Resources for the Blind Inventory System

User Manual

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Version History

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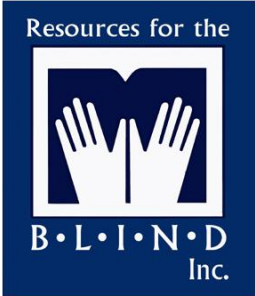
The Log In page of the Resources of the Blind – Inventory System. This will come first before the Index or Home page of the system.

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

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
rbiadmin	rbiadmin
admin	administrator

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

Getting Started 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

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

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

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

Field	Description
Customer Name*	Name of the Customer (Individual) or Company
Customer Type*	The types of customers: • Company • Individual
Contact Number*	The contact number of the Customer
Home Number*	The home number of the address of the Customer
Street*	The street of the address of the Customer
City*	The city of the address of the Customer
Zip Code	The zip code of the address of the Customer
Country*	The country of the address of the Customer
Email*	The email address of the Customer
Contact Person	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

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

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

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)

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

Customers Page – sorting information

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	Customer	Suppliers	Product Inventory	Orders	Purchases	Help	Logout (rbiadmin)

Add Supplier   Manage Suppliers

Suppliers Page

Showing **1-2** of **2** items.

Supplier Name
Test Supplier
Brailler

Back to Home

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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

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

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

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

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

Test Supplier

Contact Number

0987654321

Contact Person

Supplier Contact

Address

House Number

4321

Street

Supplier

City

Taguig

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)

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

Suppliers Page – sorting information

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

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

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

Field	Description
Product Name*	Name of the Product
Description*	Description of the product
Quantity on Hand*	The maximum quantity of the product
Items Sold*	The confirmed sold purchases of the product
Price*	Unit price of the product
Status*	The status of the product: • Available • Out-of-stock
Supplier Name*	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

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

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

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)

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

Product Inventory Page – sorting information

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

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

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

Field	Description
Quantity*	Quantity of the Ordered product
Price	Price of the ordered product
Product Name*	Name of the existing Product
Supplier Name*	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	Brailler	Braille Book	2015-04-07 23:57:31	500	👁 ✏ 🗑

Back to Orders Page

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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

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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

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)

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

Orders Page – sorting information

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

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

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

Field	Description
Customer Name*	Name of the Customer who purchased the product
Product Name*	Name of the Product purchased
Number of Items*	Number of items purchased
Status*	Purchase Status: - Pending - Confirmed - Cancelled - For Replacement

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

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	👁 ✏ 🗑

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

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

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

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

Add Purchase Record   Manage 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 Report   Back to Home

localhost/rbi-isv2/backend/web/index.php?r=purchase%2Fview&id=1&customer_i...   Powered by Yii Framework

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

Add Purchase Record   Manage 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 Report   Back to Home

localhost/rbi-isv2/backend/web/index.php?r=purchase%2Findex&sort=id   Powered by Yii Framework

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

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.
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