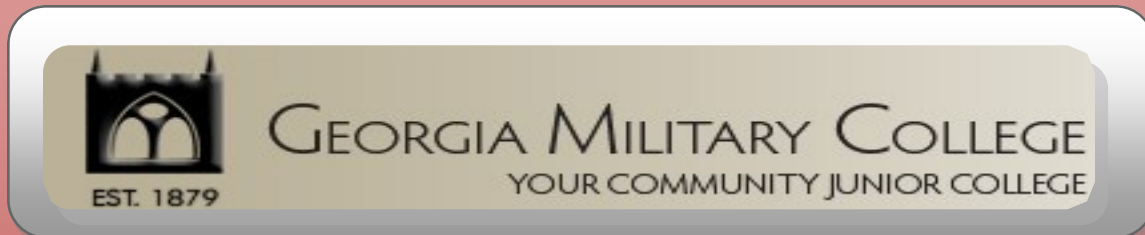


GMC Online Inventory System



2013 Reference Guide



Administrator Guide

Having an Administrator account allows you to have all of the functions of a normal Technician account, such as being able to add items into the inventory and query for them as well as edit them. Along with these abilities, the Administrator may also add new and edit old accounts, change announcements, generate reports, and add and delete campuses and departments.

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Log In

To log into the inventory system, please enter your assigned username and password. After logging into the system, you will be directed to the announcements page.

- If you are redirected back to the login page, please check your username and password to ensure that they are correct.

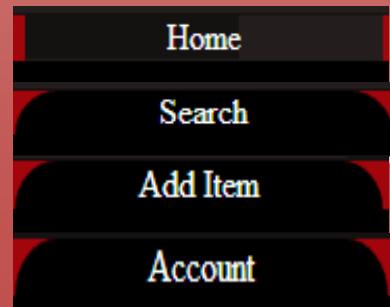
- If at anytime you need to log out of the system, the Log Off button is located at the top middle of the screen.



Home Page

After you have successfully logged into the system, you will be brought to the announcements page.

As soon as you reach the Home Screen, you should notice the tabs on the top of the screen. These will serve as your navigation tools to get around the inventory system.



When you first log in, you will be taken to the Home tab where you will be able to see announcements. Going to the Search tab will allow you to search for entries in the database, as well as, be able to edit items in the database. Heading to the Add Item tab will allow you to insert entries into the database. Finally, the Account tab will allow you to edit your own account.

Announcements

Administrators are able to add announcements that will appear on the front page. These are seen by everyone that logs in and can be used to pass around notices. Try to pay attention to these!

Date	Announcements
2013-04-19 14:30:49	new announcement

Inventory

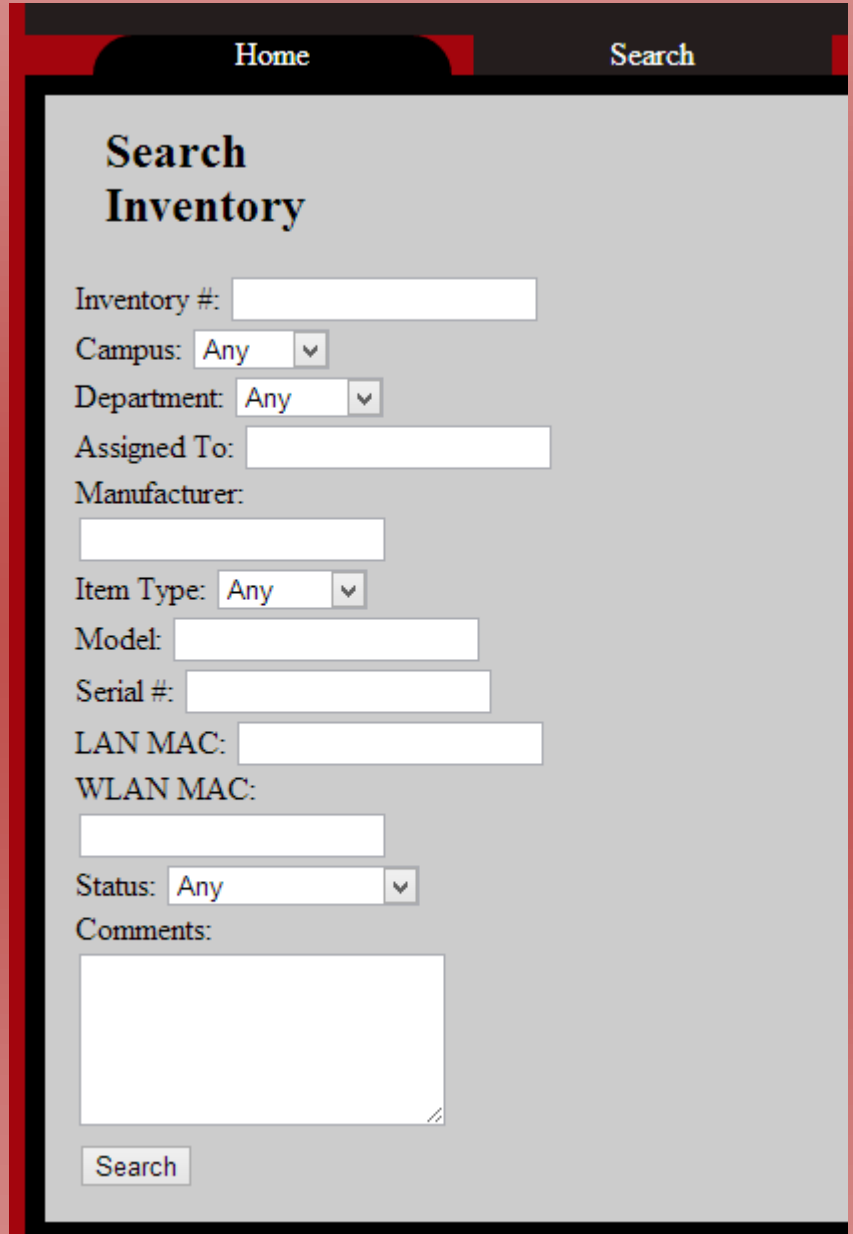
Through the Web Interface, we have multiple ways we can interact with the inventory. Directing our browser to the Search tab, we can begin with searching for entries in the database.

Search Inventory

Upon arriving at the Search screen, we should see a view similar to this. By filling in the fields shown on the screen, we can narrow down our search to the specific item that we want to find.

When searching the database, make sure that you are searching using the entire technician name or manufacturer as the search is based off of the full phrase and not just keywords

Note — Submitting an empty search will retrieve all items in the database and can get a little messy so you should try to always provide search credentials.



The screenshot displays a web interface for searching an inventory. At the top, there is a navigation bar with two tabs: "Home" and "Search". The "Search" tab is currently selected. Below the navigation bar, the main content area is titled "Search Inventory". This section contains several search criteria fields: "Inventory #" (a text input field), "Campus:" (a dropdown menu with "Any" selected), "Department:" (a dropdown menu with "Any" selected), "Assigned To:" (a text input field), "Manufacturer:" (a text input field), "Item Type:" (a dropdown menu with "Any" selected), "Model:" (a text input field), "Serial #:" (a text input field), "LAN MAC:" (a text input field), and "WLAN MAC:" (a text input field). Below these fields is a "Status:" dropdown menu with "Any" selected, and a "Comments:" section with a large text area. At the bottom of the form is a "Search" button.

ID	Assigned	Campus	Department	Item	Manufacturer	Model	Serial Number	LAN_MAC	WLAN_MAC	Status	Comment	Last Update
1	Michael	Athens	IT		Toshiba	1234	1234	12341	1341	donea2	something	2013-04-21 18:41:14
13	Michael	Athens	Science	an item	Toshiba	Model	0001	1234	1234	Worked On	something	2013-04-20 22:09:26
14		Athens	IT									2013-04-20 19:04:26
15	Michael	Athens	IT	Desktop	Toshiba	1234	1234	1234	1234	Worked On	asdaaaaa	2013-04-20 21:56:28
16	Michael	Athens	IT	Desktop	Toshiba	Model	1234	12341	12341	Complete	bbbbbbbbbb	2013-04-20 23:37:53
17	Ryan	Athens	IT	Laptop	Toshiba	Satelite	8340RFST8CZK	9A:BC:DE	12:34:	Need Assistance	This is a test item!	2013-04-20 23:40:06

After entering the search, we are taken to the report screen that shows all matches to our search criteria. If there were no matches to our search, than we would be shown an empty grid claiming no data was found. To make another search, simply click on the search tab again.

Editing an Item

While on the search results page, mousing over any of the found entries will highlight it. If we were to click on the entry while it was highlighted, we would be taken to the edit item page.

From here, we are able to edit the item in the inventory and are able to save it back to the database.

Edit Data

Inventory #:

Campus:

Department:

Assigned To:

Manufacturer:

Item:

Model:

Serial #:

LAN MAC:

WLAN MAC:

Status:

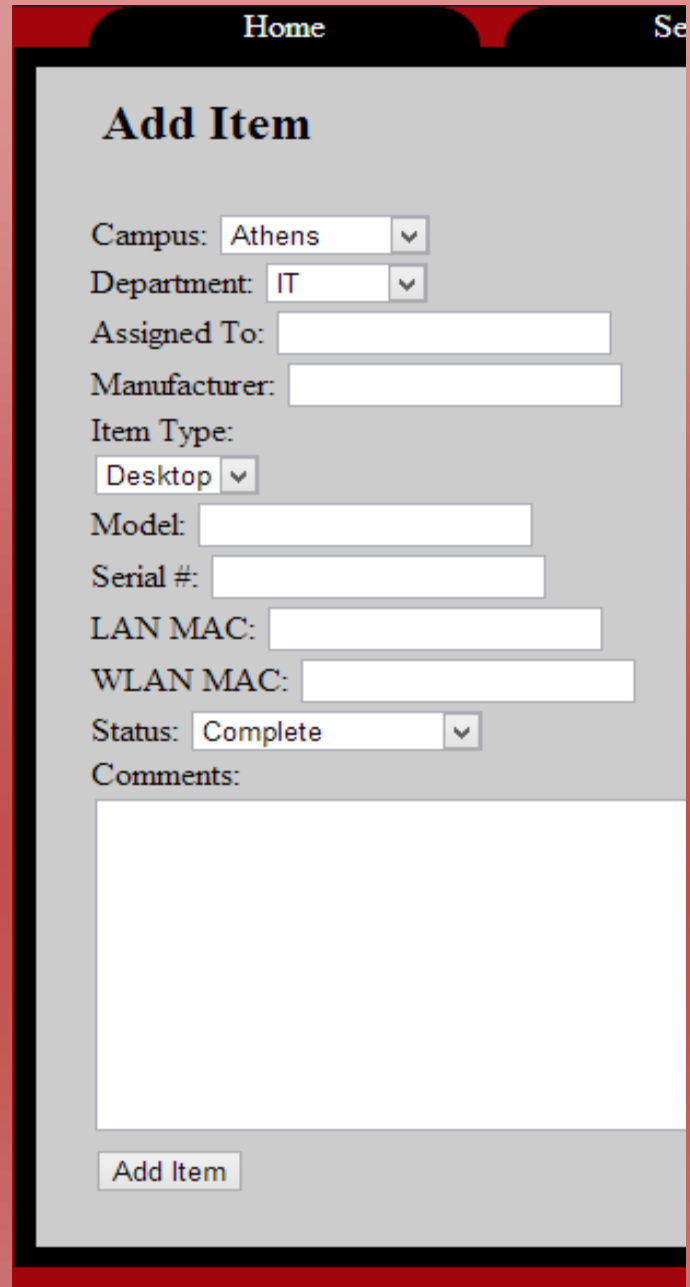
Comments:

Adding an Item

To add an item into the inventory, simply click on the Add Item tab at the top of any page. What will appear on the screen should look similar to the edit screen that we have already seen. Adding an item from here is simple, all that is necessary is to input the fields that you want associated with the current item you are adding and the item will be inserted into the database with those attributes.

Once an item has been added to the inventory, anyone can see and edit the item.

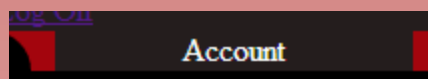
As of right now, there is no way to delete an item from the inventory.



The screenshot shows a web application interface with a dark red header bar containing the text "Home" and "Se". Below the header is a light gray box titled "Add Item". Inside this box, there are several input fields and dropdown menus: "Campus:" with a dropdown menu showing "Athens", "Department:" with a dropdown menu showing "IT", "Assigned To:" with a text input field, "Manufacturer:" with a text input field, "Item Type:" with a dropdown menu showing "Desktop", "Model:" with a text input field, "Serial #:" with a text input field, "LAN MAC:" with a text input field, "WLAN MAC:" with a text input field, "Status:" with a dropdown menu showing "Complete", and "Comments:" with a large text area. At the bottom of the gray box is a button labeled "Add Item".

Account Settings

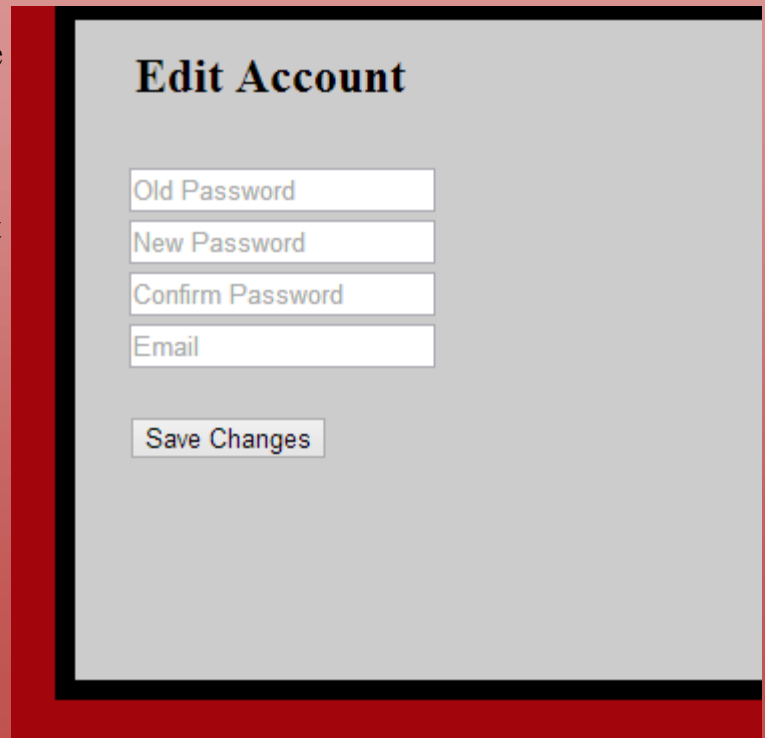
If you ever need to manage your own account, you may do so by navigating to the Account tab. It is here that you can change certain attributes about your account.



Edit Account

From within the Account tab, we can change our password as well as change our email address.

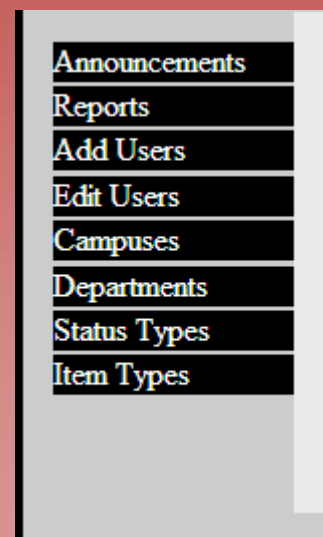
To change your user settings, you must enter in all of the information or else it will not allow you to do so. Enter your current password into the box called Old Password and then enter the new password you would like to use into the New Password and Confirm Password boxes. Finally, enter your email address into the Email field.

A screenshot of a web form titled "Edit Account". The form is set against a light gray background with a black border. It contains four text input fields stacked vertically: "Old Password", "New Password", "Confirm Password", and "Email". Below these fields is a "Save Changes" button. The form is presented within a red-bordered frame.

Admin Tools

The Admin Tools tab is only available to those accounts with administrative privileges. Using the Admin Tools, we can do many things that globally affect the inventory system. We can add announcements, generate reports, and add and edit users, campuses, departments, status types, and item types.

All of these options are available on the left side of the screen after entering into the Admin Tools tab.



Add Announcement

Selecting the Add Announcement tool, we can create global announcements that all users are able to see upon logging in. To do this, simply enter in your message and click submit. The announcement will then appear on the home page.

[Announcements](#)[Reports](#)[Add Users](#)[Edit Users](#)[Campuses](#)[Departments](#)[Status Types](#)[Item Types](#)

Add Announcement

Submit

Generate Report

By selecting the Reports tool, admins can get access to well formatted results from more powerful queries.

For the most part, this page functions similarly to the Search page but it also allows for polling by dates. Selecting the down facing arrow to the right of the First and Last Date boxes opens up a calendar that allows for you to select start and end dates for your query.

The results from these reports are not editable like they are in the Search page.

Generate Report

Inventory #:

Campus:

Department:

Assigned To:

Manufacturer:

Item Type:

Model:

Serial #:

LAN MAC:

WLAN MAC:

Status:

First Date:

Last Date:

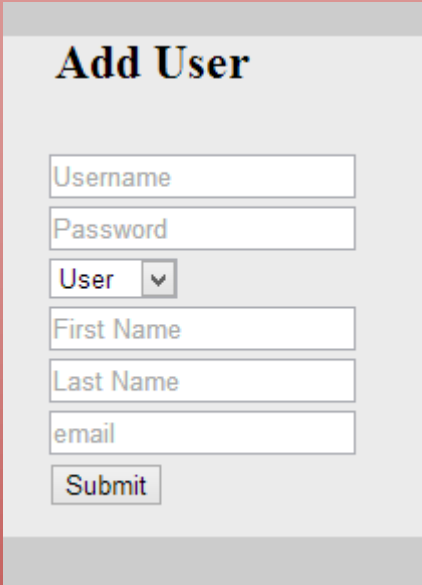
April, 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Add User

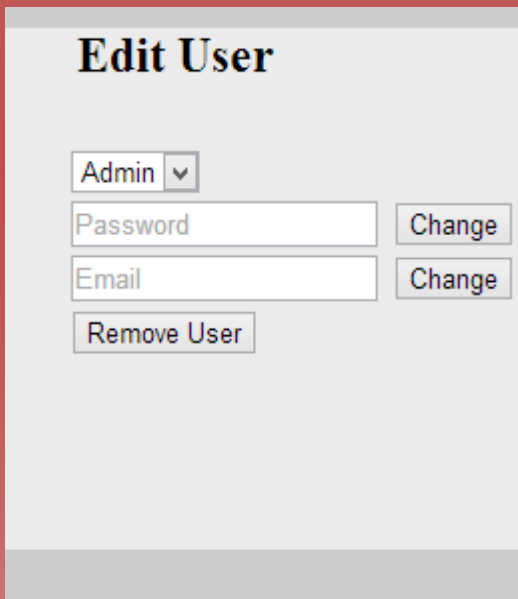
Adding a user is very simple using the Add Users tool.

Simply navigate to the Add Users tab on the left hand side from within the Admin Tools tab to begin the process. Insert the preferred Username and a default Password. Then, select what privilege level the account should have. Enter the user's first and last name and email address to finish the procedure. The change should take place immediately.

A screenshot of a web form titled "Add User". The form contains several input fields: "Username", "Password", a "User" dropdown menu, "First Name", "Last Name", and "email". At the bottom of the form is a "Submit" button.

Edit/Remove User

Editing and removing users can be done through the Edit Users tool located within the Admin Tools page.

A screenshot of a web form titled "Edit User". The form contains a "User" dropdown menu with "Admin" selected, a "Password" input field with a "Change" button next to it, an "Email" input field with a "Change" button next to it, and a "Remove User" button at the bottom.

Select the Username from the dropdown menu to begin the process. Next, enter either the new Password or Email address and click change next to the attribute you wish to change.

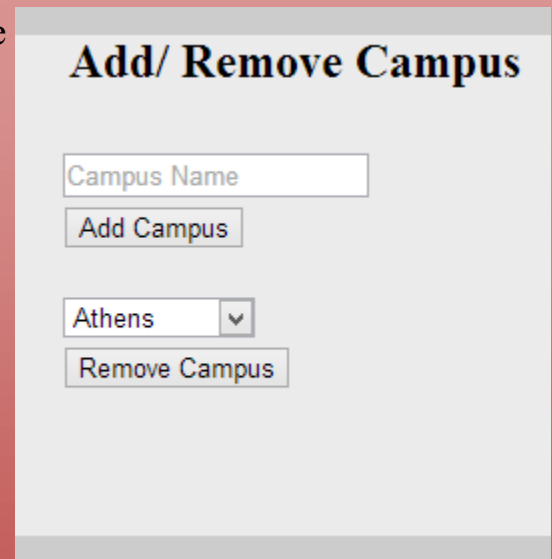
Removing a user is done similarly. To remove a user, select his or her Username from the dropdown menu and then click on the Remove User button. This will ensure that the user is removed and can no longer log in.

Add/Remove Campus

To Add or Remove a Campus from the options in the Add Item and Search pages, navigate to the Campuses Tool in the Admin Tools page.

To add a campus, type in the name of the campus to be added in the Campus Name box and select Add Campus. The campus will be added for immediate use.

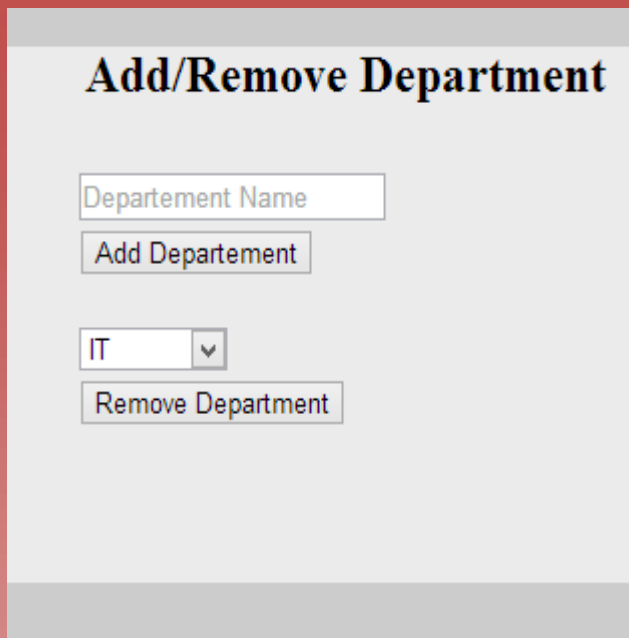
To remove a campus, select the campus you would like to have removed from the dropdown menu and click on the button labeled Remove Campus.



The screenshot shows a web form titled "Add/ Remove Campus". It contains a text input field labeled "Campus Name", a button labeled "Add Campus", a dropdown menu currently showing "Athens", and a button labeled "Remove Campus".

Add/Remove Department

To Add or Remove a Department from the options in the Add Item and Search pages, navigate to the Departments Tool in the Admin Tools page.



The screenshot shows a web form titled "Add/Remove Department". It contains a text input field labeled "Departement Name", a button labeled "Add Departement", a dropdown menu currently showing "IT", and a button labeled "Remove Department".

To add a department, type in the name of the department to be added in the Department Name box and select Add Department . The department will be added for immediate use.

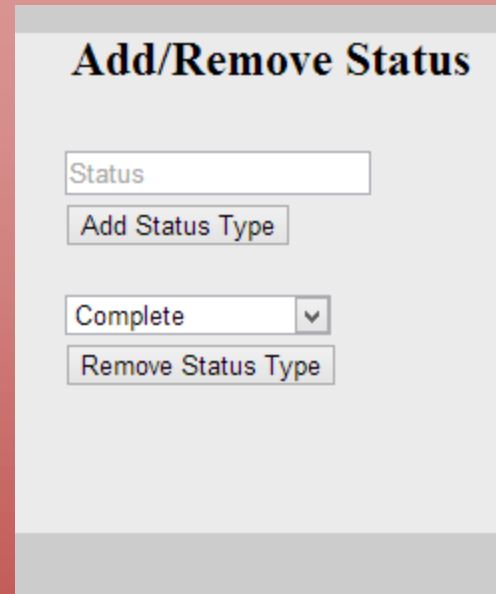
To remove a department, select the department you would like to have removed from the dropdown menu and click on the button labeled Remove Department.

Add/Remove Status

To Add or Remove a Status from the options in the Add Item and Search pages, navigate to the Status Types Tool in the Admin Tools page.

To add a status, type in the name of the status to be added in the Status box and select Add Status Type. The status will be added for immediate use.

To remove a status, select the status you would like to have removed from the dropdown menu and click on the button labeled Remove Status Type.



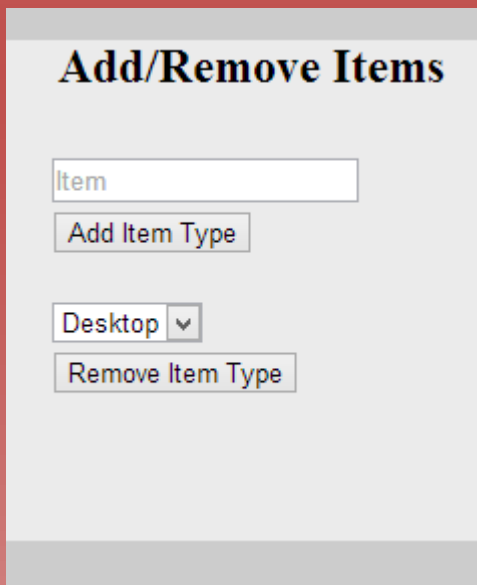
The screenshot shows a web form titled "Add/Remove Status". It contains a text input field labeled "Status", a button labeled "Add Status Type", a dropdown menu currently showing "Complete", and a button labeled "Remove Status Type".

Add/Remove Department

To Add or Remove an Item Type from the options in the Add Item and Search pages, navigate to the Item Types Tool in the Admin Tools page.

To add an item type, type in the name of the item type to be added in the Item box and select Add Item Type. The item type will be added for immediate use.

To remove an item type, select the item type you would like to have removed from the dropdown menu and click on the button labeled Remove Item Type.



The screenshot shows a web form titled "Add/Remove Items". It contains a text input field labeled "Item", a button labeled "Add Item Type", a dropdown menu currently showing "Desktop", and a button labeled "Remove Item Type".