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Dundee and angus College

Inventory Management System

User Guide

Table of Contents

[Running the program 2](#_Toc511413796)

[Closing the program 2](#_Toc511413797)

[Production 3](#_Toc511413798)

[Insert Records 4](#_Toc511413799)

[View Records 5](#_Toc511413800)

[Packaging 6](#_Toc511413801)

[Bottling Stock 7](#_Toc511413802)

[Labelling Stock 8](#_Toc511413803)

[Stock View 9](#_Toc511413804)

[Duty Records 10](#_Toc511413805)

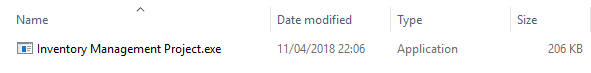
[Sales 11](#_Toc511413806)

[Selling stock 12](#_Toc511413807)

[View Available 13](#_Toc511413808)

# Running the program

Navigate to the location that the programmed is stored.  
Once there, you will see something like this:

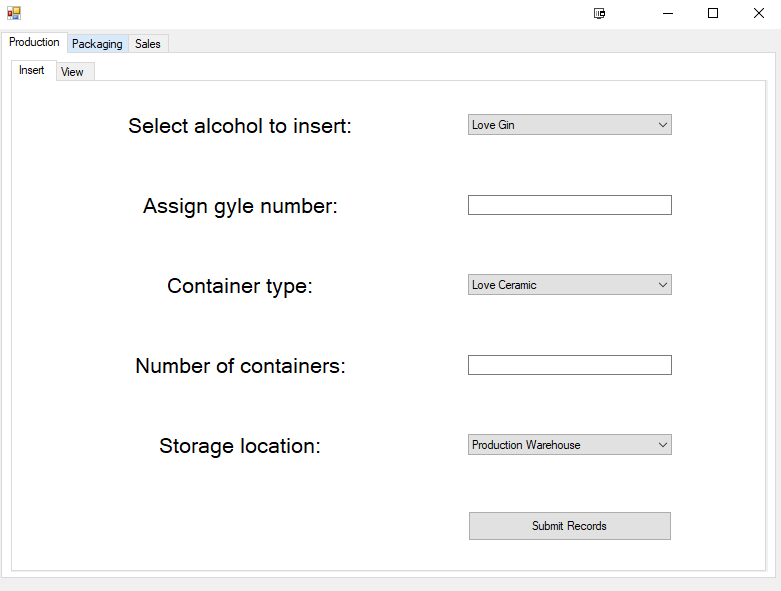


Double click on the .exe file, or alternatively right click the file and select ‘Open’ from the list of options.

The program should now open successfully.

# Closing the program

With the program open the window will look something like this.

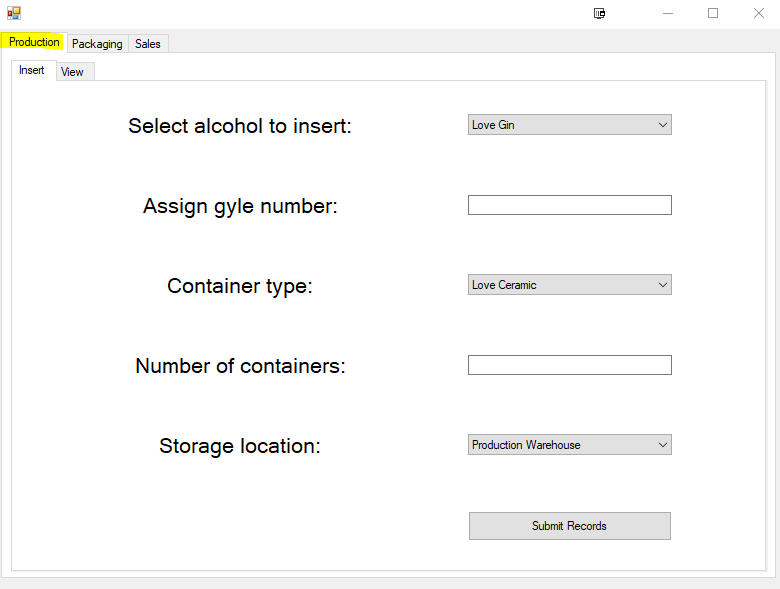


Move your cursor to the top right of the window and single click the ‘X’ icon, which will turn red when the cursor hovers over it.

The program should now exit successfully.

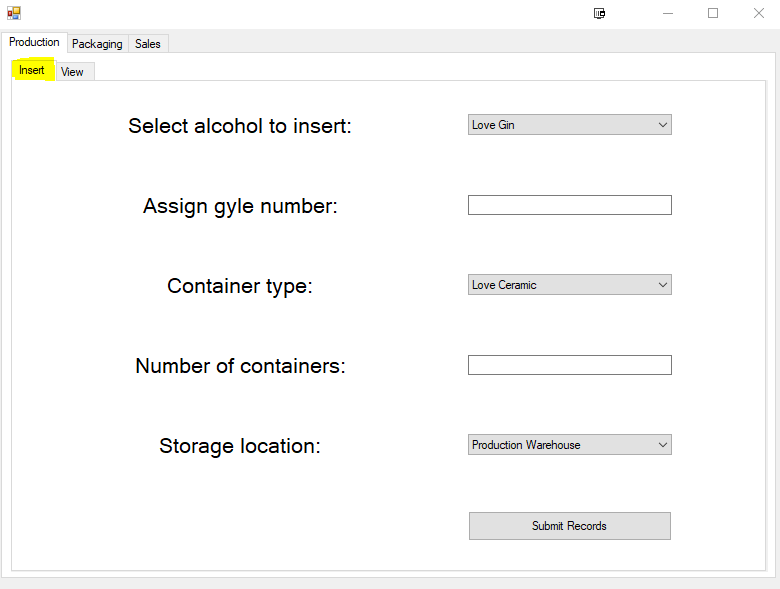
# Production

1. Navigate to the Production tab.

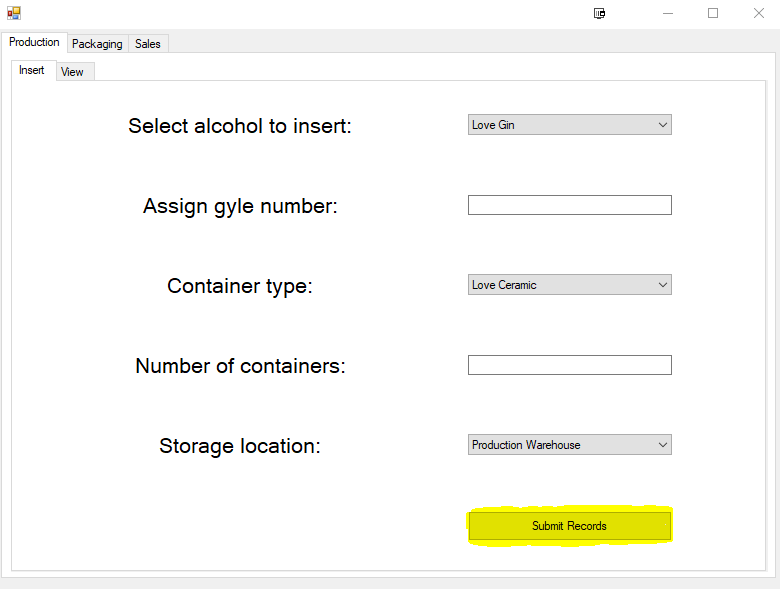


## Insert Records

1. Navigate to the Insert tab

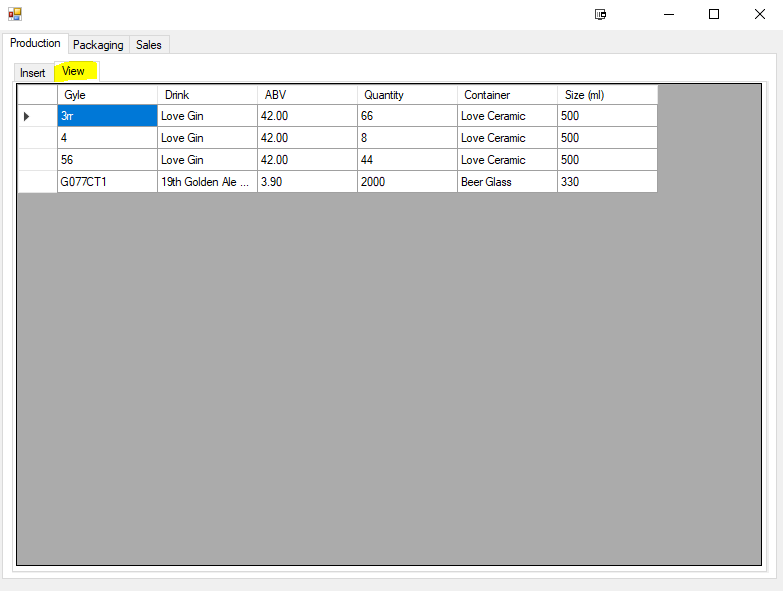


1. Select from a dropdown list which alcohol is to be recorded.
2. Type in the gyle number for this batch.
3. Select from a dropdown list the container type that the liquid is currently stored in.
4. Type the number of containers that this batch is made up of.
5. Select from a dropdown list where the batch is currently stored.
6. Lastly, click submit records to enter the data into the database.

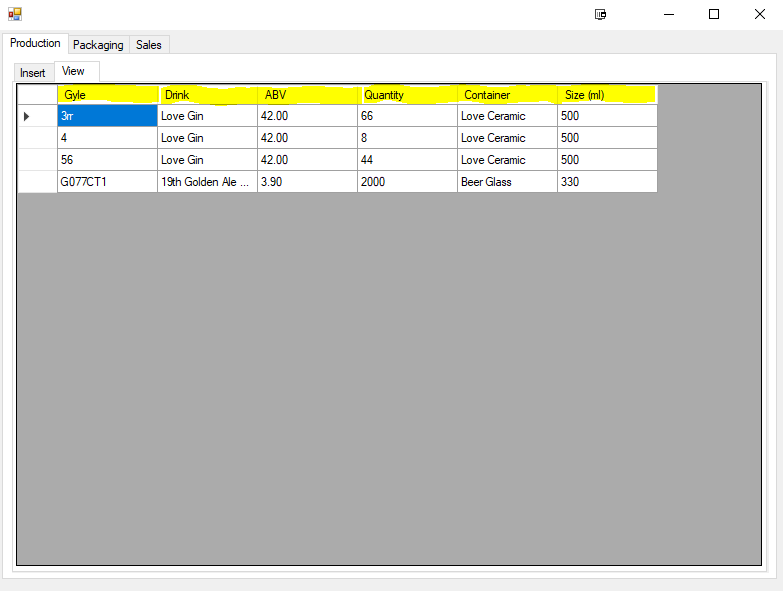


## View Records

1. Navigate to the View tab by single clicking the highlighted area.

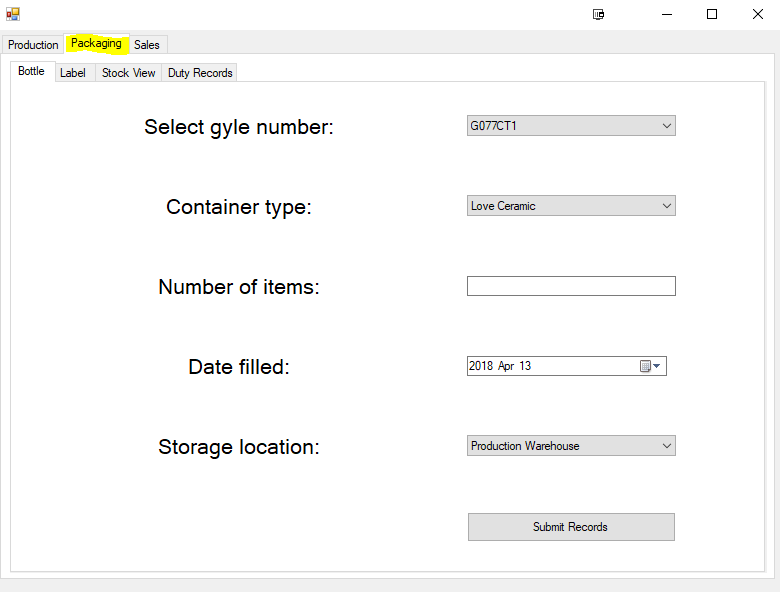


1. You can now view all the stock relevant to the production staff.
2. It is possible to order records by a specific column by single clicking the column header.  
   Click again to reverse the order.



# Packaging

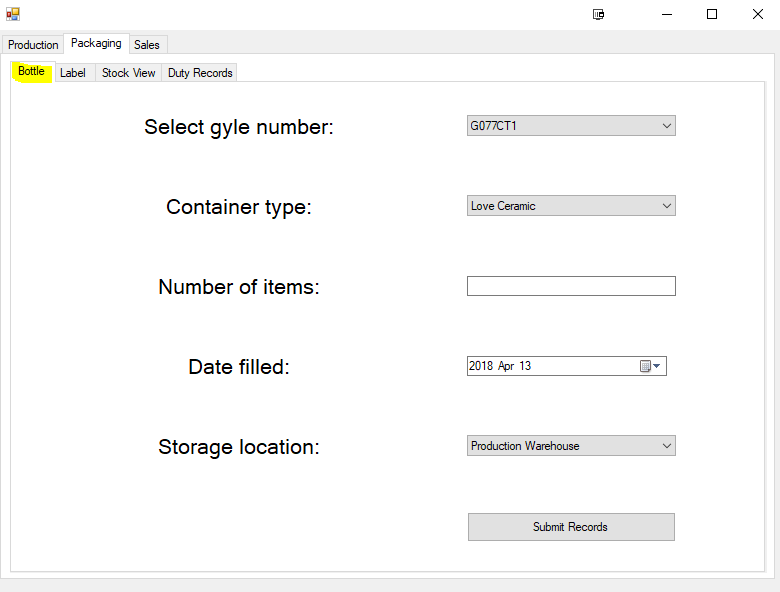
Navigate to the Packaging tab.



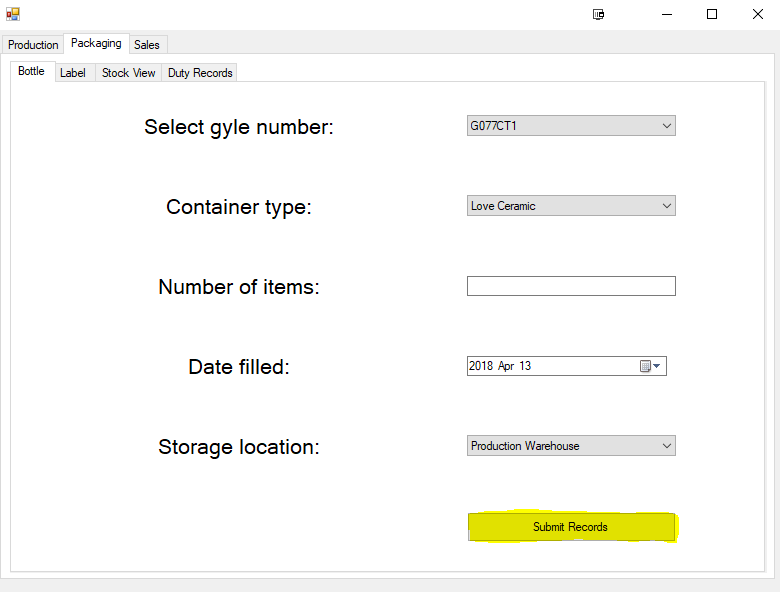
**Please note, for either bottling of labelling, if there is no gyle number listed in the dropdown box it means that there is no batch eligible for that process.**This can be confirmed by viewing the stock records.  
For more stock to be created please contact a member of production.

## Bottling Stock

1. Navigate to the Bottle tab

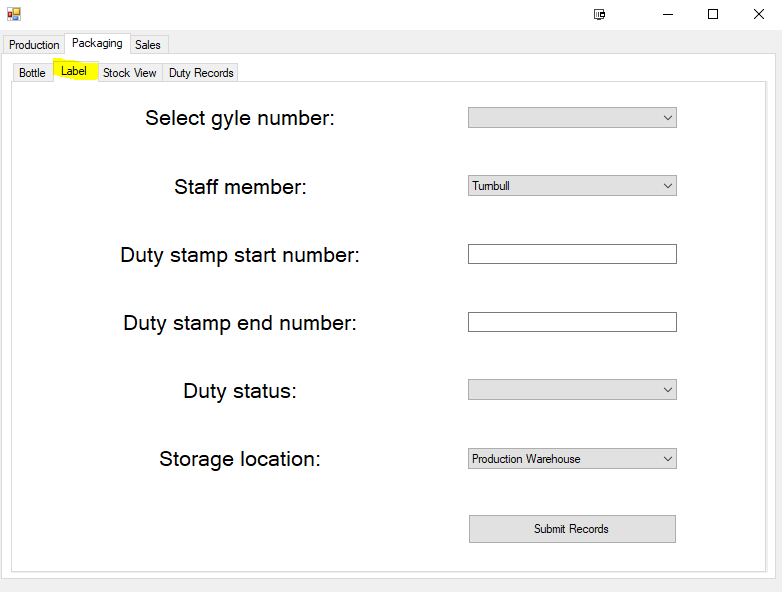


1. Select from a dropdown list which batch (gyle) has been bottled.
2. Select from a dropdown list the container type that the liquid is currently stored in.
3. Type the number of containers that this batch is made up of.
4. Select from the date picker the date on which the batch was bottled.
5. Lastly, click submit records to update the data in the database.

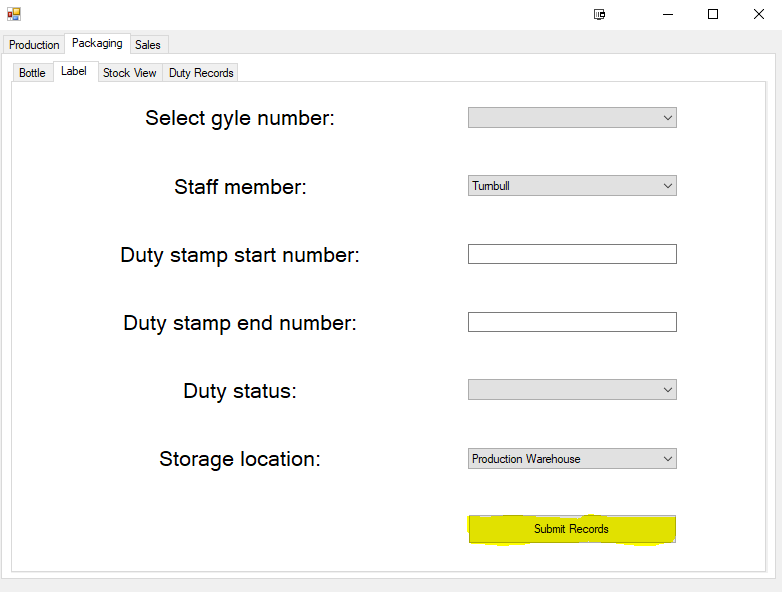


## Labelling Stock

1. Navigate to the Label tab.

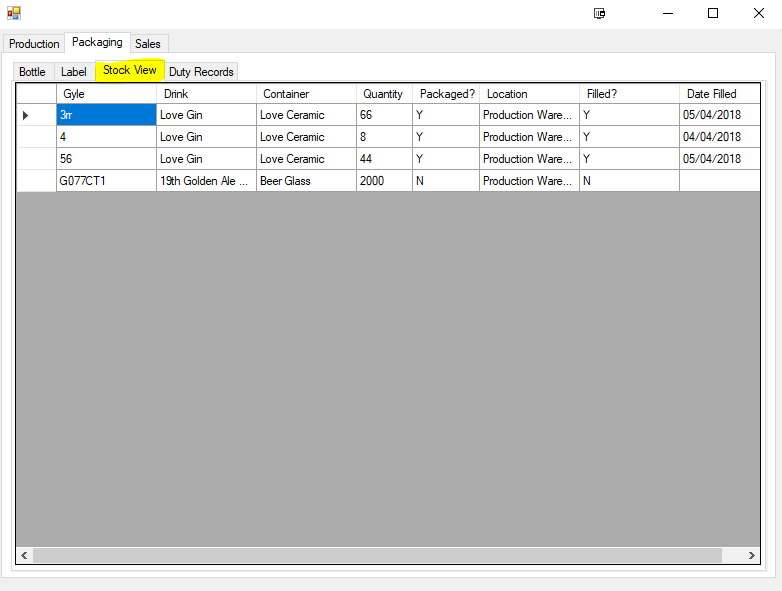


1. Select from a dropdown list which batch (gyle) has been labelled.
2. Select from a dropdown list the last name of the labeller.
3. Type the start number of the duty stamp range.
4. Type the last number of the duty stamp range.
5. Select from the dropdown list the duty status, ie. Whether or not the duty has been paid or is suspended.
6. Now select from the dropdown where the batch has been moved to, if at all.
7. Lastly, click submit records to enter the data into the database.

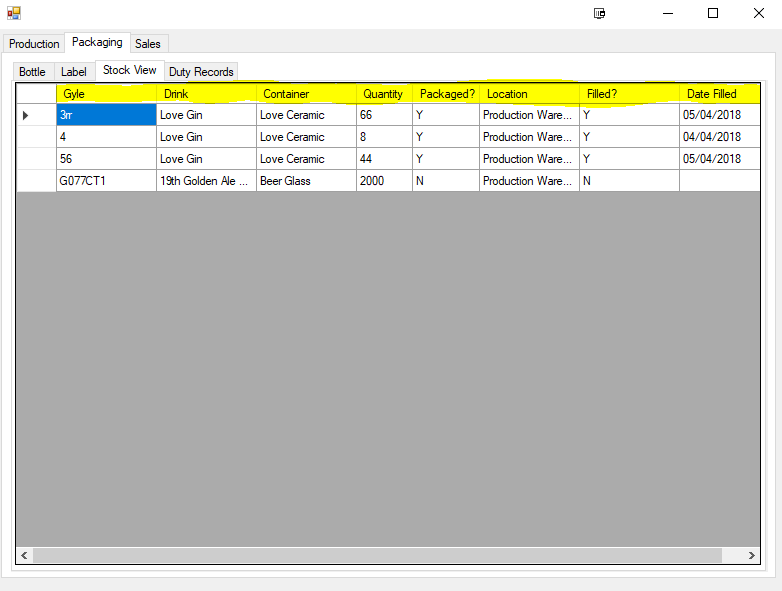


## Stock View

1. Navigate to the View tab by single clicking the highlighted area.

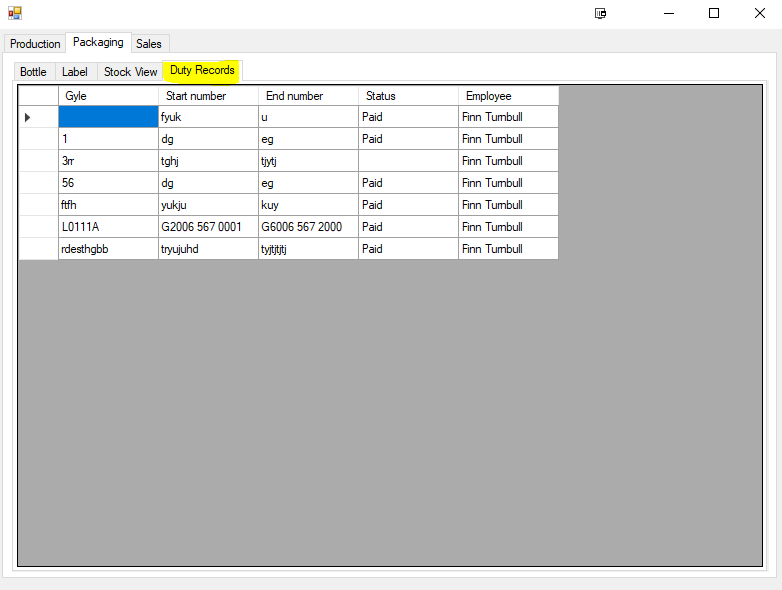


1. You can now view all the stock relevant to the production staff.
2. It is possible to order records by a specific column by single clicking the column header.  
   Click again to reverse the order.

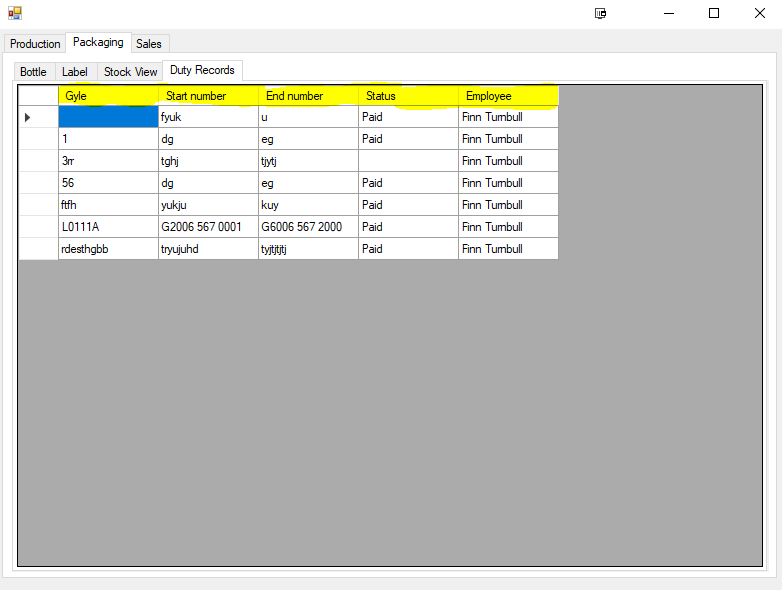


## Duty Records

1. Navigate to the View tab by single clicking the highlighted area.

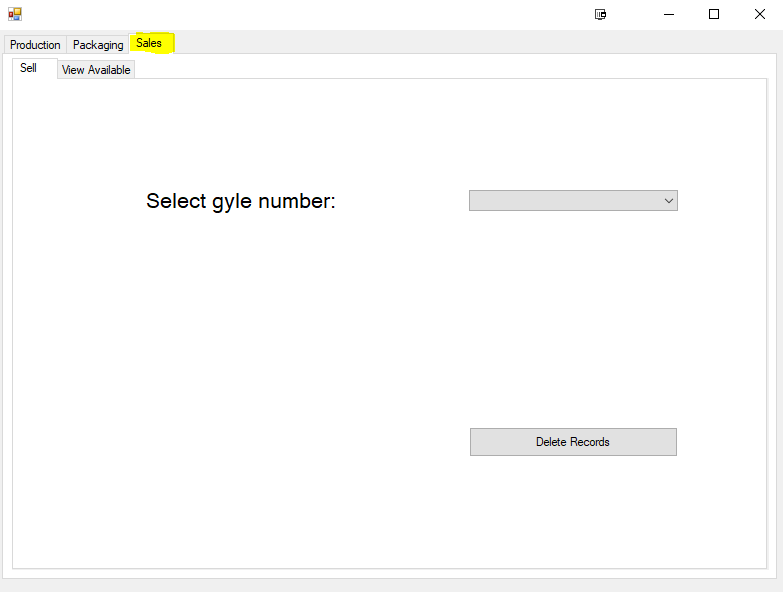


1. You can now view all the stock relevant to the production staff.
2. It is possible to order records by a specific column by single clicking the column header.  
   Click again to reverse the order.



# Sales

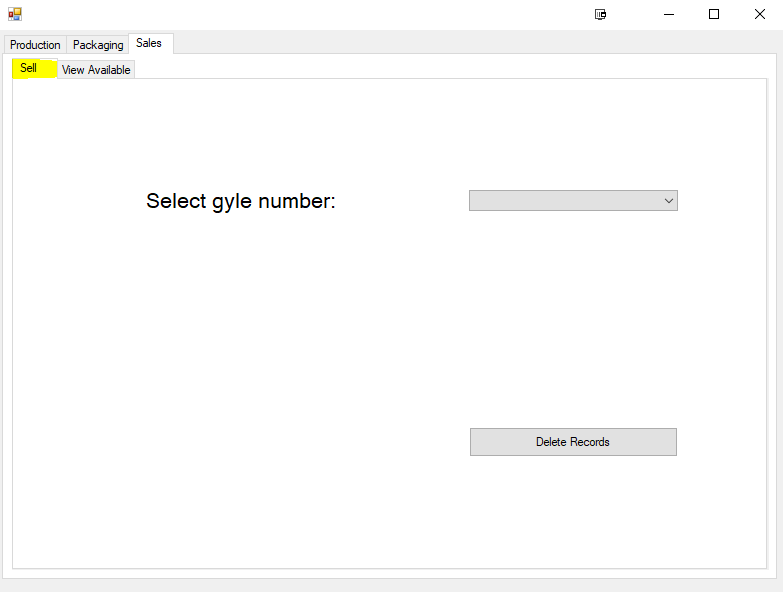
Navigate to the Packaging tab.



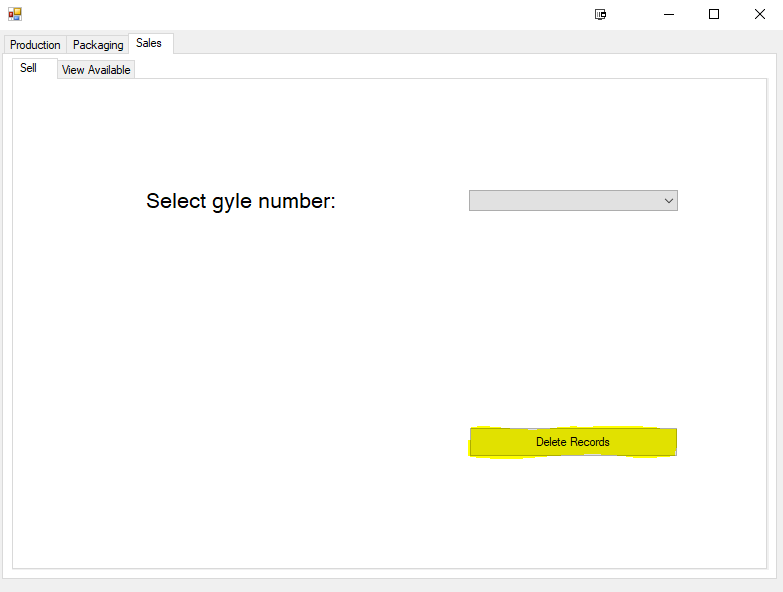
**Please note, for selling stock, if there is no gyle number listed in the dropdown box it means that there is no batch eligible for that process.**This can be confirmed by viewing available stock.  
For more stock to be created please contact a member of packaging, or failing that, production.

## Selling stock

1. Navigate to the Sell tab

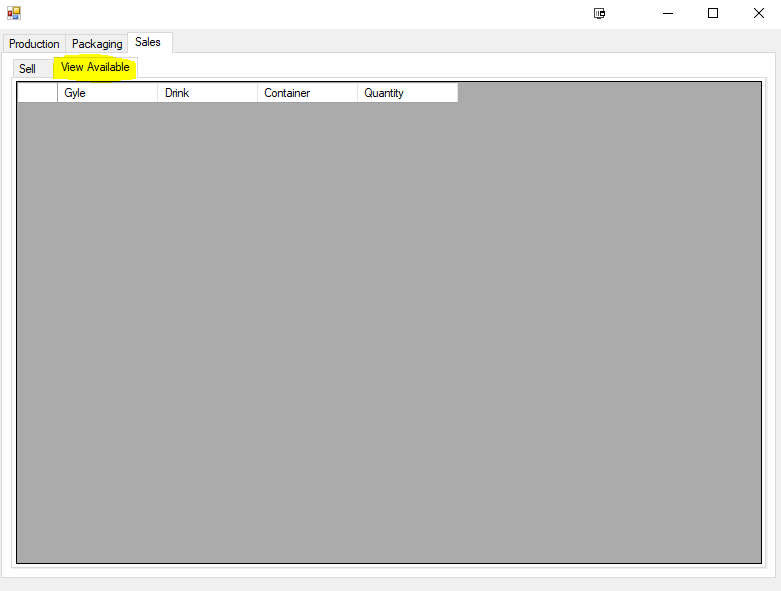


1. Select from a dropdown list which batch (gyle) is to be sold.
2. Lastly, click submit records to remove the data from the database.



## View Available

1. Navigate to the View Available tab.



1. You can now view all the stock relevant to the sales staff.
2. It is possible to order records by a specific column by single clicking the column header.  
   Click again to reverse the order.

