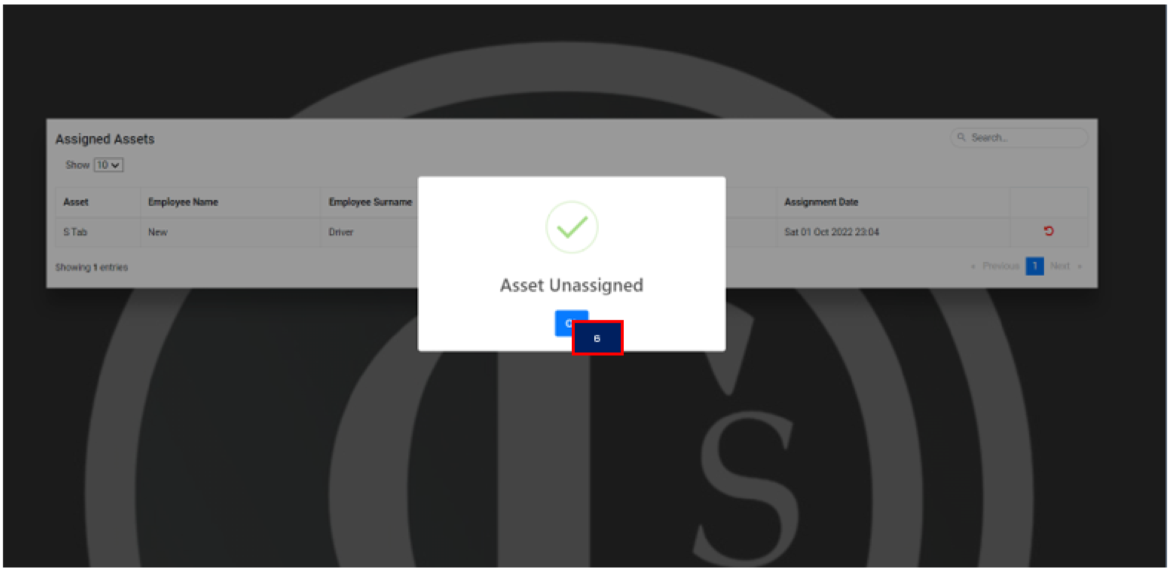
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Assign Asset” nav bar item on the expanded navbar.
Step 3	Click on the “Assigned Assets” button



4.28 Undo assigned assets



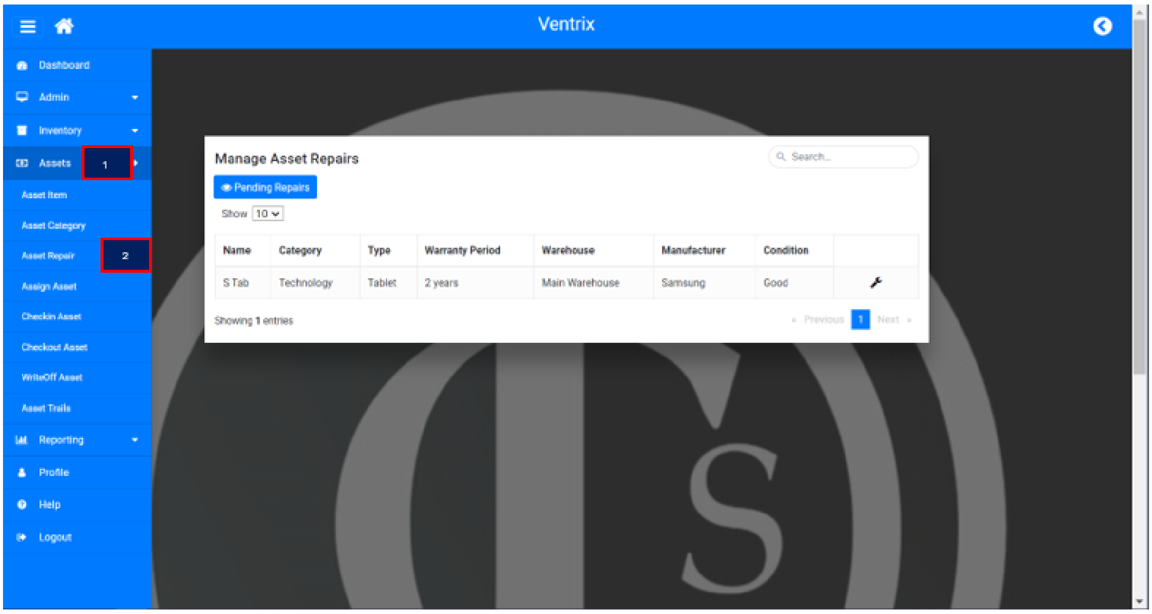




Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Assign Asset” nav bar item on the expanded navbar.
Step 3	Click on the “Assigned Assets” button
Step 4	Click on the “Undo” icon
Step 5	Click on the “Yes” button
Step 6	Click on the “OK” button

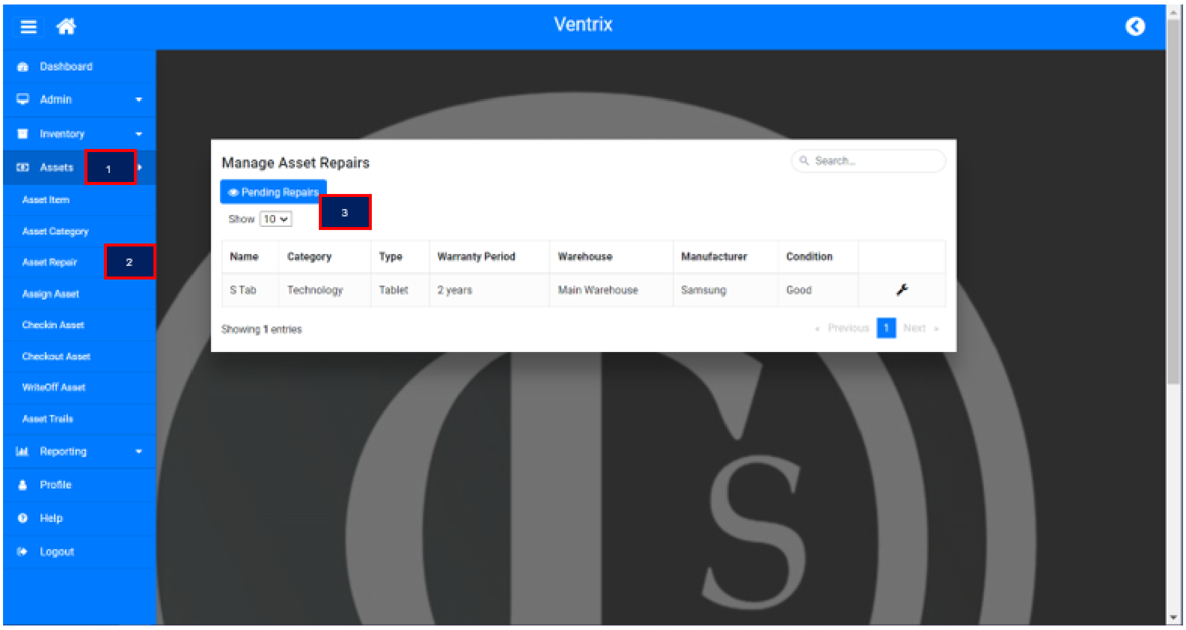
4.29 View unrepaired assets

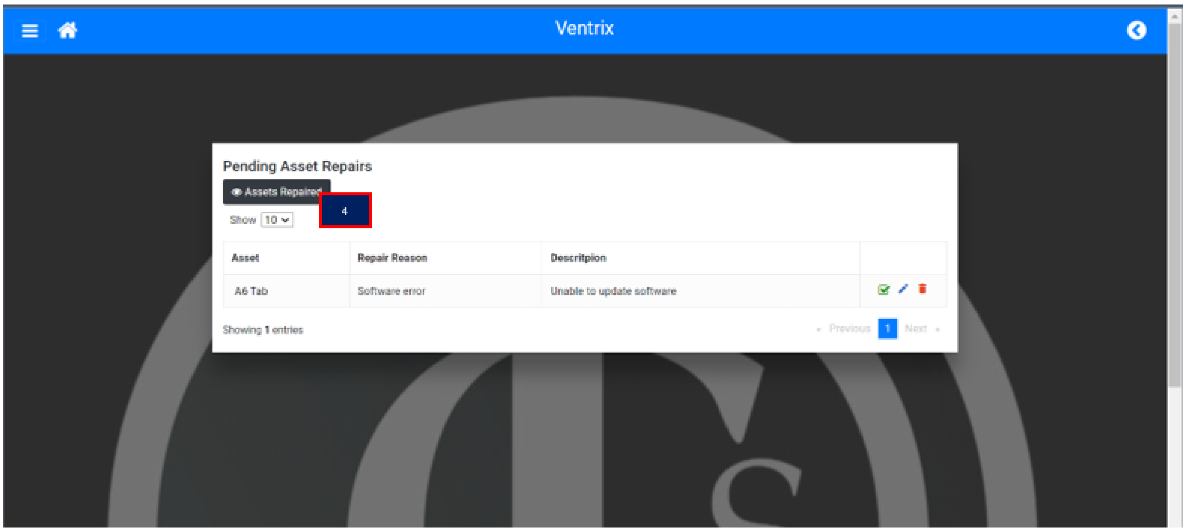
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Repair” nav bar item on the expanded navbar.

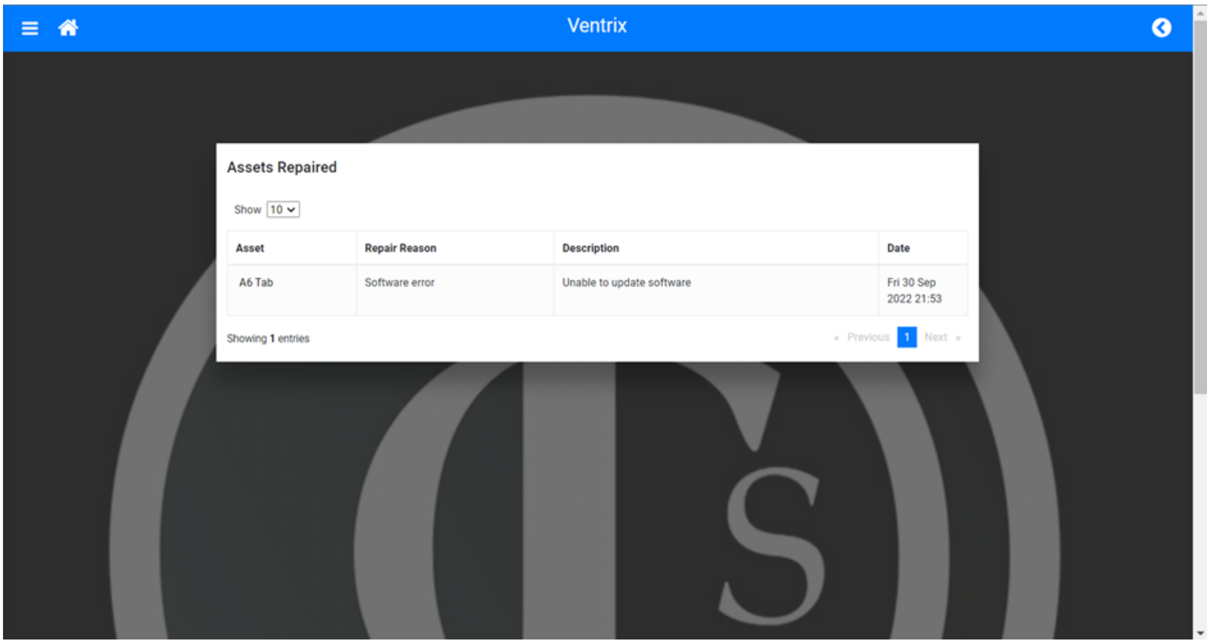


4.30 View repaired assets

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Repair” nav bar item on the expanded navbar.
Step 3	Click on the “Pending Repairs” button
Step 4	Click on the “Assets Repaired” button

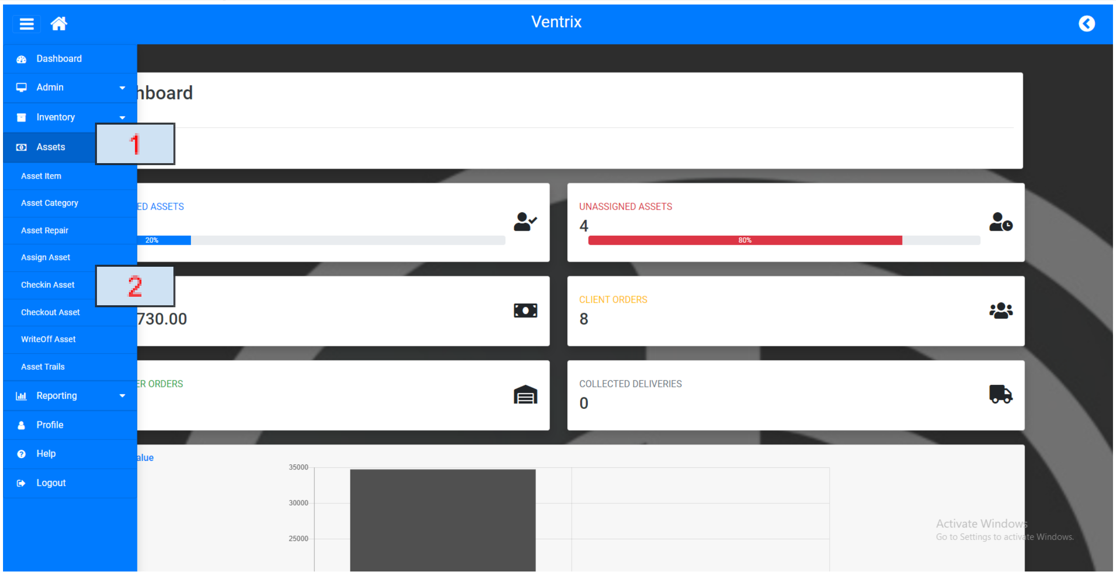


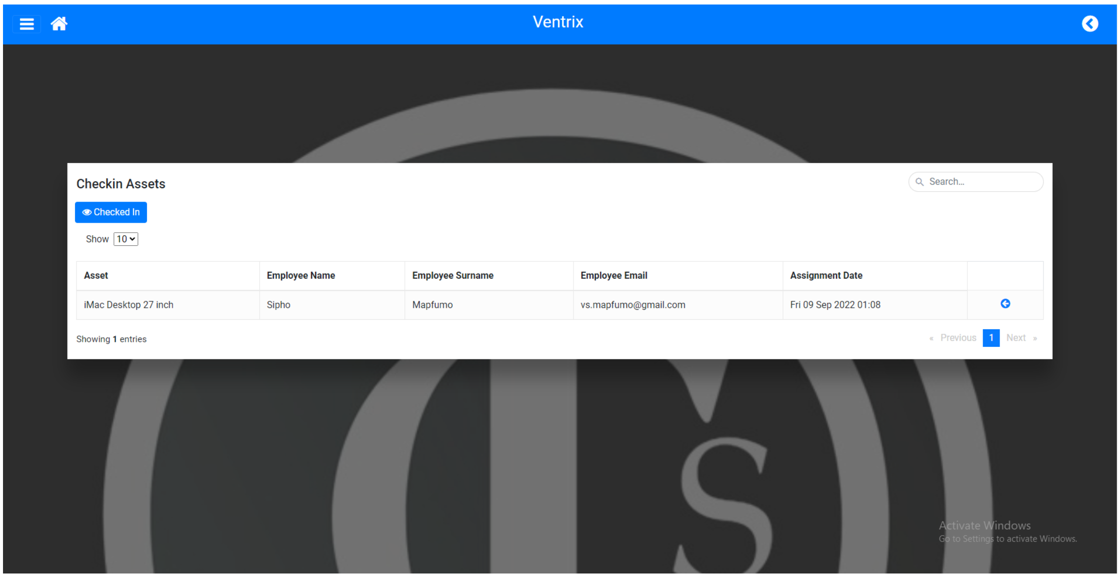



Ventrix
Assets Repaired
Show 10
Asset
Repair Reason
Description
Date
A6 Tab
Software error
Unable to update software
Fri 30 Sep 2022 21:53
Showing 1 entries
Previous
1
Next

4.32 View assets that aren't checked-in

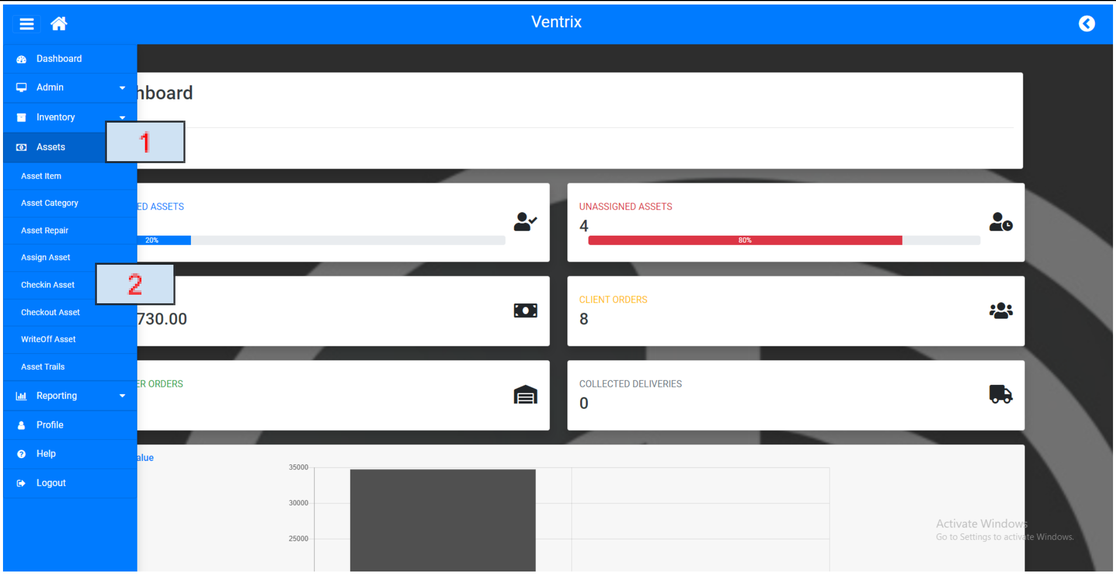
Step	Description
Step 1	Click on the "Asset" nav bar item on the side navbar
Step 2	Click on the "Checkin Asset" nav bar item on the expanded navbar.

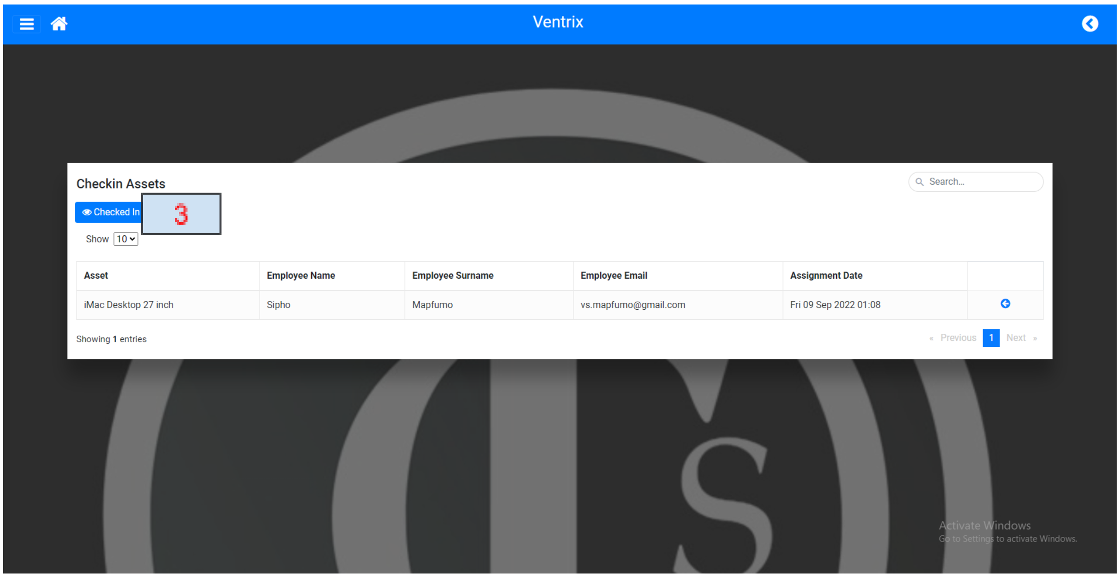


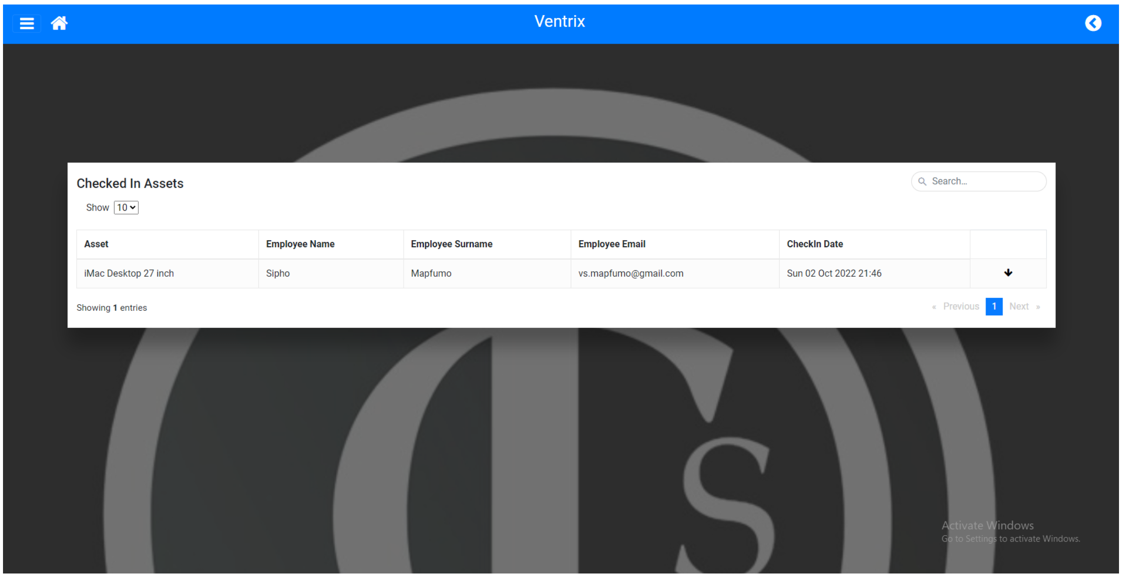


4.33 View checked-in assets

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Checkin Asset” nav bar item on the expanded navbar.
Step 3	Click on the “Check-In” icon (blue left facing arrow).



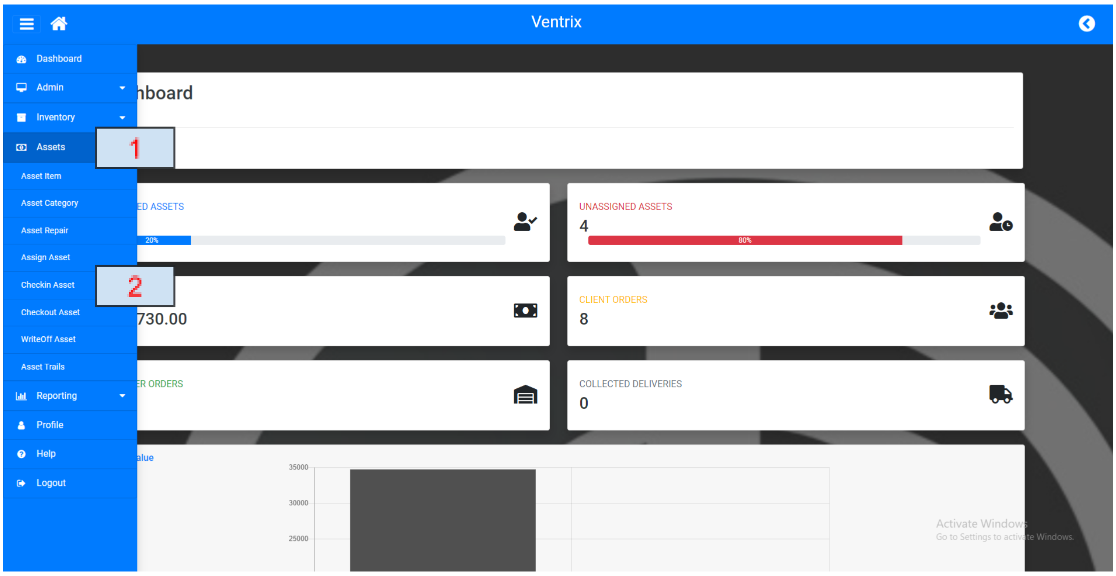


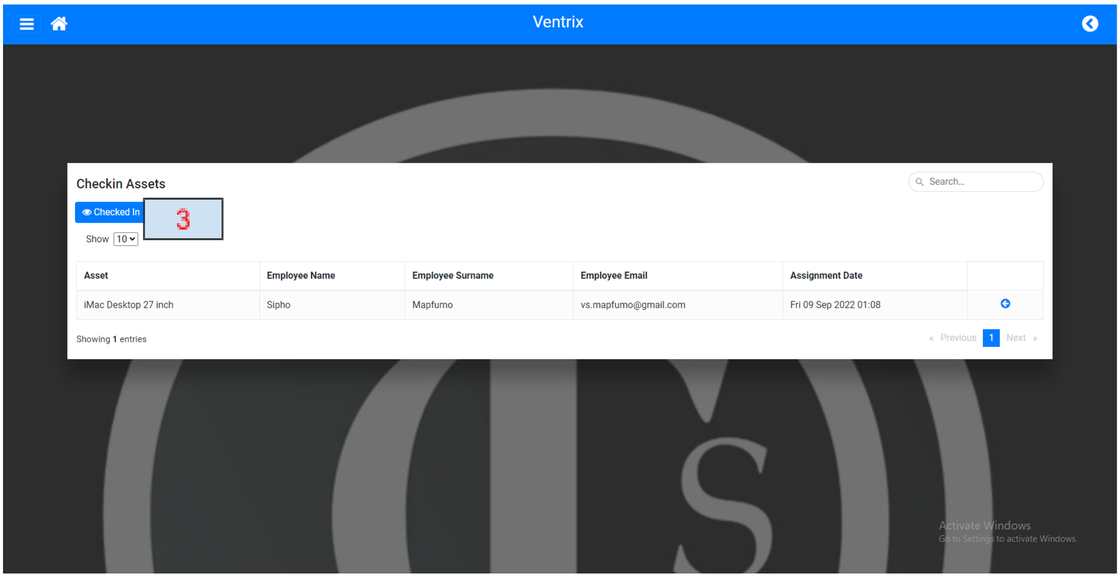


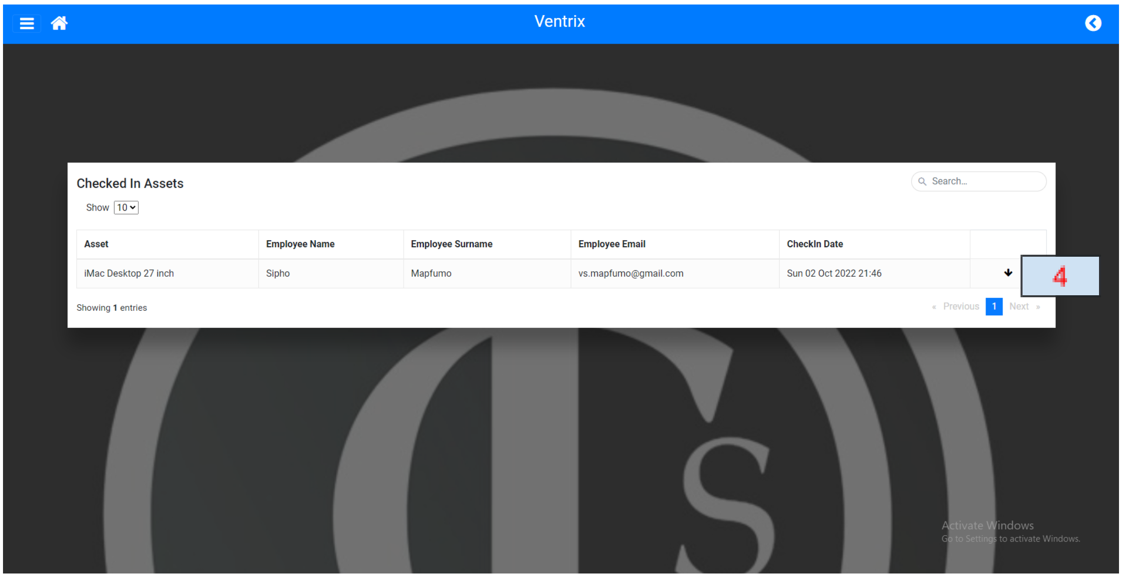
Ventrix
Checked In Assets
Search...
Show 10
Asset
Employee Name
Employee Surname
Employee Email
CheckIn Date
iMac Desktop 27 inch
Sipho
Mapfumo
vs.mapfumo@gmail.com
Sun 02 Oct 2022 21:46
Showing 1 entries
« Previous 1 Next »
Activate Windows
Go to Settings to activate Windows.

4.34 Download supporting check-in documentation

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Checkin Asset” nav bar item on the expanded navbar.
Step 3	Click on the “Check-In” icon (blue left facing arrow).
Step 4	Click on the “Download” icon (black downward arrow).

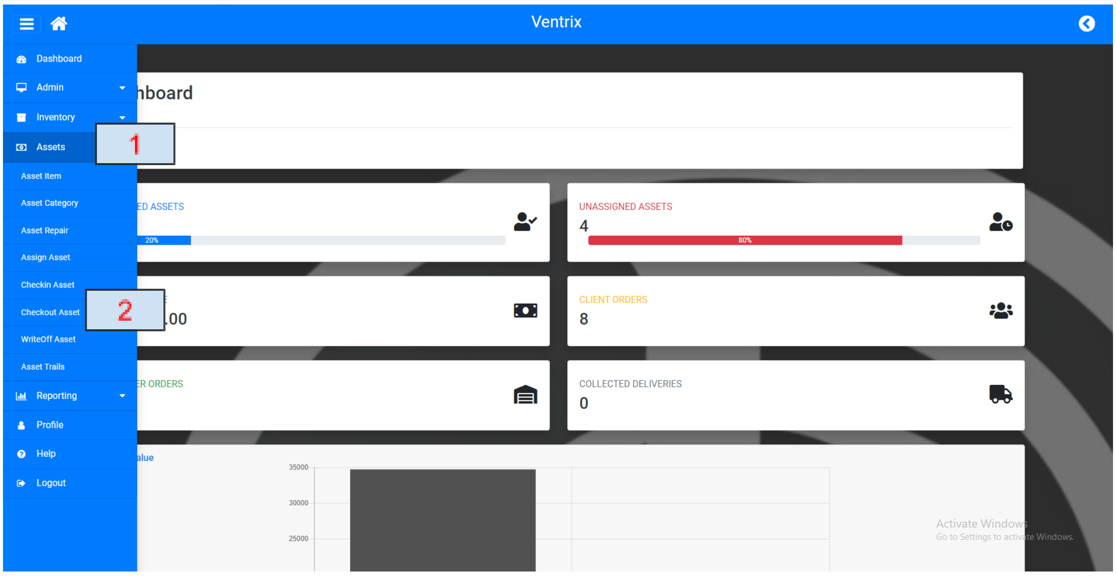


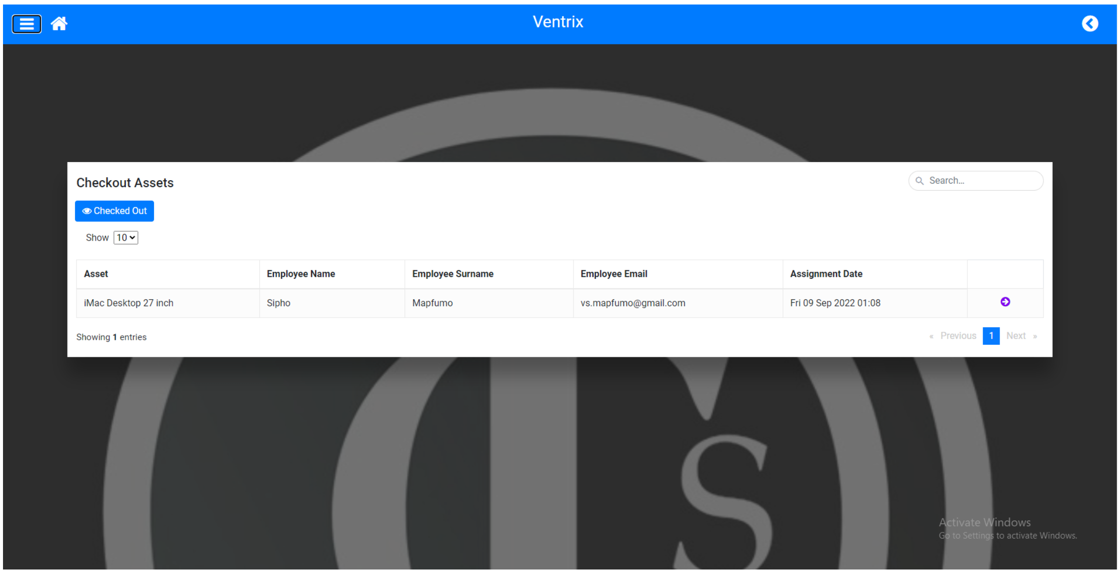



Ventrix
Checked In Assets
Search...
Show 10
Asset
Employee Name
Employee Surname
Employee Email
CheckIn Date
iMac Desktop 27 inch
Sipho
Mapfumo
vs.mapfumo@gmail.com
Sun 02 Oct 2022 21:46
4
Showing 1 entries
Previous
1
Next
Activate Windows
Go to Settings to activate Windows.

4.35 View assets that aren't checked out

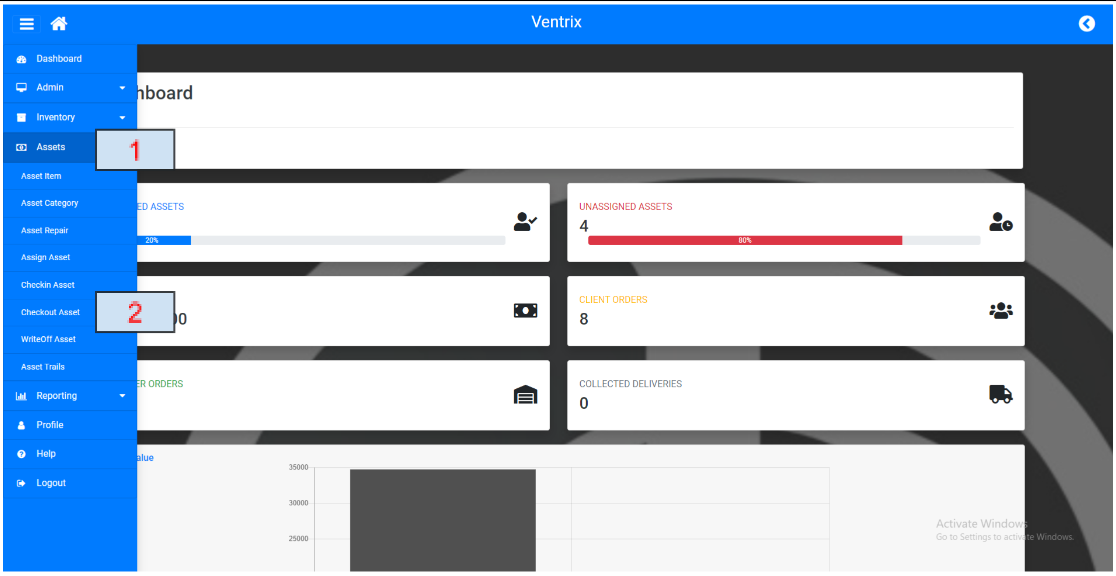
Step	Description
Step 1	Click on the "Asset" nav bar item on the side navbar
Step 2	Click on the "Checkout Asset" nav bar item on the expanded navbar.

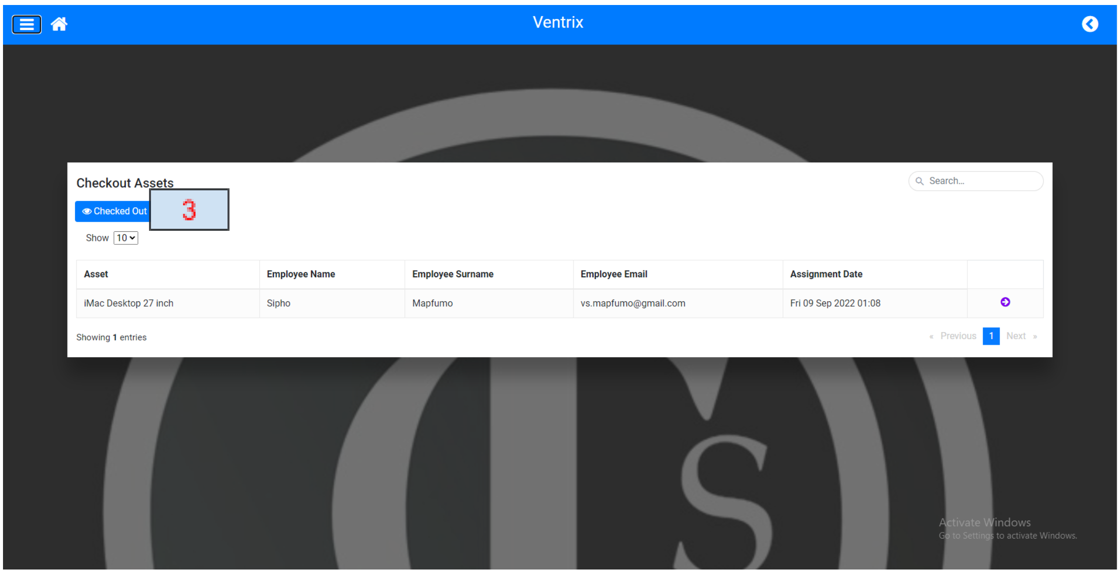


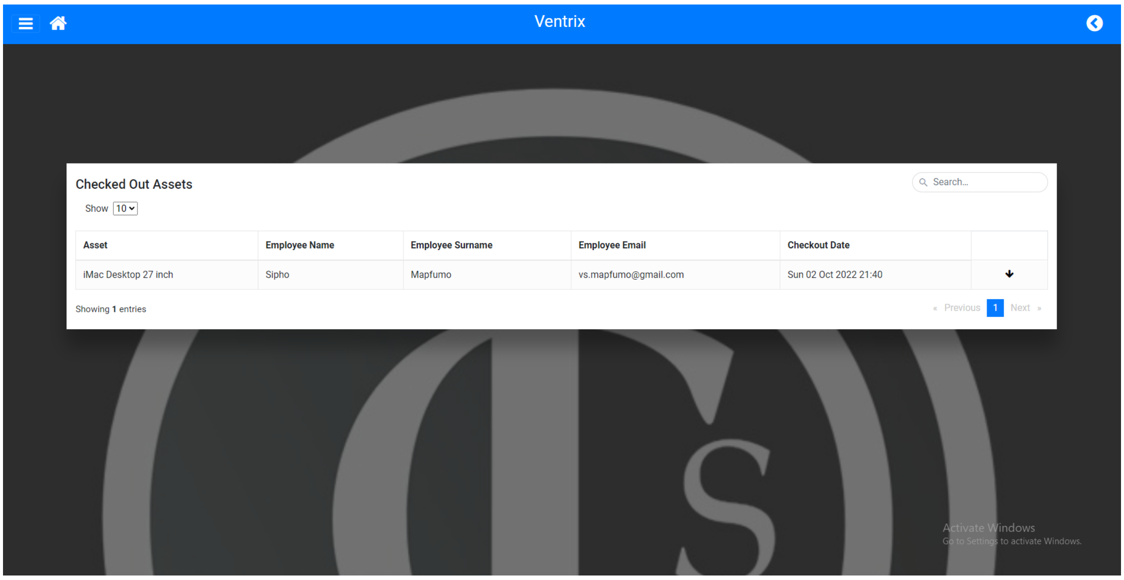


4.36 View checked out assets

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Checkout Asset” nav bar item on the expanded navbar.
Step 3	Click on the “Checked Out” button.

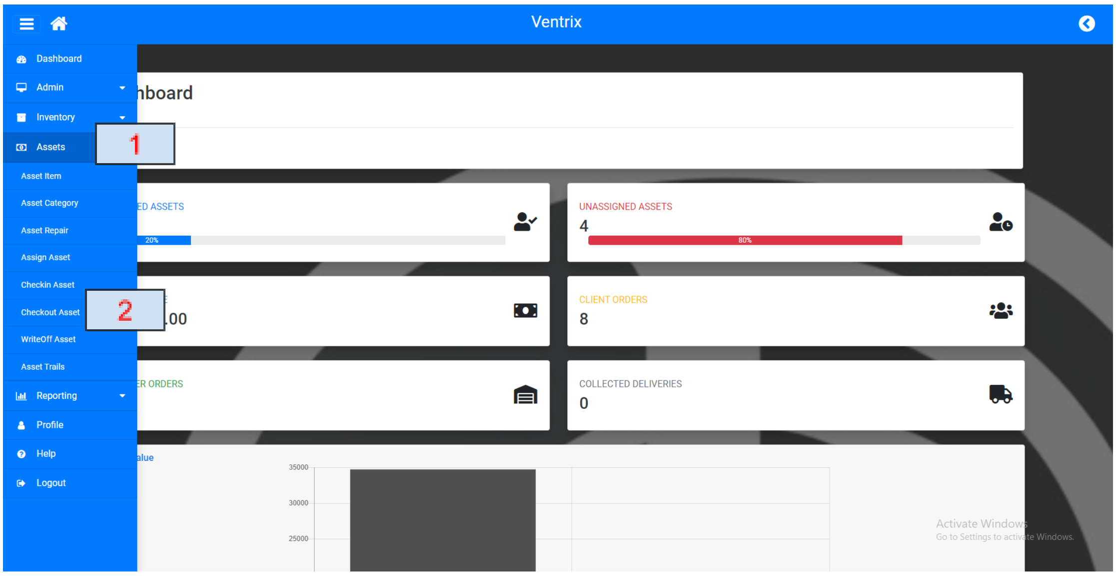


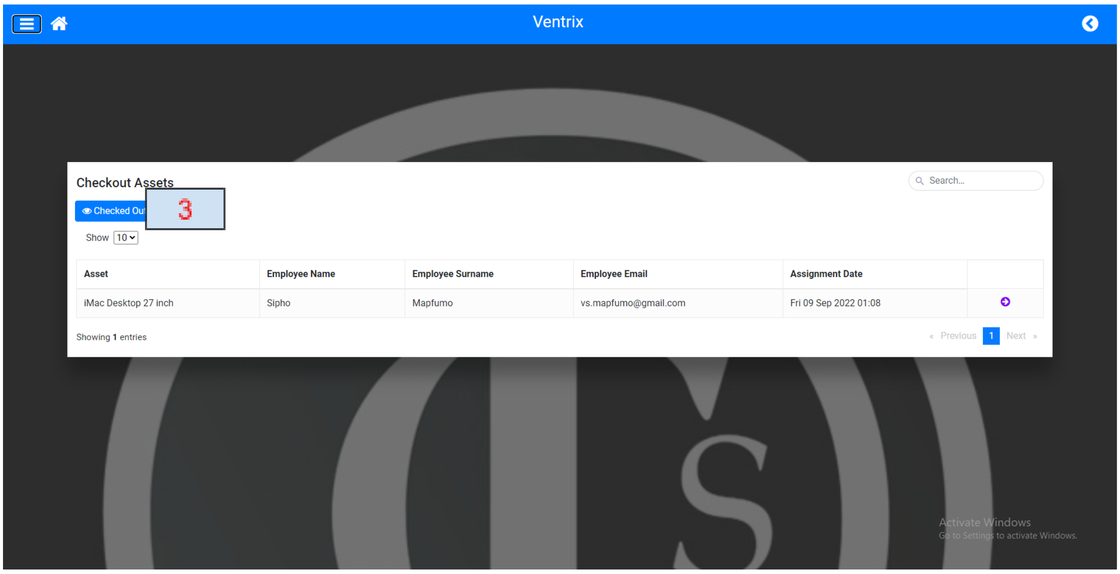


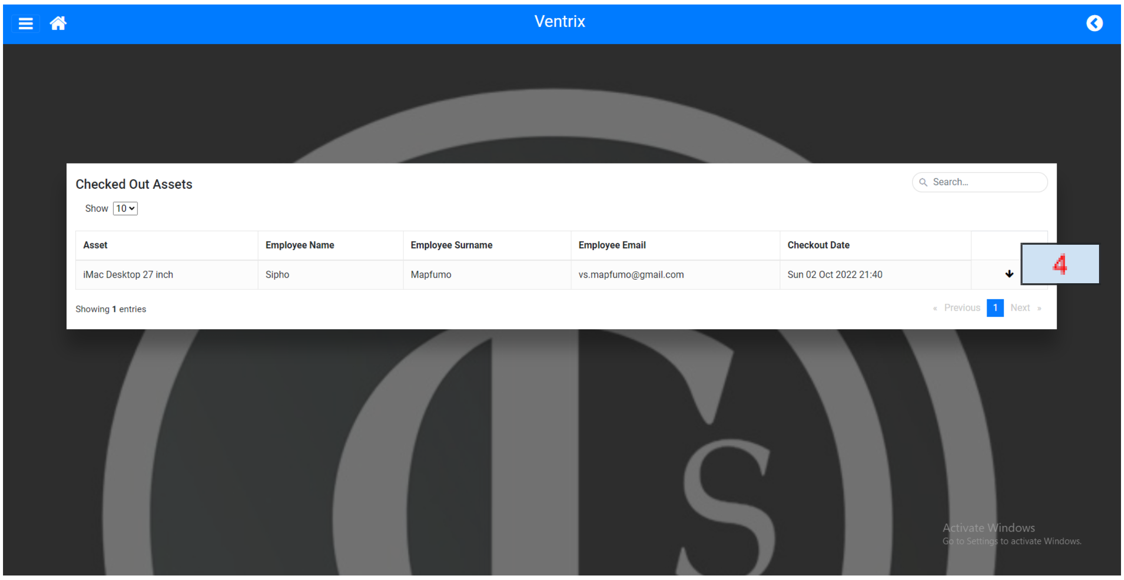

Ventrix
Checked Out Assets
Search...
Show 10
Asset
Employee Name
Employee Surname
Employee Email
Checkout Date
iMac Desktop 27 inch
Sipho
Mapfumo
vs.mapfumo@gmail.com
Sun 02 Oct 2022 21:40
Showing 1 entries
Previous
1
Next

4.37 Download supporting check out documentation

Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Checkout Asset” nav bar item on the expanded navbar.
Step 3	Click on the “Checked Out” button.
Step 4	Click on the “Download” icon (black downward arrow).

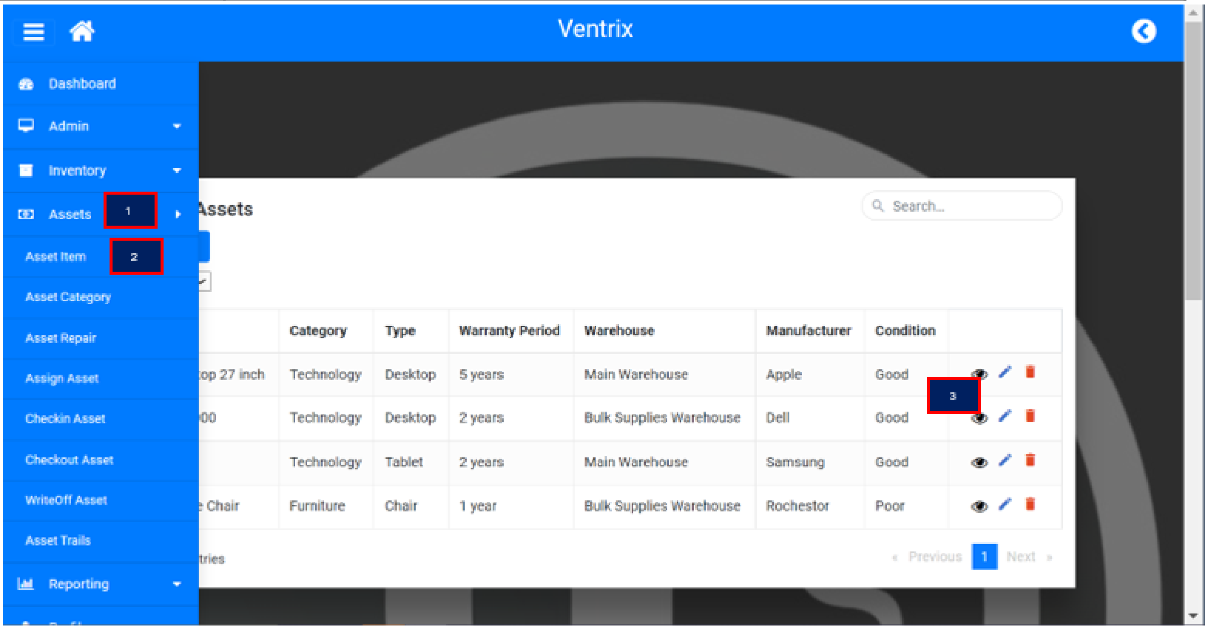





Ventrix
Checked Out Assets
Search...
Show 10
Asset
Employee Name
Employee Surname
Employee Email
Checkout Date
iMac Desktop 27 inch
Sipho
Mapfumo
vs.mapfumo@gmail.com
Sun 02 Oct 2022 21:40
4
Showing 1 entries
Previous
1
Next
Activate Windows
Go to Settings to activate Windows.

4.38 View asset information

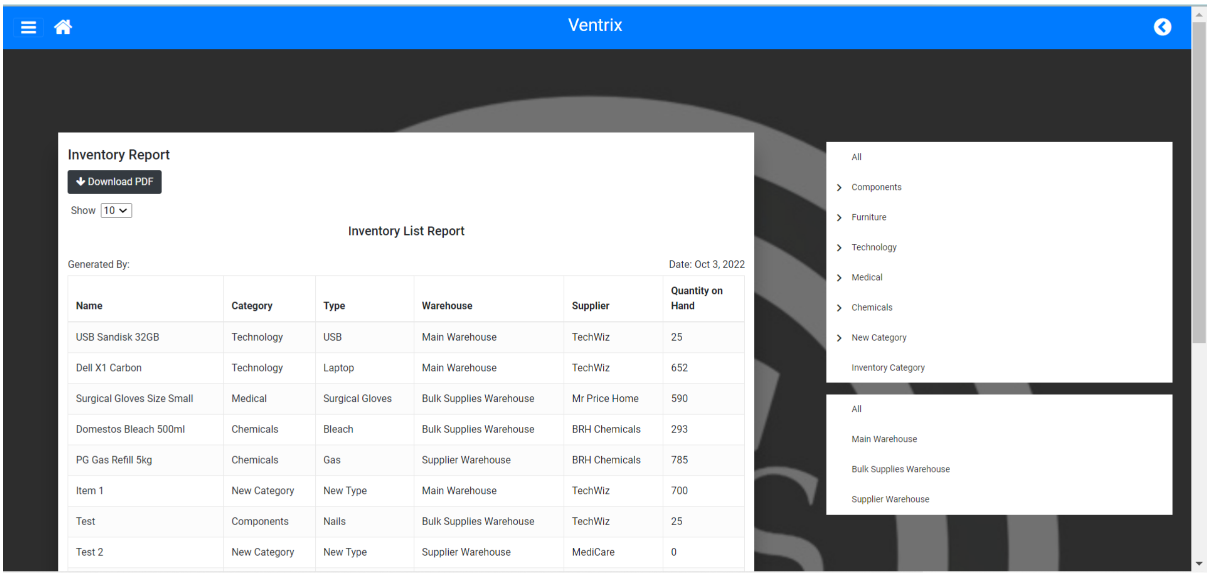
Step	Description
Step 1	Click on the “Asset” nav bar item on the side navbar
Step 2	Click on the “Asset Item” nav bar item on the expanded navbar.
Step 3	Click on the “View” icon

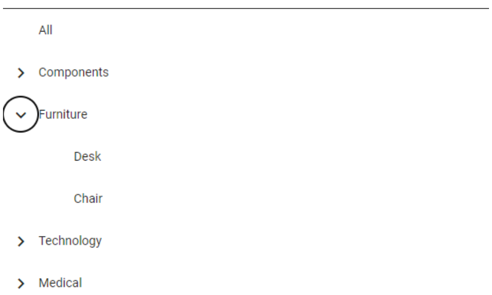


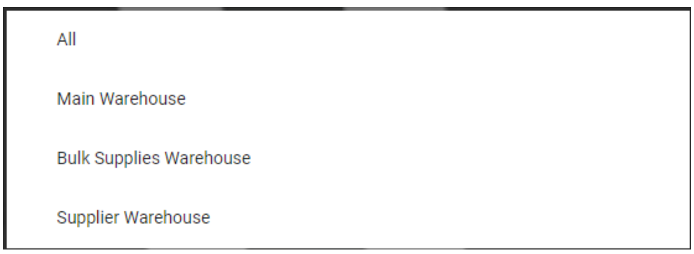
Subsystem 5 - Reporting

5.1 Generate inventory filtering report

Step	Description
Step 1	Click on the “Reporting” nav bar item on the side navbar
Step 2	Click on the “Inventory” nav bar item
Step 3	Select a Category, Type or warehouse
Step 4	Click on the “Download PDF” button

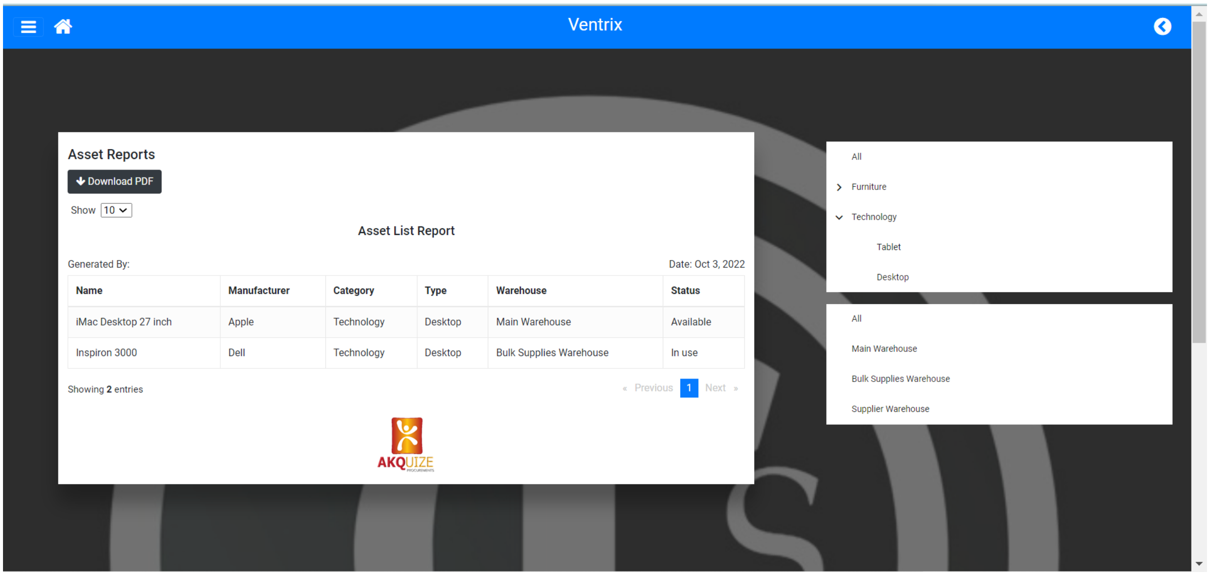






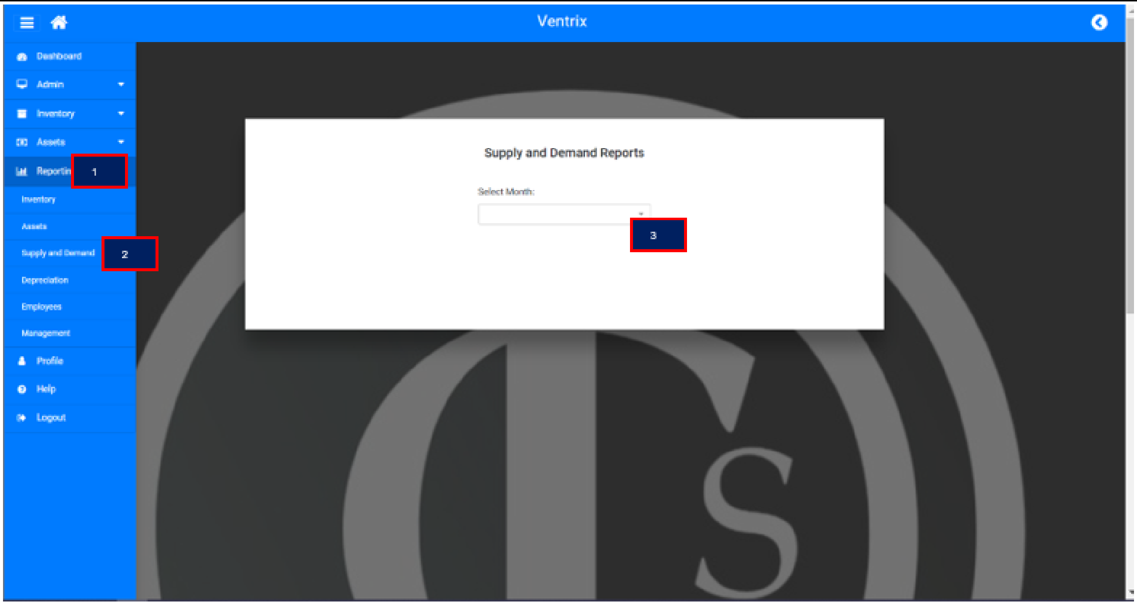
5.2 Generate Asset report

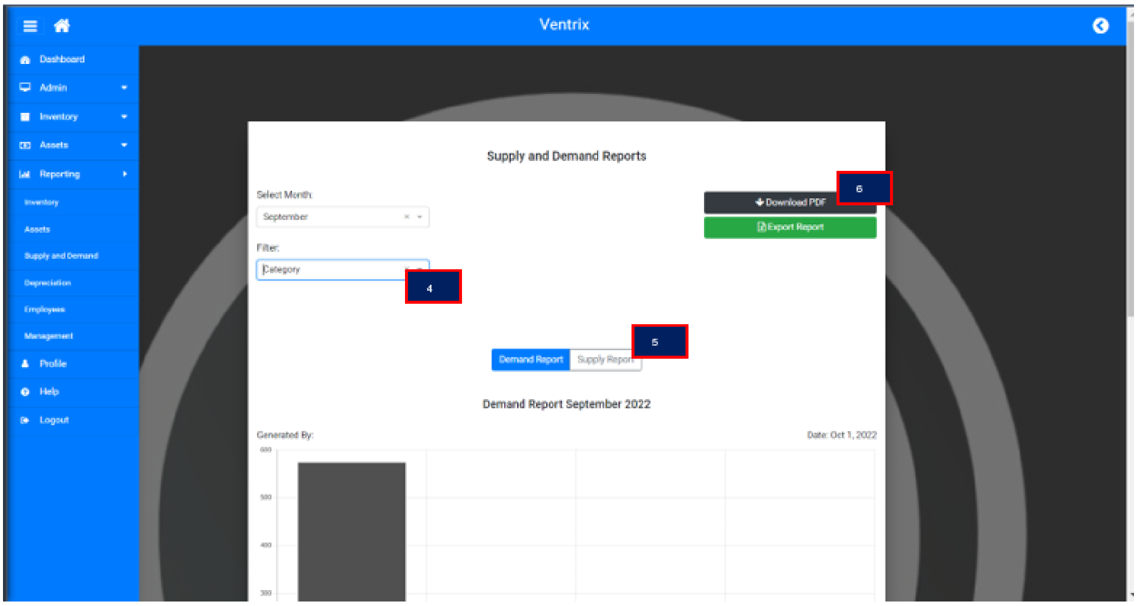
Step	Description
Step 1	Click on the “Reporting” nav bar item on the side navbar
Step 2	Click on the “Asset” nav bar item
Step 3	Select a Category, Type or warehouse
Step 4	Click on the “Download PDF” button



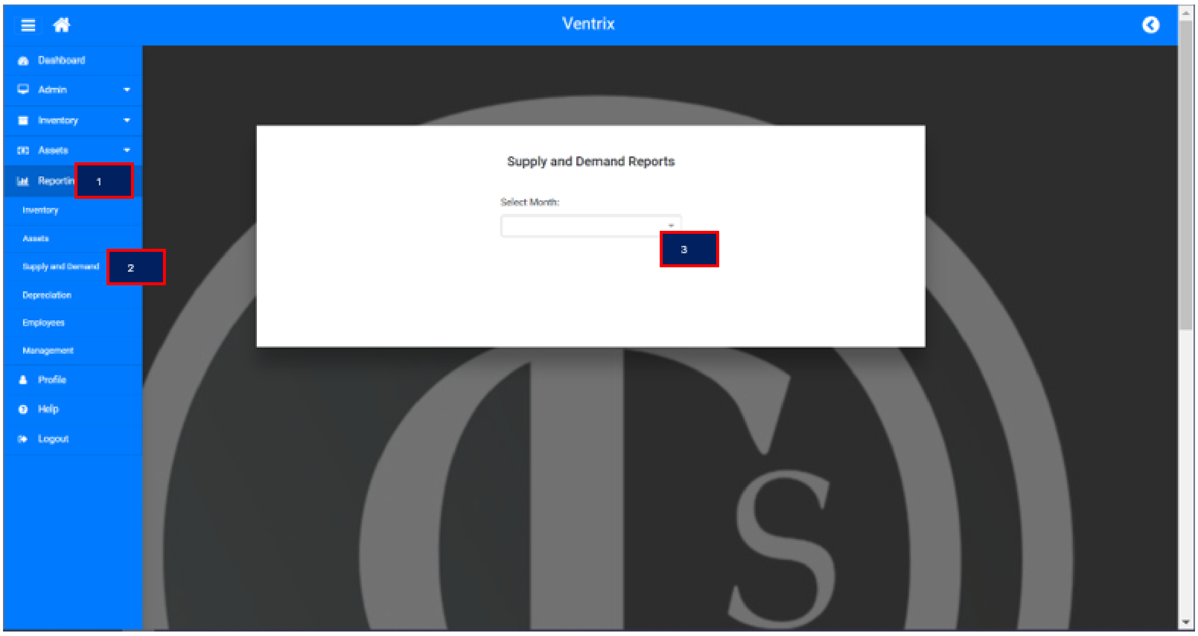
5.3 Generate supply report

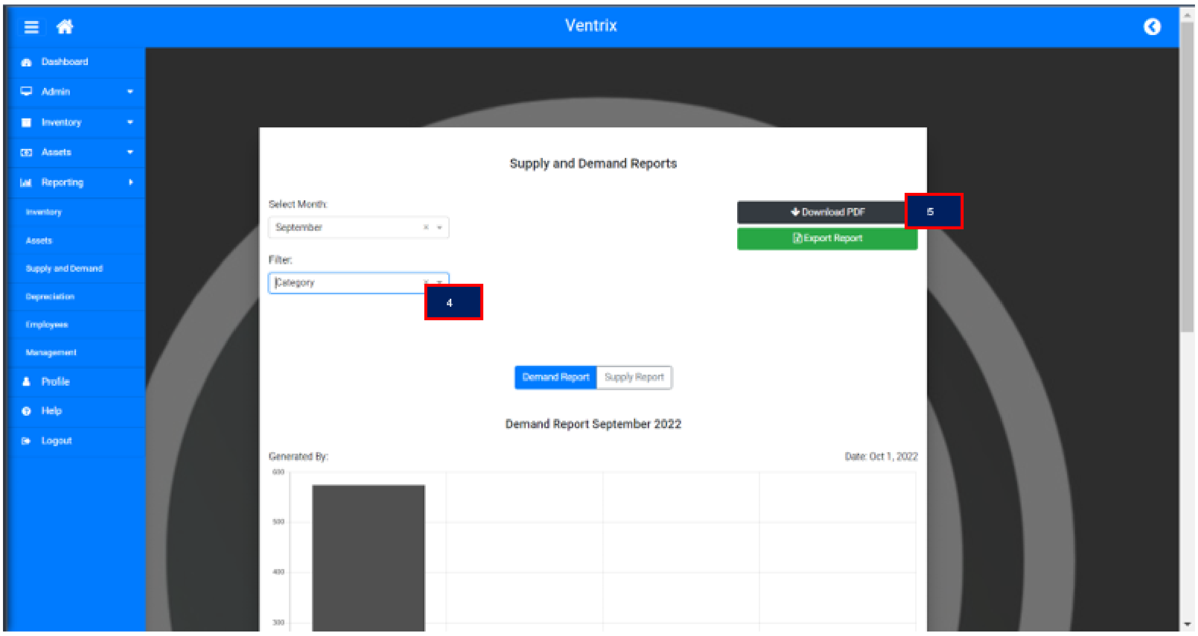
Step	Description
Step 1	Click on the “Reporting” nav bar item on the side navbar
Step 2	Click on the “Supply and Demand” nav bar item
Step 3	Select a month
Step 4	Select a filter
Step 5	Click on the “Supply Report” button
Step 6	Click on the “Download PDF” button





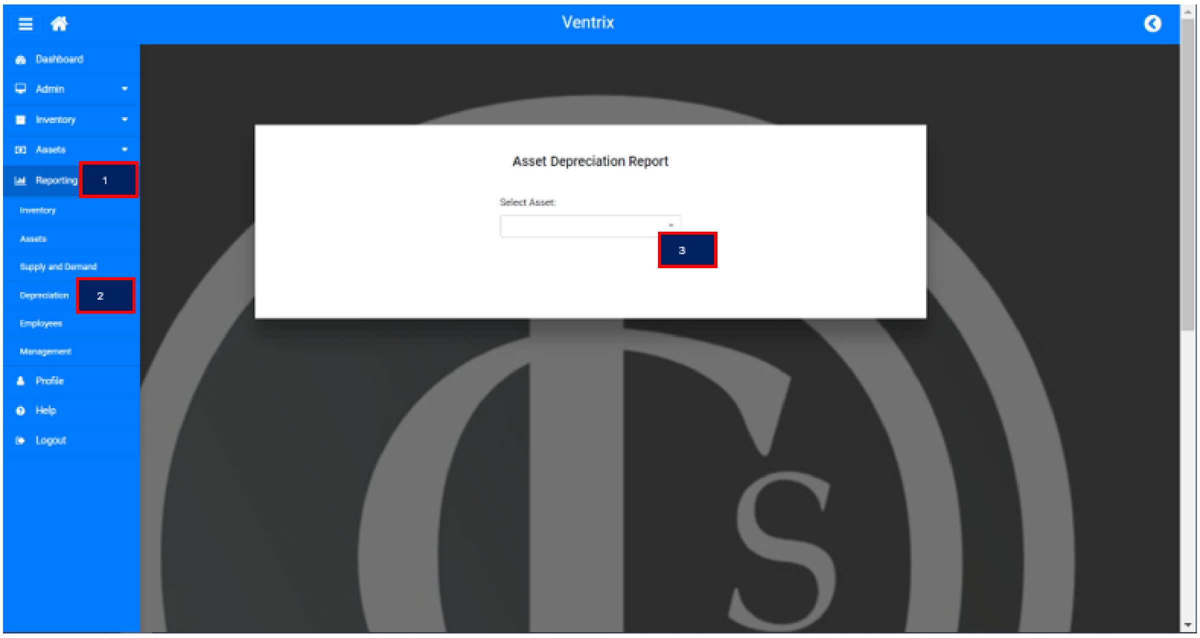
5.4 Generate demand report





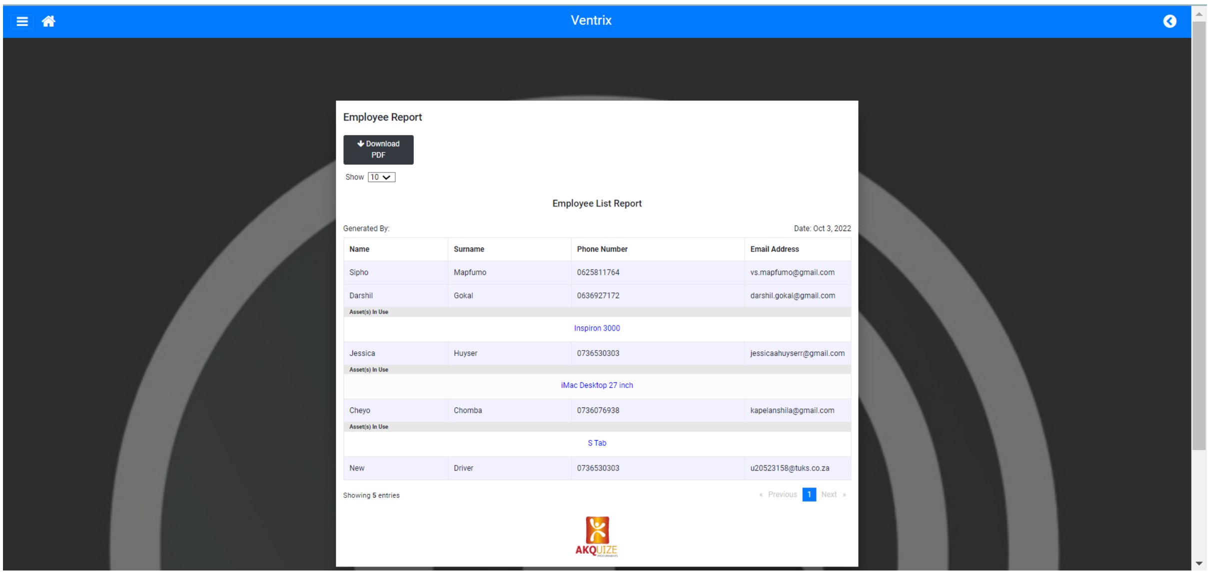
5.5 Generate depreciation report

Step	Description
Step 1	Click on the “Reporting” nav bar item on the side navbar
Step 2	Click on the “Depreciation” nav bar item
Step 3	Select an asset
Step 4	Click on the “Download PDF” button



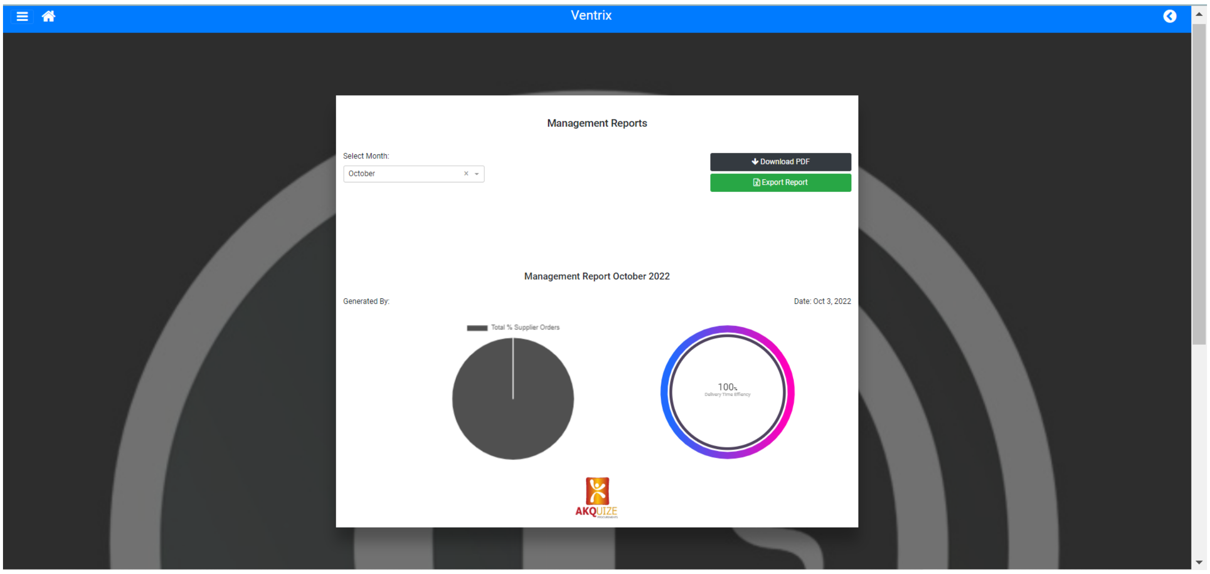
5.6 Generate employees' details report

Step	Description
Step 1	Click on the "Reporting" nav bar item on the side navbar
Step 2	Click on the "Employees" nav bar item
Step 3	Select a category, type or warehouse
Step 4	Click on the "Download PDF" button



5.7 Generate management report

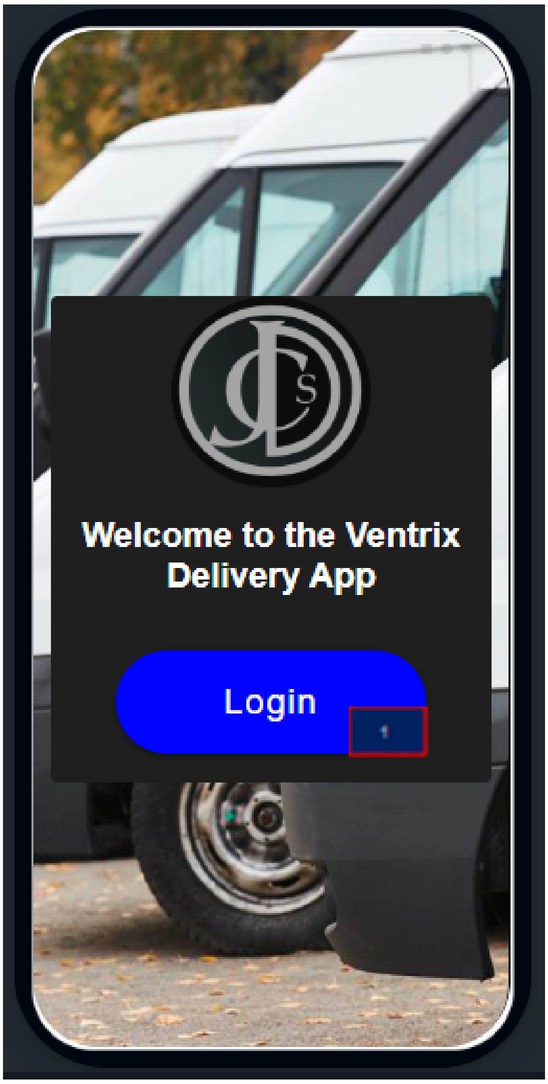
Step	Description
Step 1	Click on the “Reporting” nav bar item on the side navbar
Step 2	Click on the “Management” nav bar item
Step 3	Select a month for the report to be generated
Step 4	Click on the “Download PDF” button
Step 5	Click on the Export Report button

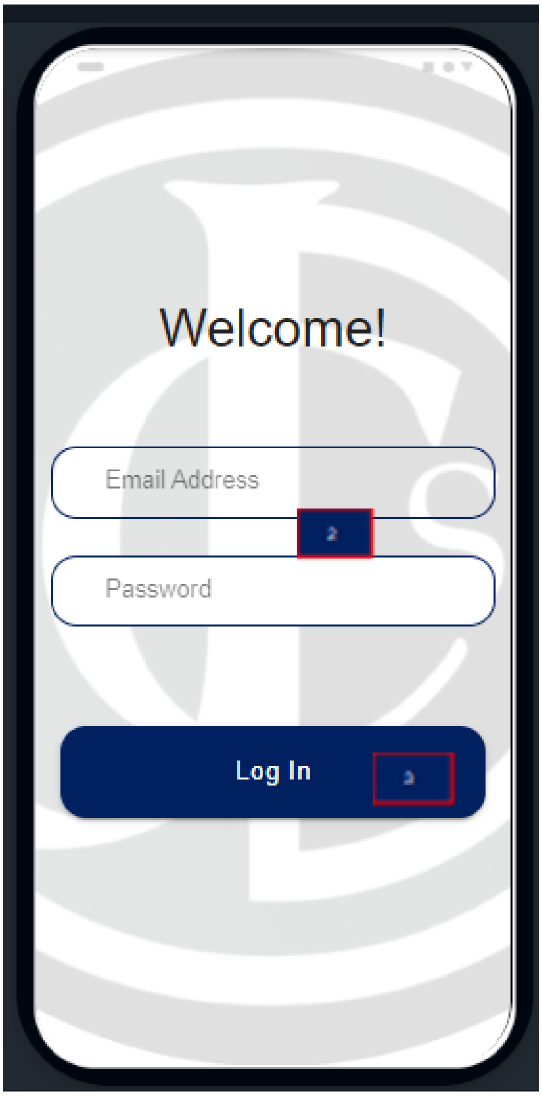


Subsystem 6 – Delivery App

6.1 App Login

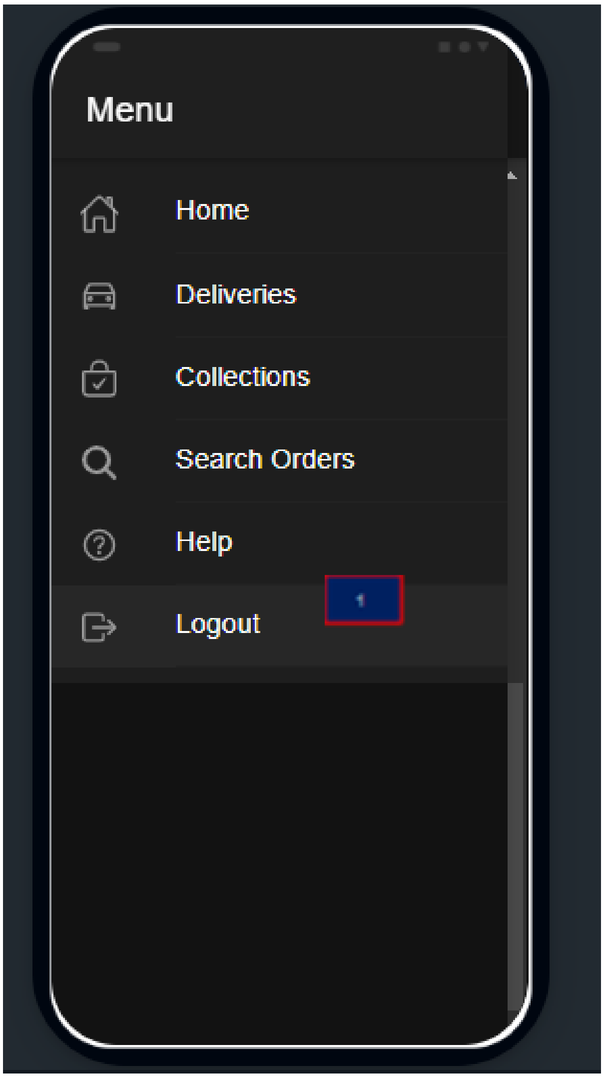
Step	Description
Step 1	The user will land on the Welcome page and must select login button
Step 2	Enter their registered email address and password
Step 3	Click n Login





6.2 App Logout

Step	Description
Step 1	The user must click on the logout tab on the homepage or select the menu and click on logout

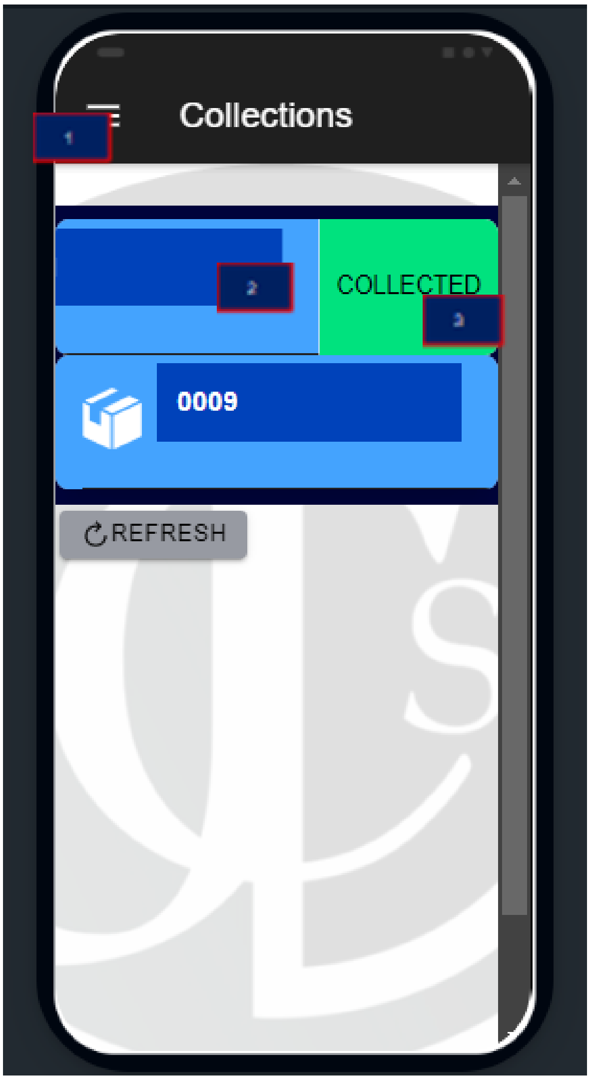


6.3 View orders for collection

Step	Description
Step 1	The user must click on the collections tab on the homescreen
Step 2	That will display the orders for collection

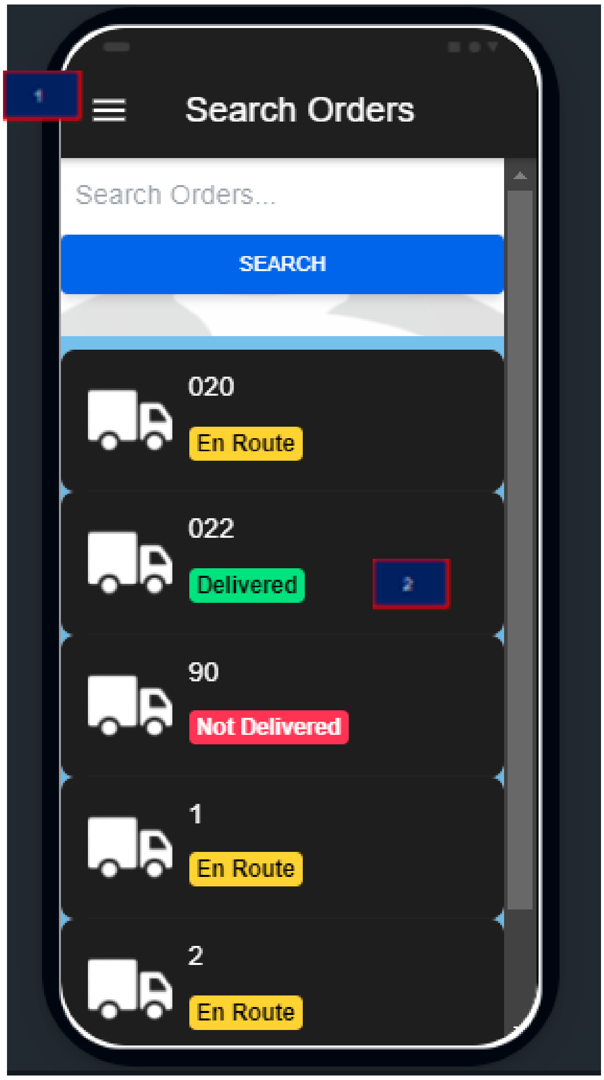
6.4 Collect order

Step	Description
Step 1	The user must click on the collections tab on the homescreen
Step 2	The user must use a sliding gesture to the left to reveal the collect button
Step 3	Click on the button collected



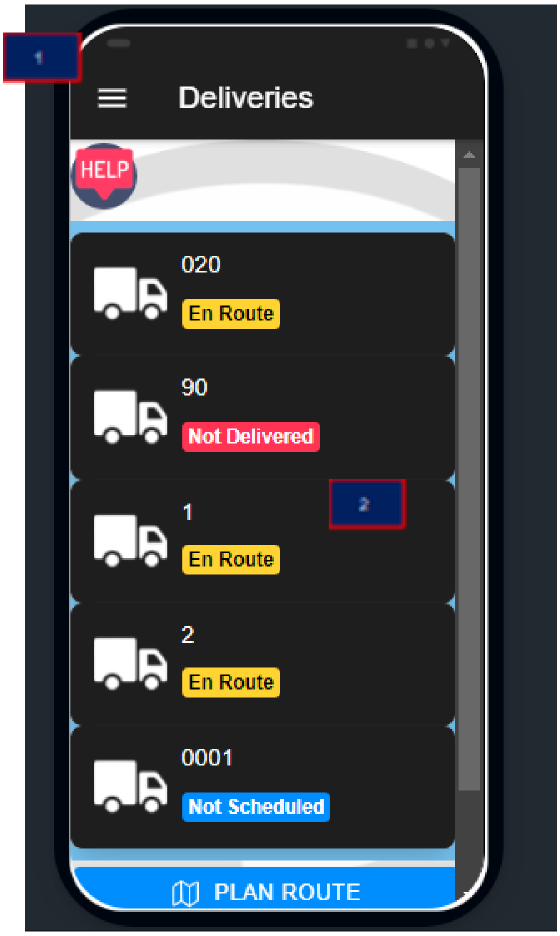
6.5 Search order

Step	Description
Step 1	The user must click on the search order tab on the homescreen
Step 2	That will display the orders for the use to search using the search filter



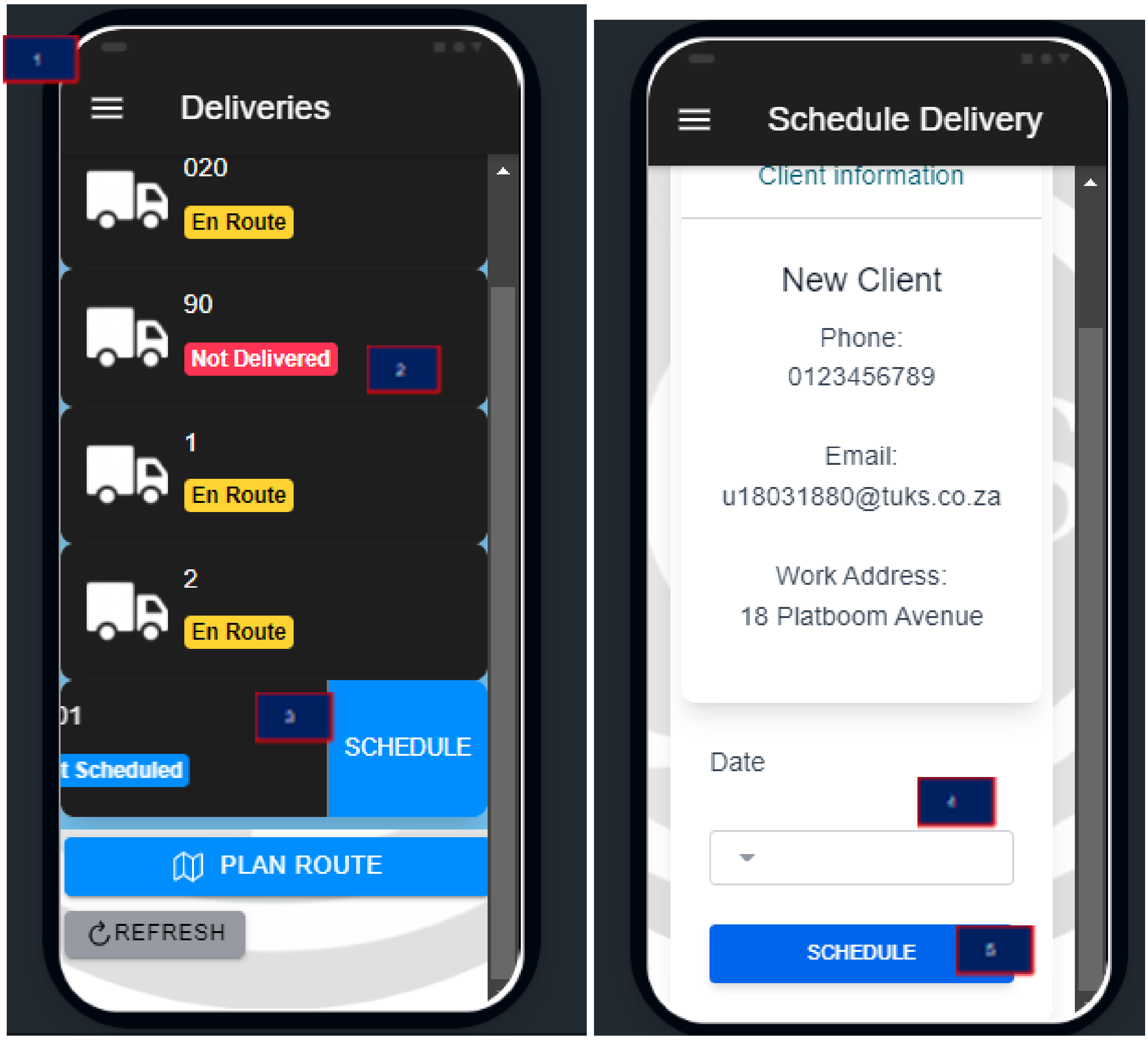
6.6 View deliveries

Step	Description
Step 1	The user must click on the deliveries tab on the homescreen
Step 2	That will display the orders for delivery



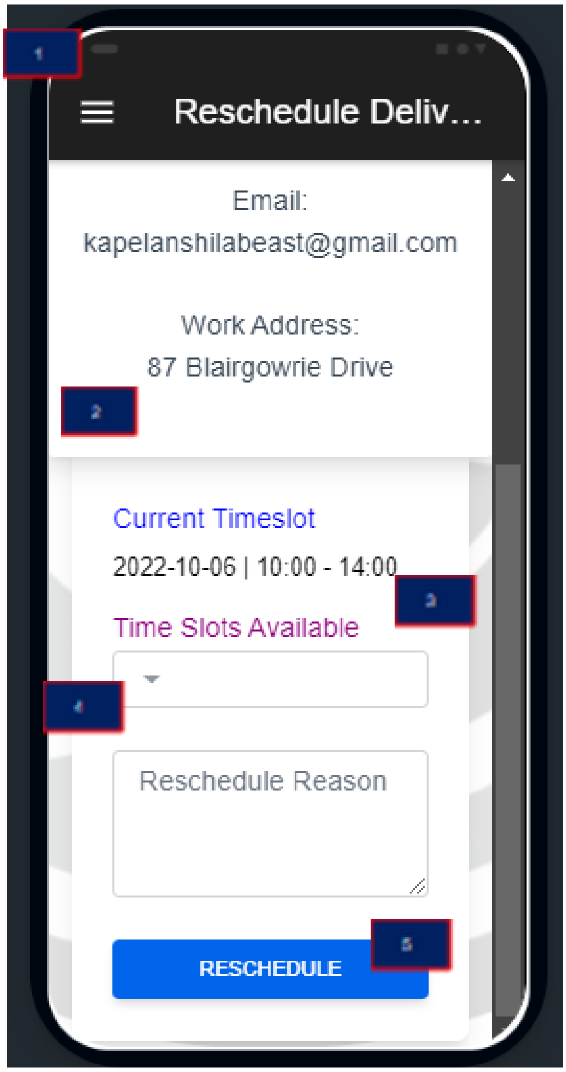
6.7 Schedule delivery

Step	Description
Step 1	The user must click on the Delivery tab on the homescreen
Step 2	That will display the orders for delivery
Step 3	The user must use a sliding gesture to the left to reveal the button Schedule
Step 4	The user must click on button schedule
Step 5	The user must select the timeslot and click on button schedule



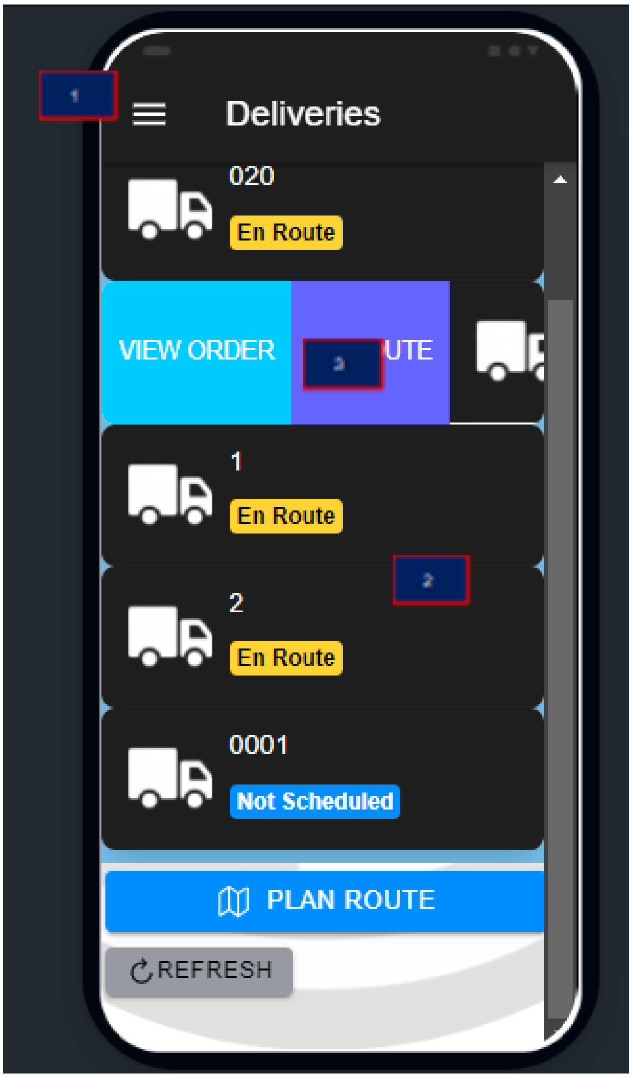
6.8 Reschedule delivery

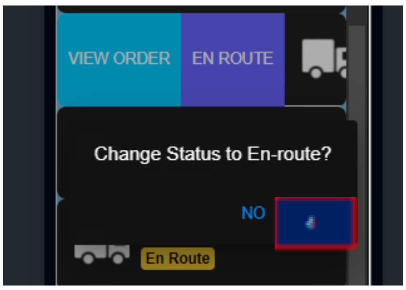
Step	Description
Step 1	The user must click on the Delivery tab on the homescreen
Step 2	That will display the orders for delivery
Step 3	The user must use a sliding gesture to the left to reveal the button edit
Step 4	The user must click on button edit
Step 5	The user must select the new timeslot, provide a reason for rescheduling and click on button rechedule



6.9 En-route delivery

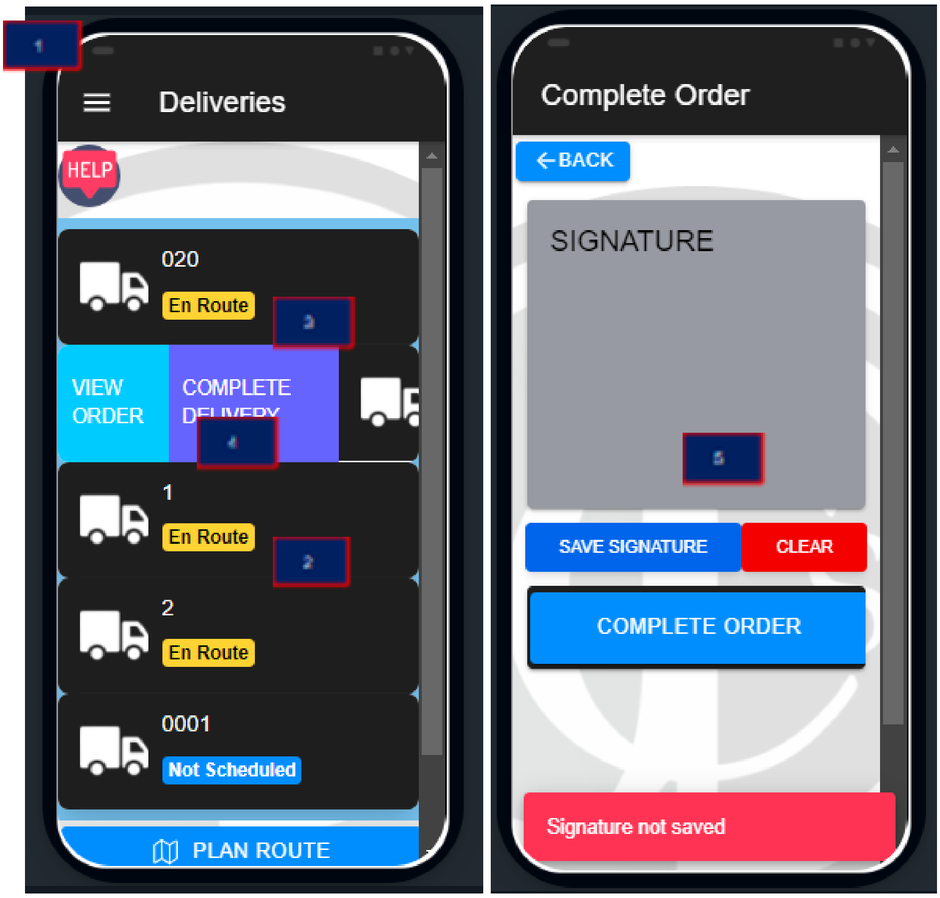
Step	Description
Step 1	The user must click on the Delivery tab on the homescreen
Step 2	That will display the orders for delivery
Step 3	The user must use a sliding gesture to the left to reveal the button En Route
Step 4	The user must click on button En Route
Step 5	The user confirm the status change





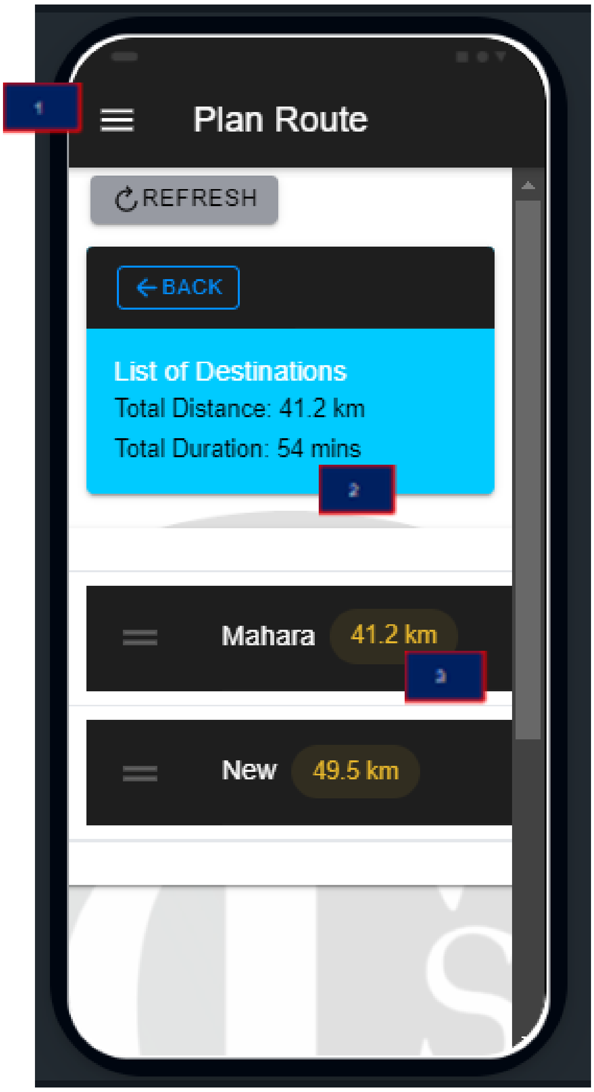
6.10 Complete delivery

Step	Description
Step 1	The user must click on the Delivery tab on the homescreen
Step 2	That will display the orders for delivery
Step 3	The user must use a sliding gesture to the right to reveal the button complete delivery
Step 4	The user must click on button complete delivery
Step 5	The user must get the clients signature, save it and complete the order



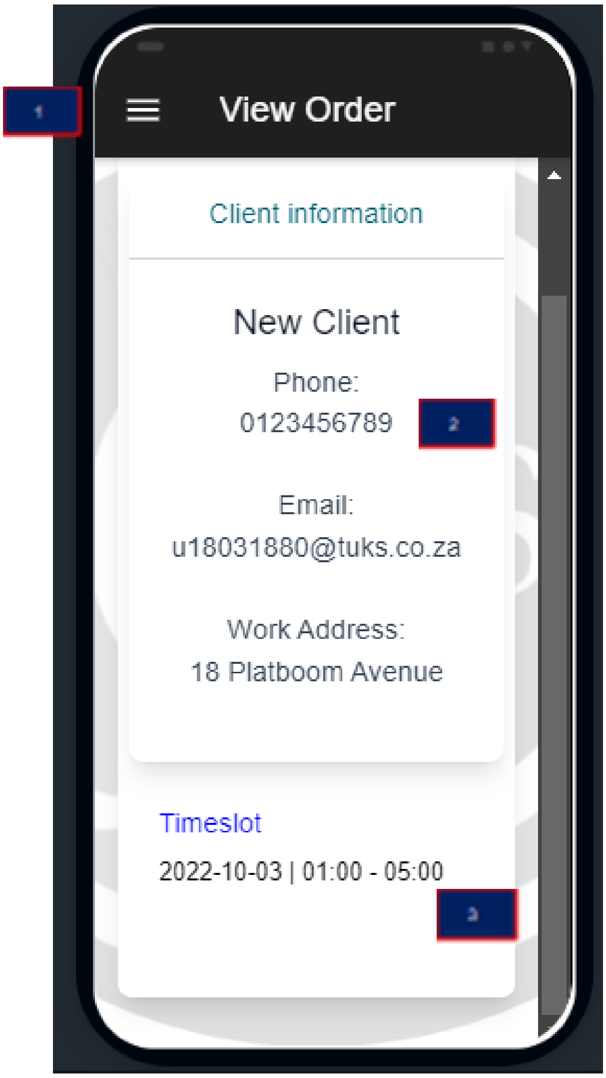
6.11 Plan delivery route

Step	Description
Step 1	The user must click on the Delivery tab on the homescreen
Step 2	Click on button plan route
Step 3	The screen will display the route information however the user can arrange the deliveries in the order they like.



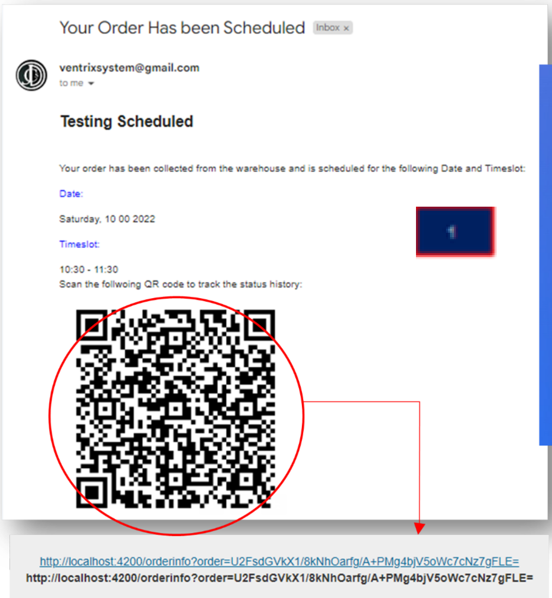
6.12 View order

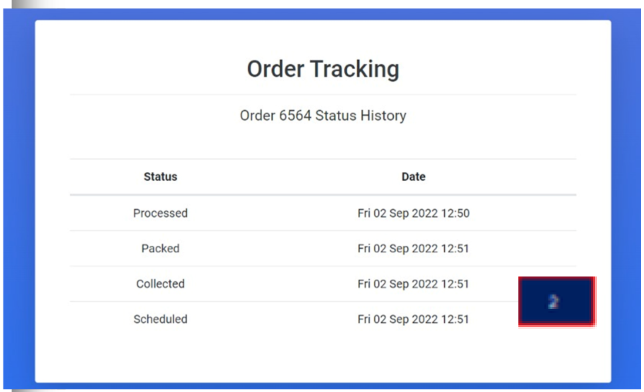
Step	Description
Step 1	The user must click on the Delivery tab on the homescreen
Step 2	The user must use a sliding gesture to the right to reveal the view order button
Step 3	The user must click on the view order button



6.13 Order tracking

Step	Description
Step 1	The user must convert the QR code sent in the schedule delivery email to a link that must be pasted in Google
Step 2	The order tracking will be displayed with the status history of the order

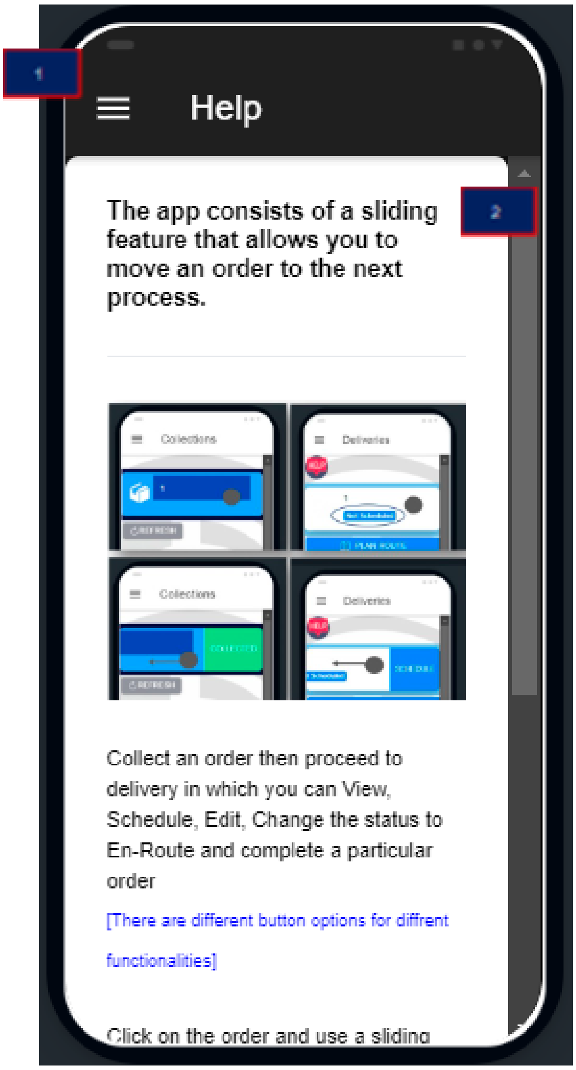




The browser will take the client to the order tracking screen

6.14 View help

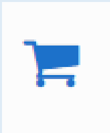
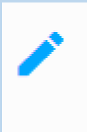
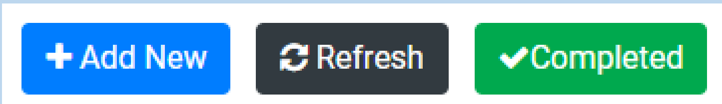
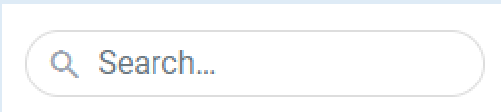
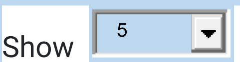
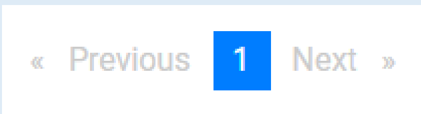
Step	Description
Step 1	The user must click on the help tab on the homescreen
Step 2	The static screen with help information will be displayed

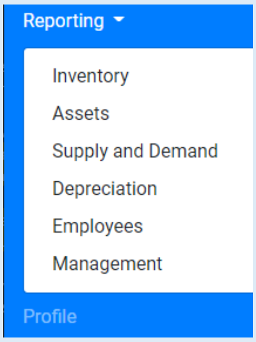
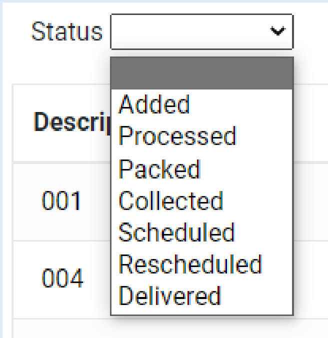
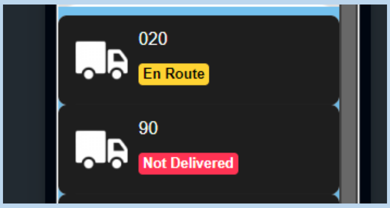


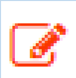
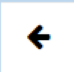
2.4 CONCLUSION

The help document focused on assisting to help the users to understand and use the system by explaining each functionality of the system. This document included a detailed explanation of each functionality of the system and a glossary listing each functionality for the system.

3. GLOSSARY

Name	Image
Download	
Add inventory to client order	
Edit Icon	
Delete Icon	
Button	
Search filer	
Amount Selector	
Next/Previous Button	

Menu	
Home	
Back	
Drop Down	 
Tab	 
Signature Pad	

Information	
Help	
Checkbox	
View	
Write-off	
Log	
Checkout	
Checkin	
Assigning	
Edit Stock	
Alert	
Prompt	
Successful	
Unsuccessful	

4. CLIENT SIGN-OFF

UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

AKQUIZE PROCUREMENTS

Lynnwood Rd, Hatfield, Pretoria, 0002
Monday - Friday
8am – 5pm

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This document states that AKQUIZE signs to validate that they are in complete agreement with team DJCS for the deliverable mentioned below

Dear Client,

Many hours of learning, understanding, planning, practice, coding and execution go into being able to look at a company's current system and create a new system that depicts its quality, efficiency, effectiveness, and most importantly future direction. We do hope that you enjoy looking through our approach and what we have come up with based on what we were given from our requirements. All that is required, is that you review our approach, content and execution of Iteration 10
Please call or email any team member mentioned above with any changes/alterations, questions or content concerns that you have during your review.

When you completely agree with our approach, please sign the documentation below.

This sign-off formally states that:

I, Prenesh Lingham

from Akquize (pty) ltd

Approval Signature:

I have reviewed the Iteration 10 content, understood the approach, and agree with the content presented by the (University of Pretoria) INF 370 students namely Simishka Dasupan, Jessica Huyser, Sipho Vimbai Mapfumo, Darshil Gokal and Cheyo Kapelanshila Chomba. I believe that, with my changes (discussed), the system is done according to the requirements given to the students, it is technically accurate and complete. I hereby give you approval to proceed with closing Iteration 1 as complete.

04/10/2022

Date

Signature

5. TEAM SIGN-OFF

5.1 INTRODUCTION

The following section will contain a signed page with Team 1's members signatures. They sign off on the content of the document and make sure everything is up to standard.

5.2 TEAM SIGN-OFF

To whom it may concern,

This document above serves to confirm that we, DJCS team members from Team 1, worked to our full potential within the duration of the completion of this iteration. We declare that we are happy with the above iteration and are content with the professionalism and quality of our work. We have all made an equal contribution in making this deliverable a success. We declare that all the work above is work we have done on our own and is of an honest nature.

Date signed: **04/10/2022**

Jessica Huyser (20523158)

Sipho Mapfumo (20432888)

Simishka Dasupan (18031880)

Cheyo Chomba (20421894)

Darshil Gokal (18084193)

5.3 CONCLUSION

This section concludes the signing off of this document by all team members to prove we all feel that this work has been done to the best of our abilities.