MITSUI-SOKO SINGAPORE

Mitsui-Soko Records Management Division

(Singapore)

WEB SYSTEM USER MANUAL

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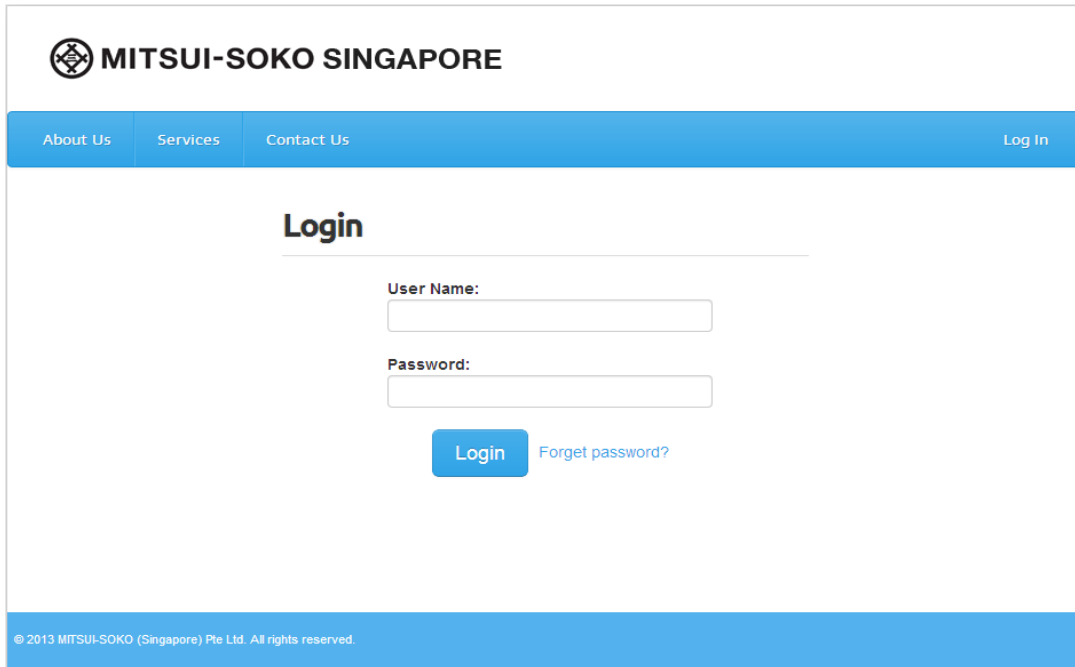
Revised: Dec. 2013

Abstract

Mitsui-Soko Records Management provides clients with a user-friendly web system to place service request, monitor inventory, track transactions, and manage requested order and user approval through the internet at their convenience. This document provides step-by-step instructions to help clients get familiar with the web system.

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Getting Started

1. Go to https://www.mitsui-soko.com.sg
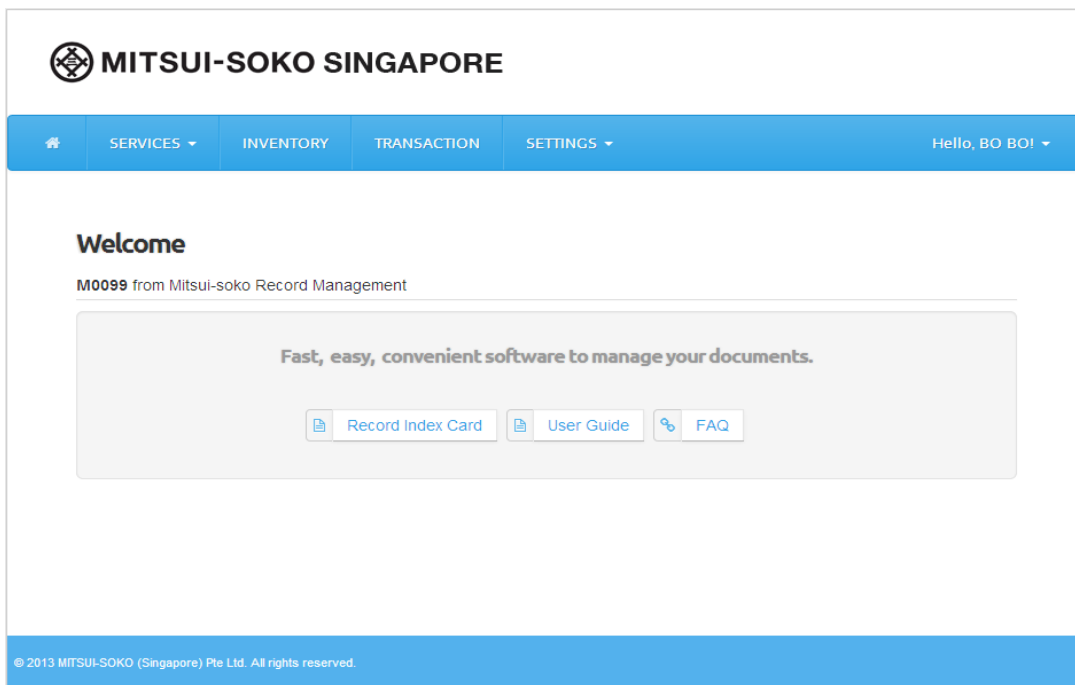
2. Click "Log In" to Login Page

3. Enter **User Name** and **Password** and then press "Login" to continue.

4. The following screen should appear after accepting Disclaimer:

Services

There are 7 different services, namely:

1. ORDER EMPTY CARTONS

2. ORDER BARCODE LABEL

3. COLLECT NEW RECORD

4. RETRIEVE RECORD REQUEST

5. COLLECT RETRIEVED RECORD

6. PERMANENT RETRIEVE REQUEST

7. RECORD DESTRUCTION REQUEST
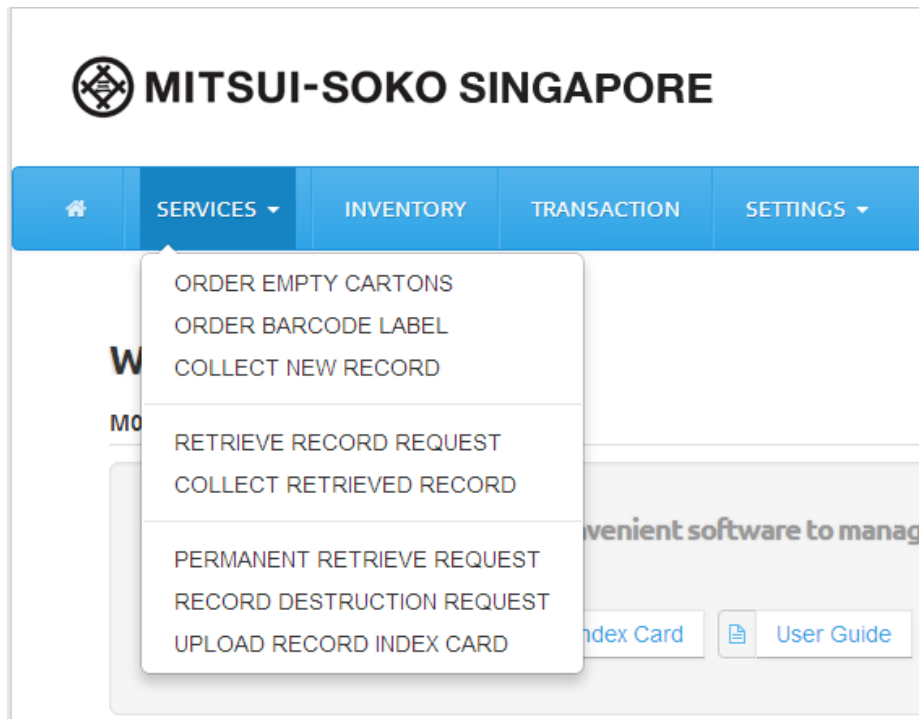
Fig. Click "SERVICES" at the Menu bar.

ORDER EMPTY CARTONS

✓ | ORDER EMPTY CARTONS

If you want to order new empty cartons for packing, please fill in Contact & Order Information and press "Next" button.

Online Service Order Form :Order Empty Carton   1 of 4

Fields marked with an asterisk * are required

Contact Information

Company Code: M009

Company Name: MITSUI-SOKO (SINGAPORE) PTE LTD

Company Address: NO.2 PIONEER SECTOR LANE

SINGAPORE 628321

PERSONEL ADMIN FAX : 68618022

Department Code: * RMB

Contact Person: * BO BO

Contact Phone No.: * 62276935

Contact FAX.: 62276936

Order Information

Order For: * Same Date   04/12/2013   ☐ Urgent

Order Request Time: * ⦿ Any Time ○ AM ○ PM

Remark: Optional

Next >

Fig. Stage 1 of "Order Empty Carton"

In Order Detail Stage, you've to fill in the required **Carton Quantity** and optional field.

Online Service Order Form :Order Empty Carton   2 of 4

Fields marked with an asterisk * are required

Order Detail

Carton Quantity: *   5

Seal Quantity: Optional   Plastic Bag Quantity: Optional

RIC Quantity: Optional   Tie Quantity: Optional

▼ **Barcode Label**

Type: Quick

Department Code: *   --- Choose ---   Add

Back   Next >

Fig. Stage 2 of "Order Empty Carton"

Optional "BARCODE LABEL ORDER" request can be placed here.

#	Field Name	Description
1	Type	Quick – Add Each Record
		Range – Add Record by Ranges
2	Department Code	Department Code + Record No

Press "Next" to continue.

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In Verify Order Stage, verifying order before clicking "Confirm Order" button to submit.

Online Service Order Form : Verify Order

Please check and confirm the following orders

Contact Information

Company Code:	M009
Company Name:	MITSUI-SOKO (SINGAPORE) PTE LTD
Company Address:	NO.2 PIONEER SECTOR LANE
	SINGAPORE 628321
	PERSONEL ADMIN FAX : 68618022
Department Code:	RMB
Contact Person:	BO BO
Contact Phone No.:	62276935
Contact FAX.:	62276936

Order Information

Order For:	Same Date | 04/12/2013
Urgent:	**NO**
Order Request Time:	Any Time
Remark:	

Order Detail

Order Empty Carton:

#	Carton Quantity	Seal Quantity	Plastic Bag Quantity	RIC Quantity	Tie Quantity
1	5				

Back   Confirm Order

Fig. Stage 3 of "Order Empty Carton"

In Order Completed Stage, Confirmation of completing the order.

Online Service Order Form :Order Completed   4 of 4

Thanks for placing the order.

Your order requires approval. A message has been sent to your approver to review your order.

Your order number is **10000096** .
You will receive a confirmation email with all your order information soon. You can check the status of order information under Transaction.

Go Back to Main Menu!

Fig. Stage 4 of "Order Empty Carton"

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ORDER BARCODE LABEL

✓ **ORDER BARCODE LABEL**

Same as Order Empty Carton please fill in the all subsequence form (4 stages) and press "Next" button, choose Barcode Label and "Next", verify order stage and order completed stage.

Online Service Order Form :Order Barcode Label

1 of 4

Fields marked with an asterisk * are required

Contact Information

Company Code: M009

Company Name: MITSUI-SOKO (SINGAPORE) PTE LTD

Company Address: NO.2 PIONEER SECTOR LANE

SINGAPORE 628321

PERSONEL ADMIN FAX : 68618022

Department Code: * RMB

Contact Person: * BO BO

Contact Phone No.: * 62276935

Contact FAX.: 62276936

Order Information

Order For: * Same Date | 04/12/2013 | ☐ Urgent

Order Request Time: * ⦿ Any Time ○ AM ○ PM

Remark: Optional

Next >

Fig. Stage 1 of "Order Barcode Label"

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COLLECT NEW RECORD

✓ COLLECT NEW RECORD

After you pack the new carton/files, you can place this order and let us collect it from your office. Same as Previous Order, in Order Details Stage you can choose "Quick", "Range" and "Inventory".
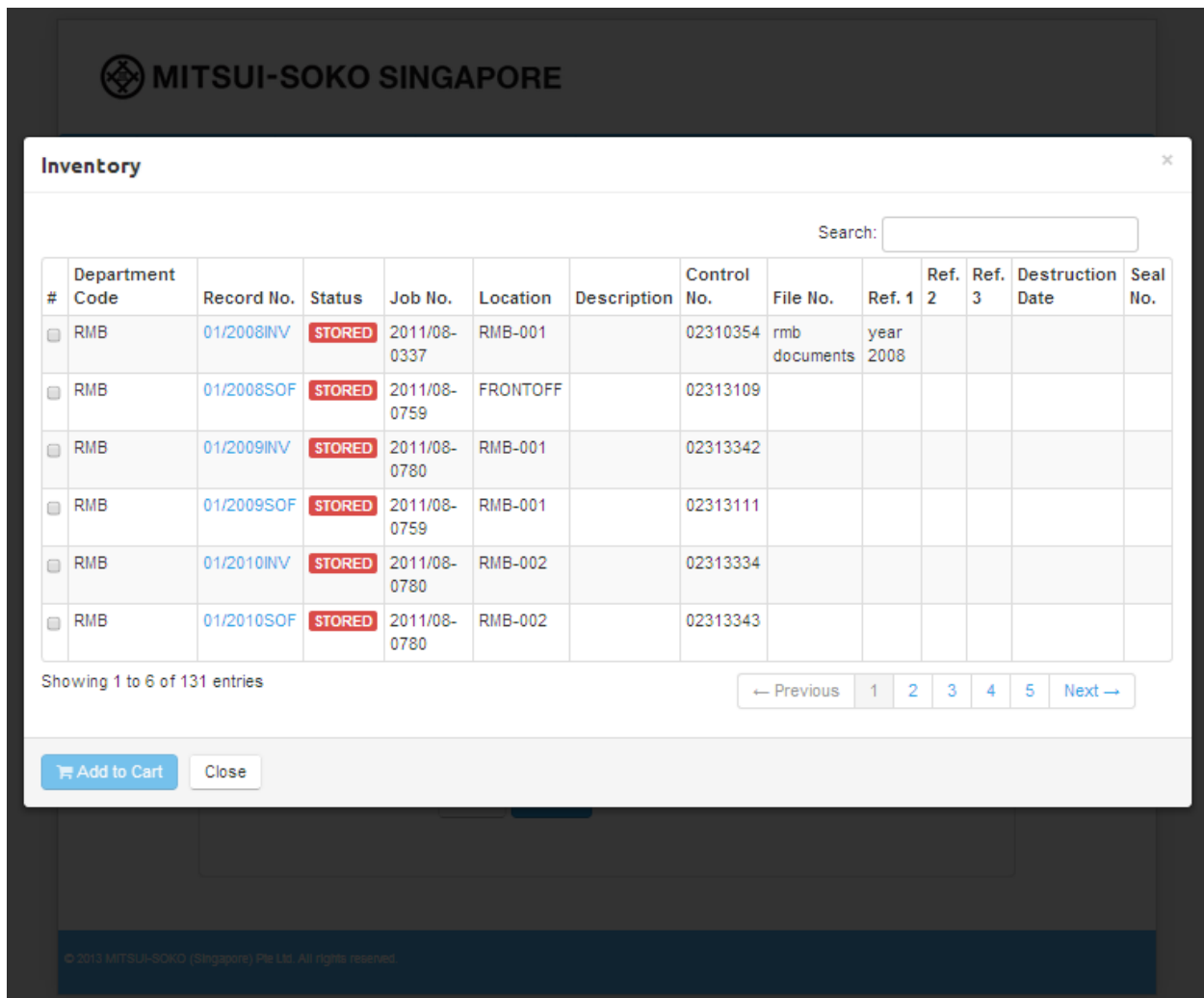

Fig. Stage 1 of "Collect New Record"

RETRIEVE, RETURN, PERMANENT & DESTRUCTION OF RECORD(S)

✓ RETRIEVE RECORD REQUEST

✓ COLLECT RETRIEVED RECORD

✓ PERMANENT RETRIEVE REQUEST

✓ RECORD DESTRUCTION REQUEST

For these services, because of all carton/file data are kept in our system, what you need to do is just add/search for the cartons/files number in the "Quick", "Range" and "Inventory" and continue place your order.

Fig. Stage 2 of "Retrieve Record"

UPLOAD RECORD INDEX CARD (RIC)

Only able to upload available records/cartons/files in Inventory. For e.g., you can upload RIC Details of "Order Barcode Label" only after approve.

Fig. Upload Record Index Card (RIC)

Inventory

In this section, you can easily check your Record/Carton/Files through our online system at any time.

Fig. Inventory

By filling/choosing Department Code, Record No., Destruction Period, Keyword or Status, you can restrict the search result.

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#	Department Code	Record No.	Status	Job No.	Location	Description	Control No.	File No.	Ref. 1	Ref. 2	Ref 3
1	RMB	01/2007INV	DESTRUCT	2011/08-0872	FRONTOFF		02314965				
2	RMB	01/2008INV	STORED	2011/08-0337	RMB-001		02310354	rmb documents	year 2008		
3	RMB	01/2008SOF	STORED	2011/08-0759	FRONTOFF		02313109				
4	RMB	01/2009INV	STORED	2011/08-0780	RMB-001		02313342				
5	RMB	01/2009SOF	STORED	2011/08-0759	RMB-001		02313111				
6	RMB	01/2010INV	STORED	2011/08-0780	RMB-002		02313334				
7	RMB	01/2010SOF	STORED	2011/08-0780	RMB-002		02313343				
8	RMB	01/2011INV	STORED	2011/07-0300	FRONTOFF		02296406				
9	RMB	01/2011SOF	STORED	2011/07-	FRONTOFF		02296403				

Showing 1 to 10 of 204 entries

← Previous 1 2 3 4 5 Next →

Fig. Inventory Search Result

You can export Inventories to Excel by clicking "Export" (only permitted user). Only the summary will be shown in "File No.", "Ref. 1", "Ref. 2" and "Ref. 3" Columns since able to export all details.

RECORD CONTENT

In this section, you'll be able to add, edit, delete and export the details of Record Index Card (RIC).

Fig. "Click" on this Record No. to Record Content

Fig. Record Content

Transaction

In here, you can search/check all your order transactions, their status (PENDING, ACCEPTED, REJECTED, and CANCELLED), and even more

- To Cancelling Order (before approve).

- To Delegating Approver (e.g. from Approver A to Approver B). Approver B is a backup approver.

- To Notifying Admin (in case of approver and backup approver not around in Office).

Fig. Transaction

Fig. Display Result after click "Search" button

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CANCELLING ORDER/ORDER INFORMATION

Click on the Order No. in Transaction Detail, to check Order Information or to Cancel Order.

Order Information

Order No.:	10000103		
Company Code:	M009		
Company Name:	MITSUI-SOKO (SINGAPORE) PTE LTD		
Department Code:	RMB	Contact Person:	User2
Total Quantity:	3	Order For:	Same Date
Request Date:	02/12/2013	Order Request Time:	AnyTime
Status:	Pending	Urgent:	NO
Remarks:			

Order Details

#	Department Code	Carton No.	Order Type	Quantity
1	RMB	03/2009INV	Retrieve Record Request	1
2	RMB	03/2009SOF	Retrieve Record Request	1
3	RMB	03/2010INV	Retrieve Record Request	1

Showing 1 to 3 of 3 entries

← Previous   1   Next →

🗑 Cancel Order   Close

Fig. Order Information from Transaction

DELEGATING APPROVER/APPROVAL DETAILS

Click "Approval Detail", to check Approval Details or to Delegate Approver (need to scroll *horizontal scroll bar* to right).

Fig. Approval Details from Transaction

NOTIFY ADMIN

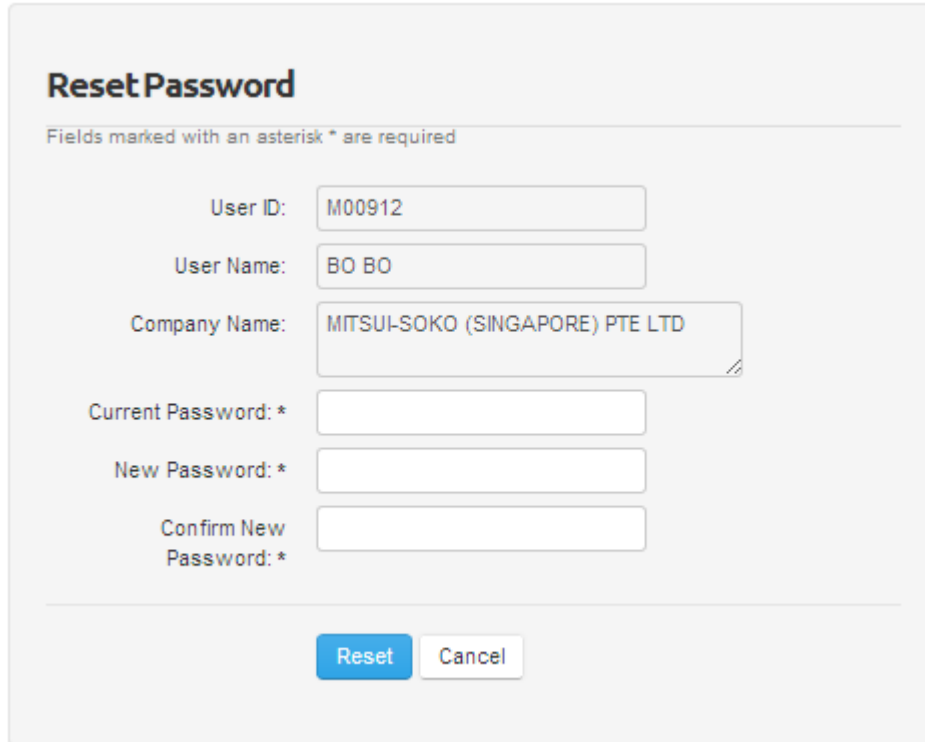Click *down arrows* next to the "Approval Detail" Button, then Click "Notify Admin" Button.

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Settings

RESET PASSWORD

In here, you'll be able to reset your current password to new password by providing "Current Password", "New Password", and "Confirm New Password".

Fig. Reset Password

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ORDER MANAGEMENT

In this section, you'll be able to manage order approval request(s) whether to approve or reject (with comments). As soon as an order needs approval, email will be sent to notify approver. So approvers are able to approve by following instruction from notification email or by checking in this section.

Order Management

Company Code: M009
Company Name: MITSUI-SOKO (SINGAPORE) PTE LTD

✔ Approve ▾   ⚠ Reject ▾

No Record is available to Approve | Reject!

Fig. Order Management (*Default*)

By selecting ☑ "select all check boxes" or by selecting manually ☑ "each check box" of order information for *batch* approve/reject (with comments).

Order Management
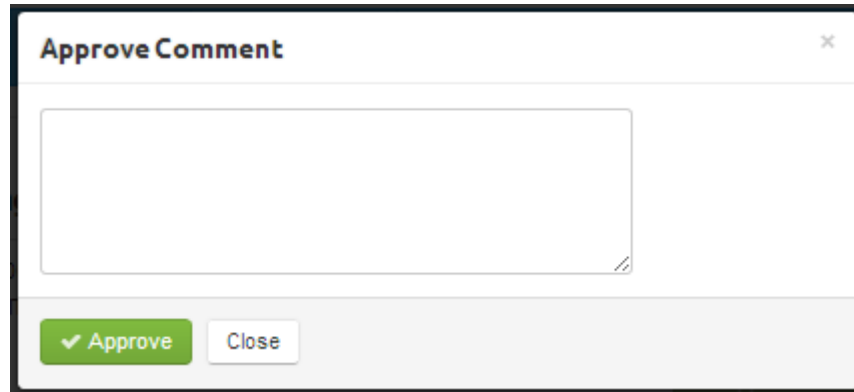
Company Code: M009
Company Name: MITSUI-SOKO (SINGAPORE) PTE LTD

✔ Approve ▾   ⚠ Reject ▾
✔ Approve Comment

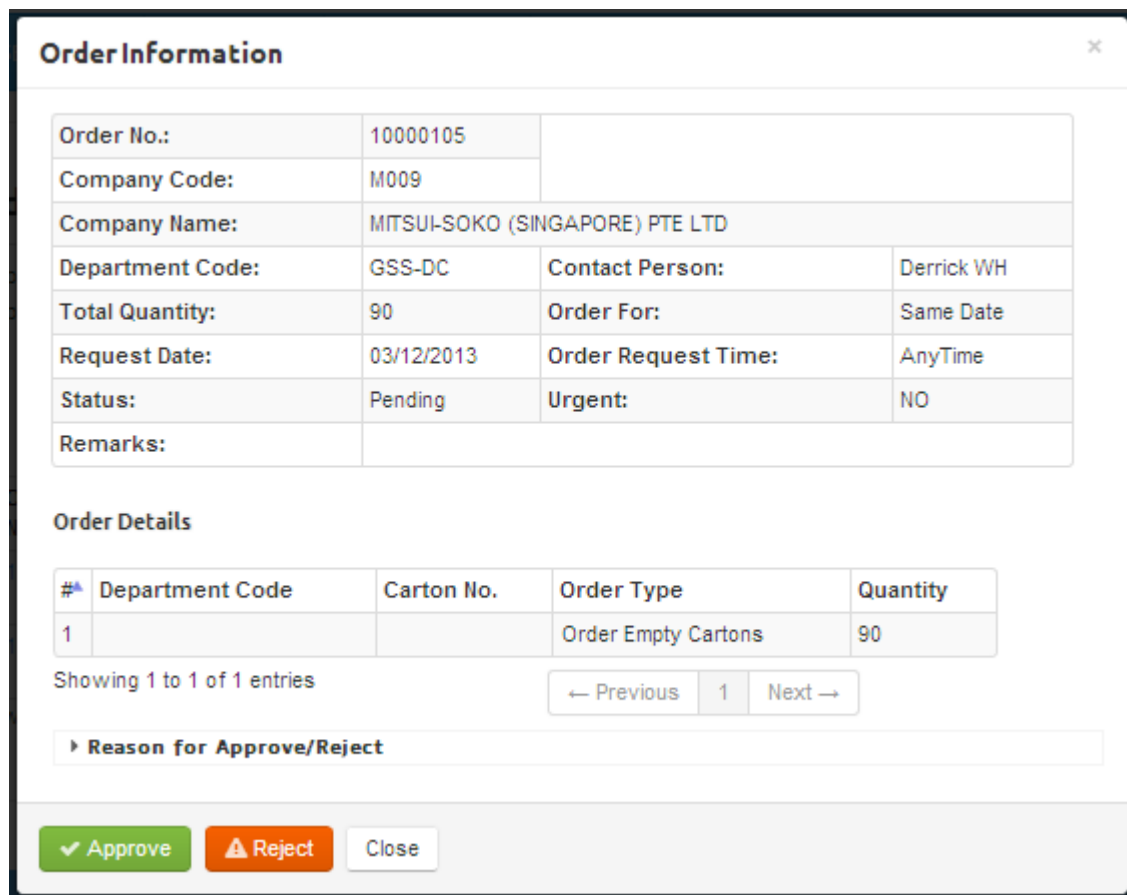|	Order No.	Request Date	Department Code	Requester	Order Type	Order For	Total Quantity	Status	Urgent
☑	10000103	02/12/2013	RMB	User2	Retrieve Record Request	Same Date	3	Pending	NO
☑	10000105	03/12/2013	GSS-DC	Derrick WH	Order Empty Cartons	Same Date	90	Pending	NO

Showing 1 to 2 of 2 entries

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Fig. Click on "Approve"/"Reject" Button for batch action

Fig. Approve Comment Form pop up after clicking "Approve Comment" Button

Click *each* order no. of order information to approve/reject (with comments).

Fig. Detail Order Information

APPROVAL SETUP

ALL Users must be organized and proper setup in this stage for proper approval request(s) to go through to approver based on their organization flow.

After created a new user in "User" page, administrator must setup Approver (and Backup Approver) for this user.

ApprovalSetup

Company Code: M009
Company Name: MITSUI-SOKO (SINGAPORE) PTE LTD

User >> | Approver >> | Backup Approver | Email | **Add** | Cancel

Search: Export

#	User	Approver ▲	Backup Approver	Email	⚡ Actions
1	BARRY	DERRICK	Approver1	barrysoon@mitsui-soko.com.sg	Edit Delete
12	User	DERRICK		user@mitsui-soko.com.sg	Edit Delete
2	LOBO	John Woo	Raymond Lam	lobo@mitsui-soko.com.sg	Edit Delete
13	M00994	M00995		rmbservice@mitsui-soko.com.sg	Edit Delete

Showing 11 to 14 of 14 entries

← Previous | 1 | 2 | Next →

Fig. Approval Setup

If both approvers are not around in Office then user can notify to administrator for manually update Approver (and Backup Approver) if received the following type of email.

Fig. Notification Email from user to take action from Administrator

USER

Click "Settings" > "USER" at menu bar to see the ALL User Information. With ability to Search, Export, and Manage.

User

Company Code: M009

Company Name: MITSUI-SOKO (SINGAPORE) PTE LTD

[Add User..]

Search: [Export]

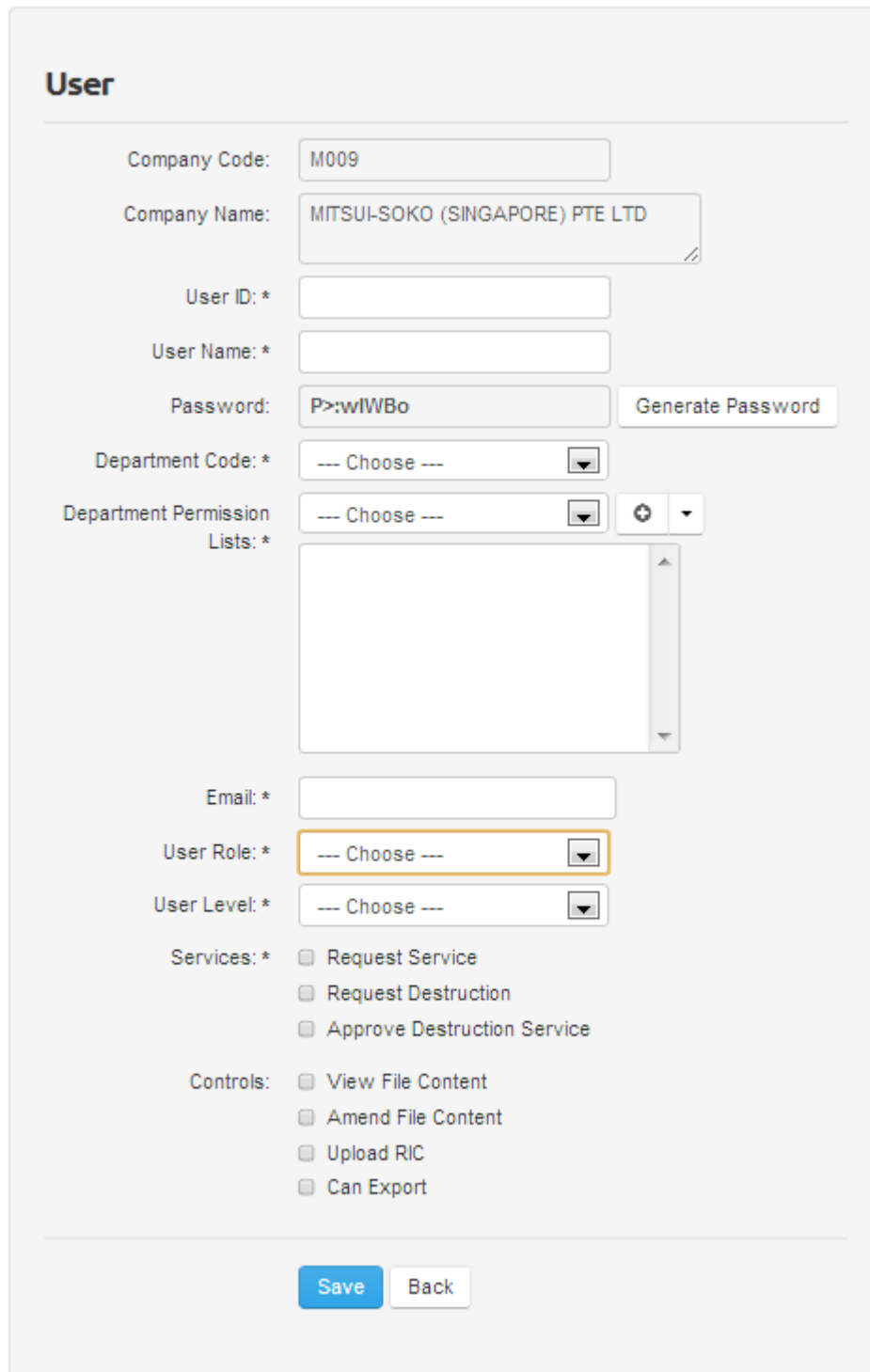| #	User ID	User Name	Department Code	Department Permission Lists	Email	User Role
21	M00991	DERRICK	GSS-DC	GSS-DC,RMB	derricklong@gmail.com	Approve
22	M00992	User	GSS-DC	GSS-DC,GSS-DC,FCL,FIN,RMB	user@mitsui-soko.com.sg	User
23	M00993	Long	FXAP	FXAP	derricklong@gmail.com	User
24	M00994	M00994	RMB	RMB	rmbservice@mitsui-soko.com.sg	User
25	M00995	M00995	RMB	ALL	M00995@mitsui-soko.com.sg	Approve

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← Previous 1 2 3 Next →

Fig. User Information

Adding a new user, all you have to do is just click "Add User..." Button and filled the required fields (*), choose 'User Role' with default permission (or choose custom permissions), and click "Save".

For modification, click "Edit" Button on "User Information" or "Delete".

Fig. User Entry Form

DEPARTMENT

Same as "User", click "Add Department…" for a new department, "Edit" or "Delete".

Fig. Department Information

Fig. Department Entry Form

ACCESS LOG REPORT

For User Access Log Report, just click "Search" with default 'Access Date Period' or choose Custom Period. Plus export it to Excel for further requirements.

Fig. Access Log Report Form