# User Manual

# Inventory Management System

**System Access:**

Requirements: Internet connection, modern web browser.

URL: <https://web-experiments-cbc9c.web.app/>

**Create Account:**

Click “Sign Up” on the login page, enter your details, and submit.

Make sure the email wasn’t used before.

A screenshot of a computer

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**Logging In:**

Login: Enter your email and password on the login page and click “Login.”

A screenshot of a login form

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**Accessing the Dashboard:**

Login to the system using your credentials. The dashboard will be the first screen you see, displaying key metrics and real-time data relevant to inventory and sales performance.

Various widgets and graphs will provide insights into sales trends, inventory levels, and operational metrics.

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**Managing Items:**

Add: Go to “Items” > “Add New Item,” fill in details, and save.

Update/Delete: Find the item under Items action by clicking on the three dots, select “Edit” to update or “Delete” to remove.

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**Managing Vendors:**

Add: Navigate to “Vendors” > “Add New Vendor,” enter details, and save.

Update/Delete: Choose a vendor action by clicking on the three dots, click “Edit” to update or “Delete” to remove.

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**Managing Customers:**

Add: Go to “Customers” > “Add New Customer,” fill out the form, and click “Save.”

Update/Delete: Select a customer action by clicking on the three dots, “Edit” to update their information, or “Delete” to remove them.

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**Managing Sales Orders:**

Create: Click on the “Create Sales Order” button, fill out the form with the necessary details, and submit to create a new sales order. This action will reduce the stock of selected items.

Edit: Select the sales order you wish to edit, click on the three dots, and choose “Edit” to make changes to the sales order records. Note that some fields may be restricted from editing.

View: Click on the three dots of a sales order and select “View” to open the sales order with all columns disabled for viewing purposes.

Delete: To delete a sales order, click on the three dots of the respective sales order and select “Delete.” This action will put the stock back to its previous state.

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**Managing Purchase Orders:**

Create: Navigate to the Purchase Orders module, click on “Create Purchase Order,” fill out the form with the necessary details, and submit to create a new purchase order. This action will update the stock of selected items accordingly.

Edit: Select the purchase order you wish to edit, click on the three dots, choose “Edit,” and make the required changes. Stock adjustments will be made accordingly.

View: Click on the three dots of a purchase order and select “View” to open the purchase order with all columns disabled for viewing.

Delete: To delete a purchase order, click on the three dots of the respective purchase order and select “Delete.” This action will update the stock accordingly.

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**Managing Invoices:**

Create: Navigate to the Invoice module, click on “Create Invoice,” select a customer and a sales order, then click “Create” to generate an invoice with the calculated amount due.

Update: If the corresponding sales order is updated, select the invoice, click on the three dots, and choose “Update” to reflect the changes in the invoice amount due.

Delete: To delete an invoice, select the invoice, click on the three dots, and hit “Delete.” This action will remove the invoice from the system.

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**Managing Bills:**

Create: Access the Bills module, click on “Create Bill,” select a vendor and a purchase order, then click “Create” to generate a bill with the calculated amount due.

Update: If the corresponding purchase order is updated, select the bill, click on the three dots, and select “Update” to ensure the bill amount due is updated accordingly.

Delete: To delete a bill, select the bill, click on the three dots, and hit “Delete.” This action will remove the bill from the system.

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**Warehouse Management:**

Create: Click on Create Warehouse, enter the necessary details such as name, address, and capacity, then click Create. This will add a new warehouse to your system.

Edit: Find the warehouse you wish to edit in the warehouse list, click on the Edit icon from the actions menu.

View: To view detailed information about a warehouse, simply click on the View icon in the actions menu next to the respective warehouse.

Delete: In the warehouse list, select the warehouse you want to delete and click on the Delete icon in the actions menu.

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**Bin Locations Management**

Create: Click on “Create Bin”, select a warehouse, assign an item, and specify the location within the warehouse. Fill out all necessary fields and click Create.

Edit: To edit a bin location, navigate to the bin location list, click on the Edit icon for the location you wish to update, make the changes, and save.

Delete: To delete a bin location, click on the Delete icon for the respective location in the list. Ensure the bin is empty before attempting deletion.

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**Logging Out:**

Logout: Click the red button on the side panel called Logout.