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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

The screenshot shows the AIE dashboard. The 'Admin IE' option in the sidebar is highlighted with a red box and a red arrow points to it. The main dashboard area includes a search bar, a 'Dashboard' section with vendor information, and four summary boxes: Total Overdue (0), Total Paid (0), Total Vendor (0), and Total Slot (3). A circular progress bar at the bottom indicates Slot Taken: 0 [0%] and Slot Available: 414 Slots. The top right corner shows the user 'Administrator1001' and a 'Generate Full Report' button.

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

3. Add User Account

The screenshot shows the 'Administrator Interface AIE' interface. On the left sidebar, there are icons for Dashboard, AddVendor, Payment, Admin IE (which is selected), and Deleted Records. The main area has a search bar at the top. Below it, there are three tabs: 'User Management' (selected), 'Location & Slot', and 'Backup'. Under 'User Management', there is a filter section with 'Filter Role: All' and 'Enter Date: mm/dd/yyyy'. To the right of this is a purple 'Create User' button with a user icon, which is highlighted with a red box and has a red arrow pointing to it. Below the filter is a table with columns: Username, ID, IC No., Email Address, Last Login, and Role. One row is shown: 'Administrator1001', 'ACC_00-000000', '00-000000', 'Administrator@email.com', '14/06/2021 08:55:45', and 'Administrator'. There are 'Edit' and 'Delete' buttons for this row. At the bottom, there is a pagination section with 'Items per page: 10' and '1 - 1 of 1'.

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

This screenshot shows the 'Create User' form. It includes fields for 'Identification number' (with a required error message), 'Email Address' (with a required error message), 'Password' (with a required error message), and 'Re-enter Password' (with a required error message). Below these is a 'Role / User Access' dropdown menu with options: 'Administrator', 'Staff', and 'View-only'. The 'Administrator' option is selected. At the bottom is a purple 'Create Account' button, which is highlighted with a red box and has a red arrow pointing to it.

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.

Username	ID	IC No.	Email Address	Last Login	Role
Administrator1001	ACC_00-000000	00-000000	Administrator@email.com	14/06/2021 08:55:45	Administrator
Hey	ACC_01-123456	01-123456	joyx3662@gmail.com	01/01/1970 08:00:00	Staff

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

IC Number:
01 - 123456

*IC Cannot be edited

Email Address:
joyx3662@gmail.com

Password
.....

Re-enter Password
.....

Password Match

Role / User Access

Staff

Administrator

Staff

View-only

Save Changes

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

Username	ID	IC No.	Email Address	Last Login	Role
Administrator1001	ACC_00-000000	00-000000	Administrator@email.com	14/06/2021 08:55:45	Administrator
Hey	ACC_01-123456	01-123456	joyx3662@gmail.com	14/06/2021 09:31:59	View-only

No data available.

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

The screenshot shows the Administrator Interface AIE dashboard. On the left sidebar, there are icons for Dashboard, AddVendor, Payment, Admin IE, and Deleted Records. The main area has a search bar at the top with a 'Reset' button. Below it, the title 'Administrator Interface AIE' and subtitle 'Manage Slots and location' are displayed. Three tabs are present: 'User Management' (disabled), 'Location & Slot' (selected and highlighted in red), and 'Backup'. A sub-section titled 'Location' with the subtitle 'Add location for slots management' follows. It includes a search bar for 'Enter location / place' and an 'Add' button. A table lists two locations: Tamu 1 and Tamu Serambangun. Each entry has an 'Edit' button and a trash icon. Below this is a 'Slots' section with a search bar for 'Slot Number' and a dropdown for 'Filter Location: All'. The right side of the interface shows user information for 'Administrator1001'.

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

This screenshot shows the same interface after adding a new location. The 'Location & Slot' tab is still selected. The 'Location' table now has three entries: Tamu 1, Tamu Serambangun, and Tamu Gadong. The 'Edit' button for Tamu Gadong is highlighted with a red box and a callout 'Click to edit location'.

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

Administrator Interface AIE
Manage Slots and location

User Management Location & Slot Backup

+ Add Location: Enter location / place Add

Location
Add location for slots management

No.	Location Name	Total Slot	Date Updated	Action
1	Tamu 1	2	14/06/2021 08:35:27	Edit
2	Tamu Serambangun	1	14/06/2021 08:27:32	Edit
3	Tamu Gadong	0	14/06/2021 10:04:17	Edit !

Slots
Manage Slots for vendor

Search for Slot Number Reset

Click to delete location

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



Are you sure?

This process is irreversible. Deleting the location
may cause data loss or damage

Yes, go ahead. No, let me think

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

The screenshot shows a web-based application interface for managing slots. On the left, there is a vertical sidebar with icons for Dashboard, AddVendor, Payment, Admin IE, and Deleted Records. The main area has a header with a search bar for 'Search for location' and a user profile for 'Administrator1001'. Below the header, there is a section titled 'Slots' with a sub-header 'Manage Slots for vendor'. This section includes a search bar for 'Search for Slot Number', a dropdown for 'Filter Location: All', and a table listing three existing slots. The table columns are ID, Slot No., Price (\$), Location, and Available. Each slot row contains an 'Edit' button and a trash can icon. A message 'No data available.' is displayed below the table. At the bottom, there are pagination controls for 'Items per page: 10' and '1 - 3 of 3'. A red box and arrow highlight the 'Create Slot' button at the top left of the table area.

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

The screenshot shows a modal window titled 'Add Slot'. It includes a note '*Please create location first to add slot'. There is a dropdown menu for 'Select Location' with 'Tamu Gadong' selected. Below it are input fields for 'Slot Number' (containing 'B-45') and 'Slot Price' (containing '10'). At the bottom is a purple 'Create Slot' button, which is highlighted with a red box and arrow.

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

The screenshot shows a web-based application interface for managing slots. On the left is a purple sidebar with icons for Dashboard, AddVendor, Payment, Admin IE, and Deleted Records. The main area has a header with a search bar for location and a user profile for Administrator1001. Below the header is a section titled 'Slots' with a sub-instruction 'Manage Slots for vendor'. It includes a search bar for Slot Number and a dropdown for Filter Location (set to All). A purple button labeled 'Create Slot' is visible. The main content is a table with columns: ID, Slot No., Price (\$), Location, and Available status. The table contains four rows of data. The fourth row, which has 'B-45' in the Slot No. column, is highlighted with a red box and has the text 'Click to edit slot' overlaid. Red arrows point from this text to the 'Edit' button in the table row and to the 'Edit' button in the table's footer toolbar. The footer also shows pagination options.

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

The screenshot shows an 'Edit Slot' dialog box. At the top is a purple header with a close button and the text 'Edit Slot'. Below is a form with fields: 'Select Location:' (dropdown menu showing 'Tamu Gadong'), 'Slot Number' (text input showing 'B-45'), and 'Slot Price' (text input showing '10'). A red box highlights the 'Save Changes' button at the bottom, with the text 'Click to save changes' overlaid. A red arrow points from the 'Click to save changes' text to the 'Save Changes' button.

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



Are you sure?

This process is irreversible. Deleting the location
may cause data loss

Yes, go ahead.

No, let me think

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

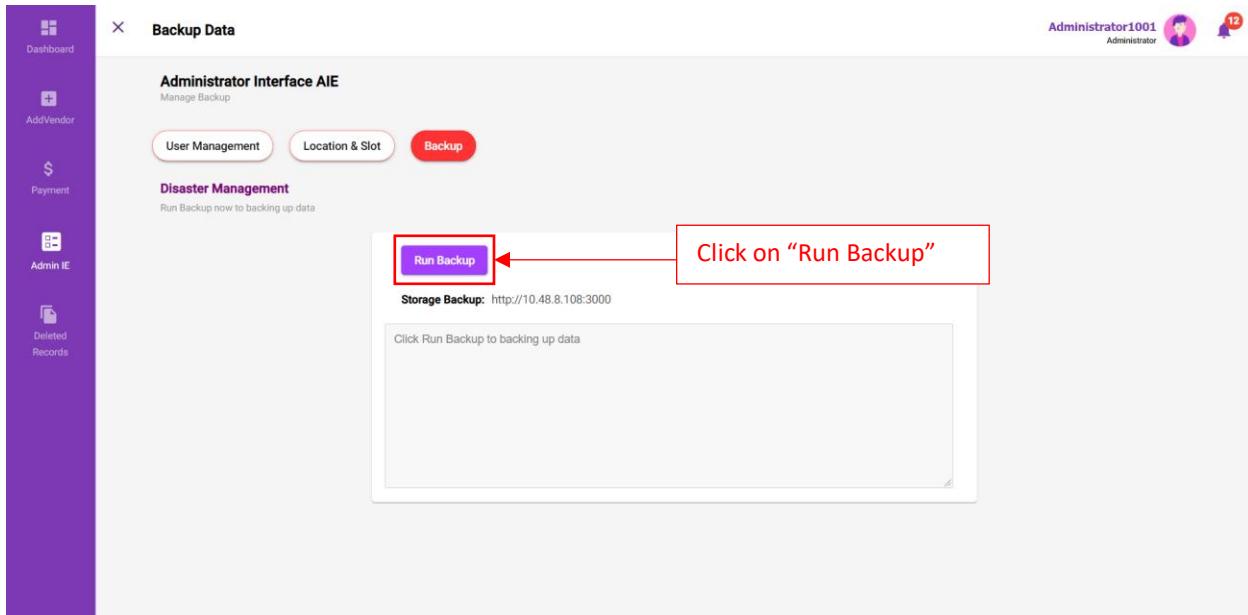
5. Backup

The screenshot shows the 'Administrator Interface AIE' interface. On the left, there's a sidebar with icons for Dashboard, AddVendor, Payment, and Admin IE. The main area has a search bar at the top. Below it, there are tabs for 'User Management' (disabled), 'Location & Slot' (selected and highlighted in red), and 'Slots'. Under 'Location & Slot', there's a section for adding a new location with a text input 'Enter location / place' and a 'Add' button. Below this is a table titled 'Location' with three rows:

No.	Location Name	Total Slot	Date Updated	Action
1	Tamu 1	2	14/06/2021 08:35:27	Edit
2	Tamu Serambangun	1	14/06/2021 08:27:32	Edit
3	Tamu Gadong	1	14/06/2021 10:04:17	Edit

At the bottom, there's a 'Slots' section with a search bar for slot numbers.

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

The screenshot shows the 'Dashboard' page with a sidebar on the left containing icons for 'Dashboard', 'AddVendor' (highlighted with a red box and a red arrow pointing to it), 'Payment', 'Admin IE', and 'Deleted Records'. The main area displays vendor statistics: Total Overdue (0), Total Paid (0), Total Vendor (0), and Total Slot (3). A search bar at the top is set to 'Search For: Vendor'. A red box highlights the 'Add Vendor' button in the top right corner of the main content area, with the text 'Click on "AddVendor"' overlaid.

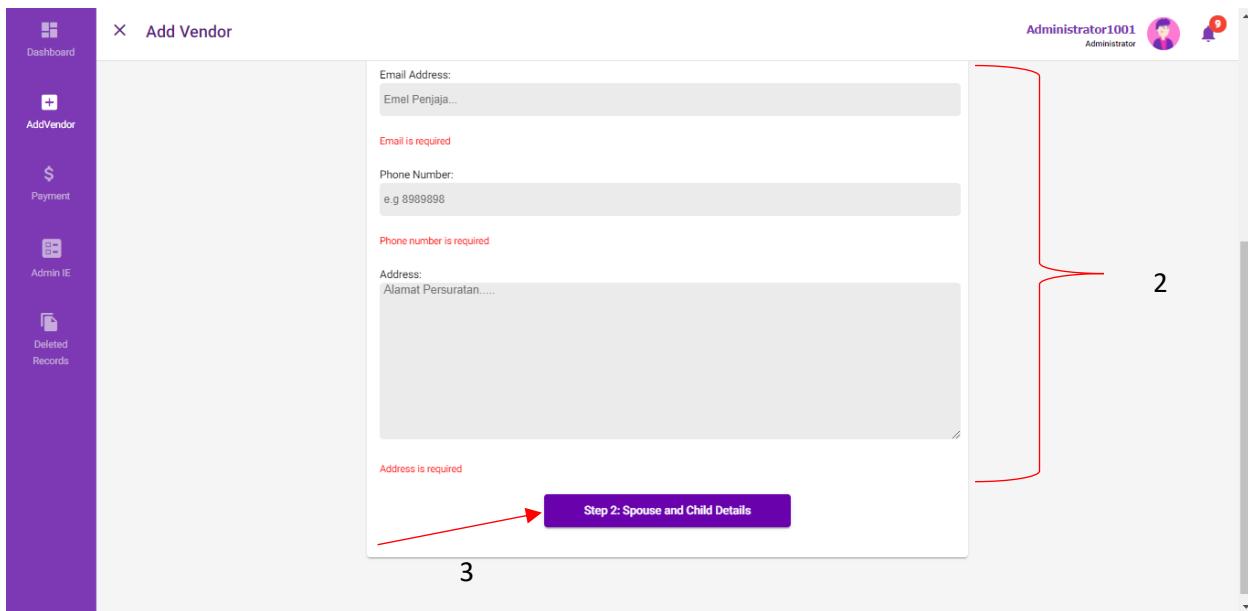
To add a vendor:

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

6.1 Fill in the vendor's Details

The screenshot shows the 'Add Vendor' form with three tabs: Step 1: Personal Details (selected), Step 2: Spouse and Child Details, and Step 3: Slot and Amount. A red bracket on the right side groups the 'Step 1' tab and the 'Personal Details' section. A red number '2' is placed near the bottom right of this group. The 'Personal Details' section contains the following fields with validation errors:

- Reference No.: Nombor Rujukan.. (Error: Reference No. is required)
- Vendor Name: Nama Penjaja.. (Error: Name is required)
- IC Number: (Error: Identification number is required)
- Email Address: Emel Penjaja... (Error: Email is required)



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)

The screenshot displays two steps of the 'Add Vendor' process:

Step 1: Personal Details

Step 2: Spouse and Child Details (highlighted with a red border)

Step 3: Slot and Amount

Spouse Details (Optional)

*User can add spouse detail by clicking "Add Spouse" button.

Spouse Name:
Nama Pasangan Jika Ada...

Spouse IC Number:
- Enter IC Number

Add Spouse

Child Details (Optional)

*User can add child detail by clicking "Add" button.

Child Name:
Nama Anak Jika Ada...

Add Spouse

Child Details (Optional)

*User can add child detail by clicking "Add" button.

Child Name:
Nama Anak Jika Ada...

Child IC Number:
- Enter IC Number

Add

Step 3: Slot and Amount

This section is optional.

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

Step 1: Personal Details Step 2: Spouse and Child Details Step 3: Slot and Amount

Spouse Details (Optional)

*User can add spouse detail by clicking "Add Spouse" button.

Spouse Name:
Nama Pasangan Jika Ada..

Spouse IC Number:
▼ - Enter IC Number **Click to Add**

Add Spouse

Spouse No.	Name	IC Number	Action
1	Pasangan 1	00-012345	Clear

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.

Child Details (Optional)

*User can add child detail by clicking "Add" button.

Child Name:

Nama Anak Jika Ada..

Child IC Number:

v - Enter IC Number

4.2 Click to Add Child

 Add

4.3 Click to Remove Child

Child No.	Name	IC Number	Action
1	Anak Tua	01-112345	 Clear
2	Anak Tangah	30-234321	 Clear

5. Click to Proceed

Step 3: Slot and Amount

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

The screenshots illustrate the 'Add Vendor' process, specifically Step 3: Slot and Amount. The interface includes a sidebar with icons for Dashboard, AddVendor, Payment, Admin IE, and Deleted Records. The main form has tabs for Step 1: Personal Details, Step 2: Spouse and Child Details, and Step 3: Slot and Amount. The Slot and Amount tab is active.

Top Screenshot (Step 3: Slot and Amount):

- 6: Registration Date input field.
- 7: Available Slot dropdown.
- 8: Location dropdown.
- 9: Slot Price (\$) input field.
- 10: Available Slot dropdown.

A red box labeled "Click here to insert date" is positioned over the registration date input field.

Bottom Screenshot (Completed Form):

- Contract / Non-contract dropdown.
- Location dropdown.
- Available Slot No. dropdown.
- No Available Slot dropdown.
- Slot Price (\$) input field.
- Create Vendor button.

A red box labeled "Click to create Vendor" is positioned over the "Create Vendor" button.

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.

The screenshot shows the 'Add Payment' page of the VendorManagement application. The URL in the browser is 'localhost:4200/add-payment'. On the left, there is a sidebar with icons for Dashboard, AddVendor, Payment, Admin IE, and Deleted Records. The main content area has a title 'Add Payment' and a subtitle 'Add Payment By entering Vendor IC Number'. Below this is an input field labeled 'IC number:' with the placeholder 'Enter IC Number...'. To the right of the input field is a purple 'Set' button. A red box highlights the 'IC number:' field, and a red callout box labeled 'Vendor's IC Number' points to it. At the bottom of the form, there is a small note: '*Enter IC Number First To Proceed'.

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.

Add Payment

Add Payment By entering Vendor IC Number

IC number: 01-098444

Receipt No:
*Please choose type of receipt number below

Auto-Generated

Payment Date:

Price: \$ 8

Vendor Name: McDonalds Brunei

Pay For (month(s)): X 1

Location:

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

Receipt No:
*Please choose type of receipt number below

Enter Number Manually

Enter Receipt No.

Enter Receipt No

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

Click here to insert payment date

A screenshot of a web-based payment form. At the top, there is a text input field labeled "Payment Date:" containing the value "06/14/2021". To the right of this field is a small calendar icon. Below the date input is a calendar overlay for June 2021, with the 14th highlighted in blue. A red box surrounds the entire calendar area. To the right of the calendar, there is a dropdown menu labeled "Pay For (month(s)):" with the value "1" selected. A red arrow points from the text "Click here to insert payment date" to the calendar icon.

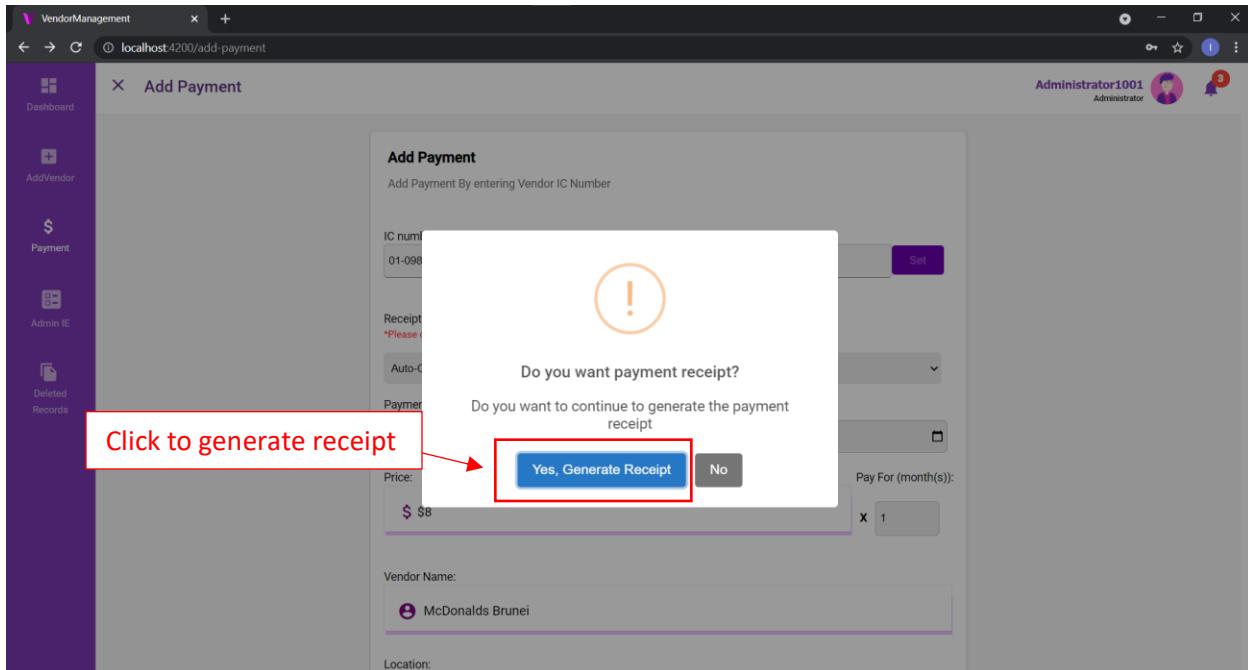
8. Next enter the number of months the vendor is paying for (E.g., 3 Months)

A screenshot of a payment form. It includes fields for "Payment Date:" (06/14/2021), "Price:" (\$ \$8), and "Pay For (month(s)):" (set to 3). A red box surrounds the "Pay For (month(s)):" field and its dropdown menu.

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

A screenshot of a confirmation dialog box. It contains a purple "Save Payment" button and a black "Cancel" button. A red box surrounds the "Save Payment" button.

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.



The screenshot shows the generated payment receipt and a print dialog box. The receipt details are as follows:

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				

The print dialog box on the right shows the following settings:

- Print: 1 sheet of paper
- Destination: Microsoft Print to PDF
- Pages: All
- Layout: Landscape
- Color: Color

A red box highlights the 'Print' button in the dialog box.

8. Search Functionality

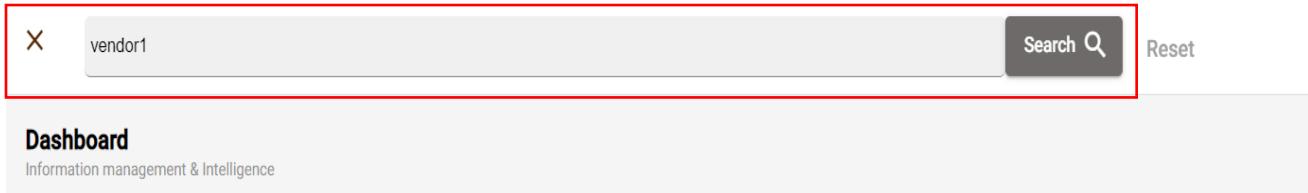
The screenshot shows a user interface for managing vendor information. On the left, there's a sidebar with icons for Dashboard, Add Vendor, Payment, Admin IE, and Deleted Records. The main area has a header with a search bar labeled "Search for IC Number, Name, etc..." and a "Search" button. Below the header is a sub-header for "Dashboard" with the subtext "Information management & Intelligence". A search bar here is labeled "Search For: Vendor" and includes a "Status Filter: All" dropdown. To the right of the sub-header are buttons for "Generate Full Report" and "Add Vendor". The main content area contains a table with columns: Ref No., IC No., Name, Phone Number, Payment Date, Slot No., and Status. The table lists four rows of vendor data. At the bottom of the table, it says "-End of List-". Below the table are four summary boxes: "Total Overdue" (0), "Total Paid" (0), "Total Vendor" (4), and "Total Slot" (11). The entire search bar area and the table area are highlighted with red boxes, and arrows point from the text labels "Search Bar" and "Keywords" to their respective highlighted areas.

Ref No.	IC No.	Name	Phone Number	Payment Date	Slot No.	Status
B.43029	30-121212	Vendor1	8899831	N/A	B-20	N/A
B-20190	30-101909	Vendor 2	8861263	N/A	B-21	N/A
VE-20198912	30-123477	Vendor3	8923167	N/A	B-90	N/A
B-2021160605	01-098765	Vendor 7	7659901	N/A	B-80	N/A

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.

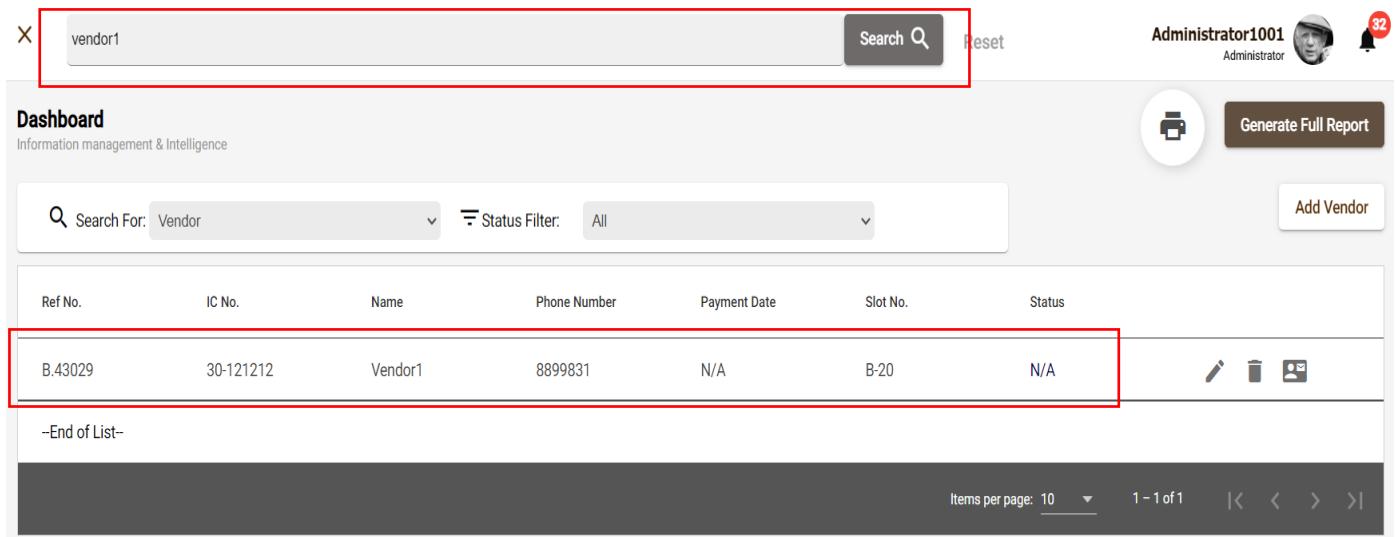


X vendor1

Search Reset

Dashboard
Information management & Intelligence

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



X vendor1

Search Reset

Administrator1001 Administrator

Dashboard
Information management & Intelligence

Add Vendor

Ref No.	IC No.	Name	Phone Number	Payment Date	Slot No.	Status
B.43029	30-121212	Vendor1	8899831	N/A	B-20	N/A

-End of List-

Items per page: 10 | 1 - 1 of 1 | < < > >

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.

The screenshot shows a vendor profile for "Vendor1" with the email "meerros8100@gmail.com". A red box highlights the top section containing the vendor's name, email, and key details: Slot Price (\$12), Slot (B-20), Overdue (0 day(s)), and Next Payment Date (N/A). Below this, there are tabs for "Payment History", "Full Profile", "Spouse & Child Details", "Attachments", and "Remarks". The "Payment History" tab is selected, displaying a table with one entry:

Receipt ID	Payment Date	Due Date	Amount Paid	Notification	Created At
P01_166202111847	14/04/2021 08:00	14/05/2021 08:00	\$12	Not Delivered C	16/06/2021 12:42

At the bottom, it says "-End of List-".

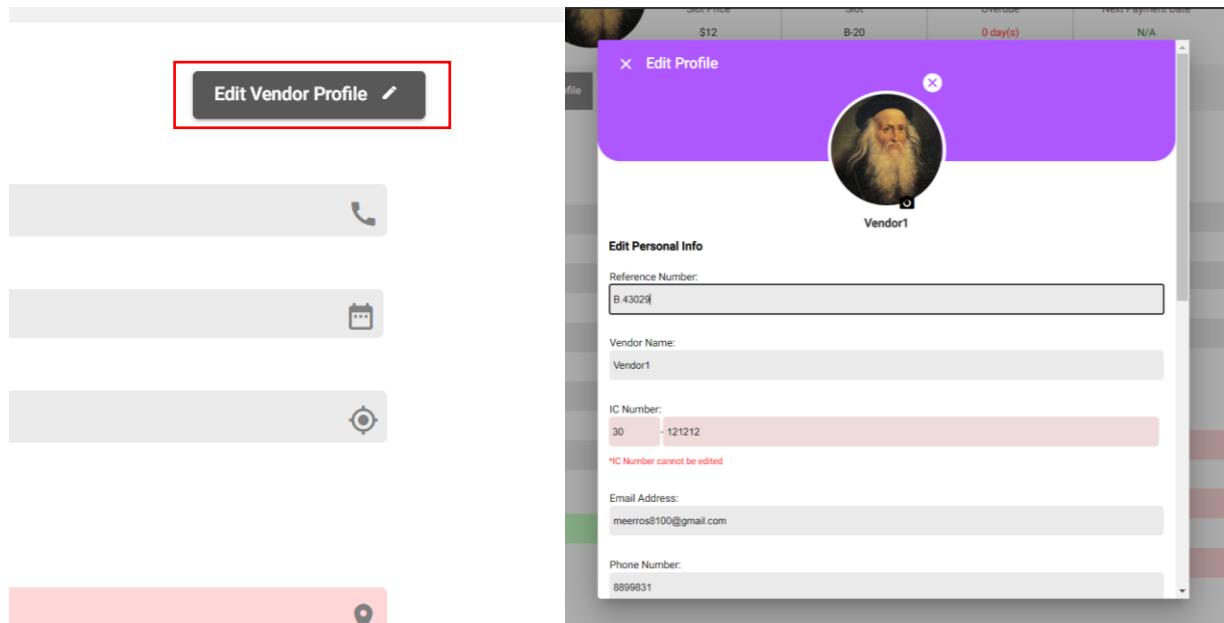
9.1 Full Profile Tab

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

The screenshot shows the "Full Profile" tab selected. A red box highlights the "Full Profile" button. The page displays personal details and slot details. The "Slot Details" section is expanded, showing the slot location as "Tamu Tutong", slot as "B-20", and slot price as "\$12".

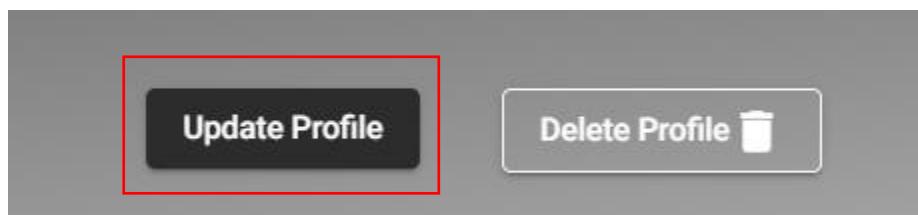
Personal Details	Slot Details
Reference Number: 843029	Slot Location: Tamu Tutong
Account ID: V_011662021000030-121212	Slot: B-20
Vendor Name: Vendor1	Slot Price (\$): \$12
ID Number: 30-121212	
Email Address: meerros8100@gmail.com	
Contract/Non-contract: Contract	

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

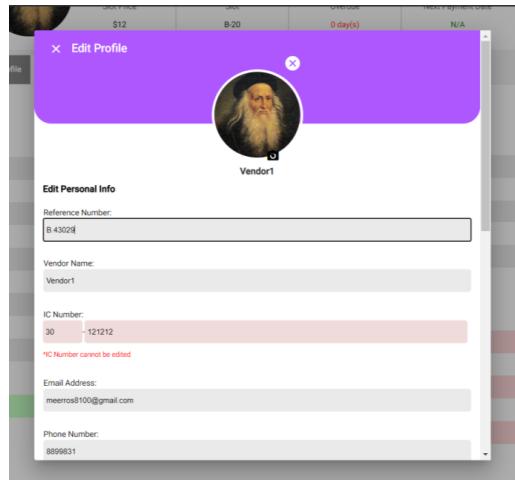


9.2 Update/edit & Delete Vendor

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.

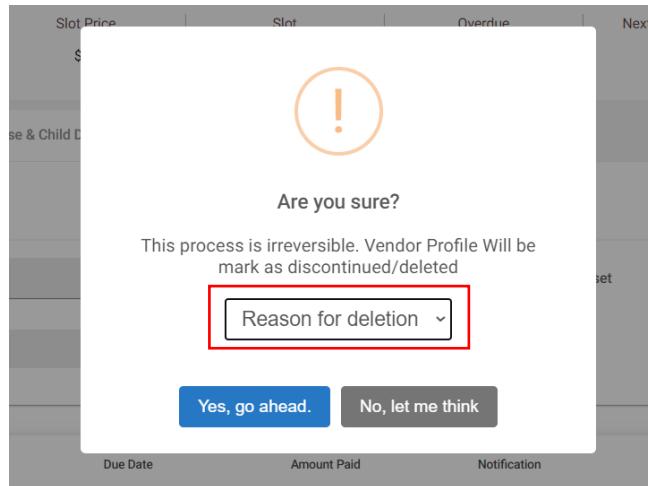


- Click on the “**Save Changes**” button, to save any changes to the vendor’s profile.

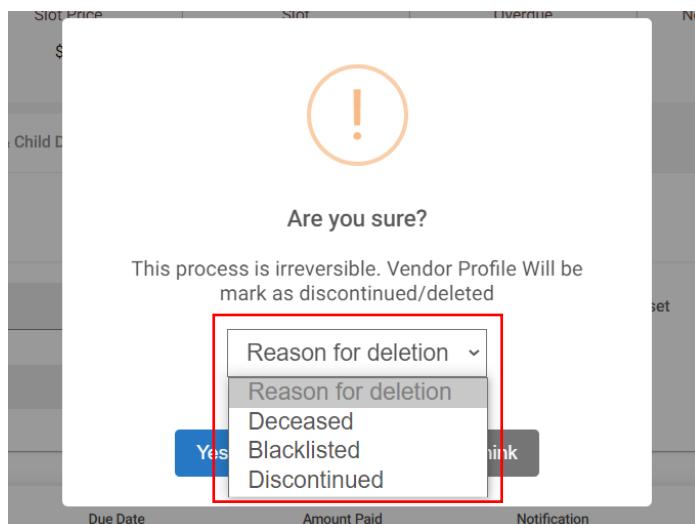
The screenshot shows the 'Edit Slot/Location' dialog box. It includes the following sections:

- Contract / Non-contract:** A dropdown menu set to 'Contract'.
- Edit Slot/Location:** A section with a 'Location' dropdown set to 'Place 1'.
- Slot No.:** A dropdown menu set to 'B-10'. To the right of this field is a red rectangular callout containing the text 'Click to save changes' with an arrow pointing towards the 'Save Changes' button.
- Slot Price (\$):** A text input field containing '10'.
- Buttons:** A purple 'Reset Slot' button and a purple 'Save Changes' button.

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



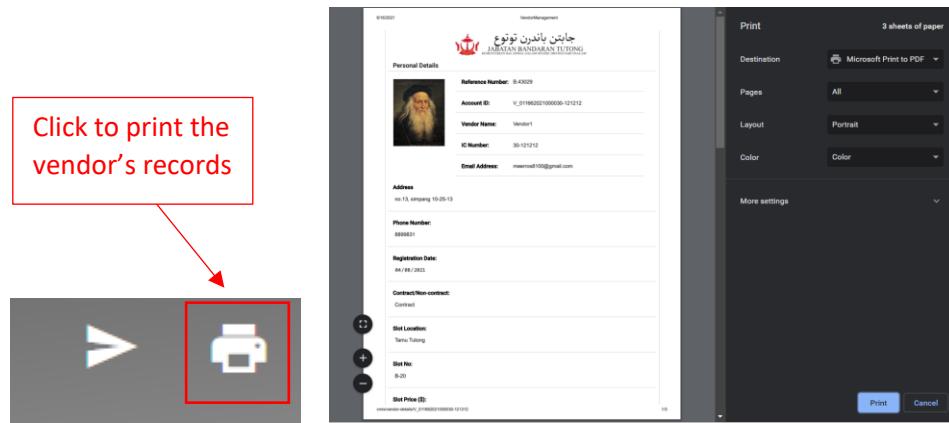
4. Pick the reason for deletion either the vendor is **Deceased**, **Blacklisted**, or **Discontinued**. These vendors will be marked accordingly and are archived in the deleted records table.



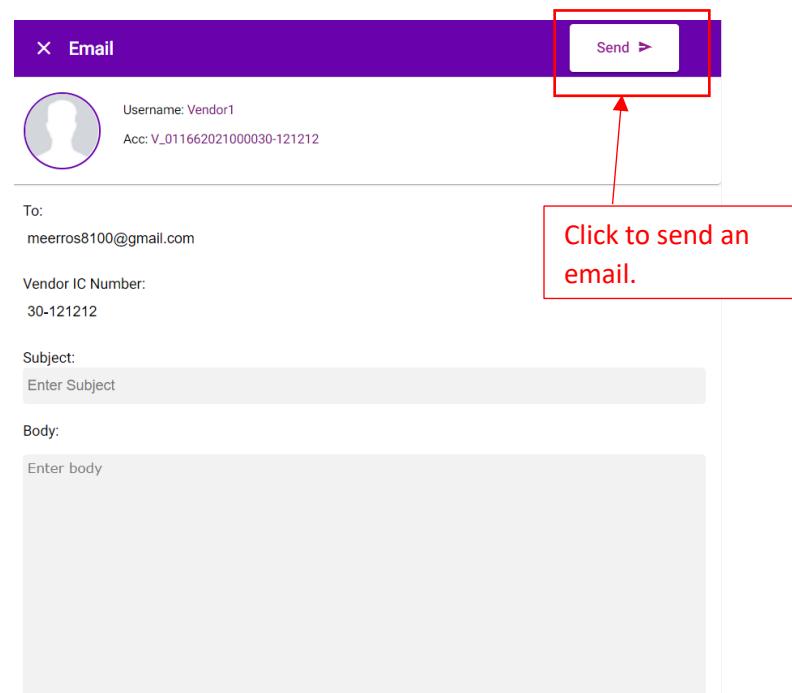
Once done, click on the “**Yes, go ahead**” button to delete the vendor’s record.

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.

The screenshot shows a user interface for managing vendor payments. At the top, there are tabs: 'Payment History' (selected), 'Full Profile', 'Spouse & Child Details', 'Attachments', and 'Remarks'. Below the tabs is a search bar with placeholder 'Search Receipt ID...' and buttons for 'Search' and 'Reset'. There is also a date input field 'Enter Date: mm/dd/yyyy' with a calendar icon and a clear button 'X'. To the right of the search area is a 'Add Payment' button. The main content area is titled 'Payment History' and contains a table of payment records. The table has columns: Receipt ID, Payment Date, Due Date, Amount Paid (with a sorting arrow), Notification, and Created At. Each row includes a purple file icon and an 'Edit' button. A red box highlights the table area. At the bottom of the table, it says '-End of List-' and shows pagination controls: 'Items per page: 10' (with a dropdown arrow), '1 - 2 of 2', and navigation arrows.

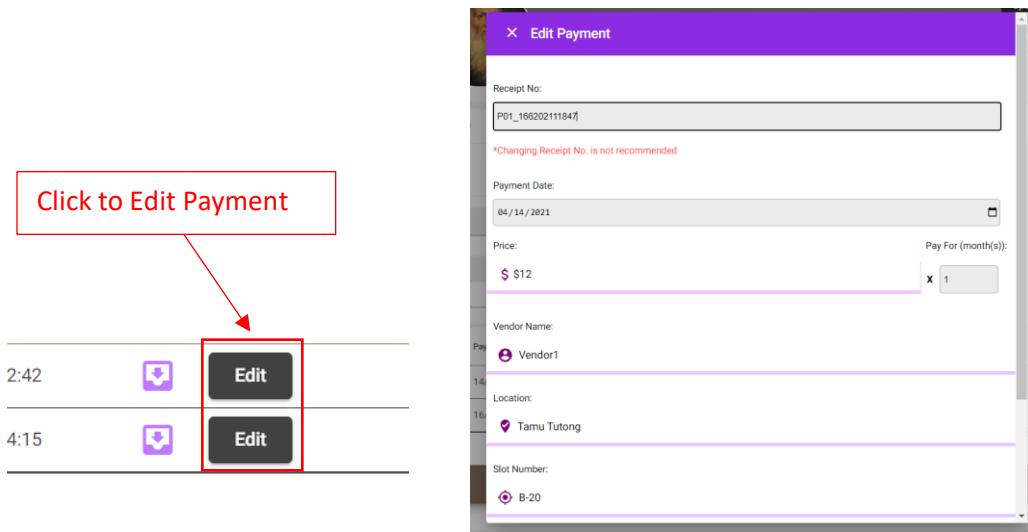
Receipt ID	Payment Date	Due Date	Amount Paid ↑	Notification	Created At
P01_166202111847	14/04/2021 08:00	14/05/2021 08:00	\$12	Not Delivered C	16/06/2021 12:42
P01_1662021141517	16/06/2021 08:00	16/07/2021 08:00	\$12	Not Delivered C	16/06/2021 14:15

9.5 Generate Receipt & Edit Payment

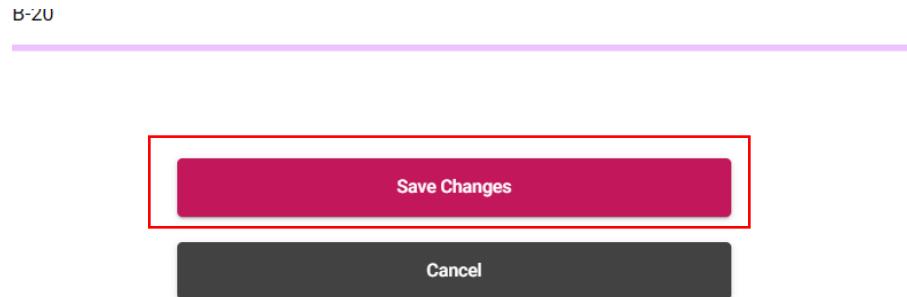
1. The payment receipt can be produced by clicking the purple file icon on each row and can be printed in A5 sizes.

The screenshot shows two parts of the application interface. On the left, a list of payment rows is shown with a red box around the first row. An arrow points from a red box labeled 'Click to generate receipt' to the purple file icon in the first row. The rows have timestamps (2:42 and 4:15) and 'Edit' buttons. On the right, a 'Print' dialog box is open over a dark background. The dialog shows settings for '1 sheet of paper', 'Destination: Microsoft Print to PDF', 'Pages: All', 'Layout: Landscape', and 'Color: Color'. It also has 'More settings' and 'Print' and 'Cancel' buttons. The print preview window shows a receipt template with fields like 'Receipt ID', 'Date', 'Name', 'Phone', 'Email Address', and a summary table with columns: Item No., Unit Price, Paid Price, Paid Date, and Amount Paid. The total amount paid is \$12.

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.

Spouse Details

Spouse No.	Name	IC Number	Action
1	bINI1	01-121214	Edit Delete

Child Details

Child No.	Name	IC Number	Action
1	anak 1	01-981818	Edit Delete
2	Anak 2	01-128763	Edit Delete

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.

Spouse Details

Spouse Details

Spouse Name:

Spouse IC Number:

Add Spouse

Save Changes **Cancel**

- To add more children, click the **Add Child** button and the input fields will appear as shown in the diagram.
- Click **Add** to add the new child with its details or **cancel** to cancel the process.

Child Details

Child Details

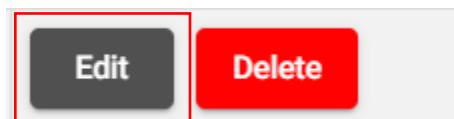
Child Name:

Child IC Number: - Enter child IC Number

Add Child +

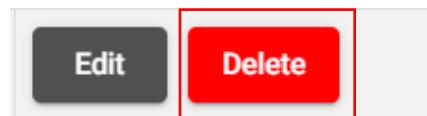
Add **Cancel**

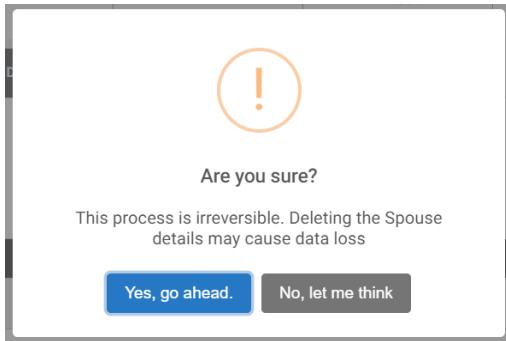
- The details of the spouse and child can be edited by clicking the **edit button** on each row and input fields will appear where users can change the **Name** and **IC Number** of the spouse or child.
- Click **Save Changes** to save the details or **cancel** to cancel the process.



Child No.	Name	IC Number	Action
1	anak 1 Change To: <input type="text" value="anak 1"/>	01-981818 Change To: <input type="text" value="01-981818"/>	Save Changes Cancel

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





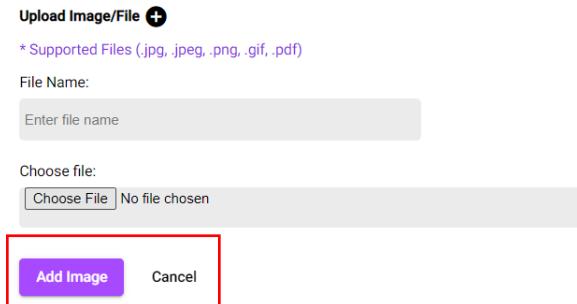
Click on the “**Yes, go ahead**” button to delete the spouse or child details.

9.7 Vendor Attachments

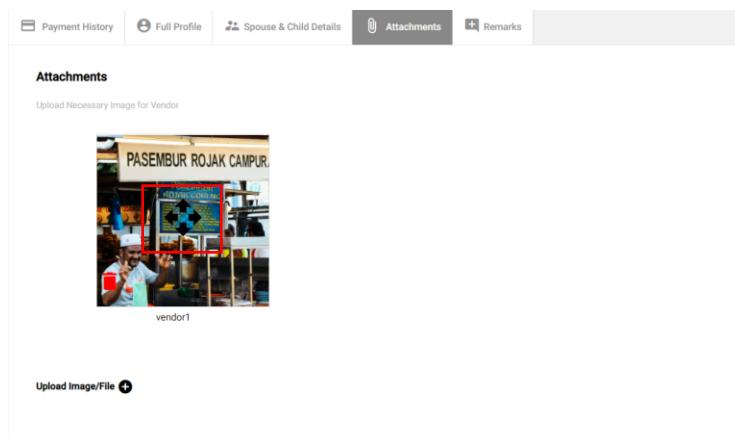
- Attachments can be added to vendor profiles in the form of images or pdf files by clicking the **Upload Image/File** button.

The screenshot shows a vendor profile interface with several tabs at the top: Payment History, Full Profile, Spouse & Child Details, **Attachments**, and Remarks. The Attachments tab is active. Below the tabs, there's a section titled "Attachments" with a placeholder text "Upload Necessary Image for Vendor". A small purple icon of a document with a question mark is displayed. Below the icon, the text "No Image Found" is shown. At the bottom left, there's a red-bordered button labeled "Upload Image/File" with a plus sign.

- Click the **Choose File** button and select the file that will be uploaded.
- 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.

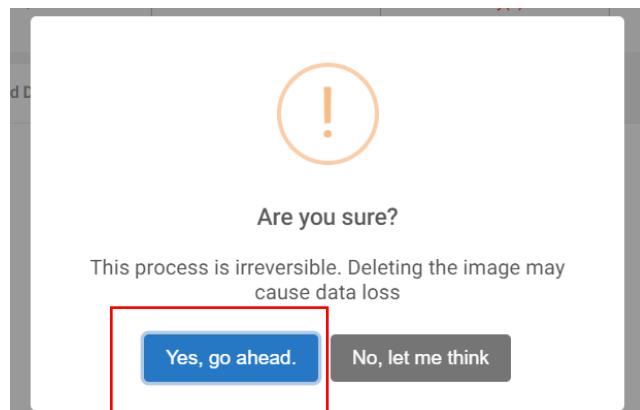


4. The image or file can be seen in tile form that is clickable and can be viewed in another tab.



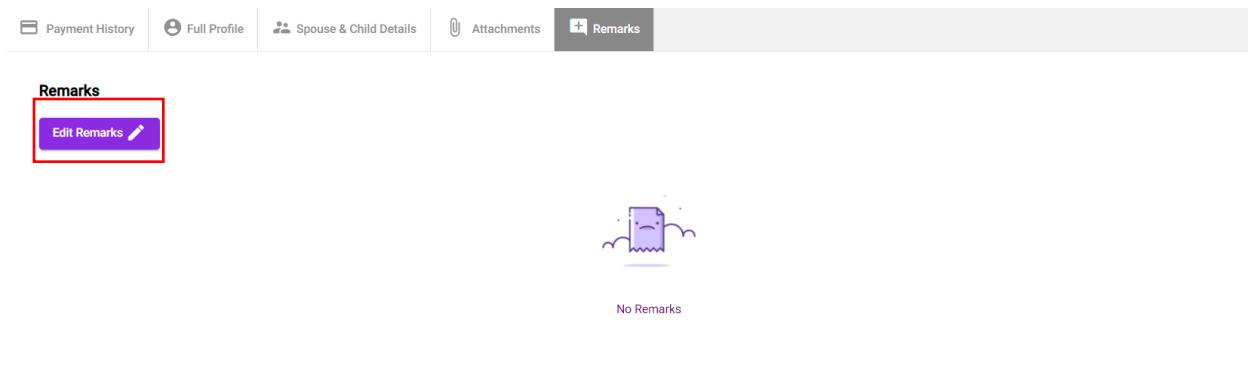
5. To delete the attached file at the vendor profile, click the trash icon button on the image/file itself and an alert will appear to confirm or cancel the process.

Upload Necessary Image for Vendor



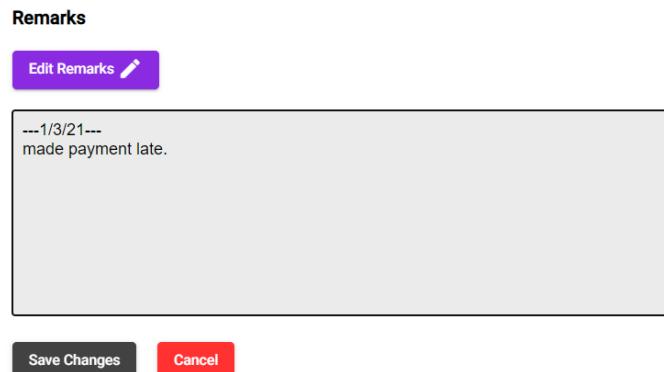
9.8 Add Remarks

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



The screenshot shows a horizontal navigation bar with several tabs: Payment History, Full Profile, Spouse & Child Details, Attachments, and Remarks. The Remarks tab is currently selected and highlighted with a dark grey background. Below the navigation bar, there is a section titled "Remarks" with a sub-section header "Edit Remarks". A red rectangular box highlights the "Edit Remarks" button, which is purple with white text and a small edit icon. Below this, there is a small purple icon of a document with a wavy line through it. At the bottom of the screen, the text "No Remarks" is displayed.

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.



The screenshot shows a modal dialog box titled "Remarks". Inside the dialog, there is a text area containing the text "---1/3/21--- made payment late.". Below the text area, there are two buttons: "Save Changes" (in a dark grey box) and "Cancel" (in a red box). The entire dialog box has a thin black border.

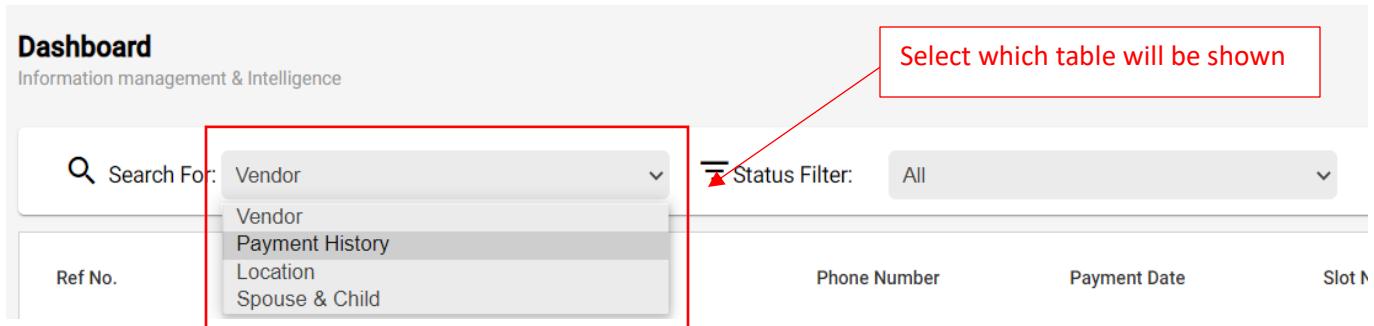
10. Filter Functionality

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

The screenshot shows the 'Dashboard' page with a sidebar containing icons for 'Dashboard', 'AddVendor', 'Payment', 'Admin IE', and 'Deleted Records'. A red box highlights the 'Dashboard' icon. At the top right is a search bar with placeholder text 'Search for IC Number, Name, etc...' and a 'Search' button with a magnifying glass icon. Below the search bar is a section titled 'Dashboard' with the subtitle 'Information management & Intelligence'. This section includes a search interface with dropdown menus for 'Search For:' (set to 'Vendor') and 'Status Filter:' (set to 'All'), and a table with columns: Ref No., Vendor Name, Phone Number, Payment Date, and Slot No. The table lists several vendor entries, such as Vendor1, Vendor2, Vendor3, Vendor7, Vendor8, Vendor4, Fifth Vendor, and VendorEnam. An 'Items per p' link is visible at the bottom right of the table area.

Ref No.	Vendor Name	Phone Number	Payment Date	Slot No.
B.43029	Vendor1	8899831	16-06-2021	B-20
B-20190	Vendor 2	8861263	N/A	B-21
VE-20198912	Vendor3	8923167	N/A	B-90
B-2021160605	Vendor 7	7659901	N/A	B-80
B-2021061607	Vendor8	8876891	N/A	B514
Vendor4	vendorEmpat	7867543	N/A	B-900
B-12346789	Fifth Vendor	7764532	N/A	B-91
B-20210530	VendorEnam	8834726	N/A	B-12

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):

Receipt ID	Slot No.	Paid Amount	Payment Date	Due Date	Notification	Name
P01_166202111847	B-20	\$ 12	14/04/21 08:00	14/05/21 08:00	Not Delivered C	Vendor1
P01_1662021141517	B-20	\$ 12	16/06/21 08:00	16/07/21 08:00	Not Delivered C	Vendor1
P01_1662021145147	B-90	\$ 24	16/06/21 08:00	16/08/21 08:00	Not Delivered C	Vendor3

-End of List-

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

Search For: Payment History

Notification Filter: All

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

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.

Search for IC Number, Name, etc..

Search Reset

Dashboard

Information management & Intelligence

Receipt ID	Slot No.	Paid Amount		Notification	Name
P01_16620218492	B-10	\$ 60		21 08:00	Not Delivered C Vendor 12
P01_166202185856	B-10	\$ 10		21 08:00	Not Delivered C Vendor 12
P01_1662021191615	B-20	\$ 40		21 08:00	Not Delivered C aaaaa
P01_1662021191624	B-30	\$ 1		21 08:00	Not Delivered C asasssdssdas

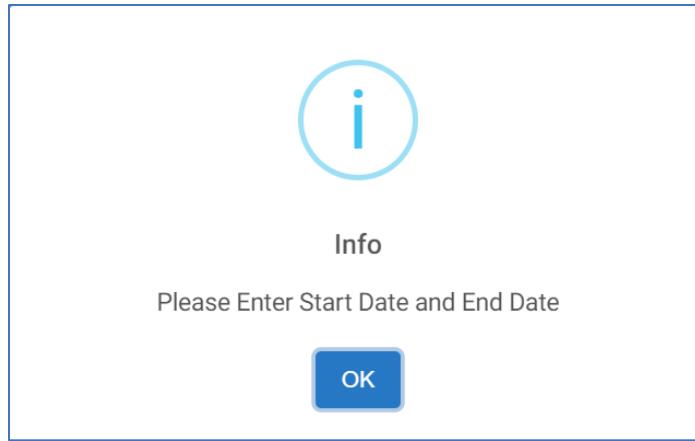
June 2021 ▾

30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 1 2 3
4 5 6 7 8 9 10

Today

-End of List-

Items per page: 10



- 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		
P01_166202185856	B-10	\$ 10	07/04/21 08:00	07/05/21 08:00	Not Delivered	Vendor 12		
P01_1662021191615	B-20	\$ 40	02/06/21 08:00	02/08/21 08:00	Not Delivered	aaaaa		
P01_1662021191624	B-30	\$ 1	20/04/21 08:00	20/05/21 08:00	Not Delivered	asassssdsdas		
-End of List-								
Items per page: <select>10</select> < < > > 1 - 4 of 4								

Figure 1 (Filter Output)

- To reset the start date and end date, simply click “X” to reset the selected date to default.

Search For: Payment History

Notification Filter: All

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

X

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:

Search For: Vendor

Status Filter: All

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	asasssdssdas	8613135	20-04-2021	B-30	Overdue ⏱
-End of List-						
Items per page: 10 1 – 3 of						

Location:

Search For: Location

Location: All

Slot Availability: All

Status Filter: All

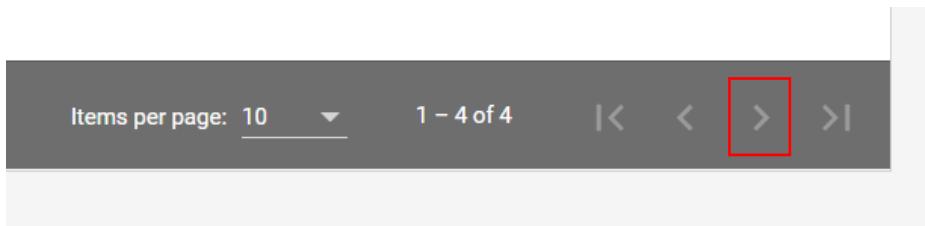
Location	Slot No.	Slot Price	Availability	Vendor Name (Owner)	Status
Place 1	B-10	\$ 10	Taken ✗	Vendor 12	Paid ✓
Place 1	B-20	\$ 20	Taken ✗	aaaaa	Paid ✓
Place 1	B-30	\$ 1	Taken ✗	asasssdssdas	Overdue ⏱
Place 1	B-40	\$ 12	Available 📅		N/A
-End of List-					
Items per page: 10					

Relatives:

<input type="text"/> Search For: Spouse & Child					<input type="button"/>
Relative IC No.	Relative Name	Relationship	Related To (vendor):	Last Update	
01-102901	bini 1	spouse	Vendor 12	16/06/21 09:24	
No data available.					
Items per page: <input type="text" value="10"/> <input type="button"/>					

- 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

- 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: -

The screenshot shows a user interface for filtering payment history. At the top, there is a search bar labeled "Search For: Payment History" and a notification filter dropdown set to "Not Delivered". Below these are date range inputs for "Start Date: 03/01/2021" and "End Date: 06/30/2021". A red box highlights the search filters and the date range. To the right, a red box highlights the table area with the heading "Filtered Data". The table itself has columns: Receipt ID, Slot No., Paid Amount, Payment Date, Due Date, Notification, and Name. The data in the table is as follows:

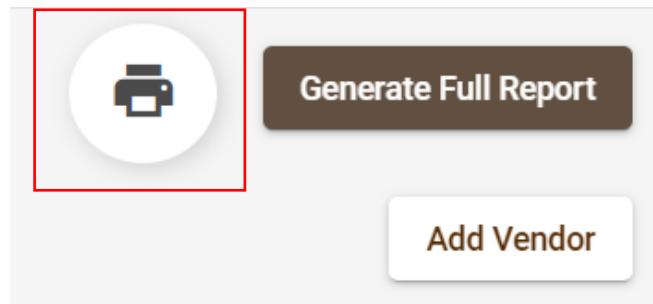
Receipt ID	Slot No.	Paid Amount	Payment Date	Due Date	Notification	Name
P01_16620218492	B-10	\$ 60	11/05/21 08:00	11/08/21 08:00	Not Delivered C	Vendor 12
P01_166202185856	B-10	\$ 10	07/04/21 08:00	07/05/21 08:00	Not Delivered C	Vendor 12
P01_166202119165	B-10	\$ 20	06/04/21 08:00	06/06/21 08:00	Not Delivered C	Vendor 12
P01_1662021191615	B-20	\$ 40	02/06/21 08:00	02/08/21 08:00	Not Delivered C	aaaaa

-End of List-

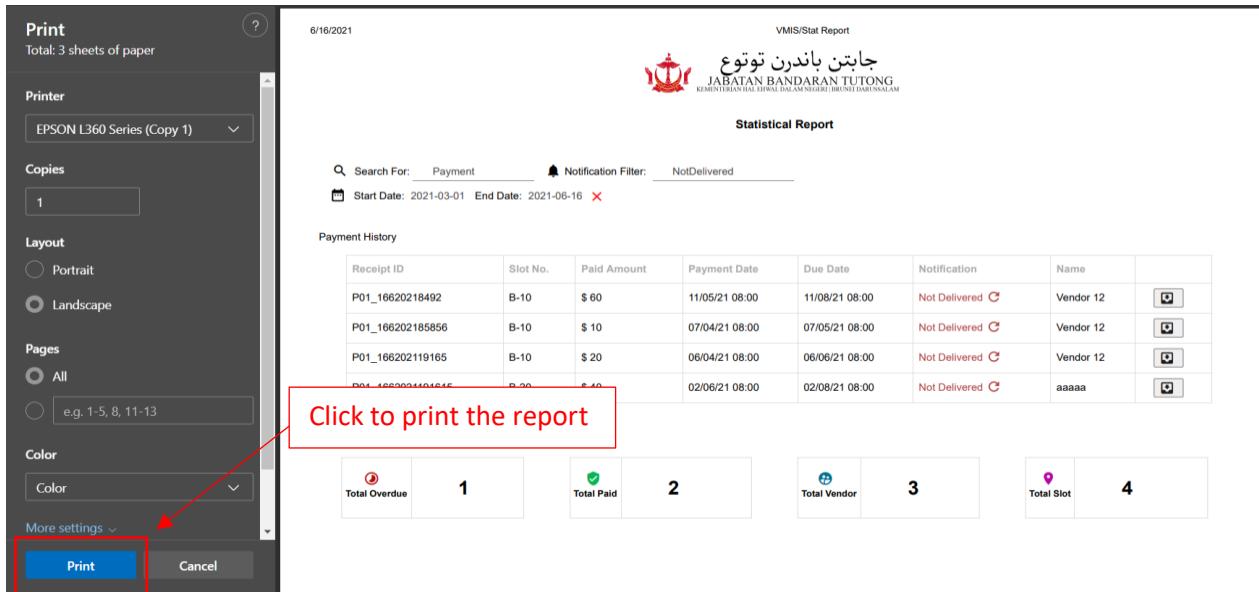
Items per page: 10 | 1 – 4 of 4

Figure 2 (Filtered Payment History)

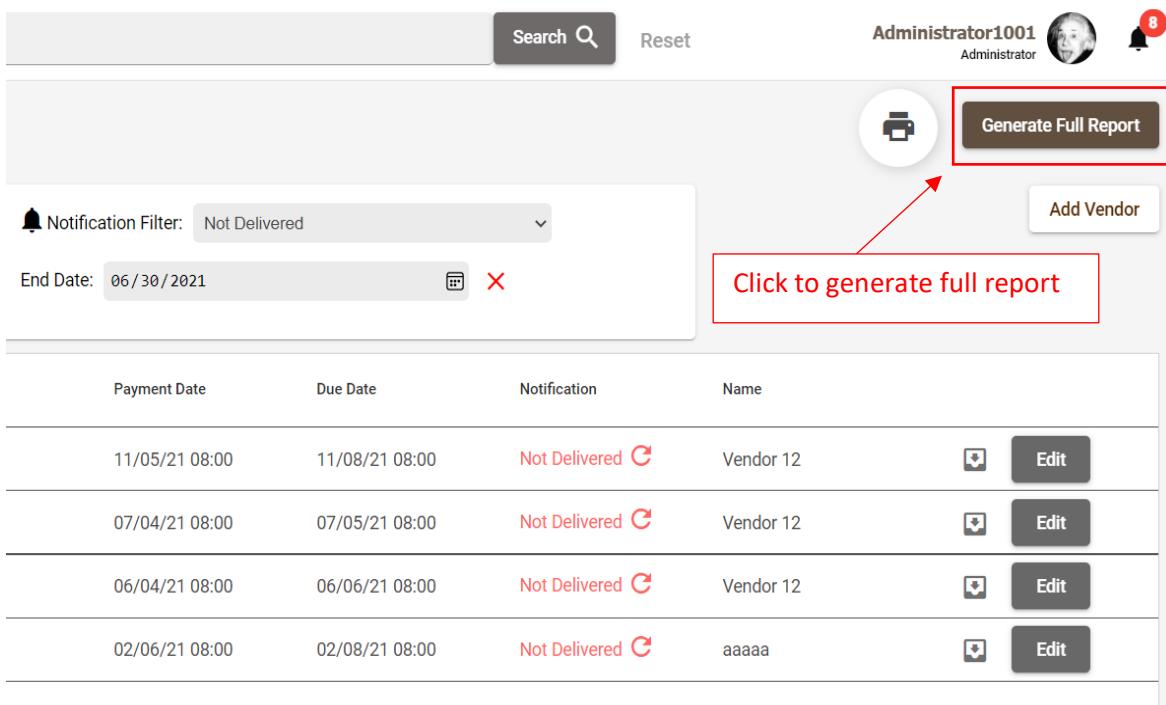
- To print the filtered data, the user can click on the print icon located at the top-right of the Dashboard page.



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.

The screenshot shows a web-based application interface for generating vendor records. At the top, there's a header bar with a back arrow and the text "Generated Report". Below the header is the official logo of the Jabatan Bandaran Tutong, featuring a traditional emblem and the text "جایتن باندرن توتوع" and "JABATAN BANDARAN TUTONG KEMENTERIAN HAL EHSAN DALAM NEGERI (BRUNEI DARUSSALAM)". The main content area is titled "Generated Vendor Records". It contains two tables: "Vendor Profile" and "Vendor Relatives", both enclosed in red boxes. The "Vendor Profile" table lists three vendors with details like name, address, phone number, email, registration date, and status. The "Vendor Relatives" table lists one relative for the first vendor. The print icon at the top right of the page is also highlighted with a red box.

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	meeiros8100@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	asasssdssas	01-131313	No.13, simpang 10-25-13, tanah jambu	8613135	aassa@gmail.com	2021-04-06	Overdue	Non-contract

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.



Address:	Registration Date:	Overdue/Paid:	Type:
s8100@gmail.com	2021-03-16	Paid	Contract
ill.com	2021-04-14	Paid	Contract
Ø@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.

The screenshot shows a Windows Print dialog box on the left and a generated Vendor Record report on the right. The Print dialog box includes settings for Printer (EPSON L360 Series (Copy 1)), Copies (1), Layout (Portrait), Pages (All), Color (Color), and a red box highlighting the 'Print' button. A red arrow points from this button to a callout box on the report that says 'Click to print generated report'. The report header features the Brunei government logo and the text 'Generated Vendor Records'. It has sections for 'Vendor Profile' and a table of vendor records. The table columns are: No., Vendor RID, Name:, IC Number:, Address:, Phone No., Email address:, Registration Date:, Overdue/Paid:, and Type:. The data in the table is as follows:

No.	Vendor RID	Name:	IC Number:	Address:	Phone No.	Email address:	Registration Date:	Overdue/Paid:	Type:
1.	V_011562021000031-121212	Vendor 12	31-910	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 Sengkarai Tutong	8613135	1@gmail.com	2021-04-14	Paid	Contract
3.	V_011662021000001-131313	asassssdsas	01-131313	No.13, simpang 10-25-13, tanah	8613135	aassa@gmail.com	2021-04-06	Overdue	Non-contract

12. Actions

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

The screenshot shows the 'Dashboard' page with a sidebar containing links for 'Dashboard', 'AddVendor', 'Payment', 'Admin IE', and 'Deleted Records'. The main area has a search bar and a table with columns: Ref No., IC No., Name, Phone Number, Payment Date, Slot No., and Status. A red box highlights the 'Status' column. Below the table are four summary boxes: 'Total Overdue' (0), 'Total Paid' (0), 'Total Vendor' (4), and 'Total Slot' (11). A red box also highlights the row of action icons (pencil, trash, user) for the fourth vendor entry.

Ref No.	IC No.	Name	Phone Number	Payment Date	Slot No.	Status
B.43029	30-121212	Vendor1	8899831	N/A	B-20	N/A
B-20190	30-101909	Vendor 2	8861263	N/A	B-21	N/A
VE-20198912	30-123477	Vendor3	8923167	N/A	B-90	N/A
B-2021160605	01-098765	Vendor 7	7659901	N/A	B-80	N/A

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

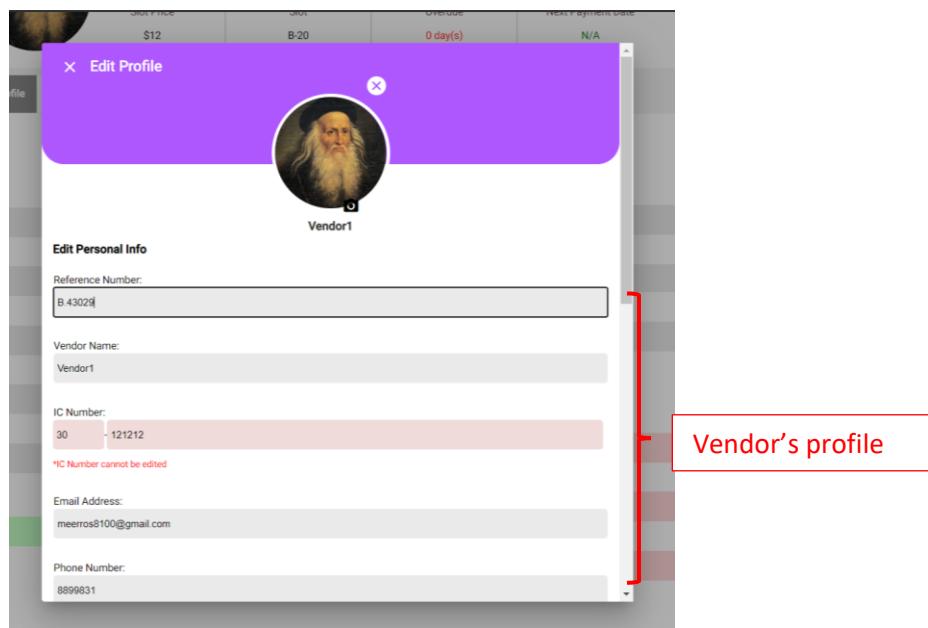
- Make sure the table has been populated by data to be able to view the action icons.



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.

Contract / Non-contract
Contract

Edit Slot/Location
Location
Place 1

Slot No.
*Please select the location first. If location unavailable, please contact your administrator.
B-10

Reset Slot C

Slot Price (\$):
10

Save Changes

Click to save changes

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.

The image shows a screenshot of an email sending interface. At the top, there's a purple header bar with the text "Email" and a close button ("X"). Below the header, there's a profile picture of a person and some account information: "Username: Vendor 12" and "Acc: V_011562021000031-102910". On the right side of the interface, there's a "Send ➤" button enclosed in a red box, with a red arrow pointing to it from the text "Click to send an email" located below it. The main body of the interface contains fields for "To:" (with the value "meerros8100@gmail.com"), "Vendor IC Number:" (with the value "31-102910"), "Subject:" (with a placeholder "Enter Subject"), and "Body:" (with a placeholder "Enter body").

To:
meerros8100@gmail.com

Vendor IC Number:
31-102910

Subject:
Enter Subject

Body:
Enter body

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

13. Deleted Records

The screenshot shows a dashboard interface for managing vendor records. On the left sidebar, there are links for Dashboard, AddVendor, Payment, Admin IE, and Deleted Records. The main area has a search bar at the top. Below it, a table lists vendor details: Ref No., IC No., Name, Phone Number, Payment Date, Slot No., and Status. Two rows are shown: one for Vendor1 and another for Amirul Amin. To the right of the table are three icons: a pencil, a trash can, and a print icon, all enclosed in a red box with a red arrow pointing to it. Below the table, there are four summary boxes: Total Overdue (0), Total Paid (0), Total Vendor (2), and Total Slot (2). At the bottom, there is a chart titled "Latest Income Trend".

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



Are you sure?

This process is irreversible. Vendor Profile Will be
mark as discontinued/deleted

A dropdown menu titled "Reason for deletion" is displayed. It contains three options: "Deceased", "Blacklisted", and "Discontinued". A red box highlights the dropdown menu, and a red arrow points from a text box labeled "Select the options" to the "Yes" button, which is also highlighted with a red box.

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.

The screenshot shows the 'Dashboard' page with a sidebar containing icons for Dashboard, Add Vendor, Payment, Admin IE, and Deleted Records. The Deleted Records icon is highlighted with a red box and a red arrow pointing to it. The main content area displays a table with one row of vendor information:

Ref No.	IC No.	Name	Phone Number	Payment Date	Slot No.	Status
B.43029	30-121212	Vendor1	8899831	N/A	B-20	N/A

Below the table, there is a message '-End of List-' and a footer with pagination and report generation buttons.

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

The screenshot shows the 'Deleted Records' page with a sidebar containing icons for Dashboard, Add Vendor, Payment, Admin IE, and Deleted Records. The Deleted Records icon is highlighted with a red box and a red arrow pointing to it. The main content area displays a table with one row of deleted vendor information:

Ref No.	IC No.	Username	Phone No.	Latest Payment Date	Reason:	Last Status	Date Deleted
1	01-012213	Amirul Amin	8712234	N/A	Discontinued	Paid	16/06/2021 12:00:00

Below the table, there is a message '-End of List-' and a footer with pagination and restore buttons. A red box highlights the 'Restore' button next to the date deleted.

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.

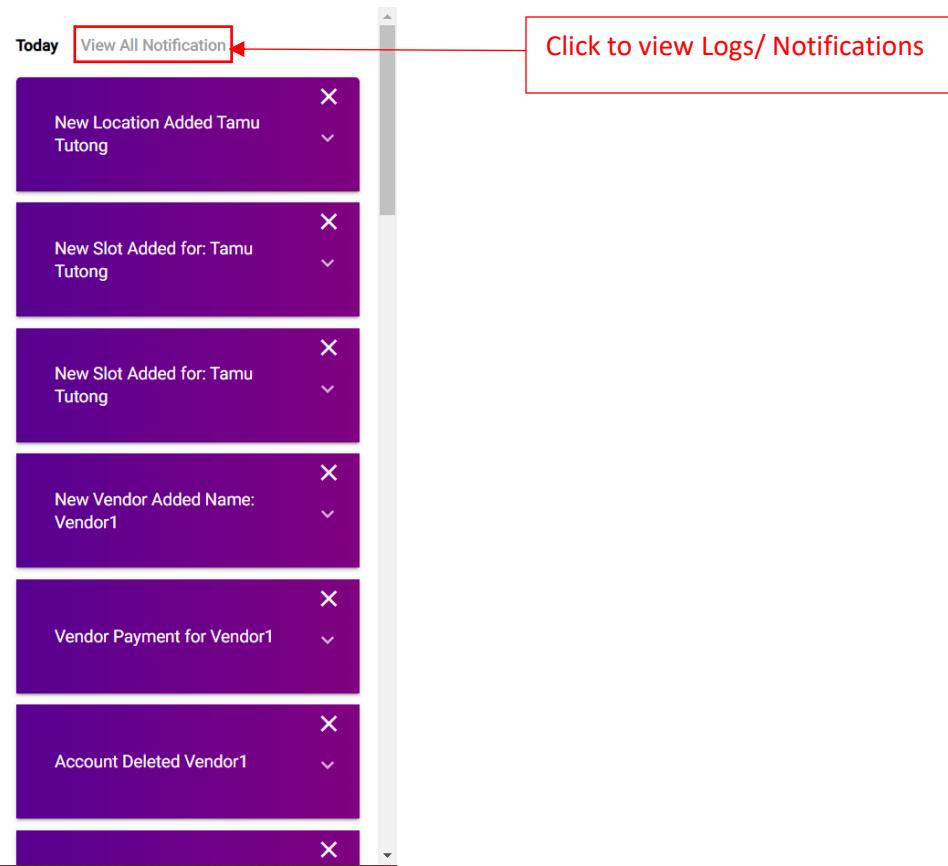
The screenshot shows a user interface titled "Deleted Records". On the left is a sidebar with icons for Dashboard, AddVendor, Payment, Admin IE, and Deleted Records. The main area has a header with a search bar, a user profile for "Administrator1001", and a notification bell icon with a red badge. A table lists a single record: Ref No. 1, IC No. 01-012213, Username Amirul Amin, Phone No. 8712234, Latest Payment Date N/A, Reason Discontinued, Last Status Paid, and Date Deleted 16/06/2021 13:20. To the right of the "Restore" button is a trash can icon, which is highlighted with a red box.

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

The screenshot shows a dashboard titled "Dashboard" with a subtitle "Information management & Intelligence". It features a search bar, a user profile for "Administrator1001", and a notification bell icon with a red badge. Below the search bar is a search dropdown set to "Vendor" and a status filter set to "All". A table lists two vendors: Vendor1 (Ref No. B-43029, IC No. 30-121212) and Vendor 2 (Ref No. B-20190, IC No. 30-101909). At the bottom of the table is a "-End of List-" message. The dashboard also includes four summary boxes: "Total Overdue" (0), "Total Paid" (0), "Total Vendor" (2), and "Total Slot" (10). There are also two donut charts and a "Latest Income Trend" section.

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.

[← Notification](#)

Administrator1001
Administrator

31

id	title	category
1	New Location Added Tamu Tutong	New Location Added
2	New Slot Added for: Tamu Tutong	New Slot Added
3	New Slot Added for: Tamu Tutong	New Slot Added
4	New Vendor Added Name: Vendor1	New Vendor Added: Vendor1
5	Vendor Payment for Vendor1	Vendor Payment
6	Account Deleted Vendor1	Deleted vendor profile
7	User Reminder Notification	Automated Email Reminder
8	User Account Created Staff1	Created user account
9	Account info updated for Administrator1001	Account Info Updated

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

[← Notification](#)

Administrator1001
Administrator

31

id	title	category
1	New Location Added Tamu Tutong	New Location Added
	 User account: Administrator1001 ACC_00-000000 Account role: Administrator	Category: New Location Added Description: New location added with the name: Tamu Tutong
2	New Slot Added for: Tamu Tutong	New Slot Added
3	New Slot Added for: Tamu Tutong	New Slot Added
4	New Vendor Added Name: Vendor1	New Vendor Added: Vendor1
5	Vendor Payment for Vendor1	Vendor Payment
6	Account Deleted Vendor1	Deleted vendor profile

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.

[← Notification](#)

The screenshot shows a search bar at the top with placeholder text 'Search by Date, Category or Title' and a magnifying glass icon. Below it is a date picker for 'Enter Date: dd/dd/yyyy' with a calendar for June 2021. A red box highlights the date '16'. To the right is a table with columns 'id', 'category', and 'details'. The table contains five rows:

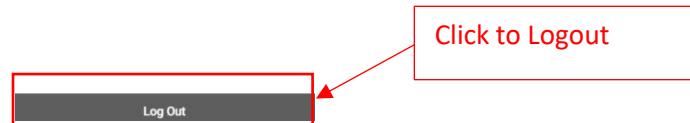
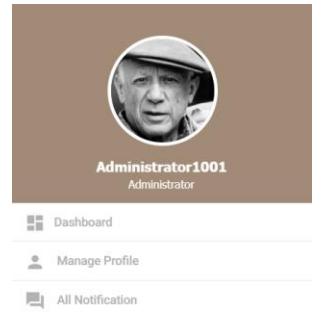
id	category	details
1	New Location Added	Tutong
2	New Slot Added	Tutong
3	New Slot Added	Tutong
4	New Vendor Added: Vendor1	Vendor1
5	Vendor Payment	Vendor1

- 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

The screenshot shows a dashboard sidebar with icons for Dashboard, Add Vendor, Payment, Admin IE, and Deleted Records. The main area is titled 'Dashboard' with a subtitle 'Information management & Intelligence'. It features a search bar, a 'Search For: Vendor' dropdown, a 'Status Filter: All' dropdown, and a 'Generate Full Report' button. Below is a table with columns: Ref No., IC No., Name, Phone Number, Payment Date, Slot No., and Status. The table lists vendor entries with edit, delete, and view icons. A red box highlights the user profile icon in the top right corner.

- 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.

