

## MEMO

Date : 28<sup>th</sup> August 2023  
To : Gigi Coffee Operation & Am  
From : IT Department

### Guidelines for User Management - XILNEX APPS

Greeting to all Outlet Managers and Staff,

To help you efficiently manage user accounts in our system, we have prepared comprehensive guidelines for **creating**, **transferring**, and **deleting users** using the XILNEX APPS. Please refer to the instructions below for each process:

#### Creating New User

##### i. Log in to the XILNEX APPS

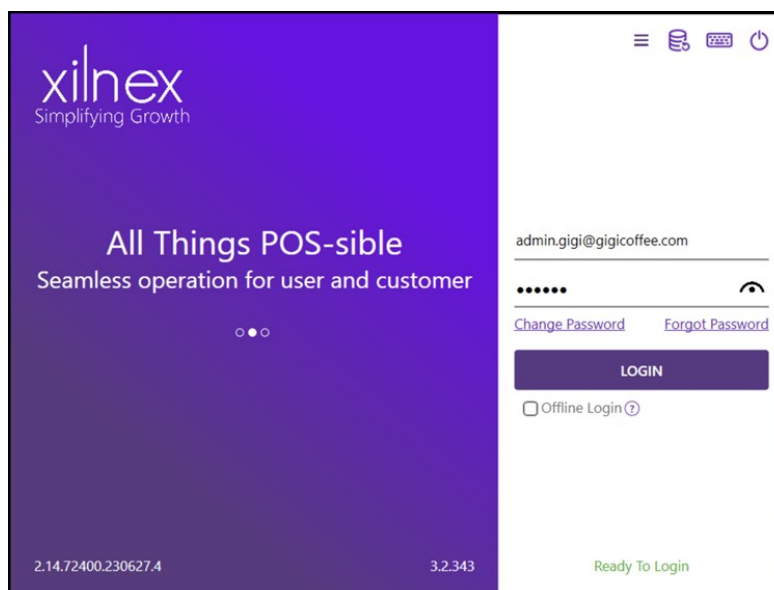


Figure 1

- Log in using manager or staff credentials to access XILNEX APPS.



**GIGI COFFEE SDN. BHD. (1104339X)**

No 11, Jalan Kajibumi U1/70, Temasya Niaga, Temasya, Persiaran Kerjaya, Seksyen U1, 40150 Shah Alam, Selangor, Malaysia.  
Tel : +603 5567 0099

ii. Create New User

User Management

Create New User

User List

User Group

Group Permission

Change Password

Create New User

Username

testinguser

Username

Name

John Doe

Email

Mobile No.

Username

Identity Card Number

Payroll ID

External User ID

Referral Outlet

Contact Number

Default Outlet

Test Outlet 1

Login Device Restriction

Allow login from all PC

1- Create Username based on Type

Email, Mobile No., Username

✓

Create User

Figure 2

- Go to User Management and Select Create New User
- Create a username based on the user's type (mobile number or email) and fill in all required fields.
- Create Username’s format (Phone type)

Username

Mobile No. Format

60188888888

Mobile No. Format

Figure 3

- Create Username’s format (Email’s type)

Username

Email Format


johndoe@gigicoffee.com

Email

Figure 4



iii. User Information and Outlet Selection:



Username

testinguser

Username ▾

Name

2- Insert Name (First, Last)

John

Doe

Identity Card Number

Payroll ID

External User ID

Referral Outlet

Contact Number

Default Outlet


3- Select Outlet

Test Outlet 1 ▾

Login Device Restriction

Allow login from all PC ▾

4- Click Here



Create User

Figure 5

- Enter the first name, last name, and select the appropriate outlet for the user.
- Click "Create User" to proceed.

iv. Assign User Group :

Username

testinguser

Username ▾

Name

John

Doe

Identity Card Number

Payroll ID


External User ID


Referral Outlet


Contact Number


Login Device Restriction

Allow login from all PC ▾

 No Biometric Enrolled



 No Magnetic Card Enrolled



User Group

Cashier

Manager

Warehouse

HQ Staff

Top Management

KOL

Area Manager

Developer Team

Housekeeping

Marketing


Staff Entertainment

5- Choose User Group based on position

6- Click Add +

Allowed Outlet

+

 Cancel


 Apply

Figure 6

- Click "Add" to select the user group based on the user's position.



v. Allowed Outlet Selection:

Username: testinguser  
Name: John Doe  
Identity Card Number:   
Payroll ID:   
External User ID:   
Referral Outlet:   
Contact Number:   
Login Device Restriction: Allow login from all PC  
No Biometric Enrolled  
No Magnetic Card Enrolled  
User Group: Cashier  
Allowed Outlet: LOT PREMIUM SUBS, KIOSK AIRPORT, LOT (SUPER 20), All Outlets, All Outlets (Current), IT-DEPT, MY21ABTK01-AEON Bukit Tinggi, MY21AVEK01-Avenue K, MY21DPLZ01-Dpulze  
8- Click Add +  
9- Click Apply  
Cancel

Figure 7

- Click "Add" to choose the outlet where the user will be assigned and then click apply button to save.

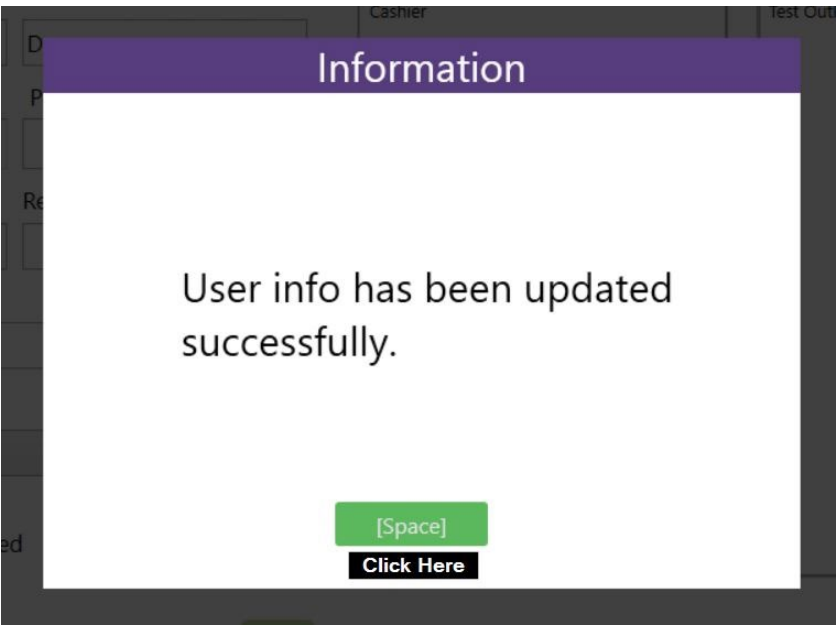


Figure 8



Transferring a User to a Different Outlet

i. Access User List:

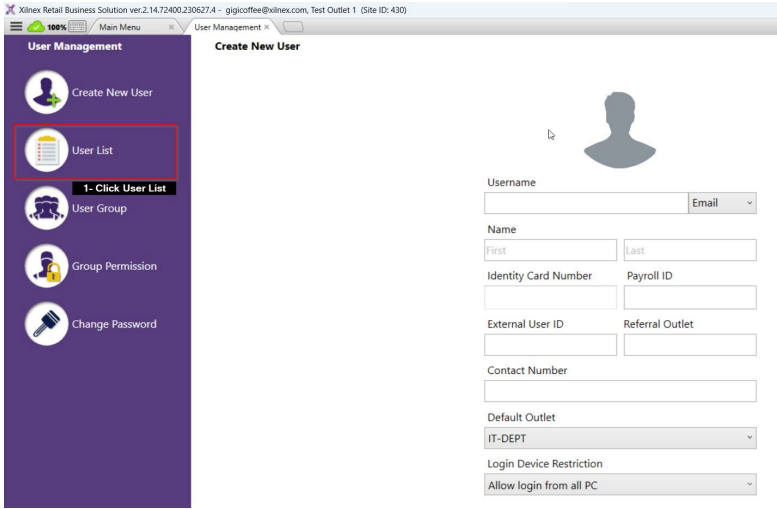


Figure 9

- Go to "User Management" and select "User List."

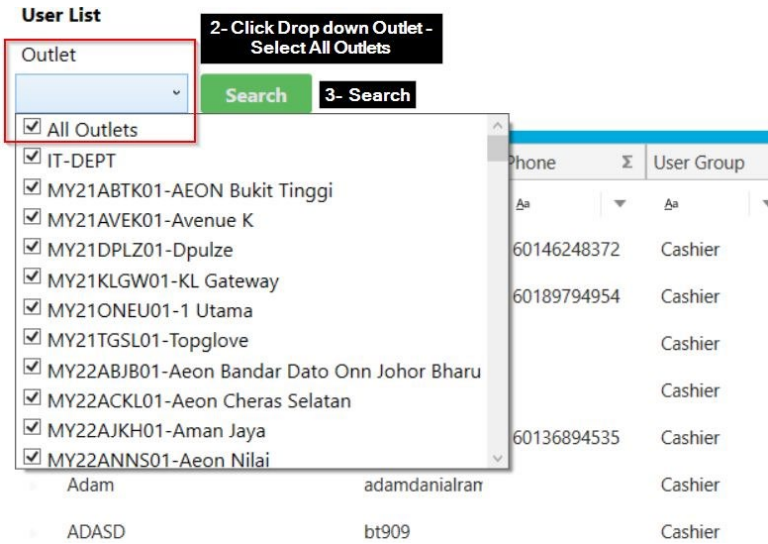


Figure 10

- Access "User List" and choose "All Outlets" from the dropdown. Click the search button.



ii. Finding User Details:

FirstName	LastName	Username	Phone	User Group	IC	Payroll ID	External Use	Referral Out
John	Doe	testinguser		Cashier				

4- Search Staff based on FirstName or Username

Figure 11

- Search for the user based on first name or username.

iii. Edit user

User List

Outlet

Search

6- Click Edit

FirstName	LastName	Username	Phone	User Group	IC	Payroll ID	External Use	Referral Out
John	Doe	testinguser		Cashier				

5- Select Staff Name

Figure 12

- Select the user's name and proceed by clicking "EDIT."

iv. Edit user

\*First Name, Last Name and Username/Phone can only be updated by super admin

Username

testinguser

Username

Name

John

Doe

Identity Card Number

Payroll ID


External User ID

Referral Outlet


Contact Number

Login Device Restriction

Allow login from all PC

 No Biometric Enrolled

+

 No Magnetic Card Enrolled

+

User Group

+

Cashier

Outlet Group

+

Allowed Outlet

8- Click Delete

Test outlet 2

Test Outlet 1

Test outlet 2

7- Select previous Outlet

8- Click Apply

Apply

Cancel

Figure 13

- In the user edit form, choose the previous outlet, delete it, and apply changes.

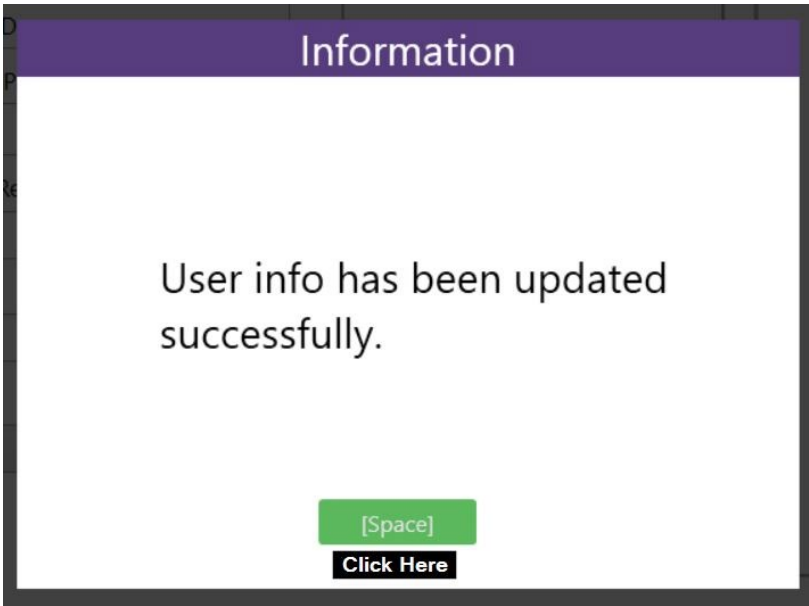


Figure 14



Deleting User

i. Access User List

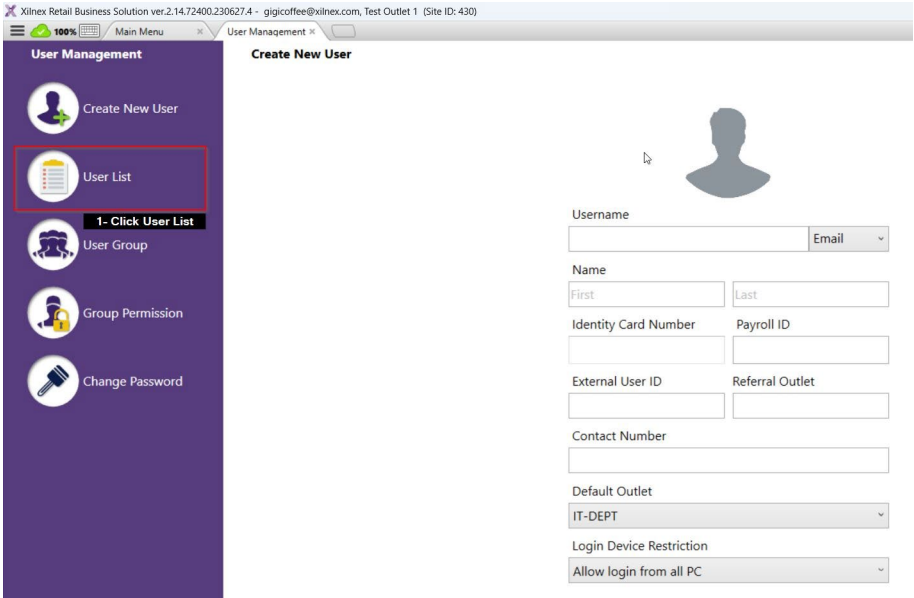


Figure 15

- Navigate to "User Management" and select "User List."

ii. User List

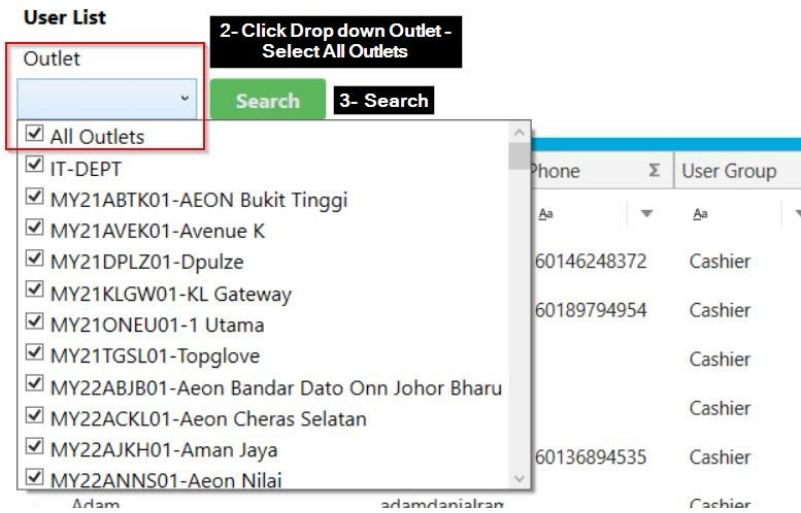


Figure 16

- Choose "All Outlets" and click the search button.





iii. Locating User Details:

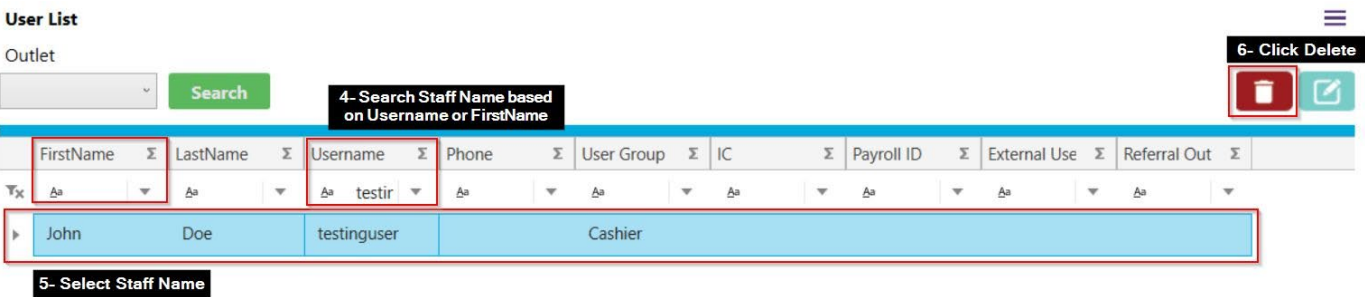


Figure 17

- Search for the user by first name or username.
- Select the user's name and click the "DELETE" button.

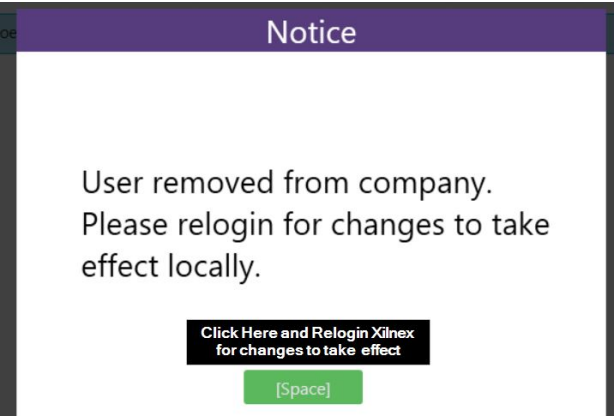


Figure 18

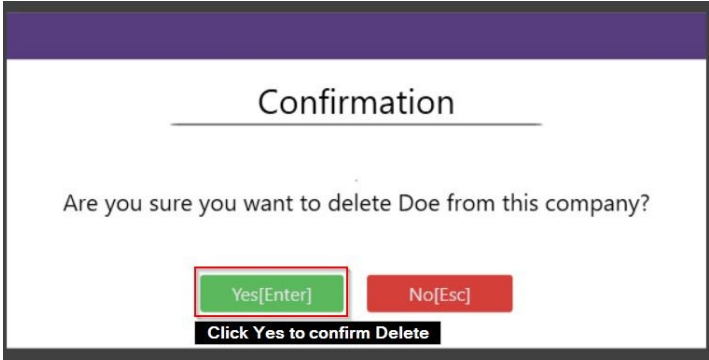


Figure 19

- A pop-up confirmation prompt will appear.
- Click "YES"

By following these guidelines, you will be able to perform user management tasks efficiently and accurately using the XILNEX APPS. If you encounter any challenges or require further assistance, please don't hesitate to reach out to our IT team.

Thank you for your attention.

