USER MANUAL

FOR MFA INVENTORY SYSTEM

(EMPLOYEE)

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1.0   Dashboard

When employees log into the system, the first thing they will see is the dashboard designed mainly for them which consists of Manage Stocks and Manage Stocks Out. The dashboard shows the total number of products registered in the system and the number of vending machines under that company's name.
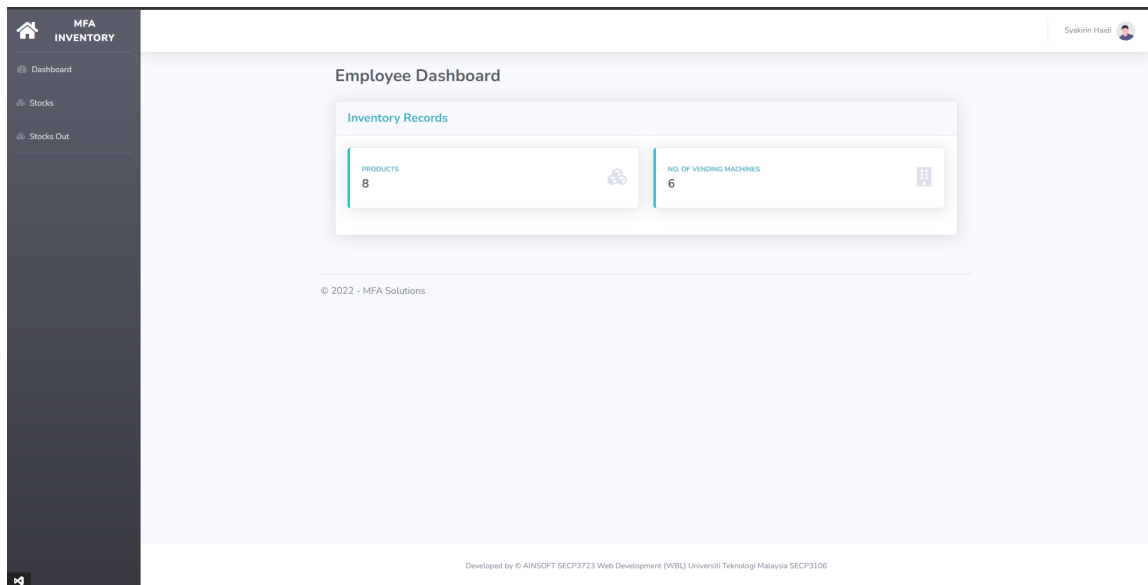

Figure 1.1 : Employee's Dashboard

2.0   Manage Stocks

2.1   Navigating through Manage Stocks page

In order to manage the stocks in the system, employees just have to click on the 'Stock' tab in the sidebar and the page will redirect them to the Stocks page.
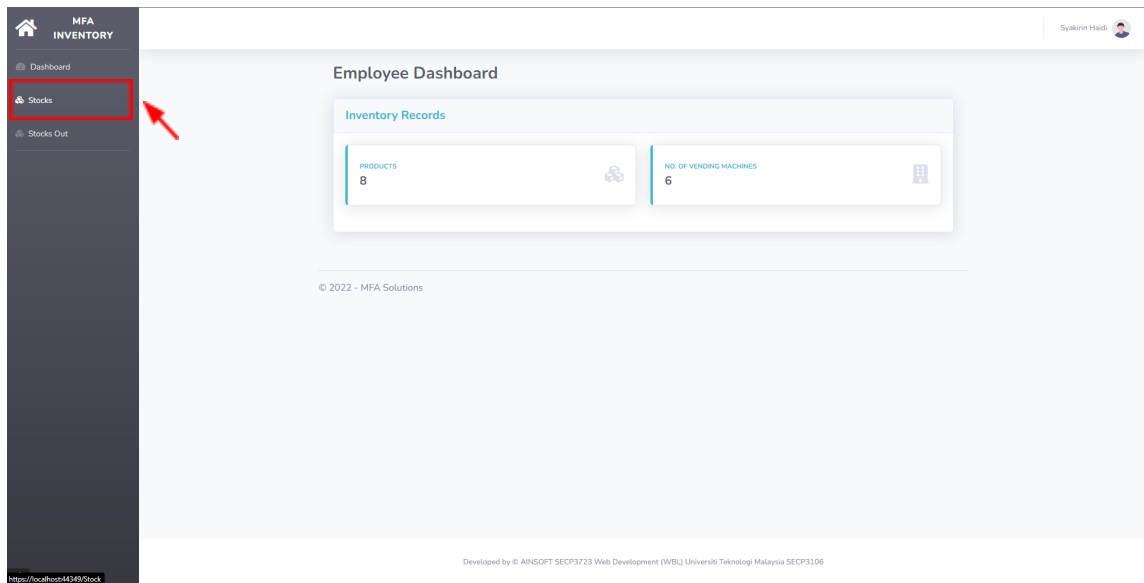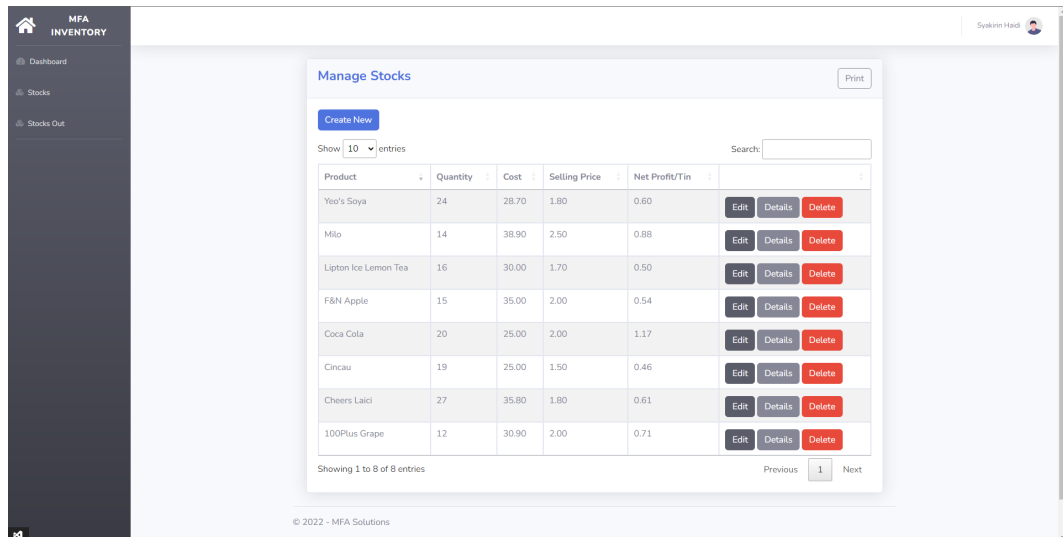

Figure 2.1.1 : Clicking on Stock sidebar

In this Manage Stocks page, employees will see the list of stocks that has been added into the system and their details.

Figure 2.1.2 : Manage Stocks page

Employees can search through the list of stocks to find specific records by just entering the desired information in the search bar at the top right of the table. The table will automatically changes according to the details entered in the search bar.

Figure 2.1.3 : Filtering table

Figure 2.1.4 : Filtered table

Employees also can choose the number of lists that they want to see in a page by filtering the entries at the top left of the table and navigate through the remaining list by clicking on the pagination button.

Figure 2.1.5 : Pagination

Employees can also print the list of records by clicking on the 'print' button at the top right of the page and the system will display the list in pdf form, where employees can choose whether they want to download it or straightaway print the data.

Figure 2.1.6 : Print records

Figure 2.1.7 : Printing page

2.2   Create New Stock

In order to add new stock in the system, employees just have to click on the 'Create New' button at the top left of the page and the system will redirect them to the page with the form. Employees have to enter all the details about the new stocks in the form provided and then click 'Create'. The system will ask for confirmation and if yes, the system will add the new details about the stocks into the system and display them in the stocks' list.

Figure 2.2.1 : Create new stock
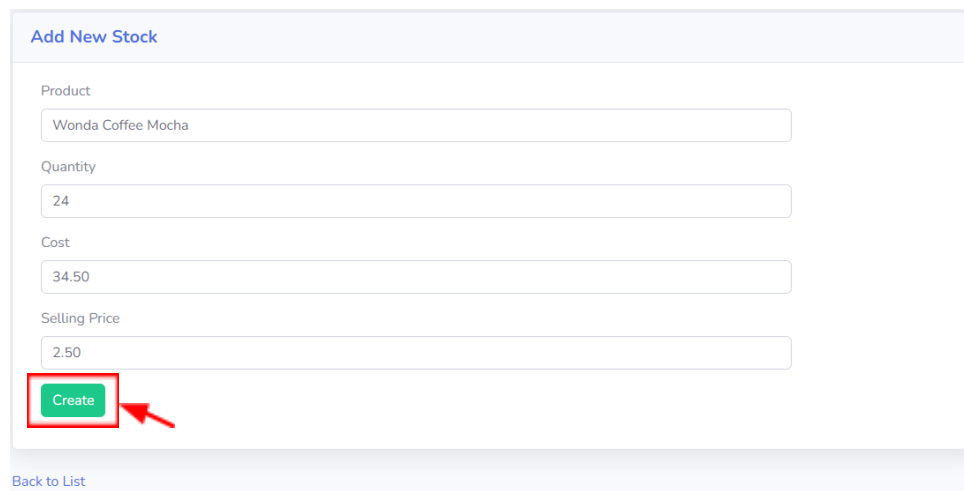

Figure 2.2.2 : New stock form

When the stock is successfully added into the system, the system will display the message at the top of the page and the newly added stock will be displayed in the table.

Figure 2.2.3 : Newly added stock displayed in the table

2.3   Edit Stock's Details

To edit a certain stock details, employees just have to click on the 'Edit' button of that particular stock and the page will redirect them to the editing page. At first, the form will display the current information of the stock, so employees just have to change the information that they want and click 'Save'. The system will then go back to the list of stocks page and the information displayed will be the updated details.
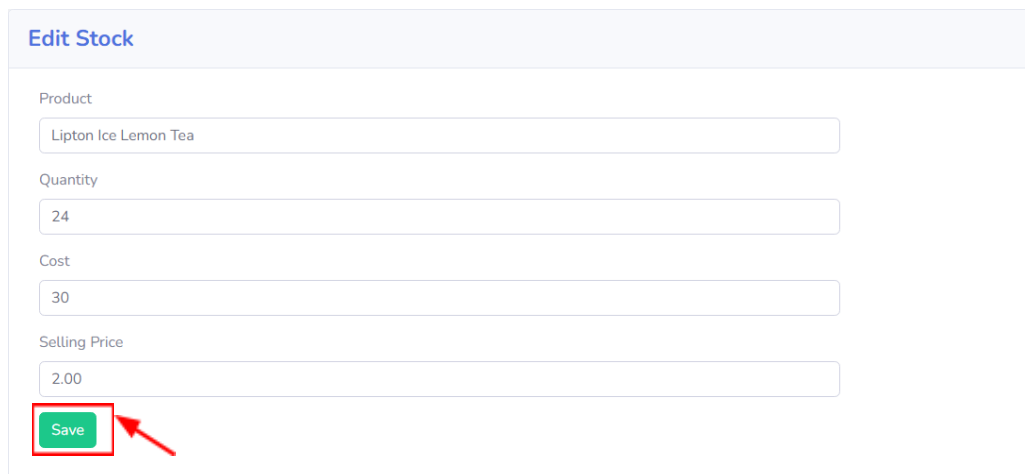

Figure 2.3.1 : Edit stock's details

Figure 2.3.2 : Entering updated details

Figure 2.3.3 : Updated information displayed

2.4   View Stock's Details

Employees also can view the details of each product or stock by just clicking on the 'Details' button for that particular stock and the system will redirect to the details page.
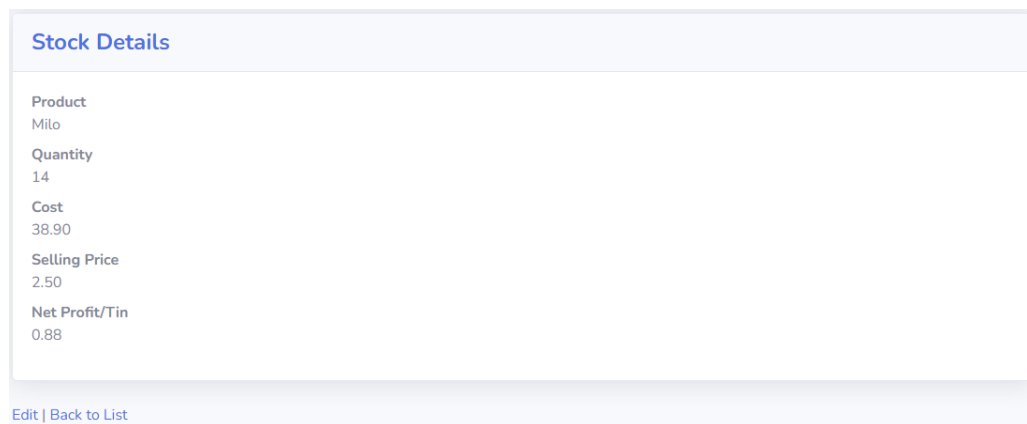

Figure 2.4.1 : View stock details
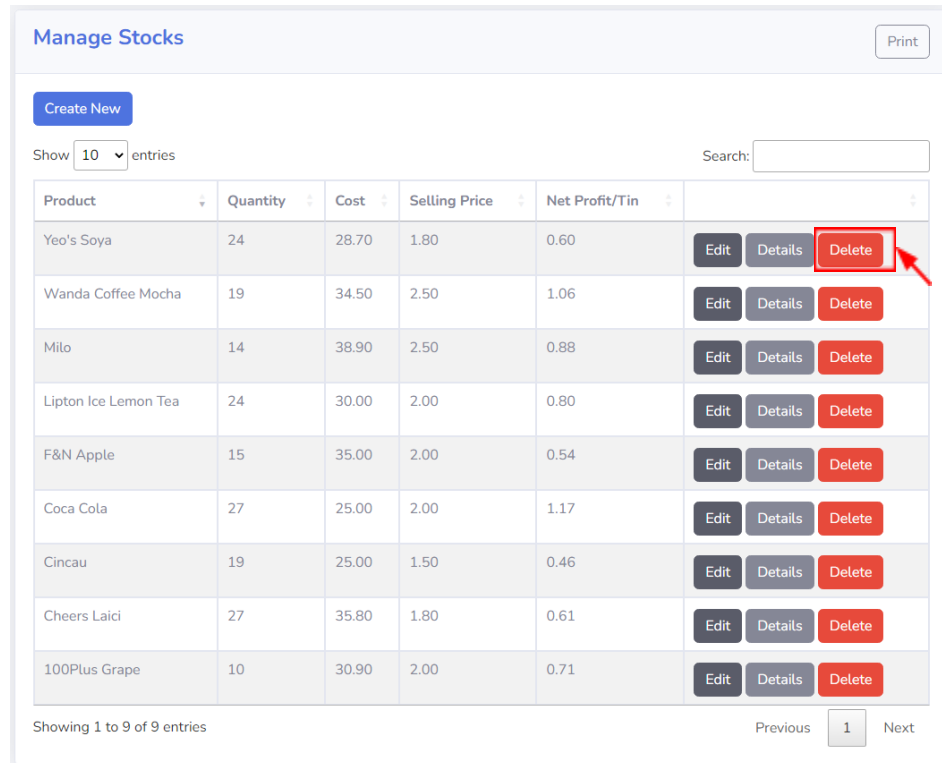
Figure 2.4.2 : Details of the selected stock

2.5   Delete Stocks

Employees can delete any stock registered in the system if they are not available or won't be sold anymore. In order to do that, they just have to click on the 'Delete' button for that particular stock or product and the system will ask for confirmation. After they confirm the deletion, the system will delete the data from the database and the data won't be shown in the stock table anymore.

Figure 2.5.1 : Delete a record
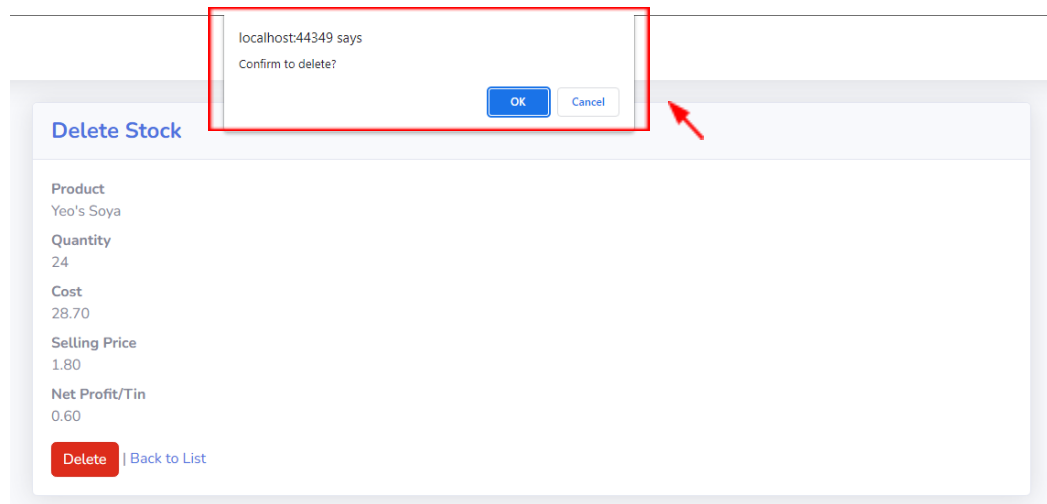
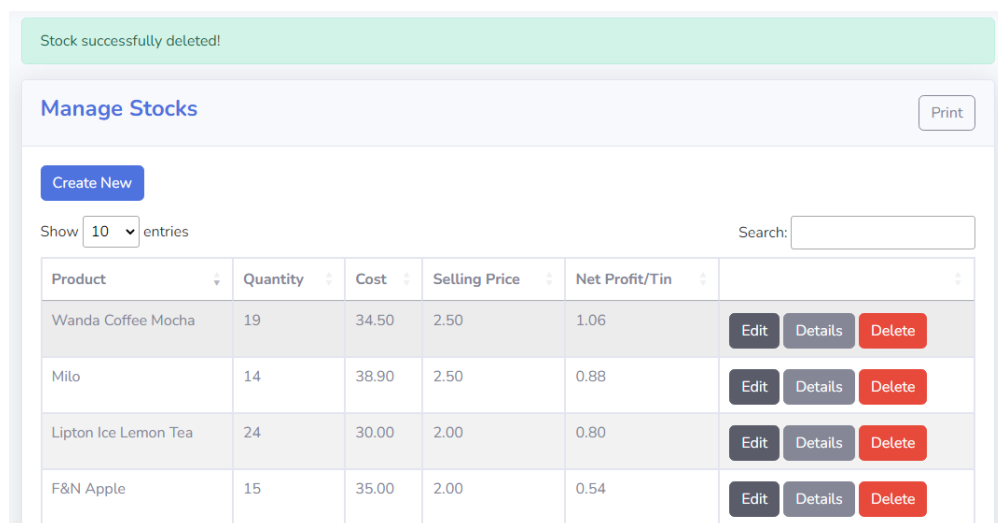*Figure 2.5.2 : Deletion confirmation*

Figure 2.5.3 : Stock record deleted

3.0   Manage Stocks Out

3.1   Navigating through Manage Stocks Out Page

In order to go to the Stocks Out page, employees just have to click on the 'Stocks Out' at
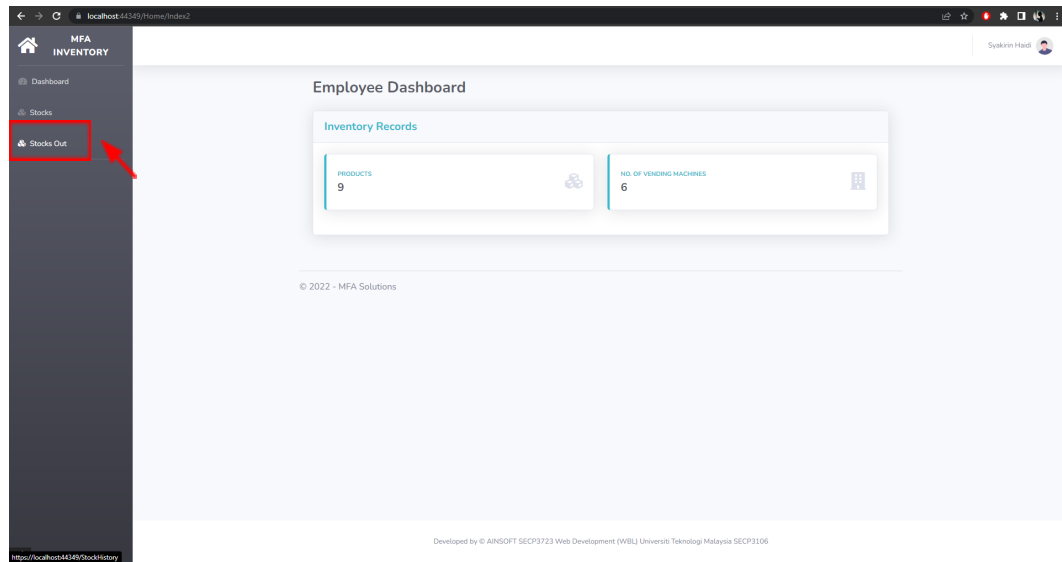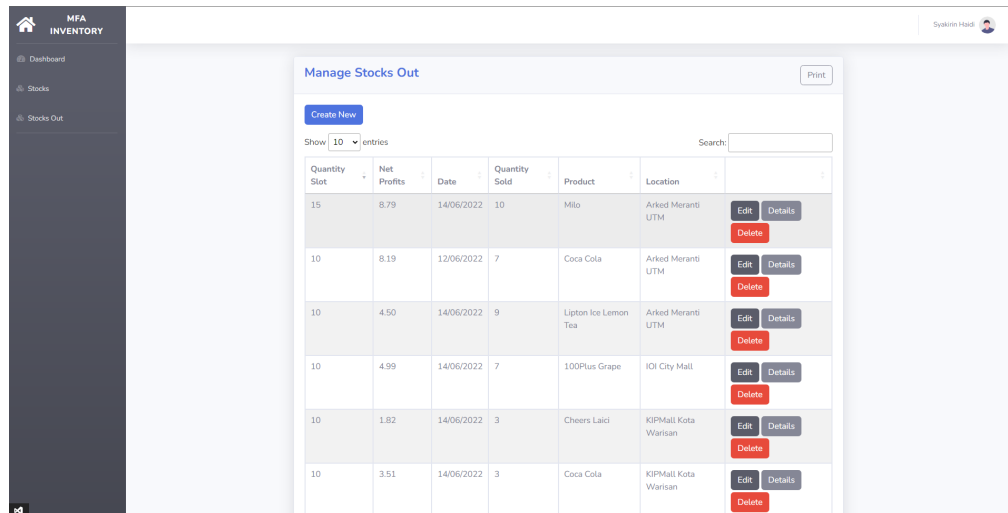the sidebar of the system and the system will redirect them to the page.

Figure 3.1.1 : Clicking on Stocks Out sidebar

In this page, employees can see the transactions or the flow of stocks out as the details are displayed in the table. Other than that, employees can choose how many records they want to see in a page by changing the number of entries at the top left of the table and navigate through the remaining records by clicking on the pagination number. Employees can also search through the list to find specific records by just entering the keywords in the search bar at the top right of the table and the system will automatically filter the table for them.
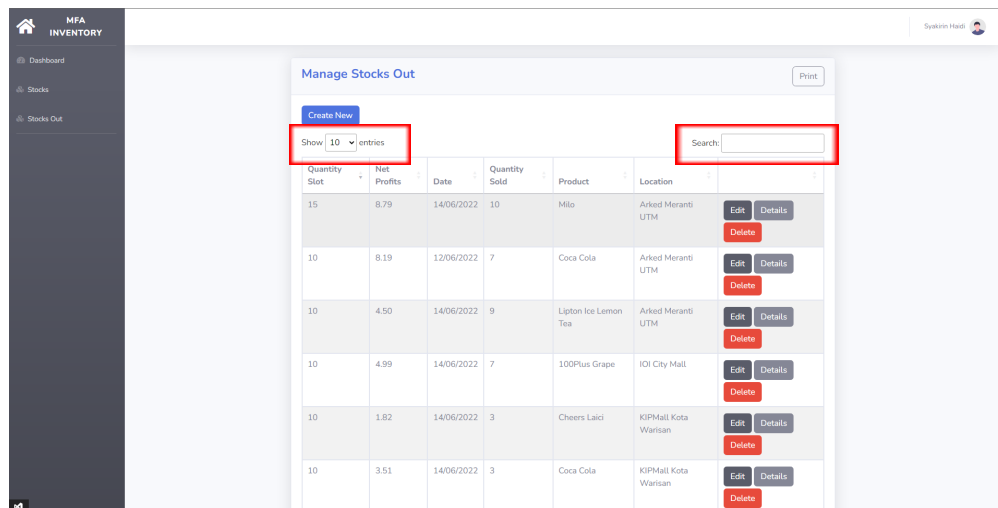

Figure 3.1.2 : Stocks Out page

Figure 3.1.3 : Filtering data

Figure 3.1.4 : Filtered table

Employees can also print the list of records by clicking on the 'print' button at the top right of the page and the system will display the list in pdf form, where employees can choose whether they want to download it or straightaway print the data.

Figure 3.1.5 : Print

Figure 3.1.6 : Printing page

3.2   Add New Stocks Out Records

In this page, employees can choose to add new records by just clicking on the 'Create New' button at the top left of the page and the system will redirect them to the page with form. Employees have to enter all the details about the new stock out record in the form provided and then click 'Create'. The system will ask for confirmation and if yes, the system will add the new details about the stocks out record into the system and display them in the stocks out list.
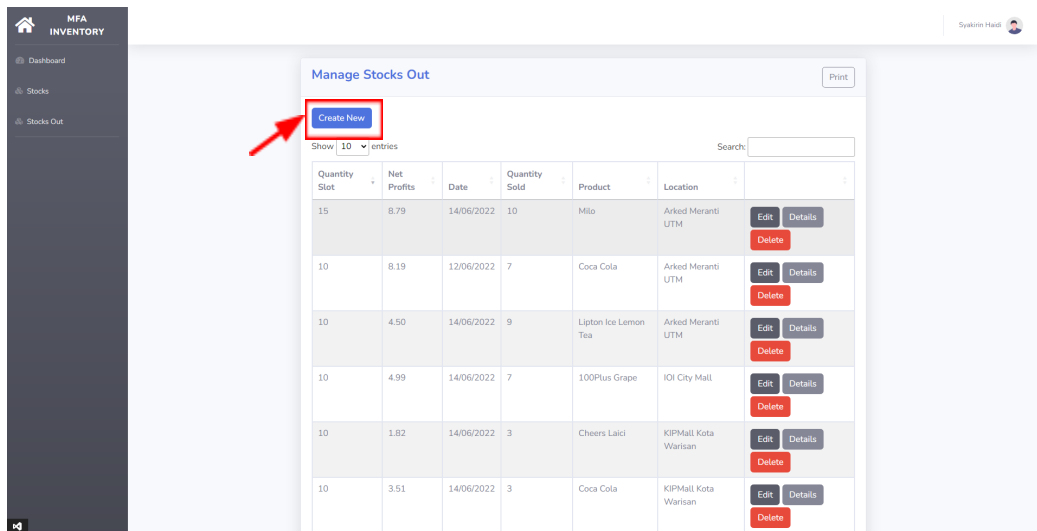
Figure 3.2.1 : Create new records

Figure 3.2.2 : Entering new record details

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Stock out record successfully added!

Manage Stocks Out

Create New

Show 10 entries

Search:

Quantity Slot	Net Profits	Date	Quantity Sold	Product	Location	
10	5.31	20/06/2022	5	Wanda Coffee Mocha	Cengal UTM	Edit Details Delete

Showing 11 to 11 of 11 entries

Previous 1 2 Next

Figure 3.2.3 : Newly added record

3.3   Edit Stocks Out Details
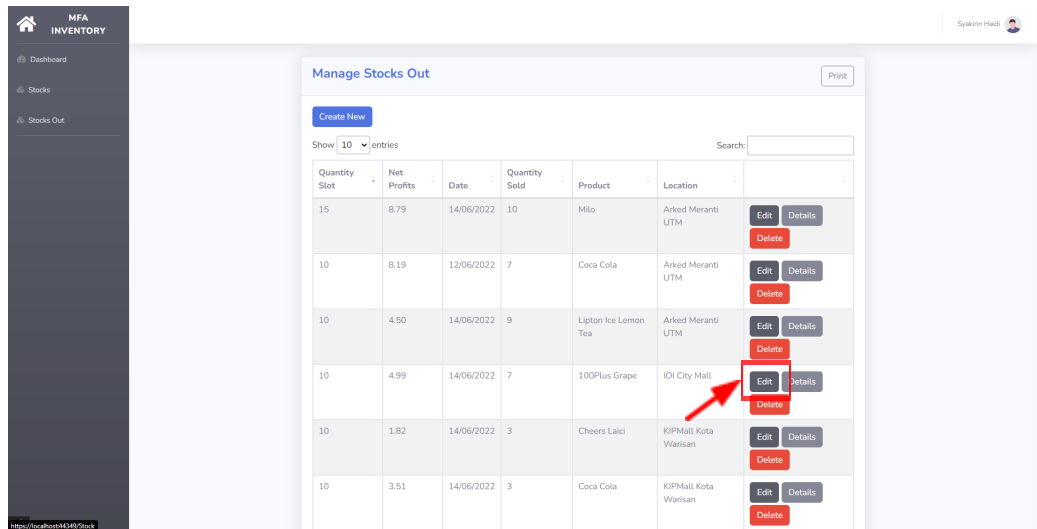
In order to edit any details regarding the stock out transactions, employees can click on 'Edit' for any records that they want to change and the system will then go to the editing page where it will show the form with the previous data. Employees can edit any information that they want and click 'Save', then the system will go back to the list of stock out records with the updated details.

Figure 3.3.1 : Edit a record

Figure 3.3.2 : Entering updated details

Figure 3.3.3 : List with updated records

3.4 View Stocks Out Details

Employees can view the details of selected stocks out records by just clicking on the details button of that particular record. The system will then redirect to the details page that consists of all details regarding that record.

Figure 3.4.1 : View details of the stock out record

Figure 3.4.2 : Details of selected record

3.5 Delete Stocks Out Records
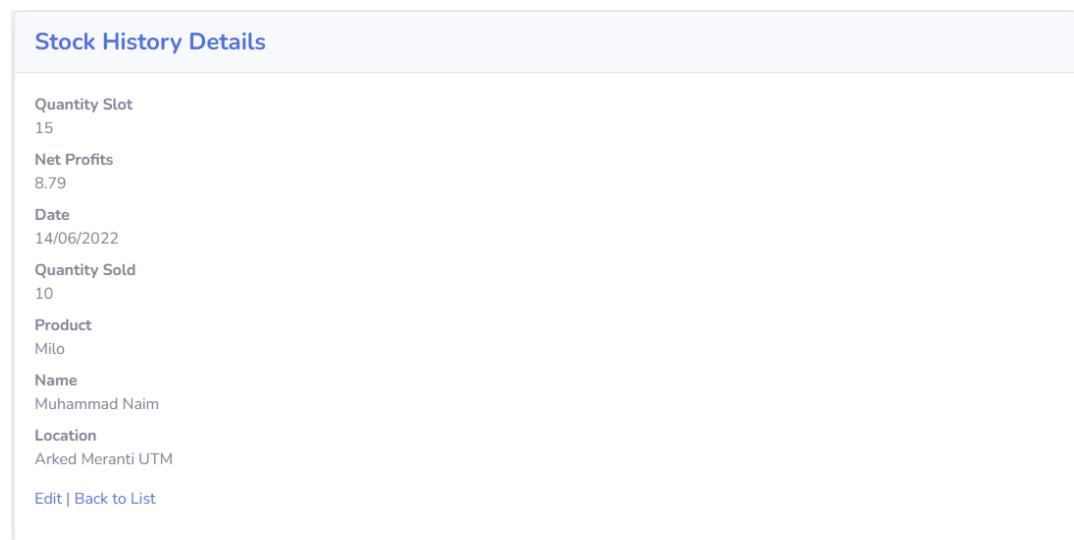
Employees can also delete any records from the stocks out list if there's any mistake done or if the records are not important anymore. In order to do that, they just have to click on the 'Delete' button for any record that they want to delete and the system will ask for confirmation. If they click 'yes', which means they confirm the deletion, the system will delete the selected record from the database and the data won't be shown in the table again after that.

Figure 3.5.1 : Deleting a record
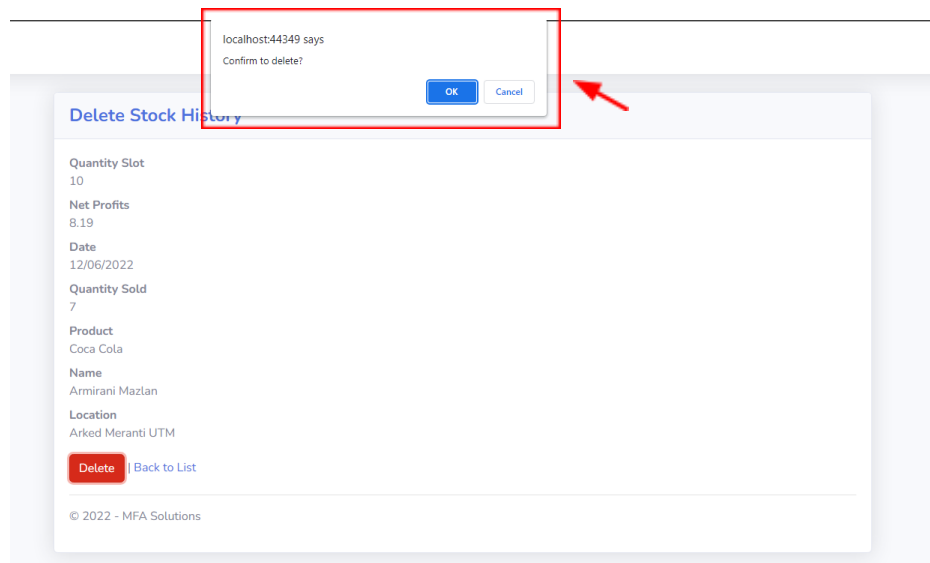
Figure 3.5.2 : Deletion confirmation

Manage Stocks Out

Print

Create New

Show 10 v entries

Search:

Quantity Slot	Net Profits	Date	Quantity Sold	Product	Location	
15	8.79	14/06/2022	10	Milo	Arked Meranti UTM	Edit Details Delete
10	4.50	14/06/2022	9	Lipton Ice Lemon Tea	Arked Meranti UTM	Edit Details Delete
10	6.41	19/06/2022	9	100Plus Grape	IOI City Mall	Edit Details Delete
10	1.82	14/06/2022	3	Cheers Laici	KIPMall Kota Warisan	Edit Details Delete

Figure 3.5.3 : Stocks out record deleted

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