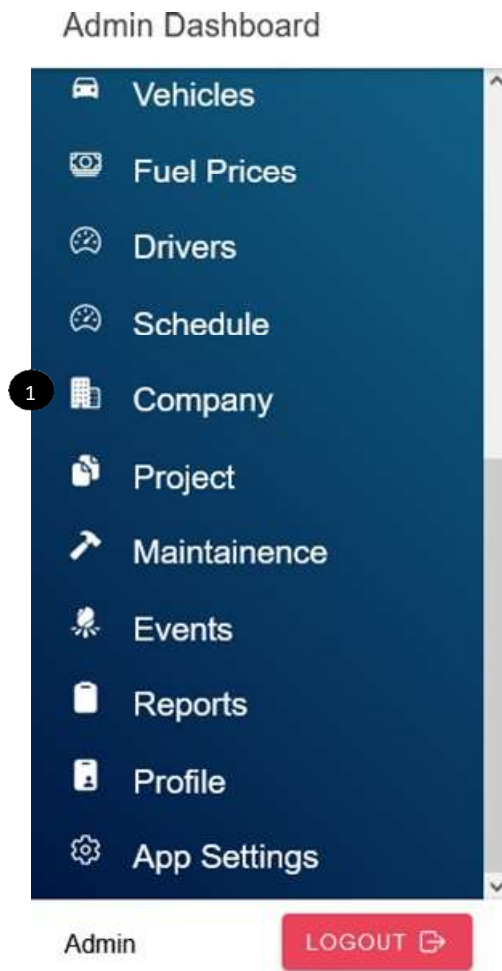


Company

Introduction

An admin can create, update, search and delete companies on the system.

To access the company screen, the admin is required to use the side menu and click on the “Company” option as indicated below:



Number	Name	Description
1	Company	Click on this side menu icon to view the company screen.

The company screen is displayed as shown below, to add a new address to the company, the following is required:

Company ?

1 ADD COMPANY

Existing Companies	
Company Name	View Company
EPI-USE	<div style="background-color: #0070C0; color: white; padding: 2px; text-align: center;">VIEW COMPANY</div> <div style="background-color: #00AEEF; color: white; padding: 2px; text-align: center;">EDIT COMPANY</div>
PWC	<div style="background-color: #0070C0; color: white; padding: 2px; text-align: center;">VIEW COMPANY</div> <div style="background-color: #00AEEF; color: white; padding: 2px; text-align: center;">EDIT COMPANY</div>
Jeez	<div style="background-color: #0070C0; color: white; padding: 2px; text-align: center;">VIEW COMPANY</div> <div style="background-color: #00AEEF; color: white; padding: 2px; text-align: center;">EDIT COMPANY</div>

Number	Name	Description
1	Add Company	Click on this button to add a new company to the pre-existing list of companies.

The add company screen is displayed as follows:

Add Company Profile ?

1 Company Name:

2 Street Name:

3 Street Number:

4 Suburb:

5 Postal Code:

6 City:

7 ADD

CANCEL

Number	Name	Description
1	Company Name	Insert the name of the company. If the company name is not inserted, an error message is displayed to prompt the user to insert the company name: <div style="color: red; margin-top: 10px;"> Company Name: <hr style="border: 1px solid red;"/> <p style="color: red; text-align: center;">A company name cannot be empty.</p> </div>
2	Street Name	Insert street name of the company. If the street name is not inserted, an error message is displayed to prompt the user to insert the street name:

		<p>Street Name:</p> <hr/> <p>A street name cannot contain numbers or special characters.</p>
3	Street Number	<p>Insert the street number of the company. If the street number is not inserted, an error message is displayed to prompt the user to insert the street number:</p> <p>Street Number:</p> <hr/> <p>A street number only requires a number and cannot exceed 8 digits in length.</p>
4	Suburb	<p>Provide the suburb name where the company is located. If the suburb is not inserted, an error message is displayed to prompt the user to insert the suburb:</p> <p>Suburb:</p> <hr/> <p>A suburb cannot contain special characters</p>
5	Postal Code	<p>Provide the postal code where the company is located. If the postal code is not inserted, an error message is displayed to prompt the user to insert the postal code:</p> <p>Postal Code:</p> <hr/> <p>South African Postal codes are 4 digits in length.</p>
6	City	<p>Provide the city where the company is located in. If the city is not inserted, an error message is displayed to prompt the user to insert the city:</p> <p>City:</p> <hr/> <p>A city can only contain letters.</p>
7	Add button	<p>Once all the required details as mentioned above have been provided, the Add button will be enabled to add the company instance. Following the admin clicking on the Add button, the following alert is displayed:</p> <div data-bbox="628 1358 959 1566"> <p>Confirm Company Details</p> <p>Are you sure that the provided company details are correct?</p> <p>CANCEL CONFIRM</p> </div> <p>To successfully add the company instance, click on the CONFIRM button.</p> <p>The following alert is displayed when the company instance has been successfully added:</p> <div data-bbox="634 1707 1268 1839"> <p>Company Added</p> <p>The new company profile was added successfully!</p> </div>

Edit a company by completing the following:

≡ Company ?

ADD COMPANY

Existing Companies	
Company Name	View Company
EPI-USE	<div style="background-color: #007bff; color: white; padding: 5px; text-align: center;">VIEW COMPANY</div> <div style="background-color: #007bff; color: white; padding: 5px; text-align: center;">EDIT COMPANY</div>
PWC	<div style="background-color: #007bff; color: white; padding: 5px; text-align: center;">VIEW COMPANY</div> <div style="background-color: #007bff; color: white; padding: 5px; text-align: center;">EDIT COMPANY</div>
Jeez	<div style="background-color: #007bff; color: white; padding: 5px; text-align: center;">VIEW COMPANY</div> <div style="background-color: #007bff; color: white; padding: 5px; text-align: center;">EDIT COMPANY</div>

Number	Name	Description
1	Edit Company	Click on this button to edit the corresponding company.

The edit company screen is displayed as follows:

≡ Edit Company ?

Edit Company Profile

1

Company Name:
EPI-USE

2

Street Name:
Assopol

3

Street Number:
32

4

Suburb:
Garsfontein

5

Postal Code:
1061

6

City:
Pretoria

7

UPDATE

CANCEL

Number	Name	Description
1	Company Name	Insert the name of the company.
2	Street Name	Insert street name of the company.
3	Street Number	Insert the street number of the company.
4	Suburb	Provide the suburb name where the company is located.
5	Postal Code	Provide the postal code where the company is located.
6	City	Provide the city where the company is located in.
7	Update button	The user can update the various inputs and then click on the Update button to save the updated changes. Upon clicking on the update button, the following alert is displayed:

		<div> <h3>Confirm Company Update</h3> <p>Are you sure that all the new company details are correct?</p> <p>CANCEL CONFIRM</p> </div> <p>Click on the “CONFIRM” button to update the company information. A success notification is displayed when the company is updated:</p> <div> <p>Company Updated</p> <p>The company was updated successfully!</p> </div>
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Search and view a specific company by completing the following:

Company

?

ADD COMPANY

1

Search

Existing Companies

Company Name	View Company
EPI-USE	<div>2</div> <div>VIEW COMPANY</div> <div>EDIT COMPANY</div>
PWC	<div>VIEW COMPANY</div> <div>EDIT COMPANY</div>
Jeez	<div>VIEW COMPANY</div> <div>EDIT COMPANY</div>

Number	Name	Description
1	Search Bar	Insert search criteria relating to existing companies.
2	View Company	Click on this button next to the corresponding company that you wish to view.

Deactivate a specific company by completing the following steps:

≡ Company ?

ADD COMPANY

Existing Companies	
Company Name	View Company
EPI-USE	<div style="text-align: center;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">VIEW COMPANY</div> <div style="background-color: #17a2b8; color: white; padding: 5px 10px; border-radius: 5px;">EDIT COMPANY</div> </div>
PWC	<div style="text-align: center;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">VIEW COMPANY</div> <div style="background-color: #17a2b8; color: white; padding: 5px 10px; border-radius: 5px;">EDIT COMPANY</div> </div>
Jeez	<div style="text-align: center;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">VIEW COMPANY</div> <div style="background-color: #17a2b8; color: white; padding: 5px 10px; border-radius: 5px;">EDIT COMPANY</div> </div>

Number	Name	Description
1	Edit Company	Click on this button to edit the corresponding company.

The view company screen is shown below:

≡ View Company ?

View Company

Company Name
EPI-USE

Street Number
32

Suburb
Garsfontein

Street Name
Assopul

Postal Code
1081

City
Pretoria

DEACTIVATE

BACK

Number	Name	Description
1	Deactivate	Click on this button to deactivate the company instance. The following alert is displayed when this button is clicked:

		<div><h3>Confirm Deactivation</h3><p>Are you sure you want to deactivate the selected company?</p><p>CANCEL CONFIRM</p></div> <p>Click on the “CONFIRM” button to confirm deactivation. The following success notification is displayed once the company has been deactivated successfully:</p> <div>Company successfully deactivated</div>	
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Conclusion

A company can be added where their address details are linked. Any company can be updated or viewed by the admin.