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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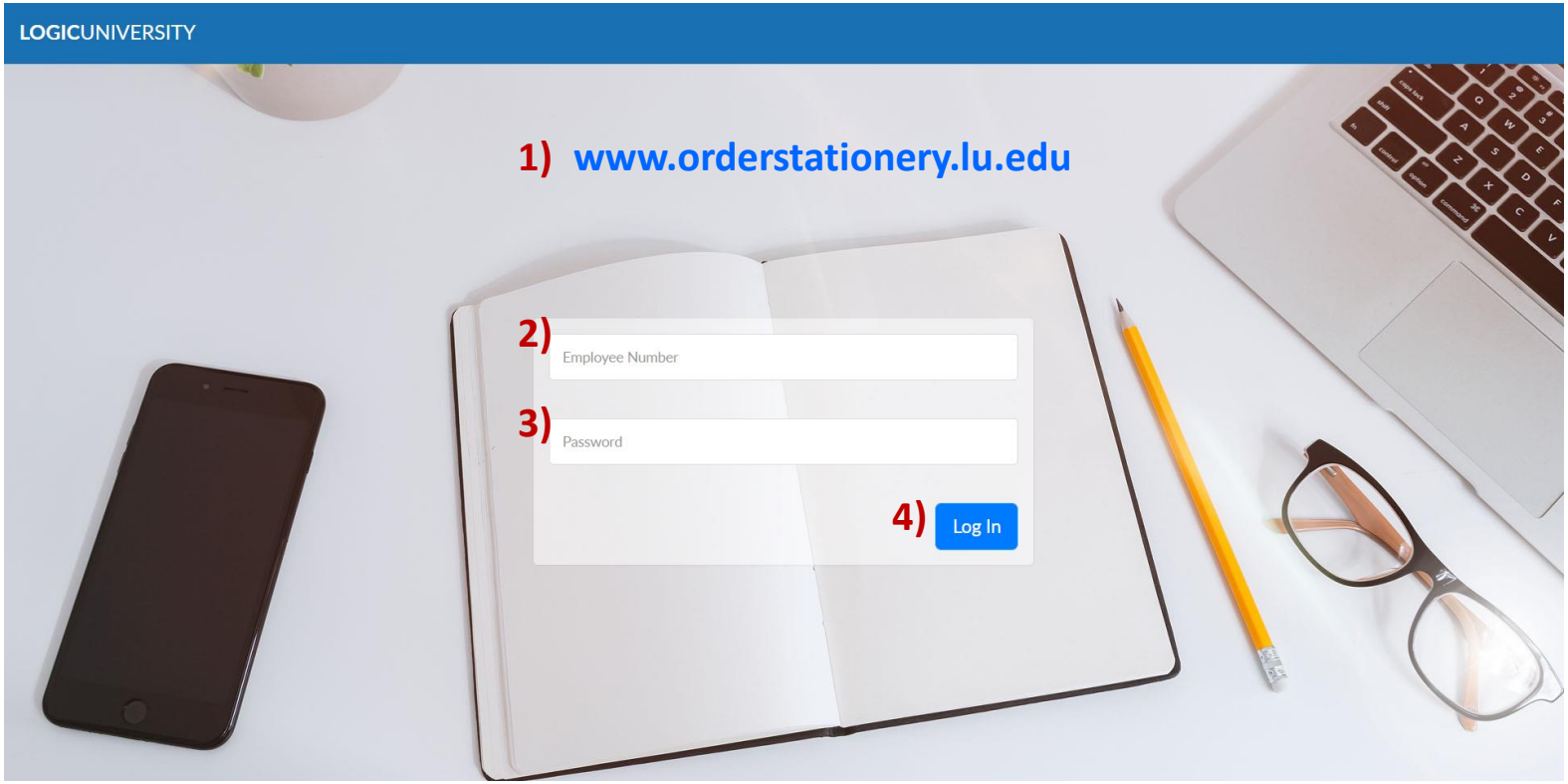
User Manual for:

Employee

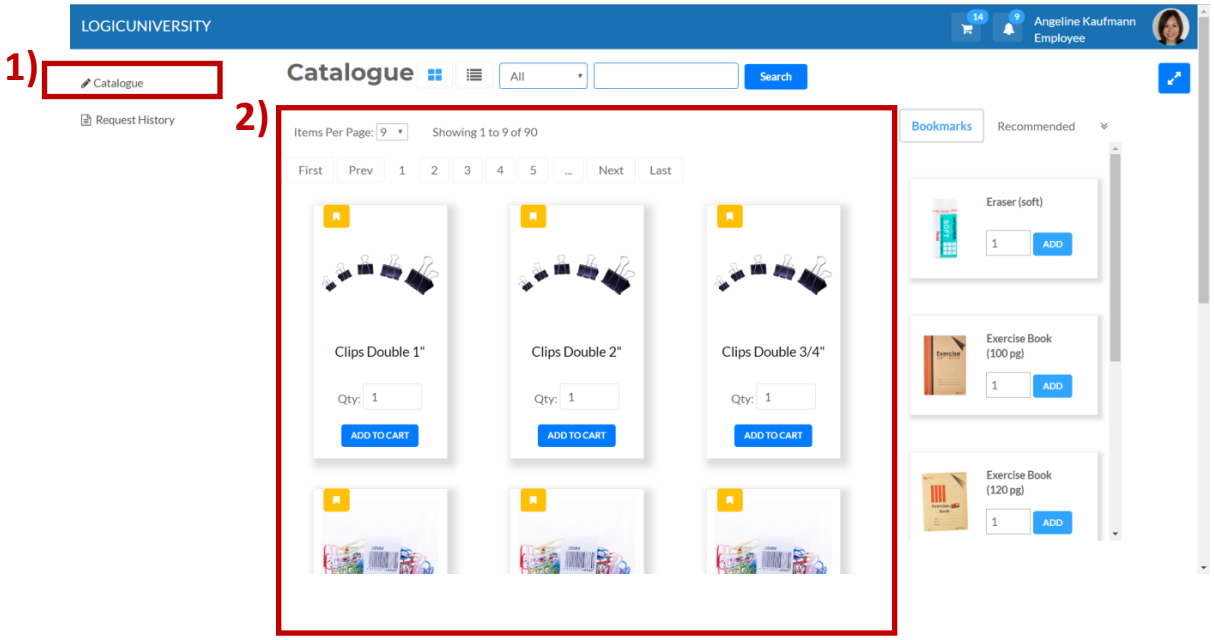
Access from Desktop computer

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

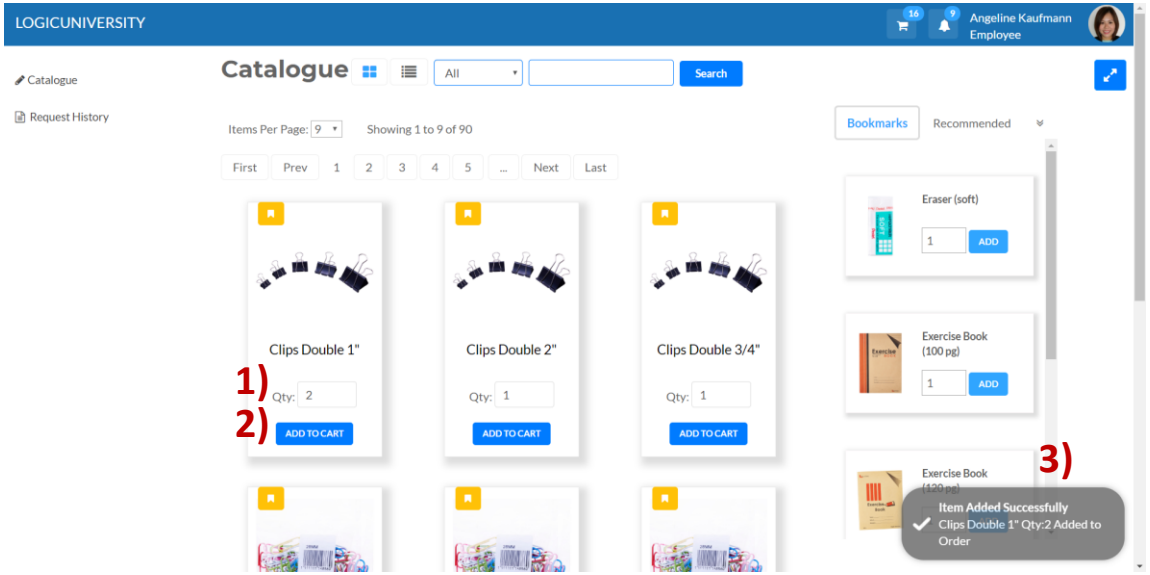


Employee : Order Stationery



Order Stationery Step 1/5: Select Item

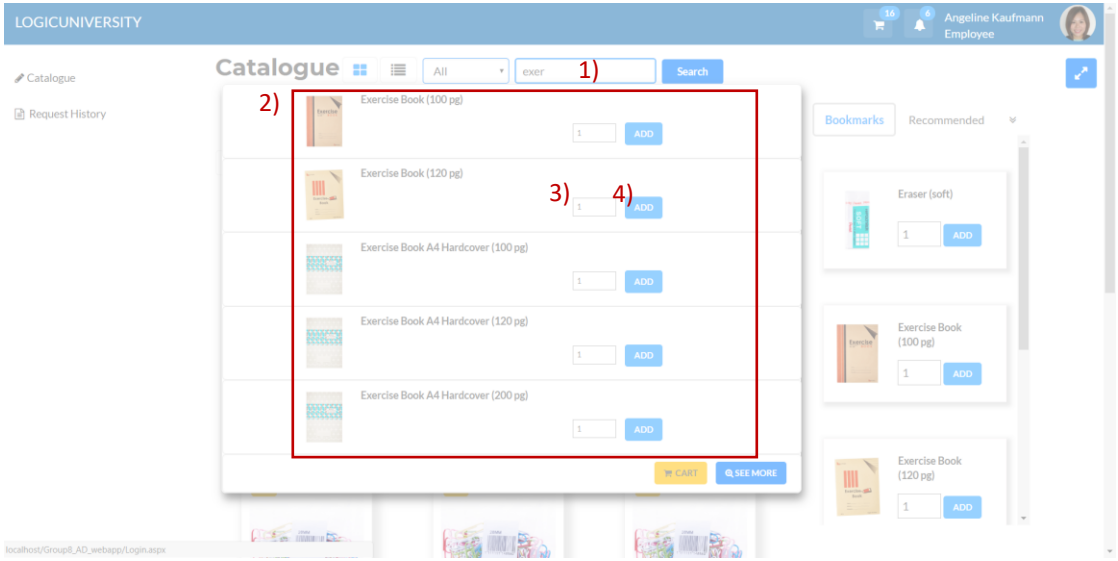
1) Click on ‘Catalogue’ menu
2) Browse Items



Order Stationery Step 2/5: Add to Cart

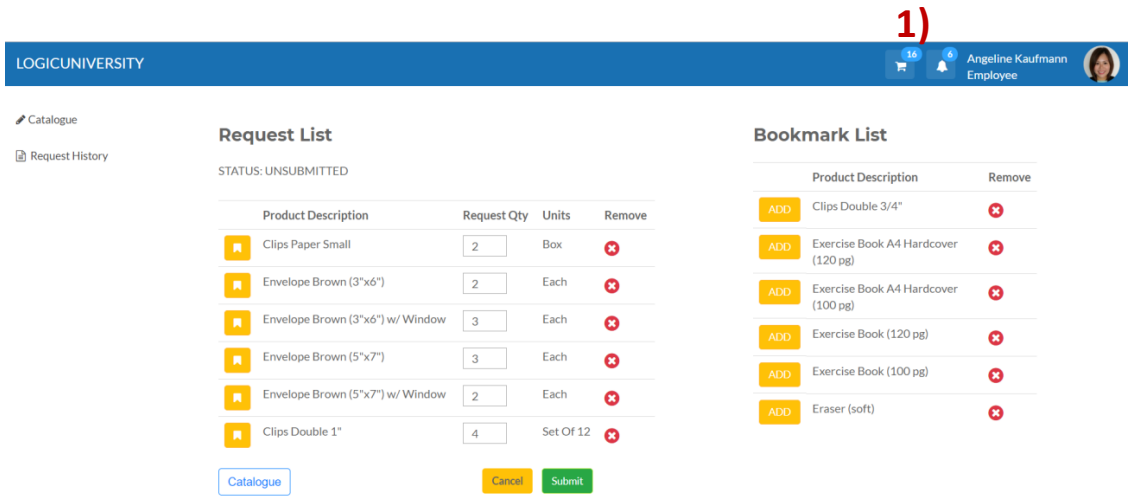
1) Input Item Qty
2) Click on ‘Add to Cart’ button
3) Success message displayed

Employee : Order Stationery



Order Stationery – Alternate Way

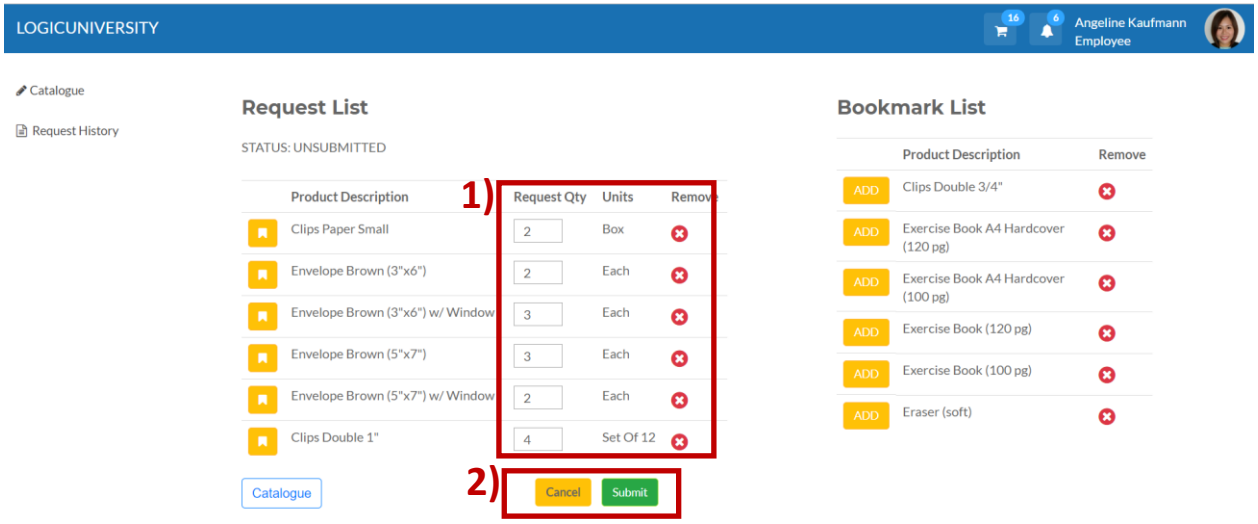
1) Input search text
2) Search results shown
3) Input Qty
4) Click ‘Add’ button



Order Stationery Step 3/5: Go to CART

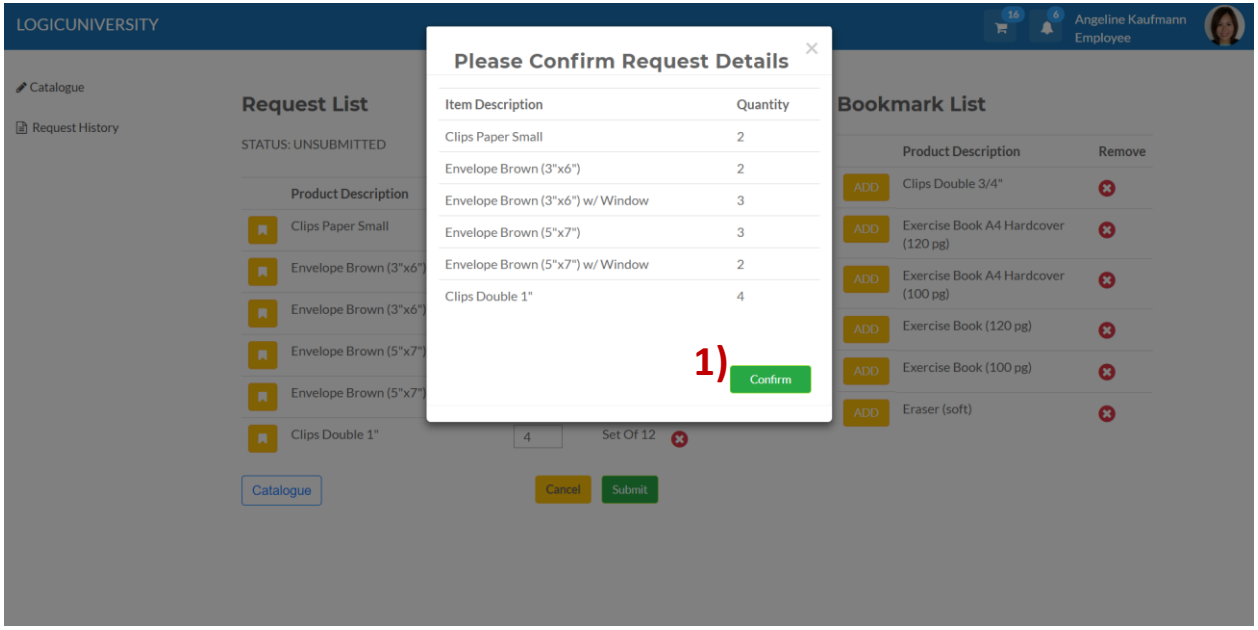
1) Click on the ‘Cart’ icon to view the Cart details

Employee : Order Stationery



Order Stationery Step 4/5: Submit Order

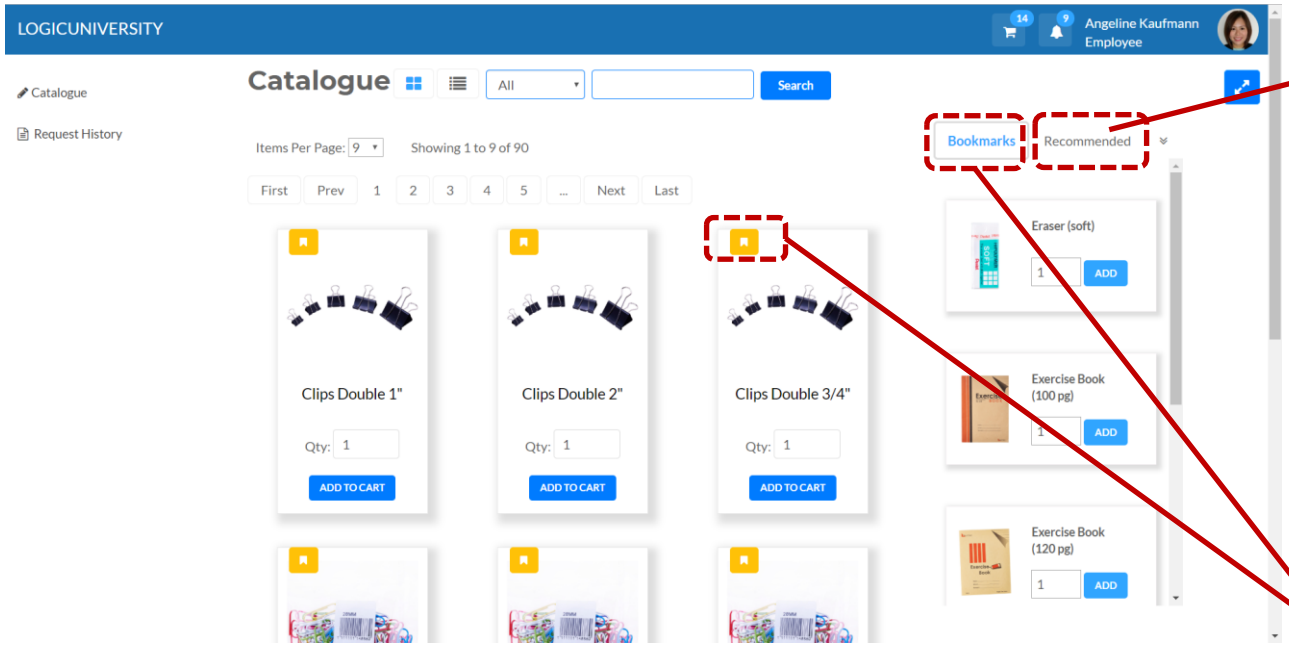
1) If necessary, edit the Order (change Qty or 'Remove' item)
2) Click on 'Submit' button



Order Stationery Step 5/5: Confirm Order

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

Employee : Order Stationery – Additional Features



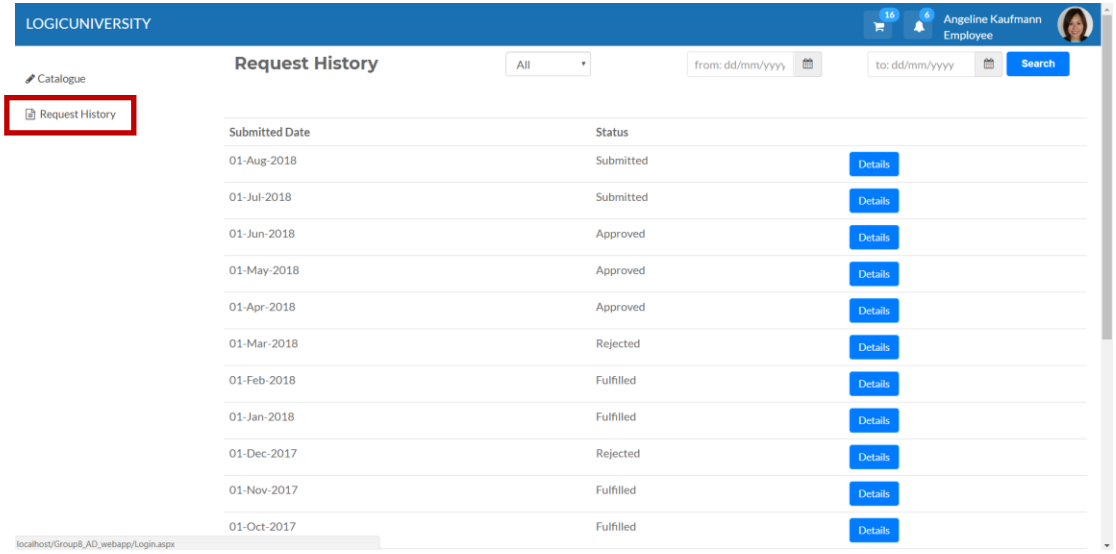
Additional Feature 1/2: Order from Recommended list

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

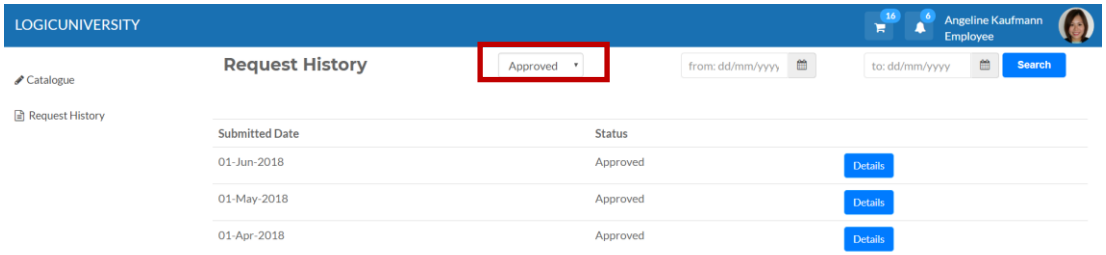
1) Click on bookmark icon to add your item to your bookmark list

Employee : View Request History & Fulfilment



View Request History Step 1/4

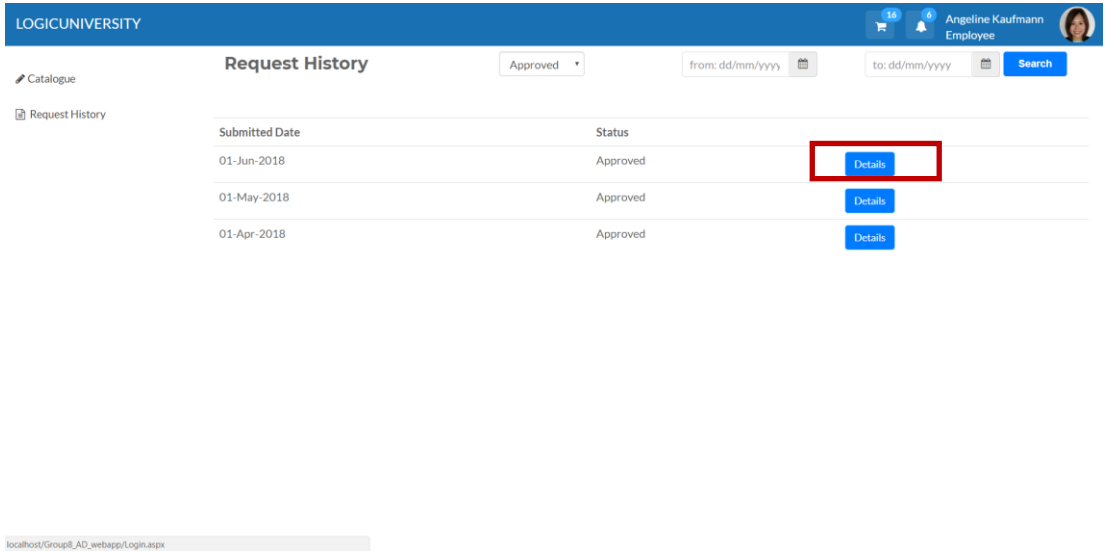
1) Click on ‘Request History’ menu



View Request History Step 2/4

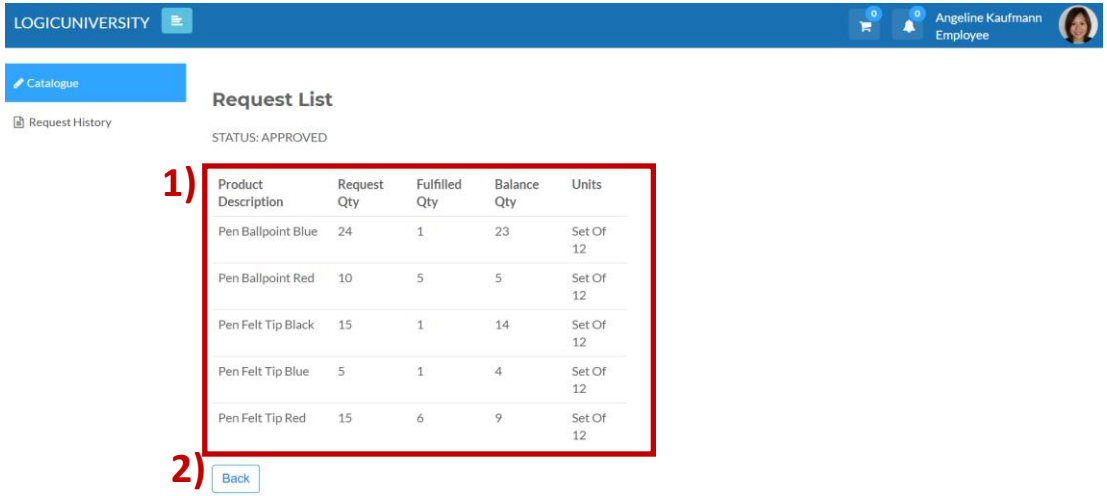
1) Select ‘Approved’ status from the dropdown list

Employee : View Request History & Fulfilment



View Request History Step 3/4

1) Click on ‘Details’ button



View Request History Step 4/4

1) Review fulfilment details
2) Click on ‘Back’ button to go back to Request List

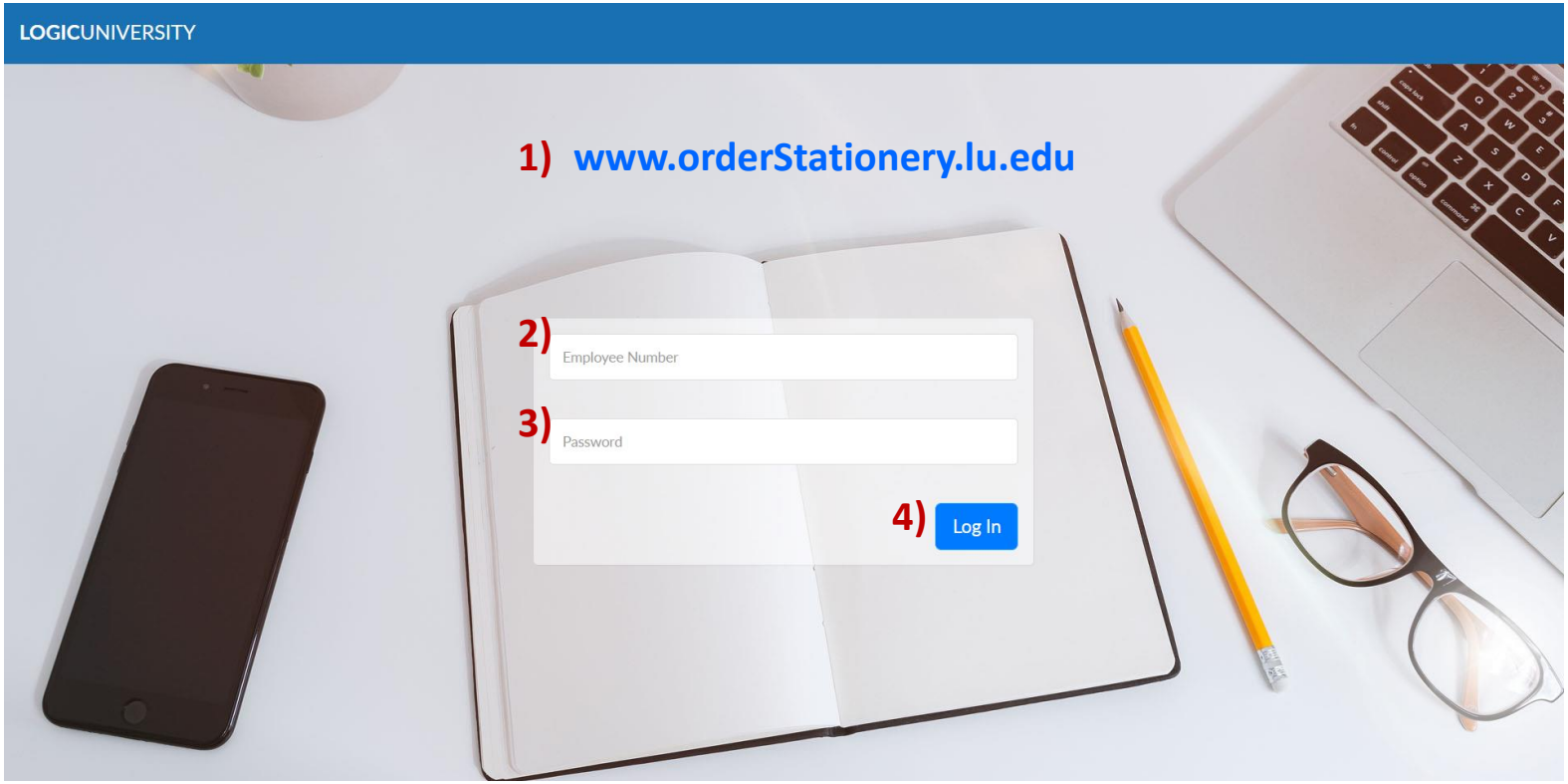
User Manual for:

Department Head

Access from Desktop computer

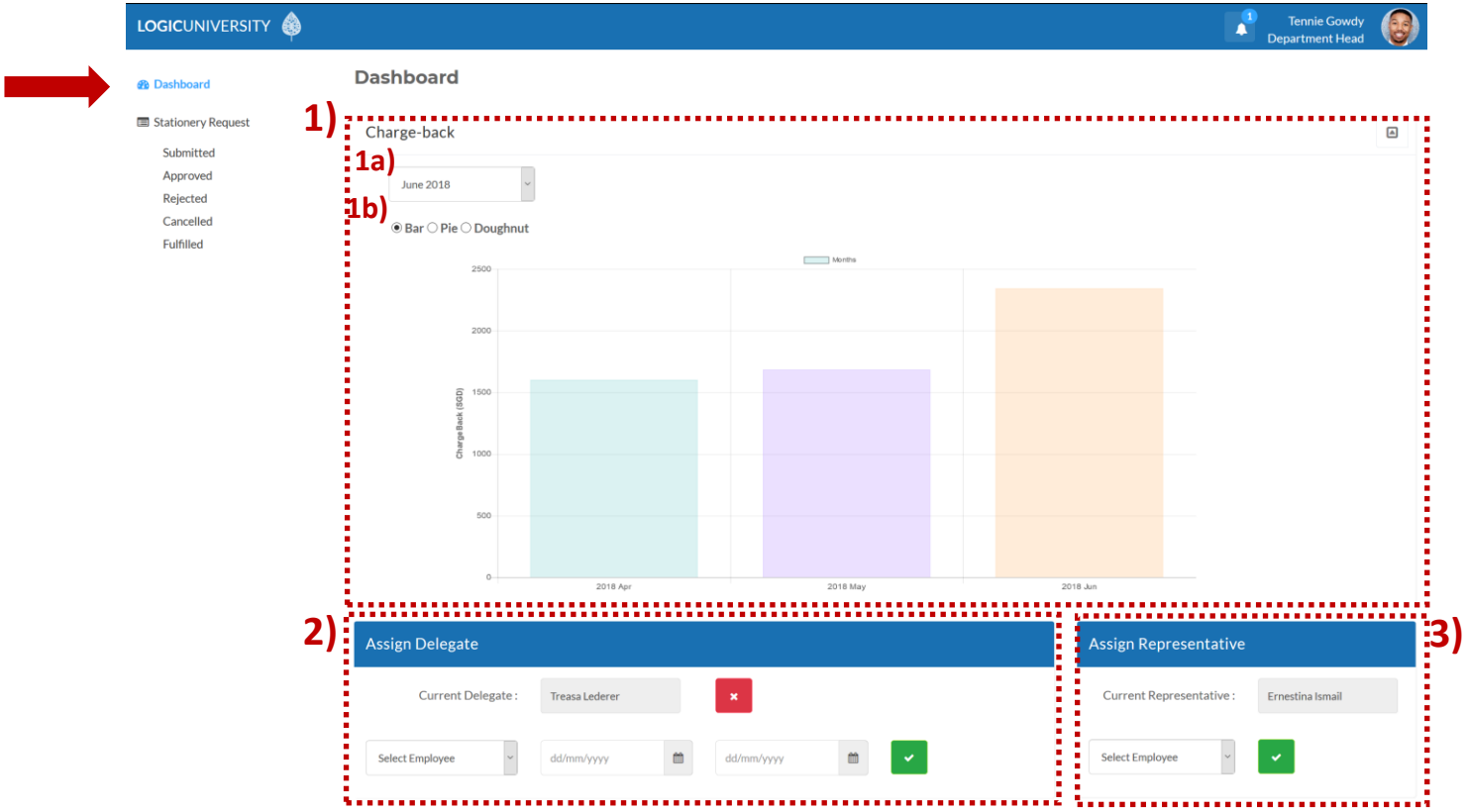
Logging into the site

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

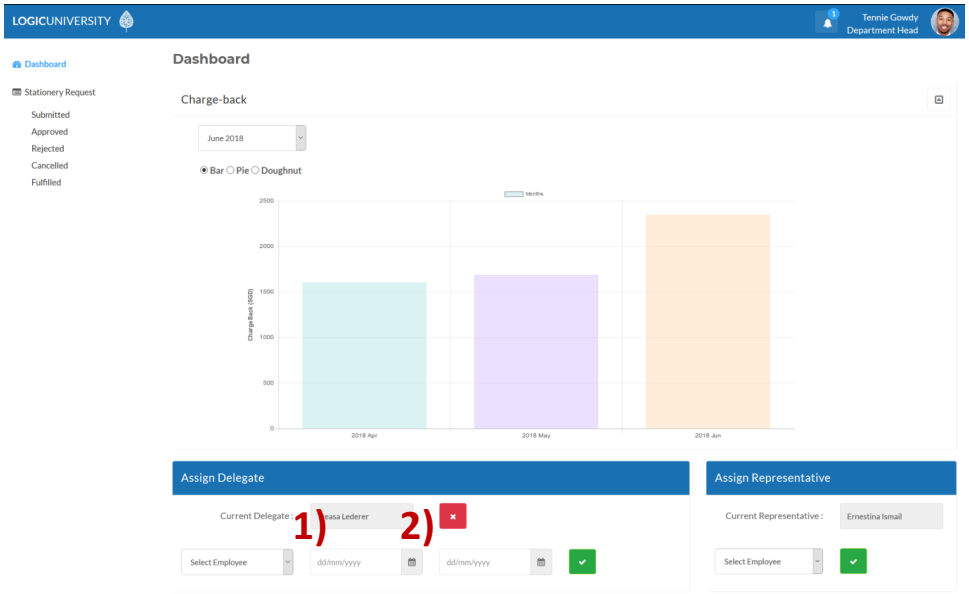


Dashboard Screen Features Summary

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

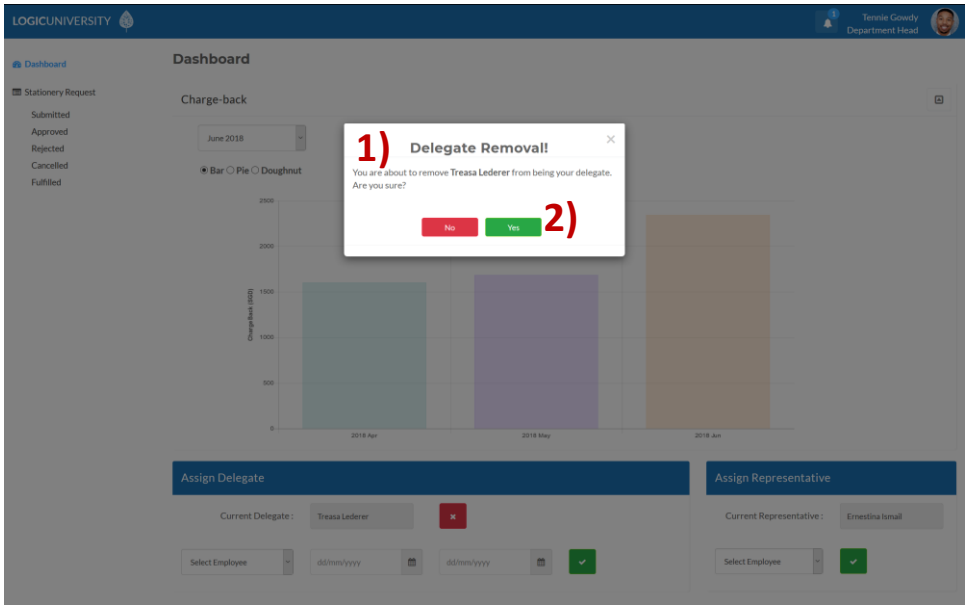


Department Head : Relinquish Delegate



Relinquish Delegate Step 1/2

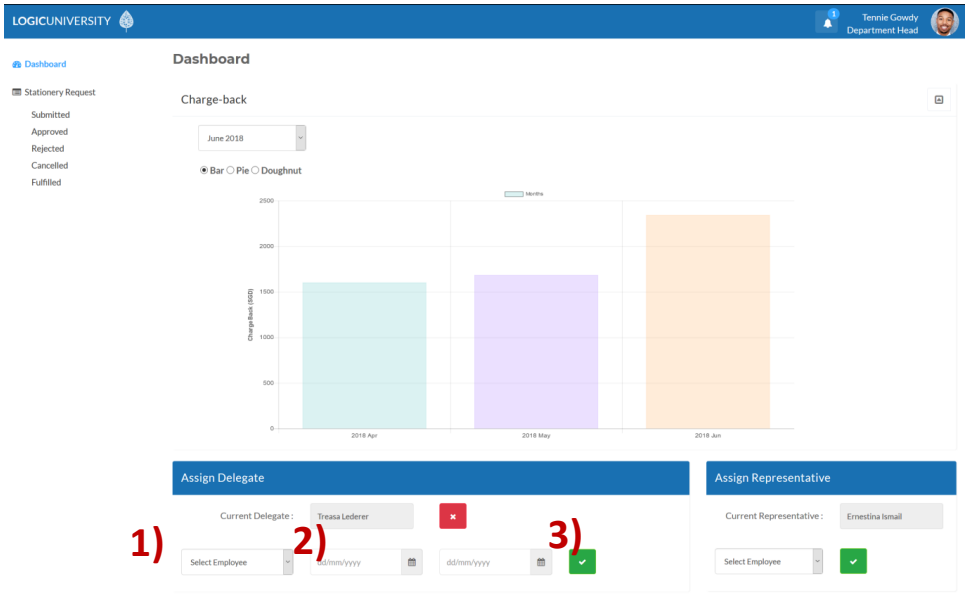
1) View current delegate
2) Click on the ‘remove’ button



Relinquish Delegate Step 2/2

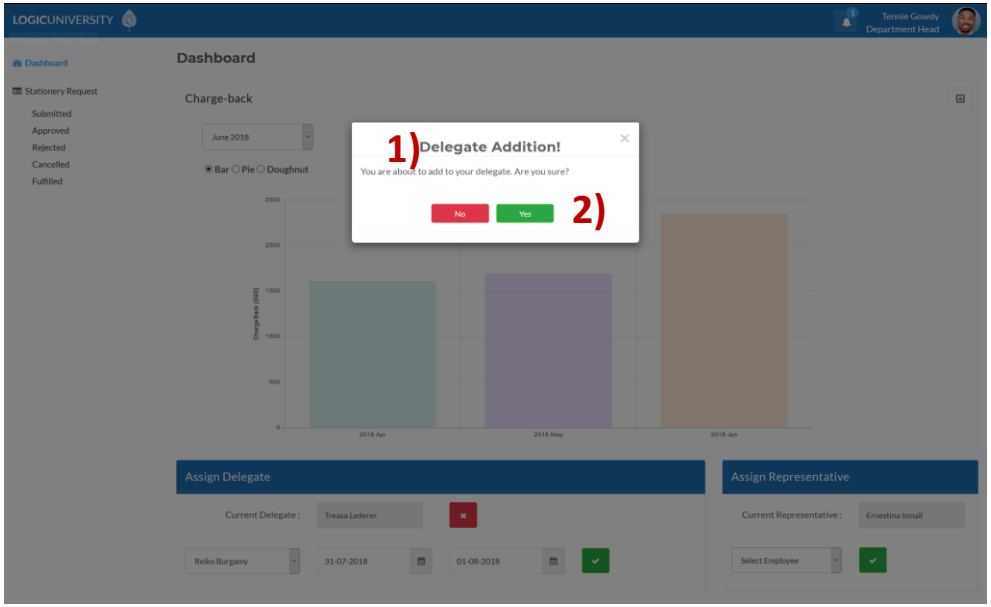
1) Popup message for confirmation
2) Click on ‘Yes’ button to confirm

Department Head : Assign Delegate



Assign Delegate Step 1/2

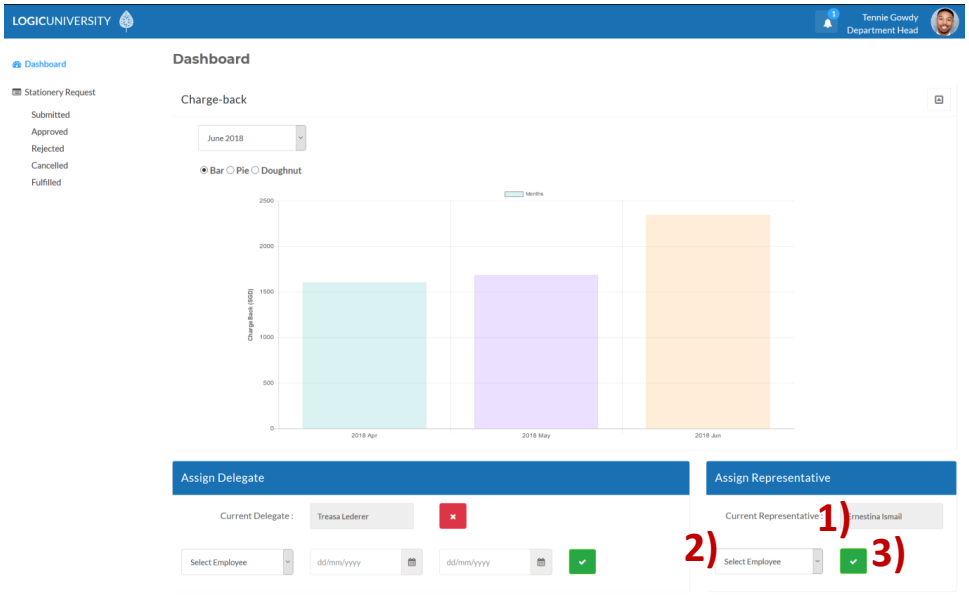
1) Select delegate
2) Select delegation start date and end date
3) Click on ‘Yes’ button



Assign Delegate Step 2/2

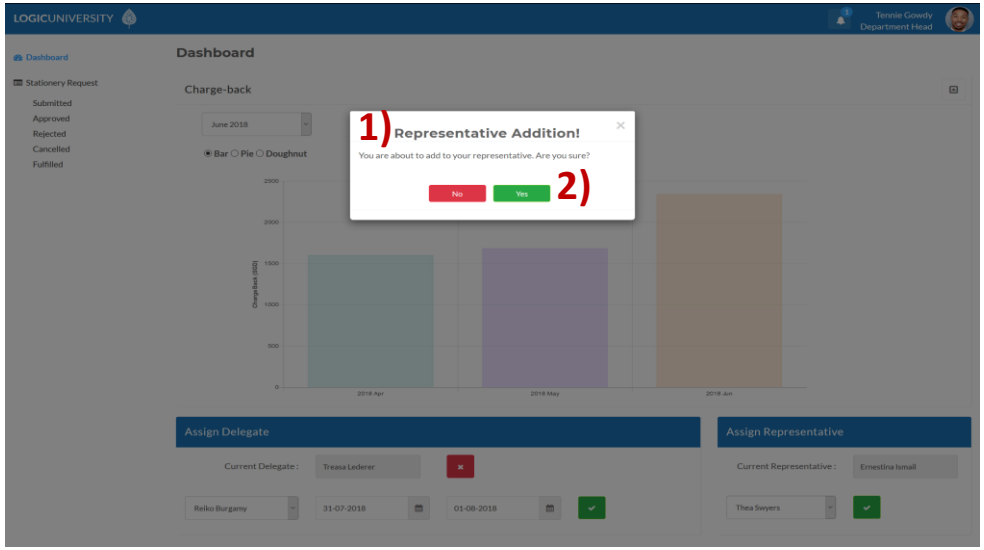
1) Popup message for confirmation
2) Click on ‘Yes’ to confirm

Department Head : Assign Representative



Assign Representative Step 1/2

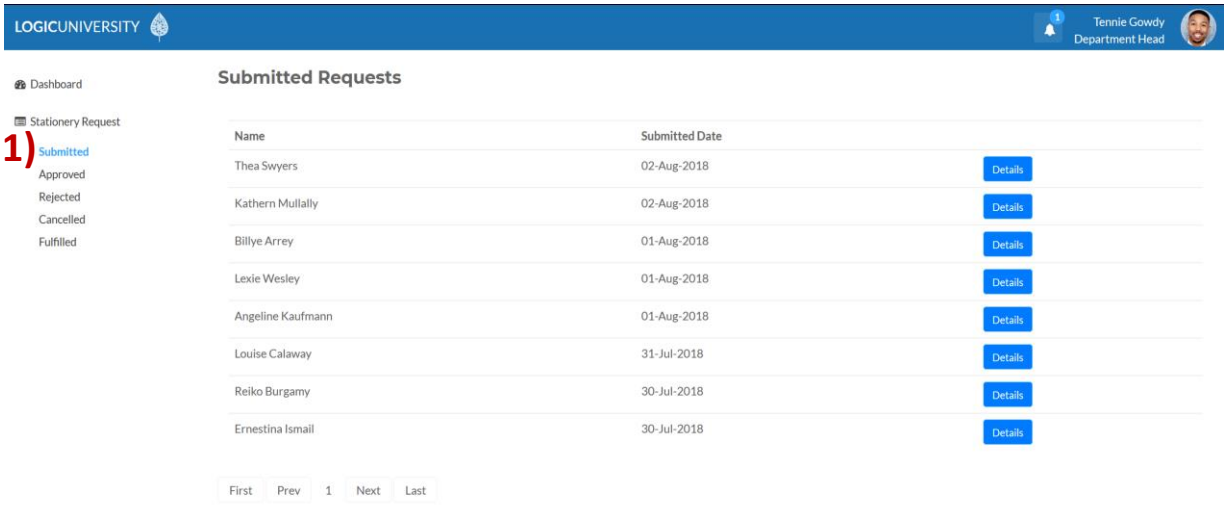
1) View current representative (Rep)
2) Select new Rep
3) Click on ‘Yes’ button



Assign Representative Step 2/2

1) Popup message for confirmation
2) Click on ‘Yes’ button to confirm

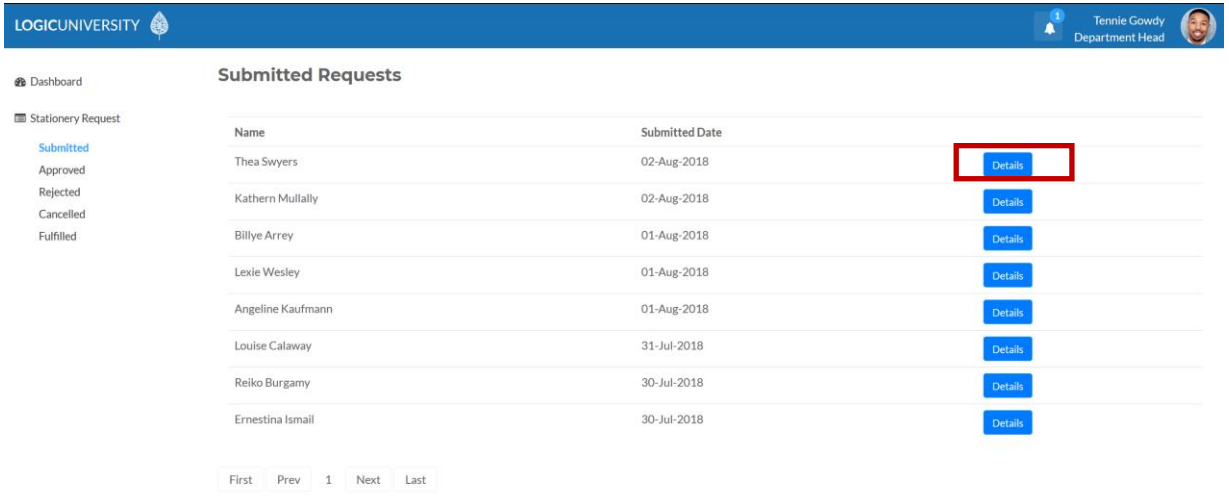
Department Head : Approve Request



Approve Request Step 1/3

Start from the dashboard

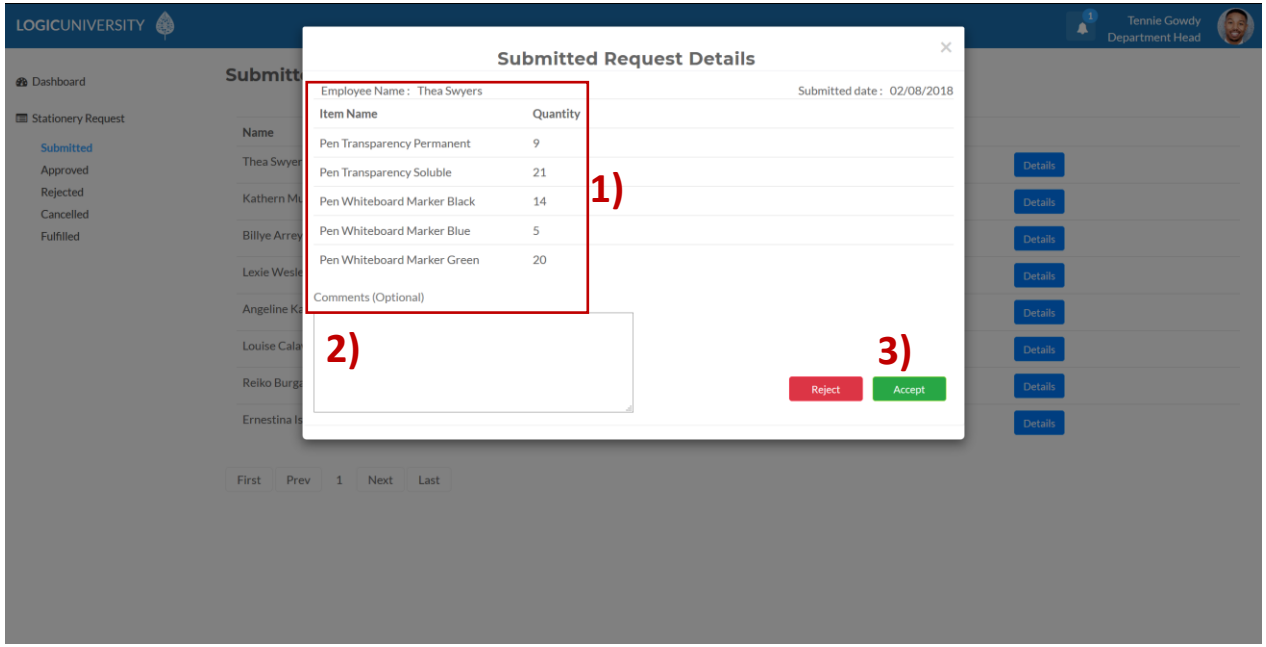
1) Click on ‘Submitted’ Menu



Approve Request Step 2/3

1) Click on the ‘Details’ button

Department Head : Approve Request



Approve Request Step 3/3

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

User Manual for:

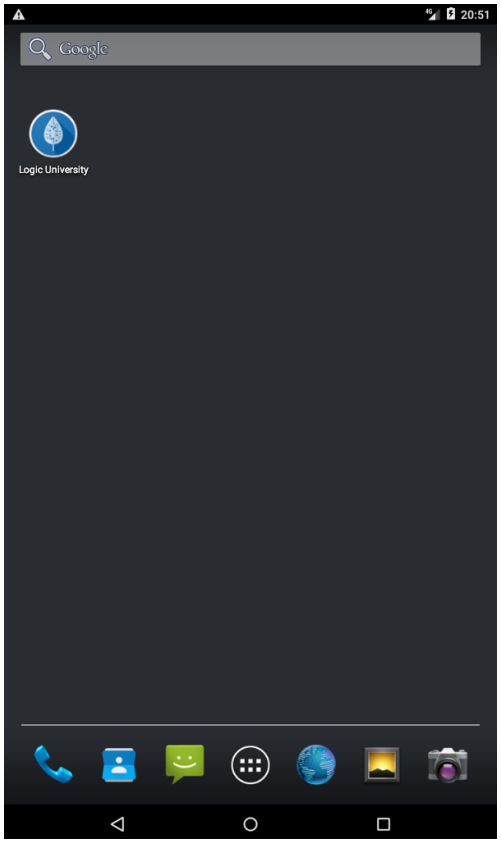
Department Head

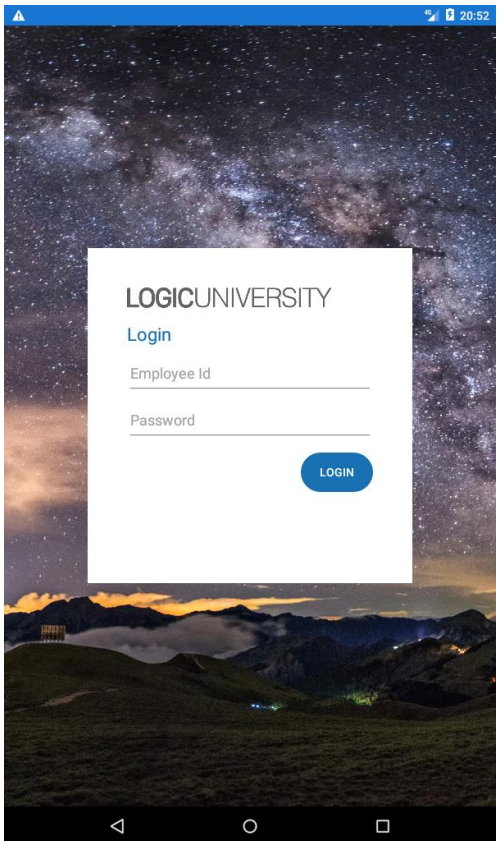
Access from Mobile Phone

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

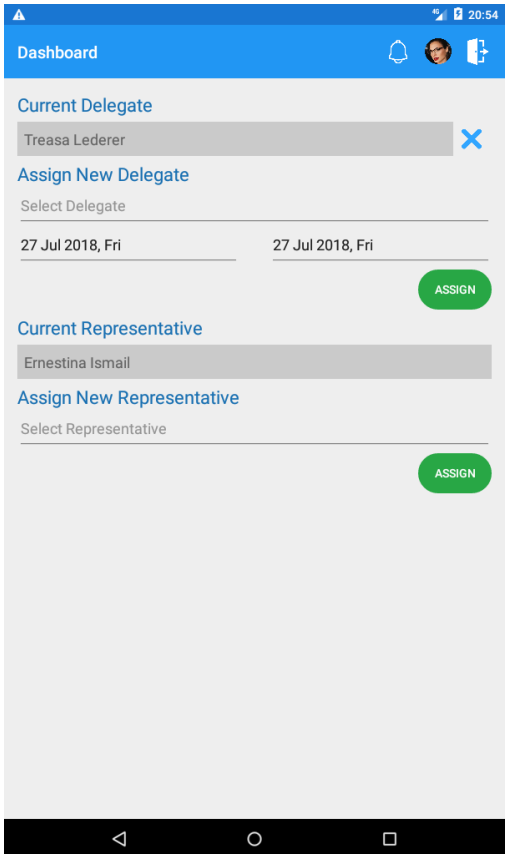




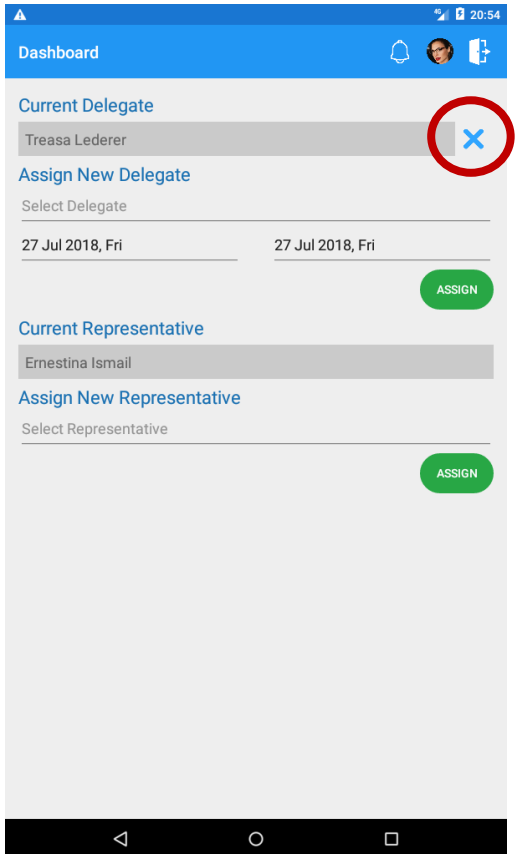
Department Head : Assign Delegate

Assign Delegate

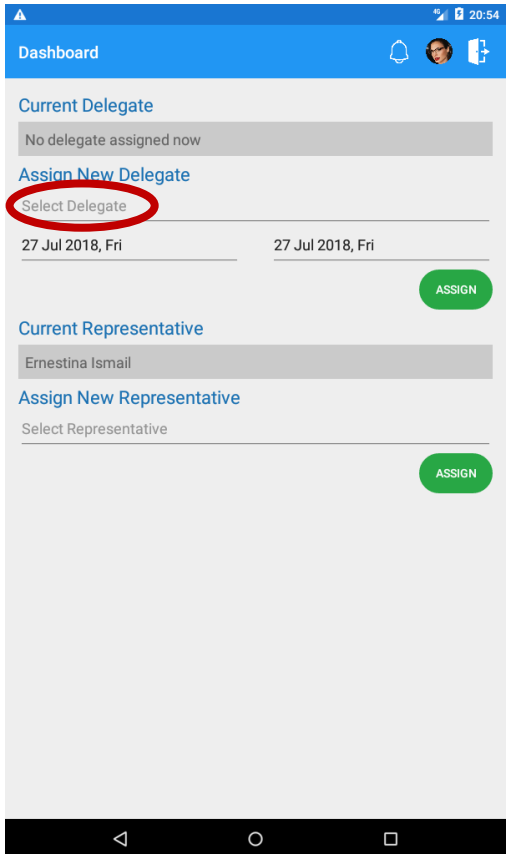
- **Home (Dashboard)**



- **Remove current delegate**

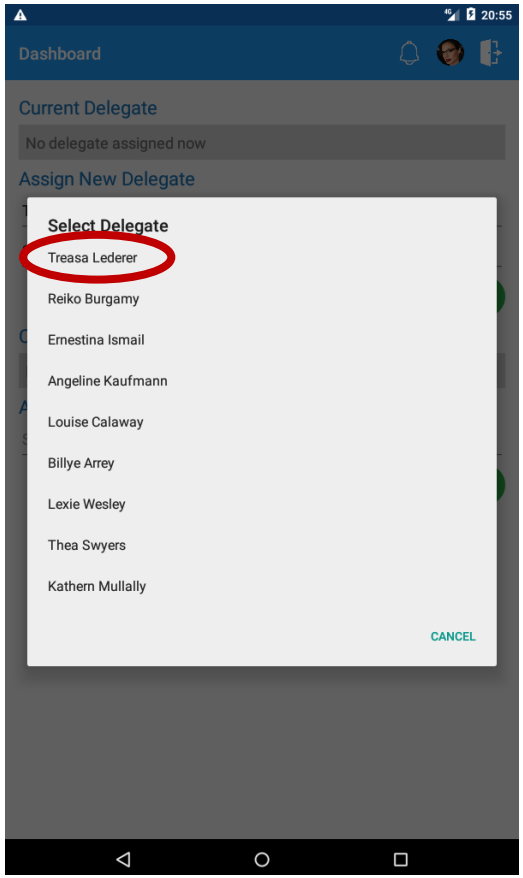


- **Click on 'Select Delegate'**

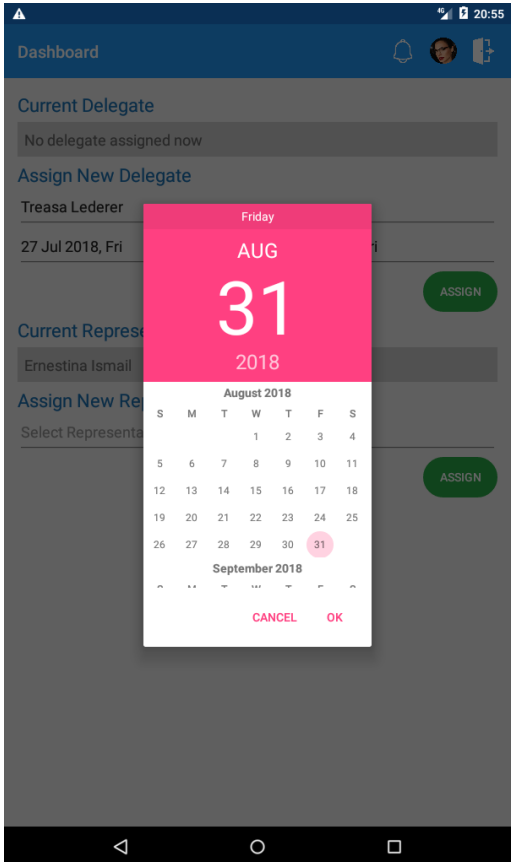


Department Head : Assign Delegate

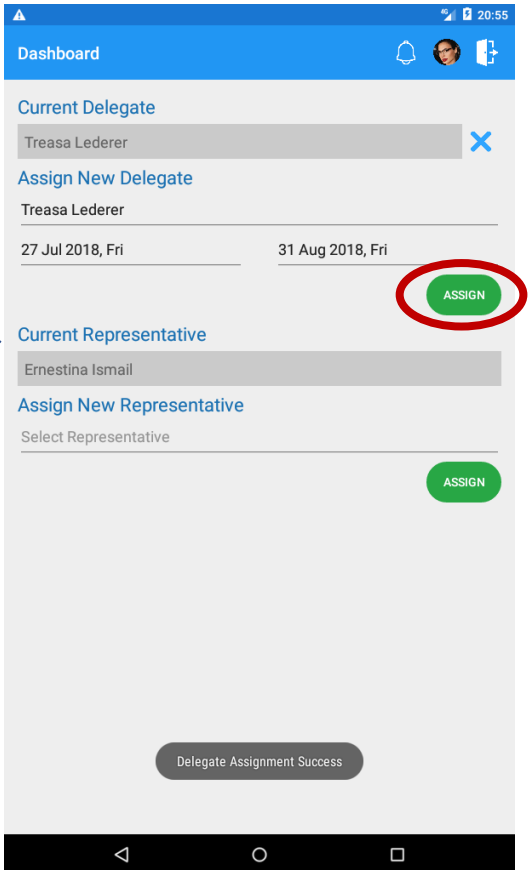
- **Select new delegate**



- **Select delegation start & end date**



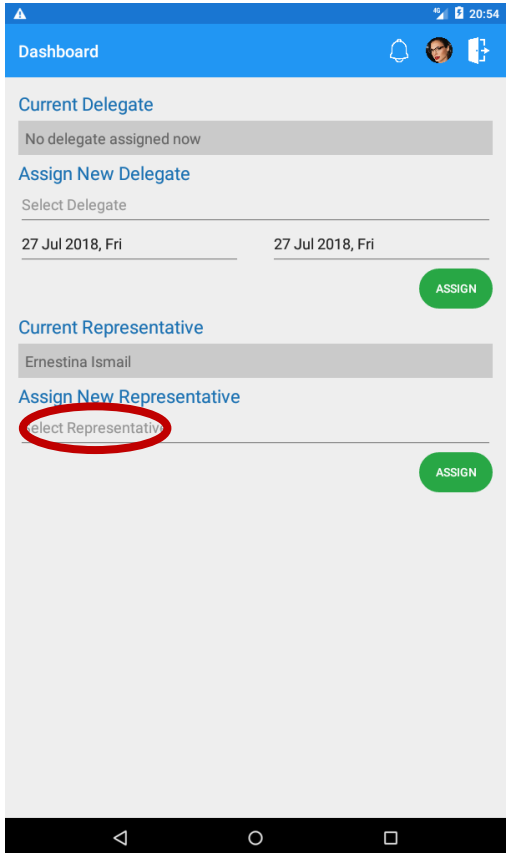
- **Click on the 'Assign' button**



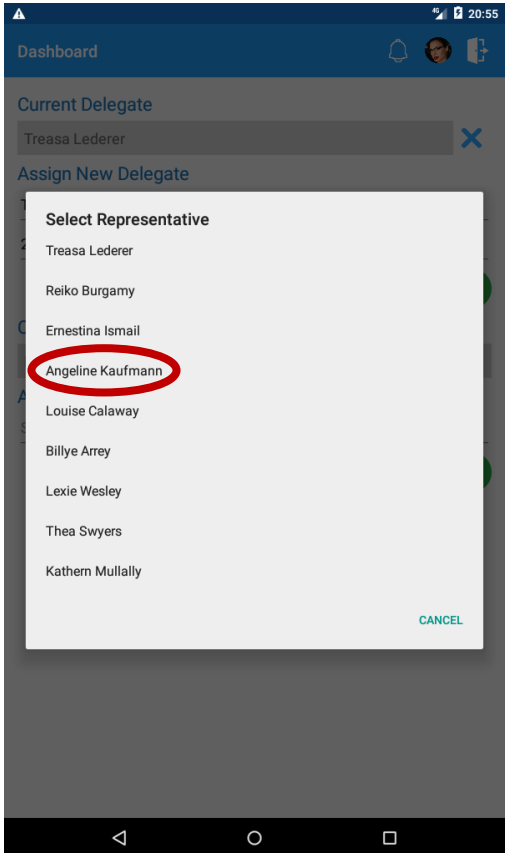
Department Head : Assign Representative (Rep)

Assign Rep

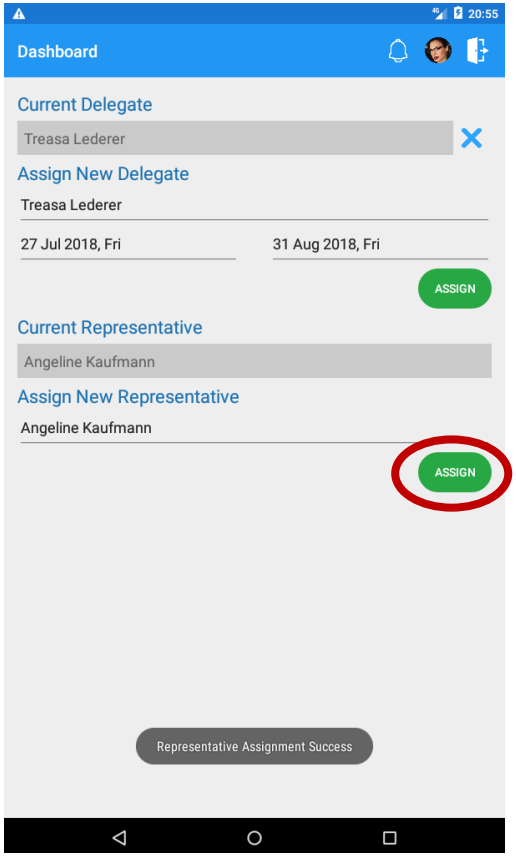
- **Click on ‘Select Rep’**



- **Select new Rep**

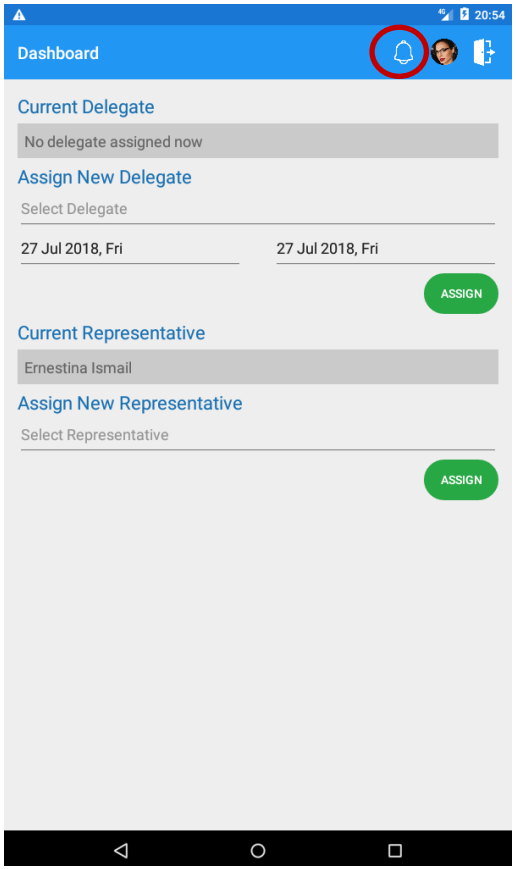


- **Click on ‘Assign’ button**

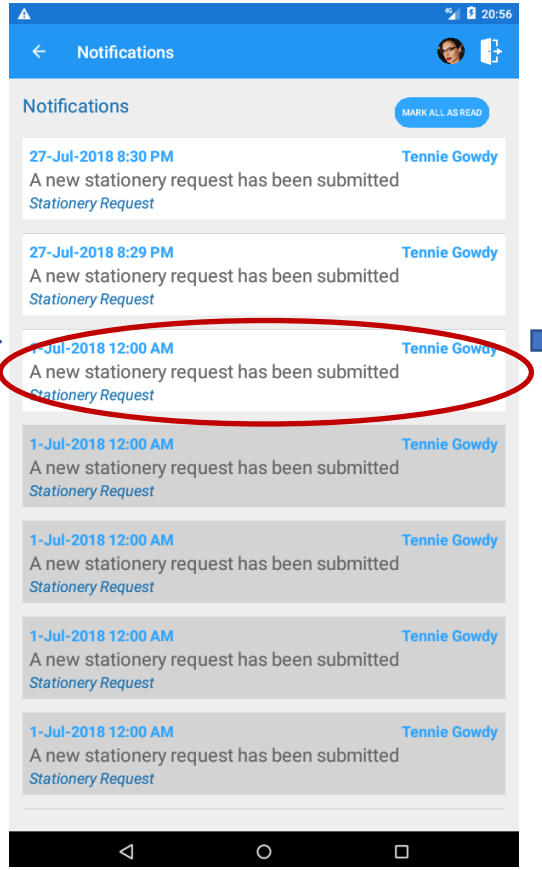


View Notifications

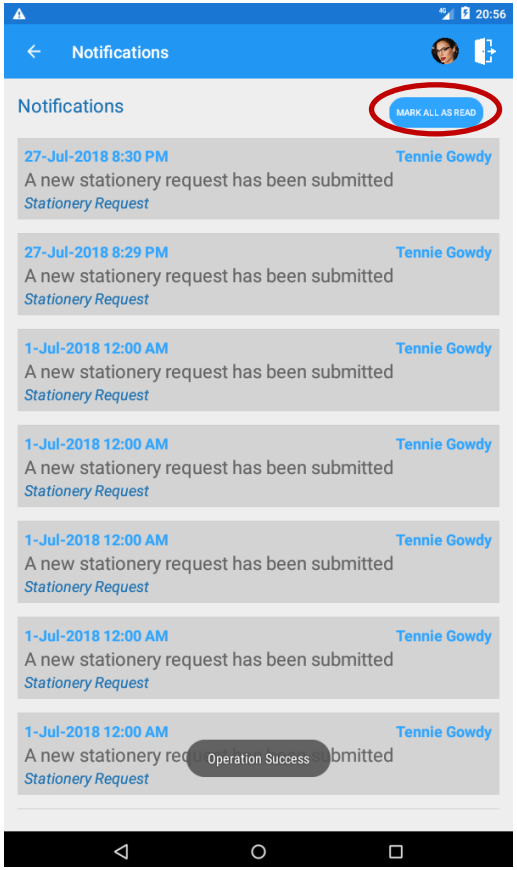
- **Click on notification bell icon**



- **Click on one notification to mark it as read**



- **Click on 'Mark All As Read' button to mark all as read**



User Manual for:

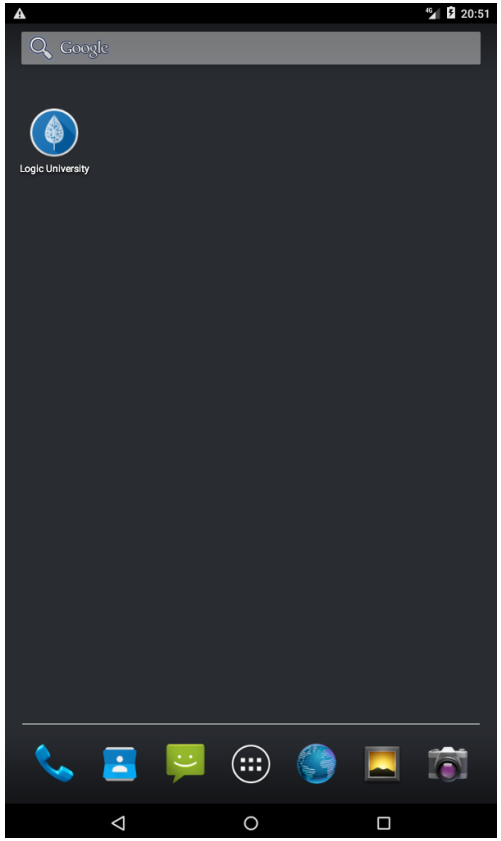
Department Representative (Department Rep)

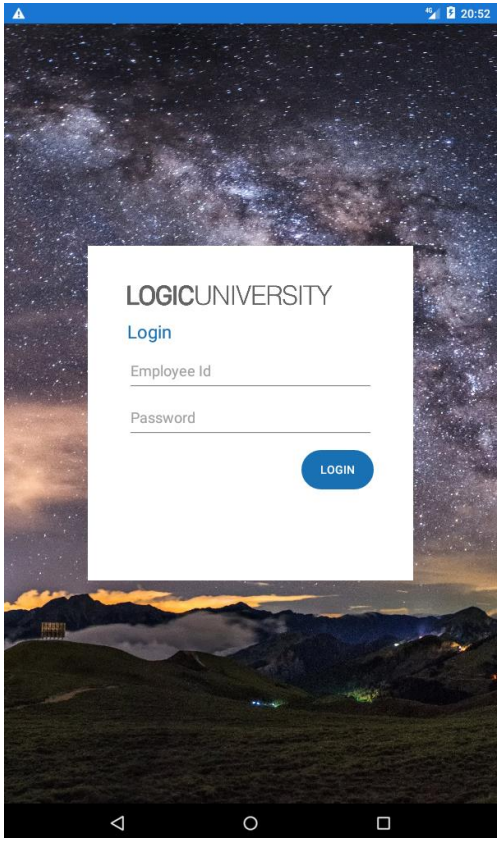
Access from Mobile Phone

Department Rep : 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

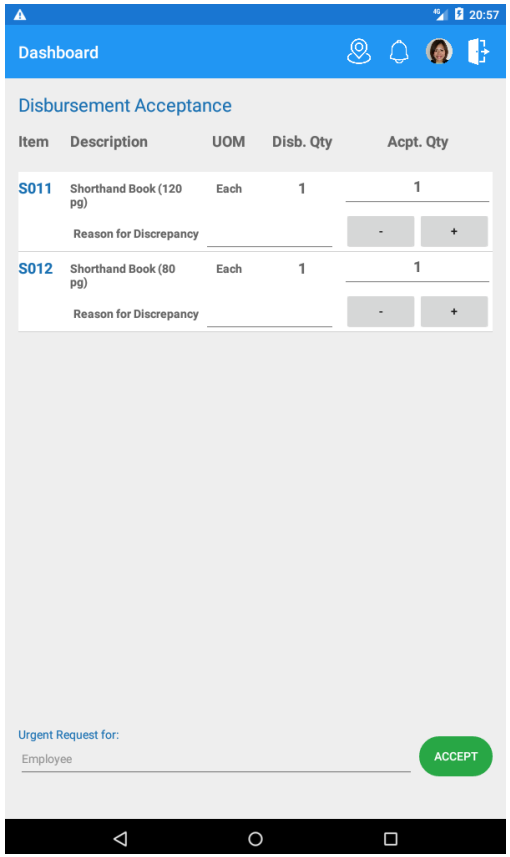




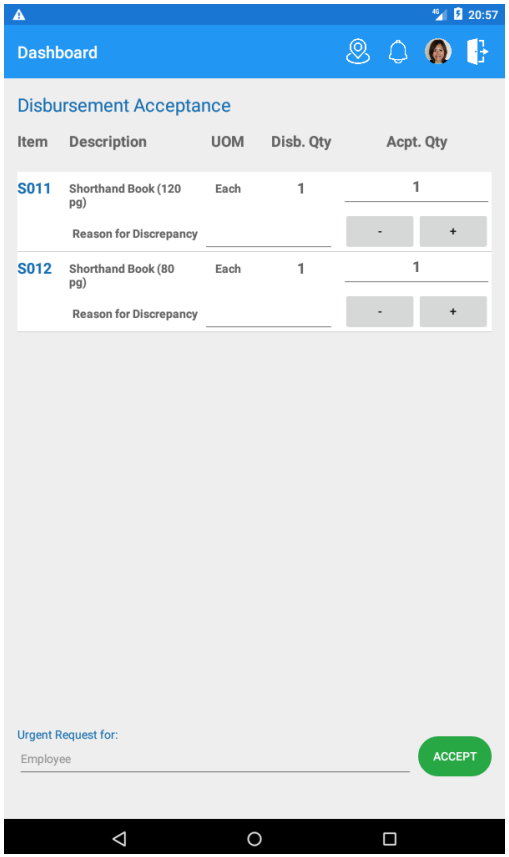
Department Rep : Accept Disbursed Items

Accept Disbursed Items

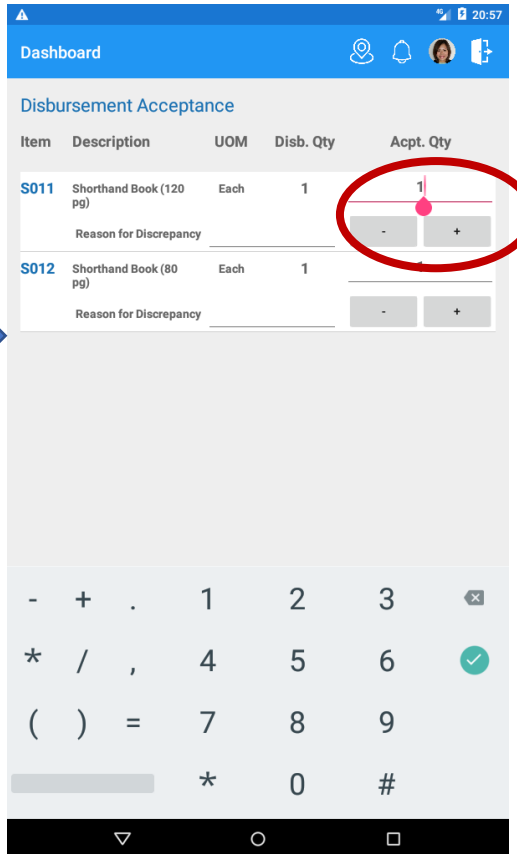
- **Home (Dashboard)**



- **View Disbursement**

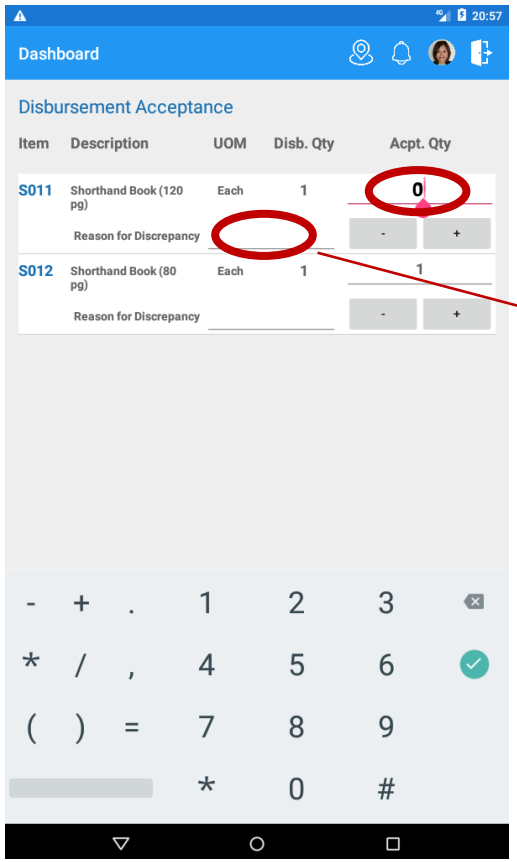


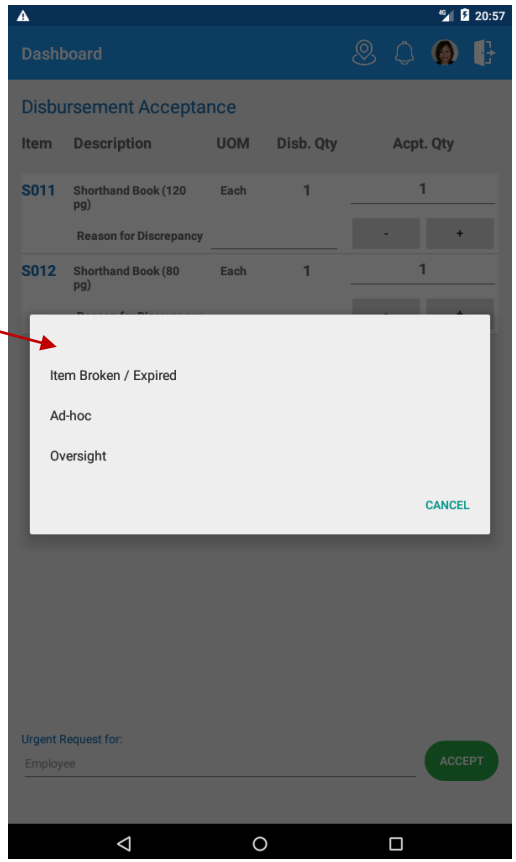
- **Input 'Accepted Qty'**

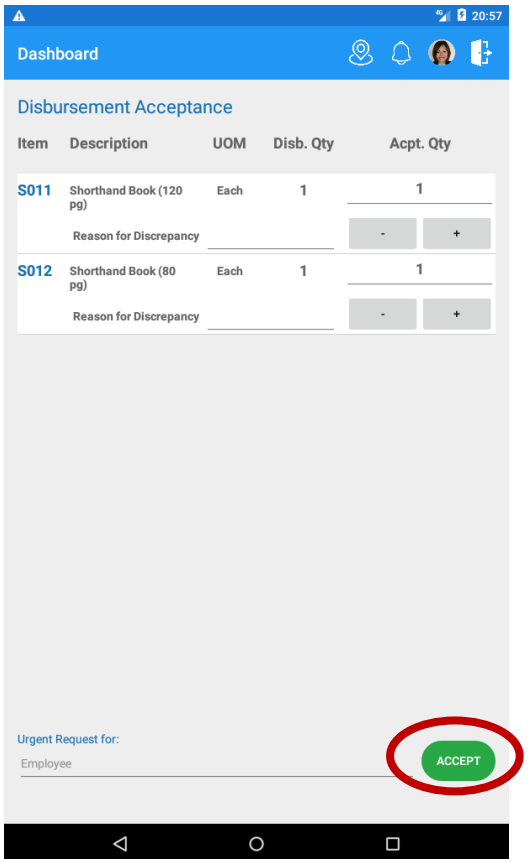


Department Rep : Accept Disbursed Items

- **Select reason if not tally**
- **Skip this step if tally**
- **Click on ‘Accept’ button**

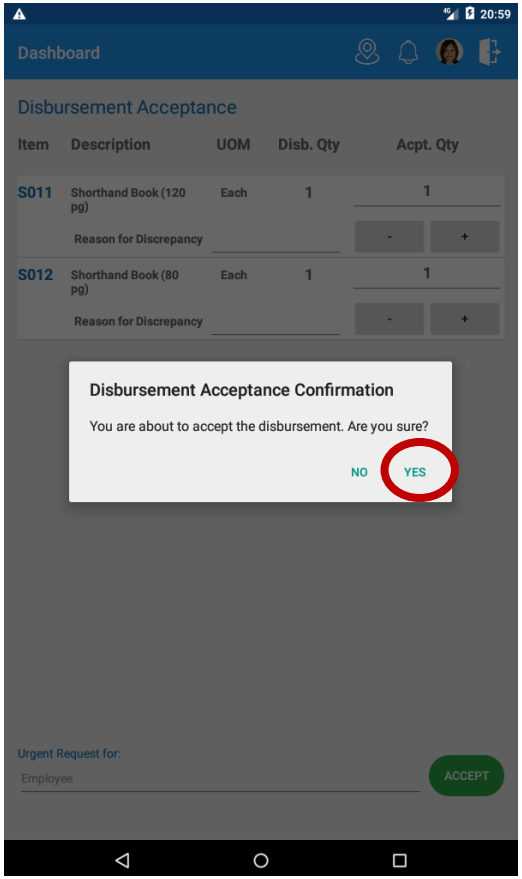




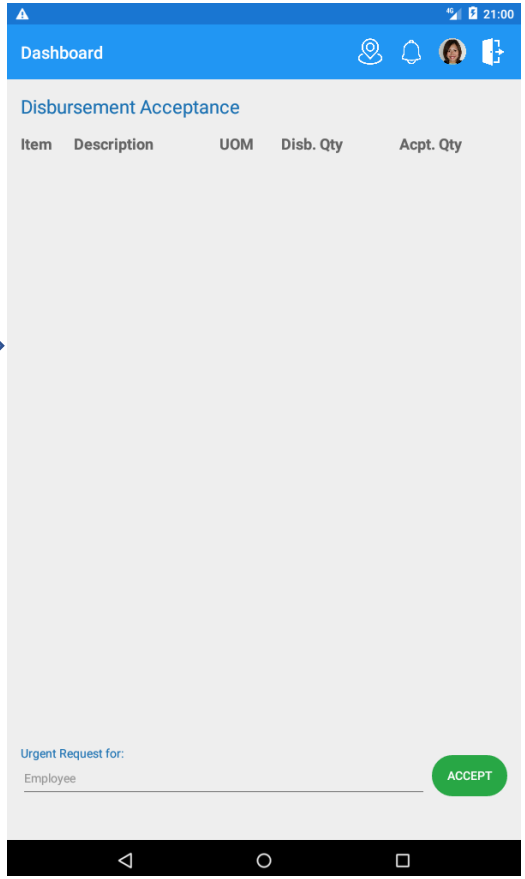


Department Rep : Accept Disbursed Items

- **Click on ‘Yes’ to confirm**



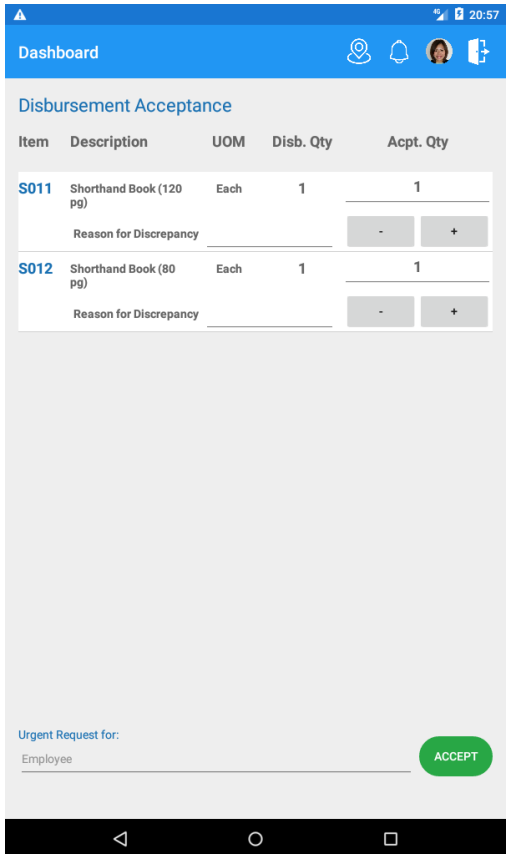
- **You are done!**



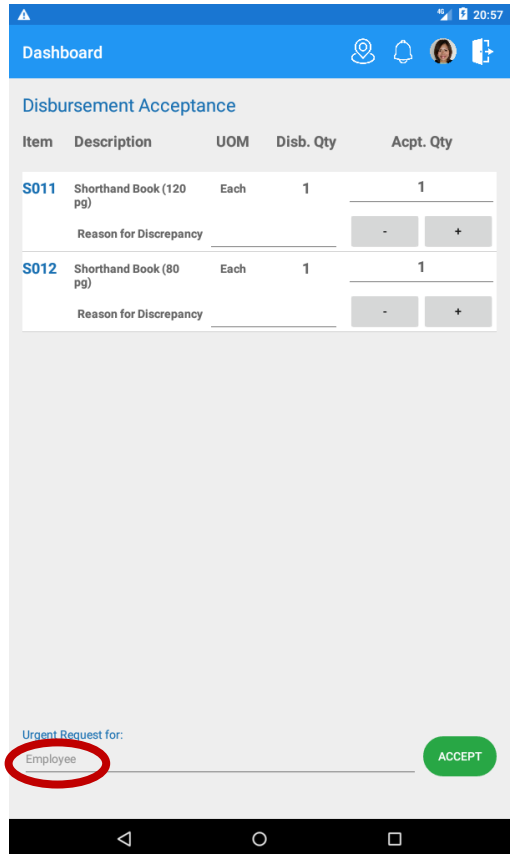
Department Rep : Accept Disbursed Items for Urgent Request

Accept Urgent Request

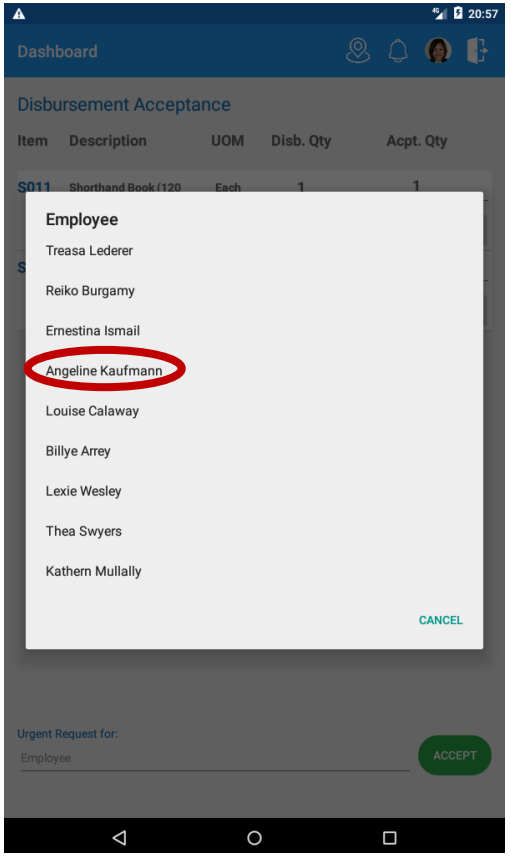
- **Home (Dashboard)**



- **Click on 'Employee'**

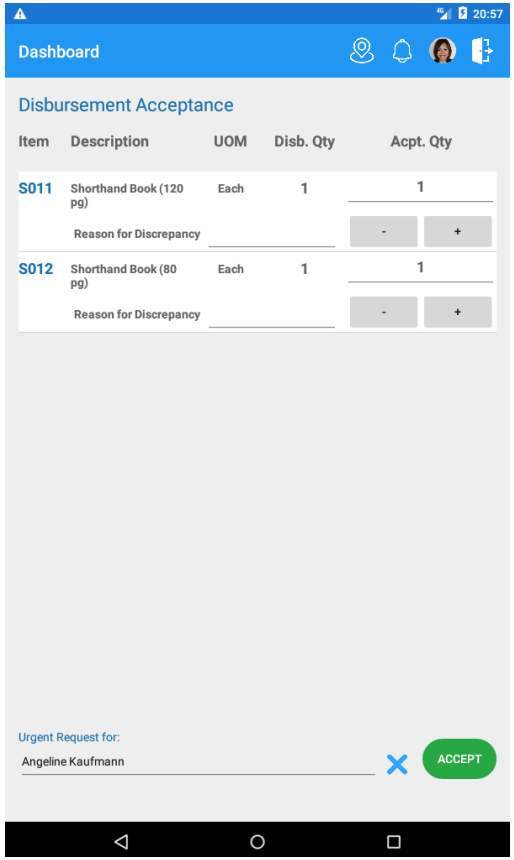


- **Select Employee**

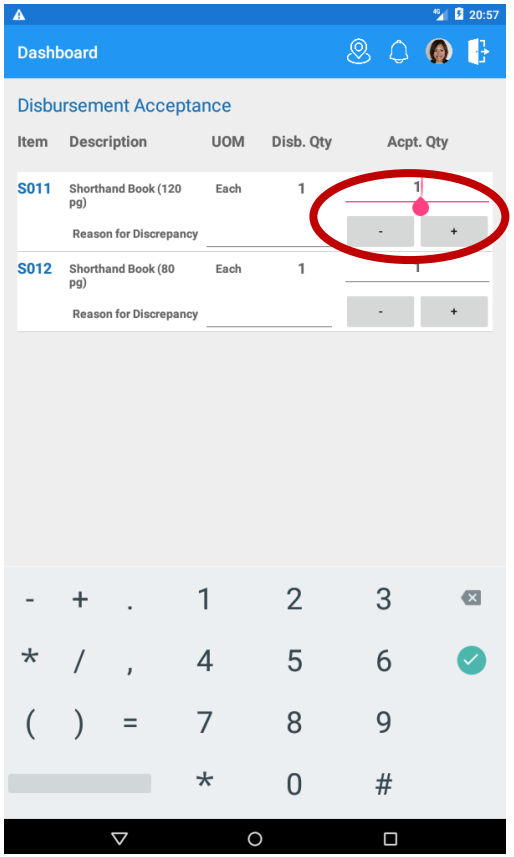


Department Rep : Accept Disbursed Items for Urgent Request

- **Disbursement displayed**

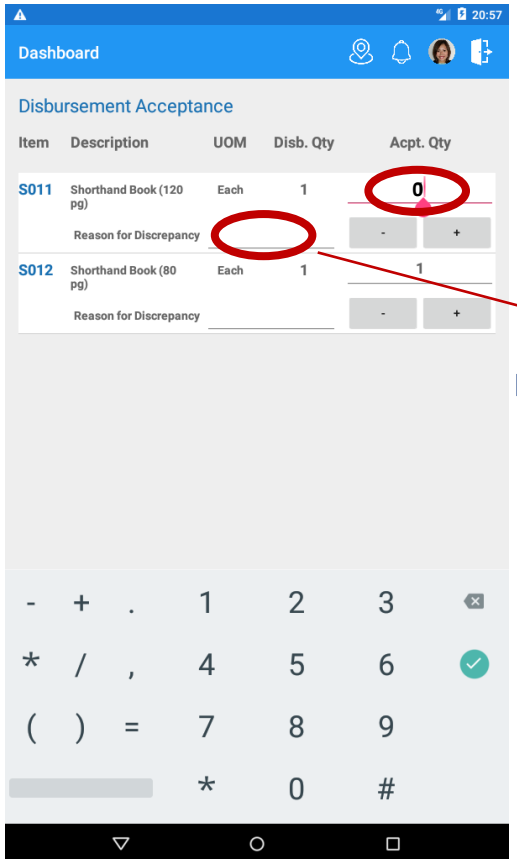


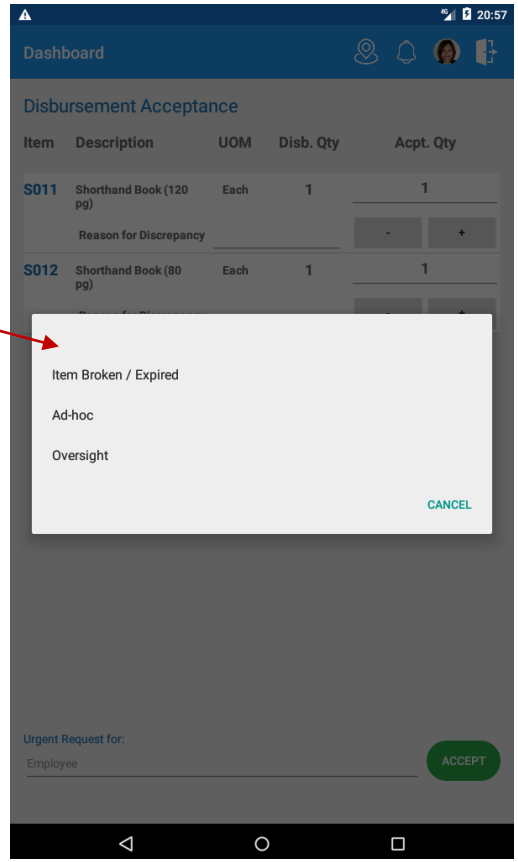
- **Input 'Accepted Qty'**

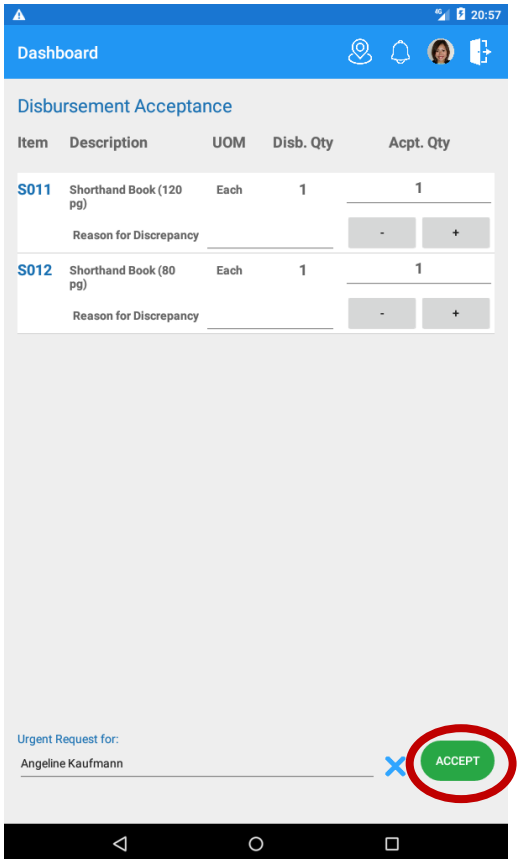


Department Rep : Accept Disbursed Items for Urgent Request

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

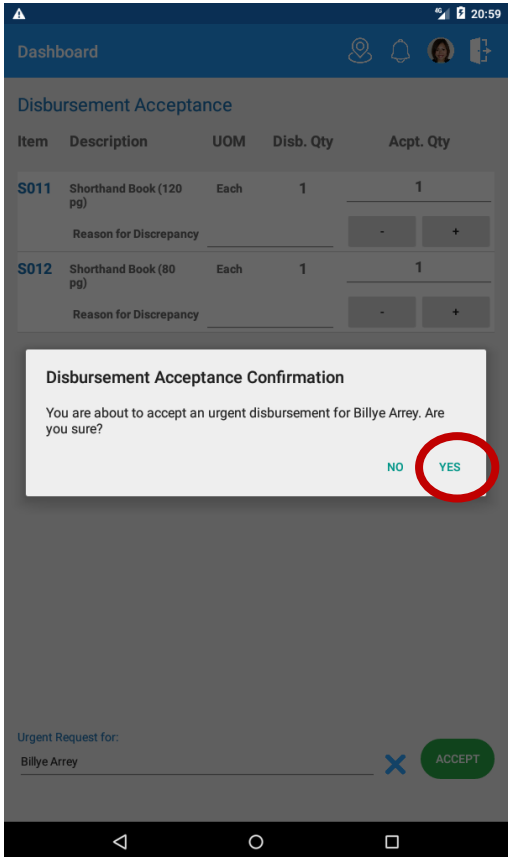




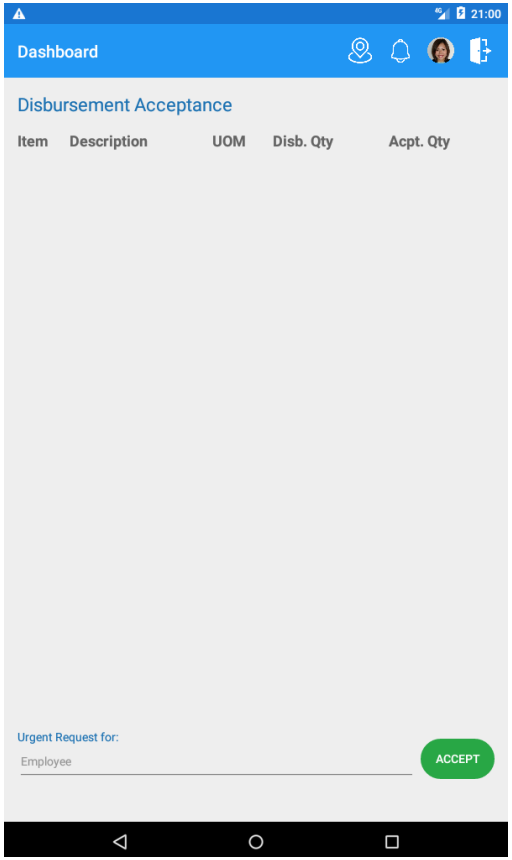


Department Rep : Accept Disbursed Items for Urgent Request

- **Click on 'Yes' to confirm**



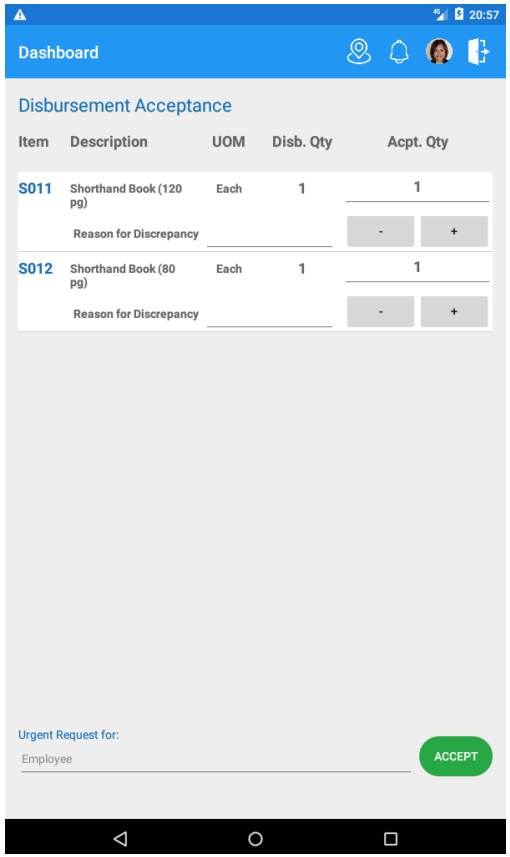
- **You are done!**



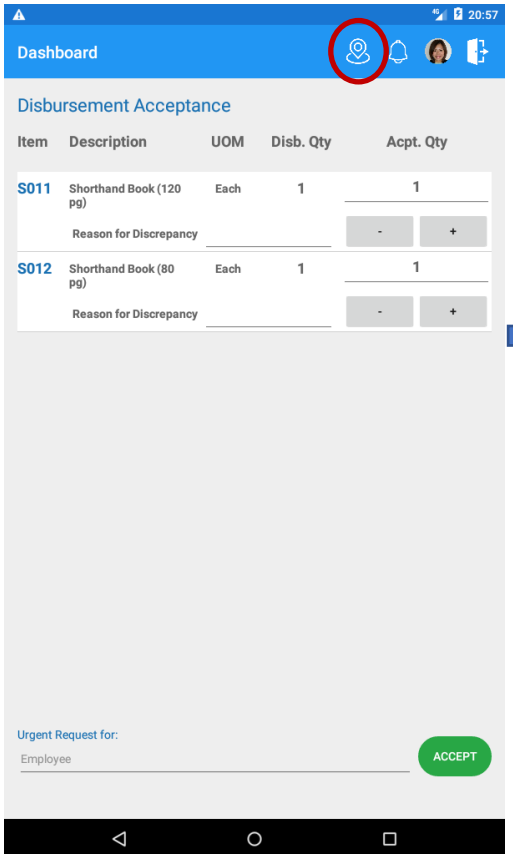
Department Rep : Set Stationery Collection Point

Set Collection Point

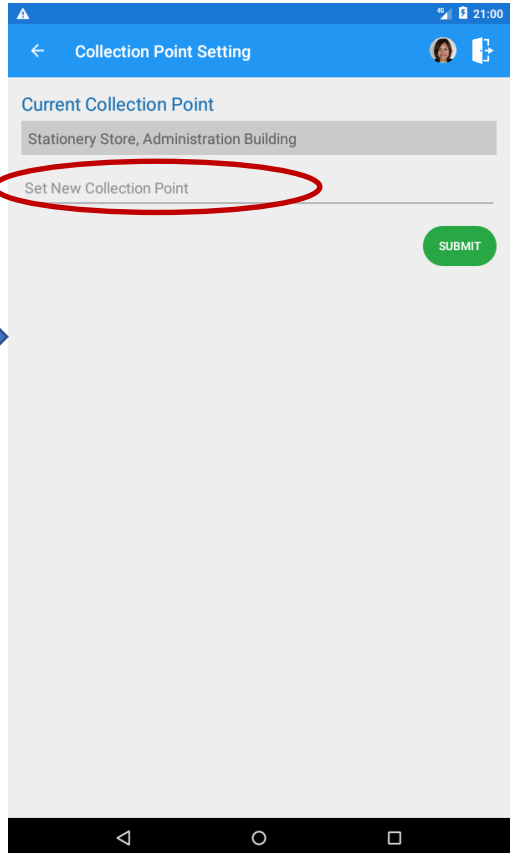
- **Home (Dashboard)**

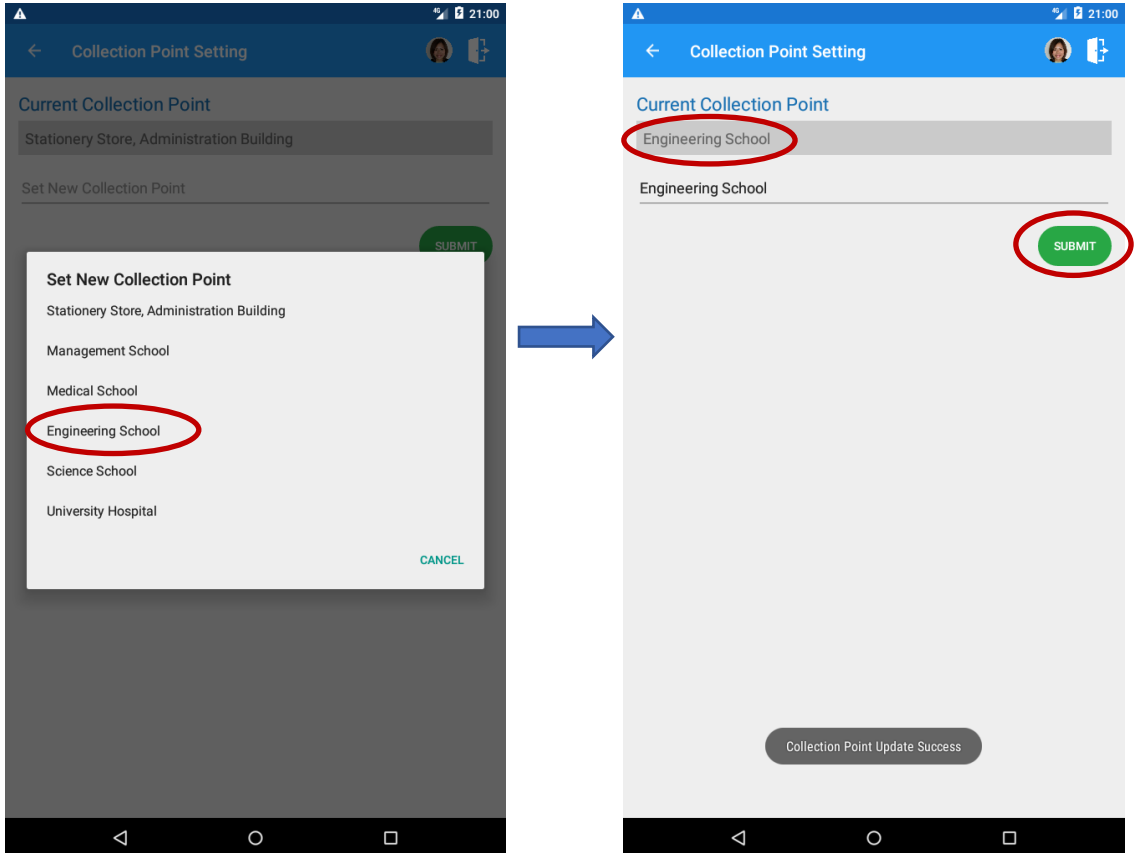


- **Click on the location icon**



- **Click on 'Collection Point'**



Department Rep : Set Stationery Collection Point

- **Select collection point**
- **Click on ‘Submit’ - done!**