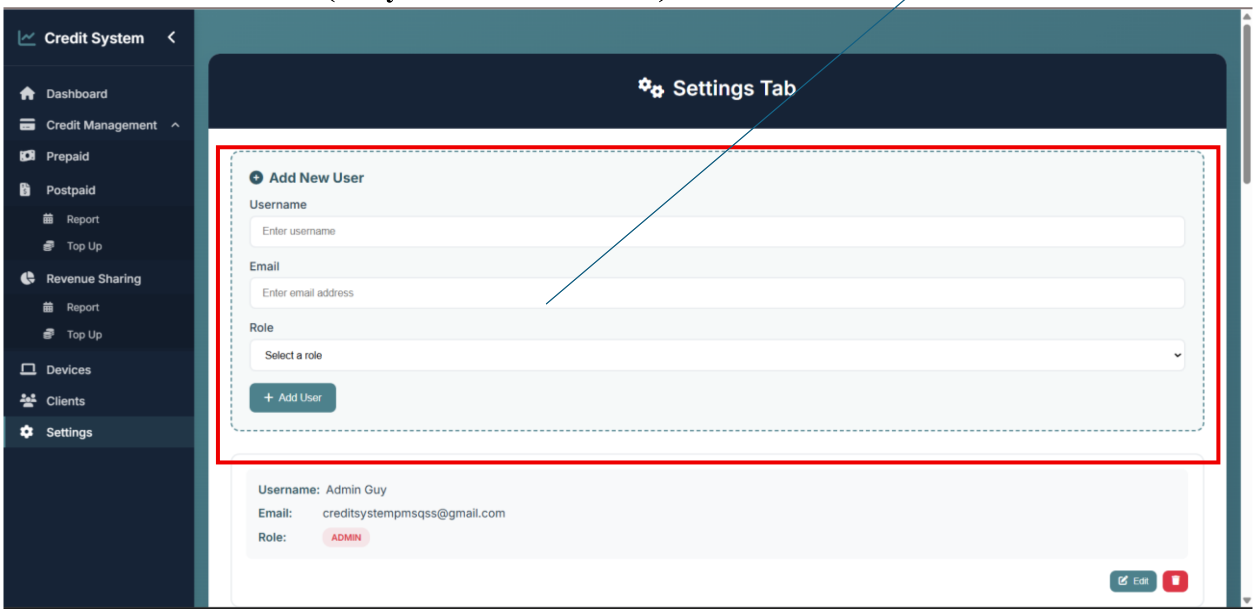
Just fill up this form. By entering the user's name and email and role, which is Admin, Biomed or Product Specialist

The Settings Tab

How to add a new user (Only for Admins to add)



What is Role?

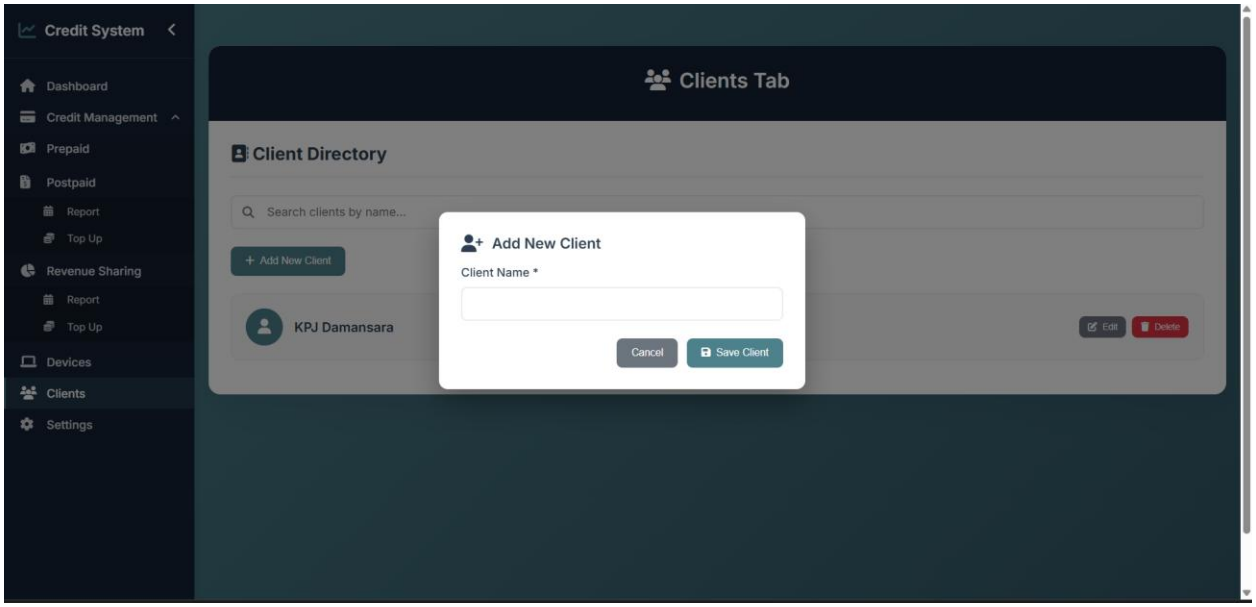
A role is what someone is allowed to do in a system. It decides what they can see, click, or change.

The Roles Included:

1) Admin has full control over the system and can add, edit, and create.
2) Biomed can only add new devices, clients, and also do top-ups and make reports
3) A product specialist can only add new client devices and can't do top up or make reports, but can only view them.

The Clients Tab (Potentially will be removed as client data will be pulled from the CRM System in the future)

How to add a new client



Just do so by filling in the client's name.

What else can you do in the Client Tab?

You can search the client by their name at the top search bar, and also edit the client if necessary.

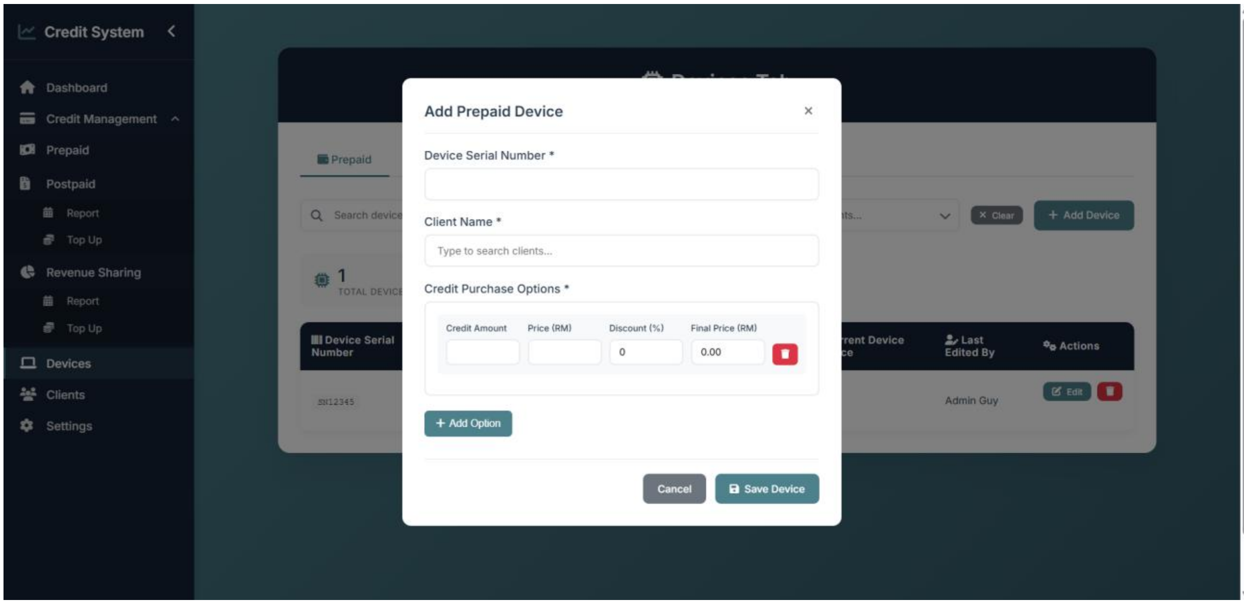
The Devices Tab

Each of the sub tabs under devices have a column called min credit which is required to be defined by the user to see a credit status with the following logic:

- If the current balance of the device is < the minimum credit it will have a status of Low Credit
- If the current balance of the device is > the minimum credit it will have a status of Sufficient Credit

The prepaid client sub-tab

How to add a new prepaid client



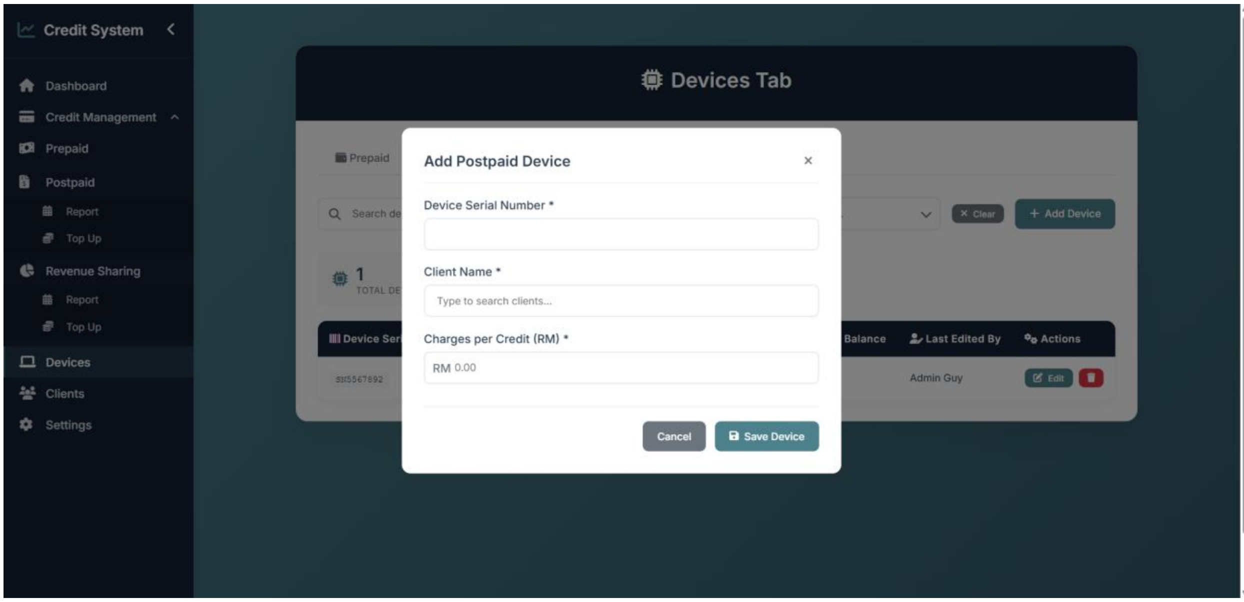
Just fill out the form by first writing the device serial number, then choose the client name via the client name dropdown. All the clients that are in the client tab previously would be here. Then set the top-up option for the device by defining the credit amount (how many credits), then the Price of that top-up, then the discount for this top-up option, then the final price would be auto-calculated via the formula:

$$\text{Normal Price} * (100 - \text{Discount percentage})/100 = \text{Final Price}$$

You may add as many top-up options as needed for the device, and after adding them, you may edit the details if necessary. You may edit the device from the actions column at any time for future changes.

The postpaid client sub-tab

How to add a new postpaid client

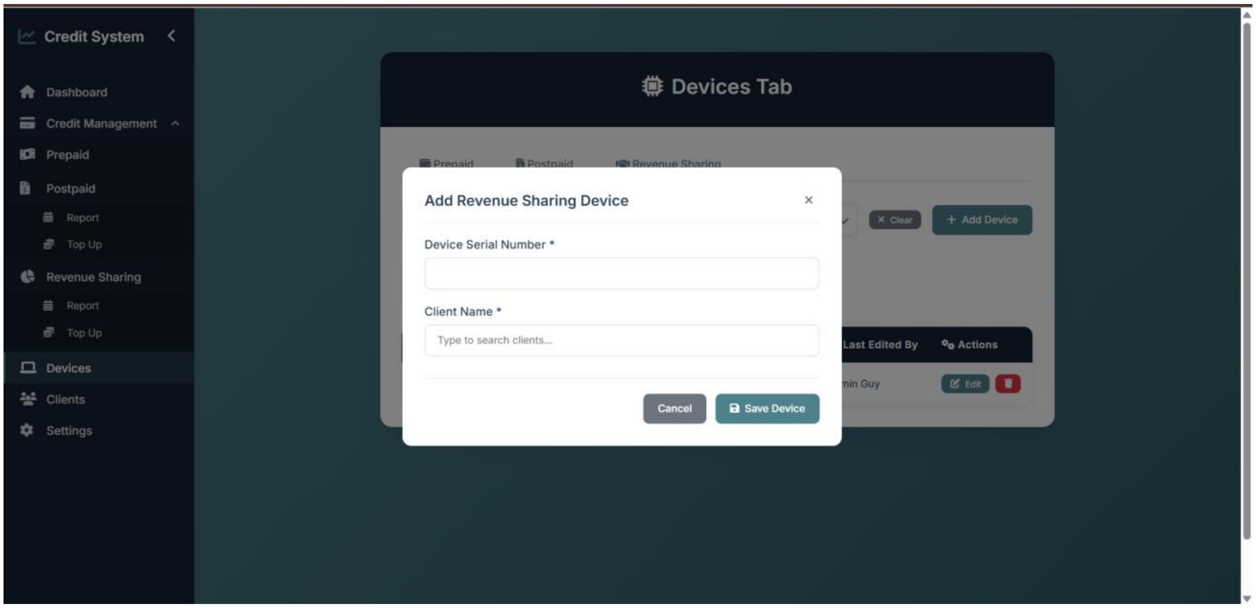


You can add a new postpaid device by filling out the " Add Postpaid Device " form by writing the Device Serial Number, then the Client of the Device via the searchable dropdown. Then, based on the business logic for postpaid devices, they will have a Charges Per Credit field for you to define their charge, which will be multiplied later by the number of credits used for a device to get the final charge in the Postpaid tab.

You may edit the device from the actions column at any time for future changes.

The revenue-sharing client sub-tab

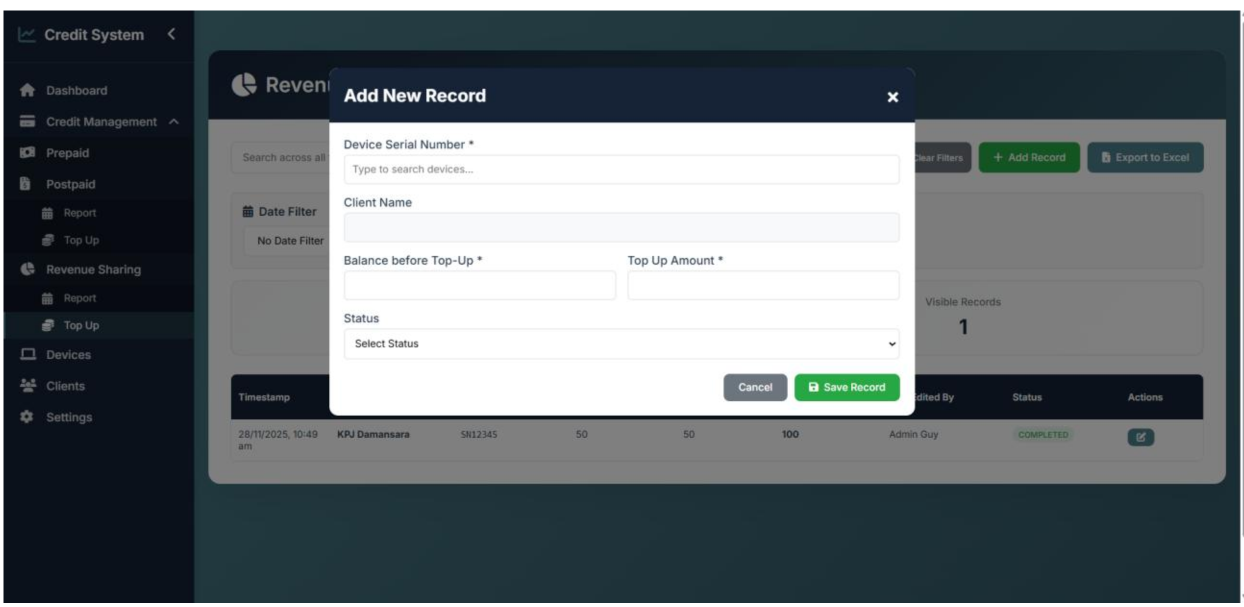
How to add a new revenue-sharing client



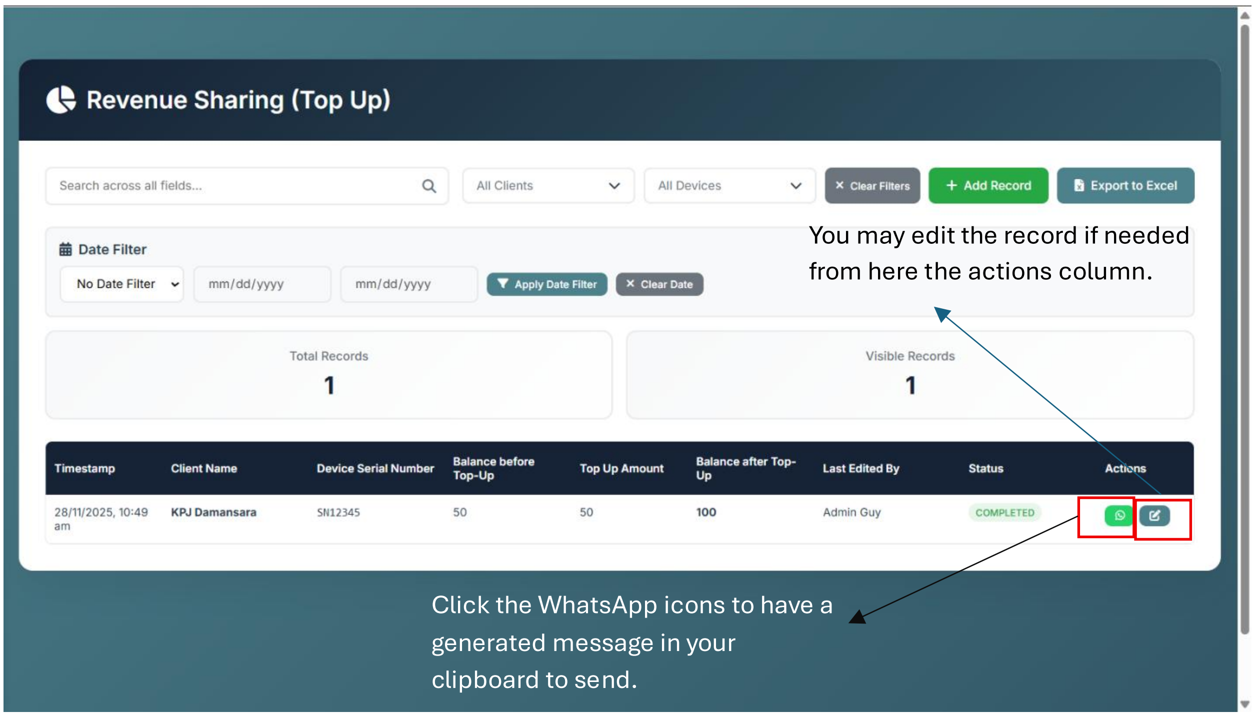
To add a new revenue-sharing client you can just define the Serial Number of the device and the client name from the above form and once in, you can edit the device from the actions column at anytime for future changes.

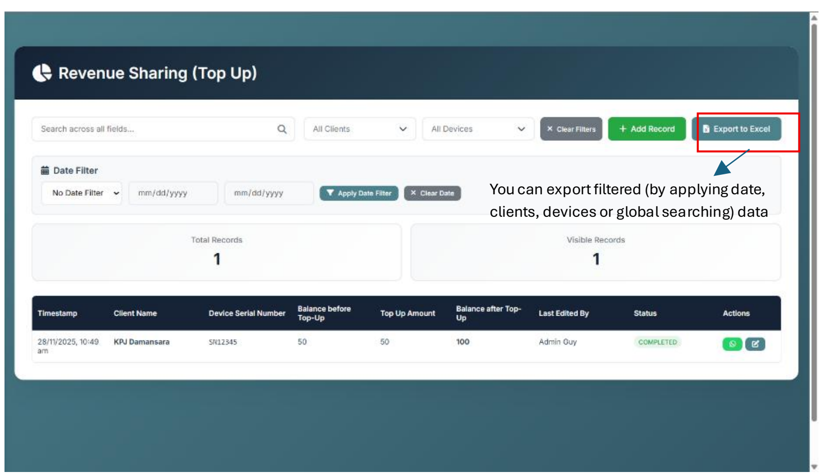
The Revenue-Sharing Tab

The Top-Up sub-tab

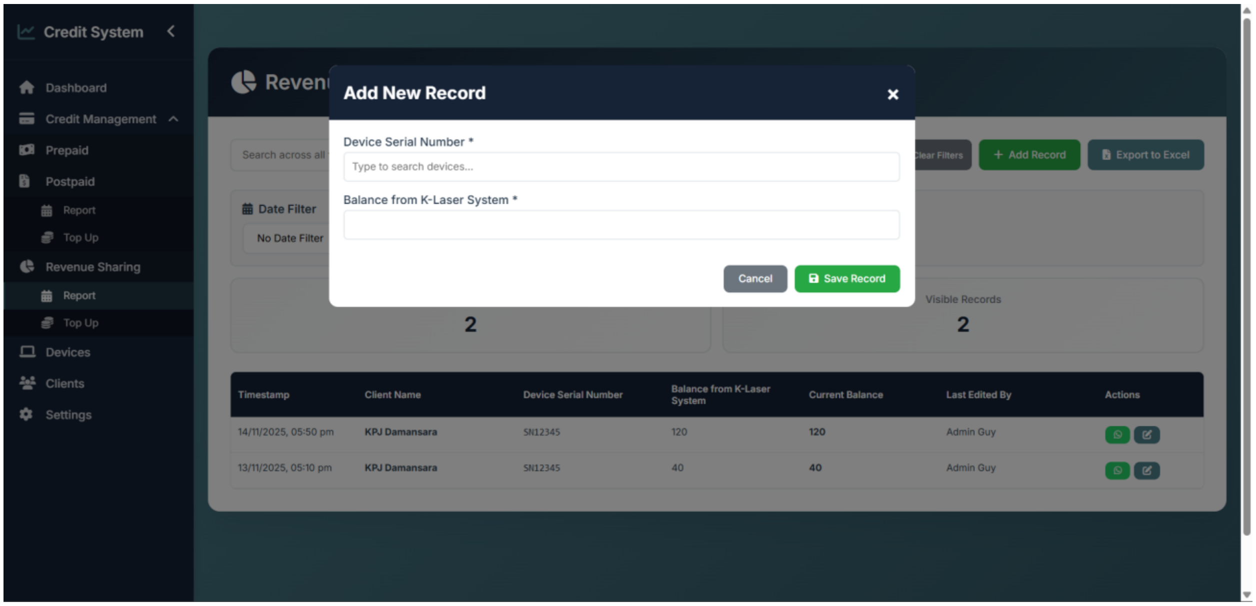


You may add a new top up record via the add record button to see the above form where you may choose the device serial number via the searchable dropdown which allows you to search by the serial number of the device or the client name. The Client Name field would be automatically filled once the serial number is chosen. You would need to fill the balance before the top up then the top up amount followed by the status of the top-up which can be Completed, Pending, Cancelled.

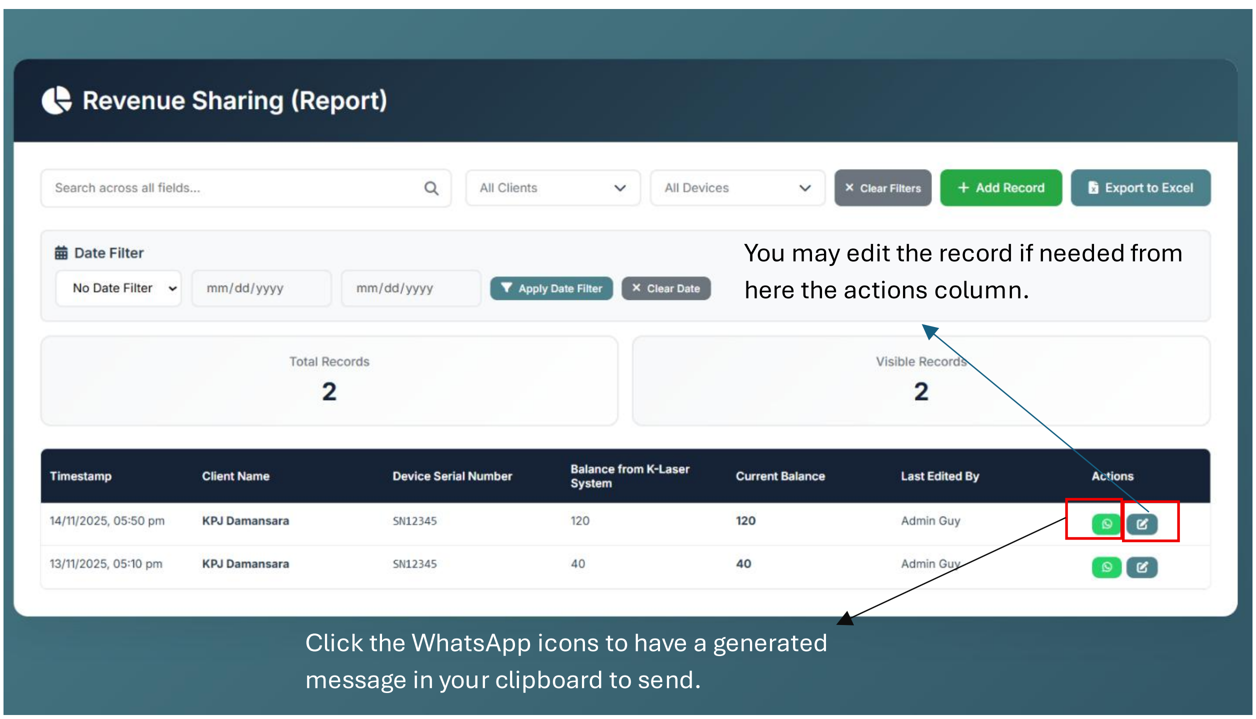


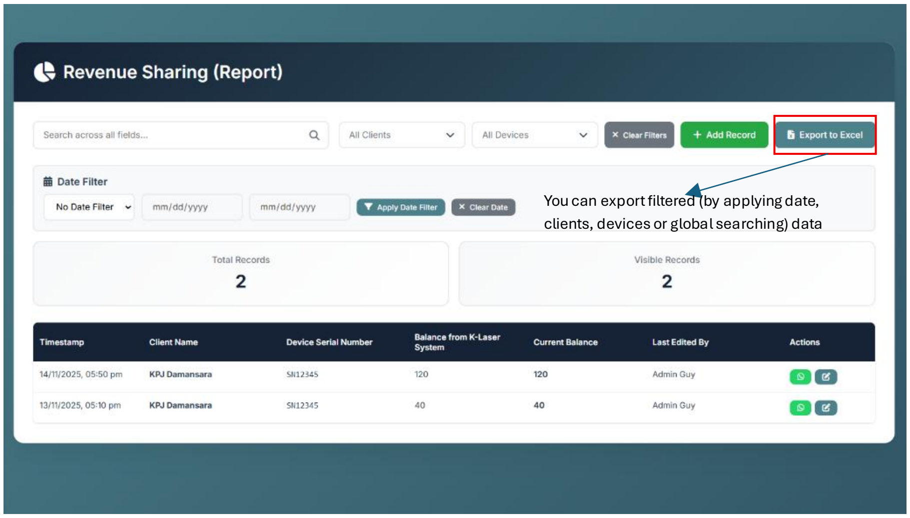


The Report sub-tab



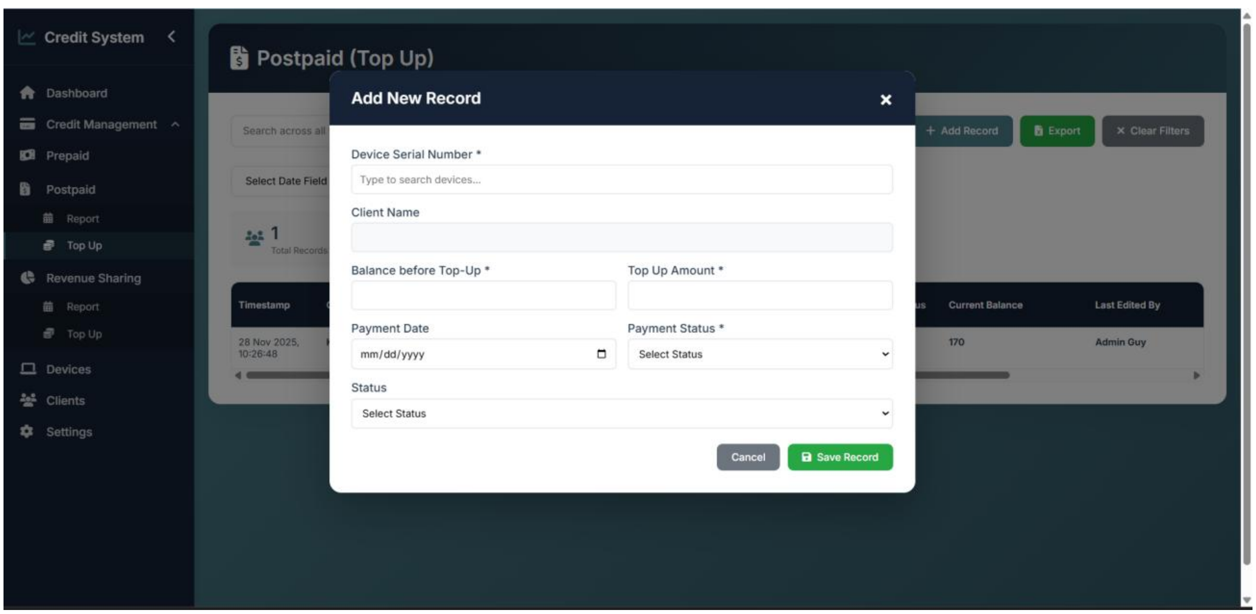
You may add a new report record via the add record button to see the above form where you may choose the device serial number via the searchable dropdown which allows you to search by the serial number of the device or the client name. The Client Name field would be automatically filled once the serial number is chosen. You would need to fill the balance from K-Laser System.



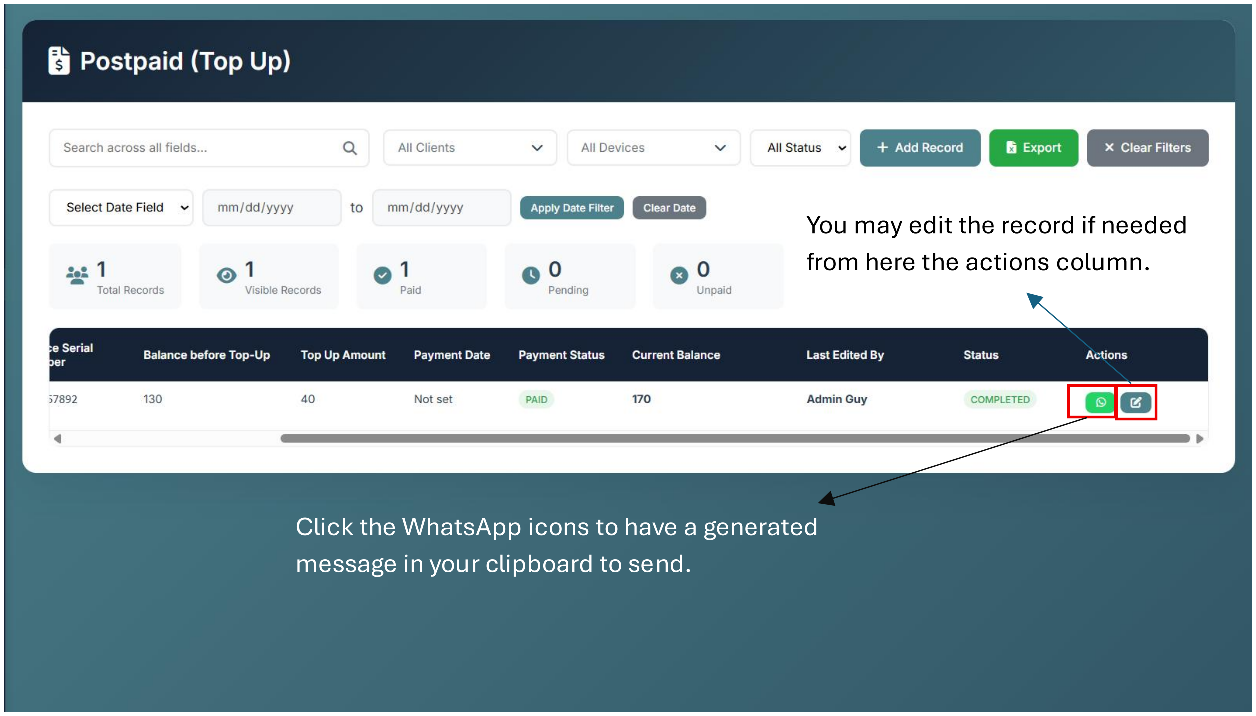


The Postpaid Tab

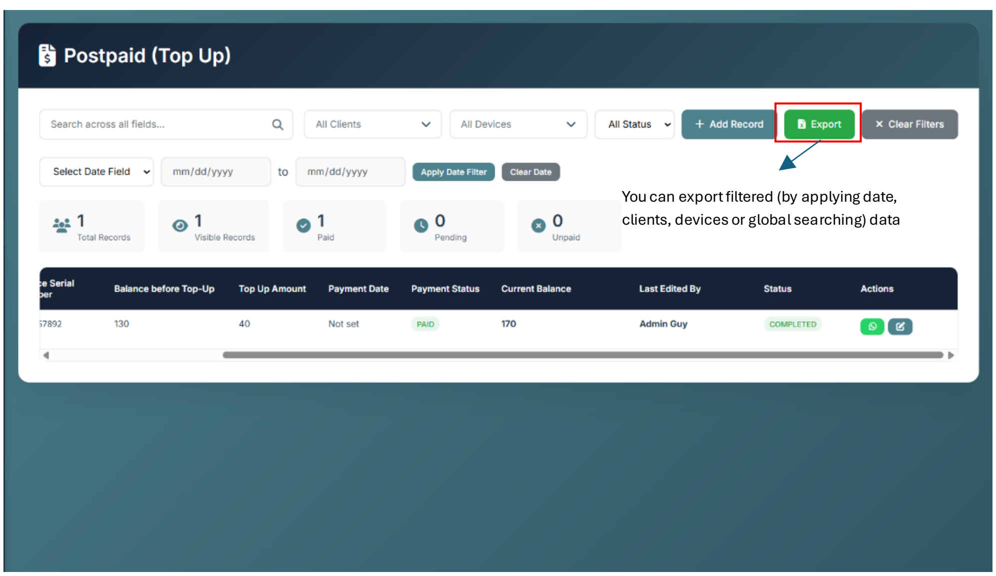
The Top-Up sub-tab



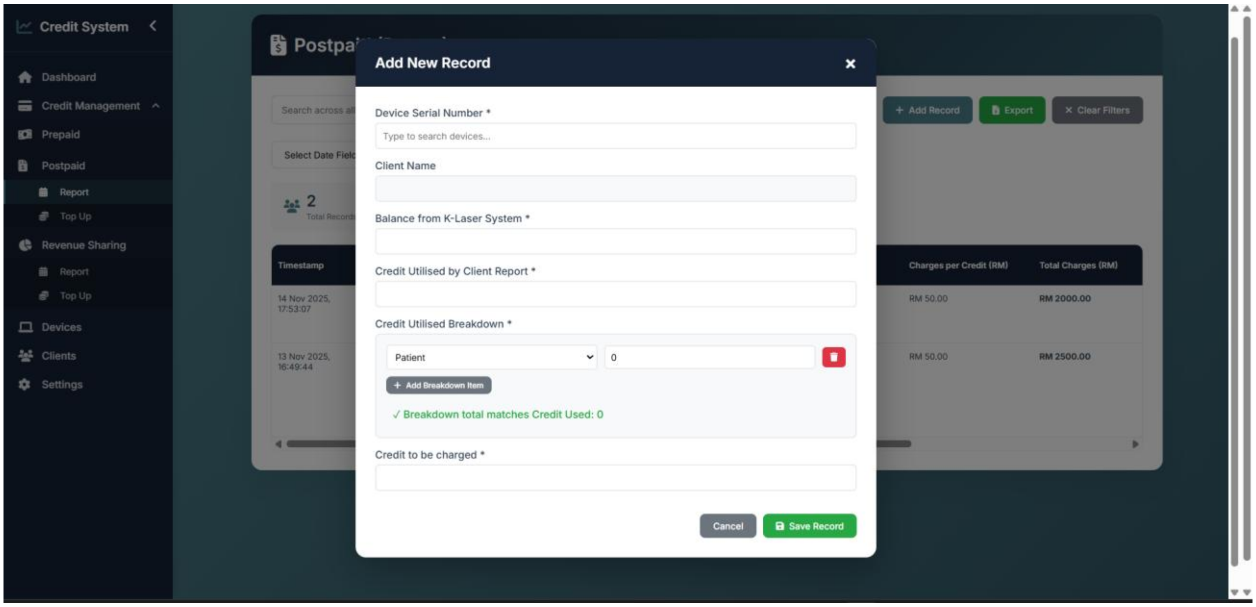
To add a new top-up record for Postpaid clients just click on the add record button where you can fill the above form where you may choose the device serial number via the searchable dropdown which allows you to search by the serial number of the device or the client name. The Client Name field would be automatically filled once the serial number is chosen. You would need to fill the balance before the top up then the top up amount. The payment date is optional until payment is done where the finance department would come in to fill it up and set the payment status to Paid but beforehand the status would be pending by default and one more available status is Unpaid. The status of the top-up which can be Completed, Pending, Cancelled.



After scrolling to the right of the table you would see the actions column.



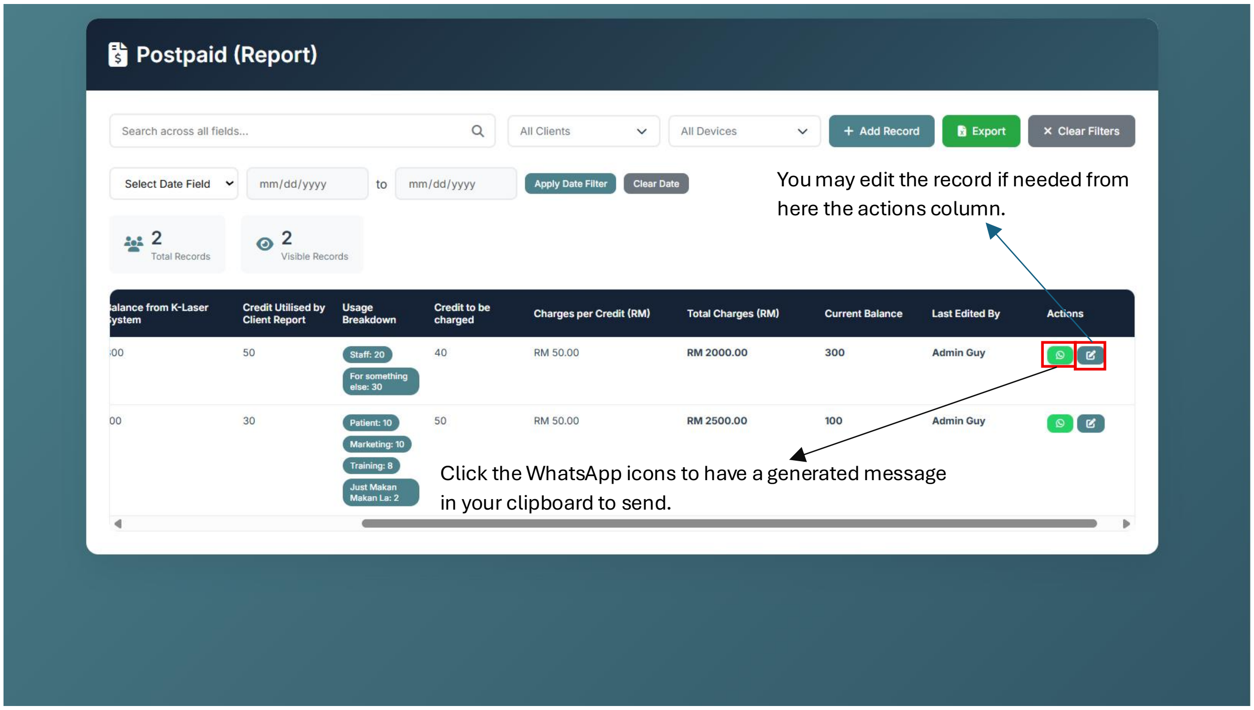
The Report sub-tab



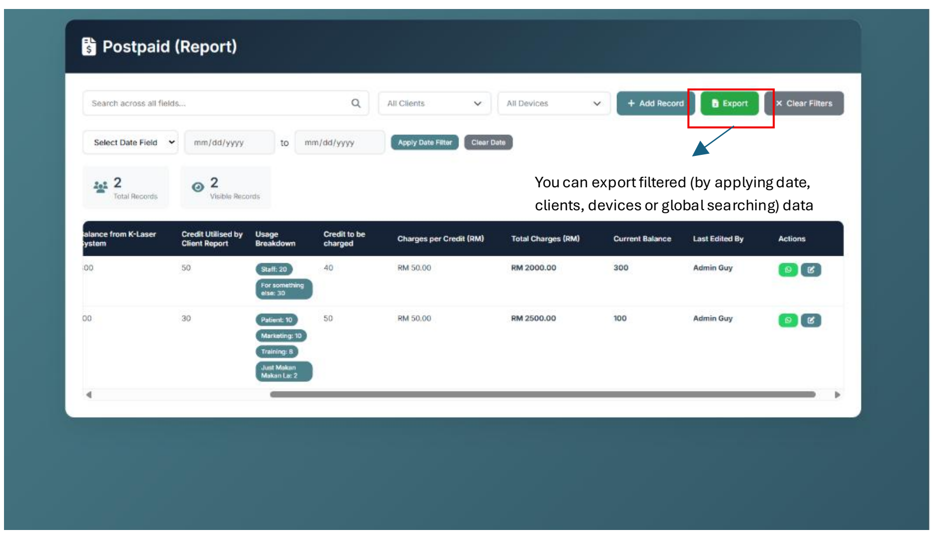
You may add a new Postpaid Report record via the add record button and this form would appear where you can choose the Device Serial Number. The Client Name would be automatically filled. You would need to fill up the balance from K-Laser System followed by the credit utilized by the client's report.

You will need to break down the utilization by the type of utilization and the amount but the breakdowns all together must sum to the Credit Utilized by client Report field if not the submission would fail.

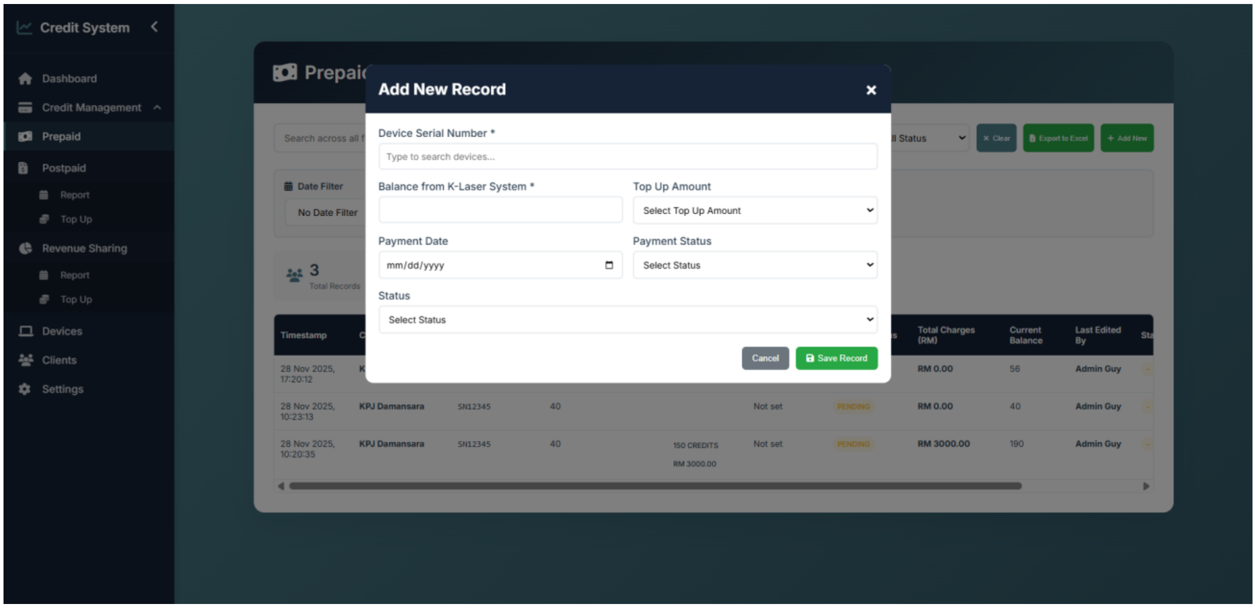
Last is to put the credit to charge where later this would be multiplied with the device's charges per credit to get the total charges.



After scrolling to the right of the table you would see the actions column.



The Prepaid Tab



You may add a new Prepaid record you will need to choose the device serial number from the searchable dropdown then fill the Balance from the K-Laser system followed by the top up amount if any depending on if this record is top up and credit checking or just a credit checking. Then finance would fill up the Payment Date and the Payment Status. The last would be the top up status can be Completed, Pending, Cancelled.