



HELP GUIDE  
SECTION HEAD

# Login Page



Please login

	Email address	
	Password	

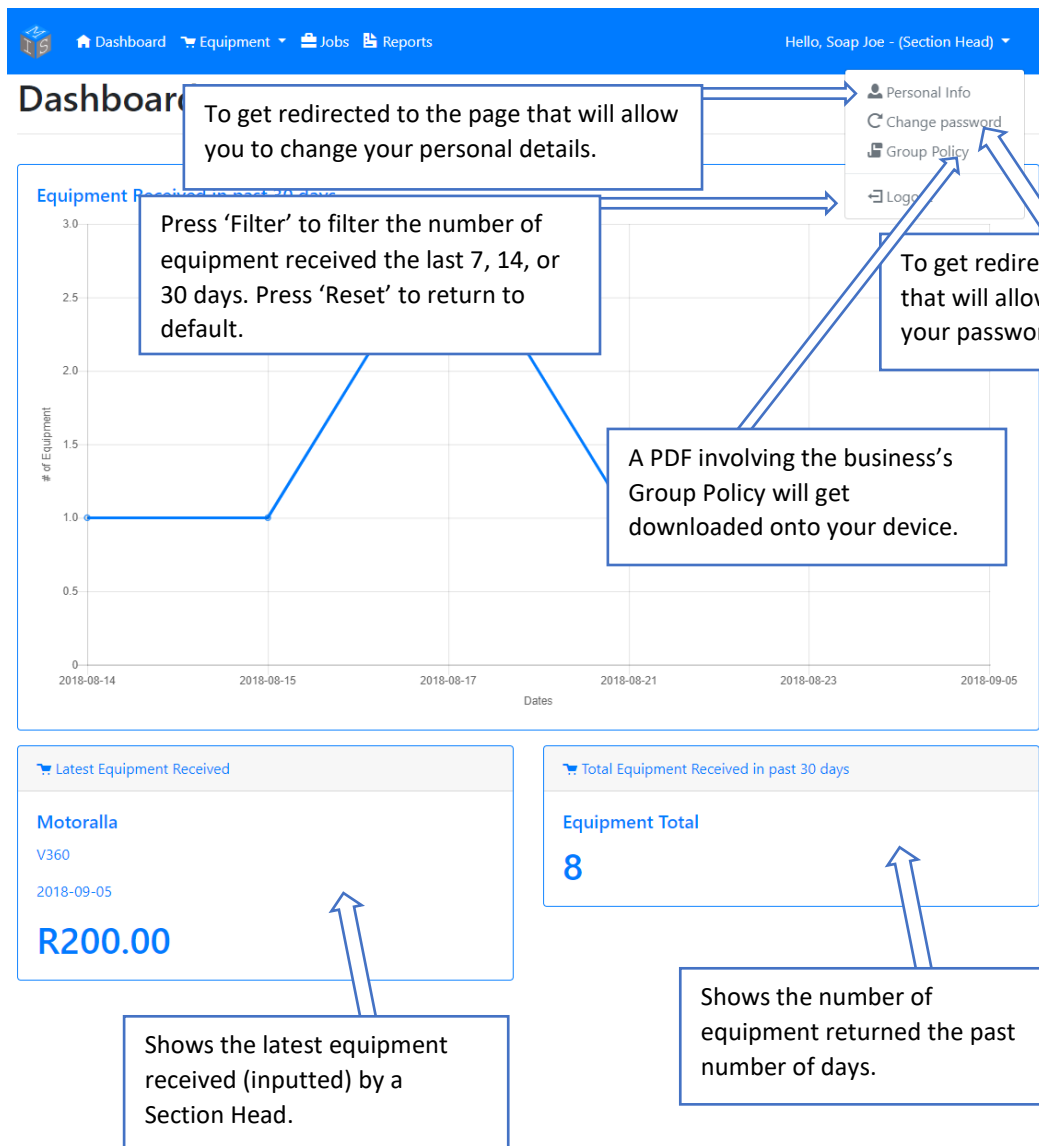
1. Enter business e-mail address.

2. Enter personal password.


3. Press Login once e-mail, and password has been entered correctly.

Login

# Dashboard



# Update Personal Info



[Dashboard](#)[Users](#)[Business Settings](#)[Reports](#)

Hello, Mauritz Langeveld - (IT Admin)

## Personal Information

First Name

Mauritz

Last Name

Langeveld

Date of Birth

2018/06/21

Contact Number

0123456789

Email Address

m@ims.com

Address

1 mains

Address 2

House 1

City

Port Elizabeth

Suburb

Beachview

Update


Go Back

Click 'Update' to update your personal information.

a. Suburb dropdown won't load unless the user has selected a City.

b. If neither the new user's City or their Suburb exist in the dropdown, press the 'Add New City/Suburb' selection located in the respected dropdown.

# Change Password



[Dashboard](#) [Users](#) [Business Settings](#) [Reports](#)

Hello, Mauritz Langeveld - (IT Admin)

## Change Password

Old Password

Old Password

New Password

New Password

Confirm New Password

Confirm New Password

Save

Clear

Enter your current password here...

Enter your new password here...

Re-enter your new password here...

Press 'Save' to change your password

Press 'Clear' to erase all fields.

# Receive Equipment

## Receive Equipment

Name	Description (Optional)
<input type="text" value="Name"/>	<input type="text" value="Description"/>
Cost	Condition
<input type="text" value="R"/>	<input type="text" value="Condition"/>
Brand	Section
<input type="text" value="Brand"/>	<input type="text" value="Section"/>
Type	Date Received
<input type="text" value="Type"/>	<input type="text" value="yy/mm/dd"/> <input type="button" value="Today"/>
Serial Number	Supplier
<input type="text" value="Serial Number"/>	<input type="text" value="Supplier"/>
Image Upload (Optional)	
<input type="button" value="Choose File"/> No file chosen	
<input type="button" value="Add Equipment"/> <input type="button" value="Go Back"/>	


Choose an image to include when equipment is being received.

Enter a Serial Number that hasn't been used. (You will get notified if Serial Number is unavailable)

If the Equipment's brand, type, Section, Condition, or Supplier doesn't exist in the respected dropdown lists, you can add them separately by clicking the 'Add New...' at the bottom of the respected dropdown.

# Manage Equipment

## Manage Equipment

 Search by keyword

Scan an equipment's QR Code for a sudden result.

 Scan

### List of equipment

ID	Name	Description	Condition	Section	Active	Status	Allocate	Update	Print QrCode
13	Bazooka	dnfkjdinfo	New	Electrical	<input checked="" type="checkbox"/>	Assigned	<a href="#">Allocate job</a>	<a href="#">Update details</a>	<a href="#">Qr Code</a>
12	Honda			Mechanical	<input checked="" type="checkbox"/>	Installed	<a href="#">Allocate job</a>	<a href="#">Update details</a>	<a href="#">Qr Code</a>
11	Remote caller			Electrical	<input checked="" type="checkbox"/>	Installed	<a href="#">Allocate job</a>	<a href="#">Update details</a>	<a href="#">Qr Code</a>
10	Image			Electrical	<input checked="" type="checkbox"/>	Assigned	<a href="#">Allocate job</a>	<a href="#">Update details</a>	<a href="#">Qr Code</a>
9	Testing Mac	Macbook Pro	Very Good	Mechanical	<input checked="" type="checkbox"/>	Installed	<a href="#">Allocate job</a>	<a href="#">Update details</a>	<a href="#">Qr Code</a>
8	Mauritz	Testing	Excellent	Mechanical	<input type="checkbox"/>	Un-assigned	<a href="#">Allocate job</a>	<a href="#">Update details</a>	<a href="#">Qr Code</a>
7	Flag pole	2.5m flag pole	New	Electrical	<input type="checkbox"/>	Installed	<a href="#">Allocate job</a>	<a href="#">Update details</a>	<a href="#">Qr Code</a>
6	Motoralla	V360	New	Electrical	<input type="checkbox"/>	Un-assigned	<a href="#">Allocate job</a>	<a href="#">Update details</a>	<a href="#">Qr Code</a>
5	Name	Desc	New	Mechanical	<input type="checkbox"/>	Un-assigned	<a href="#">Allocate job</a>	<a href="#">Update details</a>	<a href="#">Qr Code</a>
3	Name	Desc	Excellent	Electrical	<input type="checkbox"/>	Un-assigned	<a href="#">Allocate job</a>	<a href="#">Update details</a>	<a href="#">Qr Code</a>

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Enter equipment keyword to narrow results.

Press switch to activate/deactivate an equipment.

To get redirected to the page that will allow you to allocate a job to a user regarding the equipment.

To get redirected to the page that will allow you to update the equipment's details.

To get redirected to the page that will allow you to export the equipment's serial to a PDF.

# Save QR Code to PDF

[Dashboard](#) [Equipment](#) [Jobs](#) [Reports](#)

Hello, Soap Joe - (Section Head)

## Qr Code Printing

QR code of a specific equipment (generated from the equipment's serial).

**Serial:**  
123456789101

**Name:**  
Flag pole

**Description:**  
2.5m flag pole

General information regarding the equipment.

[Qr code to PDF](#)

[Go Back](#)


Press this button to save the QR code above in form of a PDF file.



# Allocate Job

## Allocate Job

Current Image



Serial:

aaaaaaaaaaaa

Name:

Honda

Allocation Type:

Description:

Technical Employee:

[Allocate](#) [Go Back](#)

Type of job to be allocated must be selected from here.

Description regarding the jobs specifications must be entered here.

Select an Employee (only Technical Employees and Section Heads that are active will get loaded here) who's going to receive the job.

# Update Equipment Details

## Update Equipment Details

Name	Description (Optional)
<input type="text" value="Bazooka"/>	<input type="text" value="dnfkjdnfdkjl"/>
Brand	Section
<input type="text" value="Generac"/>	<input type="text" value="Electrical"/>
Type	Supplier
<input type="text" value="Generator"/>	<input type="text" value="Equipment Co. Inc."/>

Update Details

Go Back

After you updated the necessary details, press the 'Update Details' to save the changes made.

If the Equipment's brand, type, Section, or Supplier doesn't exist in the respected dropdown lists, you can add them separately by clicking the 'Add New...' at the bottom of the respected dropdown.

# Install Equipment

The screenshot shows the 'Install Equipment' web form. At the top is a blue navigation bar with icons and links for Dashboard, Equipment, Jobs, and Reports. The form title 'Install Equipment' is prominently displayed. The form fields include: 'Equipment' (a dropdown menu with a 'Scan' button), 'Image Upload' (a 'Choose File' button and 'No file chosen' text), 'Installation Status' (a 'Choose...' dropdown), and 'Install Description' (a text area). At the bottom are 'Save' and 'Go Back' buttons. To the right is a 'Choose Location' map showing a street view with a blue location pin. Five callout boxes provide instructions: 1. Points to the 'Scan' button: 'Select the Equipment or scan the equipment's QR to select the equipment.' 2. Points to the 'Image Upload' section: 'You can upload (take a picture if using a smartphone) an image of the equipment's current condition.' 3. Points to the 'Installation Status' dropdown: 'Select whether the Installation process is still Open or Closed.' 4. Points to the map: 'If marker isn't 100% regarding location, you're able to drag the marker to the desired location.' 5. Points to the map: 'Select the Equipment or scan the equipment's QR to select the equipment.'

Equipment

Image Upload

Choose File No file chosen

Installation Status:

Choose...

Install Description

Install Description

Save Go Back

Choose Location

If marker isn't 100% regarding location, you're able to drag the marker to the desired location.

Select the Equipment or scan the equipment's QR to select the equipment.

You can upload (take a picture if using a smartphone) an image of the equipment's current condition.

Select whether the Installation process is still Open or Closed.

If the map doesn't load, it'll be possible that at least one of the following errors might have occurred.

1. Your device has rejected access to your location. To fix, please enable Location on your device/browser.
2. Unable to determine your location.
3. Service timeout regarding connecting to the Mapbox server. To fix, please exit and re-enter the page to try and reconnect to the Mapbox server.
4. Browser not supported (Tested and works on Google Chrome, Mozilla Firefox, and Microsoft Edge. Internet Explorer not supportive.)

# Inspect Equipment

The screenshot shows a web application interface for inspecting equipment. At the top is a blue navigation bar with a home icon, 'Dashboard', 'Equipment' (with a dropdown arrow), and a user profile 'Hello, Soap Joe - (Section Head)'. The main heading is 'Inspect Equipment'. Below this are several form fields: 'Equipment' (a dropdown menu with a 'Scan' button), 'Equipment Value' (a text input with 'Value' inside), 'Reason for inspection' (a large text area), 'Condition' (a dropdown menu with 'Choose...' selected), 'Inspection Status' (a dropdown menu with 'Choose...' selected), and 'Inspection Description' (a text area). Below these is a 'Condition Picture' section with a 'Choose File' button and 'No file chosen' text. At the bottom are two sections: 'Latest Condition' (a large image placeholder showing 'IMAGE AVAILABLE') and 'Installed Location' (a map showing a street view with a blue location pin). At the very bottom are 'Save' and 'Go Back' buttons. Five callout boxes with blue arrows point to specific elements: 1. 'Select the Equipment or scan the equipment's QR to select the equipment.' points to the 'Equipment' dropdown. 2. 'Select to pick the Equipment's current Condition and to specify whether the Inspection Process is still open or closed.' points to the 'Condition' dropdown. 3. 'Update the Equipment's value if necessary.' points to the 'Equipment Value' input. 4. 'Take a picture or select an image to update the picture of the equipment's current condition.' points to the 'Condition Picture' section. 5. A callout box points to the 'Inspection Status' dropdown.

Select the Equipment or scan the equipment's QR to select the equipment.

Select to pick the Equipment's current Condition and to specify whether the Inspection Process is still open or closed.

Update the Equipment's value if necessary.

Take a picture or select an image to update the picture of the equipment's current condition.

Save Go Back

If the map doesn't load, it'll be possible that at least one of the following errors might have occurred.

1. Your device has rejected access to your location. To fix, please enable Location on your device/browser.
2. Unable to determine your location.
3. Service timeout regarding connecting to the Mapbox server. To fix, please exit and re-enter the page to try and reconnect to the Mapbox server.
4. Browser not supported (Tested and works on Google Chrome, Mozilla Firefox, and Microsoft Edge. Internet Explorer not supportive.)

# Maintain Equipment

The screenshot shows a web application interface for maintaining equipment. At the top is a blue navigation bar with links for Dashboard, Equipment, Jobs, and Reports, and a user greeting 'Hello, Soap Joe - (Section Head)'. The main heading is 'Maintain Equipment'. Below this are several input fields and sections:

- Equipment:** A dropdown menu showing 'Motoralla' and a 'Scan' button. A callout box says: 'Select the Equipment or scan the equipment's QR to select the equipment.'
- Condition:** A dropdown menu showing 'New'. A callout box says: 'Select to update the Equipment's current Condition.'
- Equipment Value:** A text input field containing '200'. A callout box says: 'Update the Equipment's value if necessary.'
- Maintenance Status:** A dropdown menu showing 'Choose...'. A callout box says: 'Select to specify whether the Inspection Process is still open or closed.'
- Reason for Maintenance:** A text area containing 'Due for maintenance.'
- Maintenance Description:** A text area.
- Condition Picture:** A 'Choose File' button and 'No file chosen' text.
- Latest Condition:** A large image placeholder showing 'IMA AVAILABLE'. A callout box says: 'Take a picture or select an image to update the picture of the equipment's current condition.'
- Installed Location:** A map showing a location on 'GOMERY AVE'. The map is powered by Mapbox.

At the bottom are two buttons: 'Save' and 'Go Back'.

If the map doesn't load, it'll be possible that at least one of the following errors might have occurred.

1. Your device has rejected access to your location. To fix, please enable Location on your device/browser.
2. Unable to determine your location.
3. Service timeout regarding connecting to the Mapbox server. To fix, please exit and re-enter the page to try and reconnect to the Mapbox server.
4. Browser not supported (Tested and works on Google Chrome, Mozilla Firefox, and Microsoft Edge. Internet Explorer not supportive.)

# Allocated Jobs

Dashboard

Equipment

Jobs

Reports

Map Joe - (Section Head)

## Allocated Jobs

Search by Keyword

Filter By:

Start Date

End Date

yyyy/mm/dd

yyyy/mm/dd

Equipment Name	Description	Date	Job Type	Status
Flag pole	asdf	2018-09-07 10:11:55	Install	1
Image	Install this	00:00:00	Install	1
Image	NSP insp.ction test 4/	00:00:00	Inspect	1
Flag pole	Hello	00:00:00	Inspect	1
Equipment1	gfgfg	00:00:00	Install	1
Image	Image upload testing 5.	2018-08-30 14:49:56	Inspect	1
Honda	asdf	2018-09-07 10:14:09	Install	1
Honda	Install with caution refer to Johnny for	2018-08-24 00:00:00	Install	1
Image	Hello this is image upload testing 3.	2018-08-30 14:47:30	Inspect	1
Testing Mac	Install	2018-08-24 00:00:00	Install	1

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1


2

Next >

To search for a specific equipment or a type of allocated job by searching using a keyword.

To search for a job between two specific dates.

# Generate Report

DashboardEquipmentJobsReportsHello, Soap Joe - (Section Head)

## Reports

Report Type:

Equipment

The user can select whether they want to generate an equipment report or an equipment history report.

The user can export the Report to a PDF file.

Export to PDF

### Filter By:

Start Date: 2018/07/29

End Date: 2018/09/09

Employees: Soap Joe - (Section Head)

Type: Please choose...

Condition: Please choose...

Status: Please choose...


Section: Please choose...

Supplier: Please choose...

Brand: Please choose...

The user can filter the report (depending on Report Type) to be more specific regarding their query.

Inventory Management System  
admin@ims.com  
0711231234  
Sep 9, 2018, 1:47:29 PM



## Equipment Report

ID	Name	Date Received	Cost	Condition	Brand	Section	Type	Status	Supplier
7	Flag pole	2018-08-15	750	New	Other	Electrical	Other	Installed	EMatrix
10	Image	2018-08-17	0	Very Good	Generac	Electrical	Generator	Assigned	EMatrix
12	Honda	2018-08-23	800	Excellent	Greenlee	Mechanical	Walkie Talkie	Installed	MechStuff