

## Overview

This web page allows fulfillment and storage customers to remotely view their inventory, place orders for shipment, storage, and destruction (recycling/shredding) of inventory. Additionally, this service will allow customers to update their account information.

## Accessing the web page

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Mail Service Business System' website. The page title is 'MAIL SERVICE BUSINESS SYSTEM' and the main heading is 'FULFILLMENT & STORAGE SERVICES'. Below the heading, it says 'Welcome to the UM Mail Services eFulfillment System'. There are two main sections: 'Current Customers' and 'New Customers'. The 'Current Customers' section has a 'Submit' button. The 'New Customers' section has a 'New customer' button. There are also links for 'Fulfillment Service Rate Structure' and 'Fulfillment user's operation manual'. Several callout boxes with arrows point to specific elements: a yellow box points to the 'ShortCode' and 'Password' input fields; an orange box points to the 'New customer' button; a green box points to the 'here' link in the 'New Customers' section; and a cyan box points to the 'Fulfillment Service Rate Structure' link.

Enter ShortCode and Password here.

Current Customers

Enter a ShortCode and password to access your eFulfillment service center.

ShortCode:

Password:

Submit

New Customers

Click the button below to proceed

New customer

If you would like to know the basic flow of how to operate our system, please click [here](#).

[Fulfillment Service Rate Structure](#)

[Fulfillment user's operation manual](#)

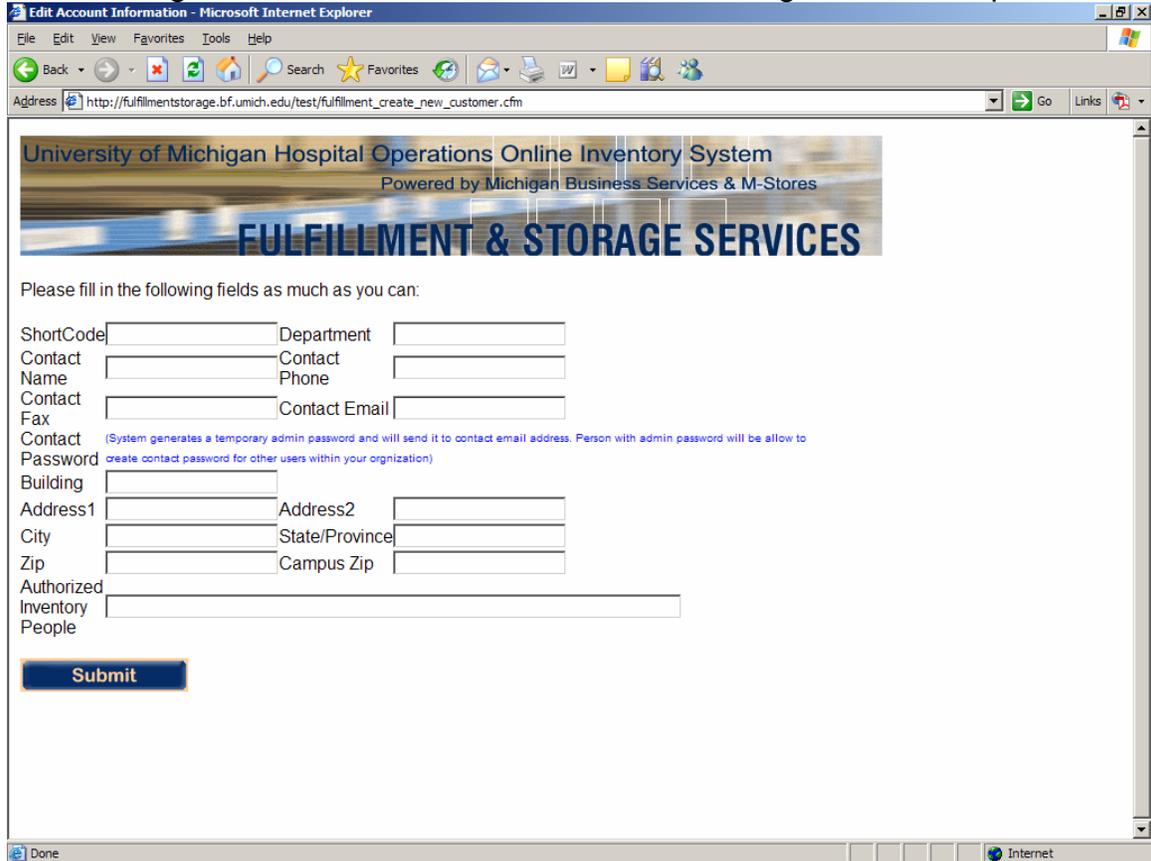
Click here for a brief overview on the basic flow of this system

Click on the Rate Structure link to view our service rates.

To access the web page, open your browser window and type in the following URL address: <http://mbiz.bf.umich.edu/fulfillmentstoragesvcs/>. This will open the window pictured above. Enter your ShortCode and Password in their respective fields. If establishing a new account, click on the *New Customer* button.

## Create Account Information

After clicking on the *New Customer* button the following window will open.



University of Michigan Hospital Operations Online Inventory System  
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**FULLFILLMENT & STORAGE SERVICES**

Please fill in the following fields as much as you can:

ShortCode	<input type="text"/>	Department	<input type="text"/>
Contact Name	<input type="text"/>	Contact Phone	<input type="text"/>
Contact Fax	<input type="text"/>	Contact Email	<input type="text"/>
Contact Password	<small>(System generates a temporary admin password and will send it to contact email address. Person with admin password will be allow to create contact password for other users within your organization)</small>		
Building	<input type="text"/>		
Address1	<input type="text"/>	Address2	<input type="text"/>
City	<input type="text"/>	State/Province	<input type="text"/>
Zip	<input type="text"/>	Campus Zip	<input type="text"/>
Authorized Inventory People	<input type="text"/>		

**Note:** *The individual creating the account should be the administrator for said account. This is necessary to allow administrative password maintenance.*

Carefully complete all the required information necessary for creating a fulfillment account. Upon completion, an Email containing the account password will be generated to the contact Email address. After logging in with this password, the account administrator will be able to create multiple passwords for users within his/her organization. Clicking on the *Edit Account Info* button on the eFulfillment Service Center page can do this.

## Edit Existing Account Info

After clicking on the *Edit Account Info* button the following window will open.

Mail Service Business System - Microsoft Internet Explorer  
Address: http://fulfillmentstorage.bf.umich.edu/test/fulfillment\_edit\_account.cfm

University of Michigan Hospital Operations Online Inventory System  
Powered by Michigan Business Services & M-Stores  
**FULLFILLMENT & STORAGE SERVICES**

**Information**

Please fill in the following fields as much as you can:

ShortCode	HHHHH1	Department	Dept of Hunger Managem
Contact Name	Full Phil	Contact Phone	4-1234
Contact Fax	4-1234	Contact Email	carterjc@umich.edu
Contact Password	packing	You may specify multiple passwords by using a ; to separate them. Example: jim123;tom234;steve111	
Printing Service		Address2	Suite A
1919 Green Rd		State/Province	MI
Ann Arbor		Campus Zip	2564
48109-2564		Allow regular users to create parts	<input checked="" type="checkbox"/>
Admin Password	654321		
Authorized Inventory People	112233		

[Back to operation menu](#)

**Callout boxes:**

- Enter additional passwords for your account (separate the passwords with a ;).
- We recommend that you change your administrator password at this time.
- When finished, click on the Submit button.
- Enter the names of those department members authorized to view files (separate the names with a ;).

Additional account passwords may be added in the Contact Password field. A semicolon (;) should separate each password. It is highly recommended that the administrator change his/her password at this time.

In order to ensure the security of stored documents, the Authorized Inventory People field permits the Administrator to input various individuals who are authorized to view or access stored files or products. *If his/her name is not on this list, he/she will not be granted access to files. University of Michigan Id will be required.*

The account administrator may use this page to edit changes in the existing account information fields. When all changes are complete, clicking on the *Submit* button will return the user to the eFulfillment Services login screen.

## eFulfillment Service Center for Your Account

The first page found upon login is the account operations window.

The screenshot shows a web browser window titled "Fulfillment Operations - Microsoft Internet Explorer" with the address bar showing "http://fulfillmentstorage.bf.umich.edu/test/fulfillment\_operations.cfm". The main content area is titled "Michigan Hospital Operations Online Inventory System" and "FULFILLMENT & STORAGE SERVICES". Below this, it says "eFulfillment Service Center for HHHHH1(Dept of Hunger Management)".

On the left, there is a "Service Options" section with buttons for: View Inventory, Store Inventory, Ship Inventory, Destroy Inventory, Edit Account Info, and New Inventory Category. A yellow callout box points to these buttons, stating: "Service Options These buttons are links to the various inventory options available."

In the center, there is a "Current Open Orders" section. It contains a table with columns: "Fulfillment Order Number (Click below to view detailed information about this order.)", "Your Internal Order Number", "Status", and "Order Type". A green callout box points to the order numbers, stating: "Each Fulfillment Order Number can be clicked on to access detailed order information."

Fulfillment Order Number (Click below to view detailed information about this order.)	Your Internal Order Number	Status	Order Type
<a href="#">1000770</a>	Test Incoming	Open	Receive Inventory
<a href="#">1001263</a>	TEST	Backorder	Ship Inventory
<a href="#">1001367</a>	test only	Open	Destroy Inventory
<a href="#">1001368</a>	test only	Open	Destroy Inventory
<a href="#">1001578</a>	test test ship	Backorder	Ship Inventory
<a href="#">1001580</a>	jimwu	Void	Destroy Inventory
<a href="#">1001581</a>	jimwu	Void	Destroy Inventory
<a href="#">1001582</a>	jimwu	Void	Destroy Inventory
<a href="#">1001583</a>	jimwu	Void	Destroy Inventory
<a href="#">1001818</a>	TEST1234	Open	Receive Inventory
<a href="#">1001819</a>	tgest23	Open	Ship Inventory
<a href="#">1001825</a>		Open	Receive Inventory

In addition to viewing the status of open orders, this page allows the user to select from the following service options:

- View Inventory – View an up-to-date account of your inventory.
- Store Inventory – Place an order for inventory to be stored in U-Attic.
- Ship Inventory – Place an order for inventory to be mailed or shipped out of U-Attic.
- Edit Account Info – Edit and update account information such as contact, phone number, Email address, etc.
- New Inventory Category – Create a new category for inventory to be stored under.
- New Inventory Item – Create a new inventory item to be stored in U-Attic.

To select any of the service options simply click on the option desired. Let's start with View Inventory.

## View Fulfillment Inventory

**Narrow your search by selecting a product category or hiding products with an onhand quantity of zero.**

**View the total number of pieces and total number of packages of each product of your inventory.**

**Select a sort order.**

**Click on a product ID to view a detailed list of each product's objects.**

Mail Service Business System - Microsoft Internet Explorer  
http://.../fulfillment\_view\_inventory.cfm

Michigan Hospital Operations Online Inventory System  
Powered by Michigan Business Services & M-Stores

### FULLFILLMENT & STORAGE SERVICES

**View Fulfillment Inventory**

Department: **Dept of Hunger Management**  
ShortCode: **HHHHH1**

All Categories [v] **Search Again** (hide parts with zero onhand quantity )

Sort by:  Product ID /  Product Name **Sort**

You may click the product ID to view the list of objects

Cust. Product ID	Product Name	Total Onhand Quantity
<a href="#">BRAND NEW</a>	BRAND NEW	50
<a href="#">BUTTERSCOTCH</a>	BUTTERSCOTCH CANDY	200
	BIG CANDY	6000
	Fair Trade Dark Roast	1000
	Morning Grind	0
	Buzzzzzzzzzzzz	0
<a href="#">CAKE-002</a>	CAKE	222
<a href="#">CHIP001</a>	Doritos - Extra Cheesy	59
<a href="#">CHIP002</a>	BBQ Fritos	48
<a href="#">CHIP004</a>		8
<a href="#">CHIP005</a>		0
<a href="#">MUFFIN-01</a>		24

This page allows the user to closely monitor the piece counts of each product in his/her inventory. Also, the user can alter the sort and category of the objects shown. Future plans for this screen include the ability to add products to a Fulfillment shopping cart.

To return to the eFulfillment Service Center, scroll to the bottom of the inventory list and click on the *Go Back to the Operation Screen* button.

## Create Fulfillment Receiving Order (page 1 of 3)

University of Michigan Hospital Operations Online Inventory System  
Powered by Michigan Business Services & M

### FULFILLMENT & STORAGE SERVICES

**Create Fulfillment Receiving Order**

Customer: Dept of Hunger Management

Customer Order#  Requested Delivery Date (mm/dd/yyyy) \*  Send in /Pickup Time

Your Email \*  Delivery Method \*  Delivery Service

\*=Required

**Pickup From Address:** (Please fill in only if you would like us to pick-up products for you)

Contact Person	<input type="text"/>	Contact Phone	<input type="text"/>	Contact Email	<input type="text"/>
Department	<input type="text"/>	Company	<input type="text"/>	Building	<input type="text"/>
Address1	<input type="text"/>	Address2	<input type="text"/>	City	<input type="text"/>
State/Province	<input type="text"/>	Zip	<input type="text"/>	Country	USA

**Detail Information Regarding Product to Be Stored** (you must have the product information created before you can create the receiving orders. To create new parts you can select the operation on the fulfillment main screen.)

This page is used when creating orders for products to be stored in the U-Attic storage facility. The user can choose between having U-Attic pick-up the items from a designated location or providing one's own method of delivering the items to U-Attic.

**Customer Order #** - This field can be used to enter an order number for one's own reference.

**Date** - The date field should be completed with the desired date for U-Attic pick-up or the estimated date of the product's arrival at U-Attic.

**Time** - The time field should be completed with the frame of time for which the product will be available for pick-up.

## Create Fulfillment Receiving Order (page 2 of 3)

**Create Fulfillment Receiving Order**

Customer: Dept of Hunger Management

Customer Order#  Requested Delivery Date (mm/dd/yyyy) \*  Send in /Pickup Time

Your Name\*  Your Email\*  Delivery Method \*  Delivery Service

Notes (up to 2000 characters)

\*=Required

**Pickup From Address:** (Please fill in only if you would like us to pick-up products for you)

Contact Person  Contact Phone  Contact Email

Department  Company  Building

Address1  Address2  City

State/Province  Zip  Country  USA

**Detail Information Regarding Product to Be Stored** (you must have the product information created before you can create the receiving orders. To create new parts you can select the operation on the fulfillment main screen.)

Product Category	Product	Quantity
<input type="text"/> Please Select	<input type="text"/> Please Select	<input type="text"/>
<input type="text"/> Please select	<input type="text"/> Please select	<input type="text"/>
<input type="text"/> Please select	<input type="text"/> Please select	<input type="text"/>

Select from two delivery methods:

1. We pick it up.
2. You have it delivered to us.

If you have chosen to have U-Attic pick-up your product for storage, enter the pick-up from address here.

**Delivery Methods** - Clicking on the drop down menu button will allow the user to select either Pick-up Service (indicating that the customer wishes to have U-Attic pick-up the items) or Customer Drop-off (indicating that the customer will provide the delivery service).

**Pick-Up From Address** - If U-Attic is going to be picking up the products for storage, enter the pick-up address in these fields.

## Create Fulfillment Receiving Order (page 3 of 3)

Select your product that you will be storing. These drop down menus only show products that you have already set up within your account.

Enter the quantity that will be stored.

When finished, click on the Submit button.

**Product Category** – Clicking on the drop down menu list will allow the user to select a category from the categories that are already established for the user’s account. By choosing a category the system will automatically filter out any products that are not in the category for the “Product” dropdown window.

**Product** - Clicking on the drop down menu button will permit the user to select a product from the products that are already established for the user’s account. If the user is attempting to store a new product, he/she must first add the product to his/her account’s product list. Returning to the operation screen and clicking on the *New Inventory Category* button can do this.

**Quantity** - Enter the quantity of the product that will be arriving.

**Submit** – The *Submit* button must be clicked after the user has completed the entry of new products. **If the *Submit* button is not clicked** and the user clicks the *Go Back to the Operation Screen* button, **all of the entered data will be lost.**

## Adding new products to your list

University of Michigan Hospital Operations Online Inventory System  
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**FULFILLMENT & STORAGE SERVICES**

**Adding New Products To Your List**

Product Name*	Category	Product Description	Typical number of pieces in each package	HIPAA Item	Object Type	Need Stock Alert	Stock Alert Qty
BRAND NEW	TEST	BRAND NEW	100	No	Carton	Yes	1200
BUTTERSCOTCH	CANDY	BUTTERSCOTCH CANDY	100	No	Pallet	Yes	90
BigCandy-505	CANDY	BIG CANDY	1200	No	Carton	Yes	10
CAFFEINE001	CANDY	Fair Trade Dark Roast	234	No	Pieces Object	No	2323
CAFFEINE002	CANDY	Morning Grind	123	Yes	Carton	Yes	1212
CAFFEINE003	SNACKS	Buzzzzzzzzzzzz	0	No	Carton	Yes	400
CAKE-002	MUFFIN	CAKE	100	No	Carton	Yes	10
CHIP001	SNACKS	Doritos - Extra Cheesy	4	No	Carton	Yes	10
CHIP002	SNACKS	BBQ Fritos	6	No	Carton	No	30
CHIP004	CANDY	Sweet Potato Chips	4	No	Carton	No	1
CHIP005		Chips	123	No	Carton	No	3
MUFFIN-01			6	No	Carton	No	1000
NM-Delights001			4	No	Carton	Yes	2
NM-Delights002			20	No	Carton	Yes	100

Done Internet

On this page the user can add new products to his/her account or modify existing products. When adding new product, the user will assign a Product ID, Product Category, Product Description, Standard Piece Count, and Standard Weight (if known).

**Product ID** - The Product ID is an ID number assigned by the user and should be unique to each product in the user's account.

**Product Category** - The Product Category is a categorizing system established by the user. Categories need to be established prior to adding products to one's inventory. There is a screen for adding/editing categories that can be accessed by clicking on the *New Inventory Button* on the operation screen.

**Product Description** – This field is determined by the user and should consist of a concise yet explanatory description of the product to be stored.

**Standard Pack** - The standard pack is the standard number of pieces stored in each box. This number is essential to maintaining accurate inventory counts. Many queries and calculations are written to utilize this field (example 10 Boxes of 100 = 1,000 pieces).

**HIPPA Item** – This field will indicate if a product needs to be stored in our HIPPA area. Additionally, it will be used when determining how a product or file will be handled during recycling/shredding.

**Object Type** – By selecting an object type, the user is identifying the method with which the product will be stored and shipped. For example, if the user selects cartons, the product will only be available to ship in carton quantities as opposed to pieces or pallets.

**Need Stock Alert and Stock Alert Quantity** – If Need Stock Alert is set to Yes, an email will be sent to the user when the quantity on hand drops below the predetermined Stock Alert Quantity.

Product ID	Product Name	Quantity	Object Type	Need Stock Alert	Stock Alert Qty
CHIP004			Carton	No	
CHIP005			Carton	No	
MUFFIN-01		1000	Carton	No	
NM-Delights001	Camitas y Red Chili	4	Carton	Yes	2
NM-Delights002	Enchilada con huevos	20	Carton	Yes	100
NM-Delights003	Posole	4	Carton	No	5
NM-Delights004	Green Chili con Tortillas	4	Carton	No	5
NOODLE	NOODLE	1	Carton	No	10
PAYDAY007	PAYDAY CANDY	1000	Carton	Yes	30
	Pumpkin Pie	1	Carton	Yes	16
	Cottage Inn	1	Carton	Yes	18
	Chippy Chips	12	Pieces Object	Yes	400
	Double Shot Chocolate Bc	15	Carton	Yes	60
SODA001	Coca-Cola	12	Carton	No	15
SODA002	Dr Pepper	12	Carton	Yes	20
SODA003	7-UP	12	Carton	Yes	35
Surgery	test	1	Carton	No	
YAMMYPIZZA-222	YAMMY PIZZA FROM PIZ	1	Carton	No	125
ZZ-Cake	ZZ Yammy Cake	1	Carton	No	
ZZZZ-Rice	zzz rice	1	Carton	No	
			Carton	No	

**Update** – The *Update* button must be clicked after the user has completed the entry of new products. **If the *Update* button is not clicked and the user clicks the *Go Back to the Operation Screen* button, all of the entered data will be lost.**

## Create Fulfillment Shipping Order (page 1 of 3)

The screenshot shows a web browser window displaying the 'Create Fulfillment Shipping Order' form. The browser title is 'Create Fulfillment Shipping Order - Microsoft Internet Explorer'. The address bar shows 'http://fulfillmentstorage.bf.umich.edu/test/fulfillment\_create\_shipping\_order.cfm'. The page header includes 'Hospital Operations Online Inventory System' and 'Powered by Michigan Business Services & M-3'. The main heading is 'FULFILLMENT & STORAGE SERVICE'. The form is titled 'Create Fulfillment Shipping Order' and shows 'Customer: Dept of Hunger Management'. The form fields include: 'Customer Order#' (with a callout box: 'If desired, you may enter an order number for your reference or records here.'), 'Requested Delivery Date (mm/dd/yyyy)\*' (with a callout box: 'Enter the desired date for the delivery of your product by U-Attic or the date you would like to pick-up your product from U-Attic.'), 'Shipping/Pickup Time' (with a callout box: 'Enter a time frame for the pick-up of your product (example: 8am to 12:30pm).'), 'Your Name\*', 'Your Email\*', and 'Delivery Method\*' (set to 'Delivery Service'). There is a 'Notes' field (up to 2000 characters) and a '\*=Required' note. The 'Deliver To:' section includes fields for Contact Person, Department, Address1, State/Province, Contact Phone, Company, Address2, Zip, Contact Email, Building/Room, City, and Country (set to USA). The 'Detail Information:' section is also visible.

This page is used when creating orders for products to be shipped from the U-Attic storage facility. The user can choose between having U-Attic deliver the items to a designated location or providing one's own method of picking up the items from U-Attic.

**Customer Order #** - This field can be used to enter an order number for one's own reference.

**Date** - The date field should be completed with the desired date for U-Attic pick-up or the estimated date of the product's arrival at U-Attic.

**Time** - The time field should be completed with the frame of time for which the product will be available for pick-up.

## Create Fulfillment Shipping Order (page 2 of 3)

**Create Fulfillment Shipping Order**

Customer: Dept of Hunger Management

Customer Order#  Requested Delivery Date (mm/dd/yyyy)\*  Shipping/Pickup Time

Your Name\*  Your Email\*  Delivery Method\*

Notes (up to 2000 characters)

\*=Required

**Deliver To:**

Contact Person	<input type="text"/>	Contact Phone	<input type="text"/>	Contact Email	<input type="text"/>
Department	<input type="text"/>	Company	<input type="text"/>	Building/Room	<input type="text"/>
Address1	<input type="text"/>	Address2	<input type="text"/>	City	<input type="text"/>
State/Province	<input type="text"/>	Zip	<input type="text"/>	Country	USA

**Detail Information:**

**Delivery Method** - Clicking on the drop down menu button will allow the user to select either Delivery Service (indicating that the customer wishes to have U-Attic deliver the items) or Customer Pick-up (indicating that the customer will provide the delivery service).

**Deliver To Address** - If U-Attic is going to be delivering the products, enter the address in these fields.

## Create Fulfillment Shipping Order (page 3 of 3)

Customer: Dept of Hunger Management

Customer Order#  Requested Delivery Date (mm/dd/yyyy)\*  Shipping/Pickup Time

Your Name\*  Your Email\*  Delivery Method\*

Notes (up to 2000 characters)

\*=Required

Deliver To:

Contact Phone  Contact Email

Company  Building/Room

Address2  City

State/Province  Zip  Country

Detail Information:

Product Category  Product  Quantity

[Go back](#)

**Product Category** – Clicking on the drop down list will permit the user to select a category.

**Product** - Clicking on the drop down menu button will permit the user to select a product within in the selected category.

**Quantity** - Enter the quantity of the product to be shipped.

**New Order Item** – if you have more than one item in the order you may click the button to create as many items as you need.

**Submit** – The *Submit* button must be clicked after the user has completed the entry of new products. **If the *Submit* button is not clicked** and the user clicks the *Go Back to the Operation Screen* button, **all of the entered data will be lost.**

## Create Fulfillment Destroy Order

The screenshot shows a web browser window titled "Create Fulfillment Shipping Order - Microsoft Internet Explorer". The page header includes "Hospital Operations Online Inventory System" and "Powered by Michigan Business Services & M-Stores". The main heading is "FULFILLMENT & STORAGE SERVICES".

The form is titled "Create Fulfillment Shipping Order" and shows the customer as "Dept of Hunger Management". It contains several input fields:

- Customer Order#**: A text input field with a callout box stating, "If desired, you may enter an order number for your reference or records here."
- Requested Destroy Date (mm/dd/yyyy) \***: A date input field with a callout box stating, "Enter the desired date for the destruction of your product."
- Your Name \***: A text input field.
- Your Email \***: A text input field.
- Product Category**: A dropdown menu with "Please Select" selected.
- Product**: A dropdown menu with "Please Select" selected.
- Quantity**: A text input field with a callout box stating, "Enter the amount of products that will be destroyed."
- Destroy Method**: A dropdown menu with "Recycle Product (Non Confidential)" selected.

Buttons for "New Order Item" and "Submit" are located below the product selection fields. A "Go back" link is also present. A legend indicates that "\*" denotes required fields.

This page is used when creating orders for products to be destroyed. The user can choose between having their product recycled (non-confidential items) or shredded (confidential/HIPPA items).

**Customer Order #** - This field can be used to enter an order number for one's own reference.

**Date** - The date field should be completed with the desired date of destruction.

**Destroy Method** – Click on the drop down menu to select either Recycle Product (non-confidential items) or Shred Product (confidential/HIPPA items).

**Product Category** – Clicking on the drop down list will permit the user to select a category.

**Product** - Clicking on the drop down menu button will permit the user to select a product.

**Quantity** - Enter the quantity of the product to be destroyed.

**Object Type** - Clicking on the drop down menu button will permit the user to select from the following three object types: Box, Pallet, or Piece.

**New Order Item** – if you have more than one item in the order you may click the button to create as many items as you need.

**Submit** – The *Submit* button must be clicked after the user has completed the entry of new products. **If the *Submit* button is not clicked** and the user clicks the *Go Back to the Operation Screen* button, **all of the entered data will be lost.**

### Adding new product categories to your list

The screenshot shows a web browser window titled 'Setup Category - Microsoft Internet Explorer'. The address bar shows the URL: [http://fulfillmentstorage.bf.umich.edu/test/fulfillment\\_add\\_new\\_part\\_category.cfm](http://fulfillmentstorage.bf.umich.edu/test/fulfillment_add_new_part_category.cfm). The page header reads 'University of Michigan Hospital Operations Online Inventory System' and 'Powered by Michigan Business Services & M-Stores'. The main heading is 'FULFILLMENT & STORAGE'. Below this is the 'Product Category Setup' section, which contains a table with the following categories and 'Delete' checkboxes:

Category*	Delete
CANDY	<input type="checkbox"/>
PIZZA	<input type="checkbox"/>
MUFFIN	<input type="checkbox"/>
BEVERAGE	<input type="checkbox"/>
SNACKS	<input type="checkbox"/>
BEDS	<input type="checkbox"/>
Tonic	<input type="checkbox"/>
Full Plate Stuff	<input type="checkbox"/>
TEST	<input type="checkbox"/>
FAST FOOD	<input type="checkbox"/>
SLOW FOOD	<input type="checkbox"/>
CAKE	<input type="checkbox"/>

At the bottom of the table are 'Update' and 'Add' buttons. Five yellow callout boxes with blue arrows provide instructions: 1. 'View your account's existing categories.' points to the table. 2. 'If you want to delete any existing categories, select the "Delete" check box.' points to the 'Delete' column. 3. 'Type in additional categories that are applicable to your product.' points to the 'Category\*' column. 4. 'Click Add button to add as many new categories as you want' points to the 'Add' button. 5. 'When finished, click on the Update button.' points to the 'Update' button.

This page is used when creating categories that products may be listed under. These categories will facilitate the user's ability to quickly sort and identify inventory stored in U-Attic. For example, each of the various types of envelopes (No. 10, 10x13, Monarch) would be categorized as Envelope.

**Category** – Enter the categories of products here. Remember, categories are utilized for narrowing down one's inventory searching/sorting capabilities.

**Add** – This button will allow you to create as many new categories as you want.

**Submit** – The *Submit* button must be clicked after the user has completed the entry of new products. **If the *Submit* button is not clicked** and the user clicks the *Go Back to the Operation Screen* button, **all of the entered data will be lost.**