**TRACKING SYSTEM**

**Packaging Modules**

*USER MANUAL*

1. Manage Category
   1. Create Category

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| **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. |  |

* 1. 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 |  |

* 1. 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 |  |

* 1. Search Category

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

1. Manage Type (Serial No of Packaging)
   1. Create Type

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| --- | --- | --- |
| **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. |  |

* 1. 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 |  |

* 1. 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 |  |

* 1. 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. |  |

1. Manage Packaging
   1. Create Packaging

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| --- | --- | --- |
| **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. |  |

* 1. Update Packaging

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| --- | --- | --- |
| **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 |  |

* 1. 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 |  |

* 1. 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. |  |