



# DOCUMENT CONTROL SYSTEM

## USER MANUAL



## I. Purpose of this User Manual

This user manual provides information regarding the Document Control System which will be used by the Jollibee Foods Corporation. It shows how the user will use and navigate all of the capabilities and features needed to maneuver this system.

## II. About the System

The Document Control System provides a number of module that are specifically made for the benefit of the client. It includes document submission, document tracking, as well as downloading. It aims to transform the manual processing and routing of documents into an automated one.

## III. Employee's Navigation

The following figures aims to guide the employee in navigating through the system.



Figure 1. Main page

This is the main/landing page of the system.

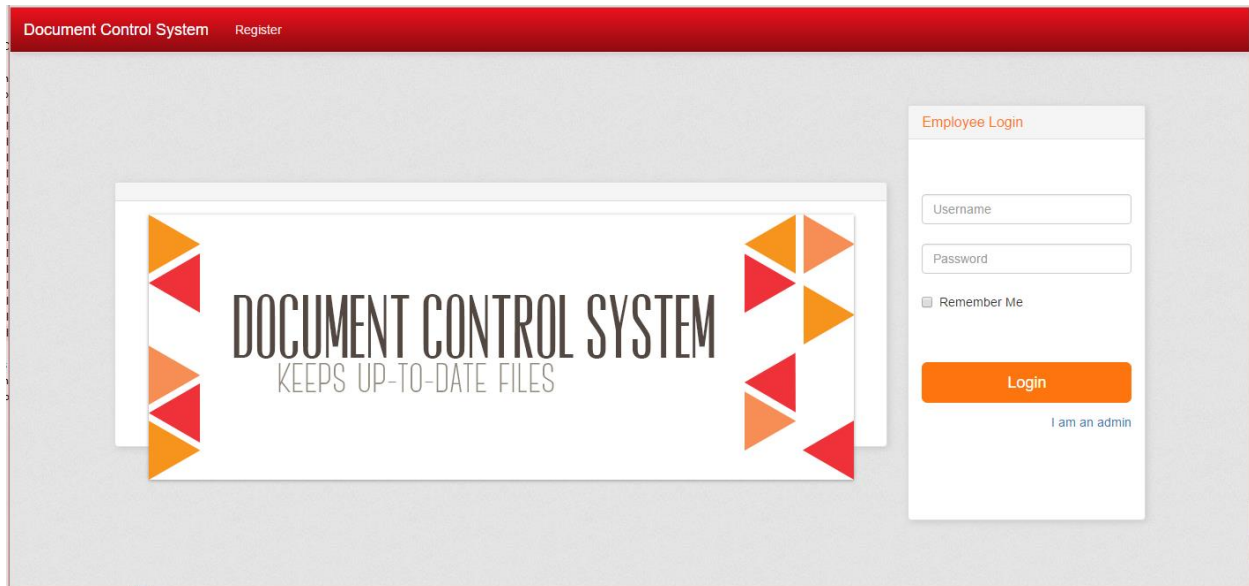


Figure 2. Admin button

To be able to login as a user, the admin needs to click a link below the login button.

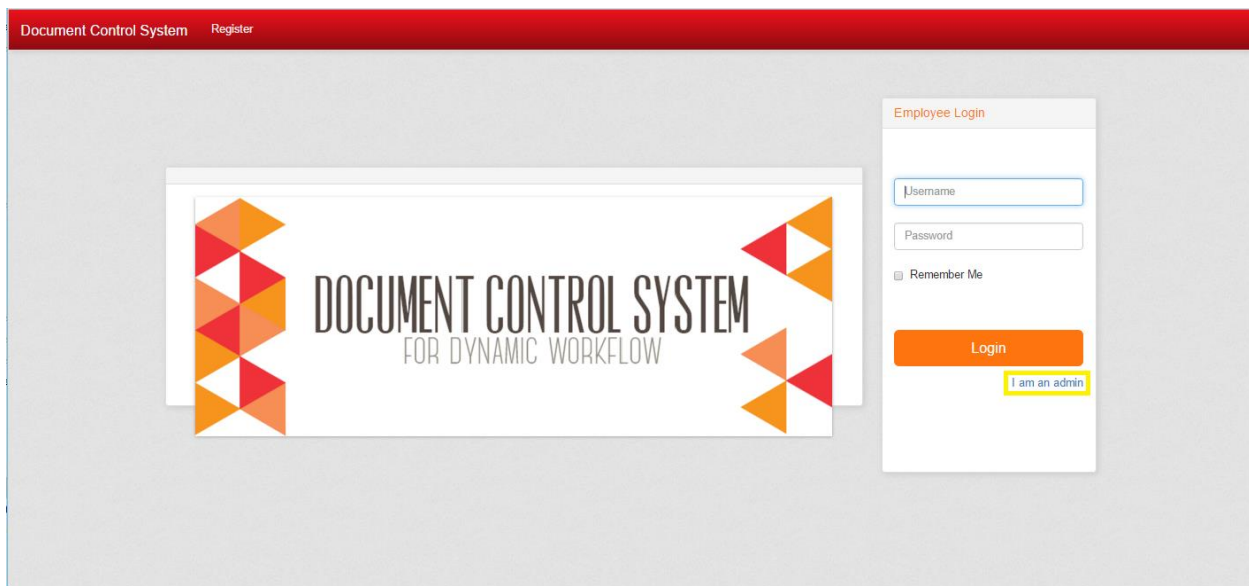




Figure 3. Current workflows page

When the admin logs in to the system, the first page he/she sees is the current workflows for the different departments.

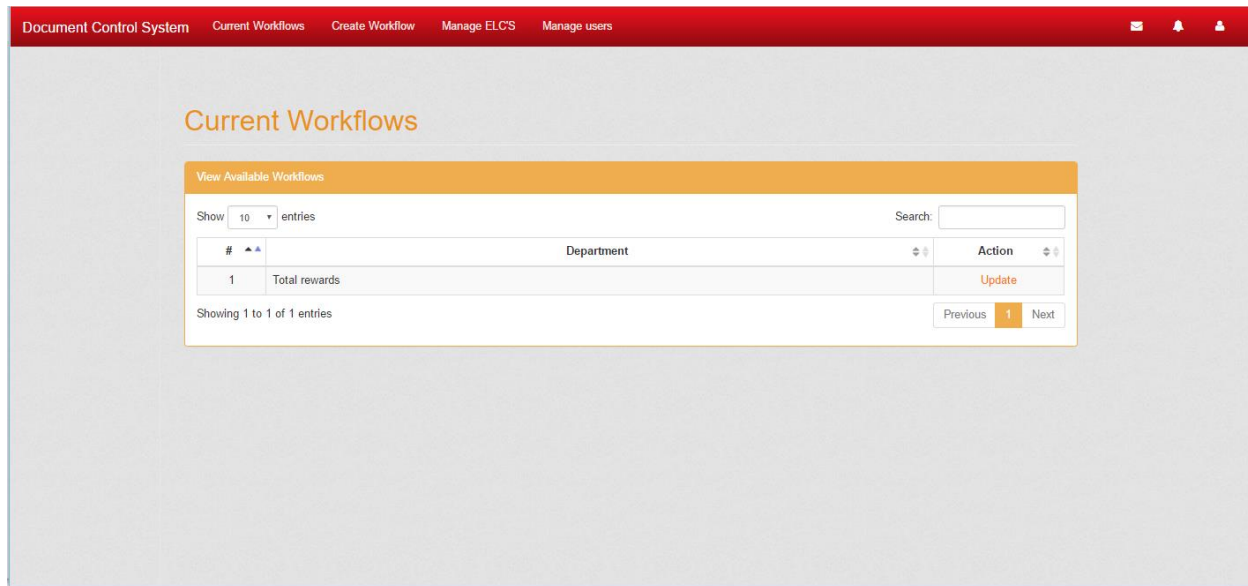


Figure 3. Update workflow page

Clicking the link in figure three which is 'Update'. The admin is redirected to a page where he/she can add,edit,delete the approvers in a workflow.

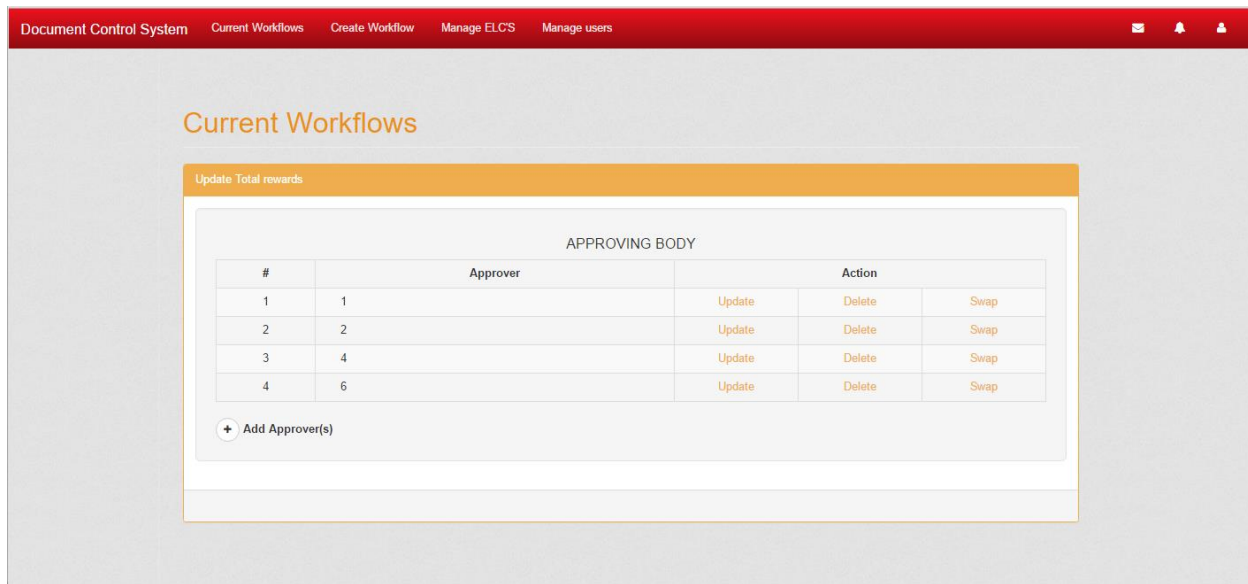




Figure 4. Create workflow

When the admin clicks the 'Create workflow' button from the menu bar, the admin is redirected to this page where he/she can create a workflow for a department.

Document Control System   Current Workflows   Create Workflow   Manage ELC'S   Manage users

### Create Workflow

Submit New Workflow

Department: Network Development

Send to: Immediate Superior

Followed by: HR Manager

Remove: + Add Approver(s)

Submit

Figure 5. Manage ELC's

When the admin clicks the 'Manage ELC's' button from the menu bar, the admin is redirected to this page where he/she can view, add, edit, and delete the ELC's the will be used in the system.

Document Control System   Current Workflows   Create Workflow   Manage ELC'S   Manage users

### Current Workflows

Employee life cycle

Show 10 entries   Search:

#	ELC	Update	Delete
1	Workforce Planning and Talent Acquisition	Update	Delete
2	Pre-employment (pre-boarding) Process	Update	Delete
3	On-boarding Process	Update	Delete
4	Performance Management/ Assessment Process	Update	Delete
5	Regularization Process	Update	Delete
6	Talent Development Processes	Update	Delete
7	Total Rewards ProcessesTotal Rewards Processes	Update	Delete
8	Employee Engagement Processes	Update	Delete
9	Career Development Processes	Update	Delete
10	Employee Discipline Processes	Update	Delete

Showing 1 to 10 of 12 entries   Previous 1 2 Next

+ Add ELC



Figure 6. Manage users.

When the admin clicks the 'Manage users' button from the menu bar, the admin is redirected to this page where he/she can view, add, edit, and delete the users the will be used in the system.

Three tabs are in this page, first is View users, second is Import users, Third is Joining users. The first tab only shows the users, second tab uses a CSV file to import users, third is accepting users that are registering in the system.

User ID	Name	Email Address	Username	SBU	Position	Rank	Location	Edit	Active
1001	Karl Eric T Barquin		ketbarquin	Total rewards	1			Edit	Deactivate
1002	Mikho D Mendoza		mdmendoza	Total rewards	2			Edit	Deactivate
1003	Sheryl B San Martin		sbsanmartin	Total rewards	3			Edit	Deactivate
1004	Erwin D Damian		eddamian	Total rewards	4			Edit	Deactivate
1005	Cornelia I Mendoza		cimendoza	Total rewards	5			Edit	Deactivate