OURISMAN AUTOMOTIVE

ITEM STORAGE SOFTWARE

USER GUIDE

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INTRODUCING THE SOFTWARE

1.1 WHO SHOULD USE THIS SOFTWARE

The software to manage the electronic equipment described in the prompt would be used by the team responsible for managing the devices across the 14 dealerships. This team consists of four individuals who currently manage all aspects of the electronic devices, including storing the equipment in the two warehouses, tracking their usage, and performing maintenance and repairs.

The software would allow the team to keep track of all equipment and its usage, including when and where each device is in use, and which dealership is responsible for paying for it. The software would be an essential tool for ensuring that the equipment is used efficiently and effectively, reducing downtime, and minimizing costs.

The new software will improve the efficiency of managing their equipment and reduce costs in the long run by allowing immediate access to the inventory of the warehouses.

1.2 WHO SHOULD USE THIS GUIDE

This guide for the software to manage electronic equipment described in the prompt would be useful for the team responsible for implementing and using the software. This team consists of individuals who are familiar with the electronic devices used at the 14 dealerships and have experience managing and maintaining them. The guide would help them understand how to use the software to track equipment usage, identify trends, and perform maintenance and repairs efficiently.

The guide would also be useful for individuals who are new to the team and need to learn how to use the software to manage electronic equipment effectively. Overall, this guide would be a valuable resource for anyone responsible for managing and maintaining electronic devices at the 14 dealerships.

APPLICATION FEATURES

2.1 KEY FEATURES

- Equipment Inventory Management: The software should provide a comprehensive inventory management system for all electronic devices across the 14 dealerships.

- Device Tracking: The software should enable the team to track where and when each device is in use, and which dealership is responsible for paying for it.

- Equipment Maintenance and Repairs: The software should allow the team to schedule and track maintenance and repairs for each device, ensuring maximum uptime and minimizing costs.

- Centralized Equipment Storage: The software should provide a centralized storage system for all electronic devices, including the ability to track where equipment is located and who has access to it.

- Budget Management: The software should enable the team to manage equipment budgets for each dealership, ensuring that costs are allocated correctly and tracked accurately.

- Reporting and Analytics: The software should provide detailed reporting and analytics on equipment usage, trends, and costs, enabling the team to make data-driven decisions.

- Mobile Accessibility: The software should be accessible via mobile devices to enable the team to manage equipment and access information from anywhere, anytime.

- User Permissions: The software should allow for user permissions and access levels to be set for different team members, ensuring that sensitive information is kept secure.

- Vendor Management: The software should include vendor management tools to enable the team to track vendor contracts, warranty information, and support issues.
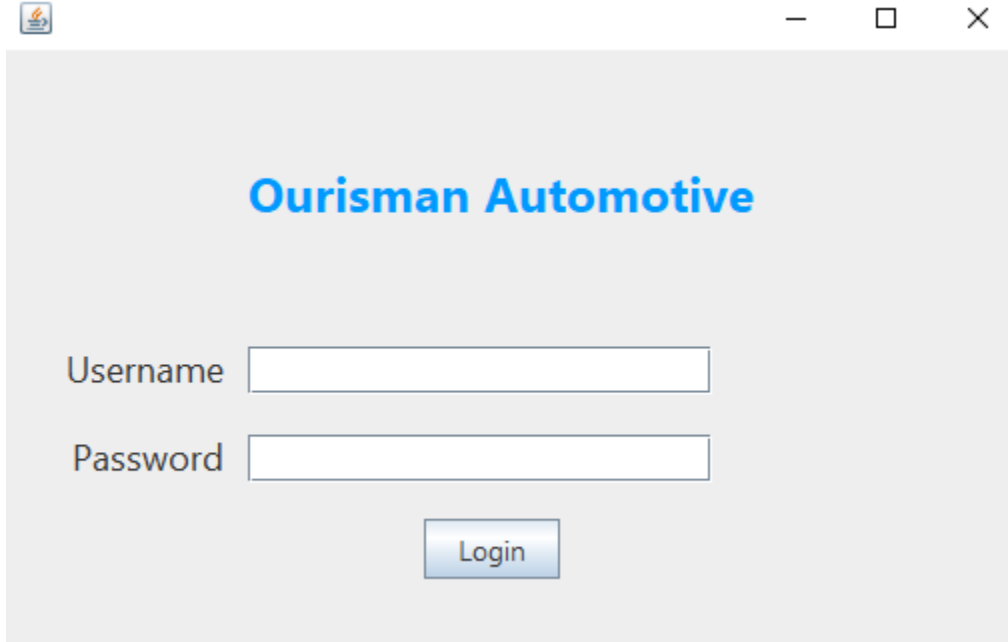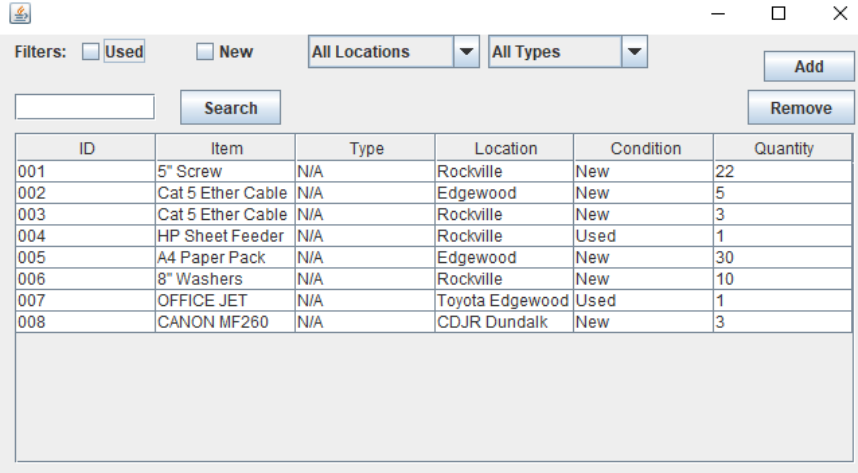
3.1 LOGIN

FIGURE 1

Upon launching the application for managing electronic equipment, the user will be directed to the login screen. To access the full range of features of the software, the user must follow the following steps:

- Enter the correct username or email address in the "Username" field.

- Enter the correct password in the "Password" field. Note that the password will be hidden or masked for added security.

- Click on the "Login" button to submit your login credentials.

- If the username and password are correct, the user will be directed to the main dashboard of the software.

- If the username and password are incorrect, an error message will be displayed, and the user will be prompted to enter their credentials again.

- Once the user is logged in, they can access the full range of features of the software, including managing inventory, tracking equipment usage, and managing budgets across multiple dealerships.
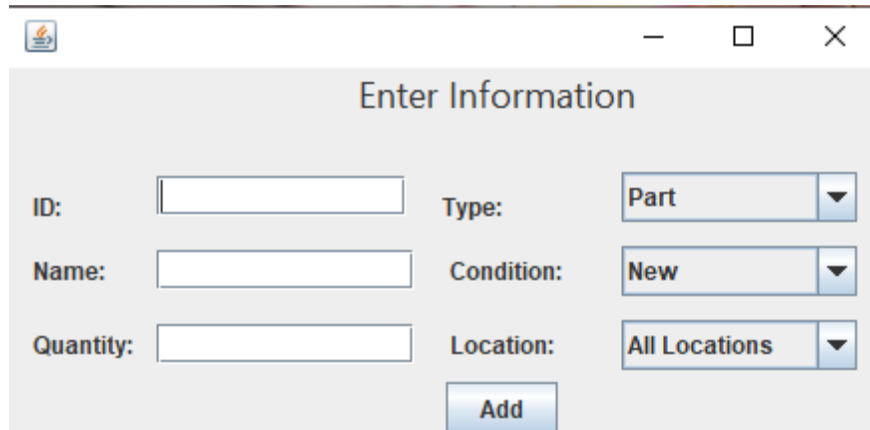
3.2 ADDING ITEMS

To add an item to the software for managing electronic equipment, the user will need to follow these steps:

FIGURE 2

- From the main dashboard (figure 2), click on the "Add Item" button or link. This will open a new form for entering the details of the new item.

FIGURE 3

- Enter the unique ID of the item in the designated field shown in figure 3. This ID should be a unique identifier for the item and it must be entered manually by the user.

- Enter the name of the item in the designated field. This should be a descriptive name that accurately identifies the item.

- Enter the quantity of the item in the designated field. This should be the total number of items being added to the system.

- Select the type of the item from the dropdown menu or list of predefined types. This could include categories such as whether the item is "part" or "machinery", where parts would be inventory that the company keeps to fix machinery/issues at dealerships, and machineries would be types of products to replace/sell to the dealerships to replace things such as phones, printers, etc.

- Select the condition of the item from a dropdown menu or list of predefined conditions. This could include options are either "new" or "used". Refurbished products should be considered int the "used" category.

- Select the location of the item from the designated dropdown field. This could be the name of the dealership or warehouse where the item is.

3.3 REMOVING ITEMS

The steps below will permanently remove an item from the list of items. There is no way to retrieve deleted items. Deleting items can be useful when an item is no longer being stored or used at any of the warehouses.

To remove an item from the software for managing electronic equipment, the user will need to follow these steps:
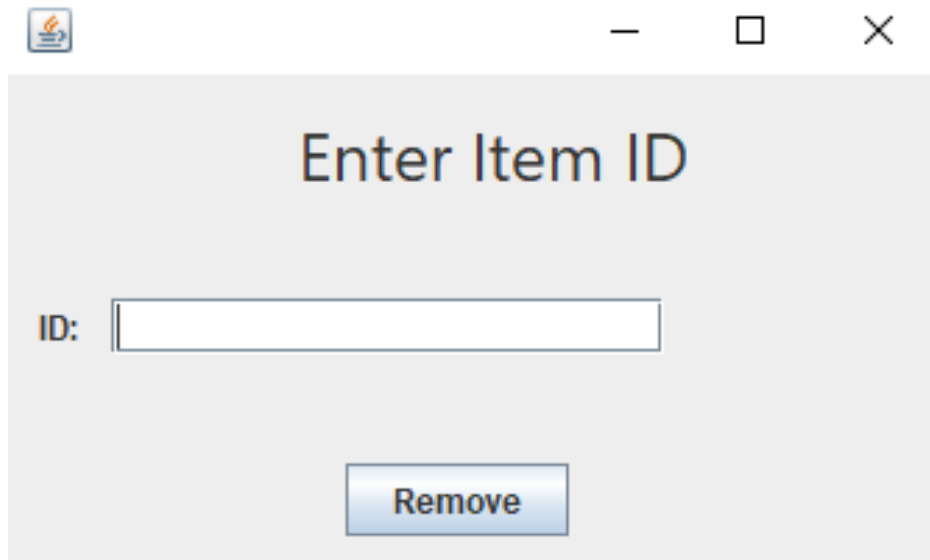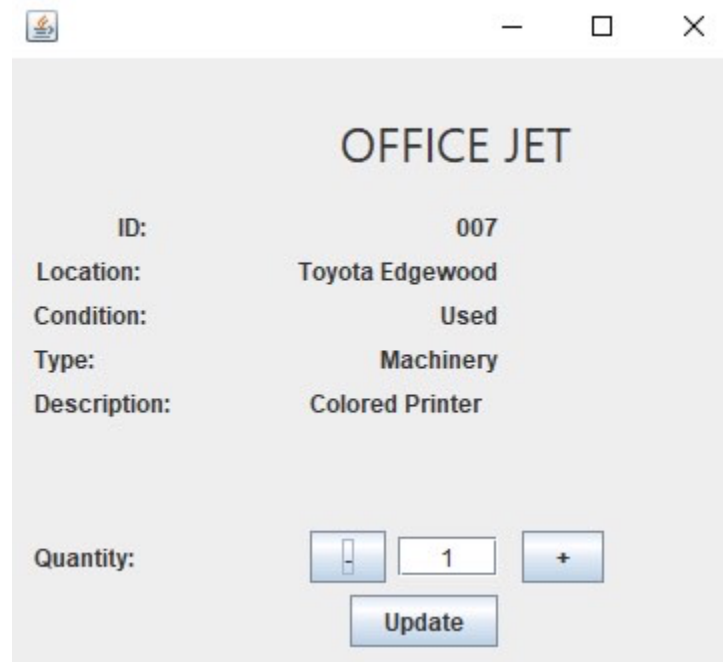

FIGURE 4

- From the main dashboard (figure 3) where all the items are listed, look for a button that says "remove" on the top right of the window.
- Enter the unique ID of the item in the designated field as can be seen in figure 4. This ID should match an existing ID in the system.
- Click the 'Remove' button on the bottom to remove the item from the database.

3.4 UPDATING ITEMS

To update an item from the software for managing electronic equipment, the user will need to follow these steps:
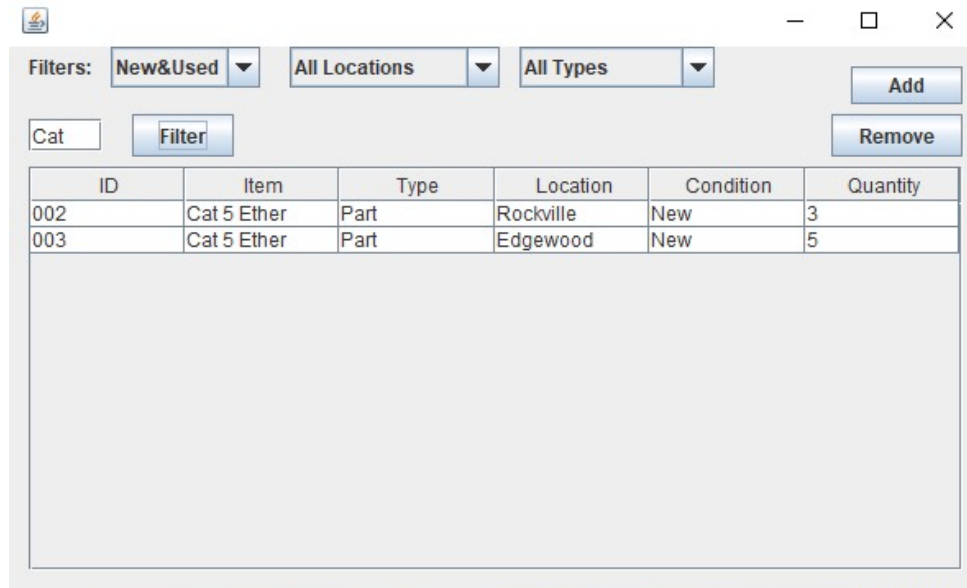
FIGURE 5

- While on the application dashboard (figure 2), navigate to the desired item that needs to be updated.
- Double click the item that you wish to update. This will bring up the update page (figure 5) pre-filled with the old data.
- Make the changes to the item that you wish to make. You can click the "+" button to increase the quantity or the "-" to decrease the quantity. You may also write the quantity directly into the textbox.
- Once that is done, click the 'update' button to update the item in the database.

3.5 SEARCHING ITEMS

To search an item from the software for managing electronic equipment, the user will need to follow these steps:

FIGURE 6

- While on the application dashboard (figure 2), navigate to the text box which can be located at the top left of the dashboard and next to the 'filter' button.
- Enter the name of the item that you want to search for in this text box.
- Click the 'filter' button to search or filter the results. The list of items will then be updated with the filtered results.

3.6 FILTERING ITEMS

To Filter through the list of items in the software for managing electronic equipment, the user will need to follow these steps:

FIGURE 7

- Locate the 'filters' section at the very top of the application dashboard (figure 7). You will see three select boxes which can be used to filter through the list of items.
- To filter by the condition of the item, you can change the first selection and pick either 'new' or 'used' to filter by condition.
- To filter by location, update the second select box from the left (figure 7). Press 'filter' to filter by location.
- To filter by type, update the third select box from the left. Press the 'filter' button to update the results where you will see it is filtered by type.