

User Manual for Department Personnel – Logic University Stationery Store Inventory System

By: NUS ISS GDipSA46 Group 08

Date: 2 Aug 2018

Version: 1.1



Welcome

Welcome to Logic University's Stationery Ordering Website.

1. This website is designed to simplify and automate the stationery ordering process used by all employees.
2. To order Stationery, follow the steps in this manual.

Questions?

If you have questions please contact:

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User Manual for:

Employee

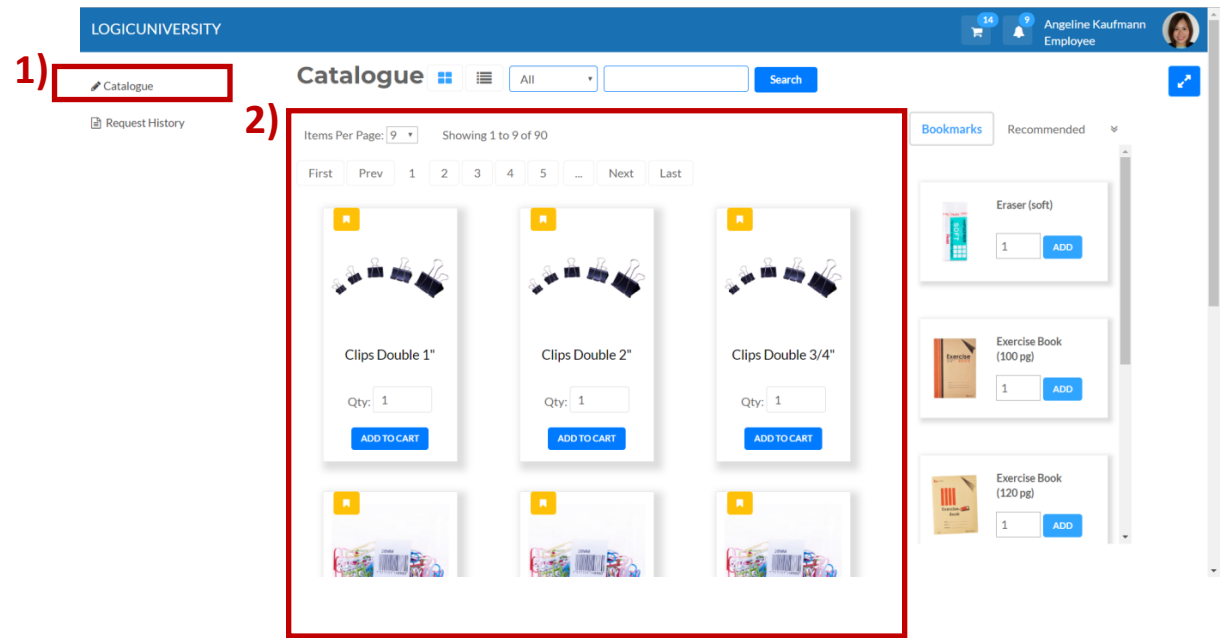
Access from Desktop computer

Logging into the site

- 1) Browse to the website: www.orderstationery.lu.edu
- 2) Enter Employee Number
- 3) Enter Password
- 4) Click on 'Log in' button

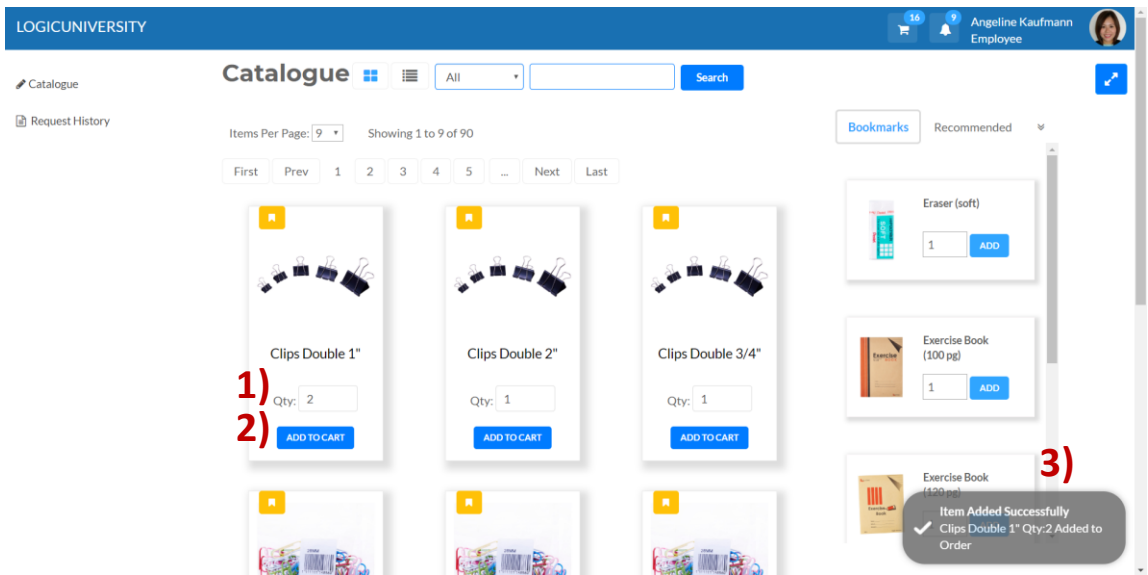


Employee : Order Stationery



Order Stationery Step 1/5: Select Item

- 1) Click on 'Catalogue' menu
- 2) Browse Items



Order Stationery Step 2/5: Add to Cart

- 1) Input Item Qty
- 2) Click on 'Add to Cart' button
- 3) Success message displayed

Employee : Order Stationery

LOGICUNIVERSITY

Catalogue

Request History

Catalogue

All

exer

Search

2)

Exercise Book (100 pg)

1

ADD

Exercise Book (120 pg)

3)

4)

1

ADD

Exercise Book A4 Hardcover (100 pg)

1

ADD

Exercise Book A4 Hardcover (120 pg)

1

ADD

Exercise Book A4 Hardcover (200 pg)

1

ADD

Bookmarks

Recommended

Eraser (soft)

1

ADD

Exercise Book (100 pg)

1

ADD

Exercise Book (120 pg)

1

ADD

CART

SEE MORE

Order Stationery – Alternate Way

1) Input search text

2) Search results shown

3) Input Qty

4) Click 'Add' button

LOGICUNIVERSITY

Catalogue

Request History

Request List

STATUS: UNSUBMITTED

Product Description	Request Qty	Units	Remove
<div>Clips Paper Small</div>	<div>2</div>	Box	<div>✖</div>
<div>Envelope Brown (3"x6")</div>	<div>2</div>	Each	<div>✖</div>
<div>Envelope Brown (3"x6") w/ Window</div>	<div>3</div>	Each	<div>✖</div>
<div>Envelope Brown (5"x7")</div>	<div>3</div>	Each	<div>✖</div>
<div>Envelope Brown (5"x7") w/ Window</div>	<div>2</div>	Each	<div>✖</div>
<div>Clips Double 1"</div>	<div>4</div>	Set Of 12	<div>✖</div>

Catalogue

Cancel

Submit

Bookmark List

	Product Description	Remove
<div>ADD</div>	Clips Double 3/4"	<div>✖</div>
<div>ADD</div>	Exercise Book A4 Hardcover (120 pg)	<div>✖</div>
<div>ADD</div>	Exercise Book A4 Hardcover (100 pg)	<div>✖</div>
<div>ADD</div>	Exercise Book (120 pg)	<div>✖</div>
<div>ADD</div>	Exercise Book (100 pg)	<div>✖</div>
<div>ADD</div>	Eraser (soft)	<div>✖</div>

Order Stationery Step 3/5: Go to CART

1) Click on the 'Cart' icon to view the Cart details

Employee : Order Stationery

LOGICUNIVERSITY

Catalogue

Request History

Angeline Kaufmann

Employee

Request List

STATUS: UNSUBMITTED

Product Description	Request Qty	Units	Remove
Clips Paper Small	2	Box	✖
Envelope Brown (3"x6")	2	Each	✖
Envelope Brown (3"x6") w/ Window	3	Each	✖
Envelope Brown (5"x7")	3	Each	✖
Envelope Brown (5"x7") w/ Window	2	Each	✖
Clips Double 1"	4	Set Of 12	✖

Catalogue

1)

Cancel Submit

Bookmark List

	Product Description	Remove
ADD	Clips Double 3/4"	✖
ADD	Exercise Book A4 Hardcover (120 pg)	✖
ADD	Exercise Book A4 Hardcover (100 pg)	✖
ADD	Exercise Book (120 pg)	✖
ADD	Exercise Book (100 pg)	✖
ADD	Eraser (soft)	✖

Order Stationery Step 4/5: Submit Order

- 1) If necessary, edit the Order (change Qty or 'Remove' item)
- 2) Click on 'Submit' button

LOGICUNIVERSITY

Catalogue

Request History

Angeline Kaufmann

Employee

Request List

STATUS: UNSUBMITTED

Product Description	Item Description	Quantity
Clips Paper Small	Clips Paper Small	2
Envelope Brown (3"x6")	Envelope Brown (3"x6")	2
Envelope Brown (3"x6") w/ Window	Envelope Brown (3"x6") w/ Window	3
Envelope Brown (5"x7")	Envelope Brown (5"x7")	3
Envelope Brown (5"x7") w/ Window	Envelope Brown (5"x7") w/ Window	2
Clips Double 1"	Clips Double 1"	4

Catalogue

1)

Confirm

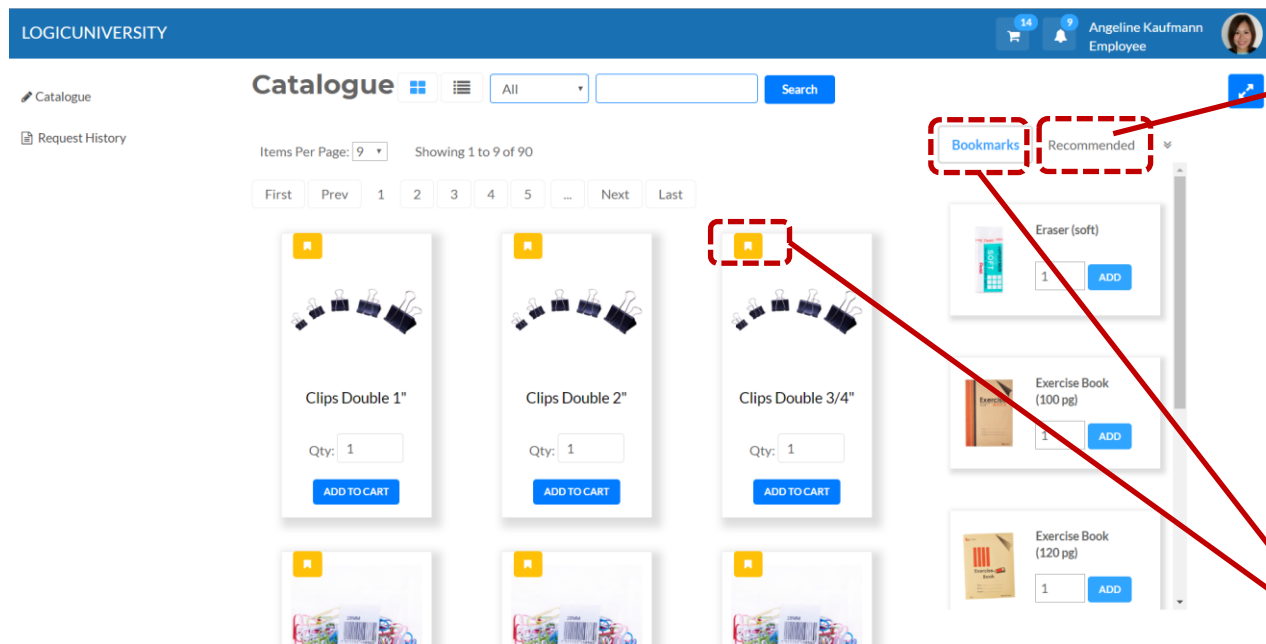
Bookmark List

	Product Description	Remove
ADD	Clips Double 3/4"	✖
ADD	Exercise Book A4 Hardcover (120 pg)	✖
ADD	Exercise Book A4 Hardcover (100 pg)	✖
ADD	Exercise Book (120 pg)	✖
ADD	Exercise Book (100 pg)	✖
ADD	Eraser (soft)	✖

Order Stationery Step 5/5: Confirm Order

- 1) Click on 'Confirm' button to submit the request

Employee : Order Stationery – Additional Features



Additional Feature 1/2: Order from Recommended list

- 1) Recommended items are shown based on recent orders
- 2) Input Qty and click 'Add' button to add item to the Cart.

Additional Feature 2/2: Bookmarks list

- 1) Click on bookmark icon to add your item to your bookmark list

Employee : View Request History & Fulfilment

LOGICUNIVERSITY

Catalogue

Request History

Request History

All

from: dd/mm/yyyy

to: dd/mm/yyyy

Search

Submitted Date	Status	
01-Aug-2018	Submitted	Details
01-Jul-2018	Submitted	Details
01-Jun-2018	Approved	Details
01-May-2018	Approved	Details
01-Apr-2018	Approved	Details
01-Mar-2018	Rejected	Details
01-Feb-2018	Fulfilled	Details
01-Jan-2018	Fulfilled	Details
01-Dec-2017	Rejected	Details
01-Nov-2017	Fulfilled	Details
01-Oct-2017	Fulfilled	Details

localhost/Group8_AD_webapp/Login.aspx

View Request History Step 1/4

- 1) Click on 'Request History' menu

LOGICUNIVERSITY

Catalogue

Request History

Request History

Approved

from: dd/mm/yyyy

to: dd/mm/yyyy

Search

Submitted Date	Status	
01-Jun-2018	Approved	Details
01-May-2018	Approved	Details
01-Apr-2018	Approved	Details

View Request History Step 2/4

- 1) Select 'Approved' status from the dropdown list

Employee : View Request History & Fulfilment

LOGICUNIVERSITY

16

6

Angeline Kaufmann
Employee

Catalogue

Request History

Request History

Approved

from: dd/mm/yyyy

to: dd/mm/yyyy

Search

Submitted Date	Status	
01-Jun-2018	Approved	<div>Details</div>
01-May-2018	Approved	<div>Details</div>
01-Apr-2018	Approved	<div>Details</div>

localhost/Group8_AD_webapp/Login.aspx

View Request History Step 3/4

- 1) Click on 'Details' button

LOGICUNIVERSITY

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0

Angeline Kaufmann
Employee

Catalogue

Request History

Request List

STATUS: APPROVED

1)

Product Description	Request Qty	Fulfilled Qty	Balance Qty	Units
Pen Ballpoint Blue	24	1	23	Set Of 12
Pen Ballpoint Red	10	5	5	Set Of 12
Pen Felt Tip Black	15	1	14	Set Of 12
Pen Felt Tip Blue	5	1	4	Set Of 12
Pen Felt Tip Red	15	6	9	Set Of 12

2)

Back

View Request History Step 4/4

- 1) Review fulfilment details
- 2) Click on 'Back' button to go back to Request List

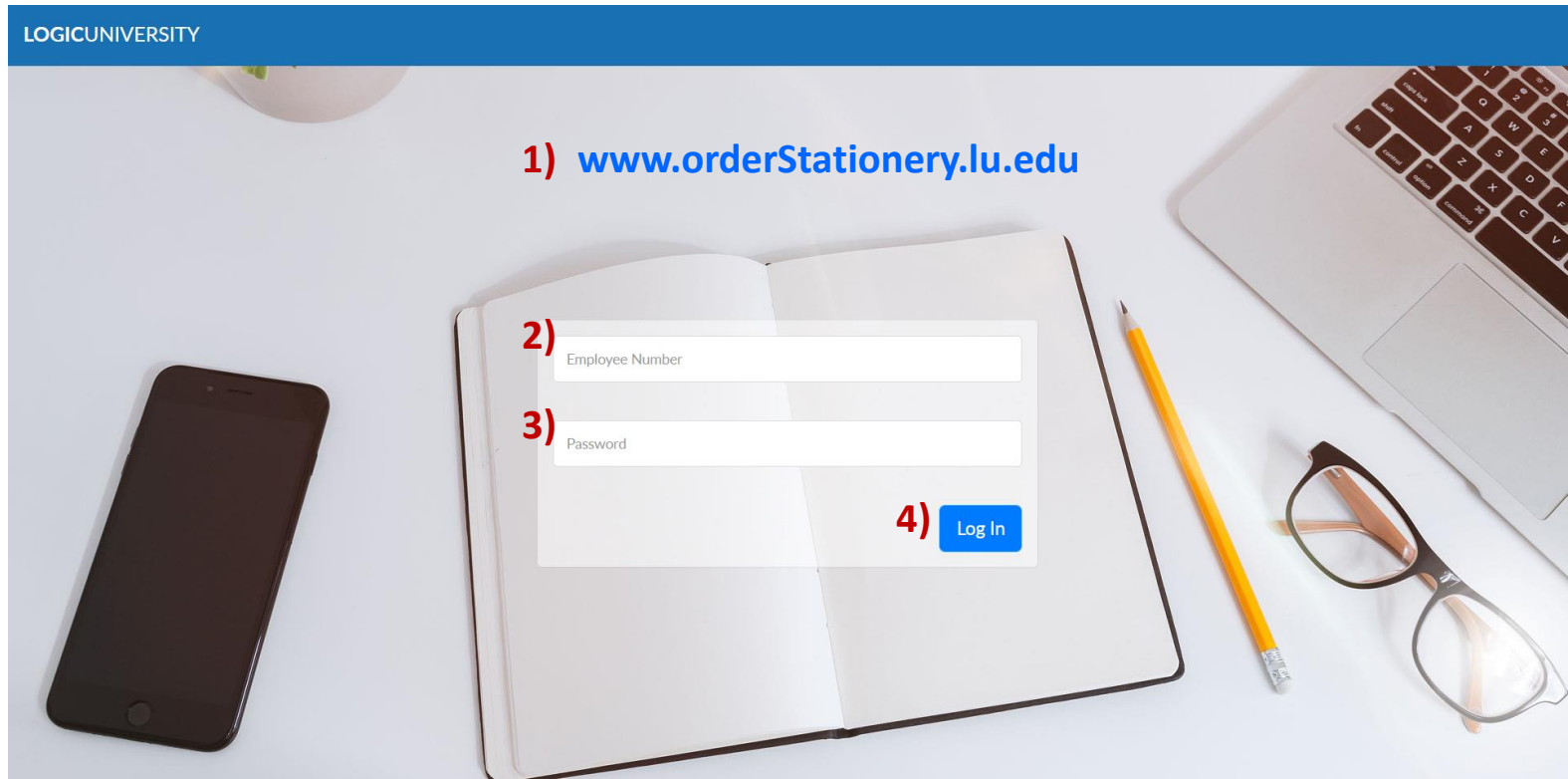
User Manual for:

Department Head

Access from Desktop computer

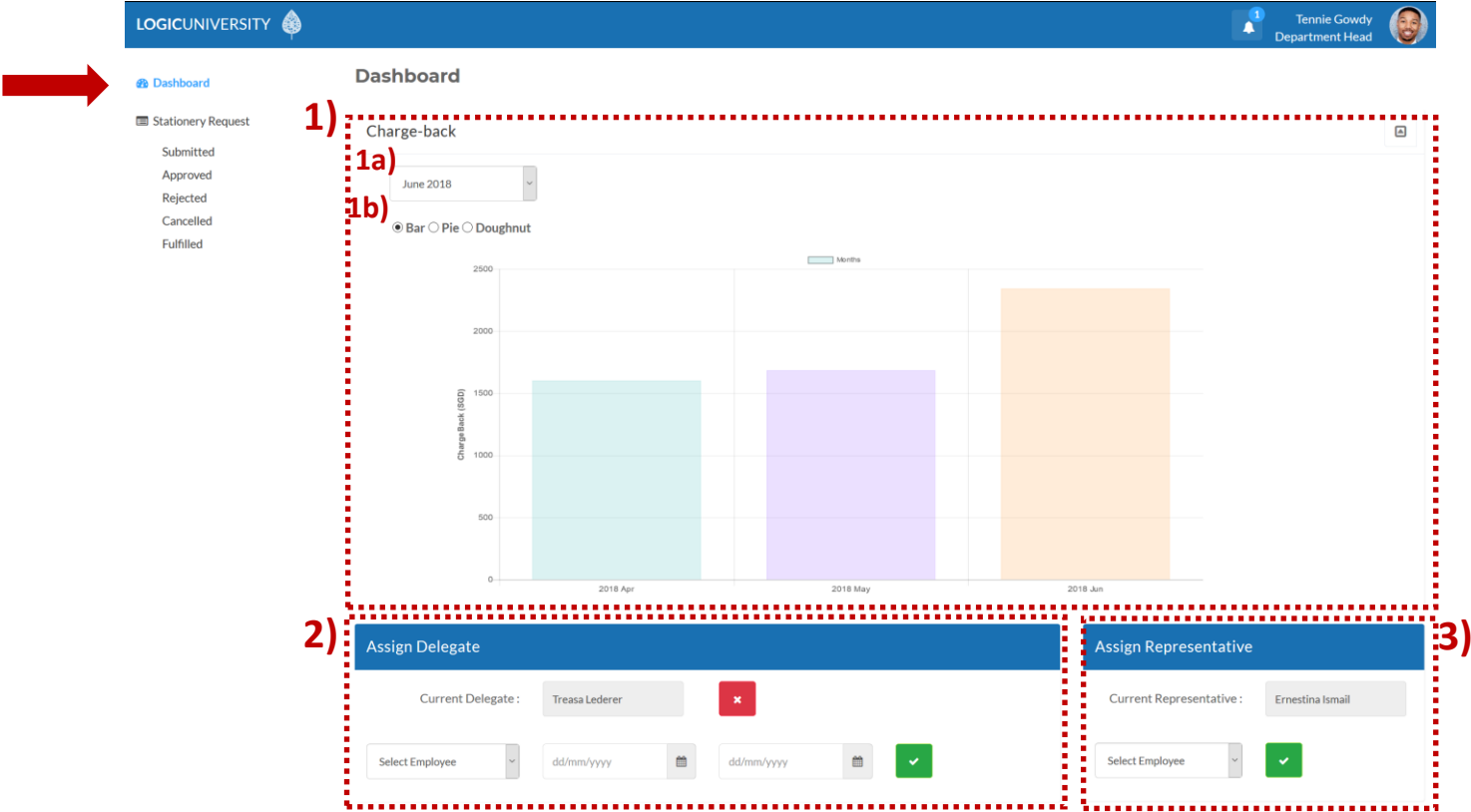
Logging into the site

- 1) Browse to the website: www.orderstationery.lu.edu
- 2) Enter Employee Number
- 3) Enter Password
- 4) Click on 'Log in' button

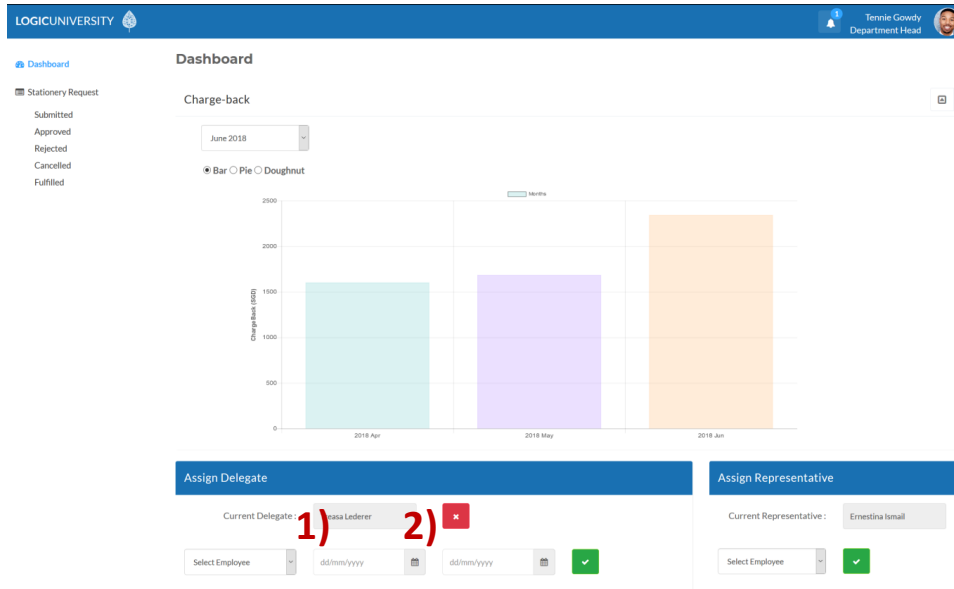


Dashboard Screen Features Summary

- 1) View Charge-back chart with selection of 1a. Month or 1b. Chart Type
- 2) Relinquish delegate
- 3) Assign delegate for a time frame
- 4) Assign department representative

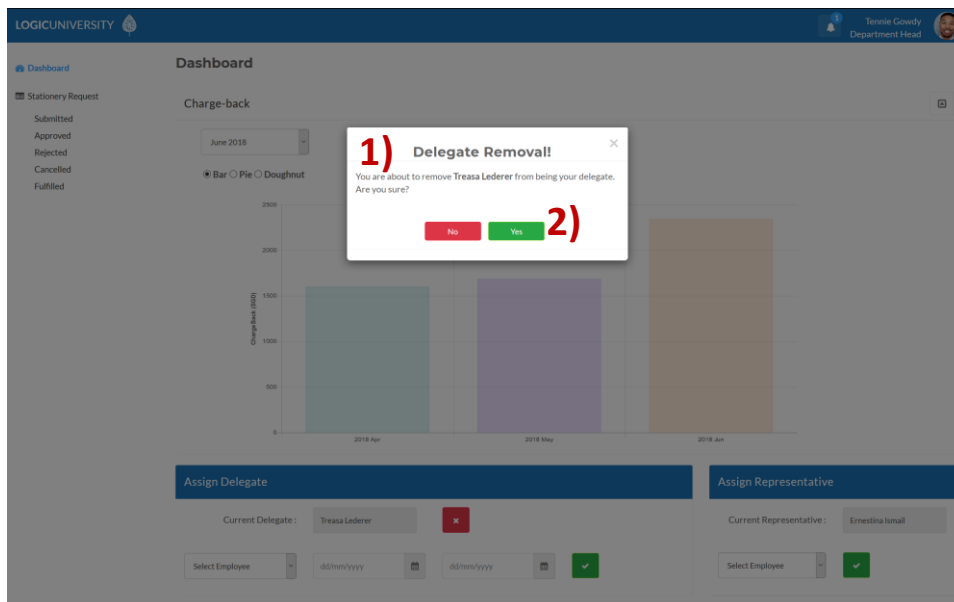


Department Head : Relinquish Delegate



Relinquish Delegate Step 1/2

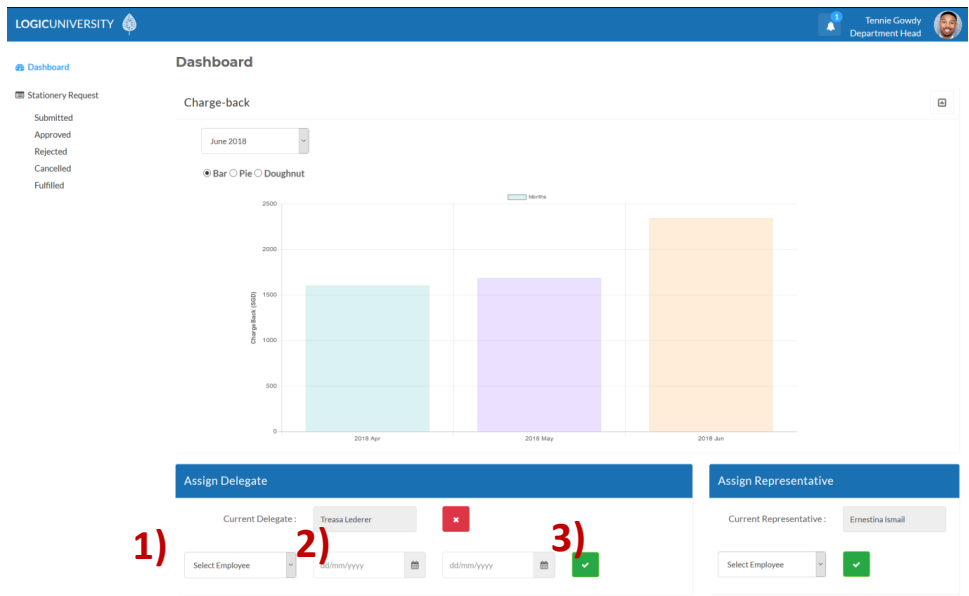
- 1) View current delegate
- 2) Click on the 'remove' button



Relinquish Delegate Step 2/2

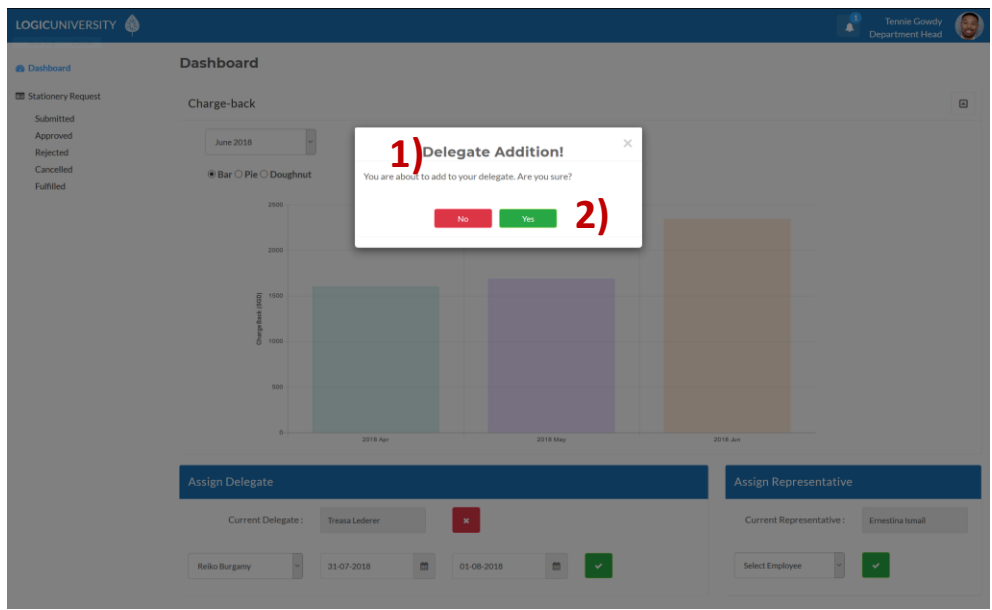
- 1) Popup message for confirmation
- 2) Click on 'Yes' button to confirm

Department Head : Assign Delegate



Assign Delegate Step 1/2

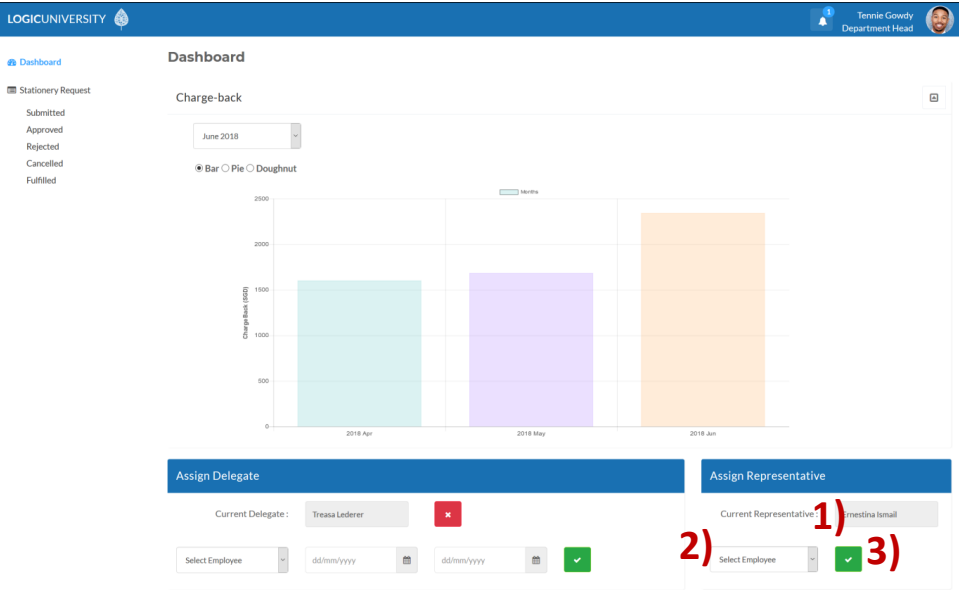
- 1) Select delegate
- 2) Select delegation start date and end date
- 3) Click on 'Yes' button



Assign Delegate Step 2/2

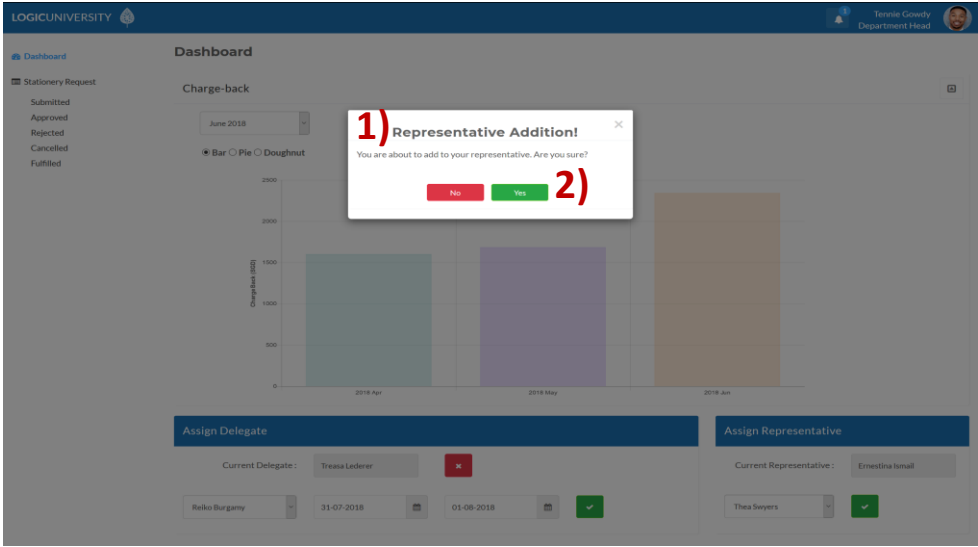
- 1) Popup message for confirmation
- 2) Click on 'Yes' to confirm

Department Head : Assign Representative



Assign Representative Step 1/2

- 1) View current representative (Rep)
- 2) Select new Rep
- 3) Click on 'Yes' button



Assign Representative Step 2/2

- 1) Popup message for confirmation
- 2) Click on 'Yes' button to confirm

Department Head : Approve Request

LOGICUNIVERSITY

1

Tennie Gowdy
Department Head

Dashboard

Stationery Request

1) Submitted

Approved

Rejected

Cancelled

Fulfilled

Submitted Requests

Name	Submitted Date	
Thea Swyers	02-Aug-2018	Details
Kathern Mullally	02-Aug-2018	Details
Billye Arrey	01-Aug-2018	Details
Lexie Wesley	01-Aug-2018	Details
Angeline Kaufmann	01-Aug-2018	Details
Louise Calaway	31-Jul-2018	Details
Reiko Burgamy	30-Jul-2018	Details
Ernestina Ismail	30-Jul-2018	Details

First Prev 1 Next Last

Approve Request Step 1/3

Start from the dashboard

- 1) Click on ‘Submitted’ Menu

LOGICUNIVERSITY

1

Tennie Gowdy
Department Head

Dashboard

Stationery Request

Submitted

Approved

Rejected

Cancelled

Fulfilled

Submitted Requests

Name	Submitted Date	
Thea Swyers	02-Aug-2018	Details
Kathern Mullally	02-Aug-2018	Details
Billye Arrey	01-Aug-2018	Details
Lexie Wesley	01-Aug-2018	Details
Angeline Kaufmann	01-Aug-2018	Details
Louise Calaway	31-Jul-2018	Details
Reiko Burgamy	30-Jul-2018	Details
Ernestina Ismail	30-Jul-2018	Details

First Prev 1 Next Last

Approve Request Step 2/3

- 1) Click on the ‘Details’ button

Department Head : Approve Request

Submitted Request Details

Employee Name : Thea Swyers Submitted date : 02/08/2018

Item Name	Quantity
Pen Transparency Permanent	9
Pen Transparency Soluble	21
Pen Whiteboard Marker Black	14
Pen Whiteboard Marker Blue	5
Pen Whiteboard Marker Green	20

Comments (Optional)

1) **2)** **3)**

Reject Accept

Approve Request Step 3/3

- 1) Review details
- 2) Enter comments (optional)
- 3) Click on 'Accept' button to approve the request

User Manual for:

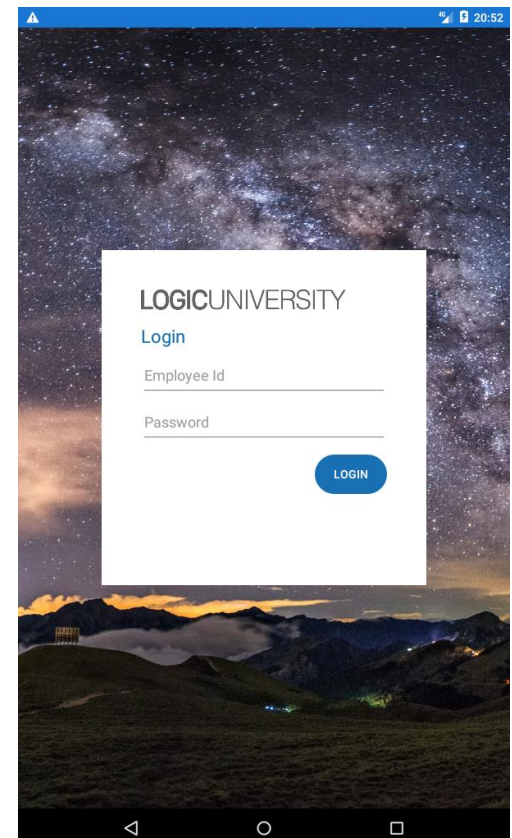
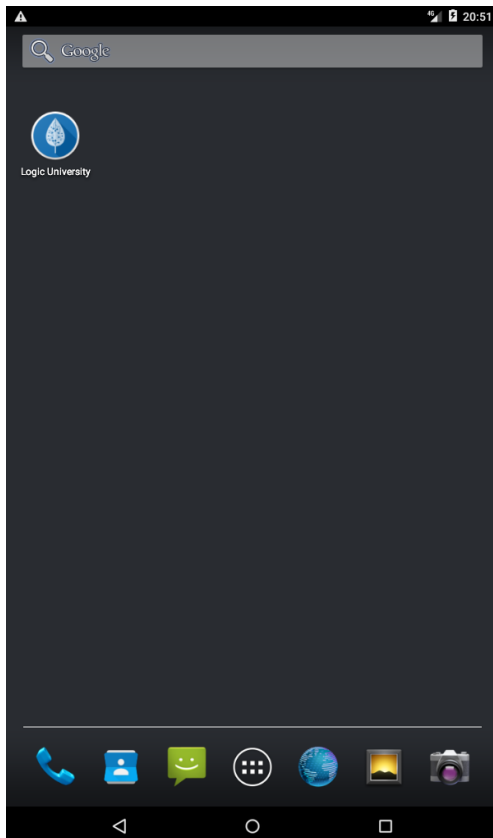
Department Head

Access from Mobile Phone

Department Head : Login

Logging into the site

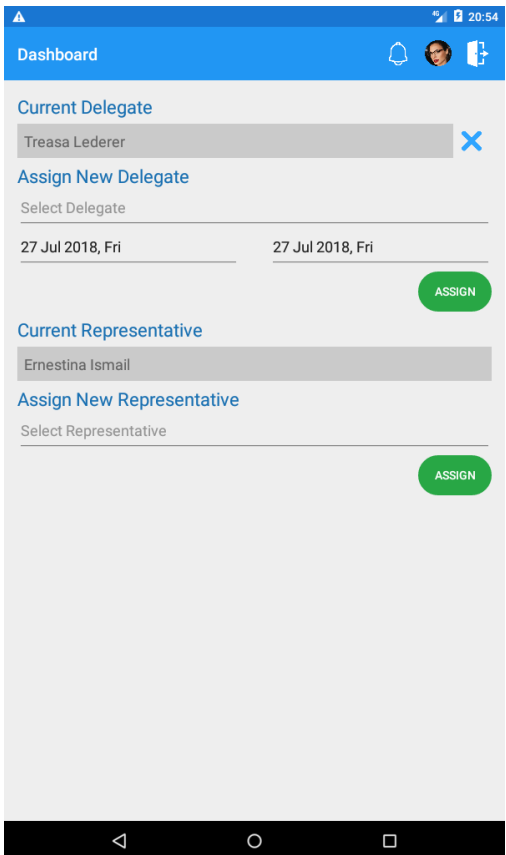
- 1) Click on the app to launch the app
- 2) Enter Employee Number
- 3) Enter Password
- 4) Click on 'Log in' button



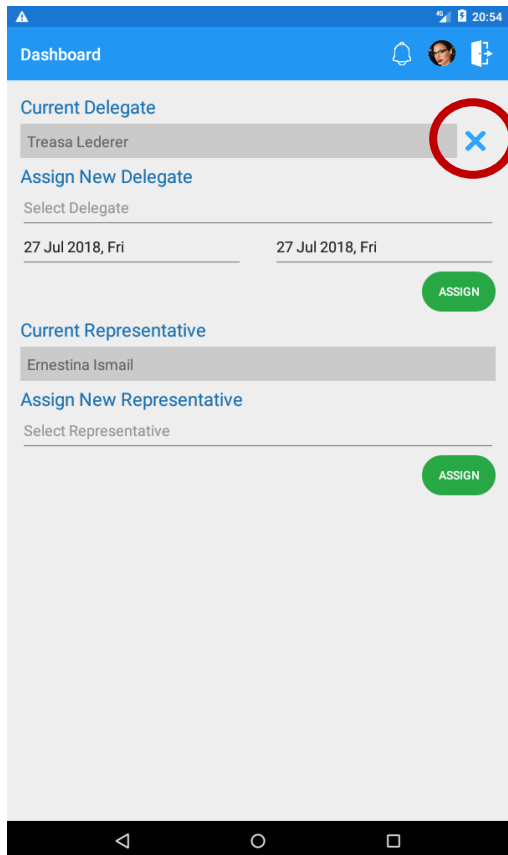
Department Head : Assign Delegate

Assign Delegate

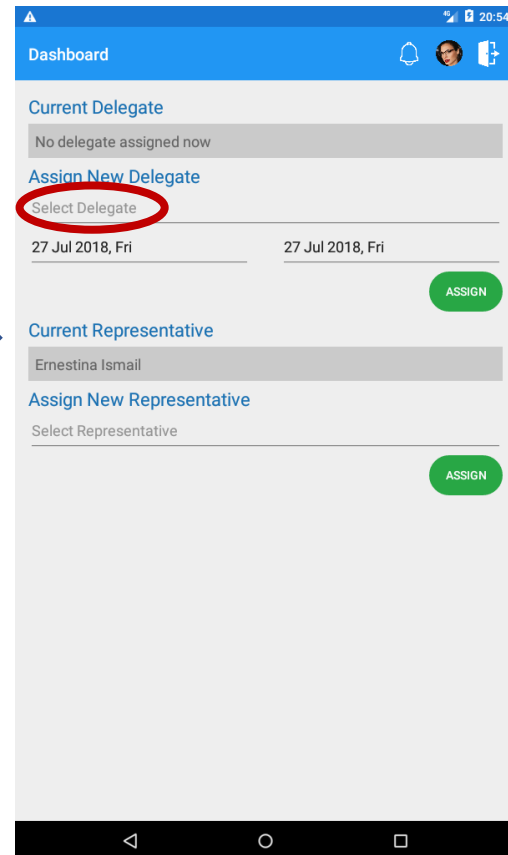
- Home (Dashboard)



- Remove current delegate

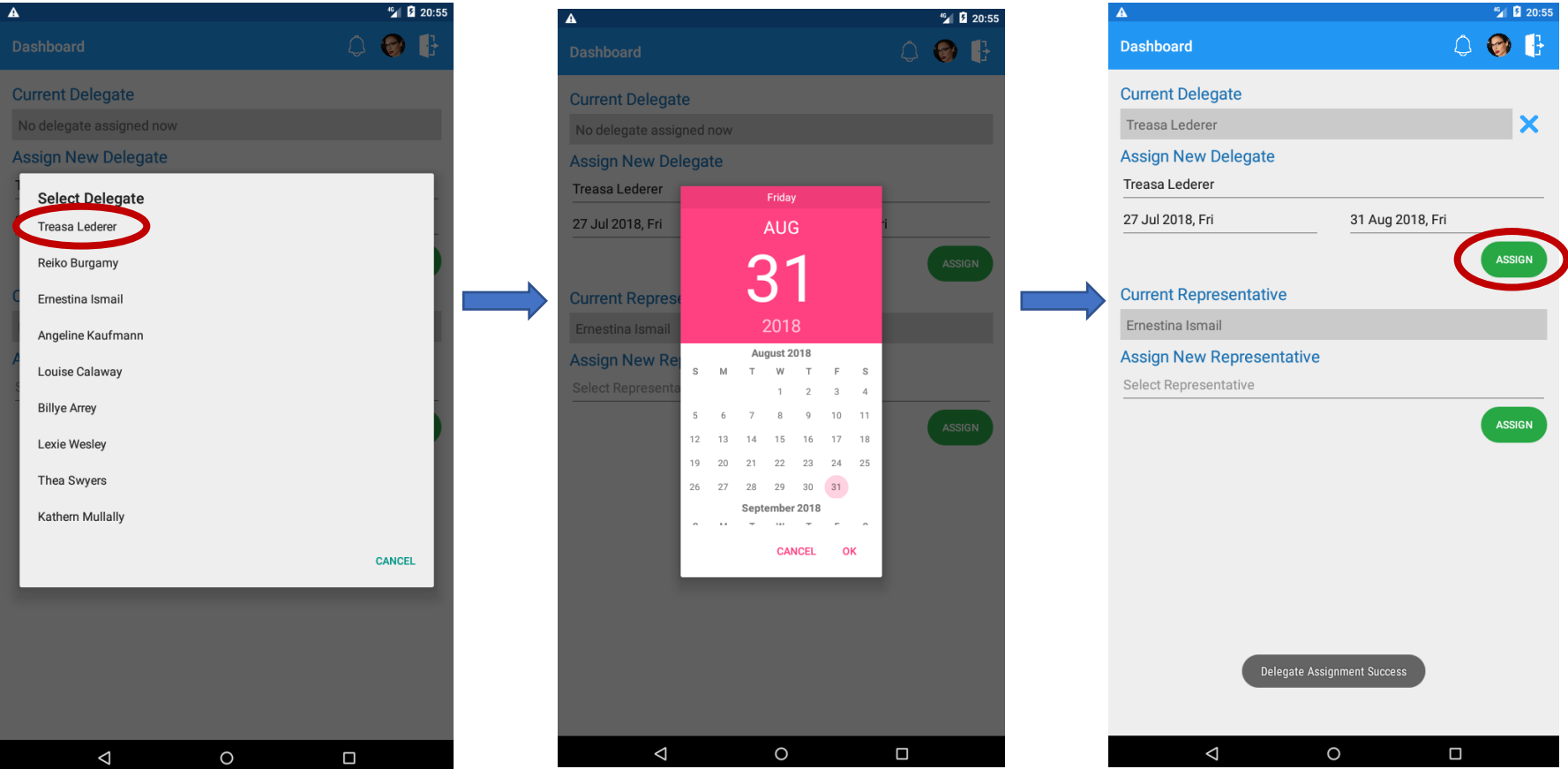


- Click on 'Select Delegate'



Department Head : Assign Delegate

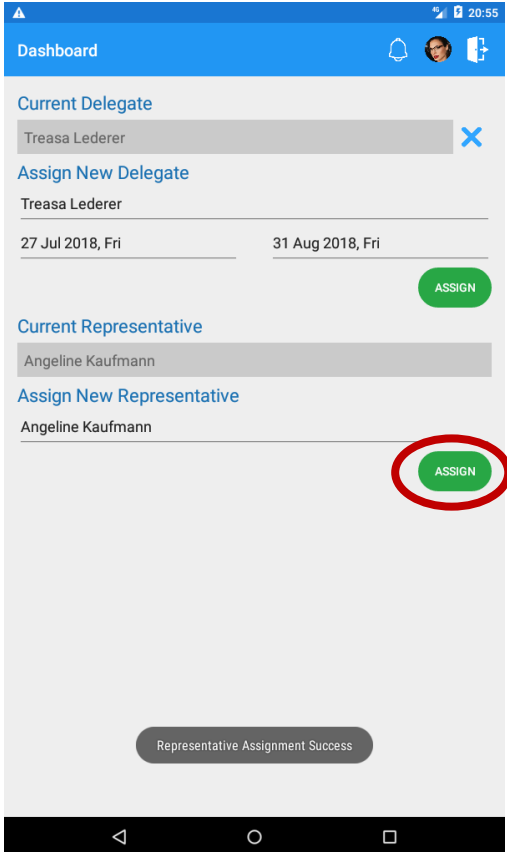
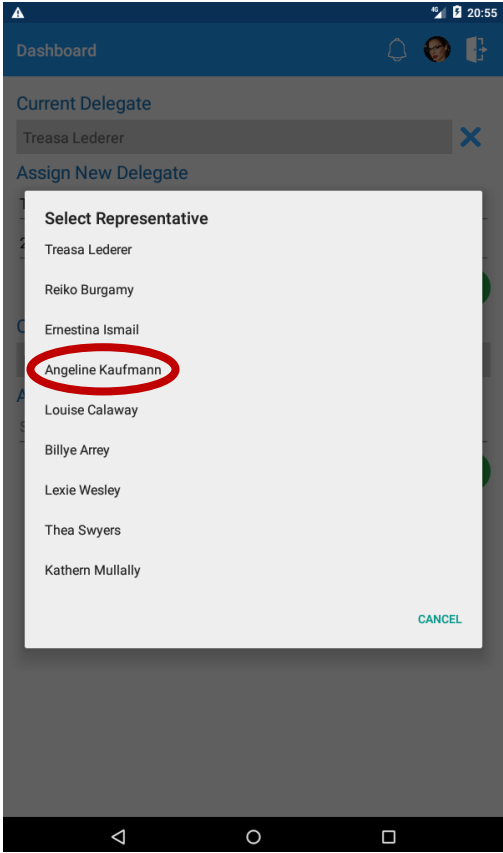
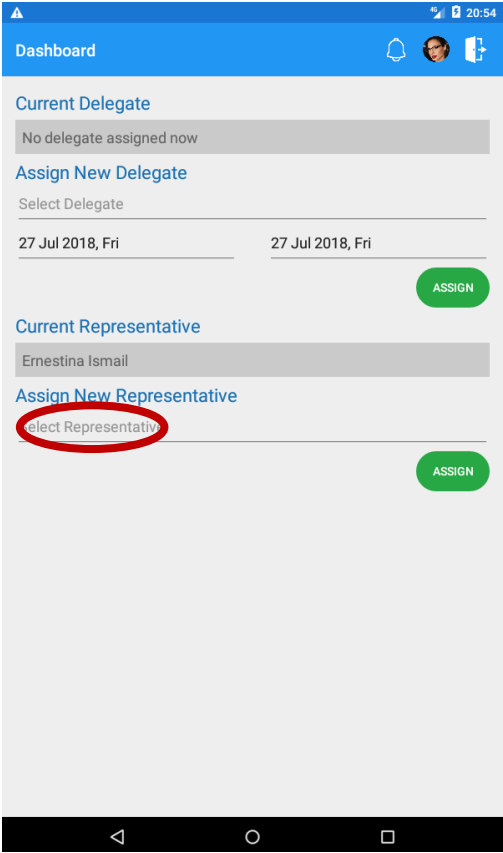
- Select new delegate
- Select delegation start & end date
- Click on the 'Assign' button



Department Head : Assign Representative (Rep)

Assign Rep

- Click on 'Select Rep'
- Select new Rep
- Click on 'Assign' button

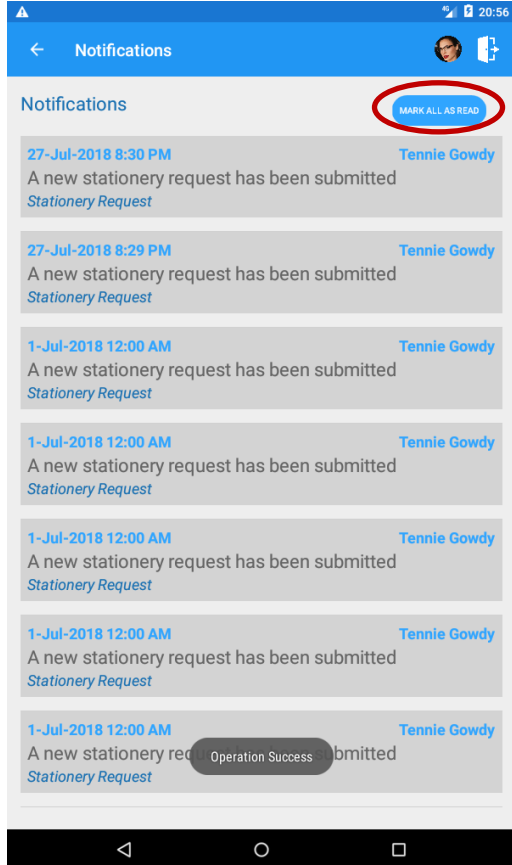
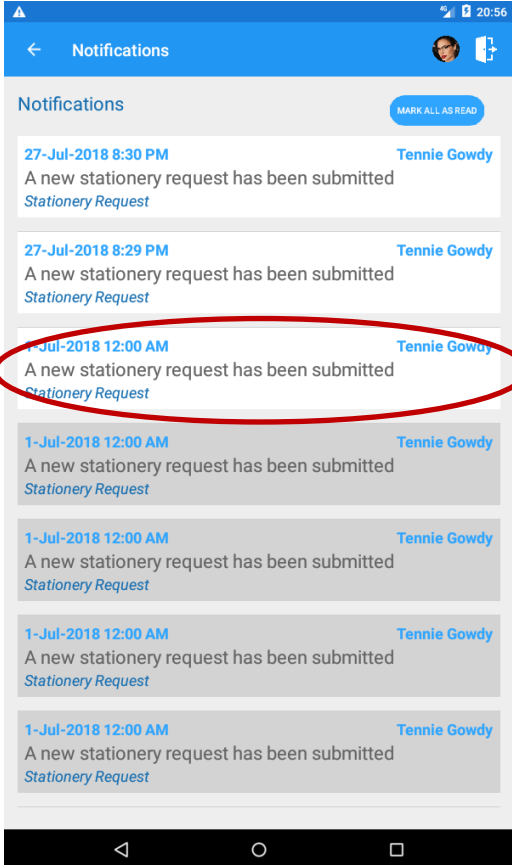
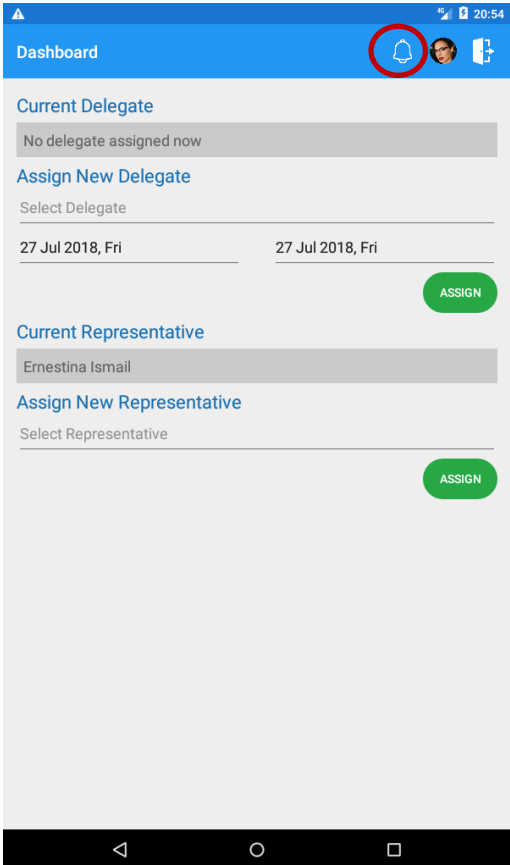


Department Head : View Notifications

View Notifications



- Click on notification bell icon
- Click on one notification to mark it as read
- Click on 'Mark All As Read' button to mark all as read



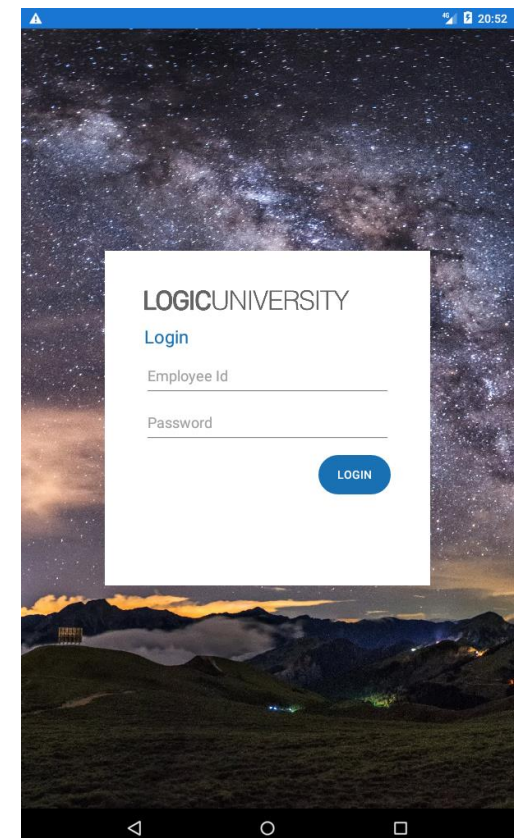
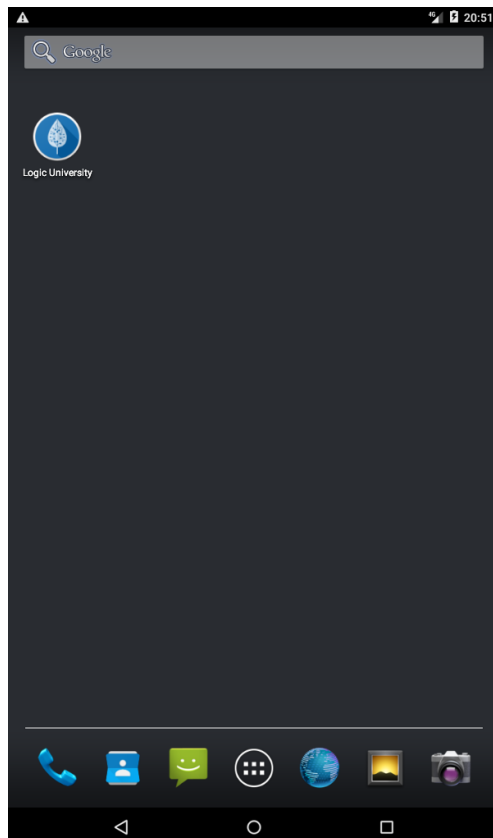
User Manual for:

Department Representative (Department Rep)

Access from Mobile Phone

Logging into the site

- 1) Click on the app to launch the app
- 2) Enter Employee Number
- 3) Enter Password
- 4) Click on 'Log in' button



Accept Disbursed Items

- Home (Dashboard)

Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 pg)	Each	1	1
Reason for Discrepancy			-	+
S012	Shorthand Book (80 pg)	Each	1	1
Reason for Discrepancy			-	+

Urgent Request for:

Employee

ACCEPT

- View Disbursement

Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 pg)	Each	1	1
Reason for Discrepancy			-	+
S012	Shorthand Book (80 pg)	Each	1	1
Reason for Discrepancy			-	+

Urgent Request for:

Employee

ACCEPT

- Input 'Accepted Qty'

Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 pg)	Each	1	1
Reason for Discrepancy			-	+
S012	Shorthand Book (80 pg)	Each	1	1
Reason for Discrepancy			-	+

Urgent Request for:

Employee

ACCEPT

- + . 1 2 3

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Department Rep : Accept Disbursed Items

- Select reason if not tally
- Skip this step if tally
- Click on 'Accept' button

Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 pg)	Each	1	0
	Reason for Discrepancy		-	+
S012	Shorthand Book (80 pg)	Each	1	1
	Reason for Discrepancy		-	+

Urgent Request for: Employee

ACCEPT

Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 pg)	Each	1	1
	Reason for Discrepancy		-	+
S012	Shorthand Book (80 pg)	Each	1	1
	Reason for Discrepancy		-	+

Urgent Request for: Employee

ACCEPT

Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 pg)	Each	1	1
	Reason for Discrepancy		-	+
S012	Shorthand Book (80 pg)	Each	1	1
	Reason for Discrepancy		-	+

Urgent Request for: Employee

ACCEPT

Department Rep : Accept Disbursed Items

- Click on 'Yes' to confirm
- You are done!

Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 pg)	Each	1	1
Reason for Discrepancy			-	+
S012	Shorthand Book (80 pg)	Each	1	1
Reason for Discrepancy			-	+

Disbursement Acceptance Confirmation

You are about to accept the disbursement. Are you sure?

NO YES

Urgent Request for:

Employee

ACCEPT



Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
------	-------------	-----	-----------	-----------

Urgent Request for:

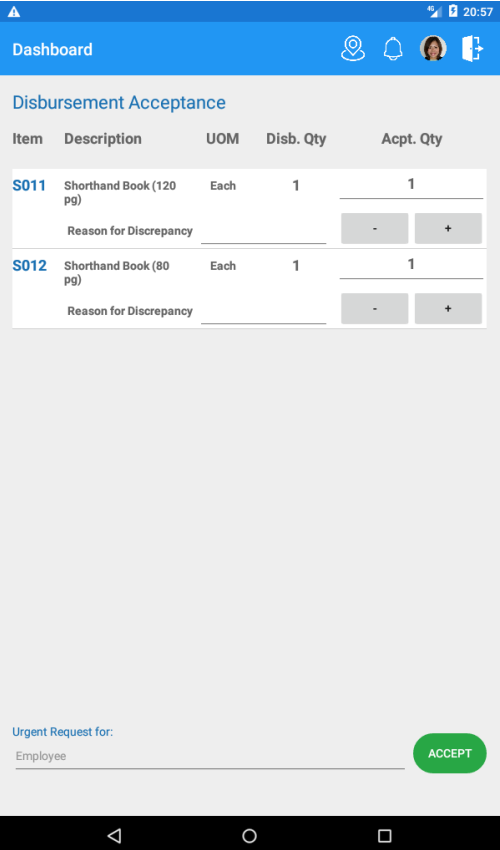
Employee

ACCEPT

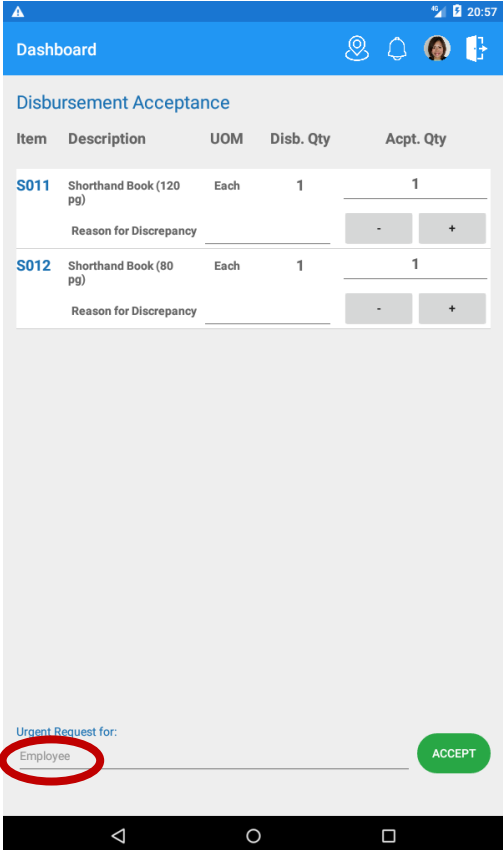
Department Rep : Accept Disbursed Items for Urgent Request

Accept Urgent Request

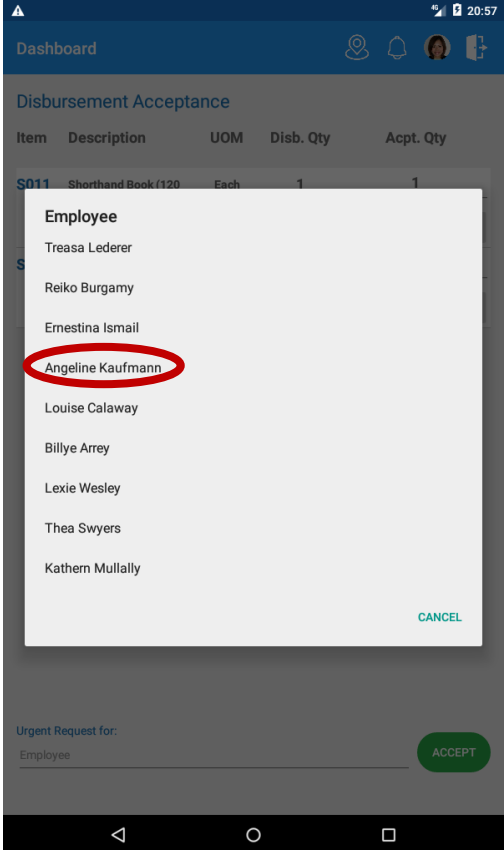
- Home (Dashboard)



- Click on 'Employee'



- Select Employee



Department Rep : Accept Disbursed Items for Urgent Request

- Disbursement displayed

Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 Pg)	Each	1	1
Reason for Discrepancy			-	+
S012	Shorthand Book (80 Pg)	Each	1	1
Reason for Discrepancy			-	+

Urgent Request for:
Angeline Kaufmann

ACCEPT



- Input 'Accepted Qty'

Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 Pg)	Each	1	1
Reason for Discrepancy			-	+
S012	Shorthand Book (80 Pg)	Each	1	1
Reason for Discrepancy			-	+

Calculator interface with a red circle around the '1' in the 'Acpt. Qty' column for S011.

Department Rep : Accept Disbursed Items for Urgent Request

- Select reason if not tally
- Skip this step if tally
- Click on 'Accept' button

Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 pg)	Each	1	0
Reason for Discrepancy			-	+
S012	Shorthand Book (80 pg)	Each	1	1
Reason for Discrepancy			-	+

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Item Broken / Expired

Ad-hoc

Oversight

CANCEL

Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 pg)	Each	1	1
Reason for Discrepancy			-	+
S012	Shorthand Book (80 pg)	Each	1	1
Reason for Discrepancy			-	+

Urgent Request for:
Employee

ACCEPT

Dashboard

Disbursement Acceptance

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 pg)	Each	1	1
Reason for Discrepancy			-	+
S012	Shorthand Book (80 pg)	Each	1	1
Reason for Discrepancy			-	+

Urgent Request for:
Angeline Kaufmann

ACCEPT

Department Rep : Accept Disbursed Items for Urgent Request

- Click on 'Yes' to confirm

The screenshot shows a mobile application interface for 'Disbursement Acceptance'. At the top is a 'Dashboard' header with navigation icons. Below it is a table with columns: Item, Description, UOM, Disb. Qty, and Acpt. Qty. The table contains two rows: S011 (Shorthand Book (120 pg)) and S012 (Shorthand Book (80 pg)), both with a quantity of 1. Below the table is a 'Reason for Discrepancy' section with minus and plus buttons. A confirmation dialog is displayed in the center, titled 'Disbursement Acceptance Confirmation', asking 'You are about to accept an urgent disbursement for Billye Arrey. Are you sure?'. The dialog has two buttons: 'NO' and 'YES', with 'YES' circled in red. At the bottom, there is an 'Urgent Request for:' section with the name 'Billye Arrey' and an 'ACCEPT' button.

Item	Description	UOM	Disb. Qty	Acpt. Qty
S011	Shorthand Book (120 pg)	Each	1	1
S012	Shorthand Book (80 pg)	Each	1	1

Reason for Discrepancy

Disbursement Acceptance Confirmation

You are about to accept an urgent disbursement for Billye Arrey. Are you sure?

NO YES

Urgent Request for: Billye Arrey ACCEPT

- You are done!

The screenshot shows the same mobile application interface as the previous one, but the confirmation dialog is no longer present. The table and 'Reason for Discrepancy' section are still visible. The 'Urgent Request for:' section now shows 'Employee' instead of 'Billye Arrey', and the 'ACCEPT' button is still present.

Item	Description	UOM	Disb. Qty	Acpt. Qty
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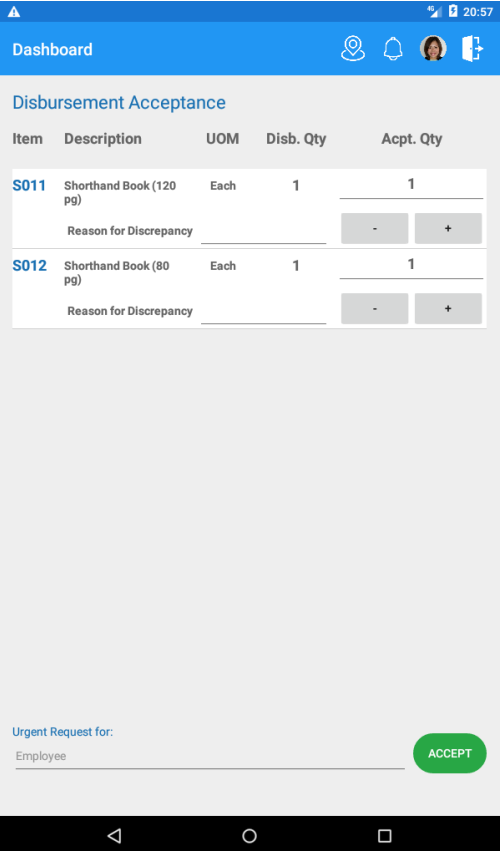
Reason for Discrepancy

Urgent Request for: Employee ACCEPT

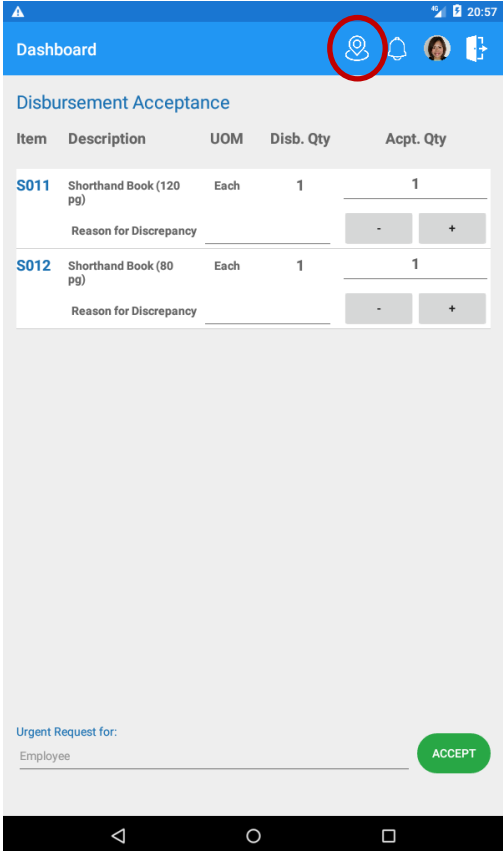
Department Rep : Set Stationery Collection Point

Set Collection Point

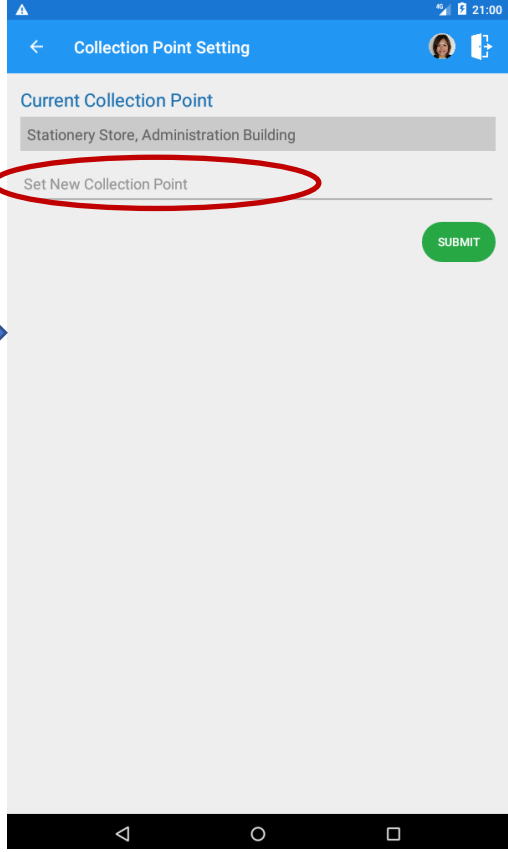
- Home (Dashboard)



- Click on the location icon



- Click on 'Collection Point'



Department Rep : Set Stationery Collection Point

- Select collection point
- Click on 'Submit' - done!

