National Environment Agency

Inventory Control System (NEA_ICS)

User Manual (Version 1.0)

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2	NEA Project Manager

REVISION HISTORY

Version	Modified Date	Author	Description of Changes	CR#
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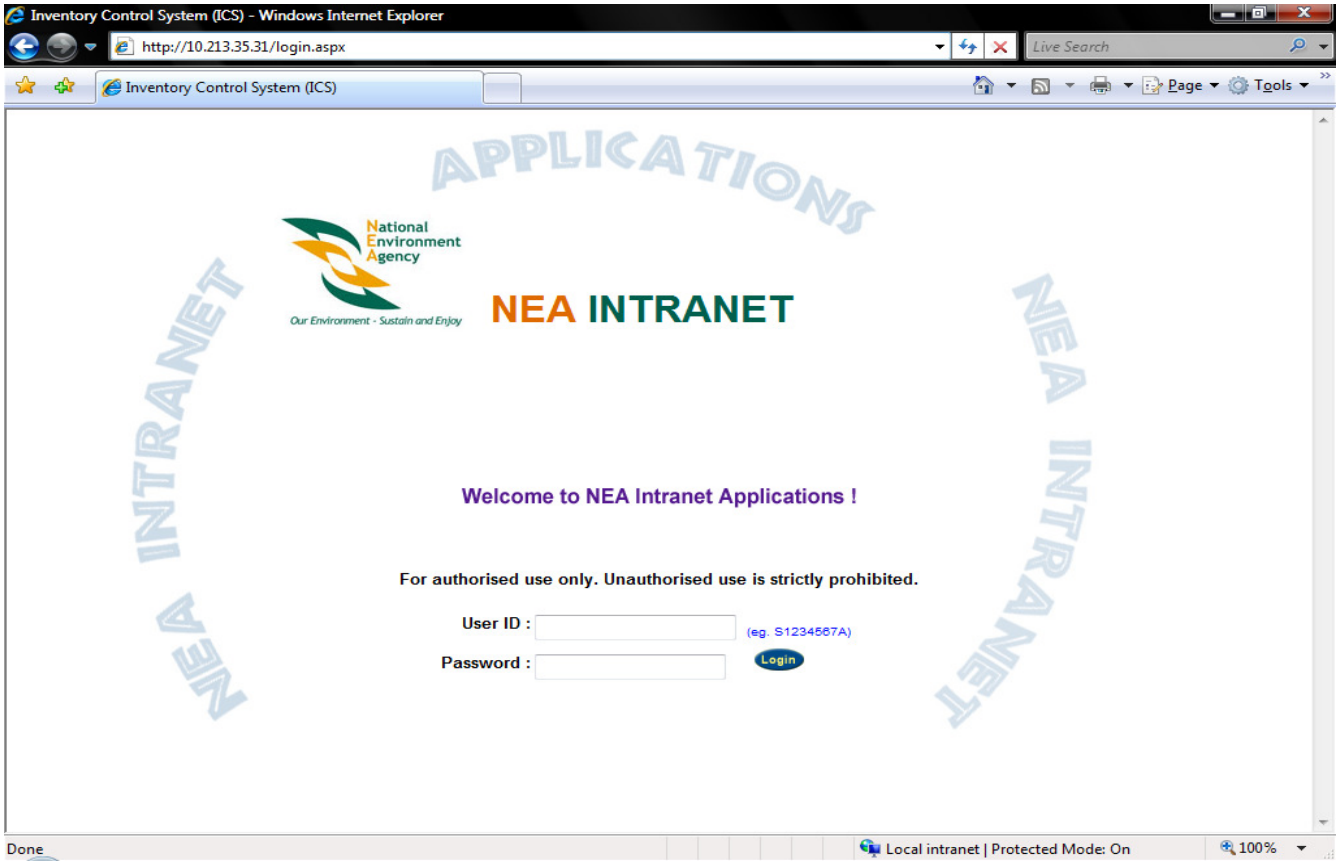
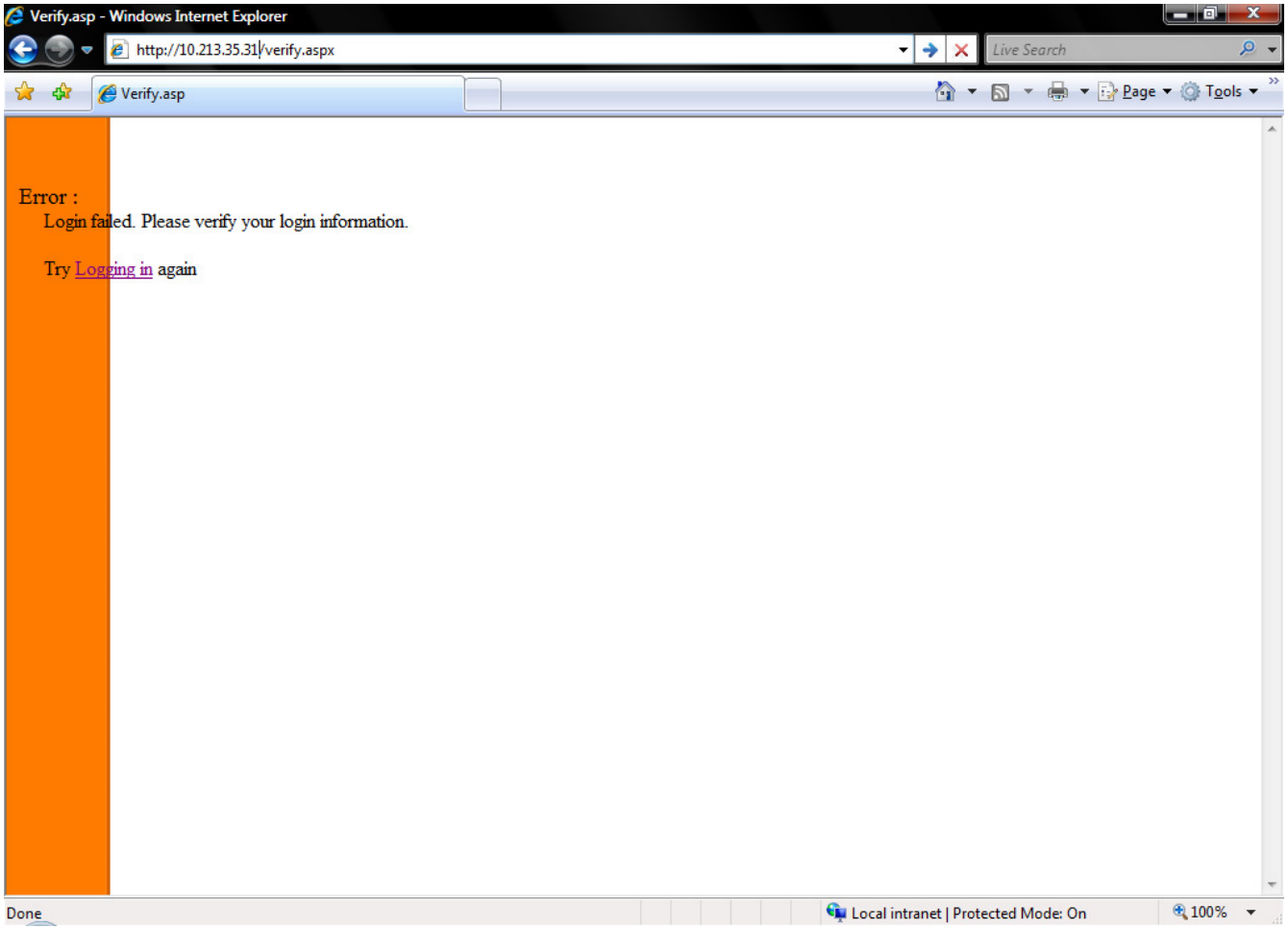
1 Authentication

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.

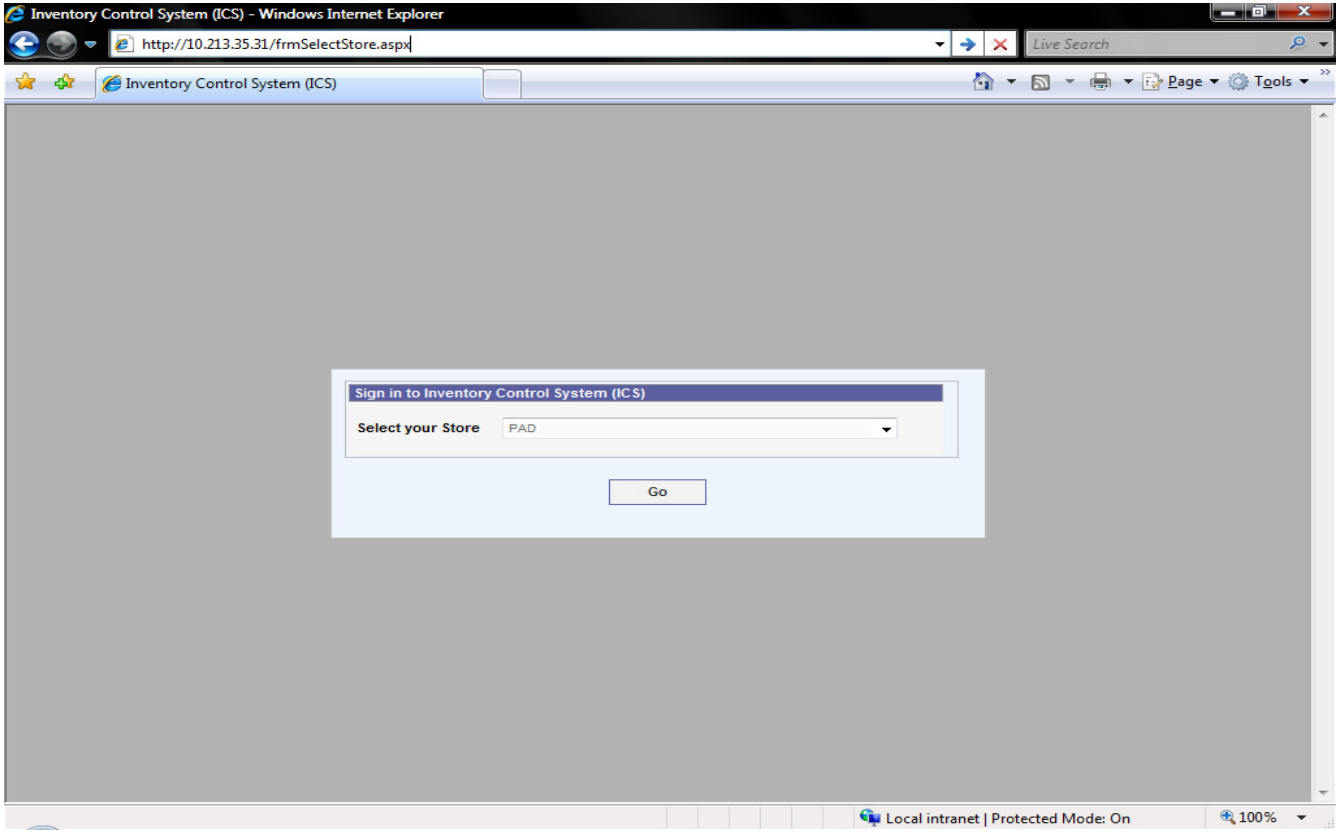


- Enter your User ID and password and click on the 'login' image button to login into the Inventory Control System (ICS).
- In the event that your login information has failed, due to Invalid user ID, Incorrect password or user account being suspended for a period of inactivity, the Invalid page will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

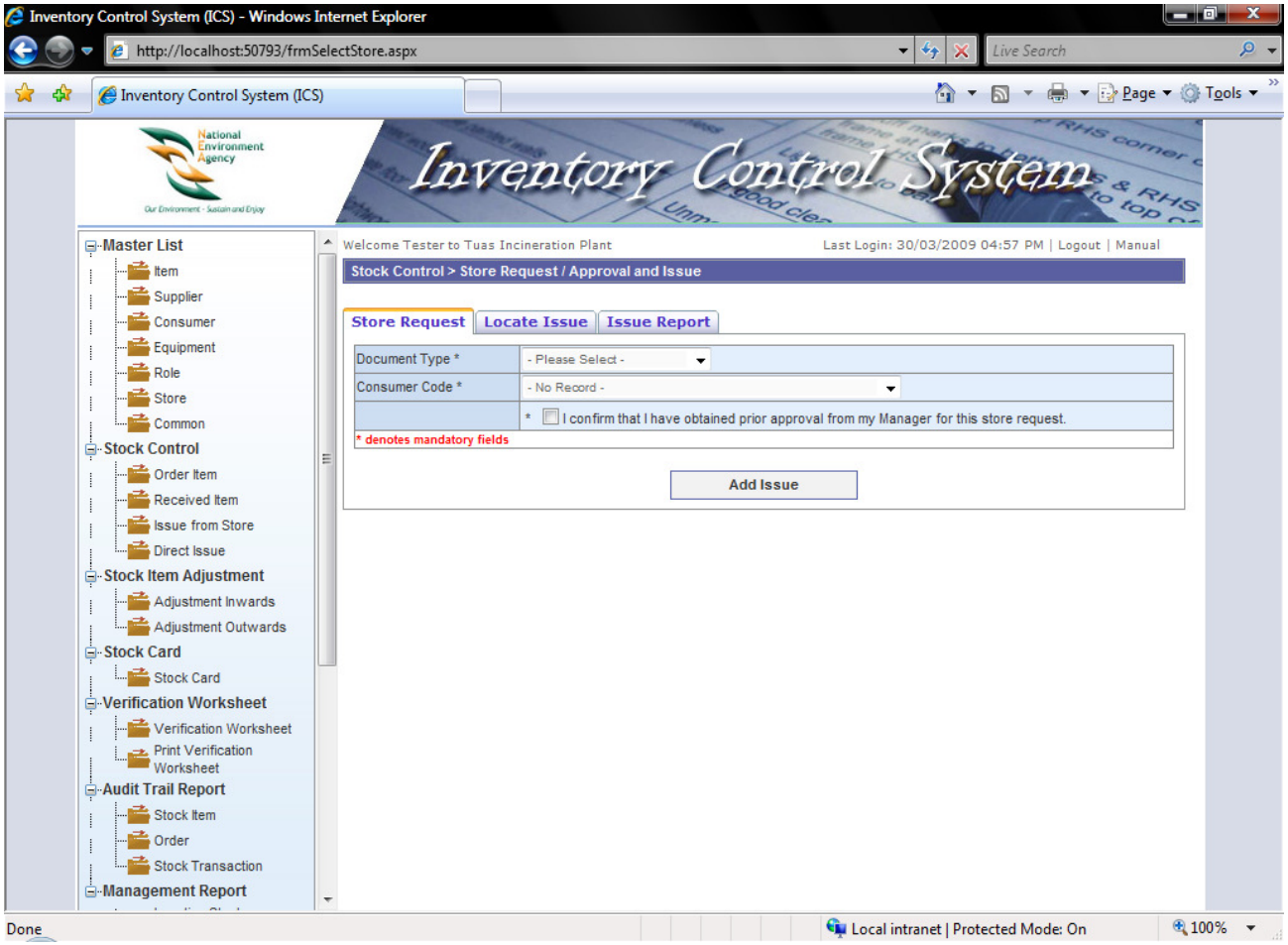

Verify.asp - Windows Internet Explorer
http://10.213.35.31/verify.aspx
Live Search
Verify.asp
Page
Tools
Error :
Login failed. Please verify your login information.
Try Logging in again
Done
Local intranet | Protected Mode: On
100%

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



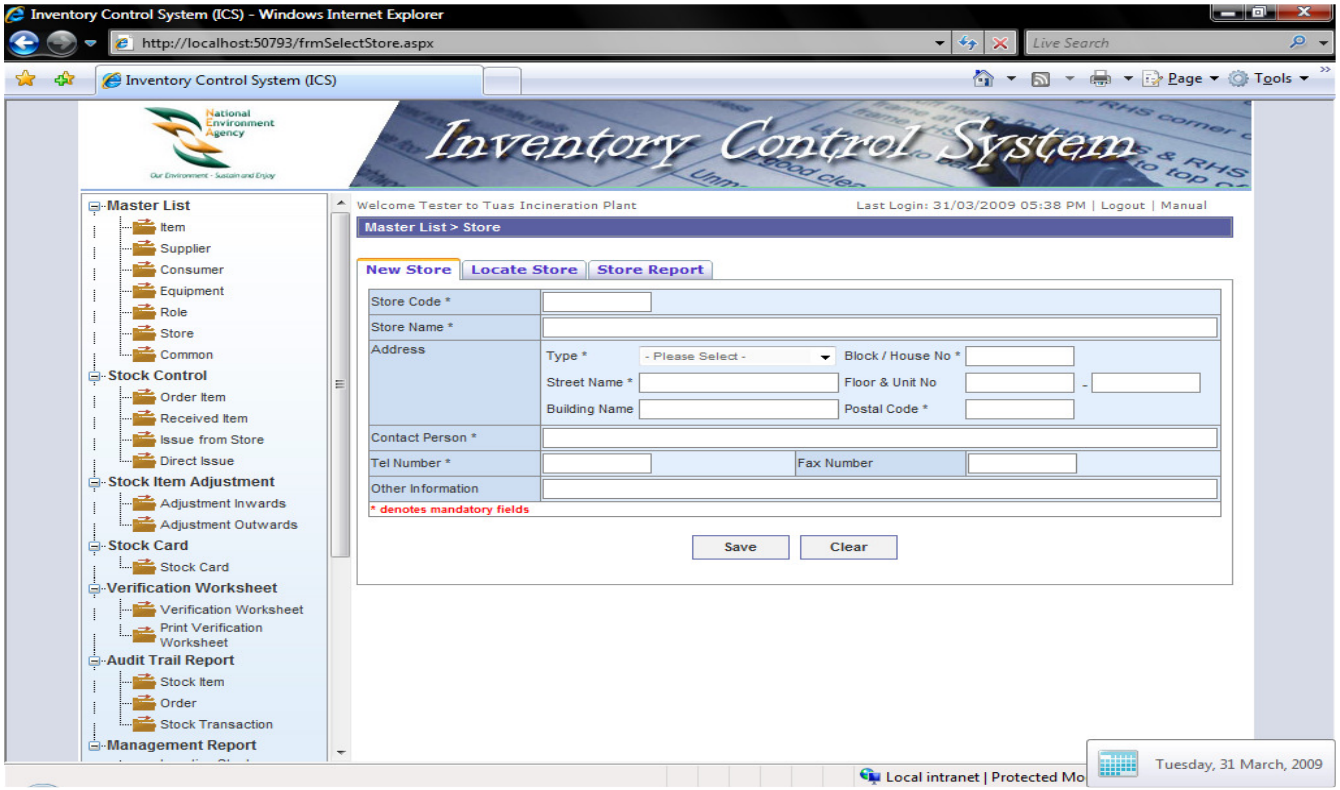
- This screen will be the main page after you have successfully login to ICS.
- On the top of the screen will the NEA logo and ICS banner.
- Your user name and your allocated store information will be displayed below the ICS banner, together with the last login date (that you had previously logged into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

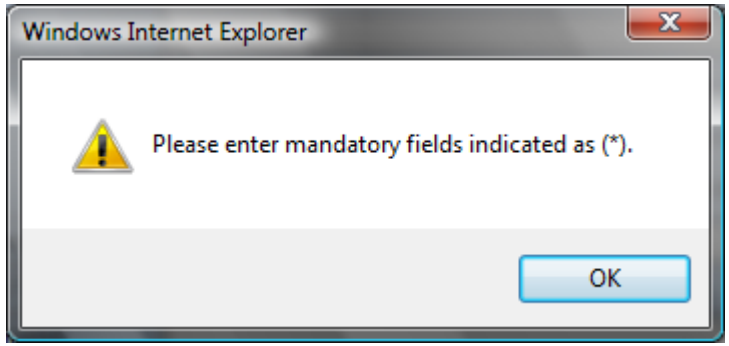
2.1 Create a new Store

- 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.

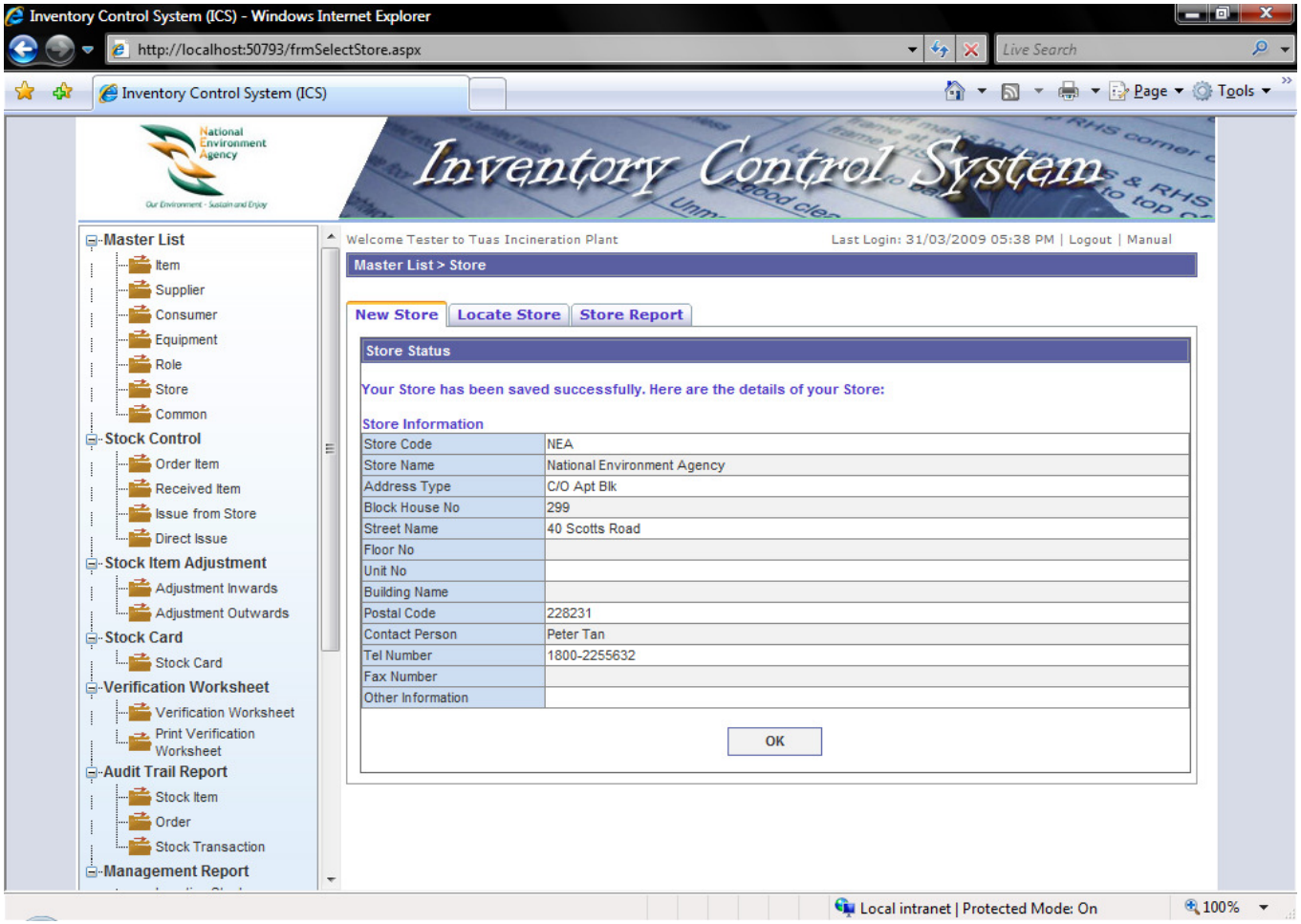


- On the right next to the Menu panel and below the welcome message (located below the ICS banner), is the *fishbone* navigation path bar that you have selected from the “Store” folder. (Master List > Store). E.g. It means that you have selected “Store” from the “Master List” module as per indicated.
- 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.

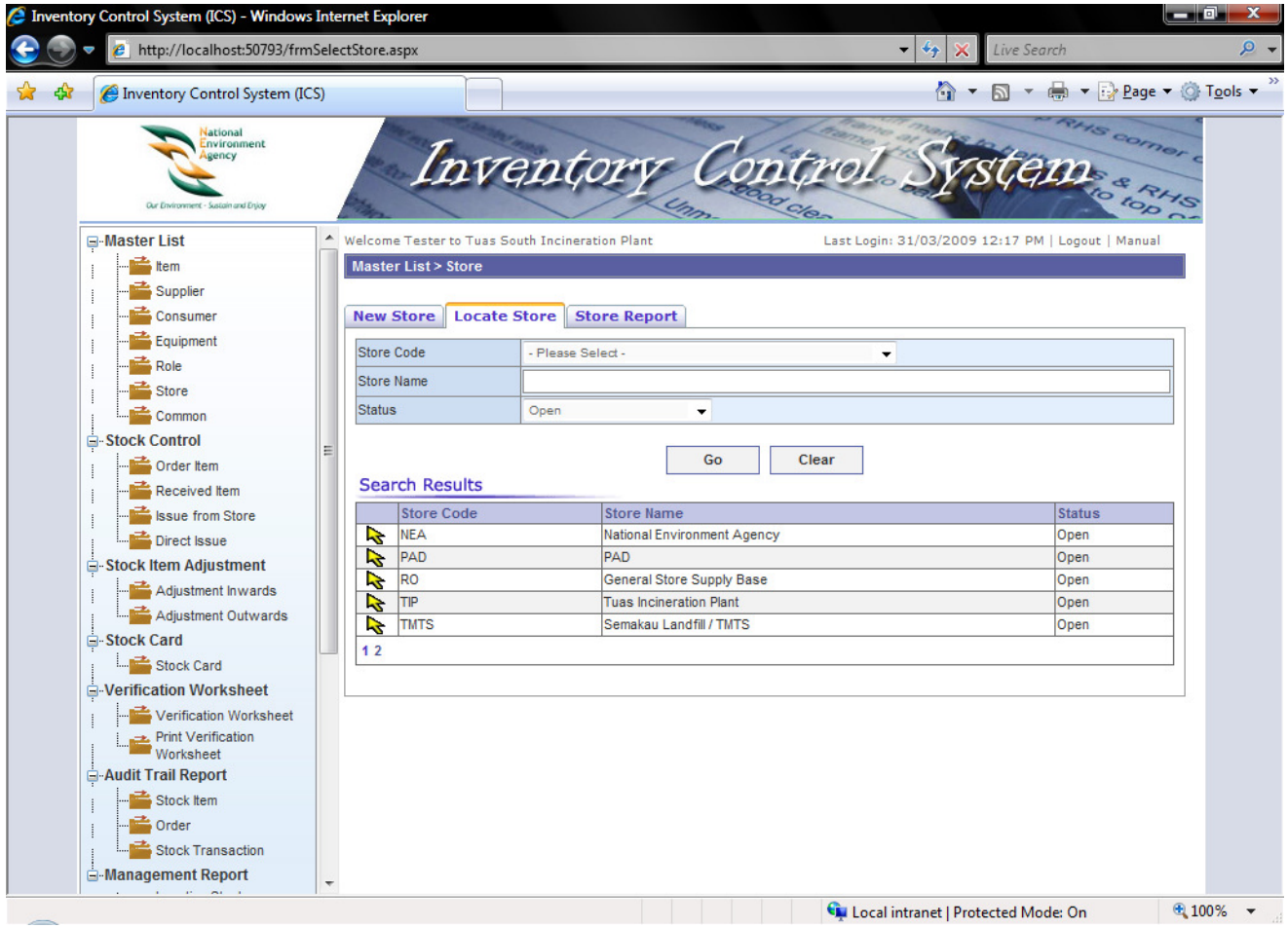


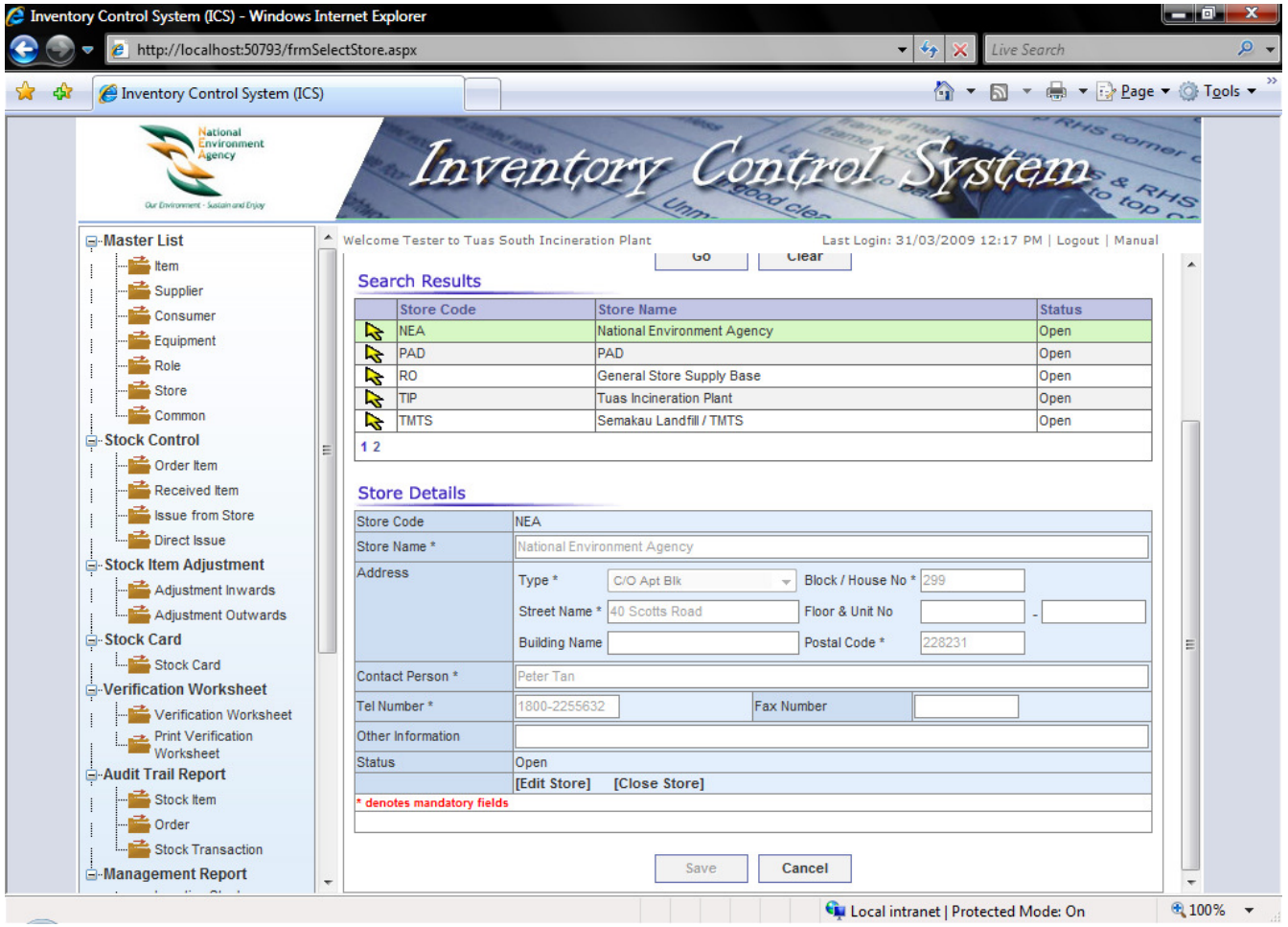
- If all mandatory fields (including non-mandatory ones) are entered, a successful message will be displayed, indicating that you have successfully created a store.


Inventory Control System (ICS) - Windows Internet Explorer
http://localhost:50793/frmSelectStore.aspx
Live Search
Inventory Control System (ICS)
Page
Tools
National Environment Agency
Inventory Control System
Master List
Item
Supplier
Consumer
Equipment
Role
Store
Common
Stock Control
Order Item
Received Item
Issue from Store
Direct Issue
Stock Item Adjustment
Adjustment Inwards
Adjustment Outwards
Stock Card
Stock Card
Verification Worksheet
Verification Worksheet
Print Verification Worksheet
Audit Trail Report
Stock Item
Order
Stock Transaction
Management Report
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%

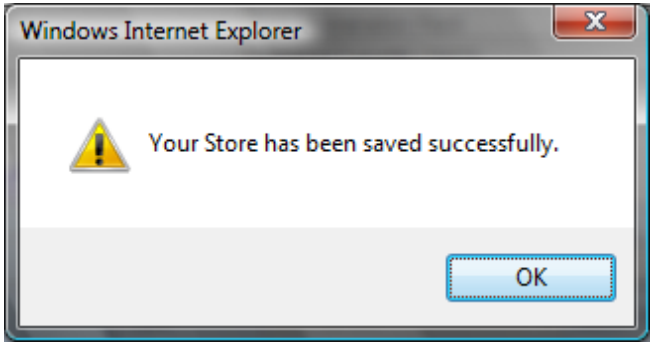
2.2 Locating Stores

- 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.

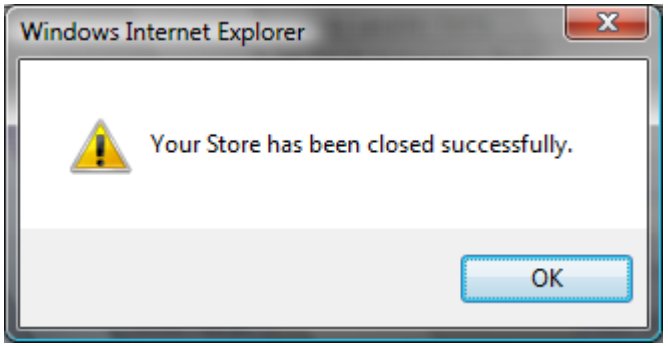




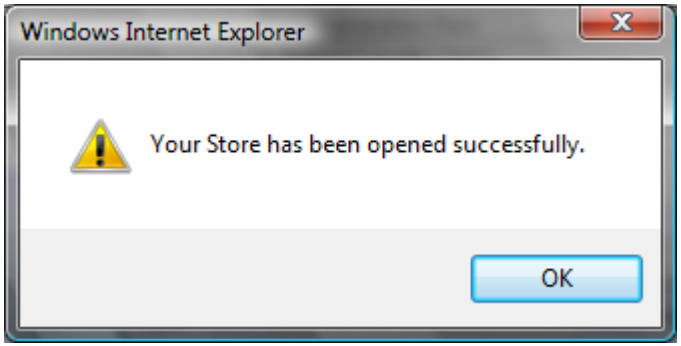
- If you have Edit access rights, you should be able to see the 'Edit Store' and 'Close Store'/'Reopen Store' link button. Click on the 'Edit Store' link button and edit your input fields.
- Click on the 'Save' button to save your changes. You will be prompted a successful message box, indicating that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

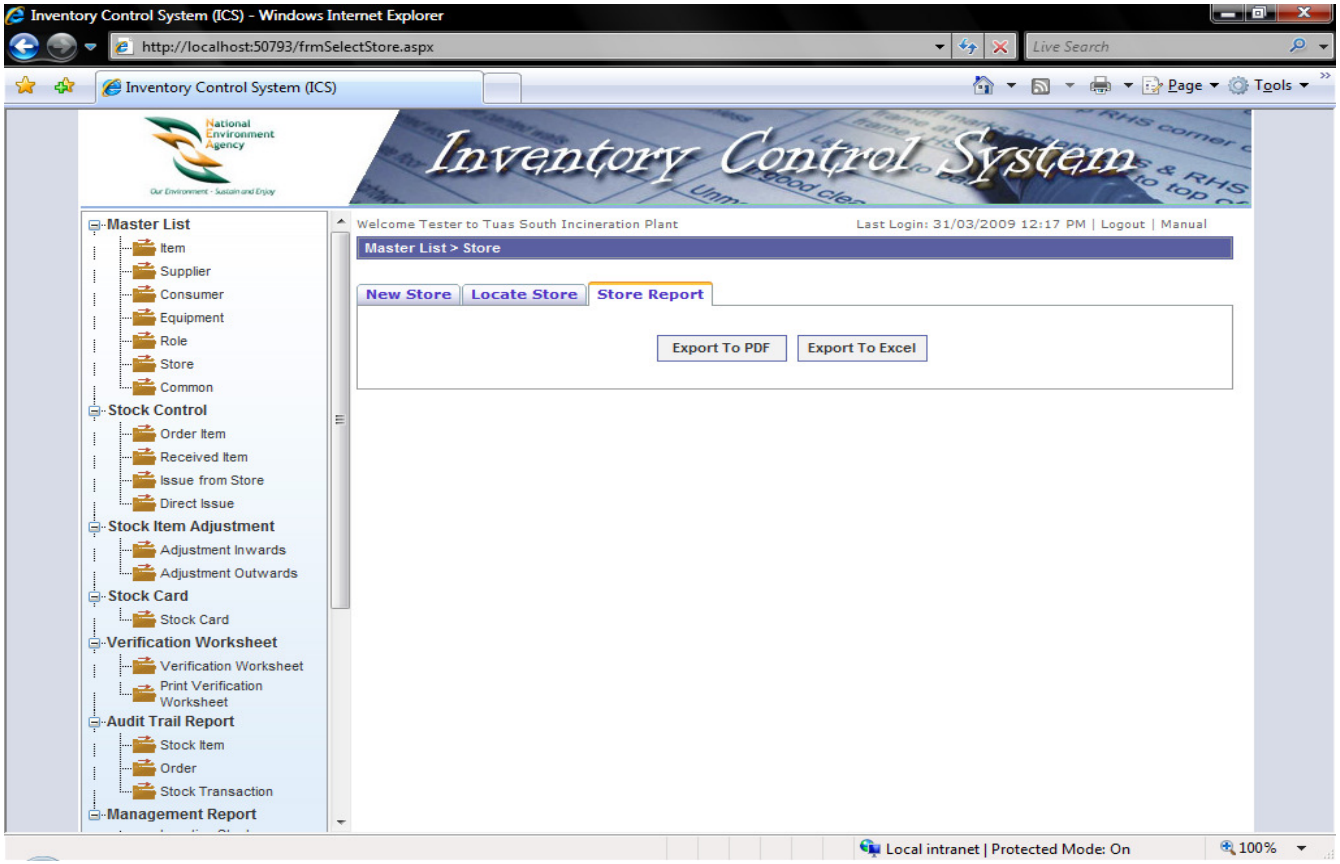


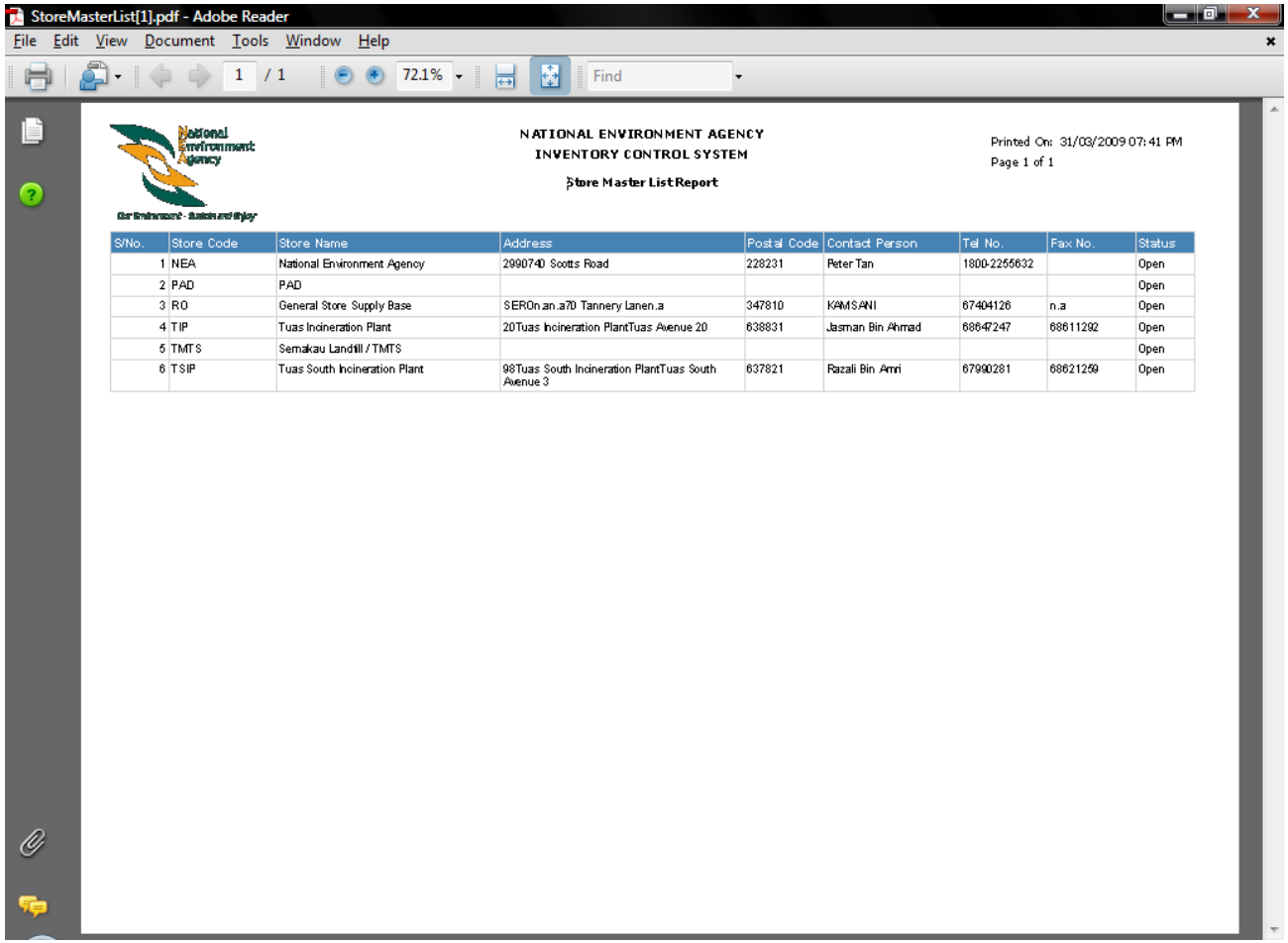
- If you want to re-open your store, click on the ‘Reopen Store’ link button. You will be prompted a successful message box, indicating that you have re-opened the store.


Windows Internet Explorer
Your Store has been opened successfully.
OK

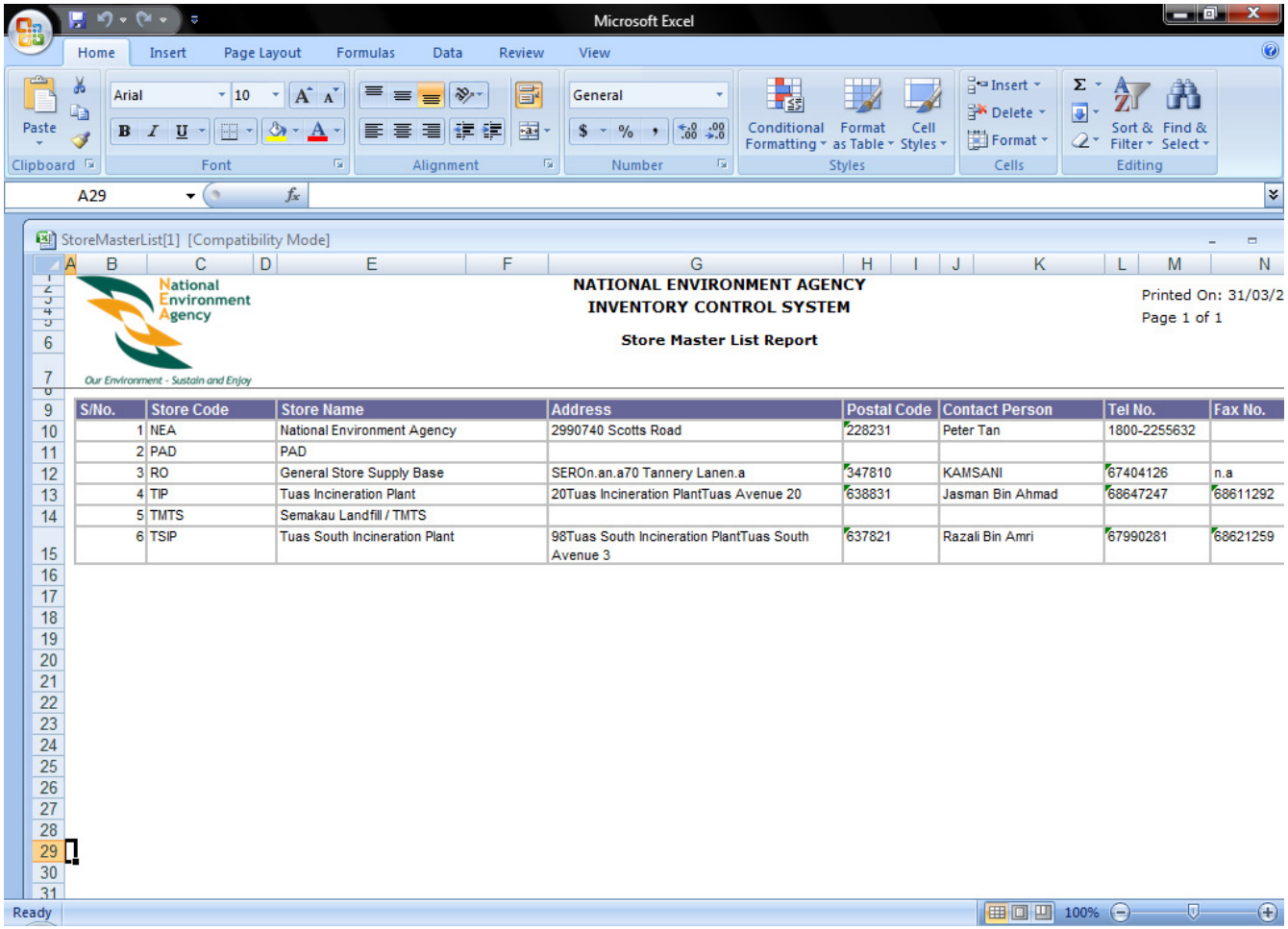
2.3 Retrieving Stores Report

- 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





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 Amri	67990281	68621259	Open



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