



Inventory Management System Documentation

Overview

The Inventory Management System (IMS) is a web-based application designed to help businesses efficiently manage their inventory. This documentation provides an overview of the key functions and features of the web app to assist users in navigating and utilizing the system effectively.

Key Functions

1. Dashboard

The Dashboard is the central hub of the IMS, providing a comprehensive overview of your inventory status. Key features include:

- **Inventory Summary:** A quick glance at total inventory, low stock items, and recent transactions.
- **Notifications:** Alerts for low stock levels, upcoming restocks, and other important updates.
- **Quick Actions:** Easy access to common tasks such as adding new items, updating stock levels, and generating reports.

2. Inventory Management

This section allows users to manage their inventory with ease. Key functionalities include:

- **Add New Items:** Add new products to your inventory, including details such as name, SKU, description, category, price, and initial stock level.
- **Update Stock Levels:** Adjust stock levels for existing products, either by adding new stock or recording stock deductions.
- **View Inventory:** Browse and search through your inventory, with options to filter by category, stock level, and other criteria.
- **Low Stock Alerts:** Receive notifications and view a list of items that are running low on stock.

3. Orders Management

Manage incoming and outgoing orders to keep your inventory up to date. Key features include:

- **Create Purchase Orders:** Generate purchase orders for suppliers, specifying quantities and delivery dates.
- **Receive Shipments:** Record the receipt of incoming shipments, automatically updating stock levels.
- **Process Sales Orders:** Record and manage sales orders, ensuring that stock levels are adjusted accordingly.
- **Order History:** View the history of all purchase and sales orders, with detailed information on each transaction.

4. Reports & Analytics

Generate reports and analyze data to make informed business decisions. Key functionalities include:

- **Sales Reports:** View detailed sales reports, including total sales, sales by product, and sales by category.
- **Inventory Reports:** Generate reports on current stock levels, stock movements, and inventory valuation.
- **Supplier Reports:** Analyze supplier performance based on delivery times, order accuracy, and other metrics.

- **Custom Reports:** Create custom reports to meet specific business needs, with options to export data in various formats (CSV, PDF, etc.).

5. User Management

Manage user accounts and permissions to ensure secure access to the system. Key features include:

- **Add/Remove Users:** Add new users to the system or remove existing users.
- **User Roles:** Assign roles and permissions to users, controlling access to different parts of the system.
- **Activity Logs:** View logs of user activities to monitor usage and ensure accountability.

6. Settings

Customize system settings to tailor the IMS to your business needs. Key functionalities include:

- **Company Information:** Update company details such as name, address, and contact information.
- **Tax & Currency Settings:** Configure tax rates and currency settings for accurate pricing and reporting.
- **Notification Preferences:** Set preferences for email and in-app notifications to stay informed about important updates.
- **Integrations:** Connect the IMS with other systems and applications to streamline operations (e.g., accounting software, e-commerce platforms).

Getting Started

Accessing the Web App

To access the Inventory Management System, navigate to [Your Web App URL] and log in using your credentials. If you do not have an account, contact your system administrator to set one up.

Initial Setup

Upon first login, follow these steps to set up your IMS:

1. **Update Company Information:** Go to Settings > Company Information and enter your business details.
2. **Configure Tax & Currency:** Set your tax rates and currency preferences under Settings > Tax & Currency.
3. **Add Initial Inventory:** Add your existing products to the system under Inventory Management > Add New Items.

4. **Set Up Users:** Add additional users and assign roles as needed under User Management > Add/Remove Users.

Support

If you encounter any issues or have questions about using the Inventory Management System, please refer to our [\[Support Page/Contact Information\]](#).