Inventory Management System: User Documentation

Prepared by the CompanyABC Team

Version: 1.0

Contents

Introduction

Welcome!

Welcome to our new and improved inventory management system for all of our products at Company ABC! We have now fully transitioned from our old system. You will notice that the design is a lot more user friendly and crisp. We hope you will enjoy it!
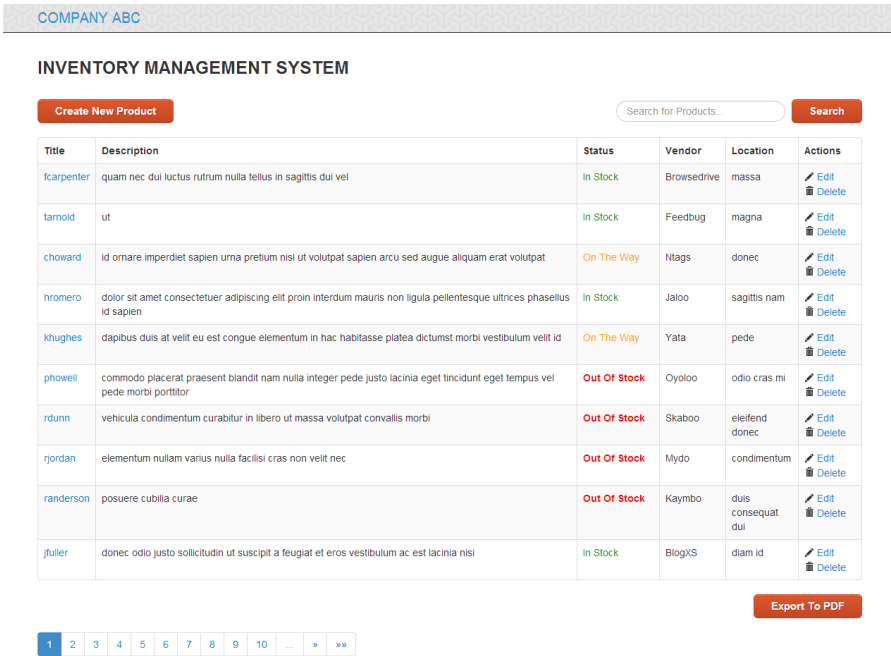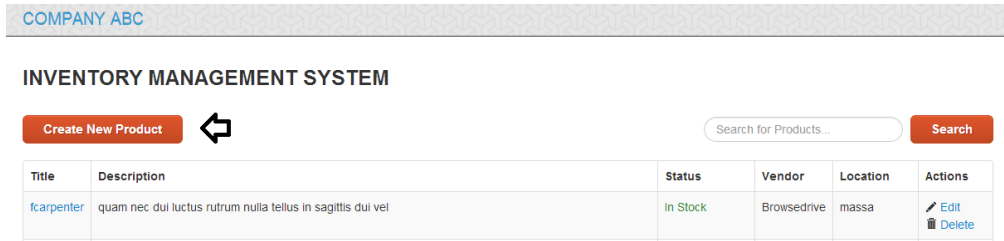

Figure 1 Our new home page.

Features

Adding a new product to the system

1. First click the "Create New Product" button on the main page.

2. Enter the information about the product on this page.

3. Click save.

4. Confirmation of the transaction will occur on the next page.

Editing an existing product

1. Click the 'Edit' button of the product you wish to edit.

2. Update any fields that you wish to.

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EDIT PRODUCT

Title	fcarpenter
Description	quam nec dui luctus rutrum nulla tellus in sagittis dui vel
Vendor	Browsedrive
Cost	816.93
List Price	384.50
Status	In Stock
Location	massa
Date Received	18/07/2012 12:00:00 AM

Save **Cancel**

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3. Click the "Save" button.

4. A confirmation will appear on the next screen.

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The product was successfully saved.   X

INVENTORY MANAGEMENT SYSTEM

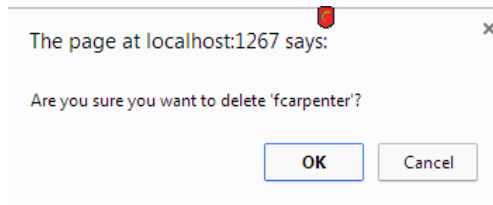**Create New Product**   Search for Products...   **Search**

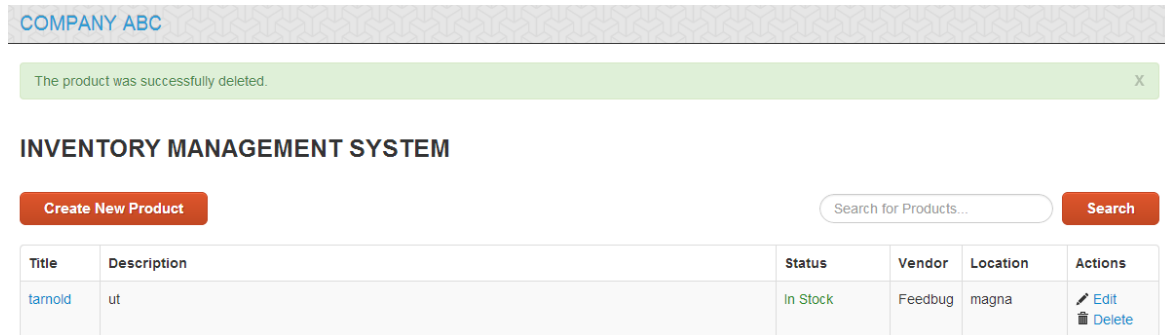| Title	Description	Status	Vendor	Location	Actions
fcarpenter	quam nec dui luctus rutrum nulla tellus in sagittis dui vel	In Stock	Browsedrive	massa	✏ Edit 🗑 Delete

Deleting an existing product

1. Locate the product you wish to delete, and then click the "Delete" button.

fcarpenter	quam nec dui luctus rutrum nulla tellus in sagittis dui vel	In Stock	Browsedrive	massa	✏ Edit 🗑 Delete

2. A confirmation dialog box will appear. Confirm your answer.

The page at localhost:1267 says:

Are you sure you want to delete 'fcarpenter'?

OK   Cancel

3. A confirmation message will appear on the next screen.

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The product was successfully deleted.   X

INVENTORY MANAGEMENT SYSTEM

Create New Product   Search for Products...   Search

Title	Description	Status	Vendor	Location	Actions
tarnold	ut	In Stock	Feedbug	magna	✎ Edit 🗑 Delete

Searching for a product

We have introduced an exciting new feature into our inventory management system. We now have full-text search! This mean you can search for any product by specifying a value for any of its fields! For example, let's say you were searching for all 'In Stock' items. All you have to do is enter 'In Stock' into our unified search box, and all products that are in stock will be returned! Isn't that great!?

1. Enter "In Stock" into the search field.

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INVENTORY MANAGEMENT SYSTEM

Create New Product   In Stock   x   Search

Title	Description	Status	Vendor	Location	Actions
tarnold	ut	In Stock	Feedbug	magna	✎ Edit 🗑 Delete
choward	id ornare imperdiet sapien urna pretium nisl ut volutpat sapien arcu sed augue aliquam erat volutpat	On The Way	Ntags	donec	✎ Edit 🗑 Delete
hromero	dolor sit amet consectetuer adipiscing elit proin interdum mauris non ligula pellentesque ultrices phasellus id sapien	In Stock	Jaloo	sagittis nam	✎ Edit 🗑 Delete
khughes	dapibus duis at velit eu est congue elementum in hac habitasse platea dictumst morbi vestibulum velit id	On The Way	Yata	pede	✎ Edit 🗑 Delete

2. Click the "Search" button.

3. Your search results will be displayed.

To clear your search and go back to seeing the whole product catalog, click the "X" button on the search field:

You can also search by dates as well. Say you were looking for items either created or received in November. All you would have to do is enter "November" into the search field and all the results will be shown.

Here is a list of all the fields you can search by:

- ABCID
- Title
- Description
- Vendor
- List Price
- Cost
- Status
- Location
- Date Created
- Date Received

Exporting products to PDF Report

Another exciting feature we are proud to introduce is Export To PDF! Now, you can export the whole or a subset of the product catalog to a PDF report.

Exporting the whole product catalog

1. Without entering a search click the "Export To PDF" button at the bottom right hand side of the page.

2. The page will not appear to be doing anything, but we assure your report is being generated in the background. In the next version, a clear progress indicator will be provided to show the progress of the generated report.

3. Your PDF will either be downloaded to your computer or it will open in the web browser.

Exporting a search to PDF

1. Enter your search parameters in the text box. Click the export button on the bottom of the right hand side of the page.

2. Your report will either open in your web browser or it will be downloaded to you computer.

Support

If you encounter any issue, big or small, feel free to drop us a line at help@companyabc.com.

Known Issues:

- PDF Report layout can be messed up if product descriptions are multi-lined.