User Guide

Introduction

The Delaware Technical and Community College IT Department is requesting students to create a printer and toner inventory system through excel workbooks. Instead of using excel as a base for storage of data, this program is intended to act as a stand-alone application that imports data through csv or comma-separated-values, manipulates that data through the application and saves it as an xml file. It is our hope that this brief guide will allow users to quickly learn the basics of our application.
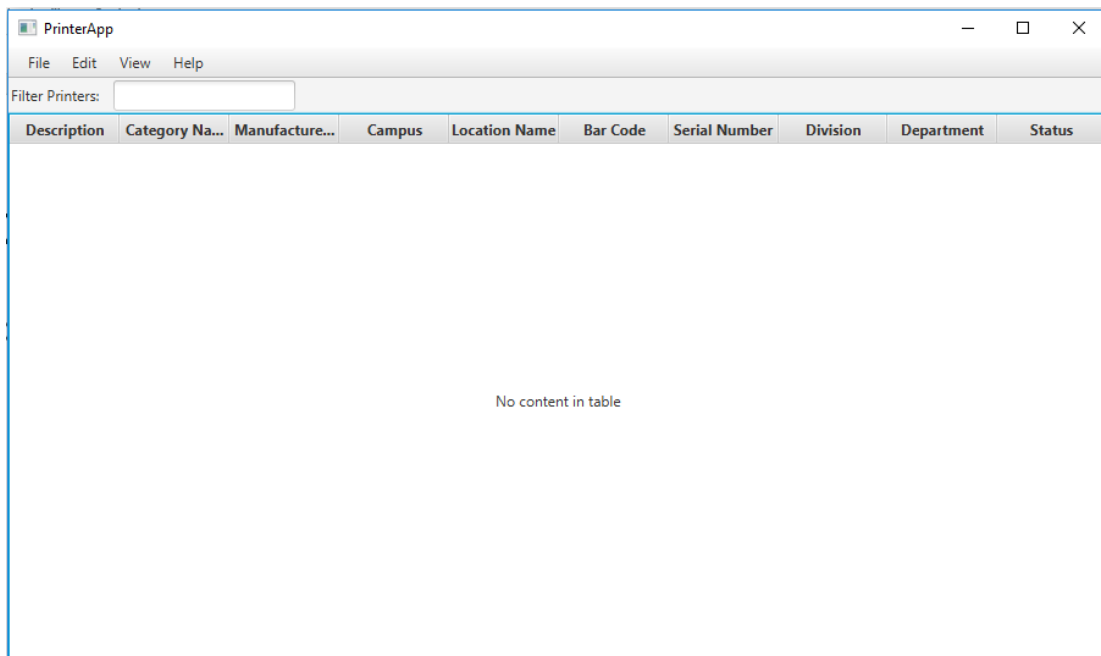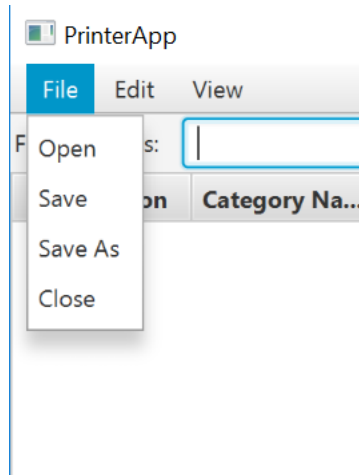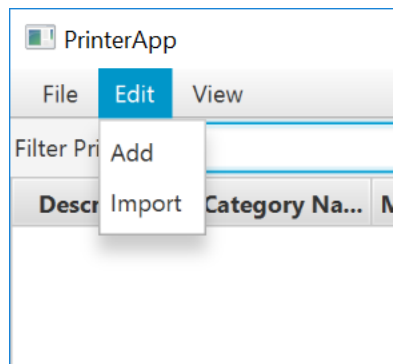
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Navigation

Open: opens a previously saved database.

Save: Save the current database. If the user already saved or if they recently opened that database, the old save path will be used

Save as: Opens windows file explorer to choose a new save location.

Add: Allows for manual entry of printers and toners.

Import: Allows for bulk printer or toner importation. Must be a CSV file**. After each line of csv should be followed with a carriage return. If any line has bad data, the object will not be imported into the database. The correct format for the csv is as follows,

Printer

BarCode,Description,Category Name,LocationName,Serial Number,Manufacturer Name,Division,Department,Campus,Status

Toner

PrinterModel,Brand,Model,Printers,MinStock,CurStock,Order,Needed

Navigation
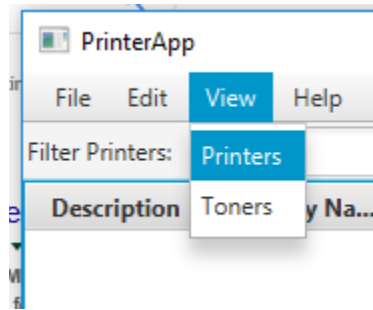
Printers: Views the Printer Data

Toners: Views the Toner Data

Note: When adding or importing, be sure you're on the right table view. If you wish to import printers, you must be in the printer view.

Table Views

Printer View

Toner View

Navigating Table Views

Once you have printers and toners loaded into the tables, you can search for them using the Filter Toner field. This will search every attribute for the value typed into the filter.

To edit an object, or to check toner levels, you double click a row in the table. This will bring up the objects edit window.
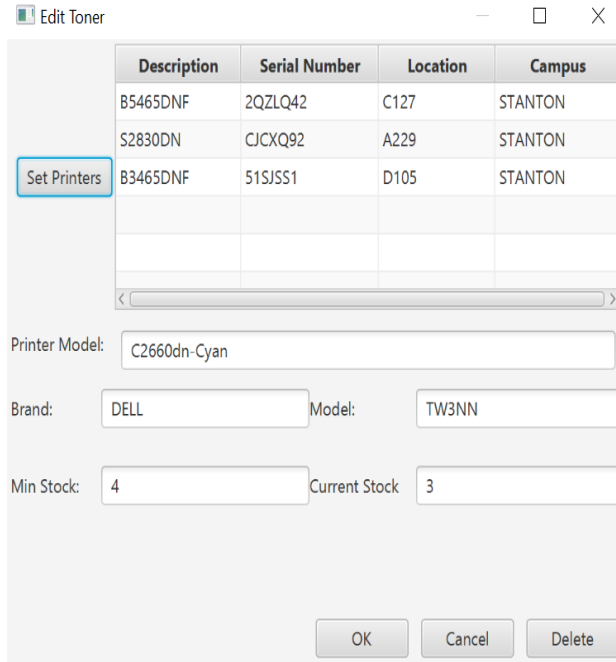
In this window you can edit values and write notes about the printer. Displayed at the top are the linked toners the printer uses and there stock information. Selecting the set toners button allows you to pick which toners the printer uses. The delete button will delete the printer.

Navigating Table Views

The edit toner window is very similar to the edit printer window. It allows you to set the printers the use this toner. This can be helpful if you know many printers use a particular toner and do not want to go through each individual toner.

Linking Printers and Toners

To set which toners a printer uses simply click the set toners button. Then click the check boxes for which toners should be linked to this printer. The set printers function works the same for the edit toner window.
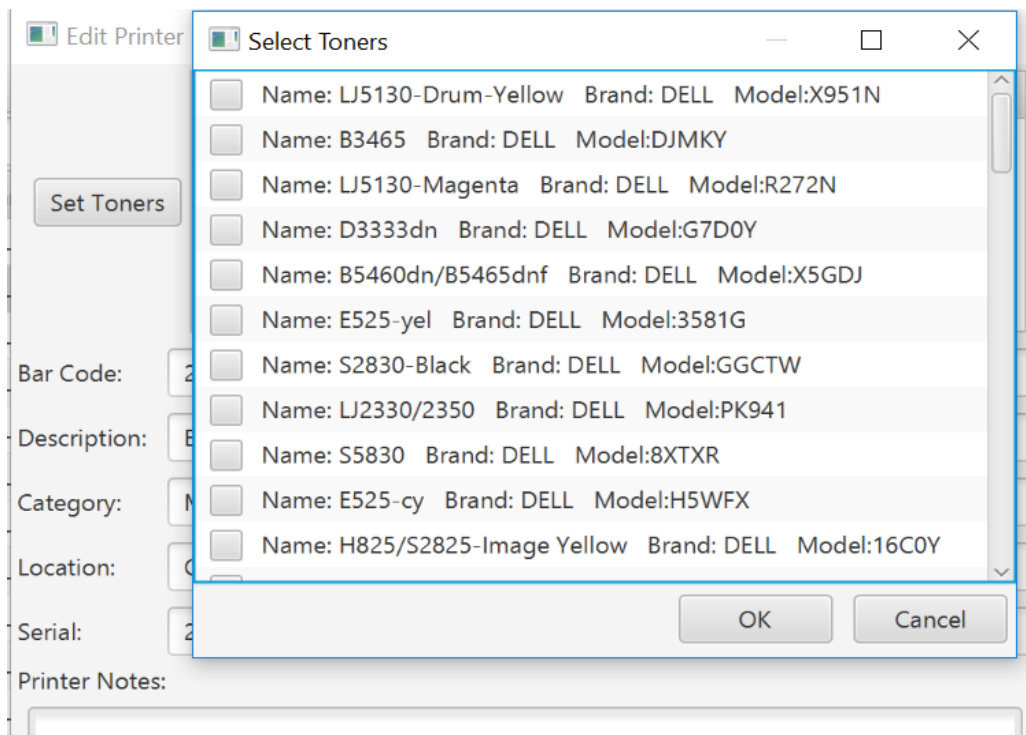
Quick Start Tutorial

Rules: Printers must be selected when you import the printer data and toners must be selected when you import the toner data. To accomplish this task you simply click on "View" at the top left of the application and then select printers if you're importing printer data or toners if you're importing toner data. Please see below.
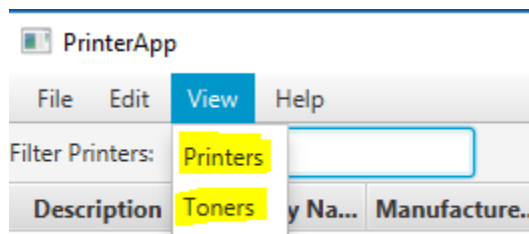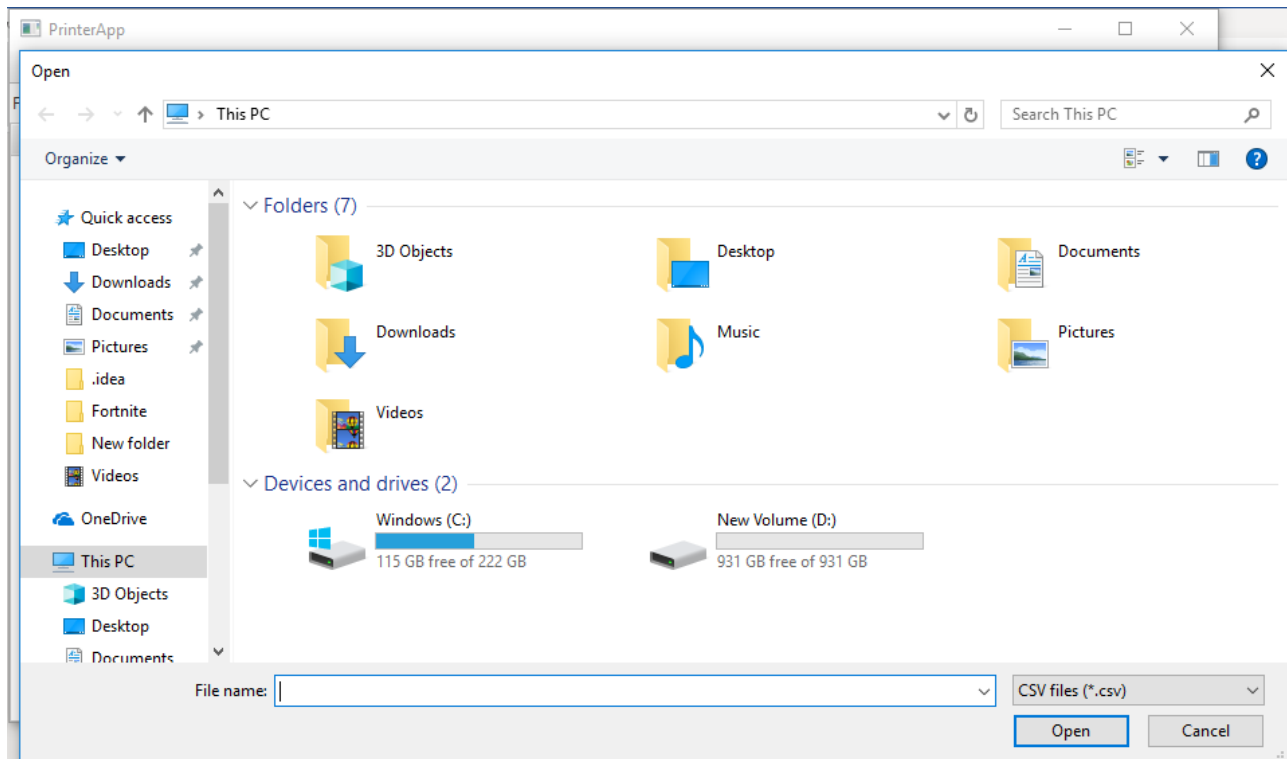

First thing is we need to do is import the data.

Select Edit at the top left of the application as shown below and click on import.
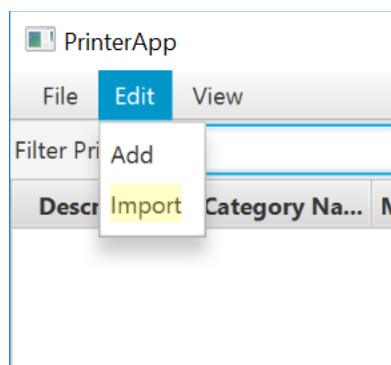
Quick Start Extended
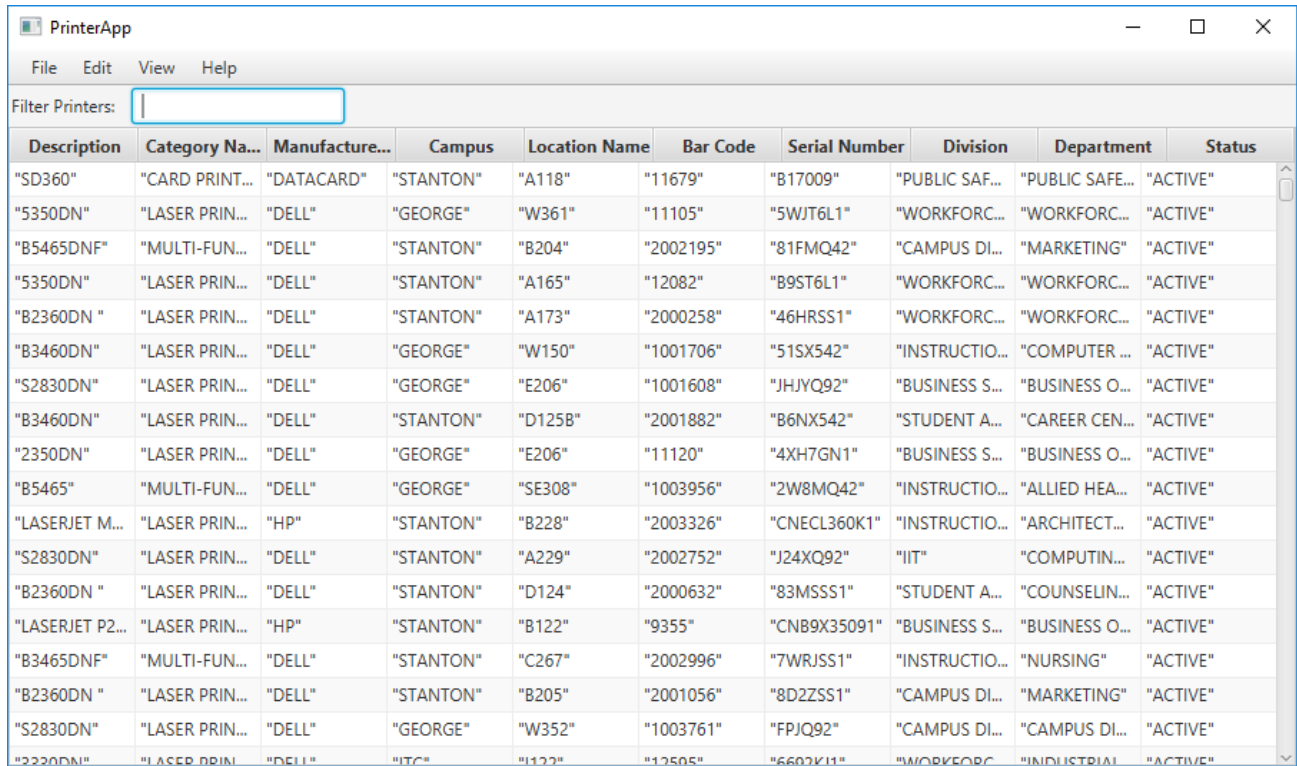
Once import is select a new window should pop up that looks like this below.

You will need to find the printers CSV wherever you have saved it on your computer, select it, and hit open.

Quick Start Extended

Once you have selected the CSV file and opened it then the application should look something like the below.

You will now need to repeat this process to import the other toner or printer csv file.