

Add Category

+ Add Item Category

Category Name *	Category Code	Remarks
Category Name	CAT27	Remarks

Save

Category Name: Name of category.

Category Code: Code of category.

Remarks: Remarks

Save: After entering all data in the respective field, click the save button.

Add Item

+ Add Item

Item Name *	Select Category *	Alert Qty. *	Remarks
Item Name	Please Select	Alert Qty.	Remarks

Save

Item Name: Name of item.

Select Category: Select category name by clicking the drop-down arrow at the right side of the category name.

Alert Qty: Quantity of item.

Remarks: Remarks

Save: After entering all data in the respective field, click the save button.

Add Purchase

+ Add Purchase

Purchase No/ Receipt No *

Purchase Date *

Purchase No/ Receipt No

26/05/2024

Invoice No *

Invoice Date *

Invoice No

26/05/2024

Purchase Type *

Select

Select Product *

Qty *

Unit Price *

Total Price *

Expiry Date

add

Please Select

Qty

Unit Price

Total Price

26/05/2024

#SL	Item Name	Qty	Unit Price	Total Price	Expiry Date	Action
	Total					

Challan Copy

Choose File

No file chosen

Remarks

Remarks

Save

Purchase No/ Receipt No: Number of purchase or receipt.

Purchase Date: Select purchase date by clicking the drop-down at the date field of the purchase date.

Invoice No: Number of invoice.

Invoice Date: Select invoice date by clicking the drop-down at the date field of the invoice date.

Purchase Type: Select purchase type by clicking the drop-down arrow at the right side of the purchase type.

Select Product: Select product by clicking the drop-down arrow at the right side of the product.

Qty: Quantity of product.

Unit Price: Price of per unit.

Total Price: Price of total.

Expiry Date: Expire date of product.

NIPORT Management Information System (MIS)-Asset user manual

Add: After entering all data in the respective field, click the add button.

Challan Copy: Attach the challan copy.

Remarks: Remarks.

Save: After entering all data in the respective field, click the save button.

Purchase List							
Excel		PDF/Print		Show 10 rows ▾		Search:	
#SL ↑↓	Purchase No ↑↓	Purchase Date ↑↓	Invoice No ↑↓	Invoice Date ↑↓	Purchase Type ↑↓	Purchase Total ↑↓	Action ↑↓
1	44	2023-12-28	44	2023-12-28	Received From Niport HQ	16	

Display of the purchase list.

Search: After entering one data in the respective field.

Purchase Details		Purchase List				
Purchase No	44	#SL	Item Name	Qty	Unit Price	Total Price
Purchase Date	2023-12-28	1	Chair	4	4	16/=
Invoice No	44	Total		4		16/=
Invoice Date	2023-12-28	Expire Date				
Purchase Type	Received From Niport HQ	28 Dec, 2023				
Supplier	ABC Company					
Purchase Total	16					
Challan Copy	1703703539.pdf					
Remarks	44					
Back						

Display of purchase details.

Back: Return to the previous page.

Add Supplier

+ Add Supplier

Choose Supplier or Development Partner :*
☒ Supplier
☐ Development Partner

Development Partner/Supplier Name *

Phone Number 1*

Phone Number 2

Email*

Status *

Address

Remarks

Save

Choose Supplier or Development Partner: Choose the supplier or development partner in the two options.

Development Partner/Supplier Name: Name of development partner or supplier.

Phone Number 1: phone number.

Phone Number 2: If have the 2nd phone number.

Email: Name of email account.

Status: Select status by clicking the drop-down arrow at the right side of the status.

Address: Name of address.

Remarks: Remarks.

Save: After entering all data in the respective field, click the save button.

Add Distribution

+ Add Distribution

Issue No *

Issue Date *

NIP1011

26/05/2024

Fiscal Year *

Budget Type *

Please Select

Please Select

Item Label *

Category Code *

Item Name *

Qty *

Issue to *

Add

NIP/1620501

Please Select

Please Select

Qty

Please Select

#SL	Item Code	Category Code	Item Name	Qty	Issue to	Action
Remarks Remarks						

Save

Issue No: Number of issue number is auto generate.

Issue Date: Select issue date by clicking the drop-down at the date field of the issue date.

Fiscal year: Select fiscal year by clicking the drop-down arrow at the right side of the fiscal year.

Budget type: Select budget type by clicking the drop-down arrow at the right side of the budget type.

Item Label: Name of item label is auto generate.

Category Code: Select category code by clicking the drop-down arrow at the right side of the category code.

Item Name: Select item name by clicking the drop-down arrow at the right side of the item name.

Qty: Quantity of item.

Issue to: Issue to room or person against choose the option.

Add: After entering all data in the respective field, click the add button.

Remarks: Remarks.

Save: After entering all data in the respective field, click the save button.

NIPORT Management Information System (MIS)-Asset user manual

Distribution List

Search:

#SL	Issue No	Issue Date	Fiscal Year	Budget Type	Action
1	NIPi1010	2023-12-16	2023-24	Development Budget	View Edit Delete

Display of the distribution list.

Search: After entering one data in the respective field.

Distribution Details

Issue No	NIPi1010	Issue Date	2023-12-16	Fiscal Year	2023-24	Budget Type	Development Budget
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List of Items

#SL	Item Code	Item Name	Issue to
1	 NIP/1620501/DEV/23-24 /N31/H.MMaruf/5/COM/Laptop/271 NIP/1620501/DEV/23-24 /N31/H.MMaruf/5/COM/Laptop/271/i1001	Laptop	Person

Display of distribution details.

Add Return

Add Return

Return No *

Return Date *

Item Label *

Qty *

#SL	Item Label	Qty	Action
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Remarks

NIPORT Management Information System (MIS)-Asset user manual

Return No: Number of return number is auto generate.

Return Date: Select return date by clicking the drop-down at the date field of the return date.

Item Label: Name of item label.

Add: After entering all data in the respective field, click the add button.

Qty: Quantity of item.

Remarks: Remarks.

Save: After entering all data in the respective field, click the save button.

Search:

#SL	Return No	Return Date	Action
1	666	0000-00-00	View Edit Delete

Display of the return list.

Search: After entering one data in the respective field.

Details

Return No	666	Return Date	0000-00-00	Remarks	rrr
-----------	-----	-------------	------------	---------	-----

Item Details

#SL	Item Code	Qty
1	rr	44

Display of the return details.

Back: Return to the previous page.

NIPORT Management Information System (MIS)-Asset user manual

[Excel](#) [PDF/Print](#) [Show 10 rows ▼](#)

Search:

#SL 	Item Name 	Category 	Available Qty. 	Alert Qty. 
1	Chair	Furniture	122	5
2	Fan	Electronics new o	2	5
3	Laptop	Computer Accessories	121	10
4	Marker	Stationary	1	5

Showing 1 to 4 of 4 entries

[Previous](#) [1](#) [Next](#)

Show the stock list.

Search: After entering one data in the respective field.

Add Requisition

+ Add Requisition

Office Name *	Requisition No *	Requisition Date *
Head Office, NIPORT	Requisition No	05/26/2024
Item Name *	Qty *	
Please Select	Qty	Add

#SL	Item Name	Qty	Action
-----	-----------	-----	--------

Remarks

Office Name: Name of the office name.

Requisition No: Name of the requisition number.

Requisition Date: Select requisition date by clicking the drop-down at the date field of the requisition date.

Item Name: Select item name by clicking the drop-down arrow at the right side of the item name.

Qty: Quantity of item.

Add: After entering all data in the respective field, click the add button.

Remarks: Remarks.

Save: After entering all data in the respective field, click the save button.

Search:

#SL	Office Name	Requisition No	Requisition Date	Action
1	Head Office, NIPORT	444	2023-12-10	View Delete

Show the requisition list.

Search: After entering one data in the respective field.

NIPORT Management Information System (MIS)-Asset user manual

Requisition Details

Office Name	Head Office, NIPORT
Requisition No	444
Requisition Date	2023-12-10
Remarks	4444

#SL	Item Name	Qty
1	Chair	4

Back

Show the requisition details.

Back: Return to the previous page.

Add Waste Items

+ Add Waste Items

Item Label*

Qty *

Item Label

Qty

Add

#SL	Item Label	Qty	Action
	Total		

Remarks

Remarks

Save

Item Name: Name of item.

Qty: Quantity of item.

Add: After entering data in the respective field, to add button click.

Remarks: Remarks.

Save: After entering all data in the respective field, to save button click.

NIPORT Management Information System (MIS)-Asset user manual

Search

Clear

Excel

PDF/Print

Show 10 rows ▾

Search:

#SL	ID	Date	Remarks	Action
1	40	2023-12-10	4444666	

Show the waste list.

 Waste Details

ID	40	Qty	4	Remarks	4444666
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Item Details

Print

#SL	Reference No	Qty
1	44	4

Back

Show waste details.

Back: Return to the previous page.

Office Type

Please Select ▾

Office

Purchase Type

Please Select ▾

Select Date Range

Select Date Range

Select Month Range

Select Month Range

Search

C

Excel

PDF/Print

#SL	Purchase No	Purchase Date	Invoice No	Invoice Date	Purchase Type	Purchase Total	Action
1	44	2023-12-28	44	2023-12-28	Received From Niport HQ	16	

Purchase Report

NIPORT Management Information System (MIS)-Asset user manual

Office Type: Select office type by clicking the drop-down arrow at the right side of the office type.

Purchase Type: Select purchase type by clicking the drop-down arrow at the right side of the purchase type.

Select Date Range: Select date by clicking the drop-down arrow at the right side of the date range.

Select Month Range: Select month by clicking the drop-down arrow at the right side of the month range.

Search: After entering all data in the respective field, click the search button.

Fiscal Year

Please Select Fiscal Year

Office Type

Please Select Office Type

Office

Budget Type

Please Select Budget Type

Select Date Range

Select Date Range

Select Month Range

Select Month Range

Search

Excel

PDF/Print

Distribution Report

Fiscal Year: Select- fiscal year by clicking the drop-down arrow at the right side of the year.

Office Type: Select- office type by clicking the drop-down arrow at the right side of the office type.

Budget Type: Select- budget type by clicking the drop-down arrow at the right side of the budget type.

Select Date Range: Select- date range by clicking the drop-down arrow at the right side of the date.

Select Month Range: Select month range by clicking the drop-down arrow at the right side of the month.

Search: After entering all data in the respective field, click the search button.

Office Type

Please Select Office Type

Office

Select Date Range

Select Date Range

Select Month Range

Select Month Range

Search

Excel

PDF/Print

NIPORT Management Information System (MIS)-Asset user manual

Requisition Report

Office Type: Select office type by clicking the drop-down arrow at the right side of the office type.

Select Date Range: Select date range by clicking the drop-down arrow at the right side of the date.

Select Month Range: Select month range by clicking the drop-down arrow at the right side of the month.

Search: After entering all data in the respective field, click the search button.

Office Type

Please Select Office Type

Office

Select Date Range

Select Date Range

Select Month Range

Select Month Range

Search

C

Excel

PDF/Print

Show 10 rows

Search:

#SL	ID	Date	Remarks	Action
1	40	2023-12-10	4444666	

Waster Report

Office Type: Select office type by clicking the drop-down arrow at the right side of the office type.

Select Date Range: Select date range by clicking the drop-down arrow at the right side of the date.

Select Month Range: Select month range by clicking the drop-down arrow at the right side of the month.

Search: After entering all data in the respective field, click the search button.

Office Type

Please Select Office Type

Office

Select Date Range

Select Date Range

Select Month Range

Select Month Range

Search

C

Excel

PDF/Print

#SL	Return No	Return Date	Action
1	666	0000-00-00	

Return Report

NIPORT Management Information System (MIS)-Asset user manual

Office Type: Select office type by clicking the drop-down arrow at the right side of the office type.

Select Date Range: Select date range by clicking the drop-down arrow at the right side of the date.

Select Month Range: Select month range by clicking the drop-down arrow at the right side of the month.

Search: After entering all data in the respective field, click the search button.

Select Fiscal Year ▼

Issue No

Select Budget Type ▼

Select Item ▼

Item Code

Select Person/Room ▼

Room No

Please Select Category

Select Date Range

Select Month Range

Search

C

Excel

PDF/Print

#SL	Item Code	Item Name	Issue No	Issue to
1	NIP/1620501/DEV/23-24 /N25/Admin NameUser/FUR/Chair/272	Chair	NIPi1010	Person

Item Track Report

Select Fiscal Year: Select fiscal year by clicking the drop-down arrow at the right side of the year.

Issue No: Number of issue number.

Budget Type: Select budget type by clicking the drop-down arrow at the right side of the budget type.

Select item: Select item by clicking the drop-down arrow at the right side of item.

Item code: Code of item code.

Select Person/Room: Select person or room by clicking the drop-down arrow at the right side person or room.

Room No: Number of room number.

Select Category: Select category name by clicking the drop-down arrow at the right side of the category name.

Select Date Range: Select date range by clicking the drop-down arrow at the right side of the date.

Select Month Range: Select month range by clicking the drop-down arrow at the right side of the month.

Search: After entering all data in the respective field, click the search button.