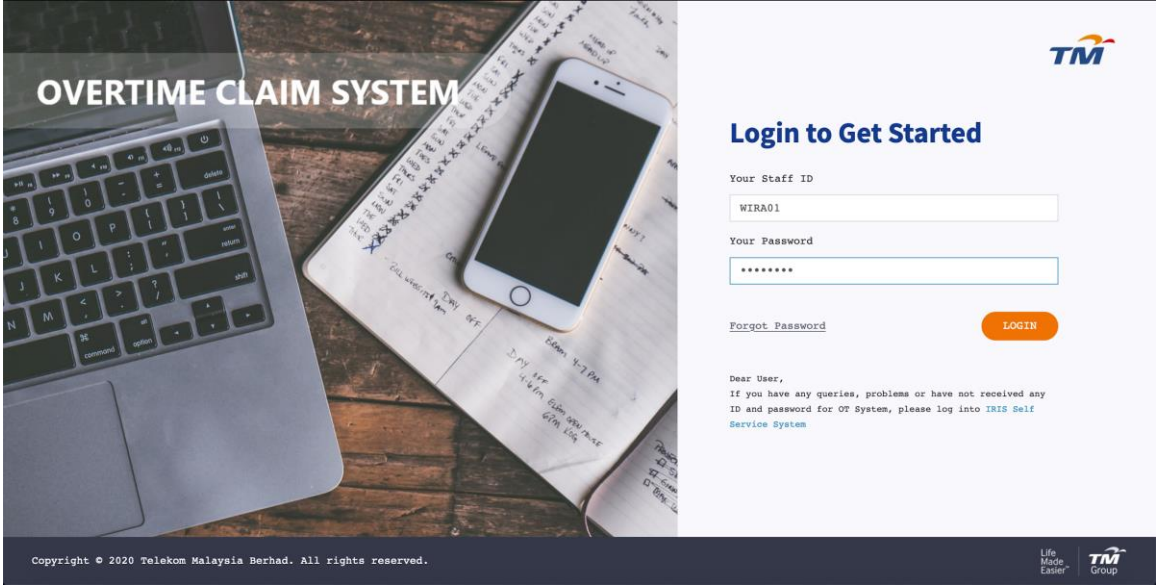
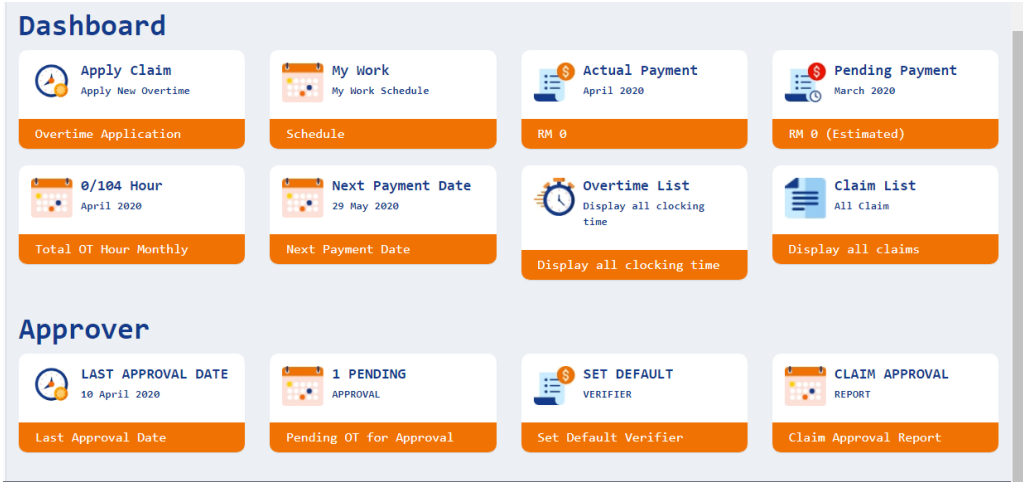
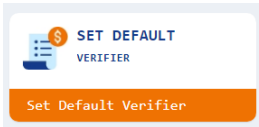
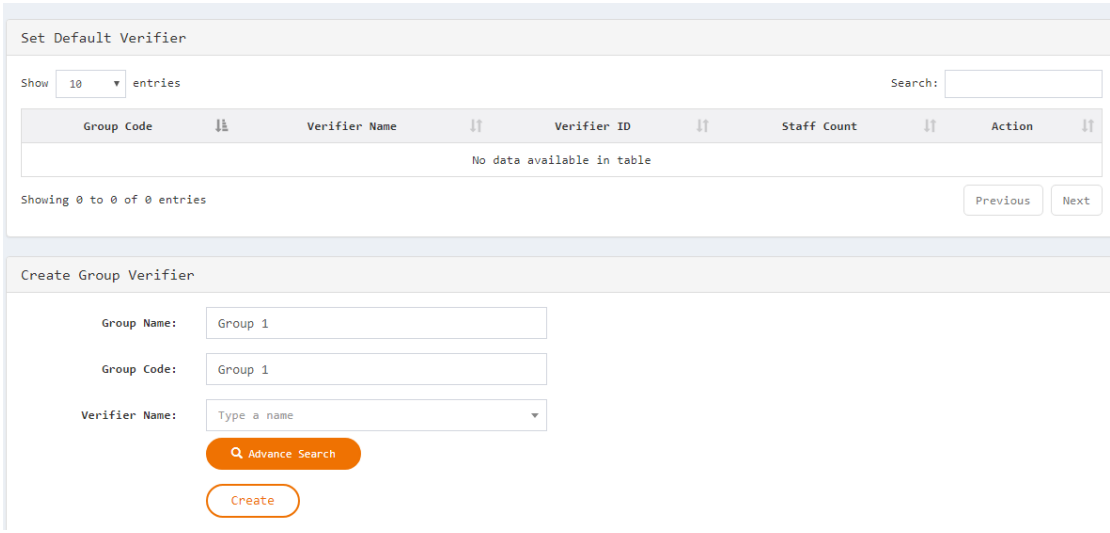
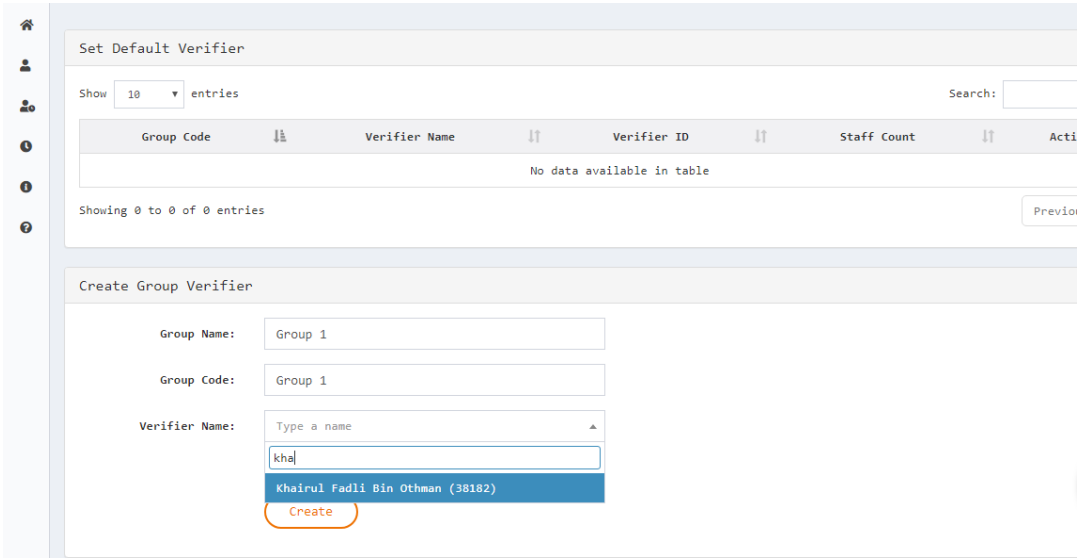
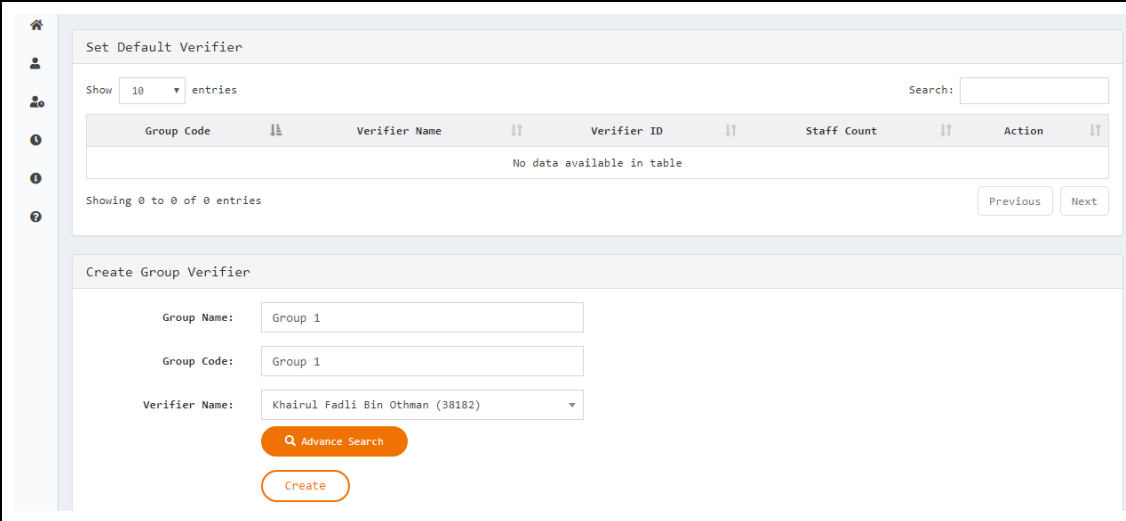
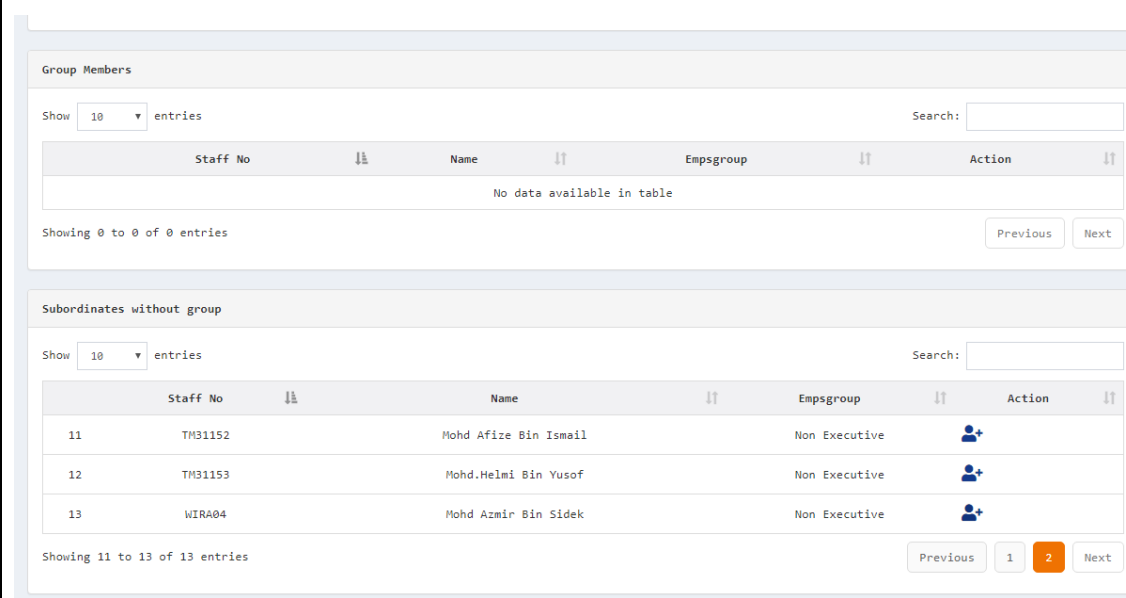



Approver to set default verifier (Optional)

1	Login
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2	Dashboard
	
3	Click Tile "Set Default Verifier"
	
4	"Set Default Verifier" screen will appear. Input "Group Name" and "Group Code". Sample as below.

	
5	Enter 3 or more characters in “Verifier Name” to find verifier (Non-Executive) in own team. Use “Advance Search” to find verifier (Non-Executive) outside own team.
	
6	Once done select verifier, click button “Create” to create the group.

	
7	Screen page to add team members in this verifier group will appear.
	
8	Click button  to add selected staff as group member. Prompt message "User add successfully!" will appear once done add.

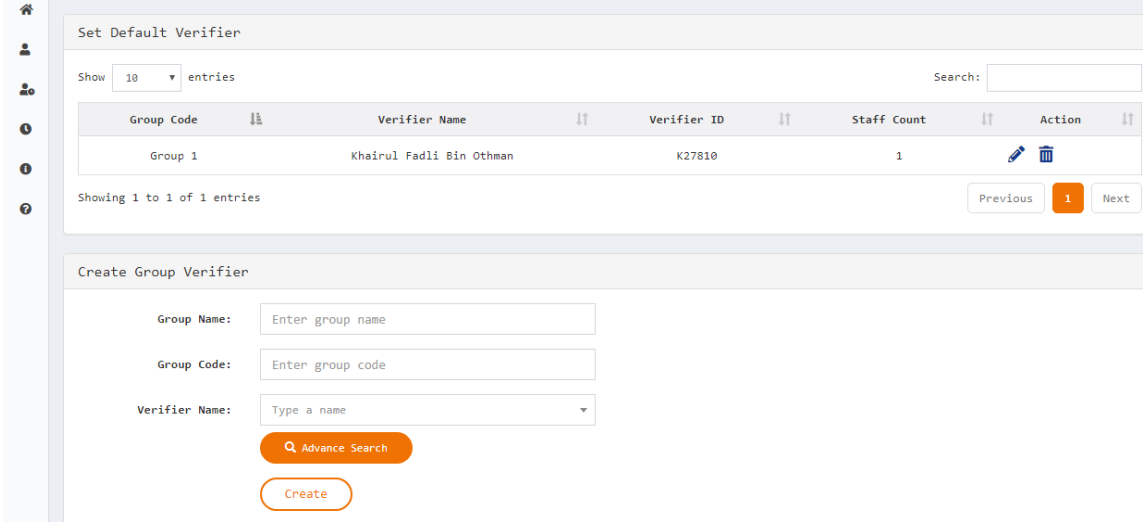


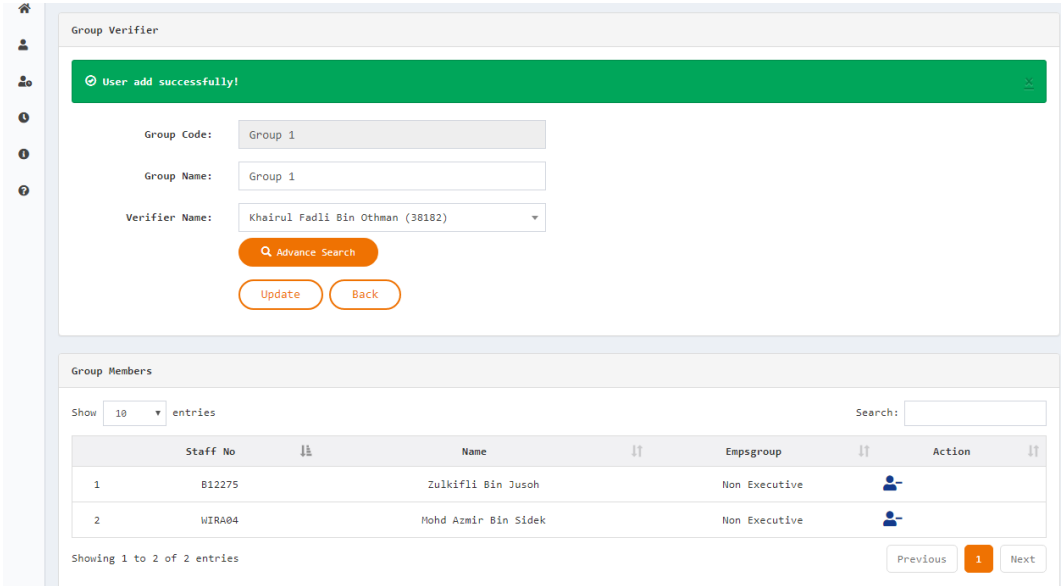
The screenshot displays the 'Group Verifier' interface. At the top, a green banner shows a success message: 'User add successfully!'. Below this, there are three input fields: 'Group Code' with the value 'Group 1', 'Group Name' with the value 'Group 1', and 'Verifier Name' with a dropdown menu showing 'Khairul Fadli Bin Othman (38182)'. Below the fields are three buttons: 'Advance Search' (orange), 'Update' (orange), and 'Back' (orange). At the bottom, there is a 'Group Members' section with a table showing one member. The table has columns: Staff No, Name, Empsgroup, and Action. The member listed is '1' with 'WIRA04' as the staff number, 'Mohd Azmir Bin Sidek' as the name, and 'Non Executive' as the group. There is a user icon in the action column. Below the table, it says 'Showing 1 to 1 of 1 entries'. On the right, there are 'Previous', '1', and 'Next' navigation buttons.

9 Click button "Update" to update the group

This screenshot is similar to the first one but shows a 'Group update successfully!' message in the green banner. The form fields remain the same: 'Group Code' (Group 1), 'Group Name' (Group 1), and 'Verifier Name' (Khairul Fadli Bin Othman (38182)). The 'Update' button is highlighted, indicating it has been clicked. The 'Group Members' table below also remains the same, showing the member Mohd Azmir Bin Sidek. On the left side of the interface, there is a vertical sidebar with several icons: a home icon, a person icon, a group of people icon, and three circular icons with different symbols.

10 Summary screen will appear as below.

This area is currently empty, intended for a screenshot of the summary screen.

	
11	<p>Click  to edit the group. As example, to add another team member in the group. Screen page to add team members in this verifier group will appear.</p> <p>Click button  to add selected staff as group member. Prompt message "User add successfully!" will appear once done add.</p>
	
12	Summary screen will be updated as below.

Set Default Verifier

Show 10 entries

Search:

Group Code	Verifier Name	Verifier ID	Staff Count	Action
Group 1	Khairul Fadli Bin Othman	K27810	2	<div></div> <div></div>

Showing 1 to 1 of 1 entries

Previous

1

Next