

# **User Manual for Inventory**

(For Software Version:0.1; Last Updated On: Tuesday, June 04,2024)

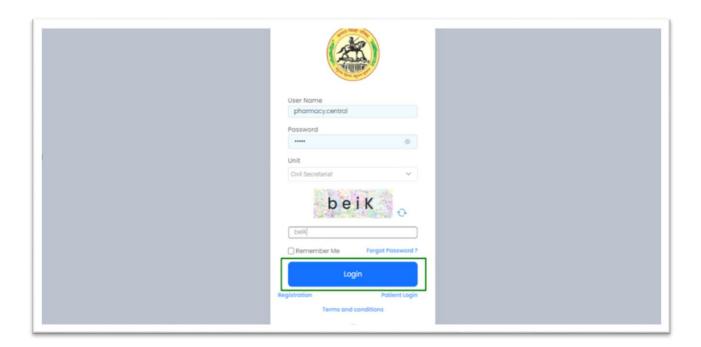
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### **Login ZP Satara Pharmacy Application**

#### Steps:

- Open any browser and go to Smart PHC Satara web portal and simply type "https://smartphc.zpsatara.gov.in/#/login" in URL of the browser and click enter.
- After entering the URL, you will see the Login Screen.
- Enter your User Name and you have to press Tab button then unit name will displayautomatically and enter Password.
- Enter the character's user see in the CAPTCHA image into the field labeled "Enter Captcha Here"
- Then click on "Login" button.

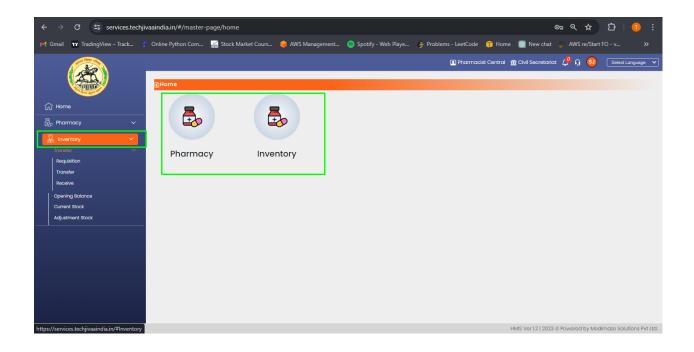


#### Note (Fix an issue):

- Please check Your Internet Connectivity before entering this URL
- If you get a 404 error, then please check the internet of your system
- You can also Bookmark this URL in the browser so that you easily access it
- If the Unit name is not visible after entering the Username please press "Tab" to Enter the Password Unit Name will be automatically reflected.
- If after Pressing 'Tab' unit name is not reflected, then please check your internet connectivity also check your Spelling Mistake in the Username
- If you enter the wrong username & password then it shows a popup message like "Incorrect username, password"
- If you get stuck on any screen please press Ctrl+f5 to refresh the page.
- For any persistent issues, contact the support team for further assistance.

### Home

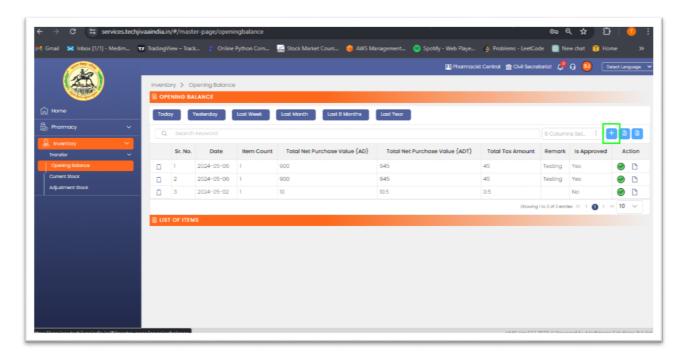
- After the login user will reach on dashboard where user have 2 access
- Pharmacy
- Inventory



### **Opening Balance**

### **Steps for Adding Stock**

- Click on opening Balance, opening balance list will be shown.
- Click on "+" Button (Add new).



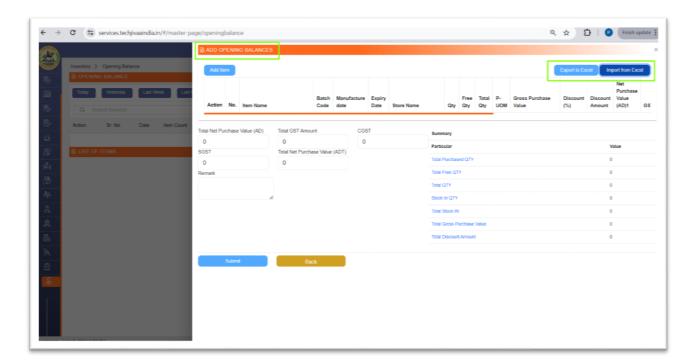
• "Export to Excel" and "Import from Excel" are essential features for managing data efficiently in the inventory system.

**Export to Excel-** This function allows users to export data from the system to an Excel file. **Steps-**

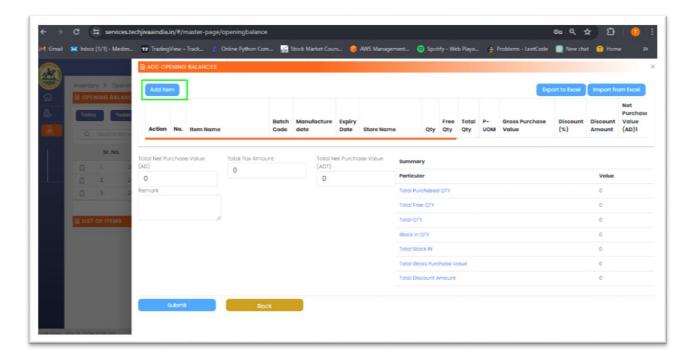
- Click the "Export to Excel" button.
- ➤ The system generates an Excel file containing the current data.
- > Save or open the file in Excel for further use.

**Import to Excel-** This function allows users to import data into the system from an Excel file. **Steps-**

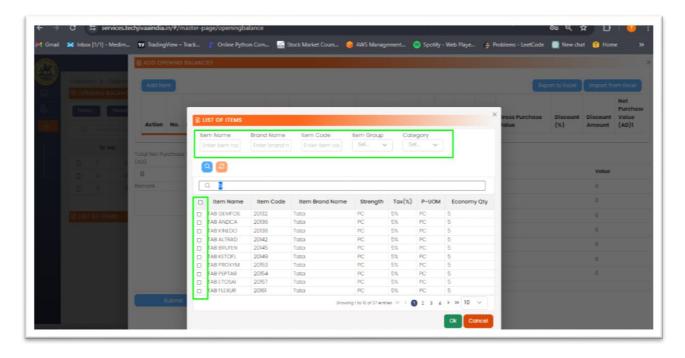
- > Prepare the Excel file with the necessary data following the system's required format.
- Click the "Import from Excel" button.
- > Select the Excel file to be imported.
- The system reads the data from the file and updates its records accordingly.



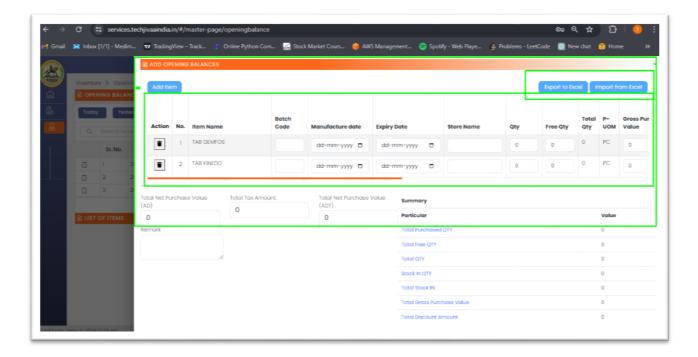
• Click on Add Items button.



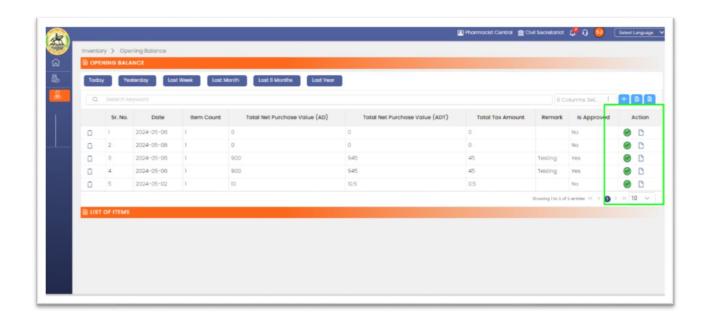
- User can search item which you want to add by Item Name / Brand Name / Item Code / Item Group / Category.
- Then user can select multiple items by clicking on checklist.



- After selecting the items from the item list user should be click on "ok" button.
- Then user will be land on "Add Opening Balance" page.
- Where user can see the list of selected items.
- In the list front of item list you have to inter batch code, manufacturing date, expiry date, store name, quantity to be add, free quantity, gross purchase vale and MRP sale on OPD and IPD.



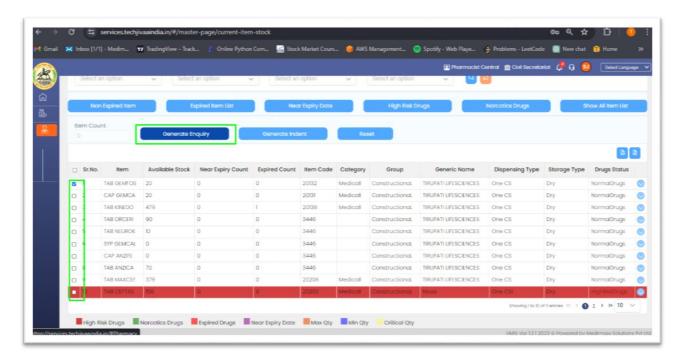
- After clicking on 'OK' you will land on opening balance manage screen.
- Where user have to take the approval from the authorized person who have given the approval option.
- After the approval this stock will be reflected on current stock.



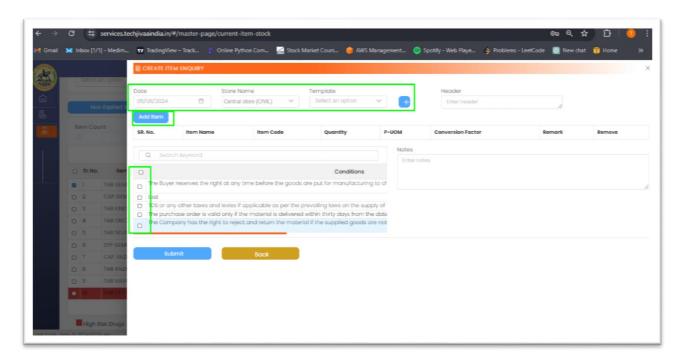
#### **Manage Current Stock**

#### **Steps for viewing Current stock**

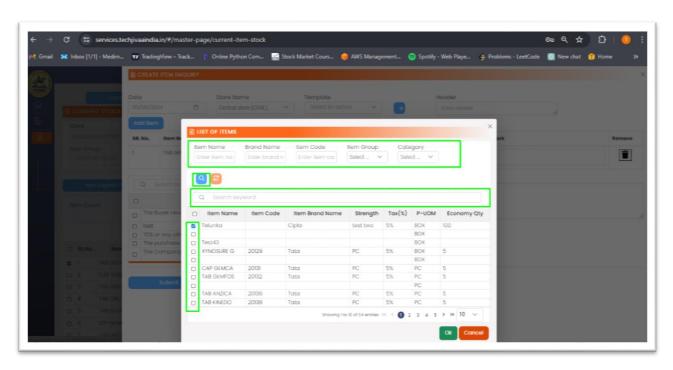
- Go to inventory and click on current stock
- By default, the current stock will be shown in the list where user can see writer name, available stock, near expiry count, Expired Count, Item Batch code, Category, Group, Generic name, Dispensing time, Storage type and Drug status.
- User can Export this list in pdf or Excel Format.
- User also can view the stock and also can filter the items by clicking on Non-Expired
  Items, expired item list, Near Expiry Date, High Risk Drugs, Narcotics Drugs and Show All
  Item List.
- User can also generate item Enquiry.



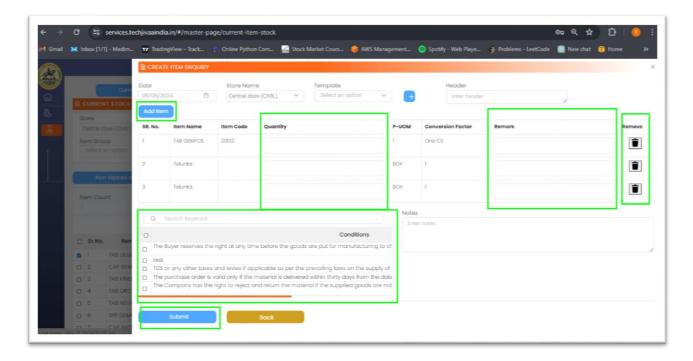
• User can generate Enquiry by Clicking on Add item in generate Enquiry Tab.



- After clicking on Add item user can view the list of items or search the particular item which user want to enquire.
- Now, click on Checkbox of list that user want to generate Enquiry and click on "Ok".



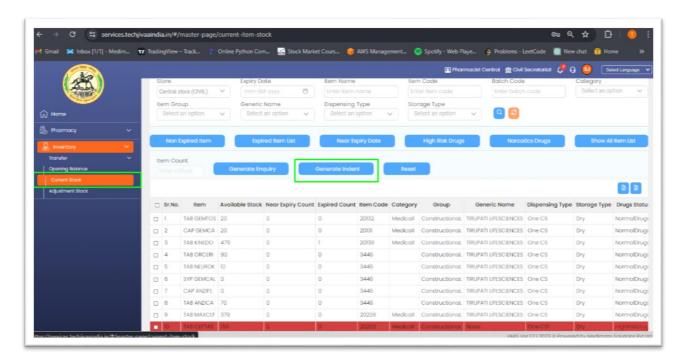
- After Clicking "Ok" user can view list of items and can generate quantities for each item as required.
- Also, user can give remark for each item as well as Delete item from list.
- User can Select Conditions in which user want to buy items or generate enquiry.
- After that user can click on "Submit" button.



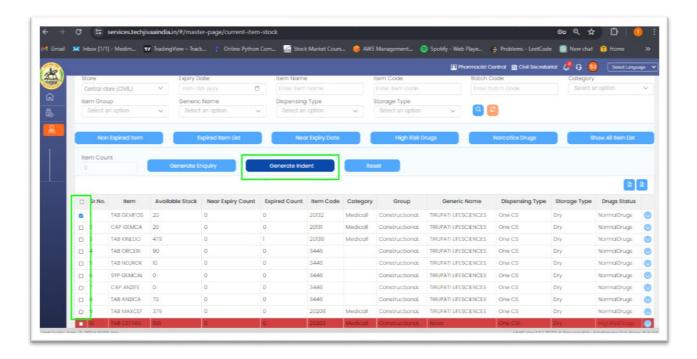
#### **Generate Indent**

#### **Steps to Generate Indent**

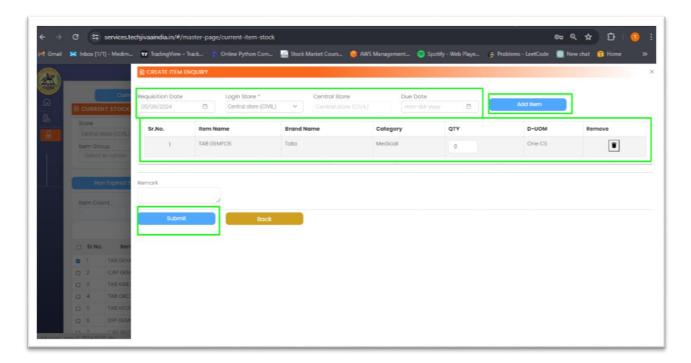
• In Inventory section under Current stock, user can Click on **Generate Indent**.



• Select item that user want to Generate Indent, and click on generate Indent button.



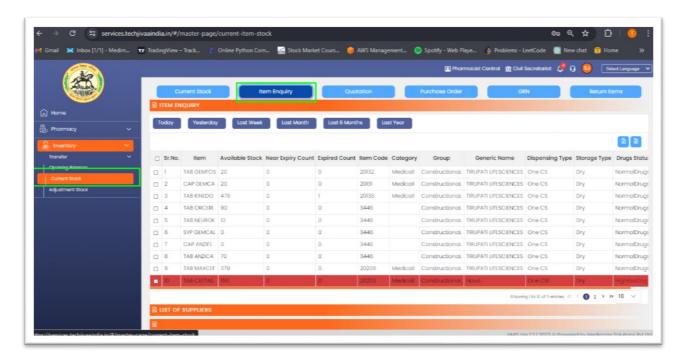
- After that user can view selected item lists and can generate quantities as per requirements.
- Select the Due Date and click on "submit" Button.



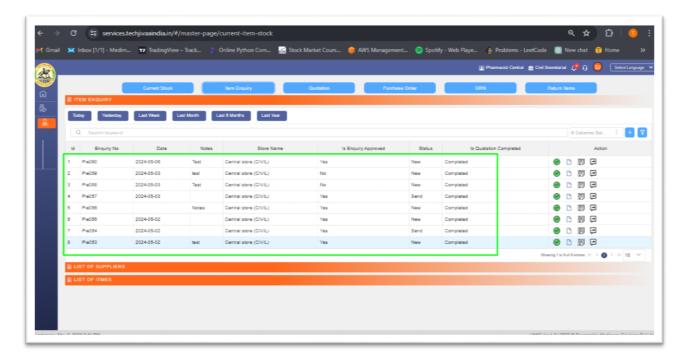
### **Item Enquiry**

#### **Steps Enquire Items**

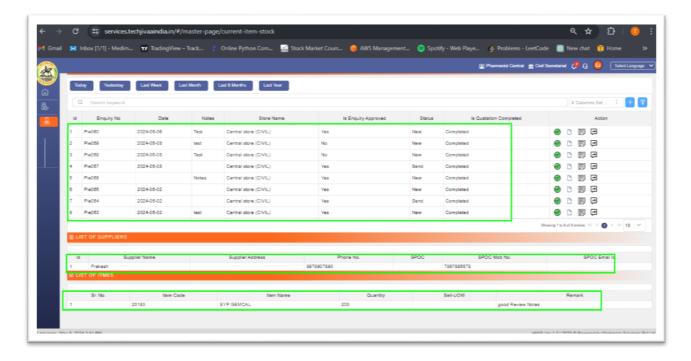
• To do Enquiry, Click on "Item Enquiry" in current stock tab of inventory.



After clicking on item enquiry you can view "Enquiry items".



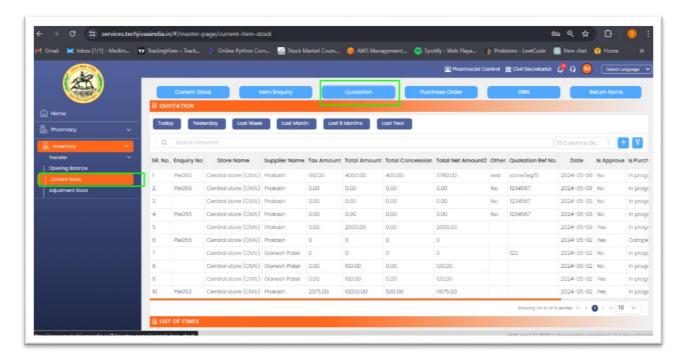
- Now click on any item that you want to enquire.
- After that user can view list of suppliers about that item.
- In the list of suppliers, user can click on respective supplier that user want.
- List of items that supplier provide will be shown below.



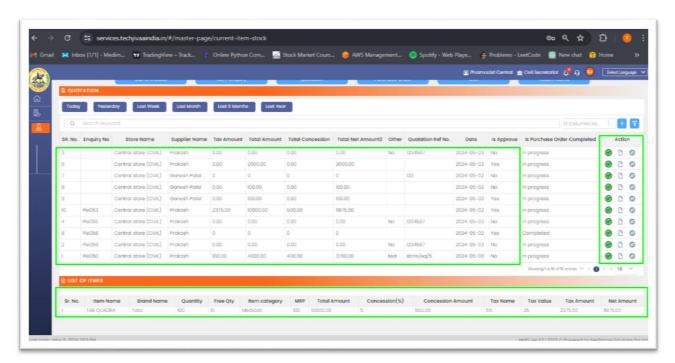
#### Quotation

#### **Steps for Quotation**

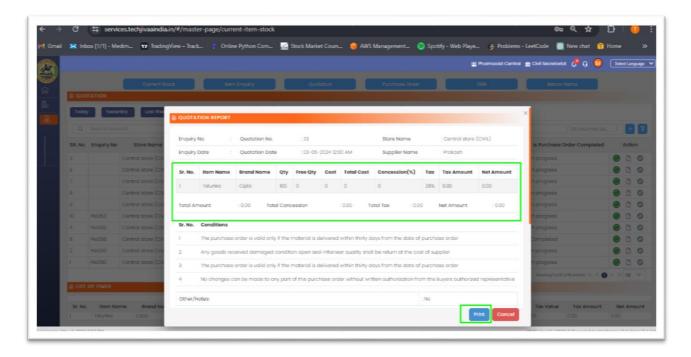
Click on Quotation button in Current stock under inventory.



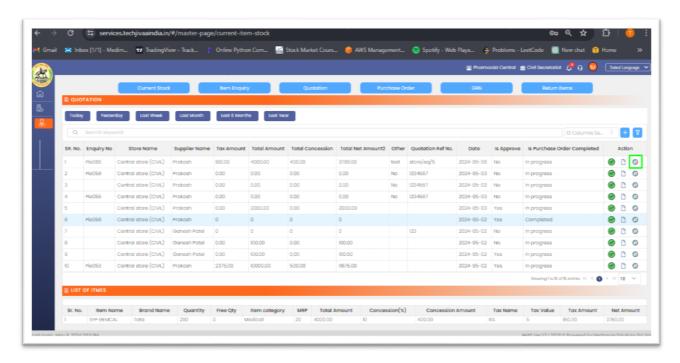
- After clicking, user can view Quotations.
- Click on required quotation.
- List of items will be shown below.
- If the manager approves report "green tick icon" will be shown.



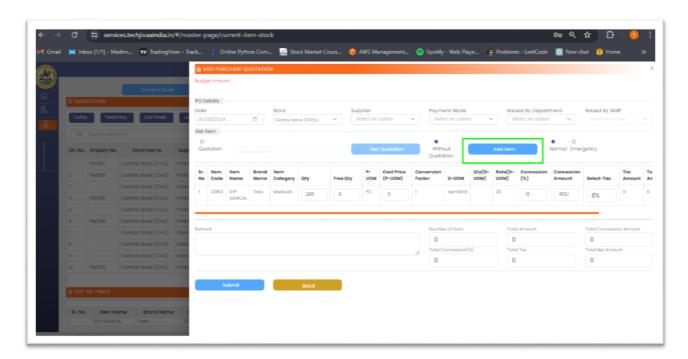
User can click on report icon to view report and print.



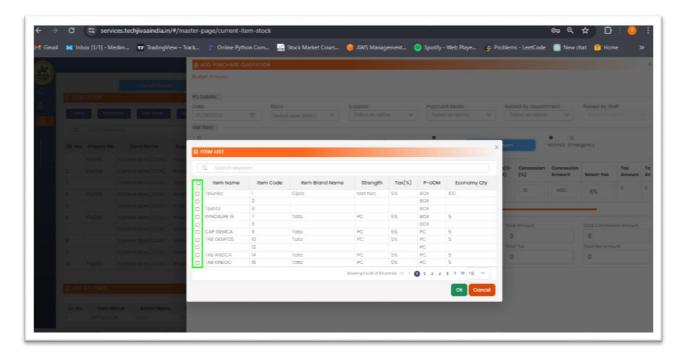
• To purchase order, just click on Purchase order icon.



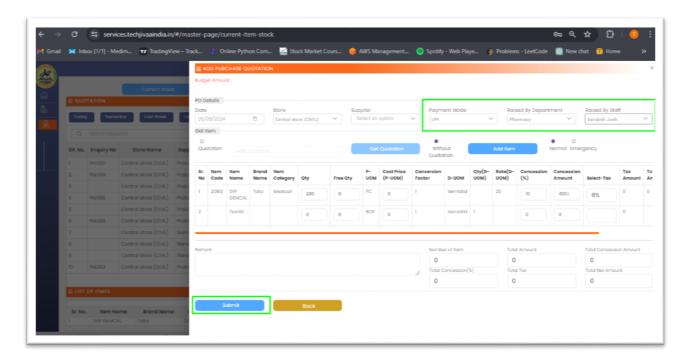
 User can view number of items to purchase and also can add required items by clicking on "Add item" button.



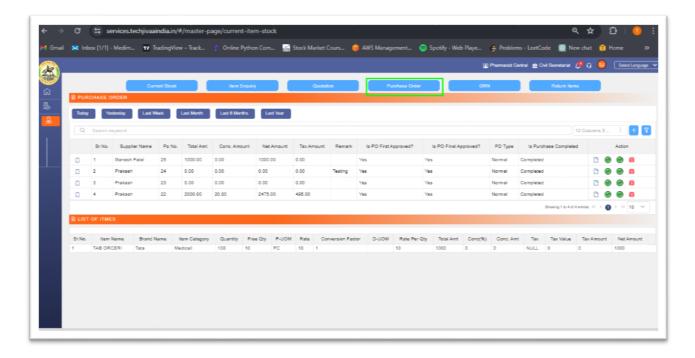
Add item by clicking on checkbox.

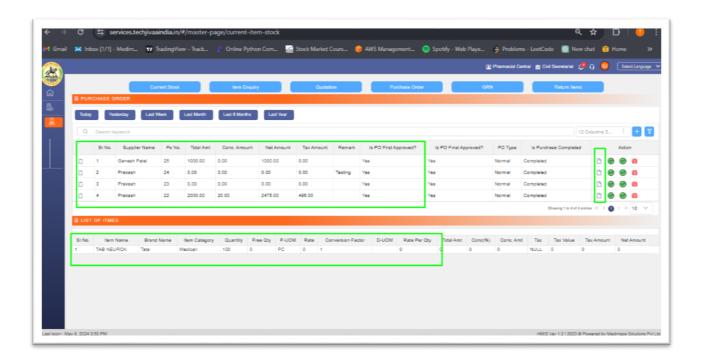


- Once done with order, user have to select payment mode, department and staff.
- Click on submit button to proceed.

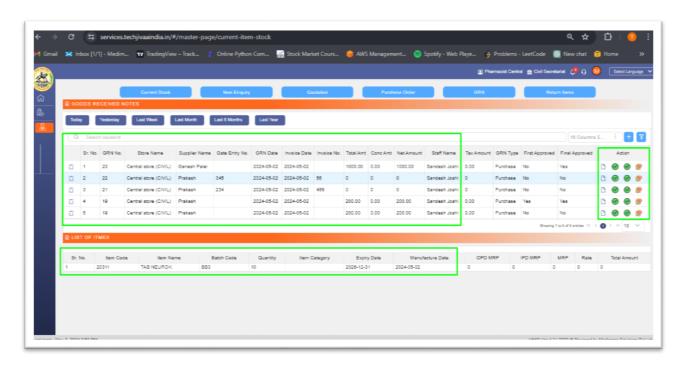


- Click on purchase order button to view purchase order.
- Click on required order to view list of items to order.
- List of items or reports will be shown below.

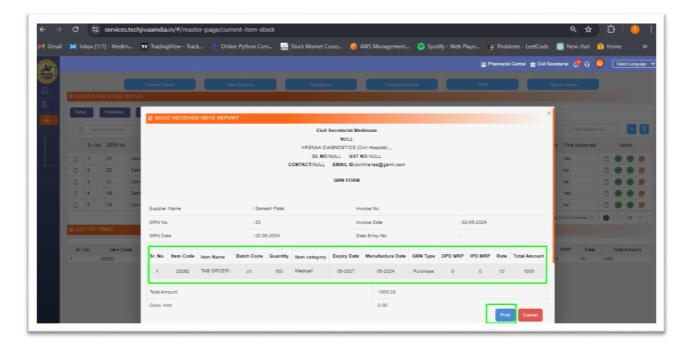




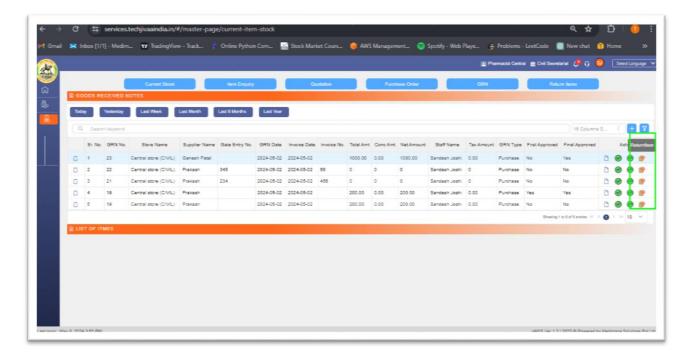
- Click on GRN button to view GRN.
- User can view list Goods received Notes.
- Click on any item from list and details about that particular GRN will be shown below.



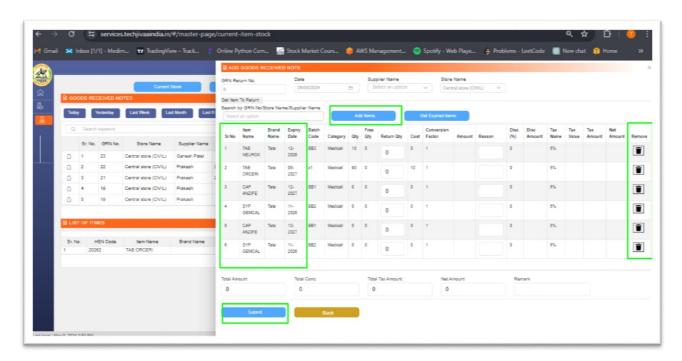
- User can click on report icon to view report of GRN.
- After viewing all the details user can print by clicking on "print" button.



• User can also return items by clicking on "return item" button.



- User can remove unwanted items from list as well as add items by clicking on "Add items" button.
- User can save the changes by clicking on "Submit" button.



## Logout:

• To log out of the application, user must go on Right side at the bottom and click on the logout button, and then you will logged-out from the application.

