

# SITES, PRODUCTS AND ITEMS, OH MY!

An introduction to the inventory module and how to make it work for you.



# Definitions

**SITE:** Any location used to store objects.

**PRODUCT:** A group of items created with similar traits or under a single trade name.

**ITEM:** An individual product offered for commerce.



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# Pre-Test



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**SITE & ITEM**



**PRODUCT & ITEMS**



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**ITEM**



**PRODUCT**



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# Sites

- FIXED OR MOBILE
- CAN ALSO BE AN ITEM
- MAY BE LOCATED WITHIN ANOTHER SITE



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# Products

- CAN BE A PARENT GROUP FOR INDIVIDUAL ITEMS
- MAY BE SETUP BROAD OR DETAILED
- MORE INFORMATION WILL HELP ALLOCATION AND MAINTENANCE RECORDS



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# Items

- HAVE INDIVIDUAL CHARACTERISTICS
- SERIAL # OR ITEM DESCRIPTIONS
- CONSUMABLES AND RE-USABLES



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# Adding a Site

➤ **Name:** This can be a unit or product name. I.E. Engine 1, or First compartment- driver side, etc.

➤ **Parent site:** Only used for sites within other sites.

➤ **Active:** In service or Out of service.

➤ **Additional comments:** Can help you track items with customizable information.

Dashboard | Sites | Products | Items | Maintenance | Repairs | Setup

### Inventory 2.0

Inventory Details

\*Name

Parent Site

Active  Yes  No

Display Contact Information  Yes  No

Site Contact Information

Address

City

County

State

Postal Code

Phone

Toll Free

Fax

Email

Additional Comments

Short Description

Long Description



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# Adding a Product

- **Name:** Product name, I.E. 800 MHZ radio, Cardiac Monitor.
- **Product Category:** organize products in categories you create, I.E. Apparatus, Medical Equipment, etc.
- **SKU/UPC:** Codes used on products for sales and inventory.
- **Barcode number:** If bar-coding is used this number will correspond with the appropriate barcode.
- **Capacity:** If a box of products is tracked, this number can refer to the number of individual items in the box.
- **Vendors:** If the vendor tab is used this will track which vendors have this product available.

Inventory 2.0

Barcode Search Tag Number Search

**Add a Product**

Product Details

\*Name

\*Product Category - Product Category -

Manufacturer - Manufacturer -

Brand

Model

SKU

UPC

Barcode Number

Capacity

Cost \$ 0.00

Vendors Available Selected

Active  Yes  No

Description

Short Description

Long Description

Save Back

\* required



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# Adding an Item

- **Name:** Item name, I.E. Computer 1
- **Product:** If item falls into a category of products it will associate.
- **Site:** Where the item is stored.
- **Inventory type:** Site & Item, Only an item etc.
- **Consumable within incident:** for nonreusables.
- **Vendor:** If tracking vendors this can be used.
- **Funding Source:** For purchase tracking.

Dashboard | Sites | Products | **Items** | Maintenance | Repairs | Setup

### Inventory 2.0

Barcode Search [GO] Tag Number Search [GO]

#### Add an Item

##### Inventory Details

\*Name

\*Product - Product -

Model

Brand

\*Site - Site -

Inventory Type Only an item

Serial Number

Tag Number

Size

Capacity

Minimum Capacity

Consumable Within Incident  Yes  No

Incident Form Default

##### Purchase Information

\*Number of Items 1

Cost \$

Vendor - Vendor -

Funding Source - Funding Source -

Purchase Date mm/dd/yyyy  Today

Initial in Service Date mm/dd/yyyy  Today

Retired Date mm/dd/yyyy  Today

Expiration Date mm/dd/yyyy  Today

Manufacturer Date mm/dd/yyyy  Today

Warranty Expiration Date mm/dd/yyyy  Today

##### Additional Comments

Short Description

Long Description



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# Completed Item Sample

- Add a photo to identify the item easier.
- Location information is below the title.
- Product categories for tracking objects.
- Track the inventory type of each item.
- Tag numbers should be completely individualized for each item.

The screenshot displays the 'Inventory 2.0' web interface. At the top, there is a navigation bar with 'Incidents' and 'Modules' tabs, and buttons for 'Staff' and 'Setup'. Below this is a search bar with 'Barcode Search' and 'Tag Number Search' options. The main content area is titled 'Inventory 2.0' and shows details for an 'APX 6000 Radio Battery' at 'SFD Station 1 / E-12'. A 'NO PHOTO AVAILABLE' icon is shown with a magnifying glass. The details are organized into two columns: 'General Information' and 'Purchase Information'. The 'General Information' section includes fields for Name, Product, Model, Brand, Serial Number, Tag Number, Site, Inventory Type, Size, Quantity Available, Capacity, Minimum Capacity, Consumable Within Incident, and Incident Form Default. The 'Purchase Information' section includes fields for Cost, Vendor, Funding Source, Purchase Date, Initial In Service Date, Retired Date, Expiration Date, Manufacturer Date, and Warranty Expiration Date. At the bottom, there is an 'Additional Comments' section with 'Short Description' and 'Long Description' fields, and 'Edit', 'Copy', and 'Back' buttons. Colored arrows (blue, yellow, red, green) point to various elements: a blue arrow points to the 'NO PHOTO AVAILABLE' icon, a yellow arrow points to the 'Tag Number' field, a red arrow points to the 'Product' field, and a green arrow points to the 'Inventory Type' field.



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# Completed Product Sample

- **Barcode #-** Barcodes all correlate to a alphanumeric code. I.E. 12345678, CF53ASGZA1M. Barcode may be a generic number for a full product line.
- **Vendor-** In order to select a vendor for the product the Vendor has to be entered and the product must be listed for the Vendor.

The screenshot displays the Sterling Fire Inventory 2.0 web interface. At the top, there is a navigation bar with links for Services, Data Exchange, Report Writer 2.0, and More. On the right, it shows the user's name (Cody Howell), an Admin link, a search icon, and a Logout link. Below this is the Sterling Fire logo and a secondary navigation bar with links for Dashboard, Sites, Products, Items, Maintenance, Repairs, Setup, Incidents, Modules, Staff, and Setup. The main content area is titled 'Inventory 2.0' and features a search bar. Below the search bar, there is a product listing for 'APX6000 Portable Radio' (800 MHz Radio) with a small image of the radio. The product details are shown in a table-like format with the following information:

Description	Items (1)	Documents (0)
<b>Product Details</b>		
Name	APX6000 Portable Radio	
Product Category	800 MHz Radio	
Manufacturer	Motorola Solutions	
Brand	Motorola	
Model	APX6000	
SKU		
UPC		
Barcode Number	12345678	
Capacity		
Cost	\$4,100.00	
Vendors	Wireless Advanced Communications	
Active	Yes	

Below the product details, there is a 'Description' section with fields for 'Short Description' and 'Long Description'. At the bottom of the product details section, there are 'Edit' and 'Back' buttons.



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# Vendor Sample

- 3 tabs let you see the vendor description, products available from the vendor and any documents associated.
- DUNS/NAICS for grants, etc.
- Contact information

The screenshot shows a web application interface for Sterling Fire. At the top, the date is 7/13/2014 and the page title is "Sterling Fire » Vendors Details: Wireless Advanced Communications". The navigation bar includes links for Services, Data Exchange, Report Writer 2.0, and More. On the right, there is a user profile for "Welcome, Cody Howell" with an Admin role, a search icon, and a Logout button. Below the navigation bar is a red logo and a "Sterling Fire" label. A secondary navigation bar contains tabs for Incidents, Modules, Staff, and Setup. The main content area is titled "Inventory 2.0" and features a "Menu" on the left with categories: Manage Products (Product Categories, Manufacturers, Product Attributes, Vendors), Manage Maintenance (Repair Statuses, Maintenance Statuses, Maintenance Categories), and Manage Resources (Special Data Categories, Custom Questions, Document Types, Funding Sources). The main content area is titled "Wireless Advanced Communications" and has three tabs: Description, Products (1), and Documents (0). The "Description" tab is active, showing "Vendor Details" with fields for Name (Wireless Advanced Communications), Duns Number, Naics Number, Address (3901 W Service Rd), City (Evans), County (Weld), State (Colorado), and Postal Code (80620). Below this is "Contact Information" with fields for Primary Contact Name (Clint Goldenstein), Phone ((970)330-9415), Toll Free, Fax, Email, and Website (www.wiradcom.com). At the bottom, there is "Additional Information" with fields for Short Description and Long Description. "Edit" and "Back" buttons are located at the bottom of the page.



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# Dashboard

- Customizable with information about inventory, maintenance, expirations, etc.
- To add or remove fields click on display preferences.
- View recently accessed files
- Leave yourself notes

7/13/2014 Sterling Fire

Services | Data Exchange | Report Writer 2.0 | More

Welcome, Cody Howell | Admin | Logout

Incidents | Modules | Staff | Setup

Dashboard | Sites | Products | Items | Maintenance | Repairs | Setup

### Inventory 2.0

My Dashboard [Display Preferences](#)

**Sticky Note**

- Continue inputting vendors
- Organize product categories
- Setup maintenance

**Recently Created Maintenance**

Name	Date	Category	Status
Annual Pump Test	Jul 13 2:24 PM	Fire Pump Testing	
Annual Pump Test	Jul 13 2:24 PM	Fire Pump Testing	

**Upcoming Maintenance**

Name	Next Test Date	Category	Status	Inventory Item
None				

**Recently Viewed Products**

Date	Name
Jul 13 2:38 PM	APX 6000 Radio Battery

**Items Whose Warranty Is About To Expire**

Expiration Date	Name
None	

**Recently Viewed Items**

Date	Name
Jul 13 2:39 PM	APX 6000 Radio Battery
Jul 13 1:51 PM	E-12
Jul 13 1:50 PM	E-11

**Items About To Expire**

Expiration Date	Name
None	

**Recently Viewed Sites**

Date	Name
None	

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# Allocation

- Allocate equipment to members in your database.
- Set dates for tracking
- Description field can be used to explain details of the allocation.

The screenshot displays the 'Inventory 2.0' web application interface. At the top, there is a navigation bar with links for 'Services', 'Data Exchange', 'Report Writer 2.0', and 'More'. On the right, it shows the user 'Welcome, Cody Howell' with options for 'Admin', 'Logout', and 'Sterling Fire'. Below this is a secondary menu with 'Incidents', 'Modules', 'Staff', and 'Setup'. A main navigation bar includes 'Dashboard', 'Sites', 'Products', 'Items', 'Maintenance', 'Repairs', and 'Setup'. The central area is titled 'Inventory 2.0' and features a search bar with 'Barcode Search' and 'Tag Number Search' options. A sidebar menu on the left lists 'Details' with sub-items: 'Description', 'Documents', 'Allocation', 'Maintenance', 'Repairs', 'Transaction Log', and 'Usage'. The main content area shows 'Toughbook 1' with a 'NO PHOTO AVAILABLE' icon. Below this is the 'Allocation Details' form, which includes a 'User Autocomplete' field, a search prompt, and three date fields: '\*Date Allocated' (07/16/2014), 'Expected Return Date' (mm/dd/yyyy), and 'Date Returned' (mm/dd/yyyy). A 'Description' text area is also present. At the bottom of the form are 'Save' and 'Back' buttons. A small '\* required' note is visible in the bottom right corner of the form area. The footer of the page contains the copyright notice '© 2014 ImageTrend, Inc.'





# Member's Equipment List

- Makes it possible to see what equipment each member was allocated.
- Able to reference allocation from Inventory 2.0 or from Member section.

The screenshot shows a web application interface for Sterling Fire. At the top, there is a navigation bar with links for Services, Data Exchange, Report Writer 2.0, and More. On the right, it says 'Welcome, Cody Howell' and includes links for Admin, a search icon, and Logout. Below this is the Sterling Fire logo and a set of tabs: Incidents, Modules, Staff, and Setup. The main content area is titled 'Setup > Account Management > Howell, Cody' and features a horizontal menu with options: Demographics, Employment, Certifications, Permissions, Emergency Contacts, Equipment, Training, and Documents. A green 'Add Allocations' button is positioned below the menu. The central part of the interface displays a table with columns for EditProduct, Item, Serial Number, Size, Date Allocated, and Date Returned. One row is visible for a 'Laptop' with serial number 'CF-53ASGZA1M' and an allocation date of 'Jul 15, 2014'. Below the table is a 'Bulk Actions' dropdown and a 'Go' button. Two detail panels are shown: 'Allocation Details' on the left, which includes fields for Date Allocated (07/15/2014), Days Allowed (6), Expected Return Date (07/21/2014), Days Allocated (1), Date Returned, and Days Overdue (0); and 'Allocated Item Details' on the right, which lists Product (Laptop), Item (Toughbook 1), Serial Number (CF-53ASGZA1M), and Size.

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