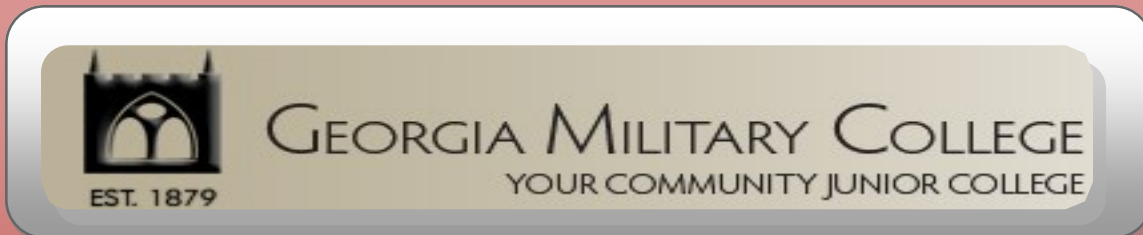


# GMC Online Inventory System



**2013 Reference Guide**



## **Technician Guide**

---

Having a Technician account allows you to have basic controller over the inventory system, such as being able to add items into the inventory and query for them. As a Technician, you are also able to edit items already in the inventory.

# Table of Contents

Log In	3
Home Page	3
Announcements	3
Inventory	4
Search Inventory	4
Editing an Item	5
Adding an Item	6
Account Settings	6
Edit Account Settings	7

## 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.

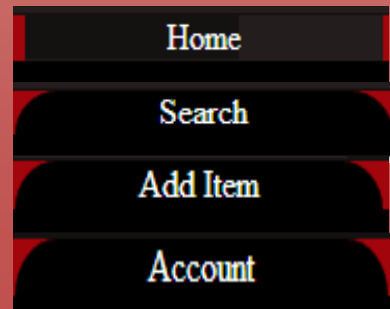
- If at anytime you need to log out of the system, the Log Off button is located at the top middle of the screen.



## 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

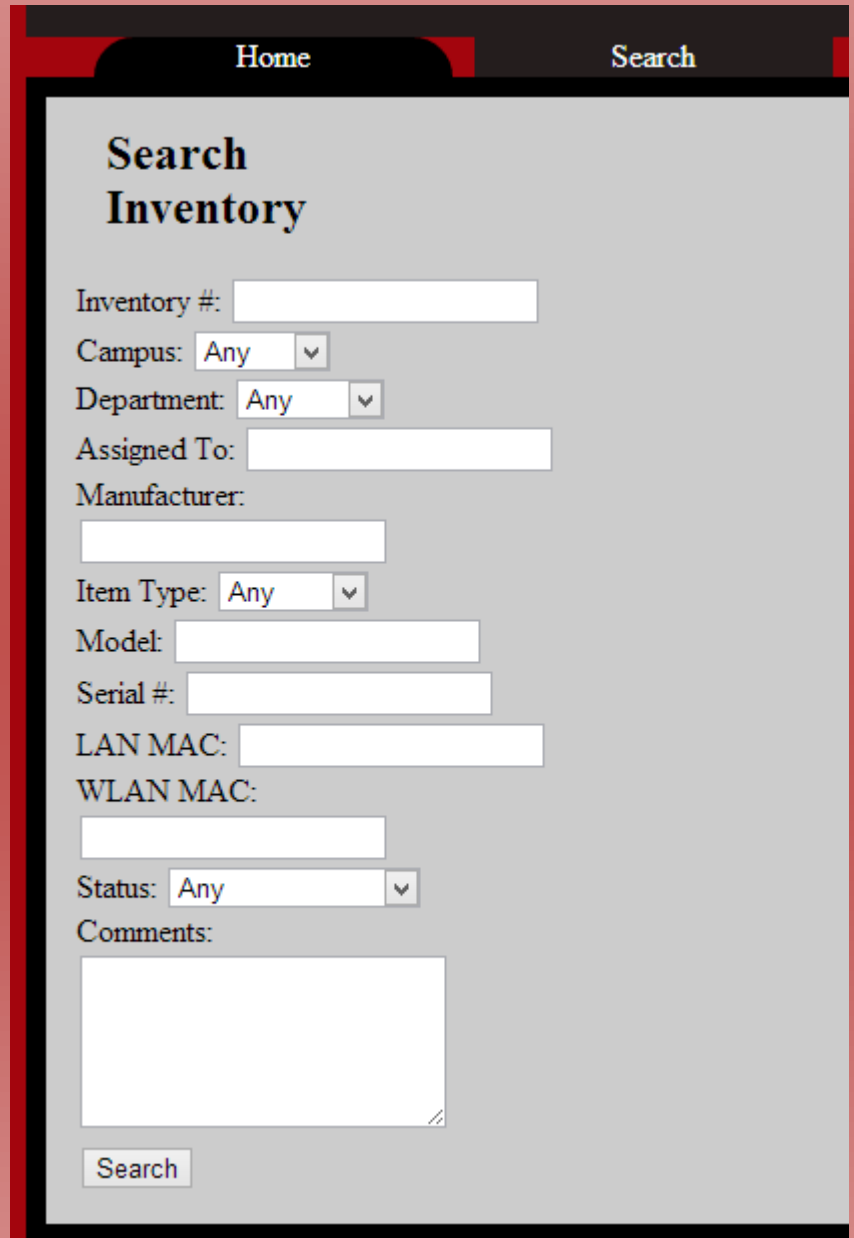
Through the Web Interface, we have multiple ways we can interact with the inventory. Directing our browser to the Search tab, we can begin with searching for entries in the database.

### 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 shows a web interface for searching inventory. At the top, there are two tabs: "Home" and "Search". The "Search" tab is active. Below the tabs, the title "Search Inventory" is displayed. The form contains several input fields and dropdown menus: "Inventory #" (text input), "Campus:" (dropdown menu with "Any" selected), "Department:" (dropdown menu with "Any" selected), "Assigned To:" (text input), "Manufacturer:" (text input), "Item Type:" (dropdown menu with "Any" selected), "Model:" (text input), "Serial #:" (text input), "LAN MAC:" (text input), "WLAN MAC:" (text input), "Status:" (dropdown menu with "Any" selected), and "Comments:" (text area). A "Search" button is located at the bottom of the form.

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:

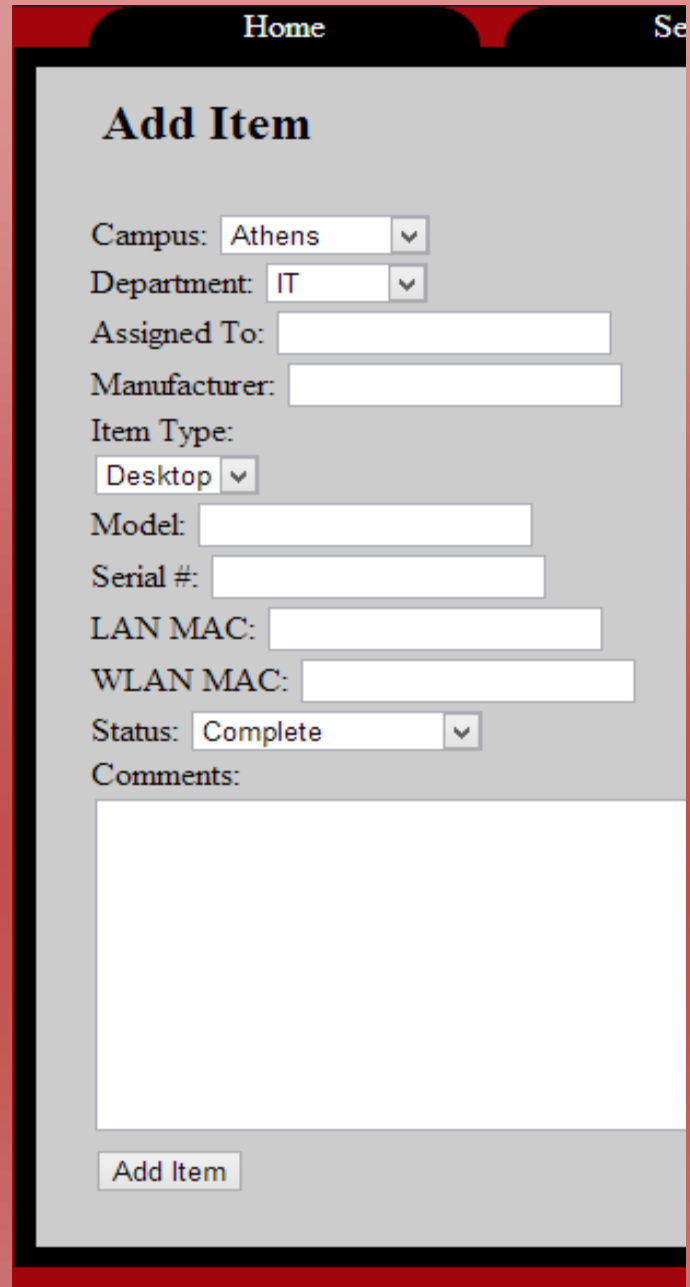
Comments:

## 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.

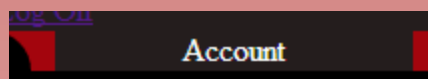
As of right now, there is no way to delete an item from the inventory.



The screenshot shows a web application interface with a dark red header bar containing 'Home' and 'Se'. Below the header is a light gray box titled 'Add Item'. The form contains the following fields: 'Campus:' with a dropdown menu showing 'Athens'; 'Department:' with a dropdown menu showing 'IT'; 'Assigned To:' with an empty text input; 'Manufacturer:' with an empty text input; 'Item Type:' with a dropdown menu showing 'Desktop'; 'Model:' with an empty text input; 'Serial #:' with an empty text input; 'LAN MAC:' with an empty text input; 'WLAN MAC:' with an empty text input; 'Status:' with a dropdown menu showing 'Complete'; and 'Comments:' with a large empty text area. At the bottom of the form is a button labeled 'Add Item'.

## Account Settings

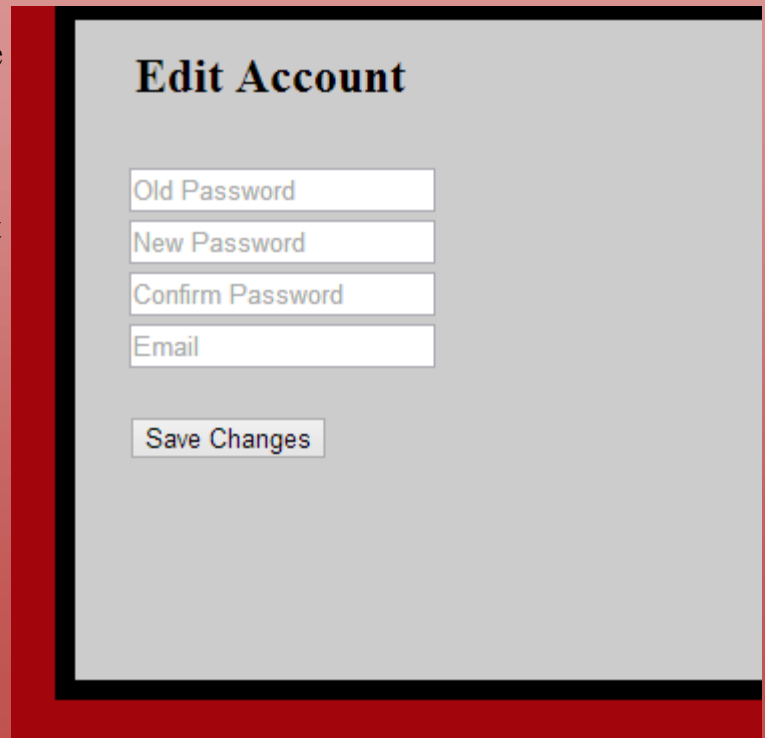
If you ever need to manage your own account, you may do so by navigating to the Account tab. It is here that you can change certain attributes about your account.



## 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" set against a light gray background. The form contains four text input fields stacked vertically: "Old Password", "New Password", "Confirm Password", and "Email". Below these fields is a "Save Changes" button. The entire form is enclosed in a black border, which is itself within a larger red-bordered area.

**Edit Account**

Old Password

New Password

Confirm Password

Email

Save Changes