

H&S Metals User Documentation

This manual is for the admin and any customers that will use this application.

1. At the login screen, the user will be required to provide a username and password to be granted access.

2. Once logged in, the user will be presented the home page. There are various options for the depending on what the user would like to do.

2a. If the user would like to add a lot, click the “Add Lot” button in the task bar. This will prompt the user to enter in the “Lot Number,” “Customer” and “Amount.” The user will be required to fill in all fields to submit. Once submitted, the table on the homepage will be updated with the new lot entry.

2b. If the User would like to search through previous lot entries, click on the “Lot History” button in the task bar. This will bring the user to the “Lot History” Page. Here, the user can search by name, lot number, or amount to filter or find a specific lot entry.

2c. The “Reports” page can be accessed by clicking the “Reports” button on the task bar. This page will allow users to create and print custom reports (functionality coming soon)

2d. If a user would like to view current customers and or add a new customer, click on the “Customers” button in the task bar. On the “Customers” page, the user will be able to view the current customers’ information: their company, contact name, phone number and email. To add a new customer, click on the “Add Customer” button beneath the table. This will bring up fields of the aforementioned customer information. Once the fields are all filled out, click submit to add the customer. The new entry will then be added to the table. The search feature will allow the user to search and filter through the existing customer entries (functionality coming soon).

2e. If the user would like to manage the credentials and create accounts for customers, click on the “Account” button on the task bar (Features coming soon)

3. Once the user is finished, click “Logout” to log out of the account. The user will then be taken to the login page.