

USER'S MANUAL

Philippine National Oil Company (PNOC) Inventory System



User's Manual

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1.0 GENERAL INFORMATION

1.0 GENERAL INFORMATION

General Information section explains in general terms, the systems and the purpose for which it is intended.

1.1 System Overview

BITS provided Philippine National Oil Company (PNOC) Inventory System Full Admin Control to give privilege to system administrator to manage its content that is accessible to the employees' designated role.

1.2 Organizational of the Manual

The user's manual consists of three sections: General Information, System Summary, and Getting Started.

General Information section explains in general terms the system and the purpose for which it is intended.

System Summary section provides a general overview of the website. The summary outlines of the website, site configuration, user access levels and website's behavior in case of any contingencies.

Getting Started section explains how to manage Philippine National Oil Company (PNOC) Inventory System. The section presents briefly website menu.

2.0 SYSTEM SUMMARY

2.0 SYSTEM SUMMARY

System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

2.1 Site Configuration

Philippine National Oil Company (PNOC) Inventory System can be manage by logging in its admin side. It also requires connection to internet or local intranet in order to manage the site.

2.2 User Access Levels

Only the admin and employees with their designated role that are registered can only manage the site.

3.0 GETTING STARTED

3.0 GETTING STARTED

Getting Started section explains how to manage Philippine National Oil Company (PNOC) Inventory System. This section presents briefly each system menu.

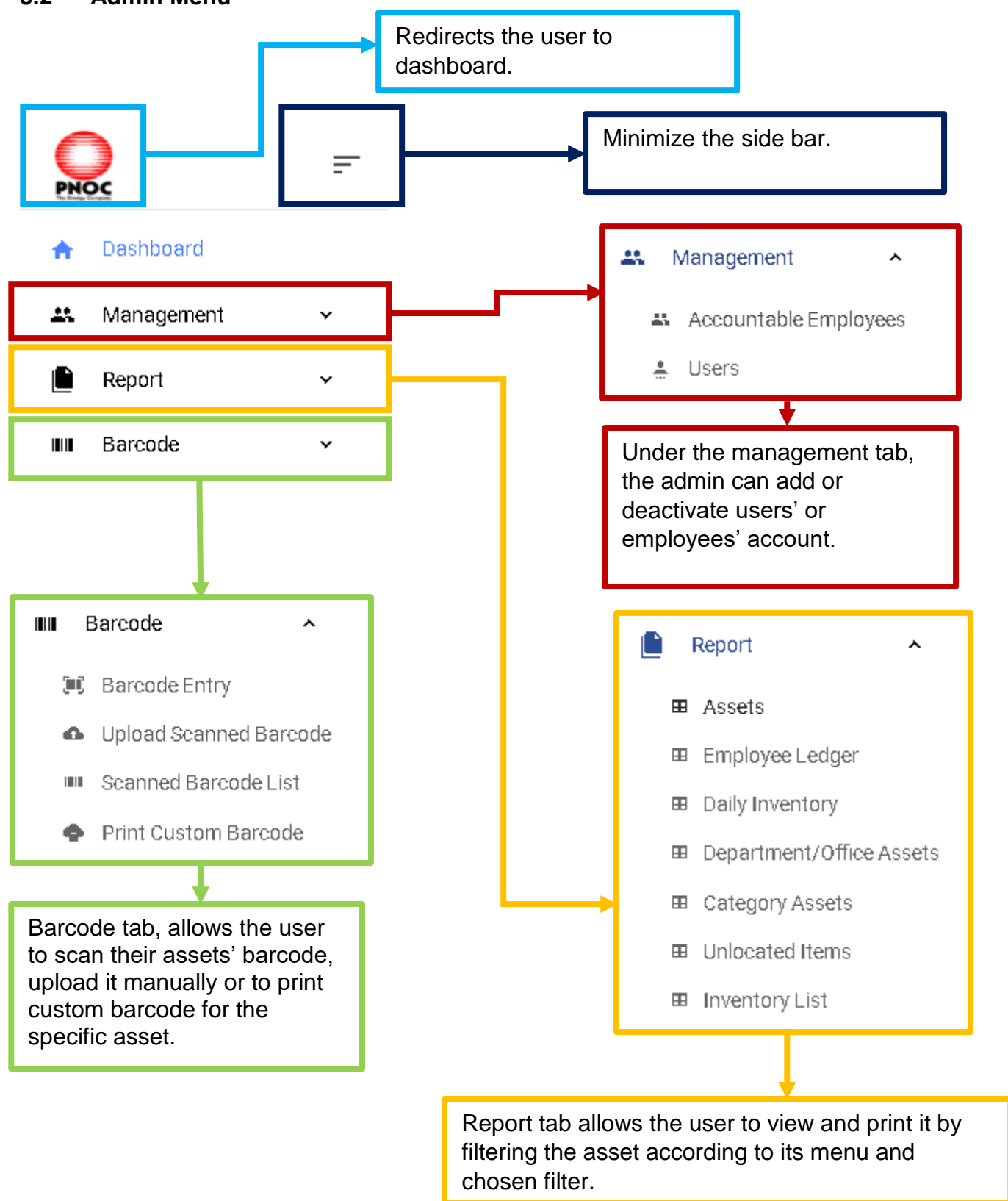
3.1 Logging In

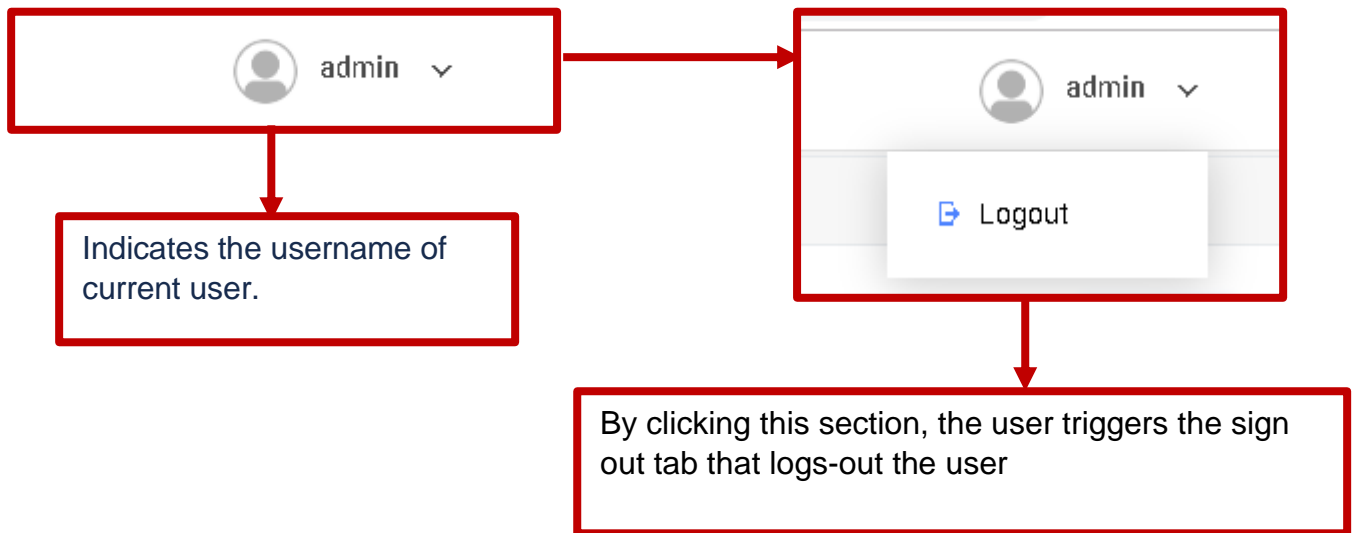


Sign in to continue.

User ID and password are delivered to user together with Philippine National Oil Company (PNOC) Inventory System.

3.2 Admin Menu





3.3 Dashboard

Recent Assets

Show 10 entries

Search:

+ ADD

Asset No.	Property No.	Item Description	Acquisition Cost	Location	Employee	PO No.	Supplier	Date Acquired	Action
UDH100297	CH 02-00990	CHAIR, CONFERENCE WITH ARMREST	2,342.40	3/F Accounting - Pantry	EB ALBAYTAR		No Supplier	2002-08-01	Edit Delete
UDH100292	CH 02-00989	CHAIR, CONFERENCE WITH ARMREST	2,342.40	3/F Accounting - Pantry	EB ALBAYTAR		No Supplier	2002-08-01	Edit Delete
UDH100284	CF 02-00069	MOBILE CABINET DRAWER	0.00	G/F GSD - HM Cruz	HM CRUZ		No Supplier		Edit Delete
UDH100280	CH 02-01000	CONFERENCE CHAIR W/ ARMREST	0.00	3/F MEETING RM.	PSMD PSMD		No Supplier		Edit Delete
UDH100250	FO 02-00150	STEEL LATERAL CABINET WITH FLIP TOP DRAWER	5,608.90	G/F PSD - Training room	FJ CASTILLON		No Supplier	2002-07-29	Edit Delete
UDH100246	CH 02-00994	CHAIR, CONFERENCE W/O ARMREST	1,964.20	3/F Accounting - Pantry	EB ALBAYTAR		No Supplier	2002-08-01	Edit Delete
UDH100244	FO 02-00157	STEEL LATERAL CABINET, FLIP TOP DOOR	5,608.90	G/F PSD - Training room	FJ CASTILLON		FROM PQC	2002-07-29	Edit Delete
UDH100242	CH 02-00993	CHAIR, CONFERENCE W/O ARMREST	1,964.20	3/F Accounting - Pantry	EB ALBAYTAR		No Supplier	2002-08-01	Edit Delete
UDH100241	CH 02-00992	CHAIR, CONFERENCE W/O ARMREST	1,964.20	3/F Accounting - Pantry	EB ALBAYTAR		No Supplier	2002-08-01	Edit Delete
UDH100240	CH 02-00991	CHAIR, CONFERENCE W/O ARMREST	1,964.20	3/F Treasury - SG San	EB ALBAYTAR		No Supplier	2002-08-01	Edit Delete

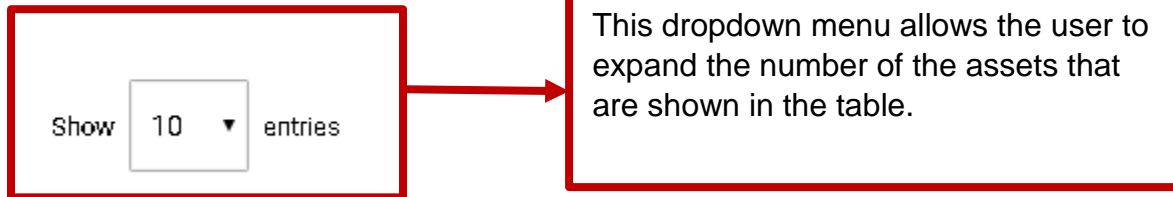
Showing 1 to 10 of 3,430 entries

Previous
1
2
3
4
5
...
343
Next

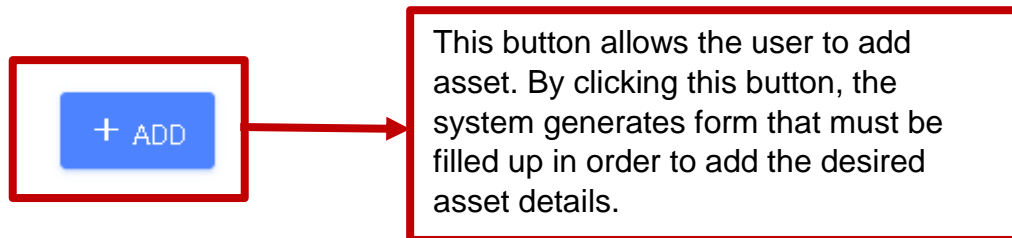
- Allows the user to view all of the assets in the company.
- Sortable in all field except in action column.
- Allows the user to add asset.
- Allows the user to edit or delete asset.
- Property No. column are designed as links that redirect the user to the specific asset information. It also allows them to edit the information under it.
- Employee No. column are also links that redirect the user to the specific employee who added the asset. It also allows them to edit the information under it.

3.3.1 Module items

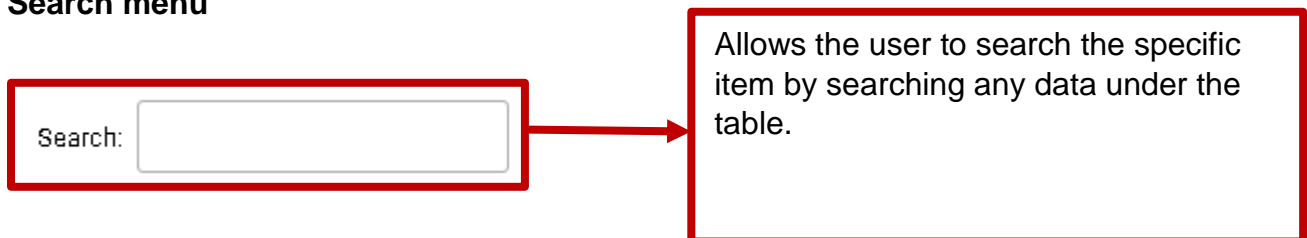
Data table length manager

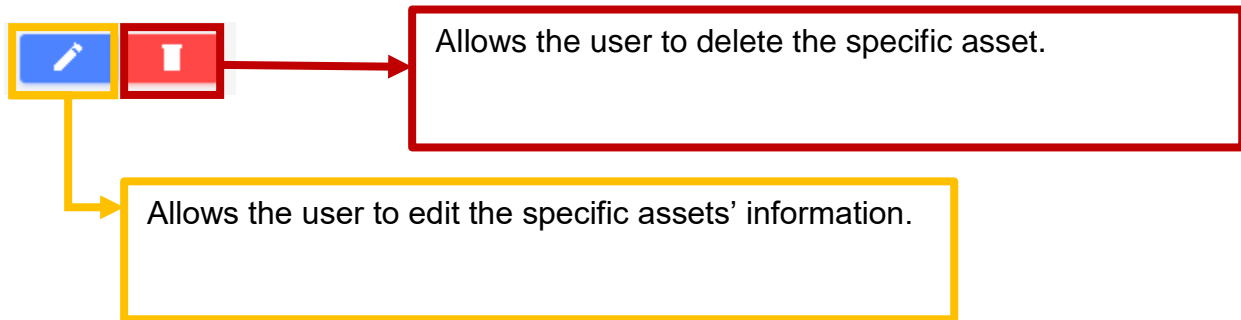
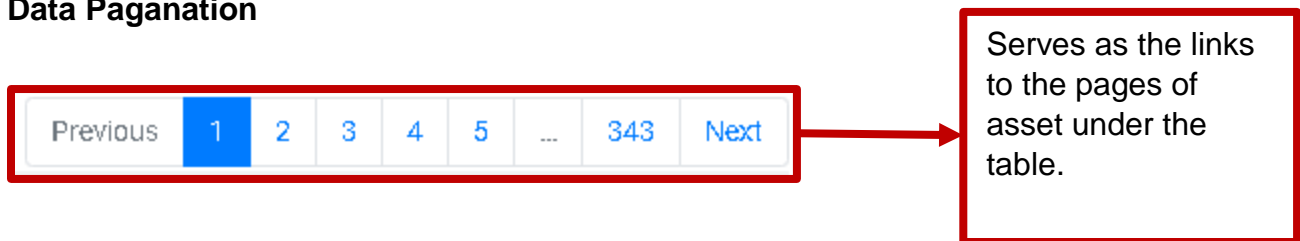


Add Asset button



Search menu



Add and Delete Button**Data Paganation****Data Count**

Add Asset Form

Add Asset

* Category

-Category-

* Property Number

Property Number

* Department/Office

-Department-

* Supplier

-Supplier-

Condition

Condition

* PO Number

PO Number

Report of Waste

Report of Waste

Disposal Number

Disposal Number

* Asset Number

Asset Number

* Accountable Employee

-Employee-

* Item Description

Accounting Tag

Accounting Tag

* Acquisition Cost

Acquisition Cost

* Date Acquired

mm/dd/yyyy

* MR Number

MR Number


* Department/Office	* Accountable Employee
<input type="text" value="-Department-"/>	<input type="text" value="-Employee-"/>
* Supplier	* Item Description
<input type="text" value="-Supplier-"/>	<input type="text"/>
Condition	Accounting Tag
<input type="text" value="Condition"/>	<input type="text" value="Accounting Tag"/>
* PO Number	* Acquisition Cost
<input type="text" value="PO Number"/>	<input type="text" value="Acquisition Cost"/>
Report of Waste	* Date Acquired
<input type="text" value="Report of Waste"/>	<input type="text" value="mm/dd/yyyy"/>
Disposal Number	* MR Number
<input type="text" value="Disposal Number"/>	<input type="text" value="MR Number"/>
* Location	* Serial Number
<input type="text" value="-Location-"/>	<input type="text" value="Serial Number"/>
* Warranty	
<input type="text" value="Warranty"/>	
<input type="button" value="X Cancel"/> <input type="button" value="✓ Submit"/>	

This is the form is generated when the user click the add button. Fields with red asterisk (*) are required to be filled up.

Edit Asset Form

Asset Information -

Accountable Employee Details



PM ALETA

Is Active

test@tast.com

OFFICE OF THE PRESIDENT

August 2019

View Profile

Added by

Super Admin

August 27, 2019

August 27, 2019

Asset Details

* Category

SEMI EXPENDABLE

* Department

OFFICE OF THE PRESIDENT

* Supplier

SIENA MOBILE WORLD CORP.

* Location

NO LOCATION

* Accountable Employee

PM ALETA

* Item Description

CHARGER FOR ANDROID PHONE, O-WALL CHARGER

Condition

Condition

Accounting Tag

Accounting Tag

* Property Number

Property Number

* Serial Number

Serial Number

* Acquisition Cost

1,600.00

* Asset Number

Asset Number

* PO Number

SI 125731

* MR Number

ICS 2019-023

* Warranty

Warranty

Report of Waste

Report of Waste

Disposal Number

Disposal Number

* Date Acquired

04/02/2019

* Added By


Super Admin

Save

This form is generated when the user click the edit button. Fields with red asterisk (*) are required to have a value on it. It also allows the user to view and edit the employees' detail who added the asset. The user can also interchange the added by of the asset.

Edit Employee form

Employee Information



⬆ Upload New

AA MADRID

Is Active

YES

Employee Number

none_771

Department

GENERAL COUNSEL

Date Added

August 27, 2019

Last Updated

August 27, 2019

*Employee No.

none_771

Phone

Phone

*First Name

AA

Address

Address

*Last Name

MADRID

*Department

GENERAL COUNSEL

*Is Active

YES

✓ Save

This form is generated when the user click the edit button. Fields with red asterisk (*) are required to have a value on it.

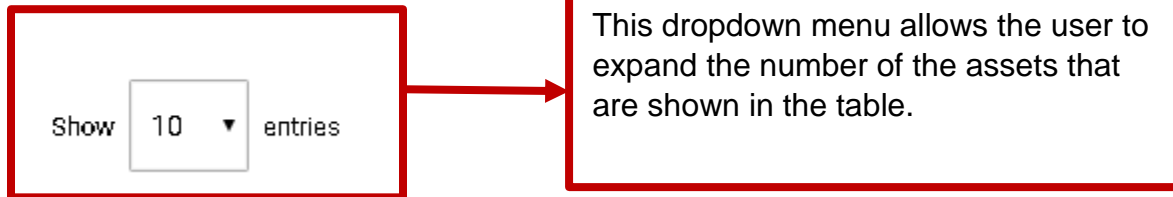
3.4 Accountable Employees

Accountable Employees								
<div> <div>Show 10 entries</div> <div>Search:</div> </div>								+ ADD
Photo	Name	Employee No.	Phone	Address	Department	Is Active	Date Added	Action
	AAA AYTONA	none_240			SMO - MIS	YES	2019-08-27	Edit
	AA MADRID	none_771			GENERAL COUNSEL	YES	2019-08-27	Edit
	AC ANTONIO	none_188			OSVP-EB	YES	2019-08-27	Edit
	AD GABRIEL	none_2779			ADMIN - GSD	YES	2019-08-27	Edit
	AG BUENVIAJE	none_854			GENERAL COUNSEL	YES	2019-08-27	Edit
	ALC GONZALES	none_863			GENERAL COUNSEL	YES	2019-08-27	Edit
	AL ENDAYA	none_1385			PROJECT MANAGEMENT	YES	2019-08-27	Edit
	CM BALUYOT	none_770			ACCOUNTING	YES	2019-08-27	Edit
	CM FAJARDO	none_2729			SMO - CORP. RELATIONS	YES	2019-08-27	Edit
	DMN CABIG	none_1276			ADMIN - PSD	YES	2019-08-27	Edit
Showing 1 to 10 of 61 entries							<div> Previous 1 2 3 4 5 6 7 Next </div>	

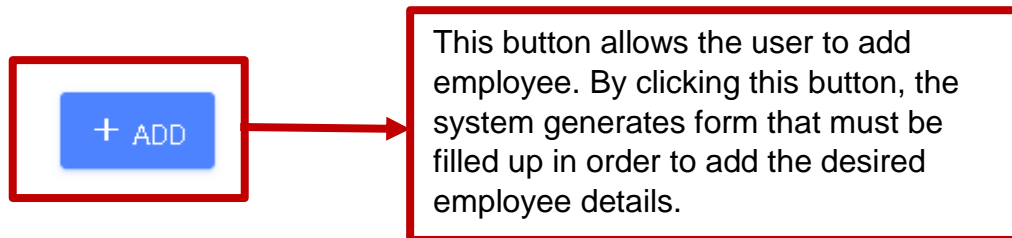
- Allows the user to view all the employees that are registered in the system.
- Allows the user to add or edit employee.
- Sortable in all fields except in photo and action column.

3.4.1 Module items

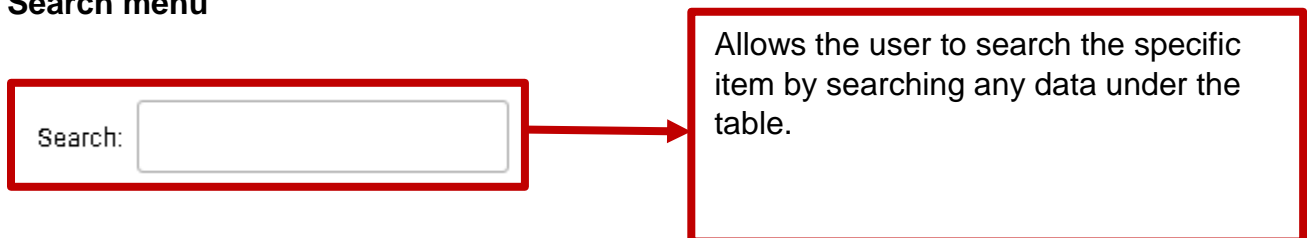
Data table length manager



Add Employee button



Search menu



Edit Button

Allows the user to edit the specific employees' information.

Data Paganation

Serves as the links to the pages of employee under the table.

Data Count

Showing 1 to 10 of 61 entries

Shows the current data that shown in the table and the total count of the data in the system.

Add Employee form

Add Accountable Employee

*Employee No.

Employee No.

*First Name

First Name

*Last Name

Last Name

* Department

-Department-

Address

Address

Phone

Phone

Upload Photo

Choose File

No file chosen


Cancel

Submit

This is the form is generated when the user click the add button. Fields with red asterisk (*) are required to be filled up.

Edit Employee form

Employee Information



[Upload New](#)

AA MADRID

Is Active

YES

Employee Number

none_771

Department

GENERAL COUNSEL

Date Added

August 27, 2019

Last Updated

August 27, 2019

*Employee No.

none_771

*First Name

AA

*Last Name

MADRID

*Department

GENERAL COUNSEL

Phone

Phone

Address

Address







*Is Active

YES

Save

This form is generated when the user click the edit button. Fields with red asterisk (*) are required to have a value on it.

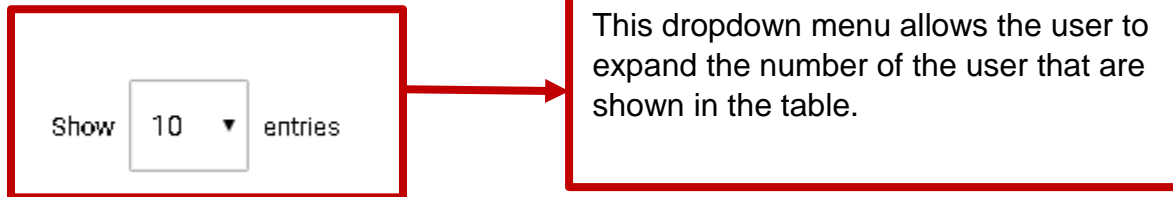
3.5 Users

Users																				
<div>Users</div> <div><div>Show 10 entries</div><div>Search: <input type="text"/></div><div>+ ADD</div></div> <table><tr><th>Username</th><th>Email</th><th>Roles</th><th>Account Lock</th><th>Date Added</th><th colspan="2">Action</th></tr><tr><td>admin</td><td>test@test.com</td><td>Admin</td><td>No</td><td>2019-08-27</td><td></td><td></td></tr></table> <div>Showing 1 to 1 of 1 entries</div> <div><div>Previous</div><div>1</div><div>Next</div></div>							Username	Email	Roles	Account Lock	Date Added	Action		admin	test@test.com	Admin	No	2019-08-27		
Username	Email	Roles	Account Lock	Date Added	Action															
admin	test@test.com	Admin	No	2019-08-27																

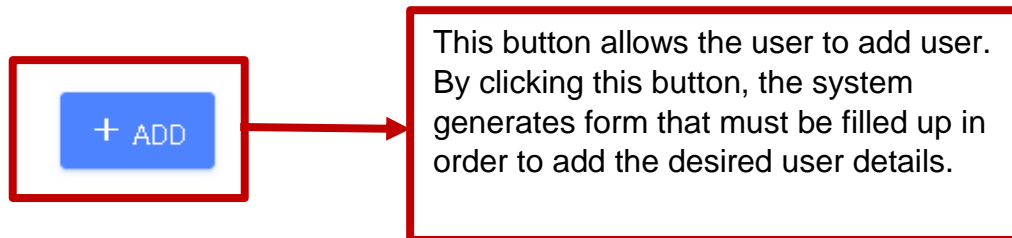
- Allows the user to view all the users that are registered in the system.
- Allows the user to add user.
- If the employee are registered as user in the system, the user can also edit their employee information in this module.
- Sortable in all fields except in action column.

3.5.1 Module items

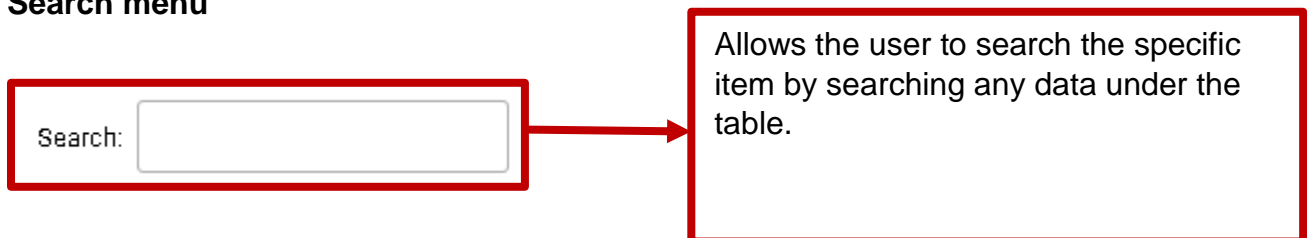
Data table length manager

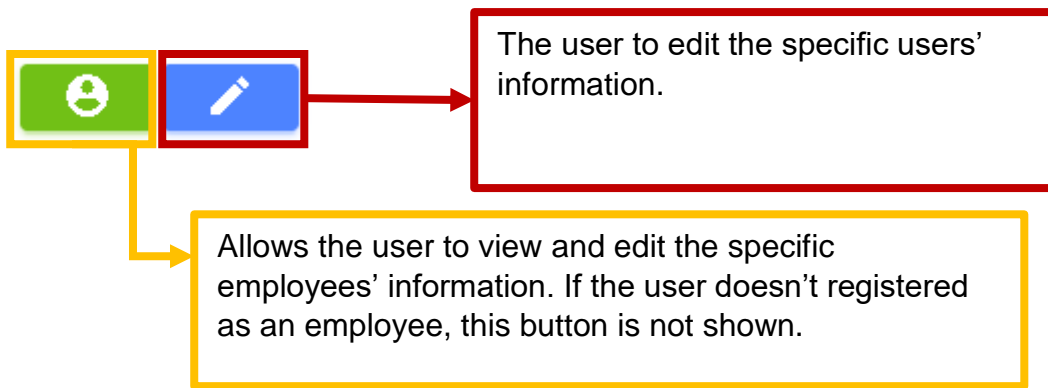
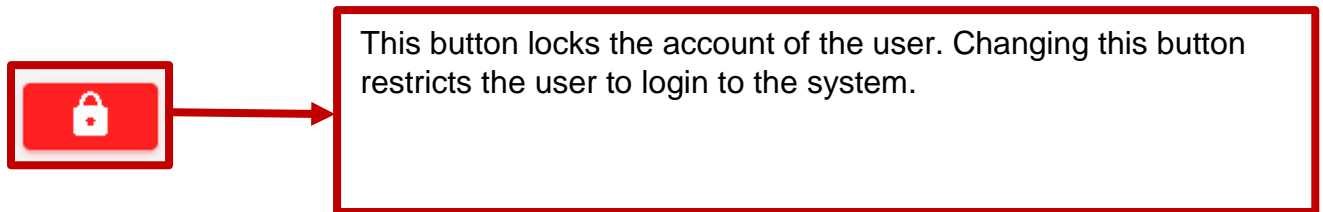
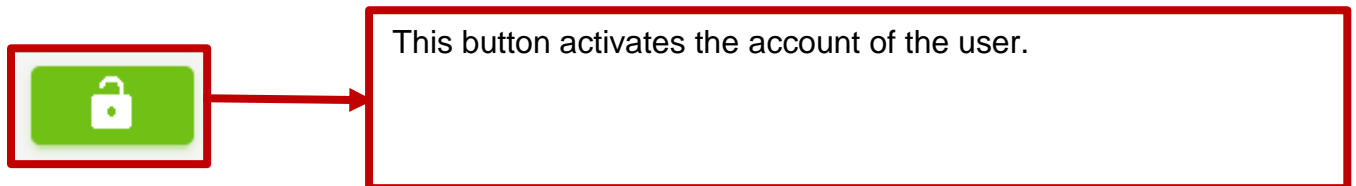


Add Employee button




Search menu



Edit Button**Account Lock Button****Activate Account Button****Data Paganation****Data Count**

Edit Employee form

Employee Information



⬆ Upload New

AA MADRID

Is Active

YES

Employee Number

none_771

Department

GENERAL COUNSEL

Date Added

August 27, 2019

Last Updated

August 27, 2019

*Employee No.

none_771

Phone

Phone

*First Name

AA

Address

Address

*Last Name

MADRID

*Department

GENERAL COUNSEL

*Is Active

YES

✓ Save

This form is generated when the user click the edit button. Fields with red asterisk (*) are required to have a value on it.

Edit User form

User Information

User Details	Update Details	Set New Password
Account Lock <input type="button" value="NO"/>	*Role Type <input type="text" value="Admin"/>	*New Password <input type="text" value="New Password"/>
Username Carlo	*Email <input type="text" value="Carloramondomingo@gmail.com"/>	*Confirm New Password <input type="text" value="Confirm New Password"/>
Email Carloramondomingo@gmail.com	*Username <input type="text" value="Carlo"/>	
Role Admin	*Account Lock <input type="text" value="NO"/>	<input type="button" value="✓ Save"/>
Date Added August 28, 2019		
Last Updated August 28, 2019	<input type="button" value="✓ Save"/>	

This form is generated when the user click the edit button. Fields with red asterisk (*****) are required to have a value on it. The user can also lock the account in this form.

3.6 Asset Report

Asset Report

Accountable Employee

Location

Property No.

Date Range

-Employee-

-Location-

Property No.

From - To

Show 10 entries

Print Barcodes

Export to Excel

Search

Asset No.	Property No.	Item Description	Acquisition Cost	Location	Employee	PO No.	Supplier	Date Acquired	Date Added
	PABX19-00569	IP PHONE GLOBAL, J129	4,478.10	NO LOCATION	MPNG FABIA	CONTRACT 18-045	TRENDS AND TECHNOLOGIES, INC.	2019-03-20	2019-08-27
	BNB 126	CHEESE GRATER, PRESTIGE	109.75	Tagaytay	HM CRUZ		METRO MARKET-MARKET	2012-04-25	2019-08-27
	11-0309	FIRST AID CABINET	150.00	Basement	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11	2019-08-27
	11-0308	FIRST AID CABINET	150.00	7/F LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11	2019-08-27
	11-0307	FIRST AID CABINET	150.00	4/F LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11	2019-08-27
	11-0306	FIRST AID CABINET	150.00	5/F lobby	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11	2019-08-27
	11-0305	FIRST AID CABINET	150.00	BMS	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11	2019-08-27
	11-0304	FIRST AID CABINET	150.00	6/F LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11	2019-08-27
		GLASS PITCHER (2 PCS)	499.50	Tagaytay	HM CRUZ		METRO MARKET MARKET, GLOBAL CITY	2012-11-16	2019-08-27
		TOOTHBRUSH STAND (5 PCS)	1,348.87	Tagaytay	HM CRUZ	INV. 000035570	ACE HARDWARE	2012-11-21	2019-08-27

Showing 1 to 10 of 3,430 entries

Previous

1

2

3

4

5

...

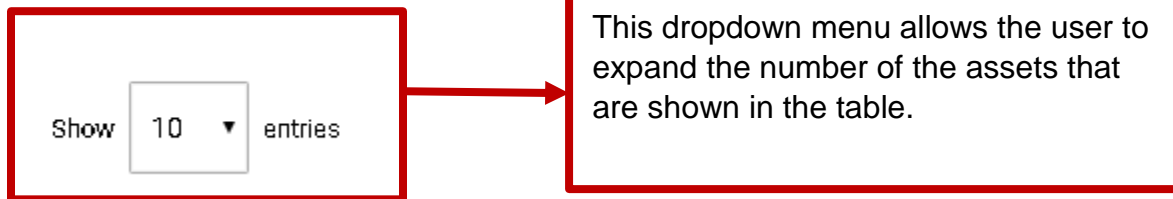
343

Next

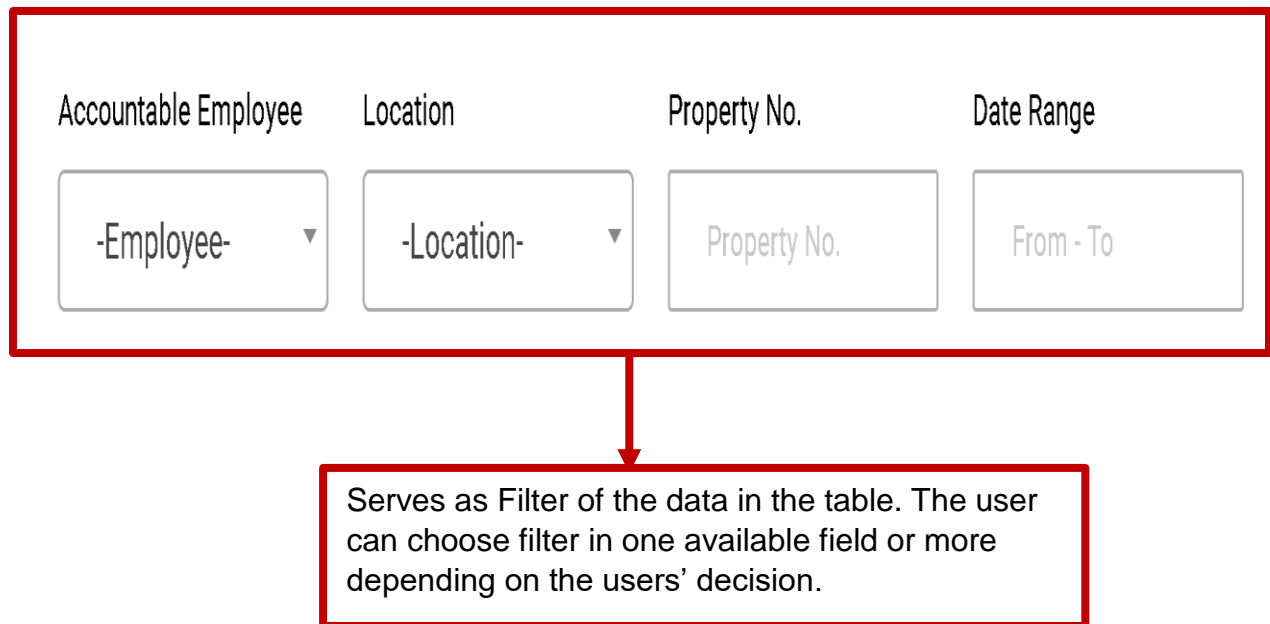
- Allows the user to view all of the assets in the company.
- Sortable in all fields.
- Property No. column are designed as links that redirect the user to the specific asset information. It also allows them to edit the information under it.
- Employee No. column are also links that redirect the user to the specific employee who added the asset. It also allows them to edit the information under it.
- Allows the user to filter in Accountable Employee, Location, Property No., or in Date Range.
- Allows the user to export the data in the tables to excel whether it is filtered or not.
- Allows the user to print the barcodes whether it is filtered or not.

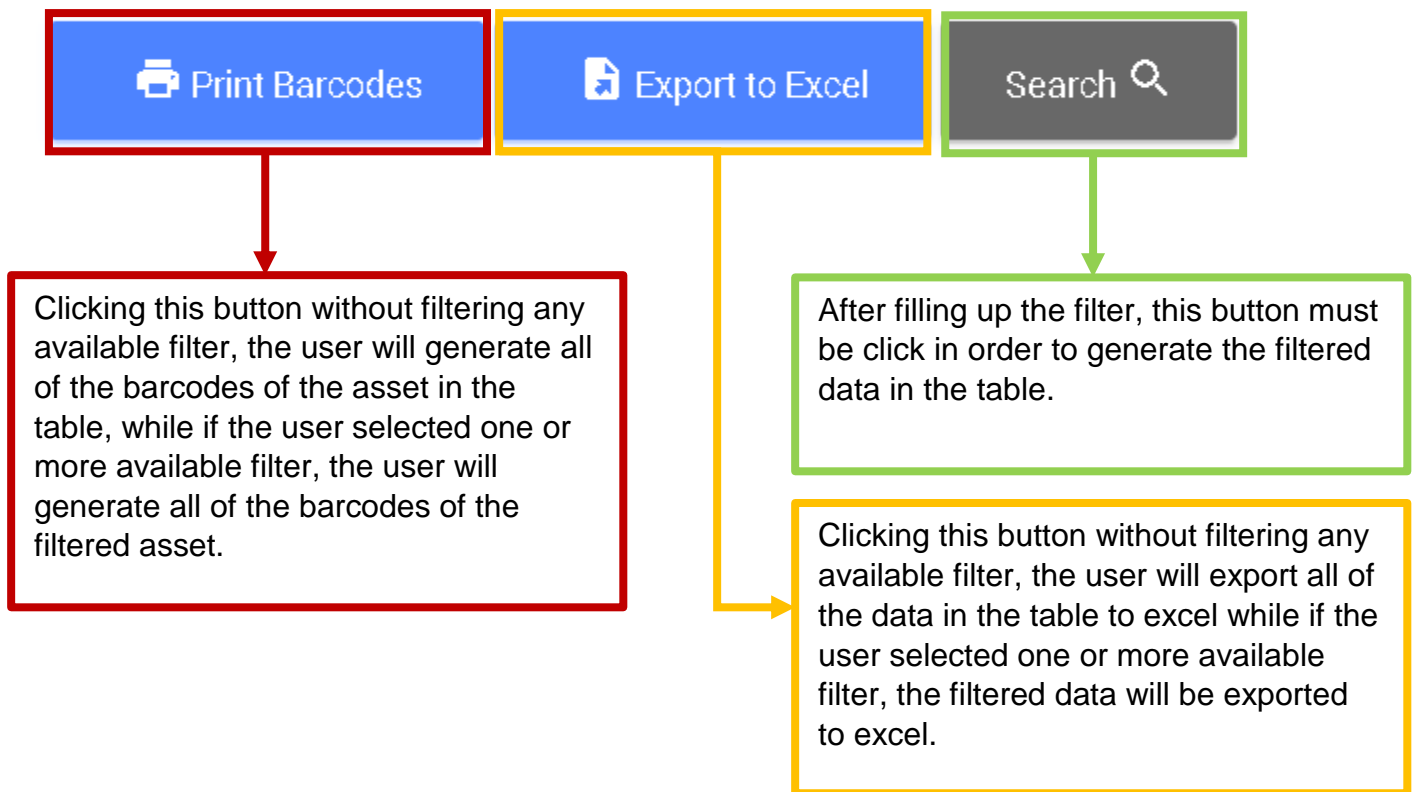
3.6.1 Module items

Data table length manager



Data table Filter



Print Barcodes, Export Excel and Search Button**Data Paganation****Data Count**

3.7 Employee Ledger Report

Employee Ledger Report

Accountable Employee

Employee No.

Date Range

-Employee-

Employee No.

From - To

PHILIPPINE NATIONAL OIL COMPANY

EMPLOYEE LEDGER CARD

08/28/2019

Export to Excel

Search

Show

10

entries

Item Description	Accounting Tag	Property No.	MR No.	Location	Date Added
		OP 18-00034	2018-08-006	NO LOCATION	2019-08-27
		OP 18-00033	2018-08-006	NO LOCATION	2019-08-27
(SET) 4 PCS LED PARABOLIC ALUMINIZED REFLECTOR AR WITH T-BAR STAND TRIPOD		LT 14-00012	2014-09-015	7/F THEATER	2019-08-27
1 IN 2 OUT VGA DISTRIBUTION, EXTRON P2 DA+		AU 09-00038	2009-09-021	BOARD - CONTROL ROOM	2019-08-27
1 IN 2 OUT VGA DISTRIBUTION, EXTRON P2 DA+		AU 09-00037	2009-09-021	BOARD - CONTROL ROOM	2019-08-27
1 IN 2 OUT VGA DISTRIBUTION, EXTRON P2 DA+		AU 09-00036	2009-09-021	BOARD - CONTROL ROOM	2019-08-27
1-INPUT VIDEO SCALER, EXTRON IN1502		AU 09-00041	2009-09-021	Boardroom	2019-08-27
1-INPUT VIDEO SCALER, EXTRON IN1502		AU 09-00039	2009-09-021	BOARD - CONTROL ROOM	2019-08-27
1-INPUT VIDEO SCALER, EXTRON IN1502		AU 09-00040	2009-09-021	BOARD - CONTROL ROOM	2019-08-27
1/8" TO 1-1/8" TUBING CUTTER		04-0007	2011-05-17i	NO LOCATION	2019-08-27

Showing 1 to 10 of 3,430 entries

Previous

1

2

3

4

5

...

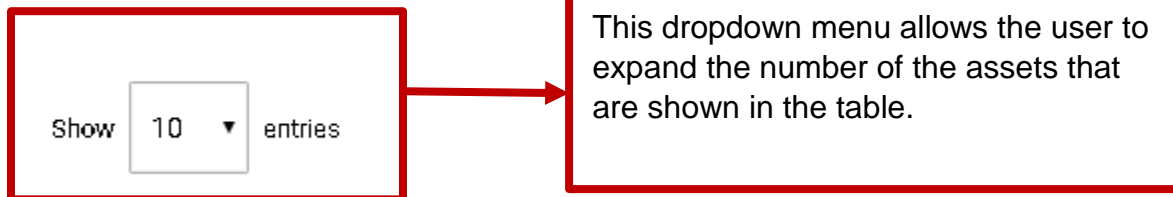
343

Next

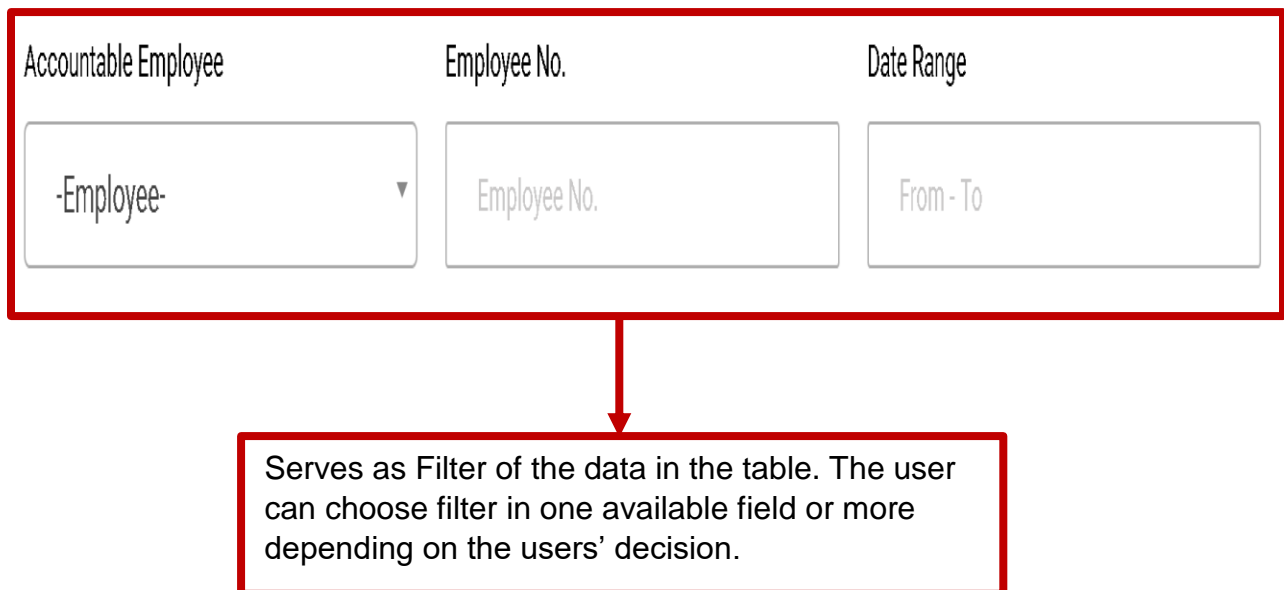
- Allows the user to view all of the assets in the company.
- Sortable in all fields.
- Property No. column are designed as links that redirect the user to the specific asset information. It also allows them to edit the information under it.
- Allows the user to filter in Accountable Employee, Employee No., or in Date Range.
- Allows the user to export the data in the tables to excel whether it is filtered or not.

3.7.1 Module items

Data table length manager



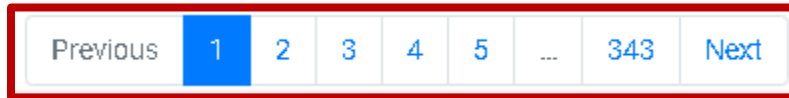
Data table Filter



Export Excel and Search Button

Clicking this button without filtering any available filter, the user will export all of the data in the table to excel while if the user selected one or more available filter, the filtered data will be exported to excel.

After filling up the filter, this button must be click in order to generate the filtered data in the table.

Data Paganation

Serves as the links to the pages of asset under the table.

Data Count

Shows the current data that shown in the table and the total count of the data in the system.

3.8 Daily Inventory Report

Daily Inventory Report

Accountable Employee

Location

Property No.

Date Range

-Employee-

-Location-

Property No.

08/28/2019 - 08/28/2019

Show

10

entries

Export to Excel

Search

Asset No.↑	Property No.↑	Item Description↓	Acquisition Cost↓	Location↓	Employee↓	PO No.↑	Supp
No data available in table							

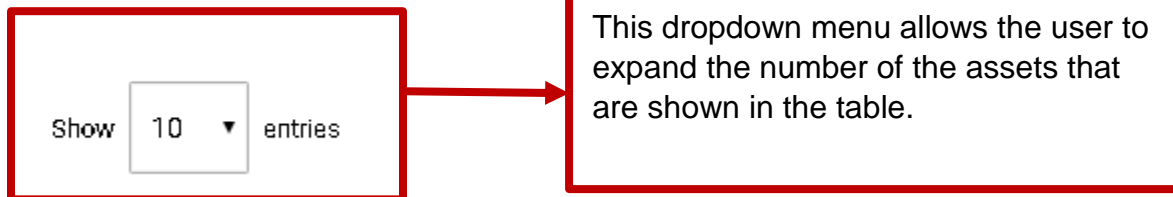
Showing 0 to 0 of 0 entries

PreviousNext

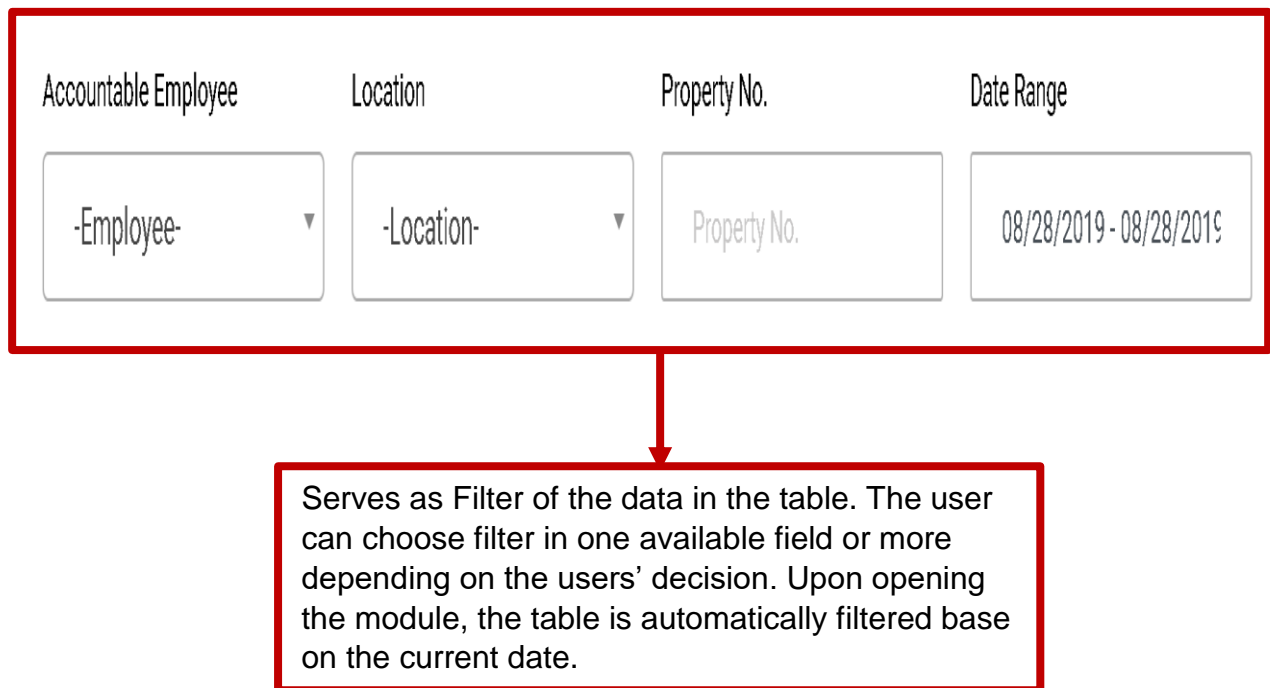
- Allows the user to view all of the registered assets in the company.
- Sortable in all fields.
- Property No. column are designed as links that redirect the user to the specific asset information. It also allows them to edit the information under it.
- Employee No. column are also links that redirect the user to the specific employee who added the asset. It also allows them to edit the information under it.
- Allows the user to filter in Accountable Employee, Location, Property No., or in Date Range.
- Allows the user to export the data in the tables to excel whether it is filtered or not.

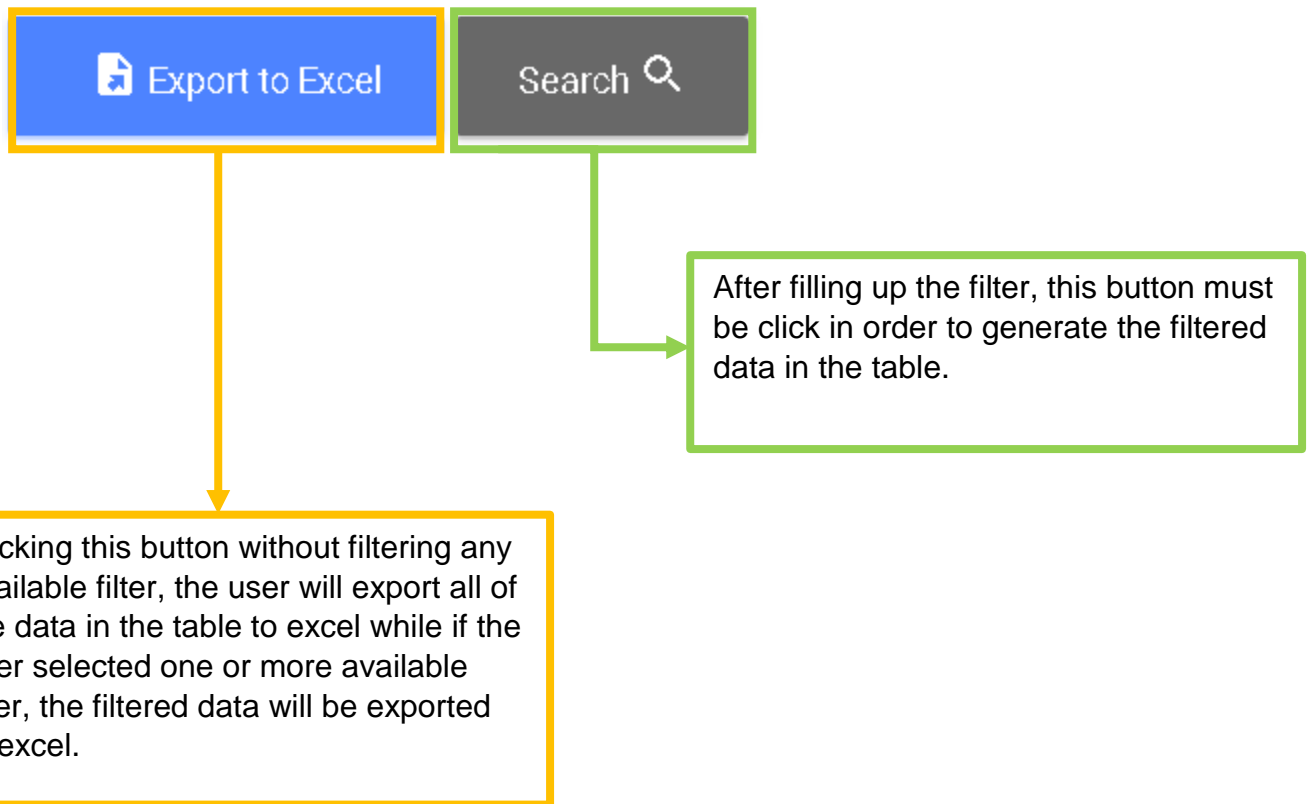
3.8.1 Module items

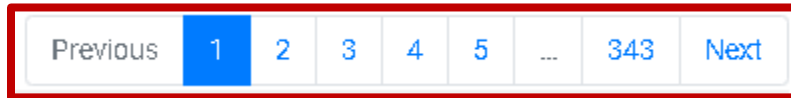
Data table length manager



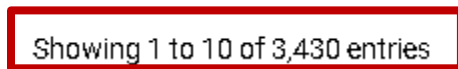
Data table Filter



Export Excel and Search Button

Data Paganation

Serves as the links to the pages of registered asset under the table.

Data Count

Shows the current data that shown in the table and the total count of the data in the system.

3.9 Asset By Office Report

Location

Department

Property No.

Date Range

-Location-

-Department-

Property No.

From - To

Show

10

entries

Export to Excel

Search

Asset No.	Property No.	Item Description	Acquisition Cost	Location	Employee	PO No.	Supplier
	PABX19-00559	IP PHONE GLOBAL, J129	4,478.10	NO LOCATION	MPNG FABIA	CONTRACT 18-045	TRENDS AND TECHNOL
	BNB 126	CHEESE GRATER, PRESTIGE	109.75	Tagaytay	HM CRUZ		METRO MARKET-MARKI
	11-0309	FIRST AID CABINET	150.00	Basement	FJ CASTILLON	296630	NS YAMSUAN MEDICAL
	11-0308	FIRST AID CABINET	150.00	7/F LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL
	11-0307	FIRST AID CABINET	150.00	4/F LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL
	11-0306	FIRST AID CABINET	150.00	5/F lobby	FJ CASTILLON	296630	NS YAMSUAN MEDICAL
	11-0305	FIRST AID CABINET	150.00	BMS	FJ CASTILLON	296630	NS YAMSUAN MEDICAL
	11-0304	FIRST AID CABINET	150.00	6/f LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL
		GLASS PITCHER (2 PCS)	499.50	Tagaytay	HM CRUZ		METRO MARKET MARKI
		TOOTHBRUSH STAND (5 PCS	1,348.87	Tagaytay	HM CRUZ	INV. 000035570	ACE HARDWARE

Showing 1 to 10 of 3,430 entries

Previous

1

2

3

4

5

...

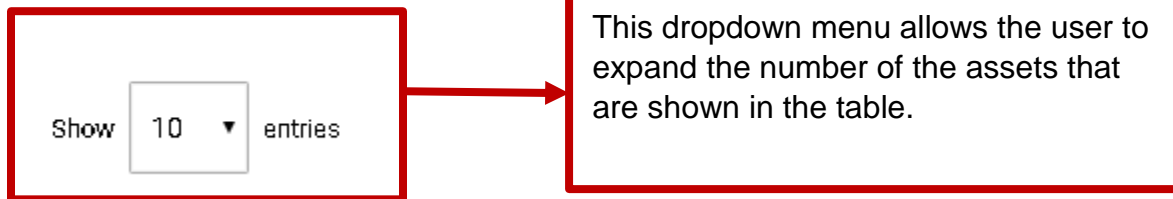
343

Next

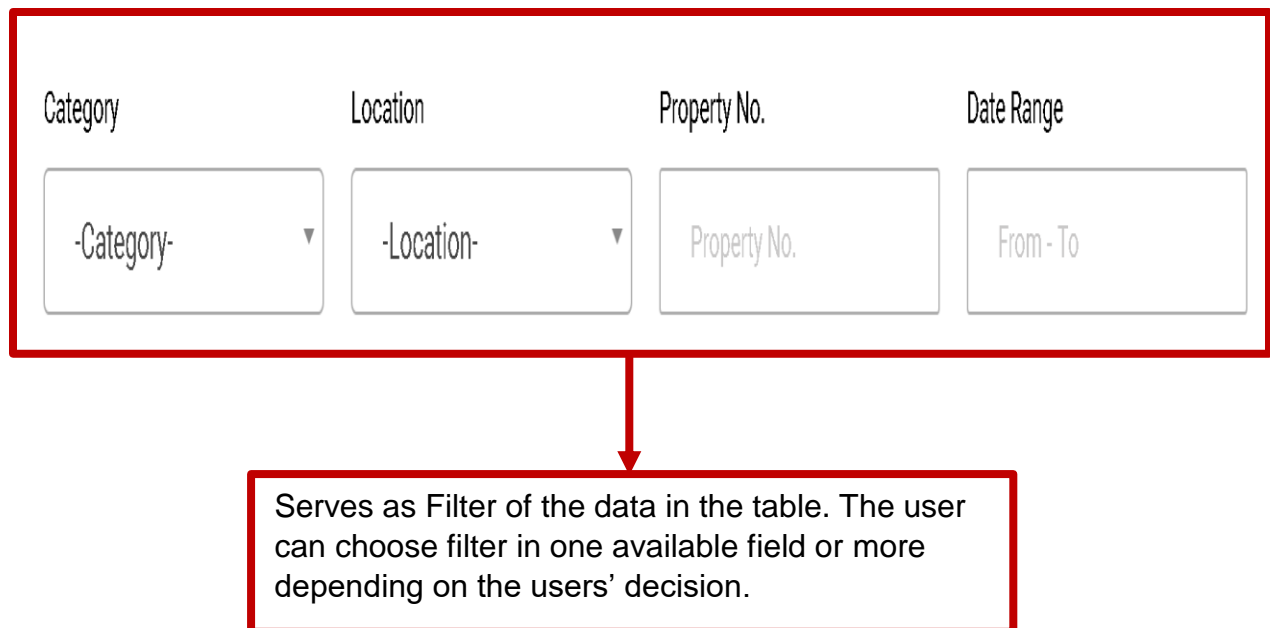
- Allows the user to view all of the assets in the company.
- Sortable in all fields.
- Property No. column are designed as links that redirect the user to the specific asset information. It also allows them to edit the information under it.
- Employee No. column are also links that redirect the user to the specific employee who added the asset. It also allows them to edit the information under it.
- Allows the user to filter in Category, Department, Property No., or in Date Range.
- Allows the user to export the data in the tables to excel whether it is filtered or not.

3.9.1 Module items

Data table length manager



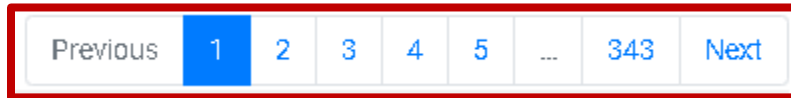
Data table Filter



Export Excel and Search Button

Clicking this button without filtering any available filter, the user will export all of the data in the table to excel while if the user selected one or more available filter, the filtered data will be exported to excel.

After filling up the filter, this button must be click in order to generate the filtered data in the table.

Data Paganation

Serves as the links to the pages of asset under the table.

Data Count

Shows the current data that shown in the table and the total count of the data in the system.

3.10 Category Assets Report

Category Assets Report

Category

Location

Property No.

Date Range

-Category-

-Location-

Property No.

From - To

Show
10
entries

Export to Excel
Search

Asset No.	Property No.	Item Description	Acquisition Cost	Location	Employee	PO No.	Supplier
	PABX19-00559	IP PHONE GLOBAL, J129	4,478.10	NO LOCATION	MPNG FABIA	CONTRACT 18-045	TRENDS AND TECHNOLOGICAL
	BNB 126	CHEESE GRATER, PRESTIGE	109.75	Tagaytay	HM CRUZ		METRO MARKET-MARKET
	11-0309	FIRST AID CABINET	150.00	Basement	FJ CASTILLON	296630	NS YAMSUAN MEDICAL
	11-0308	FIRST AID CABINET	150.00	7/F LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL
	11-0307	FIRST AID CABINET	150.00	4/F LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL
	11-0306	FIRST AID CABINET	150.00	5/F lobby	FJ CASTILLON	296630	NS YAMSUAN MEDICAL
	11-0305	FIRST AID CABINET	150.00	BMS	FJ CASTILLON	296630	NS YAMSUAN MEDICAL
	11-0304	FIRST AID CABINET	150.00	6/f LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL
		GLASS PITCHER (2 PCS)	499.50	Tagaytay	HM CRUZ		METRO MARKET MARKI
		TOOTHBRUSH STAND (5 PCS)	1,348.87	Tagaytay	HM CRUZ	INV. 000035570	ACE HARDWARE

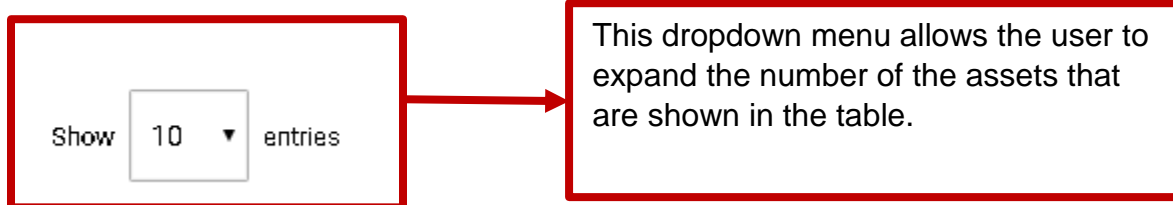
Showing 1 to 10 of 3,430 entries

Previous
1
2
3
4
5
...
343
Next

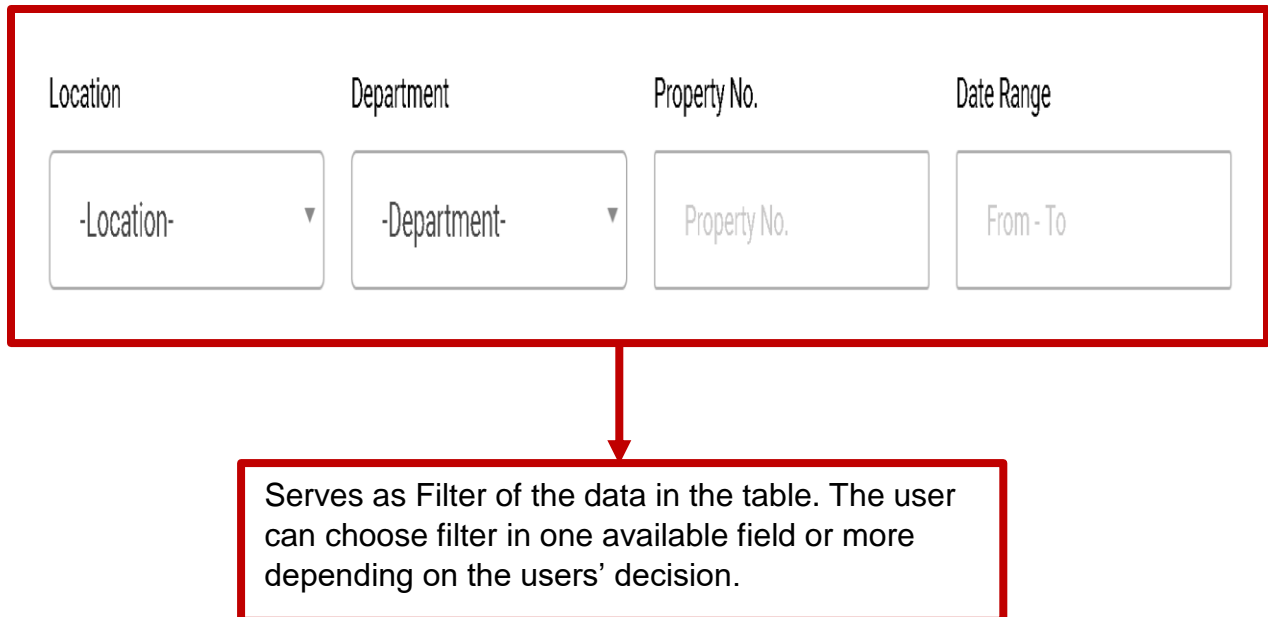
- Allows the user to view all of the assets in the company.
- Sortable in all fields.
- Property No. column are designed as links that redirect the user to the specific asset information. It also allows them to edit the information under it.
- Employee No. column are also links that redirect the user to the specific employee who added the asset. It also allows them to edit the information under it.
- Allows the user to filter in Location, Department, Property No., or in Date Range.
- Allows the user to export the data in the tables to excel whether it is filtered or not.

3.10.1 Module items

Data table length manager



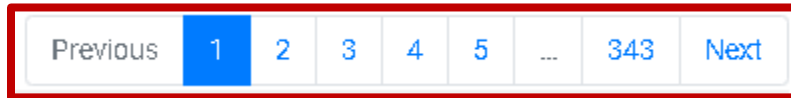
Data table Filter



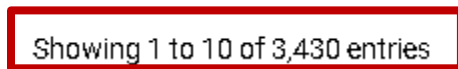
Export Excel and Search Button

Clicking this button without filtering any available filter, the user will export all of the data in the table to excel while if the user selected one or more available filter, the filtered data will be exported to excel.

After filling up the filter, this button must be click in order to generate the filtered data in the table.

Data Paganation

Serves as the links to the pages of asset under the table.

Data Count

Shows the current data that shown in the table and the total count of the data in the system.

3.11 Unlocated Items Report

Unlocated Items Report

Location

Property No.

Date Range

-Location-

Property No.

From - To

Show
10
entries

Export to Excel

Search

Asset No.	Property No.	Item Description	Acquisition Cost	Location	Employee	PO No.	Supplier	Date Acquired
	PABX19-00559	IP PHONE GLOBAL, J129	4,478.10	NO LOCATION	MPNG FABIA	CONTRACT 18-045	TRENDS AND TECHNOLOGIES, INC.	2019-03-20
	BNB 126	CHEESE GRATER, PRESTIGE	109.75	Tagaytay	HM CRUZ		METRO MARKET-MARKET	2012-04-25
	11-0309	FIRST AID CABINET	150.00	Basement	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11
	11-0308	FIRST AID CABINET	150.00	7/F LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11
	11-0307	FIRST AID CABINET	150.00	4/F LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11
	11-0306	FIRST AID CABINET	150.00	5/F lobby	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11
	11-0305	FIRST AID CABINET	150.00	BMS	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11
	11-0304	FIRST AID CABINET	150.00	6/f LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11
		GLASS PITCHER (2 PCS)	499.50	Tagaytay	HM CRUZ		METRO MARKET MARKET, GLOBAL CITY	2012-11-16
		TOOTHBRUSH STAND (5 PCS)	1,348.87	Tagaytay	HM CRUZ	INV. 000035570	ACE HARDWARE	2012-11-21

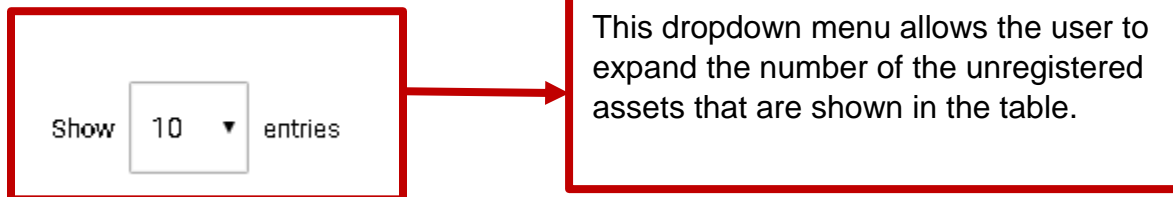
Showing 1 to 10 of 3,430 entries

Previous
1
2
3
4
5
...
343
Next

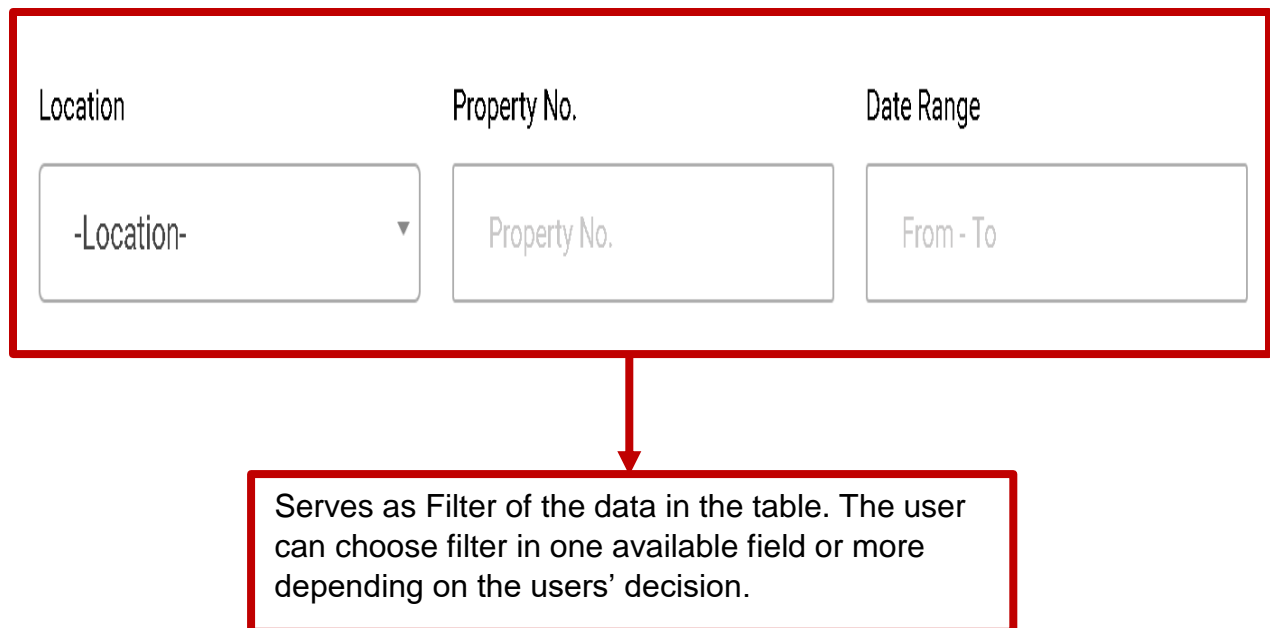
- Allows the user to view all of the unregistered assets in the company.
- Sortable in all fields.
- Property No. column are designed as links that redirect the user to the specific asset information. It also allows them to edit the information under it.
- Employee No. column are also links that redirect the user to the specific employee who added the asset. It also allows them to edit the information under it.
- Allows the user to filter in Location, Property No., or in Date Range.
- Allows the user to export the data in the tables to excel whether it is filtered or not.

3.11.1 Module items

Data table length manager



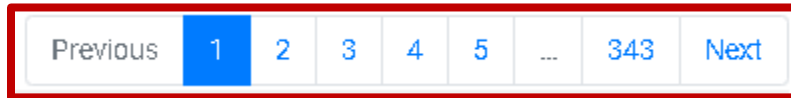
Data table Filter



Export Excel and Search Button

Clicking this button without filtering any available filter, the user will export all of the data in the table to excel while if the user selected one or more available filter, the filtered data will be exported to excel.

After filling up the filter, this button must be click in order to generate the filtered data in the table.

Data Paganation

Serves as the links to the pages of unregistered asset under the table.

Data Count

Shows the current data that shown in the table and the total count of the data in the system.

3.12 Inventory List Report

Inventory List Report

Accountable Employee

Location

Property No.

Date Range

-Employee-

-Location-

Property No.

From - To

Show

10

entries

Export to Excel

Search

Asset No.↑	Property No.↑	Item Description↑	Acquisition Cost↑	Location↑	Employee↑	PO No.↑	Supplier↑	Date Acquired↑
	PABX19-00559	IP PHONE GLOBAL, J129	4,478.10	NO LOCATION	MPNG FABIA	CONTRACT 18-045	TRENDS AND TECHNOLOGIES, INC.	2019-03-20
	BNB 126	CHEESE GRATER, PRESTIGE	109.75	Tagaytay	HM CRUZ		METRO MARKET-MARKET	2012-04-25
	11-0309	FIRST AID CABINET	150.00	Basement	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11
	11-0308	FIRST AID CABINET	150.00	7/F LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11
	11-0307	FIRST AID CABINET	150.00	4/F LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11
	11-0306	FIRST AID CABINET	150.00	5/F lobby	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11
	11-0305	FIRST AID CABINET	150.00	BMS	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11
	11-0304	FIRST AID CABINET	150.00	6/f LOBBY	FJ CASTILLON	296630	NS YAMSUAN MEDICAL SUPPLIES	2011-10-11
		GLASS PITCHER (2 PCS)	499.50	Tagaytay	HM CRUZ		METRO MARKET MARKET, GLOBAL CITY	2012-11-16
		TOOTHBRUSH STAND (5 PCS)	1,348.87	Tagaytay	HM CRUZ	INV. 000035570	ACE HARDWARE	2012-11-21

Showing 1 to 10 of 3,430 entries

Previous

1

2

3

4

5

...

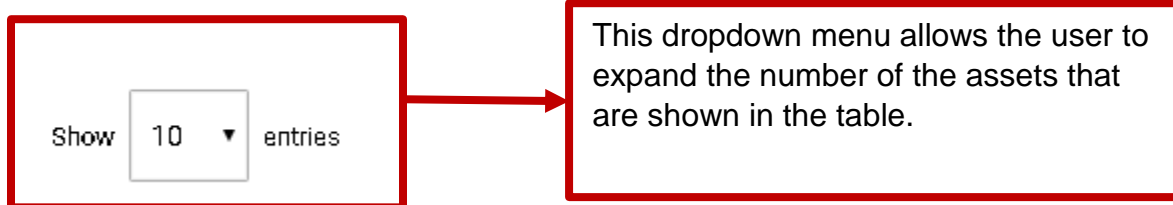
343

Next

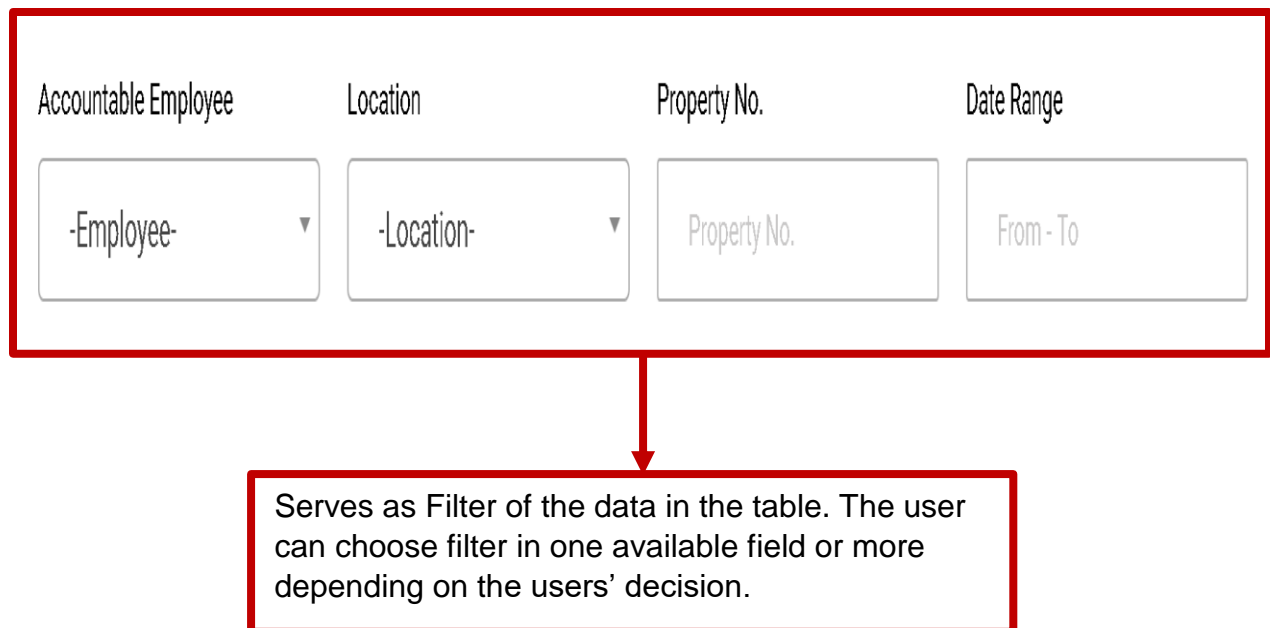
- Allows the user to view all of the assets in the company.
- Sortable in all fields.
- Property No. column are designed as links that redirect the user to the specific asset information. It also allows them to edit the information under it.
- Allows the user to filter in Accountable Employee, Location, Property No., or in Date Range.
- Allows the user to export the data in the tables to excel whether it is filtered or not.

3.12.1 Module items

Data table length manager



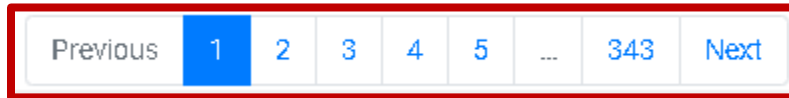
Data table Filter



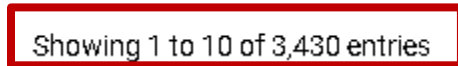
Export Excel and Search Button

Clicking this button without filtering any available filter, the user will export all of the data in the table to excel while if the user selected one or more available filter, the filtered data will be exported to excel.

After filling up the filter, this button must be click in order to generate the filtered data in the table.

Data Paganation

Serves as the links to the pages of asset under the table.

Data Count

Shows the current data that shown in the table and the total count of the data in the system.

3.13 Barcode Entry Form**Barcode Entry**

* Barcode No.

Scan Barcode...

- Allows the user to register asset by scanning the barcode or by entering manually the barcode number of the asset.

Barcode Entry

* Barcode No.

STATUS: NEW

BARCODE/PROPERTY NO.: 12313313

- After entering or scanning barcode, it will generate your barcode and its status that indicates if its' existing in the system or not.

* Barcode No.

STATUS: FOUND

BARCODE/PROPERTY NO.: 19-0006

CATEGORY
OTHER ASSET

DEPARTMENT
ADMIN - GSD

SUPPLIER
AUTOMATIC CENTRE,
METRO MARKET MARKET

LOCATION
Tagaytay

**ACCOUNTABLE
EMPLOYEE**
[HM CRUZ](#)

ITEM DESCRIPTION
ABS-CBN BLACK BOX

CONDITION

ACCOUNTING TAG

PROPERTY NUMBER
19-0006

SERIAL NUMBER

ACQUISITION COST
1,499.00

ASSET NUMBER

PO NUMBER
SI 0170730

MR NUMBER
ICS 2019-021

WARRANTY

REPORT OF WASTE

DISPOSAL NUMBER

DATE ACQUIRED
March 28, 2019

- If the barcode is existing, it will generate the details of the item.

3.14 Uploaded Barcode File

Uploaded Barcode File

+ UPLOAD

Show 10 entries

Search:

File	Size	Description	Uploaded By	Date Uploaded	Action
No data available in table					

Showing 0 to 0 of 0 entries

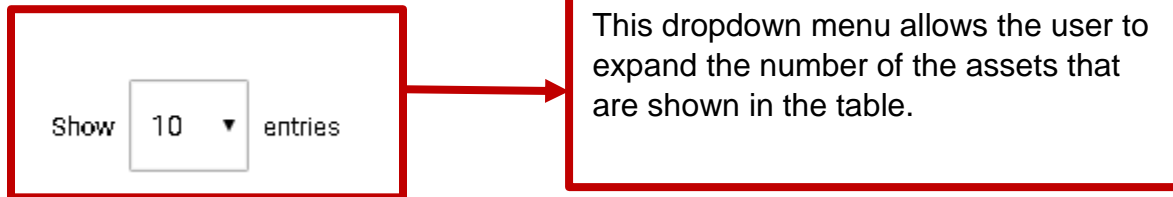
Previous

Next

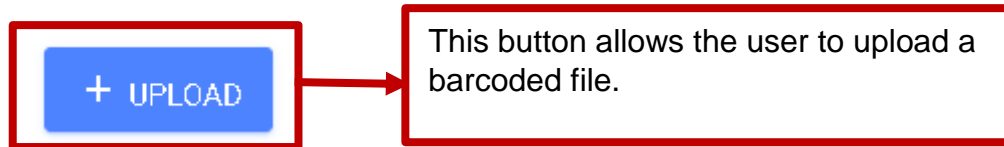
- Allows the user to upload scanned barcode.
- Allows the user to view all of the upload scanned barcode.
- Allows the user to download the specific file by clicking it's file name under the file column.

3.14.1 Module items

Data table length manager



Add Asset button




Search menuA search input field with a red border. It contains the text "Search:" followed by a text input box.

Allows the user to search the specific item by searching any data under the table.

Delete Button

Allows the user to delete the specific data in the table.

Data PaganationA pagination control bar with a red border. It contains the text "Previous", a blue square with the number "1", a square with the number "2", a square with the number "3", a square with the number "4", a square with the number "5", a square with an ellipsis "...", a square with the number "343", and the text "Next".

Serves as the links to the pages of barcoded file in the table.

Upload Scanned Barcode form

+ Upload Scanned Barcode

* Upload File (.txt)

Choose File

No file chosen

Description

Description (optional)

✕ Cancel

✓ Submit


This is the form is generated when the user click the upload button. Fields with red asterisk (*) are required to be filled up.


3.15 Print Custom Barcode


Print Custom Barcode

* Property Number

test

 Print Preview

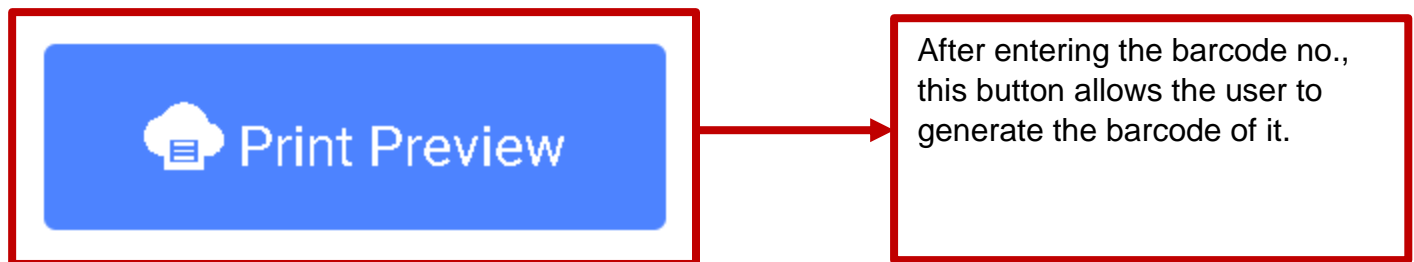


 Print

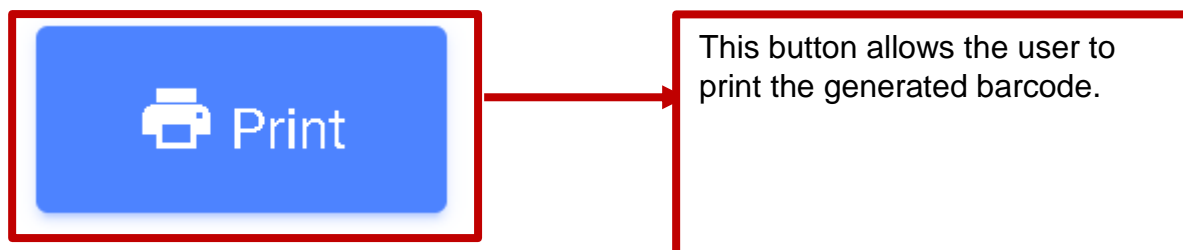
- Allows the user to generate and print barcode when the user added his/her desired barcode number.
- Allows the user to print the generated barcode.

3.15.1 Module items

Print Preview Button



Print Button



4.0 BARCODE SCANNER

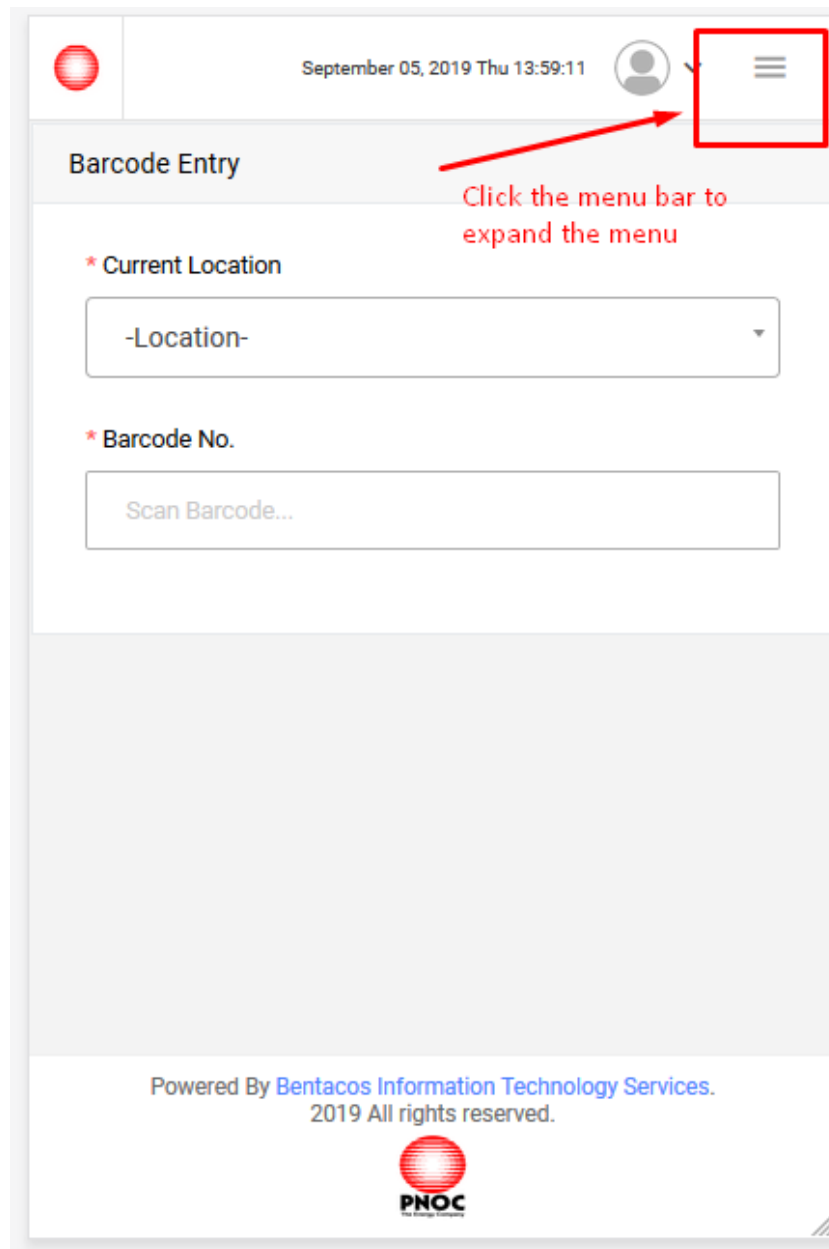
4.0 BARCODE SCANNER

4.1 See Device specifications included in the box

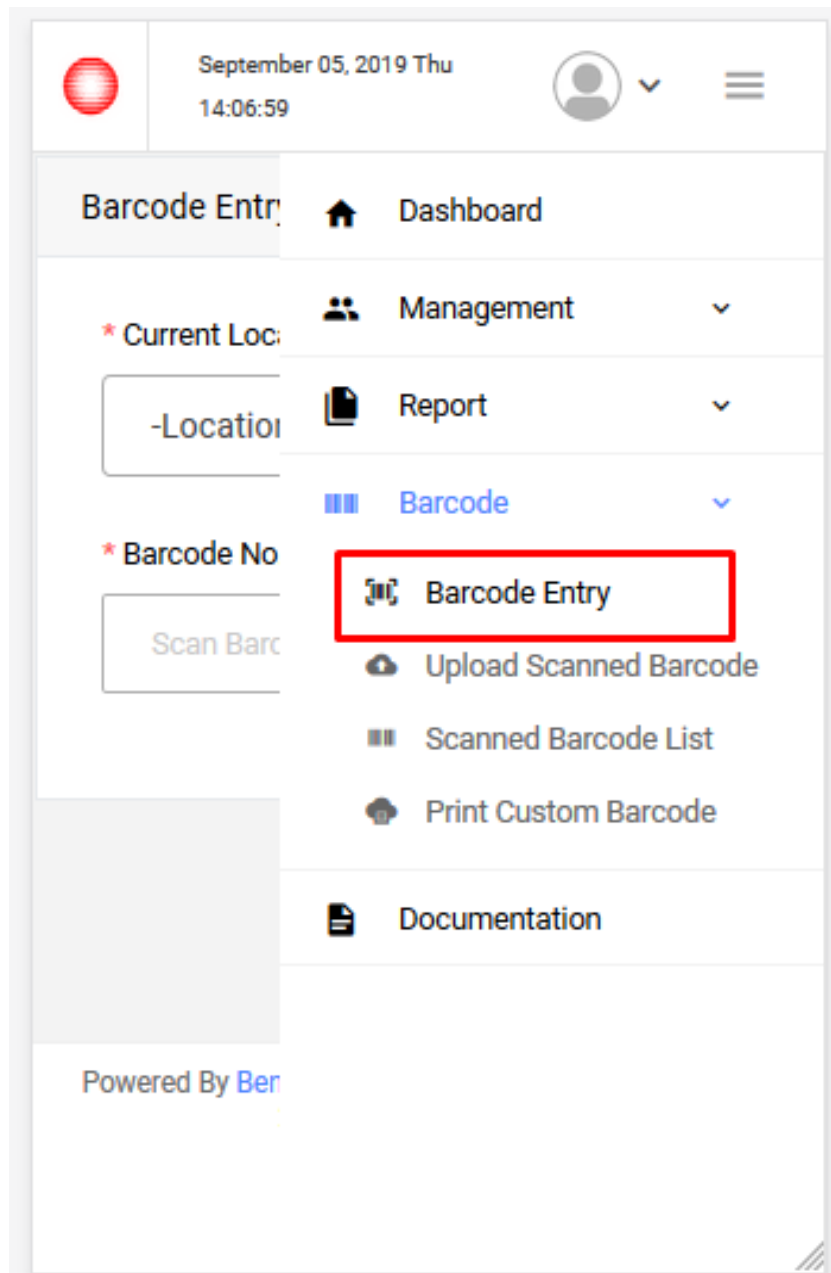
4.2 Barcode scanning using assets inventory system


If the internet connectivity is available in your location, you can use this method.

It will automatically send the data in the system.





The screenshot shows a web application interface for 'Barcode Entry'. At the top, there is a header bar with a red circular icon on the left, the date and time 'September 05, 2019 Thu 13:59:11' in the center, and a user profile icon on the right. A red box highlights a menu bar (three horizontal lines) next to the user icon, with a red arrow pointing to it and the text 'Click the menu bar to expand the menu'. Below the header, the main content area has a title 'Barcode Entry' and two form fields: '* Current Location' with a dropdown menu showing '-Location-' and '* Barcode No.' with a text input field containing 'Scan Barcode...'. At the bottom, there is a footer with the text 'Powered By Bentacos Information Technology Services. 2019 All rights reserved.' and the PNOG logo.





September 05, 2019 Thu
14:08:19



Barcode Entry

select the location

* Current Location


-Location-

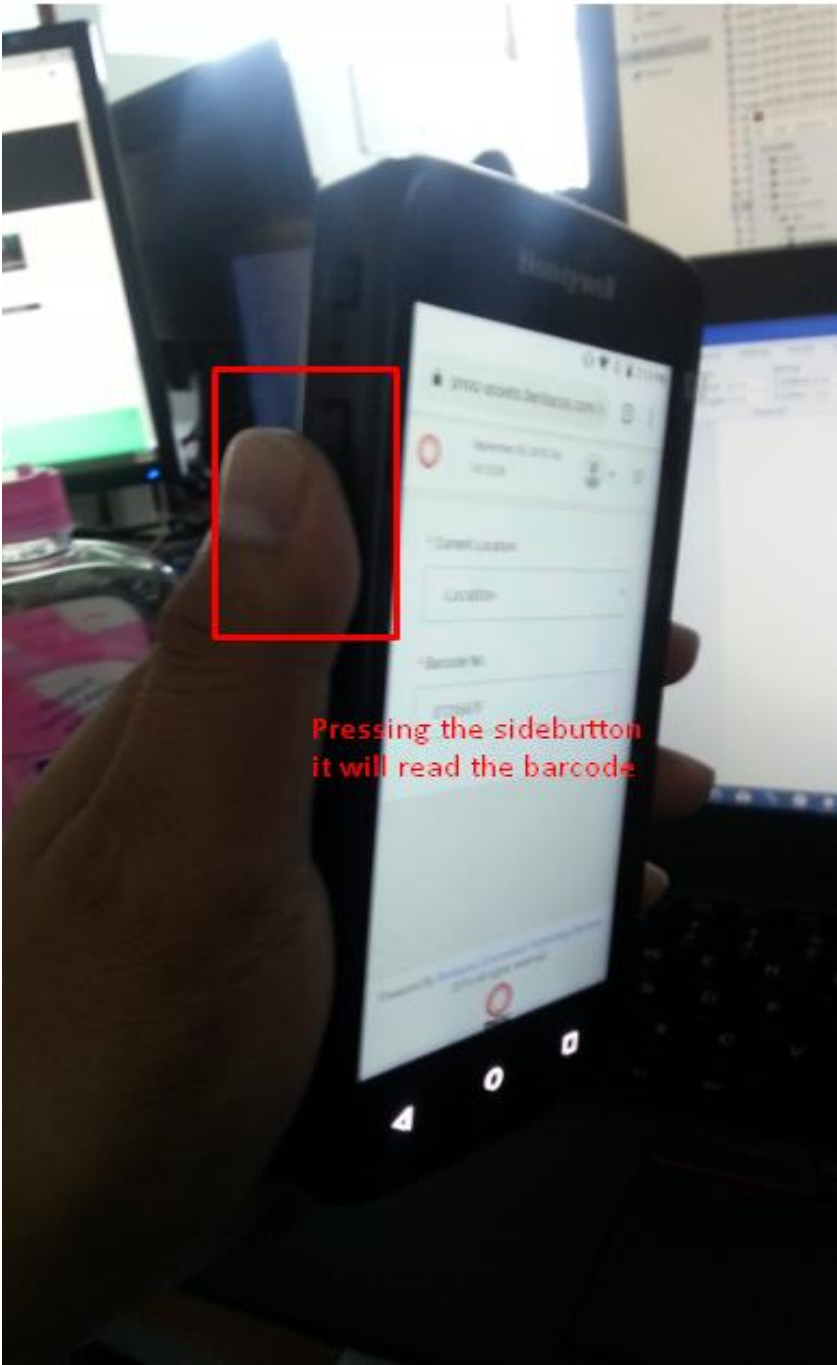
* Barcode No.

Scan Barcode...

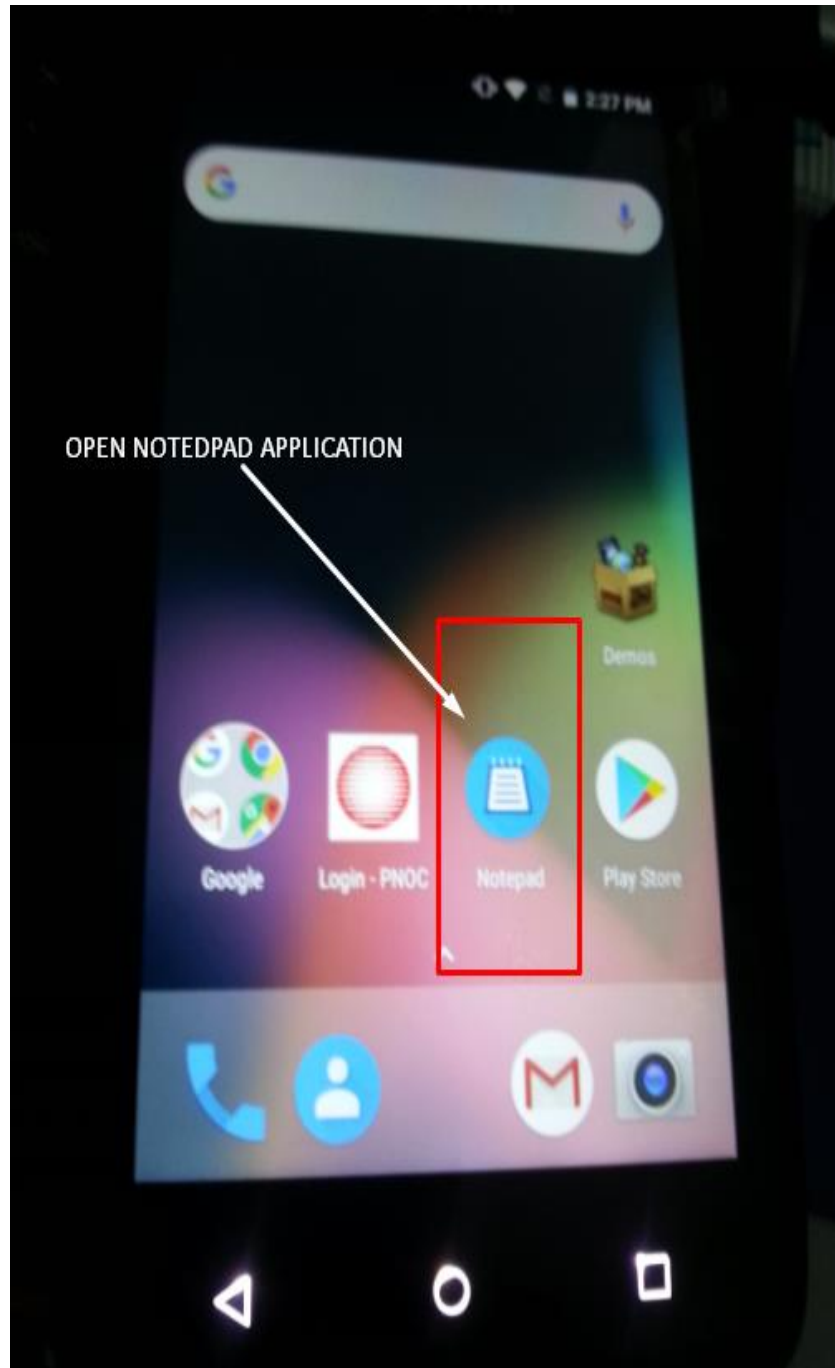
focus on the Barcode text input

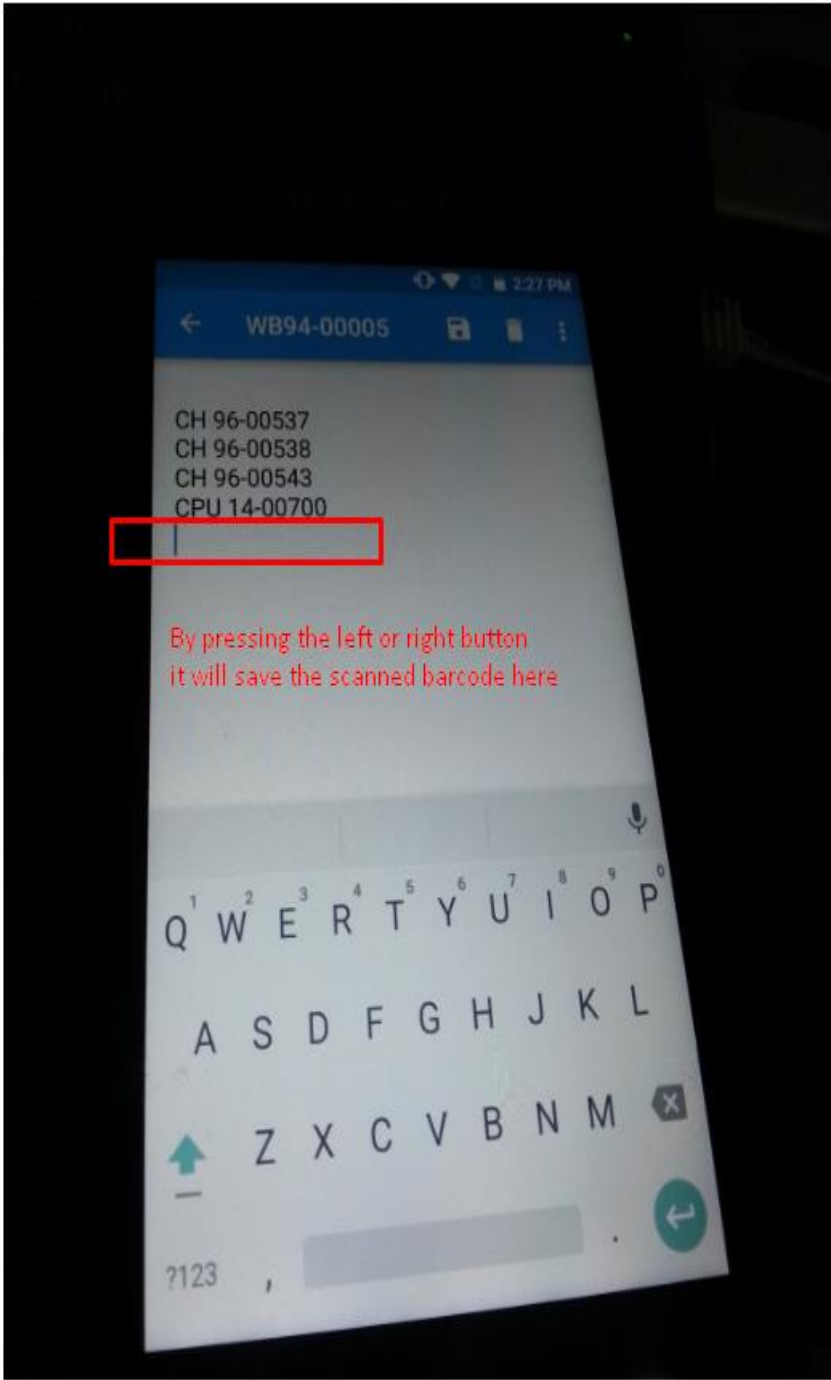
Powered By [Bentacos Information Technology Services.](#)
2019 All rights reserved.

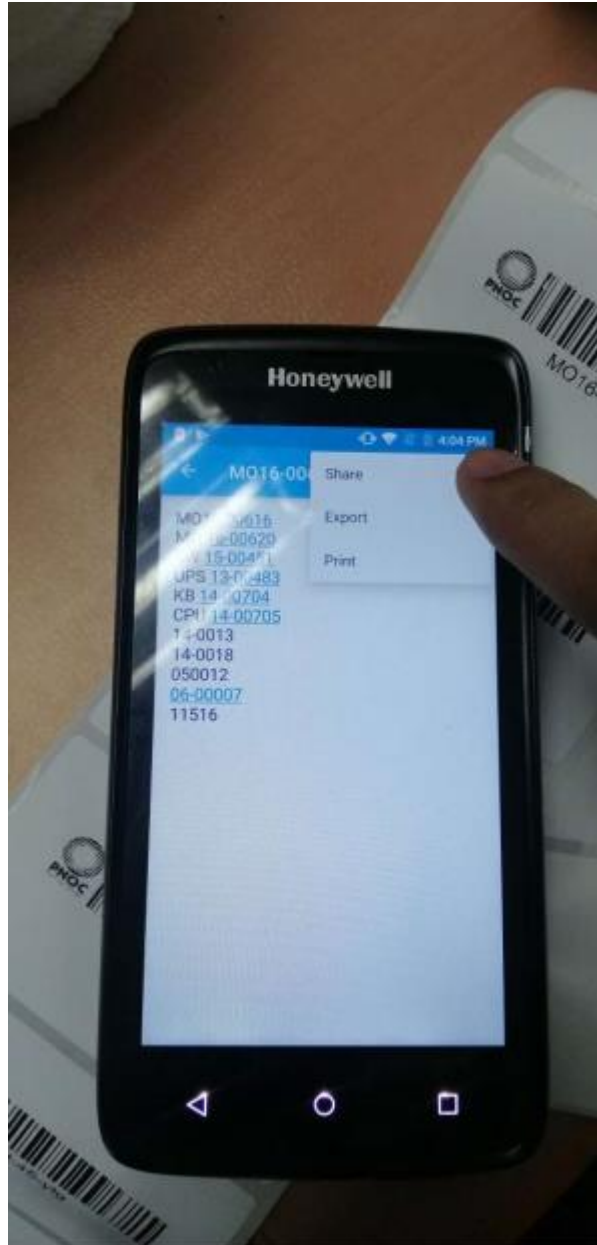

PNOC
The Storage Company



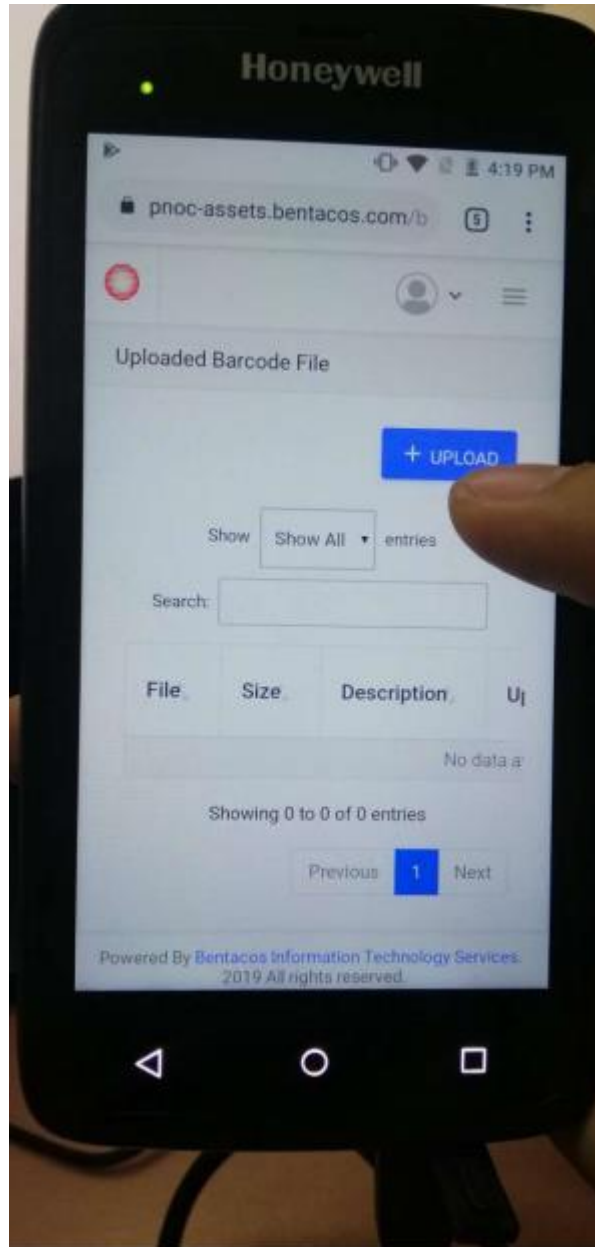
4.3 Manual barcode scanning using Notepad



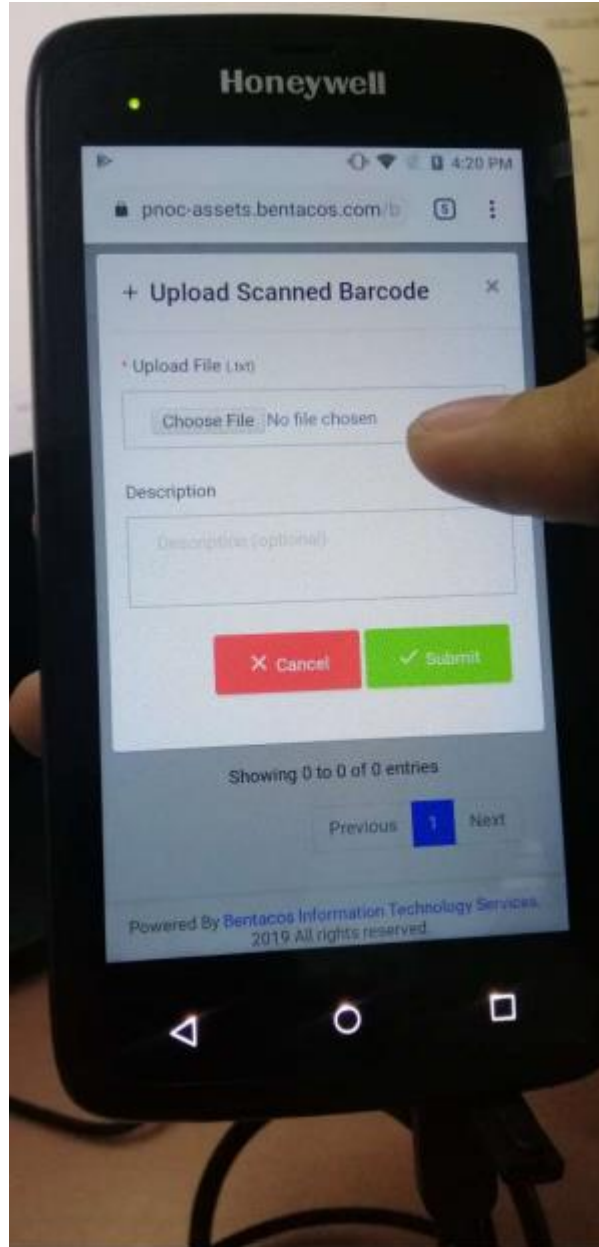




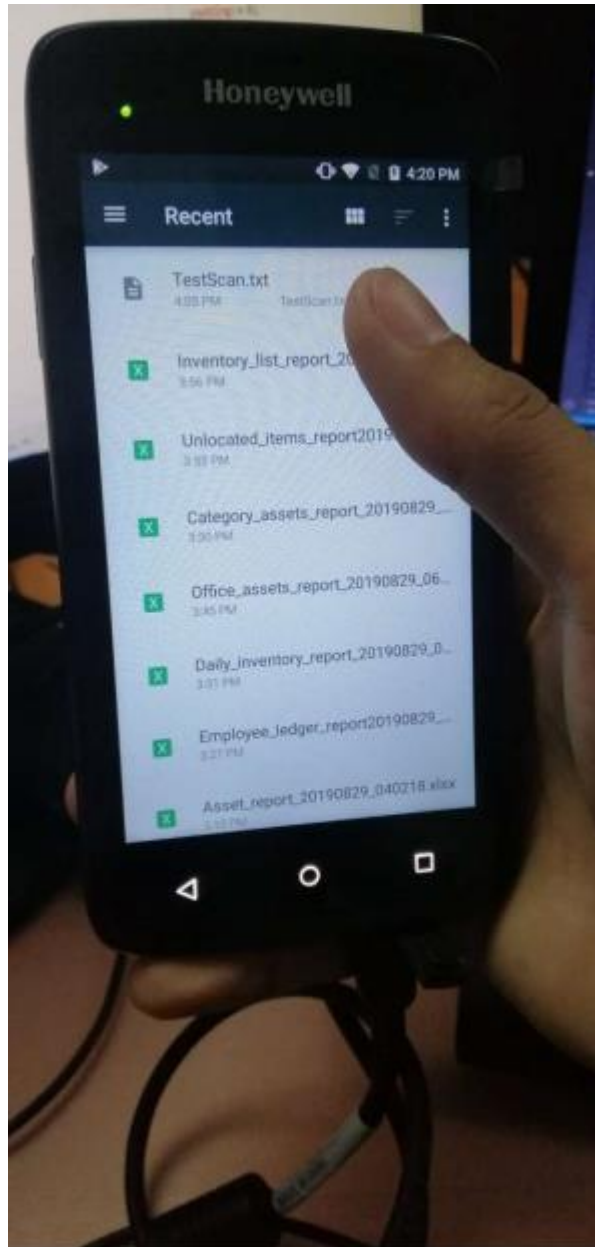
- Export file as .txt



- Then go to Uploaded Barcode File Module and press upload.



- This form will let the user upload the .txt file by clicking choose file button.



- Select the created file to upload then click submit, the description below is optional.

5.0 POLAROID

5.0 Polaroid

5.1 How to refill the barcode sticker/ribbon



- The user must press the side of the printer to open the barcode printer.
- Inside the barcode printer, there is a manual that specifies its part and guide on how the ribbon and the barcode stickers placed on the printer.

5.2 How to Calibrate polaroid



- To calibrate the printer, the user need to turn on the power button then quickly press and hold the feed button until it make sound.
- The sound that it makes is an indication that the printer is calibrating.