Supplier Management System

1 Navigate to **http://10.123.10.112:7070/Login**

2 Click the "Username" field.

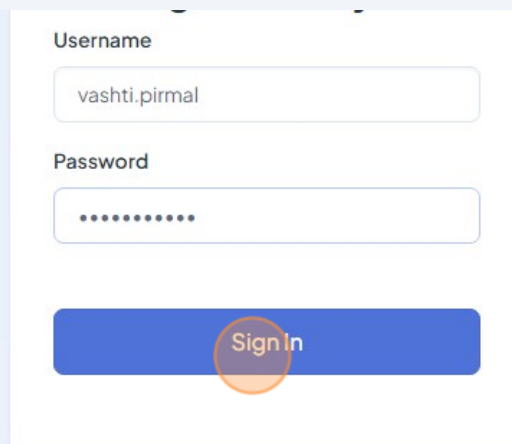**3** Type in the user name in the format 'firstname.lastname'.

4 Click the "Password" field, and enter your password.

Supplier Management System

Username

vashti.pirmal
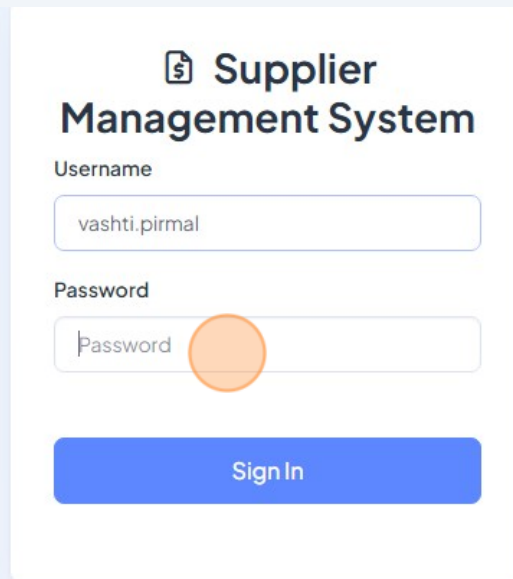
Password

Password

Sign In

5 Click "Sign In"

Username

vashti.pirmal

Password

••••••••••••

Sign In

6 The home page which includes a navigation pane on the left side of the application is now displayed.
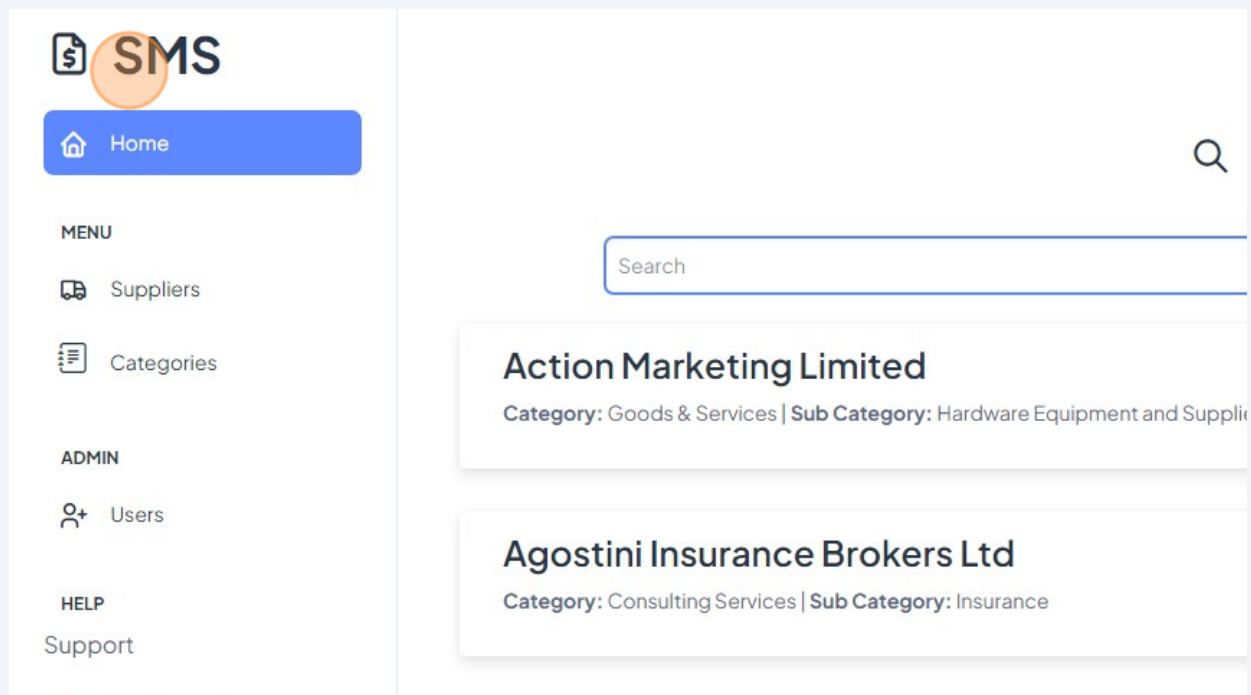
7 To search for a Supplier, click on the Search bar and enter the first few letters of the supplier's name eg. "ba".

Suppliers' names containing "ba" will be displayed eg. "Balroop Sound Systems"

8   The selected Supplier record can then be viewed by clicking on the "View" button.
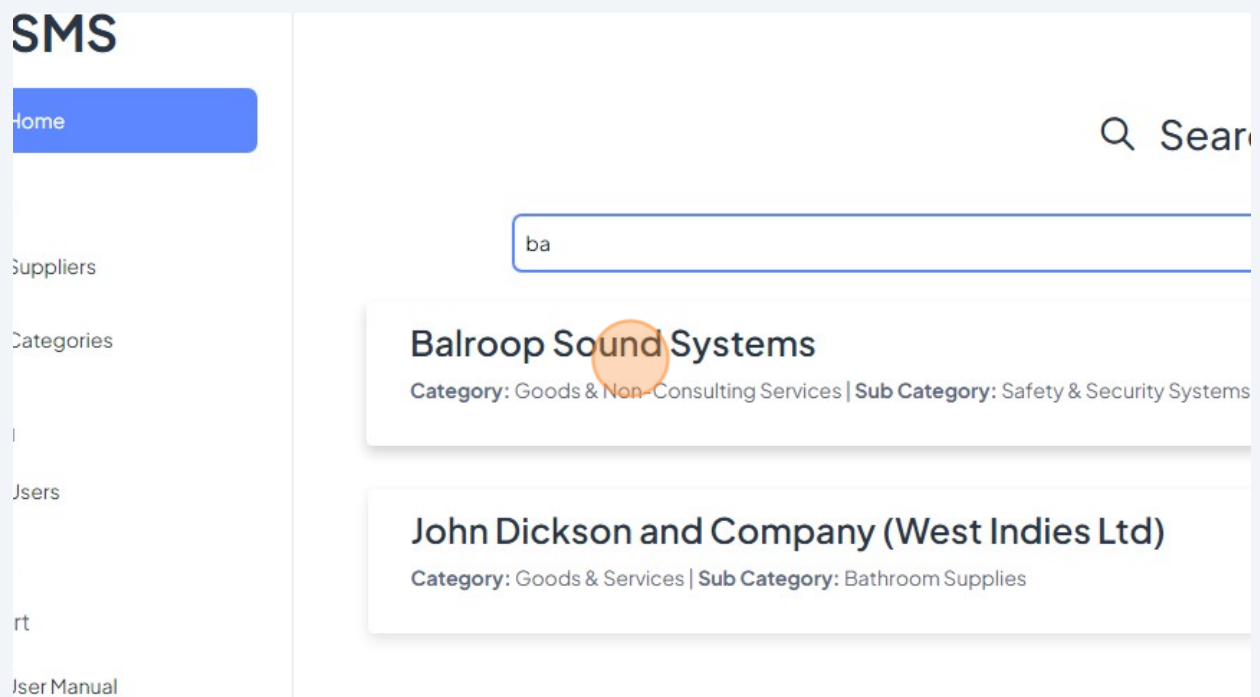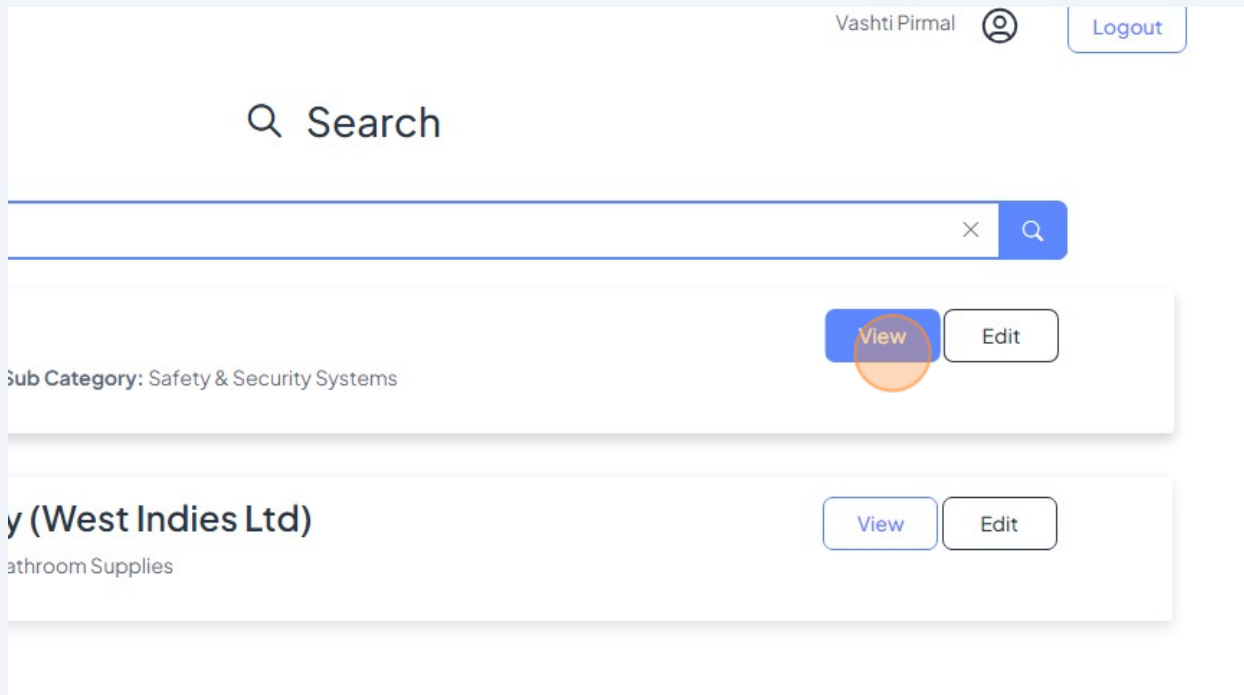
Vashti Pirmal (icon) Logout

Q Search

[   ] × | Q

Sub Category: Safety & Security Systems   View   Edit

y (West Indies Ltd)   View   Edit
athroom Supplies

9   Or to edit a record, click "Edit"

Vashti Pirmal (icon) Logout

Q Search

[   ] × | Q

Sub Category: Safety & Security Systems   View   Edit

y (West Indies Ltd)   View   Edit
athroom Supplies
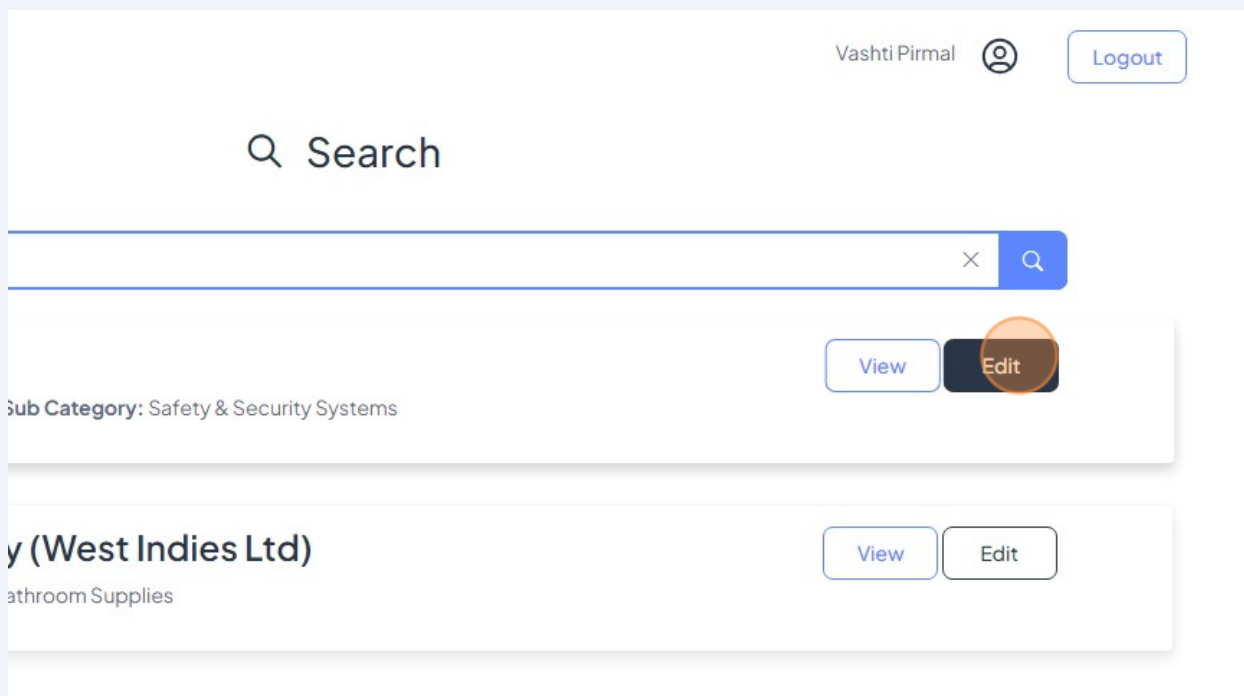
10 Enter or change the data in the text field to be edited.

11 Once the update is made, click "Save"

12   Alternatively, on the left navigation pane, click "Suppliers"
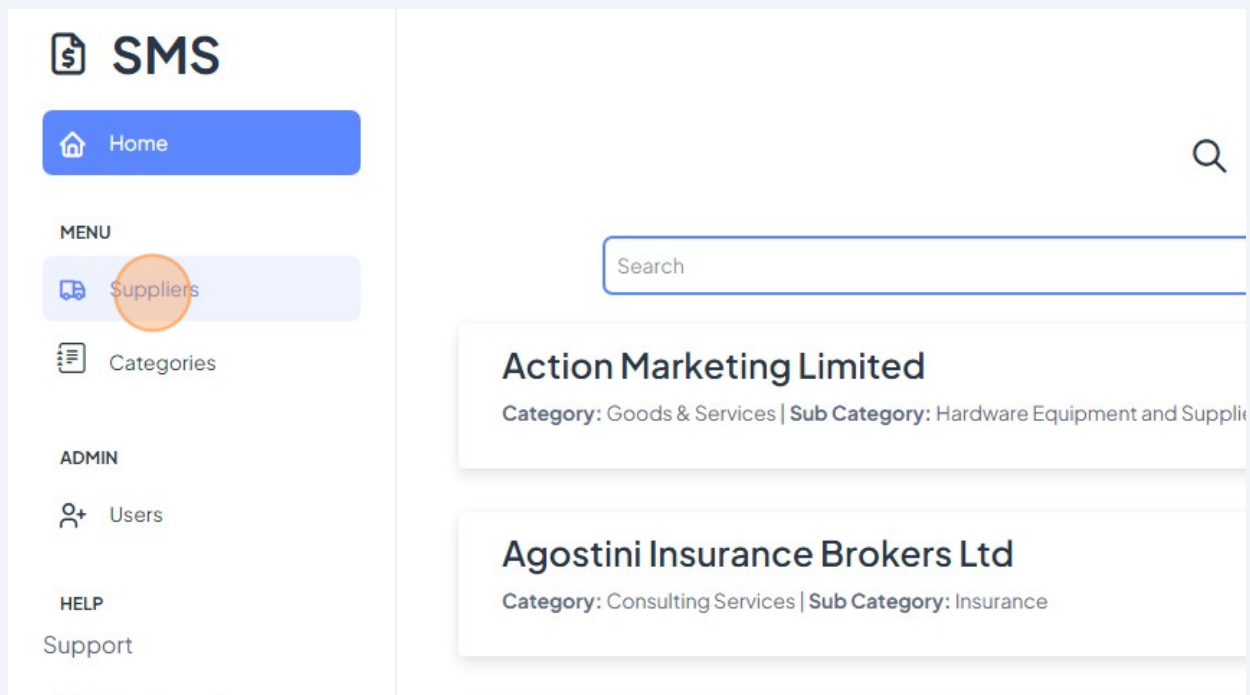
13   Here, one can view or edit an existing supplier record by using the Search bar and following similar steps as above.

Or a new supplier can be created by clicking on the "Create Supplier" button.

14 A new Supplier record can now be created by entering the data in the fields below.

Create Supplier

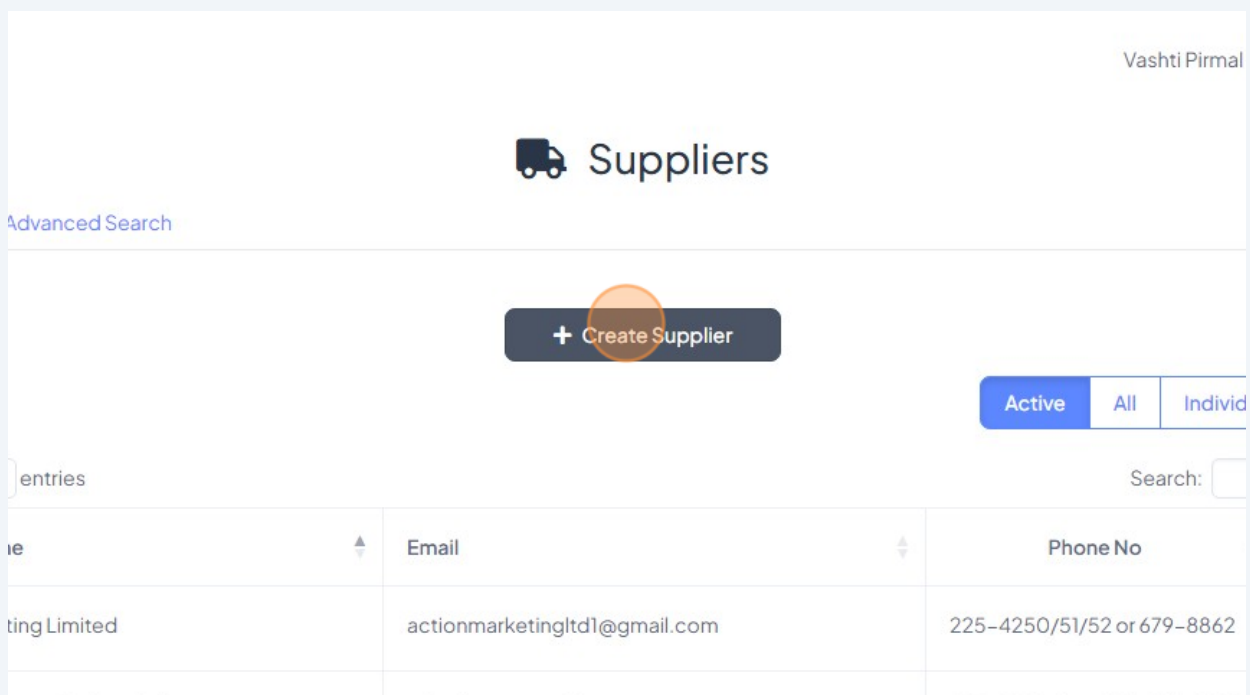|	
Entity Type:	**Company** Individual
Supplier Name:	
Phone Number:	
Email:	
Address:	
Notes:	
Range:	
Primary Contact:	Phone #: Email:

15 Enter data.

Categories

MIN

Users

LP

port

User Manual

Phone Number:	868627LIS1
Email:	lisone@lisone.co.tt
Address:	Biljah Road, Chaguanas
Notes:	
Range:	
Primary Contact:	Phone #:
Secondary Contact:	Phone #:

Select the associated categories for this suppli

Select a Category ▼   Select a Subca

Main Category   Subcategory

16 Upon completion of data entry, click "Select a Category", and choose an option from the drop down.

| Contact: | B. Felix | Phone #: | 868123457 | Email: | bfel |
| ary | | Phone #: | | Email: | |

Select the associated categories for this supplier

| Select a Category ▼ | Select a Subcategory ▼ | **+** |

| in Category | Subcategory |

No services selected

Save   Close

17 Click on "Goods" or other applicable category.

User Manual

Primary Contact: B. Felix   Phone #:   868123457

Secondary Contact: Phone #:

Select the associated categories for this suppli

| Select a Category ▲ | Select a Subca |

| Main Category | | Subcategory |

Select a Category

Consulting Services

Goods

Goods & Non-Consulting Services

Goods & Services

Goods & Works

vices selected

Close

Caribbean Instiue for Security and Public Safety   info@caribbeansecurityinstit

18 Then click on the "Select a Subcategory" drop down arrow.

				View	Edit
...one #:	868123457	Email:	bfelix@lisone.co.tt	View	Edit
...one #:		Email:		View	Edit

Select the associated categories for this supplier

| ▼ | Select a Subcategory ▼ | **+** |

Subcategory	Delete
No services selected	

Save   Close

View | Edit
View | Edit
View | Edit
View | Edit
View | Edit

19 Select applicable sub-category eg. "Clinical Programmes".

Felix   Phone #:   868123457   Email: bfelix@lisone.co.tt

Phone #: | | Email: | |

Select the associated categories for this supplier

| Goods ▼ | Select a Subcategory ▲ | **+** |

Civil	
Civil/Construction	
Cleaning Chemicals	
Clinical Programmes	
Computers	
Consulting Services	

No ser...   Del...

Save

...ean Institue for Security and Public Safety   info@caribbeansecurityinstitute.com   223-6999

20 Then click the "+" button.

868123457	Email: bfelix@lisone.co.tt
	Email:

e associated categories for this supplier

Clinical Programmes ▼ **+**

Subcategory	Delete
No services selected	

Save Close

View | Edit
View | Edit
View | Edit
View | Edit
View | Edit
View | Edit
View | Edit
View | Edit

21 Then click "Save" to save the new Supplier.

B. Felix   866123457   bfelix@

Phone #:   Email:

Select the associated categories for this supplier

Goods ▼   Clinical Programmes ▼   **+**

ategory	Subcategory
	No services selected

Save Close

Caribbean Institue for Security and Public Safety   info@caribbeansecurityinstitute.com   223-69

**22** The categories can also be created and edited using the "Categories" button on the left navigation pane.

SMS

⌂ Home

MENU

🚚 Suppliers

📑 Categories

ADMIN

👤+ Users

HELP

Support

❓ User Manual

Supplier List   Advanced Search

🚚 S

+ C

Show [10 ⌄] entries

Supplier Name ▲	Email
Action Marketing Limited	actionmarketingltd1
Agostini Insurance Brokers Ltd	acharles@agostini.c
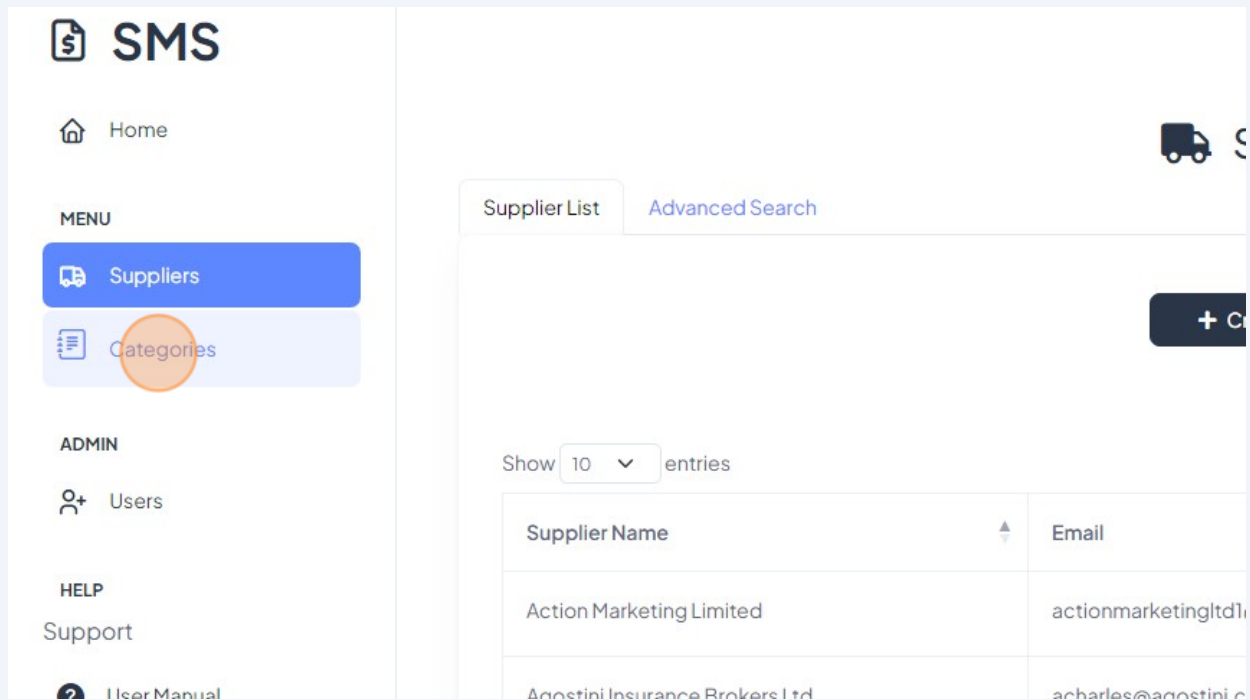
23 To find an existing category, click the "Search:" field.

Vashti Pirmal 👤   Logout

📑 Categories

+ Create Category

Search: [|]

▲	Actions
	Edit
	Edit
	Edit
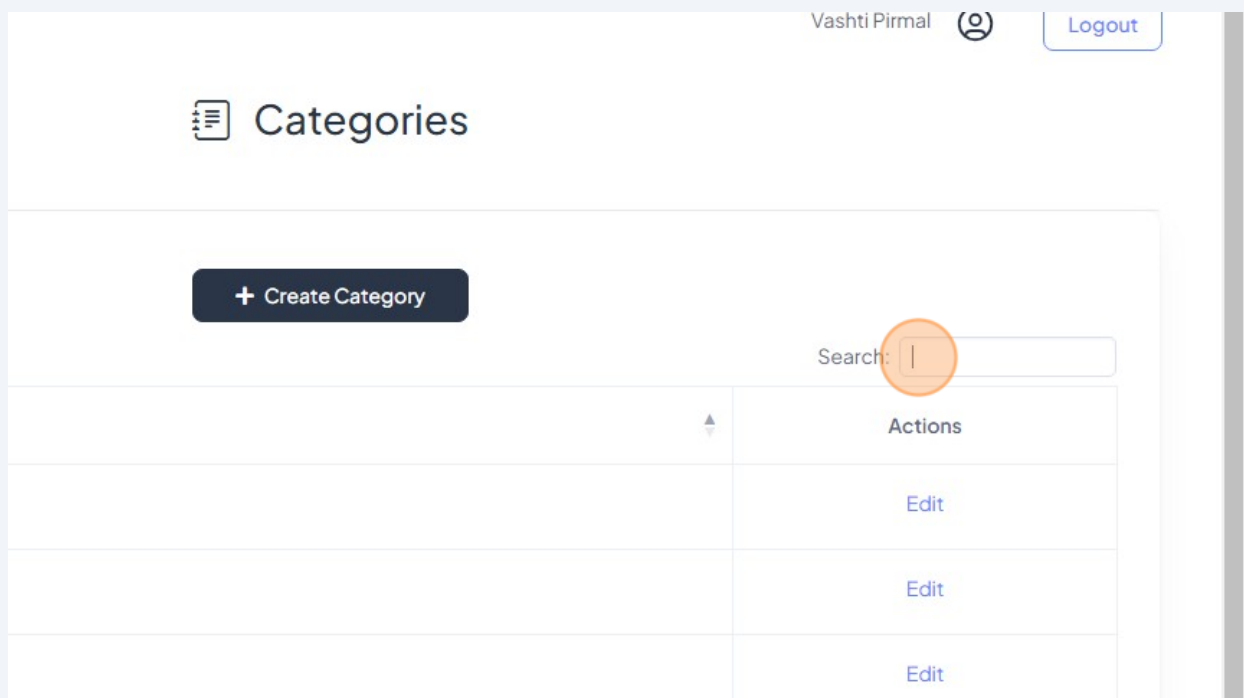
24 A listing of categories with the letters entered will appear eg. "Goods"

Main Categories   Subcategories

+ Create Category

Show 10 ˅ entries

Category Name
Goods
Goods & Non-Consulting Services
Goods & Services
Goods & Works
Goods, Works & Services
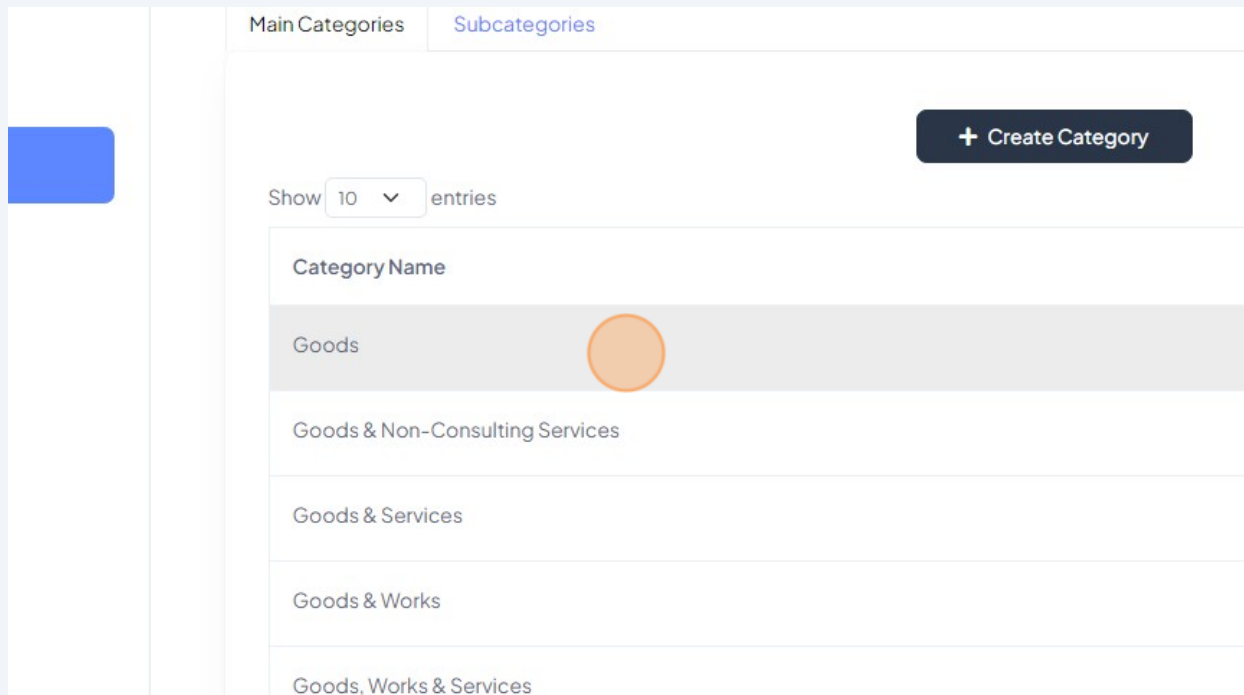
25 Select the category to amend or update by clicking "Edit" on the corresponding row. Alternatively, to create a new category, click on the "+ CreateCategory" button.

+ Create Category

Search: goo

	↕	Actions
		Edit
		Edit
		Edit
		Edit
		Edit
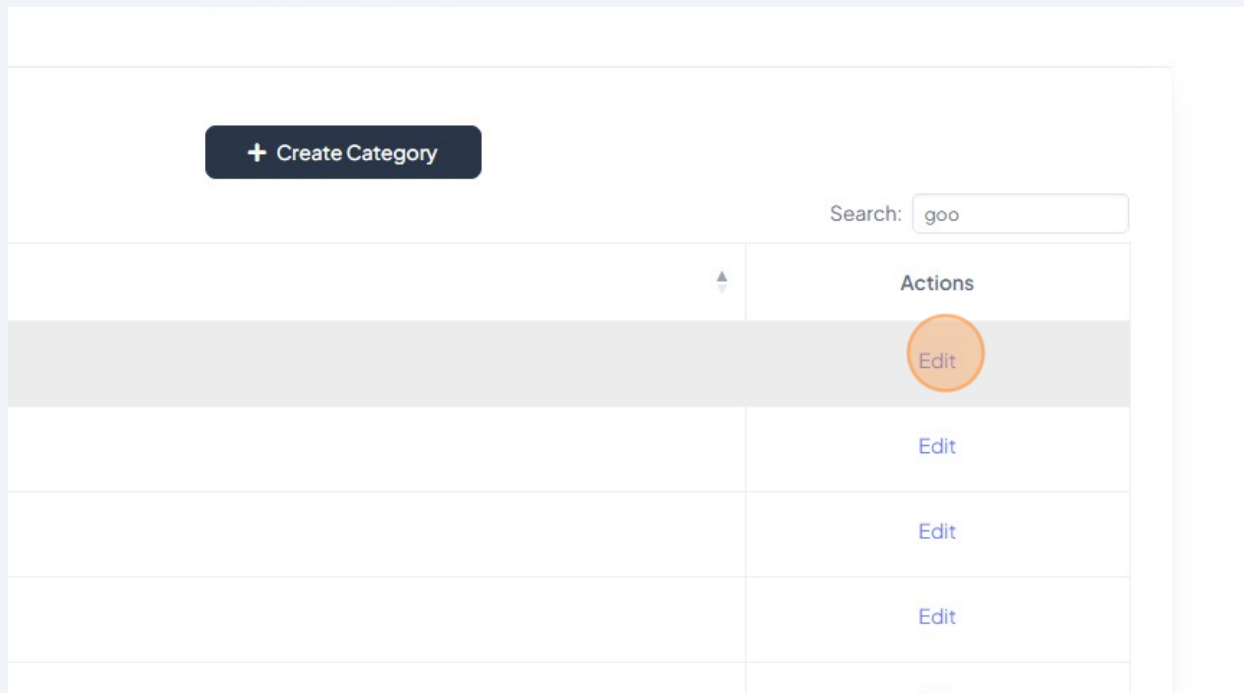
26 Make the necessary changes and click "Save", or "Close" of no changes were made.

Create Category

Category Name:

Goods

Save   Close

Mai

Show 10 ∨ entries

Category Name

Goods

Goods & Non-Consulting Services

27 Follow the same steps for the "Subcategories" tab.

MS

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Category

Main Categories   Subcategories

+ Create Catego

Show 10 ∨ entries

Category Name

Goods

Goods & Non-Consulting Services

28 Click the "Search:" field to search for an existing Subcategory.

Vashti Pirmal (8) Logout

📋 Categories

+ Create Subcategory

Search: |

	⬍	Actions
		Edit
		Edit
		Edit
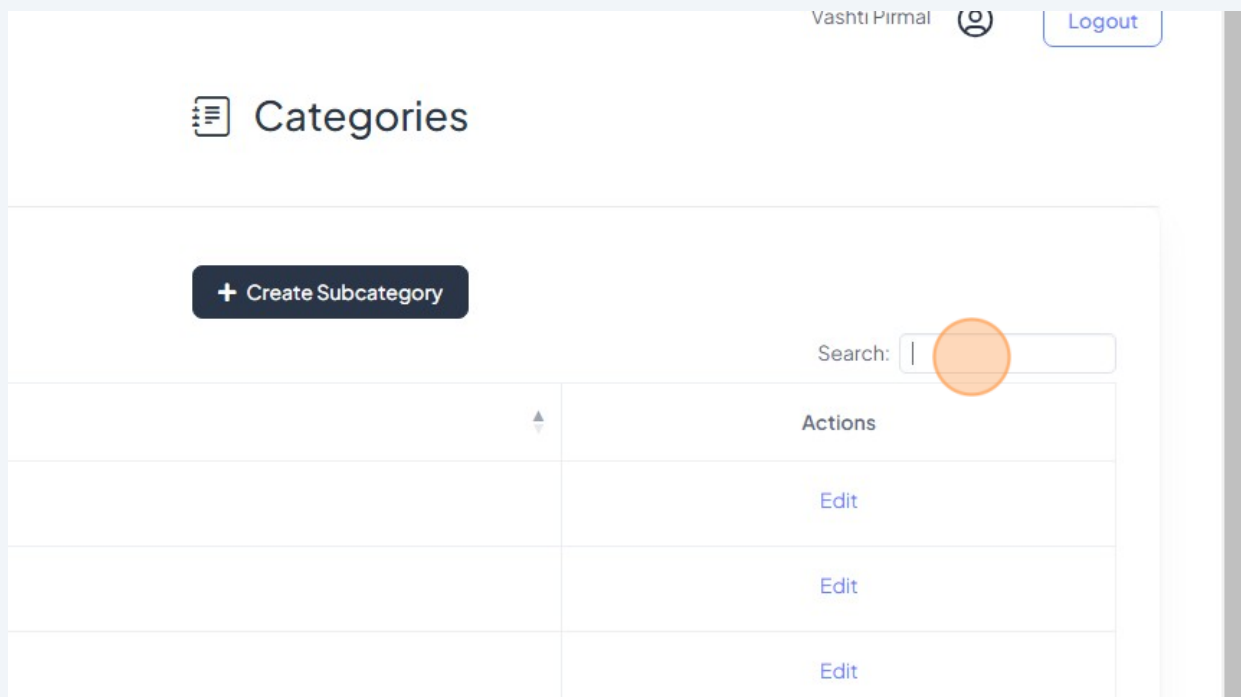
29 Click "Create Subcategory" to create a new Subcategory.
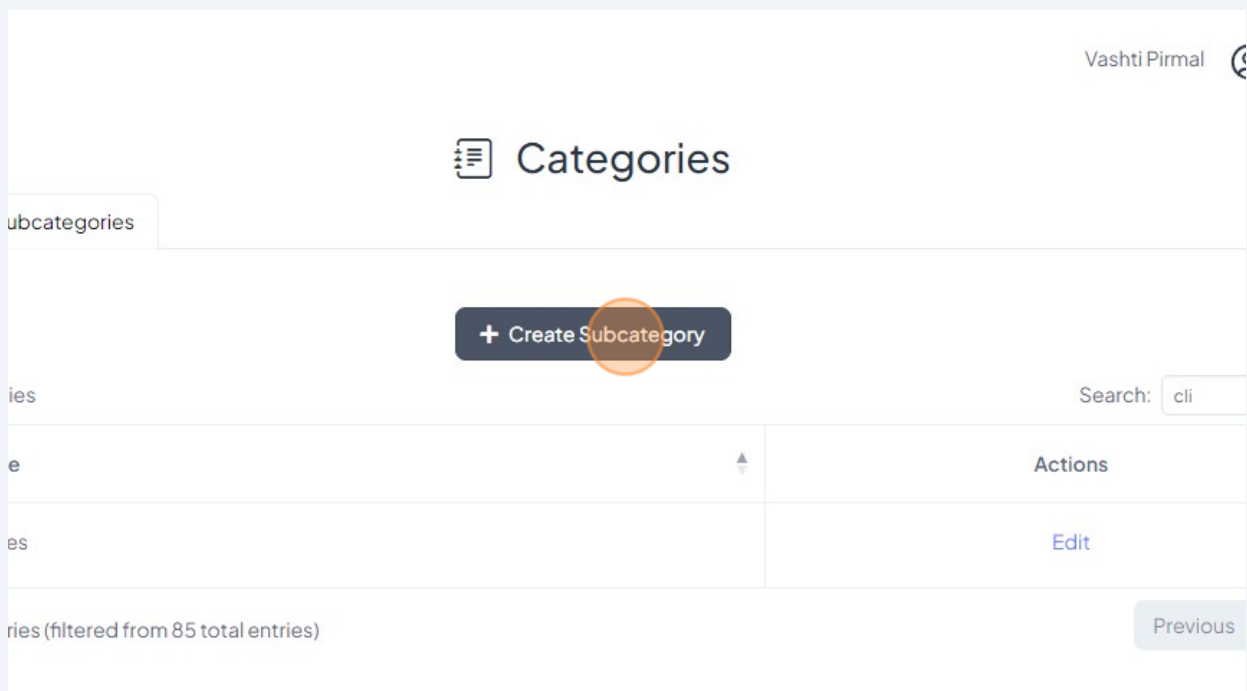
Vashti Pirmal (9

📋 Categories

ubcategories

+ Create Subcategory

Search: cli

ies		Actions
e	⬍	
es		Edit

ries (filtered from 85 total entries)   Previous

30 Click this text field.

Create Subcategory   ✕

Subcategory Name: |

                    Save   Close

Show 10 ⌄ entries

Subcategory Name   ▲   A

Clinical Programmes

Showing 1 to 1 of 1 entries (filtered from 85 total entries)

---

31 Click "Save"

Create Subcategory   ✕

Subcategory Name: LIS Programmes

                    Save   Close

Show 10 ⌄ entries

Subcategory Name   ▲

Clinical Programmes

Showing 1 to 1 of 1 entries (filtered from 85 total entries)

32 Click "Save" to save the new Subcategory or Close to exit without saving.

Create Subcategory   ✕

Subcategory Name: LIS Programmes

Save   Close

how 10 ∨ entries

Subcategory Name   ▲   Ac

LIS Programmes

Showing 1 to 1 of 1 entries (filtered from 86 total entries)
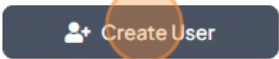
33 To create a new user, click "Users" on the left navigation pane.

MENU   Supplier List   Advanced Search

🚚 Suppliers   + C

📑 Categories

ADMIN   Show 10 ∨ entries

👤⁺ Users   Supplier Name   ▲   Email

HELP   No dat

Support

❓ User Manual   Showing 0 to 0 of 0 entries

34 Then click "Create User"

Vashti Pirmal

👥 Users

[➕ Create User]

entries   Search:

	Last Name	⇵	Email	⇵	Ac
	Boodoo		aviann.boodoo@health.gov.tt		Edit
	Mohammed		fareed.mohammed@health.gov.tt		Edit
	Regis		jardel.regis@health.gov.tt		Edit

35 Enter the information required in the respective fields.

Create User   ✕

First Name: [   ]

Last Name: [   ]

Username: [   ]

Email: [   ]

[Select a Role   ⌄] [➕ Add Role]

Role	Delete

36 To assign a role to the user, click on the dropdown and select the one that applies.

First Name: Vashti

Last Name: Pirmal

Username: vashti.pirmal

Email: vashti.pirmal@health.gov.tt

Select a Role ⌄ **+ Add Role**

Role	Delete
No roles selected	

Save Close

---

37 Then click "Add Role"

st Name: Vashti

st Name: Pirmal

ername: vashti.pirmal

ail: vashti.pirmal@health.gov.tt

Admin ⌄ **+ Add Role**

Search:

	Delete	Act
No roles selected		Edit	
		Edit	
		Edit	
		Edit	
		Edit	

Save Close

38 Click "Save". The new user is now added.

Select a Role ⌄   **+ Add Role**

Role	Delete
Admin	🗑

Save   Close

Vashti   Pirmal   vashti.pirmal@health.gov.tt

Showing 1 to 6 of 6 entries

39 The user can now be searched and the record amended by clicking "Edit".

jardel.regis@health.gov.tt	Edit | Delete
maryann.basdeo@health.gov.tt	Edit | Delete
varma.maharaj@health.gov.tt	Edit | Delete
vashti.pirmal@health.gov.tt	Edit | Delete
vashti.pirmal@health.gov.tt	Edit | Delete

Previous **1** Next

40 At the end of session, please log out of the application by clicking "Logout".

Vashti Pirmal Logout

🚚 Suppliers

+ Create Supplier

| Active | All | Individuals | Retired |

Search:

	Email	Phone No	Actions
	actionmarketingltd1@gmail.com	225–4250/51/52 or 679–8862	View | Edit

41 End.