SCMS User's Manual

For Cash Officer

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1. Introduction

Purpose of the System

The purpose of the system is to digitally systematized the process of cash disbursements. Looking forward, the development and implementation of this system envisions a more optimized, organized management and faster processing of cash disbursements.

System Functionality Overview

The system includes following functionalities:

- ***Manage cash disbursement entries*** (Add, view, update, and delete)
- ***Manage cash disbursement sheets:*** Upon consolidating all entries for a particular accounting period, the sheet to be created will be submitted to HO-OC for clearing.
- ***Report Generation:*** Automatically generates a report upon request. Reports include:
  - Cash Disbursement Report
  - Cash Disbursement Register
  - Cash Disbursement Record
  - Liquidation Report
- ***Manage payee records:*** Since the profile records of payee are needed in adding entries, the system provides a dedicated functionality where you can manage payee's records (add, view and update)
- ***Other functionalities*** like dashboard for information overview, notifications for every transaction with other users, and change password.

Further details regarding the said functionalities will be expounded in the next sections of the manual.

Importance of Reading the Manual

Reading the manual for is crucial for users to grasp its features, functionalities, and navigation. It offers insights into efficient usage, including tips and shortcuts for smoother interaction. By familiarizing with usage and troubleshooting guidelines, users can address common issues independently, saving time and frustration. Additionally, understanding privacy settings and security measures outlined in the manual helps users safeguard their data. Following the manual's recommendations ensures users can make the most of the system's capabilities while navigating it securely and effectively, progressively enhancing overall experience.

2. Getting Started

Accessing the System

1. First, make sure that your computer has stable internet connection, since the system is web-based.
2. Open an internet browser in your computer,
3. In the search/address bar, type/enter https://scms.pampam.tech
4. This is the screen you will see upon accessing the said system:
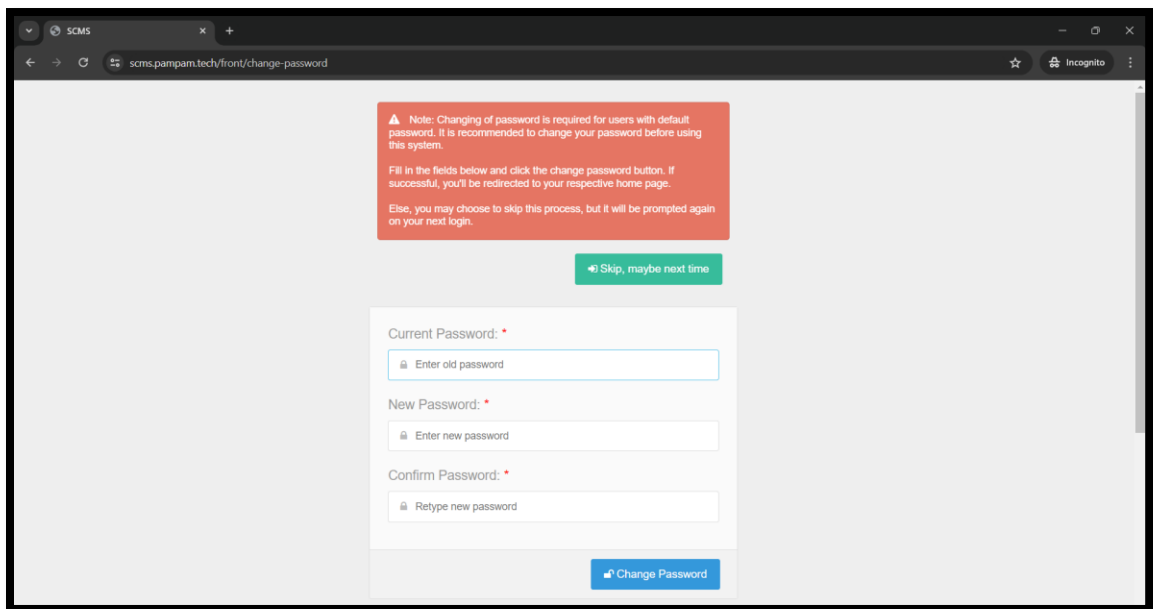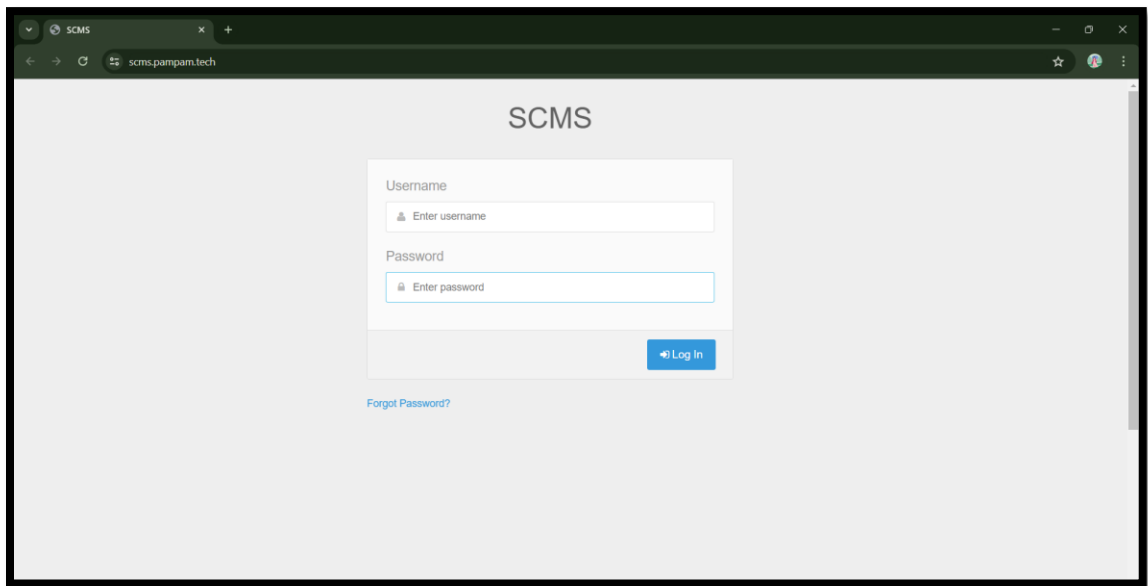

Supported Browsers and Devices

*   Even though the system is web-based and can be accessed through mobile devices, it is **NOT RECOMMENDED** to access it in a mobile device. Use only computers (Either desktop or a laptop). The reason is that some of the user interface (the design) of the system maybe broken or will not behave properly if accessed on a device with small screen resolutions.
*   For internet browsers, it is **RECOMMENDED TO USE GOOGLE CHROME** for maximum compatibility. For other browsers, the system has been tested on other browsers:
    *   **Microsoft Edge** - Compatibility checked, also recommended to use.
    *   **Brave** - Compatibility checked, also recommended to use.
    *   **Mozilla Firefox** - Compatibility checked, not recommended to use due to misbehaving UI/UX components (Broken images/animations).
    *   **Opera GX** - Compatibility checked, not recommended to use due to misbehaving UI/UX components (Broken images/animations).

Account Creation and Login Process

[NOTE] For the account creation, please contact the system administrator. The system administrator will be the one to create the account, and will send it to you via email/viber.

Login Process:

1. Go to https://scms.pampam.tech
2. Enter username and password
3. Click the "Log In" button or press the enter key.
4. If the login is success, you will be redirected to the change-password page. It should like this:


This page will only show if accessed your account for the first time, or if you don't change your default password, it will always show every time you log in.

You may opt to skip it, or proceed to changing the password. Just complete all the fields and click the "Change Password" button.

Please also be reminded that in the "Confirm Password" text field, you cannot copy and paste, so you will be forced to retype your new password.

5. If you have successfully changed your password, a prompt will show that you have successfully changed your password and you will be redirected to the dashboard page. It should look like this:
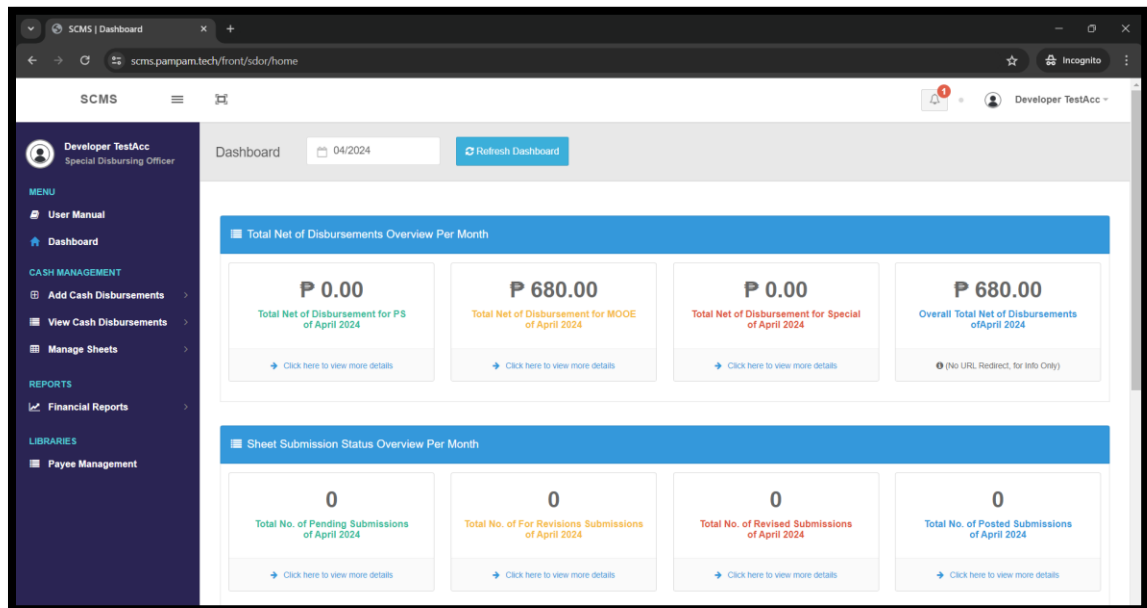

This page will also be shown if you logged-in successfully with a non-default password, or if you just clicked "Skip, Maybe next time" button in the change password page.

6. However, if you have failed to enter your correct credentials, a prompt like this will show:
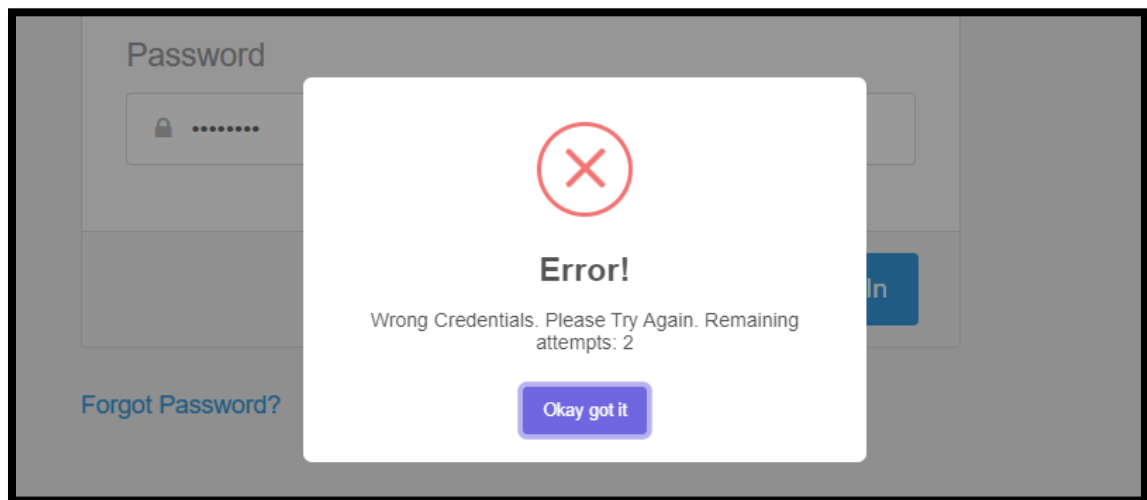
This will only show if you entered a correct username and wrong password. Each user account is allowed to have 3 login attempts.

If all attempts are exhausted, your account will be locked, and you have to report it to the administrator to provide you a new password. The prompt for a locked account should look like this:
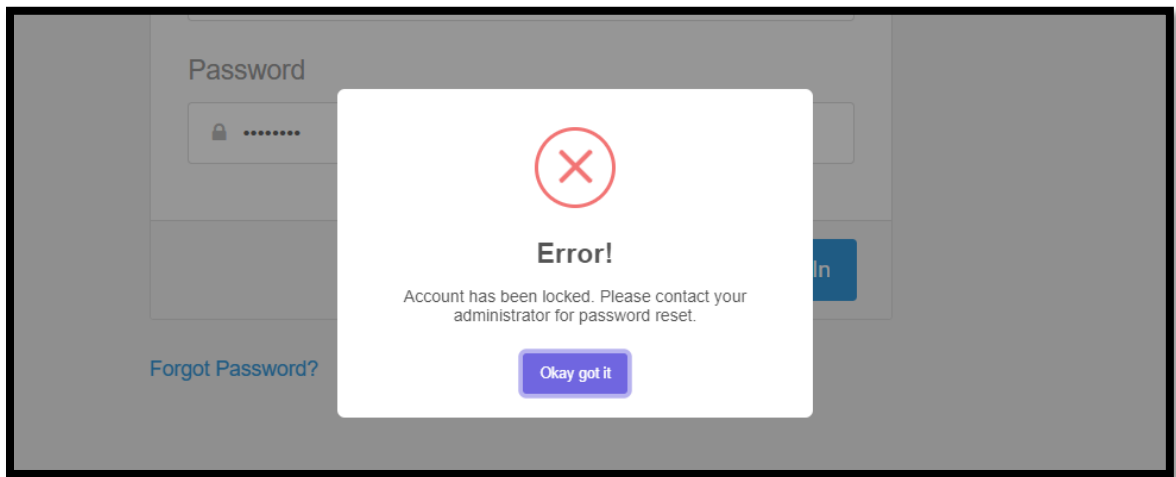
7. Same goes for the "Forgot Password" link element below the login component, once clicked, it will show a prompt that should look like this: