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Admin Policy Portal

Policy & Procedure System Manual

**Users** – The admin Policy Portal and Procedures have a 4 user’s level MIS Staff, MIS Manager, User, Department Manager.

**Organizational Chart**- Can view the O&G Org Chart at the Pop-up content.

**Memorandum-** You can manage your department Memorandum in Monitoring page your data will be filtered in your user Account, adding a new memo that will show in Bulletin Dashboard and can be add a new category of memorandum.

**Job Request Form**

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**Create a New Job Request –** creating a new Job request Form that will be move in Job Request Created List.

**Job Request Created List** – All the request that you are created will be placed in this page and you have to check it or edit before will be sent in MIS and your Department Manager for Approval in **JRF Status Page**.

**JRF Status –** has have a 4 toolbar

1. Home Current Status – this is the page that your final request will be placed, you can monitor your request in **Status** and **Process,** if your request is for approval of your manager or the MIS Department already Received your request, in addition if you are log a User you have privileges’ to pending your request, if else} Manager you have a privileges to **Approve**, **Disapprove**, **Pending** a Job Request.
2. Job Request Completed – All the Request that MIS Manager Mark as a Completed the Job Request will be placed here.
3. Job Request Pending – All the Request that MIS Manager Mark as a Pending the Job Request will be placed here.
4. Job Request Disapproved – All the Request that MIS Manager Mark as a Disapproved the Job Request will be placed here.

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**Job Request Sample** – Shows a sample of completely filled out JRF.

**Requisitioned Tracking** – Department Manager can also track their user by the Count tag

{Job Request, Job Request Completed, Job Request Pending, Job Request Disapproved}

**Action**- in the selected Count tag you can view the following Job Request by selecting the button in the right side.

**MIS Activity Logs** – The activity logs if your current request will be **Received, Approve** or any action will be saved here in addition the Counter will be reset at the end of the month, and will be moved on **JRF History**.

**Job Request History** – all the department logs will be stored here.

**O&G Shared Files-** PublicSharing of office documents you can upload a file and download at the same time with the estimated at 2-3 seconds. At this format (pdf,txt,html,htm,exe,zip,docx,xls,ppt,gif,png,jpeg,jpg,php)

**Department File Manager-** Private Sharing of office documents if you are Finance Department all the file that you can see in this page is all about to your department only, and you can upload a file and download at the same time with the estimated at 2-3 seconds. At this format (pdf,txt,html,htm,exe,zip,docx,xls,ppt,gif,png,jpeg,jpg,php)

**O&G Messenger** {

**Newsfeed** – Allow the Users to post a news in newsfeed timeline, which will see the other users.

**Messenger Dashboard** – also have 8 entity that will track your activity in the O&G Messenger.

1. Personal Message – If you mark your message as read/seen will be moved in Personal Message page.
2. Unread Personal Message – if the other user’s message you tha count tag will be show in monitoring Messenger Dashboard or in the Main dashboard at the top right of the page the message icon.
3. O&G Leather Mftg. Corp Newsfeed – Public feed that will share a news and Company Announcement.
4. Personal Message Reported – if you received a message foul/or any you can mark the select message at Unread Message into reported function that will send into MIS Department.
5. Contact List – All The registered users in Admin Policy portal you can view it, and the following number of users and other details.
6. Personal Sent Items- Personal Sent Items- all your message that you will send will be copied on this page, you can attach any type of file in your message.
7. Public Group chat – in the Messenger Dashboard you can see your total count of your message in public Group chat, the public group chat allow all the users included in system to communicate in this conversation.
8. Department Group chat – if you login as MIS Staff all users are included in conversation are staff and Manager of MIS.

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**Staff Database Reports** – Department Manager can monitor and control their staff by checking the user reports.