

# LOGIC University



## Stationery Store Inventory System User Guide for Website

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## 1.0 User Guide for Store Clerk, Supervisor and Manager

### 1.1 How to Log In

**STATIONERY STORE INVENTORY SYSTEM**

Username:

Password:

**Login**

Step 1: Key in the Username and password

Step 2: Click on “Login” to log in

### 1.2 How to Log Out

**STATIONERY STORE INVENTORY SYSTEM**

Logout

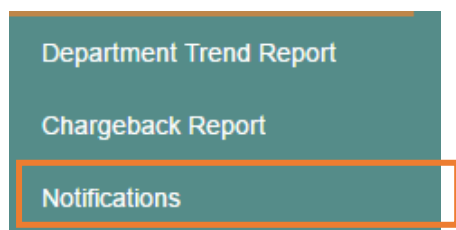
Reminder: Below items are in low stock. Please proceed to order.

	ItemID	Description	Category	In Stock	BinNumber	UOM	ReorderLevel	ReorderQty
Order	E003	Envelope Brown (5"x7")	Envelope	435	E3	Each	600	400
Order	E004	Envelope Brown (5"x7") w/ Window	Envelope	320	E4	Each	600	400
Order	E005	Envelope White (3"x6")	Envelope	150	E5	Each	600	400
Order	E006	Envelope White (3"x6") w/ Window	Envelope	302	E6	Each	600	400
Order	E007	Envelope White (5"x7")	Envelope	232	E7	Each	600	400

Step 1: Click on the “Logout” button on the top right hand corner of the page to log out

## 1.3 How to view Notifications

Step 1: Select “Notification” from the left navigation bar

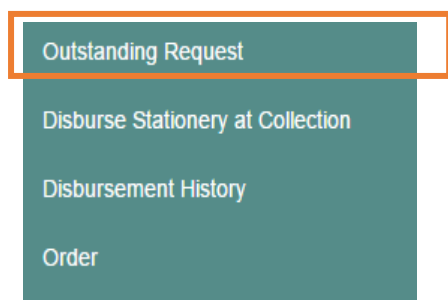


Step 2: The list of notifications related to the login user are listed

STATIONERY STORE INVENTORY SYSTEM		
Subject	Message	Date
Request ENGL/00012 for approval	Dear Sir/ Madam, Request ENGL/00012 is pending your approval.Please click <a href="#">here</a> to see more details. Thanks & regards.	2/1/2017 4:13:57 PM
Request ENGL/00011 for approval	Dear Sir/ Madam, Request ENGL/00011 is pending your approval.Please click <a href="#">here</a> to see more details. Thanks & regards.	2/1/2017 4:13:36 PM
Request ENGL/00010 for approval	Dear Sir/ Madam, Request ENGL/00010 is pending your approval.Please click <a href="#">here</a> to see more details. Thanks & regards.	2/1/2017 4:04:36 PM
Request ENGL/00009 for approval	Dear Sir/ Madam, Request ENGL/00009 is pending your approval.Please click <a href="#">here</a> to see more details. Thanks & regards.	2/1/2017 4:04:21 PM
Request ENGL/00009 for approval	Dear Sir/ Madam, Request ENGL/00009 is pending your approval.Please click <a href="#">here</a> to see more details. Thanks & regards.	2/1/2017 10:05:22 AM

## 1.4 How to process stationery requests for the week

Step 1: Click on “Outstanding Request” on the left navigation bar



Step 2: The list of request for the week (based on total number of items required for the week) will be shown

## STATIONERY STORE INVENTORY SYSTEM

☒ ViewSummary ☐ ViewByDepartment

ItemID	Description	In Stock	BinNumber	Needed	Retrieved
C001	Clips Double 1"	55	C1	194	0
C002	Clips Double 2"	88	C2	55	55
C003	Clips Double 3/4"	398	C3	88	88
E003	Envelope Brown (5"x7")	435	E3	1400	435
E008	Envelope White (5"x7") w/ Window	0	E8	2	0
E036	Exercise Book Hardcover (120 pg)	606	E14	50	0
F021	File-Blue Plain	10	F2	12	0
F024	File-Brown with Logo	313	F5	1	0
S100	Scissors	746	S1	22	22
S101	Sharpener	850	S4	333	0

Submit

Step 4: Click on "Submit" to update the records

Step 3: Store clerk can retrieve the items required from the store based on "Needed" and enter the amount retrieved from the store under "Retrieved"

Step 5: To distribute the items to the departments, click on "View by Department" to view the breakdown

☐ ViewSummary ☒ ViewByDepartment

DepartmentName	ItemID	Description	Needed	Retrieved
Computer Science	C001	Clips Double 1"	12	0
Computer Science	C002	Clips Double 2"	55	55
English Dept	C001	Clips Double 1"	158	0
English Dept	E008	Envelope White (5"x7") w/ Window	2	0
English Dept	E036	Exercise Book Hardcover (120 pg)	50	0
English Dept	F021	File-Blue Plain	12	0
English Dept	F024	File-Brown with Logo	1	0
English Dept	S101	Sharpener	333	0
Zoology Dept	C001	Clips Double 1"	24	0
Zoology Dept	C003	Clips Double 3/4"	88	88
Zoology Dept	E003	Envelope Brown (5"x7")	1400	435
Zoology Dept	S100	Scissors	22	22

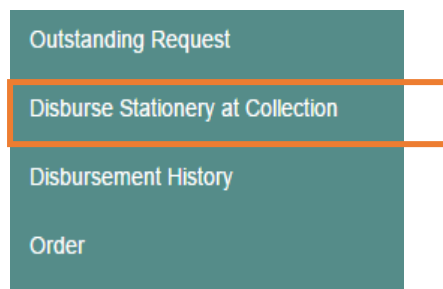
Step 6: The system will provide a proposed amount to distribute to the departments (based on priority given to outstanding requests). Store clerk can amend the amount, if required.

Submit

Step 7: Click on "Submit" to update the records and send an email confirmation to department rep for collection

### 1.5 How to distribute stationery at collection points

Step 1: Click on "Disburse Stationery at Collection" on the left navigation bar



Step 2: Select the department using the drop down to view the list of items to be given

Computer Science ▼

DepartmentName	ItemID	Description	Retrived	Given
Computer Science	C001	Clips Double 1"	0	0
Computer Science	C002	Clips Double 2"	55	55

Submit

Step 3: Enter the amount given to department representative

Step 4: Click on "Submit" to update the amount.

## 1.6 How to view disbursement history of stationery requests

Step 1: Select "Disbursement History" from the left navigation bar.

Outstanding Request

Disburse Stationery at Collection

Disbursement History

Order

Step 2: Select the year, month and week to view disbursement history (Summary view)

STATIONERY STORE INVENTORY SYSTEM

Year: 2017 ▼ Month: January ▼ Week 5(30 January to 05 February) ▼

● ViewSummary ● ViewByDepartment

ItemID	Description	In Stock	BinNumber	Needed	Retrieved	ActualGiven
F024	File-Brown with Logo	313	F5	66	66	32
S101	Sharpener	850	S4	333	333	0
C001	Clips Double 1"	55	C1	158	58	442



**STATIONERY STORE INVENTORY**

Year: 2017 ▼ Month: January ▼ Week 5(30 January to 05 February) ▼

☐ ViewSummary ☒ ViewByDepartment

DepartmentName	ItemID	Description	Needed	Retrieved	ActualGiven
Computer Science	E002	Envelope Brown(3"x6" w/Window)	100	100	100
Computer Science	E001	Envelope Brown(3"x6")	55	55	55
Computer Science	C002	Clips Double 2"	610	610	555
English Dept	S101	Sharpener	333	333	0
English Dept	F024	File-Brown with Logo	66	66	32

Step 3: Select View by Department to view disbursement history by department

## 1.7 How to seek approval for order of items that reached reorder level

Step 1: Select "Low in stock" from the left navigation bar

Low In Stock

Maintain Supplier List


Maintain Purchase List

Maintain Catalogue List

Reminder: Below items are in low stock. Please proceed to order.

	ItemID	Description	Category	In Stock	BinNumber	UOM	ReorderLevel	ReorderQty
<a href="#">Order</a>	E003	Envelope Brown (5"x7")	Envelope	435	E3	Each	600	400
<a href="#">Order</a>	E004	Envelope Brown (5"x7") w/ Window	Envelope	320	E4	Each	600	400
<a href="#">Order</a>	E005	Envelope White (3"x6")	Envelope	150	E5	Each	600	400
<a href="#">Order</a>	E006	Envelope White (3"x6") w/ Window	Envelope	302	E6	Each	600	400
<a href="#">Order</a>	E007	Envelope White (5"x7")	Envelope	232	E7	Each	600	400
<a href="#">Order</a>	E008	Envelope White (5"x7") w/ Window	Envelope	298	E8	Each	600	400
<a href="#">Order</a>	F021	File-Blue Plain	File	10	F2	Each	200	100
<a href="#">Order</a>	F022	File-Blue with Logo	File	120	F3	Each	200	100
<a href="#">Order</a>	F023	File-Brown w/o Logo	File	123	F4	Each	200	150
<a href="#">Order</a>	F033	Folder Plastic Green	File	50	F8	Each	200	150
<a href="#">Order</a>	F033	Pad Postit Memo 2"x3"	Pad	100	P4	Packet	100	60
<a href="#">Order</a>	F033	Pencil B	Pen	78	P25	Dozen	100	50
<a href="#">Order</a>	F033	Thumb Tacks Small	Tacks	10	T3	Box	10	10
<a href="#">Order</a>	F033	Transparency Blue	Tparency	57	T4	Box	100	200
<a href="#">Order</a>	F033	Transparency Cover 3M	Tparency	100	T9	Box	500	400
<a href="#">Order</a>	F033	Transparency Cover 3M	Tparency	20	U1	Each	50	1

Step 2: Click on "Order" for the list of items that are below the reorder level



## STATIONERY STORE INVENTORY SYSTEM

Outstanding Request

Disburse Stationery at Collection

Disbursement History

Order

Report Discrepancy

Low In Stock

Item ID : E003

Description : Envelope Brown (5"x7")

\*Quantity :

Justification :

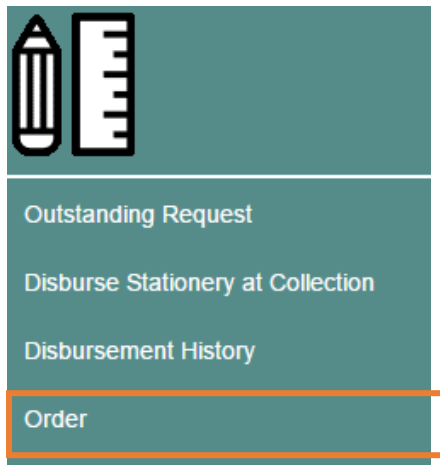
Step 3: Enter the amount to order

Step 4: Enter the reason for order (Optional)

Step 5: Click "Submit" to send the request for approval

## 1.8 How to seek approval for new order of items

Step 1: Select “Order” from the left navigation bar




Step 2: Click on “New Order” to make a new order request

A screenshot of the 'STATIONERY INVENTORY SYSTEM' interface. On the left is a teal navigation bar with a white pencil and ruler icon at the top. The menu items are: 'Outstanding Request', 'Disburse Stationery at Collection', 'Disbursement History', 'Order', 'Report Discrepancy', 'Low In Stock', and 'Maintain Supplier List'. The 'Order' item is selected. The main content area has a teal header with the system name. Below the header, there is a 'New Order' button (highlighted with an orange box), a 'Choose Status:' label, and a 'Show All' dropdown menu. Below this, a text line states 'There are totally 53 orders.' followed by a table of orders.

OrderID	ItemID	Description	Quantity	Justification	Status	
DO0000049	E002	Envelope Brown(3"x6" w/Window)	222	Out of Stock	PendingApproval	<a href="#">Proceed</a>
DO0000052	F035	Folder Plastic Yellow	100	Out of Stock	Completed	<a href="#">Proceed</a>
DO0000053	S011	Shorthand Book (120 pg)	50	Out of Stock	Completed	<a href="#">Proceed</a>
DO0000051	P030	Pen Ballpoint Black	50	Out of Stock	Completed	<a href="#">Proceed</a>
DO0000050	E004	Envelope Brown (5"x7") w/ Window	50	Out of Stock	Completed	<a href="#">Proceed</a>

Step 3: Click on item to order from the list or search for the item using the search box



## STATIONERY STORE INVENTORY SYSTEM

Outstanding Request

Disburse Stationery at Collection

Disbursement History

Order

Report Discrepancy

Low In Stock

Item List




ItemID	Category	Description	Reorder Level	Reorder Quantity	Unit of Measure
C001	Clip	Clips Double 1"	50	30	Dozen
C002	Clip	Clips Double 2"	50	30	Dozen
C003	Clip	Clips Double 3/4"	50	30	Dozen
C004	Clip	Clips Paper Large	50	30	Box
C005	Clip	Clips Paper Medium	50	30	Box
C006	Clip	Clips Paper Small	50	30	Box
E001	Envelope	Envelope Brown(3"x6")	600	400	Each
E002	Envelope	Envelope Brown(3"x6" w/Window)	600	400	Each



## STATIONERY STORE INVENTORY SYSTEM

Outstanding Request

Disburse Stationery at Collection

Disbursement History

Order

Report Discrepancy

Low In Stock

Item ID : E003

Description : Envelope Brown (5"x7")

\*Quantity :

Justification :


Step 4: Enter the amount to order

Step 5: Enter the reason for order (Optional)

Step 6: Click "Submit" to send the request for approval

### 1.9 How to amend order items that are pending approval

Step 1: Select "Order" from the left navigation bar




Outstanding Request

Disburse Stationery at Collection

Disbursement History

**Order**

Step 2: Select the status "Pending Approval" from dropdown list



## STATIONERY STORE INVENTORY SYSTEM

Outstanding Request

Disburse Stationery at Collection

Disbursement History

Order

Report Discrepancy

Low In Stock


Maintain Supplier List

**New Order** Choose Status: Show All

There are a total of 54 orders.

OrderID	ItemID	Description	Quantity	Justification	OrderDate	Status	
DO0000054	C002	Clips Double 2"	100	low stock	2/2/2017 10:37:51 AM	Ordered	<a href="#">Proceed</a>
DO0000049	E002	Envelope Brown(3"x6" w/Window)	222	Out of Stock	31/1/2017 10:30:30 AM	Rejected	<a href="#">Proceed</a>
DO0000052	F035	Folder Plastic Yellow	100	Out of Stock	20/1/2017 12:00:00 AM	Completed	<a href="#">Proceed</a>
DO0000053	S011	Shorthand Book (120 pg)	50	Out of Stock	20/1/2017 12:00:00 AM	Completed	<a href="#">Proceed</a>

Step 3: Click on "Proceed" to amend the order request



## STATIONERY STORE INVENTORY SYSTEM

Outstanding Request

Disburse Stationery at Collection

Disbursement History

Order

Report Discrepancy

**New Order** Choose Status: PendingApproval


There is only 1 order.

OrderID	ItemID	Description	Quantity	Justification	OrderDate	Status	
DO0000002	H031	Hole Puncher 2 holes	456	Out of stock	1/1/0001 12:00:00 AM	PendingApproval	<a href="#">Proceed</a>

Step 4: Amend the amount to order and the reason for order.

Step 5: Amend the reason for order.

Step 6: Click "Submit" to resubmit order or click cancel to cancel order.



## STATIONERY STORE INVENTORY SYSTEM

Outstanding Request

Disburse Stationery at Collection

Disbursement History

Order

Report Discrepancy

Low In Stock

Order ID : DO0000049

Item ID : E002

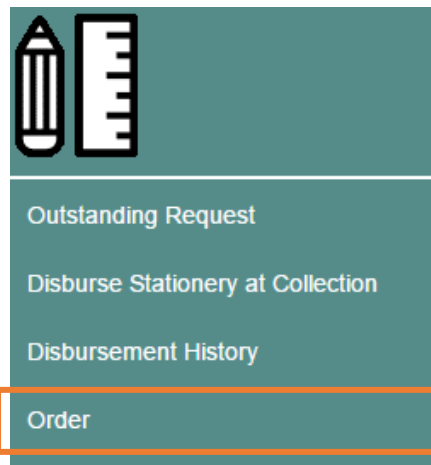
Description : Envelope Brown(3"x6" w/Window)

\*Quantity :

Justification :

## 1.10 How to order items that are approved

Step 1: Select “Order” from the left navigation bar.




Step 2: Select the status “Approved” from dropdown list

A screenshot of the 'STATIONERY STORE INVENTORY SYSTEM' interface. The left navigation bar is visible with the 'Order' item selected. The main content area shows a 'New Order' button, a 'Choose Status' dropdown menu set to 'Show All', and a message 'There are a total of 54 orders.' Below this is a table with the following data:

OrderID	ItemID	Description	Quantity	Justification	OrderDate	Status	
DO0000054	C002	Clips Double 2"	100	low stock	2/2/2017 10:37:51 AM	Ordered	<a href="#">Proceed</a>
DO0000049	E002	Envelope Brown(3"x6" w/Window)	222	Out of Stock	31/1/2017 10:30:30 AM	Rejected	<a href="#">Proceed</a>
DO0000052	F035	Folder Plastic Yellow	100	Out of Stock	20/1/2017 12:00:00 AM	Completed	<a href="#">Proceed</a>
DO0000053	S011	Shorthand Book (120 pg)	50	Out of Stock	20/1/2017 12:00:00 AM	Completed	<a href="#">Proceed</a>

Step 3: Click on "Proceed" to issue an order



STATIONERY STORE INVENTORY SYSTEM

Outstanding Request

Disburse Stationery at Collection

Disbursement History

Order

New Order

Choose Status: Approved

There are a total of 6 orders.

OrderID	ItemID	Description	Quantity	Justification	OrderDate	Status	
DO0000007	P016	Pad Postit Memo 3/4"x2"	268	Out of stock	1/1/0001 12:00:00 AM	Approved	<a href="#">Proceed</a>
DO0000008	T023	Transparency Red	300	Frequent request	1/1/0001 12:00:00 AM	Approved	<a href="#">Proceed</a>

OrderID : DO0000020  
Item ID : E032  
Description : Exercise Book A4 Hardcover (100 pg)  
Total Quantity : 400

☒ 1st Supplier : DUFR Quantity: 

- Contact name: **Taryn**
- Contact No: **569693484**
- Fax No : **994 9985**
- Price: **9.74**

Step 4: Check on the supplier/s that would receive the order

Step 5: Enter the amount to order

☐ 2nd Supplier : DHMM Quantity: 

- Contact name: **Lorena**
- Contact No: **336975901**
- Fax No : **885 0810**
- Price: **10.72**

☐ 3rd Supplier : CYLZ Quantity: 

- Contact name: **Cecil**
- Contact No: **760615195**

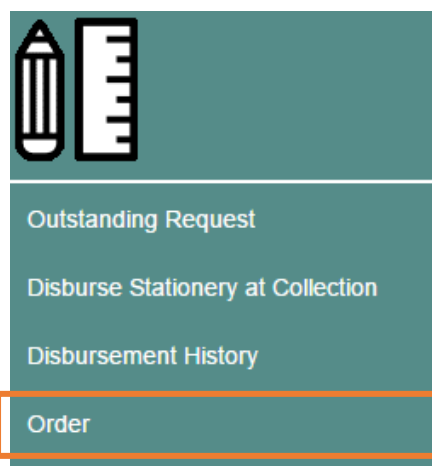
Step 6: Click on "Order" to order

Order



## 1.11 How to acknowledge received orders from suppliers

Step 1: Select “Order” from the left navigation bar



Step 2: Select the status “Ordered” from dropdown list


A screenshot of the 'STATIONERY STORE INVENTORY SYSTEM' interface. The left navigation bar is teal with a white pencil and ruler icon. The main content area has a teal header with the system name. Below the header, there's a 'New Order' button and a 'Choose Status:' dropdown menu set to 'Show All'. A message states 'There are a total of 54 orders.' Below this is a table with 8 columns: OrderID, ItemID, Description, Quantity, Justification, OrderDate, Status, and a 'Proceed' link. The table contains 4 rows of data.

OrderID	ItemID	Description	Quantity	Justification	OrderDate	Status	
DO0000054	C002	Clips Double 2"	100	low stock	2/2/2017 10:37:51 AM	Ordered	<a href="#">Proceed</a>
DO0000049	E002	Envelope Brown(3"x6" w/Window)	222	Out of Stock	31/1/2017 10:30:30 AM	Rejected	<a href="#">Proceed</a>
DO0000052	F035	Folder Plastic Yellow	100	Out of Stock	20/1/2017 12:00:00 AM	Completed	<a href="#">Proceed</a>
DO0000053	S011	Shorthand Book (120 pg)	50	Out of Stock	20/1/2017 12:00:00 AM	Completed	<a href="#">Proceed</a>

Step 3: Click on “Proceed” to acknowledge an order

A screenshot of the 'STATIONERY STORE INVENTORY SYSTEM' interface. The left navigation bar is teal with a white pencil and ruler icon. The main content area has a teal header with the system name. Below the header, there's a 'New Order' button and a 'Choose Status:' dropdown menu set to 'Ordered'. A message states 'There is only 1 order.' Below this is a table with 8 columns: OrderID, ItemID, Description, Quantity, Justification, Status, and a 'Proceed' link. The table contains 1 row of data.

OrderID	ItemID	Description	Quantity	Justification	Status	
DO0000021	C004	Clips Paper Large	500	Out of stock	Ordered	<a href="#">Proceed</a>



## STATIONERY STORE INVENTORY SYSTEM

Outstanding Request

Disburse Stationery at Collection

Disbursement History

Order

Report Discrepancy

Order ID: DO0000021

Item ID: C004

Description: Clips Paper Large

PurchaseOrderID	SupplierID	Ordered Quantity	
PO0000015	QGNT	200	<input checked="" type="checkbox"/>
PO0000022	QFNW	300	<input type="checkbox"/>

Acknowledge

Step 5: Click on “Acknowledge” to confirm that items are delivered

Step 4: Select the PO that is delivered

### 1.12 How to view discrepancy report status

Step 1: Select “Report Discrepancy” from the left navigation bar

Report Discrepancy

Low In Stock

Maintain Supplier List

Maintain Purchase List

Maintain Catalogue List

Step 2: Filter the progress based on the different status on the dropdown

## STATIONERY STORE INVENTORY SYSTEM

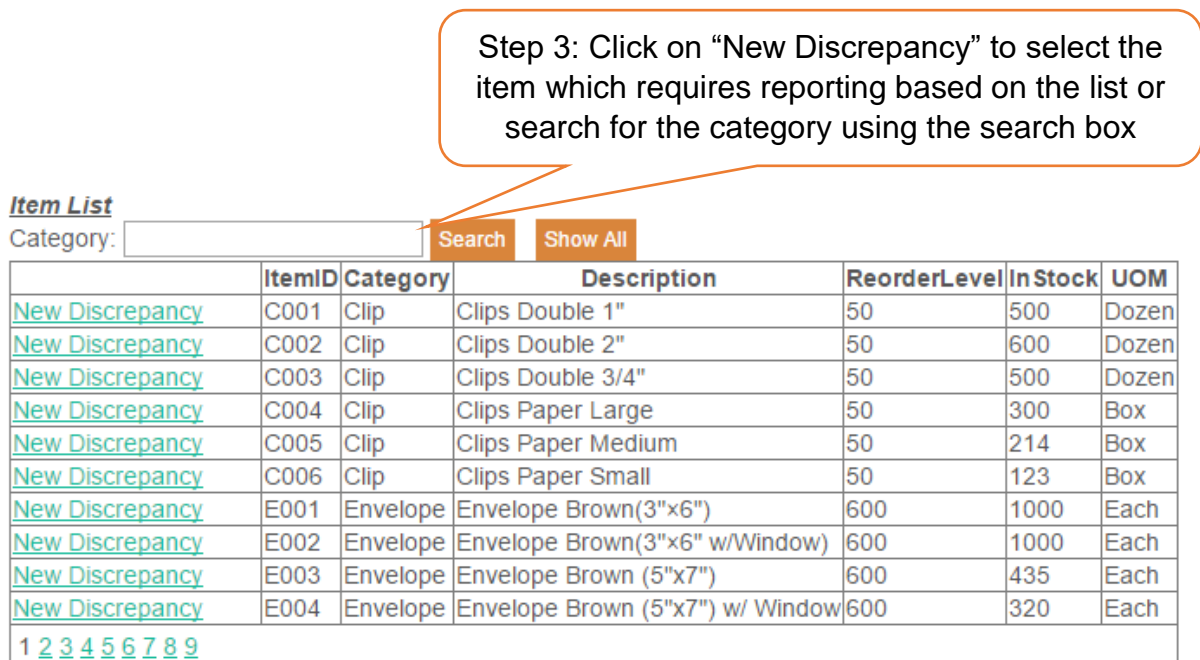
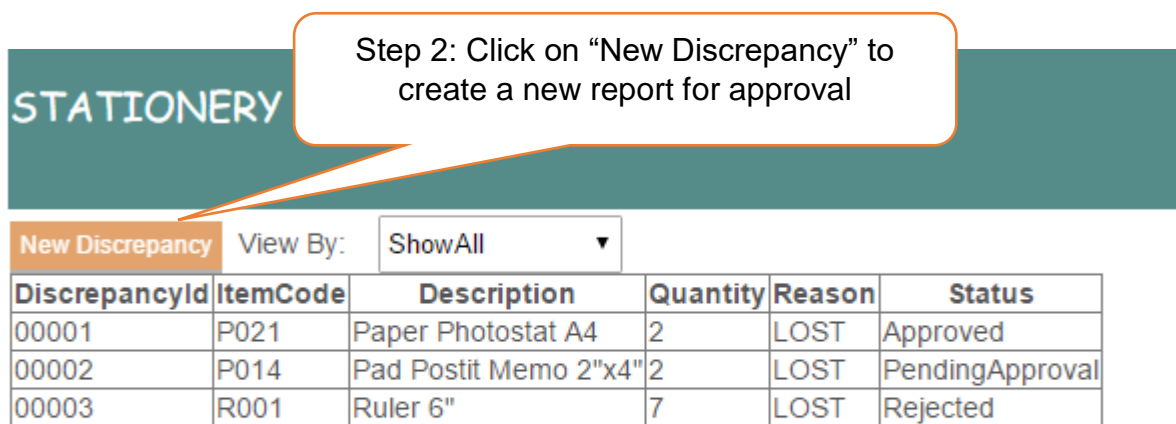
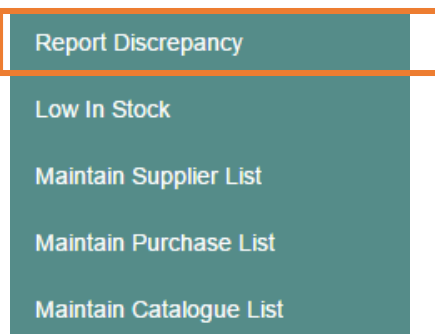
New Discrepancy

View By: ShowAll

DiscrepancyId	ItemCode	Quantity	Reason	Status
00001	P021	2	LOST	Approved
00002	P014	4	LOST	PendingApproval
00003	R001	7	LOST	Rejected

### 1.13 How to report discrepancy in stock during stock take

Step 1: Select "Report Discrepancy" from the left navigation bar



## STATIONERY STORE INVENTORY SYSTEM

Item Code:

Description:

Value(\$):  per item

\*Negative(-): decrease stock number. Positive: increase stock number.

Quantity:

Reason:

Submit

Step 4: Enter the number of discrepancy under "Quantity" and the reason for the difference under "Reason"

Step 5: Click on "Submit" to send the request for approval

### 1.14 How to view and amend supplier list


Step 1: Select "Maintain Supplier List" from the left navigation bar

Maintain Supplier List

Maintain Purchase List

Maintain Catalogue List

Maintain Department List



STATIONERY STORE INVENTORY SYSTEM

Logout

Outstanding Request

Disburse Stationery at Collection

Disbursement History

Order

Supplier List

SupplierID	Supplier Name	GST Registration No.	Contact Name	Phone	Fax	Address		
AAYG	Tim	MR-0531925-6	Andre	312409271	0886 297	302 Rocky Nobel Avenue	Edit	Delete
AGHD	Kristy	MR-2163654-5	Fred	751246397	9396 974	84 Green Hague Boulevard	Edit	Delete

Step 2: Click on “Edit” to amend item. To remove the item, click on “Delete”.

STATIONERY STORE INVENTORY SYSTEM

Logout

Supplier List

SupplierID	Supplier Name	GST Registration No.	Contact Name	Phone	Fax	Address		
AAYG	Tim	MR-0531925-6	Andre	312409271	297 0886	302 Rocky Nobel Avenue	Update	
							Cancel	

Step 3: Update the details in the fields and click “Update” to amend the fields. Click on “Cancel” to ignore new changes and go back to main list. (Step 2)

### 1.15 How to add new supplier to supplier list

Step 1: Select “Maintain Supplier List” from the left navigation bar

Maintain Supplier List

Maintain Purchase List

Maintain Catalogue List

Maintain Department List

MRHJ	Cameron	MR-8158335-3	Kendrick	071856615
1 2				

Add Supplier

Step 2: Click on “Add Supplier” at the bottom of the table

## STATIONERY STORE INVENTORY SYSTEM

Supplier Code:

Supplier Name:

Contact Name:

Phone No.:

Fax No.:

Address:

GST No.:

Email:

Step 3: Enter details in the required fields

Step 4: Click on “Save” to save Supplier details

### 1.16 How to view and amend purchase list

Step 1: Select “Maintain Purchase List” from the left navigation bar

Maintain Supplier List

Maintain Purchase List

Maintain Catalogue List

Maintain Department List

Step 2: Select the Supplier from the dropdown list

STATIONERY STORE INVENTORY SYSTEM

Logout

Select Supplier Tim

ItemID	ItemDescription	Price	Unit of Measure	Priority		
E001	Envelope Brown(3"x6")	11.38	Each	3	Edit	Delete
F035	Folder Plastic Yellow	0.79	Each	2	Edit	Delete
P041	Pen Whiteboard Marker Red	14.35	Box	3	Edit	Delete
S011	Shorthand Book (120 pg)	5.36	Each	1	Edit	Delete
S021	Stapler No. 36	4.45	Each	2	Edit	Delete

Add Item

Step 3: Select the item to amend and click on "Edit". To remove the item, click on "Delete".

STATIONERY STORE INVENTORY SYSTEM

Logout

Select Supplier Tim

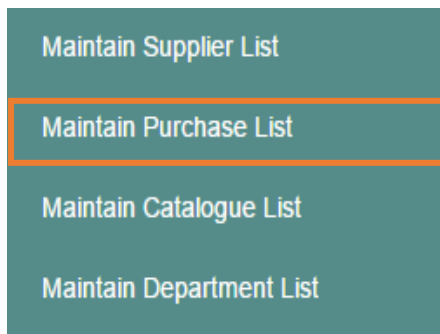
ItemID	ItemDescription	Price	Unit of Measure	Priority		
E001	Envelope Brown(3"x6")	<input type="text" value="11.38"/>	Each	<input type="text" value="1"/>	Update Cancel	
F035	Folder Plastic Yellow	0.79	Each	2	Edit	Delete
P041	Pen Whiteboard Marker Red	14.35	Box	3		Delete
S011	Shorthand Book (120 pg)	5.36	Each	1		Delete
S021	Stapler No. 36	4.45	Each			Delete

Add Item

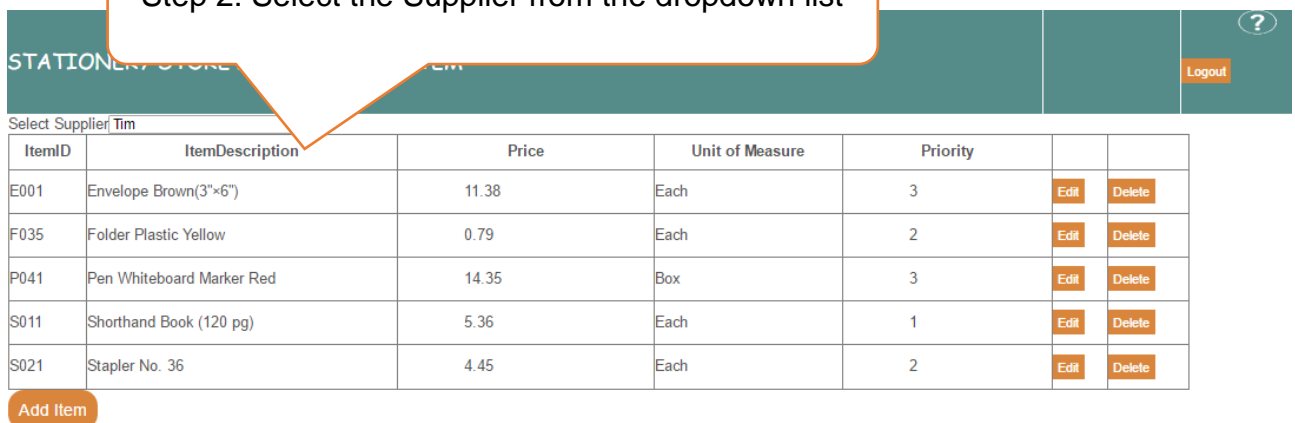
Step 4: Update the details in the fields and click "Update" to amend the fields. Click on "Cancel" to ignore new changes and go back to main list. (Step 2)

## 1.17 How to add new purchase item to purchase list

Step 1: Select “Maintain Purchase List” from the left navigation bar



Step 2: Select the Supplier from the dropdown list



ItemID	ItemDescription	Price	Unit of Measure	Priority	Edit	Delete
E001	Envelope Brown(3"×6")	11.38	Each	3	Edit	Delete
F035	Folder Plastic Yellow	0.79	Each	2	Edit	Delete
P041	Pen Whiteboard Marker Red	14.35	Box	3	Edit	Delete
S011	Shorthand Book (120 pg)	5.36	Each	1	Edit	Delete
S021	Stapler No. 36	4.45	Each	2	Edit	Delete

Add Item

Step 3: Click on “Add Item” to add new item to order from this supplier



# STATIONERY STORE INVENTORY SYSTEM

## Item List


ItemID	Category	Description	ReorderLevel	ReorderQty	UOM
C001	Clip	Clips Double 1"	50	30	Dozen
C002	Clip	Clips Double 2"	50	30	Dozen
C003	Clip	Clips Double 3/4"	50	30	Dozen
C004	Clip	Clips Paper Large	50	30	Box
C005	Clip	Clips Paper Medium	50	30	Box
C006	Clip	Clips Paper Small	50	30	Box
E001	Envelope	Envelope Brown(3"x6")	600		
E002	Envelope	Envelope Brown(3"x6" w/Window)	600		
E003	Envelope	Envelope Brown (5"x7")	600	400	Each
E004	Envelope	Envelope Brown (5"x7") w/ Window	600	400	Each
E005	Envelope	Envelope White (3"x6")	600	400	Each
E006	Envelope	Envelope White (3"x6") w/ Window	600	400	Each
E007	Envelope	Envelope White (5"x7")	600	400	Each
E008	Envelope	Envelope White (5"x7") w/ Window	600	400	Each
E020	Eraser	Eraser(hard)	50	20	Each
E021	Eraser	Eraser(soft)	50	20	Each
E030	Exercise	Exercise Book(100pg)	100	50	Each
E031	Exercise	Exercise Book (120 pg)	100	50	Each
E032	Exercise	Exercise Book A4 Hardcover (100 pg)	100	50	Each
E033	Exercise	Exercise Book A4 Hardcover (120 pg)	100	50	Each
E034	Exercise	Exercise Book A4 Hardcover (200 pg)	100	50	Each
E035	Exercise	Exercise Book Hardcover (100 pg)	100	50	Each
E036	Exercise	Exercise Book Hardcover (120 pg)	100	50	Each
F020	File	File Separator	100	50	Set
F021	File	File-Blue Plain	200	100	Each
F022	File	File-Blue with Logo	200	100	Each
F023	File	File-Brown w/o Logo	200	150	Each
F024	File	File-Brown with Logo	200	150	Each
F031	File	Folder Plastic Blue	200	150	Each
F032	File	Folder Plastic Clear	200	150	Each

123

Submit

Step 4: Click on the row item to select item to add

Step 5: Click on "Submit" to go to the details page



**STATIONERY STORE INVENTORY SYSTEM**

Outstanding Request

Disburse Stationery at Collection

Disbursement History

Order

Report Discrepancy

Low In Stock

Item Code:

Item Description:

Tender Price:

Unit of Measure:

Priority:

Step 6: Enter the tender price (without dollar sign) and the priority from the dropdown list

Save
Cancel

Step 7: Click on "Save" to update details

### 1.18 How to view and amend catalogue list

Step 1: Select "Maintain Catalogue List" from the left navigation bar

Maintain Supplier List

Maintain Purchase List

Maintain Catalogue List

Maintain Department List

Step 2: Select the item to amend and click on "Edit". To remove the item, click on "Delete".

STATIONERY STORE INVENTORY SYSTEM						
Catalogue List						
ItemID	Description	Category	Reorder Level	Reorder Qty	Unit of Measure	
C001	Clips Double 1"	Clip	50	30	Dozen	Edit Delete
C002	Clips Double 2"	Clip	50	30	Dozen	Edit Delete
C003	Clips Double 3/4"	Clip	50	30	Dozen	Edit Delete
C004	Clips Paper Large	Clip	50	30	Box	Edit Delete
C005	Clips Paper Medium	Clip	50	30	Box	Edit Delete
C006	Clips Paper Small	Clip	50	30	Box	Edit Delete
E001	Envelope Brown(3"x6")	Envelope	600	400	Each	Edit Delete
E002	Envelope Brown(3"x6" w/Window)	Envelope	600	400	Each	Edit Delete
E003	Envelope Brown (5"x7")	Envelope	600	400	Each	Edit Delete
E004	Envelope Brown (5"x7") w/ Window	Envelope	600	400	Each	Edit Delete
E005	Envelope White (3"x6")	Envelope	600	400	Each	Edit Delete
E006	Envelope White (3"x6") w/ Window	Envelope	600	400	Each	Edit Delete
E007	Envelope White (5"x7")	Envelope	600	400	Each	Edit Delete
E008	Envelope White (5"x7") w/ Window	Envelope	600	400	Each	Edit Delete
E020	Eraser(hard)	Eraser	50	20	Each	Edit Delete
E021	Eraser(soft)	Eraser	50	20	Each	Edit Delete
E030	Exercise Book(100pg)	Exercise	100	50	Each	Edit Delete
E031	Exercise Book (120 pg)	Exercise	100	50	Each	Edit Delete
E032	Exercise Book A4 Hardcover (100 pg)	Exercise	100	50	Each	Edit Delete
E033	Exercise Book A4 Hardcover (120 pg)	Exercise	100	50	Each	Edit Delete
E034	Exercise Book A4 Hardcover (200 pg)	Exercise	100	50	Each	Edit Delete
E035	Exercise Book Hardcover (100 pg)	Exercise	100	50	Each	Edit Delete
E036	Exercise Book Hardcover (120 pg)	Exercise	100	50	Each	Edit Delete
F020	File Separator	File	100	50	Set	Edit Delete
E021	File, Blue Plain	File	200	100	Each	Edit Delete

Step 3: Update the details in the fields and click “Update” to amend the fields. Click on “Cancel” to ignore new changes and go back to main list. (Step 2)

STATIONERY STORE INVENTORY SYSTEM

Logout

Catalogue List

ItemID	Description	Category	Reorder Level	Reorder Qty	Unit of Measure	
C001	Clips Double 1"	Clip	50	30	Box	<div>Update</div> <div>Cancel</div>

### 1.19 How to add new catalogue to catalogue list

Step 1: Select “Maintain Catalogue List” from the left navigation bar

Maintain Supplier List


Maintain Purchase List

Maintain Catalogue List

Maintain Department List

F021	File-Blue Plain	File	200	100	Each	Edit	Delete
F022	File-Blue with Logo	File	200	100	Each	Edit	Delete
F023	File-Brown w/o Logo	File	200	150	Each	Edit	Delete
F024	File-Brown with Logo	File	200	150	Each	Edit	Delete
F031	Folder Plastic Blue	File	200	150	Each	Edit	Delete
F032	Folder Plastic Clear	File	200	150	Each	Edit	Delete
<div>123</div> <div>Add Item</div>							

Step 2: Click on “Add Item” button at the end of the page



# STATIONERY STORE INVENTORY SYSTEM

Outstanding Request

Disburse Stationery at Collection

Disbursement History

Order

Report Discrepancy

Low In Stock

Item Code:

Category:

Description:

ReorderLevel:

Reorder Qty:

Unit of Measure:

Bin No:

Step 3: Add details to the required fields

Save
Cancel

Step 4: Click on "Save" to add new item

## 1.20 How to view and amend department list

Step 1: Select "Maintain Department List" from the left navigation bar.

Maintain Supplier List

Maintain Purchase List

Maintain Catalogue List

Maintain Department List

STATIONERY STORE INVENTORY SYSTEM

Logout

Department List

DepartmentID	Department	Contact	Tel	Head	Collection Point	Rep Name		
CPSC	Computer	Mr Wee Kian Fatt	8901235	Dr.Soh Kian	Management School	Grant	Edit	Delete
CPSC	Science	Mr Wee Kian Fatt	8901235	Dr.Soh Kian	Management School	Corey	Edit	Delete
ZOOL	Zoology Dept	Mr Peter Tan Ah	8901266	Prof Tan	Science School	Huxiaohu	Edit	Delete
COMM	Commerce	Mr Mohd Azman	8741284	Dr.Chia Leow	Medical School	Xiongjie	Edit	Delete
ENGL	English Dept	Mrs Pamela Kow	8742234	Prof Ezra	Medical School	Angeline	Edit	Delete
REGR	Registrar Dept	Ms Helen Ho	8901266	Mrs Low Kway	Engineering School	Panpanpan	Edit	Delete

Add Department

Step 2: Select the item to amend and click on "Edit". To remove the item, click on "Delete".

Step 3: Update the details in the textboxes and click “Update” to amend the fields. Click on “Cancel” to ignore new changes and go back to main list. (Step 2)

STATIONERY STORE INVENTORY SYSTEM

Logout

Department List

DepartmentID	Department	Contact	Tel	Head	Collection Point	Rep Name		
CPSC	Computer Science	Wayne	8901235	Dr.Soh Kian Wee	Stationery Store	Corey	Update	
							Cancel	
ZOOL	Zoology Dept	Levi	8901266	Prof Tan	Science	Huxiaohu	Edit	Delete
COMM	Commerce Dept	Jeannette	8741284	Bee Dr.Chia Leow	School Medical	Xiongjie	Edit	Delete
ENGL	English Dept	Pablo	8742234	Prof Ezra Pound	School (9:30AM)	Angeline	Edit	Delete
REGR	Registrar Dept	Randolph	8901266	Boo Mrs Low Kway	School Engineering	Panpanpan	Edit	Delete

Add Department

### 1.21 How to add new department to department list

Step 1: Select “Maintain Department List” from the left navigation bar

Maintain Supplier List

Maintain Purchase List

Maintain Catalogue List

Maintain Department List

STATIONERY STORE INVENTORY SYSTEM

Logout

Department List

DepartmentID	Department	Contact	Tel	Head	Collection Point	Rep Name		
CPSC	Computer	Mr Wee Kian Fatt	8901235	Wee Dr.Soh Kian	Management School	Grant	Edit	Delete
	Science							
CPSC	Computer	Mr Wee Kian Fatt	8901235	Wee Dr.Soh Kian	Management School	Corey	Edit	Delete
	Science							
ZOOL	Zoology Dept	Meng Mr Peter Tan Ah	8901266	Prof Tan	Science School	Huxiaohu	Edit	Delete
COMM	Commerce	Mr Mohd Azman	8741284	Bee Dr.Chia Leow	Medical School	Xiongjie	Edit	Delete
	Dept							
ENGL	English Dept	Mrs Pamela Kow	8742234	Pound Prof Ezra	(9:30AM) Medical School	Angeline	Edit	Delete
REGR	Registrar Dept	Ms Helen Ho	8901266	Boo Mrs Low Kway	Engineering School	Panpanpan	Edit	Delete

Add Department

Step 2: Click on “Add Department” button

## STATIONERY STORE INVENTORY SYSTEM

Department Code:	<input type="text"/>
Department Name:	<input type="text"/>
Contact Person ID:	<input type="text"/>
ContactName:	<input type="text"/>
Telephone Number:	<input type="text"/>
Head Name ID:	<input type="text"/>
HeadName:	<input type="text"/>
RepName ID:	<input type="text"/>
RepName:	<input type="text"/>
Collection Point:	<input type="text" value="Stationery Store"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Search User"/>	

Step 3: Enter Contact Person ID, Head Name ID and Rep Name ID and click on "Search User" button to look for the name of the staff

Step 4: Enter the rest of the details and click on "Save" to save new department details

### 1.22 How to approve/reject discrepancy request

Step 1: Select "Approve Discrepancy" from the left navigation bar

Approve Discrepancy	<input type="checkbox"/>
Approve Order	
Delegation	
Inventory Status Report	

## STATIONERY STORE INVENTORY SYSTEM

### Discrepancies

DiscrepancyID	Requester	ItemCode	Description	Quantity	Reason	Price	
00008	QuMengying	E004	Envelope Brown (5"x7") w/ Window	-3	damaged	4.77	Approve Reject

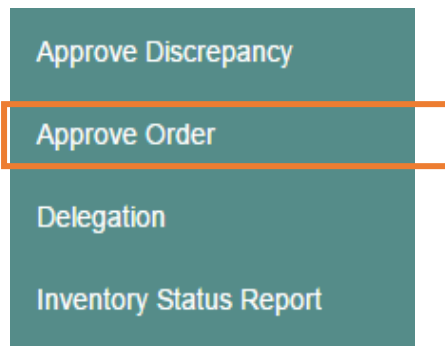
### Discrepancy History

DiscrepancyID	Requester	ItemID	Quantity	Reason	Status
00001	PanPan	P021	2	LOST	Approved
00002	Husidi	P014	2	LOST	Approved
00003	QuMengying	R001	7	LOST	Rejected
00004	PanPan	C003	-1	LOST....	Approved
00005	PanPan	C003	-1	LOST....	Approved
00007	PanPan	C003	-1	LOST....	Rejected
00009	PanPan	C001	-1	ppppp	Rejected
00010	PanPan	C001	-1	Lost...	Approved
00011	PanPan	C001	-2	Broken	Approved

Step 2: Click on "Approve" to approve the request or "Reject" to cancel the request

### 1.23 How to approve/reject order request

Step 1: Select "Approve Order" from the left navigation bar



## STATIONERY STORE INVENTORY SYSTEM

Pending Approval

[Order History](#)

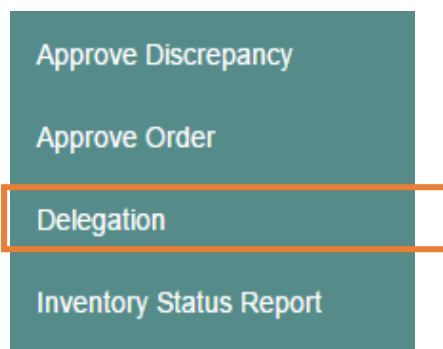
**There are totally 2 orders.**

orderId	itemId	category	description	quantity	justification	status	orderDate	comment		
DO0000020	E032	Exercise	Exercise Book A4 Hardcover (100 pg)	400	Celebrate New Year		1/1/0001 12:00:00 AM		Approve	Reject
DO0000049	E002	Envelope	Envelope Brown(3"x6" w/Window)	222	Out of Stock		1/1/0001 12:00:00 AM		Approve	Reject

Step 2: Click on "Approve" to approve the request or "Reject" to cancel the request

### 1.24 How to delegate role

Step 1: Select "Delegation" from the left navigation bar



## STATIONERY STORE INVENTORY SYSTEM

Covering Head:

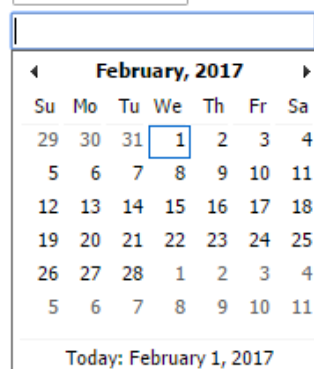
Start Date:

End Date:

Submit

PanPan ▼

Step 2: Click on the dropdown list to choose staff within the department to delegate the role



Step 3: Select the start date and end date from date-picker



## 1.25 How to revoke delegate role

Step 1: Select “Delegation” from the left navigation bar

The screenshot displays the 'STATIONERY STORE INVENTORY SYSTEM' interface. On the left, a teal navigation bar contains the following items: 'Approve Discrepancy', 'Approve Order', 'Delegation' (highlighted with an orange border), and 'Inventory Status Report'. The main content area has a teal header with the system name. Below the header, there are input fields for 'Covering Head:' (with a dropdown menu showing 'ZhangZheng'), 'Start Date:' (with '03/02/2017'), and 'End Date:' (with '28/02/2017'). At the bottom left is an orange 'Submit' button. To its right is a callout box with the text 'Step 2: Click on “Revoke Delegate” to revoke role', which points to an orange 'Revoke Delegate' button.

## 1.26 How to view Inventory Status Report

Step 1: Select “Inventory Status Report” from the left navigation bar

The screenshot shows a teal navigation bar with the following items: 'Maintain Department List', 'Inventory Status Report' (highlighted with an orange border), 'Order Trend Report', 'Department Trend Report', 'Chargeback Report', and 'Notification'.

Step 2: The report will be displayed on the screen

STATIONERY STORE INVENTORY SYSTEM

### Inventory Status Report

Inventory Status Report as at 1/2/2017

ItemID	Description	Category	In Stock	Bin Number	UOM	Reorder Level
C001	Clips Double 1"	Clip	500	C1	Dozen	50

## 1.27 How to view Order Trend Report

Step 1: Select "Order Trend Report" from the left navigation bar

Maintain Department List

Inventory Status Report

Order Trend Report

Department Trend Report

Chargeback Report

Notification

Step 2:

Select the options required (select month, supplier and category) based on your requirements.

[Note: Use “Ctrl” and mouse click to select individual options or use “Shift” and mouse click to select a range of options]

STATIONERY STORE INVENTORY SYSTEM

Order Trend By Suppliers

Select 1 or more reporting period (month):

2017/01

2016/12

2016/11

2016/10

Select 1 or more suppliers:

ALPHA Office Supplies

Antoine

BANES Shop

Benny

Beth

Select 1 or more categories:

Clip

Envelope

Eraser

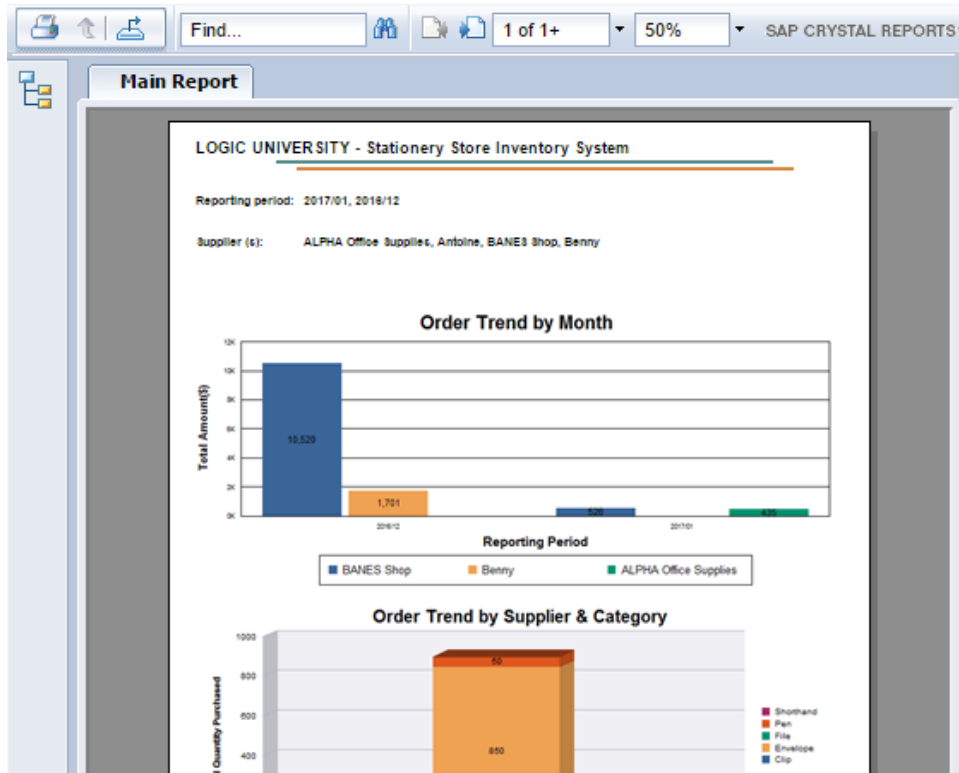
Exercise

File

Generate Report

Step 3: click on the “Generate Report” button and the chart and report will be generated below on the same screen.

Generate Report



2 of 2

50%

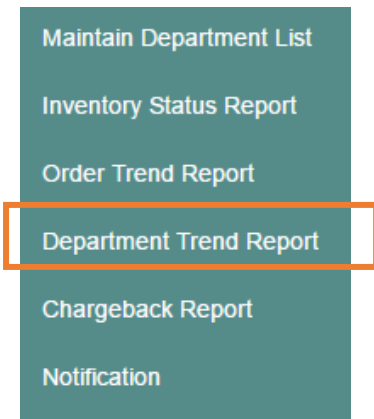
SAP CRYSTAL REPORTS

**Main Report**

Period (YYYY/MM)	Supplier	Category	Description	Qty	Price	Amt(\$)
2016/12	BANES Shop	Envelope	Envelope Brown(3"x5" w/Window)	800	13.15	10,520.00
<b>Total for Supplier: BANES Shop</b>						<b>10,520.00</b>
2016/12	Benny	Clip	Clips Paper Large	100	11.69	1,169.00
2016/12	Benny	Pen	Highlighter Blue	50	10.64	532.00
<b>Total for Supplier: Benny</b>						<b>1,701.00</b>
<b>Total for the month 2016/12</b>						<b>12,221.00</b>
2017/01	ALPHA Office Supplies	File	Folder Plastic Yellow	100	0.99	99.00
2017/01	ALPHA Office Supplies	Shorthand	Shorthand Book (120 pg)	50	6.72	336.00
<b>Total for Supplier: ALPHA Office Supplies</b>						<b>435.00</b>
2017/01	BANES Shop	Envelope	Envelope Brown (5"x7" w/ Window)	50	5.00	250.00
2017/01	BANES Shop	Pen	Pen Ballpoint Black	50	5.52	276.00

## 1.28 How to view Department Trend Report

Step 1: Select “Department Trend Report” from the left navigation bar



Step 2:

Select the options required (select month and department) based on your requirements.

[Note: Use “Ctrl” and mouse click to select individual options or use “Shift” and mouse click to select a range of options]

**STATIONERY STORE INVENTORY SYSTEM**

**Department Trend Report**

Select 1 or more reporting period(months) :

2017/01

2016/12

2016/11

2016/10

2016/09

2016/08

Select 1 or more departments:

COMM

CPSC

ENGL

REGR

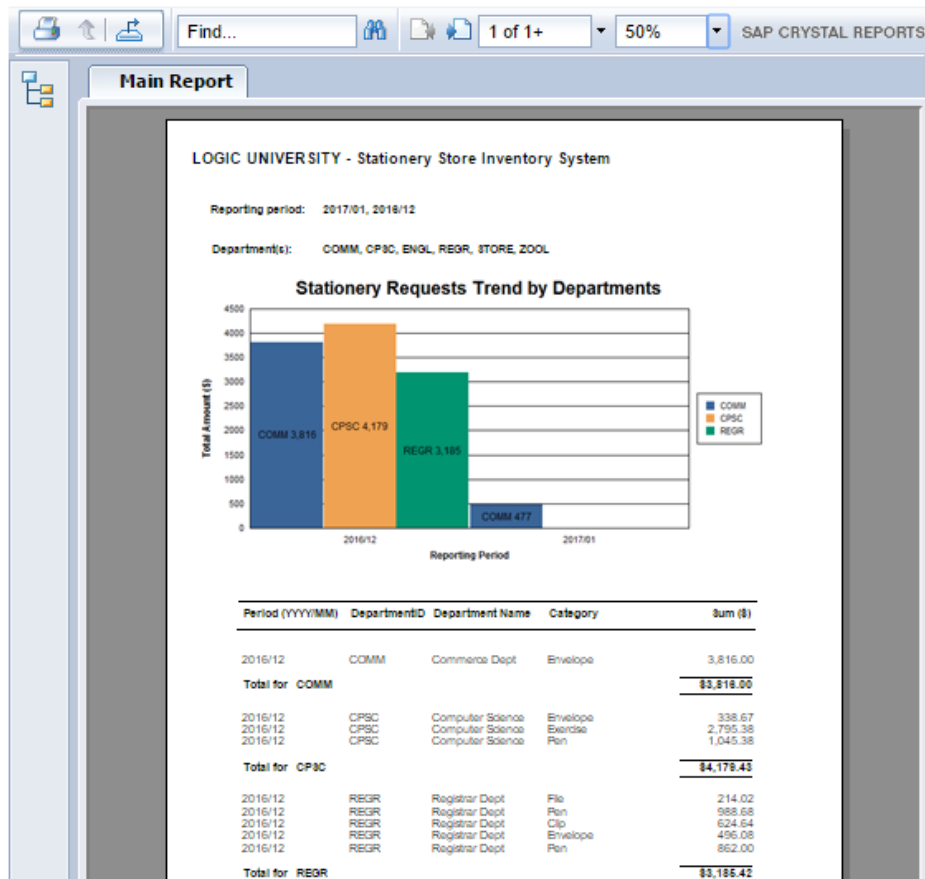
STORE

ZOOL

Generate Report

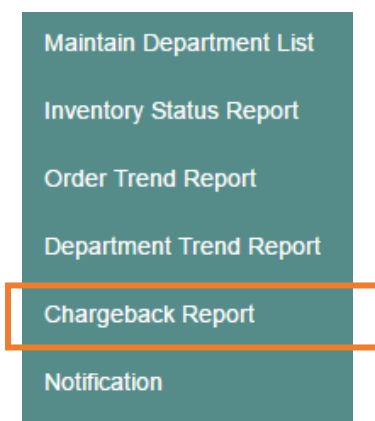
Step 3: click on the “Generate Report” button and the chart and report will be generated below on the same screen

Generate Report



## 1.29 How to view Chargeback Report

Step 1: Select “Chargeback Report” from the left navigation bar.



Step 2:

Select the options required (select start date, end date and department) based on your requirements

[Note: To choose departments, use “Ctrl” and mouse click to select individual options or use “Shift” and mouse click to select a range of options]

## STATIONERY STORE INVENTORY SYSTEM

### Department Chargeback Report

Select Start Date:

Select End Date:

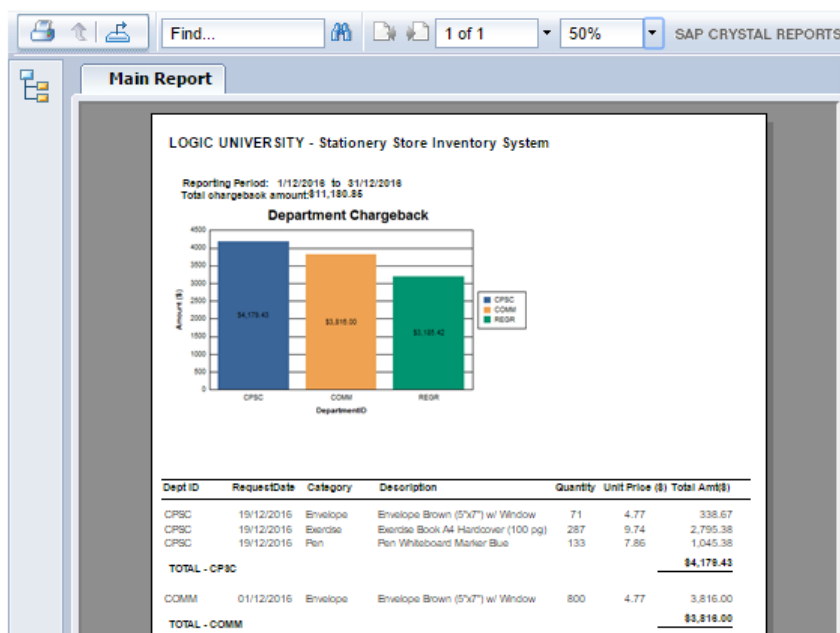
COMM  
CPSC  
ENGL  
REGR  
STORE  
ZOO

Select 1 or more departments:

Generate Report

Step 3: click on the “Generate Report” button and the chart and report will be generated below on the same screen

Generate Report



## 2.0 Cross-reference on the functions available for Store Manager, Supervisor and Store Clerk

How to ...	Store Manager/ Supervisor	Store Clerk
Log In*	X	X
Log Out*	X	X
View Notifications*	X	X
Process stationery requests*		X
Distribute stationery at collection point		X
View disbursement history		X
View order status*	X	X
Make new order		X
Process approved order		X
Acknowledge order		X
Report discrepancy*		X
Maintain Supplier list		X
Maintain Purchase list		X
Maintain Catalogue list		X
Maintain Department list		X
Approve/Reject discrepancy*	X	
Approve/Reject order*	X	
Delegate role*	X	
Revoke delegation*	X	
Generate Order Trend report	X	X
Generate Request Trend report	X	X
Generate Inventory Status report	X	X
Generate Charge Back report	X	X

\* Available on mobile application



## 3.0 User Guide for Employee, Dept Rep and Dept Head

### 3.1 How to Log In

**STATIONERY STORE INVENTORY SYSTEM**

Username:

Password:

Login

Step 1: Key in Username and password

Step 2: Click on "Login" to log in

### 3.2 How to Log Out

**STATIONERY STORE INVENTORY SYSTEM**

Logout

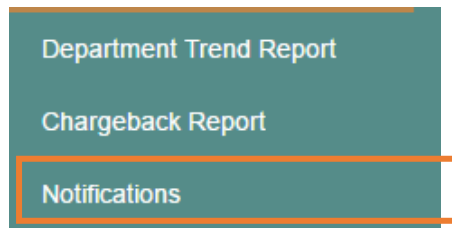
Reminder: Below items are in low stock. Please proceed to order.

	ItemID	Description	Category	In Stock	BinNumber	UOM	ReorderLevel	ReorderQty
Order	E003	Envelope Brown (5"x7")	Envelope	435	E3	Each	600	400
Order	E004	Envelope Brown (5"x7") w/ Window	Envelope	320	E4	Each	600	400
Order	E005	Envelope White (3"x6")	Envelope	150	E5	Each	600	400
Order	E006	Envelope White (3"x6") w/ Window	Envelope	302	E6	Each	600	400
Order	E007	Envelope White (5"x7")	Envelope	232	E7	Each	600	400

Step 1: Click on the "Logout" button on the top right hand corner of the page to log out.

### 3.3 How to view Notifications

Step 1: Select “Notification” from the left navigation bar

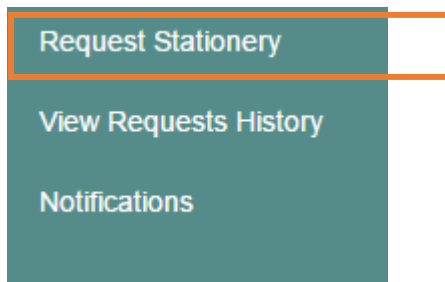


Step 2: The list of notifications related to the login user are listed

STATIONERY STORE INVENTORY SYSTEM		
Subject	Message	Date
Request ENGL/00012 for approval	Dear Sir/ Madam, Request ENGL/00012 is pending your approval.Please click <a href="#">here</a> to see more details. Thanks & regards.	2/1/2017 4:13:57 PM
Request ENGL/00011 for approval	Dear Sir/ Madam, Request ENGL/00011 is pending your approval.Please click <a href="#">here</a> to see more details. Thanks & regards.	2/1/2017 4:13:36 PM
Request ENGL/00010 for approval	Dear Sir/ Madam, Request ENGL/00010 is pending your approval.Please click <a href="#">here</a> to see more details. Thanks & regards.	2/1/2017 4:04:36 PM
Request ENGL/00009 for approval	Dear Sir/ Madam, Request ENGL/00009 is pending your approval.Please click <a href="#">here</a> to see more details. Thanks & regards.	2/1/2017 4:04:21 PM
Request ENGL/00009 for approval	Dear Sir/ Madam, Request ENGL/00009 is pending your approval.Please click <a href="#">here</a> to see more details. Thanks & regards.	2/1/2017 10:05:22 AM

### 3.4 How to make a stationery request

Step 1: Select “Request Stationery” from the left navigation bar



STATIONERY STORE INVENTORY SYSTEM

Pen

Step 2: Look through the item list or search for the item



Description	Category	UOM	Quantity
Highlighter Blue	Pen	Each	<input type="text"/>
Highlighter Green	Pen	Box	<input type="text"/>
Highlighter Pink	Pen	Box	<input type="text"/>
Highlighter Yellow	Pen	Box	<input type="text"/>
Pen Ballpoint Black	Pen	Dozen	<input type="text" value="2"/>
Pen Ballpoint Blue	Pen	Dozen	<input type="text"/>
Pen Ballpoint Red	Pen	Dozen	<input type="text"/>
Pen Felt Tip Black	Pen	Dozen	<input type="text"/>
Pen Felt Tip Blue	Pen	Dozen	<input type="text"/>
Pen Felt Tip Red	Pen	Dozen	<input type="text"/>
123			

Step 3: Enter the quantity to order for the selected item

Add to Cart

Step 4: Click on “Add to Cart” to add items

# STATIONERY STORE INVENTORY SYSTEM

Pen



Step 5: Click on the cart to view the list added to the cart.

Description	Category	UOM	Quantity
Highlighter Blue	Pen	Each	
Highlighter	Pen	Box	

Step 6: Click "Add Item" to add more items to list

# STATIONERY STORE INVENTORY SYSTEM

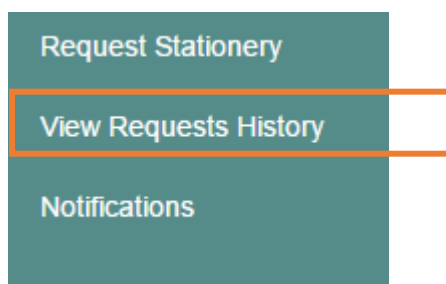
Item	Description	Quantity	
Pen	Pen Ballpoint Black	2	<a href="#">Delete</a>
Pen	Pen Ballpoint Blue	3	<a href="#">Delete</a>

Step 7: Amend the quantity if changes is required

Step 8: Click "Submit" to submit request for approval.

## 3.5 How to amend a stationery request after submission

Step 1: Select "View Requests History" from the left navigation bar



Step 2: Select the status "Pending Approval" from the dropdown list

STATIONERY STORE INVENTORY SYSTEM Logout

Request History

All ▼

Request ID	Date Requested	Requester	Status	Comment
<a href="#">ENGL/00019</a>	2/1/2017 10:11:10 PM	Pablo	PendingApproval	NA
<a href="#">ENGL/00001</a>	1/1/2016 12:00:00 AM	Pablo	PendingApproval	e homo, et funem. essit. volcans transit. si esset quad non in linguens Sed sed estis fecundior pladior

STATIONERY STORE INVENTORY SYSTEM Logout

Request History

PendingApproval ▼

Request ID	Date Requested	Requester	Status	Comment
<a href="#">ENGL/00019</a>	2/1/2017 10:11:10 PM	Pablo	PendingApproval	NA
<a href="#">ENGL/00001</a>	1/1/2016 12:00:00 AM	Pablo	PendingApproval	e homo, et funem. essit. volcans transit. si esset quad non in linguens Sed sed estis fecundior pladior

Step 3: Click on the Request ID that requires amendment

Step 4: Amend the quantity to required quantity or click on "Delete" to remove item

STATIONERY STORE INVENTORY SYSTEM Logout

RequestDate	Description	UOM	RequestQty	Status	Comment	
2/1/2017 10:11:10 PM	Pen Ballpoint Black	Dozen	2	PendingApproval	NA	<a href="#">Delete</a>
2/1/2017 10:11:10 PM	Pen Ballpoint Blue	Dozen	3	PendingApproval	NA	<a href="#">Delete</a>

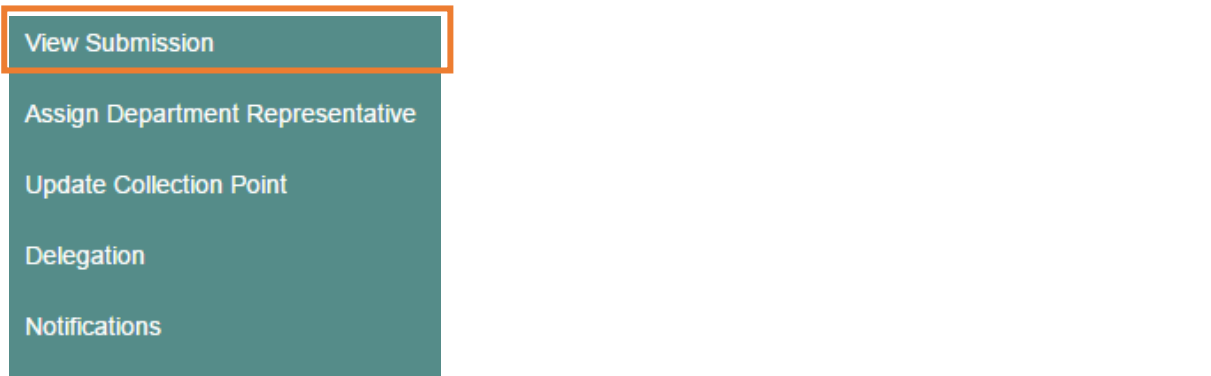
[Cancel Request](#) [Submit](#)

Step 5: Click on "Cancel Request" to cancel the request

Step 6: To submit amended order, click on "Submit"

### 3.6 How to approve/reject stationery requests

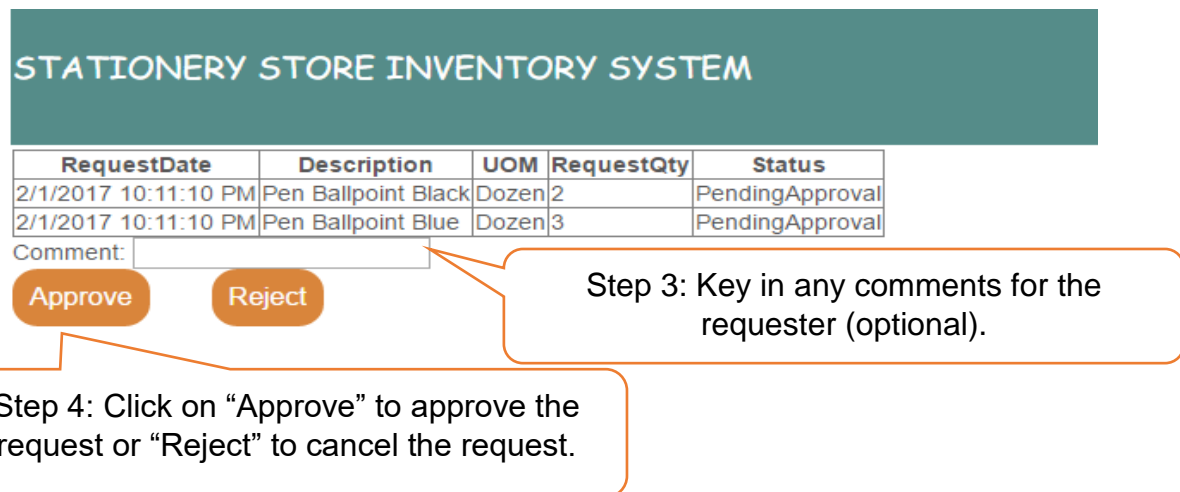
Step 1: Select “View Submission” from the left navigation bar



The screenshot shows the 'View Submission' menu item highlighted in the left navigation bar. The main content area displays the 'STATIONERY STORE INVENTORY SYSTEM' header, a 'View Submission' button, a dropdown menu set to 'All', and a table of requests.

Request ID	Date Requested	Requester	Status
<a href="#">ENGL/00019</a>	2/1/2017 10:11:10 PM	Pablo	PendingApproval
<a href="#">ENGL/00018</a>	9/24/2016 5:14:35 AM	Edwin	Approved
<a href="#">ENGL/00017</a>	8/18/2016 2:06:40 AM	Damon	Approved
<a href="#">ENGL/00036</a>	7/23/2016 1:37:05 PM	Jackie	Approved
<a href="#">ENGL/00025</a>	6/11/2016 3:10:00 AM	Melisa	Approved
<a href="#">ENGL/00013</a>	3/22/2016 1:35:00 PM	Shawna	Approved
<a href="#">ENGL/00001</a>	1/1/2016 12:00:00 AM	Pablo	PendingApproval

Step 2: Click on “Request ID” that is pending approval to view details



The screenshot shows the details of a pending request. The table displays the request information, and the 'Comment' field is empty. The 'Approve' and 'Reject' buttons are visible.

RequestDate	Description	UOM	RequestQty	Status
2/1/2017 10:11:10 PM	Pen Ballpoint Black	Dozen	2	PendingApproval
2/1/2017 10:11:10 PM	Pen Ballpoint Blue	Dozen	3	PendingApproval

Comment:

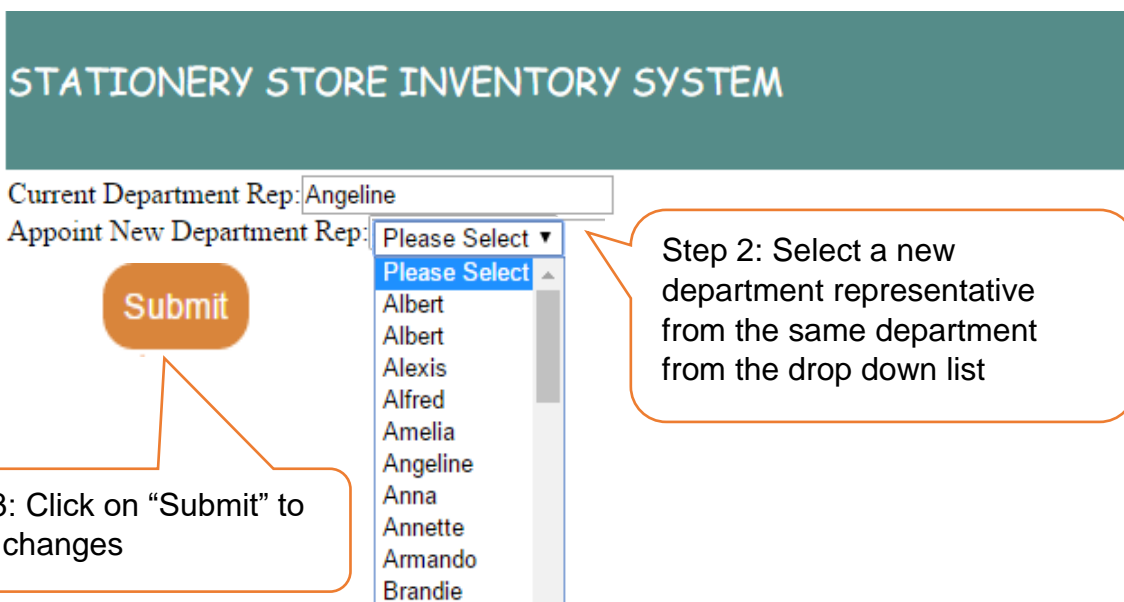
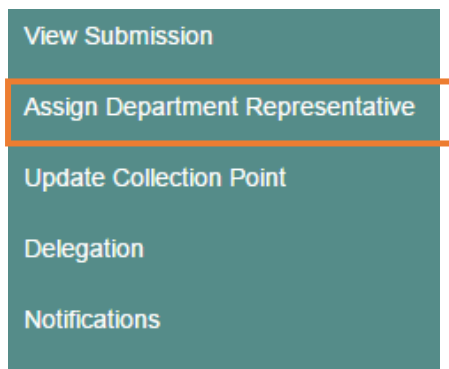
Approve Reject

Step 3: Key in any comments for the requester (optional).

Step 4: Click on “Approve” to approve the request or “Reject” to cancel the request.

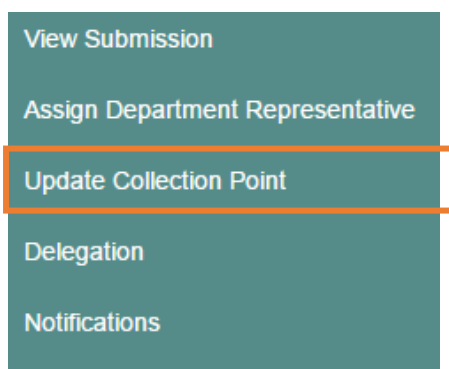
### 3.7 How to assign new department representative

Step 1: Select “Assign Department Representative” from the left navigation bar

The screenshot shows the 'STATIONERY STORE INVENTORY SYSTEM' interface. At the top is a teal header with the system name in white. Below the header, there are two input fields: 'Current Department Rep:' with the value 'Angeline' and 'Appoint New Department Rep:' with a dropdown menu. The dropdown menu is open, showing a list of names: 'Please Select', 'Please Select', 'Albert', 'Albert', 'Alexis', 'Alfred', 'Amelia', 'Angeline', 'Anna', 'Annette', 'Armando', and 'Brandie'. To the left of the dropdown is an orange 'Submit' button. Two callout boxes provide instructions: one points to the 'Submit' button with the text 'Step 3: Click on “Submit” to make changes', and another points to the dropdown menu with the text 'Step 2: Select a new department representative from the same department from the drop down list'.

### 3.8 How to update Collection Point

Step 1: Select “Update Collection Point” from the left navigation bar



## STATIONERY STORE INVENTORY SYSTEM

Current Collection Point:

Select Collection Point:

- ☐ Medical School (9:30AM)
- ☐ Science School (9:30AM)
- ☐ Stationery Store (9:30AM) --Administration Building
- ☐ Management School(11:00AM)
- ☐ Engineering School (11:00AM)
- ☐ University Hospital (11:00AM)

Step 2: Select a new collection point from the list of locations available

Submit

Step 3: Click on "Submit" to confirm new location

### 3.9 How to delegate role

Step 1: Select "Delegation" from the left navigation bar

View Submission

Assign Department Representative

Update Collection Point

Delegation

Notifications



## STATIONERY STORE INVENTORY SYSTEM

Covering Head:

Start Date:

End Date:

Submit

Step 2: Click on the dropdown list to choose staff within the department to delegate the role

PanPan ▼

February, 2017						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11
Today: February 1, 2017						

Step 3: Select the start date and end date from date-picker

Step 4: Click on "Submit" to confirm the change

### 3.10 How to revoke delegate role

Step 1: Select "Delegation" from the left navigation bar

Approve Discrepancy

Approve Order

Delegation

Inventory Status Report

## STATIONERY STORE INVENTORY SYSTEM

Covering Head:

Start Date:

End Date:

Alfredo ▼

02/02/2017

02/02/2017

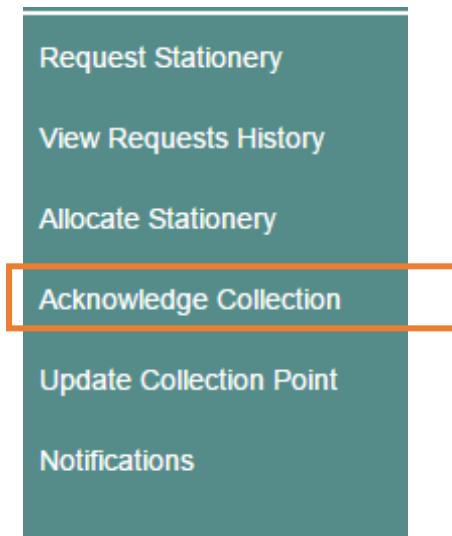
Submit

Step 2: Click on "Revoke Delegate" to revoke role


Revoke Delegate

### 3.11 How to acknowledge collection of items at collection point

Step 1: Select “Acknowledge Collection” from the left navigation bar



Step 2: At collection point, store clerk will confirm with department representative (rep) the amount to be given. Store clerk will enter the amount given into the system. Once submitted, department representative will see that the “Received” column will be updated to the agreed amount.



## STATIONERY STORE INVENTORY SYSTEM

- Request Stationery
- View Requests History
- Allocate Stationery
- Acknowledge Collection
- Update Collection Point
- Notifications

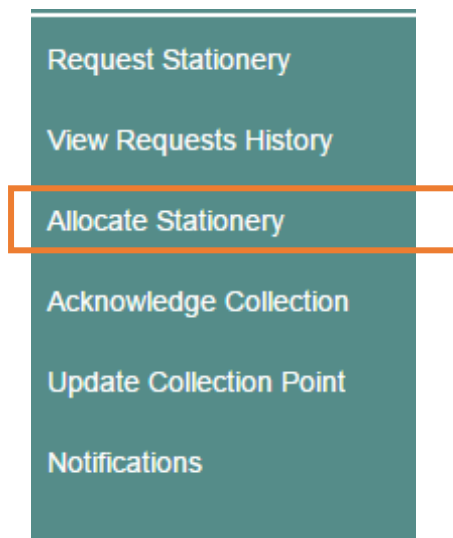
ItemID	Description	Requested	Received
C006	Clips Paper Small	44	44
E020	Eraser(hard)	37	37
F020	File Separator	65	65
P044	Pencil 4H	118	90
S022	Stapler No. 28	100	90
T023	Transparency Red	157	20
T100	Trays In/Out	20	

Submit


Step 3: Department rep to click on “Submit” to acknowledge the amount received at collection point

### 3.12 How to allocate Stationery to employees

Step 1: Select “Allocate Stationery” from the left navigation bar.



Step 2: Enter the quantity to allocate the stationery based on the requests raised and depending on the amount received from store clerk

	STATIONERY STORE INVENTORY SYSTEM					
	Item Description	Requester	Request Date	Needed	UOM	Allocated
Request Stationery	Clips Double 2"	Eduardo	4/28/2016 4:42:55 PM	161	Dozen	
View Requests History	Clips Double 2"	Ronnie	10/5/2016 7:52:55 PM	68	Dozen	
Allocate Stationery	Envelope White (3"x6")	Eduardo	4/28/2016 4:42:55 PM	214	Each	
Acknowledge Collection	Exercise Book Hardcover (100 pg)	Jeannette	6/4/2016 7:50:50 PM	133	Each	
Update Collection Point	Folder Plastic Green	Kristine	9/17/2016 9:55:25 PM	92	Each	
Notifications	Hole Puncher 2 holes	Sabrina	8/24/2016 9:25:50 AM	158	Each	
	Pad Postit Memo 1/2"x1"	Ronnie	10/5/2016 7:52:55 PM	88	Packet	
	Pencil 2B	Jeannette	6/4/2016 7:50:50 PM	132	Dozen	
	Scissors	Sabrina	8/24/2016 9:25:50 AM	229	Each	
	Shorthand Book (80 pg)	Kristine	9/17/2016 9:55:25 PM	156	Each	
	Thumb Tacks Small	Ronnie	10/5/2016 7:52:55 PM	187	Box	
	<div>Submit</div>					

Step 3: Click on “Submit” update the information

#### 4.0 Cross-reference on the functions available for employee, department representative (rep) and department head

How to ...	Employee	Department Rep	Department Head
Log In*	X	X	X
Log Out*	X	X	X
View Notifications*	X	X	X
Make a Request	X	X	
View Requests History	X	X	
Select Collection Point*		X	X
Acknowledge Collection*		X	
Allocate stationery		X	
View Submission/Approve/ Reject Request*			X
Select department rep*			X
Delegate covering Head*			X
Revoke covering Head*			X

\* Available on mobile application