Client Module:

How to:

Add Clients: To add new clients to the system, the user may add the button "Add Client." Once clicked, the user must fill out the necessary details asked by the system.

Add Schedule: To add schedule from the clients module, the user must first click the View under the Schedule column. Once clicked, the user will be redirected to the Schedule module of the system. Then, click the button "Add Schedule" and answer the details asked by the system.

View Schedule: To view the schedule from the clients module, just simply click the View button under the Schedule column. The user will then be redirected to the Schedule Module of the system.

Add Contract: To add a contract, the user must first add a new client in the Clients Module. Adding Contract is one necessary information to be filled by the user.

View Contract: To view the contract of a client, just simply click the View button under the Contract Details column in the clients module.

Edit Client Info: To edit information of a client, just click the Edit button and then change the information to be edited.

Void Client: To void a client, the user may simply click the Void button beside the Edit button in the Clients Module.

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Schedule Module

How to:

View Schedules for Tomorrow: To view schedules for tomorrow, the user may simply click the Upcoming button to see the upcoming schedules of the company.

View On-going Schedules: To view the ongoing schedules, the user may click the Today button. This will show all the schedules within that particular day.

View the Calendar of Schedules: To see the schedules in a calendar format, simply click the Timetable button. This will show the schedules plotted in a calendar.

Assign Technician to a Schedule: To assign a technician to a schedule, simply click the Assign button under the Technician column in the Schedule Module. Then answer the necessary details asked by the system.

Assign Multiple Technicians at Once: To assign multiple technicians at once, click the Upcoming button to see the upcoming schedules of the company. Then, click the Round Robin button found at the upper right part. This will assign available technicians on each of the services.

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Inventory Module

How to:

Add an Item: To add an item, simply click the New Delivery button found on the bottom right part. Then, fill out the necessary details asked by the system.

View Delivery Items: To view the delivery items, simply click the Delivery button on the upper right part. This will list all the delivery items of the company.

Edit Items: To edit items, simply click the Edit button that can be found on the Inventory Module. There are Edit buttons on Inventory, Chemicals, Materials, and Equipment submodules of the Inventory module.

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Technician Module

How to:

Add Technician: To add a technician, simply click the Add Technician button on the bottom right part. Then fill out the details asked by the system.

Assign Item to a Technician: To assign an item, firstly, click the View button under the Assigned Item column. Once redirected to the Assigned Items submodule, click the Assign button on the upper right corner.

Return an Item from a Technician: To return an item, firstly, click the View button under the Assigned Items column. The assigned item will list all the items assigned to which technician, then simply click the Return button beside the Date Acquired column.

Update Status Report: To update the status report, click the Services button on the upper right corner. Then click the Update button under Report Update column.

View Assigned Schedule: To view assigned schedules, simply click the Services button on the upper right corner. This will show all the assigned schedule and client for each technician.

Edit Technician: To edit information of a technician, simply click the Edit button beside the Assigned Items column. Then change the information to be edited.

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Sales Module

How to:

Add Sales: To add sales, simply click the Add Sales button found on the lower right corner under the Sales submodule. Then fill out the necessary details asked by the system.

Edit Sales Info: To edit the information of a sales made, simply click the Edit button beside the Date column under the Sales submodule.

Generate Sales Report: To generate a report on sales, simply click the Report button on the upper right corner. This will generate the sales report of the company.

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SMS Module:

How to:

Create SMS: To create an SMS Format, simply click the Add SMS button on the lower right corner. Then fill out the necessary information asked by the system.

Use Tokens: To use tokens, firstly, click the Add SMS button on the lower right corner. Then you may click the View Tokenizer button to be found around the lower left side of the dialog box.

Send SMS: To send an SMS from SMS module, click the Client SMS or Technician SMS, depending on who you want to send the message.