

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.

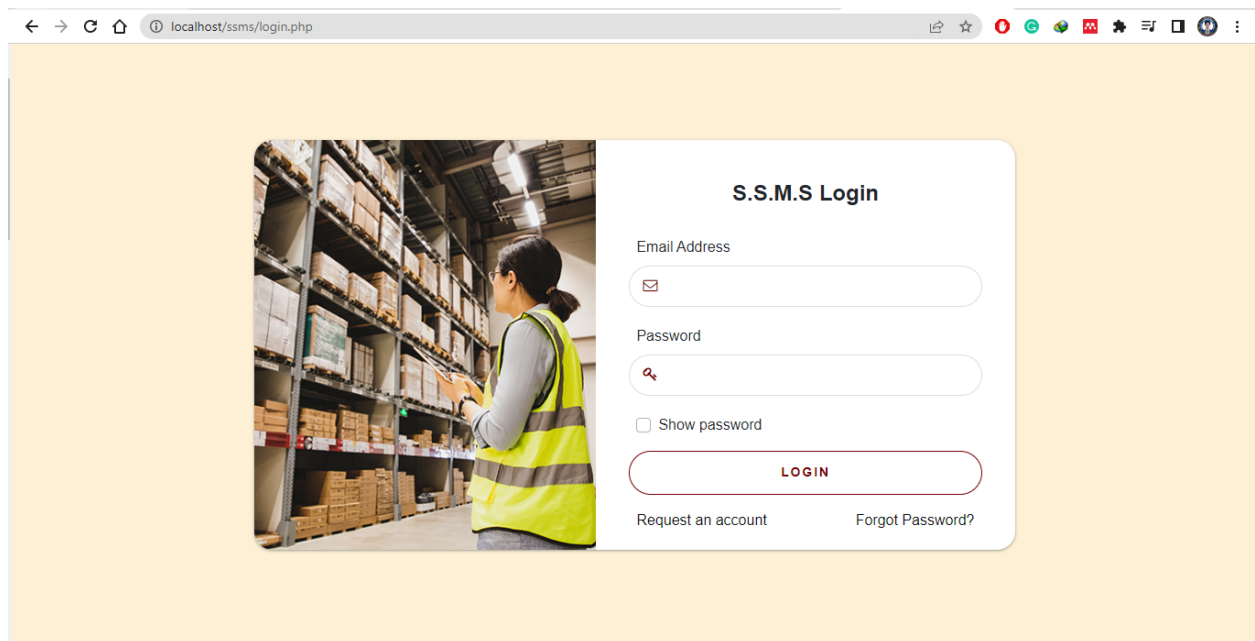



Figure 1. Login Page

Request an account


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

S.S.M.S Request Account


First Name

 Jake


Last Name

 Napay


Email Address

 jakemantesnapay@gmail.com

Password



Confirm Password



☐ Show Password

REQUEST

Back

Figure 1. Request Account Page

S.S.M.S Request Account

✓ Request success

First Name

Last Name

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.

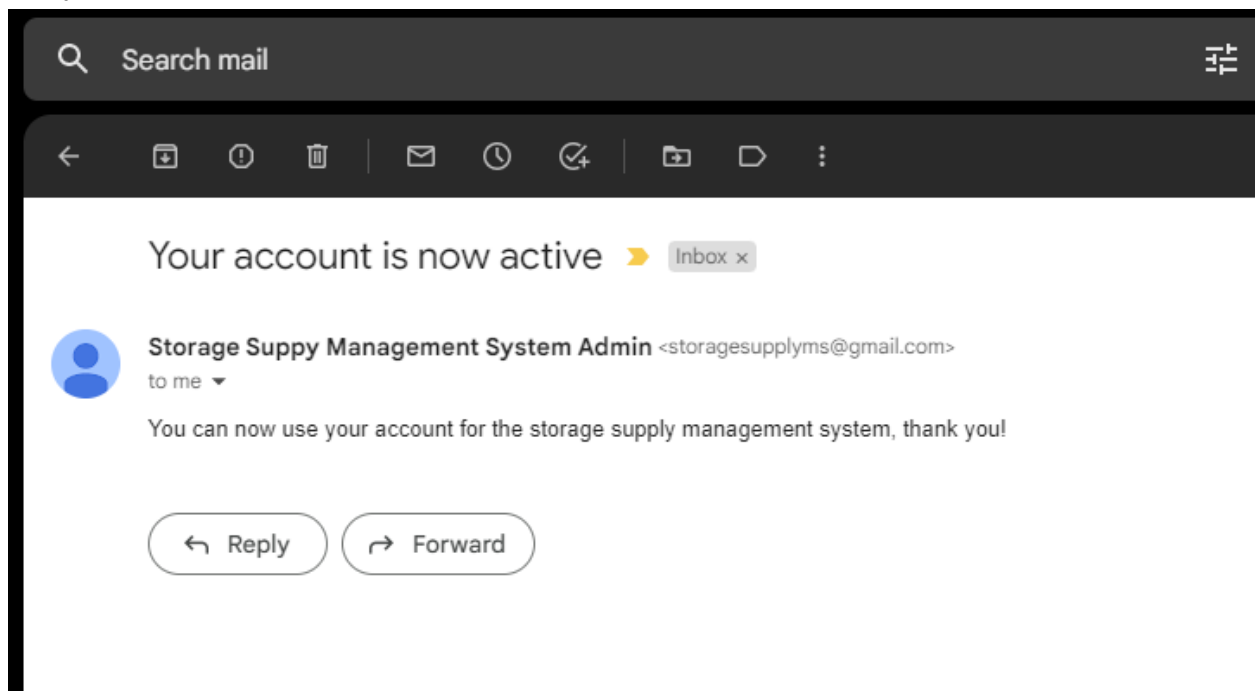


Figure 3. Email from admin

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.

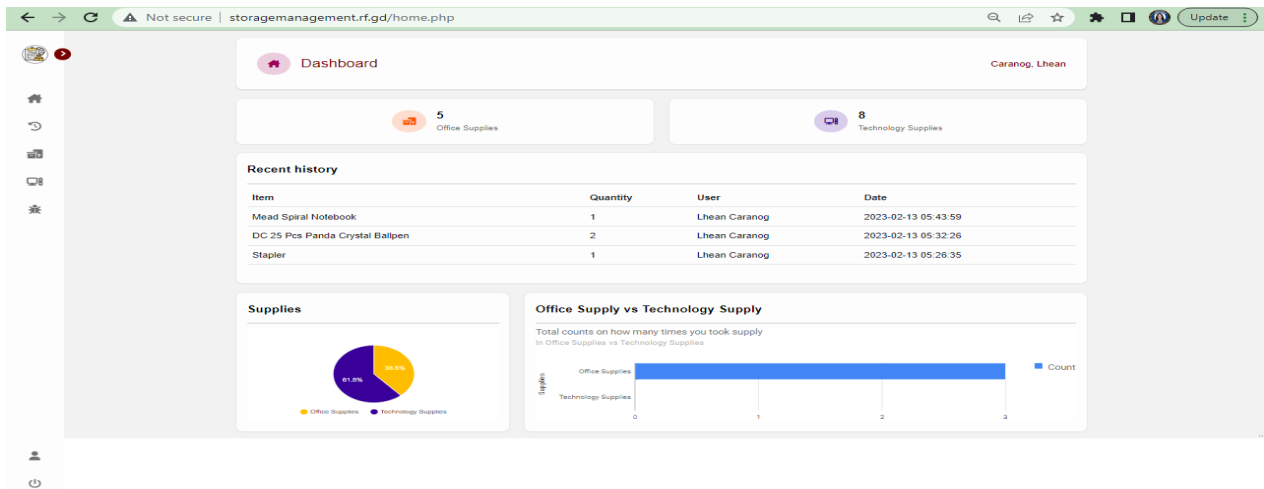


Figure 1. User's Dashboard

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

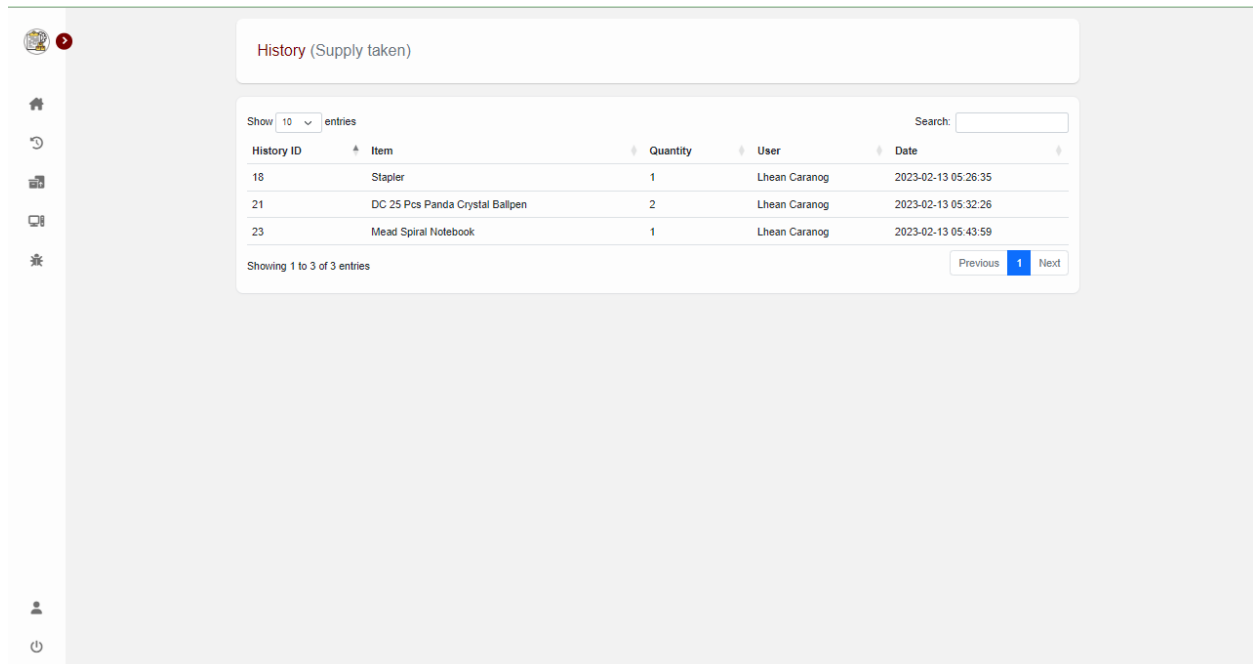


Figure 2. User's History

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

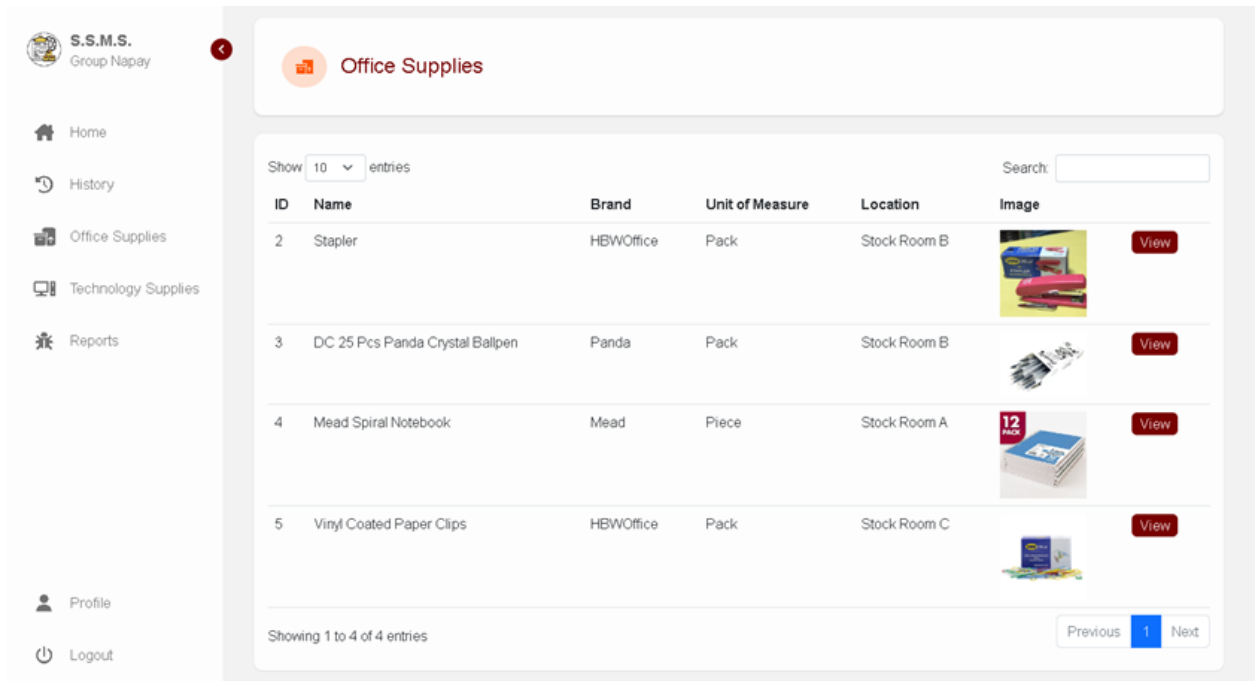


Figure 3 : Available office supplies on the storage.

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.

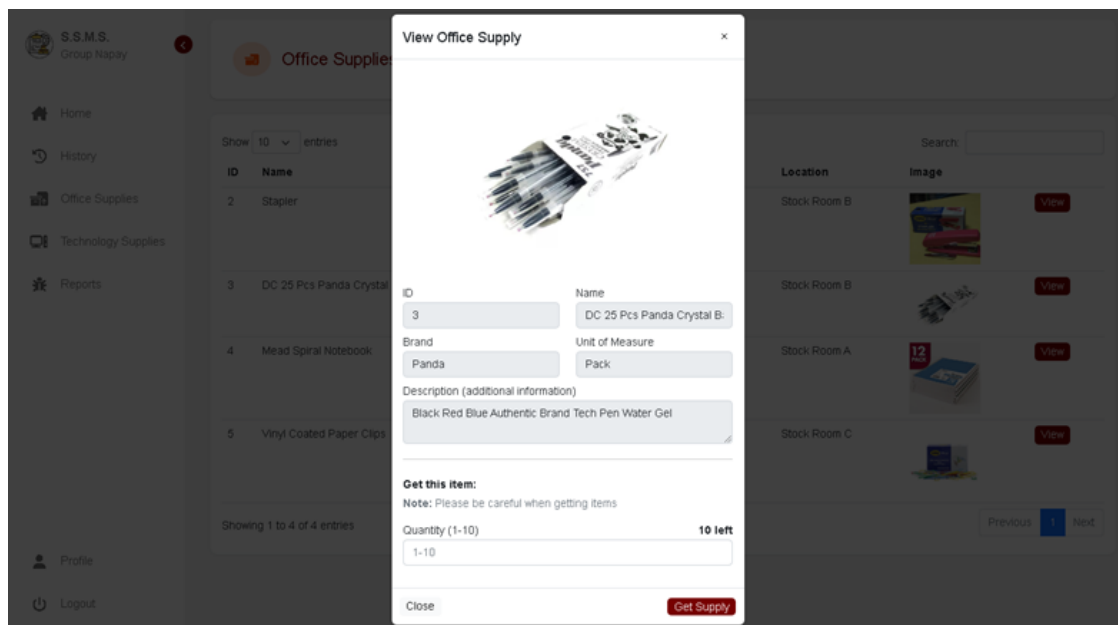


Figure 4. View the item's detail and get supply

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

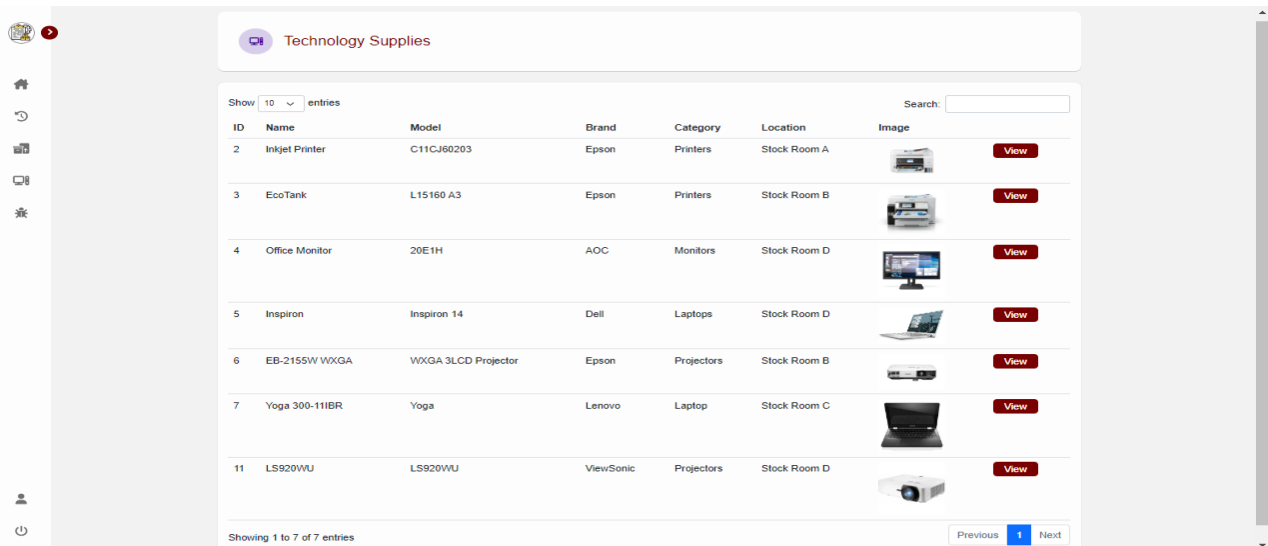


Figure 5. Available Technology supplies on the storage

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.

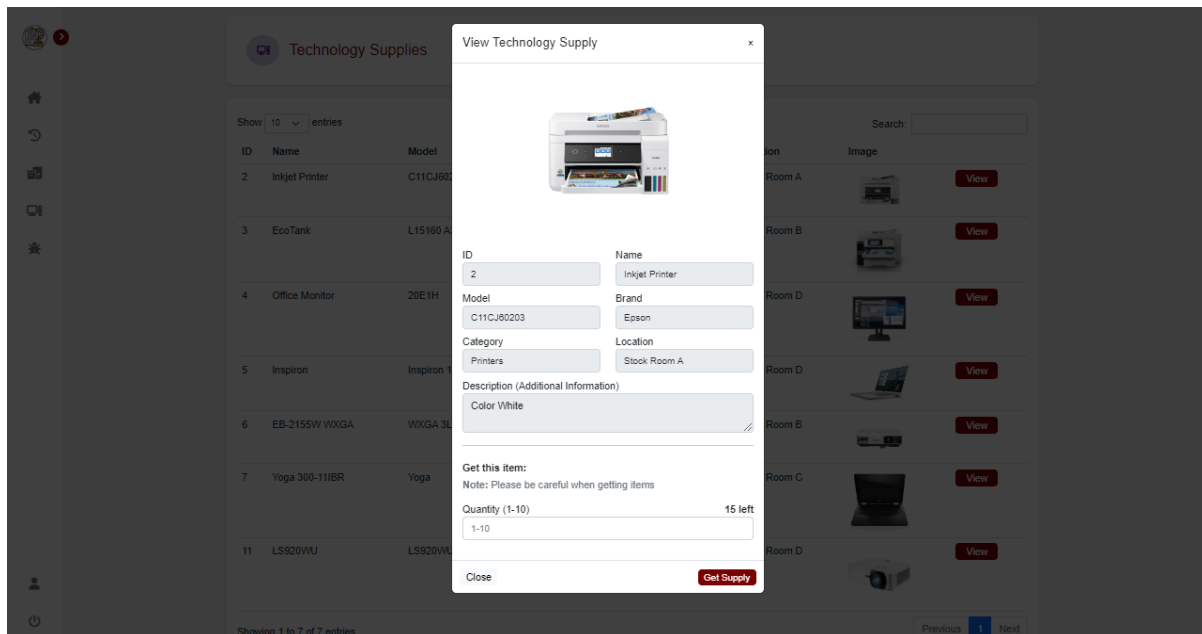


Figure 6. View the item's detail and get supply

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.

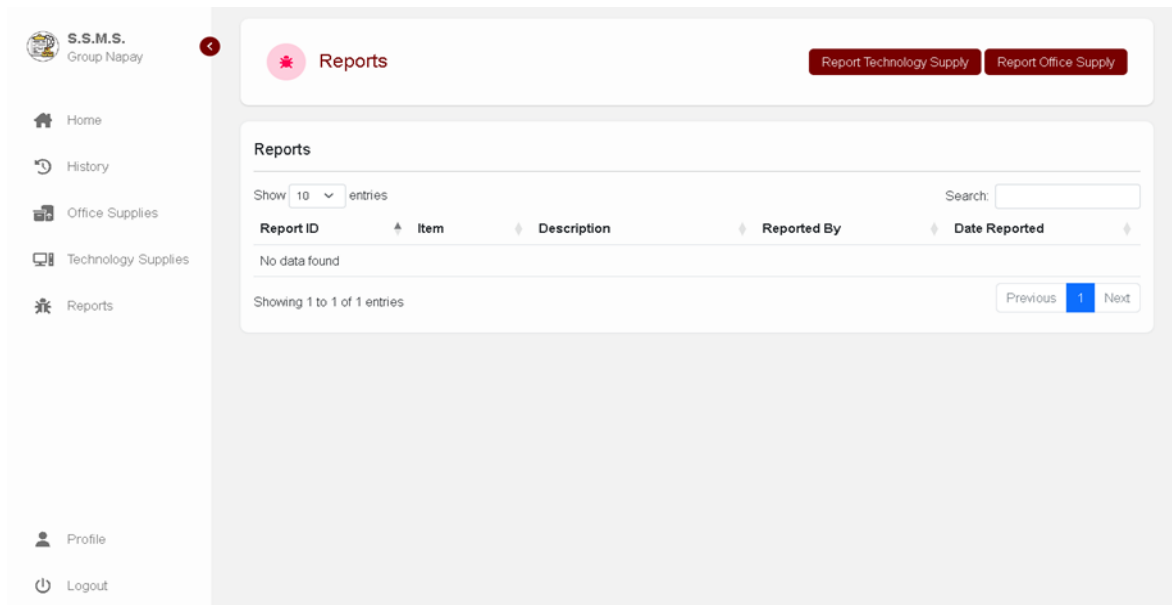


Figure 7. User's report history

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.

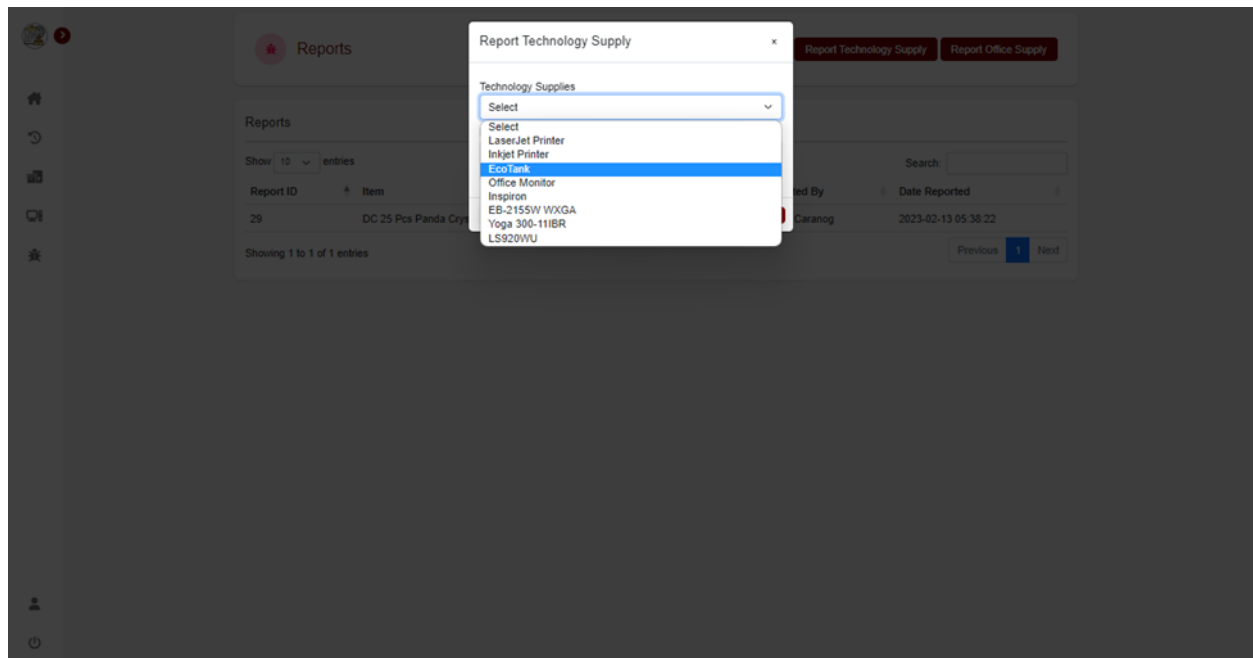


Figure 8. User's Report Technology Supply

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.

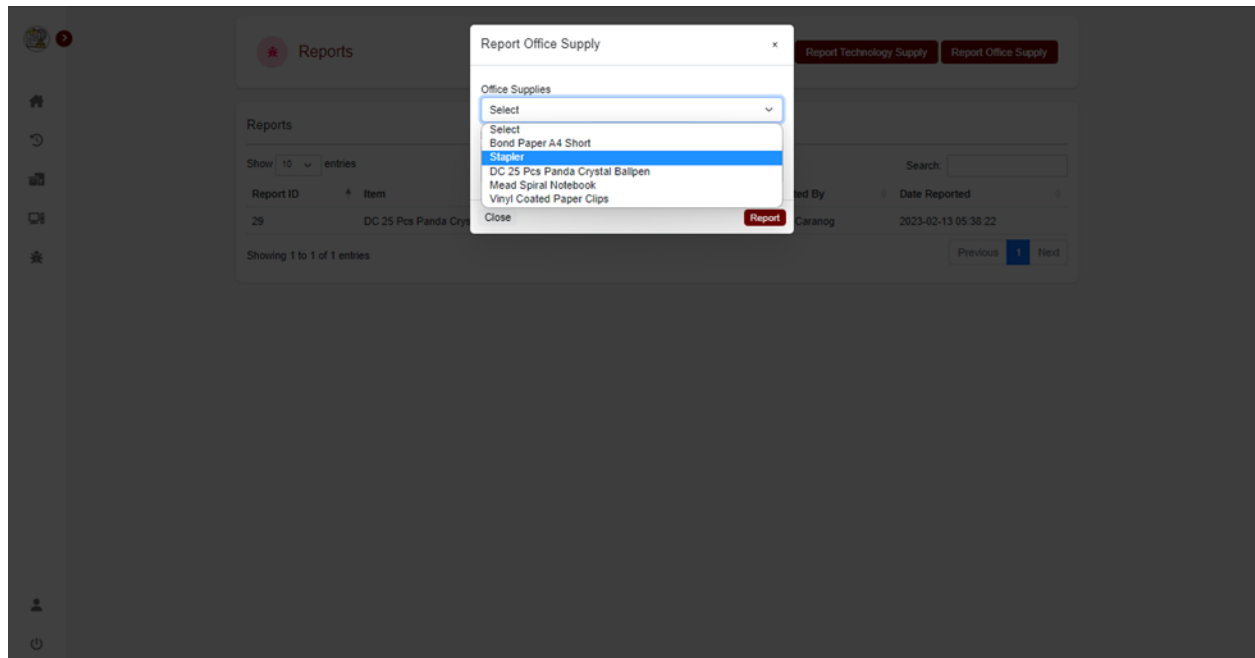


Figure 9. User's Report Office Supply

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.

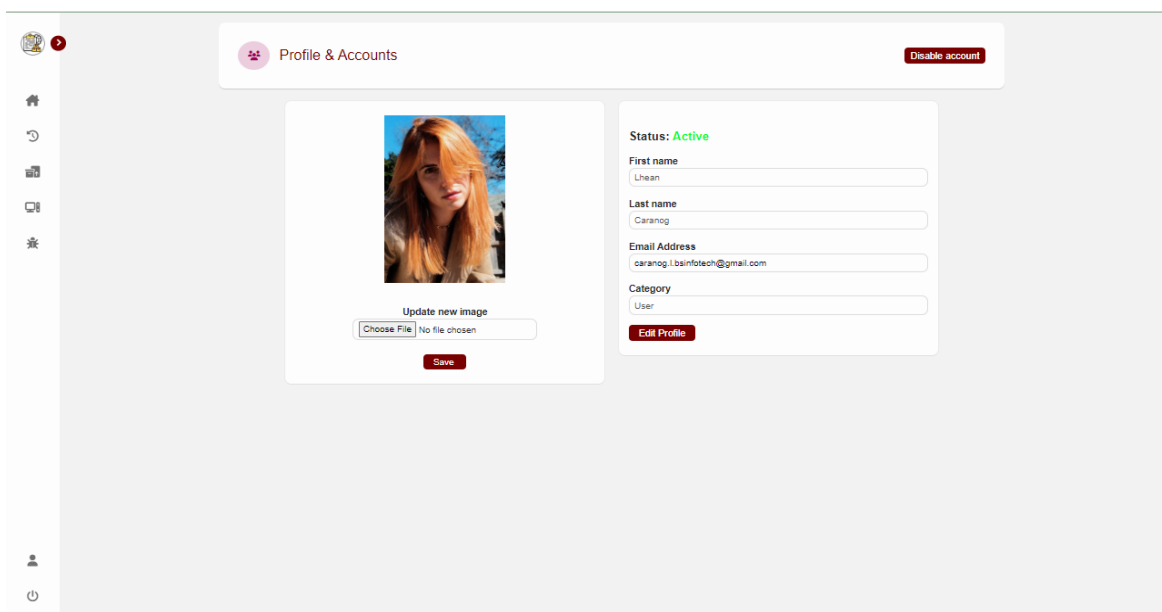


Figure 10. User's Profile and Account

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.

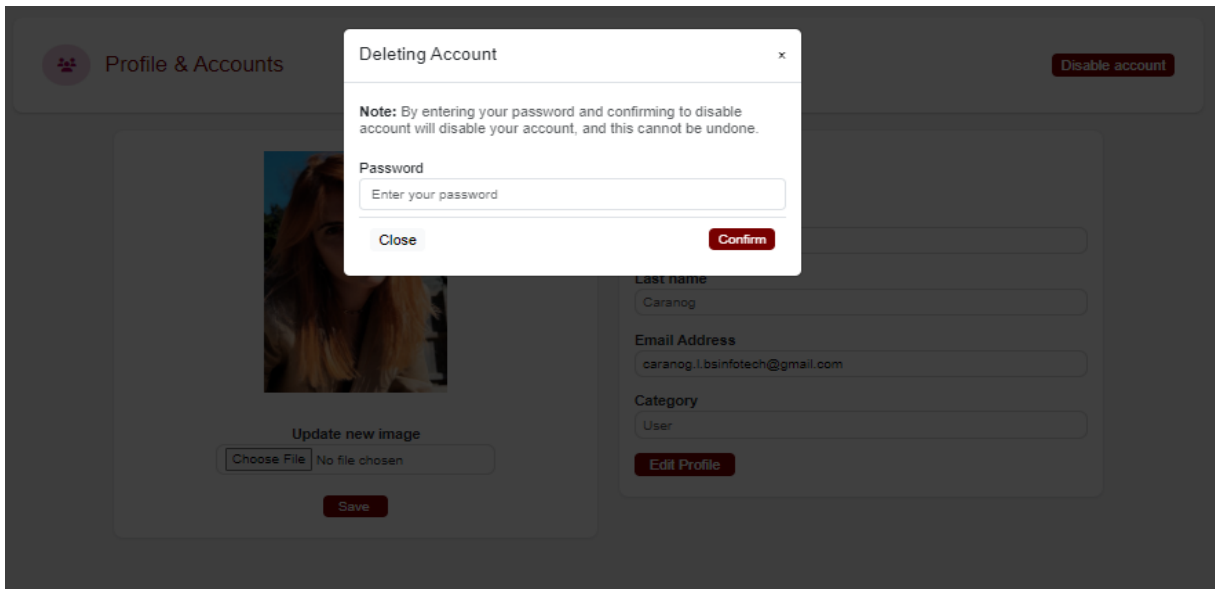


Figure 11. User's Disable Account

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

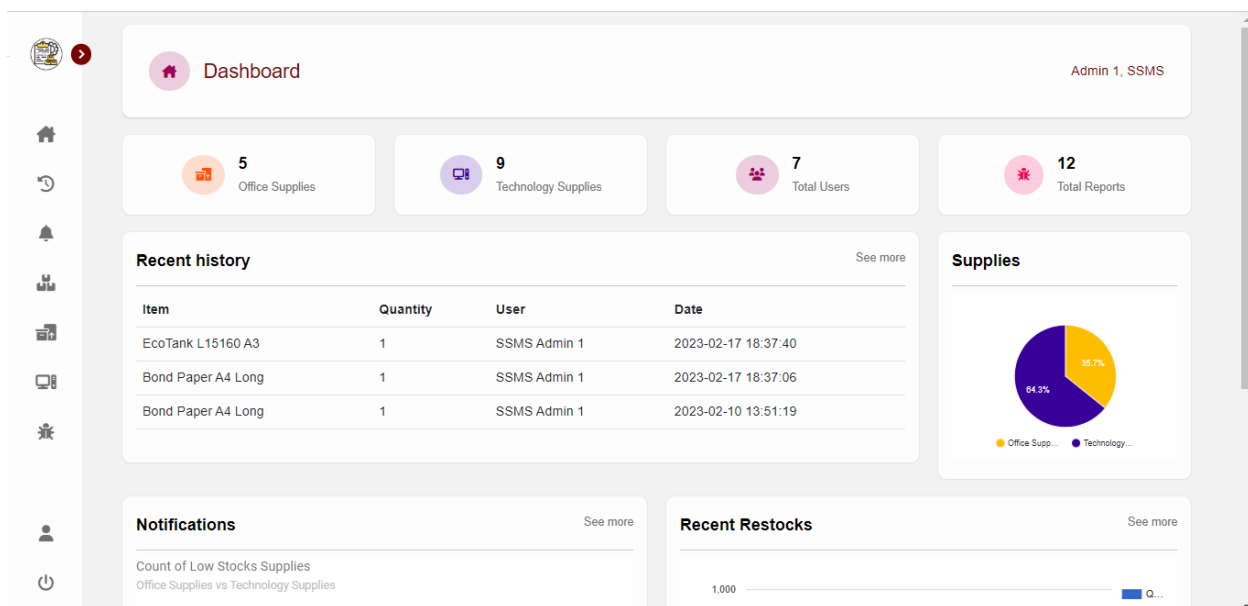
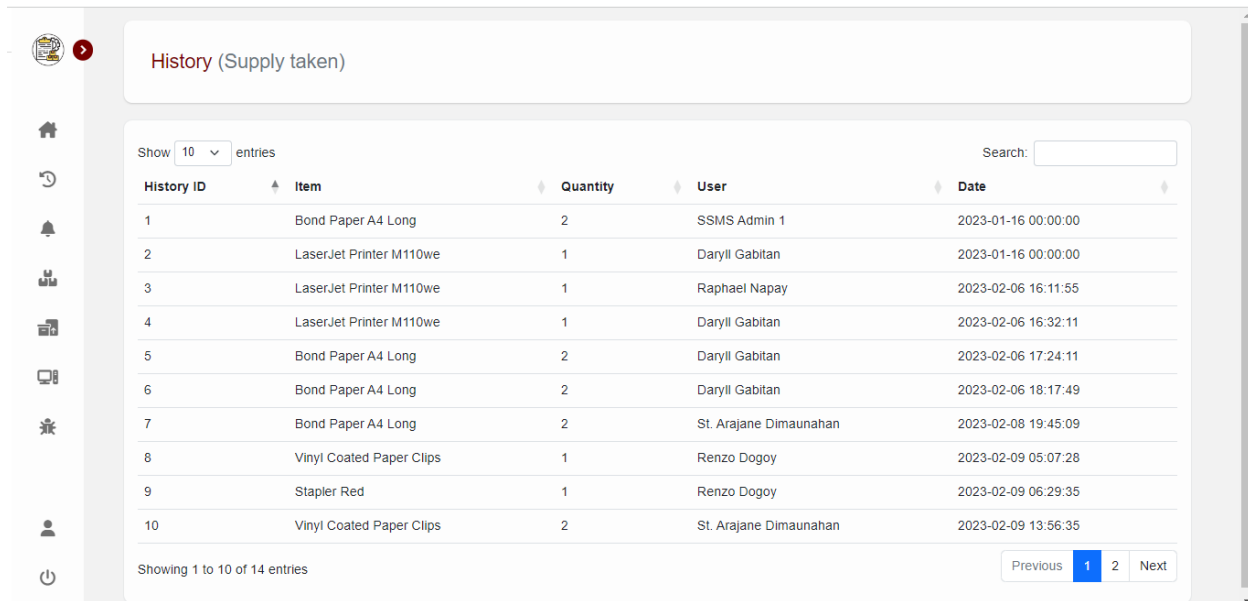


Figure 1. Admin's dashboard

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.



The screenshot shows a web interface for an admin's history page. The title is "History (Supply taken)". Below the title, there is a "Show" dropdown menu set to "10" and the text "entries". To the right of this is a "Search:" input field. The main content is a table with 5 columns: "History ID", "Item", "Quantity", "User", and "Date". The table contains 10 rows of data. At the bottom of the table, it says "Showing 1 to 10 of 14 entries". To the right of this, there are "Previous", "1", "2", and "Next" buttons, where "1" is the current page.

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.

The screenshot displays the 'Notifications (Low Stocks)' section of an admin interface. It features a sidebar with navigation icons and a main content area with two tabs: 'Office Supplies' and 'Technology Supplies'. The 'Office Supplies' tab is active, showing a table with 3 entries. The 'Technology Supplies' tab is also visible, showing a table with 3 entries. Both tables include columns for Name, Brand, Unit of Measure, Quantity, Location, and Description. The 'Office Supplies' table lists items like Bond Paper A4 Long, Mead Spiral Notebook, and Vinyl Coated Paper Clips. The 'Technology Supplies' table lists items like EcoTank printer, Inspiron laptop, and Laptop Acer 5155. Both sections include a search bar, a 'Show 10 entries' dropdown, and pagination controls.

Office Supplies

Name	Brand	Unit of Measure	Quantity	Location	Description
Bond Paper A4 Long	Hard Copy	Ream	1	Stock Room B	Short / A4 / Long Size 70gsm, 500Sheets/ream
Mead Spiral Notebook	Mead	Piece	1	Stock Room A	1 Subject, Wide Ruled, 70 Sheets, 10 1/2" x 7 1/2", 12 Pack
Vinyl Coated Paper Clips	HBWOffice	Pack	2	Stock Room C	HBWOffice Vinyl Coated Paper Clips, 50mm / 100 PCS / Assorted Color 031-010

Showing 1 to 3 of 3 entries

Technology Supplies

Name	Brand	Model	Quantity	Location	Description
EcoTank	Epson	L15160 A3	1	Stock Room B	A3 Wi-Fi Duplex All-in-One Ink Tank Printer
Inspiron	Dell	Inspiron 14	2	Stock Room D	Platinum Silver, 512 GB, 16 GB, 2 x 8 GB, DDR4, 3200 MHz
Laptop Acer 5155	Acer	Acer 515-5	2	Stock Room D	Color Black, 16"

Showing 1 to 3 of 3 entries

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.

Restocks

Restock Technology Supply Restock Office Supply

Latest Restocks

Show 10 entries Search:

Restock ID	Item	Quantity	User	Date
1	LaserJet Printer M110we	10	SSMS Admin 1	2023-01-16 00:00:00
2	Bond Paper A4 Long	500	SSMS Admin 1	2023-01-16 00:00:00
3	Stapler Red	100	SSMS Admin 1	2023-01-17 00:00:00
4	EcoTank L15160 A3	2	Raphael Napay	2023-02-06 10:14:25
5	EcoTank L15160 A3	3	Raphael Napay	2023-02-06 18:26:10
6	Inspiron Inspiron 14	1	SSMS Admin 1	2023-02-09 14:06:59
7	Inspiron Inspiron 14	2	SSMS Admin 1	2023-02-09 14:07:27
8	Inspiron Inspiron 14	2	SSMS Admin 1	2023-02-09 14:09:54
9	Inspiron Inspiron 14	2	SSMS Admin 1	2023-02-09 14:10:02
10	EcoTank L15160 A3	2	Raphael Napay	2023-02-09 14:14:38

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

Step 3: Input the quantity of supplies you want to add. Only the admin has access to the restock page.

Restocks

Restock Technology Supply Restock Office Supply

Latest Restocks

Show 10 entries Search:

Restock ID	Item	Quantity	User	Date
1	LaserJet Printer M110we	10	SSMS Admin 1	2023-01-16 00:00:00
2	Bond Paper A4 Long	500	SSMS Admin 1	2023-01-16 00:00:00
3	Stapler Red	100	SSMS Admin 1	2023-01-17 00:00:00

Restock Office Supply

Office Supply

Stapler Red

Quantity (0-100)

5

Close Restock

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.

ID	Name	Brand	Unit of Measure	Location	Image	Quantity	Status
1	Bond Paper A4 Long	Hard Copy	Ream	Stock Room B		1	Enabled
2	Stapler Red	HBW	Pack	Stock Room B		3	Enabled
3	DC 25 Pcs Panda Crystal Ballpen	Panda	Pack	Stock Room B		20	Enabled
4	Mead Spiral Notebook	Mead	Piece	Stock Room A		1	Disabled
5	Vinyl Coated Paper Clips	HBWOffice	Pack	Stock Room C		2	Enabled

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.

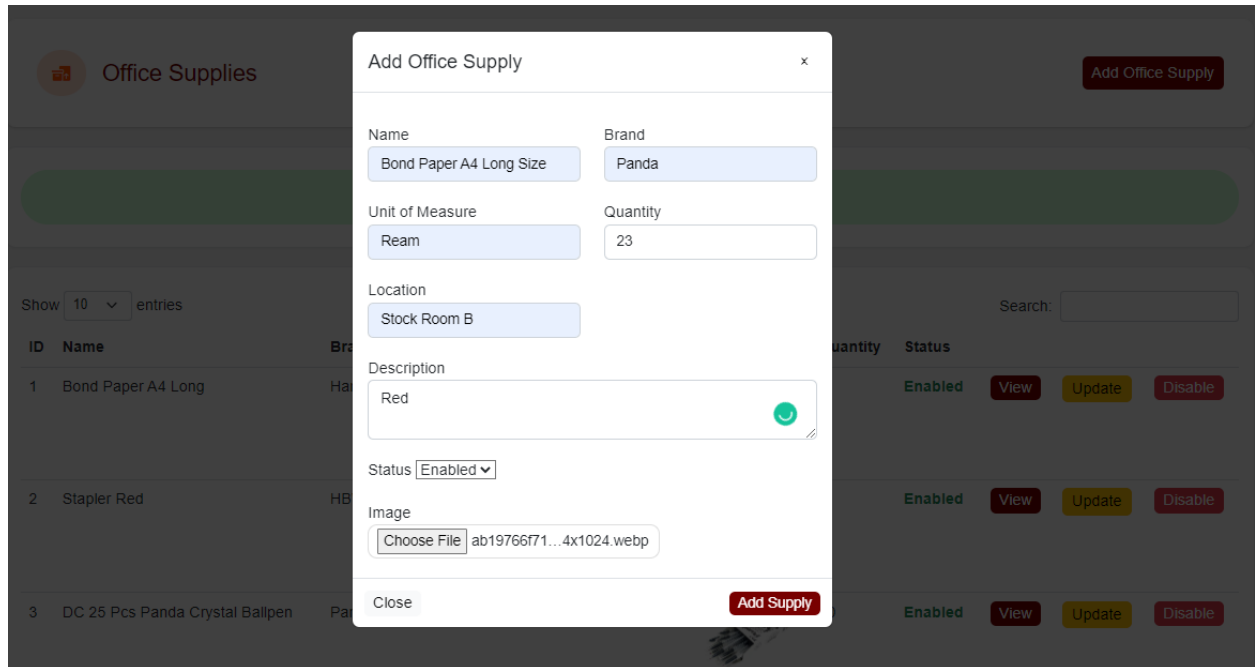


Figure 6. Admin' adding office supply

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.

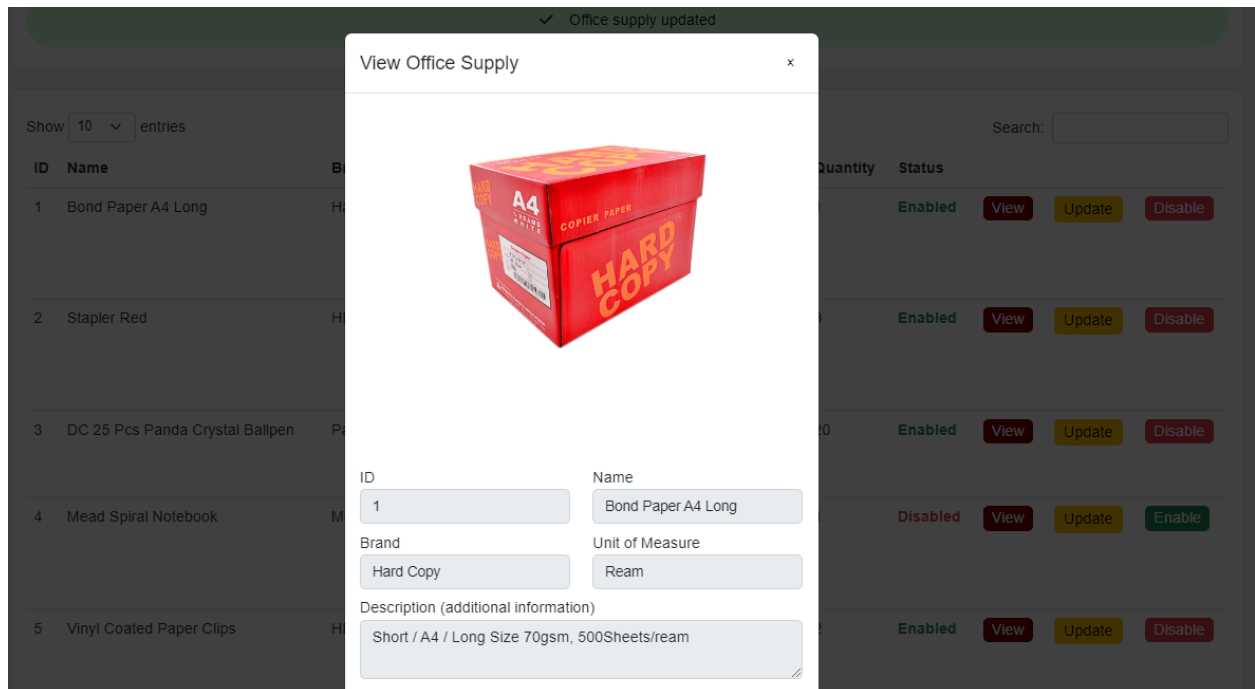


Figure 7. View the details of office supply

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.

The screenshot displays a web application interface for getting office supplies. On the left, a table lists items with columns for ID, Name, and Brand. The first item is 'Bond Paper A4 Long'. A modal form is open in the center, showing details for the selected item: ID 1, Name 'Bond Paper A4 Long', Brand 'Hard Copy', and Unit of Measure 'Ream'. The description is 'Short / A4 / Long Size 70gsm, 500Sheets/ream'. Below this, a note says 'Please be careful when getting items'. A quantity input field is set to 2, with a maximum of 10 and '1 left' available. At the bottom of the modal are 'Close' and 'Get Supply' buttons. On the right, a table shows the status of items with columns for Quantity and Status, and buttons for View, Update, and Disable.

ID	Name	Brand
1	Bond Paper A4 Long	H
2	Stapler Red	H
3	DC 25 Pcs Panda Crystal Ballpen	P
4	Mead Spiral Notebook	M
5	Vinyl Coated Paper Clips	H

Get this item:

Note: Please be careful when getting items

Quantity (1-10) 1 left

2

Close Get Supply

Quantity	Status
Enabled	View Update Disable
Enabled	View Update Disable
0	View Update Disable
Disabled	View Update Enable
Enabled	View Update Disable

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.

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.

The screenshot shows a web application interface for managing technology supplies. A modal window titled "Add Technology Supply" is open, allowing an administrator to add a new supply. The modal contains the following fields and controls:

- Name:** Input field labeled "Supply Name".
- Model:** Input field labeled "Supply Model".
- Brand:** Input field labeled "Supply Brand".
- Category:** Input field labeled "Supply Category".
- Quantity:** Input field with a placeholder "(1-100)".
- Location:** Input field labeled "Location".
- Description:** Text area labeled "Other information..".
- Status:** A dropdown menu currently set to "Enabled".
- Image:** A file upload section with a "Choose File" button and the text "No file chosen".
- Buttons:** "Close" and "Add Supply" buttons at the bottom of the modal.

In the background, a table of existing technology supplies is visible, with columns for ID, Name, and Model. The table lists five items: 1. LaserJet Printer (M110we), 2. Inkjet Printer (C11CJ6020), 3. EcoTank (L15160 A3), 4. Office Monitor (20E1H), and 5. Inspiron (Inspiron 14). Each row has a status of "Enabled" and buttons for "View", "Update", and "Disable".

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.

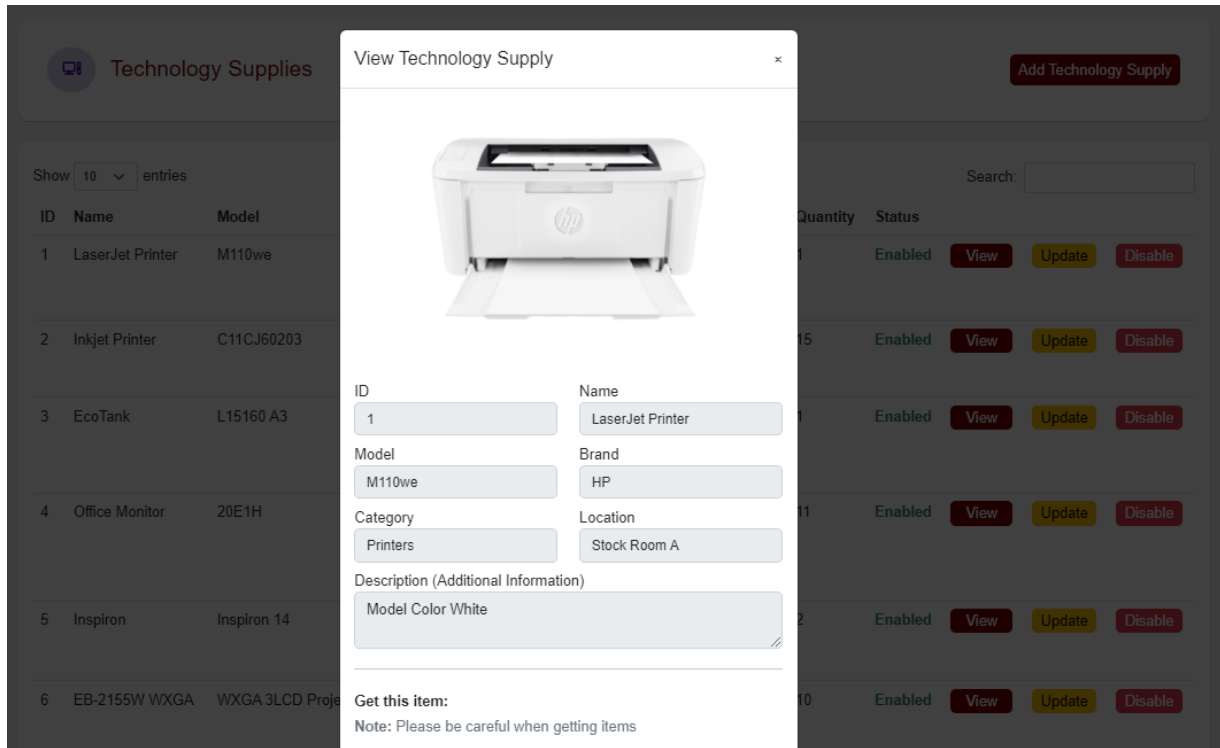


Figure 12. View the details of technology supply

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.

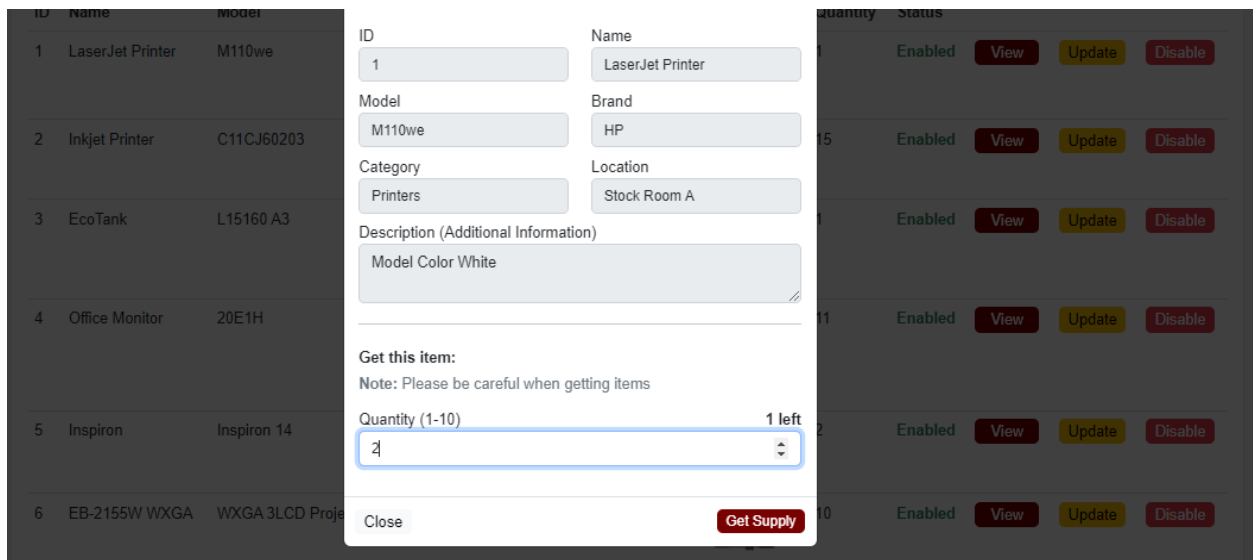


Figure 13. Getting a technology supply

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.

Edit Technology Supplies

Details

Id: 1, Name: LaserJet Printer, Model: M110we

Brand: HP, Category: Printers

Quantity (Restock here): 1, Location: Stock Room A

Description (Additional Information): Model Color White

Date Added: 2022-11-01 00:00:00, Last Modified: 2023-02-19 20:05:37

Modified by: SSMS Admin 1

Image

Choose File No file chosen

Save Edit Image

Back Save Changes

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.

Reports

Show 10 entries Search:

Report ID	Item	Description	Reported By	Date Reported
4	Bond Paper A4 Long	damaged papers	SSMS Admin 1	2023-02-07 05:52:29
5	Bond Paper A4 Long	crumpled sheets	SSMS Admin 1	2023-02-09 05:52:29
13	Office Monitor 20E1H	The stand has a crack	SSMS Admin 1	2023-02-09 13:20:02
14	DC 25 Pcs Panda Crystal Ballpen	Some pens inside the pack are not working	SSMS Admin 1	2023-02-09 13:20:19
15	EcoTank L15160 A3	Something wrong with wiring	SSMS Admin 1	2023-02-09 13:51:24
16	Yoga 300-11IBR Yoga	Defective	Raphael Napay	2023-02-09 14:29:52
17	Bond Paper A4 Long	There are some crumpled ones	Raphael Napay	2023-02-09 14:30:13
18	Mead Spiral Notebook	Torn in the corners	Raphael Napay	2023-02-09 14:55:05
19	Bond Paper A4 Long	Very good quality	Raphael Napay	2023-02-09 15:22:22
20	Bond Paper A4 Long	Crumpled paper, torn sheets	SSMS Admin 1	2023-02-10 13:56:28

Showing 1 to 10 of 12 entries Previous 1 2 Next

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.

Report Technology Supply

Technology Supplies

Select

Message

Close Report

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.

Report ID	Item	Reported By	Date Reported
4	Bond Paper A4 Long	SSMS Admin 1	2023-02-07 05:52:29
5	Bond Paper A4 Long	SSMS Admin 1	2023-02-09 05:52:29

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.

User ID	First Name	Last Name	Email	Category	Status	View
1	SSMS	Admin 1	storagesupplyms@gmail.com	Admin	Active	View

Figure 18. Admins profile and accounts page

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.

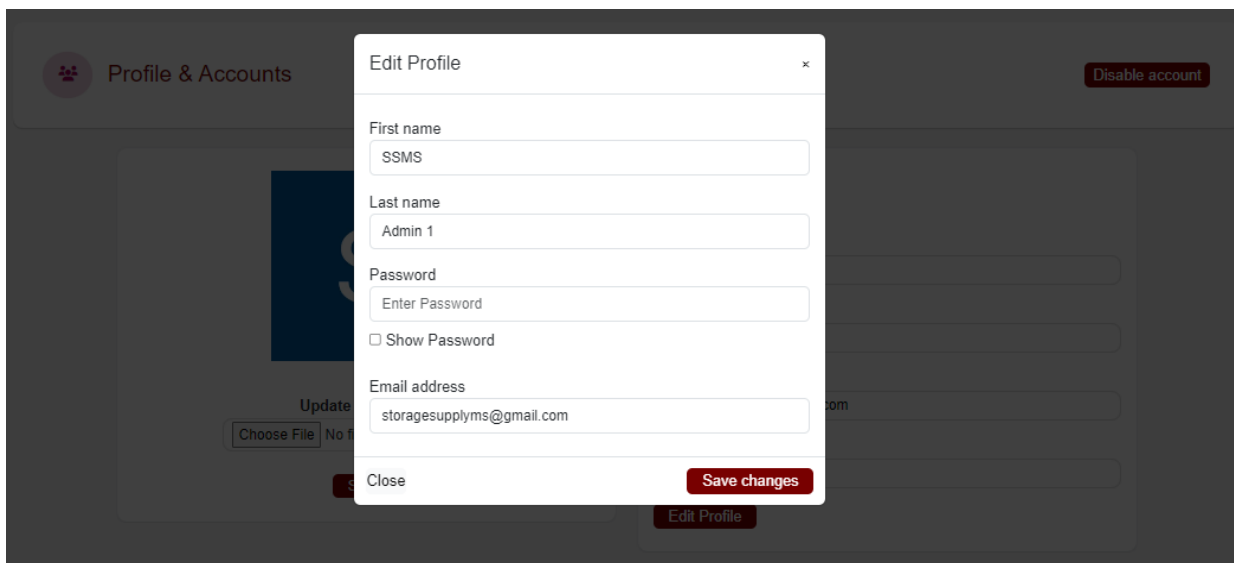


Figure 19. Admin's profile editing

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.

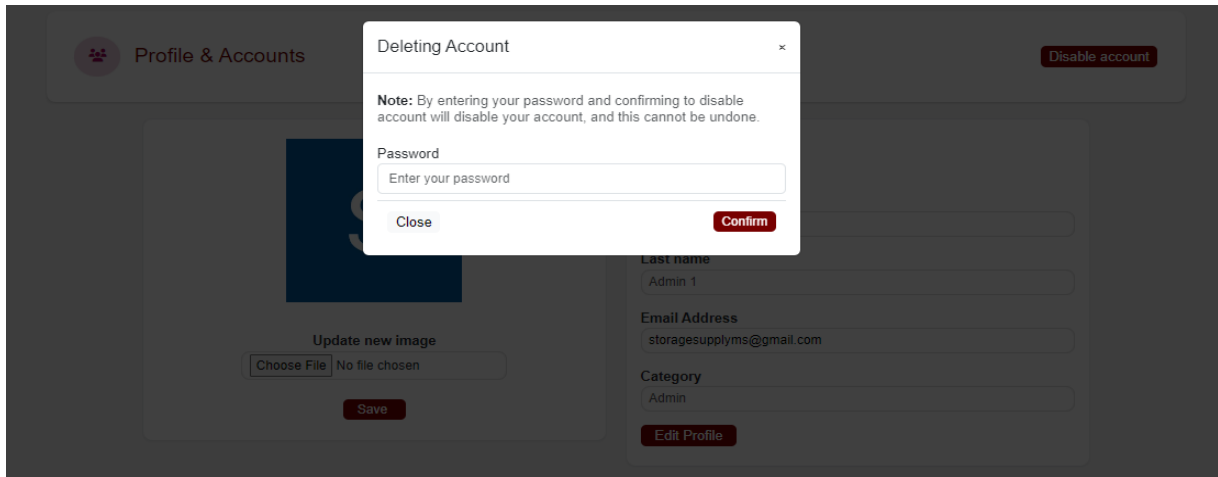


Figure 20. Admin's disabling account

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".

User ID	First Name	Last Name	Email	Category	Status	View
1	SSMS	Admin 1	storagesupplyms@gmail.com	Admin	Active	View
2	Daryll	Gabitan	Daryllgabitan@gmail.com	User	Active	View
3	Raphael	Napay	napay.j.bsinfotech@gmail.com	User	Active	View
4	St. Arajane	Dimaunahan	dimaunahan.a.bsinfotech@gmail.com	User	Inactive	View
5	Renzo	Dogoy	dogoy.r.bsinfotech@gmail.com	User	Inactive	View
6	Divine Rayne	Gutay	gutay.drc.bsinfotech@gmail.com	User	Active	View
9	Jake	Napay	jakemantesnapay@gmail.com	User	Inactive	View

Showing 1 to 7 of 7 entries

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.

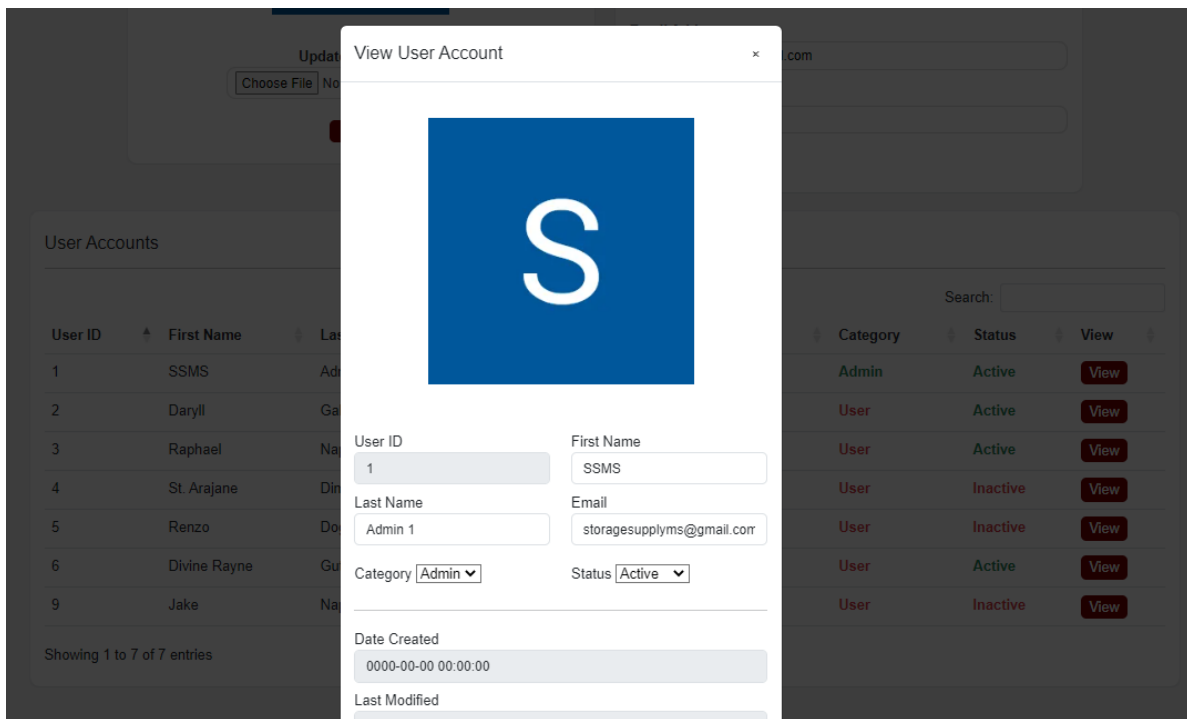
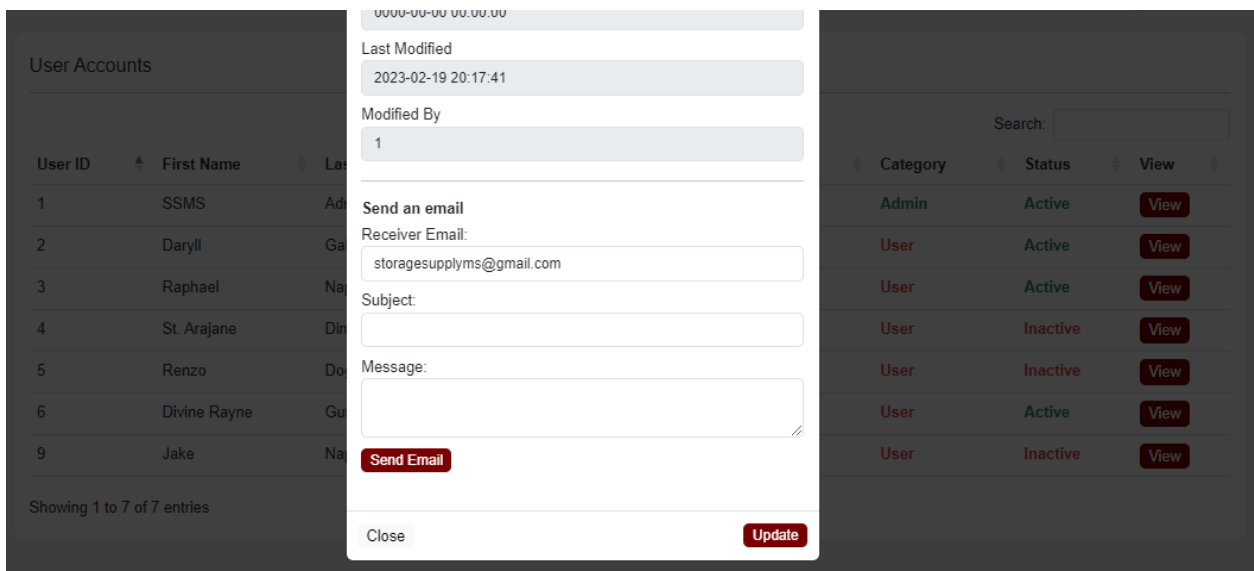


Figure 22. Viewing the user accounts



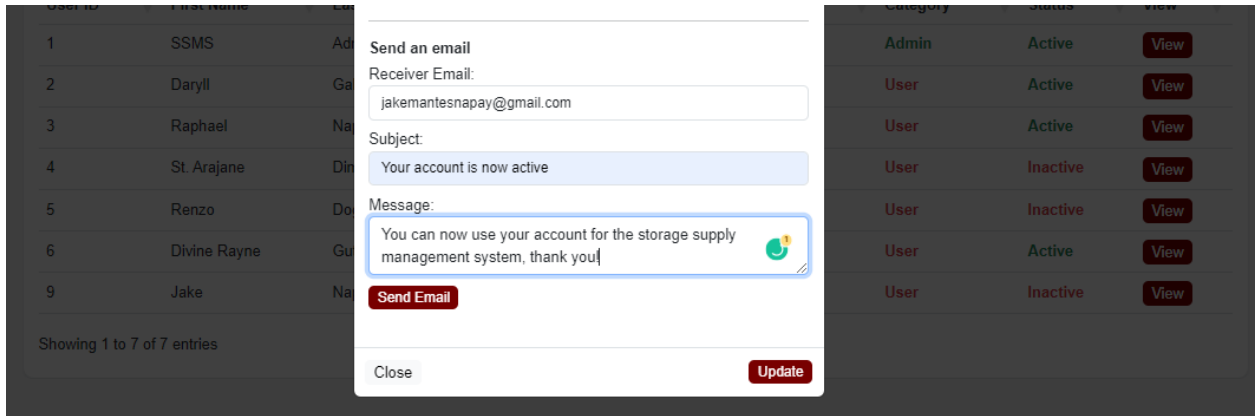


Figure 22.1. Viewing the user accounts

Logout button

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

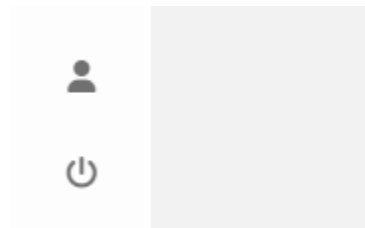


Figure 23: logout button

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.

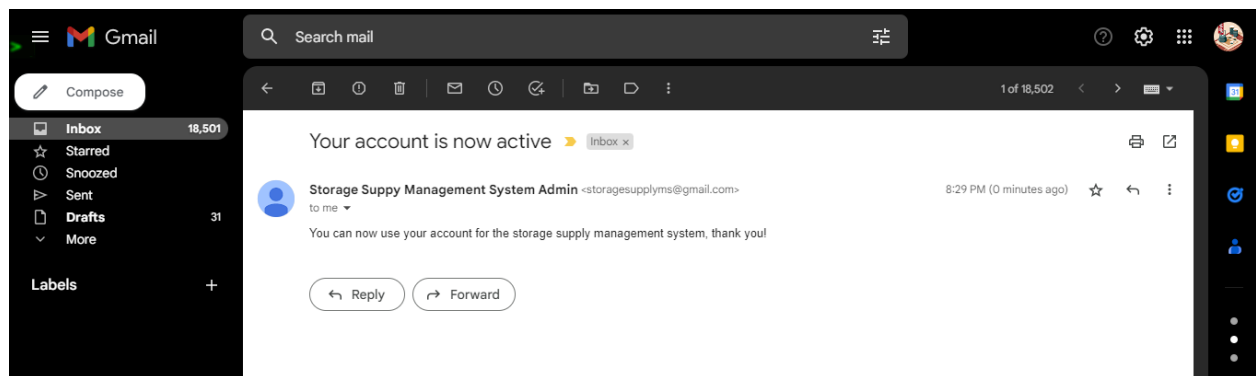
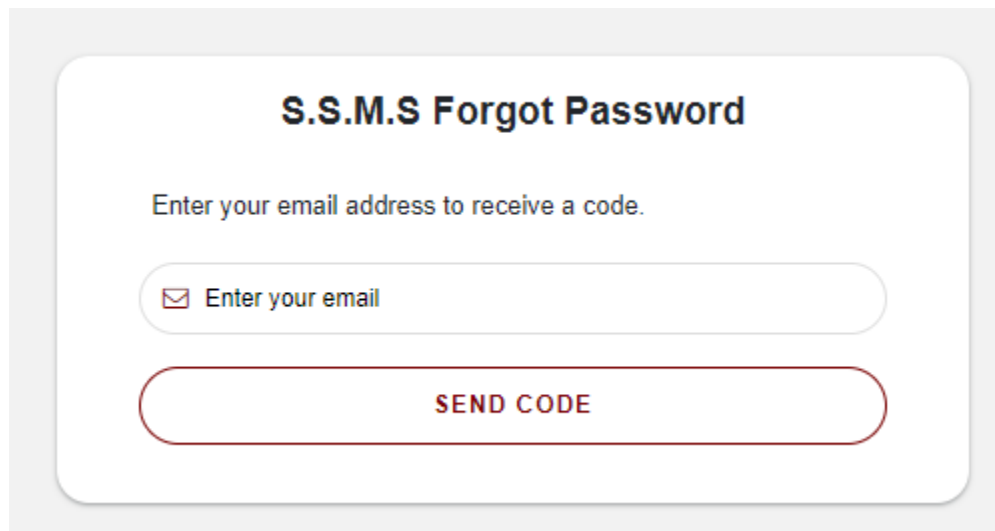


Figure 24: Email receive from admin

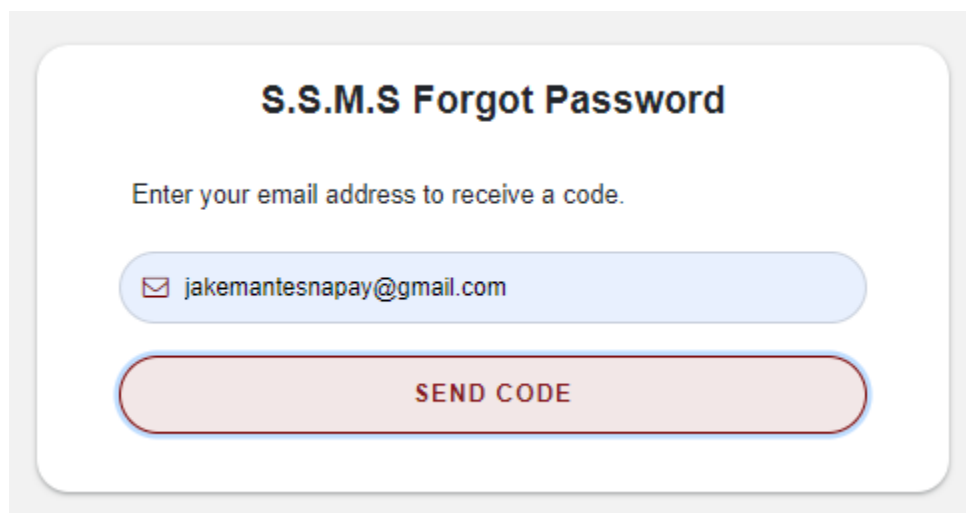
Forgot password

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



The screenshot shows a web form titled "S.S.M.S Forgot Password". Below the title is a prompt: "Enter your email address to receive a code." There is a text input field with a red envelope icon on the left and the placeholder text "Enter your email". Below the input field is a red-outlined button with the text "SEND CODE".

Figure 25 Forgot password



This screenshot shows the same "S.S.M.S Forgot Password" form, but with the email address "jakemantesnapay@gmail.com" entered into the input field. The "SEND CODE" button remains visible below the input field.

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.

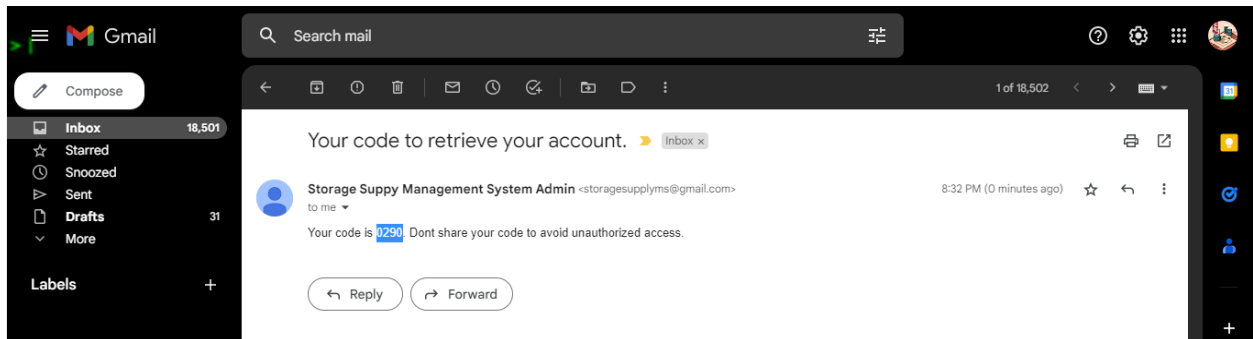


Figure 25.2 Forgot password

Enter the code

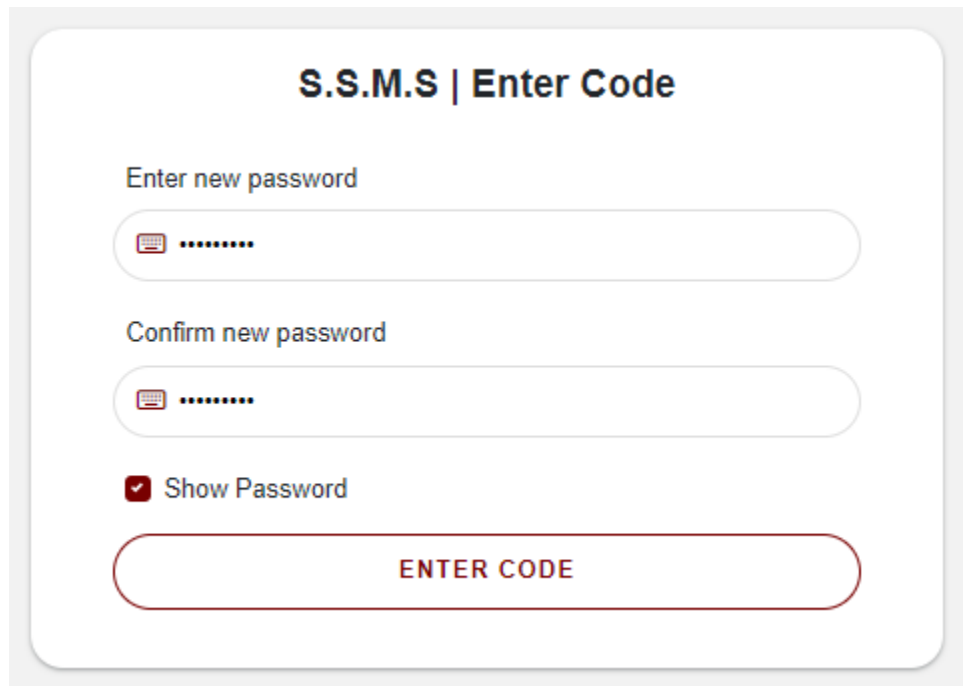
Step 3. The user needs to enter the four-digit code and click the "Enter code" button.

A screenshot of a web form titled 'S.S.M.S | Enter Code'. The form has a light gray background. It contains a text input field with the label 'Enter Code' above it. The input field has a red border and contains the text '0290'. Below the input field is a large, rounded rectangular button with a red border and the text 'ENTER CODE' in red capital letters.

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.



The image shows a web form titled "S.S.M.S | Enter Code". It contains two password input fields, each with a red eye icon to toggle visibility. The first field is labeled "Enter new password" and the second is labeled "Confirm new password". Below these fields is a checkbox labeled "Show Password" which is currently checked. At the bottom of the form is a large red button labeled "ENTER CODE".

S.S.M.S | Enter Code

Enter new password

Confirm new password

☒ Show Password

ENTER CODE

Figure 25.4 Forgot password