



Employee Supplies Management in MyGJU

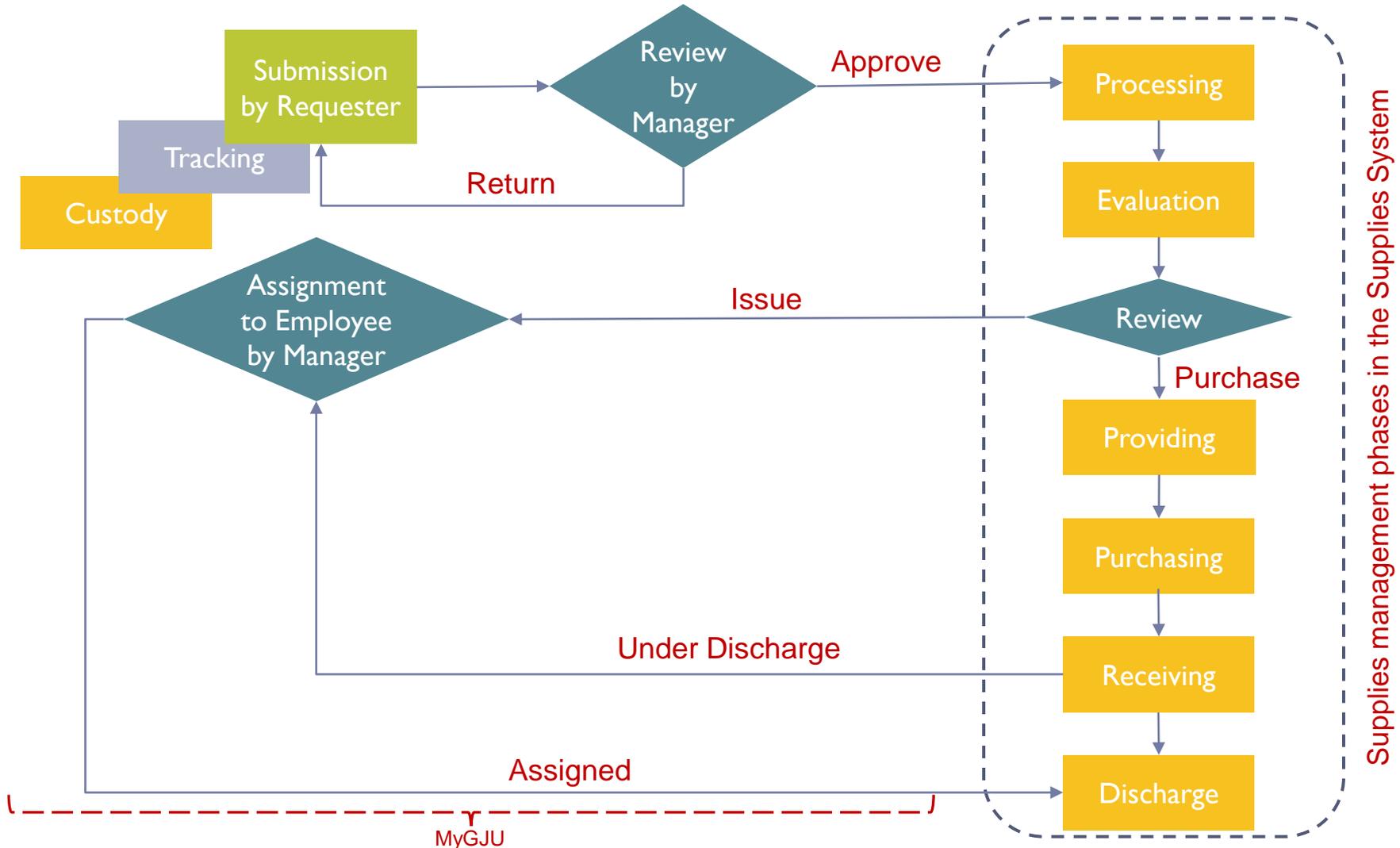
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Overview

- ▶ The supplies management features/process in MyGJU [1,2] allow managing supplies requests and checking employee custody from the GJU portal.
- ▶ Specifically, the following supplies management related features are covered in this tutorial:
 - ▶ **Supplies management process in MyGJU.**
 - ▶ **Accessing the supplies features by an employee from MyGJU.**
 - ▶ Supplies requests submission and tracking by an employee.
 - ▶ Viewing an employee custody.
 - ▶ **Accessing the supplies features by a dean/manager from MyGJU.**
 - ▶ Supplies requests approval and tracking by managers.
 - ▶ Assigning items to employees.
 - ▶ Viewing the employees' custody.



Supplies Management Process in MyGJU



Accessing the Supplies Features by an Employee



Accessing the My Supplies Features

The screenshot shows the MyGJU portal interface. At the top left is the MyGJU logo. At the top right is the university name in Arabic and English. Below the header, the user is logged in as 'Feras Al Hawari'. A navigation bar contains several tabs: 'My Affairs', 'Academic Affairs', 'Dean's Tasks', 'Coordination', and 'QA Tasks'. The 'My Affairs' tab is circled in red, with an arrow pointing to the text '1. Click the My Affairs Tab'. Below the navigation bar, there are four main service buttons: 'My Profile', 'My Salaries', 'My Supplies', and 'My Tickets'. The 'My Supplies' button is circled in red, with an arrow pointing to the text '2. Click the My Supplies Button'. Below these buttons, a breadcrumb trail shows 'My Affairs > My Supplies'. Underneath, the 'My Supplies' section contains two links: 'Supplies Requests' and 'Custody'. An arrow points from the text 'To manage your supplies requests, click the Supplies Requests link' to the 'Supplies Requests' link. Another arrow points from the text 'To check your Custody, click the Custody link' to the 'Custody' link.

To manage your supplies requests, click the Supplies Requests link

To check your Custody, click the Custody link



Submitting a Supplies Request (1)

The screenshot shows the MyGJU portal interface. At the top left is the MyGJU logo. At the top right is the university name in Arabic and English. Below the header, the user is logged in as 'Feras Al Hawari'. A navigation bar contains tabs for 'My Affairs', 'Academic Affairs', 'Dean's Tasks', 'Coordination', and 'QA Tasks'. The 'My Affairs' tab is circled in red, with an arrow pointing to the instruction '1. Click the My Affairs Tab'. Below this bar are four main service buttons: 'My Profile', 'My Salaries', 'My Supplies', and 'My Tickets'. The 'My Supplies' button is circled in red, with an arrow pointing to the instruction '2. Click the My Supplies Button'. Below these buttons is a breadcrumb trail: 'My Affairs > My Supplies'. Underneath, there is a section titled 'My Supplies' containing two links: 'Supplies Requests' and 'Custody'. The 'Supplies Requests' link is underlined and circled in red, with an arrow pointing to the instruction '3. Click the Supplies Requests link'.



Submitting a Supplies Request (2)

My Profile
 My Salaries
 My Supplies
 My Tickets

My Affairs > My Supplies > **Supplies Requests**

Filtering Criteria

Supplies Request No:

From Date:

To Date:

Item Name (EN):

Item Name (AR):

Reason:

Approval Status:

Note: You need to have a "Supplies Request User" role to be able to submit supplies requests, please check with your Manager to obtain the role!

Note: This role is granted/revoked by the supplies and inventory department (SIMD), upon request from your manager.

Supplies Requests					
Supplies Request No	Reason	Created By	Creation Date	Approval Status	Approval Status Date
<input type="text"/>					

No Data Found

Total Rows: 0

1. Click the Add Button to add a supplies request

Note: this button will be hidden if you don't have the **Supplies Request User** role

Submitting a Supplies Request (3)

My Affairs > My Supplies > Supplies Requests > Add Supplies Request

Supplies Request Information

Supplies Request No: Supplies request No. will be generated upon save.

Reason: * **1. Enter reason**

Requester Entity Type: **2. Specify Entity**

Requester Entity: *

Created By: Feras Al Hawari

Creation Date:



My Affairs > My Supplies > Supplies Requests > Add Supplies Request

Supplies Request Information

Supplies Request No: **Supplies_REQ_2023_10**

Reason: *

Requester Entity Type:

Requester Entity: *

Created By: Feras Al Hawari

Creation Date: 2023-04-01

After 3: A number for the supplies request is automatically generated

Supplies Request Items

Item Name (EN)	Item Name (AR)	Item Count	Delete	Edit
Laptop, I7, 15", 500 GB SSD	Laptop, I7, 15", 500 GB SSD	1	Delete	<input checked="" type="checkbox"/> *

4. Click the Add button to add an item row as shown above

5. Fill the item name in English & Arabic (if possible)

7. Click the **Tic** icon when done

6. Enter item count (can be more than one)

8. Repeat steps 4-7 to Add more items

Note: Make sure to enter the description of only ONE item type per row, hence if you need a laptop and a desk, each type should be entered on a separate row, otherwise SIMD will reject your request!

Submitting a Supplies Request (4)

Supplies Request Items				
Item Name (EN)	Item Name (AR)	Item Count	Delete	Edit
Laptop, I7, 15", 500 GB SSD	Laptop, I7, 15", 500 GB SSD	1	Delete	
Side chair	كرسي جانبي	2	Delete	
Desk	مكتب	1	Delete	

Add **After adding the item types**

Supplies Request Attachments

Uploaded Files: **Upload the specs for your items, if needed (see next slide for steps)**

Upload File

File Title:

(Valid file size: 10 MB; Valid file type is pdf only)

Submitting a Supplies Request (5)

Steps to upload a specs file

Supplies Request Attachments

Uploaded Files:

Upload File

File Title: Specs **1. Enter file title**

(Valid file size: 10 MB; Valid file type is pdf only)

2. Click the Choose button **4. Click the Upload button**

07_technical_report.pdf 2.5 MB

After 3: you will see the selected file name above

3. Browse and select the specs file

Supplies Request Attachments

Uploaded Files:

Specs Download Delete

After 4; i.e., after uploading the file

Submitting a Supplies Request (6)

Notes

Employee Notes:

Higher Manager Notes:

← Click the Submit button when done

Note: After submitting the request you will not be able to modify it and it will be pending your higher manager's approval to be processed by SIMD



Note: You need to have a "Supplies Request User" role to be able to submit supplies requests, please check with your Manager to obtain the role!

Supplies Requests						
(1 of 1) [Navigation icons]						
	Supplies Request No	Reason	Created By	Creation Date	Approval Status	Approval Status Date
<input checked="" type="radio"/>	Supplies_REQ_2023_10	Needed for work	Feras Al Hawari	2023-04-01	Submitted by Requester	2023-04-01

Total Rows: 1

Tracking a Supplies Request

▶ My Affairs ▶ My Supplies

My Supplies

[Supplies Requests](#)

[Custody](#)

My Profile My Salaries My Supplies My Tickets

▶ My Affairs ▶ My Supplies ▶ Supplies Requests

Filtering Criteria

Supplies Request No:

Item Name (EN):

From Date:

Item Name (AR):

To Date:

Reason:

Approval Status:

Note: You need to have a "Supplies Request User" role to be able to submit supplies requests, please check with your Manager to obtain the role!

Supplies Requests						
(1 of 1) <input type="button" value="1"/>						
	Supplies Request No	Reason	Created By	Creation Date	Approval Status	Approval Status Date
<input checked="" type="radio"/>	Supplies_REQ_2023_11	test	Feras Al Hawari	2023-04-01	Submitted by Requester	2023-04-01

1. Select the desired request to track

2. Click the Track button

See slides 20-22 for more details

Checking an Employee Custody

▶ My Affairs ▶ My Supplies

My Supplies

[Supplies Requests](#)

[Custody](#)

My Affairs



My Profile



My Salaries



My Supplies



My Tickets

▶ My Affairs ▶ My Supplies ▶ Custody

Custody of /							
Item Type ▾	Attributes Values	Description ▾	Item Nature ▾	Item Count ▾	Manufacturer ▾	Model No. ▾	Serial No
Mouse		test	Fixed	1	ACER		
Keyboard		test	Fixed	1	ACER		333331234
Desktop	<ul style="list-style-type: none"> • Desktop Type : PC • Processor Type : Intel Core I7 • RAM Size : 16 Gb • screen size : 21 	test	Fixed	1	ACER		55552345
Screens	<ul style="list-style-type: none"> • Screen Type : شاشة كمبيوتر 	test	Fixed	1	ACER		1234577777

Total Rows :4

← Back

Accessing the Supplies Features by a Dean/Manager

Accessing Supplies Features by Dean

1. Click the Dean's Tasks Tab

The screenshot shows a navigation menu with five main tabs: 'My Affairs', 'Academic Affairs', 'Dean's Tasks', 'Coordination', and 'QA Tasks'. The 'Dean's Tasks' tab is circled in red. Below it is a grid of 21 sub-tasks arranged in three rows of seven. The 'Supplies' button in the bottom row is also circled in red. A red arrow points from the 'Supplies' button to the text '2. Click the Supplies Button'.

2. Click the Supplies Button

Manager's Tasks ▸ Supplies

Supplies

- [Supplies Requests](#)
- [Employees Custody](#)

To approve/track your school's supplies requests, click the Supplies Requests link

To view your employees' Custody, click the Employees Custody link

Accessing Supplies Features by Manager

1. Click the Manager's Tasks Tab



2. Click the Supplies Button

Supplies

- [Supplies Requests](#) → To approve/track your department's supplies requests, click the Supplies Requests link
- [Employees Custody](#) → To view your employees' Custody, click the Employees Custody link

The screenshot shows a navigation menu with 'My Affairs' and 'Manager's Tasks' tabs. The 'Manager's Tasks' tab is selected and circled in red. Below it are buttons for 'Vacations', 'Leaves', 'Fingerprint', and 'Supplies'. The 'Supplies' button is also circled in red. Below the 'Supplies' button, the breadcrumb 'Manager's Tasks > Supplies' is shown. Underneath, there are two links: 'Supplies Requests' and 'Employees Custody', both underlined in blue. Red arrows point from the text instructions to these elements.

Approving a Supplies Request (1)

Manager's Tasks > Supplies

Supplies

[Withdrawal](#)
[Substitute Courses](#)
[Vacations](#)
[Leaves](#)
[Fingerprint](#)
[Supplies](#)

[Supplies Requests](#)
[Employees Custody](#)

Manager's Tasks > Supplies > Supplies Requests

Filtering Criteria

Supplies Request No:

Requester Entity:

Employees:

From Date:

To Date:

Item Name (EN):

Item Name (AR):

Reason:

Supplies Request Status:

Supplies Item Status:

1. Filter out the request, if needed

2. Click the Search button, if needed

Supplies Requests						
Supplies Request No	Reason	Created By	Creation Date	Approval Status	Approval Status Date	
Supplies_REQ_2023_10	Needed for work	Feras Hamdan Husein Al Hawari	2023-04-01	Submitted by Requester	2023-04-01	<input checked="" type="radio"/>

3. Select the desired request

Total Rows: 1

4. Click the Review button

Approving a Supplies Request (2)

Supplies Request Information

Supplies Request No: Supplies_REQ_2023_10
 Reason:
 Requester Entity Type: Academic Department
 Requester Entity: Computer Engineering Department
 Created By: Feras Hamdan Husein Al Hawari
 Creation Date: 2023-04-01

Supplies Request Items

Item Name (EN)	Item Name (AR)	Item Count	Delete	Edit
Side chair	كرسي جانبي	2	Delete	✎
Desk	مكتب	1	Delete	✎

Supplies Request Attachments

Uploaded Files:

Specs

Upload File

File Title:

(Valid file size: 1.0 MB; Valid file type is pdf only)

Notes

Employee Notes:

Manager Notes:

Supplies Notes:

Click the **Approve** button to approve the request.

Note: after approval, the request will be available to SIMD for processing.

Note: After approval, the request cannot be modified

Click the **Return** button to ask the requester to either **modify** or **delete** the request

Approving a Supplies Request (3)

Manager's Tasks > Supplies > Supplies Requests

Approved successfully

Filtering Criteria

Supplies Request No: Item Name (EN):

Requester Entity: Item Name (AR):

Employees: Reason:

From Date: Supplies Request Status:

To Date: Supplies Item Status:

Supplies Requests						
(1 of 1) <input type="button" value="1"/>						
	Supplies Request No	Reason	Created By	Creation Date	Approval Status	Approval Status Date
<input checked="" type="radio"/>	Supplies_REQ_2023_10	Needed for work	Feras Hamdan Husein Al Hawari	2023-04-01	Approved by Higher Manager	2023-04-01

Review Track Delete Print Export

Total Rows: 1

Request Status after approval by manager

Tracking a Supplies Request (1)

Manager's Tasks > Supplies > Supplies Requests

Approved successfully

Filtering Criteria

Supplies Request No: Item Name (EN):

Requester Entity: Item Name (AR):

Employees: Reason:

From Date: Supplies Request Status:

To Date: Supplies Item Status:

Supplies Requests						
(1 of 1) <input type="button" value="1"/>						
Supplies Request No	Reason	Created By	Creation Date	Approval Status	Approval Status Date	
<input type="radio"/>	Supplies_REQ_2023_10	Needed for work	Feras Hamdan Husein Al Hawari	2023-04-01	Approved by Higher Manager	2023-04-01

1. Select a request

Total Rows: 1

2. To track the status of the supplies request at the SIMD, click on the Track button!

Tracking a Supplies Request (2)

Original Supplies Request

Supplies Request No: Supplies_REQ_2023_10
 Reason: Needed for work
 Requester Entity Type: Academic Department
 Requester Entity: Computer Engineering Department
 Created By: Feras Hamdan Husein Al Hawari
 Creation Date: 2023-04-01
 Approval Status: **Reviewed by Supplies**
 Approval Status Date: 2023-04-01

Supplies Request Items

Requested Item Name	Requested Count
Side chair	2
Desk	1

Supplies Request Attachments
 Specs

Original request data

Processed Items from the Supplies Request

Item Type	Attributes Values	Discharged Count	Item Count	Available	Operation	Status	Processor Note	Warehouse Keeper Note	Manager Note	Assigned To	Assign
Waiting Chairs		0 Unit	2 Unit	Yes	Issue	Reviewed					✎
Desk Table		0 Unit	1 Unit	Yes	Issue	Reviewed					✎

Split Unassign

Processed items

SIMD processes each item in the original request to **(1) map it to its official type**, then the warehouse keepers **(2) evaluate if the items are available in stock**, then the SIMD manager **(3) decides whether to issue (if available), reject (if there no budget), or purchase (approved but not available) the item.**

In this case, the SIMD employees determined that items are **available** in stock, and the SIMD manager **reviewed** the application and decided to **Issue** all items!

Tracking a Supplies Request (3)

Note that a Supplies Request has the following statuses

NAME_EN	NAME_AR
Pending Submission by Requester	بانتظار الارسال من الجبه الطالبه
Submitted by Requester	مرسل من الجبه الطالبه
Approved by Section Head	معتمد من رئيس الشعبه
Rejected by Section Head	مرفوض من رئيس الشعبه
Approved by Department Head	موافق عليه من رئيس القسم
Rejected by Department Head	مرفوض من رئيس القسم
Approved by Higher Manager	معتمد من المدير الاعلى
Rejected by Higher Manager	مرفوض من المدير الاعلى
Under Processing by Supplies	تحت المعالجة من دائرة اللوازم
Processed by Supplies	معالج من دائرة اللوازم
Under Evaluation by Supplies	تحت التقييم من دائرة اللوازم
Evaluated by Supplies	تم التقييم من دائرة اللوازم
Under Review by Supplies	تحت المراجعة من دائرة اللوازم
Reviewed by Supplies	تمت المراجعة من دائرة اللوازم

Note that a Supplies Item has the following statuses

NAME_EN	NAME_AR
Pending	قيد الانتظار
Reprocess	اعاده معالجه
Processed	معالج
Reevaluate	اعاده تقييم
Evaluated	تم التقييم
Rereview	اعاده مراجعه
Reviewed	تمت المراجعه
Assigned by Higher Manager	تم التعيين من المدير الاعلى
Unassigned by Higher Manager	تم فك التعيين من المدير الاعلى
Under Discharge	جاري عمليه الاخراج
Discharged	تمت عمليه الاخراج
Imported to Providing Request	تم ادخالها بطلب تزويد
Under Purchase	جاري عمليه الشراء
Purchase Rejected	تم رفض عمليه الشراء

When tracking the status of your request, you need to check the status of the request as a whole or the status of each item individually as shown in the previous slide

Assigning an Item to an Employee (1)

Manager's Tasks > Supplies > Supplies Requests > Assign Item to Employee

Original Supplies Request

Processed Items from the Supplies Request												
	Item Type	Attributes Values	Discharged Count	Item Count	Available	Operation	Status	Processor Note	Warehouse Keeper Note	Manager Note	Assigned To	Assign
<input checked="" type="radio"/>	Waiting Chairs		0 Unit	2 Unit	Yes	Issue	Reviewed					
<input type="radio"/>	Desk Table		0 Unit	1 Unit	Yes	Issue	Reviewed					

Split Unassign

From the Track screen

Manager's Tasks > Supplies > Supplies Requests > Assign Item to Employee

Original Supplies Request

Processed Items from the Supplies Request												
	Item Type	Attributes Values	Discharged Count	Item Count	Available	Operation	Status	Processor Note	Warehouse Keeper Note	Manager Note	Assigned To	Assign
<input checked="" type="radio"/>	Waiting Chairs		0 Unit	2 Unit	Yes	Issue	Reviewed				Feras Hamdan Husein Al...	
<input type="radio"/>	Desk Table		0 Unit	1 Unit	Yes	Issue	Reviewed					

Split Unassign

Total Rows: 2

Back

Feras Hamdan Husein Al...

Select

Sahel

Salern

Feras

Moha

Rami

Omar

1. Select an item
2. Click the **Pencil** icon
3. Select an employee from the Assigned To **drop down list**
4. Click on the **Tic** icon to save your selection

Note: You only can assign an item to an employee if its status is either **Issue** or **Under Discharge**

Assigning an Item to an Employee (2)

After assigning the items

Manager's Tasks > Supplies > Supplies Requests > [Assign Item to Employee](#)

Original Supplies Request

i Your selected record was updated successfully ✕

Processed Items from the Supplies Request

	Item Type	Attributes Values	Discharged Count	Item Count	Available ⇅	Operation	Status	Processor Note	Warehouse Keeper Note	Manager Note	Assigned To	Assign
<input type="radio"/>	Waiting Chairs		0 Unit	2 Unit	Yes	Issue	Assigned by Higher Manager				Feras Hamdan Husein Al Hawari	
<input type="radio"/>	Desk Table		0 Unit	1 Unit	Yes	Issue	Assigned by Higher Manager				Feras Hamdan Husein Al Hawari	

Split Unassign

Total Rows: 2

[← Back](#)

Checking Employees Custody

Manager's Tasks > Supplies

Supplies

[Supplies Requests](#)
[Employees Custody](#)

Withdrawal Substitute Courses Vacations Leaves Fingerprint **Supplies**

Manager's Tasks > Supplies > **Employees Custody**

Filtering Criteria

Entity: * Information Systems and Technology Center
Employees: *

Search

Custody of /							
Item Type	Attributes Values	Description	Item Nature	Item Count	Manufacturer	Model No.	Serial No
Mouse		test	Fixed	1	ACER		
Keyboard		test	Fixed	1	ACER		333331234
Desktop	<ul style="list-style-type: none"> Desktop Type : PC Processor Type : Intel Core I7 RAM Size : 16 Gb screen size : 21 	test	Fixed	1	ACER		55552345
Screens	<ul style="list-style-type: none"> Screen Type : شاشة كمبيوتر 	test	Fixed	1	ACER		1234577777

Total Rows :4

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References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed April 2023].
2. F. Al-Hawari, A. Alufeishat, M. Alshawabkeh, H. Barham, and M. Habahbeh. The software engineering of a three-tier web-based student information system (MyGJU). *Computer Applications in Engineering Education*, 2017 Mar, 25(2):242-263.