Inventory Management System

Department of ICT

USER MANUAL

Developed & Designed By

IPSITA COMPUTERS PTE LTD

Date: March, 2018

Version: 01

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Inventory Management System

(Web Application)

Project Brief:

An Automation System for Products Requisition and Inventory Management system to operate it within the departments for easy handling of the materials and to deliver the products to the concerned people who need it. The system helps for in-time delivery of the requested products at by keeping the store always updated with inventory. The main function of the Automation System are as follows:

A. An online system to submit 'Requisition' by the 'Authorized Users' as per his / her requirement. The User will find a 'Requisition Form' online to place an order for products as per requirement.

B. The system has facility to entry all the products in the 'Purchase Entry Form'. In here, Serial number, Item code, Description of Items, Unit Price, Quantity and Total price, Purchase date and seller's names are entered.

C. To approve 'Requisition', the Admin / concerned authority finds all 'Requisitions' submitted by the different users in the Admin Dashboard. The 'Requisitions' will appear sequentially in date and time order in Dashboard. Then the Admin/authority will approve the 'Requisition(s)' as per set norms.

D. When approved, a copy of it or 'Requisition Approval Form' will be sent directly to the storekeeper (with products detail, quantity etc.) by advising the Storekeeper to deliver the products/ materials to concerned person requisitioned it. It will also automatically inform the requisitioner that his Requisition has been approved and awaits delivery.

E. When the Store Keeper Finds 'Approved Requisition'; basing on that, a 'Delivery Order' automatically prepared by the system. Storekeeper will only deliver the products to concerned Requisitioner by checking it.

F. The System automatically keep record of all transactions and update the inventory. Store will be notified if quantity of any product reaches to Minimum Level / Repeat Order Level. This helps to start procurement process to keep sufficient stock, as necessary.

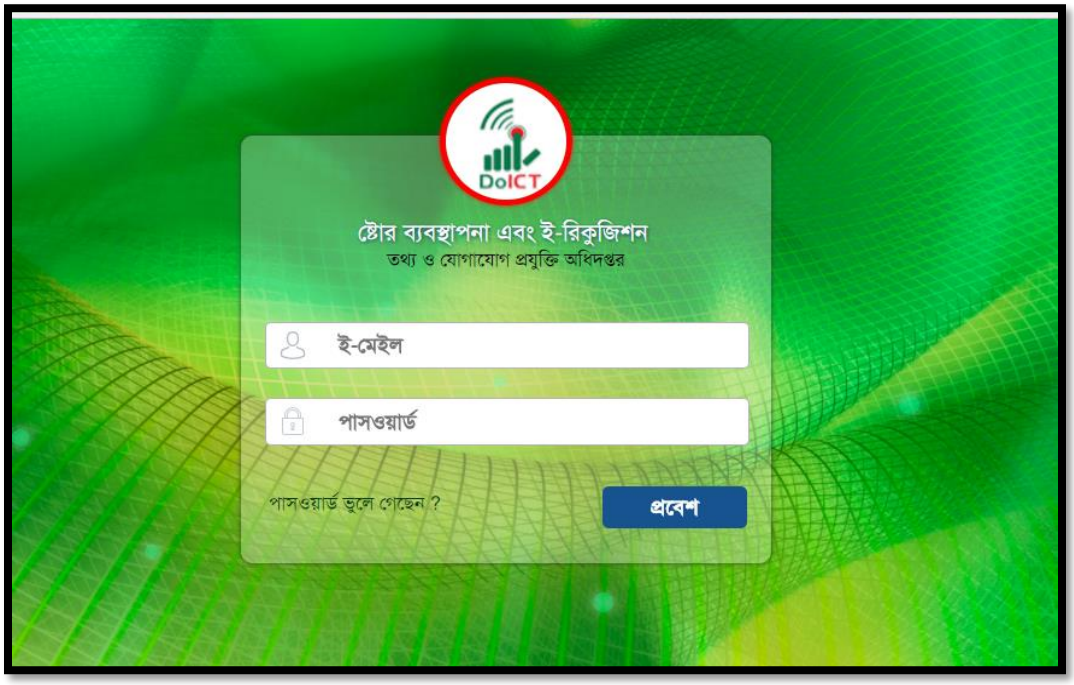
G. The system helps to know all about stock / stored items, when to procure items, total products delivery to a certain person or to all people within a certain time. Number of items consumed in certain time and also about missing, damages, pilferage items.

Above all, from placing order to deliver products to Requisitioner, this systematic automated approach SAVEs time, money and keeps precise record of inventory by managing multi functions with minimum effort.

Enter the System

Enter the “URL” user will find a log in page.

http://digitalprogressbd.com/inventory/login or the URL provided by the Department.



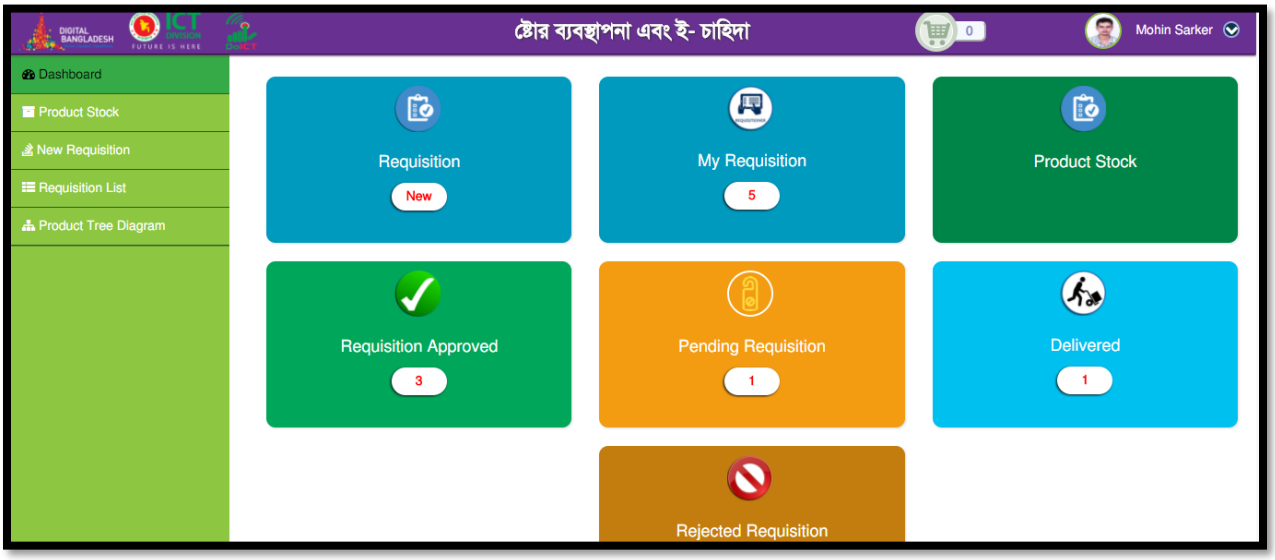
This System has 4 Roles. They are as follows:

1. Super Admin
2. Admin
3. Storekeeper
4. Requisitioner

Different Users will find different Menus and different Features to act with.

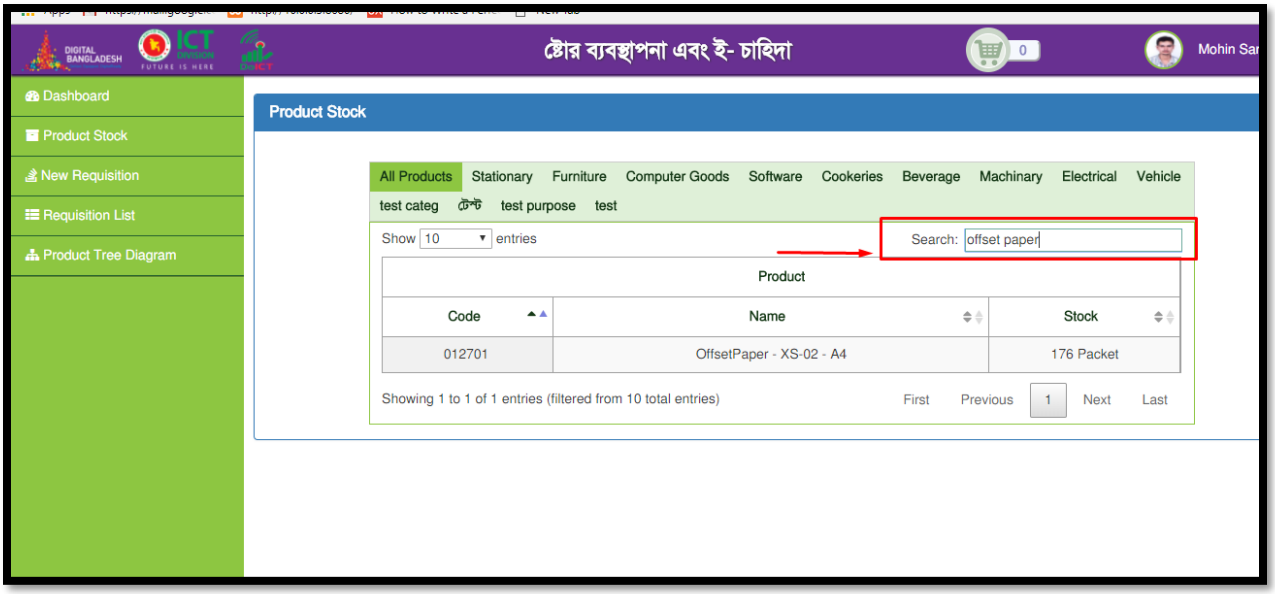
Requisitioner:

When logged in as Requisitioner, User will find the following Dashboard:



To View Product Stock: Click on Product Stock

Now write the Product Name in Search box

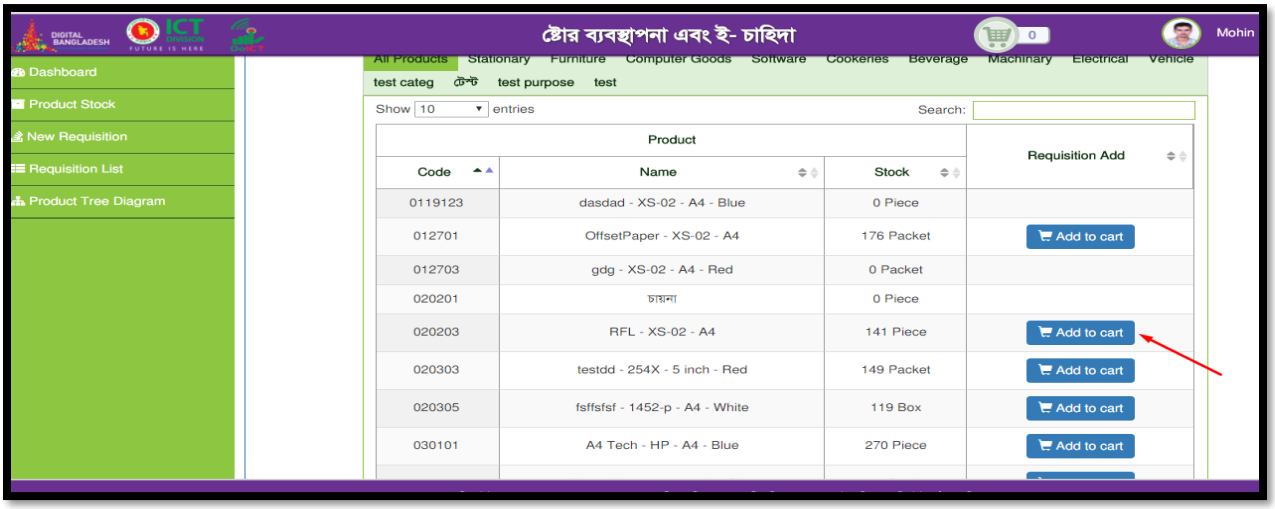


To Submit a New Requisition:

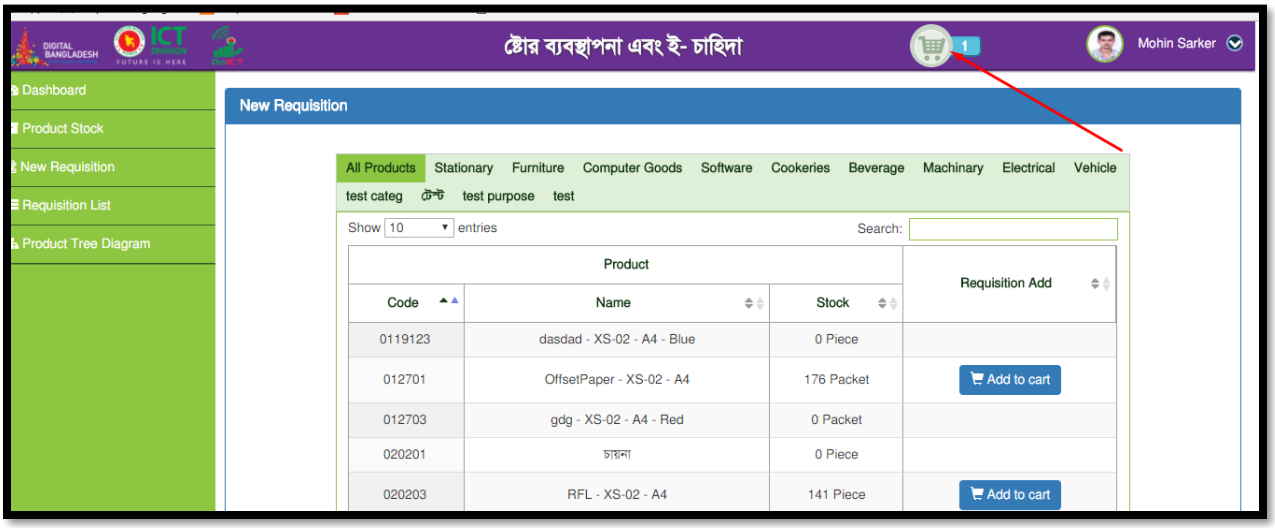
Click on New Requisition

Click on “Add to Cart” beside any product.

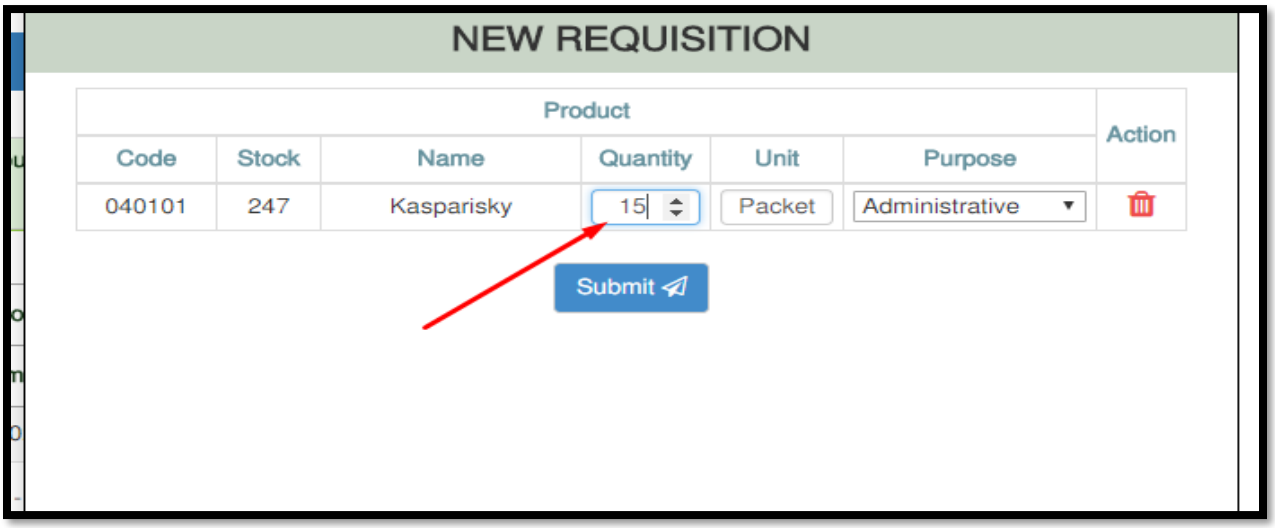
(Add to Cart menu will not appear when the products are not in Stock)



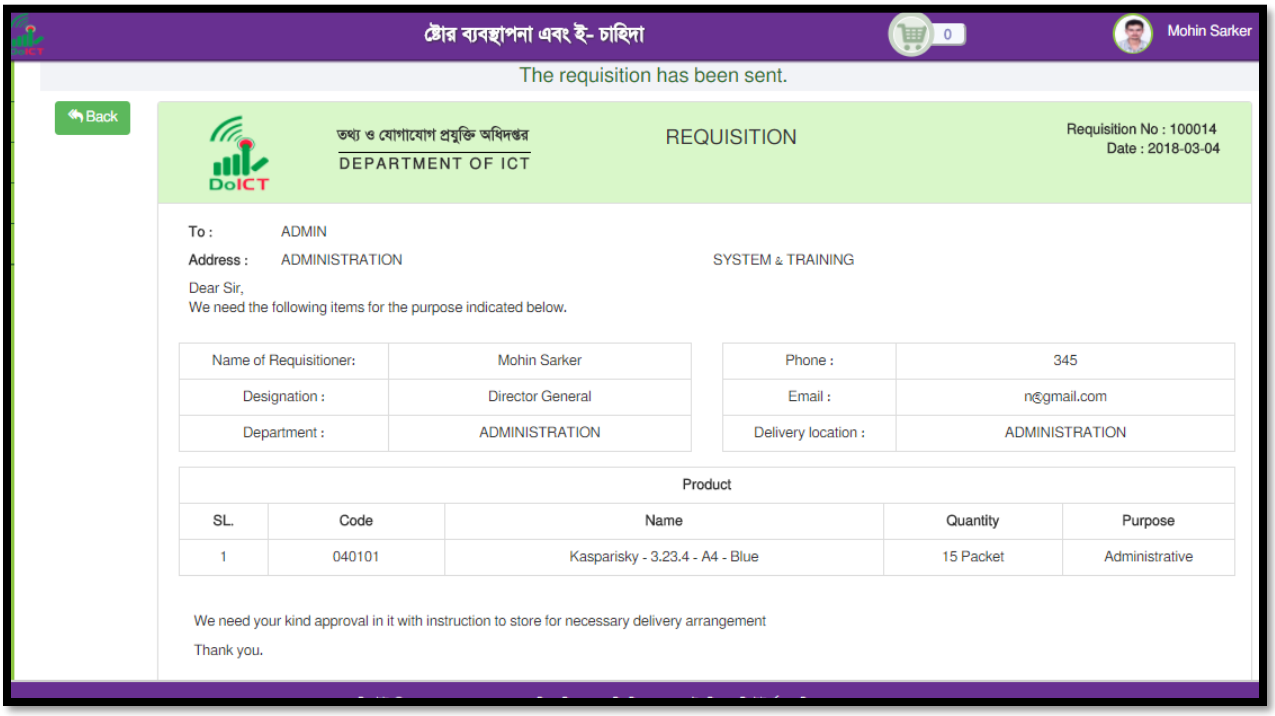
Now click on the cart.



Enter the product quantity and click on Submit.



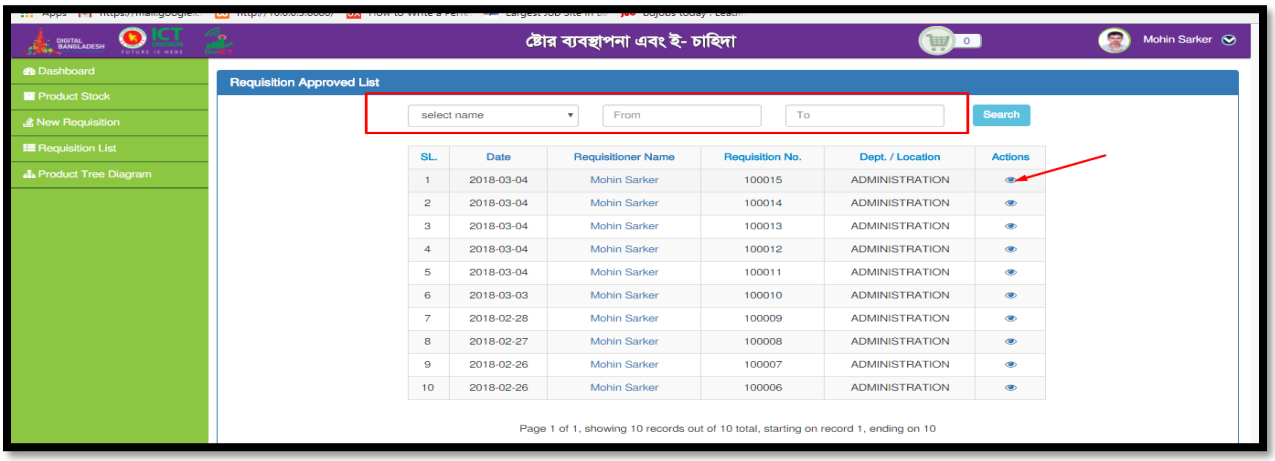
Now the Requisition will be sent to the Admin.



To View Requisitioned List:

Click on Requisition List> click on Action Icon to see the Requisitions in date-order.

User can also search Requisition list by date-order.

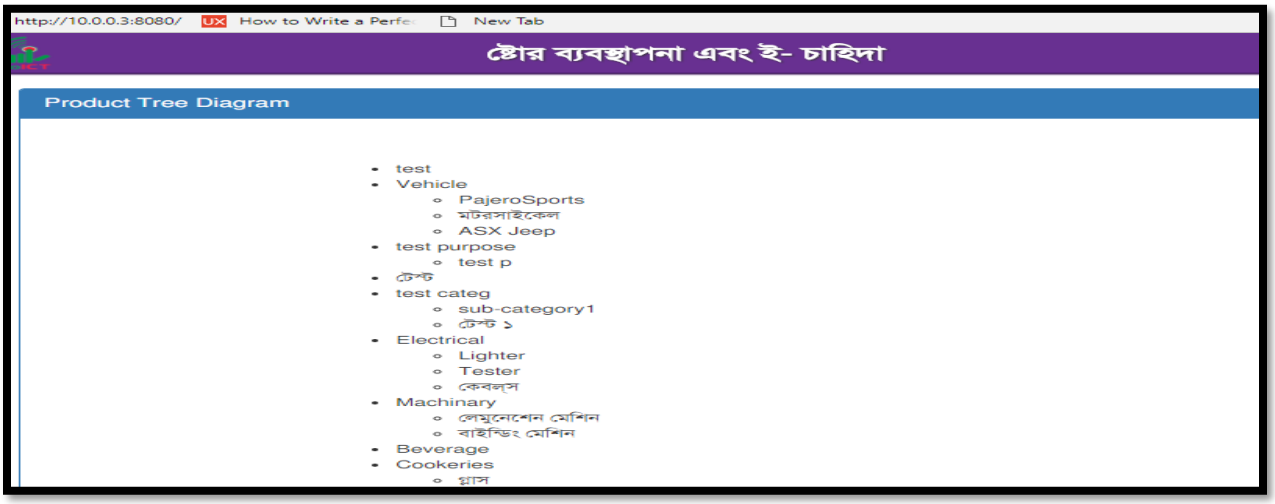


OR

Click on My Requisition from Dashboard.

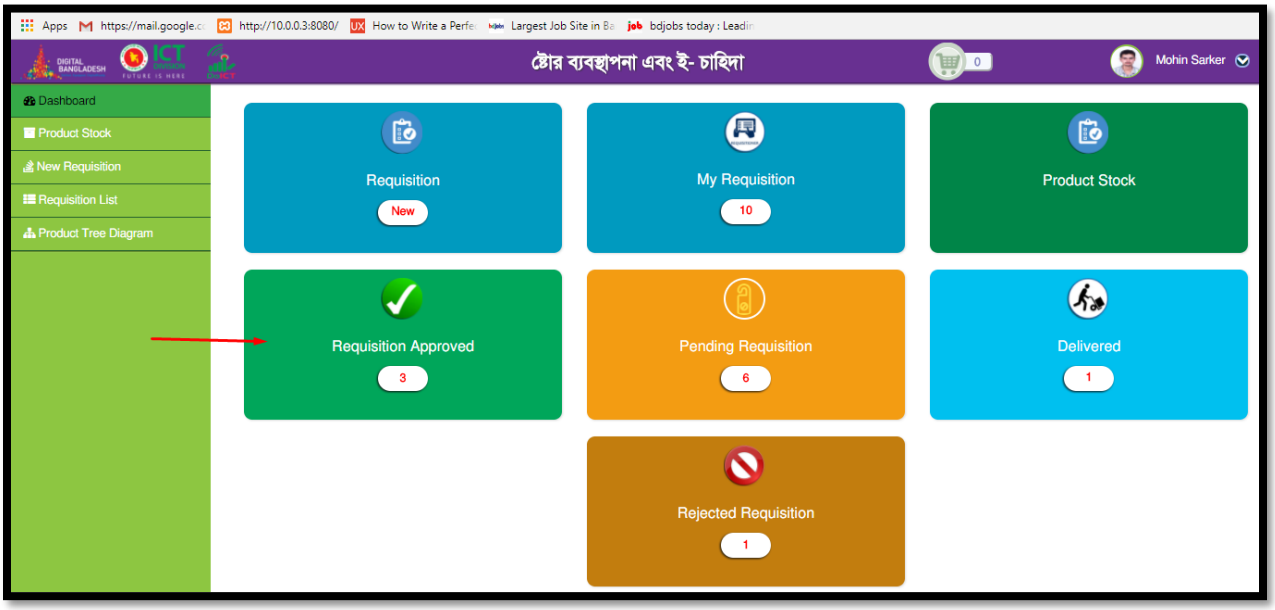
To View Product Tree Diagram:

Click on Product Tree Diagram.



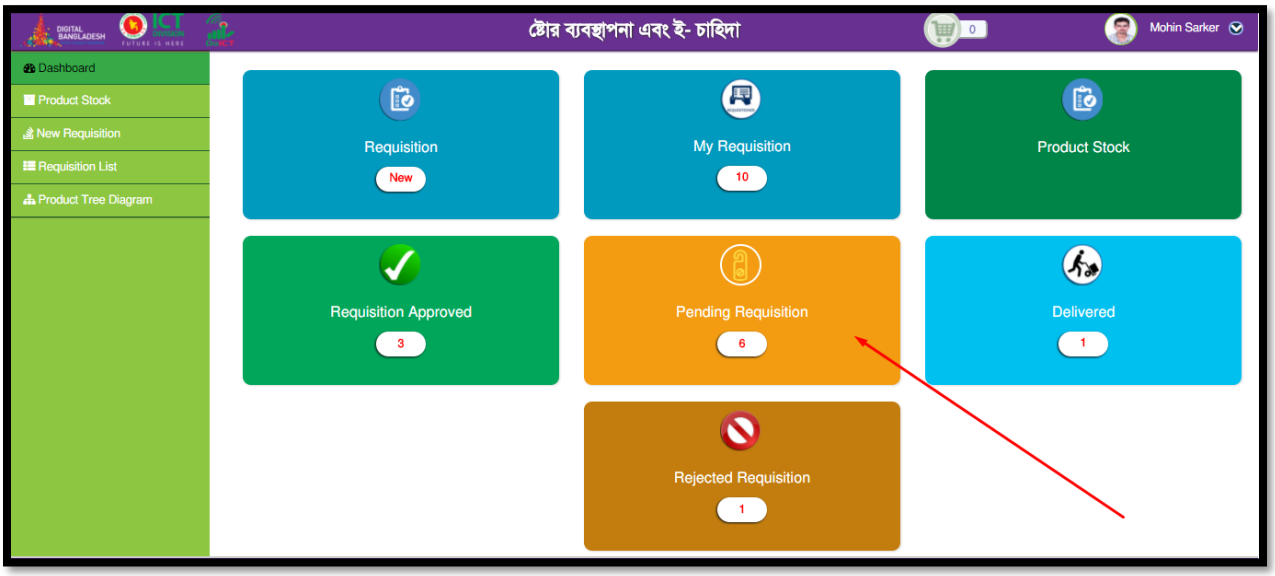
To View Approved Requisition List:

Click on "Requisition Approved" from Dashboard.



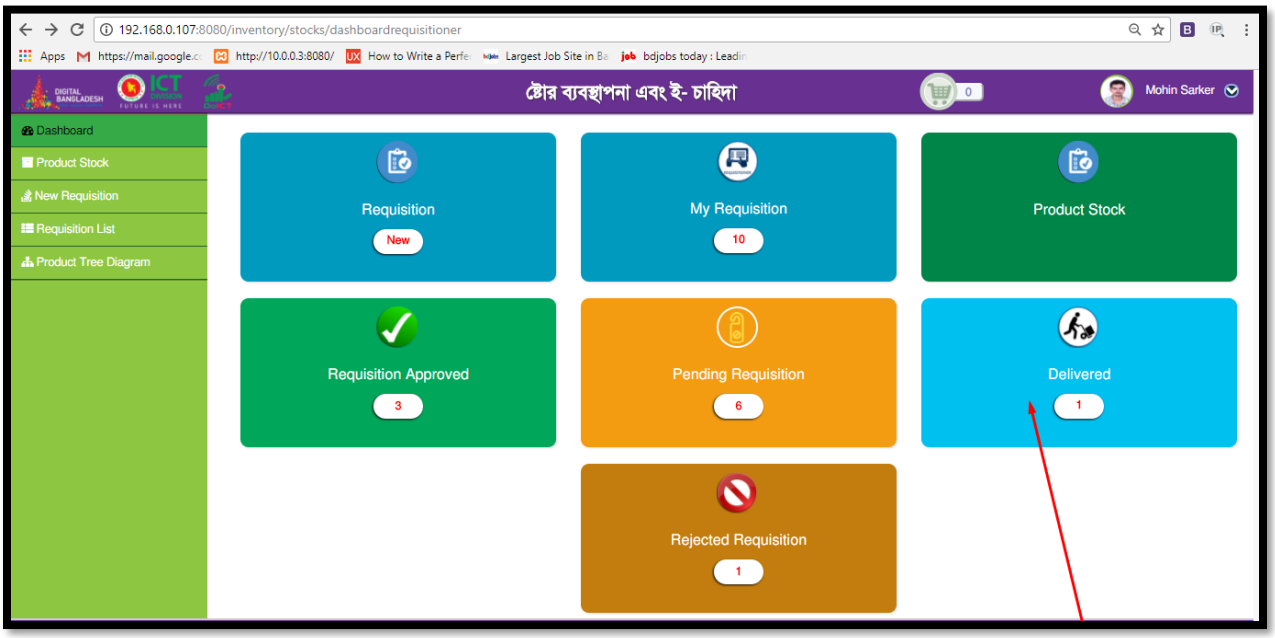
To View Pending Requisition List:

Click on “Pending Requisition” from Dashboard



To View Delivered Items:

Click on “Delivered” from Dashboard



To View Rejected Requisition List:

Click on “Rejected Requisition” from Dashboard