


# User's Guide Manual



# TABLE OF CONTENTS

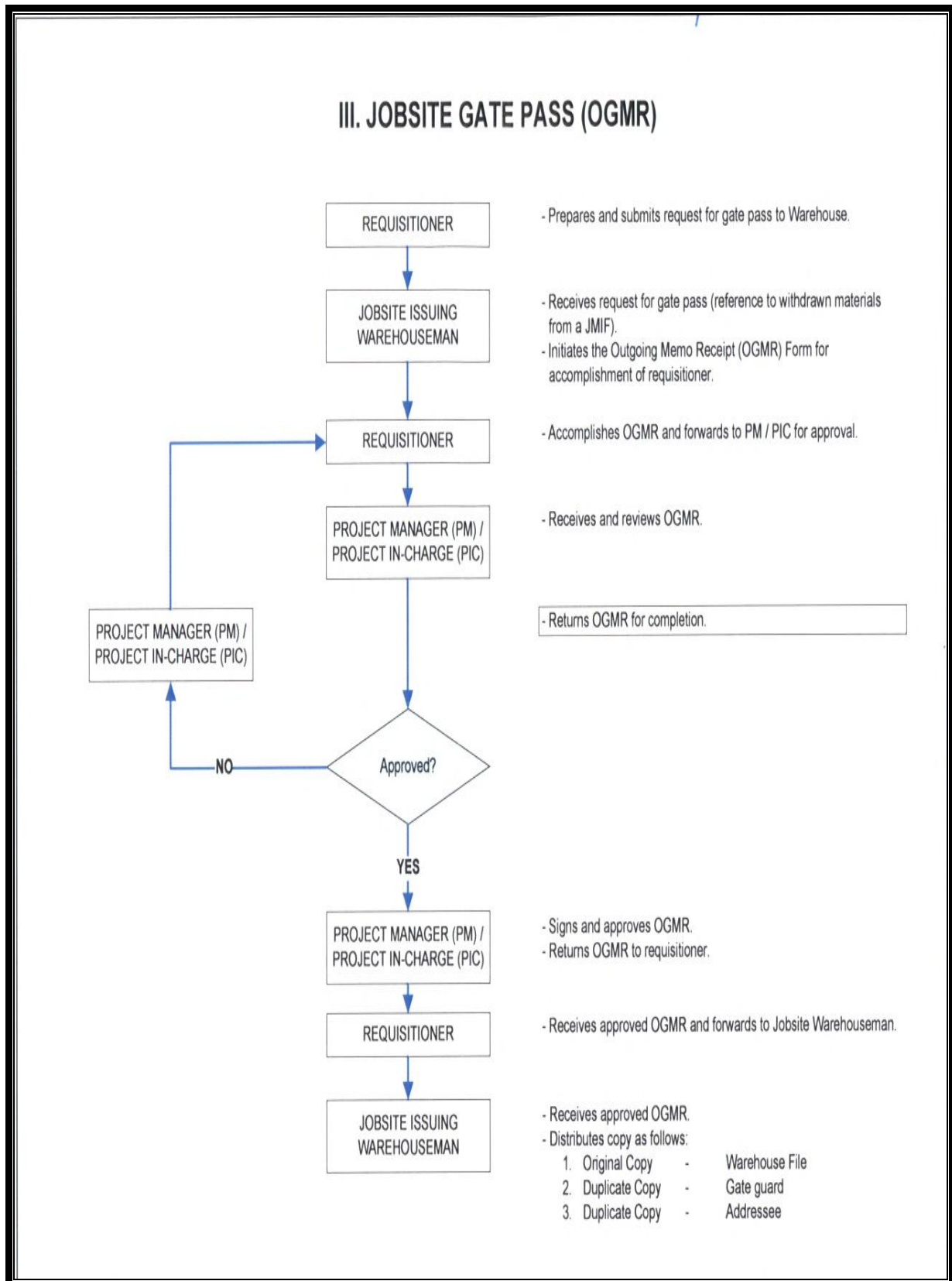
<b>1.</b>	<b>INTRODUCTION</b>
<b>2.</b>	<b>PROCESS FLOW</b>
<b>3.</b>	<b>FIELD DEFINITIONS</b>
<b>4.</b>	<b>COMMON PROGRAM BUTTONS</b>
<b>5.</b>	<b>COMMON SEARCH FUNCTION</b>
<b>6.</b>	<b>PROGRAM MENU AND NAVIGATOR</b>
<b>7.</b>	<b>UPLOADING OF ATTACHMENT</b>
<b>8.</b>	<b>EXPORTING OGMR REGISTER</b>
<b>9.</b>	<b>UTILITIES</b>

## 1. INTRODUCTION

 This manual describes the OGMR (Outgoing Memorandum Receipt) system management guide for the set up and operation of Warehouse used for electronic storage and retrieval of information. It is designed to provide monitoring and quick access to OGMR records and its supporting documents to only authorized users of the system.

It should be noted that OGMR system is only intended for monitoring of OGMR's not including other related warehouse transactions such as receiving and issuing of materials.

## 2. PROCESS FLOW






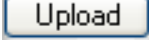



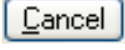
### 3. FIELD DEFINITIONS

#### This

- Job No. This field is provided to input the Job number of the OGMR. This is a mandatory field.
- OGMR No This field is provided to input OGMR number of the OGMR. This is a mandatory field.
- Booklet Series No. This field is provided to input the batch number of the specific OGMR.
- Requisitioner This field is provided to input the requisitioner of the OGMR.
- OGMR Date This field is provided to input the accomplished date of the OGMR.
- Addressee This field is provided to input the recipient of the OGMR.
- Department This field is provided to input the responsible department for the OGMR.
- Attach File This field is provided to input the filename of the scanned OGMR.
- General Description This field is provided to input the details of the OGMR
- Remarks This field is provided to input additional information related to OGMR.

## 4. COMMON BUTTONS

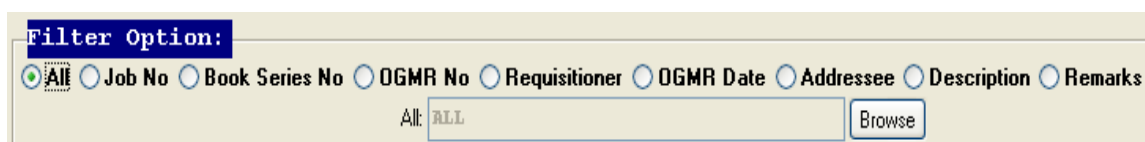
✚ Buttons available on the entire OGMR application.

	- This button enables you to add a record.
	- This button enables you to edit a record.
	- This button enables you to delete a record.
	- This button enables you to import the records from MS Excel to the system.
	- This button enables you to view the attachment of the OGMR record.
	- This button enables you to print the records to screen or printer.
	- This button enables you to accept the ongoing transaction.
	- This button enables you to cancel the ongoing transaction

## 5. COMMON SEARCH FUNCTION

✚ Main filter option


- This serves as the look-up function of the OGMR records in all the modules available in the system. Choose any from the criteria in the filter option then type the text you want to search and press the browse button to display the specific records in the browser screen.

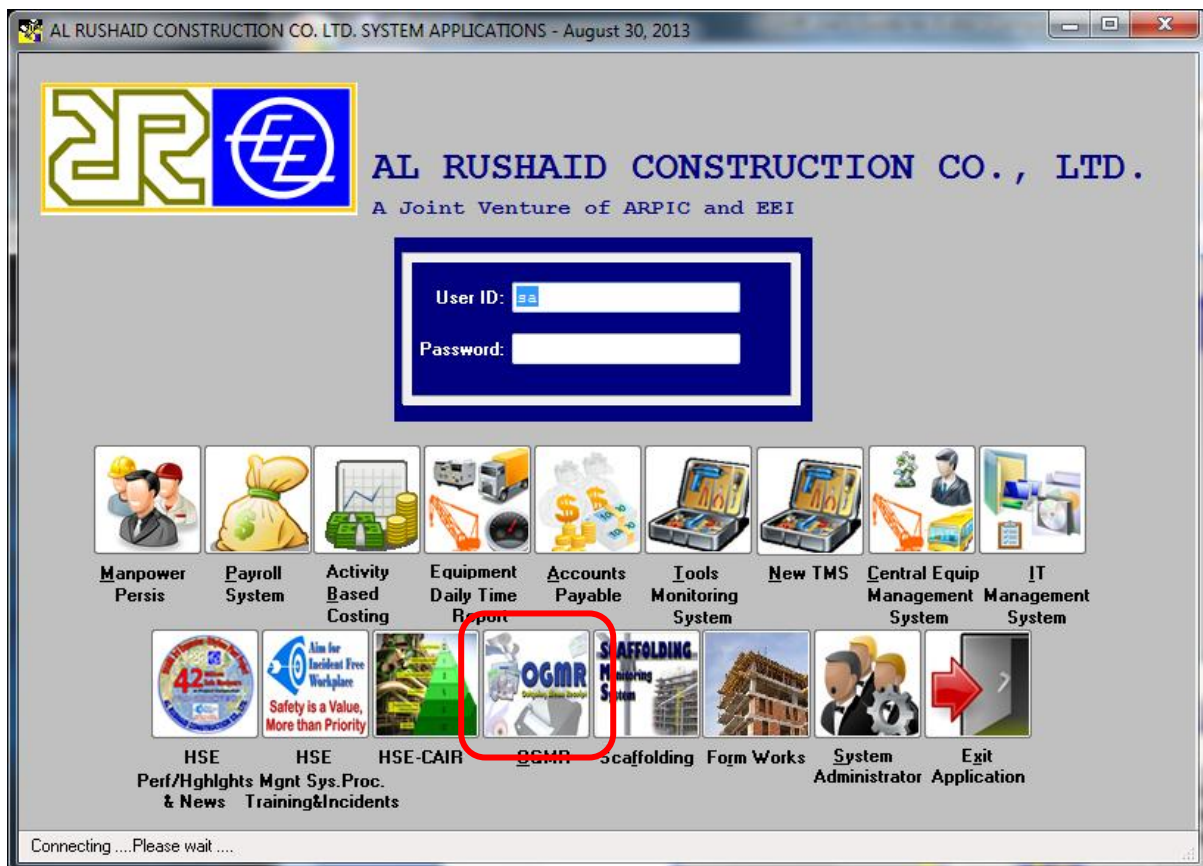


The image shows a 'Filter Option' dialog box. It has a title bar 'Filter Option:'. Below the title bar, there are radio buttons for 'All', 'Job No', 'Book Series No', 'OGMR No', 'Requisitioner', 'OGMR Date', 'Addressee', 'Description', and 'Remarks'. The 'All' radio button is selected. Below the radio buttons, there is a text input field with the text 'All' and a 'Browse' button.

## 6. PROGRAM MENU AND NAVIGATOR SCREEN

### ABC log on screen window

- From the Citrix window double click the ABC Icon  to view the ABC main window. Type your Username and Password and then select the OGMR button as seen on the encircled button on the image below'.



## **OGMR main window**

- This serves as the main window of the application. It comprises of menus and image of the application.
  - **Reference File** This menu consists of common information that are used by the application for reference.
  - **Transactions** This menu enables you to modify the information in the system. It allows  
  
you to add, edit, delete and view the attachment of the OGMR records.
  - **Query** This menu enables you for fast and quick searching of the records  
  
available in the OGMR application.
  - **Reports** This menu enables you to print the records available in the OGMR application.
  - **Utilities** This menu enables you to change your current password.
  - **Help** This menu enables you to view the user's guide in PDF format of the  
  
OGMR application.
  - **Exit** This menu enables you to exit the OGMR application.





## Reference File Menu

- No available reference file yet.

## Transactions Menu

- OGMR Master File
  - From the main menu, click the “Transactions” then tick the “OGMR Master File”. This module is the main transaction of the OGMR application wherein you can add, edit, delete or even upload the OGMR records in the system.



OGMR Monitoring - frmogmr.w

**Filter Option:**

☒ All ☐ Job No ☐ Book Series No ☐ OGMR No ☐ Requisitioner ☐ OGMR Date ☐ Addressee ☐ Description ☐ Remarks

All: ALL

M?	Job No	Booklet Series No	OGMR No	Requisitioner	Transaction Date
	530	0001-0050	0001	M.A.LANUZA	06/24/2009
	530	0001-0050	0002	M.A.LANUZA	06/24/2009
	530	0001-0050	0003	M.A.LANUZA	06/24/2009
	530	0001-0050	0004	M.A.LANUZA	06/24/2009
	530	0001-0050	0005	M.A.LANUZA	06/24/2009
	530	0001-0050	0006	M.A.LANUZA	06/24/2009
	530	0001-0050	0007	A.S.LANOHAN	06/20/2008
	530	0001-0050	0008	A.S.LANOHAN	06/20/2008
	530	0001-0050	0009	R.N.FILOTEO	06/21/2008
	530	0001-0050	0010	J.B.ALUNAN	07/12/2008
	530	0001-0050	0011		

Job No.: 530 ...

OGMR No.: 0001

Booklet Series No: 0001-0050

Requisitioner: M.A.LANUZA

OGMR Date: 06/24/2009

Addressee: SHARQ WAREHOUSE PORT AREA

Department: WAREHOUSE

Attach File: 0001.pdf

**General Description**

CAPITAL SPARES

**Remarks**

## Query

- OGMR Master File Query



OGMR Query - frmqomf.w

**Filter Option:**

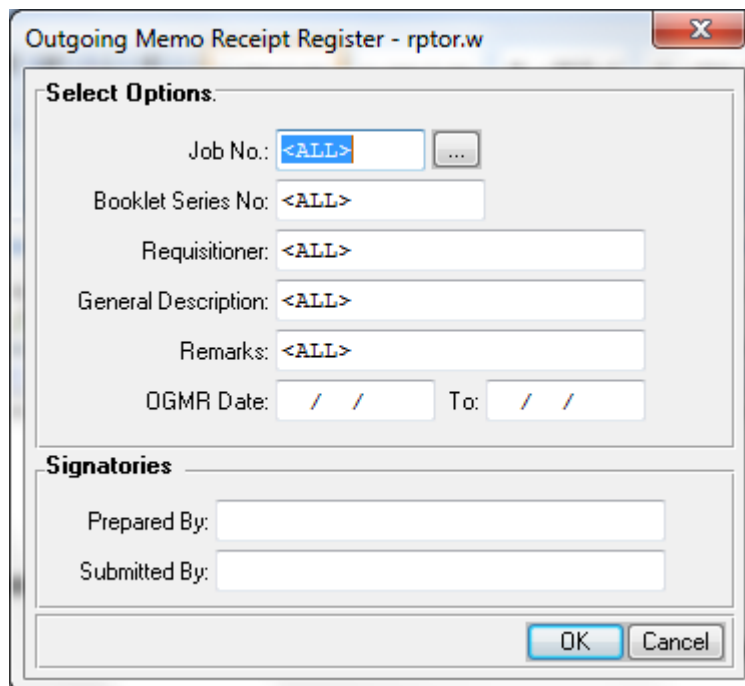
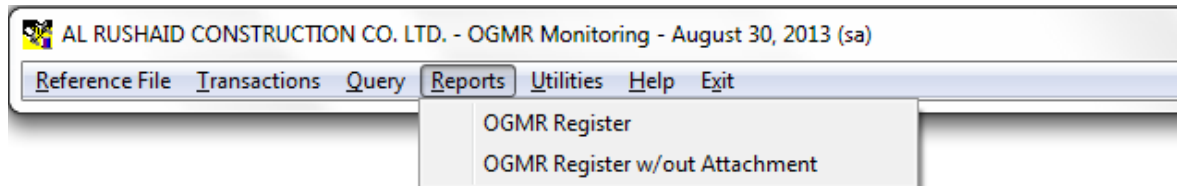
☒ All
 ☐ Job No
 ☐ Book Series No
 ☐ OGMR No
 ☐ Requisitioner
 ☐ OGMR Date
 ☐ Addressee
 ☐ Description
 ☐ Remarks

All: ALL

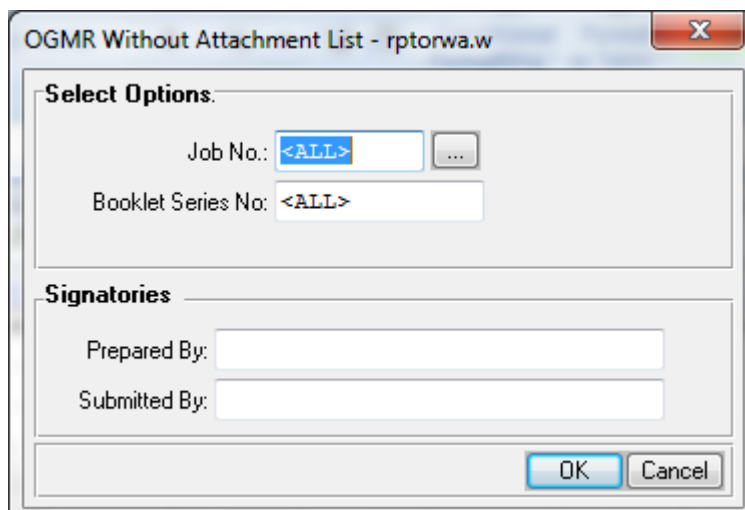
M?	Job No	Booklet Series No	OGMR No	Requisitioner	Transaction Date	Addressee
	530	0001-0050	0001	M.A. LANUZA	06/24/2009	SHARQ
	530	0001-0050	0002	M.A. LANUZA	06/24/2009	SHARQ
	530	0001-0050	0003	M.A. LANUZA	06/24/2009	SHARQ
	530	0001-0050	0004	M.A. LANUZA	06/24/2009	SHARQ
	530	0001-0050	0005	M.A. LANUZA	06/24/2009	SHARQ
	530	0001-0050	0006	M.A. LANUZA	06/24/2009	SHARQ
	530	0001-0050	0007	A.S. LANOHAN	06/20/2008	SHUQAI
	530	0001-0050	0008	A.S. LANOHAN	06/20/2008	SHUQAI
	530	0001-0050	0009	R.N. FILOTEO	06/21/2008	JUAYMA
	530	0001-0050	0010	J.B. ALUNAN	07/12/2008	NASSEF
	530	0001-0050	0011			
	530	0001-0050	0012	SHAW NASS BAHRAIN	07/27/2008	SHARQ
	530	0001-0050	0013	C.R. MERCED	08/03/2008	JUAYMA
	530	0001-0050	0014	F.G. CONEJARES	09/03/2008	SHARQ
	530	0001-0050	0015	F.G. CONEJARES	09/02/2008	SHARQ
	530	0001-0050	0016	J.B. BERNALES	09/02/2008	JUAYMA
	530	0001-0050	0017	M.D. MALAZARTE	10/20/2008	SSWACI
	530	0001-0050	0018	R.N. FILOTEO	08/25/2008	JUAYMA
	530	0001-0050	0019	M.J. COSAS	08/27/2008	SHARQ
	530	0001-0050	0020	R.N. FILOTEO	08/28/2008	GLOBAL
	530	0001-0050	0021			
	530	0001-0050	0022	R.N. FILOTEO	08/28/2008	GLOBAL
	530	0001-0050	0023	M.C. ADONA	08/30/2008	AL-ABI

## Reports

- To output a report, the end-user can click the “**Reports Menu**”, tick the report title to print and choose filter you want and then click the “**OK Button**” to preview the output data.

The screenshot shows a dialog box titled "Outgoing Memo Receipt Register - rptor.w". It contains a "Select Options:" section with the following fields: "Job No." (set to "<ALL>"), "Booklet Series No." (set to "<ALL>"), "Requisitioner:" (set to "<ALL>"), "General Description:" (set to "<ALL>"), "Remarks:" (set to "<ALL>"), and "OGMR Date:" (set to "/ /") and "To:" (set to "/ /"). Below this is a "Signatories" section with "Prepared By:" and "Submitted By:" fields. At the bottom right are "OK" and "Cancel" buttons.

- OGMR Register – this report are use to generate list of OGMR save on the system by Job No, Booklet Requisitioner, OGMR Date.

The screenshot shows a dialog box titled "OGMR Without Attachment List - rptorwa.w". It contains a "Select Options:" section with the following fields: "Job No." (set to "<ALL>") and "Booklet Series No." (set to "<ALL>"). Below this is a "Signatories" section with "Prepared By:" and "Submitted By:" fields. At the bottom right are "OK" and "Cancel" buttons.

## 7. UPLOADING OF ATTACHMENT

There are two ways on how to upload an attachment to the OGMR record, these are as follows:

To automatically attach a scanned file / document in the OGMR record, you need to put / place the scanned file to your directory “C:\temp\ogmr \” plus the name of your department displayed on the fill in box. Be sure to put the exact filename of the scanned document to the fill-in “**File Name**”, if not the system might pick up a wrong attachment or system will not upload your attachment to the OGMR record.

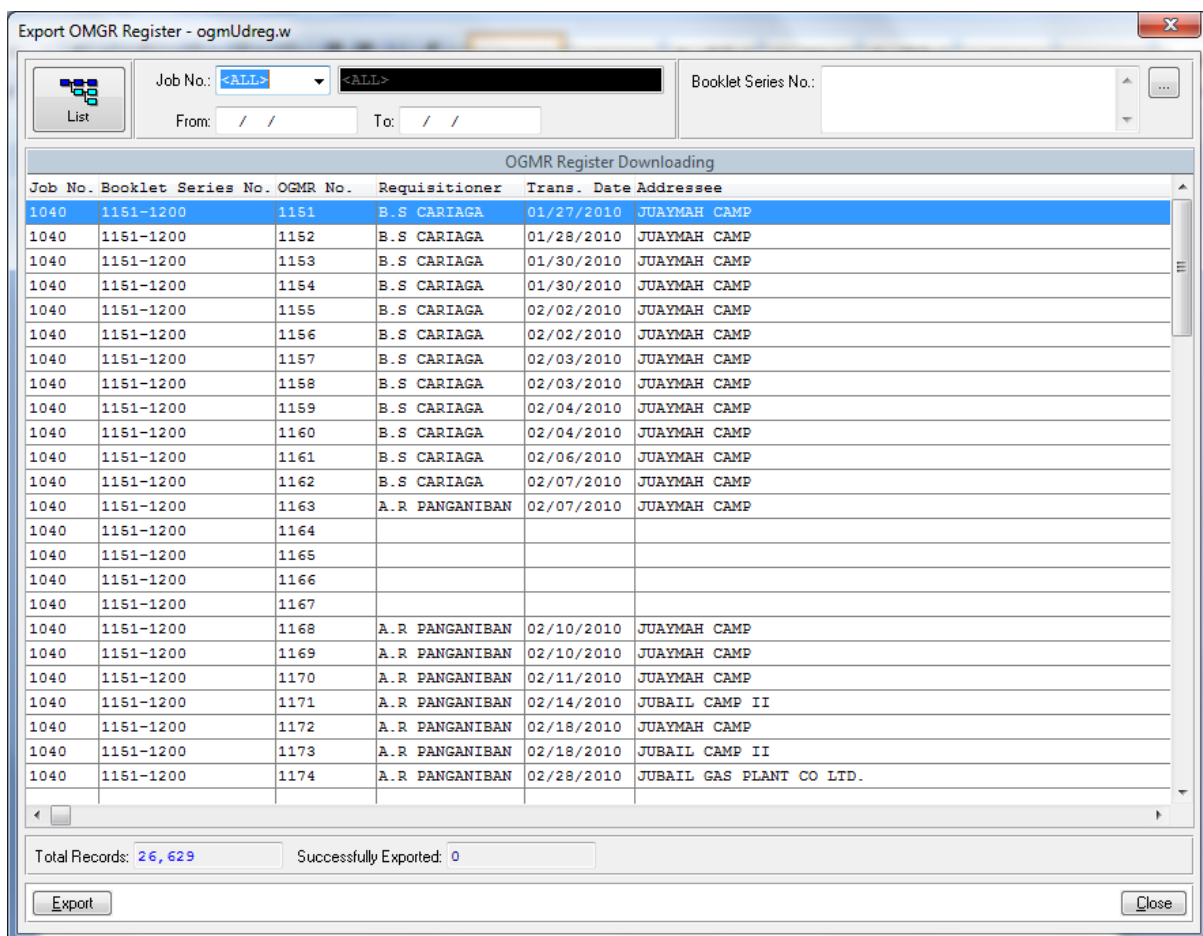
e.g. → "C:\temp\logmr\CEMD\00000001.pdf"

The screenshot shows a software window titled "OGMR Monitoring - frmogmr.w". At the top, there's a blue header bar. Below it, a form area contains a dropdown menu labeled "Trans. Type:" set to "CEMS". A table titled "List of OGMR" follows, with columns: "OGMR No.", "Transaction Date", "Department", "Transaction Type", "File Attached", and "User ID". The first row of the table is highlighted in yellow. Below the table, another form section includes fields for "OGMR No." (00000001), "Department:" (CEMD), "Trans. Date:" (04/28/201), and "File Name:" (00000001.pdf). To the right of these is a "Description :" field. At the bottom are three buttons: "Ok", "Cancel", and "Close". A yellow circle highlights the "Department:" and "File Name:" fields and the first row of the table above them.

✚ You can manually upload your attachment by typing the exact filename of your attachment to the “**File Name**” fill-in and then after saving the OGMR record, paste your attachment file to the directory given by your System Administrator / MIS Department.

## 8. EXPORTING OGMR REGISTER

✚ Exporting of OGMR Record is to verify all OGMR stored on the system & to check if all list of OGMR have complete record



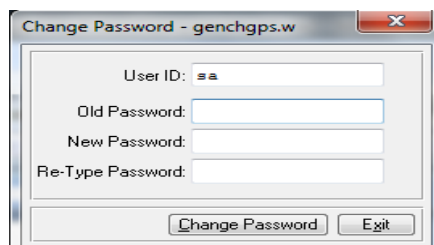
The screenshot shows a window titled "Export OMGR Register - ogmUdreg.w". It contains a table of OGMR records with the following columns: Job No., Booklet Series No., OGMR No., Requisitioner, Trans. Date, and Addressee. The table lists 26 records, with the first 10 records highlighted in blue. The records show a progression of OGMR numbers from 1151 to 1174, with requisitioners B.S. CARIAGA and A.R. PANGANIBAN, and addressees JUAYMAH CAMP and JUBAIL GAS PLANT CO LTD.

Job No.	Booklet Series No.	OGMR No.	Requisitioner	Trans. Date	Addressee
1040	1151-1200	1151	B.S CARIAGA	01/27/2010	JUAYMAH CAMP
1040	1151-1200	1152	B.S CARIAGA	01/28/2010	JUAYMAH CAMP
1040	1151-1200	1153	B.S CARIAGA	01/30/2010	JUAYMAH CAMP
1040	1151-1200	1154	B.S CARIAGA	01/30/2010	JUAYMAH CAMP
1040	1151-1200	1155	B.S CARIAGA	02/02/2010	JUAYMAH CAMP
1040	1151-1200	1156	B.S CARIAGA	02/02/2010	JUAYMAH CAMP
1040	1151-1200	1157	B.S CARIAGA	02/03/2010	JUAYMAH CAMP
1040	1151-1200	1158	B.S CARIAGA	02/03/2010	JUAYMAH CAMP
1040	1151-1200	1159	B.S CARIAGA	02/04/2010	JUAYMAH CAMP
1040	1151-1200	1160	B.S CARIAGA	02/04/2010	JUAYMAH CAMP
1040	1151-1200	1161	B.S CARIAGA	02/06/2010	JUAYMAH CAMP
1040	1151-1200	1162	B.S CARIAGA	02/07/2010	JUAYMAH CAMP
1040	1151-1200	1163	A.R PANGANIBAN	02/07/2010	JUAYMAH CAMP
1040	1151-1200	1164			
1040	1151-1200	1165			
1040	1151-1200	1166			
1040	1151-1200	1167			
1040	1151-1200	1168	A.R PANGANIBAN	02/10/2010	JUAYMAH CAMP
1040	1151-1200	1169	A.R PANGANIBAN	02/10/2010	JUAYMAH CAMP
1040	1151-1200	1170	A.R PANGANIBAN	02/11/2010	JUAYMAH CAMP
1040	1151-1200	1171	A.R PANGANIBAN	02/14/2010	JUBAIL CAMP II
1040	1151-1200	1172	A.R PANGANIBAN	02/18/2010	JUAYMAH CAMP
1040	1151-1200	1173	A.R PANGANIBAN	02/18/2010	JUBAIL CAMP II
1040	1151-1200	1174	A.R PANGANIBAN	02/28/2010	JUBAIL GAS PLANT CO LTD.

At the bottom of the window, there is a status bar showing "Total Records: 26, 629" and "Successfully Exported: 0". There are buttons for "Export" and "Close".

## 9. UTILITIES

✚ Change Password – use to change initial password given by administrator



The screenshot shows a window titled "Change Password - genchgps.w". It contains four input fields: "User ID:" with the value "sa", "Old Password:", "New Password:", and "Re-Type Password:". There are two buttons at the bottom: "Change Password" and "Exit".

