How do I log in as a Storage Manager?

1. First, you need to visit the Storage page at **http://yourwebsite/storage**
2. Make sure no one else is logged in
   a. If someone else is logged in, make sure to log them out by pressing the **Logout** button.
3. At the login box that will be presented to you, enter the following:
   a. **Your Username**: You can login with the username you have been provided by a system Administrator. If you have no account yet, please contact an Administrator.
   b. **Your Password**: Your password is given to you in combination with your username by a system Administrator. If your password is invalid, you will be presented with an error message. Additionally, please note that passwords are case-sensitive.

After you log into the Storage Dashboard there are severaloptions for you:

- You can view a list of Suppliers.
- You can view a list of Supply Orders.
- You can view the current Stock for each Item.
- You can view the Items of each Supply Order.
- You can cofirm the Arrival of a Supply Order Item.

How can I view the Items of a Supply Order?

1. You can view the Items of a Supply Order by hovering your mouse over the order, and then pressing the **View Items** button that will appear.
2. After pressing the button, a pop up window will appear, where you will be able to see a list with all the Items in the Order.

How can I confirm the Arrival of a Supply Order Item?

1. You can confirm the Arrival of a Supply Order Item by hovering your mouse over the item, and then pressing the **Confirm Arrival** button that will appear.

How can I log out?

1. At any point, you can logout by pressing the **Logout** button, present at the main navigation bar.