USER MANUAL

Logic University
Stationery Store
Inventory System

Team 6

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1.0 GENERAL INFORMATION

This section explains the system and the purpose for which it is intended

1.1 System Overview

The stationery store inventory system is an application which allows the seamless requisition of stationery for the staff of Logic University and the daily ease of day-to-day tasks for the Stationery Store. The system provides the automation of tasks and it saves data collected to a database. The system also operates on mobile devices with Android operating system.

1.2 Organisation of the Manual

The user’s manual consists of five sections: General Information, System Summary, Getting Started and Using The System

General Information section explains in general terms the system and the purpose for which it is intended.

System Summary section provides general overview of the system. The summary outlines the uses of the system’s hardware and software requirements, system’s configuration, user access levels and system’s behaviours in case of any contingencies.

Getting Started section presents briefly the system menu.

Using The System section provides a detailed description of system functions.

2.0 SYSTEM SUMMARY

This section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behaviour in case of any contingencies

2.1 System Configuration

Logic University Stationery Store Inventory System operates on mobile devices with Android operating system. It is compatible with Android 1.5 API level 5 and higher versions. The application requires connection to the server in order to save data to database. Data saved in database can be accessed whenever user is logged in to the system.

2.2 User Access Levels

Only staff of Logic University with the access rights are able to use the application. Each user has a specific set of screens that they will be able to access and certain data they can save to the database

2.3 Contingencies

In case of power outage, data may not be saved to the server if it has not been submitted. Please ensure to submit all data prior to logging off the system

3.0 GETTING STARTED – WEB

This section explains how to get the Stationery Store Inventory System and use it effectively

3.1 Logging In

User ID and password remains the same as the current User ID and password provided by the university upon start of staff's employment

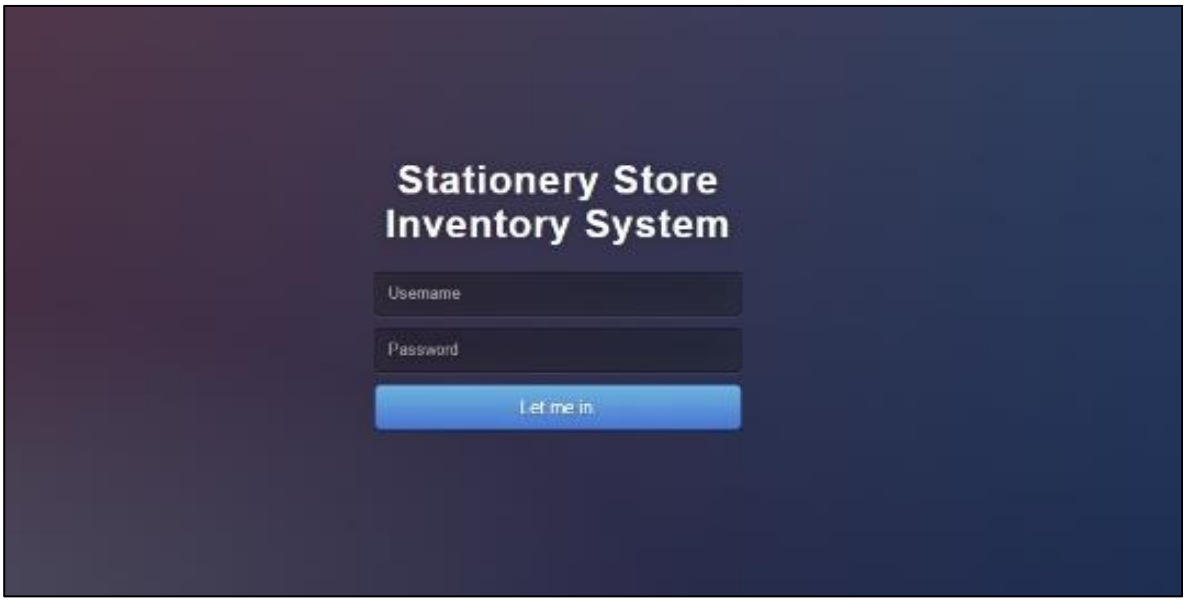


Figure 1: Login Page

3.2 Using the System

The Stationery Store Inventory System is an application that has a specific set of menu items per user role. In this section, the menu items and corresponding screens will be shown.

3.3 Store Manager

3.3.1 Store Manager – Approve/ Reject Purchase Order

Once Store Manager logs in, they will enter the Approve/Reject Purchase Order page where the pending Purchase Orders are listed in a table (Figure 2). The list will also include item stock that falls below the reorder levels

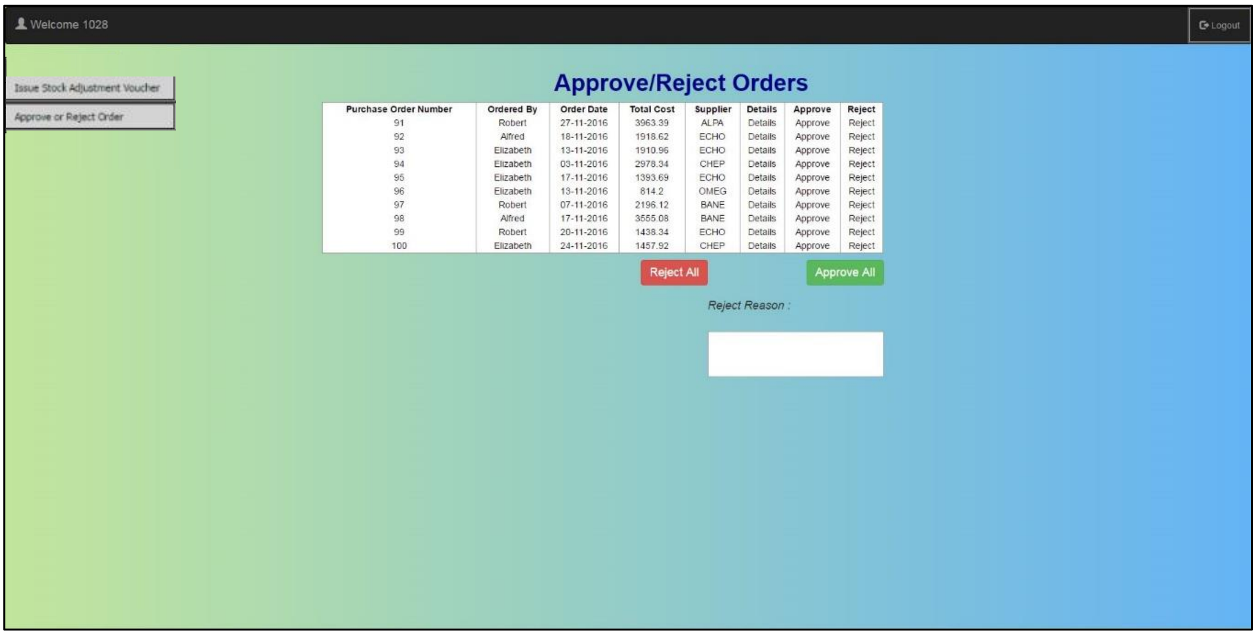


Figure 2: Approve/Reject Purchase Orders

Should the Store Manager require more information on the Purchase Order, they can click on the 'Details' hyperlink where there will be a table showing the items in that Purchase Order (Figure 3). This will help in their Approve/ Reject decision

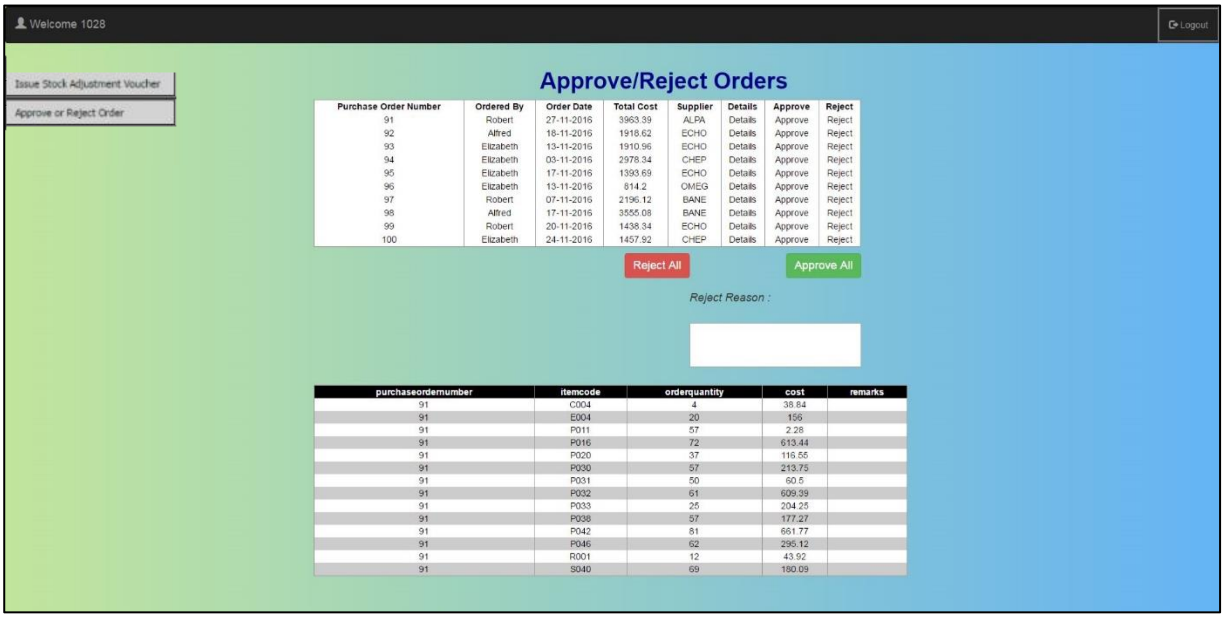


Figure 3: Details of the selected Purchase Order

Once a Store Manager approves a Purchase Order, a label below the table will show the approved Purchase Order with the planned delivery date - 3 working days from approval date (Figure 4). Store Manager is also given the function to Approve All at one go. If the Store Manager approves all, the Purchase Orders will be consolidated and sent to the suppliers. The delivery date will also be shown. Should the Store Manager reject a Purchase Order, they are required to fil in the Reject Reason which will be notified to the Store Clerk via email of the unsuccessful Purchase Order

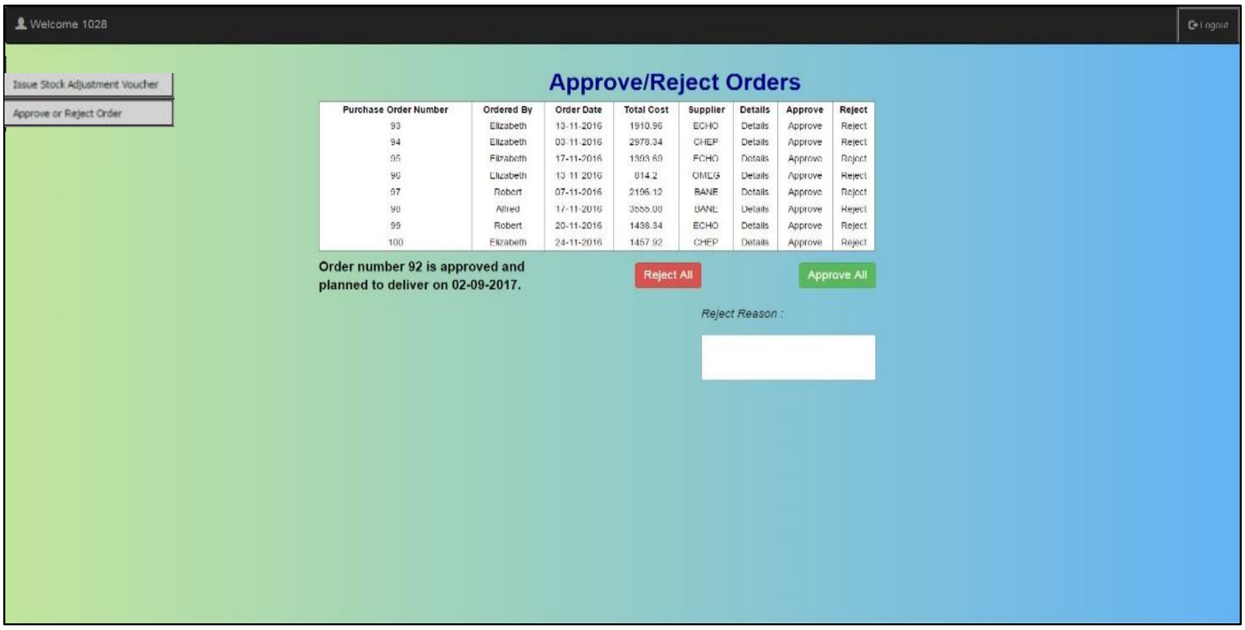


Figure 4: Approve Purchase Order

3.3.2 Store Manager – Issue Stock Adjustment Voucher

The Issue Stock Adjustment Voucher Form consists of a table where the Store Manager will be able to see the pending Adjustment Vouchers that are over $250 that requires their approval (Figure 7). The Store Manager is able to approve or reject each voucher.

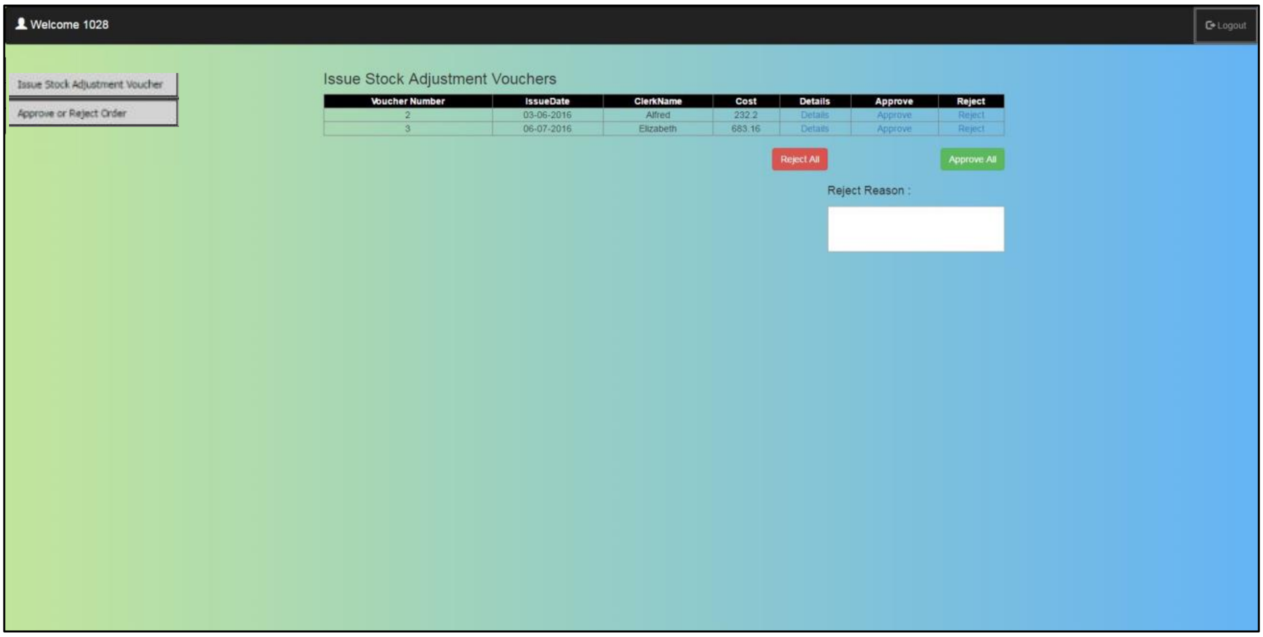


Figure 5: Stock Adjust Voucher Form

If the Store Manager requires more details of each Stock Adjustment Voucher, they can click on the 'Details' hyperlink and there will be a table at the bottom that shows the information of each Adjustment Voucher (Figure 8).

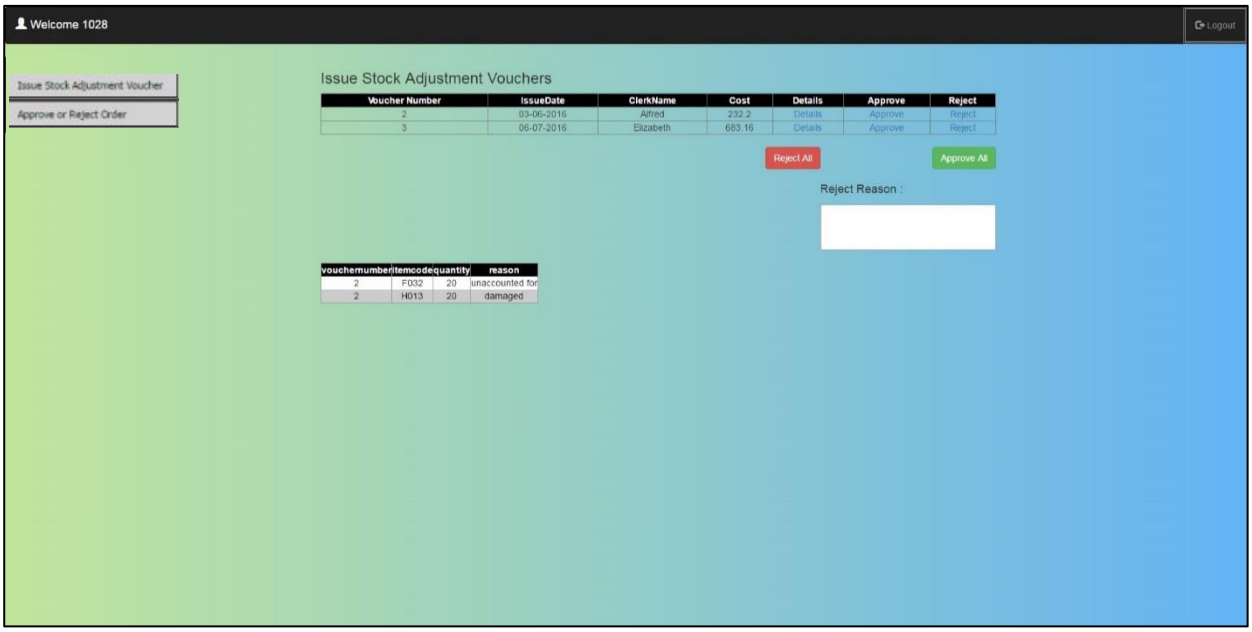


Figure 6: Details of each Adjustment Voucher

The Store Manager is able to Approve each Stock Adjustment Voucher or Approve All. Once it has been clicked, the approval date will appear below the table, with the voucher number that has been approved (Figure 9). This information will be updated in the database. For rejecting Stock Adjustment Vouchers, they can Reject each voucher or Reject All. Store Managers are required to state a reject reason in the textbox provided. This will automatically send an email to the store clerk to inform them of the rejected voucher and the reject reason. Rejecting All will only require one reject reason

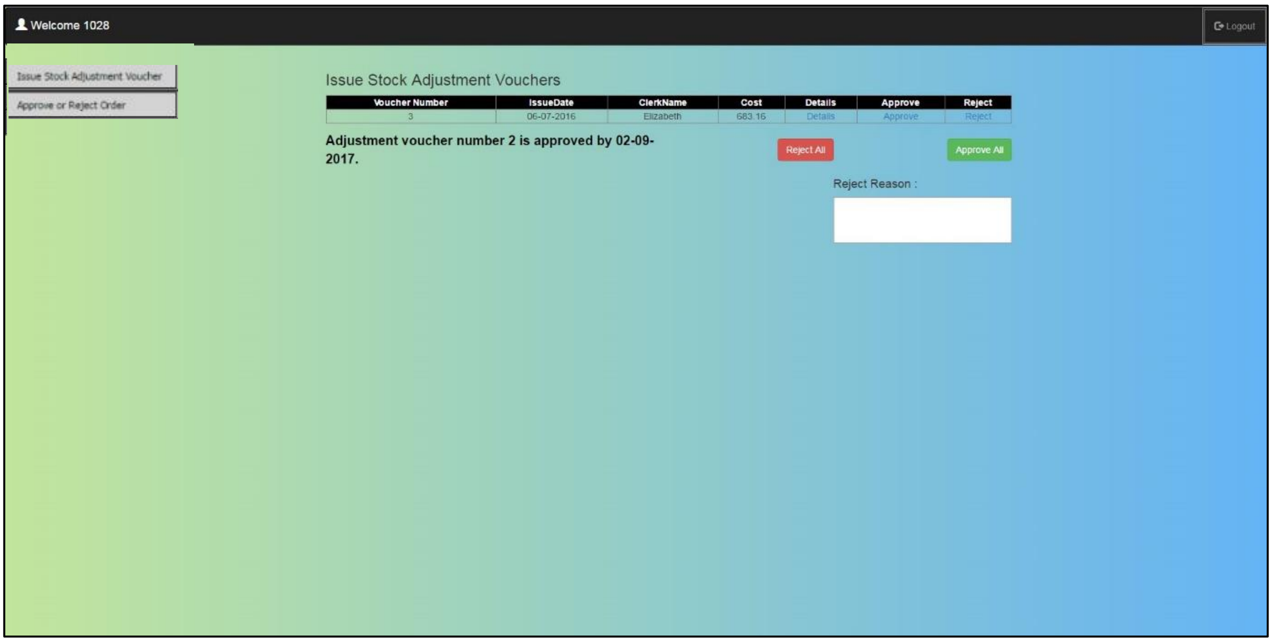


Figure 7: Approve Stock Adjustment Voucher

3.4 Store Supervisor

3.4.1 Store Supervisor – Approve/ Reject Purchase Order

Store Supervisor has the same authority as the Store Manager to Approve/Reject Purchase Orders. Once Store Supervisor logs in, they will enter the Approve/Reject Purchase Order page where the pending Purchase Orders are listed in a table (Figure 11). The list will also include item stock that falls below the reorder levels

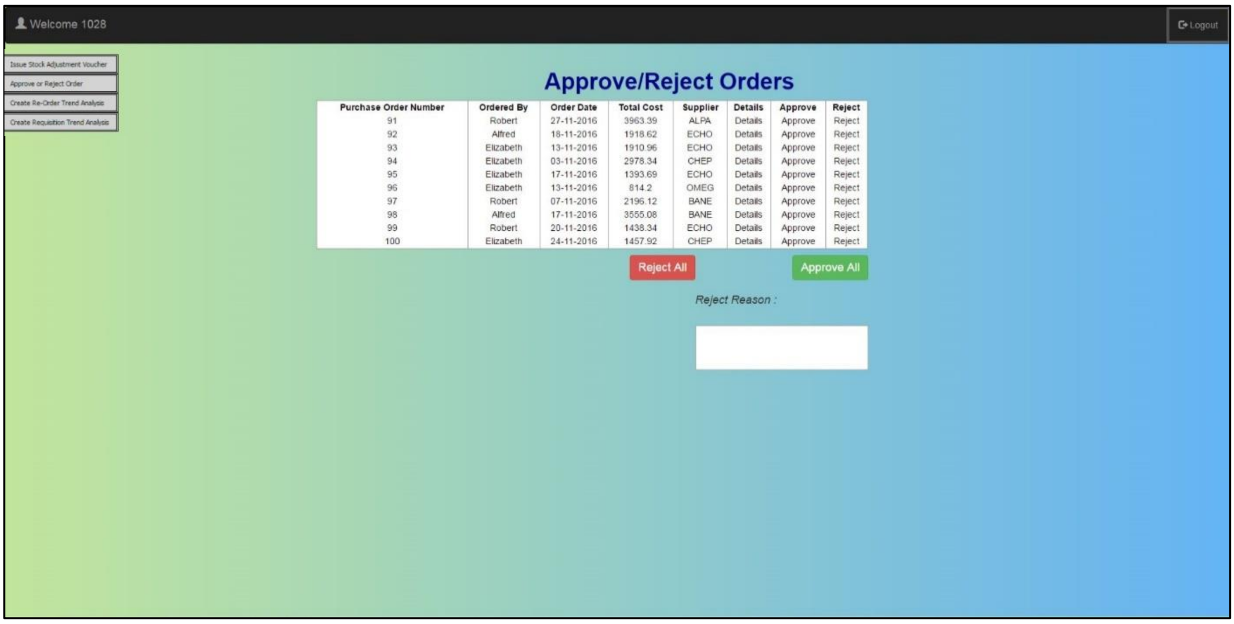


Figure 8: Approve/Reject Purchase Orders

Should the Store Supervisor require more information on the Purchase Order, they can click on the 'Details' hyperlink where there will be a table showing the items in that Purchase Order (Figure 12). This will help in their Approve/ Reject decision

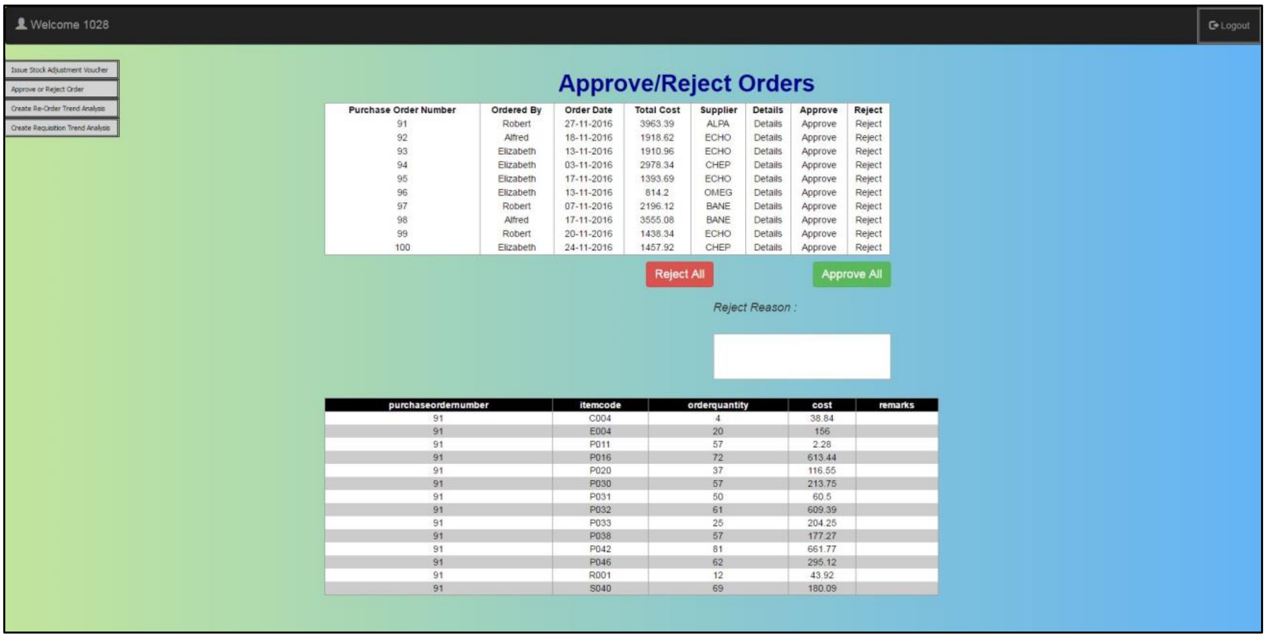


Figure 9: Details of the selected Purchase Order

Once a Store Supervisor approves a Purchase Order, a label below the table will show the approved Purchase Order with the planned delivery date - 3 working days from approval date (Figure 13). Store Manager is also given the function to Approve All at one go. If the Store Supervisor approves all, the Purchase Orders will be consolidated and sent to the suppliers. The delivery date will also be shown. Should the Store Supervisor reject a Purchase Order, they are required to fil in the Reject Reason which will be notified to the Store Clerk via email of the unsuccessful Purchase Order

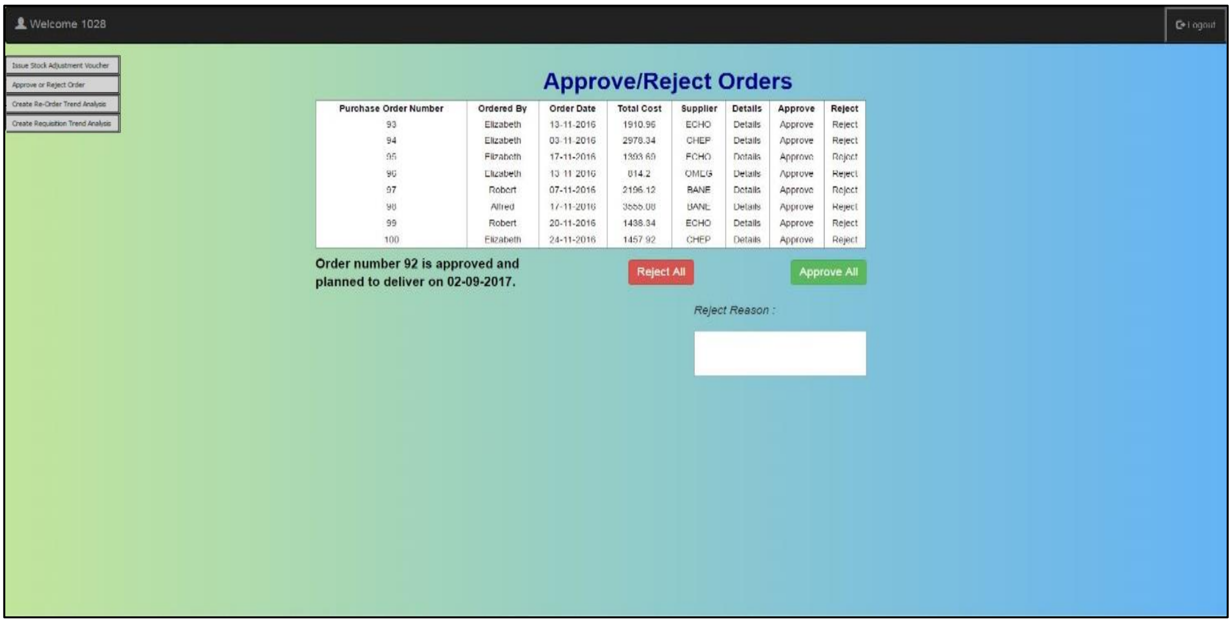


Figure 10: Approve Purchase Order

3.4.2 Store Supervisor - Issue Stock Adjustment Voucher

The Issue Stock Adjustment Voucher Form consists of a table where the Store Supervisor will be able to see the pending Adjustment Vouchers that are below $250 that requires their approval (Figure 16). The Store Supervisor is able to approve or reject each voucher.

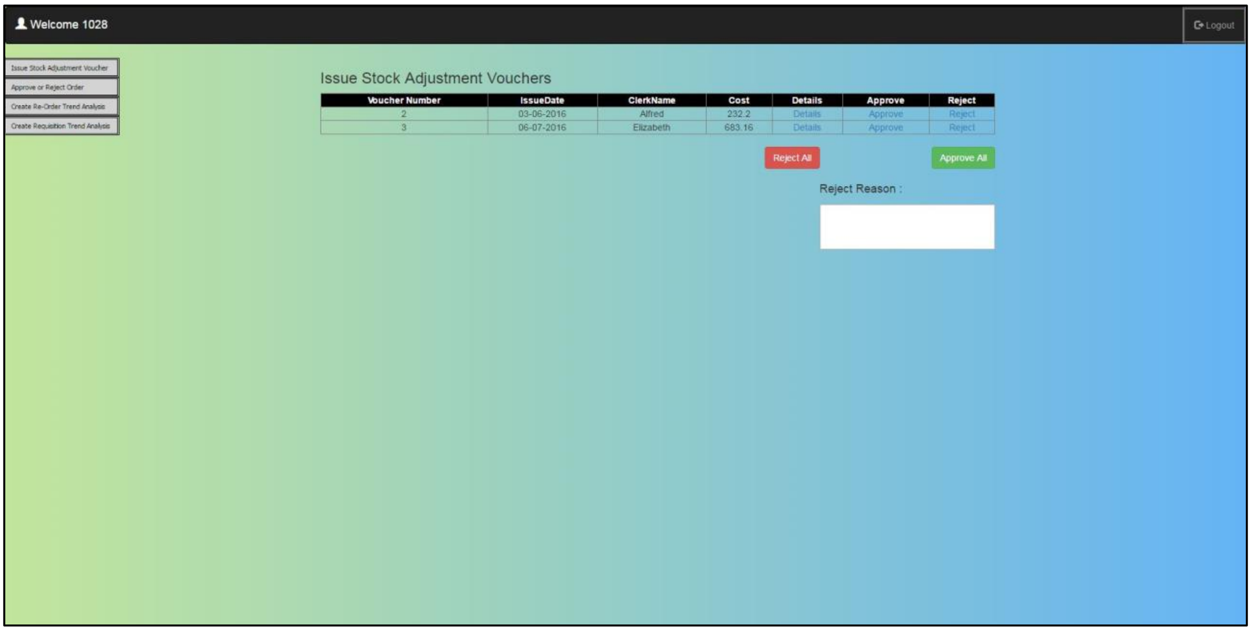


Figure 11: Stock Adjustment Voucher form

If the Store Supervisor requires more details of each Stock Adjustment Voucher, they can click on the 'Details' hyperlink and there will be a table at the bottom that shows the information of each Adjustment Voucher (Figure 17).

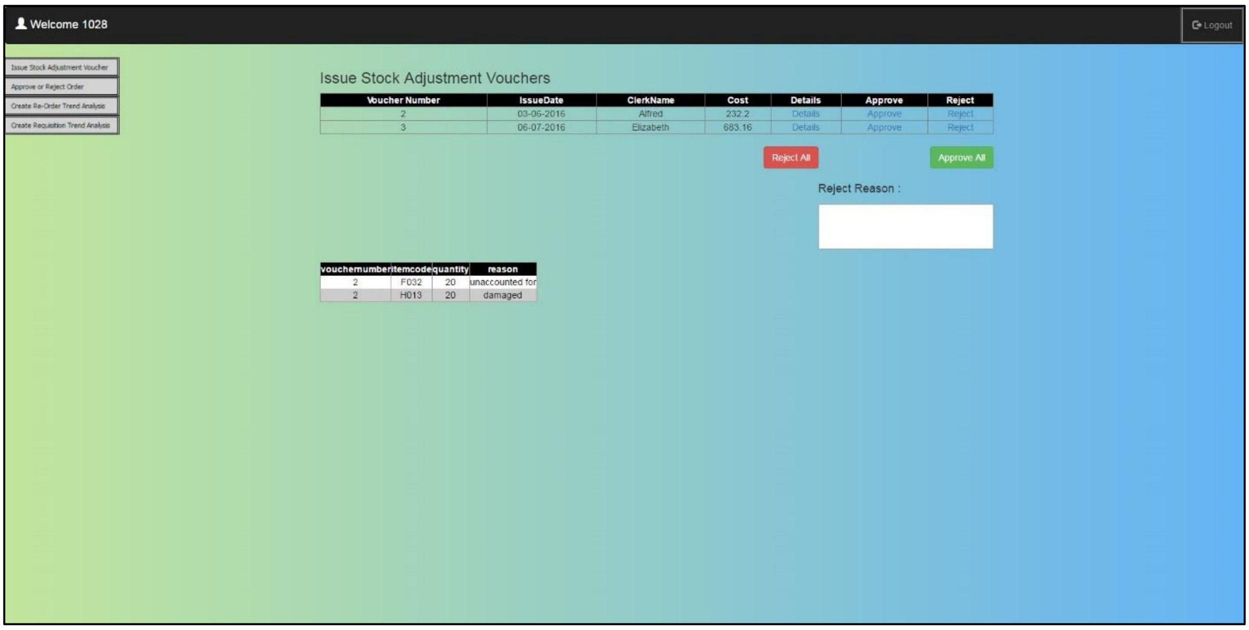


Figure 12: Details of each Stock Adjustment Voucher

The Store Supervisor is able to Approve each Stock Adjustment Voucher or Approve All. Once it has been clicked, the approval date will appear below the table, with the voucher number that has been approved. This information will be updated in the database. For rejecting Stock Adjustment Vouchers, they can Reject each voucher or Reject All. Store Supervisor are required to state a reject reason in the textbox provided. This will automatically send an email to the store clerk to inform them of the rejected voucher and the reject reason (Figure 19). Rejecting All will only require one reject reason

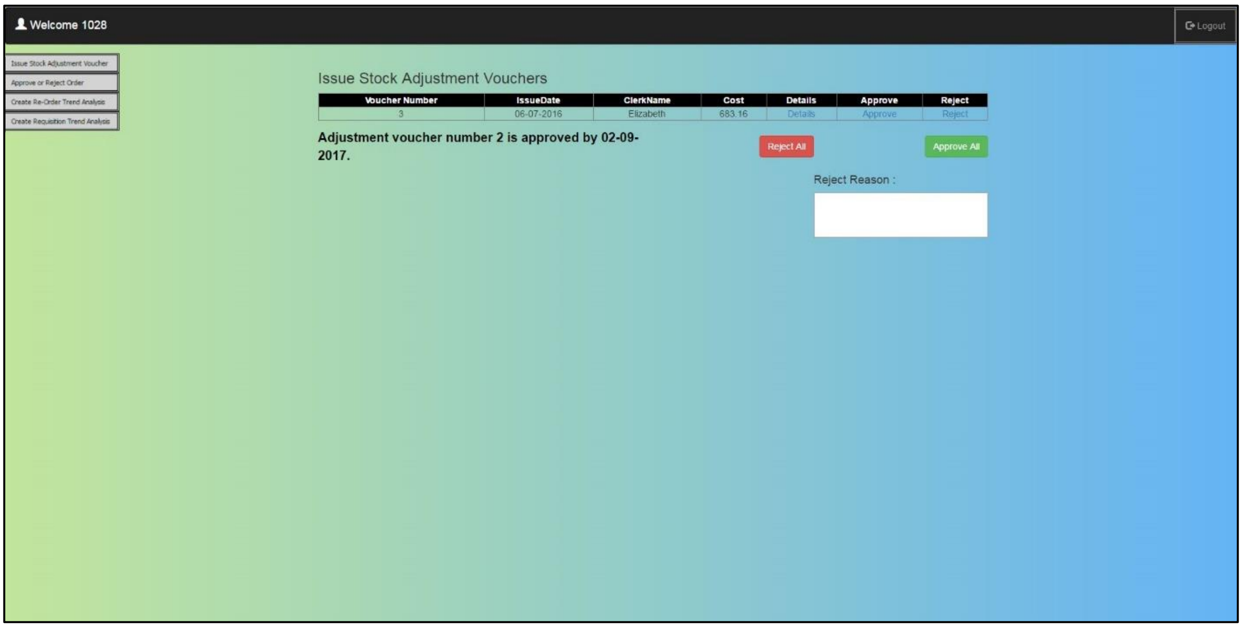


Figure 13: Approve Stock Adjustment Voucher

3.4.3 Store Supervisor – Create Reorder Trend Analysis

To generate the Reorder Trend Analysis report for comparing reorder trend of one category, the category needs to be selected. This will result in all the suppliers being shown (Figure 20). By default, without selecting any category, the reorder trend for all categories will be shown.

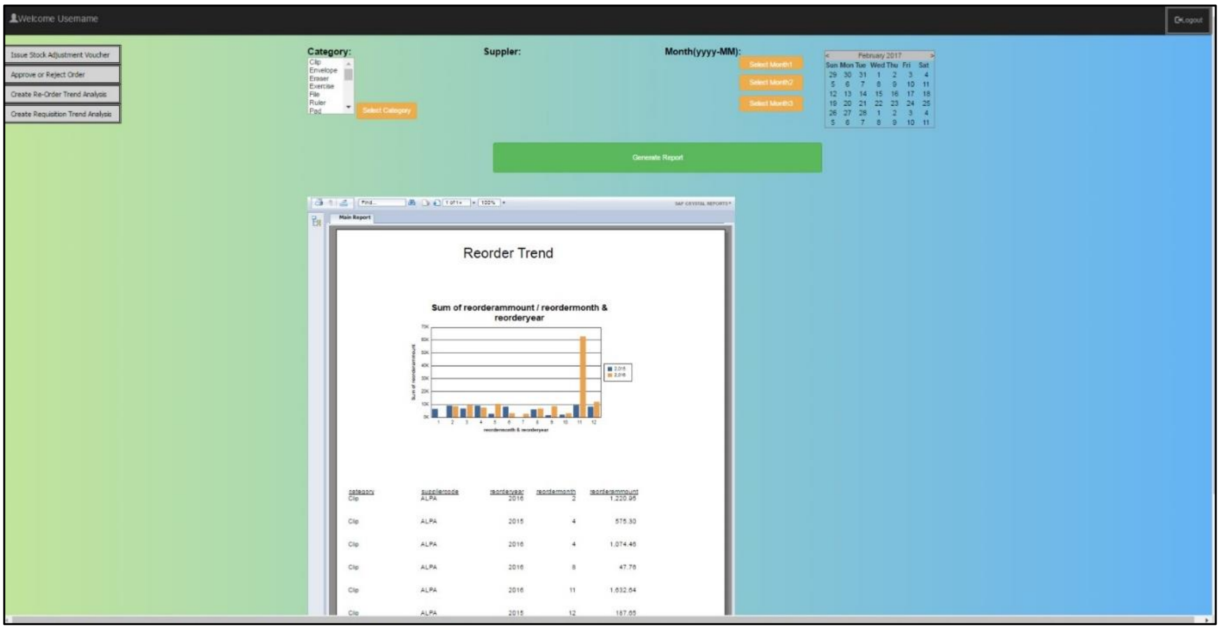


Figure 14: Reorder Trend Analysis by Category

To generate the Reorder Trend Analysis report for comparing reorder trend across months, a date in the calendar is required to be selected and setting it in 'Month 1', 'Month 2' and 'Month 3'. The category to be compared, with at least one supplier have to be selected for the report to show (Figure 21).

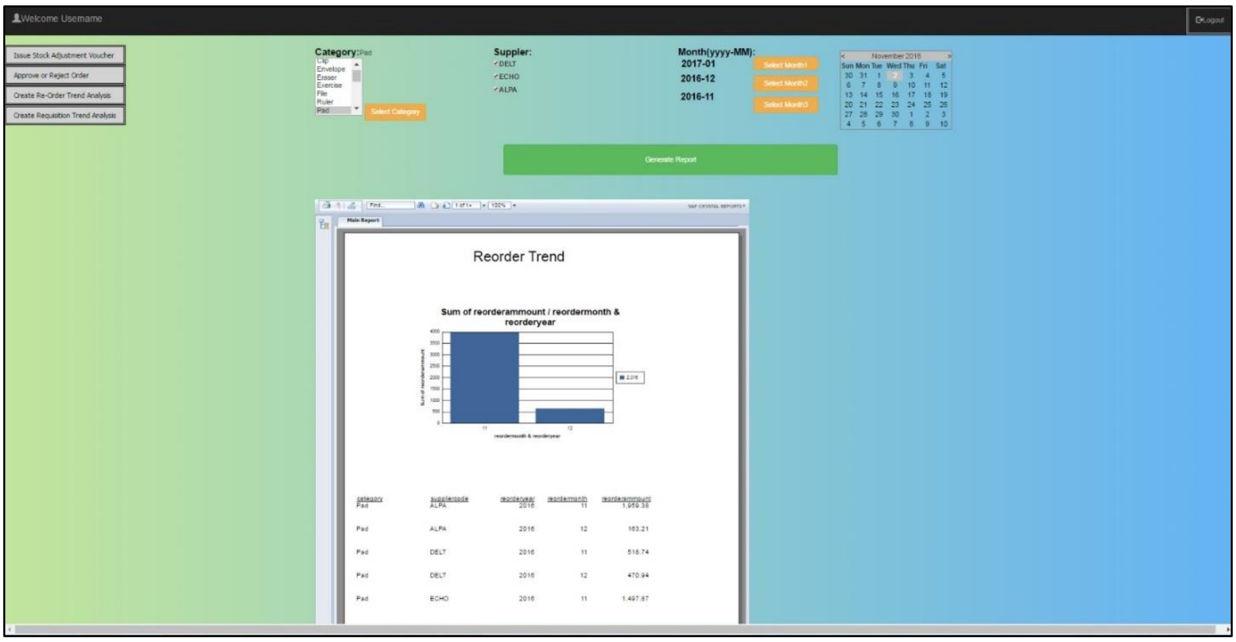


Figure 15: Reorder Trend Analysis by Months

3.4.4 Store Supervisor – Create Requisition Trend Analysis

To generate the Requisition Trend Analysis report for comparing requisition trend of one category, the category needs to be selected. This will result in all the suppliers being shown (Figure 22). By default, without selecting any category, the requisition trend for all categories will be shown.

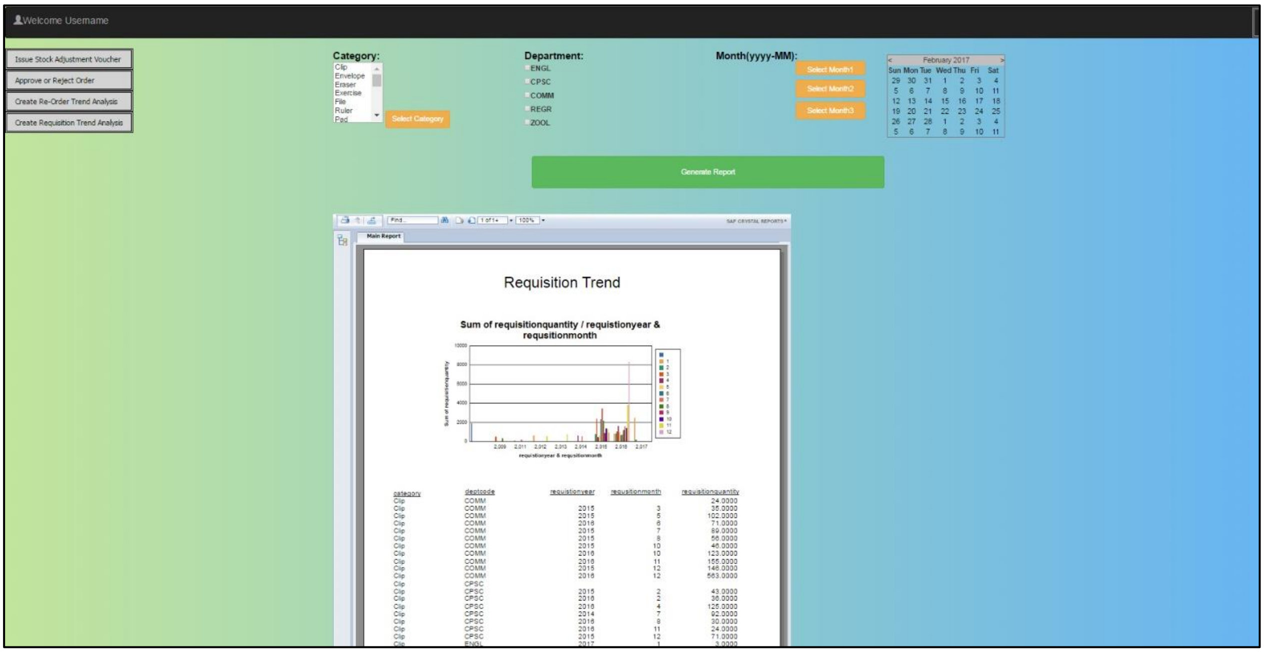


Figure 16: Requisition Trend Analysis by Category

To generate the Requisition Trend Analysis report for comparing reorder trend across months, a date in the calendar is required to be selected and setting it in 'Month 1', 'Month 2' and 'Month 3'. The category to be compared, with at least one supplier have to be selected for the report to show (Figure 23).

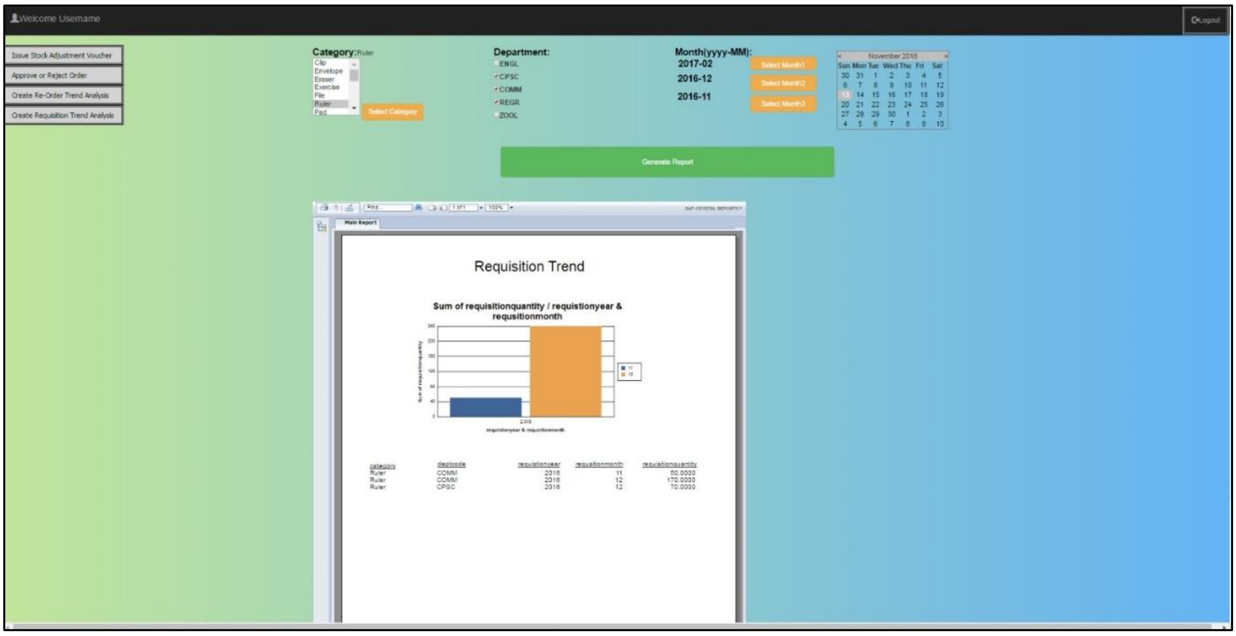


Figure 17: Requisition Trend Analysis by Months

3.5 Store Clerk

3.5.1 Store Clerk – Retrieve Stock Card

This screen allows the clerk to know the details about an item, which includes all the previous transactions of the item.

By clicking the dropdown list next to the "Item Code" field, the Store Clerk can select the item code for which they want to check the details of. As the Store Clerk makes the selection of the item, its details will show: item description, the bin where it is located in the warehouse, its unit of measure (UOM), 3 of its suppliers and a table where all the previous transactions of that item will be displayed.

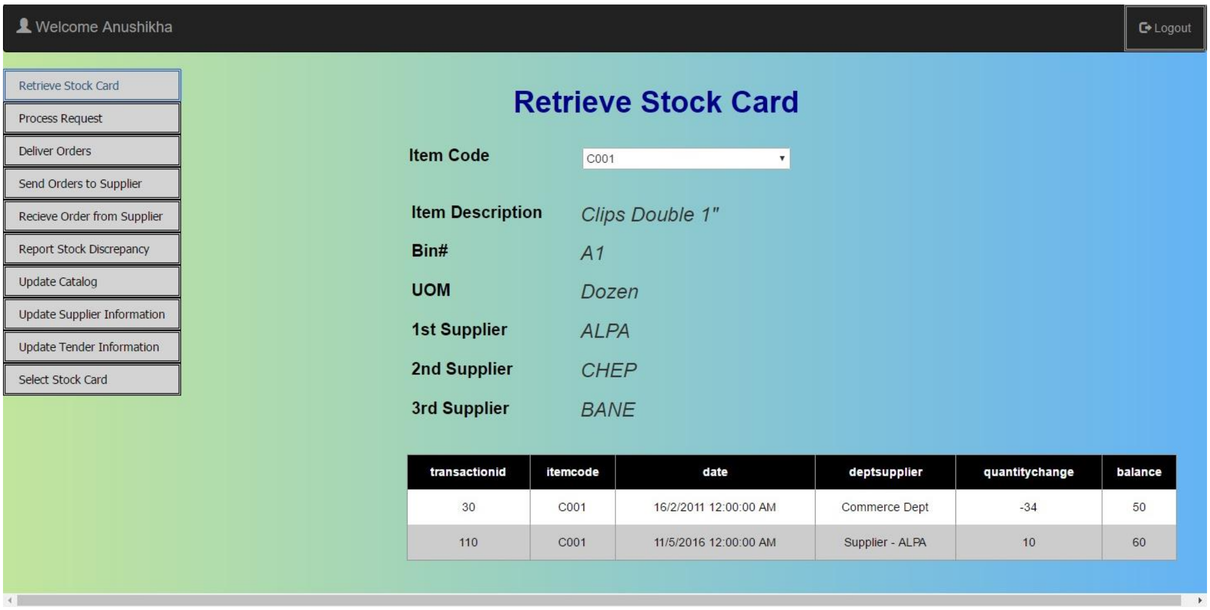


Figure 18: Retrieve Stock Card

3.5.2 Store Clerk – Process Request

This screen allows the Store Clerk to see all the requests raised for various stationery items by all the departments. Upon entering this function, it will show the Owed Requests that were not fulfilled due to lack of stock in the store. They are also able to see any New Requests.
Each request is associated with the item description, a Consolidated Quantity which represents the total quantity of that item needed by all the departments, Actual Quantity which represents the stock left in the store, the name of the department which has requested for the item, and Allocated Quantity which is automatically set to "Dept Needed" value. This can be manually edited by the Store Clerk (Figure 25).

Once the Submit button is clicked, the requests will be processed and added to the disbursement list. This will clear the owed requests and the New Requests will be shown (Figure 26). The process flow for New Requests will remain the same.

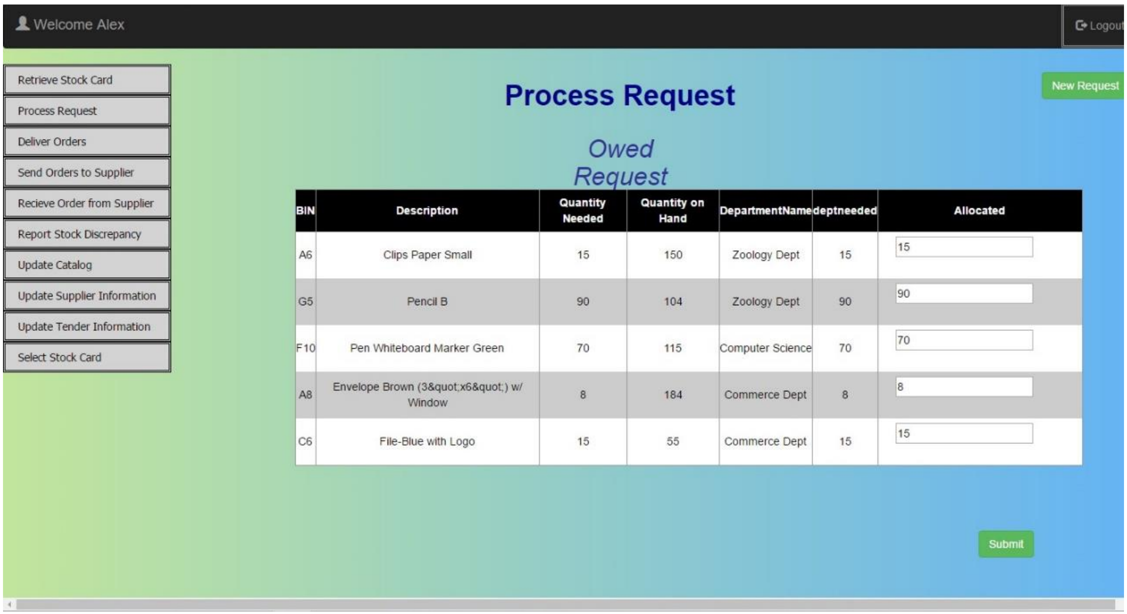


Figure 19: Owed Request

Figure 20: New Request

3.5.3 Store Clerk – Deliver Orders

This screen allows the Store Clerk to see the orders that he is supposed to deliver at each collection point.
The clerk can select a location from the list of collection points by clicking on the dropdown list next to "collection point" field. When a Collection Point is selected, the department which will be collecting the order at that location will be displayed on the screen, also list of items ordered by that department will be displayed. If any change is found in the quantity of items actually delivered, due to loss or damaged, the clerk can then edit the actual quantity and can immediately raise an adjustment voucher by selecting the suppliers from the "Adjustment Suppliers" field.
Once approved, the status of the items in the order will be updated to "delivered".

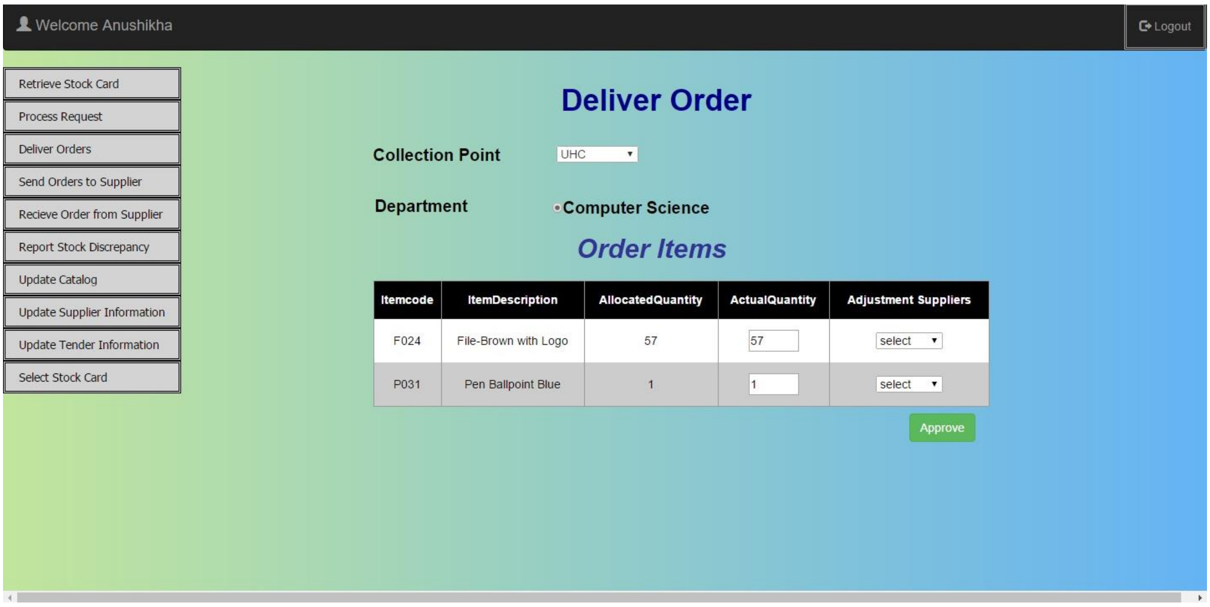


Figure 21: Deliver Order

3.5.4 Store Clerk – Send Order to Supplier

This screen allows the Store Clerk to place order for items from their suppliers.
Store Clerk will choose the item from the dropdown list and upon selection, the list of suppliers according to their ranking will be displayed. Using the 'Quantity' field, the Store Clerk can enter the quantity of the item they want to order. They will then click on the Add Item button where the information will be filled in a table. If they have added the wrong items in the table, they can check the checkbox and click Delete which will remove the item from the table. After confirming their orders, they can click on Submit which will be sent to the Store Manager/ Store Supervisor to approve

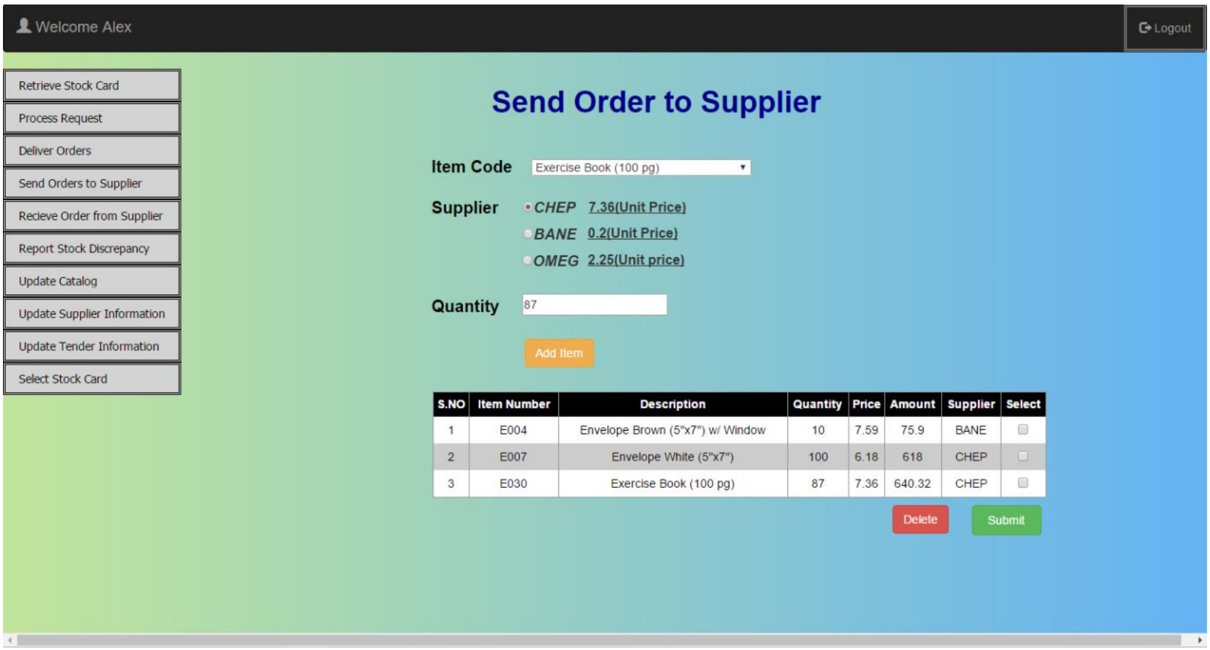


Figure 22: Send Order to Supplier

3.5.5 Store Clerk – Receive Order from Supplier

This screen allows the clerk to check the orders delivered by their suppliers. Once they receive a new delivery order, they can click on the supplier name that has delivered the stock. This will automatically list all the Delivery Numbers that the suppliers are to send to the Store. Upon clicking the Delivery Number, there will be a table where all the items and their quantities will be listed. Upon quality checking, they can check whether it fulfils their orders. If it does not, they will write in a remark and upon submitting, it will be notified to the Supplier. The quantity that they have accepted will be updated to the database.

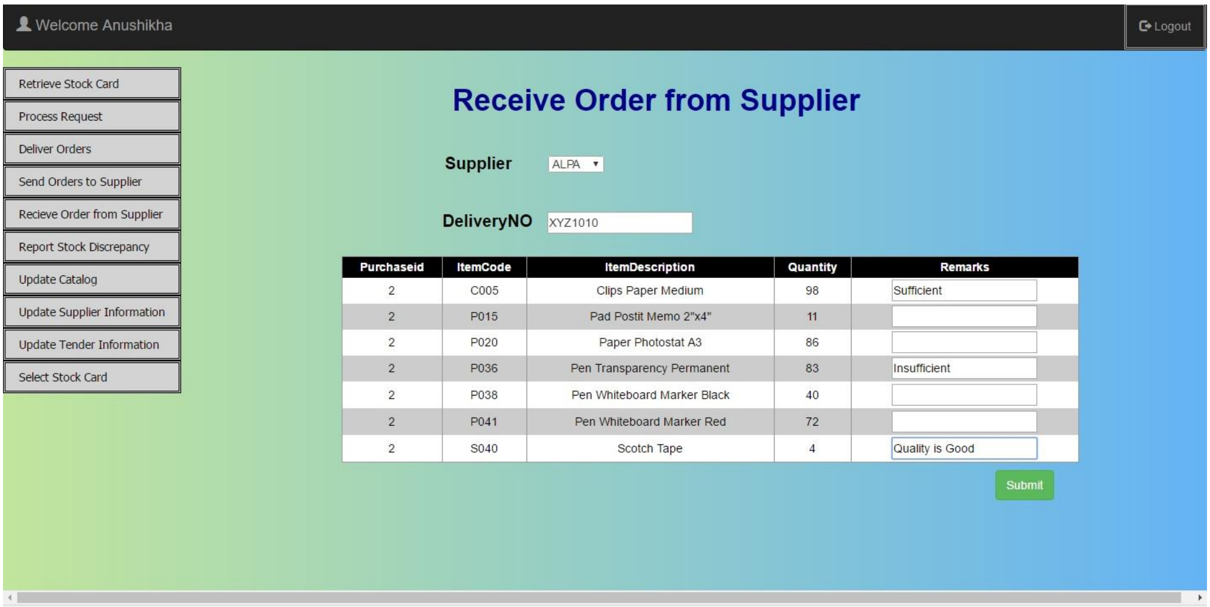


Figure 23: Receive Order from Supplier

3.5.6 Store Clerk – Report Stock Discrepancy

The Store Clerk has the functionality to report Stock Discrepancy whenever there is a mismatch in their stock in the warehouse and the quantity retrieved from the database (Figure 30). Store Clerk will select the date when they found the discrepancy. They will have to select the supplier code and item code for the item they have found a discrepancy in. This will result in the Item Category, Item Description and Quantity Field being filled with the information. Store Clerk is required to input the difference in the quantity in the Adjust field and a Reason for the adjustment. Once it is field, Store Clerk can directly Report the Discrepancy or if they have many discrepancies to report, the can click on Add so that each discrepancy will be recorded in a table below, and they can Report in one go.

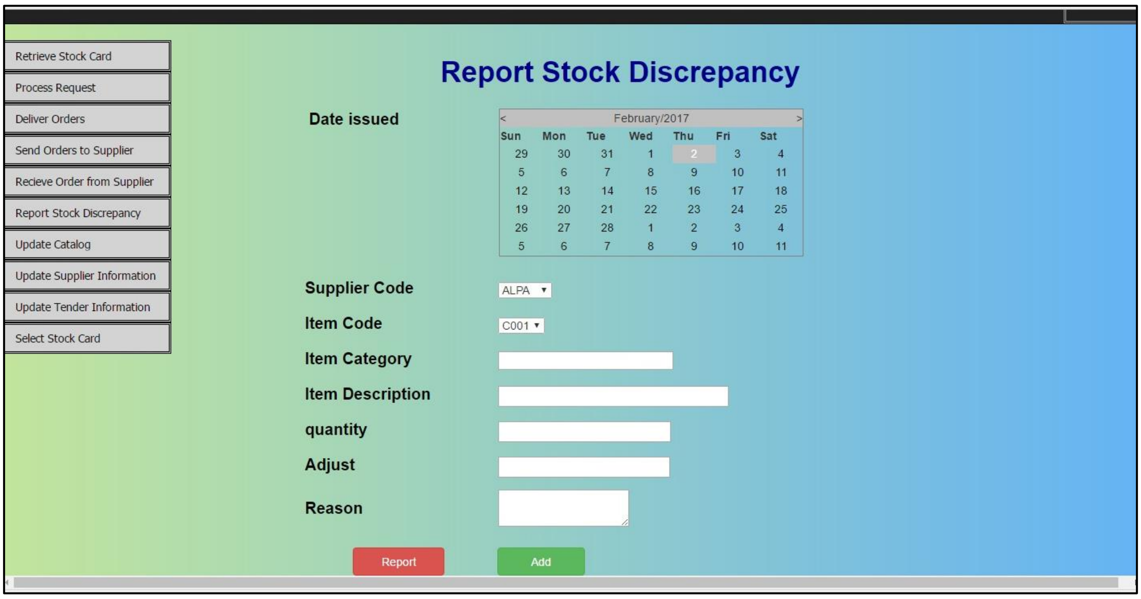


Figure 24: Report Stock Discrepancy

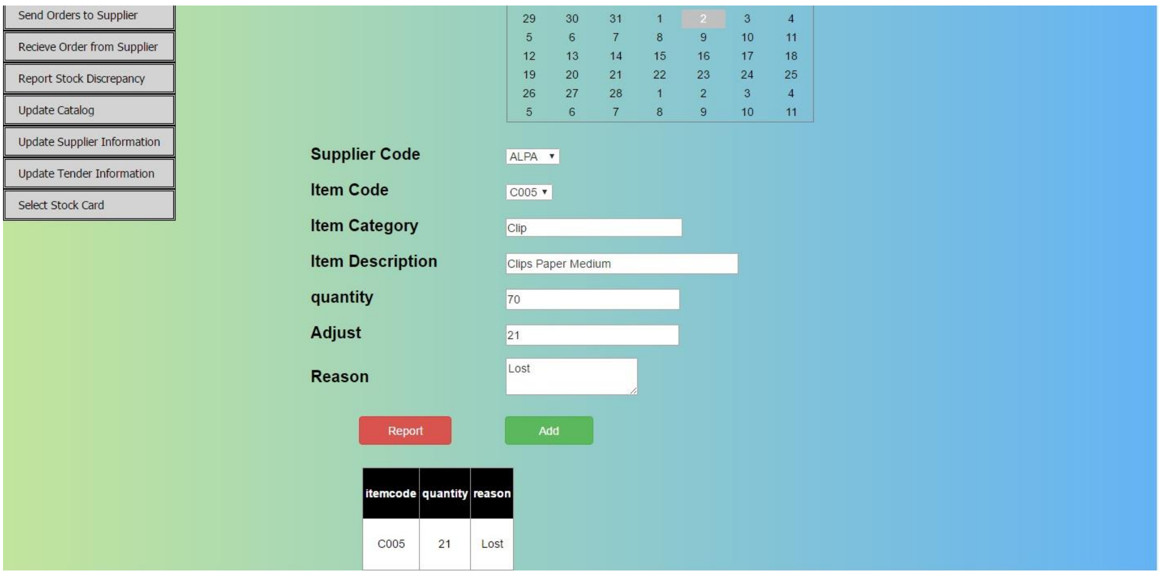


Figure 25: Report Stock Discrepancy List

3.5.7 Store Clerk – Update Catalog

Store Clerk will be able to create or update item information in the Update Catalog function. Once they click on this screen, all the existing items' information will be displayed in a table. Store Clerk can select any of the rows and click on Delete to remove the item from the database, or Modify, where the item's information will fill the fields in the bottom of the page. Store Clerk will be able to edit the item information and clicking on Submit will send the updated information back to the database.

Should the Store Clerk need to create a new item, clicking on Create will result in the fields being cleared. The item code will be filled by the Store Clerk, where the first letter will represent the category that the item is in, and any 3 digits that does not already exist in the database. Clicking on Submit will create this new entry in the database.

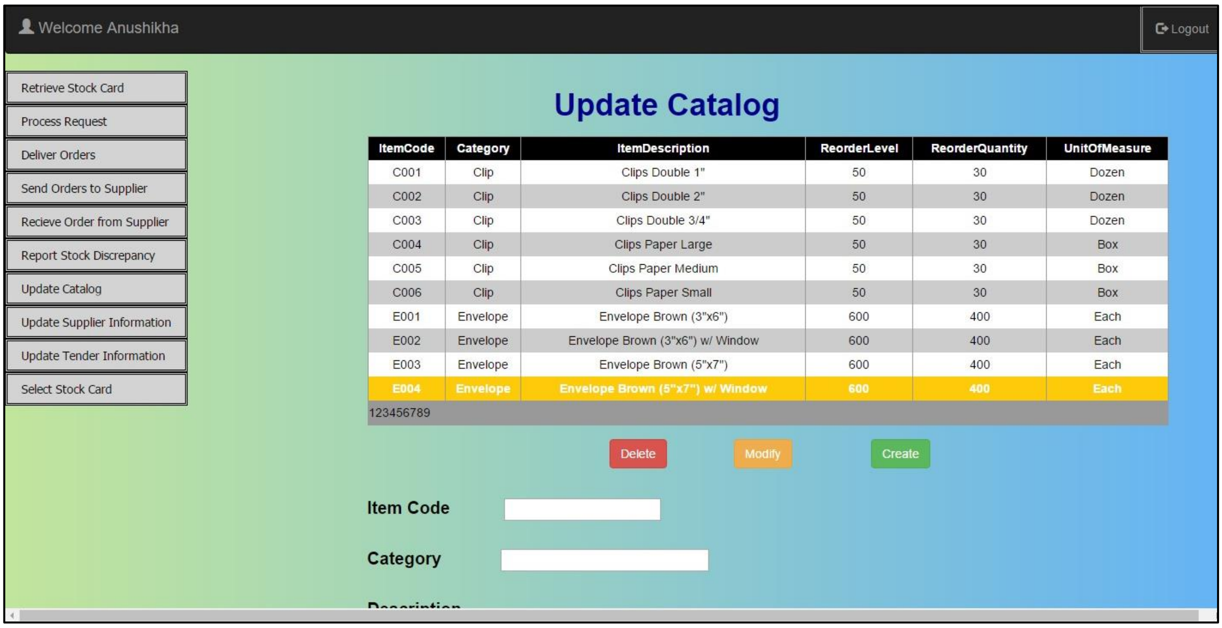


Figure 26: Update Catalog

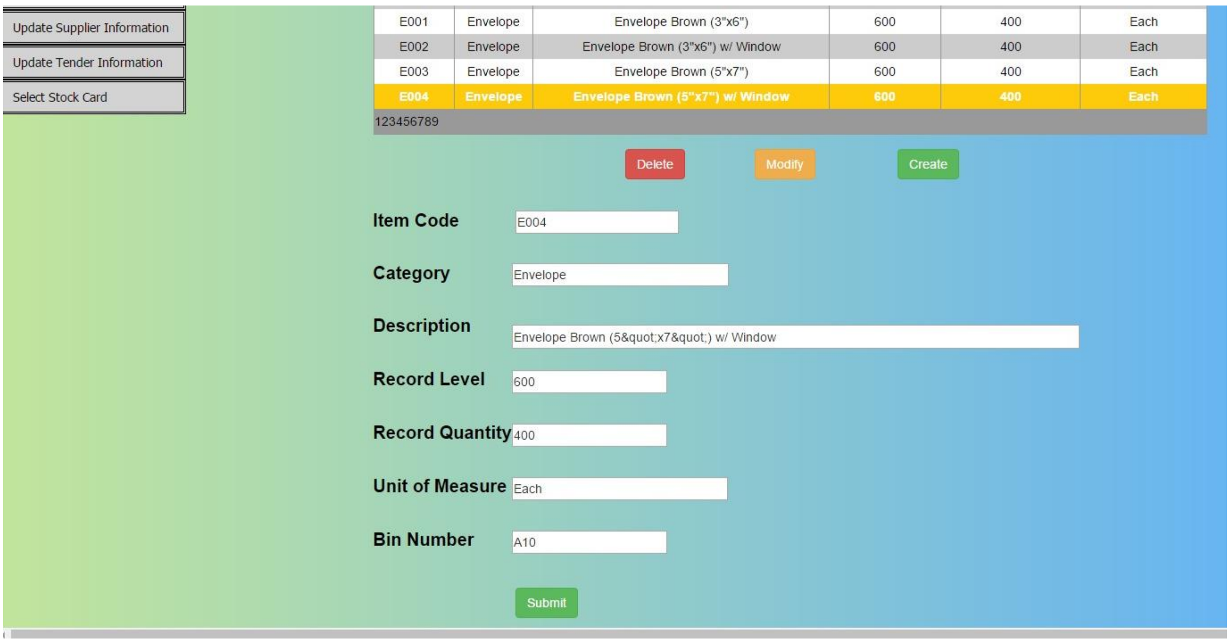


Figure 27: Update Catalog (b)

3.5.8 Store Clerk – Update Supplier Info

Store Clerk will be able to Update Supplier Info using this functionality.
Once they click on this screen, all the existing suppliers' information will be displayed in a table. Store Clerk can select any of the rows and click on Delete to remove the supplier from the database, or Modify, where the supplier's information will fill the fields in the bottom of the page. Store Clerk will be able to edit the supplier information and clicking on Submit will send the updated information back to the database.

Should the Store Clerk need to create a new supplier, clicking on Create will result in the fields being cleared. The Supplier Code will be filled by the Store Clerk and clicking on Submit will create this new entry in the database.

Figure 28: Update Supplier Information

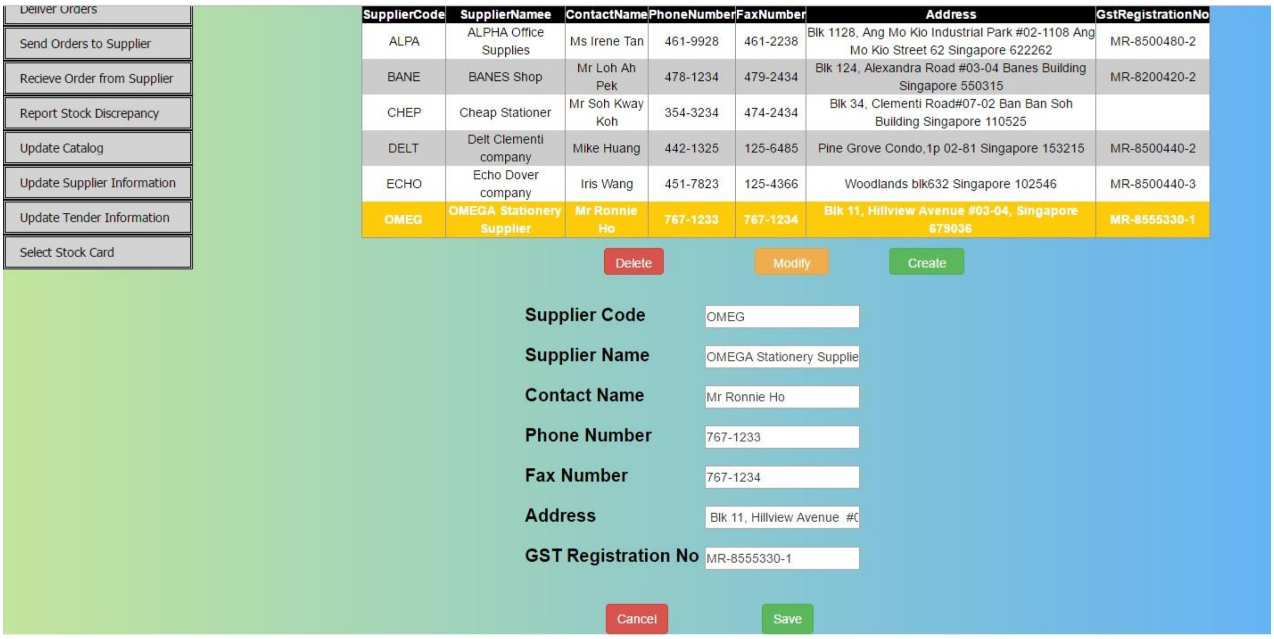


Figure 29: Update Supplier Information (b)

3.5.9 Store Clerk – Update Tender Info

This screen will be used to create or update tender information. Store Clerk will select a supplier from the dropdown list and this will result in the address of the supplier being shown below. A table will also show all the items of the supplier.

To update a certain item's information, clicking on the row of the item will fill the textboxes on the right of the screen. Only the Item Description and Item Price is editable. Clicking on Save will update the information into the database.

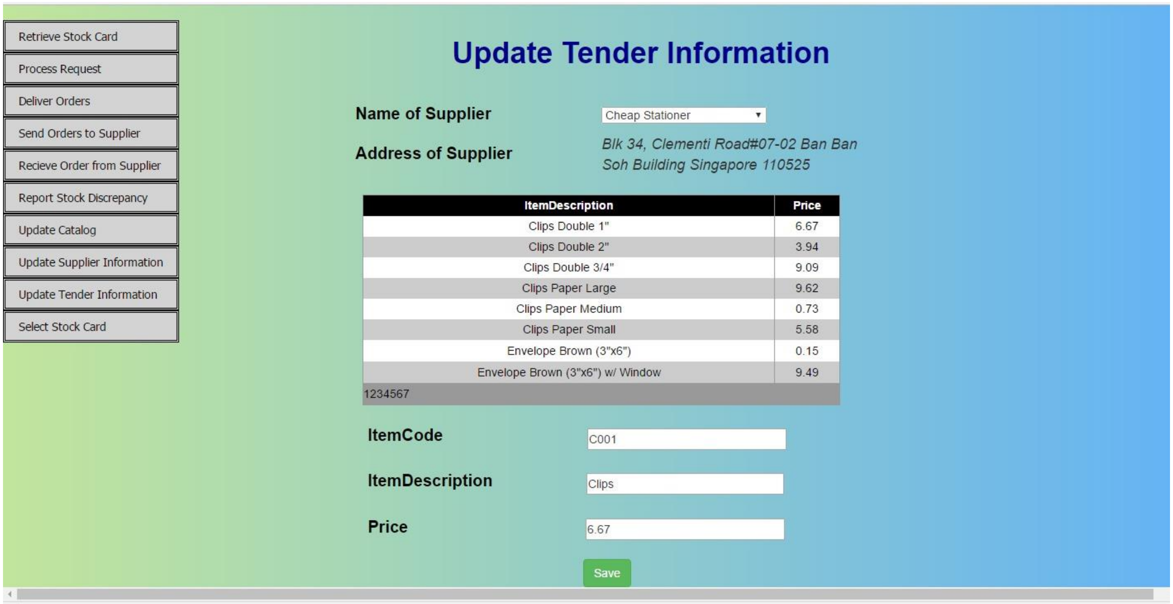


Figure 30: Update Tender Information

3.5.10 Store Clerk – Select Stock Suppliers

To select or update the item's suppliers based on their ranking, Store Clerk will be able to do it via this functionality. The item code will be selected and the names of the suppliers will appear in a dropdown list where Store Clerk can choose the respective Suppliers. Clicking on Update will save the information to the database

Figure 31: Select Stock Suppliers

3.6 Department Head

3.6.1 Department Head – Approve/ Reject Request

This screen is where the Department Head is able to view all the requests raised by their department employees belonging to his department. A table will should a list of the requested items with their quantities.

To approve, Department Head will click on the Approve button and to reject, they will have to click on the Reject button. On approval, it will send a notification to the Store Department to process the request. For rejection of requests, the Department Head is able to fill in the Reject reason, which will be included in the notification email to the Department Employee who have requested for those items.

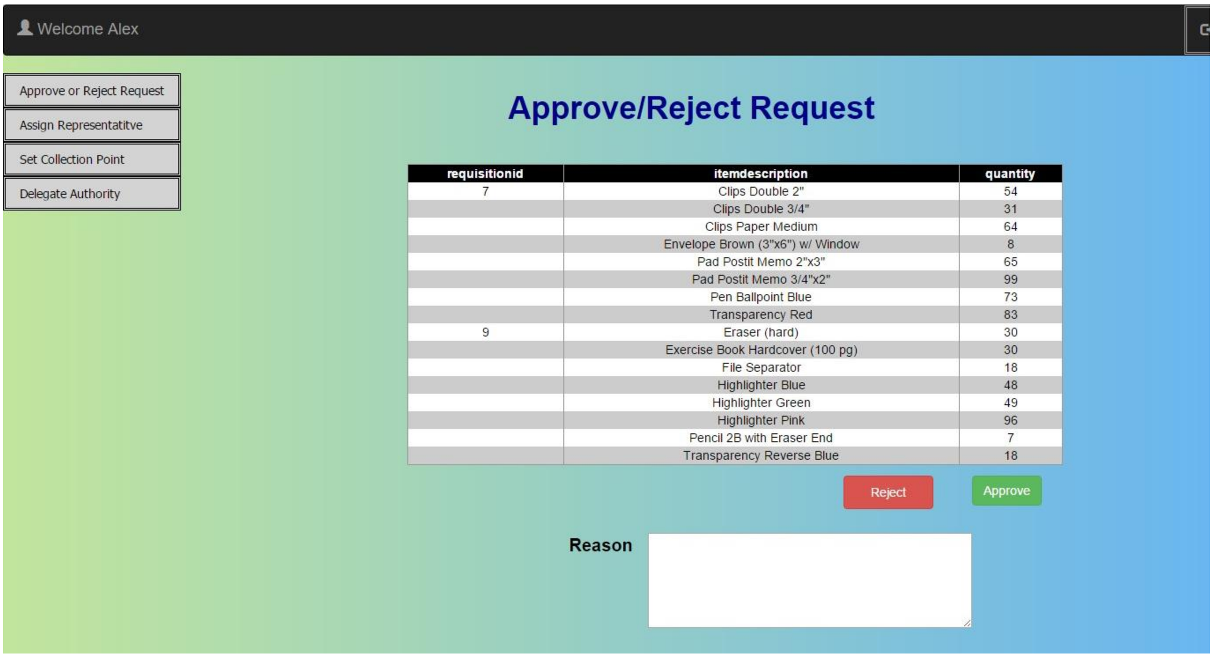


Figure 32: Approve/ Reject Requests

3.6.2 Department Head – Assign Representative

This functionality allows department head to view the Current Representative and set New Representative for the department. It will display the Current Representative of that particular Department as default.
Department Head can select a new representative for the department. They can click on the dropdown list to get the list of employees of that department and from that list they can select any employee and Submit, which will update the role of the employee in the database.

As shown in Figure 39, the current representative is ‘Aparna’. If Department Head selects ‘Anushika’ as the representative and clicks on Submit, the Current Representative field will be updated to ‘Anushika’.

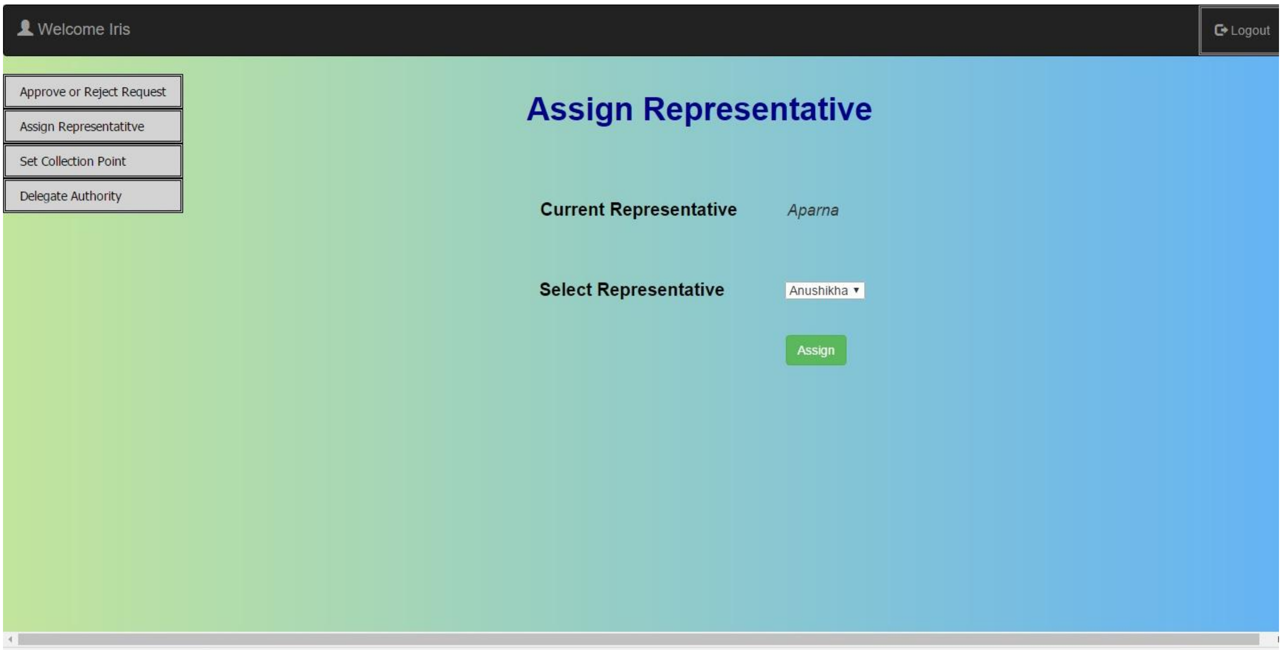


Figure 33: Assign Representative

3.6.3 Department Head – Set Collection Point

This screen consists of a field displaying the current Collection Point assigned for the department. The Department Head can select from any of the 6 locations available and click Submit which will update the Collection Point of that department to the database.
In the figure below, the current Collection Point for this department is 'UHC'. Once the Department Head selects 'Museum' as the new Collection Point and updates, it will be depicted in the current collection point.

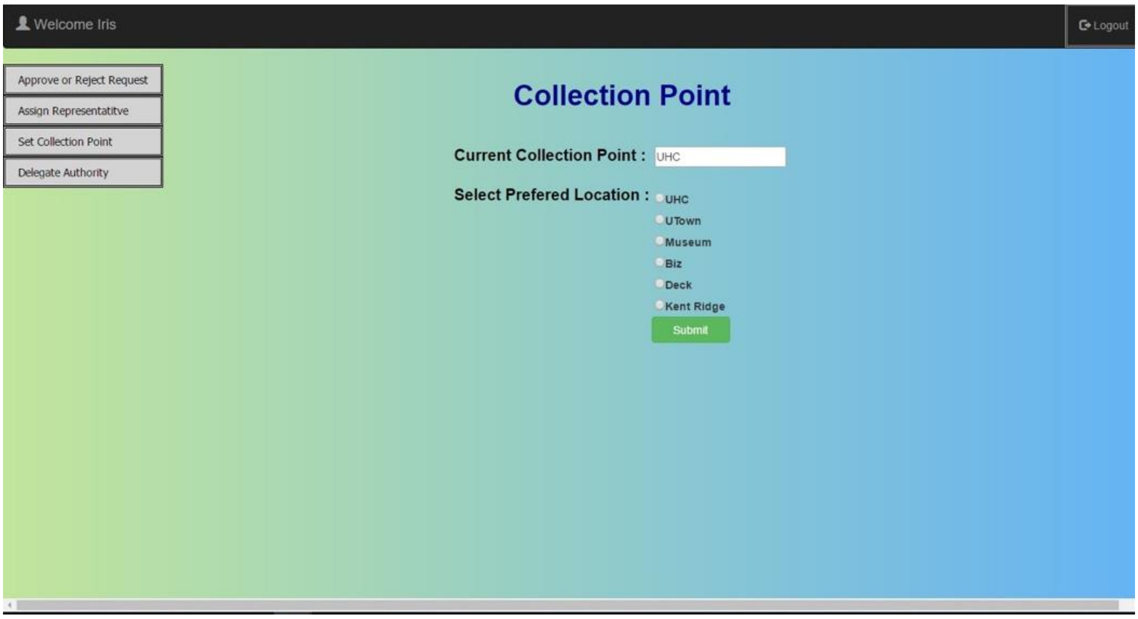


Figure 34: Set Collection Point

3.6.4 Department Head – Delegate Authority

This functionality allows the Department Head to delegate their authority to an employee during their period of absence. Department Head will choose the employee from the dropdown list and they will set the duration of the delegation.

When the Department Head enters the screen, the “from” and “to” date fields are blank, and clicking on the buttons will load a calendar from which Department Head can choose the start and end date of the delegation. Once the Submit button is clicked, the delegation will be updated to the role of the employee in the database.

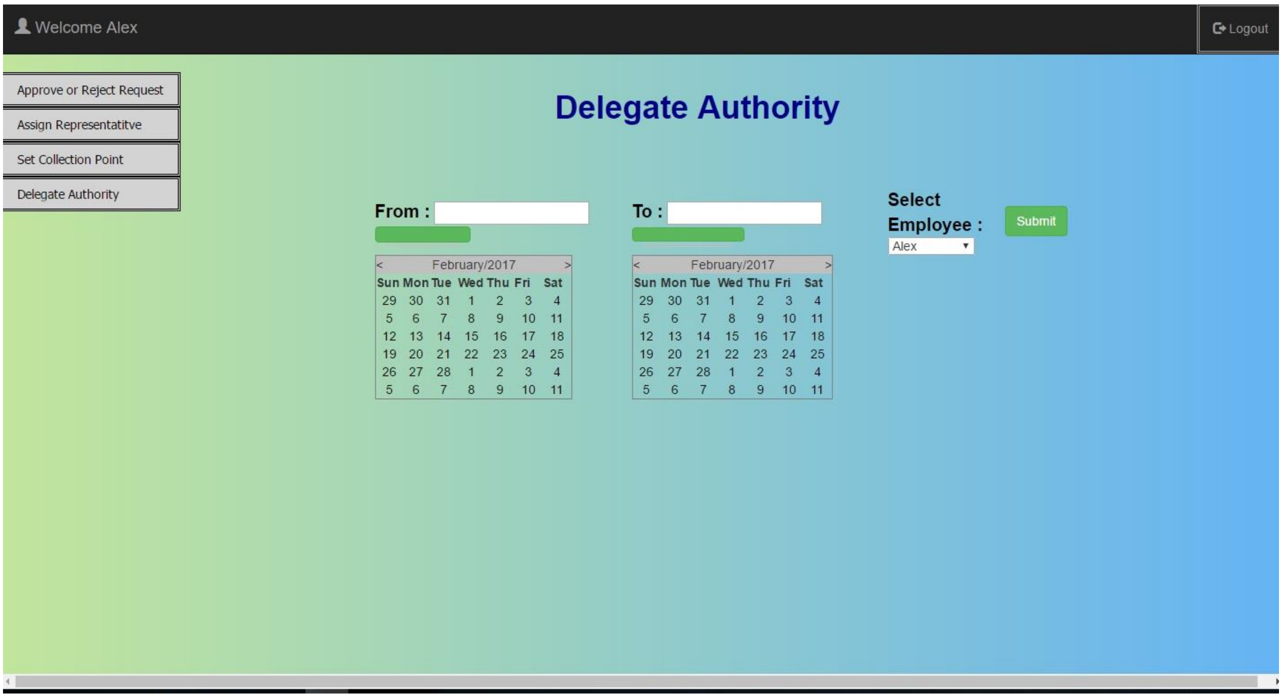


Figure 35: Delegate Authority

3.6.5 Department Head – Retrieve Authority

This screen allows Department Head to retrieve his authority after they are back in office. Should the Department Head want to retrieve their authority back while the delegation is still ongoing, they can click on the Retrieve button. After clicking on the Retrieve button, they will be redirected to the Login Page where they are required to log in to retrieve accessibility rights.

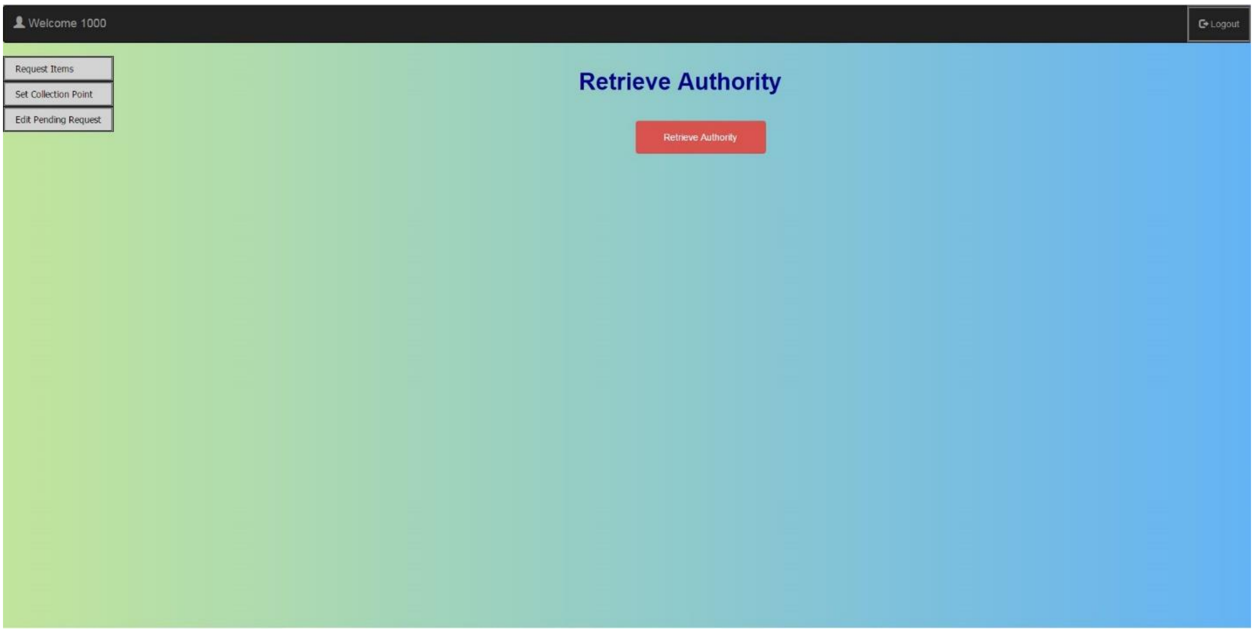


Figure 36: Retrieve Authority

3.7 Department Representative

3.7.1 Department Representative – Request Item

This screen allows the employee to raise a request for multiple stationery items. When Department Representative enters the screen, they are able to select the Item Category and Item from the dropdown lists. In the figure below, 'Clip' is selected as the Item Category, hence the Items list will consist of items of under the selected category.

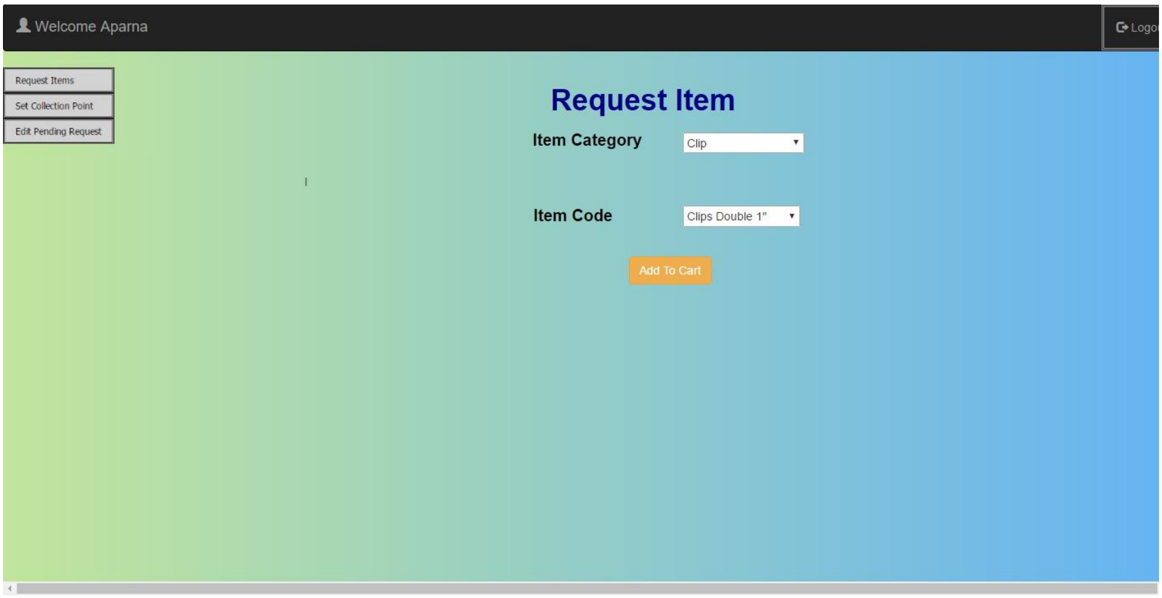


Figure 37: Request Item

After selecting the item, they will click on "Add to Cart" button where the item selected will be added to the table below. There will be a field for quantity where they are required to input in the quantity of the item needed. There is also a column for the Unit of Measure for the Department Representative's reference when requesting items. Once they have added all the items required, they can click on Submit where the request will be sent to the Department Head for approval. Each entry has a 'Remove' button if they want to remove the item from their cart.

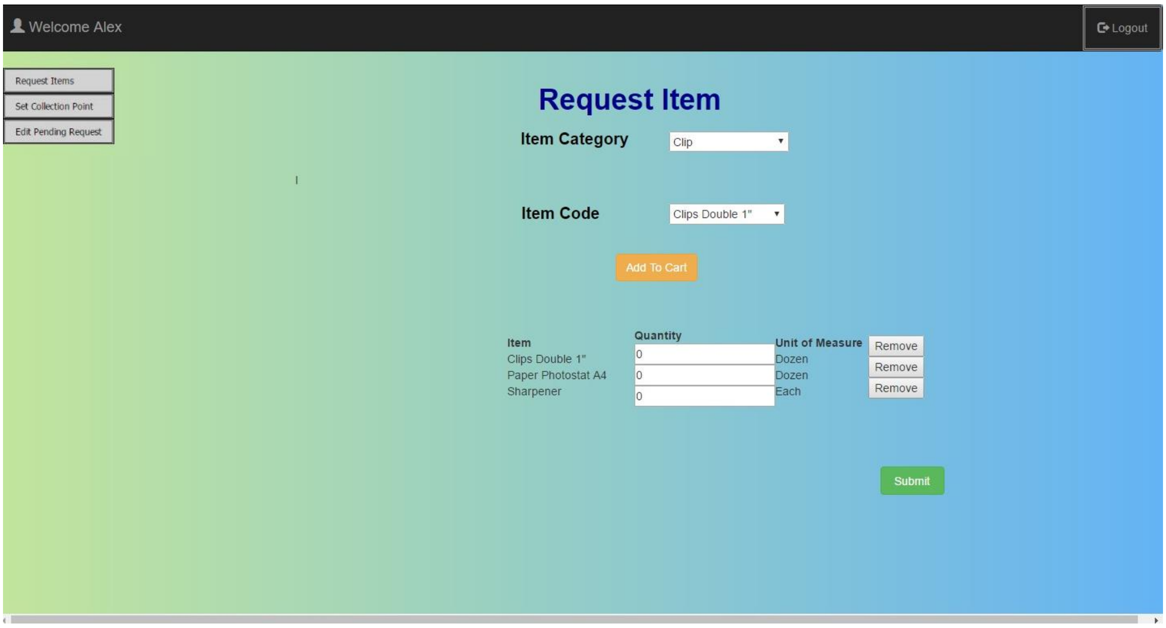


Figure 38: Request Item (b)

3.7.2 Department Representative – Edit Pending Requests

This screen allows the Department Representative to see their pending request which has not yet been approved by their department head. Should the Department Representative need to update any item requested, they can click the checkbox and the Quantity field will be editable. They would need to click on Update to save the changes. If they need to delete any requested item, they would have to check the checkbox and click on the Delete button which will remove that item from the table and from the database

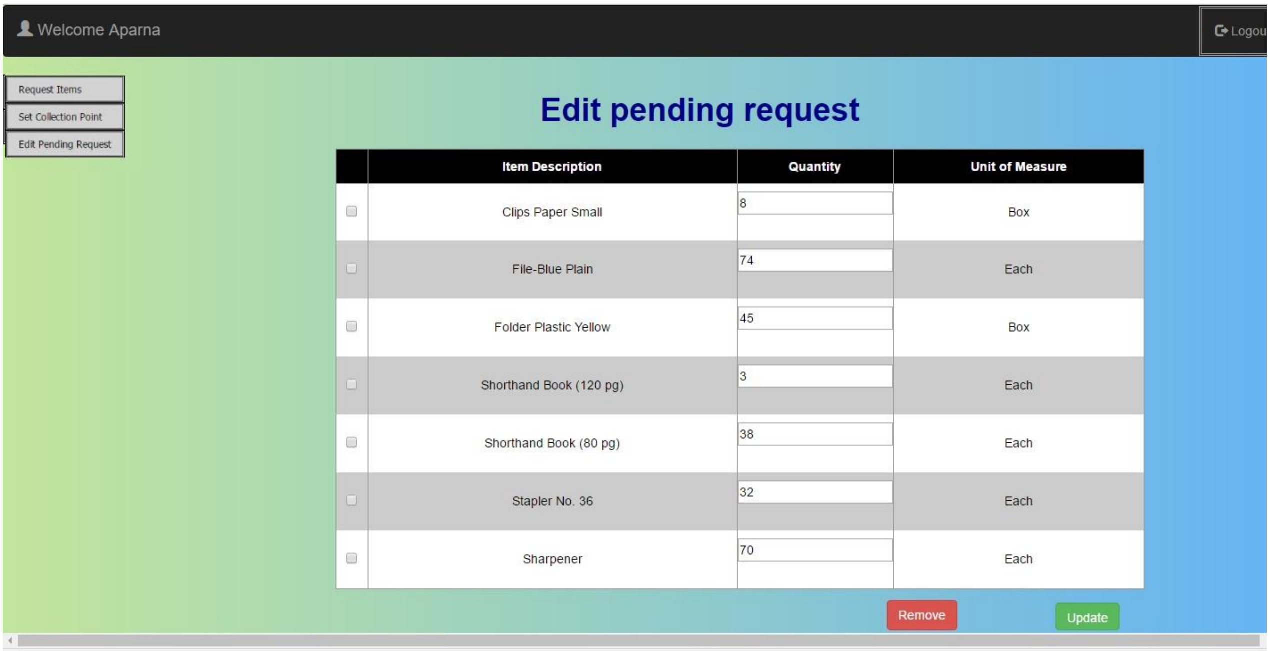


Figure 39: Edit Pending Requests

3.7.3 Department Representative - Set Collection Point

This screen consists of a field displaying the current Collection Point assigned for the department. The Department Representative can select from any of the 6 locations available and click Submit which will update the Collection Point of that department to the database.
In the figure below, the current Collection Point for this department is ‘Utown’. Once the Department Head selects ‘Museum’ as the new Collection Point and updates, it will be depicted in the current collection point.

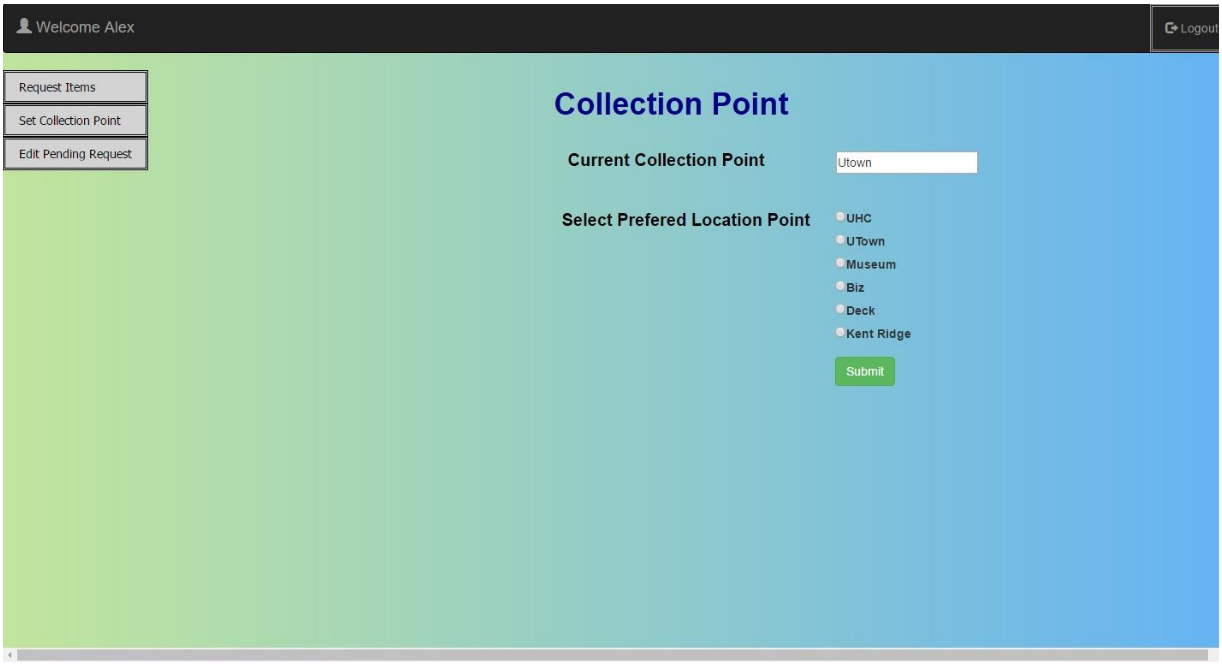


Figure 40: Set Collection Point

3.8 Department Employee

3.8.1 Department Employee – Request Item

This screen allows the employee to raise a request for multiple stationery items. When Department Employee enters the screen, they are able to select the Item Category and Item from the dropdown lists. In the figure below, 'Envelope' is selected as the Item Category, hence the Items list will consist of items of under the selected category.

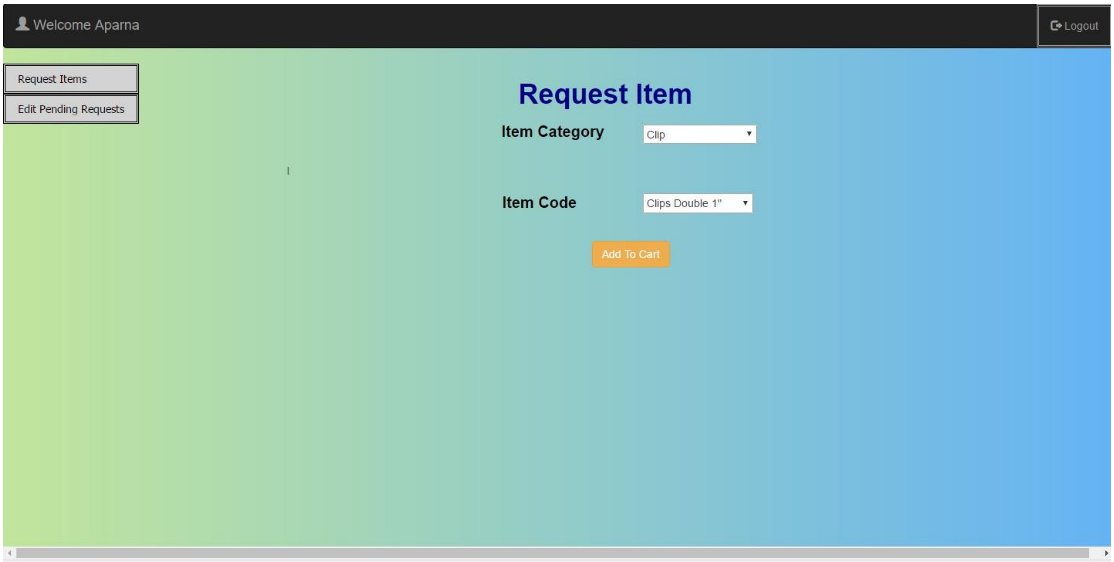


Figure 41: Request Item

After selecting the item, they will click on "Add to Cart" button where the item selected will be added to the table below. There will be a field for quantity where they are required to input in the quantity of the item needed. There is also a column for the Unit of Measure for the Department Employee's reference when requesting items. Once they have added all the items required, they can click on Submit where the request will be sent to the Department Head for approval. Each entry has a 'Remove' button if they want to remove the item from their cart.

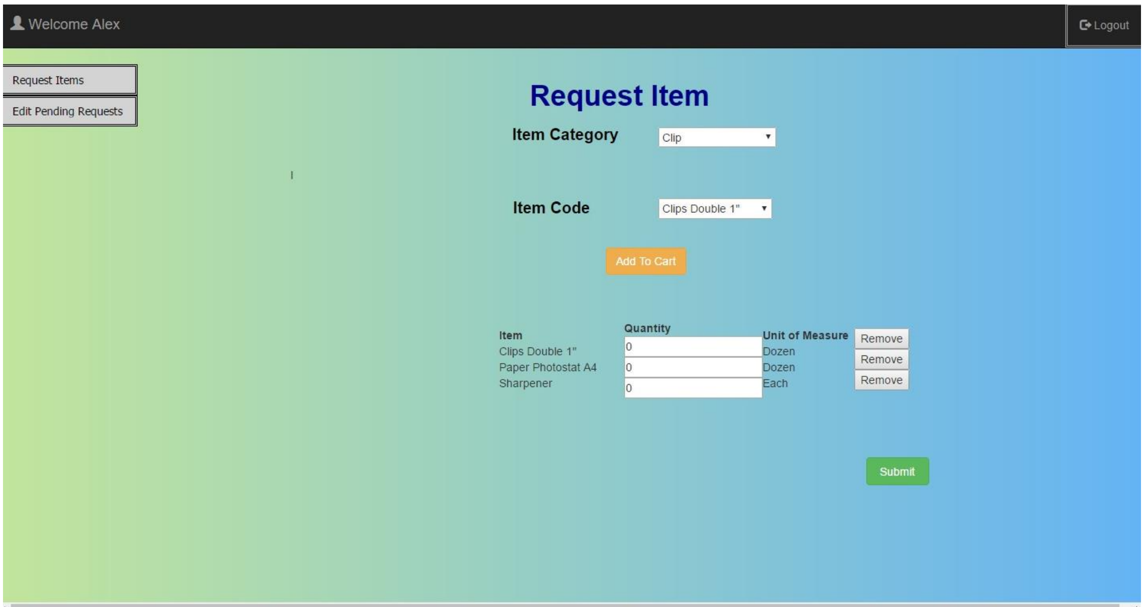


Figure 42: Request Item (b)

3.8.2 Department Employee – Edit Pending Requests

This screen allows the Department Employee to see their pending request which has not yet been approved by their department head. Should the Department Employee need to update any item requested, they can click the checkbox and the Quantity field will be editable. They would need to click on Update to save the changes. If they need to delete any requested item, they would have to check the checkbox and click on the Delete button which will remove that item from the table and from the database

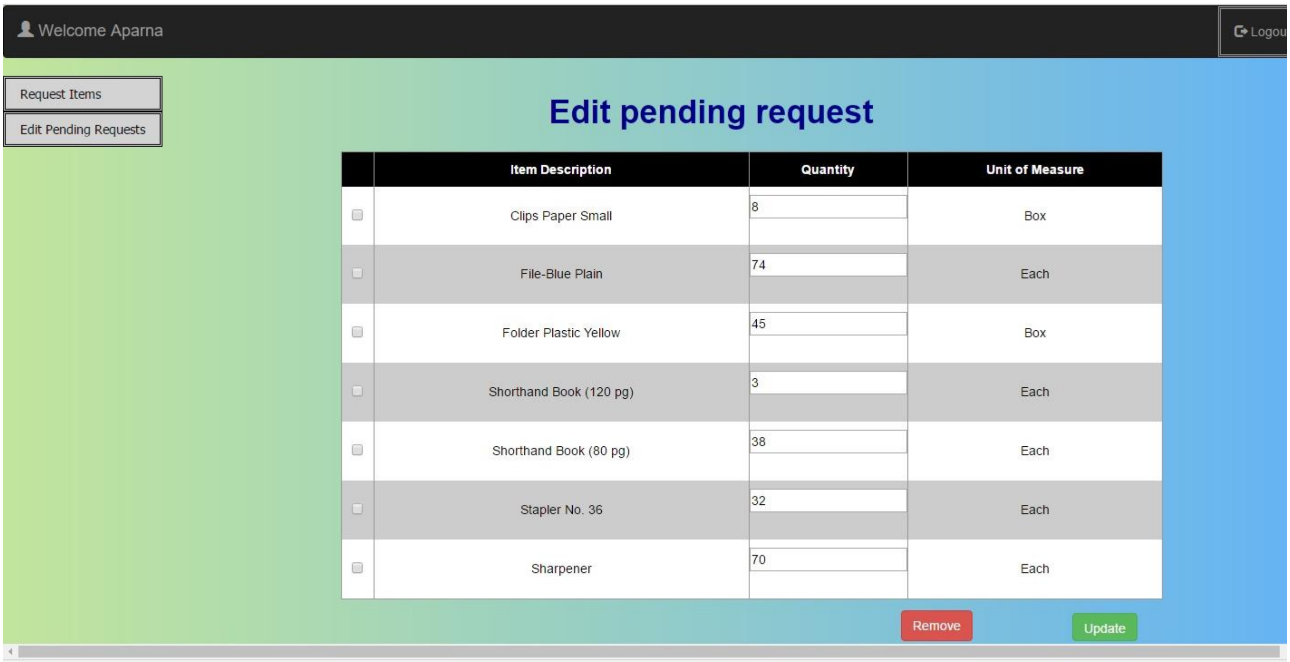
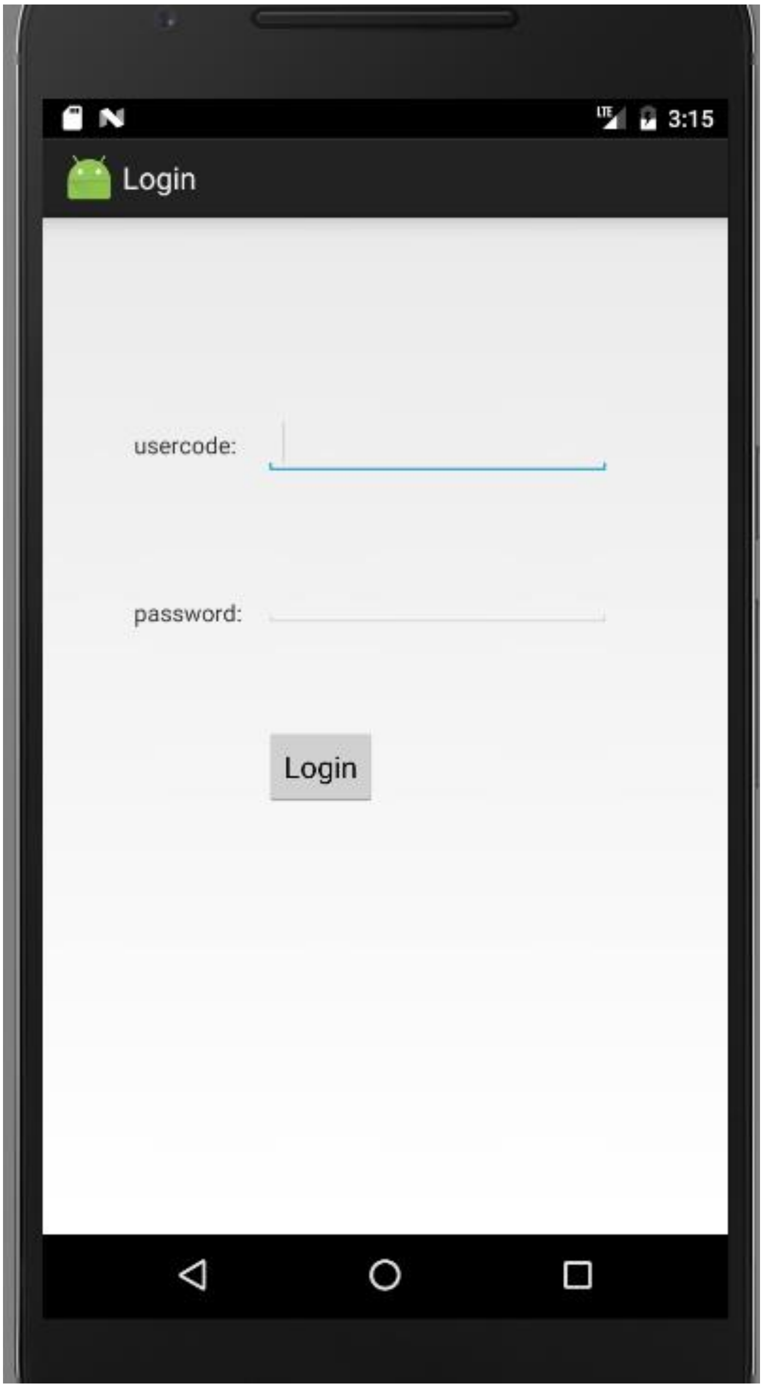


Figure 43: Edit Pending Requests

4.0 GETTING STARTED – ANDROID

4.1 Logging In

Accessibility for Android functionalities are limited to the Department Head, Department Representative and Store Clerk. Each has their own User Code and password that they can use to log in to the system



4.2 Store Clerk Android

Upon logging in, the Store Clerk will be able to see the 3 functionalities that they will be able to access on the go.

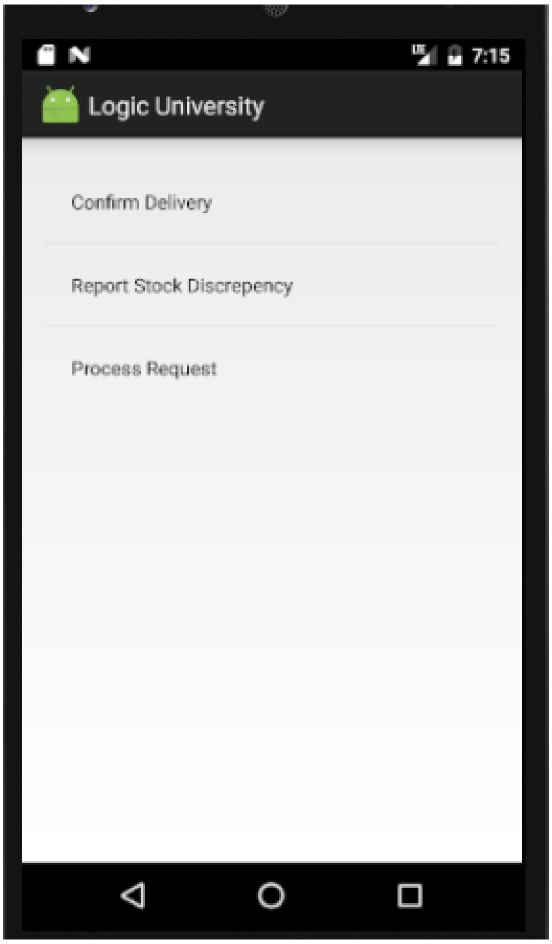


Figure 44: Store Clerk Android Menu

4.2.1 Store Clerk – Confirm Delivery

Before the Store Clerk goes out to do their deliveries, they will check the Confirm Delivery to note the collection points that they will head to for that day.

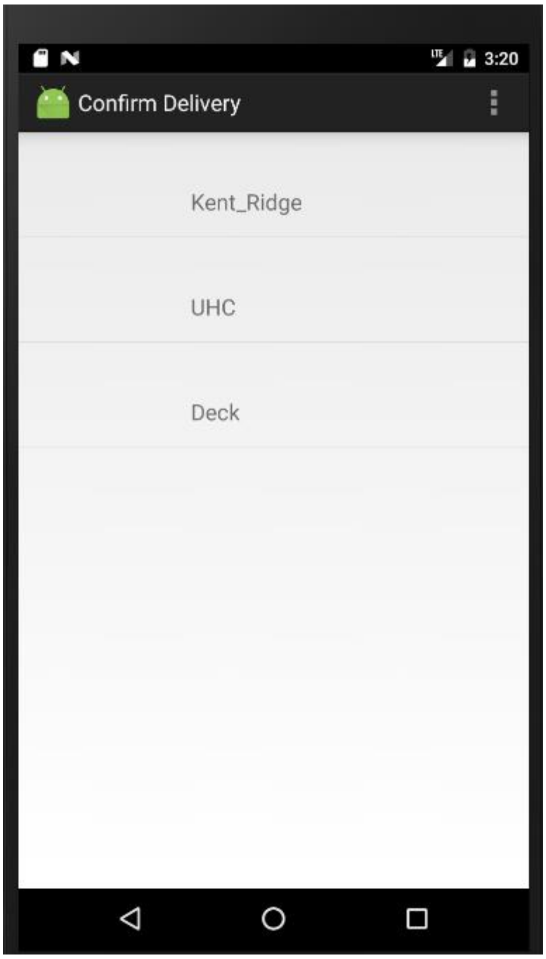


Figure 45: Collection Points for that delivery day

Upon clicking on one collection point, they will be able to see the list of departments that have requisitions and the department representative code collecting the requisition items

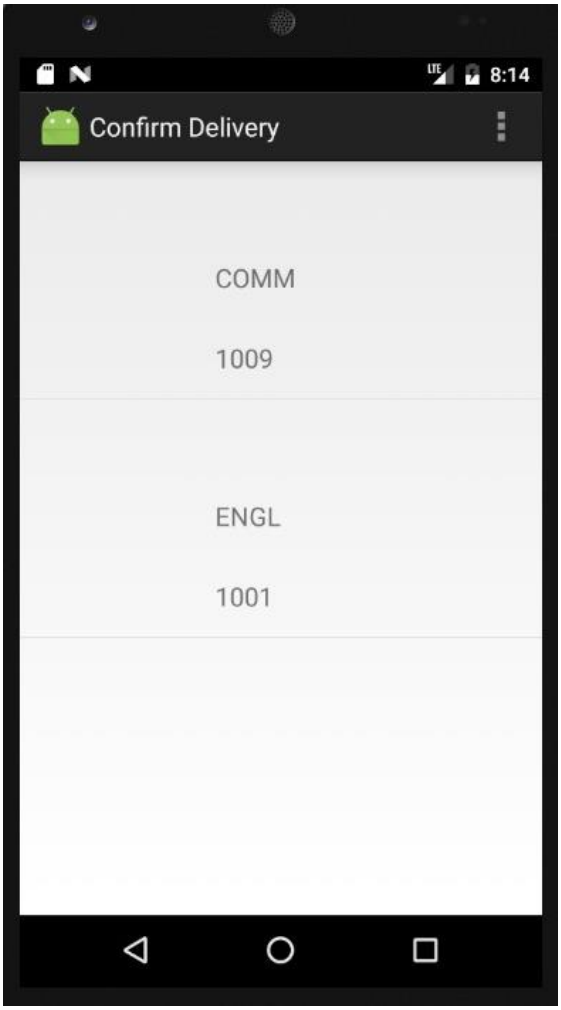


Figure 46: List of Departments at the Collection Point

Upon clicking on the department, they will be able to see the list of items the department has requested and the allocated quantity. Should there be any damage to the stock along the way, they can key in the Actual Quantity and select the Supplier that they want to immediately raise the adjustment voucher for. This will be updated to the database. The remaining stock will be delivered on the next delivery.

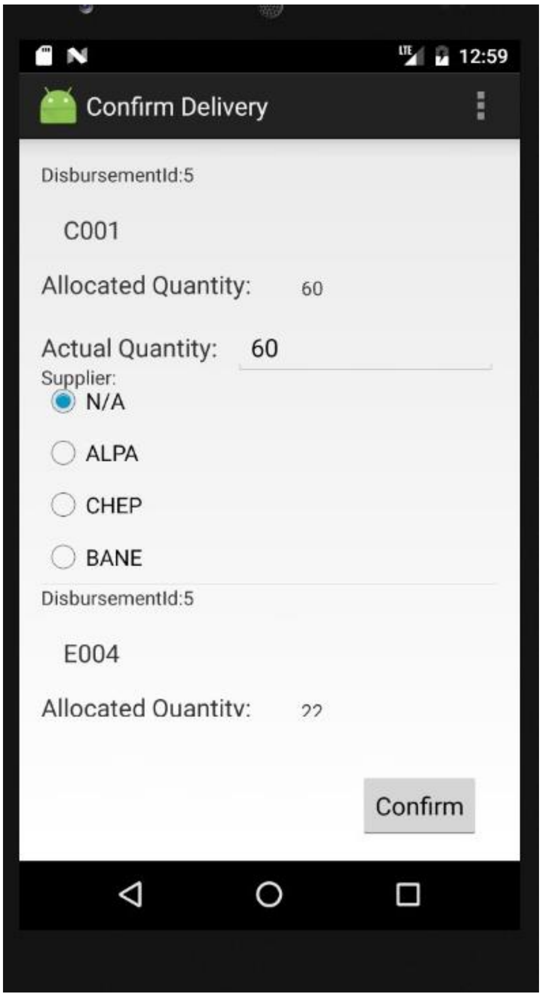


Figure 47: List of Items requested by the department

4.2.2 Store Clerk – Report Stock Discrepancy

This functionality is for Store Clerk to Report Stock Discrepancy. The Store Clerk will enter item code and upon clicking "Search", the item's information will be displayed. Supplier code will fill in the dropdown list below where Store Clerk can switch from different suppliers. Store Clerk will key in the new adjusted quantity of item and the reason.
Upon clicking "Add" button, item will add to a list in another page (Figure 55). If there is only one discrepancy to be reported, Store Clerk can click Submit button.

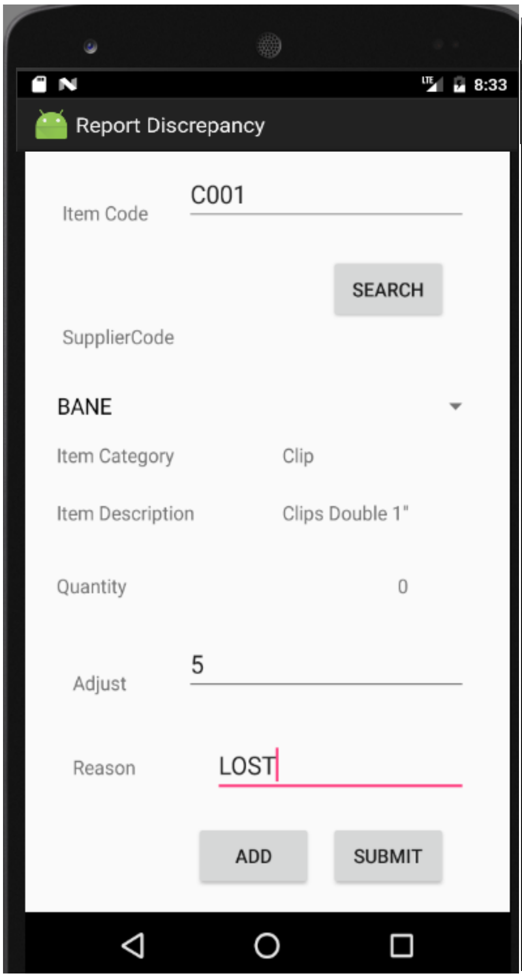


Figure 48: Report Stock Discrepancy

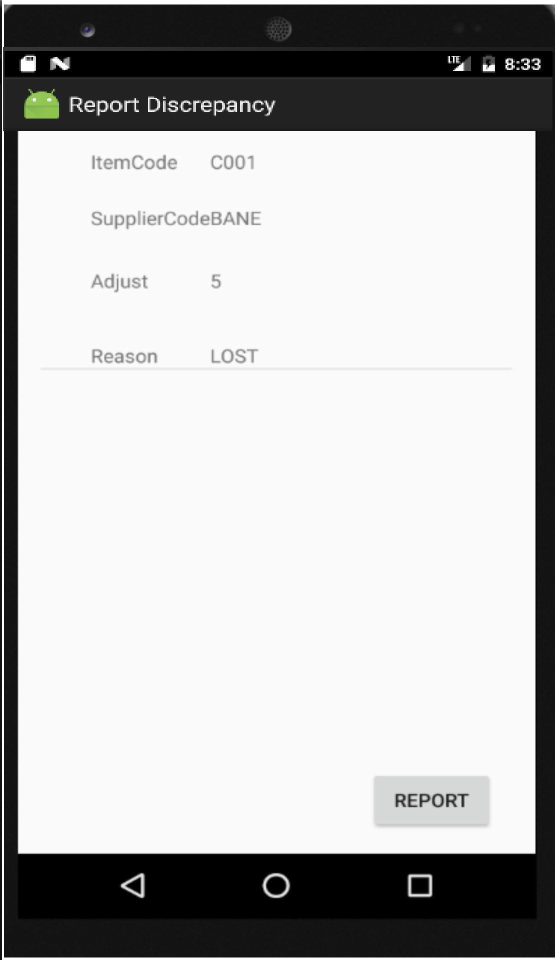


Figure 49: Report Stock Discrepancy List

4.2.3 Store Clerk – Process Request

For this functionality, Store Clerk will be able to choose previous requests that is owed to the departments or new requests that have been sent in to the Store.

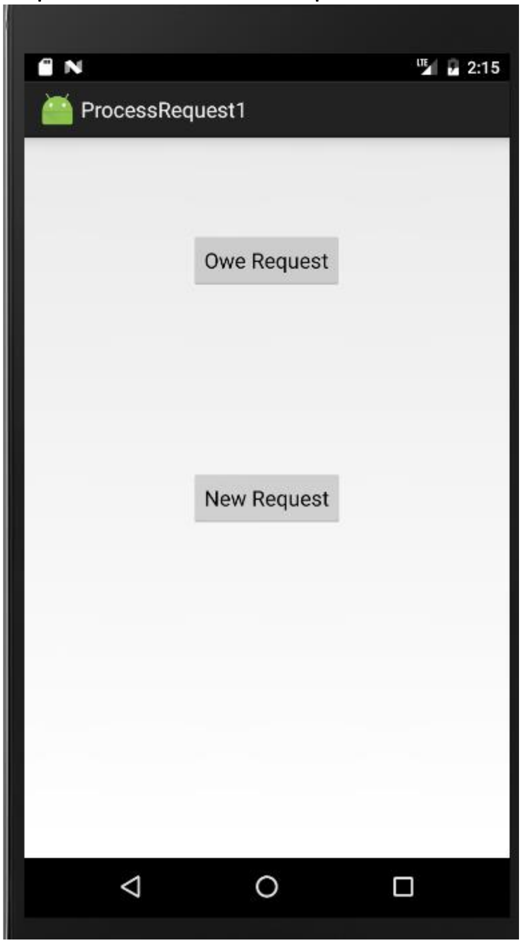


Figure 50: Process Request Menu

Upon clicking Owe Request button, it will show a list of requests which have not been processed in the last month. To confirm or modify request, they can click on the Bin Number containing that item.

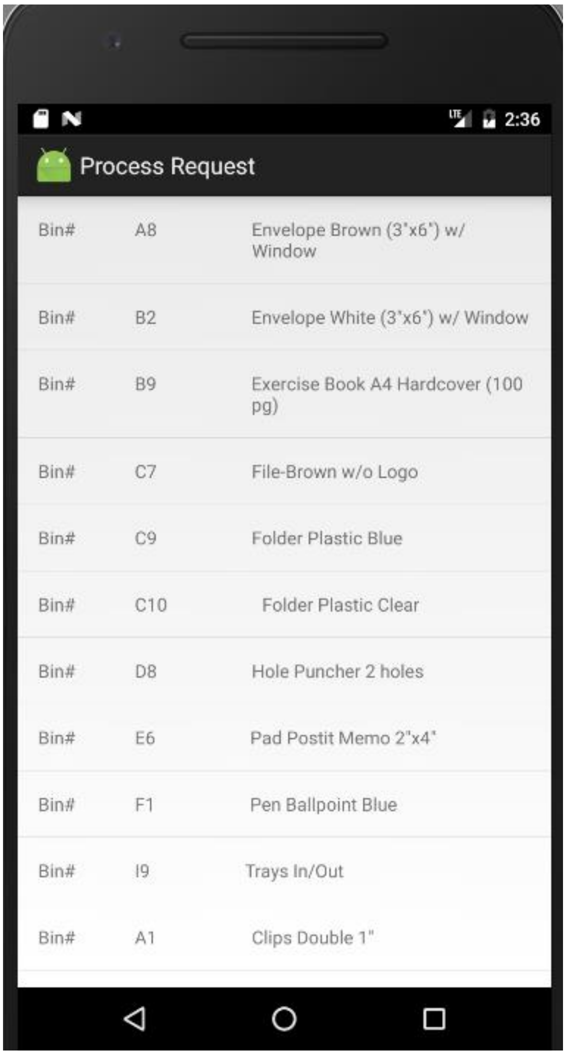


Figure 51: Process Request - Owe Request

Upon clicking New Request button, it will show a list of requests which have not been processed this month. To confirm or modify request, they can click on the Bin Number containing that item.

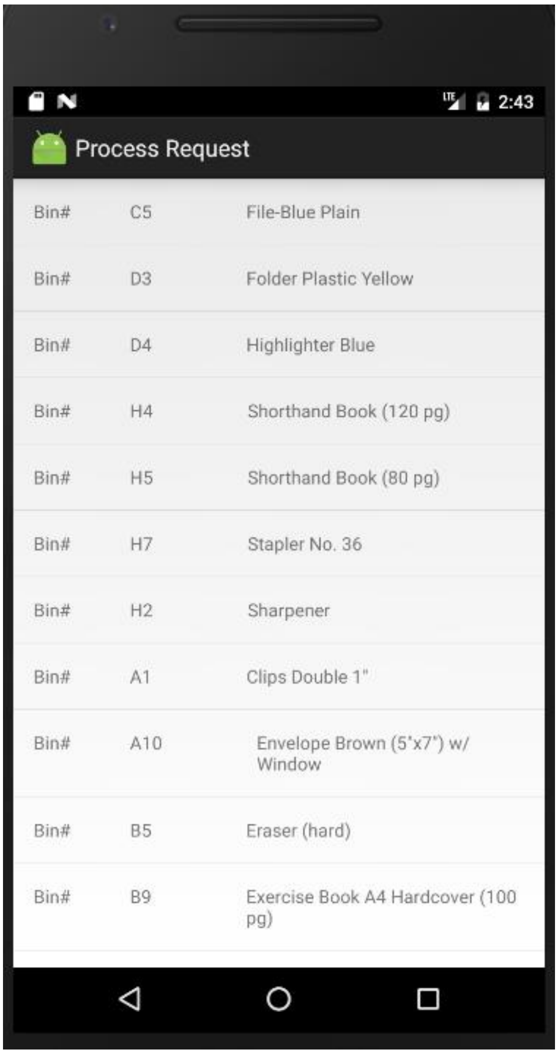


Figure 52: Process Request - New Request

Upon clicking the Bin Number / Item Code, they will see the consolidated Quantity Needed by the requests sent and the Quantity on Hand will show the quantity available in the warehouse. Thereafter, there will be a list of departments that has requested for that item and the quantity needed for each department. Once they retrieve the stock from the database, they can key in the quantity retrieved via the Allocated field. Upon clicking Approve, the updated data will be sent to the database

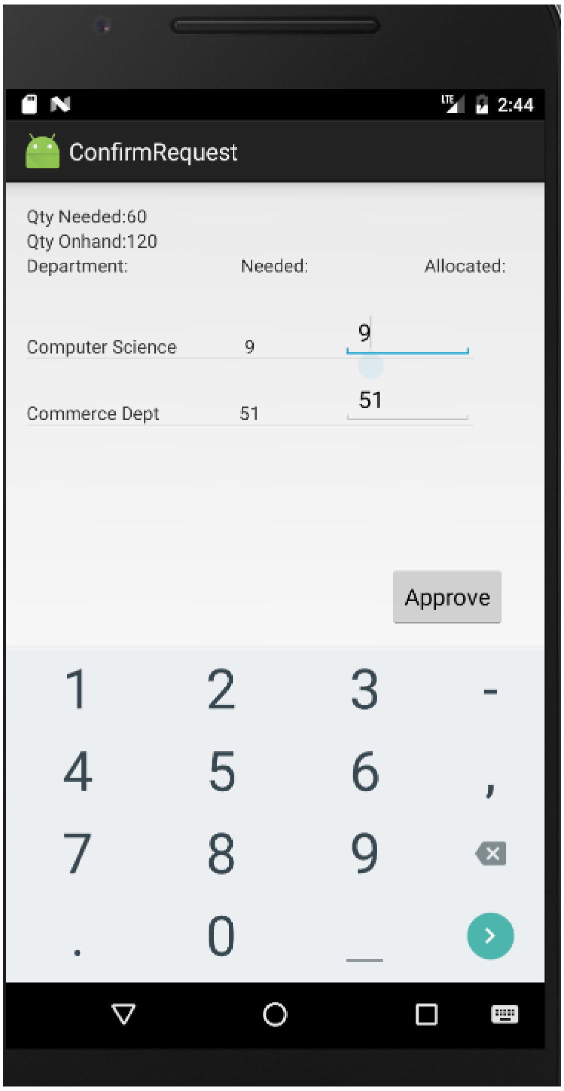


Figure 53: Confirm Request

4.3 Department Head Android

Upon logging in, the Department Head will be able to see the 3 functionalities that they will be able to access on the go.

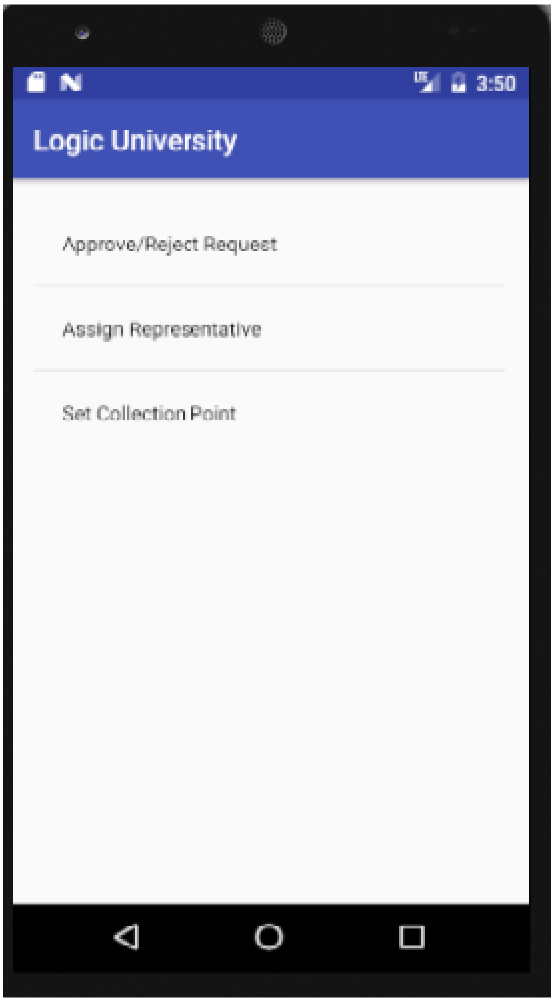


Figure 54: Department Head Android Menu

4.3.1 Department Head – Approve/ Reject Request

The Department Head will be able to see all the requests for stationery items raised by the employees belonging to their department. The Department Head can click on 'Approve' to approve the requests where the requests will be sent to the store department for processing. To reject, an email will be sent to the respective employee who raised the request, notifying that their request has been rejected by the Department Head.

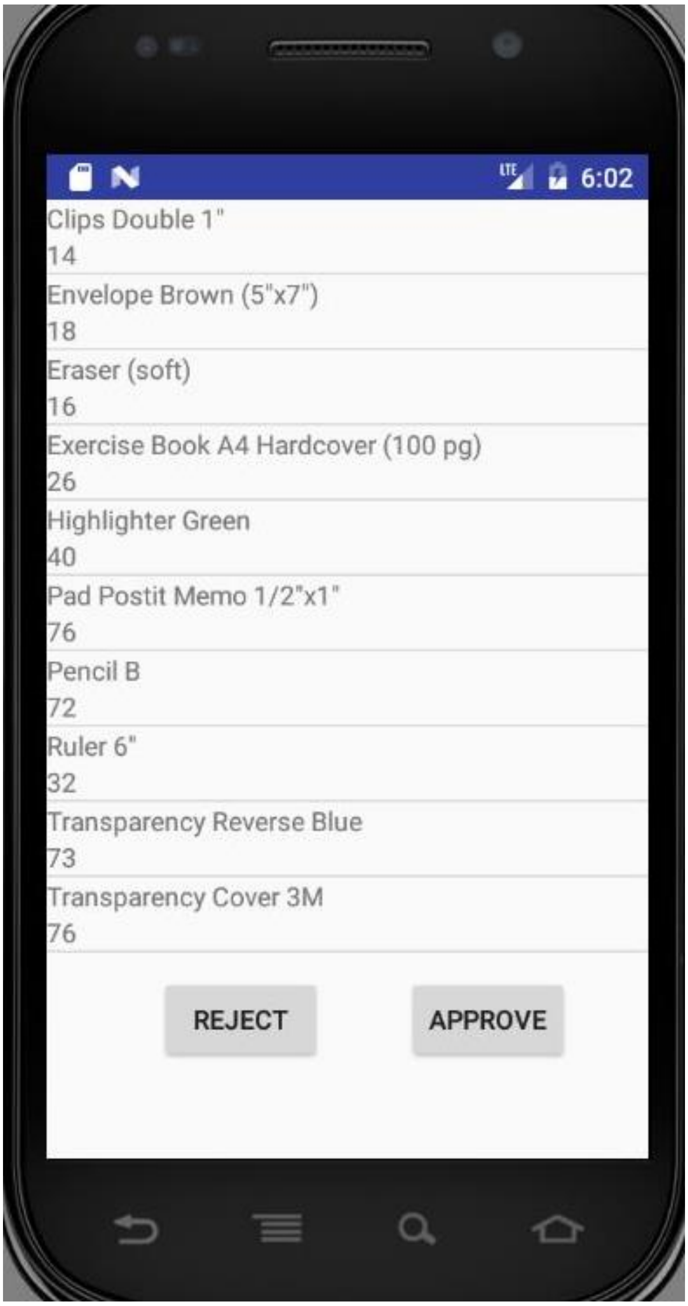


Figure 55: Approve/ Reject Requests

4.3.2 Department Head – Assign Representative

This screen displays the current representative assigned for that department and also it allows the department head to change the representative. Upon entering this function, the current representative will be shown. To update the Representative for the department, they can choose the new Representative from the dropdown list and Submit which will update the employee's role in the database.

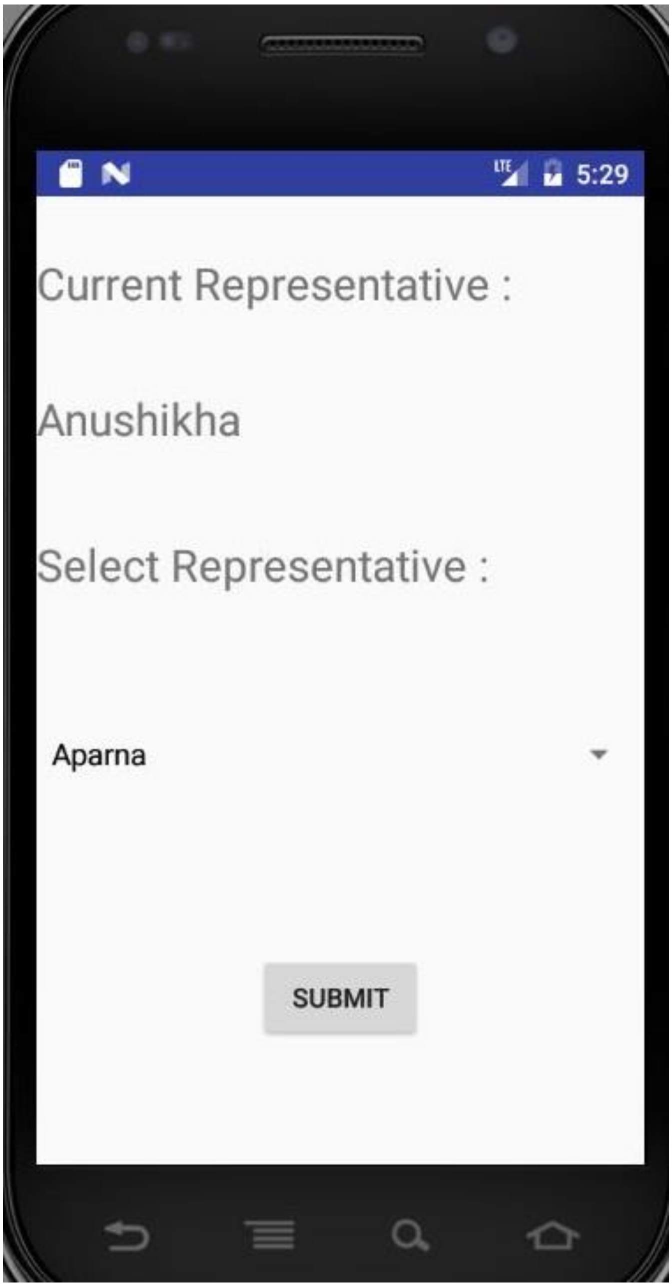


Figure 56: Assign Representative

4.3.3 Department Head – Set Collection Point

This screen is for setting the preferred location of the collection point by Department Head. It will display the current collection point location that has been set for their department. They can change collection point from the list of locations available by clicking on the dropdown list on the 'select preferred collection point' field. Clicking 'Submit' will update the 'Current Collection Point' to the location selected

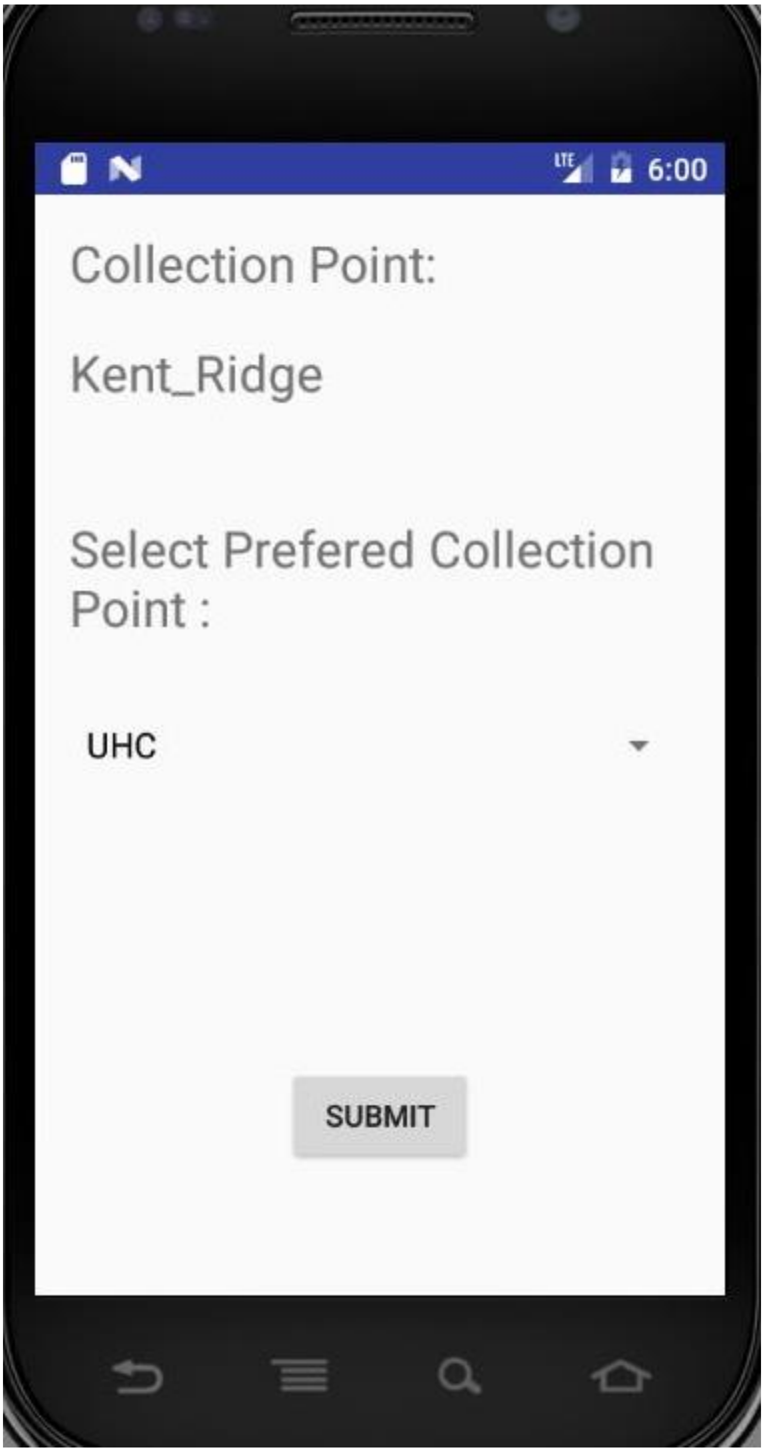


Figure 57: Set Collection Point

4.4 Department Representative Android

4.4.1 Department Representative – Set Collection Point

This screen is for setting the preferred location of the collection point by Department Head.
It will display the current collection point location that has been set for their department. They can change collection point from the list of locations available by clicking on the dropdown list on the 'select preferred collection point' field. Clicking 'Submit' will update the 'Current Collection Point' to the location selected

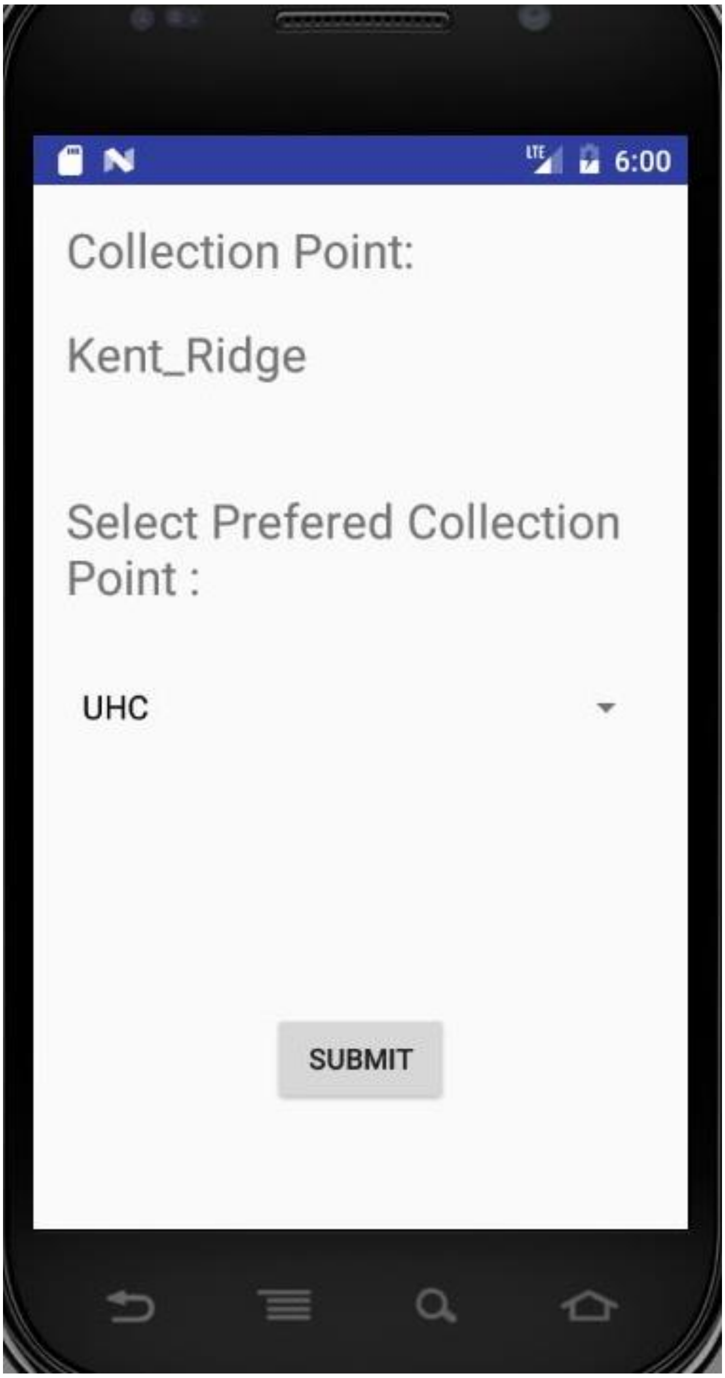


Figure 58: Set Collection Point

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