ADSS_Group_L – Inventory module:

The instruction on how to use is also specified inside the System

General instructions:

- It's the user responsibility to update the inventory after making a sale of an Item, the system will not remove the item unless it was an action made by the user.

Before making action on an Item you need to create the Item. –
- **IN ORDER TO CREATE AN ITEM:**
- **1. Make sure its categories are already in the system.**

- **2. When creating an item, insert it's categories from the highest category to the lower sub category:**
- **i.e - Food ➔ Fruit ➔Apple ➔ Green Apple**

3. Items current price will set to 0 upon creation.
- **Make sure you change it via option 8.**

- Now, in order to use the system, you will need to log in via your unique id. You will only be able to manage your given branch.
- Categories will be shared with all the 9 branches of SuperLee.
- You can add\remove Items from data. That will not effect other branches.

System actions

1. Add new item/s to the inventory:
   If you want to add a new item to the system you will need to specify the Item's Id, manufacturer's Name, and minimum Quantity that was decided before declaring an Item to be in shortage, weight by grams and categories that item belongs to (two categories and the third one is the weight that is declared separately).

2. Delete Item from inventory:

   To delete an Item you will need to specify the Item's Id, it will delete any records of that Item for the System.

3. Update stock of an Item:

   To update amount of an Item you will need to specify the Item's Id, amount (**can be positive number to add or negative to remove**) and the expired date of the item.

4. Update Supplement Date:

   To update next supplement Date of an Item you will need to specify the Item's Id and the date.

5. Create report:
   You have the option to choose between three different reports to make: Damage Report, Info Report and Shortage Report.
   -Info Report can be made based on specified categories (one or more) and show details about Items from that category or can make full report including every Item in the System.
   -Damage Report will show details about Items that is damaged or their expiry date has passed. Damage Items will be specified after a user added them and expired Items will be updated automatically.
   -Shortage Report will show items that are missing in stock or are about to be out of stock based on the minimum quantity and next supplement date that was specified for each Item. **Notice – Now the shortage report will be created upon detecting a shortage without you requesting in order to display item in shortage.**

6. Add sale:

   If you want to add a new Sale of an Item you will need to specify the Item's ID, the supplier's price, the price the item was sold to costumer and the amount of Items that was sold.

7. Report a damaged Item:

   If you want to report a damaged Item you will need to specify the Item's ID and the amount of damaged Items that was found

8. Update Info:

   Here you will be able to alter mistakes in your previous inputs for the system (or just change it out of you free will) for both items and categories.

   For Item you will require it's ID and you can change the following:

   - Location – you will need to provide all location and the location you'd like to change to.

   - Name – change item's name

   - Weight – change the item's default weight

   - Minimum Quantity – Change the minimum amount you required in stock of the item

   - Manufacturer name – change it.

   - Category – you will be abele to change his category chain

   For Category:

   - You will be able to alter a category name to a new one.

9. Category –

   Here you will be able to insert or delete new categories. There are 2 viable options of insertion:

   1 – Single category and its sub categories.

   - Here you will have to provide the new name. In case your new category is a sub category of a different category, you will also need to supply it's father category. Afterward, if you new category has its own sub category, you can insert them 1 by 1. When done the System will recognize the new category as well as its subs.

   2- Full Category queue:

   - In this Insertion option you will have to deliver a full queue of your categories. For Example: **House Items -> Bathroom -> Toilet.**

     The System will recognize all of there categories.

     In Addition, lets say you want to insert these categories:

     Toilet A -> Toilet B -> Toilet C -> Toilet D.

     When: **Toilet -> Toilet A (Toilet A is sub category of Toilet).**

     In order to that, you will have to insert:

     House Items -> Bathroom -> Toilet ->Toilet A -> Toilet B ->

     Toilet C -> Toilet D.

   3. Delete Category – you can delete a category from the system.

   - **Notice – you can not delete a category which is the lowest sub category of a give Item. You will have to change the item's category or delete the item first.**
   - **Delete example: delete "Green Apple".**
   - **Before delete: ….->Apple->Green Apple->Low Green Apple->….**
   - **After Delete: ….->Apple ->Low Green Apple ->….**

10. Exit the Inventory menu and returns to the main menu where you can pick between Inventory or Supplier menu.

And the most important thing, remember to enjoy!!!