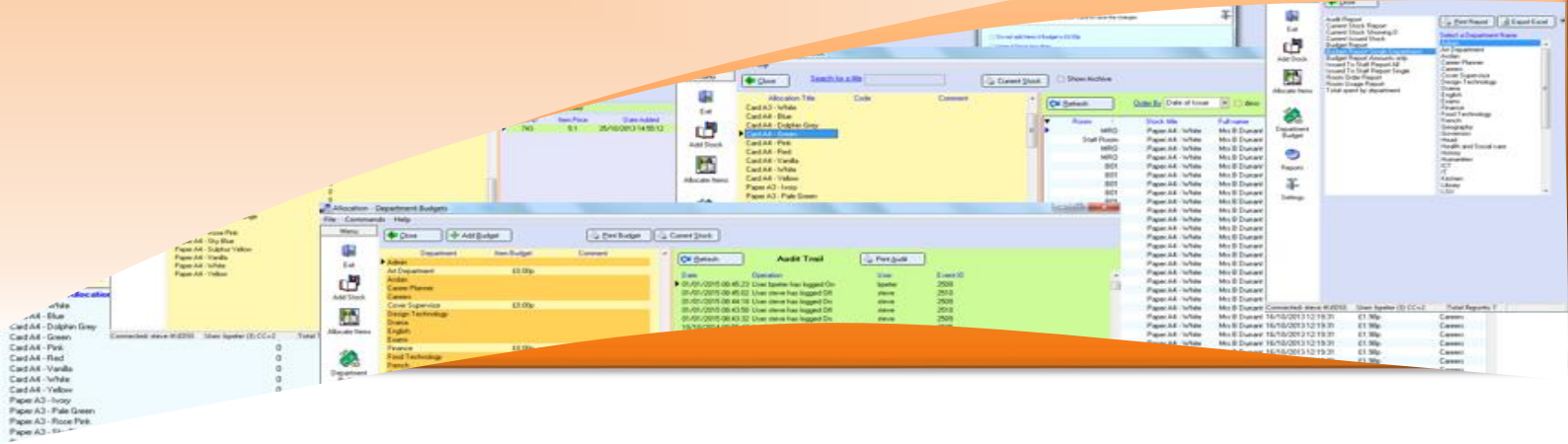


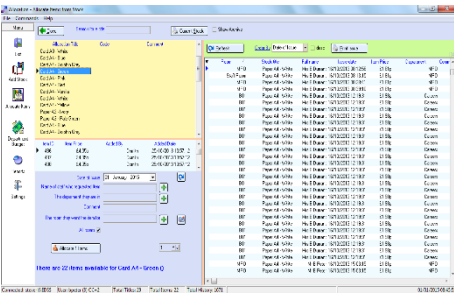
Allocation



Allocation

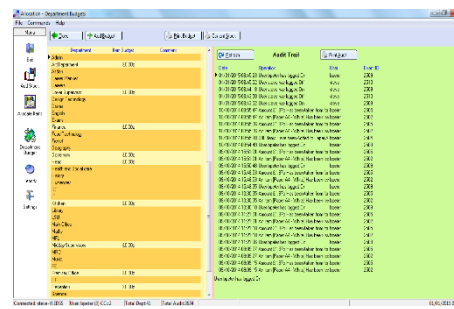
Allocation is a program that you use to Monitor ink and paper consumption.

You first setup all the Paper and inks you have, then when someone wants some Ink or paper you can allocate the item to them and keep a record so your Management Team will know who is using the most Inks or Paper

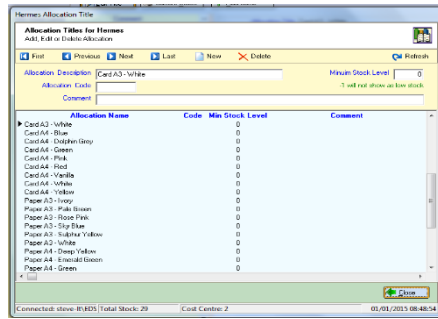


Click Allocate Items then select an Item, then the Users Name, their department a Room and a comment if you want, then click Allocate items button The details will then be saved so you can run reports at a later date.

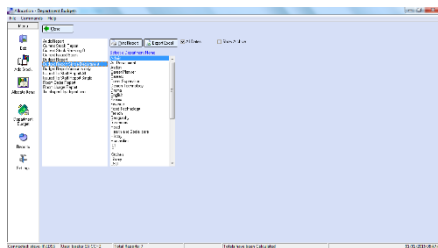
You can see at a glance which Departments are in Credit or not by looking at the **Department Budget**



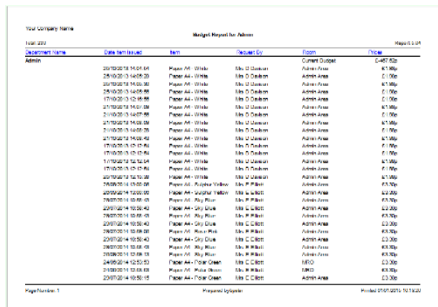
Add Items to the Program by using the **Edit Items** button on the add Stock screen



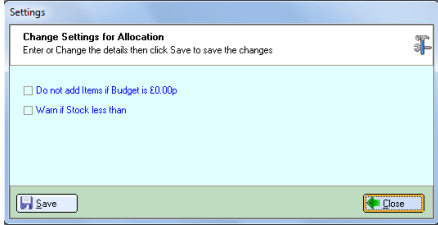
Reports: These are the Reports you can run, Audit Report, Current Stock Report, Current Stock Showing 0, Current Issued Stock, Budget Report, Budget Report Single Department, Budget Report Amounts only, Issued To Staff Report All, Issued To Staff Report Single, Room Order Report, Room Usage Report, Total spent by department



An Example of a Budget Report for Admin



Settings: Use this screen to an option so if their budget is 0 it will not let you add the item. Do not add items if Budget is 0 And Warn if Stock is 0



- ## Programs in Hermes
- Other Programs in the Hermes Suite:
- After School Club
 - Allocation
 - Alternative Education
 - Asset Manager
 - Bookings
 - Call Logger
 - Confiscated Items
 - Controlled Assessment
 - Detention
 - Forms On Line
 - ID Cards
 - Learning Identification Sheet
 - Network Devices
 - Parental Engagement
 - Photos
 - Seating Plan
 - Software Audit
 - Stock Control
 - User Display
 - Visitor Log
 - Work Experience

Visit the website to find out more All Programs can be Customised to your Needs

