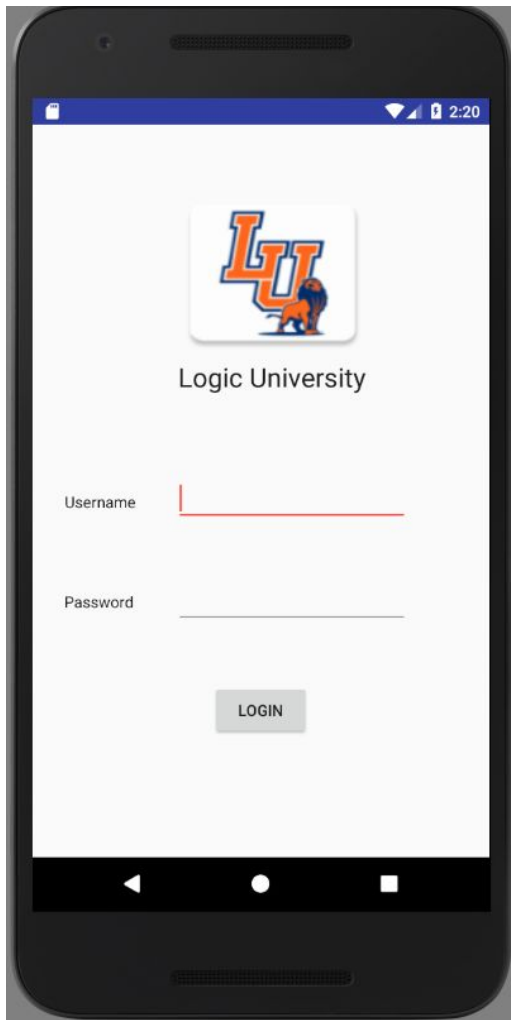


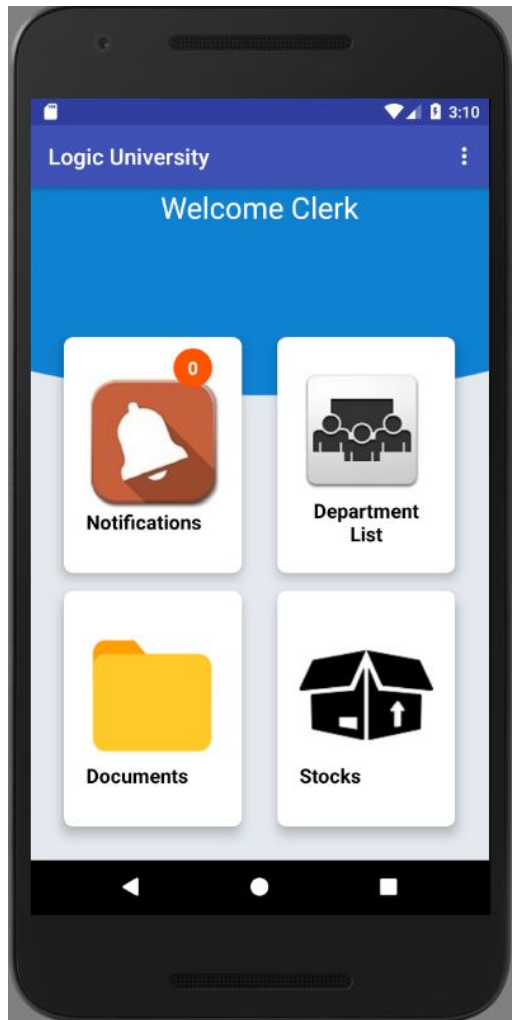
Android User Manual

Log In



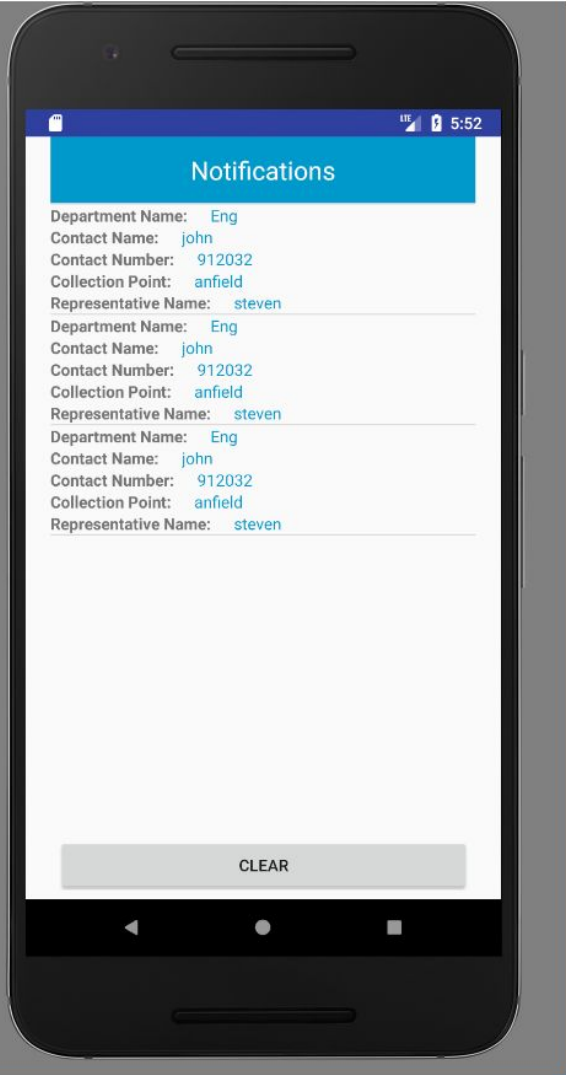
To login, enter given username and password, then press login

Clerk



1. Check Notifications

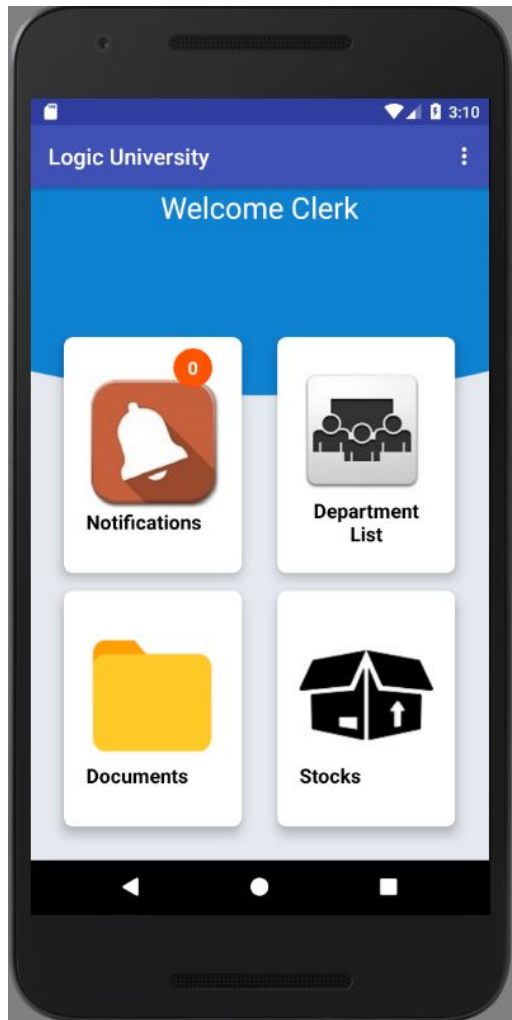
To check notifications, first click the notifications button on the dashboard



1. Check notifications continued..

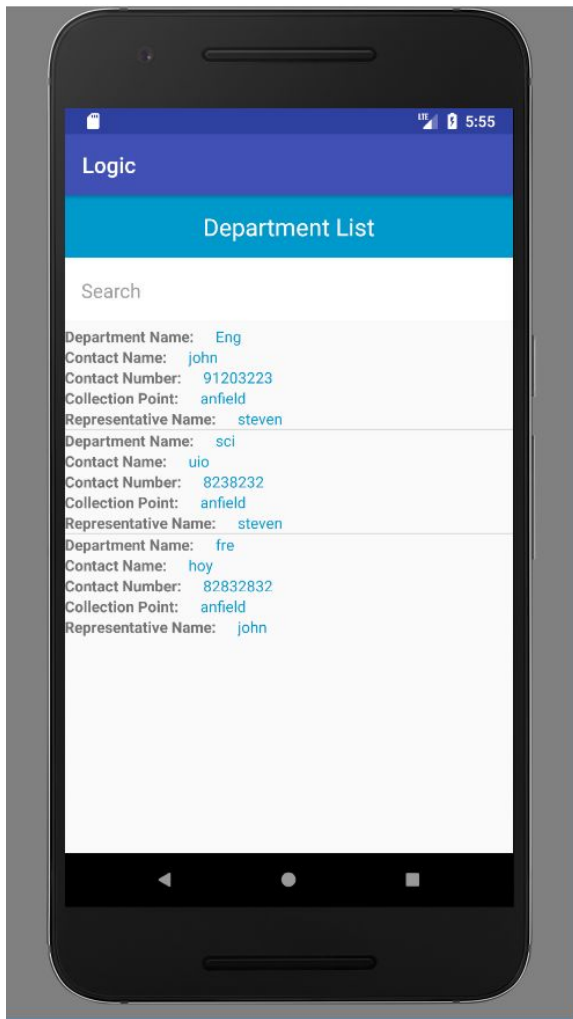
A list of notifications will be displayed

To clear the notifications, click the 'clear' button at the bottom of the screen



2.View Department List

To view department list details, first click on the 'department list' button on the dashboard



2. View Department List continued..

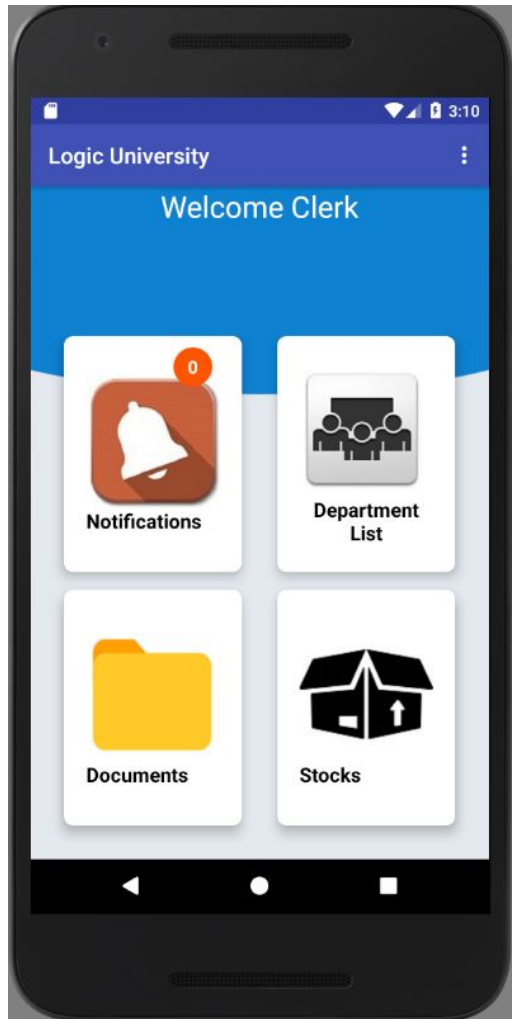
A list of the departments and their details will be displayed.

The search function at the top of the screen can be used to search for any of the desired details.

3. Forms

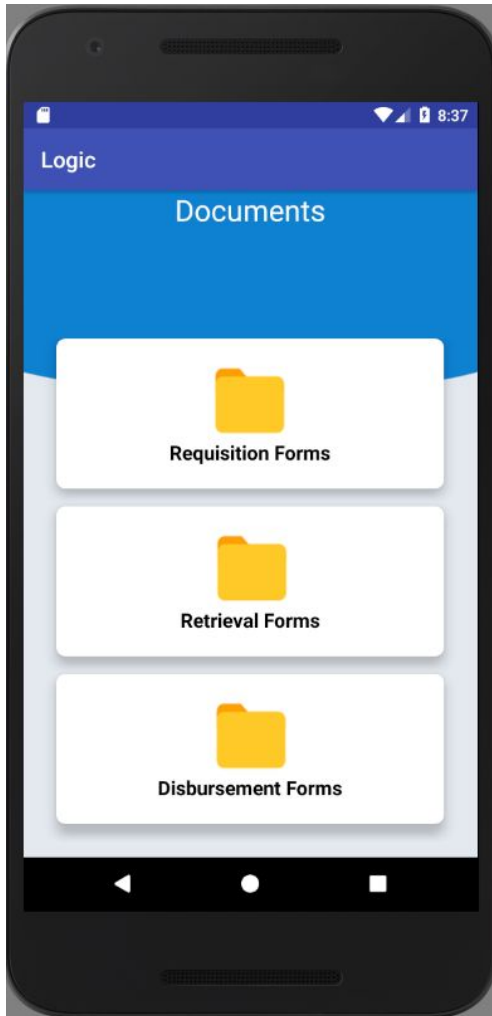
3. View Forms

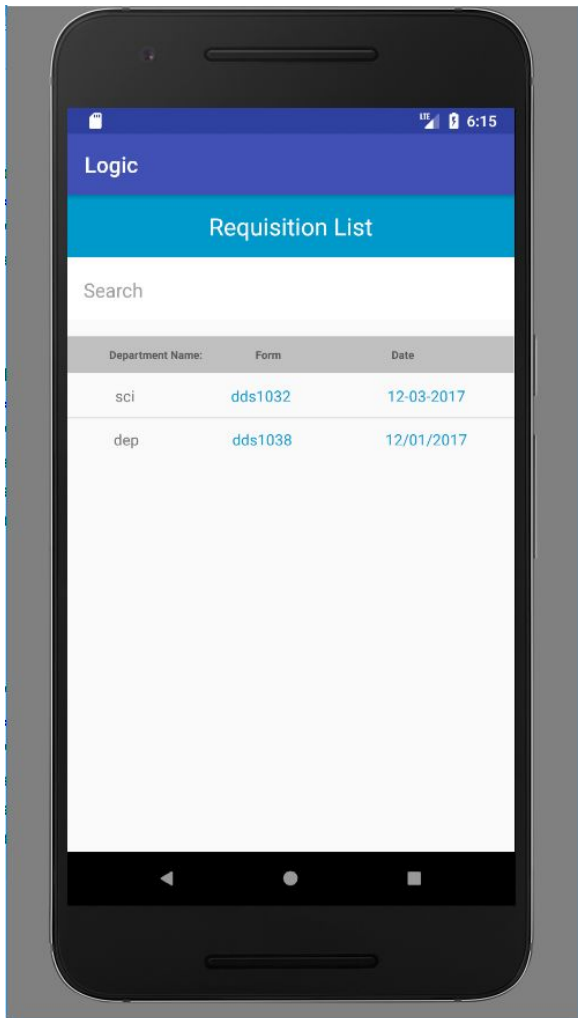
To view all forms,, first click on the 'documents' button on the dashboard



3.1.View Requisitions

Click on Requisition Forms

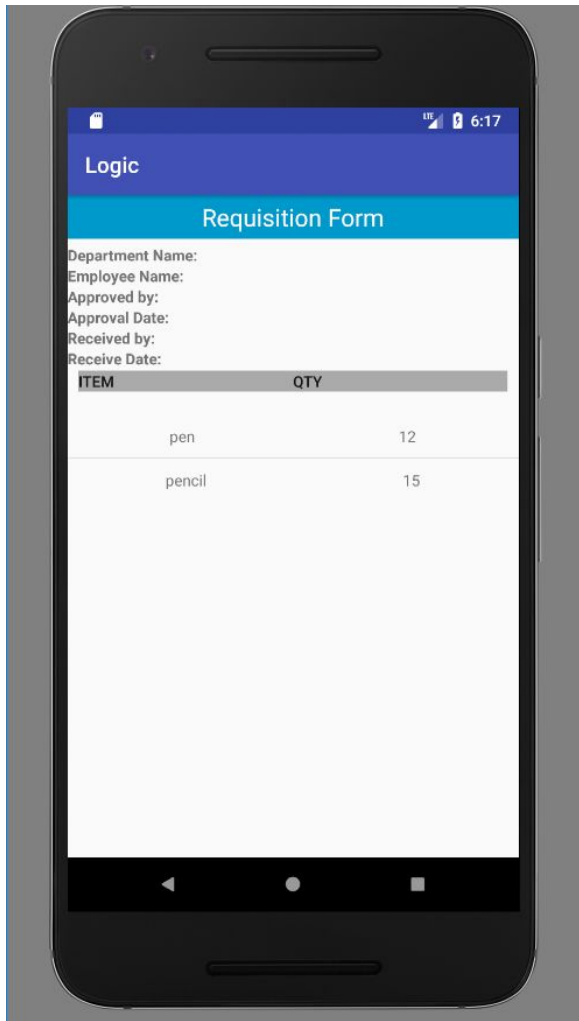




3.1.View Requisitions continued..

Click on a Requisition Form of choice.

Search for the required Requisition Form in the search field.

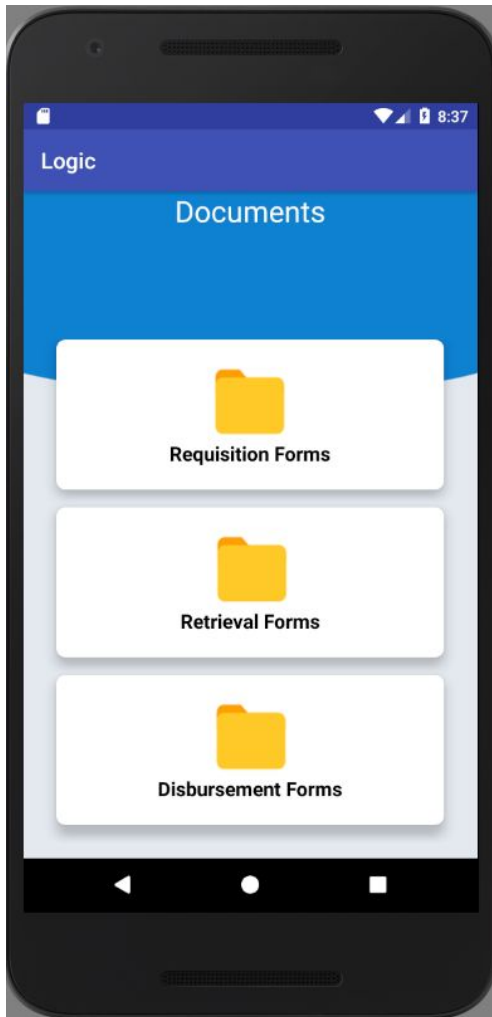


3.1.View Requisitions continued..

The details of the chosen form are as shown.

3.2.View Retrieval Forms

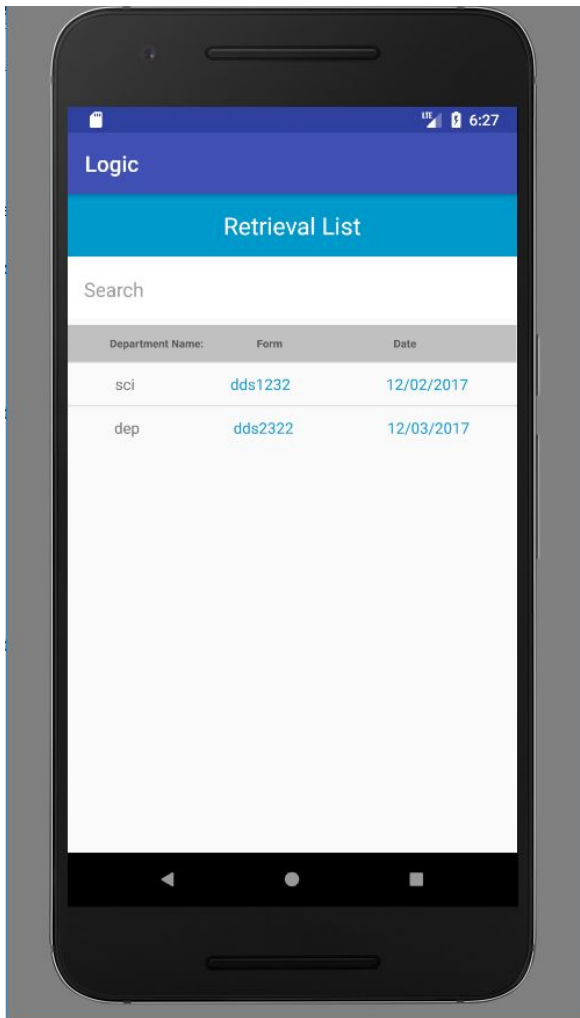
To view Retrieval Forms, first click on the 'Retrieval Forms' button on the dashboard

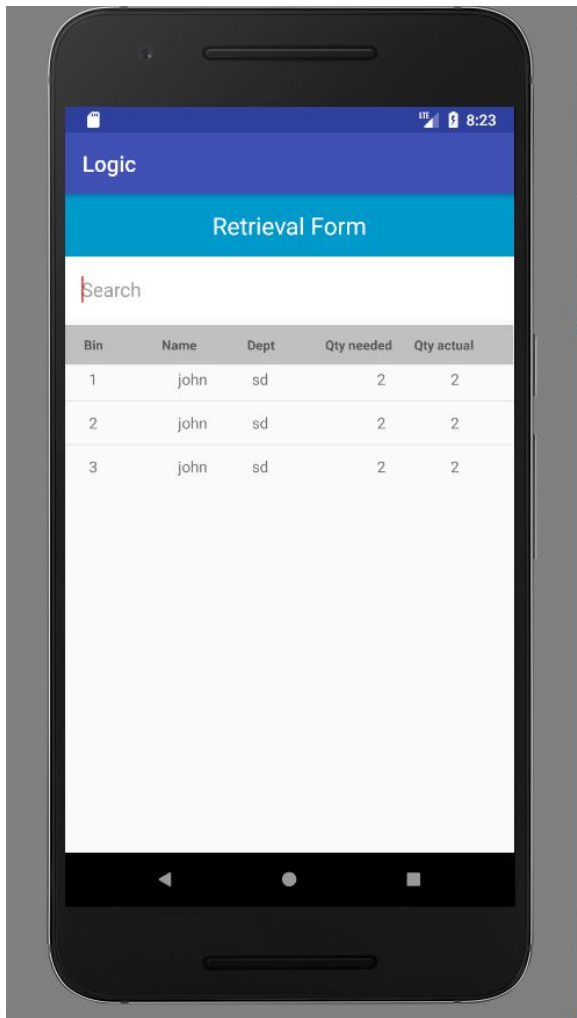


3.2.View Retrievals continued..

Click on a Retrieval form list item

Retrieval form can be searched for in the search field.





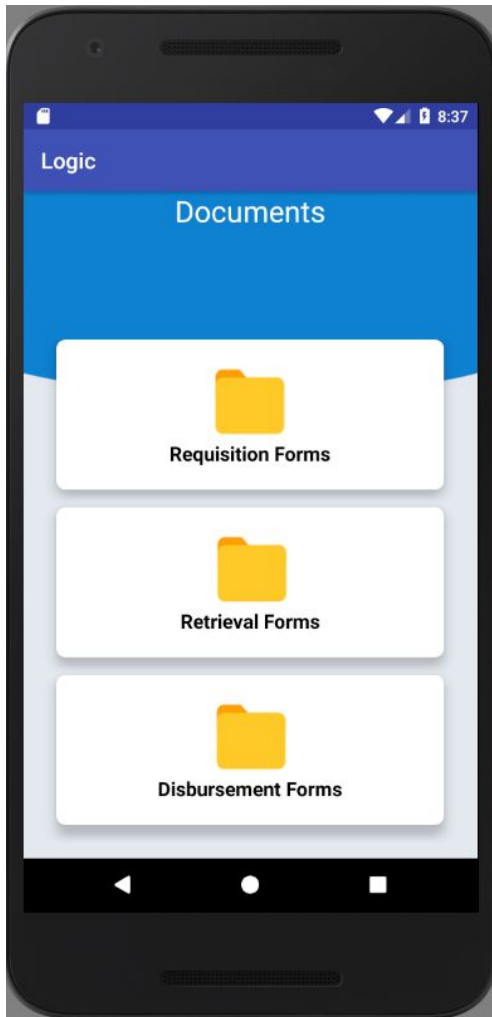
3.2.View Retrievals continued..

Retrieval form list items are shown.

Enter the form field details in the search field to search for items.

3.3.View disbursement forms

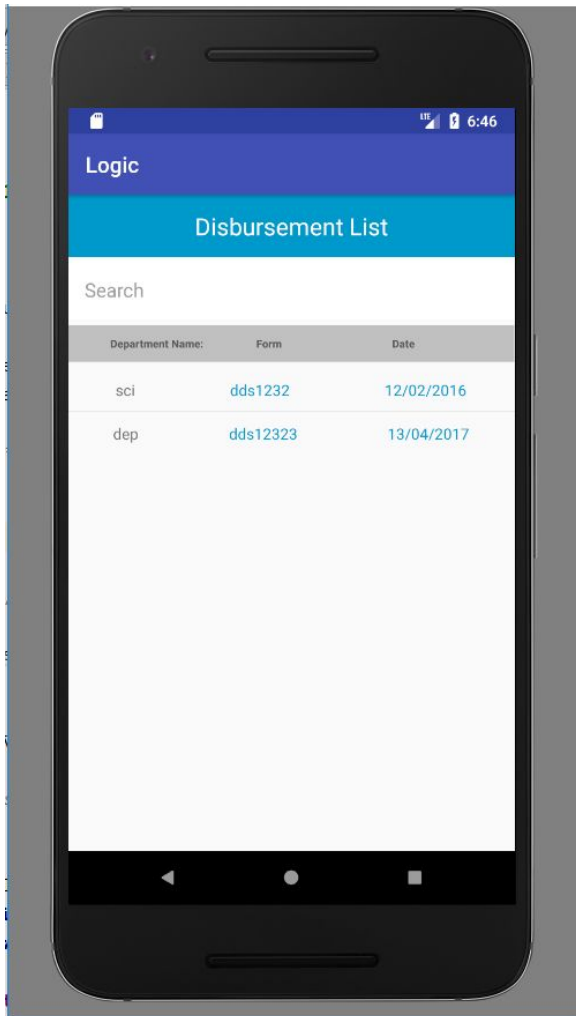
Click on disbursement forms

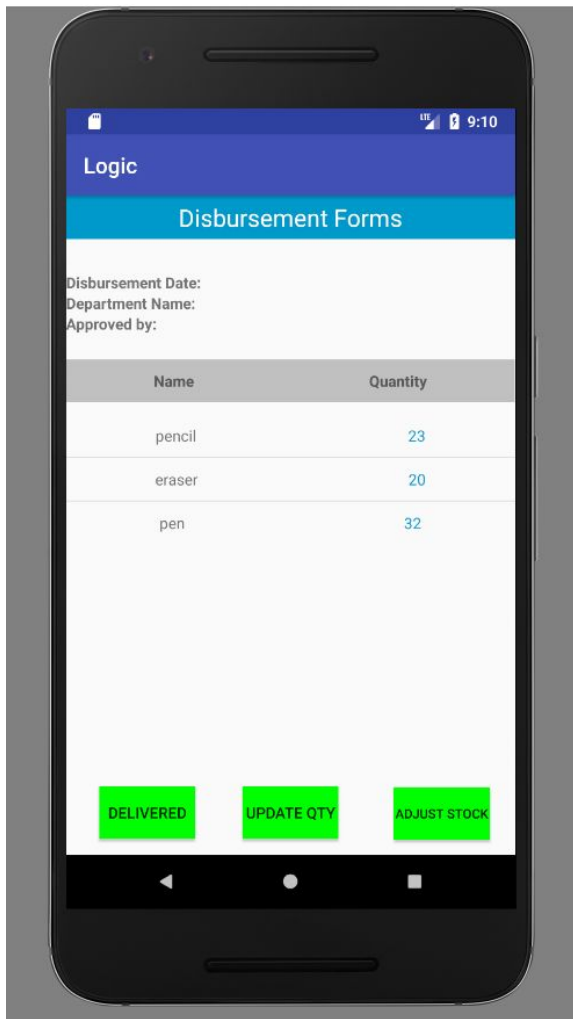


3.3.View Disbursement continued..

Click on disbursement list item

Search for the required disbursement form in the search field



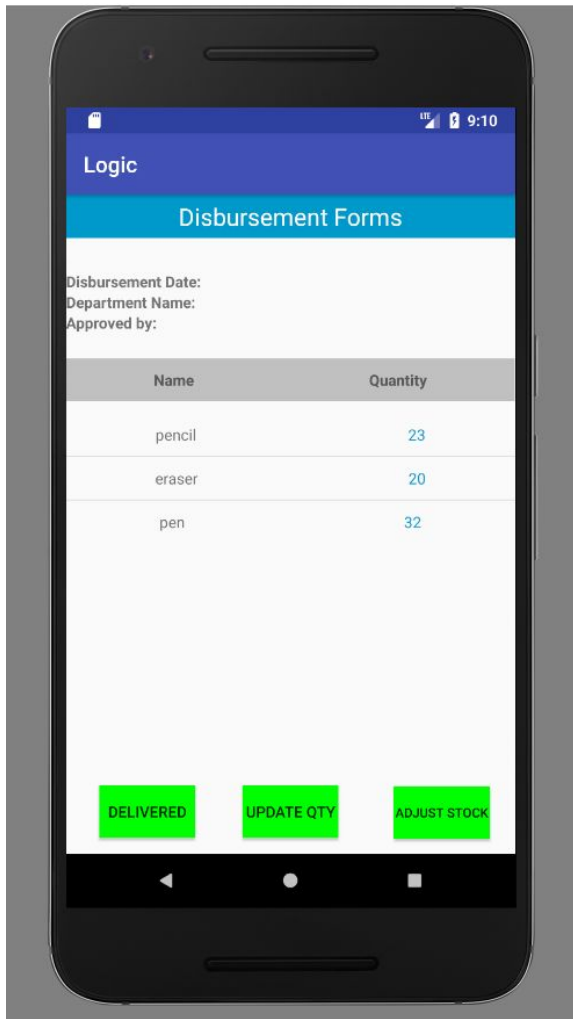


3.3.View Disbursement continued..

Disbursement form details are as shown.

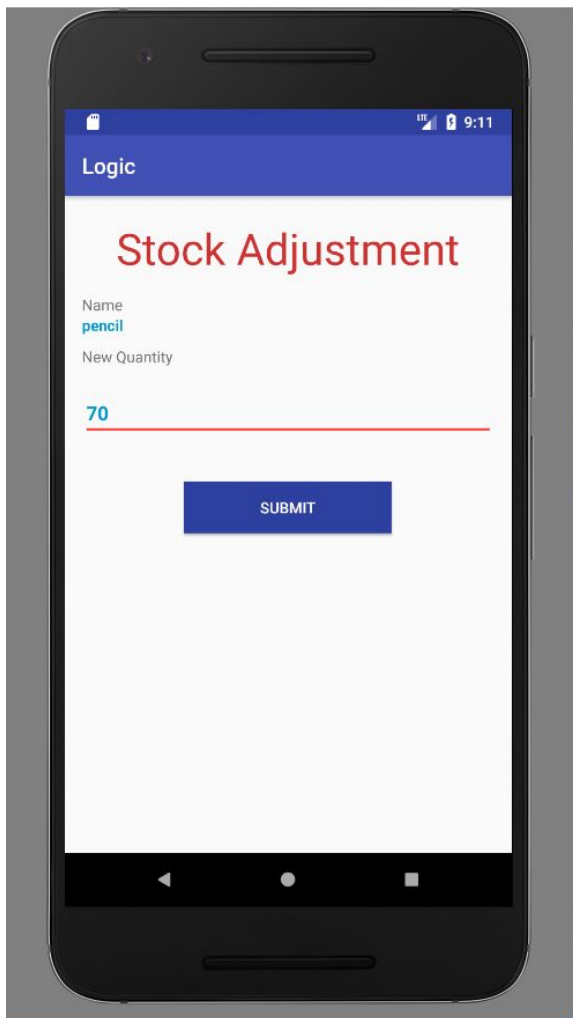
Click on delivered when items are delivered to department rep.

Click on update quantity when all items in the quantity are correct as of latest time.



3.3.1. Adjust disbursement quantity

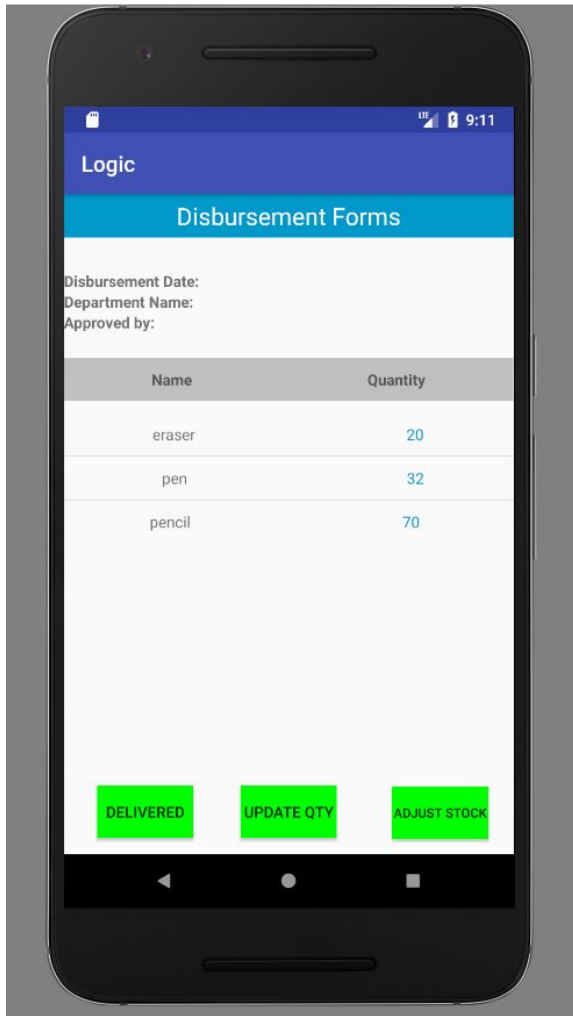
Click on disbursement list item.



3.3.1. Adjust disbursement quantity

Enter the new quantity under the field "New Quantity"

Click submit to make changes.



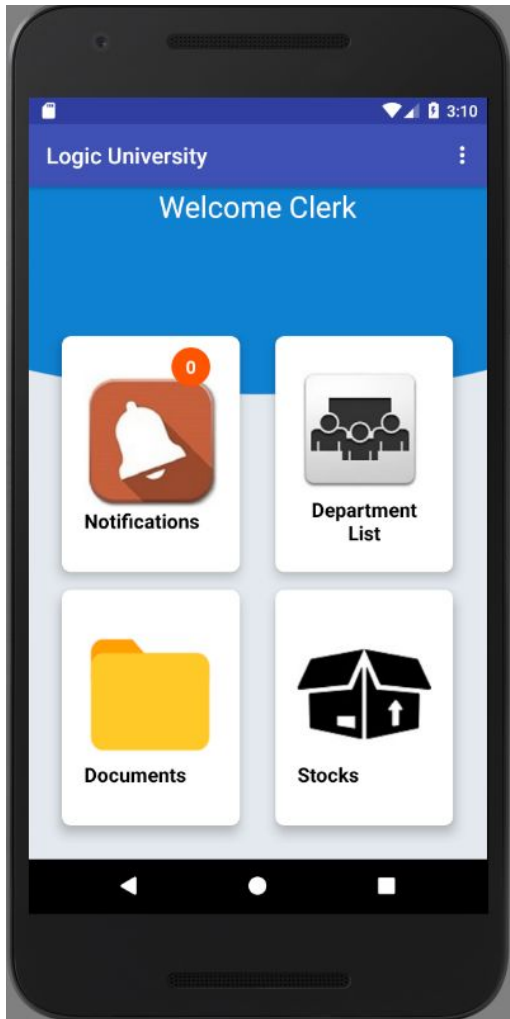
3.3.1. Adjust disbursement quantity

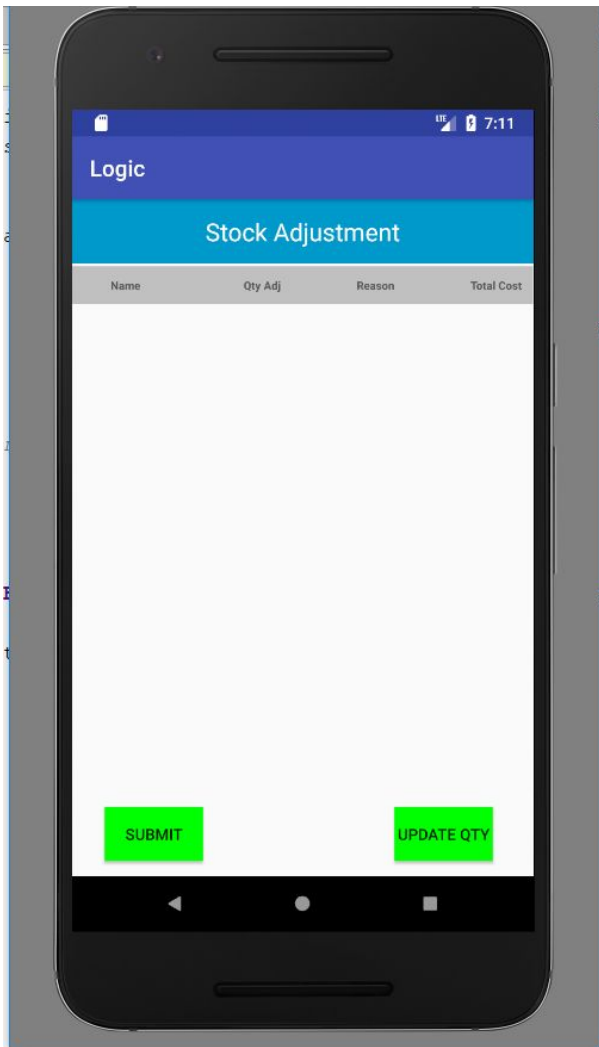
The new changes are made.

4. Stock Adjustment

4. Stock adjustment

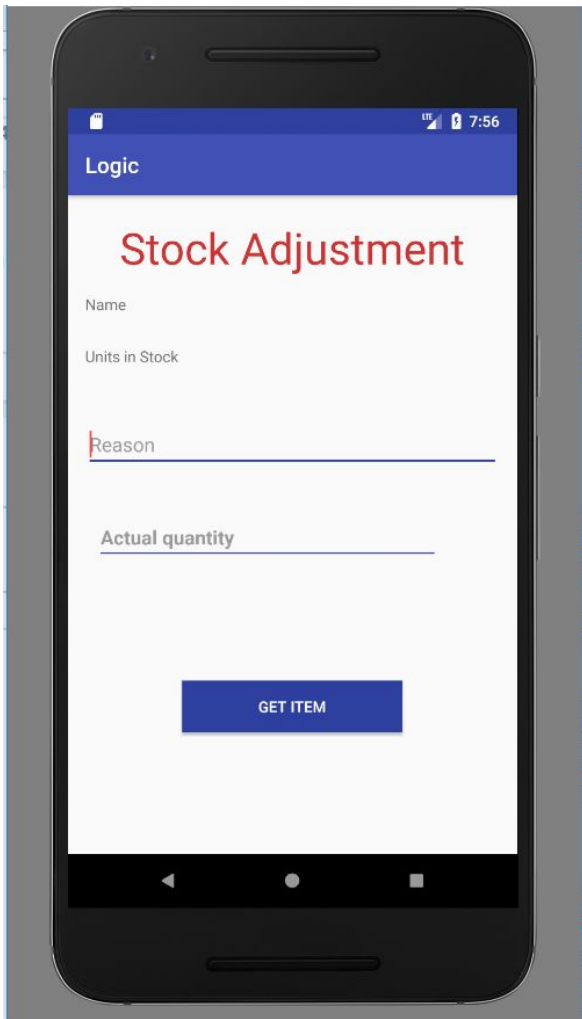
To make stock adjustments, click on the icon stocks.





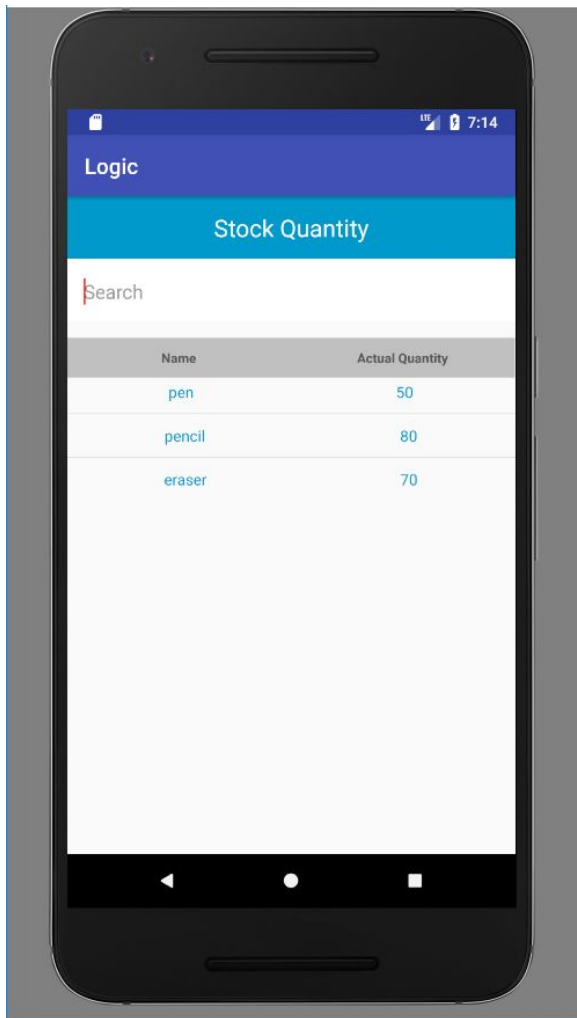
4. Stock adjustment continued..

Click on update quantity



4. Stock adjustment continued..

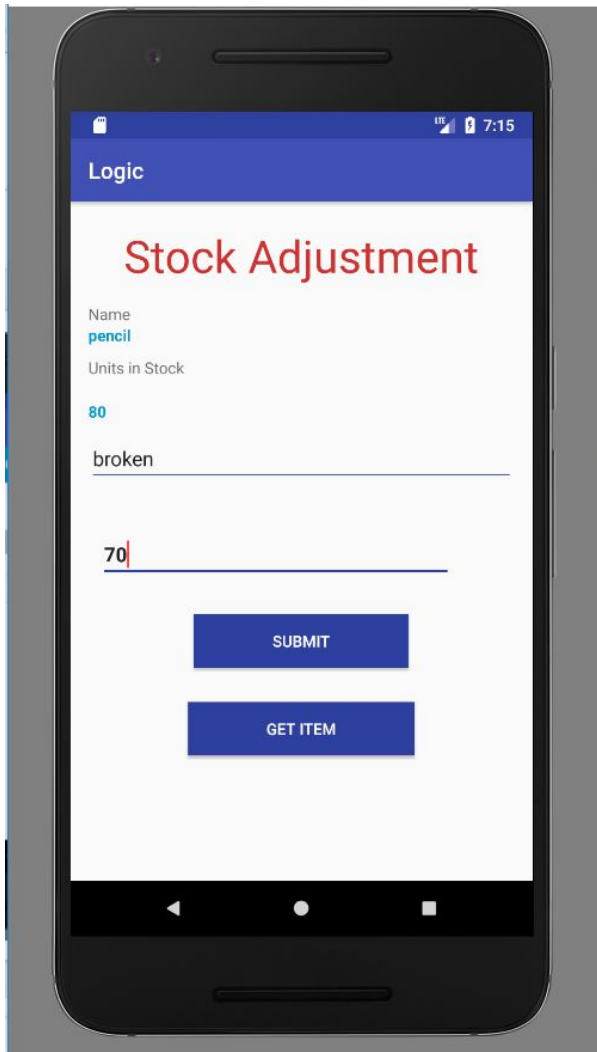
Click on “Get Item” to get the list of items from the catalogue that needs to be adjusted.



4. Stock adjustment continued..

Search for the item in the catalogue.

Click on the item that needs to have quantity adjusted.

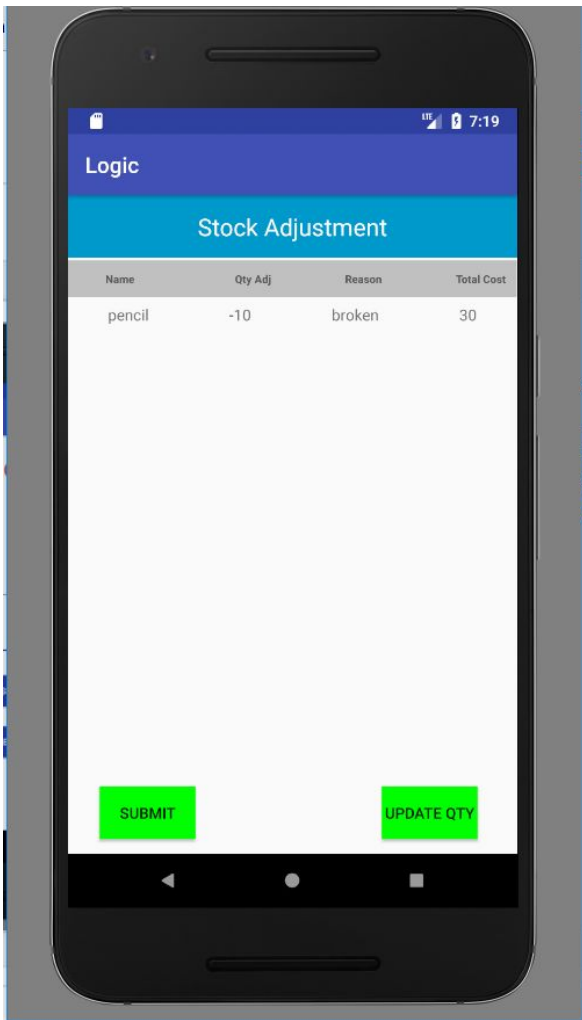


4. Stock adjustment continued..

Enter the reason for adjustment

Enter the current number of items in the inventory store.

Click submit.



4. Stock adjustment continued..

The fields are updated.

Qty Adj field shows the difference between the units in stock and the actual quantity in the store.

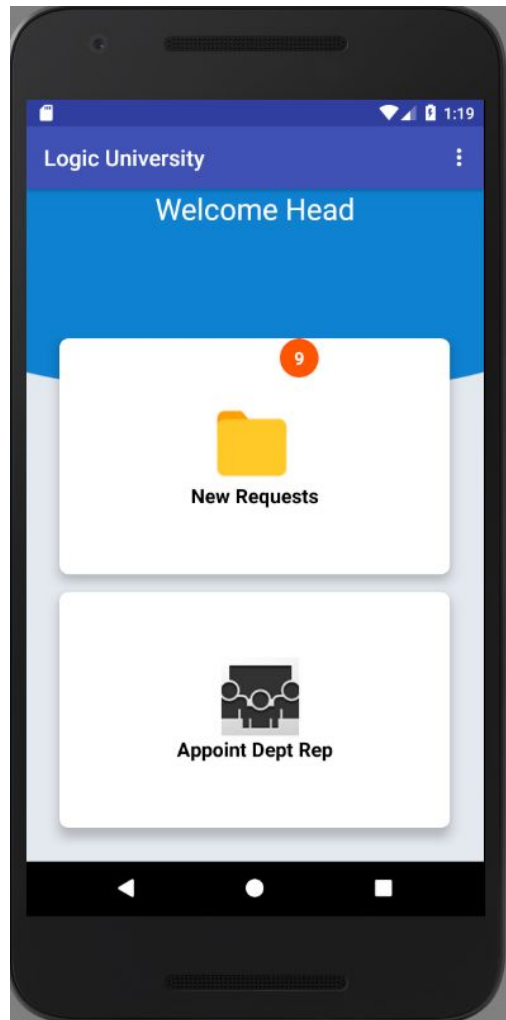
Total cost is computed based on the actual qty adjusted.

Click on submit button.

If items cost more than \$250, a notification will be sent to the manager.

If items cost less than \$250, a notification will be sent to the supervisor.

Department Head

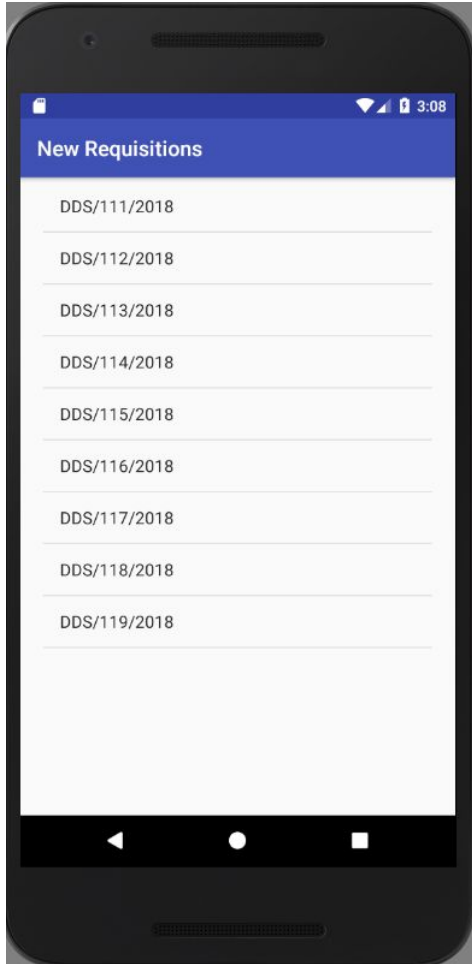


1. New Requests

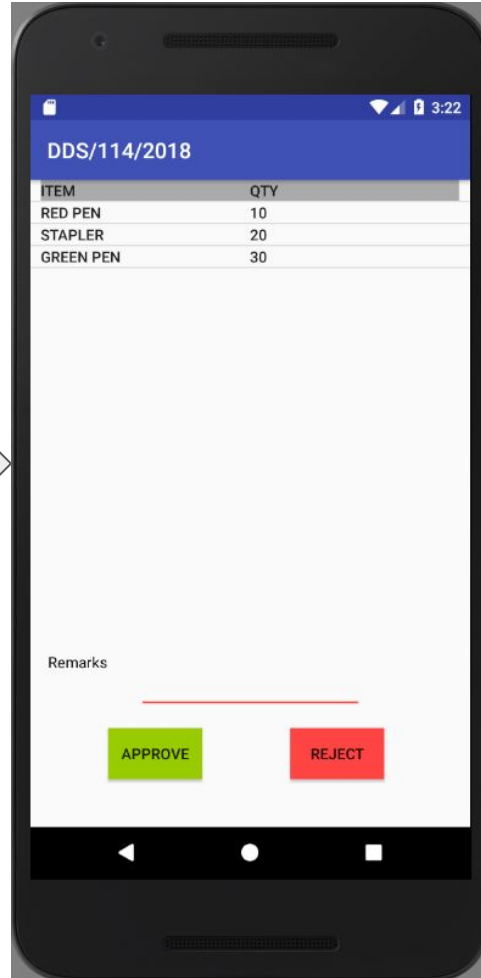
To approve/reject new requisition requests, first click the new requests button on the dashboard.

The notification displays how many requests are pending

1.



2.



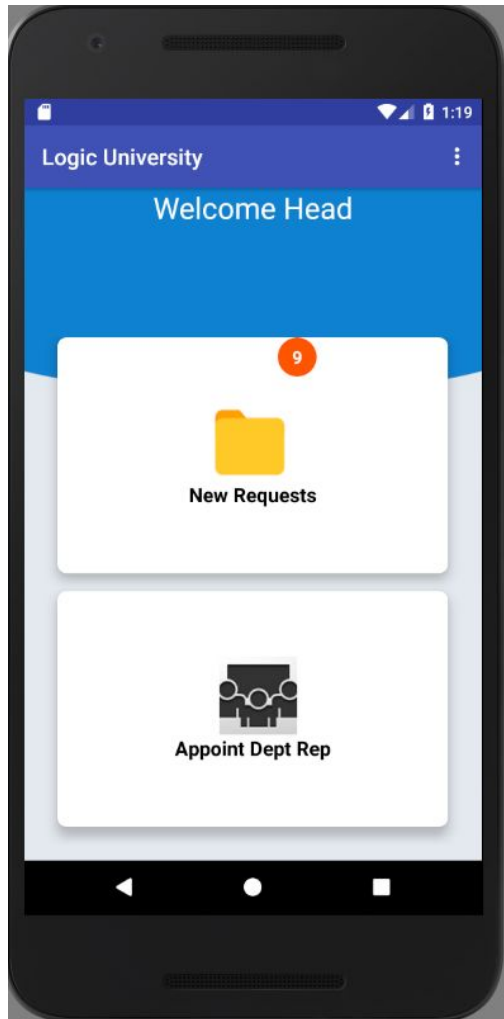
1.New Requests continued..

Next, click on the desired form, as shown in screen 1.

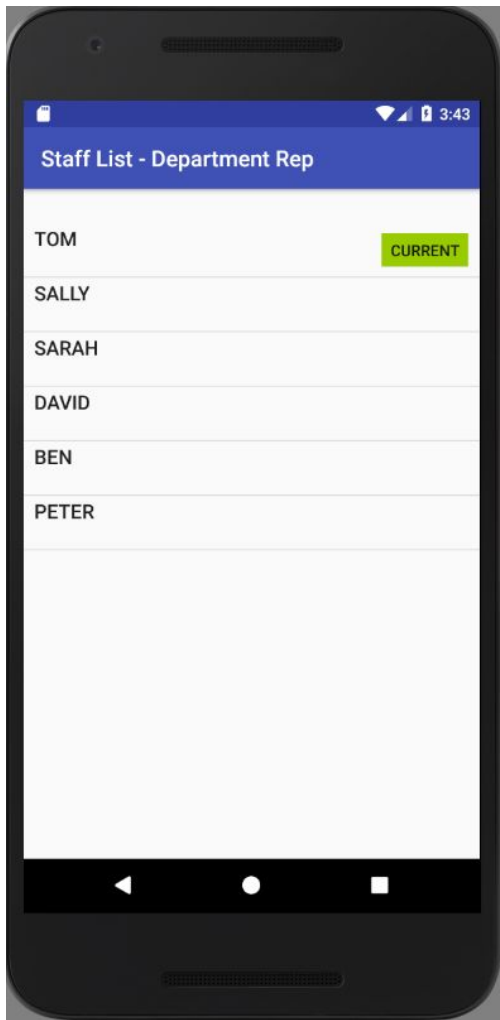
This will open up screen 2, where details of the requisition request can be viewed. Here, approve or reject can be selected. If desired, the remarks for approving/rejecting the requisition can be entered in the textbox above the approve/reject buttons

2. Appoint Department Rep

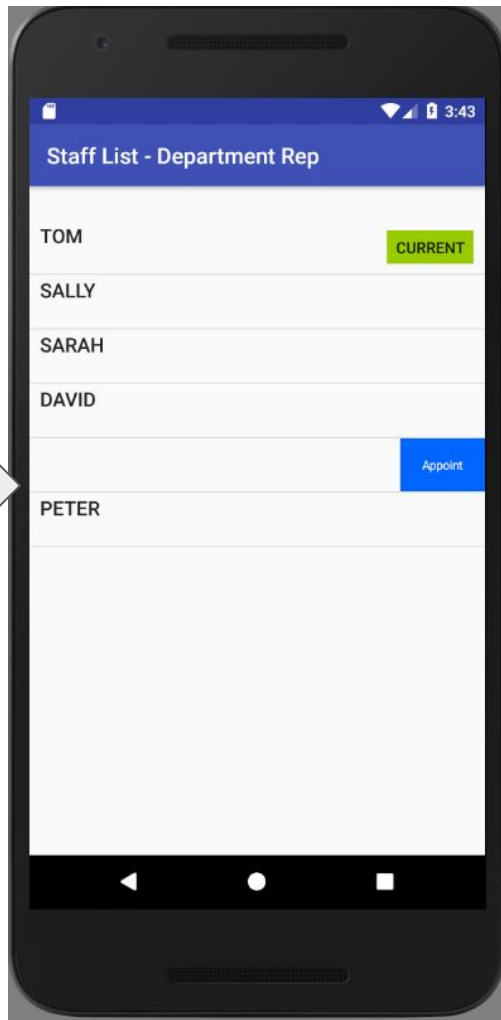
To appoint a department rep, first click on the appoint dept rep button on the dashboard



1.



2.

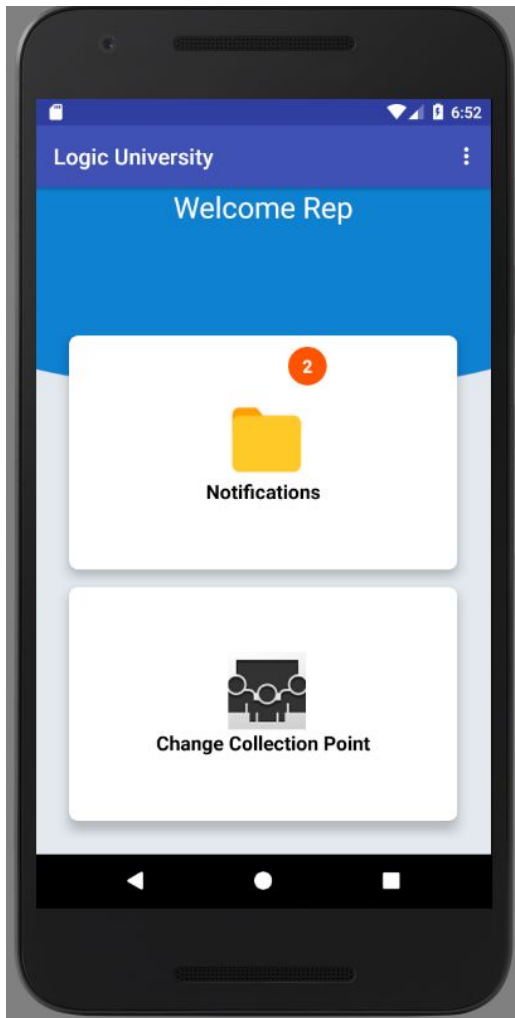


2.Appoint Department Rep continued..

The current department rep will have a label beside the name, as shown in screen 1.

To change the rep, swipe left on the desire row and click appoint, as shown in screen 2.

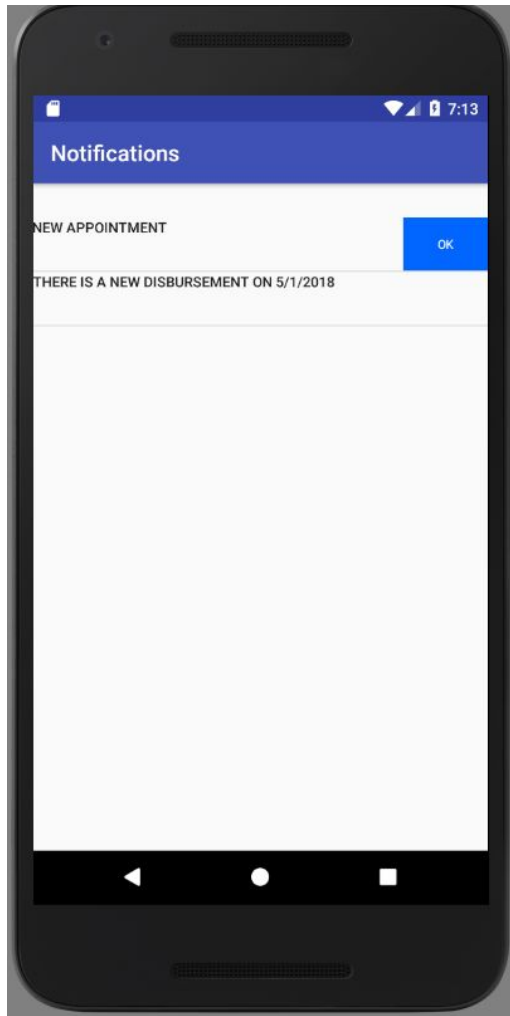
Department Rep



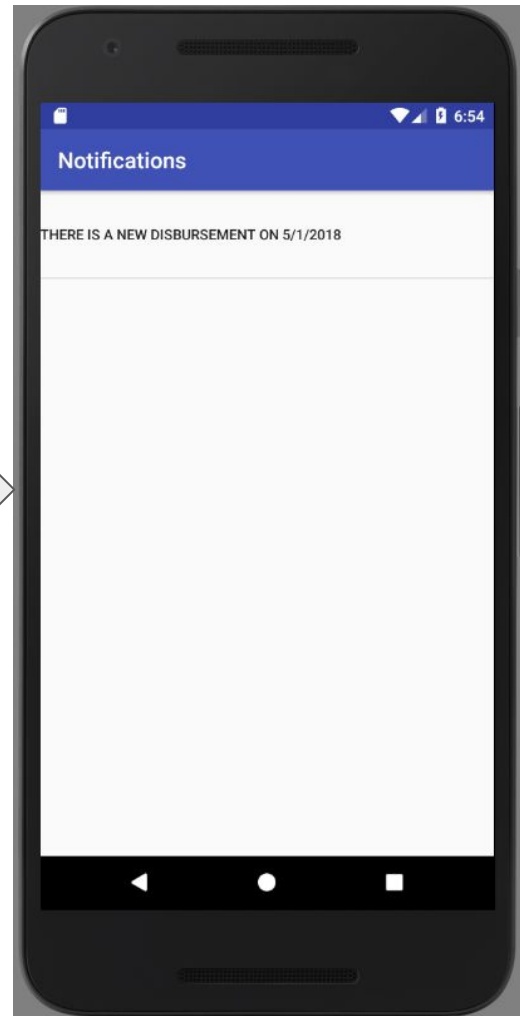
1. Check Notifications

To view notifications, first click on the 'notifications' button on the dashboard.

1.



2.



1. Check Notifications continued..

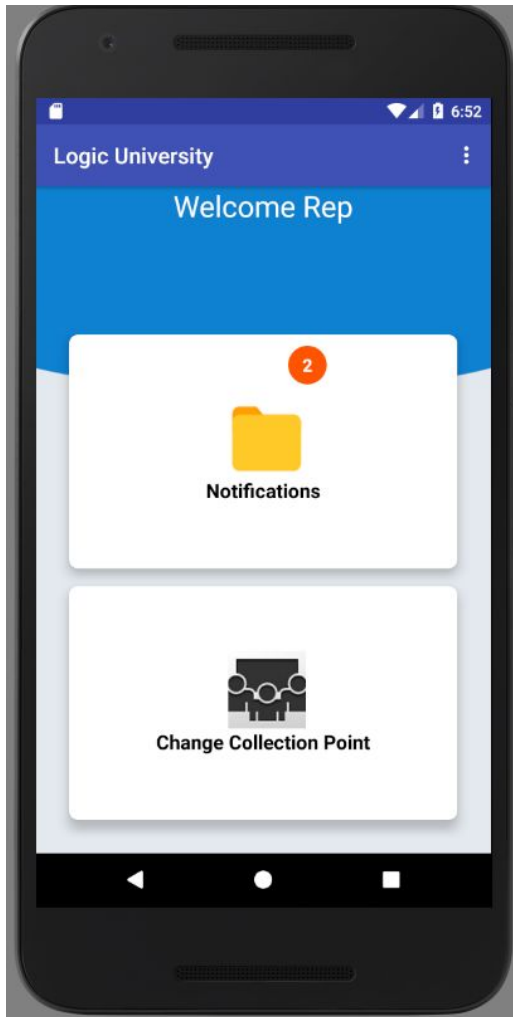
All notifications will be displayed in this page.

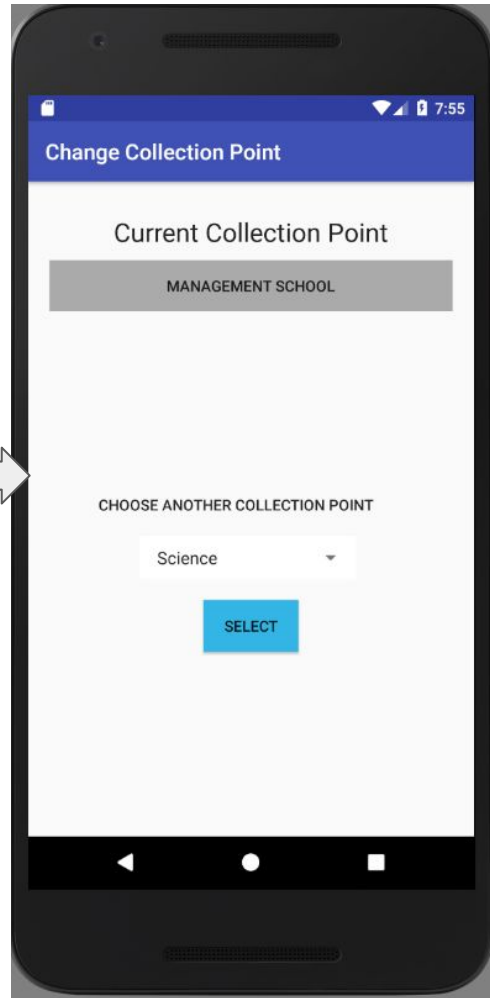
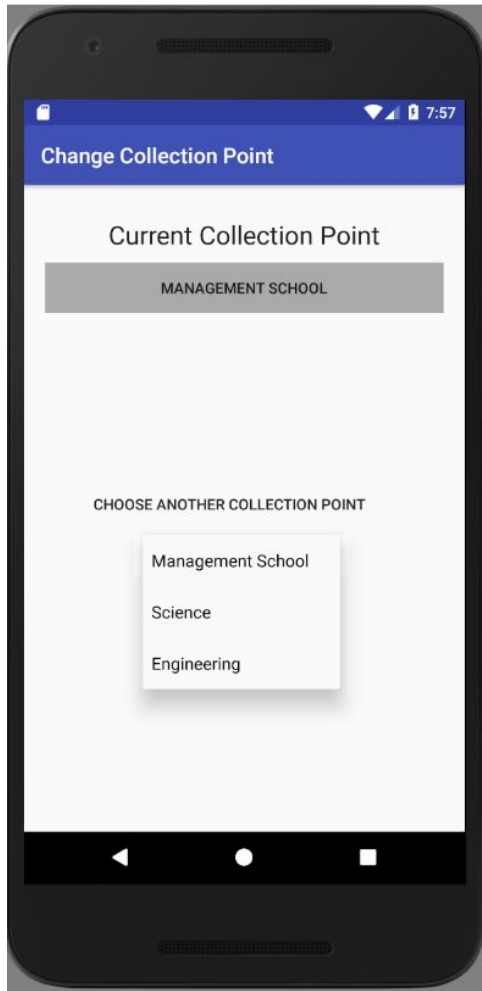
To clear the notification, swipe left on the row and click the 'ok' button.

If the notification is about collections, clearing the notification will provide affirmation that the collection has been done.

2. Change Collection Point

To change the collection point, first click on the 'change collection point' button on the dashboard



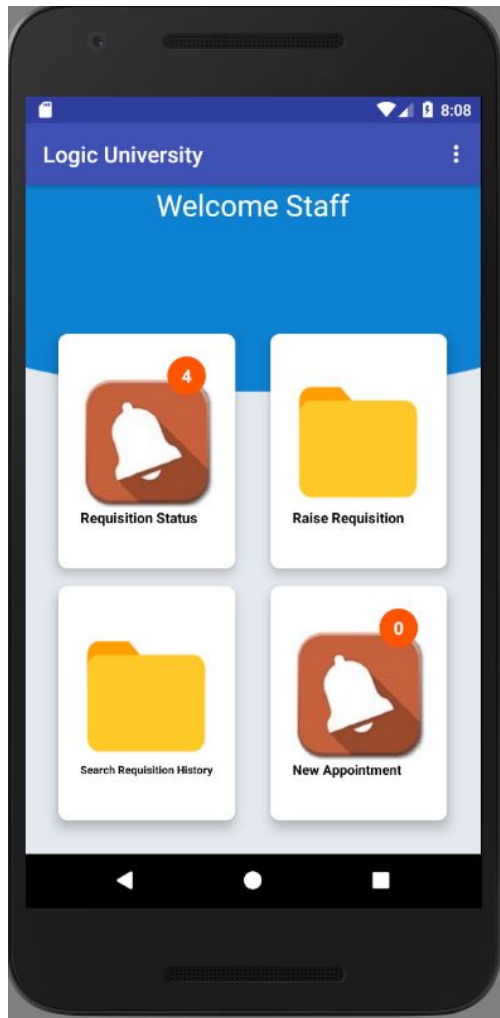


2. Change Collection Point continued..

The current collection point will be displayed at the top of the screen, under 'current collection point'.

Select a new collection point from the spinner and click select to choose a new collection point.

Department Staff

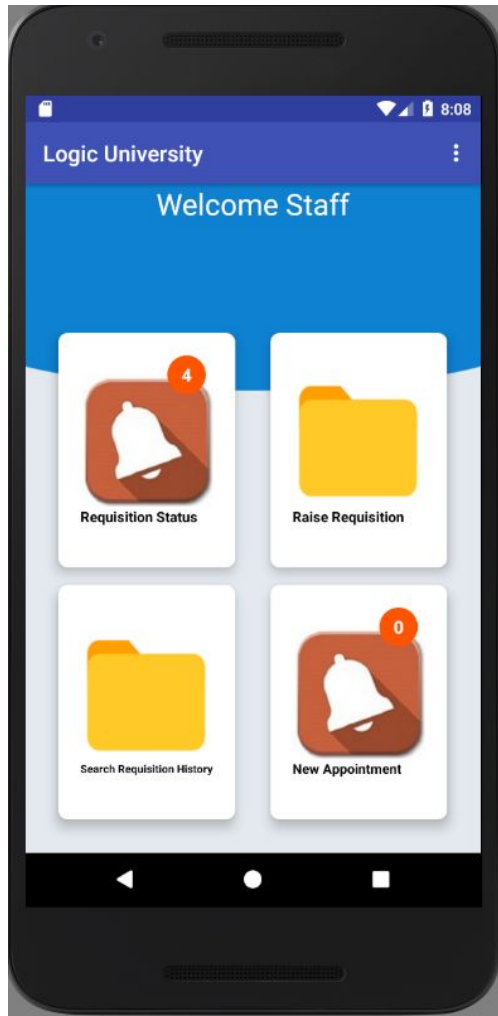


1. New Appointment

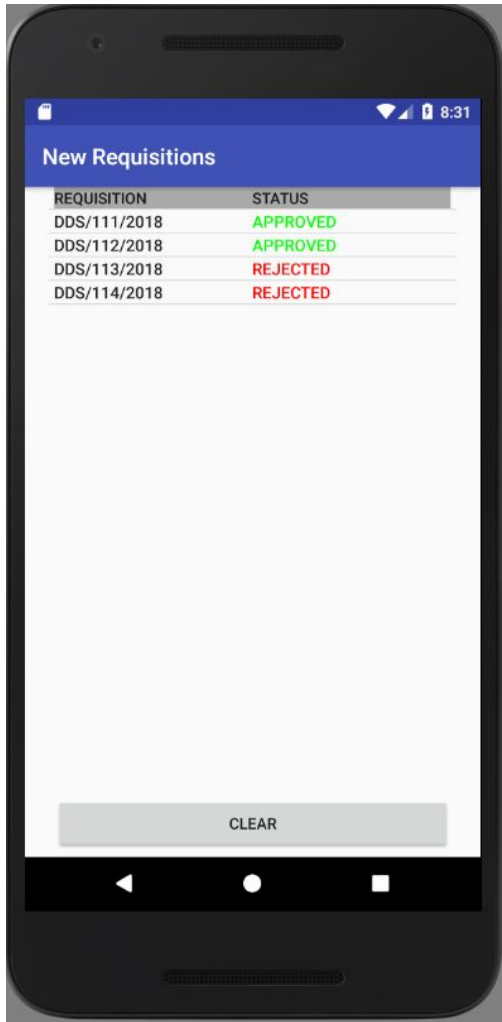
Clicking on the 'new appointment' button on the dashboard will display a notification of new appointment, if there is any

2. Requisition Status

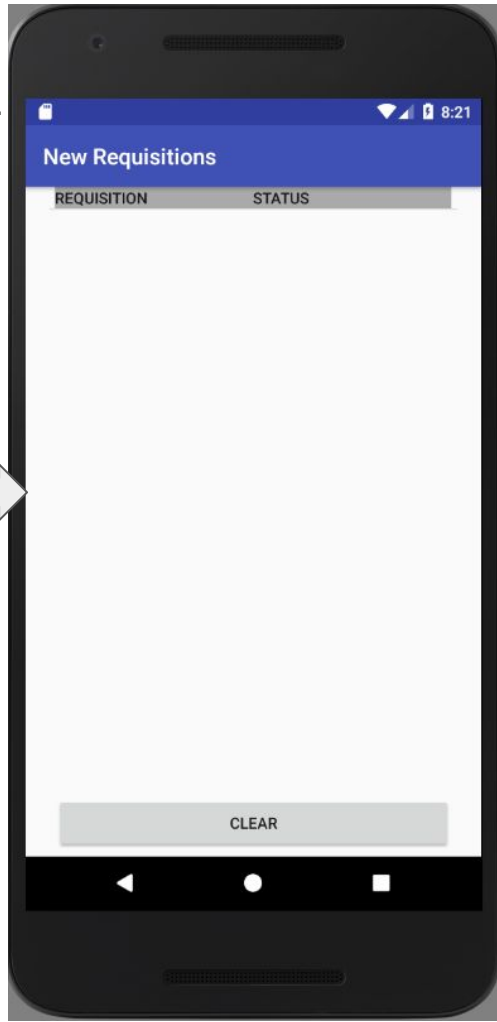
To view notification of requisition status, first click on the 'requisition status' button on the dashboard



1.



2.



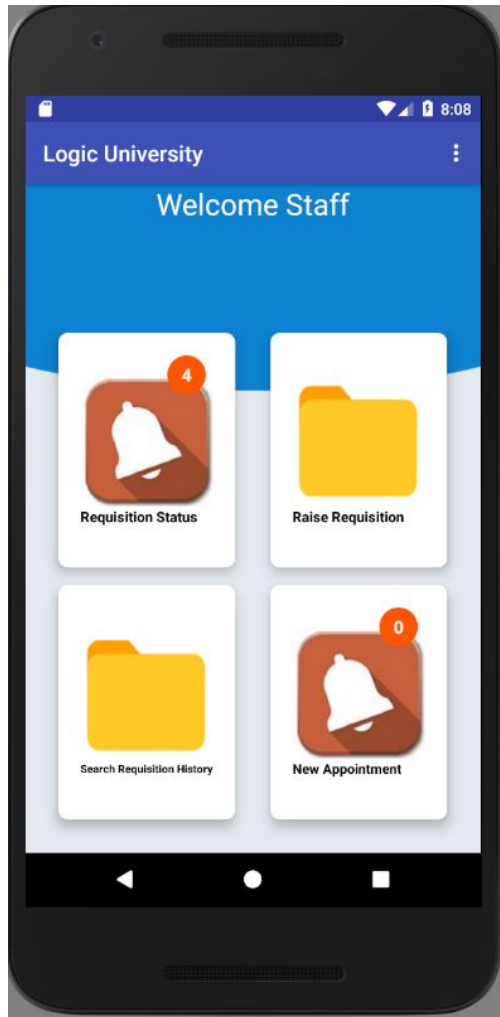
2. Requisition Status continued..

A list of new requisitions which have been approved or rejected will be displayed

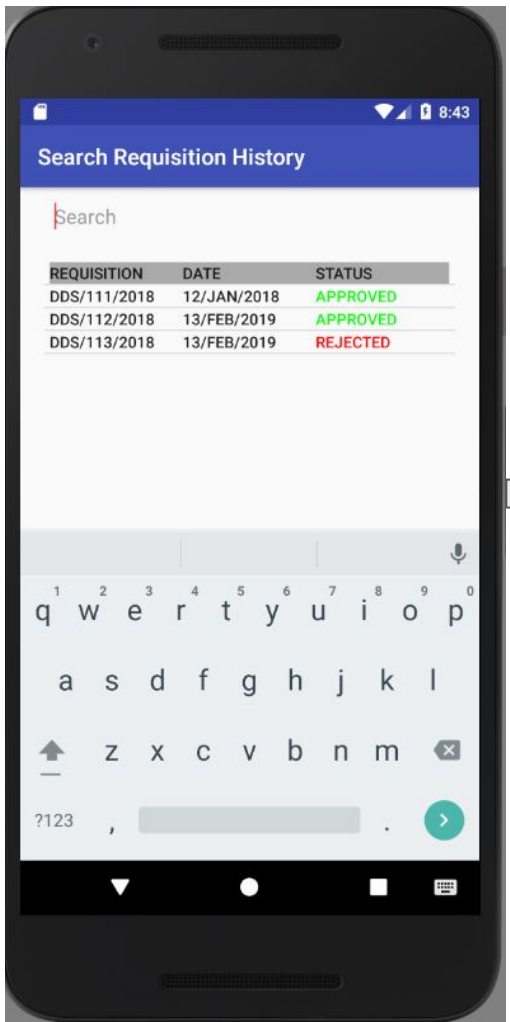
To clear the notifications, click the 'clear' button at the bottom of the screen

3. Search Requisition History

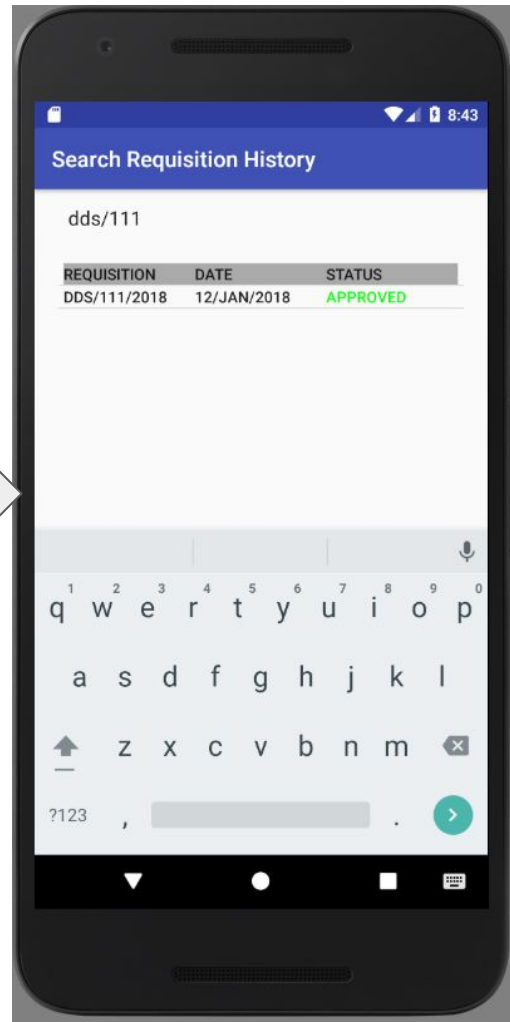
To view requisition history, first click on the 'search requisition history' button on the dashboard



1.



2.



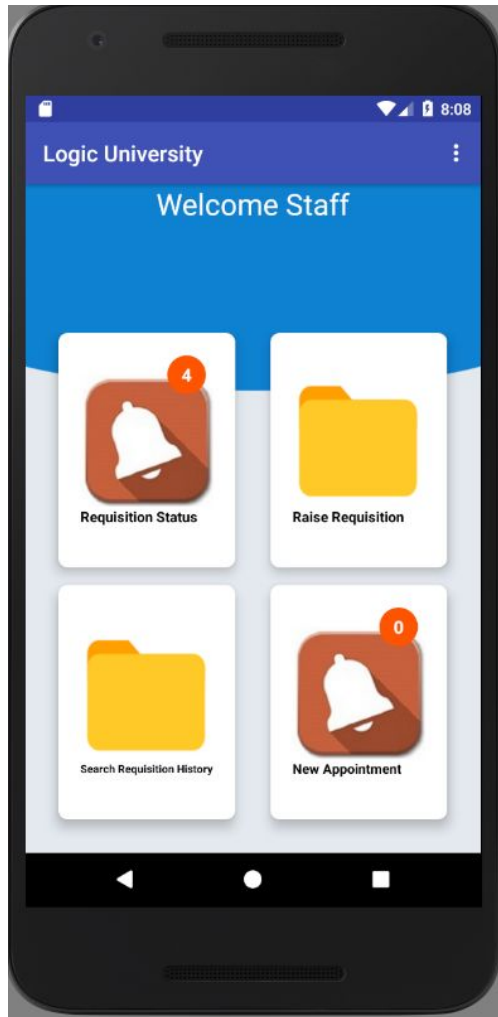
3. Search Requisition History continued..

A list of all previous requisitions will be displayed.

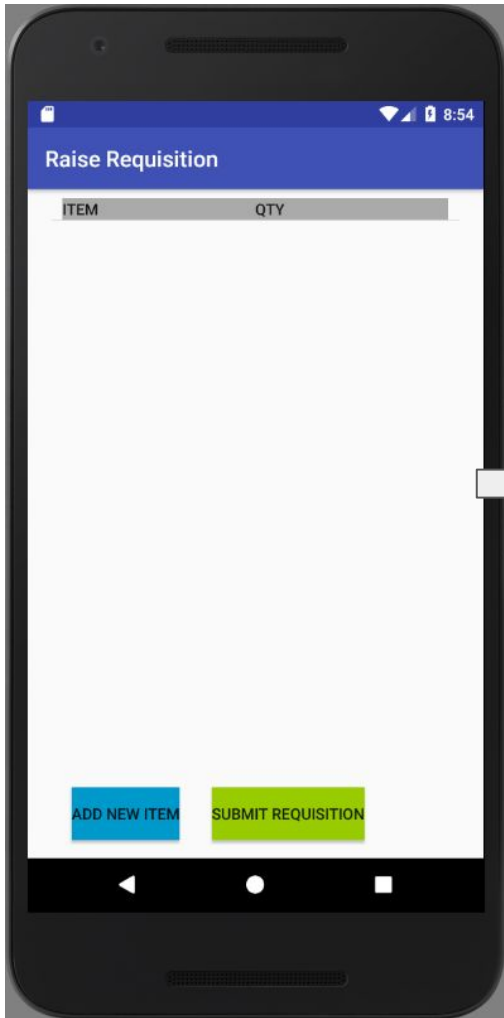
The search function at the top of the screen can be used to search based on any of the columns.

4. Raise Requisition

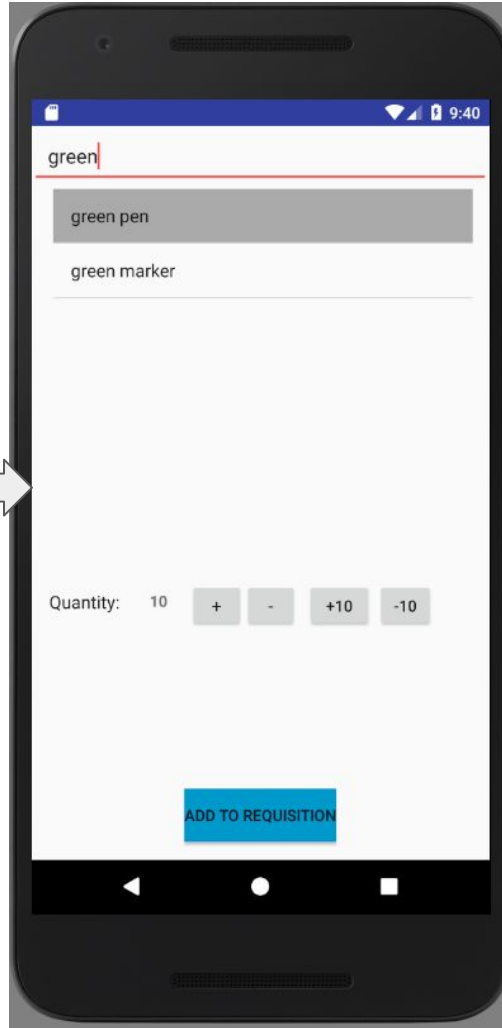
To view raise a new requisition, first click on the 'raise requisition' button on the dashboard



1.



2.



4. Raise Requisition continued..

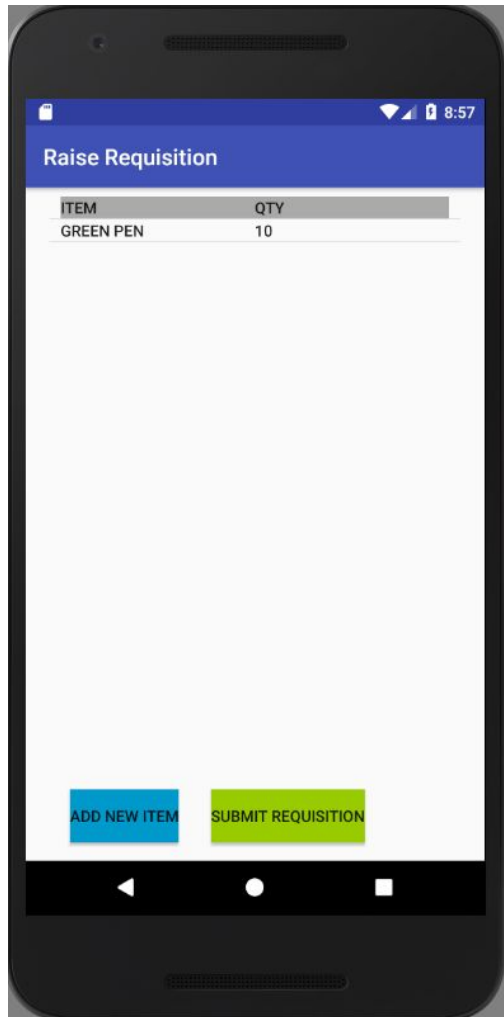
An empty list will first be displayed, as shown in screen 1. To add an item, click on the 'add new item' button at the bottom of the screen.

Next search for the desired item and select the item and quantity. Then click on the 'add to requisition' button at the bottom of the screen, as shown in screen 2.

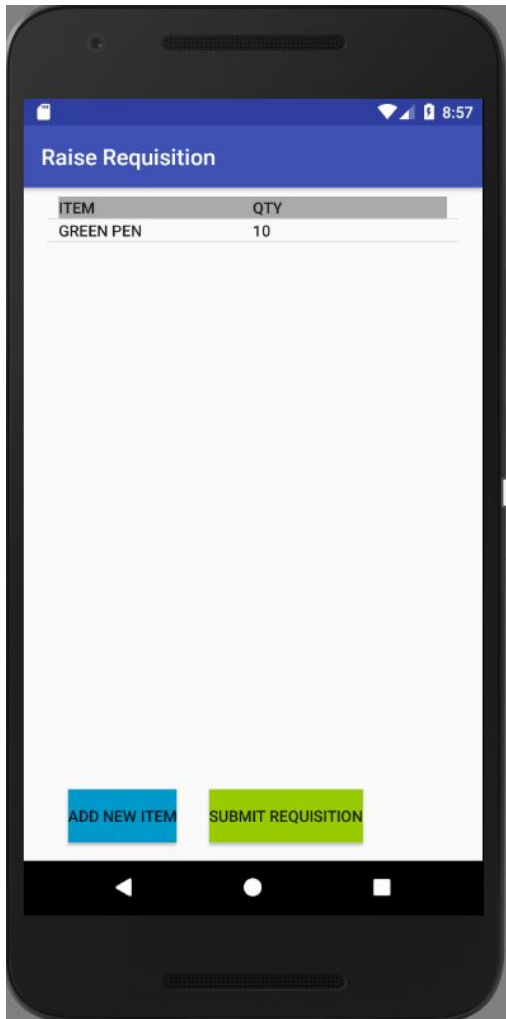
4. Raise Requisition continued..

The selected item will be added to the list. To add another item, click the 'add new item' button at the bottom of the screen and repeat the previous process.

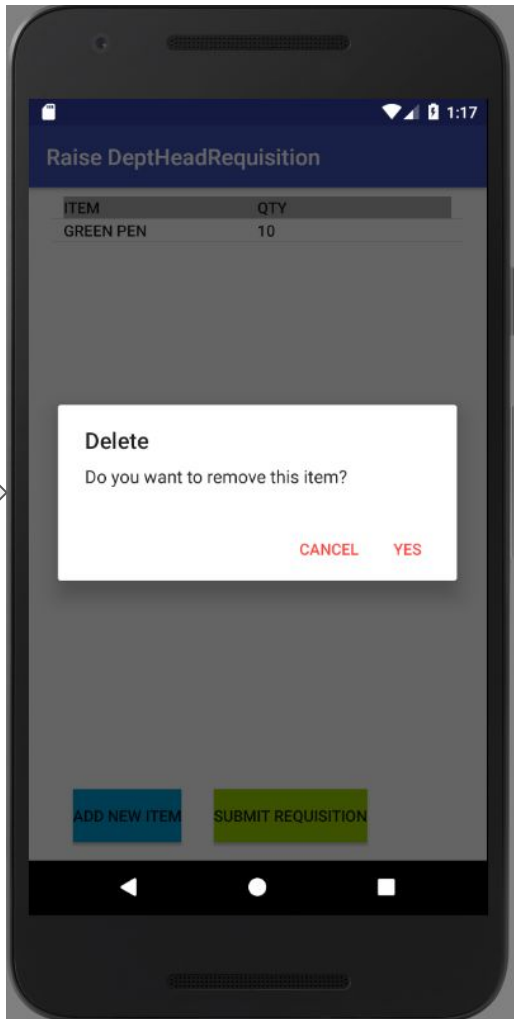
If all desired items have been added, click the 'submit requisition' button at the bottom of the screen to submit the requisition for approval.



1.



2.

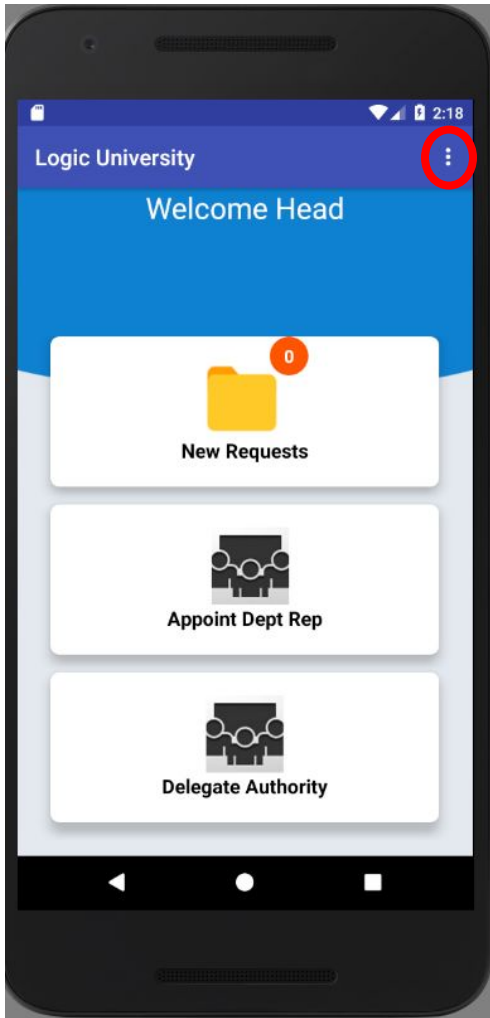


4. Raise Requisition continued..

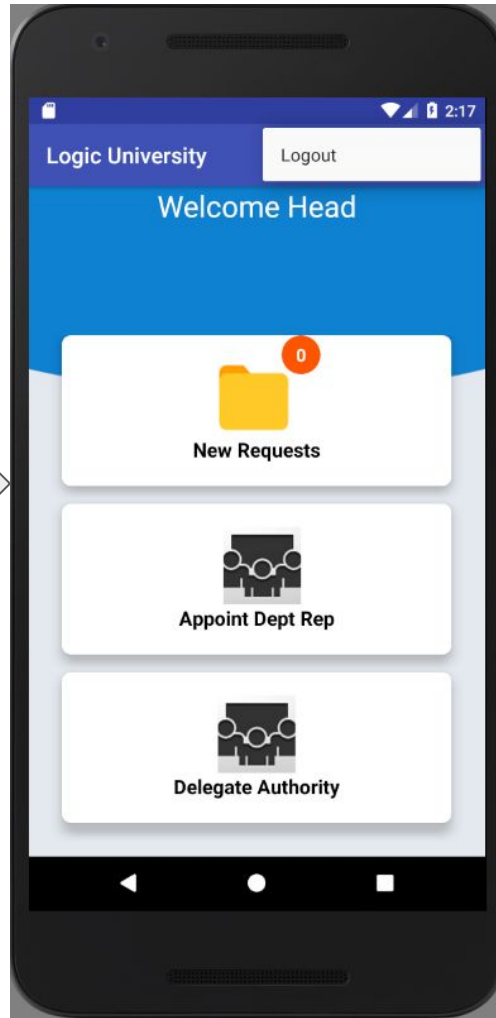
To remove an item, long click on the item and select 'yes'.

Log Out

1.



2.



To logout, click the menu option as shown in screen 1, then click logout, as shown in screen 2.