



الإدارة العامة للخدمات التعليمية
GENERAL ADMINISTRATION OF EDUCATIONAL SERVICES

التعديلات المطلوبة لنظام إدارة المستودعات Changes needed in the system

Main menu needed القائمة الرئيسية المطلوبة

القائمة الحالية



لوحة تحكم المستودعات (بدل إدارة المستودعات)

Warehouse control panel (instead of warehouse management)

استلام الأصناف (بدل إدارة الأصناف و التوريدات)

Receiving items (instead of managing items and supplies)

صرف المواد (بدل المصروفات)

Material dispensing (instead of expenses)

إرجاع الأصناف (بدل الأصناف التالفة)

Return items (instead of damaged items)

التقارير والاستعلام

Reports and Inquiries same as it is

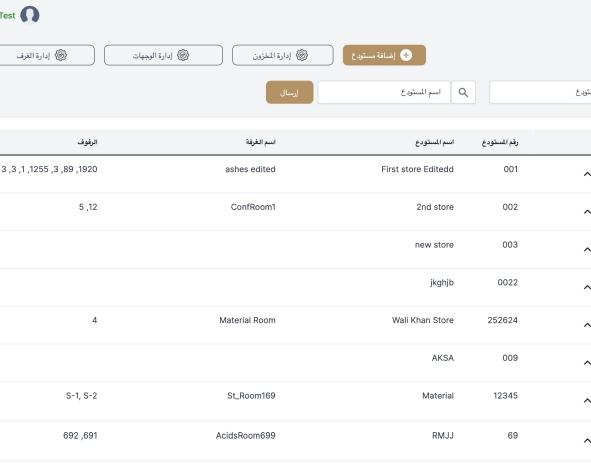
ملف المستخدم (بدل حساب تعريفي)

User profile (instead of profile account)

لوحة تحكم النظام (بدل إدارة المستخدمين)

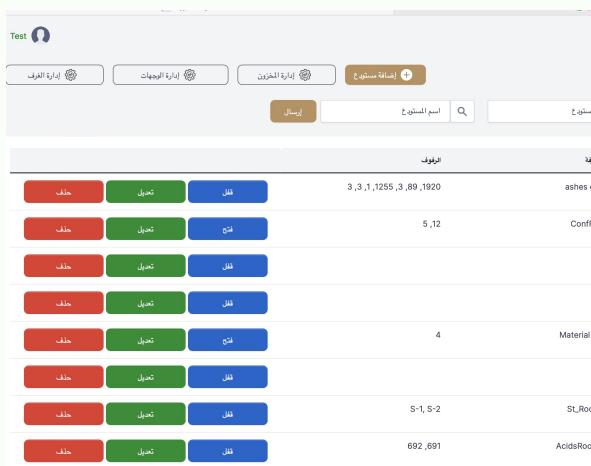
System Control Panel (instead of User Management)

لوحة تحكم المستودعات - Warehouse Control Panel



المستودعات

الرقم	اسم المخزن	اسم المخزن	نوع المخزن	نوع المخزن	رمز المخزن	نوع المخزن
3,3,1,1255,3,89,1920	ashes edited	First store Editedd	001	^		
5,12	ConfRoom1	2nd store	002	^		
		new store	003	^		
			jkghjb	^	0022	
4	Material Room	Wali Khan Store	252624	^		
			AKSA	^	009	
S-1, S-2	St_Room169	Material	12345	^		
692,691	AcidsRoom699	RM.UJ	69	^		



المستودعات

الرقم	اسم المخزن	اسم المخزن	نوع المخزن	نوع المخزن	رمز المخزن	نوع المخزن
3,3,1,1255,3,89,1920	ashes edited					
5,12	ConfRoom1					
4	Material Room					
S-1, S-2	St_Room169					
692,691	AcidsRoom699					

- إضافة مستودع - Add Warehouse**
- استعراض المستودعات (ومنه يمكن التعديل) - Browse the Warehouse (and edit them)**

- إضافة غرفة - Add room**
- استعراض غرف المستودعات (ومنه يمكن التعديل) - Browse of warehouse (rooms - which can be edited)**

- تعريف صنف جديد - Define new item**
- استعراض الأصناف (ومنه يمكن التعديل) - Browse items (and edit them)**

- تعريف الموردين - Define new Supplier Definition**
- استعراض الموردين (ومنه يمكن التعديل) - Browse suppliers (and edit them)-**

{Delete inventory management و إدارة الوجهات} and destination management-

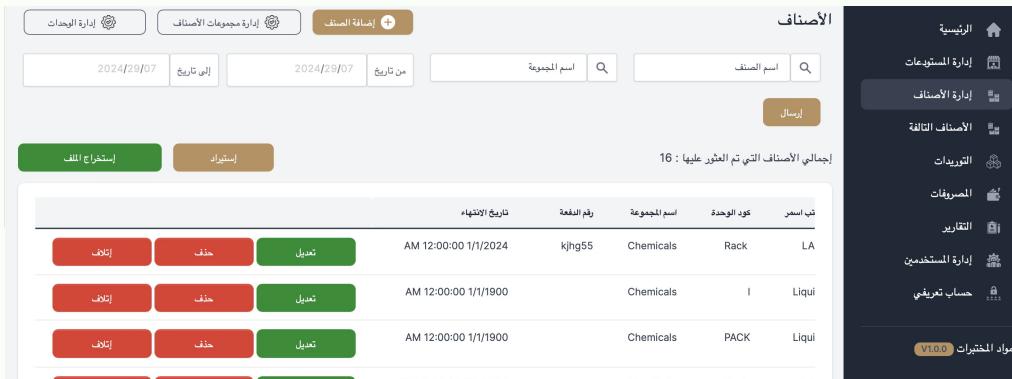
**** It appears to the system administrator + general supervisor + warehouse manager for the warehouses he is responsible for only**

**** تظهر لمدير النظام + المشرف العام+ مدير المستودعات المسؤول عنها فقط**

**** عدم ظهار أي جداول في نفس الصفحة الرئيسية للوحة التحكم**

****Do not display any tables on the same main page of the control panel.**

استلام الأصناف - Receiving items



رقم	الكمية المستلمة	رقم الرف	اسم الغرفة	اسم المخزن	نوع الصنف	نوع الصنف	اسم الصنف	اسم المورِّد
132	PACK 200	1920	ashes edited	2nd store	Liquid	002	Zinc sulfide	Sardra Hazma
109	I 30	1920	ashes edited	West Store Room	Liquid	001	item 1	Hamza Hakeem
145	PACK 6	1	qr1	32646kjhggi	Liquid	002	Zinc sulfide	Waqar Bhai
69	PACK 69	5	ConfRoom1	First store Editeddd	Liquid	002	Zinc sulfide	Rimshja

• محضر استلام جديد report -

• أمر إضافة في بطاقات الصنف (خاص بأمين المستودع لتسجيل الأصناف المستلمة) Adding order to item cards (for warehouse keeper to record received items)-

**** عدم إظهار أي جداول في صفحات القوائم الرئيسية (سيكون عرض الجداول باختيار زر "استعراض....")**

**** Do not show any tables on the main menu pages (tables will be displayed by selecting the "Browse..." button)**



صرف المواد - Material dispensing

• طلب صرف مواد - Materials Request order

• أمر خصم من بطاقات الصنف (خاص بأمين المستودع لتسجيل صرف الأصناف)

Deduction order from item cards(for warehouse keeper to record item disbursement) •

إضافة صرف
إرسال
2024/29/07
إلى تاريخ
2024/29/07
من تاريخ
اسم مقدم الطلب
Q

الصرفوفات

إجمالي الأصناف التي تم العثور عليها : 54

حالة الصرف	تعليقات / إضافات	اسم المستودع	الوجهات	تاريخ استلام الطلب	اسم مقدم الطلب
Preparation	no comm	2nd store	Noura College	AM 12:00:00 1/1/2024	Helo
/Request	saf	2nd store	Noura College	AM 12:00:00 4/26/2024	Hamzi Don
/Request	Ash	2nd store	Islamabad AKSA	AM 12:00:00 4/25/2024	Sammer Cheema Updated
/Request	asd	2nd store	Noura College	AM 12:00:00 4/26/2024	SamEditeddd
/Request	dasd	2nd store	Noura College	AM 12:00:00 4/26/2024	Ashes

جامعة الملك عبدالعزيز
KING ABDULAZIZ UNIVERSITY

- [الرئيسية](#)
- [ادارة المستودعات](#)
- [ادارة الاصناف](#)
- [الاصناف التالفة](#)
- [التوريدات](#)
- [الصرفوفات](#)
- [التقارير](#)
- [ادارة المستخدمين](#)
- [حساب تعريفني](#)

مواد المختبرات V1.0.0

** عدم إظهار أي جداول في صفحات القوائم الرئيسية (سيكون عرض الجداول باختيار زر "استعراض....")
**** Do not show any tables on the main menu pages (tables will be displayed by selecting the "Browse..." button)**

إرجاع الأصناف - Return items

• طلب إرجاع أصناف

Return items request

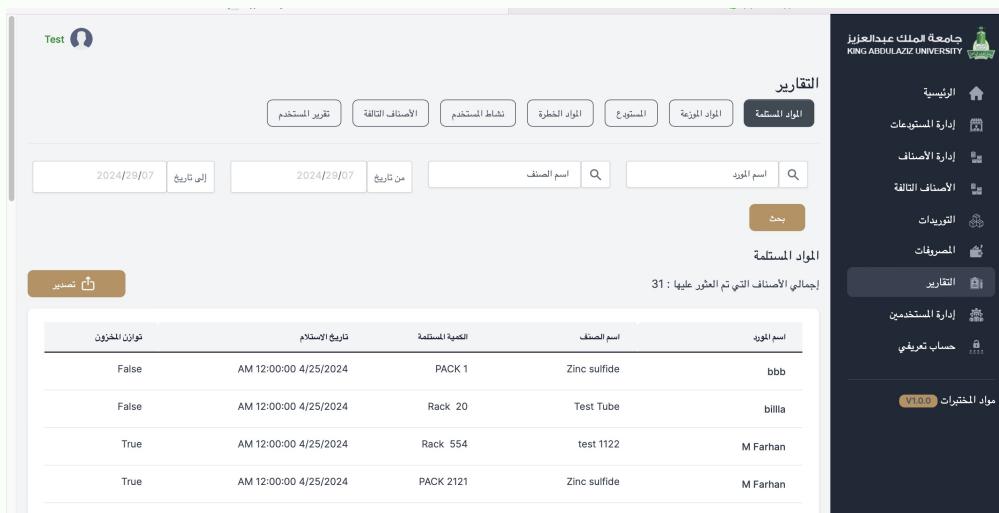
Test

سبب التلف	نوع التوصدة	اعتبار اسرار	الكتيبة المختالفة	اسم المستند	نوع المستند
Default	PACK	Liquid	12	Zinc sulfide	002
defaultDamage	PACK	Liquid	100	Zinc sulfide	002
21321	PACK	Liquid	13	Zinc sulfide	002
Default	PACK	Liquid	12	Zinc sulfide	002
test	PACK	Liquid	100	Zinc sulfide	002
fire	I	Liquid	10	item 1	001
Damaged	Rack	LAB	1	test 1122	11222211
Damaged	ml	Liquid	5	Mg	098
Damaged	BOX	LAB	10	Sulphide	378
broken	Rack	LAB	10	test 1122	11222211



The screenshot shows the university's main website with a dark sidebar containing links like 'الرئيسية', 'إدارة المستديعات', 'إدارة الأصناف', and 'الإسناد الثقافية'. Below the sidebar, there are icons for 'التوريدات', 'المصرفات', 'التفاير', 'إدارة المستخدمين', and 'حساب تعريفي'. At the bottom of the sidebar, it says 'V1.0.0 مواد المختبرات'.

التقارير والاستعلام - Reports and Inquiries



نوعية المخزون	تاريخ الاستلام	الكمية المستلمة	اسم العنصر	اسم المؤرخ
False	AM 12:00:00 4/25/2024	PACK 1	Zinc sulfide	bbb
False	AM 12:00:00 4/25/2024	Rack 20	Test Tube	billa
True	AM 12:00:00 4/25/2024	Rack 554	test 1122	M Farhan
True	AM 12:00:00 4/25/2024	PACK 2121	Zinc sulfide	M Farhan

- الإبقاء على تقارير المستخدمين ونشاط المستخدمين، وتكون صلاحية استعراضها لمدير النظام فقط

Keep user reports and user activity, and only the system administrator has the authority to view them.

- في تقارير نشاط المستخدمين يحتاج إضافة تفاصيل أكثر عند قيام مستخدم بتحديث (موقع التعديل/الحذف /إضافة غير محدد)

In user activity reports more details need to be added when a user updates (edit/delete/add location not specified)

- الإبقاء على خاصية التصدير لملف اكسيل، والتأكد من وجودها في جميع التقارير

Keep the export feature enabled for Excel, and make sure it is present in all reports.

- التأكيد من ظهور جميع الأعمدة الخاصة بكل تقرير حسب الحقول المعرفة في النظام

Ensure that all columns for each report appear according to the fields defined in the system.

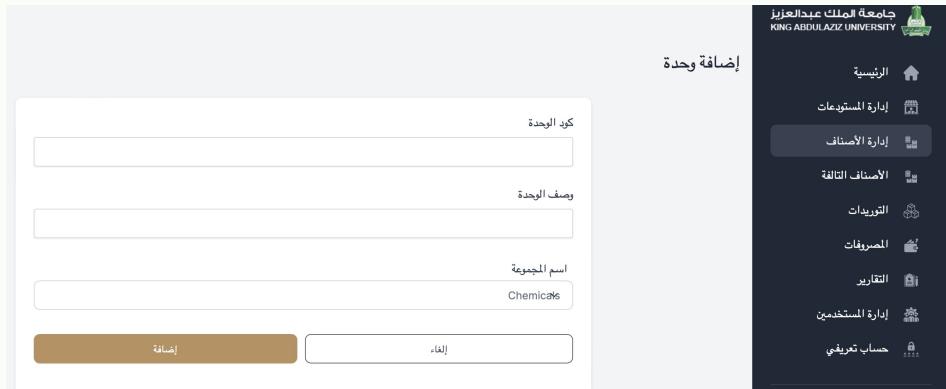
- تعديل باقي التقارير بما يتناسب مع التعديلات الجديدة للنظام: (يتبع...)

Modify the remaining reports to be consistent with the new system amendments: (to be continued...)

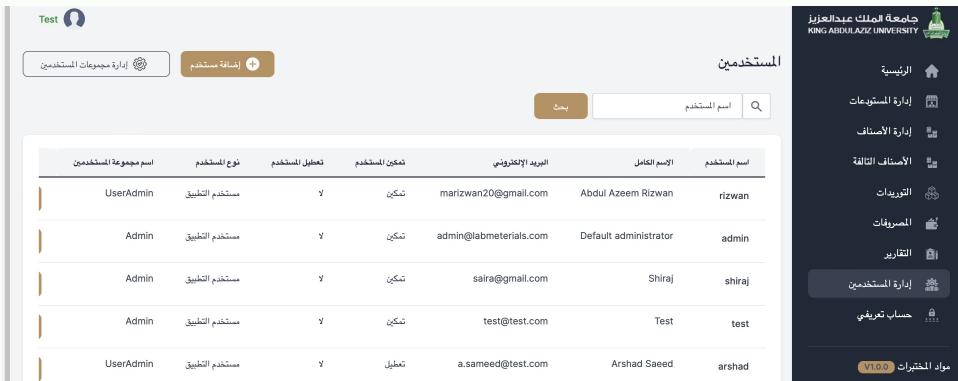
التقارير والاستعلام - Reports and Inquiries

- Modify search options to be filters in column headers for all reports and queries.
- Item report (showing storage location), with the ability to search by any of the item fields such as "item group"
- Item **cards** reports (for any warehouse) with the ability to view item card data for a specific period of time (from date to date)
- Receipt requests reports, disbursement requests reports, and return requests reports (with clarification of the actions taken regarding the returned items)
- Adding the request status in the reports for requests (completed or under process) as this is supposed to be recorded implicitly in the request paths)
- Item movement reports (shows the tracking of items, their receipt dates at the warehouse and the supplier, the date of their disbursement from the warehouse, and the sectors to which they were disbursed, and links them to any return requests, if any) and the ability to search by any of the item fields or by the sectors submitted for disbursement requests or the supplier

لوحة تحكم النظام - System Control Panel



The screenshot shows the 'Add Unit' form on the left and the main navigation menu on the right. The navigation menu includes links for Home, User Management, Inventory Management, Item Categories, Suppliers, Manufacturers, Reports, User Types, and Help.



The screenshot shows the 'User Management' table on the left and the main navigation menu on the right. The table lists users with columns for Name, Group, Type, Status, Email, Full Name, and Username.

اسم المستخدم	نوع المستخدم	تطبيقي المستخدم	تمكين المستخدم	البريد الإلكتروني	الاسم الكامل	اسم المستخدم
UserAdmin	مستخدم التطبيق	لا	تمكين	marizwan20@gmail.com	Abdul Azeem Rizwan	rizwan
Admin	مستخدم التطبيق	لا	تمكين	admin@labmaterials.com	Default administrator	admin
Admin	مستخدم التطبيق	لا	تمكين	saira@gmail.com	Shiraj	shiraj
Admin	مستخدم التطبيق	لا	تمكين	test@test.com	Test	test
UserAdmin	مستخدم التطبيق	لا	تطبيقي	a.sameed@test.com	Arshad Saeed	arshad

- التحكم بالقوائم المنسدلة للنظام - Edit drop-down menus -
 Warehouse type, Units of measure, Item group, Chemical status, Hazard classification of chemicals, Document type
- إدارة المستخدمين - User management - Add user, manage user groups, browse users (including modify and disable)

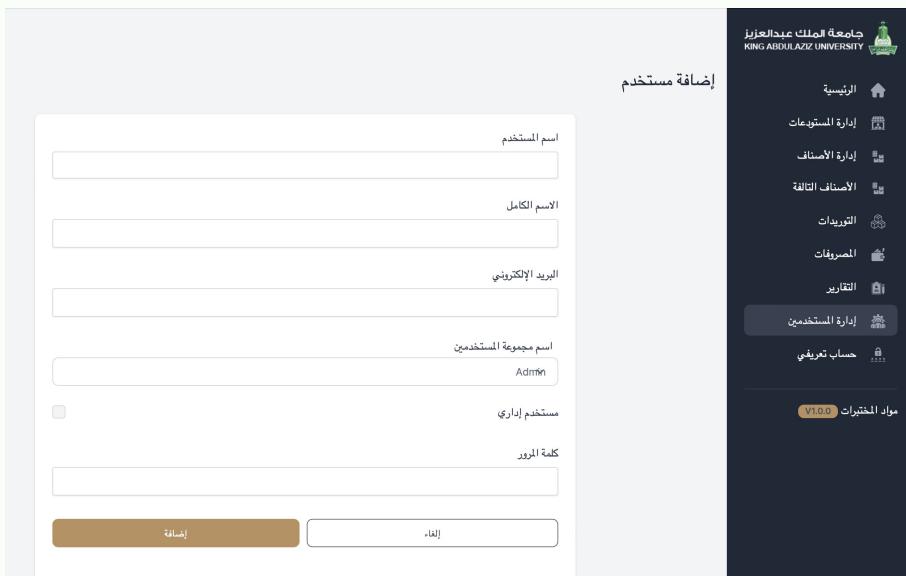
** لا تظهر إلا للمستخدم من نوع مدير النظام

system admin

** Only visible to system admin users

System Control Panel: User Management: Add New User

- Reorder fields:



إضافة مستخدم

اسم المستخدم

الاسم الكامل

البريد الإلكتروني

اسم مجموعة المستخدمين

Admin

مستخدم إداري

كلمة المرور

إضافة

إلغاء

جامعة الملك عبدالعزيز
KING ABDULAZIZ UNIVERSITY

الرئيسية

ادارة المستويات

ادارة الاصناف

ادارة الاصناف الفرعية

الدوريدات

المصروفات

التقارير

ادارة المستخدمين

حساب تعرفي

مواد المختبرات

V1.0.0

Required fields		
Additional notes	Data type	The inns
(User groups)	Dropdown list	User Type *
If selected, only the job number will be required, and the rest of the data will be fetched from Active Directory.	Checkbo x	User from network domain
	number	Job Number *
	text	Name*
	text	Employee's affiliation*
	number	Transfer*
	Email	Email*
Not required if the user is from the network range.	Password	Password*
Not required if the user is from the network range.	كلمة مرور	Re-type Password *

System Control Panel: User Management: User Group Management

• تحتاج إعادة دراسة حسب أنواع المستخدمين المطلوبة ومسار الموافقات المطلوب

- Needs to be re-examined according to the types of users required and the required approval path.



إضافة مجموعة مستخدمين

اسم مجموعة المستخدمين

الأذونات

CanManageStore
CanManageUsers
CanManageItems
CanReceiveSupplies
CanDistributeItems

إضافة إلغاء

الرئيسية

إدارة المستودعات

إدارة الأصناف

الأصناف التالفة

ال TORيدات

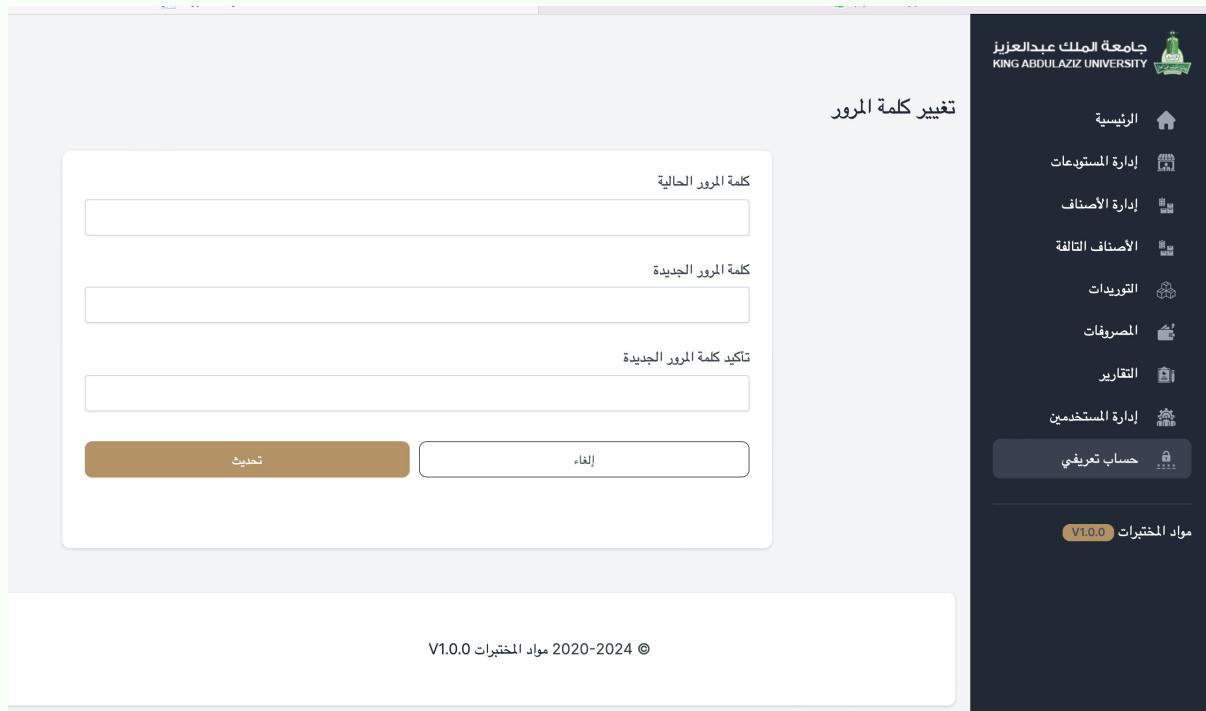
المصروفات

التقارير

إدارة المستخدمين

حساب تعريفي

ملف المستخدم - User file



The screenshot shows two windows side-by-side. On the left is a password change form titled 'تغيير كلمة المرور' (Change Password). It contains three input fields: 'كلمة المرور الحالية' (Current Password), 'كلمة المرور الجديدة' (New Password), and 'تأكيد كلمة المرور الجديدة' (Confirm New Password). Below these is a brown 'تحديث' (Update) button and a white 'إلغاء' (Cancel) button. At the bottom, it says 'V1.0.0 مواد المختبرات © 2020-2024'. On the right is the university's main navigation menu titled 'جامعة الملك عبدالعزيز KING ABDULAZIZ UNIVERSITY'. The menu items include: الرئيسية (Home), إدارة المستودعات (Inventory Management), إدارة الأصناف (Category Management), الأصناف التالفة (Faulty Goods), التوريدات (Supplies), المصروفات (Expenses), التقارير (Reports), إدارة المستخدمين (User Management), and حساب تعريفني (My Account). A red banner at the bottom of the menu says 'V1.0.0 مواد المختبرات'.

- اظهار جميع الحقول المطلوبة في إضافة مستخدم جديد

Show all required fields in Add New User

- فقط المستخدم من غير نطاق الشبكة هو من يستطيع تعديل بيانته، بدون تعديل مجموعة المستخدمين

Only the user outside the network scope can modify his data, without modifying the user group.

أنواع مستخدمي النظام - Types of system users

- مدير النظام System Admin
- أمين مستودع - Warehouse Clerk
- مدير مستودع - Warehouse Manager
- المشرف العام للخدمات التعليمية (صاحب الصلاحيـة/ الرئيس المسؤول/ مدير إدارة المستودعـات)
General Supervisor of Educational Services (Authority/Responsible Head/Warehouse Management Manager)
- مدير إدارة قطاع (صلاحية اعتماد طلب صرف مواد و تقديم طلب ارجاع)
(Authority to approve material disbursement request and submit return request)
Return Inspection Committee Officer
- مسؤول لجنة فحص الرجيع - Recycling Officer
- مسؤول إعادة تدوير - Destruction Officer

لوحة تحكم المستودعات: إضافة مستودع

Warehouse Dashboard: Add Warehouse -

****The system should not allow duplicate repository name**

**** Only the system administrator can add a new repository**

إضافة مستودع

إضافة
إلغاء

تحديث المستودع

تحديث
إلغاء

Required fields		
Additional notes	Data type	The inns
Central / Branch / Supply Room / Emergency Room	Dropdown list	Warehouse Type*
It will appear on the receipt, delivery and disbursement forms.	text	Warehouse Name *
It shows all users known in the system as "Warehouse Manager" He will have the authority to modify the warehouse data and all its affiliated rooms	Dropdown list	Warehouse Manager Name*
Automatically appears by name in previous field.	-	Warehouse Manager Job Number*
In the case of a closed warehouse, the addition and deduction order is not allowed in the item card (this happens in cases of inventory), and all rooms affiliated with the warehouse are closed.	open <input type="checkbox"/> closed <input type="checkbox"/>	Warehouse status*

لوحة تحكم المستودعات: إضافة غرفة

Warehouse Dashboard: Add Room



أضاف غرفة

رقم المستودع	First store Edited
رقم الغرفة	
اسم الغرفة	
إضافة	إلغاء

**** يجب على النظام أن لا يسمح بتكرار نفس الغرفة (رقم المبني + رقم الغرفة + اسم المستودع)**

**** مدير المستودع له صلاحية إضافة غرفة للمستودع الخاص به فقط**

**** The system should not allow duplication of the same room (building number + room number + warehouse name)**

**** The warehouse manager has the authority to add a room to his warehouse only**

Required fields		
Additional notes	Data type	The inns
According to the warehouses added to the system	Dropdown list	Warehouse Name *
It appears automatically according to the system recorder.	Fixed text	Warehouse Type
It appears automatically according to the system recorder.	Fixed text	Warehouse Manager
	Text	Building No.*
	Text	Room number*
	Text	Room Description
Number range from zero to indefinite	number	Number of shelves
Select it from Active Directory/Users defined in the system.	number	Warehouse keeper job number *
The name appears automatically after selecting the job number. It will have the authority to add an order to the item card and a deduction order for this room.	text	Warehouse keeper name *
In the case of a closed warehouse, the addition and deduction order is not allowed in the item card (and it happens in cases of inventory)	open <input type="checkbox"/> close <input type="checkbox"/>	Room status*

لوحة تحكم المستودعات: استعراض المستودعات - Warehouse - control panel : Browse Warehouse

Warehouse Control Panel: Browse Warehouses

المستودعات			
الرقم	اسم الغرفة	اسم المستودع	رمز المستودع
3,3,1,1255 ,3 ,89 ,1920	ashes edited	First store Editedd	001
5 ,12	ConfRoom1	2nd store	002
		new store	003
		jkghj:b	0022
4	Material Room	Wali Khan Store	252624
		AKSA	009

المستودعات			
الرقم	اسم الغرفة	رمز المستودع	الإجراءات
3,3,1,1255 ,3 ,89 ,1920	ashes edited	001	<button>حذف</button> <button>تعديل</button> <button>فتح</button>
5 ,12	ConfRoom1	002	<button>حذف</button> <button>تعديل</button> <button>فتح</button>
		003	<button>حذف</button> <button>تعديل</button> <button>فتح</button>
		0022	<button>حذف</button> <button>تعديل</button> <button>فتح</button>
4	Material Room	252624	<button>حذف</button> <button>تعديل</button> <button>فتح</button>
		009	<button>حذف</button> <button>تعديل</button> <button>فتح</button>

- Ability to select a specific warehouse or all warehouses.
- Show a table with all warehouse data according to the user's permission (each warehouse manager will see the warehouses he has permission over, while the system manager will see all warehouses)
- Show all fields listed in: Add Repository
- Show buttons to edit warehouse data at the end of each row.
- Show the delete warehouse room button. provided that the warehouse cannot be deleted if there are items or materials in its rooms.
- Ability to filter all columns (facilitate searching and browsing through any column)
- Ability to export the table data to an Excel file.
- Ability to print the cross table.

لوحة تحكم المستودعات: استعراض الغرف

Warehouse control panel: Browse Rooms-

المستودعات			
الرقم	اسم الغرفة	اسم المستودع	رقم المستودع
3,3 ,1,1255 ,3 ,89 ,1920	ashes edited	First store Editeddd	001
5 ,12	ConfRoom1	2nd store	002
		new store	003
		jgjhjb	0022
4	Material Room	Wali Khan Store	252624
		AKSA	009

المستودعات			
الرقم	اسم الغرفة	العمليات	العمليات
3,3 ,1,1255 ,3 ,89 ,1920	ashes edited	<button>حذف</button> <button>تعديل</button> <button>نقل</button>	
5 ,12	ConfRoom1	<button>حذف</button> <button>تعديل</button> <button>فتح</button>	
		<button>حذف</button> <button>تعديل</button> <button>نقل</button>	
		<button>حذف</button> <button>تعديل</button> <button>فتح</button>	
4	Material Room	<button>حذف</button> <button>تعديل</button> <button>نقل</button>	
		<button>حذف</button> <button>تعديل</button> <button>نقل</button>	

- Ability to select a specific warehouse or all warehouses.
- Show a table with all the data of the warehouse rooms according to the user's authority (each warehouse manager will see the warehouses he has authority over, while the system manager will see all the warehouses)
- Show all fields listed in: Add Warehouse + Add Room
- Show buttons to edit warehouse room data at the end of each row.
- Show the delete warehouse room button, provided that the room cannot be deleted if there are items or materials in it.
- Ability to filter all columns (facilitate searching and browsing through any column)
- Ability to export browse table data.
- Ability to print the cross table.

لوحة تحكم المستودعات: تعریف صنف جديد

Warehouse control panel : Define New Item

The screenshots illustrate the steps to define a new item:

- Step 1: Add New Item Form**
Shows fields for 'Item Name' (test 1128), 'Warehouse Number' (First store Edited : 064), 'Item Weight' (0), and 'Item Description' (Chemical). Buttons for 'Save' and 'Cancel' are at the bottom.
- Step 2: Confirmation Form**
Shows the same information as Step 1, with an additional 'Expiry Date' field set to '2024/29/07'. Buttons for 'Save' and 'Cancel' are at the bottom.
- Step 3: System Control Panel**
Shows the main menu with 'Warehouse Management' selected. A note on the right says:
**Do not allow duplication of item name and number
** The items here have no relation to storage or warehouse number

Required fields		
Additional notes	Data type	The ins
	Text	Item No. (Item Code)*
	Text	Item name in Arabic*
	Text	Item name in English
	text	Item Description
(Chemical/Glassware...) + Add a button that allows adding to the drop-down list from the system control panel	Dropdown list	Item group *
+ Add a button that allows adding to the drop-down list from the system control panel	Dropdown list	Unit of measure *
If selected, the following fields appear:	checkbox	chemical
(Non-hazardous/Low hazardous...) + Added a button that allows adding to the drop-down list from the system control panel	Dropdown list	Risk Rating
(Liquid/Solid/Gas) + Add a button that allows adding to the drop-down list from the system control panel	Dropdown list	State of matter
	Checkbox	It must have an expiration date.

لوحة تحكم المستودعات: استعراض الأصناف لتعديل

Warehouse control panel : Browse Items for Editing

الأصناف

إضافة المجموعة إضافة الصنف

إضافة المجموعات إضافة المصنف

إضافة المصنف

إرسال

إسخراج الملف

إسخراج

نوع الصنف	اسم الصنف	الكمية المتاحة	نوع خلودرة الصنف	أكتب اسمه	كود الوحدة	اسم المجموعة	رقم الفحقة	تاريخ الانتهاء
test 1122	11222211	69	Oxidizing	LAB	Rack	Chemicals	kjhg55	2024/07/29
item 1	001	145	Health	I	Liquid	Chemicals		2000/01/01
Zinc sulfide	002	537	NonHazardous	PACK	Liquid	Chemicals		2000/01/01
Test Tube	003	4	NonHazardous	LAB	Rack	Chemicals		2000/09/08
Zinc sulfide1	0030	24	NonHazardous	LAB	Rack	Chemicals		2000/01/01

إجمالي الأصناف التي تم العثور عليها: 16



الرئيسية

ادارة المستودعات

ادارة الاصناف

ادارة المجموعات

ادارة المصنف

التصديرات

المصرفات

التقارير

ادارة المستخدمين

حساب تعريفني

مواد المختبرات

V1.0.0

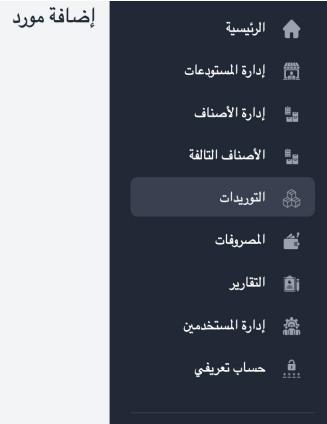
- Show a table with all item data
- Show all fields listed in: New Item Definition
- Show buttons to edit item data at the end of each row.
- Show the delete button to the system administrator only, provided that no item used in item cards is allowed to be deleted.
- Ability to filter all columns (facilitate searching and browsing through any column)
- Ability to export browse table data.
- Ability to print the cross table.

لوحة تحكم المستودعات: تعریف الموردين

Warehouse control panel : Define new Supplier

إضافة مورد

اسم المورد	<input type="text"/>
رقم التواصل للمورد	<input type="text"/>
نوع المورد	<input type="text"/>
عنوان المورد	<input type="text"/>
إسمة	<input type="button" value="إذن"/>

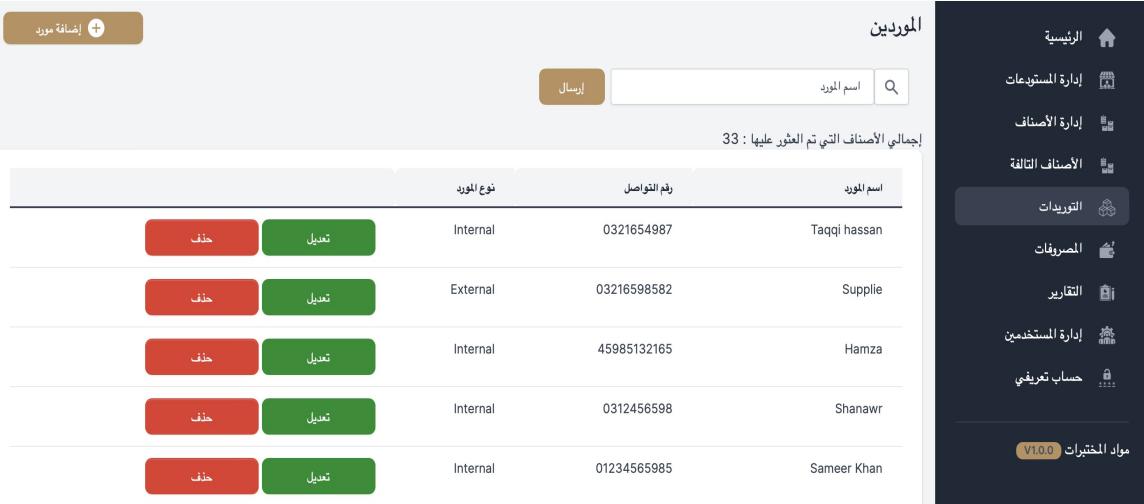


Required fields		
Additional notes (internal/external)	Data type	The inns
	Drop down list	Resource Type *
	Text	Sector/Company Name *
	text	Coordinator/Communication Officer Name *
	Number starting with 0	Mobile phone number
	number	Extension number

- عدم السماح بتكرار اسم القطاع/ المورد
- Do not allow duplicate sector/resource name

لوحة تحكم المستودعات: استعراض الموردين

Warehouse control panel : Browse suppliers

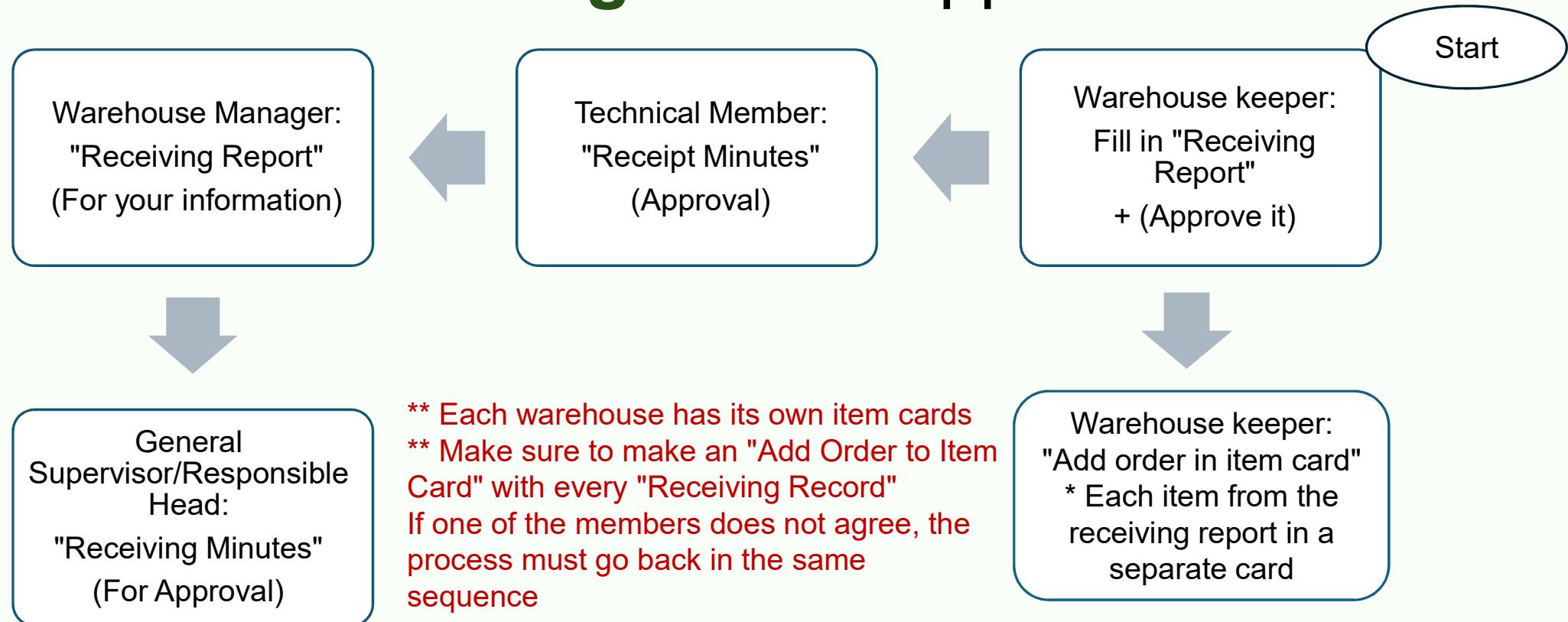


نوع المورد	رقم التواصيل	اسم المورد
Internal	0321654987	Taqqi hassan
External	03216596582	Supplie
Internal	45985132165	Hamza
Internal	0312456598	Shanawr
Internal	01234565985	Sameer Khan

- Show a table with all item data
- Show all fields listed in: Supplier Definition.
- Show buttons to edit resource data at the end of each row.
- Show the delete button to the system administrator only, provided that the deletion of a supplier whose data has been registered in the receipt of any items is not allowed
- Ability to filter all columns (facilitate searching and browsing through any column)
- Ability to export browse table data.
- Ability to print the cross table.

استلام الأصناف: مسار الموافقات

Receiving Items: Approval Path



استلام الاصناف: محضر استلام

Receiving items: Receiving report



المملكة العربية السعودية للخدمات التعليمية

GENERAL ADMINISTRATION OF EDUCATIONAL SERVICES

Required fields		
Additional notes	Data type	The inns
	Drop down list	Item group *
If a number is entered, the name will be displayed in the next field.	Text	Item No. *
Allows typing search, and if a name is selected, the item number is displayed in the previous field, along with a button that allows defining a new item.	Drop down list	Item Name *
Related to previous field	Constant text	Item Description
Related to previous field	Constant text	Unit of measure
Negative values are not allowed.	Number	Quantity *
Decimal points allowed (riyal and halala), negative values not allowed	Number	Unit price *
Automatic calculated= Quantity* Unit price	Number	Total price
	Long text	comments
Automatic from the system according to the creator of the minutes	Name and employee ID number	Recipient*
Name and job number associated with Active Directory users	Drop down list	Technical Member*
(General Supervisor of Educational Services)	Drop down list	Chief Responsible

Required fields		
Additional notes	Data type	The inns
Automated by the system, starting with 1 for each fiscal year.	number	Serial Number*
AD (includes previous year and current year)	Drop down list	fiscal year*
	Date	Receiving Date *
General Administration of Educational Services	constant	Recipient sector*
	constant	sector Number *
Automatic from the system according to user permissions	Drop down list	Receiving warehouse*
(Certification/Purchase order/Return order/Transfer from another warehouse....)	Drop down list	Based on document*
	Text	Document No.*
	date	Document date*
	File	Add attachment
(Internal/External)	Drop down list	Supplier Type*
Allow writing and searching, with a button to define a new resource	Drop down list	Supplier Name*

استلام الأصناف: محضر استلام

Receiving items: Receiving report

Serial Number*	رقم التسلسل.....	محضر استلام	Recipient sector
Pages count (when printing)	عدد الصفحات.....	Supplier Name*	sector Number *
Date of receipt*	تاريخ الاستلام.....	Receiving warehouse	مستودع
fiscal year*	السنة المالية.....	Document date*	Document No.*
	 تاريخ رقم
ملاحظات comments	مجموع القيمة	سعر الوحدة	العنوان
	ريال	ريال	الوحدة
	هـ	هـ	الكمية
	Total price	*Unit of measure	اسم الصنف ووصفه
		Name *	Item
		Description	Item
		No. *	Count
			#
Chief Responsible	Total price	Technical Member*	Recipient
الرئيس المسؤول	القيمة الإجمالية	عضو لجنة	المستلم
			*
Approved (show when the person approve the report instead of signature)			الاسم
			التوقيع
			ال التاريخ

الشكل التقريبي

محضر الاستلام

عند الطباعة

Approximate
format of
receipt when
printed

name
signature
Date (of approval/sign)

استلام الأصناف: أمر إضافة في بطاقات الصنف

Receiving Items: adding order to item cards

- Fields in blue are linked together, and searching in any one of them shows the information linked in the other fields. Fields in orange are not editable, they are only shown for confirmation.

Required fields		
Additional notes	Data type	The inns
Taking into account the unit of measurement	Number	Quantity received*
Link to system alerts	Date	Expiry date
	Date	Date of entry into the warehouse*
Search is allowed according to the rooms of the warehouse in the previous selection.	Drop down list	Room number*
It appears automatically according to the previous selection for confirmation.	Constant	Room Name*
Allow writing a group of shelves and separating them with , or / or -	Text	Shelf/Shelves Number
With a button displayed that allows defining a new resource.	Drop down list	Source (supplier)*
(Destruction request/certification/purchase order...)	Drop down list	Receipt Document Type *
	Text	Receipt Document Number *
Automatic from the system, taking into	-	Total available

Required fields		
Additional notes	Data type	The inns
Associated with the following fields:	Drop down list	Item group *
Allows searching of items registered in the system	Text/Dropdown List	Item No. (Item Code)*
Allows searching of items registered in the system	Drop down list	Item name in Arabic*
Allows searching of items registered in the system	Drop down list	Item name in English
It appears automatically according to the previous selection.	Constant	Item Description
	Constant	Unit of measure *
	Constant	chemical
	Constant	Risk Rating
	Constant	It must have an expiration date.
(sustainable/consumable)	selection	Type of asset*
Negative is not accepted	Number	minimum
Negative is not accepted	Number	Reorder limit
It is calculated automatically by the system = Minimum Stock + Reorder Limit	Number	ceiling
According to user permission	Drop down list	Warehouse Name*

استلام الأصناف: أمر إضافة في بطاقات الصنف (تابع)

Receiving Items: adding order to item cards

(Continued)

- Each warehouse has its own item cards
- Each item has only one card
- Add an alert for items that have not moved for 3 years
- Activate alerts according to these fields:
- Minimum stock
- Reorder point
- Maximum stock

استلام الأصناف: استعراض بطاقات الصنف

Receiving Items: Reviewing Item Cards

Recipient sector					
Item Card بطاقة صنف					
Room Name & Room number إسم الغرفة ورقمها					
Receiving warehouse مستودع استلام					
الوحدة	اسم الصنف ووصفه	رقم القطعة	رقم الصنف		
Unit of measure *	Item name in Arabic*	(no need)	Item No. (Item Code)*		
Remaining balance (add column)	The party to whom it is directed	The amount spent	Source (supplier) received*	Quantity	Date of entry into the warehouse*
Dispensing document number	(3 fields from deduction order from item card)		(4 fields from adding order to item card)		

Kingdom of Saudi Arabia

King Abdulaziz University

Item location

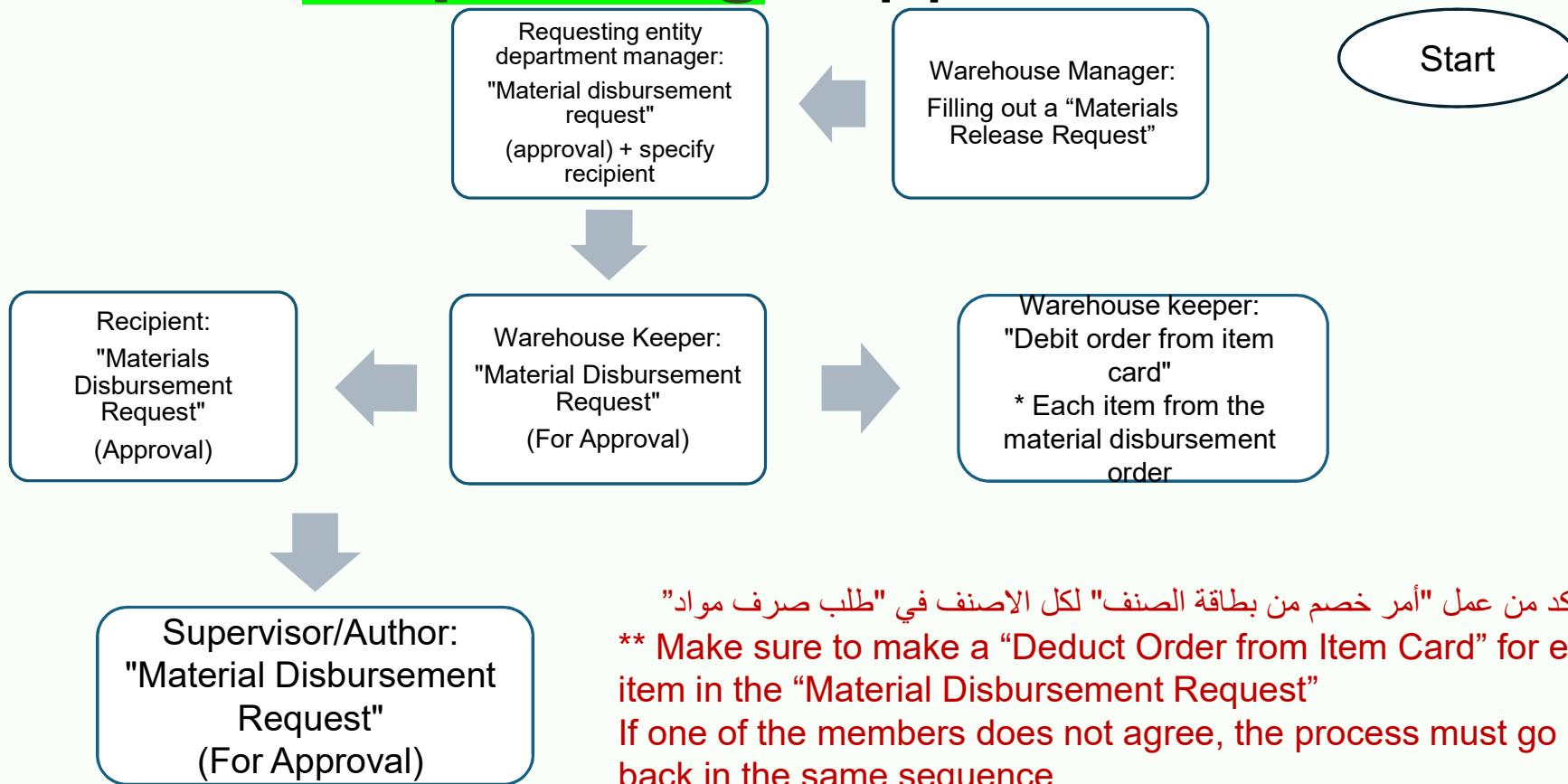
الشكل التقريبي لبطاقة الصنف

عند الطباعة

Approximate format of
the item card when
printed

صرف المواد: مسار الموافقات

Material dispensing: Approval Path



** التأكد من عمل "أمر خصم من بطاقة الصنف" لكل الاصناف في "طلب صرف مواد"

** Make sure to make a "Deduct Order from Item Card" for each item in the "Material Disbursement Request"

If one of the members does not agree, the process must go back in the same sequence

Material dispensing: Materials Request order



الحقول المطلوبة		
ملاحظات إضافية	نوع البيانات	الخانات
Associated with the following fields:	Drop down list	Item group *
Allows searching of items registered in the system	Text / Drop down list	Item No. (Item Code)*
Allows searching of items registered in the system	Drop down list	Item name in Arabic*
Allows searching of items registered in the system	Drop down list	Item name in English*
It appears automatically according to the previous selection.	Constant	Item Description
As recorded in the item card	Constant	Type of asset
	Constant	chemical
	Constant	Risk Rating
	Constant	Unit of measure *
Taking into account the unit of measurement	Number	Quantity Required*
	Number	Amount spent*
Decimal points allowed (riyal and halala), negative values not allowed	Number	Unit price *
It is calculated automatically = Unit price * Quantity sold	Number	Total price
	Number	comments

Required fields		
Additional notes	Data type	The inns
Automated by the system, starting with 1 for each fiscal year.	Number	Serial number
AD (includes previous year and current year)	Drop down list	fiscal year
	Date	Order date
University sector names from Active Directory	Drop down list	Name of the requesting sector
(Completion/Speech/...)	Drop down list	Request Document Type
	Number	Request Document number
(General Administration of Educational Services)	Constant	sector required
Warehouses of the previously selected administration	Drop down list	Warehouse Name

- Green fields are allowed to be repeated for a number of items in a single receipt, with automatic numbering of the number of items displayed
- Adding a reject or approve feature + a notes box at each "approval" stage of the path
- Not allowing modification of the "material disbursement request" after it has been approved ²⁹

صرف المواد: طلب صرف مواد



الإدارة العامة للخدمات التعليمية

صرف المواد: أمر خصم من بطاقات الصنف

Material dispensing: Deduction order from item cards

- Fields in blue are linked together, and searching in any of them shows the information linked in the other fields. Fields in orange are not editable, they are only shown for confirmation.

Required Fields		
Additional notes	Data type	The inns
It appears automatically according to the selection of the item (the location of the item)	Constant	Room number*
It appears automatically according to the selection of the item (the location of the item)	Constant	Room name
It appears automatically according to the selection of the item (the location of the item)	Constant	Shelf/Shelves Number
Taking into account the unit of measurement	Number	The amount spent
All university sectors from Active Directory	Date	Out of warehouse date
	Drop down list	The party to whom it is directed
	Text	Dispensing document number
Automatic from the system, taking into account the unit of measurement	-	Remaining balance

Required fields		
Additional notes	Data type	The inns
According to user permission	Drop down list	Warehouse Name
Associated with the following fields:	Drop down list	Item group *
Allows searching of items registered in the system	Drop down list	Item No.*
Allows searching of items registered in the system	Drop down list	Item name in Arabic*
Allows searching of items registered in the system	Drop down list	Item name in English
It appears automatically according to the previous selection.	Constant	Item Description
	Constant	Unit of measure *
	Constant	chemical
	Constant	Risk Rating
	Constant	It must have an expiration date.
(sustainable/consumable)	Constant	Type of asset

صرف المواد: أمر خصم من بطاقات الصنف

Material dispensing: Deduction order from

item cards

Kingdom of Saudi Arabia

King Abdulaziz University

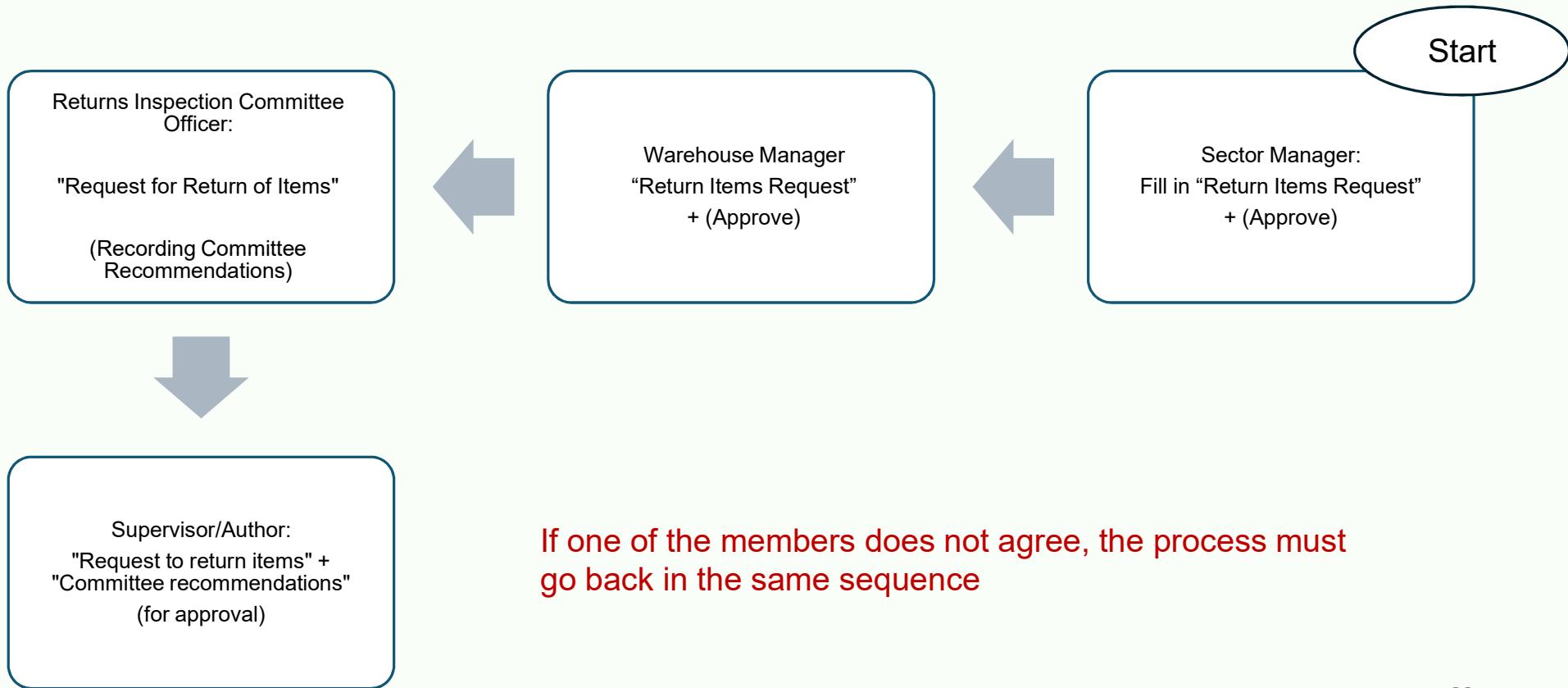
Item location

Item Card بطاقة صنف		Recipient sector الجهة المستهدفة		Room Name & Room number Receiving warehouse	
الوحدة Reorder limit minimum	اسم الصنف ووصفه	رقم القطعة	رقم الصنف	موقع الصنف	
Unit of measure *	Item name in Arabic (no need)	Item No. (Item Code)*			
الوحدة * measure *	الجهة المنصرف لها The	المنصرف Source	المصدر Source	الوارد Received	رقم المستند Receipt
Remaining balance Dispensing document number	The party to whom it is directed	amount (supplier) spent	Quantity received*	Document Number	Date of entry into the warehouse*
(3 fields from deduction order from item card)		(4 fields from adding order to item card)			

Approximate format of the
item card when printed

إرجاع الأصناف: طلب إرجاع أصناف

Return Items: Return item request



إرجاع الأصناف: طلب إرجاع أصناف (تابع)

Return Items: Return item request (Continued)

If one of the members does not agree, the process must go back in the same sequence

Warehouse Keeper:
"Add Order in Item Card"
* Each item from the specific committee recommendations

Destruction Officer:
"Committee recommendations for items specified for destruction"
(attach destruction report)

Warehouse Keeper:
"Committee recommendations for specified items new or good used"
(For reference)

Supervisor/Responsible Head:
"Request for Return of Items" +
"Committee Recommendations"
(For Approval)

Recycling Officer:
"Committee Recommendations for Specific Recycling Items"
(Add Recycling Notes)

إرجاع الأصناف: طلب إرجاع أصناف (تقديم طلب جديد)

Return Items: Return item request (submit a new request)

Required fields		
Additional notes	Data type	The inns
Associated with the following fields:	Drop down list	Item group *
Allows searching of items registered in the system	Drop down list	Item No. (Item Code)*
Allows searching of items registered in the system	Drop down list	Item name in Arabic*
Allows searching of items registered in the system	Drop down list	Item name in English
It appears automatically according to the previous selection.	Constant	Item Description
As recorded in the item card	Constant	Type of contract
	Constant	chemical
	Constant	Risk rating
	Drop down list	State of matter *
	Date	Expiry date if applicable
	Constant	Unit of measure *
Taking into account the unit of measurement	Number	Returned Quantity*
	Long text	Return Notes

Required fields		
Additional notes	Data type	The inns
Automatic numbering from the system, not editable	Number	order number *
Automatic from the system is not adjustable	Date	Order Date*
(General Administration of Educational Services)	Constant	Sector to which the request is sent*
Automatic from the system according to the applicant	-	Name of the applicant's Sector*
(Names of the repositories defined in the system)	Drop down list	Warehouse*
(Surplus/Expired/Invalid/Damaged)	checkbox	Reasons for return*

- Green fields are allowed to be repeated for a number of items in a single receipt, with automatic numbering of the number of items displayed.
- Add approval and authorization fields according to the path mentioned above.
- Add reject or approve feature + notes box

إرجاع الأصناف: طلب إرجاع أصناف (توصيات لجنة الفحص)

Return of Items: **Return item request** (Inspection Committee Recommendations)

- The following fields appear for each item registered in the return request (mentioned in the previous slide)
- Only the Return Inspection Committee official is authorized to write on this page

Required fields		
Additional notes	Data type	The insns
(New / Used / Recyclable / Other)	Drop down list	Recommended action
	Long text	notes

إرجاع الأصناف: استعراض وطباعة طلب ارجاع (مستند ارجاع)



الإدارة العامة للخدمات التعليمية

Return Items: View and Print a Return Request (Return Document)

King Abdulaziz University

Return item Document								
order number *	مستند إرجاع					Name of the applicant's Sector		
Order Date*	أسباب الارجاع					Sector to which the request is sent		
Pages count (when printing)	Reasons for return*					Warehouse		
	تألف	عدم الصلاحية	فانقض	انتهاء الغرض				
Inspection Committee Recommendations								
ملاحظات notes	لإثبات	للبيع	للصلاح	Returned	الكمية	الوحدة	Item name in Arabic*	Item Count#
	Recommended action			Quantity*	Unit of measure	*	No. (Item Code)* (add column) Item Description	
لجنة فحص الرجع	مدير ادارة المستودعات	المستلم/أمين المستودع/أمّور المعدة	المستول في الجهة المرجعة					
Information of users of Approvals and date of approvals								
صاحب الصلاحية:								
التوقيع:								
الاسم								
التوقيع								
التاريخ								

تعديلات عامة مطلوبة

General changes required

- Modify the name of the system in the header and footer of the page to "General Administration of Educational Services Warehouse Management System" instead of "Laboratory Materials"
- Add the logo of the General Administration of Educational Services instead of the university logo.
- The default primary language of the system should be Arabic
- Adhere to the required Arabic terms
- Modify the Arabic translation and English names, such as: Use the word "dispensing" better than "disbursements"
- Add the ability to switch the language after logging in (currently the option is available only before logging in)
- Add the exit and return link on all pages / provide a "home page" link on each page
- Add the internal page path at the top of each page
- The error message does not disappear unless you press the x button or "OK"
- Ensure that all links and buttons in the system work correctly (such as export and import)
- keep the interactive dashboard on the home page, and review to make sure it matches the new modifications
- Display tables fit to screen size

تعديلات عامة مطلوبة

General changes required

- No tables will be displayed on the main menu pages (tables will be displayed by selecting the "Browse..." button)
- All tables must have a filter feature for columns to change the display and facilitate searching + the ability to hide and show columns + the ability to export the displayed table to Excel + the ability to print as an official form
- Record the user name and date for any addition or deletion operation (such as adding a warehouse, adding a room, defining a new item...etc.), and display it in user activity reports
- Modify the display image on the login page
- In requests with paths that require approval from more than one user:
- In each approval/approval stage... add a rejection feature + notes, allowing the user/users to be selected to receive the response alert
- Provide a suitable solution for incoming and outgoing requests (example: inbox and outbox) + the ability to search
- Record the status of requests with paths in the system implicitly (new request/under process/finished) and display it in reports
- For the first time data entry, we need to fill the database with the current real-time storage in all warehouses at once as "opening balance" (importing excel sheet to the system database) with one date called "opening balance date"