



Partex Star Group Automation

User Manual (ADMIN)

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1. Sign IN

1.0. Sign in:

User can sign in by using valid AD Username and Password.

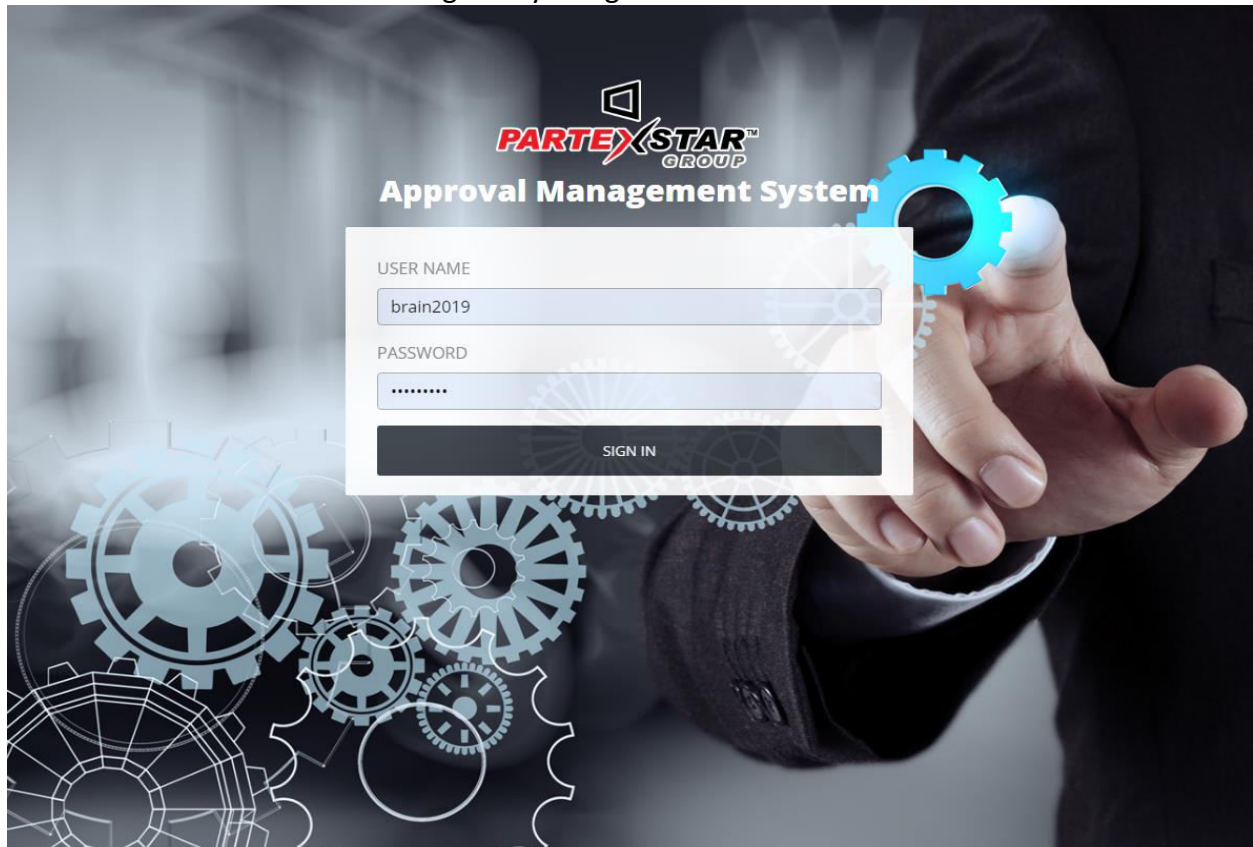


Fig: Sign in page

2. Dashboard

2.0. Dashboard:

After successful sign in user will land into dashboard page where user can see total number of inbox, pending request, Archive and Users. All the icon are linkable here so user can go to the following option from here by clicking individual icon.

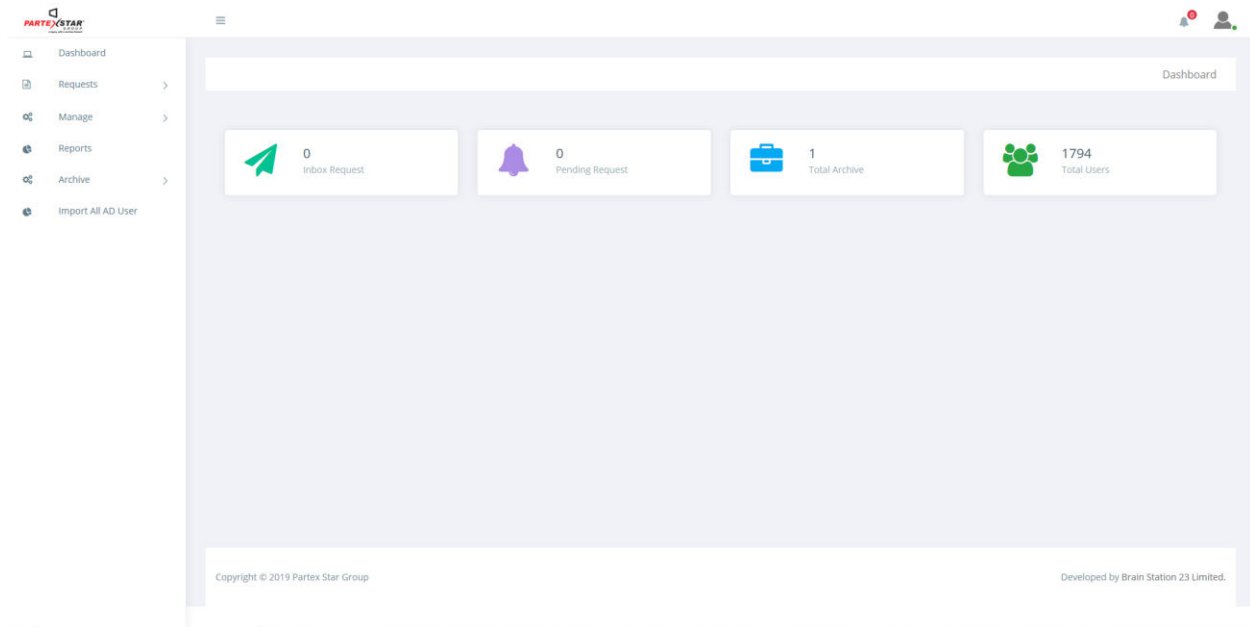


Fig: Dashboard Page

3. Request

3.0. Request:

By clicking request from left panel user can see all the request sub field Inbox, New, My request status, Drafts, Request for info, Approved, Rejected in menu bar.

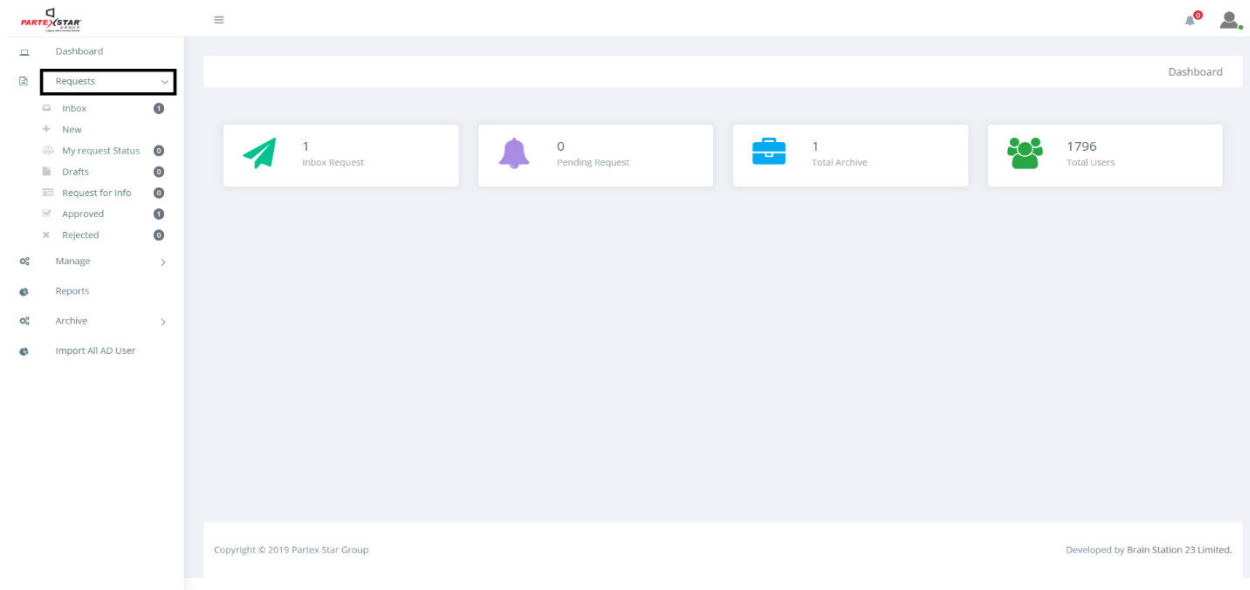


Fig: Request Panel

3.1. Inbox:

By clicking inbox user can see all his/her request status and is there any request waiting for his/her approval. There is a search field for searching any specific request.

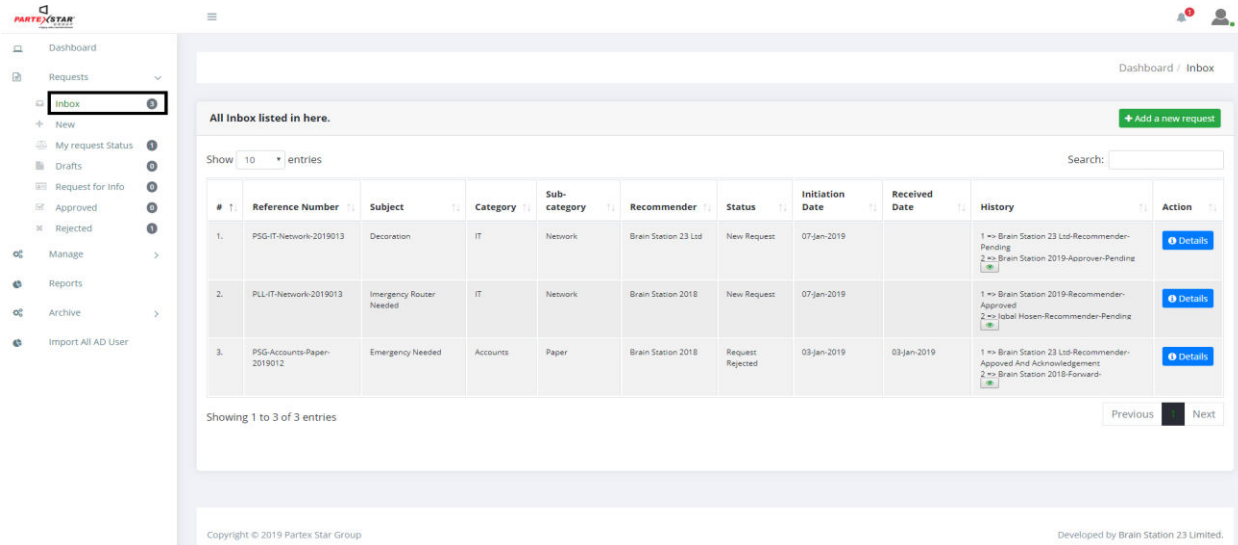


Fig: Inbox Page

3.1.1. Creating a request:

User can create a new request from inbox. To create a new request click **"Add a new request"** from inbox page/ **"New"** button from menu bar a new webpage will appear and user have to fill all the require dropdown (Company, Category, Sub-category), chose recommender and approver from search option and fill the mandatory input field(Subject, Description). And finally click submit button to create a fresh request successfully. There is also an attachment field for user to add attachment if needed (attachment must be below 2mb).

Dashboard / Inbox

All Inbox listed in here. [+ Add a new request](#)

Show 10 entries Search:

#	Reference Number	Subject	Category	Sub-category	Recommender	Status	Initiation Date	Received Date	History	Action
1.	SPBML-IT-iPHONE-2019016	iPhone for Office	IT	iPHONE	Brain Station 2019	New Request	07-Jan-2019		1 => Brain Station 2019-Recommender-Pending 2 => Brain Station 23 Ltd-Approver-Pending	Details
2.	SPBML-IT-iPHONE-2019015	iPhone for Office	IT	iPHONE	Brain Station 2019	New Request	07-Jan-2019			Details
3.	SPBML-IT-iPHONE-2019014	iPhone for Office	IT	iPHONE	Brain Station 2019	New Request	07-Jan-2019			Details

Showing 1 to 3 of 3 entries [Previous](#) [Next](#)

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Fig: Create a new request step 1

OR

Dashboard / New Request

Create New Request

Select Company Name *

Select Category *

Select Sub Category *

Recommender * Approver *

Subject *

Description *

File Edit View Insert Format Table Help Paragraph Font Family Font Sizes B I S A - - - - -

Attachment No file chosen Only pdf, doc, xls, jpeg & png formats are allowed. (Please try to attach your file below 2 MB)

POWERED BY TRIVANCE

Fig: Create a new request step 1

Dashboard

Requests

Inbox

New

My request Status

Drafts

Request for info

Approved

Rejected

Reports

Archive

Select Sub Category *

Select category first...

Recommender *

Select Recommender

Approver *

Select Approver

Subject *

Description *

testing

Telenor

Decoration

test1

324

P x SPAN

8 WORDS POWERED BY TINYMCE

Attachment

Choose File

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Back

Save as draft

Submit

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Fig: Create a new request step 2

There is also an advance search option for finding recommender/approver and user can add multiple recommender and approver by clicking '+' Button.

Dashboard

Requests

Inbox

New

My request Status

Drafts

Request for info

Approved

Rejected

Manage

Reports

Archive

Import All AD User

Create New Request

Select Company Name *

Partex Laminates Limited

Select Category *

Select Sub Category *

Recommender *

Subject *

Description *

Search User

Search User Info

Advanced search

#	Name	Email	Designation	Department	Phone.No
<input type="checkbox"/>	Ashik-E Alahi	ashik@psgbd.com	Senior Officer,, CX1	IT	01708121535
<input type="checkbox"/>	Md. Sharifur Rahman	sharifur@psgbd.com	Senior Manager, Enterprise Application, CX1	IT & ERP	+8801730377
<input type="checkbox"/>	Iqbal Hosen	iqbal.hosen@psgbd.com	Senior Manager, Enterprise Application, CX1	IT & ERP	+8801711748
<input type="checkbox"/>	Azmal Hossain	azmal@psgbd.com	Senior Manager, CX2	IT	+8801729210

Selected User

Close

Save changes

Attachment

Back

Save as draft

Submit

279 WORDS POWERED BY TINYMCE

below 2 MB)

Fig: Search recommender/approver

Search User

Search User Info **Advanced search**

Azmal

E-mail

Designation: IT

Company name

Phone Number

Search

Selected User

Close **Save changes**

Fig: Advance Search recommender/approver.

Search User

Search User Info **Advanced search**

#	Name	Email	Designation	Department	Phone.No
<input type="checkbox"/>	Ashik-E Alahi	ashik@psgbd.com	Senior Officer., CX1	IT	01708121535
<input type="checkbox"/>	Md. Sharifur Rahman	sharifur@psgbd.com	Senior Manager, Enterprise Application, CX1	IT & ERP	+8801730377
<input checked="" type="checkbox"/>	Iqbal Hosen	iqbal.hosen@psgbd.com	Senior Manager, Enterprise Application, CX1	IT & ERP	+8801711748
<input checked="" type="checkbox"/>	Azmal Hossain	azmal@psgbd.com	Senior Manager, CX2	IT	+8801729210

Selected User

- Iqbal Hosen-iqbal.hosen@psgbd.com-Senior Manager, Enterprise Application, CX1-IT & ERP+8801711748935-SPBML, CX1
- Azmal Hossain-azmal@psgbd.com-Senior Manager, CX2-IT+8801729210111-DCMBL, CX2

Close **Save changes**

Fig: Selecting multiple recommender/approver.

3.1.2. Approve a request:

To approve a request which are waiting for user approval at first click **Details** button from inbox page to see the details of the request and then from details page click **Approve** checkbox and send request to next step by clicking **Submit** button from details page. There is also a comment box and an attachment field available to add attachment.

Dashboard / Inbox

All Inbox listed in here. [+ Add a new request](#)

Show 10 entries Search:

#	Reference Number	Subject	Category	Sub-category	Recommender	Status	Initiation Date	Received Date	History	Action
1.	PSG-IT-Network-2019013	Decoration	IT	Network	Brain Station 23 Ltd	New Request	07-Jan-2019		1 => Brain Station 23 Ltd-Recommender-Pending 2 => Brain Station 2019-Approver-Pending	Details
2.	PLI-IT-Network-2019013	Emergency Router Needed	IT	Network	Brain Station 2018	New Request	07-Jan-2019		1 => Brain Station 2019-Recommender-Approved 2 => Jibael Hosen-Recommender-Pending	Details
3.	PSG-Accounts-Paper-2019012	Emergency Needed	Accounts	Paper	Brain Station 2018	Request Rejected	03-Jan-2019	03-Jan-2019	1 => Brain Station 23 Ltd-Recommender-Approved And Acknowledgement 2 => Brain Station 2018-Forward-	Details

Showing 1 to 3 of 3 entries [Previous](#) [Next](#)

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Fig: Approve a request step 1

Comment Box

File Edit View Insert Format Table Help

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1

8 WORDS POWERED BY TWIMICE

Previous Comment

SL	Name	Comment	Status	Date
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Only pdf, doc, xls, jpg, jpeg & png formats are allowed.

[Approve](#) [Reject](#) [Request for Info](#) [Forward](#) [Approve and Forward](#) [Approve and Acknowledgement](#)

Fig: Approve a request step 2

Dashboard

Requests

- Inbox
- New
- My request Status
- Drafts
- Request for info
- Approved
- Rejected

Reports

Archive

Previous Comment

SL	Name	Comment	Status	Date
----	------	---------	--------	------

Attachment

1789-1546838724-router.docx

Attachment

Choose File No file chosen

Only pdf, doc, xls, jpeg, jpeg & png formats are allowed.

Approve Reject Request for Info Forward Approve and Forward Approve and Acknowledgement

Back Submit

Fig: Approve a request step 3

3.1.3. Reject a request:

To reject a request which are waiting for user approval at first click **Details** button from inbox page to see the details of the request and then from details page click **Reject** checkbox and send request to next step by clicking **Submit** button from details page. There is also a comment box and an attachment field available to add attachment.

Dashboard / Inbox

All Inbox listed in here.

Show 10 entries

Search:

#	Reference Number	Subject	Category	Sub-category	Recommender	Status	Initiation Date	Received Date	History	Action
1.	PSG-IT-Network-2019013	Decoration	IT	Network	Brain Station 23 Ltd	New Request	07-Jan-2019		1 => Brain Station 23 Ltd-Recommender-Pending 2 => Brain Station 2019-Approver-Pending	Details
2.	PLL-IT-Network-2019013	Emergency Router Needed	IT	Network	Brain Station 2018	New Request	07-Jan-2019		1 => Brain Station 2019-Recommender-Approved 2 => Jibab Hosen-Recommender-Pending	Details
3.	PSG-Accounts-Paper-2019012	Emergency Needed	Accounts	Paper	Brain Station 2018	Request Rejected	03-Jan-2019	03-Jan-2019	1 => Brain Station 23 Ltd-Recommender-Approved And Acknowledgement 2 => Brain Station 2018-Forward	Details

Showing 1 to 3 of 3 entries

Previous Next

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Fig: Reject a request step 1

Comment Box

File Edit View Insert Format Table Help

Paragraph Telenor 11pt B I S A - - - - -

P x SPAN 9 WORDS POWERED BY TRYMCE

Previous Comment

SL	Name	Comment	Status	Date
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Attachment

Attachment

Choose File No file chosen

Only pdf, doc, xls, jpg, jpeg & png formats are allowed.

Approve Reject Request for Info Forward Approve and Forward Approve and Acknowledgement

Fig: Reject a request step 2

Dashboard Requests Inbox New My request Status Drafts Request for info Approved Rejected Reports Archive

Comment Box

File Edit View Insert Format Table Help

Paragraph Telenor 11pt B I S A - - - - -

P x SPAN 9 WORDS POWERED BY TRYMCE

Previous Comment

SL	Name	Comment	Status	Date
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Attachment

Attachment

Choose File No file chosen

Only pdf, doc, xls, jpg, jpeg & png formats are allowed.

Approve Reject Request for Info Forward Approve and Forward Approve and Acknowledgement

Back Submit

Fig: Reject a request step 3

3.1.4. Request for info:

To perform “request for info” for request which are waiting for user approval at first click **Details** button from inbox page to see the details of the request and then from details page click **Request for info** checkbox and choose by whom you are demanding info from search (By default it is selected as initiator) and finally click **Submit** for sending the request to next step. There is also a comment box and an attachment field available to add attachment.

Dashboard / Inbox

All Inbox listed in here. [+ Add a new request](#)

Show 10 entries Search:

#	Reference Number	Subject	Category	Sub-category	Recommender	Status	Initiation Date	Received Date	History	Action
1.	PSG-IT-Network-2019013	Decoration	IT	Network	Brain Station 23 Ltd	New Request	07-Jan-2019		1 => Brain Station 23 Ltd-Recommender-Pending 2 => Brain Station 2019-Approver-Pending	Details
2.	PLL-IT-Network-2019013	Emergency Router Needed	IT	Network	Brain Station 2018	New Request	07-Jan-2019		1 => Brain Station 2019-Recommender-Approved 2 => Jibael Hossen-Recommender-Pending	Details
3.	PSG-Accounts-Paper-2019012	Emergency Needed	Accounts	Paper	Brain Station 2018	Request Rejected	03-Jan-2019	03-Jan-2019	1 => Brain Station 23 Ltd-Recommender-Approved And Acknowledgement 2 => Brain Station 2019-Forward	Details

Showing 1 to 3 of 3 entries [Previous](#) [Next](#)

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Fig: Request for info step 1

Dashboard / Details View Request

Details view Request

Company Name * Partex Laminates Limited

Category * IT

Sub Category * Network

Recommender * Brain Station 2019 Approver * Brain Station 2018

Subject * Emergency Router Needed

Description

The SIP application router is used by the SIP container to select the order in which applications are run within the container.

The SIP container can invoke multiple applications in order to deploy a complete service or function. This modular and compositional approach makes it easier for application developers to develop new applications. The modular applications can be more easily combined and managed, while individual application implementations remain independent.

The application router is responsible for selecting the correct applications in the correct order to service an incoming message. An application router is required for a container to function, but it is a separate logical entity from the container. The application router is based on the JSR 289 specification. See the specification for more about the application router function.

Lightshot
Screenshot & Share
Click Here To

Fig: Request for info step 2

Dashboard / Request for Info

Previous Comment

SL	Name	Comment	Status	Date
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Attachment

1789-1546838724-router.docx

Attachment

[Choose File](#) No file chosen

Only pdf, doc, xls, jpeg & png formats are allowed.

[Approve](#) [Reject](#) [Request for Info](#) [Approve and Acknowledgement](#) [Forward](#) [Approve and Forward](#)

[Back](#)

Brain Station 23 Ltd

Azmal Hossain-azmal@psgbd.com-Senior Manager, CX2-IT-+8801729210111

Kazi Khaled Hossain-kkhossain@psgbd.com-Asst. Manager, CX2-Distribution_01972003588

[Submit](#)

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Fig: Request for info step 3

3.1.5. Forward a request:

To forward a request to other user Click **Forward** checkbox from details page and choose by whom you are forwarding then click **Submit** button to send the request to next step. There is also a comment box and an attachment field available to add attachment.

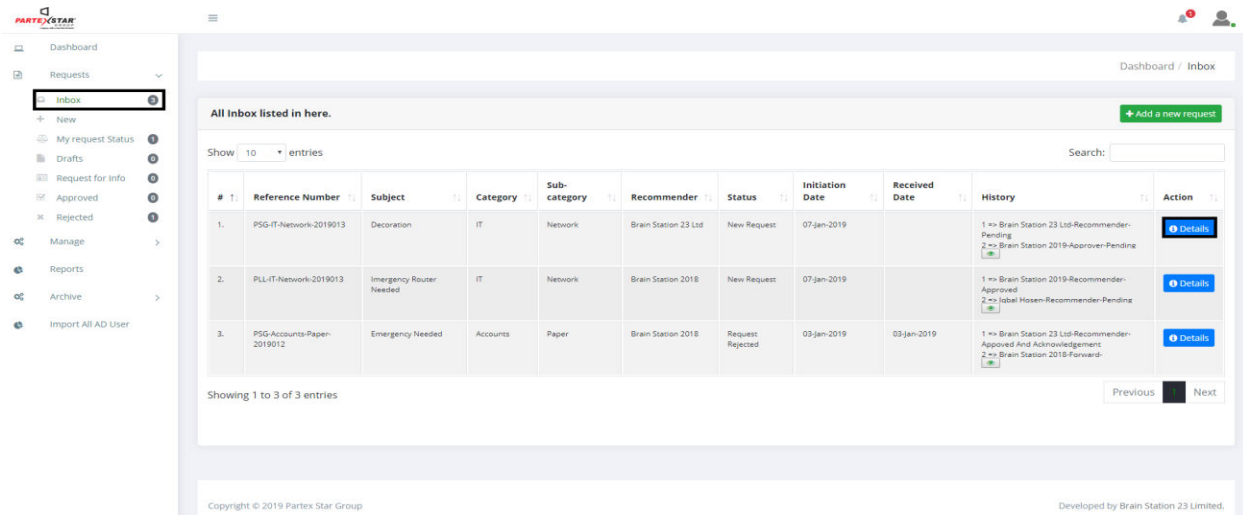


Fig: Forward a request step 1

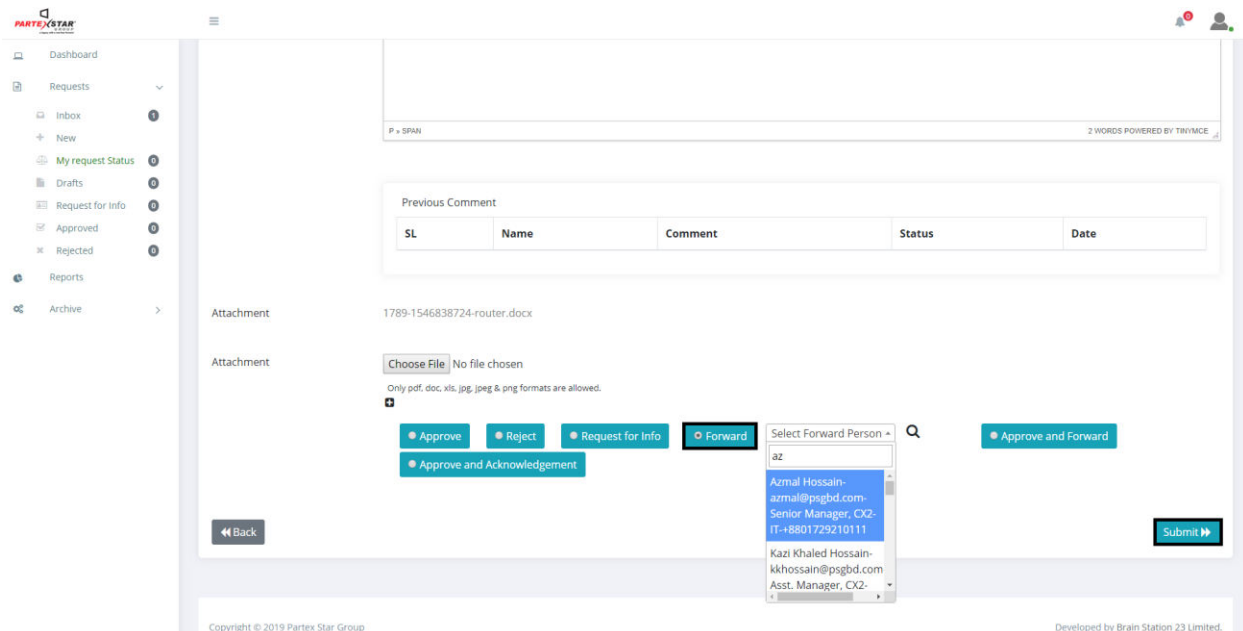


Fig: Forward a request step 2

3.1.6. Approve and forward:

To approve and forward a request to other user Click **Approve and forward** checkbox from details page and choose by whom you are

forwarding then click **Submit** button to send the request to next step. There is also a comment box and an attachment field available to add attachment.

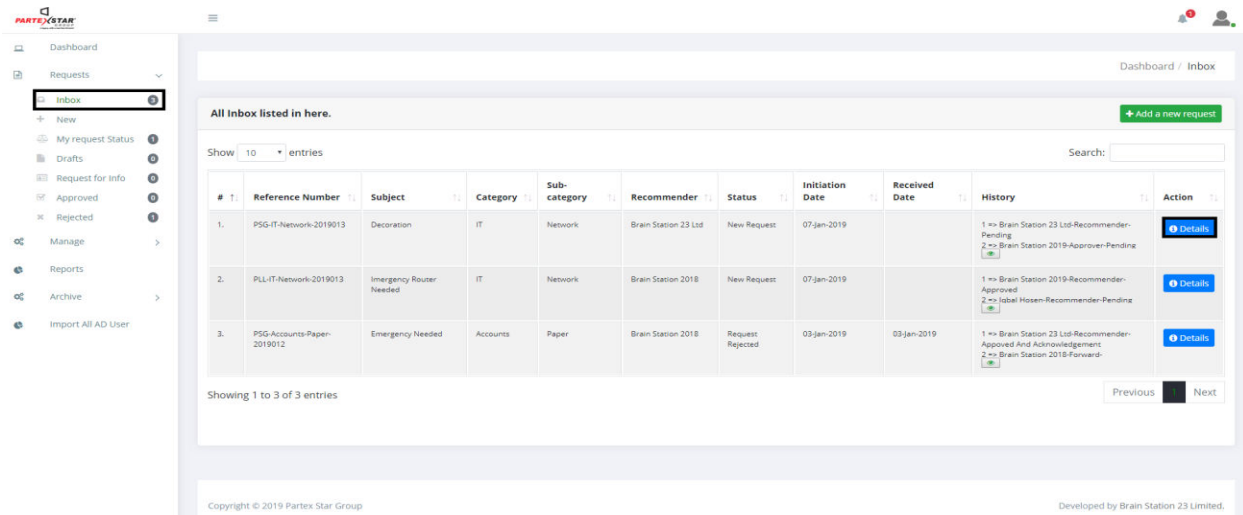


Fig: Approve and forward a request step 1

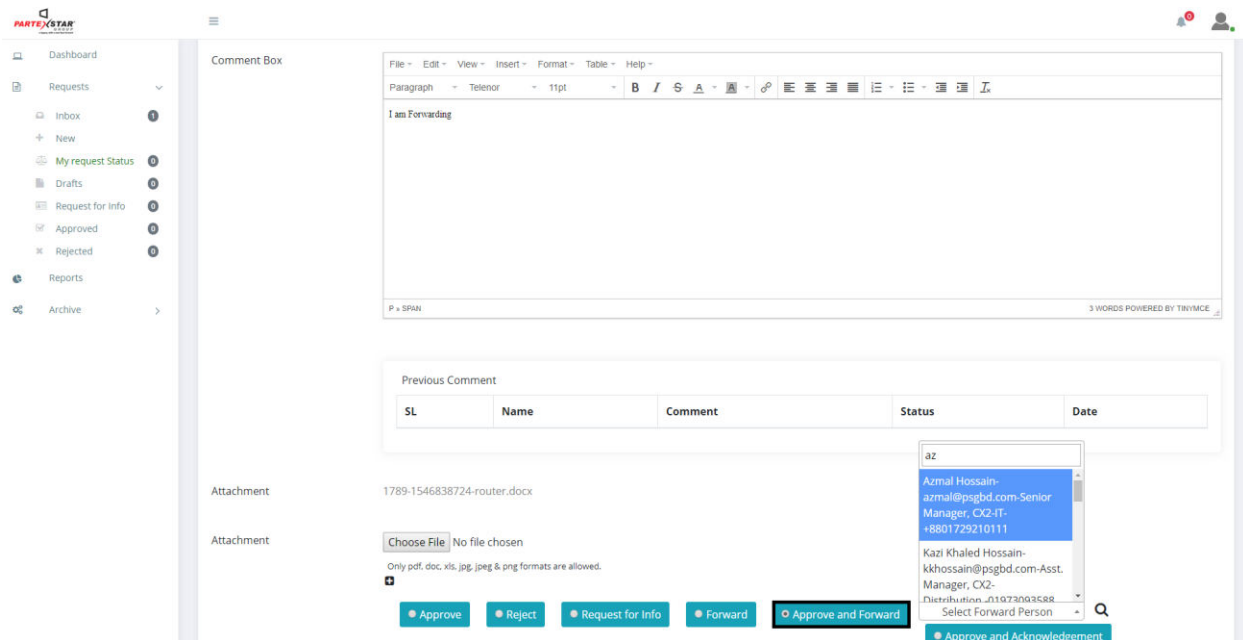


Fig: Approve and forward a request step 2

PartexStar

Dashboard

Requests

Inbox

New

My request Status

Drafts

Request for Info

Approved

Rejected

Reports

Archive

1789-1546838724-router.docx

Choose File No file chosen

Only pdf, doc, xls, jpeg & png formats are allowed.

Approve Reject Request for Info Forward Approve and Forward Approve and Acknowledgement

Select Forward Person

Submit

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Fig: Approve and forward a request step 3

3.1.7. Approve and acknowledgement:

To approve and send a notification to other user Click **Approve and acknowledgement** checkbox from details page and choose by whom you want to send a notification, then click **Submit** button to send the request to next step. There is also a comment box and an attachment field available to add attachment.

PartexStar

Dashboard

Requests

Inbox

New

My request Status

Drafts

Request for Info

Approved

Rejected

Manage

Reports

Archive

Import All AD User

Dashboard / Inbox

All Inbox listed in here.

+ Add a new request

Show 10 entries

Search:

#	Reference Number	Subject	Category	Sub-category	Recommender	Status	Initiation Date	Received Date	History	Action
1.	PSG-IT-Network-2019013	Decoracion	IT	Network	Brain Station 23 Ltd	New Request	07-Jan-2019		1 => Brain Station 23 Ltd-Recommender-Pending 2 => Brain Station 2019-Approver-Pending	Details
2.	PLL-IT-Network-2019013	Emergency Router Needed	IT	Network	Brain Station 2018	New Request	07-Jan-2019		1 => Brain Station 2019-Recommender-Approved 2 => Jibael Hosen-Recommender-Pending	Details
3.	PSG-Accounts-Paper-2019012	Emergency Needed	Accounts	Paper	Brain Station 2018	Request Rejected	03-Jan-2019	03-Jan-2019	1 => Brain Station 23 Ltd-Recommender-Approved And Acknowledgement 2 => Brain Station 2018-Forward	Details

Showing 1 to 3 of 3 entries

Previous Next

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Fig: Approve and acknowledgement a request step 1

Dashboard

Requests

Inbox

New

My request status

Drafts

Request for info

Approved

Rejected

Reports

Archive

Previous Comment

SL	Name	Comment	Status	Date
1789-1546838724	router.docx			

Attachment

Choose file No file chosen

Only pdf, doc, xls, jpeg & png formats are allowed.

Approve Reject Request for Info Forward Approve and Forward Approve and Acknowledgement

Select Forward Person

Please enter 2 or more characters

Submit

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Fig: Approve and acknowledgement a request step 2

3.2. My Request Status:

From my request status user can see those request which are pending for approval. User can also see the details of any pending request by clicking “Details” button from “My request status” page.

Dashboard / Pending Requests

Pending Requests

Dashboard / Pending Requests

All Pending Requests listed in here.

+ Add a new request

Show 10 entries

Search:

#	Reference Number	Subject	Category	Sub-category	Recommender	Status	Initiation Date	Received Date	History	Action
1.	SPBML-IT-IPHONE-2019016	iPhone for Office	IT	IPHONE	Brain Station 2019	New Request	07-Jan-2019		1 -> Brain Station 2019-Recommendation-Pending 2 -> Brain Station 23 Ltd-Approval-Pending	Details
2.	SPBML-IT-IPHONE-2019015	iPhone for Office	IT	IPHONE	Brain Station 2019	New Request	07-Jan-2019			Details
3.	SPBML-IT-IPHONE-2019014	iPhone for Office	IT	IPHONE	Brain Station 2019	New Request	07-Jan-2019			Details

Showing 1 to 3 of 3 entries

Previous Next

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Fig: My request status page

Details view Request

Company Name * Star Particle Board Mills Ltd.

Category * IT

Sub Category * iPHONE

Recommender * Brain Station 2019 Approver * Brain Station 23 Ltd

Subject * iPhone for Office

Description

iPhone for Office

Previous Comment

SL	Name	Comment	Status	Date
----	------	---------	--------	------

Attachment

Fig: My request status details page

3.3. Drafts:

From “Drafts” user can see all the request which are saved by him/her for further Posting. From here user can edit any saved request and submit anytime for posting a request.

Recommender Azmal Hossain-Senior Manager, CAZ-II **Approver** Brain Station 2019--

Subject * Decoration

Description

File - Edit - View - Insert - Format - Table - Help -

Paragraph - Font Family - 11pt - B I S A - - - - -

Decoration

P - SPAN POWERED BY TIVINCE

Attachment

Attachment

Choose File No file chosen

Only pdf, doc, xls, jpg, jpeg & png formats are allowed.

Back Save as draft Submit

Fig: Save as drafts

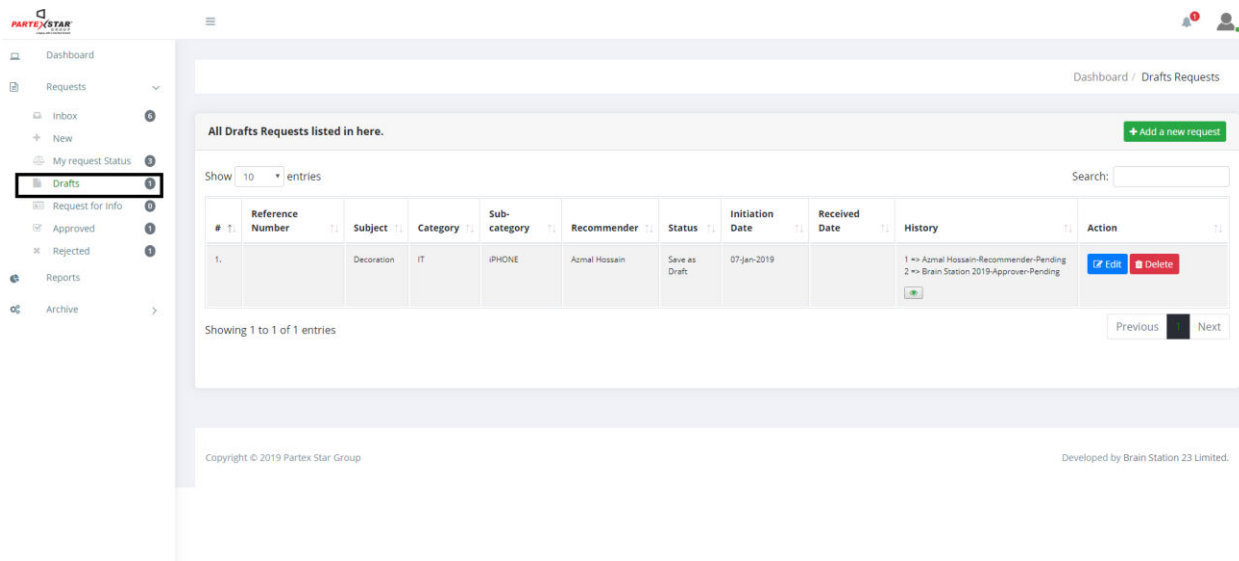


Fig: View drafts item and further edit.

3.4. Request for info:

If any recommender/approver is demanding any info from user, he/she can see those request by clicking “**Request for info**” option and add information by clicking “**Details**” button. After adding information click “**Submit**” for send the request to next step.

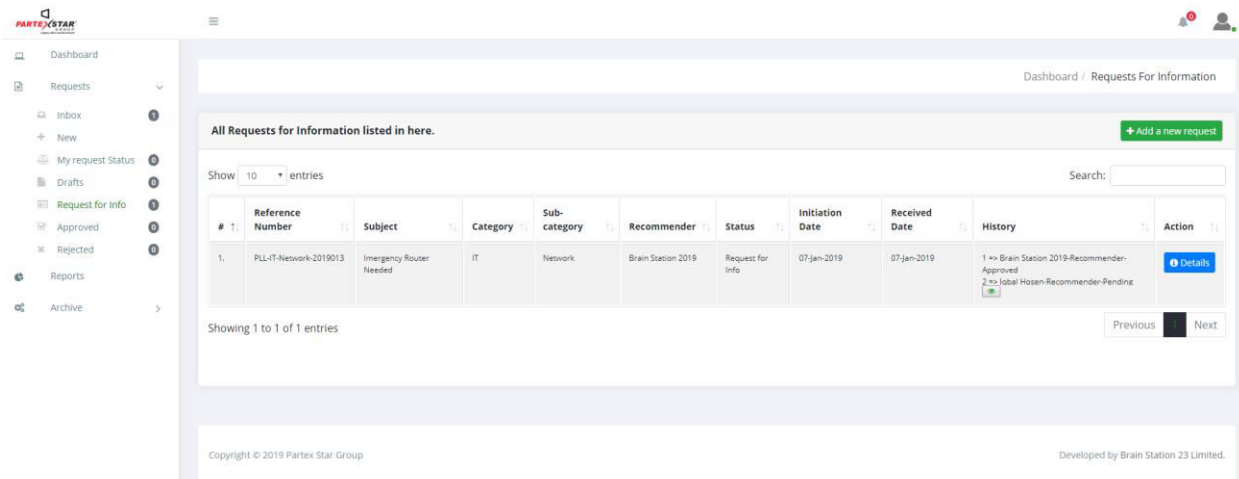


Fig: View Request for info

PARTIXSTAR
Comment Box

- Dashboard
- Requests
 - Inbox
 - New
 - My request Status
 - Drafts
 - Request for info
 - Approved
 - Rejected
- Reports
- Archive

File Edit View Insert Format Table Help

Paragraph Telenor 11pt B I S A [Color Picker] [Link Icon]

[Text Alignment Icons] [List Icons] [Table Icon]

I

0 WORDS POWERED BY TWIMCIE

Previous Comment

SL	Name	Comment	Status	Date
#1	Brain Station 2019	I am Forwarding	2019-01-07 07:11:51	07-Jan-2019 07:11:51
#2	Brain Station 2018		2019-01-07 07:17:43	07-Jan-2019 07:17:43

Attachment 1789-1546838724-router.docx

Attachment Choose File No file chosen

Only pdf, doc, xls, ipex, ooxml & one formats are allowed.

PARTIXSTAR

- Dashboard
- Requests
 - Inbox
 - New
 - My request Status
 - Drafts
 - Request for info
 - Approved
 - Rejected
- Reports
- Archive

P > SPAN
0 WORDS POWERED BY TINYMCE

Previous Comment

SL	Name	Comment	Status	Date
#1	Brain Station 2019	I am Forwarding	2019-01-07 07:11:51	07-Jan-2019 07:11:51
#2	Brain Station 2018		2019-01-07 07:17:43	07-Jan-2019 07:17:43

Attachment

1789-1546838724-router.docx

Attachment

Choose File

 No file chosen

◀ Back

Submit ▶

3.5. **Approved:**

By clicking “**Approved**” option user can see all approve request list created by user and can see details of the request by clicking “**Details**” button.

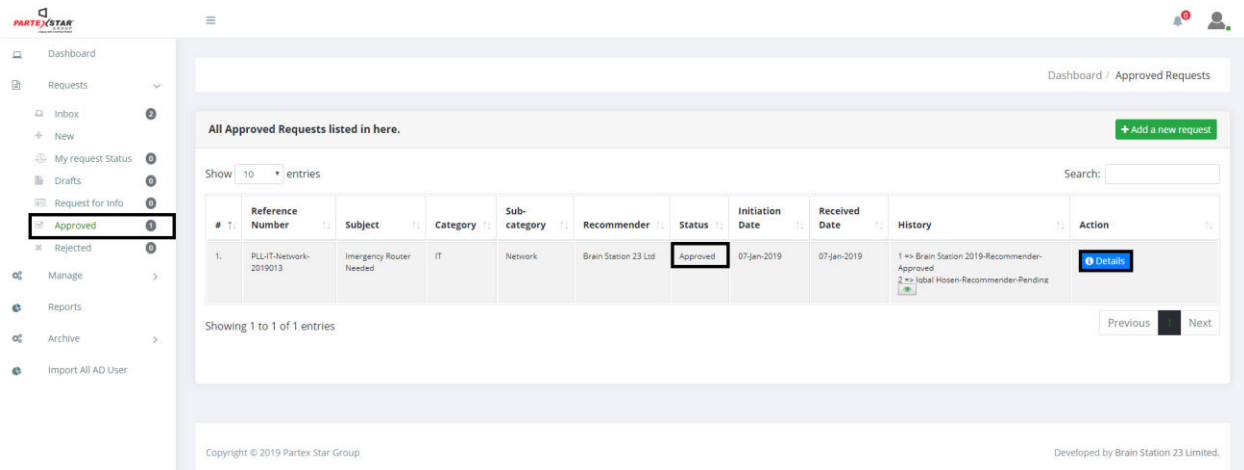


Fig: Approved request list

3.6. Rejected:

By clicking “**Rejected**” option user can see all approve request list created by you and can see details by clicking “**Details**” button.

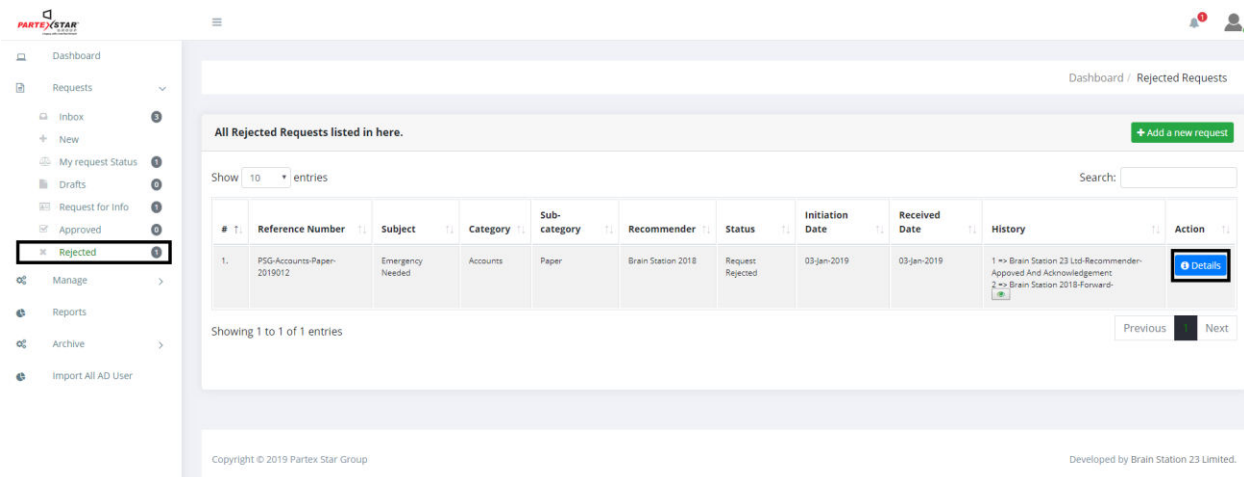


Fig: Rejected Request List

4. Reports

4.1. Reports (Initiated):

By clicking “**Reports-> Initiated request report**” from search admin user can see all the reports which are pending, approved, rejected by using searching option. And take a print of report as pdf format. Admin can use search filter for specific report search by giving individual information. By clicking “view” button admin can see details of any report. From Initiated Reports admin user can see all the reports which are initiated by user. From Recommended/ approved Reports admin user can see those request which are recommended/approved by all user.

Report Search

Dashboard / Report Search

Report Search

Start Date: 04-02-2019 End Date: 04-02-2019

Category: Select category Sub-Category: Select category first...

Status: Select Status Search Text: Text Serch

Search

Report Search listed in here.

Show 10 entries

Sl.no	Action	Reference No	Initiator Name	Category	Sub-Category	Subject	Status	History	Initiation Date	Received Date
1	View		Brain Station 23 Ltd	IT	ERP	test	Save as Draft	1 => Brain Station 23 Ltd-Initiator-Initiate 2 => Brain Station 2018-Recommend-Pending 3 => Brain Station 2019-Recommend-Pending 4 => Azmal Hossain-Approver-Pending 5 => Nazmul Hossain-Approver-Pending 6 => Md. Azmol Mahmud-Approver-Pending 7 => Nazmus Sekib-Approver-Pending	04-Feb-2019	

Fig: Report search (Initiated Report)

Details View Request

Dashboard / Details View Request

Details view Request

Company Name: Partex Laminates Limited

Category: HR

Sub Category: Accessories

Recommender: Brain Station 23 Ltd Approver: Brain Station 2019

Subject: ddkmdetj

Description: deueju

Previous Comment

SL	Name	Comment	Status	Date
#1	Brain Station 23 Ltd		2019-01-16 09:40:55	16-Jan-2019 09:40:55

History Log

Fig: Report Details view

4.2. Reports (Recommendation/approval):

By clicking **"Reports-> Recommendation/approval report"** from search admin user can see all the reports which are recommended/approved/ rejected by him using searching option.

Recommendation/Approval Report Search

Dashboard / Recommendation/Approval Report Search

Report Search

Start Date: 26-02-2019 End Date: 26-02-2019

Category: Select category Sub-Category: Select category first...

Search Text: Text Serch

Search

Recommendation/Approval Report Search listed in here.

Search Result

Fig: Report search (Recommendation/approval Report)

4.3. Report (Audit):

By clicking Audit Report admin user can see all the reports (Company wise search)

Audit Report Search

Dashboard / Audit Report Search

Audit Report

Start Date: End Date: 26-02-2019

Category: Sub-Category: Select category first...

Company: Search Text: Text Serch

Search

Audit Report Search listed in here.

Search Result

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Fig: Report search (Audit Report)

5. Archive:

5.1. Archive:

By clicking **Archive** admin user can find two option live and archive. From live he/she can see all the approved request and send them to archive by clicking “Archive” button. Admin can send approved request (initiate by him) to archive by clicking “Archive” button from live page. He can also see the details from here by clicking details button.

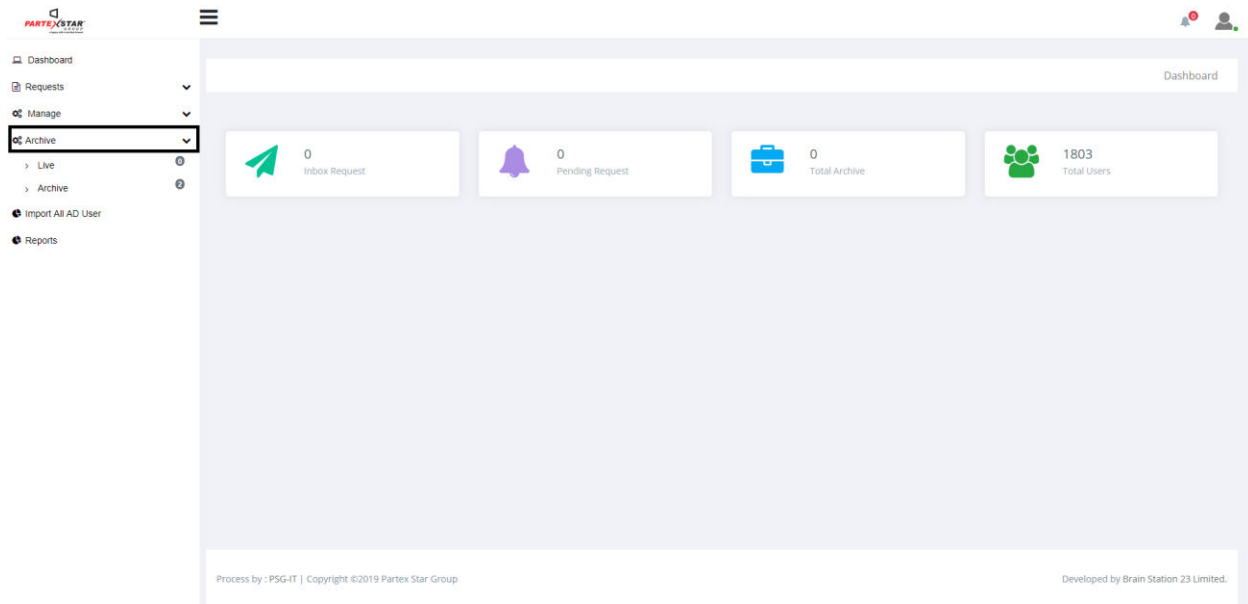


Fig: Archive

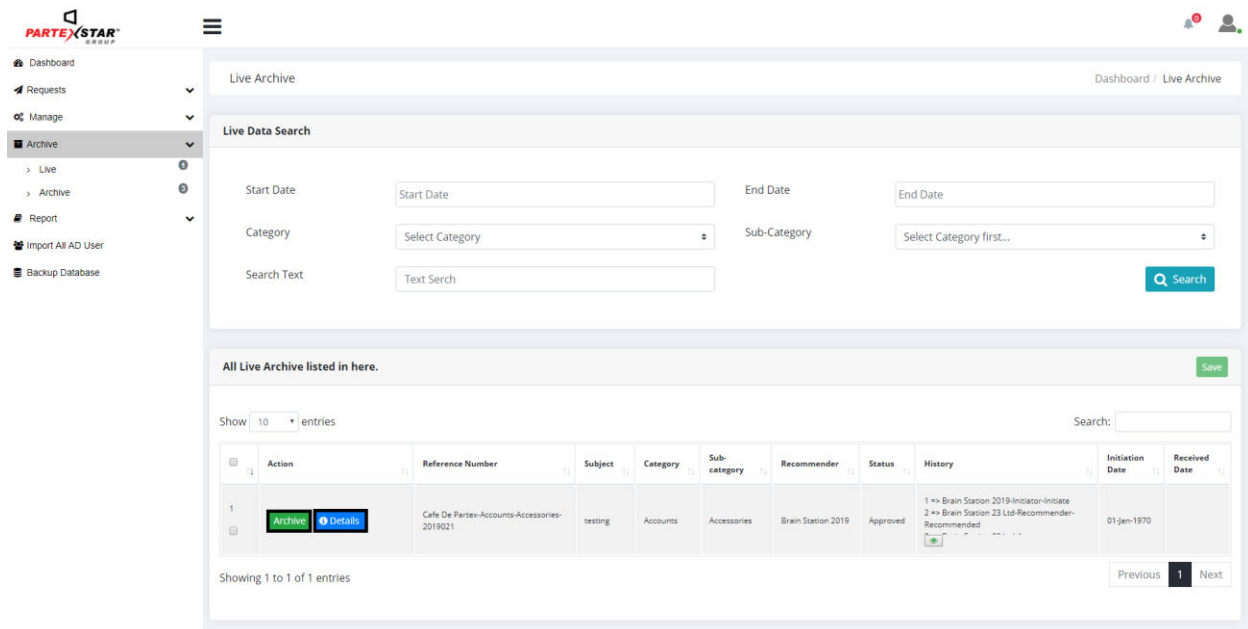


Fig: Sending live to archive

To send multiple request in archive at a same time first mark item from left column and click “Send to Archive” button to send all the request in archive.

Live Data Search

Start Date: End Date:

Category: Sub-Category:

Search Text:

All Live Archive listed in here.

Show 10 entries Search:

Action	Reference Number	Subject	Category	Sub-category	Recommender	Status	History	Initiation Date	Received Date
1 <input type="button" value="Archive"/> <input type="button" value="Details"/>	PSG-IT-ERP-2019022	Cheaply priced furniture courier services Cheaply priced furniture courier services Cheaply priced furniture courier services	IT	ERP	Brain Station 2019	Approved	1 ↔ Brain Station 2019-Initiator-Initiate 2 ↔ Brain Station 23 Ltd-Recommender-Recommended	01-Jan-1970	
2 <input type="button" value="Archive"/> <input type="button" value="Details"/>	Cafe De Partex-Accessories-2019021	testing	Accounts	Accessories	Brain Station 2019	Approved	1 ↔ Brain Station 2019-Initiator-Initiate 2 ↔ Brain Station 23 Ltd-Recommender-Recommended	01-Jan-1970	

Showing 1 to 2 of 2 entries

Fig: Archive (Send multiple item to archive)

Details View Request

Company Name: Partex Laminates Limited

Category: TEA Bag

Sub Category: 400g

Recommender: Brain Station 23 Ltd Approver: Brain Station 2018

Subject: Tea bag needed emergency

Description:

1kg	200/=
2kg	400/=

Previous Comment

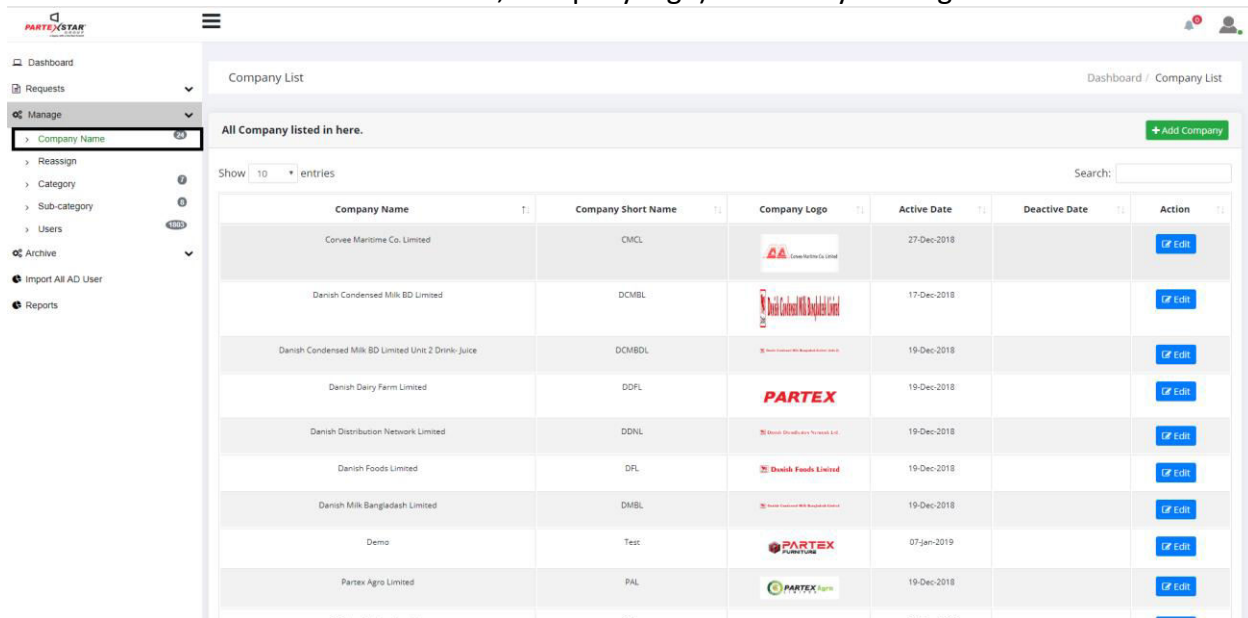
Sl	Name	Comment	Status	Date
#1	Brain Station 23 Ltd		2019-01-16 10:42:36	16-Jan-2019 10:42:36

Fig: Live Details show

6. Manage:

6.1. Company Manage:

Admin can manage (add, edit, delete) company by clicking “Company” from **Manage**. By clicking company a new webpage will appear from there admin can add new company. By clicking “+add company” button a new webpage will appear again and admin can add company by giving following information (name, short name, active date, deactivate date, Company logo) and finally clicking “submit” button.












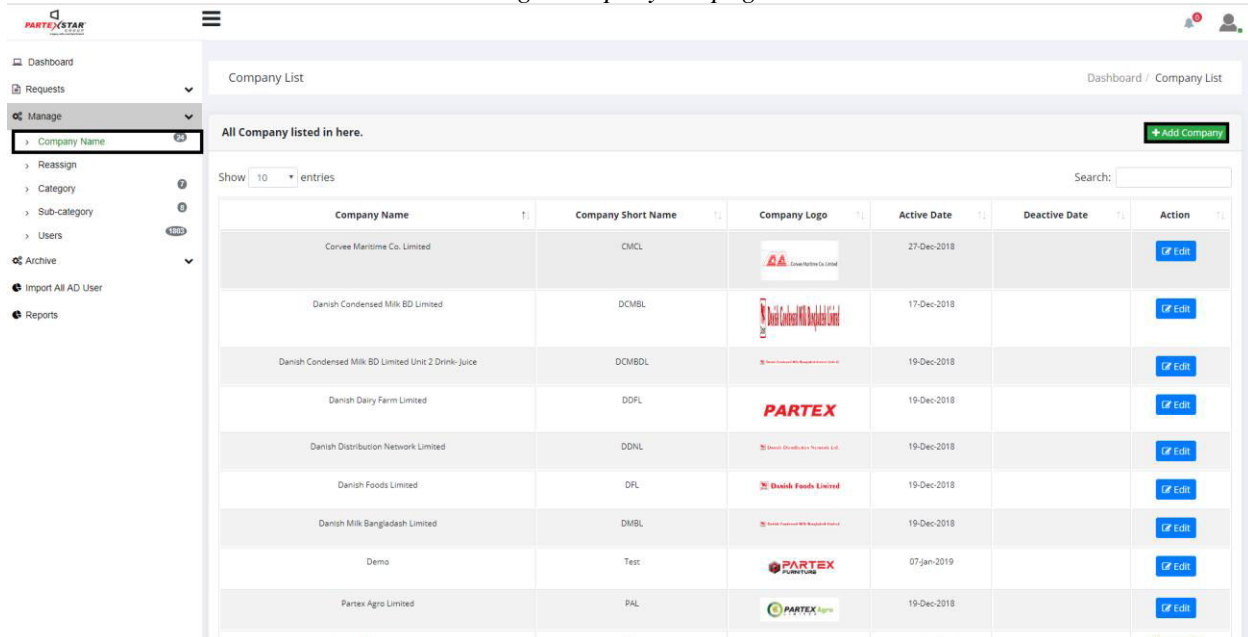
Company Name	Company Short Name	Company Logo	Active Date	Deactive Date	Action
Corvee Maritime Co. Limited	CMCL		27-Dec-2018		Edit
Danish Condensed Milk BD Limited	DCMBL		17-Dec-2018		Edit
Danish Condensed Milk BD Limited Unit 2 Drink-Juice	DCMBDL		19-Dec-2018		Edit
Danish Dairy Farm Limited	DDFL		19-Dec-2018		Edit
Danish Distribution Network Limited	DDNL		19-Dec-2018		Edit
Danish Foods Limited	DFL		19-Dec-2018		Edit
Danish Milk Bangladesh Limited	DMBL		19-Dec-2018		Edit
Demo	Test		07-Jan-2019		Edit
ParTex Agro Limited	PAL		19-Dec-2018		Edit

Fig: Company list page












Company Name	Company Short Name	Company Logo	Active Date	Deactive Date	Action
Corvee Maritime Co. Limited	CMCL		27-Dec-2018		Edit
Danish Condensed Milk BD Limited	DCMBL		17-Dec-2018		Edit
Danish Condensed Milk BD Limited Unit 2 Drink-Juice	DCMBDL		19-Dec-2018		Edit
Danish Dairy Farm Limited	DDFL		19-Dec-2018		Edit
Danish Distribution Network Limited	DDNL		19-Dec-2018		Edit
Danish Foods Limited	DFL		19-Dec-2018		Edit
Danish Milk Bangladesh Limited	DMBL		19-Dec-2018		Edit
Demo	Test		07-Jan-2019		Edit
ParTex Agro Limited	PAL		19-Dec-2018		Edit

Fig: Add company step 1

Company Name Add

Dashboard / Company List / Company Name Add

Add Company

Company name *

Short name *

Active Date *

Deactive Date

Company Logo * No file chosen
maximum size W:120 X:H:60

[Back](#) [Submit](#)

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Fig: Add company step 2

To edit any category/company click “**Edit**” button from company page and after changing information click “**Update**” for successfully editing.

Company List

Dashboard / Company List

All Company listed in here. [+ Add Company](#)

Show 10 entries Search:

Company Name	Company Short Name	Company Logo	Active Date	Deactive Date	Action
Corvee Maritime Co. Limited	CMCL		27-Dec-2018		Edit
Danish Condensed Milk BD Limited	DCMBL		17-Dec-2018		Edit
Danish Condensed Milk BD Limited Unit 2 Drink- Juice	DCMBDL		19-Dec-2018		Edit
Danish Dairy Farm Limited	DOFL		19-Dec-2018		Edit
Danish Distribution Network Limited	DDNL		19-Dec-2018		Edit
Danish Foods Limited	DFL		19-Dec-2018		Edit
Danish Milk Bangladesh Limited	DMBL		19-Dec-2018		Edit
Demo	Test		07-Jan-2019		Edit
Partex Agro Limited	PAL		19-Dec-2018		Edit

Fig: Edit company information step 1

Company Name Update

Dashboard / Company List / Company Name Update

Update Company Name

Company name * Corvee Maritime Co. Limited

Short name * CMCL

Active Date * 2018-12-27

Deactive Date

Company Logo * Choose File No file chosen

maximum size W:120 X H:60

Corvee Maritime Co. Limited

Back Update

Fig: Edit company information step 2

6.2. Category/Sub Category Manage:

From “**Manage**” option in the left panel Admin can manage (create, read, update, delete) all the category and subcategory by clicking individual option. To add new company, category and sub category click “**+Add Category/sub-category**” button from category/sub-category page. To delete any category click “**Delete**” button from category/sub-category page. To edit any category/sub category click “**Edit**” button from category/sub-category page.

Category List

Dashboard / Category List

All category listed in here.

+ Add Category

#	CATEGORY NAME	ACTIVE DATE	DEACTIVE DATE	ACTION
1.	TEA Bag	2019-01-16		Edit Delete
2.	HR	2019-01-16		Edit Delete
3.	IT	2018-12-11		Edit Delete
4.	Accounts	2018-12-11		Edit Delete
5.	SCM	2018-12-11		Edit Delete
6.	TAX	2018-12-11		Edit Delete
7.	Production	2018-12-11		Edit Delete

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Fig: Add Category step 1

Category Add

Dashboard / Category List / Category Add

Add Category

Category name *

Active Date *

Deactive Date *

[Back](#) [Submit](#)

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Fig: Add Category step 2

Category List

Dashboard / Category List

[Add Category](#)

All category listed in here.

#	CATEGORY NAME	ACTIVE DATE	DEACTIVE DATE	ACTION
1.	TEA Bag	2019-01-16		Edit Delete
2.	HR	2019-01-16		Edit Delete
3.	IT	2018-12-11		Edit Delete
4.	Accounts	2018-12-11		Edit Delete
5.	SCM	2018-12-11		Edit Delete
6.	TAX	2018-12-11		Edit Delete
7.	Production	2018-12-11		Edit Delete

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Fig: Edit Category step 1

Category Update

Dashboard / Category List / Category Update

Update Category

Category name *

Active Date *

Deactive Date

[Back](#) [Update](#)

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Fig: Edit Category step 2

Category List

Dashboard / Category List

All category listed in here.

#	CATEGORY NAME	ACTIVE DATE	DEACTIVE DATE	ACTION
1.	TEA Bag	2019-01-16		Edit Delete
2.	HR	2019-01-16		Edit Delete
3.	IT	2018-12-11		Edit Delete
4.	Accounts	2018-12-11		Edit Delete
5.	SCM	2018-12-11		Edit Delete
6.	TAX	2018-12-11		Edit Delete
7.	Production	2018-12-11		Edit Delete

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Fig: Delete Category

Sub-category Add

Dashboard / Sub-Category List / Sub-Category Add

Add Sub-category

Select Category *

Sub-category name *

Active Date *

Deactive Date

[Back](#) [Submit](#)

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Fig: Add Sub Category

Sub-category Update

Dashboard / Sub-Category List / Sub-Category Update

Update Sub-category

Select Category *

Sub-category name *

Active Date *

Deactive Date

[Back](#) [Update](#)

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Fig: Edit Sub Category

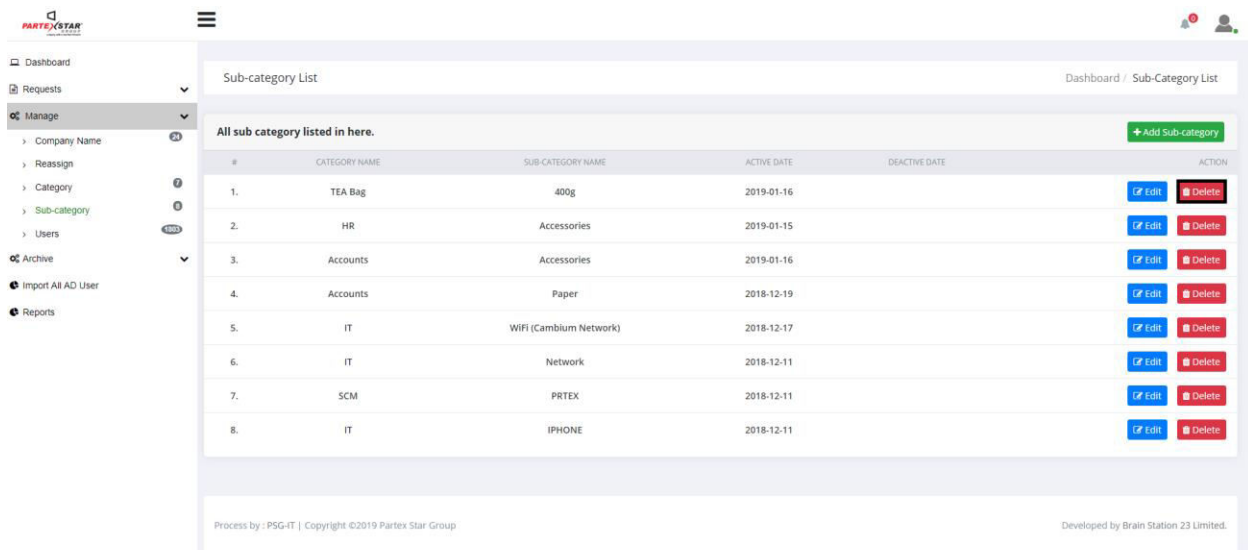


Fig: Delete sub category

6.3. Role management:

By clicking “User” from **Manage** admin can see all the user along with their role. Admin can make any user to admin by clicking “Make admin” button and make any user to audit user by clicking “Make Audit” button from user list page and vice versa.

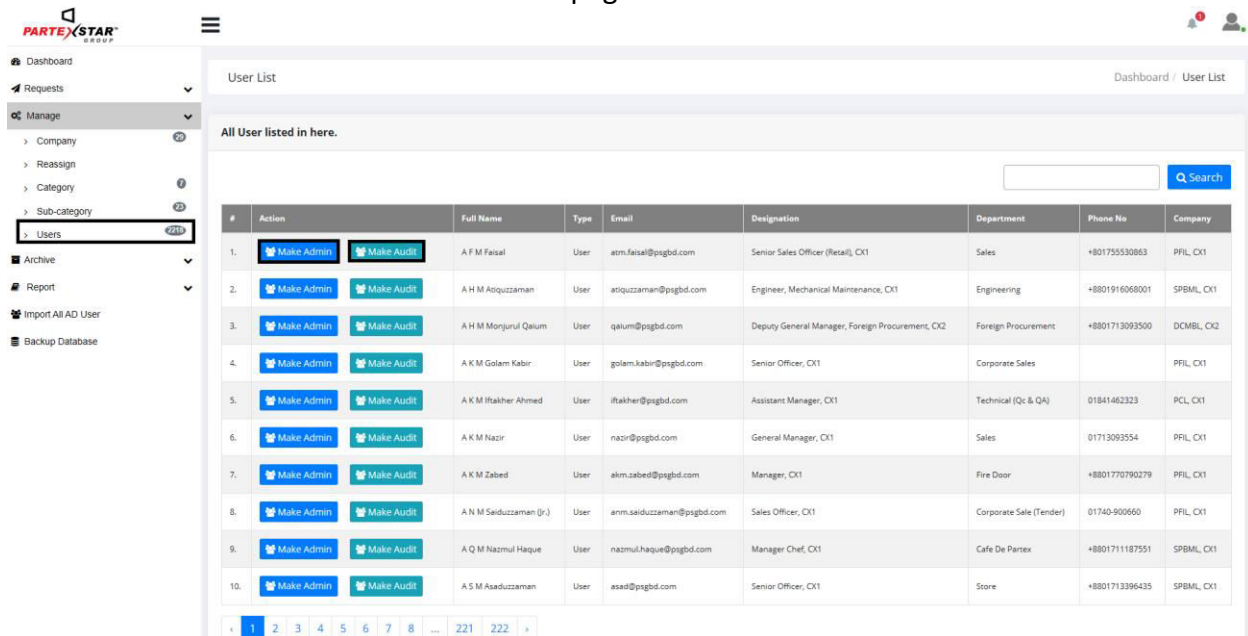


Fig: User role Management

Admin can assign company for audit user and make change to assign company by pressing edit button.

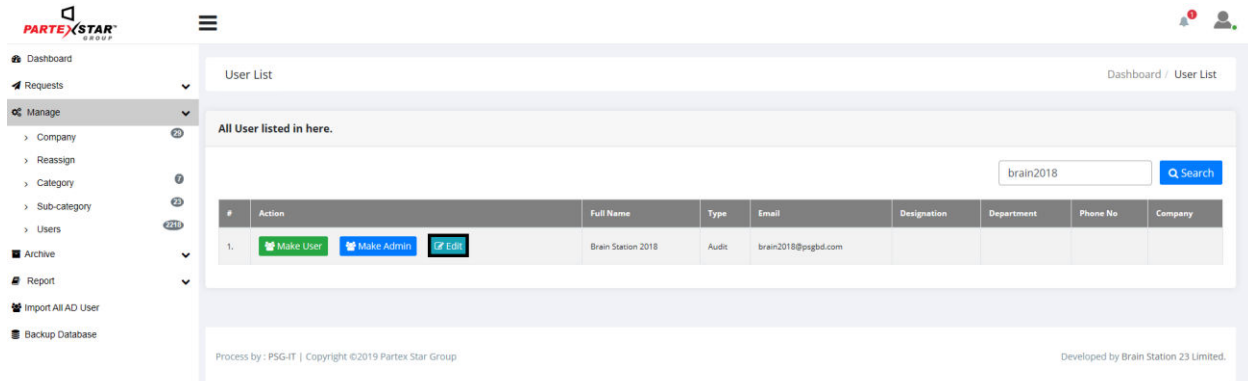


Fig: User role Management 2

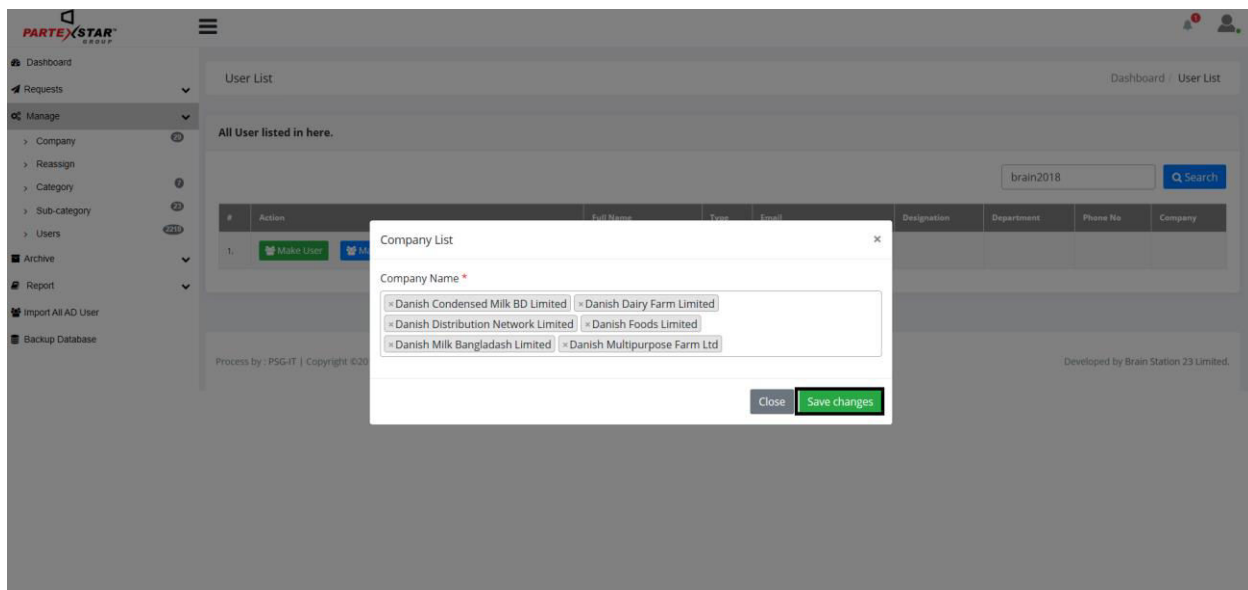


Fig: User role Management 3

Audit User can see only those assigned company request in “Audit report”.

Audit Report Search

Dashboard / Audit Report Search

Audit Report

Start Date: 26-02-2019 End Date: 26-02-2019

Category: Select category Sub-Category: Select category first...

Company: Select Company

Search Text: Text Serch

Audit Report Search listed in here...

Show 10 entries

Sl.no	Action	Reference No	Initiator Name	Company	Category	Sub-Category	Subject	Status	History	Initiation Date	Received Date
1	view	DCMBL-IT-Laptop Battery-20190220	Brain Station 23 Ltd	Danish Condensed Milk BD Limited	IT	Laptop Battery	Laptop Battery Needed on urgent basis	Approved	1 => Brain Station 23 Ltd-Initiator-Initiated 2 => Brain Station 2019-Recommend-Request For Info	26-Feb-2019	26-Feb-2019

Showing 1 to 1 of 1 entries

Previous 1 Next

Fig: Audit User (Audit Report search)

6.4. Reassign:

Admin can reassign any user as initiator/recommender/approver and forward any pending task to user from “Reassign” option in **Manage**. By clicking Reassign button a new webpage will appear and from there admin can search based on user. If someone is unavailable/unable to proceed any request admin can forward the request to other user.

Reassign Request

Dashboard / Manage / Reassign Request

Search Request

Search User

Result

Result Not Found

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Fig: Reassign Request step 1

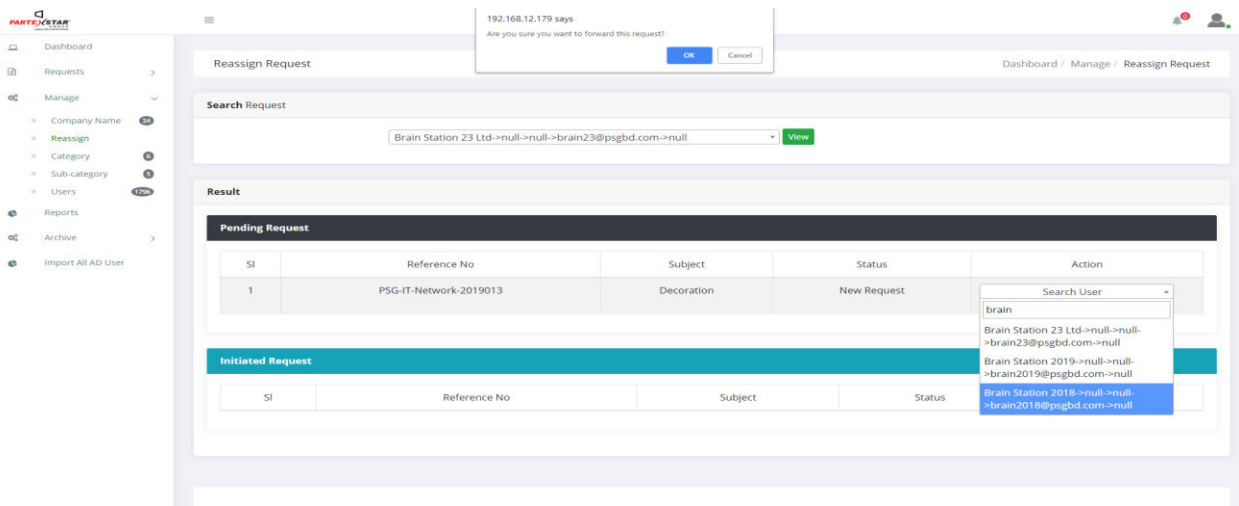


Fig: Reassign Request step 2

6.5. Import all AD user:

Admin can manually import all AD user by clicking this option from menu bar.

- Dashboard
- Requests
- Manage
 - Company Name
 - Reassign
 - Category
 - Sub-category
 - Users
- Archive
- Import All AD User**
- Reports

User List

Dashboard / User List

All User listed in here.

Search for names...

Success Successfully Updated All AD User!

Show 10 entries

Search:

#	Full Name	Email	Designation	Department	Phone No	Company	Type	Action
1.	Areful Islam	areful.islam@pgbd.com	Senior VAT Assistant, CX1	Finance & Accounts (VAT)	01726270268	SPBML CX1	User	Make Admin
2.	Kazi Md. Shah Emran	kazi.emran@pgbd.com	Electrical Engineer, CX1	Engineering Service	+8801729062543	SPBML CX1	User	Make Admin
3.	Fahed Hossain	fahed.hossain@pgbd.com	Officer, Accounts, CX2	Finance & Accounts	01847346063	PTL CX2	User	Make Admin
4.	Tareq-Uz Zaman	tereq.zaman@pgbd.com	Officer Distribution, CX1	Distribution	+8801729062591	SPBML CX1	User	Make Admin
5.	Deluar Hosen	deluar.hosen@tripleapparels.com					User	Make Admin
6.	Masudur Rahman	m.masudur@pgbd.com	Chief Finance Officer, CX2		+8801819210577		User	Make Admin
7.	Shanful Islam	islam.shanful@pgbd.com	Assistant Officer, CX1		+8801700713444		User	Make Admin
8.	Shahadat Akund	shahadat.akund@pgbd.com	Senior Officer, CX1	Supply Chain	+8801777795471	SPBML CX1	User	Make Admin
9.	Shahadat Akund	shahadat.akund@pgbd.com	Senior Officer, CX1	Supply Chain	+8801777795471	SPBML CX1	User	Make Admin
10.	Shihab Rahman	shihab.rahman@boxatol.com	Officer, Criminate Sales, CX1	Sales & Marketing	+8801775790595	DFH CX1	User	Make Admin

Fig: Import all AD user