



Salt Union Ltd.
A Compass Minerals Company

Salt Stocks User Manual (Customer)

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Revision History of Document

Revision date	Summary of Changes	Revised By	Version
20/10/2008	Initial Release	BC	1.0

Table of Contents

1.	Username and Logon Details	3
	1.1 User Name and Logon Summary	3
	1.2 Username.....	3
	1.3 Password.....	3
	1.4 Password Hint	3
	1.5 How To...Obtain a Password Hint	3
	1.6 Username and Logon Notes	4
2.	User Tasks	5
	2.1 User Tasks Summary	5
	2.2 Input Stock	5
	2.3 How To...Input Usage	6
	2.4 Stock Level Report	7
	2.5 How To...Produce a Stock Level Report	8
	2.6 Graph Report.....	9
	2.7 How To...View a Graph Report	9
3.	Administration	11
	3.1 Administration Summary	11
	3.2 Change Password	11
	3.3 How To...Change a Password	11

1. Username and Logon Details

1.1 User Name and Logon Summary

Salt Stocks Homepage	www.saltstocks.co.uk
Username	Your work email address
Password	Randomly generated password
Password Hint	A hint to remember your password
Change Password	The facility to change your password after logging in

1.2 Username

The username will be your usual work email address, for example jobloggs@localauthority.gov.uk

1.3 Password

Your password will initially be a randomly generated password. Once you have logged in for the first time, you will be able to change your password. All passwords must be alphanumeric (contain at least 1 letter and 1 number) and a minimum of 8 characters in length. Passwords do not expire but you can change your password as often as you like.

1.4 Password Hint

A password hint is a word or phrase stored on the system that will provide a hint as to your password in the case of forgotten passwords. The hint can not be the exact same as a password. For example if your password is 'Yellow1' then your hint may be 'yellow one' but it could not be 'Yellow1'. A user can update their password hint at anytime.

1.5 How To...Obtain a Password Hint

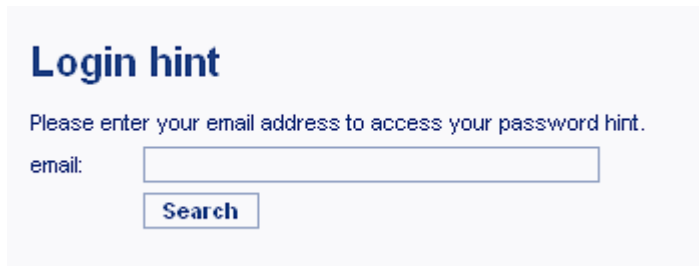
Welcome to Salt Stocks

Salt Stocks is a unique, web-based management system offering you complete control over stock levels and budget.

Incorrect login, your email address or password is invalid.

Do you need a [hint](#) to remember your password?

The user can click on the 'hint' hyperlink to view the hint (below):



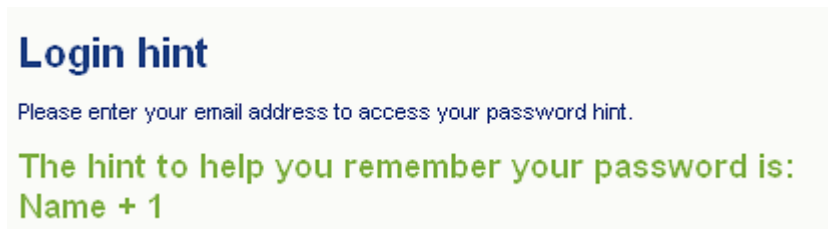
Login hint

Please enter your email address to access your password hint.

email:

Search

The password hint stored for that user will then be displayed (below):



Login hint

Please enter your email address to access your password hint.

**The hint to help you remember your password is:
Name + 1**

1.6 Username and Logon Notes

The Salt Stocks system is entirely web-based. A user only requires a valid username and password and access to the internet to log into Salt Stocks. Salt Stocks can therefore be accessed at the office, at home, on holiday...wherever!

2. User Tasks

2.1 User Tasks Summary

Task	Description
Input Stock	Input salt usage for depots user has permissions
Stock Level Report	View Stock Management Report for depots user has permissions
Graph Report	View Graph Report for depots user has permissions

The User Tasks section is where you will input your salt usage and view stock level reports. There is also an additional graph report, when actual usage is plotted against the minimum and maximum levels for a selected depot.

2.2 Input Stock

This section is where salt usage is inputted into the Salt Stocks. When usage is inputted, an email will be automatically sent recording the usage inputted.

To input usage:

1. Log into Salt Stocks
2. On the Navigation menu, select User Tasks | Input Usage
3. Select the Depot(s) you wish to enter usage for
4. Click 'Get Input List'
5. Enter usage for each desired depot
6. Click 'Commit'
7. Review the usage figures and select 'OK' on the prompt if they are correct
8. Review the usage figures and select 'Cancel' on the prompt if they are incorrect (and repeat steps 5-7)

2.3 How To...Input Usage

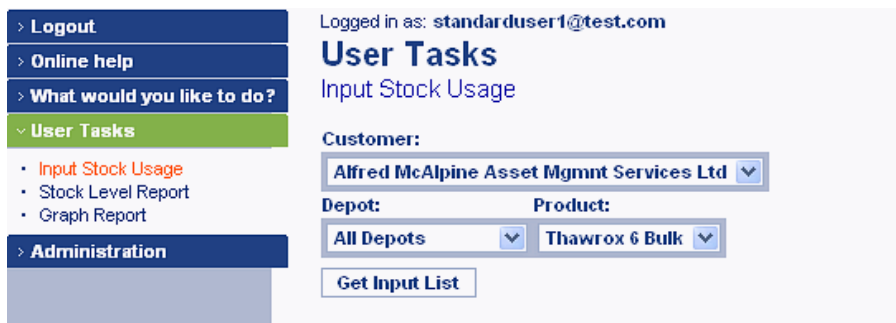
On the Navigation menu, select 'User Tasks' and then click on 'Input Usage'.



The screenshot shows the 'User Tasks' menu expanded. The navigation menu on the left includes 'Logout', 'Online help', 'What would you like to do?', 'User Tasks' (highlighted), and 'Administration'. The main content area shows 'Logged in as: standarduser1@test.com' and the 'User Tasks' title. Under 'User Tasks', the following options are listed:

- Input Stock Usage
- Stock Level Report
- Graph Report

Select the Area, Customer and Depot list required and click 'Get Input List'



The screenshot shows the 'Input Stock Usage' form. The navigation menu on the left includes 'Logout', 'Online help', 'What would you like to do?', 'User Tasks' (highlighted), and 'Administration'. The main content area shows 'Logged in as: standarduser1@test.com' and the 'User Tasks' title. Under 'User Tasks', the following options are listed:

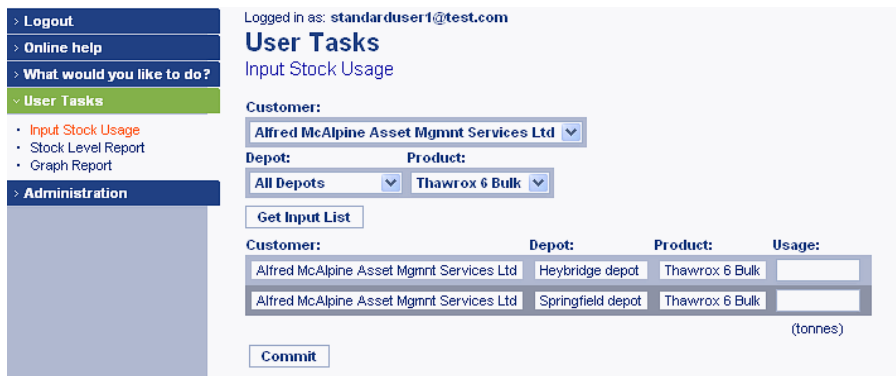
- **Input Stock Usage**
- Stock Level Report
- Graph Report

The form includes the following fields:

- Customer:** Alfred McAlpine Asset Mgmt Services Ltd
- Depot:** All Depots
- Product:** Thawrox 6 Bulk

A 'Get Input List' button is located below the form fields.

Enter usage into the required depots and click 'Commit'.



The screenshot shows the 'Input Stock Usage' form with a table for entering usage. The navigation menu on the left includes 'Logout', 'Online help', 'What would you like to do?', 'User Tasks' (highlighted), and 'Administration'. The main content area shows 'Logged in as: standarduser1@test.com' and the 'User Tasks' title. Under 'User Tasks', the following options are listed:

- **Input Stock Usage**
- Stock Level Report
- Graph Report

The form includes the following fields:

- Customer:** Alfred McAlpine Asset Mgmt Services Ltd
- Depot:** All Depots
- Product:** Thawrox 6 Bulk

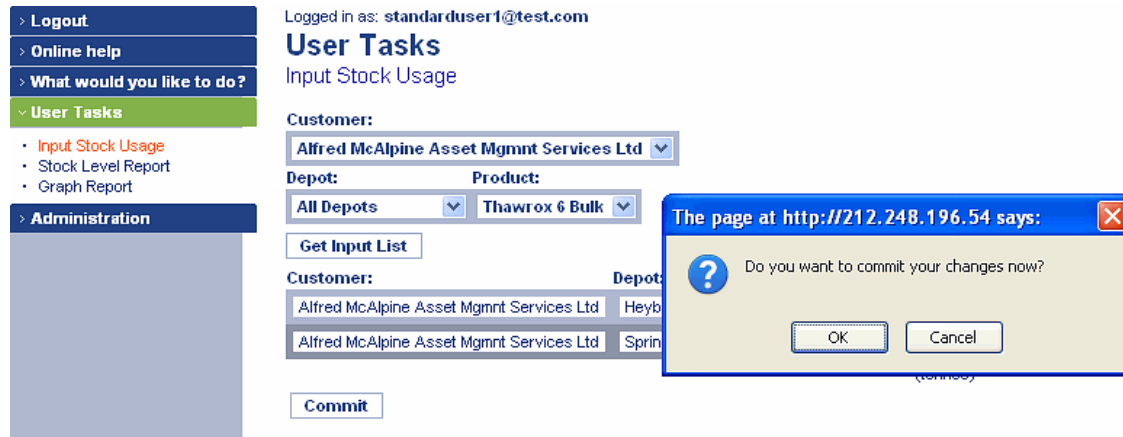
A 'Get Input List' button is located below the form fields.

Customer:	Depot:	Product:	Usage:
Alfred McAlpine Asset Mgmt Services Ltd	Heybridge depot	Thawrox 6 Bulk	
Alfred McAlpine Asset Mgmt Services Ltd	Springfield depot	Thawrox 6 Bulk	

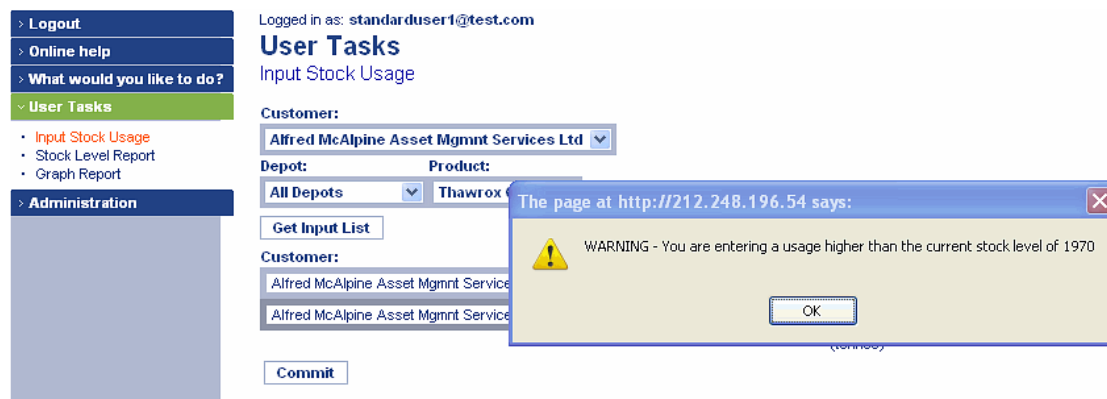
(tonnes)

A 'Commit' button is located below the table.

Review the usage inputted and press 'OK' to continue or 'Cancel' to amend.



If a user tries to input a usage amount that is greater than the current stock level, the following error message is displayed:



2.4 Stock Level Report

This report is the Stock Management Report used to view their Stock Usage figures. The report also shows the user the order status of any orders placed with Salt Union.

The report displays the following fields:

- Customer, Depot, Product, Stock Date, Stock Level, On Order, On Hold, Min Level, Max Level and Days Remaining

To view stock level reports:

1. Log into Salt Stocks
2. On the Navigation menu, select User Tasks | Stock Level Report
3. Select the date range for the report
4. Select the Depot(s) you wish to enter usage for
5. Select how to order the report: by Depot/date, Product, Stock Level or Days Remaining
6. Click 'Report'
7. To export the report, click 'Export to CSV' and chose a location to save the report

2.5 How To...Produce a Stock Level Report

On the Navigation menu, select 'User Tasks' and then click on 'Stock Level Report'.

Logged in as: **standarduser1@test.com**

User Tasks

- > Logout
- > Online help
- > What would you like to do?
- > User Tasks**
 - Input Stock Usage
 - Stock Level Report
 - Graph Report
- > Administration

Select the Date Range, Area, Customer and Depot list and the Order required and click 'Report'.

Logged in as: **standarduser1@test.com**

User Tasks
Stock Level Report

Date Range
 Current Month
 Current Season

Date from: Date to:

Customer:

Depot: Product:

Order by: Depot.Date Product Stock Level Days Stock Remaining

The report is displayed showing the stock information for each depot.

Logged in as: **standarduser1@test.com**

User Tasks
Stock Level Report

Date Range
 Current Month
 Current Season

Date from: Date to:

Customer:

Depot: Product:

Order by: Depot.Date Product Stock Level Days Stock Remaining

Customer	Depot	Product	Stock Date	Stock Level	On Order	Min Level	Max Level	Days Remaining
Alfred McAlpine Asset Mgmt Services Ltd	Heybridge depot	Thawrox 6 Bulk	03/09/2008 10:42:00	1970	0	0	0	N/A
	Springfield depot	Thawrox 6 Bulk	03/09/2008 10:53:00	700	0	0	0	N/A
Total				2670	0			

To export the report to Excel, click on the 'Export to CSV' button and select a location to save the report.

Logged in as: [standarduser1@test.com](#)

User Tasks

Stock Level Report

Date Range
 Current Month
 Current Season

Date from: Date to:

Customer:

Depot: Product:

Order by: Depot Date Product

Customer	He
Alfred McAlpine Asset Mgmt Services Ltd	Sp

Opening StockLevelReport_StandardUser1_2008-10-20

You have chosen to open

StockLevelReport_StandardUser1_2008-10-20
 which is a: Microsoft Office Excel Comma Separated Values File
 from: http://212.248.196.54

What should Firefox do with this file?

Open with

Save File

Do this automatically for files like this from now on.

r	Min Level	Max Level	Days Remaining
0	0	0	N/A
0	0	0	N/A
0			

2.6 Graph Report

The Graph Report is a new feature available to users. The report plots the actual salt usage against the minimum and maximum levels for the winter period.

To view the graphical stock level report:

1. Log into Salt Stocks
2. On the Navigation menu, select User Tasks | Graph Report
3. Select the date range for the report
4. Select the Depot(s) you wish to enter usage for
5. Click 'Graph to view the report
6. To export the report, click 'Export to CSV' and chose a location to save the report

2.7 How To...View a Graph Report

On the Navigation menu, select 'User Tasks' and then click on 'Graph Report'.

> Logout

> Online help

> What would you like to do?

> User Tasks

- Input Stock Usage
- Stock Level Report
- Graph Report

> Administration

Logged in as: [standarduser1@test.com](#)

User Tasks

Select the Date Range, Area, Customer and Depot required and then click 'Graph'

Logged in as: **standarduser1@test.com**

User Tasks

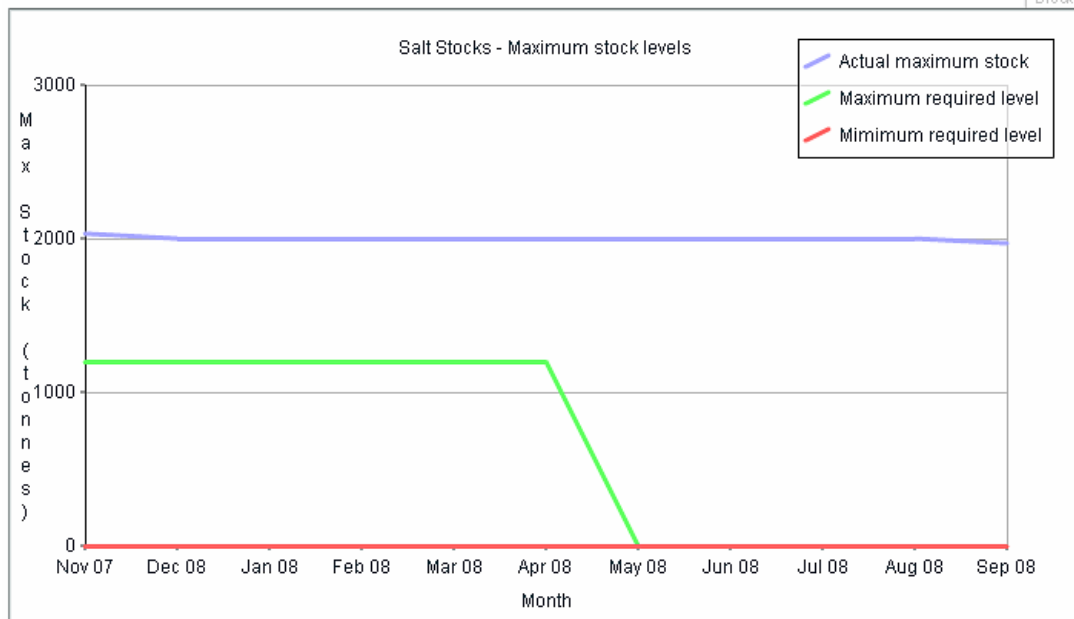
Graph Report

Date from: Date to:

Customer:
Alfred McAlpine Asset Mgmt Services Ltd

Depot: **Heybridge depot** Product: **Thawrox 6 Bulk**

Graph



3. Administration

3.1 Administration Summary

Task	Description
Change Password	Ability for any user to change their own password once logged into the system

3.2 Change Password

A user can change their password at any time once they have successfully logged in. This feature can only be used when a user is logged into Salt Stocks. If a password has been forgotten, use the password hint feature.

To change your own password:

1. Log into Salt Stocks
2. On the Navigation menu, select Administration | Change Password
3. Enter your current password in the field 'old password'
4. Enter the desired new password
5. Confirm that password by entering it exactly the same in the confirm field
6. Enter a password hint¹
7. Click 'Save'

3.3 How To...Change a Password

On the Navigation menu, select 'Administration' and then click on 'Change Password'.



¹ The password hint can not be identical to the password. For example, for the password 'password1', 'password1' as a hint is not accepted, but 'password and one' is

Enter you old password, then new password. Confirm this in the confirm box and add a password hint.

Logged in as: **standarduser1@test.com**

Administration

Change Password

Enter Old Password:

Enter New Password:

Confirm Password:

New Password Hint:

Then click 'Save'.

Logged in as: **standarduser1@test.com**

Administration

Change Password

Password has been changed

Enter Old Password:

Enter New Password:

Confirm Password:

New Password Hint: