

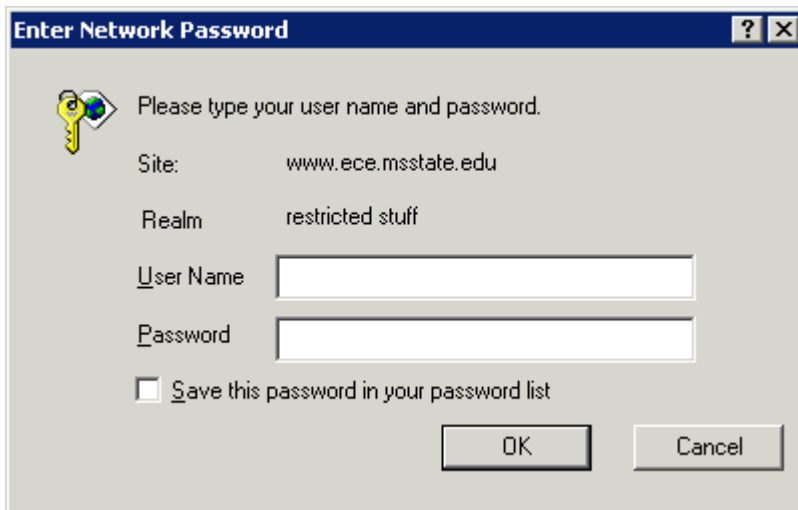
INVENTORY DATA ENTRY PROCEDURES

Description on the startup process of inventory Data Entry:

Access to Enter POs/Acq. Cards for Equipment Purchases:

- Enter the ‘Enter POs/Acq. Cards for Equipment Purchases’ column in the homepage. A window called “Enter Network Password” as shown below appears which asks for the special User Name and the Password the first time the selection is made during any browser sessions.
- Enter the personal User Name and the Password assigned which gives access to enter the purchase orders.

Fig 1



The image shows a Windows-style dialog box titled "Enter Network Password". The dialog box has a blue title bar with a question mark icon and a close button (X). The main area is light gray and contains the following elements:

- A yellow key icon with a globe on its head, positioned to the left of the text "Please type your user name and password."
- Text labels for "Site:" and "Realm:" followed by their respective values: "www.ece.msstate.edu" and "restricted stuff".
- Text labels for "User Name" and "Password" followed by empty text input fields.
- A checkbox labeled "Save this password in your password list" which is currently unchecked.
- Two buttons at the bottom right: "OK" and "Cancel".

Inventory Menu Selection:

<http://www.ece.msstate.edu/~chapman/pwp/myinv.php>

- Choose the Action to be performed in the Inventory Menu Selection and click Submit Choice button as in Fig 2

Fig 2.

Inventory Menu Selection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address Links

Choose Action:

Enter PO

Update ECE Acq Card

Change Certain Data

List Inventory

Missing Inventory List

Print Checklist

Enter SQL Modifier:

data1:

op1:

data2:

Submit Choice Reset

(HOME / NEWS / EMAIL / SEARCH / INDEX)

Thursday - September 26, 2002, 5:33 pm

Internet

Enter PO:

- We now have the Enter Purchase Order window where we enter the Purchase Order information. Enter the P.O. Number, given in the top right most corner of the Purchase Order Form, Vendor, Quantity, Description, Amount , Manufacturer and the Person Responsible in the Enter P.O. Form and click Submit P.O as shown in fig 3 (when there are more than one purchase product enter the products simultaneously by only changing the description)

Fig 3

The screenshot shows a Microsoft Internet Explorer browser window titled "Enter Purchase Order - Microsoft Internet Explorer". The address bar contains the URL "http://www.ece.msstate.edu/~chapman/pwp/myinv.php". The page content features the Mississippi State University logo and the text "Electrical and Computer Engineering". Below this is the heading "Enter Purchase Order" and the date "Date: 09/27/2002". The form contains the following fields and values:

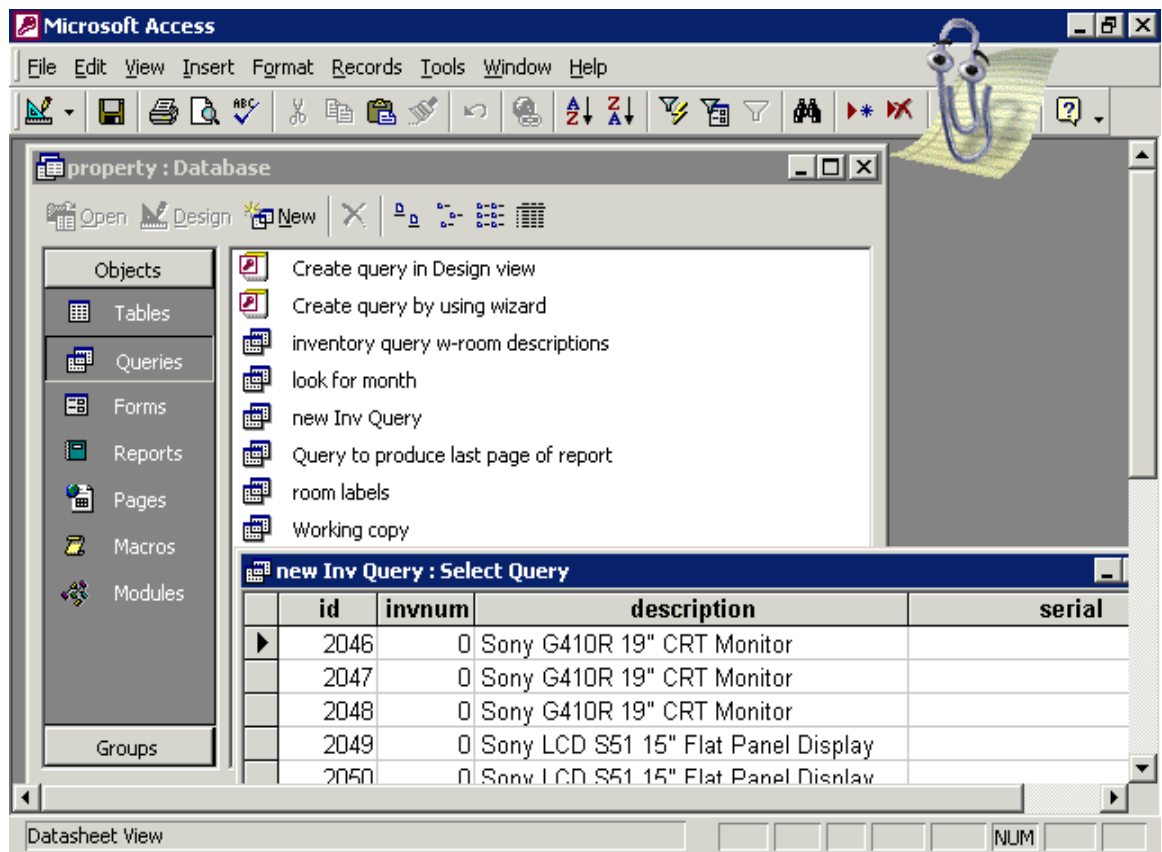
P. O. Number:	02306668	Vendor:	Micro Warehouse, Inc.		
Quantity:	1	Description:	Sony G410R 19" CRT Monitor	Amount:	365.00
Manufacturer:	Sony	Person Responsible:	Lane/Lazarou/Schulz		

At the bottom of the form are two buttons: "Submit P.O." and "Reset".

INVENTORY DATABASE PROCEDURES

- Open the property Database, go to Queries, choose new Inv Query and open it.
- Check for the entered data and click the design icon. Enter the P.O. No in the P.O. field.

Fig 4



ECE:acq card fr new Inv Query:

- Once the data entered is checked, go back to the property database, choose reports and open ECE:acq card fr new Inv Query as shown in the fig 5.
- Take print outs of the Acquisition forms.

Fig 5

MSU **Electrical and Computer Engineering** **ECE Inv. No.:** 2046

Acquisition Method (Please check one)

Direct Purchase _____

Lease/Purchase _____

State Agency Transfer _____

Federal Agency Transfer _____

Add-to (include inv. # of the item being upgraded) _____

Development Foundation Donation _____

Other Donation* _____

MS Surplus Property Commission _____

Shop-Made _____

Replacement Part _____

Unknown Origin _____

Instructions:

When the item is delivered, attach the ECE inventory sticker to it in a conspicuous location where it is easily visible, fill in the requested information, and return completed form to the ECE Property Manager in 216 Simrall Hall

Name of Item: Sony G410R 19" CRT Monitor

Serial _____ Manufacturer: Sony Purchase Order Number 023-06668

Purchased From: MSU Warehouse, Inc.

Date Received: _____ Cost: \$365.00 Explanation of Use: _____

Where will the equipment be placed?

Print out of the labels:

- Make labels by opening the label program, dymolbl. It opens up the DYMO Label templates.
- Change the description on the label by clicking on the text and modifying to the required Text Settings.
- Change the bar code by clicking on the barcode and modifying to the required Bar Code Settings.
- Take printouts of the labels.

Fig 6

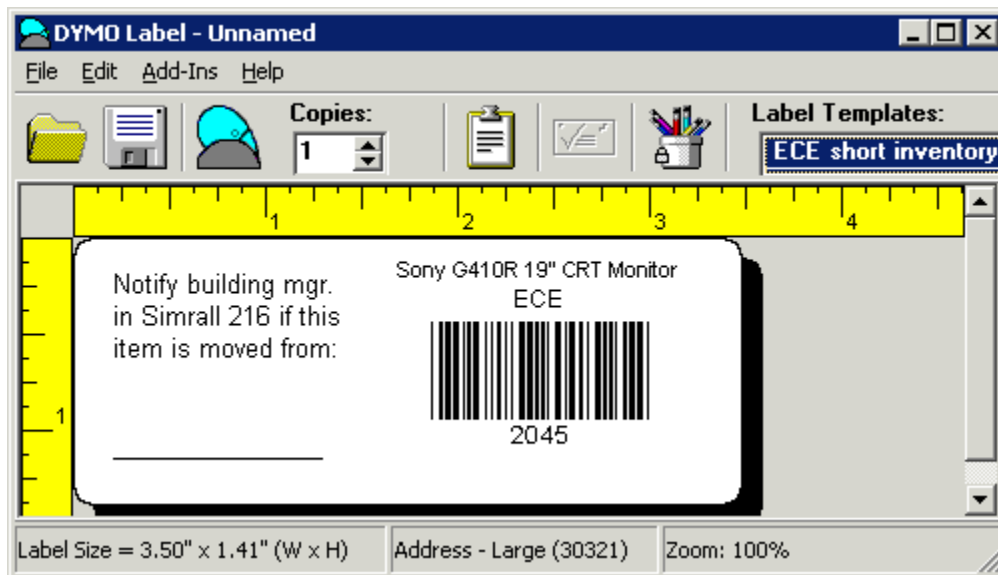


Fig 7

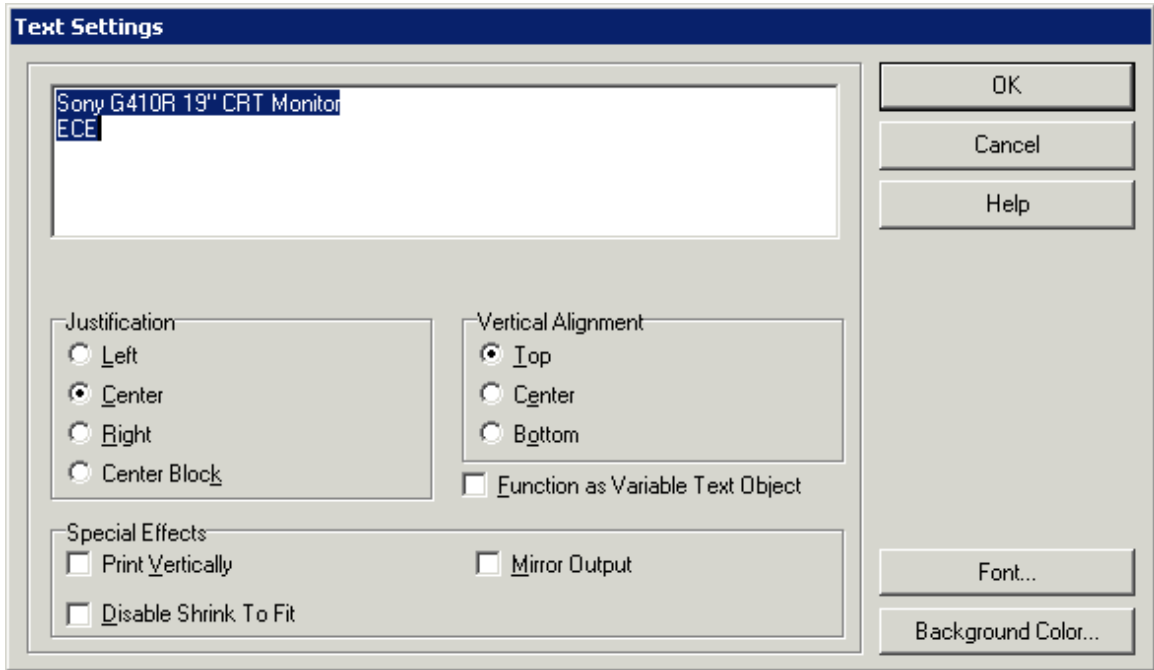
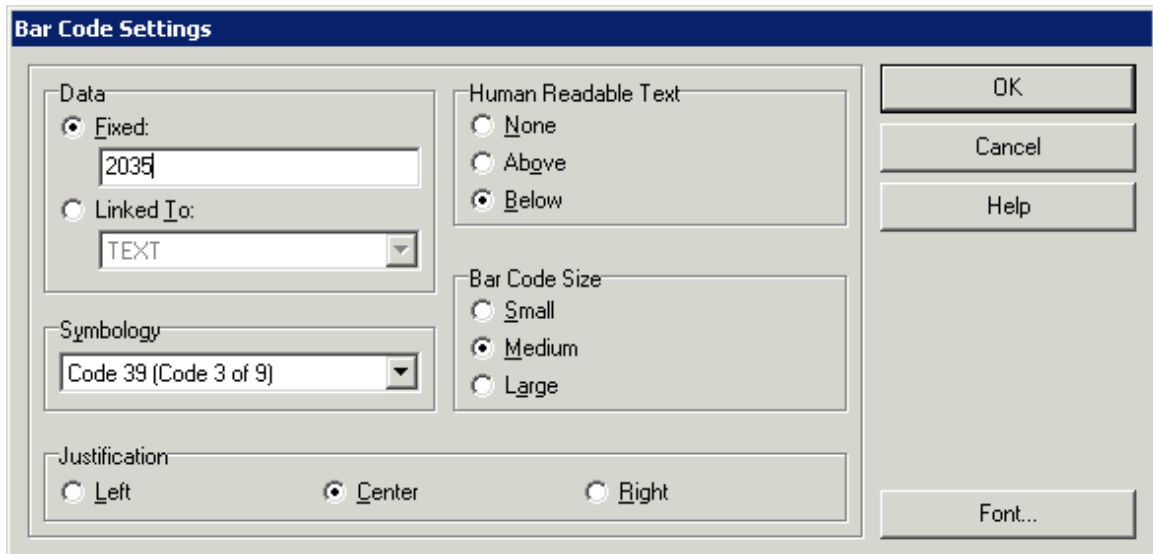


Fig 8



- The Acquisition forms along with the labels are then sent to workshop.
- When the item is delivered the ECE inventory label is stuck to it in a conspicuous location where it is easily visible.
- The rest of the requested information which were not filled in the Acquisition form, the ones which are checked are filled as shown in the form below and it is returned back to the Property Manager.

MSU

 **Electrical and Computer Engineering**

ECE Inv. No.: **1987**

Acquisition Method (Please check one)

Direct Purchase _____

Lease/Purchase _____

State Agency Transfer _____

Federal Agency Transfer _____

Add-to (include inv. # of the item being upgraded) _____

Development Foundation Donation _____

Other Donation* _____

MS Surplus Property Commission _____

Shop-Made _____

Replacement Part _____

Unknown Origin _____

Instructions:

When the item is delivered, attach the ECE inventory sticker to it in a conspicuous location where it is easily visible, fill in the requested information, and return completed form to the ECE Property Manager in 216 Simrall Hall.

Name of Item: Porta-Wand With Peek Wafer

Serial # VPW6000B Manufacturer: Virtual Industries Purchase Order Number: 023-02704

Purchased From: Virtual Industries Inc.

Date Received: _____ Cost: \$975.00 Explanation of Use: Vacuum Wand

Where will the equipment be placed?

Building: Edwards Room Number: 104 Responsible Person: Doug Seale

Location: Photo Room

Fill in all empty blanks.

*If Donation, please attach a letter from the donor.

ECE Acquisition Form 4/5/2002

- The completed Equipment Acquisition Card is then checked. The Equipment Acquisition Card is as shown in the fig

0

EQUIPMENT ACQUISITION CARD

Acquisition Method

(Please check one)

Direct Purchase <input checked="" type="checkbox"/>	Development Foundation Donation _____
Lease/Purchase _____	Other Donation* _____
State Agency Transfer _____	MS Surplus Property Commission _____
Federal Agency Transfer _____	Shop-Made _____
Add-to (include inv. # of the item being upgraded) _____	Replacement Part _____
	Unknown Origin _____

COMPLETE ALL AREAS INDICATED BY AN "X"

(X) Department Code H3 (X) Agency MSU (X) Name of Item Porta-Wand With Peek Wafer

(X) Serial # VPW6000B (X) Manufacturer Virtual Industries (X) Purchase Order Number 023-02704

(X) Purchase From Virtual Industries Inc. (X) Department Name Electrical Engineering

(X) Date Received 9/9/2002 (X) Cost \$975.00 (X) Explanation of Use Vacuum Wand

(X) Building Edwards (X) Room Number 104 (X) Responsible Person Doug Seale

Vehicle Info: (X) Tag #: _____ (X) Year: 0 (X) Tonnage: _____ (X) # of cylinders: 0

Check one of the following: () Full size () Mid size () Compact () Station wagon () Utility () Van () Mini van () King cab () Other

Use Code _____ Acq. Code _____ Voucher No. _____ Report No. _____ Date of Report _____

Return completed form to Receiving Property Control at Mail Stop 9605 or fax to 325-4551. Incorrect/illegible forms will be returned for correction.

ECE No 1987

*Please attach letter from the donor.

Form No. 696-02. Revised 09/97