

LOGGING IN

1. Open a browser (Google Chrome) 
2. Type in **172.16.1.205:81** to your web browser. The Log In page will be displayed.



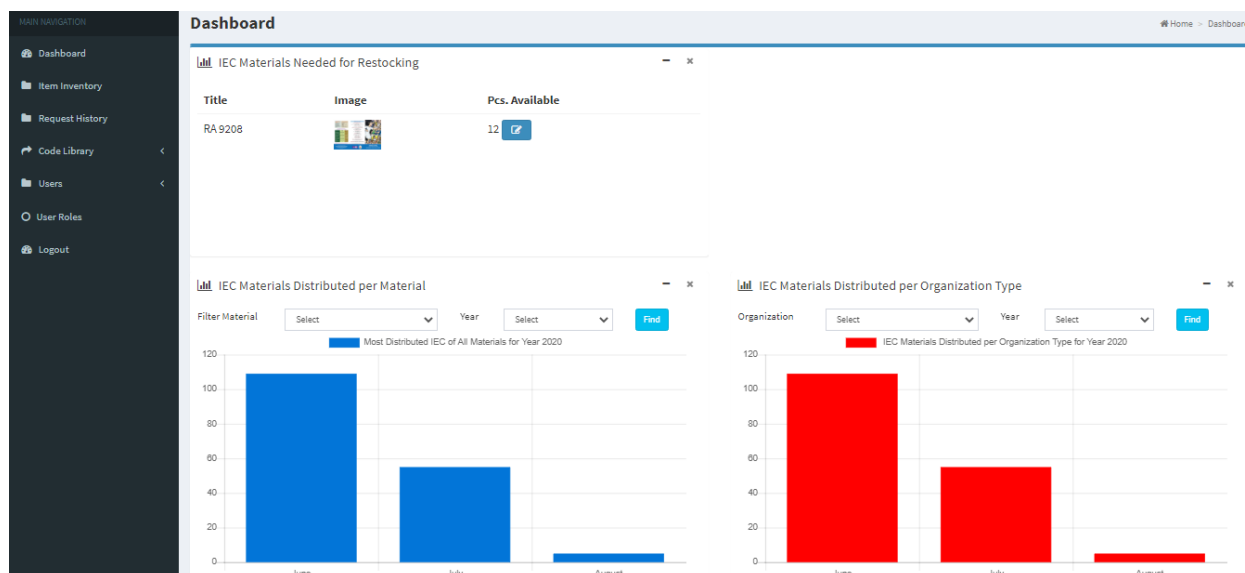
Library Information and Inventory Management System (LIIMS)

Agency ID

Password

Login

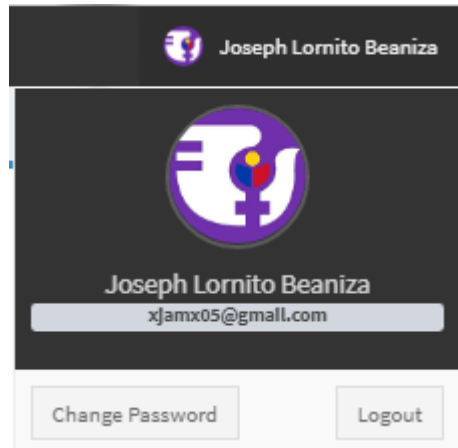
3. Enter **Username**.
4. Enter **Password**.
5. Click **Login**. Dashboard page will be displayed.



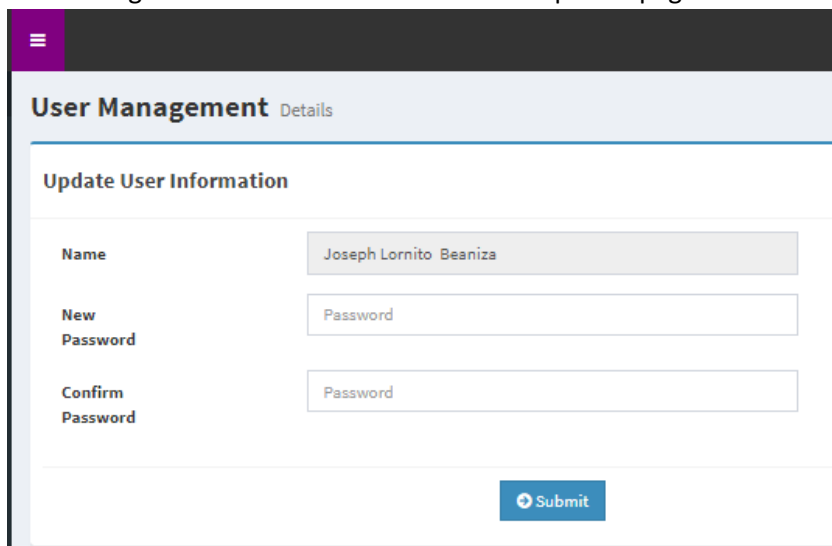
UPDATING PROFILE

Use this procedure to update your password.

1. Click Avatar on the upper right corner of the page. Sub-menu will be displayed.



2. Click Change Password. Will redirected to the profile page

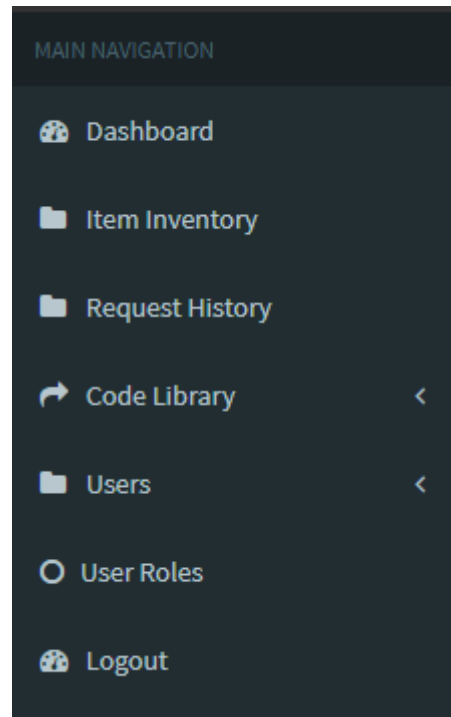
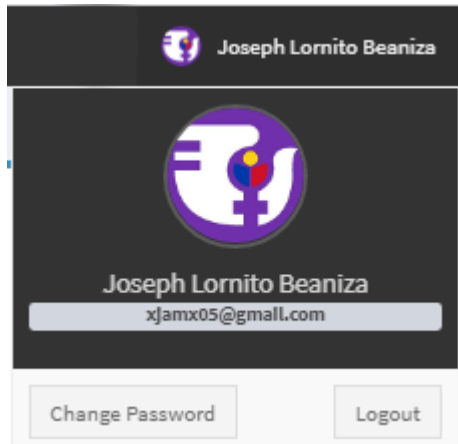
A screenshot of the "User Management Details" page. The page has a dark header with a menu icon. Below the header, the title "User Management" is followed by "Details". The main section is titled "Update User Information". It contains three input fields: "Name" with the value "Joseph Lornito Beaniza", "New Password" with the placeholder "Password", and "Confirm Password" with the placeholder "Password". A blue "Submit" button is located at the bottom right of the form.

3. Edit/Update **ALL Fields**.
4. Click **Submit**. "User details successfully updated."

LOGGING OUT

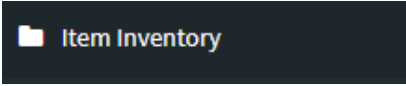
Use this procedure to logout from the system

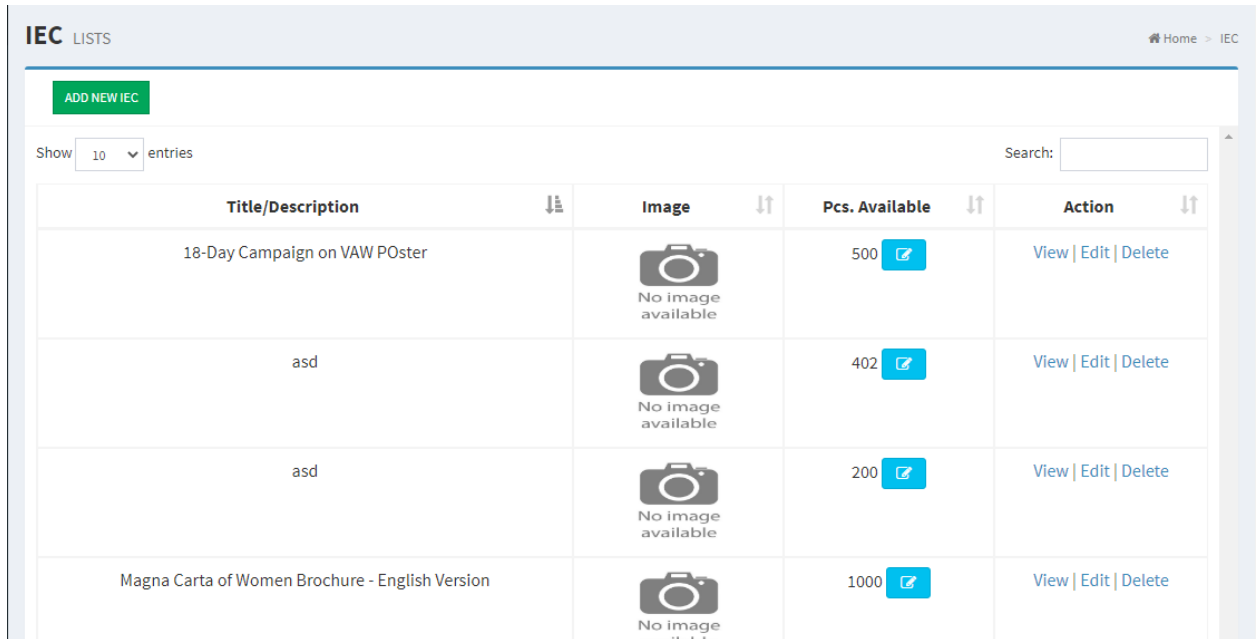
1. Click the **Logout** button on the upper right corner of the page. Or on the left side menu corner.











ITEM INVENTORY



Use this procedure to redirect on **Item Inventory**.

1. Click  on the side bar menu. And it will be redirected to Item inventory page.



The screenshot shows the 'IEC LISTS' page. At the top left is a green 'ADD NEW IEC' button. Below it is a 'Show 10 entries' dropdown and a 'Search:' input field. The table has four columns: 'Title/Description', 'Image', 'Pcs. Available', and 'Action'. Each row represents an inventory item. The first row is '18-Day Campaign on VAW Poster' with 500 pieces available. The next two rows have 'asd' as the title. The last row is 'Magna Carta of Women Brochure - English Version' with 1000 pieces available. Each row has a camera icon for the image and a 'View | Edit | Delete' link in the action column.

Title/Description	Image	Pcs. Available	Action
18-Day Campaign on VAW Poster		500 	View Edit Delete
asd		402 	View Edit Delete
asd		200 	View Edit Delete
Magna Carta of Women Brochure - English Version		1000 	View Edit Delete

2.  - Add new IEC Material
3. Search: - Search IEC Material
4.  - Update Stock
5. **View** - View IEC Material details
6. **Edit** - Update IEC Material Details
7. **Delete** - Delete Selected IEC Material

ADD NEW IEC MATERIAL


Use this procedure to **Add New IEC Material**

IEC NEW

ADD

IEC Information

Upload Image


 No file chosen

Reference No.

Title *

Author

Publisher

Copyright Date

No. of Pages *

Type of Materials *

Threshold *

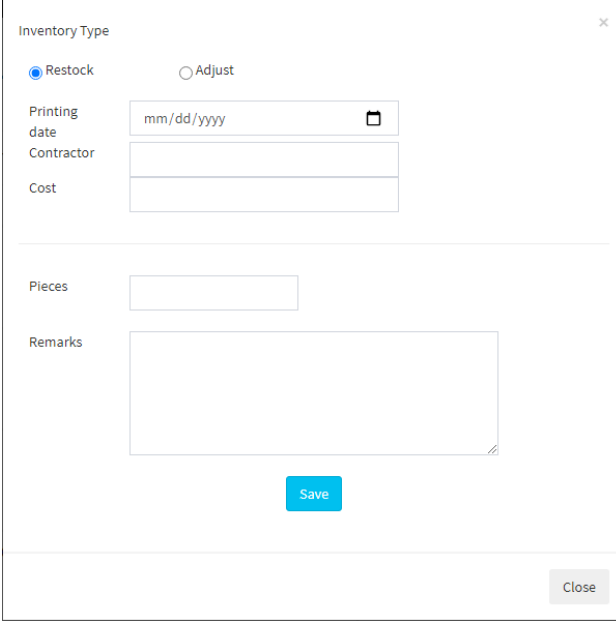
- Upload Image


 No file chosen
-  Select photo from file.
 - Fill in all required (*) fields.
 -  - **Cancel** adding new IEC Material
 -  - **Save** IEC Material “New Record added successfully” message will be displayed.


UPDATE STOCK

Use this procedure to update stock

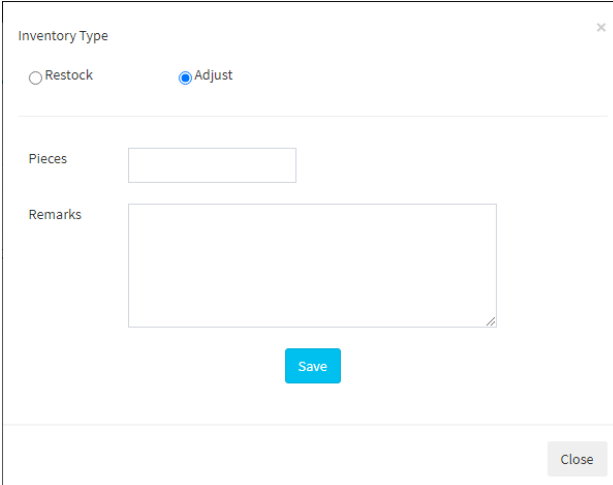
1. Restock IEC Material




The 'Inventory Type' dialog box is shown with the 'Restock' radio button selected. It contains the following fields: 'Printing date' with a date picker (mm/dd/yyyy), 'Contractor' with a text input field, and 'Cost' with a text input field. Below these is a 'Pieces' field with a text input box and a 'Remarks' field with a larger text area. A blue 'Save' button is centered at the bottom, and a grey 'Close' button is in the bottom right corner.

 - **Save** IEC Material “Record successfully updated” message will be displayed.

2. Adjust IEC Material



The 'Inventory Type' dialog box is shown with the 'Adjust' radio button selected. It contains the following fields: 'Pieces' with a text input box and a 'Remarks' field with a larger text area. A blue 'Save' button is centered at the bottom, and a grey 'Close' button is in the bottom right corner.

 - **Save** IEC Material “Record successfully updated” message will be displayed.

VIEW IEC MATERIAL

Use this procedure to view IEC Materials detail and History logs

1. Click **VIEW**. Modal window will be displayed.

View IEC Material

Title/Description :

18-Day Campaign on VAW POster

Author :

PCW

Publisher :

PCW

Copyright :

2018

Pages :

1

Material Type :

Poster

Threshold for Restocking :

502

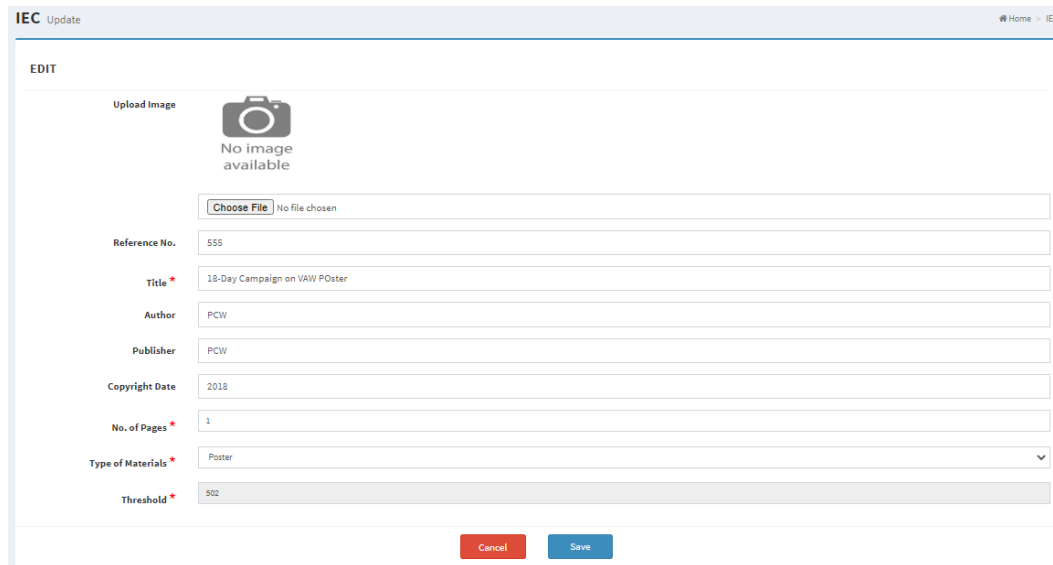
Inventory History

Inventory Type	Previous	Pc(s)	Current	Date Modified	Modified By	Remarks
Restocked	500	+2	0	August 14, 2020	Joseph Lornito Beaniza	asd
Adjusted	4500	-4000	0	June 13, 2020	Nico Natividad	incorrect data entry
Restocked	3000	+1500	0	June 13, 2020	Nico Natividad	sdfd

Close

EDIT IEC MATERIAL

Use this procedure to edit IEC Materials



IEC Update

Home > IEC

EDIT

Upload Image

No image available

Choose File No file chosen

Reference No. 555

Title * 18-Day Campaign on VAW POster

Author PCW

Publisher PCW

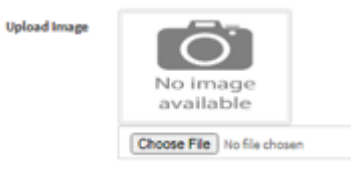
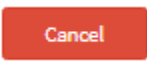

Copyright Date 2018

No. of Pages * 1

Type of Materials * Poster

Threshold * 502

Cancel Save

1.  Select photo from file to update/change existing photo.
2. Fill in all required (*) fields.
3.  - **Cancel** updating new IEC Material
4.  - **Save** IEC Material "Record successfully updated" message will be displayed.

DELETE IEC MATERIAL

Use this procedure to delete IEC Materials

2. Click **DELETE** alert box message will be displayed

localhost:81 says
Are you sure to delete this record?



OK Cancel

3. Click **OK** to proceed. "Record successfully deleted" message will be displayed.