Internal Management System of Orders

Bioinformatics Support Group @ IMBB
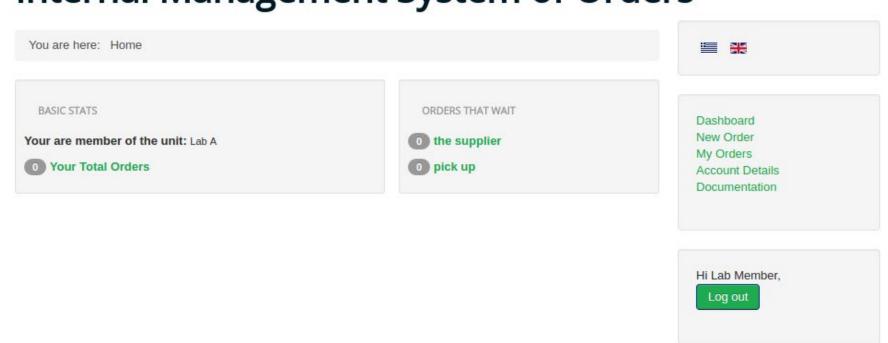
Benefits of the new web application

- Easier **creation** of a new order by the <u>lab members</u>
- Better **tracking** and **reporting** of the orders by <u>PIs</u>
- Easier **handling** by the <u>Purchasing & Accounting Department</u>
- Well **organized archive** of past orders
- Easier **search** of past orders with the use of filters

The URL of the web application

http://www.imbb.forth.gr/orders/

Internal Management System of Orders

You need to login first.

Username

Password

☐ **Remember Me**

Log in

Forgot your username?
Forgot your password?

Back to Top

Internal Management System of Orders

You are here: Home

You need to login first.

lab_member

●●●●●●●●●●●●●●●●

☐ **Remember Me**

Log in

Forgot your username?
Forgot your password?

Internal Management System of Orders

🇬🇷 🇬🇧

BASIC STATS

Your are member of the unit: Lab A

0 **Your Total Orders**

ORDERS THAT WAIT

0 **the supplier**

0 **pick up**

Dashboard
New Order
My Orders
Account Details
Documentation

Hi Lab Member,

Log out

Internal Management System of Orders

🇬🇷 🇬🇧

New Order

Date:

09-11-2016 📅 (*)

Hi Lab Member,

Log out

Supplier:

IMBB Stockroom ▼ (*)

Order Type:

Consumables ▼ (*)

Currency:

EUF ▼ (*)

Shipping cost:

0

a/a	Catalogue No.(*)	Description (*)	Quantity(*)	Vat(%)(*)	Item Value(*)	Cost	
1			0	24	0	0.00	[x]
2			0	24	0	0.00	[x]
3			0	24	0	0.00	[x]

Internal M... System of Orders

New Order

Date:

09-11-2016 (*)

Calendar popup:

?		November, 2016				×
«	‹		Today		›	»
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
43			1	2	3	4	5
44	6	7	8	9	10	11	12
45	13	14	15	16	17	18	19
46	20	21	22	23	24	25	26
47	27	28	29	30			

Select a date.

Supplier:

IMBB Stockroom (*)

Order Type:

Consumables (*)

Currency:

EUF (*)

Shipping cost:

0

Navigation:

Dashboard
New Order
My Orders
Account Details
Documentation

Hi Lab Member,

Log out

a/a	Catalogue No.(*)	Description (*)	Quantity(*)	Vat(%)(*)	Item Value(*)	Cost	
1			0	24	0	0.00	[x]
2			0	24	0	0.00	[x]
3			0	24	0	0.00	[x]

Internal Management System of Orders

New Order

Date:

09-11-2016 📅 (*)

Supplier:

IMBB Stockroom ▼ (*)

| IMBB Stockroom |
| Local Market |
| Domestic Supplier |
| Supplier Abroad |

Currency: (*)

EUF ▼ (*)

Shipping cost:

0

a/a	Catalogue No.(*)	Description (*)	Quantity(*)	Vat(%)(*)	Item Value(*)	Cost	
1			0	24	0	0.00	[x]
2			0	24	0	0.00	[x]
3			0	24	0	0.00	[x]

Hi Lab Member,

Log out

Internal Management System of Orders

New Order

Date:

09-11-2016   📅   (*)

Supplier:

IMBB Stockroom   ▾   (*)

Order Type:

Consumables	▾	(*)
Consumables		
Equipment		
Services		

Shipping cost:

0

Hi Lab Member,

Log out

a/a	Catalogue No.(*)	Description (*)	Quantity(*)	Vat(%)(*)	Item Value(*)	Cost	
1			0	24	0	0.00	[x]
2			0	24	0	0.00	[x]
3			0	24	0	0.00	[x]

New Order

Date:

09-11-2016 ☷ (*)

Supplier:

IMBB Stockroom ▼ (*)

Order Type:

Consumables ▼ (*)

Currency:

EUF ▼ (*)

Shipping cost:

15

Hi Lab Member,

Log out

a/a	Catalogue No.(*)	Description (*)	Quantity(*)	Vat(%)(*)	Item Value(*)	Cost	
1	00012319	Test product (20 litres)	2	24	10	20.00	[x]
2			0	24	0	0.00	[x]

18			0	24	0	0.00	[x]
19			0	24	0	0.00	[x]
20			0	24	0	0.00	[x]

	SUB TOTAL	20.00
	TOTAL VAT	4.80
	Shipping cost	15.00
	GRAND TOTAL	39.80

Update Order **Finalize Order** **Cancel**

History of the Order

Date	Member	Action	Details
2016-11-09 02:52:15	Lab Member	NEW_ORDER_SAVE	

View Order

ID:

3

P.O. No:

Enter the P.O. Number

Date:

09-11-2016   (*)

Supplier:

IMBB Stockroom ▼ (*)

Order Type:

Consumables ▼ (*)

Currency:

EUF ▼ (*)

Shipping cost:

15.0000

Status	
Stage:	PENDING_CHECK_BY_RESEARCHER
Pre-Approved:	
Market Check:	
Financial Check:	
Final Approvement:	

Toolbox
Export PDF: PDF

ITE-IMBB

P.O. No	
Date	09-11-2016

ORDER FORM

Supplier	IMBB Stockroom

Lab	Lab A		Ordered By	Lab Member
Account No	-		Approved By	-

a/a	Catalogue No.	Description	Qty	Vat(%)	Item Value (EUR)
1	00012319	Test product (20 litres)	2	24.00	10.00
				Subtotal:	20.00
				Tax:	4.80
				Shipping cost:	15.00
				Total (EUR):	39.80

Approved

View Order

ID:

3

P.O. No:

Enter the P.O. Number

Date:

09-11-2016   (*)

Supplier:

IMBB Stockroom   ▼ (*)

Order Type:

Consumables   ▼ (*)

Currency:

EUF   ▼ (*)

Shipping cost:

15.0000

Status	
Stage:	PENDING_CHECK_BY_RESEARCHER
Pre-Approved:	
Market Check:	
Financial Check:	
Final Approvement:	

Toolbox
Export PDF: PDF

19		0	24	0	0.00	[x]
20		0	24	0	0.00	[x]
				SUB TOTAL	100.00	
				TOTAL VAT	24.00	
				Shipping cost	10.00	
				GRAND TOTAL	134.00	

Update Order   Disapprove   Accept Order   Cancel Order

History of the Order

Date	Member	Action	Details
2016-11-09 10:58:24	Lab Member	NEW_ORDER_SAVE	
2016-11-09 10:58:30	Lab Member	NEW_ORDER_SUBMIT	

View Order

ID:

3

P.O. No:

Enter the P.O. Number

Date:

09-11-2016 📅 (*)

Supplier:

IMBB Stockroom ▼ (*)

Order Type:

Consumables ▼ (*)

Currency:

EUF ▼ (*)

Shipping cost:

15.0000

Status	
Stage:	PENDING_CHECK_BY_RESEARCHER
Pre-Approved:	✅
Market Check:	
Financial Check:	
Final Approvement:	

Toolbox
Export PDF: 📄

View Order

ID:

3

P.O. No:

Enter the P.O. Number

Date:

09-11-2016 📅 (*)

Supplier:

IMBB Stockroom ▼ (*)

Order Type:

Consumables ▼ (*)

Currency:

EUF ▼ (*)

Shipping cost:

15.0000

Status	
Stage:	PENDING_CHECK_BY_RESEARCHER
Pre-Approved:	✅
Market Check:	✅
Financial Check:	
Final Approvement:	

Toolbox
Export PDF: 📄

View Order

ID:

3

P.O. No:

Enter the P.O. Number

Date:

09-11-2016 (*)

Supplier:

IMBB Stockroom ▼ (*)

Order Type:

Consumables ▼ (*)

Currency:

EUF ▼ (*)

Shipping cost:

15.0000

Status	
Stage:	PENDING_CHECK_BY_RESEARCHER
Pre-Approved:	✅
Market Check:	✅
Financial Check:	✅
Final Approvement:	

Toolbox
Export PDF: 📄

View Order

ID:

3

P.O. No:

Enter the P.O. Number

Date:

09-11-2016　(*)

Supplier:

IMBB Stockroom　▼　(*)

Order Type:

Consumables　▼　(*)

Currency:

EUF　▼　(*)

Choose unit:

Lab A　▼　(*)

Status	
Stage:	WAITING_SUPPLIER
Pre-Approved:	✅
Market Check:	✅
Financial Check:	✅
Final Approvement:	✅
Digital Signature:	📝

Toolbox	
Export PDF:	PDF

Upload a digitally signed PDF

Select PDF

Choose File | No file chosen   Upload

Internal Management System of Orders

BASIC STATS

Your units: Lab A

1 **Total lab members**

TOTAL ORDERS

1 **of the units**

0 **yours only**

ORDERS THAT NEED

1 **your check**

0 **final approval**

ORDERS THAT WAIT

0 **the supplier**

0 **pick up**

Dashboard
New Order
List Orders
Reports
Unit Members
Account Details
Documentation

Hi Lab Researcher,

Log out

Internal Management System of Orders

Name	Unit	Actions
Lab Member	Lab A	Delete

Hi Lab Researcher,

Log out

Internal Management System of Orders

🇬🇷 🇬🇧

Filter By

Owner	Any unit ▼	**Stage**	PENDING_CHECK_BY_RESE⁄ ▼
Order Type:	For any type ▼	**Supplier:**	For any type ▼
		P.O. No:	

Filter

ID	P.O. No	Date	Stage	Member	Items	Cost	Cur.	Actions
3		09-11-2016	CHKBYRE	Lab Member	1	39.80	EUR	Review Order

Hi Lab Researcher,

Log out

| From date | 01-01-2016 | 📅 | To date | 09-11-2016 | 📅 |

Owner: Lab A ▼

P.O. No:

Order Type: For any type ▼

Supplier: For any type ▼

Account No: For any programm ▼

Currency: EUR ▼

View Report

From date	01-01-2016		To date	09-11-2016	

Owner:	Lab A ▼
P.O. No:	
Order Type:	For any type ▼
Supplier:	For any type ▼
Account No:	For any programm ▼
Currency:	EUR ▼

View Report

For the period 01-01-2016 - 09-11-2016 found 2 orders .

ID	P.O. No	Cost	TOTAL VAT	Shipping cost	Cost	
4		50.00	12.00	100.00	162.00	View
3		20.00	4.80	15.00	39.80	View
				SUB TOTAL	**70.00**	
				TOTAL VAT	**16.80**	
				Shipping cost	**115.00**	
				GRAND TOTAL	**201.80**	

Future additions

- Duplication of a past order
- Auto-complete of product's code & description fields (based on pasted orders)
- Better reports for PIs
- Your suggested feature!

Thank you for your time !!

Useful resources:

- http://www.imbb.forth.gr/orders/
- Video Tutorial: http://www.imbb.forth.gr/orders/images/documentation/ Imbb_orders_introduction.mp4 (check your video codecs or play via Chrome or VLC)
- Researcher Guide: http://www.imbb.forth.gr/orders/images/documentation/ user_guide_researcher.pdf
- Lab member Guide: http://www.imbb.forth.gr/orders/images/documentation/ user_guide_member.pdf

Contact us at orders@imbb.forth.gr or at 1126 .