

# **National Environment Agency**

## **Inventory Control System (NEA\_ICS)**

### **User Manual (Version 1.0)**

|         |                             |
|---------|-----------------------------|
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| CLIENT  | National Environment Agency |
| PROJECT | Inventory Control System    |
| TITLE   | User Manual                 |
| VERSION | 1.0                         |
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**Singapore Computer Systems Limited**  
7 Bedok South Road  
Singapore 469272  
Tel: +65 6827 8888  
Fax: +65 6827 3192

APPROVAL REFERENCE

**NCT\_AuditID\_????**

## DISTRIBUTION LIST

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| 1       | SCS Project Manager (Project Library) |
| 2       | NEA Project Manager                   |

## REVISION HISTORY

| Version | Modified Date | Author      | Description of Changes | CR# |
|---------|---------------|-------------|------------------------|-----|
| 0.1     | 31 Mar 2009   | CHEN Jianfa | Initial Draft          |     |
| 1.0     | 31 Mar 2009   | CHEN Jianfa | Baseline               |     |

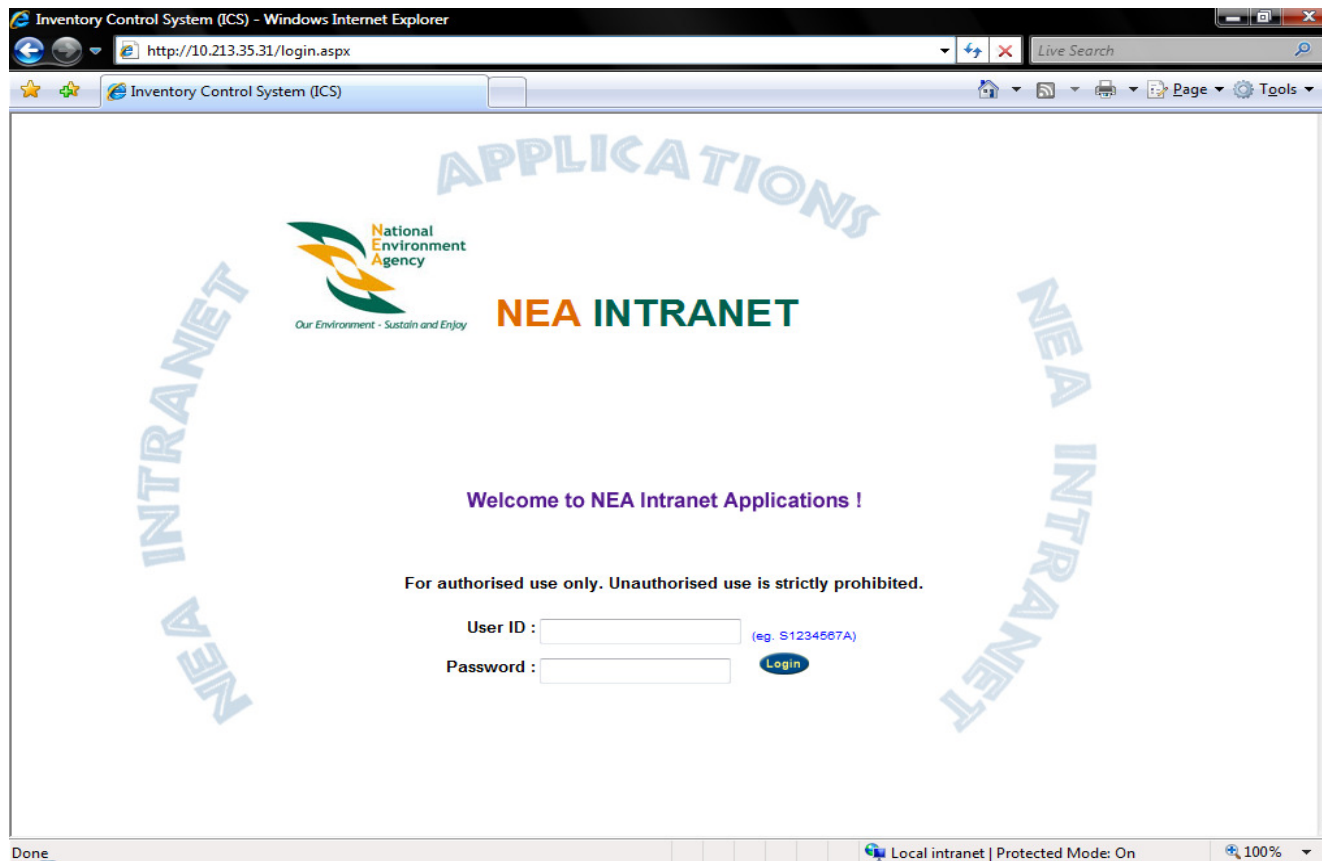
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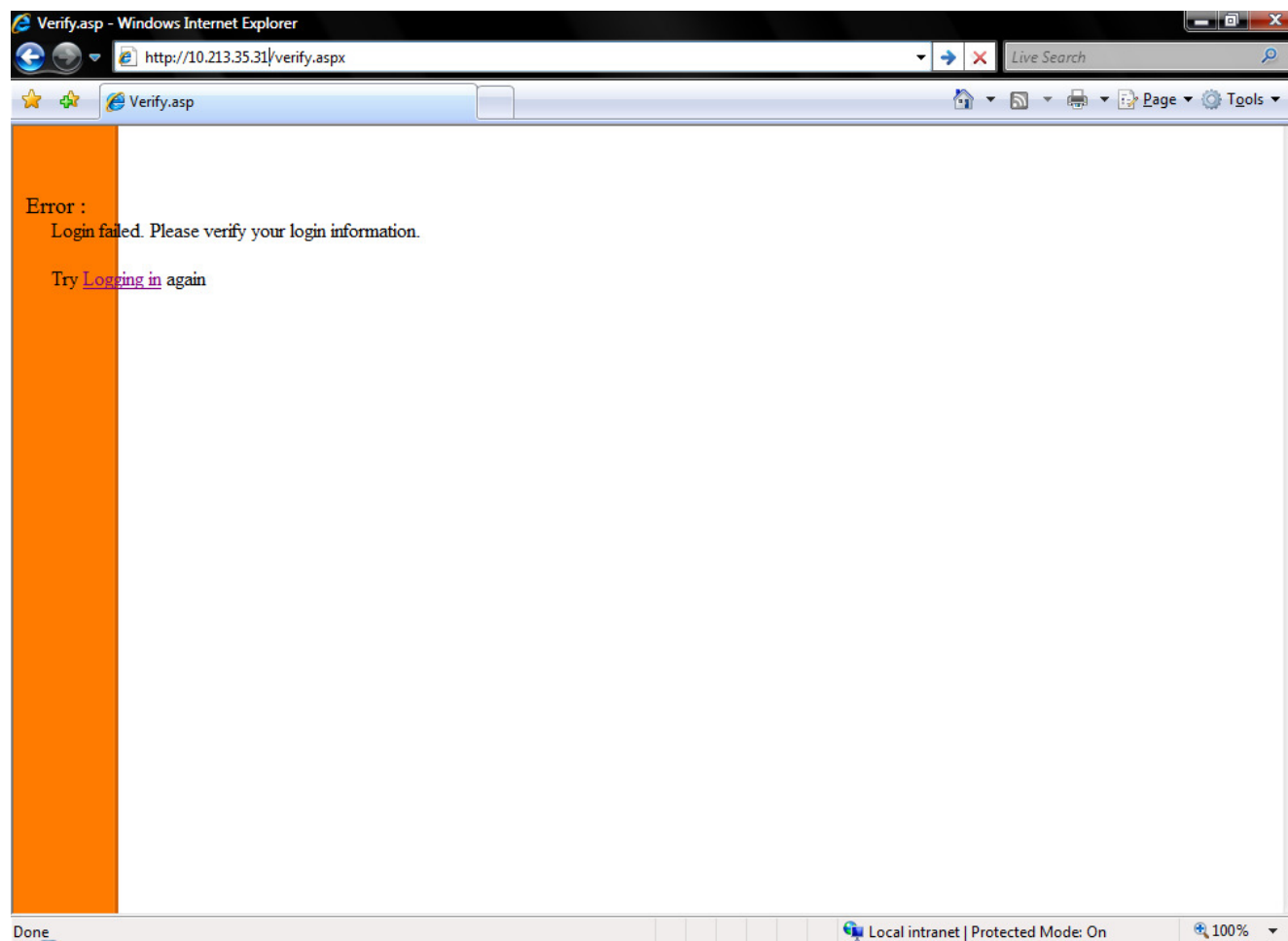
## 1 Authentication

### 1.1 Login Page

- Upon entering the NEA Intranet Application URL located at the top left side of the address bar of your web browser, the login screen will appear.

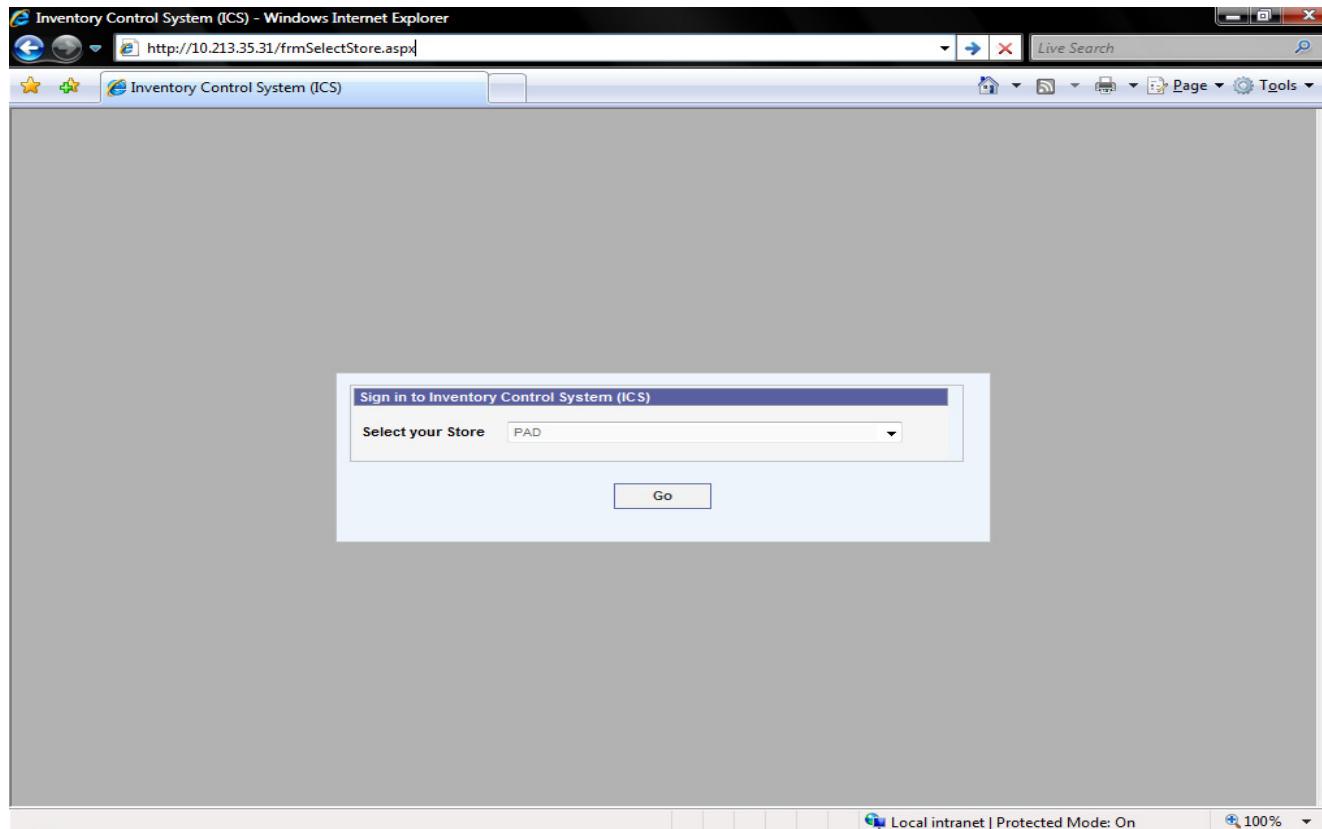


- Enter your User ID and password and click on the 'login' image button to login into the Inventory Control System (ICS).
- In the event that your login information has failed, due to Invalid user ID, Incorrect password or user account being suspended for a period of inactivity, the Invalid page will appear. Please do contact the System Administrator to assist you on re-creating an account.



## 1.2 Select Your Store

- If your login information is valid, you will be directed to a screen where you may need to select your store or be directed straight away to the ICS main screen as shown in point 1.3.
- This screen is only applicable if you have more than 1 store being assigned to you by the System Administrator through your User ID account. Otherwise please do proceed to the point 1.3 instead
- Select your desired store from the dropdown list and click on the 'Go' button, you will be directed to the ICS main screen (as shown in point 1.3)





### 1.3 Inventory Control System (ICS) Main Page

- This screen will be the main page after you have successfully login to ICS.
- On the top of the screen will the NEA logo and ICS banner.
- Your user name and your allocated store information will be displayed below the ICS banner, together with the last login date (that you had previously logged into ICS) and a URL link to the User Manual for ICS.

- On the left hand of the screen will be the Menu panel, grouped by modules and its relevant sub modules.
- These modules will allocated based on the access rights (View, Insert, Edit, Delete) assigned to you by the System Administrator or Store Controller
- From this main page, you may begin on clicking one of the sub modules (on your left hand side) that will navigate you to another page or directly perform your Issue Request to the Stock Item, approve Issue Request, Issue Items etc (if you are of Approving Officer).
- To log out of ICS, simply click on the 'Logout' hyperlink located just below the ICS banner.
- To download and view the User Manual documents, simply click on the 'Manual' hyperlink (next to the Logout' hyperlink located) at the right hand side.

## 2 Store

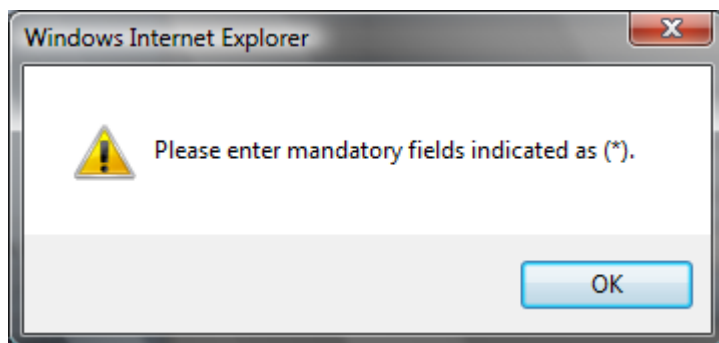
### 2.1 Create a new Store

- Click on the “Store” folder under “Master List” module from the Menu panel located at the left hand side of the ICS main page. You will be directed to the “Store Screen”
- This screen is applicable if you are System Administrator. Otherwise proceed with point 2.2 instead.

The screenshot shows the 'Inventory Control System (ICS)' web application running in a Windows Internet Explorer browser. The address bar shows the URL: `http://localhost:50793/frnSelectStore.aspx`. The page features a left-hand navigation menu with a tree structure under the 'Master List' module, including folders for Item, Supplier, Consumer, Equipment, Role, Store, Common, Stock Control, Stock Item Adjustment, Stock Card, Verification Worksheet, Audit Trail Report, and Management Report. The 'Store' folder is selected. The main content area displays a 'Welcome Tester to Tuas Incineration Plant' message and a 'Master List > Store' breadcrumb. Below this is a 'New Store' tab, with other tabs for 'Locate Store' and 'Store Report'. The 'New Store' form contains several input fields: 'Store Code \*', 'Store Name \*', 'Address' (with a dropdown for 'Type \*'), 'Block / House No \*', 'Street Name \*', 'Floor & Unit No', 'Building Name', 'Postal Code \*', 'Contact Person \*', 'Tel Number \*', 'Fax Number', and 'Other Information'. A red asterisk indicates mandatory fields. At the bottom of the form are 'Save' and 'Clear' buttons. The footer of the browser window shows 'Local intranet | Protected Mo' and the date 'Tuesday, 31 March, 2009'.

- On the right next to the Menu panel and below the welcome message (located below the ICS banner), is the *fishbone* navigation path bar that you have selected from the “Store” folder. (Master List > Store). E.g. It means that you have selected “Store” from the “Master List” module as per indicated.
- Go to the ‘New Store’ tab, enter all the input fields (including mandatory fields) and click on the “Save” button

- If mandatory fields is not entered, you will be prompted an error message box as shown.



- If all mandatory fields (including non-mandatory ones) are entered, a successful message will be displayed, indicating that you have successfully created a store.

Inventory Control System (ICS) - Windows Internet Explorer

http://localhost:50793/frnSelectStore.aspx

Inventory Control System (ICS)

Welcome Tester to Tuas Incineration Plant Last Login: 31/03/2009 05:38 PM | Logout | Manual

Master List > Store

New Store Locate Store Store Report

Store Status

Your Store has been saved successfully. Here are the details of your Store:

Store Information

|                   |                             |
|-------------------|-----------------------------|
| Store Code        | NEA                         |
| Store Name        | National Environment Agency |
| Address Type      | C/O Apt Blk                 |
| Block House No    | 299                         |
| Street Name       | 40 Scotts Road              |
| Floor No          |                             |
| Unit No           |                             |
| Building Name     |                             |
| Postal Code       | 228231                      |
| Contact Person    | Peter Tan                   |
| Tel Number        | 1800-2255632                |
| Fax Number        |                             |
| Other Information |                             |

OK

Local intranet | Protected Mode: On 100%

## 2.2 Locating Stores

- Click on the “Store” folder under “Master List” module from the Menu panel located at the left hand side of the ICS main page. You will be directed to the “Store Screen”
- Go to the ‘Locate Store’ tab, enter any input fields and click on “Go” button
- The search results for your store queries will be shown as below
- Click on the “Arrow” image button, the Store Details will be displayed below the search results.

The screenshot displays the Inventory Control System (ICS) web application in a Windows Internet Explorer browser. The address bar shows the URL `http://localhost:50793/frnSelectStore.aspx`. The page features a sidebar menu on the left with categories like Master List, Stock Control, Stock Item Adjustment, Stock Card, Verification Worksheet, Audit Trail Report, and Management Report. The 'Master List' category is expanded, showing sub-items like Item, Supplier, Consumer, Equipment, Role, Store, and Common. The 'Store' item is selected. The main content area shows a welcome message for 'Tester' at 'Tuas South Incineration Plant' with a last login of '31/03/2009 12:17 PM'. Below this, there are tabs for 'New Store', 'Locate Store' (which is active), and 'Store Report'. The 'Locate Store' tab contains a form with fields for 'Store Code' (a dropdown menu showing '- Please Select -'), 'Store Name' (a text input field), and 'Status' (a dropdown menu showing 'Open'). There are 'Go' and 'Clear' buttons below the form. Below the form, the 'Search Results' section displays a table with the following data:

|  | Store Code | Store Name                  | Status |
|--|------------|-----------------------------|--------|
|  | NEA        | National Environment Agency | Open   |
|  | PAD        | PAD                         | Open   |
|  | RO         | General Store Supply Base   | Open   |
|  | TIP        | Tuas Incineration Plant     | Open   |
|  | TMTS       | Semakau Landfill / TMTS     | Open   |

At the bottom of the search results, there is a pagination control showing '1 2'.

Inventory Control System (ICS) - Windows Internet Explorer

http://localhost:50793/frnSelectStore.aspx

Inventory Control System (ICS)

National Environment Agency  
Our Environment - Sustain and Enjoy

# Inventory Control System

Welcome Tester to Tuas South Incineration Plant  
Last Login: 31/03/2009 12:17 PM | Logout | Manual

Go Clear

## Search Results

| Store Code | Store Name                  | Status |
|------------|-----------------------------|--------|
| NEA        | National Environment Agency | Open   |
| PAD        | PAD                         | Open   |
| RO         | General Store Supply Base   | Open   |
| TIP        | Tuas Incineration Plant     | Open   |
| TMTS       | Semakau Landfill / TMTS     | Open   |

1 2

## Store Details

|                   |                             |                |                        |
|-------------------|-----------------------------|----------------|------------------------|
| Store Code        | NEA                         |                |                        |
| Store Name *      | National Environment Agency |                |                        |
| Address           | Type *                      | C/O Apt Bldg   | Block / House No * 299 |
|                   | Street Name *               | 40 Scotts Road | Floor & Unit No -      |
|                   | Building Name               |                | Postal Code * 228231   |
|                   | Contact Person *            | Peter Tan      |                        |
| Tel Number *      | 1800-2255632                | Fax Number     |                        |
| Other Information |                             |                |                        |
| Status            | Open                        |                |                        |
|                   | [Edit Store] [Close Store]  |                |                        |

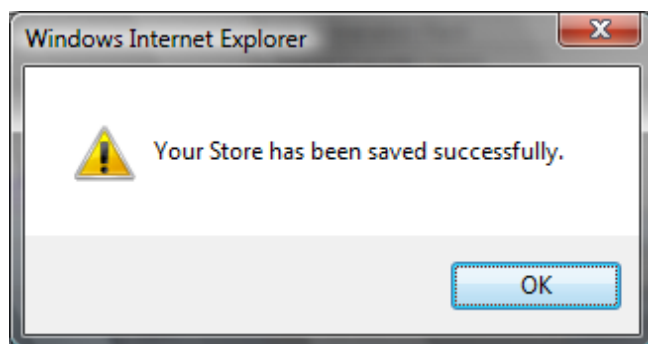
\* denotes mandatory fields

Save Cancel

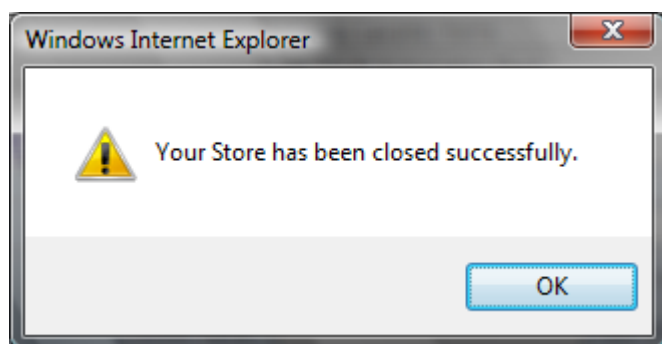
Local intranet | Protected Mode: On 100%

- If you have Edit access rights, you should be able to see the 'Edit Store' and 'Close Store'/'Reopen Store' link button. Click on the 'Edit Store' link button and edit your input fields.
- Click on the 'Save' button to save your changes. You will be prompted a successful message box, indicating that you have made the changes to the Store information successfully



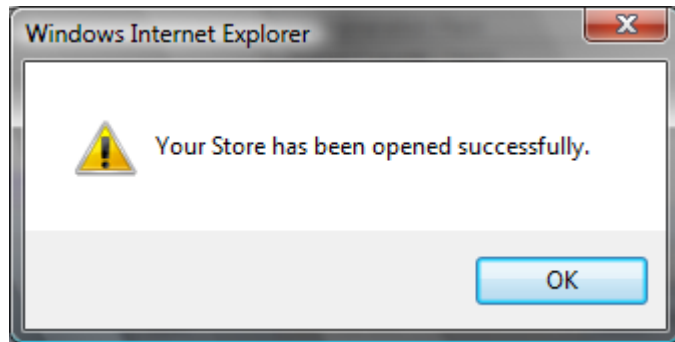


- If you want to close your store, click on the 'Close Store' link button. You will be prompted a successful message box, indicating that you have closed the store.



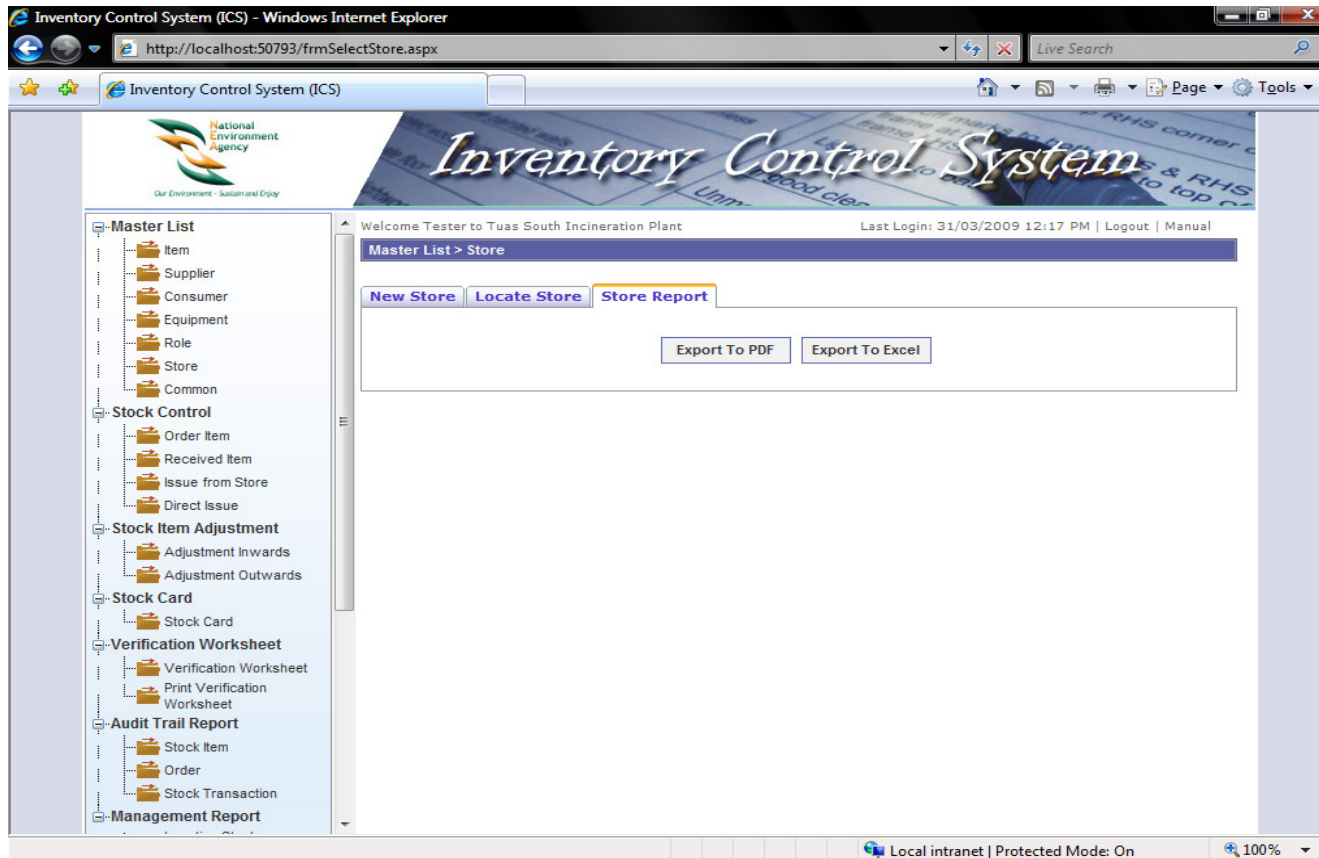
- If you want to re-open your store, click on the 'Reopen Store' link button. You will be prompted a successful message box, indicating that you have re-opened the store.





## 2.3 Retrieving Stores Report


- Click on the “Store” folder under “Master List” module from the Menu panel located at the left hand side of the ICS main page. You will be directed to the “Store Screen”
- Go to the “Store Report” tab, click on the “Export to PDF” button. The system will export the Stores report into a PDF file
- Alternatively, click on the “Export to Excel” button. The system will export the Stores report into an excel spreadsheet file



StoreMasterList[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 72.1% Find

 NATIONAL ENVIRONMENT AGENCY  
INVENTORY CONTROL SYSTEM

Printed On: 31/03/2009 07:41 PM  
Page 1 of 1

Store Master List Report

| S/No. | Store Code | Store Name                    | Address  | Postal Code | Contact Person   | Tel. No.     | Fax No.  | Status |
|-------|------------|-------------------------------|--|-------------|------------------|--------------|----------|--------|
| 1     | NEA        | National Environment Agency   | 2990740 Scotts Road                                | 228231      | Peter Tan        | 1800-2255632 |          | Open   |
| 2     | PAD        | PAD                           |  |             |                  |              |          | Open   |
| 3     | RO         | General Store Supply Base     | SEROn an.a70 Tannery Lanen.a                       | 347810      | KAMSANI          | 67404126     | n.a      | Open   |
| 4     | TIP        | Tuas Incineration Plant       | 20Tuas Incineration PlantTuas Avenue 20            | 638831      | Jasman Bin Ahmad | 68647247     | 68611292 | Open   |
| 5     | TMTS       | Semakau Landfill / TMTS       |  |             |                  |              |          | Open   |
| 6     | TSIP       | Tuas South Incineration Plant | 98Tuas South Incineration PlantTuas South Avenue 3 | 637821      | Razali Bin Anni  | 67990281     | 68621259 | Open   |

Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Paste Clipboard Font Alignment Number Styles Cells Editing

A29

StoreMasterList[1] [Compatibility Mode]

**NATIONAL ENVIRONMENT AGENCY**  
**INVENTORY CONTROL SYSTEM**  
**Store Master List Report**

Printed On: 31/03/2  
Page 1 of 1

Our Environment - Sustain and Enjoy

| S/No. | Store Code | Store Name                    | Address  | Postal Code | Contact Person   | Tel No.      | Fax No.  |
|-------|------------|-------------------------------|--|-------------|------------------|--------------|----------|
| 1     | NEA        | National Environment Agency   | 2990740 Scotts Road                                | 228231      | Peter Tan        | 1800-2255632 |          |
| 2     | PAD        | PAD                           |  |             |                  |              |          |
| 3     | RO         | General Store Supply Base     | SEROn.an.a70 Tannery Lanen.a                       | 347810      | KAMSANI          | 67404126     | n.a      |
| 4     | TIP        | Tuas Incineration Plant       | 20Tuas Incineration PlantTuas Avenue 20            | 638831      | Jasman Bin Ahmad | 68647247     | 68611292 |
| 5     | TMTS       | Semakau Landfill / TMTS       |  |             |                  |              |          |
| 6     | TSIP       | Tuas South Incineration Plant | 98Tuas South Incineration PlantTuas South Avenue 3 | 637821      | Razali Bin Amri  | 67990281     | 68621259 |

Ready 100%