User Guide

April 2018

Version 1.2

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Copyright and third-party information as required.

Document Revisions

|  |  |  |
| --- | --- | --- |
| Date | Version Number | Document Changes |
| 03/30/2018 | 1.0 | Initial Draft |
| 4/27/2018 | 1.2 | Second Draft |
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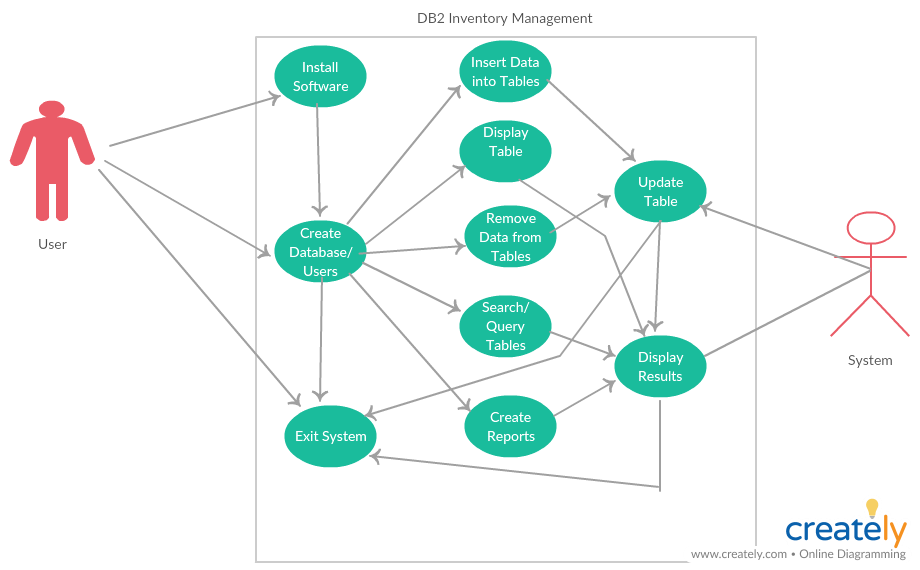
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# Introduction

## Scope and Purpose

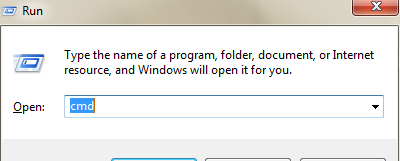
DB2 is a generic inventory tracking application that will allow business managers and owners to track items in stock, orders, sales, customer information, and other relevant information. The application has enhanced search/reporting functionality as well as a threshold alerting system.

This guide assumes that user has no prior knowledge of database management and functionality. All features and usage of the application are explained in a detailed format.



# How To Install Program

## MySQL:

1. Download software from <https://dev.mysql.com/downloads/>
2. Unzip the package.
3. Run the setup.exe file.
4. Everything should be installed in C:\mysql
5. Click Windows start icon 
6. Type run in the search bar and hit enter
7. The window below opens, click ok if cmd is already there if not type cmd and click ok.
8. Type “cd C:\mysql\bin” then press enter
9. Type “mysqld.exe” –console then press enter
10. Startup message should appear. You are connected.

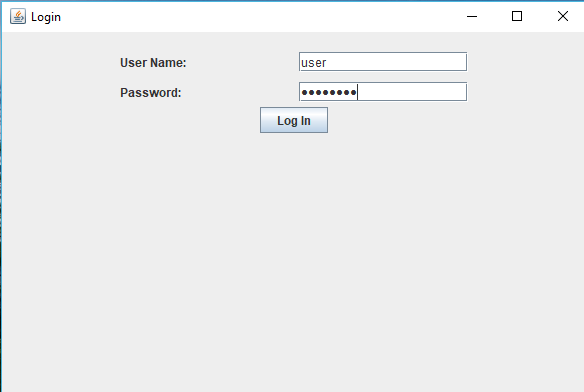
## Java IDE:

Do We need to put something here?

# Notes and Cautions

# How to Log In

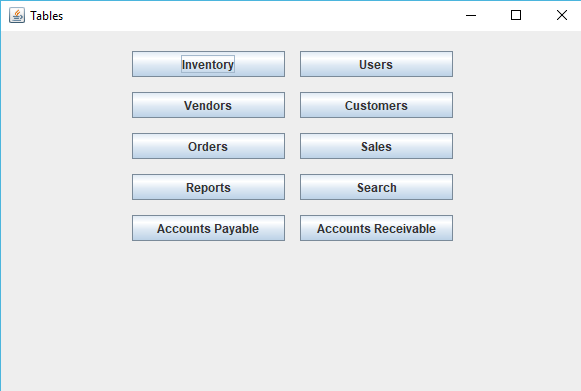
1. DB2 Inventory Management comes with a pre-programmed user name of “user” and password “password”.
2. Log into DB2



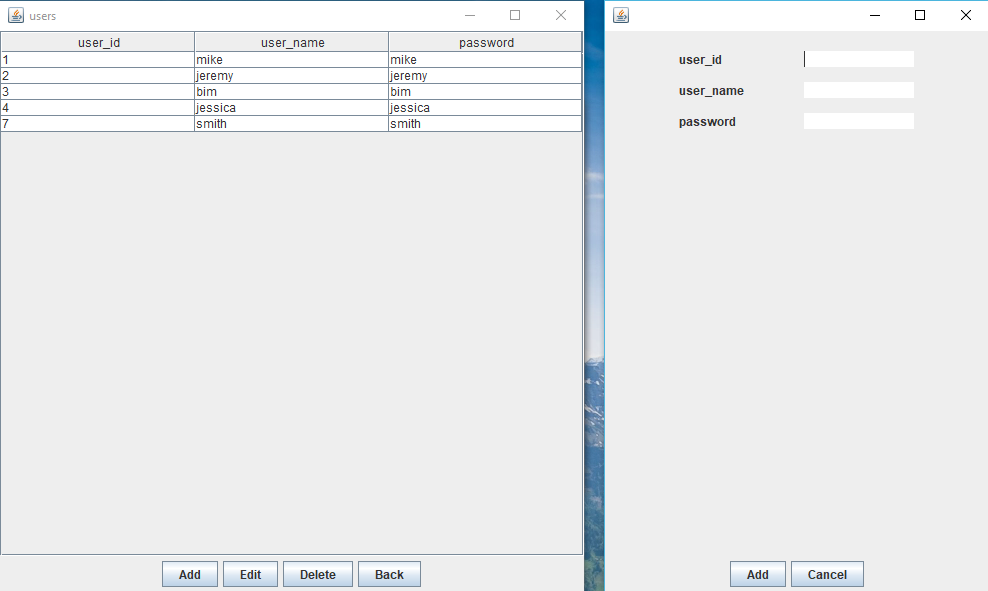
Log in Screen 1

# How to Create User

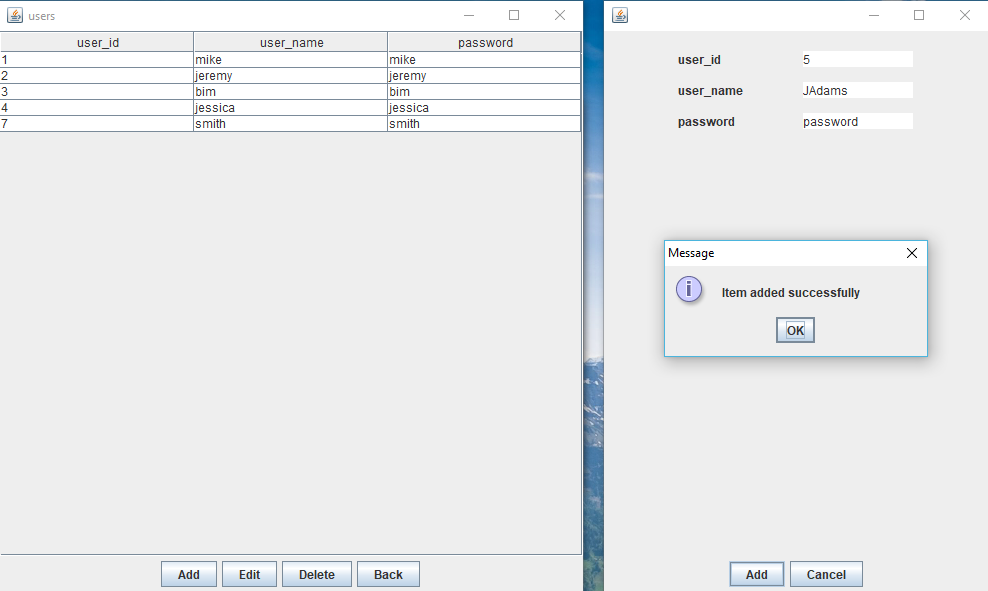
1. Steps to create administrator and users
2. Click on Users from main selection window
3. Click Add
4. Enter new user name and password
5. Click Add
6. Click Cancel to go back to main selection window



Main Selection Window 1



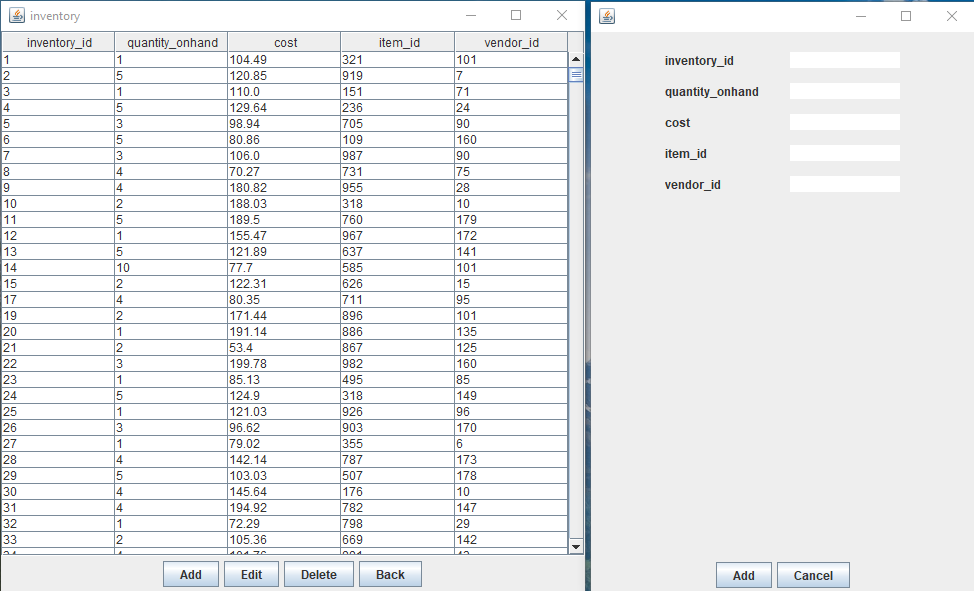
Add New Users 1



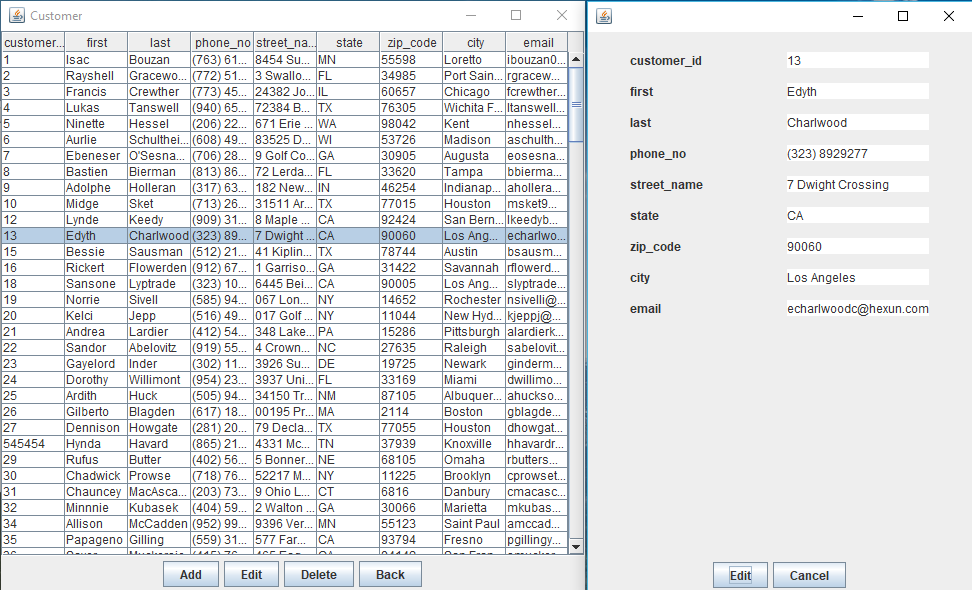
Add New Users 2

# How to Add and Edit Data In Tables

1. Inventory, Users, Vendors, Customers, Orders, and Sales all allow this functionality
2. Click desired table from main selection window
3. Click Add to add new item or edit to edit an existing item
4. Click Add or Edit when done
5. Click Cancel to go back to Main selection window
6. To check that new item was added click on table again to see new or updated data



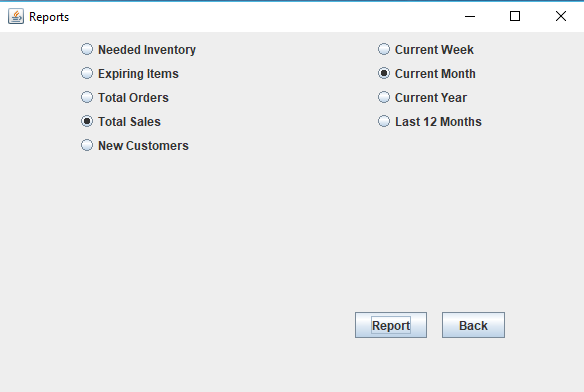
Add Inventory Items 1



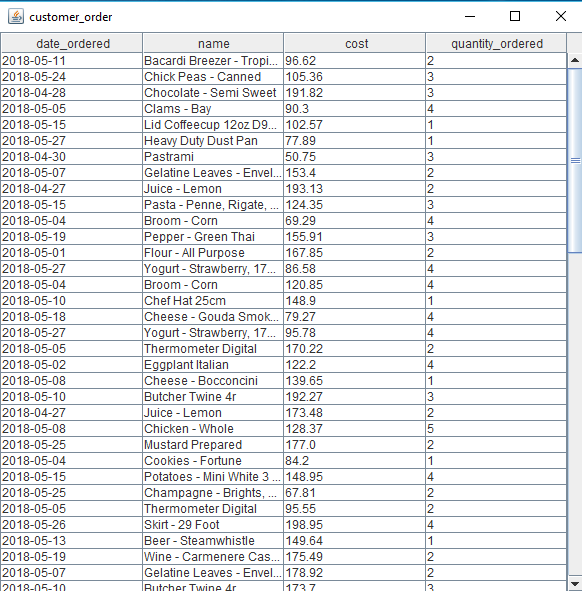
Edit Customer 1

# How to Use the Reports Function

1. Click Reports from the main selection window
2. Select which report type you want
3. Select window of time
4. Click Report
5. Close window to go back to Reports window



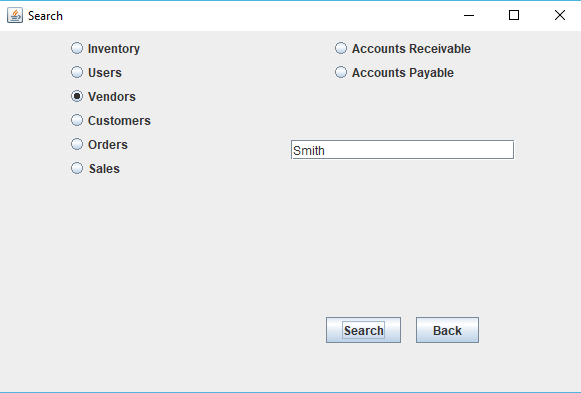
Reports 1



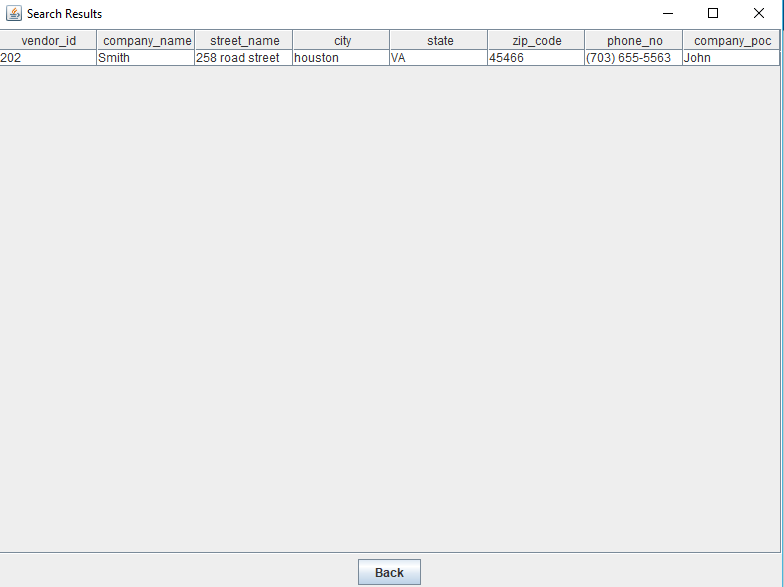
Customer Order Report 1

# How to Use the Search Function

1. Click Search from Main Selection Window
2. Select table you want to search in
3. Type in search word
4. Click Search
5. Click Back to go back to the Search Window
6. The search function will search all columns of data within the selected table



Search Window 1



Search Results 1

# Standard Tables

The following tables come standard with the DB2 Inventory Management Application

|  |  |
| --- | --- |
| Table | Description |
| Items | Stores information about things available in inventory such as quantity and vendor. |
| SalesDetails | Stores actual items per sale |
| Sales | Stores necessary information about sales to customers |
| OrdersDetails | Stores actual items ordered per order |
| Orders | Stores necessary information about orders made from vendors such as items ordered, date, and quantity |
| Customers | Stores information about customers such as contact information |
| Vendors | Stores information on vendors such as name, poc, and contact info |
| Invoices | Stores information about invoice details such as invoice number, order number, and date |
| Payments | Stores payment information to vendors (invoice number, vendor id, bill total, bill balance. |

# How to use the Alert Functionality

Here we show how to set thresholds for alerts such as item out, item low, items expiring.

### Item Out

### Item Low

### Item Expiring