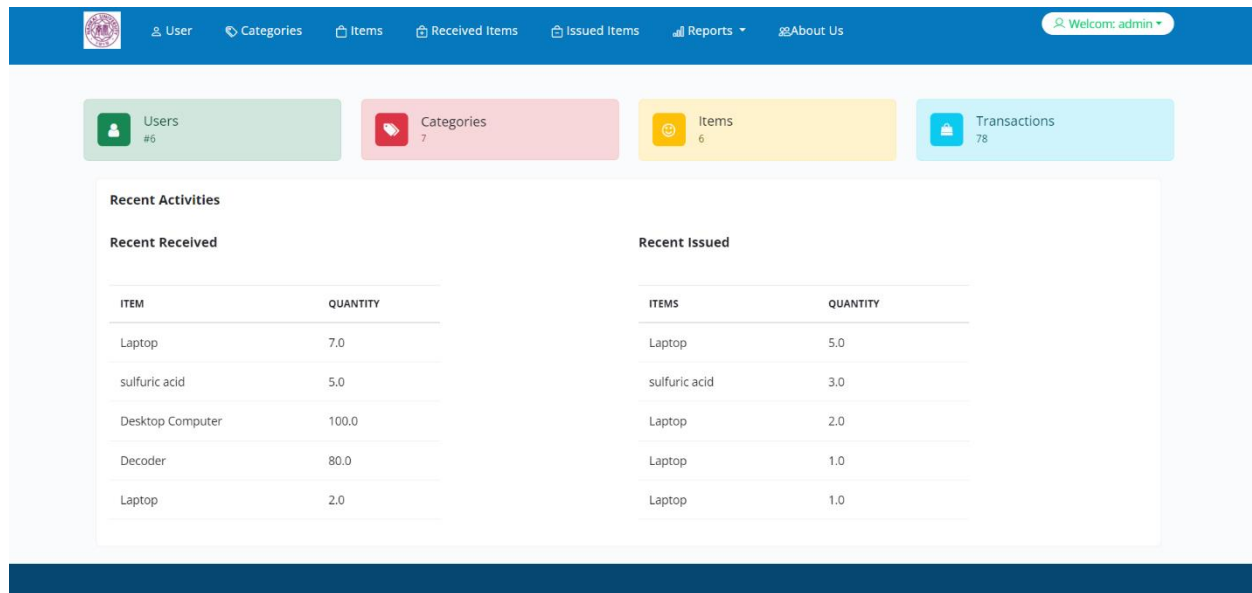Feleg Meles Health Center (FMHC)

Store Management System

User Manual

1. Homepage

2. User

The user page displays a list of all users in the system, along with their respective privileges and roles. There are two types of users: storekeepers and store managers.

> **Store Keeper**: A store keeper is a user role with specific privileges within the system. They typically have limited access and capabilities compared to store managers. Store keepers may have permissions to perform actions such as adding or editing items, receiving items, issuing items, generating reports, or any other relevant tasks related to store operations. The user page would show all store keepers in the system, along with their details.

> **Store Manager**: A store manager is a user role with higher privileges and authority within the system. They have full access and control over the system and can perform all actions available. Store managers have additional privileges beyond those of store keepers, such as the ability to add new users to the system, modify user permissions, or make system-wide configurations. The user page would display all store managers in the system, providing information about their roles and other relevant details.

The Add User button will add a new user to the system.
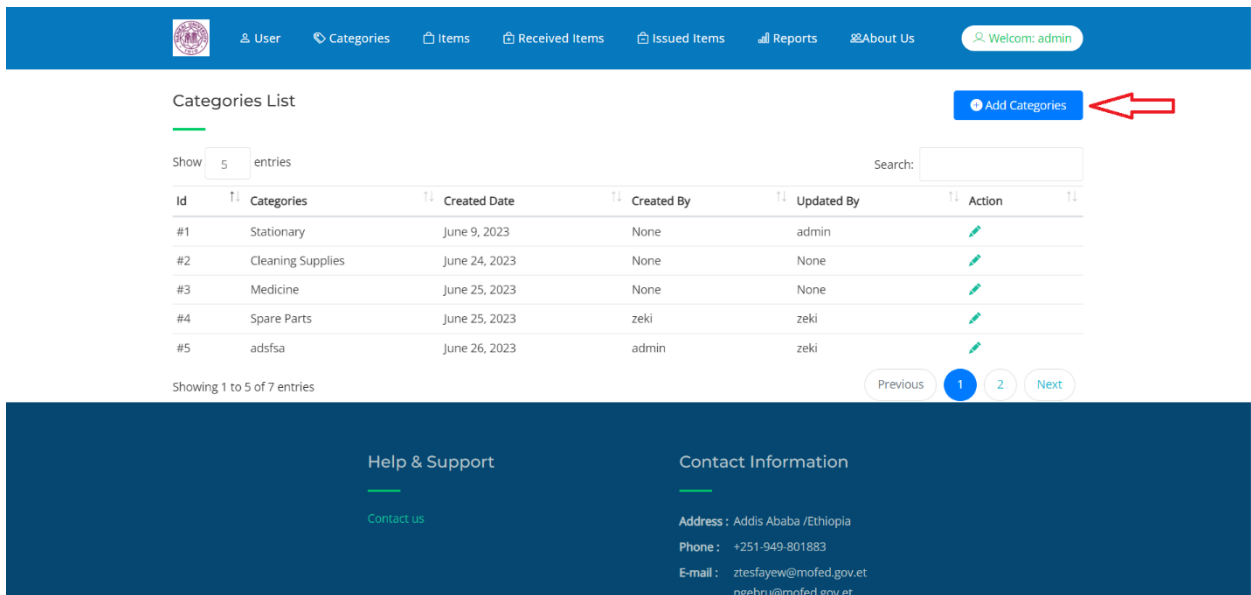
3. Categories

Category Page: The category page displays a list of categories in the store management system, along with detailed information about each category. It typically includes the following details:

- ➢ Category Name: The name of the category that helps identify and categorize items within the system.
- ➢ Date Creation: The date associated with the category, which may represent the date of creation or modification.

By presenting a list of categories with their respective details, the category page allows users to navigate and explore the different categories available in the store management system. Users can view the names, Creation dates of each category, helping them understand the organization and structure of items within the system.

To add a new category

➢ Click on Add Categories Write the category name and click on submit.

4. Items

Item Page: The item page displays a list of items available in the store, along with various details about each item. It typically includes the following information:

➢ **Item Type**: This field indicates the type or category of the item, helping to classify and organize items within the store.

➢ **Inventory Number**: The inventory number associated with the item, which may represent the purchase or acquisition record for the item.

➢ **Balance**: The balance or quantity of the item currently available in the store. This helps track the stock levels of each item.

➢ **Created Date**: The date when the item was created or added to the store management system.

➢ **Created By**: The name or identifier of the user who created or added the item to the system. This provides information about the user responsible for adding the item.

➢ **Permanency**: This field indicates whether the item is permanent or not. It could represent if the item is a permanent part of the inventory or if it is a temporary or seasonal item.

Additionally, the item page may offer functionality to update or modify the information related to each item. Users with appropriate privileges can make changes such as updating the item type, modifying the balance, changing the inventory number, or editing other relevant details associated with the item.

The item page provides an overview of the items in the store, allowing users to browse and manage item information efficiently. It helps store personnel track inventory, monitor stock levels, and make necessary updates to item details as needed.

To add a new item

- ➢ Click on Add Item
- ➢ Choose the category type
- ➢ Write the new Item name
- ➢ Check the item if it's permanent or not
- ➢ Give the invetory number
- ➢ Submit

5. Received Item

Received Item Page: The received item page displays information about the items that have been purchased or received by the store. It provides detailed information about each received item, including the following details:

➢ **Received Number**: This is a unique identifier or reference number associated with the received item. It helps track and identify each specific transaction or receipt.

➢ **Received Date**: The date when the item was received by the store. It represents the date of the purchase or the date when the item was physically received.

➢ **Received By**: The name or identifier of the person who received the items. It could be the store manager, a designated staff member, or the person responsible for receiving and verifying the received items.

By providing these details, the received item page allows store personnel to track and manage the items that have been purchased or received. It offers visibility into the received item records, including the received number, received date, item type, quantity, and the person who received the items.

To Add Received Item

➢ Click on Add Received Item
➢ Add the supplier.
➢ Add the purchaser.
➢ Add the Received Date
➢ Add the item type and quantity.

➢ Submit

6. Issued Item

Issue Page: The issue page displays information when a person requests items from the store. It provides details about each issued item, including the following information:

➢ **Issue Number**: This is a unique identifier or reference number associated with the issued item. It helps track and identify each specific issue or request.

➢ **Issue Date**: The date when the item was issued or requested from the store. It represents the date of the issue or request.

➢ **Issue By:** The name or identifier of the person who initiated the issue or made the request for the items. It could be a store employee, a customer, or any other relevant party.

➢ **Issue To**: The name or identifier of the person or entity to whom the items are being issued. It could be a specific individual, a department, or any other relevant recipient.

➢ **Item Type**: This field indicates the type or category of the issued item, helping to classify and identify the requested items.

➢ **Quantity**: The quantity or number of items being requested or issued. It represents the total count of items requested or issued in the specific transaction.

By providing these details, the issue page allows store personnel to track and manage the items that have been requested or issued from the store. It offers visibility into the issued item records, including the issue number, issue date, the person who initiated the issue, the recipient of the items, item type, and quantity.

To add new issue item

Click on Add Issue Item

- ➢ Add the issued to
- ➢ Add the issued date
- ➢ Add the detailed (Item name and quantity)

7. Reports

This module includes inventory list, Received Item, Issued Items and Fixed Asset

7.1. Inventory

An inventory list is a comprehensive, itemized record of products or items in a store. It typically includes important information such as the item name and balance. Here's an explanation of these components:

➢ **Item Name:** The item name refers to the specific name or description of a product or item in the inventory. It helps identify and distinguish one item from another. For example, if the store sells electronics, the item name could be "Samsung Galaxy S21" or "Sony 55-inch Smart TV".

➢ **Balance:** The balance represents the quantity or number of items available in the store's inventory for a particular item. It indicates the stock level or how many of a specific item are currently in stock. It helps store personnel and managers keep track of the available quantities to manage restocking or ordering of items effectively.

7.2. Received Report

The receive report page provides a report based on a specified date range, displaying the items received during that period along with their quantities. This page typically offers export options to PDF or Excel formats and allows printing. Here's a breakdown of its functionality:

Receive Report Page: The receive report page generates a report that summarizes the items received within a specified date range. It includes the following details:

➢ **Date Range:** Users can specify a specific date range to filter the received items for generating the report.

➢ **Received Items:** The report lists the items that were received during the specified date range. Each item is typically accompanied by details such as the item name, quantity received, and any additional information relevant to the received items.

➢ **Quantities:** The report displays the quantities of each received item, indicating the total number of units received for each item during the specified date range.

Items	Quantity
Decoder	85.0
Desktop Computer	147.0
Laptop	21.0
Soft	400.0
sulfuric acid	5.0

This report is from 2023-07-01 to 2023-07-11.

Showing 1 to 5 of 5 entries

7.3. Issued Report

The issue report page generates a report that summarizes the items issued from the store within a specified date range. It includes the following details:

➢ **Date Range:** Users can specify a specific date range to filter the issued items for generating the report.

➢ **Issued Items:** The report lists the items that were issued from the store during the specified date range. Each item is typically accompanied by details such as the item name, quantity issued, and any additional information relevant to the issued items.

➢ **Quantities:** The report displays the quantities of each issued item, indicating the total number of units issued for each item during the specified date range.

7.4. Fixed Assets

The fixed asset report compiles information related to fixed assets within the organization. It typically includes the following details:

➢ **Fixed Items:** The report lists all fixed items or assets owned by the organization. These items could include equipment, machinery, vehicles, or any other tangible assets categorized as fixed assets.

➢ **Issued To:** This field indicates the person or department to which the fixed item has been issued or assigned. It helps track the specific individuals or departments responsible for utilizing the assets.

➢ **Inventory Number:** Each fixed item is assigned a unique inventory number for identification and tracking purposes. The inventory number serves as a reference to locate and manage the fixed assets accurately.

The fixed asset report provides a consolidated view of all fixed assets, highlighting their issuance information (such as the assigned individuals or departments) and their corresponding inventory numbers. This report aids in managing and tracking fixed assets across the organization.

Items	Issued To	Inventory Number
Desktop Computer	Natani Zekarias	102010
Desktop Computer	Natani Zekarias	102010
Desktop Computer	Zekarias Tesfaye	102010
Desktop Computer	Natani Zekarias	102010
Laptop	Natani Zekarias	586932
Laptop	add add	586932
Laptop	Natani Zekarias	586932
Laptop	add add	586932
Laptop		586932

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