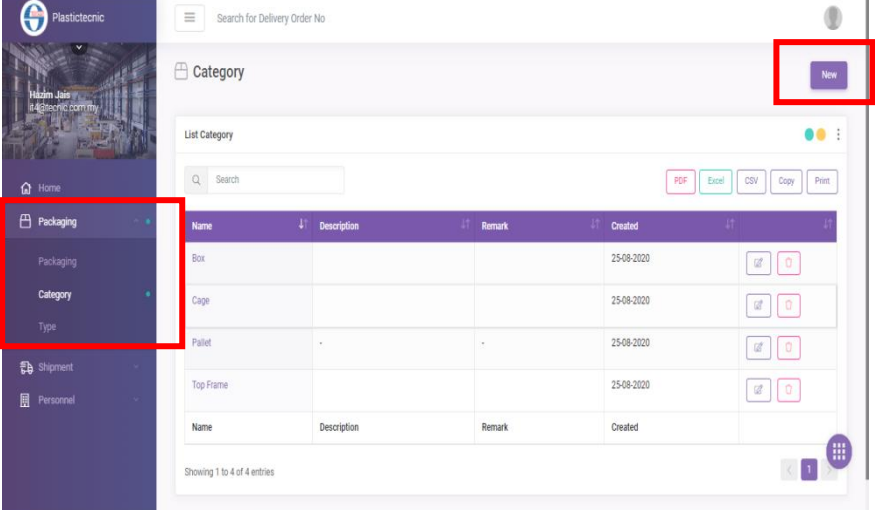# TRACKING SYSTEM

Packaging Modules

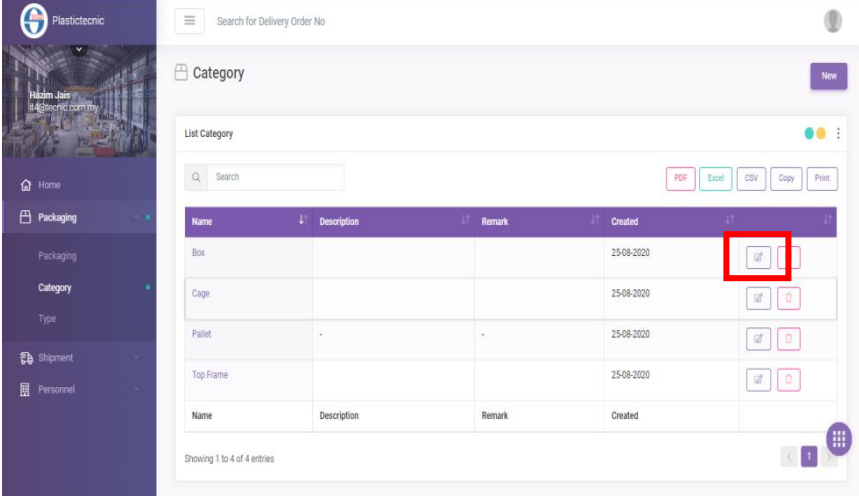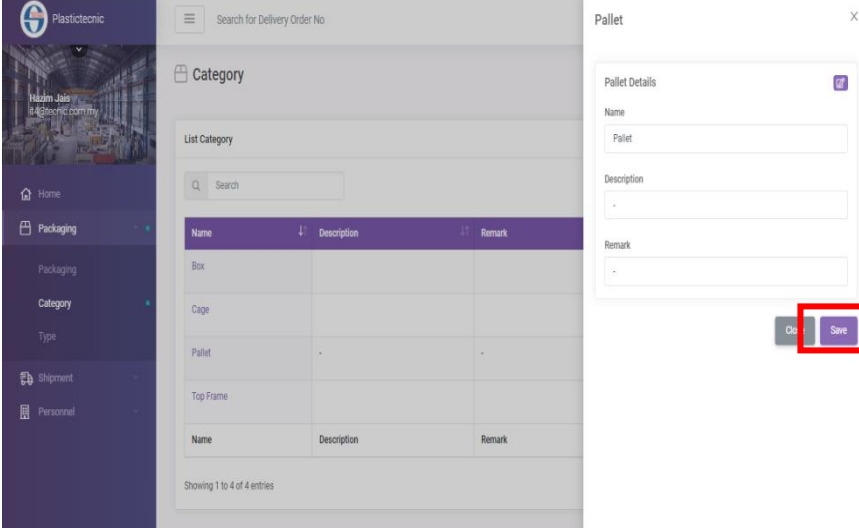*USER MANUAL*

I. Manage Category
   a. Create Category

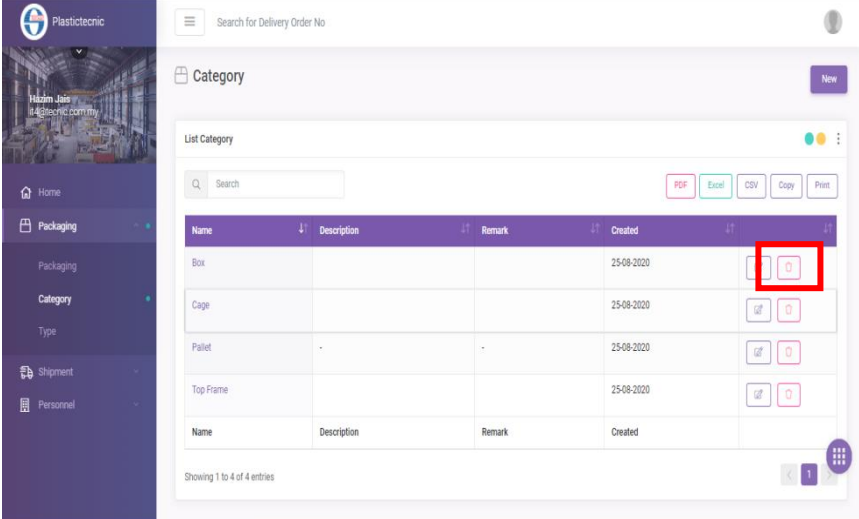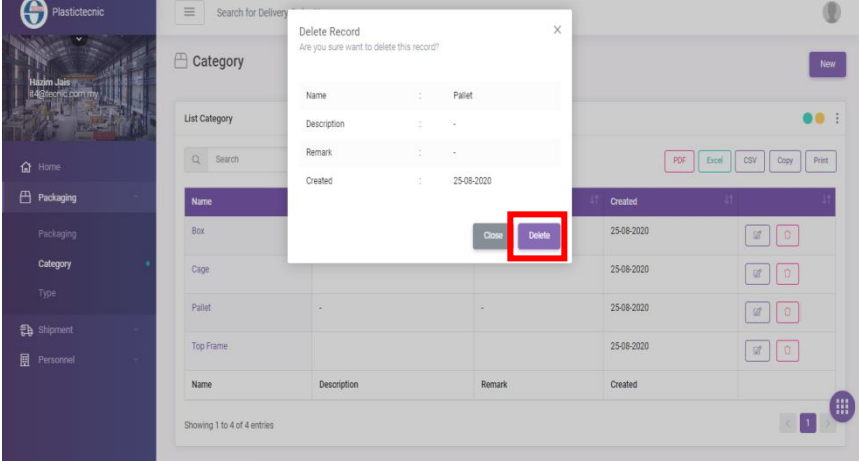| NO	PROCESS	SCREENSHOT
1.	Click on **'Category'** under **'Packaging'** menu as shown in the box. Next, click on **'New'** button to register new category.	
2.	Fill up the form and click **'Save'** button to create a new category.	

b. Update Category

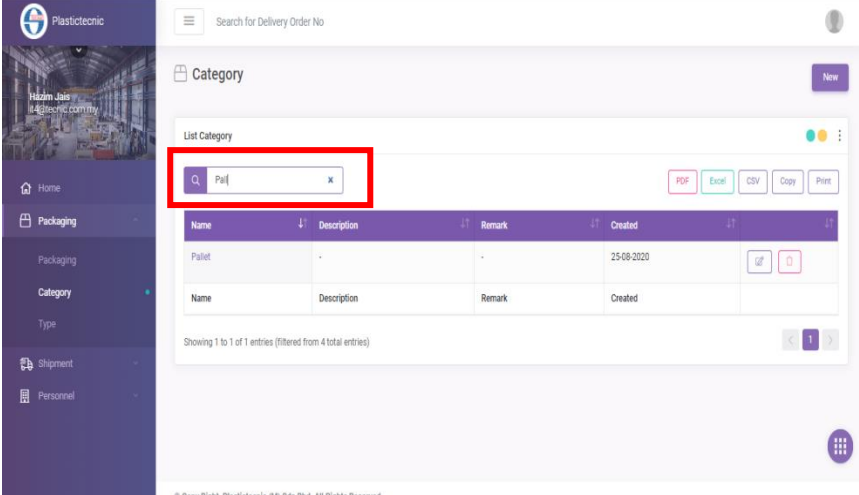| NO	PROCESS	SCREENSHOT
1.	Click on *'Edit'* button as shown in the picture to modify the information.	
2.	After that, the display will appear and you may edit the details and click *'Save'* button to save the information	

c. Delete Category

NO	PROCESS	SCREENSHOT
1.	Click on *'Delete'* 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 *'Delete'* button to delete the information	

d. Search Category

NO	PROCESS	SCREENSHOT
1.	Click the '***Search Input Form'*** as shown in the picture and type any keyword that you want to search.	

II. Manage Type (Serial No of Packaging)
 a. Create Type

NO	PROCESS	SCREENSHOT
1.	Click on *'Type'* under *'Packaging'* menu as shown in the box. Next, click on *'New'* button to register new type.	
2.	Fill up the form and click *'Save'* button to create a new type.	
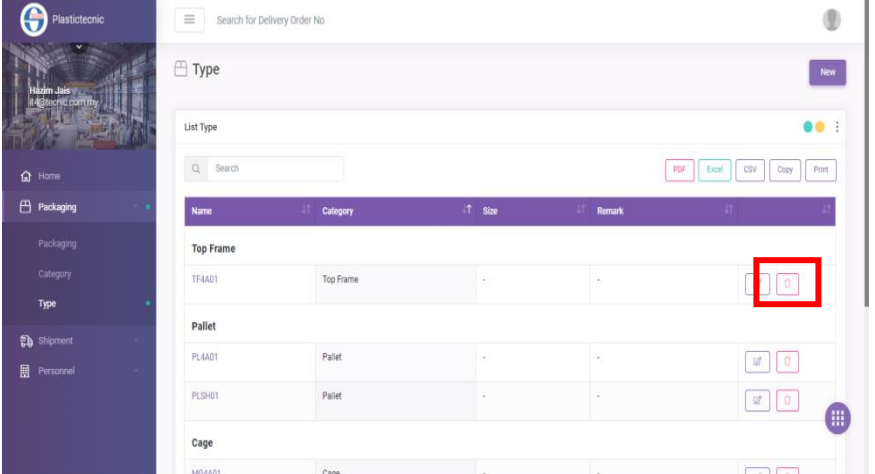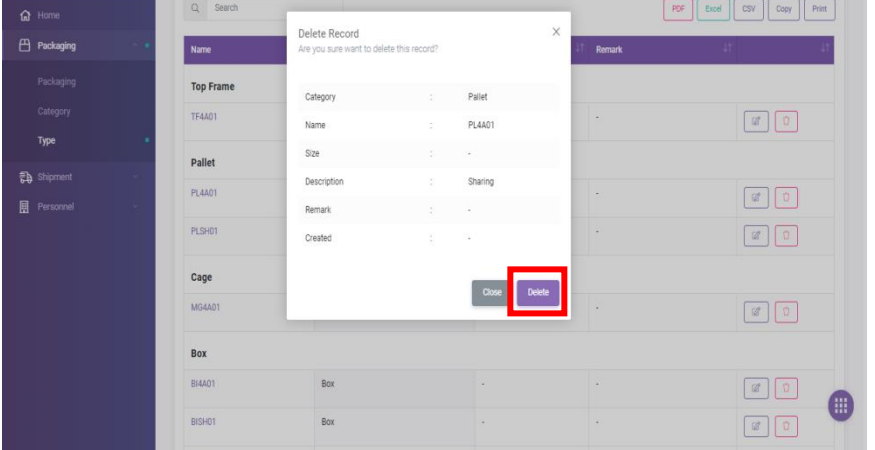
b. Update Type

NO	PROCESS	SCREENSHOT
1.	Click on *'Edit'* 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 *'Save'* button to save the information	

c. Delete Type

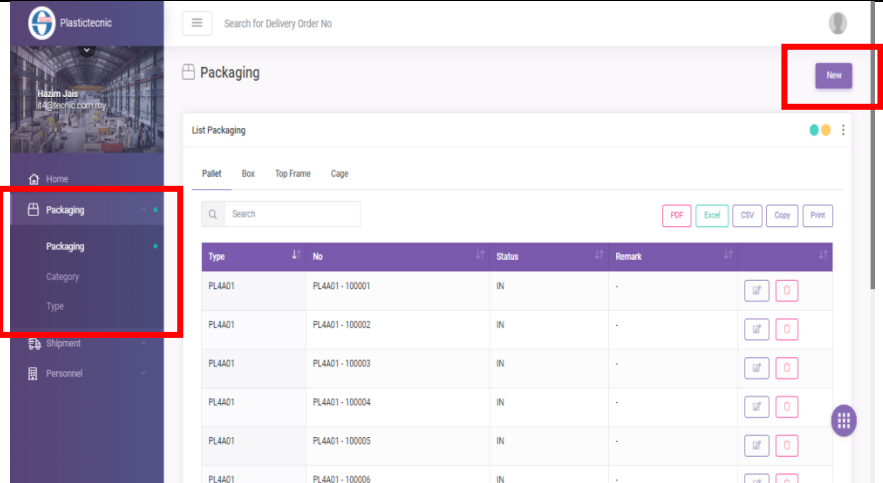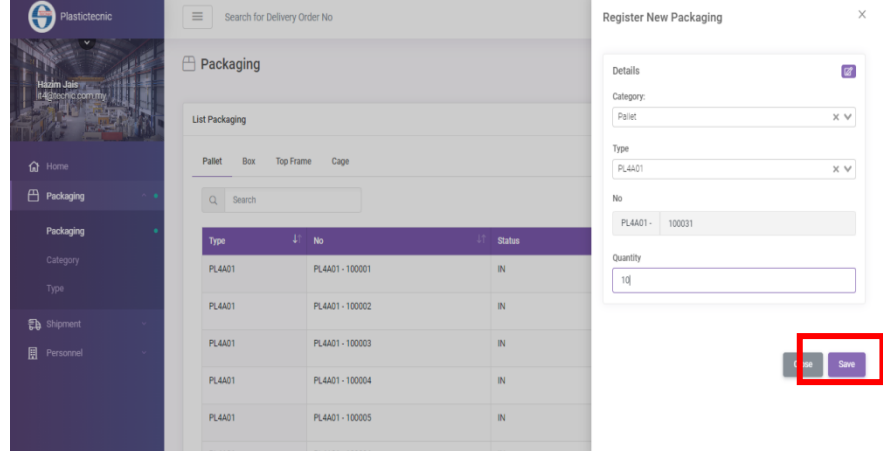| NO	PROCESS	SCREENSHOT
1.	Click on *'Delete'* button as shown in the picture to delete the information.	
2.	After that, the display will appear and you can review the details. Next, click *'Delete'* button to delete the information	

d. Search Type

NO	PROCESS	SCREENSHOT
1.	Click the '*Search Input Form'* as shown in the picture and type any keyword that you want to search.	
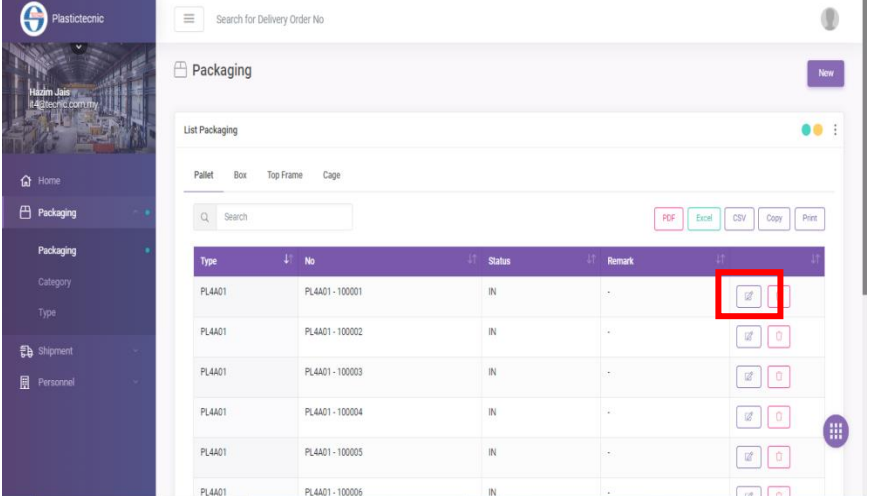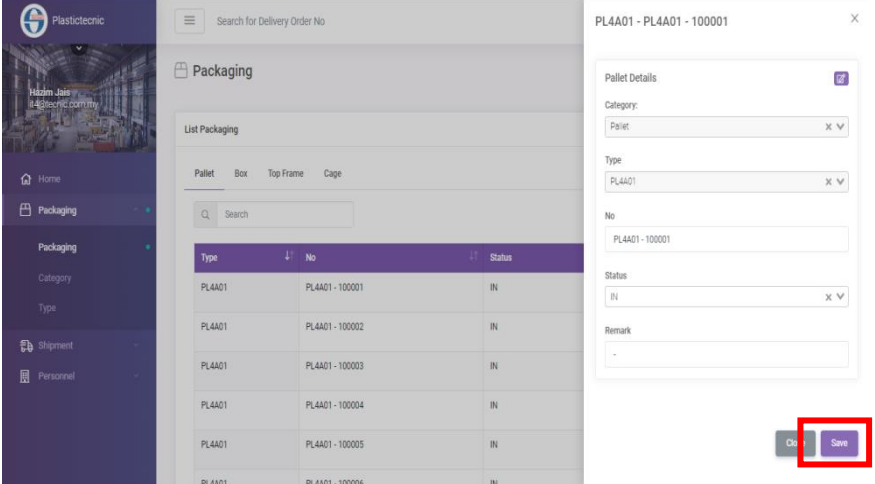
III.   Manage Packaging
    a.   Create Packaging

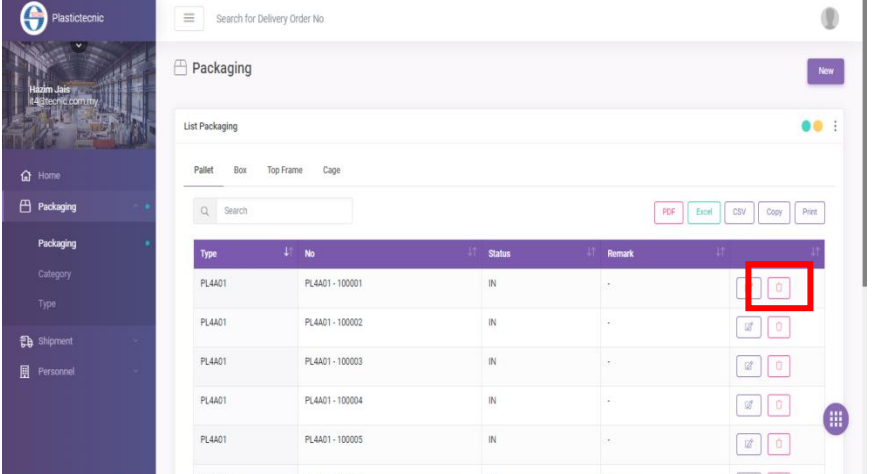| NO	PROCESS	SCREENSHOT
1.	Click on *'Packaging'* menu as shown in the box. Next, click on *'New'* button to register new packaging.	
2.	Fill up the form and click *'Save'* button to create a new packaging.	
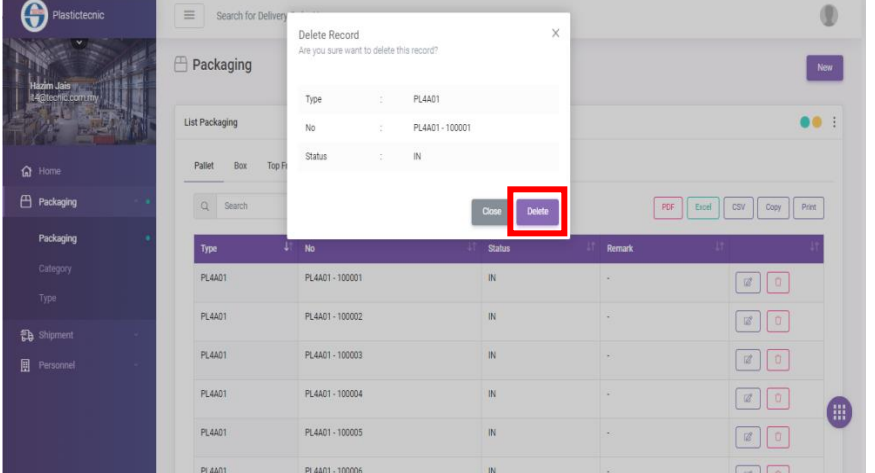
b. Update Packaging

NO	PROCESS	SCREENSHOT
1.	Click on *'Edit'* 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 *'Save'* button to save the information	

c. Delete Packaging

NO	PROCESS	SCREENSHOT
1.	Click on **'Delete'** 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 **'Delete'** button to delete the information	

d. Search Packaging

NO	PROCESS	SCREENSHOT
1.	Click the '***Search Input Form'*** as shown in the picture and type any keyword that you want to search.	