

## Table of Contents

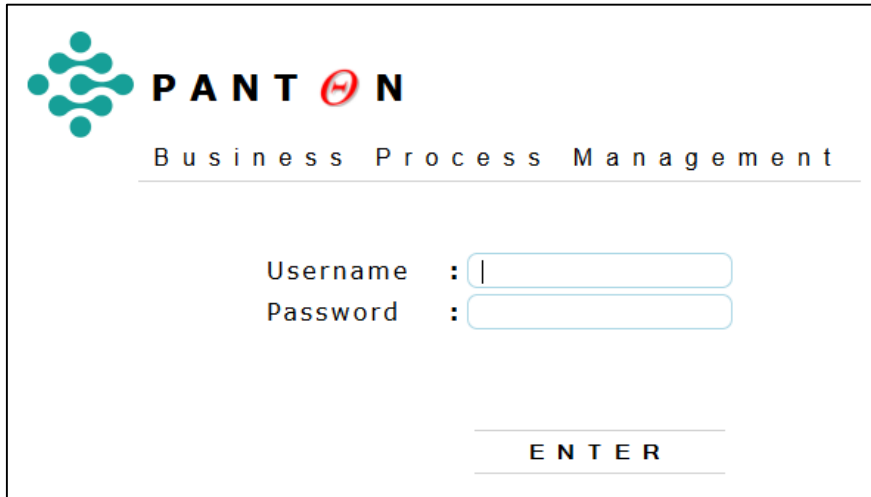
Introduction.....	3
Chapter 1: MCRE .....	4
1.1 Create New Folder .....	4
1.2 Add Document .....	6
1.3 Cut, Copy, and Paste .....	7
1.4 Download .....	8
1.5 Version .....	8
1.6 Security.....	10
1.6.1 Add Security .....	11
1.6.2 Update Security .....	12
1.6.3 Remove Security.....	13
1.7 History .....	14
1.8 Start Workflow.....	14
1.9 Trash.....	15
1.10 Search Option .....	16
1.11 Folder Options.....	17
1.11.1 Create Folder .....	17
1.11.2 Delete Folder .....	18
1.11.3 Rename Folder.....	19
1.11.4 Paste.....	20
1.11.5 Subscribe Folder .....	20
1.11.6 Security .....	21
1.12 Workstation Selection .....	22
Chapter 2: Task Manager.....	23
2.1 Inbox.....	23
2.1.1 Back .....	24
2.1.2 Overview .....	25
2.1.3 Approve .....	25
2.1.4 Reject .....	25
2.1.5 Approvers .....	26
2.1.6 Log.....	26
2.2 Outbox .....	27
2.2.1 Update and Download buttons .....	28

2.2.2 Completed Process .....	29
Chapter 3: User Profile .....	30
3.1 Personal Information .....	31
3.1.1 Change Password.....	31
3.1.2 Reset Password .....	31
3.2 User Delegation.....	32
3.2.1 Assign Delegated User .....	32
3.2.2 Edit Delegated User.....	34
3.2.3 Unassign Delegated User.....	34
3.2.4 As Delegated User of Others .....	35

## Introduction

Access the login page of the system, the Panton Login Page, as seen in the figure below.

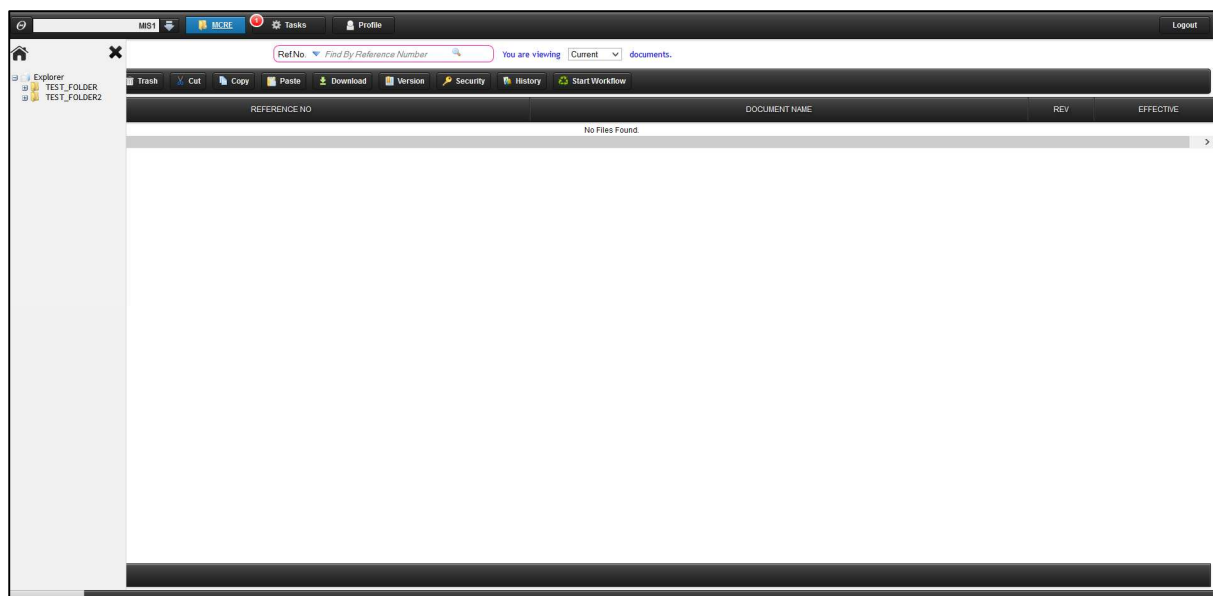
Figure 1: Panton Login Page



The login page features the PANTON logo (a green circular icon with dots) and the text "PANTON Business Process Management". Below the logo, there are two input fields: "Username" and "Password", each followed by a colon and a text box. At the bottom, there is a button labeled "ENTER".

After logging into the system successfully, the MCRE screen will be displayed as below.

Figure 2: MCRE screen



To logout, click the  Logout Button at the top right of the screen.

## Chapter 1: MCRE

In short, MCRE stands for Multi Content Repository Engine. It basically manages the documents and files within the system.

### 1.1 Create New Folder

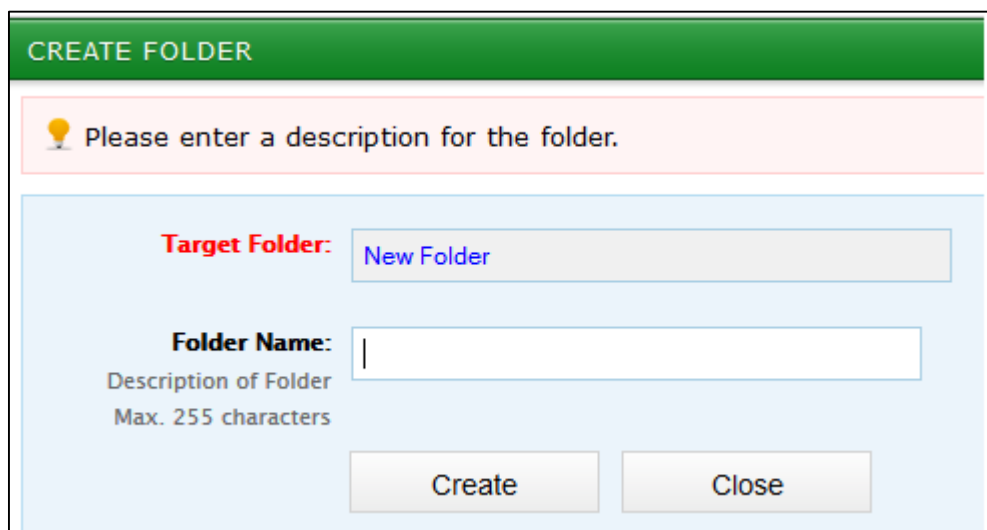
Referring to Figure 2 in the Introduction section, in the Explorer list on the left, right click on Explorer and select the Create Folder option, as seen in Figure 1.1 below.

Figure 1.1: Create Folder option




The Create Folder screen will then be displayed as seen in the below Figure 1.2.

Figure 1.2: Create Folder screen

A screenshot of the 'CREATE FOLDER' screen. It has a green header bar with the text 'CREATE FOLDER'. Below the header is a pink message box with a lightbulb icon and the text 'Please enter a description for the folder.' The main area has a light blue background. It contains a 'Target Folder:' label in red next to a text box containing 'New Folder'. Below that is a 'Folder Name:' label in bold next to an empty text box. Under the 'Folder Name' label is the text 'Description of Folder' and 'Max. 255 characters'. At the bottom are two buttons: 'Create' and 'Close'.

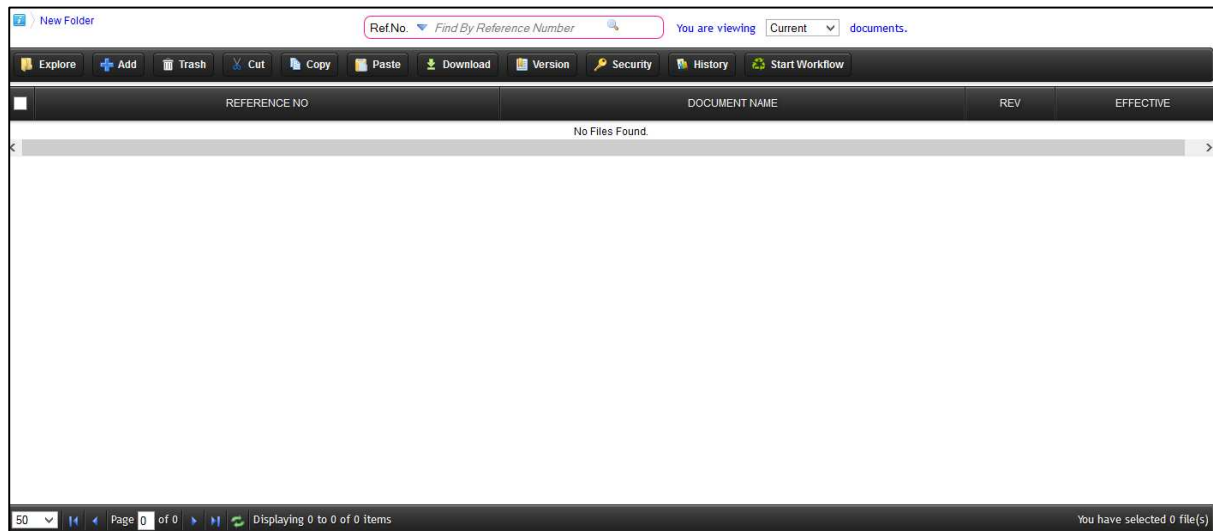
After filling up the fields with relevant information, click Create, then Close to close the Create Folder screen, and the newly created folder will be displayed on the Explorer list on the left.

The Target Folder cannot be changed as it refers to the parent folder. Folder Name can be of the user's choice.

Now, select the newly created folder from the Explorer list, and click the  Close button at the top right of the Explorer list.

The full screen of the MCRE is now displayed, and on the top left, it refers to the selected folder, as seen in Figure 1.3 below.

Figure 1.3: MCRE full screen



There are a list of available options to choose from, as below;

Explore	:	Open the Explorer list.
Add	:	Add a new document to the folder.
Trash	:	Delete the document.
Cut	:	Move the selected documents elsewhere.
Copy	:	Copy the selected documents to another folder.
Paste	;	Paste the documents that have been cut or copied to the selected folder.
Download	:	Download the document as PDF or original source type.
Version	:	View the versions of the selected document.
Security	:	Edit the security of the document.
History	:	View the history of the document.
Start Workflow	:	Start the workflow process.

## 1.2 Add Document

Click the Add button and the Add Document screen will be displayed as seen in Figure 1.4 below.

Figure 1.4: Add Document screen

Click the Browse button to browse for a specific file to upload into the system. After adding the document, the user will have to fill in the details s desired for the document as Figure 1.5 below.

Figure 1.5: Document particulars

If the user uploaded the wrong file, click the Remove button on the right to remove the file.

The fields as seen in Figure 1.5 is explained as below;

Reference No	:	Reference number of the file.
File Name	:	Name of the file.
Version	:	File version.
Effective Date	:	Date that the file will be effective.
Remark	:	A comment that is given by the user regarding the file.
Size	:	Size of the file.
Progress	:	The progress of the file upload.

Next, click on Step 2: Select Distribution List at the bottom, and the Distribution List screen will be displayed as seen in Figure 1.6 below. The Distribution List is used to select which document is to be distributed to which user. By selecting “Everyone”, the document will be distributed to all users.

Figure 1.6: Distribution List screen

	Everyone	Account	IT
Main Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hiragana.jpg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click on Everyone to select all groups and documents for distribution, otherwise specify the distribution list. Once done, click the Submit button at the top right of the screen.

The new document is now ready in the folder as seen in Figure 1.7 below.

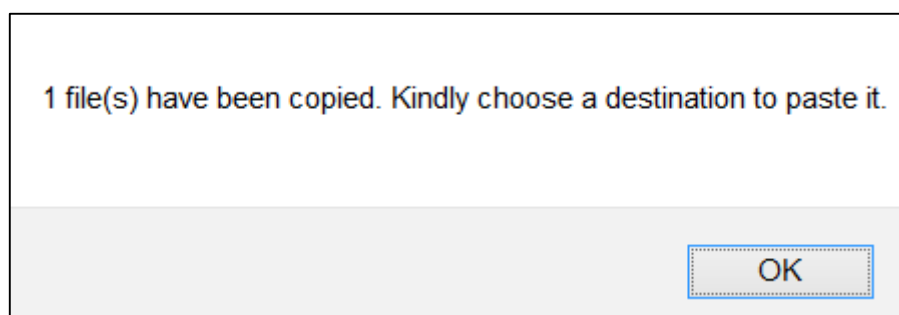
Figure 1.7: Document list

REFERENCE NO	DOCUMENT NAME	REV	EFFECTIVE
0001	Hiragana.jpg	1.0	2015-06-18

### 1.3 Cut, Copy, and Paste

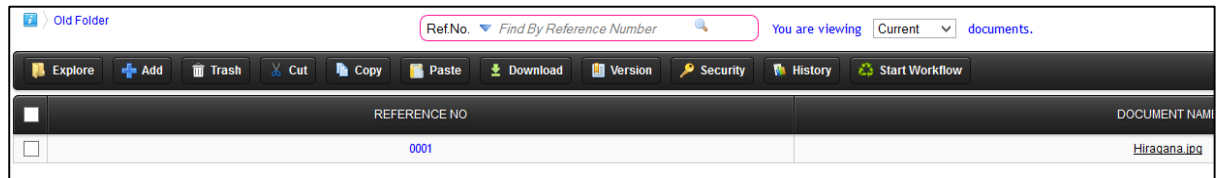
Select the document by clicking on the checkbox on the left. Now the user may either click Cut, or Copy. In this guide, the selected option is Copy. Click the Copy button. The message as below will be prompted to the user.

Figure 1.8: Copy message



Now click the Explorer button to open the Explorer list. Select another target folder, and close the Explorer list. Click the Paste button. The document is now copied to a new folder named “Old Folder” as seen in the top left of Figure 1.9 below.

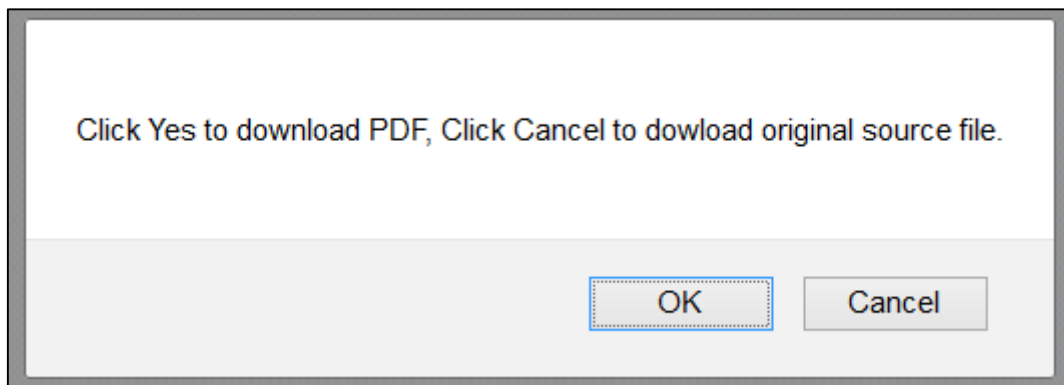
Figure 1.9: Old Folder screen



## 1.4 Download

The download feature allows users to download the file from the system as a PDF or as the original file type. Select the document, and click Download. The user will then be prompted the following message (Figure 1.10).

Figure 1.10: Download message



If the user clicks the OK button, the system will download a PDF copy of the document, otherwise, clicking the Cancel button will download the original file type.

## 1.5 Version

The purpose of versioning a document is to allow users to know which file is obsolete and which file is the latest version. Select a document. Click on Version and the Version screen will be displayed as seen in Figure 1.11 below.



Figure 1.11: Version screen

The screenshot shows a window titled 'VERSION' with a green header bar and a red close button. Below the header, there are two yellow buttons with orange borders. The first button is labeled 'Option 1: List all version' and the second button is labeled 'Option 2: Add new version'.

In Option 1, the user is able to view all versions of the document. Click on Option 1 and the following results will show. Since there were no other versions created, it will display as Version 1.0 as seen in Figure 1.12 below.

Figure 1.12: Option 1 screen

The screenshot shows the 'VERSION' window with 'Option 1: List all version' selected. Below the option, there is a table with the following data:

Version No	File Name	Remark	Start Date	End Date	Status	Action
1.0	<a href="#">Hiragana.jpg</a>	This is auto-generated version.	2015-06-18	<a href="#">N/A</a>	Y	<a href="#">Obsolete</a>

Below the table, there is a yellow button labeled 'Option 2: Add new version'.

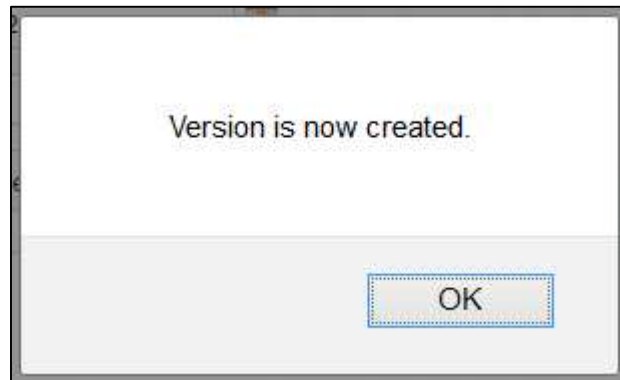
Now, click Option 2. The Add New Version options will be displayed (Figure 1.13). Fill in the appropriate information and click Create. The user will then be prompted a message as seen in Figure 1.16 below.

Figure 1.13: Option 2 screen

The screenshot shows the 'VERSION' window with 'Option 2: Add new version' selected. Below the option, there are several input fields and buttons:

- Version Number:** A text box containing '2' and an 'OK' button.
- New File:** A 'Browse...' button and the text 'No file selected.'
- Start Date:** A date picker showing '17 Jun 2015'.
- Obsolete Date:** A date picker showing '18 Jun 2015'.
- Remarks:** A text box containing 'Version 2'.
- Reference Number:** A text box containing '0002'.
- Create and Close buttons:** Two buttons at the bottom right.

Figure 1.14: Added new version message



As seen in Figure 1.15 below, the new version is now in the folder.

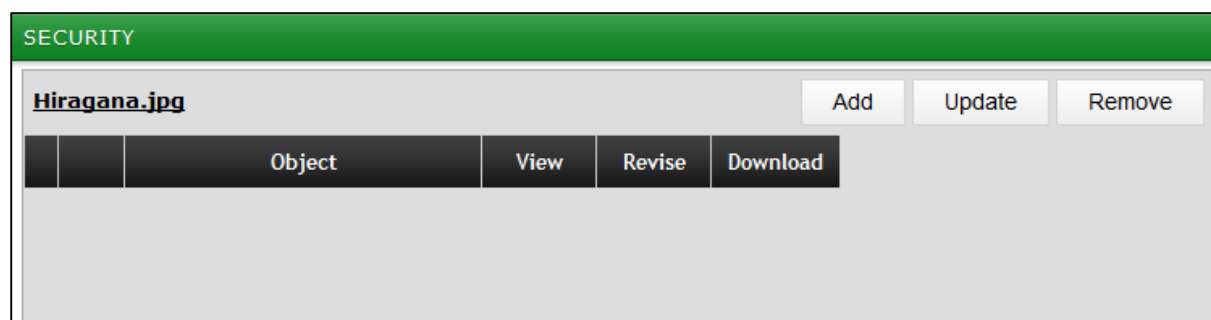
Figure 1.15: New version added



## 1.6 Security

Select a document, and click the Security button. The security screen will then be displayed as seen in Figure 1.16 below.

Figure 1.16: Security screen



There are 3 available options in the Security screen as explained below;

Add	:	Add a new security to the document.
Update	:	Update the security of the document.
Remove	:	Remove the selected security of the document.

## 1.6.1 Add Security

To add a security, click the Add button and the Add Security screen will be displayed as seen in Figure 1.17 below.

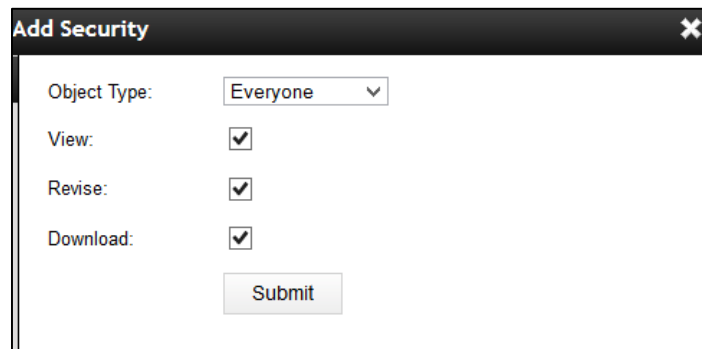
Figure 1.17: Add Security screen

The function of the 3 options are as explained briefly below;

View	:	If checked, it grants permission to the user or a group to view the document.
Revise	:	If checked, it grants permission to the user or a group to modify the document.
Download	:	If checked, it grants permission to the user or a group to download the document.

In the Object Type, the user is able to select a rule made for everyone, or a specific group or user. In this guide, the specified Object Type is “Everyone”, and the security features will allow “Everyone” to View, Revise, and Download the document, as seen in Figure 1.20 below.

Figure 1.18: Add Security screen




The 'Add Security' dialog box contains the following fields and controls:

- Object Type:** A dropdown menu currently showing 'Everyone'.
- View:** A checked checkbox.
- Revise:** A checked checkbox.
- Download:** A checked checkbox.
- Submit:** A button at the bottom right.

Click the Submit button and the new security is now displayed at the Security screen, as seen in Figure 1.19.

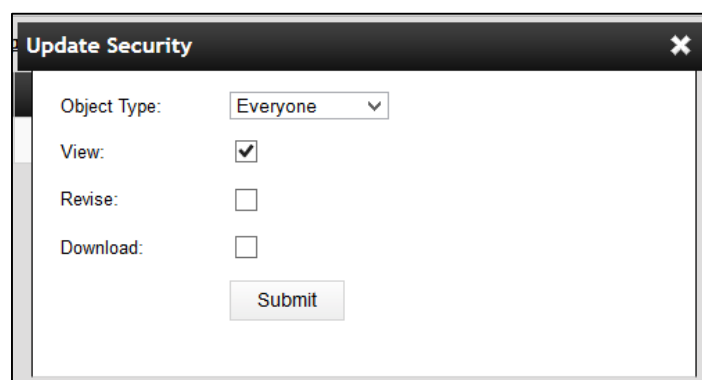
Figure 1.19: Security screen

SECURITY					
<b>Hiragana.jpg</b>				Add	Update
				Remove	
		Object	View	Revise	Download
<input type="radio"/>		Everyone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 1.6.2 Update Security

Now, select “Everyone” and click Update. It will then display the Update Security screen, as seen below.

Figure 1.20: Update Security screen

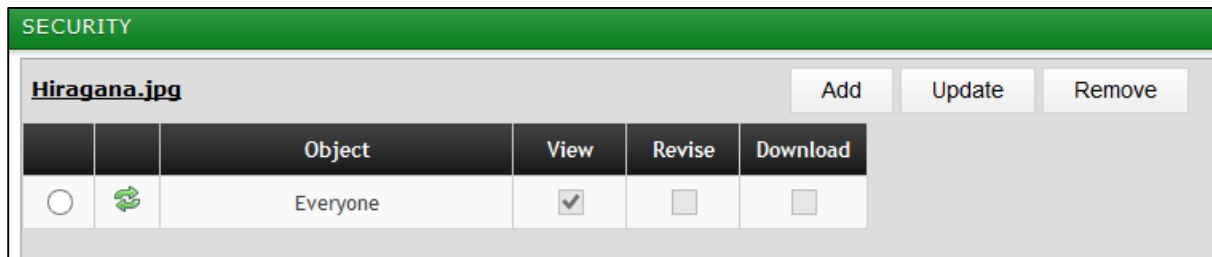


The 'Update Security' dialog box contains the following fields and controls:

- Object Type:** A dropdown menu currently showing 'Everyone'.
- View:** A checked checkbox.
- Revise:** An unchecked checkbox.
- Download:** An unchecked checkbox.
- Submit:** A button at the bottom right.

Click Submit when the changes are made, and the changes made are now displayed on the Security screen as seen in Figure 1.21 below.

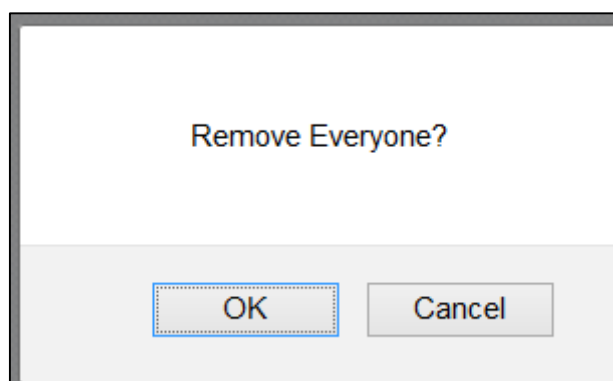
Figure 1.21 Security screen



### 1.6.3 Remove Security

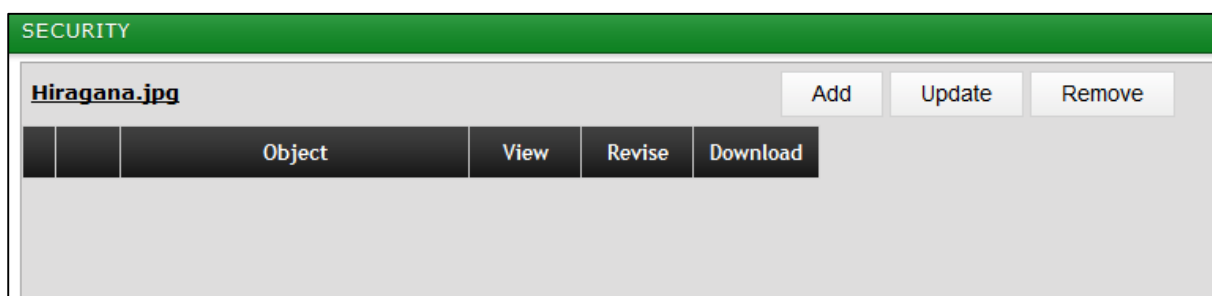
The function to remove security is to allow the user to remove unwanted restrictions, users, or groups from the security settings of the document. Select “Everyone” and click the button Remove. The user will then be prompted a confirmation as seen below.

Figure 1.22: Confirmation message



Click OK to remove “Everyone”. The Security screen will now be empty as seen below.

Figure 1.23: Security screen



## 1.7 History

Select a document, and click the History button. A new page will be opened, and it displays the history of the document, as seen in Figure 1.24 below.

Figure 1.24: History page

**Audit Log**

**You are viewing document:**

Ref. No : 0002

Document Name : Hiragana.jpg

No.	Activities	User	Date	Time
1	User created version.	root	2015-06-17	13:07:29
2	User viewed file history.	root	2015-06-17	13:09:09
3	User viewed file history.	root	2015-06-17	14:57:00

Print

## 1.8 Start Workflow

NOTE: A workflow process will have to be created prior to starting the workflow.

Select the document, and click on the Start Workflow button. The Start Workflow screen will then be displayed, as seen in Figure 1.25 below. Select a process for the workflow, and additional functions will then be displayed as seen in Figure 1.28.

Figure 1.25: Start Workflow screen

**START WORKFLOW**

\*PROCESS:

PLEASE SELECT ▼

Figure 1.26: Management Process selected screen

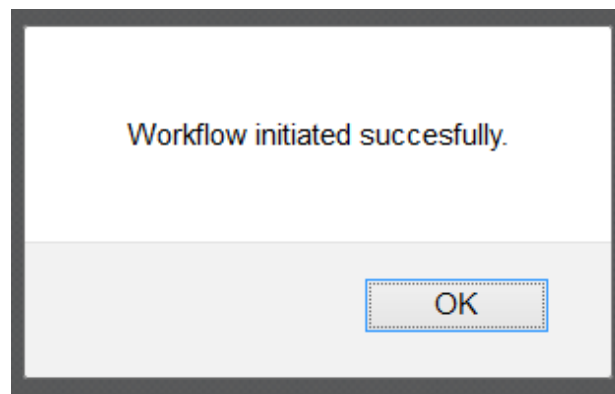
START WORKFLOW				
PROCESS:	MANAGEMENT			
NAME:		<input checked="" type="checkbox"/> auto-generate		
ATTACHMENTS:	DOC.REF.NO	FILE NAME	SIZE	PROGRESS
	<input type="checkbox"/> ddd			<input type="button" value="Browse..."/> No file selected.
REMARK:	<div></div>			
		<input type="button" value="SUBMIT"/>		

The fields seen in the figure above is briefly explained as below;

Process	:	The selected process
Name	:	The name of the process is automatically generated by the system. Uncheck the auto-generate box to manually enter a name.
Attachments	:	The attachment that has been made during the creation of the process. Click the Browse button to select a file to upload.
Remark	:	A comment that can be left by the user regarding the workflow.

Fill in the fields as the preferred and click the Submit button, which will then prompt the user a message as seen below.

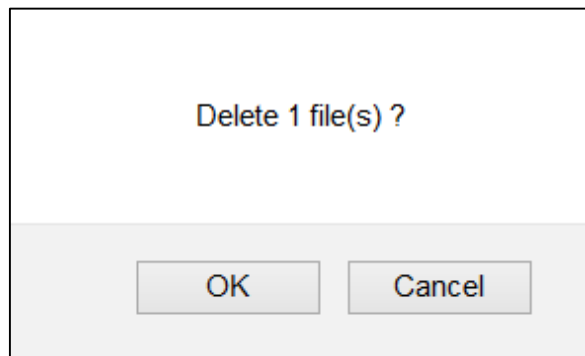
Figure 1.27: Workflow initiation message



## 1.9 Trash

Select a document and click the Trash button and the user will be prompted a confirmation message as seen in the figure below.

Figure 1.28: Confirmation message



Click the OK button to delete the document, otherwise click Cancel to make no changes.

## 1.10 Search Option

At the top of the MCRE screen, there is a search panel that allows the user to search for specific documents either by the reference number or document name, as seen in the figures below.

Figure 1.29: Search Panel

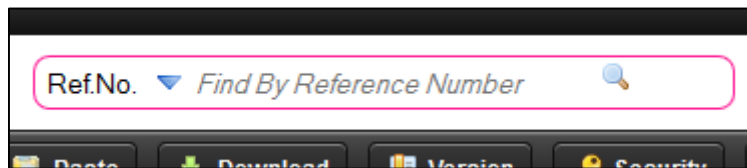


Figure 1.30: Search Panel Options

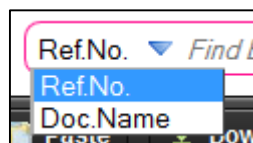


Figure 1.31: Search Results.

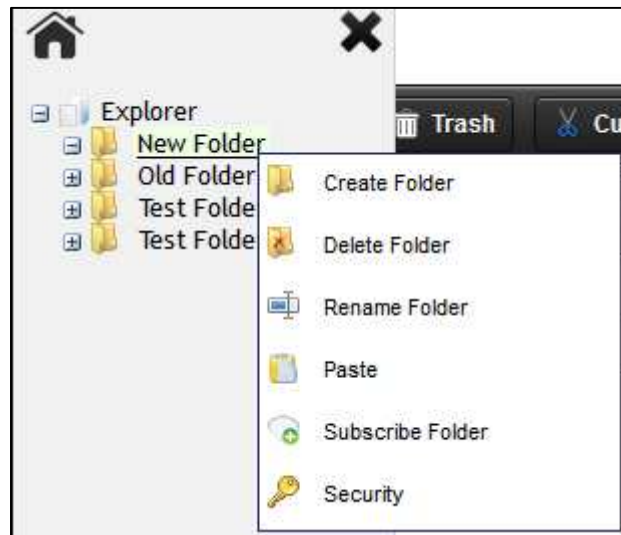
MCRE				
<div> <div>Ref.No. ▼ Find By Reference Number</div> <div> <div>Explore</div> <div>Add</div> <div>Trash</div> <div>Cut</div> <div>Copy</div> <div>Paste</div> <div>Download</div> <div>Version</div> <div>Security</div> <div>History</div> <div>Start Workflow</div> </div> </div>				
You are viewing Searched documents.				
REFERENCE NO	DOCUMENT NAME	REV	EFFECTIVE	
<input type="checkbox"/> 0002	37786952.jpg	1/0	20-06-2015	
<input type="checkbox"/> 0002	Hirapana.jpg	2	17-06-2015	



## 1.11 Folder Options

Open the Explorer list, and right click on a folder, as seen in Figure 1.32 below.

Figure 1.32: Folder Options



The options are explained below;

Create Folder	:	Create a new folder within the folder.
Delete Folder	:	Delete the folder.
Rename Folder	:	Rename the folder.
Paste	:	Paste the documents within the folder.
Subscribe Folder	:	Subscribe the folder for notifications.
Security	:	Change the security settings of the folder.

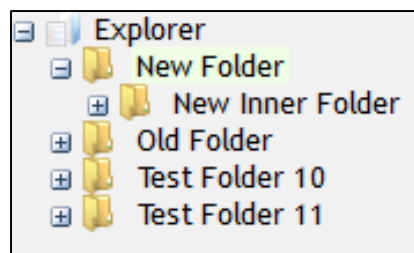
### 1.11.1 Create Folder

Right click on the folder and select Create Folder. The Create Folder will then be displayed as seen below.

Figure 1.33: Create Folder screen

After specifying the appropriate details, click on the Create button, and the newly added button is now visible on the Explorer list as seen below.

Figure 1.34: Folder within folder



### 1.11.2 Delete Folder

Right click on the folder, select Delete Folder, and the user will be prompted a confirmation message as seen in the figures below.

Figure 1.35: Folder Options

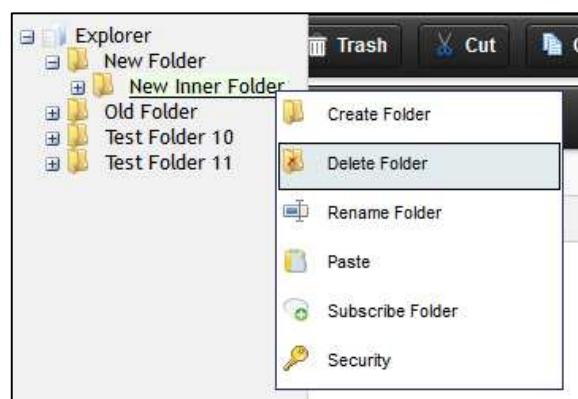
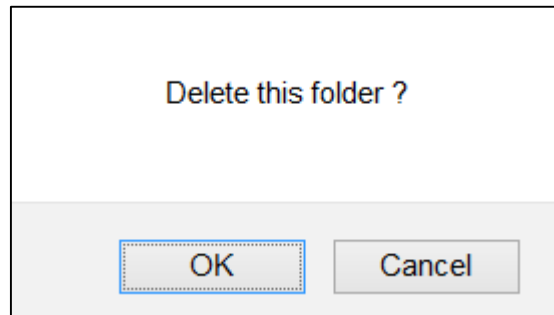
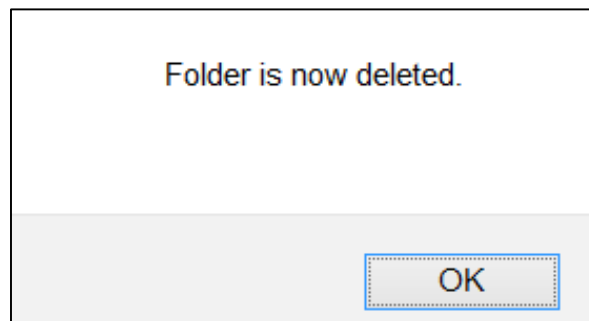


Figure 1.36: Confirmation Message



Click on the OK button and a message will be prompted as seen below.

Figure 1.37: Folder Delete message



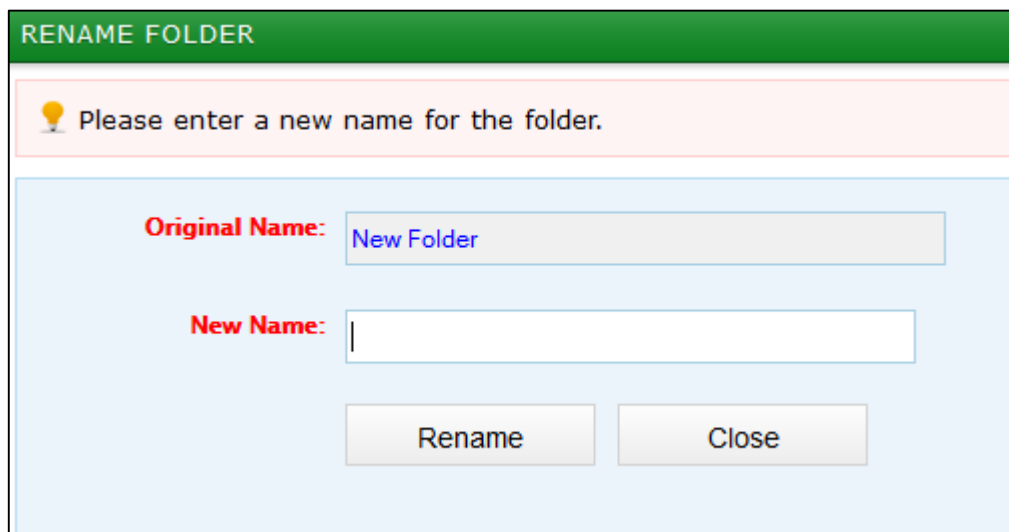
### 1.11.3 Rename Folder

Right click the Folder, and click Rename Folder, the Rename Folder screen will then be displayed as seen in the figures below.

Figure 1.38a: Folder Options



Figure 1.38b: Rename Folder screen



The 'RENAME FOLDER' screen has a green header. Below it is a pink instruction bar with a lightbulb icon and the text 'Please enter a new name for the folder.' The main area is light blue and contains two labels: 'Original Name:' next to a text box containing 'New Folder', and 'New Name:' next to an empty text box. At the bottom are two buttons: 'Rename' and 'Close'.

When the changes have been made, click the Rename button to save the changes.

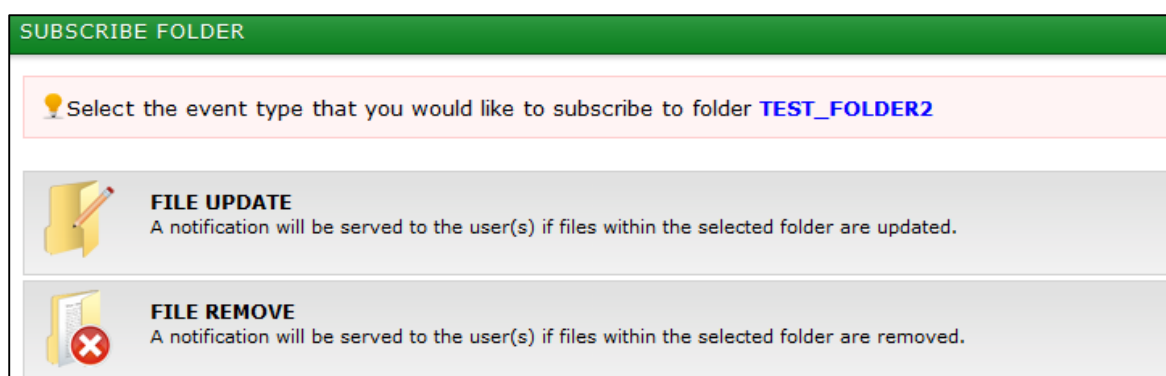
#### 1.11.4 Paste

As explained earlier in the Cut, Copy and Paste section, navigate to the folder of choice, select the document(s), and click either the Cut or Copy button. Then right click on the folder, and select the Paste option. The documents will then be inside the destination folder.

#### 1.11.5 Subscribe Folder

Subscribing a folder allows the user to receive notifications regarding any changes made within the folder. Right click on the Folder and select Subscribe Folder. The following figure displays the Subscribe Folder screen.

Figure 1.39a: Subscribe Folder Screen



The 'SUBSCRIBE FOLDER' screen has a green header. Below it is a pink instruction bar with a lightbulb icon and the text 'Select the event type that you would like to subscribe to folder TEST\_FOLDER2'. The main area is light grey and contains two options: 'FILE UPDATE' with a folder and pencil icon, and 'FILE REMOVE' with a folder and red X icon. Each option has a description of the notification service.

Select the event type that the user wishes to subscribe a notification to, and the screen will be changed as seen in the figure below. Check the notification that the user wishes to subscribe to and click the Save button.

Figure 1.39b: Subscribe Folder Event

**SUBSCRIBE FOLDER**

Select the event type that you would like to subscribe to folder **TEST\_FOLDER2**

**FILE UPDATE**  
A notification will be served to the user(s) if files within the selected folder are updated.

**FILE REMOVE**  
A notification will be served to the user(s) if files within the selected folder are removed.

**Select event(s) to subscribe**

☐ File Remove Template

Save

### 1.11.6 Security

Right click the folder, select the Security option. The Folder Security screen will then be displayed. Refer to the figures below.

Figure 1.40: Folder Options

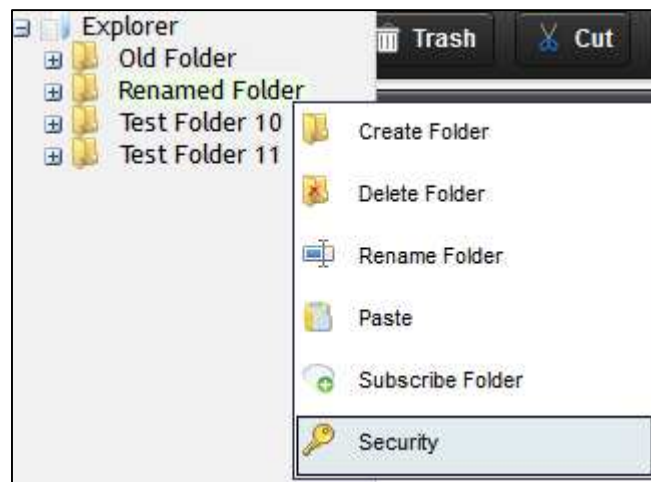
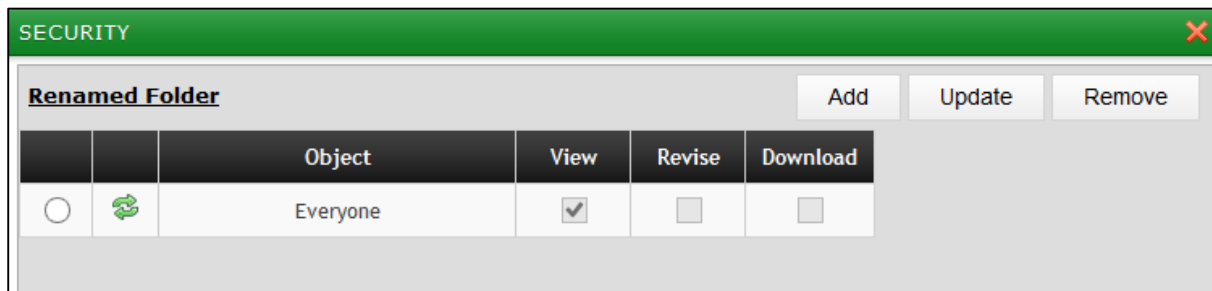


Figure 1.41: Security screen



The functions are as explained earlier in the document security section.

## 1.12 Workstation Selection

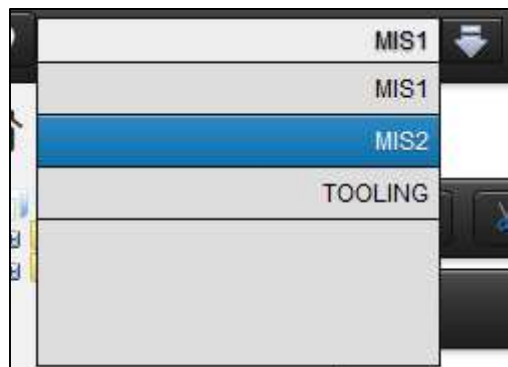
Workstations represents different work spaces to store files, as such, in a computer, there is a C: Drive, D: Drive, and others. To select a different workstation, refer to the top left of the MCRE page as seen in the figure below.

Figure 1.42: Workstation Selection



Click on the downward arrow button and there will be a list of workstations to select from as seen in the figure below.

Figure 1.43: Workstation Selection list



## Chapter 2: Task Manager

The Task Manager is used to manage the current tasks that are pending, obsolete, published, and etc. At the top of the MCRE page, there will be a Tasks button. Click on the Tasks button and it will display the Task Manager screen as seen in the figures below.

Figure 1.46: Tasks Button

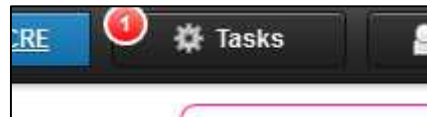
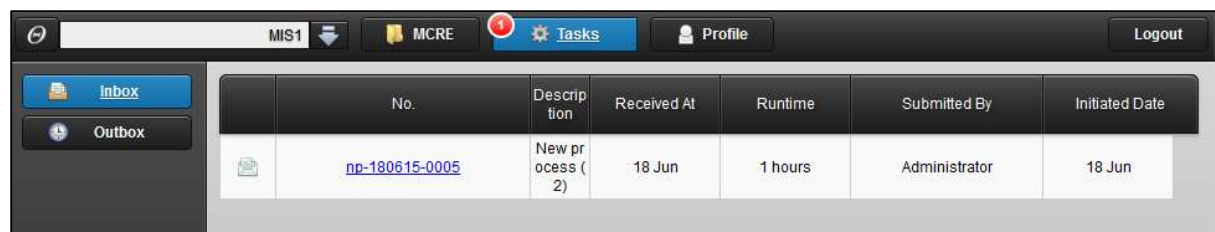


Figure 1.45: Task Manager Screen



### 2.1 Inbox

Based on Figure 1.45, the Task Manager screen is set to the Inbox screen when it is clicked on. The headers are as explained below;

No.	:	Document number.
Description	:	Description of the process.
Received At	:	Date of the received task.
Runtime	:	Runtime of the project from the time it was initiated.
Submitted By	:	Name of the user that submitted the task.
Initiated Date	:	Date that the task was initiated.

Click on the Document number and a new screen (Figure 1.46) will be displayed to view the information regarding the document.

Figure 1.46: Document screen

On the left panel, the document information is displayed with 4 options at the top.

Back	:	Go back to the Inbox screen of the Task Manager.
Overview	:	Displays the workflow design.
Approve	:	Approve the process.
Reject	:	Reject the process.

### 2.1.1 Back

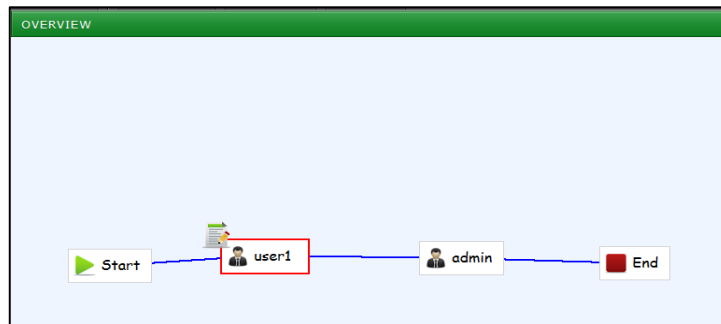
Click on the Back button and the user will be brought back to the Inbox screen of the Task Manager.



## 2.1.2 Overview

Click on the Overview button and a new screen will appear, which displays the Workflow design of the process, as seen in Figure 1.47 below.

Figure 1.47: Overview function



Notice that the First approver is outlined with red, which means the current user reviewing the document is the first step of this process.

## 2.1.3 Approve

Click on the Approve button to approve the process, hence allowing to proceed to the next task, and by referring to Figure 1.47 above, that means “admin”.

## 2.1.4 Reject

Click on the Reject button to reject the process. A new screen will be displayed, whereby the user is able to leave a comment about why it is rejected, as seen in Figure 1.48 below. Click Submit to reject the process.


Figure 1.48: Reject Confirmation screen

The 'REJECT CONFIRMATION' screen features a green header bar with a red close button (X) on the right. Below the header is a large text area containing the text 'Testing the reject button.' At the bottom of the screen is a prominent green button labeled 'SUBMIT'.

## 2.1.5 Approvers

On the right panel, there will be a list of approvers, which are users that are supposed to review the task and approve it.


Figure 1.49: Approvers List

APPROVERS				
NAME	DEPARTMENT	POSITION	STATUS	DATE TIME
user1	admin	null		18/06/15 17:23

## 2.1.6 Log

Also, there will be an option for the user reviewing the task, which is to leave a reply on the log, which is basically a remark or comment, as seen in Figure 1.50 below.

Figure 1.50: Log reply

LOGS		
DATE TIME	LOG	USER
18/06/15 17:07	Administrator says: 123	Administrator
18/06/15 17:07	Process np-180615-0005 started.	Administrator
		

## 2.2 Outbox

In the Task Manager main screen, select the Outbox button from the right panel and the Outbox screen will be displayed, as seen in Figure 1.51 below.

Figure 1.51: Outbox screen

No.	Description	Status	Runtime	Submitted By	Initiated Date
<a href="#">mgt-170615-0002</a>	Management (2)		1 hours	Administrator	17 Jun
<a href="#">mgt-170615-0001</a>	Management (2)		4 hours	Administrator	17 Jun

The headers will be as explained below;

No.	:	Document number.
Description	:	Description of the process.
Status	:	An icon that shows the status of the process.
Runtime	:	Runtime of the project from the time it was initiated.
Submitted By	:	Name of the user that submitted the task.
Initiated Date	:	Date that the task was initiated.

In outbox, click on the document number and it will display a new screen as seen below.

Figure 1.52: Document Information screen

BACK

OVERVIEW

CANCEL

PROCESS NAME: np-170615-0001

PROCESS DESC: New process (1)

INITIATED DATE: 17 Jun 2015 17:30 PM

INITIATOR: Administrator

ATTACHMENT(S)

Update Download

APPROVERS

NAME	DEPARTMENT	POSITION	STATUS	DATE TIME
Administrator	ADMIN DEPARTMENT	null		17/06/15 17:30

LOGS

DATE TIME	LOG	USER
17/06/15 17:30	APPROVE.	Administrator
17/06/15 17:30	Administrator says: Samplex	Administrator
17/06/15 17:30	Process np-170615-0001 started.	Administrator

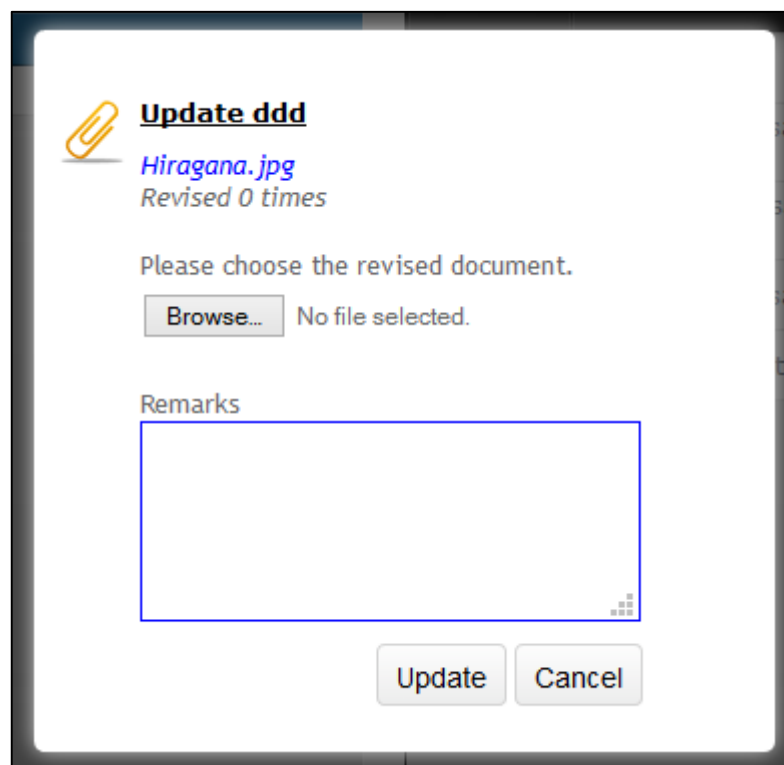
REPLY

On the left panel, there the buttons are as explained previously in the Inbox section. As for the additional buttons that were unexplained, the red Cancel button at the top, and the Update and Download button next to the attachment.

### 2.2.1 Update and Download buttons

By clicking on the Update button, a new screen will appear as seen below.

Figure 1.53: Update screen

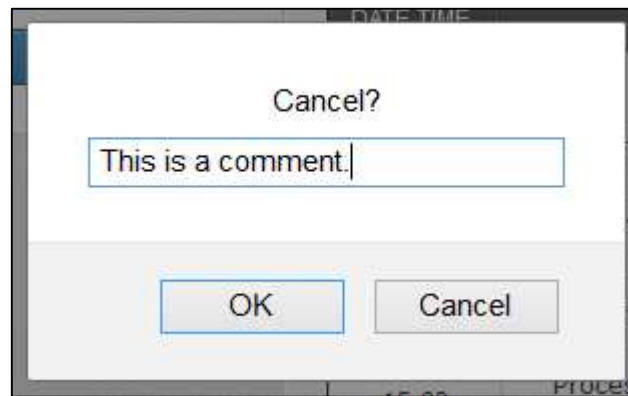


In this screen, the user may click on the Browse button and replace the current file with the revised version, while leaving a remark as well. Click the Update button to update the file, otherwise click Cancel to make no changes.

By clicking on the download button, the user is able to download the original copy of the attached document.

As for the red Cancel button, it is to cancel the process. If the user clicks on it, a confirmation message will be prompted to the user, whereby users can leave a comment on the reason to cancel the process, as seen in the figure below.

Figure 1.54: Cancel button message



Press OK to cancel the process, otherwise click Cancel to make no changes.

The right panel description has been explained previously in the Inbox section.

## 2.2.2 Completed Process

If the process has been completed, in the Outbox screen, the selected document will appear as the figure below.

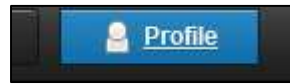
Figure 1.55: Completed Process screen

PROCESS NAME: np-170615-0001		PROCESS DESC: New process (1)		INITIATED DATE: 17 Jun 2015 17:30 PM		INITIATOR: Administrator																
ATTACHMENT(S)																						
Hiragana.jpg		Update		Download																		
<table border="1"> <thead> <tr> <th colspan="5">APPROVERS</th> </tr> <tr> <th>NAME</th> <th>DEPARTMENT</th> <th>POSITION</th> <th>STATUS</th> <th>DATE TIME</th> </tr> </thead> <tbody> <tr> <td>Administrator</td> <td>ADMIN DEPARTMENT</td> <td>null</td> <td>✓</td> <td>17/06/15 17:30</td> </tr> </tbody> </table>								APPROVERS					NAME	DEPARTMENT	POSITION	STATUS	DATE TIME	Administrator	ADMIN DEPARTMENT	null	✓	17/06/15 17:30
APPROVERS																						
NAME	DEPARTMENT	POSITION	STATUS	DATE TIME																		
Administrator	ADMIN DEPARTMENT	null	✓	17/06/15 17:30																		
<table border="1"> <thead> <tr> <th colspan="3">LOGS</th> </tr> <tr> <th>DATE TIME</th> <th>LOG</th> <th>USER</th> </tr> </thead> <tbody> <tr> <td>17/06/15 17:30</td> <td>APPROVE.</td> <td>Administrator</td> </tr> <tr> <td>17/06/15 17:30</td> <td>Administrator says: Samplex</td> <td>Administrator</td> </tr> <tr> <td>17/06/15 17:30</td> <td>Process np-170615-0001 started.</td> <td>Administrator</td> </tr> </tbody> </table>								LOGS			DATE TIME	LOG	USER	17/06/15 17:30	APPROVE.	Administrator	17/06/15 17:30	Administrator says: Samplex	Administrator	17/06/15 17:30	Process np-170615-0001 started.	Administrator
LOGS																						
DATE TIME	LOG	USER																				
17/06/15 17:30	APPROVE.	Administrator																				
17/06/15 17:30	Administrator says: Samplex	Administrator																				
17/06/15 17:30	Process np-170615-0001 started.	Administrator																				
							REPLY															

## Chapter 3: User Profile

At the top of the MCRE screen, click the Profile button as seen in Figure 1.56 below.

Figure 1.56: Profile button



Clicking the Profile button will display the following screens.

Figure 1.57: Personal Information

**USER PROFILE**

**Personal Information**

Login Name : root  
 Password : \*\*\* [change] [reset]  
 Full Name : Administrator  
 Department : ADMIN DEPARTMENT  
 Position : N/A  
 Email Address : root@email.com  
 Contact No. : N/A  
 Fax No. : N/A  
 Branch : N/A  
 Employee No. : N/A  
 Employee Code : N/A  
 Groups : Superuser

Figure 1.58: Delegation screen

**USER PROFILE**

**Delegation**

Your Delegated Users | As Delegated User of Others

+ Assign User | Edit User | - Unassign User

No.	Full Name	Start Date	End Date	Remarks
No items				

5 | Page 1 of 1 | No items

Referring to Figure 1.57, the user is able to change or reset his or her password by clicking either the [change] or [reset] button.

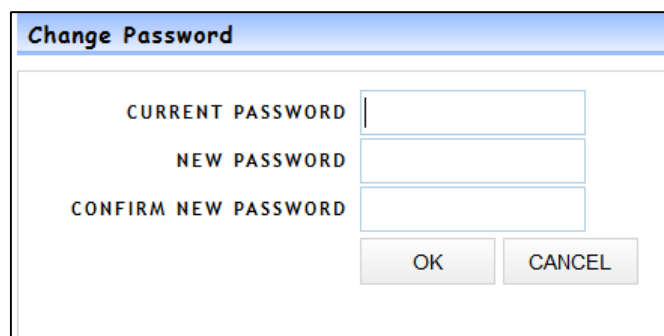
## 3.1 Personal Information

Referring to Figure 1.57, the user is able to view all information regarding his or her account.

### 3.1.1 Change Password

Click the [change] button at the right of the password, and the following screen will be displayed.

Figure 1.58: Password Change screen



**Change Password**

CURRENT PASSWORD

NEW PASSWORD

CONFIRM NEW PASSWORD

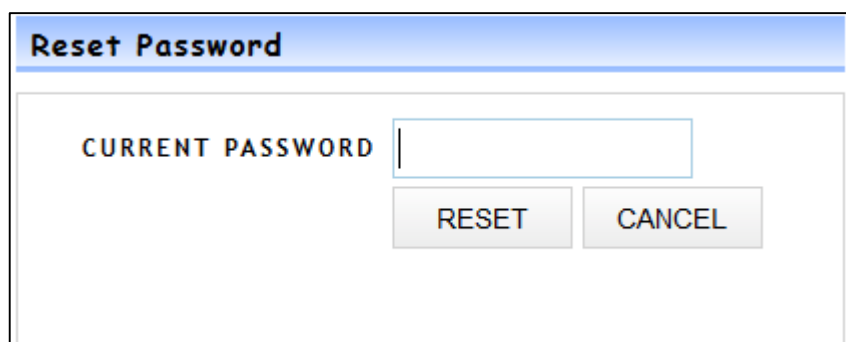
OK CANCEL

Fill in the necessary information and click the OK button to save the changes.

### 3.1.2 Reset Password

Click the [reset] button at the right of the password, and the following screen will be displayed.

Figure 1.59: Password Confirmation screen



**Reset Password**

CURRENT PASSWORD

RESET CANCEL

Fill in the current password to and click the Reset button reset the password. An auto-generated password will be displayed at the bottom, as seen in the figure below.

Figure 1.60: Password Reset screen

NOTE: The auto-generated password will only be displayed for 30 seconds.

## 3.2 User Delegation

Refer to Figure 1.58 above. The function of user delegation is that if the user is not available, his or her delegated users will be able to take over the assigned task of the unavailable user. As an example, “User1” delegates “User2” as a delegated user. This means that “User2” is a delegated user of “User1”, hence if “User1” is on leave, “User2” will take over that tasks of “User1” until “User1” returns.

### 3.2.1 Assign Delegated User

Click on the Assign User button, and the Assign User screen will be displayed as below.

Figure 1.59: Assign User screen



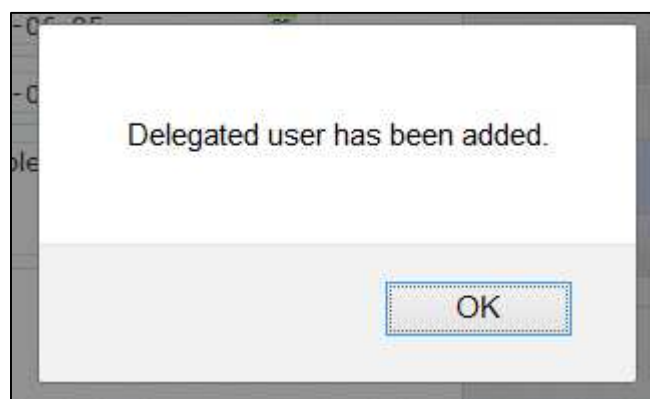
By entering a username, the system will check all matches to the username as seen in the figure below. Also, the start date refers to when does the delegation begin, and the end date refers to when it ends. Leaving a remark will allow the user to know the reason for the delegation.

Figure 1.60: Add delegated user screen

Assign New Delegated User	
USERNAME	user
START DATE	2015-06-05
END DATE	2015-06-26
REMARKS MAX. 1000	Sample
<div>checking availability...</div> <div> <div>user1</div> <div>user2</div> <div>user3</div> </div>	
<div>Save</div> <div>Cancel</div>	

Select a user from the list, and click the Save button. The user will then be prompted a message as seen in the figure below.

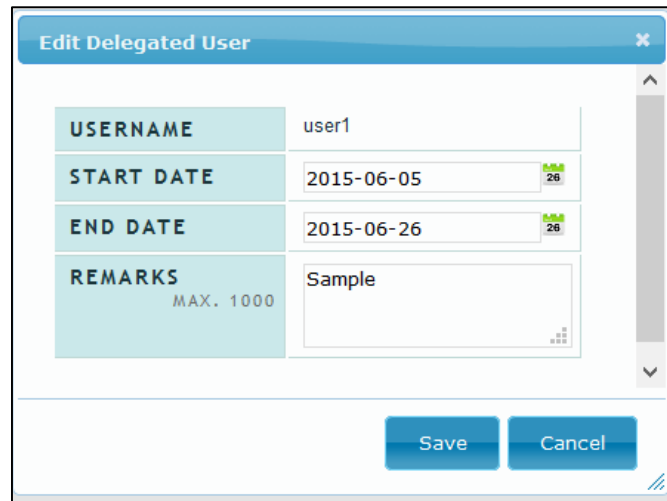
Figure 1.61: Add delegate user message



### 3.2.2 Edit Delegated User

Select the user from the list, and click the Edit User button. The Edit Delegated User screen will be displayed as below.

Figure 1.62: Edit delegated user screen



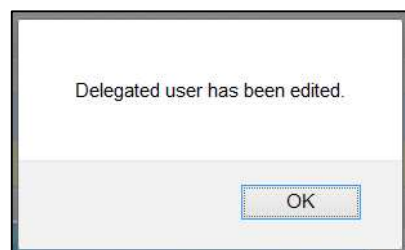
USERNAME	user1
START DATE	2015-06-05
END DATE	2015-06-26
REMARKS MAX. 1000	Sample

Save Cancel

NOTE: The username is not allowed to be changed.

Once updated, click the Save button and the following figure displays the message that will appear.

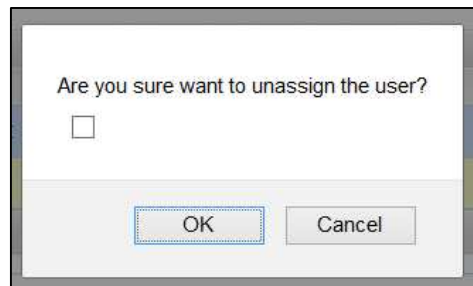
Figure 1.63: Edit successful message



### 3.2.3 Unassign Delegated User

Select a user, and click the Unassign User button. The figure below displays the confirmation message that will be displayed.

Figure 1.64: Unassign User confirmation message



Click the OK button to unassign the user, otherwise click the Cancel button to make no changes.

### 3.2.4 As Delegated User of Others

Refer to Figure 1.58. Click on the As Delegation User of Others tab, and the user can view the users that have selected him or her as their delegated user as shown in Figure 1.65.

Figure 1.65: As Delegated User of Others listing

Delegation					
Your Delegated Users			As Delegated User of Others		
No.	Full Name	Start Date	End Date	Remarks	
1	theng chong	2011-02-06	2011-02-28	outstation during that period	
2	juan lee	2011-02-06	2011-02-27	on training course for resou	
5					
Page 1 of 1					
Displaying 1 to 1 of 1 items					