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UPTM

OIS

USER

MANUAL

- **Staff**
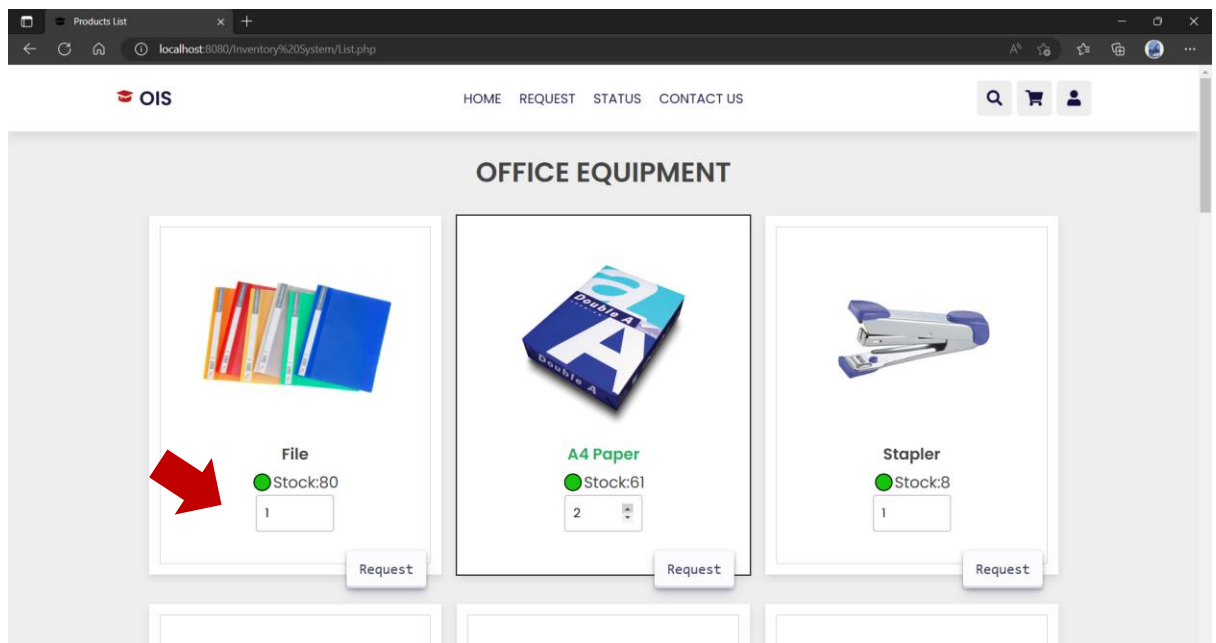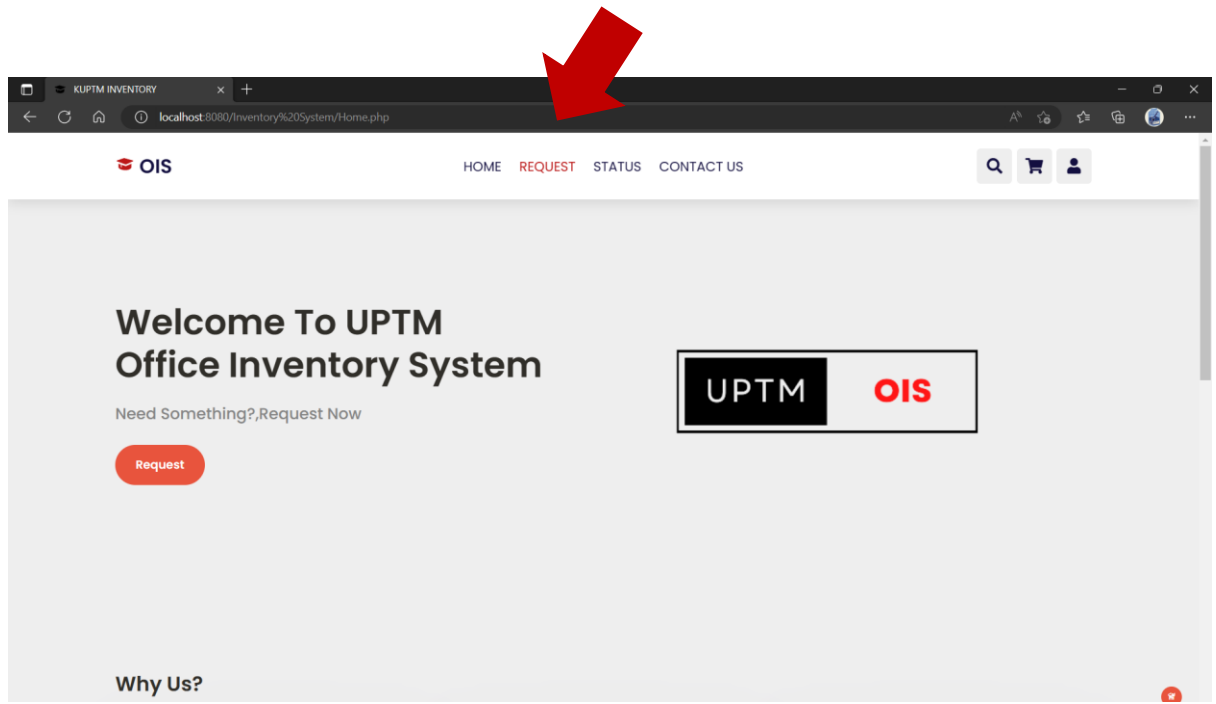
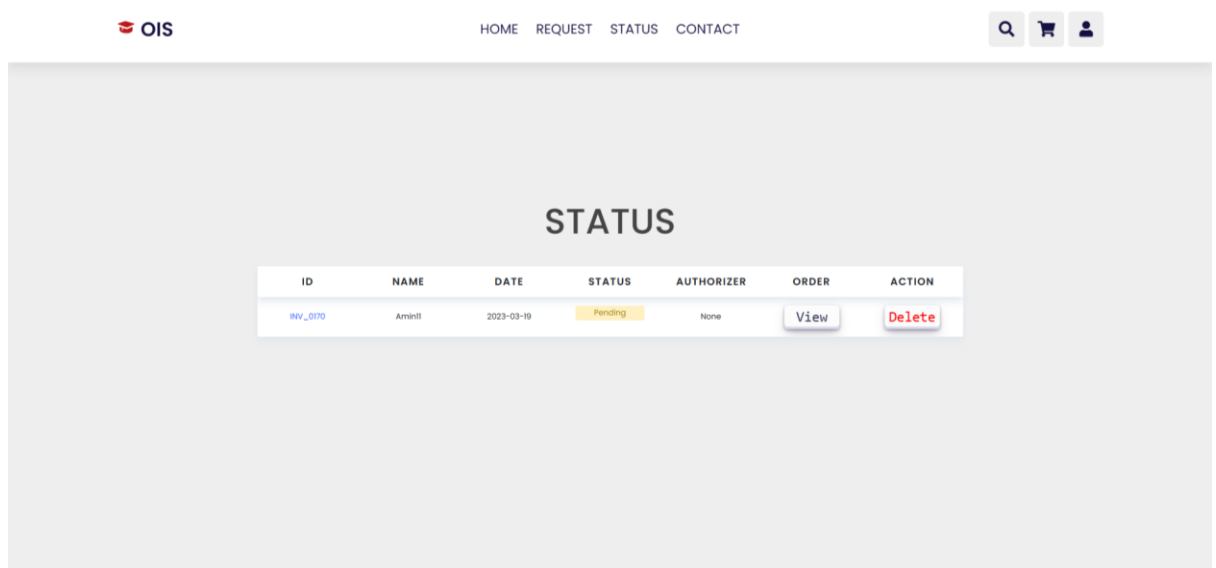In request page staff can enter equipment quantity and click request to add it into cart.Once the product has been added into cart staff cant add the same products twice.Staff need to change the quantity at the cart page.
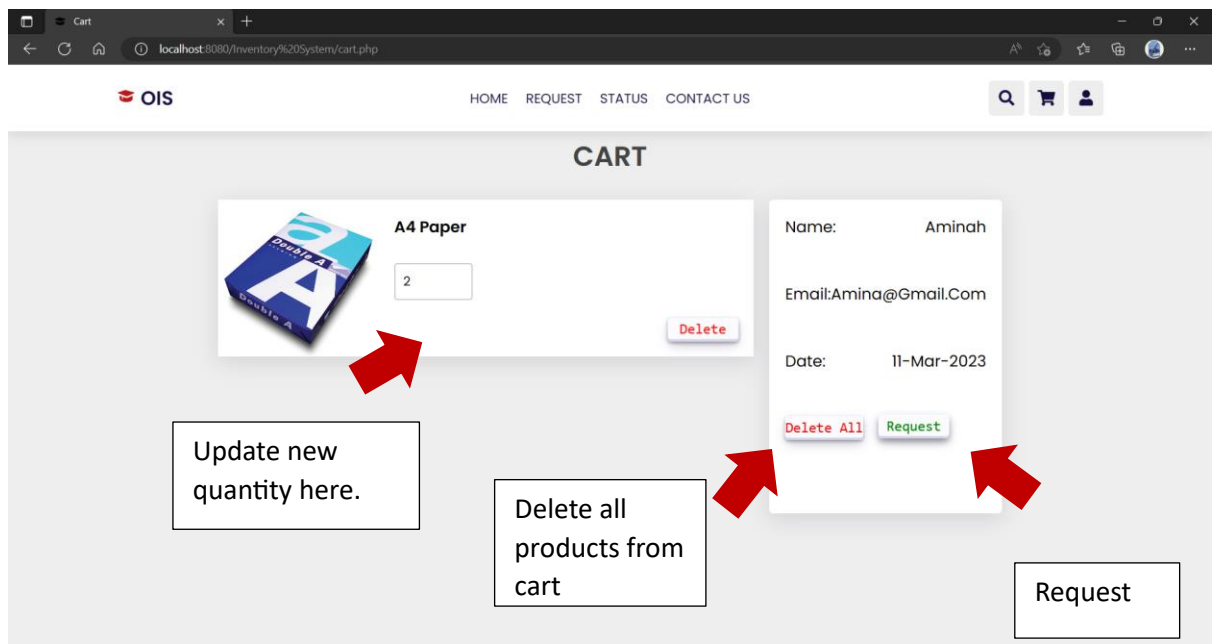
User can delete product from the cart and once user ready to request user can click on the request button

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

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

- **Dean**

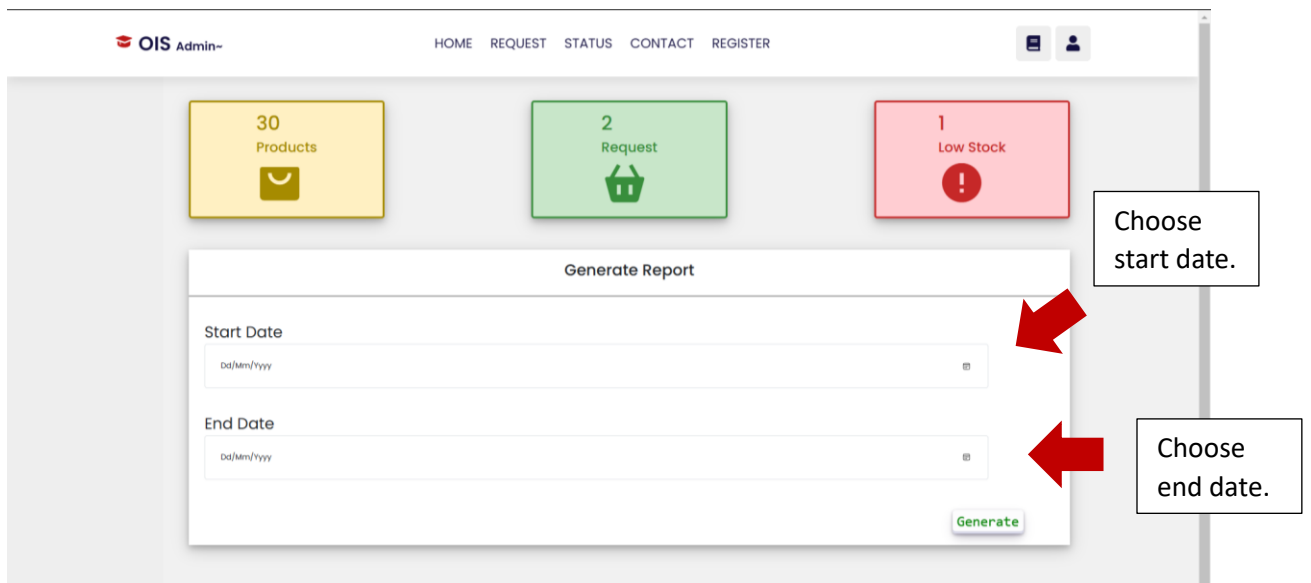The dean holds the authority to either grant or deny staff requests for equipment based on their appropriateness and feasibility. The decision is made after considering the merit and relevance of the requested equipment to the staff's work responsibilities and goals.

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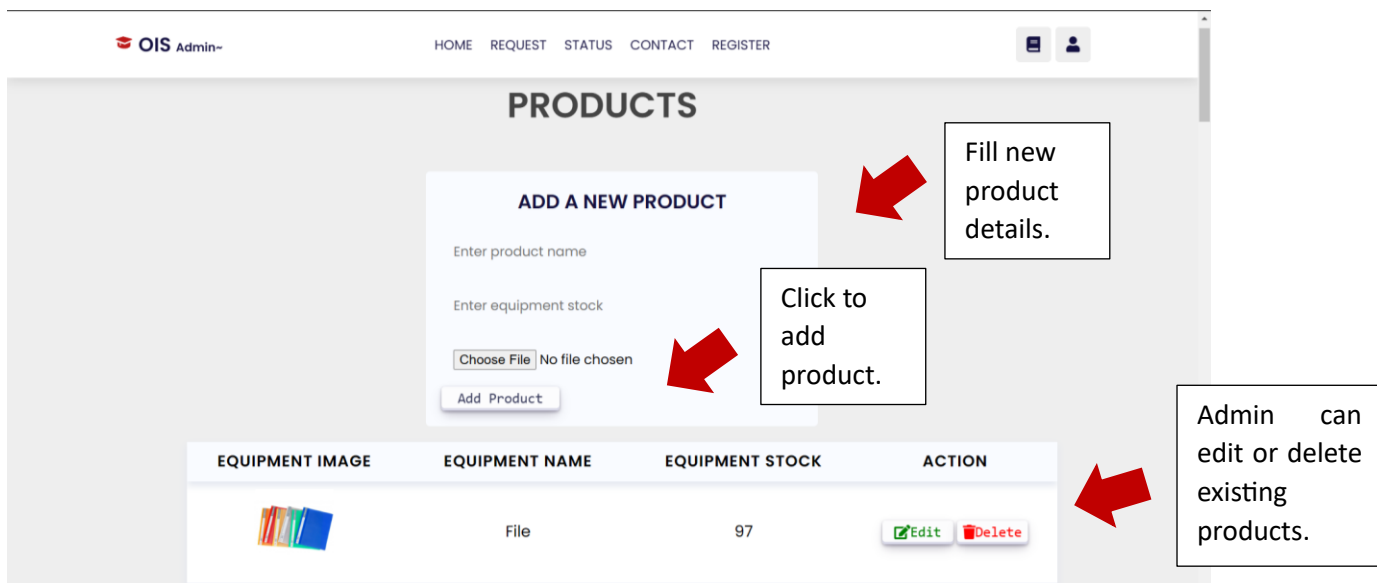
In admin home admin can generate order report based on the date chosen.Admin can also see total products, request, and low stock.

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

STATUS

ID	NAME	DATE	STATUS	AUTHORIZER	ORDER	ACTION
INV_0162	Aminah	2023-03-12	Approved	Dean2	View	Complete
INV_0160	Aminah	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

MESSAGES

Messages

Search specific messages.

ID	Name	Email	Number	Message
5	INekoro	Ali23@Gmail.Com	1123325342	Bole
4	Ali	Ali2@Gmail.Com	129348291	Hi,Boleh 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	Ekkee

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

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

NAME	EMAIL	PASSWORD	ROLE	ACTION
Dean	Dean@Gmail.Com	123	Dean	Delete
Admin	Admin@Gmail.Com	123	Admin	Delete
Ali Bin Ali	Ali23@Gmail.Com	123	Admin	Delete
Admin2	Dean@Gmail.Com	Admin	Admin	Delete
Dean2	Dean2@Gmail.Com	123	Dean	Delete

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