IBIDEN

MAGS - Meal Allowance Generation System

USER MANUAL

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UNITED

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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.

2.0 Using of system

2.1 How to Access/Login the system.
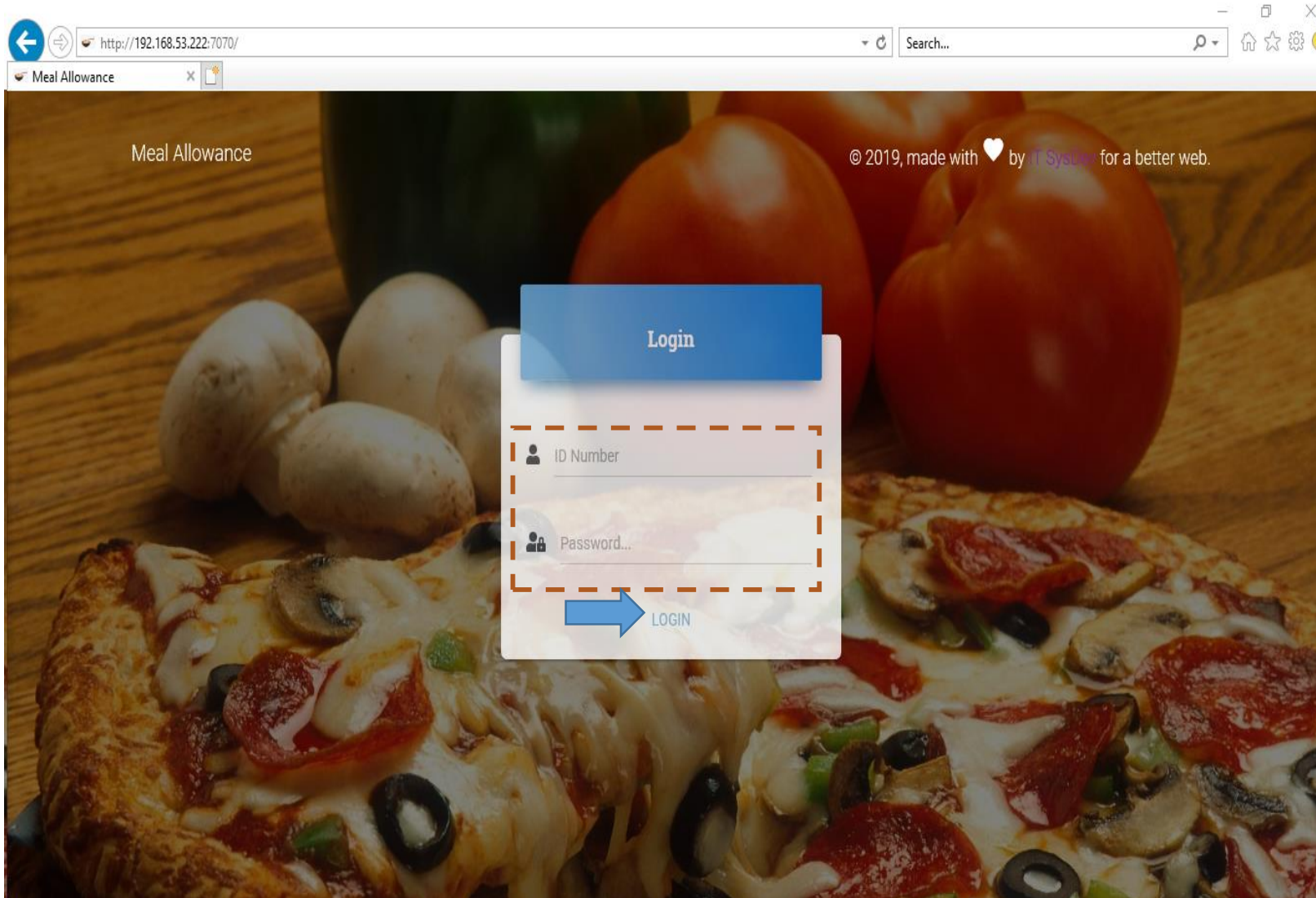
1

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

2

Provide the user credentials and click login

2.0 Using of system

2.2 How to Add Employee

MEAL ALLOWANCE

- DASHBOARD
- **1** EMPLOYEE ▾
- ACTIVE EMPLOYEE
- INACTIVE EMPLOYEE
- RESIGNED EMPLOYEE

Employee Masterlist

Jiem Macasadia   Admin   Logout

Employee Masterlist

2 👤+ Add Employee

SHOW 10 ▾ ENTRIES   SEARCH:

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

3 Add Employee   ✕

Employee ID

[Employee ID]

Lastname   Firstname   Middlename

[Lastname]   [Firstname]   [Middlename]

Type   Process Name   Cost Center   Classification

[Select Type ▾]   [Select Process ▾] [   ]   [Select Classification ▾]

4 Date Hired   End of Cutoff date   Total Of Days   Allowance

[Date Hired]   [End of Cut off date]   [   ]   [Allowance]

5 [Register Employee]   [Close]

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

2 Click the Add Employee Button

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.

5

2.3 How to view Employee

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

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 ▾
- **1** MEAL ALLOWANCE ▾
  - REGULAR ALLOWANCE
  - OT ALLOWANCE
- LIST OF GENERATED ALLOWANCE
- PENDING ALLOWANCE **0**
- $ COST CENTER
- CANTEEN SETTING
- REPORTS ▾

Generate Overtime Meal Allowance

2 ✦ Generate Employee List

4 Overtime Meal Allowance

FROM | TO | ALLOWANCE PER DAY | FILE UPLOAD

[   ] [   ] [   ] [Browse...]

PREPARED BY | REVIEWED BY | APPROVED BY

Jiem Macasadia | Select Reviewer ▾ | Select Approver ▾

5 Generate Overtime Meal Allowance

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Employee List
11/07/19 11:18:16 AM

Employee ID	Employee Name		Number of Days
000000001	DELOS REYES, SAMPAGUITA MORA	**3**	0
000000650	MAGLINAO, JOEL MARQUEZ		0
000001018	DOLENDO, 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	ROCAFOR, 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

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.

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

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.

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2.8 How to Add, Update User Account on the system

2.8.1 How Add Account on the System

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.

2.8 How to Add, Update User Account on the system

2.8.2 How to Update Account on the System

MEAL ALLOWANCE			Jiem Macasadia	Admin	Logout	
DASHBOARD	User Maintenance					
EMPLOYEE	**User List**					
MEAL ALLOWANCE	Add User					
COST CENTER	SHOW 10 ENTRIES			SEARCH:		
CANTEEN SETTING	#	USERNAME	NAME	EMAIL	ROLE	EDIT DELETE
REPORTS	1	admin	Jiem Macasadia	jiem_m@ibiden.com.ph	Admin	✏ 🗑
1 USER MAINTENANCE	2	Reviewer	Reviewer1	jiem_m@ibiden.com.ph	Reviewer	✏ 🗑
CHANGE PASSWORD	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		

Update Account ✕

Name | Email
Jiem Macasadia | jiem_m@ibiden.com.ph

Username | Account Role
admin | Admin

Update Account | Close

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

2.8 How to Add, Update User Account on the system

2.8.3 How to Delete Account on the System

Step	Description
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

2.0 Using of system

2.9 How to Add, Update Cost Center Code

2.9.1 How to Add Cost Center

Process flow:

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.

2.0 Using of system

2.9 How to Add, Update Cost Center Code

2.9.2 How to Update Cost Center

MEAL ALLOWANCE

- DASHBOARD
- EMPLOYEE ▾
- MEAL ALLOWANCE ▾
- **1** COST CENTER
- CANTEEN SETTING
- REPORTS ▾
- USER MAINTENANCE
- CHANGE PASSWORD

Cost Center Maintenance   Jiem Macasadia   Admin   Logout

Add Cost Center Code

SHOW 10 ▾ ENTRIES   SEARCH: _____

#	PROCESS NAME	COST CENTER	STATUS	ACTION
1	AUDIT	A040.000000	Active Code	**2** ✎ 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

3 Update Cost Center Code   ✕

Process Name   Current Cost Center Code   Status

AUDIT   A040.000000   Select Code Status
                                                  Active
                                                  Obsolete

4 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.

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2.10 How to Add, Update Canteen Code and Canteen Name

2.10.1 How to add Canteen Code and name

MEAL ALLOWANCE

- DASHBOARD
- EMPLOYEE ▾
- MEAL ALLOWANCE ▾
- COST CENTER
- **1** CANTEEN SETTING
- REPORTS ▾

Canteen Maintenance   Jiem Macasadia   Admin   Logout

Canteen Code List

2 Add Canteen

SHOW 10 ▾ ENTRIES   SEARCH:

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

Next

Add Canteen Code   ×

Canteen Code   Canteen Name

3

[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.

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2.10 How to Add, Update Canteen Code and Canteen Name

2.10.2 How to update Canteen Code and name

MEAL ALLOWANCE

DASHBOARD

EMPLOYEE

MEAL ALLOWANCE

COST CENTER

1 CANTEEN SETTING

REPORTS

Canteen Maintenance

Jiem Macasadia   Admin   Logout

Canteen Code List

Add Canteen

SHOW 10 ENTRIES   SEARCH:

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

Add Canteen Code   ✕

Canteen Code   Canteen Name   Canteen Status

3

02   Ministop   Active ⌄

4 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.

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2.11 How to Generate Cost Center Report and Historical Report

2.11.1 How to Generate Cost Center Report.

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.

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.

2.13 How to Change password

| | On the Side Menu Click Change Password |
| 1 | |

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

| | Click Change password to proceed. |
| 3 | |

Thank you!