



MAGS - Meal Allowance Generation System

USER MANUAL

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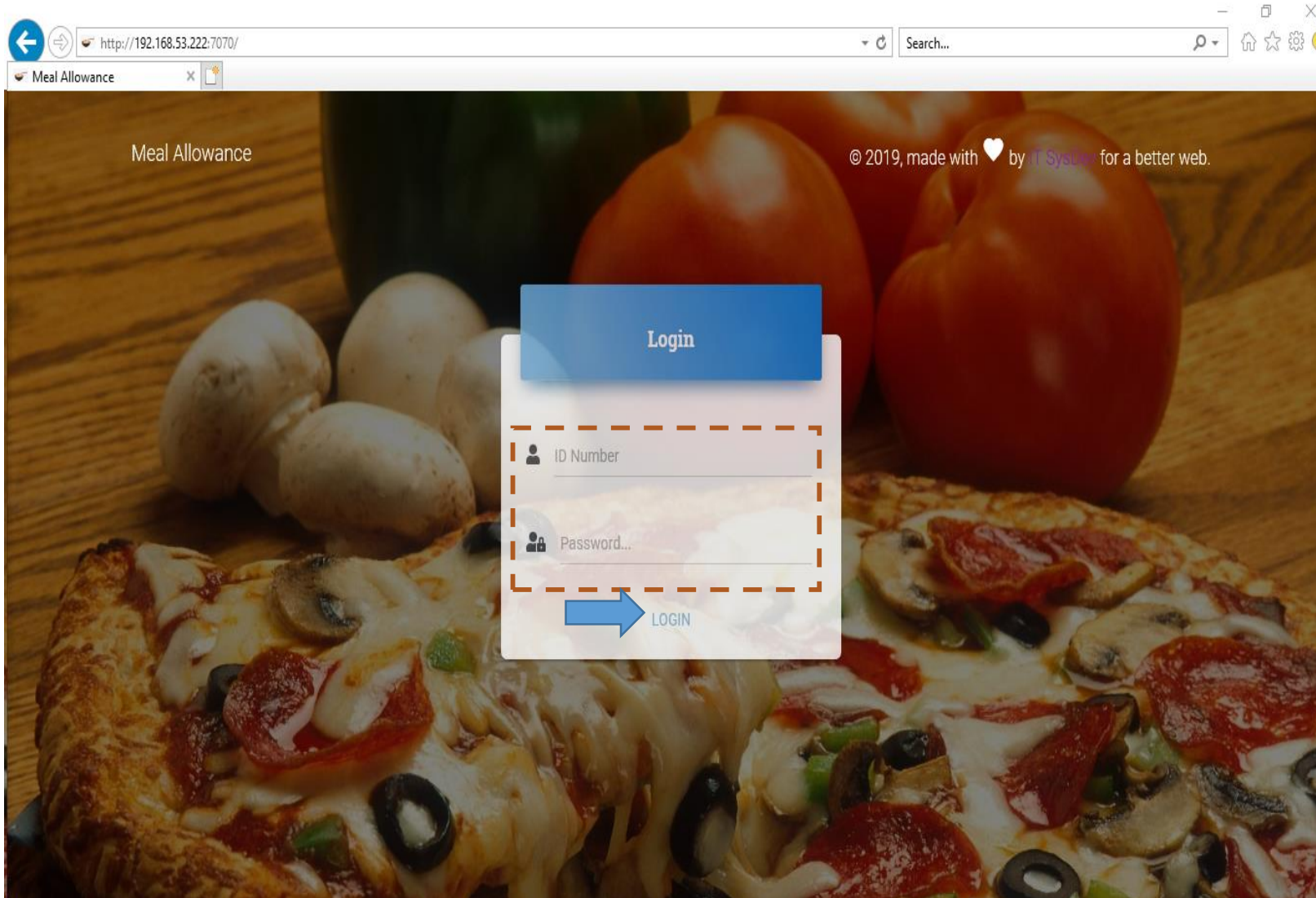
November 15, 2019



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- ❖ Meal Allowance Generation System(MAGS) – is a web application that will eliminate the Meal Allowance System Window Application outsource system. New version system will generate more faster than the old system and generate an audit trail for all transaction on the system.

2.1 How to Access/Login the system.



1

Access to this link
<http://192.168.53.222:7070/> to login
on the system.

2

Provide the user credentials and click
login

2.2 How to Add Employee



1

On the navigation bar of the system click Employee then click Active Employee

2

Click the Add Employee Button

3 Add Employee

Employee ID

Employee ID

Lastname

Lastname

Firstname

Firstname

Middlename

Middlename

Type

Select Type

Process Name

Select Process

Cost Center

Classification

Select Classification

Date Hired

Date Hired

End of Cutoff date

End of Cut off date

Total Of Days

Allowance

Allowance

5

Register Employee

Close

3

Modal will pop up and fill up all the fields.

4

To Generate meal allowance for new employee just pick the date hired and date cutoff to generate total working days and input the allowance

5

Once your done on filling up the fields click register and wait for the notif message on the top right of the web page.

2.3 How to view Employee

Employee Masterlist

Jiem Macasadia Admin Logout

Employee Masterlist

+ Add Employee

SHOW 10 ENTRIES SEARCH:

#	EMPLOYEE ID	NAME	EMPLOYEE TYPE	DATE HIRED	COST CENTER	ACTION
1	000000001	SAMPAGUITA DELOS REYES	Regular	May 09, 2000	HUMAN RESOURCES	View

Employee Information

Jiem Macasadia Admin Logout

Employee Information

Information

EMPLOYEE NUMBER
000000001

FIRST NAME MIDDLE NAME LAST NAME
SAMPAGUITA MORA DELOS REYES

TYPE CLASSIFICATION STATUS
Regular Monthly Active

DATE HIRED DATE END COST CENTER CODE COST CENTER CODE
05/09/2000 HUMAN RESOURCES A211.000000

Update Profile

1

Click the Employee > Active Employee

2

Click the View Button.

3

Once you've click the button it will redirect you on the Employee details.

2.4 How to update Employee information

MEAL ALLOWANCE

DASHBOARD

EMPLOYEE

ACTIVE EMPLOYEE

INACTIVE EMPLOYEE

RESIGNED EMPLOYEE

MEAL ALLOWANCE

COST CENTER

CANTEEN SETTING

Information

EMPLOYEE NUMBER

000000001

FIRST NAME

MIDDLE NAME

LAST NAME

SAMPAGUITA

MORA

DELOS REYES

1 TYPE

Classification

STATUS

Regular

Monthly

Active

DATE HIRED

DATE END

COST CENTER CODE

COST CENTER CODE

05/09/2000

HUMAN RESOURCES

A211.000000

2 Update Profile

1

Change the available field on employee view

2

Click update profile.

Note:

You can only edit the type, Date end, classification, Status and Cost center of the employee.

2.5 How to Generate Regular Meal Allowance

MEAL ALLOWANCE

Jiem Macasadia Admin Logout

DASHBOARD

EMPLOYEE

MEAL ALLOWANCE

REGULAR ALLOWANCE

OT ALLOWANCE

LIST OF GENERATED ALLOWANCE

PENDING ALLOWANCE 0

COST CENTER

CANTEEN SETTING

REPORTS

Generate Regular Meal Allowance

FROM TO TOTAL OF WORKING DAYS PER DAY ALLOWANCE

PREPARED BY REVIEWED BY APPROVED BY

Jiem Macasadia Select Reviewer Select Approver

Generate Regular Meal Allowance

1

Click the Meal Allowance on the menu then click Regular allowance.

2

Fill up all the fields and select a reviewer and approver.

3

Click the Generate Regular Meal Allowance.

2.6 How to Generate OT Meal Allowance

MEAL ALLOWANCE

DASHBOARD

EMPLOYEE

MEAL ALLOWANCE

REGULAR ALLOWANCE

OT ALLOWANCE

LIST OF GENERATED ALLOWANCE

PENDING ALLOWANCE 0

COST CENTER

CANTEEN SETTING

REPORTS

Generate Overtime Meal Allowance

Generate Employee List

Overtime Meal Allowance

FROM

TO

ALLOWANCE PER DAY

FILE UPLOAD

PREPARED BY

REVIEWED BY

APPROVED BY

Generate Overtime Meal Allowance

1 Click the Meal Allowance on the menu then click OT allowance.

2 Click the Generate Employee List to download the file to upload.

3 Update the number of days column then save.

4 Fill up all the fields then upload the file.

5 Click the Generate Overtime Meal Allowance.

Employee List		
11/07/19 11:18:16 AM		
Employee ID	Employee Name	Number of Days
000000001	DELOS REYES, SAMPAGUITA MORA	0
000000650	MAGLINAQ, JOEL MARQUEZ	0
000001018	DOLENDQ, LEAH MITEL GUERRERO II	0
000001346	VALLEJO, ERNESTO GABRIEL	0
000002735	BERNANDINO, NEIL LYN EBRON	0
000003610	RELLES, REY BALLEGA	0
000006491	FERMIN, LEN KRISTIAN TOLEDO	0
000008592	ROCAFQ, EDWIN PURINO	0
000008801	MOTIL, NANCY PADUA	0
000011592	VILLAVICENCIO, AILEEN MANDOCDOC	0
000012997	Laylo, Jean Cathleen Alvarez	0
000013256	Malaqui, Kenneth Menor	0
000013806	Faltado, Mayette Hernandez	0
000013813	Carpio, Genelyn Hernandez	0

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2.7 How to Approve / Disapprove Request allowance (Reviewer / Approver)

MEAL ALLOWANCE

DASHBOARD

EMPLOYEE

MEAL ALLOWANCE

REGULAR ALLOWANCE

OT ALLOWANCE

LIST OF GENERATED ALLOWANCE

PENDING ALLOWANCE 1

Reviewer1

Reviewer

Logout

Pending Transaction

SHOW 10 ENTRIES

SEARCH:

#	CUTOFF DATE	ALLOWANCE	TOTAL DAYS	TOTAL EMPLOYEES	TOTAL ALLOWANCE	ALLOWANCE TYPE	STATUS	ACTION
1	November 16, 2019 - November 30, 2019	₱52.00	11	2072	₱1,185,184.00	Regular	Pending	2

Showing 1 to 1 of 1 entries

Previous 1 Next

MEAL ALLOWANCE

DASHBOARD

EMPLOYEE

MEAL ALLOWANCE

REGULAR ALLOWANCE

OT ALLOWANCE

LIST OF GENERATED ALLOWANCE

PENDING ALLOWANCE 1

COST CENTER

CANTEEN SETTING

REPORTS

Generated Allowance

FROM

November

TOTAL D

11

APPROVE

Appro

CHECKED

Review

PREPARED BY

Jiem Macasadia

PREPARED DATE

November 13, 2019

Reason for disapproving this Request

Remarks

Proceed

Close

3.1

3.2

3.1

3.2

- 1 Click the Meal Allowance on the menu then click Pending allowance.
- 2 Click the Eye Button.
- 3.1 If Approve Just click the Approve button.
- 3.2 If Disapprove a modal will show and fill the remarks then click Proceed.

2.8 How to Add, Update User Account on the system

2.8.1 How Add Account on the System

MEAL ALLOWANCE

User Maintenance

Jiem Macasadia Admin Logout

1 USER MAINTENANCE

2 Add User

#	USERNAME	NAME	EMAIL	ROLE	EDIT	DELETE
1	admin	Jiem Macasadia	jiem_m@ibiden.com.ph	Admin		
2	Reviewer	Reviewer1	jiem_m@ibiden.com.ph	Reviewer		
3	Approver	Approver	approver@test.mail	Approver		
4	reviewer2	Reviewer2	reviewer2@testmail.co	Reviewer		
5	general	General User	general_u@testmail.com	General User		

Showing 1 to 5 of 5 entries

Previous 1 Next

1 On the left side menu click User Maintenance.

2 Click the Add User Button

3 A modal will show. Fill up all the fields.

4 Click Register account button.

Add Account

Name Email

Fullname Email Address

Username Password Account Role

Username Password Select Account Role

4 Register Account

Close

2.8 How to Add, Update User Account on the system

2.8.2 How to Update Account on the System

The screenshot shows the 'User Maintenance' page. On the left sidebar, the 'USER MAINTENANCE' menu item is highlighted with a red dashed box and a red '1'. The main area displays a 'User List' table with columns: #, USERNAME, NAME, EMAIL, ROLE, EDIT, and DELETE. The table contains 5 entries. The 'EDIT' column for the first entry (admin) is highlighted with a red dashed box and a red '2'.

#	USERNAME	NAME	EMAIL	ROLE	EDIT	DELETE
1	admin	Jiem Macasadia	jiem_m@ibiden.com.ph	Admin		
2	Reviewer	Reviewer1	jiem_m@ibiden.com.ph	Reviewer		
3	Approver	Approver	approver@test.mail	Approver		
4	reviewer2	Reviewer2	reviewer2@testmail.co	Reviewer		
5	general	General User	general_u@testmail.com	General User		

Showing 1 to 5 of 5 entries

- 1 On the User Maintenance
- 2 Click the Pencil Button
- 3 A modal will show. Change the data fields.
- 4 Click Update account button.

The 'Update Account' modal is shown. It contains the following fields:

- Name: Jiem Macasadia
- Email: jiem_m@ibiden.com.ph
- Username: admin
- Account Role: Admin (dropdown menu)

The 'Update Account' button at the bottom left is highlighted with a red dashed box and a red '4'. There is also a 'Close' button at the bottom right.

2.8 How to Add, Update User Account on the system

2.8.3 How to Delete Account on the System

MEAL ALLOWANCE

DASHBOARD

EMPLOYEE

MEAL ALLOWANCE

COST CENTER

CANTEEN SETTING

REPORTS

1 USER MAINTENANCE

CHANGE PASSWORD

User Maintenance

Jiem Macasadia Admin Logout

User List

Add User

SHOW 10 ENTRIES

SEARCH:

#	USERNAME	NAME	EMAIL	ROLE	EDIT	DELETE
1	admin	Jiem Macasadia	jiem_m@ibiden.com.ph	Admin		2
2	Reviewer	Reviewer1	jiem_m@ibiden.com.ph	Reviewer		
3	Approver	Approver	approver@test.mail	Approver		
4	reviewer2	Reviewer2	reviewer2@testmail.co	Reviewer		
5	general	General User	general_u@testmail.com	General User		

Showing 1 to 5 of 5 entries

Previous 1 Next

1 On the User Maintenance

2 Click the Trashbin Button

3 A modal will show. For confirmation

4 Click Yes to Proceed the deletion of the account

Delete Account

Are you sure you want to delete this user? *Jiem Macasadia*

4 Yes

No

2.9 How to Add, Update Cost Center Code

2.9.1 How to Add Cost Center

MEAL ALLOWANCE Cost Center Maintenance Jiem Macasadia Admin Logout

1 **2** **3** **4**

SHOW 10 ENTRIES SEARCH:

#	PROCESS NAME	COST CENTER	STATUS	ACTION
1	AUDIT	A040.000000	Active Code	Edit
2	FINANCE ACCOUNTING & TAX	A231.000000	Active Code	Edit
3	LEGAL AND COMPLIANCE	A222.000000	Active Code	Edit
4	HUMAN RESOURCES	A211.000000	Active Code	Edit
5	CORPORATE SOCIAL RESPONSIBILITY	A400.000000	Active Code	Edit

Add Cost Center Code

Process Name **Cost Center Code**

Process Name Cost Center Code

4 **Register Cost Code** **Close**

- 1 On the Side Menu Bar click Cost Center
- 2 Click the Add Cost Center Code
- 3 A modal will show. Fill up all the required fields.
- 4 Click Register Cost Code to proceed.

2.9 How to Add, Update Cost Center Code

2.9.2 How to Update Cost Center

The screenshot displays the 'Cost Center Maintenance' interface. On the left is a blue sidebar menu with options: DASHBOARD, EMPLOYEE, MEAL ALLOWANCE, COST CENTER (highlighted with a red dashed box and labeled '1'), CANTEEN SETTING, REPORTS, USER MAINTENANCE, and CHANGE PASSWORD. The main content area has a header with 'Cost Center Maintenance', user 'Jiem Macasadia', role 'Admin', and a 'Logout' link. Below the header is a table of cost centers. The first row is highlighted with a red dashed box and labeled '2'. The table has columns: #, PROCESS NAME, COST CENTER, STATUS, and ACTION. The first row contains: 1, AUDIT, A040.000000, Active Code, and an 'Edit' button. Below the table is a modal window titled 'Update Cost Center Code' (labeled '3'). The modal contains fields for 'Process Name' (AUDIT), 'Current Cost Center Code' (A040.000000), and a 'Status' dropdown menu (labeled '4') with options 'Select Code Status', 'Active' (selected), and 'Obsolete'. An 'Update Cost Code' button is at the bottom left of the modal, and a 'Close' button is at the bottom right.

#	PROCESS NAME	COST CENTER	STATUS	ACTION
1	AUDIT	A040.000000	Active Code	Edit
2	FINANCE ACCOUNTING & TAX	A231.000000	Active Code	Edit
3	LEGAL AND COMPLIANCE	A222.000000	Active Code	Edit
4	HUMAN RESOURCES	A211.000000	Active Code	Edit
5	CORPORATE SOCIAL RESPONSIBILITY	A400.000000	Active Code	Edit

Update Cost Center Code

Process Name:

Current Cost Center Code:

Status: Select Code Status
Active
Obsolete

[Update Cost Code](#) [Close](#)

1

On the Side Menu Bar click Cost Center

2

Click the Edit Button

3

A modal will show. Fill up all the required fields and change the status if obsolete code

4

Click update Cost Code to proceed.

2.10 How to Add, Update Canteen Code and Canteen Name

2.10.1 How to add Canteen Code and name

MEAL ALLOWANCE

Canteen Maintenance

Jiem Macasadia Admin Logout

DASHBOARD

EMPLOYEE

MEAL ALLOWANCE

COST CENTER

1 Canteen Setting

REPORTS

2 Add Canteen

Canteen Code List

SHOW 10 ENTRIES

#	CANTEEN CODE	CANTEEN NAME	STATUS	CREATED BY	ACTION
1	02	Ministop	Active	admin	
2	03	Wowas	Active	admin	

SEARCH:

3

Add Canteen Code

Canteen Code

Canteen Name

Canteen Code

Canteen Name

4 Register Canteen Code

Close

- 1 On the Side Menu Bar click Canteen Setting
- 2 Click the Add Canteen Button
- 3 A modal will show. Fill up all the required fields.
- 4 Click Register Canteen code to proceed.

2.10 How to Add, Update Canteen Code and Canteen Name

2.10.2 How to update Canteen Code and name

MEAL ALLOWANCE

Canteen Maintenance

Jiem Macasadia Admin Logout

Canteen Code List

[Add Canteen](#)

SHOW ENTRIES

#	CANTEEN CODE	CANTEEN NAME	STATUS	CREATED BY	ACTION
1	02	Ministop	Active	admin	
2	03	Wowas	Active	admin	

Add Canteen Code

Canteen Code:

Canteen Name:

Canteen Status:

[Update Canteen Code](#) [Close](#)

1

On the Side Menu Bar click Canteen Setting

2

Click the eye button to edit the information

3

A modal will show. Change the data you want or select status if the canteen is not active anymore

4

Click Update Canteen code to proceed.

2.11 How to Generate Cost Center Report and Historical Report

2.11.1 How to Generate Cost Center Report.

MEAL ALLOWANCE

Jiem Macasadia Admin Logout

1 On the Side Menu Bar click Reports then Click Cost Center Report

2 Fill up all the fields and select canteen, reviewer and approver.

3 Click Generate Cost Center Report then wait for the extracted data that will export on excel.

1 COST CENTER REPORT

2 FROM TO CANTEEN

SELECT CANTEEN

PREPARED BY REVIEWED BY APPROVED BY

Jiem Macasadia Select Reviewer Select Approver

3 Generate Cost Center Report

2.12 How to Generate Audit Trail Report(Admin / Approver Only)

MEAL ALLOWANCE

DASHBOARD

EMPLOYEE

MEAL ALLOWANCE

COST CENTER

CANTEEN SETTING

REPORTS

COST CENTER REPORT

HISTORICAL REPORT

AUDIT TRAIL

USER MAINTENANCE

Jiem Macasadia Admin Logout

Audit Trail Report Generation

FROM

TO

Generate Audit Trail Report

Acitivity Logs for today

SHOW 10 ENTRIES

SEARCH:

#	ACTIVITY	USER	IP ADDRESS	TIME
1	Generate Regular Allowance	admin	172.27.18.65	01:12:11 PM
2	Disapproved the request	Reviewer	172.27.18.65	01:26:35 PM

Showing 1 to 2 of 2 entries

Previous

1

Next

1

Click Reports then Click Audit Trail

2

Select a date range then click Generate Audit Trail Report

3

This table will show all transaction logs for current date only.

19

2.13 How to Change password

MEAL ALLOWANCE

DASHBOARD

EMPLOYEE

MEAL ALLOWANCE

COST CENTER

CANTEEN SETTING

REPORTS

USER MAINTENANCE

CHANGE PASSWORD

Dashboard

Employee list near end date

SHOW 10 ENTRIES

EMPLOYEE ID

Showing 0 to 0 of 0 entries

Change Password

Current Password

Password

New Password

Password

Confirm Password

Password

Change Password

Close

1 On the Side Menu Click Change Password

2 A modal will show. Just input your old password and your new password.

3 Click Change password to proceed.

