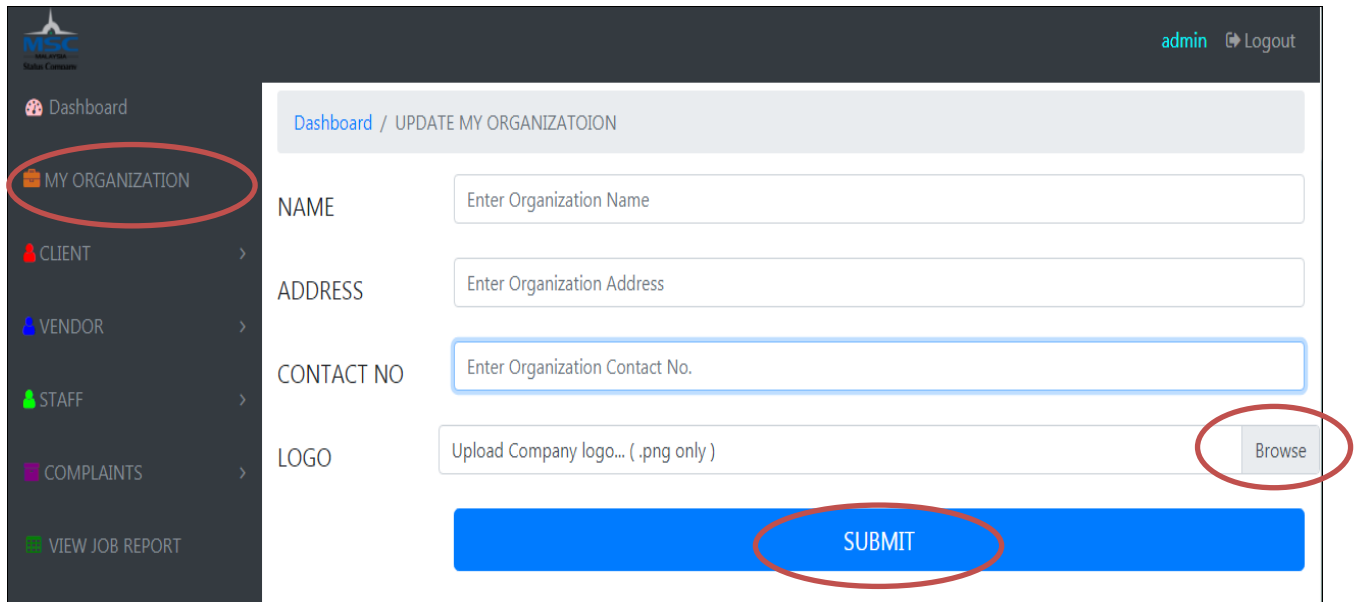


Jsoft Solution's JobSheet Application Manual

Organization - Admin



The screenshot shows the 'UPDATE MY ORGANIZATION' form in the admin dashboard. The left sidebar contains a menu with 'MY ORGANIZATION' highlighted. The main content area has a breadcrumb 'Dashboard / UPDATE MY ORGANIZATION'. The form includes fields for 'NAME', 'ADDRESS', 'CONTACT NO', and 'LOGO'. The 'LOGO' field has a 'Browse' button. A large blue 'SUBMIT' button is at the bottom.

Dashboard / UPDATE MY ORGANIZATION

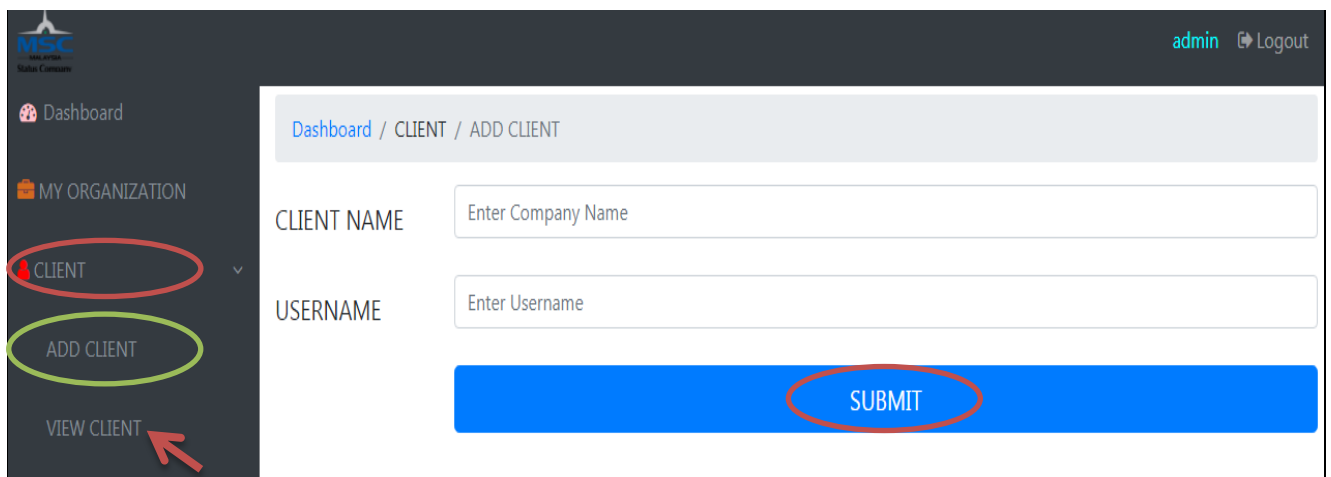
NAME

ADDRESS

CONTACT NO

LOGO

- 1). Under my organization, company can set up their organization based on the information given.
- 2). Company can browse and upload their company logo as they pleased and finally submit their credentials filled in to be stored and registered into the system.



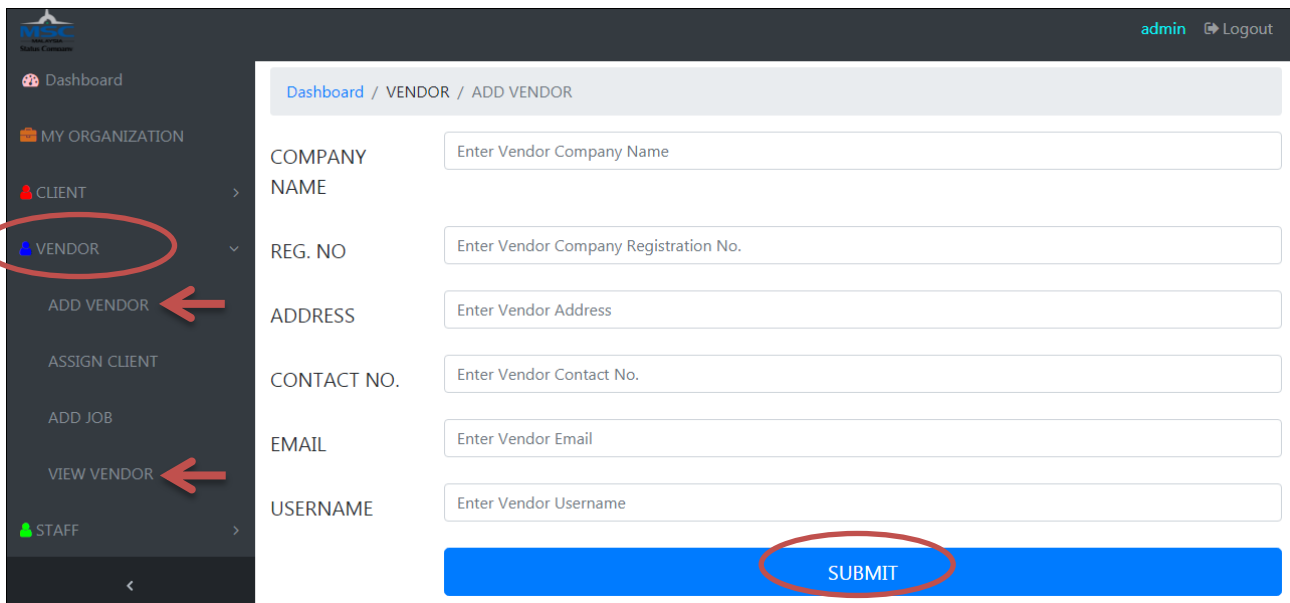
The screenshot shows the 'ADD CLIENT' form in the admin dashboard. The left sidebar contains a menu with 'CLIENT' highlighted and 'ADD CLIENT' circled. The main content area has a breadcrumb 'Dashboard / CLIENT / ADD CLIENT'. The form includes fields for 'CLIENT NAME' and 'USERNAME'. A large blue 'SUBMIT' button is at the bottom.

Dashboard / CLIENT / ADD CLIENT

CLIENT NAME

USERNAME

- 1). Organization has the ability to add and view their clients. Under client, company can add their clients under “Add client”.
- 2). When adding a client, organization have to fill in the requirements provided and then submit the credentials filled in.
- 3). Organizations can also view their client’s details once the client’s details are filled in.



admin Logout

Dashboard / VENDOR / ADD VENDOR

COMPANY NAME

REG. NO

ADDRESS

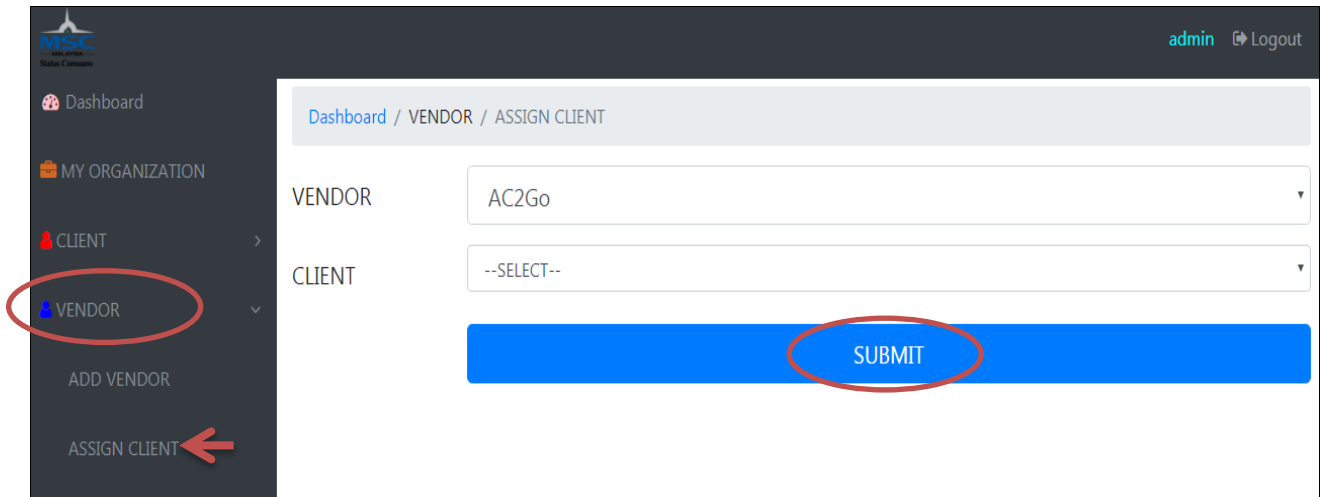
CONTACT NO.

EMAIL

USERNAME

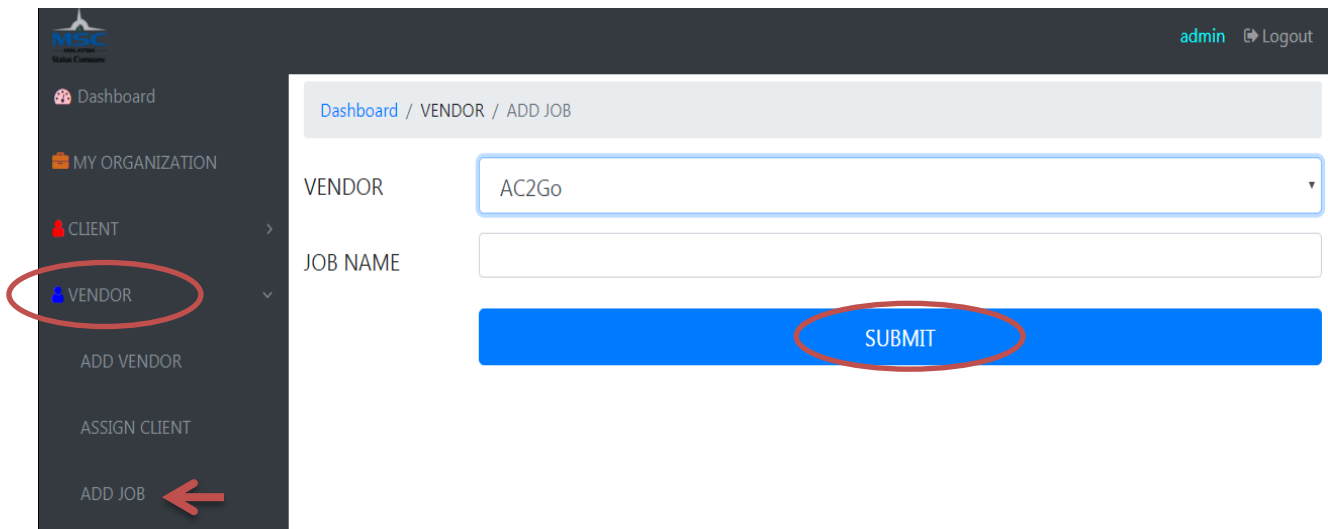
SUBMIT

- 1). Organization have the ability to add their vendor same as adding their clients. The steps are same as before.
- 2). Once the credentials are filled in the list of vendors added can be viewed at “view vendor”



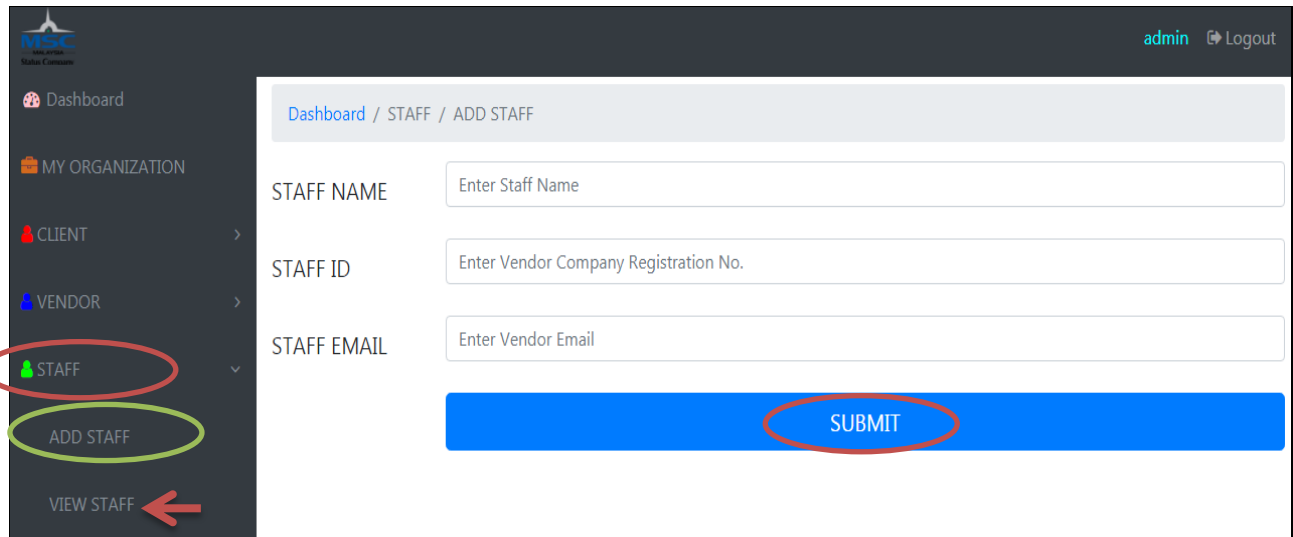
The screenshot shows the 'ASSIGN CLIENT' form. The left sidebar has a menu with 'VENDOR' circled in red and 'ASSIGN CLIENT' highlighted with a red arrow. The main form area has a breadcrumb 'Dashboard / VENDOR / ASSIGN CLIENT'. It contains two dropdown menus: 'VENDOR' with 'AC2Go' selected and 'CLIENT' with '--SELECT--'. A blue 'SUBMIT' button is at the bottom, circled in red. The top right shows 'admin' and a 'Logout' link.

1). Organization can have the privilege to assign vendors to their clients by selecting the vendor and also the clients, then submit the details to be keyed into the system (Database).



The screenshot shows the 'ADD JOB' form. The left sidebar has a menu with 'VENDOR' circled in red and 'ADD JOB' highlighted with a red arrow. The main form area has a breadcrumb 'Dashboard / VENDOR / ADD JOB'. It contains two input fields: 'VENDOR' with 'AC2Go' selected and 'JOB NAME' which is empty. A blue 'SUBMIT' button is at the bottom, circled in red. The top right shows 'admin' and a 'Logout' link.

1). Organization can also add the job needed to be done by the vendors by filling up the details under “Add Job”. Then submit the information to be stored into the system (Database).



Dashboard / STAFF / ADD STAFF

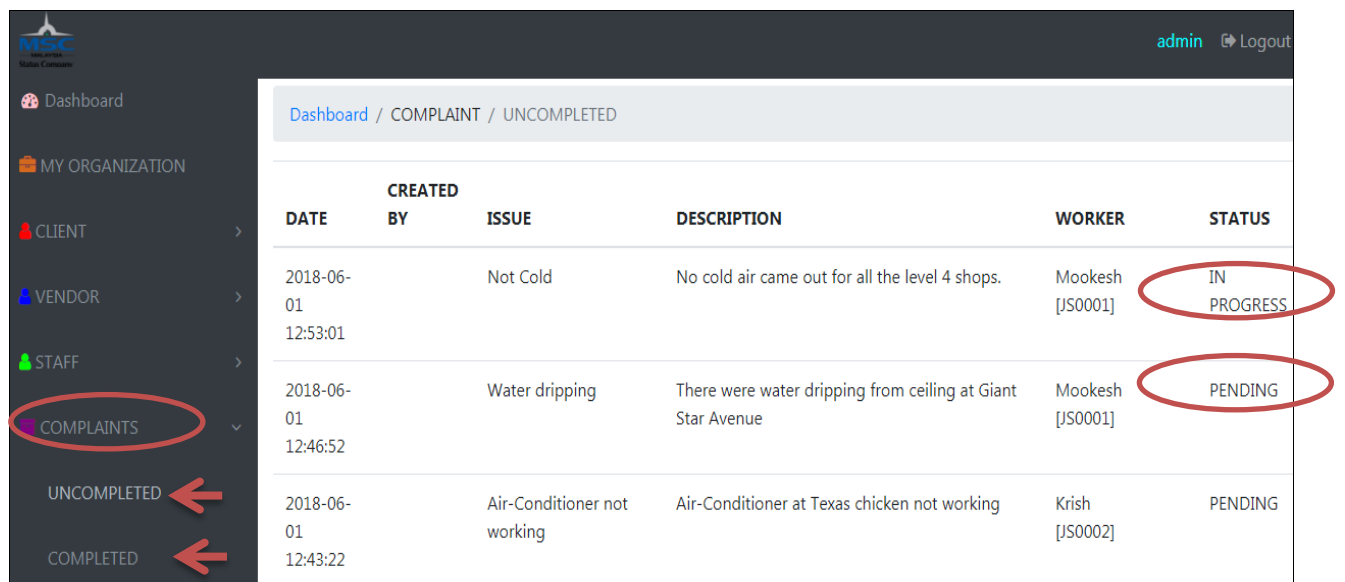
STAFF NAME

STAFF ID

STAFF EMAIL

SUBMIT

1). Organization can also add staff and submit the details once keyed in. Thus, the details of the staffs submitted can be viewed under “View staff”.

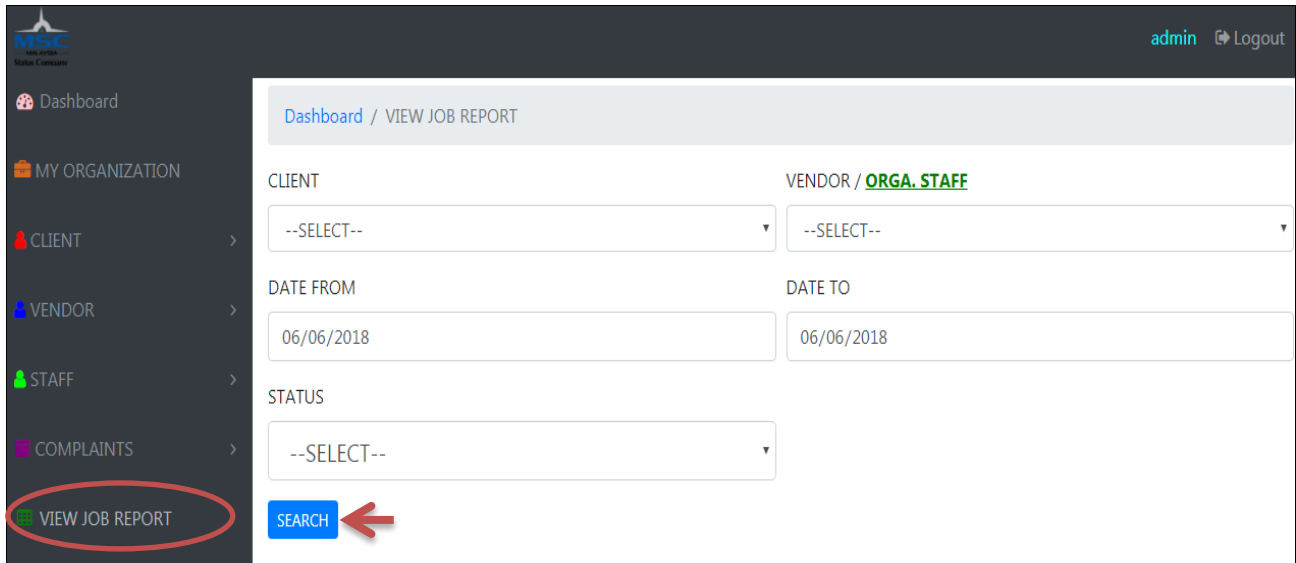


Dashboard / COMPLAINT / UNCOMPLETED

DATE	CREATED BY	ISSUE	DESCRIPTION	WORKER	STATUS
2018-06-01 12:53:01		Not Cold	No cold air came out for all the level 4 shops.	Mookesh [JS0001]	IN PROGRESS
2018-06-01 12:46:52		Water dripping	There were water dripping from ceiling at Giant Star Avenue	Mookesh [JS0001]	PENDING
2018-06-01 12:43:22		Air-Conditioner not working	Air-Conditioner at Texas chicken not working	Krish [JS0002]	PENDING

1). Under “Complaints”, organizations can view their uncompleted work and also work done.

2). Thus, for incomplete work, organization can view the status of the work either in progress or pending.



admin Logout

Dashboard / VIEW JOB REPORT

CLIENT: --SELECT--

VENDOR: **ORGA. STAFF**

DATE FROM: 06/06/2018

DATE TO: 06/06/2018

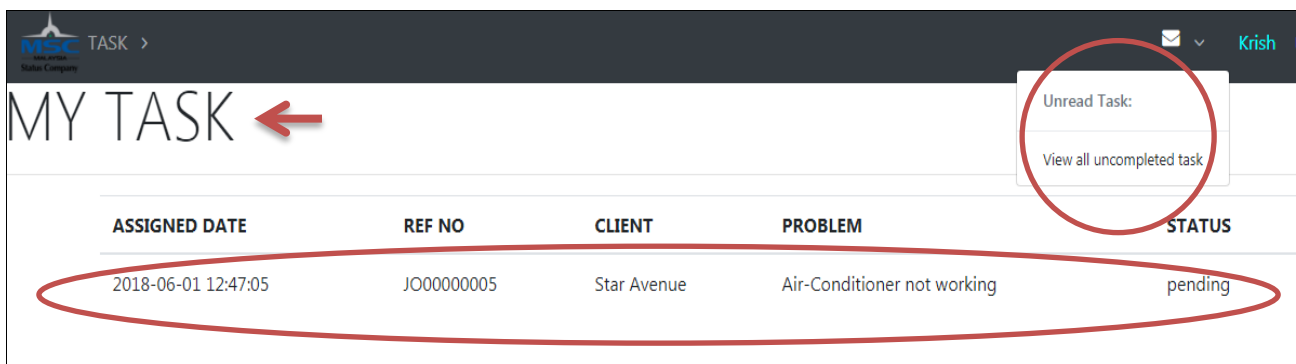
STATUS: --SELECT--

VIEW JOB REPORT

SEARCH

1). Under “View Job Report”, organization can view the job report done (Previously), by selecting and filling the details of the job assigned.

Organization - Staff



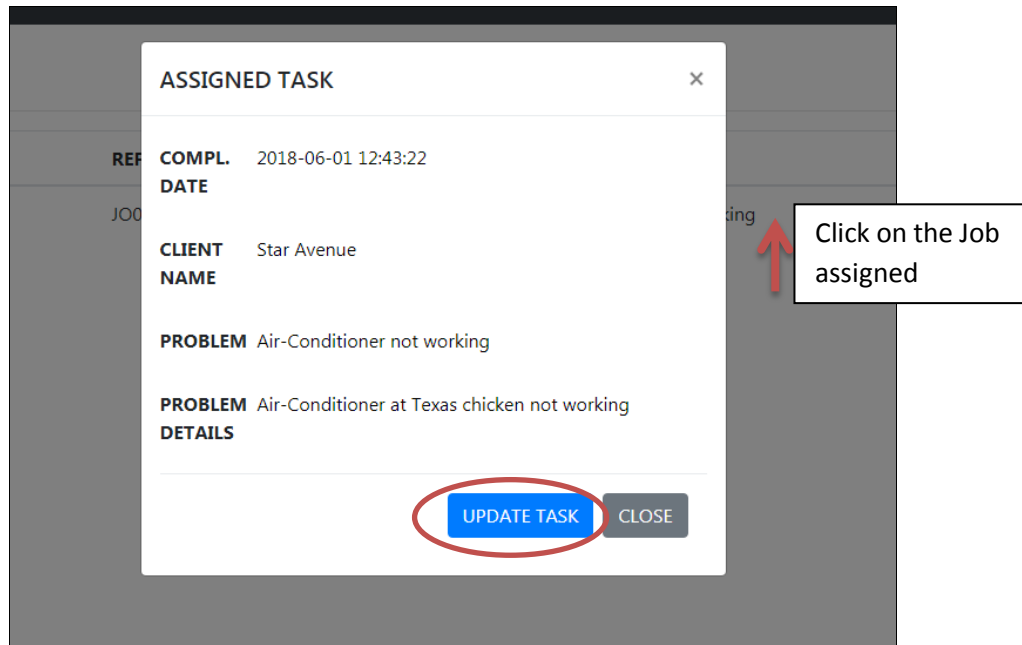
TASK >

MY TASK

Unread Task:
View all uncompleted task

ASSIGNED DATE	REF NO	CLIENT	PROBLEM	STATUS
2018-06-01 12:47:05	JO00000005	Star Avenue	Air-Conditioner not working	pending

1). Staffs of the organization can login and view their assigned job together with the status of the job under “My Task”. Thus, under message/notification box, staffs can view unread task and also view all uncompleted task.



ASSIGNED TASK [X]

REF **COMPL. DATE** 2018-06-01 12:43:22

JOB **CLIENT NAME** Star Avenue

PROBLEM Air-Conditioner not working

PROBLEM Air-Conditioner at Texas chicken not working

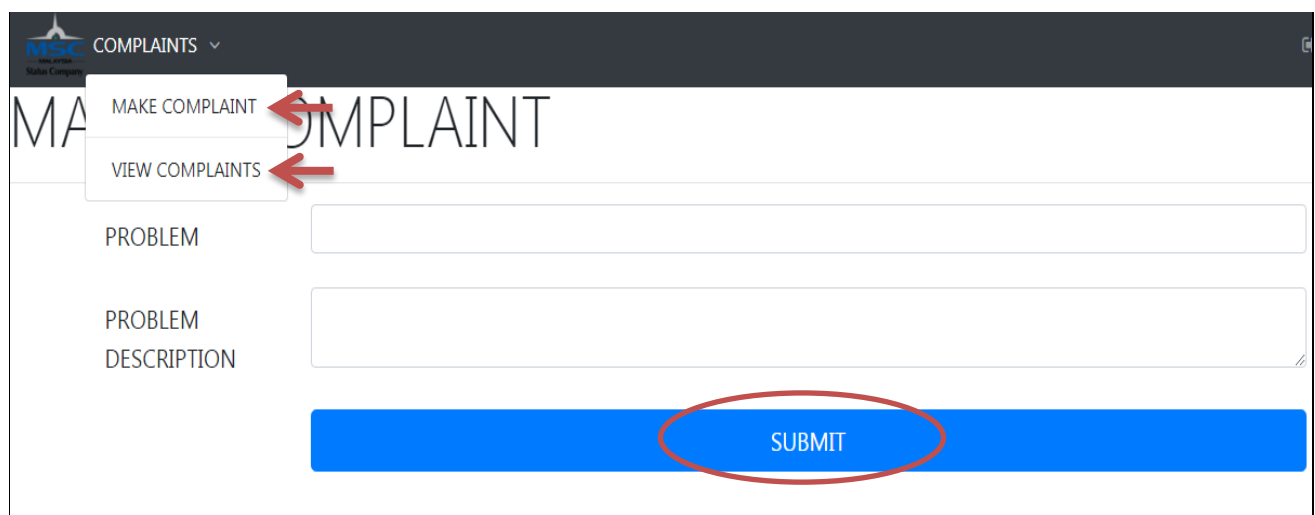
DETAILS

UPDATE TASK **CLOSE**

Click on the Job assigned

1). Staffs can view the job assigned more in detailed and also can update the job status or any other requirements of the job under “Update Task”.

Client



COMPLAINTS [v]

MAKE COMPLAINT [Red Arrow]

VIEW COMPLAINTS [Red Arrow]

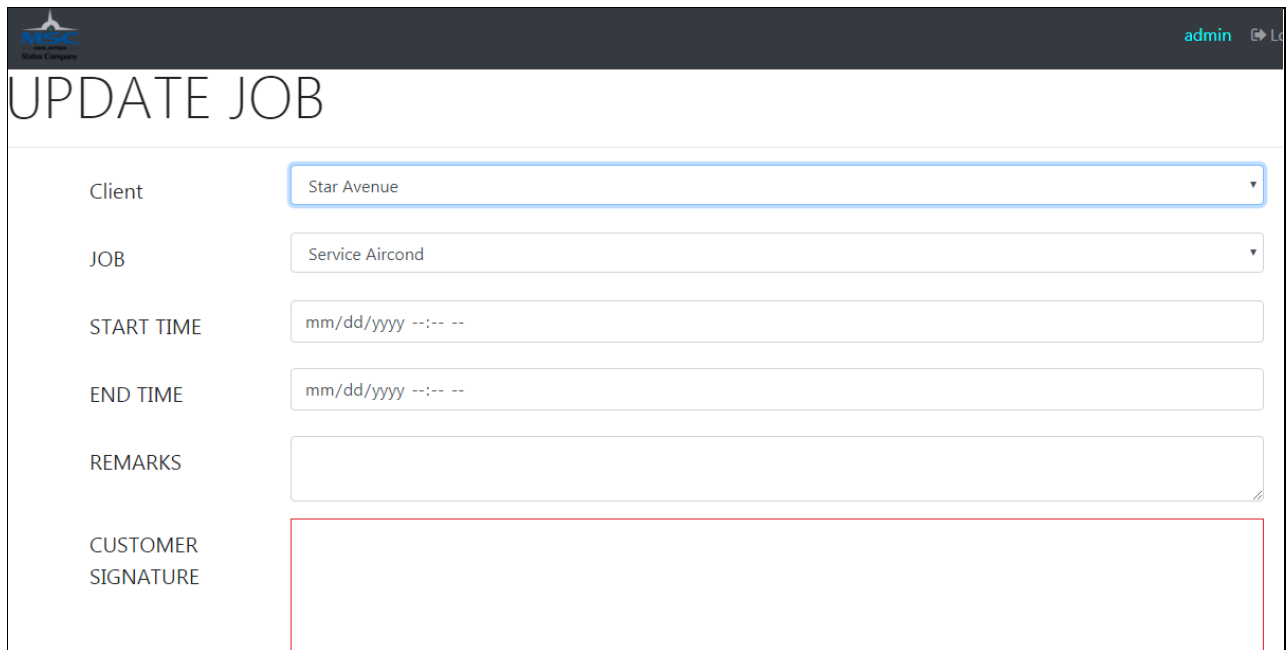
PROBLEM

PROBLEM DESCRIPTION

SUBMIT

1). Clients registered by the organization/company can make a complaint to assign a job and submit. Thus, clients also can view their complaints once submitted and the status of the complaint either pending or completed.

Vendor



UPDATE JOB

Client: Star Avenue

JOB: Service Aircond

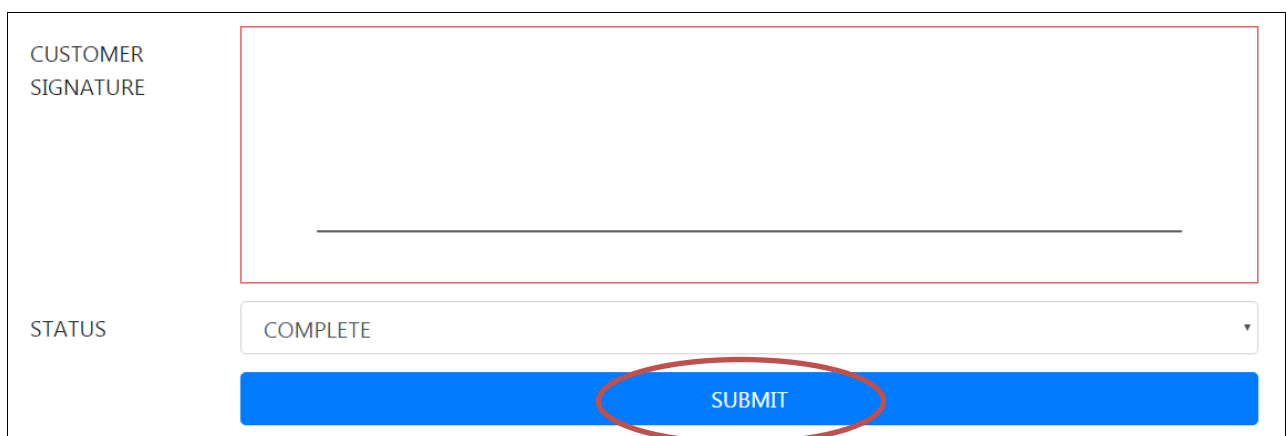
START TIME: mm/dd/yyyy --:-- --

END TIME: mm/dd/yyyy --:-- --

REMARKS:

CUSTOMER SIGNATURE:

1). Vendor can view their delivery on job at “Update Job” based on client, job, start and end time, and remarks.



CUSTOMER SIGNATURE:

STATUS: COMPLETE

SUBMIT

2). Vendor has to get the customer signature for job on delivery and also update the status either complete, pending or in progress.

3). Once all the credentials is filled in, the details is submitted.