

# **JOBSHEET**

SOFTWARE UNDERSTANDING

**JSOFT SOLUTION SDN BHD**



# Introduction

**JOBSHEET** – Application that helps small bussiness to be more effective.

It's a web based and mobile apps support platform.

## Jobsheet Features :-

- Improve communication between employees
- On-site job completion accessible on mobile
- Mobile signature from client for workers
- Generates report of worker performance
- Reports can be filtered by company, staff, job name, etc.
- Real-time tracking of job progress
- Less or no paper required
- Information is highly secured and stored in servers
- Create quotations, invoices and tasks on the spot. (additional)
- Support web and mobile apps.



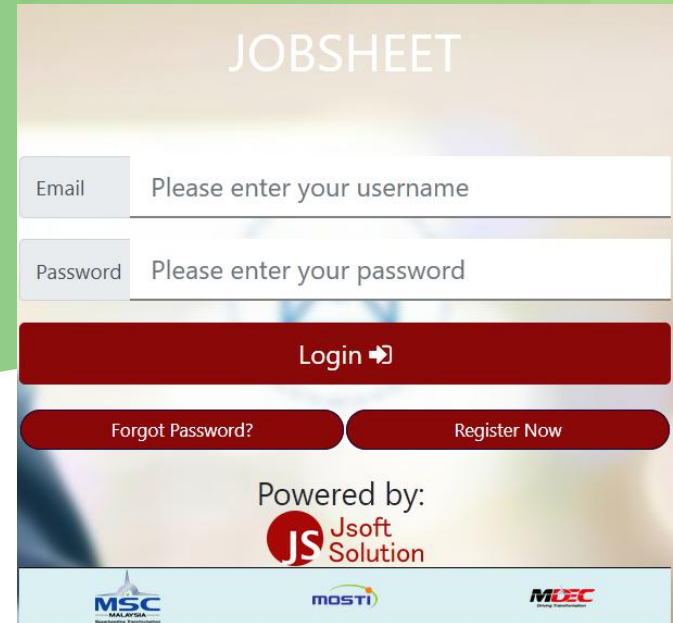
# **JOBSHEET**

# **MANUAL**

**ON HOW TO USE  
JOBSHEET**

# 1. LOGIN

To access the Jobsheet system, you must login to the website with your e-mail and password.



The screenshot shows the login interface for the JOBSHEET system. At the top, the word "JOBSHEET" is displayed in a large, light-colored font. Below this, there are two input fields: "Email" with the placeholder text "Please enter your username" and "Password" with the placeholder text "Please enter your password". A prominent red "Login" button with a right-pointing arrow is positioned below the password field. Underneath the login button are two smaller, rounded buttons: "Forgot Password?" and "Register Now". The page also features a "Powered by:" section with the "Jsoft Solution" logo, which consists of a red circle with "JS" inside and the text "Jsoft Solution" to its right. At the bottom of the page, there is a light blue footer containing three logos: "MSC MALAYSIA" (Ministry of Science, Technology and Innovation), "MOSTI" (Ministry of Science, Technology and Innovation), and "MDEC" (Malaysia Digital Economy Corporation).

JOBSHEET

Email Please enter your username

Password Please enter your password

Login ➔

Forgot Password? Register Now

Powered by:

**JS** Jsoft Solution

MSC MALAYSIA  
Ministry of Science, Technology and Innovation

MOSTI  
Ministry of Science, Technology and Innovation














MDEC  
Malaysia Digital Economy Corporation

# 2. MENU

The menu is where you can access multiple categories;

- Dashboard
- My organization
- Appointment
- Client
- Vendor
- Staff
- Calendar
- Complaints / Request
- View Job Report
- Quotation & Invoice
- Recurring Invoice
- Help
- Terms & Privacy

After you have logged in, you will be directed to the home page of the Jobsheet system, which is the dashboard.

-  Dashboard
-  My Organization
-  Appointment
-  Client >
-  Vendor >
-  Staff >
-  Calendar
-  Complaints / Request >
-  View Job Report
-  Quotation & Invoice >
-  Recurring Invoice >
-  Help
-  Terms & Privacy

## 2. MENU

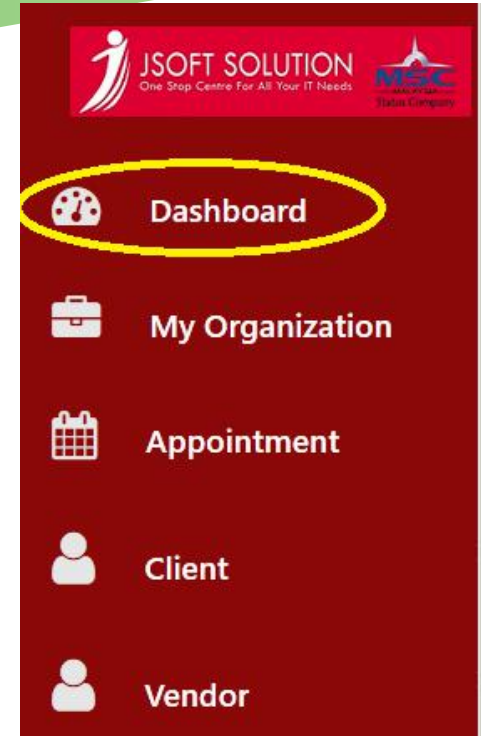
After you have logged in, you will be directed to the home page of the Jobsheet system, which is the dashboard.

# DASHBOARD

To access dashboard, click on **Dashboard** which is the first item located in the left menu.

Dashboard allows the user to easily access four functions;

- Add client - Click on the icon or sentence "Add client"
- Add vendor - Click on the icon or sentence "Add Vendor"
- Add staff - Click on the icon or sentence "Add Staff"
- Complaints - Displays the number of complaints





JSOFT SOLUTION


One Stop Solution for All Your IT Needs


JSOFT SOLUTION


One Stop Solution for All Your IT Needs


 Dashboard


 My Organization


 Appointment

 Client

 Vendor


 Staff

 Calendar




5


Complaints / Request



View Job Report





Quotation & Invoice




Recurring Invoice

Search for...




 admin Logout


Dashboard / My Dashboard




Add Client +



Add Vendor +



Add Staff +



Complaints 5

Powered by JSOFT Solution Sdn. Bhd


8



# MY ORGANIZATION

To access my organization, click on My Organization which is the second item located in the left menu.



You can edit your  organization's profile here

Dashboard / UPDATE MY ORGANIZATION

SUCCESS! SUCCESSFULLY UPDATED

ORGANIZATION NAME  
JSOFTSOLUTION SDN BHD

ADDRESS 1  
Level 15 DPluze Cyberjaya

ADDRESS 2  
Lingkar Cyber Point Timur, Cyber 12

CITY / TOWN  
Cyberjaya

ZIP / POSTAL CODE  
63000

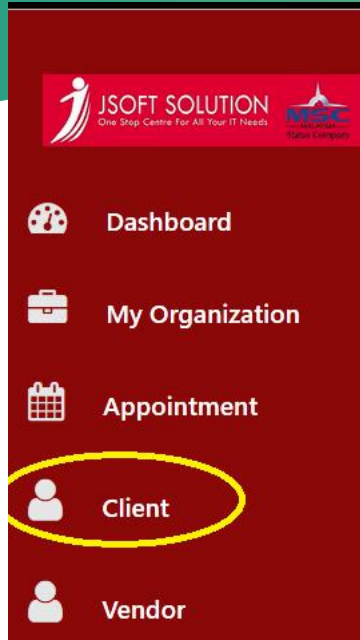
STATE  
Selangor

PHONE NO.  
0125509210

FAX NO.

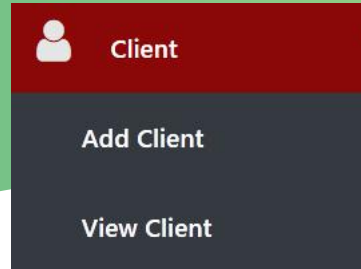
# CLIENT

To access client, click on Client which is the fourth item located in the left menu.



## ADD CLIENT

You can add clients in this page. Enter the necessary details into this page and then click SUBMIT once done.



Then you will have two options, add client or view client

The image shows a web form titled 'Dashboard / CLIENT / ADD CLIENT'. It contains several input fields: 'COMPANY NAME' (text), 'ADDRESS 1' (text), 'ADDRESS 2' (text), 'CITY / TOWN' (text), 'ZIP / POSTAL CODE' (text), 'STATE' (dropdown menu), 'PHONE NO.' (text), 'FAX NO.' (text), and 'CLIENT EMAIL' (text). At the bottom of the form is a red button labeled 'SUBMIT'.

# CLIENT

After clicking the SUBMIT button, a popup will appear to notify that the client has been successfully added. It can be viewed in the “View clients” page.

SUCCESS! SUCCESSFULLY ADDED [REDACTED]

Email : [REDACTED]

Password : [REDACTED]

## View client

You can view clients that you have recently added in this page.

Client name = Company name

Username = Client E-mail

Password = Given password from adding client

To remove client, click on options and then click remove.

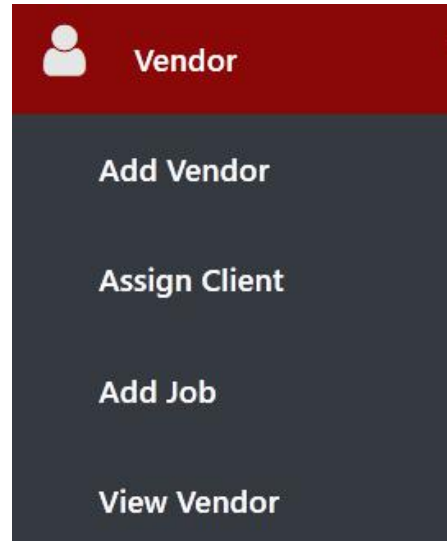
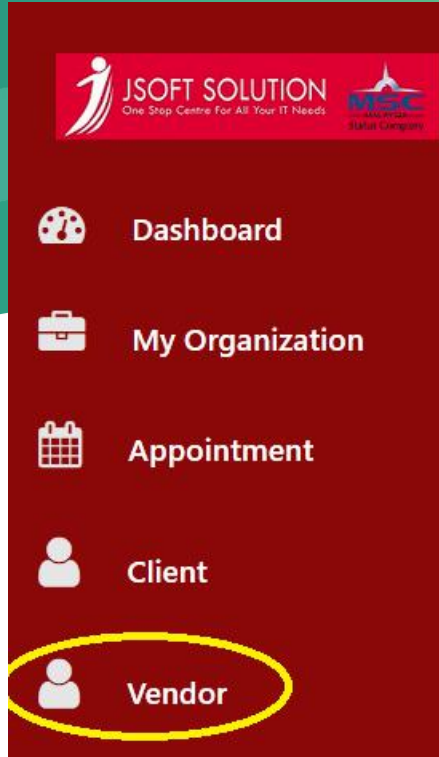
|   |                                      |          |               |                                |
|---|--------------------------------------|----------|---------------|--------------------------------|
| 1 | Cameron Towers Joint Management Body | CT       | .....<br>show | OPTION ▾<br>REMOVE<br>OPTION ▾ |
| 2 | Mathavan Enterprise                  | mathavan | .....<br>show |                                |



| Dashboard / CLIENT / VIEW CLIENT |                                      |                              |               |          |
|----------------------------------|--------------------------------------|------------------------------|---------------|----------|
| CLIENT LIST                      |                                      |                              |               |          |
| Show 10 entries                  |                                      | Search: <input type="text"/> |               |          |
| #                                | CLIENT NAME                          | USERNAME                     | PASSWORD      | ACTION   |
| 1                                | Cameron Towers Joint Management Body | CT                           | .....<br>show | OPTION ▾ |
| 2                                | Mathavan Enterprise                  | mathavan                     | .....<br>show | OPTION ▾ |
| 3                                | PORT KLANG FREE ZONE                 | imadi                        | .....<br>show | OPTION ▾ |
| 4                                | DAMCO LOGISTICS MALAYSIA SDN BHD     | hassha                       | .....<br>show | OPTION ▾ |
| 5                                | FREEDOM FREIGHT (M)                  | account                      | .....<br>show | OPTION ▾ |
| 6                                | RESTORANT HABABIL (MAXIM CITILIGHTS) | habib                        | .....<br>show | OPTION ▾ |
| 7                                | METRO PARKING (M) SDN BHD            | METRO                        | .....<br>show | OPTION ▾ |

# VENDOR

To access vendor, click on Vendor which is the fifth item located in the left menu.



Then you will have four options:

- 1) Add vendor
- 2) Assign Client
- 3) Add Job
- 4) View Vendor

# VENDOR

## Add Vendor

You can add vendors in this page. Enter the necessary details into this page and then click SUBMIT once done.

After clicking the SUBMIT button, a popup will appear to notify that the vendor has been successfully added. It can be viewed in the “View vendors” page.

SUCCESS! SUCCESSFULLY ADDED [REDACTED]

Username : [REDACTED]

Password : [REDACTED]

Dashboard / VENDOR / ADD VENDOR

COMPANY NAME

Enter Vendor Company Name

REG. NO

Enter Vendor Company Registration No.

ADDRESS

Enter Vendor Address

CONTACT NO.

Enter Vendor Contact No.

EMAIL

Enter Vendor Email

USERNAME

Enter Vendor Username

SUBMIT

# VENDOR

## Assign client

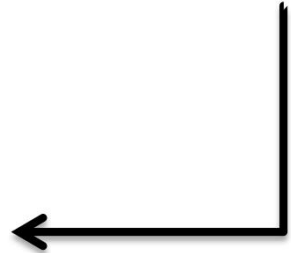
You can assign a client to a vendor in this page.  
Choose the vendor and then the client then click  
the SUBMIT button.

[Dashboard](#) / [VENDOR](#) / [ASSIGN CLIENT](#)

|                   |           |   |
|-------------------|-----------|---|
| VENDOR            | Huehuehue | ▼ |
| CLIENT            | Hahihu    | ▼ |
| <div>SUBMIT</div> |           |   |

After clicking the SUBMIT button, a popup will appear to notify that the vendor has been successfully added. It can be viewed in the “View vendors” page.

SUCCESS! SUCCESSFULLY LINKED



# VENDOR

## ADD JOB

You can add a job to a vendor in this page. Choose the vendor and then write the job name then click the SUBMIT button.

Dashboard / VENDOR / ADD JOB

VENDOR

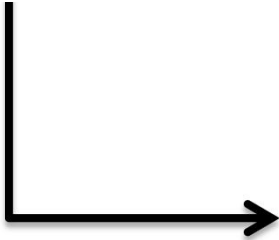
Huehuehue



JOB NAME

Enter job name

SUBMIT



SUCCESS! SUCCESSFULLY ADDED

After clicking the SUBMIT button, a popup will appear to notify that the job has been successfully added to the vendor.

# VENDOR

## VIEW VENDOR

You can view vendors that you have recently added in this page.

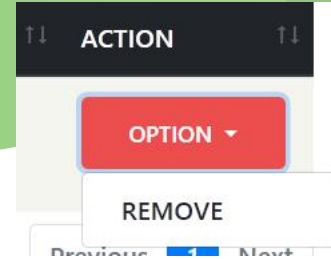
Company name - Name of the company

Registration No - Registration number of the company

Client name = Company name

Username = Vendor username

Password = Given password from adding client



To remove vendor, click on options and then click remove

Dashboard / VENDOR / VIEW VENDOR

VENDOR LIST

Show 10 entries

Search:

| # | COMPANY NAME | REGISTRATION NO | JOB LIST             | CLIENT LIST          | USERNAME | PASSWORD                                   | ACTION                 |
|---|--------------|-----------------|----------------------|----------------------|----------|--|------------------------|
| 1 | Huehuehue    | 123456789       | <a href="#">view</a> | <a href="#">view</a> | Wishwash | <div><div>•••••</div><div>show</div></div> | <a href="#">OPTION</a> |

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

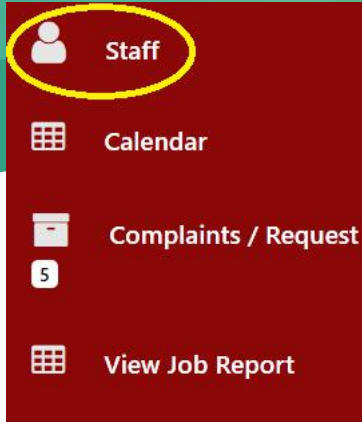


JOBSHEET

# DIRECT US TO A BETTER MANAGING BUSINESS

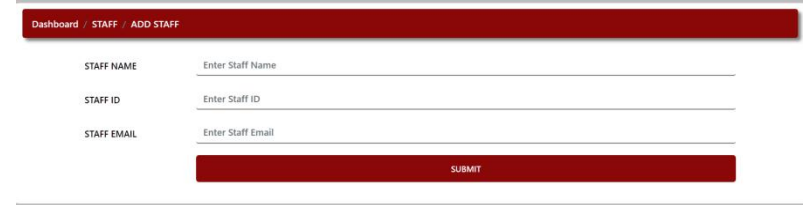
# STAFF

To access staff, click on Staff which is the sixth item located in the left menu.

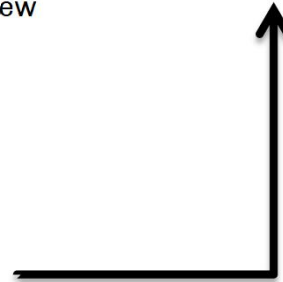
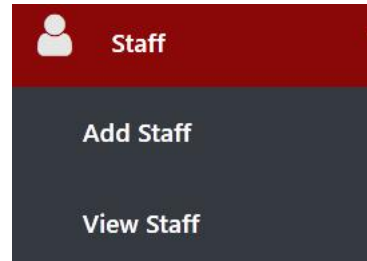
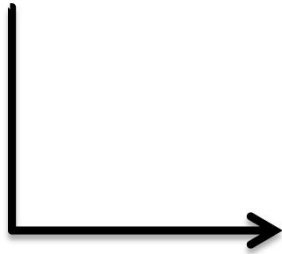


## ADD STAFF

You can add a staff in this page. Enter the necessary details into this page and then click SUBMIT once done.

A screenshot of the 'ADD STAFF' form. It has a dark red header bar with the text 'Dashboard / STAFF / ADD STAFF'. Below the header, there are three input fields: 'STAFF NAME' with placeholder text 'Enter Staff Name', 'STAFF ID' with placeholder text 'Enter Staff ID', and 'STAFF EMAIL' with placeholder text 'Enter Staff Email'. At the bottom right of the form is a dark red button labeled 'SUBMIT'.

Then you will have two options, Add Staff and View Staff.



# STAFF

To access staff, click on Staff which is the sixth item located After clicking the SUBMIT button, a popup will appear to notify that the staff has been successfully added. It can be viewed in the "View staff" page.

SUCCESS! STAFF SUCCESSFULLY ADDED

NAME : [REDACTED]

EMAIL : [REDACTED]

PASSWORD : [REDACTED]

## VIEW STAFF

You can view staff that you have recently added in this page.

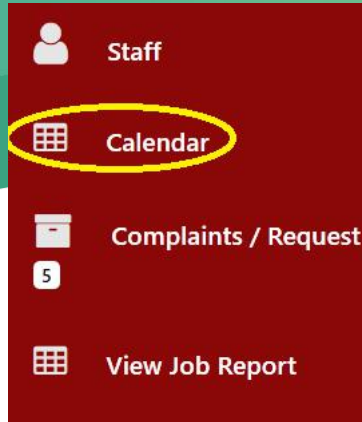
To remove staff, click Option and then click Remove.



| Dashboard / STAFF / VIEW STAFF |          |          |       |                             |               |            |  |
|--------------------------------|----------|----------|-------|-----------------------------|---------------|------------|--|
| STAFF LIST                     |          |          |       |                             |               |            |  |
| Show 10 entries                |          | Search:  |       |                             |               |            |  |
| #                              | NAME     | STAFF ID | ROLE  | USERNAME                    | PASSWORD      | ACTION     |  |
| 1                              | admin    |          | admin | support@softsolution.com.my | *****<br>show | RESTRICTED |  |
| 2                              | Mookesh  | mookesh  | user  | mookesh                     | *****<br>show | OPTION ▾   |  |
| 3                              | Prem     | prem     | user  | prem                        | *****<br>show | OPTION ▾   |  |
| 4                              | Mathavan | mathavan | user  | mathavan                    | *****<br>show | OPTION ▾   |  |
| 5                              | try      | try      | user  | try                         | *****<br>show | OPTION ▾   |  |
| 6                              | try2     | try2     | user  | try2                        | *****<br>show | OPTION ▾   |  |
| 7                              | Hahiuk   | 123456   | user  | 123456                      | *****<br>show | OPTION ▾   |  |

# CALENDAR

To access calendar, click on Calendar which is the seventh item located in the left menu.



Month - Displays the whole month.

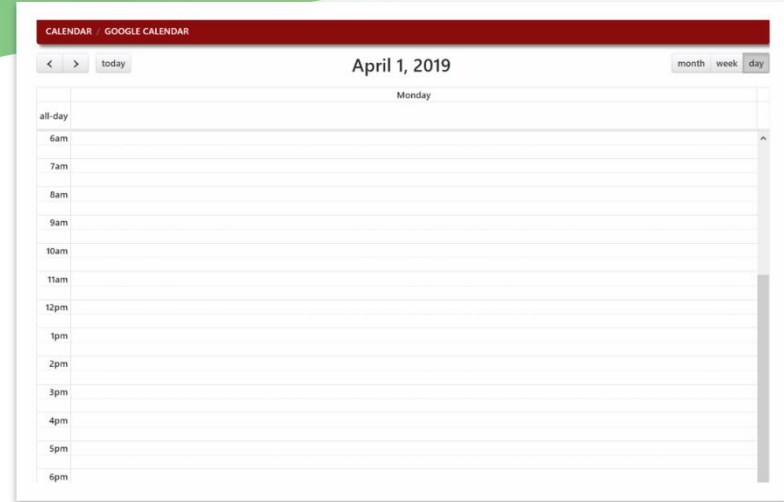


To remove You can view events in the calendar.

Today - Directs to the present day.

# CALENDAR

Week - Displays time and week, example Mar 31 - Apr 6, 2019



Day - Displays time for the whole day, example April 1, 2019.

1`

To create an event, click on the designated date.  
It will create a popup whereby you can enter the event title

# CALENDAR

The event now exists in the selected day / time.

Enter Event Title

☐ Prevent this page from creating additional dialogs

OK

Cancel

After naming it, you can click OK. Another popup will appear.

2`

Added Successfully

☐ Prevent this page from creating additional dialogs

OK

3`

| CALENDAR / GOOGLE CALENDAR   |               |     |     |     |     |     |
|--|---------------|-----|-----|-----|-----|-----|
| <div> <div>&lt;</div> <div>&gt;</div> <div>today</div> </div> <div>April 2019</div> <div> <div>month</div> <div>week</div> <div>day</div> </div> |               |     |     |     |     |     |
| Sun  | Mon           | Tue | Wed | Thu | Fri | Sat |
| 31   | 1<br>Hi hello | 2   | 3   | 4   | 5   | 6   |
| 7  | 8             | 9   | 10  | 11  | 12  | 13  |
| 14   | 15            | 16  | 17  | 18  | 19  | 20  |
| 21   | 22            | 23  | 24  | 25  | 26  | 27  |
| 28   | 29            | 30  | 1   | 2   | 3   | 4   |

# CALENDAR

1

To remove it, click on the event. A popup will appear.

Are you sure you want to remove it?

OK

Cancel

2

Click OK and the event will be removed.

Event Removed

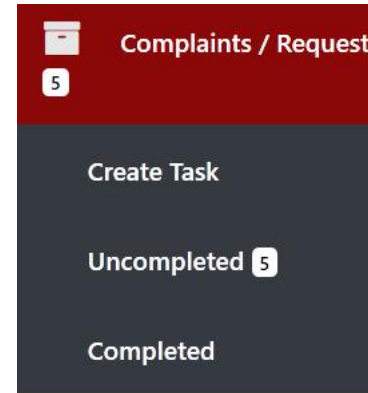
☐ Prevent this page from creating additional dialogs

OK

# Complaints / Request

To access complaints / request, click on Complaints / Request which is the eighth item located in the left menu.

Then you will have three options, create task, uncompleted and completed





# Complaints / Request

After clicking the SUBMIT button, a popup will appear to notify that the complaint has been created successfully.

SUCCESS! JOB / REQUEST CREATED SUCCESSFULLY

## CREATE TASK

To create a complaint, enter the necessary details and click SUBMIT button.

Dashboard / COMPLAINT / MAKE COMPLAINT

|                  |                        |
|------------------|------------------------|
| CLIENT           | --SELECT--             |
| TASK             | Enter task name        |
| TASK DESCRIPTION | Enter task description |
| BOOKING DATE     | 21 / 03 / 2019         |
| SUBMIT           |                        |

# Complaints / Request

## UNCOMPLETED

Recent complaints will be shown in this page

Click assign worker.

WORKER

ASSIGN WORKER

Choose the worker to assign whether it is "MY STAFF" or "VENDORS". Click CONFIRM.

ASSIGN WORKER

ASSIGN TO

--SELECT--

--SELECT--

MY STAFF

VENDORS

CONFIRM

CANCEL

SUCCESS! JOB ASSIGNED SUCCESSFULLY

Dashboard / COMPLAINT / UNCOMPLETED

UNCOMPLETED JOB

Show 10 entries

Search:

| COMPLAINT DATE | CLIENT                               | ISSUE                                | DESCRIPTION                           | WORKER            | STATUS  |
|----------------|--------------------------------------|--------------------------------------|---------------------------------------|-------------------|---------|
| 21-Mar-2019    | Hahihu                               | Aircon not functioning               | Aircon not functioning. Too much dust | ASSIGN WORKER     | PENDING |
| 12-Mar-2019    | CITI/WAVE ENTERPRISE                 | a                                    | ddddd                                 | try [try]         | PENDING |
| 08-Feb-2019    | Cameron Towers Joint Management Body | xcvxvc                               | cvxcvc                                | Mookesh [mookesh] | PENDING |
| 29-Jan-2019    | Cameron Towers Joint Management Body | 24 Inch LCD FIXING                   | Panel will be arrive at 12 PM         | Mookesh [mookesh] | PENDING |
| 27-Dec-2018    | PORT KLANG FREE ZONE                 | Create a share folder                | Create a share folder PC Syakira      | Mookesh [mookesh] | PENDING |
| 24-Dec-2018    | PORT KLANG FREE ZONE                 | Assit dr vendor..                    | Payrool server ( PKfzt)               | Mookesh [mookesh] | PENDING |
| 24-Dec-2018    | PORT KLANG FREE ZONE                 | Eappen outlook setup .. outo respond | Eappen                                | Mookesh [mookesh] | PENDING |
| 24-Dec-2018    | PORT KLANG FREE ZONE                 | Network Printer Issue                | Network Printer Issue ( LINDA )       | Prem [prem]       | PENDING |

# Complaints/ Request

To read more information about the complaint, click the complaint and there will be a popup that lists the problem, problem description and booking date. To mark a complaint as complete, click MARK AS COMPLETE.

After clicking the MARK AS COMPLETE button, a popup will appear to notify that the complaint has been completed. It can be checked in the Completed page.

SUCCESS! MARKED AS COMPLETED

## MESSAGE DETAILS



PROBLEM

Aircon not functioning

PROBLEM  
DESCRIPTION

Aircon not functioning. Too much dust

BOOKING DATE

2019-03-21 00:00:00

MARK AS COMPLETE

CLOSE

# Complaints/ Request

## COMPLETED

Complaints that have been completed will be shown in this page.

### COMPLETED JOB

Show 10 entries

Search:

| COMPLAINT DATE | CLIENT                               | ISSUE                                 | DESCRIPTION  | WORKER              | STATUS   |
|----------------|--------------------------------------|---------------------------------------|--|---------------------|----------|
| 08-Sep-2018    | Cameron Towers Joint Management Body | Barrier Gate ( Out ) Not Cm down      | Call for Support Barrier Gate ( Out ) Not Cm down                  | Krish [krish]       | COMPLETE |
| 02-Oct-2018    | PREVOSYS                             | Go and service their printer          | Do it by today   | Krish [krish]       | COMPLETE |
| 05-Oct-2018    | PORT KLANG FREE ZONE                 | Cable setting                         | Must do by today   | Krish [krish]       | COMPLETE |
| 05-Oct-2018    | Mathavan Enterprise                  | Cctv                                  | 4 channel  | Krish [krish]       | COMPLETE |
| 12-Oct-2018    | PREETY CORNER                        | POS SOLUTION INSTALLATION ( BANTING ) | New Setup  | Mathavan [mathavan] | COMPLETE |
| 30-Oct-2018    | PORT KLANG FREE ZONE                 | UNIFY NOT FUNC                        | Receive Call on 27th Oct 2018 ( Port Police Office - Kastam gate ) | Krish [krish]       | COMPLETE |
| 21-Mar-2019    | Hahihu                               | Aircon not functioning                | Aircon not functioning. Too much dust                              | Hahiuk [123456]     | COMPLETE |

Showing 1 to 7 of 7 entries

Previous 1 Next

# View Job Report

To access job report, click on View Job Report which is the ninth item located in the left menu.



You can set the client, vendor, date from, date to and status (COMPLETED, PENDING, IN PROGRESS) then click **SEARCH**. The data will appear below the information in a table.

Dashboard / VIEW JOB REPORT

CLIENT  
--SELECT--

VENDOR / ORGA. STAFF  
--SELECT--

DATE FROM  
21 / 03 / 2019

DATE TO  
21 / 03 / 2019

STATUS  
--SELECT--

SEARCH

Search:

| #                          | REF NO | CLIENT | STAFF NAME | STAFF ID | JOB NAME | JOB CREATED DATE | REMARKS | STATUS | SIGNATURE |
|----------------------------|--------|--------|------------|----------|----------|------------------|---------|--------|-----------|
| No data available in table |        |        |            |          |          |                  |         |        |           |

Showing 0 to 0 of 0 entries

PreviousNext

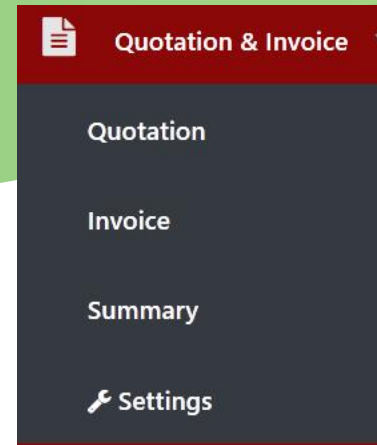
# Quotation & invoice

To access quotation & report, click on Quotation & Invoice which is the tenth item located in the left menu.

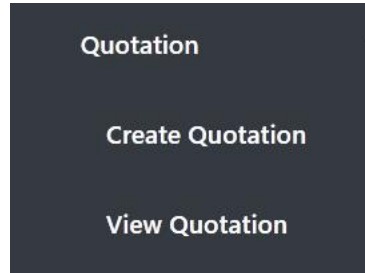


Then you will have four options:

- 1) Quotation
- 2) Invoice
- 3) Summary
- 4) Settings



After clicking Invoice, there will be two options which are Create Invoice and View Invoice.



After clicking Quotation, there will be two options which are Create Quotation and View Quotation.



# Quotation & invoice

## CREATE QUOTATION

You can create a quotation by choosing a client and writing a recipient name then click next.

1`

Quick Add Client

Company Name:

ADDRESS 1:

ADDRESS 2:

CITY:  POSTAL CODE:

STATE:  
--SELECT A STATE--

Quotation & Invoice / Quotation / Create Quotation



Client



Quotation



Confirmation

+ Add Client

Name:

--Select--

Attention:

Recipient name

Next

Clicking + Add Client button will popup quick add client information.


2`


# Quotation & invoice


Second step is to write item name, description, unit cost in RM, quantity. You can also add another item by clicking on the + button or remove an item by clicking the - button. Once done, you can click NEXT

1`

Quotation & Invoice / Quotation / Create Quotation


  
Client


  
Quotation


  
Confirmation

| Item:  | Description:         | Unit Cost:           | Quantity:            | Remove:                          |
|--|----------------------|----------------------|----------------------|----------------------------------|
| <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="-"/> |
| <input data-bbox="241 835 376 862" type="button" value="+"/> |                      |                      |                      |                                  |

NEXT

  
Client

  
Quotation


  
Confirmation

PDF FOOTER

General

Save

JSOFT SOLUTION SDN BHD  
Level 15 DPhuze Cyberjaya,  
Lingkar Cyber Point Timur , Cyber 12,  
63000 Cyberjaya ,  
SELANGOR  
Phone Number: 0125509210  
Fax Number: 0383208001



**Hahihu**  
No 5000, Jalan Datuk Sulaiman 100, Kuala Lumpur,  
Taman Tun Dr Ismail 50000,  
KUALA LUMPUR

Quote #:  
Date:  
Due Date:

90  
2019-Mar-21  
dd / mm / yyyy

| Item:  | Description: | Unit Cost: | Quantity: | Price:   |
|--------|--------------|------------|-----------|----------|
| he     | ha           | RM 15.00   | 2         | RM 30.00 |
| Total: |              |            |           | RM 30.00 |

After that, a preview of the quotation will appear. You can also change the PDF Footer. Click the Save button once you are satisfied.

2`



# Quotation & invoice

1' After clicking Save button, a popup will appear to notify that the quotation was created successfully.

SUCCESS! QUOTATION CREATED SUCCESSFULLY

2' You can set who you want to mail, subject name, attach a file and edit the message body. Then click Send once you are done. Clicking Close will direct you to View Quotation.

3' After clicking send, a popup will appear to notify that the quotation has been created successfully. To view quotations, click View Quotation under Quotation & Invoice.

SUCCESS! QUOTATION CREATED SUCCESSFULLY

### Mail This Quotation

TO

CC

SUBJECT

FILES

MESSAGE BODY

QUOTATION-#0000000090

Browse... No file selected. 0 MB +

Dear Hafiz,

Great Day!!!


Thank you for your interest in our solutions at JSOFTSOLUTION SDN BHD.

JSOFTSOLUTION SDN BHD is a in house software development company with an impressive track record of creating responsive solutions to our customer. We offer a broad range of website development solutions, software development, IT support and many more. Please find the attachment of the comprehensive price list.

Please do not hesitate to contact us for any additional information/clarification. Thank you

Sincerely,

JSOFTSOLUTION SDN BHD

 JSOFT SOLUTION  
One Stop Centre For All Your IT Needs  
MSC  
Malaysia  
Selangor

LEVEL 15 DPLUZE CYBERJAYA,  
LINGKARAN CYBER POINT TIMUR , CYBER 12,  
63000 CYBERJAYA ,  
SELANGOR

CLOSE SEND

# Quotation & invoice

## VIEW QUOTATION

You can view the quotations that you have made here.

EDIT

MAIL

CONVERT

Close

2 When clicking the quotation, you can download the PDF file and also edit, mail the quotation or convert the quotation into invoice.

1

QUOTATION & INVOICE / QUOTATION / VIEW QUOTATION

QUOTAION LIST

Download

Show 10 entries

Search:

|                          | DATE                      | QUOTATION # | CUSTOMER NAME                                      | QUOTED AMOUNT |
|--------------------------|---------------------------|-------------|--|---------------|
| <input type="checkbox"/> | Wed 12-Sep-18 17:39:56 PM | 0000000001  | METRO PARKING (M) SDN BHD                          | RM 1,075.00   |
| <input type="checkbox"/> | Wed 12-Sep-18 18:05:26 PM | 0000000002  | PREETY CORNER                                      | RM 5,249.00   |
| <input type="checkbox"/> | Tue 18-Sep-18 13:41:09 PM | 0000000003  | KOPERASI KEBAJIKAN NAMAKAL SEMENANJUNG MALAYSIA BE | RM 5,700.00   |
| <input type="checkbox"/> | Tue 18-Sep-18 19:42:27 PM | 0000000004  | PECK CHEW PILING (M) SDN BHD                       | RM 26,784.00  |
| <input type="checkbox"/> | Wed 19-Sep-18 18:20:54 PM | 0000000005  | MR RAY   | RM 1,838.00   |
| <input type="checkbox"/> | Wed 19-Sep-18 18:26:09 PM | 0000000006  | OSAKA YAKINIQU                                     | RM 1,838.00   |
| <input type="checkbox"/> | Thu 27-Sep-18 13:00:15 PM | 0000000007  | METRO PARKING (M) SDN BHD                          | RM 980.00     |
| <input type="checkbox"/> | Tue 02-Oct-18 18:13:31 PM | 0000000008  | PREVOSYS   | RM 9,600.00   |
| <input type="checkbox"/> | Wed 03-Oct-18 09:30:13 AM | 0000000009  | METRO PARKING (M) SDN BHD                          | RM 3,790.00   |
| <input type="checkbox"/> | Wed 03-Oct-18 09:30:18 AM | 0000000009  | METRO PARKING (M) SDN BHD                          | RM 3,790.00   |

Showing 1 to 10 of 90 entries

Previous 1 2 3 4 5 ... 9 Next

# Quotation & invoice

When clicking edit, you have the option to override existing quotation or create new quotation.

3`

EDIT OPTION

×

OVERWRITE EXISTING QUOTATION ( same invoice no )

CREATE NEW QUOTATION ( new invoice no )

CANCEL

# Quotation & invoice

## CREATE QUOTATION

You can create invoices here by choosing the client and writing a recipient name.

1

Quotation & Invoice / Invoice / Create Invoice



Client



Invoice



Confirmation

Name:

--Select--

Attention:

Recipient name

Make this invoice recurring

Next



Client



Invoice



Confirmation

| Item:                            | Description:         | Unit Cost:           | Quantity:            | Remove:                          |
|----------------------------------|----------------------|----------------------|----------------------|----------------------------------|
| <input type="text"/>             | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="-"/> |
| <input type="button" value="+"/> |                      |                      |                      |                                  |

NEXT

Second step is to write item name, description, unit cost in RM, quantity. You can also add another item by clicking on the + button or remove an item by clicking the - button. Once done, you can click NEXT

2

# Quotation & invoice


After that, a preview of the invoice will appear.  
You can also change the PDF Footer. Click the  
Save button once you are satisfied


1


2

After clicking Save button, a popup will  
appear to notify that the invoice was  
created successfully.

SUCCESS! INVOICE CREATED SUCCESSFULLY

  
Client

  
Invoice

  
Confirmation

PDF FOOTER

General


Save

Invoice

JSOFTSOLUTION SDN BHD  
Level 15 DPluze Cyberjaya,  
Lingkar Cyber Point Timur , Cyber 12,  
63000 Cyberjaya ,  
SELANGOR  
Phone Number: 0125509210  
Fax Number: 0383208001

**Hahihu**

No 5000, Jalan Datuk Sulaiman 100, Kuala Lumpur,  
,  
Taman Tun Dr Ismail 50000,  
KUALA LUMPUR



JSOFT SOLUTION  
One Stop Centre For All Your IT Needs  
MSC  
Malaysia Computer  
Status Company

|            |                |
|------------|----------------|
| Invoice #: | 167            |
| Date:      | 2019-Mar-21    |
| Due Date:  | dd / mm / yyyy |

To: Hafiza

| Item: | Description: | Unit Cost: | Quantity: | Price:   |
|-------|--------------|------------|-----------|----------|
| ha    | he           | RM 11.00   | 1         | RM 11.00 |

Total: RM 11.00

# Quotation & invoice

1 You can set who you want to mail, subject name, attach a file and edit the message body. Then click Send once you are done. Clicking Close will direct you to View Invoice.

2 After clicking send, an invoice will appear to notify that the invoice has been created successfully. To view invoices, click View Invoice under Quotation & Invoice

SUCCESS! INVOICE CREATED SUCCESSFULLY

Mail This Invoice

TO

CC

SUBJECT

FILES

Browse...

No file selected.

0 MB



MESSAGE  
BODY

Dear Hafiza,

Great Day!!!

Please find your attachment invoice. We appreciate your prompt payment.

Invoice Number: #0000000167

Invoice Date: 2019-Mar-21

Amount Due: RM 11.00

Due Date: 2019-Mar-21

Sincerely,

JSOFTSOLUTION SDN BHD



LEVEL 15 DPLUZE CYBERJAYA,  
LINGKARAN CYBER POINT TIMUR , CYBER 12,  
63000 CYBERJAYA ,  
SELANGOR

CLOSE

SEND

# Quotation & invoice

2 When clicking the quotation, you can download the PDF file and also change the status to paid, edit or mail the invoice

✓ PAID

✎ EDIT

✉ MAIL

✕ Close

## VIEW INVOICE

You can view the invoices that you have made here.

QUOTATION & INVOICE / INVOICE / VIEW INVOICE

INVOICE LIST

Download

Show 10 entries

Search:

|                          | DATE                      | INVOICE #  | CUSTOMER NAME                        | INVOICED AMOUNT | STATUS |
|--------------------------|---------------------------|------------|--------------------------------------|-----------------|--------|
| <input type="checkbox"/> | Tue 04-Sep-18 17:37:44 PM | 0000000110 | Cameron Towers Joint Management Body | RM 0.00         | PAID   |
| <input type="checkbox"/> | Tue 04-Sep-18 17:49:17 PM | 0000000111 | Cameron Towers Joint Management Body | RM 360.00       | UNPAID |
| <input type="checkbox"/> | Sat 08-Sep-18 15:11:37 PM | 0000000112 | Mathavan Enterprise                  | RM 180.00       | PAID   |
| <input type="checkbox"/> | Sat 08-Sep-18 16:14:22 PM | 0000000113 | FREEDOM FREIGHT (M)]                 | RM 290.00       | PAID   |
| <input type="checkbox"/> | Sat 15-Dec-18 12:50:31 PM | 0000000114 | DAMCO LOGISTICS MALAYSIA SDN BHD     | RM 3,600.00     | UNPAID |
| <input type="checkbox"/> | Tue 18-Sep-18 20:01:21 PM | 0000000115 | RESTORANT HABABIL (MAXIM CITILIGHTS) | RM 540.00       | UNPAID |

# Quotation & invoice

When clicking edit, you have the option to override existing invoice or create new invoice.

EDIT OPTION

×

OVERWRITE EXISTING INVOICE ( same invoice no )

CREATE NEW INVOICE ( new invoice no )

CANCEL



# Summary

## QUOTAION & INVOICE / SUMMARY

FROM

21/03/2019

TO

21/03/2019

SEARCH

| TOTAL QUOTATION | UNCONVERTED QUOTATION | CONVERTED QUOTATION |
|-----------------|-----------------------|---------------------|
| RM 0.00 ( 0 )   | RM 0.00 ( 0 )         | RM 0.00 ( 0 )       |
| TOTAL INVOICE   | UNPAID INVOICE        | PAID INVOICE        |
| RM 0.00 ( 0 )   | RM 0.00 ( 0 )         | RM 0.00 ( 0 )       |

You can check the total quotation and invoice by setting from and to date. Once you have set the date, click SEARCH.

## QUOTAION & INVOICE / SUMMARY

FROM

21/01/2019

TO

21/03/2019

SEARCH

| TOTAL QUOTATION     | UNCONVERTED QUOTATION | CONVERTED QUOTATION |
|---------------------|-----------------------|---------------------|
| RM 61 174.00 ( 32 ) | RM 56 175.00 ( 31 )   | RM 4 999.00 ( 1 )   |
| TOTAL INVOICE       | UNPAID INVOICE        | PAID INVOICE        |
| RM 30 808.64 ( 11 ) | RM 29 628.64 ( 10 )   | RM 1 180.00 ( 1 )   |

# Settings

## You can change the stamp

Clicking PDF setting, you can change the stamp by browsing into your computer.

Dashboard / QUOTATION / INVOICE SETTING TEMPLATE

PDF SETTING

STAMP ☒ 1533109264.png

FOOTER +

General

All cheque are subjected to be issued to the following Account No. : 8600597764 (Bank: CIMB).  
Our customer will have our prompt and careful attention as always.  
Accounts not paid within terms are subject to a 2% monthly interest.  
Corporate Social Responsibility: GO GREEN with SOFTCOPY.

QUOTATION MAIL SETTING

INVOICE MAIL SETTING

You can change the footer by clicking the plus beside it and it will create a popup with information of footer name and footer content.

### CREATE FOOTER for PDF



Footer Name

e.g. license,service,maintenance

Footer Content

SAVE

CLOSE

# Settings

Clicking Quotation Mail Setting, you can fill in the quotation body which will be the default message after creating a quotation.

Once you are done, you can click the diskette or save button to save all the changes. It will then popup to notify that the setting has been updated successfully.

[Customer\_Attention]  
[Organization\_Name]  
[Organization\_Logo]  
[Organization\_Address]

QUOTATION MAIL SETTING

QUOTATION BODY ⓘ

Dear [Customer\_Attention],  
  
Great Day!!!  
  
Thank you for your interest in our solutions at [Organization\_Name].  
  
[Organization\_Name] is a in house software development company with an impressive track

SUCCESS! SETTING UPDATED SUCCESSFULLY

Clicking Invoice Mail Setting, you can fill in the invoice body which will be the default message after creating an invoice.

[Customer\_Attention]  
[Invoice\_Number]  
[Invoice\_Date]  
[Amount\_Due]  
[Due\_Date]  
[Organization\_Name]  
[Organization\_Logo]  
[Organization\_Address]

QUOTATION MAIL SETTING

INVOICE MAIL SETTING

INVOICE BODY ⓘ

Dear [Customer\_Attention],  
  
Great Day!!!  
  
Please find your attachment invoice. We appreciate your prompt payment.  
  
<b>Invoice Number:</b> [Invoice\_Number]

# Helps

To access Help, click on Help which is the second last item located in the left menu.

Here you can see the FAQ for the system.



## *Frequently Asked Question*

Question: What browser that is best viewed for this Jobsheet?

Best viewed in Google Chrome or Mozilla Firefox

# Terms & Privacy

To access Term & Privacy, click on Term & Privacy which is the last item located in the left menu.



Here you can check the terms and privacy of using this system.

## *Terms*

If you use this jobsheet, you are agreeing to be bound by these Terms of Use without any modification or qualification. IF YOU ARE DISSATISFIED WITH THE TERMS, CONDITIONS, RULES, POLICIES, GUIDELINES OR PRACTICES OF OPERATING OUR SERVICE, UNLESS EXPRESSLY SET OUT IN THESE TERMS OF USE, YOUR SOLE AND EXCLUSIVE REMEDY IS TO DISCONTINUE USING THE SERVICE. If for any reason you are unable to meet all the conditions set forth in these Terms of Use, or if you breach any of the Terms of Use contained herein, your permission to use Jobsheet or access any of Jobsheet Financial's Services (defined below) immediately lapses and you must destroy any materials downloaded or printed from the Jobsheet.

## *Privacy*

This privacy policy applies to system and, its subdomains (the "Site"), and our mobile apps, all of which are owned and operated by JSoft It does not apply to any third-party websites, which have their own policies. Throughout this policy, when we say Jobsheet, we mean our company, including the Site and any Jobsheet mobile apps, and when we say Services we mean the various financial products and services, and apps we make available to you through our Site and mobile apps, including our payments, payroll, accounting, invoicing services, and other small business-related services and support. By "Personal Information", we mean information about an identifiable individual. That's what this policy is about – our collection, protection, use, retention, disclosure and other processing of Personal Information and your rights relating to these activities. We also compile certain aggregate data about our users.



# THANKS

**Any questions?**

You can find me at:

- [krish@jsoftsolution.com.my](mailto:krish@jsoftsolution.com.my)