USER DOCUMENTATION

GSO ASSISTANT ACCOUNT

OLONGAPO

Developed and Maintained by:

DANALEX Inc.

Nevada Square Building, Room 8

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SUMMARY CONTENT

DEPARTMENT USER LIST

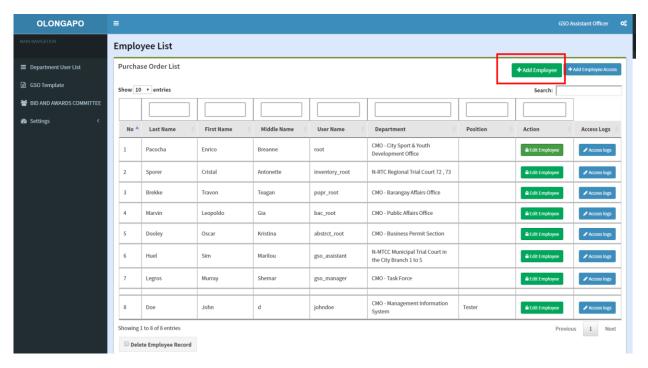
• Management of user accounts

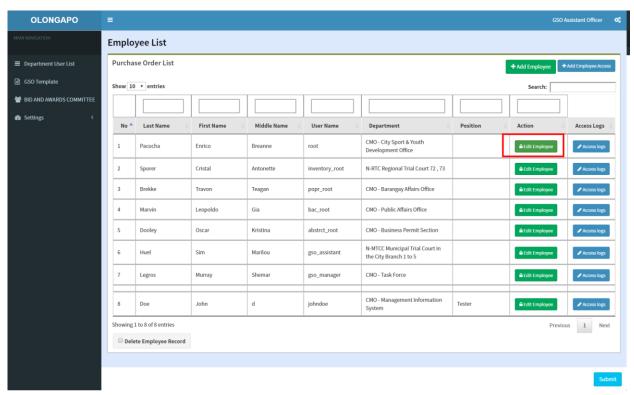
SETTINGS

• Management of Procurement method and PR Signee

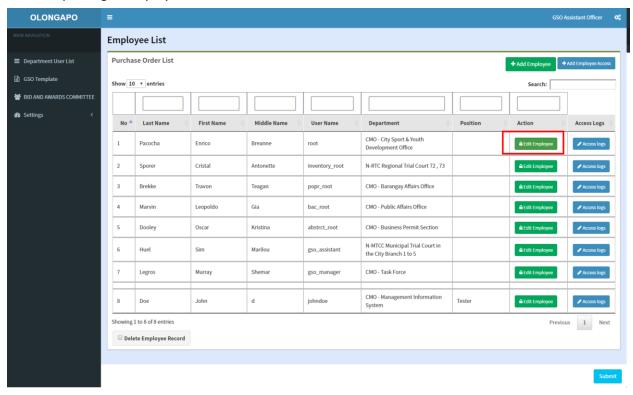
I. DEPARTMENT USER LIST

- Adding of employee
- Management of department's user accounts
- A. New employee



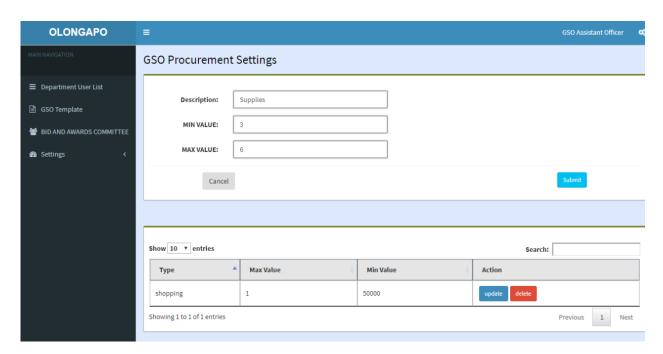


B. Updating of employee data and user access



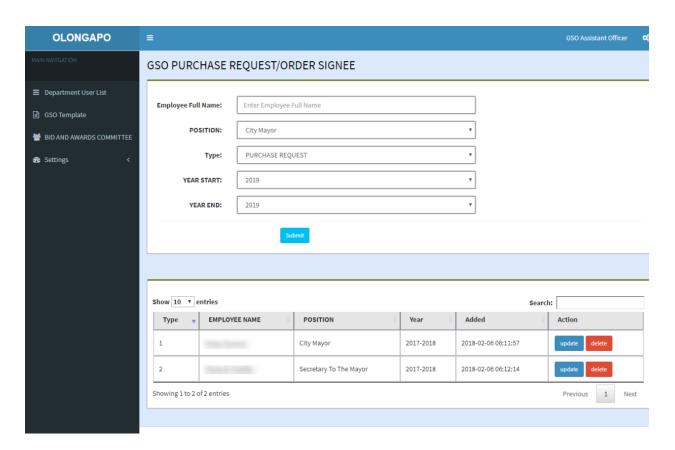
II. SETTINGS

A. PROCUREMENT TYPE



De	Update Procurement	t Type	×
M	Description:	Supplies	
۰	MIN VALUE:	1	
	MAX VALUE:	50	4
	Cancel	Submi	t
10 v	entries	NGO	_

B. PR SIGNEE



I	Update Record	×	
YE ,	Employer Full Name :	Rolen Paulino	П
	Position:	City Mayor ▼	
	Туре:	PURCHASE REQUEST ▼	
	Year Start:	2017	
10 v	Year End:	•	
e	Cancel	Submit	200:11:5
	_		5 06:11:5