كمنترين حال احوال دالم نݢري
KEMENTERIAN HAL EHWAL DALAM NEGERI
NEGARA BRUNEI DARUSSALAM

Ministry of Home Affairs

IT Department

Vendor Management Information System

(User Manual for **Administrator**)

Date: 19th June 2021

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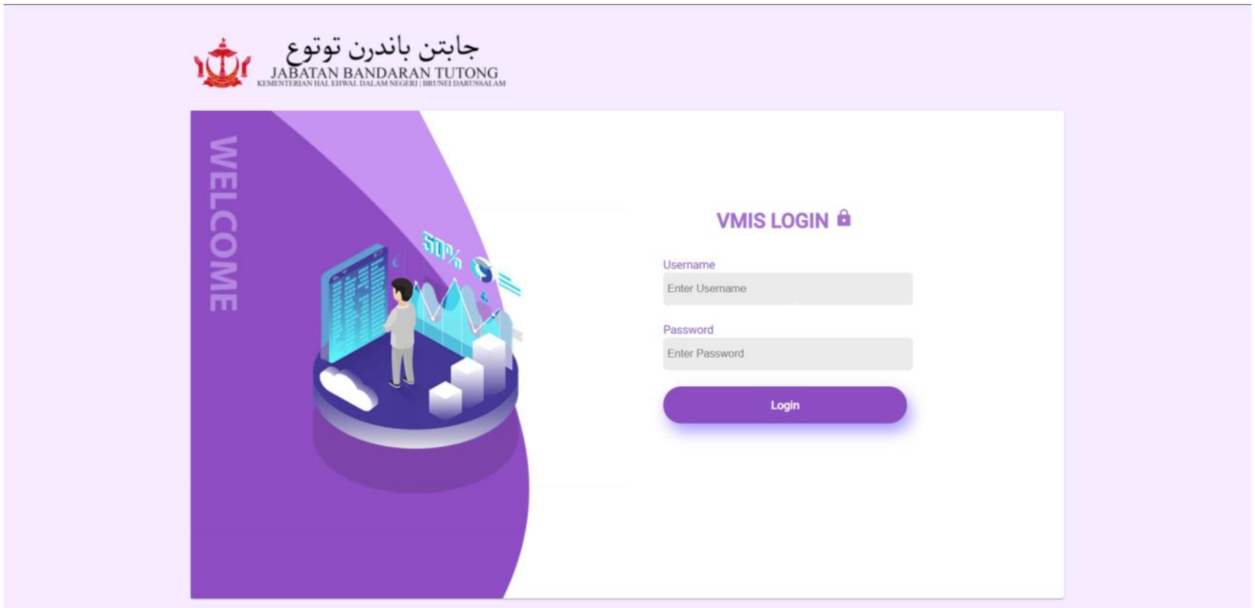
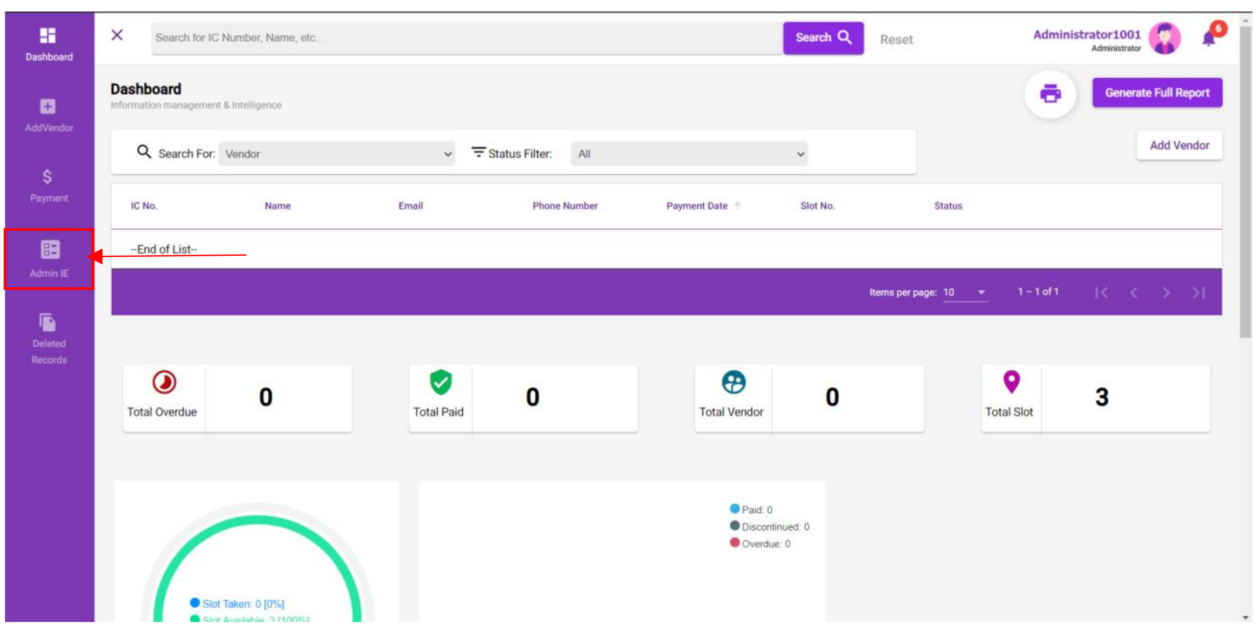
1. System Login



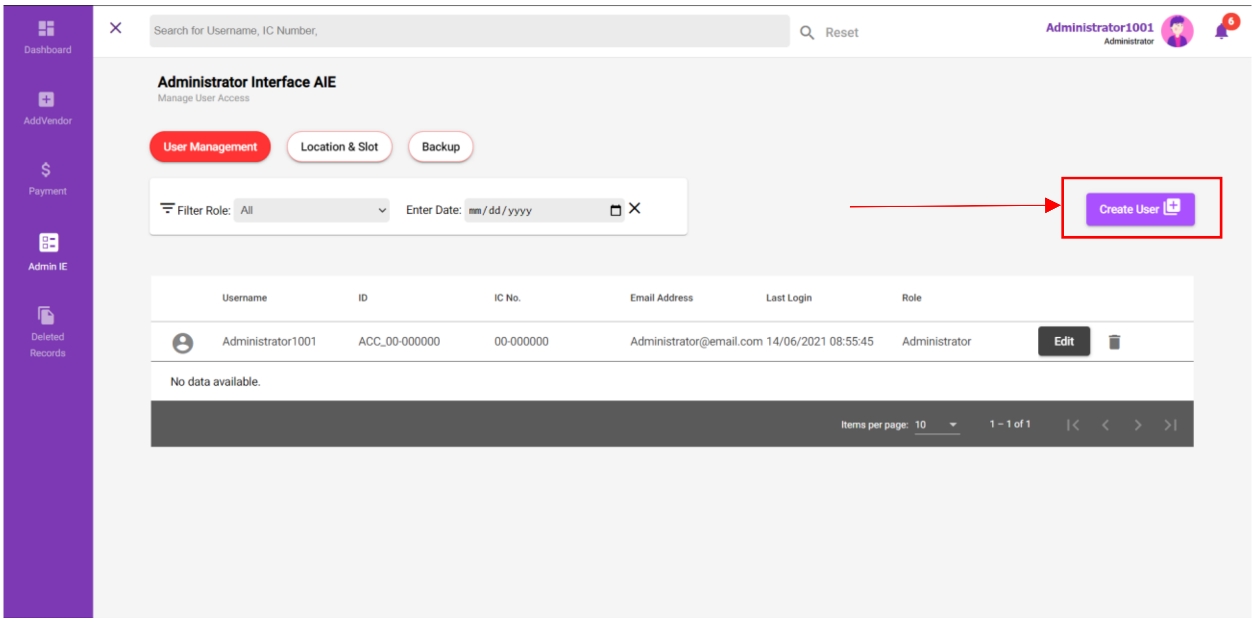
1. Access **VMIS**, then log in using default administrator credentials which are **Administrator1001** for both username and password.

2. Administrator Interface AIE

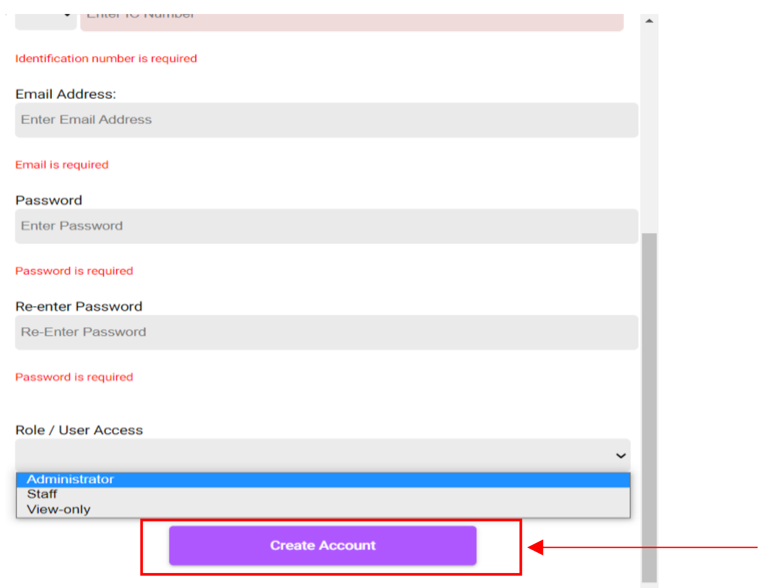


1. In the dashboard, look for **Admin IE** in the side navigation and left-click on it.

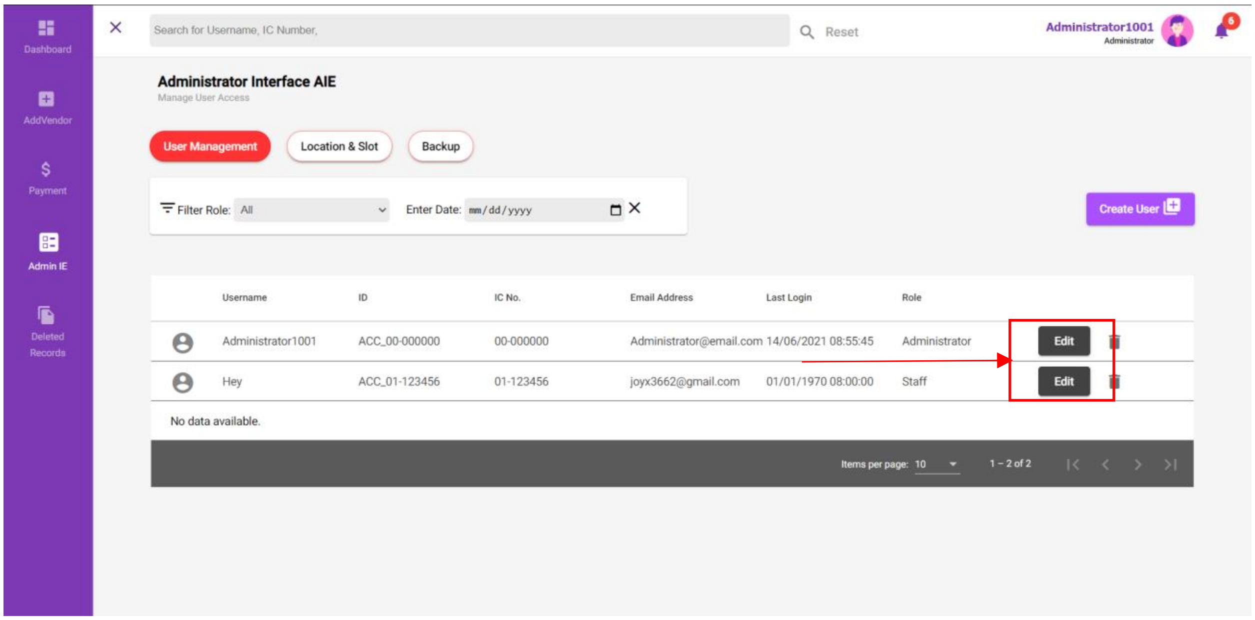
3. Add User Account



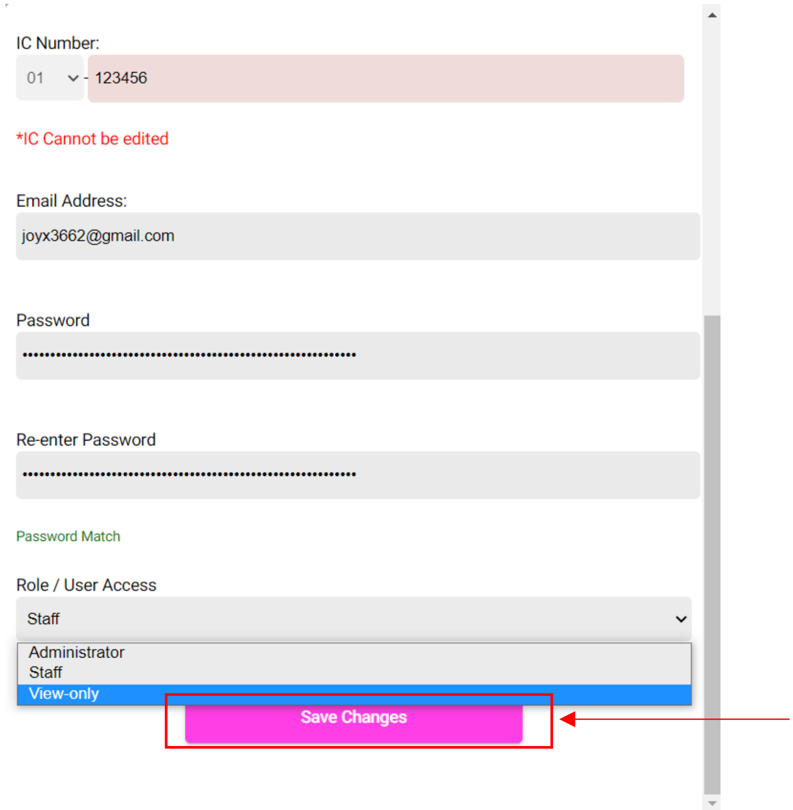
1. Under the **Administrator Interface AIE**, left-click on **Create User** to create user roles in the system.



2. A small pop-up menu will show up, Fill in the details of the new user, adding a profile picture is optional and lastly select which role the user will have in the system (Administrator, Staff, or View) and click create an account when finished.

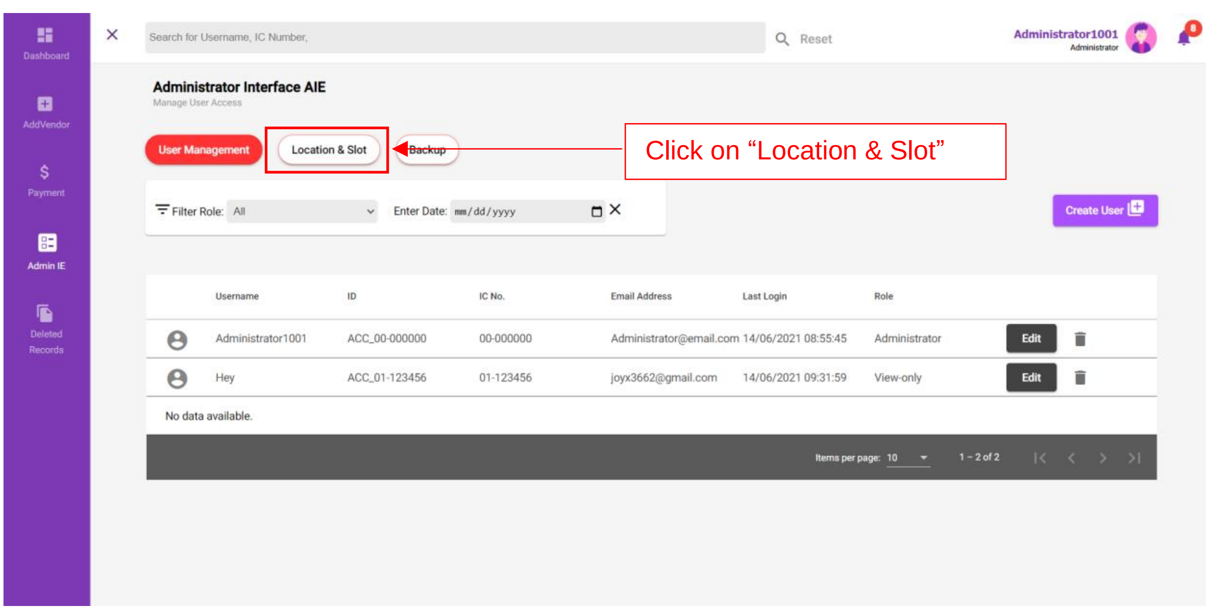


3. After creating another user, it is still possible to change the user's roles by clicking edit.

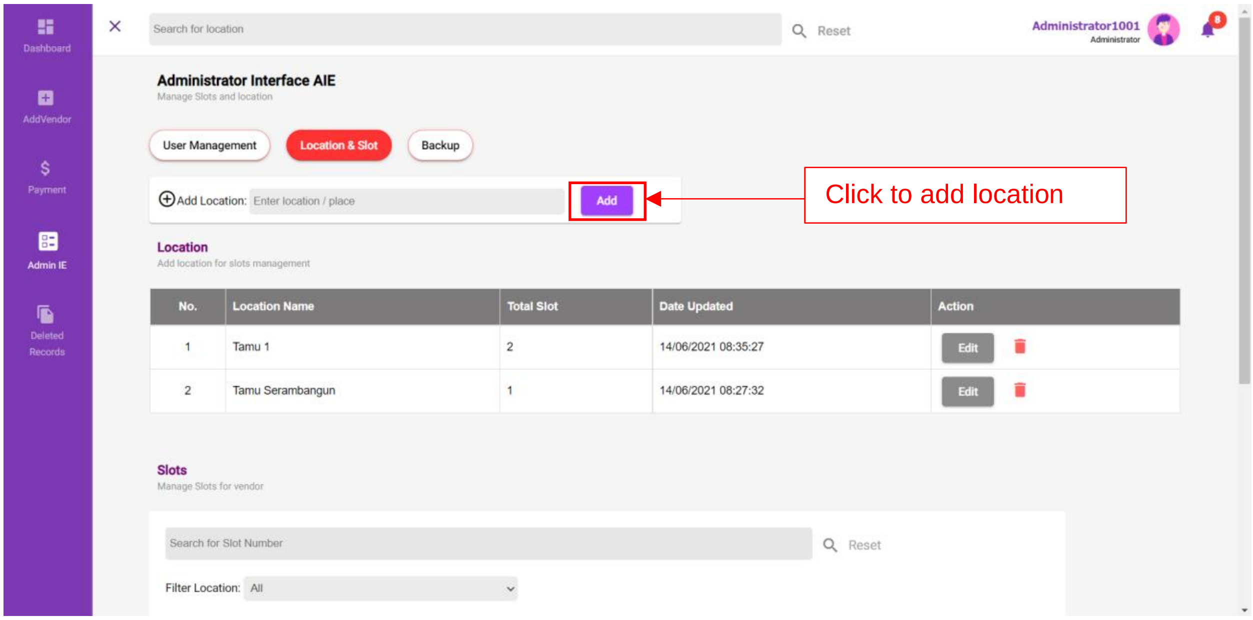


4. Edit any user details (except IC) and change the user's role to view for example and click save changes when finished.

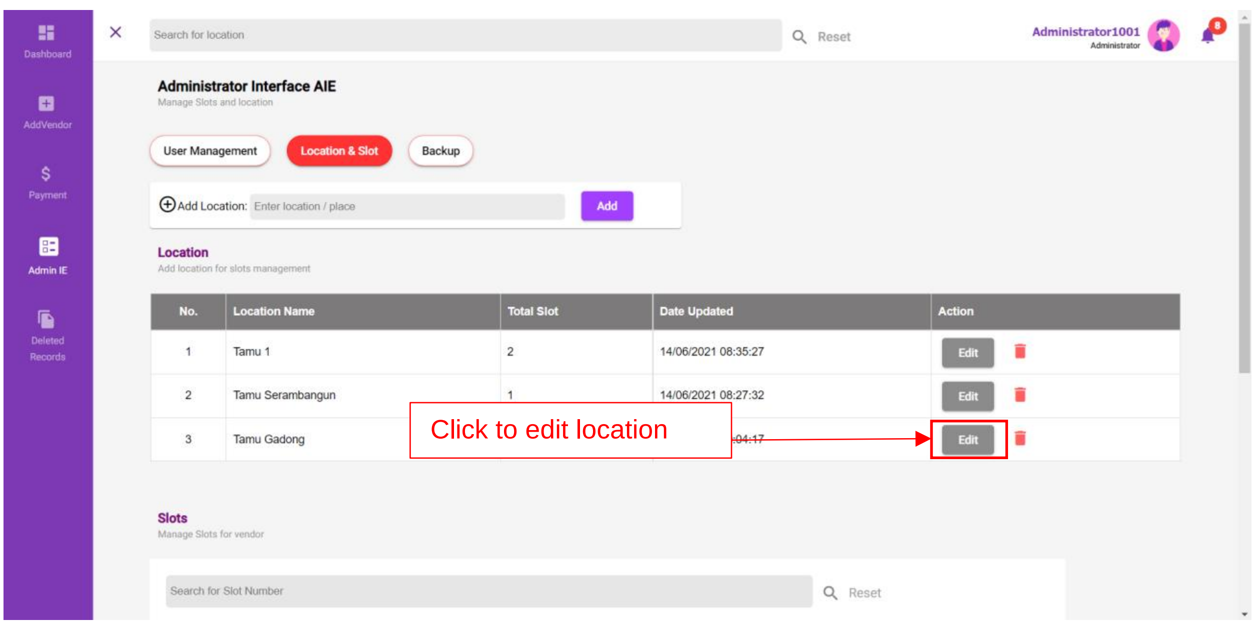
4. Adding Location & Slot



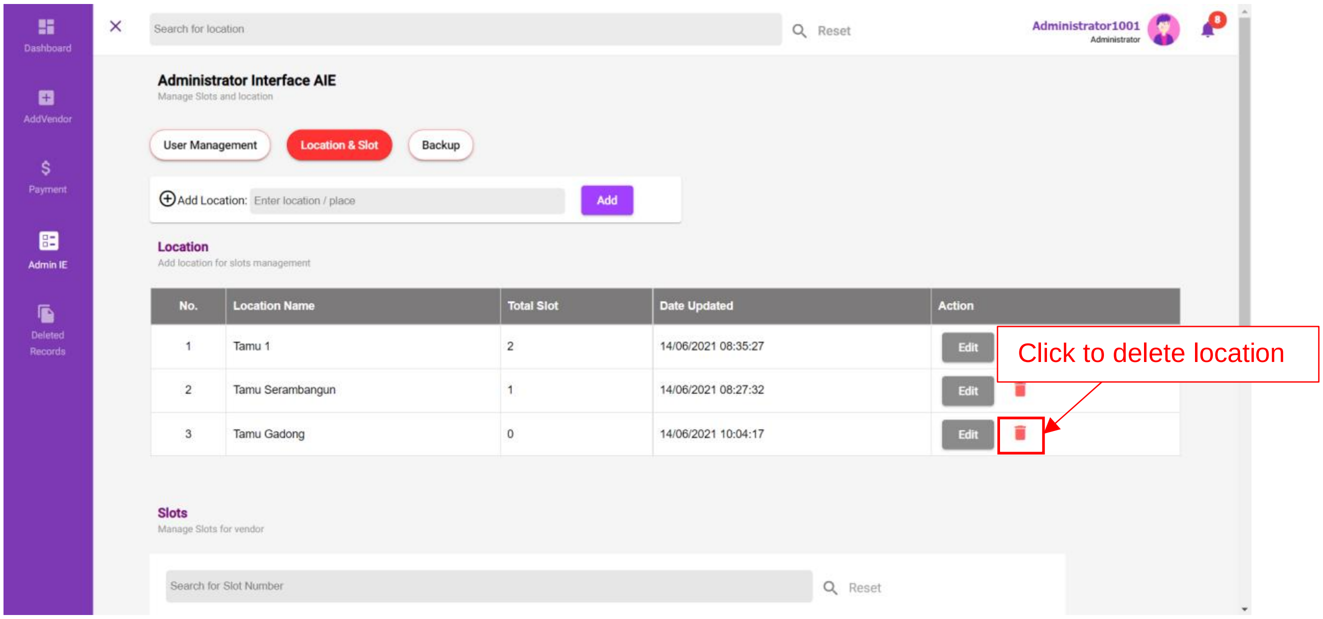
2. Under the **Administrator Interface AIE**, click **Location & Slot**.



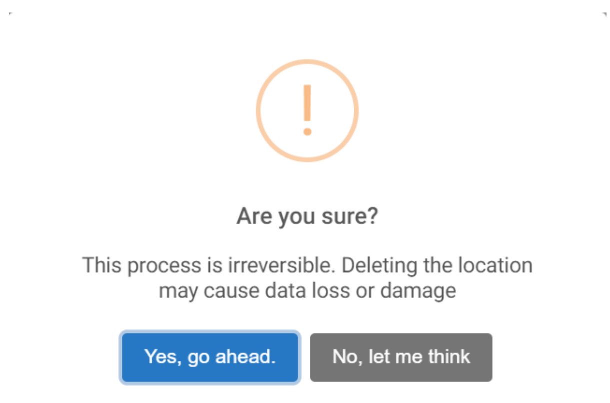
3. Type in the name of the location and click **Add**.



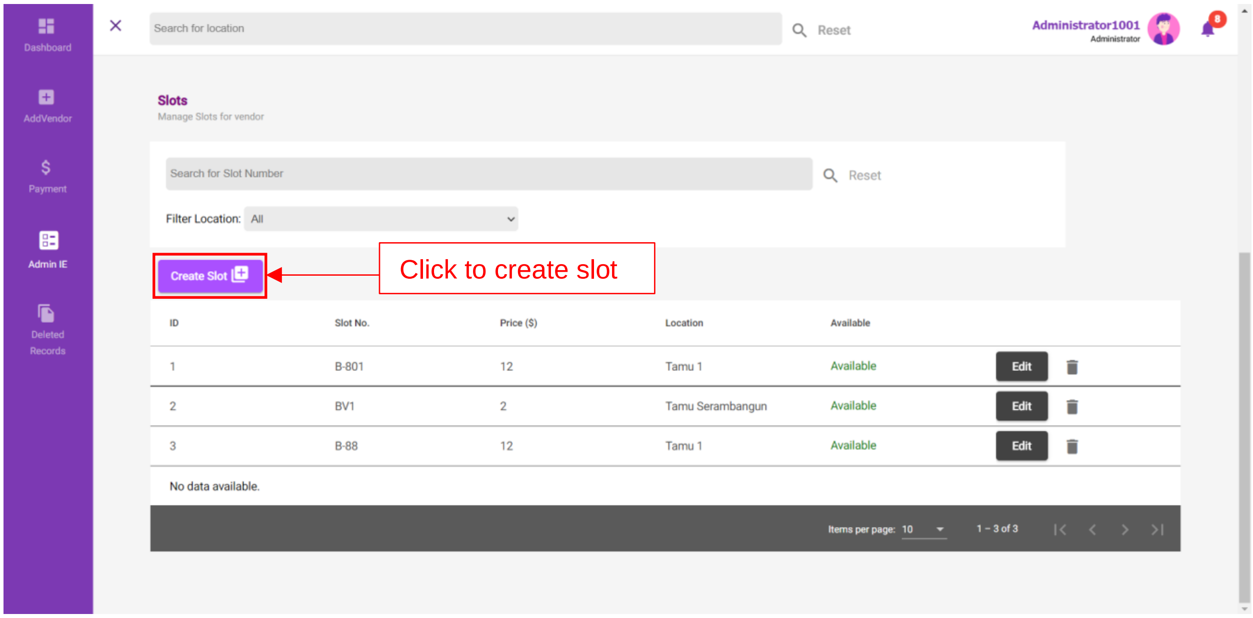
4. Choose any location and click **Edit** to change the details such as location name.



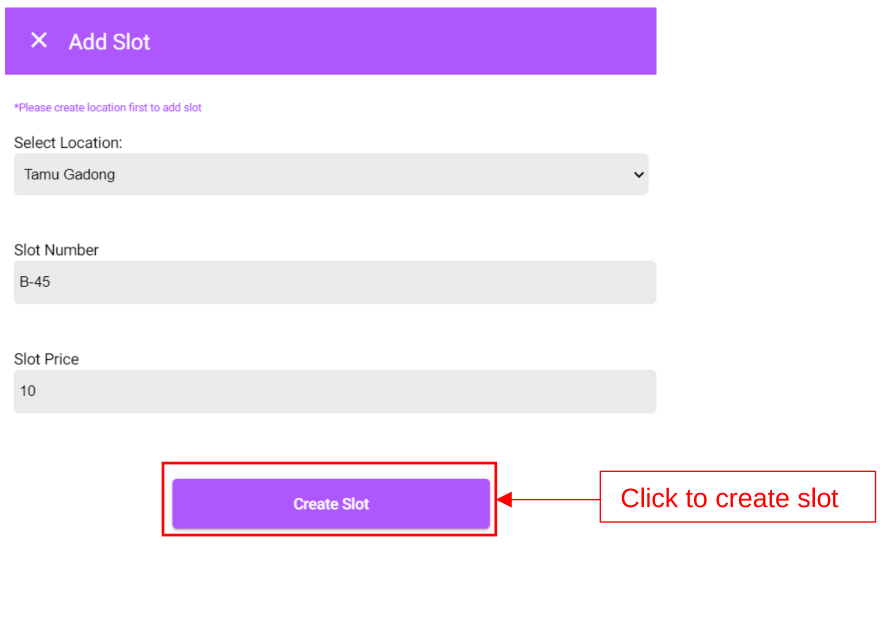
5. Location can also be deleted by clicking the red garbage icon.



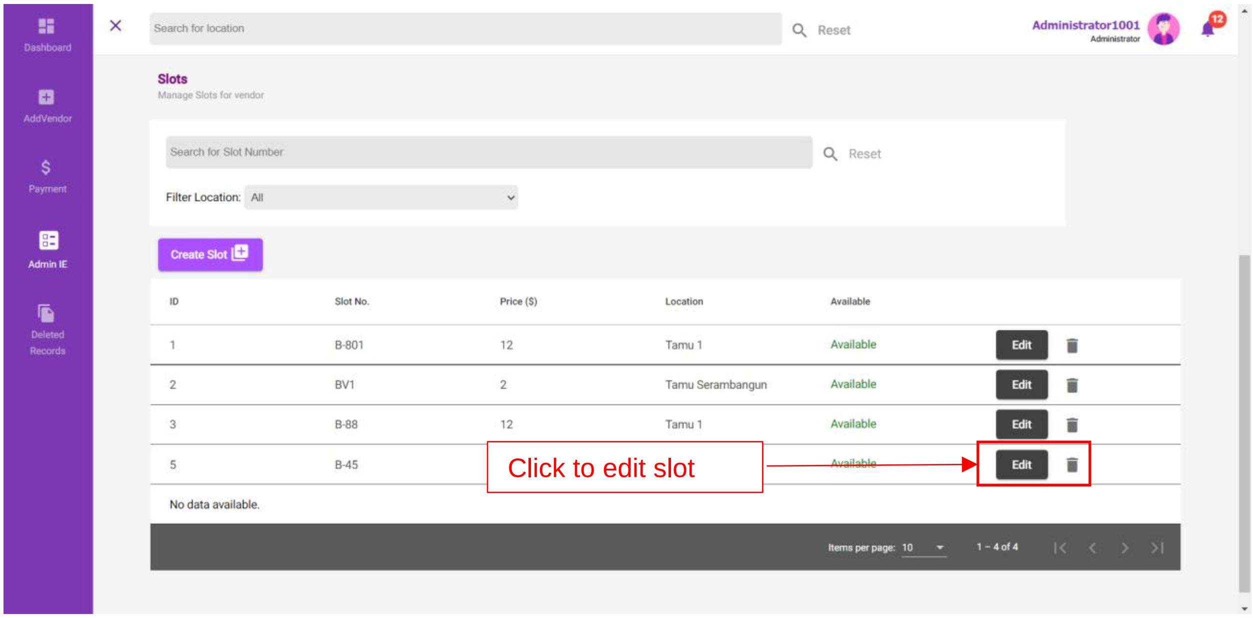
6. After clicking the red icon, a small pop-up menu will pop up asking for confirmation to delete the location or not.



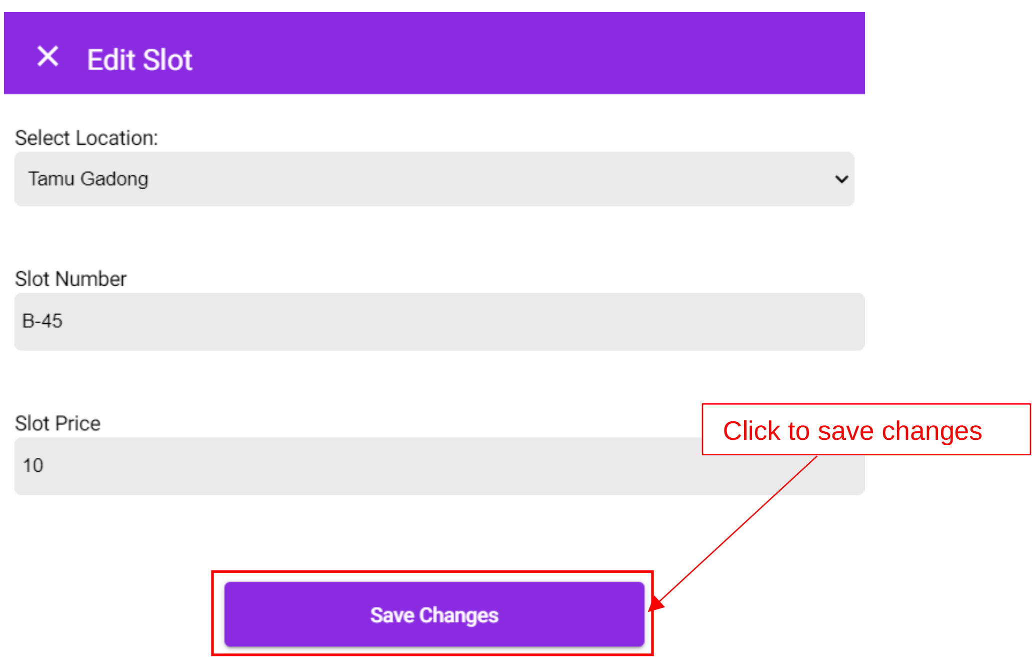
7. Scroll down and click **Create Slot** based on the location created.



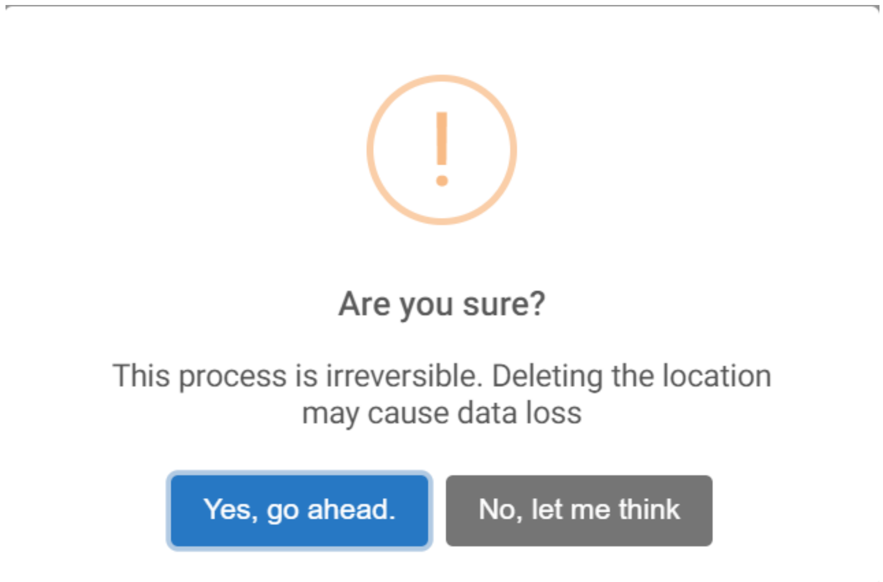
8. After clicking **Create Slot**, a small pop up menu will show, select and type in the details for that location and click **Create Slot** when finished



9. The new slot number will show up on the table. This data can be edited or deleted.

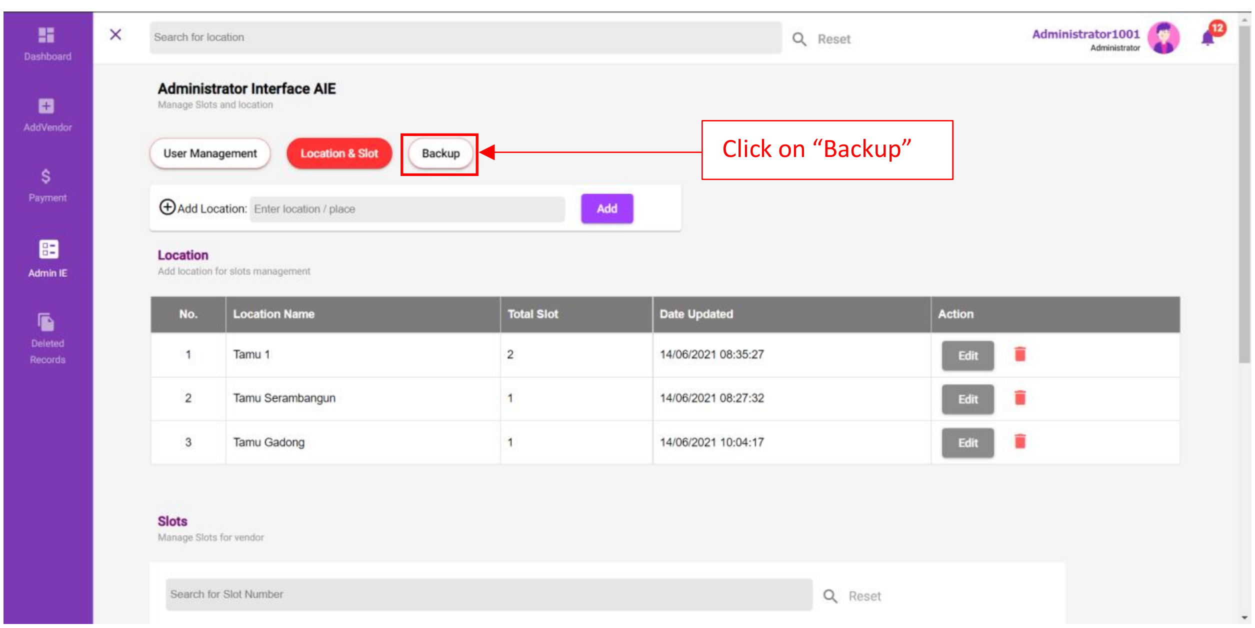


10. After clicking **Edit**, edit the details and click **Save Changes** to confirm.

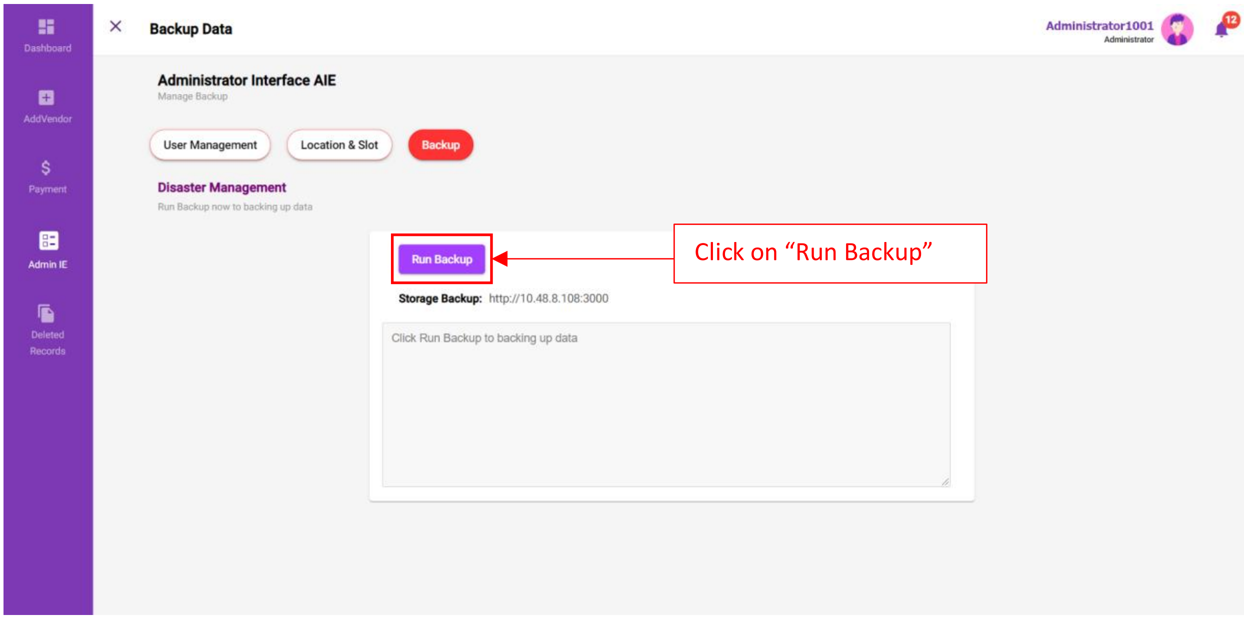


11. After clicking the delete icon, a small pop-up menu will show asking for confirmation to delete or not.

5. Backup

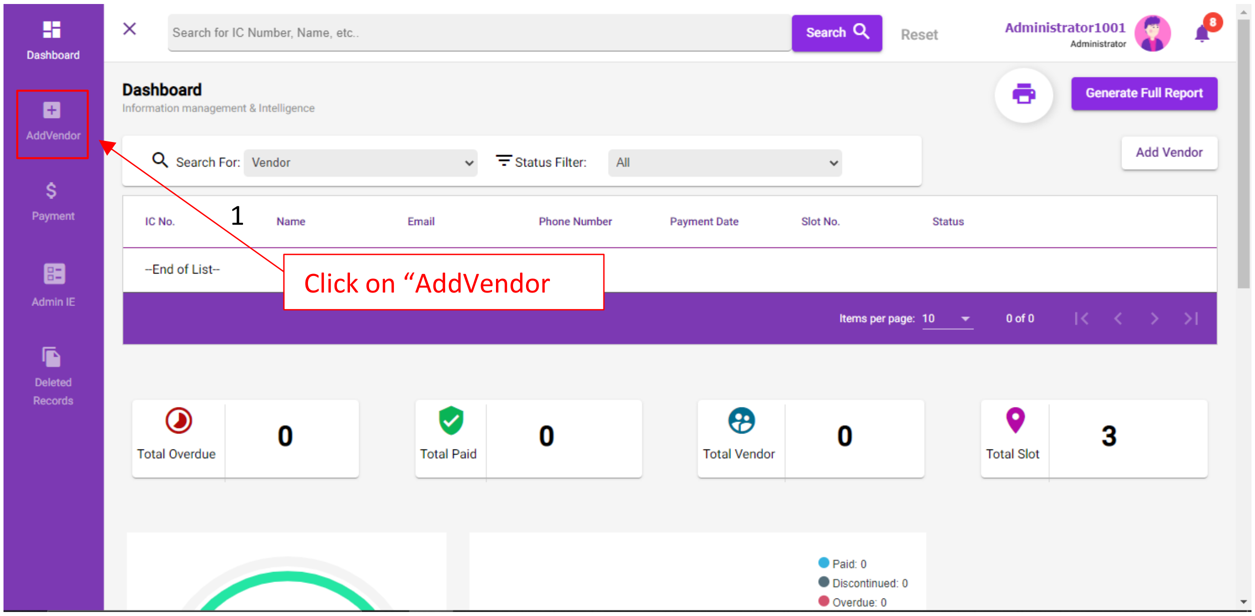


1. Under **Administrator Interface, AIE**, click **Backup**.



2. Click **Run Backup** and the data will be backup-ed to the PC based on the IP address shown.

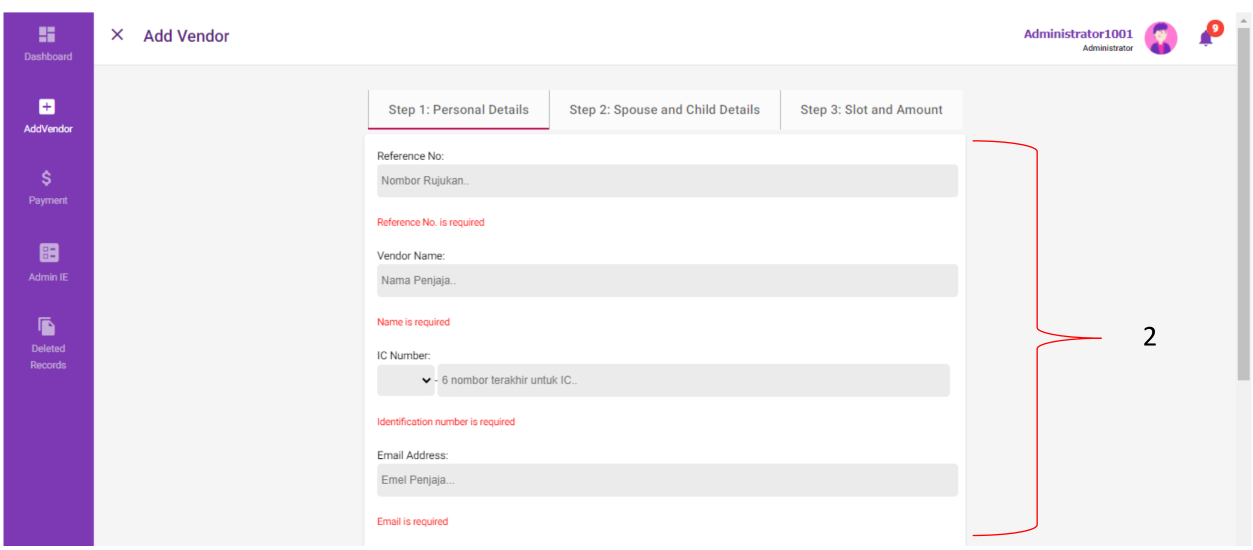
6. Add Vendor

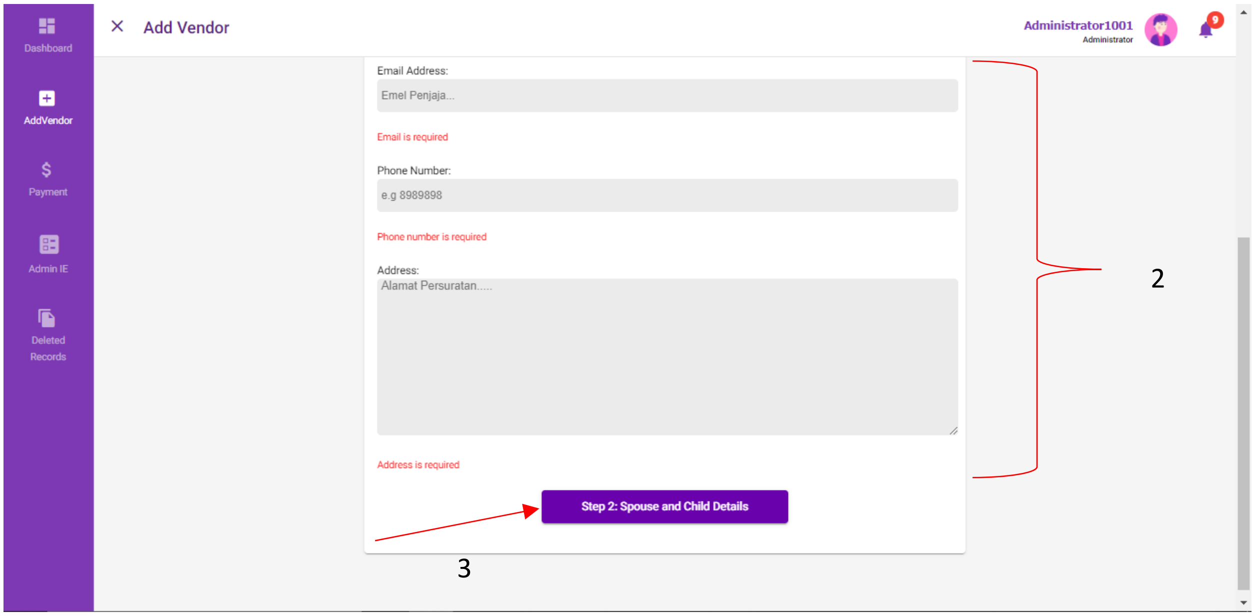


To add a vendor:

1. Go to **"AddVendor"** located at the side navigation panel.

6.1 Fill in the vendor's Details

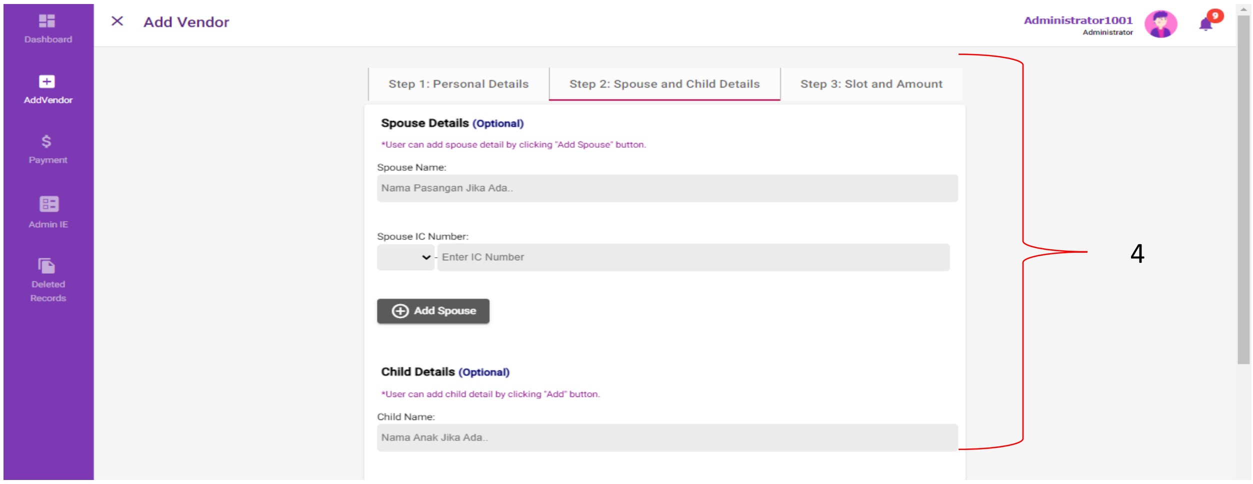


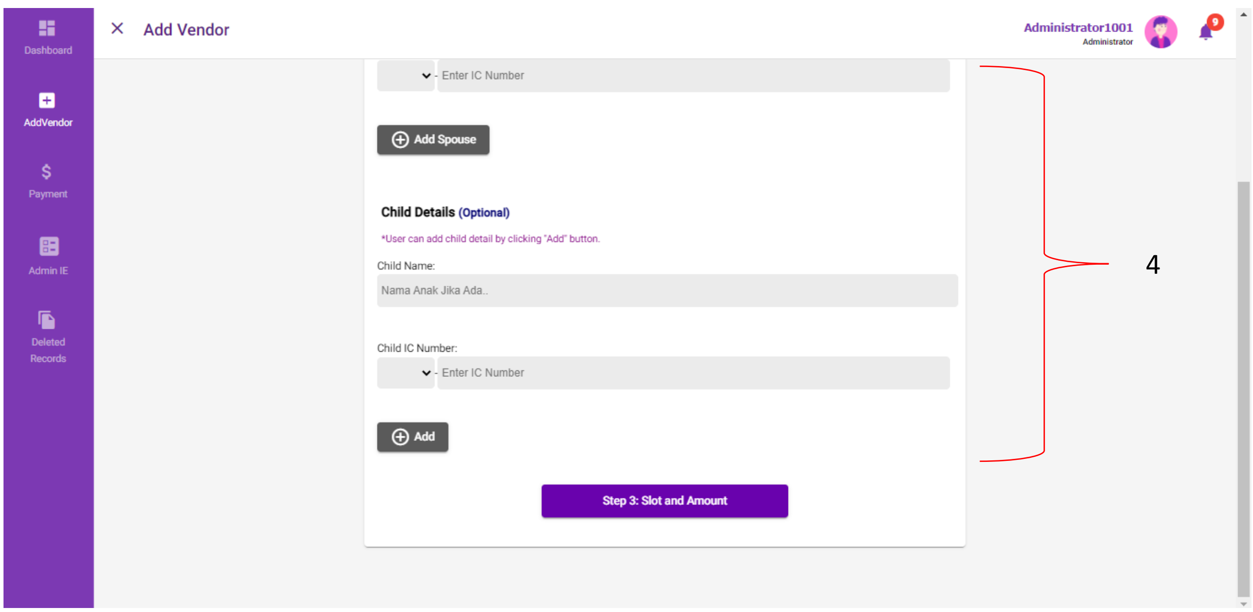


2. Fill in the fields as required, all required fields should not be empty.
3. Click on the button to go to the next step.

   All the fields must be filled to proceed.

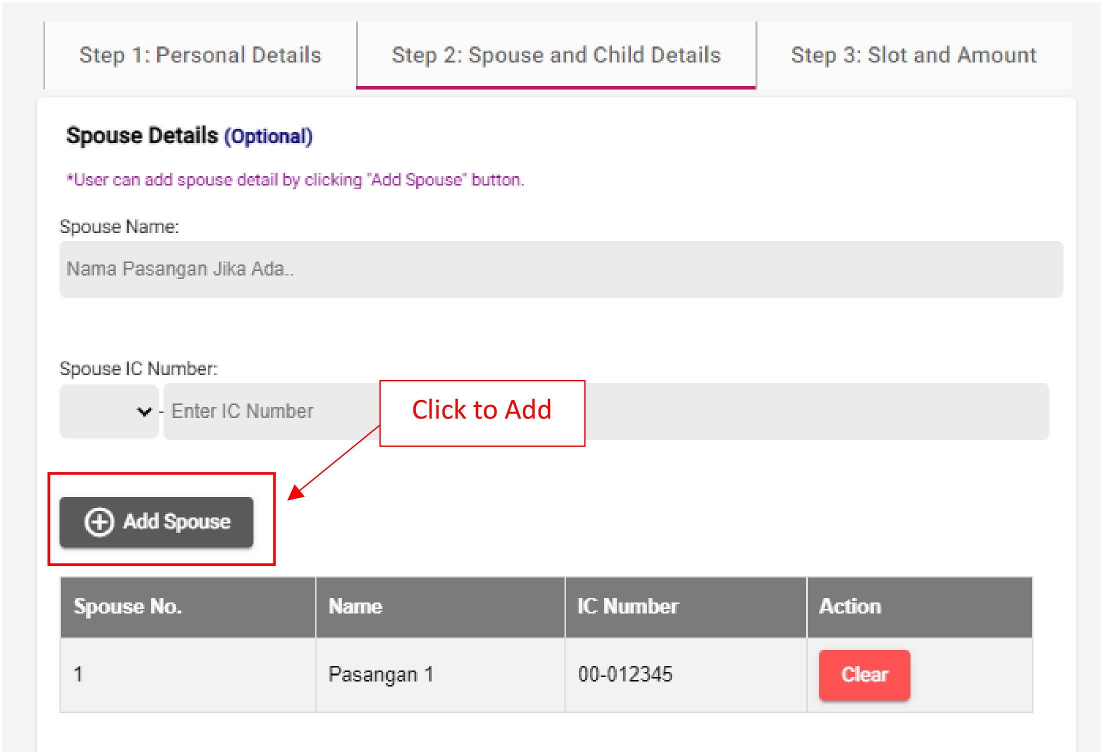
6.2 Fill in the spouse and child details (Optional)





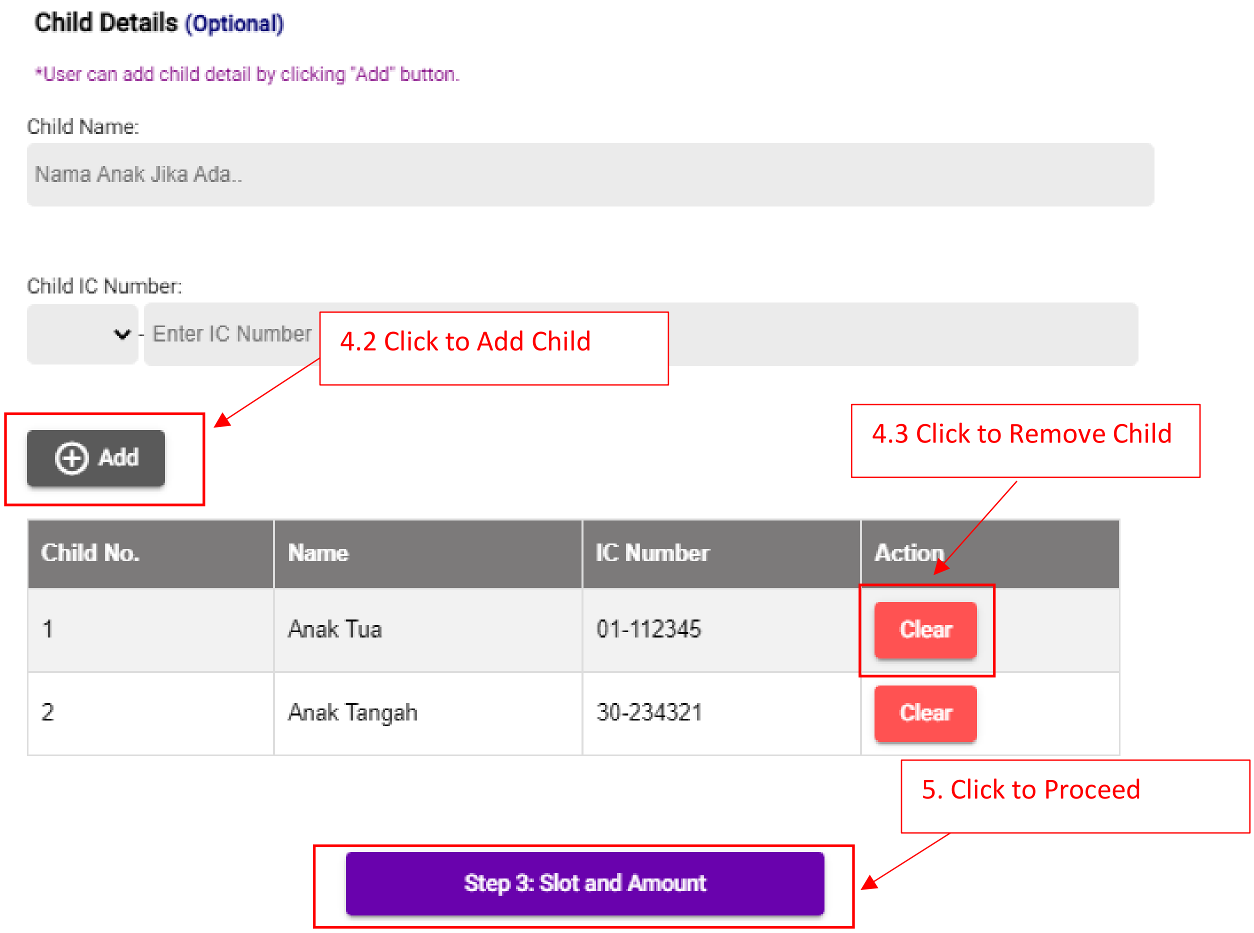
This section is optional.

4. Fill in the necessary information. This includes the name and IC Number.



4.1 For Spouse, the user has to click the ***"Add Spouse"*** Button to add the spouse detail to the system and if the vendors have spouses.

4.2 To remove the spouse detail, the user can click the ***"Clear"*** button.

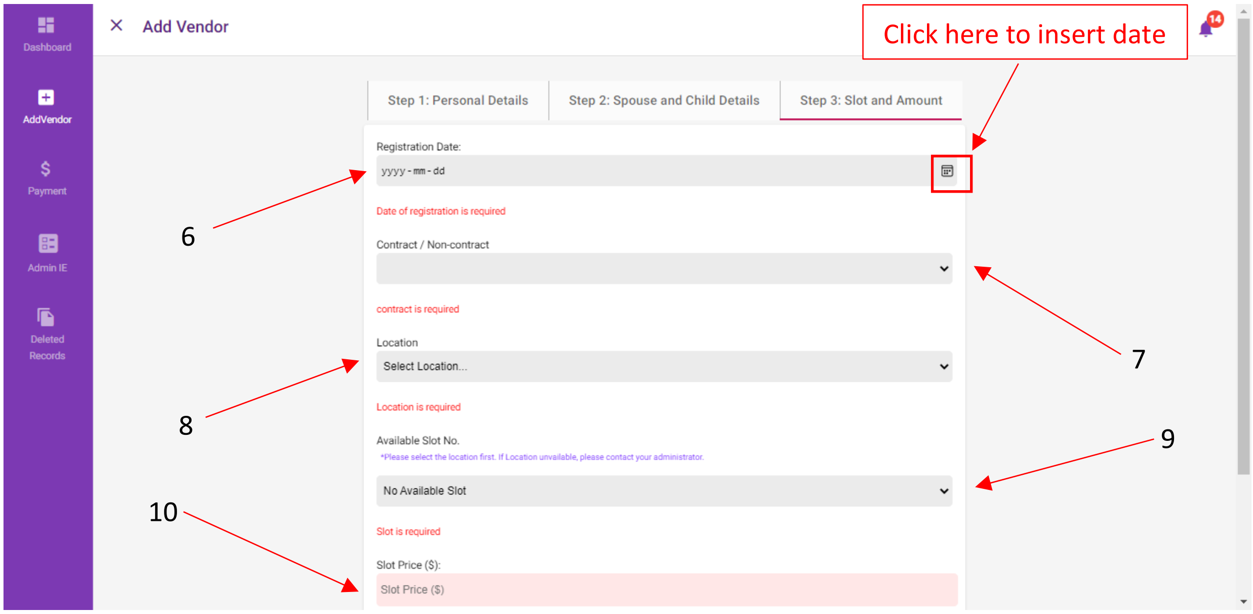


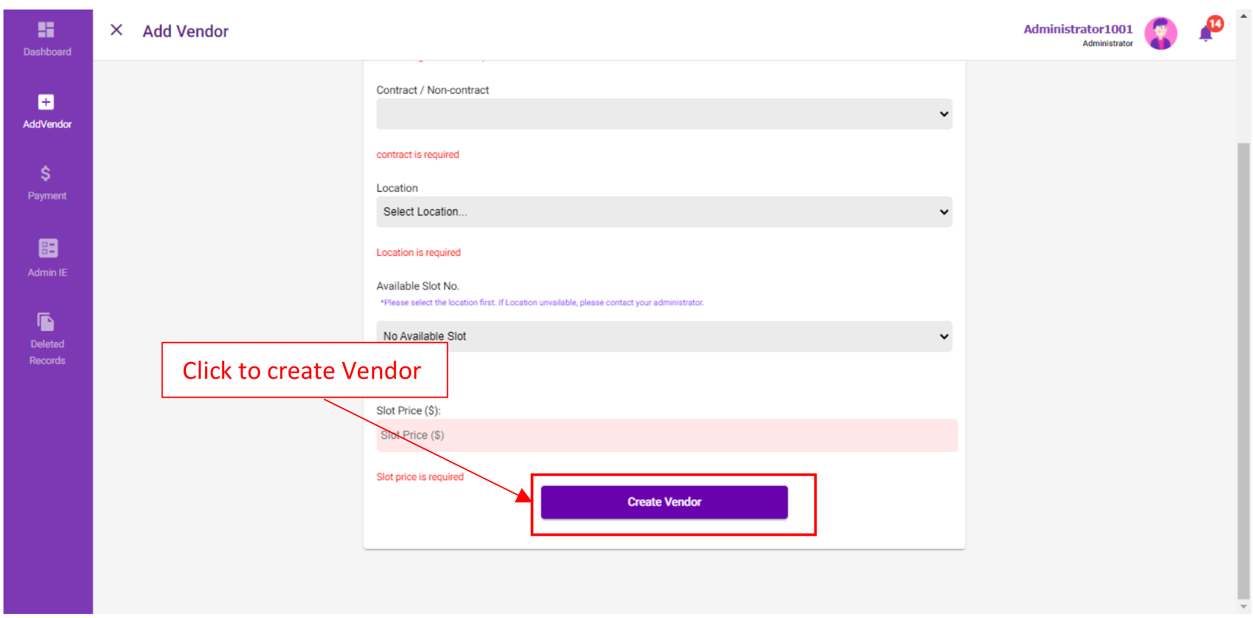
4.2 For Child, after filling in the name and IC Number, simply click Add button to **“Add”** the child into the system. The user can add multiple children by clicking the **“Add”** button.

4.3 To remove child details, simply click the ***“Clear”*** button to delete the details from the system.

5. Click on the button to proceed to the next step (step 3).

6.3 Fill in the Slot and Amount Form





6. Fill in the required fields and ensure that the required field is not empty.

- Fill in the date of registration.
- Pick between “Contract” or ”Non-contract”
- Pick the location where the vendor is requesting.*
- Pick one of the available slots that are vacant.*

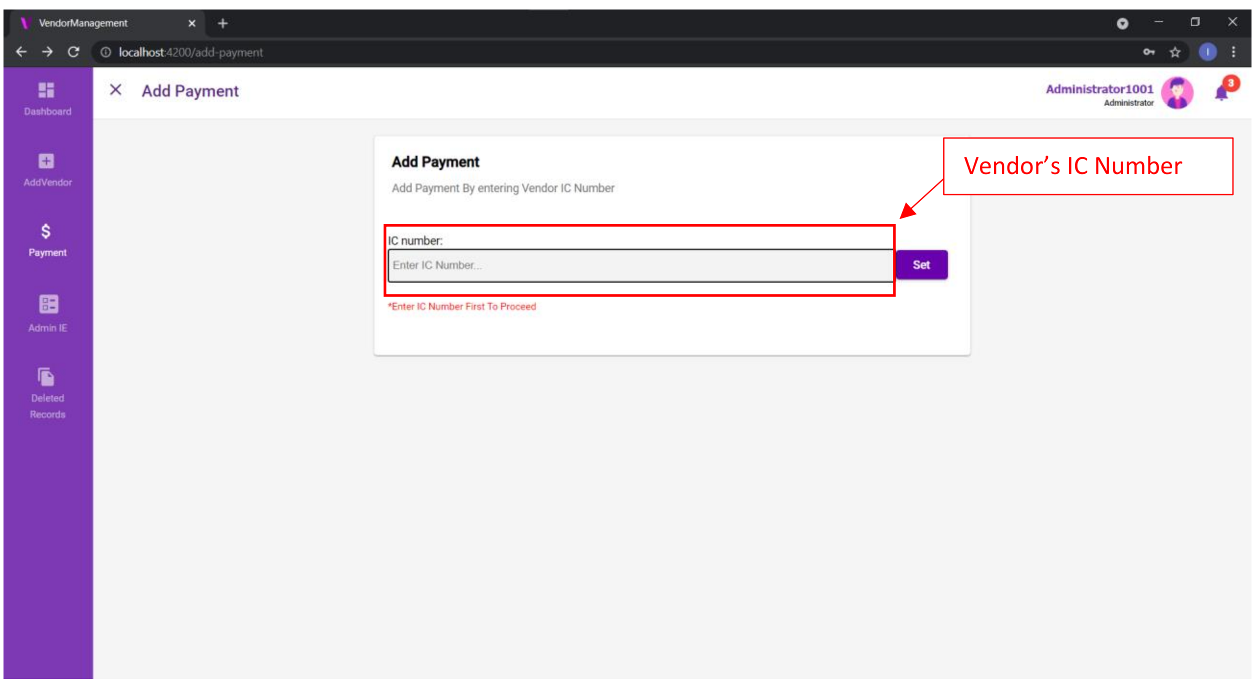
- The slot price will indicate what is the price, as set previously by the administrator.

7. Click ***"Create Vendor"*** to create the data in the system.

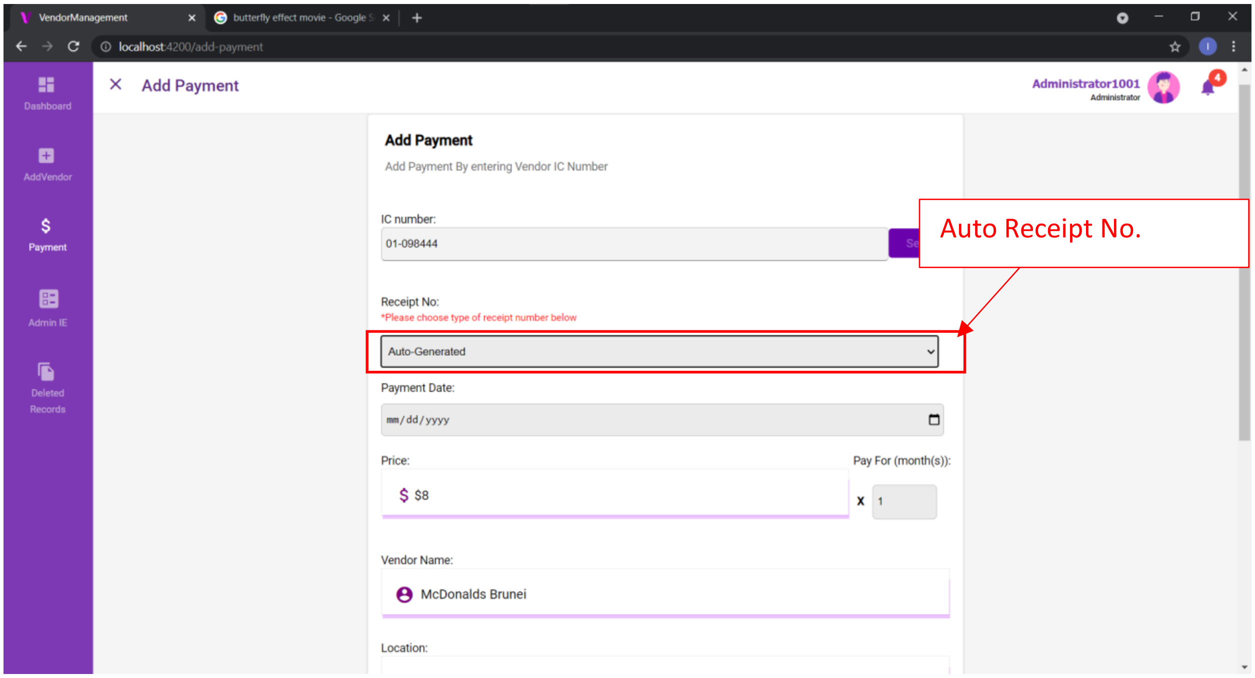
*Ensure that the location or slot exists.

7. Add Payment

1. To input vendor rent payment, navigate to the Payment page.
2. Enter the vendor's IC number in the respective field shown in the picture.

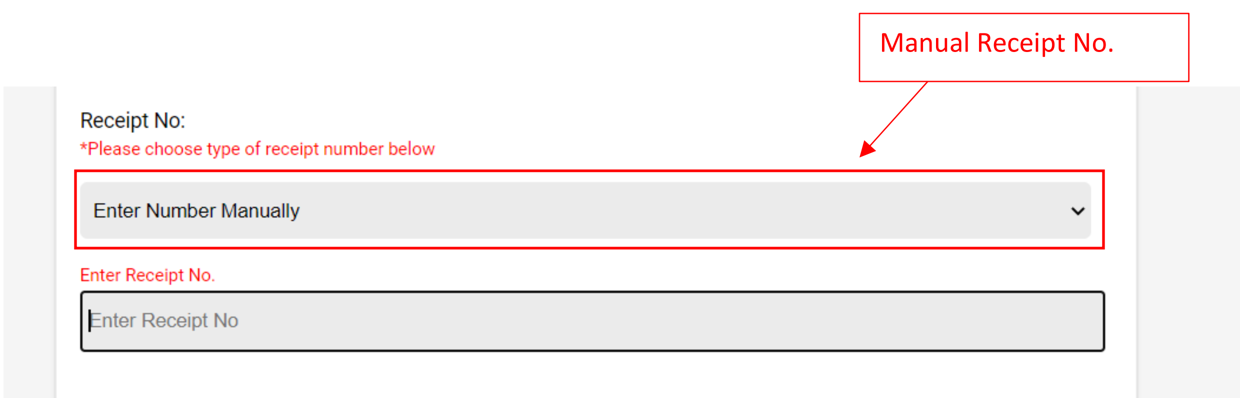


3. Once the other fields are shown, make sure the vendor details are correct
4. The receipt number can be automated or can be manually typed in.

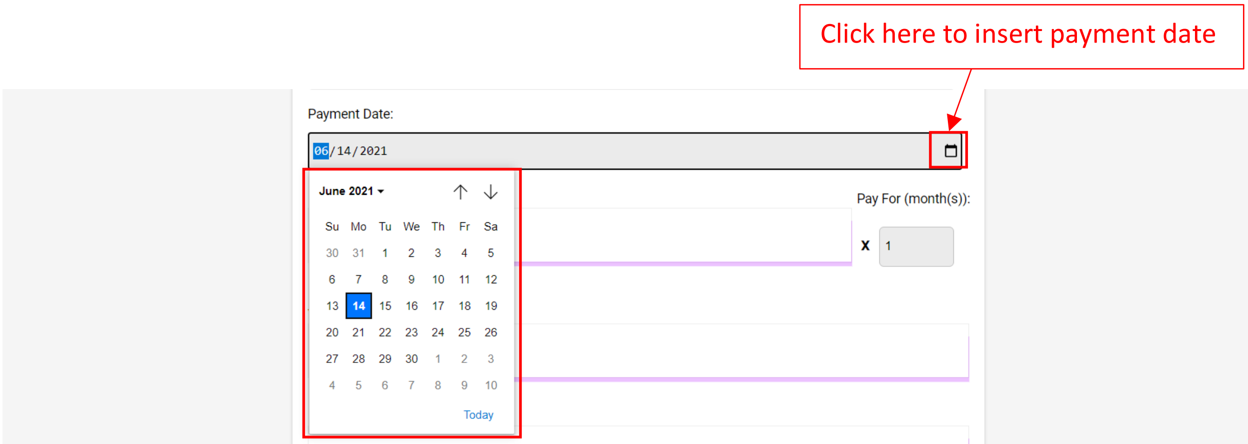


5. Pick the option ***Enter Number Manually*** to input the receipt number manually in the receipt number field

6. Pick the option **Auto-Generated** option to generate an automated receipt number

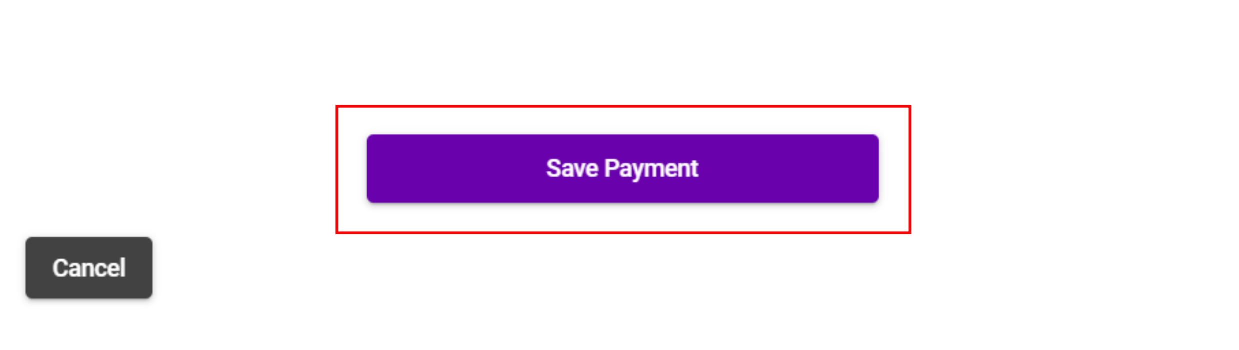


7. Enter the date of the payment being made in the Payment Date field

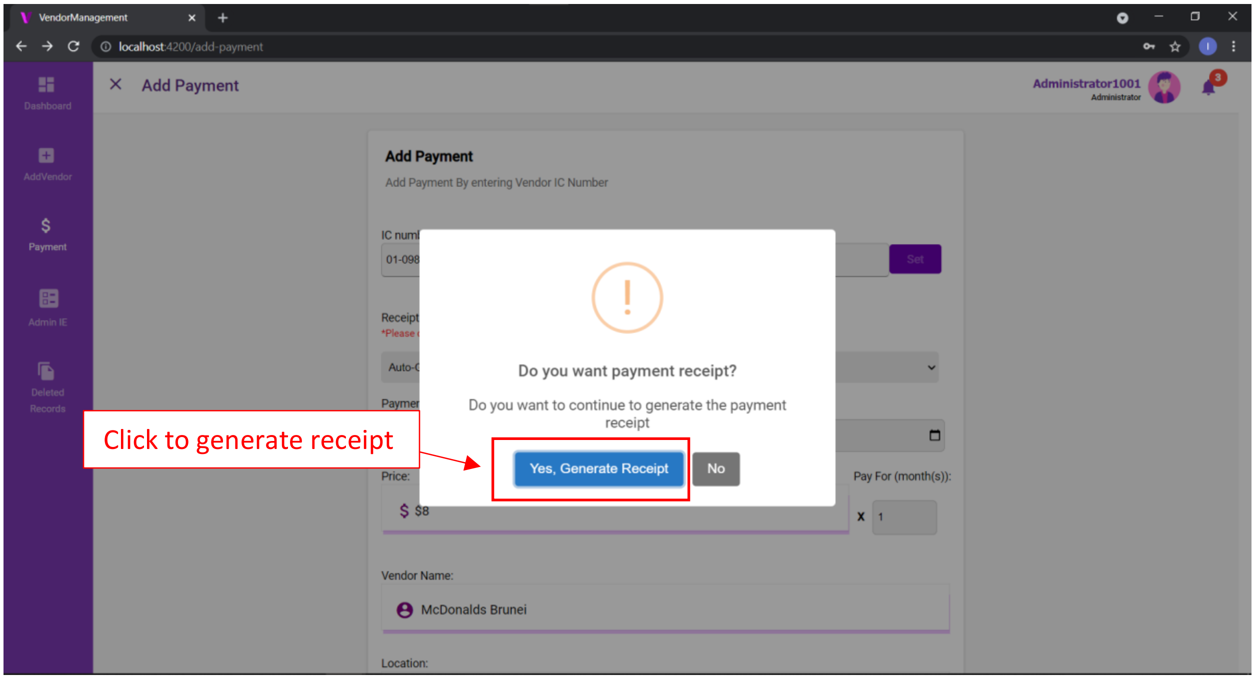


8. Next enter the number of months the vendor is paying for (E.g., 3 Months)

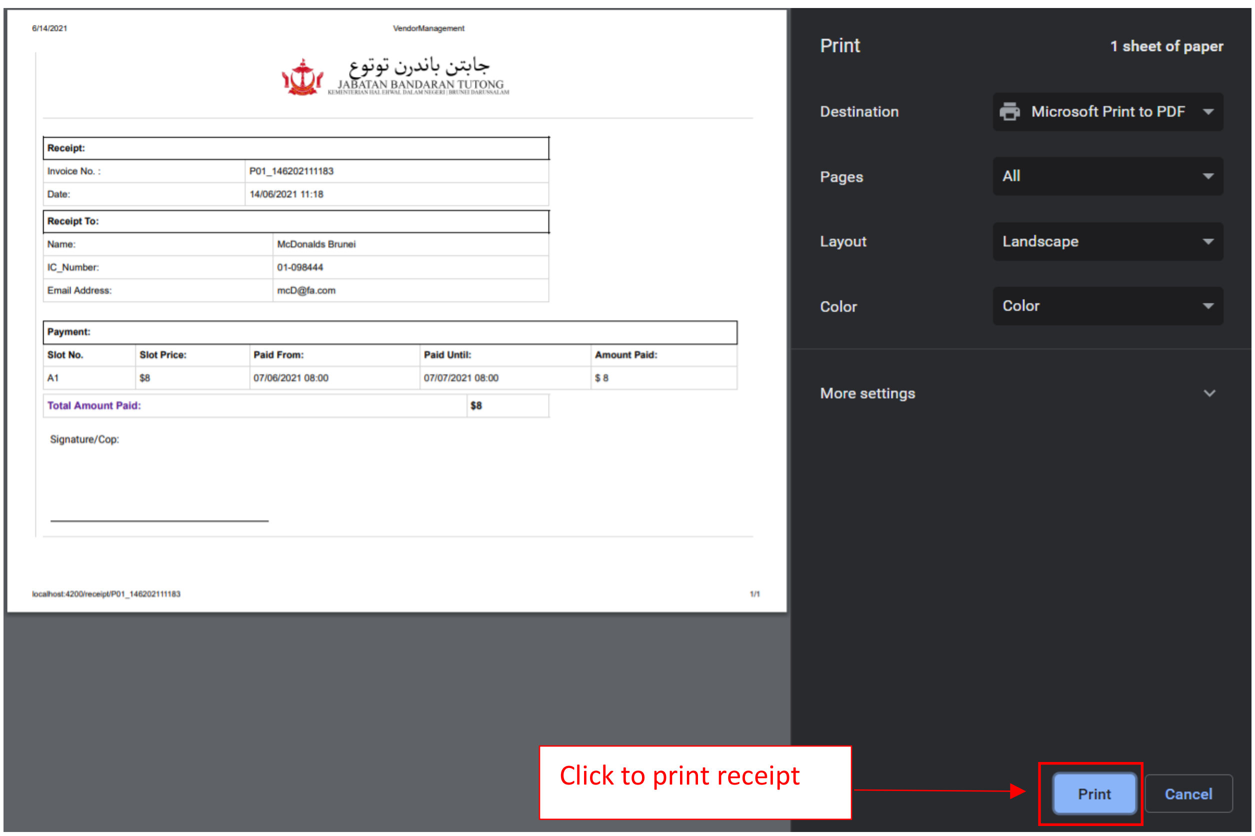
9. Once the form is completed, click on the **Save Payment** button to save the payment or click cancel to undo the process.



10. Once the payment has been saved, there will be a pop-up window asking to generate an E-receipt that can be printed and given to the vendors as proof of payment.

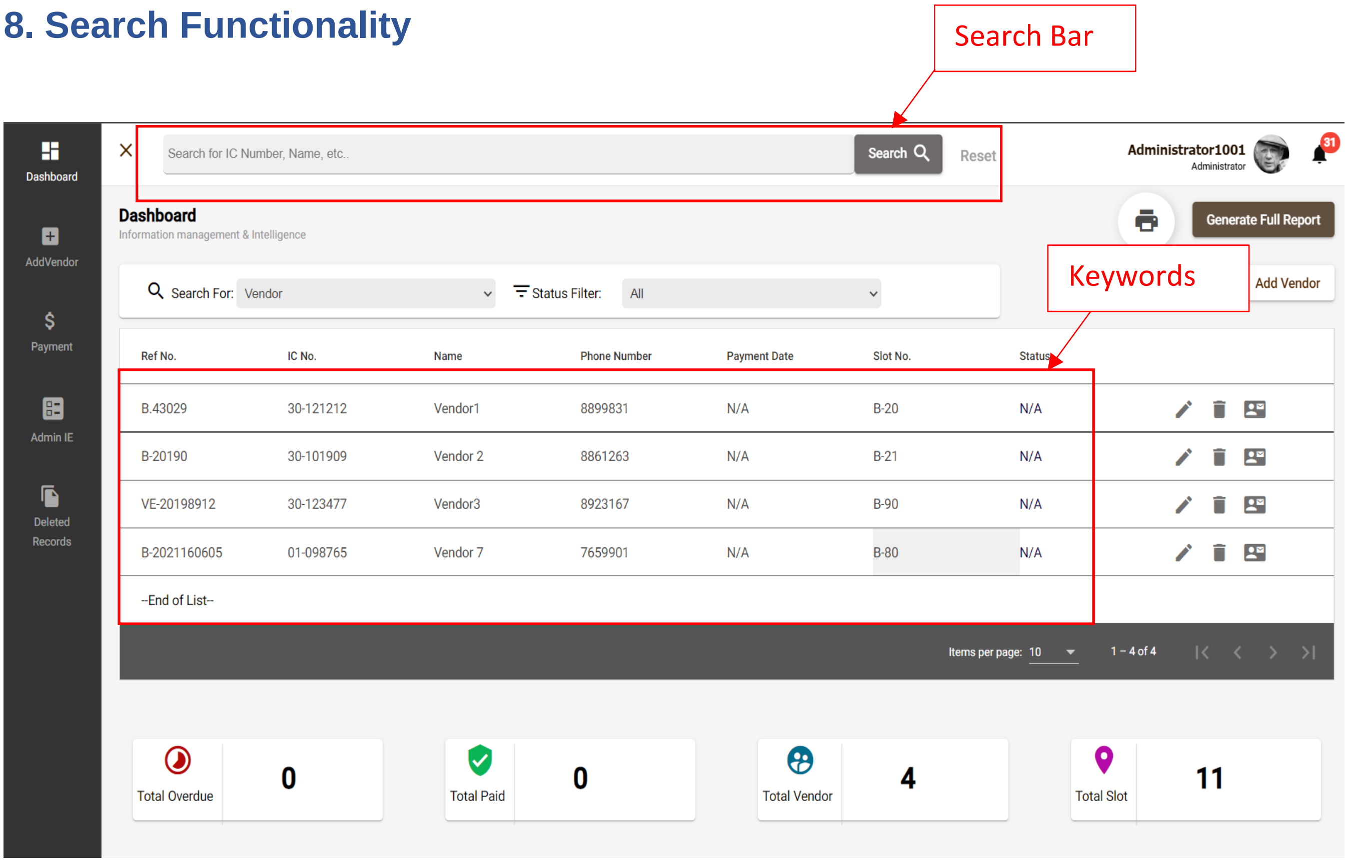


VendorManagement
localhost:4200/add-payment
Add Payment
Administrator1001
Administrator
Dashboard
AddVendor
Payment
Admin IE
Deleted Records
Add Payment
Add Payment By entering Vendor IC Number
Do you want payment receipt?
Do you want to continue to generate the payment receipt
Yes, Generate Receipt
No
Click to generate receipt
Price:
$ $8
Pay For (month(s)):
x 1
Vendor Name:
McDonalds Brunei
Location:



6/14/2021
VendorManagement
جابتن باندرن توتوڠ
JABATAN BANDARAN TUTONG
Receipt:
Invoice No. : P01_146202111183
Date: 14/06/2021 11:18
Receipt To:
Name: McDonalds Brunei
IC_Number: 01-098444
Email Address: mcD@fa.com
Payment:
Slot No. Slot Price: Paid From: Paid Until: Amount Paid:
A1 $8 07/06/2021 08:00 07/07/2021 08:00 $ 8
Total Amount Paid: $8
Signature/Cop:
localhost:4200/receipt/P01_146202111183
1/1
Print
1 sheet of paper
Destination
Microsoft Print to PDF
Pages
All
Layout
Landscape
Color
Color
More settings
Click to print receipt
Print
Cancel

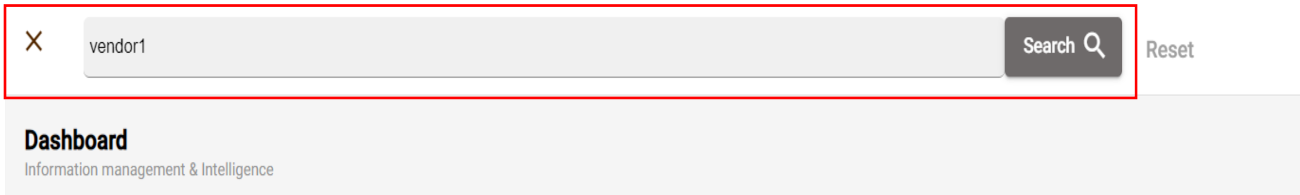
8. Search Functionality



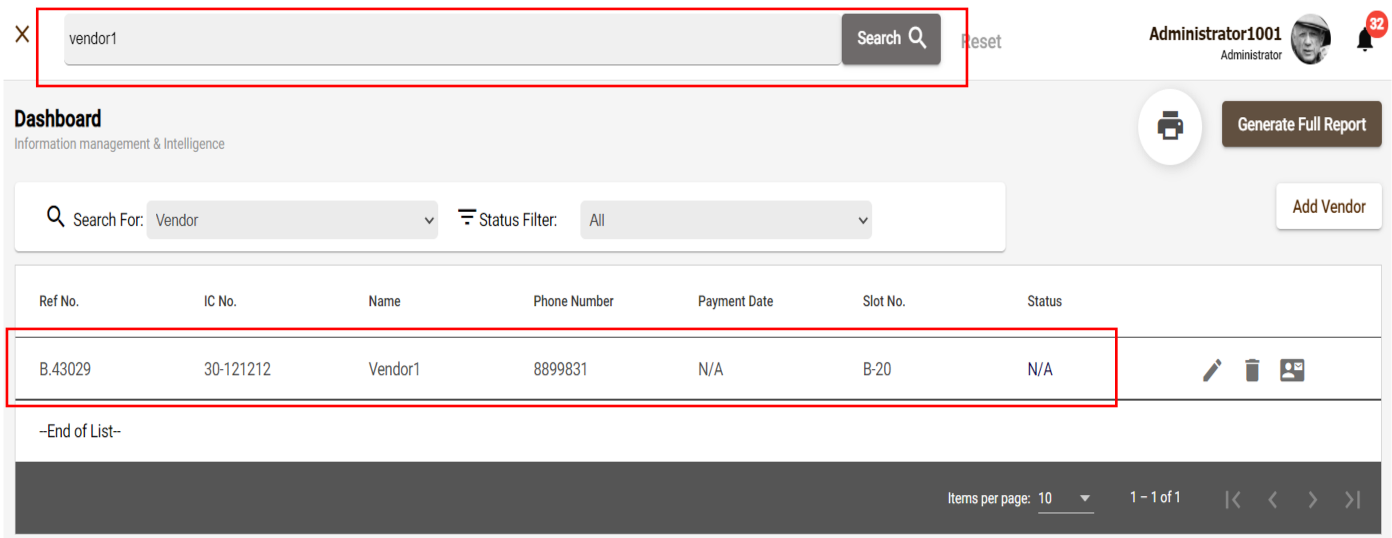
1. To search for specific information, the user can simply type **"keywords"** such as vendor's IC No., Name, slot.no, etc into the search bar fields.

- ***Keywords*** are based on the data in the table as shown above. Therefore, the user can enter any data (keywords) available below the header of the table into the search field/bar.

2. For example, from the dashboard page as above, the user can type “vendor1” to simply search for vendor1’s information.



3. After that click **“search”** to proceed.

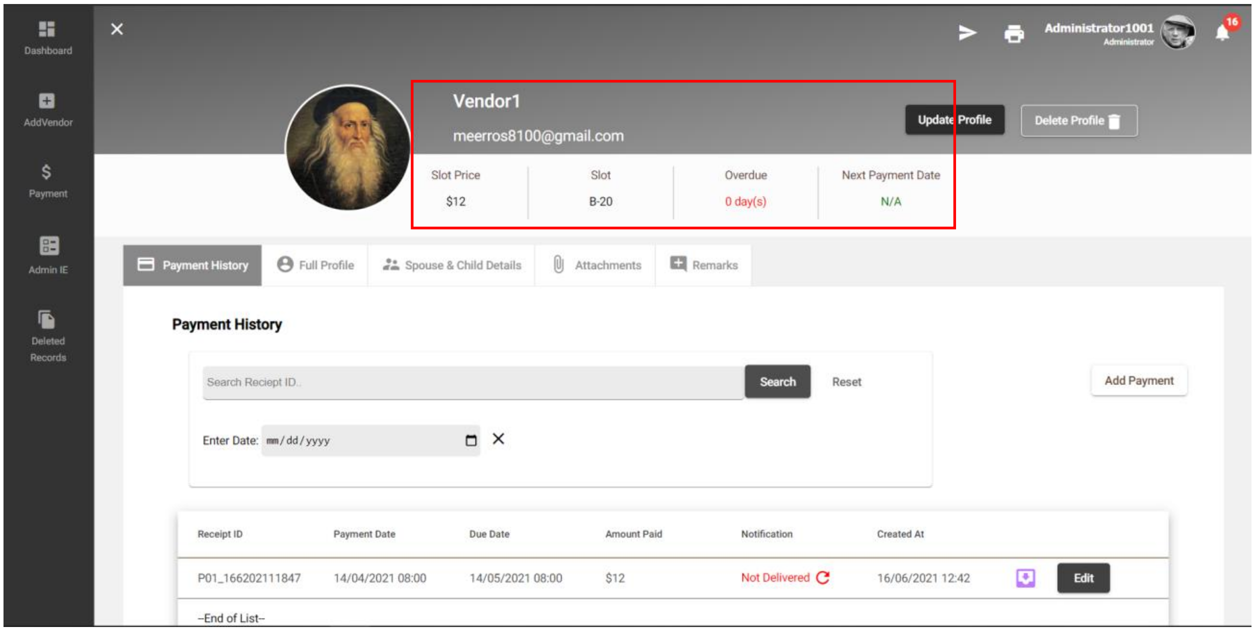


4. The information for “vendor1” should appear and to view the vendor’s full information, simply hover to the row/cell and click ***‘left click’*** on your mouse. The user will be redirected to a new page called ‘***vendor profile’***.

5. To reset the table simply click ***“reset”*** to refresh data in the table.

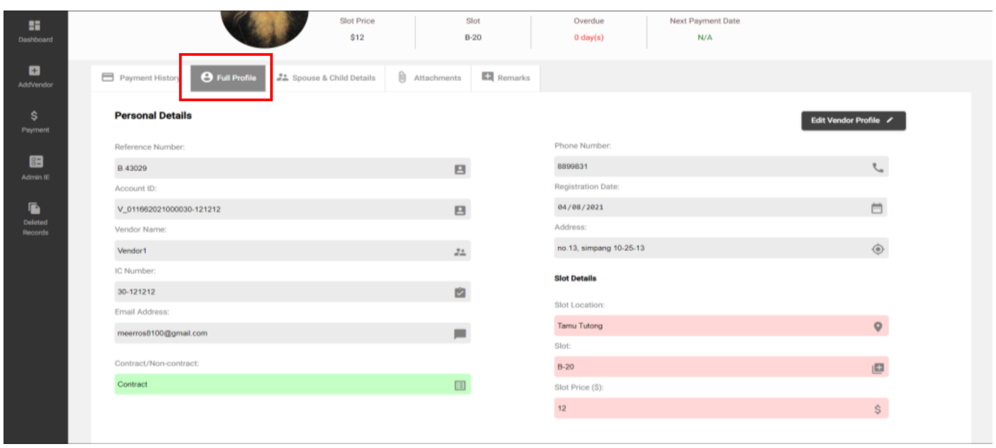
9. Vendor profile

1. The vendor profile page contains multiple information about the vendor itself such as vendor name or emails and the vendor rental details such as Slot, Slot Price, Overdue, and Next Payment date.

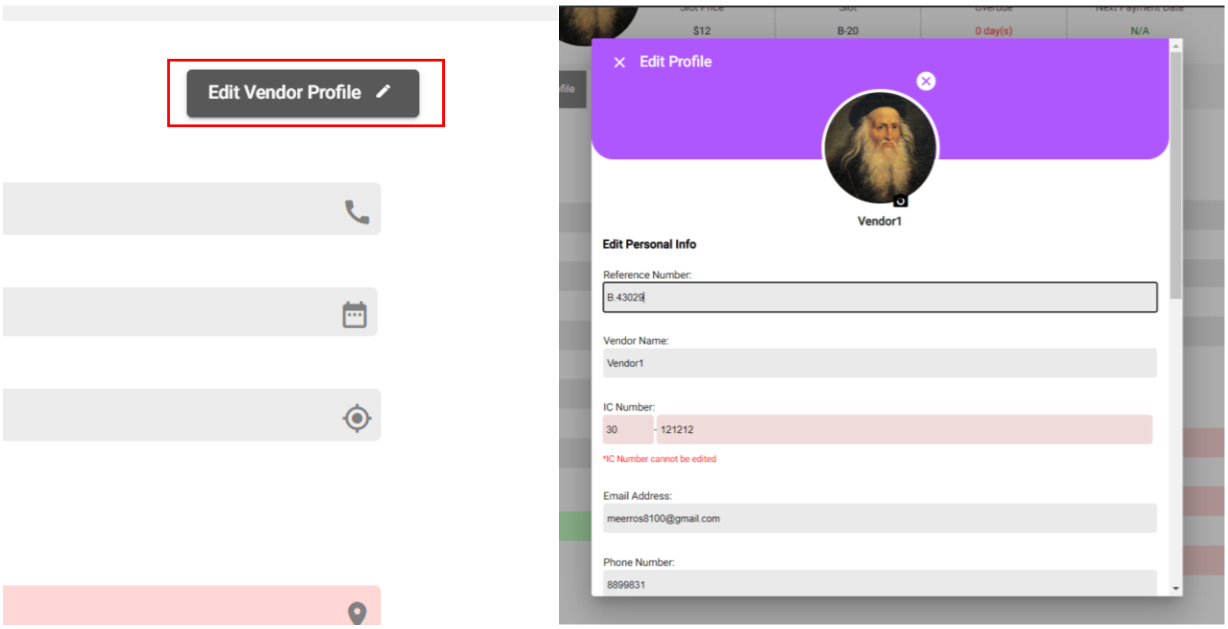


9.1 Full Profile Tab

1. The full profile information can be accessed through the **Full Profile** tab.

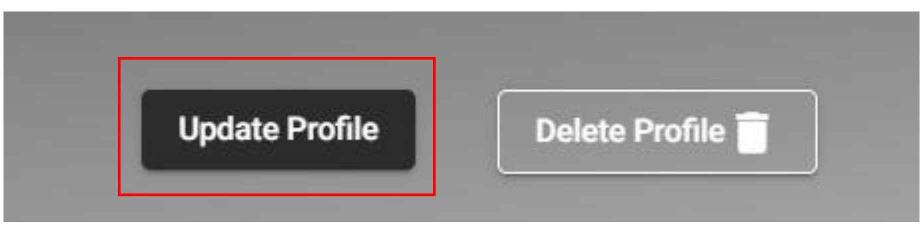


2. The profile can be edited by clicking the **Edit Vendor Profile** button and a pop window with fields will appear.

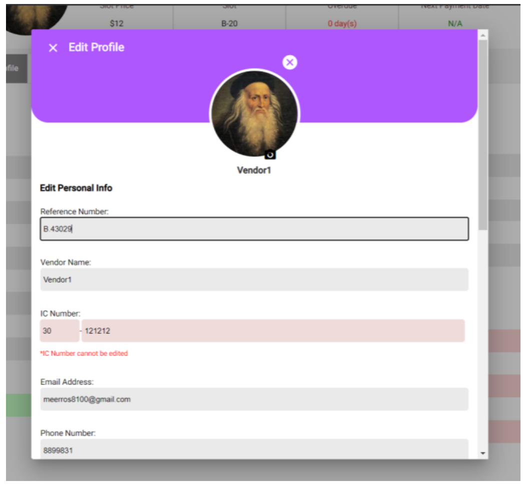


9.2 Update/edit & Delete Vendor

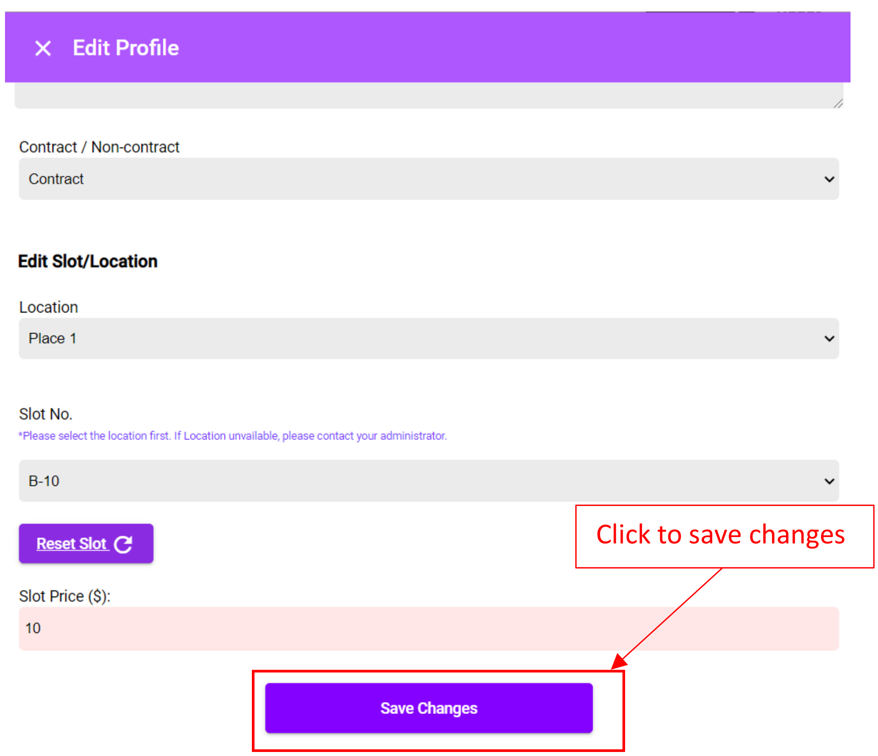
1. The vendor profile details can also be edited by using the **Update Profile** button at the top of the page.



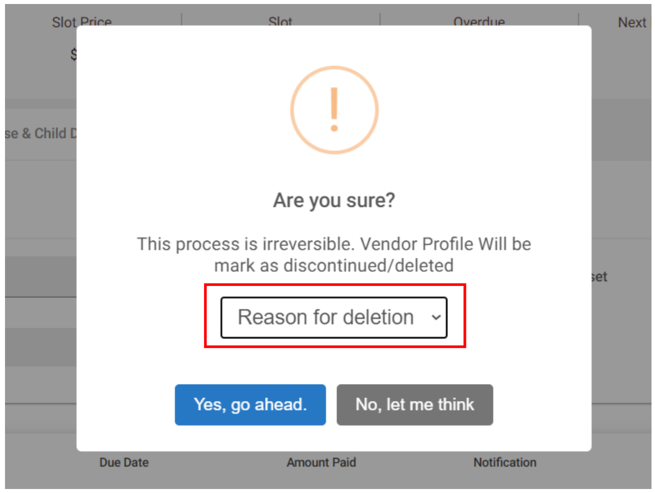
2. The same pop-up window with fields will appear containing all the vendor details that can be edited except for IC Number.



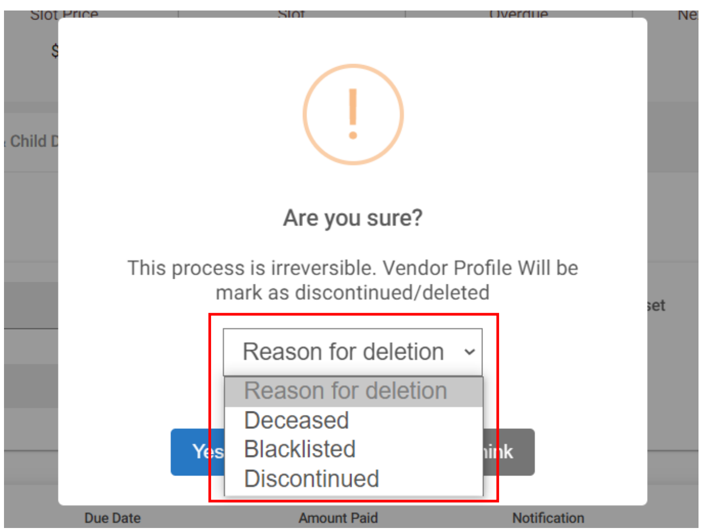
- Click on the **"Save Changes"** button, to save any changes to the vendor's profile.



3. Vendors can be deleted using the button **Delete Profile** and an alert window will appear to confirm the deletion.



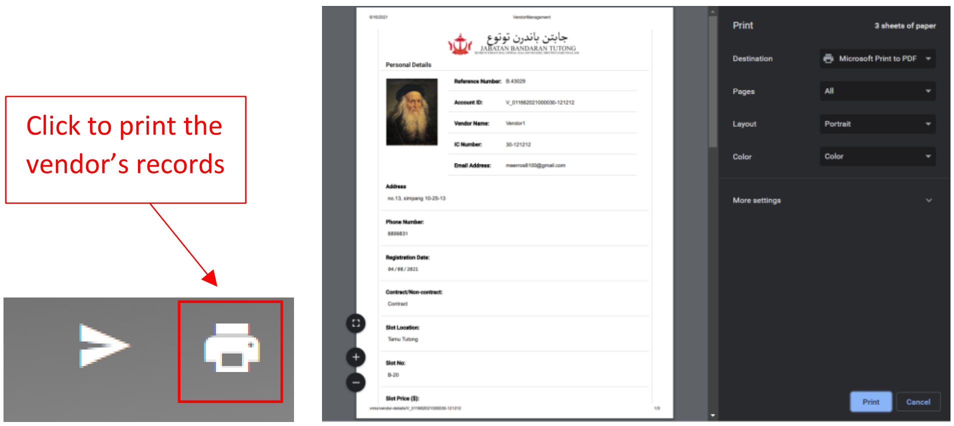
4. Pick the reason for deletion either the vendor is **Deceased, Blacklisted,** or **Discontinued.** These vendors will be marked accordingly and are archived in the deleted records table.



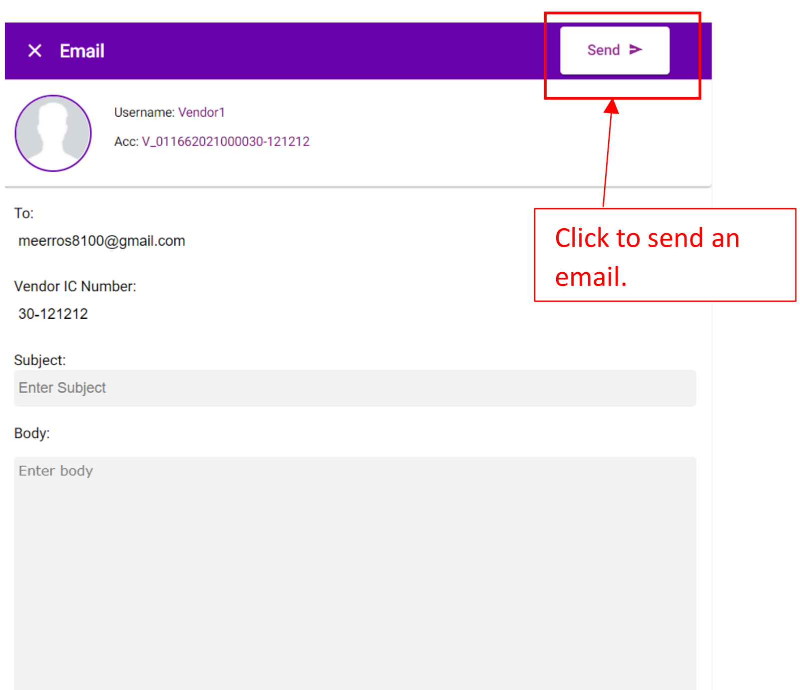
Once done, click on the **"Yes, go ahead"** button to delete the vendor's record.

9.3 Print Vendor Profile & Send Email

1. On top of the page, there will be a button that is represented by a printer icon where users can generate a full detailed vendor profile document that is printable in the size of A4 papers.

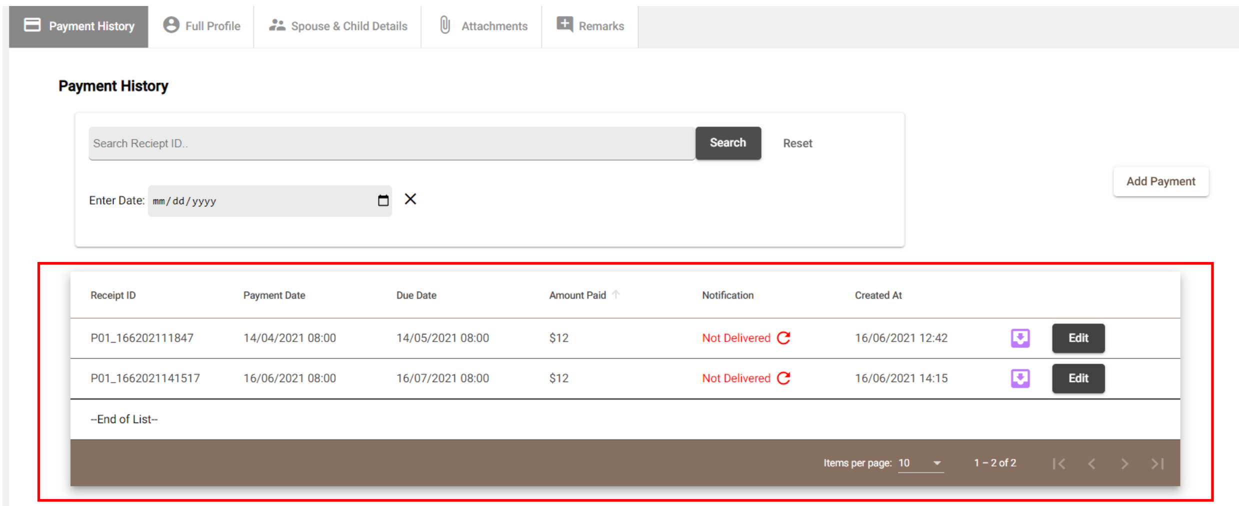


2. There will also be a **Send Email** button that is represented in the **paper plane icon** where it can be used to send an email to the respective vendors according to their email address.



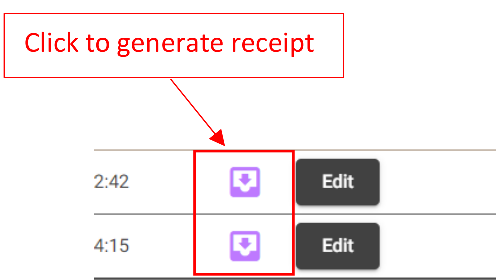
9.4 Payment History

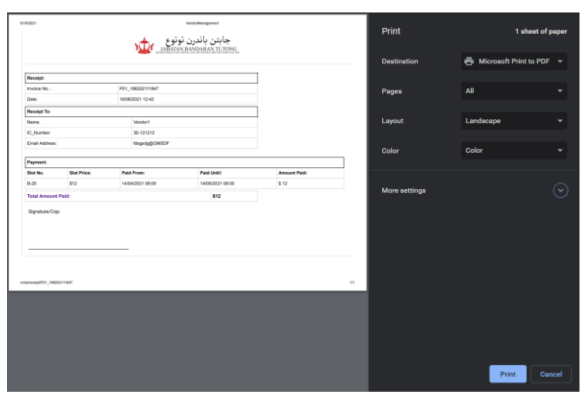
1. All the payments made by the vendors will be recorded and stored on the vendor profile page under the **Payment History** tab table.



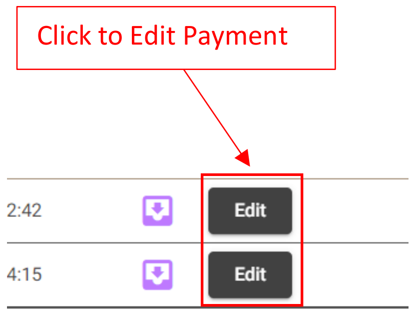
9.5 Generate Receipt & Edit Payment

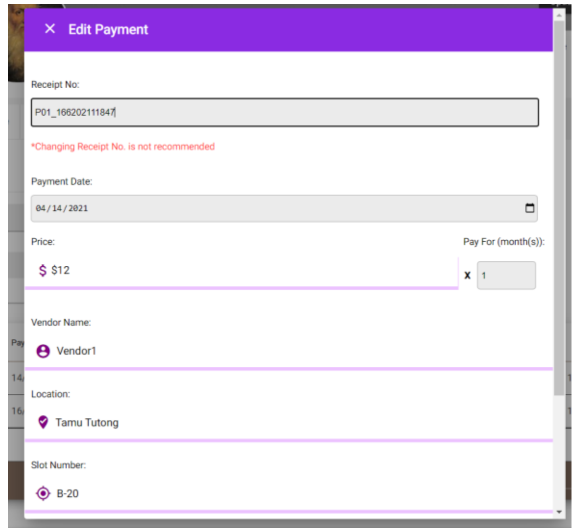
1. The payment receipt can be produced by clicking the purple file icon on each row and can be printed in A5 sizes.



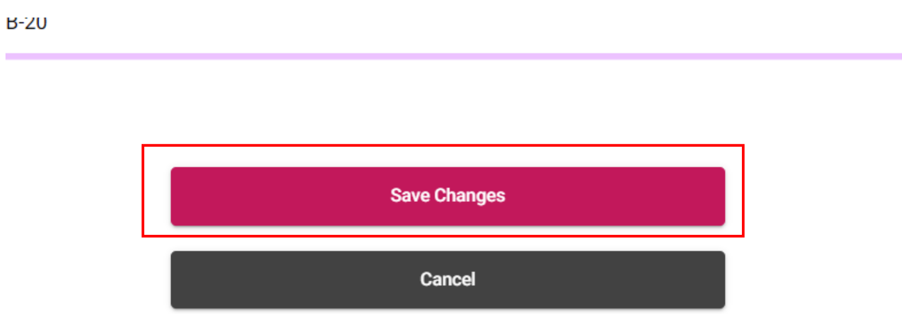


2. The payment details can be edited by using the **Edit** button and a pop-up window with fields will appear.



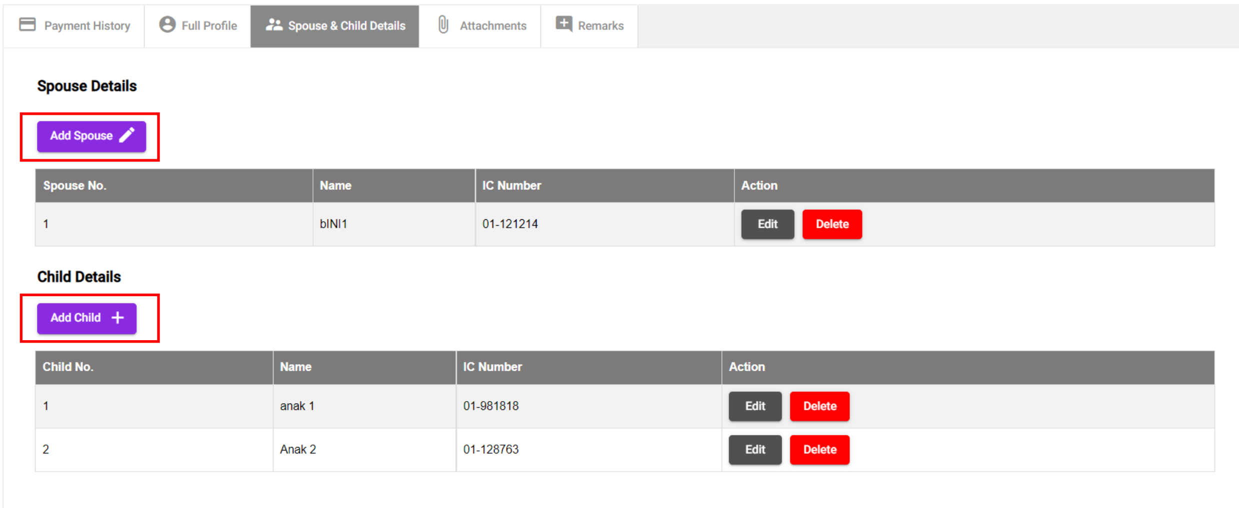


3. Edit the details in the fields and click the button **Save** to make the changes or click **Cancel** to discard the changes made.



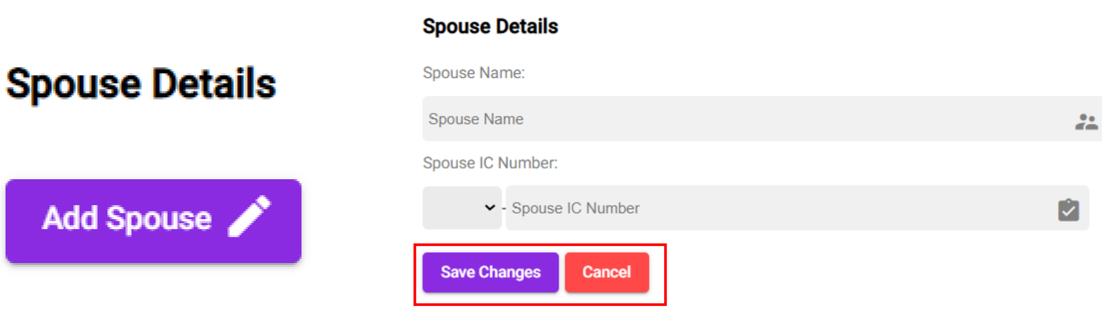
9.6 Add, Edit, or Delete Spouse & Child

1. The **Spouse & Child details** tab displays all the spouse and child details recorded in the system (if available) in the form of tables.



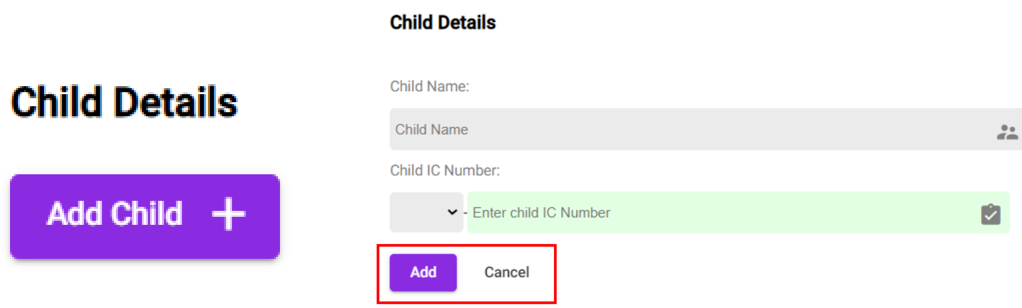
2. To add more spouses, click the **Add Spouse** button and the input fields will appear as shown in the diagram.

3. Click **Save Changes** to add the new spouse details or **cancel** to cancel the process.



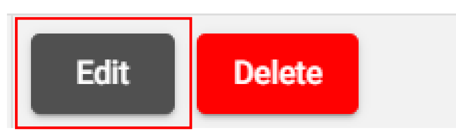
4. To add more children, click the **Add Child** button and the input fields will appear as shown in the diagram.

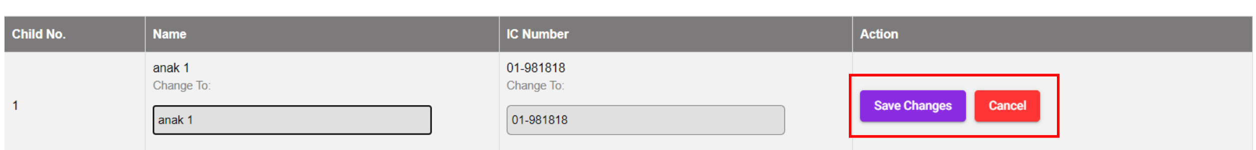
5. Click **Add** to add the new child with its details or **cancel** to cancel the process.



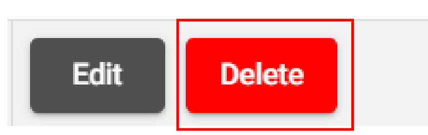
6. The details of the spouse and child can be edited by clicking the **edit button** on each row and input fields will appear where users can change the **Name** and **IC Number** of the spouse or child.

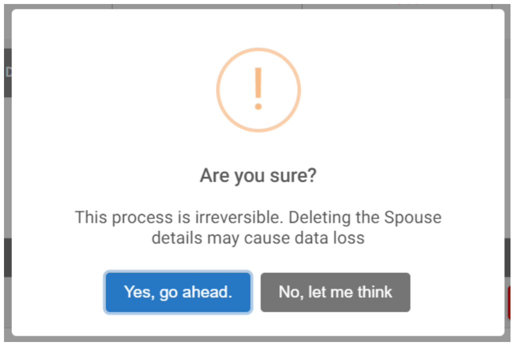
7. Click **Save Changes** to save the details or **cancel** to cancel the process.





8. To delete spouse or child from the system, users can click the **Delete** button on each row and an alert window will appear.

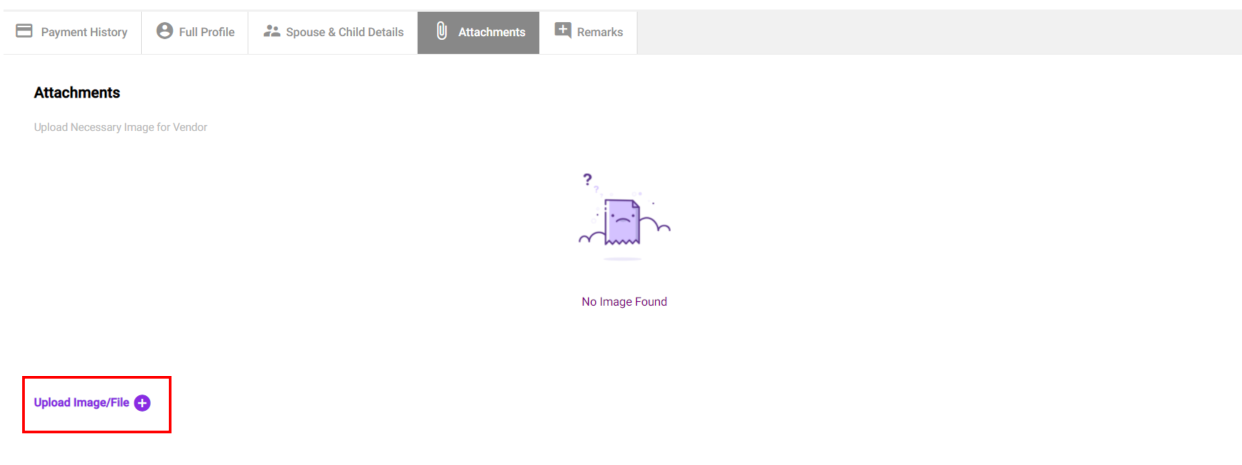




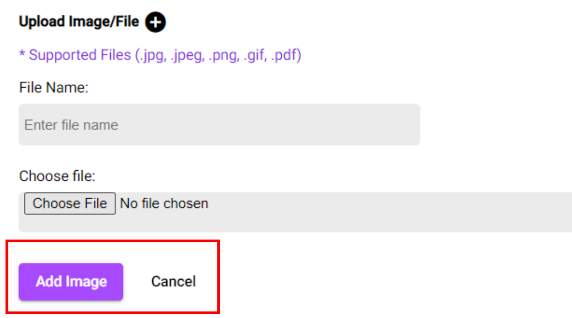
Click on the **"Yes, go ahead**" button to delete the spouse or child details.

9.7 Vendor Attachments

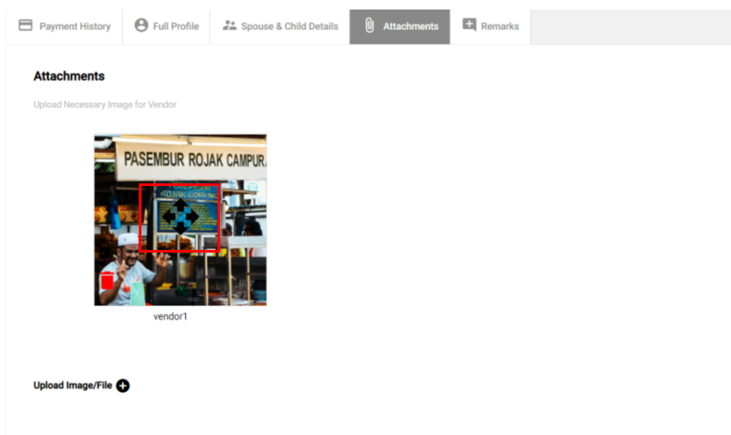
1. Attachments can be added to vendor profiles in the form of images or pdf files by clicking the **Upload Image/File** button.



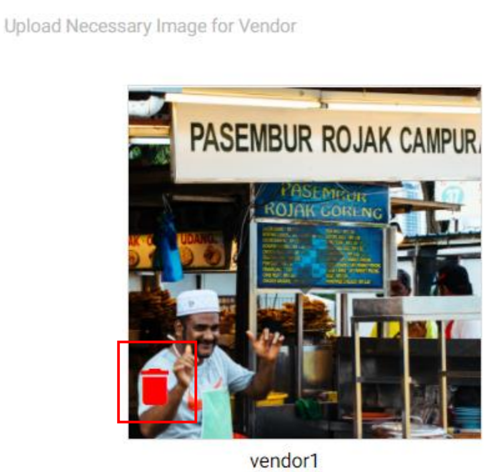
2. Click the **Choose File** button and select the file that will be uploaded.
3. Make sure the file name field is filled in and click the **Add Image** button to complete the process or the **Cancel** button to cancel the process.

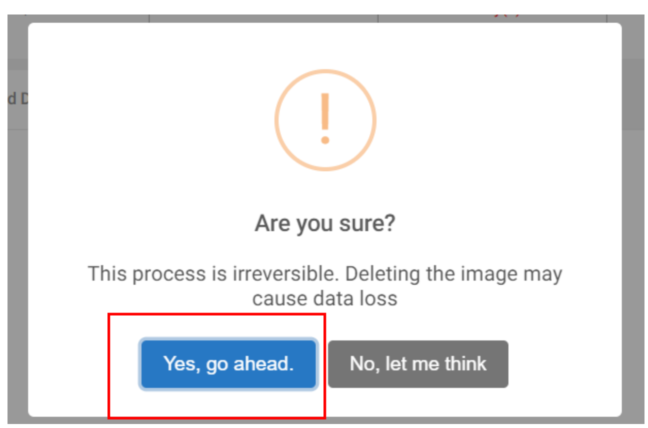


4. The image or file can be seen in tile form that is clickable and can be viewed in another tab.



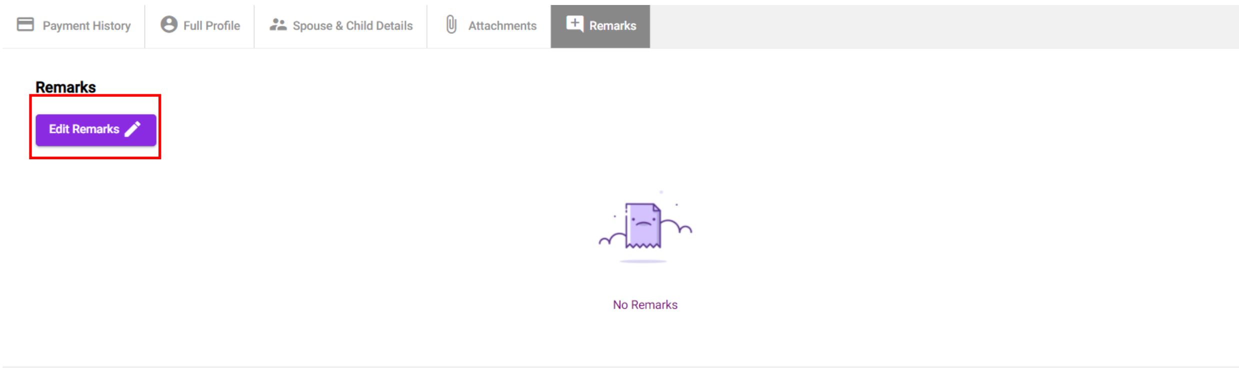
5. To delete the attached file at the vendor profile, click the trash icon button on the image/file itself and an alert will appear to confirm or cancel the process.



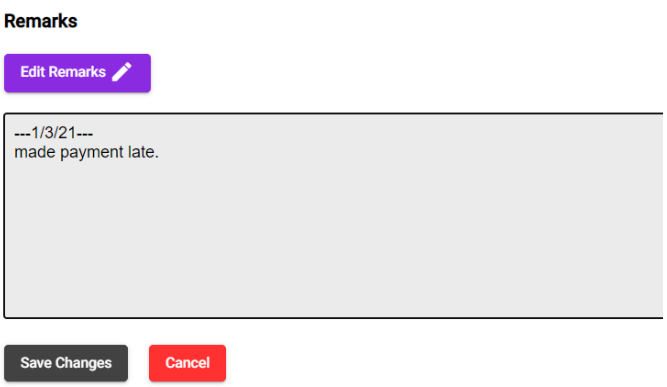


9.8 Add Remarks

1. To add remarks to the vendors, click the button **Edit Remarks** on the remarks tab and a text box will appear.

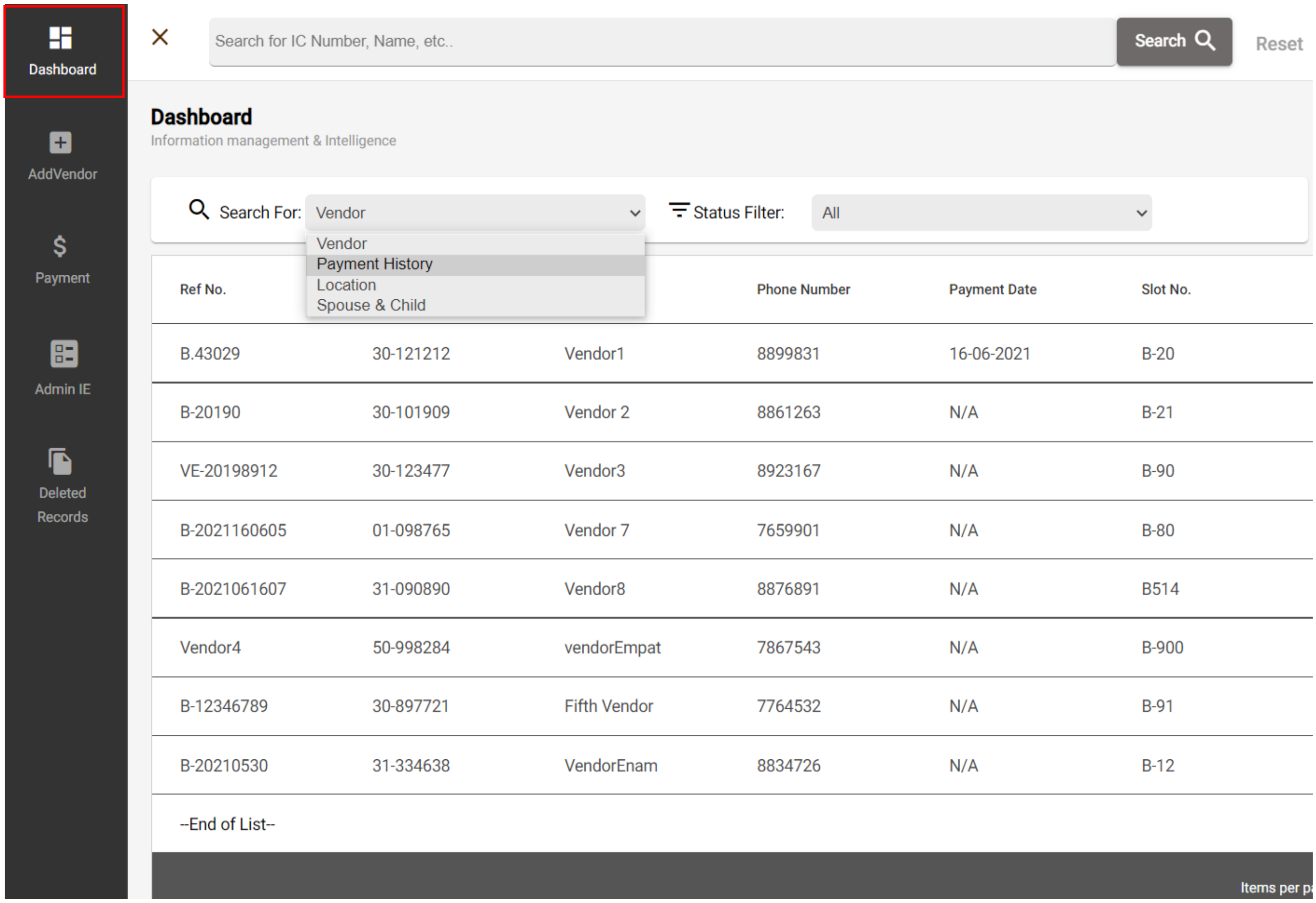


2. Enter the remarks on the textbox and click the **Save Changes** button to save the remarks or the **Cancel** button to cancel the process.

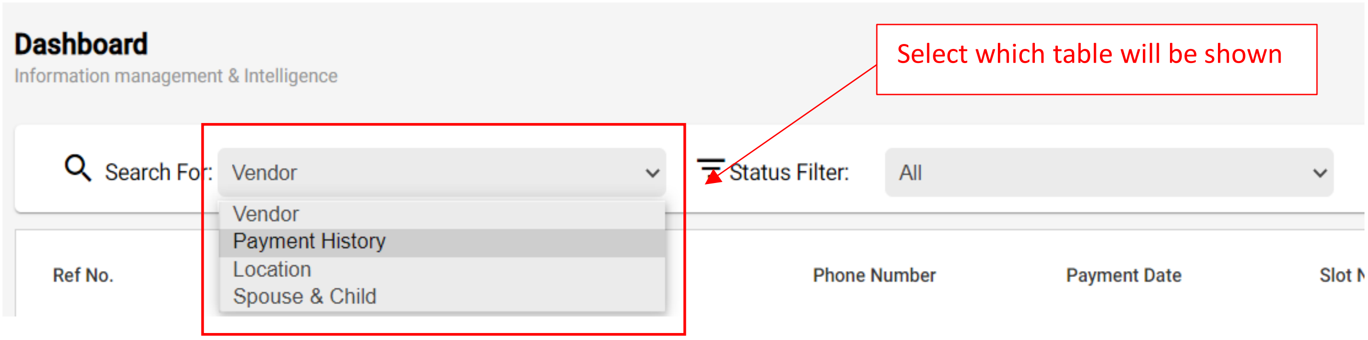


10. Filter Functionality

1. To search for the vendor’s data, the user can navigate to the “Dashboard” page available at the side navigation panel.

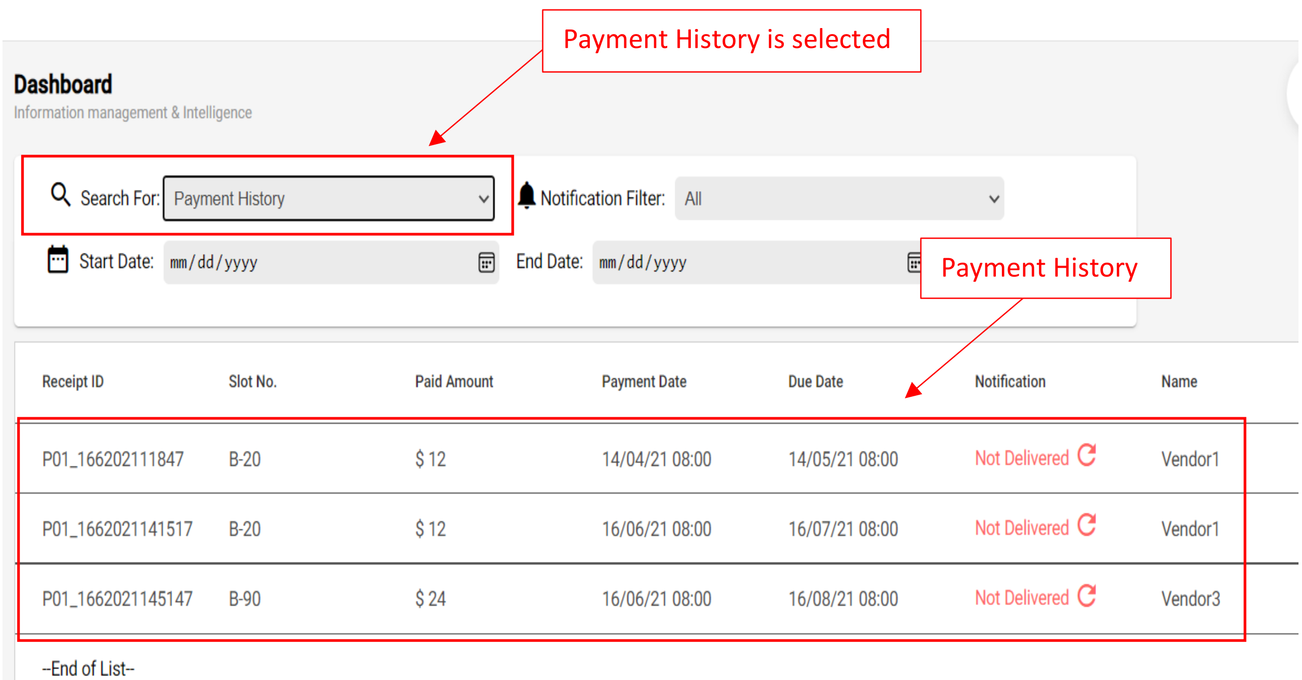


2. The user will be able to select the “Search For” options to view the desired information in the system in a form of a table as shown in the diagram below.



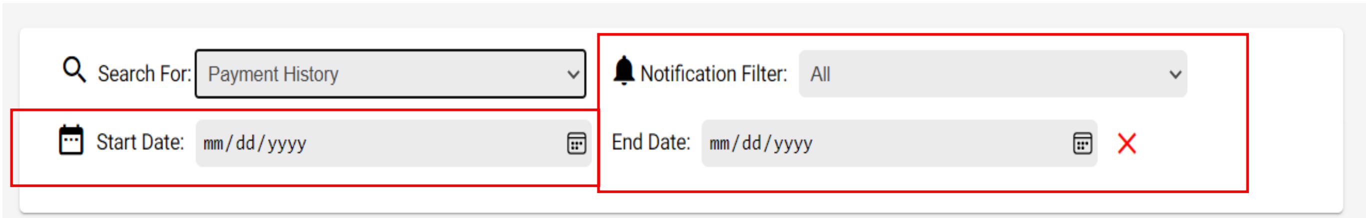
3. Once selected, the table on the dashboard page will show the information following the selected option.

For Example (Payment History):

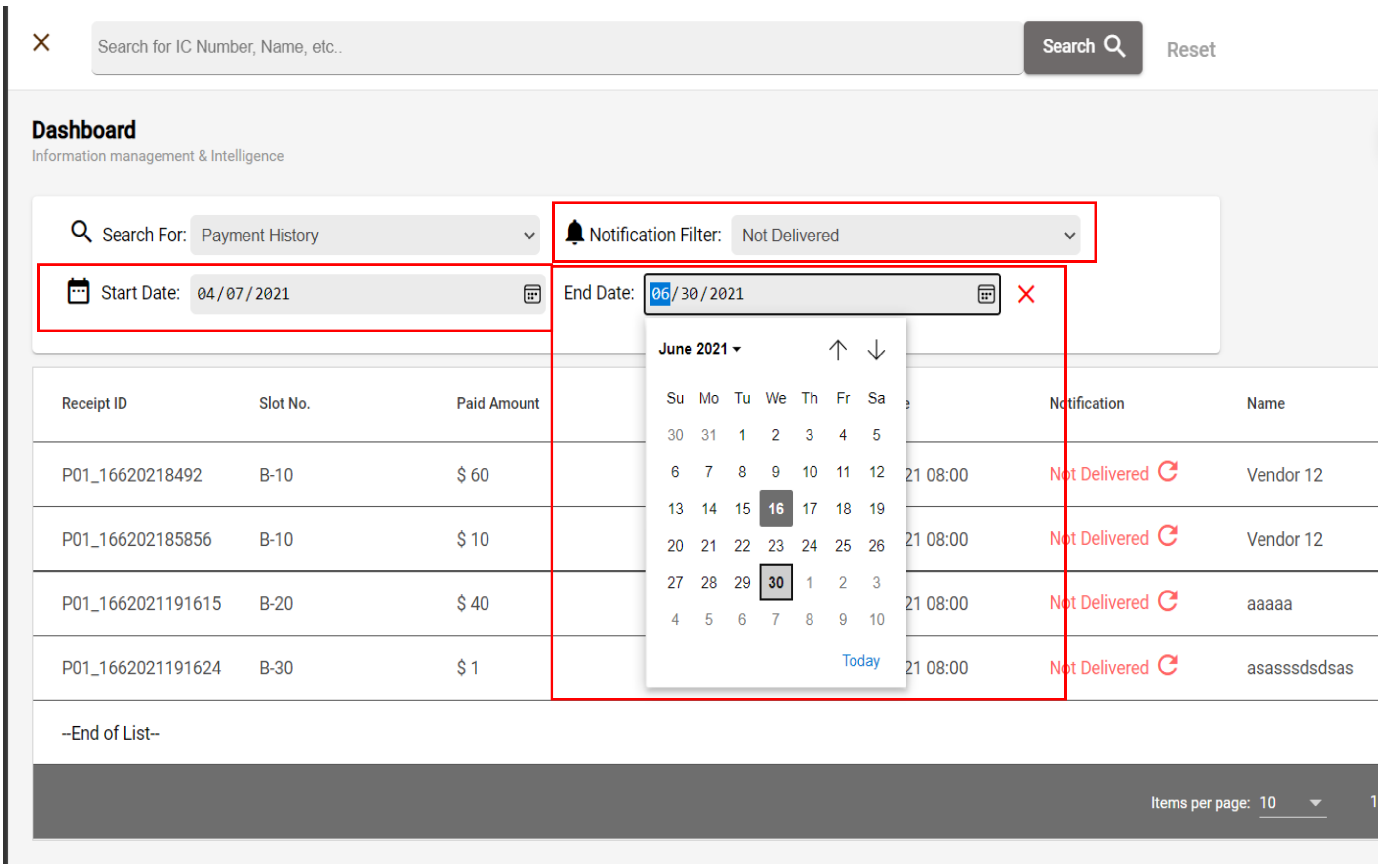


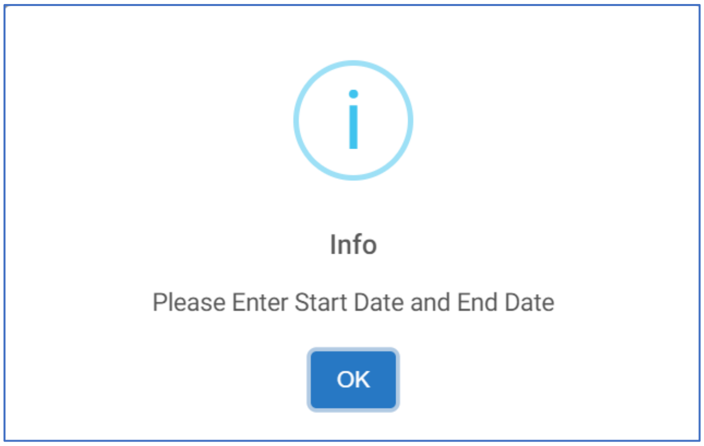
4. Once the "Search For:" option is selected, additional filters will appear based on the selected table as shown in the figure below.

Ex: Payment HIstory



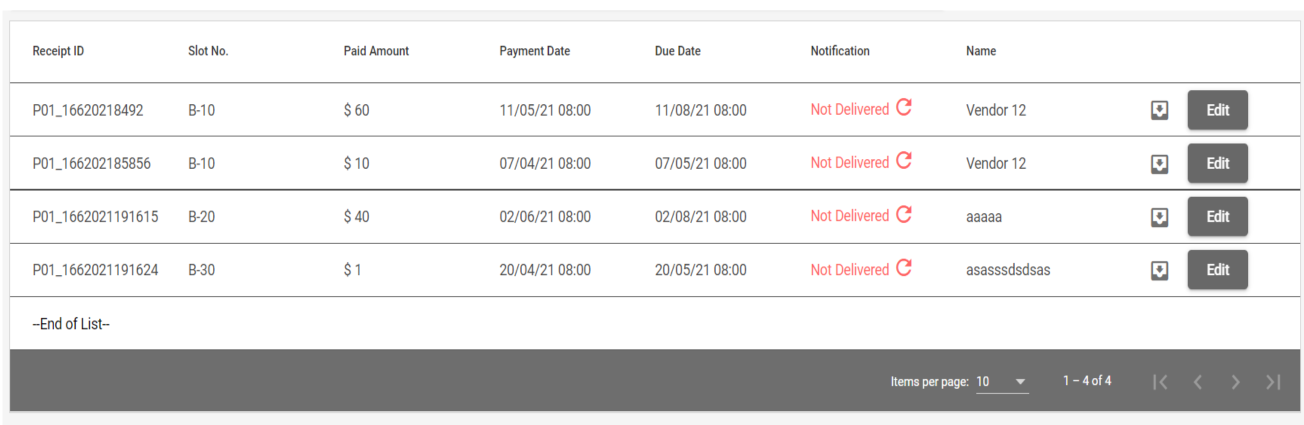
5. User can set the options (filters) available to extract matching records from the large set of data selected (search for) by clicking on the field (dropdown) and select the desired option.





- As shown above, the user will be able to select the **start date** and **end date** of required data based on the payment date.
- The user will be able to filter notifications where the automated email has been delivered or not.

After applying the filters, the table should be shown similarly as below.



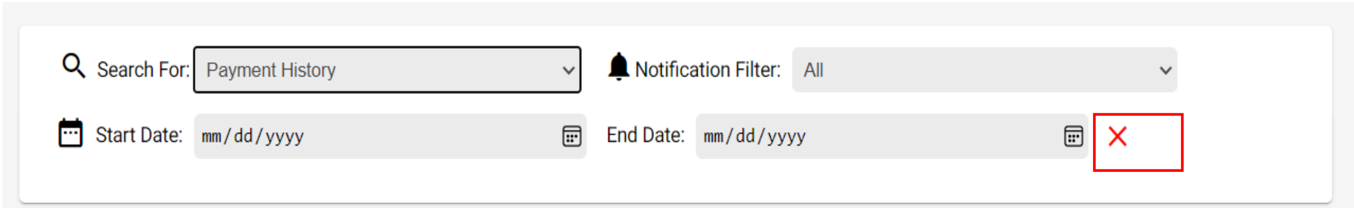
Receipt ID	Slot No.	Paid Amount	Payment Date	Due Date	Notification	Name		
P01_16620218492	B-10	$ 60	11/05/21 08:00	11/08/21 08:00	Not Delivered	Vendor 12		Edit
P01_166202185856	B-10	$ 10	07/04/21 08:00	07/05/21 08:00	Not Delivered	Vendor 12		Edit
P01_1662021191615	B-20	$ 40	02/06/21 08:00	02/08/21 08:00	Not Delivered	aaaaa		Edit
P01_1662021191624	B-30	$ 1	20/04/21 08:00	20/05/21 08:00	Not Delivered	asasssdsdsas		Edit

--End of List--

Items per page: 10 1 – 4 of 4

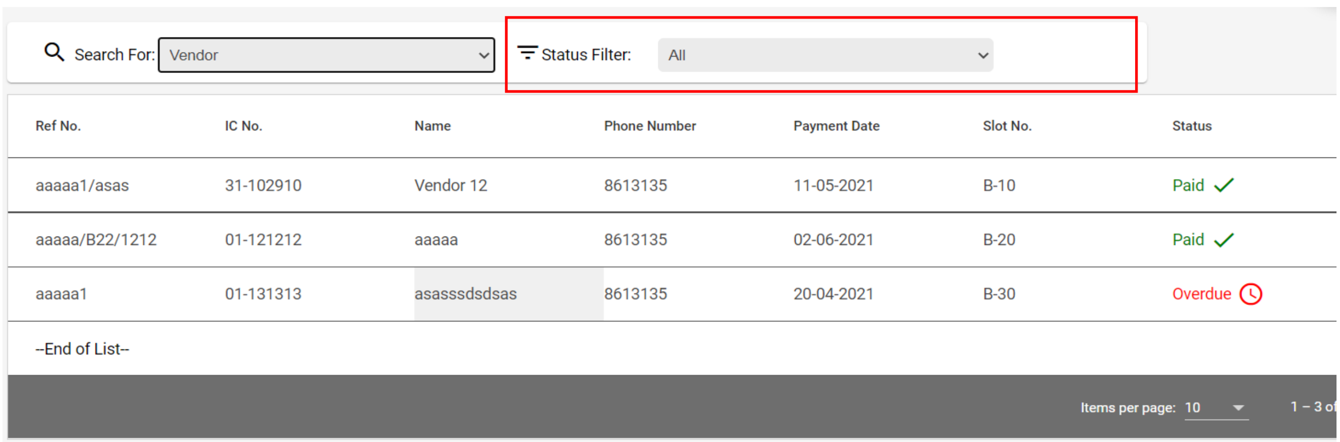
Figure 1 (Filter Output)

6. To reset the start date and end date, simply click ***"X"*** to reset the selected date to default.



7. Other options in “Search For” selection once selected will also display additional filter based on the selected option and its content. For example: -

Vendor:

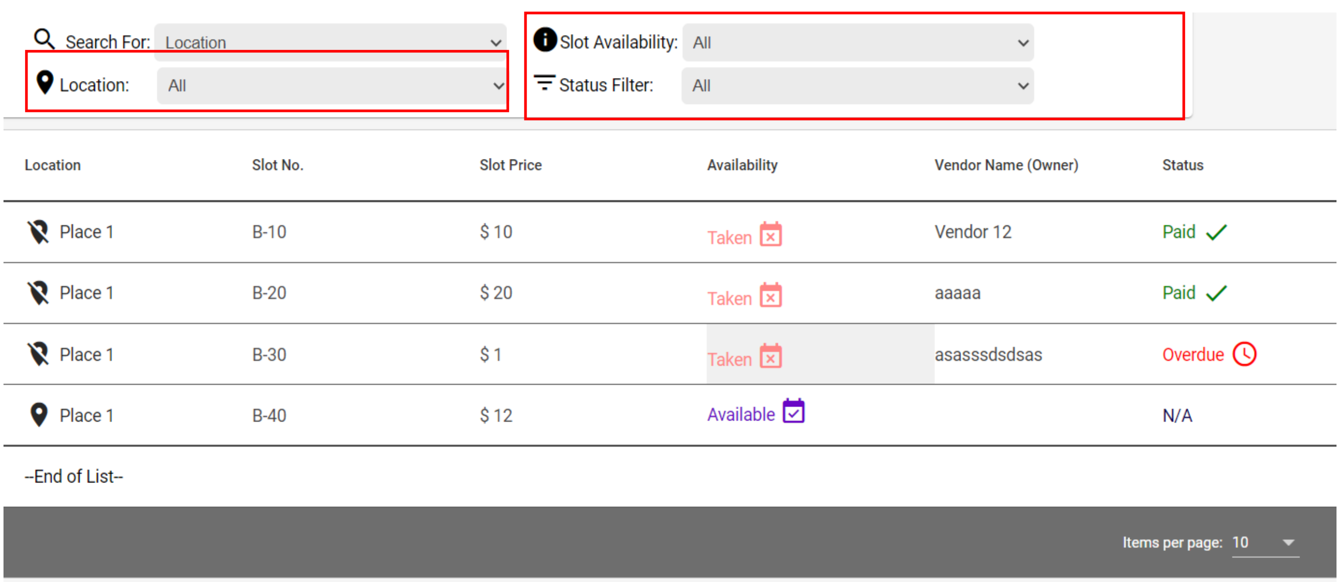


Ref No.	IC No.	Name	Phone Number	Payment Date	Slot No.	Status
aaaaa1/asas	31-102910	Vendor 12	8613135	11-05-2021	B-10	Paid
aaaaa/B22/1212	01-121212	aaaaa	8613135	02-06-2021	B-20	Paid
aaaaa1	01-131313	asasssdsdsas	8613135	20-04-2021	B-30	Overdue

--End of List--

Items per page: 10 1 – 3 of

Location:

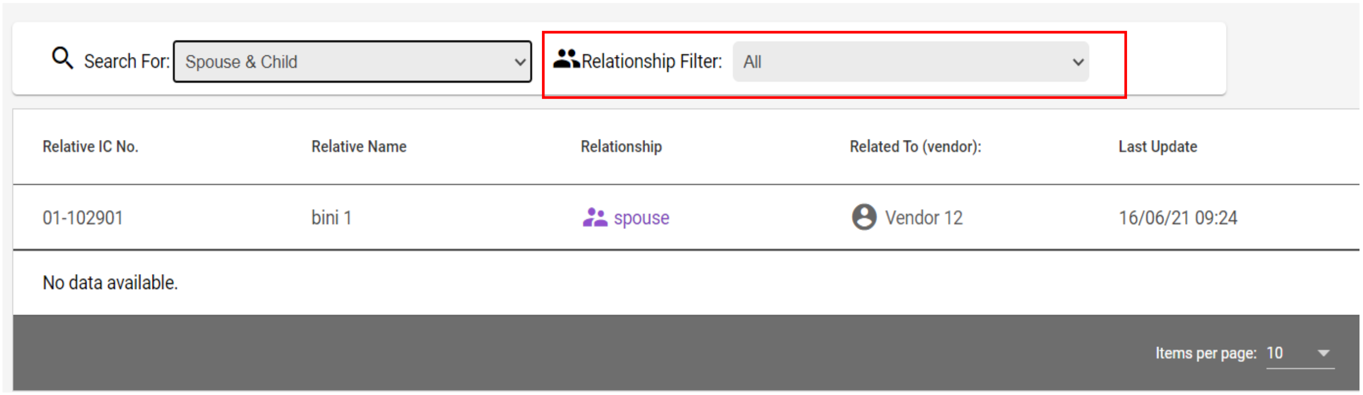


Location	Slot No.	Slot Price	Availability	Vendor Name (Owner)	Status
Place 1	B-10	$ 10	Taken	Vendor 12	Paid
Place 1	B-20	$ 20	Taken	aaaaa	Paid
Place 1	B-30	$ 1	Taken	asasssdsdsas	Overdue
Place 1	B-40	$ 12	Available		N/A

--End of List--

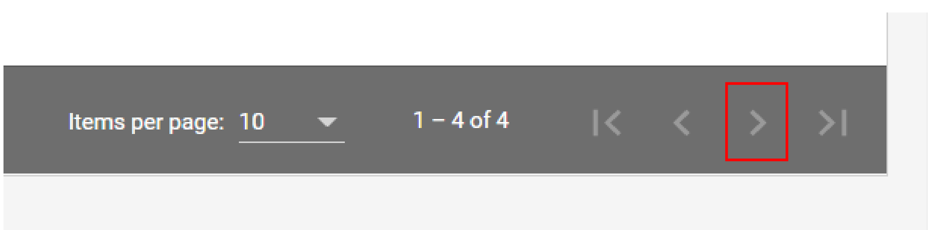
Items per page: 10

Relatives:



- Same as payment history, the user can set the options (filters) available to extract matching records from the large set of data selected (search for) by simply **clicking** on the **field (dropdown)** and click on the desired option.

8. Most of the tables in the VMIS are paginated, therefore the user will only see the first ***10 records*** on the front page of the table. To view the next page of the tables, the user can click on the arrow at the bottom of the table.



11. Statistical report & Full report

1. Once the set of records has been filtered, the user can proceed to print the statistical report based on the filtered data.

Ex: Filtered Payment History: -

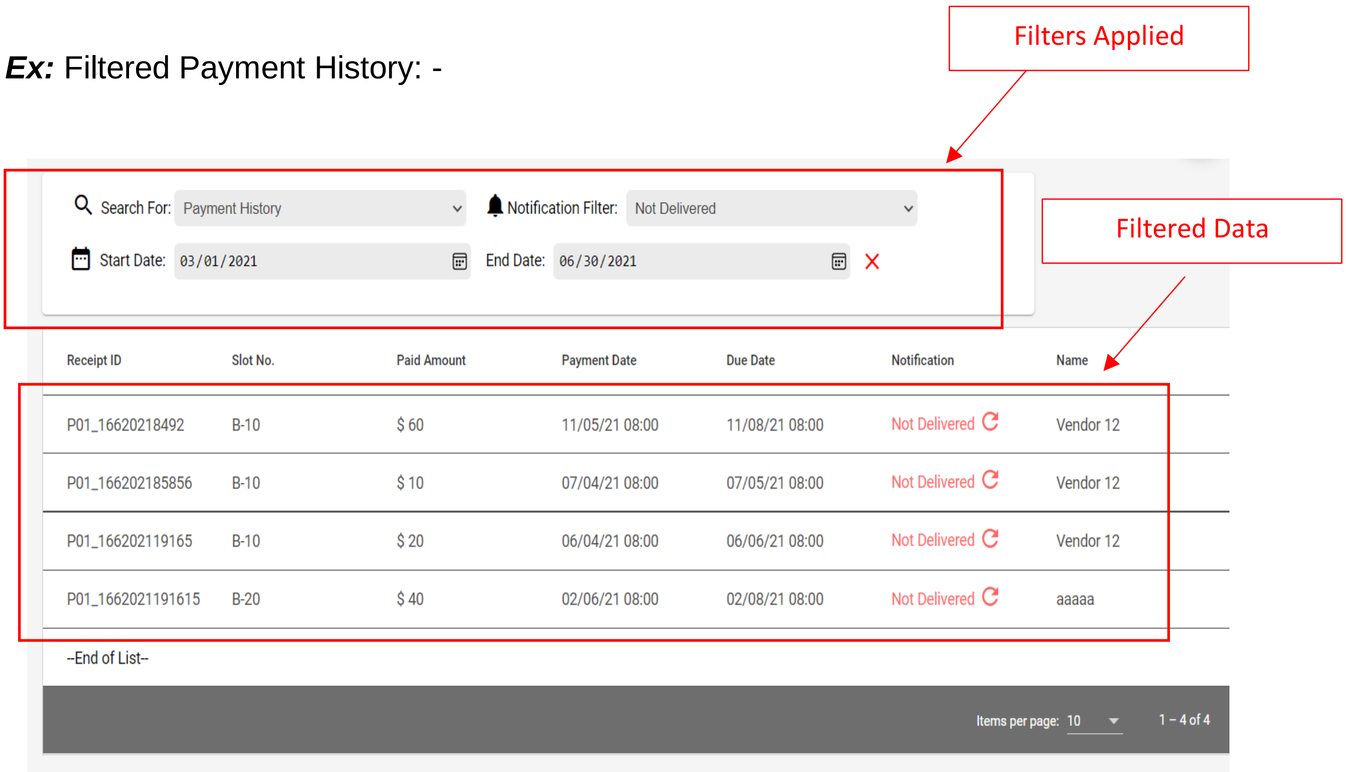
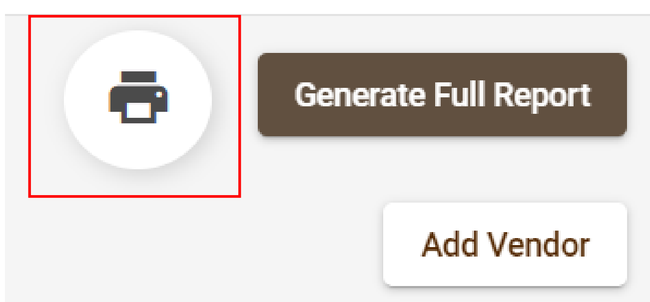
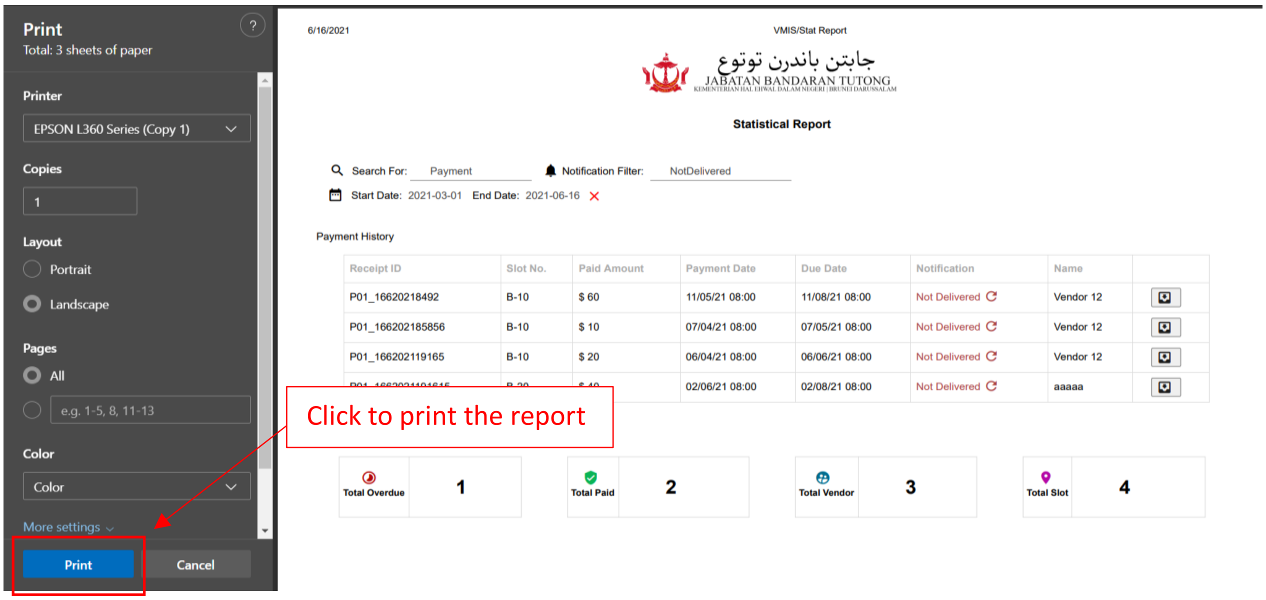


Figure 2 (Filtered Payment History)

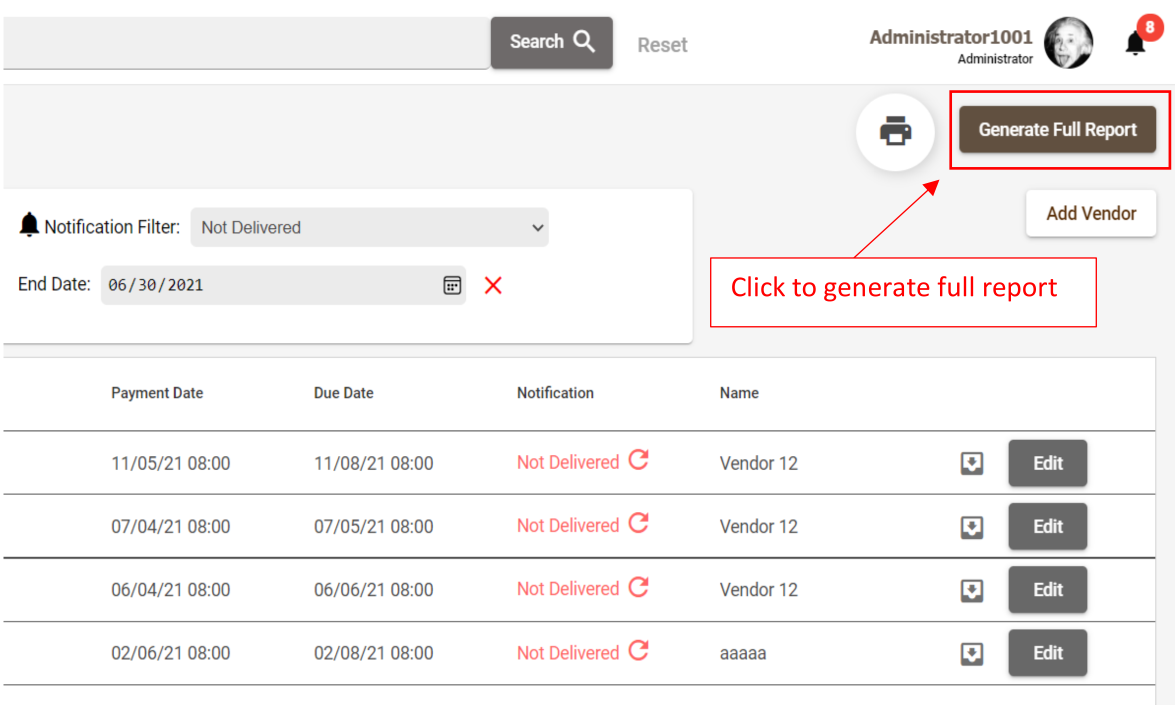
2. To print the filtered data, the user can click on the print icon located at the top-right of the Dashboard page.



3. The user will be redirected to a new window and a print menu will appear. To print the statistical report, the user can click on “Print” on the menu to proceed to print the report.



4. If the user wants to print all vendor records available in the system, the user can click on “Generate All Report” which is located at the top right of the page near the print icon.



5. After clicking the button, the user will be redirected to a new page where it contains lists of data available in the system.

Generated Vendor Records

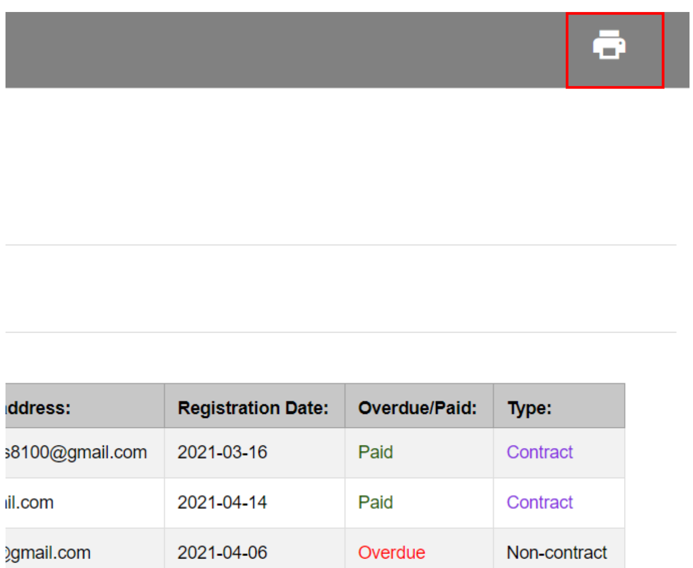
Vendor Profile

No.	Vendor RID	Name:	IC Number:	Address:	Phone No.	Email address:	Registration Date:	Overdue/Paid:	Type:
1.	V_011562021000031-102910	Vendor 12	31-102910	No.13, Jalan Tanah Jambu, Bandar Seri Begawan	8613135	meerros8100@gmail.com	2021-03-16	Paid	Contract
2.	V_011662021000001-121212	aaaaa	01-121212	No.13, Kampung Sengkaral Tutong	8613135	1@gmail.com	2021-04-14	Paid	Contract
3.	V_011662021000001-131313	asasssdsdsas	01-131313	No.13, simpang 10-25-13, tanah jambu	8613135	aassa@gmail.com	2021-04-06	Overdue	Non-contract

Vendor Relatives

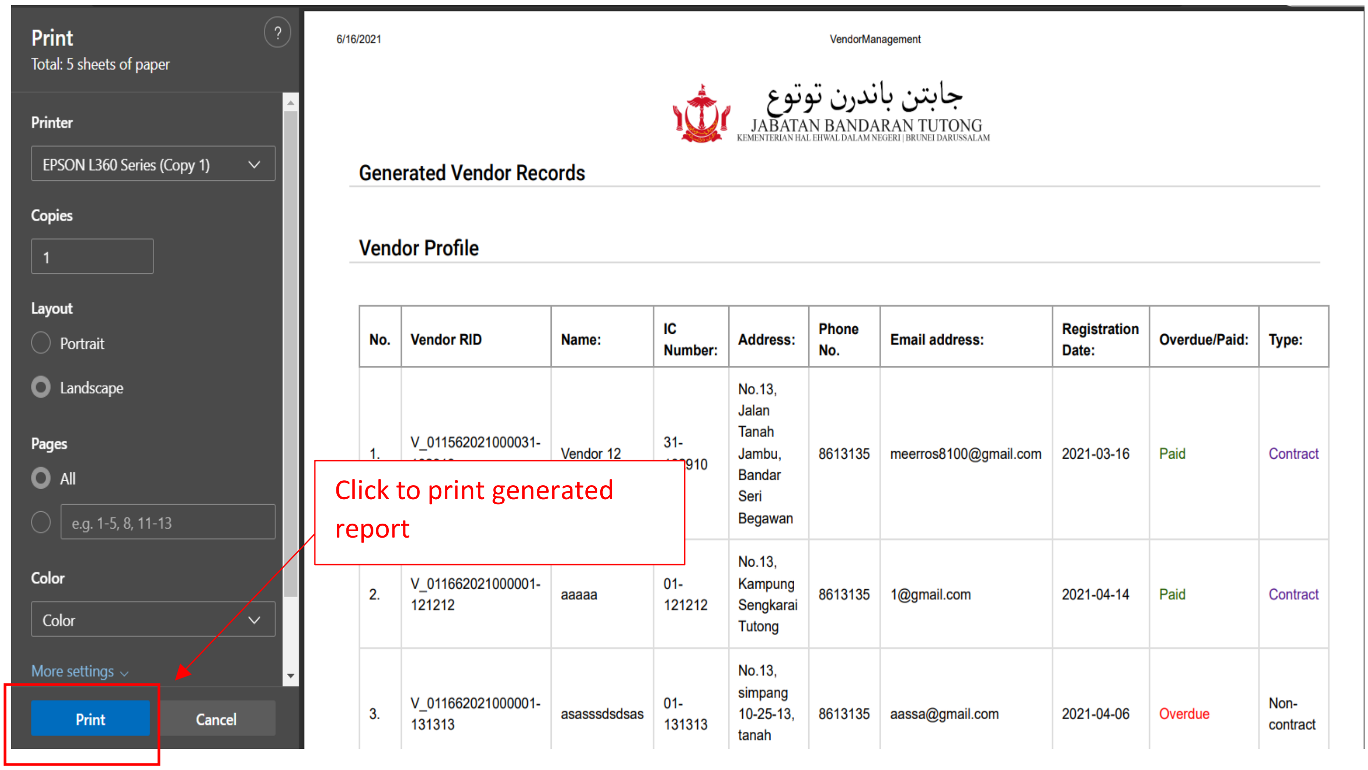
No.	Vendor RID	Vendor name	Relative Name	Relative IC No.	Relationship
1.	V_011562021000031-102910	Vendor 12	bini 1	01-102901 01-102901	spouse

6. Simply click the print icon at the top-right of the page or CTRL+P to print the generated report.



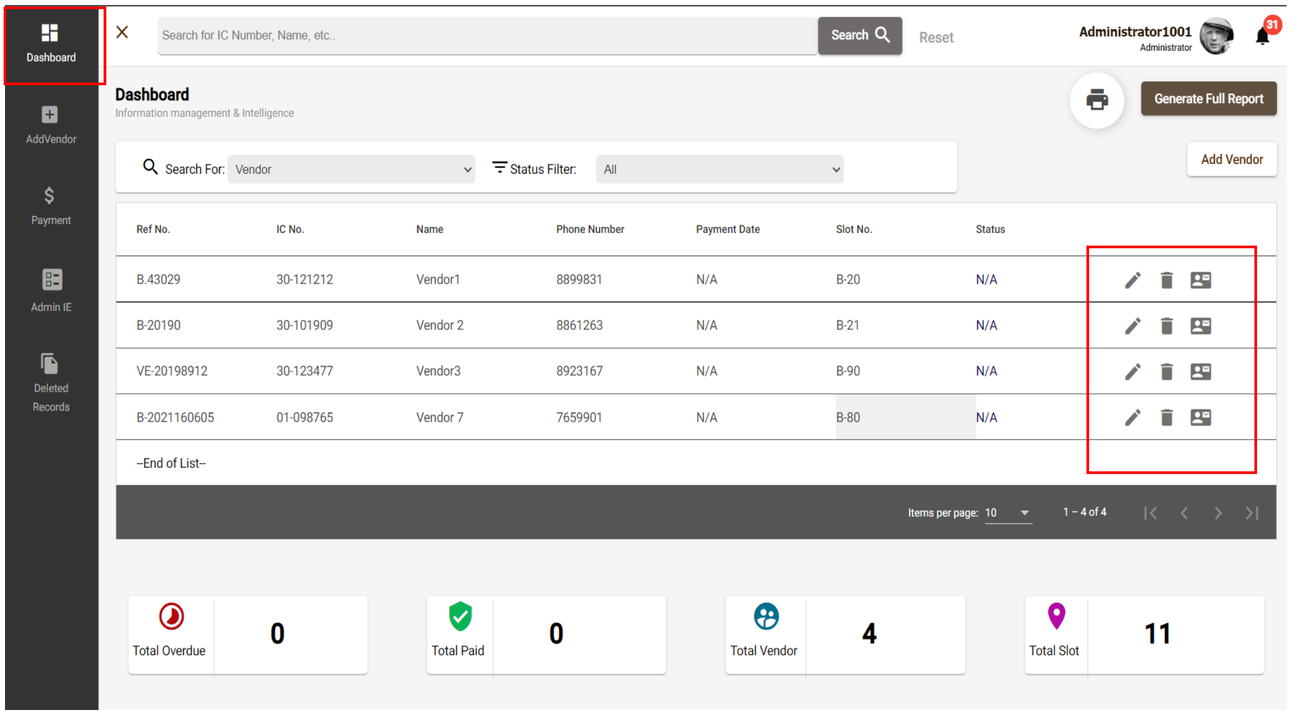
ıddress:	Registration Date:	Overdue/Paid:	Type:
;8100@gmail.com	2021-03-16	Paid	Contract
ıil.com	2021-04-14	Paid	Contract
)gmail.com	2021-04-06	Overdue	Non-contract

7. A pop-up menu will be displayed. To print the report, click the “Print” button to proceed.



12. Actions

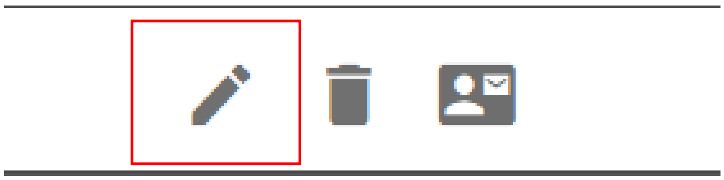
1. Go to the dashboard page by clicking on the side navigation panel.



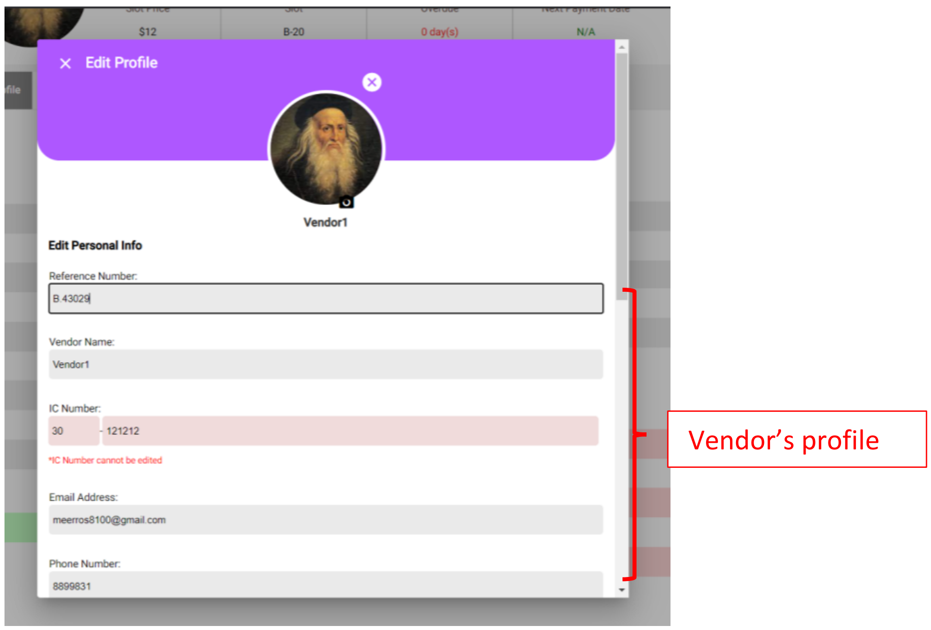
2. In the table on the page, the user will see action icons located on the right side of the table.

- Make sure the table has been populated by data to be able to view the action icons.

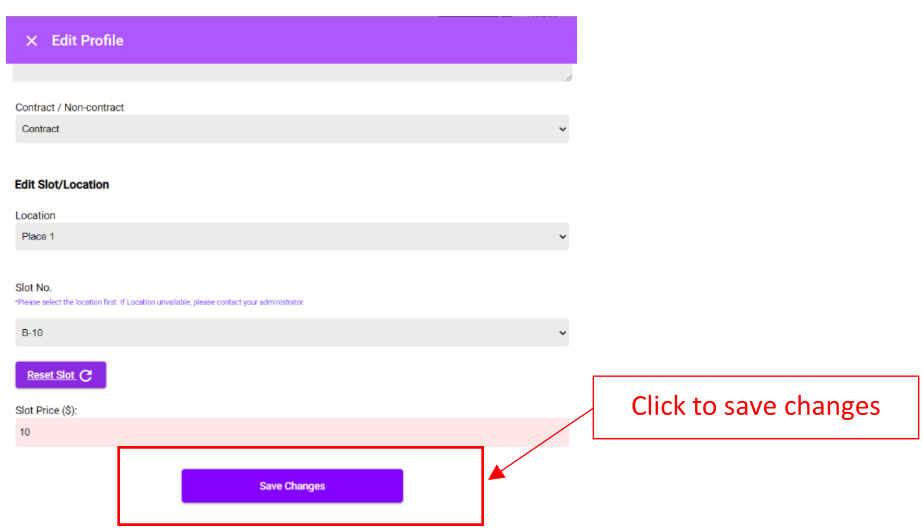
3. Each of these icons has different functionality, to edit vendor profiles, the user can click on the "Pencil" icon at the row (vendor profile) where there is a need to change their data.



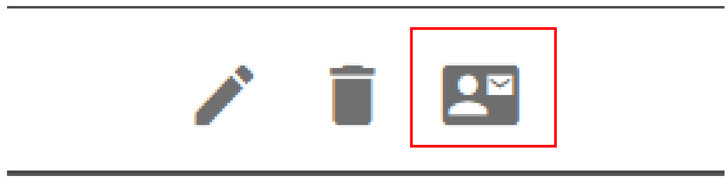
4. A pop-up window will be displayed as shown below



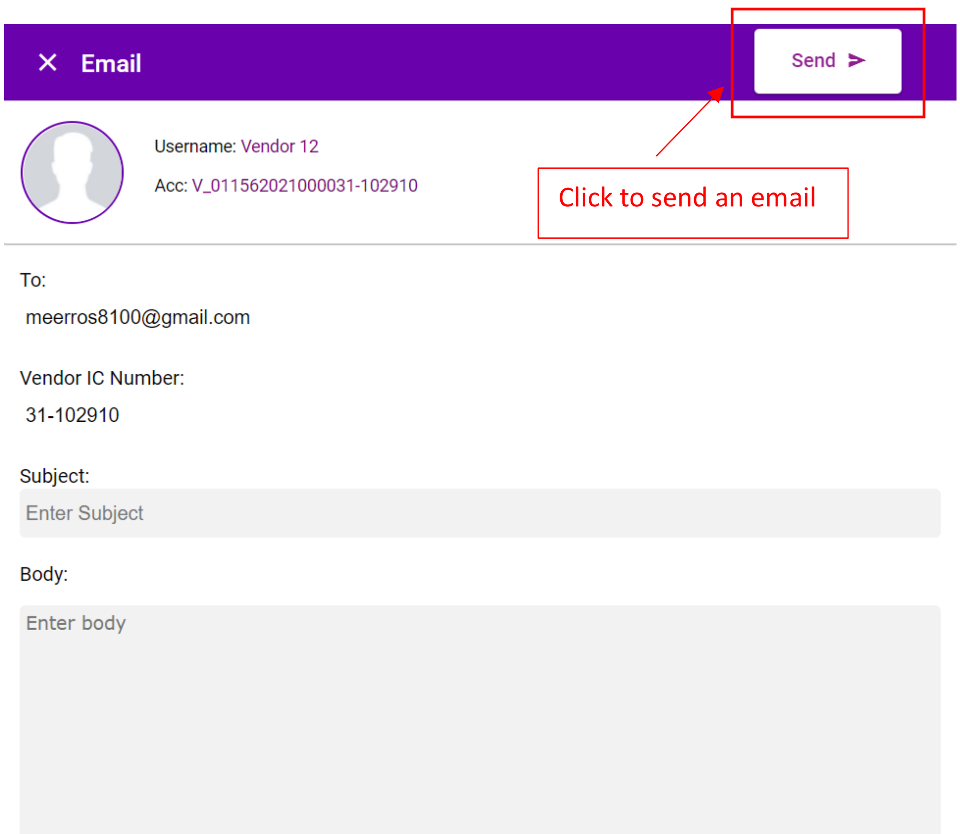
5. The user can change any vendor's information except for their IC Number. To save changes, the user can click the ***"Save changes"*** button at the bottom of the pop-up window.



6. To contact the vendor, the user can simply click on the icon shown below.

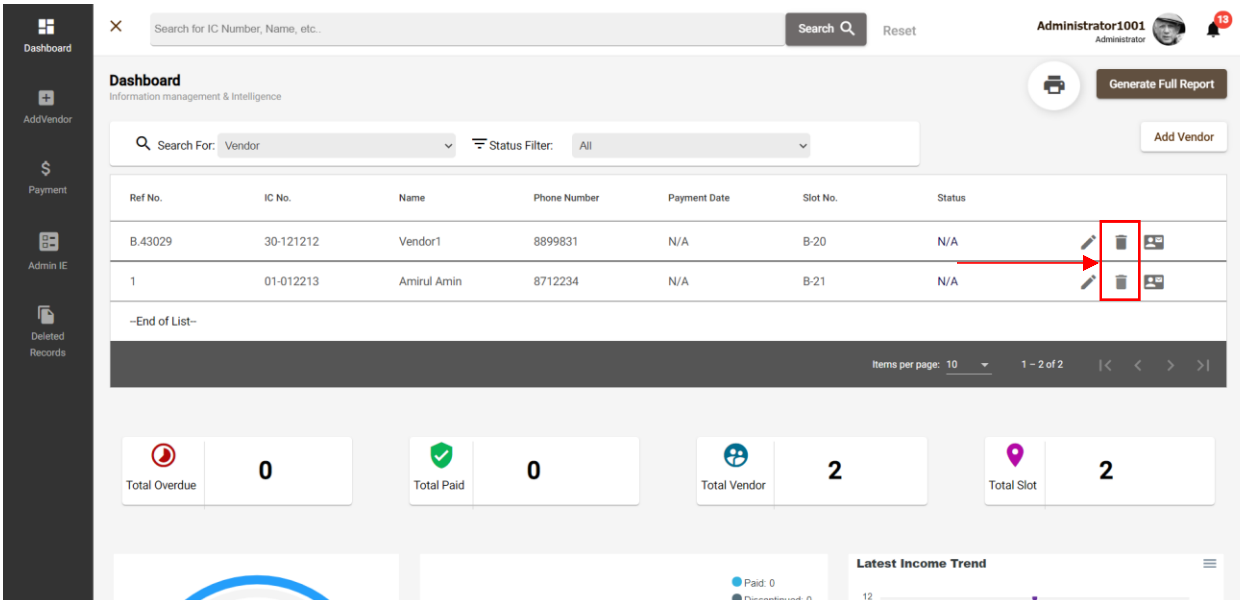


7. A pop-up window will appear where it can be used to send an email to the respective vendor. Please be aware that all data sent to the vendor will be recorded to logs/notifications.

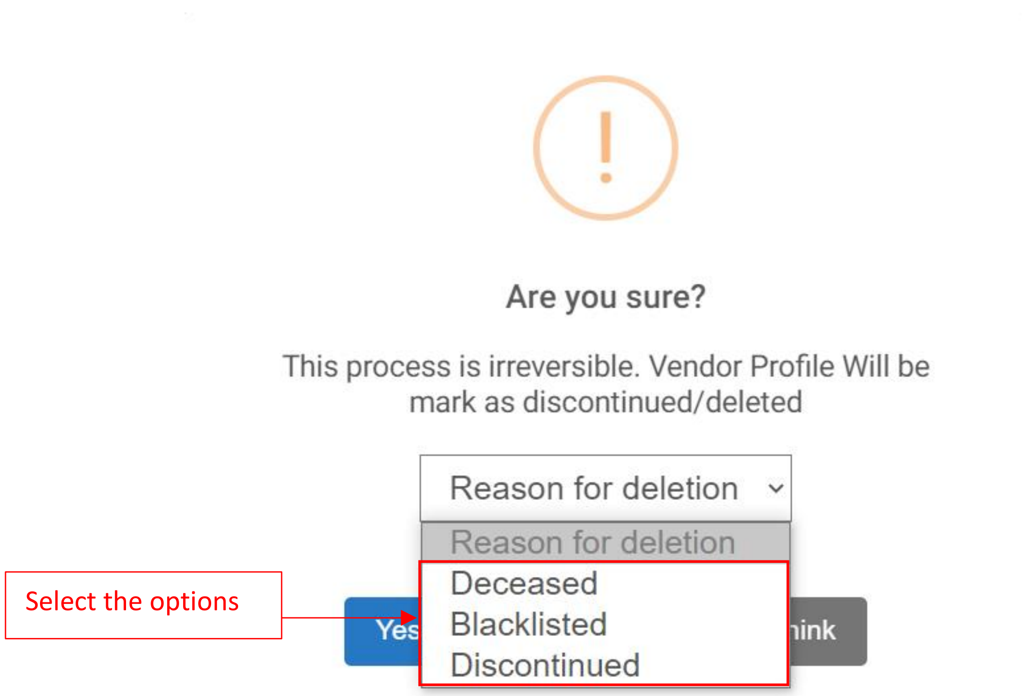


8. For vendor's profile deletion, please refer to the ***"Deleted Records"*** section below.

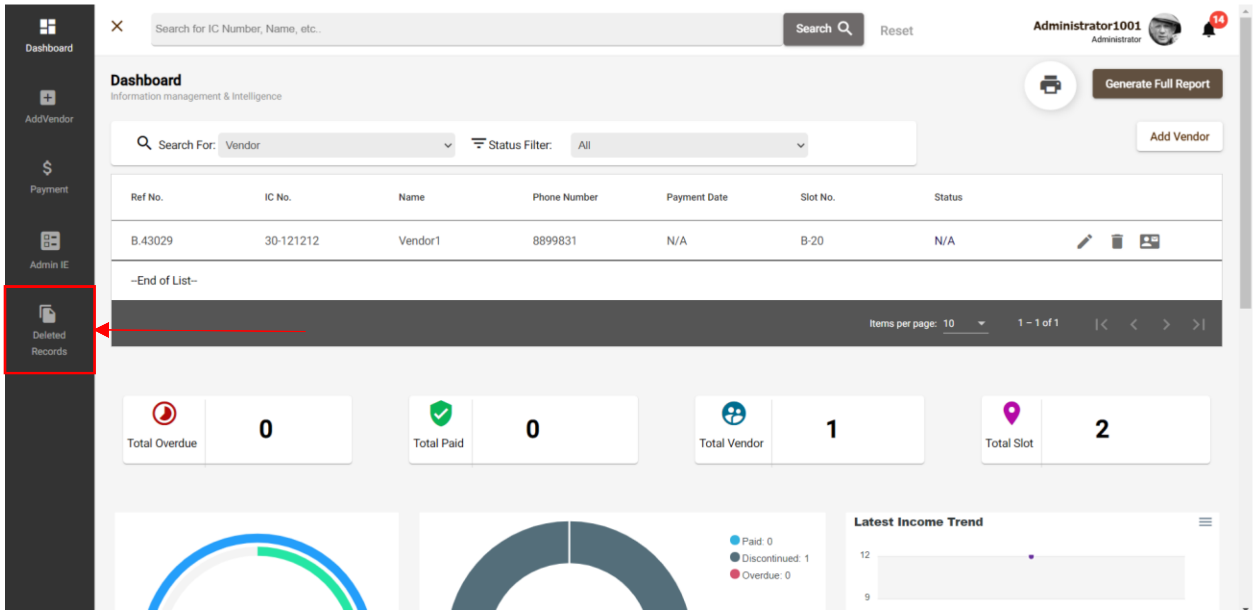
13. Deleted Records



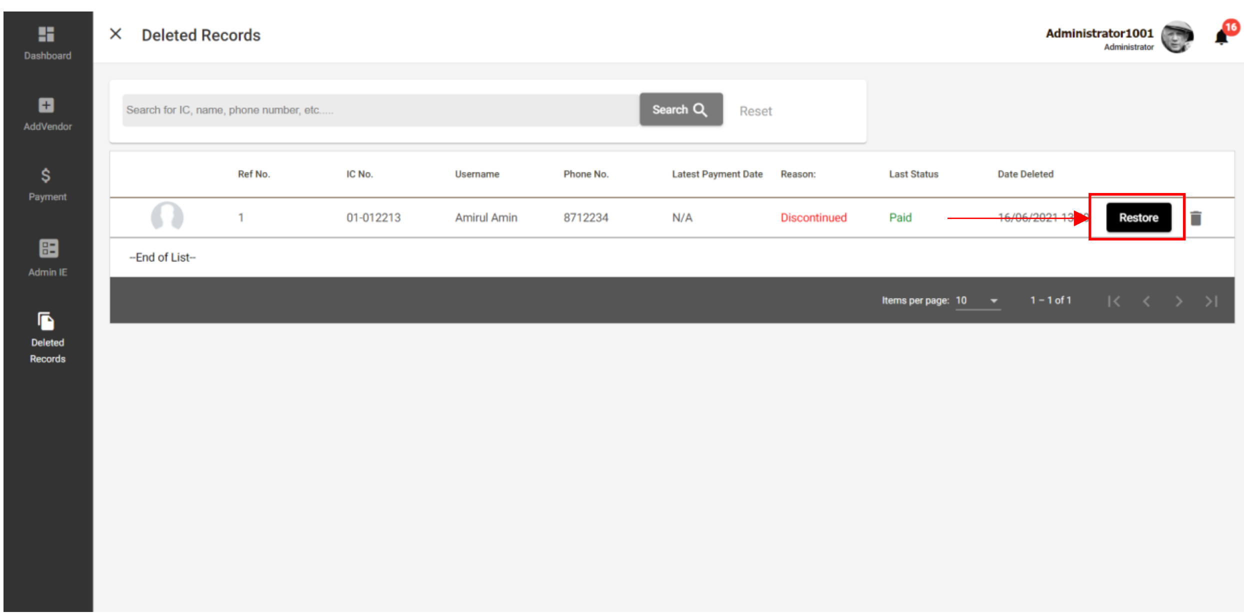
1. For deleted records, first, there must be a vendor which can be deleted at the dashboard.



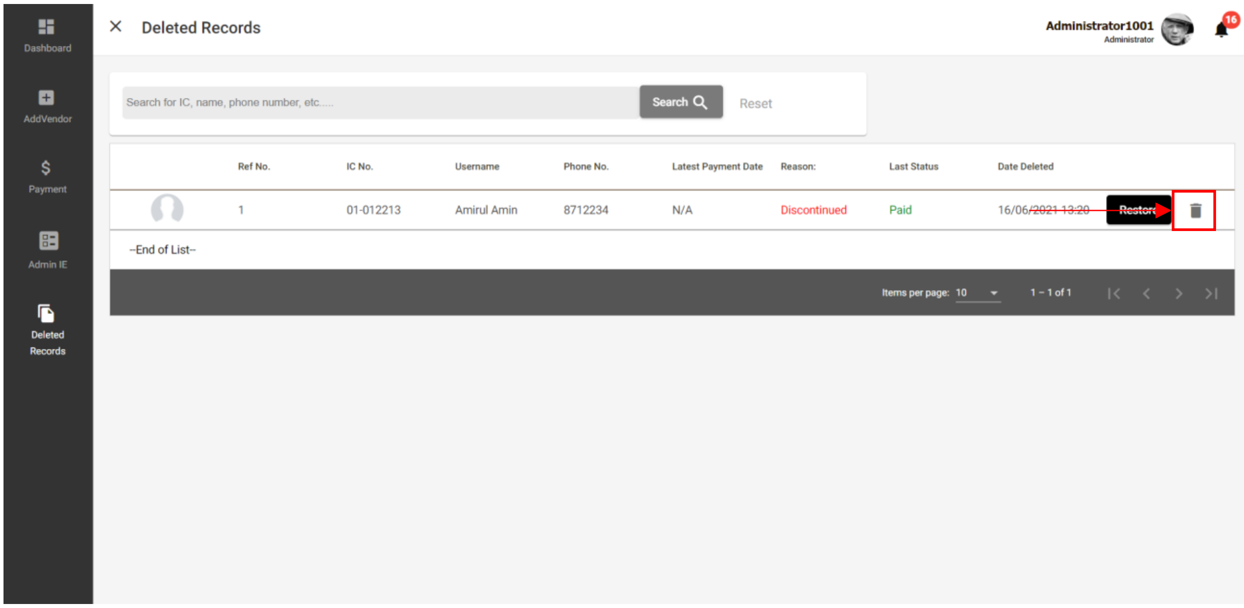
2. Left-click on the garbage icon for the vendor that has to be deleted then a small pop-up window will show, afterwards select a reason for deletion and click yes when finished.



3. The deleted data can be found archived under **Deleted Records**.

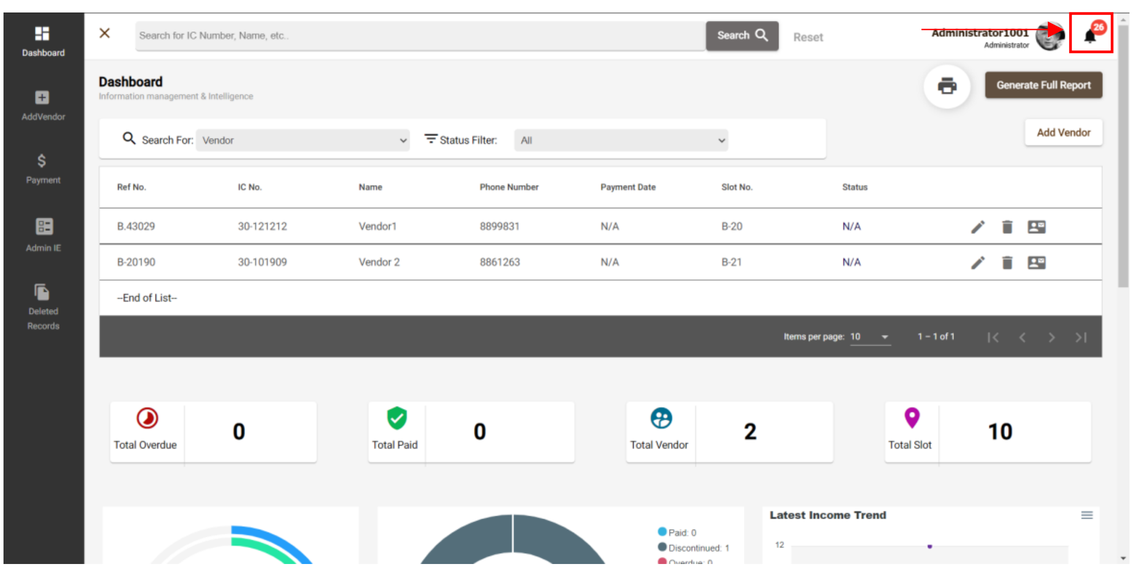


4. Select a vendor to restore by clicking on the **Restore** icon and a second prompt will show asking for confirmation to restore the vendor profile.

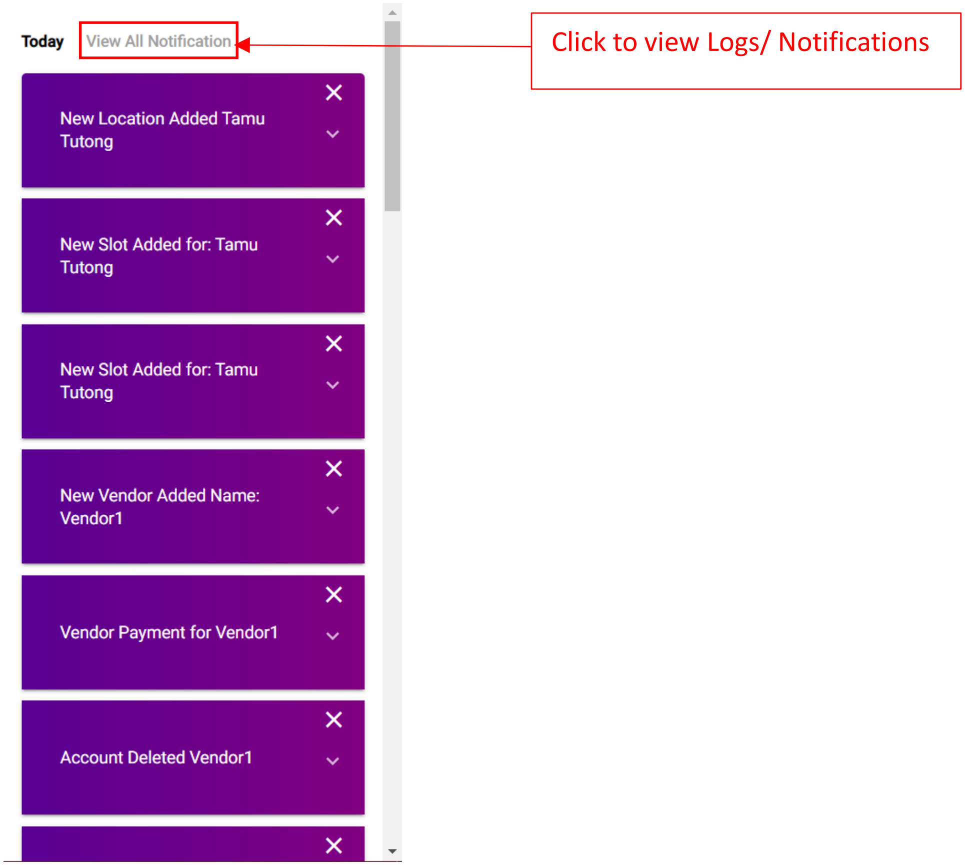


5. Click the garbage icon to permanently delete the vendor data there will be a second prompt asking for confirmation to delete.

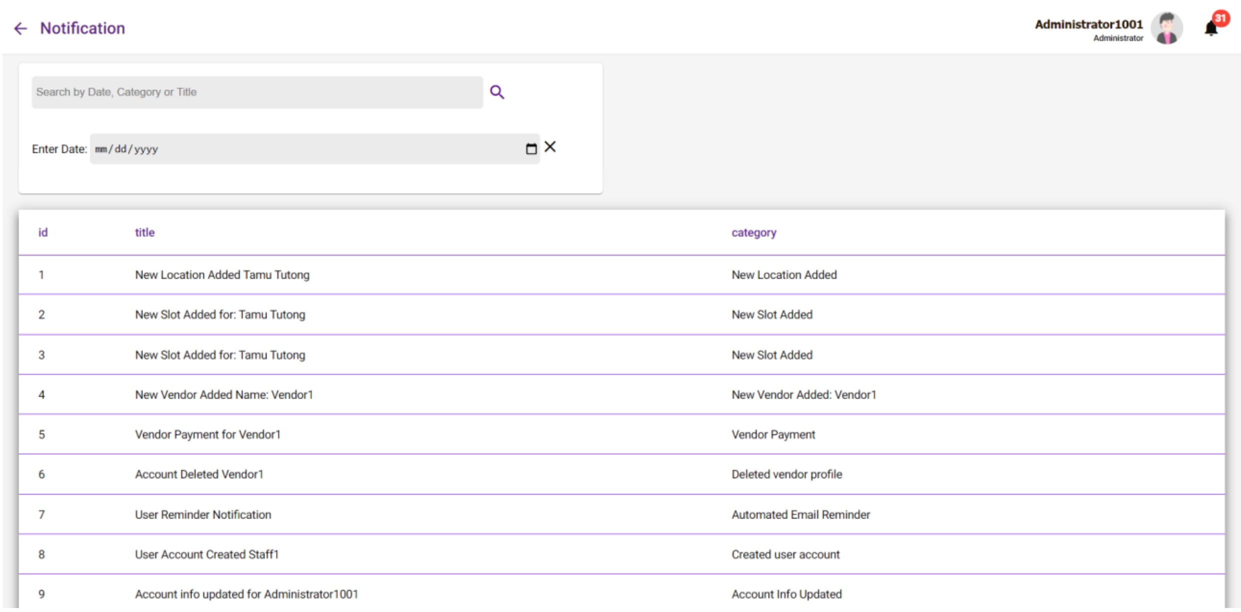
14. Checking Logs / Notifications



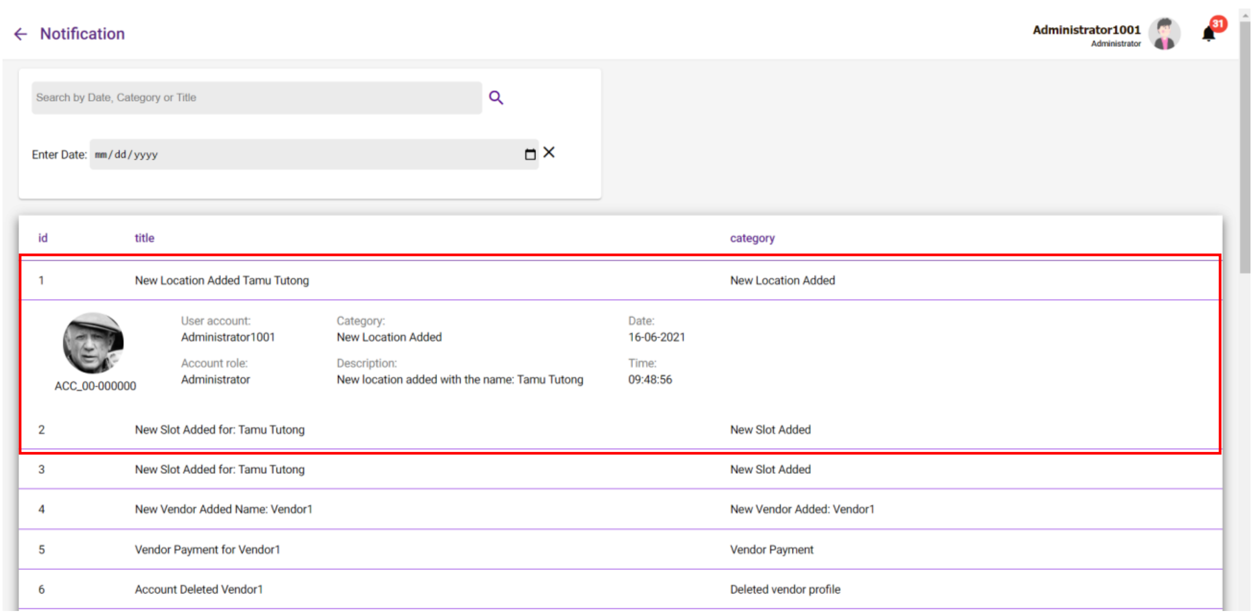
1. To check logs/notifications click on the bell icon on the top right corner.



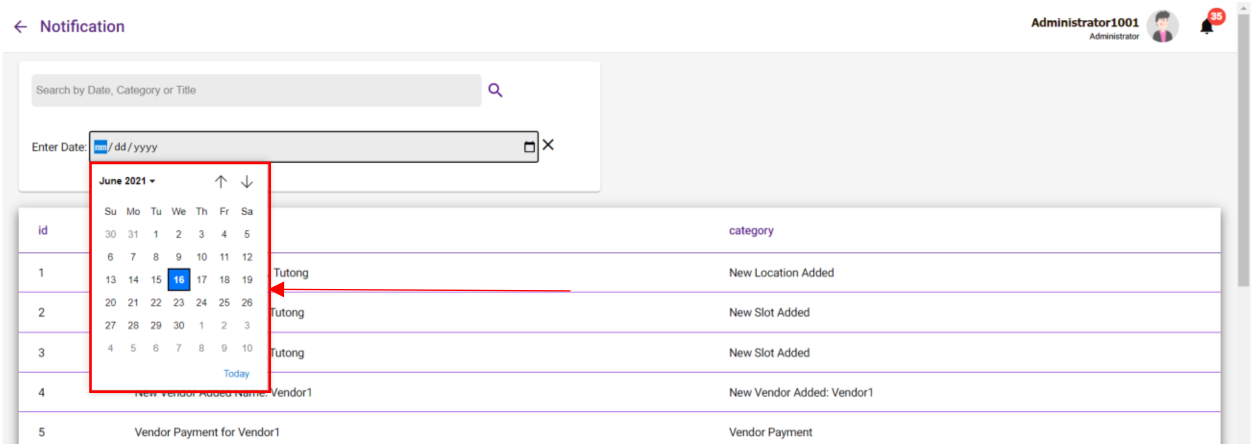
2. After clicking the **Bell Icon**, it will show today's logs/notifications. By clicking **View All Notifications**, it will bring the user to another page.



3. On this page, the admin can view all logs/notifications.

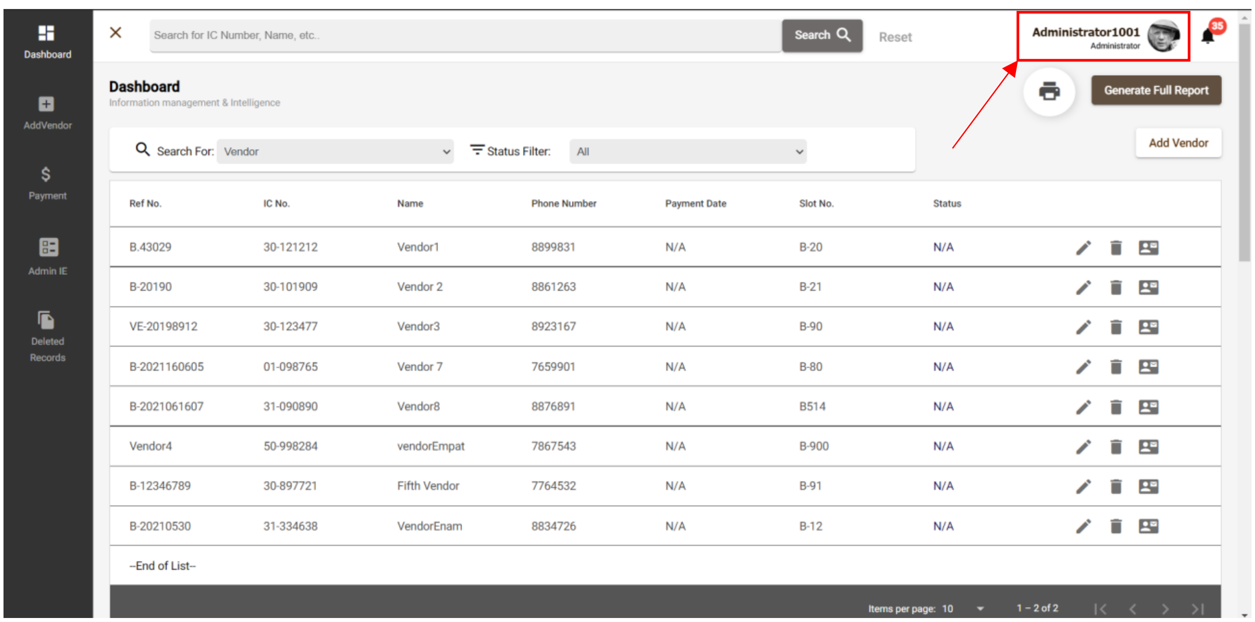


4. Click on any title and more information will be shown such as who made the changes as well as the date and time the changes were made.

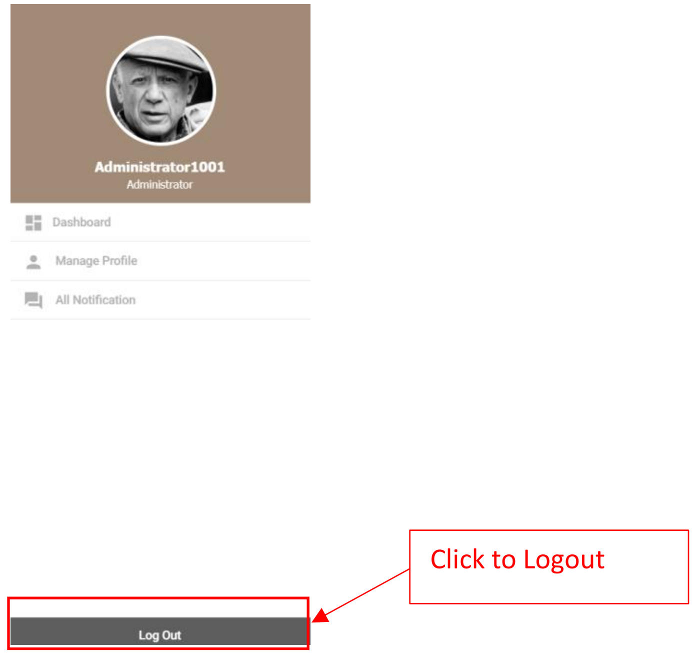


5. Click on Enter Date and choose the date for the logs for that day and the table will show all logs/notifications that happened that day.

15. Logging Out



1. To log out click on the **Profile Button** for the **Current User** at the top right corner.



2. A small pop-up window will show and to log out, just click the **Log Out Button** below.
3. Once clicked, the user will be redirected to the login screen.