

Inventory Management System - Business Process

1. User Management Process

This process ensures proper user creation, role assignment, and access control.

- 1 Admin logs into the system
- 2 Admin creates a new user
- 3 System generates a default password
- 4 Assign role (Admin / Staff / Technician)
- 5 Create linked Employee profile
- 6 User logs in and changes password

2. Asset Management Process

Handles creation and updates of assets in the system.

- 1 Authorized user adds asset
- 2 System records asset details
- 3 System tracks created_by user
- 4 User edits asset if needed
- 5 System updates updated_by field

3. Asset Allocation (Movement) Process

Tracks movement and assignment of assets.

- 1 Admin assigns asset to employee
- 2 System records allocation details
- 3 System tracks moved_by user
- 4 Previous allocation is deactivated
- 5 New allocation becomes active

4. Maintenance Process

Captures maintenance activities and responsibilities.

- 1 User logs maintenance issue
- 2 System auto-captures logged-in user
- 3 Maintenance assigned to employee
- 4 Status updated (Pending, In Progress, Resolved)
- 5 Resolution recorded

5. Monitoring & Reporting Process

Provides visibility into system usage and activities.

- 1 Admin views user activity dashboard
- 2 System shows allocations, maintenance, and logs
- 3 Admin monitors asset usage and movement
- 4 Generate reports and insights

6. Audit Trail Process

Tracks all critical system actions.

- 1 System logs all major actions
- 2 Tracks user, action, timestamp
- 3 Supports accountability and traceability
- 4 Used for reporting and security review