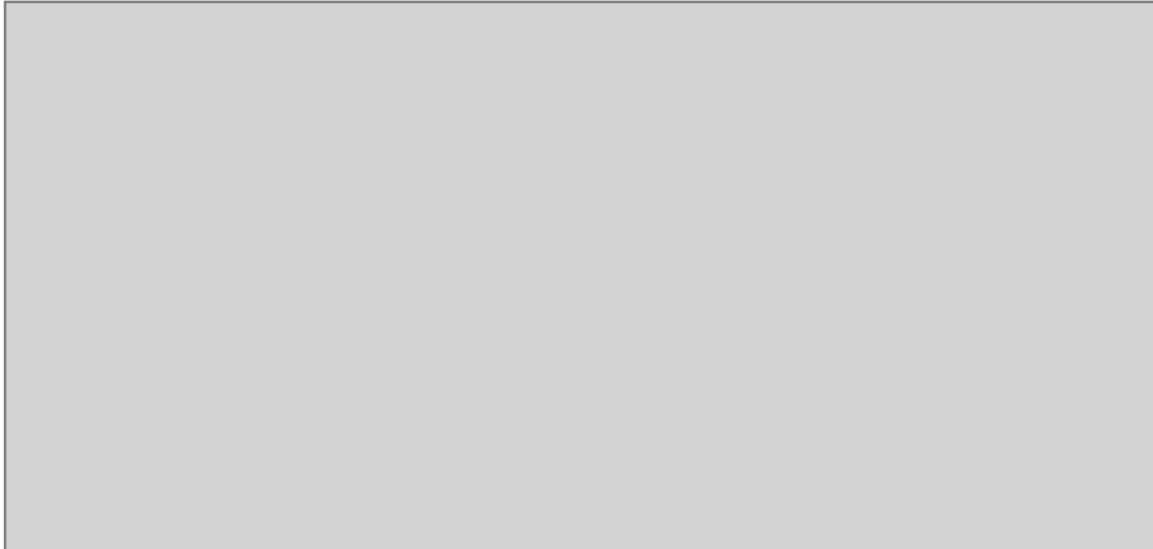


CUBE - PRO Visual Setup Guide

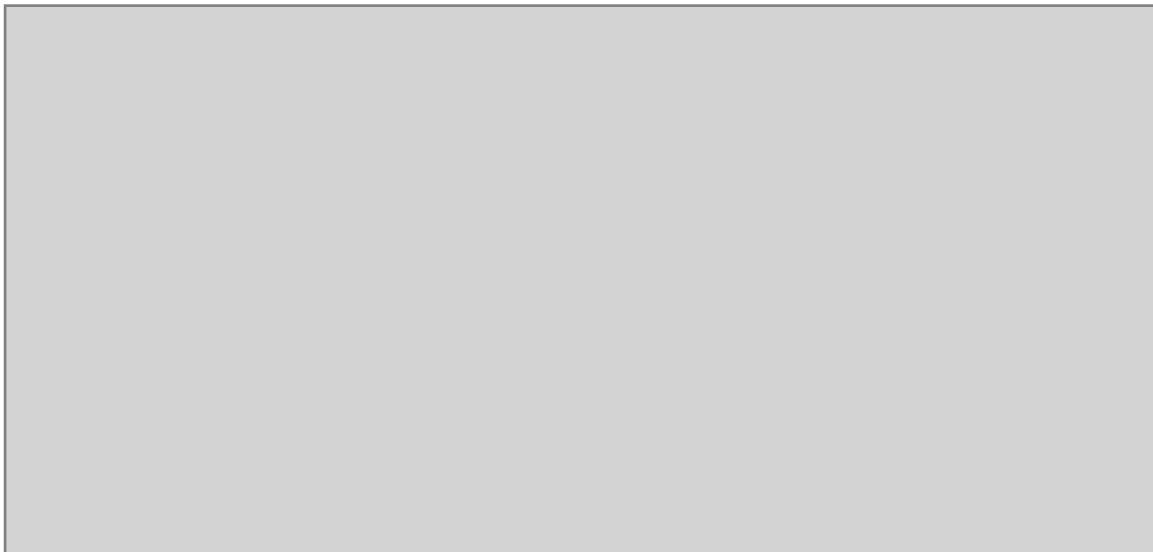
1. Initial Login Process

Step 1: Navigate to your CUBE - PRO login page



■ Screenshot: Login page showing CUBE - PRO branding, username/password fields, and login button

Step 2: Enter your administrator credentials and click "Login"



■ Screenshot: Login page with sample credentials filled in

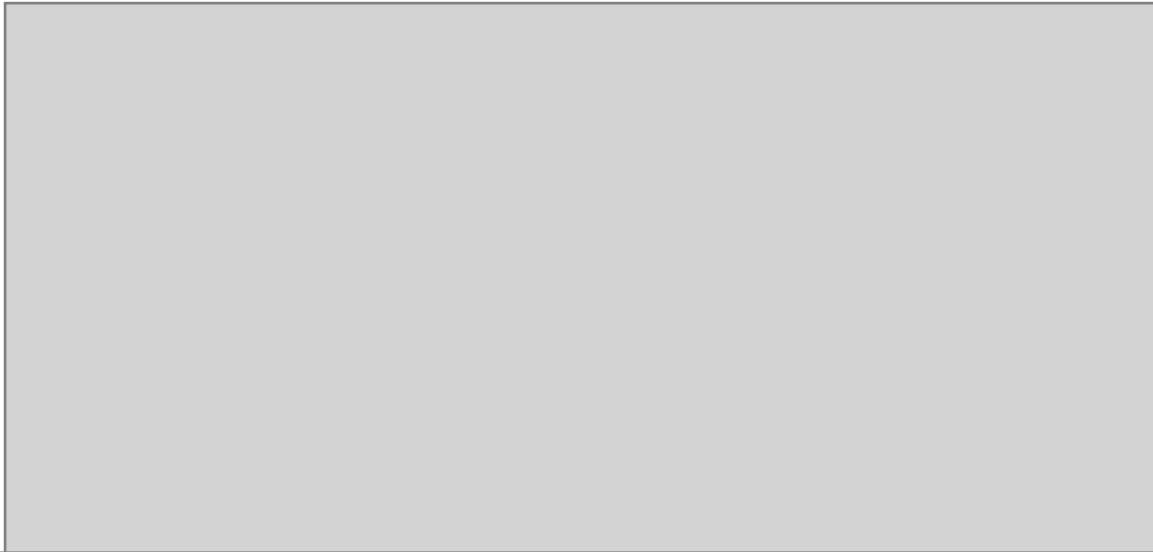
Step 3: You will be redirected to the main dashboard



■ Screenshot: Main dashboard showing navigation menu, KPI widgets, and recent work orders

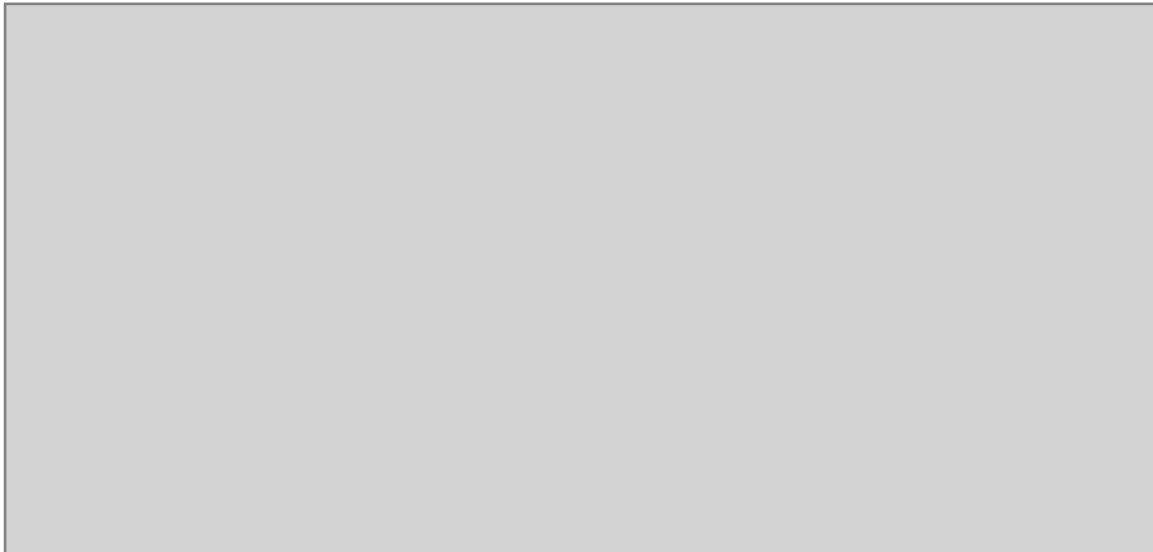
2. User Management Configuration

Step 1: Access Configuration menu from the top navigation



■ Screenshot: Top navigation bar with Configuration menu highlighted

Step 2: Click on User Management in the Configuration dropdown



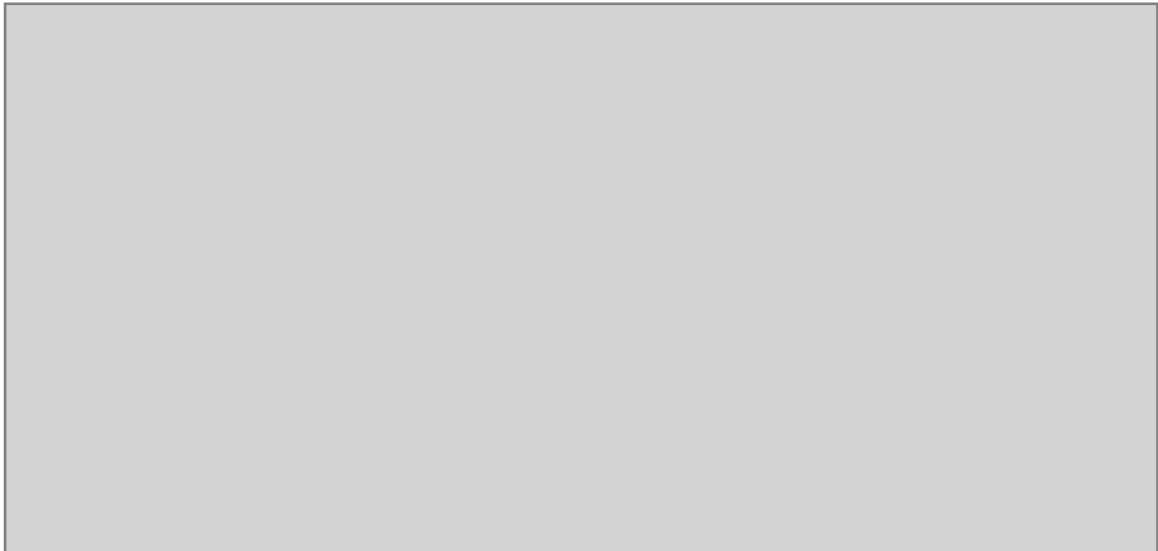
■ Screenshot: Configuration dropdown menu expanded showing User Management options

Step 3: Click 'Add New User' to create a user account



■ Screenshot: User Management page with user list and 'Add New User' button highlighted

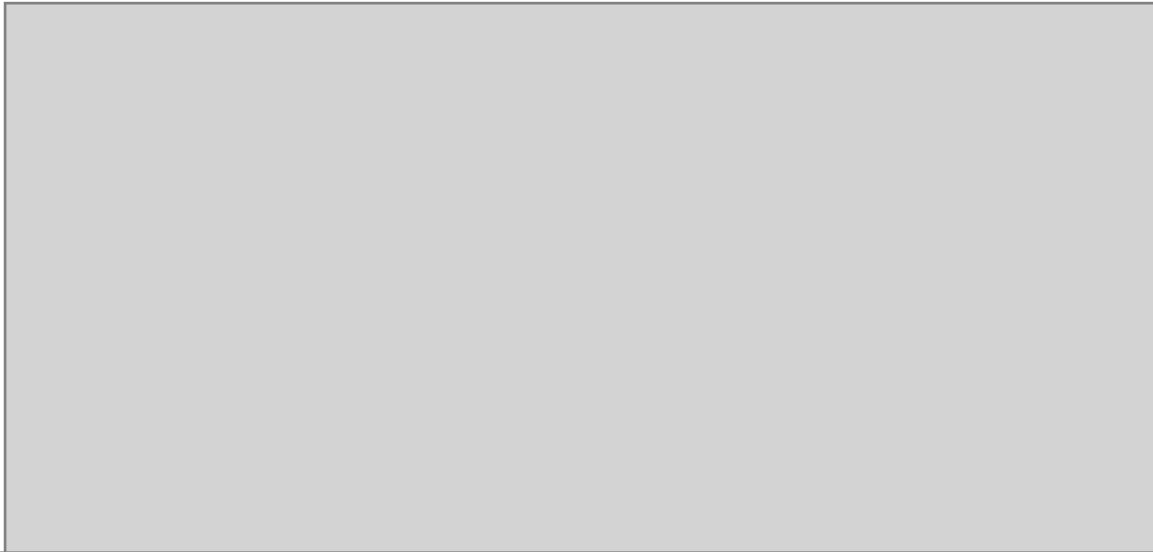
Step 4: Fill in the user creation form



■ Screenshot: User creation form showing all fields: username, email, name, department, role, etc.

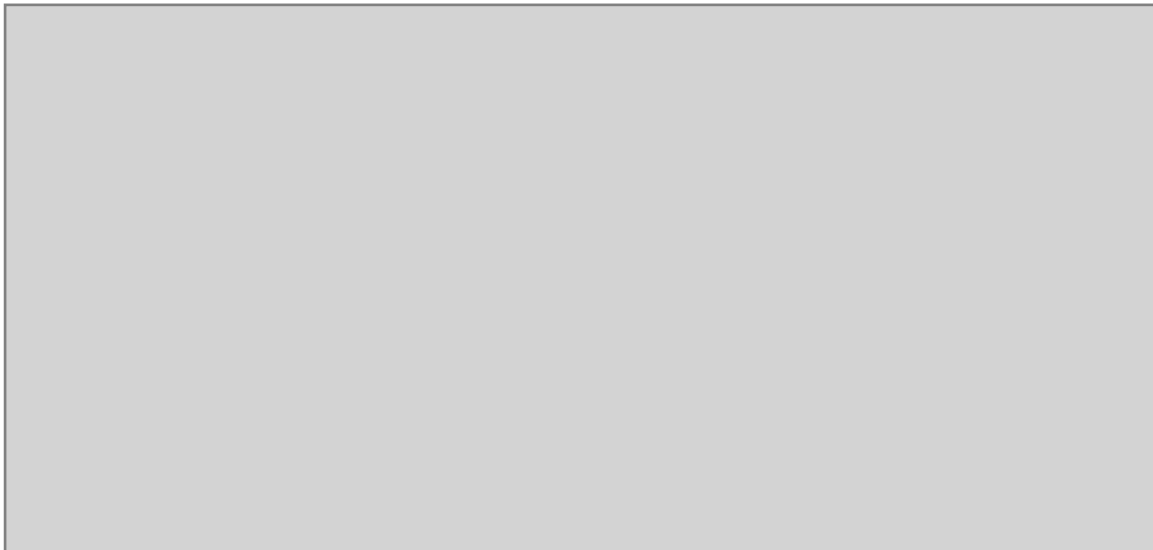
3. Department Management Setup

Step 1: Navigate to Configuration → User Management → Department Management



■ Screenshot: Department Management page showing existing departments and Add New Department button

Step 2: Click 'Add New Department' and fill in department details



■ Screenshot: Department creation form with fields for name, code, description, manager, etc.

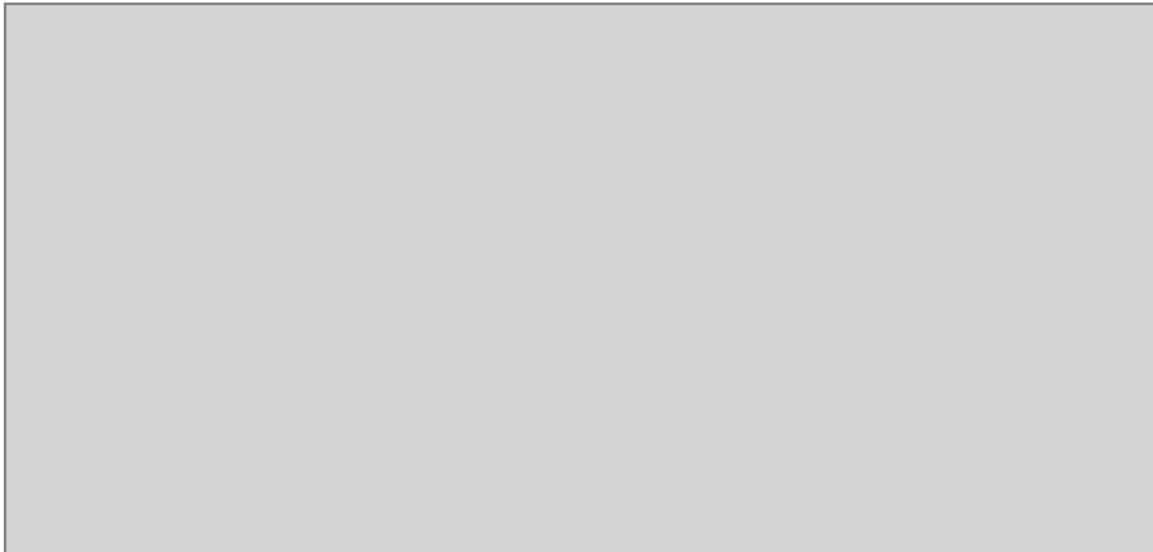
4. Work Order Categories Configuration

Step 1: Access Work Order Settings from Configuration menu



■ Screenshot: Configuration menu showing Work Order Settings option

Step 2: Configure categories for work order classification



■ Screenshot: Categories management page with existing categories and Add New Category form

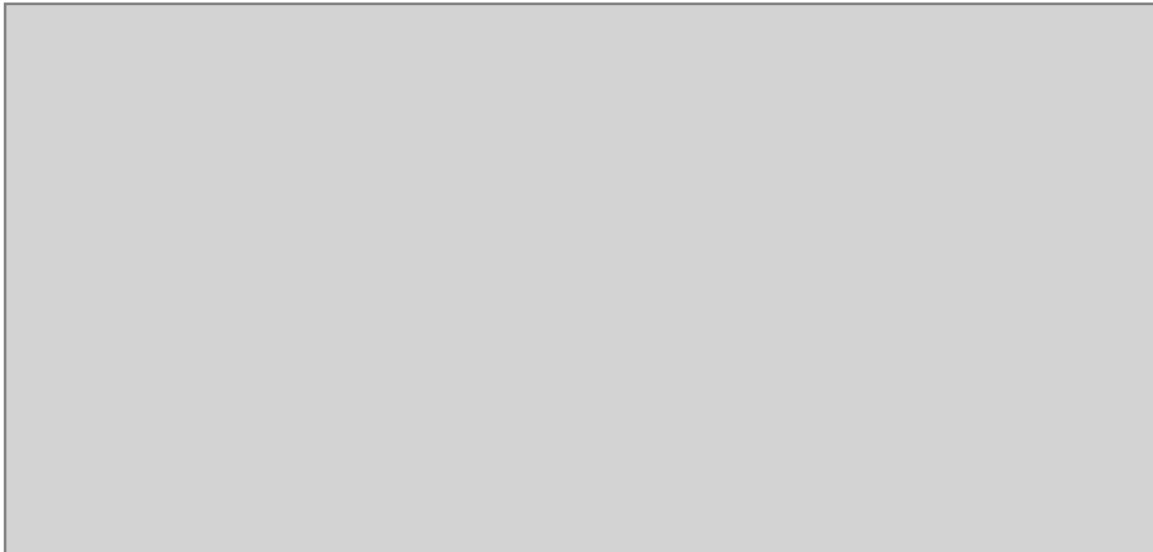
5. Email Configuration Setup

Step 1: Navigate to Configuration → Email Configuration → SMTP Settings



■ Screenshot: SMTP configuration page with server settings fields

Step 2: Configure email templates for notifications



■ Screenshot: Email templates page showing different template types and editor

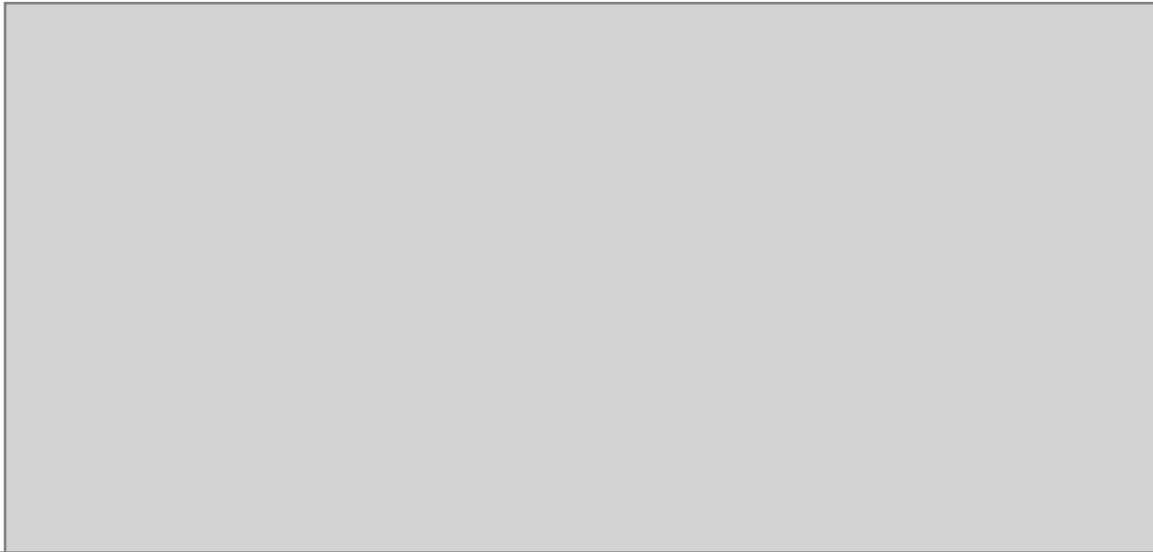
Step 3: Set up notification rules for automated emails



■ Screenshot: Notification rules page with rule creation form

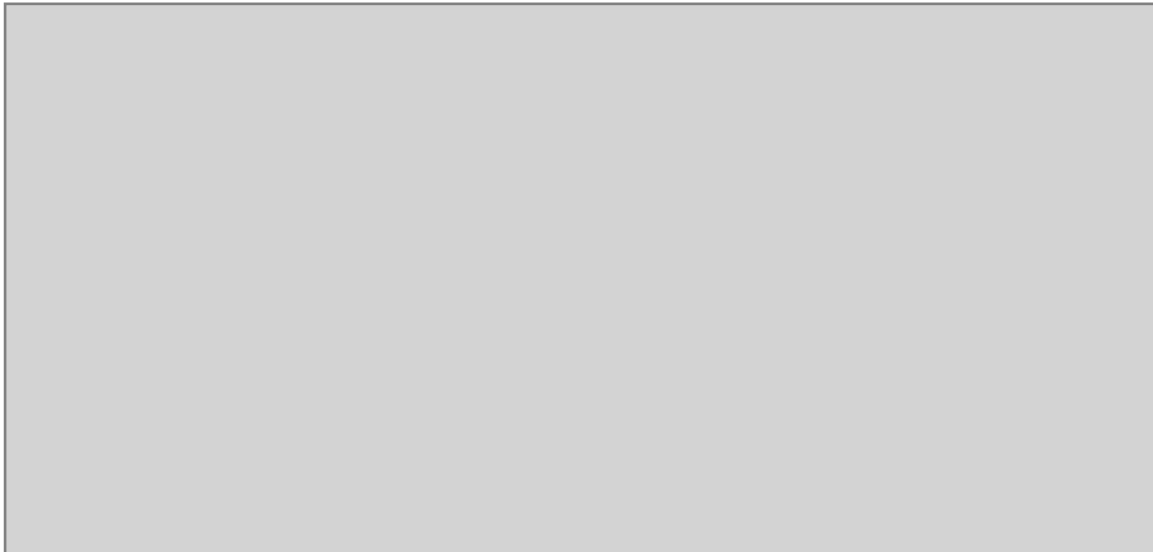
6. Work Order Creation Process

Step 1: Click 'Create Work Order' from the main navigation or dashboard



■ Screenshot: Main dashboard with 'Create Work Order' button highlighted

Step 2: Fill in work order details using the comprehensive form



■ Screenshot: Work order creation form showing all fields: title, description, category, priority, etc.

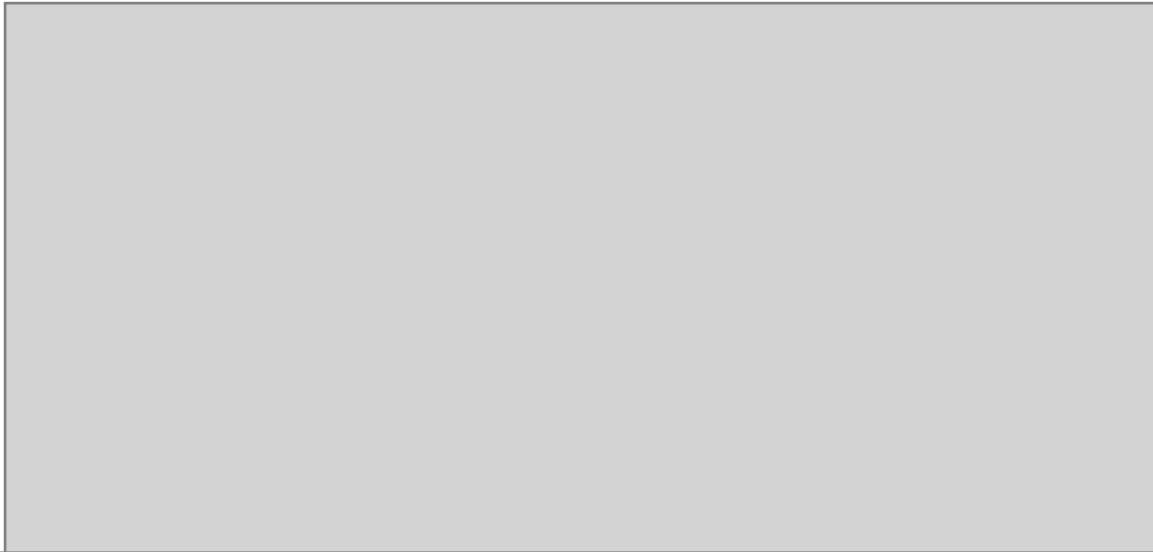
Step 3: Review and submit the work order



■ Screenshot: Work order review page with submit button and form validation

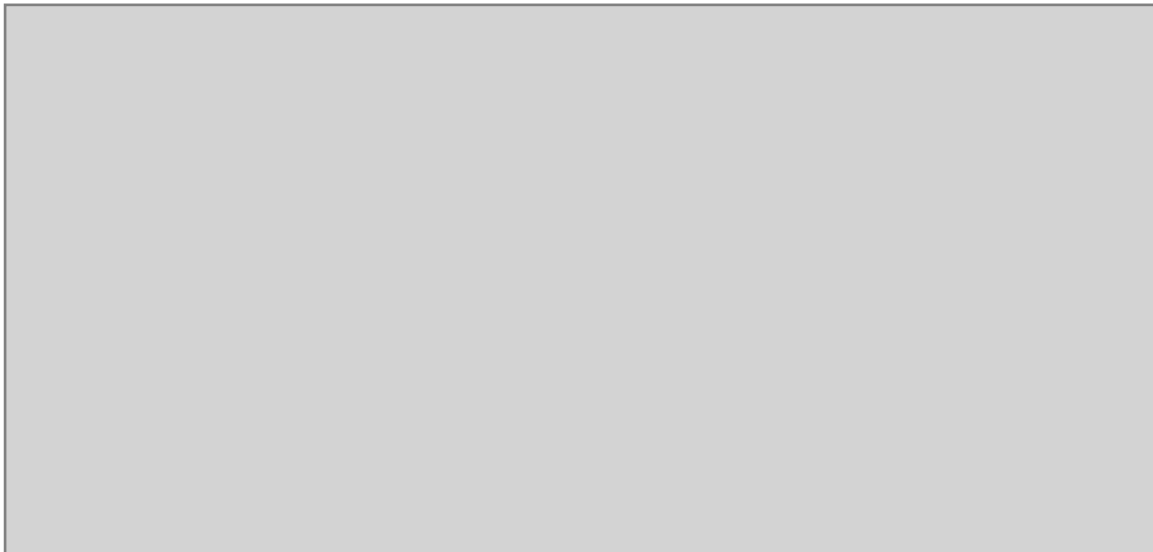
7. Dashboard and Reporting Overview

Dashboard Features: Key performance indicators and quick access



■ Screenshot: Full dashboard view showing KPI widgets, charts, recent work orders, and navigation

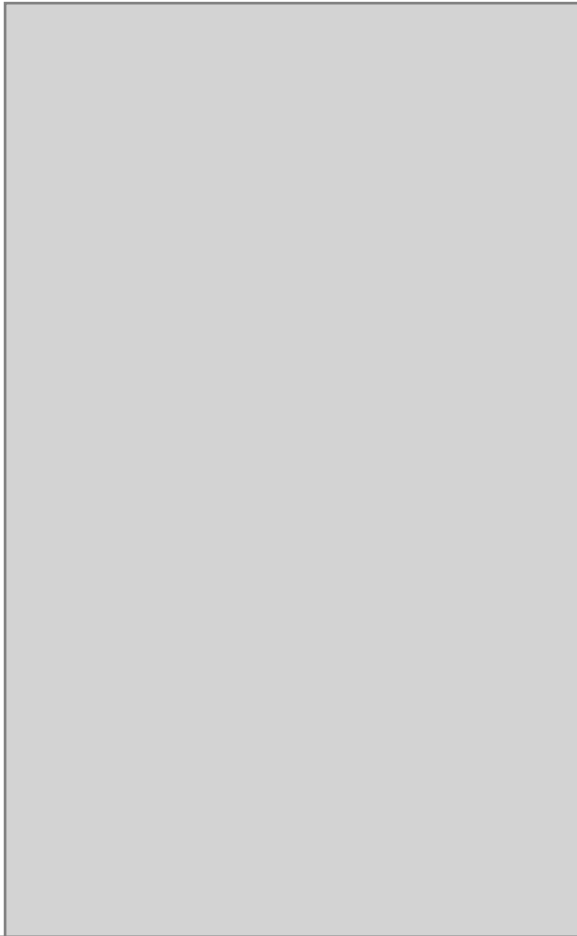
Reports Section: Access comprehensive reporting features



■ Screenshot: Reports page showing available report types and generated reports

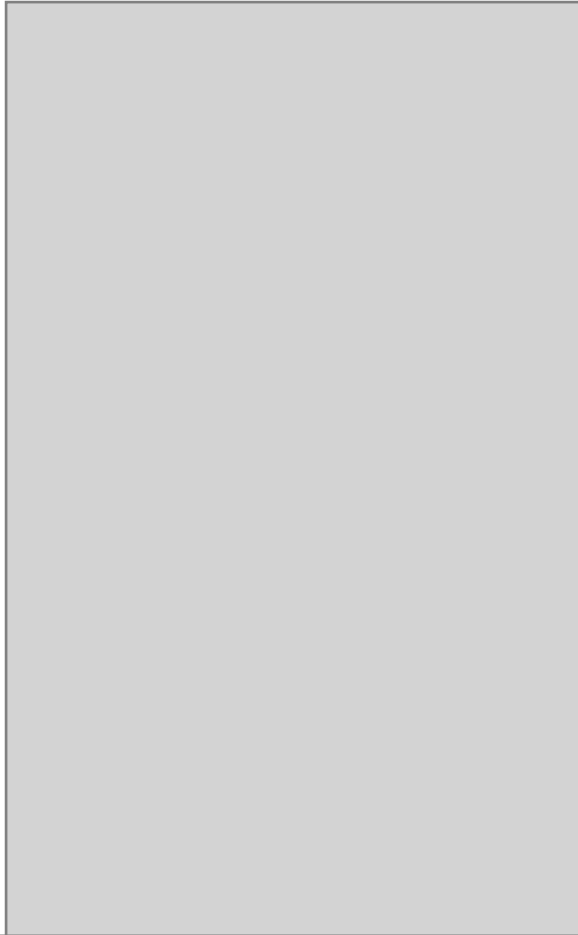
8. Mobile and Responsive Interface

Mobile Dashboard: CUBE - PRO works seamlessly on mobile devices



■ Screenshot: Mobile view of dashboard showing responsive design

Mobile Work Order Creation: Create work orders on the go



■ Screenshot: Mobile work order creation form

Configuration Checklist

Use this checklist to ensure you've completed all essential configuration steps: **User Management Setup:** ■ Created user accounts for all team members ■ Assigned appropriate roles to each user ■ Configured department structure ■ Set up assignment groups ■ Configured approval delegation rules **Work Order Configuration:** ■ Created work order categories ■ Set up priority levels ■ Configured status workflow ■ Set SLA timeframes ■ Tested work order creation process **Email and Notifications:** ■ Configured SMTP settings ■ Customized email templates ■ Set up notification rules ■ Tested email delivery ■ Configured reminder schedules **Security and Access:** ■ Reviewed user permissions ■ Configured password policies ■ Set up session timeouts ■ Enabled audit logging ■ Configured backup procedures **Reporting and Analytics:** ■ Set up automated reports ■ Configured dashboard KPIs ■ Tested report generation ■ Set up report delivery schedules ■ Customized dashboard views **Training and Documentation:** ■ Trained administrative users ■ Trained end users ■ Created user documentation ■ Established support procedures ■ Scheduled regular system reviews