

# **USER MANUAL**

**BETAFOAM INTEGRATED SYSTEM(BIS)  
QUALITY ASSURANCE MODULE**

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## Table of Contents

INTRODUCTION .....	2
GETTING STARTED .....	2
Access Website.....	2
Login .....	2
NAVIGATE QUALITY ASSURANCE MODULE.....	2
• Sidebar.....	2
• Mini sidebar .....	2
1 QA DASHBOARD MODULE .....	3
1.1 Summary Inspection Reports.....	3
1.2 Weekly Reject Tag.....	3
1.3 Monthly Performance .....	4
1.4 Yearly Reports .....	4
1.5 Quick Buttons .....	5
2 INSPECTION REPORT MODULE .....	5
3 INCOMING REPORT MODULE.....	6
4 IN-PROCESS REPORT MODULE.....	6
5 OUT-GOING REPORT MODULE .....	7
6 OUT-GOING TRADING REPORT MODULE .....	8
7 REJECT TAG MODULE .....	8
ADDITIONAL INFORMATION.....	9
Print Button.....	9
Checked Toggle .....	9

## INTRODUCTION

This is the Betafoam Integrated System. This user manual is designed to help users navigate and efficiently utilize the system's features.

## GETTING STARTED

### Access Website

1. Visit <http://172.16.0.27>

### Login

1. Log in to your BIS account.

## NAVIGATE QUALITY ASSURANCE MODULE

Navigate BIS System to QA Module using the following:

- **Sidebar**

- 1) Press the 'QA' button to open the mini sidebar.



Figure 1.1. Sidebar

- **Mini sidebar**

- 1) QA Dashboard Module
- 2) Inspection Report Module
- 3) Incoming Report Module
- 4) In-Process Report Module
- 5) Out-Going Report Module
- 6) Out-Going Trading Report Module
- 7) Reject Tag Module

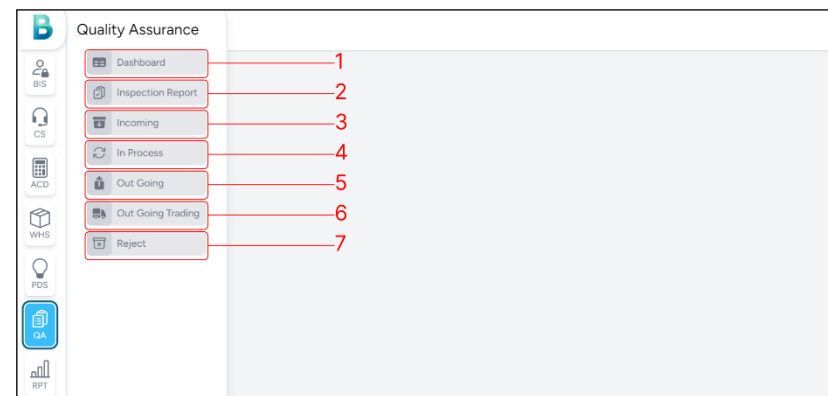


Figure 1.2. Mini sidebar

## 1 QA DASHBOARD MODULE

This module provides users with quick access to create new forms and view summary data for the following:

- Summary Inspection Reports
- Weekly Reject Tag
- Monthly Performance
- Yearly Reports
- Quick Buttons

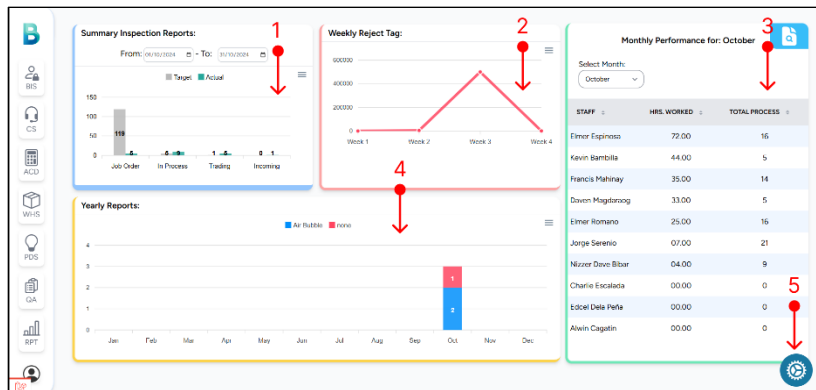


Figure 1. QA Dashboard Module

### 1.1 Summary Inspection Reports

- 1.1.1 Select date range to view dated data.
- 1.1.2 Click this button to download the image visual of the chart.
- 1.1.3 The bar chart represents the data from various Inspection report.

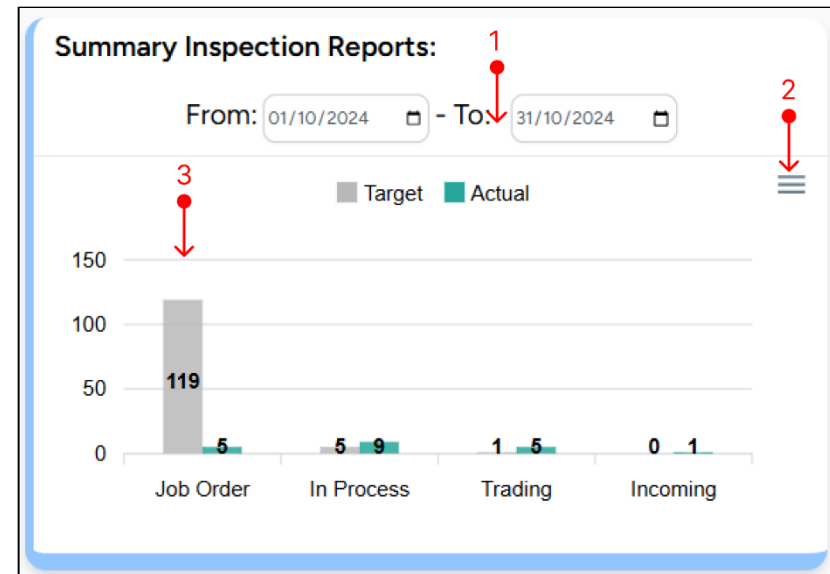


Figure 1.1. Summary Inspection Reports

*Note: In the table, the 'Target' represents the total count of reports, while 'Actual' refers to the number of reports that have the status "completed."*

### 1.2 Weekly Reject Tag

- 1.2.1 The line chart visually represents the data from reject tag report weekly.
- 1.2.2 Click this button to download the image visual of the chart.

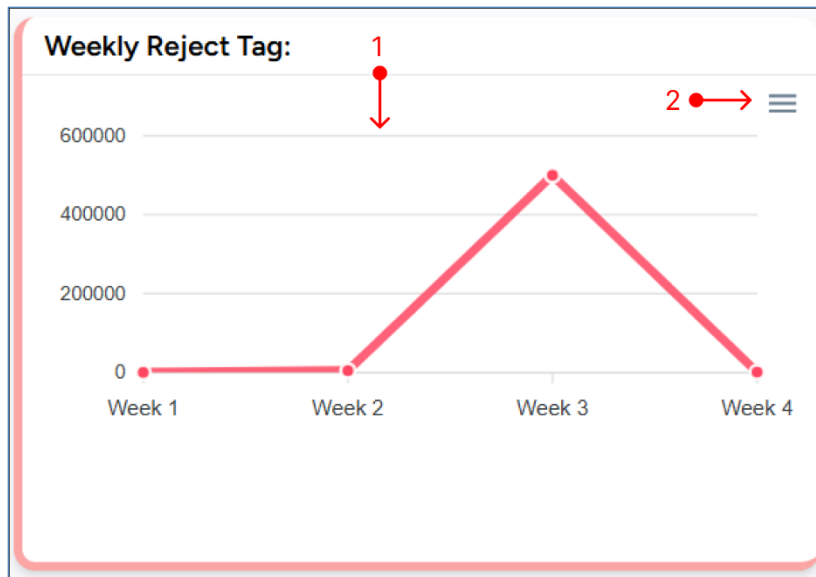


Figure 1.2. Weekly Reject Report

### 1.3 Monthly Performance

- 1.3.1 Select month for which data you want to view.
- 1.3.2 Click this button to view the list of operators.
- 1.3.3 Click this icon to filter the data in the table.

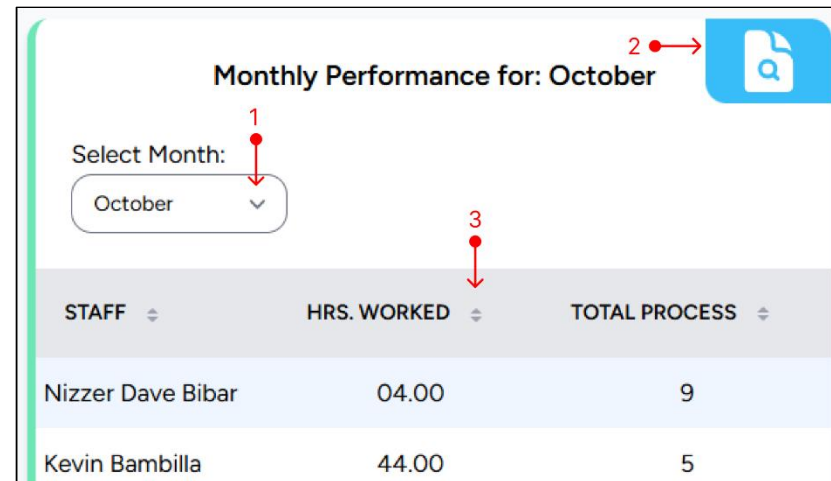


Figure 1.3. Monthly Performance

### 1.4 Yearly QA Reports

- 1.4.1 The bar chart visually represents the yearly data from Inspection report.
- 1.4.2 Click this button to download the image visual of the chart.

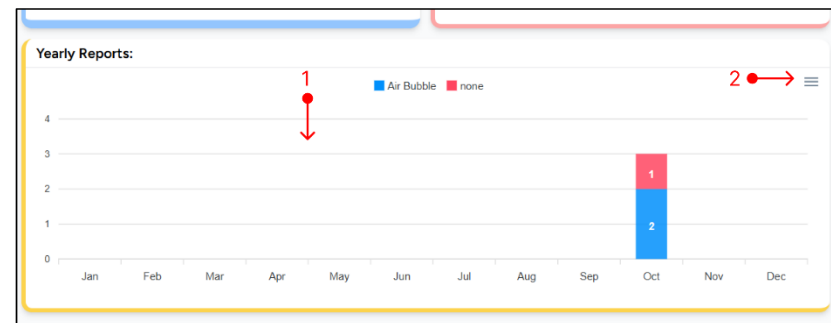


Figure 1.4. Yearly Reports

## 1.5 Quick Buttons

- 1.5.1 Click this button to quickly access the 'Create New Incoming Report' form.
- 1.5.2 Click this button to open the 'Create New In-Process Inspection Report' form.
- 1.5.3 Click this button to open the 'Create New Out-Going Trading Report' form.
- 1.5.4 Click this button to open the 'Add New Reject Tag' form

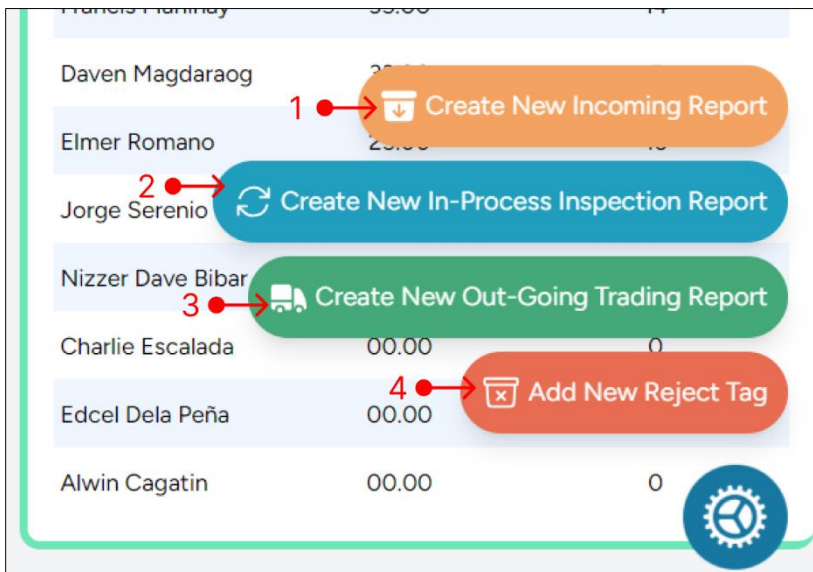


Figure 1.5. Quick Buttons

## 2 INSPECTION REPORT MODULE

This module displays all of the reports from Incoming to Out-Going Trading Module.

### 2.1 Table tabs

- Click these tabs to filter and view tables based on their status.

### 2.2 Filter quantity

- Select quantity to display desired amount of data.

### 2.3 Search bar

- Search any keyword to specifically call the data you want to view.

### 2.4 Filter headers

- Click this part to filter the data sorting them descending or ascending.

### 2.5 Action button

- Click this button to view the data.

### 2.6 Inspection Report Data Table

- This table display the data for inspection reports.

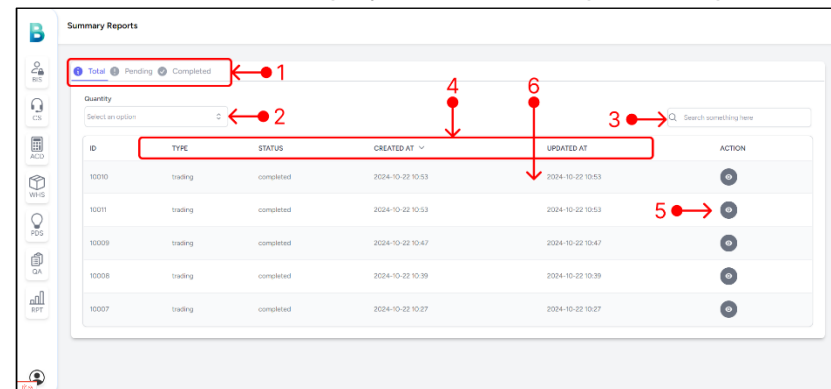


Figure 2. Inspection Report Module

### 3 INCOMING REPORT MODULE

#### 3.1 Create New Incoming Report Button

- Click this button to open 'New Incoming Report' form.

#### 3.2 Table tabs

- Click these tabs to filter and view tables based on their status.

#### 3.3 Filter quantity

- Select quantity to display desired amount of data.

#### 3.4 Search bar

- Search any keyword to specifically call the data you want to view.

#### 3.5 Filter headers

- Click this part to filter the data sorting them descending or ascending.

#### 3.6 Action buttons

- Click this button to either view, edit, and delete the data.

#### 3.7 Incoming Report Data chart

- This chart displays the data for 'Pending' and 'Completed' incoming reports.

#### 3.8 Incoming Report Data table

- This table display the data for incoming reports.

#### 3.9 Incoming Summary Report button

- Click this button to display the summary report of incoming reports for the month.

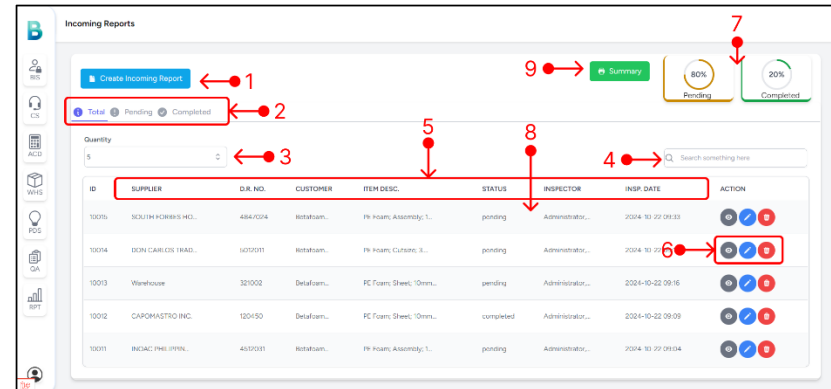


Figure 3. Incoming Report Module

### 4 IN-PROCESS REPORT MODULE

#### 4.1 Create New In-Process Report Button

- Click this button to open 'New In-Process Report' form.

#### 4.2 Table tabs

- Click these tabs to filter and view tables based on their status.

#### 4.3 Filter quantity

- Select quantity to display desired amount of data.

#### 4.4 Search bar

- Search any keyword to specifically call the data you want to view.

#### 4.5 Filter headers

- Click this part to filter the data sorting them descending or ascending.

#### 4.6 Action buttons

- Click this button to either view, edit, update in-process to out-going, and delete the data.

#### 4.7 In-Process Report Data chart

- This chart displays the data for 'Pending' and 'Completed' in-process reports.

#### 4.8 In-Process Report Data table

- This table display the data for in-process reports.

#### 4.9 In-Process Summary Report button

- Click this button to display the summary report of in-process reports for the month.

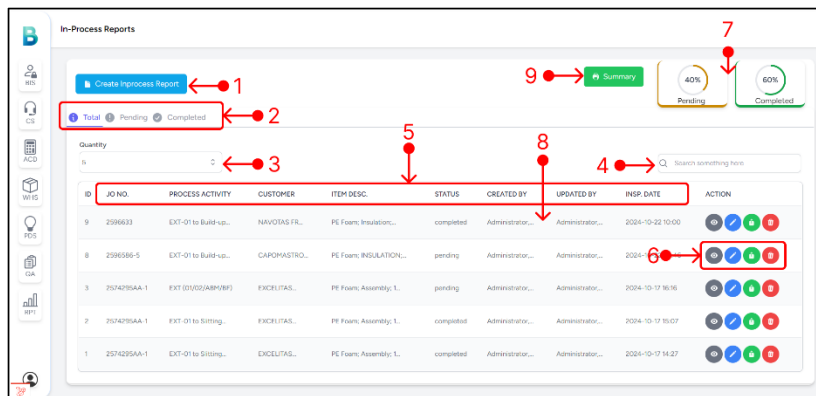


Figure 4. In-Process Report Module

## 5 OUT-GOING REPORT MODULE

#### 5.1 Table tabs

- Click these tabs to filter and view tables based on their status.

#### 5.2 Filter quantity

- Select quantity to display desired amount of data.

#### 5.3 Search bar

- Search any keyword to specifically call the data you want to view.

#### 5.4 Filter headers

- Click this part to filter the data sorting them descending or ascending.

#### 5.5 Action buttons

- Click this button to either view and edit.

#### 5.6 Out-Going Report Data chart

- This chart displays the data for 'Pending' and 'Completed' out-going reports.

#### 5.7 Out-Going Report Data table

- This table display the data for out-going reports.

#### 5.8 Out-Going Summary Report button

- Click this button to display the summary report of out-going reports for the month.

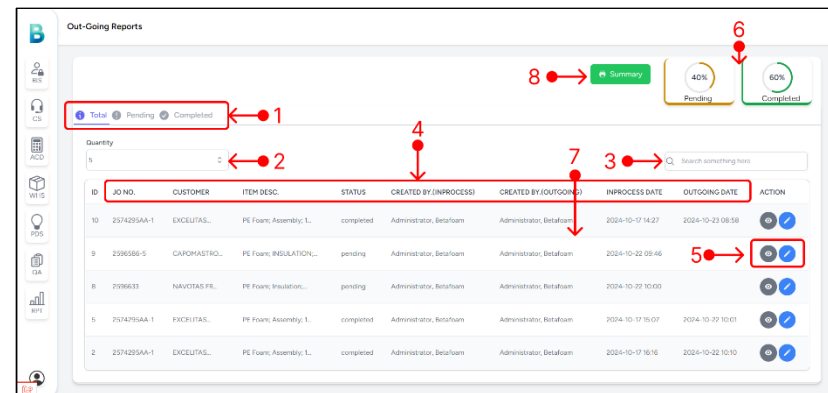


Figure 5. Out-Going Report Module



## 6 OUT-GOING TRADING REPORT MODULE

### 6.1 Create New Out-going Trading Report Button

- Click this button to open 'New Out-going Trading Report' form.

### 6.2 Table tabs

- Click these tabs to filter and view tables based on their status.

### 6.3 Filter quantity

- Select quantity to display desired amount of data.

### 6.4 Search bar

- Search any keyword to specifically call the data you want to view.

### 6.5 Filter headers

- Click this part to filter the data sorting them descending or ascending.

### 6.6 Action buttons

- Click this button to either view, edit, and delete the data.

### 6.7 Out-going Trading Report Data chart

- This chart displays the data for 'Pending' and 'Completed' out-going trading reports.

### 6.8 Out-going Trading Report Data table

- This table display the data for out-going trading reports.

### 6.9 Out-Going Trading Summary Report button

- Click this button to display the summary report of out-going trading reports for the month.

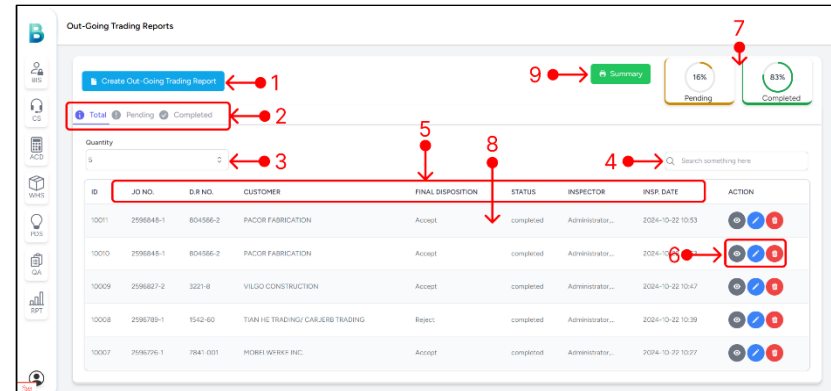


Figure 6. Out-Going Trading Report Module

## 7 REJECT TAG MODULE

### 7.1 Add New Reject Tag Button

- Click this button to open 'Add New Reject Tag' form.

### 7.2 Filter quantity

- Select quantity to display desired amount of data.

### 7.3 Search bar

- Search any keyword to specifically call the data you want to view.

### 7.4 Filter headers

- Click this part to filter the data sorting them descending or ascending.

### 7.5 Action buttons

- Click this button to either view, edit, and delete the data.

### 7.6 Reject Tag Data table

- This table display the data for reject tag reports.

## 7.7 Reject Tag Summary Report button

- Click this button to display the summary report of reject tag reports for the month.

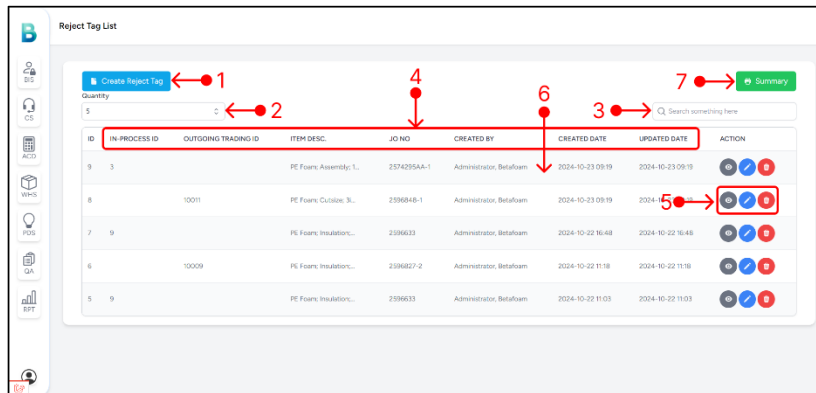


Figure 7. Reject Tag Module

## Checked Toggle.

Upon clicking the update button in “Completed” tab, the update form will include checked toggle for checking. Both Inprocess and Outgoing Modules have this function.

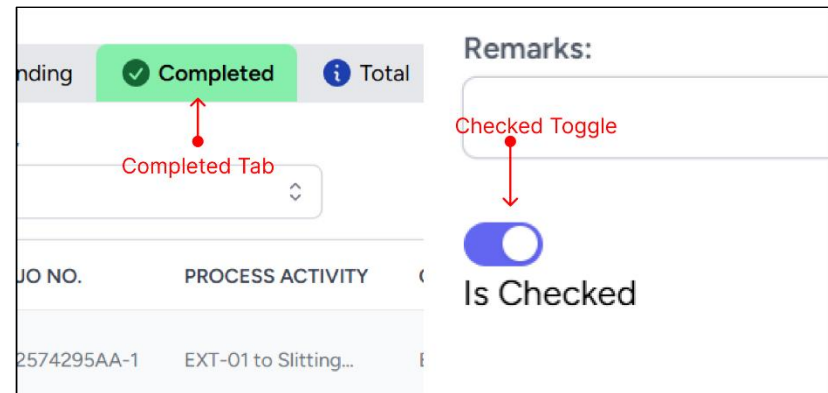


Figure 9. Checked Toggle

## ADDITIONAL INFORMATION

### Print Button.

Upon clicking the view button, the information will open, including a print button. Click this button to print.

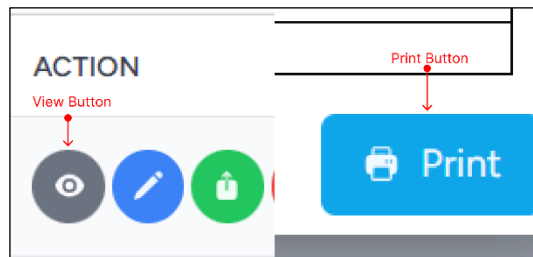


Figure 8. Print Button

If you have any questions or need further assistance, please contact us on telegram.