



Southern Philippines Medical Center

Wholesale and Retail Inventory System

User Manual

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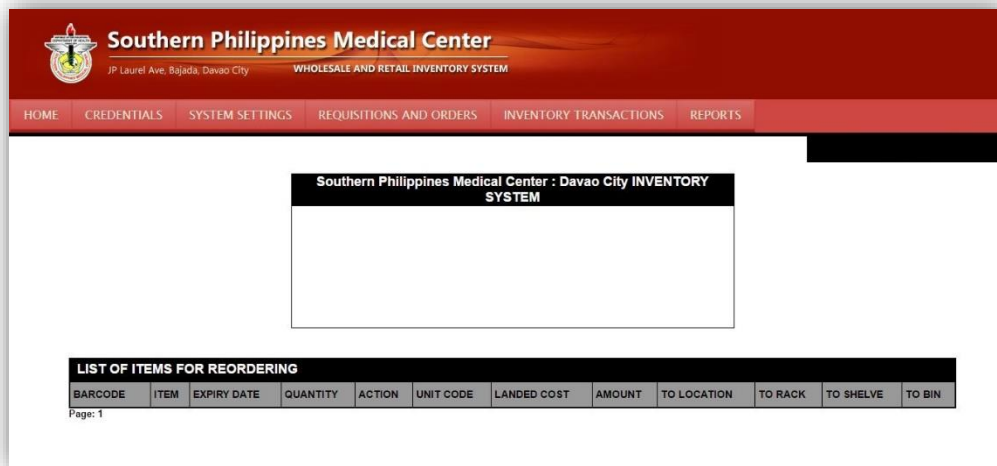
1. Introduction

1.1. Purpose of the Manual

This manual is designed to provide assistance to users in accessing the Wholesale and Retail Inventory System. The manual focuses on how to access information, create transactions or perform actions and print reports.

1.2. About the System

The Wholesale and Retail Inventory System is a tool that assists users in managing the resources and maintaining records of Southern Philippines Medical Center.



1.3. Navigation

The menu tab is used to navigate through the system. It consists of *Home*, *Credentials*, *System Settings*, *Requisitions and Orders*, *Inventory Transactions* and *Reports*.

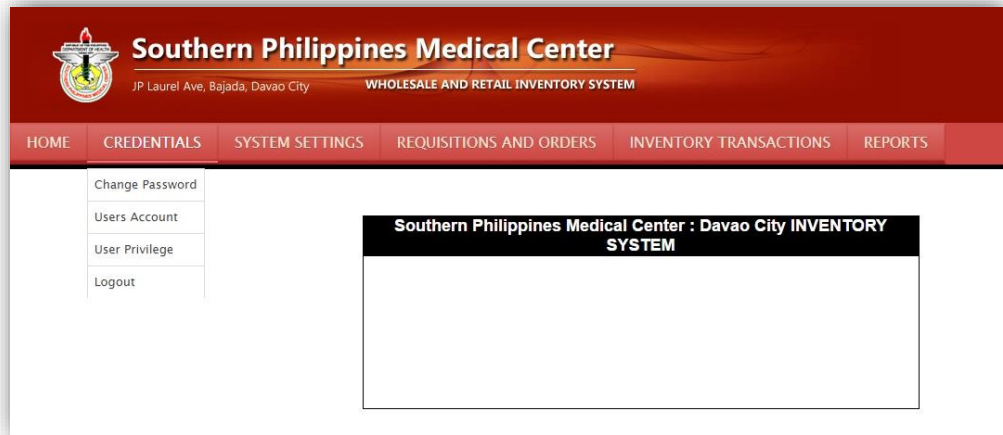


1.5.1. Home

This tab displays the **List of Items for Reordering**. At the upper right corner of the page, the department is indicated.

1.5.2. Credentials

This tab includes options related to user accounts. Options include *Change Password*, *User Account*, *User Privilege* and *Logout*.



1.5.3. System Settings

This tab includes modules for data entry. These are *Departments, Suppliers, Categories, Item Classification, Item Type, Unit, Items, Item Sets, Location, Rack, Shelve, Bin, End-User.*



1.5.4. Requisitions and Orders

This tab consists of different forms for submission and tracking. Options include *Consignment Orders, Donation Form, Emergency Purchases, Requisition and Issue Slip, and Purchase Request.*



1.5.5. Inventory Transactions

This tab includes options in creating transactions. These include *Wholesale Receiving Entry/Posting, Receiving Entry/Posting, Issuance Entry/Posting, Patient Issuance Entry/Posting, Returns from Receiving Entry/Posting, Physical Count Entry, Damage/Disposed Items Entry, Item Usage Entry, Office Consumption Entry/Posting.*



1.5.6. Reports

This tab is used to generate reports. Reports include *Average Usage*, *Items Transactions*, *Physical Count*, *Item Classification*, *Item Inventory*, *Items Report*, *Items Reorder*, *Sales Reports*, *System Trail*.



2. Southern Philippines Medical Center Wholesale and Retail Inventory System

2.1. Logging In

The **Login** window is used to access the system.

- Admin will set usernames and passwords for all the users.
- Users may log on to the system using these pre-set usernames and passwords.

In order to access the system, the user must log in. To do this, follow these steps:

- 1 Enter username
- 2 Enter password.
- 3 Select a department by clicking the **Department** drop-down list.
- 4 After selecting a department, users may either click the **Login** button or press the **Tab** key then the **Enter** key.

Once the user has successfully logged in, the **Home** window will be

LOGIN

USERNAME : 1

PASSWORD : 2

DEPARTMENT : Select Department or Section ▼ 3

Login 4

Southern Philippines Medical Center
J.P. Laurel Ave. Bajada, Davao City
WHOLESALE AND RETAIL INVENTORY SYSTEM

HOME CREDENTIALS SYSTEM SETTINGS REQUISITIONS AND ORDERS INVENTORY TRANSACTIONS REPORTS

Southern Philippines Medical Center - Davao City INVENTORY SYSTEM

LIST OF ITEMS FOR REORDERING											
BARCODE	ITEM	EXPIRY DATE	QUANTITY	ACTION	UNIT CODE	LANDED COST	AMOUNT	TO LOCATION	TO RACK	TO SHELVES	TO BIN

Page: 1

2.2. Changing Password

Users may change their passwords as soon as he/she log on to the system using the pre-set usernames and passwords.

To change password, do the following:

- 1 Go to **CREDENTIALS** tab and choose **Change Password**

The **CHANGE PASSWORD** form will be displayed.

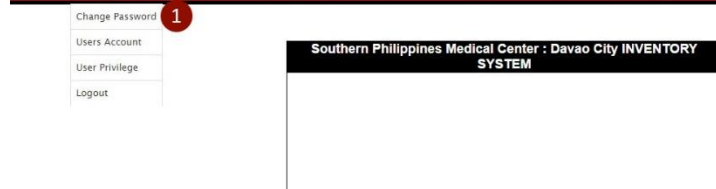
- 2 Enter old password.

- 3 Enter new password.

- 4 Re-enter new password.

- 5 Click the **Update** button to save changes

- 5 Click the **Cancel** button to cancel the



CHANGE PASSWORD

Password : 2

New Password : 3

Confirm Password : 4

5A Update Cancel 5B

2.3. Logging Out

To logout, go to **CREDENTIALS** tab, and then choose **Logout**.



2.4. Entering Data

Users that have administrator credentials may add, modify and delete data.

2.5.1. Adding Data

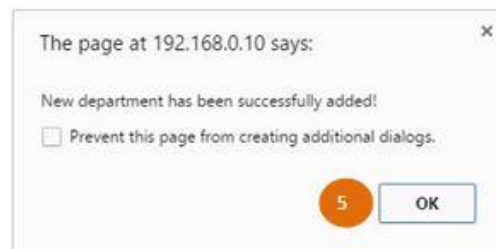
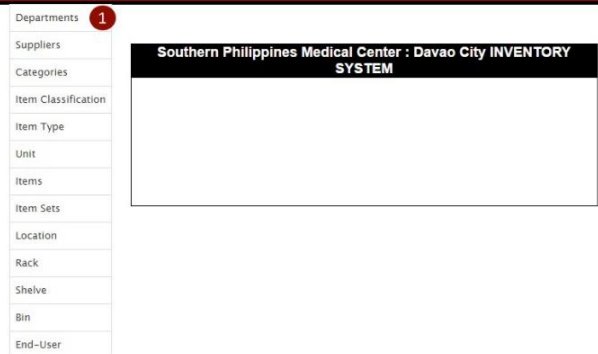
1.2.1.1. Department

To add a department, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Departments**
- 2 Click the **Select Department Type** drop-down list and select a department type
- 3 Type the department name in the **Department Name** text field
- 4 Check the API checkbox if necessary
- 5 Click the **Save** button to save changes
- 5 Click the **Cancel** button to cancel action

Note: The notification window will be displayed once the department has been successfully added.

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2.5.1.2. Supplier

To add a supplier, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Suppliers**
- 2 In the **SUPPLIER ENTRY** form, type the supplier name in the **Supplier Name** text field

Note: No need to fill- in the **Supplier Code** text field. This is auto-generated.

- 3 Type the address in the **Address** text field
- 4 Provide a contact person
- 5 Provide the email address
- 6 Provide the telephone number
- 7 Input the fax number
- 8A Click the **Save** button to save changes
- 8 Click the **Cancel** button to cancel action

Note: The notification window will be displayed once the supplier has been successfully added.

- 9 Click **OK** to proceed



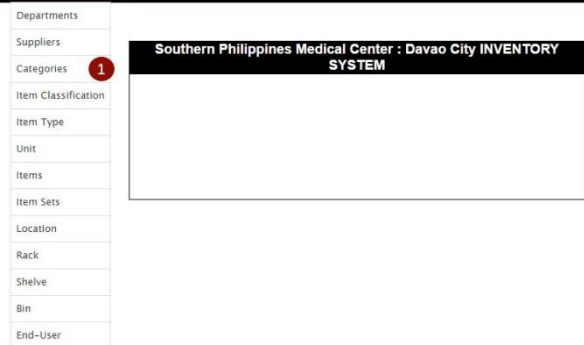
2.5.1.3. Categories

To add a category, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Categories**
- 2 In the **CATEGORY DETAILS** form, type the category name in the text field
- 3A Click the **Save** button to save changes
- 3 Click the **Cancel** button to cancel action

Note: The notification window will be displayed once the category has been successfully added.

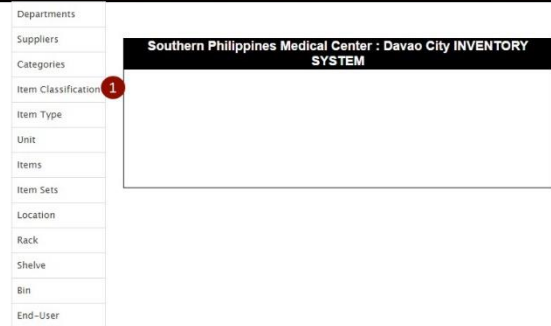
- 4 Click **OK** to proceed



2.5.1.4. Item Classification

To add an item classification, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Item Classification**
 - 2 In the **ITEM CLASSIFICATION DETAILS** form, type the classification code in the **Classification Code** text field
 - 3 Type the description
 - 4A Click the **Save** button to save changes
 - 4 Click the **Cancel** button to cancel action
- Note:** The notification window will be displayed once the item classification has been successfully added.
- 5 Click **OK** to proceed



2.5.1.5. Item Type

To add an item type, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Item Type**
- 2 In the **ITEM TYPE ENTRY** form, type the item type name in the text field
- 3A Click the **Save** button to save changes
- 3 Click the **Cancel** button to cancel action

Note: The notification window will be displayed once the item type has been successfully added.

- 4 Click **OK** to proceed

The screenshot displays the Southern Philippines Medical Center WHOLESALE AND RETAIL INVENTORY SYSTEM interface. The top navigation bar includes HOME, CREDENTIALS, SYSTEM SETTINGS, REQUISITIONS AND ORDERS, INVENTORY TRANSACTIONS, and REPORTS. The left sidebar lists various system settings: Departments, Suppliers, Categories, Item Classification, Item Type (highlighted with a red circle '1'), Unit, Items, Item Sets, Location, Rack, Shelf, Bin, and End-User. The main content area shows the 'Southern Philippines Medical Center : Davao City INVENTORY SYSTEM' window. Below this, the 'ITEM TYPE ENTRY' form is visible, featuring a dropdown menu for 'Item Type' (labeled with a red circle '2') and two buttons: 'Save' (labeled with a red circle '3A') and 'Cancel' (labeled with a red circle '3B'). A notification window at the bottom states 'New item has been successfully created!' with an 'OK' button (labeled with a red circle '4').

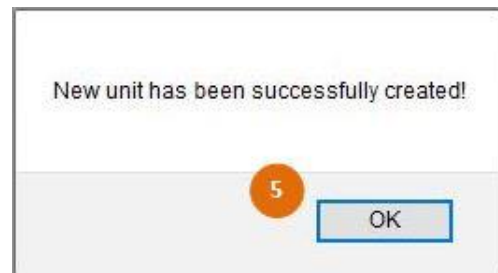
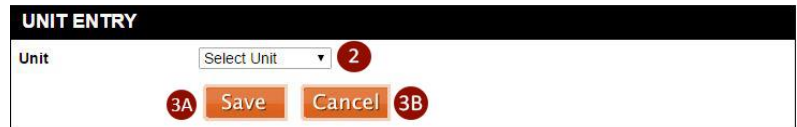
2.5.1.6. Unit

To add a unit, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Unit**
- 2 In the **UNIT ENTRY** form, type the unit code in the **Unit Code** text field
- 3 Type the description
- 4 Click the **Save** button to save changes
- 4 Click the **Cancel** button to cancel action

Note: The notification window will be displayed once the unit has been successfully added.

- 5 Click **OK** to proceed



2.5.1.7. Items

For Retail:

To add an item, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Items**
- 2 In the **ITEM ENTRY** form, select a master list.
- 3 Click the **Item Name** drop-down list and select an item.
- 4 Click the **Select** button.
- 5 Enter reorder quantity
- 6 Enter reorder level
- 7 Click the **Save** button to save changes
- 7 Click the **Cancel** button to cancel action

Note: The notification window will be displayed once the unit has been successfully added.

- 8 Click **OK** to proceed

Southern Philippines Medical Center
JP Laurel Ave. Bajada, Davao City
WHOLESALE AND RETAIL INVENTORY SYSTEM

HOME CREDENTIALS **SYSTEM SETTINGS** REQUISITIONS AND ORDERS INVENTORY TRANSACTIONS REPORTS

Departments
Suppliers
Categories
Item Classification
Item Type
Unit
Items **1**
Item Sets
Location
Rack
Shelve
Bin
End-User

Southern Philippines Medical Center : Davao City INVENTORY SYSTEM

ITEM ENTRY

Item Code :
Barcode :
Item Masterlist from : MMS **2**
Item Name : **3**
Select **4**
Item Classification : Select Item Classification
Item Type : Select Item Type
Unit Code : Select Unit
Reorder Quantity :
Reorder Level :
Cancel

ITEM ENTRY

Item Code : 155-100890
Barcode : A8000000009
Item Masterlist from : MMS
Item Name : ACETONE, 1 LIT GLASS Cx
Select
Item Classification : MEDICAL, DENTAL AND LABORATORY SUPPLIES INVENTORY
Item Type : LABORATORY SUPPLIES
Unit Code : BOTTLES
Reorder Quantity : **5**
Reorder Level : **6**
7A Save **Cancel** **7B**

For Wholesale:

To add an item, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Items**
- 2 In the **ITEM ENTRY** form, type the item name in the **Item Name** text field
- 3 Click the **Select Item Classification** drop-down list and select an item classification
- 4 Click the **Select Item Type** drop-down list and select choose an item type
- 5 Click the **Select Unit** drop-down list and choose a unit code
- 6 Enter quantity
- 7 Enter reorder level
- 8 Choose the date of last purchased by clicking the date picker or by entering the date. (**Note:** Format should be YYYY-MM-DD)
- 9 Enter the price
- 10 Click the **Save** button to save changes
- 10 Click the **Cancel** button to cancel action

Note: The notification window will be displayed once the unit has been successfully added.

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Southern Philippines Medical Center
JP Laurel Ave. Bajada, Davao City
WHOLESALE AND RETAIL INVENTORY SYSTEM

HOME CREDENTIALS SYSTEM SETTINGS REQUISITIONS AND ORDERS INVENTORY TRANSACTIONS REPORTS

Departments
Suppliers
Categories
Item Classification
Item Type
Unit
Items
Item Sets
Location
Rack
Shelve
Bin
End-User

Southern Philippines Medical Center : Davao City INVENTORY SYSTEM

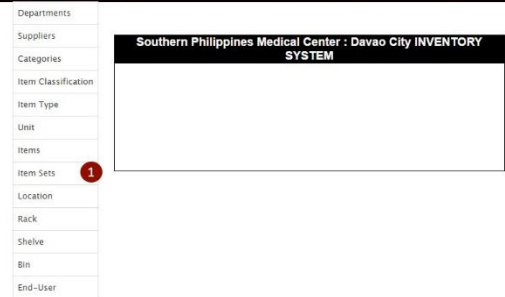
ITEM ENTRY

Item Code :
Barcode : 4800123404225
Item Name :
Item Classification : Select Item Classification
Item Type : Select Item Type
Unit Code : Select Unit
Reorder Quantity :
Reorder Level :
Last Purchased Date :
Last Purchased Price :
10A Save 10B Cancel

2.5.1.8. Item Sets

To add an item set, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Item Sets**
 - 2 In the **ITEM SET** form, type the item set name in the **Item Set Name** text field
 - 3 Select an item classification by clicking the **Select Item Classification** drop-down list
 - 4 Select an item set type by clicking the **Select Item Type** drop-down list
 - 5 Select a unit code
 - 6 Click the **Add Items to this Item Set** link below the **ITEM SET** form
 - 7 Search for an item to be added in the set
 - 8 Click the **Add to list** link in the **ACTION** column
 - 9 Click the **Close [X]** button once all the items are added
 - 1 In the **Items in this Set** table, enter the quantity
 - 1 Click the **Save** button to save changes
- Note:** The notification window will be displayed once the item set has been successfully added.
- 1 Click **OK** to proceed



ITEM SET

Barcode : 4800123402750

Item Set Name :

Item Set Classification : Select Item Classification

Item Set Type : Select Item Type

Unit Code : Select Unit

[Add Items to this Item Set]

[Search Item Sets]

Search Item Set

Search Item Set :

Search Item Sets for Receiving

ITEM CODE	BARCODE	ITEM SET NAME	CLASSIFICATION	TYPE	UNIT CODE	ACTION
159-204188	4800123402750	1 box ampicillin 1000s	DRUGS AND MEDICINES	DRUGS AND MEDICINES	BOX/ES	[Add to list]
155-204043	4800123402749	1 box ballpen, 50s	OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES	OFFICE SUPPLIES	BOX/ES	[Add to list]
160-204322	4800123402755	1 BOX MASK EARLOOP, 50PCS	MEDICAL DENTAL AND LABORATORY SUPPLIES INVENTORY	MEDICAL SUPPLIES	BOX/ES	[Add to list]
233-204665	4800123402792	ICMU	MEDICAL DENTAL AND LABORATORY EQUIPMENT	MEDICAL SUPPLIES	PIECE/S	[Add to list]

Items in this Set

ITEM CODE	BARCODE	ITEM NAME	QTY	UNIT CODE	ACTION
155-101886	48000000121	PAPER, BOND LONG - WHITE (B0107)	<input type="text"/>	REAM'S	[Remove]
155-102182	480000001684	PAPER FASTENER, PLASTIC (B0545)	<input type="text"/>	BOX/ES	[Remove]

[Save]

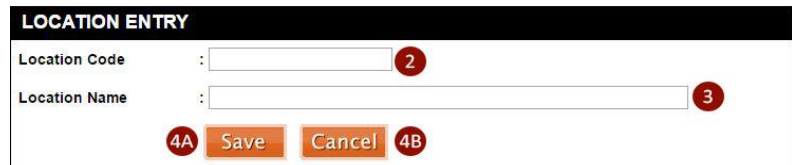
2.5.1.9. Location

To add a location, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Location**
- 2 In the **LOCATION ENTRY** form, type the location code in the **Location Code** text field
- 3 Type the location name in the **Location Name** text field
- 4 Click the **Save** button to save changes
- 4 Click the **Cancel** button to cancel action

Note: The notification window will be displayed once the location has been successfully added.

- 5 Click **OK** to proceed



2.5.1.10. Rack

To add rack, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Rack**
- 2 In the **RACK ENTRY** form, type the rack code in the **Rack Code** text field
- 3 Type the rack name in the **Rack Name** textfield
- 4 Click the **Save** button to save changes
- 4 Click the **Cancel** button to cancel action

Note: The notification window will be displayed once the rack has been successfully added.

- 5 Click **OK** to proceed



2.5.1.11. Shelf

To add shelf, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Shelve**
- 2 In the **SHELVE ENTRY** form, type the shelf code in the **Shelve Code** text field
- 3 Type the shelf name in the **Shelve Name** text field
- 4 Click the **Save** button to save changes
- 4 Click the **Cancel** button to cancel action

Note: The notification window will be displayed once the shelf has been successfully added.

- 5 Click **OK** to proceed

The screenshot displays the system's navigation menu with 'SYSTEM SETTINGS' selected. A sidebar lists various settings, with 'Shelve' highlighted and marked with a red circle '1'. Below, the 'SHELVE ENTRY' form is shown with 'Shelve Code' (2) and 'Shelve Name' (3) input fields. 'Save' (4A) and 'Cancel' (4B) buttons are visible. A notification window at the bottom shows 'New record has been successfully added!' with an 'OK' button (5).

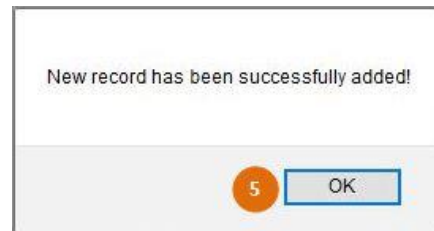
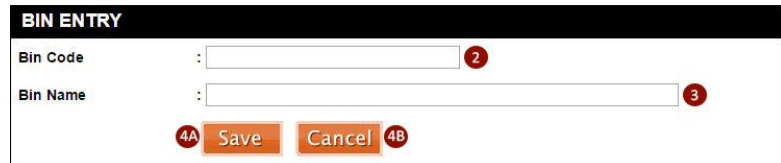
2.5.1.12. Bin

To add bin, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **Bin**
- 2 In the **BIN ENTRY** form, type the bin code in the **Bin Code** text field
- 3 Type the bin name in the **Bin Name** textfield
- 4 Click the **Save** button to save changes
- 4 Click the **Cancel** button to cancel action

Note: The notification window will be displayed once the bin has been successfully added.

- 5 Click **OK** to proceed



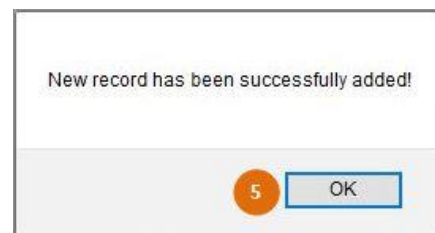
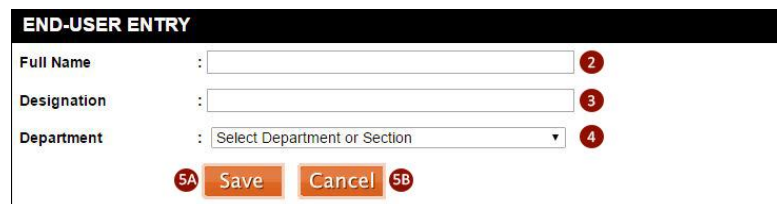
2.5.1.13. End-User

To add end-user, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose **End-User**
- 2 In the **END-USER ENTRY** form, type the full name
- 3 Type the designation in the **Designation** text field
- 4 Click the **Save** button to save changes
- 4 Click the **Cancel** button to cancel action

Note: The notification window will be displayed once the end-user has been successfully added.

- 5 Click **OK** to proceed



2.5.2. Searching Data

To search data, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose the applicable sub-menu
- 2 Go to the list below the form
- 3 Type the search key
- 4 Click the **Search** button

Southern Philippines Medical Center
JP Laurel Ave, Bajada, Davao City WHOLESALE AND RETAIL INVENTORY SYSTEM

HOME CREDENTIALS **SYSTEM SETTINGS** REQUISITIONS AND ORDERS INVENTORY TRANSACTIONS REPORTS

Departments
Suppliers
Categories
Item Classification
Item Type
Unit
Items
Item Sets
Location
Rack
Shelve
Bin
End-User

Southern Philippines Medical Center : Davao City INVENTORY SYSTEM

Search Department Name: **Search**

DEPARTMENT TYPE	DEPARTMENT NAME	WITH API	ACTION
RETAIL	SAMPLE	[x]	[Modify] [Delete]

2.5.3. Modifying Data

To modify data, do the following:

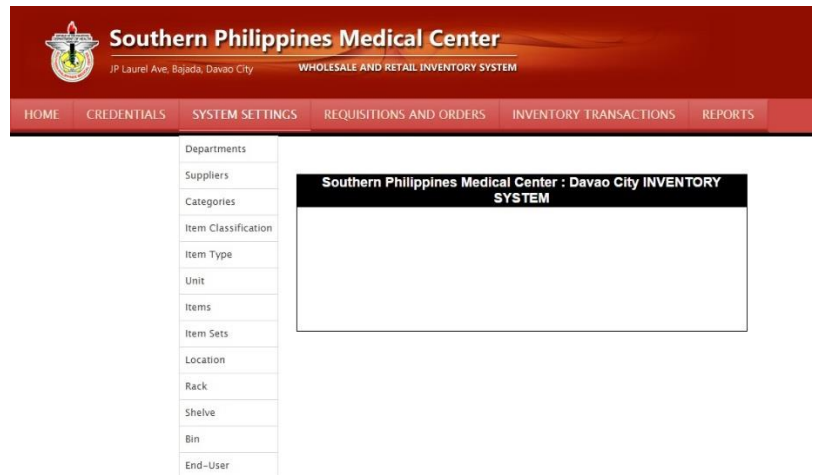
- 1 Go to **SYSTEM SETTINGS** tab and choose the applicable sub-menu
- 2 Go to the list below the form
- 3 Search the data to be modified
- 4 Click the **[Modify]** link in the **ACTION** column

The form will be displayed containing the information of the data to be modified.

- 5 Make necessary changes
- 6 Click the **Update** button to save changes
- 6 To cancel action, click the **Cancel** button

Note: The notification window will be displayed once the data has been successfully modified.

- 7 Click **OK** to proceed



DEPARTMENT LIST		Search Department Name: <input type="text" value="SAMPLE"/>		3 Search
DEPARTMENT TYPE	DEPARTMENT NAME	WITH API	ACTION	
RETAIL	SAMPLE	[x]	4 [Modify] [Delete]	

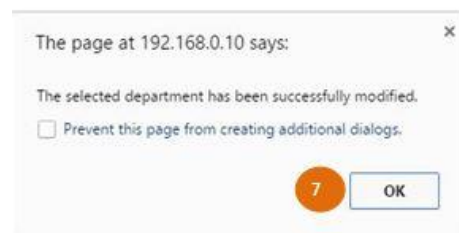
DEPARTMENTS

Department Type :

Department Name :

Create API :

6A Update Cancel 6B



2.5.4. Deleting Data

To delete data, do the following:

- 1 Go to **SYSTEM SETTINGS** tab and choose the applicable sub-menu
- 2 Go to the list below the form
- 3 Search the data to be deleted
- 4 Click the **[Delete]** link in the **ACTION** column

A confirmation message will appear.

- 5 Click **YES** to proceed with the deletion or
- 5B Click **NO** to cancel the action

Note: The notification window will be displayed once the data has been successfully deleted.

- 6 Click **Close** to proceed



Departments	Southern Philippines Medical Center : Davao City INVENTORY SYSTEM
Suppliers	
Categories	
Item Classification	
Item Type	
Unit	
Items	
Item Sets	
Location	
Rack	
Shelve	
Bin	
End-User	

DEPARTMENT LIST 2		Search Department Name: 3 Search	
DEPARTMENT TYPE	DEPARTMENT NAME	WITH API	ACTION
RETAIL	SAMPLE	[x]	[Modify][Delete] 4

2.5. Submitting and Tracking Forms

These forms are used for recording and tracking purposes only.

2.5.1. Submit

2.5.1.1. Consignment

To submit consignment order form, do the following:

- 1 Go to **REQUISITIONS AND ORDERS** tab, choose **Consignment Orders** and click **Submit Consignment Orders**
- 2 In the **CONSIGNMENT ORDER REQUEST ENTRY**, choose the date of preparation
- 3 Indicate the requisition number
- 4 Indicate the name of supplier/company
- 5 Click the Select button. This will automatically load the address of the supplier
- 6 Indicate to whom the item will be delivered to
- 7 Enter the days of delivery
- 8 Select the end-user who prepared the form
- 9 Select item to request
- 1 Choose the unit for the item to be requested
- 1 Indicate the quantity
- 12 Click the **Add** button to save changes or
- 12 Click the **Cancel** button to cancel action
- 1 Go to **PURCHASE REQUEST LIST** to double check the request.

To make changes, click the **Modify** link in the **ACTION** column corresponding to item to be modified. Make necessary changes then click the **Update** button. To cancel the request, click the **Remove** link

- 1 After checking, click the **Submit** button



Southern Philippines Medical Center

JP Laurel Ave, Bajada, Davao City

WHOLESALE AND RETAIL INVENTORY SYSTEM

- HOME
- CREDENTIALS
- SYSTEM SETTINGS
- REQUISITIONS AND ORDERS
- INVENTORY TRANSACTIONS
- REPORTS

- Consignment Orders > Submit Consignment Orders
- Donation Form > Track Consignment Orders
- Emergency Purchases >
- Requisition and Issue Slip >
- Purchase Requests >

CONSIGNMENT ORDER REQUEST ENTRY

Date Prepared :

Requisition No. :

Name of Supplier/Company :

Address :

Deliver To :

Days to Deliver :

Prepared By :

Item to Request :

Unit :

Quantity :

PURCHASE REQUEST LIST

NO.	ITEM	REQ. NO.	DAYS REQ.	UNIT	QUANTITY	TOTAL	ACTION
1	CARTOLINA RED (B0029)			PIECE/S	100	0.00	[Modify] [Remove]
2	CARTOLINA RED (B0029)			PIECE/S	100	365.00	[Modify] [Remove]

Page: 1

2.5.1.2. Donation

To submit donation form, do the following:

- 1 Go to **REQUISITIONS AND ORDERS** tab, choose **Donation Form** and click **Submit Donation Form**
- 2 In the **DONATION FORM ENTRY**, choose the date of preparation
- 3 Indicate the requisition number
- 4 Indicate the name of donor
- 5 Indicate to whom the item will be donated to
- 6 Indicate the receiving department
- 7 Select item to request
- 8 Choose the unit for the item to be requested
- 9 Indicate the quantity
- 10 Click the **Add** button to save changes or
- 10 Click the **Cancel** button to cancel action
- 1 Go to **DONATION ENTRY LIST** to double check the request.

To make changes, click the **Modify** link in the **ACTION** column corresponding to item to be modified. Make necessary changes then click the **Update** button. To cancel the request, click the **Remove** link
- 1 After checking, click the **Submit** button



Consignment Orders	+
Donation Form	+
Emergency Purchases	+
Requisition and Issue Slip	+
Purchase Requests	+

Submit Donation Form
Track Donation Form

DONATION FORM ENTRY

Date :

Requisition No. :

Donated By :

Donated To :

Received By :

Item to Request :

Unit :

Quantity :

2.5.1.3. Emergency Purchases

To submit emergency purchase form, do the following:

- 1 Go to **REQUISITIONS AND ORDERS** tab, choose **Emergency Purchases** and click **Submit Emergency Purchases**
- 2 In the **EMERGENCY PURCHASE FORM ENTRY**, choose the date of preparation
- 3 Indicate the requisition number
- 4 Select item to request
- 5 Select the department where items will be requested
- 6 Choose the unit for the item to be requested
- 7 Indicate the quantity
- 8 Click the **Add** button to save changes or
- 8 Click the **Cancel** button to cancel action
- 9 Go to **EMERGENCY PURCHASE ENTRY LIST** to double check the request.

To make changes, click the **Modify** link in the **ACTION** column corresponding to item to be modified. Make necessary changes then click the **Update** button. To cancel the request, click the **Remove** link

- 1 After checking, click the **Submit** button

Southern Philippines Medical Center
JP Laurel Ave, Bajada, Davao City WHOLESALE AND RETAIL INVENTORY SYSTEM

HOME CREDENTIALS SYSTEM SETTINGS REQUISITIONS AND ORDERS INVENTORY TRANSACTIONS REPORTS

- Consignment Orders
- Donation Form
- Emergency Purchases Submit Emergency Purchases
- Requisition and Issue Slip Track Emergency Purchases
- Purchase Requests

EMERGENCY PURCHASE FORM ENTRY

Date :

Requisition No. :

Item to Request :

Submit Request To :

Unit :

Quantity :

2.5.1.4. Requisition and Issue

Please see **Section 2.6.1**

2.5.1.4. Purchase Request

To purchase request form, do the following:

- 1 Go to **REQUISITIONS AND ORDERS** tab, choose **Purchase Request** and click **Submit Purchase Request**
- 2 In the **PURCHASE REQUEST ENTRY** form, choose the date of preparation
- 3 Indicate the requisition number
- 4 Indicate the SAI number
- 5 Indicate the ALOBS number
- 6 Indicate the stock number
- 7 Select item to request
- 8 Select the department where items will be requested to
- 9 Choose the unit for the item to be requested
- 1 Indicate the quantity
- 11 Click the **Add** button to save changes or
- 11 Click the **Cancel** button to cancel action
- 1 Go to **PURCHASE REQUEST LIST** to double check the request.

To make changes, click the **Modify** link in the **ACTION** column corresponding to item to be modified. Make necessary changes then click the **Update** button. To cancel the request, click the **Remove** link

- 1 After checking, click the **Submit** button



- Consignment Orders
- Donation Form
- Emergency Purchases
- Requisition and Issue Slip
- Purchase Requests
 - Submit Purchase Requests
 - Track Purchase Requests

PURCHASE REQUEST ENTRY

Date :

Requisition No. :

SAI Number :

ALOBS Number :

Stock Number :

Item to Request :

Submit Request To :

Unit of Issue :

Quantity :

2.5.2. Track

To track request form, do the following:

- 1 Go to **REQUISITIONS AND ORDERS** tab, choose the applicable request form and click track request option

For example:

Consignment Orders >
Track Consignment Orders

- 2 Search for the request to be tracked or go to the list below the search form

- 3 Click the **PROCESS REQUEST** link in the **ACTION** column

- 4 Indicate the status by choosing from the following:

- Submitted
- In Progress
- Partial Completed
- Completed
- Cancelled

- 5 Click the **Submit** button to save changes or

- 5 Click the **Cancel** button to cancel action

The screenshot displays the 'CONSIGNMENT TRACKING SEARCH' form. It features a 'SEARCH OPTION' section with the following fields: 'Date Start' and 'Date End', both with datepicker icons; 'Order No.', 'Requisition No.', and 'Item Description', each with a text input field. An orange 'Search' button is located at the bottom of the form.

2.6. Creating Transactions

2.6.1. Requesting Supplies

To request supplies, follow these steps:

- 1 Go to **REQUISITIONS AND ORDERS** tab, choose **Requisition and Issue Slip** and click **Submit Requisition and Issue Slip**
- 2 Input the requisition number
- 3 Choose an item to be requested
- 4 Select a department where to send the request
- 5 Choose a unit of measurement
- 6 Indicate the quantity of item to be requested
- 7A Indicate the purpose of request
- 7 Click the **Add** button to save changes
- 8 Click **Cancel** button to cancel the action
- 9 Go to **REQUISITION LIST**
- 1 Click the **Submit** button
- 10 Confirmation message will pop-up. Click **Ok** to proceed

The *Submit Requisition and Issue Slip* module is use for requesting supplies to other departments.



REQUISITION ENTRY

Item to Request :

Submit Request To : MMS

Unit :

Quantity :

Purpose :

REQUISITION LIST

ITEMS	REQ. NO.	UNIT	QUANTITY	ACTION
Page: 1				

To double check the request before submitting, do the following:

Go to **REQUISITION LIST**

To make changes, click the **Modify** link in the **ACTION** column corresponding to item to be modified.

Make necessary changes then click the **Update** button.

To cancel the request, click the **Remove** link.

2.6.1.1. Processing Request

The *Track Requisition and Issue Slip* module is use for tracking and processing request from other departments.

To process request, follow these steps:

- 1 Go to **REQUISITIONS AND ORDERS** tab, choose **Requisition and Issue Slip** and click **Track Requisition and Issue Slip**
- 2 Go to **TRACKING REQUISITION** table and search for the request to be processed. You may also use the **RIS TRACKING SEARCH** by filling out the form and clicking the **Search** button.
- 3 Click the **PROCESS RIS BATCH** link in the **ACTION** column. Another table will be displayed containing requests with the same RIS.
- 4 Click the **PROCESS REQUEST** link corresponding to the request to be processed. The **PROCESS REQUISITION ORDER** form will display the details of request.
- 5 Go to **ITEMS ON STOCK** list and choose where supplies will come from. Do this by clicking the **SELECT** link in the **ACTION** column corresponding to the item to be supplied
- 6 Indicate the amount to be issued
- 7 Click the **Submit** button to save changes
- 7 Click the **Cancel** button to cancel action

2.6.2. Issuing Supplies

Once the request is processed, create a record for issuance.

To issue items, do the following:

- 1 Go to **INVENTORY TRANSACTIONS** tab and click the **Issuance Entry/Posting**
- 2 In the **ISSUANCE ENTRY** form, enter the RIS Number
- 3 Click the **Select** button beside the RIS number
- 4 Choose the issuance date
- 5 Click the **Post Issuing Items** button below the **ISSUANCE LIST**
- 6 Confirmation message will pop-up. Click **Ok** to proceed

The screenshot displays the Southern Philippines Medical Center WHOLESALE AND RETAIL INVENTORY SYSTEM interface. The top navigation bar includes HOME, CREDENTIALS, SYSTEM SETTINGS, REQUISITIONS AND ORDERS, INVENTORY TRANSACTIONS, and REPORTS. A dropdown menu is open under INVENTORY TRANSACTIONS, showing options like Wholesale Receiving Entry/Posting, Receiving Entry/Posting, Issuance Entry/Posting, Patient Issuance Entry/Posting, Returns from Receiving Entry/Posting, Returns from Issuance Entry/Posting, Physical Count Entry, Damage/Disposed Items Entry, Item Usage Entry, and Office Consumption Entry/Posting.

The **ISSUANCE ENTRY** form is shown with the following fields:

- Status: Not Posted
- Reference Number: [Empty]
- RIS Number Search: [Text Input] **Select**
- RIS Number: [Dropdown: Select RIS Number] **Select**
- Issuance Date: [Date Picker: Please use the datepicker]
- Issued To: [Text Input]
- Issuance Amount: [Text Input]

The **ISSUANCE LIST** table is displayed with the following columns: BARCODE, ITEM, QUANTITY, LANDED COST, and UNIT CODE. The table is currently empty. Below the table, there is a **Post Issuing Items** button.

2.6.2.1. Patient Issuance

To issue item to a patient, do the following:

- 1 Go to **INVENTORY TRANSACTIONS** tab and click the **Patient Issuance Entry/Posting**
- 2 Select an item to be issued
- 3 Click the **Search** button
- 4 In the **SEARCH RESULTS** table, select the item to be issued by clicking the **SELECT** link in the **ACTION** column
- 5 Indicate the amount to be issued
- 6 Click the **Assign** button
- 7 Use the **PATIENT SEARCH OR**
- 7 Use the **PATIENT ENTRY** form
- 8 Choose an issuance date
- 9 Click the **Post Issuing Items** button




SEARCH OPTION

Item Description :

SEARCH RESULTS					
BARCODE	ITEM	ACTION	QUANTITY	LANDED COST	UNIT CODE

PATIENT SEARCH			
Hospital Number	:	<input type="text"/>	
Case Number	:	<input type="text"/>	
First Name	:	<input type="text"/>	
Last Name	:	<input type="text"/>	
Search Patient			
PATIENT'S NAME	HOSPITAL NO.	CASE NUMBER	ACTION

PATIENT ENTRY			
Issuance Date	:	<input type="text" value="Please use the datepicker"/>	
Hospital Number	:	<input type="text"/>	
Case Number	:	<input type="text"/>	
First Name	:	<input type="text"/>	
Last Name	:	<input type="text"/>	

ITEMS ASSIGNED TO PATIENTS				
BARCODE	ITEM	QUANTITY	UNIT CODE	ACTION

[Post Issuing Items](#)

2.6.3. Receiving Supplies

2.6.3.1. Wholesale

This module is used to create record for receiving wholesale items.

To receive wholesale items, do the following:

- 1 Go to **INVENTORY TRANSACTIONS** tab and click the **Wholesale Receiving Entry/Posting**
- 2 In the **WHOLESALE RECEIVING ENTRY** form, indicate the P.O number
- 3 Choose a P.O date
- 4 Indicate the invoice number
- 5 Choose an invoice date
- 6 Indicate the P.R number
- 7 Choose the receiving date
- 8 Choose a supplier
- 9 Choose a category
- 1 Choose an end-user
- 1 Indicate the ALOBS number
- 1 Select the mode of procurement
- 1

Click the **Search Item Sets** link

- 1 Search for the item sets to be received
- 1 Click the **Add to List** link in the **ACTION** column
- 1 Close the form once all item sets are added
- 1 In the **ITEM SETS** table, set the quantity
- 1 Set the landed cost
- 1 In the **RECEIVING ENTRY LIST** table, select the mode of procurement
- 2 Set the expiration date
- 2 Indicate the quantity
- 2 Indicate landed price
- 2 Indicate selling price
- 2 Select location
- 2 Select remarks for the items
- 2 Click the **Save** button



Southern Philippines Medical Center	Wholesale Receiving Entry/Posting	INVENTORY
	Receiving Entry/Posting	
	Issuance Entry/Posting	
	Patient Issuance Entry/Posting	
	Returns from Receiving Entry/Posting	
	Returns from Issuance Entry/Posting	
	Physical Count Entry	
	Damage/Disposed Items Entry	
	Item Usage Entry	
	Office Consumption Entry/Posting	

RECEIVING ENTRY

Status : Not Posted

Reference Number :

P.O. Number :

P.O. Date :

Invoice Number :

Invoice Date :

P.R. Number :

Receiving Date :

Supplier : ▼

Category : ▼

End User : ▼

ALOBS Number :

Mode of Procurement : ▼

Receiving Amount :

Set For Receiving

Cancel

2.6.3.2. Retail

This module is used to create record for receiving retail items. There are two options in creating record for received retail items:

Option 1:

This option is used to receive items one at a time.

To receive items, do the following:

- 1 Go to **REQUISITIONS AND ORDERS** tab, choose **Requisition and Issue Slip** and click **Outgoing Requisition and Issue Slip**
- 2 Go to **TRACKING REQUISITION** table and search for the request to be processed. You may also use the **RIS TRACKING SEARCH** form by filling out the form and clicking the **Search** button
- 3 Click the **SET FOR RECEIVING** link in the **ACTION** column corresponding to the request to be received
- 4 Choose the receiving date
- 5 Select the supplier
- 6 Choose a category
- 7 Select End-user
- 8 Go to **LIST OF ITEMS FOR RECEIVING** table
- 9 Indicate the expiration date and quantity of the items
- 1 Indicate the landed cost and selling price then select a location and remarks
- 1 Click the **Save** button

2.6.4. Returning Supplies

2.6.4.1. From Issuance

To return items after issuance, do the following:

- 1 Go to **INVENTORY TRANSACTIONS** tab and click the **Return from Issuance Entry/Posting**.
- 2 In the **RETURNS FOR ISSUANCE ENTRY** form, search/enter the RIS number
- 3 Click the **Select** button
The reference number, issuance reference number, issued amount and recipient will be automatically loaded.
- 4 Choose a return date
- 5 Put remarks
- 6 Check the **RETURN FROM ISSUANCE LIST** table. Remove items that will not be returned by clicking the **Remove From The List** link in the **ACTION** column. You can also set the quantity to be returned by clicking the quantity link and changing it to the desired value
- 7 Click the **Post Issuing Items Return** button

The screenshot shows the 'RETURN FROM ISSUANCE ENTRY' form. The form has a black header with the title 'RETURN FROM ISSUANCE ENTRY'. Below the header are several fields:

- Status: Not Posted
- Reference Number: (empty)
- RIS Number: Select RIS Number (dropdown) and Select (button)
- Issuance Reference Number: (empty)
- Return Date: Please use the datepicker (calendar icon)
- Issuance Amount: (input field)
- Issued To: (input field)
- Remarks: (text area)

2.6.4.2. From Receiving

To return items after receiving it, do the following:

- 1 Go to **INVENTORY TRANSACTIONS** tab and click the **Return from Receiving Entry/Posting**.
- 2 In the **RETURNS FOR RECEIVING ENTRY** form, enter/search the Invoice number
- 3 Click the **Search** button option
The P.O number, receiving reference number and supplier will be automatically loaded.
- 4 Indicate the PR number
- 5 Choose a return date
- 6 Put remarks
- 7 Click the **Set for Receiving Return** button or
- 7 Click the **Cancel** button
- 8 In the **List of Items for Receiving Return** table, select the item to be returned
- 9 Enter all the details needed
- 1 Click the **Add To Receiving Return List** button. Do step 8-9 until all the items to be returned are added
- 1 Click the **Post Receiving Return Items** button

Southern Philippines Medical Center
WHOLESALE AND RETAIL INVENTORY SYSTEM

HOME CREDENTIALS SYSTEM SETTINGS REQUISITIONS AND ORDERS INVENTORY TRANSACTIONS REPORTS

Wholesale Receiving Entry/Posting
Receiving Entry/Posting
Issuance Entry/Posting
Patient Issuance Entry/Posting
Returns from Receiving Entry/Posting
Returns from Issuance Entry/Posting
Physical Count Entry
Damage/Disposed Items Entry
Item Usage Entry
Office Consumption Entry/Posting

RETURN FROM RECEIVING ENTRY

Status : Not Posted

Reference Number :
Invoice Number : Search
P.O. Number :
P.R. Number :
Receiving Reference Number :
Return Date : Please use the datepicker
Supplier : Select Supplier Name
Return Amount :
Remarks :

Update For Receiving Return Cancel

2.6.5. Physical Count

For counting, do the following:

- 1 Go to **INVENTORY TRANSACTIONS** tab and click the **Physical Count Entry**.
- 2 In the **PHYSICAL COUNT ENTRY** form, enter the barcode
- 3 Click the **Select** button
- 4 Choose a date by clicking the datepicker
- 5 Select a location by clicking the **Select Location** drop-down list
- 6 Select rack by clicking the **Select Rack** drop-down list
- 7 Select shelf by clicking the **Select Shelf** drop-down list
- 8 Select bin by clicking the **Select Bin** drop-down list
- 9 Choose an expiration date
- 1 Indicate the quantity
- 1 Select the user who verified the details
- 1 Put remarks
- 13 Click the **Submit** button to save changes
- 13 Click the **Cancel** button to cancel the action



PHYSICAL COUNT ENTRY

Document Number : _____

Barcode : **Select**

Date : Please use the datepicker

Item :

Location :

Rack :

Shelve :

Bin :

Expiry Date : Please use the datepicker

Quantity :

Verified by :

Remarks :

Submit **Cancel**

2.6.6. Damaged/Disposed Item

To create record for damage/disposed items, do the following:

- 1 Go to **INVENTORY TRANSACTIONS** tab and click the **Damage/Disposed Items Entry**.
- 2 In the **DAMAGE AND DISPOSAL ENTRY** form, enter the invoice number.
- 3 Click the **Search** button
The Reference number, P.O number, and amount will be loaded automatically.
- 4 Choose a date by clicking the datepicker
- 5 Put remarks
- 6 Click the **Submit** button to save changes
- 6 Click the **Cancel** button to cancel action

Southern Philippines Medical Center
JP Laurel Ave. Bajada, Davao City
WHOLESALE AND RETAIL INVENTORY SYSTEM

HOME CREDENTIALS SYSTEM SETTINGS REQUISITIONS AND ORDERS INVENTORY TRANSACTIONS REPORTS

Wholesale Receiving Entry/Posting
Receiving Entry/Posting
Issuance Entry/Posting
Patient Issuance Entry/Posting
Returns from Receiving Entry/Posting
Returns from Issuance Entry/Posting
Physical Count Entry
Damage/Disposed Items Entry
Item Usage Entry
Office Consumption Entry/Posting

DAMAGE AND DISPOSAL ENTRY

Reference No. :
Invoice No. : Search
Date : Please use the datepicker
P.O. No. :
Amount :
Remarks :

Submit Cancel

2.6.7. Item Usage

To create record for item usage, do the following:

1 Go to **INVENTORY TRANSACTIONS** tab and click the **Item Usage Entry**.

2 In the **ITEM USAGE ENTRY** form, enter the issuance reference number

3 Click the **Select** button

The department, issued item, quantity and unit will be loaded automatically.

4 Choose the date of preparation

5 Indicate the usage quantity

6 Choose the usage quantity unit by clicking the **Select Usage Quantity Unit** drop-down list

7 Enter the hospital number

8 Enter the case number

9 Enter patient's first name

10 Enter patient's last name

11 Select the user who prepared the form

12 Click the **Add** button to save changes

13 Click the **Cancel** button to cancel action

The screenshot shows the 'ITEM USAGE ENTRY' form. The form fields are: Date Prepared (with a date picker), Issuance Reference Number (with a 'Select' button), Issued By (with a dropdown menu), Item Issued (with a dropdown menu), Issued Quantity (text input), Item Issued Unit (dropdown menu), Usage Quantity (text input), Usage Quantity Unit (dropdown menu), Hospital Number (text input), Case Number (text input), Patient First Name (text input), Patient Last Name (text input), and Prepared By (with a dropdown menu). At the bottom of the form are 'Add' and 'Cancel' buttons.

2.6.8. Office Consumption

To create record for item usage, do the following:

- 1 Go to **INVENTORY TRANSACTIONS** tab and click the **Item Usage Entry**.
- 2 In the **OFFICE CONSUMPTION ENTRY** form, select an item
- 3 Click the **Search** button
- 4 In the **SEARCH RESULTS** table, click the **SELECT** link in the **ISSUE QUANTITY** column
- 5 Indicate the quantity
- 6 Click the **Assign** button
- 7 In the **CONSUMPTION ENTRY** form, choose an issuance date
- 8 Enter the first name
- 9 Enter the last name
- 1 Click the **Post Issuing Items**

The screenshot displays the Southern Philippines Medical Center WHOLESALE AND RETAIL INVENTORY SYSTEM interface. The top navigation bar includes links for HOME, CREDENTIALS, SYSTEM SETTINGS, REQUISITIONS AND ORDERS, INVENTORY TRANSACTIONS, and REPORTS. The INVENTORY TRANSACTIONS tab is active, showing a dropdown menu with options: Wholesale Receiving Entry/Posting, Receiving Entry/Posting, Issuance Entry/Posting, Patient Issuance Entry/Posting, Returns from Receiving Entry/Posting, Returns from Issuance Entry/Posting, Physical Count Entry, Damage/Disposed Items Entry, Item Usage Entry, and Office Consumption Entry/Posting. The Office Consumption Entry/Posting option is selected.

Below the navigation bar, the **SEARCH OPTION** section contains a dropdown menu for "Item Description" with "Select Item Type" selected, and a "Search" button.

The **SEARCH RESULTS** section shows a table with columns: BARCODE, ITEM, ISSUE QUANTITY, QUANTITY, PRICE, and UNIT CODE.

The **CONSUMPTION ENTRY** section includes fields for:

- Issuance Date: Please use the datepicker
- First Name: [Text Input]
- Last Name: [Text Input]

The **ITEMS ASSIGNED TO ENDUSER** section shows a table with columns: BARCODE, ITEM, QUANTITY, UNIT CODE, and ACTION. Below this table is a "Post Issuing Items" button.

2.7. Viewing Reports

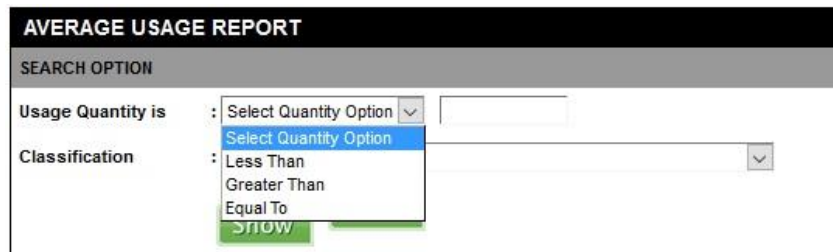
Users may generate and print reports using the system. Go to **REPORTS** tab, choose the report to generate and fill in the required fields.

2.7.1. Average User

This form only requires user quantity and item classification to be able to generate the report.

To view the report, do the following:

1. Click the **Select Quantity Option** drop-down list and select a quantity option.



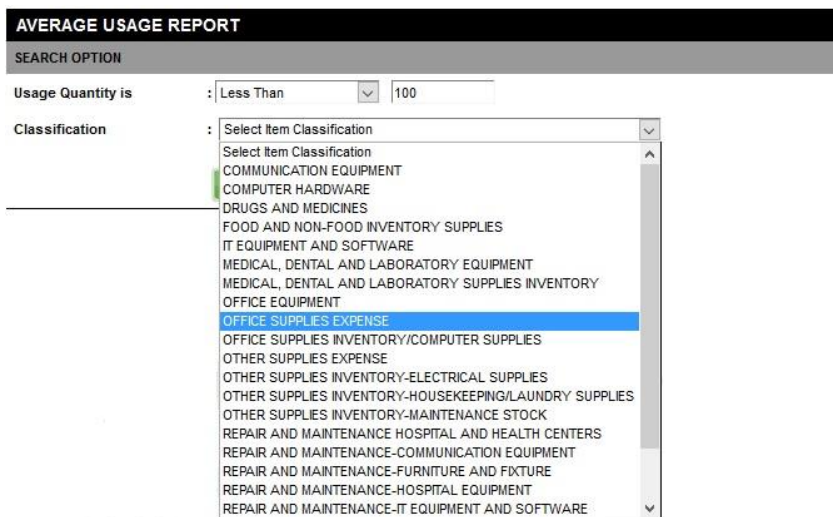
The screenshot shows the 'AVERAGE USAGE REPORT' form. Under the 'SEARCH OPTION' section, the 'Usage Quantity is' dropdown menu is open, displaying the following options: 'Select Quantity Option', 'Less Than', 'Greater Than', and 'Equal To'. A 'Show' button is visible at the bottom of the dropdown menu. The 'Classification' dropdown menu is currently set to 'Select Item Classification'.

2. Enter the desired quantity in the textbox beside the **Select Quantity Option** drop-down list.



The screenshot shows the 'AVERAGE USAGE REPORT' form. The 'Usage Quantity is' dropdown menu is now set to 'Less Than', and the adjacent textbox contains the value '100'. The 'Classification' dropdown menu remains set to 'Select Item Classification'. 'Show' and 'Print' buttons are visible at the bottom of the form.

3. Click the **Select Item Classification Item** drop-down list and select a classification.



The screenshot shows the 'AVERAGE USAGE REPORT' form. The 'Classification' dropdown menu is open, displaying a list of item classifications. The 'OFFICE SUPPLIES EXPENSE' option is highlighted in blue. The 'Usage Quantity is' dropdown menu is set to 'Less Than' and the quantity '100' is entered in the adjacent textbox. The 'Show' and 'Print' buttons are visible at the bottom of the form.

4. Click the **Show** button.

AVERAGE USAGE REPORT

SEARCH OPTION

Usage Quantity is : Less Than 100

Classification : OFFICE SUPPLIES EXPENSE

Show Print

Once the report is generated, it will be displayed in the **Search List** below the **Average Usage Report** form.

2.7.2. Item Transactions

This option is composed of different reports related to item transaction. These are *Receiving Report, Issuance Report, Report of Supplies and Materials Used, Inspection and Acceptance Report, Receiving Return Report, Issuance Return Report and Damaged/Disposed Items Report.*

2.7.2.1. Receiving

This form requires the start and end date, item classification and description and the supplier to be able to generate the report.

RECEIVING REPORT

SEARCH OPTION

Date Start : [Date Picker]

Date End : [Date Picker]

Item Classification : Select Item Classification

Item Description : Select Item

Supplier : Select Supplier Name

Supplier Code : [Text Box]

Show Print

To view the report, do the following:

1. Choose a start date by either entering the date (Format should be YYYY-MM-DD) or clicking the date picker.

Option 1:

RECEIVING REPORT

SEARCH OPTION

Date Start : 2015-08-12

Date End : [Date Picker]

Item Classification : Select Item Classification

Item Description : Select Item

Supplier : Select Supplier Name

Supplier Code : [Text Box]

Show Print

Option 2:

RECEIVING REPORT

SEARCH OPTION

Date Start :

Date End :

Item Classification :

Item Description :

Supplier :

Supplier Code :

Show Print

2. Choose end date by doing the given procedure above.
3. Click the **Select Item Classification** drop-down list to select a classification.

RECEIVING REPORT

SEARCH OPTION

Date Start : 2015-08-12

Date End : 2015-12-08

Item Classification :

Item Description :

Supplier :

Supplier Code :

COMMUNICATION EQUIPMENT

COMPUTER HARDWARE

DRUGS AND MEDICINES

FOOD AND NON-FOOD INVENTORY SUPPLIES

IT EQUIPMENT AND SOFTWARE

MEDICAL, DENTAL AND LABORATORY EQUIPMENT

MEDICAL, DENTAL AND LABORATORY SUPPLIES INVENTORY

OFFICE EQUIPMENT

OFFICE SUPPLIES EXPENSE

OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES

OTHER SUPPLIES EXPENSE

OTHER SUPPLIES INVENTORY-ELECTRICAL SUPPLIES

OTHER SUPPLIES INVENTORY-HOUSEKEEPING/LAUNDRY SUPPLIES

OTHER SUPPLIES INVENTORY-MAINTENANCE STOCK

REPAIR AND MAINTENANCE HOSPITAL AND HEALTH CENTERS

REPAIR AND MAINTENANCE-COMMUNICATION EQUIPMENT

REPAIR AND MAINTENANCE-FURNITURE AND FIXTURE

REPAIR AND MAINTENANCE-HOSPITAL EQUIPMENT

REPAIR AND MAINTENANCE-IT EQUIPMENT AND SOFTWARE

4. Click the **Select Item** drop-down list to select the description of the item.

RECEIVING REPORT

SEARCH OPTION

Date Start : 2015-08-12

Date End : 2015-12-08

Item Classification : OFFICE SUPPLIES EXPENSE

Item Description :

Supplier :

Supplier Code :

USB FLASH DRIVE 16GB (B0520)

TYVEK POUCH FLAT ROLL 75MM X 200MM (A0702)

ULTRA DUAL USB OTG FLASH DRIVE 32G (C1833)

UNSATISFACTORY SAMPLE POSTER (B0522)

URINAL CARTRIDGE (C1891)

URINAL CARTRIDGE (C1891)

URINE COLLECTOR, PEDIA (A1947)

URINE TOXICOLOGY CONTROL FOR METH & THC 98814 (+25)

URINE TOXICOLOGY CONTROL FOR METH & THC 98815 (-25)

USB FLASH DRIVE 16GB (B0520)

USB FLASH DRIVE 32GB (B0586)

USB FLASH DRIVE 8GB (B0543)

USB FLASH DISK 4GB (B0315)

UTERINE TIPS 6.7MM X 10CM - GREEN (A2007)

UTERINE TIPS 6.7MM X 8CM - BLUE (A2006)

VALACICLOVIR 500MG (477)

VALGANCICLOVIR 450MG (704)

VALSARTAN 80MG (653)

VALSARTAN 80MG + HYDROCHLORTHIAZIDE 12.5MG (655)

VANCOMYCIN HCL 500MG

VCNT INHIBITOR LYOPHILIZED /BBL (A0703)

5. Click the **Select Supplier Name** drop-down list to select the supplier.

The screenshot shows the 'RECEIVING REPORT' form with the following fields filled: Date Start (2015-08-09), Date End (2015-12-09), Item Classification (OFFICE SUPPLIES EXPENSE), and Item Description (USB FLASH DRIVE 16GB (B0520)). The Supplier dropdown menu is open, showing a list of options including 'BEGINNING BALANCE', 'GETZ BROS PHILS', 'MEDICAL CENTER TRADING CORPORATION', 'METRO DRUG INC.', 'PHIL PHARMAWEALTH INC.', 'RBC-MDC CORP', 'SELJ PHARML & DIST', and 'ZUELLIG PHARMA CORP'. The 'Select Supplier Name' option is highlighted.

Note: No need to fill-in the **Supplier Code** text field. This is auto-generated.

6. Click the **Show** button.

The screenshot shows the 'RECEIVING REPORT' form with the following fields filled: Date Start (2015-08-12), Date End (2015-12-08), Item Classification (OFFICE SUPPLIES EXPENSE), and Item Description (USB FLASH DRIVE 16GB (B0520)). The Supplier dropdown menu is set to 'BEGINNING BALANCE'. The Supplier Code field is empty. The 'Show' button is highlighted with a red box, and the 'Print' button is also visible.

The generated report will be displayed in the **Search List** below the **Receiving Report** form.

2.7.2.2. Monthly Inventory

This form requires the inventory date to be able to generate the report.

MONTHLY INVENTORY REPORT

SEARCH OPTION

Inventory as of (Date) :

Show Print

To view the report, do the following:

1. Choose a date by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

MONTHLY INVENTORY REPORT

SEARCH OPTION

Inventory as of (Date) :

Show Print

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
53					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31

Thu, 14. Jan 2016

2. Click the **Show** button.

MONTHLY INVENTORY REPORT

SEARCH OPTION

Inventory as of (Date) : 2016-01-14

Show Print

2.7.2.3. Monthly Consumption

This form requires the month and year to be able to generate the report.

MONTHLY CONSUMPTION REPORT

SEARCH OPTION

Date :

Show Print

To view the report, do the following:

1. Select a month by clicking the **Select Month** drop-down list.

The screenshot shows the 'MONTHLY CONSUMPTION REPORT' form. Under the 'SEARCH OPTION' section, the 'Date' field has two dropdown menus: 'Select Month' and 'Select Year'. The 'Select Month' dropdown is open, displaying a list of months from January to December. 'December' is highlighted in blue. A green 'Print' button is visible to the right of the dropdowns.

2. Select a year by clicking the **Select Year** drop-down list.

The screenshot shows the 'MONTHLY CONSUMPTION REPORT' form. The 'Date' field now shows 'December' in the 'Select Month' dropdown and '2015' in the 'Select Year' dropdown. The 'Select Year' dropdown is open, showing '2015' selected. Green 'Show' and 'Print' buttons are visible below the dropdowns.

3. Click the **Show** button.

The screenshot shows the 'MONTHLY CONSUMPTION REPORT' form. The 'Date' field now shows 'December' and '2015'. The 'Show' button is highlighted with a red rectangular box. The 'Print' button is also visible.

2.7.2.4. Issuance

This form requires the start and end date, item description and department to be able to generate the report.

The screenshot shows the 'ISSUANCE REPORT' form. Under the 'SEARCH OPTION' section, there are fields for 'Date Start', 'Date End', 'Item Description', 'Department' (with a dropdown menu), and 'Department Code'. There are 'Show' and 'Print' buttons at the bottom of the form. Below the form is a 'SEARCH LIST' table with the following columns: ISSUANCE DATE, REFERENCE NO., DEPARTMENT, BARCODE, ITEM NAME, UNIT, QUANTITY, USED ITEM, PRICE, TOTAL COST, STATUS.

ISSUANCE DATE	REFERENCE NO.	DEPARTMENT	BARCODE	ITEM NAME	UNIT	QUANTITY	USED ITEM	PRICE	TOTAL COST	STATUS
---------------	---------------	------------	---------	-----------	------	----------	-----------	-------	------------	--------

To view the report, do the following:

1. Choose a start date by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

Option 1:

ISSUANCE REPORT
SEARCH OPTION

Date Start : 2015-01-01

Date End :

Item Description :

Department : Select Department Name

Department Code :

Show Print

Option 2:

ISSUANCE REPORT
SEARCH OPTION

Date Start :

Date End : [Datepicker]

Item Description :

Department : Select Department Name

Department Code :

Show Print

2. Choose end date by doing the given procedure above.
3. Type the description.

ISSUANCE REPORT
SEARCH OPTION

Date Start : 2015-01-01

Date End : 2015-12-31

Item Description : Description

Department : Select Department Name

Department Code :

Show Print

4. Click the **Select Department Name** drop-down list to select a department.

The screenshot shows the 'ISSUANCE REPORT' form with the following fields and values:

- Date Start**: 2015-01-01
- Date End**: 2015-12-31
- Item Description**: Description
- Department**: Select Department Name (dropdown menu open)
- Department Code**: (empty text field)

The dropdown menu for 'Department' is open, showing a list of departments. 'PEDIA-MAIN' is highlighted in blue, indicating it is the selected option. Other visible options include PDPU, PEDIA CLINIC, PEDIA-ANNEX, PEDIATRICS SPECIALTY WING, PETD, PHARMACY MAIN, PHS, PICU I, PICU II, PROCUREMENT SECTION, PT-REHAB, PUBLIC HEALTH UNIT, QIPS, RADIOLOGY AND IMAGING SERVICES, RESEARCH OFFICE, RESEARCH OFFICE, SPECIAL LABORATORY, SURGERY CLINIC, and SURGERY EAST.

Note: No need to fill-in the **Department Code** text field. This is auto-generated.

5. Click the **Show** button.

The screenshot shows the 'ISSUANCE REPORT' form with the following fields and values:

- Date Start**: 2015-01-01
- Date End**: 2015-12-31
- Item Description**: Description
- Department**: PEDIA-MAIN
- Department Code**: (empty text field)

At the bottom of the form, there are two buttons: 'Show' and 'Print'. The 'Show' button is highlighted with a red border, indicating it is the button to be clicked.

Once the report is generated, it will be displayed in the **Search List** below the **Issuance Report** form.

2.7.2.5. Supplies and Materials Used

This form requires the start and end date and department to be able to generate the report. It may also proceed to generation of reports by selecting an RIS number.

REPORT OF SUPPLIES AND MATERIALS ISSUED

From Date :

To Date :

Department

Or Select

To view the report, do the following:

1. Choose a **From Date** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

Option 1:

REPORT OF SUPPLIES AND MATERIALS ISSUED

From Date : 2015-01-01

To Date :

Department

Or Select

January 2015						
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

Option 2:

REPORT OF SUPPLIES AND MATERIALS ISSUED

From Date :

To Date :

Department

Or Select

January 2015						
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

2. Choose **To Date** by doing the given procedure above.
3. Click the **Select Department or Section** drop-down list to select a department.

REPORT OF SUPPLIES AND MATERIALS ISSUED

From Date : 2015-01-01

To Date : 2015-12-31

Department: Select Department or Section

Or Select:

- MEDICINE-MAIN
- MIS
- MMS
- MMS-RETAIL
- NBS-MINDANAO
- NEURO WARD
- NICU WARD
- NURSING OFFICE
- NUTRITION AND DIETITICS SECTION
- OB WARD**
- OB-ANNEX
- OB-ER
- OB-GYNE CLINIC
- OB-MAIN
- OPCC-ADMIN
- OPERATING ROOM-MAIN
- OPERATING ROOM-PACU
- OPHTHA CLINIC
- ORTHO CLINIC
- ORTHO WARD

4. Click the **Proceed to print report** button.

Once the report is generated, it will be displayed on another window and the **Print Settings** window will also pop-up.

2.7.2.6. Inspection and Acceptance

This form requires the supplier name, P.O number and invoice number to be able to generate the report.

INSPECTION AND ACCEPTANCE

Supplier: Select Supplier Name

P.O. No.: Select P.O. No.

Invoice No.: Select Invoice No.

Proceed to print report

To view the report, do the following:

1. Click the **Select Supplier Name** drop-down list to select a supplier.

INSPECTION AND ACCEPTANCE

Supplier: Select Supplier Name

P.O. No.: Select P.O. No.

Invoice No.: Select Invoice No.

Proceed to print report

2. Select a P.O number.

INSPECTION AND ACCEPTANCE	
Supplier	MMS
P.O. No.	PO87654321
Invoice No.	Select P.O. No. PO123456781 PO123456782 PO123456788 PO87654321

3. Select an invoice number.

INSPECTION AND ACCEPTANCE	
Supplier	MMS
P.O. No.	PO87654321
Invoice No.	IN87654321 Select Invoice No. IN87654321

4. Click the **Proceed to print report** button.

INSPECTION AND ACCEPTANCE	
Supplier	MMS
P.O. No.	PO87654321
Invoice No.	IN87654321
	Proceed to print report

Once the report is generated, it will be displayed on another window and the **Print Settings** window will also pop-up.

2.7.2.7. Receiving Return

RETURN FROM RECEIVING REPORT

SEARCH OPTION

Date Start :

Date End :

Barcode :

Item Description :

Supplier :

Supplier Code :

To view the report, do the following:

1. Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

RETURN FROM RECEIVING REPORT

SEARCH OPTION

Date Start :

Date End :

Barcode :

Item Description :

Supplier :

Supplier Code :

December 2015

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
49		1	2	3	4	5	6
50	7	8	9	10	11	12	13
51	14	15	16	17	18	19	20
52	21	22	23	24	25	26	27
53	28	29	30	31			

Tue, 12, Jan 2016

2. Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

RETURN FROM RECEIVING REPORT

SEARCH OPTION

Date Start :

Date End :

Barcode :

Item Description :

Supplier :

Supplier Code :

January 2016


Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
53					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31


Tue, 12, Jan 2016

3. Input the barcode.

RETURN FROM RECEIVING REPORT

SEARCH OPTION

Date Start : 2015-12-01 

Date End : 2016-01-31 

Barcode : 12345

Item Description :


Supplier : Select Supplier Name ▼


Supplier Code :

4. Enter item description.

RETURN FROM RECEIVING REPORT

SEARCH OPTION

Date Start : 2015-12-01 

Date End : 2016-01-31 

Barcode : 12345

Item Description :


Supplier : Select Supplier Name ▼


Supplier Code :

5. Select supplier by clicking the **Select Supplier Name** drop-down list.

RETURN FROM RECEIVING REPORT

SEARCH OPTION

Date Start : 2015-12-01 

Date End : 2016-01-31 

Barcode : 12345

Item Description :

Supplier : ▼
Select Supplier Name

Supplier Code : MMS

6. Click the **Show** button.

RETURN FROM RECEIVING REPORT

SEARCH OPTION

Date Start : 2015-12-01

Date End : 2016-01-31

Barcode : 12345

Item Description :

Supplier : MMS

Supplier Code :

Show Print

2.7.2.8. Issuance Return

RETURN FROM ISSUANCE REPORT

SEARCH OPTION

Date Start :

Date End :

Item Description :

Department : Select Department Name

Department Code :

Show Print

To view the report, do the following:

1. Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

RETURN FROM ISSUANCE REPORT

SEARCH OPTION

Date Start :

Date End :

Item Description :

Department : Select Department Name

Department Code :

Show Print

- Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

- Enter item description.

- Select department by clicking the **Select Department Name** drop-down list.

DATE	REFERENCE NO.	ITEM NAME	EXPIRY DATE

5. Click the **Show** button.

RETURN FROM ISSUANCE REPORT

SEARCH OPTION

Date Start : 2015-12-01

Date End : 2016-01-12

Item Description :

Department : BILLING SECTION

Department Code :

Show **Print**

5.1.1.1. Damaged/Disposed Items

DAMAGE AND DISPOSAL REPORT

SEARCH OPTION

Date Start :

Date End :

Barcode :

Item Description :

From Location : Select Location

Classification : Select Classification

Show **Print**

To view the report, do the following:

1. Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

DAMAGE AND DISPOSAL REPORT

SEARCH OPTION

Date Start :

Date End :

Barcode :

Item Description :

From Location : Select Location

Classification : Select Classification

Show **Print**

Date Picker: January 2015

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

Tue, 12 Jan 2016

2. Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

DAMAGE AND DISPOSAL REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : [Red box around field]

Barcode : [Empty field]

Item Description : [Empty field]

From Location : Select Location

Classification : Select Classification

Show Print

3. Enter barcode.

DAMAGE AND DISPOSAL REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Barcode : 12345 [Red box around field]

Item Description : [Empty field]

From Location : Select Location

Classification : Select Classification

Show Print

4. Enter item description.

DAMAGE AND DISPOSAL REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Barcode : 12345

Item Description : [Red box around field]

From Location : Select Location

Classification : Select Classification

Show Print

5. Select location by clicking the **Select Location** drop-down list.

DAMAGE AND DISPOSAL REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Barcode : 12345

Item Description : [Empty field]

From Location : Select Location
Select Location
Stock Room 1

Classification : Select Classification

Show Print

- Select classification by clicking the **Select Classification** drop-down list.

DAMAGE AND DISPOSAL REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Barcode : 12345

Item Description :

From Location : Stock Room 1

Classification : Select Classification

- Select Classification
- ACCOUNTABLE FORMS
- COMMUNICATION EQUIPMENT
- DRUGS AND MEDICINES
- FOOD SUPPLIES INVENTORY
- FURNITURE AND FIXTURE
- IT EQUIPMENT AND SOFTWARE
- LIBRARY BOOKS
- MEDICAL, DENTAL AND LABORATORY EQUIPMENT
- MEDICAL, DENTAL AND LABORATORY SUPPLIES INVENTORY
- OFFICE EQUIPMENT
- OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES**
- OTHER ASSETS(ALL SEMI EXPENDABLE ITEMS)
- OTHER SUPPLIES EXPENSE
- OTHER SUPPLIES INVENTORY-ELECTRICAL SUPPLIES
- OTHER SUPPLIES INVENTORY-HOUSEKEEPING/LAUNDRY SUPP
- OTHER SUPPLIES INVENTORY-MAINTENANCE STOCK
- RENTALS
- REPAIR AND MAINTENANCE HOSPITAL AND HEALTH CENTERS
- REPAIR AND MAINTENANCE-COMMUNICATION EQUIPMENT

SEARCH LIST

DATE	REFERENCE NO.	ITEM NAME	EXPIRY DA
Page:			

- Click the **Show** button.

DAMAGE AND DISPOSAL REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Barcode : 12345

Item Description :

From Location : Stock Room 1

Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES

Show Print

2.7.3. Physical Count

This form requires date, item classification, description and location.

To view the report, do the following:

- Indicate the year.

PHYSICAL COUNT OF INVENTORY REPORT

SEARCH OPTION

Year : 2015

Barcode :

Item Description :

Item Classification : Select Classification

Location : Select Location

Rack : Select Rack

Shelve : Select Shelve

Bin : Select Bin

Show Print

2. Input the barcode.

PHYSICAL COUNT OF INVENTORY REPORT

SEARCH OPTION

Year : 2015

Barcode : 12345

Item Description :

Item Classification : Select Classification ▼

Location : Select Location ▼

Rack : Select Rack ▼

Shelve : Select Shelve ▼

Bin : Select Bin ▼

Show Print

3. Enter the item description.

PHYSICAL COUNT OF INVENTORY REPORT

SEARCH OPTION

Year : 2015

Barcode : 12345

Item Description :

Item Classification : Select Classification ▼

Location : Select Location ▼

Rack : Select Rack ▼

Shelve : Select Shelve ▼

Bin : Select Bin ▼

Show Print

- Select item classification by clicking the **Select Classification** drop-down list.

PHYSICAL COUNT OF INVENTORY REPORT

SEARCH OPTION

Year : 2015

Barcode : 12345

Item Description :

Item Classification : Select Classification

Location : Select Classification

Rack : ACCOUNTABLE FORMS

Shelve : COMMUNICATION EQUIPMENT

Bin : DRUGS AND MEDICINES

FOOD SUPPLIES INVENTORY

FURNITURE AND FIXTURE

IT EQUIPMENT AND SOFTWARE

LIBRARY BOOKS

MEDICAL, DENTAL AND LABORATORY EQUIPMENT

MEDICAL, DENTAL AND LABORATORY SUPPLIES INVENTORY

OFFICE EQUIPMENT

OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES

OTHER ASSETS(ALL SEMI EXPENDABLE ITEMS)

OTHER SUPPLIES EXPENSE

OTHER SUPPLIES INVENTORY-ELECTRICAL SUPPLIES

OTHER SUPPLIES INVENTORY-HOUSEKEEPING/LAUNDRY SUPP

OTHER SUPPLIES INVENTORY-MAINTENANCE STOCK

RENTALS

REPAIR AND MAINTENANCE HOSPITAL AND HEALTH CENTERS

REPAIR AND MAINTENANCE-COMMUNICATION EQUIPMENT

SEARCH LIST

BARCODE	ITEM	LO
Page:		

- Select location by clicking the **Select Location** drop-down list.

PHYSICAL COUNT OF INVENTORY REPORT

SEARCH OPTION

Year : 2015

Barcode : 12345

Item Description :

Item Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES

Location : Select Location

Rack : Select Location

Shelve : Stock Room 1

Bin : Select Shelve

Select Bin

Show Print

6. Select rack by clicking the **Select Rack** drop-down list.

PHYSICAL COUNT OF INVENTORY REPORT

SEARCH OPTION

Year : 2015

Barcode : 12345

Item Description :

Item Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES ▼

Location : Stock Room 1 ▼

Rack : Select Rack ▼

Shelve : Rack 1 ▼

Bin : Select Bin ▼

Show Print

7. Select shelve by clicking the **Select Shelve** drop-down list.

PHYSICAL COUNT OF INVENTORY REPORT

SEARCH OPTION

Year : 2015

Barcode : 12345

Item Description :

Item Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES ▼

Location : Stock Room 1 ▼

Rack : Rack 1 ▼

Shelve : Select Shelve ▼

Bin : Shelve 1 ▼

Show Print

8. Select bin by clicking the **Select Bin** drop-down list.

PHYSICAL COUNT OF INVENTORY REPORT

SEARCH OPTION

Year : 2015

Barcode : 12345

Item Description :

Item Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES ▼

Location : Stock Room 1 ▼

Rack : Rack 1 ▼

Shelve : Shelve 1 ▼

Bin : Select Bin ▼
Select Bin
Bin 1
Bin 2

Print

9. Click the **Show** button.

PHYSICAL COUNT OF INVENTORY REPORT

SEARCH OPTION

Year : 2015

Barcode : 12345

Item Description :

Item Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES ▼

Location : Stock Room 1 ▼

Rack : Rack 1 ▼

Shelve : Shelve 1 ▼

Bin : Bin 1 ▼

Show Print

2.7.4. Item Classification

To view the report, do the following:

1. Select item classification by clicking the **Select Classification** drop-down list.

The screenshot shows the 'ITEM CLASSIFICATION REPORT' form. The 'SEARCH OPTION' section contains the 'Item Classification' field with a dropdown menu open. The dropdown list includes the following items: Select Classification, ACCOUNTABLE FORMS, COMMUNICATION EQUIPMENT, DRUGS AND MEDICINES, FOOD SUPPLIES INVENTORY, FURNITURE AND FIXTURE, IT EQUIPMENT AND SOFTWARE, LIBRARY BOOKS, MEDICAL, DENTAL AND LABORATORY EQUIPMENT, MEDICAL, DENTAL AND LABORATORY SUPPLIES INVENTORY, OFFICE EQUIPMENT, OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES (highlighted in blue), OTHER ASSETS(ALL SEMI EXPENDABLE ITEMS), OTHER SUPPLIES EXPENSE, OTHER SUPPLIES INVENTORY-ELECTRICAL SUPPLIES, OTHER SUPPLIES INVENTORY-HOUSEKEEPING/LAUNDRY SUPP, OTHER SUPPLIES INVENTORY-MAINTENANCE STOCK, RENTALS, REPAIR AND MAINTENANCE HOSPITAL AND HEALTH CENTERS, and REPAIR AND MAINTENANCE-COMMUNICATION EQUIPMENT. To the left of the dropdown, there is a 'SEARCH LIST' section with 'CLASSIFICATION CODE' and 'Page:' labels.

2. Click the **Show** button.

The screenshot shows the 'ITEM CLASSIFICATION REPORT' form with the 'Item Classification' dropdown menu set to 'OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES'. Below the dropdown are two buttons: 'Show' and 'Print'. The 'Show' button is highlighted with a red rectangular box.

2.7.5. Item Inventory

To view the report, do the following:

1. Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

The screenshot shows the 'ITEMS INVENTORY REPORT' form. The 'SEARCH OPTION' section contains fields for 'Date Start', 'Date End', 'Barcode', 'Item Classification', and 'Item Description'. A datepicker is open over the 'Date Start' field, showing a calendar for January 2015. The datepicker interface includes a title bar with 'January' and '2015', navigation arrows, and a table of dates. The table has columns for 'Week', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sun'. The dates are arranged in a grid: Week 1 (1-4), Week 2 (5-11), Week 3 (12-18), Week 4 (19-25), and Week 5 (26-31). The current date shown is 'Tue. 12. Jan 2016'. Below the form are 'Show' and 'Print' buttons.

5. Enter the item description.

ITEMS INVENTORY REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Barcode : 12345

Item Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES ▼

Item Description :

Show Print

6. Click the **Show** button.

ITEMS INVENTORY REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Barcode : 12345

Item Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES ▼

Item Description :

Show Print

2.7.6. Item Report

2.7.6.1. Stock Card

To view the report, do the following:

1. Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

STOCK CARD REPORT

SEARCH OPTION

Date Start :

Date End :

Item Classification : Select Classification ▼

Item : Select Item

Barcode :

Item Description :

Show Print

- Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

STOCK CARD REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : [Red Box] [Calendar: January 2016, Tue. 12. Jan 2016]

Item Classification : Select Classification

Item : Select Item

Barcode : [Empty]

Item Description : [Empty]

Show Print

- Select item classification by clicking the **Select Classification** drop-down list.

STOCK CARD REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Item Classification : [Dropdown: Select Classification]

Item : Select Classification

Barcode : [Empty]

Item Description : [Empty]

SEARCH LIST

DATE	REFERENCE
	OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES
	OTHER ASSETS(ALL SEMI EXPENDABLE ITEMS)
	OTHER SUPPLIES EXPENSE
	OTHER SUPPLIES INVENTORY-ELECTRICAL SUPPLIES
	OTHER SUPPLIES INVENTORY-HOUSEKEEPING/LAUNDRY SUPP
	OTHER SUPPLIES INVENTORY-MAINTENANCE STOCK
	RENTALS
	REPAIR AND MAINTENANCE HOSPITAL AND HEALTH CENTERS
	REPAIR AND MAINTENANCE-COMMUNICATION EQUIPMENT

Page: [Empty]

- Select an item by clicking the **Select Item** drop-down list.

STOCK CARD REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Item Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES

Item : [Dropdown: Select Item]

Barcode : [Empty]

Item Description : [Empty]


Item List:


- CARD, INDEX 5X8 (B0018)
- FOLDER LONG (B0081)
- FOLDER SHORT (B0083)
- PAPER FASTENER, PLASTIC (B0545)
- PAPER, BOND LONG - WHITE (B0107)
- PAPER, BOND SHORT, WHITE (B0110)

5. Input the barcode.

STOCK CARD REPORT

SEARCH OPTION

Date Start : 2015-01-01 

Date End : 2016-01-31 

Item Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES ▼

Item : CARD, INDEX 5X8 (B0018) ▼


Barcode : 12345


Item Description :

6. Enter the item description.

STOCK CARD REPORT

SEARCH OPTION

Date Start : 2015-01-01 

Date End : 2016-01-31 

Item Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES ▼

Item : CARD, INDEX 5X8 (B0018) ▼


Barcode : 12345


Item Description :

7. Click the **Show** button.

ITEMS INVENTORY REPORT

SEARCH OPTION

Date Start : 2015-01-01 

Date End : 2016-01-31 

Barcode : 12345

Item Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES ▼

Item Description :


2.7.6.2. Ledger Card

To view the report, do the following:

1. Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

LEDGER CARD REPORT

SEARCH OPTION

Date Start : 

Date End :

Item Classification :

Barcode :


Item Description :


The datepicker is open for January 2015, showing a calendar grid with the date Tuesday, 12th of January 2015 selected.

2. Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

LEDGER CARD REPORT

SEARCH OPTION

Date Start : 

Date End : 

Item Classification :

Barcode :

Item Description :

The datepicker is open for January 2016, showing a calendar grid with the date Tuesday, 12th of January 2016 selected.

4. Select item classification by clicking the **Select Classification** drop-down list.

The screenshot shows the 'LEDGER CARD REPORT' form with the 'SEARCH OPTION' section. The 'Date Start' is set to 2015-01-01 and 'Date End' is 2016-01-31. The 'Item Classification' dropdown menu is open, displaying a list of classification options. The option 'OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES' is highlighted in blue. The 'Barcode' and 'Item Description' fields are currently empty.

5. Input the barcode.

The screenshot shows the 'LEDGER CARD REPORT' form with the 'SEARCH OPTION' section. The 'Date Start' is 2015-01-01 and 'Date End' is 2016-01-31. The 'Item Classification' dropdown is now set to 'OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES'. The 'Barcode' field contains the value '12345' and is highlighted with a red border. The 'Item Description' field is empty. 'Show' and 'Print' buttons are visible at the bottom.

6. Enter the item description.

The screenshot shows the 'LEDGER CARD REPORT' form with the 'SEARCH OPTION' section. The 'Date Start' is 2015-01-01 and 'Date End' is 2016-01-31. The 'Item Classification' dropdown is 'OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES'. The 'Barcode' field contains '12345'. The 'Item Description' field is empty and highlighted with a red border. 'Show' and 'Print' buttons are visible at the bottom.

- Click the **Show** button.

LEDGER CARD REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Item Classification : OFFICE SUPPLIES INVENTORY/COMPUTER SUPPLIES

Barcode : 12345

Item Description :

Show Print

2.7.6.3. Location Wise

To view the report, do the following:

- Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

LOCATION WISE REPORT

SEARCH OPTION

Date Start : [Datepicker]

Date End :

Location : Select Location

Rack : Select Rack

Shelve : Select Shelve

Bin : Select Bin

Show Print

- Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

LOCATION WISE REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : [Datepicker]

Location : Select Location

Rack : Select Rack

Shelve : Select Shelve

Bin : Select Bin

Show Print

3. Select location by clicking the **Select Location** drop-down list.

LOCATION WISE REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Location : Select Location

Rack : Select Location

Shelve : WAREHOUSE 1 - GROUND FLOOR

Bin : WAREHOUSE 2 - 2ND FLOOR

Warehouses 3 - BACK OF EFM

WAREHOUSE PHARMACY

Show Print

4. Select rack by clicking the **Select Rack** drop-down list.

LOCATION WISE REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Location : WAREHOUSE 1 - GROUND FLOOR

Rack : Select Rack

Shelve : Select Rack

Bin : RACK01

RACK02

RACK03

Show Print

5. Select shelf by clicking the **Select Shelf** drop-down list.

LOCATION WISE REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Location : WAREHOUSE 1 - GROUND FLOOR

Rack : RACK01

Shelve : Select Shelf

Bin : Select Shelf

SHELVE01

SHELVE02

SHELVE03

Show Print

- Select bin by clicking the **Select Bin** drop-down list.

LOCATION WISE REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Location : WAREHOUSE 1 - GROUND FLOOR

Rack : RACK01

Shelve : SHELVE01

Bin : Select Bin
Select Bin
BIN 01A
BIN 01B
BIN 01C

Print

- Click the **Show** button.

LOCATION WISE REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Location : WAREHOUSE 1 - GROUND FLOOR

Rack : RACK01

Shelve : SHELVE01

Bin : BIN 01A

Show Print

2.7.6.4. Expiration Date Wise

To view the report, do the following:

- Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

EXPIRATION WISE INVENTORY REPORT

SEARCH OPTION

Date Start :

Date End :

Will Expire in : Months

Show Expired Items Only :

Barcode :

Item Description :

Show Print

January 2015

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

Tue, 12 Jan 2016

2. Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

EXPIRATION WISE INVENTORY REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : [Datepicker]

Will Expire in : [] Months

Show Expired Items Only :

Barcode : []

Item Description : []

Show Print

3. Indicate the number of months.

EXPIRATION WISE INVENTORY REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Will Expire in : 1 Months

Show Expired Items Only :

Barcode : []

Item Description : []

Show Print

4. Check/uncheck the **Show Expired Items Only** option according to preference.

EXPIRATION WISE INVENTORY REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Will Expire in : 1 Months

Show Expired Items Only :

Barcode : []

Item Description : []

Show Print

5. Input the barcode.

EXPIRATION WISE INVENTORY REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Will Expire in : 1 Months

Show Expired Items Only :

Barcode : 12345

Item Description :

6. Enter the item description.

EXPIRATION WISE INVENTORY REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Will Expire in : 1 Months

Show Expired Items Only :

Barcode : 12345

Item Description :

7. Click the **Show** button.

EXPIRATION WISE INVENTORY REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Will Expire in : 1 Months

Show Expired Items Only :

Barcode : 12345

Item Description :

2.7.6.5. Item Departments

To view the report, do the following:

1. Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

ITEMS DEPARTMENTS REPORT

SEARCH OPTION

Date Start : 

Date End :

Barcode :

Item Description :

Show Print

Calendar: January 2015

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

Tue, 12 Jan 2015

2. Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

ITEMS DEPARTMENTS REPORT

SEARCH OPTION

Date Start : 2015-01-01 

Date End : 

Barcode :

Item Description :

Show Print

Calendar: January 2016

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
53					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31

Tue, 12 Jan 2016

3. Input the barcode.

ITEMS DEPARTMENTS REPORT

SEARCH OPTION

Date Start : 2015-01-01 

Date End : 2016-01-31 

Barcode : 123435

Item Description :

Show Print

4. Enter the item description.

ITEMS DEPARTMENTS REPORT

SEARCH OPTION

Date Start : 2015-01-01 

Date End : 2016-01-31 

Barcode : 123435

Item Description :

Show Print

5. Click the **Show** button.

ITEMS DEPARTMENTS REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Barcode : 123435

Item Description :

Show Print

2.7.6.6. Item Suppliers

To view the report, do the following:

1. Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

ITEMS SUPPLIER REPORT

SEARCH OPTION

Date Start : [Datepicker]

Date End :

Barcode :

Item Description :

Show Print

2. Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

ITEMS SUPPLIER REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : [Datepicker]

Barcode :

Item Description :

Show Print

3. Input the barcode.

ITEMS SUPPLIER REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Barcode : 12345

Item Description :

Show Print

4. Enter the item description.

ITEMS SUPPLIER REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Barcode : 12345

Item Description :

Show Print

5. Click the **Show** button.

ITEMS SUPPLIER REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Barcode : 12345

Item Description :

Show Print

2.7.6.7. Supplier Items

To view the report, do the following:

1. Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

SUPPLIER ITEM REPORT

SEARCH OPTION

Date Start :

Date End :

Supplier : Select Supplier Name

Show Print

2. Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

SUPPLIER ITEM REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End :

Supplier : Select Supplier Name

Show Print

3. Select supplier by clicking the **Select Supplier Name** drop-down list.

SUPPLIER ITEM REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Supplier : Select Supplier Name

SEARCH LIST

DATE	REFE	ITEM NAME
		PHIL PHARMAWEALTH INC.
		RBC-MDC CORP.
		SEL-J PHARM'L. & DIST.
		ZUELLIG PHARMA CORP.

Page:

4. Click the **Show** button.

SUPPLIER ITEM REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Supplier : Pharma Corp.

Show Print

2.7.6.8. Department Items

To view the report, do the following:

1. Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

DEPARTMENT ITEM REPORT

SEARCH OPTION

Date Start : [Datepicker]

Date End : [Datepicker]

Department : Select Department Name

Show Print

2. Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

DEPARTMENT ITEM REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : [Datepicker]

Department : Select Department Name

Show Print

3. Select supplier by clicking the **Select Supplier Name** drop-down list.

DEPARTMENT ITEM REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Department : Select Department Name

- Select Department Name
- 2D ECHO
- ACCOUNTING SECTION
- ADMITTING SECTION
- ANESTHESIA OFFICE
- ASU
- BILLING SECTION**
- BLOOD TRANSFUSION SERVICE
- BUDGET SECTION
- BURN UNIT
- CASHIER SECTION
- CATH-LAB
- CCBDU
- CCTV SECURITY SECTION
- CHIEF ADMINISTRATIVE OFFICE
- CHIEF OF CLINICS
- COMMISSION ON AUDIT
- CP WARD
- CPS
- CSSD

SEARCH LIST

DATE	REFERENCE	ITEM NAME	QUANT
Page:			

4. Click the **Show** button.

DEPARTMENT ITEM REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Department : BILLING SECTION

Show **Print**

2.7.6.9. Items Location

To view the report, do the following:

1. Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

ITEMS LOCATION

SEARCH OPTION

Date Start : [Datepicker]

Date End : [Datepicker]

Barcode : [Text Field]

Item Description : [Text Field]

Show **Print**

Calendar: January 2015

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

Tue. 12. Jan 2016

2. Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

The screenshot shows the 'ITEMS LOCATION' search form. The 'Date Start' field is filled with '2015-01-01'. The 'Date End' field is empty, and its datepicker is open, showing a calendar for January 2016. The datepicker has a red box around the calendar icon. The 'Barcode' and 'Item Description' fields are empty. There are 'Show' and 'Print' buttons at the bottom.

3. Input the barcode.

The screenshot shows the 'ITEMS LOCATION' search form. The 'Date Start' field is filled with '2015-01-01' and the 'Date End' field is filled with '2016-01-31'. The 'Barcode' field is highlighted with a red box and contains the text '12345'. The 'Item Description' field is empty. There are 'Show' and 'Print' buttons at the bottom.

4. Enter the item description.

The screenshot shows the 'ITEMS LOCATION' search form. The 'Date Start' field is filled with '2015-01-01', the 'Date End' field is filled with '2016-01-31', and the 'Barcode' field is filled with '12345'. The 'Item Description' field is highlighted with a red box and is empty. There are 'Show' and 'Print' buttons at the bottom.

5. Click the **Show** button.

The screenshot shows the 'ITEMS LOCATION' search form. The 'Date Start' field is filled with '2015-01-01', the 'Date End' field is filled with '2016-01-31', the 'Barcode' field is filled with '12345', and the 'Item Description' field is empty. The 'Show' button is highlighted with a red box. There is also a 'Print' button.

2.7.6.10. Items Usage Entry

To view the report, do the following:

1. Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

The screenshot shows the 'ITEMS USAGE ENTRY REPORT' form under the 'SEARCH OPTION' section. The 'Date Start' field is highlighted with a red box, and a datepicker is open, showing the month of January 2015. The datepicker interface includes a calendar grid with days of the week and a date selection area at the bottom showing 'Tue, 12, Jan 2015'. Other fields like 'Date End', 'Case Number', 'Item Description', 'Patient First Name', and 'Patient Last Name' are present but empty. 'Show' and 'Print' buttons are at the bottom.



2. Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

The screenshot shows the 'ITEMS USAGE ENTRY REPORT' form. The 'Date Start' field now contains the date '2015-01-01'. The 'Date End' field is highlighted with a red box, and a datepicker is open, showing the month of January 2016. The datepicker interface includes a calendar grid with days of the week and a date selection area at the bottom showing 'Tue, 12, Jan 2016'. Other fields remain empty. 'Show' and 'Print' buttons are at the bottom.

3. Input the case number.

The screenshot shows the 'ITEMS USAGE ENTRY REPORT' form. The 'Date Start' field contains '2015-01-01' and the 'Date End' field contains '2016-01-31'. The 'Case Number' field is highlighted with a red box and contains the value 'CN12345'. The 'Item Description', 'Patient First Name', and 'Patient Last Name' fields are empty. 'Show' and 'Print' buttons are at the bottom.

4. Enter the item description.

ITEMS USAGE ENTRY REPORT	
SEARCH OPTION	
Date Start	: 2015-01-01 
Date End	: 2016-01-31 
Case Number	: CN12345
Item Description	: <input type="text"/>
Patient First Name	: <input type="text"/>
Patient Last Name	: <input type="text"/>
<input type="button" value="Show"/> <input type="button" value="Print"/>	

5. Enter Patient's first name.

ITEMS USAGE ENTRY REPORT	
SEARCH OPTION	
Date Start	: 2015-01-01 
Date End	: 2016-01-31 
Case Number	: CN12345
Item Description	: <input type="text"/>
Patient First Name	: <input type="text" value="Angelina"/>
Patient Last Name	: <input type="text"/>
<input type="button" value="Show"/> <input type="button" value="Print"/>	

6. Enter Patient's last name.

ITEMS USAGE ENTRY REPORT	
SEARCH OPTION	
Date Start	: 2015-01-01 
Date End	: 2016-01-31 
Case Number	: CN12345
Item Description	: <input type="text"/>
Patient First Name	: <input type="text" value="Angelina"/>
Patient Last Name	: <input type="text" value="Jolie"/>
<input type="button" value="Show"/> <input type="button" value="Print"/>	

- Click the **Show** button.

ITEMS USAGE ENTRY REPORT

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Case Number : CN12345

Item Description :

Patient First Name : Angelina

Patient Last Name : Jolie

Show Print

2.7.7. Item Reorder

This report has two types: Based on Physical Count and Based on AMU

To view the report, do the following:

- Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

REORDER REPORT BASED ON PHYSICAL COUNT

SEARCH OPTION

Date Start :

Date End :

Year :

Barcode :

Item Description :

Show Print

- Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

REORDER REPORT BASED ON PHYSICAL COUNT

SEARCH OPTION

Date Start : 2015-01-01

Date End :

Year :

Barcode :


Item Description :


Show Print

3. Input the year.

REORDER REPORT BASED ON PHYSICAL COUNT

SEARCH OPTION

Date Start : 2015-01-01 

Date End : 2016-01-31 

Year : 2015


Barcode :


Item Description :

4. Input barcode.

REORDER REPORT BASED ON PHYSICAL COUNT

SEARCH OPTION

Date Start : 2015-01-01 

Date End : 2016-01-31 

Year : 2015


Barcode : 12345


Item Description :

5. Enter the item description.

REORDER REPORT BASED ON PHYSICAL COUNT

SEARCH OPTION

Date Start : 2015-01-01 

Date End : 2016-01-31 

Year : 2015

Barcode : 12345

Item Description :

- Click the **Show** button.

2.7.8. Sales Report

2.7.8.1. Consignment Sales

To view the report, do the following:

- Click the **Select Supplier Name** drop-down list and choose a supplier.

- Click the **Show** button.

2.1.1.1. Supplier Sales

To view the report, do the following:

- Choose a **Date Start** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

2. Choose a **Date End** by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.

SALES REPORT PER SUPPLIER

SEARCH OPTION

Date Start : 2015-01-01

Date End : [Datepicker]

Supplier : Select Supplier Name

Show Print

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
53					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31

Tue, 12, Jan 2016

3. Click the **Select Supplier Name** drop-down list and choose a supplier.

SALES REPORT PER SUPPLIER

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Supplier : Select Supplier Name
Select Supplier Name
Pharma Corp.

Show Print

4. Click the **Show** button.

SALES REPORT PER SUPPLIER

SEARCH OPTION

Date Start : 2015-01-01

Date End : 2016-01-31

Supplier : Pharma Corp.

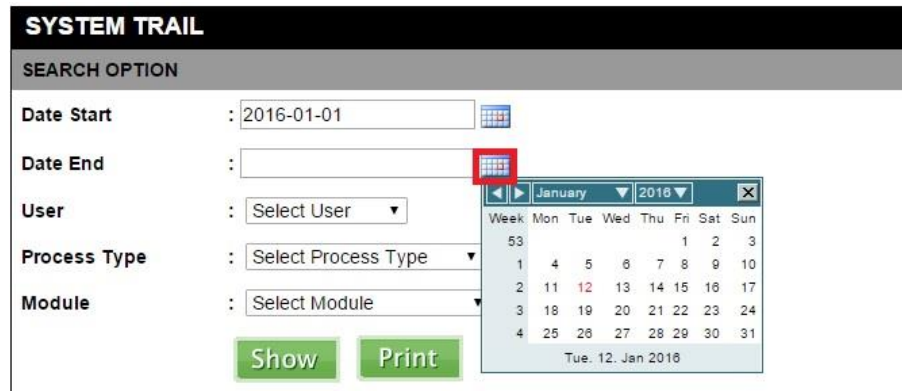
Show Print

2.7.9. System Trail

This report is used to track the user's actions performed in the system. The form requires start and end date, user, process type and the module to be able to generate the report.

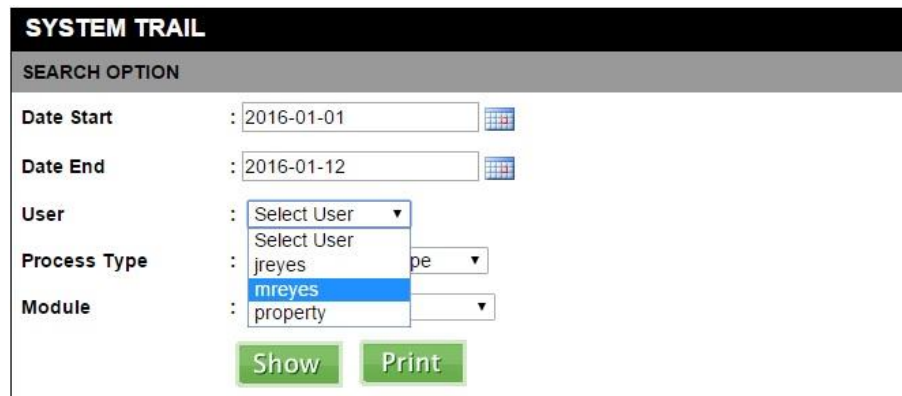
To view the report, do the following:

1. Choose a start and end date by either entering the date (Format should be YYYY-MM-DD) or clicking the datepicker.



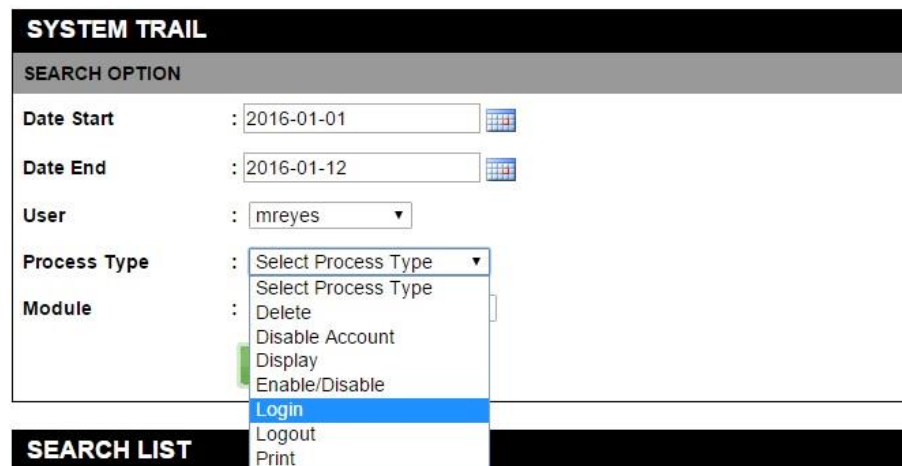
The screenshot shows the 'SYSTEM TRAIL' search form. The 'SEARCH OPTION' section includes fields for 'Date Start' (2016-01-01), 'Date End' (empty), 'User' (Select User), 'Process Type' (Select Process Type), and 'Module' (Select Module). There are 'Show' and 'Print' buttons. A date picker is open over the 'Date End' field, showing the month of January 2016. The date picker interface includes a week indicator, a grid of days, and the current date (Tue. 12. Jan 2016).

2. Click the **Select User** drop-down list and select a user.



The screenshot shows the 'SYSTEM TRAIL' search form with the 'User' dropdown menu open. The 'Date Start' is 2016-01-01 and 'Date End' is 2016-01-12. The 'User' dropdown menu is open, showing options: 'Select User', 'Select User', 'jreyes', 'mreyes' (highlighted), and 'property'. The 'Process Type' dropdown is also open, showing 'jreyes' and 'pe'. There are 'Show' and 'Print' buttons.

3. Click the **Select Process Type** drop-down list and select a process type.



The screenshot shows the 'SYSTEM TRAIL' search form with the 'Process Type' dropdown menu open. The 'Date Start' is 2016-01-01 and 'Date End' is 2016-01-12. The 'User' dropdown is set to 'mreyes'. The 'Process Type' dropdown menu is open, showing options: 'Select Process Type', 'Select Process Type', 'Delete', 'Disable Account', 'Display', 'Enable/Disable', 'Login' (highlighted), 'Logout', and 'Print'. There are 'Show' and 'Print' buttons.

4. Select a module.

The screenshot shows the 'SYSTEM TRAIL' search form. The 'SEARCH OPTION' section includes fields for 'Date Start' (2016-01-01), 'Date End' (2016-01-12), 'User' (mreyes), 'Process Type' (Login), and 'Module'. The 'Module' dropdown menu is open, showing options: 'Select Module', 'Select Module', 'Credentials', 'Inventory Transactions', 'Main Page', 'Reports', 'Requestions and Orders', 'Requisitions and Orders', and 'System Settings'. Below the form is the 'SEARCH LIST' table with columns for 'PROCESS TYPE', 'PROCESS DESCRIPTION', and 'USE'.

5. Click the **Show** button.

The screenshot shows the 'SYSTEM TRAIL' search form with the 'Module' dropdown menu set to 'Main Page'. Below the form, the 'Show' button is highlighted with a red box, and the 'Print' button is also visible.

Once the report is generated, it will be displayed in the **Search List** below the **SYSTEM TRAIL** form.

2.8. Printing Report

To print the report, click the **Print** button after filling out the form. The generated report will be displayed on another window and the **Print** settings will pop-up. (*Adjust the print settings according to your preference*)