

UPTM

OIS

UPTM

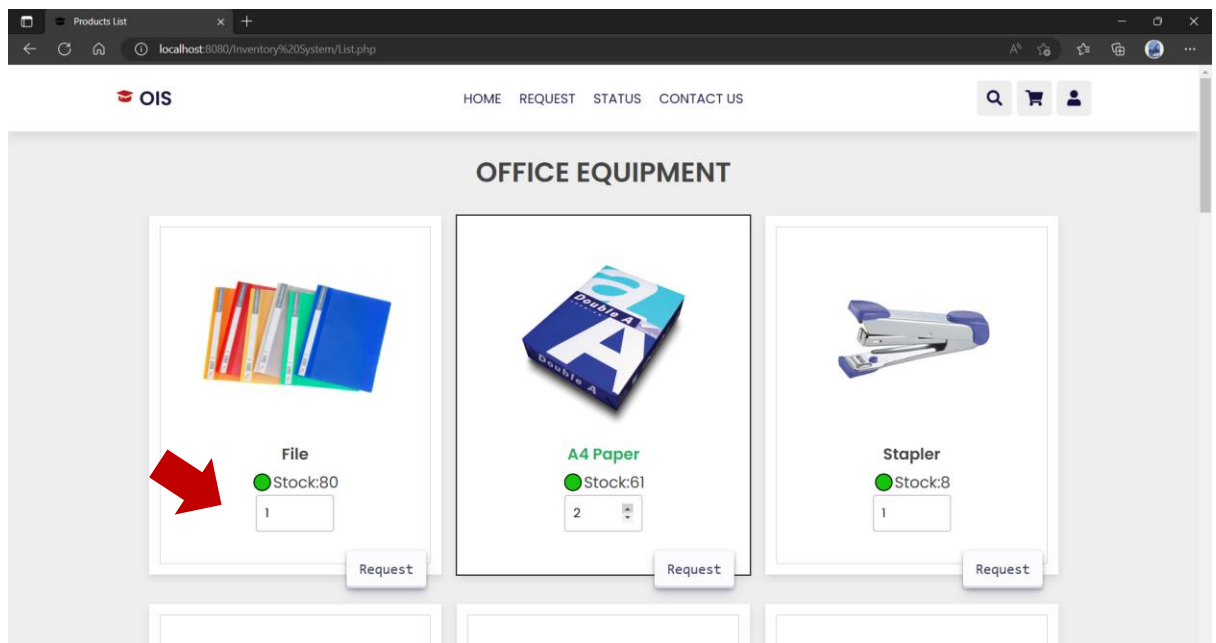
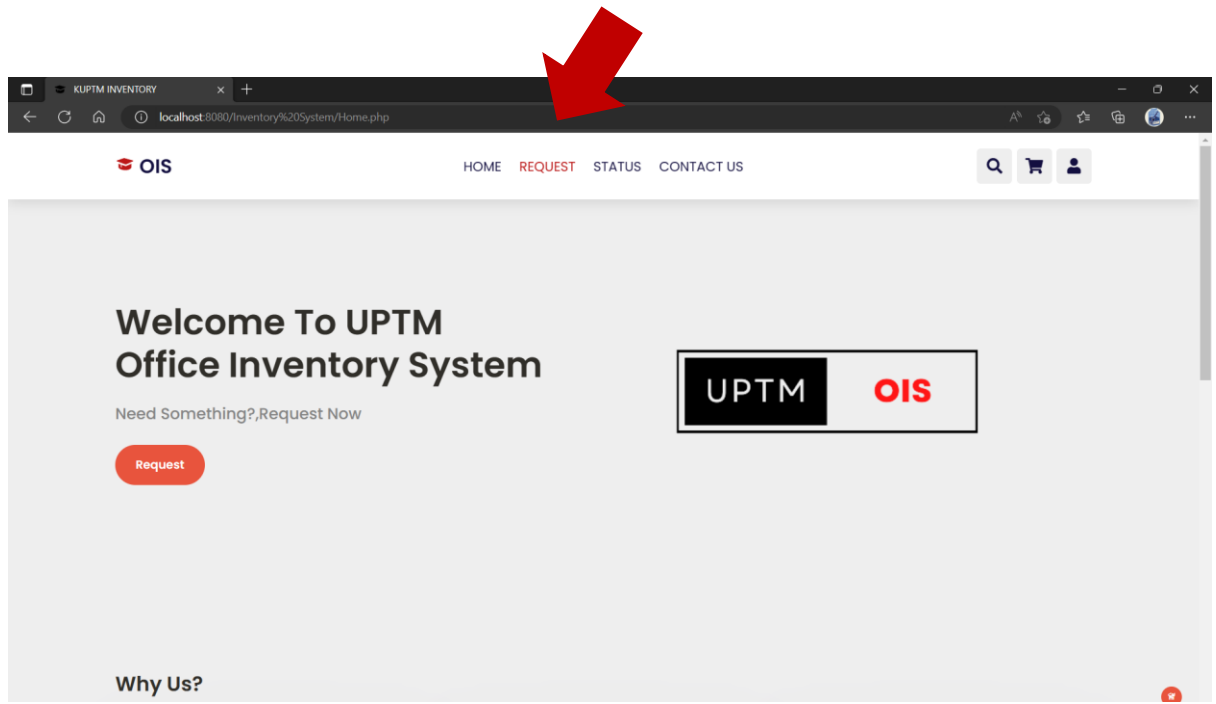
OIS

USER

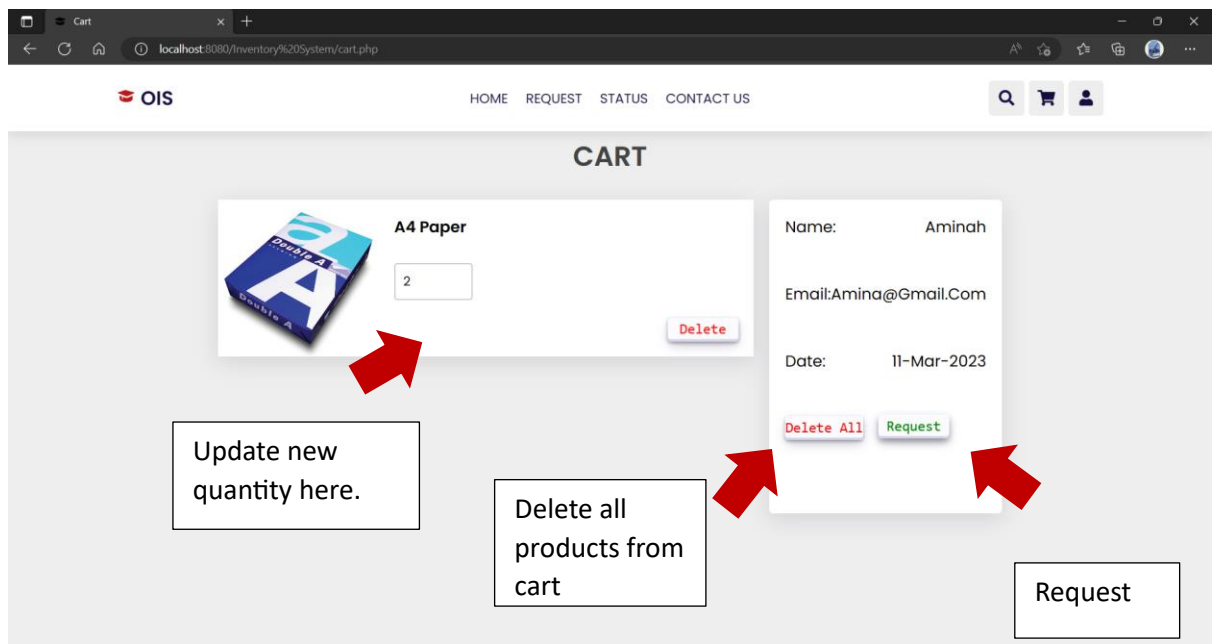
MANUAL

Staff can navigate through page using the navigation bar located at the top of each page.

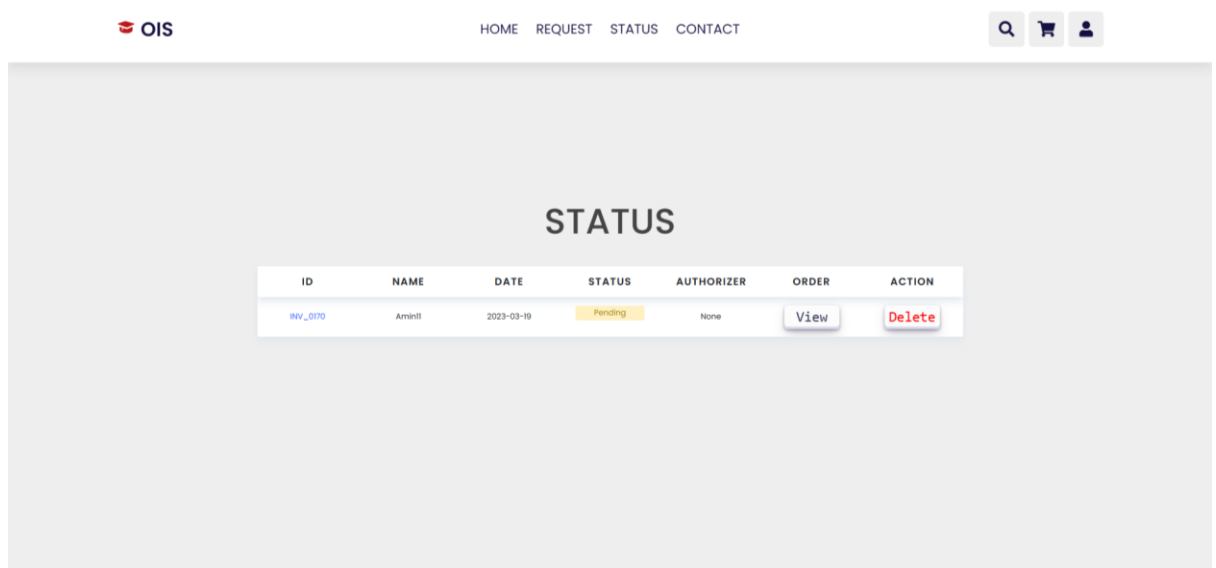
- **Staff**




In request page staff can enter equipment quantity and click request to add it into cart. Once the product has been added into cart staff can't add the same products twice. Staff need to change the quantity at the cart page.






User can delete product from the cart and once user ready to request user can click on the request button



Once the request is submitted user can keep track of request status on the status page.


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CONTACT US

Staff can send messages to the admin page in the contact page. Staff just need to fill in their details and click submit.

- **Dean**

 **UIS** Dean~

HOME

STATUS

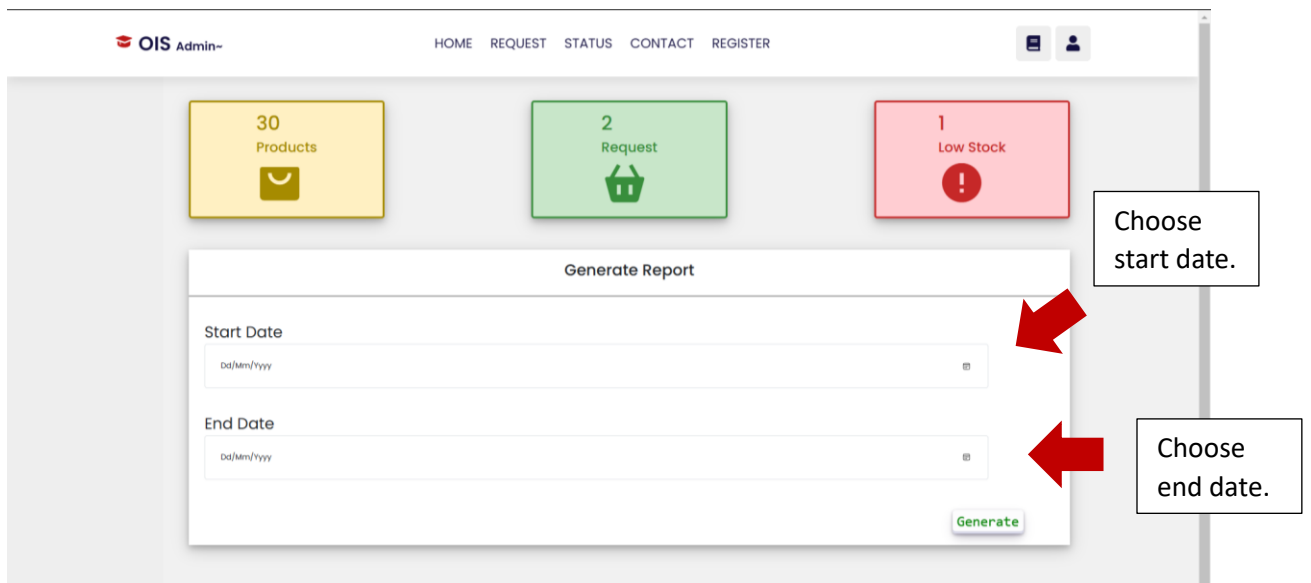
| ID | NAME | DATE | STATUS | ORDER | ACTION |
|--------------------------|--------|------------|---------|-----------------------|--|
| INV_0161 | Aminah | 2023-03-12 | Pending | <button>View</button> | <div><button>Approve</button><button>Reject</button></div> |
| INV_0158 | Aminah | 2023-03-12 | Pending | <button>View</button> | <div><button>Approve</button><button>Reject</button></div> |
| INV_0157 | Aminah | 2023-03-12 | Pending | <button>View</button> | <div><button>Approve</button><button>Reject</button></div> |
| INV_0156 | Aminah | 2023-03-12 | Pending | <button>View</button> | <div><button>Approve</button><button>Reject</button></div> |
| INV_0155 | Aminah | 2023-03-12 | Pending | <button>View</button> | <div><button>Approve</button><button>Reject</button></div> |

Approve button

Reject button

The dean holds the authority to either grant or deny staff requests for equipment based on their appropriateness and feasibility. The decision is made after considering the merit and relevance of the requested equipment to the staff's work responsibilities and goals.

- **Admin**



OIS Admin~

HOME REQUEST STATUS CONTACT REGISTER

30 Products

2 Request

1 Low Stock

Generate Report

Start Date

dd/mm/yyyy

End Date

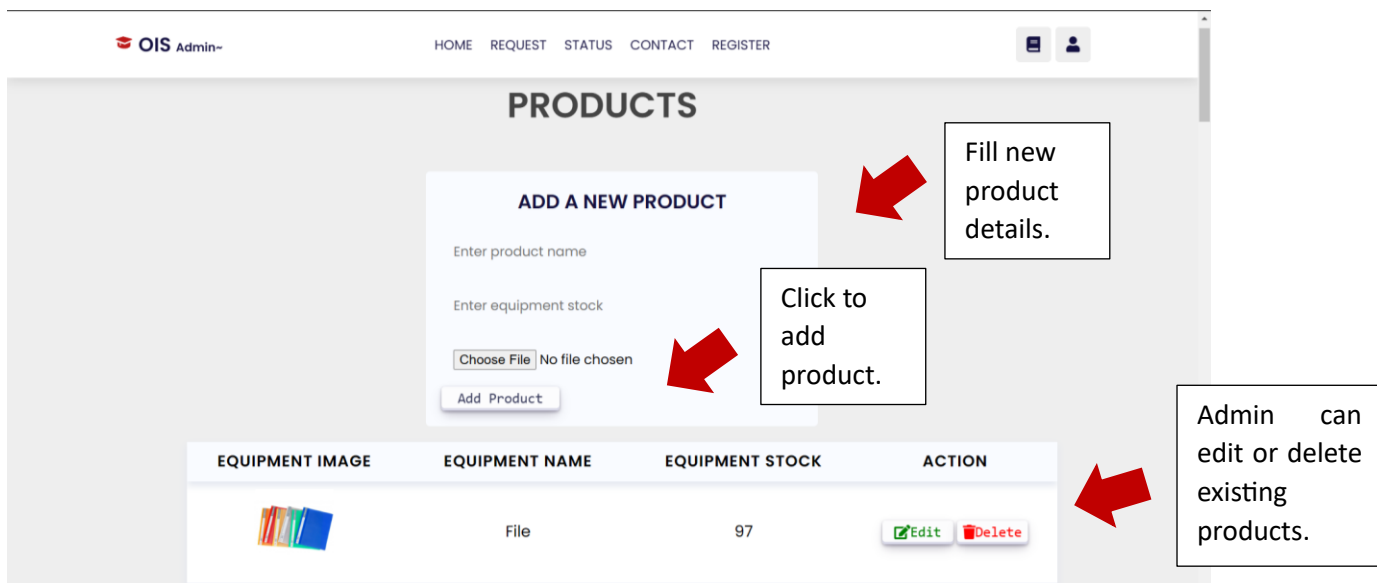
dd/mm/yyyy

Generate

Choose start date.

Choose end date.

In admin home admin can generate order report based on the date chosen. Admin can also see total products, request, and low stock.



OIS Admin~

HOME REQUEST STATUS CONTACT REGISTER

PRODUCTS

ADD A NEW PRODUCT

Enter product name


Enter equipment stock

Choose File No file chosen

Add Product

Fill new product details.

Click to add product.

| EQUIPMENT IMAGE | EQUIPMENT NAME | EQUIPMENT STOCK | ACTION |
|---|----------------|-----------------|---|
|  | File | 97 | Edit Delete |

Admin can edit or delete existing products.

Admin can add a new product in request page. Admin can also edit and delete existing products.

HOME REQUEST STATUS CONTACT REGISTER

STATUS

| ID | NAME | DATE | STATUS | AUTHORIZER | ORDER | ACTION |
|--------------------------|--------|------------|----------|------------|----------------------|--------------------------|
| INV_0182 | Aminoh | 2023-03-12 | Approved | Dean2 | View | Complete |
| INV_0180 | Aminoh | 2023-03-12 | Approved | Dean | View | Complete |

Click complete when the request is ready.

In status page admin can see the request that has been approved by the dean. Admin can prepare the request and click complete when its ready to be picked up at inventory department

HOME REQUEST STATUS CONTACT REGISTER

MESSAGES

Search specific messages.


Messages

Search Data



[Search](#)

| ID | Name | Email | Number | Message |
|----|---------|-----------------|------------|----------------|
| 5 | Ilekoru | All23@gmail.Com | 1023325342 | Bole |
| 4 | All | All23@gmail.Com | 129348291 | HUBoleh Add On |
| 6 | Admin2 | Dean@gmail.Com | 129380434 | Wed |
| 7 | Admin2 | Dean@gmail.Com | 129380434 | Eee |
| 8 | Admin2 | Dean@gmail.Com | 129380434 | Eee |
| 9 | Admin2 | Dean@gmail.Com | 129380434 | Ekkke |

Admin can view all messages send by staff in contact page. Admin can also search for specific messages using the search bar.



[HOME](#) [REQUEST](#) [STATUS](#) [CONTACT](#) [REGISTER](#)

REGISTER

Name:

Email:

Password:

Role:

Dean

Submit

Fill form and role for the new user and click submit.

Click delete to delete existing admin or dean

In register page admin can add a new dean or admin by filling out a form. Admin can also delete existing dean and admin.