

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

By: NUS ISS GDipSA46 Group 08

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Version: 1.1



Welcome

Welcome to Logic University's Stationery Store Inventory System Website.

1. This website and mobile app are designed to digitize the stock management process.
2. To manage the stock, follow the steps in this manual.

Questions?

If you have questions please contact:

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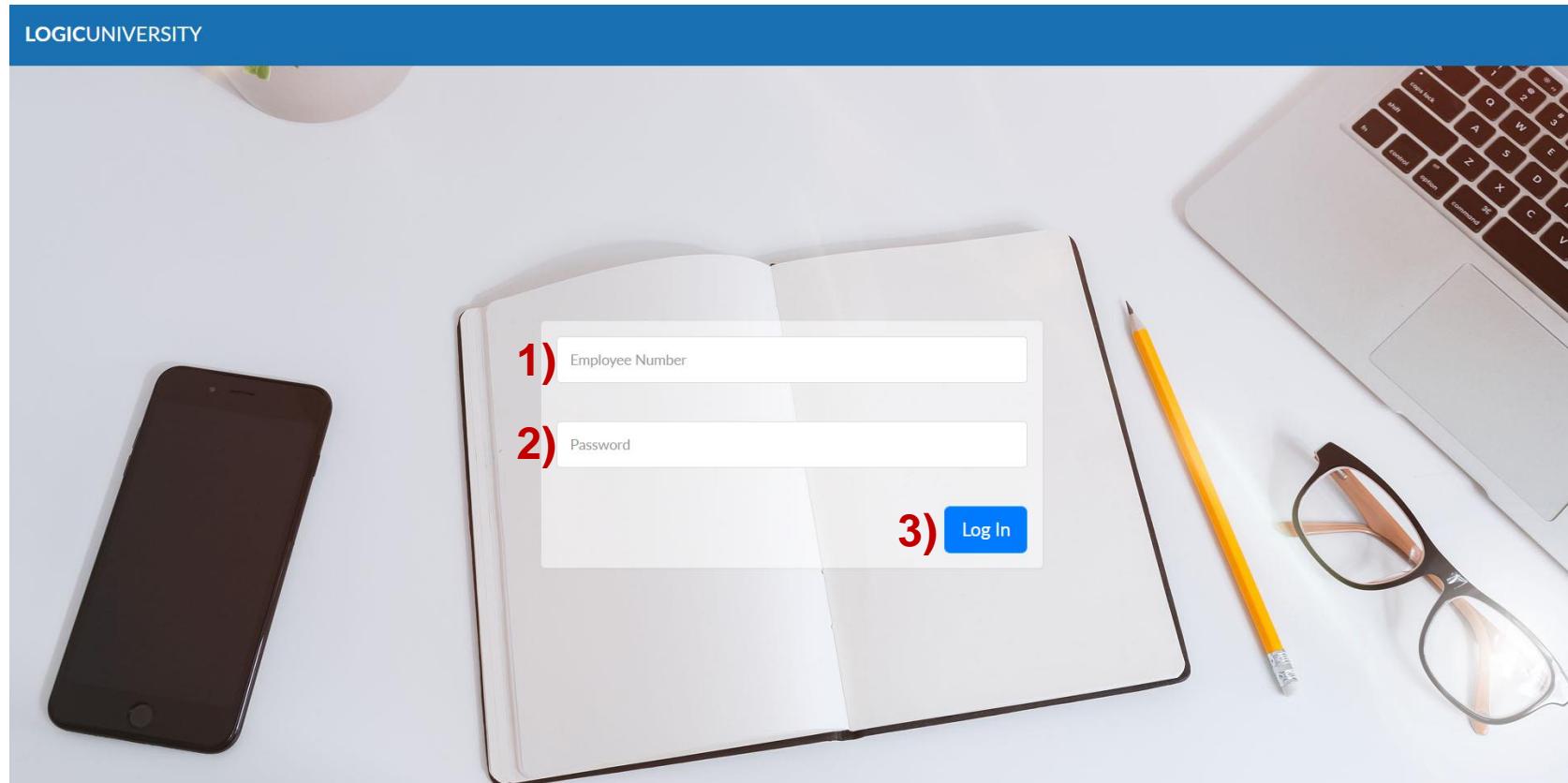
User Manual for:

Store Clerk/ Supervisor/ Manager (Web)

Store Clerk/Supervisor/Manager : Login

Login

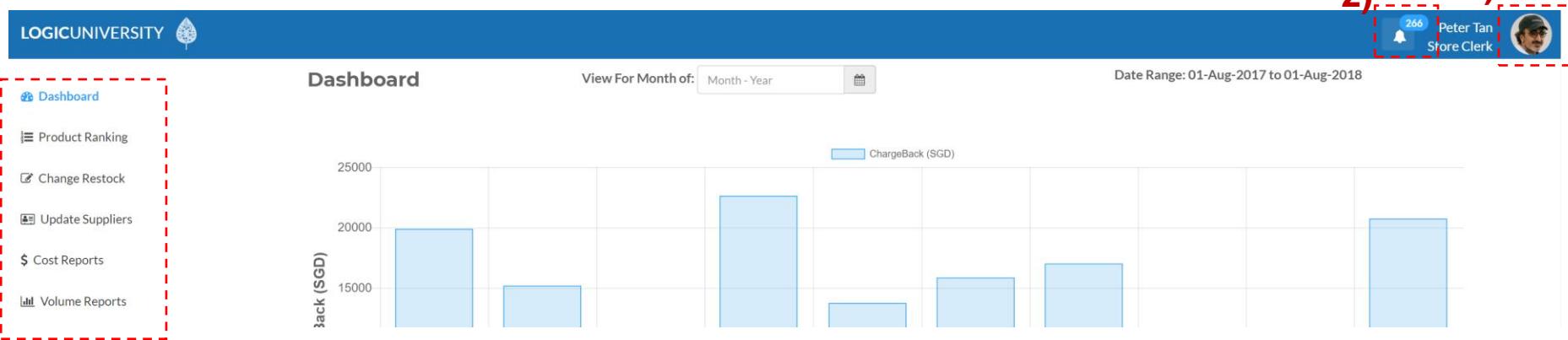
- 1) Input Employee's ID in field
- 2) Input Password in field.
- 3) Click on 'Login' button



Store Clerk/Supervisor/Manager : Main Menu

Main Menu

- 1) Click on the menu item to navigate to their respective page
- 2) Hover over the “Notification” icon to display a notification list, 2.1
- 3) Hover over the “Profile” icon to display logout menu dialog, 3.1, click on logout menu to logout



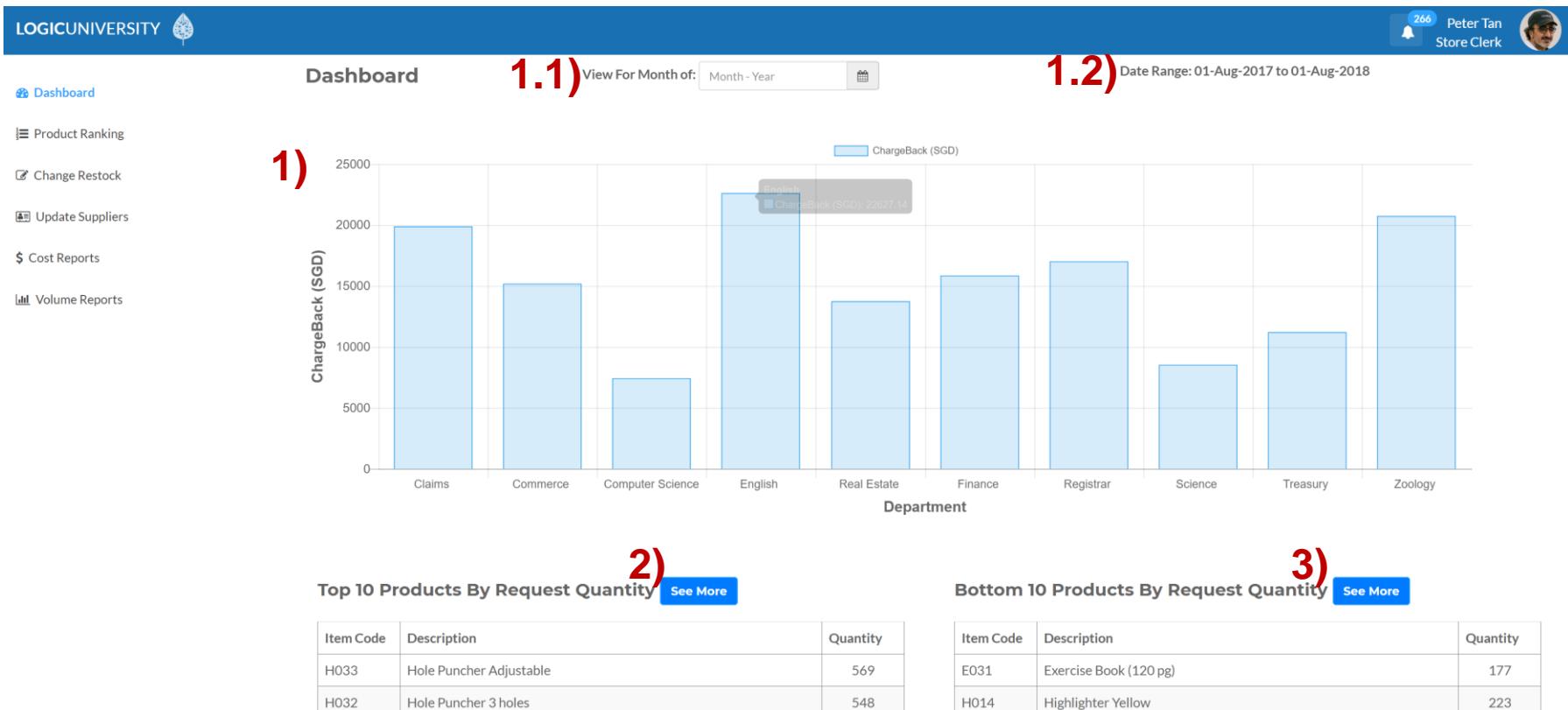
2.1) A notification list is shown, with a blue box labeled 2.1) highlighting the notification for "Weekly Disbursement" from "Rosalba Hillwig".

3.1) A user profile for "Peter Tan Store Clerk" is shown, with a blue box labeled 3.1) highlighting the "Logout" button in a white dialog box.

Store Clerk/Supervisor/Manager : Dashboard Features

Dashboard Features

- 1) Displays the chargeback trend chart for the date range 1.2, generate the chart for a specific month by selecting a month from 1.1
- 2) Click to view more details on the top 10 requested Items
- 3) Click to view more details on the bottom 10 requested Items



Store Clerk/Supervisor/Manager : View Ranked Product List

View Ranked Product List

- 1) Filter the list by selecting a category
- 2) Filter the list by selecting start and end date, and click “Search”
- 3) Select and sort the list ascendingly/descending and select the number of entries to display
- 4) Scroll through the list by clicking on the pages

The screenshot shows the LogicUniversity Product Ranking page. The left sidebar includes links for Dashboard, Product Ranking (which is active), Change Restock, Update Suppliers, Cost Reports, and Volume Reports. The main content area has a title 'Product Ranking' with a dropdown menu showing 'All'. A red box labeled '1)' highlights this dropdown. A red box labeled '2)' highlights the 'from: dd/mm/yyyy' and 'to: dd/mm/yyyy' date input fields and the 'Search' button. A red box labeled '3)' highlights the 'Sort Direction: Descending' dropdown and the 'Show 10 entries' dropdown. A red box labeled '4)' highlights the pagination at the bottom.

Product Ranking

1) All

2) from: dd/mm/yyyy to: dd/mm/yyyy Search

3) Sort Direction: Descending Date Range: 01-Aug-2017 to 01-Aug-2018 Show 10 entries

4)

Item Code	Description	Quantity	Supplier 1	Price (SGD)
H033	Hole Puncher Adjustable	569	BRMS	\$6.09
H032	Hole Puncher 3 holes	548	OMEG	\$2.61
H012	Highlighter Green	516	BOIN	\$5.11
C001	Clips Double 1"	487	BOIN	\$2.10
S012	Shorthand Book (80 pg)	476	ALPA	\$1.80
S020	Stapler No. 27	476	CHEP	\$2.63
P013	Pad Postit Memo 2"x3"	475	BOIN	\$9.51
E035	Exercise Book Hardcover (100 pg)	453	BANE	\$6.87
H013	Highlighter Pink	432	BOBI	\$8.56
P015	Pad Postit Memo 2"x5"	428	ALPA	\$7.02

Showing 1 to 10 of 90 entries

Back

Previous 1 2 3 4 5 ... 9 Next

LOGICUNIVERSITY Peter Tan
266 Store Clerk

View and Change Restock Level and Quantity

- 1) Input the new reorder levels or click the “Use” button to autofill the input with the recommended level
- 2) Refer to 1)
- 3) Click “Update”

Additional Features

- a) Filter the list by selecting a category and/or inputting the search criteria by product description, and click “Search”

The screenshot shows the LogicUniversity software interface with the following details:

- Header:** LOGICUNIVERSITY
- User Profile:** Peter Tan, Store Clerk (with 266 notifications)
- Left Sidebar:** Dashboard, Product Ranking, Change Restock (selected), Update Suppliers, Cost Reports, Volume Reports.
- Page Title:** Change Restock Level and Quantity
- Table Data:** Showing 1 to 8 of 90 products.
- Product 1 (C001):** Clips Double 1". Reorder Level: 50, Recommended Reorder Level: 60. Buttons: use (highlighted with red box 1), 50.
- Product 2 (C002):** Clips Double 2". Reorder Level: 50, Recommended Reorder Level: 60. Buttons: use (highlighted with red box 2), 50.
- Product 3 (C003):** Clips Double 3/4". Reorder Level: 50, Recommended Reorder Level: 60. Buttons: use (highlighted with red box 2), 50.
- Filter/Search:** Category dropdown set to All, Search input field, and a Search button.
- Action Buttons:** A green "Update" button at the bottom right.

Store Clerk/Supervisor/Manager : View and Change Supplier

View and Change Supplier

- 1) Select a Supplier and input the corresponding unit price
- 2) Click “Submit”

Additional Features

- a) Filter the list by selecting a category and/or input the product description, and click “Search”
- b) Click “Clear Supplier/Price” to clear all inputs made in 1)

The screenshot shows the 'Update Suppliers' page from a web application. On the left, there's a sidebar with links like Dashboard, Product Ranking, Change Restock, Update Suppliers (which is highlighted in blue), Cost Reports, and Volume Reports. The main area has a title 'Update Suppliers' and a search bar with dropdowns for 'Clip' and 'clips double' and a 'Search' button. A red dashed box labeled 'a)' highlights this search area. Below it is a table titled 'Showing 1 to 3 of 3'. The table has columns for Item Code, Description, Supplier1, Price1 (SGD), Supplier2, Price2 (SGD), Supplier3, and Price3 (SGD). The first row (C001) has 'Clips Double 1"' in the description, 'BOIN' in Supplier1 dropdown, '2.10' in Price1, 'APUS' in Supplier2 dropdown, '2.20' in Price2, 'CHEP' in Supplier3 dropdown, and '2.30' in Price3. The second row (C002) has 'Clips Double 2"' in the description, 'BOIN' in Supplier1 dropdown, '7.82' in Price1, 'APUS' in Supplier2 dropdown, '8.60' in Price2, 'BANE' in Supplier3 dropdown, and '8.29' in Price3. The third row (C003) has 'Clips Double 3/4"' in the description, 'APUS' in Supplier1 dropdown, '7.78' in Price1, 'OMEG' in Supplier2 dropdown, '9.88' in Price2, 'ALPA' in Supplier3 dropdown, and '9.26' in Price3. A red dashed box labeled '1)' surrounds the table. A red number '2)' is placed next to the green 'Submit' button at the bottom right of the table area.

Item Code	Description	Supplier1	Price1 (SGD)	Supplier2	Price2 (SGD)	Supplier3	Price3 (SGD)
C001	Clips Double 1"	BOIN ▼	2.10	APUS ▼	2.20	CHEP ▼	2.30
C002	Clips Double 2"	BOIN ▼	7.82	APUS ▼	8.60	BANE ▼	8.29
C003	Clips Double 3/4"	APUS ▼	7.78	OMEG ▼	9.88	ALPA ▼	9.26

Generate Cost Report – By Department Step 1 Generate By Month

- 1) Select two departments
- 2) Filter by selecting an Item category
- 3) Select the month(s) – able to select more than one month
- 4) Click “Generate By Month”

Additional Features

- a) Click “Clear List” to reset all inputs made in 3)

The screenshot shows the LogicUniversity Cost Reports interface. On the left, there's a sidebar with links like Dashboard, Product Ranking, Change Restock, Update Suppliers, Cost Reports (which is selected), and Volume Reports. The main area has a title "Welcome" and a bar chart titled "Claims Department vs Commerce Department". The Y-axis is "Chargeback(SGD)" from 0 to 2500, and the X-axis shows months: 2018 May, 2018 Jun, and 2018 Jul. The legend indicates orange for Claims and blue for Commerce. Below the chart is a subtitle "Select Month(s) to display". To the right, there are filter options:

- By Department:** Two dropdown menus labeled "Department 1" and "Department 2", both with "Select Department" placeholder text. This area is highlighted with a red dashed box and labeled **1)**.
- Category:** A dropdown menu labeled "All". This area is highlighted with a red dashed box and labeled **2)**.
- By Month:** A date range selector with "Month-Year" and a calendar icon. This area is highlighted with a red box and labeled **3)**.
- Generate By Month:** A green button. This area is highlighted with a red box and labeled **4)**.
- Clear List:** A yellow button labeled "a)".

Month	Department	Chargeback (SGD)
May	Claims	~1600
May	Commerce	~900
June	Claims	~2100
June	Commerce	~1300
July	Claims	~1350
July	Commerce	~1150

Generate Cost Report – By Department Step 2 Generate By Date Range

- 1) Select “By Date Range” tab
- 2) Select the start and end date
- 3) Click “Generate By Range”

Additional Features

- a) Click “Export” to send a PDF copy of a current details report to the Store Clerk

The screenshot shows the 'Cost Reports' section of a web application. On the left, there's a sidebar with links like Dashboard, Product Ranking, Change Restock, Update Suppliers, Cost Reports (which is highlighted in blue), and Volume Reports. The main area has a 'Welcome' message and a bar chart titled 'Claims Department vs Commerce Department'. The chart shows Chargeback(SGD) for May, June, and July. The legend indicates orange bars for 'Claims' and blue bars for 'Commerce'. To the right, there's a 'Generate By Date Range' section with three numbered steps:

- 1) A red box highlights the 'By Month' and 'By Date Range' tabs. The 'By Date Range' tab is selected.
- 2) A red box highlights the 'from: dd/mm/yyyy' and 'to: dd/mm/yyyy' date input fields.
- 3) A red box highlights the green 'Generate By Range' button.

The top right corner shows a user profile for Peter Tan, Store Clerk, with a notification count of 266.

Month	Department	Chargeback(SGD)
May	Claims	~1600
May	Commerce	~850
June	Claims	~2050
June	Commerce	~1250
July	Claims	~1350
July	Commerce	~1150

Generate Cost Report – By Supplier Step 1 Generate By Month

- 1) Click “By Supplier” tab
- 2) Select two suppliers
- 3) Filter by selecting an Item category
- 4) Select the month(s) – able to select more than one month
- 5) Click “Generate By Month”

Additional Features

- a) Click “Clear List” to clear the month(s) selected

The screenshot shows the 'Cost Reports' section of the LOGICUNIVERSITY software. The top navigation bar includes 'LOGICUNIVERSITY' with a logo, a bell icon, 'Kenny Tan Store Supervisor', and an 'Export' button. On the left, there's a sidebar with links: 'Dashboard', 'Product Ranking' (which is currently selected), 'Adjustment Requests', 'Change Restock', 'Update Suppliers', 'Cost Reports' (which is also selected), and 'Volume Reports'. The main content area has a title 'Supplier Cost Report for Category:All'. Below it is a bar chart titled 'ALPHA Office Supplies vs Astellas Pharma US' showing Chargeback(SGD) from April to June. The chart has two series: 'ALPHA Office Supplies' (orange bars) and 'Astellas Pharma US' (blue bars). The Y-axis ranges from 0 to 8000 SGD. The X-axis shows the months: 2018 Apr, 2018 May, and 2018 Jun. The legend indicates: ALPHA Office Supplies (orange) and Astellas Pharma US (blue). The chart shows values approximately: Apr: Alpha ~3200, Astellas ~4300; May: Alpha ~2500, Astellas ~4900; Jun: Alpha ~4800, Astellas ~7100.

1) By Department By Supplier

2) Supplier 1: ALPHA Office Supplies Supplier 2: Astellas Pharma US

3) All

4) Select Month(s) to display

a) Clear List

5) Generate By Month

Store Clerk/Supervisor/Manager : Generate Cost Report – By Supplier

Generate Cost Report – By Supplier Step 2 Generate By Date Range

- 1) Select “By Date Range” tab
- 2) Select the start and end date
- 3) Click “Generate By Range”

Additional Features

- a) Click “Export” to send a PDF copy of a details report to the Store Clerk

LOGICUNIVERSITY

Cost Reports

Supplier Cost Report for Category:All

Chargeback(SGD)

8000

7000

6000

5000

4000

3000

2000

1000

0

2018 Apr

2018 May

2018 Jun

ALPHA Office Supplies

Astellas Pharma US

By Department

By Supplier

Supplier 1

Supplier 2

Options

Category

Alpha Office Supplies

Astellas Pharma US

from: dd/mm/yyyy

to: dd/mm/yyyy

Generate By Range

a)

Store Clerk/Supervisor/Manager : Generate Volume Report

Generate Volume Report

- 1) Refer to previous section on “Generate Cost Reports” and follow the same steps

LOGICUNIVERSITY

266 Peter Tan
Store Clerk

Dashboard

Product Ranking

Change Restock

Update Suppliers

Cost Reports

Volume Reports

Volume Reports

Welcome

Claims Commerce

The chart displays the following data:

Month	Claims	Commerce
2018 May	305	195
2018 Jun	420	285
2018 Jul	305	255

Claims Department vs Commerce Department

By Department By Supplier Options

Department 1: Select Department

Department 2: Select Department

Category: All

By Month By Date Range

Select Month(s) to display

Month-Year: []

Generate By Month

Clear List

Store Clerk/Supervisor/Manager : View Report as Table

View Report as Table

- 1) Click “Table” icon to display report as table

The screenshot shows the LogicUniversity software interface. At the top, there's a blue header bar with the 'LOGICUNIVERSITY' logo on the left and a user profile for 'Peter Tan Store Clerk' on the right, which includes a small profile picture and a notification bell icon with the number '266'. Below the header, the main content area has a title 'Cost Reports' with a red '1)' annotation over it, followed by two icons: a bar chart and a grid. The main content area is titled 'Welcome' and contains a table with three columns: 'Month', 'Claims Department', and 'Commerce Department'. The table data is as follows:

Month	Claims Department	Commerce Department
2018 May	\$1,586.49	\$853.69
2018 Jun	\$2,053.91	\$1,284.59
2018 Jul	\$1,349.67	\$1,139.26

Below the table, the text 'Chargeback (SGD)' is displayed. To the right of the table, there are several filter and search options. These include tabs for 'By Department' (selected), 'By Supplier', and 'Options'. Under 'By Department', there are dropdown menus for 'Department 1' (labeled 'Select Department') and 'Department 2' (labeled 'Select Department'). There are also dropdown menus for 'Category' (labeled 'All') and 'By Month' (selected). Under 'By Month', there's a text input field for 'Month-Year' with a calendar icon, a green button labeled 'Generate By Month', and an orange button labeled 'Clear List'. At the bottom of the interface, there's a large, semi-transparent watermark that reads 'LOGICUNIVERSITY' vertically.

Store Clerk/Supervisor/Manager : Email Samples (1/2)

Inbox

5:13 PM 37%

Export: Stationery with Low Stock Quantities

LU Logic University SSIS to Sai Min Htet Jan 12, 2015 Show Details

Alex Darrow 1/12/15 Who has ordered one already? I ca... 9 » Still waiting for mine to arrive! From: Marketing Campaigns on behalf of

Alex Darrow 1/12/15 Trip expenses Katie/Sara- Do you have the IO codes we should use for the project

Sara Davis 1/12/15 Sharing Trends I am sharing a few things I have picked up in my recent trip. First is a

Logic University SSIS 1/12/15 Export: Stationery with Low Stock Q... You have recently requested for a list of stationery items with low stock q... Brian Shiers 1/12/15 link https://onedrive.live.com/redir?resid=A16C9E1156B39C69!

the office 365 team" <the...> 12/19/14 Meet your new cleaner inbox Meet your new cleaner inbox Now that you've turned on Clutter, it will

Katie Jordan 12/12/14 Re: Recent content 5 » 2014 Expenses(1).xlsx Shared via

Mail Calendar Files People Settings

Email Samples (1/2)

(view low stock items:
email)

Email will be sent to store clerk when export button is clicked. It contains 1 attachment - stationery items with low stock quantity

the supplier names and prices information are also included for easy reorder.

LOGICUNIVERSITY

Stationery Items with Low Stock at 01 August 2018

The following items have fallen below reorder level.

#	Item Code	Item Description	Unit of measurement	Current Balance	Reorder Level	Recommended Reorder Quantity	Supplier 1	Price 1	Supplier 2	Price 2	Supplier 3	Price 3
1	C002	Clips Double 2"	Set Of 12	40	50	30	BOIN	\$7.82	APUS	\$8.60	BANE	\$8.29
2	C003	Clips Double 3/4"	Set Of 12	0	50	30	APUS	\$7.78	OMEG	\$9.88	ALPA	\$9.26
3	C004	Cline Paper Large	Box	0	50	30	CHEP	\$7.56	APUS	\$8.54	BORI	\$8.77

Store Clerk/Supervisor/Manager : Email Samples (2/2)

Inbox

5:13 PM 37%

Successful Fulfillment

LU Logic University SSIS to Sai Min Htet Jan 12, 2015 [Show Details](#)

PDF DisbursementListByDepartment.pdf (54K)

PDF DisbursementListByOrder.pdf (107K)

Hi Sai Min Htet,
You have recently processed a batch of orders for Logic University on 12 Jan 2015, 9.56 am.
Kindly refer to the attachments for the Disbursement lists.
Thank you.

This is a computer generated email and no signature is required.

Important: This email is confidential and may be privileged. If you are not the intended recipient, please delete it and notify us immediately; you should not copy or use it for any purpose, nor disclose its contents to any other person. Thank you.

Mail Calendar Files People Settings

Email Samples (2/2)

(Fulfil (batch) Request: email)

Email will be sent to store clerk

It contains 2 attachments

DisbursementListByDepartment – used to disburse items at department level &
DisbursementListByOrder – used for department representative to disburse items to each employee within department

LOGICUNIVERSITY

Disbursement List at 31 July 2018 for Finance Department
Collection Point: Stationery Store, Administration Building
Representative Name: Ernestina Ismail

Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
C001	Clips Double 1"	14	0	0
C002	Clips Double 2"	11	0	0
C003	Clips Double 3/4"	7	0	0

Disbursement List at 31 July 2018 for Finance Department
Collection Point: Stationery Store, Administration Building
Representative Name: Ernestina Ismail

Employee Name: Ernestina Ismail

Order No.	Item Code	Item Description	Request Quantity	Await Quantity	Fulfilled Quantity
1	C001	Clips Double 1"	14	0	0
1	C002	Clips Double 2"	11	0	0
1	C003	Clips Double 3/4"	7	0	0

User Manual Specifically for:

**Store
Supervisor/Manager
(Web)**

Store Supervisor/Manager : View Stock Adjustment Details

View Stock Adjustment Details

- 1) Filter the list by selecting a request status
- 2) Filter the list by selecting the number of entries
- 3) Scroll through the list by clicking on the pages
- 4) Click on “Details” to view Adjustment details

The screenshot shows a user interface for managing stock adjustment requests. At the top, there's a header with the LOGICUNIVERSITY logo, a notification bell icon with '89' notifications, and a profile for Kenny Tan, Store Supervisor. Below the header, the main title is 'Stock Adjustment Request'. On the left, there's a sidebar with various links: Dashboard, Product Ranking, Adjustment Requests (which is currently selected), Change Restock, Update Suppliers, Cost Reports, and Volume Reports. The main content area displays a table of stock adjustment requests. The table has columns for 'Submitted Date', 'Voucher No.', and 'Status'. There are ten rows of data. To the right of each row is a vertical column of blue 'Details' buttons. A red dashed box labeled '3)' highlights the pagination at the bottom, which includes buttons for 'First', 'Prev', '1', '2', '3', '4', '5', '...', 'Next', and 'Last'. A red dashed box labeled '1)' highlights the 'All' dropdown filter. A red dashed box labeled '2)' highlights the 'Submitted Date' column header.

	Submitted Date	Voucher No.	Status	
	28-Dec-2018	2018/00468	Submitted	Details
	28-Nov-2018	2018/00467	Submitted	Details
	28-Oct-2018	2018/00466	Submitted	Details
	28-Sep-2018	2018/00465	Submitted	Details
	02-Sep-2018	2018/00456	Submitted	Details
	01-Sep-2018	2018/00455	Submitted	Details
	01-Sep-2018	2018/00454	Submitted	Details
	01-Sep-2018	2018/00453	Submitted	Details
	01-Sep-2018	2018/00452	Submitted	Details

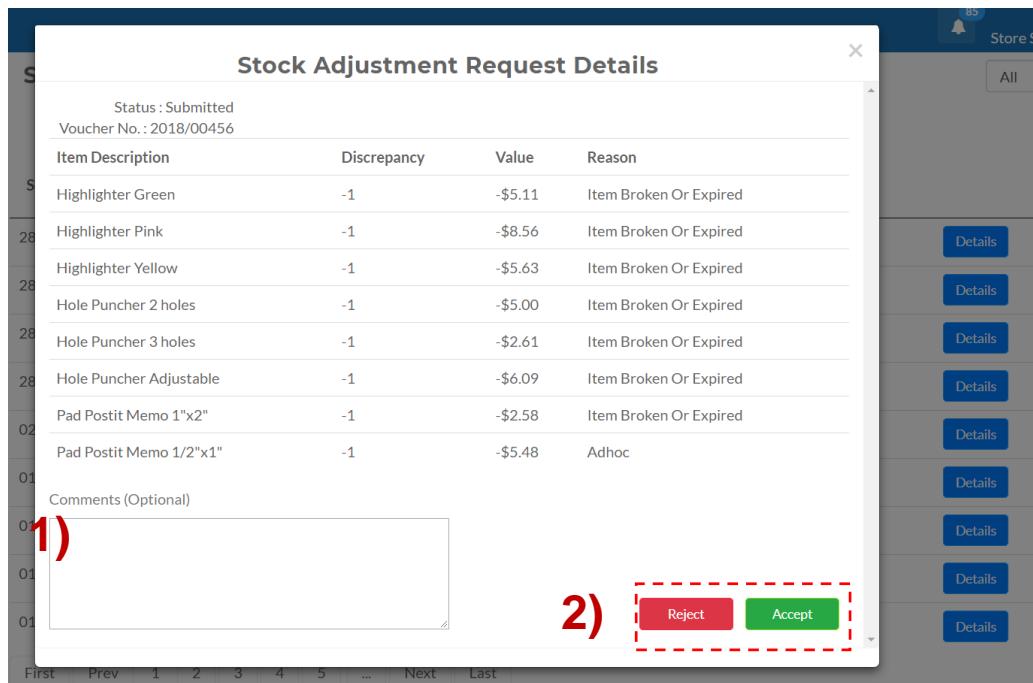
Store Supervisor/Manager : Accept Stock Adjustment

Accept Stock Adjustment

- 1) Input comments (optional)
- 2) Click “Approve” to approve adjustment or “Reject” to reject adjustment

Notes:

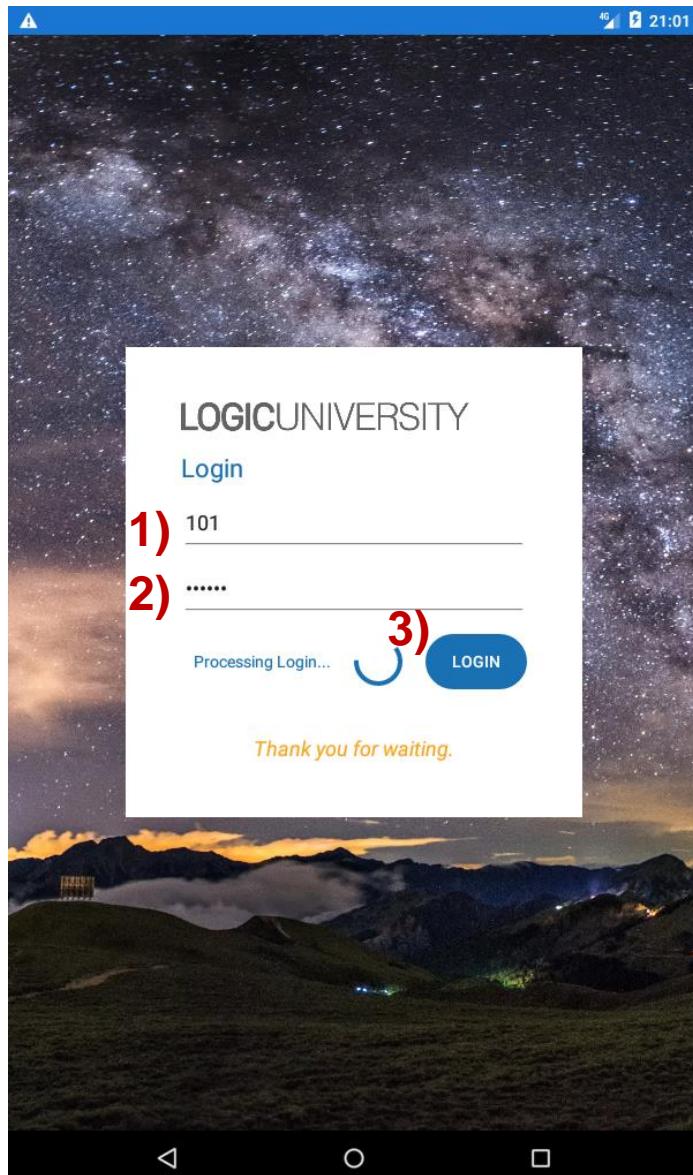
- a) Supervisor can only approve adjustments under \$250, Manager can approve adjustments at \$250 and above
- b) Only Adjustment with status “Submitted” can be approved/rejected



User Manual Specifically for:

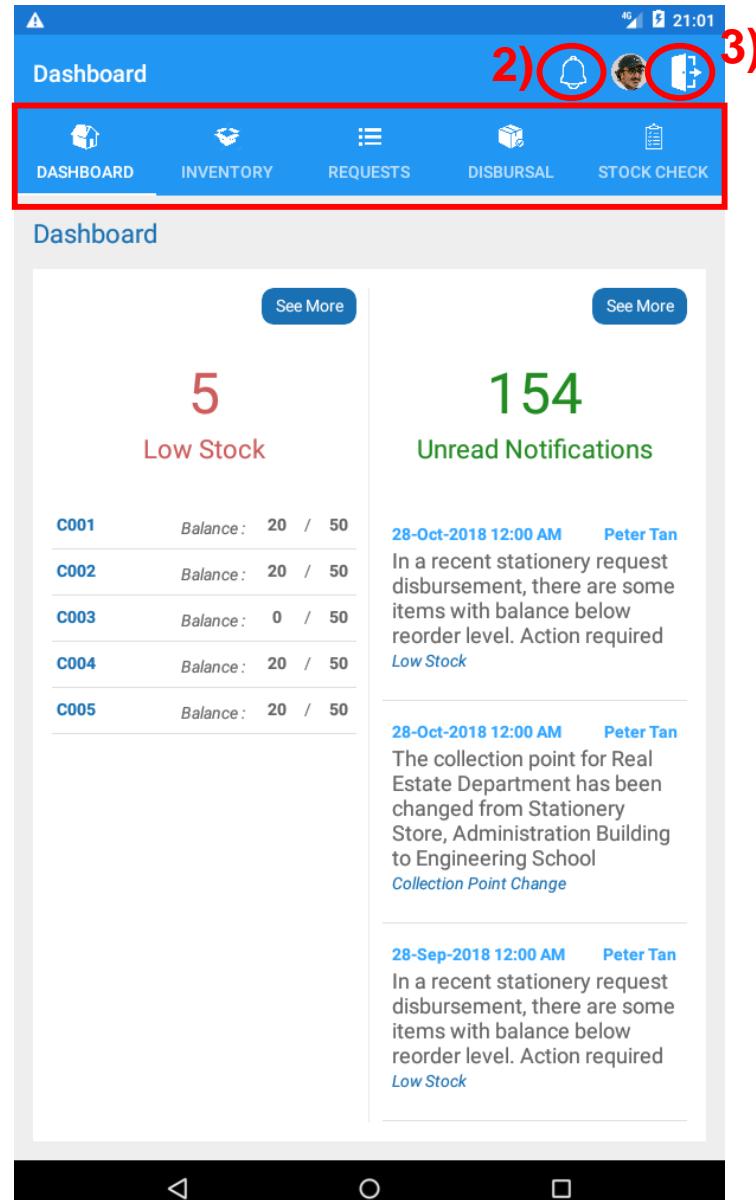
Store Clerk (Mobile)

Store Clerk : Login (Mobile)



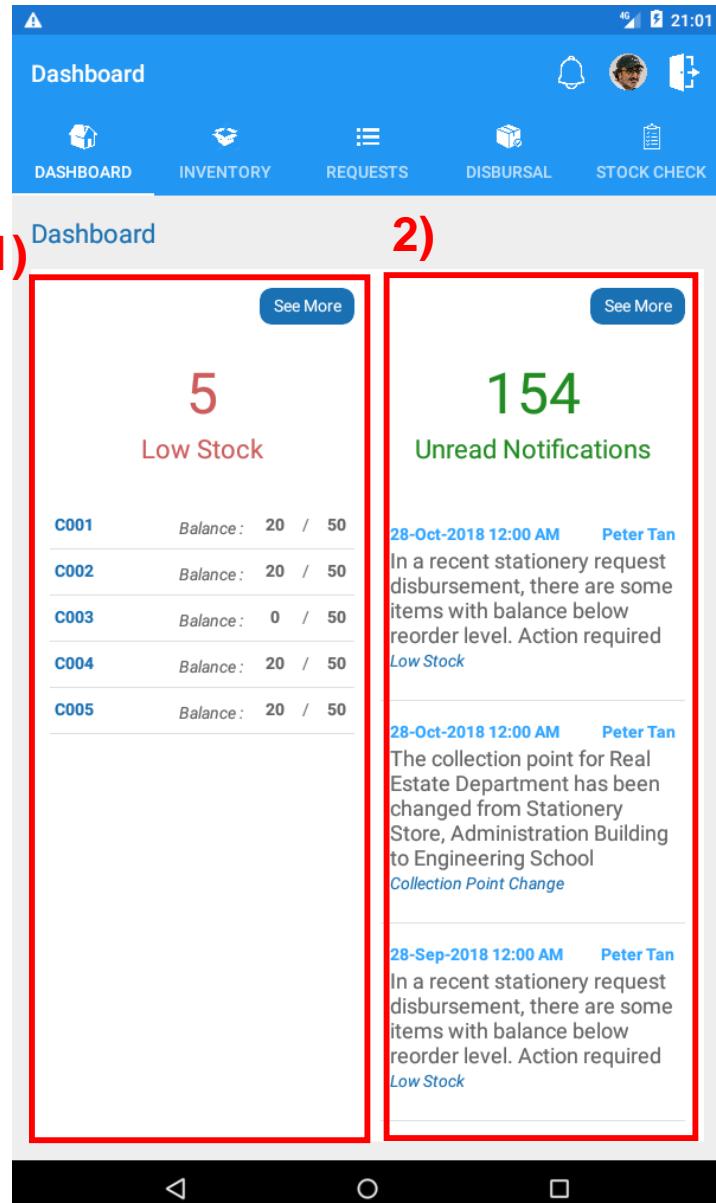
- 1) Input Employee's ID in field
- 2) Input Password in field.
- 3) Click on 'Login' button

Store Clerk : Main Menu (Mobile)



- 1) Click on the menu item to navigate to their respective page
- 2) Click on “Notification” icon to navigate to notification page
- 3) Click on “Logout” icon to logout

Store Clerk : Dashboard Features (Mobile)



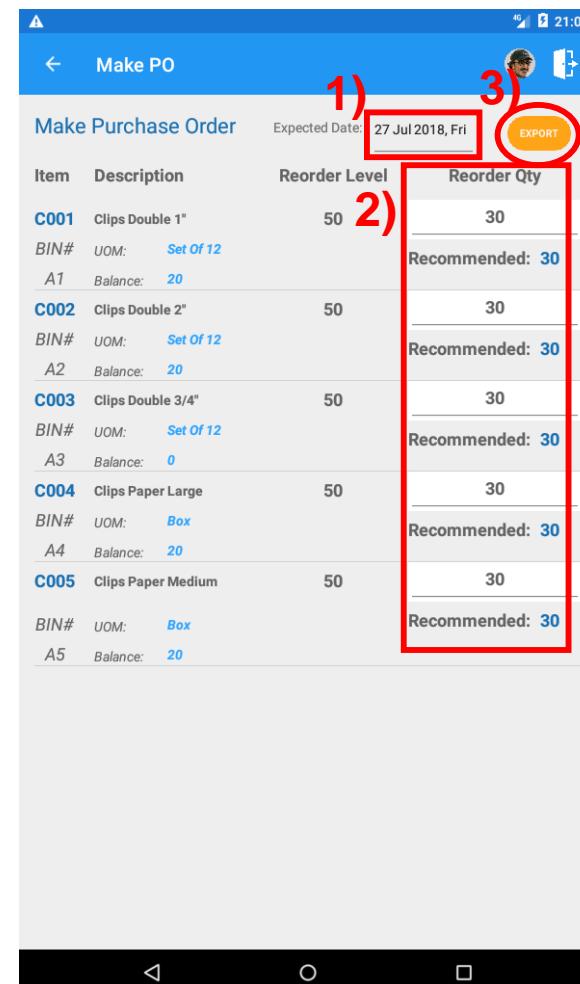
- 1) Displays the low stock items, click “See More” to view more details
- 2) Displays the unread notifications, click “See More” to view more details

Store Clerk : Make PO (Mobile)

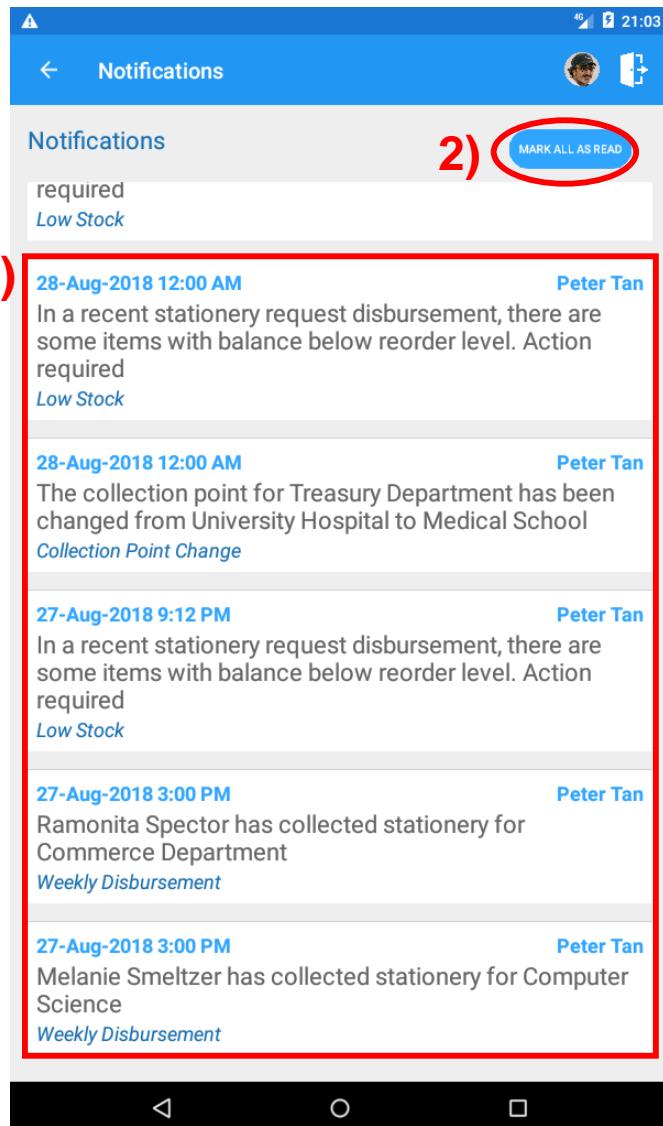
- 1) Click Export to generate low stock report details as PDF and email to store clerk
- 2) Click "Make PO"



- 1) Select expected date
- 2) Input reorder quantity
- 3) Click Export to generate PO email as PDF and email to store clerk



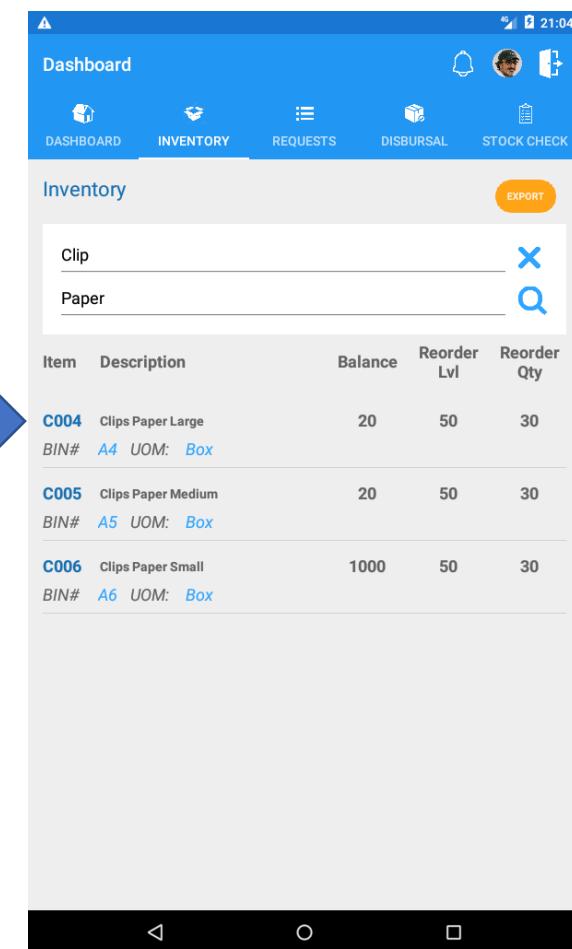
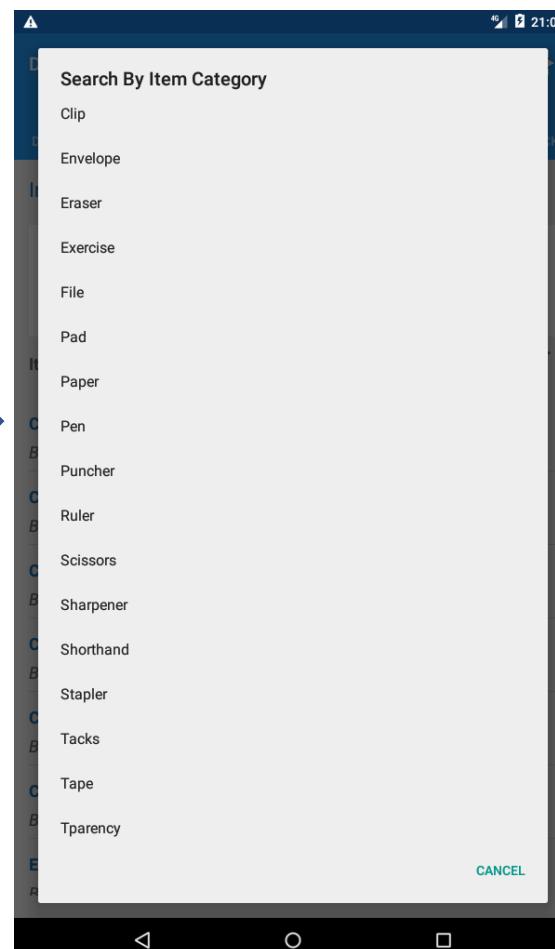
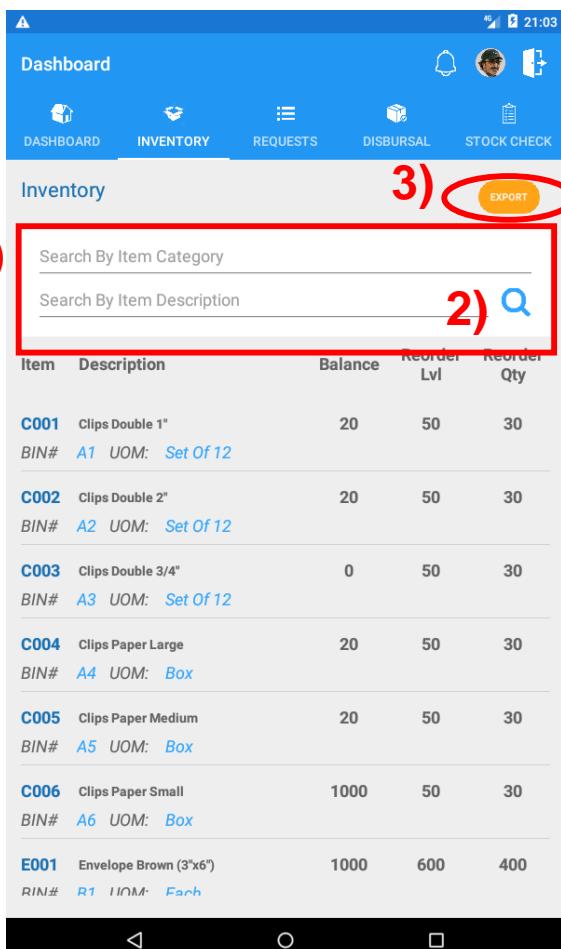
Store Clerk : View and Read Notifications (Mobile)



- 1) Click on a Notification to mark that Notification as “Read”
- 2) Click “Mark All Read” to mark all as “Read”

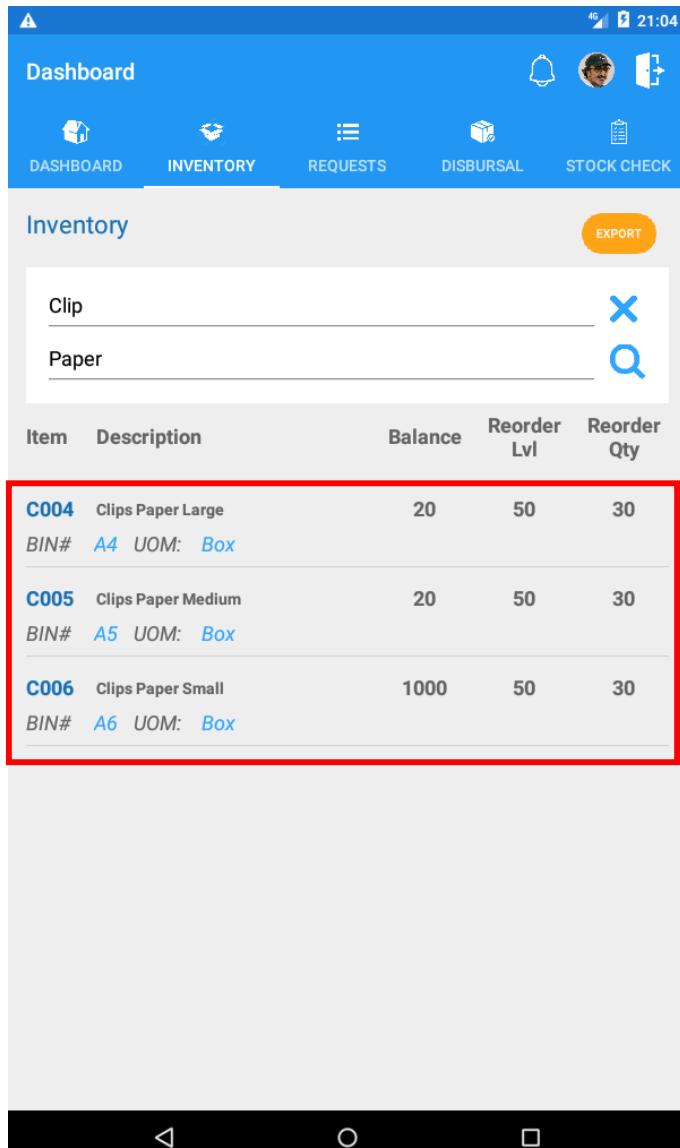
Store Clerk : View, Search and Email Inventory List (Mobile)

- 1) Select an Item Category and/or input Item Description
- 2) Click search icon
- 3) Click on “Export” to generate inventory list as PDF and email to store clerk



Store Clerk : View Item Details (Mobile)

- 1) Click on an Item line to view item details



1)

Dashboard

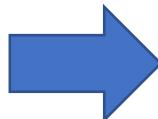
Inventory Requests Disbursal Stock Check

EXPORT

Clip X

Paper

Item	Description	Balance	Reorder Lvl	Reorder Qty
C004	Clips Paper Large	20	50	30
BIN# A4	UOM: Box			
C005	Clips Paper Medium	20	50	30
BIN# A5	UOM: Box			
C006	Clips Paper Small	1000	50	30
BIN# A6	UOM: Box			



Item Details

Item C003 BIN# A3

Description Clips Double 3/4"

Balance 0 Set Of 12	Reorder Level 50 Set Of 12	Reorder Quantity 30 Set Of 12
----------------------------------	---	--

Supplier Code APUS	Price \$7.78	Contact 461 9928
OMEG	\$9.88	661 3452
ALPA	\$9.26	767 1233

Delivery From: Select Supplier 0

Store Clerk : Receive Item From Supplier (Mobile)

- 1) Select a Supplier and input the quantity received
- 2) Click "Update"

Item Details

Item C003	BIN# A3	
Description Clips Double 3/4"		
Balance 0 Set Of 12	Reorder Level 50 Set Of 12	Reorder Quantity 30 Set Of 12
Supplier Code APUS	Price \$7.78	Contact 461 9928
OMEG	\$9.88	661 3452
ALPA	\$9.26	767 1233

1) **Delivery From:** 2)

Item Details

Item C003	BIN# A3	
Description Clips Double 3/4"		
Balance 0 Set Of 12	Reorder Level 50 Set Of 12	Reorder Quantity 30 Set Of 12
Select Supplier		
ALPA		
APUS		
OMEG		
<input type="button" value="CANCEL"/>		

Delivery From:

Item Details

Item C003	BIN# A3	
Description Clips Double 3/4"		
Balance 0 Set Of 12	Reorder Level 50 Set Of 12	Reorder Quantity 30 Set Of 12
Supplier Code APUS	Price \$7.78	Contact 461 9928
OMEG	\$9.88	661 3452
ALPA	\$9.26	767 1233

Delivery From:

- + . 1 2 3

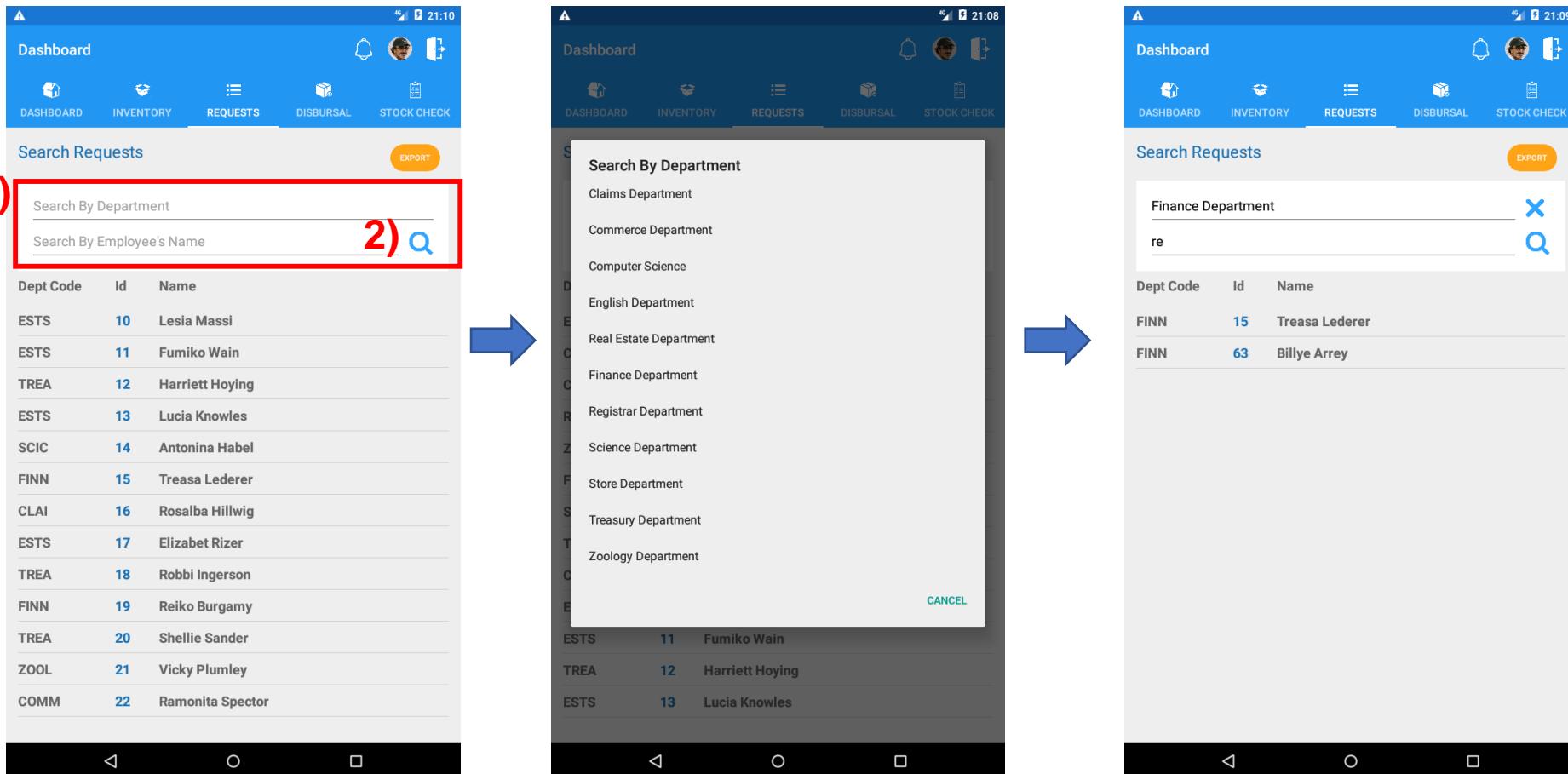
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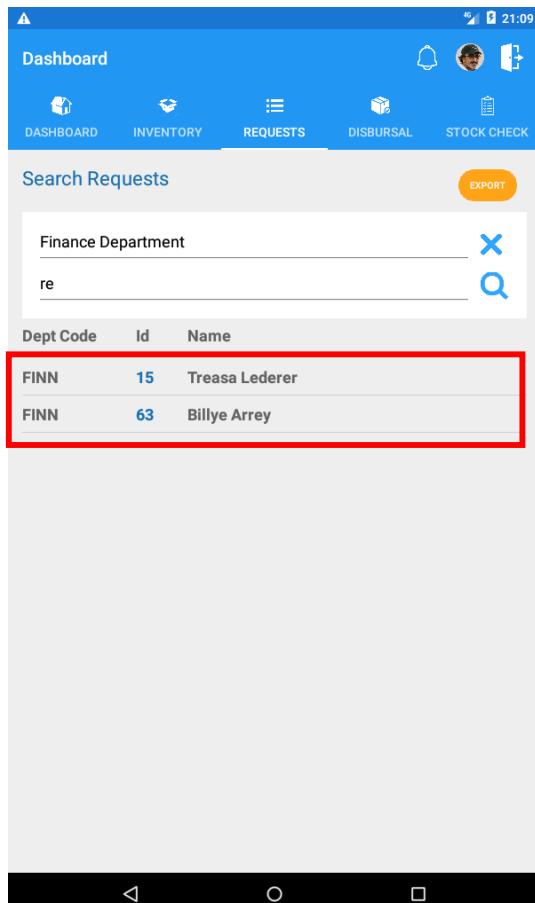
Store Clerk : View and Search Stationery Request (Mobile)

- 1) Select a Department and/or input Employee's name
- 2) Click "Search" icon

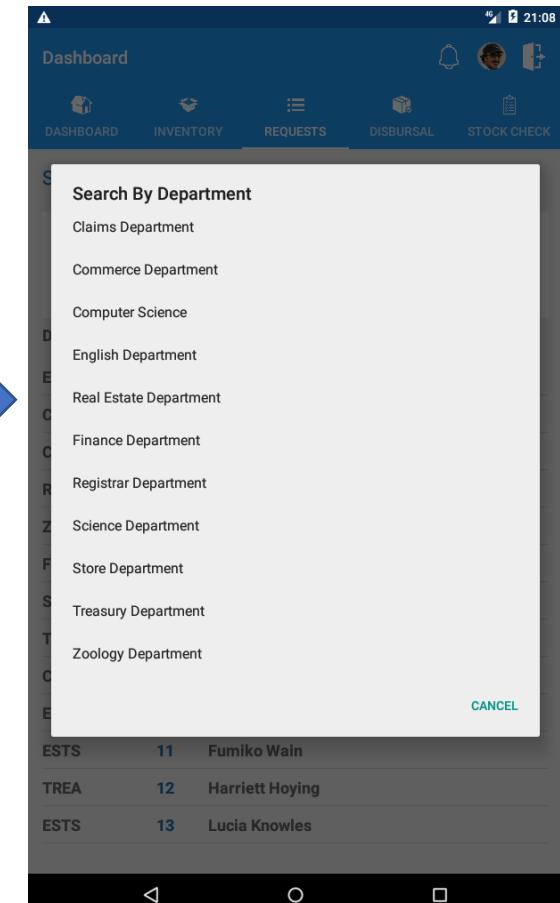


Store Clerk : Fulfil Urgent Stationery Request (1/2) (Mobile)

1) Select an Employee line



- 1) Input a quantity to disburse for each item
- 2) Click “Update” to save the quantity as draft for that item
- 3) Input date, time and select collection point

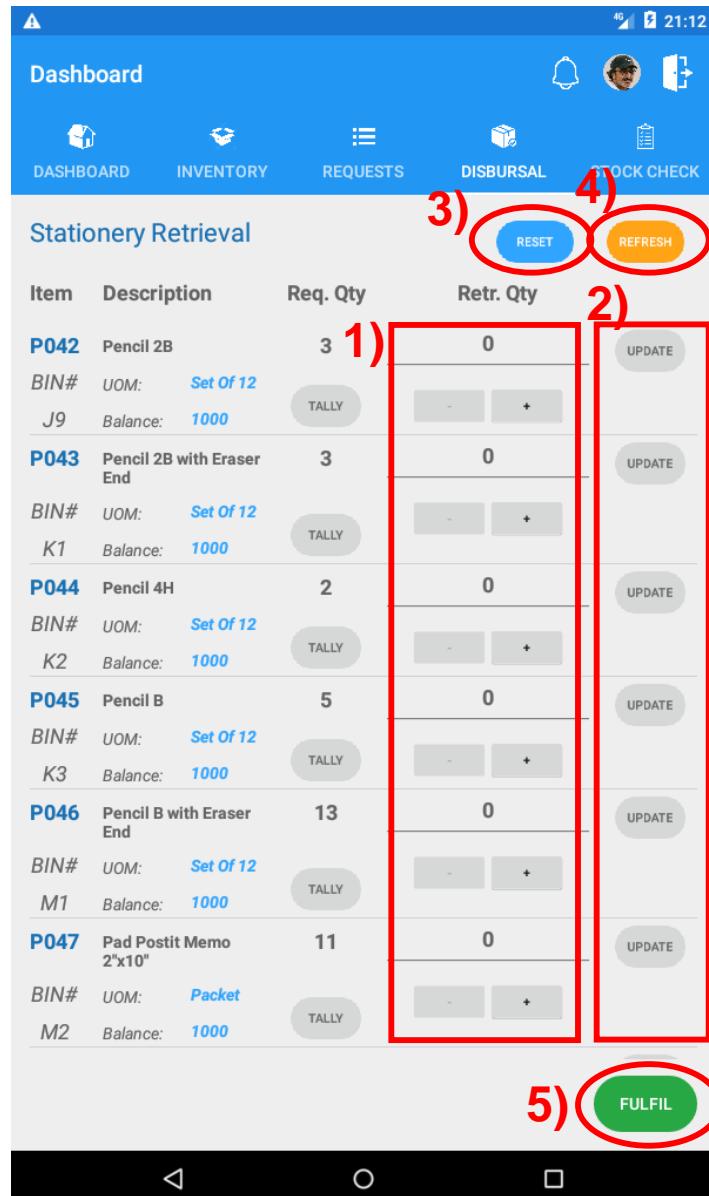


Store Clerk : Fulfil Urgent Stationery Request (2/2) (Mobile)



- 1) Click "Reset" to reset retrieved quantities
- 2) Click "Refresh" to refresh list
- 3) Click "Fulfil" to complete fulfilment

Store Clerk : View and Fulfil Stationery Request (Mobile)



- 1) Input a quantity to disburse for each item
- 2) Click “Update” to save the quantity as draft for that item
- 3) Click “Reset” to reset retrieved quantity
- 4) Click “Refresh” to refresh list
- 5) Click “Fulfil” to complete fulfilment