Information and Assurance II

STORAGE SUPPLIES MANAGEMENT SYSTEM

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USER MANUAL

Requirements

- Google Chrome (preferably) or any web browser.
- Internet Connection

Step 1 - Go to a new tab in your browser and search for "storagemanagement.rf.gd". This is the first page that users will encounter after the search. Make sure that the previous steps were done properly.
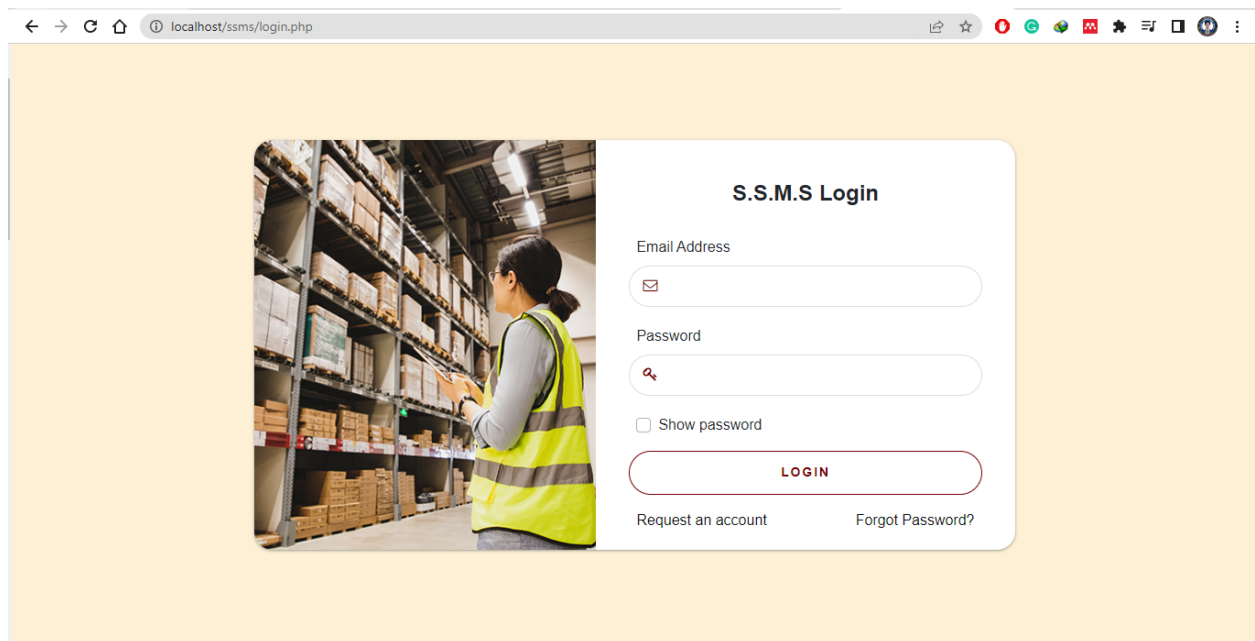

Figure 1. Login Page

Request an account

    Step 1. If you are not a registered user, you can register by clicking the "Request an account" button.

Figure 1. Request Account Page

Figure 2. Request Account Page

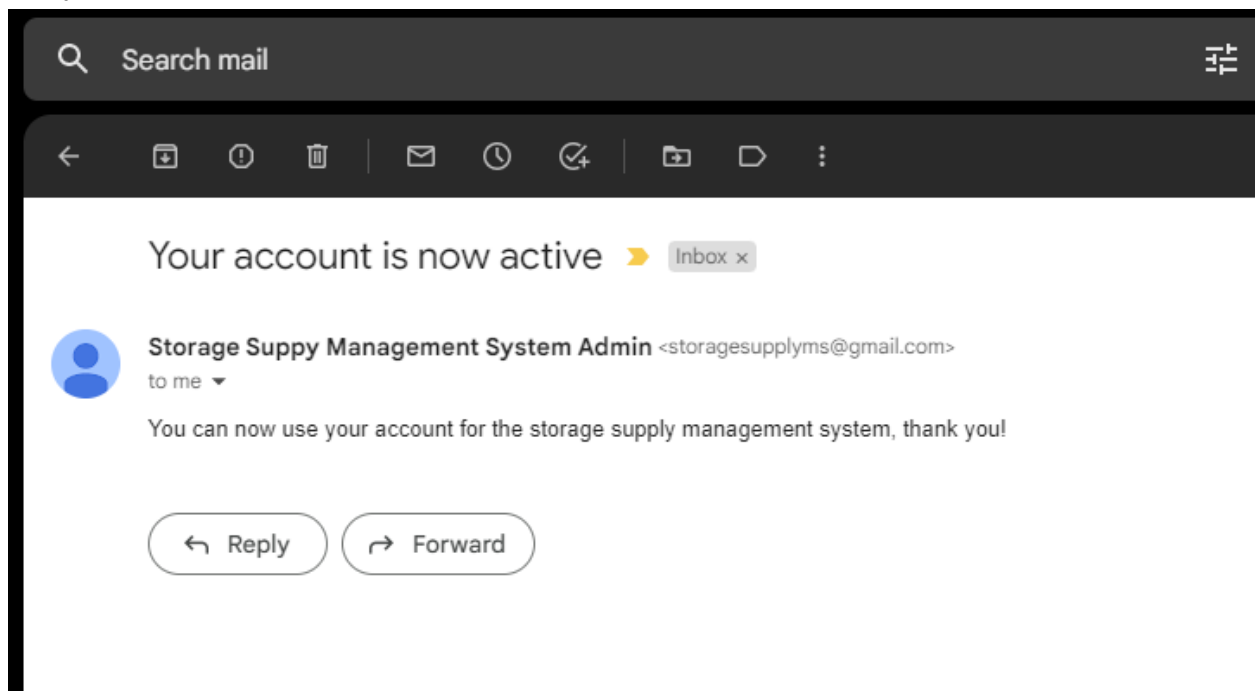**Step 2**. Wait for the email from the admin stating that your account has been activated and is ready for use.

Figure 3. Email from admin

User's Account

Step 1. If your account was activated by an admin, you will sign in your account again and the dashboard will appear on your screen. This page shows the item number available in office supplies and technology supplies and if you click them, you will go directly to its page. You will also see your recent history or the supplies you've taken and the total counts on how many times you took the supplies.
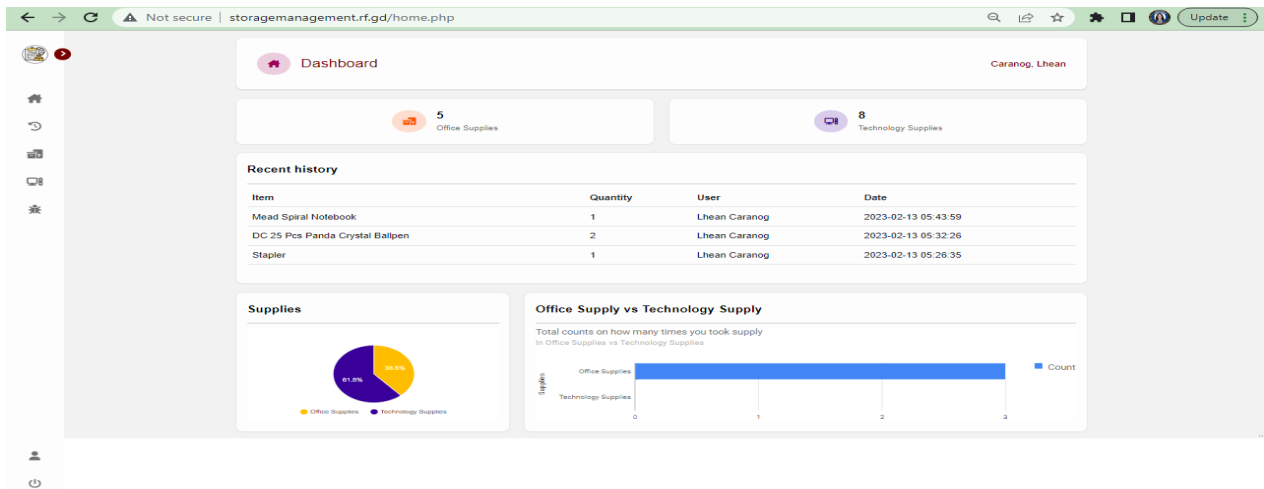

Figure 1. User's Dashboard

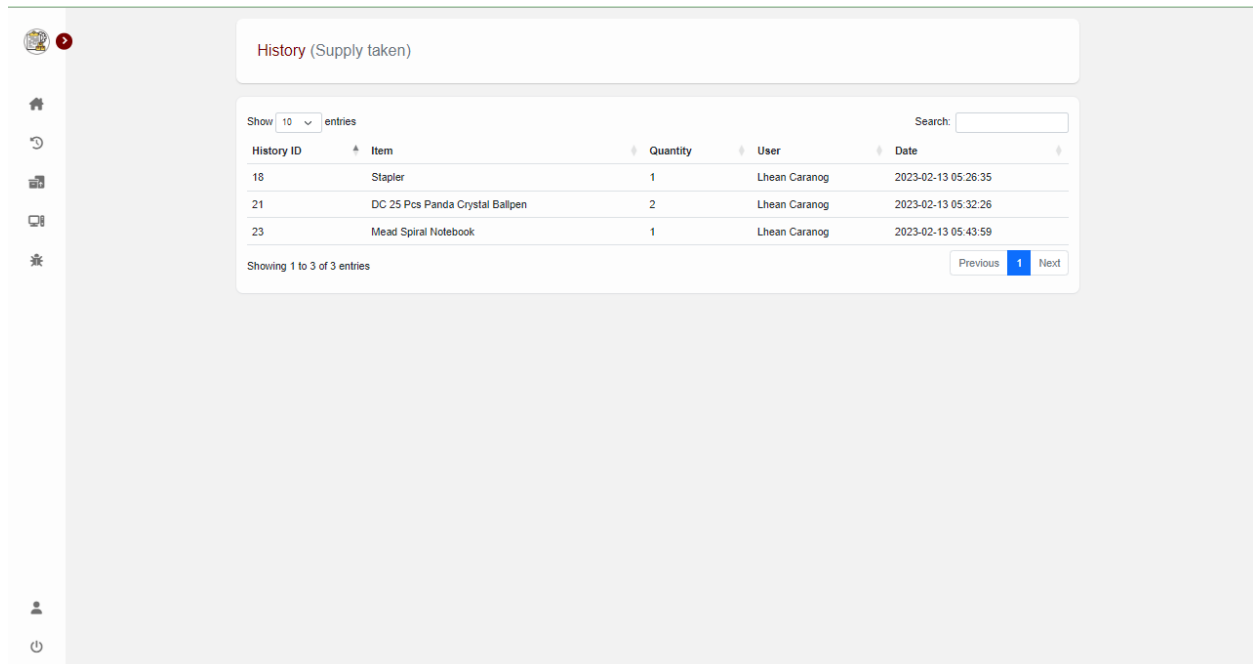**Step 2.** This page shows the user's history of supply taken.

Figure 2. User's History

Step 3. You can see every item that is available in the storage, along with where it is located, on the Office Supplies page.
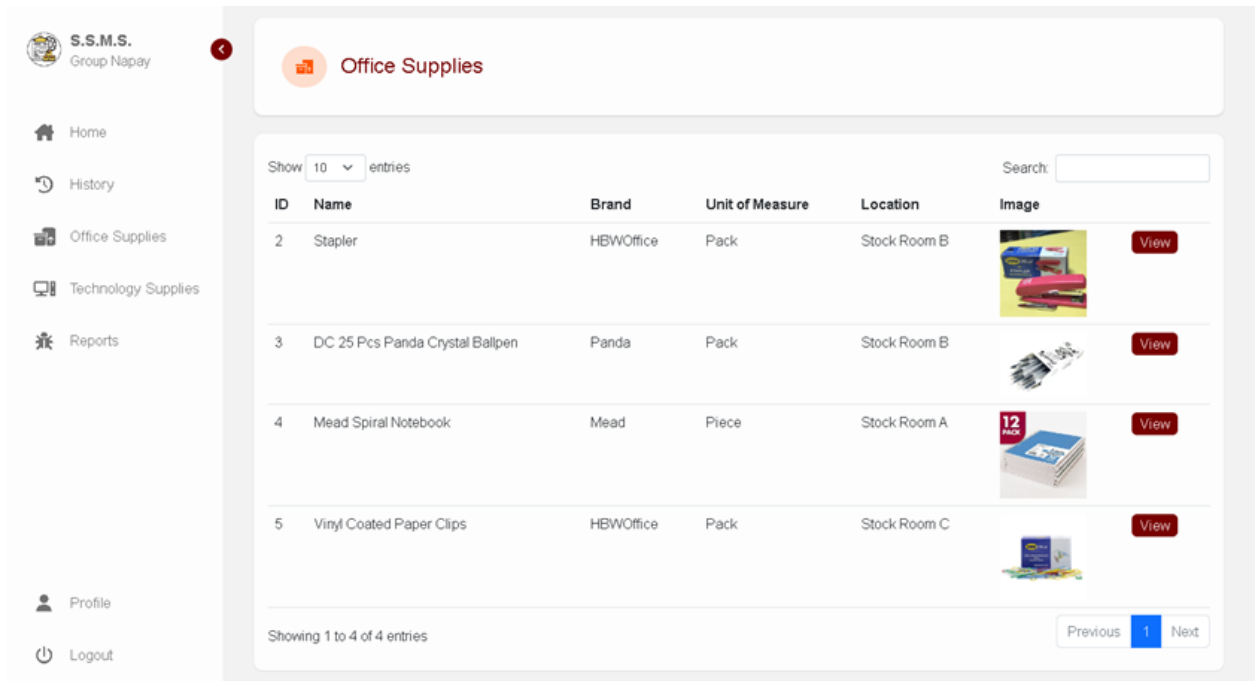

Figure 3 : Available office supplies on the storage.

Step 4. You can get a supply by clicking the "View" button on an item on the Office Supplies page, where you will also see all the item's details.
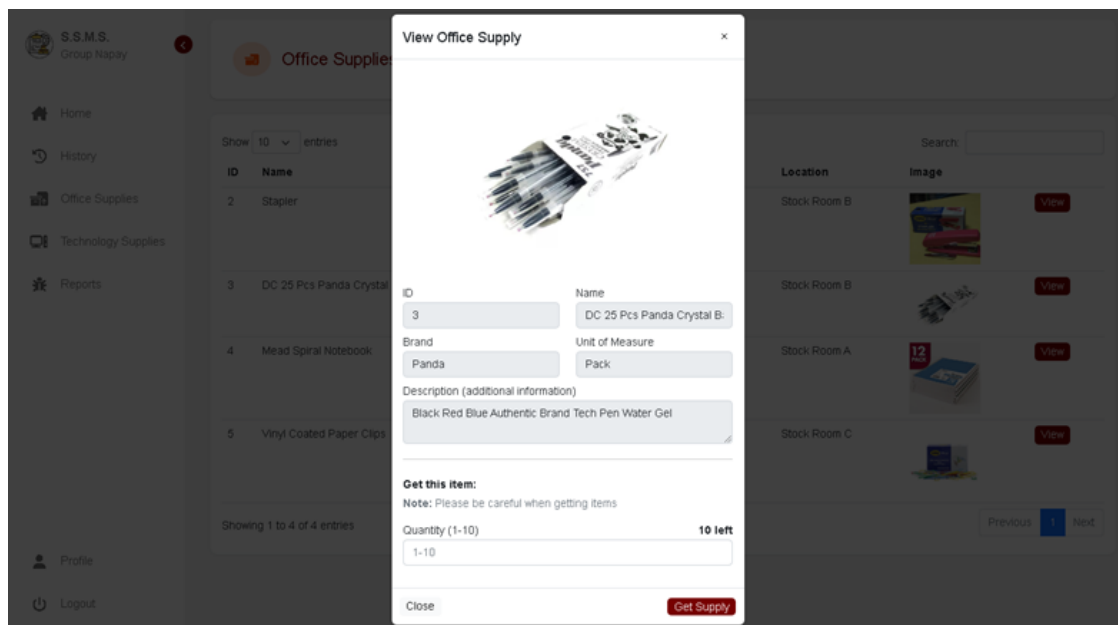

Figure 4. View the item's detail and get supply

Step 5. You can see the available items in technology supplies on this page.
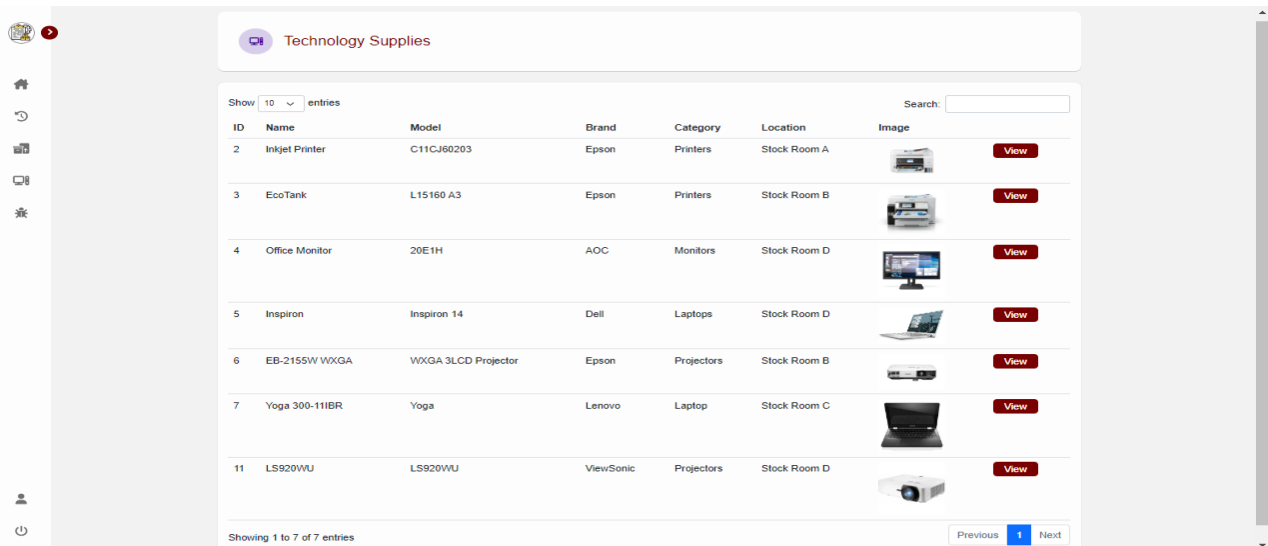

Figure 5. Available Technology supplies on the storage

Step 6. You can get a supply by clicking the "View" button on an item on the Technology Supplies page, where you will also see all the item's details.
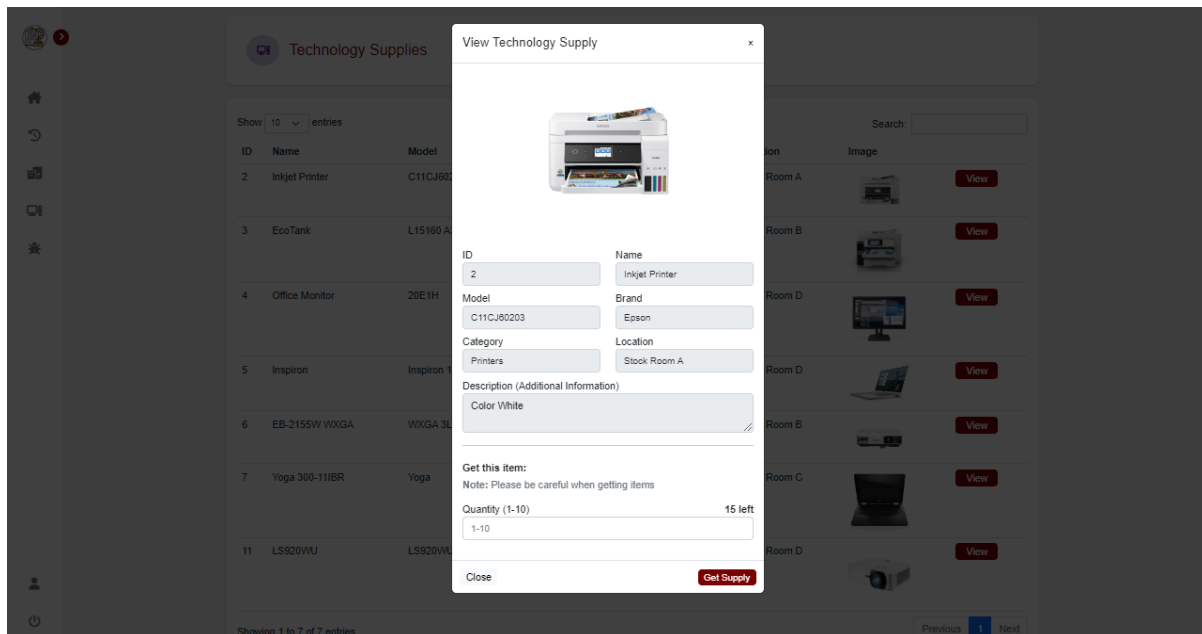

Figure 6. View the item's detail and get supply

Step 7. On this page, you can view all of the user's previous reports. You may also submit an admin report by clicking the "Report Technology Supply" or "Report Office Supply" buttons.
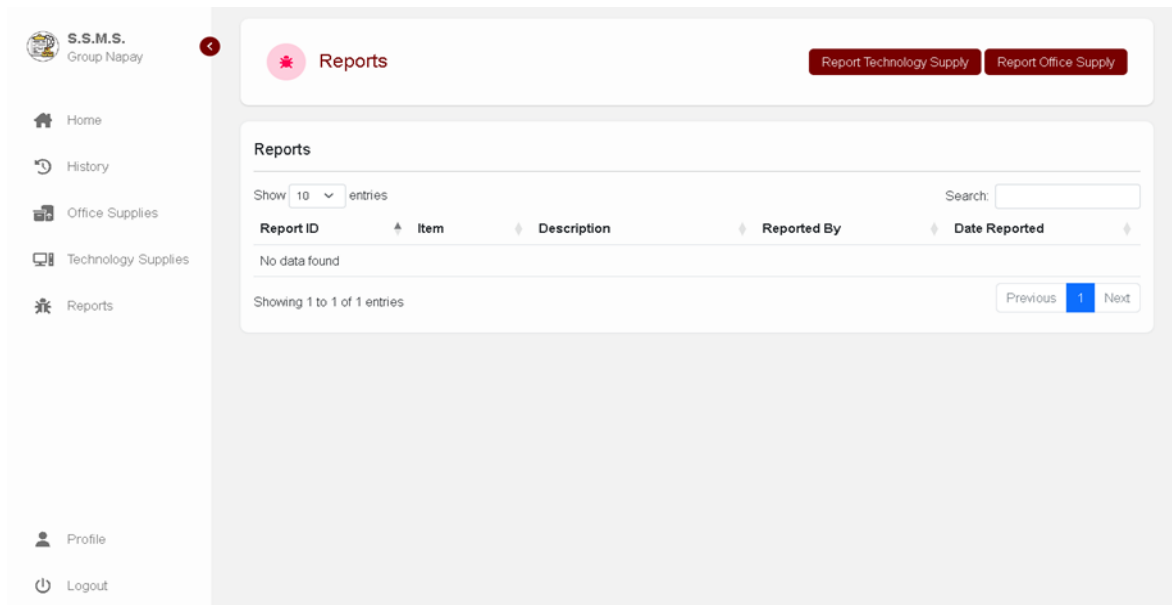

Figure 7.User's report history

Step 8. You'll see this after clicking the "Report Technology Supply" button. You can choose the item that needs reporting, write a message describing the issue, and submit it.
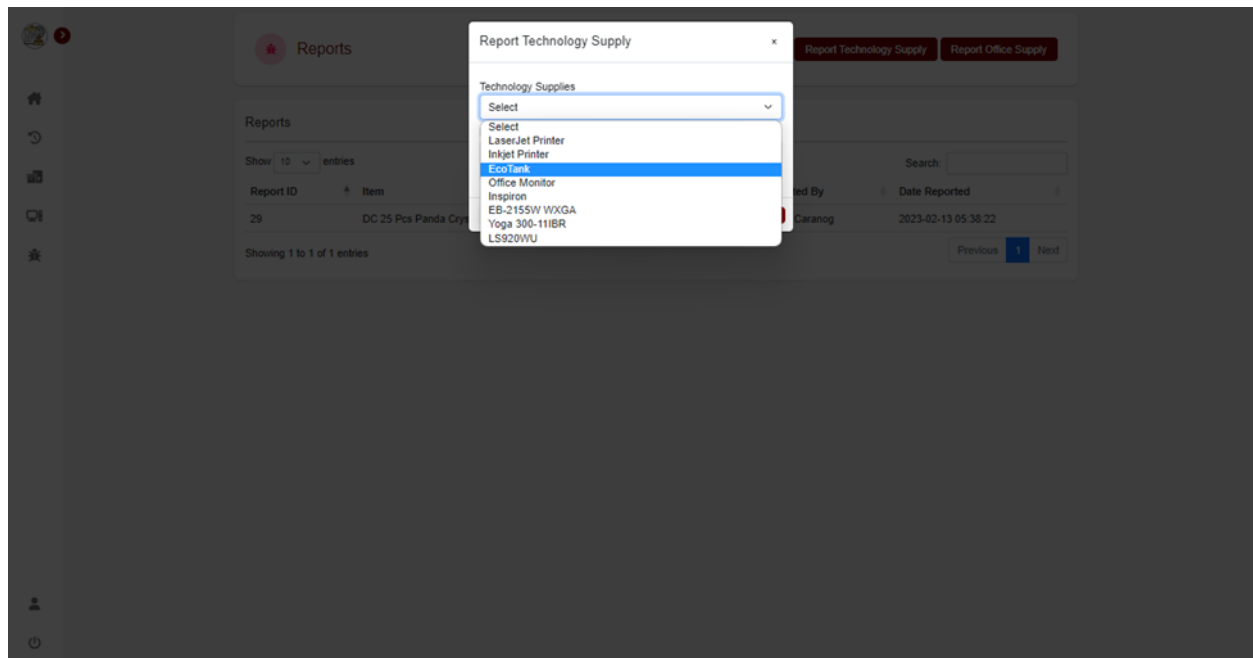

Figure 8.User's Report Technology Supply

Step 9. You'll see this after clicking the "Report Office Supply" button. You can choose the item that needs reporting, write a message describing the issue, and submit it.
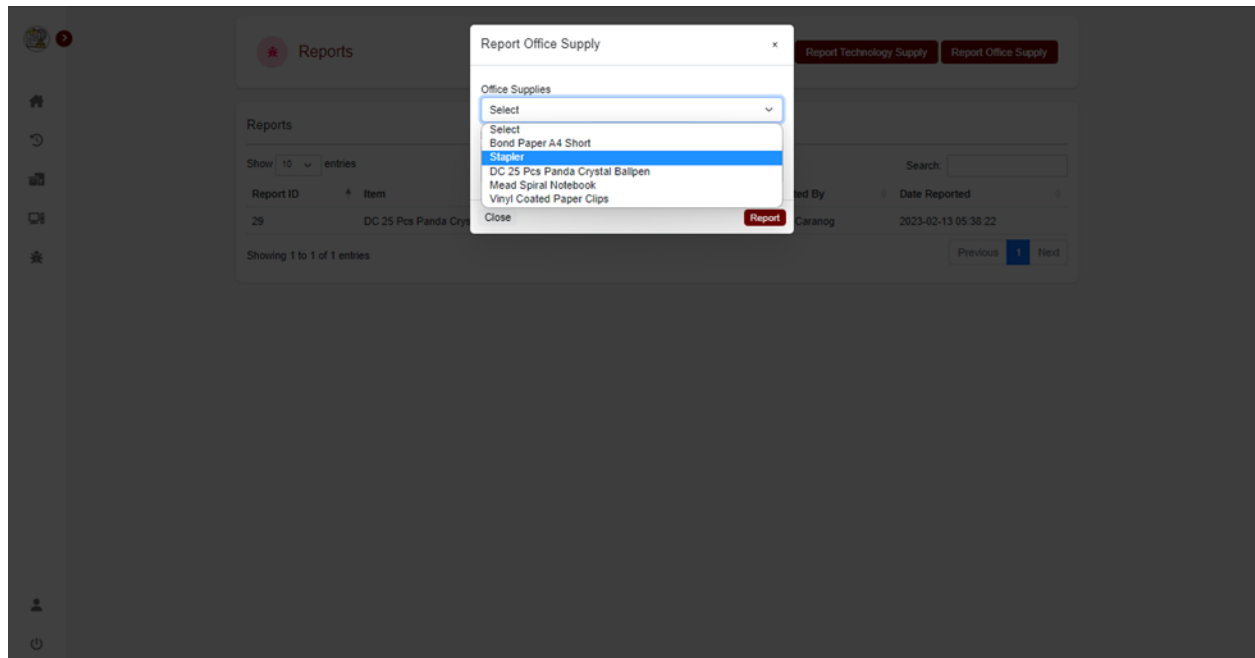

Figure 9. User's Report Office Supply

Step 10. This page is created to change your information and update your display picture. On the information, you can only change your first and last name but your email will remain the same.
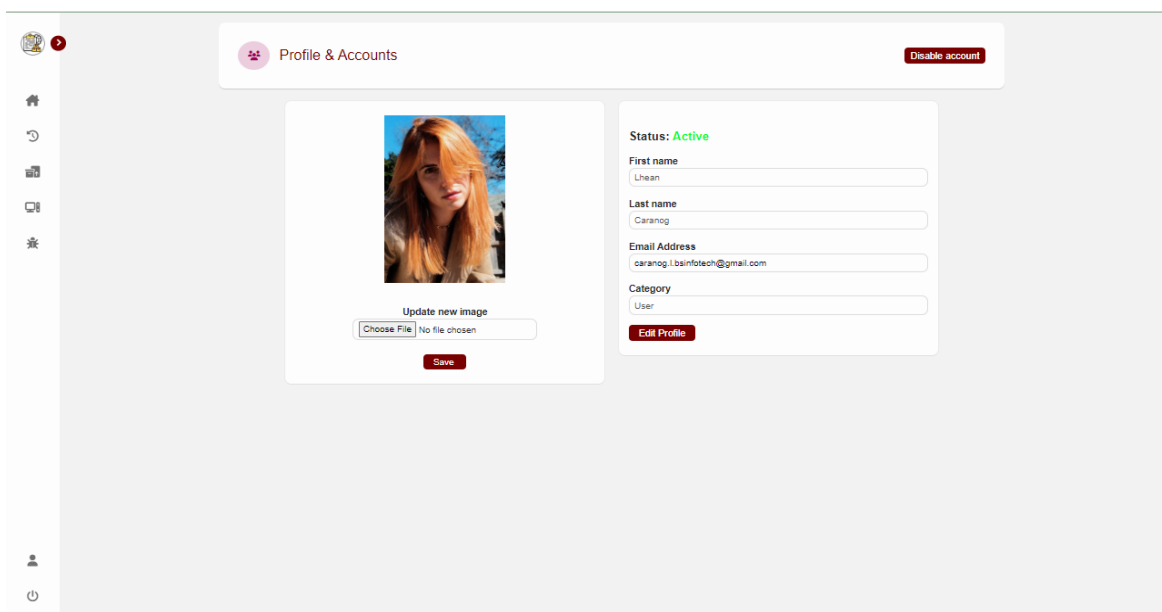

Figure 10. User's Profile and Account

Step 11. You can also disable your account by clicking the disable acc on the upper right of the website, re-enter your password and click the confirm button.
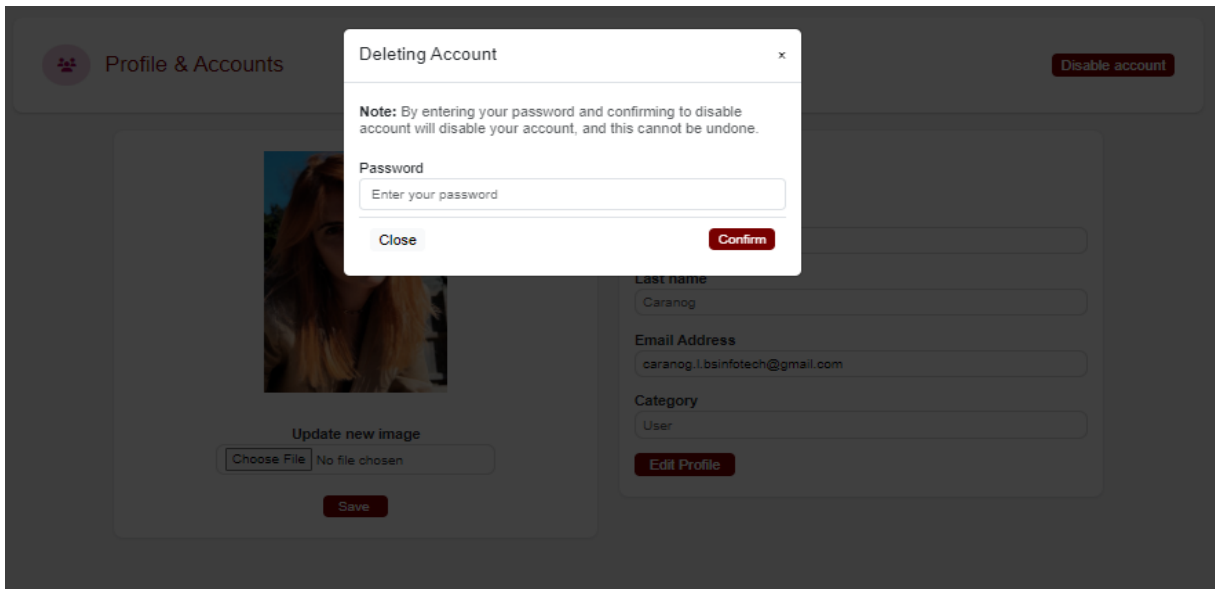

Figure 11. User's Disable Account

ADMIN

This page offers a brief overview of all the information on supplies, users/admins, history, notifications, and recent restocks. This is the page that will display once you, the admin, sign into your account. This page displays the item number available in office supplies and technology supplies, the total number of users, and the total number of reports. The admin is the only one who can see the number of total users and the number of total reports. You will also see the brief recent history of the supplies you or the user has taken, which includes the item's name, the quantity of the supplies you or the user has taken, the user's or admin's names, the date they've taken the supplies, and the quantity of the supplies they've taken. You will also see the pie graph of office and technology supplies. You will also see the notifications, which show the count of low-stock supplies. There is also the recent restocks section, where you can see the count of recent restocks.
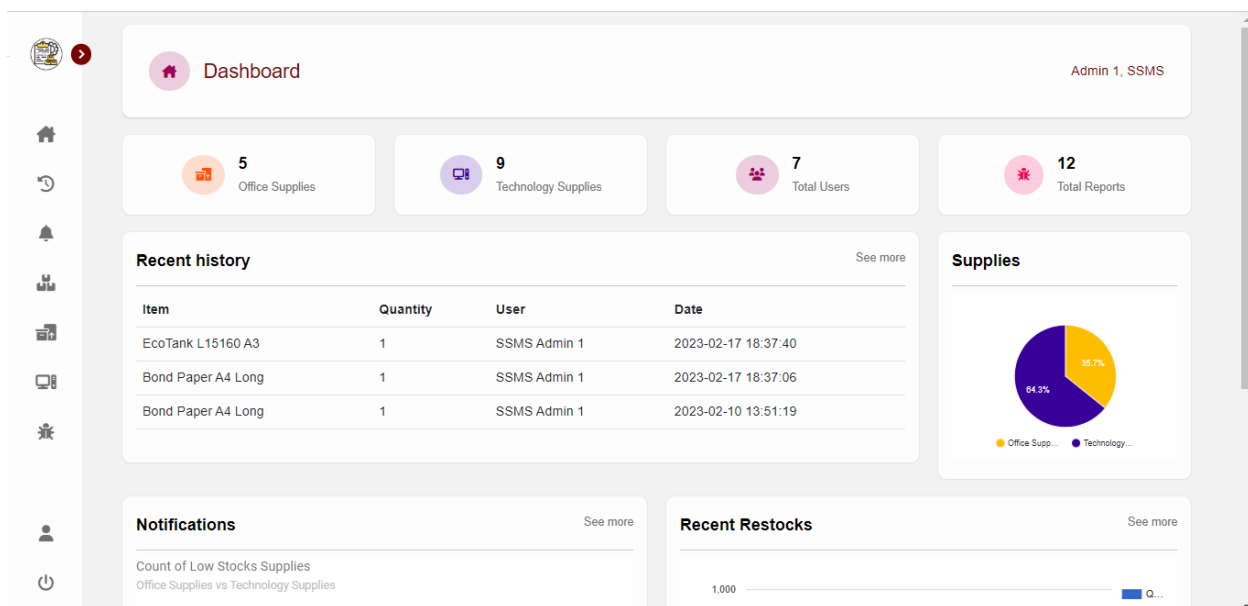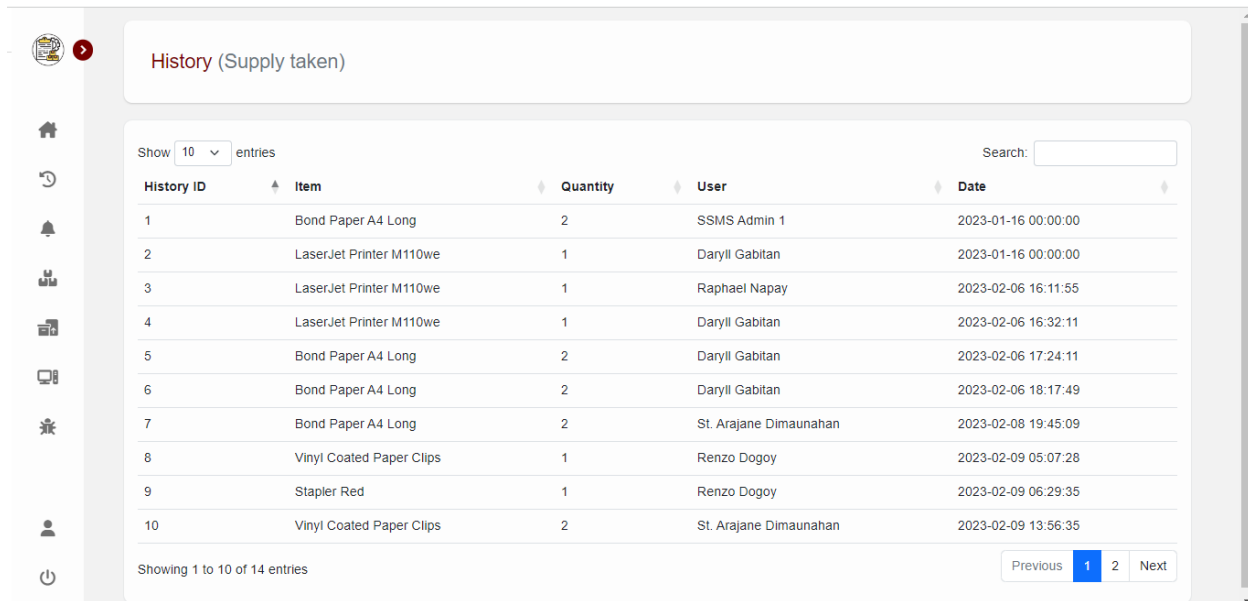
Index

Figure 1. Admin's dashboard

History

       This page shows the overall history of the users and admins. You will see the history ID, the name of the supply taken, the quantity of the supplies taken, the user's name, and the date the supplies were taken. On this page, you may specify the number of entries to view, and you can also search for the history you want to see. You can search by item name, user or admin name, and date.

History ID	Item	Quantity	User	Date
1	Bond Paper A4 Long	2	SSMS Admin 1	2023-01-16 00:00:00
2	LaserJet Printer M110we	1	Daryll Gabitan	2023-01-16 00:00:00
3	LaserJet Printer M110we	1	Raphael Napay	2023-02-06 16:11:55
4	LaserJet Printer M110we	1	Daryll Gabitan	2023-02-06 16:32:11
5	Bond Paper A4 Long	2	Daryll Gabitan	2023-02-06 17:24:11
6	Bond Paper A4 Long	2	Daryll Gabitan	2023-02-06 18:17:49
7	Bond Paper A4 Long	2	St. Arajane Dimaunahan	2023-02-08 19:45:09
8	Vinyl Coated Paper Clips	1	Renzo Dogoy	2023-02-09 05:07:28
9	Stapler Red	1	Renzo Dogoy	2023-02-09 06:29:35
10	Vinyl Coated Paper Clips	2	St. Arajane Dimaunahan	2023-02-09 13:56:35

Figure 2. Admin's history page

Notifications

On this page, you will see the low stocks of both office and technology supplies. This includes the name of the supply, brand, unit of measure, quantity, and description of the supply.

Figure 3. Admin's notification page

Restocks

This page shows the most recent supply restocks. The restock ID, name of the restocked supply, quantity, admin who restocked, and date restocked are all included. You may also add a new supply for low quantities of supply by ff:

Step 1:clicking the "Restock Technology Supply" and "Restock Office Supply" buttons.

Step 2: Simply click one of the two buttons, select the name of the supply you want to restock, and

Step3: Input the quantity of supplies you want to add. Only the admin has access to the restock page.

Figure 4. Admin's restock page

Office Supplies

This page allows you to view office supply stocks, update stock details, disable stocks that are out of stock in the inventory, and add office supplies by clicking the button on the right side of the system. You may also search for the stock and change the entries to specify how many you wish to see. Only the admin has the authority to update and disable the supply.

Figure 5. Admin's office supplies

Add office supply

Step 1 : You may add office supplies by clicking the button on the right side of the system.

Step 2: Simply enter the name of the supply, the brand name, the units of measure, the quantity of the supply, the location where the supply will be placed, and the description of the office supply. You may also include the status of the office supplies as well as an image of the supplies.
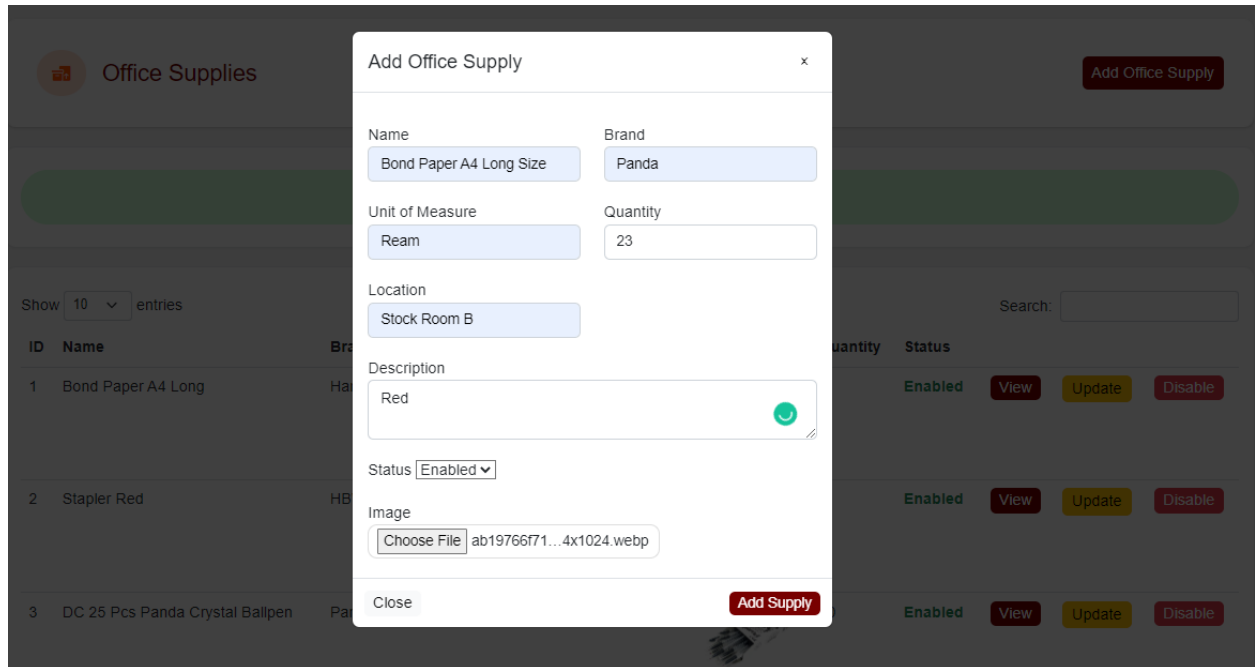
Step 3: Click the add supply button and done.

Figure 6. Admin' adding office supply

View office supply

On this page, you can see the details of the office supply by clicking the "View" button. The details will pop up, and these include the ID of the office supply, name, brand, unit of measure, and description.
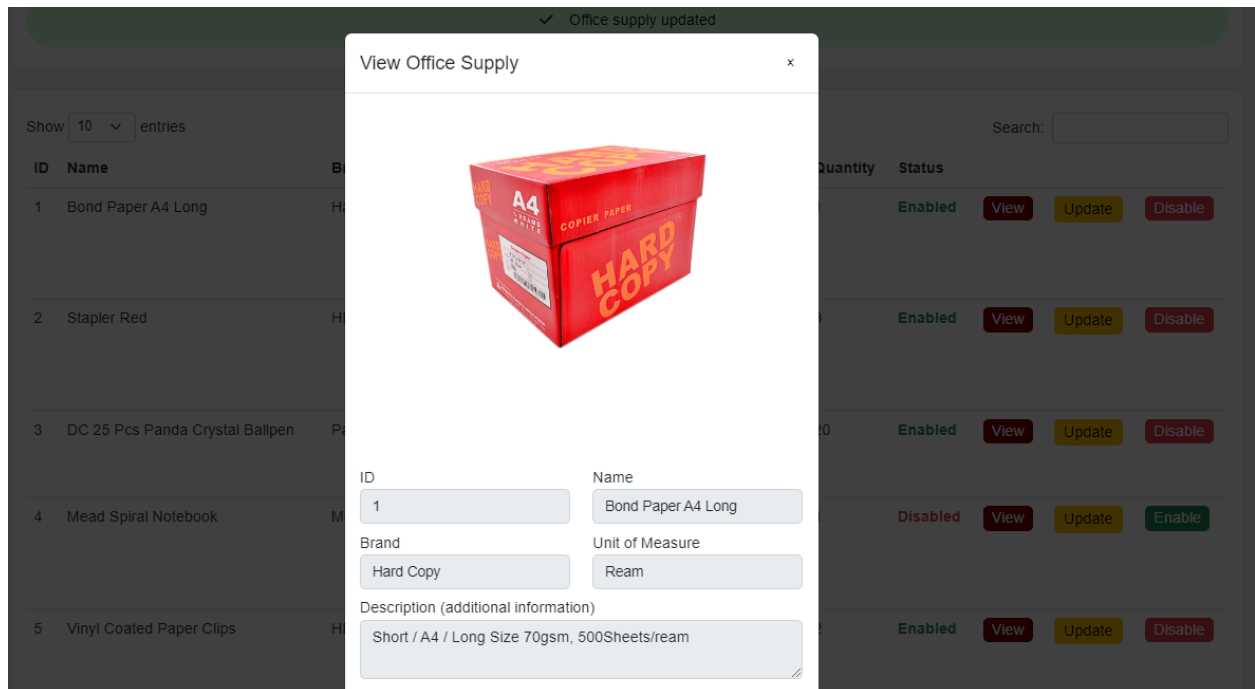

Figure 7. View the details of office supply

Get office supply

Step 1: Click the "View" button. On this page, you will see a warning note for you to be careful when getting an item.
Step 2: Enter the Quantity you want to get. There is also a maximum of 10 that the user can get. Its purpose is to not run out of office supplies.
Step 3: Click the "Get supply" button and done.

Figure 8. Getting an office supply

Edit office supply

Only the admin can edit this page. The admin can edit the details of office supplies, including the name, brand, unit of measure, location, and description. You can also see the date the office supply was added, last modified, and who modified the office supply. You can also upload an image of the supply.

Figure 9: Admin's editing office supply

Technology Supplies

This page allows you to view technology supply stocks, update stock details, disable stocks that are out of stock in the inventory, and add technology supplies by clicking the button on the right side of the system. You may also search for the stock and change the entries to specify how many you wish to see. Only the admin has the authority to update and disable the supply.

Figure 10. Admin's technology supplies

Add Technology Supply

Step 1 : You may add technology supplies by clicking the button on the right side of the system.

Step 2: Simply enter the name of the supply, the model name, the brand name, the category, the quantity of the supply, the location where the supply will be placed, and the description of the technology supply. You may also include the status of the technology supplies as well as an image of the supplies

Step 3: Click the add supply button and done.

Figure 11. Admin' adding technology supply

View technology supply

On this page, you can see the details of the technology supply by clicking the "View" button. The details will pop up, and these include the ID of the technology supply, name, model, brand, category, location, and description.
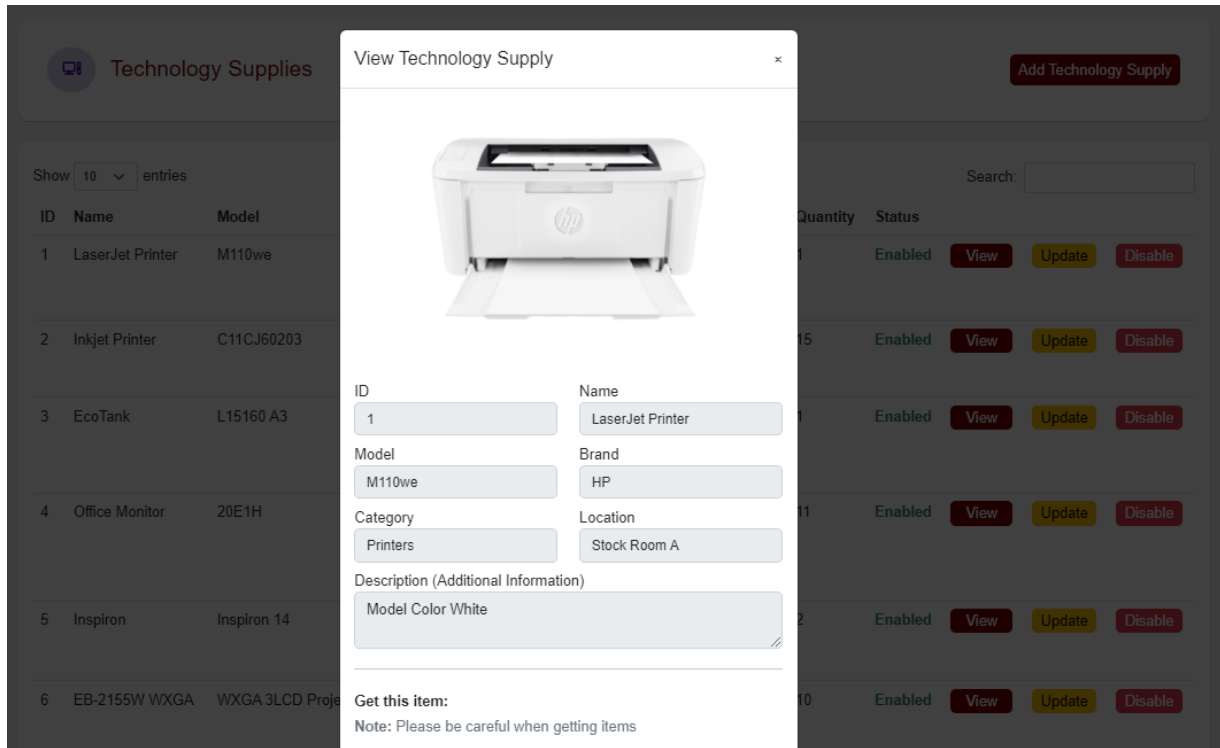
Figure 12. View the details of technology supply

Get technology supply

Step 1: Click the "View" button. On this page, you will see a warning note for you to be careful when getting an item.

Step 2: Enter the Quantity you want to get. There is also a maximum of 10 that the user can get. Its purpose is to not run out of office supplies.
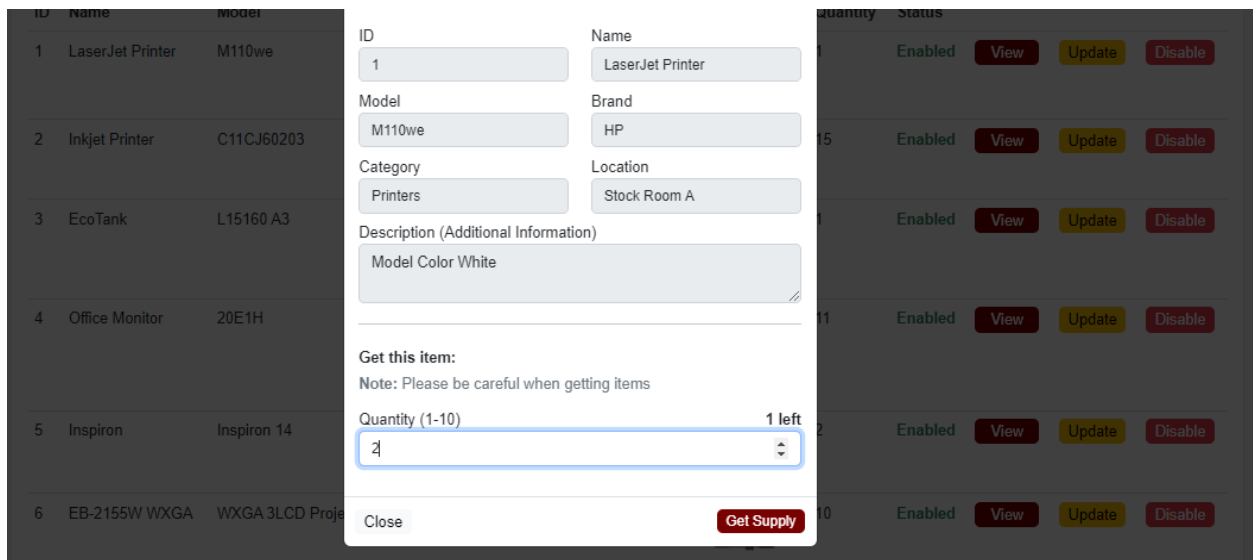
Step 3: Click the "Get supply" button and done.

Figure 13. Getting a technology supply

Edit technology supply

This page may only be edited by the admin. The admin can edit the details of the technology supply, including the name, model, brand, category, location, and description. You can also see the date the technology supply was added, the date it was last modified, and who modified the office supply. You can also edit the image of the supply.

Figure 14. Admin's editing technology supply

Reports

On this page, you can view all of the user's and admin's reports. In the reports, you can see the report ID, the name of the item, the description of the item being reported, the name of the user and admin who reported it, and the date reported. The purpose of this page is to inform you if there is a damaged item in office supplies or technology supplies.

Figure 15. Admin's report history

Report technology supply

Step 1: Click the "Report Technology Supply" button on the admin report page, you will be directed right to this page.
Step2: Choose whatever technology supply you need to report by clicking the dropdown button there.
Step3: Then, in the message, put the description or issue of the technology supply you want to report.
Step 4: Click the "Report" button.

Figure 16. Report technology supply page

Report office supply

Step 1: Similar to the report's technology supply page. When you click the "Report Office Supplies" button on the admin report page, you will be directed right to this page.

Step 2: You will then click the select dropdown button to choose which office supply to report.

Step 3: You will also include a description of the office supplies in the message.

Step 4: Then click the "Report" button.

Figure 17. Report office supply page

Profile & Accounts

On this page, you may change your display picture to one of your favorite or suitable photos and save it. You may check the status of your profile; if it is active, you can use the system. You may also view some of the information you provided, such as your first name, last name, and email address. In the category, you may see that you are an admin.

Edit profile

Step 1: Click the "Edit profile" button.

Step2: Change your name if there is a mistake or misspelling. You may only change your first and last name.

Step3: Enter your password.

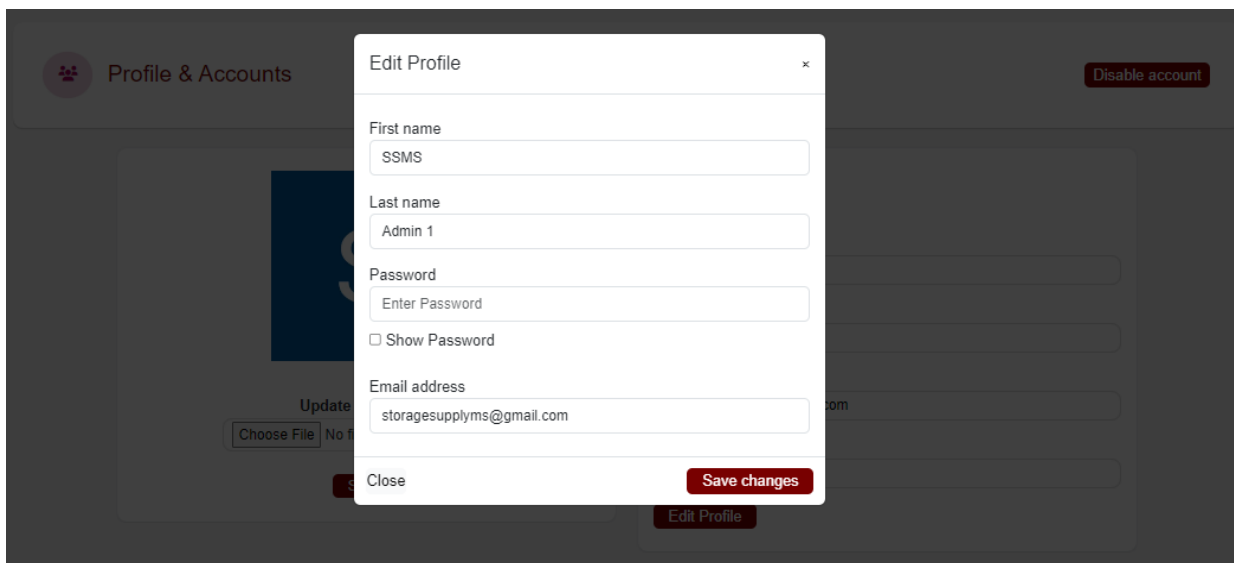**Step4:** Click the "Save changes" button and done.

Figure 19. Admin's profile editing

Delete your account (for admin)

Admins can disable their accounts by ff these steps:

Step1: Click the disable account button on the upper right of the website. There is a note that will pop up for you to be warned before you disable your account.

Step 2: Just re-enter your password

Step 3: Click the confirm button. Be careful with this choice because you can't undo it once you click the disabling confirmation.
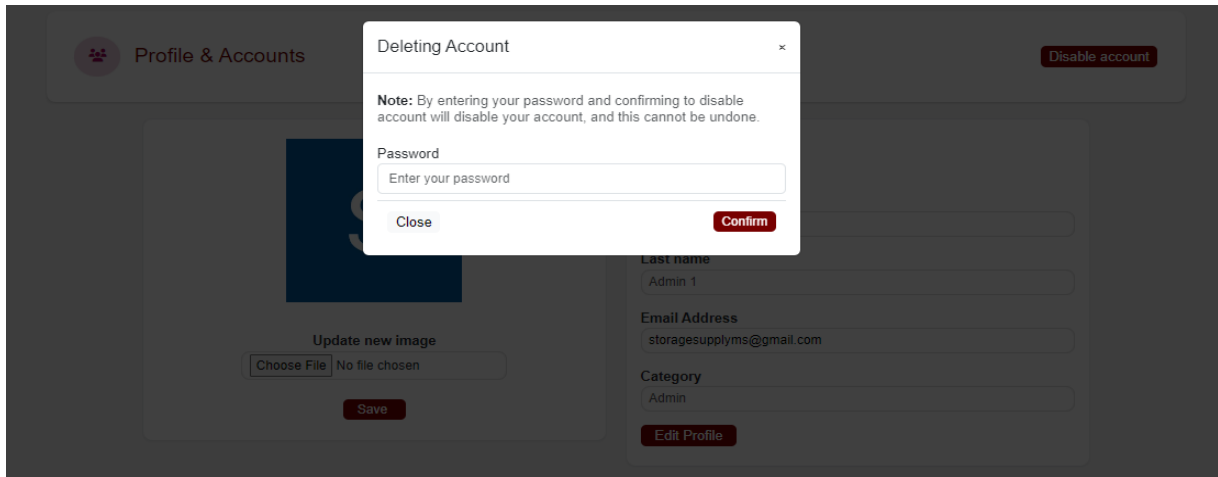
Figure 20. Admin's disabling account

User accounts

This page shows the overall user accounts that are using the website. These include the user's ID, first name, last name, and category if it is an admin or user. The status of the user, if it is active or inactive, and the button "View".

Figure 21. User accounts

View accounts

When you click the "View" button on the user account, there will be a pop-up of details about the user. These include the user ID, first name, last name, email address, category to choose if you're an admin or a user, the status that will be replaced by active if you're inactive so that the user can use the website, the date created, last modified, and the admin who modifies. The admin will also send an email to notify the user that their account is activated and ready to use.
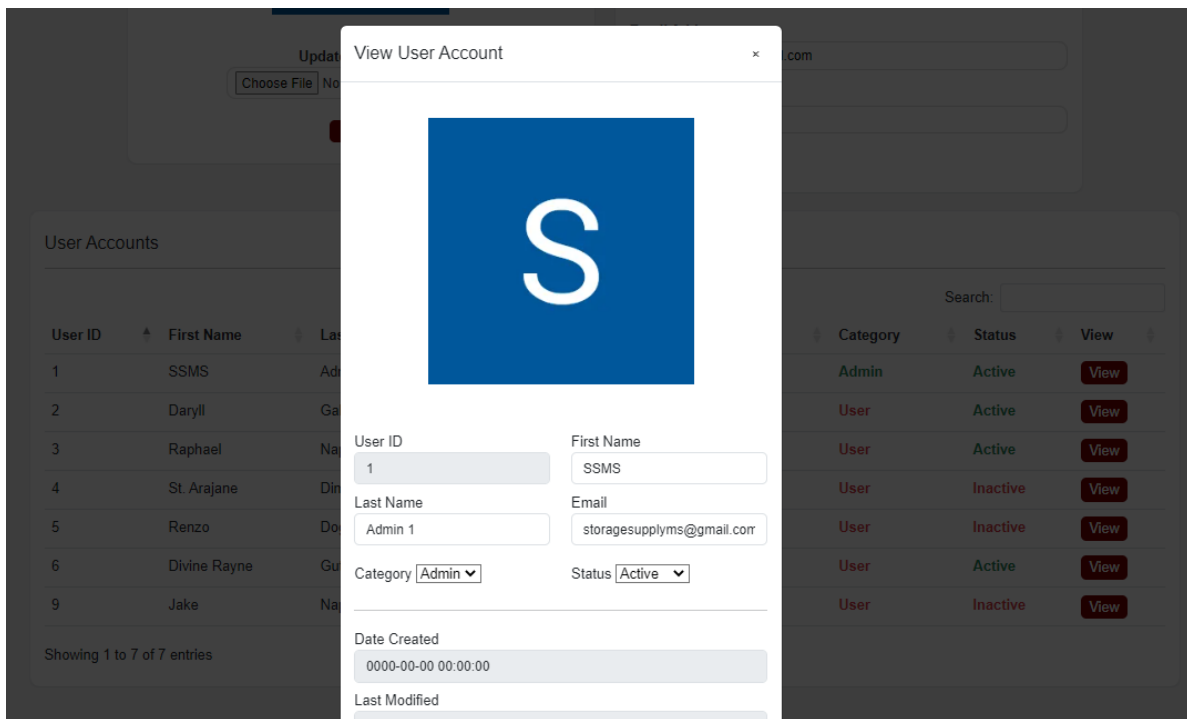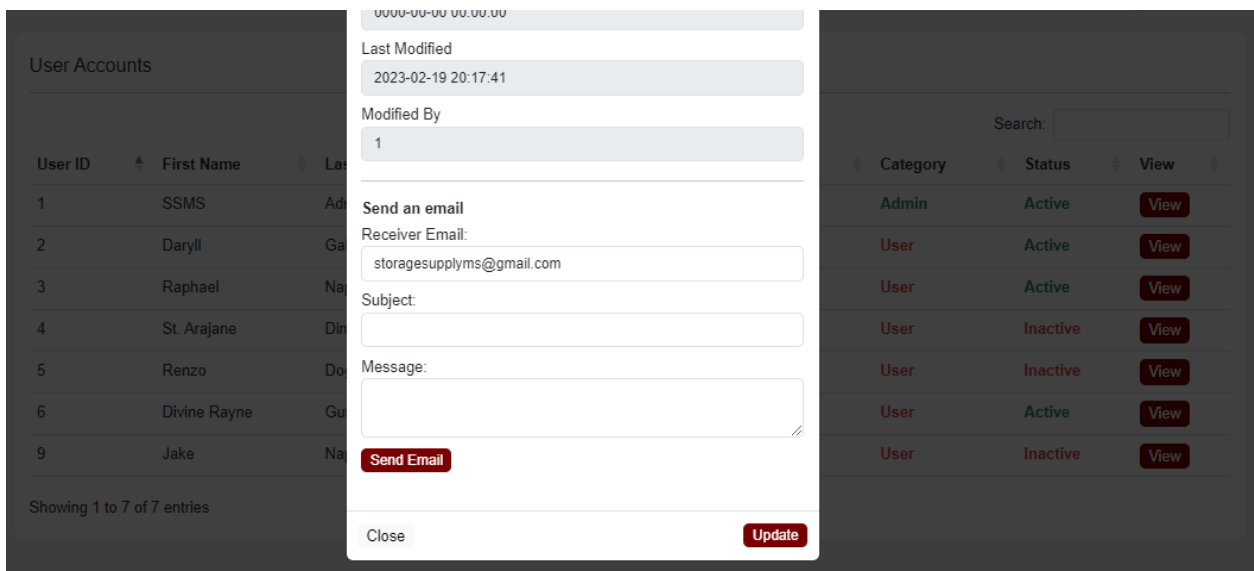
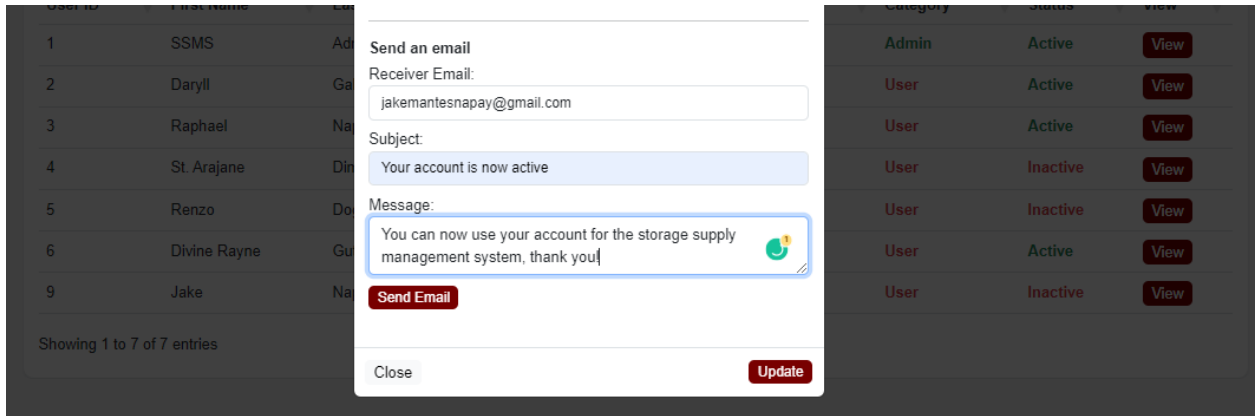*Figure 22. Viewing the user accounts*

Figure 22.1. Viewing the user accounts

Logout button

On this page, you can see the turn-on and turn-off buttons. The purpose of this was to secure your accounts.
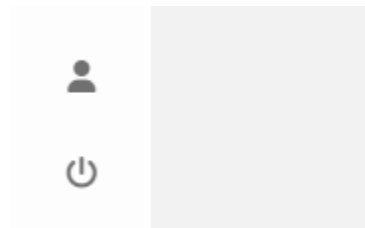

Figure 23: logout button

Email receive from admin

The user will receive an email from the admin stating that their account has been activated and is ready to use.
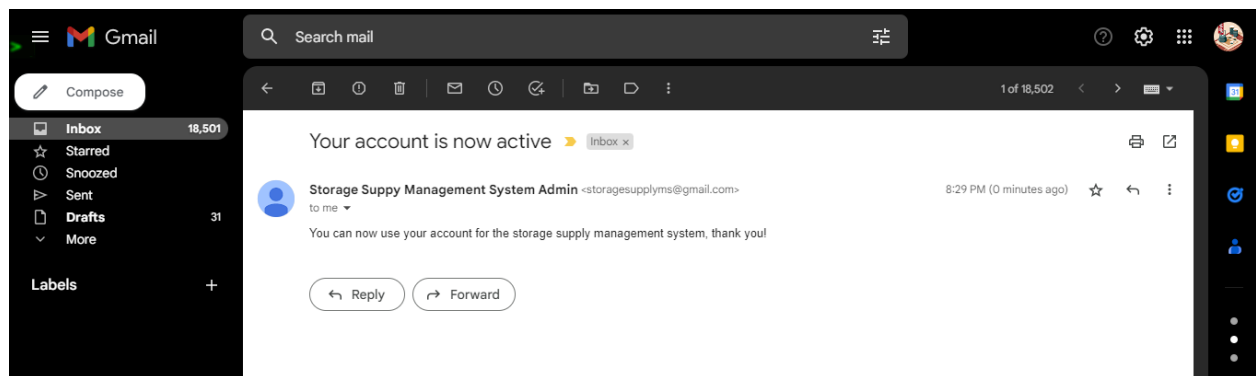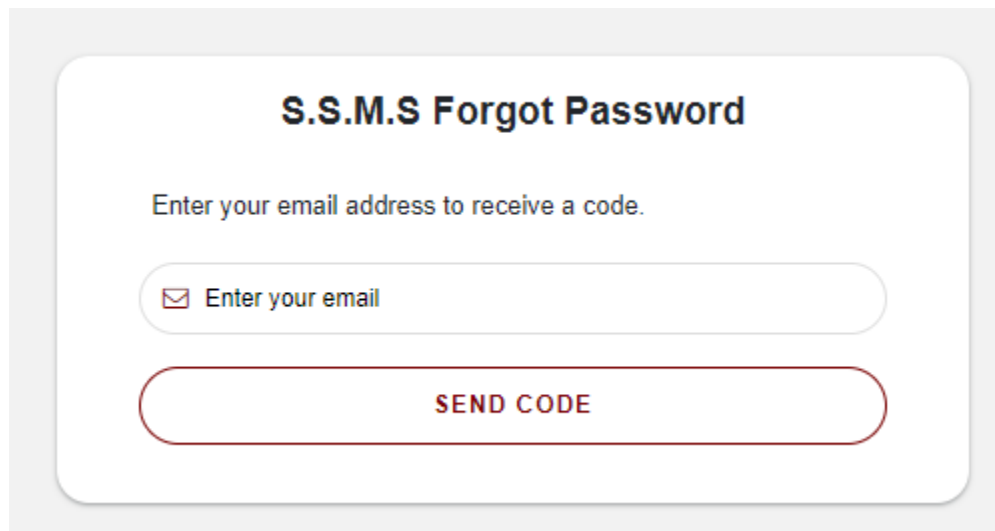

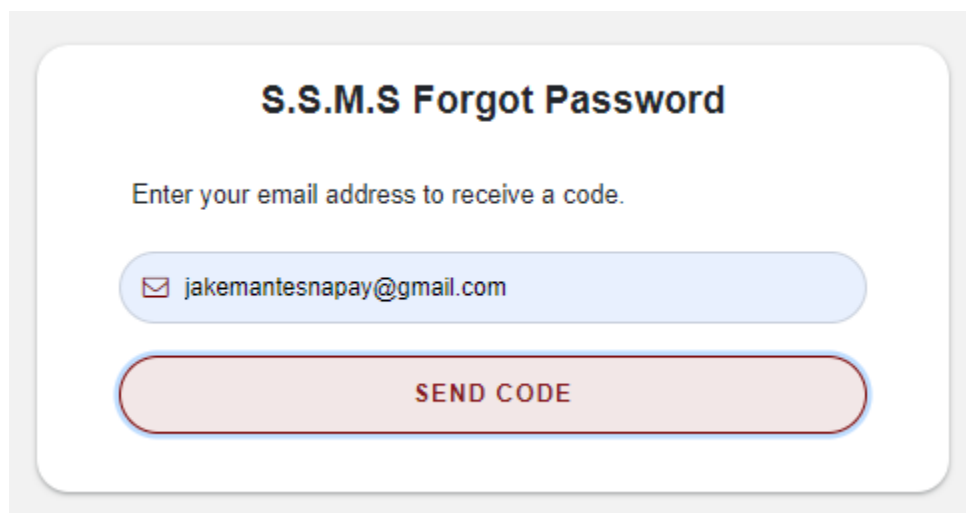*Figure 24: Email receive from admin*

Forgot password

      Step 1. When you log in to your account and forget your password, you can take these steps. Click the "Forget Password" button, input your registered email, and then wait for the code you'll receive to change your password.

Figure 25 Forgot password

Figure 25.1 Forgot password

Email message after sending the code

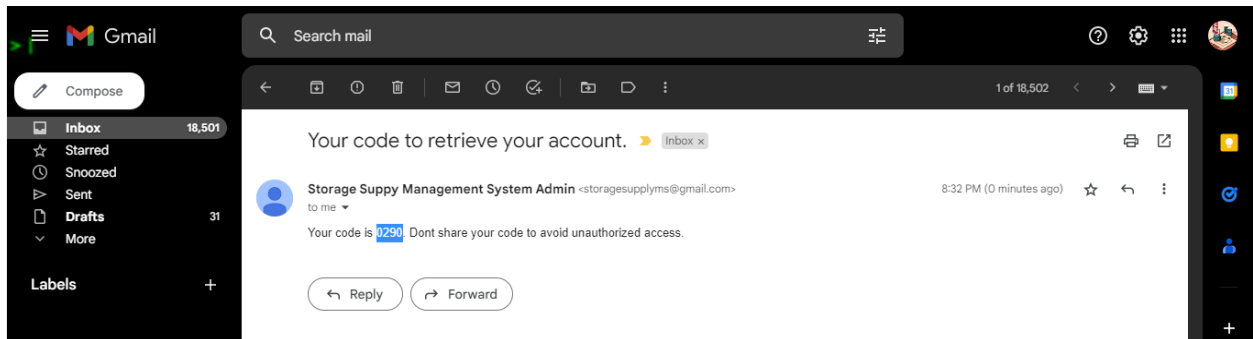   **Step 2.** Check the inbox of your given email address to see the code sent when you forgot your password.
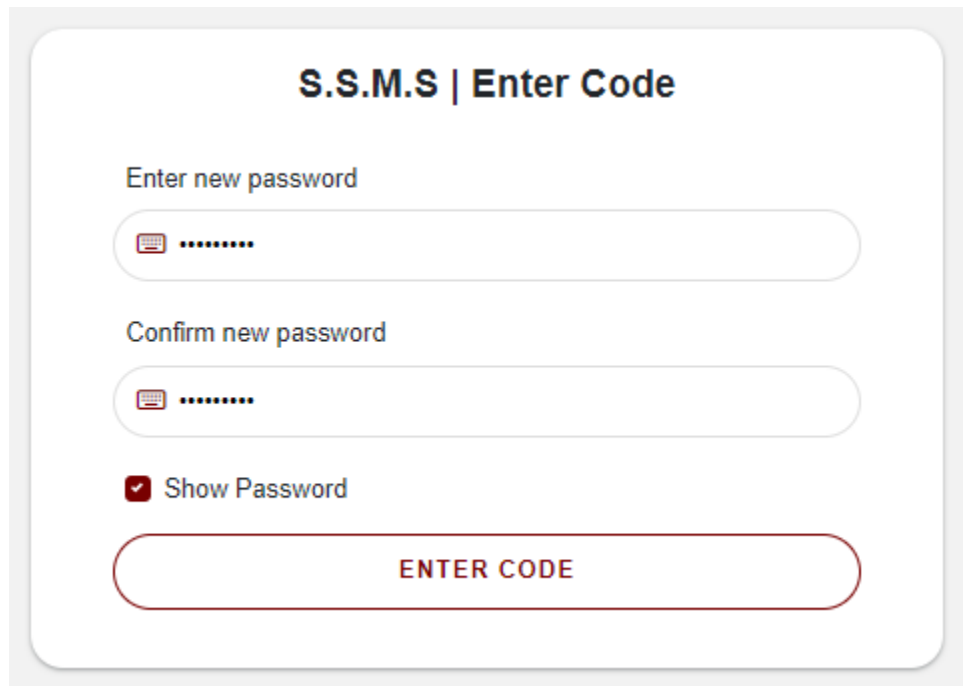

Figure 25.2 Forgot password

Enter the code

       Step 3. The user needs to enter the four-digit code and click the "Enter code" button.

Figure 25.3 Forgot password

Enter new password

Step 4. Finally, you will go directly to this page to enter your new password and confirm your new password, after typing your password click the "Enter code" button to save your new password, and you can use the website again.

Figure 25.4 Forgot password