

Store Management Software

Index

Objective	Page 2
Data flow	Page 2
General operation	Page 2
How to install	Page 3
How to run	Page 3
Configuring for first time	Page 3
How to login	Page 5
Familiarise the landing page	Page 6
Menus available	Page 6
User Management	Page 7
Changing password	Page 8
Recovering password	Page 8
Equipment management	Page 8
Item management	Page 9
Import Data from Excel	Page 11
Demand request	Page 12
Good receipt	Page 14
Good issue	Page 16
Stock report	Page 18
Transaction ledger of individual item	Page 18
Demand request report	Page 18
Goods issue report	Page 18
Goods receipt report	Page 18
Pending demand request report	Page 19
Re-order report	Page 19
Alert	Page 19
Serial no search	Page 19
item list	Page 19

Objective

The objective of the store management software is to keep track of inventory, management of store request, receive goods and alert the user when stock goes below the re-order level.

Data flow

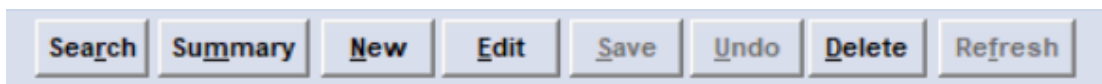
In the software there are three major transactions

1. Place demand request
 - a. Place demand request for items of those the stock has reached below the re-order level.
2. Receive goods
 - a. Receive the goods. This will increase the stock of the item
3. Issue goods
 - a. Issue the items, the stock will reduce upon this operation

The items belong to different equipment. For each item the following details can be stored

- ✓ Item Name
- ✓ Equipment
- ✓ PATT number
- ✓ Unit
- ✓ Item Code
- ✓ Rack
- ✓ Tray
- ✓ Fitment Place
- ✓ Authorised quantity
 - While placing a demand the software will validate so that the order quantity does not exceeds the authorised quantity
- ✓ Re-order quantity
 - The software will alter the user if the stock of the item reaches below the re-order quantity

General operation

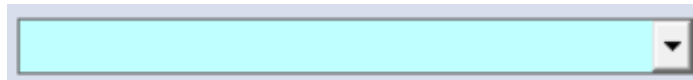


There are three operations allowed in every transaction/ master screens

1. View a data
2. Add a new data
3. Modify an existing data

1 A) How to view a data in master screens

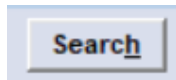
Open the screen. There will be dropdown list as shown below



Select the data from the list, and the details will be loaded to the corresponding boxes.

1 B) How to view a data in transaction screens

Open the screen. Press the '**Search**' button



The search screen will popup. Search for the transaction double click on the desired row, so that the search screen will disappear and the data will be loaded in the transaction screen.

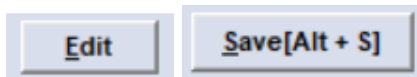
2. How to add a new data

Press the new button. Up on pressing the '**New**' button will be disabled and '**Save**' button will be enabled. Enter the data in the corresponding boxes and press the '**Save**' button.



3. How to modify an existing data

Open the screen. Load the data as described in the first step. Press the '**Edit**' button. Modify the data and press '**Save**' button.

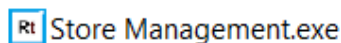


How to install

Run the setup.exe file in the setup folder provided. Follow the installation steps to complete the installation. This will setup all necessary files required to run the application.

How to run the application

You can see the file 'Store Management.exe' in the store management folder provided. Double click/ press '**Enter Key**' after selection, and the software will start.



Configuring for first time

The following screen will appear when the application is run for the first time

Database	FILE
NO COMPANY SET 27/Sep/2022 - 26/Sep/2023	R0001.mdb

OK

Press the '**OK**' button and the following store screen in appear.

NAME: Ship1

LINE1:

LINE2:

LINE3:

CODE: Ship1

PERIOD: 01/Apr/2022 to 31/Mar/2023

Buttons: Edit[Alt + E], Save[Alt + S], Undo[Alt + U], Reset Stock

BACKUP PATH:

Here in this screen, you can enter the store name in the '**Name**' box. Line1, Line2, Line3 fields are optional. You can use these fields for storing address. Enter the store code in the 'Code' field. Enter the from and to operation dates (just like financial year) in the period date selection fields and press '**Save**' Button. It will give a success message and the application will automatically close. Now again run the application and now the 'Database Selection' pop will be like this

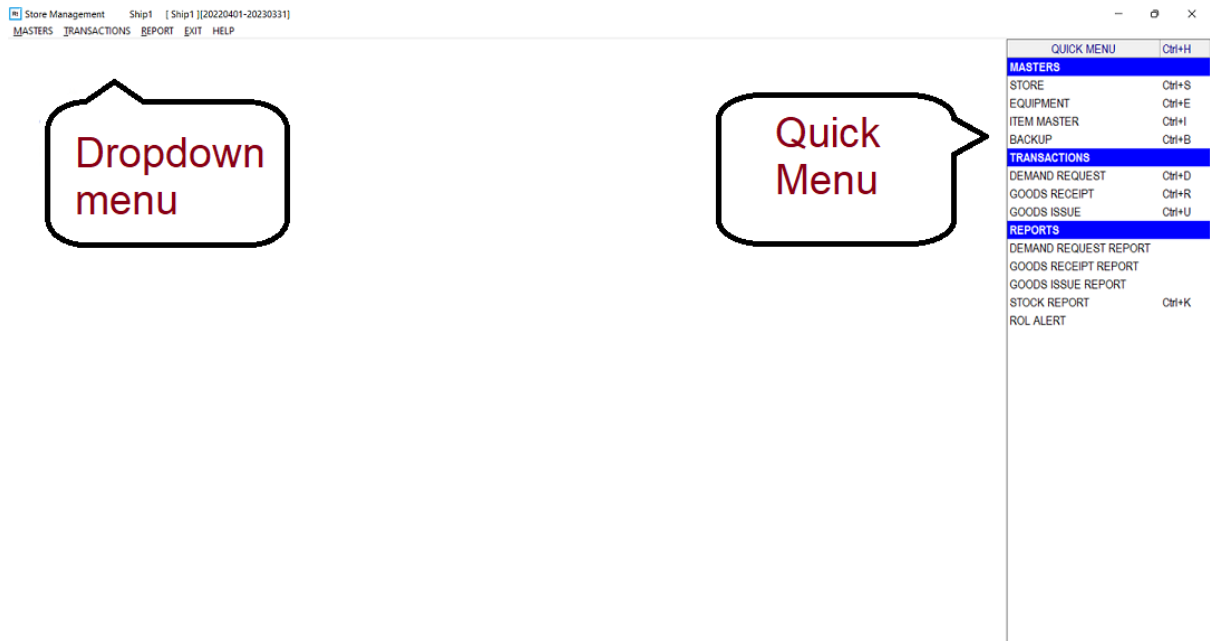
Database	FILE
Ship1 01/Apr/2022 - 31/Mar/2023	R0001.mdb

Select the row and press '**OK**' button and '**Login Screen**' will appear

How to login

In the login screen, in the '**User**' field give the user's name and in the '**Password**' field give password. When it is first time configured, a user with user name 'ADMIN' will be automatically created and there is no password for the 'Admin'. Later password can be set for 'Admin'. Press the '**OK**' button. The credentials will be checked and if success the login screen will disappear and the landing page will be shown.

Familiarise the landing page



On top left of the screen there is drop down menu. On right side of the screen there is 'Quick menu'. The quick menu is a subset of main menu. The quick menu contains the menu items which are frequently accessed.

Menu available

- Masters
 - Sore
 - To Manage the store name, usable period
 - Equipment
 - To manage equipment
 - Items
 - To manage items
 - Import from EXCEL
 - To import item master from MS-Excel file.
 - User
 - To manage user
 - Item Merge
 - To merge items if accidentally duplicated and later finds that two items are the same.
 - Reset voucher number
 - To reset voucher number if there is any issue in the voucher number
 - Split Year
 - To create new year
 - Backup
 - To manually backup data

- Change password
 - To change user password of the currently logged in user
- Show/Hide quick menu
 - To show/hide quick menu
- Transactions
 - Demand request
 - To manage demand request
 - Goods receipt
 - To manage goods receipt
 - Goods issue
 - To manage goods issue
- Report
 - Stock report
 - Consolidated stock report
 - Demand request report
 - List of demand request placed
 - Goods receipt report
 - List good goods receipt
 - Goods issue report
 - List of goods issue
 - Pending demand request
 - List of pending demand request
 - Re-Order report
 - Status of re-order
 - Serial number search
 - To search of a serial number
 - Item Report
 - List of items
- Exit
 - To exit application
- Help
 - Content
 - To get this help file
 - About us
 - Version information of the software

User Management

Menu: Master-> User

The screenshot shows a window titled 'User' with a toolbar containing buttons: 'Reset Password', 'New [Alt + N]', 'Edit[Alt + E]', 'Save[Alt + S]', and 'Undo[Alt + U]'. Below the toolbar, there are input fields for 'SELECT' (a dropdown menu showing 'admin'), 'USER NAME' (text box with 'admin'), and 'LOGIN ID' (text box with 'admin'). To the right of these fields is a checkbox labeled 'ACTIVE' which is checked. Below the input fields is a table with columns: 'SCREEN', 'ADD', 'MODIFY', and 'CANCEL'. The table lists various system screens and their corresponding access privileges for the selected user.

SCREEN	ADD	MODIFY	CANCEL
SHIP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EQUIPMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
USER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DEMAND REQUEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GOODS RECEIPT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GOODS ISSUE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SPLIT YEAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM MERGE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BARCODE PRINT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VOUCHER SETTINGS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

User management can be done using this screen. You can create/ modify user and can manage their access privileges using this screen.

When a new user is created, the password will be the login id itself. The user can change the password after login in using the change password option.

Changing password

Menu: **Master -> Change password**

The screenshot shows a window titled 'CHANGE PASSWORD' with a close button (X). Inside the window, there are three labels: 'Change Password', 'Current Password', 'New Password', and 'Confirm Password'. Each label is followed by a text input field. At the bottom right of the window is a button labeled 'Change'.

Use this screen to modify the existing password

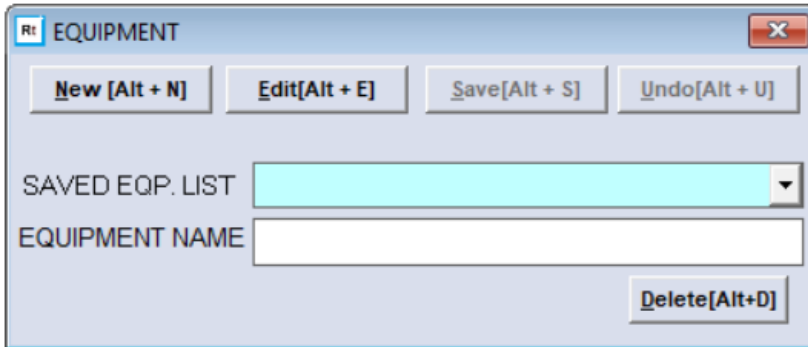
Recovering password

If a user forgets password, then a user who has access to the '**User**' screen can recover it.

To recover, the select the user from the '**User**' screen and press the 'Reset password' button. The password will be set same as the 'User id'. Now the user can login and change the password as likes.

Equipment Management

Menu: Master-> Equipment



The screenshot shows a window titled "EQUIPMENT". At the top, there are four buttons: "New [Alt + N]", "Edit [Alt + E]", "Save [Alt + S]", and "Undo [Alt + U]". Below these buttons, there is a "SAVED EQP. LIST" label followed by a light blue dropdown menu. Underneath the dropdown is an "EQUIPMENT NAME" label followed by a text input field. At the bottom right of the window is a "Delete [Alt+D]" button.

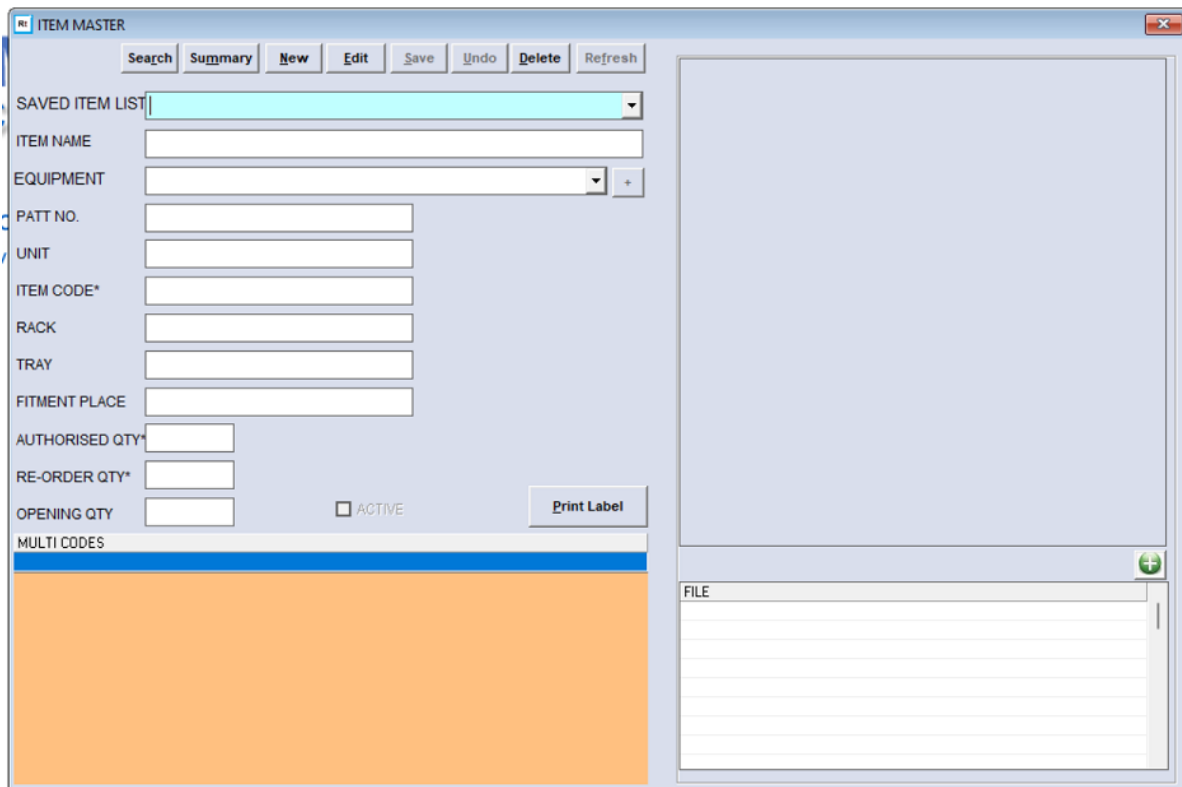
To view existing equipment if nay: The already saved equipment list is available in the 'Saved EQP LIST' drop down list.

To add new equipment: Press the 'New' button. Type the equipment name in the equipment name field and press 'Save' button.

To modify an existing equipment: Select the equipment to be modified from the 'SAVED EQP LIST'. Press the 'Edit' button. Modify the 'Equipment Name' field and press 'Save' button.

Item Management

Menu: Master-> Item



The screenshot shows a window titled "ITEM MASTER". At the top, there is a menu bar with buttons: "Search", "Summary", "New", "Edit", "Save", "Undo", "Delete", and "Refresh". Below the menu bar, there is a "SAVED ITEM LIST" label followed by a light blue dropdown menu. Underneath the dropdown, there are several input fields: "ITEM NAME", "EQUIPMENT" (with a dropdown and a "+" button), "PATT NO.", "UNIT", "ITEM CODE*", "RACK", "TRAY", "FITMENT PLACE", "AUTHORISED QTY*", "RE-ORDER QTY*", and "OPENING QTY". There is also a checkbox labeled "ACTIVE" and a "Print Label" button. At the bottom left, there is a "MULTI CODES" label followed by a large orange rectangular area. At the bottom right, there is a "FILE" label followed by a list box with several empty rows.

To view existing item if nay: The already saved item list is available in the '**SAVED ITEM LIST**' drop down list.

To add new item: Press the '**New**' button.

Enter the following details

Item Name: Name of item

Equipment: Select the equipment to which the item belongs to. If the Equipment is not available in the dropdown list, use the '**Equipment**' screen to create the equipment.

PATT No: PATT number

Unit: Measuring unit: E.g., Numbers, Kilogram, Meter etc.

Item Code: The code already available in the product. Use can also use barcode reader to read the code from the item's barcode sticker.

Rack: The rack in which the item is kept.

Tray: The tray in which the item is kept.

Fitment Place: The fitment place of the item.

Authorised quantity: The stock quantity below which the user should be alerted.

Re-Order quantity: The maximum authorised quantity that can be kept.

Opening Quantity: The stock quantity of the item at the starting of the software usage.

Multi -code: Provision to store multiple codes for the same item if such a scenario occurs.

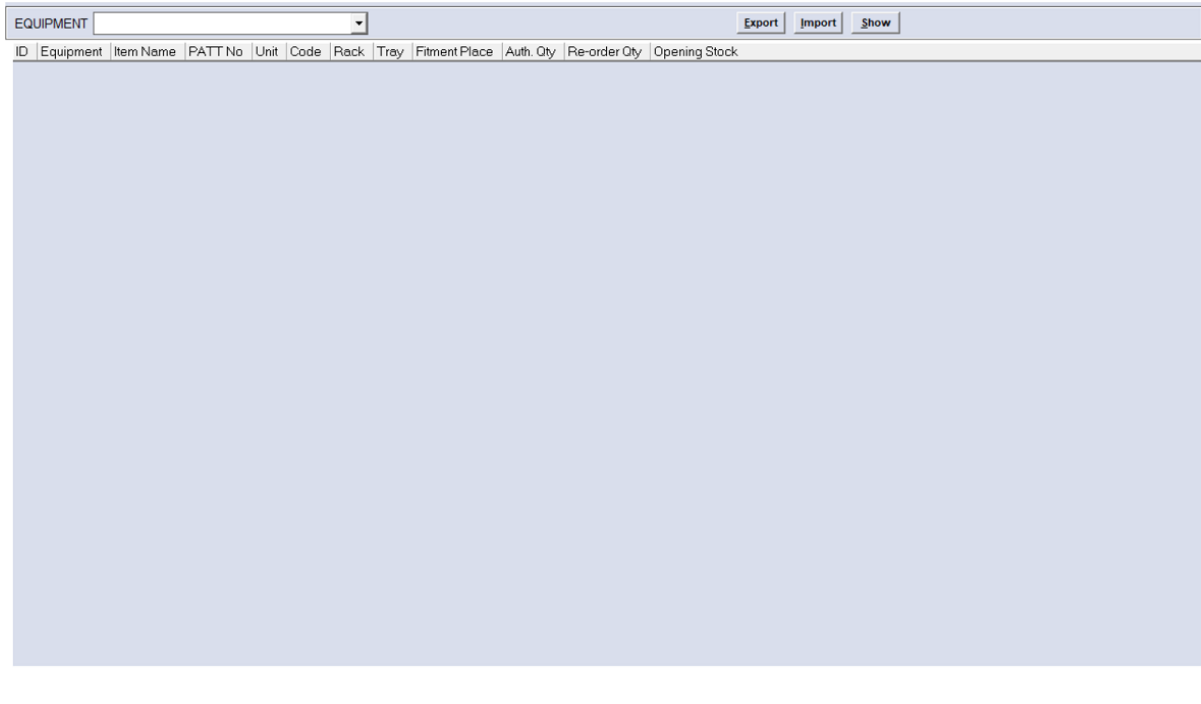
Fill the data and press the '**Save**' button.

To modify an existing item: Select the equipment to be modified from the '**SAVED ITEM LIST**'. Press the '**Edit**' button. Modify the fields as required and press '**Save**' button.

Import data from EXCEL:

Menu: Master-> IMPORT FROM EXCEL

Used to import item master from excel file.



ID	Equipment	Item Name	PATT No	Unit	Code	Rack	Tray	Fitment Place	Auth. Qty	Re-order Qty	Opening Stock
----	-----------	-----------	---------	------	------	------	------	---------------	-----------	--------------	---------------

There is an excel file named 'template.xlsx' is provided.

Steps

1. Fill the data in the excel file.
2. Press the 'Import' button and browse the file.
3. The software will load the data from the excel file to the grid and 'Save' button will be appeared.
4. Press the 'Save' button and the data will be saved.

Demand request:

Menu: Transaction -> Demand request

Used to place demand request.

To create a new demand request:

- Press the 'New button'
- Select the item in the grid either by entering the item code (If you know the item code, or by reading the item code using a barcode reader) or by typing the name in the item column.
- If you type on the item column an item search popup will appear and you can search and select the item by selecting the row and pressing the '**Enter**' key on the keyboard.
- Enter the quantity to be demanded in the qty column
- Like this add as may items needed and press '**Save**' button to save.

To print/Preview

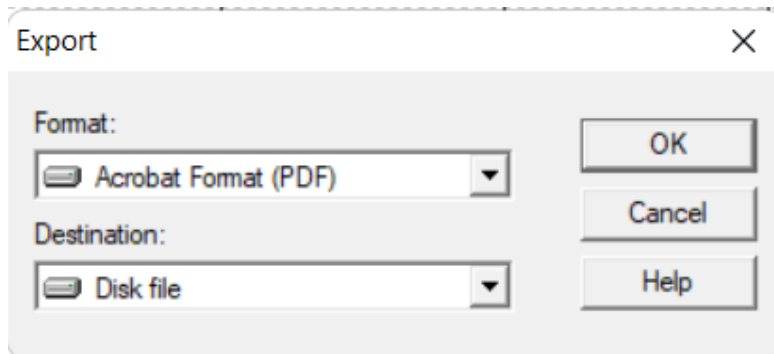
- Use the '**Preview**' and '**Print**' buttons to view and print the demand request.

Export to PDF

- Use the '**Preview**' to view the demand request.
- On the top left corner of the preview press on the
- A popup will appear



icon.



In which in the 'Format' drop down the user can choose different output format including Acrobat Format.

- Press the '**OK**' button and follow the steps to save the file.

Search an existing demand request

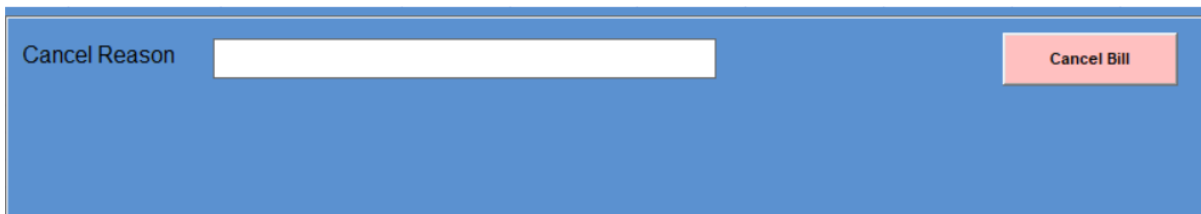
Press the '**Search**' button and the search window will popup. Use the search screen to filter the data and select the row and press 'Enter' key or double click on the row so that the voucher will be loaded in the screen.

Modify an existing demand request

Follow the previous step to load the data. Pres the '**Edit**' button. Modify the data and press '**Save**' button to save.

Cancel a demand request

Follow the previous step to load the data. Pres the '**Cancel this bill**' button. A popup will appear.

A blue rectangular popup form. On the left, the text 'Cancel Reason' is followed by a white text input field. On the right side of the form is a red button with the text 'Cancel Bill' in black.

Enter the cancel reason and press '**Cancel bill**' to cancel the demand request.

Goods receipt:

Menu: Transaction -> Goods receipt

Used to receive goods.


To create a new demand request:

- Press the 'New button'
- Enter the demand request number in the '**DEM. Req. No**' field and press '**Enter**'.
- The demand request number is mandatory to receive goods.
- All the items from that demand request will automatically loaded.
- Modify the quantity if required press '**Save**' button to save.

To print/Preview

- Use the '**Preview**' and '**Print**' buttons to view and print the goods receipt.

Export to PDF

- Use the '**Preview**' to view the goods receipt.
- On the top left corner of the preview press on the  icon.
- A popup will appear



In which in the 'Format' drop down the user can choose different output format including Acrobat Format.

- Press the '**OK**' button and follow the steps to save the file.

Search an existing goods receipt

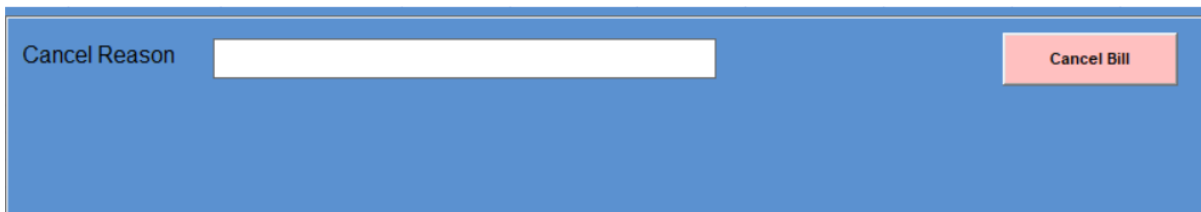
Press the '**Search**' button and the search window will popup. Use the search screen to filter the data and select the row and press 'Enter' key or double click on the row so that the voucher will be loaded in the screen.

Modify an existing goods receipt

Follow the previous step to load the data. Pres the '**Edit**' button. Modify the data and press '**Save**' button to save.

Cancel a goods receipt

Follow the previous step to load the data. Pres the '**Cancel this bill**' button. A popup will appear.

A blue rectangular dialog box for canceling a bill. It features a label 'Cancel Reason' followed by a white text input field. In the top right corner, there is a red button labeled 'Cancel Bill'.

Enter the cancel reason and press '**Cancel bill**' to cancel the goods receipt.

Goods issue:

Menu: Transaction -> Goods Issue

Used to issue goods.


To create a new goods issue:

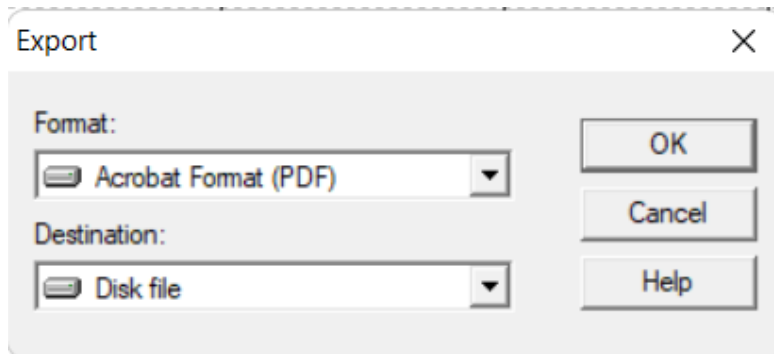
- Press the 'New button'
- Select the item in the grid either by entering the item code (If you know the item code, or by reading the item code using a barcode reader) or by typing the name in the item column.
- If you type on the item column an item search popup will appear and you can search and select the item by selecting the row and pressing the '**Enter**' key on the keyboard.
- Enter the quantity to be demanded in the qty column
- Like this add as many items needed and press '**Save**' button to save.

To print/Preview

- Use the '**Preview**' and '**Print**' buttons to view and print the goods issue.

Export to PDF

- Use the '**Preview**' to view the goods issue.
- On the top left corner of the preview press on the  icon.
- A popup will appear



In which in the 'Format' drop down the user can choose different output format including Acrobat Format.

- Press the '**OK**' button and follow the steps to save the file.

Search an existing goods issue

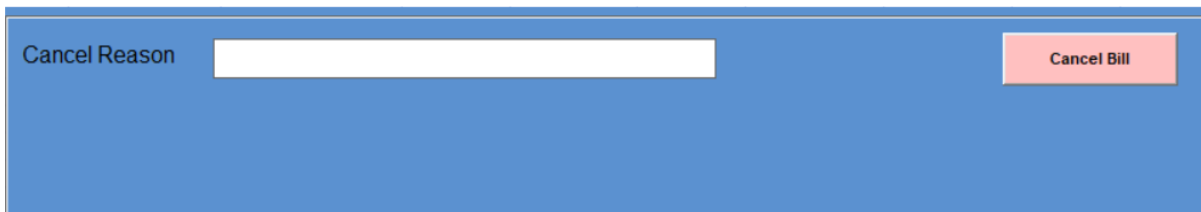
Press the '**Search**' button and the search window will popup. Use the search screen to filter the data and select the row and press 'Enter' key or double click on the row so that the voucher will be loaded in the screen.

Modify an existing goods issue

Follow the previous step to load the data. Pres the '**Edit**' button. Modify the data and press '**Save**' button to save.

Cancel a goods issue

Follow the previous step to load the data. Pres the '**Cancel this bill**' button. A popup will appear.

A blue rectangular popup form. On the left, the text 'Cancel Reason' is followed by a white text input field. On the right side of the form is a red button with the text 'Cancel Bill' in black.

Enter the cancel reason and press '**Cancel bill**' to cancel the goods issue.

Reports

Stock report

Menu: Report -> Stock report

EQUIPMENT	Item Name	Item Code	OP	IN	OUT	CLOSING	ROL	Unit	PATT No	Rack	Tray	Fitment Place	Authorised Qty
BICYCLE	SEAT	125	5	0	0	5	2	NOS	1567	B	B13		20
Total			5.0	0.0	0.00								
CAR	STEERING	123	15	12	0	27	10	NOS	78781	A	A12		100
	WIPER	124	25	0	0	25	20	NOS	YYUYO	A	A23		100
Total			40.12	0.00									

QUICK MENU Ctrl+H

MASTERS

STORE Ctrl+S

EQUIPMENT Ctrl+E

ITEM MASTER Ctrl+I

BACKUP Ctrl+B

TRANSACTIONS

DEMAND REQUEST Ctrl+D

GOODS RECEIPT Ctrl+R

GOODS ISSUE Ctrl+U

REPORTS

DEMAND REQUEST REPORT

GOODS RECEIPT REPORT

GOODS ISSUE REPORT

STOCK REPORT Ctrl+K

ROL ALERT

The screen will show the current stock of all items group by the equipment. If the user wants to see the items under a particular equipment there is provision to select the equipment. Select the equipment and press the **'Show'** button so that only the stock of the items under that equipment will be shown.

Transaction ledger of an individual item

To view the transaction ledger of a particular item, first take the stock ledger and double click on the item of which the detailed ledger is to be viewed. This will show the individual ledger of a particular item.

Demand request report

Menu: Report -> Demand request report

List of demand request made. The report can show monthly/ daily summary of the demand request. Upon double click the row will show the list of demand request in that period, and upon double clicking the voucher row will open the demand request voucher and will show the data.

Goods issue report

Menu: Report -> Goods issue report

List of goods issue made. The report can show monthly/ daily summary of the goods issue. Upon double click the row will show the list of goods issue in that period, and upon double clicking the voucher row will open the goods issue voucher and will show the data.

Goods receipt report

Menu: Report -> Goods receipt report

List of goods receipt made. The report can show monthly/ daily summary of the goods receipt. Upon double click the row will show the list of goods receipt in that period, and upon double clicking the voucher row will open the goods receipt voucher and will show the data.

Pending demand request

Menu: Report -> Pending demand request

List of pending demand request. The data can be grouped by demand request / item.

Re-Order report

Menu: Report -> R-order report

List of items fall short of re-order quantity. There can be two colours for the row.

The white colour row means the item is short but demand request has been made and upon goods receipt the stock will be enough.

The yellow colour row means the item is short and demand request is to be placed.

Alert

The **'Alert'** button on the quick menu will be in red colour if any item fall short of re-order quantity.

Serial number search

Menu: Report -> Serial number search

A search provision to find out where a particular serial number item is used for transaction. It will search all 3 types of transaction and will show the entries in which the serial number is used.

Item list

Menu: Report -> Item list

A provision by which the list of all items in the software can be views and taken print out/ Exported

END OF DOCUMENT