

User Manual

College of Business Administration

Master Inventory System



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1. Logging In

1.1. Login Screen

The screenshot shows a Windows-style application window titled "Login". It features a menu bar with "File" and "Edit". The header section is purple and contains the text "College of Business Administration" and "Master Inventory System" with logos on either side. The main content area is light purple and contains four numbered controls: 1. Username field, 2. Password field, 3. Close button, and 4. Login button.

<u>Control</u>	<u>Function</u>
1. Username	IT Staff Username
2. Password	IT Staff Password
3. Close	Closes the System
4. Login	Validates Username & Password

1.2 How to Login

To login, the user would fill in the Username field (1), with the given username, & password field (2), with their password. Followed by clicking the login button. The user is allowed three attempts to properly login until it locks them from the system.

2. Main Screen

Upon Logging into the system, it appears as follows:

The screenshot shows the 'Main' window of the 'College of Business Administration Master Inventory System'. It features a navigation bar with tabs: 'Staff Member Selection', 'Update Staff Member/Account', 'Staff Member Inventory', and 'Excess Inventory & Assignment'. The 'Staff Member Selection' tab is active. Below the navigation bar, there's a section titled 'Select a staff member to start' with search filters for First Name, Last Name, Staff ID, Department, List Sers, AD Groups, and Email Accounts. A 'Search' button is present. To the right, there are buttons for 'New Hardware', 'Selected Staff Member's Assigned Inventory', 'Assign Hardware', and 'Delete'. Below these is a table listing staff members with columns for Last, First, User Name, Department, Title, and Group.

Last	First	User Name	Department	Title	Group
Cale	Kevin		Accounting		...
Zhu	Shuang		Finance		...
Fallin	David		Marketing		...
Waugh	Lynn		Graduate Studies		...
Chae	Bongsaug		Management		...
Crow	Janis		Marketing		...
Montgomery	Jalen	jmont	Graduate Studies		...
Brinkman	Byrant	brink	Communications		...
Hazelrut	Todd	thazel	Communications		...
Stalen	Cary	cathair	Communications		...

2.1 The four main functions of the system.

The annotated screenshot shows the same interface as before, but with four numbered boxes (1, 2, 3, 4) highlighting the main function tabs: 1. Staff Member Selection, 2. Update Staff Member/Account, 3. Staff Member Inventory, and 4. Excess Inventory & Assignment. A large green box with the text 'Four Main Functions' is overlaid on the bottom half of the screen.

1. Staff Member Selection Tab	Where staff members are selected to perform functions across Tab 2, 3, & 4.
2. Update Staff Member/Account	Tab to update the staff member selected on Tab 1.
3. Staff Member Inventory	Shows all Inventory assigned to the staff member selected on Tab 1.
4. Excess Inventory & Assignment	Shows all Inventory not yet assigned to a staff member.

2.1.A Staff Member Selection Tab

Staff Member Selection | Update Staff Member/Account | Staff Member Inventory | Excess Inventory & Assignment

Select a staff member to start

Selected staff Member --> First Name: Last Name:

Search by: (Check to include in search)

Staff ID: Department:
 First Name: List Servs:
 Last Name: AD Groups:
 Email Accounts:

Search Clear fields Reset Results

Technology
 New Hardware
 Selected Staff Member's Assigned Inventory
 Assign Hardware

Account Management
 New
 Update
 Delete

Last	First	User Name	Department	Title	Group
Cale	Kevin		Accounting		...
Zhu	Shuang		Finance		...
Fallin	David		Marketing		...
Waugh	Lynn		Graduate Studies		...
Chae	Bongsug		Management		...
Crow	Janis		Marketing		...
Montgomery	Jalen	jmont	Graduate Studies		...
Brinkman	Bryant	brink	Communications		...
Hazelnut	Todd	thazel	Communications		...
Stalen	Carry	cathair	Communications		...

<u>Controls</u>	<u>Functions</u>
1. First Name Text Box	Populated with the selected staff member's first name.
2. Last Name Text Box	Populated with the selected staff member's last name.
3. EID Combo Box	Allows the user to search for a staff member by their EID.
4. First Name Combo Box	Allows the user to search for a staff member by their First Name.
5. Last Name Combo Box	Allows the user to search for a staff member by their Last Name.
6. Department Combo Box	Allows the user to search for a staff member by their Department.
7. List Servs Combo Box	Allows the user to search for a staff member by List Servs.
8. Active Directory Groups Combo Box	Allows the user to search for a staff member by active directory groups.
9. Email Accounts Combo Box	Allows the user to search for a staff member by email accounts.
10. Search Button	Button to produce the search, populating the grid (19).
11. Clear Fields Button	Clears Combo Box's (3, 4, 5, 6, 7, 8, & 9) allowing the user to perform another search.
12. Reset Results Button	Resets the grid (19) to initial state, reloading all active employees back, clearing the previous search.
13. New Hardware Button	Presents another form allowing the user to add hardware to the Excess Inventory.

14. Selected Staff Member's Assigned Inventory Button	Takes the user to the <i>Staff Member Inventory Tab</i> , showing all Inventory assigned to the selected staff member.
15. Assign Hardware	Takes the user to the <i>Excess Inventory & Assignment Tab</i> , where the user can search & select a Hardware in the Inventory to assign to a staff member.
16. New Account Button	Takes the user to the <i>New Staff Member/Account Tab</i> allowing the user to add a New Staff Member/Account to be tracked by the database.
17. Update Account Button	Takes the user to the Update Staff Member/Account Tab allowing the user to update the selected staff member.
18. Delete Account Button	Removes the Selected Staff Member as an active account.
19. Employee Grid	Displays all active Staff Member's in the database.

2.1.B Update Staff Member/Account & New Staff Member/Account Tab

Update Staff Member/Account:

The screenshot shows the 'Update Staff Member/Account' form with the following sections and numbered callouts:

- Account Info:**
 - First Name: **1**
 - Last Name: **2**
 - eID: **3**
 - Email: **4**
 - Date Modified: 5/8/2014 **5**
- Work:**
 - Room Number: **6**
 - Sub Letter: **7**
 - Building: **8**
 - Phone Number: **9**
 - Department: **9**
- Personal Information:**
 - Personal:
 - Address: **10**
 - Apt: **11**
 - City: **12**
 - State: **13**
 - Zip: **14**
 - Cell Phone: **15**
 - Home Phone: **16**
- Academics:**
 - Education: **17** (Update Education)
 - Title: **18** (Update Title)
- Network Accounts:**
 - AD Groups: **19** (Select AD Groups)
 - ListSrvs: **20** (Select listsrvs)
 - Mapped Drives: **21** (Select mapped drives)
 - Email Accounts: **22** (Select email accounts)
- Buttons:**
 - Cancel: **23**
 - Update Account: **24**

New Staff Member/Account:

Staff Member Selection | New Staff Member/Account | **Staff Member Inventory** | Excess Inventory & Assignment

Account Info

First Name: **1** Last Name: **2**
 eID: **3** Email: **4**
 Date Created: **5**

Work

Room Number: **6** Sub Letter: **7** Building: **8**
 Phone Number: **9**
 Department: **10**

Personal Information:

Personal

Address: **11** Apt: **12**
 City: **13** State: **14** Zip: **15**
 Cell Phone: **16** Home Phone: **17**

Academics

Education: **18** Add Education
 Title: **19** Add Title

Network Accounts:

AD Groups **20** Select AD Groups
 Selected active directory groups listed below:

ListSrvs **21** Select listservs
 Selected listservs listed below:

Mapped Drives **22** Select mapped drives
 Selected mapped drives listed below:

Email Accounts **23** Select email accounts
 Selected email accounts listed below:

Rosters: ☐ Staff ☐ Mail

Cancel **24** **25** Add Account

2.1.C Staff Member Inventory Tab

Staff Member Selection | Update Staff Member/Account | **Staff Member Inventory** | Excess Inventory & Assignment

Viewing all inventory for the following staff member:

Selected staff Member --> First Name: Bente **1** Last Name: Janda **2**

3 Assign New Hardware **4** Update Hardware **5** Unassign from Staff

Hardware Name	Type	Make	Model	Model Number	Serial Number	Service Tag
Desktop8	Desktop	Apple	IMAC 7.2	IM456	SR998SY	7G890S

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<u>Controls</u>	<u>Functions</u>
1. First Name Text Box	Populated with the selected staff member's first name from the <i>Staff Member Selection Tab</i> .
2. Last Name Text Box	Populated with the selected staff member's last name from the <i>Staff Member Selection Tab</i> .
3. Assign New Hardware Button	Takes the user to the <i>Excess Inventory & Assignment Tab</i> , where the user can search &

	select a Hardware in the Inventory to assign to a staff member.
4. Update Hardware Button	Allows the user to update selected hardware in the Staff Member Inventory Grid (6).
5. Unassign from Staff Button	Allows the user to unassign the selected hardware in the Staff Member Inventory Grid (6).
6. Staff Member Inventory Grid	Displays all inventory assigned to a Staff Member.

2.1.D Excess Inventory & Assignment

2.2 How to function's

2.2.A Adding new a Staff Member/Network Account

Step 1: Click the “New” button under “Account Management” which will take you to the New Staff Member/Account Tab.

Step 2: After the Update Staff Member/Account form pops up, begin to fill out all the required information needed to add the staff member to the system, including the Account Information, Personal information, Education, Work information.

Step 3: After filling out all the required information, click on the “Add Account” button which will bring up a pop up message that lets you know that you have added the staff member successfully. You will also be prompted to print a report if you would like. If not, click cancel and close out of the process.

If no network accounts are to be added, you are finished adding the employee to the database. Otherwise continue to step 4. (**Note: Employee must be saved before adding network features as they are not yet in the database.**)

Step 4: Select any network features to be added, & click Update Account. You will be prompted with a message stating the employee has been saved successfully.

2.2.B Update Staff Member/Account

Step 1: Select a member from the list on the “Staff Member Selection” tab whose information needs to be updated.

Step 2: Click on the “Update” button under “Account Management” which will take you to the Update Staff Member/Account page.

Step 3: Update the information that needs to be changed.

Step 4: After updating the information in the respective fields, click on the “Update Account” button which will bring up a pop up message that lets you know that you have updated the staff member successfully.

2.2.C Deleting a Staff Member/Account

Step 1: To delete a staff member, click on the staff member you wish to delete on the list located on the “Staff Member Selection” tab.

Step 2: After selecting the staff member, click the “Delete” button located under “Account Management”. A pop up message will appear asking to verify whether you want to delete the account for sure. Click “Yes” and the record will be erased.

2.3.D Assigning New Hardware to a Staff Member

Step 1: Click on the “Assign Selected Hardware” button located under “Staff Member Assignment” which will take you to the “Excess Inventory and Assignment” tab. Select what type of hardware is needed to be assigned to the staff member.

Step 2: After selecting what hardware to assign the staff member, click on the “Assign Selected Hardware” button and the hardware will be added to the staff member’s account.

Step 3: To verify whether the hardware was assigned to the staff member, click on the “Staff Member Inventory” tab and verify that the hardware was added.

2.3.E Unassigning Hardware from Staff

Step 1: Select the hardware that needs to be unassigned from a staff member.

Step 2: Click the “Unassign From Staff” button and the hardware will be removed from the staff member’s account and sent to the excess inventory that is not assigned to anyone.

2.3.F Adding New Hardware to Inventory

Step 1: Click on the “New Hardware” tab under New Access which will take you to the Hardware form.

Step 2: Fill in all the hardware information needed and select the software and accessories where necessary.

Step 3: After filling in the information needed, click the “Add to Inventory” button. A message will pop up that informs you that the hardware has successfully been added.

2.3.G Assign Selected Hardware

Note: An employee must be selected to assign hardware to.

Step 1: After an employee is selected, select the hardware needed to be assigned, from the list and then proceed to click the “Assign Selected Hardware” button.

Step 2: Click the “Staff Member Inventory” tab to verify that the hardware was assigned to the staff member.

2.3.H Update Hardware

Step 1: Select the hardware needed to be updated, from the list and then proceed to click the “Update Hardware” button.

Step 2: Click the “Staff Member Inventory” tab to verify that the hardware was updated.

2.3.I Remove from Inventory

Step 1: Select the hardware needed to be removed, from the list and then proceed to click the “Remove from Inventory” button.

Step 2: Click the “Staff Member Inventory” tab to verify that the hardware was removed from the inventory.