

Inventory Tracker



AGENDA

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- Add New Device
- Edit And Display Device
- Devices Inventory List
- Track Device Borrow History
- Notification Emails

INTRODUCTION

Welcome to the **Inventory Tracker Application User Guide**. This guide will walk you through how to efficiently manage your device inventory using our solution.

The Inventory Tracker allows you to:

- ❑ **Record** new devices entering or leaving your inventory.
- ❑ **Update** device information with ease.
- ❑ **Track** the status of devices, ensuring that you have a clear view of all borrowed, returned, or in-maintenance equipment.

This guide covers the following key features:

New Device Form: Instructions on how to add new devices into the system.

Edit Device Form: Steps to modify existing device records.

By following this guide, you will be able to streamline your inventory tracking process, keeping your records accurate and up-to-date.

ADD NEW DEVICE

Device Form

Device brand *

Brand of the device to be borrowed/returned

Device model *

Device model to be borrowed/returned

Scan Code/Device Identifier *

Device scan code/identifier or a unique key assigned to the device

Device type *

Status *

 Save

 Cancel



ADD NEW DEVICE

This section explains the fields in the New Device Form:

- **Device Brand:** Input the brand of the device (eg., Apple, Lenovo)
- **Device Model:** Enter the device model (eg., iPhone 13, Galaxy S21).
- **Scan Code/Device Identifier:** Unique code for the device (barcode or serial number).
- **Device Type:** Select the device type from the dropdown list (e.g., Phone, Laptop, printer etc).
- **Status:** Indicate the device's current status (e.g., Borrowed, In Stock).

RETURN DEVICE

Device 2 - 333



Track Changes

Device brand *

Moto

Brand of the device to be borrowed/returned

Device model *

M1

Device model to be borrowed/returned

Scan Code/Device Identifier *

333

Device scan code/Identifier or a unique key assigned to the device

Device type *

Camera

Status *

Borrowed

Borrowed start date *

Fri Sep 13 2024

Expected return date *

Fri Sep 27 2024

Borrower *

RB Rasika Borchate

Save

Cancel



EDIT DEVICE

The Edit Form in the Inventory Tracker allows users to update the details of an existing device entry. It provides flexibility in managing device records by enabling the modification of key fields based on the current status of the device.

Key Features of the Edit Form:

➤ **Status-Dependent Fields:**

When editing a device, certain fields will become visible depending on the selected status. For example:

Borrowed status will show:

- ❖ **Borrower:** The individual who has borrowed the device.
- ❖ **Borrowed Start Date:** The date when the device was borrowed.
- ❖ **Expected Return Date:** The expected date when the device will be returned.

•**Device Status Update:**

You can modify the device's status from the dropdown. Based on the change, other fields (like the borrower information and return dates) will become visible, allowing you to track the device more effectively.

➤ **Device Status Update:**

You can modify the device's status from the dropdown. Based on the change, other fields (like the borrower information and return dates) will become visible, allowing you to track the device more effectively.

➤ **Form Fields:**

- ❖ **Device Brand** and **Device Model:** These are pre-filled and non-editable as they are device-specific.
- ❖ **Scan Code/Device Identifier:** The unique identifier for the device, also non-editable.
- ❖ **Device Type:** Selectable but will remain the same unless there's a valid reason for the change.

➤ **Track Changes Button:**

Located at the top of the form, this option allows users to view the history of changes made to the device record.

Steps to Edit a Device:

1. Locate the device using the **Scan Code/Device Identifier** or by searching the inventory.
2. Modify fields such as **Status**. If the status changes to "Borrowed," additional fields will become visible:
 - ❖ **Borrower:** Select the user who is borrowing the device.
 - ❖ **Borrowed Start Date:** Choose the date when the device was borrowed.
 - ❖ **Expected Return Date:** Enter the date by which the device should be returned.
3. Click **Save** to update the record.

VIEW DEVICE

Device 2 - 333



Track Changes

Device brand *

Moto

Brand of the device to be borrowed/returned

Device model *

M1

Device model to be borrowed/returned

Scan Code/Device Identifier *

333

Device scan code/Identifier or a unique key assigned to the device

Device type *

Camera

Status *

Borrowed

Borrowed start date *

Fri Sep 13 2024

Expected return date *

Fri Sep 27 2024

Borrower *

Rasika Borchate



VIEW DEVICE OVERVIEW

The View Form in the Inventory Tracker allows users to view the details of a device without the ability to make any changes. It is ideal for reviewing a device's current status, history, and other important information while maintaining data integrity.

Key Features of the View Form:

➤ **Read-Only Fields:**

All fields in the view form are non-editable. This ensures that users cannot accidentally modify any device data while viewing the details. The fields will appear in a grayed-out or disabled state, signaling that no changes can be made.

➤ **Track Changes Button:**

In the **View Form**, the **Track Changes** button is prominently displayed at the top. Clicking this button allows users to see the history of modifications made to the device, such as:

- ❖ Status changes (e.g., from Available to Borrowed)
- ❖ Borrower information and expected return dates
- ❖ Any other updates made to the device details

➤ **Save Button Disabled:**

Since the purpose of this form is to view data only, the **Save** button is disabled. This ensures that no accidental updates or changes can be made while in the view mode.

Typical Use Cases:

- ❖ Users can use the view form to **check device availability** without making changes.
- ❖ It can be used to **verify device details** before making any further actions like borrowing or returning a device.
- ❖ The **Track Changes** feature is particularly useful for administrators or auditors who need to see the device's history.

View Mode Details:






- ❖ **Device Brand, Model, Scan Code, Device Type:** These fields show the basic information of the device.
- ❖ **Status, Borrower, Borrowed Start Date, Expected Return Date:** These fields provide insight into the device's current borrowing status.

This form ensures the security and reliability of the inventory data while providing transparency through the **Track Changes** feature.

DEVICE INVENTORY

[+ Add Device](#)

Inventory List

Actions	Device Id	Device Brand	Device Model	Device Type	Borrowed Start Date	Expected Return Date	Status	Borrower
  	Dev_654	Test	765	Monitor	17/09/2024	17/09/2024	In Stock	
  	Dev_333	Moto	M1	Camera	13/09/2024	27/09/2024	Borrowed	Rasika Borchate
  	Dev_IMEI8899	Apple	iPhone15	Mobile	26/09/2024	25/09/2024	Borrowed	Rasika Borchate

Total Items: 3

Items per page:

10 

THANK YOU

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