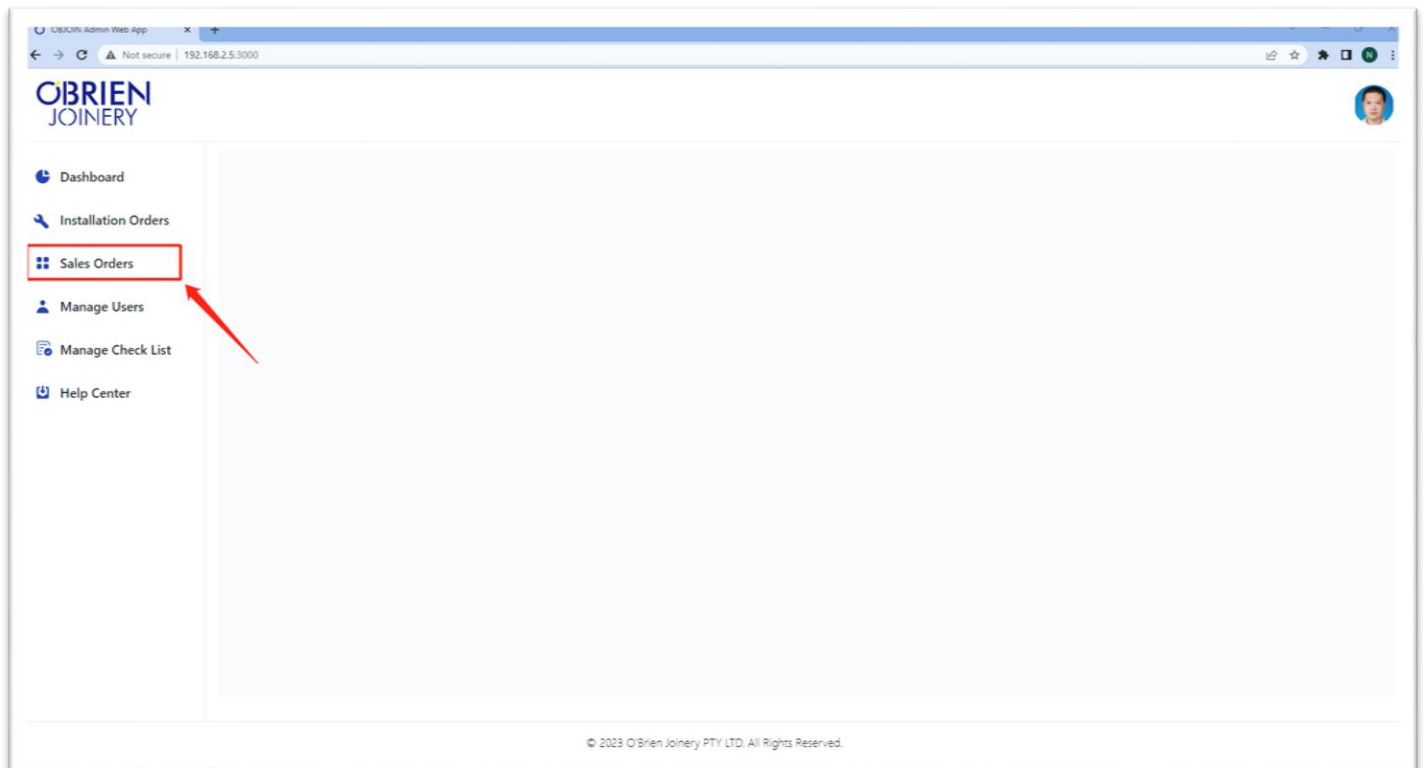
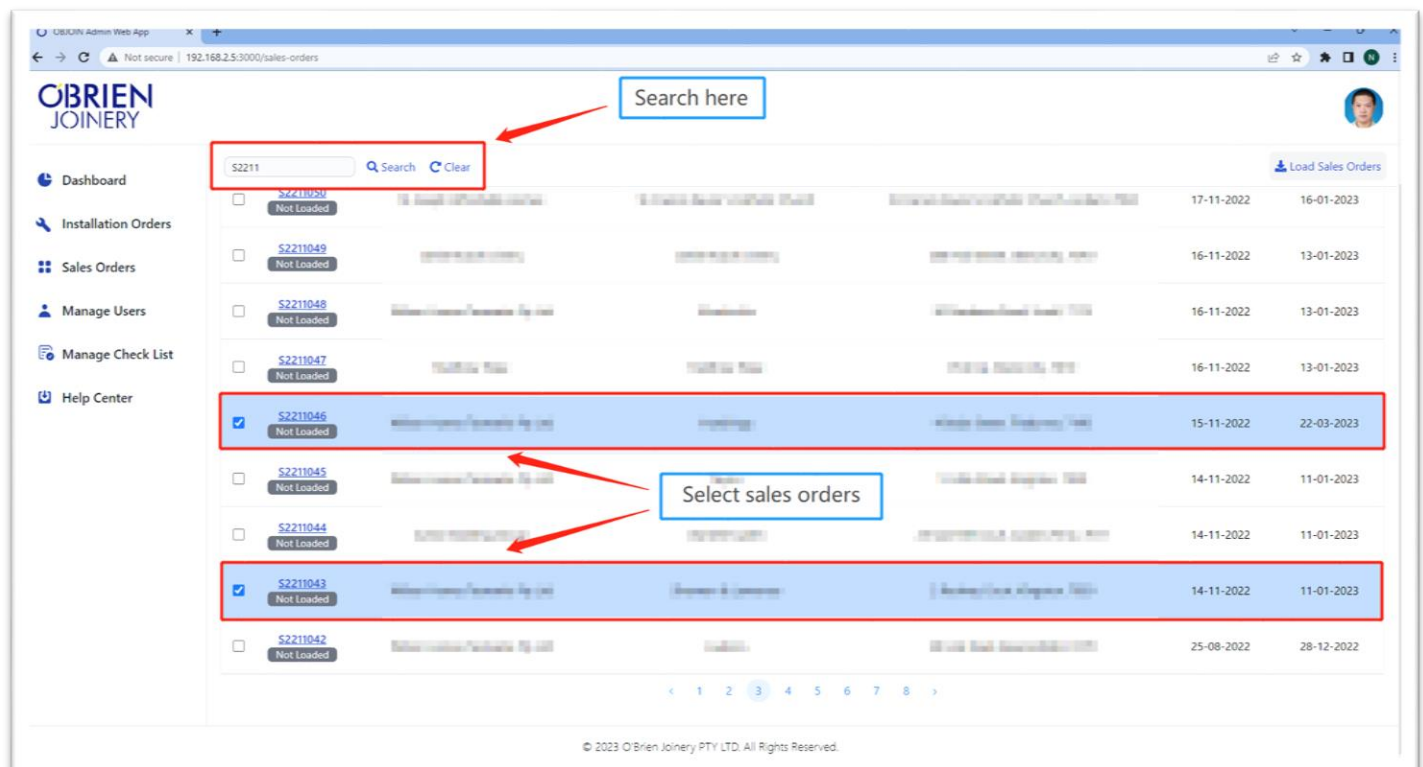


1. Load Sales Orders

1.1 Login to the app and click Sales Orders in the menu bar



1.2 Search and select sales orders



1.3 Click the Load Sales Order button, and then there will be a success or failure notice in the top right corner.

Success Notice

Press Load Sales Order Button

Selected sales orders has been successfully loaded!

Load Sales Orders

SALES ORDER NUMBER	CUSTOMER	SHIP NAME	SHIP ADDRESS	ENTRY DATE	DUE DATE
<input type="checkbox"/> <u>S2211051</u> Not Loaded	Widdowsons Joinery Pty Ltd	Widdowsons	Widdowsons Joinery Pty Ltd	16-11-2022	11-04-2023
<input type="checkbox"/> <u>S2211050</u> Not Loaded	Widdowsons Joinery Pty Ltd	Widdowsons	Widdowsons Joinery Pty Ltd	17-11-2022	16-01-2023
<input type="checkbox"/> <u>S2211049</u> Not Loaded	Widdowsons Joinery Pty Ltd	Widdowsons	Widdowsons Joinery Pty Ltd	16-11-2022	13-01-2023
<input type="checkbox"/> <u>S2211048</u> Not Loaded	Widdowsons Joinery Pty Ltd	Widdowsons	Widdowsons Joinery Pty Ltd	16-11-2022	13-01-2023
<input type="checkbox"/> <u>S2211047</u> Not Loaded	Widdowsons Joinery Pty Ltd	Widdowsons	Widdowsons Joinery Pty Ltd	16-11-2022	13-01-2023
<input checked="" type="checkbox"/> <u>S2211046</u> Loaded	Widdowsons Joinery Pty Ltd	Widdowsons	Widdowsons Joinery Pty Ltd	15-11-2022	22-03-2023
<input type="checkbox"/> <u>S2211045</u> Not Loaded	Widdowsons Joinery Pty Ltd	Widdowsons	Widdowsons Joinery Pty Ltd	14-11-2022	11-01-2023
<input type="checkbox"/> <u>S2211044</u> Not Loaded	Widdowsons Joinery Pty Ltd	Widdowsons	Widdowsons Joinery Pty Ltd	14-11-2022	11-01-2023
<input checked="" type="checkbox"/> <u>S2211043</u> Loaded	Widdowsons Joinery Pty Ltd	Widdowsons	Widdowsons Joinery Pty Ltd	14-11-2022	11-01-2023

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1.4 Click on the blue Sales Order Number with underline, will show Sales Order Detail information on the right.

Sales Order Details

Click Sales Order Number

SALES ORDER DETAIL

Sales Order Number

S2211046

Installation Items

- Supply & Install Kitchen
- Supply & Install Bathroom Vanity
- Supply & Install Ensuite Vanity
- Supply & Install Laundry
- Supply & Install WIP 5 shelves
- Supply & Install WIR
- Supply & Install Robes Bed 2.3.4
- Supply & Install Linen and store 4 shelves

PDF Files in Local File Server

Directory - ... S2211046\S2211046 Mochined

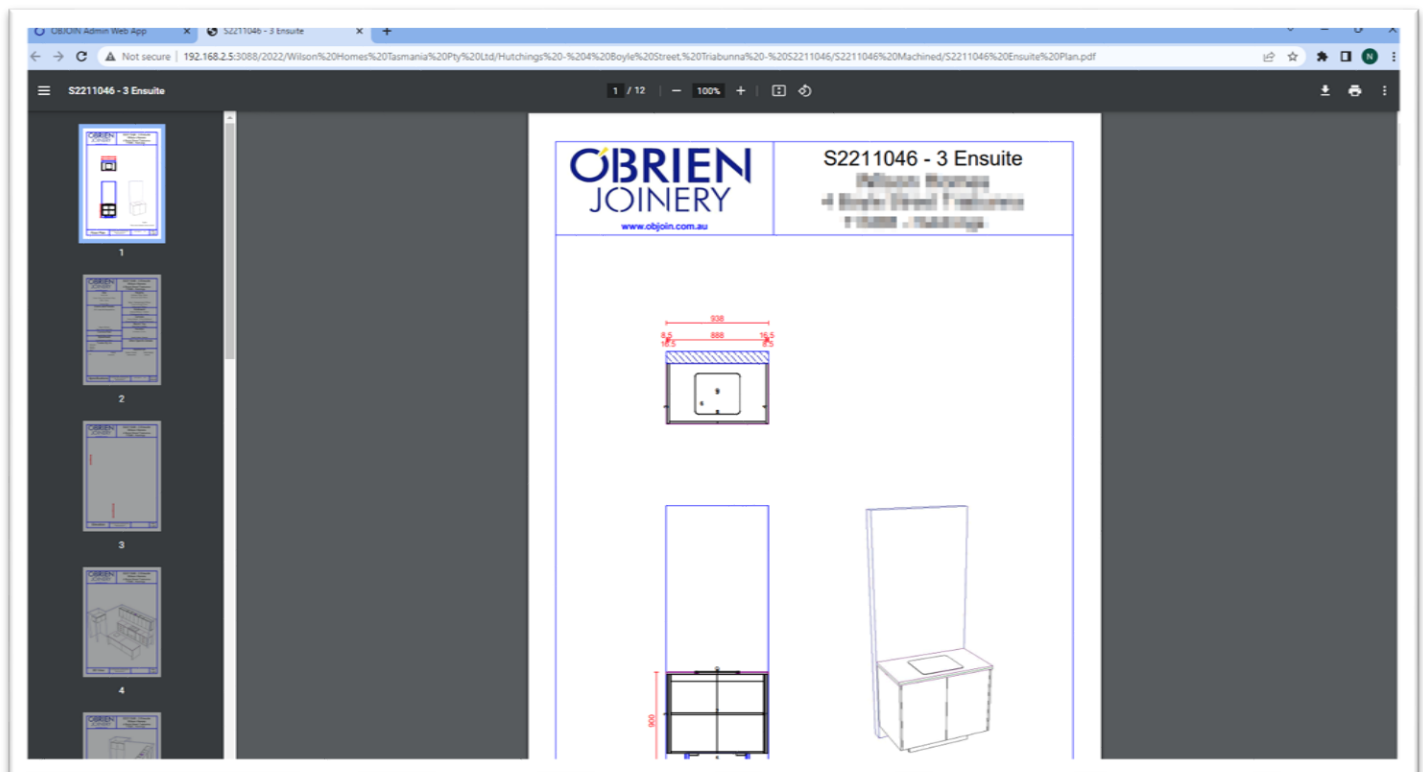
- S2211046 Bathroom Cutting List.pdf
- S2211046 Bathroom Plan.pdf
- S2211046 Ensuite Cutting List.pdf
- S2211046 Ensuite Plan.pdf
- S2211046 Kitchen Cutting List.pdf
- S2211046 Kitchen Plan.pdf
- S2211046 Laundry Cutting List.pdf
- S2211046 Laundry Plan.pdf
- S2211046 Shelving Cutting List.pdf
- S2211046 Shelving Plan.pdf

Directory - ... S2211046\SalesOrder info

- Approved Plans.pdf
- Colour Selection.pdf

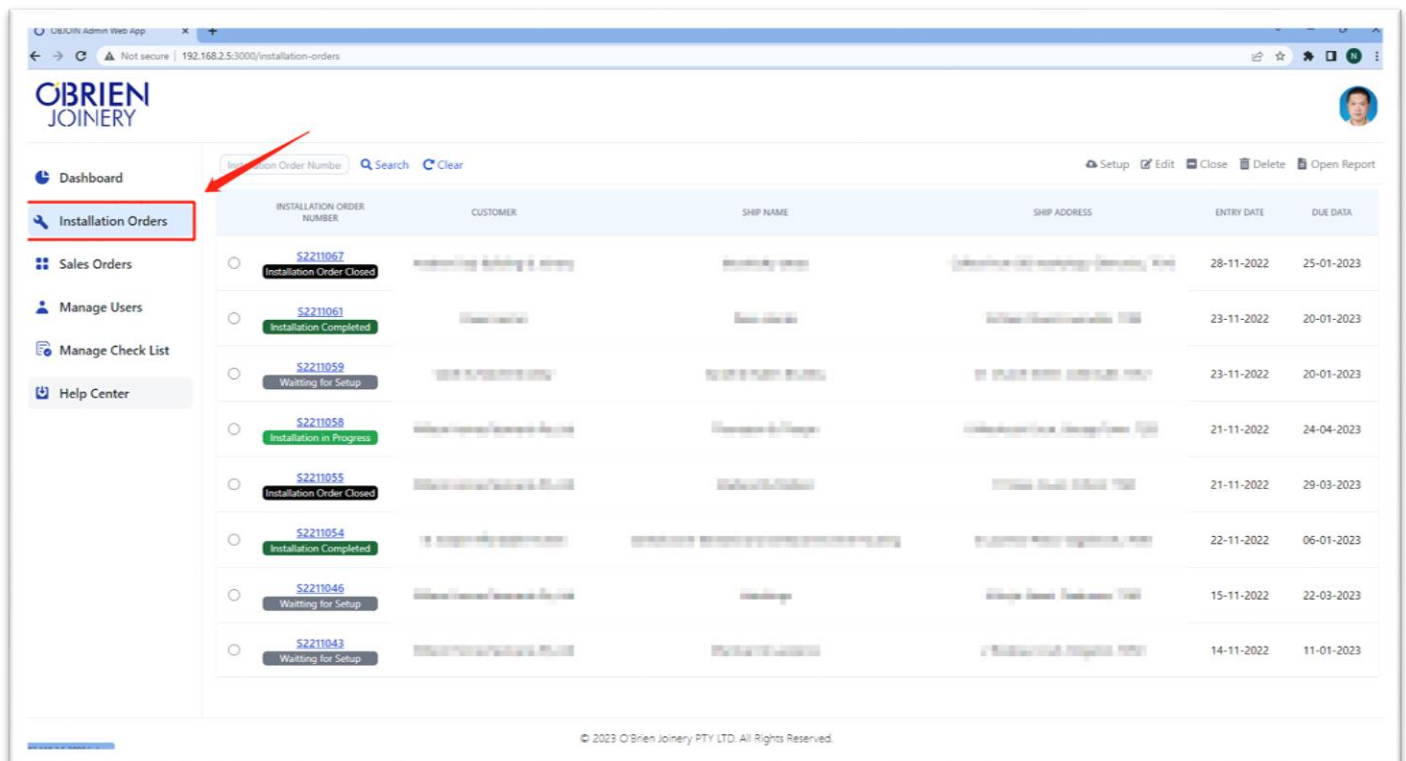
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1.5 Click on the pdf file name will open the PDF file in a new tab.



2. Manage Installation Orders

2.1 Click Installation Orders in the menu bar, will show the installation orders list.



2.2 Select an installation order with 'Waiting for Setup' status and press the Setup button in the top right corner.

OBRIEN JOINERY Admin Web App

Installation Order Number: Search Clear

Click Setup button

Select installation order

INSTALLATION ORDER NUMBER	CUSTOMER	SHIP NAME	SHIP ADDRESS	ENTRY DATE	DUE DATA
S2211067 Installation Order Closed	XXXXXXXXXX Building & Home	XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXX	28-11-2022	25-01-2023
S2211061 Installation Completed	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	23-11-2022	20-01-2023
S2211059 Waiting for Setup	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	23-11-2022	20-01-2023
S2211058 Installation in Progress	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX & XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	21-11-2022	24-04-2023
S2211055 Installation Order Closed	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	21-11-2022	29-03-2023
S2211054 Installation Completed	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	22-11-2022	06-01-2023
S2211046 Waiting for Setup	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	15-11-2022	22-03-2023
S2211043 Waiting for Setup	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	14-11-2022	11-01-2023

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2.3 Select shipping staff and installation staff in the setup installation order form.

OBRIEN JOINERY Admin Web App

Setup Installation Order - S2211046

Select Shipping Staff

Deliverer X

Select Installation Staff

Search by name

Installer Y

S2211046 Bathroom Cutting List.pdf

S2211046 Bathroom Plan.pdf

S2211046 Ensuite Cutting List.pdf

S2211046 Ensuite Plan.pdf

S2211046 Kitchen Cutting List.pdf

S2211046 Kitchen Plan.pdf

S2211046 Laundry Cutting List.pdf

S2211046 Laundry Plan.pdf

S2211046 Shelving Cutting List.pdf

S2211046 Shelving Plan.pdf

Directory- ... S2211046/SalesOrder info

13385_0520_51 (1).pdf

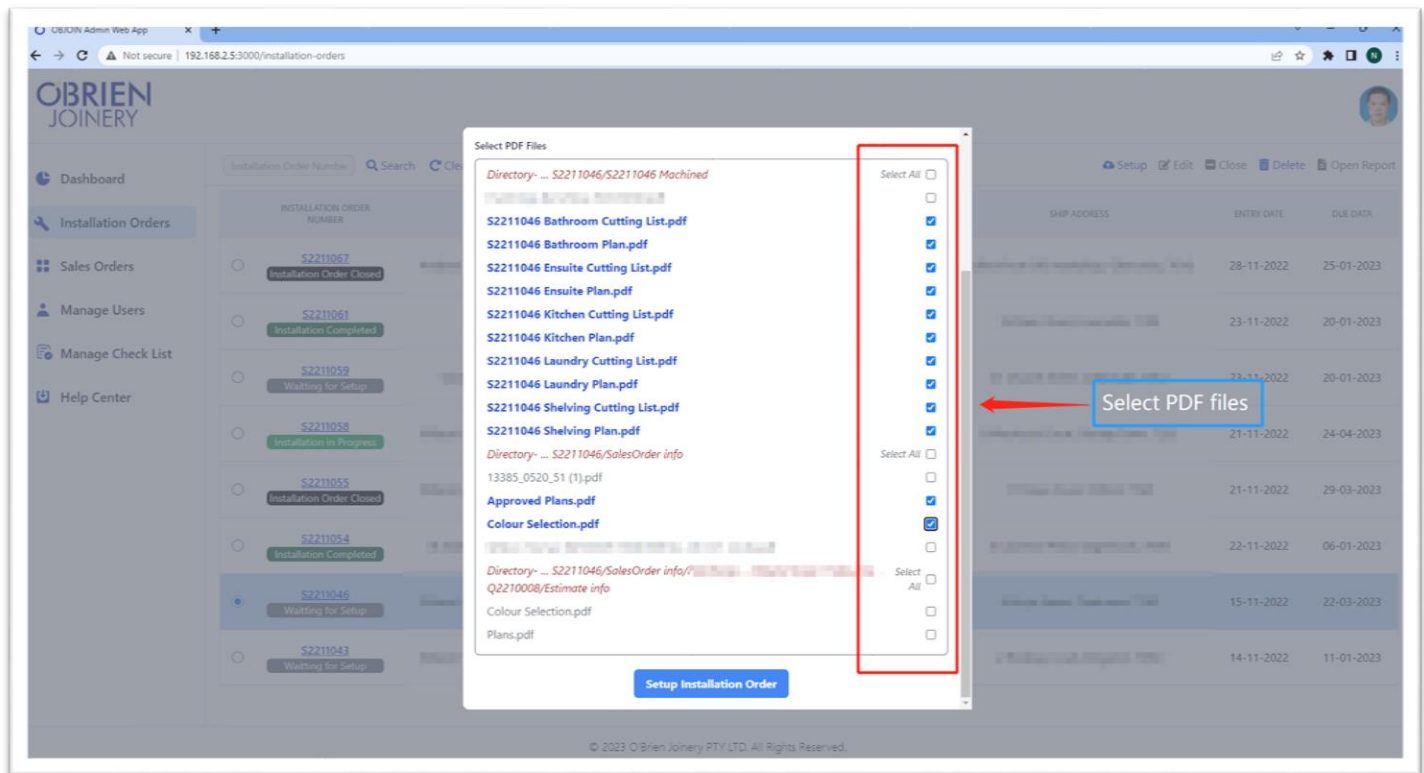
Approved Plans.pdf

Colour Selection.pdf

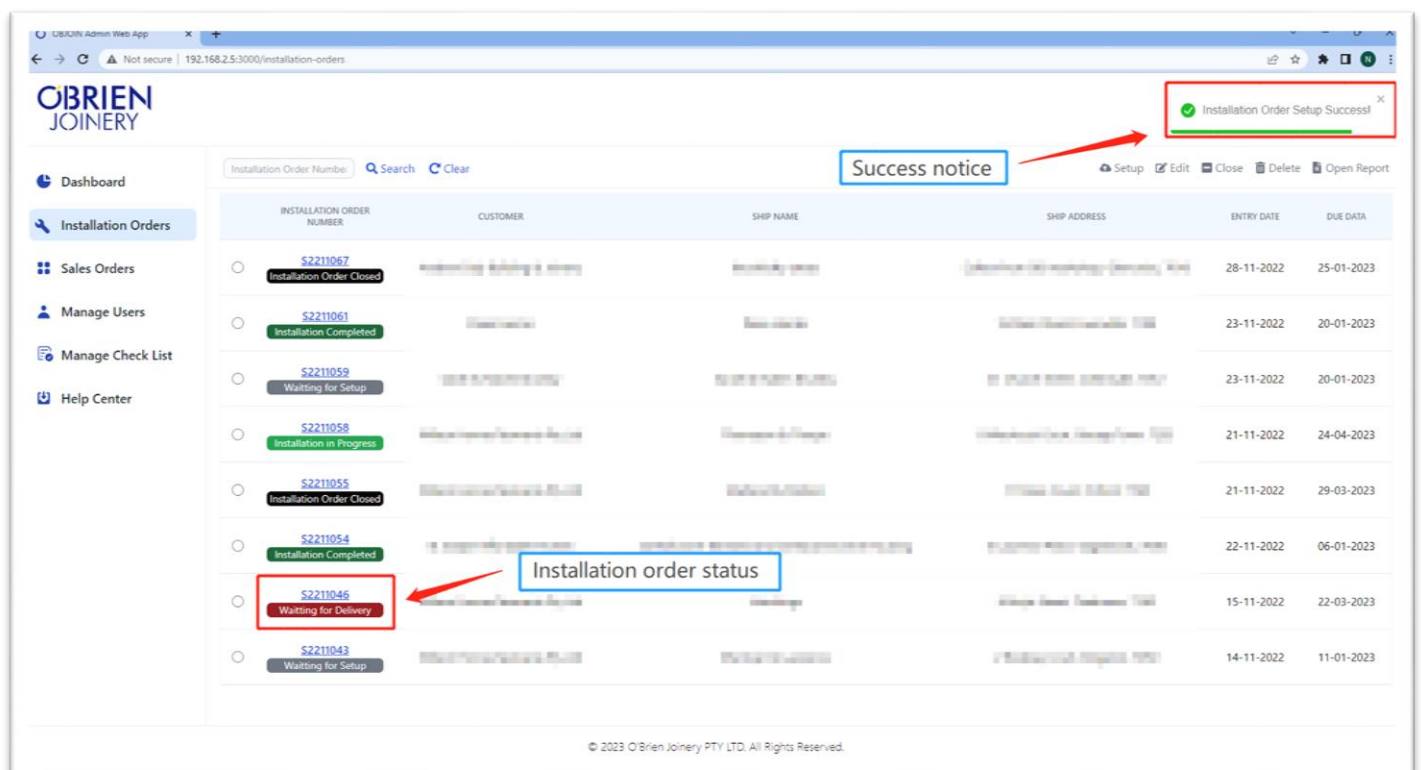
Select All

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2.4 Select PDF files (will be uploaded to the cloud server) and then press the Setup Installation Order button.



2.5 After few seconds of loading time, the installation order status will be changed to 'Waiting for Delivery', and then there will be a success notice at the top right corner.



2.6 We can edit (reset shipping staff, installers and uploaded pdf files) or delete the installation order while the work status is 'Waiting for delivery', but once the **delivery work is finished**, the installation order **can no longer be edited or deleted**.

The screenshot shows the 'Installation Orders' page in the O'Brien Joinery Admin Web App. The table lists installation orders with columns for Installation Order Number, Customer, Ship Name, Ship Address, Entry Date, and Due Date. The order S2211046 is highlighted in blue and has a status of 'Waiting for Delivery'. A red box highlights the 'Edit or delete installation order' button, and a blue box highlights the 'Waiting for Delivery' status for order S2211046.

INSTALLATION ORDER NUMBER	CUSTOMER	SHIP NAME	SHIP ADDRESS	ENTRY DATE	DUE DATE
S2211067 Installation Order Closed	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	28-11-2022	25-01-2023
S2211061 Installation Completed	Commercial	Business order	Winton (South Australia) 1100	23-11-2022	20-01-2023
S2211059 Waiting for Setup	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	23-11-2022	20-01-2023
S2211058 Installation in Progress	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	21-11-2022	24-04-2023
S2211055 Installation Order Closed	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	21-11-2022	29-03-2023
S2211054 Installation Completed	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	22-11-2022	06-01-2023
S2211046 Waiting for Delivery	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	15-11-2022	22-03-2023
S2211043 Waiting for Setup	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	14-11-2022	11-01-2023

2.8 Once the delivery and installation work are all finished (work status becomes 'Installation Completed'), then we can close the installation order. The closed installation orders will be removed from the shipping staff and installer's work order list, and the mobile app will delete the pdf files and photos on their device.

The screenshot shows the 'Installation Orders' page in the O'Brien Joinery Admin Web App. The table lists installation orders with columns for Installation Order Number, Customer, Ship Name, Ship Address, Entry Date, and Due Date. The order S2211061 is highlighted in blue and has a status of 'Installation Completed'. A red box highlights the 'Close installation order' button, and a blue box highlights the 'Installation Completed' status for order S2211061.

INSTALLATION ORDER NUMBER	CUSTOMER	SHIP NAME	SHIP ADDRESS	ENTRY DATE	DUE DATE
S2211067 Installation Order Closed	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	28-11-2022	25-01-2023
S2211061 Installation Completed	Commercial	Business order	Winton (South Australia) 1100	23-11-2022	20-01-2023
S2211059 Waiting for Setup	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	23-11-2022	20-01-2023
S2211058 Installation in Progress	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	21-11-2022	24-04-2023
S2211055 Installation Order Closed	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	21-11-2022	29-03-2023
S2211054 Installation Completed	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	22-11-2022	06-01-2023
S2211046 Waiting for Delivery	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	15-11-2022	22-03-2023
S2211043 Waiting for Setup	residential Building & more	residential order	Colacville (Vic) resupply (Security, Win	14-11-2022	11-01-2023

2.9 Open installation order report: select an installation order with 'Installation Completed' or 'Installation Order Closed' status, then click the Open Report button at the top right corner, the application will open the installation report page in a new tab.

Open installation report

Select installation order

INSTALLATION ORDER NUMBER	CUSTOMER	SHIP NAME	SHIP ADDRESS	ENTRY DATE	DUE DATE
S2211067 Installation Order Closed				28-11-2022	25-01-2023
S2211061 Installation Completed				23-11-2022	20-01-2023
S2211059 Waiting for Setup				23-11-2022	20-01-2023
S2211058 Installation in Progress				21-11-2022	24-04-2023
S2211055 Installation Order Closed				21-11-2022	29-03-2023
S2211054 Installation Completed				22-11-2022	06-01-2023
S2211046 Waiting for Delivery				15-11-2022	22-03-2023
S2211043 Waiting for Setup				14-11-2022	11-01-2023

2.10 Right click on the installation report page and select 'Print'.

Installation Report - S2211067
Report Date: 08/06/2023

Installation Order Number: S2211067

Customer: [Redacted]

Ship Name: [Redacted]

Ship Address: [Redacted]

Entry Date: 28-11-2022

Due Date: 25-01-2023

Shipping staff: [Redacted]

Installation staff: [Redacted]

Time frames

05-06-2023 9:17 Setup & Waiting for

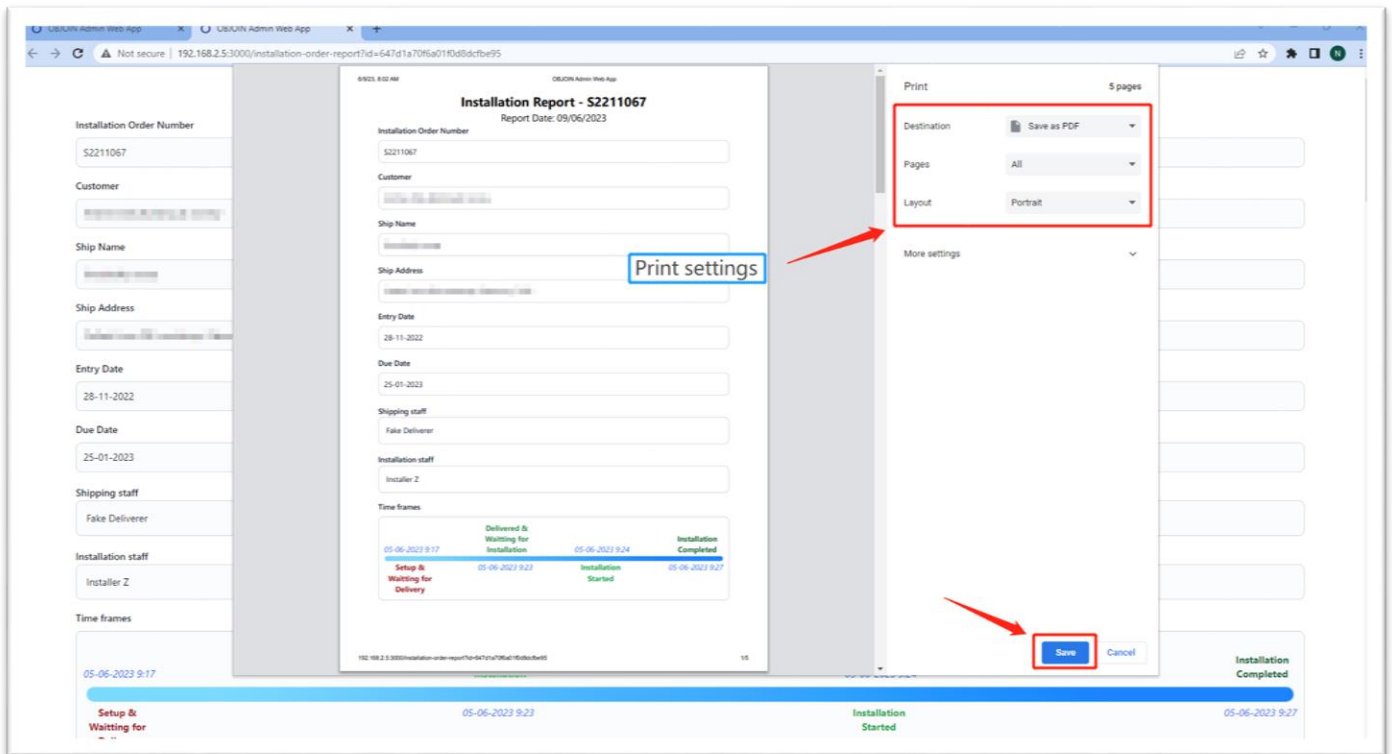
05-06-2023 9:24 Delivered & Waiting for Installation

05-06-2023 9:27 Installation Started

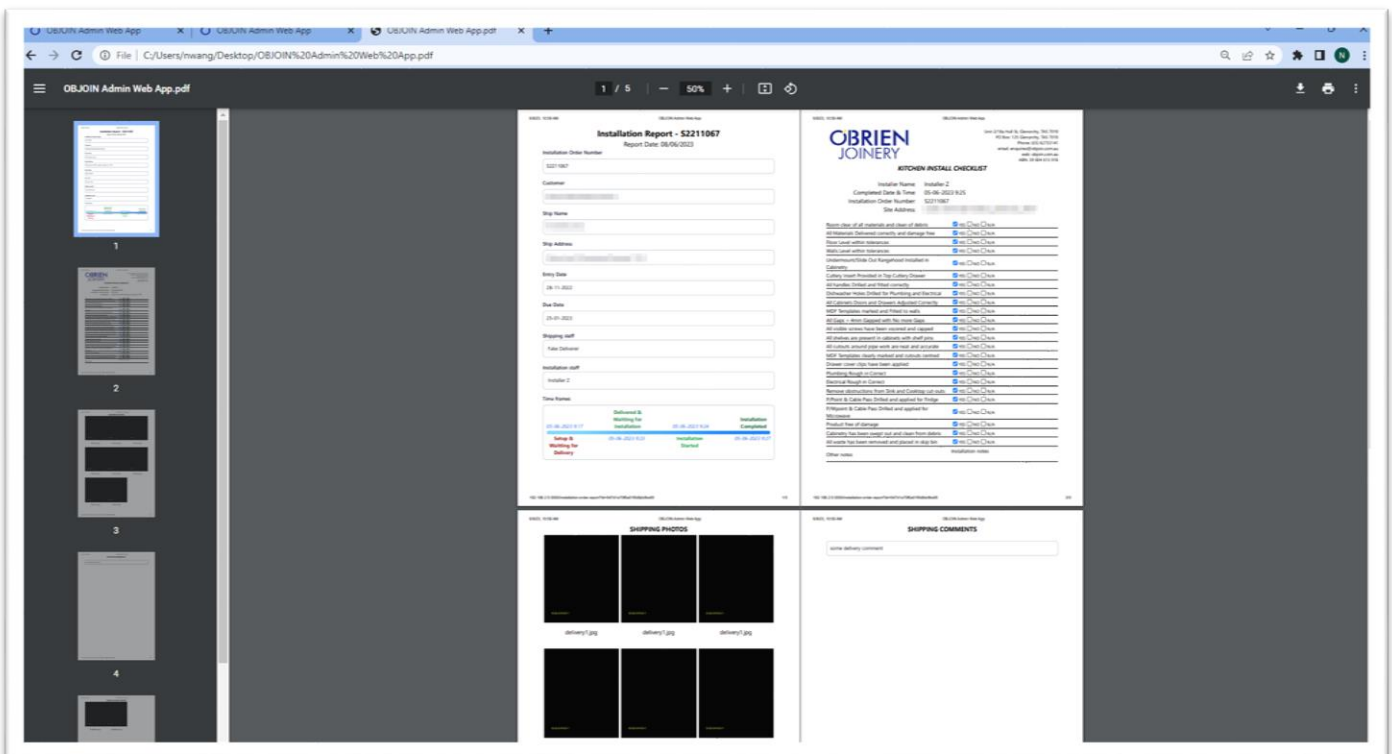
05-06-2023 9:27 Installation Completed

Right click and select 'Print'

2.11 Set the destination as 'Save as PDF', and then press save button, save the installation report as a PDF file.

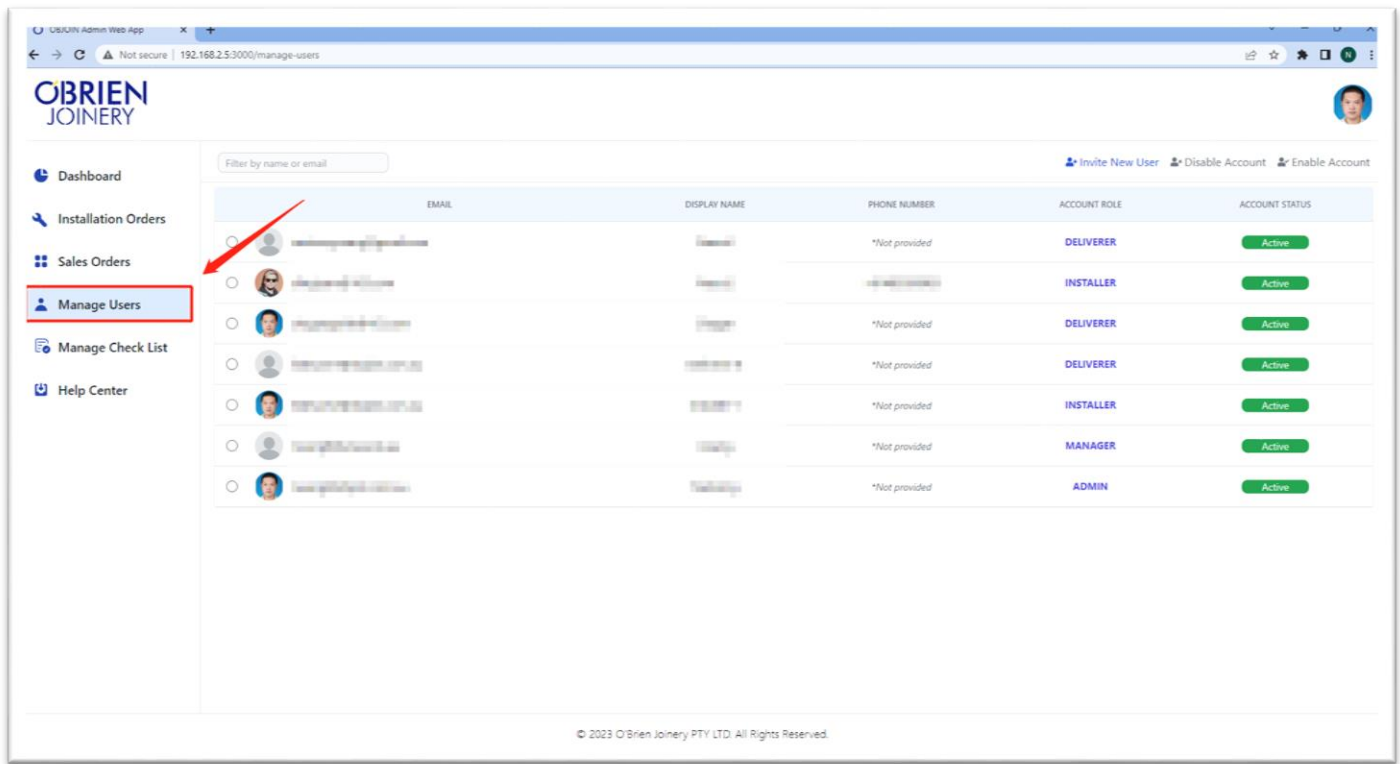


2.12 We can open the saved installation report file in the browser.

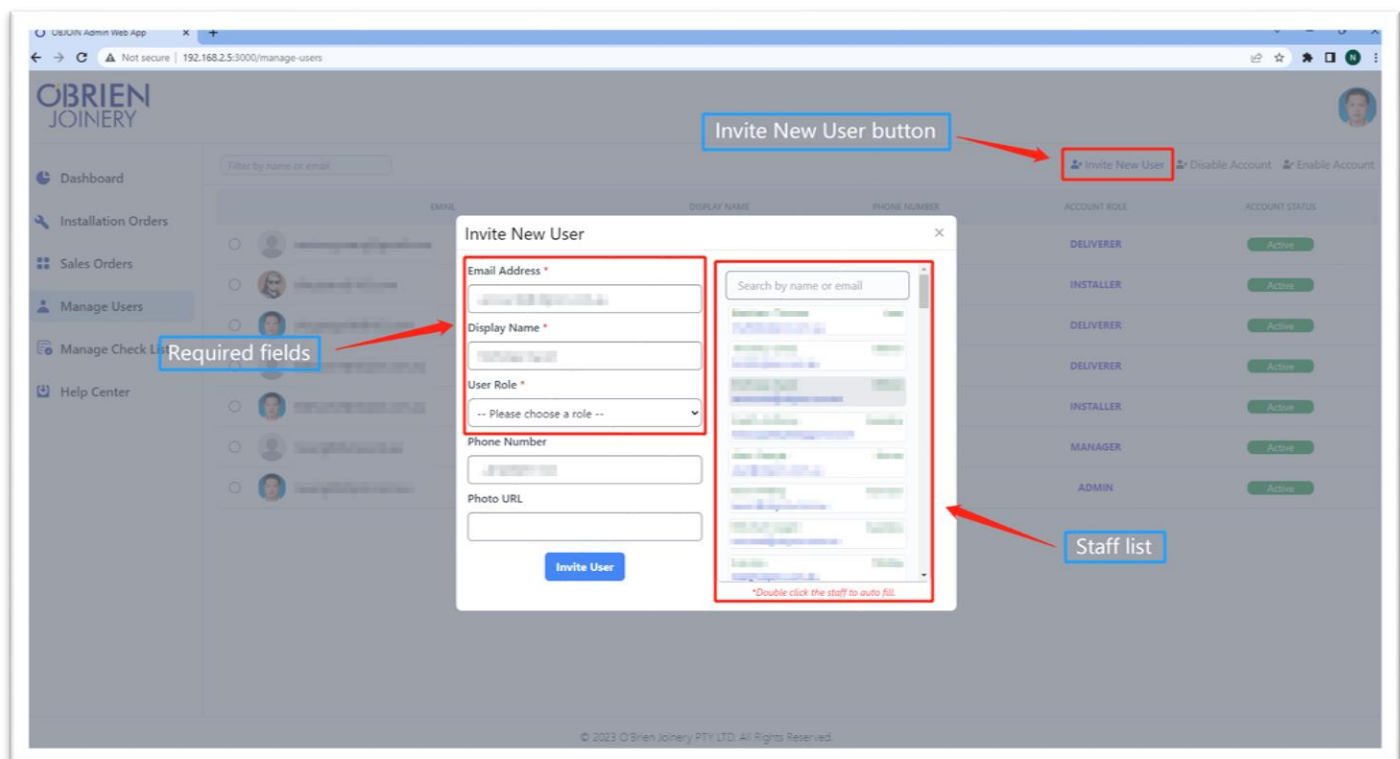


3. Manage Users

3.1 Click Manage Users in the menu bar, will show the system user list. We can select a user from the user list and disable or enable a user account. The disabled user will **not be able to** login to the web and mobile app.

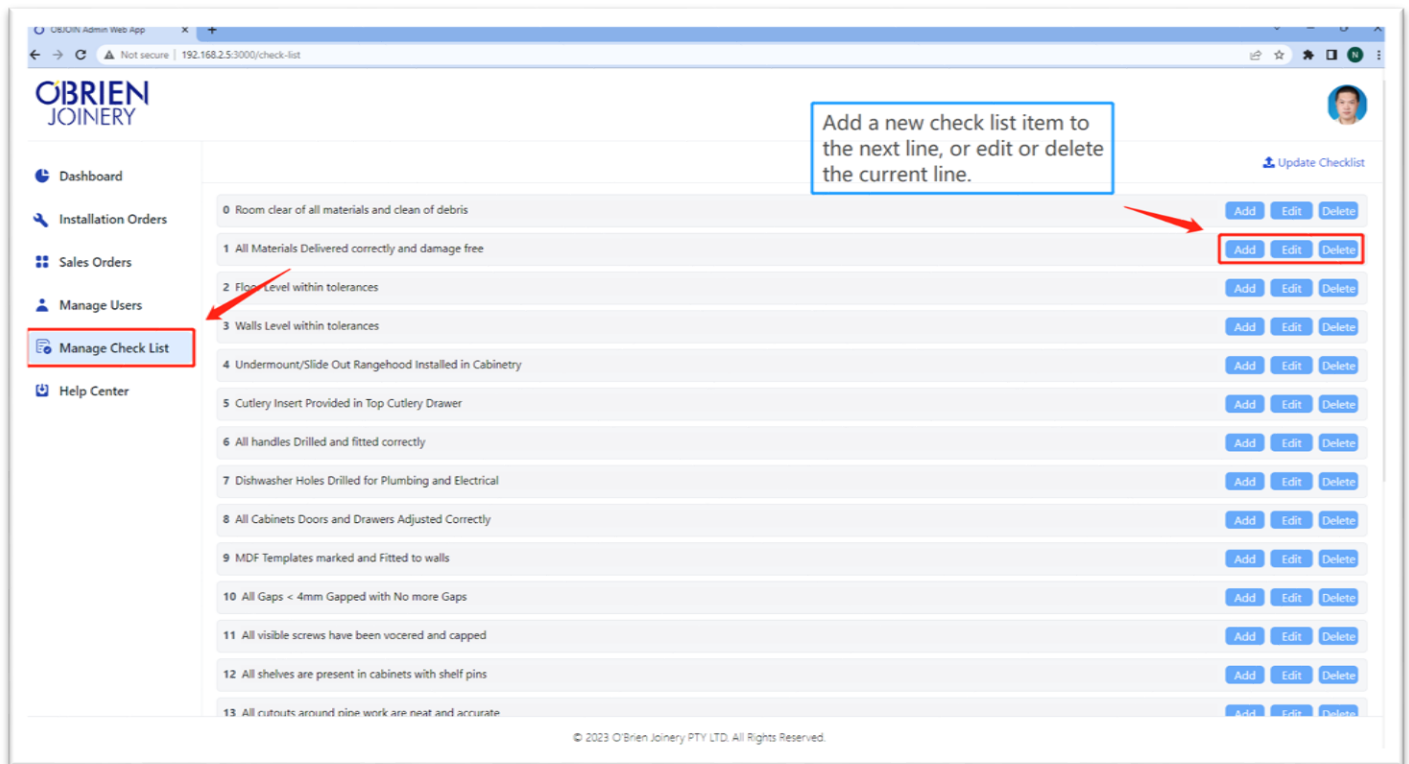


3.2 Click the Invite New User button, will show the add new user form. We can manually insert the required fields or double click the staff in the staff list to automatically fill the form.

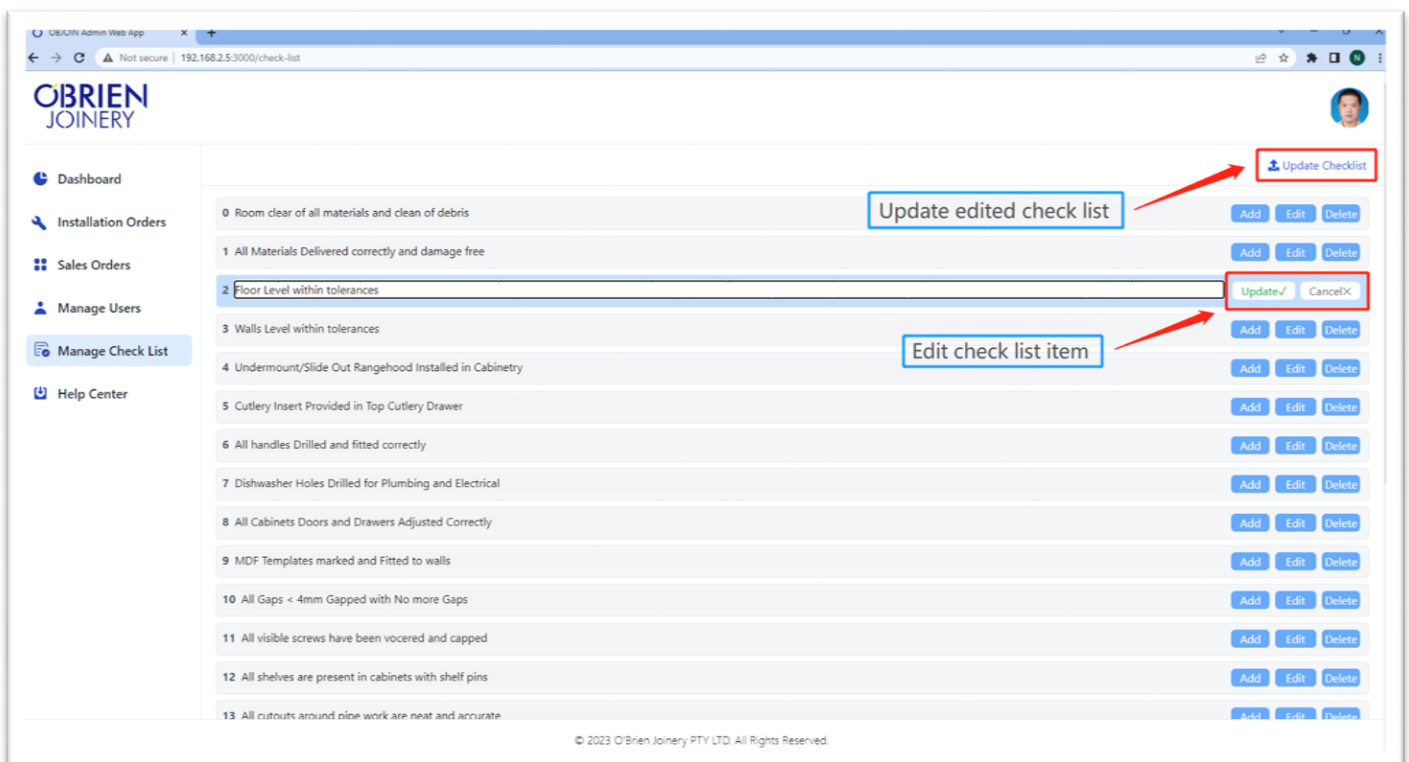


4. Manage Check List

4.1 Click Manage Check List in the menu bar, will show the 'Kitchen Install Checklist' content. We can add a new check list item to the next line, or edit or delete the current line.

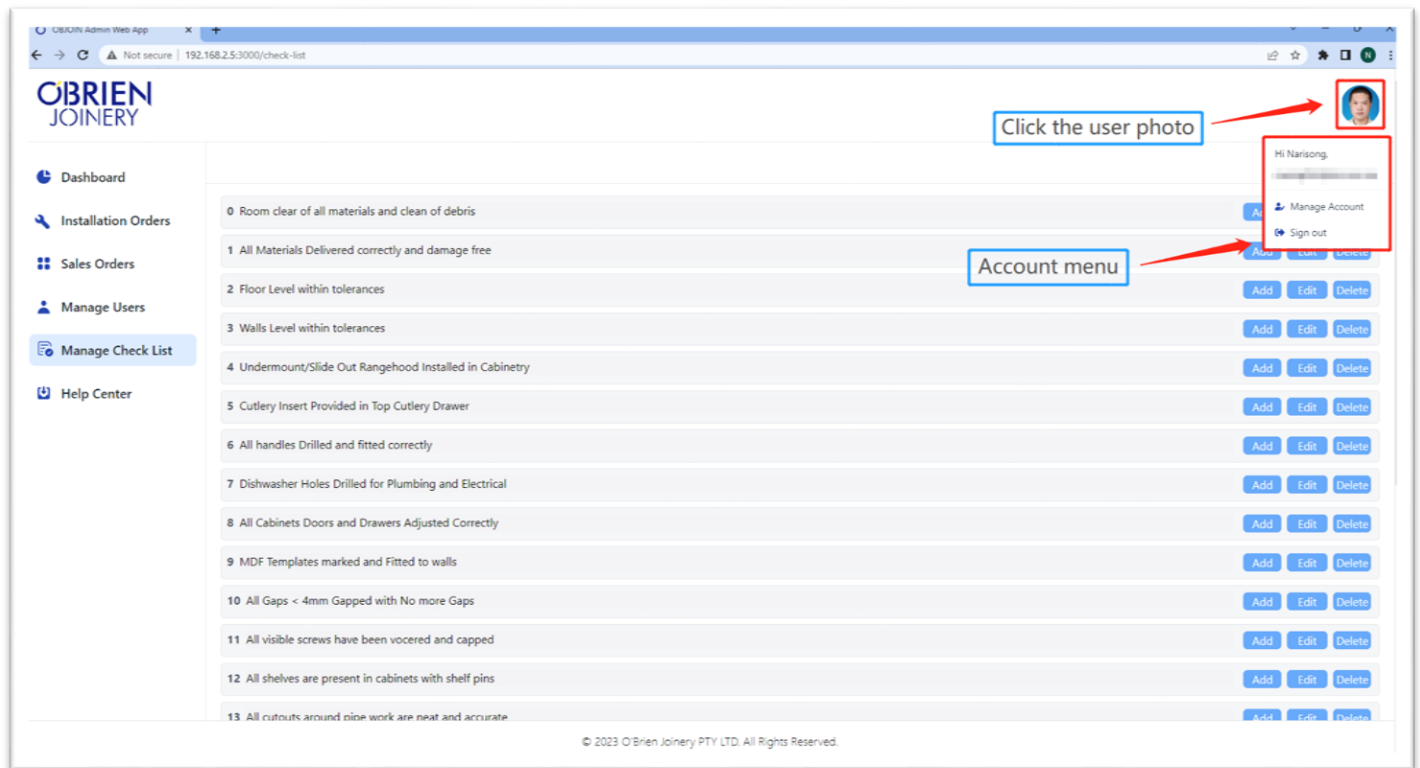


4.2 Once finished editing, we can click the Update Checklist button to the top right corner to save the edited check list.

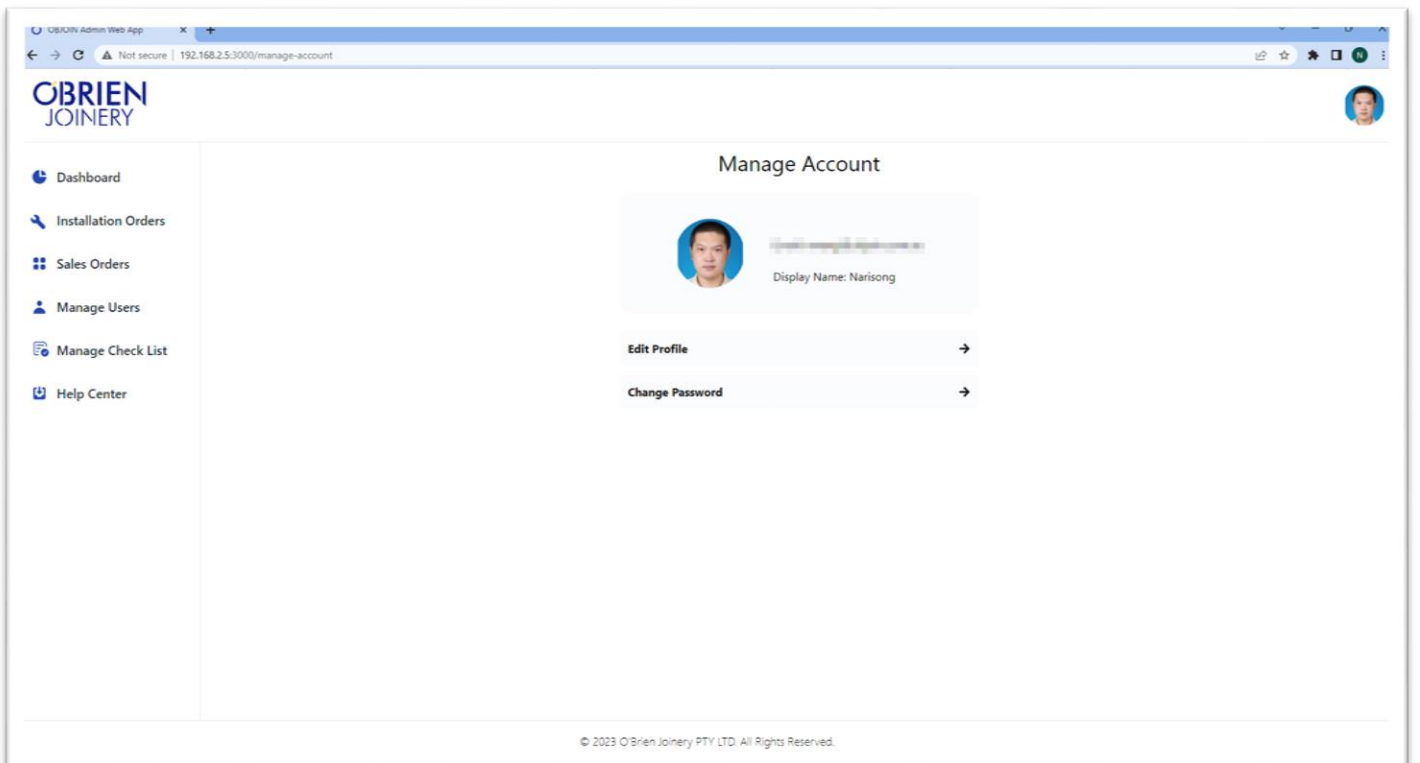


5. Manage account

5.1 Click on the user photo at the top right corner, will show the account menu.



5.2 Manage Account page



5.3 Edit Profile

The screenshot shows the O'Brien Joinery Admin Web App interface. The left sidebar contains a navigation menu with the following items: Dashboard, Installation Orders, Sales Orders, Manage Users, Manage Check List, and Help Center. The main content area is titled 'Manage Account' and displays a user profile for 'Narisong'. An 'Edit Profile' modal is open in the center, containing the following fields:

- Display Name:** A text input field containing 'Narisong'.
- Photo URL:** A text input field containing 'https://media.licdn.com/dms/image/C4D03AQGTwArwnlpgQ/profile-displayphoto-shrink_2'.

A blue 'Save' button is located at the bottom right of the modal. The footer of the page reads '© 2023 O'Brien Joinery PTY LTD. All Rights Reserved.'

5.4 Change Password

The screenshot shows the O'Brien Joinery Admin Web App interface, similar to the previous one. The 'Manage Account' page is visible, and a 'Change Password' modal is open in the center. The modal contains the following fields and elements:

- Type your current password:** A text input field.
- Type your new password:** A text input field.
- Retype your new password:** A text input field.
- Forgot your current password?:** A link.
- Change Password:** A button.

The footer of the page reads '© 2023 O'Brien Joinery PTY LTD. All Rights Reserved.'