

# Inventory Management System

## Department of ICT



## USER MANUAL

Developed & Designed By



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.

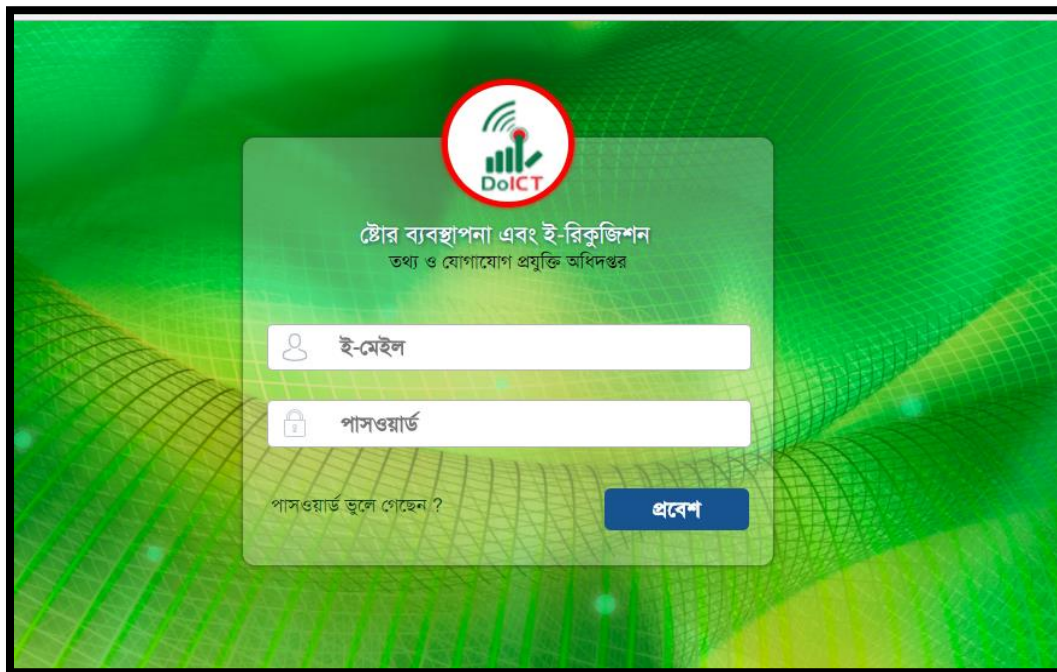
- E. When the Store Keeper Finds 'Approved Requisition'; basing on that, a 'Delivery Order' automatically prepared by the system. Storekeeper will only deliver the products to concerned Requisitioner by checking it.
- F. The System automatically keep record of all transactions and update the inventory. 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.



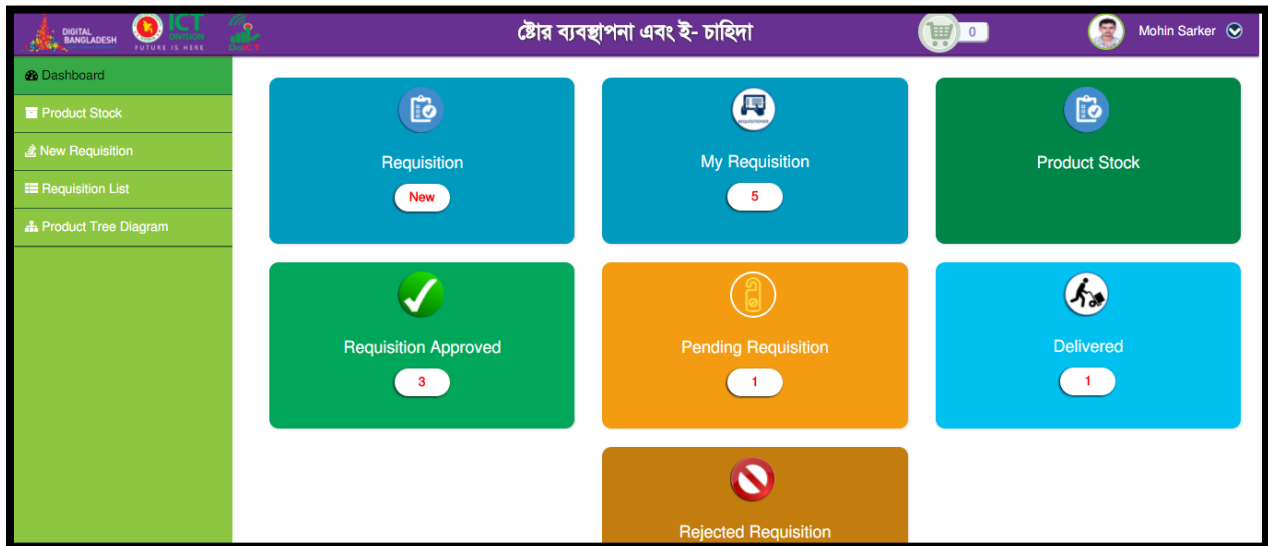
This System has 4 Roles. They are as follows:

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

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

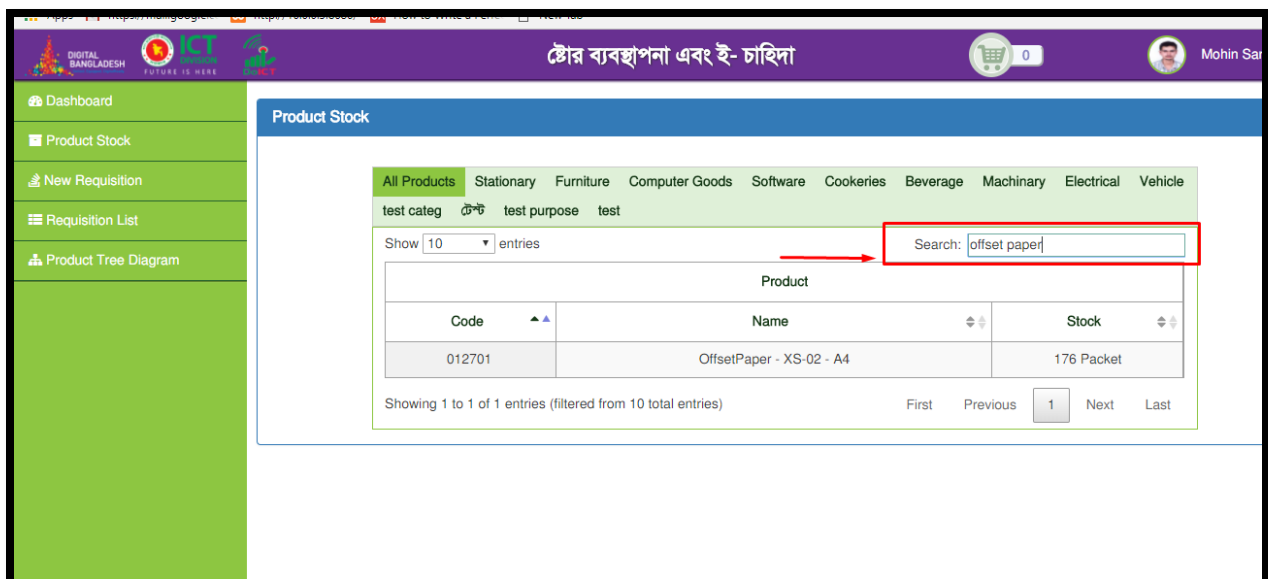
## Requisitioner:

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

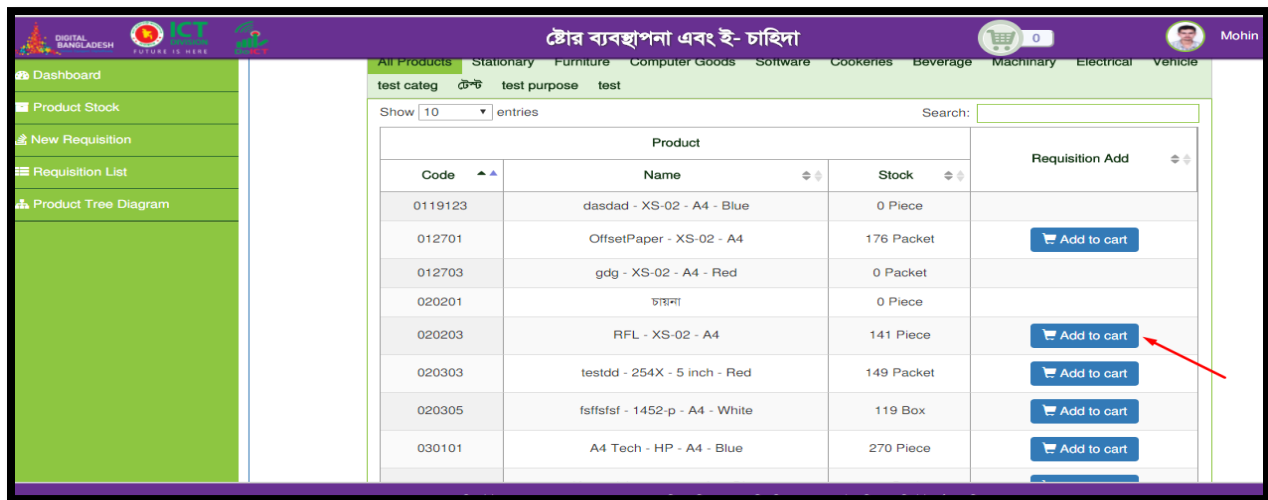


## To Submit a New Requisition:

Click on New Requisition

Click on “Add to Cart” beside any product.

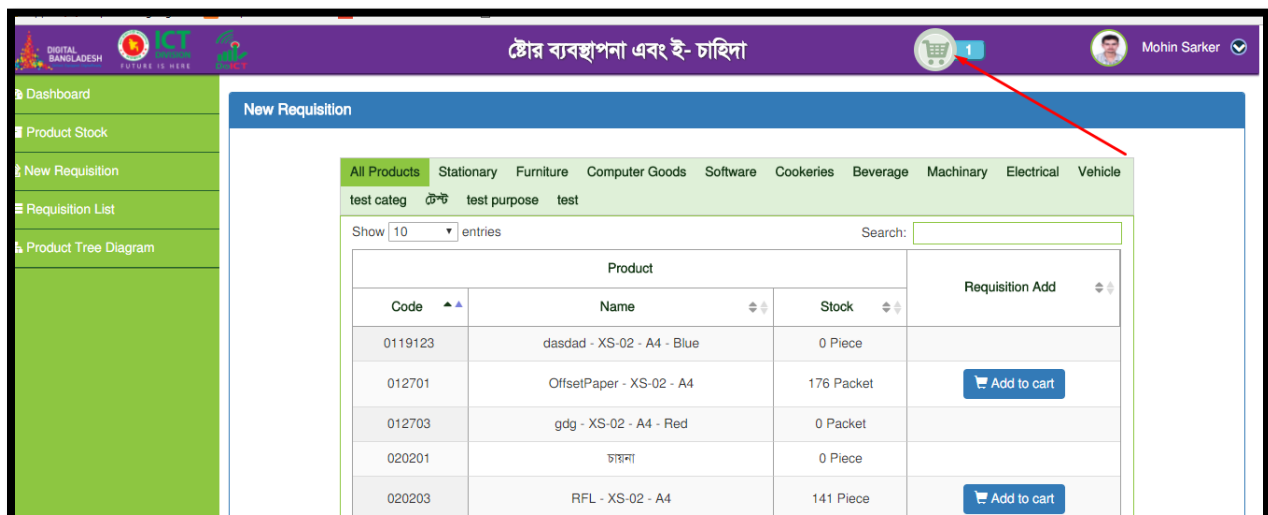
(Add to Cart menu will not appear when the products are not in Stock)



The screenshot shows the 'Requisitioner' dashboard with a sidebar on the left containing navigation options: Dashboard, Product Stock, New Requisition, Requisition List, and Product Tree Diagram. The main content area displays a table of products under the heading 'স্টোর ব্যবস্থাপনা এবং ই-চাহিদা'. The table has columns for Code, Name, Stock, and Requisition Add. The 'Add to cart' button is visible for products with stock. A red arrow points to the 'Add to cart' button for the product 'RFL - XS-02 - A4'.

Code	Name	Stock	Requisition Add
0119123	dasdad - XS-02 - A4 - Blue	0 Piece	
012701	OffsetPaper - XS-02 - A4	176 Packet	<a href="#">Add to cart</a>
012703	gdg - XS-02 - A4 - Red	0 Packet	
020201	চায়না	0 Piece	
020203	RFL - XS-02 - A4	141 Piece	<a href="#">Add to cart</a>
020303	testdd - 254X - 5 inch - Red	149 Packet	<a href="#">Add to cart</a>
020305	fsfsfsf - 1452-p - A4 - White	119 Box	<a href="#">Add to cart</a>
030101	A4 Tech - HP - A4 - Blue	270 Piece	<a href="#">Add to cart</a>

Now click on the cart.




The screenshot shows the 'New Requisition' form in the Requisitioner dashboard. The sidebar on the left is the same as in the previous screenshot. The main content area is titled 'New Requisition' and contains the same product list table. A red arrow points to the shopping cart icon in the top right corner of the dashboard, which has a '1' next to it, indicating one item in the cart.

Enter the product quantity and click on Submit.





### NEW REQUISITION

Product						Action
Code	Stock	Name	Quantity	Unit	Purpose	
040101	247	Kasparisky	15	Packet	Administrative	


[Submit !\[\]\(bea5cdc9d20f8a4ea2d85698437aa678\_img.jpg\)](#)

Now the Requisition will be sent to the Admin.

 0
 
 Mohin Sarker

The requisition has been sent.

[Back](#)



তথ্য ও যোগাযোগ প্রযুক্তি অধিদপ্তর  
DEPARTMENT OF ICT

REQUISITION

Requisition No : 100014  
Date : 2018-03-04

To : ADMIN  
Address : ADMINISTRATION SYSTEM & TRAINING

Dear Sir,  
We need the following items for the purpose indicated below.

Name of Requisitioner:	Mohin Sarker	Phone :	345
Designation :	Director General	Email :	n@gmail.com
Department :	ADMINISTRATION	Delivery location :	ADMINISTRATION

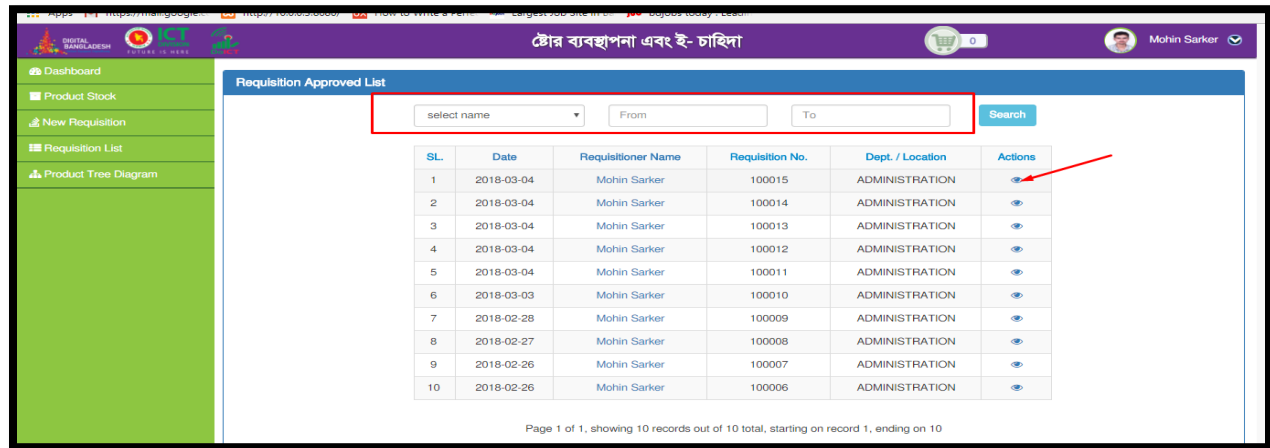
Product				
SL.	Code	Name	Quantity	Purpose
1	040101	Kasparisky - 3.23.4 - A4 - Blue	15 Packet	Administrative

We need your kind approval in it with instruction to store for necessary delivery arrangement  
Thank you.

## 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.

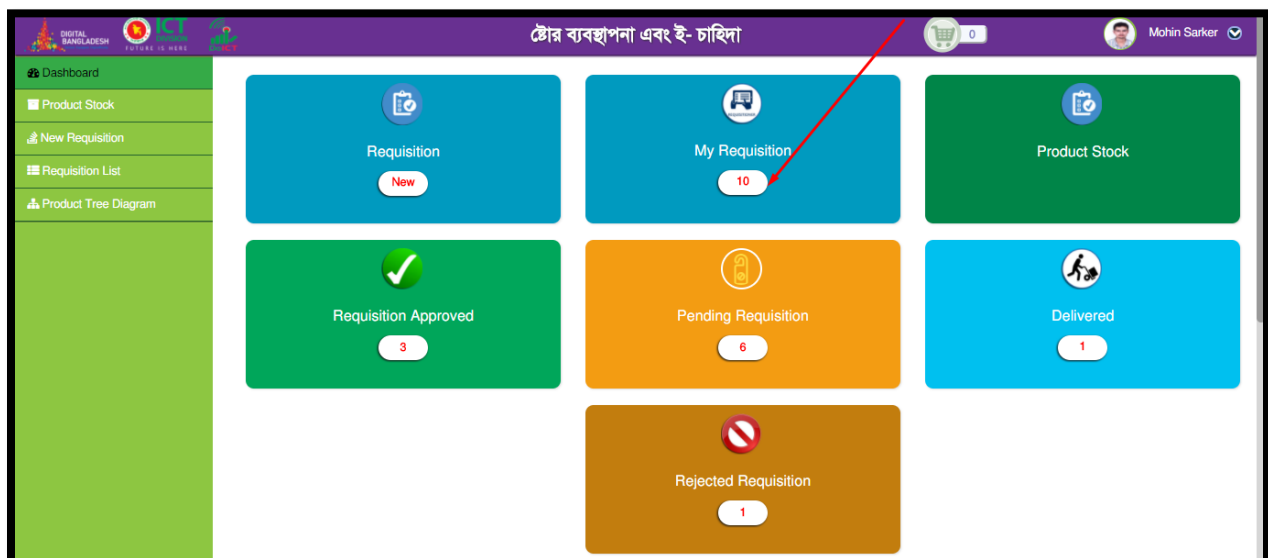


SL.	Date	Requisitioner Name	Requisition No.	Dept. / Location	Actions
1	2018-03-04	Mohin Sarker	100015	ADMINISTRATION	
2	2018-03-04	Mohin Sarker	100014	ADMINISTRATION	
3	2018-03-04	Mohin Sarker	100013	ADMINISTRATION	
4	2018-03-04	Mohin Sarker	100012	ADMINISTRATION	
5	2018-03-04	Mohin Sarker	100011	ADMINISTRATION	
6	2018-03-03	Mohin Sarker	100010	ADMINISTRATION	
7	2018-02-28	Mohin Sarker	100009	ADMINISTRATION	
8	2018-02-27	Mohin Sarker	100008	ADMINISTRATION	
9	2018-02-26	Mohin Sarker	100007	ADMINISTRATION	
10	2018-02-26	Mohin Sarker	100006	ADMINISTRATION	

Page 1 of 1, showing 10 records out of 10 total, starting on record 1, ending on 10

OR

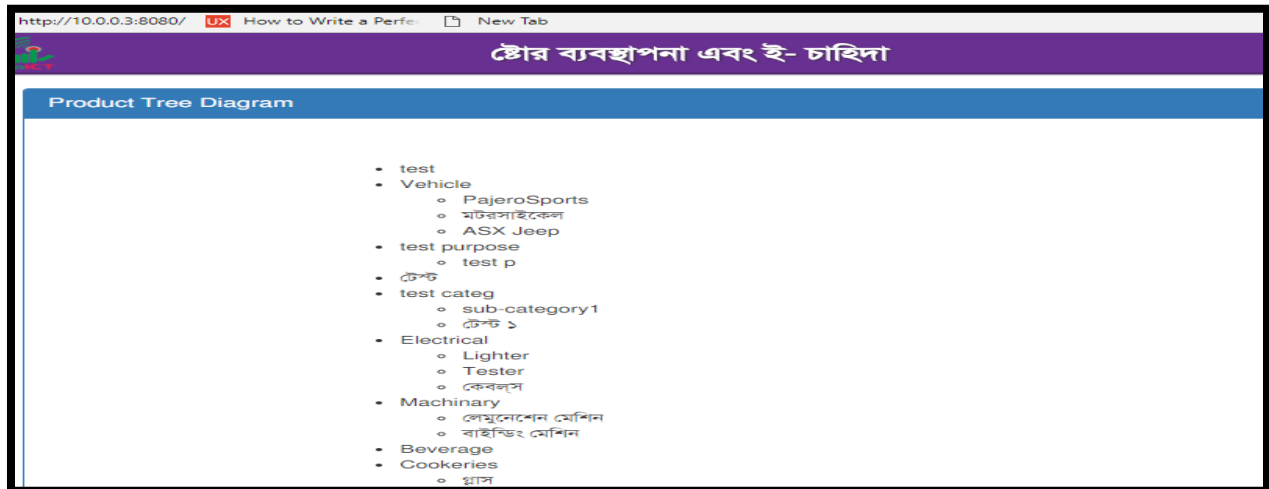
Click on My Requisition from Dashboard.



Requisition New	My Requisition 10	Product Stock
Requisition Approved 3	Pending Requisition 6	Delivered 1
	Rejected Requisition 1	

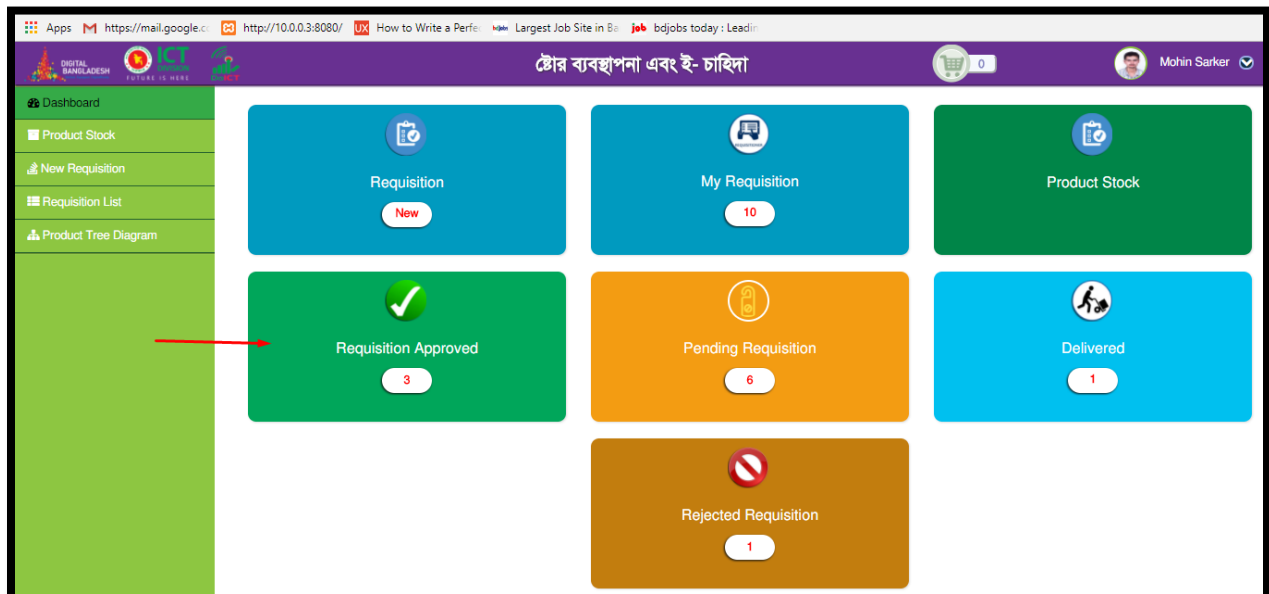
## To View Product Tree Diagram:

Click on Product Tree Diagram.



## To View Approved Requisition List:

Click on "Requisition Approved" from Dashboard.



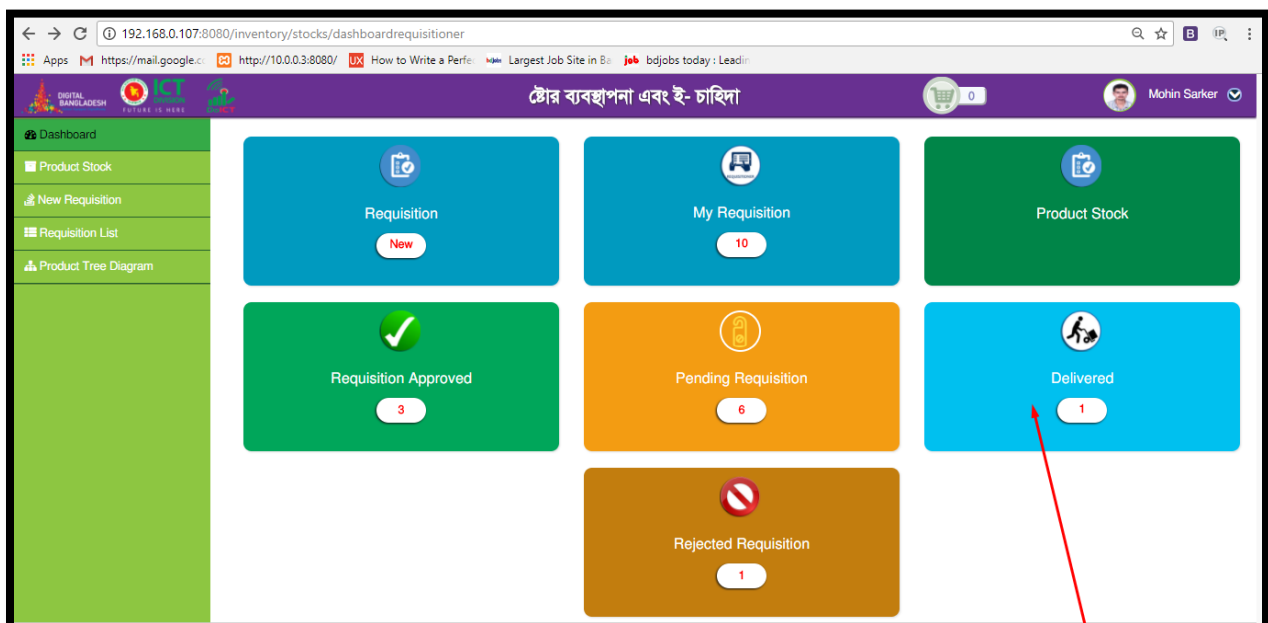
## To View Pending Requisition List:

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

