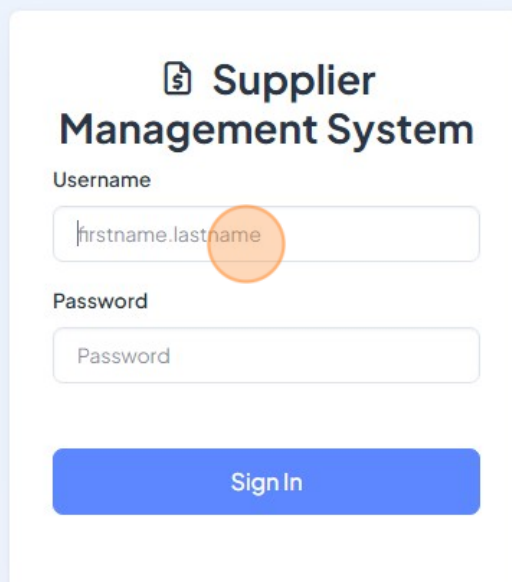


Supplier Management System

- 1 Navigate to <http://10.123.10.112:7070/Login>

- 2 Click the "Username" field.



Supplier Management System

Username

firstname.lastname

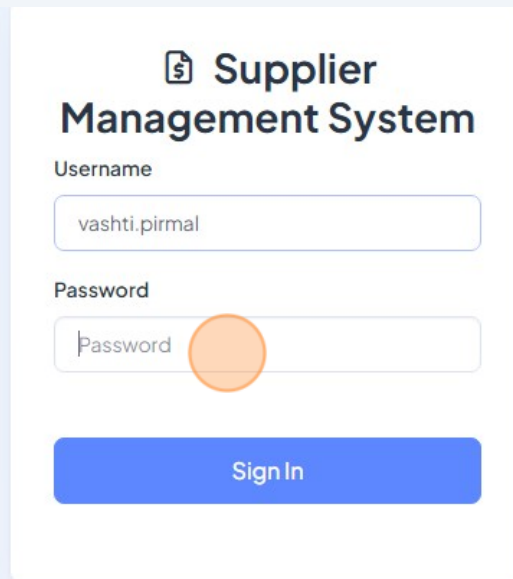
Password

Password

Sign In

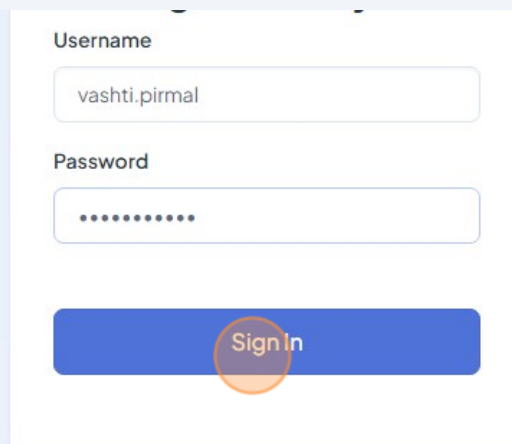
- 3 Type in the user name in the format 'firstname.lastname'.

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



The image shows a login form titled "Supplier Management System" with a document icon. It contains two input fields: "Username" with the text "vashti.pirmal" and "Password" with the text "Password". An orange circle highlights the password field. Below the fields is a blue "Sign In" button.

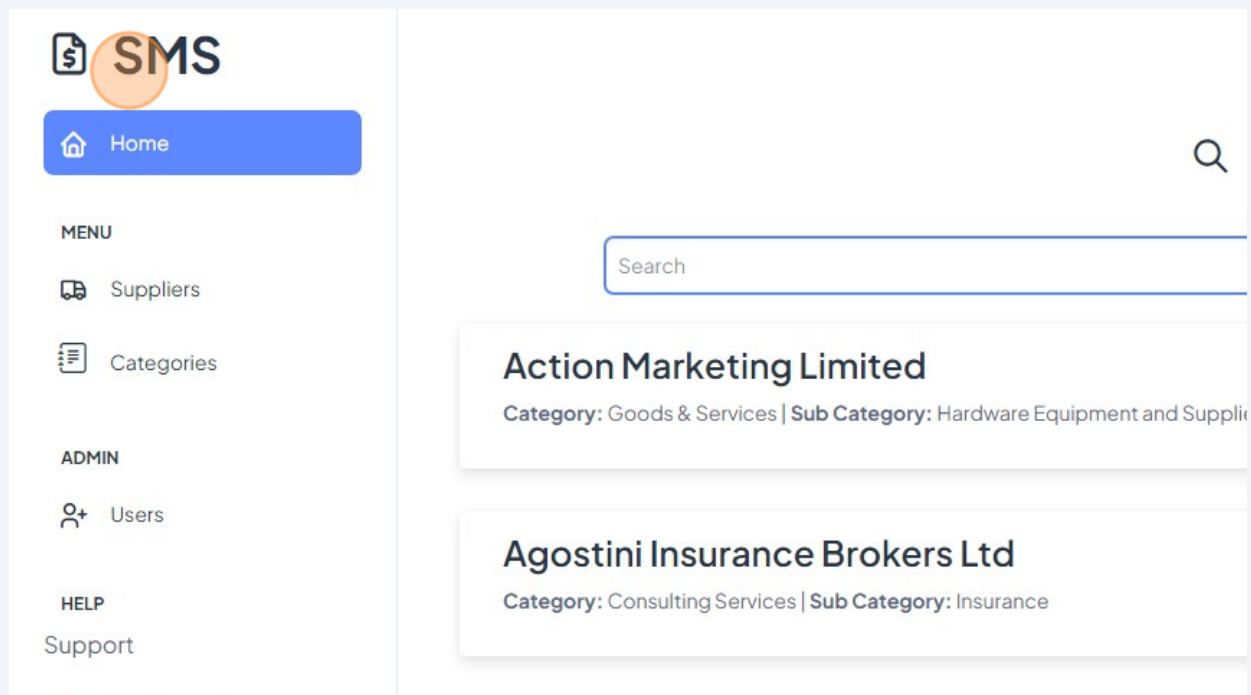
- 5 Click "Sign In"



The image shows the same login form as in step 4. The "Username" field contains "vashti.pirmal" and the "Password" field contains a series of dots. An orange circle highlights the "Sign In" button.

6

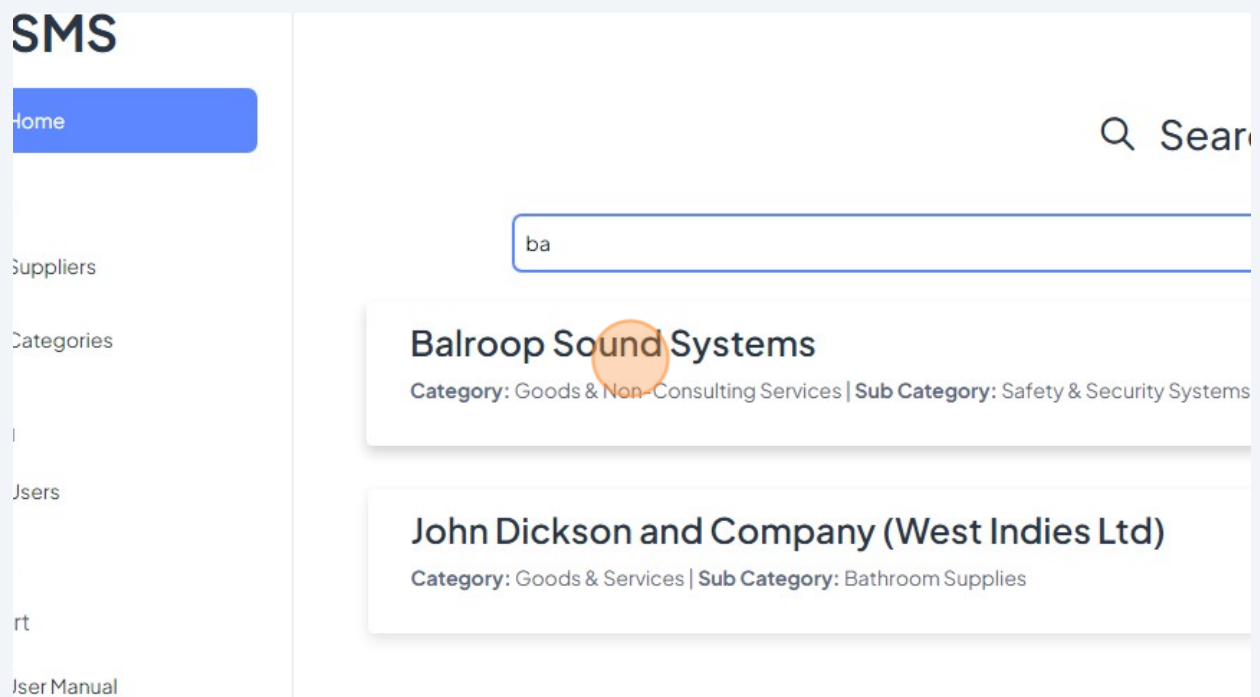
The home page which includes a navigation pane on the left side of the application is now displayed.



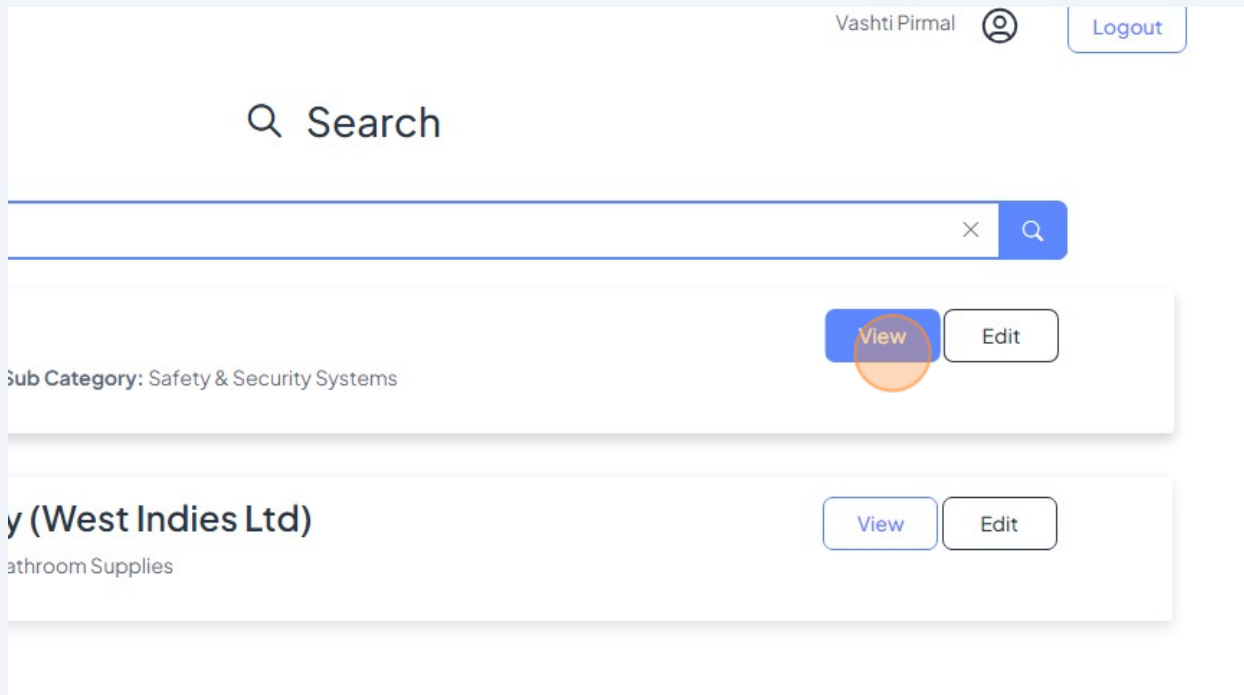
7

To search for a Supplier, click on the Search bar and enter the first few letters of the supplier's name eg. "ba".

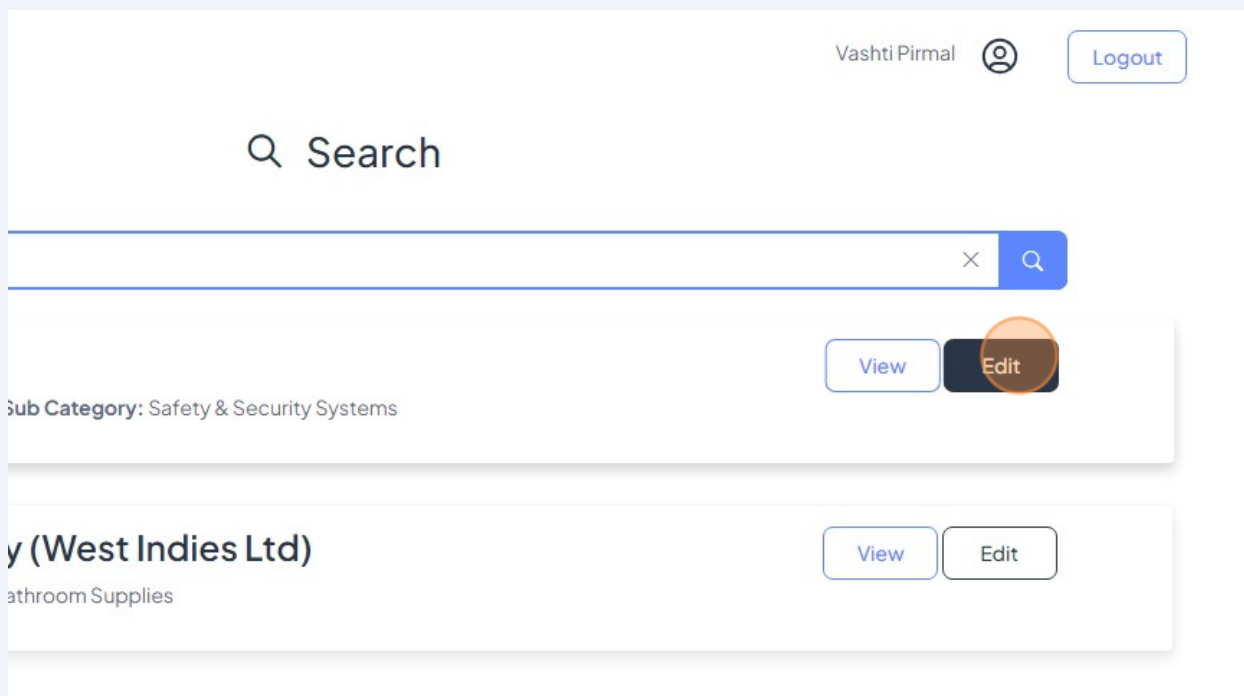
Suppliers' names containing "ba" will be displayed eg. "Balroop Sound Systems"



- 8 The selected Supplier record can then be viewed by clicking on the "View" button.



- 9 Or to edit a record, click "Edit"



10 Enter or change the data in the text field to be edited.

om

8681239876

Email:

Select a Subcategory

Subcategory

Delete

Edit

Edit

11 Once the update is made, click "Save"

Primary Contact: A. Balroop -

Secondary Contact: -

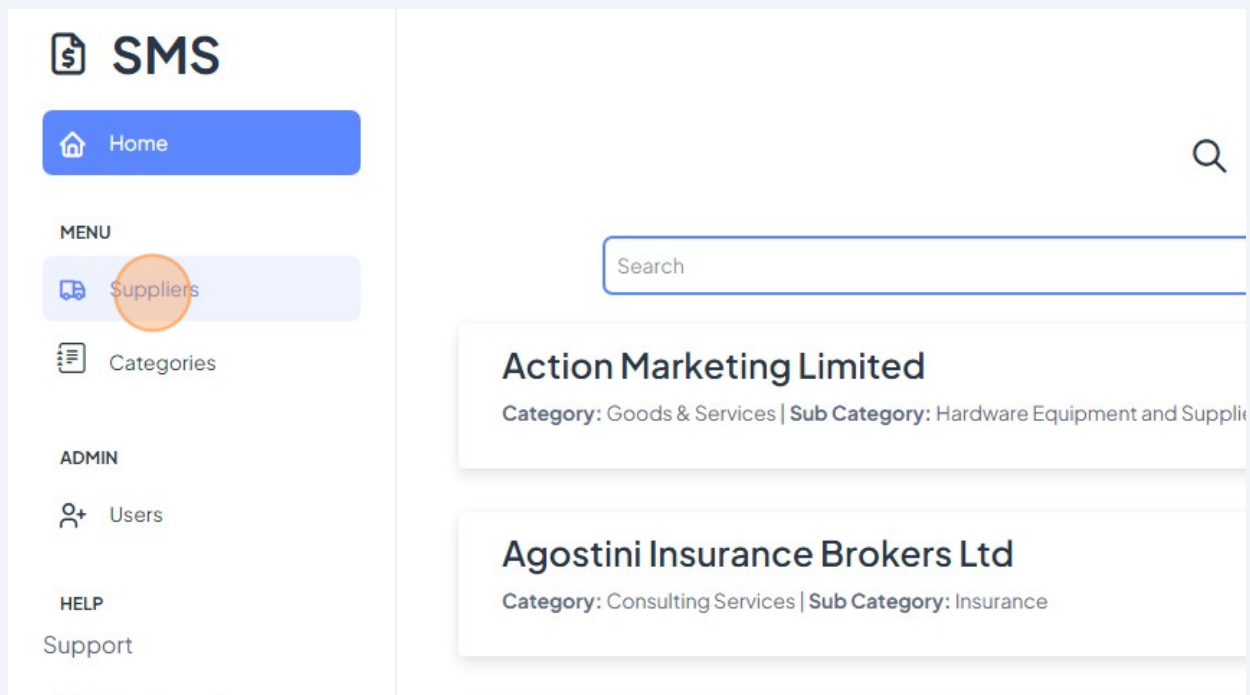
Notes:

| Main Category | Subcategory |
|---------------------------------|---------------------------|
| Goods & Non-Consulting Services | Safety & Security Systems |

Save

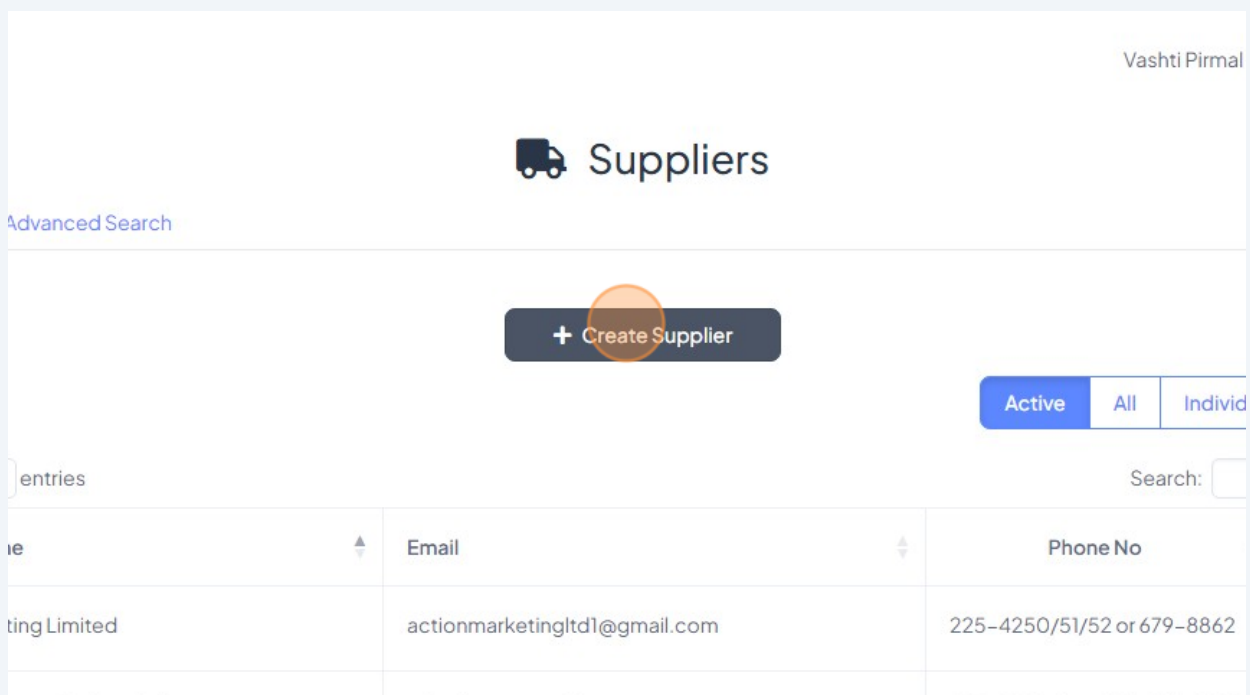
Close

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:

Email:

Address:

Notes:

Range:

Primary Contact: Phone #:

Secondary Contact: Phone #:

Select the associated categories for this supplier

Select a Category Select a Subcategory

Main Category Subcategory

16

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

Primary Contact: B. Felix Phone #: 868123457 Email: bfel

Secondary Contact: Phone #: Email:

Select the associated categories for this supplier

Select a Category Select a Subcategory +

| Main Category | Subcategory |
|----------------------|-------------|
| No services selected | |

Save Close

17

Click on "Goods" or other applicable category.

Primary Contact: B. Felix Phone #: 868123457

Secondary Contact: Phone #: Email:

Select the associated categories for this supplier

Select a Category Select a Subcategory

| Main Category | Subcategory |
|----------------------|-------------|
| No services selected | |

Save Close

Caribbean Institute for Security and Public Safety info@caribbeansecurityinstitute.com

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

The screenshot shows a form for adding a supplier. It includes fields for 'Phone #:' (with value 868123457) and 'Email:' (with value bfelix@lisone.co.tt). Below these is a section titled 'Select the associated categories for this supplier'. This section contains a dropdown menu currently showing 'Goods', a text input field with the placeholder 'Select a Subcategory', and a dark blue button with a white '+' icon. An orange circle highlights the dropdown arrow on the right side of the 'Select a Subcategory' field. Below the input field is a table with a header row containing 'Subcategory' and 'Delete'. The table body currently displays 'No services selected'. At the bottom of the form are 'Save' and 'Close' buttons. On the right side of the form, there is a vertical list of 'View | Edit' links.

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

This screenshot shows the same form as in step 18, but with the 'Select a Subcategory' dropdown menu open. The menu lists several options: 'Civil', 'Civil/Construction', 'Cleaning Chemicals', 'Clinical Programmes', 'Computers', and 'Consulting Services'. The 'Clinical Programmes' option is highlighted in blue, and an orange circle highlights it. The 'Goods' category is still selected in the main dropdown to the left. The 'Save' button is now visible below the dropdown menu. The rest of the form, including the 'Phone #:' and 'Email:' fields and the table below, remains the same as in the previous screenshot.

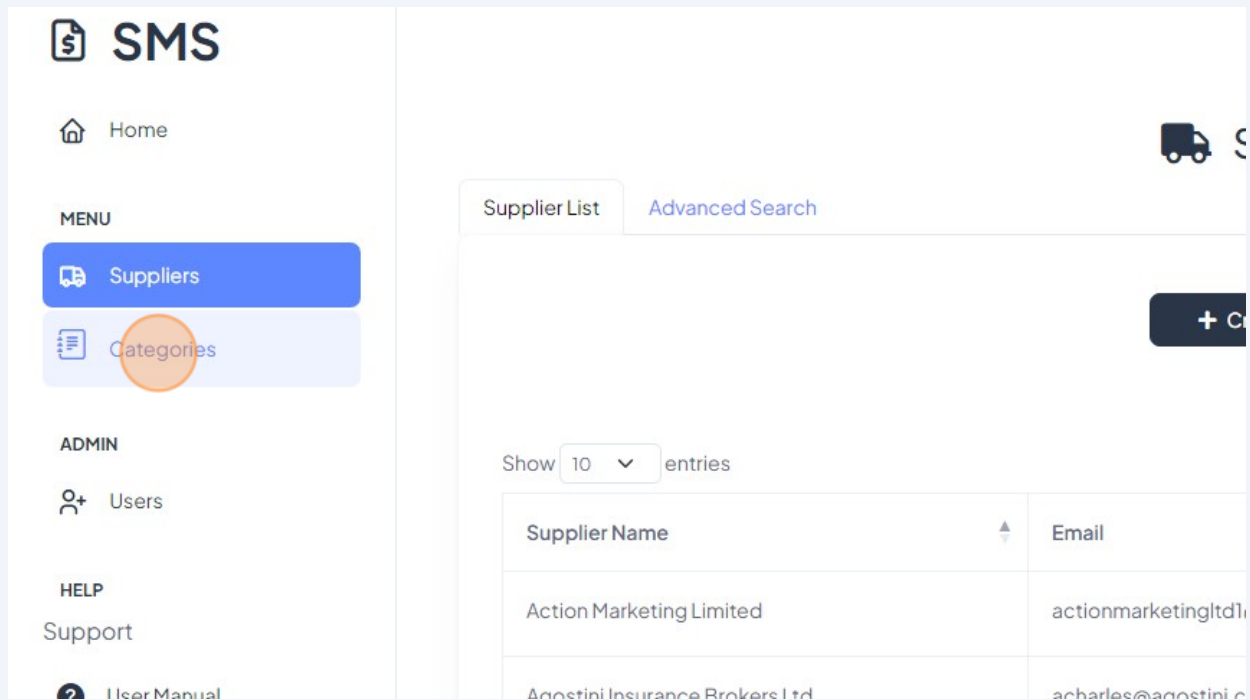
20 Then click the "+" button.

A screenshot of a web form for adding a new supplier. The form includes input fields for a phone number (868123457) and email (bfelix@lisone.co.tt). Below these, there is a section titled "Select the associated categories for this supplier" with a dropdown menu showing "Clinical Programmes" and a brown "+" button highlighted with an orange circle. To the right of the form, a vertical sidebar contains multiple "View | Edit" links. At the bottom of the form are "Save" and "Close" buttons.

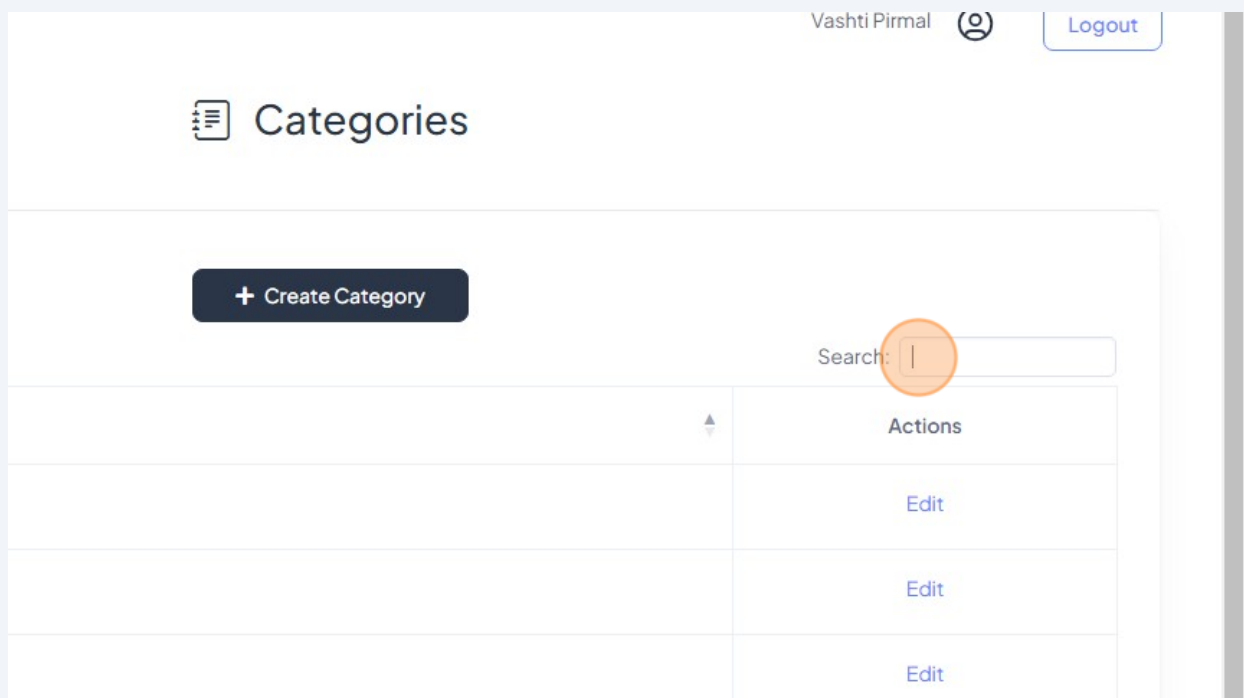
21 Then click "Save" to save the new Supplier.

A screenshot of the same supplier form, but now with two categories selected: "Goods" and "Clinical Programmes". The "+" button is now a dark blue square. The "Save" button at the bottom is highlighted with an orange circle. Below the form, a table lists existing suppliers, including the "Caribbean Institute for Security and Public Safety" with email "info@caribbeansecurityinstitute.com" and phone "223-69".

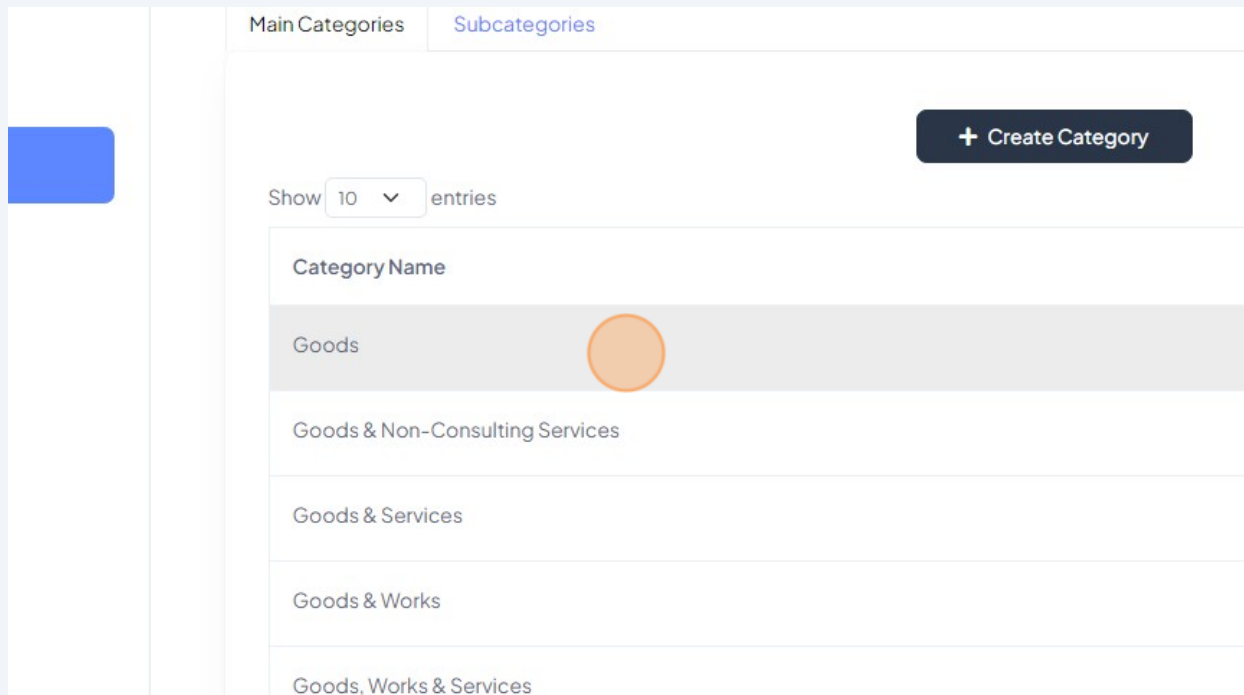
- 22 The categories can also be created and edited using the "Categories" button on the left navigation pane.



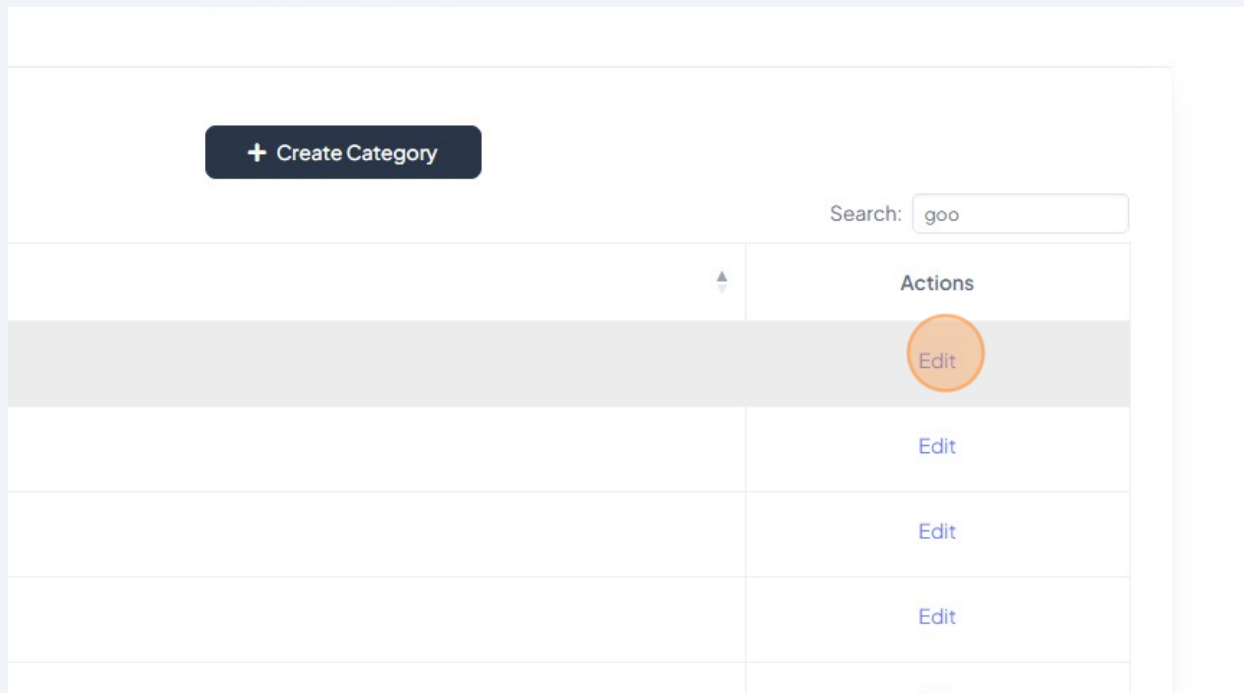
- 23 To find an existing category, click the "Search:" field.



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



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.



26

Make the necessary changes and click "Save", or "Close" if no changes were made.

The screenshot shows a 'Create Category' modal dialog box. It has a title bar 'Create Category'. Inside, there is a label 'Category Name:' followed by a text input field containing the word 'Goods'. Below the input field are two buttons: 'Save' (highlighted with an orange circle) and 'Close'. In the background, a table is visible with the following data:

| Category Name |
|---------------------------------|
| Goods |
| Goods & Non-Consulting Services |

27

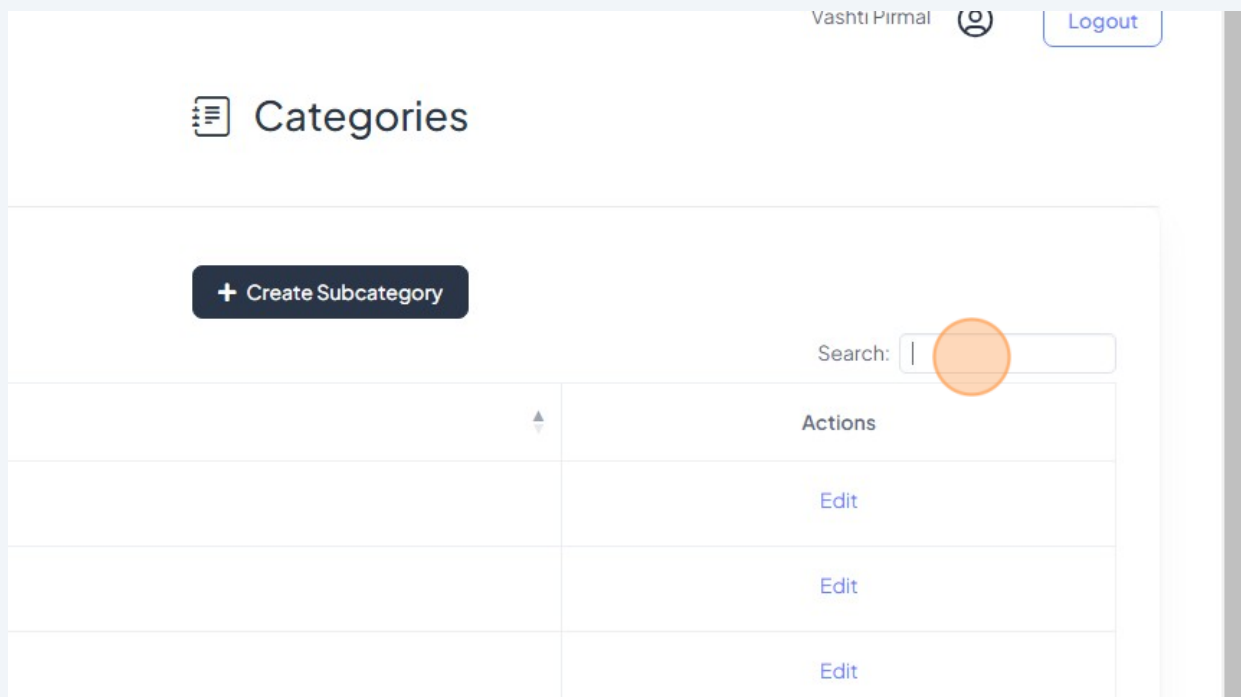
Follow the same steps for the "Subcategories" tab.

The screenshot shows the 'Subcategories' tab selected in the application. The 'Main Categories' tab is also visible. The 'Subcategories' tab contains a table with the following data:

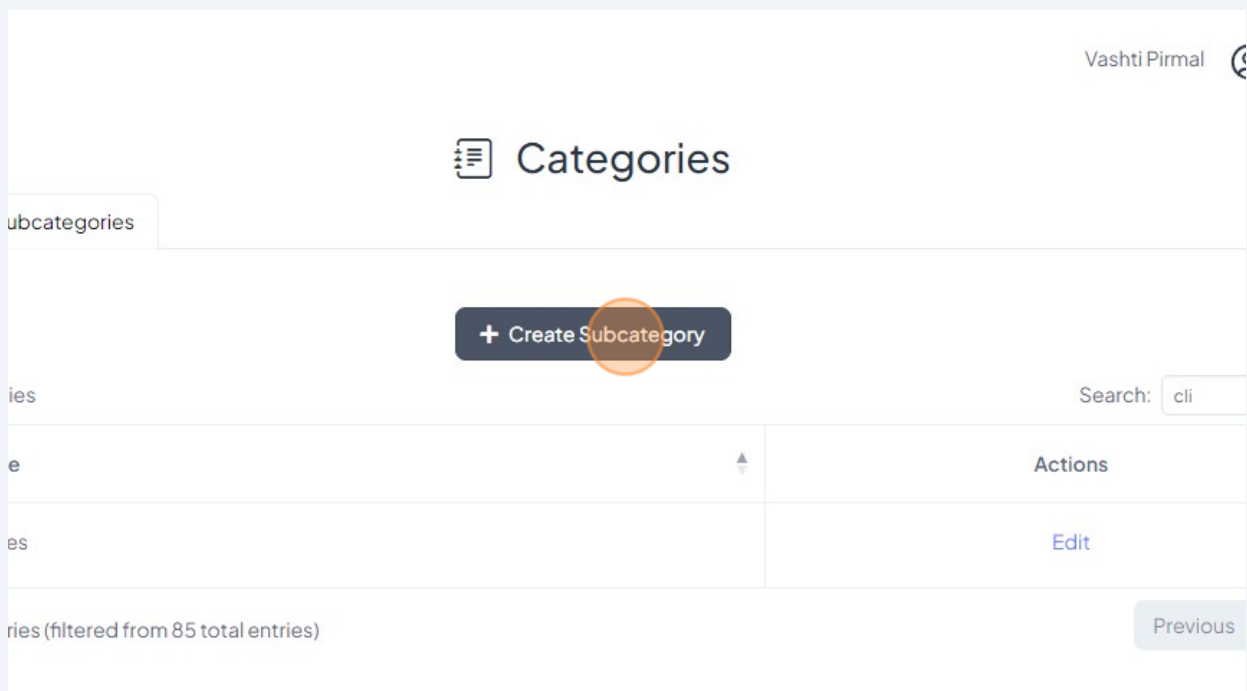
| Category Name |
|---------------------------------|
| Goods |
| Goods & Non-Consulting Services |

There is a '+ Create Category' button in the top right corner of the 'Subcategories' tab. The 'Main Categories' tab is also visible, showing a similar table structure.

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



- 29 Click "Create Subcategory" to create a new Subcategory.



30 Click this text field.

The screenshot shows a 'Create Subcategory' modal dialog box. It has a title bar with a close button (X) in the top right corner. Inside the dialog, there is a label 'Subcategory Name:' followed by a text input field. An orange circle highlights the text input field. Below the input field are two buttons: 'Save' (blue) and 'Close' (dark grey). The background is a blurred view of a table with columns 'Subcategory Name' and 'A', and a row containing 'Clinical Programmes'. At the bottom of the background, it says 'Showing 1 to 1 of 1 entries (filtered from 85 total entries)'.

31 Click "Save"

This screenshot shows the same 'Create Subcategory' modal dialog box as in the previous step. The text input field now contains the text 'LIS Programmes'. An orange circle highlights the 'Save' button. The 'Close' button remains visible next to it. The background table and entry information are the same as in the previous screenshot.

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

The screenshot shows a 'Create Subcategory' modal dialog box. It has a title bar with a close button (X). Inside, there is a label 'Subcategory Name:' followed by a text input field containing 'LIS Programmes'. Below the input field are two buttons: a blue 'Save' button and a dark grey 'Close' button. The 'Close' button is highlighted with an orange circle. In the background, a table is visible with the header 'Subcategory Name' and a row containing 'LIS Programmes'. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 86 total entries)'.

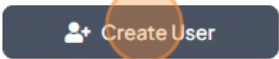
33 To create a new user, click "Users" on the left navigation pane.

The screenshot shows the application's interface. On the left is a navigation pane with three sections: 'MENU' containing 'Suppliers' and 'Categories'; 'ADMIN' containing 'Users' (highlighted with an orange circle); and 'HELP' containing 'Support' and 'User Manual'. The main content area on the right has tabs for 'Supplier List' and 'Advanced Search'. Below the tabs is a 'Show 10 entries' dropdown. A table is displayed with columns 'Supplier Name' and 'Email'. The table is currently empty, and the status at the bottom says 'Showing 0 to 0 of 0 entries'.

34 Then click "Create User"

Vashti Pirmal

Users



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:

Last Name:

Username:

Email:

Select a Role 

[+ Add Role](#)

| Role | Delete |
|-------------------|--------|
| No roles selected | |

[Save](#) [Close](#)


37 Then click "Add Role"

First Name:

Last Name:

Username:

Email:

Admin 

[+ Add Role](#)

| | Delete |
|-------------------|--------|
| No roles selected | |

[Save](#) [Close](#)

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

The screenshot shows a user management interface. At the top, there is a dropdown menu labeled "Select a Role" and a blue button labeled "+ Add Role". Below this is a table with two columns: "Role" and "Delete". The table contains one row with the role "Admin" and a red trash icon in the "Delete" column. Below the table, there are two buttons: "Save" (highlighted with an orange circle) and "Close". At the bottom of the modal, there is a form with three fields: "Vashti", "Pirmal", and "vashti.pirmal@health.gov.tt". Below the form, it says "Showing 1 to 6 of 6 entries".

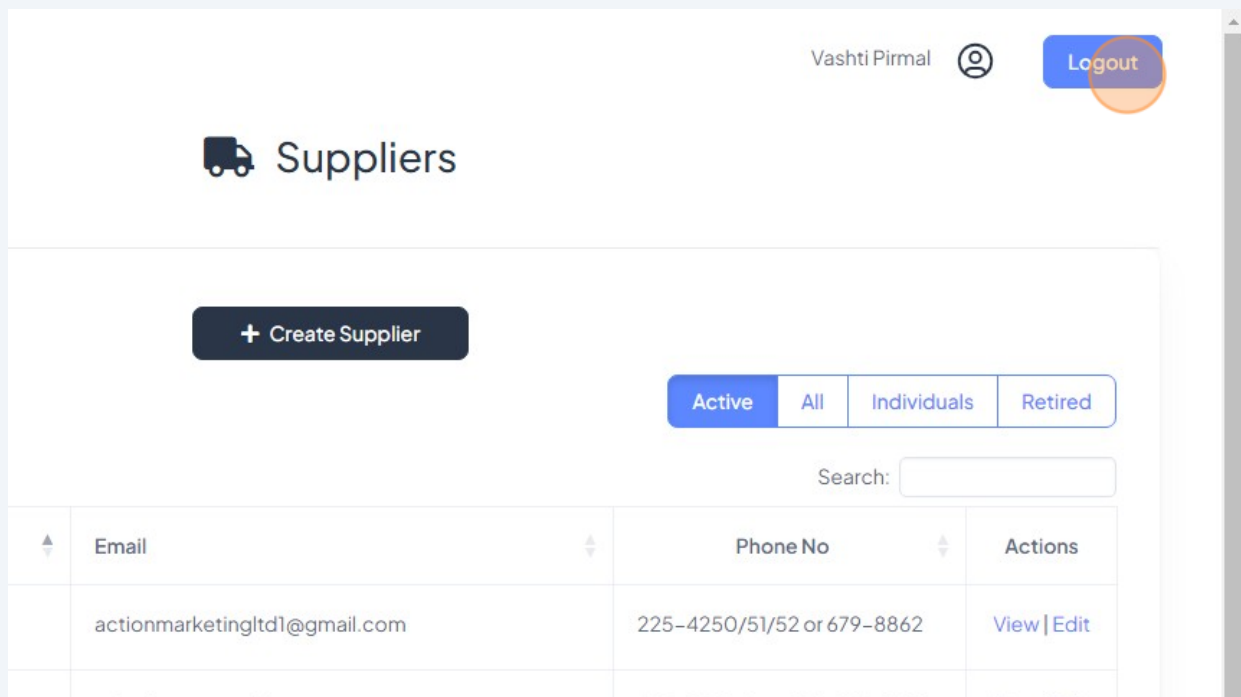
39 The user can now be searched and the record amended by clicking "Edit".

The screenshot shows a table with user records. The table has two columns: the first column contains email addresses, and the second column contains "Edit | Delete" links. The email addresses are: jardel.regis@health.gov.tt, maryann.basdeo@health.gov.tt, varma.maharaj@health.gov.tt, vashti.pirmal@health.gov.tt, and vashti.pirmal@health.gov.tt. The "Edit | Delete" link for the last row is highlighted with an orange circle. Below the table, there is a pagination bar with "Previous", "1", and "Next" buttons.

| | |
|------------------------------|---------------|
| 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".



41 End.