

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.

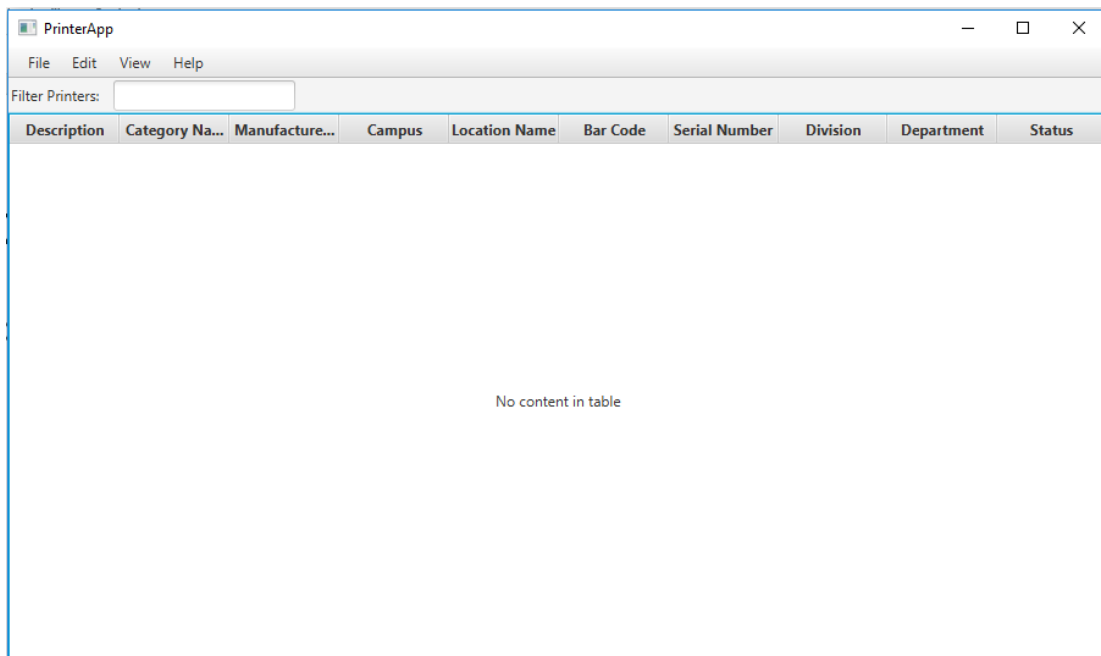
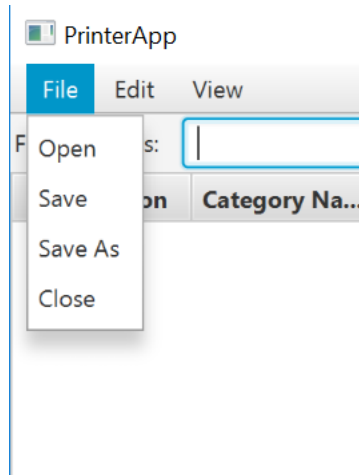


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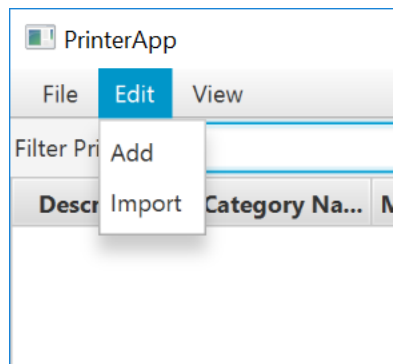
Navigation



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,

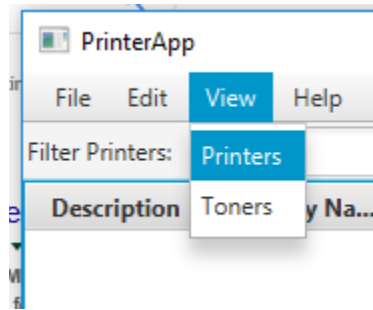
Printer

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

PrinterApp

File Edit View

Filter Printers:

| Description | Category Na... | Manufacture... | Campus | Location Na... | Bar Code | Serial Number | Division | Department | Status |
|----------------|----------------|----------------|---------|----------------|----------|---------------|----------------|----------------|--------|
| 2350DN | LASER PRINTER | DELL | GEORGE | E024 | 11098 | 9V06GN1 | WORKFORCE... | WORKFORCE... | ACTIVE |
| DESIGNJET T... | PLOTTER | HP | STANTON | B231 | 2002258 | CN64G3H00K | INSTRUCTION | ARCHITECTU... | ACTIVE |
| B5460DN | LASER PRINTER | DELL | STANTON | B122 | 2001052 | HMZZ422 | BUSINESS SE... | BUSINESS OF... | ACTIVE |
| B2360DN | LASER PRINTER | DELL | STANTON | B131 | 2000255 | 1NHRSS1 | INSTRUCTION | MATHEMATICS | ACTIVE |
| B2360DN | LASER PRINTER | DELL | STANTON | C285 | 2000248 | HTHRSS1 | INSTRUCTION | NURSING | ACTIVE |
| B5460DN | LASER PRINTER | DELL | STANTON | A146 | 2001639 | 47PFSS1 | CAMPUS DIR... | CAMPUS DIR... | ACTIVE |
| B5460DN | LASER PRINTER | DELL | GEORGE | W261 | 1001148 | 6N00522 | INSTRUCTION | COMPUTER I... | ACTIVE |
| C1760NW | COLOR LASE... | DELL | STANTON | A222 | 11789 | 6LXKQV1 | WORKFORCE... | CAFETERIA | ACTIVE |
| S2830DN | LASER PRINTER | DELL | STANTON | C269 | 2002686 | GGTVQ92 | INSTRUCTION | NURSING | ACTIVE |
| B5460DN | LASER PRINTER | DELL | STANTON | A148 | 2002057 | 6D3MQ42 | WORKFORCE... | COMPUTER I... | ACTIVE |
| B5465DNF | MULTI-FUNC... | DELL | STANTON | A222 | 2002222 | GVDMQ42 | WORKFORCE... | CAFETERIA | ACTIVE |
| 700 M712DN | LASER PRINTER | HP | STANTON | A230 | 2001469 | CNDCGCF0JQ | INSTRUCTION | ARCHITECTU... | ACTIVE |
| B5460DN | LASER PRINTER | DELL | GEORGE | E300 | 1001127 | 62PFSS1 | IIT | CCIT | ACTIVE |
| B2360DN | LASER PRINTER | DELL | STANTON | A158 | 2000260 | 7QJRS51 | DEMEP | DEMEP | ACTIVE |
| 3330DN | LASER PRINTER | DELL | GEORGE | W063 | 1001054 | D2RXNK1 | ADMINISTRA... | MAINTENANCE | ACTIVE |
| B5460DN | LASER PRINTER | DELL | GEORGE | W357 | 1001716 | 90XLQ42 | WORKFORCE... | WORKFORCE... | ACTIVE |
| S2830DN | LASER PRINTER | DELL | STANTON | A229 | 2002752 | J24XQ92 | IIT | COMPUTING ... | ACTIVE |
| B5460DN | LASER PRINTER | DELL | STANTON | A212 | 2002054 | 283MQ42 | INSTRUCTION | CRIMINAL JU... | ACTIVE |

Toner View

PrinterApp

File Edit View

Filter Toners:

| Printer Model | Brand | Model | Printers | Min Stock | Cur Stock | Order | Needed |
|---------------------|-------|-------|----------|-----------|-----------|-------|--------|
| LJ5130-Drum-Yell... | DELL | X951N | 1 | 4 | 4 | false | 0 |
| B3465 | DELL | DJMKY | 0 | 0 | 0 | false | 0 |
| C2660dn-Cyan | DELL | TW3NN | 1 | 4 | 3 | true | 1 |
| LJ5130-Magenta | DELL | R272N | 1 | 4 | 7 | false | 0 |
| D3333dn | DELL | G7D0Y | 1 | 2 | 2 | false | 0 |
| B5460dn/B5465dnf | DELL | X5GDJ | 1 | 10 | 5 | true | 5 |
| E525-yel | DELL | 3581G | 1 | 6 | 5 | true | 1 |
| S2830-Black | DELL | GGCTW | 1 | 4 | 4 | false | 0 |
| LJ2330/2350 | DELL | PK941 | 1 | 4 | 4 | false | 0 |
| S5830 | DELL | 8XTXR | 1 | 4 | 1 | true | 3 |
| E525-cy | DELL | H5WFX | 1 | 6 | 6 | false | 0 |
| H825/S2825-Ima... | DELL | 16C0Y | 1 | 4 | 5 | false | 0 |
| LJ5535 | DELL | Y4Y5R | 1 | 2 | 2 | false | 0 |
| S3840/S3845 Ma... | DELL | C6DN5 | 1 | 4 | 4 | false | 0 |
| C2660dn-Yellow | DELL | 2K1VC | 1 | 4 | 3 | true | 1 |
| 3760dn/3765-Black | DELL | W8D60 | 1 | 4 | 3 | true | 1 |
| H825/S2825-Ima... | DELL | MJN86 | 1 | 4 | 3 | true | 1 |

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.

| Stock | Model |
|-------|----------------|
| 0 | B3465 |
| 7 | LJ5130-Magenta |

Set Toners

Bar Code: 2001181 Manufacturer: DELL

Description: B5465DNF Division: INSTRUCTION

Category: MULTI-FUNCTION PRINTER Department: CULINARY ARTS

Location: C127 Campus: STANTON

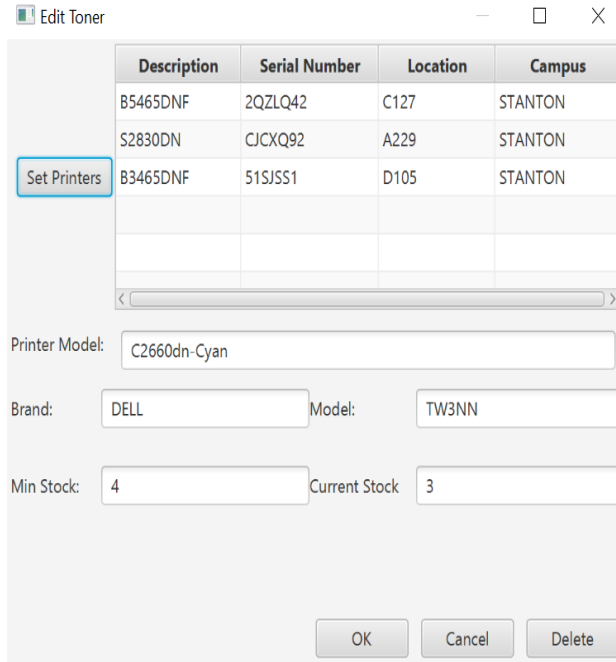
Serial: 2QZLQ42 Status: ACTIVE

Printer Notes:

OK Cancel Delete

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 screenshot shows a window titled "Edit Toner" with standard window controls (minimize, maximize, close). On the left is a sidebar with a "Set Printers" button. The main area contains a table with four columns: Description, Serial Number, Location, and Campus. Below the table is a horizontal scrollbar. Under the table are input fields for "Printer Model:" (containing "C2660dn-Cyan"), "Brand:" (containing "DELL"), "Model:" (containing "TW3NN"), "Min Stock:" (containing "4"), and "Current Stock:" (containing "3"). At the bottom are three buttons: "OK", "Cancel", and "Delete".

| Description | Serial Number | Location | Campus |
|-------------|---------------|----------|---------|
| B5465DNF | 2QZLQ42 | C127 | STANTON |
| S2830DN | CJXCQ92 | A229 | STANTON |
| B3465DNF | 51SJSS1 | D105 | STANTON |
| | | | |
| | | | |
| | | | |

Printer Model: C2660dn-Cyan

Brand: DELL Model: TW3NN

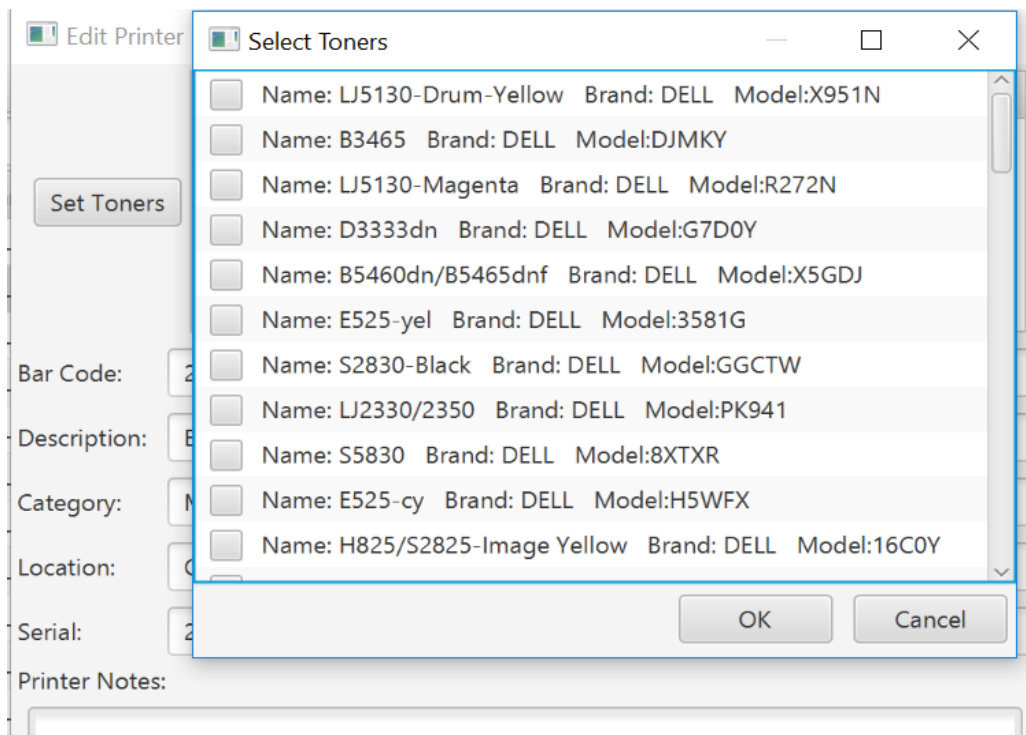
Min Stock: 4 Current Stock: 3

OK Cancel Delete

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.

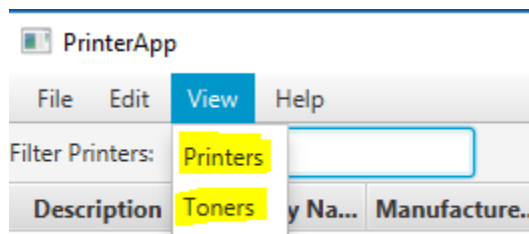
Linking Printers and Toners

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.



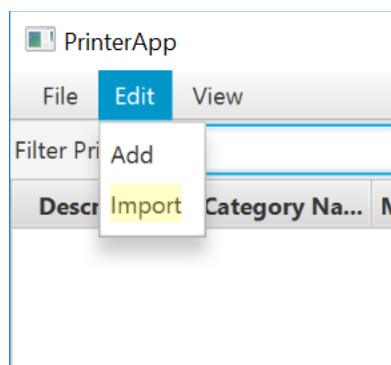
Quick Start Tutorial

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.



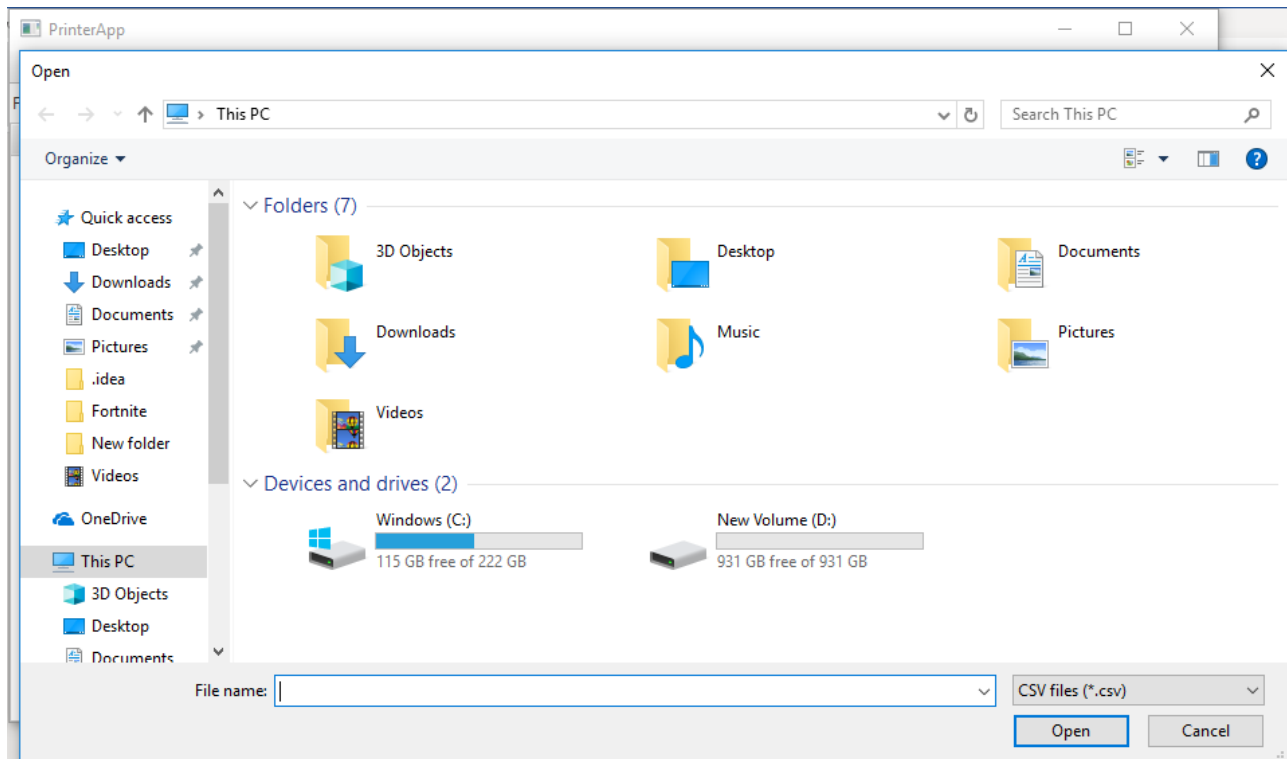
First thing is we need to do is import the data.

Select Edit at the top left of the application as shown below and click on import.



Quick Start Extended

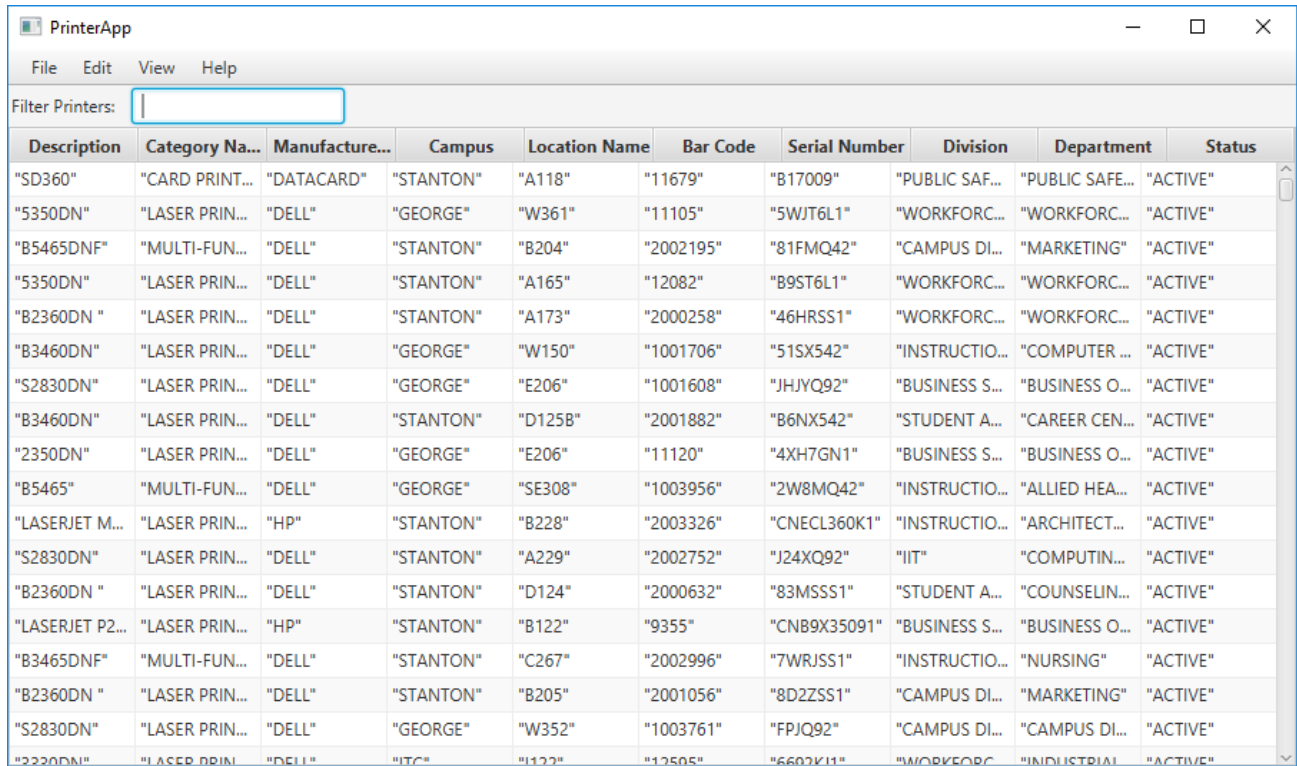
Once import is select a new window should pop up that looks like this below.



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.



The screenshot shows a window titled "PrinterApp" with a menu bar (File, Edit, View, Help) and a "Filter Printers:" search box. Below is a table with 10 columns: Description, Category Na..., Manufacture..., Campus, Location Name, Bar Code, Serial Number, Division, Department, and Status. The table contains 20 rows of printer data, including models like SD360, 5350DN, B5465DNF, and various laser printers from Dell, HP, and others, all with an "ACTIVE" status.

| Description | Category Na... | Manufacture... | Campus | Location Name | Bar Code | Serial Number | Division | Department | Status |
|-----------------|----------------|----------------|-----------|---------------|-----------|---------------|----------------|-----------------|----------|
| "SD360" | "CARD PRINT... | "DATACARD" | "STANTON" | "A118" | "11679" | "B17009" | "PUBLIC SAF... | "PUBLIC SAFE... | "ACTIVE" |
| "5350DN" | "LASER PRIN... | "DELL" | "GEORGE" | "W361" | "11105" | "5WJT6L1" | "WORKFORC... | "WORKFORC... | "ACTIVE" |
| "B5465DNF" | "MULTI-FUN... | "DELL" | "STANTON" | "B204" | "2002195" | "81FMQ42" | "CAMPUS DI... | "MARKETING" | "ACTIVE" |
| "5350DN" | "LASER PRIN... | "DELL" | "STANTON" | "A165" | "12082" | "B9ST6L1" | "WORKFORC... | "WORKFORC... | "ACTIVE" |
| "B2360DN " | "LASER PRIN... | "DELL" | "STANTON" | "A173" | "2000258" | "46HRSS1" | "WORKFORC... | "WORKFORC... | "ACTIVE" |
| "B3460DN" | "LASER PRIN... | "DELL" | "GEORGE" | "W150" | "1001706" | "51SX542" | "INSTRUCTIO... | "COMPUTER ... | "ACTIVE" |
| "S2830DN" | "LASER PRIN... | "DELL" | "GEORGE" | "E206" | "1001608" | "JHJYQ92" | "BUSINESS S... | "BUSINESS O... | "ACTIVE" |
| "B3460DN" | "LASER PRIN... | "DELL" | "STANTON" | "D1258" | "2001882" | "B6NX542" | "STUDENT A... | "CAREER CEN... | "ACTIVE" |
| "2350DN" | "LASER PRIN... | "DELL" | "GEORGE" | "E206" | "11120" | "4XH7GN1" | "BUSINESS S... | "BUSINESS O... | "ACTIVE" |
| "B5465" | "MULTI-FUN... | "DELL" | "GEORGE" | "SE308" | "1003956" | "2W8MQ42" | "INSTRUCTIO... | "ALLIED HEA... | "ACTIVE" |
| "LASERJET M... | "LASER PRIN... | "HP" | "STANTON" | "B228" | "2003326" | "CNECL360K1" | "INSTRUCTIO... | "ARCHITECT... | "ACTIVE" |
| "S2830DN" | "LASER PRIN... | "DELL" | "STANTON" | "A229" | "2002752" | "J24XQ92" | "IIT" | "COMPUTIN... | "ACTIVE" |
| "B2360DN " | "LASER PRIN... | "DELL" | "STANTON" | "D124" | "2000632" | "83MSSS1" | "STUDENT A... | "COUNSELIN... | "ACTIVE" |
| "LASERJET P2... | "LASER PRIN... | "HP" | "STANTON" | "B122" | "9355" | "CNB9X35091" | "BUSINESS S... | "BUSINESS O... | "ACTIVE" |
| "B3465DNF" | "MULTI-FUN... | "DELL" | "STANTON" | "C267" | "2002996" | "7WRJSS1" | "INSTRUCTIO... | "NURSING" | "ACTIVE" |
| "B2360DN " | "LASER PRIN... | "DELL" | "STANTON" | "B205" | "2001056" | "8D2ZSS1" | "CAMPUS DI... | "MARKETING" | "ACTIVE" |
| "S2830DN" | "LASER PRIN... | "DELL" | "GEORGE" | "W352" | "1003761" | "FPJQ92" | "CAMPUS DI... | "CAMPUS DI... | "ACTIVE" |
| "2220DN" | "LASER PRIN... | "DELL" | "ITC" | "I122" | "12505" | "6602K11" | "WORKFORC... | "INDUSTRIAL | "ACTIVE" |

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