

MAJKA SEARCH TOOL

User Manual

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1 Majjaka Search Tool

Makkaja Search Tool – is a web based archive search tool. This search tool allows you to Search historical data in a intuitive way similar to your existing application.

This manual provides the information necessary for the user to effectively use the Majjaka Search Application.

User can Search Shopping Carts and Purchase Orders

Shopping Cart Criteria:

- ✓ Shopping Cart Document Number
- ✓ Shopping Cart Creation Date Range
- ✓ Creator
- ✓ Requester

Purchase Orders Criteria:

- ✓ Purchase Order Document Number
- ✓ Purchase Order Creation Date Range
- ✓ Supplier ID
- ✓ Creator
- ✓ Requester

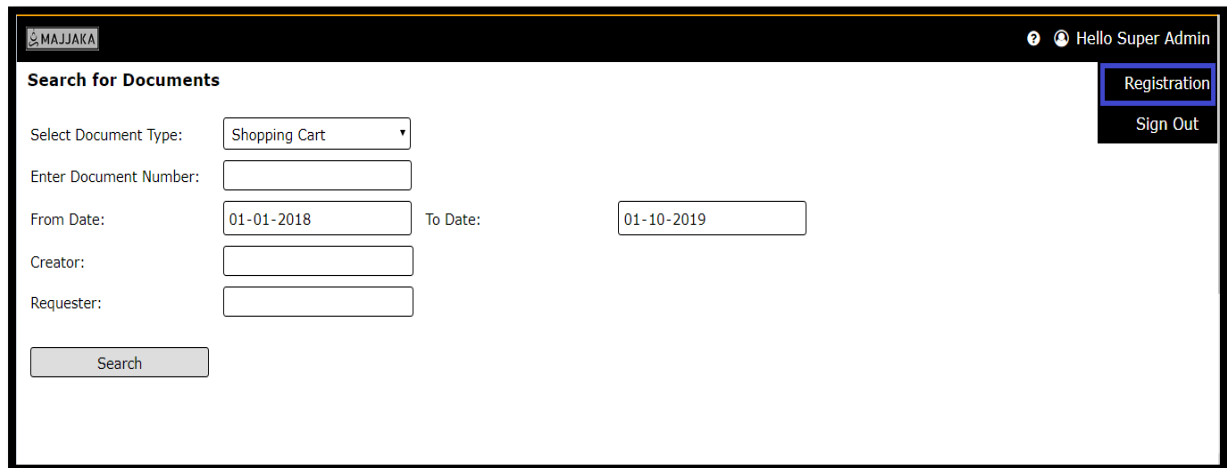
2 [User Registration.](#)

2.1 [Registration Page](#)

Only Super Admin has access to User Registration Page.

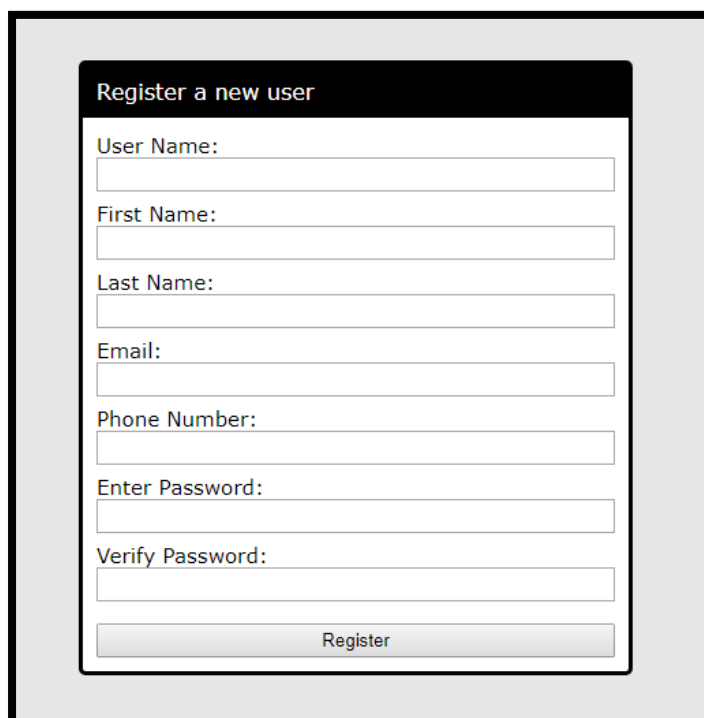
Login as Super Admin, click on the Registration Link as shown below.

This will open the registration page in a new tab.



The screenshot shows the MAJAKA Super Admin interface. At the top, there is a header bar with the MAJAKA logo on the left and a user profile section on the right labeled "Hello Super Admin" with a question mark icon. Below the header, the main content area is titled "Search for Documents". It contains several input fields: "Select Document Type:" with a dropdown menu showing "Shopping Cart", "Enter Document Number:" with a text box, "From Date:" with a date picker showing "01-01-2018", "To Date:" with a date picker showing "01-10-2019", "Creator:" with a text box, and "Requester:" with a text box. A "Search" button is located at the bottom left of this section. On the right side of the interface, there is a vertical sidebar with two buttons: "Registration" (highlighted with a blue border) and "Sign Out".

[User Registration Form.](#)



The screenshot shows the "Register a new user" form. It is a vertical form with a black header bar containing the title "Register a new user". The form fields are: "User Name:" with a text box, "First Name:" with a text box, "Last Name:" with a text box, "Email:" with a text box, "Phone Number:" with a text box, "Enter Password:" with a text box, and "Verify Password:" with a text box. At the bottom of the form is a "Register" button.

2.2 [User Registration Form - Field Requirements:](#)

User Name :

This field accepts values from Upper Case (A-Z) and Lower Case (a-z) Numeric (0-9).

Minimum Length is 4 characters and Maximum allowed length is 12 characters.

First Name :

This field accepts values from Upper Case (A-Z) and Lower Case (a-z) .

Minimum Length is 4 characters and Maximum allowed length is 30 characters.

Last Name:

This field accepts values from Upper Case (A-Z) and Lower Case (a-z) .

Minimum Length is 1 character and Maximum allowed length is 30 characters.

Phone Number:

This field accepts values between 0-9 and special characters +\ - and () .

Minimum length is 10 and maximum length is 30 characters.

Enter Password:

Password must contain at least 8 characters and at most 16 characters,

Must contain at least one uppercase letter, one lowercase letter, one number and at least one of these !@#\$.

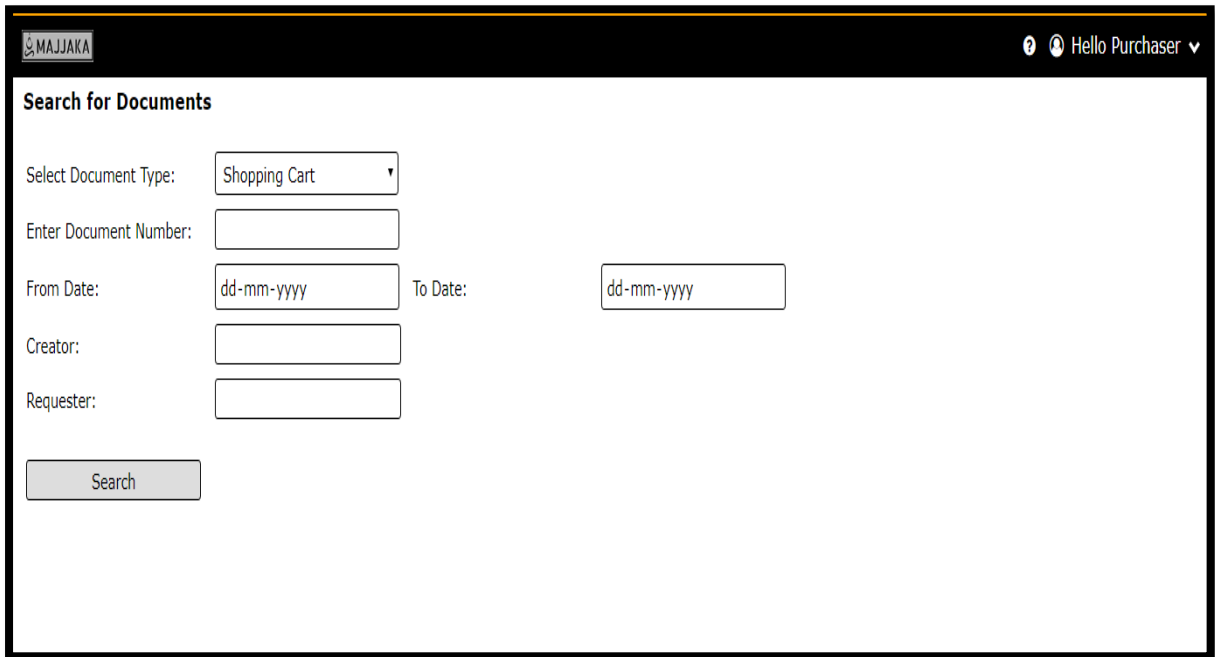
Verify Password:

Must be the same value as Enter password value.

2.3 [User Account Locking :](#)

When user attempts to login for 3 times with incorrect password. The account is locked out and will need to be unlocked by the Super Admin User and also the password will need to be reset.

3 Search Shopping Carts.

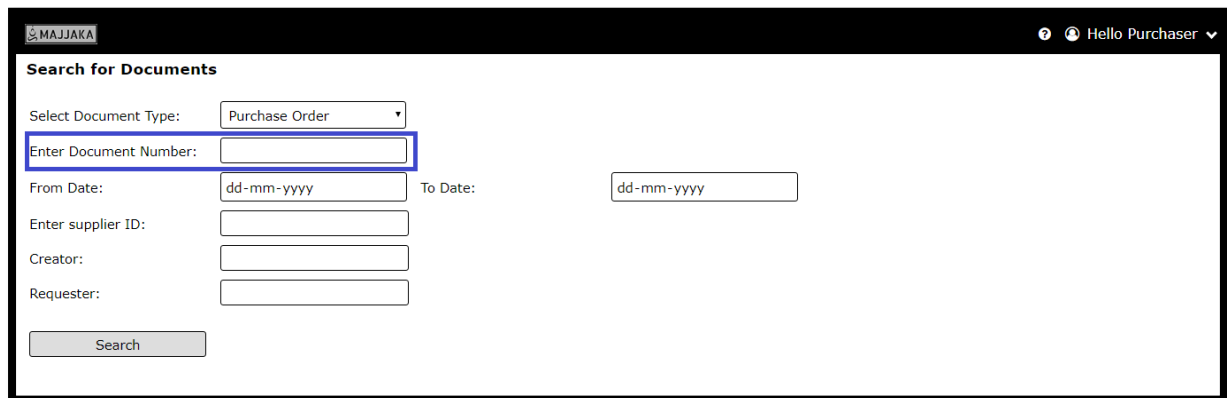


The screenshot shows a web application interface for MAJAKA. At the top left is the MAJAKA logo. At the top right is a user profile icon and the text 'Hello Purchaser' with a dropdown arrow. Below this is a section titled 'Search for Documents'. It contains several input fields: 'Select Document Type:' with a dropdown menu showing 'Shopping Cart'; 'Enter Document Number:' with a text input field; 'From Date:' and 'To Date:' with date input fields showing the placeholder 'dd-mm-yyyy'; 'Creator:' with a text input field; and 'Requester:' with a text input field. At the bottom left of the search section is a 'Search' button.

Shopping Carts can be searched using either one of the following criteria

- ✓ Shopping Cart Document Number
- ✓ Shopping Cart Creation Date Range
- ✓ Creator
- ✓ Requester

3.1 Search by Shopping Cart Document Number



MAJAJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

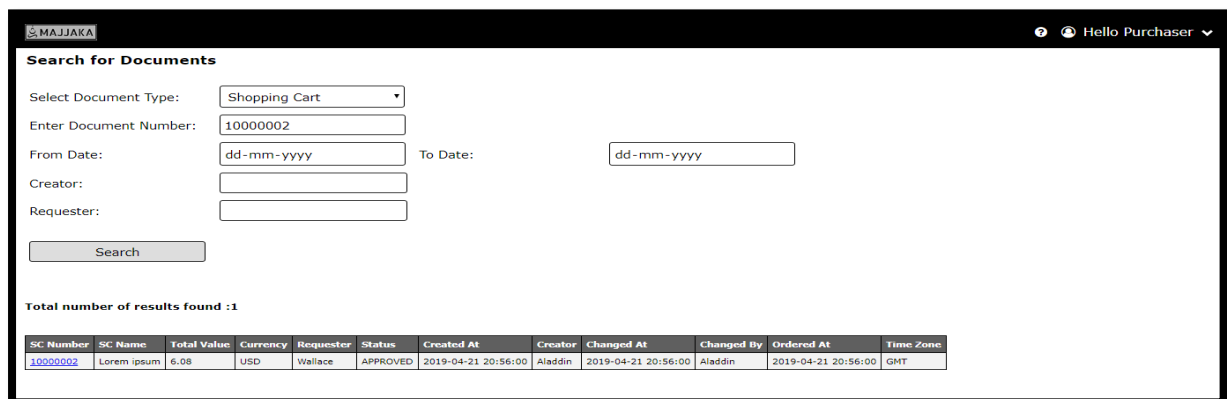
Enter supplier ID:

Creator:

Requester:

Search

- 1) Clear out the other field values.
- 2) Enter shopping cart number in the *Enter Document Number* field.
- 3) Click Search button.



MAJAJAKA Hello Purchaser

Search for Documents

Select Document Type: Shopping Cart

Enter Document Number: 10000002

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Creator:

Requester:

Search

Total number of results found :1

SC Number	SC Name	Total Value	Currency	Requester	Status	Created At	Creator	Changed At	Changed By	Ordered At	Time Zone
10000002	Lorem ipsum	6.08	USD	Wallace	APPROVED	2019-04-21 20:56:00	Aladdin	2019-04-21 20:56:00	Aladdin	2019-04-21 20:56:00	GMT

If the shopping cart is available it is displayed as above



MAJAJAKA Hello Purchaser

Search for Documents

Select Document Type: Shopping Cart

Enter Document Number: 100000000

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Creator:

Requester:

Search

No results found

If no shopping carts are available “No results found” message is displayed

3.2 Search by Shopping Cart Creation Date Range.

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Shopping Cart

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Creator:

Requester:

Search

- 1) Clear out the other field values.
- 2) Enter *From Date* and *To Date* .
- 3) Click Search button.

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Shopping Cart

Enter Document Number:

From Date: 01-01-2018 To Date: 01-01-2019

Creator:

Requester:

Search

Total number of results found :51

SC Number	SC Name	Total Value	Currency	Requester	Status	Created At	Creator	Changed At	Changed By	Ordered At	Time Zone
10000004	Lorem ipsum	5.06	USD	Anne	APPROVED	2018-09-17 22:12:00	Elmo	2018-09-17 22:12:00	Elmo	2018-09-17 22:12:00	GMT
10000005	Lorem	6.0	USD	McKenzie	APPROVED	2018-12-16 00:33:00	Len	2018-12-16 00:33:00	Len	2018-12-16 00:33:00	GMT
10000008	Lorem	9.7	USD	Macey	APPROVED	2018-09-10 20:20:00	Adena	2018-09-10 20:20:00	Adena	2018-09-10 20:20:00	GMT
10000009	Lorem ipsum	8.8	USD	Jessica	APPROVED	2018-10-22 00:18:00	Mohammad	2018-10-22 00:18:00	Mohammad	2018-10-22 00:18:00	GMT
10000010	Lorem ipsum	4.31	USD	Elliott	APPROVED	2018-12-08 05:24:00	Adara	2018-12-08 05:24:00	Adara	2018-12-08 05:24:00	GMT

If the shopping carts are available it is displayed as above.

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Shopping Cart

Enter Document Number:

From Date: 01-01-2015 To Date: 01-01-2016

Creator:

Requester:

Search

No results found

If no shopping carts are available “No results found” message is displayed

3.3 Search by Shopping Cart Creator.

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Shopping Cart

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Creator:

Requester:

Search

- 1) Clear out the other field values.
- 2) Enter *Creator User ID*.
- 3) Click Search button.

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Shopping Cart

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Creator: Elmo

Requester:

Search

Total number of results found :1

SC Number	SC Name	Total Value	Currency	Requester	Status	Created At	Creator	Changed At	Changed By	Ordered At	Time Zone
10000004	Lorem ipsum	5.06	USD	Anne	APPROVED	2018-09-17 22:12:00	Elmo	2018-09-17 22:12:00	Elmo	2018-09-17 22:12:00	GMT

If the shopping carts are available it is displayed as above

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Shopping Cart

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Creator: loca

Requester:

Search

No results found

If not found the tool prompts "No results found" message.

3.4 [Search by Shopping Cart Requester.](#)

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Shopping Cart

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Creator:

Requester:

Search

- 1) Clear out the other field values.
- 2) Enter *Requester User ID*.
- 3) Click Search button.

MAJJAKA Hello Super Admin

Search for Documents

Select Document Type: Shopping Cart

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Creator:

Requester: Anne

Search

Total number of results found :1

SC Number	SC Name	Total Value	Currency	Requester	Status	Created At	Creator	Changed At	Changed By	Ordered At	Time Zone
10000004	Lorem ipsum	5.06	USD	Anne	APPROVED	2018-09-17 22:12:00	Elmo	2018-09-17 22:12:00	Elmo	2018-09-17 22:12:00	GMT

If the shopping carts are available it is displayed as above.

MAJJAKA Hello Super Admin

Search for Documents

Select Document Type: Shopping Cart

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Creator:

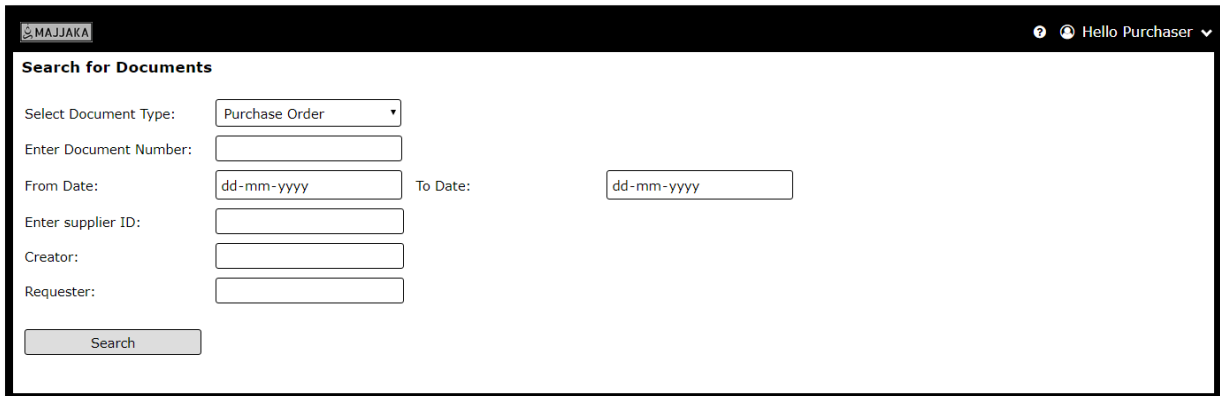
Requester: Anna

Search

No results found

The Shopping cart will be displayed if available , if not found the tool prompts “No results found” message.

4 Search Purchase Orders.



The screenshot shows a web application interface for MAJJAKA. At the top left is the logo 'MAJJAKA'. At the top right is a user profile section with a question mark icon, a user icon, and the text 'Hello Purchaser' followed by a dropdown arrow. Below this is a section titled 'Search for Documents'. It contains several input fields: 'Select Document Type:' with a dropdown menu showing 'Purchase Order'; 'Enter Document Number:' with a text input field; 'From Date:' with a date input field showing 'dd-mm-yyyy'; 'To Date:' with a date input field showing 'dd-mm-yyyy'; 'Enter supplier ID:' with a text input field; 'Creator:' with a text input field; and 'Requester:' with a text input field. At the bottom left of this section is a 'Search' button.

Purchase Orders can be searched using either one of the following criteria.

- ✓ Purchase Order Document Number
- ✓ Purchase Order Creation Date Range
- ✓ Supplier ID
- ✓ Creator
- ✓ Requester

4.1 Search by Purchase Order Document Number.

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Enter supplier ID:

Creator:

Requester:

Search

- 1) Clear out the other field values.
- 2) Enter shopping cart number in the *Enter Document Number* field.
- 3) Click Search button.

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number: 9000000

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Enter supplier ID:

Creator:

Requester:

Search

Total number of results found :1

PO Number	Version Number	PO Name	Total Value	Currency	Requested By	Status	Created At	Created By	Changed At	Changed By	Ordered At	Time Zone	Supplier ID
9000000	1	sollicitudin commodo ipsum. Suspendisse non	5.08	USD	Charissa	ORDERED	2018-12-29 17:49:00	Charissa	2018-12-29 17:49:00	WF-BATCH	2018-12-29 17:49:00	CET	SUPL1

The Purchase Orders will be displayed if available ,

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number: 90000000

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Enter supplier ID:

Creator:

Requester:

Search

No results found

If not found the tool prompts “No results found” message.

4.2 Search by Purchase Order Creation Date Range.

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Enter supplier ID:

Creator:

Requester:

Search

- 1) Clear out the other field values.
- 2) Enter *From Date* and *To Date* .
- 3) Click Search button.

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number:

From Date: 01-01-2018 To Date: 01-01-2019

Enter supplier ID:

Creator:

Requester:

Search

Total number of results found :51

PO Number	Version Number	PO Name	Total Value	Currency	Requested By	Status	Created At	Created By	Changed At	Changed By	Ordered At	Time Zone	Supplier ID
9000000	1	sollitudin commodi ipsum. Suspendisse non	5.08	USD	Charissa	ORDERED	2018-12-29 17:49:00	Charissa	2018-12-29 17:49:00	WF-BATCH	2018-12-29 17:49:00	CET	SUPL1
9000001	1	aliquam iaculis, lacus pede sagittis	6.77	USD	Lacey	ORDERED	2018-10-07 08:34:00	Lacey	2018-10-07 08:34:00	WF-BATCH	2018-10-07 08:34:00	CET	SUPL1

The Purchase Orders will be displayed if available for date range.

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number:

From Date: 01-01-2016 To Date: 01-01-2017

Enter supplier ID:

Creator:

Requester:

Search

No results found

If not found the tool prompts “No results found” message.

4.3 [Search by Supplier ID Creator.](#)

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Enter supplier ID:

Creator:

Requester:

Search

- 1) Clear out the other field values.
- 2) Enter *Supplier ID* .
- 3) Click Search button.

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Enter supplier ID: SUPL1

Creator:

Requester:

Search

Total number of results found :20

PO Number	Version Number	PO Name	Total Value	Currency	Requested By	Status	Created At	Created By	Changed At	Changed By	Ordered At	Time Zone	Supplier ID
9000000	1	sollicitudin commodo ipsum. Suspendisse non	5.08	USD	Charissa	ORDERED	2018-12-29 17:49:00	Charissa	2018-12-29 17:49:00	WF-BATCH	2018-12-29 17:49:00	CET	SUPL1
9000001	1	aliquam iaculis, lacus pede sagittis	6.77	USD	Lacey	ORDERED	2018-10-07 08:34:00	Lacey	2018-10-07 08:34:00	WF-BATCH	2018-10-07 08:34:00	CET	SUPL1

The Purchase Orders will be displayed if available

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Enter supplier ID: SUPL9

Creator:

Requester:

Search

No results found

If not found the tool prompts “No results found” message.

4.4 [Search by Purchase Order Creator.](#)

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Enter supplier ID:

Creator:

Requester:

Search

- 1) Clear out the other field values.
- 2) Enter *Creator User ID*.
- 3) Click Search button.

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Enter supplier ID:

Creator: Charissa

Requester:

Search

Total number of results found :1

PO Number	Version Number	PO Name	Total Value	Currency	Requested By	Status	Created At	Created By	Changed At	Changed By	Ordered At	Time Zone	Supplier ID
9000000	1	sollicitudin commodo ipsum. Suspendisse non	5.08	USD	Charissa	ORDERED	2018-12-29 17:49:00	Charissa	2018-12-29 17:49:00	WF-BATCH	2018-12-29 17:49:00	CET	SUPL1

The Purchase Orders will be displayed if available

MAJJAKA Hello Purchaser

Search for Documents

Select Document Type: Purchase Order

Enter Document Number:

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Enter supplier ID:

Creator: Charissal

Requester:

Search

No results found

If not found the tool prompts “No results found” message.

4.5 [Search by Purchase Order Requester.](#)

Search for Documents

Select Document Type:
Enter Document Number:
From Date: To Date:
Enter supplier ID:
Creator:
Requester:

- 1) Clear out the other field values.
- 2) Enter *Requester User ID*.
- 3) Click search.

MAJJAKA

Hello Purchaser

Search for Documents

Select Document Type:
Enter Document Number:
From Date: To Date:
Enter supplier ID:
Creator:
Requester:

Total number of results found :1

PO Number	Version Number	PO Name	Total Value	Currency	Requested By	Status	Created At	Created By	Changed At	Changed By	Ordered At	Time Zone	Supplier ID
9000000	1	sollicitudin commodo ipsum. Suspendisse non	5.08	USD	Charissa	ORDERED	2018-12-29 17:49:00	Charissa	2018-12-29 17:49:00	WF-BATCH	2018-12-29 17:49:00	CET	SUPL1

The Purchase Orders will be displayed if available

MAJJAKA

Hello Purchaser

Search for Documents

Select Document Type:
Enter Document Number:
From Date: To Date:
Enter supplier ID:
Creator:
Requester:

No results found

If not found the tool prompts “No results found” message.