

RIMS

Inventory System User Manual

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Overview

Thank you for choosing us to create your Restaurant Inventory Management Software! This user manual provides comprehensive guidance on using the features and functionalities of our software.

System Requirements

Microsoft Windows

- Processor: 1.6 gigahertz (GHz) or faster, 2-core. 2.0 GHz or greater.
- Memory: 4GB RAM; 2 GB RAM (32-bit).
- Hard Disk: 4.0 GB of available disk space.
- Display: 1280 x 768 screen resolution (32-bit requires hardware acceleration for 4K and higher).
- Graphics: Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update). Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32 bits per pixel capable format.
- Operating System: Windows 10 SAC, Windows 10 LTSC 2016, Windows 10 LTSC 2015, Windows 8.1, Windows 7 Service Pack 1, Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2. Please note Office 365 ProPlus will not be supported on Windows 10 LTSC 2019 at release. Office 365 ProPlus will not be supported on any Windows 10 LTSC/LTSCB version or on Windows Server 2012 R2 or older after January 2020. Office 365 ProPlus will be supported on Windows Server 2016 through October 2025.

MacOS

- Processor: Intel processor.
- Memory: 4 GB RAM.
- Hard Disk: 10 GB of available disk space. HFS+ hard disk format (also known as macOS Extended) or APFS.
- Display: 1280 x 800 screen resolution.
- Graphics: No graphics requirements.
- Operating System: Office for Mac is supported on the three most recent versions of macOS. As new major versions of macOS are made generally available, Microsoft will drop support for the oldest version and support the newest and previous two versions of macOS.

Product functionality and feature availability may vary on older systems. For the best experience, use the latest version of any operating system specified above.

Getting Started

Accessing the Inventory System

To start the Inventory System, double-click the desktop icon located in your 'Inventory' folder.

Login to Inventory System

Once the program is open, you should see a login screen or a dedicated login window. Provide the required information, which is a username and a password. After entering your credentials, click the "Login" button. If the entered credentials are correct, you should be granted access to the program, and the dashboard will be displayed.

Logout of Inventory System

When you are done using the program, it's a good practice to log out, especially if you are using a shared or public computer. Look for the "Logout" option, which is located at the top right portion of the Inventory window. Once you've located the logout option, click on it. After clicking the "Logout" button, you will be redirected to the login screen, which indicates you are no longer authenticated.

Inventory Interface

Navigating the System

Inventory Design

Once you have successfully logged in, you will reach the 'Dashboard'. The dashboard is the main page of the Inventory System. The dashboard gives you access to the main inventory and also allows you to create and remove user accounts.

The Inventory System is separated into 4 different categories (Spices, Food, Food-Cold, and Vegetables). Within each category is an alphabetical list of ingredients commonly found in the pantry of

Legit African Touch Restaurant. Below the categories is a final breakdown of prices for each category and a complete total of all categories combined. As shown in the image to the right.

		Totals
Spices		\$130.25
Foods		\$212.00
Foods (cold)		\$178.50
Vegetables		\$89.50
Total:		\$610.25

The ingredients within each category are accompanied by important information required to run a successful business.

Spices									
Status	Item Name	Description	Quantity	Unit	Cost	Min	Max	Purchase Location	Total
	Bay Leaves		6		\$3.00	1	2		\$18.00
	Beef Boullion		2		\$2.75	1	8		\$5.50
	Black Pepper		1		\$3.67	1	2		\$3.67

The image above is a snippet from the "Spices" category. For the item "Bay Leaves" you will notice that under the "Quantity" column it has a value of 6, this represents the 6 packs of bay leaves currently in the inventory. Also notice under the "Cost" column it shows that bay leaves cost \$3.00, please note that the \$3.00 is for 1 pack of bay leaves. The system calculates the cost of all 6 packs of bay leaves over on the right under the "Total" column. Details on the other columns can be found in other sections of the manual.

Updating the Inventory System

For each category

Product Quantities

The “Quantities” column displays the number of units currently in inventory.

You can update the number of units in 2 ways.

1. Through the available update form that you can fill out after every shopping trip or whenever you have ingredients delivered to the store.
2. Manually in the main inventory. During daily inventory tallies it is recommended to update the quantities directly from the main inventory page.

Product Description

Product Descriptions are available for user input to allow very additional details for ingredients, as shown below.

	Butter	salted
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There are different types of bitter so it is important to be able to specify the different types of ingredients. You can also use this section to hold general notes on an item.

To add a product description to any item, simply click on the section to the right of the item you wish to update and input any necessary information.

Product Cost

Using the “Cost” column allows you to keep track of pricing details of every ingredient.

Quantity	Unit	Cost	Min	Max	Purchase Location	Total
6		\$3.00	1	2		\$18.00
2		\$2.75	1	8		\$5.50
1		\$3.67	1	2		\$3.67

As previously stated, the “Cost” column displays the price per unit for each ingredient.

Purchase Location

Ingredients are often purchased from different stores or delivered by different vendors, so it is important to keep track of where those purchases are coming from.

Totals

Getting Alerts

Alert Requirements

Setting Minimums and Maximums

Setting Minimums and Maximums:

Navigate to the "Alerts" tab.

Set minimum and maximum stock levels for each product.

Alerts will be triggered based on these thresholds.

Understand the color-coding system for quick visual identification of alert statuses.

Add/Remove User Accounts (work in progress)

Data Management (work in progress)

Saving Inventory

Regularly save changes made to the Excel file.

Consider creating backup copies to prevent data loss.

Implement version control if multiple team members are working on the file.

Exporting Data:

Explore options for exporting data to other formats (e.g., CSV) for external analysis.

Understand the compatibility of exported data with other software.

Retrieving Inventory

To retrieve saved inventory data, open the saved Excel file.

Utilize the "Undo" feature for quick reversal of recent changes.

Printing Inventory

Print the relevant tabs or the entire workbook for a hard copy.

Adjust print settings as needed.

Consider creating printable reports for specific inventory insights.

Getting Started

Accessing the Inventory System

- Login to Inventory System:
 - Open the Excel file containing the Inventory System.
 - Locate the "Login" section.
 - Enter your username and password in the designated cells.
 - Click on the "Login" button.
- Logout of Inventory System:
 - To log out, navigate to the "Logout" section.
 - Click on the "Logout" button.

Inventory Interface

Navigating the System

- Inventory Design:
 - The Excel tabs represent different sections of the inventory.
 - Review the tab names and understand their respective purposes.
- Updating the System:
 - To update product information, navigate to the relevant tab.
 - Make changes directly in the cells representing product details.
 - Utilize filters to quickly locate specific products or categories.

Product Information

- Product Quantities:
 - Locate the "Quantities" column in the respective product tab.
 - Update product quantities by entering the new values.
 - Consider using Excel formulas for automated calculations.
- Product Description:
 - Edit or add detailed descriptions in the "Description" column.
 - Ensure clarity and accuracy in product descriptions.
 - Use cell comments for additional notes or details.
- Product Cost:

- Access the "Cost" column to update product costs.
- Enter the new cost information for accurate financial tracking.
- Use conditional formatting to visually highlight cost changes.
- Purchase Location:
 - Use the "Location" column to specify the purchase location.
 - Facilitate effective inventory tracking based on purchase sources.
- Totals:
 - Explore the "Totals" tab to view summarized inventory quantities and costs.
 - Consider using Excel charts for visual representations of inventory data.

Getting Alerts

Alert Requirements

- Setting Minimums and Maximums:
 - Navigate to the "Alerts" tab.
 - Set minimum and maximum stock levels for each product.
 - Alerts will be triggered based on these thresholds.
 - Understand the color-coding system for quick visual identification of alert statuses.

Data Management

- Saving Inventory:
 - Regularly save changes made to the Excel file.
 - Consider creating backup copies to prevent data loss.
 - Implement version control if multiple team members are working on the file.
- Retrieving Inventory:
 - To retrieve saved inventory data, open the saved Excel file.
 - Utilize the "Undo" feature for quick reversal of recent changes.
- Printing Inventory:
 - Print the relevant tabs or the entire workbook for a hard copy.
 - Adjust print settings as needed.
 - Consider creating printable reports for specific inventory insights.
- Exporting Data:
 - Explore options for exporting data to other formats (e.g., CSV) for external analysis.
 - Understand the compatibility of exported data with other software.
- Collaboration:
 - If multiple team members are using the system, establish guidelines for concurrent editing.
 - Consider using shared network drives or cloud storage for centralized access.

