

Teknowledge Shared Services (Pvt) Ltd.

ERP System

Created by: Umesh Isuru Rathnayake

Date: 11.04.2016

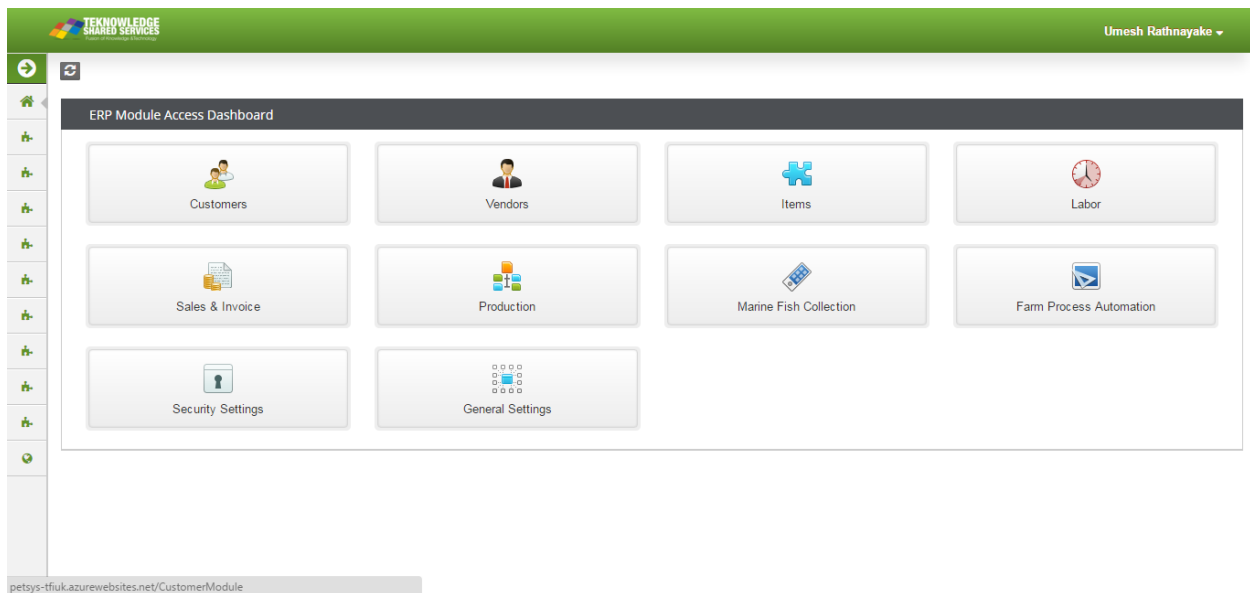
You will be given a user login called ERP.

URL: - <http://petsys-tfiuk.azurewebsites.net/>

- The login page will look as follows,



- The Dashboard will look as follows,



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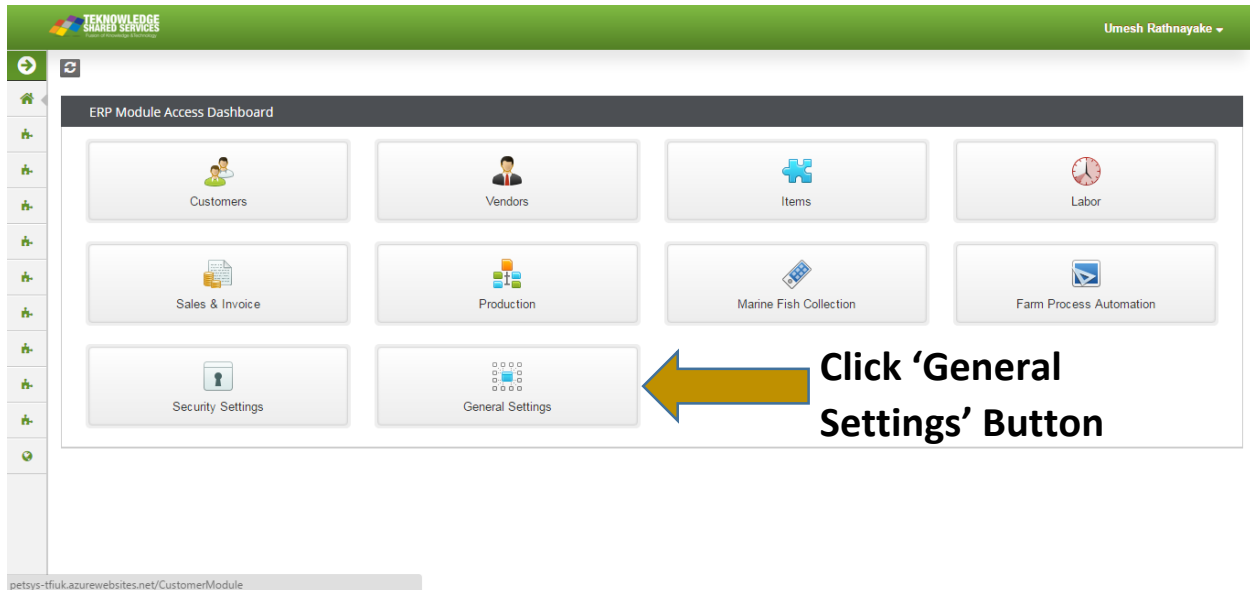
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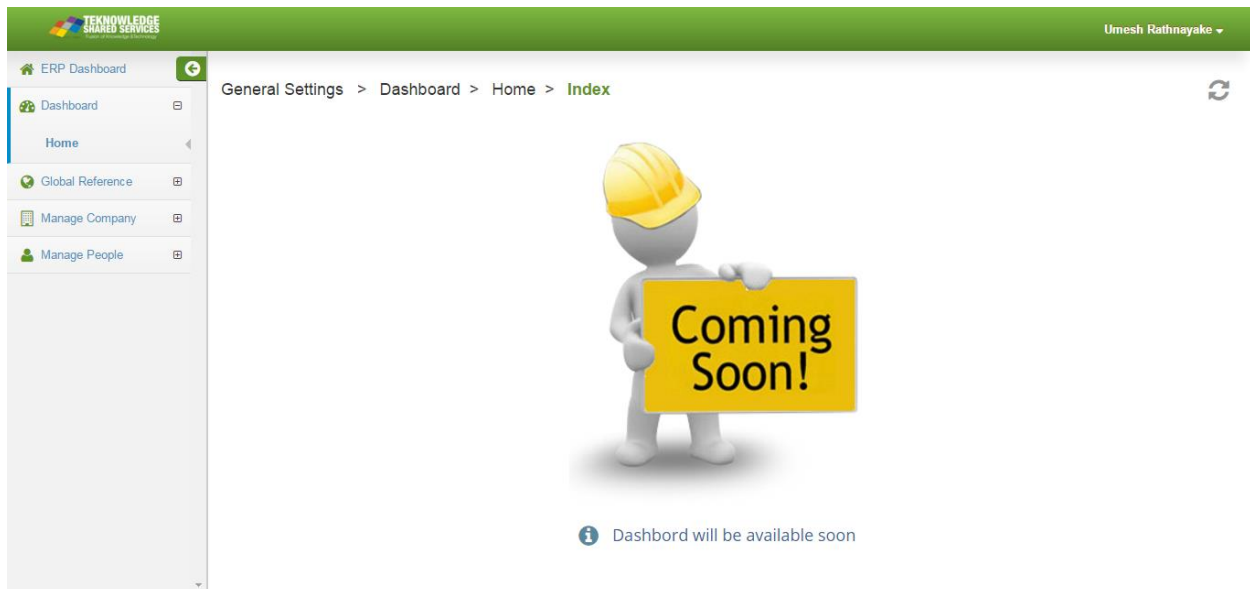
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Creating a New User Account

- **Step 1:** Go to “General Settings” in the Dashboard as shown below.



- Then you will be displayed the following page.



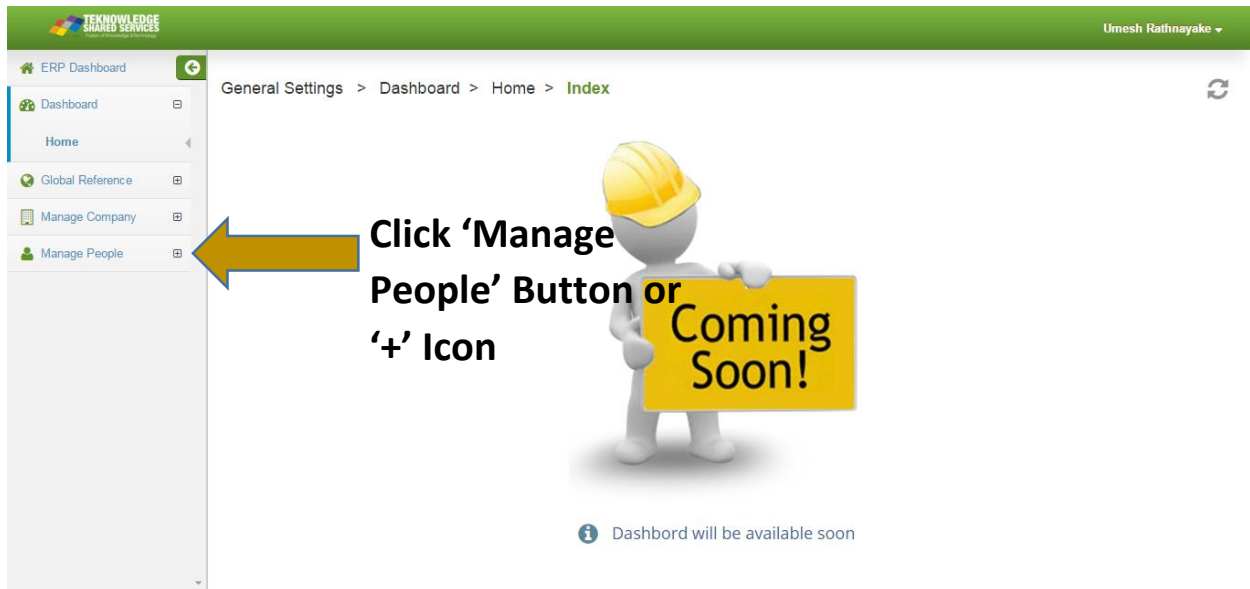
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ERP System

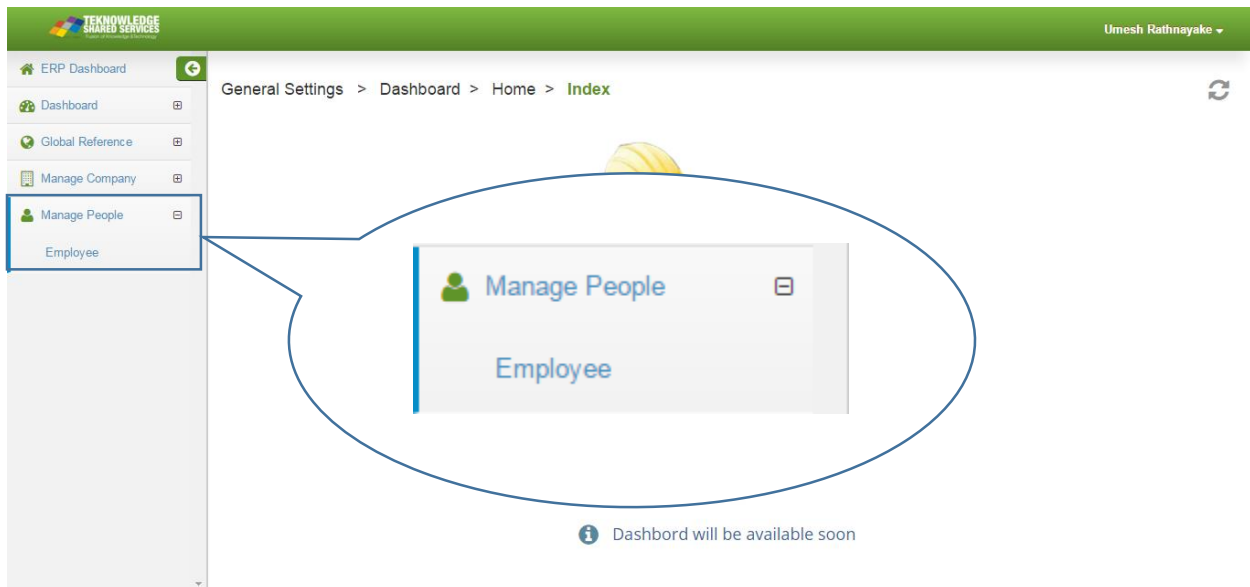
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- **Step 2:** Click to “Manage People” in the menu as shown below.



- **Step 3:** Then you will be opened the “Employee” item.



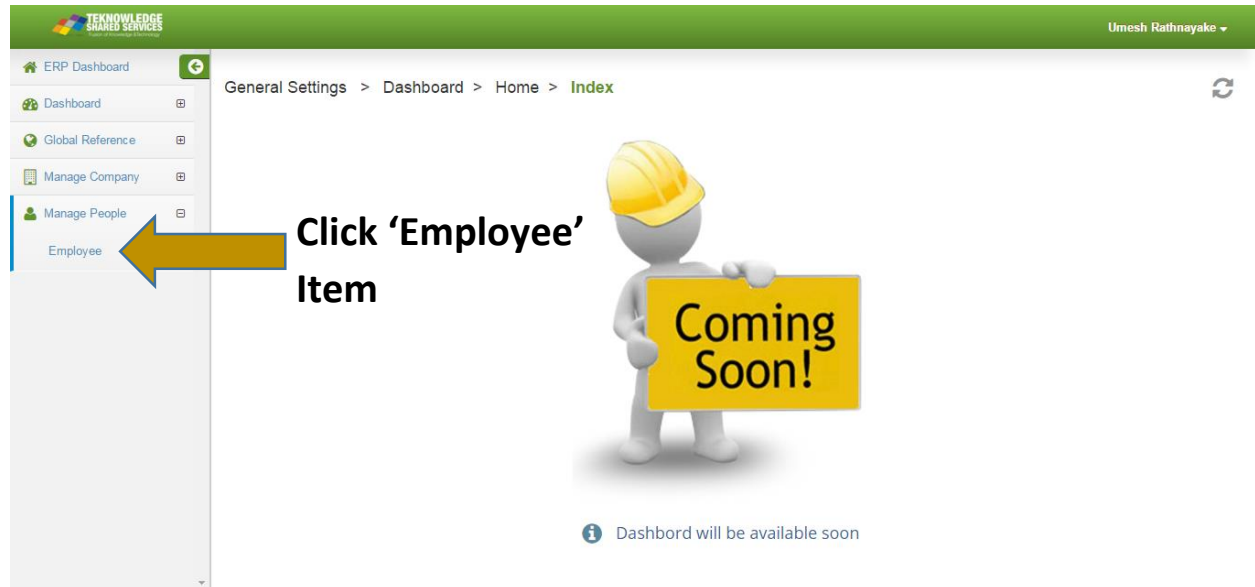
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ERP System

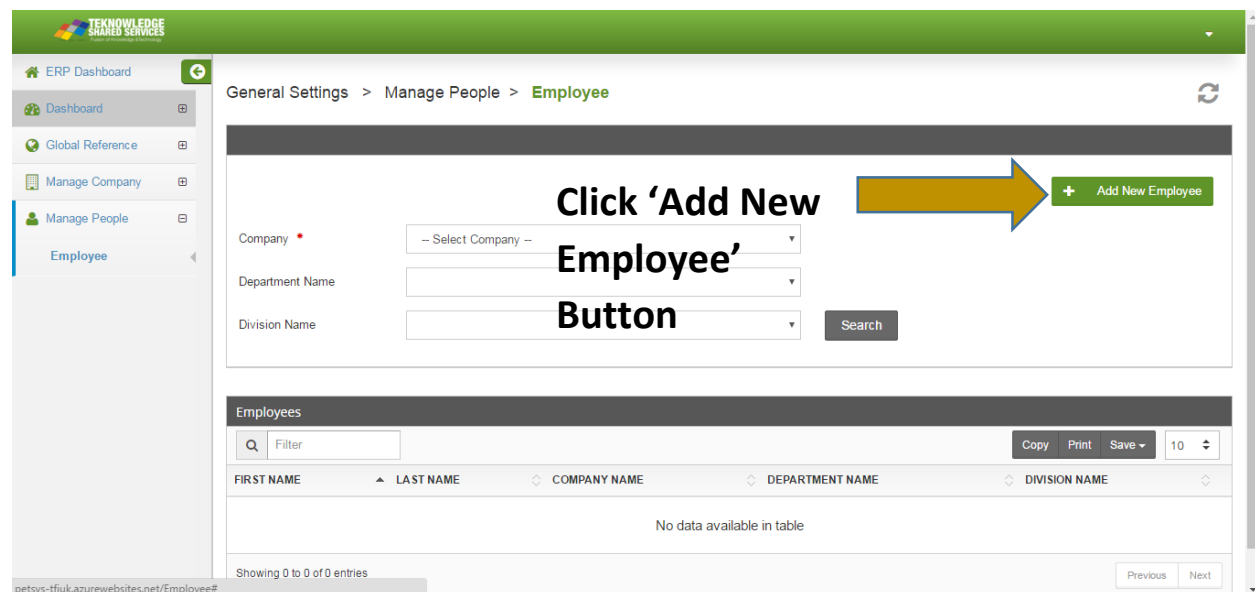
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Date: 11.04.2016

- **Step 4:** Now press the Item called “Employee” as shown below.



- **Step 5:** Then you will be displayed the following page. Now press the button called “Add New Employee” as shown below.



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ERP System

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Date: 11.04.2016

- After pressing the “Add New Employee” button, you will be displayed a window with a form to fill.

The form contains the following set of data to add,

- ❖ Company Details
 - Company
 - Department
 - Division
 - ERP Time Zone
- ❖ Personal Details
 - Person Title
 - First Name
 - Last Name
 - Gender
- ❖ Contact Details
 - Address
 - City
 - Country
 - State
 - Telephone
 - Mobile
 - E-Mail Address

| Company Details | | Personal Details | |
|-----------------|---------------------------------------------------|------------------|---------------------------------------------------|
| Company * | <input type="text" value="-- Select Company --"/> | Person Title * | <input type="text" value="-- Select Title --"/> |
| Department * | <input type="text"/> | First Name * | <input type="text"/> |
| Division * | <input type="text"/> | Last Name | <input type="text"/> |
| ERP Time Zone * | <input type="text"/> | Gender * | <input type="text" value="-- Select Gender --"/> |
| Contact Details | | | |
| Address * | <input type="text"/> | Country * | <input type="text" value="-- Select Country --"/> |
| | <input type="text"/> | State * | <input type="text"/> |
| | <input type="text"/> | Telephone | <input type="text"/> |
| City * | <input type="text"/> | Mobile * | <input type="text"/> |
| | | E-Mail Address * | <input type="text"/> |

Save Reset

- **Step 6:** Then insert all the records and press save button in the form.

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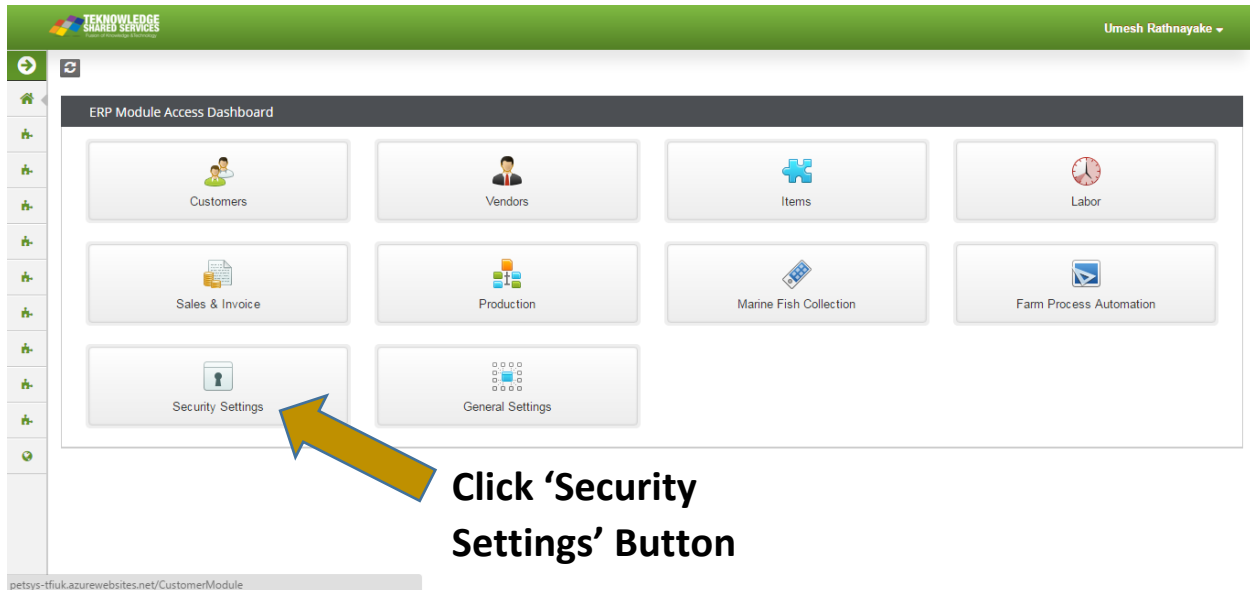
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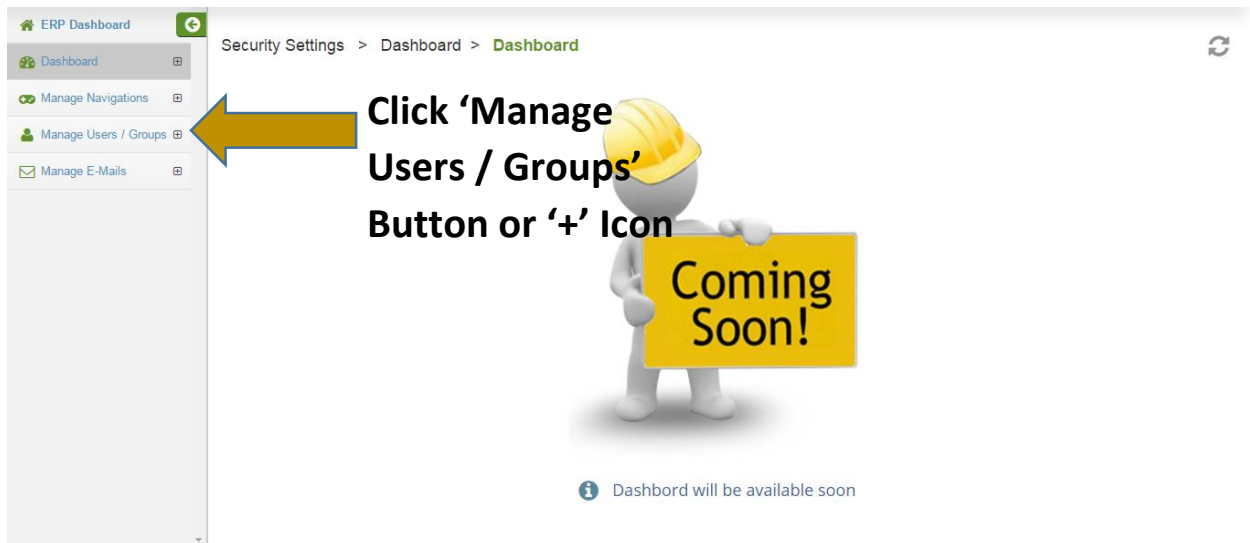
Date: 11.04.2016

Add New System User

- **Step 1:** Go to “Security Settings” in the Dashboard as shown below.



- **Step 2:** Then click to “Manage Users/Groups” in the main menu and click to “Users” in the sub menu as shown below.

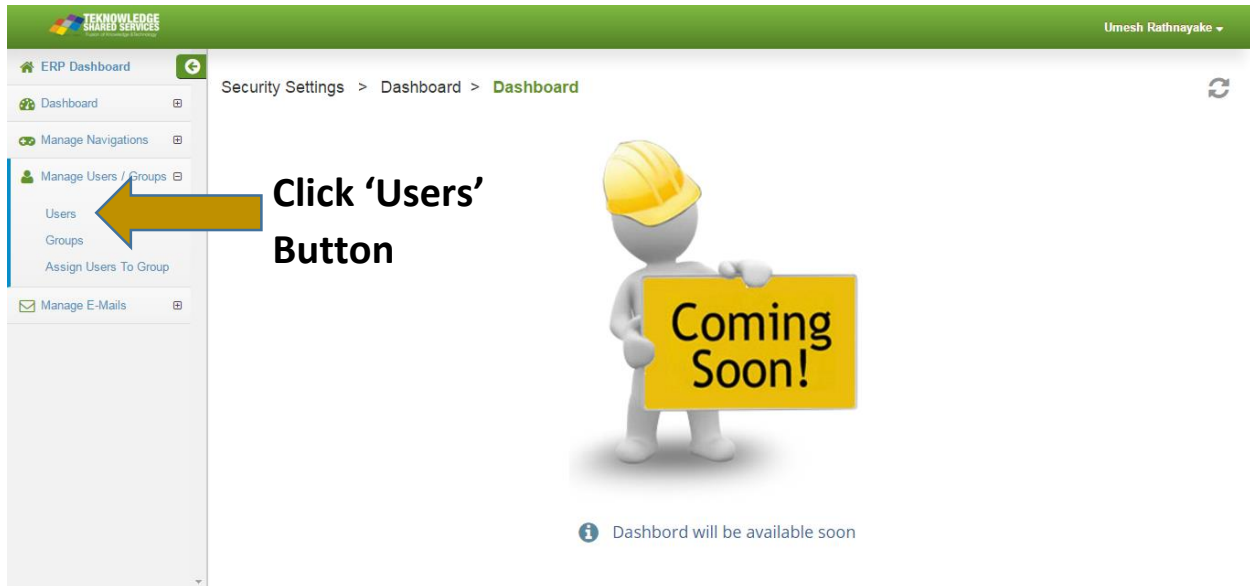


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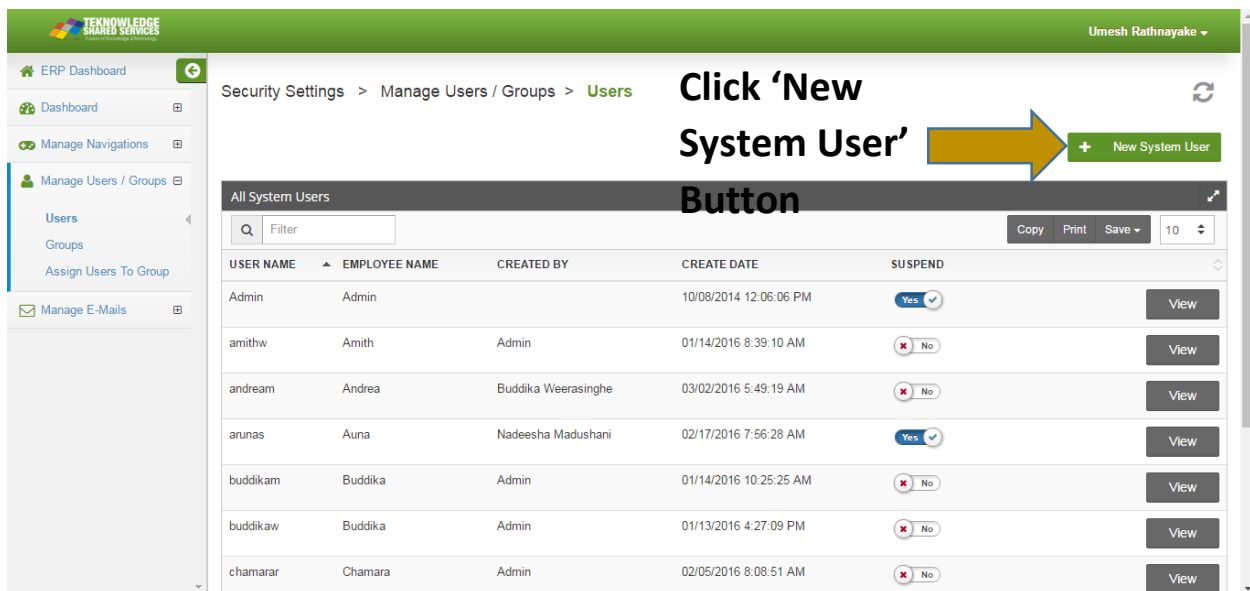
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- Below screen is displayed when you click “Users” from the sub menu.
- **Step 3:** Now press the button called “New System User” as shown below.



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- After pressing the “New System User” button, you will be displayed a window with a form to fill.

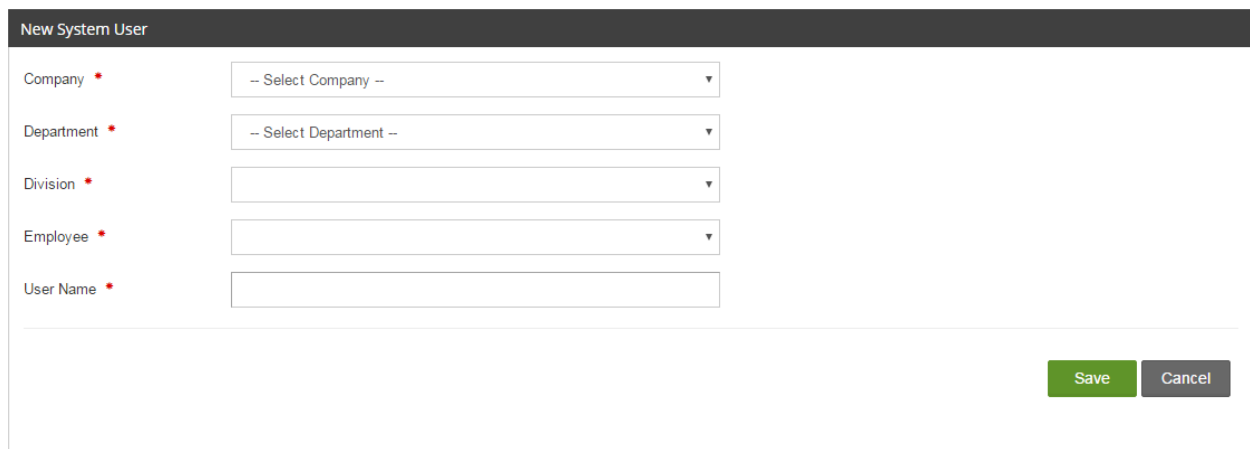
The form contains the following set of data to add,

- Company
- Department
- Division
- Employee
- User Name

- **Step 4:** Select Company, Department, Division, Employee and Insert the username of the Official email from User Name field.

E.g.:- umeshr@eteknowledge.com

This email address username is umeshr



New System User

Company * -- Select Company --

Department * -- Select Department --

Division *

Employee *

User Name *

Save Cancel

- **Step 5:** Then insert all the records and press save button in the form.

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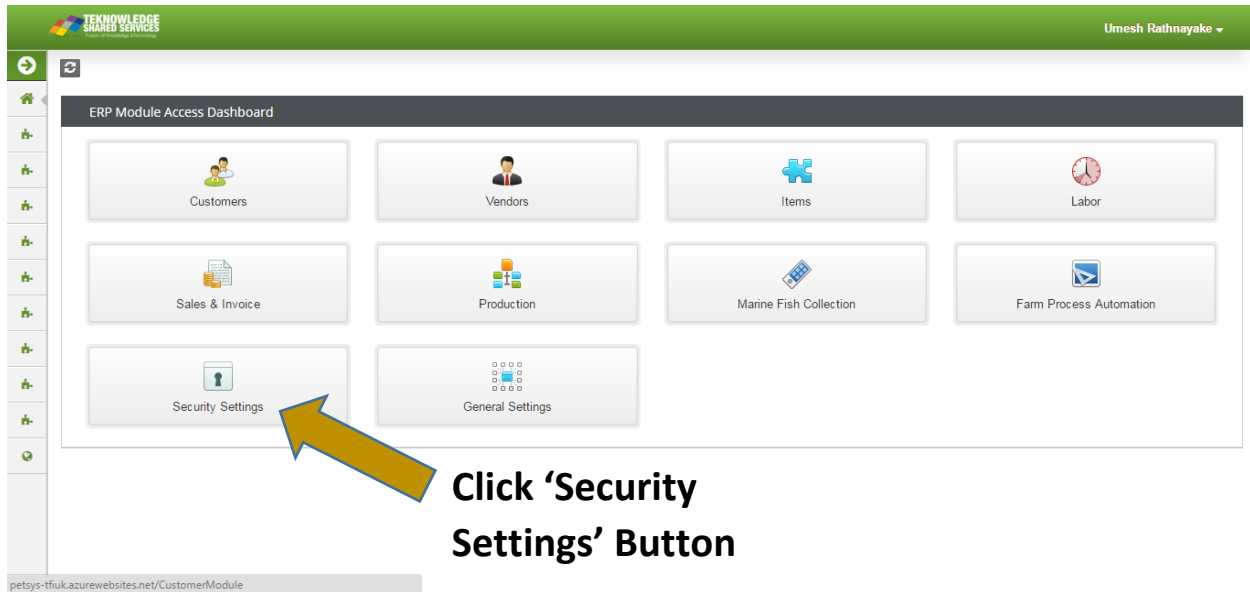
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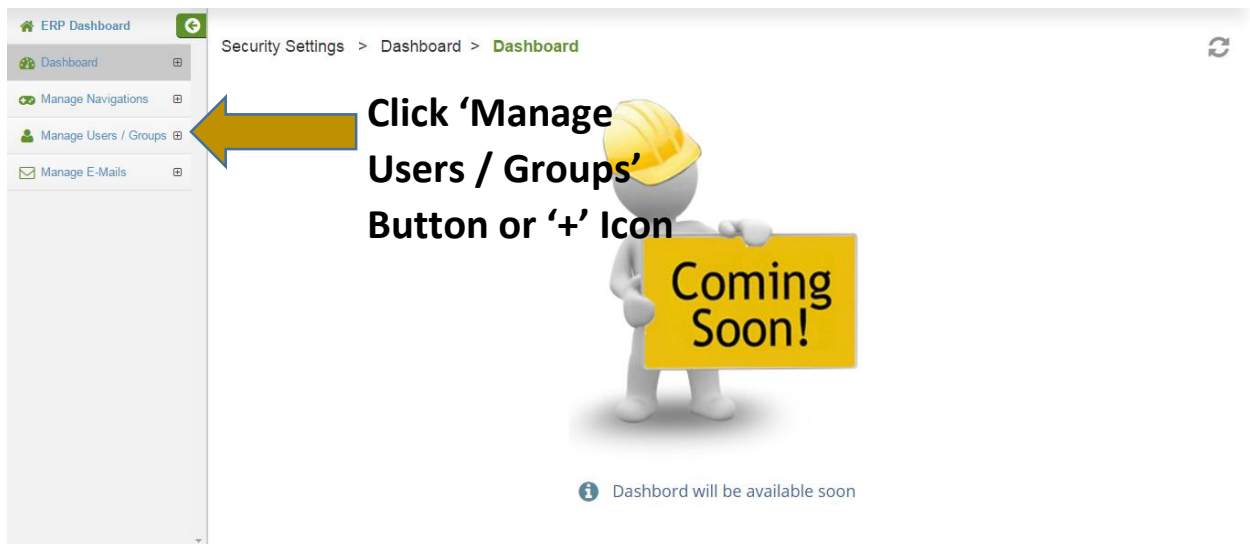
Date: 11.04.2016

Add New Security Group

- **Step 1:** Go to “Security Settings” in the Dashboard as shown below.



- **Step 2:** Then click to “Manage Users/Groups” in the main menu and click to “Groups” in the sub menu as shown below.

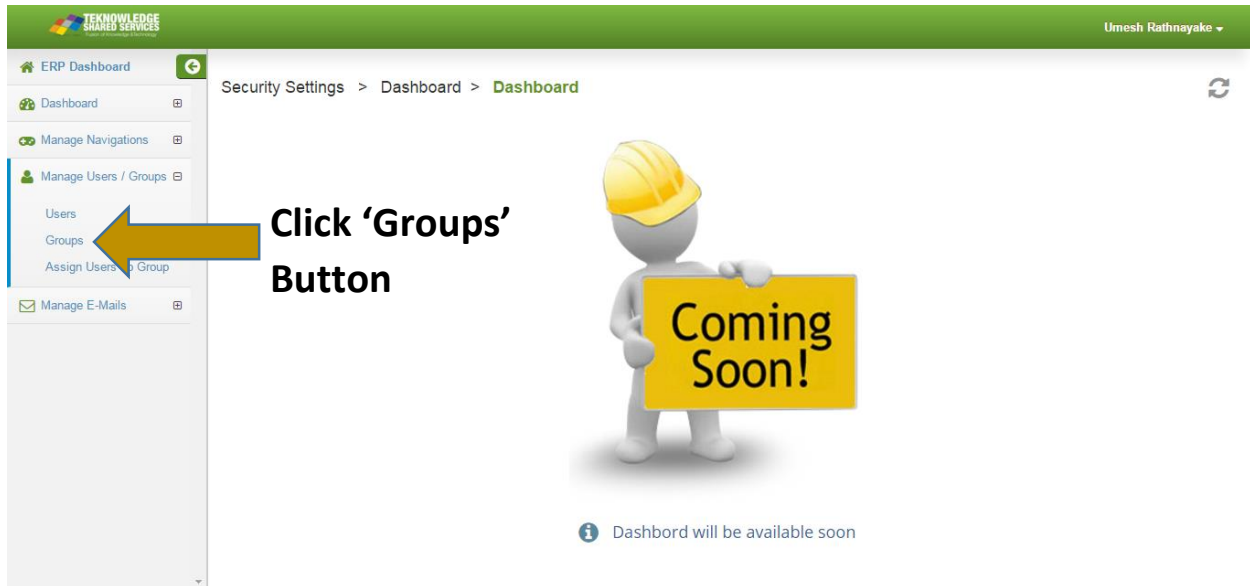


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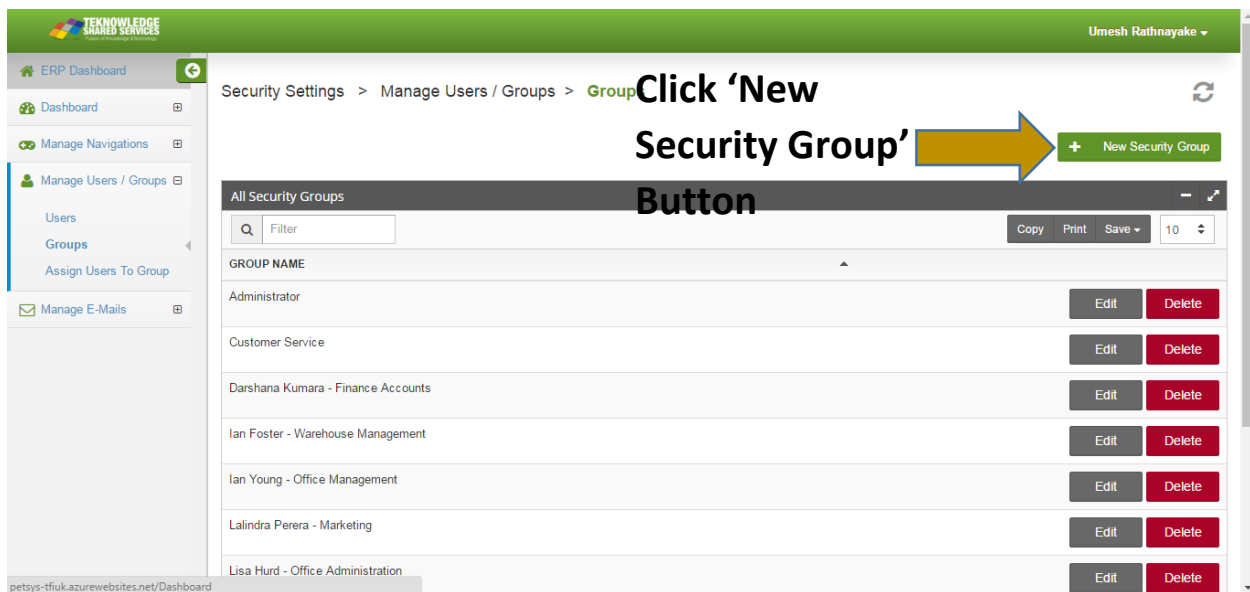
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Date: 11.04.2016



- Below screen is displayed when you click “Groups” from the sub menu.
- **Step 3:** Now press the button called “New Security Group” as shown below.



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ERP System

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Date: 11.04.2016

- **Step 4:** Then insert a Group Name and press save button in the form.

Group Name format:

User Full Name – Division

E.g. Umesh Rathnayake – IT Department

New Group

Go Back

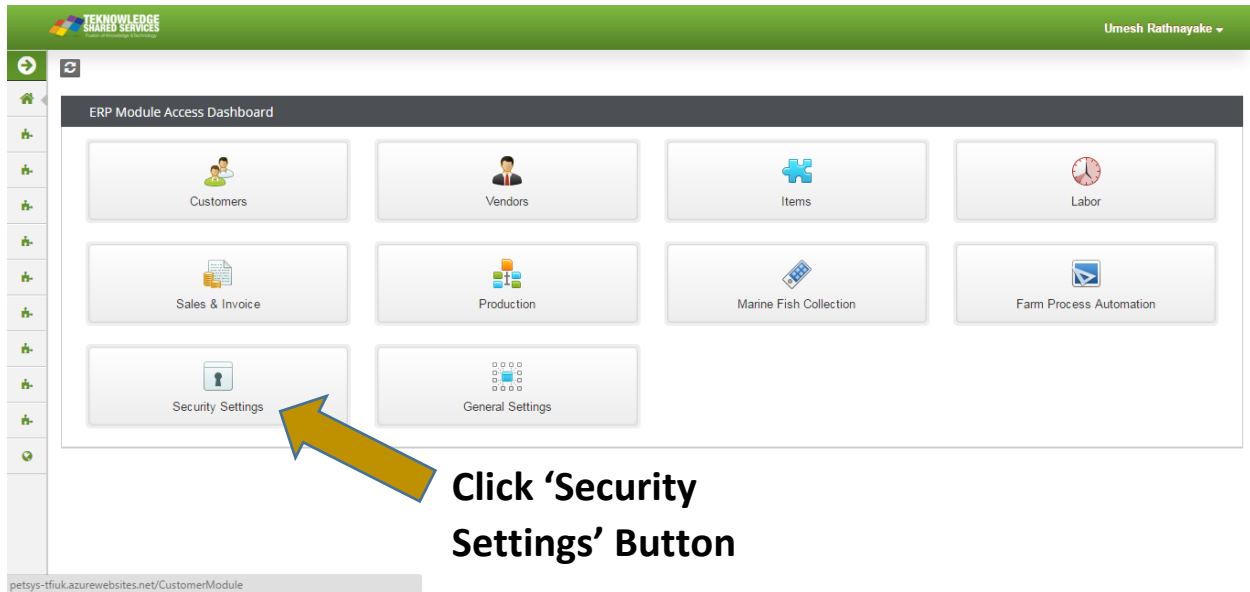
Group Name *

Save

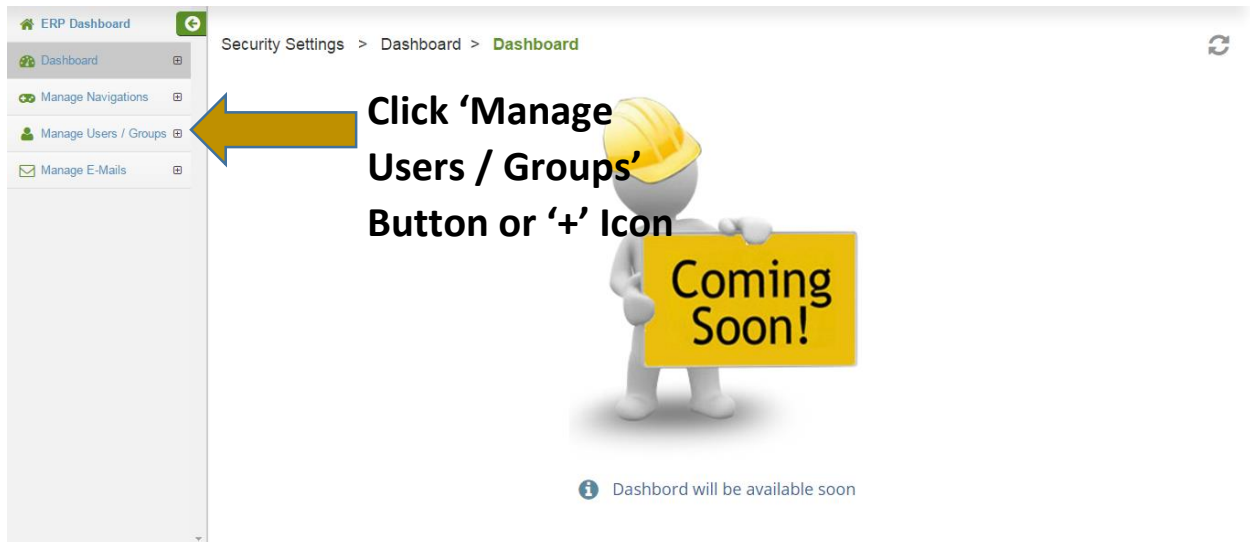
Cancel

Assign Users to Group

- **Step 1:** Go to “Security Settings” in the Dashboard as shown below.



- **Step 2:** Then click to “Manage Users/Groups” in the main menu and click to “Assign Users to Groups” in the sub menu as shown below.

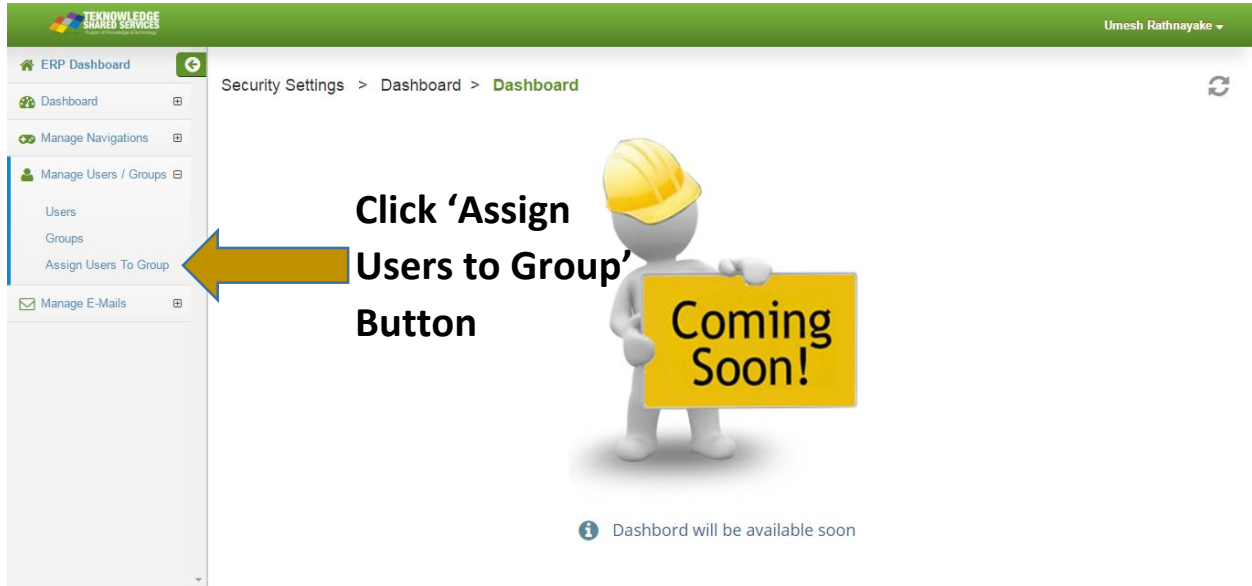


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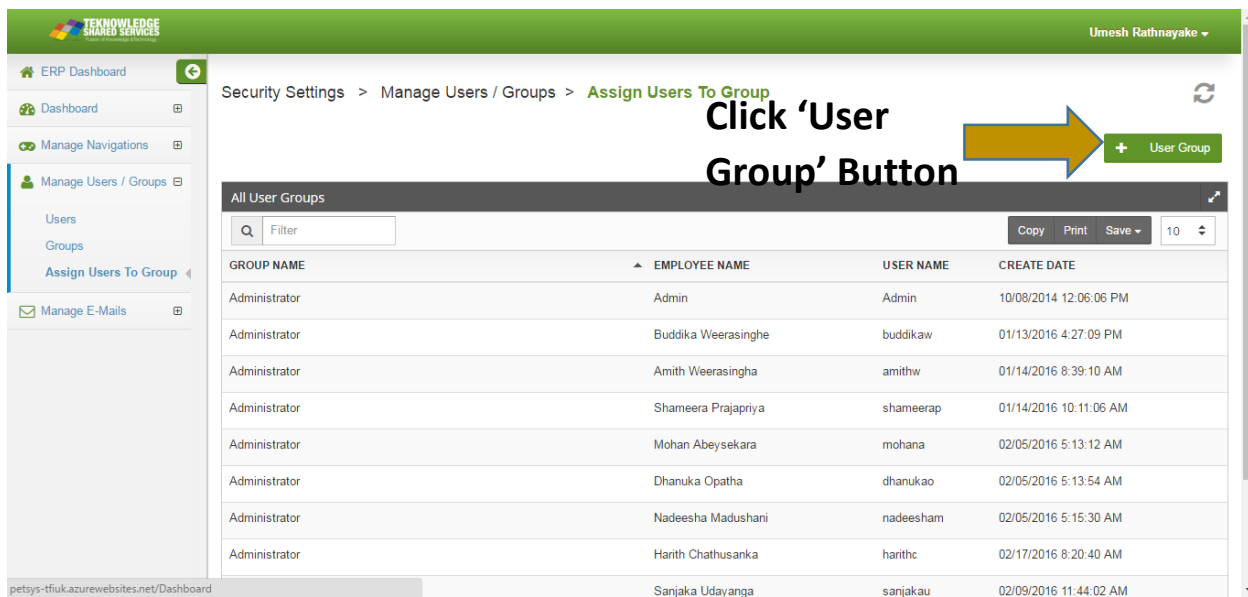
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Date: 11.04.2016



- Below screen is displayed when you click "Assign Users to Groups" from the sub menu.
- Step 3:** Now press the button called "User Group" as shown below.



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ERP System

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- Then you will be displayed the following page. Here 'Not Assign Users' and 'Assigned Users' fields are empty.

- **Step 4:** Then select the Group Name you want to add group.

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- Below screen is displayed when you select “Group Name”. Now ‘Not Assigned Users’ and ‘Assigned Users’ fields are fill from Usernames.

ERP Dashboard

Dashboard

Manage Navigations

Manage Users / Groups

Users

Groups

Assign Users To Group

Manage E-Mails

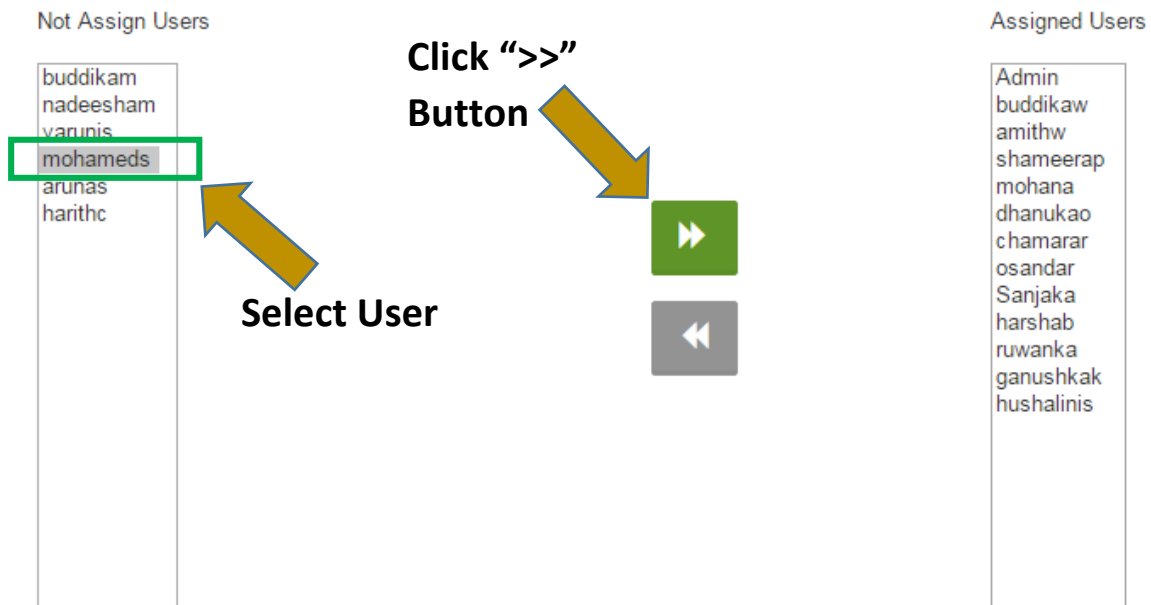
New User Group

Group Name: Administrator

Not Assign Users

Assigned Users

- Step 5:** Then select the Not Assign User you want to add a group. Select the Not Assign User and press the button “>> (Forward)” as shown below.



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ERP System

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- Now select user to add an Assign Group as shown below.

Not Assign Users

buddikam
nadeesham
varunis
arunas
harithc



Assigned Users

Admin
buddikaw
amithw
shameerap
mohana
dhanukao
chamarar
osandar
mohameds
Sanjaka
harshab
ruwanka
ganushkak
hushalini

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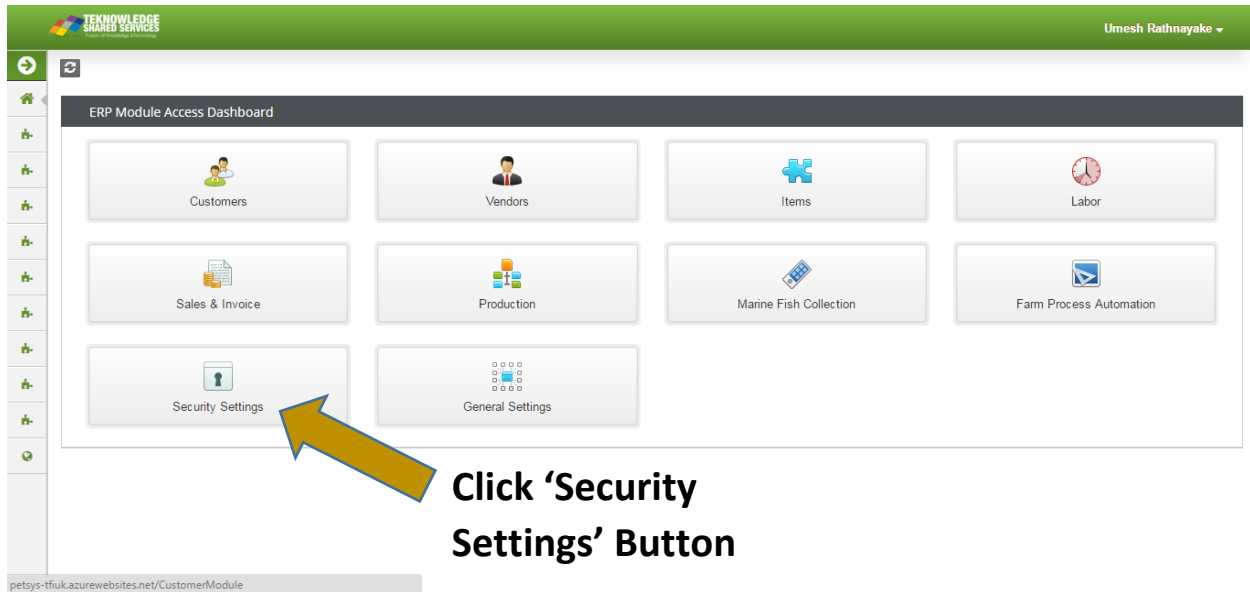
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Accessibility

- **Step 1:** Go to “Security Settings” in the Dashboard as shown below.



- **Step 2:** Then click to “Manage Navigations” in the main menu and click to “Accessibility” in the sub menu as shown below.

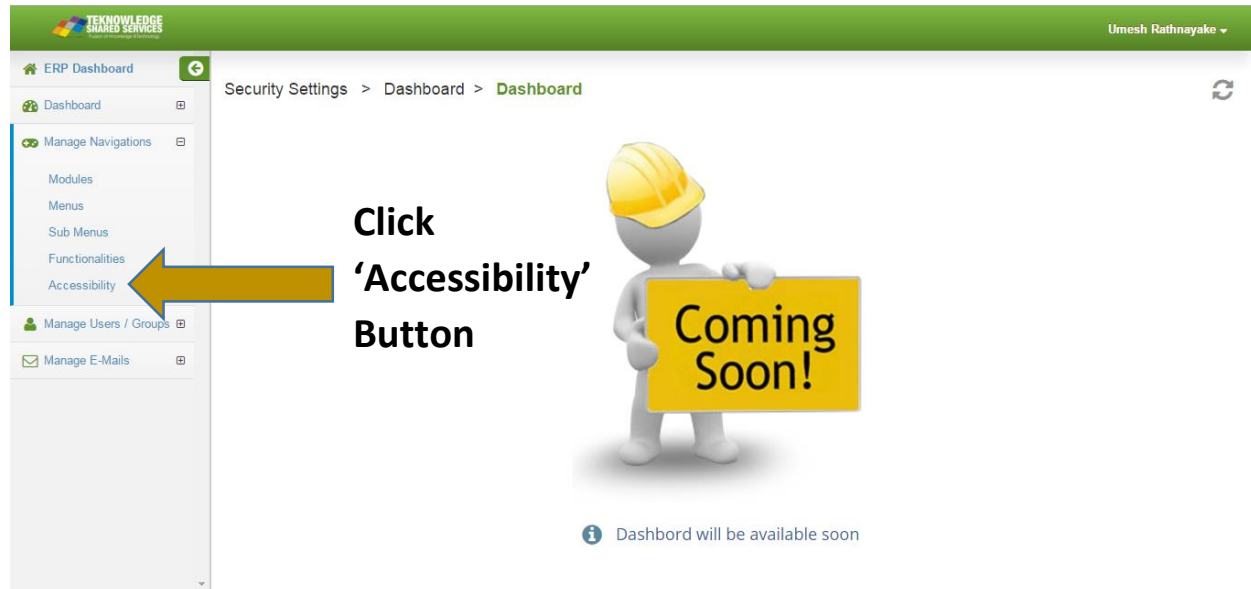


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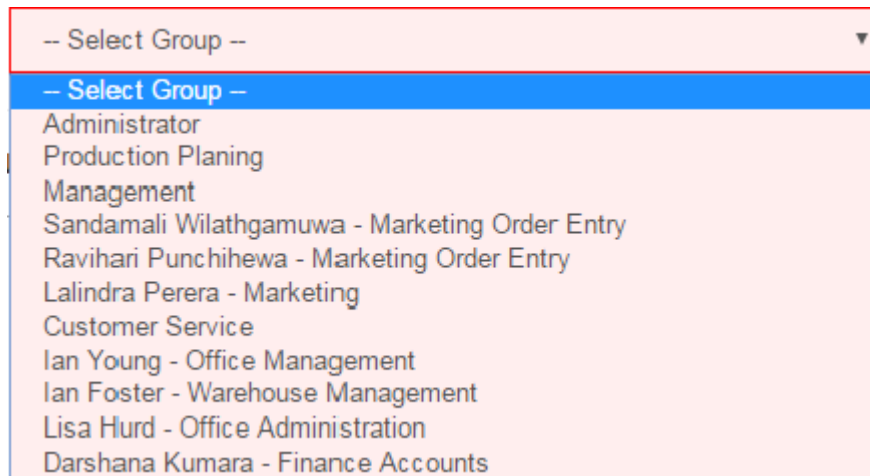
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- Below screen is displayed when you click “Groups” from the sub menu.
- **Step 3:** Then select the Group you want to add group.



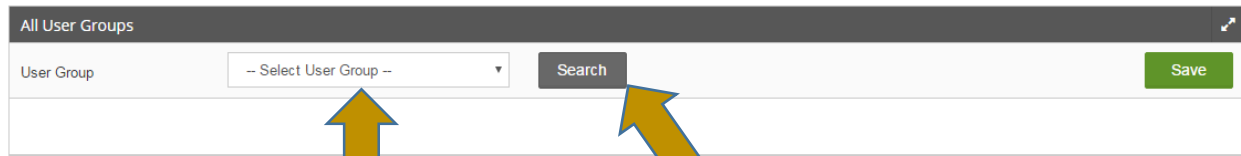
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ERP System

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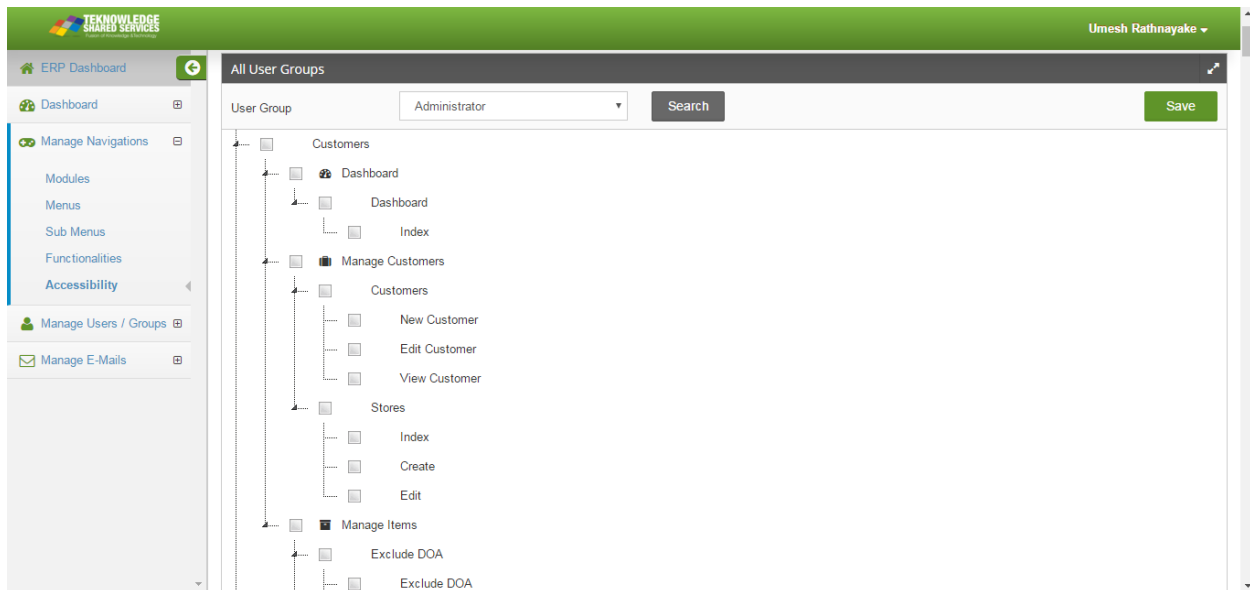
- **Step 4:** Then press the button called "Search" as shown below.



Select User Group

Then Click 'Search'
Button

- Then you will be displayed the following page.



- **Step 5:** Press small boxes and change the access of the user.

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- **Step 6:** Then change the access of the web site and Press the button called “Save” as shown below.

The screenshot displays the 'All User Groups' configuration page in the ERP system. The top navigation bar is green with the 'TEKKNOWLEDGE SHARED SERVICES' logo and the user name 'Umesh Rathnayake'. The left sidebar contains a menu with options like 'ERP Dashboard', 'Dashboard', 'Manage Navigations', 'Manage Users / Groups', and 'Manage E-Mails'. The main content area shows a tree view of permissions for the 'Administrator' user group. The tree includes categories like 'Customers', 'Manage Customers', 'Stores', 'Manage Items', and 'Exclude DOA'. A green 'Save' button is located in the top right corner of the main content area. A yellow arrow points to this button with the text 'Click 'Save' Button'.