



**SAINT LOUIS UNIVERSITY**  
**SCHOOL OF ACCOUNTANCY, MANAGEMENT,**  
**COMPUTING AND INFORMATION STUDIES.**



**IT313 Software Engineering**  
**Class code 9482 (2:30 - 3:30 ; TThS)**

---

**Midterm Collaborative Activity #1: Requirements Analysis**

*SM Stall Rental Software System*

**Members**

Balderas Jr., Peter Bruce  
[2191909@slu.edu.ph](mailto:2191909@slu.edu.ph)

Macatuggal, Julliard  
[2200905@slu.edu.ph](mailto:2200905@slu.edu.ph)

Ngayawon, Michael John  
[2222574@slu.edu.ph](mailto:2222574@slu.edu.ph)

Borillo, Kristian Quinn  
[2222373@slu.edu.ph](mailto:2222373@slu.edu.ph)

Madison, Jhoie Amber  
[2220843@slu.edu.ph](mailto:2220843@slu.edu.ph)

Tapnio, Christopher  
[2223450@slu.edu.ph](mailto:2223450@slu.edu.ph)

Macalino, Shanthal  
[2227297@slu.edu.ph](mailto:2227297@slu.edu.ph)

Mayangao, Mike Gandrie  
[2223258@slu.edu.p](mailto:2223258@slu.edu.p)

## Introduction

The transcript features a series of dialogues between two individuals: the interviewer, Mark Jack Jamo, a Systems Analyst at Digital Business Marketing Solutions (DBMS), Inc., and the interviewee, Charissa Lee Dy Mai, the Vice President for Marketing at Sio Mai (SM) Supermall. During the interview, various topics were discussed, including the application processes, contract details for stall owners/companies, and rental periods. However, particular attention was given to the mall's billing operations. Notably, the Billing Department staff frequently work overtime due to manual billing processes. Recognizing this, it becomes evident that there is a compelling need for an automated billing system to streamline the Billing Department's operations, reduce the reliance on overtime, and enhance efficiency.

## Project Title

Providing Efficiency for SM Supermall through the Automation of Billing Systems

## Project Description

Our proposed project is an integrated software system designed to unify essential business and management functions that show the flow of data designed to work together to produce a bill for the expenses of the stall owners/companies that are renting within the establishment (Sadhu, 2014). Each output from the inner systems is expected to produce the data required to complete the billing process.

## Stakeholders

- **Internal Stakeholders**

- **SioMai Super Mall** - The company manages the mall's operations, procedures, and departments. It also ensures the mall's efficiency and profitability.
- **Billing Department** - The entity responsible for managing bills and other transactions is the billing department, and they handle the generation of bills and issuing them to stall owners.
- **Finance Department** - Manages the mall's financial transactions.

- **Human Resource (HR) Department** - Manages the mall's Stall Rental Application(SRAF) for potential applicants.
- **Utility and Equipment Services Department** - Manages and maintains the mall's utility supply and oversees the rental and maintenance of specific equipment for stall owners.
- **Maintenance/Repair Department** - Entity that maintains the mall's prime condition by addressing repair needs and maintenance tasks, and ensuring a safe environment for visitors and tenants.
- **External Stakeholders**
  - **Stall Owners/Tenants** - External entities or individuals that rent spaces within the mall. Even though they operate within the mall, they are independent entities.
  - **Other Companies** - Companies interested in renting a stall at the mall but have not been approved yet by the management. They are still external until they finalize a rental agreement.
  - **Affiliated Banks** - Independent financial institutions that the mall contacts with for the payment of rent for each stall.

#### **End-users**

- **Prospective Stall Owners:** These are individuals or businesses interested in renting stalls within SM SuperMall. They will use the software and track the status of their applications once they have completed the application form (SRAF).
- **Screening Committee:** The committee tasked with evaluating and screening stall rental applications. They will use the software to check the requirements list of prospective stall owners and update their status. They can also view scheduled meetings for the month and the prospective stall owners to be interviewed.
- **Current Stall Owners:** Existing businesses renting stalls at SM SuperMall may use the software to access their account, view their transaction history, and send their gross sales report.
- **IT Support Team:** To ensure the software's smooth operation, an IT support team may use it for maintenance, updates, and addressing technical issues.

- **Billing Management:** The billing department will use the software to view information of active stalls, pending bills and send bills for the current stall owners. They can also view the stall owner's details and their payment history.
- **Finance Department:** The finance department will use the system to access their accounts, enter the proof of deposit number of a stall owner, and change their status to paid or unpaid.
- **Utility and Equipment Services Department:** This department will be able to use the system to accept requests from stall owners for maintenance, equipment rental, and janitorial services.

## **Scope and Delimitations**

### **Scope**

Our project aims to develop an integrated software system to streamline vital business and management functions. It focuses on ensuring smooth data exchange among interconnected components, ultimately enabling precise billing for stall owners or tenants within the Sio Mai Super Mall.

The main aspects covered within the scope of this proposed system include:

- The flow of data, specifically the data integration, are taken into consideration to ensure a seamless flow of the system to keep the billing information up-to-date and accurate.
- Automating the billing process helps minimize the chances of employees working overtime, reduces manual effort, and mitigates the risk of errors.

## **Delimitations**

Despite the scope offered by our integrated system, it's important to acknowledge its limitations.

The delimitations of this project include:

- The system is primarily designed for straightforward billing processes and may not fully support complex billing scenarios.
- The system is specialized for billing and may not comprehensively address all aspects of the business process of SM and management functions.
- The system's precision relies on the quality and timeliness of data input from other departments since their data are crucial for generating the bill for store owners in a monthly basis. Any inaccuracies or delays in data may affect billing outcomes.
- The system doesn't account for external influences like economic changes or policy adjustments, which can impact the billing process but fall outside its scope.

## **Functional Requirements**

### **Applicant**

#### **User Requirements**

1. The user must provide information regarding their company.
  - The user must provide their financial statements or Statement of Assets and Liabilities if their company is operating for less than three years from the date of their application.
  - The user must provide the required documents, such as Business Permit, ITR for the last three years, and Bank certifications.
2. The user can choose from a variety of stall preferences and choose the period of their rental.
  - The user must also provide a name for their store.
  - The user must provide their contact information.
3. The user may place requests or comments and is asked to declare that all the information provided is accurate and complete.
4. The user can acquire their login credentials after going through the processes above.

#### **System Requirements**

- 1.1 The system must keep a record of all the documents submitted by the applicant.
  - The system verifies the eligibility of the documents that were submitted.
- 2.1 The system can let the user decide on their rental period through a calendar in the system.
- 3.1 The system generates a code that will be sent to the user's phone number that was placed.
- 3.1 The system asks the user to input the One-Time Password for verification.
4. The system will generate credentials for the user to be able to login to their system and then send them to the email address that was provided. Either the user provided all the required documents or not, but at least one required document should have been provided

## **Stall Owner**

### **User Requirements**

1. The user can send requests for services.
2. The user can upload a PDF file containing their monthly report for gross sales to determine the GMSS fee and indicate the monthly total sales.

### **System Requirements**

- 1 The system shows the user's application status, document checklist for accounts that have not completed their application.
- 2 The system shows the user's application status, a summary of their transaction history, gross monthly sales share, and scheduled services for accounts that are already in business in the mall.
  - The system automatically updates the transaction history.
- 3 The system accurately sends the request to the designated department.
- 5 The system then calculates the GMSS fee and then moves the GMSS report to the history.

## **Billing System**

### **User Requirements**

5. The user can log in with the credentials provided by the admin with full access to each feature (subsystems).

### **System Requirements**

1. The system must show basic information about active stalls, pending bills, and financial reports summary.
2. The system automatically assigns a billing period ID according to the stall owner's start date to ensure an orderly billing cycle.
  - 2.1.1 & 2.1.2 The system allows the user to view the payment history of each stall owner.
  - 2.2 The system informs the user regarding the delivery status of the bill. If the bill status results in failure, the user is given the option to resend by right-clicking the status color.

- 2.3** The system allows the user to set bill delivery intervals.
- 2.4** The system generates and sends the bill to stall owners via Email.
- 3. & 3.1** The system will be able to generate financial reports annually and also preview preceding financial reports through graphs and text views.
- 4.** The system enables the user to view records of stall owners, including their stall status (Active, Terminated, or Archived).
- 5.** The system allows the user to add a new user and edit the permissions of other accounts.
- 5.1** The system asks the user for confirmation when changes to their account are made.
- 6.** The system will receive the stall owner's GMSS (Gross Monthly Sales Share) Report, and the billing department will review each record to verify if the GMSS amount matches the file sent by the store owner or tenant when selecting data for a specific stall owner.

## **Financial Department System**

### **User Requirements**

- 1.** The user can view the bills that they have already paid or bills that are yet to be paid.
- 2.** The user can view information about the store owner/tenant and the details of their ongoing bills.
- 3.** The user should input and verify the Proof of Deposit No. to ensure it matches the total amount due. After verification, update the payment status for the billing period.

### **System Requirements**

- 1.1** The system enables the user to view the bills that need to be paid and bills that are already paid by the user.
- 2.1** The system will allow the selection of specific registered stalls and show information about the payment details.
- 2.2** The system also shows information about the user's stall and the details of the user's payment history.
- 3.1** The system allows users to enter the proof of deposit number for their payment and save the changes to update their payment status.



## **HR Department System**

### **User Requirements**

1. The user should be able to view the records and uploaded required documents of the registered stall owner.
2. The user has the option to add a new record for a registered stall owner, especially for existing records that have not been entered into the system yet.
3. The user can print the selected registered stall owner details.

### **System Requirements**

- 1.1 The system enables to view records of the registered stall owners including their stall status (*Active, Terminated or Archive*).
- 2.1 The system allows the uploading of documents like Stall Rental Contract.
- 2.2 The system allows the uploading of images like the store facade for the registered stall owner.
- 2.3 The system will be able to send a notification of login credentials of the added stall owner.
- 3.1 The system will allow selection of all records of the registered stall owner.
- 3.2 The system will allow to select a number of records of the registered stall owner.

## **Screening Department**

### **User Requirements**

1. The user can view the information of a stall owner that has a scheduled meeting.
2. The user can view and export the required documents of a stall owner.
3. The user can set the date of board meeting of a stall owner that has passed all the required documents.
4. The user will be able to view the scheduled meetings for the stall owners that has passed all the required documents.
5. The user will be able to update the applicant status which can be categorized into accepted or rejected.

### **System Requirements**

- 1.1 The system will allow the user to select a stall owner.
- 2.1 The system will enable the exporting of the required documents.
- 2.2 The system will allow the printing of the required documents for screening committee meetings.
- 3.1 The system will enable the selection of the date.
- 4.1 The system will allow the user to select a stall owner that has a scheduled meeting

### **Utility Service System**

#### **User Requirement**

- 1. The user can select a specific stall ID granting them access to the stall owner details, and water and electricity meter billing data.

#### **System Requirements**

- 1. Once the user selects a specific stall, the system allows the user to fill in the needed information for the water and electricity meter billing. The system will allow the user to input the meter reading date, which will accumulate to the water and electricity charges. Then, it will show the billing period for the utilities. After fulfilling all requirements, the system allows the user to finalize the charges by clicking the add charges to bill button to add the utility charges to the bill.

### **Additional Services System**

#### **User Requirement**

##### **Equipment Rental**

- 1. The users can access a dashboard displaying equipment rental requests, showing the services accommodated and those pending.

##### **Maintenance and Service**

**2.** The users can access a dashboard displaying maintenance repair service requests, showing the services accommodated and those pending.

### **Janitorial Service**

**3.** The users can access a dashboard displaying janitorial service requests, showing the services accommodated and those pending.

## **System Requirements**

### **Equipment Rental**

**1.1** The system will display each stall's equipment requests, including details of requested items and each of its costs, borrowing and return dates, and any incurred damage or losses. It will further generate an accurate total cost for the equipment borrowed and will include a confirmation feature to verify when stall owners have fulfilled all requisites.

**1.1.1** The system will enable users to access and review the damage report, and will then amount the cost of damage and will confirm and verify the accuracy of the report.

### **Maintenance and Repair**

**2.1** The system will facilitate the verification of each maintenance request, granting the user the ability to accept or decline requests made by stall owners.

**2.1.1** Accepted requests will be marked as 'DONE,' signifying the completion of the maintenance service and readiness for billing to the stall owner.

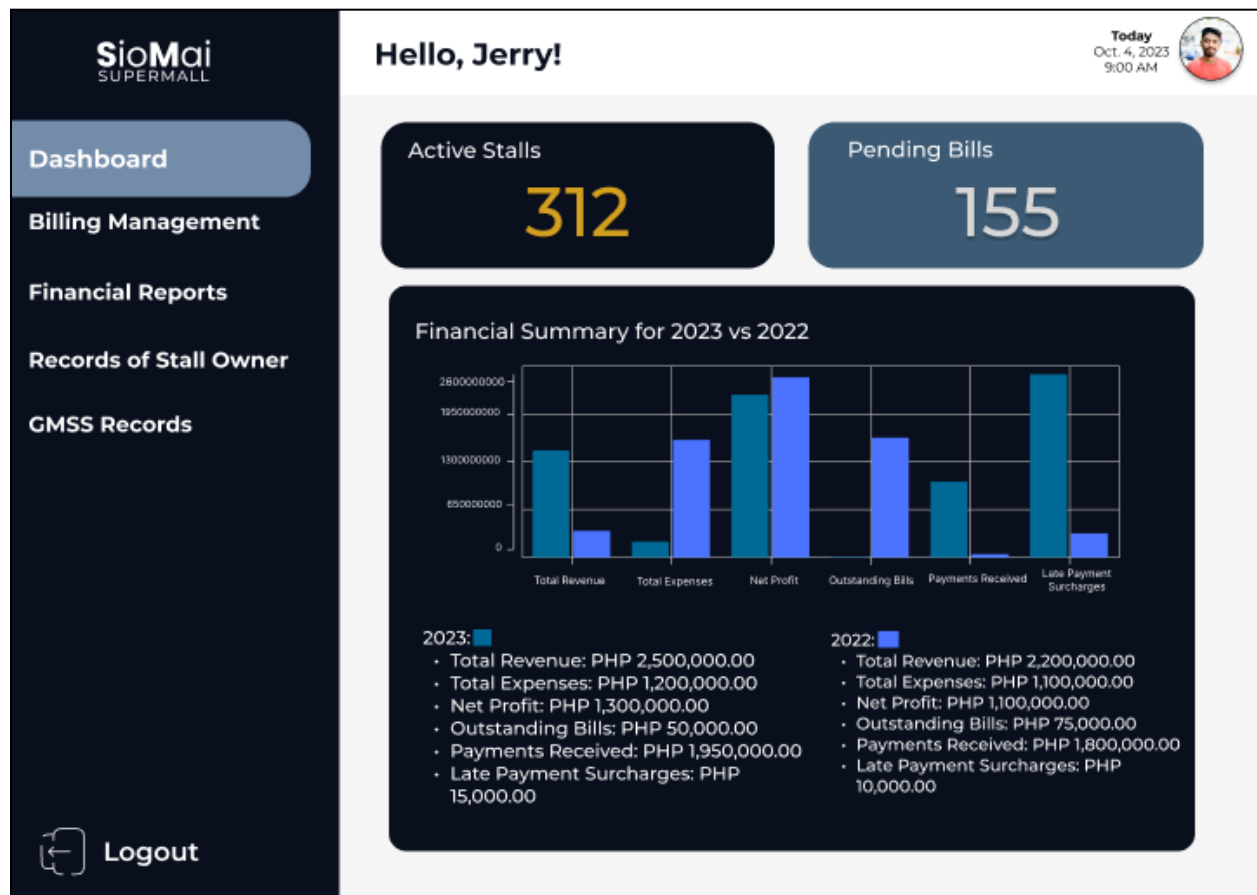
### **Janitorial Service**

**3.1** The system will facilitate the verification of each janitorial service request, granting the user the ability to accept or decline requests made by stall owners.

**3.1.1** Accepted requests will be marked as 'DONE,' signifying the completion of the janitorial service and readiness for billing to the stall owner.

## Prototype

### Billing Department - Main System



INTERFACE ID	1
INTERFACE NAME	BILLING DEPARTMENT - DASHBOARD INTERFACE
Description	This is the dashboard for the billing department, where it shows active stalls, pending bills, and financial summary.
Pre-Condition	User is logged in as part of the Billing department
Process Required	<ul style="list-style-type: none"> <li>The user will be able to see the total number of stalls that are rented.</li> <li>The user will be able to see the total number of bills that have not been paid for yet.</li> <li>The user will be able to see the financial summary for the current and previous year.</li> </ul>
Document/s Produced	NONE

Dashboard

Billing Management

Financial Reports

Records of Stall Owner

GMSS Records

Logout

Bills Management

Manage bills of store owners

Today  
Oct 4, 2023  
9:00 AM

Billing Period Selection

01/01/2023

to

02/28/2023

Delivery Status

Successful/Pending/Failed

Billing Period ID

Payment Status

Paid/Unpaid

Billing Period List

Billing Period ID	Stall ID	Start Date	End Date	Total Amount Due	Delivery Status	Payment Status	Bill Overview
1	101	09/01/2023	09/30/2023	P60,000	Successful	Paid	View
1	102	09/01/2023	09/30/2023	P89,000	Successful	Unpaid	View
1	104	09/01/2023	09/30/2023	P33,000	Successful	N/A	-
2	101	10/01/2023	10/31/2023	P77,000	Pending	N/A	-
2	102	10/01/2023	10/31/2023	P60,000	Pending	N/A	-
3	101	11/01/2023	11/30/2023	P0	Failed	N/A	-
3	102	11/01/2023	11/30/2023	P0	Failed	N/A	-
4	103	11/15/2023	12/15/2023	P0	Failed	N/A	-

View and Edit Options

Stall Details

Payment History

Delivery Status

Successful

Failed

Pending

Description

Bill Delivered to store owner

Invalid e-mail/Internet Connectivity


Bill still ongoing

Edit Bill Options

Delivery Interval

INTERFACE ID	2
INTERFACE NAME	BILLING DEPARTMENT - BILLING MANAGEMENT INTERFACE
Description	Window that shows the list of each stall and information regarding their respective bills.
Pre-Condition	NONE
Process Required	<ul style="list-style-type: none"> <li>The user is able to filter by dates, delivery status, billing period ID, and payment status.</li> <li>The user is able to view the bill overview of each billing period ID.</li> <li>The user is able to view the stall details.</li> <li>The user is able to view the payment history of the chosen stall.</li> </ul>
Document/s Produced	NONE

Bills Management

Today  
Oct 4, 2023


STALL OWNER DETAILS

Billing Period ID: 1  
Stall ID: 101

Stall Floor level: Ground Level  
Stall Name: Premium Store

Stall Information

Company Name: ABC  
Type of Business: Retail (RTW Shop)  
Stall Type: Premium Stall

Contact Information


Address: 123 Main Street  
Email: abc@gmail.com  
Phone Number: 09414324324  
\*Stall Phone Number: 404-9876

SRC Details

Contract Duration: 6 months  
Start Date (Cut-off Date) : 09/01/2023  
End Contract Date : 02/01/2024

Monthly Rent Fee: ₱ 50,000.00  
GMSS Percentage: 8%  
Other Services Applied:  
• Telecommunications - ₱ 1,300.00/mo

PREMIUM STORE



Penalty History

No delayed payments or penalties as of 09/04/2023

View Payment History

Next

INTERFACE ID	2.1
INTERFACE NAME	BILLING DEPARTMENT - BILLING MANAGEMENT (VIEW DETAILS) INTERFACE
Description	Window that shows information about a chosen stall owner.
Pre-Condition	NONE
Process Required	<ul style="list-style-type: none"> <li>The user is able to see the stall renter details.</li> <li>The user is able to click the "view payment history".</li> <li>The user is able to click next to view the next stall renter from the list.</li> </ul>
Document/s Produced	NONE

Bills Management

Today

PAYMENT HISTORY

Billing Period ID: 1

Stall ID: 102

Stall Floor level: Ground Level

Stall Name: Candy Crush

Start Date	End Date	Date Bill Delivered	Due Date	POD Receipt No.	Remarks
09/01/2023	09/30/2023	10/03/2023	10/10/2023	NO DEPOSIT	UNPAID

INTERFACE ID	2.1.1
INTERFACE NAME	<b>BILLING DEPARTMENT - BILLING MANAGEMENT - PAYMENT STATUS (UNPAID) INTERFACE</b>
Description	A list of invoices for each stall owner.
Pre-Condition	A printer is available
Process Required	<ul style="list-style-type: none"> <li>The user is able to view the recent payments made by the stall tenant/owner.</li> <li>The user is able to view if the invoice has been paid.</li> </ul>
Document/s Produced	Payment history

Bills Management

Today

PAYMENT HISTORY

Billing Period ID: 1

Stall ID: 101

Stall Floor level: Ground Level

Stall Name: Premium Store

Start Date	End Date	Date Bill Delivered	Due Date	POD Receipt No.	Remarks
09/01/2023	09/30/2023	10/03/2023	10/10/2023	DAS459854534	PAID

INTERFACE ID	2.1.2
INTERFACE NAME	<b>BILLING DEPARTMENT - BILLING MANAGEMENT - PAYMENT STATUS (PAID) INTERFACE</b>
Description	A list of invoices for each stall owner.
Pre-Condition	The stall renter has paid their invoice.
Process Required	<ul style="list-style-type: none"> <li>The user is able to view the recent payments made by the stall tenant/owner.</li> <li>The user is able to view if the invoice has been paid.</li> </ul>
Document/s Produced	None



Dashboard
Billing Management
Financial Reports
Records of Stall Owner
GMSS Records
Logout

## Bills Management

Sort By: **Billing Period Selection**

Billing Period Selection: 01/01/2023 to 02/28/2023

Billing Period ID:

Delivery Status: Successful/Pending/Failed

Payment Status: Paid/Unpaid

Billing Period ID	Stall ID	Start Date	End Date	Total Amount Due	Delivery Status
1	101	09/01/2023	09/30/2023	P60,000	Successful
1	102	09/01/2023	09/30/2023	P89,000	Successful
1	104	09/01/2023	09/30/2023	P33,000	Successful
2	101	10/01/2023	10/31/2023	P77,000	Pending
2	102	10/01/2023	10/31/2023	P60,000	Pending
3	101	11/01/2023	11/30/2023	P0	Failed
3	102	11/01/2023	11/30/2023	P0	Failed
4	103	11/15/2023	12/15/2023	P0	Failed

View Options

Stall Details
Payment History

**Delivery Status**

- Successful: Bill Delivered to store owner
- Failed: Invalid e-mail/Internet Connectivity
- Pending: Bill still ongoing

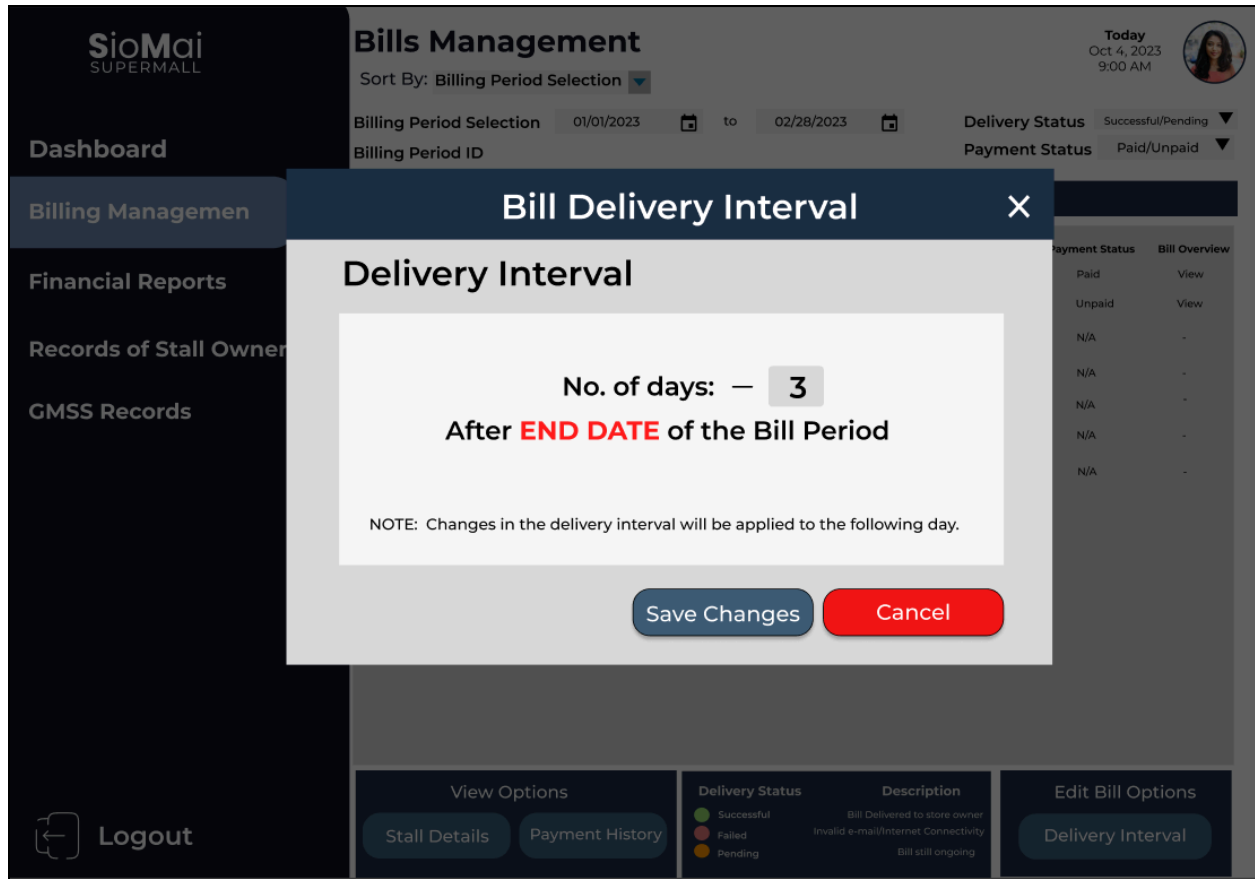
Edit Bill Options
Delivery Interval

Today  
Oct 4, 2023  
9:00 AM

Deliver Status

- Refer to status legend below to determine what the status indicate.
- You can right click **FAILED** status and click **RESEND**

INTERFACE ID	2.2
INTERFACE NAME	BILLING DEPARTMENT - BILLING MANAGEMENT (DELIVERY STATUS BUTTON) INTERFACE
Description	A list that shows each bill and the status of their delivery.
Pre-Condition	The user will hover to the “?” logo beside Delivery Status.
Process Required	None
Document/s Produced	None



INTERFACE ID	2.3
INTERFACE NAME	<b>BILLING DEPARTMENT - BILLING MANAGEMENT - EDIT BILL OPTIONS (EDIT DELIVERY INTERVAL) INTERFACE</b>
Description	Allows the user to manually change the delivery interval.
Pre-Condition	NONE
Process Required	<ul style="list-style-type: none"> <li>The user is able to change the delivery of the billing interval.</li> <li>The user is able to save the changes they made to the bill delivery interval.</li> <li>The user may cancel the changes they made to the bill delivery interval</li> </ul>
Document/s Produced	NONE

Bills Overview

Sort By: Billing Period Selection

Today

Oct 4, 2023

9:00 AM

Dashboard

Billing Manag

Financial Rep

Records of St

GMSS Records

STALL RENTAL BILL

Billing Period ID: 1

Stall ID: 101

Stall Owner Name: Amy Dallon

Company Name: ABC

Date Generated: MM/DD/YYYY

Stall Type: Premium Stall

Stall Floor Level: Ground

Billing Details

Description	Amount	Date
Gross Monthly Sale Share	P 5,000.00	
Fixed Booth Stall Fee	P 3,000.00	
Stall Rental	P 25,000.00	
Utilities (Water/Electric)	P 2,000.00	
Penalties (Damages/Loss)	P 8,000.00	
Equipment Charges	P 2,000.00	
Unfunded Check Deposits	P 1,000.00	
Delinquent Payment Fee	P 1,000.00	
Telecommunications	P 2,000.00	
Security (Hours Accumulated)	P 2,000.00	
Janitorial Services	P 1,000.00	
Repair and Maintenance	P 5,000.00	

Billing Period

Start Date: 09/01/2023

End Date: 09/30/2023

Cut Off Date: MM/DD/YYYY

Due Date: MM/DD/YYYY

Late Payment Fee (if applicable): P 00.00

Payment Instructions

- Please make payments within 7 days.
- Allow 3 days for fund transfer from your account.

Total Amount Due: P 60,000.00

Logout

Stall Details

Payment History

Successful

Failed

Pending

Bill Delivered to store owner

Invalid e-mail/Internet Connectivity

Bill still ongoing

Delivery Interval

INTERFACE ID	2.4
INTERFACE NAME	BILLING DEPARTMENT - BILLING MANAGEMENT - BILL OVERVIEW
Description	The generated bill to be sent to each stall owner.
Pre-Condition	A printer is available
Process Required	<ul style="list-style-type: none"> <li>The user is able to view and print the stall rental bill.</li> <li>The user may close the bill overview.</li> </ul>
Document/s Produced	Billing details

Dashboard
Billing Management
Financial Reports
Records of Stall Owner
GMSS Records

Logout

Financial Reports
View all Financial reports

TOTAL BILLINGS

For the year 2023
\*\*Summary of Revenues and Other Income\*\*

Item	Amount (PHP)
Gross Monthly Sale Share	\$X,XXX
Fixed Booth Stall Fee	\$X,XXX
Stall Rental	\$X,XXX
Utilities (Water/Electric)	\$X,XXX
Penalties (Damages/Loss)	\$X,XXX
Equipment Charges	\$X,XXX
Unfunded Check Deposits	\$X,XXX
Delinquent Payment Fee	\$X,XXX
Telecommunications	\$X,XXX
Security (Hours Accumulated)	\$X,XXX
Janitorial Services	\$X,XXX
Repair and Maintenance	\$X,XXX
Other Optional Services	\$X,XXX
**TOTAL REVENUES AND OTHER INCOME**	**\$X,XXX**

\*\*Summary of Expenses Paid by

Expense	Amount (PHP)
Utilities (Water/Electric)	\$X,XXX
Telecommunications	\$X,XXX
Janitorial Services	\$X,XXX
Repair and Maintenance	\$X,XXX
Other Optional Services	\$X,XXX
**TOTAL EXPENSES PAID BY OWNERS**	**\$X,XXX**

\*\*Number of Stall Owners\*\*

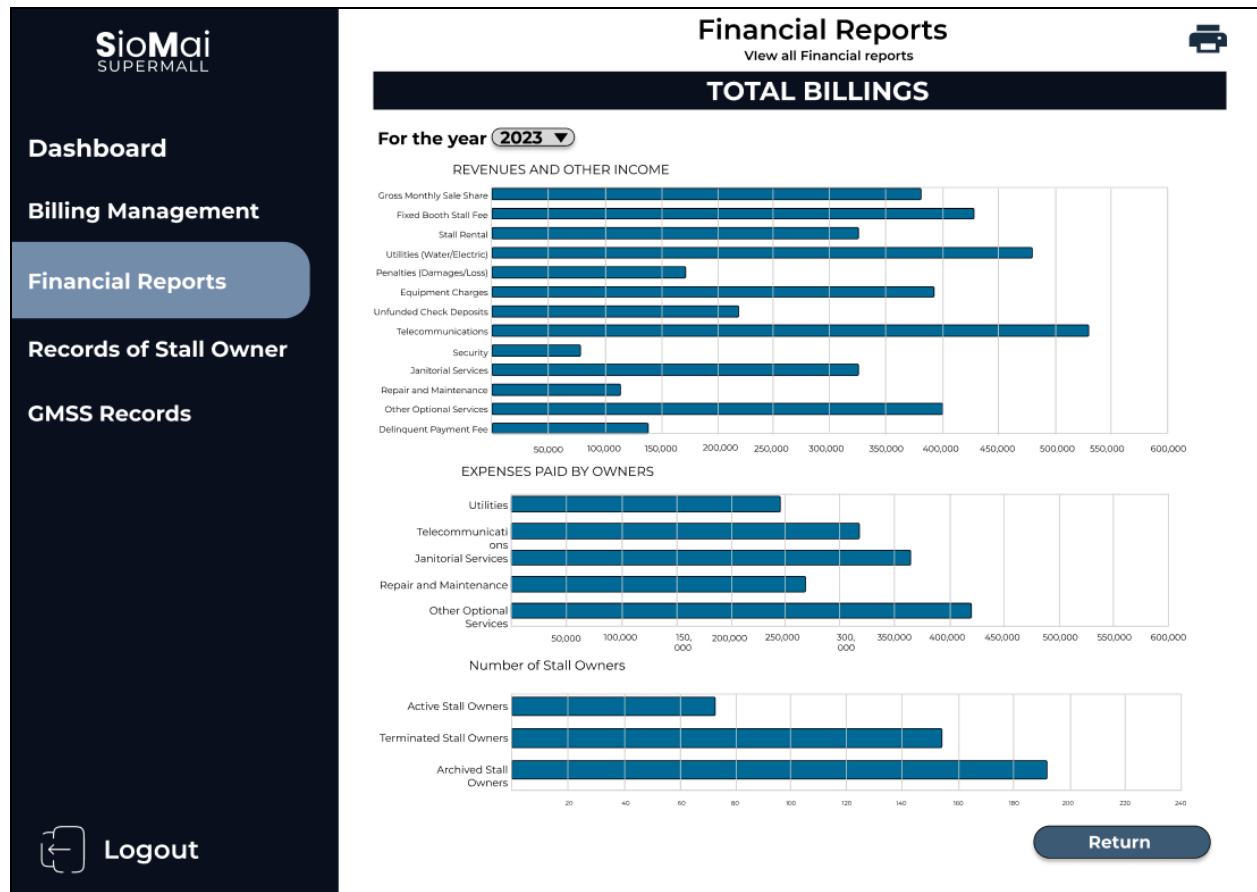
Status	Number of Owners
Active Stall Owners	XX
Terminated Stall Owners	XX
Archived Stall Owners	XX
**TOTAL STALL OWNERS**	**XX**

NOTE:

1. Penalties (Damages/Loss) represent charges incurred due to damages or loss of equipment, deducted from revenues.  
2. Equipment Charges are income generated from renting out equipment to stall operators.  
3. Unfunded Check Deposits represent deposits received from stall operators with insufficient funds.  
4. Delinquent Payment Fee is a fee charged to stall operators for overdue payments.  
5. Security (Hours Accumulated) represents income from providing security services, with hours accumulated during the month.

Show in Graphs

INTERFACE ID	3
INTERFACE NAME	BILLING DEPARTMENT - FINANCIAL REPORTS (IN TEXT) INTERFACE
Description	Window that shows the annual financial report.
Pre-Condition	A year was selected and a printer is available
Process Required	<ul style="list-style-type: none"> <li>The user is able to print the financial report.</li> <li>The user is able to change the year for the financial report</li> <li>The user is able to change the report into graph mode.</li> </ul>
Document/s Produced	Financial report of the year in text form



INTERFACE ID	3.1
INTERFACE NAME	BILLING DEPARTMENT - FINANCIAL REPORTS (IN GRAPH) INTERFACE
Description	Financial report for the year in graph mode.
Pre-Condition	A year was selected and a printer is available
Process Required	<ul style="list-style-type: none"> <li>The user is able to print the financial report.</li> <li>The user is able to change the year for the financial report.</li> <li>The user is able to change the report into text mode.</li> </ul>
Document/s Produced	Financial report of the year in a graph.

Dashboard
Billing Management
Financial Reports
Records of Stall Owner
GMSS Records

Logout

Records of Stall Owner
(Please select stall owner to export their details)

Filter By: Stall Status

	Stall ID	Stall Type	Start Date	End Date	Business Type	Stall Status
<input type="checkbox"/>	101	Regular	09/01/2023	09/30/2023	RTW	Active
<input type="checkbox"/>	102	Island	09/01/2023	09/30/2023	RTW	Active
<input type="checkbox"/>	104	Premium	09/01/2023	09/30/2023	RTW	Active
<input type="checkbox"/>	101	Regular	10/01/2023	10/31/2023	RTW	Active
<input type="checkbox"/>	110	Island	08/01/2022	08/31/2023	RTW	Terminated
<input type="checkbox"/>	112	Island	06/23/2022	09/13/2023	RTW	Terminated
<input type="checkbox"/>	90	Booth	06/23/2018	09/13/2019	RTW	Archived

Previous
Export Selected Records
Next

Store Owner Status

- Active: Represents stall owners with ongoing contracts.
- Terminated: Indicates stall owner records that have been terminated due to non-payment and penalties.
- Archived: Designates stall owner records for whom the contract has ended.

INTERFACE ID	4
INTERFACE NAME	BILLING DEPARTMENT - RECORDS OF STALL OWNER INTERFACE
Description	Allows the user to view, search, and filter the details of the stall owners. Moreover, they can print a hardcopy of the details or export the file for the selected stall tenants/owners .
Pre-Condition	Printer must be available
Process Required	<ul style="list-style-type: none"> <li>The user chooses the stall tenants/owners that they want to have a hardcopy/exported file of their details.</li> </ul>
Document/s Produced	Selected Stall Owner Records

**SioMai**  
SUPERMALL

**Dashboard**

**Billing Management**

**Financial Reports**

**Records of Stall Owner**

**GMSS Records**

Logout

## Account

Select by filtering stall/s and add additional services

**ADMIN**  
FULL ACCESS

**Personal Information**

Employee ID: BA2221  
Name: Jerry Cox  
Email Address: jerrycox@gmail.com  
Contact Number: 09996667770  
Position: Billing Manager  
Department: Billing Management

**Online Users**

**Add/Edit an Account**  
Double click to edit username or password

Username	Password	Permissions
<input checked="" type="checkbox"/> finance11	secure123	Finance/A.Services ▼
<a href="#">+ add another</a>		

Add User
Delete
Edit Changes

**Activity Log**

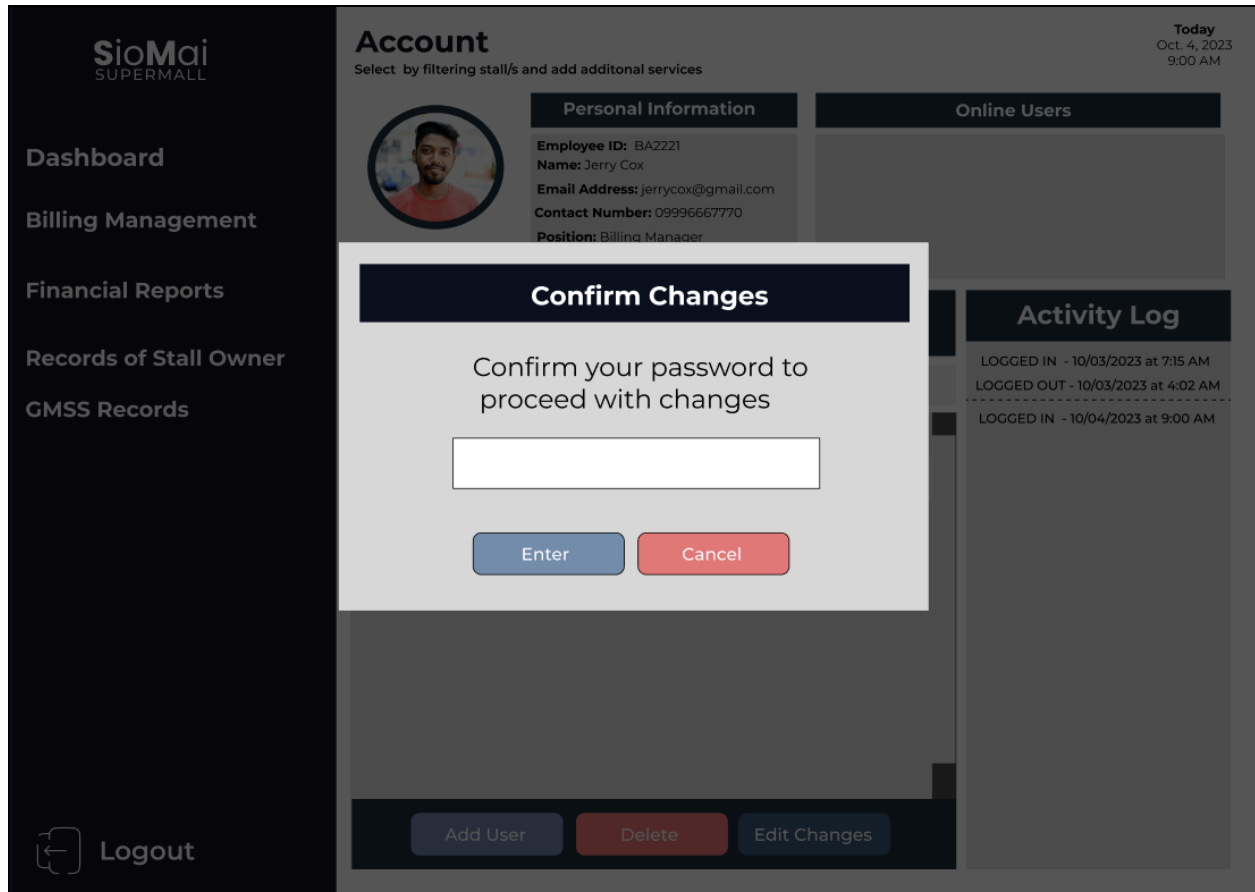
LOGGED IN - 10/03/2023 at 7:15 AM

LOGGED OUT - 10/03/2023 at 4:02 AM

LOGGED IN - 10/04/2023 at 9:00 AM

**Today**  
Oct. 4, 2023  
9:00 AM

INTERFACE ID	5
INTERFACE NAME	BILLING DEPARTMENT - ACCOUNT INTERFACE
Description	Allows the user to add a new user and edit the permissions of other accounts.
Pre-Condition	NONE
Process Required	<ul style="list-style-type: none"> <li>The user is able to add a new user with specific permissions. <i>(permission only allow them to specific features)</i></li> </ul>
Document/s Produced	NONE



INTERFACE ID	5.1
INTERFACE NAME	<b>BILLING DEPARTMENT - CONFIRMATION INTERFACE</b>
Description	Confirmation window pops up when changes, such as edits, additions, or deletions, are made to managed accounts, ensuring that modifications are applied.
Pre-Condition	NONE
Process Required	<ul style="list-style-type: none"> <li>Users are asked to enter their password to confirm changes.</li> </ul>
Document/s Produced	NONE



Dashboard
Billing Management
Financial Reports
Records of Stall Owner
GMSS Records
Logout

## Gross Monthly Sales Share Records

Add the GSS amount based on the GMSS file sent by the store owner to automatically compute for the GMSS share.

Billing Due Date
01/01/2023
to
02/28/2023
GMSS Status
Successful/Pending/MISSED

Billing Period ID

Click on the desired record and verify that the GMSS Amount sent by the user matches their basis. Once verified, click on CONFIRM, and the amount will be automatically added to their bill.

Billing Period List							
Bill Due Date	Billing Period ID	Stall ID	Business Type	GMSS Amount	GMSS Status	GMSS Record File	Confirm Amt.
09/30/2023	1	101	RTW	P5,000	PENDING	View	Confirm
09/30/2023	1	102	RTW	P19,000	PENDING	View	
09/30/2023	1	104	RTW	P3,500	PENDING	View	
10/31/2023	2	101	RTW	P7,000	PENDING	View	
10/31/2023	2	102	RTW	P6,000	PENDING	View	
11/30/2023	3	101	RTW	P0	PENDING	View	
11/30/2023	3	102	RTW	P0	PENDING	View	
12/15/2023	4	103	RTW	P0	PENDING	View	

Previous
Next

### GMSS File Overview

CLIENT / COMPANY	DATE OF SALE	QUARTER	MONTH	YEAR	SALES	PROJECTED	COST	REVENUE
Smith Glass Co.	02/02/2025	Q1	Feb	2025	\$3,500.00	\$4,000.00	\$2,200.00	\$1,300.00
Jones HVAC	03/13/2025	Q1	Mar	2025	\$4,500.00	\$4,500.00	\$1,300.00	\$3,200.00
Pen Controls	05/17/2025	Q2	May	2025	\$6,000.00	\$5,500.00	\$3,500.00	\$2,500.00
Vintage Mixer	06/25/2025	Q2	Jun	2025	\$7,500.00	\$6,500.00	\$1,150.00	\$6,350.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00

INTERFACE ID	6
INTERFACE NAME	GROSS MONTHLY SALES SHARE RECORDS INTERFACE
Description	It will show each GMSS record of submitted by the stall owners.
Pre-Condition	The stall owner must submit their Gross Monthly Sales Share report and the specified amount to the Billing department.
Process Required	<ul style="list-style-type: none"> <li>The Billing department will verify that the GMSS amount matches the submitted GMSS file and then click "Confirm" to add it to their bill.</li> </ul>
Document/s Produced	NONE

Stall Owner Applicant

Stall Rental Application Form

Company Information

Stall Rental Details

Contact Information

Additional Information

Company Information

Please note that only files in the following formats are accepted for upload: PNG or PDF.

\* Company Name

\* Type of Business

☐ Retail (RTW Shop)

☐ Food and Beverage

☐ Barber Shop

☐ Curio Shop

\* How long is your company operating?

—

+

for companies operating for less than three (3) years

Financial Statement

File Upload

OR

Statement of Assets and Liabilities.

File Upload

Required Documents

Please note that only files in the following formats are accepted for upload: PNG or PDF.

\* Business Permit (from DTI)

File Upload

\* Income Tax Returns (ITR) for the Last Three Years

1st Year ITR

File Upload

2nd Year ITR

File Upload

3rd Year ITR

File Upload

Bank certifications (existing accounts in the company's name)

Browse Files

This file must be in PDF format only.

Next

INTERFACE ID	1
INTERFACE NAME	STALL RENTAL APPLICATION FORM INTERFACE
Description	Allows the user to apply his/her company to rent a store space by entering the needed information.
Pre-Condition	NONE
Process Required	<div><div><div>- The user shall enter the company's name.</div><div>- The type of business will be chosen from the choices given.</div><div>- The user will also be entering the time on how long the company will be operating.</div><div>- An upload option will be provided for the user to upload required files.</div></div></div>

	<ul style="list-style-type: none"> <li>- Companies operating for less than 3 years will have a different upload option.</li> </ul>
Document/s Produced	NONE

## Stall Rental Application Form

Company Information

Stall Rental Details

Contact Information

Additional Information

### Stall Preference

\* Choose Stall Type:


- **Premium Stalls:** Located near the mall center or atrium, these stalls offer maximum exposure to mall shoppers and are ideal for businesses seeking high visibility.
- **Regular Stalls:** Standard stalls suitable for various types of businesses, typically located throughout the mall.
- **Island Stalls:** Delimited locations within the mall's floor area, perfect for curio shops and unique setups.
- **Booth Stalls:** Compact stalls primarily for small food stores, allowing flexibility in their placement within the mall.


☐ Premium
☐ Island
☐ Regular
☐ Booth

\* Number of Stalls: —  +

\* Preferred Stall Location/s

### Rental Period

\* Desired Start Date  

\* Desired End Date  

**NOTE: The rental period for stalls at Sio Mai (SM) Super Mall ranges from a minimum of one month to a maximum of thirty-six months.**

\* Store Name:

Back

Next

INTERFACE ID	2
INTERFACE NAME	STALL RENTAL APPLICATION FORM INTERFACE
Description	Allows the user to give more details on the type of business he/she will be applying.
Pre-Condition	NONE
Process Required	<ul style="list-style-type: none"> <li>- The user will be choosing the type of stall he/she will be applying for.</li> <li>- An option will be given to the user to enter the number of stalls and the location of the stall they will be</li> </ul>

	<p>applying for.</p> <ul style="list-style-type: none"> <li>- A rental period is required to be filled to determine the start and end date.</li> <li>- A store name is also required to be filled.</li> </ul>
Document/s Produced	NONE

## Stall Rental Application Form

Company Information

Stall Preference

Contact Information

Additional Information

### Contact Information

First Name

Middle Initial

Last Name

E-mail Address

\*Please make sure that you have access to this email because this is where your billings and account credentials would be sent.

Home Address

Phone Number

+ 639

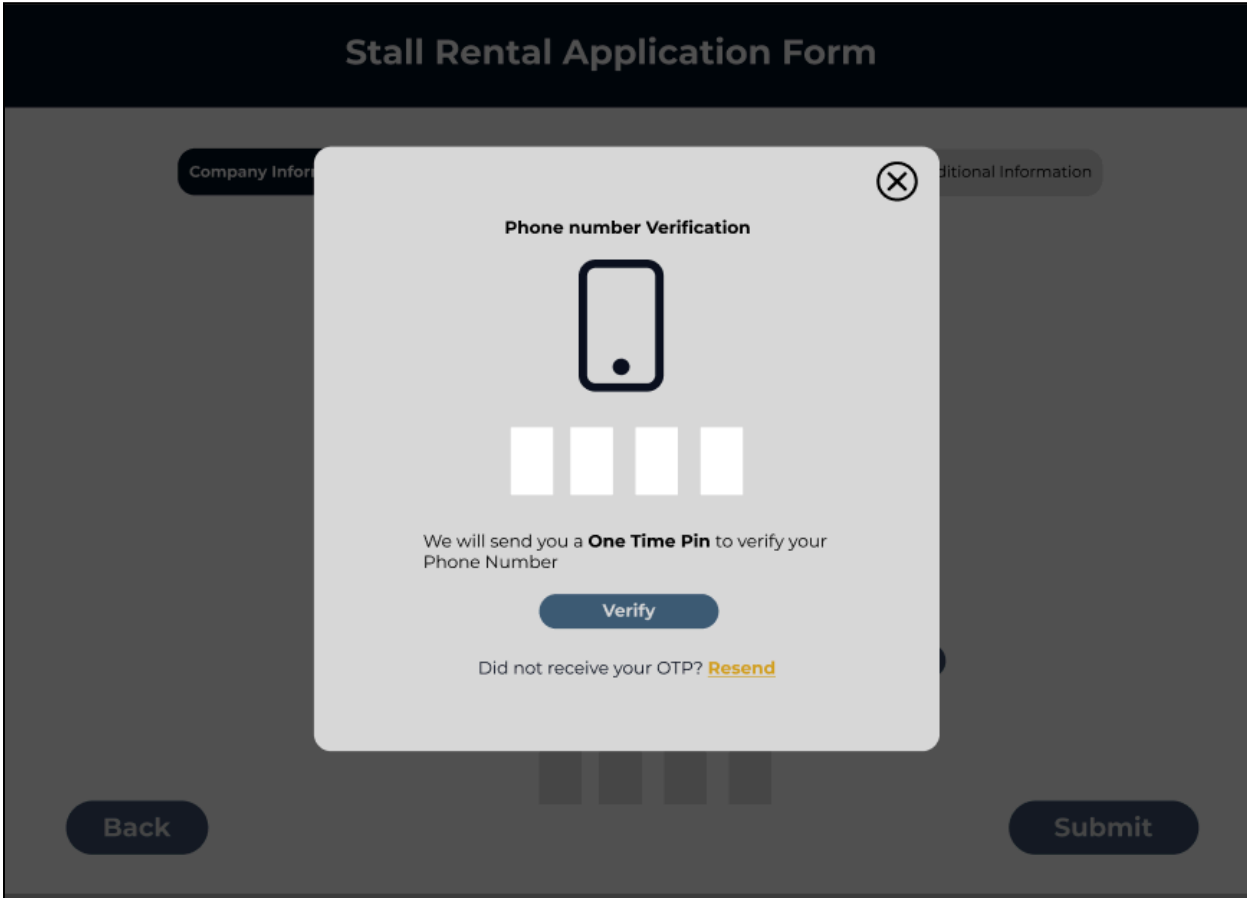
Send OTP

Back

Submit

INTERFACE ID	3
INTERFACE NAME	STALL RENTAL APPLICATION FORM INTERFACE
Description	This interface will require the user to enter its contact information.
Pre-Condition	NONE
Process Required	<ul style="list-style-type: none"> <li>- The user will be entering his/her contact information along with their email address and home address.</li> </ul>

Document/s Produced	NONE
---------------------	------



INTERFACE ID	4
INTERFACE NAME	STALL RENTAL APPLICATION FORM INTERFACE
Description	Allows the user to input a verification code to confirm the entered phone number.
Pre-Condition	A phone number should be provided by the user.
Process Required	<ul style="list-style-type: none"> <li>- The user shall input a 4-digit pin to verify the number he/she has given</li> </ul>
Document/s Produced	NONE

Stall Rental Application Form

Company Information

Stall Preference

Contact Information

Additional Information

Additional Comments or Requests

☐ I hereby declare that the information provided above is accurate and complete to the best of my knowledge.

Back

Submit

INTERFACE ID	5
INTERFACE NAME	STALL RENTAL APPLICATION FORM INTERFACE
Description	Allows the user to add additional information.
Pre-Condition	NONE
Process Required	<div><div>-</div>The user will be entering comments or requests in the given box.<div>-</div>The user should click a checkbox after entering comments to confirm their affirmation.</div>
Document/s Produced	NONE

## Stall Rental Application Form

**SRTA SUBMITTED**

**Congratulations!** You have successfully submitted your Stall Rental Application Form along with all necessary business documents.

**Account Credentials**

Please check your email for your credentials.

[abc@gmail.com](mailto:abc@gmail.com)

**Note:** Upon accessing your account, you can change your password for added security. If you have any further inquiries, please feel free to reach out to our support team.

**Back to login**

INTERFACE ID	6
INTERFACE NAME	STALL RENTAL APPLICATION FORM INTERFACE
Description	Allows the system to inform the user if all needed requirements are met.
Pre-Condition	User must have entered their email address under contact information.
Process Required	NONE
Document/s Produced	NONE

## Stall Rental Application Form

**SRTA PENDING**

You have successfully initiated your application process. Please note that your application is **pending** due to incomplete document submission.

**Account Credentials**

Below are your credentials to access your account.

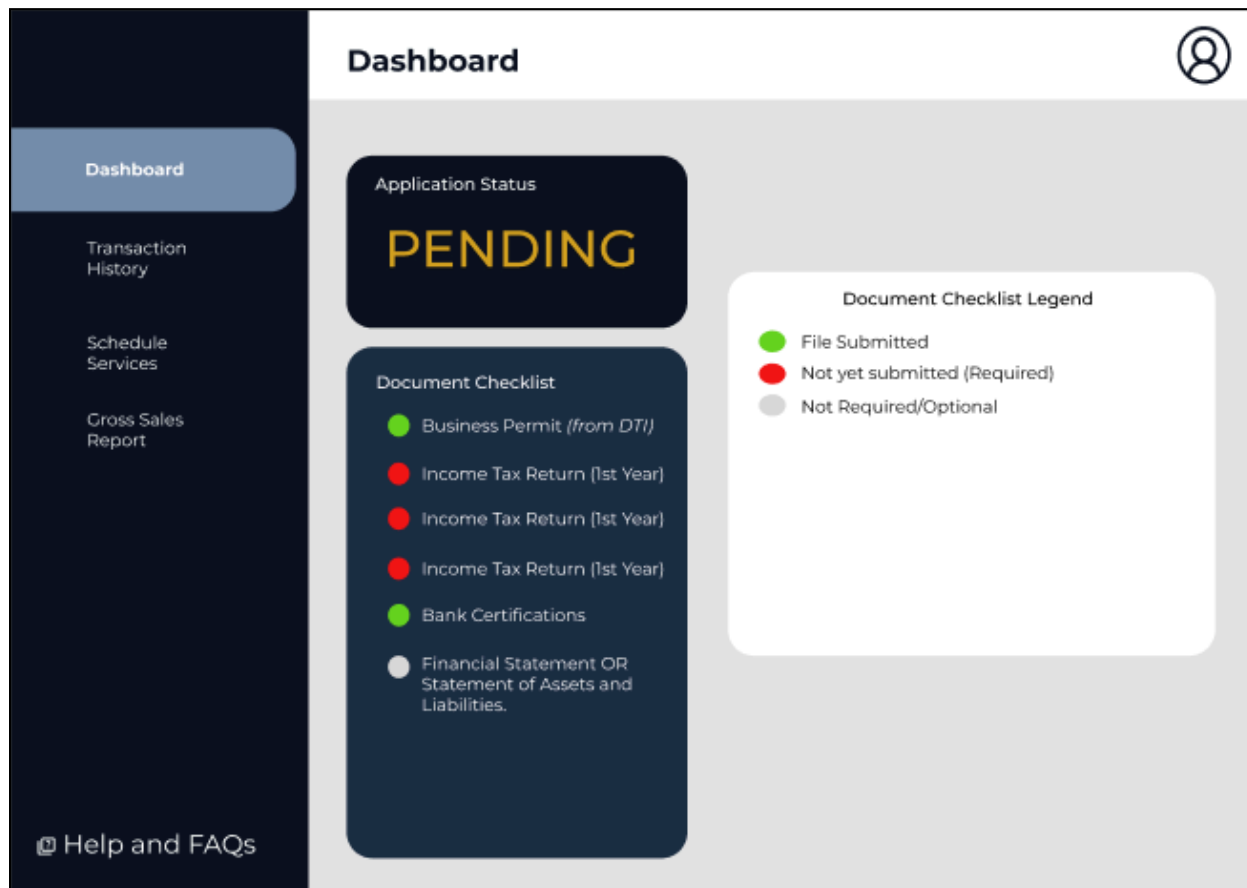
**abc@gmail.com**

**Note: Upon accessing your account, you can change your password for added security. If you have any further inquiries, please feel free to reach out to our support team.**

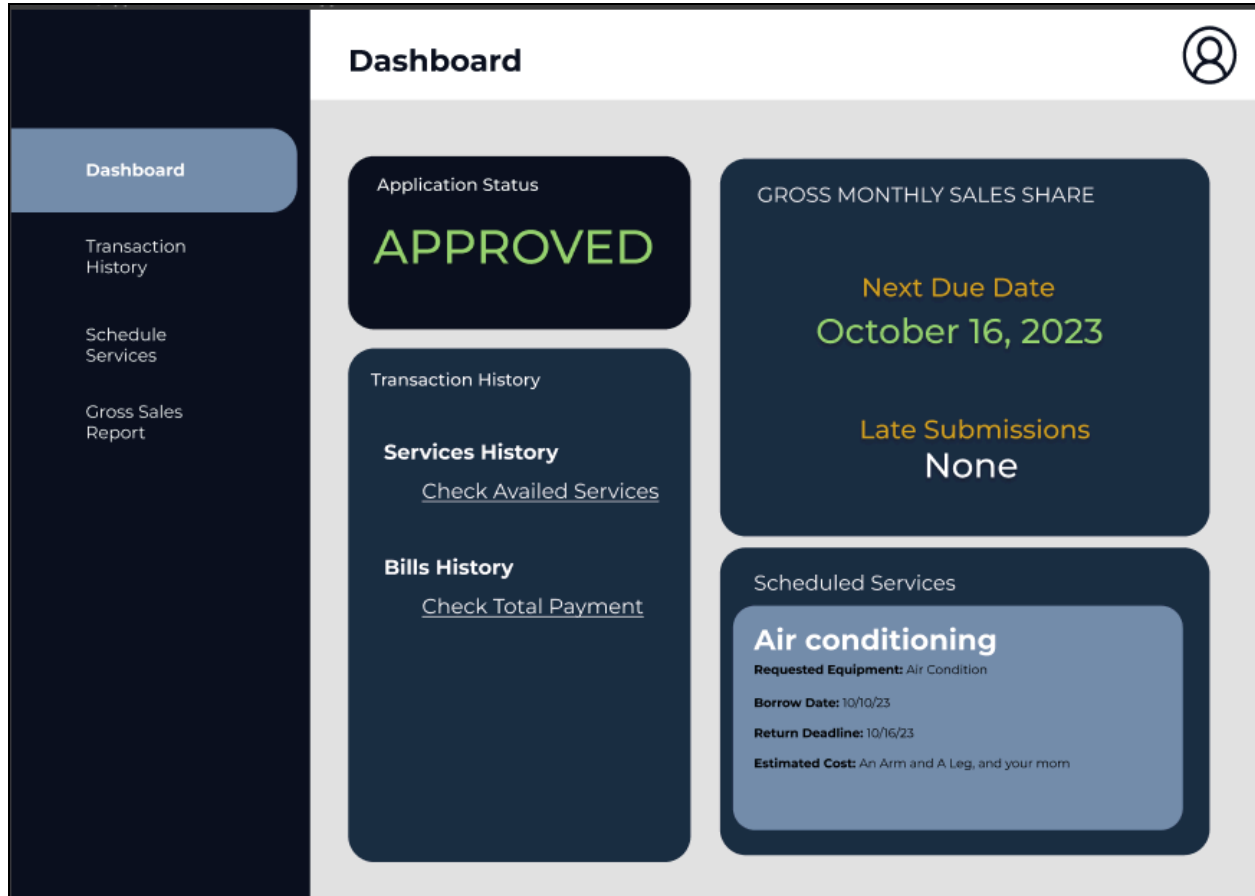
**Back to login**

INTERFACE ID	7
INTERFACE NAME	STALL RENTAL APPLICATION FORM INTERFACE
Description	Allows the system to give a reminder to the user that all needed requirements are still not complete and is waiting to be completed.
Pre-Condition	NONE
Process Required	NONE
Document/s Produced	NONE

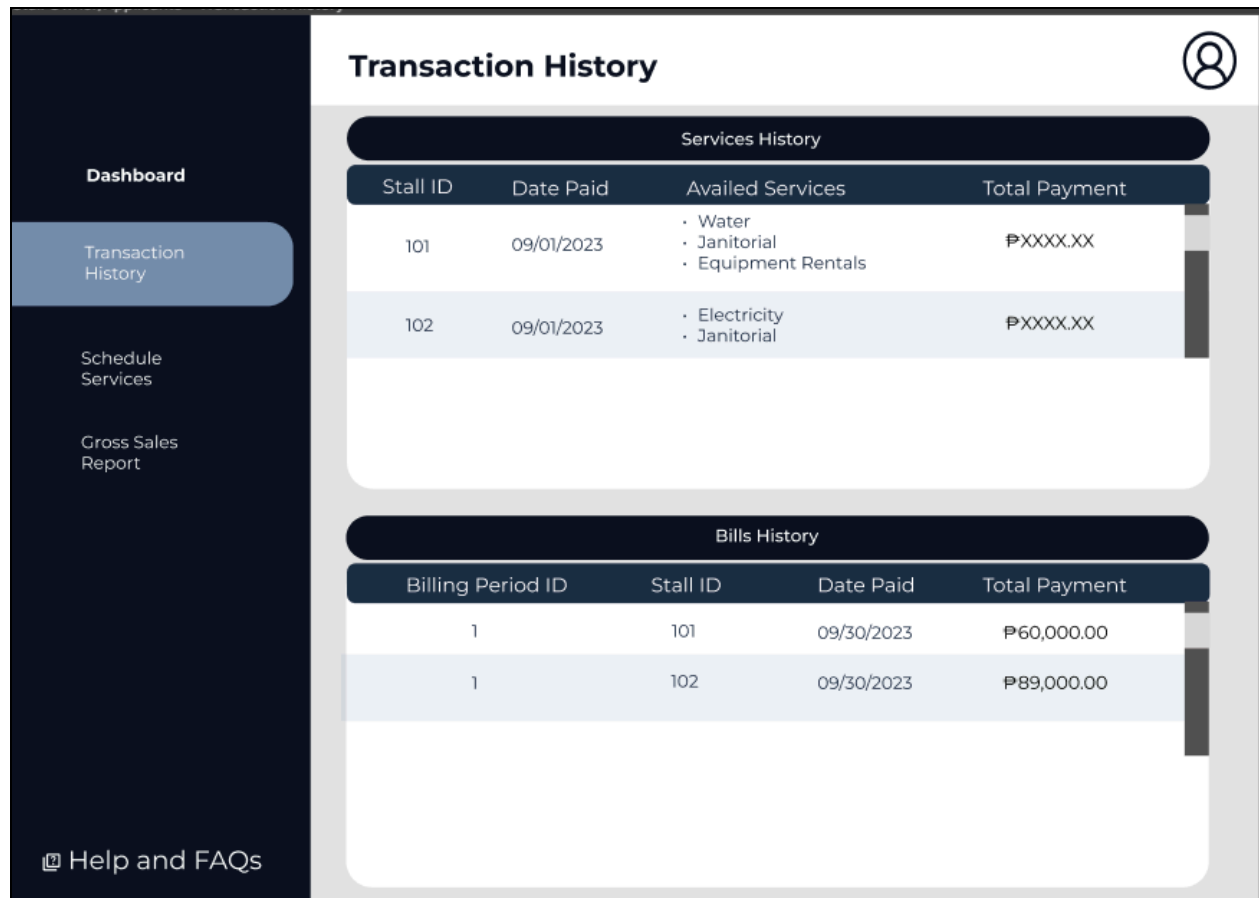




INTERFACE ID	1
INTERFACE NAME	DASHBOARD INTERFACE
Description	Allows applicant/ stall owner to view their application status
Pre-Condition	Valid login credentials
Process Required	NONE
Document/s Produced	NONE



INTERFACE ID	1.1
INTERFACE NAME	DASHBOARD INTERFACE
Description	Allows applicant/ stall owner to view their application status
Pre-Condition	Valid login credentials
Process Required	<ul style="list-style-type: none"> <li>- By completing needed requirements, users now can access the other tabs of the system like Transaction History.</li> </ul>
Document/s Produced	NONE



INTERFACE ID	2
INTERFACE NAME	TRANSACTION HISTORY INTERFACE
Description	Allows users to view past transactions they have purchased.
Pre-Condition	NONE
Process Required	- The users will be able to review past transactions.
Document/s Produced	NONE

Dashboard

Transaction History

Schedule Services

Cross Sales Report

Help and FAQs

Schedule Services

Select Service

☒ Equipment
 ☐ Maintenance and Repair
 ☐ Janitorial

Choose Equipment:

Once equipment is selected, enter quantity on the second box

☒ 2 Glass Display Cabinets
 ☐ Electric Fans
 ☐ Air Conditioning Units
 ☐ Audio Equipment
 ☐ Display Lights
 ☐ Television Set

Borrow Date:

MM/DD/YYYY

Return Date:

MM/DD/YYYY

Estimated Cost:

P 2,600.00

Submit Request

Equipment Costs

Audio Equipment, Telephone Units, Display Lights - P350/day  
 Electric Fans, TV - P750/day  
 AC, Glass Display : P1300/day

Summary of Requests

Requested Equipment: Air Condition  
 Borrow Date: 10/10/23  
 Return Deadline: 10/16/23  
 Estimated Cost: P750

Requested Equipment: Air Condition  
 Borrow Date: 10/10/23  
 Return Deadline: 10/16/23

Requested Equipment: Air Condition  
 Borrow Date: 10/10/23  
 Return Deadline: 10/16/23

INTERFACE ID	3
INTERFACE NAME	SCHEDULE SERVICES INTERFACE
Description	Allows users to apply and schedule for services needed.
Pre-Condition	NONE
Process Required	<ul style="list-style-type: none"> <li>- The user will be able to choose what kind of service they will be needing.</li> <li>- A checkbox will be required to be filled in order to determine the quantity and type of facilities.</li> <li>- The date on when the service has started will be required so as to when the service will end.</li> <li>- A summary of the requests made will be shown.</li> </ul>

Document/s Produced	NONE
---------------------	------

Dashboard

Transaction History

Schedule Services

Gross Sales Report

Help and FAQs

Gross Sales Report

Upload and send report to determine GMSS Fee.

GMSS REPORTS

Start Date	End Date	Upload PDF File	Amount
09/01/2023	09/30/2023		₱XXXX.XX
			SUBMIT

GMM REPORTS HISTORY

Start Date	Upload PDF File	Amount

INTERFACE ID	4
INTERFACE NAME	GROSS SALES REPORT INTERFACE
Description	Allows users to submit sales reports.
Pre-Condition	NONE
Process Required	Users are required to upload their monthly sales reports using only PDF files and specify the total amount of their Gross Monthly Sales.
Document/s Produced	NONE

Dashboard

Transaction History

Schedule Services

Gross Sales Report

Help and FAQs

Gross Sales Report

Upload and send report to determine GMSS Fee.

GMSS REPORTS

Start Date	End Date	Upload PDF File	Amount
09/01/2023	09/30/2023	<input type="text"/> <input type="button" value="Upload"/>	<input type="text" value="PXXXX.XX"/> <input type="button" value="SUBMIT"/>

GMSS REPORTS HISTORY

Start Date	Upload PDF File	Amount
------------	-----------------	--------

INTERFACE ID	4.1
INTERFACE NAME	GROSS SALES REPORT INTERFACE
Description	Allows users to submit sales reports.
Pre-Condition	User have uploaded their GMSS file report and specify the total amount of their Gross Monthly Sales.
Process Required	The user will be able to click on the submit button after uploading a pdf file.
Document/s Produced	NONE

Dashboard

Transaction History

Schedule Services

Gross Sales Report

Help and FAQs

Gross Sales Report

Upload and send report to determine GMSS Fee.

GMSS REPORTS

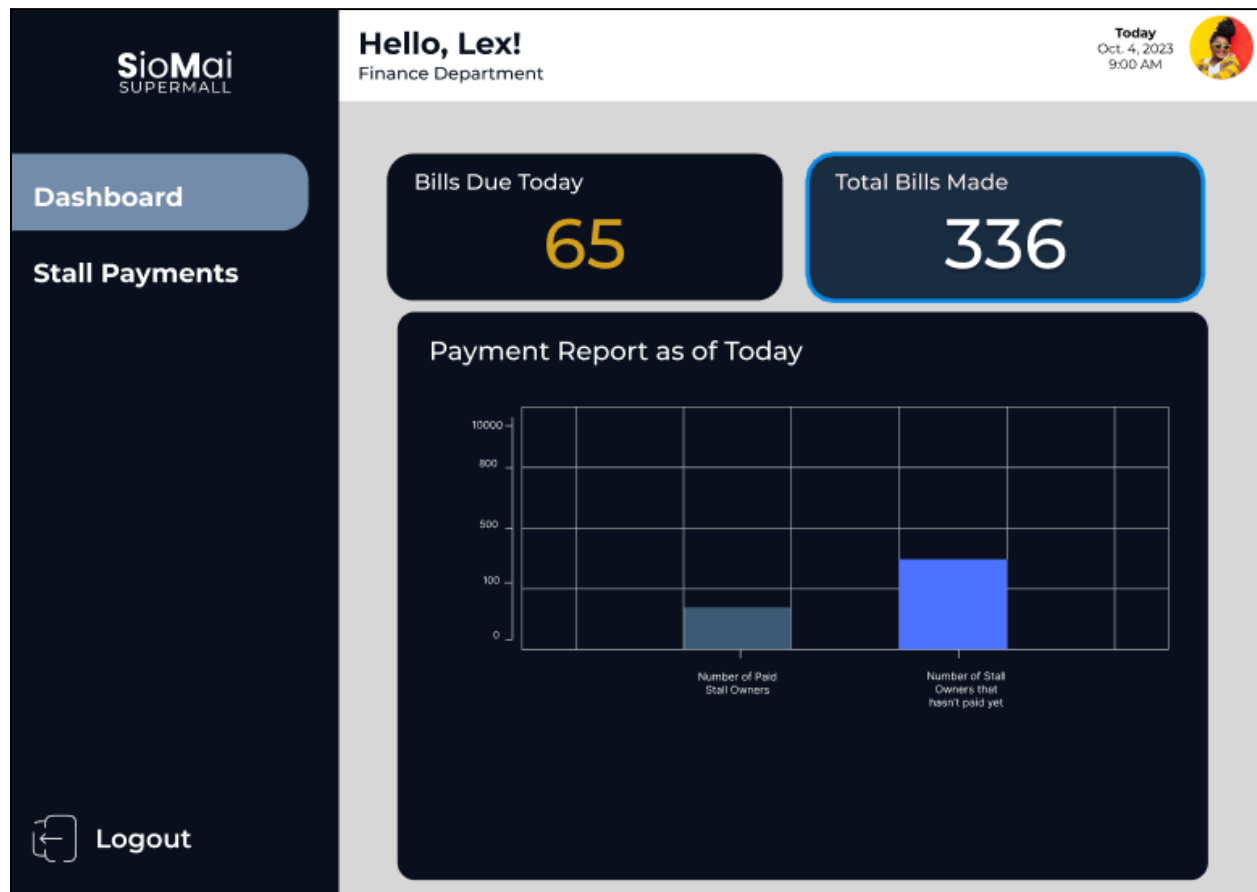
Start Date	End Date	Upload PDF File	Amount

GMM REPORTS HISTORY

Start Date	End Date	Upload PDF File	Amount	Status
09/01/2023	09/30/2023	GMSS-1.pdf	₱XXXX.XX	Sent/Reviewed

INTERFACE ID	4.1.1
INTERFACE NAME	GROSS SALES REPORT INTERFACE
Description	Allows users to look at past GMSS reports.
Pre-Condition	Completed GMSS reports
Process Required	<ul style="list-style-type: none"> <li>The users will now be able to review or confirm previous uploads.</li> </ul>
Document/s Produced	NONE

## Financial Department - Subsystem



INTERFACE ID	1
INTERFACE NAME	<b>FINANCIAL DEPARTMENT DASHBOARD INTERFACE</b>
Description	Dashboard that shows information about due bills on the current date, total bills made, and a graph that shows paid and unpaid stall owners.
Pre-Condition	NONE
Process Required	NONE
Document/s Produced	NONE



Dashboard
Stall Payments
Logout

## Stall Owners

Update stall owner's payments status.

Search by Stall ID/Stall Type/ Company or Owner/ Business Type

Filter By:
Company/Owner

NOTE: PENDING status needs action.

Stall ID	Stall Type	Company/Owner	Business Type	Payment Status
101	Regular	ABC	RTW	PENDING
102	Island	ABC	RTW	PENDING
104	Premium	ABC	RTW	PENDING
110	Regular	ABC	RTW	PENDING

### Payment Details

Stall ID: 101
Stall Type: Regular
Company/Owner: ABC
Business Type: RTW

Payment History	Update Payment Status
09/01/2023-09/30/2023	<div> Bill Period Start Date : 09/01/2023 End Date : 09/30/2023 </div> <div> Current Status: <span>PENDING</span> Total Amount Due: <span>P 60,000.00</span> </div> <div> Proof of Deposit No. <input type="text"/> </div> <div> Status: PAID/NO PAYMENT </div> <div> Please double-check the details before clicking "Save Changes." Once it's clicked, you will no longer be able to update them. </div> <div> Save Changes </div>

Previous
Next

INTERFACE ID	2
INTERFACE NAME	STALL PAYMENTS INTERFACE
Description	A window displaying payment details, including payment history and proof of deposits, also indicates the payment status and total amount due for a store owner or tenant.
Pre-Condition	<ul style="list-style-type: none"> <li>User needs to select a stall owner to be able to view and update payment details.</li> <li>Submission of Proof of Deposits from the stall owners. <i>(hard copy)</i></li> <li>Total Amount Due from the bill of the specified bill period.</li> </ul>
Process Required	<ul style="list-style-type: none"> <li>User must be able to enter the POD receipt no. for proof to update the status as PAID</li> </ul>

	<ul style="list-style-type: none"> <li>• If no POD was submitted to the Finance Department, the user can leave the POD No. field as blank and set the status to no payment.</li> <li>• After the user has updated the stall owner's stall payment details, they can now save its changes.</li> </ul>
Document/s Produced	NONE

**Dashboard**

**Stall Payments**

Logout

### Stall Owners

Update stall owner's payments status.

Today Oct. 4, 2023 9:00 AM

Search by Stall ID/Stall Type/ Company or Owner/ Business Type

Filter By: Company/Owner

NOTE: PENDING status needs action.

Stall ID	Stall Type	Company/Owner	Business Type	Payment Status
101	Regular	ABC	RTW	PAID
102	Island	ABC	RTW	PENDING
104	Premium	ABC	RTW	PENDING
110	Regular	ABC	RTW	PENDING

#### Payment Details

Stall ID: 101 Company/Owner: ABC

Stall Type: Regular Business Type: RTW

##### Payment History

09/01/2023-09/30/2023

##### Update Payment Status

Bill Period  
Start Date : 09/01/2023  
End Date: 09/30/2023

Current Status: **PAID**  
Total Amount Due: **P 60,000.00**

---

Proof of Deposit No. **A432155**  
Status: **PAID**


Finalized on October 4, 2023, at 9:00 am

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

INTERFACE ID	2.1
INTERFACE NAME	STALL PAYMENTS INTERFACE
Description	Window that contains information about the payment history and the proof of deposits. Also indicates the stall's payment status.

<b>Pre-Condition</b>	<ul style="list-style-type: none"> <li>• User needs to select a stall owner to be able to see its details.</li> <li>• User must have finalized/completed the payment status by filling out the the POD no. (<i>can be left blank for no payment</i>) and set the appropriate status.</li> </ul>
<b>Process Required</b>	<ul style="list-style-type: none"> <li>• Once the user interacts with a Stall ID, the user can now see its details.</li> <li>• The user must have updated the payment details, and this action is supported by a date and time stamp indicating when the changes were made.</li> </ul>
<b>Document/s Produced</b>	NONE


## HR Department - Subsystem




### Stall Owner Records

View and add store owner records.

Today  
Oct. 4, 2023  
9:00 AM



## Stall Owner Records

**Add New Record** 


**Filter By:** Stall Status ▼

Stall ID	Stall Type	Start Date	End Date	Business Type	Stall Status
101	Regular	09/01/2023	09/30/2023	RTW	Active
102	Island	09/01/2023	09/30/2023	RTW	Active
104	Premium	09/01/2023	09/30/2023	RTW	Active
101	Regular	10/01/2023	10/31/2023	RTW	Active
110	Island	08/01/2022	08/31/2023	RTW	Terminated
112	Island	06/23/2022	09/13/2023	RTW	Terminated
90	Booth	06/23/2018	09/13/2019	RTW	Archived

Previous
Next

**Store Owner Status**

- **Active** Represents stall owners with ongoing contracts.
- **Terminated** Indicates stall owner records that have been terminated due to non-payment and penalties.
- **Archived** Designates stall owner records for whom the contract has ended.

 **Logout**

INTERFACE ID	1
INTERFACE NAME	STALL OWNER RECORDS TAB INTERFACE
Description	Allows the user to view, search, and filter the details of the stall owners. Moreover, they can print a hard copy of the details for the selected stall owners.
Pre-Condition	Printer must be available
Process Required	<ul style="list-style-type: none"> <li>The user chooses the stall owners that they want to have a hard copy of their details.</li> </ul>
Document/s Produced	Selected Stall Owner Records

## Stall Owner Records

View and add store owner records.

Today  
Oct. 4, 2023  
9:00 AM

### Stall Owner Records

### Add a Store Owner Record

Make sure that all information are accurate before clicking SAVE

#### STALL OWNER DETAILS

Billing Period ID: TBD

Stall ID:

Stall Floor level:

Stall Name:

##### Stall Information

Company Name:

Type of Business:

Stall Type:

##### Contact Information

Address:

Email:

Phone Number:

\*Stall Phone Number:

##### SRC Details

Contract Duration: 6 months

Start Date (Cut-off Date) : 09/01/2023

End Contract Date : 02/01/2024

---

Monthly Rent Fee: ₱

GMSS Percentage: 8 %

Other Services Applied:

Upload image of Store Facade

##### SRC File

Upload SRC PDF File

##### Required Documents

Business Permit DTI

Financial Statement / SAL

ITR 1

ITR 2

ITR 3

NOTE: Services cost would reflect upon service selection.

Back

Note: Please ensure that all information is accurate before proceeding, especially the email, as once the record has been created, the credentials will be sent to the stall owner's email.

Create Record

Logout

INTERFACE ID	1.1
INTERFACE NAME	STALL OWNER RECORDS TAB - ADD NEW RECORD INTERFACE
Description	Allows the user to add a new record of the details for a stall owner which can be uploading the required documents, inputting details like Stall Information and Contact Information.
Pre-Condition	The stall owner has successfully sent or submitted the required documents.
Process Required	<div><ul style="list-style-type: none"><li>- The user will enter the Stall ID, Stall Floor level, and Stall Name.</li><li>- After which, the user will add the image of the store and the required documents like SRC.</li><li>- The user can then view the uploaded</li></ul></div>

	required documents.
Document/s Produced	NONE

## Screening HR - Subsystem

**Applicants**

**Scheduled Meetings**

Logout

### Stall Owner Application

Review applications and export stall owner data.

Today Oct. 4, 2023 9:00 AM

Search by Applicant ID/Stall Type/ Company or Owner/ Business Type **Filter By:** Company/Owner ▼

Applicant ID	Company/Owner	Business Type	Stall Type	Store Name	Application Date
101	Shintu	RTW	Regular	Dress 2	09/30/2023
102	Jaguars Co.	RTW	Island	Lapse	10/01/2023
104	Avon	RTW	Premium	Wore2Day	10/02/2023
110	Narets Co.	RTW	Regular	Naretss	10/03/2023

#### Applicant Information

**Applicant ID:** 101      **Company/Owner:** Shintu      **Business Type:** RTW  
**Applicant Date:** 09/30/2023      **Store Name:** Dress 2      **Stall Type:** Regular

#### Required Documents

☐ Business Permit (DTI) [View File](#)

☐ Income Tax Return (ITR)

☐ 1st Year ITR [View File](#)
☐ 2nd Year ITR [View File](#)
☐ 3rd Year ITR [View File](#)

☐ Financial Statement [View File](#)
☐ Statement of Assets and Liabilities. [View File](#)

#### Update Application

Set Board Meeting Date

10/10/2023

Update Applicant Status

▼

Note: Applicant Status can only be updated at the end of board meeting

[Print](#)
[Export Files](#)
[Save Record](#)

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

INTERFACE ID	1
INTERFACE NAME	APPLICANTS TAB INTERFACE
Description	Allows the user to search, check, and export the required documents and update the status for the selected stall owner application. Additionally, they can produce a hardcopy and softcopy of a selected applicant.
Pre-Condition	Printer should be available
Process Required	- The user confirmed all the required documents.

	<ul style="list-style-type: none"> <li>- After which, they can set the board meeting date for the stall owners that has completed required documents.</li> </ul>
Document/s Produced	Selected Applicants Required Documents

**Applicants**

Scheduled Meetings

Logout

## Board Meeting Schedule

Today  
Oct. 4, 2023  
9:00 AM

### October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	<div> AID 101  AID 102  AID 104 </div>	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Previous

Next

INTERFACE ID	2
INTERFACE NAME	SCHEDULED MEETINGS TAB INTERFACE
Description	Allows the user to view the scheduled meetings that they must attend.
Pre-Condition	The meetings are already set and are selected on a separate interface.
Process Required	<ul style="list-style-type: none"> <li>- Lets the user to view the scheduled meetings</li> </ul>
Document/s Produced	NONE

# Board Meeting Schedule

Today  
Oct. 4, 2023  
9:00 AM

Applicants

October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	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	31				

Scheduled Meetings

Applicant Information

Applicant ID: 101
Company/Owner: Shintu
Business Type: RTW

Applicant Date: 10/03/2023
Store Name: Naretss
Stall Type: Regular

Other Notes: Naretss is owned by Shintu and focuses on the release of clothing lines

Logout

Previous

Next

INTERFACE ID	2.1
INTERFACE NAME	SCHEDULED MEETINGS TAB - APPLICANT INFORMATION INTERFACE
Description	Allows the user to check the details of a stall owner applicant.
Pre-Condition	NONE
Process Required	<ul style="list-style-type: none"> <li>- The user clicks the stall owner applicant that s/he wants to view</li> </ul>
Document/s Produced	NONE



Utility Service System

SioMai  
SUPERMALL

Dashboard

Water and Electricity

Logout

Utility Services

Select the utility services utilized by the store owner to include in their bill.

Search by Stall ID/Stall Type/ Company or Owner/ Business Type

Filter By: Company/Owner

Stall ID	Stall Type	Company/Owner	Business Type
101	Regular	Seafood Island	Food Shops
102	Island	ABC	RTW
104	Premium	ABC	RTW
110	Regular	ABC	RTW

Stall Owner Details

Stall ID: 101

Stall Type: Regular

Contract Start Date: Sep 1, 2023

Contract End Date: Feb 1, 2024

Company/Owner: Seafood Island

Business Type: Food Shops

Water and Electricity Meter Billing

Billing Period

Utility services

Water

Electricity

Amount Charge

✓

Date of Meter Reading

Security Services

Total Hours

Note: The billing period will be automatically determined by the system based on the date of meter reading to determine which billing period the utility charges will be associated with the store owner's bill.

Previous

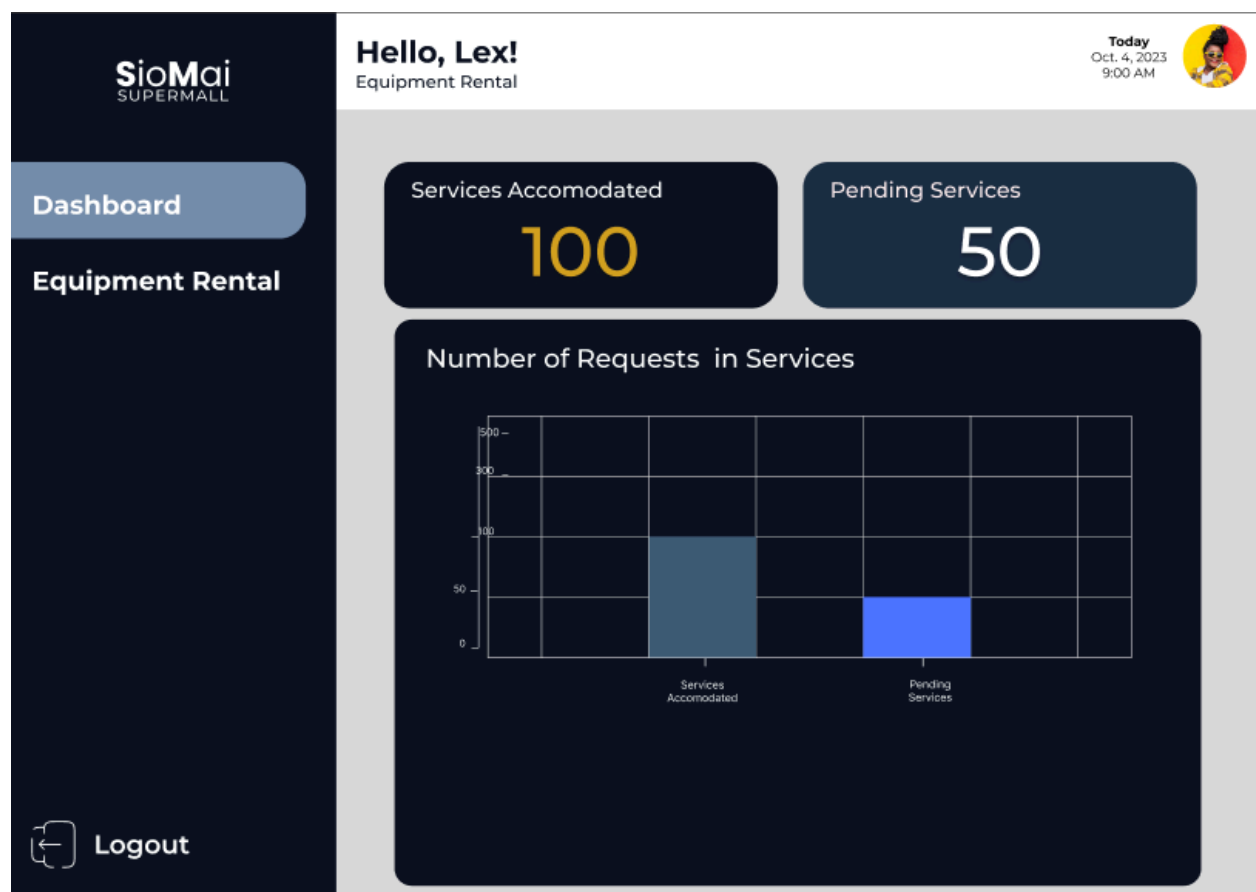
Add Charges to Bill

Next

INTERFACE ID	1
INTERFACE NAME	UTILITY SERVICES INTERFACE
Description	Allows the user to check the details of a stall owner applicant.
Pre-Condition	NONE
Process Required	<ul style="list-style-type: none"><li>User selects the desired stall owner applicant to view.</li><li>The system permits the user to input necessary information for water and electricity meter billing charges.</li><li>The user enters the date of the meter reading, which contributes to calculating water and electricity charges.</li><li>The system provides the billing period</li></ul>


	<p>for the utilities depending on the date of the meter reading.</p> <ul style="list-style-type: none"> <li>After fulfilling all requirements, the system allows the user to finalize the charges by clicking the <b>add charges to bill</b> button to add the utility charges to the bill.</li> </ul>
Document/s Produced	NONE

### Additional Services - Subsystem




INTERFACE ID	1
INTERFACE NAME	EQUIPMENT RENTAL DASHBOARD INTERFACE
Description	Allows the user to view the dashboard. It views what services have been accommodated in the equipment rentals and how many of the requests are pending.

Pre-Condition	NONE
Process Required	NONE
Document/s Produced	NONE




**Dashboard**

**Equipment Rental**

 Logout

## Equipment Rental

Today  
Oct. 4, 2023  
9:00 AM



### Scheduled Requests

Stall ID	Store Name	Equipments	Eq. Cost	Borrow Date	Return Date	Damage Incurred	Total Cost	Confirmation
101	ABC	<ul style="list-style-type: none"> <li>Air condition</li> <li>Display lights</li> <li>Television Set</li> </ul>	<ul style="list-style-type: none"> <li>P750/ a day</li> <li>P350/a day</li> <li>P1300/a day</li> </ul>	10/10/2023	10/16/2023	+	P2,400	Done

**NOTE:**

- Total costs are subject to change if damages occur.
- Records left blank indicate no damage incurred to the equipment upon return.

INTERFACE ID	1.1
INTERFACE NAME	EQUIPMENT RENTAL SCHEDULED REQUESTS INTERFACE
Description	The user can view the scheduled requests of each stall, and the user can verify the confirmation of the scheduled requests.
Pre-Condition	The stall owner has placed a schedule to request equipment.
Process Required	NONE

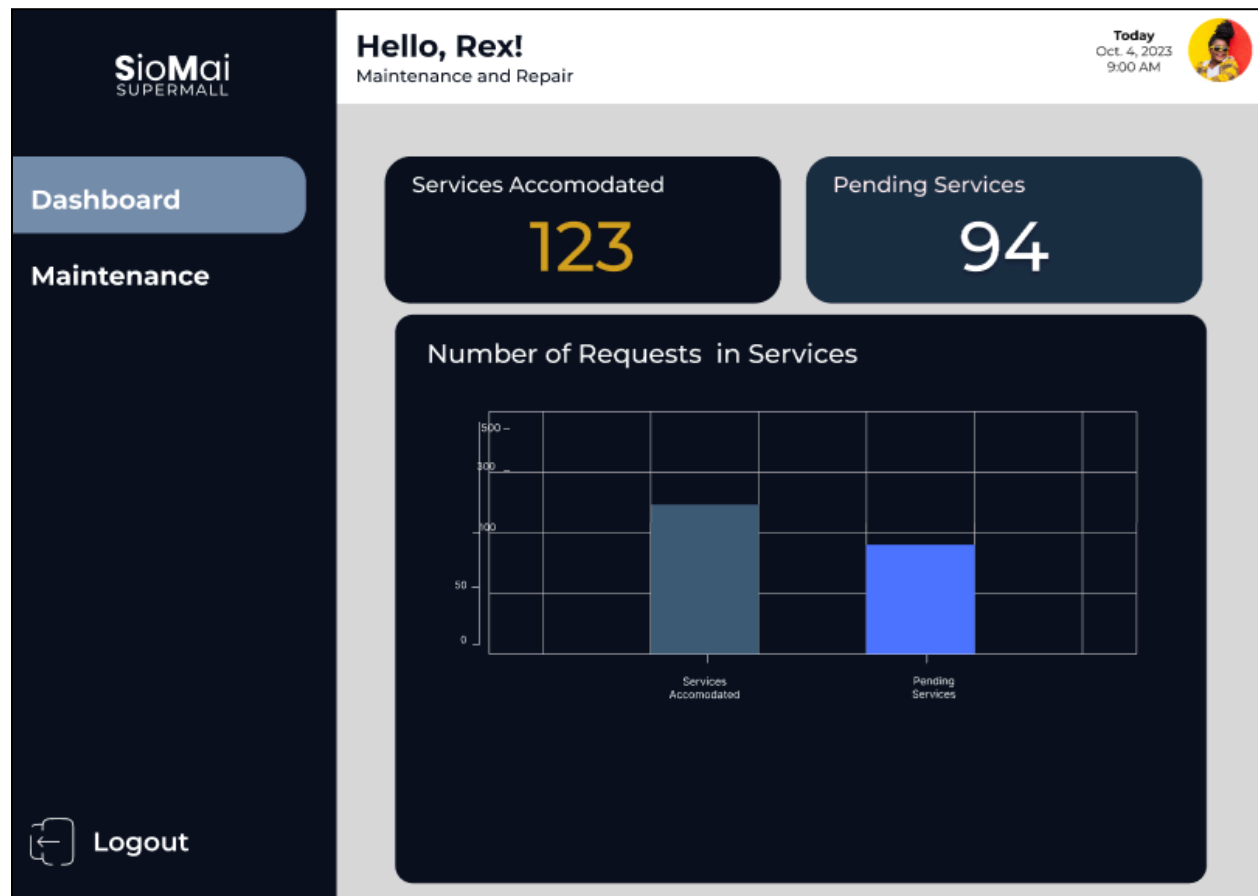
Document/s Produced	NONE
---------------------	------

The screenshot displays the SioMai Supermall Equipment Rental interface. A modal titled "Add Damage Incurred" is open, featuring a "Detailed Damage Report" section with a large blacked-out area. Below this is a "Cost of Damage" input field and an acknowledgment checkbox with the text "I acknowledge that this is accurate and irreversible once I click submit." A "Submit" button is located at the bottom right of the modal. The background interface includes a sidebar with "Dashboard", "Equipment Rental", "Maintenance", and "Janitorial" options, and a top header with the SioMai logo, "Equipment Rental", and a user profile section showing "Today Oct 4, 2023 9:00 AM". A "Logout" button is visible in the bottom left corner. A note at the bottom states: "NOTE: Total costs are subject to change if damages occur."

INTERFACE ID	1.1.1
INTERFACE NAME	EQUIPMENT RENTAL SCHEDULED REQUESTS INTERFACE
Description	The user can verify the damage report.
Pre-Condition	The stall owner submitted a damage report.
Process Required	<ul style="list-style-type: none"> <li>The user can be able to view the damage report.</li> <li>The user will then indicate how much of the damage amounts to.</li> <li>The user can now verify if the damage report is accurate.</li> <li>The user will now click 'Submit', and will be added to the store owner's bill.</li> </ul>

Document/s Produced	NONE
---------------------	------



INTERFACE ID	2
INTERFACE NAME	<b>MAINTENANCE AND REPAIR DASHBOARD INTERFACE</b>
Description	Allows the user to view the dashboard. It views what services have been accommodated in the maintenance repair services and how many of the requests are pending.
Pre-Condition	NONE
Process Required	NONE
Document/s Produced	NONE

Dashboard
Maintenance

Logout

Maintenance and Repair Service

Today  
Oct. 4, 2023  
9:00 AM

OCTOBER 2023

**Pipe Leak**
Request Date: 10/01

Store ID: 1  
Store Name: Bardugz  
Preferred Schedule: 10/01/2023 : ASAP  
Other Notes from SW:

Accept
Decline

**Broken Ventilation**
Request Date: 10/01

Store ID: 4  
Store Name: JCO  
Preferred Schedule: 10/01/2023 : ASAP  
Other Notes from SW:

Accept
Decline

**Exploded Socket**
Request Date: 10/01

Store ID: 3  
Store Name: Apple  
Preferred Schedule: 10/01/2023 : ASAP  
Other Notes from SW:

Accept
Decline

**Flickering Lights**
Request Date: 10/01

Store ID: 1  
Store Name: Bardugz  
Preferred Schedule: 10/01/2023 : ASAP  
Other Notes from SW:

Accept
Decline

Previous

NOTE: Once the service has been accepted, it signifies that the personnel will provide the service. Click on "done" is used to indicate that the service has been rendered and is ready to be charged to the stall owner.

INTERFACE ID	2.1
INTERFACE NAME	MAINTENANCE AND REPAIR SERVICE REQUESTS INTERFACE
Description	The user can accept and decline requests for maintenance and repair.
Pre-Condition:	The stall owner has requested maintenance and repair services.
Process Required	<ul style="list-style-type: none"> <li>The user verifies the requests and will decide whether to accept or decline the request made by the stall owner.</li> </ul>
Document/s Produced	NONE

Maintenance and Repair Service

Today  
Oct. 4, 2023  
9:00 AM

OCTOBER 2023

Dashboard

Maintenance

**Pipe Leak**
Request Date: 10/01

Store ID: 1  
Store Name: Bardugz  
Preferred Schedule: 10/01/2023 : ASAP  
Other Notes from SW:

Done

**Broken Ventilation**
Request Date: 10/01

Store ID: 4  
Store Name: JCO  
Preferred Schedule: 10/01/2023 : ASAP  
Other Notes from SW:

Accept

Decline

**Exploded Socket**
Request Date: 10/01

Store ID: 3  
Store Name: Apple  
Preferred Schedule: 10/01/2023 : ASAP  
Other Notes from SW:

Accept

Decline

**Flickering Lights**
Request Date: 10/01

Store ID: 1  
Store Name: Bardugz  
Preferred Schedule: 10/01/2023 : ASAP  
Other Notes from SW:

Accept

Decline

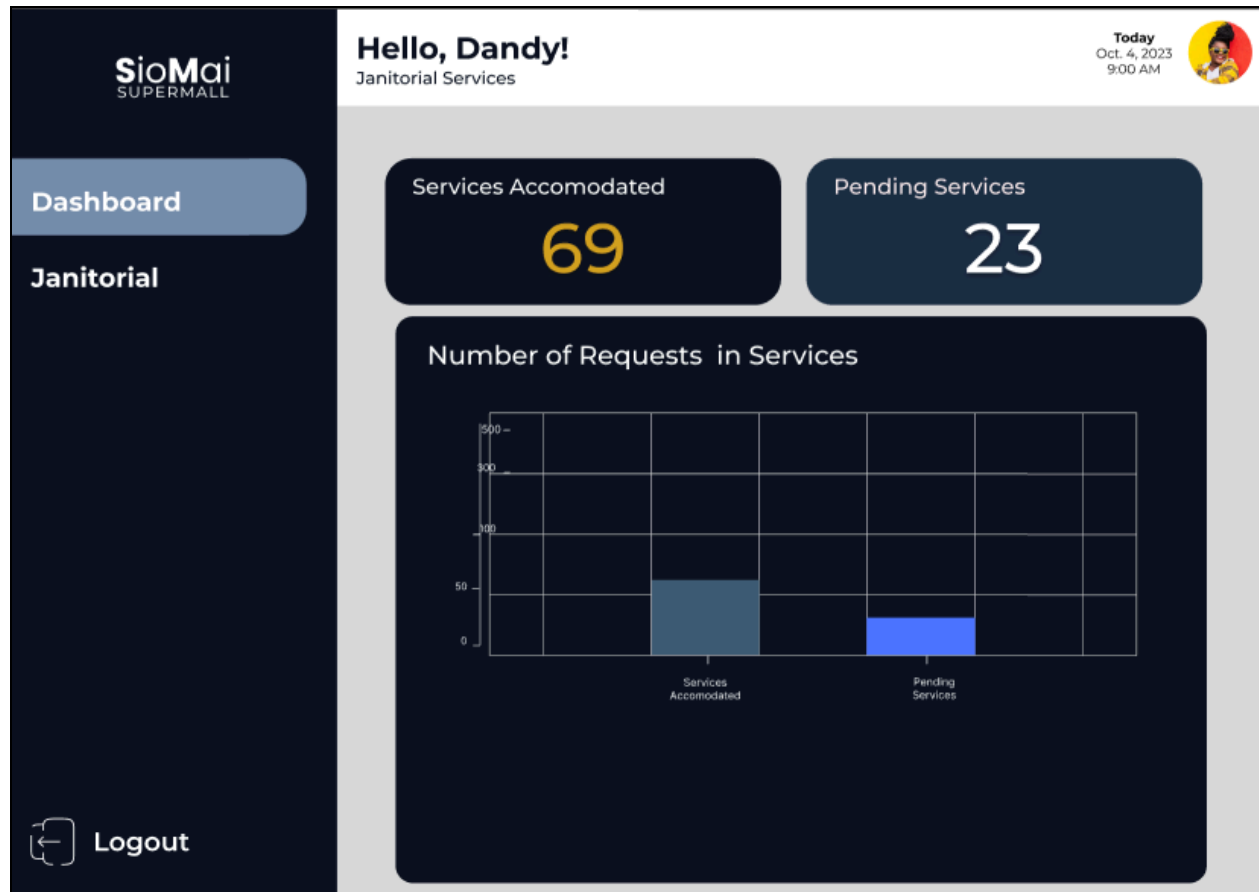
Logout

Previous

NOTE: Once the service has been accepted, it signifies that the personnel will provide the service. Click on "done" is used to indicate that the service has been rendered and is ready to be charged to the stall owner.

Next

INTERFACE ID	2.1.1
INTERFACE NAME	MAINTENANCE AND REPAIR SERVICE REQUESTS INTERFACE
Description	The user can accept and decline requests for maintenance and repair.
Pre-Condition:	The user has accepted a request.
Process Required	<ul style="list-style-type: none"> <li>The accepted request will return a 'DONE' statement, indicating the service has been rendered and is ready to be charged to the stall owner.</li> </ul>
Document/s Produced	NONE



INTERFACE ID	3
INTERFACE NAME	JANITORIAL SERVICE DASHBOARD INTERFACE
Description	Allows the user to view the dashboard. It views what services have been accommodated in the janitorial services and how many of the requests are pending.
Pre-Condition	NONE
Process Required	NONE
Document/s Produced	NONE



Janitorial Services

Today  
Oct. 4, 2023  
9:00 AM

Dashboard

Janitorial

JCO

Request Date: 10/01

Store ID: 1

Store Name: Bardugz

Preferred Schedule: 10/01/2023 : ASAP

Other Notes from SW:

N/A

Accept

Decline

Logout

Previous

NOTE: Once the service has been accepted, it signifies that the personnel will provide the service. Click on "done" is used to indicate that the service has been rendered and is ready to be charged to the stall owner.

Next

INTERFACE ID	3.1
INTERFACE NAME	JANITORIAL SERVICE REQUESTS INTERFACE
Description	The user can accept and decline requests for janitorial service.
Pre-Condition	The stall owner requested a janitorial service.
Process Required	<ul style="list-style-type: none"> <li>The user verifies the requests and will decide whether to accept or decline the request made by the stall owner.</li> </ul>
Document/s Produced	NONE

Janitorial Services

Today  
Oct. 4, 2023  
9:00 AM

OCTOBER 2023

Dashboard

Janitorial

JCO

Request Date: 10/01

Store ID: 1

Store Name: Bardugz

Preferred Schedule: 10/01/2023 : ASAP

Other Notes from SW:

N/A

Done

Logout

Previous

NOTE: Once the service has been accepted, it signifies that the personnel will provide the service. Click on "done" is used to indicate that the service has been rendered and is ready to be charged to the stall owner.

Next

INTERFACE ID	3.1.1
INTERFACE NAME	JANITORIAL SERVICE REQUESTS INTERFACE
Description	The user can accept and decline requests for janitorial service.
Pre-Condition	The user has accepted a request.
Process Required	<ul style="list-style-type: none"> <li>The accepted request will return a 'DONE' statement, indicating the service has been rendered and is ready to be charged to the stall owner.</li> </ul>
Document/s Produced	NONE

## REFERENCES

Sadhu, A. K. (2014, March 20). *Integrated software applications*. INTEGRATED SOFTWARE APPLICATIONS.

<https://www.management4all.org/2014/03/integrated-software-applications.html>