

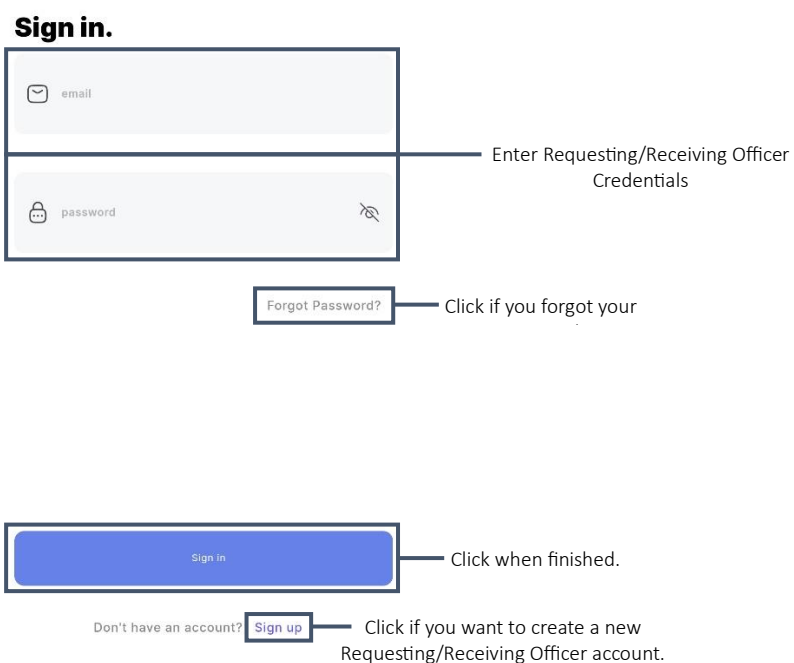
User's Guide

Note: This manual provides instructions and guidance on how to navigate and use each module within the desktop and mobile systems. It is designed to assist all users, including Admin (desktop), Supply Custodian (desktop), and Requesting/Receiving Officers (mobile), in effectively managing and processing their respective tasks.

Login

**Admin, Supply Custodian,
& Requesting/Receiving Officer**

User's Guide




Register
Supply Custodian,
& Requesting/Receiving Officer
User's Guide

Sign up.

 name

 email

 password

Enter Supply Custodian information

Sign up

Click when finished.


Already have an account?


[Sign in](#)


Click if you want to navigate back to the login window.





Sign up.

 Office

 Position

 name

 email

 password

Enter Requesting/Receiving Officer information

Sign up

Click when finished.

Already have an account?

[Sign in](#)

Click if you want to navigate back to the login screen.

Forgot Password
Admin, Supply Custodian,
& Requesting/Receiving Officer
User's Guide

Please enter your email address, and we will send you an email OTP.

- Enter registered email

Click Send Code, then check your email for the OTP sent to you.

- Click if you want to navigate back to the login window.



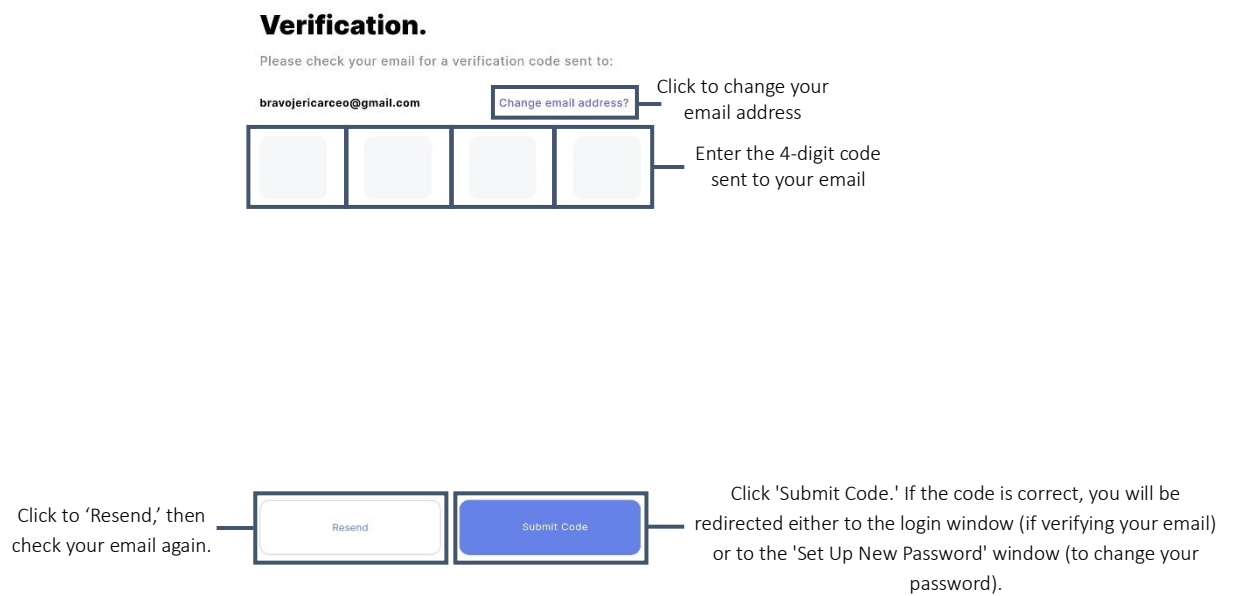
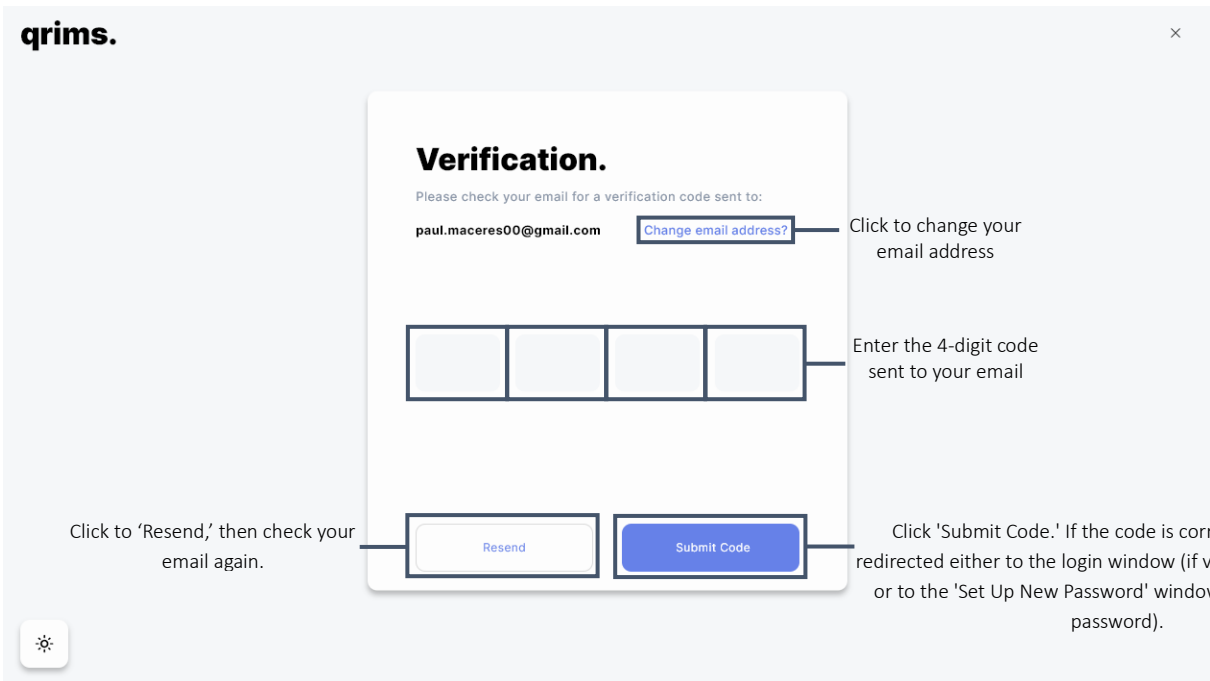
Please enter your email address, and we will send you an email OTP.

Enter registered email

Click Send Code, then check your email for the OTP sent to you.

- Click if you want to navigate back to the login screen.

Verification
Admin, Supply Custodian,
& Requesting/Receiving Officer
User's Guide



Set Up New Password
Admin, Supply Custodian,
& Requesting/Receiving Officer
User's Guide

Admin Approval

Admin, & Requesting/Receiving Officer

User's Guide

User Management
Management of user's access within the desktop and mobile systems.

All Users 7

View All Supply Mobile

<input type="checkbox"/>	Name	Email Address	Access
<input type="checkbox"/>	Jeric Arceo Bravo	jeric.bravo@... chinc...	<div>Accept Delete</div>
<input type="checkbox"/>	Chin Chin	chinc...	
<input type="checkbox"/>	Kali Lee	kali.lee@... chinc...	
<input type="checkbox"/>	Sulpicio Pacheco	chinc...	
<input type="checkbox"/>	Don Maceres	grego...	
<input type="checkbox"/>	John Paul Maceres	macer...	
<input type="checkbox"/>	John Paul Maceres	paul.m...	

1-1 of 1

Click 'Accept' to send a confirmation email granting the user access to the mobile app.

Click 'Delete' to deny the user's access to the mobile app and delete their registered information.

Pending Requests

Authenticated

Authenticated

Authenticated

Authenticated


Authenticated

Authenticated

1-2 of 2

12:05

Account Approval Pending



Thank you for requesting an account. Your account request has been submitted and is currently awaiting approval by an administrator.

You will receive an email notification once your account has been approved.

[Go back to login](#)

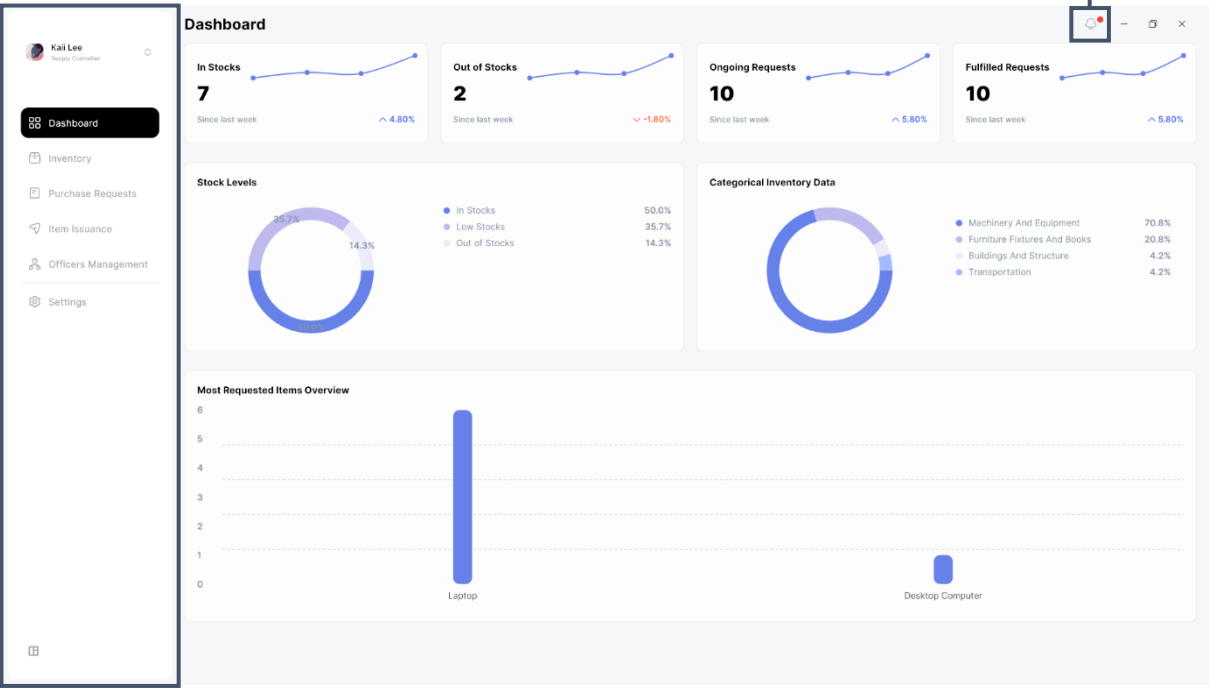
Once the Requesting/Receiving Officer has successfully registered and verified their email, they will be redirected to this screen until the admin has approved their account.

Click if you want to navigate back to the login screen.

Supply Custodian

User's Guide

Click to navigate through each module.



Click to register a new item.

Upon clicking the vertical ellipsis (three dots), a menu will pop up with options to view or edit existing item information.

Inventory Management Overview

Total Items: 14

In stock: 7

Low stock: 5

Out of stock: 2

Register Item

Filters: In Stock, Out

Item Name	Description	Brand	Model	Quantity	Unit Cost	Status	
<input type="checkbox"/> Ballpen	.5mm (blue)	Lamy	Safari	1	89.0	Low	<div><div></div><div>View</div><div>Edit</div></div>
<input type="checkbox"/> Ballpen	.5mm (blue)	Lamy	Safari	1	89.0	Low	
<input type="checkbox"/> Ballpen	.5mm (black)	Pilot	Hi-Tecpoint V7	1	60.0	Low	
<input type="checkbox"/> Ballpen	.5mm (black)	Pilot	Hi-Tecpoint V7	1	60.0	Low	
<input type="checkbox"/> Laptop	13.3 inch AMOLED display	Yoga	Yoga 7i	1	70000.0	Low	
<input type="checkbox"/> Laptop	13.3 inch AMOLED display	Yoga	Yoga 7i	1	70000.0	Low	
<input type="checkbox"/> Laptop	13.3 inch AMOLED display	Yoga	Yoga 7i	1	70000.0	Low	
<input type="checkbox"/> Laptop	15.6 inch AMOLED display	Acer	AN515-54	1	39000.0	Low	

1-10 of 24

serial number after the separator as a unique identifier

Register Item

Item Information

Items to be stored in the inventory. To list multiple Items of the same type, use a ' - ' symbol as a separator in the serial numbers. Apply the same approach to specifications to ensure proper formatting in the document.

Item Name

laptop

Description

15.6 inch AMOLED display

Manufacturer

Acer

Brand

Acer

Model

AN515-54

Serial No.

S47861237523 - 215680265011

Specification

CPU: i5-8th Gen - GPU: 1050H - RAM: DDR4 16GB - STORAGE: 512GB HDD

Asset Classification

Machinery And Equipment

Asset Sub Class

ICT Equipment

Unit

Unit

Quantity

1

Unit Cost

49000

Estimated Useful Life

5

Acquired Date

2024-12-04

Cancel

Save

serial number after the separator as a unique identifier

Register Item

Item Information

Items to be stored in the inventory. To list multiple Items of the same type, use a ' - ' symbol as a separator in the serial numbers. Apply the same approach to specifications to ensure proper formatting in the document.

Item Name

laptop

Description

15.6 inch AMOLED display

Manufacturer

Acer

Brand

Acer

Model

AN515-54

Serial No.

S47861237523 - 215680265011

Specification

CPU: i5-8th Gen - GPU: 1050ti - RAM: DDR4 16GB - STORAGE: 512GB HDD

Asset Classification

Machinery And Equipment

Asset Sub Class

ICT Equipment

Unit

Unit

Quantity

1

Unit Cost

49000

Estimated Useful Life

5

Acquired Date

2024-12-04

Cancel

Save

serial number after the separator as a unique identifier

Register Item

Item Information

Items to be stored in the inventory. To list multiple Items of the same type, use a ' - ' symbol as a separator in the serial numbers. Apply the same approach to specifications to ensure proper formatting in the document.

Item Name

laptop

Description

15.6 inch AMOLED display

Manufacturer

Acer

Brand

Acer

Model

AN515-54

Serial No.

S47861237523 - 215680265011

Specification

CPU: i5-8th Gen - GPU: 1050ti - RAM: DDR4 16GB - STORAGE: 512GB HDD

Asset Classification

Machinery And Equipment

Asset Sub Class

ICT Equipment

Unit

Unit

Quantity

1

Unit Cost

49000

Estimated Useful Life

5

Acquired Date

2024-12-04

Cancel

Save

serial number after the separator as a unique identifier

Register Item

Item Information

Items to be stored in the inventory. To list multiple Items of the same type, use a ' - ' symbol as a separator in the serial numbers. Apply the same approach to specifications to ensure proper formatting in the document.

Item Name

laptop

Description

15.6 inch AMOLED display

Manufacturer

Acer

Brand

Acer

Model

AN515-54

Serial No.

S47861237523 - 215680265011

Specification

CPU: i5-8th Gen - GPU: 1050ti - RAM: DDR4 16GB - STORAGE: 512GB HDD

Asset Classification

Machinery And Equipment

Asset Sub Class

ICT Equipment

Unit

Unit

Quantity

1

Unit Cost

49000

Estimated Useful Life

5

Acquired Date

2024-12-04

Cancel


Save

[illegible][illegible]

Displays the generated QR Code, which will be used to view item information.

View Item Information

Item QR Code



Item Id

Balipen-2024-11-006(3)

Encrypted Id

Of=OxQlqBx4813MmmQF/2gkVPUi+JRfpAO8VUsp0=

Item Information

Item Name

balipen

Description

.5mm (blue)

Manufacturer

Larry GmbH

Brand

Larry

Model

Safari

Serial No.

21767721

Specification

TYPE: Water-based - INK COLOR: Blue - REFILLABLE: Yes - TIP: Stainless steel nib.

Asset Classification

Furniture Fixtures And Books

Asset Sub Class

Office

Unit

Pack

Quantity

1

Unit Cost

Estimated Useful Life

Displays the registered item information

Purchase Request

Overview

Pending

5

↗ 33.3%

There has been a 33.3% decrease in pending purchase requests this month.

Incomplete

4

↘ 66.7%

There has been a 66.7% decrease in partiallyFulfilled purchase requests this month.

Complete

10

↗ 100.0%

There has been a 100.0% decrease in fulfilled purchase requests this month.

Cancelled

4

↘ 66.7%

There has been a 66.7% decrease in cancelled purchase requests this month.

Pending

Incomplete

Fulfilled

Cancelled

PR No.	Requesting Officer	Date	Status	
2024-12-002	John Paul Maceres	2024-12-03	Pending	⋮
2024-12-001	John Paul Maceres	2024-12-03	Pending	⋮
2024-11-012	John Paul Maceres	2024-11-26	Pending	⋮
2024-11-011	John Paul Maceres	2024-11-24	Pending	⋮
2024-11-008	Sulpicio Pacheco	2024-11-14	Pending	⋮

Register PR

View

Cancel Request

Generate PO Document

Click to register a new purchase request.

Upon clicking the vertical ellipsis (three dots), a menu will pop up with options to view or cancel the request, as well as generate PO document.

Register Purchase Request

Purchase Request

Initial information for the request.

Office

Enter purchase request's office

Date

2024-12-04

Entity

Enter purchase request's entity

Fund Cluster

Enter purchase request's fund cluster

Purpose

Enter request's purpose

Item Information

Requested Item Information.

Product Name

Enter product name

Product Description

Enter product description

Unit

Enter item's unit

Quantity

Enter item's quantity

Unit Cost

Enter item's unit cost

Associated Officers

Officers involved with the request.

Requesting Officer Office

Enter requesting officer's office

Requesting Officer Position

Enter requesting officer's position

Requesting Officer Name

Enter requesting officer's name

Approving Officer Office

Enter approving officer's office

Approving Officer Position

Enter approving officer's position

Approving Officer Name

Enter approving officer's name

>

Cancel

Save

View Purchase Request

Purchase Request

PR No. 2024-12-003
SDO LEGAZPI CITY
Dep EDDivision Office
Human Resource
RCC-2024-12-003
2024-12-03

Item Details

Laptop
15.6 inch AMOLED display
Unit
QTY: 5
UNIT COST: 49000.0
TOTAL: 245000.0

Purpose:

For software development and deployment.

Requesting Officer

John Paul Maceres
Human Resource - Human Resource Manager

Approving Officer

Reyven Legazpi
Supply - Supply Officer - II

Request Timeline:

- Dec 03, 2024 11:09 **Pr Created**
Your purchase request has been registered to the system with a tracking id of 2024-12-003.
- Dec 03, 2024 12:17 **Issuance Created**
Your purchase request #2024-12-003 has been partially issued. Issued quantity: 4 out of 5.
Tracking ID: ISS-2024-12-001
- Dec 03, 2024 12:19 **Issuance Received**
The issuance for Purchase Request #2024-12-003 has been received. Quantity received: 4 out of 5.
Tracking ID: ISS-2024-12-001

Back

Item Issuance Management

New Issuance

New ICS

New PAR

Recently generated documents

Document title

220 KB | pdf

All Items Issued

View All

ICS

PAR

Issuance ID	Issuance Date	Issued To	Status
ISS-2024-12-001	2024-11-011	John Paul Maceres	Received
ISS-2024-11-015	2024-11-012	John Paul Maceres	Received
ISS-2024-11-014	2024-11-022	John Paul Maceres	To be receive
ISS-2024-11-011	2024-12-001	John Paul Maceres	Received
ISS-2024-11-009	2024-12-002	John Paul Maceres	To be receive
ISS-2024-11-008	2024-11-010	John Paul Maceres	Received
ISS-2024-11-007	2024-11-004	John Paul Maceres	Received

After initiating the issuance of items below P50,000.00, all ongoing requests (pending and incomplete) will be displayed. Select a purchase request ID, then click 'Create' to proceed to the next step.

Create Inventory Custodian Slip

Issue Items below Php 50,000.00

PR ID

2024-11-011

2024-11-012

2024-11-022

2024-12-001

2024-12-002

2024-12-003

Item Issuance Management

New Issuance

New ICS

New PAR

Recently generated documents

Document title

220 KB | pdf

All Items Issued

View All

ICS

PAR

Issuance ID	Issuance Date	Issued To	Status
ISS-2024-12-001	2024-11-011	John Paul Maceres	Received
ISS-2024-11-015	2024-11-012	John Paul Maceres	Received
ISS-2024-11-014	2024-11-016	John Paul Maceres	To be receive
ISS-2024-11-011	2024-11-017	John Paul Maceres	Received
ISS-2024-11-009	2024-11-018	John Paul Maceres	To be receive
ISS-2024-11-008	2024-11-010	John Paul Maceres	Received
ISS-2024-11-007	2024-11-004	John Paul Maceres	Received

After initiating the issuance of items above P50,000.00, all ongoing requests (pending and incomplete) will be displayed. Select a purchase request ID, then click 'Create' to proceed to the next step.

Create Property Acknowledgement Receipt

Issue Items above Php 50,000.00

PR ID

2024-11-004

Cancel

Create

Create Issuance

Purchase Request

Summarize information of the Purchase Request.

PR No.

2024-11-012

Item Name

tv

Quantity

5

Item Information

Item(s) to be issued.

Item Id	Fatched Quantity
Tv-2024-11-006(1)	1
Tv-2024-11-006(2)	1
Tv-2024-11-006(3)	1

Associated Officers

Officers involved to this request.

Receiving Officer Office

Enter requesting officer's office

Receiving Officer Position

Enter requesting officer's position

Receiving Officer Name

Enter requesting officer's name

Sending Officer Office

Enter sending officer's office

Sending Officer Position

Enter sending officer's position

Sending Officer Name

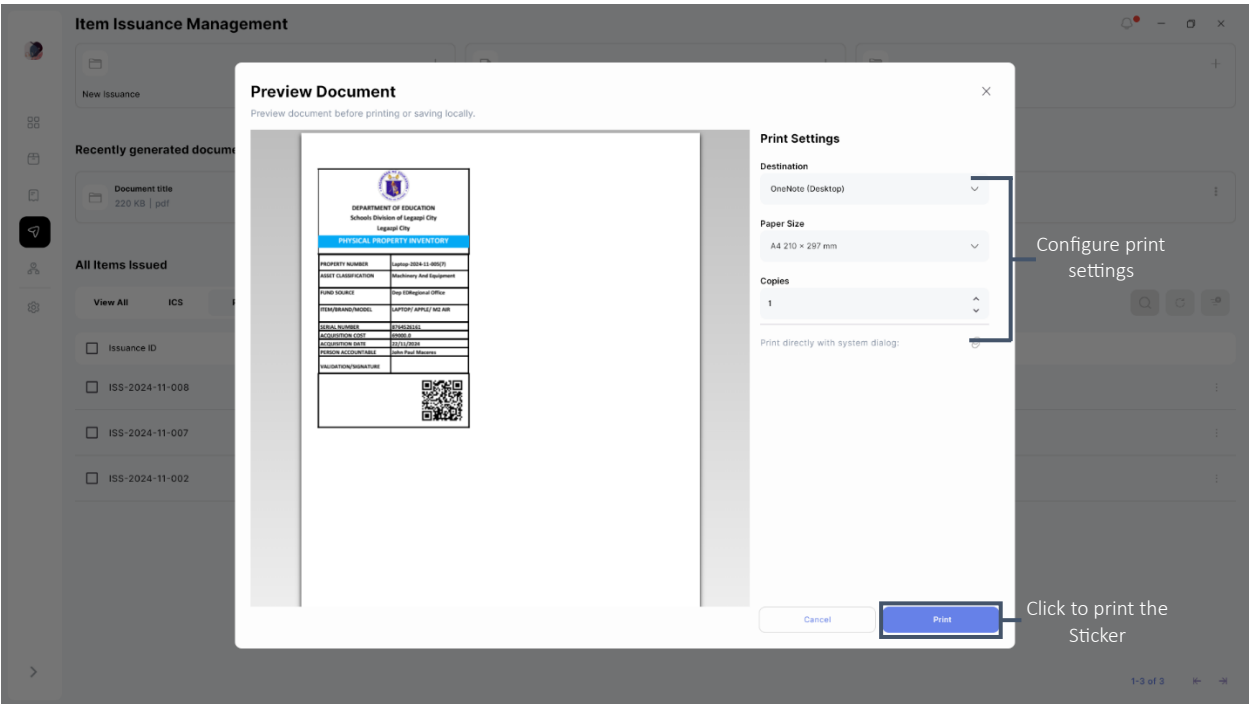
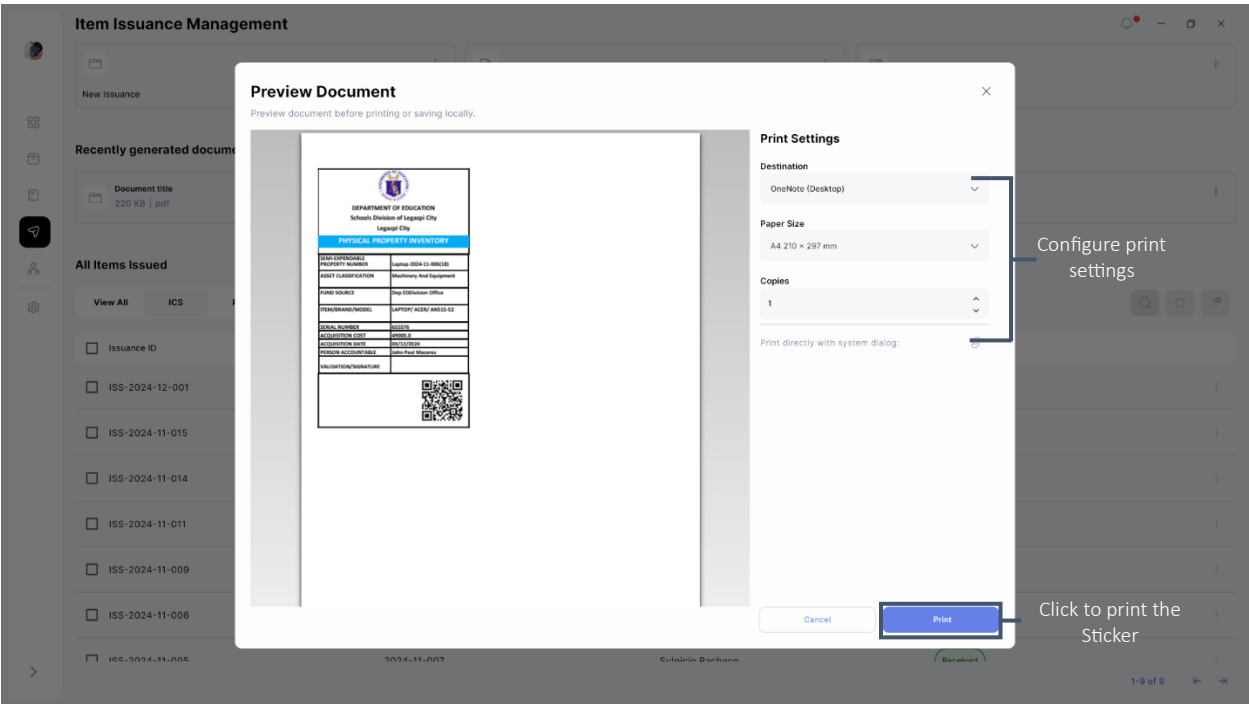
Enter sending officer's name

>

Cancel

Create

[illegible]



Officers Management

Management of officers involved with in item issuance process and document reports.

Add Officer

1-8 of 8

<input type="checkbox"/>	Name	Office Name	Position	
<input type="checkbox"/>	Azli Remann Solano	Supply	Supply Officer - II	
<input type="checkbox"/>	Chin Chin	Human Resource	Human Resource Manager	
<input type="checkbox"/>	Don Maceres	Supply	Supply Officer - I	
<input type="checkbox"/>	Jeric Arceo Bravo	Supply	Supply Officer - I	
<input type="checkbox"/>	John Paul Maceres	Human Resource	Human Resource Manager	
<input type="checkbox"/>	Kai Lee	Budget	Account III	
<input type="checkbox"/>	Reyven Legazpi	Supply	Supply Officer - II	
<input type="checkbox"/>	Sulpicio Pacheco	Budget	Account I	

Click to register a new officer

Officers Management

Management of officers involved with in item issuance process and document reports.

Add Officer

1-8 of 8

<input type="checkbox"/>	Name	Office Name	Position	
<input type="checkbox"/>	Azli Remann Solano			
<input type="checkbox"/>	Chin Chin			
<input type="checkbox"/>	Don Maceres			
<input type="checkbox"/>	Jeric Arceo Bravo			
<input type="checkbox"/>	John Paul Maceres			
<input type="checkbox"/>	Kai Lee			
<input type="checkbox"/>	Reyven Legazpi			
<input type="checkbox"/>	Sulpicio Pacheco	Budget	Account I	

Add Officer

Name

Enter officer's name

Office Name

Enter officer's office

Position Name

Enter officer's position

Cancel

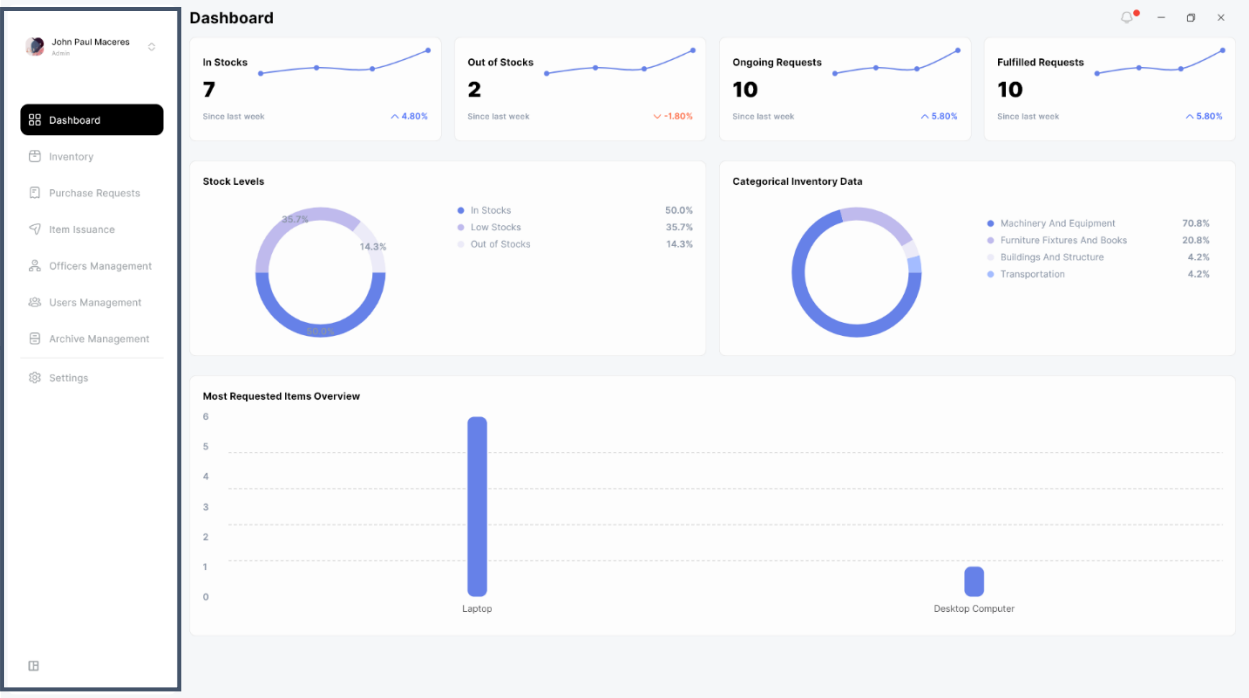
Create

Fill out information

Click create to register officer

Admin

User's Guide



Archive Management

Management of archived data.

UsersOfficersIssuance

Archived Users 1

View AllSupplyMobile

<input type="checkbox"/>	Name	Email Address	Created At	Authentication Status	
<input type="checkbox"/>	Gregorio Maceres	donc.maceres@gmail.com	2024-10-26	Authenticated	<div>Unarchive</div>

1-1 of 1

Click to unarchive a user.

Archive Management

Management of archived data.

UsersOfficersIssuance

Unarchive

<input type="checkbox"/>	Name	Office Name	Position	
<input type="checkbox"/>	Alex Gregory	Budget	Account I	<div>Unarchive</div>
<input type="checkbox"/>	Alexis Phoebe	Human Resource	Human Resource Manager	
<input type="checkbox"/>	Alex Mercer	Supply	Supply Officer - II	
<input type="checkbox"/>	Gregorio Maceres	Supply	Supply Officer - I	
<input type="checkbox"/>	Test Officer	Budget	Account I	

1-8 of 8

Click to unarchive an officer.

Management of archived data.

Users Officers Issuance

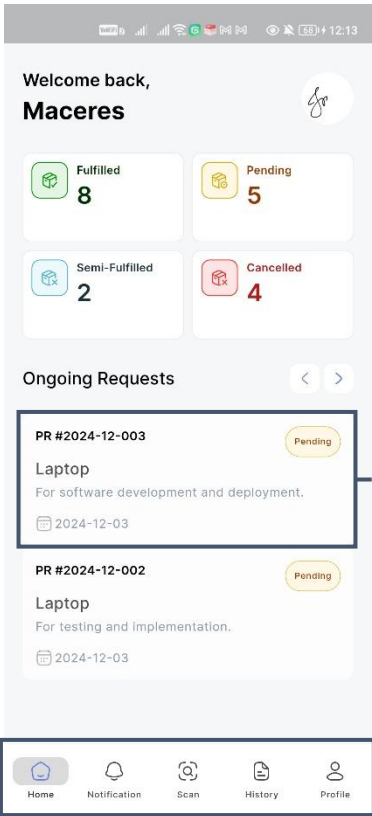
[View All](#) [ICS](#) [PAR](#)

Unarchive

Click to
unarchive an
issuance.

Requesting/ Receiving Officer

User's Guide

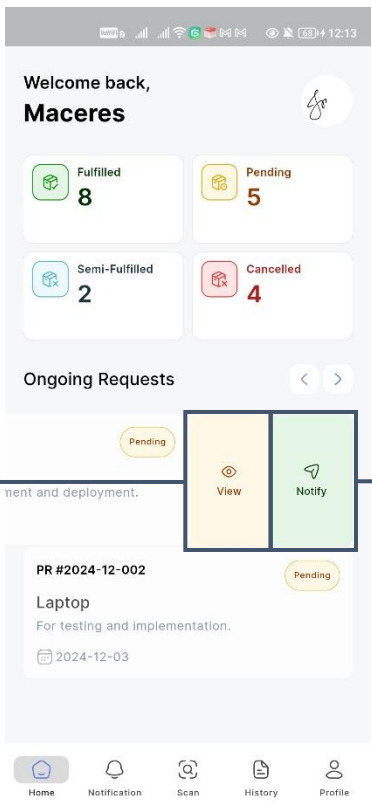


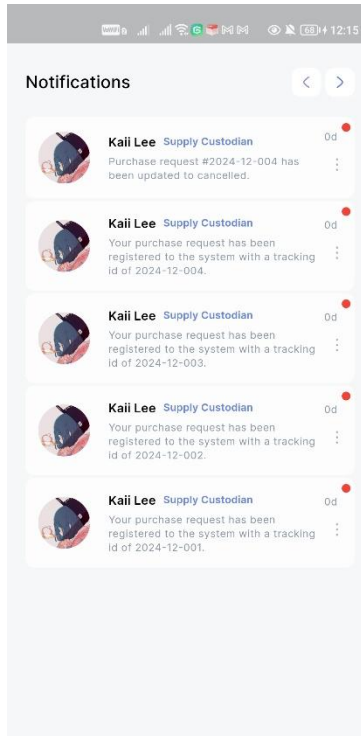
Swipe left on each purchase request card to reveal the options.

Click to navigate through each module.

Click to view request information.

Click to send an app notification to the supply custodian following up on this request.



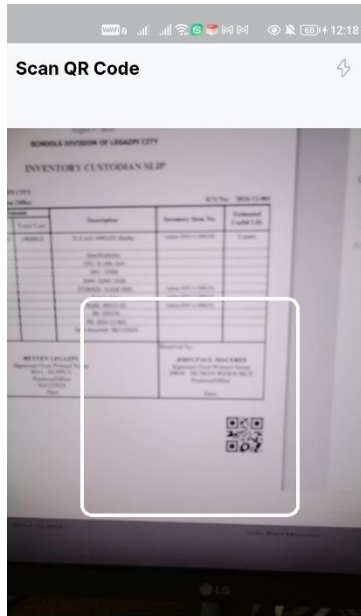


Click the notification card to navigate to either a purchase request or issuance.

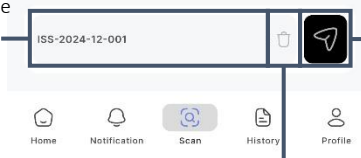


Click the update your profile.

Click to logout.

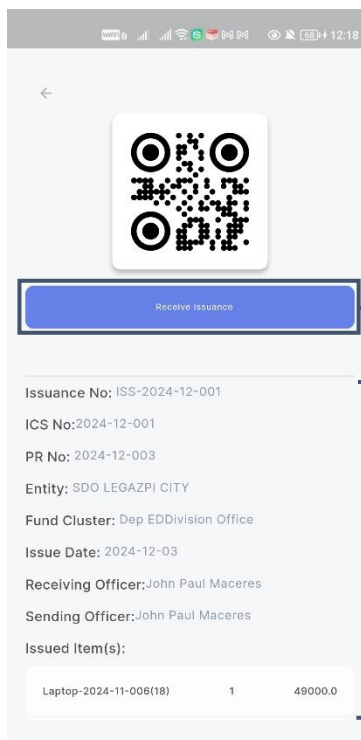


Once the issuance document's QR code is scanned successfully, its unique identifier will appear in this field.



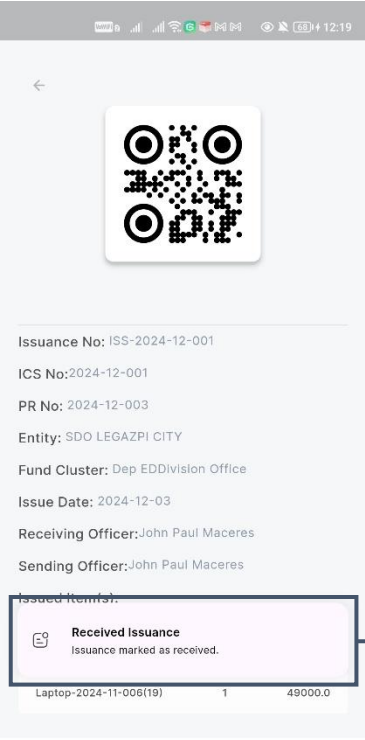
The unique identifier will be used to retrieve issuance information from the server.

Click to clear the field.

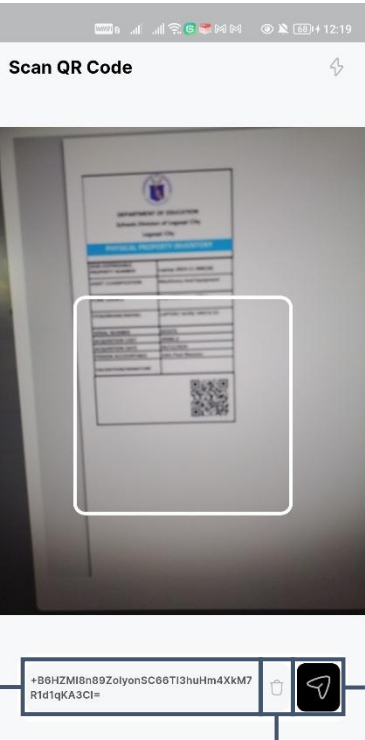


A 'Receive Issuance' button will appear if the issuance status is not yet marked as received. Clicking it will send an app notification to the supply custodian confirming that the issuance was received by the requesting/receiving officer.

After a successful request to the server, the issuance information will be displayed.



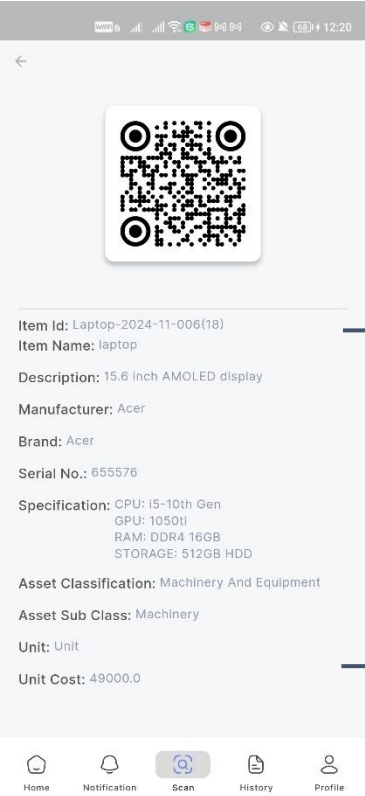
Once received, a message will be displayed, and the button will disappear.



Once the Sticker's QR code is scanned successfully, its unique identifier will appear in this field.

The unique identifier will be used to retrieve item information from the server.

Click to clear the field.



After a successful request to the server, the item information will be displayed.