User Guide for

Logic University - Stationery Store Inventory System

GDipSA45 AD Project

Team 4

1. DOCUMENT TITLE: USER GUIDE

This document illustrates the required steps to perform operations in Logic University Stationery Store Inventory System.

2. DOCUMENT DETAILS

Name	User guide for Logic University Stationery Store Inventory System
Description	This document illustrates • Sequence steps to for the operation.
Version	1.0
Prepared On	31/01/2018
Prepared By	Team 4

3. REVISION HISTORY

Release No.	**Date**	**Revision Description**
Rev. 0	31/ 01 / 2018	User's Manual Draft and Checklist
Rev. 1	01/ 02 / 2018	Initial Work

4. CONTENTS

1. Document Title: User Guide 2
2. Document Details 2
3. Revision History 2
4. Contents 3
5. System overview 5
   5.1. Modules 5
   5.2. Abbreviation 5
   5.3. Point of Contacts 5
   5.4. User Access Level 5
6. Administration Module 6
   6.1. Getting started - logging on All Users 6
   6.2. Understanding the system menu 7
   6.3. Maintaining Profile For All Users 8
   6.4. Understanding the notifications for All Users 8
   6.5. Delegating a staff for Department Heads 9
   6.6. Assigning department representative Department Heads 10
7. Purchasing Module 11
   7.1. Raising a Requisition For Department Staffs 11
   7.2. Approving the requisition Department Heads 12
8. Disbursement Module 13
   8.1. Retrieving the Stationary Form. Store Clerks 13
   8.2. Placing Purchase Orders for Store Clerks 14
   8.3. Receiving Incoming Goods Purchase Orders Store Clerks 16
9. Inventory Module User Group 17
   9.1. Creating and Updating Stationary Store Clerks 17
   9.2. Change reorder level Store Clerks 18
   9.3. Charging the department Store Clerks 19

9.4. Counting and Adjusting Stock Store Clerks 20

10. Reports User Groups 20

10.1. Statistic Chart Store Clerks 21

10.2. Items List All Users 21

11. 25

5. SYSTEM OVERVIEW

5.1. MODULES

This system is divided into 4 modules:

- Purchasing Module - to process the requisitions raised by the departments, purchase order to vendors and item receiving from vendors.
- Inventory Module - to process the stationery movements in the store. This module includes the charge-back mechanism and the supplier and stationery maintenance.
- Retrieval and Disbursement Module - to process the issuing of stationery to the departments.
- Administration Module - to process the access level.

5.2. ABBREVIATION

REQ: Requisition	PO: Purchase Order	DISB: Disbursement
REP: Report	INV: Inventory	ADM: Administration
TRN: Transactions		

5.3. POINT OF CONTACTS

1800-HELPDESK during office hours
90HELPME during non office hours

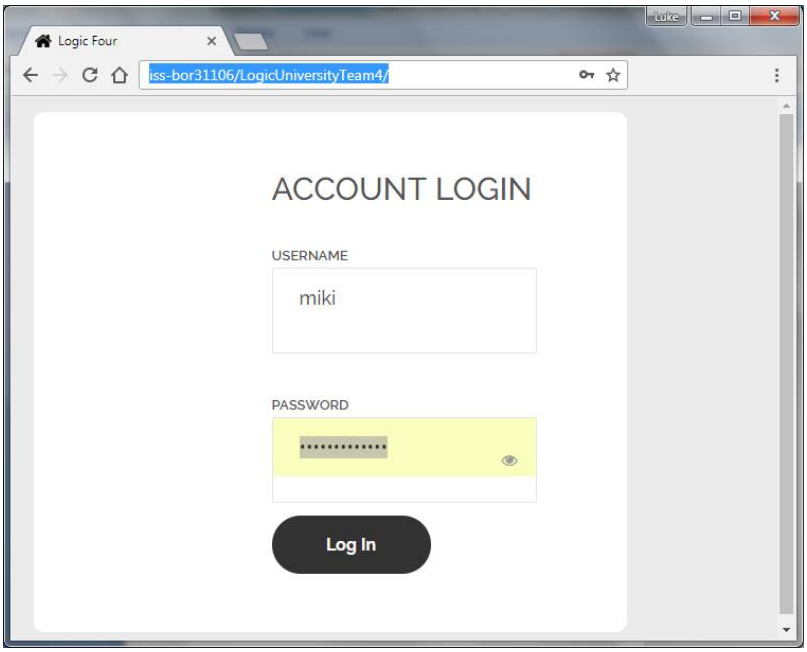
5.4. USER ACCESS LEVEL

Administrator	Department Head
Store Clerk	Delegated Department Head (Deputy Head)
Store Supervisor	Department Representative
Store Manager	Department Staff

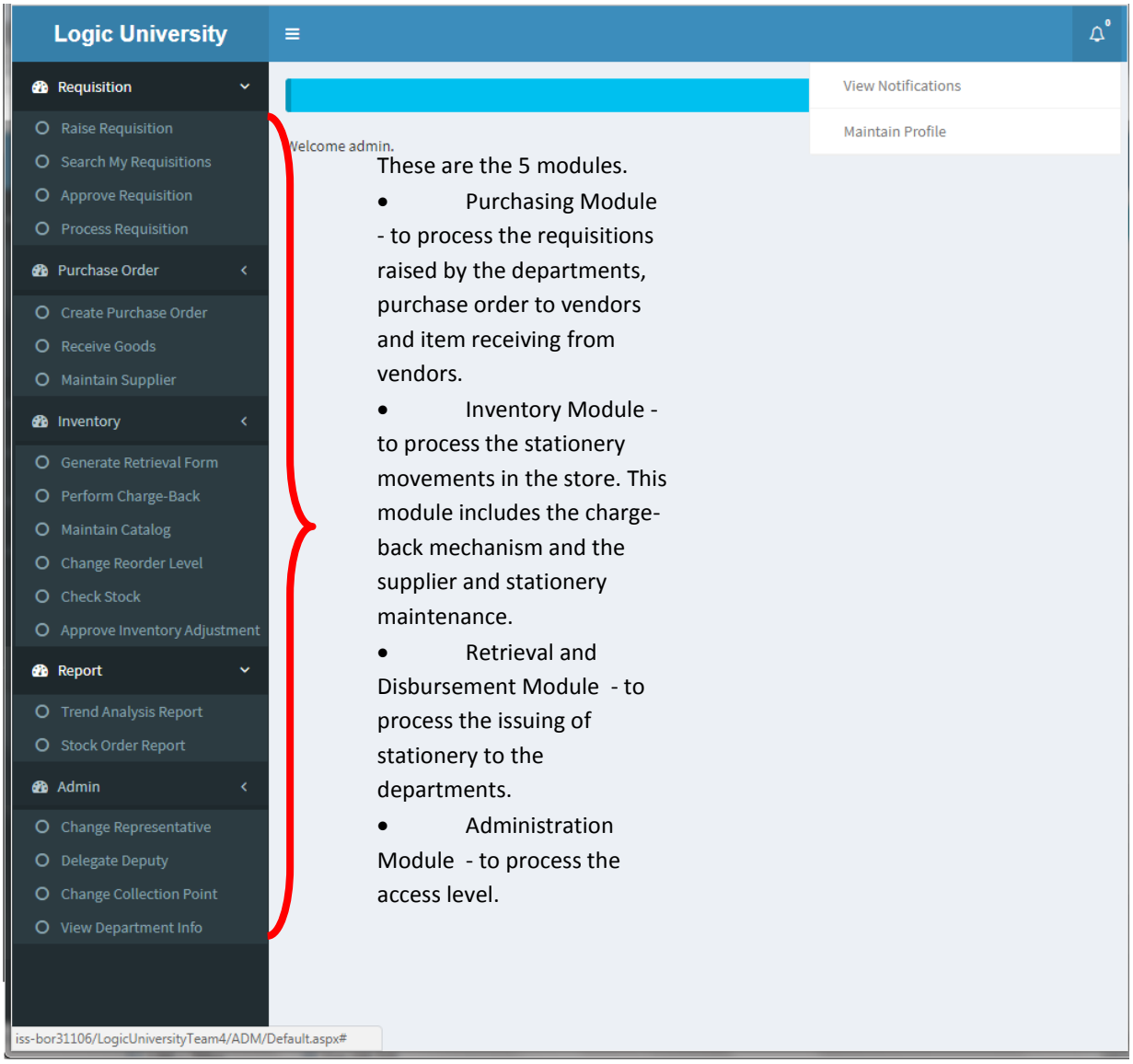
6. ADMINISTRATION MODULE

6.1. GETTING STARTED - LOGGING ON FOR ALL USERS

Click ***here*** to log on to Logic University - Stationery Store Inventory System.
Alternatively you may open a browser from your computer and enter http://iss-bor31106/LogicUniversityTeam4-



6.2. UNDERSTANDING THE SYSTEM MENU



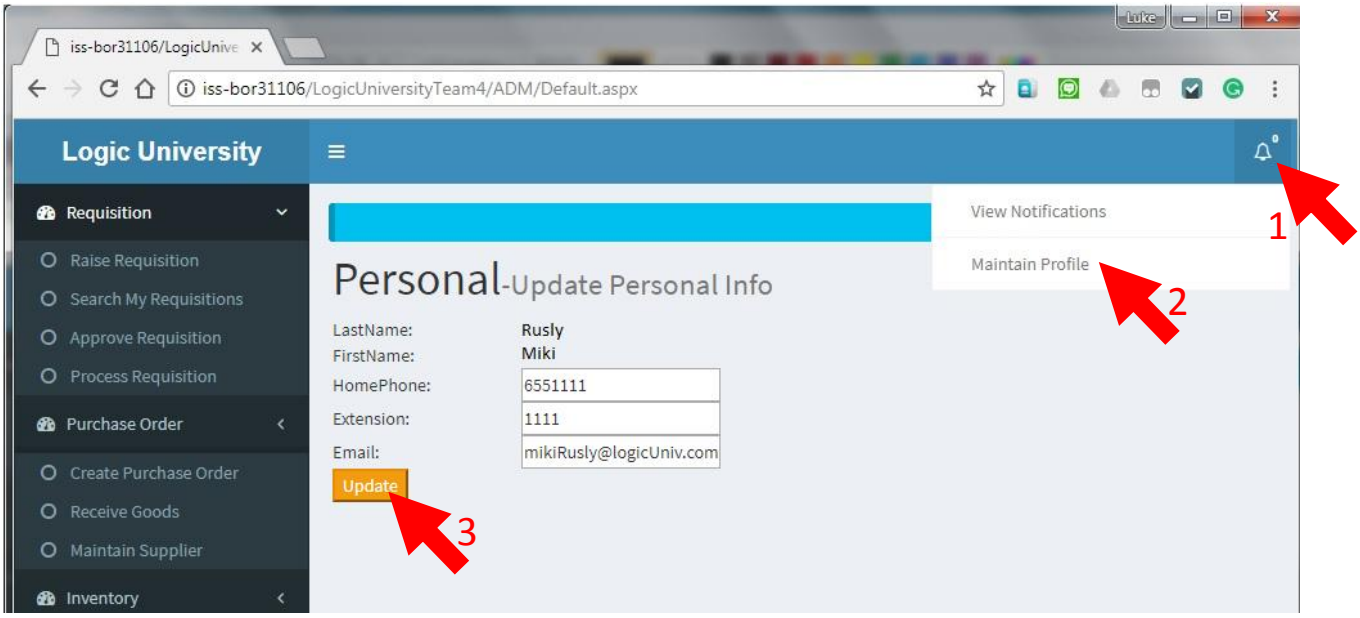
These are the 5 modules.

- Purchasing Module - to process the requisitions raised by the departments, purchase order to vendors and item receiving from vendors.
- Inventory Module - to process the stationery movements in the store. This module includes the charge-back mechanism and the supplier and stationery maintenance.
- Retrieval and Disbursement Module - to process the issuing of stationery to the departments.
- Administration Module - to process the access level.

Access to each menu is granted individually for each role.
Please refer to the section 6 to 10 in this user guide for the target users of each menu.

6.3. MAINTAINING PROFILE FOR ALL USERS

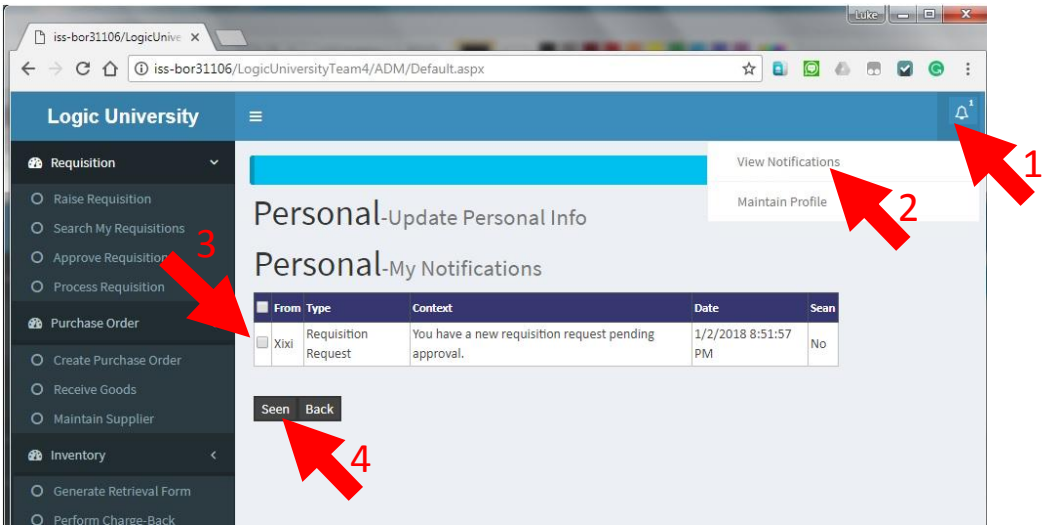
To change your profile, follow the red arrow in the following image for steps 1,2 and 3 in sequence.



6.4. UNDERSTANDING THE NOTIFICATIONS FOR ALL USERS

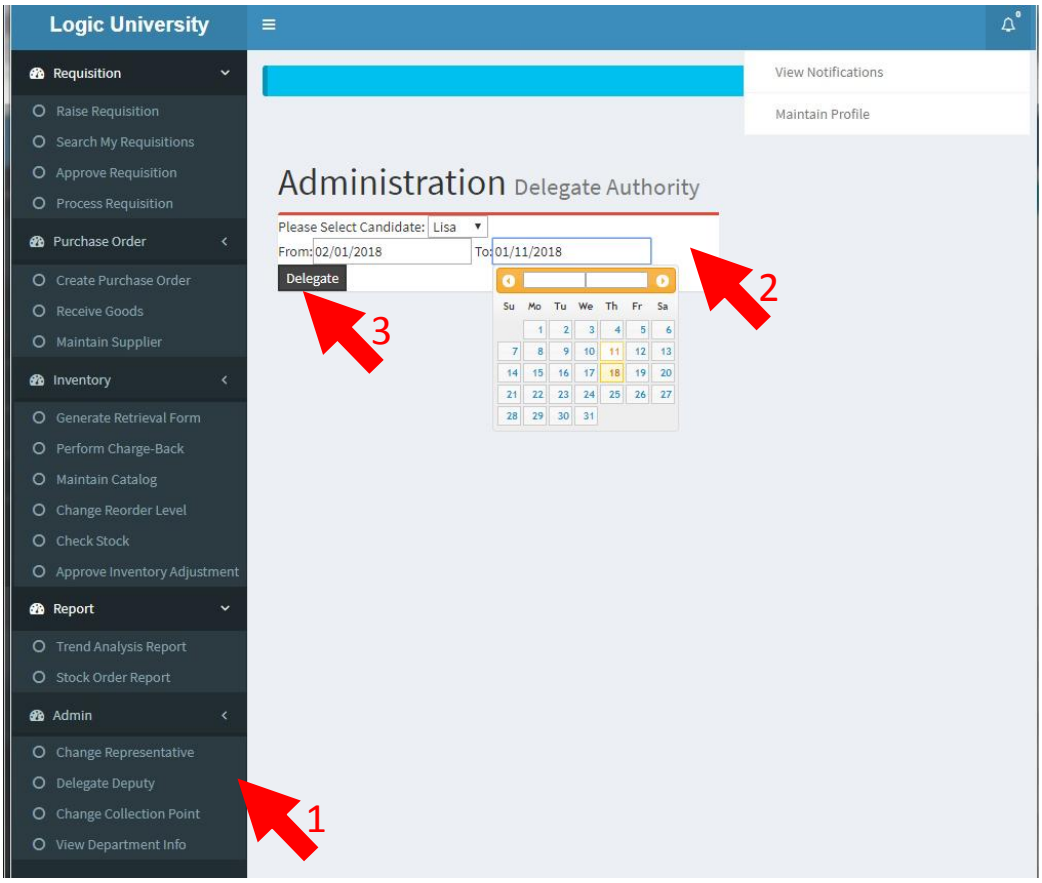
The bell icon (red arrow 1 in the image below) reflects the number of unread notifications. Click on red arrow 1 and 2 in sequence to list out all the unread notifications.

To close a notification, tick on the notification record and click the Seen button (the red arrow 3 and 4 in the image below).



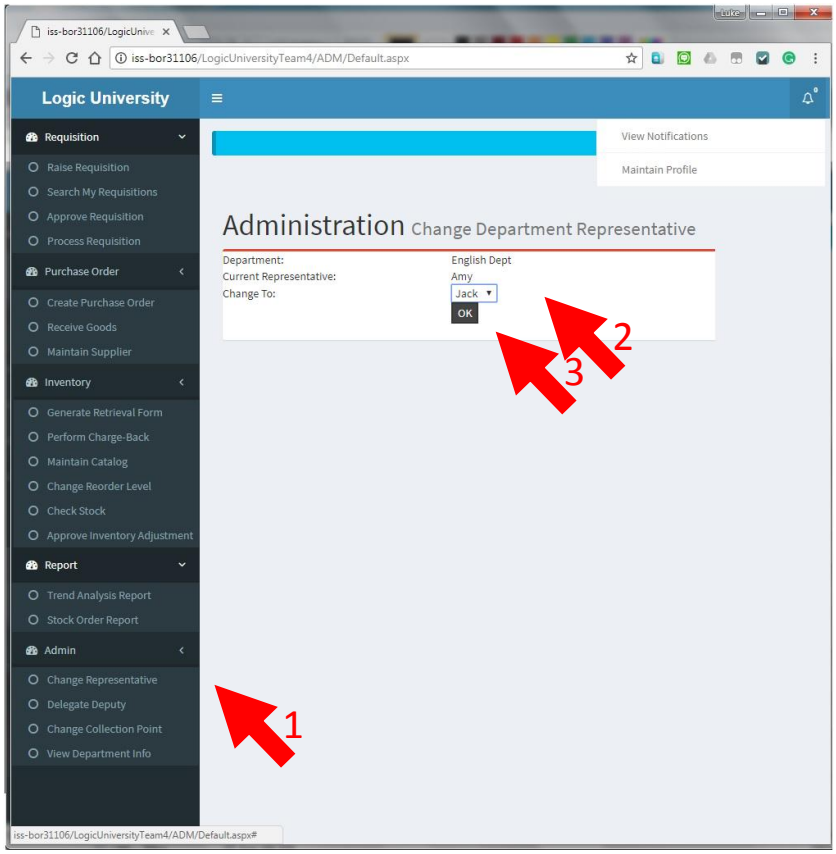
6.5. DELEGATING A STAFF FOR DEPARTMENT HEADS

Use this function to delegate a deputy for your department. You can specify the service duration. To do so, follow the red arrows step 1,2 and 3 below. At arrow step 2, enter the candidate and duration of service.



6.6. ASSIGNING DEPARTMENT REPRESENTATIVE FOR DEPARTMENT HEADS

Click this icon to assign or change your department representative. You can only assign one representative for your department.

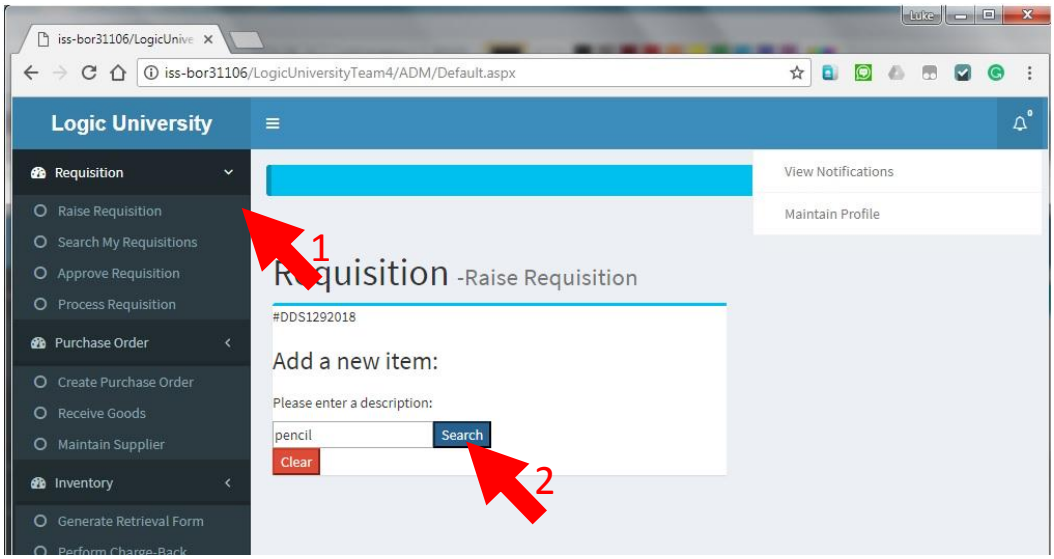


7. PURCHASING MODULE

7.1. RAISING A REQUISITION FOR DEPARTMENT STAFFS

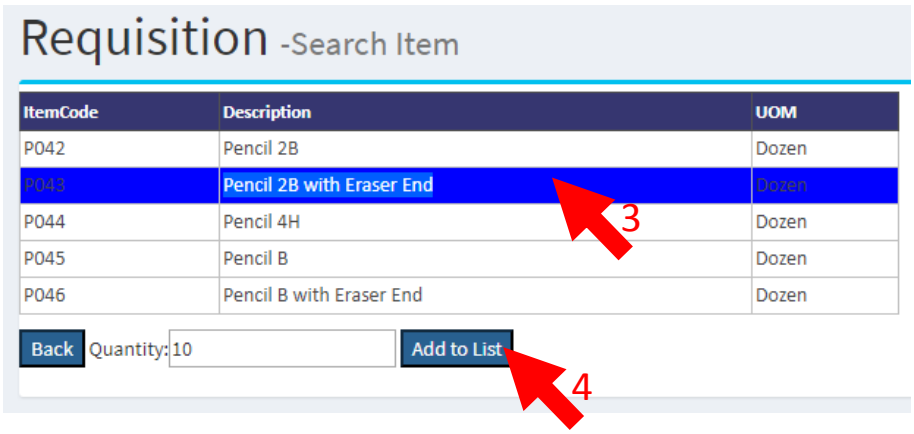
Step 1. Go to menu "Requisition" > "Raise Requisition" (refer to the red arrow 1)

Step 2. The system will prompt the requisition form, enter the item to requisite (red arrow 2) and click to "Search"

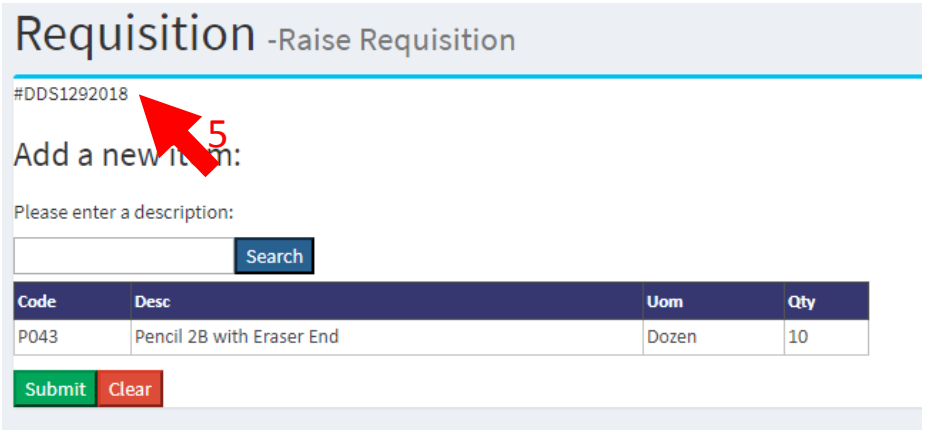


Step 3. The system will prompt all items related to "pencil" (implied by the above example). Select the item and enter the quantity you intend to requisite for.

Step 4. Click to "add to list".



Step 5. Repeat step 2 and 3 to requisite more items, or click to "Submit" the requisition.

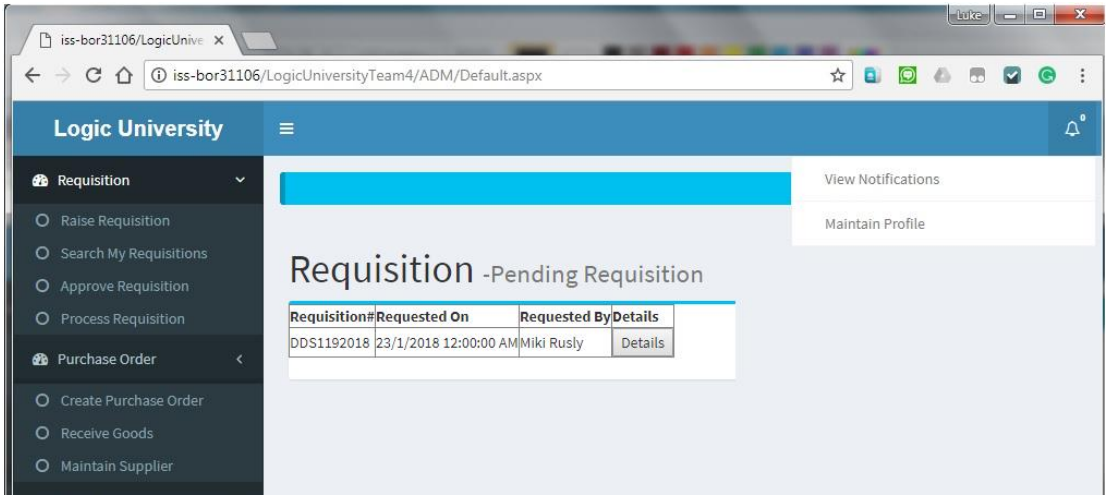


Step 6. Take note of the requisition number (arrow 5) for your reference.

7.2. APPROVING THE REQUISITION FOR DEPARTMENT HEADS

To approve the requisitions raised by the staffs in your department, Department heads may perform the following steps.

Step1. Log on to the system and access the menu path: "Requisition" > "Approve Requisition".
System will list out all the requisitions that are pending for approval.



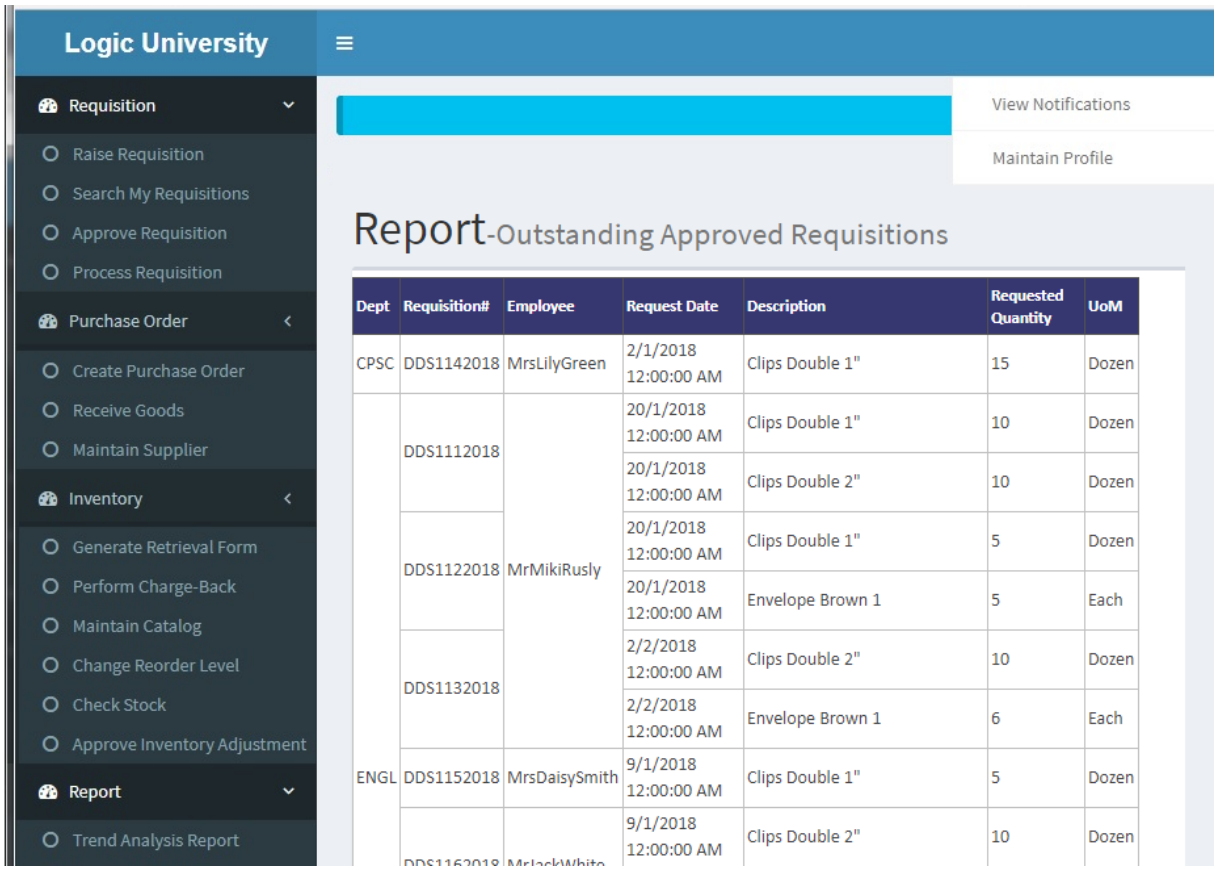
Step 2. Click the Details button to see the requisition items.

Step 3. Click to "Approve" or "Reject" accordingly.

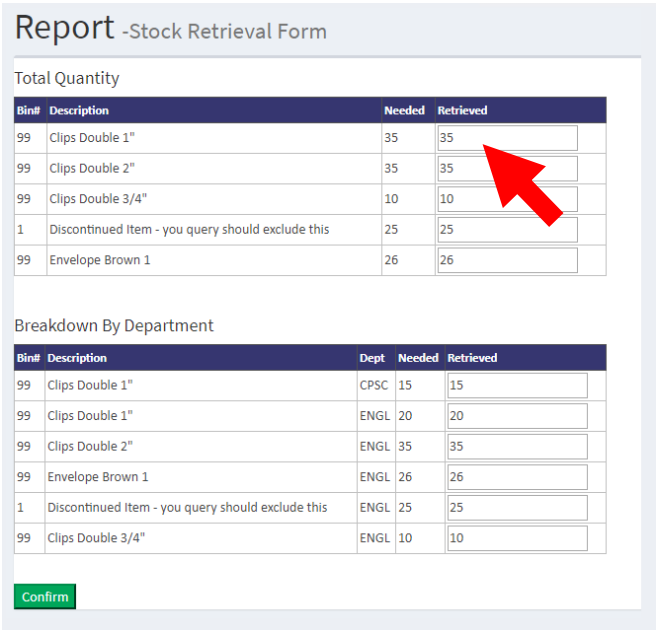
8. DISBURSEMENT MODULE

8.1. RETRIEVING THE STATIONARY FORM. FOR STORE CLERKS

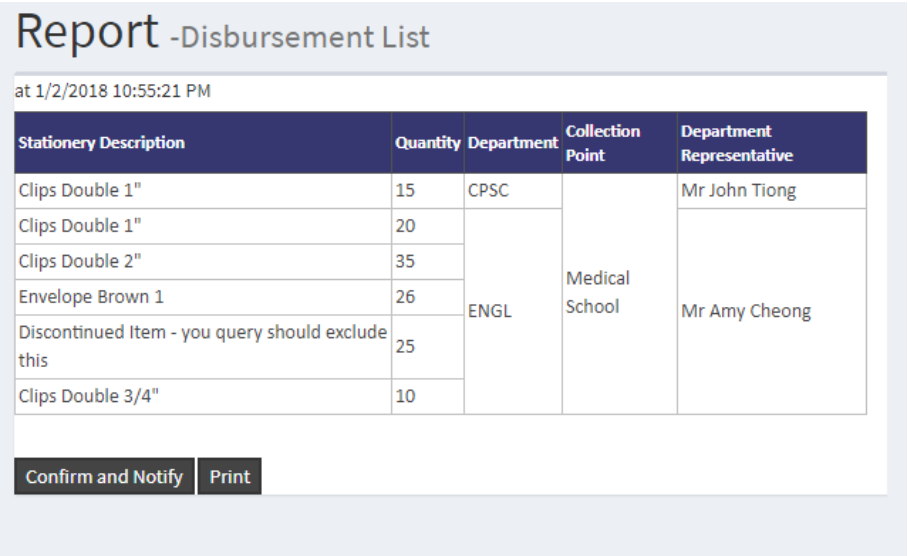
Step 1: Go to menu "Inventory" > "Generate Retrieval Form".
The system will list all approved requisitions in the university that have not been disbursed.



Step2: Click to generate the Retrieval Form. System will merge the items and generate the total quantity for each items and breakdown by department. Change the actual retrieved quantity accordingly and click the Confirm button.



Step 3: System will prompt you the Disbursement List. Click to Confirm to send a stationery collection notification to the department representative.



Report -Disbursement List

at 1/2/2018 10:55:21 PM

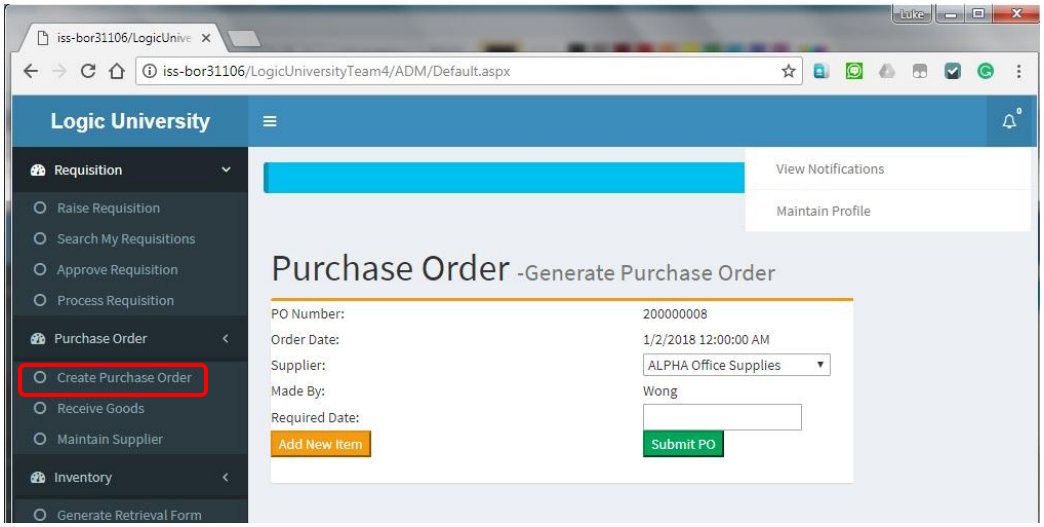
Stationery Description	Quantity	Department	Collection Point	Department Representative
Clips Double 1"	15	CPSC	Medical School	Mr John Tiong
Clips Double 1"	20	ENGL		Mr Amy Cheong
Clips Double 2"	35			
Envelope Brown 1	26			
Discontinued Item - you query should exclude this	25			
Clips Double 3/4"	10			

Confirm and Notify | Print

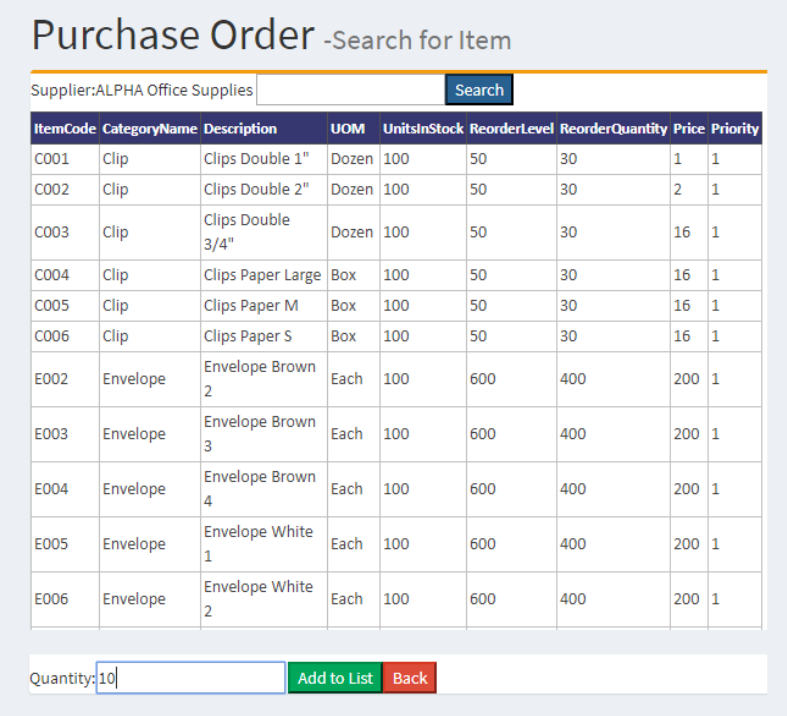
8.2. PLACING PURCHASE ORDERS FOR STORE CLERKS

Step 1. Go to menu "Purchase Order" > "Create Purchase Order"

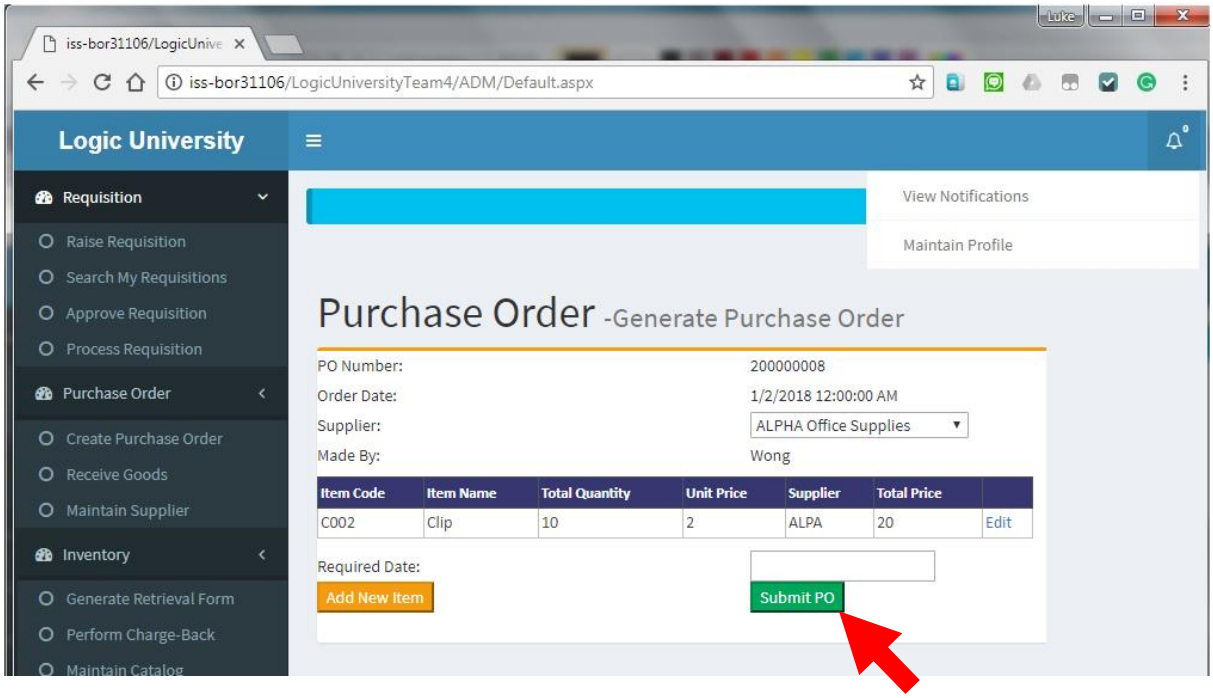
Step 2. Enter the Supplier and required date information. Click to add new item into the purchase order.



Step 2. System will prompt all the items that need to be purchased.
Select the item and enter the quantity to be purchased for. The click to "Add to List".

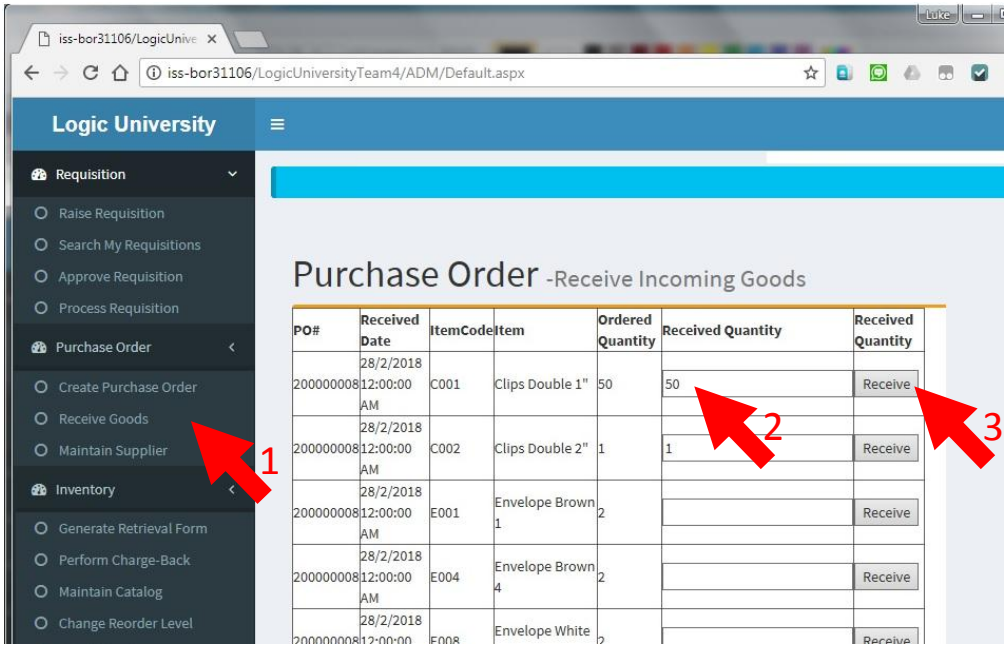


Step 3. The selected item will appear in the Purchase Order screen.
Enter the required date and click to "Save the PO" (red arrow below)



8.3. RECEIVING INCOMING GOODS PURCHASE ORDERS FOR STORE CLERKS

Step 1. Go to the menu: Purchase Order > Receive Goods
System will list out all the Purchase Orders.

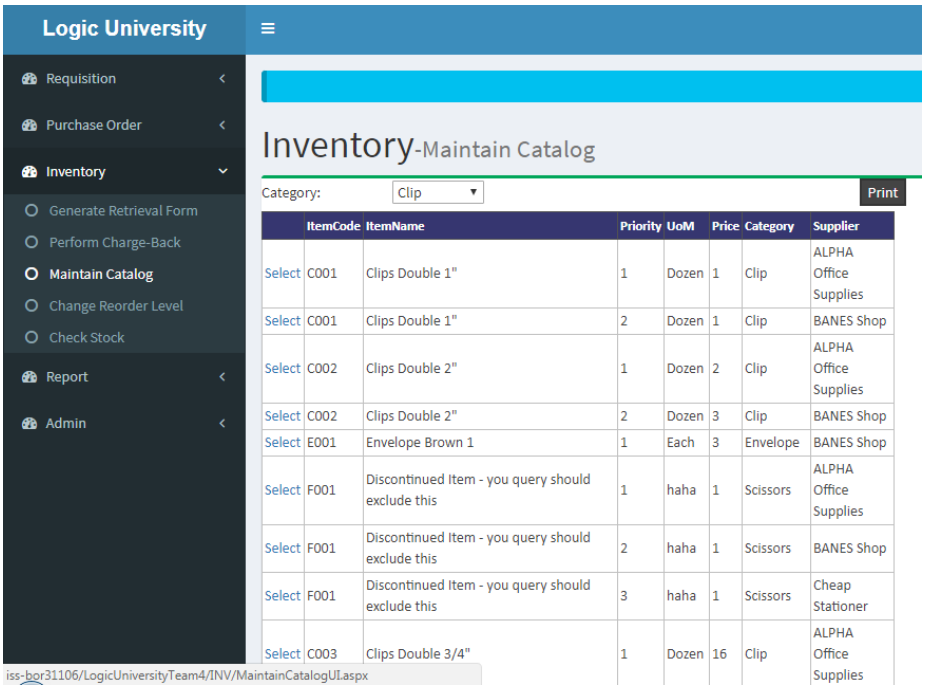


Step 2. Enter the actual received quantity and click to "Receive" the purchase order line(s).
After the receiving, the actual received quantity will be added to the existing on-hand quantity and the PO will be closed.

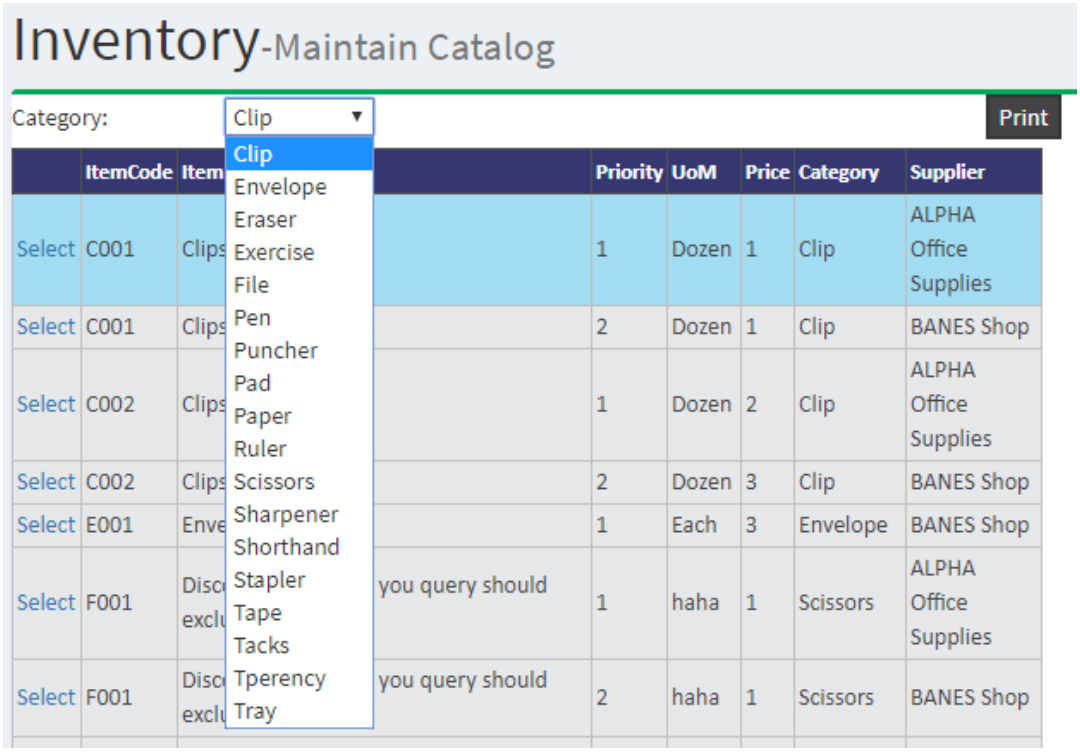
9. INVENTORY MODULE

9.1. CREATING AND UPDATING STATIONARY FOR STORE CLERKS

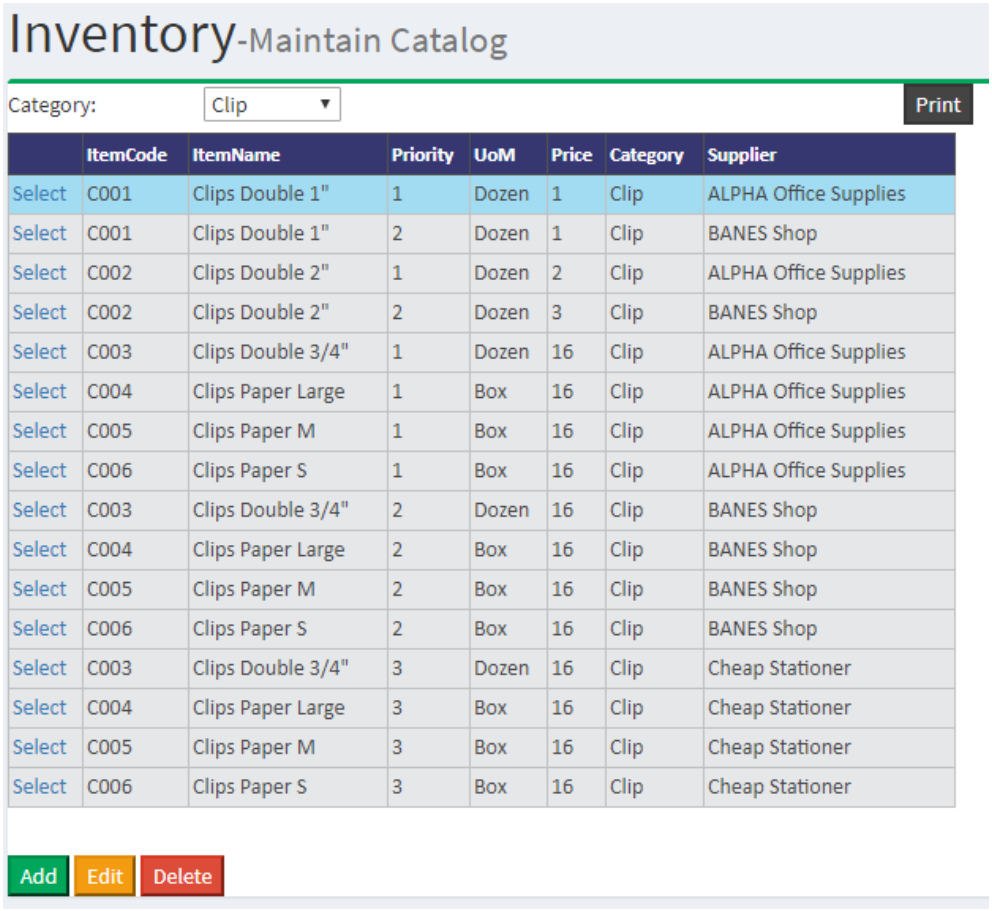
Step 1. Go to Menu: "Inventory" > "Maintain Catalog"



Step 2. You may want to filter by category to narrow down your working list.



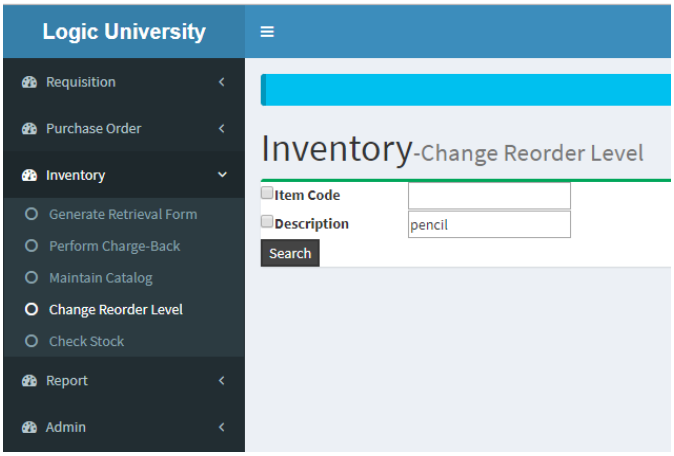
Step 3. The image below is the example list of item of "Clip" category. Click Edit button.



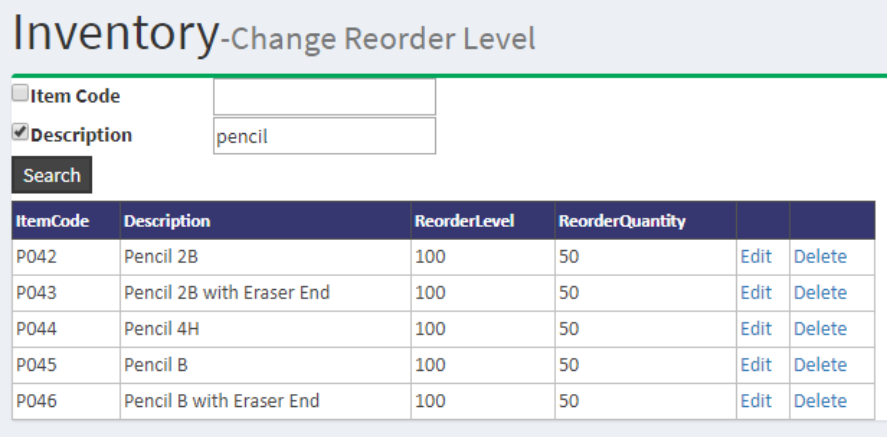
	ItemCode	ItemName	Priority	UoM	Price	Category	Supplier
Select	C001	Clips Double 1"	1	Dozen	1	Clip	ALPHA Office Supplies
Select	C001	Clips Double 1"	2	Dozen	1	Clip	BANES Shop
Select	C002	Clips Double 2"	1	Dozen	2	Clip	ALPHA Office Supplies
Select	C002	Clips Double 2"	2	Dozen	3	Clip	BANES Shop
Select	C003	Clips Double 3/4"	1	Dozen	16	Clip	ALPHA Office Supplies
Select	C004	Clips Paper Large	1	Box	16	Clip	ALPHA Office Supplies
Select	C005	Clips Paper M	1	Box	16	Clip	ALPHA Office Supplies
Select	C006	Clips Paper S	1	Box	16	Clip	ALPHA Office Supplies
Select	C003	Clips Double 3/4"	2	Dozen	16	Clip	BANES Shop
Select	C004	Clips Paper Large	2	Box	16	Clip	BANES Shop
Select	C005	Clips Paper M	2	Box	16	Clip	BANES Shop
Select	C006	Clips Paper S	2	Box	16	Clip	BANES Shop
Select	C003	Clips Double 3/4"	3	Dozen	16	Clip	Cheap Stationer
Select	C004	Clips Paper Large	3	Box	16	Clip	Cheap Stationer
Select	C005	Clips Paper M	3	Box	16	Clip	Cheap Stationer
Select	C006	Clips Paper S	3	Box	16	Clip	Cheap Stationer

9.2. CHANGE REORDER LEVEL FOR STORE CLERKS

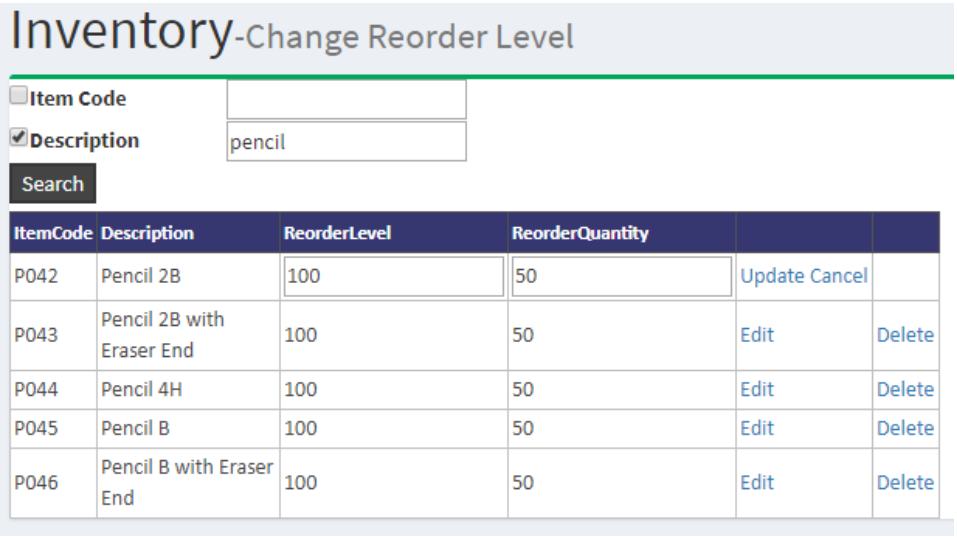
Step 1. Go to Menu: "Inventory" > "Change Reorder Level".
Enter the item code or description to search for.



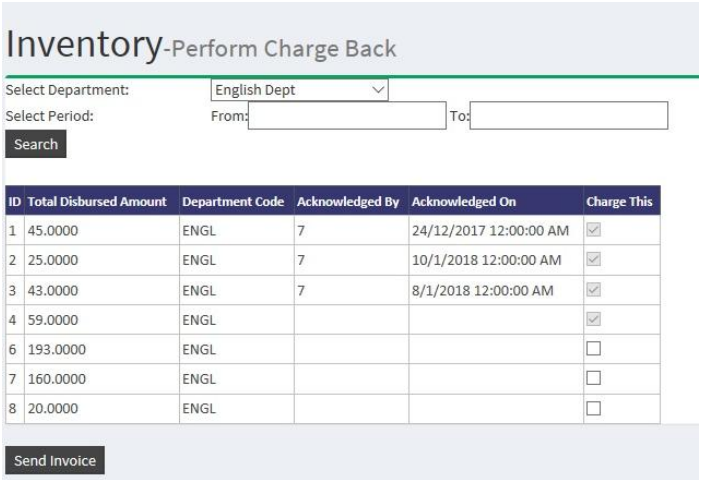
Step 2. Select the item from the list to edit



Step 3. Enter the new quantities and click to "Update"



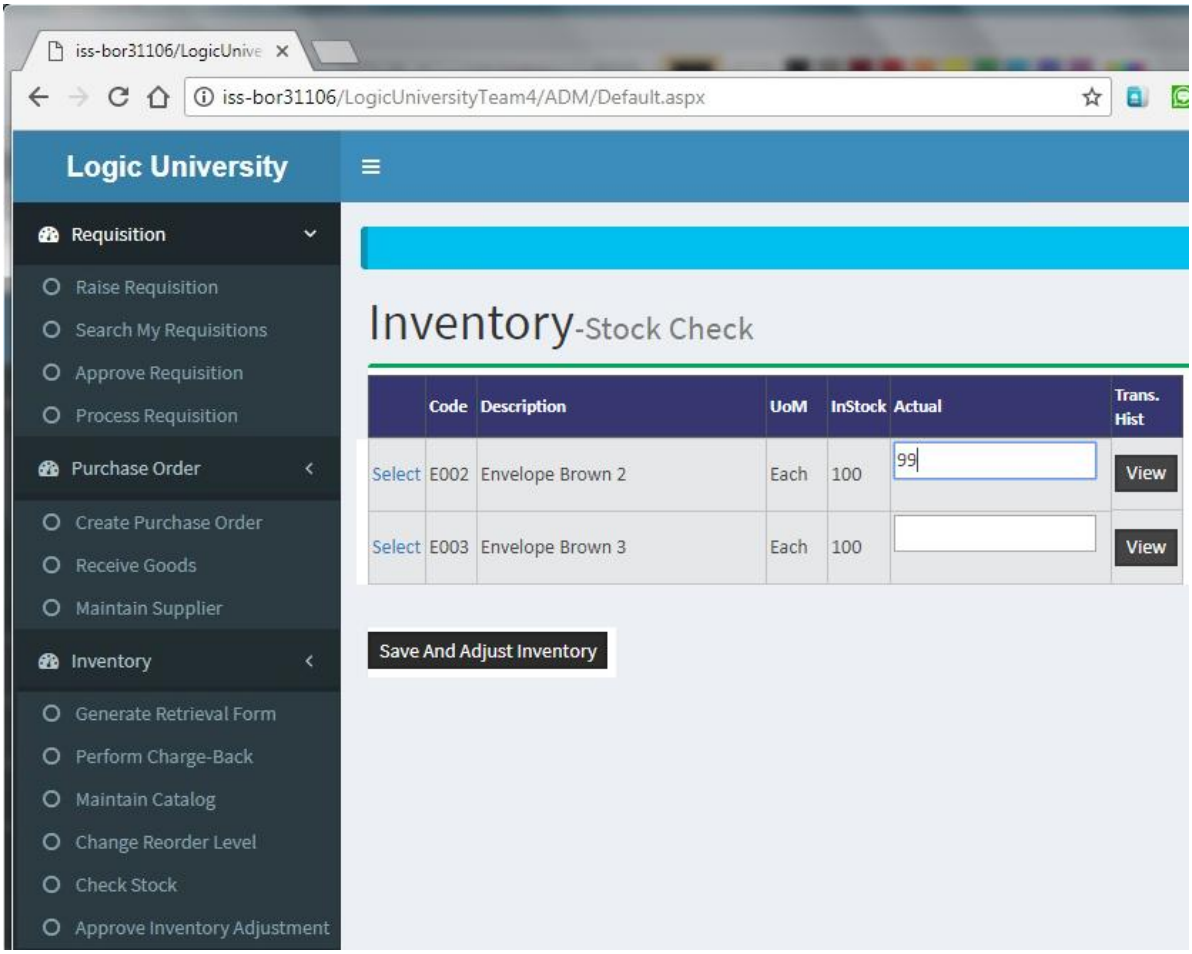
9.3. CHARGING TO THE DEPARTMENT FOR STORE CLERKS



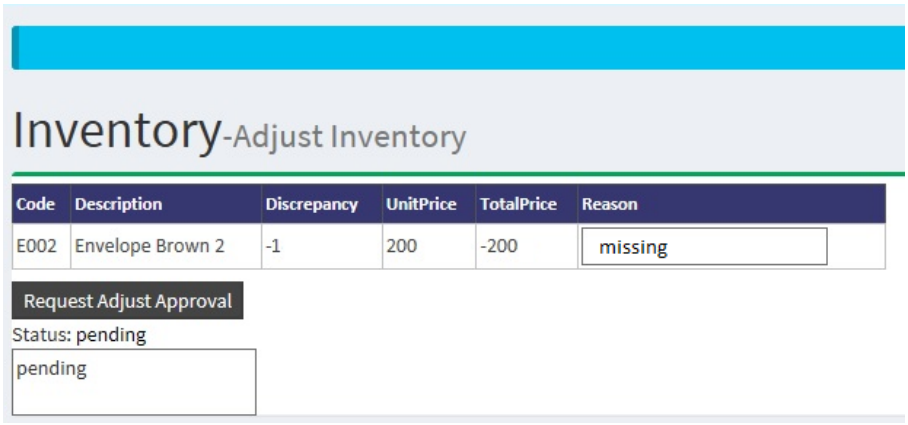
Step 1. Go to Menu: "Inventory" > "Check Stock".
System will list out the current on-hand quantities.

Step 2. Enter the actual quantity.

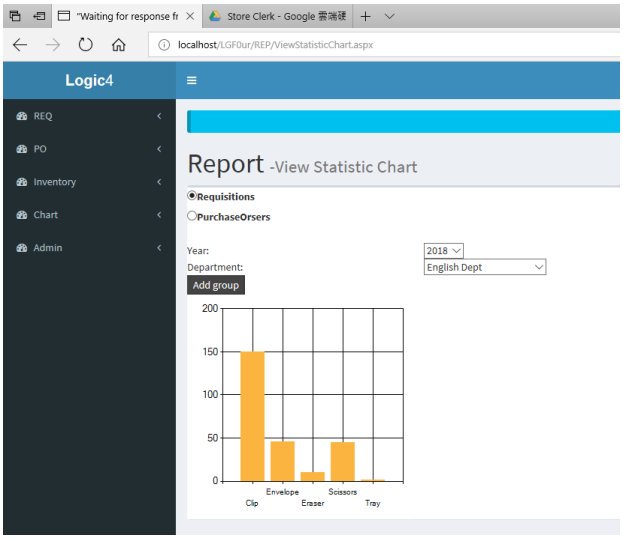
Step 3. Click to "Save and Adjust Inventory"

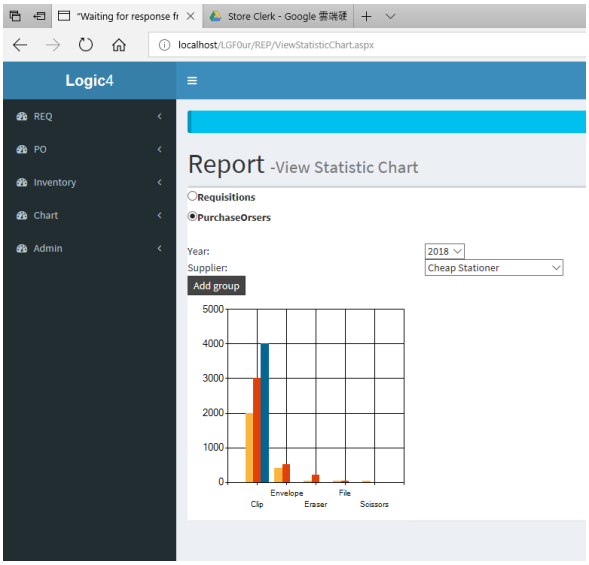


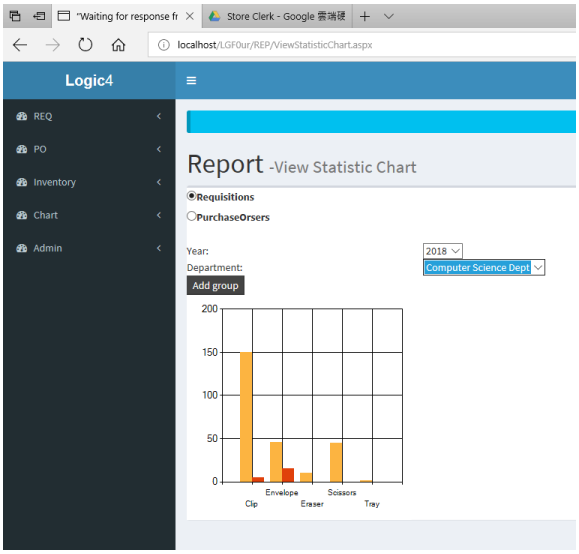
Step 4. System will calculate and display the discrepancy. Enter the reason for the discrepancy and click to send for approval



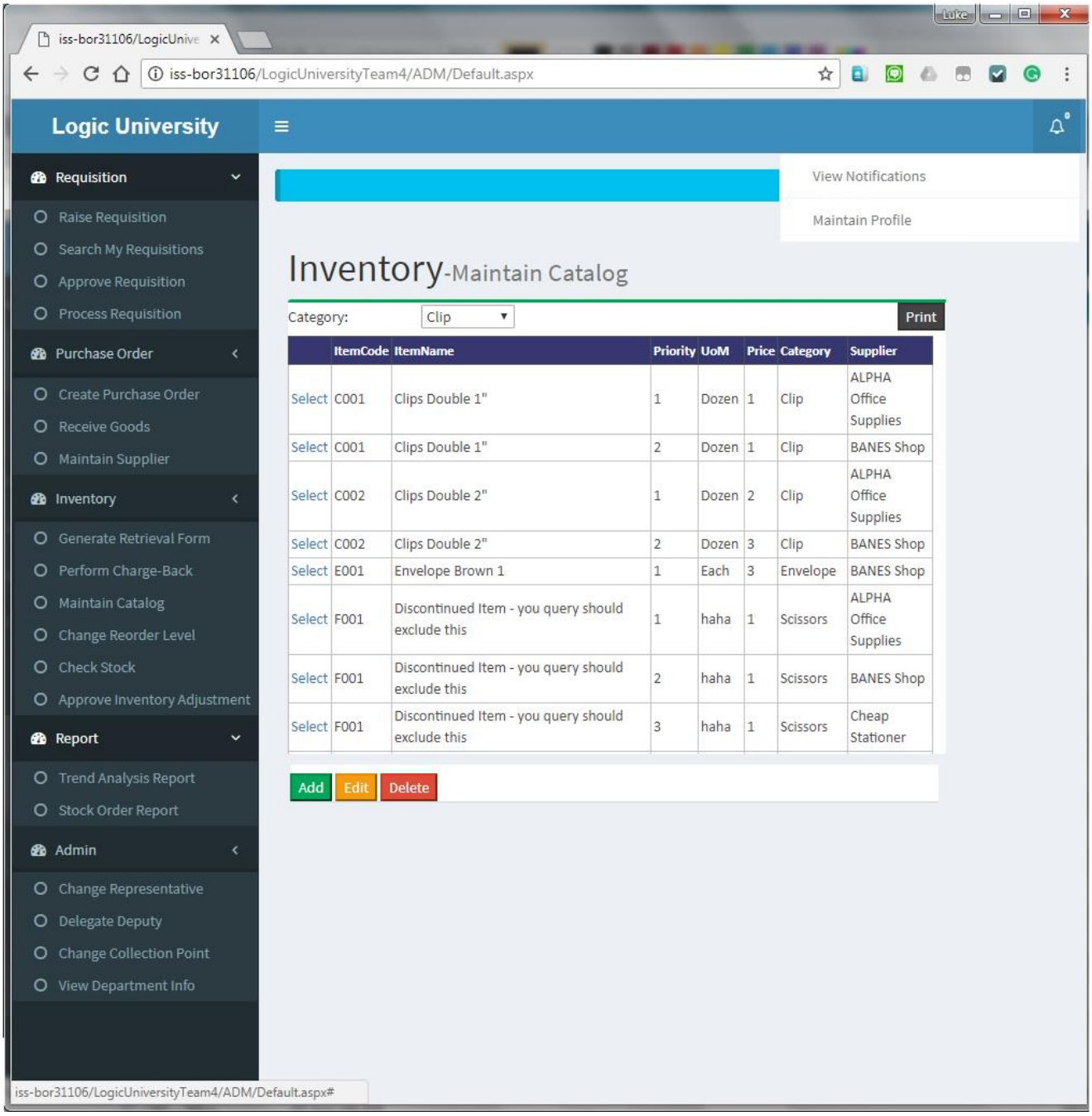
10.1. STATISTIC CHART — STORE CLERKS



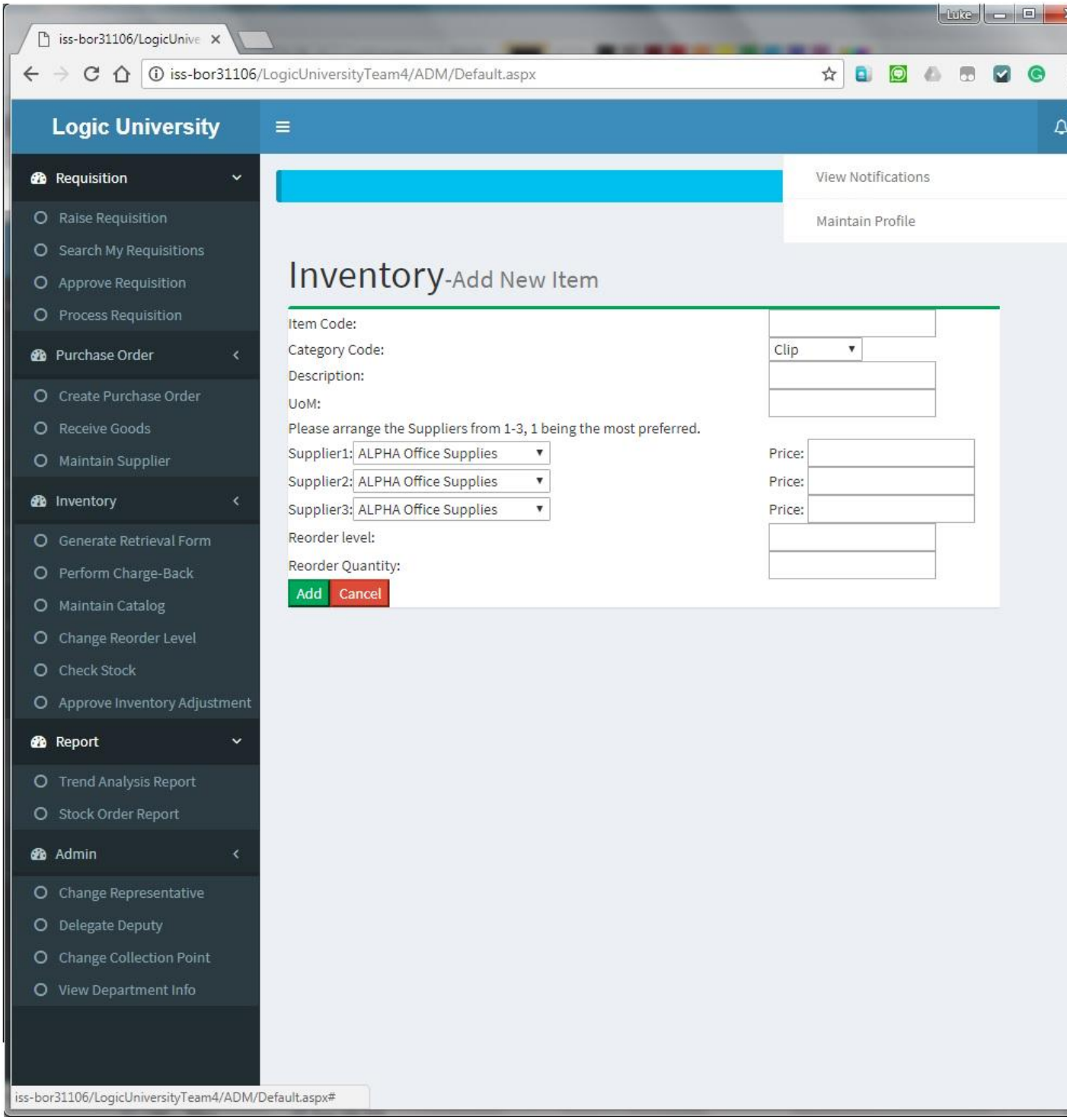


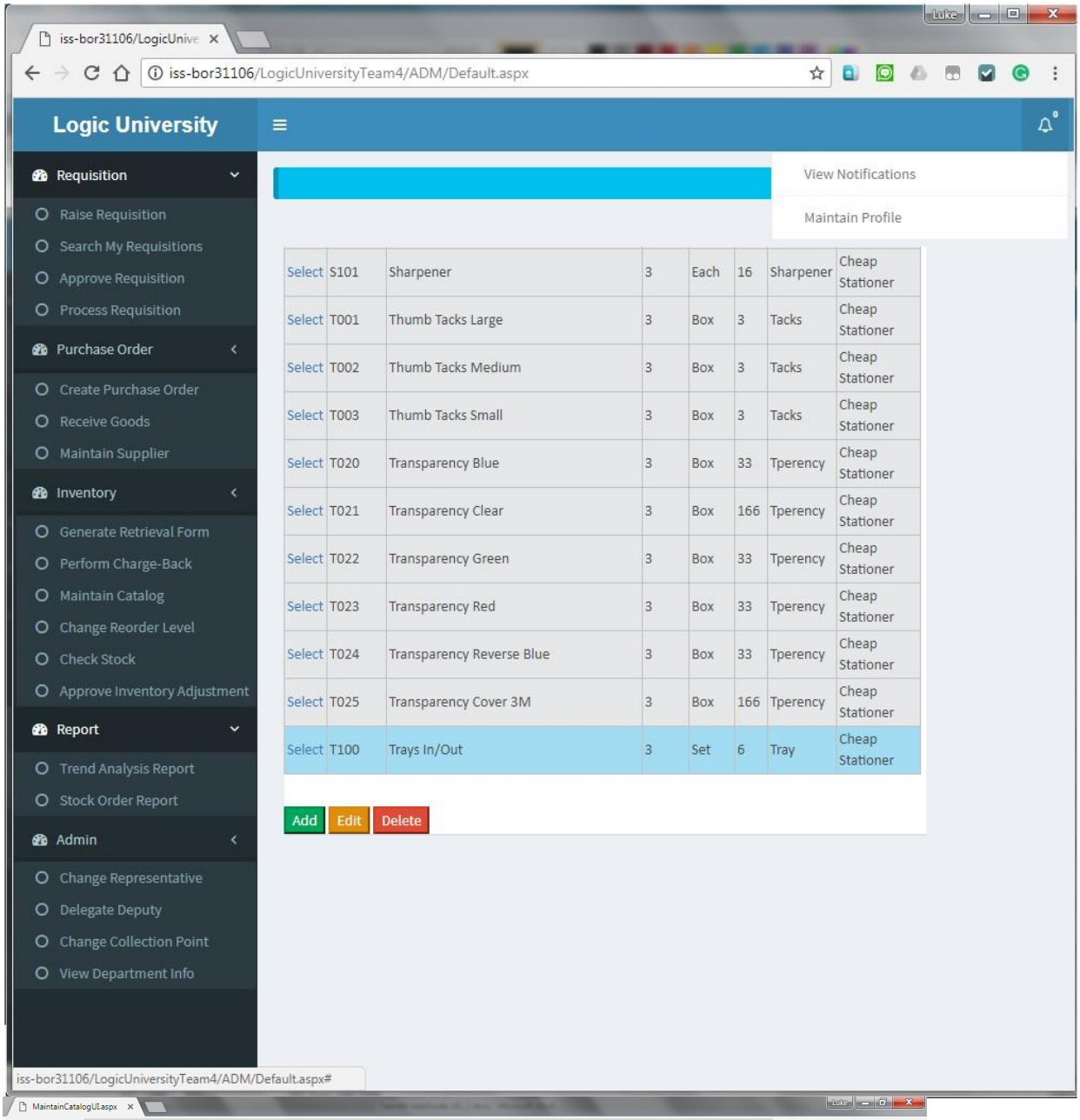


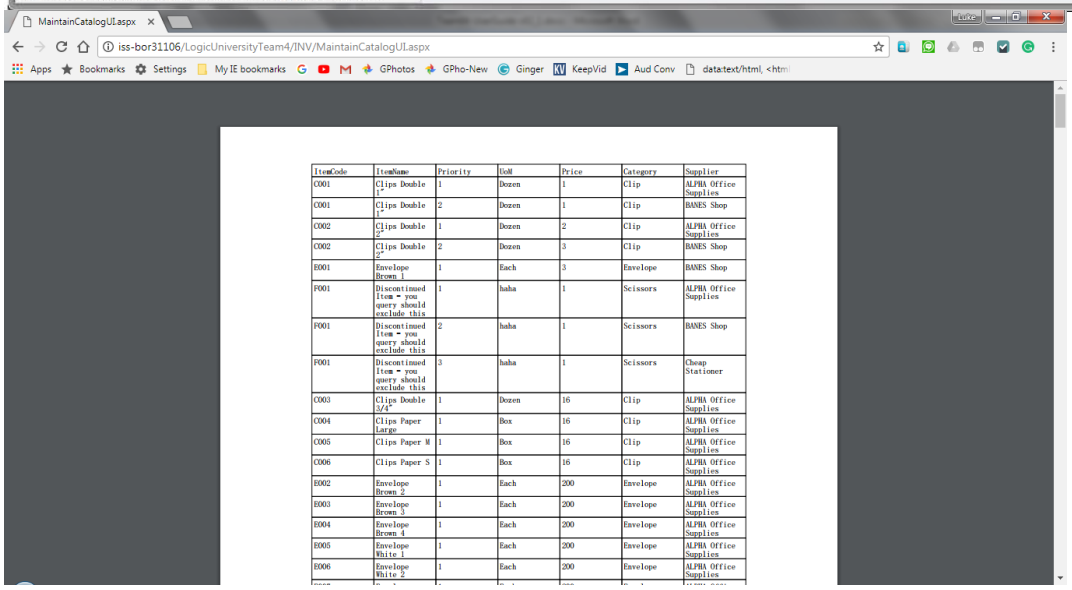
10.2. ITEMS LIST — ALL USERS



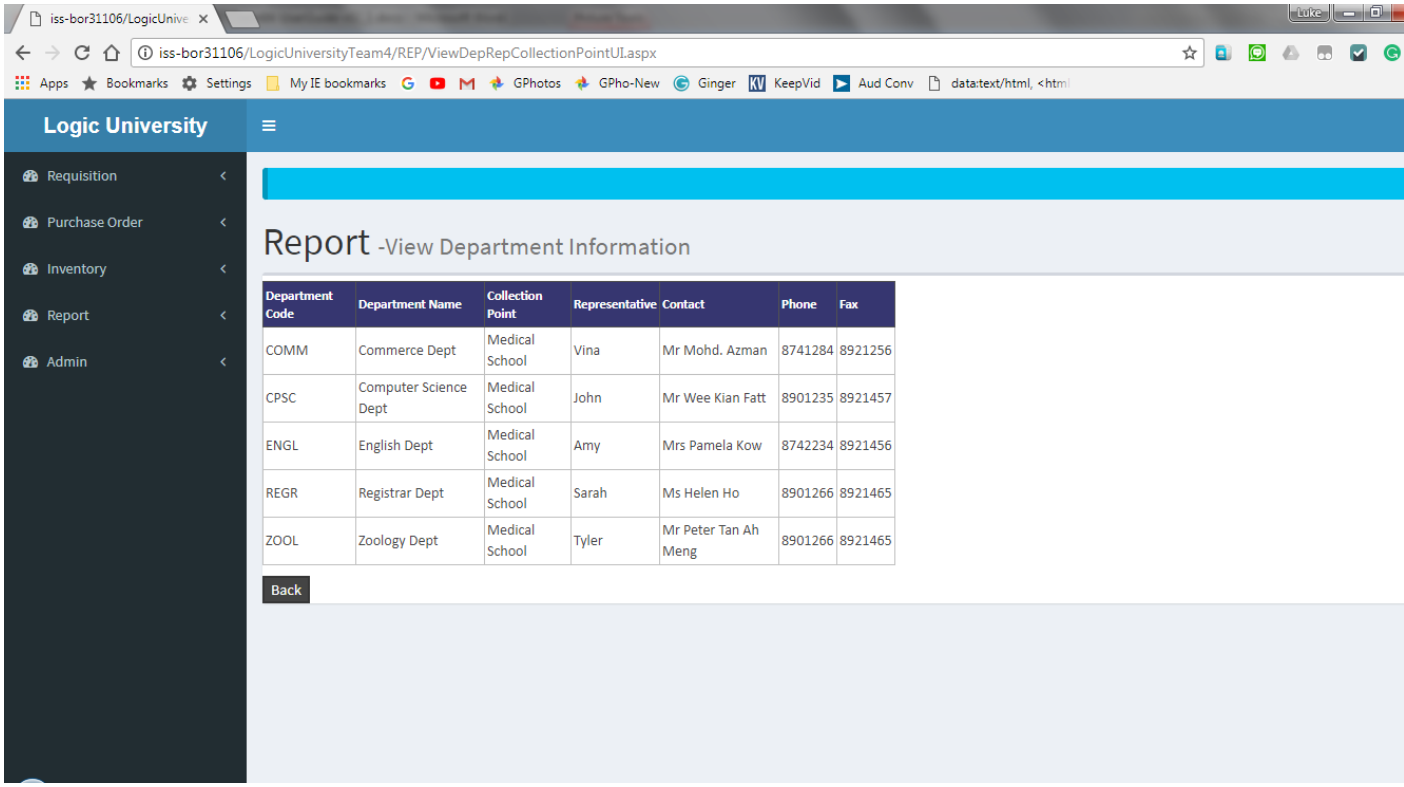
	ItemCode	ItemName	Priority	UoM	Price	Category	Supplier
Select	C001	Clips Double 1"	1	Dozen	1	Clip	ALPHA Office Supplies
Select	C001	Clips Double 1"	2	Dozen	1	Clip	BANES Shop
Select	C002	Clips Double 2"	1	Dozen	2	Clip	ALPHA Office Supplies
Select	C002	Clips Double 2"	2	Dozen	3	Clip	BANES Shop
Select	E001	Envelope Brown 1	1	Each	3	Envelope	BANES Shop
Select	F001	Discontinued Item - you query should exclude this	1	haha	1	Scissors	ALPHA Office Supplies
Select	F001	Discontinued Item - you query should exclude this	2	haha	1	Scissors	BANES Shop
Select	F001	Discontinued Item - you query should exclude this	3	haha	1	Scissors	Cheap Stationer


iss-bor31106/LogicUnive
iss-bor31106/LogicUniversityTeam4/ADM/Default.aspx
Logic University
Requisition
Raise Requisition
Search My Requisitions
Approve Requisition
Process Requisition
Purchase Order
Create Purchase Order
Receive Goods
Maintain Supplier
Inventory
Generate Retrieval Form
Perform Charge-Back
Maintain Catalog
Change Reorder Level
Check Stock
Approve Inventory Adjustment
Report
Trend Analysis Report
Stock Order Report
Admin
Change Representative
Delegate Deputy
Change Collection Point
View Department Info
View Notifications
Maintain Profile
Inventory-Add New Item
Item Code:
Category Code:
Clip
Description:
UoM:
Please arrange the Suppliers from 1-3, 1 being the most preferred.
Supplier1: ALPHA Office Supplies
Price:
Supplier2: ALPHA Office Supplies
Price:
Supplier3: ALPHA Office Supplies
Price:
Reorder level:
Reorder Quantity:
Add
Cancel
iss-bor31106/LogicUniversityTeam4/ADM/Default.aspx#





ItemCode	ItemName	Priority	UoM	Price	Category	Supplier
C001	Clips Double 1"	1	Dozen	1	Clip	ALPHA Office Supplies
C001	Clips Double 1"	2	Dozen	1	Clip	BANES Shop
C002	Clips Double 2"	1	Dozen	2	Clip	ALPHA Office Supplies
C002	Clips Double 2"	2	Dozen	3	Clip	BANES Shop
E001	Envelope Brown 1	1	Each	3	Envelope	BANES Shop
F001	Discontinued Item - you query should exclude this	1	haha	1	Scissors	ALPHA Office Supplies
F001	Discontinued Item - you query should exclude this	2	haha	1	Scissors	BANES Shop
F001	Discontinued Item - you query should exclude this	3	haha	1	Scissors	Cheap Stationer
C003	Clips Double 3/4"	1	Dozen	16	Clip	ALPHA Office Supplies
C004	Clips Paper Large	1	Box	16	Clip	ALPHA Office Supplies
C005	Clips Paper M	1	Box	16	Clip	ALPHA Office Supplies
C006	Clips Paper S	1	Box	16	Clip	ALPHA Office Supplies
E002	Envelope Brown 2	1	Each	200	Envelope	ALPHA Office Supplies
E003	Envelope Brown 3	1	Each	200	Envelope	ALPHA Office Supplies
E004	Envelope Brown 4	1	Each	200	Envelope	ALPHA Office Supplies
E005	Envelope White 1	1	Each	200	Envelope	ALPHA Office Supplies
E006	Envelope White 2	1	Each	200	Envelope	ALPHA Office Supplies


iss-bor31106/LogicUnive
iss-bor31106/LogicUniversityTeam4/REP/ViewDepRepCollectionPointUI.aspx
Logic University
Requisition
Purchase Order
Inventory
Report
Admin
Report -View Department Information
Department Code
Department Name
Collection Point
Representative
Contact
Phone
Fax
COMM
Commerce Dept
Medical School
Vina
Mr Mohd. Azman
8741284
8921256
CPSC
Computer Science Dept
Medical School
John
Mr Wee Kian Fatt
8901235
8921457
ENGL
English Dept
Medical School
Amy
Mrs Pamela Kow
8742234
8921456
REGR
Registrar Dept
Medical School
Sarah
Ms Helen Ho
8901266
8921465
ZOOL
Zoology Dept
Medical School
Tyler
Mr Peter Tan Ah Meng
8901266
8921465
Back

11.