



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 <ul style="list-style-type: none"><li>• Sequence steps to for the operation.</li></ul>
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

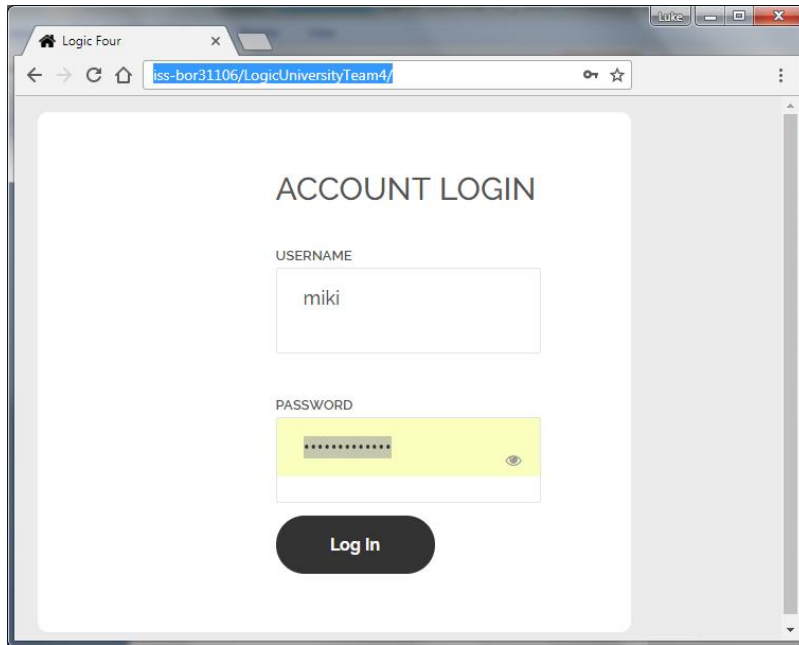
## 6. ADMINISTRATION MODULE

### 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->



The screenshot shows a web browser window with the following details:

- Browser tab: Logic Four
- Address bar: [iss-bor31106/LogicUniversityTeam4/](http://iss-bor31106/LogicUniversityTeam4/)
- Page title: ACCOUNT LOGIN
- Form fields:
  - USERNAME: miki
  - PASSWORD: [masked]
- Button: Log In

## 6.2. UNDERSTANDING THE SYSTEM MENU

The screenshot shows the Logic University system menu. The menu is organized into five main categories: Requisition, Purchase Order, Inventory, Report, and Admin. A red bracket highlights these five categories. The main content area displays a welcome message for the admin and a list of five modules with their descriptions.

**Logic University** ☰ 🔔 0

**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

Welcome admin.

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.

View Notifications

Maintain Profile

iss-bor31106/LogicUniversityTeam4/ADM/Default.aspx#

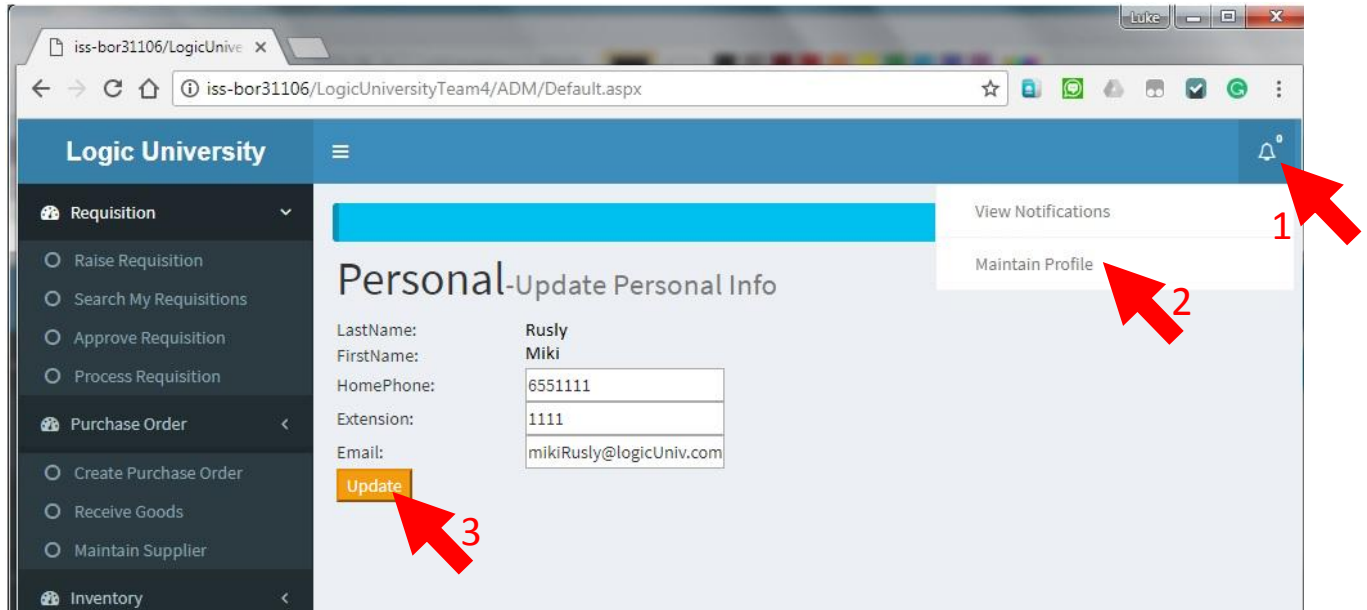
Access to each menu is granted individually for each role.

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.

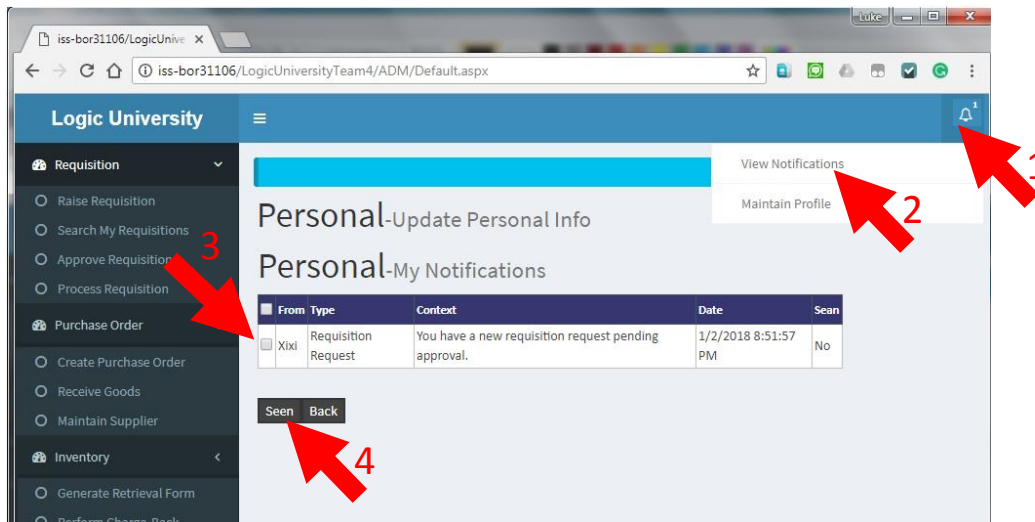


### 6.4. UNDERSTANDING THE NOTIFICATIONS

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 the notification record and click the Seen button (the red arrow 3 and 4 in the image below).





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.

The screenshot shows the 'Administration Delegate Authority' form in the Logic University system. The form includes a sidebar menu on the left, a header with 'View Notifications' and 'Maintain Profile' buttons, and a main content area with the following fields:

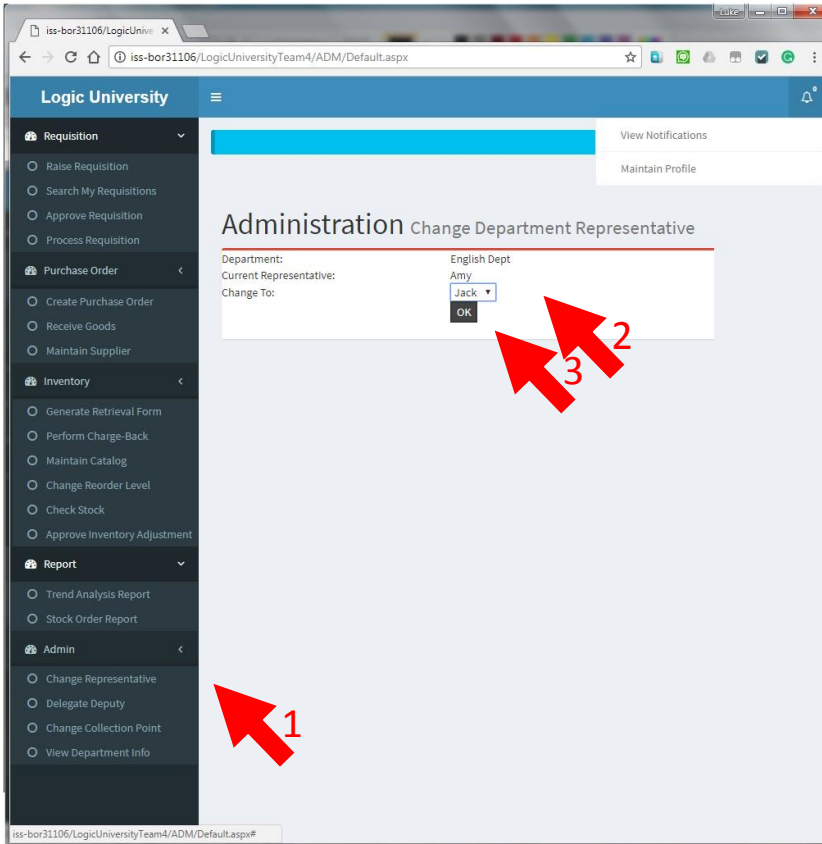
- Please Select Candidate:** A dropdown menu with 'Lisa' selected.
- From:** A date field containing '02/01/2018'.
- To:** A date field containing '01/11/2018'.
- Delegate:** A button labeled 'Delegate'.

Below these fields is a calendar widget showing the month of February 2018. The date '18' is highlighted in yellow. Three red arrows indicate the following steps:

- Arrow 1 points to the 'Admin' menu item in the sidebar, specifically to the 'Delegate Deputy' option.
- Arrow 2 points to the 'Please Select Candidate' dropdown menu.
- Arrow 3 points to the 'Delegate' button.

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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



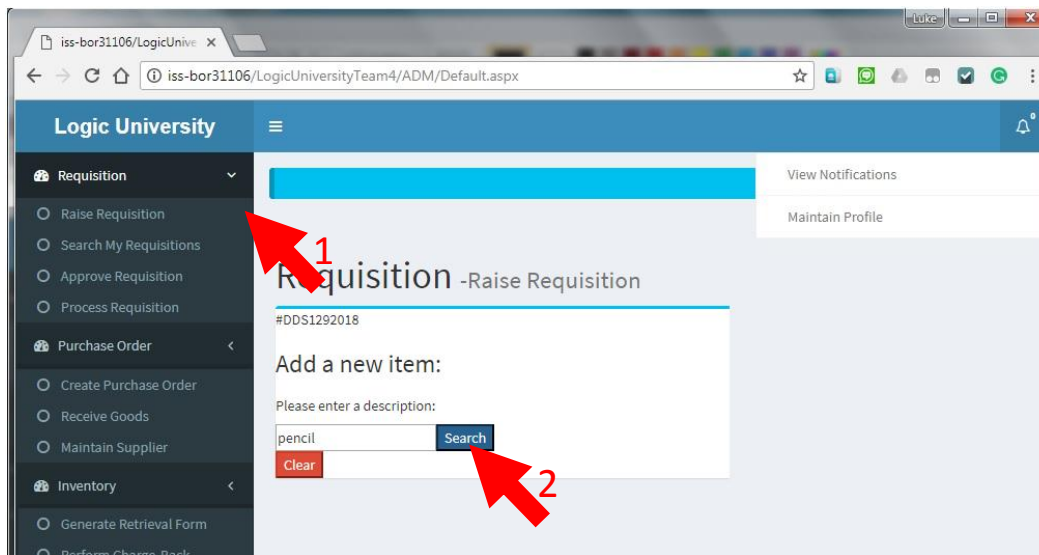
## 7. PURCHASING MODULE

### 7.1. RAISING A REQUISITION

FOR DEPARTMENT STAFFS

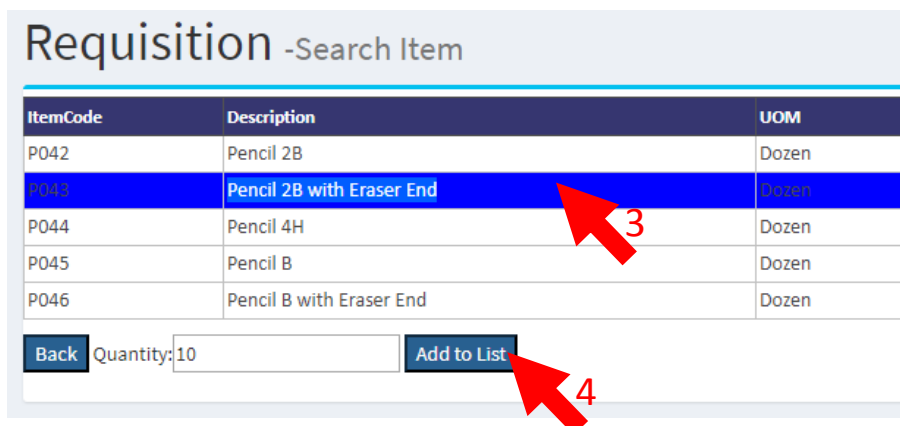
Step 1. Go to menu "Requisition" > "Raise Requisition" (refer to the red arrow 1)

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.

#DDS1292018

Add a new item:

Please enter a description:

Code	Desc	Uom	Qty
P043	Pencil 2B with Eraser End	Dozen	10

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.

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

View Notifications

Maintain Profile

### Requisition -Pending Requisition

Requisition#	Requested On	Requested By	Details
DDS1192018	23/1/2018 12:00:00 AM	Mikki Rusly	Details

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

### Requisition -Requisition Details

ItemCode	RequestedQuantity	UoM	UnitPrice	TotalPrice	Supplier	Priority
P043	11		33	363	ALPA	1

Remarks

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.

**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

[View Notifications](#)  
[Maintain Profile](#)

### Report-outstanding Approved Requisitions

Dept	Requisition#	Employee	Request Date	Description	Requested Quantity	UoM
CPSC	DDS1142018	MrsLilyGreen	2/1/2018 12:00:00 AM	Clips Double 1"	15	Dozen
	DDS1112018		20/1/2018 12:00:00 AM	Clips Double 1"	10	Dozen
			20/1/2018 12:00:00 AM	Clips Double 2"	10	Dozen
	DDS1122018	MrMikiRusly	20/1/2018 12:00:00 AM	Clips Double 1"	5	Dozen
			20/1/2018 12:00:00 AM	Envelope Brown 1	5	Each
	DDS1132018		2/2/2018 12:00:00 AM	Clips Double 2"	10	Dozen
			2/2/2018 12:00:00 AM	Envelope Brown 1	6	Each
ENGL	DDS1152018	MrsDaisySmith	9/1/2018 12:00:00 AM	Clips Double 1"	5	Dozen
	DDS1162018	MrJackWhite	9/1/2018 12:00:00 AM	Clips Double 2"	10	Dozen

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.

### Report -Stock Retrieval Form

Total Quantity

Bin#	Description	Needed	Retrieved
99	Clips Double 1"	35	<input type="text" value="35"/>
99	Clips Double 2"	35	<input type="text" value="35"/>
99	Clips Double 3/4"	10	<input type="text" value="10"/>
1	Discontinued Item - you query should exclude this	25	<input type="text" value="25"/>
99	Envelope Brown 1	26	<input type="text" value="26"/>

Breakdown By Department

Bin#	Description	Dept	Needed	Retrieved
99	Clips Double 1"	CPSC	15	<input type="text" value="15"/>
99	Clips Double 1"	ENGL	20	<input type="text" value="20"/>
99	Clips Double 2"	ENGL	35	<input type="text" value="35"/>
99	Envelope Brown 1	ENGL	26	<input type="text" value="26"/>
1	Discontinued Item - you query should exclude this	ENGL	25	<input type="text" value="25"/>
99	Clips Double 3/4"	ENGL	10	<input type="text" value="10"/>

Confirm

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.

iss-bor31106/LogicUnive X

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

Purchase Order -Generate Purchase Order

PO Number: 200000008

Order Date: 1/2/2018 12:00:00 AM

Supplier: ALPHA Office Supplies

Made By: Wong

Required Date:

[Add New Item](#) [Submit PO](#)

- 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".

### Purchase Order -Search for Item

Supplier:ALPHA Office Supplies

ItemCode	CategoryName	Description	UOM	UnitsInStock	ReorderLevel	ReorderQuantity	Price	Priority
C001	Clip	Clips Double 1"	Dozen	100	50	30	1	1
C002	Clip	Clips Double 2"	Dozen	100	50	30	2	1
C003	Clip	Clips Double 3/4"	Dozen	100	50	30	16	1
C004	Clip	Clips Paper Large	Box	100	50	30	16	1
C005	Clip	Clips Paper M	Box	100	50	30	16	1
C006	Clip	Clips Paper S	Box	100	50	30	16	1
E002	Envelope	Envelope Brown 2	Each	100	600	400	200	1
E003	Envelope	Envelope Brown 3	Each	100	600	400	200	1
E004	Envelope	Envelope Brown 4	Each	100	600	400	200	1
E005	Envelope	Envelope White 1	Each	100	600	400	200	1
E006	Envelope	Envelope White 2	Each	100	600	400	200	1

Quantity:

- 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)

iss-bor31106/LogicUnive x

iss-bor31106/LogicUniversityTeam4/ADM/Default.aspx

### Logic University

View Notifications  
Maintain Profile

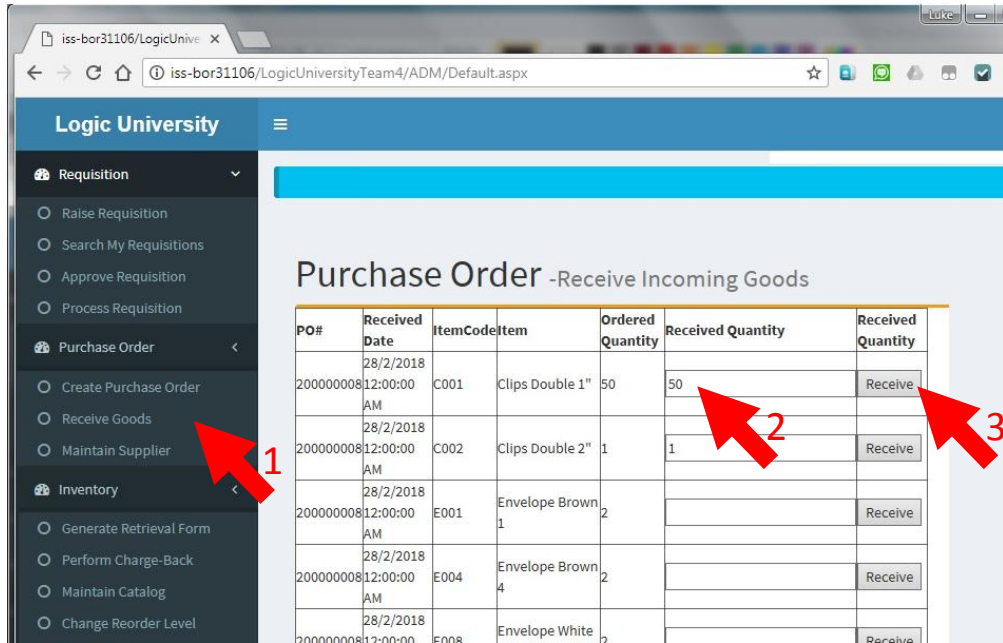
### Purchase Order -Generate Purchase Order

PO Number: 200000008  
Order Date: 1/2/2018 12:00:00 AM  
Supplier: ALPHA Office Supplies  
Made By: Wong

Item Code	Item Name	Total Quantity	Unit Price	Supplier	Total Price	
C002	Clip	10	2	ALPA	20	Edit

Required Date:

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



PO#	Received Date	Item Code	Item	Ordered Quantity	Received Quantity	Received Quantity
200000008	28/2/2018 12:00:00 AM	C001	Clips Double 1"	50	50	Receive
200000008	28/2/2018 12:00:00 AM	C002	Clips Double 2"	1	1	Receive
200000008	28/2/2018 12:00:00 AM	E001	Envelope Brown 1	2		Receive
200000008	28/2/2018 12:00:00 AM	E004	Envelope Brown 4	2		Receive
200000008	28/2/2018 12:00:00 AM	E008	Envelope White 2	2		Receive

- 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"

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
Select C003	Clips Double 3/4"	1	Dozen	16	Clip	ALPHA Office Supplies

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

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

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

## Inventory-Maintain Catalog

Category:  Print

	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

Add
Edit
Delete

## 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.

The screenshot shows the Logic University application interface. On the left, a dark sidebar menu is open, with the 'Inventory' section expanded to show 'Change Reorder Level' as the selected option. The main content area is titled 'Inventory - Change Reorder Level' and features a search form with two input fields: 'Item Code' and 'Description'. The 'Description' field contains the text 'pencil'. Below the search fields is a 'Search' button.

Step 2. Select the item from the list to edit

### Inventory-Change Reorder Level

Item Code   
 Description

**Search**

ItemCode	Description	ReorderLevel	ReorderQuantity		
P042	Pencil 2B	100	50	Edit	Delete
P043	Pencil 2B with Eraser End	100	50	Edit	Delete
P044	Pencil 4H	100	50	Edit	Delete
P045	Pencil B	100	50	Edit	Delete
P046	Pencil B with Eraser End	100	50	Edit	Delete

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

### Inventory-Change Reorder Level

Item Code   
 Description

**Search**

ItemCode	Description	ReorderLevel	ReorderQuantity		
P042	Pencil 2B	<input type="text" value="100"/>	<input type="text" value="50"/>	Update	Cancel
P043	Pencil 2B with Eraser End	100	50	Edit	Delete
P044	Pencil 4H	100	50	Edit	Delete
P045	Pencil B	100	50	Edit	Delete
P046	Pencil B with Eraser End	100	50	Edit	Delete

## 9.3. CHARGING TO THE DEPARTMENT

## FOR STORE CLERKS

### Inventory-Perform Charge Back

Select Department:

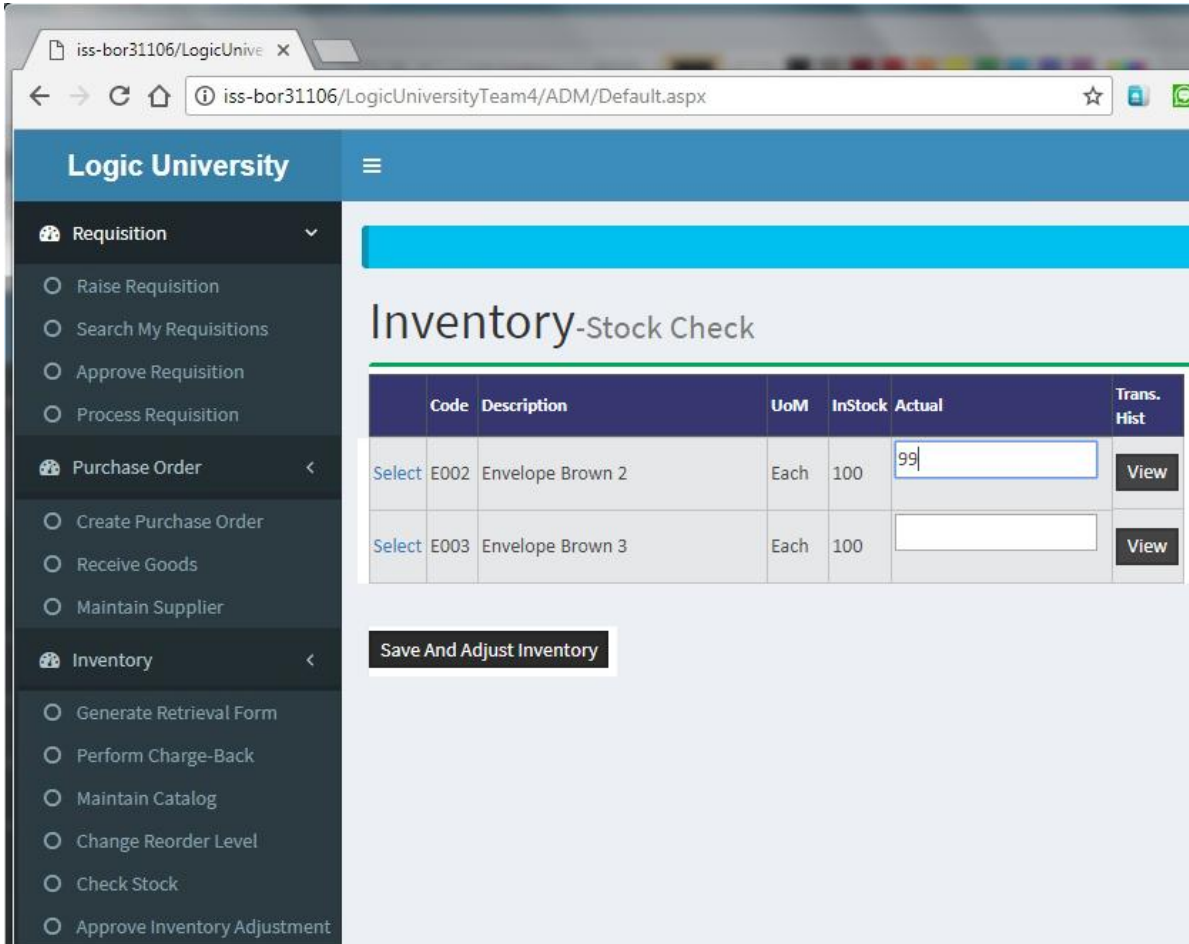
Select Period: From:  To:

**Search**

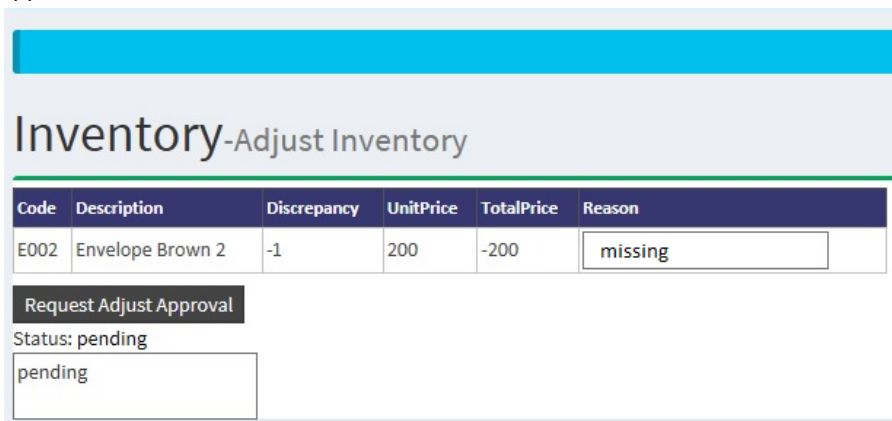
ID	Total Disbursed Amount	Department Code	Acknowledged By	Acknowledged On	Charge This
1	45.0000	ENGL	7	24/12/2017 12:00:00 AM	<input checked="" type="checkbox"/>
2	25.0000	ENGL	7	10/1/2018 12:00:00 AM	<input checked="" type="checkbox"/>
3	43.0000	ENGL	7	8/1/2018 12:00:00 AM	<input checked="" type="checkbox"/>
4	59.0000	ENGL			<input checked="" type="checkbox"/>
6	193.0000	ENGL			<input type="checkbox"/>
7	160.0000	ENGL			<input type="checkbox"/>
8	20.0000	ENGL			<input type="checkbox"/>

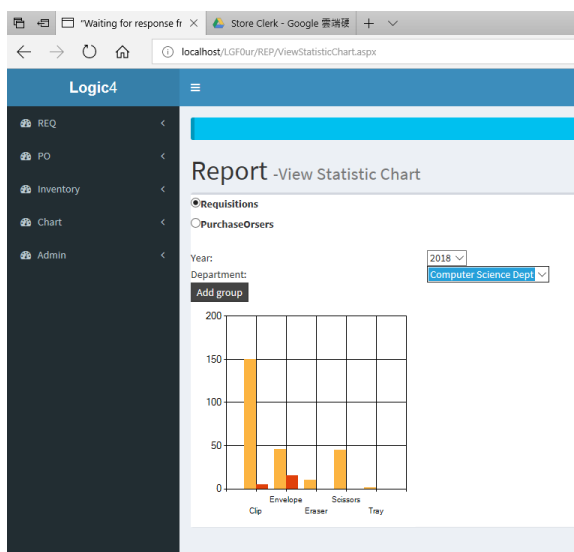
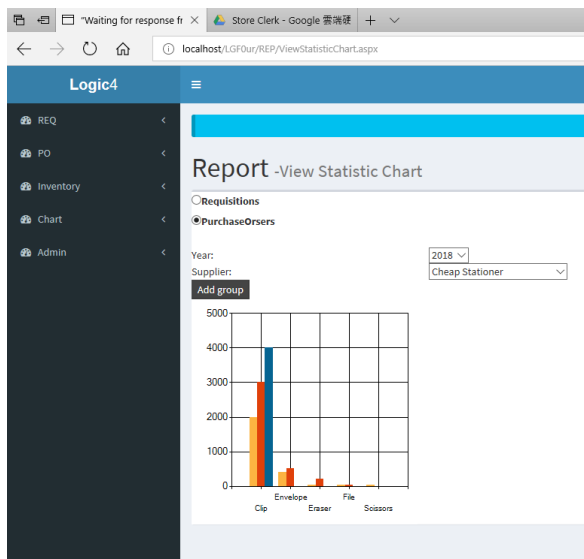
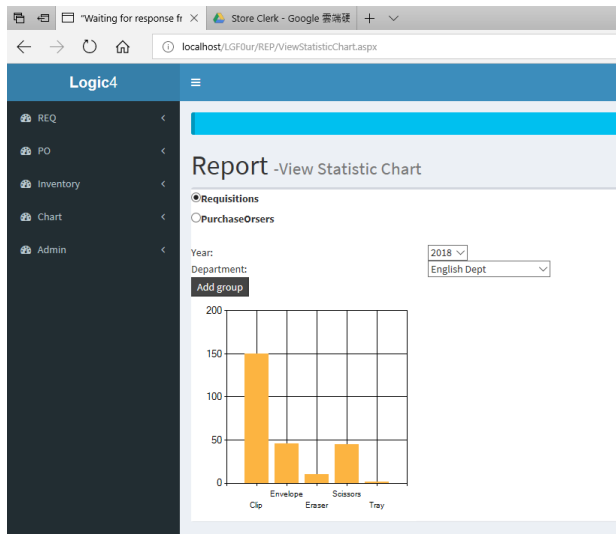
**Send Invoice**

- 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





iss-bor31106/LogicUnive x

iss-bor31106/LogicUniversityTeam4/ADM/Default.aspx

**Logic University**

View Notifications

Maintain Profile

## Inventory-Maintain Catalog

Category:  Print

	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

Add Edit Delete

iss-bor31106/LogicUniversityTeam4/ADM/Default.aspx#

- 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

iss-bor31106/LogicUnive x

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:

Description:

UoM:

Please arrange the Suppliers from 1-3, 1 being the most preferred.

Supplier1:

Supplier2:

Supplier3:

Price:

Price:

Price:

Reorder level:

Reorder Quantity:

iss-bor31106/LogicUniversityTeam4/ADM/Default.aspx#

iss-bor31106/LogicUnive x

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

Select	S101	Sharpener	3	Each	16	Sharpener	Cheap Stationer
Select	T001	Thumb Tacks Large	3	Box	3	Tacks	Cheap Stationer
Select	T002	Thumb Tacks Medium	3	Box	3	Tacks	Cheap Stationer
Select	T003	Thumb Tacks Small	3	Box	3	Tacks	Cheap Stationer
Select	T020	Transparency Blue	3	Box	33	Tperency	Cheap Stationer
Select	T021	Transparency Clear	3	Box	166	Tperency	Cheap Stationer
Select	T022	Transparency Green	3	Box	33	Tperency	Cheap Stationer
Select	T023	Transparency Red	3	Box	33	Tperency	Cheap Stationer
Select	T024	Transparency Reverse Blue	3	Box	33	Tperency	Cheap Stationer
Select	T025	Transparency Cover 3M	3	Box	166	Tperency	Cheap Stationer
Select	T100	Trays In/Out	3	Set	6	Tray	Cheap Stationer

Add Edit Delete

iss-bor31106/LogicUniversityTeam4/ADM/Default.aspx#

MaintainCatalogUI.aspx

iss-bor31106/LogicUniversityTeam4/INV/MaintainCatalogUI.aspx

ItemCode	ItemName	Priority	Unit	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 X

iss-bor31106/LogicUniversityTeam4/REP/ViewDepRepCollectionPointUI.aspx

Apps ★ Bookmarks ⚙ Settings 📁 My IE bookmarks 📺 GPhotos 📁 GPho-New 🌐 Ginger 📺 KeepVid 📺 Aud Conv 📄 data:text/html, <html

**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.