User Manual

College of Business Administration

Master Inventory System

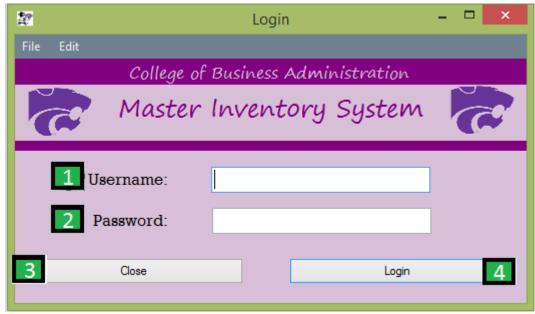


Table of Contents

1.	Logg	ging In	3
	1.1.	Login Screen	3
	1.2	How to Login	3
2.	Mai	in Screen	4
	2.1	The four main functions of the system.	4
	2.1	A Staff Member Selection Tab	5
	2.1.	B Update Staff Member/Account & New Staff Member/Account Tab	6
	2.1.	C Staff Member Inventory Tab	7
	2.1.	D Excess Inventory & Assignment	8
	2.2	How to function's	8
	2.2	A Adding new a Staff Member/Network Account	8
	2.2.	B Update Staff Member/Account	8
	2.2.	C Deleting a Staff Member/Account	9
	2.3.	D Assigning New Hardware to a Staff Member	9
	2.3.	E Unassigning Hardware from Staff	9
	2.3.	F Adding New Hardware to Inventory	9
	2.3.	G Assign Selected Hardware	9
	2.3.	H Update Hardware	10

1. Logging In

1.1. Login Screen



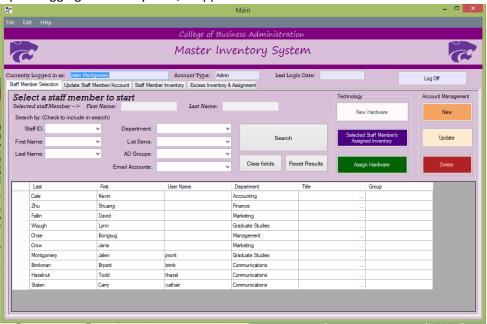
<u>Control</u>	<u>Function</u>
1. Username	IT Staff Username
2. Password	IT Staff Password
3. Close	Closes the System
4. Login	Validates Username & Password

1.2 How to Login

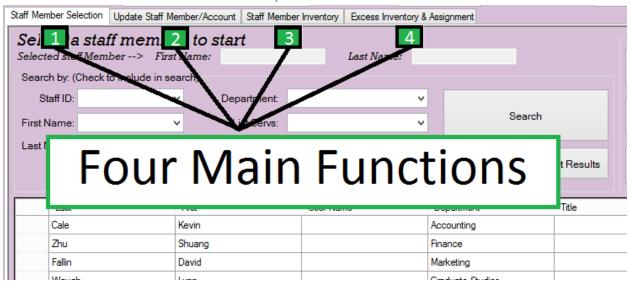
To login, the user would fill in the Username field (1), with the given username, & password field (2), with their password. Followed by clicking the login button. The user is allowed three attempts to properly login until it locks them from the system.

2. Main Screen

Upon Logging into the system, it appears as follows:

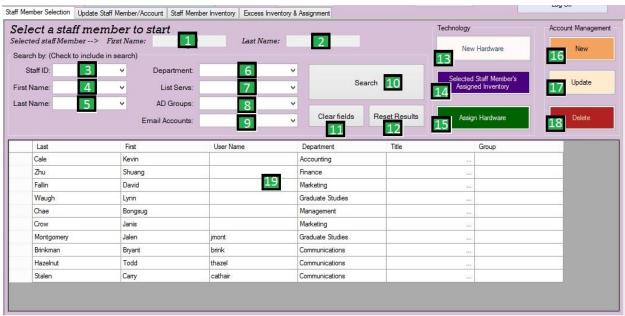


2.1 The four main functions of the system.



 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.

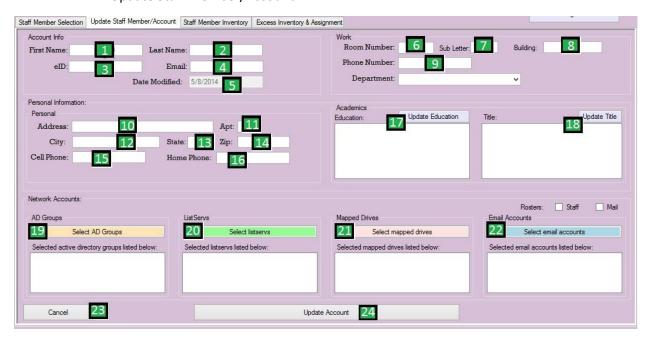
2.1.A Staff Member Selection Tab



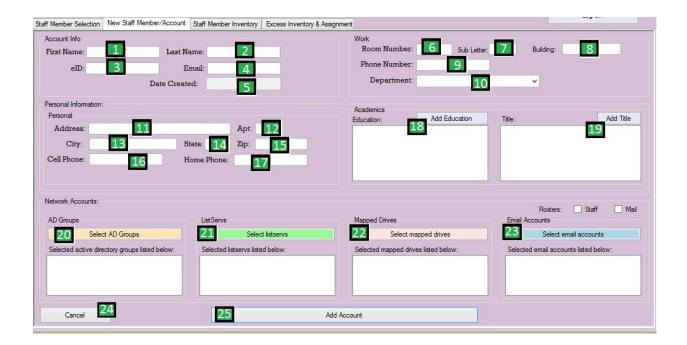
<u>Controls</u>	<u>Functions</u>
First Name Text Box	Populated with the selected staff member's first
	name.
2. Last Name Text Box	Populated with the selected staff member's last
	name.
3. EID Combo Box	Allows the user to search for a staff member by
	their EID.
4. First Name Combo Box	Allows the user 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	Takes the user to the Staff Member Inventory
Inventory Button	Tab, showing all Inventory assigned to the
	selected staff member.
15. Assign Hardware	Takes the user to the Excess Inventory &
	Assignment Tab, 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 New Staff Member/Account
	Tab 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.

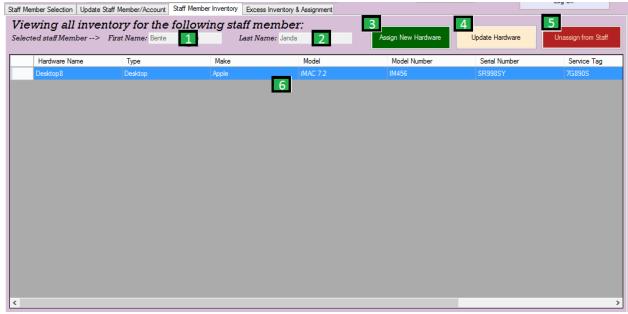
2.1.B Update Staff Member/Account & New Staff Member/Account Tab Update Staff Member/Account:



New Staff Member/Account:



2.1.C Staff Member Inventory Tab



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

2.3.1 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.