

I. Prerequisite

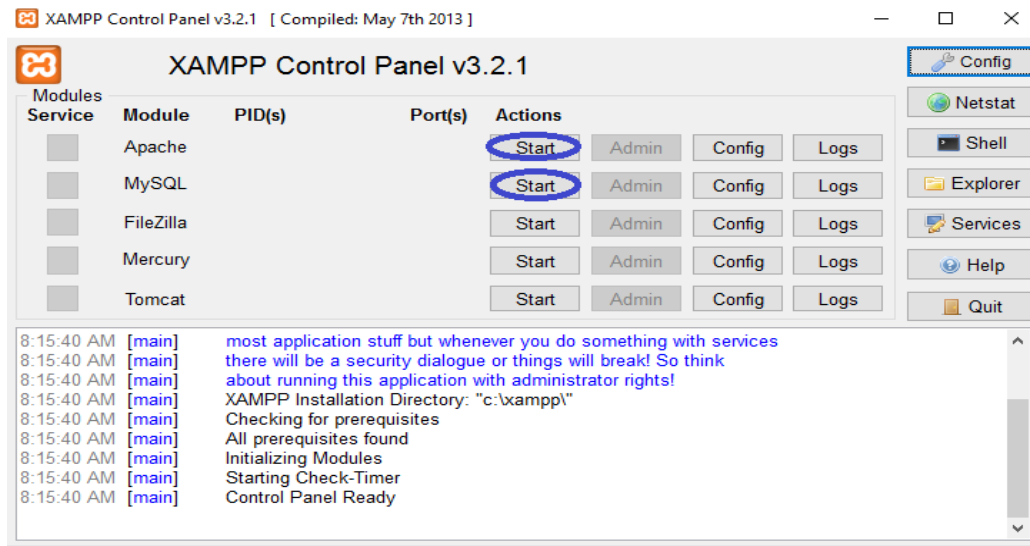
1. Xampp
2. .NET Framework 4.5

II. Installing

1. Download the xampp at [www.http://www.apachefriends.org/download_success.html](http://www.apachefriends.org/download_success.html).
2. Then install .net framework. (optional if the system is not work, gives you an error to download the .net framework)

III. Importing database

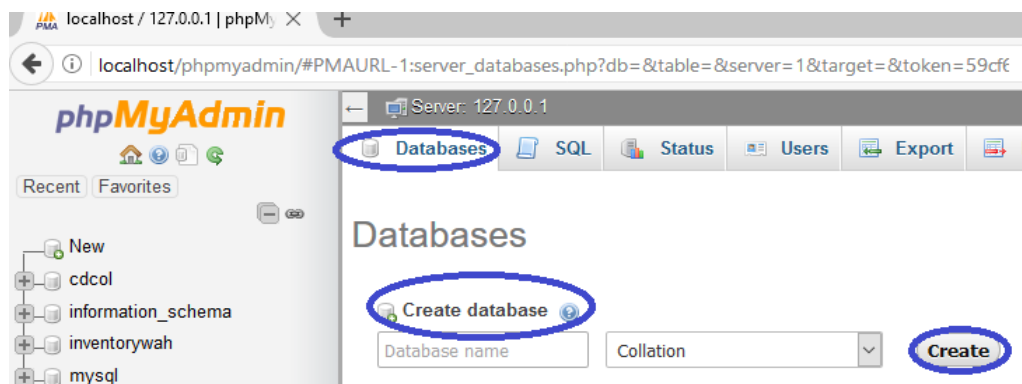
1. Open the xampp. and start the apache and mysql.



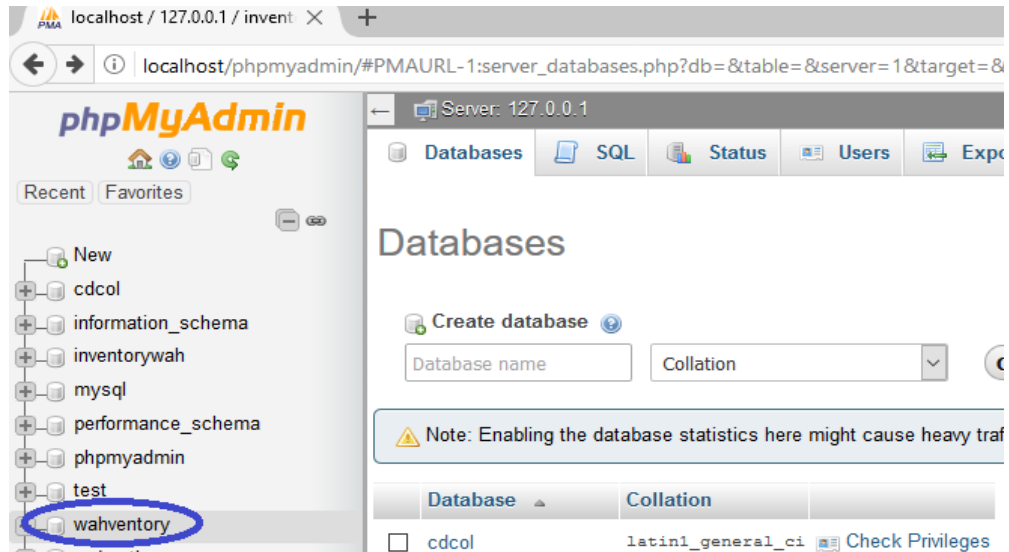
2. Go to your favorite browser (google chrome) and type in the URL the **localhost/phpmyadmin**



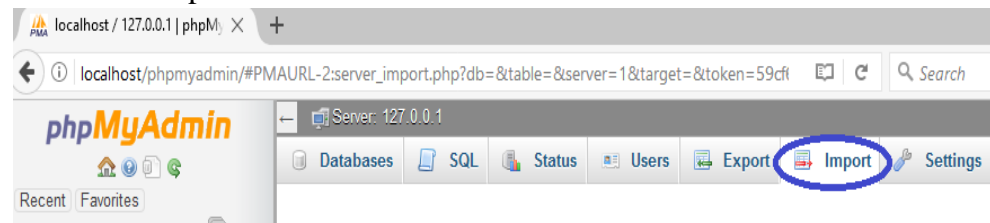
3. Create database . wahventory or anything you want



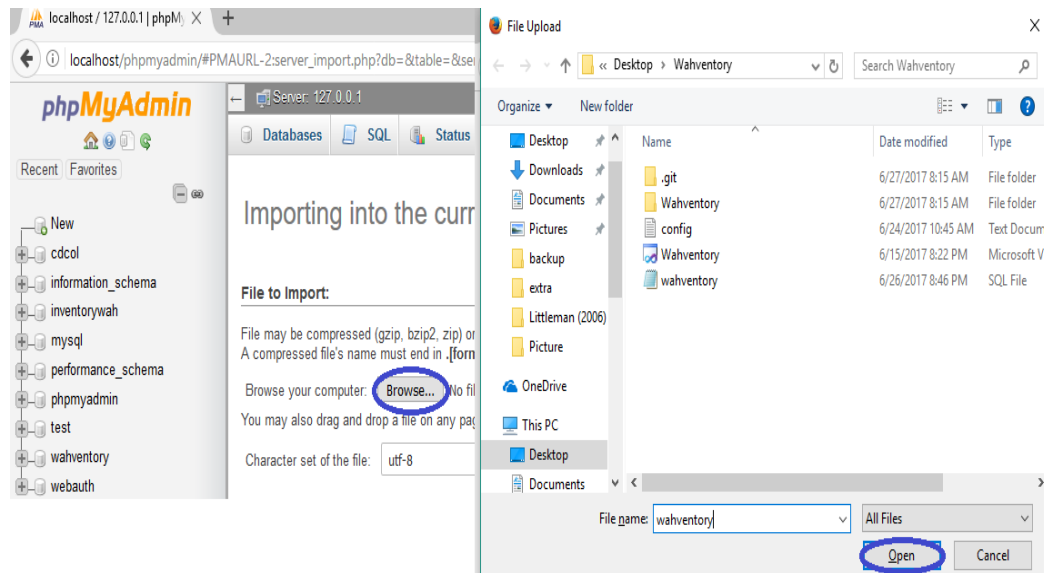
4. Click the database that you have created



5. Click import menu



6. Click Browse then type the name of the item that you want to import. Then Click Open.



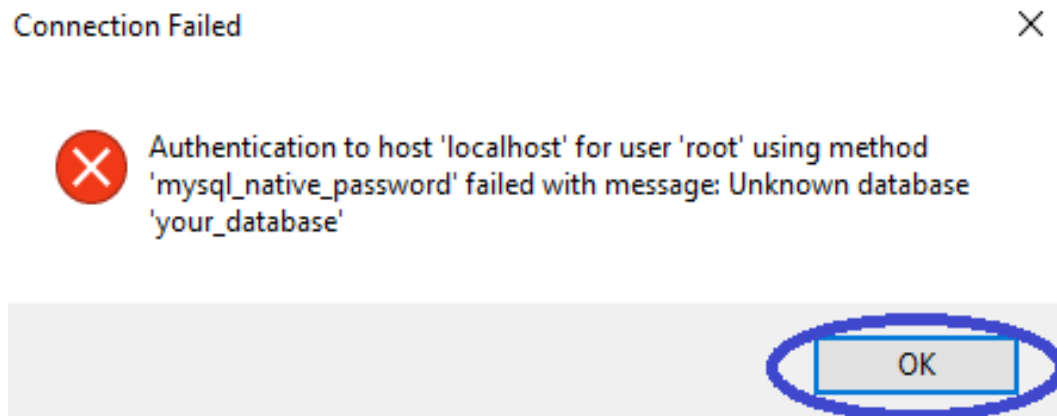
7. How to see if working. Click the database . and then you will see the table like in the screenshot.



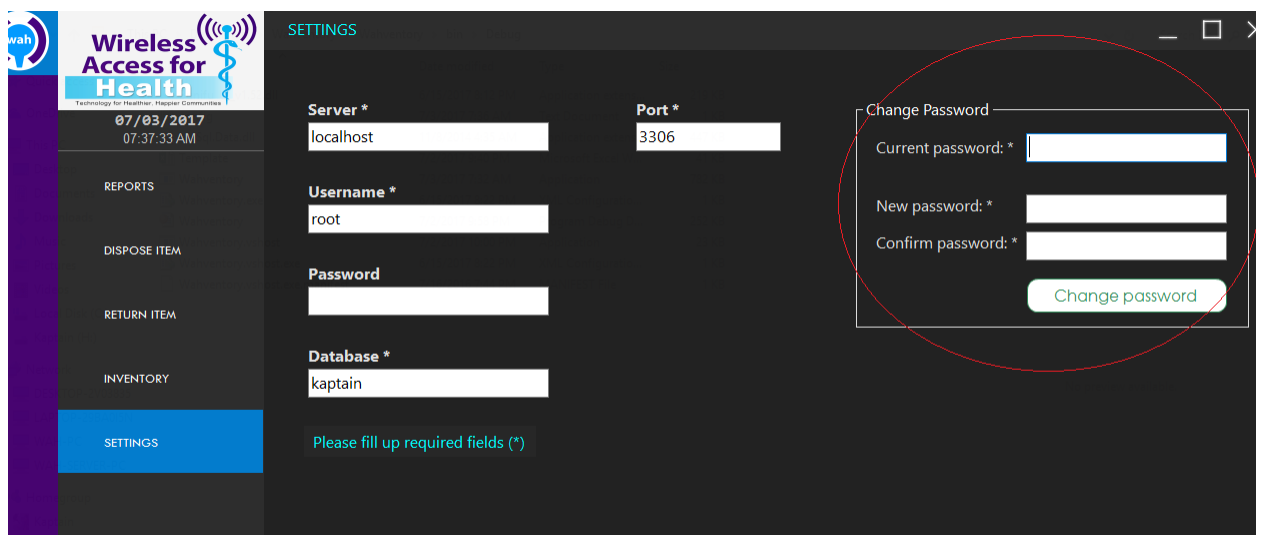
IV. Connection

- a. You have already open the xampp and start apache and mysql in steps number one in importing database.
- b. Settings

1. if this is the first time you open the system. You will not connect to the database because you need to setup the settings and if you see the prompt error just ignore it and press OK.



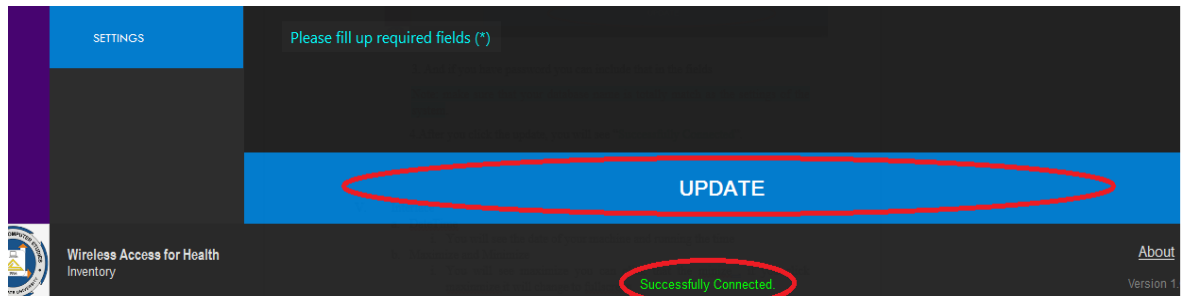
3. Just click the settings menu and you need to fill all the required fields base on the connection of your database on your phpmyadmin xampp. Then click UPDATE and you can change your password.



3. And if you have password you can include that in the fields

Note: make sure that your database name is totally match as the settings of the system.

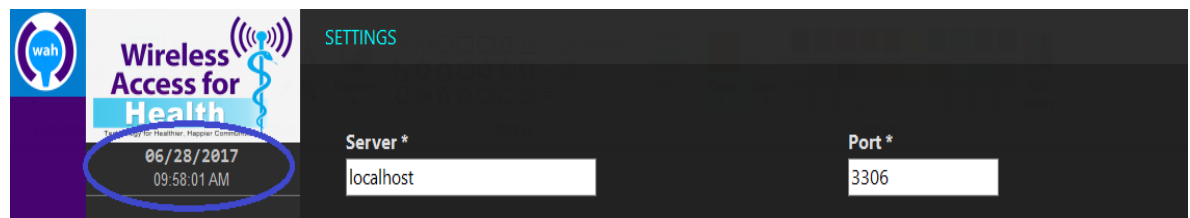
4. After you click the update, you will see “Successfully Connected”.



V. Interface

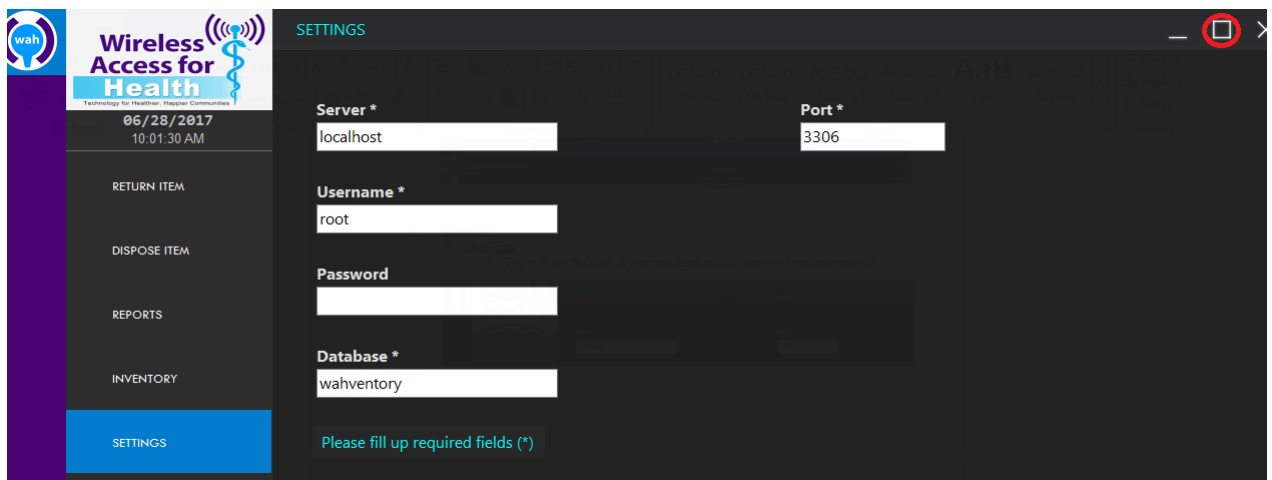
a. DateTime

- You will see the date of your machine and the time will run automatically.

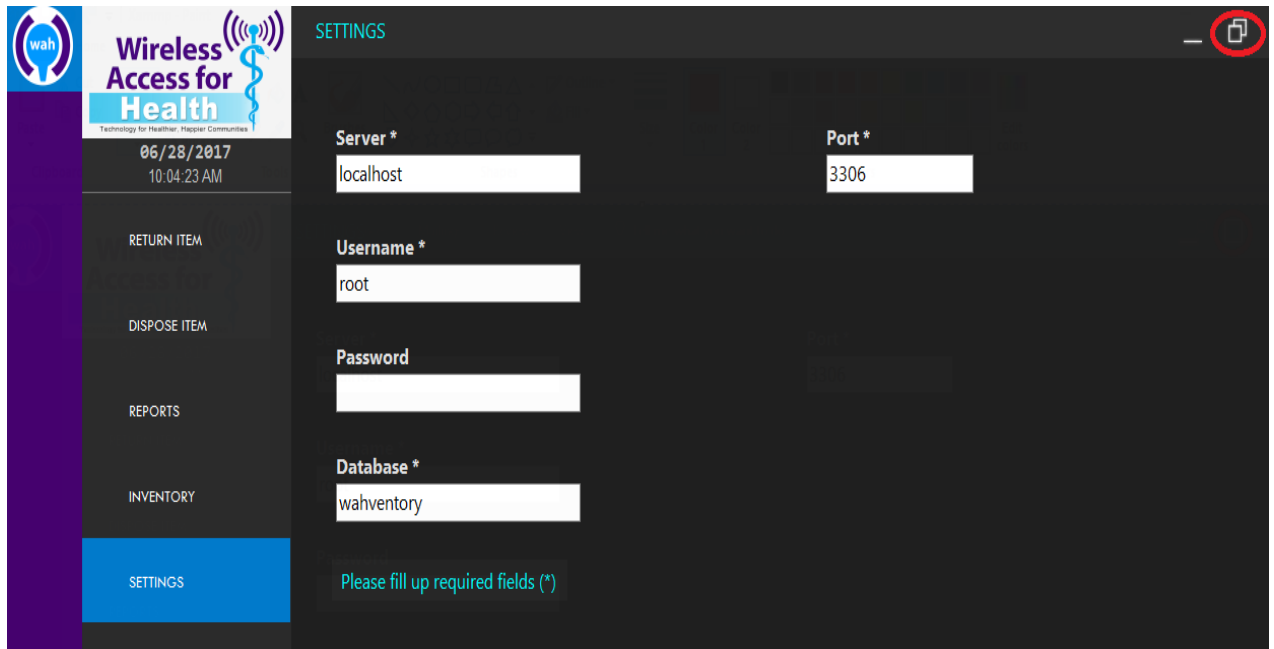


b. Maximize and Minimize

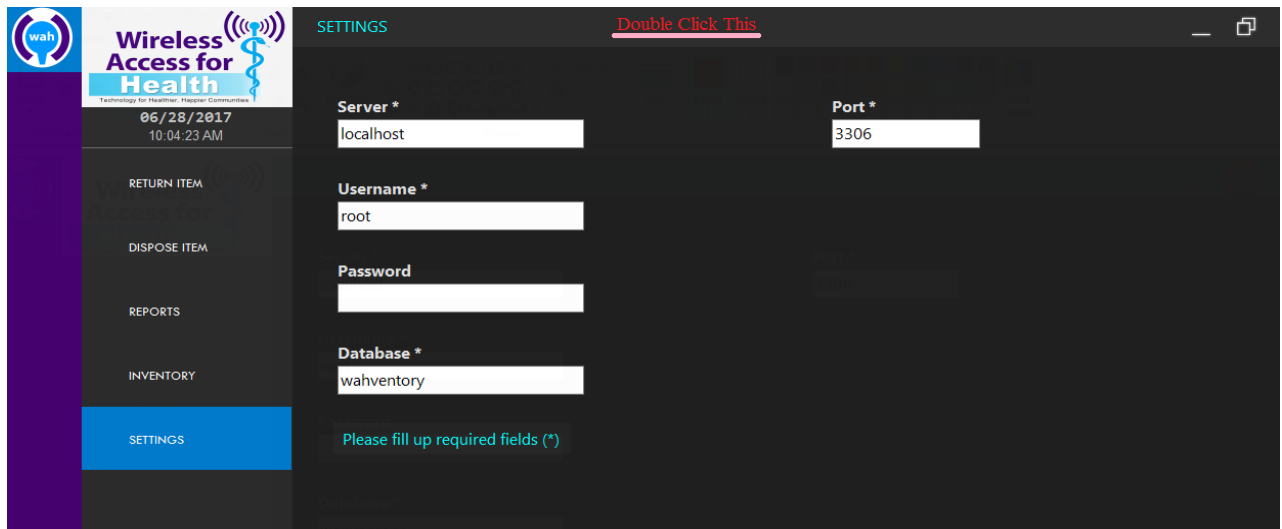
- You will see maximize you can click that the minimize. if you click maximize it will change to fullscreen.



- ii. If the icon of maximize change to restore and if you click that restore button you will back to the normal size of the system.

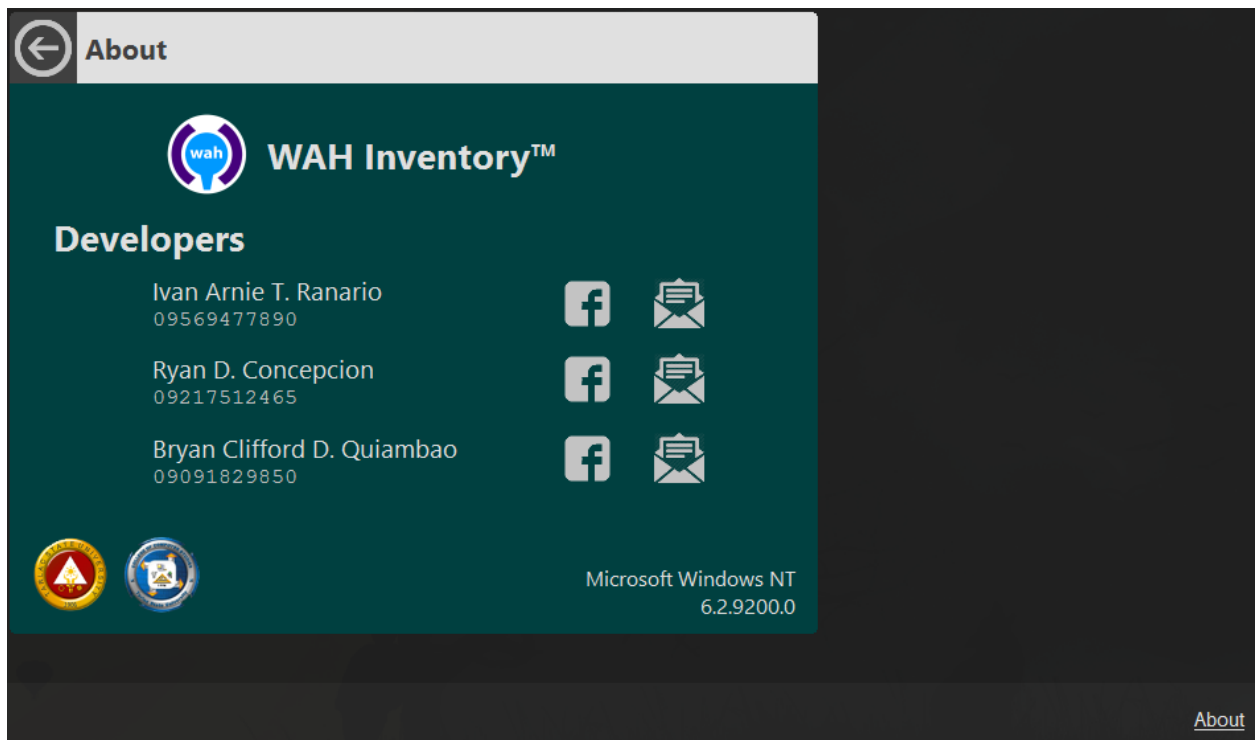


- iii. Alternative, you can double click the top of the system

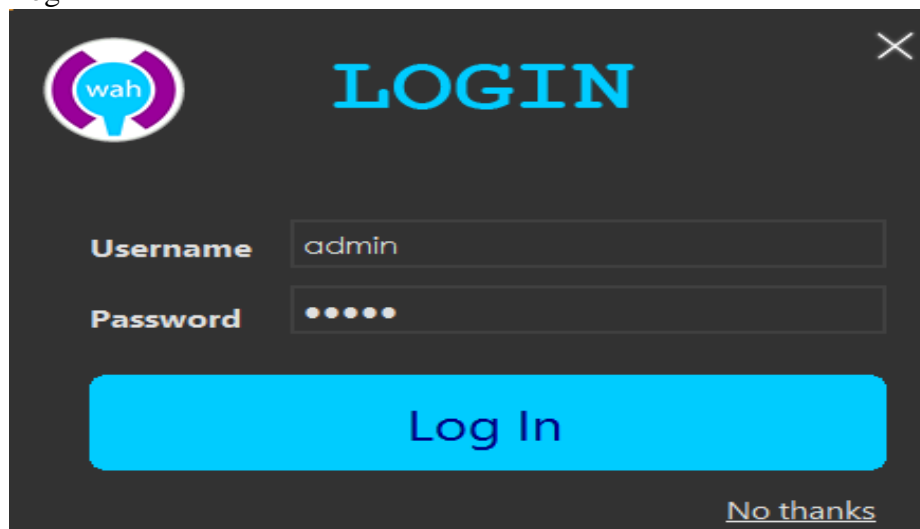


- iv. Drag. You can drag the system anywhere if the system is in the normal size.

c. About

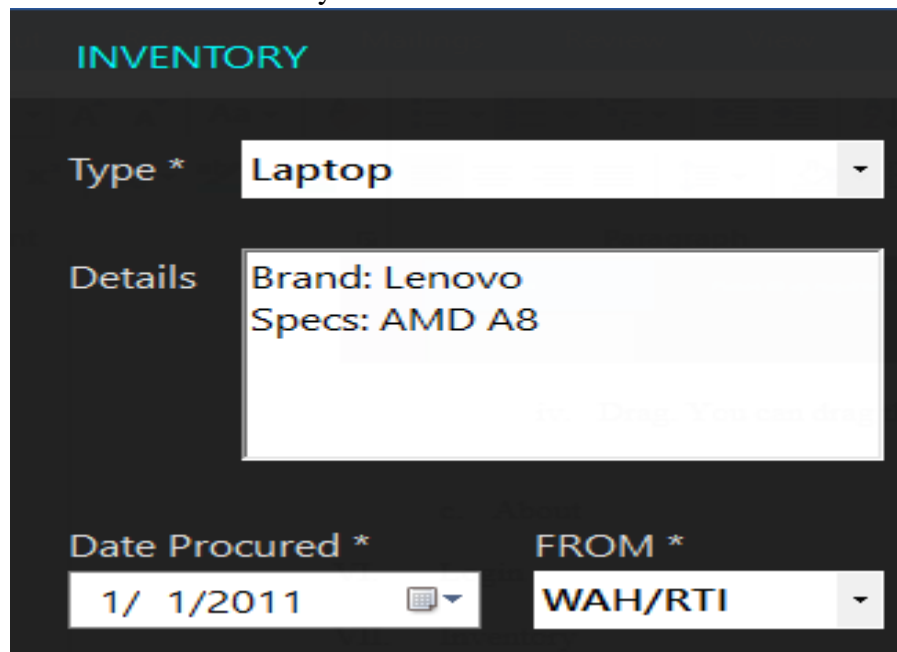


VI. Login



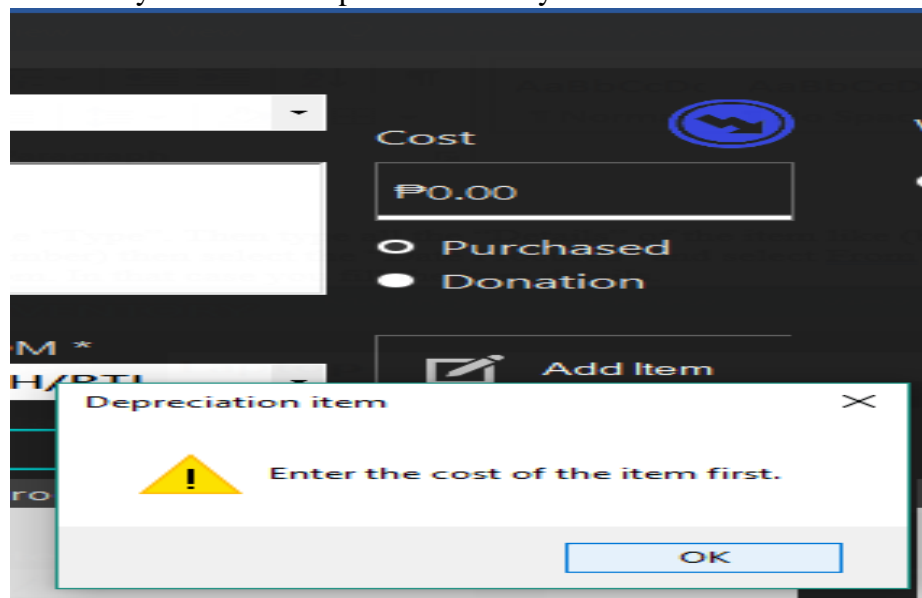
VII. Inventory

- a. Select the “Type”. Then type all the “Details” of the item like (brand, specs, and serial number) then select the “Date Procured” and select From where the item came from. In that case you fill the item details.



The screenshot shows a form titled "INVENTORY" with a dark header. Below the header, there are four main input areas: 1. "Type *" with a dropdown menu showing "Laptop". 2. "Details" with a text area containing "Brand: Lenovo" and "Specs: AMD A8". 3. "Date Procured *" with a date picker showing "1/ 1/2011". 4. "FROM *" with a dropdown menu showing "WAH/RTI".

- b. Depreciation item
- i. If you click the depreciation icon you must enter first the cost.



The screenshot shows a form with a "Cost" field set to "₱0.00". Below it are radio buttons for "Purchased" and "Donation". A blue circular icon with a depreciation symbol is visible. An "Add Item" button is at the bottom. A modal dialog box titled "Depreciation item" is open, displaying a yellow warning triangle and the message "Enter the cost of the item first." with an "OK" button.

- ii. Since you enter the cost of the item, you can choose either Purchased or Donation. And click the depreciation icon. Then enter the salvage value and the Lifespan of the item then if you want to see or check the result of the depreciation, just click the calculate icon. Or you can click the “Add to item” directly.

Cost

☐ Purchased
☒ Donation

Depreciation

Salvage value: *
Lifespan: *

Cost:
Date Procured

Total:
Depreciation expense:

Percentage: 12.50%

12%

0100

☒ Add to item

Year	BookValue
1	₱22,500.00
2	₱20,000.00
3	₱17,500.00
4	₱15,000.00
5	₱12,500.00
6	₱10,000.00

- iii. Then click “Add Item”

INVENTORY

Type *


Details

Cost

☐ Purchased
☒ Donation

Date Procured *

FROM *

 Add Item

- iv. Then after clicking the “Add Item”. The message “New item was successfully added.” Will popup.

INVENTORY

Type *


Details

Cost

☐ Purchased
☒ Donation


Date Procured *

FROM *

 Add Item

Type	Details
<input checked="" type="checkbox"/> Laptop	Brand: Lenovo Specs: AMD A8

Add item

 New item was successfully added.

OK

- v. If you want to search something that you want to see, you can search at the search bar.

1
Show all

Type	Details	DateProcured	Method	FR
<input checked="" type="checkbox"/> Laptop	Brand: Intel Specs: Dual core i9	2012-06-29	Donation	PGT
<input type="checkbox"/> Drive		2017-06-29	Purchase	
<input type="checkbox"/> Laptop	Brand: Intel Specs: Dual core i9	2012-06-29	Donation	
<input type="checkbox"/> Laptop	Brand: Gaming Specs: Wireless mouse	2011-06-29	Donation	

- vi. Then if you choose one the WAH Property number will generate automatically. Then if you choose the Employee, then Employee name will be the name of the employee and the designation is optional.

1
Show all

Type	Details	DateProcured	Method	FR
<input checked="" type="checkbox"/> Laptop	Brand: Intel Specs: Dual core i9	2012-06-29	Donation	PGT
<input type="checkbox"/> Drive		2017-06-29	Purchase	
<input type="checkbox"/> Laptop	Brand: Intel Specs: Dual core i9	2012-06-29	Donation	
<input type="checkbox"/> Laptop	Brand: Gaming Specs: Wireless mouse	2011-06-29	Donation	

WAH Property # WAH-ASN-BLAA0
STATUS *

☒ Employee
☐ Holder

Employee Name: *

Designation:

Add to inventory

Date Received *
6/28/2017

Remarks

- vii. But if you choose Holder, it can be the Name/Group/Faculty, and the location is also optional like the designation.

The screenshot shows a software interface with a table of items and a form on the right. The table has columns: Type, Details, DateProcured, Method, and FR. The first row is highlighted in red and shows a Laptop with Brand: Intel, Specs: Dual core i9, DateProcured: 2012-06-29, Method: Donation, and FR: PGT. The form on the right has fields for WAH Property # (WAH-ASN-BLAA0), STATUS *, Employee/Holder selection, Name/Group/Facility: *, Date Received *, Location, and Remarks. There is also an 'Add to inventory' button.

Type	Details	DateProcured	Method	FR
Laptop	Brand: Intel Specs: Dual core i9	2012-06-29	Donation	PGT
	Brand: Intel Specs: Dual core i9	2012-06-29	Donation	
	Brand: Gaming Specs: Wireless mouse	2011-06-29	Donation	

- viii. Then you can select status if the item is working, not working or defective and you can edit or add any details that you want to add in the remarks.

The screenshot shows a software interface with a form. The form has fields for WAH Property # (WAH-ASN-BLAA0), STATUS *, Employee/Holder selection, Name/Group/Facility: *, Location, and Remarks. The STATUS * dropdown menu is open, showing options: Working, Defective, Not Working, and Working. There is also an 'Add to inventory' button.

WAH Property # WAH-ASN-BLAA0

STATUS *
Working
Defective
Not Working
Working

Employee Holder

Name/Group/Facility: *

Location:

Add to inventory

Remarks

- ix. Then if you click the “Add to inventory” the one you selected a while ago will change the color from green to red meaning that the color red is already assigned to anyone and you can’t assign it to another unless the Item that you assign to anyone will return to you.

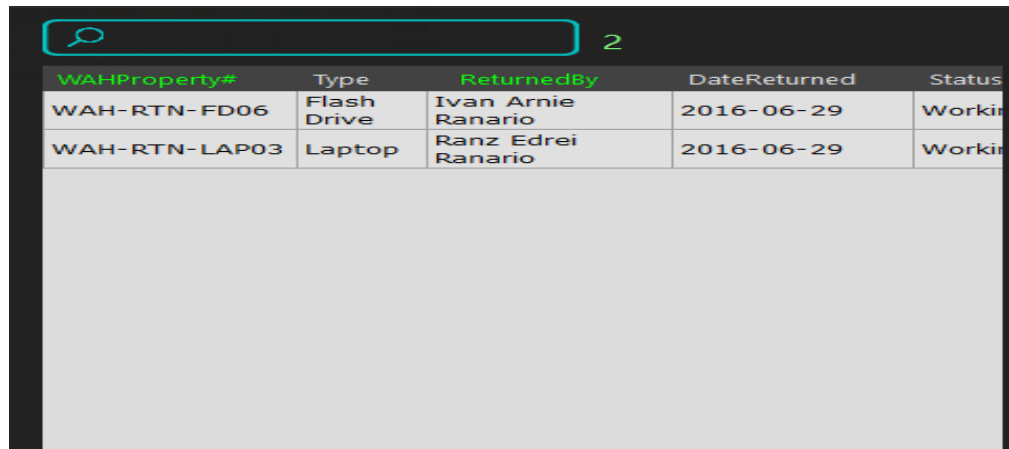
The screenshot shows two parts of the inventory management system. On the left, a search bar contains 'laptop' and a 'Show all' button with a green checkmark. Below the search bar is a table with columns: Type, Details, DateProcured, Method, and FR. The first row is highlighted in red and shows a 'Laptop' with 'Brand: Intel', 'Specs: Dual core i9', 'DateProcured: 2012-06-29', 'Method: Donation', and 'FR: PGT'. On the right, a detailed view of the selected item is shown. It includes fields for 'WAH Property #', 'STATUS' (set to 'Working'), 'Employee Name' (set to 'Rose Ann'), 'Date Received' (set to '6/28/2017'), and 'Remarks'. A red circle highlights the 'Add to inventory' button. At the bottom, a small table shows the item's status: 'WAHProperty# WAH-ASN-BLAA0', 'Type Laptop', 'AssignedTo Rose Ann', 'DateReceived 2017-06-28', 'Status Working', and 'Rei'.

VIII. Return Item

- a. In this form, you can select one item and set the date and Status of the item you want to return and all the details you want to add in remarks.

The screenshot shows the 'RETURN ITEM' form. At the top, there is a search bar with '3' items found. Below the search bar is a table with columns: Type, Details, ReceivedBy, and DateReceived. The first row is highlighted in blue and shows a 'Flash Drive' with 'Brand: Intel', 'Specs: Dual core i9', 'ReceivedBy: Tarlac', and 'DateReceived: 2017-06-29'. The second row is highlighted in blue and shows a 'Laptop' with 'Brand: Intel', 'Specs: Dual core i9', 'ReceivedBy: Editha Ranario', and 'DateReceived: WAH OFFICE'. The third row is highlighted in blue and shows a 'Mouse' with 'Brand: Gaming', 'Specs: Wireless mouse', 'ReceivedBy: Ivan Arnie Ranario', and 'DateReceived: 2014-06-02'. Below the table, there is a 'Date Returned' field set to '7/ 3/2017', a 'STATUS' dropdown menu with options 'Working', 'Working', 'Not Working', and 'Defective', and a 'Remarks' field. A red circle highlights the 'Return Item' button.

- b. Then if you click the Return Item. The item you want to return will be post or you can view it to Return item history.

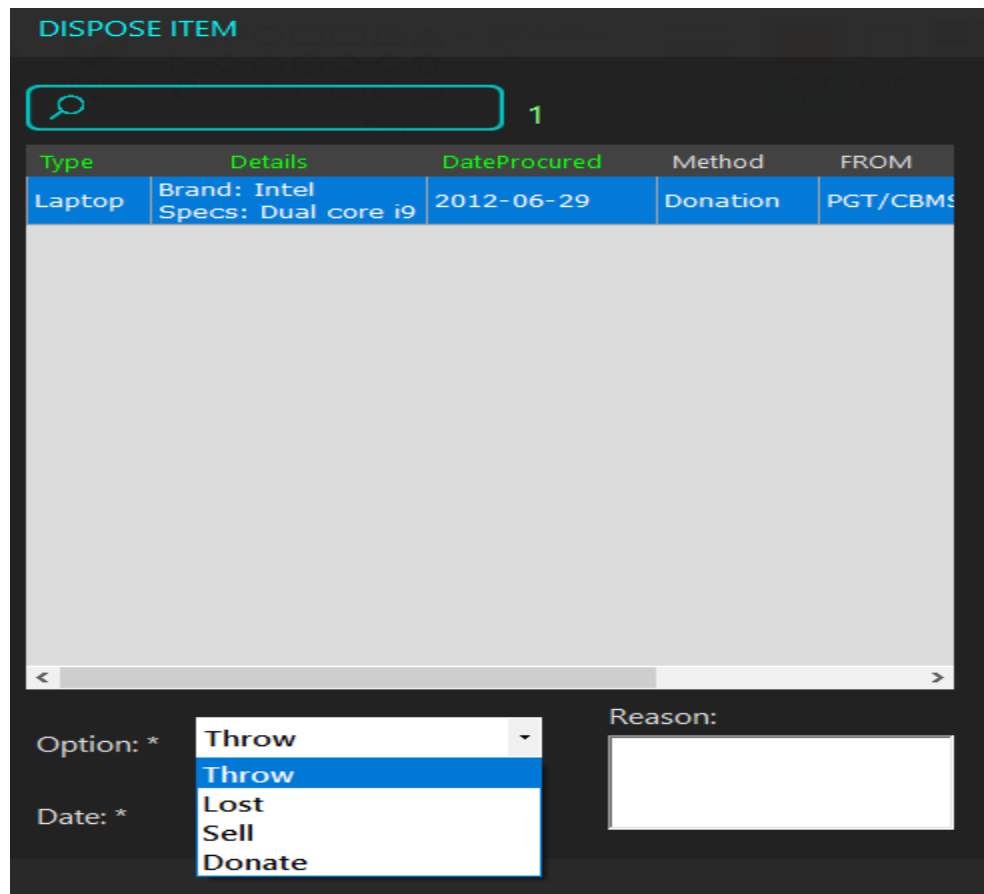


The screenshot shows a software interface for returning items. At the top, there is a search bar with a magnifying glass icon and a green number '2' to its right. Below the search bar is a table with the following columns: 'WAHProperty#', 'Type', 'ReturnedBy', 'DateReturned', and 'Status'. The table contains two rows of data. The first row shows 'WAH-RTN-FD06' as the property, 'Flash Drive' as the type, 'Ivan Arnie Ranario' as the person who returned it, '2016-06-29' as the date, and 'Working' as the status. The second row shows 'WAH-RTN-LAP03' as the property, 'Laptop' as the type, 'Ranz Edrei Ranario' as the person who returned it, '2016-06-29' as the date, and 'Working' as the status. Below the table is a large, empty light gray rectangular area.

WAHProperty#	Type	ReturnedBy	DateReturned	Status
WAH-RTN-FD06	Flash Drive	Ivan Arnie Ranario	2016-06-29	Working
WAH-RTN-LAP03	Laptop	Ranz Edrei Ranario	2016-06-29	Working

IX. Dispose Item

- a. In this form select one item then choose an option either throw, lost, sell or donate. And set the date, and all the reason why you choose that option can be place in reason form.



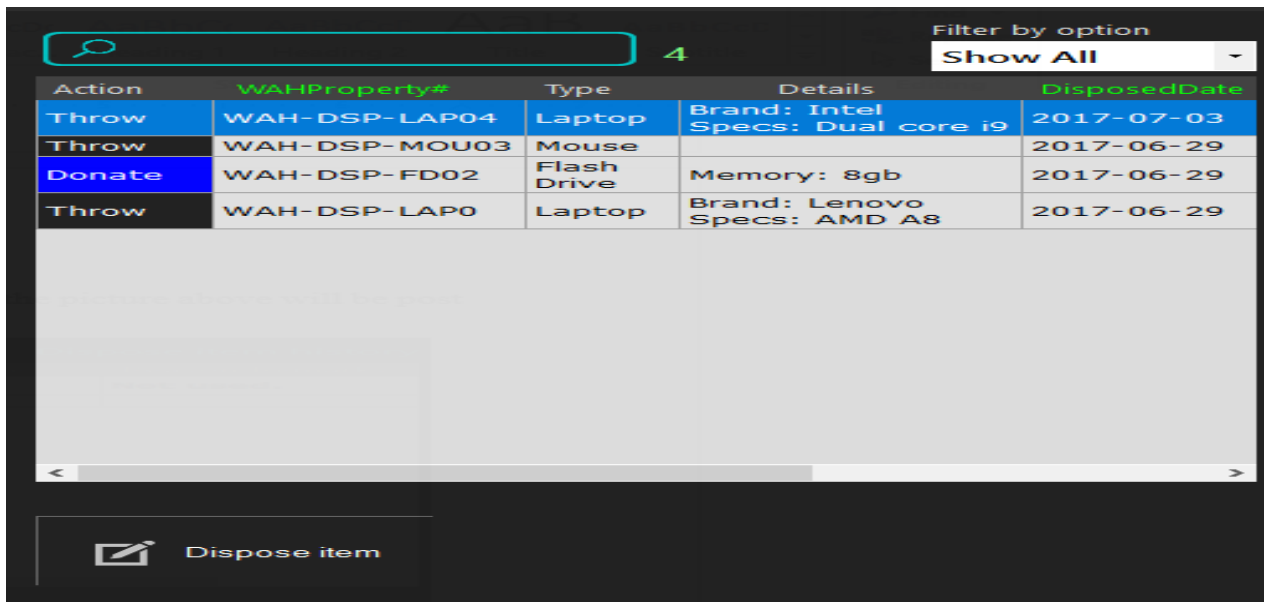
The screenshot shows a 'DISPOSE ITEM' form. At the top, there is a search bar with a magnifying glass icon and a green number '1' to its right. Below the search bar is a table with the following columns: 'Type', 'Details', 'DateProcured', 'Method', and 'FROM'. The table contains one row of data: 'Laptop' as the type, 'Brand: Intel Specs: Dual core i9' as the details, '2012-06-29' as the date procured, 'Donation' as the method, and 'PGT/CBMS' as the source. Below the table is a large, empty light gray rectangular area. At the bottom of the form, there are two sections. The first section is labeled 'Option: *' and contains a dropdown menu with four options: 'Throw', 'Lost', 'Sell', and 'Donate'. The second section is labeled 'Date: *' and contains a text input field. To the right of these sections is a section labeled 'Reason:' with a text input field.

Type	Details	DateProcured	Method	FROM
Laptop	Brand: Intel Specs: Dual core i9	2012-06-29	Donation	PGT/CBMS

Option: *
Date: *

Reason:

- b. Then if you click the dispose item the selected item in the picture above will be post in Dispose item history.

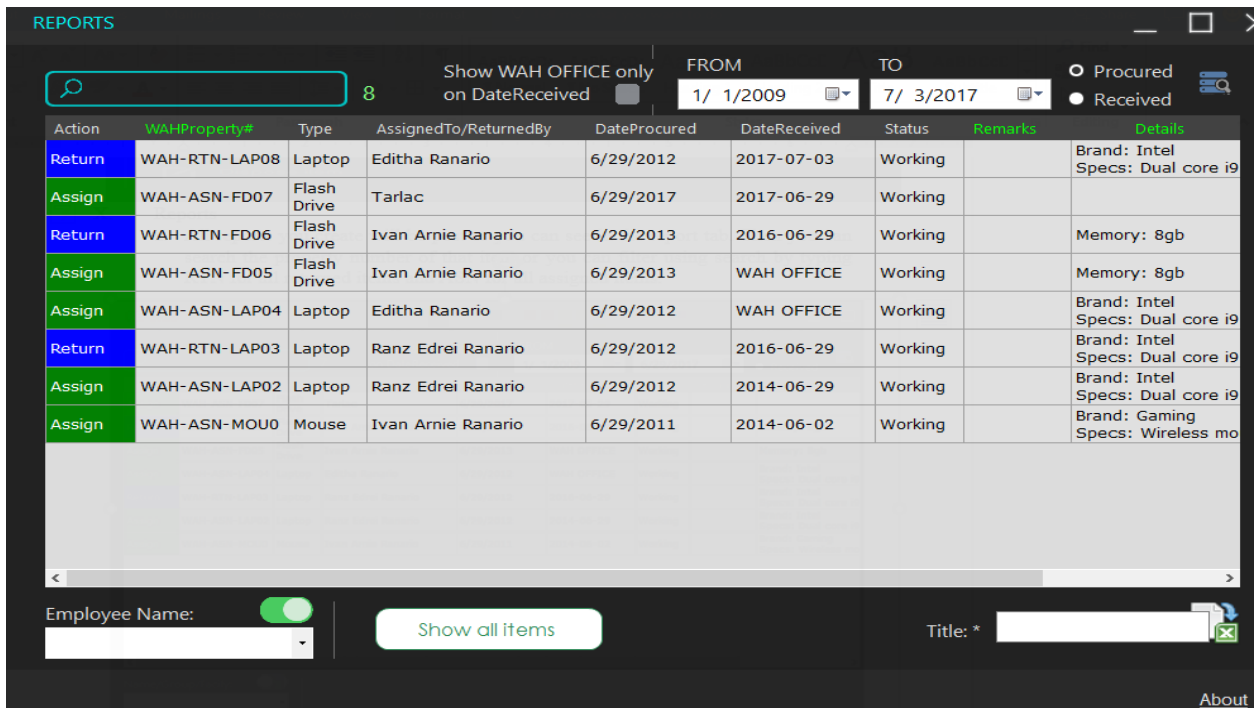


Action	WAHProperty#	Type	Details	DisposedDate
Throw	WAH-DSP-LAP04	Laptop	Brand: Intel Specs: Dual core i9	2017-07-03
Throw	WAH-DSP-MOU03	Mouse		2017-06-29
Donate	WAH-DSP-FD02	Flash Drive	Memory: 8gb	2017-06-29
Throw	WAH-DSP-LAP0	Laptop	Brand: Lenovo Specs: AMD A8	2017-06-29

Dispose item

X. Reports

- a. All reports you create will be post or you can see in the report tab. Then you can search the property number of that item or you can filter using search by typing RTN for all returned items and ASN for all assigned items



Action	WAHProperty#	Type	AssignedTo/ReturnedBy	DateProcured	DateReceived	Status	Remarks	Details
Return	WAH-RTN-LAP08	Laptop	Editha Ranario	6/29/2012	2017-07-03	Working		Brand: Intel Specs: Dual core i9
Assign	WAH-ASN-FD07	Flash Drive	Tarlac	6/29/2017	2017-06-29	Working		
Return	WAH-RTN-FD06	Flash Drive	Ivan Arnie Ranario	6/29/2013	2016-06-29	Working		Memory: 8gb
Assign	WAH-ASN-FD05	Flash Drive	Ivan Arnie Ranario	6/29/2013	WAH OFFICE	Working		Memory: 8gb
Assign	WAH-ASN-LAP04	Laptop	Editha Ranario	6/29/2012	WAH OFFICE	Working		Brand: Intel Specs: Dual core i9
Return	WAH-RTN-LAP03	Laptop	Ranz Edrei Ranario	6/29/2012	2016-06-29	Working		Brand: Intel Specs: Dual core i9
Assign	WAH-ASN-LAP02	Laptop	Ranz Edrei Ranario	6/29/2012	2014-06-29	Working		Brand: Intel Specs: Dual core i9
Assign	WAH-ASN-MOU0	Mouse	Ivan Arnie Ranario	6/29/2011	2014-06-02	Working		Brand: Gaming Specs: Wireless mo

Employee Name: Title: *

b. Then if you click the show all items, all items you've been record will popup.

All items

Type	Details	DateProcured	Method	FROM	COST	Depreciation
Mouse		2017-06-29	Purchased	WAH/RTI	₱0.00	₱0.00
Flash Drive		2017-06-29	Purchased	WAH/RTI	₱0.00	₱0.00
Flash Drive	Memory: 8gb	2013-06-29	Purchased	WAH/RTI	₱1,200.00	₱0.00
Laptop	Brand: Intel Specs: Dual core i9	2012-06-29	Donation	PGT/CBMS	₱26,000.00	₱1,900.00
Mouse	Brand: Gaming Specs: Wireless mouse	2011-06-29	Donation	WAH/RTI	₱1,200.00	₱161.67
Laptop	Brand: Lenovo Specs: AMD A8	2014-02-03	Purchased	WAH/RTI	₱25,600.00	₱2,491.25

6

FILTER

Employee Name:

Show all items

Title: *

c. Then you can export by entering the title of your inventory then click the export icon.

REPORTS

8

Show WAH OFFICE only on DateReceived

FROM 1/ 1/2009
TO 7/ 3/2017

☐ Procured
☒ Received

Action	WAHProperty#	Type	AssignedTo/ReturnedBy	DateProcured	DateReceived	Status	Remarks	Details
Return	WAH-RTN-LAP08	Laptop	Editha Ranario	6/29/2012	2017-07-03	Working		Brand: Intel Specs: Dual core i9
Assign	WAH-ASN-FD07	Flash Drive	Tarlac	6/29/2017	2017-06-29	Working		
Return	WAH-RTN-FD06	Flash Drive	Ivan Arnie Ranario	6/29/2013	2016-06-29	Working		Memory: 8gb
Assign	WAH-ASN-FD05	Flash Drive	Ivan Arnie Ranario	6/29/2013	WAH OFFICE	Working		Memory: 8gb
Assign	WAH-ASN-LAP04	Laptop	Editha Ranario	6/29/2012	WAH OFFICE	Working		Brand: Intel Specs: Dual core i9
Return	WAH-RTN-LAP03	Laptop	Ranz Edrei Ranario	6/29/2012	2016-06-29	Working		Brand: Intel Specs: Dual core i9
Assign	WAH-ASN-LAP02	Laptop	Ranz Edrei Ranario	6/29/2012	2014-06-29	Working		Brand: Intel Specs: Dual core i9
Assign	WAH-ASN-MOU0	Mouse	Ivan Arnie Ranario	6/29/2011	2014-06-02	Working		Brand: Gaming Specs: Wireless mo

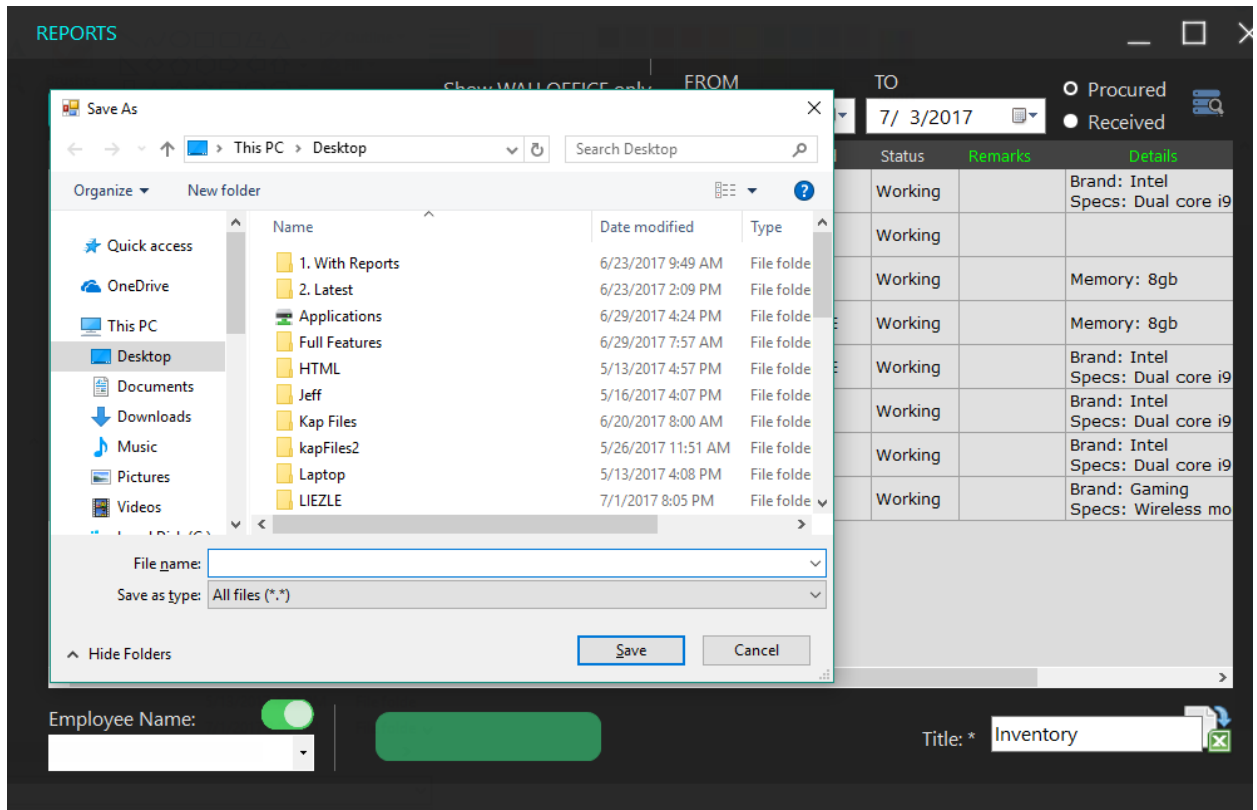
Employee Name:

Show all Items

Title: *

Export

- d. Then after clicking the export icon another window will popup then enter a file name then save.



- e. Then after saving open the file and you will see all the recorded items in form of excel.

The screenshot shows an Excel spreadsheet titled 'Inventory'. The spreadsheet has columns: Action, WAHProperty#, Type, AssignedTo/ReturnedBy, DateProcured, DateReceived, Status, Remarks, Details, and EncodedTime. The data includes various inventory items like 'Return WAH-RTN-LAP08', 'Assign WAH-ASN-FD07', etc. The 'Inventory' title is circled in the top left cell.

	Action	WAHProperty#	Type	AssignedTo/ReturnedBy	DateProcured	DateReceived	Status	Remarks	Details	EncodedTime
1										
2										
3										
4										
5										
6	Return	WAH-RTN-LAP08	Laptop	Editha Ranario	6/29/2012	7/3/2017	Working		Brand: Intel Specs: Dual core i9	7/3/2017 8:03
7	Assign	WAH-ASN-FD07	Flash Drive	Tarlac	6/29/2017	6/29/2017	Working			6/29/2017 8:14
8	Return	WAH-RTN-FD06	Flash Drive	Ivan Arnie Ranario	6/29/2013	6/29/2016	Working		Memory: 8gb	6/29/2017 7:32
9	Assign	WAH-ASN-FD05	Flash Drive	Ivan Arnie Ranario	6/29/2013	WAH Office	Working		Memory: 8gb	6/29/2017 7:28
10	Assign	WAH-ASN-LAP04	Laptop	Editha Ranario	6/29/2012	WAH Office	Working		Brand: Intel Specs: Dual core i9	6/29/2017 7:26
11	Return	WAH-RTN-LAP03	Laptop	Ranz Edrei Ranario	6/29/2012	6/29/2016	Working		Brand: Intel Specs: Dual	6/29/2017 7:26