



User Manual for SupplierManagement



Created by WeDoIT



This User Guid explains how to use the SupplierManagement-Application developed by WeDoIT for NoKloo'boutIT plc.

Every use-case has a picture of the most important part of the application for the specific step.

Start SupplierManagement

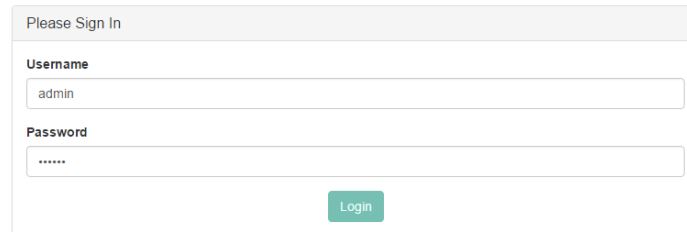
To use the SupplierManagement-Application open a Browser of your choice (e.g. Microsoft Edge) and navigate to:

<http://10.28.2.169>

You will be navigated to the Login-Page of the Application.

Normal User

Login:



Please Sign In

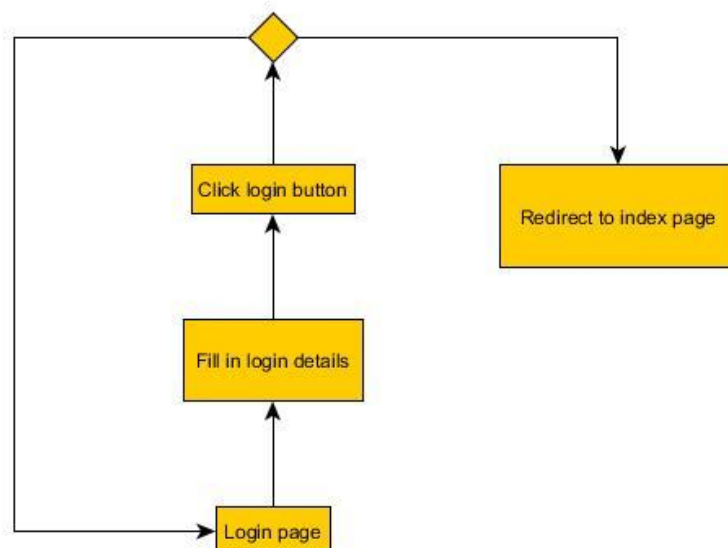
Username
admin

Password

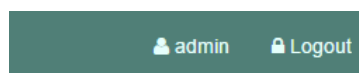
Login

To be able to use our Application you must be logged in. If you have no user account please contact your admin of this Application. To login follow these steps:

1. Fill in your Username
2. Fill in your Password
3. Click login



Logout:



To secure that no unauthorised person is able to use the SupplierManagement please logout after using the Application. You can always logout independent were you are in the Application. To logout follow these steps:

1. Click the logout-button in the upper right corner

Overview of all Suppliers:

Suppliers

Select a daterange:

03-12-2015 - 10-12-2015

Show all suppliers by date

Selected suppliers

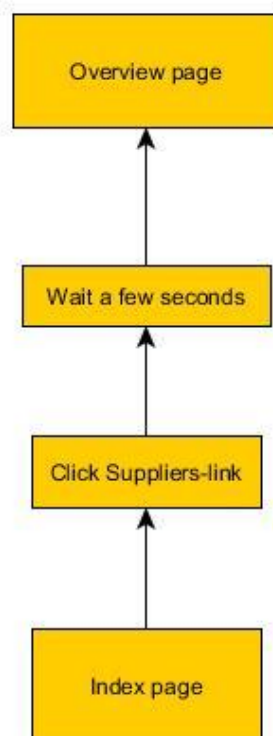
Name	Score
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Get Details

ID	Name	Number of Orders	Score	Classification
	<input type="text" value="search for name"/>			All
0001000409	GK Software AG	20	90	TOP
0001000415	Gontard & MetallBank AG	25	88	TOP
0001000196	Comtrade AG	64	87	TOP
0001000164	Centrosolar Group AG	32	87	TOP
0001000288	edding AG	33	86	TOP
0001000501	IN-motion AG	67	84	TOP

To see an overview of all suppliers with their score and their classification navigate to the Suppliers-Page. You can always navigate to this page if you are logged in. To show the overview of all suppliers follow these steps:

1. Press the Suppliers-Button in the navigation bar on the left



Filter Overview of all Suppliers by Date:

In order to filter the overview of the suppliers by date follow these steps:

Select a daterange:

03-12-2015 - 10-12-2015

Last 30 Days 03-12-2015 10-12-2015

Last half year

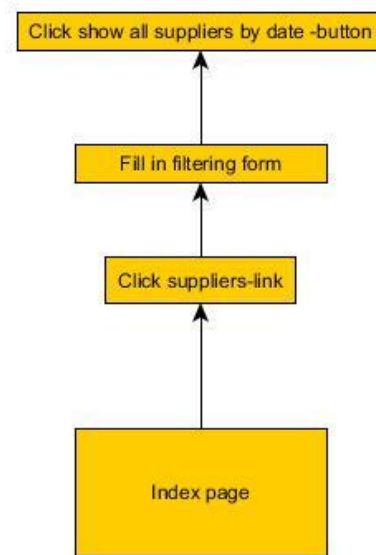
Last Year

Custom range

Apply Cancel

Dec 2015							Jan 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	31	1	2	3	4	5	6

1. Follow the instructions for **Overview of all Suppliers**
2. Pick the date-range you want to filter for
3. Press the “Show all suppliers by date”-Button



Filter Overview of all Suppliers by Name and/or Classification:

ID	Name	Number of Orders	Score	Classification
	search for name			All ▼

In order to filter the overview of the suppliers by name and or by classification follow these steps:

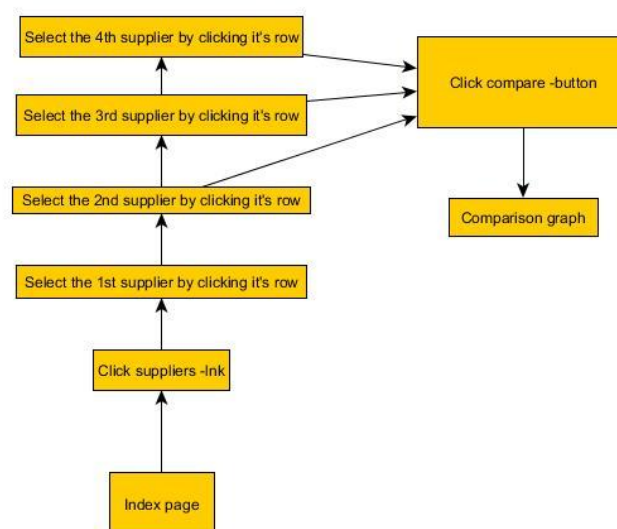
1. Follow the instructions for **Overview of all Suppliers**
2. Type in the name you are searching for and/or choose the classification
3. The list is now filtered

Compare Suppliers:



To compare suppliers you first have to follow the instructions for **Overview of all Suppliers**. To select the suppliers which should be compared simply press the suppliers from the overview table. It is possible to select up to four suppliers. No supplier can be selected twice. If only one supplier is selected, you will see a detailed view of that one supplier. Here is a step by step instruction:

1. Follow instructions of **Overview of all Suppliers**
2. Select one or up to four suppliers in the overview-table on the button
3. Press the Compare-Button (Detail-Button if only one supplier is selected)
4. Choice the graphs you want to see by clicking the buttons for the graphs



You are able to disable or enable disabled supplier again by clicking them in the table where the suppliers are listed. It is not possible to disable all suppliers



Export Graphs to PDF:



The Graphs shown in **Compare Suppliers** can be exported as PDF. The actual shown Graphs are the one who will be exported. One or more Graphs must be enabled in order to be able to export the PDF. To export the PDF follow these steps:

1. Follow instructions for **Compare Suppliers**
2. Press the “Download PDF” Button
3. The PDF will be downloaded



Admin User

If you login as admin user you will have more options than the normal user. As admin it is possible to change the limits for the classification as well as for the scoring. Furthermore the admin is able to create, edit and delete users.

Settings

Change Limits for Classification:

Settings

[Edit classification ranges](#) [Edit Scoring](#) [Save](#)

Edit the ranges for classification

Here you can edit the settings for the ranges of classification
At which limit is a supplier a top, normal or one off supplier

Classification	From	To
ONE OFF	0	1
NORMAL	2	3
TOP	4	6

These limits will be used, to categorise the suppliers in the categories “TOP”, “NORMAL” and “ONE_OFF”. To change the limits for the classification follow these instructions.

1. Navigate to the Settings-Page by click on “Settings” in the left navigation bar
2. Choose “Edit classification ranges”
3. Change your limits
4. Press the Save-button in order to save the new limits

Change Limits for Scoring:

Settings

[Edit classification ranges](#) [Edit Scoring](#) [Save](#)

Edit the ranges for the scoring

Here you can edit the settings for the ranges of the scoring
for orders of the suppliers

Score	positiv from	positiv To	negative from	negative to
100	0	0	0	-1
90	1	3	-2	-2
80	4	7	-3	-3
60	8	14	-4	-7
40	15	26	-8	-10
0	29	29	-11	-11

These limits will be used, to calculate the score of every order and therefore to calculate the score of each supplier. To change the limits for the scoring follow these instructions.

1. Navigate to the Settings-Page by click on “Settings” in the left navigation bar
2. Choose “Edit Scoring”
3. Change your limits
4. Press the Save-button in order to save the new limits

User Management

Create new User:

User Management

[+ Create a new user](#) [Show all users](#)

Create a new User

Name

Email

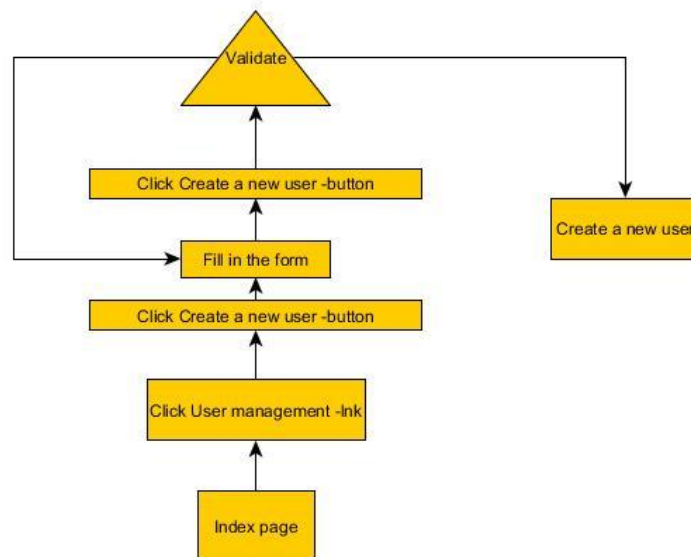
Username

Password

[Create](#)

As admin you can create new users. After creating it, it will be possible to log in with this information. To create a new user follow these steps:

1. Navigate to the User Management-Page by click on “User Management” in the left navigation bar
2. Choose “Create a new user”
3. Type in the name and the email for the new user
4. Fill in the Username and the Password for the new user. These two fields are required to login as this user
5. If everything is OK you will see a create button bellow the password-field. Press this in order to create the new user





Show all Users:

User Management

[+ Create a new user](#)[Show all users](#)

All current users

Username	Name	Email	Actions
admin	Admin	admin@wedoit.com	edit

To see all created users which are able to log in follow these steps:

1. Navigate to the User Management-Page by click on “User Management” in the left navigation bar
2. Choose “Show all users”