



# PHI

(Promise House Inventory)

## Manual

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## 1.0 General Information

The general information section of the manual presents a general overview of the program and the organization of this manual.

### 1.1 Software Overview

The main goal of PHI is to provide an efficient environment for The Promise House to keep track of its inventory. This software provides a platform where the donated goods with an UPC code can be scanned into the system and later the inventory can be handled digitally. There are three main properties in PHI to handle the inventory: Scanning in good, manually manipulating the inventory and generating reports of the inventory.

The scanner is used to read the UPC barcode on the product. The price of the product uploads automatically from the UPC Database. The quantity, weight and the date that product is donated are necessary fields to be filled while doing inventory. The goods can be categorized in the present categories provided like Food, Supplies and Toiletries. Any additional categories can be added if required. Products can also be added to the inventory manually by typing the necessary information. The application can generate reports containing the inventory on the click of one button.

### 1.2 Organization of the Manual

This organization is organized into four parts: General Information, System Summary and Getting Started.

General Information explains the purpose of the software and provides information about the manual.

System Summary provides an overview of the system's hardware and software requirements, user access levels.

Getting started explains how to run the application in order to use it. It summarizes the features of the application and explains the user how to use these features.

## 2.0 System Summary

### 2.1 System Configuration

PHI will operate only on Desktop or Laptop computers; it currently will not support mobile devices. It will be coded and run using primarily Java. The hardware needed for the application should not be very demanding. You will need to meet the minimum requirements to run PHI:

- CPU: Intel Core i3-3210 3.2 GHz / AMD A8-7600 APU 3.1 GHz or equivalent
- RAM: 2GB
- The basic software requirement for this software would be a computer that can run java and is installed with a java editor that can run the program.
- Compatible with a NADAMOO bar code scanner (or any scanner that can be generally accepted).

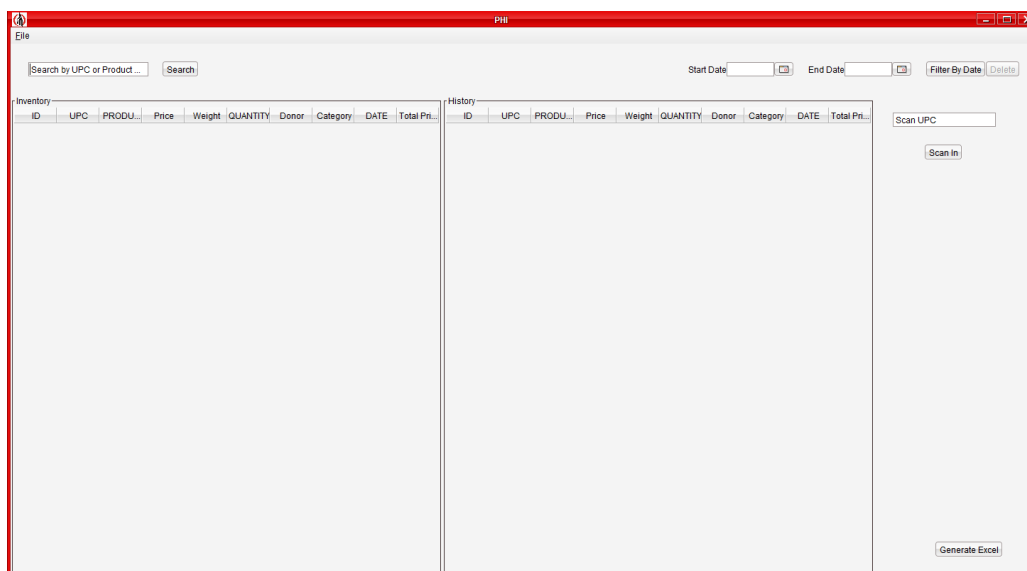
### 2.2 User Access Levels

Anyone who is allowed to access the Promise House Inventory can use this software.

## 3.0 Getting Started

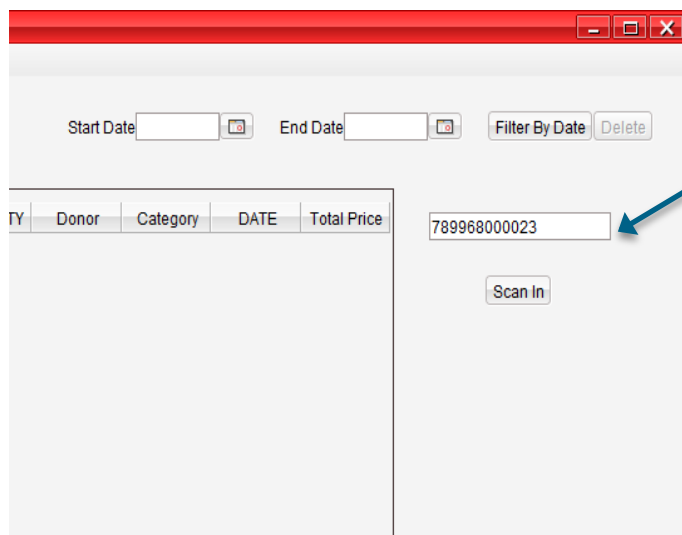
This section shows all the features of PHI and how to use them.

### 3.1 Start Window



### 3.2 Adding Goods to Inventory

#### 3.2.1 Scanning with Scanner



When scanned with a scanner, the UPC code is directly entered into this field. Press the Scan In button to continue.

The UPC, Name of the product and the Price of the product would already be filled, if the UPC code is valid.

The screenshot shows a form with the following fields and values:

UPC NUMBER	PRODUCT NAME	Price	QUANTITY	Donor	CATEGORY
789968000023	Bean Baked -Pack of 12	39.31			Food

Buttons: Add Extra Categories, Add Category, CANCEL, ADD.

The screenshot shows the same form with additional fields filled:

UPC NUMBER	PRODUCT NAME	Price	QUANTITY	Donor	CATEGORY	Weight	DATE
789968000023	Bean Baked -Pack of 12	39.31	4	Walmart	Food	2.5oz	Apr 16, 2019

Buttons: Add Extra Categories, Add Category, CANCEL, ADD.

The Quantity, Weight and Date of Donation are fields that need to be filled in order to proceed further. The Donator's name is Optional.

There is one more feature that can be utilized in this window: Category

The screenshot shows the PHI window with the following fields filled: UPC NUMBER (789968000023), PRODUCT NAME (Bean Baked -Pack of 12), Price (39.31), QUANTITY (4), Donor (Walmart), and Weight (2.5 oz). The CATEGORY dropdown menu is open, showing options: Food (highlighted in red), Toiletries, and Supplies. The date field shows Apr 16, 2019. At the bottom are CANCEL and ADD buttons.

The 'Food' category is selected by default.

The screenshot shows the same PHI window, but the CATEGORY dropdown menu is now closed. The text 'Canned' is visible in the field next to the dropdown arrow. The 'Add Category' button is highlighted. The other fields remain the same.

If you want to add a new category, type the category's name in the field, and press the button 'Add Category'.

The screenshot shows the PHI window with the CATEGORY dropdown menu open again. The list of categories now includes 'Food' (highlighted in red), 'Toiletries', 'Supplies', and 'Canned'. The other fields and buttons remain the same.

We can view the added category in the drop-down menu.

We can now see the product in the inventory.

The screenshot shows the PHI software interface. At the top, there is a search bar labeled 'Search by UPC or Product' and a 'Search' button. To the right, there are date filters for 'Start Date' and 'End Date', and buttons for 'Filter By Date' and 'Delete'. Below these are two tables: 'Inventory' and 'History'. Both tables have columns for ID, UPC, PRODUCT NAME, Price, Weight, QUANTITY, Donor, Category, DATE, and Total Price. The 'Inventory' table shows one entry with ID 1, UPC 7899680, PRODUCT NAME Bean Baked-Pack..., Price \$39.31, Weight 2.0, QUANTITY 4, Donor Walmart, Category Canned, DATE 04-16-2019, and Total Price \$39.31. The 'History' table shows one entry with ID 1, UPC 7899680, PRODUCT NAME Bean Baked-Pack..., Price \$39.31, Weight 2.0, QUANTITY 4, Donor Walmart, Category Canned, DATE 04-18-2019, and Total Price \$39.31. On the right side, there is a text input field containing '789968000023' and a 'Scan In' button.

ID	UPC	PRODUCT NAME	Price	Weight	QUANTITY	Donor	Category	DATE	Total Price
1	7899680	Bean Baked-Pack...	\$39.31	2.0	4	Walmart	Canned	04-16-2019	\$39.31

ID	UPC	PRODUCT NAME	Price	Weight	QUANTITY	Donor	Category	DATE	Total Price
1	7899680	Bean Baked-Pack...	\$39.31	2.0	4	Walmart	Canned	04-18-2019	\$39.31

### 3.2.2. Adding goods Manually

The screenshot shows a close-up of the PHI software interface. At the top, there are date filters for 'Start Date' and 'End Date', and buttons for 'Filter By Date' and 'Delete'. Below these, there is a table with columns for QUANTITY, Donor, Category, DATE, and Total Pri... To the right of the table, there is a text input field labeled 'Scan UPC' and a 'Scan In' button. A blue arrow points from a text box to the 'Scan In' button.

QUANTITY	Donor	Category	DATE	Total Pri...
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If you want to add in a product manually without a product, just click on the 'Scan-In' Button.

The UPC number would be automatically set to 0. All the other boxes follow the same procedure as mentioned in 3.2.1.

UPC NUMBER

PRODUCT NAME

Price

QUANTITY

Donor

CATEGORY

Weight

DATE

CANCEL

ADD

Add Extra Categories

Add Category

3.3 Editing the inventory

PHI

Search by UPC or Product

Search

Start Date

End Date

Filter By Date

Delete

ID	UPC	PRODUCT N.	Price	Weight	QUANTITY	Donor	Category	DATE	Total Price
1	78996...	Bean Baked...	\$39.31	2.0	4	Walmart	Canned	04-16-2019	\$82.35
2	13000...	Heinz Tomat...	\$3.79	32.0	20	Kroger	Condim...	04-18-2019	\$82.35
3	23896...	Pop Secret M...	\$5.47	20.0	2	Beth	Food	04-14-2019	\$82.35
4	36000...	SCOTT Kitch...	\$27.49	1.0	1	Sean	Toiletries	04-12-2019	\$82.35
5	11210...	Tabasco Chi...	\$3.29	5.0	15	Amy	Condim...	04-10-2019	\$82.35
6	0	Mixed Veggies	\$3.00	25.0	2	Gas Station	Food	04-09-2019	\$82.35

ID	UPC	PRODUCT N.	Price	Weight	QUANTITY	Donor	Category	DATE	Total Price
1	78996...	Bean Baked...	\$39.31	2.0	4	Walmart	Canned	04-18-2019	\$82.35
2	13000...	Heinz Tomat...	\$3.79	32.0	20	Kroger	Condim...	04-18-2019	\$82.35
3	23896...	Pop Secret M...	\$5.47	20.0	2	Beth	Food	04-18-2019	\$82.35
4	36000...	SCOTT Kitch...	\$27.49	1.0	1	Sean	Toiletries	04-18-2019	\$82.35
5	11210...	Tabasco Chi...	\$3.29	5.0	15	Amy	Condim...	04-18-2019	\$82.35
6	0	Mixed Veggies	\$3.00	25.0	2	Gas Station	Food	04-18-2019	\$82.35

051000000118

Scan In

To edit an inventory, you need to just double-click on the box that you want to edit, like shown above.



### 3.4 Filters

The inventory can be filtered in two ways:

#### 3.4.1 By UPC Number/ Product Name

Type the UPC number or Product Name in order to filter the inputs as shown.

File

1300 Search

Start Date End Date Filter By Date Delete

ID	UPC	PRODUCT	Price	Weight	QUANTITY	Donor	Category	DATE	Total Price
2	13000006057	Heinz Toma...	\$3.79	32.0	20	Kroger	Condiment	04-18-2019	\$82.35

ID	UPC	PRODUCT	Price	Weight	QUANTITY	Donor	Category	DATE	Total Price
1	789968000...	Bean Bake...	\$39.31	2.0	4	Walmart	Canned	04-18-2019	\$82.35
2	13000006057	Heinz Toma...	\$3.79	32.0	20	Kroger	Condiment	04-18-2019	\$82.35
3	23896577005	Pop Secret...	\$5.47	20.0	2	Beth	Food	04-18-2019	\$82.35
4	36000136081	SCOTT Kilt...	\$27.49	1.0	1	Sean	Toiletries	04-18-2019	\$82.35
5	11210007703	Tabasco C...	\$3.29	5.0	15	Amy	Condiment	04-18-2019	\$82.35
6	0	Mixed Veggi...	\$3.00	25.0	2	Gas Station	Food	04-18-2019	\$82.35

Scan UPC

Scan In

#### 3.4.2 By Donation Dates

Selected the date range required to see what items where added to the inventory in that time period.

File

Search by UPC or Product Search

Start Date pr 14, 2019 End Date pr 20, 2019 Filter By Date Delete

ID	UPC	PRODUCT NAME	Price	Weight	QUANTITY	Donor	Category	DATE	Total Price
2	1300000...	Heinz Tomato Ketchup...	\$3.79	32.0	20	Kroger	Condiment	04-18-2019	\$48.57
1	7899680...	Bean Baked -Pack of...	\$39.31	2.0	4	Walmart	Canned	04-16-2019	\$48.57
3	2389657...	Pop Secret Movie The...	\$5.47	20.0	2	Beth	Food	04-14-2019	\$48.57

ID	UPC	PRODUCT	Price	Weight	QUANTITY	Donor	Category	DATE	Total Price
1	789968000...	Bean Bake...	\$39.31	2.0	4	Walmart	Canned	04-18-2019	\$82.35
2	13000006057	Heinz Toma...	\$3.79	32.0	20	Kroger	Condiment	04-18-2019	\$82.35
3	23896577005	Pop Secret...	\$5.47	20.0	2	Beth	Food	04-18-2019	\$82.35
4	36000136081	SCOTT Kilt...	\$27.49	1.0	1	Sean	Toiletries	04-18-2019	\$82.35
5	11210007703	Tabasco C...	\$3.29	5.0	15	Amy	Condiment	04-18-2019	\$82.35
6	0	Mixed Veggi...	\$3.00	25.0	2	Gas Station	Food	04-18-2019	\$82.35

Scan UPC

Scan In

### 3.5 Generating Reports

The screenshot shows the PHI software interface. At the top, there is a search bar and filters for Start Date, End Date, and Filter By Date. Below this is a table with two tabs: 'Inventory' and 'History'. The 'Inventory' tab is active, showing a list of items with columns: ID, UPC, PRODUCT, Price, Weight, QUANTITY, Donor, Category, DATE, and Total Price. The table contains 6 rows of data. At the bottom right of the table, there is a 'Generate Excel' button.

ID	UPC	PRODUCT	Price	Weight	QUANTITY	Donor	Category	DATE	Total Price
1	78998000	Bean Bake	\$39.31	2.0	4	Walmart	Canned	04-16-2019	\$82.35
2	1300000057	Heinz Toma	\$3.79	32.0	20	Kroger	Condiment	04-18-2019	\$82.35
3	23896577005	Pop Secret	\$5.47	20.0	2	Beth	Food	04-14-2019	\$82.35
4	36000136081	SCOTT Kite	\$27.49	1.0	1	Sean	Toiletries	04-12-2019	\$82.35
5	11210007703	Tabasco C.	\$3.29	5.0	15	Amy	Condiment	04-10-2019	\$82.35
6	0	Mixed Vegg	\$3.00	25.0	2	Gas Station	Food	04-09-2019	\$82.35

Click on 'Generate Excel' button in order to generate an excel sheet of the products selected.

The screenshot shows an 'Input' dialog box with a question mark icon. The text inside says 'enter filename for report'. There is a text input field containing the word 'April'. Below the input field are 'OK' and 'Cancel' buttons.

You will be prompted with a dialogue box for the name of the excel sheet.

The screenshot shows an Excel spreadsheet with the following data:

ID	UPC	PRODUCT NAME	Price	Weight	QUANTITY	Donor	Category	DATE	Total Price
1	789980000023	Bean Baked -Pack of 12	\$39.31	2.0	4	Walmart	Canned	04-16-2019	\$82.35
2	130000000057	Heinz Tomato Ketchup, 32 oz	\$3.79	32.0	20	Kroger	Condiment	04-18-2019	\$82.35
3	23896577005	Pop Secret Movie Theater Butter Microwave Popcorn, 3.2 oz, 6 count	\$5.47	20.0	2	Beth	Food	04-14-2019	\$82.35
4	36000136081	SCOTT Kitchen Towel Rolls w/ABSORBENCY POCKETS*	\$27.49	1.0	1	Sean	Toiletries	04-12-2019	\$82.35
5	11210007703	Tabasco Chipotle Pepper Sauce, 5 fl oz	\$3.29	5.0	15	Amy	Condiment	04-10-2019	\$82.35
6	0	Mixed Veggies	\$3.00	25.0	2	Gas Station	Food	04-09-2019	\$82.35

## 4.0 Addendum

- A scan-out button could be added, so that it becomes easier to remove products from the inventory.
- We could create a webpage for the inventory so that people with access can access it remotely.
- We can provide access controls by adding log-in credentials connected to the Promise House.