1. Item Management

Wimis have to category

1 sub

2 main

“List Catagories” and “New Gatagories

fixed asset

category code

2. The system will then display the main categories with different item types. You can change the item type if it is “Fixed Item” or “Consumable Item

Adding a New Item

2. When you click on ‘New Item’, a new page appears that requires input from you about the different attributes of the item you wanted to record into the system.

On the ‘Item Basic Data’ tab, select the item “Main/Sub Category,” “Unit of Measurement”; and type all other the required attributes about the item.

You have to check also the "Item Other Data" tab which will display list of user defined item attributes that should be submitted.

The "Item Photo" will enable you to attach photo which is related with the item.

View List of Items

ITEM RELATIONSHIP MANAGEMENT

View List of Item Relationships

PACKAGE TYPE MANAGEMENT

2. A new Page appears to fill the package type information – “The Type,” “Length,” “Width,” “Height,” and “Description of the Package.”

View List of Package Types

View List of Package Types

Adding Mode of Acquisition

1. Warehouse Setup Management

Adding a New Property Administration Location

Example abaya chamo,….main

Adding New Warehouse

stored.

Adding Warehouse Zone

Adding Warehouse Location

Assigning Property Administration Head for Property Administration Location

Creating User Account

Assigning Property Administration Head for Property Administration Location

To create user account, 1. Click on the “Dashboard” tab in the main window. 2. And then put your mouse over the “Users” main menu and you will get list of menus available under the user as show below.

3 Vendors and Users Management

VENDORS / AFFILIATES

OFFICE MANAGEMENT

Adding New Office / Program / Project

STAFF MANAGEMENT

Adding New Staff