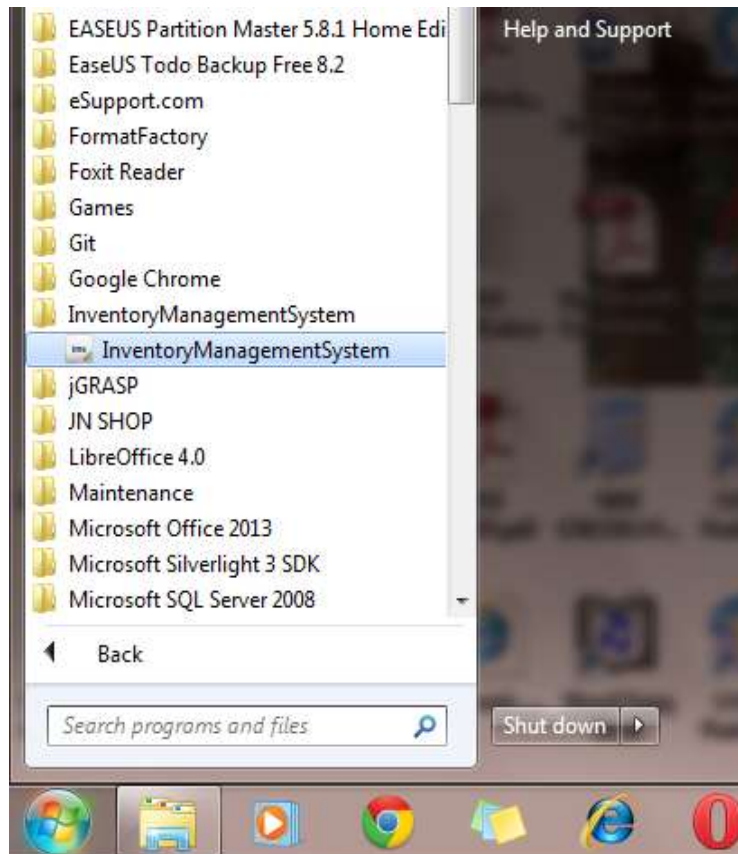**Starting an Inventory Management System (IMS)**

Go to Start -> All Programs ->Inventory Management System -> inventory Management System. Then click.


Login Screen

To use the system, enter **username** and **password** then click **LOGIN.**

If this is the first time to use the system after installation, then use the default username and password to get started. *(default username: **admin** and default password: **admin)***

You are logged in

The first window you see is **Notice Board**. The left section of the window is **Pay Your Suppliers.** This section shows your suppliers who have passed the payment date (**Past Due),** are to be paid today (**Due Today)** and those who are to be paid very soon (**Due Soon).** By default, Due Soon shows suppliers (GRNs) which are payable within five days. You can change that by clicking **menu** down arrow (in the status bar), then **settings.**
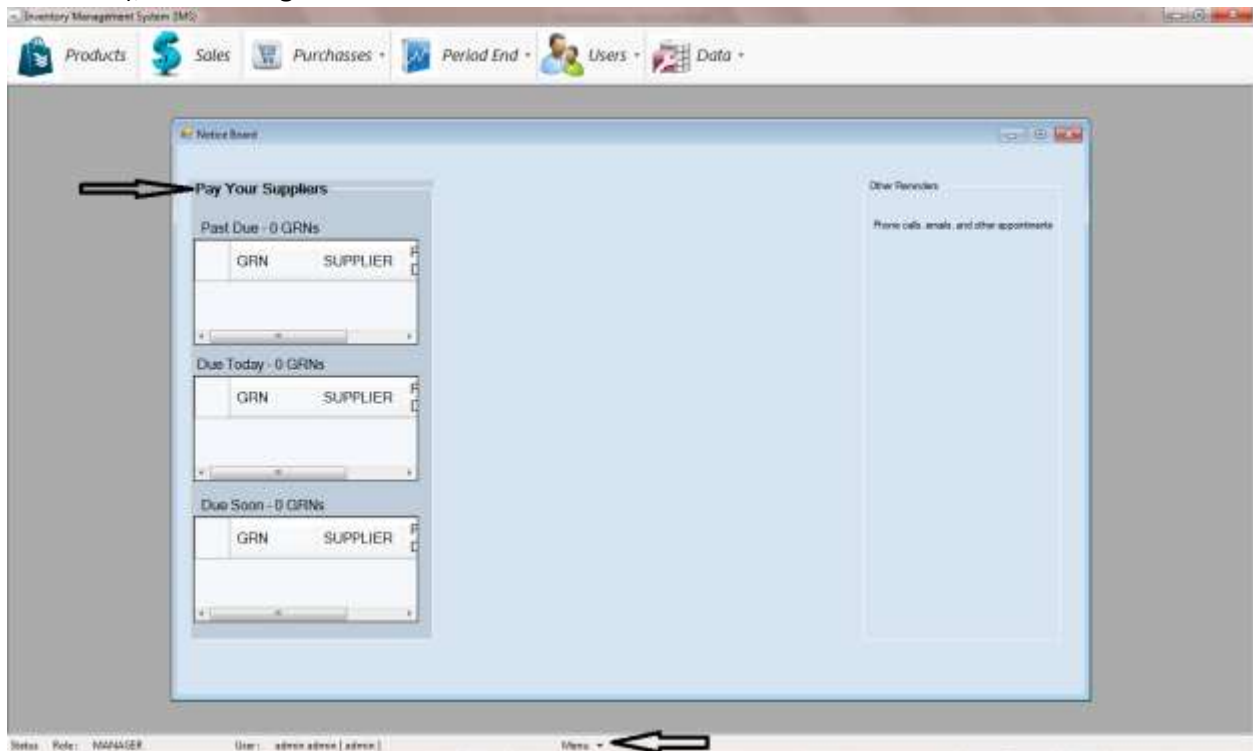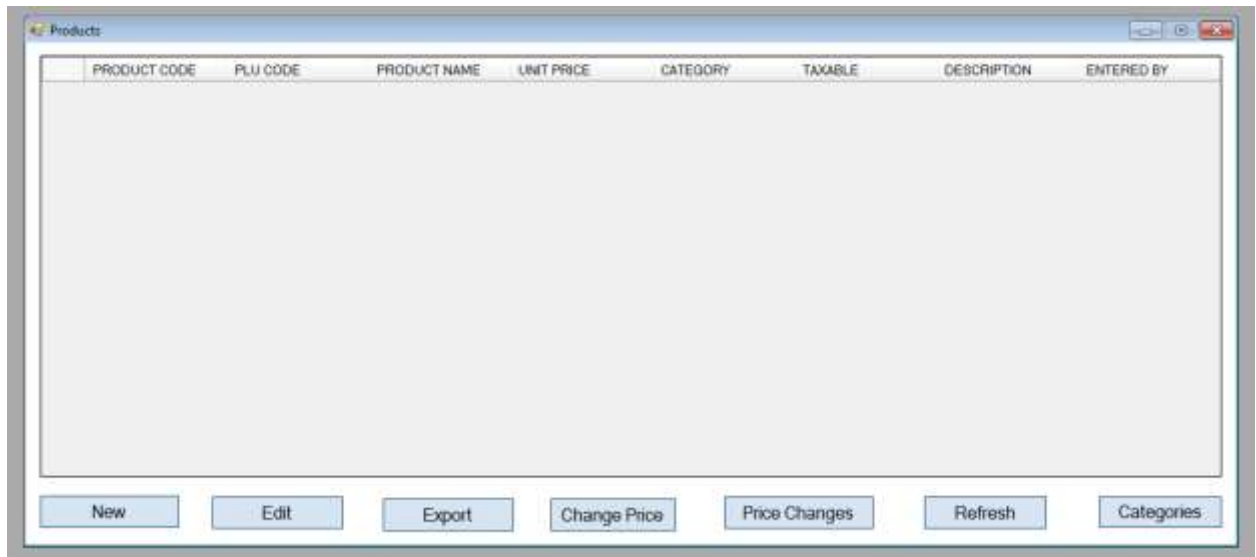

Close **Notice Board** window

Products

First thing to do is to add your products.

- ✓ Click **Products** tab

- ✓ The following window appears

✓ First add categories by clicking **Categories** button. The window changes as shown below (Small window **Product Categories** appears.)
NB: These categories can be departments of your products etc. for example you may choose to categorize your products as Leaf Vegetables, Fruit Vegetables, Meat Family, etc.
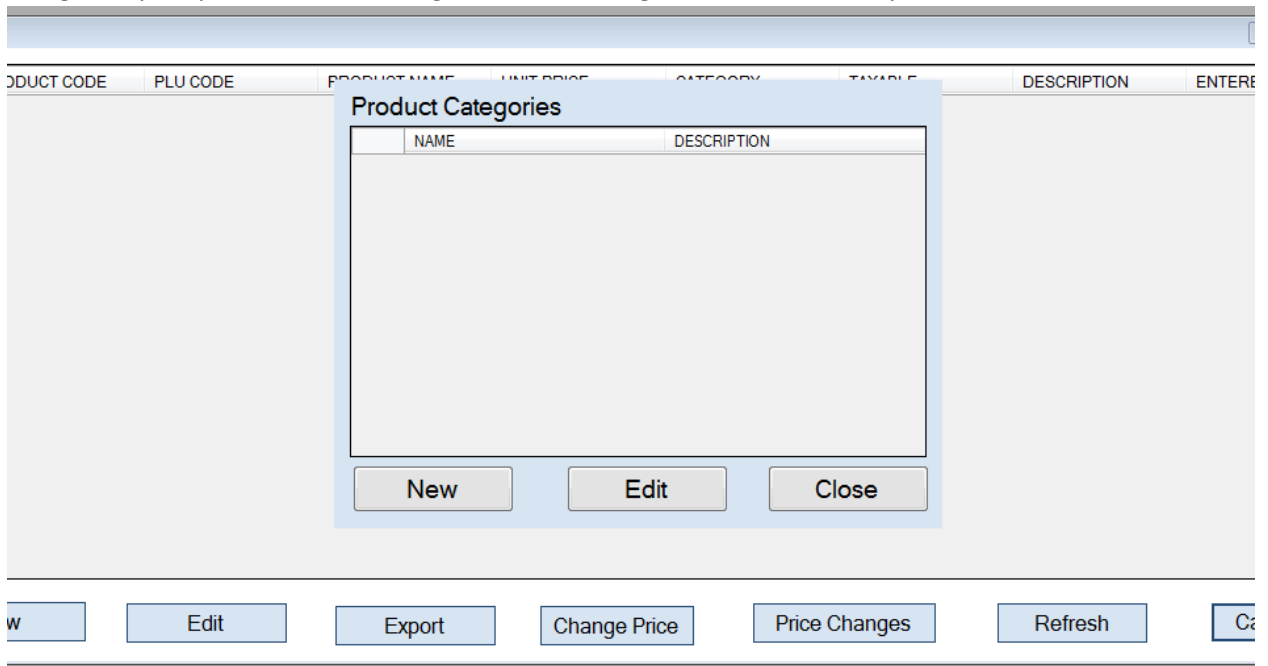
✓ Click **New**. The window changes as below.

E	PLU CODE	PRODUCT NAME	UNIT PRICE	CATEGORY	TAXABLE	DESCRIPTION

Product Categories

NAME	DESCRIPTION

New Product Category

Category Name   Leaf Vegetables

Description   lettuce, rape, cabbage, spinach etc

[Close]   [Save]

[New]   [Edit]   [Close]

Edit	Export	Change Price	Price Changes	Refresh

✓ Enter **Category Name** and **Description** (optional), then click **Save.** You are back to small window of **Product Categories.** The Added Category appears.

E	PLU CODE	PRODUCT NAME	UNIT PRICE	CATEGORY	TAXABLE	DESCRIPTION	ENTE

Product Categories

NAME	DESCRIPTION
Leaf Vegetables	Such as lettuce, rape, cabbage, spina...

[New]   [Edit]   [Close]

Edit	Export	Change Price	Price Changes	Refresh	

✓ You can edit **Product Category** by select product category row and click **Edit** button

- ✓ Add as many categories as you have. When you are done adding categories, click **Close** button of the small window. You are back to Products main window
- ✓ Now you can start adding products by clicking **New** (first button from the left). New product window appears.


- ✓ Enter all details such as PLU Code, Name, Unit Price etc. Only Description is optional. Then click **save.**
- ✓ Enter as many products as you have. Click **Close** to dismiss **New Product** window. You are back to the main **Product** window.
- ✓ Click **Refresh** button to view all added products
- ✓ To edit a product, highlight a product row then click **Edit.** (You can also just double click the row to edit). See below
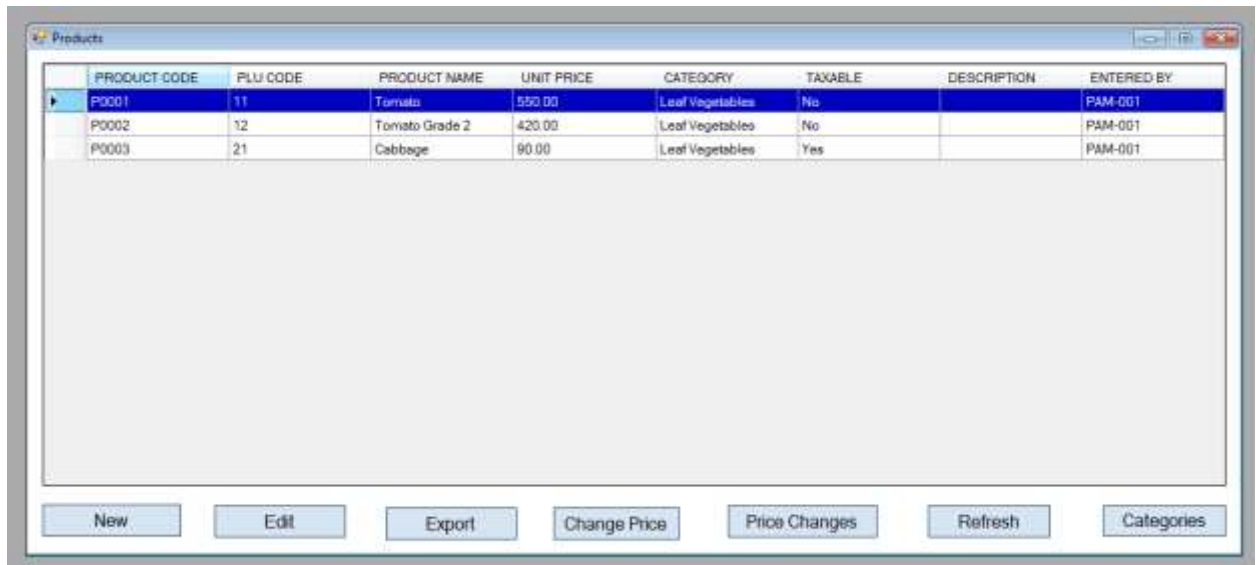
✓ The whole list of products can be exported to Excel file using **Export** button. (It may take a while to complete exporting data to excel depending on your computer. So be patient)

✓ To change the unit price (selling price) of the product, select the product row first and then click **Change Price.**
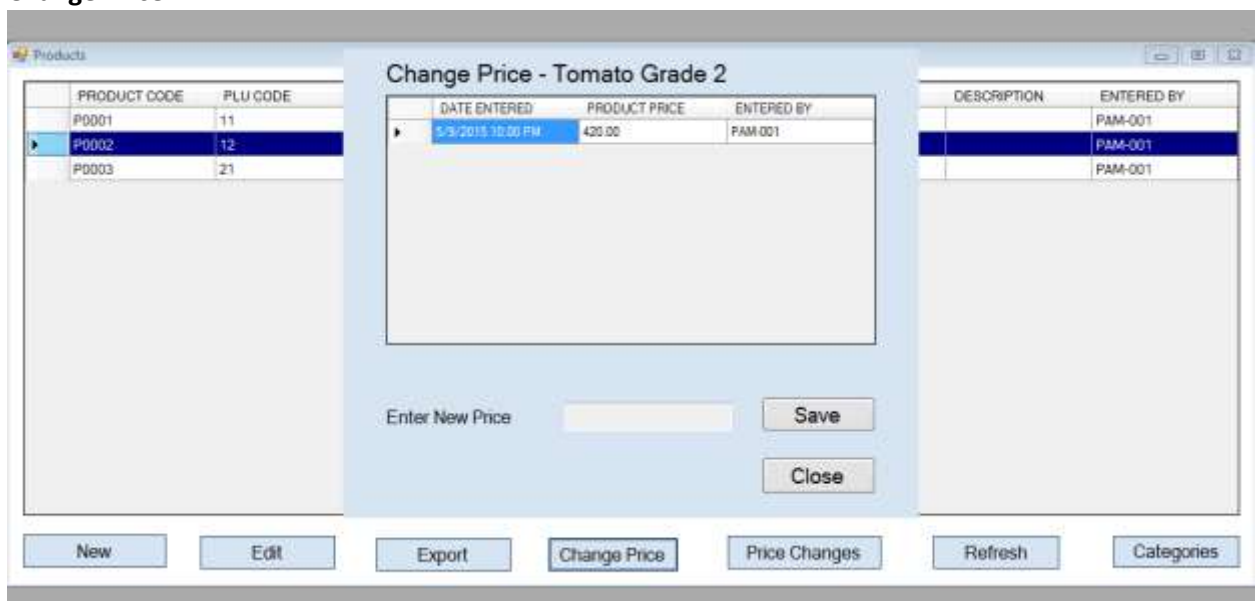
✓ **Price changes** button views all changes made to all products per month per year
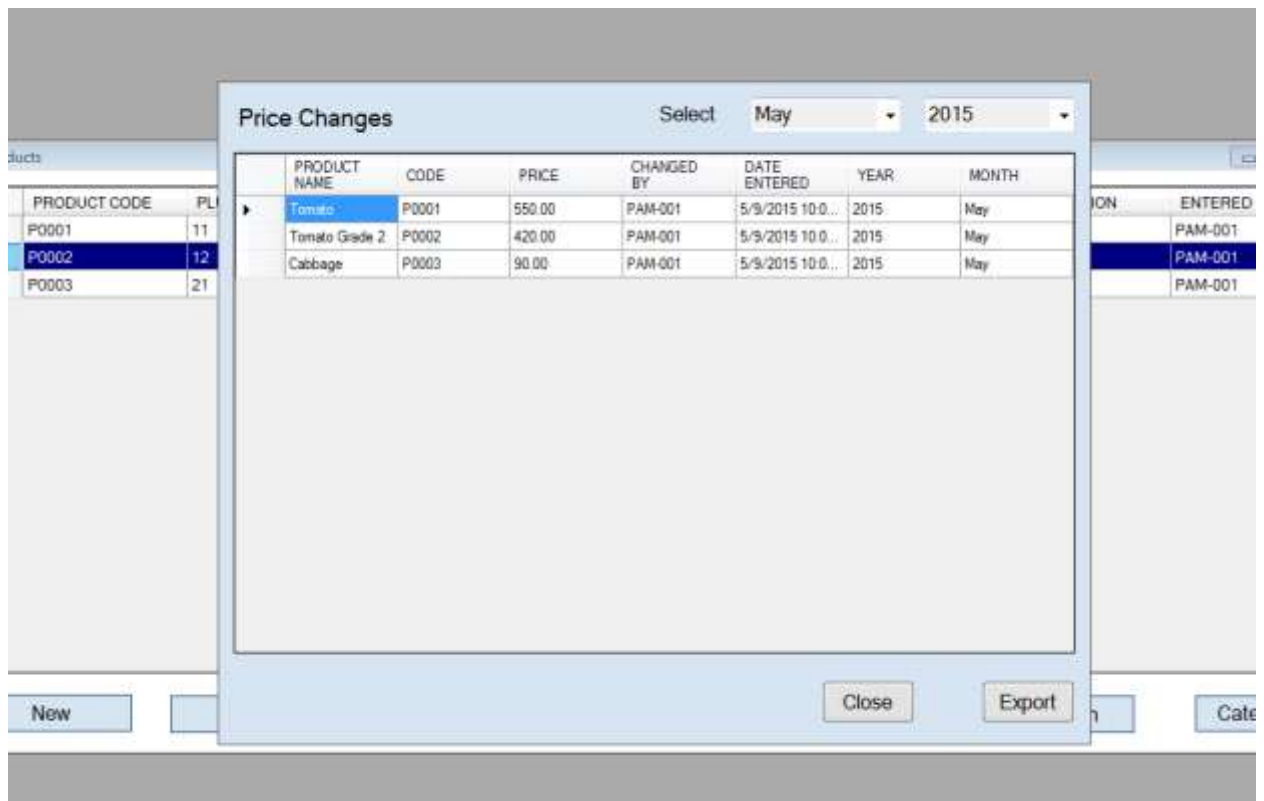
You can also **export** the list of **price changes** by clicking **Export** button