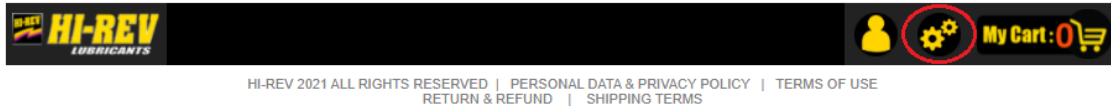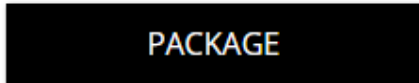1. Go to https://www.hirev.com.my/online, login with admin id & password.

2. Click on the highlighted icon to go to setup menu.

3. Click Package to see the list of package. The list consists of all packages that has been setup before (including rev4u packages)

Package List

Show All entries   Search: [   ]

No	Item Id	Item Name	Price	Status	Visible	End Date
1	PKG1001	HI-REV 7240 (SEMI-SYNTHETIC) 4L - Oil Change Service Package (Voucher)	125	-	Web & Apps	31-12-2025
2	PKG1002	Car- HI-REV 7240 (SEMI-SYNTHETICS) 4L - Oil Change Service Package	125	-	Web & Apps	31-12-2025
3	PKG1003	Car- HI-REV 9140 (FULL-SYNTHETICS) 4L - Oil Change Service Package	236	-	Web & Apps	31-12-2025
4	PKG1035	TORQE PRO Fully Synthetic 5W-40 API SN/CF Engine Oil Service Package (4L)	293	Active	Web only	31-12-2025
5	PKG1034	TORQE PRO Fully Synthetic 5W-30 API SN/CF Engine Oil Service Package (4L)	293	Active	Web only	31-12-2025
6	PKG1029	HI-REV 9240 Fully Synthetic 10W-40 API SN Engine Oil Service Package (4L)	221	Active	Web only	31-12-2025
7	PKG1004	HI-REV 9140 Fully Synthetic 5W-40 API SN/CF Engine Oil Service Package (4L)	236	Active	Web only	31-12-2025
8	PKG1041	HI-REV 9130 Fully Synthetic 5W-30 API SN/ILSAC GF-5 Engine Oil Service Package (4L)	236	Active	Web only	31-12-2025
9	PKG1005	HI-REV 8020 Fully Synthetic 0W-20 API SN/ILSAC GF-5 Engine Oil Service Package (4L)	163	Active	Web only	31-12-2025

*The search box can be use to search from all columns, eg: type 7240 will only display packages containing 7240.

4. Click on the package to edit info.

The first section is similar to the old one, however, the fields that marked with (Legacy) is **readonly**, for reference only. The data inside these columns still in used in another web module.

Package Detail Info

Item Id	PKG1034
Item Name	TORQE PRO Fully Synthetic 5W-30 API SN/CF Engine Oil Service Package (4L)
Seq	20
Item Category	Passanger Car Motor Oil
Category Detail	PKG
Item Desc (Legacy)	TORQE PRO Fully Synthetic 5W-30 API SN/CF Engine Oil is a premium fully synthetic engine oil specially developed with a unique blend of PAO with Ester Plus for exceptional wear protection and improved fuel efficiency performance. Its Heat Stabilizer formula provides outstanding thermal and oxidative stability enable both gasoline and light-duty ...
Desc Detail (PKG) (Legacy)	(Package includes: TORQE PRO Fully Synthetic 5W-30 API SN/CF Engine Oil (4L) and oil change service.#OIL CHANGE SERVICE to be DONE at appointed HI-REV WORKSHOP.#PRODUCT DELIVERY NOT AVAILABLE.#Additional engine oil may be required with additional charges determined by workshop subject to vehicle model, ...
Item Spec (Legacy)	Performance Standards (API SN / CF#SAE 5W-30#ACEA C3-16 #ACEA C2-16 #MB 229.31 #BMW LL-04 #GM dexos2)
Item Spec Details (Legacy)	TORQE PRO Fully Synthetic 5W-30 API SN/CF Engine Oil is highly recommended for all types of modern vehicles that equipped with or without after-treatment devices and requiring SAE 5W-30 viscosity grade engine oil as recommended by manufacturers. It is suitable for high performance passenger cars, SUVs, MPVs, light-duty diesel engines and ...
Item Price	293
Product Type	Package

Item Unit	- Item unit -
Item Unit Qty	- Item unit quantity -
Item Status	Active
Item Link Junction	- Item link junction -
Expired Days	14
PKG Qty	1
PKG Group	8
Item KG	4
Cool Period (days)	30
Product End Date	2025-12-31
Payment Method	Cash
Visibility (App/Web)	Web
Public View	No
Online (Laz/Shopee)	No

To include the package in Lazada/Shopee campaign, select **Yes** for the "**Online (Laz/Shopee)**".

The next section, package image has 2 parts. First is marked with (Legacy), also **readonly**. The second part is the new image upload function.

- Click on the + to browse and add new image.
- Click on the red x to delete the image.
- Rearrange the image sequence by drag and drop (the image of + cannot be rearranged)

Package Image

Package Image (Legacy)

Product Image

Click on the image and select file. Press Save to select new file. Click X to remove the selected file. Drag and drop to rearrange.
Maximum number of file: 6
File dimension: 1000px x 1000px (1:1 ratio)
Maximum File size: 1MB

The last section, package description & specs is richtext editor that will replace the legacy product descriptions.

Item Desc

Item Detail Desc

Item Desc is the description/bullet points beside the package images.
Item Detail Desc is the long descriptions under both package images and packages descriptions.

After finished editing, click Update button to save the changes.

5. Click on workshop to see the list of all workshop currently on our website.

Workshop List

Show All entries   Search:

No	Account No	Account Name	State	City	Postcode	GPS	
1	02011870	AUN CHIA MOTOR (BEHIND PETRONAS)	WP - Kuala Lumpur	Kuala Lumpur	55100	3.129775, 101.752111	
2	02013710	AH PAO WORKSHOP	WP - Kuala Lumpur	KUALA LUMPUR	57100	3.095018, 101.700892	
3	02014840	AJ MOTOR SERVICE	MELAKA	AYER KEROH	75450	2.2458713,102.2758805	
4	02016330	AYIE AUTO SERVICES	Selangor	KAJANG	43000	2.943035, 101.785492	
5	02016800	ALSON TYRE AND CAR CARE CENTER	WP - Kuala Lumpur	KEPONG	52100	3.207714, 101.648346	

Similarly, use the search bar to filter out the data, and click on the workshop row to edit data.

Workshop Setup

Workshop Detail

Account No	02011870	Contact Person	
Account Name	AUN CHIA MOTOR (BEHIND PETRONAS)	Contact No.	0162338128
Address	NO.1 JALAN PANDAN INDAH 1/20 PANDAN INDAH 55100 KUALA LUMPUR.	Day Start	Please select
		Day End	Please select
		Time Start (00:00:00)	00:00:00
State	WP - Kuala Lumpur	Time End (00:00:00)	00:00:00
City	Kuala Lumpur	Online (Laz/Shopee)	No
Postcode	55100		
GPS	3.129775, 101.752111		
Owner			
Email	angielowyp@hotmail.com		
Tel. No.	0162338128		

To include the workshop in Lazada/Shopee campaign, the **Online (Laz/Shopee)** must set to **Yes**.

Click on Update button to save changes.

6. Click on workshop users to view the list of all users for Lazada/Shopee campaign.

Workshop User List

Add New

Show All entries   Search:

No	Account No.	Full Name	ID	Account Type	Email	Contact	
1		Jerry Yong	0122899042	Normal/Admin	0122899042	0122899042	
2		Sample Participants	0196672433	Normal/Admin	0196672433	0196672433	
3	92163111	Sample Workshop	test_car	Approver/Workshop Owner	yongwc@posim.com.my	0122899042	
4		Eugyne Wong	wonggy@posim.com.my	Approver/Workshop Owner	wonggy@posim.com.my	wonggy@posim.com.my	

Showing 1 to 4 of 4 entries   Previous 1 Next

The list only show the users that participate in Lazada/Shopee campaign only.

To **edit**, click on the user.

Workshop User Setup

User Detail

ID	test_car
Password	
	*Required for new user, or change password
Email	yongwc@posim.com.my
Contact	0122899042
User Type	Owner
Full Name	Sample Workshop
Account Number	92163111

Update

To change new password for the user, just fill in the new password in the Password field.

Similarly, after making changes, click Update button to save changes.

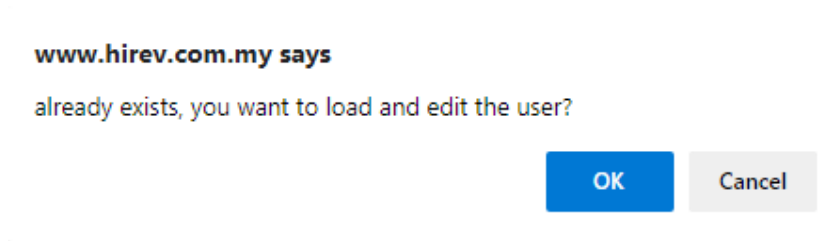To **add** new user, click on add new.

Add New

Workshop User Setup

User Detail

ID	- Email or Phone number - Check Exist
Password	
	*Required for new user, or change password
Email	- Email -
Contact	- Mobile Number -
User Type	Please select
Full Name	- User or company name -
Account Number	- Account Number -

Update

Enter the phone number or email address in ID column, then click Check Exist to check if the record already exist.

If already exists, a message will be shown:

www.hirev.com.my says

already exists, you want to load and edit the user?

OK   Cancel

Click cancel will reset the form to blank.

Click OK to load the user info.

After making changes, click Update. Once the Update button is clicked, the user will be added to Lazada/Shopee campaign.