



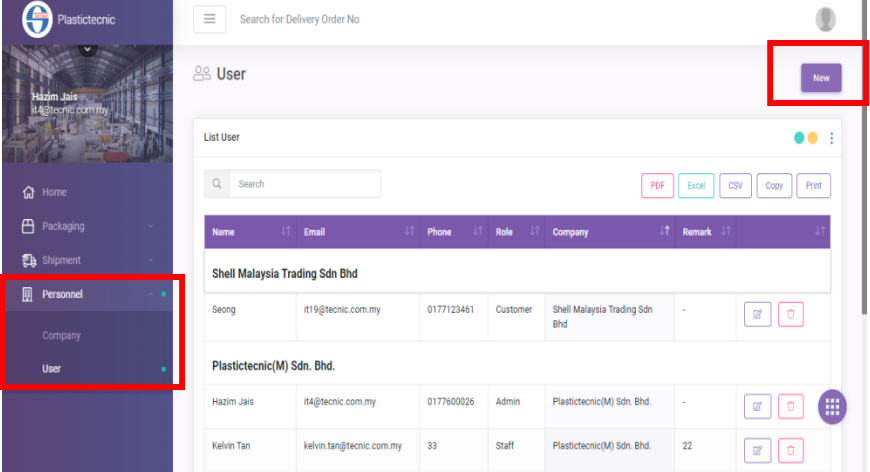
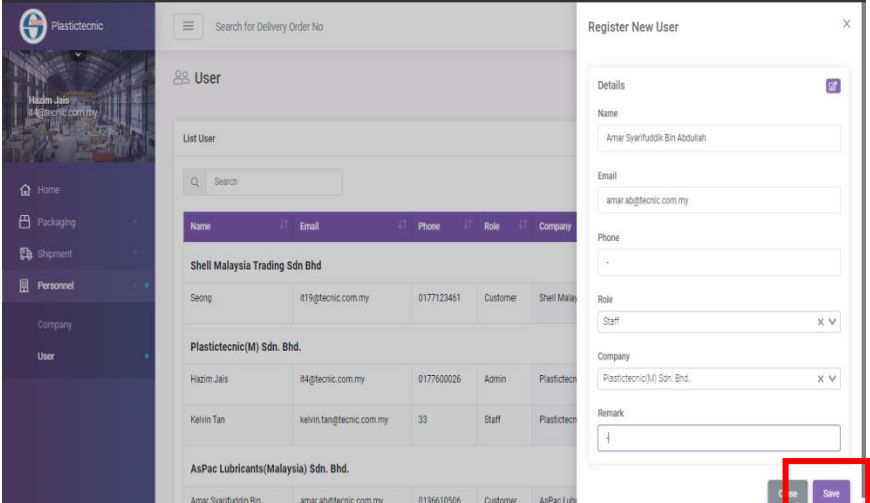
# TRACKING SYSTEM

## Personnel Modules

*USER MANUAL*

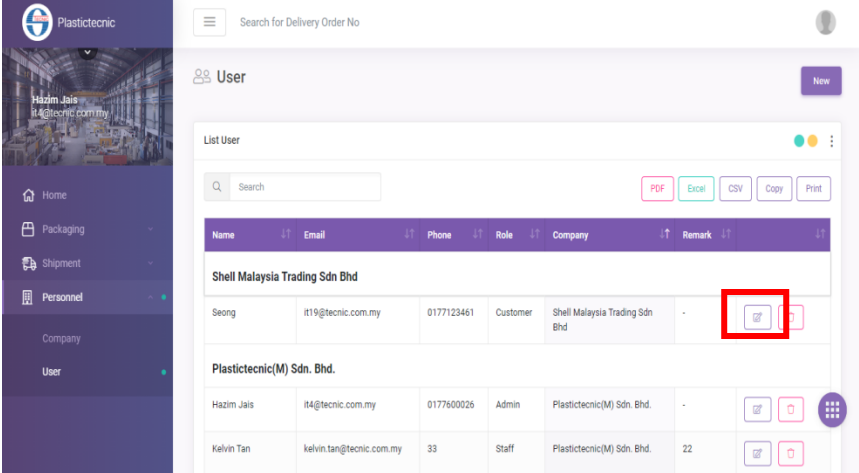
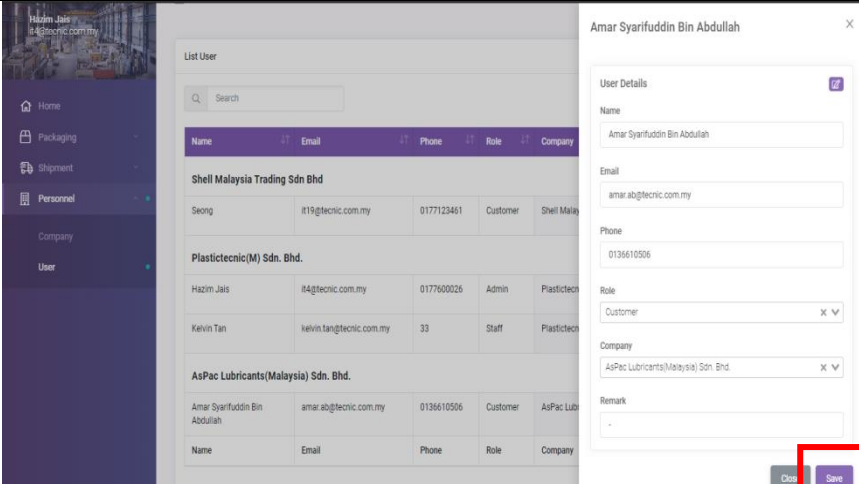


I. Manage User  
a. Create User

NO	PROCESS	SCREENSHOT
1.	<p>Click on <b>'User'</b> under <b>'Personnel'</b> menu as shown in the box.</p> <p>Next, click on <b>'New'</b> button to register new user.</p>	
2.	<p>Fill up the form and click <b>'Save'</b> button to create a new user.</p>	

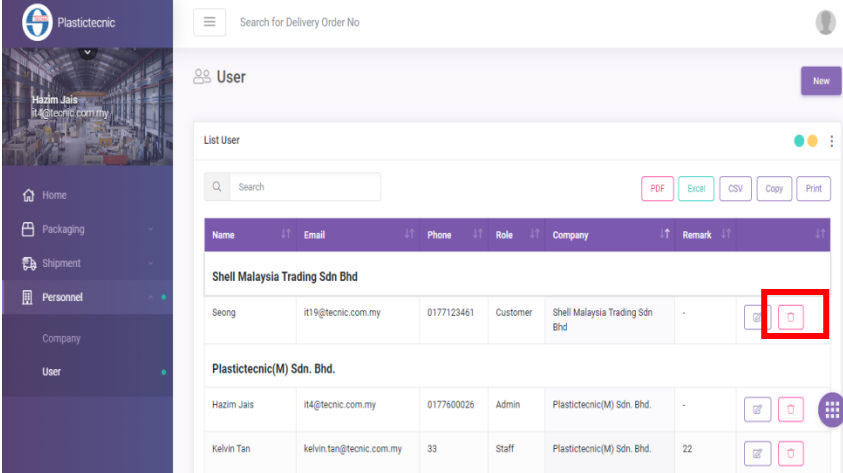
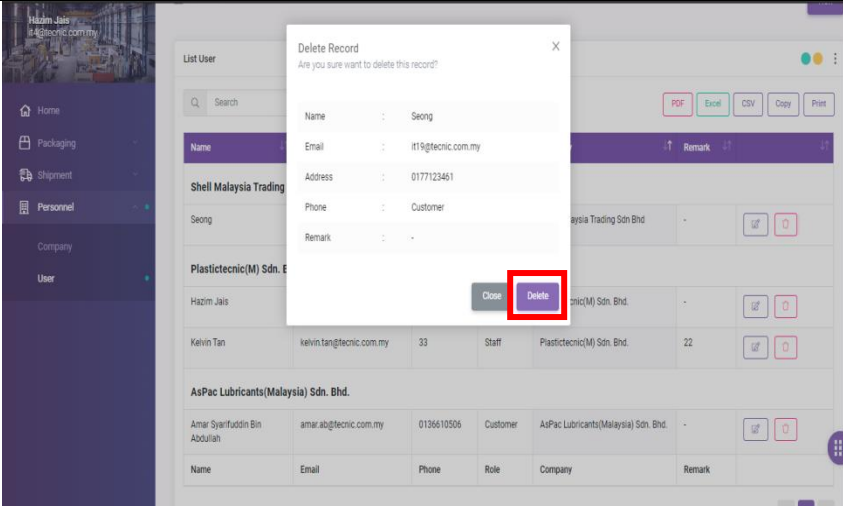


## b. Update User

NO	PROCESS	SCREENSHOT
1.	Click on <b>'Edit'</b> button as shown in the picture to modify the information.	
2.	After that, the display will appear and you may edit the details and click <b>'Save'</b> button to save the information	

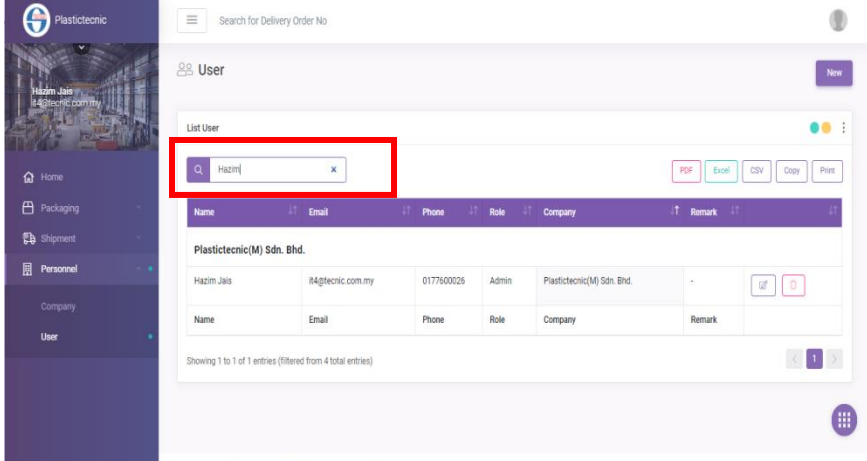


## c. Delete User

NO	PROCESS	SCREENSHOT
1.	Click on ' <b>Delete</b> ' button as shown in the picture to delete the information.	
2.	After that, the display will appear and you can review the details. Next, click ' <b>Delete</b> ' button to delete the information	



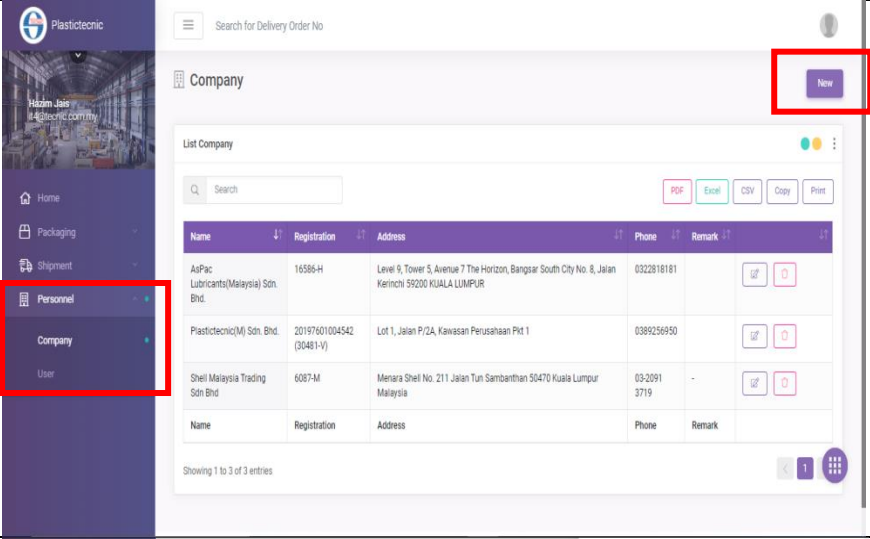
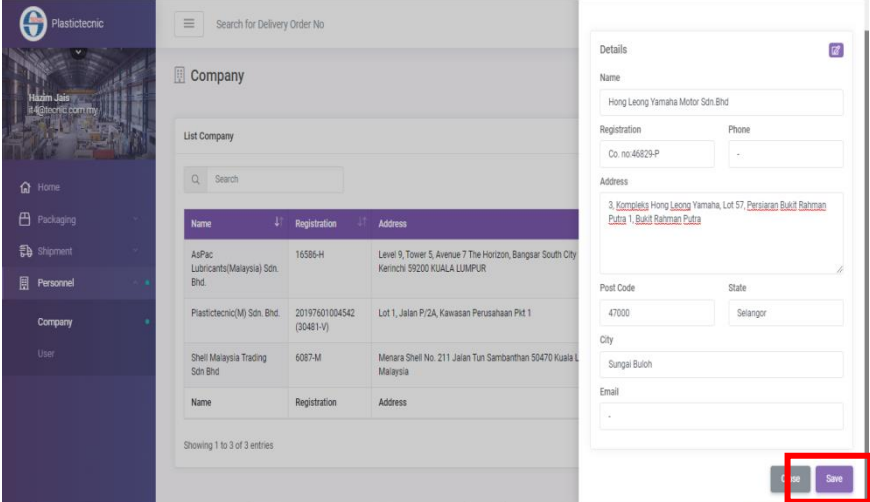
## d. Search User

NO	PROCESS	SCREENSHOT																								
1.	Click the ' <b>Search Input Form</b> ' as shown in the picture and type any keyword that you want to search.	 <p>The screenshot shows the Plastictecnic User Management interface. The search bar is highlighted with a red box, showing the text 'Hazim'. Below the search bar, a table lists users, with the first entry being Hazim Jais.</p> <table><tr><th>Name</th><th>Email</th><th>Phone</th><th>Role</th><th>Company</th><th>Remark</th></tr><tr><td colspan="6">Plastictecnic(M) Sdn. Bhd.</td></tr><tr><td>Hazim Jais</td><td>it4@tecnic.com.my</td><td>0177600026</td><td>Admin</td><td>Plastictecnic(M) Sdn. Bhd.</td><td></td></tr><tr><td>Name</td><td>Email</td><td>Phone</td><td>Role</td><td>Company</td><td>Remark</td></tr></table> <p>Showing 1 to 1 of 1 entries (filtered from 4 total entries)</p>	Name	Email	Phone	Role	Company	Remark	Plastictecnic(M) Sdn. Bhd.						Hazim Jais	it4@tecnic.com.my	0177600026	Admin	Plastictecnic(M) Sdn. Bhd.		Name	Email	Phone	Role	Company	Remark
Name	Email	Phone	Role	Company	Remark																					
Plastictecnic(M) Sdn. Bhd.																										
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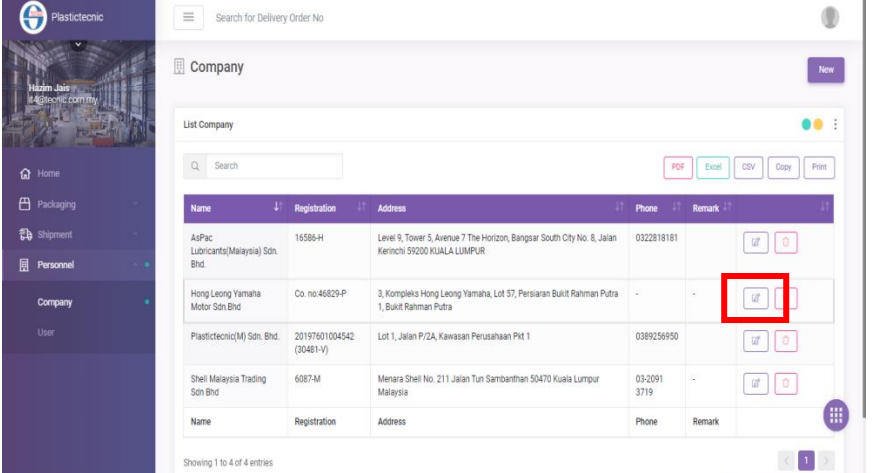
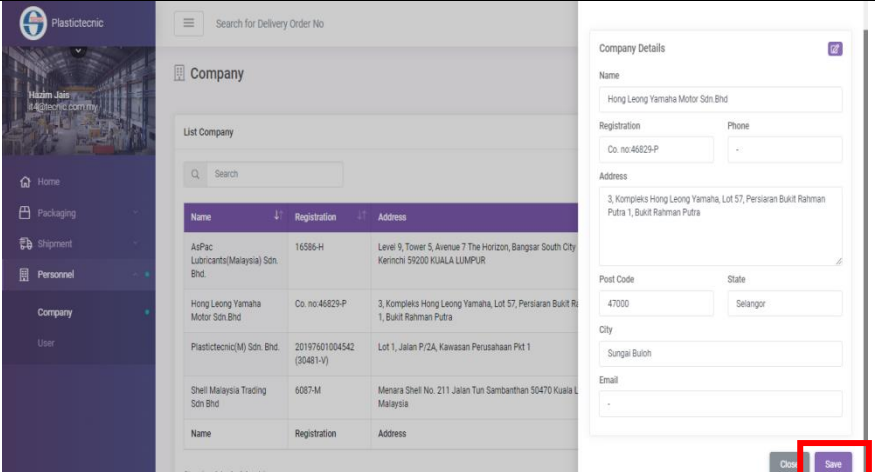
## II. Manage Company

### a. Create Company

NO	PROCESS	SCREENSHOT
1.	<p>Click on <b>'Company'</b> under <b>'Personnel'</b> menu as shown in the box.</p> <p>Next, click on <b>'New'</b> button to register new company.</p>	
2.	<p>Fill up the form and click <b>'Save'</b> button to create a new company.</p>	

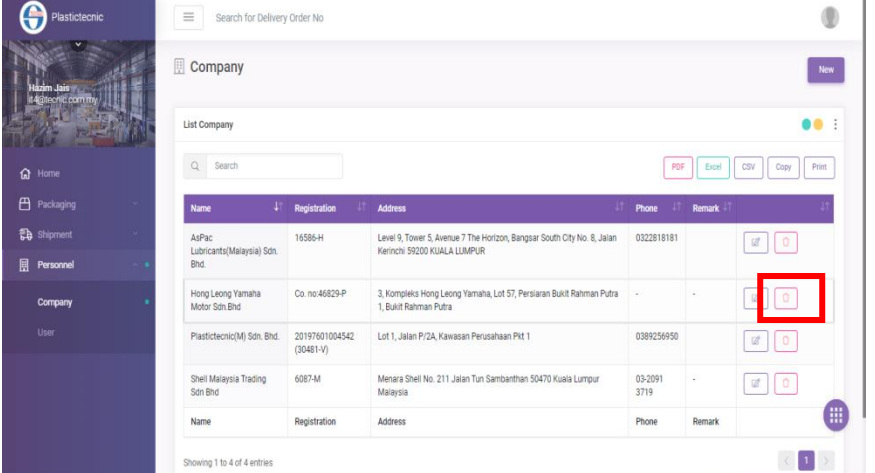
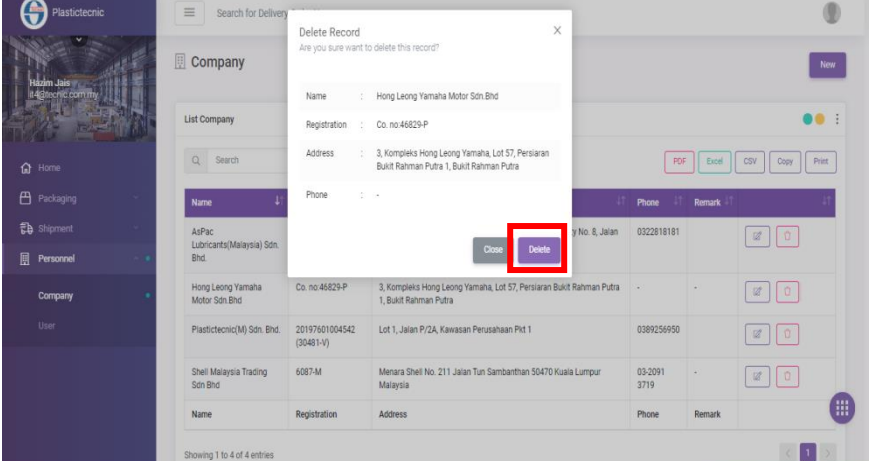


## b. Update Company

NO	PROCESS	SCREENSHOT
1.	Click on <b>'Edit'</b> button as shown in the picture to modify the information.	
2.	After that, the display will appear and you may edit the details and click <b>'Save'</b> button to save the information	



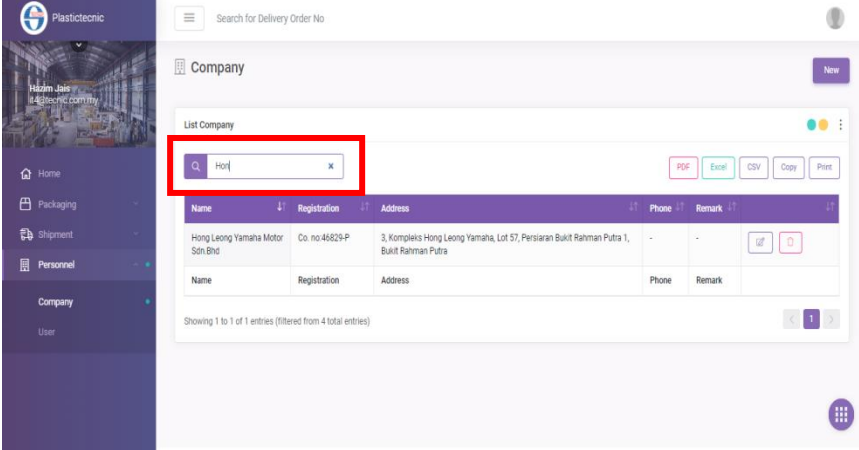
## c. Delete Company

NO	PROCESS	SCREENSHOT
1.	Click on <b>'Delete'</b> button as shown in the picture to delete the information.	
2.	After that, the display will appear and you can review the details. Next, click <b>'Delete'</b> button to delete the information	





## d. Search Company

NO	PROCESS	SCREENSHOT
1.	Click the ' <b>Search Input Form</b> ' as shown in the picture and type any keyword that you want to search.	 <p>The screenshot displays the 'Company' search page in the Plastictecnic system. A sidebar on the left contains navigation links: Home, Packaging, Shipment, Personnel, Company, and User. The main content area features a search bar at the top with the placeholder 'Search for Delivery Order No'. Below this, the 'Company' section is active, showing a 'List Company' table. A search input field is highlighted with a red box, containing the text 'Horl'. The table lists companies with columns for Name, Registration, Address, Phone, and Remark. The first entry is 'Hong Leong Yamaha Motor Sdn Bhd' with registration 'Co. no 45629-P' and address '3, Kompleks Hong Leong Yamaha, Lot 57, Persiaran Bukit Rahman Putra 1, Bukit Rahman Putra'. The table also includes 'Add' and 'Edit' buttons for each entry. At the bottom, it shows 'Showing 1 to 1 of 1 entries (filtered from 4 total entries)'.</p>