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|  | | **STAFF QUARTERS SYSTEM** | | | | |  | |
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|  | | | |  |  | | | |
|  | | | | ARIF RAIHAN BIN AHMAD RIDZUAN |  | | | |
|  | | | | **25/2/2025**  —  SYSTEM MANUAL  — |  | | | |
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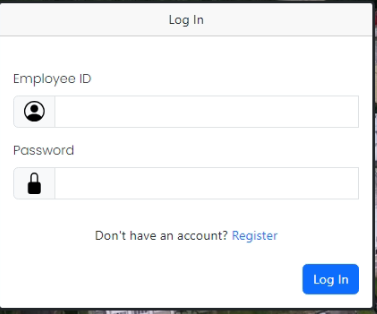
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# BASIC

* **LOGGING IN**

1. Head to <http://btrintranet/sqs/index.php> or <http://188.168.35.80/sqs/index.php> to access the system.
2. Insert Employee ID : 02, Password : 123456789 and press the log in button to gain access to the system.



* **LOGGING OUT**

1. Press the top left arrow beside your name

A screenshot of a green screen

Description automatically generated

1. Press “log out” on the dropdown

# EMPLOYEE

* **ADDING EMPLOYEE**

1. Go to employee section by clicking on the sidebar

A screenshot of a green screen

Description automatically generated

1. Press the button highlighted button

A screenshot of a computer

Description automatically generated

1. Add all the necessary information and press the blue “Add” button

* **REMOVING EMPLOYEE**

1. Press the red garbage button in the row of the employee that you want to delete

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* **CHANGING EMPLOYEE DETAILS**

1. Press the green “edit” button

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1. Change the desired details and press the submit button.

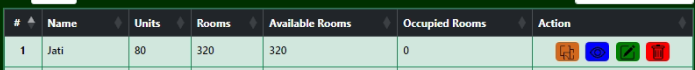
* **VIEW EMPLOYEE ROOMS**
  1. Press the blue “home”button

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* 1. This will take you to the assigned employee’s room

# BUILDING

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1. Press the chocolate button to see images of the building
2. Press the blue button to see the units of the buildings
3. Press the green button to edit the buildings details
4. Press the red button to remove the buildings
5. Press the button below to add a building

**A green rectangular object with a white border

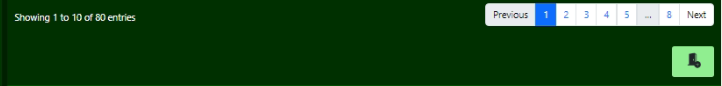
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# UNITS

A screenshot of a computer

Description automatically generated

1. Press the blue button to view the rooms in the unit
2. Press the green button to edit the unit’s details.
3. Press the red button to remove the units.
4. To add a unit press the bottom right button

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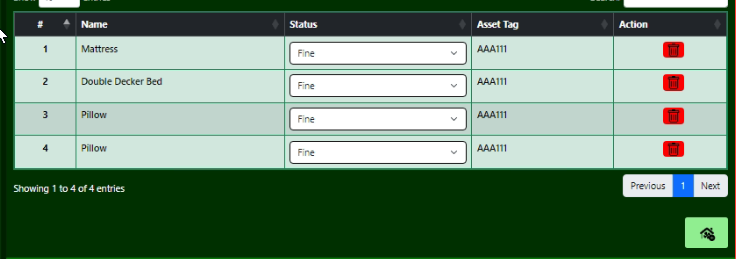
# ROOMS

**! Navigate to the room's section by clicking the blue button of a unit**

**A screenshot of a computer

Description automatically generated**

1. Press the brown button to see the appliances in the room



*Appliance of the Room*

* 1. Presses the red button to remove an appliance from the room
  2. Change the status of an appliance in the room by clicking the row of the appliance and changing the options.
  3. Click the green button to add an apliance into the room
  4. Note: To add an appliance into a room, you need to add it in the Appliance section first.

1. Press the red button to delete the room
2. Press the green button to assign an employee to a room
   1. Enter the EmployeeID
   2. Press the “Add” Button
   3. Note: Must Add the Employee in the Employee section first before assigning the employee the the room
3. To Remove an employee in a room press the blue button. ( This will only be available if an employee is assigned to the room )
4. To Add a room in a unit press button on the bottom right.

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# APPLIENCE

**A screenshot of a computer

Description automatically generated**

1. Press the green button to edit an appliance
2. Press the red button to remove the appliance
3. Press the bottom right button to add an appliance
   1. Enter the Name and Description of the Appliances
   2. Press the “Add” button



# EXPORTING REPORT

Go to the Export Section

1. Press the export button of the report you want to generate.
2. Choose the things you want to include
3. Press the blue export button