



## **User's Manual**

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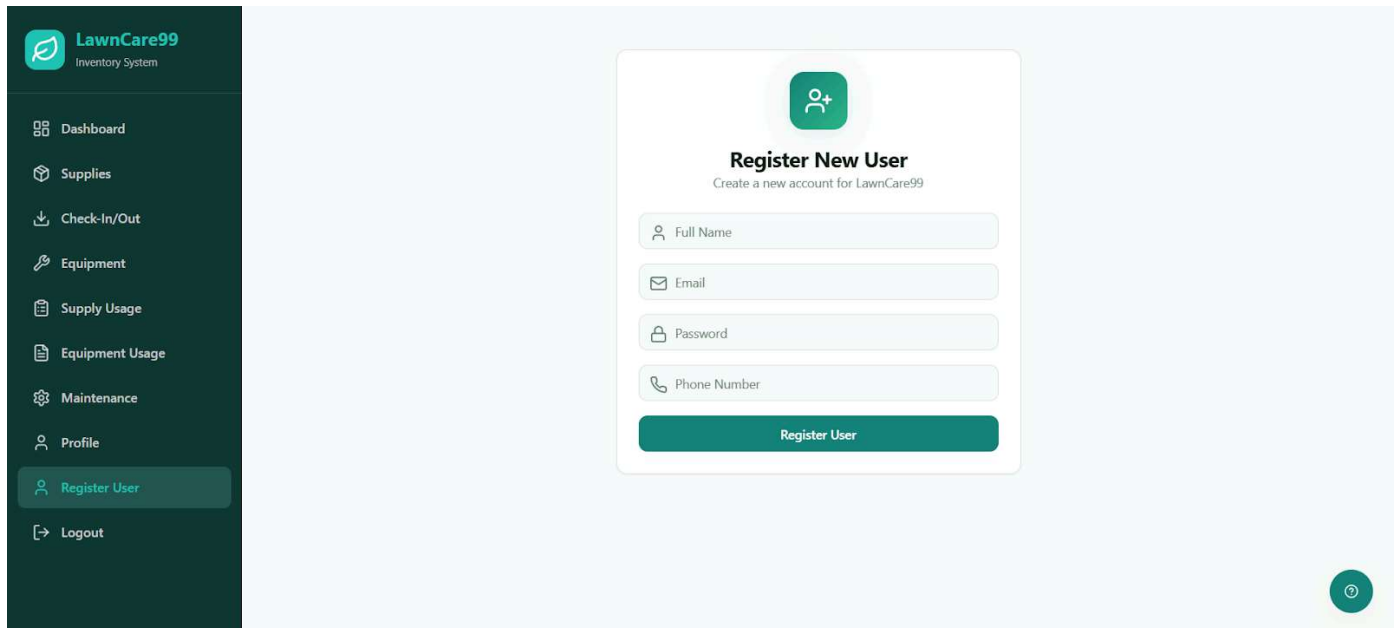
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## **1. Introduction**

This User's Manual provides detailed instructions for navigating and operating the 99 Lawn Care Inventory Management System (IMS). The IMS is designed to streamline equipment and supply tracking, helping employees and administrators record, manage, and monitor all inventory-related activity. Each section of this manual explains the purpose of the screen, the actions a user can perform, and the information displayed. Users should review this manual before operating the system to ensure proper usage and accurate recordkeeping.

## 2. Register Screen

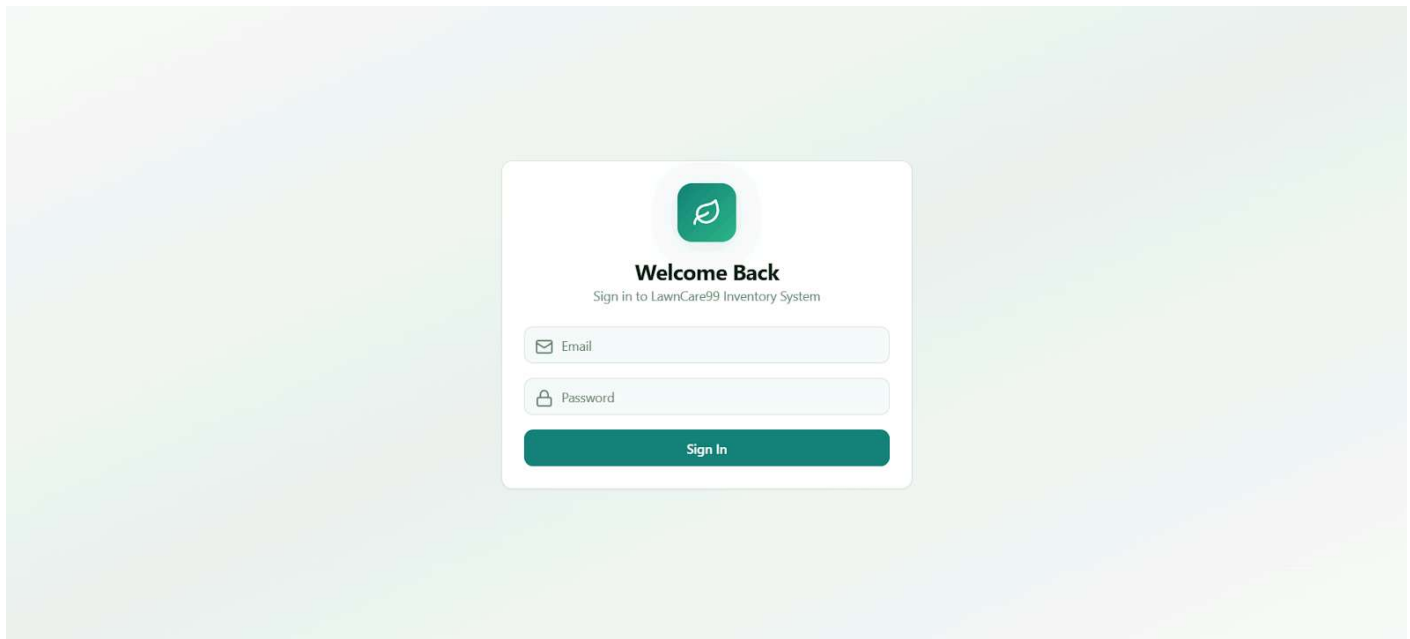


The screenshot displays the 'Register New User' interface of the LawnCare99 Inventory System. On the left is a dark green sidebar with a menu containing: Dashboard, Supplies, Check-In/Out, Equipment, Supply Usage, Equipment Usage, Maintenance, Profile, Register User (highlighted), and Logout. The main content area is light blue and features a white registration form. The form has a green header with a user icon and the title 'Register New User', followed by the subtitle 'Create a new account for LawnCare99'. Below this are four input fields: 'Full Name', 'Email', 'Password', and 'Phone Number', each with a corresponding icon. A green 'Register User' button is at the bottom of the form. A small green circular icon with a white 'i' is located in the bottom right corner of the page.

The Register Screen is the first step for new users who need access to the IMS. However, this screen is only accessible to Admins. New employees must give their login information to an admin to create the account on their behalf. Registration requires their full name, email address, password, and phone number to create an account. Once all required fields are completed, clicking **Register** activates the account and allows the user to proceed to the login process.

This screen is intended only for first-time account creation and ensures that every user has a unique, secure profile within the 99 Lawn Care IMS.

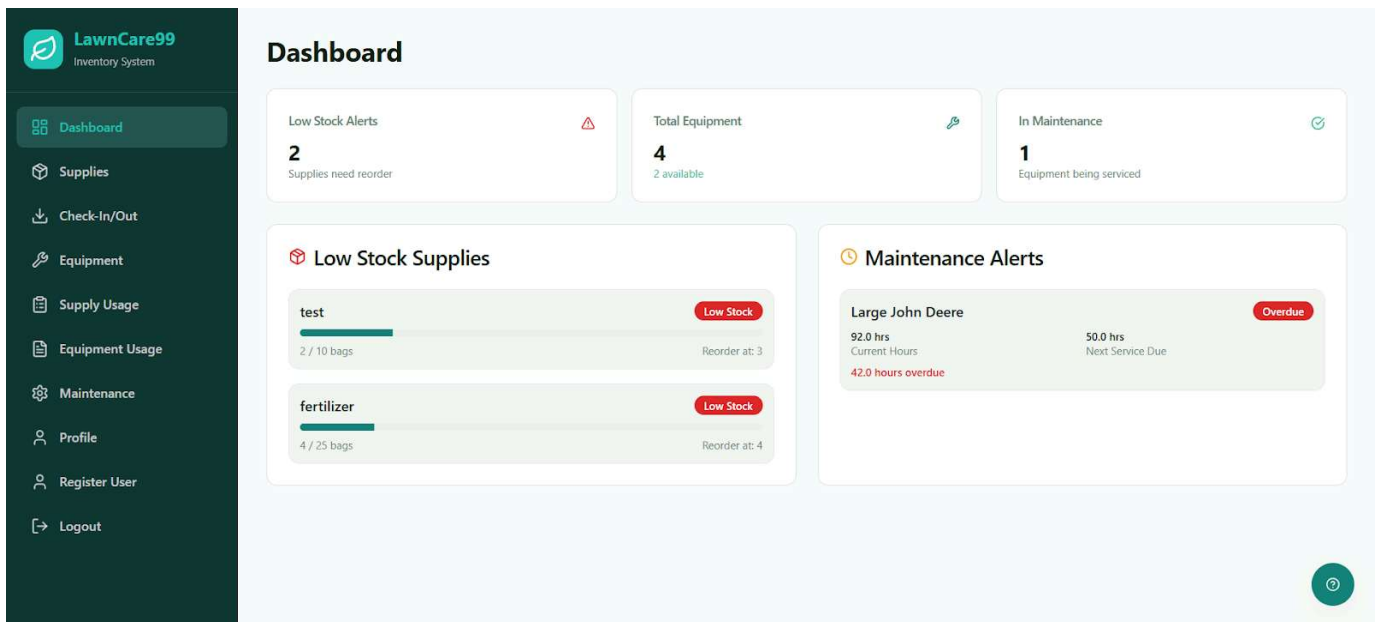
### 3. Login Screen



The Login Screen provides returning users access to the system. Users enter the email and password they created during registration. Upon entering valid credentials and selecting **Login**, the system routes the user to the Main Menu.

If incorrect information is entered, the user is notified and may attempt to log in again. This security process ensures that only authorized personnel may access inventory data.

## 4. Dashboard



The Dashboard serves as the home menu for all users. At the top of the page, the system displays how many supplies are low in stock, total equipment and how many are available for use, and lastly the number of equipment that is out for maintenance.

On the bottom half of the page users can see the supplies that are low in stock and equipment that is overdue for maintenance. In the bottom left hand corner the help button can be found which links to this User Manual.

Along the left-hand navigation panel, users can access the various modules of the IMS, including equipment lists, supply lists, transaction screens, and check-in/check-out options. The Sidebar acts as the central hub from which all system functions are accessed.

## 5. Equipment Module

The screenshot displays the 'Equipment' module of the LawnCare99 Inventory System. The sidebar on the left contains navigation links for Dashboard, Supplies, Check-In/Out, Equipment (highlighted), Supply Usage, Equipment Usage, Maintenance, Profile, Register User, and Logout. The main area shows a list of equipment items, each with a status tag (AVAILABLE, MAINTENANCE, or IN USE), maintenance due status, total hours, maintenance interval, next maintenance due, and last checked out details. The first item, 'Large John Deere', is highlighted with a red border. The second item, 'lawn mower 2', is in maintenance. The third item, 'heavy mower 1', is in use. Each item has 'Edit' and 'Delete' buttons at the bottom.

Equipment Name	Status	Maintenance Due	Total Hours	Maint. Interval	Next Maintenance	Last Checked Out	WhenInRo...
Large John Deere	AVAILABLE	Yes	92h	50h	50h		
lawn mower 2	MAINTENANCE	No	800h	300h	1100h		
heavy mower 1	IN USE	No	590h	500h	1090h		

Upon selecting **Equipment** from the navigation panel, the user is presented with a complete list of available equipment. Each entry displays the equipment name, total operating hours, required maintenance interval, current availability status, and recent check-out details. A drop down is located in the top right corner that allows the user to filter equipment by what is being used, what is available, and what is out for maintenance.

Users may review this information to assess equipment readiness and maintenance needs. Edit and Delete options are available for users who have permission to modify or remove equipment records.

## 6. Equipment Check-Out

The screenshot displays the 'Check-Out Equipment' form within the LawnCare99 Inventory System. On the left is a dark green sidebar with the system logo and a list of navigation items: Dashboard, Supplies, Check-In/Out, Equipment, Supply Usage, Equipment Usage, Maintenance, Profile, Register User, and Logout. The main content area features a light blue background with a white form. At the top of the form are four tabs: 'Check-In Supply', 'Check-Out Supply', 'Check-In Equipment', and 'Check-Out Equipment'. The 'Check-Out Equipment' tab is selected. The form contains three input fields: a dropdown menu for 'Select Equipment' with the placeholder 'Choose equipment', a text input for 'Total Hours' with the placeholder 'Enter total hours', and a text area for 'Note (Optional)' with the placeholder 'Enter note'. A green button labeled 'Check Out Equipment' is positioned at the bottom of the form. A small green circular icon with a white question mark is located in the bottom right corner of the page.

The Equipment Check-Out screen enables users to record when a piece of equipment is taken for use. Users select an equipment item from a drop-down list, enter any relevant notes, and document the total operating hours.

Once **Check-Out Equipment** is selected, the system saves the entry, and the updated status appears in the dashboard and transaction records. This feature ensures accurate tracking of equipment utilization.



## 7. Supply Check-Out

The screenshot displays the 'LawnCare99 Inventory System' interface. On the left is a dark green sidebar with a menu containing: Dashboard, Supplies, Check-In/Out, Equipment, Supply Usage, Equipment Usage, Maintenance, Profile, Register User, and Logout. The main content area has a light blue background. At the top, there are four tabs: 'Check-In Supply', 'Check-Out Supply' (which is active), 'Check-In Equipment', and 'Check-Out Equipment'. Below the tabs is a white form titled 'Check-Out Supply'. The form contains three sections: 'Select Supply' with a dropdown menu showing 'Choose a supply'; 'Quantity' with a text input field labeled 'Enter quantity'; and 'Note (Optional)' with a larger text area labeled 'Add a note'. At the bottom of the form is a green button labeled 'Check Out Supply'. A small green circular icon with a white '@' symbol is located in the bottom right corner of the page.

The Supply Check-Out screen allows users to document the removal of consumable supplies such as fertilizer, oil, or heavy-duty materials. Users select a supply item from the list, include a note if necessary, and record the quantity being checked out.

After selecting **Check-Out Supply**, the transaction is stored and reflected across system reports. This helps maintain up-to-date supply inventory levels.

## 8. Equipment Check-In

The screenshot displays the 'Check-In Equipment' form within the LawnCare99 Inventory System. The interface features a dark green sidebar on the left with navigation links: Dashboard, Supplies, Check-In/Out, Equipment, Supply Usage, Equipment Usage, Maintenance, Profile, Register User, and Logout. The main content area has a light blue background and contains a white form titled 'Check-In Equipment'. At the top of the form are four tabs: 'Check-In Supply', 'Check-Out Supply', 'Check-In Equipment' (which is active), and 'Check-Out Equipment'. The form fields include a 'Select Equipment' dropdown menu with the placeholder 'Choose equipment', a 'Total Hours' text input field with the placeholder 'Enter total hours', and a 'Note (Optional)' text area with the placeholder 'Enter note'. A green 'Check In Equipment' button is located at the bottom of the form. A small green circular icon with a white eye symbol is visible in the bottom right corner of the page.

The Equipment Check-In screen records the return of equipment. Users select the equipment item, add any notes regarding its condition or usage, and enter the updated total operating hours.

Selecting **Check-In Equipment** finalizes the entry, updating the equipment's availability and usage history within the IMS.

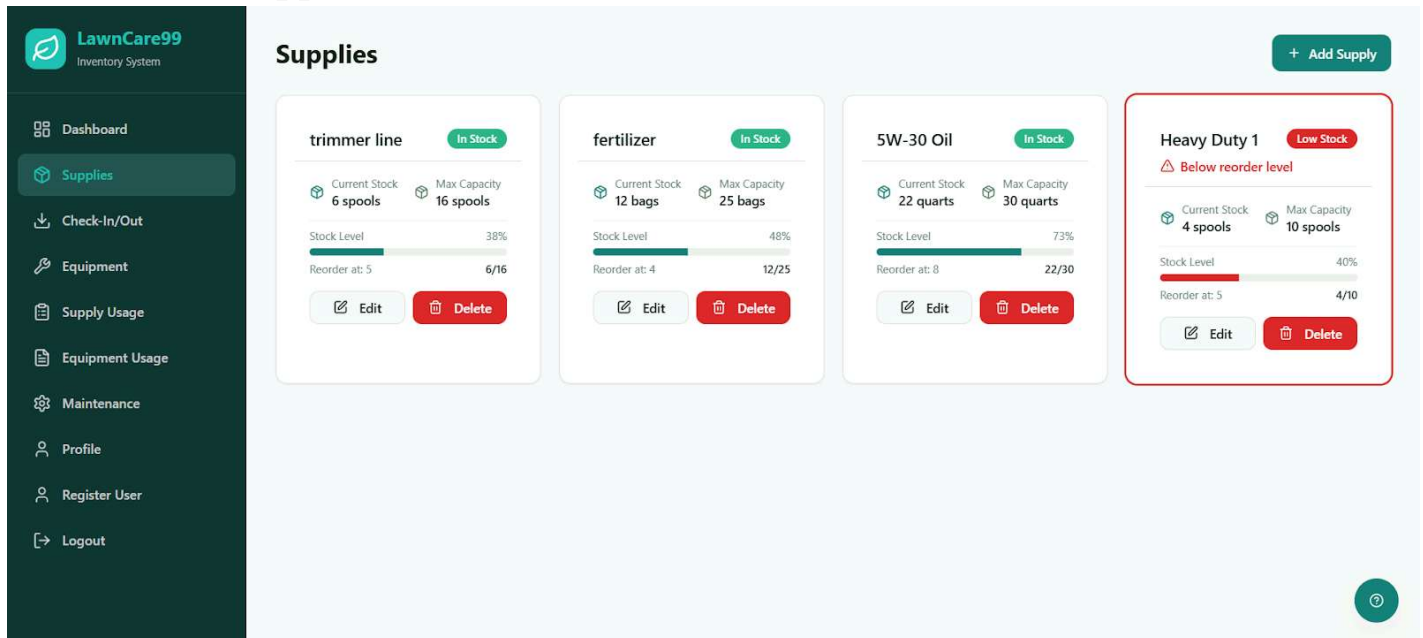
## 9. Supply Check-In

The screenshot displays the 'LawnCare99 Inventory System' interface. On the left is a dark green sidebar with a menu containing: Dashboard, Supplies, Check-In/Out (highlighted with a green bar), Equipment, Supply Usage, Equipment Usage, Maintenance, Profile, Register User, and Logout. The main content area has a light blue background. At the top, there are four tabs: 'Check-In Supply' (active), 'Check-Out Supply', 'Check-In Equipment', and 'Check-Out Equipment'. Below the tabs is a white form titled 'Check-In Supply'. The form contains three sections: 'Select Supply' with a dropdown menu showing 'Choose a supply'; 'Quantity' with a text input field labeled 'Enter quantity'; and 'Notes (Optional)' with a larger text area labeled 'Add any notes'. At the bottom of the form is a green button labeled 'Check In Supply'. A small green circular icon with a white arrow is located in the bottom right corner of the interface.

The Supply Check-In feature is used when new quantities of supplies are added back into inventory. Users choose a supply item, not any relevant details, and enter the quantity being added.

After selecting **Check-In Supply**, the system adjusts the stock levels to reflect the updated inventory.

## 10. Supplies Module



The Supplies Module presents a detailed list of all supply items currently tracked in the IMS. Each entry includes the supply name, unit type, current stock, reorder level, and maximum quantity. A progress bar displays the stock level of that item. Whenever the current stock falls below the reorder level it is low in stock and the border around it turns red.

Users may edit supply details or remove items if required. This module ensures all consumables are properly monitored to avoid shortages. The system will not allow a user to Add or Edit a supply to have more current stock than the maximum quantity.


## 11. Supply Transactions

<div>LawnCare99 Inventory System</div> <ul style="list-style-type: none"> <li>Dashboard</li> <li>Supplies</li> <li>Check-In/Out</li> <li>Equipment</li> <li><b>Supply Usage</b></li> <li>Equipment Usage</li> <li>Maintenance</li> <li>Profile</li> <li>Register User</li> <li>Logout</li> </ul>	Supply Transactions					<input type="text" value="Search transaction..."/> <input type="button" value="Search"/>	
	Type	Quantity	Date	Note	Actions		
	CHECK_IN	2	12/6/2025, 8:51:44 PM	-	<a href="#">View Details</a>		
	CHECK_OUT	3	12/6/2025, 5:51:34 PM	Marty's field: Big Job	<a href="#">View Details</a>		
	CHECK_IN	2	12/2/2025, 7:55:16 PM	daily use	<a href="#">View Details</a>		
	CHECK_OUT	5	11/23/2025, 4:47:53 PM	big jobs	<a href="#">View Details</a>		
	CHECK_OUT	2	11/21/2025, 9:59:43 PM	daily job use	<a href="#">View Details</a>		
	CHECK_OUT	3	11/21/2025, 9:59:14 PM	maintenance use	<a href="#">View Details</a>		
	CHECK_OUT	5	11/21/2025, 9:56:14 PM	big chemical jobs	<a href="#">View Details</a>		
	CHECK_IN	10	11/21/2025, 9:53:33 PM	Restock from Valvoline	<a href="#">View Details</a>		

The Supply Transactions screen provides a chronological overview of all supply-related check-ins and check-outs. Each record includes the transaction type, quantity, date and time of completion, and user-submitted notes.

Users may also select **View Details** under the Actions column to access more specific information about individual transactions. In the top right corner, a search bar allows users to search by a supply name, name of a user, note or **check\_in** or **check\_out** (an underline is required a space will NOT work).

## 12. Equipment Transactions

 Dashboard Supplies Check-In/Out Equipment Supply Usage <b>Equipment Usage</b> Maintenance Profile Register User Logout	Equipment Transactions				
	Search transaction...				Search
	Type	Total Hours	Date	Note	Actions
	CHECK_OUT	590	12/6/2025, 11:08:53 PM	3 jobs today	<a href="#">View Details</a>
	CHECK_IN	800	12/6/2025, 9:20:51 PM	-	<a href="#">View Details</a>
	CHECK_OUT	500	12/6/2025, 9:17:40 PM	-	<a href="#">View Details</a>
	CHECK_IN	590	12/6/2025, 3:09:02 PM	testing maintenance due	<a href="#">View Details</a>
	CHECK_OUT	90	12/6/2025, 2:40:53 PM	daily jobs	<a href="#">View Details</a>
	CHECK_IN	90	12/2/2025, 8:02:04 PM	daily	<a href="#">View Details</a>
	CHECK_OUT	55	12/2/2025, 7:59:47 PM	daily use	<a href="#">View Details</a>
	CHECK_IN	55	11/25/2025, 11:41:35 PM	5 jobs today	<a href="#">View Details</a>

The Equipment Transactions screen provides a chronological overview of all equipment-related check-ins and check-outs. Each record includes the transaction type, total hours the equipment had when it was made, date and time of completion, and user-submitted notes.

Users may also select **View Details** under the Actions column to access more specific information about individual transactions. In the top right corner, a search bar allows users to search by a supply name, name of a user, note or **check\_in** or **check\_out** (an underline is required a space will NOT work).

### 13. Maintenance Page

**LawnCare99**  
Inventory System

Dashboard  
Supplies  
Check-In/Out  
Equipment  
Supply Usage  
Equipment Usage  
**Maintenance**  
Profile  
Register User  
Logout

**Maintenance Records**

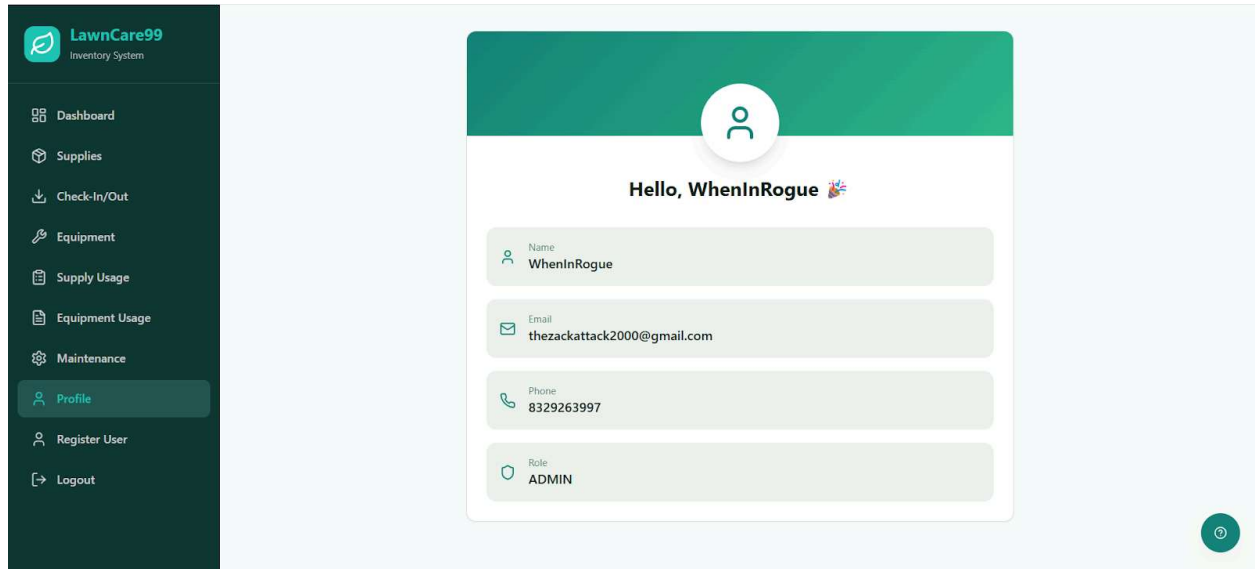
All Equipment ▼ Start Maintenance End Maintenance

Maintenance Performed	Note	Total Hours When Performed	Date
oil change	routine oil change	800	12/6/2025, 9:24:06 PM
maintenance testing	testing	590	12/6/2025, 3:11:02 PM
blade change	yearly blade change	90	12/5/2025, 11:36:08 PM

The Maintenance Records page displays all maintenance that has been performed. A drop down at the top of the screen allows users to filter by a specific piece of equipment so that only maintenance that has been performed upon that piece of equipment can be seen.

The Start Maintenance button allows users to check a piece of equipment out for maintenance. Only equipment that is “available” can be checked out for maintenance. Once maintenance has been performed upon the equipment, users can select the End Maintenance button. After entering total hours, maintenance performed, and additional notes the equipment is then checked back into the system with the “available” status and the maintenance record is saved for future reference.

## 14. Profile Page



The Profile Page displays information about the current logged in user. Their name, email address, phone number, and access level (role) can all be viewed here.