



# Resources for the Blind Inventory System

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User Manual

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Version History

| Author            | Date | Version |
|-------------------|------|---------|
| Pauline De Ocampo |      | 1.0     |
|                   |      |         |

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## SYSTEM DESCRIPTION

The Inventory system monitors the daily transactions of Resources of the Blind, Inc. There is a list of existing products, suppliers and customers for easier order inquiry. The system can be accessed with the use of arrow buttons, tab button, shortcut keys and buttons with labels. In addition to these, it can generate annual transactions and orders to suppliers report.


## SITE PAGES

### Log In Page

RBI Inventory System

LoginGetting Started

Resources for the



B • L • I • N • D  
Inc.

### Login

Please fill out the following fields to login:

**Username**

**Password**

☒ Remember Me

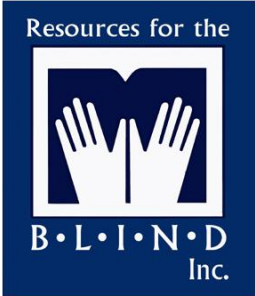
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The Log In page of the Resources of the Blind – Inventory System. This will come first before the Index or Home page of the system.

| Field    | Description                        |
|----------|------------------------------------|
| Username | Username (user) of the system      |
| Password | The respective username's password |

RBI Inventory System
Login
Getting Started



### Login

Please fill out the following fields to login:

**Username**

**Password**

☒ Remember Me

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The user will have to input the credentials in order to login into the site.

Below are the following user credentials accepted by the system:

| Username        | Password      |
|-----------------|---------------|
| <b>rbiadmin</b> | rbiadmin      |
| <b>admin</b>    | administrator |

After inputting the proper credentials, click the **Login** Button to go to the Index page of the Inventory System.

## Getting Started Page

RBI Inventory System
Login
Getting Started

### Installation

Requirements:

- Browser (Recommended: Google Chrome)

*Note: On Mozilla Firefox some bugs are not fixed and shortcut keys might not function.*

- Screen Reader (NVDA)

*\* Click Here to Download NVDA*

### How to Install NVDA

- Click the Skip Donation to download the NVDA software directly, and wait until it's finished.

**Monthly Donation:**

☐ \$5
☐ \$10
☐ \$20
☐ \$50
☐ Other

SHOW CURRENCY CONVERTER

DONATE AND DOWNLOAD

RBI Inventory System

LoginGetting Started

Skip donation this time

2. Run the NVDA software to start installation

Open File - Security Warning

The publisher could not be verified. Are you sure you want to run this software?

Name: C:\Users\PH\Downloads\nvda\_2015.1.exe

Publisher: Unknown Publisher

Type: Application

From: C:\Users\PH\Downloads\nvda\_2015.1.exe

Run

Cancel


☒ Always ask before opening this file

This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust.

[How can I decide what software to run?](#)

3. Wait until it finishes installation

4. After installing, double click the shortcut icon to launch NVDA Screen Reader.




Back to Login Page

The Getting Started page gives a guide on how to install the recommended screen reader and the sound on click extension. (This is made for visually-impaired users).


## Index Page

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)



Customer



Suppliers



Product Inventory



Orders



Purchases

The Index Page / Home page appears when the user logs in into the system. These are the following graphic icons and links:

- Customer – when clicked, goes to the list of Customers page
- Suppliers - when clicked, goes to the list of Suppliers page
- Product Inventory - when clicked, goes to the list of Products page
- Orders - when clicked, goes to the list of Orders (to Suppliers) page
- Purchases - when clicked, goes to the list of Purchases (of the Customers) page

## Customers Page

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Add CustomerManage Customers

Customers Page

Showing 1-3 of 3 items.

| Customer Name        |
|----------------------|
| Test Company         |
| Gideon De Ocampo     |
| Pia May Resurreccion |

Back to Home

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The Customers page shows a table which includes the list of the Customers who can purchase the products of Resources for the Blind.

**Add Customer** button – when clicked, it will go to the Add Customer form

**Manage Customers** button – when clicked, it will go to the Manage Customers page

The Customers page table includes the following columns and its data:

- Customer Name (link)

**Back to Home** button - when clicked, it will go back to the Home page

## Add Customer

|                      |          |           |                   |        |           |      |                   |
|----------------------|----------|-----------|-------------------|--------|-----------|------|-------------------|
| RBI Inventory System | Customer | Suppliers | Product Inventory | Orders | Purchases | Help | Logout (rbiadmin) |
|----------------------|----------|-----------|-------------------|--------|-----------|------|-------------------|

### Add Customer

Customer Name

Customer Type

Contact Number

Address

House Number

Street

City

In the Add Customer form, the user will have to input the information of the new Customer.

| Field                  | Description  |
|------------------------|--|
| <b>Customer Name*</b>  | Name of the Customer (Individual) or Company   |
| <b>Customer Type*</b>  | The types of customers: <ul style="list-style-type: none"><li>• Company</li><li>• Individual</li></ul>   |
| <b>Contact Number*</b> | The contact number of the Customer   |
| <b>Home Number*</b>    | The home number of the address of the Customer   |
| <b>Street*</b>         | The street of the address of the Customer  |
| <b>City*</b>           | The city of the address of the Customer  |
| <b>Zip Code</b>        | The zip code of the address of the Customer  |
| <b>Country*</b>        | The country of the address of the Customer   |
| <b>Email*</b>          | The email address of the Customer  |
| <b>Contact Person</b>  | This is optional; if the Customer type is Company, this is the name of the Contact Person of the Company |

All fields with (\*) are required.

Click **Create** button to save Customer information.

Or Click **Back to Customers Page** to cancel the customer creation.









## Manage Customers

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Manage Customers Page

Showing 1-2 of 2 items.

| Customer Name    | Customer Type | Contact Number | City   | Email              |   |
|------------------|---------------|----------------|--------|--------------------|---|
| Test Company     | Company       | 09123456789    | Makati | test@company.com   |    |
| Gideon De Ocampo | Individual    | 09123789456    | Tokyo  | gideon@yahoo.co.jp |    |

Back to Customers Page

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The user can view, update, and delete customer information in the Manage Customers Page using the icons on the right side (column name is blank):

- Eye icon – views chosen customer information
- Pencil icon – edits chosen customer information
- Trash bin icon – deletes chosen customer information

## Manage Customers – View

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Test Company

UpdateDelete

|                |                     |
|----------------|---------------------|
| ID             | 1                   |
| Customer Name  | Test Company        |
| Customer Type  | Company             |
| Contact Number | 09123456789         |
| House Number   | 1234                |
| Street         | TestC               |
| City           | Makati              |
| Zip Code       | 123                 |
| Country        | Philippines         |
| Email          | test@company.com    |
| Contact Person | Test Contact        |
| Create Date    | 2015-04-04 22:27:09 |

The View function (eye icon) shows the chosen customer information.

You can also [Update](#) and [Delete](#) the information in this page.

You can also go [Back to Manage Customers Page](#) after viewing the information.

### *Manage Customers – Update*

|                      |          |           |                   |        |           |      |                   |
|----------------------|----------|-----------|-------------------|--------|-----------|------|-------------------|
| RBI Inventory System | Customer | Suppliers | Product Inventory | Orders | Purchases | Help | Logout (rbiadmin) |
|----------------------|----------|-----------|-------------------|--------|-----------|------|-------------------|

#### Update Customer: Test Company

**Customer Name**

**Customer Type**

**Contact Number**

**Address**

**House Number**

**Street**

**City**

You can update the customer information by clicking the Pencil icon.

Save the updated information by clicking the [Update](#) button.

You can go back to Customers Page by clicking the [Back to Customers Page](#) button.

### Customers Page – link (Optional Scenario)

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Add CustomerManage Customers

## Customers Page

Showing 1-2 of 2 items.

| Customer Name                | Customer Type | Contact Number | City   | Email              |
|------------------------------|---------------|----------------|--------|--------------------|
| <a href="#">Test Company</a> | Company       | 09123456789    | Makati | test@company.com   |
| Gideon De Ocampo             | Individual    | 09123789456    | Tokyo  | gideon@yahoo.co.jp |

Back to Home

© 2015 Ruby on Rails - 0.0.1  
localhost/rbi-isv2/backend/web/index.php?r=customer%2Fview&id=1

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You can also view, update, and delete the Customer information by clicking the link inside the Customer Name column.

### Customers Page – sorting information

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Add CustomerManage Customers

## Customers Page

Showing 1-2 of 2 items.

| Customer Name <a href="#">↑↓</a> | Customer Type | Contact Number | City   | Email              |
|----------------------------------|---------------|----------------|--------|--------------------|
| Gideon De Ocampo                 | Individual    | 09123789456    | Tokyo  | gideon@yahoo.co.jp |
| Test Company                     | Company       | 09123456789    | Makati | test@company.com   |

Back to Home

© 2015 Ruby on Rails - 0.0.1  
localhost/rbi-isv2/backend/web/index.php?r=customer%2Findex&sort=-name

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Sort the information presented by clicking on the Column name links. (All column names can be clicked to sort by ascending or descending order).

## Suppliers Page

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Add SupplierManage Suppliers

### Suppliers Page

Showing 1-2 of 2 items.

| Supplier Name |
|---------------|
| Test Supplier |
| Brailier      |

Back to Home

© Asia Pacific College 2015

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The Suppliers page shows a table which includes the list of the Suppliers who supplies the products of Resources for the Blind.

**Add Suppliers** button – when clicked, it will go to the Add Supplier form

**Manage Suppliers** button – when clicked, it will go to the Manage Suppliers page

The Suppliers page table includes the following columns and its data:

- Supplier Name (link)

**Back to Home** button - when clicked, it will go back to the Home page

## Add Supplier

|                      |          |           |                   |        |           |      |                   |
|----------------------|----------|-----------|-------------------|--------|-----------|------|-------------------|
| RBI Inventory System | Customer | Suppliers | Product Inventory | Orders | Purchases | Help | Logout (rbiadmin) |
|----------------------|----------|-----------|-------------------|--------|-----------|------|-------------------|

### Add Supplier

Supplier Name

Contact Number

Contact Person

Address

House Number

Street

City

In the Add Supplier form, the user will have to input the information of the new Supplier.

| Field                  | Description   |
|------------------------|---|
| <b>Supplier Name*</b>  | Name of the Supplier                                    |
| <b>Contact Number*</b> | The contact number of the Supplier                      |
| <b>Contact Person*</b> | The Contact Person of the Supplier or Supplying Company |
| <b>Home Number*</b>    | The home number of the address of the Supplier          |
| <b>Street*</b>         | The street of the address of the Supplier               |
| <b>City*</b>           | The city of the address of the Supplier                 |
| <b>Zip Code</b>        | The zip code of the address of the Supplier             |
| <b>Country*</b>        | The country of the address of the Supplier              |
| <b>Email*</b>          | The email address of the Supplier                       |

All fields with (\*) are required.

Click **Create button** to save Supplier information.







Or Click **Back to Suppliers** to cancel the Supplier creation.

## Manage Suppliers

RBI Inventory System Customer Suppliers Product Inventory Orders Purchases Help Logout (rbiadmin)

Manage Suppliers Page

Showing 1-2 of 2 items.

| Supplier Name | Contact Number | Contact Person     | City   | Email                  |   |
|---------------|----------------|--------------------|--------|------------------------|---|
| Test Supplier | 0987654321     | Supplier Contact   | Taguig | test@supplier.com      |    |
| Brailier      | 1-800-777-3687 | Clarence Carillaga | Jensen | sales-usa@brailier.com |    |

Back to Suppliers Page

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The user can view, update, and delete supplier information in the Manage Suppliers Page using the icons on the right side (column name is blank):

- Eye icon – views chosen supplier information
- Pencil icon – edits chosen supplier information
- Trash bin icon – deletes chosen supplier information

## Manage Suppliers – View

RBI Inventory System Customer Suppliers Product Inventory Orders Purchases Help Logout (rbiadmin)

Test Supplier

Update Delete

|                |                     |
|----------------|---------------------|
| ID             | 1                   |
| Supplier Name  | Test Supplier       |
| Contact Number | 0987654321          |
| Contact Person | Supplier Contact    |
| House Number   | 4321                |
| Street         | Supplier            |
| City           | Taguig              |
| Zip Code       | 321                 |
| Country        | Philippines         |
| Email          | test@supplier.com   |
| Create Date    | 2015-04-04 22:27:52 |
| Update Date    | 2015-04-04 22:27:52 |

The View function (eye icon) shows the chosen supplier information.

You can also [Update](#) and [Delete](#) the information in this page.

You can also go [Back to Manage Suppliers Page](#) after viewing the information.

### *Manage Suppliers – Update*

|                      |          |           |                   |        |           |      |                   |
|----------------------|----------|-----------|-------------------|--------|-----------|------|-------------------|
| RBI Inventory System | Customer | Suppliers | Product Inventory | Orders | Purchases | Help | Logout (rbiadmin) |
|----------------------|----------|-----------|-------------------|--------|-----------|------|-------------------|

#### Update Manage Supplier: Test Supplier

**Supplier Name**

**Contact Number**

**Contact Person**

**Address**  

**House Number**

**Street**

**City**

You can update the supplier information by clicking the Pencil icon.

Save the updated information by clicking the [Update](#) button.

You can go back to Suppliers Page by clicking the [Back to Suppliers Page](#) button.

### Suppliers Page – link (Optional Scenario)

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Add SupplierManage Suppliers

## Suppliers Page

Showing 1-2 of 2 items.

| Supplier Name | Contact Number | Contact Person     | City   | Email                  |
|---------------|----------------|--------------------|--------|------------------------|
| Test Supplier | 0987654321     | Supplier Contact   | Taguig | test@supplier.com      |
| Brailier      | 1-800-777-3687 | Clarence Carillaga | Jensen | sales-usa@brailier.com |

Back to Home

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localhost/rbi-ipv2/backend/web/index.php?r=supplier%2Fview&id=1

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You can also view, update, and delete the Supplier information by clicking the link inside the Supplier Name column.

### Suppliers Page – sorting information

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Add SupplierManage Suppliers

## Suppliers Page

Showing 1-2 of 2 items.

| Supplier Name <a href="#">1</a> | Contact Number | Contact Person     | City   | Email                  |
|---------------------------------|----------------|--------------------|--------|------------------------|
| Brailier                        | 1-800-777-3687 | Clarence Carillaga | Jensen | sales-usa@brailier.com |
| Test Supplier                   | 0987654321     | Supplier Contact   | Taguig | test@supplier.com      |

Back to Home

© 2015 Brailier Software Solutions  
localhost/rbi-ipv2/backend/web/index.php?r=supplier%2Findex&sort=-name

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Sort the information presented by clicking on the Column name links. (All column names can be clicked to sort by ascending or descending order).



## Product Inventory Page

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Add ProductManage Inventory

### Product Inventory

Showing 1-3 of 3 items.

| Product Name   |
|----------------|
| Test Product   |
| Braille Book   |
| test product 3 |

Back to Home

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The Product Inventory page shows a table which includes the list of Products that are being sold by Resources of the Blind.

**Add Product** button – when clicked, it will go to the Add Product form

**Manage Inventory** button – when clicked, it will go to the Manage Inventory page

The Product Inventory page table includes the following columns and its data:

- Product Name (link)

**Back to Home** button - when clicked, it will go back to the Home page

## Add Product

|                      |          |           |                   |        |           |      |                   |
|----------------------|----------|-----------|-------------------|--------|-----------|------|-------------------|
| RBI Inventory System | Customer | Suppliers | Product Inventory | Orders | Purchases | Help | Logout (rbiadmin) |
|----------------------|----------|-----------|-------------------|--------|-----------|------|-------------------|

### Add Product

Product Name

Description

Quantity on Hand

Items Sold

Price

Status

Supplier Name

In the Add Product form, the user will have to input the information of the new Product.

| Field                    | Description   |
|--------------------------|---|
| <b>Product Name*</b>     | Name of the Product   |
| <b>Description*</b>      | Description of the product  |
| <b>Quantity on Hand*</b> | The maximum quantity of the product   |
| <b>Items Sold*</b>       | The confirmed sold purchases of the product   |
| <b>Price*</b>            | Unit price of the product   |
| <b>Status*</b>           | The status of the product: <ul style="list-style-type: none"><li>• Available</li><li>• Out-of-stock</li></ul> |
| <b>Supplier Name*</b>    | Name of the existing Supplier of the product  |

All fields with (\*) are required.







Click **Create** to save Product information.

Or Click **Back to Product Inventory** to cancel the Product creation.

## Manage Inventory

### Manage Inventory Page

Showing 1-3 of 3 items.

| Supplier Name | Product Name   | Quantity on Hand | Items Sold |   |
|---------------|----------------|------------------|------------|---|
| Test Supplier | Test Product   | 9999             | 1000       |    |
| Brailier      | Braille Book   | 1000             | 0          |    |
| Test Supplier | test product 3 | 999              | 123        |    |

[Back to Inventory](#)

The user can view, update, and delete product information in the Manage Inventory Page using the icons on the right side (column name is blank):

- Eye icon – views chosen product information
- Pencil icon – edits chosen product information
- Trash bin icon – deletes chosen product information

## Manage Inventory - View

### Test Product

[Update](#) [Delete](#)

|                  |  |
|------------------|--|
| ID               | 1  |
| Product Name     | Test Product                               |
| Description      | This product is for testing purposes only. |
| Quantity on Hand | 9999                                       |
| Items Sold       | 1000                                       |
| Items Remaining  | 8999                                       |
| Price            | 100  |
| Status           | Available                                  |
| Create Date      | 2015-04-04 22:28:25                        |
| Update Date      | 2015-04-04 22:32:40                        |
| Supplier Name    | Test Supplier                              |

[Back to Manage Product Inventory](#)

The View function (eye icon) shows the chosen product information.

Additional field: **Items Remaining** – this shows the Quantity on Hand minus (-) the items sold for the particular product.

You can also [Update](#) and [Delete](#) the information in this page.

You can also go [Back to Manage Product Inventory](#) after viewing the information.

### *Manage Inventory - Update*

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Update Product: Test Product

Product Name

Test Product

Description

This product is for testing purposes only.

Quantity on Hand

9999

Items Sold

1000

Price

100

Status

Available

Supplier Name

Test Supplier

You can update the product information by clicking the Pencil icon.

Save the updated information by clicking the [Update](#) button.

You can go back to Product Inventory Page by clicking the [Back to Product Inventory](#) button.

### Product Inventory Page – link (Optional Scenario)

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Add ProductManage Inventory

## Product Inventory

Showing 1-3 of 3 items.

| Product Name                   | Supplier Name | Quantity on Hand | Items Sold |
|--------------------------------|---------------|------------------|------------|
| <a href="#">Test Product</a>   | Test Supplier | 9999             | 1000       |
| <a href="#">Braille Book</a>   | Brallier      | 1000             | 0          |
| <a href="#">test product 3</a> | Test Supplier | 999              | 123        |

Back to Home

You can also view, update, and delete the Product information by clicking the link inside the Product Name column.

### Product Inventory Page – sorting information

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Add ProductManage Inventory

## Product Inventory

Showing 1-3 of 3 items.

| <a href="#">Product Name</a> ↓↑ | Supplier Name | Quantity on Hand | Items Sold |
|---------------------------------|---------------|------------------|------------|
| <a href="#">Braille Book</a>    | Brallier      | 1000             | 0          |
| <a href="#">Test Product</a>    | Test Supplier | 9999             | 1000       |
| <a href="#">test product 3</a>  | Test Supplier | 999              | 123        |

Back to Home

Sort the information presented by clicking on the Column name links. (All column names can be clicked to sort by ascending or descending order).

## Orders Page

RBI Inventory System

[Customer](#) [Suppliers](#) [Product Inventory](#) **Orders** [Purchases](#) [Help](#) [Logout \(rbiadmin\)](#)

[Add Order](#) [Manage Orders](#)

### Orders

Showing 1-2 of 2 items.

| ID | Product Name |
|----|--------------|
| 1  | Test Product |
| 2  | Braille Book |

[Generate Report](#) [Back to Home](#)

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The Orders page shows a table which includes the Order of products to the Suppliers.

**Add Order** button – when clicked, it will go to the Add Order form

**Manage Orders** button – when clicked, it will go to the Manage Orders page

The Product Inventory page table includes the following columns and its data:

- Order ID link (*This is auto-generated by the system*)
- Product Name

**Back to Home** button - when clicked, it will go back to the Home page

**Generate Report** button – This will generate all the Order to Suppliers reports (via PDF)

## Add Order

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbadmin)

### Add Order

Quantity

Price

Supplier Name

Select Supplier

Product Name

Select Product Name

Create

Back to Orders

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In the Add Order form, the user will have to input the information of the new Order.

| Field                 | Description                                  |
|-----------------------|--|
| <b>Quantity*</b>      | Quantity of the Ordered product              |
| <b>Price</b>          | Price of the ordered product                 |
| <b>Product Name*</b>  | Name of the existing Product                 |
| <b>Supplier Name*</b> | Name of the existing Supplier of the product |

All fields with (\*) are required.







Click **Create** to save Order information.

Or Click **Back to Orders** to cancel the Order creation.

## Manage Orders

### Manage Orders Page

Showing 1-2 of 2 items.

| ID | Supplier Name | Product Name | Date                | Quantity |   |
|----|---------------|--------------|---------------------|----------|---|
| 1  | Test Supplier | Test Product | 2015-04-04 22:29:48 | 10000    |    |
| 2  | Brailier      | Braille Book | 2015-04-07 23:57:31 | 500      |    |

[Back to Orders Page](#)

The user can view, update, and delete order information in the Manage Orders Page using the icons on the right side (column name is blank):

- Eye icon – views chosen order information
- Pencil icon – edits chosen order information
- Trash bin icon – deletes chosen order information

### Manage Orders- View

1

[Update](#) [Delete](#)

|               |                     |
|---------------|---------------------|
| ID            | 1                   |
| Date          | 2015-04-04 22:29:48 |
| Quantity      | 10000               |
| Price         | 10000               |
| Supplier Name | Test Supplier       |
| Product Name  | Test Product        |

[Back to Manage Orders](#)

The View function (eye icon) shows the chosen order information.



Additional field: **Date** – this shows the Order date.

You can also [Update](#) and [Delete](#) the information in this page.

You can also go [Back to Manage Orders](#) after viewing the information.

### *Manage Orders– Update*

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Update Order: 1

Quantity

10000

Price

10000

Supplier Name

Test Supplier

Product Name

Test Product

Update

Back to Orders

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You can update the order information by clicking the Pencil icon.

Save the updated information by clicking the [Update](#) button.

You can go back to Orders Page by clicking the [Back to Orders](#) button.

## Orders Page – link (Optional Scenario)

**RBI Inventory System**[Customer](#)[Suppliers](#)[Product Inventory](#)**[Orders](#)**[Purchases](#)[Help](#)[Logout \(rbadmin\)](#)

[Add Order](#)[Manage Orders](#)

### Orders

Showing 1-2 of 2 items.

| ID | Supplier Name | Product Name | Date                | Quantity |
|----|---------------|--------------|---------------------|----------|
| 1  | Test Supplier | Test Product | 2015-04-04 22:29:48 | 10000    |
| 2  | Brallier      | Braille Book | 2015-04-07 23:57:31 | 500      |

[Generate Report](#)[Back to Home](#)

localhost/rbi-issv2/backend/web/index.php?r=order%2Fview&id=1&supplier\_id=1...

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You can also view, update, and delete the Order information by clicking the link inside the Order ID column.


## Orders Page – sorting information

**RBI Inventory System**[Customer](#)[Suppliers](#)[Product Inventory](#)**[Orders](#)**[Purchases](#)[Help](#)[Logout \(rbadmin\)](#)

[Add Order](#)[Manage Orders](#)

### Orders

Showing 1-2 of 2 items.

| ID  | Supplier Name | Product Name | Date                | Quantity |
|--|---------------|--------------|---------------------|----------|
| 2  | Brallier      | Braille Book | 2015-04-07 23:57:31 | 500      |
| 1  | Test Supplier | Test Product | 2015-04-04 22:29:48 | 10000    |

[Generate Report](#)[Back to Home](#)

localhost/rbi-issv2/backend/web/index.php?r=order%2Findex&sort=id

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Sort the information presented by clicking on the Column name links. (All column names can be clicked to sort by ascending or descending order).

## Purchases Page

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

Add Purchase RecordManage Purchases

### Purchases Page

Showing 1-3 of 3 items.

| ID | Product Name |
|----|--------------|
| 1  | Test Product |
| 2  | Braille Book |
| 3  | Test Product |

Generate Report

Back to Home

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The Purchases page shows a table which includes the Purchases of the Resources for the Blind's customers.

**Add Purchase Record** button – when clicked, it will go to the Add Purchase Record form

**Manage Purchases** button – when clicked, it will go to the Manage Purchases page

The Purchases page table includes the following columns and its data:

- Purchase ID link (*This is auto-generated by the system*)
- Product Name

**Back to Home** button - when clicked, it will go back to the Home page

**Generate Report** button – This will generate all *confirmed* purchases (via PDF)

## Add Purchase Record

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbiadmin)

### Add Purchase Record

Customer Name

Select Customer Name

Product Name

Select Product Name

Number of Items

Status

Select Purchase Status

Create

Back to Purchases Page

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In the Add Purchase Record form, the user will have to input the information of the new Purchase.

| Field                   | Description  |
|-------------------------|--|
| <b>Customer Name*</b>   | Name of the Customer who purchased the product   |
| <b>Product Name*</b>    | Name of the Product purchased  |
| <b>Number of Items*</b> | Number of items purchased  |
| <b>Status*</b>          | Purchase Status: <ul style="list-style-type: none"><li>• Pending</li><li>• Confirmed</li><li>• Cancelled</li><li>• For Replacement</li></ul> |

All fields with (\*) are required.



Click **Create** to save Purchase Record information.

Or Click **Back to Purchases Page** to cancel the Purchase Record creation.

## Manage Purchases

### Manage Purchases Page

Showing 1-3 of 3 items.

| ID | Product Name | Customer Name    | Date                | Status    |   |
|----|--------------|------------------|---------------------|-----------|---|
| 1  | Test Product | Test Company     | 2015-04-07 22:14:52 | Confirmed |    |
| 2  | Braille Book | Gideon De Ocampo | 2015-04-07 23:57:57 | Pending   |    |
| 3  | Test Product | Test Company     | 2015-04-08 10:55:15 | Confirmed |    |

[Back to Purchases Page](#)

The user can view, update, and delete purchase information in the Manage Purchases Page using the icons on the right side (column name is blank):

- Eye icon – views chosen purchase information
- Pencil icon – edits chosen purchase information
- Trash bin icon – deletes chosen purchase information

### Manage Purchases- View

1

[Update](#) [Delete](#)

|                 |                     |
|-----------------|---------------------|
| ID              | 1                   |
| Date            | 2015-04-07 22:14:52 |
| Status          | Confirmed           |
| Number of Items | 12                  |
| Total Amount    | 1200                |
| Product Name    | Test Product        |
| Customer Name   | Test Company        |

[Back to Manage Purchases Page](#)

The View function (eye icon) shows the chosen purchase information.

Additional field: **Date** – this shows the Purchase date and the **Total Amount** shows the Purchased Number of Items multiplied by the Product Price.

You can also [Update](#) and [Delete](#) the information in this page.

You can also go [Back to Manage Purchases](#) after viewing the information.

### *Manage Purchase- Update*

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (rbadmin)

Update Purchase Record: 1

Customer Name

Test Company

Product Name

Test Product

Number of Items

12

Status

Confirmed

Update

Back to Purchases Page

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You can update the purchase information by clicking the Pencil icon.

Save the updated information by clicking the [Update](#) button.

You can go back to Purchases Page by clicking the [Back to Purchases Page](#) button.

### Purchases Page – link (Optional Scenario)

RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (biadmin)

Add Purchase RecordManage Purchases

## Purchases Page

Showing 1-3 of 3 items.

| ID | Customer Name    | Product Name | Date                | Status    |
|----|------------------|--------------|---------------------|-----------|
| 1  | Test Company     | Test Product | 2015-04-07 22:14:52 | Confirmed |
| 2  | Gideon De Ocampo | Braille Book | 2015-04-07 23:57:57 | Pending   |
| 3  | Test Company     | Test Product | 2015-04-08 10:55:15 | Confirmed |

Generate ReportBack to Home

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You can also view, update, and delete the Purchase information by clicking the link inside the Purchase ID column.

### Purchases Page – sorting information


RBI Inventory System

CustomerSuppliersProduct InventoryOrdersPurchasesHelpLogout (biadmin)

Add Purchase RecordManage Purchases

## Purchases Page

Showing 1-3 of 3 items.

| ID  | Customer Name    | Product Name | Date                | Status    |
|--|------------------|--------------|---------------------|-----------|
| 3  | Test Company     | Test Product | 2015-04-08 10:55:15 | Confirmed |
| 2  | Gideon De Ocampo | Braille Book | 2015-04-07 23:57:57 | Pending   |
| 1  | Test Company     | Test Product | 2015-04-07 22:14:52 | Confirmed |

Generate ReportBack to Home

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Sort the information presented by clicking on the Column name links. (All column names can be clicked to sort by ascending or descending order).

## Help Page

**RBI Inventory System**[Customer](#)[Suppliers](#)[Product Inventory](#)[Orders](#)[Purchases](#)**[Help](#)**[Logout \(rbiadmin\)](#)

### Help




**General Access Keys:**

1. Press Alt + C to Go to Customer Page.
2. Press Alt + S to Go to Supplier Page.
3. Press Alt + I to Go to Product Inventory Page.
4. Press Alt + O to Go to Order Page.
5. Press Alt + P to Go to Purchases Page.
6. Press Alt + L to Go to Help Page.
7. Press Alt + H to Go to Home Page.

**On Page Access Keys:**

1. Press Alt + A to Add Customers, Orders, Suppliers, Purchases and Product.
2. Press Alt + M to go to Manage Customer, Orders, Suppliers, Purchases and Product.
3. Press Alt + B or press the Backspace button to Go Back to previous page.

**Manage Pages:**

-  - Click to View the specific item
-  - Click to Update the specific item
-  - Click to Delete the specific item

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The Help Page includes the Instructions on how to navigate using the access keys, to know the functions of the button icons and site creators.

## Access Keys

### General Access Keys:

1. Press Alt + C to Go to Customer Page.
2. Press Alt + S to Go to Supplier Page.
3. Press Alt + I to Go to Product Inventory Page.
4. Press Alt + O to Go to Order Page.
5. Press Alt + P to Go to Purchases Page.
6. Press Alt + L to Go to Help Page.
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### On Page Access Keys:

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