User Guide

ALECTA GMS 1.0

10/1/2013

- ➢ Who are the users in the system?

    - o Administrator

    - o Accountant

    - o Inventory Manager

    - o Order Handler

    - o Data Entry Operator

- ➢ How can I create a new User?

    - o Only the administrator can create new users. After creating the new user,

        administrator can assign privileges to each user separately.

- ➢ What can the Administrator do via the system?

    - o Calculate salary for the employees

    - o Check attendance of the employees

    - o Assign Job titles for the employees

- ➢ What can an Accountant do via the system?

    - o Reset password for other users

    - o Manage Income Expenses in the database

- ➢ What can an Inventory Manager do via the system?

    - o Manage the inventory both material and garment items

    - o Add inventory record, modify inventory record and delete inventory record

- ➢ What can an Order Handler do via the system?

    - o Place order sheets in the database

    - o Update the status of the orders by the time

- ➢ What can a Data Entry Operator do via the system?

    - o Add employee details in to the database