# CST2355 – Database Systems Group Lab Assignment 1

## Topic: Usage instructions of Inventory Management System for skinxbeautyph

1. Open the Access file by double clicking it.
2. The Main Menu will pop out. Forms color-coded **blue**. Reports are color-coded **green**. The main purpose of the report is to track the Stock on Hand of the items and the product hierarchy.

A screenshot of a computer

Description automatically generated

1. Form Usage and Purpose (the word manage here is used to refer to add, edit, update, delete data)
   1. Suppliers form – manage data of suppliers of products.
   2. Brands form – manage data of product’s brand.
   3. Products form - manage data of products. The Products form contains the subforums to determine if the product’s subtype is, namely soap, cream or sunblock.
   4. Employees form - manage data of employees.
   5. Shops form - manage data of the shops where the products were sold.
   6. Stock in form - manage stock in transactions of the products.
   7. Stock out form - manage stock out transactions of the products.
      1. Sample usage of the form:
         1. Click the desired form.
         2. You can input/choose the data from the fields, example see **blue** checks (see screenshot below)
         3. You can add, save, delete or search records, example see **red-orange** checks (see screenshot below)

A screenshot of a computer

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1. Report Usage and Purpose
   1. Click on the desired report.



* 1. Report will launch and show you the desired report.

A screenshot of a computer

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* 1. Report Purpose
     1. Stock On Hand Report – this report shows the user the available products on hand in the inventory for sale.
     2. Product hierarchy Report – this report shows the user hierarchy of which supplier supplies which brands and which products are related to which brand.