

Ourisman Systems  
Tutorial Manual



# Table of Contents

Logging into the System.....3

Entering an Item .....4

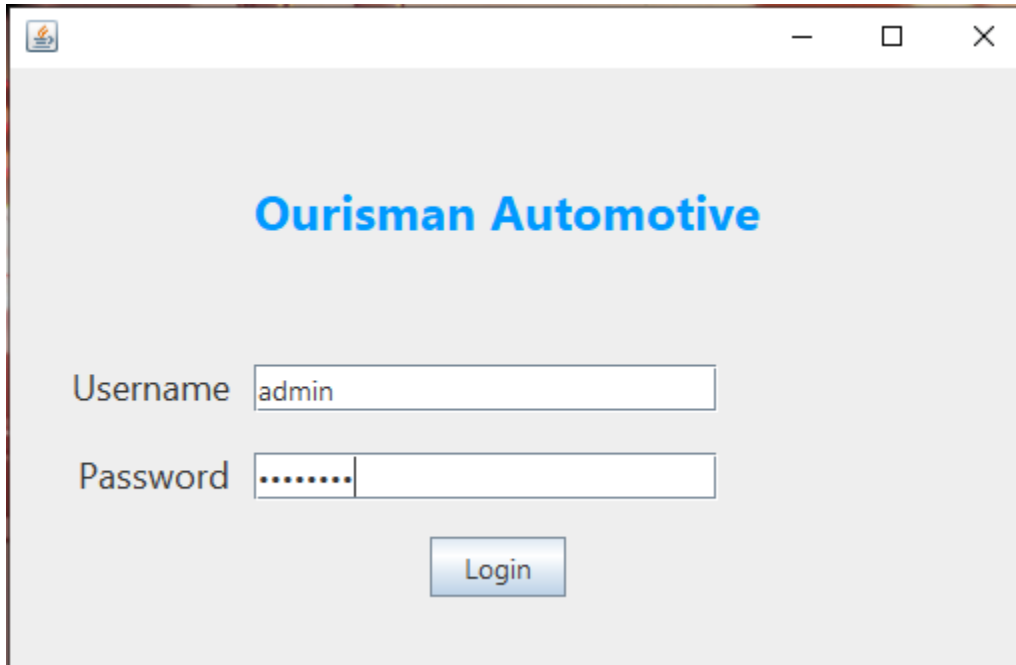
Removing an Item.....5

Updating an Item.....6

Filtering Items.....7

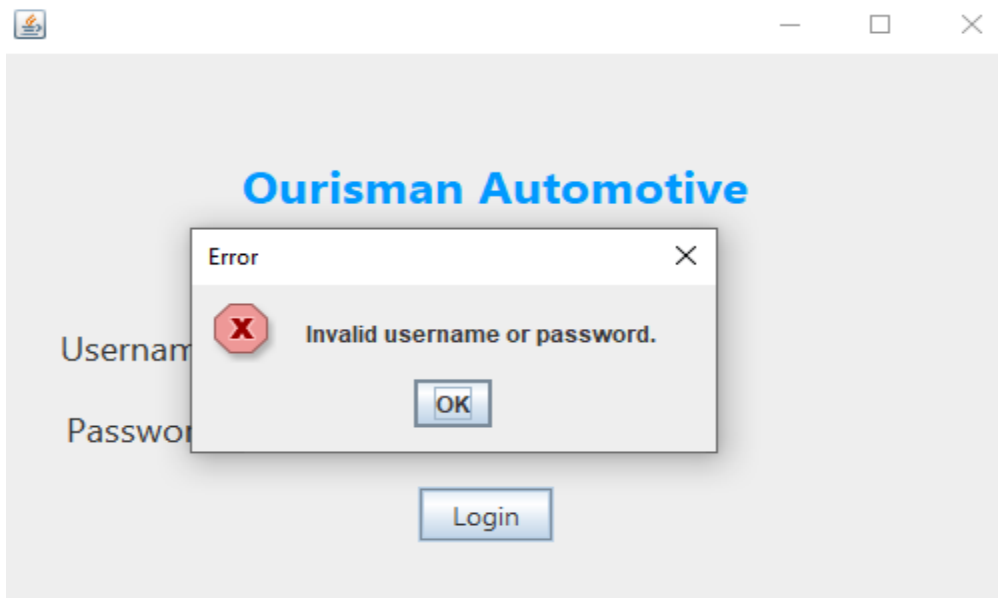
## Logging into the system

-Upon starting the software you will be prompted to enter your username and password for which you should have been provided or aware of. Please enter them in the prompts like figure 1.1 Below



\*Figure 1.1

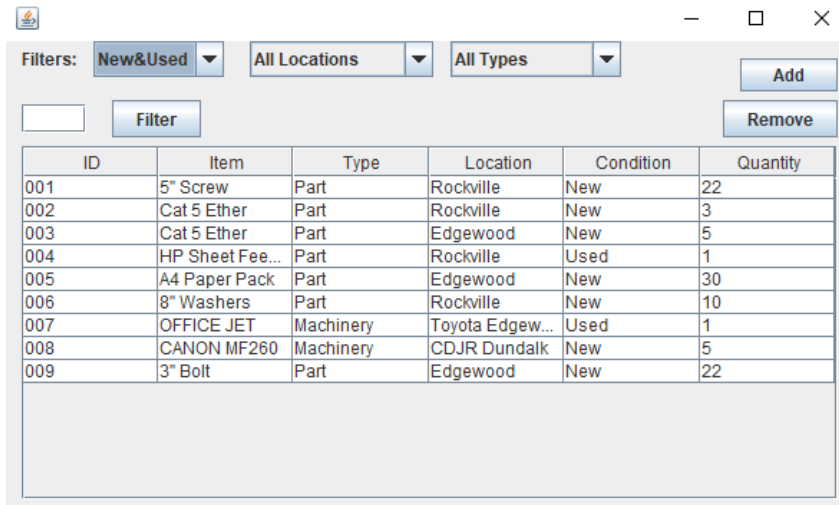
You will receive a prompt if the information entered is incorrect (Figure 1.2)



## \*Figure 1.2

### Entering an item

-After you log in you should see your screen displaying your items and relevant information about it such as type, location, and condition (Figure 2.1).

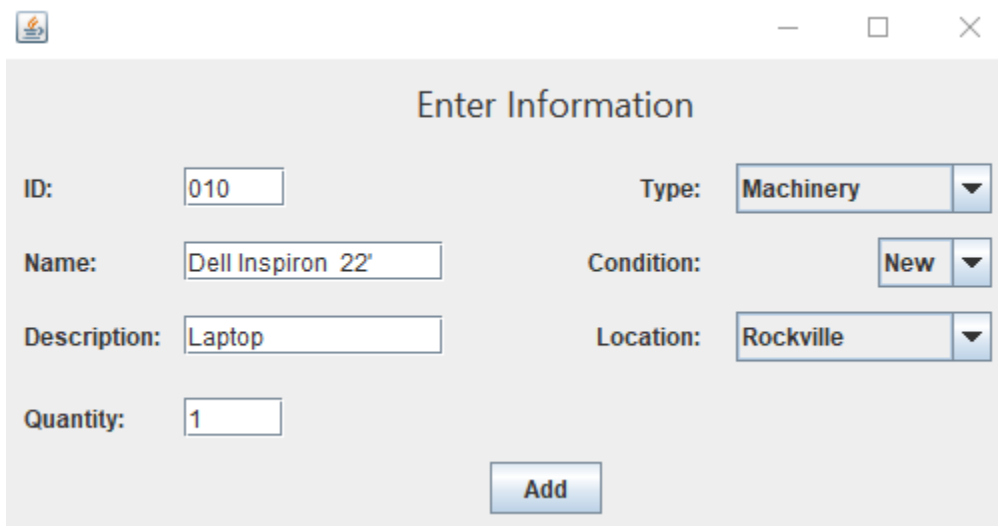


The screenshot shows a web application window with a title bar. Below the title bar, there are three dropdown menus for filtering: 'Filters: New&Used', 'All Locations', and 'All Types'. To the right of these are 'Add' and 'Remove' buttons. Below the filters is a search bar with a 'Filter' button. The main content area contains a table with the following data:

ID	Item	Type	Location	Condition	Quantity
001	5" Screw	Part	Rockville	New	22
002	Cat 5 Ether	Part	Rockville	New	3
003	Cat 5 Ether	Part	Edgewood	New	5
004	HP Sheet Fee...	Part	Rockville	Used	1
005	A4 Paper Pack	Part	Edgewood	New	30
006	8" Washers	Part	Rockville	New	10
007	OFFICE JET	Machinery	Toyota Edgew...	Used	1
008	CANON MF260	Machinery	CDJR Dundalk	New	5
009	3" Bolt	Part	Edgewood	New	22

\*Figure 2.1

-Once you see this screen hit the “Add” button in the top left of the screen (Figure 2.1) and a new window should open (Figure 2.2) asking you to add the information needed for the item. After entering the information, hit add to put it into the database.



The screenshot shows a window titled 'Enter Information'. It contains several input fields and dropdown menus for adding a new item:

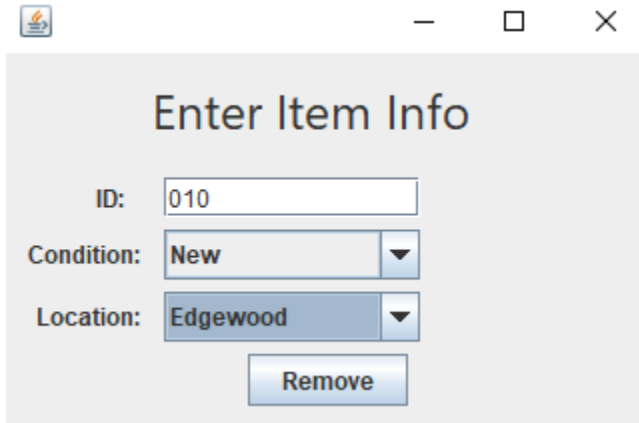
- ID: 010
- Type: Machinery
- Name: Dell Inspiron 22'
- Condition: New
- Description: Laptop
- Location: Rockville
- Quantity: 1

An 'Add' button is located at the bottom center of the form.

\*Figure 2.2

## Removing an Item

-If you want to remove an item, go back to the inventory screen (Figure 2.1) and hit the “Remove” button directly below the “Add” button on the top left of the screen. When pressed a new window will open up (Figure 3.1).

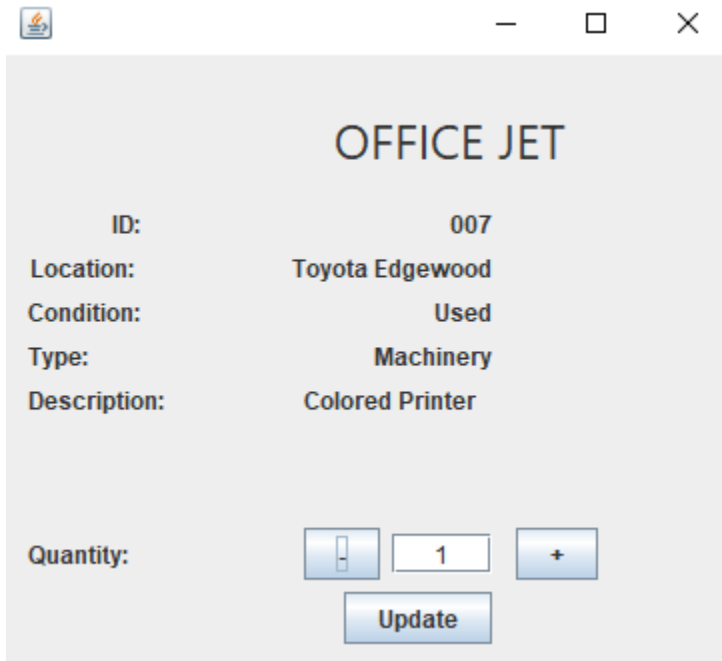
A screenshot of a software window titled "Enter Item Info". The window has a standard Windows-style title bar with a minimize button, a maximize button, and a close button. Inside the window, there are three input fields: "ID:" with the value "010", "Condition:" with a dropdown menu showing "New", and "Location:" with a dropdown menu showing "Edgewood". Below these fields is a blue button labeled "Remove".

\*Figure 3.1

To remove an item, please enter the ID of the item you wish to remove then press the “Remove” button.

## Updating an item

-If you want to change the quantity of an item simply go back to the inventory screen (Figure 2.1) and click on the item. You will then see a new window (Figure 3.1)



OFFICE JET

ID: 007

Location: Toyota Edgewood

Condition: Used

Type: Machinery

Description: Colored Printer

Quantity:

\*Figure 3.1

If you want to increase the quantity, simply click the plus sign to increase by 1 value. Lowering the quantity will lower it by 1. When finished, make sure to hit the update button to properly set it in the database.

## Filtering items

To filter items by specific properties, go back to the main inventory screen (Figure 2.1) and see the filter sections on the top of the screen. You have 3 filters, Condition, Location, and Type. You can also type in the name of the item with the bar to the left of the “Filter button”. Follow the drop downs then hit the filter button to see the options below and it will look like this.

Filters: **New** **Rockville** **Part** **Add**

**Filter** **Remove**

ID	Item	Type	Location	Condition	Quantity
001	5" Screw	Part	Rockville	New	22
002	Cat 5 Ether	Part	Rockville	New	3
006	8" Washers	Part	Rockville	New	10

\*Figure 3.2