

完成培訓聲明及確認函 Declaration and Confirmation on the User Acceptance Testing

本公司 We, _____
(公司名稱 Company Name)

僅作出下列聲明及確認 hereby declare and confirm that:-

本公司的員工已接受和參與有關 Our employee(s) has/have* attended the training for the project,

(項目名稱 Project Name)

下由服務供應商 delivered by the relevant IT Service Provider _____

提供的僱員培訓。培訓的詳情如下 Details of the training are as follows:-

培訓內容 Training Scope	
日期 Date	
地點 Venue	
所有接受有關培訓的僱員名稱* Name (s) of employee (s) who have received the training*	
*必須與香港身入#證或護照或其他身份證明文件上的英文姓氏及名字完全相同 *The person's name must be identical to the name as shown on HKID or passport or other identity document	

代表 For and on behalf of _____
(公司名稱 Company Name)

(簽名及蓋章 Signature and Company Stamp)

姓名:

Name:

職位:

Position:

日期:

Date:

Declaration and Confirmation on the Acceptance of User Acceptance Test Result

Item #	Acceptance Criteria	Screenshot	Test Result	
			ACCEPT <i>No changes required</i>	REJECT <i>Rectification required</i>
1.	Quotation, notification and invoice management	<p>Generate quotation</p> <p>New Customer</p> <p>Generate Quotation</p> <p>Date *</p> <input type="text" value="10/09/2022"/> <p>Valid Until *</p> <input type="text" value="10/09/2022"/> <p>Customer</p> <input style="width: 200px; height: 30px; border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;" type="text" value="Select"/> <p>Quotation Item Lists</p> <input style="width: 200px; height: 30px; border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;" type="text" value="Select..."/> <p>+ Add a new option</p> <p style="background-color: #005a99; color: white; padding: 5px 10px; border-radius: 5px; text-decoration: none; font-weight: bold;">Submit</p>		

	<h3>One-click invoice generation</h3> <p>Quotations</p> <p>If Status is 'Confirm', please immediately generate the invoice (green color indicates invoice needs to be generated).</p> <p>search by keyword <input type="button" value="search"/></p> <p><input type="button" value="Add filters"/></p> <table border="1"> <thead> <tr> <th>Quotation ID</th><th>Date</th><th>Valid Until</th><th>Customer</th><th>Status</th><th>Generate Quotation</th><th>Generate Invoice</th></tr> </thead> <tbody> <tr> <td>Q-1</td><td>09/20/2022</td><td>09/20/2022</td><td>Customer 1 Ltd</td><td><input checked="" type="checkbox"/> Confirm</td><td><input type="button" value="Generate"/></td><td><input type="button" value="Generate"/></td></tr> </tbody> </table>	Quotation ID	Date	Valid Until	Customer	Status	Generate Quotation	Generate Invoice	Q-1	09/20/2022	09/20/2022	Customer 1 Ltd	<input checked="" type="checkbox"/> Confirm	<input type="button" value="Generate"/>	<input type="button" value="Generate"/>				
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	<p>PDF conversion and printing</p> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>09/10/2022, 22:08</p> <p>Global Power</p> <p>Company Name Customer 1 Ltd</p> <p>Contact Person Name</p> <p>Phone Number 12345678</p> <p>Street Address Street Address Name 1</p> <p>City City 1</p> <p>Global Power</p> <p>Company Address Line</p> <p>Company Email</p> <p>Company Phone Number</p> <p>Invoice Number 1</p> <p>Date 09/20/2022</p> <p>Total \$8000</p> <p>Invoice</p> <table border="1"> <thead> <tr> <th>Product</th> <th>Quantity</th> <th>Cost/Item</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>Equipment 1</td> <td>10</td> <td>\$500.00</td> <td>\$5000</td> </tr> <tr> <td>Equipment 2</td> <td>2</td> <td>\$1,000.00</td> <td>\$2000</td> </tr> <tr> <td>Equipment 3</td> <td>100</td> <td>\$10.00</td> <td>\$1000</td> </tr> </tbody> </table> <p>Customer's Signature</p> <div style="border: 1px dashed #ccc; height: 40px; width: 200px;"></div> <p>reset</p> <p>Company's Signature</p> <div style="border: 1px dashed #ccc; height: 40px; width: 200px;"></div> </div> <div style="flex: 1;"> <p>Print 2 pages</p> <p>Destination <input type="button" value="Save as PDF"/></p> <p>Pages All</p> <p>Layout Portrait</p> <p>More settings</p> <p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p> </div> </div> <p>https://dalantia.knack.com/global-power#home/generate-quotation/invoice-generation/63292baa361b1400212d0f2f</p>	Product	Quantity	Cost/Item	Total Cost	Equipment 1	10	\$500.00	\$5000	Equipment 2	2	\$1,000.00	\$2000	Equipment 3	100	\$10.00	\$1000		
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	<p>Online file management</p> <h3>Upload File</h3> <p>File Type *</p> <input type="text" value="Select..."/> <p>Upload File *</p> <p><input type="button" value="Choose file"/> No file chosen</p> <p><input type="button" value="Submit"/></p> <h3>File Managements</h3> <p>Project Report Reimbursement Record Salary Management Quotation Invoice Receipt Other</p> <p><input type="text" value="search by keyword"/> <input type="button" value="search"/></p>		
2.	Human Resource Management		

	<p>Attendance Management</p> <h3>Daily Attendance Taking</h3> <p>Time Card</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Select <div style="float: right;">▼</div> </div> <p>Select based on the current month</p> <p>Date *</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> 10/09/2022 </div> <p>Arrival Time *</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> 9:00am </div> <p>Ending Time</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> 6:00pm </div> <p>Working Hour</p> <div style="display: flex; align-items: center;"> 0 Hours </div> <p style="text-align: center;">Submit</p>														
	<p>Salary Management</p> <h3>Salary and Attendance Management</h3> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 25%;">Pay Period</th> <th style="text-align: left; width: 25%;">Monthly Working Hours</th> <th style="text-align: left; width: 25%;">Hourly Rate</th> <th style="text-align: left; width: 25%;">Salary</th> <th style="text-align: left; width: 10%;">Details</th> <th style="text-align: left; width: 10%;">Edit</th> </tr> </thead> <tbody> <tr> <td>October - 2022</td> <td>36 Hours</td> <td>\$70.00</td> <td>\$2520</td> <td>view</td> <td>edit</td> </tr> </tbody> </table>	Pay Period	Monthly Working Hours	Hourly Rate	Salary	Details	Edit	October - 2022	36 Hours	\$70.00	\$2520	view	edit		
Pay Period	Monthly Working Hours	Hourly Rate	Salary	Details	Edit										
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	<h3>Leave Application</h3> <p>Leave Applications</p> <p>search by keyword <input type="button" value="search"/></p> <p><input type="button" value="Add filters"/></p> <table border="1"> <thead> <tr> <th>Leave Starting Date</th><th>Leave Ending Date</th><th>Reason for Taking a Leave</th><th>Approval</th></tr> </thead> <tbody> <tr> <td>09/23/2022</td><td>09/30/2022</td><td>Paragraph of reasons here</td><td>Approved</td></tr> </tbody> </table>	Leave Starting Date	Leave Ending Date	Reason for Taking a Leave	Approval	09/23/2022	09/30/2022	Paragraph of reasons here	Approved				
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	<h3>Reimbursement Form</h3> <p>Reimbursement Records</p> <p><input type="button" value="This Month"/> <input type="button" value="Previous Records"/></p> <p>search by keyword <input type="button" value="search"/></p> <table border="1"> <thead> <tr> <th>Month</th><th>Purchased Item</th><th>Cost</th><th>Purchase Date</th><th>Upload Receipt</th></tr> </thead> <tbody> <tr> <td>No data</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Manager's Signature</p> <p><small>reset</small></p> <p>Employee's Signature</p> <p><small>reset</small></p> <p><input type="button" value="Submit"/> <input type="button" value="Submit"/></p>	Month	Purchased Item	Cost	Purchase Date	Upload Receipt	No data						
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	<p>Staff Assessment</p> <p>Submit Assessment</p> <p>Please do this monthly</p> <p>Month *</p> <p>Select month...</p> <p>Review *</p> <p>Submit</p> <p>Staff Assessments Records</p> <p>Month  Review Edit Staff Assessment</p> <p>No data</p>		
3.	Engineering project management		

Project management, resource accounting, and report

Project Report

Project Name	Project 1
Project Managers	employee name
Starting Date	10/13/2022
Expected Completion Date	11/13/2022
Total Budget	\$10,000.00
Project Site	Location 1
Special Equipment (If Any)	Equipment 1
Progress	Delayed

Project Timetable

Starting Date	Ending Date	Project Stage	Scope	Status	Edit Project Plan
10/13/2022	10/20/2022	Stage 1	Scope 1	In Progress	edit
10/20/2022	10/27/2022	Stage 2	Scope 2	In Progress	edit
10/28/2022	11/03/2022	Stage 3	Scope 3	In Progress	edit
11/05/2022	11/12/2022	Stage 4	Scope 4	In Progress	edit

Document file attachments

[Upload Progress/Completion Photo](#)

Progress Photos

Date/Time 10/19/2022

Description Stage 1 Progress Pic



[edit](#)

Date/Time 10/26/2022

Description Stage 2



[edit](#)

25 per page ▾

Date/Time 11/02/2022

Description Stage 3 Progress Pic



[edit](#)

Project file retrieval

Upload File

File Type *

Select...

Upload File *

No file chosen

File Managements

[Project Report](#)

[Reimbursement Record](#)

[Salary Management](#)

[Quotation](#)

[Invoice](#)

[Receipt](#)

[Other](#)

完成培訓聲明及確認函 Declaration and Confirmation on the Completion of Training

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提供的僱員培訓。培訓的詳情如下 Details of the training are as follows:-

培訓內容 Training Scope	<p>For all users :</p> <ol style="list-style-type: none">1. How to log into staff's portal2. How to generate quotations and invoices?3. How to manage different projects in the company?4. How to store and retrieve different files? <p>For employees:</p> <ol style="list-style-type: none">1. How to submit reimbursement records?2. How to submit leave applications? <p>For manager:</p> <ol style="list-style-type: none">1. How to manage employees? <p>For admin:</p> <ol style="list-style-type: none">1. How to add a new employee?2. How to add a new manager?
日期 Date	
開始時間 Start time	
結束時間 End time	
地點 Venue	
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