**TRACKING SYSTEM**

**Personnel Modules**

*USER MANUAL*

1. Manage User
   1. Create User

|  |  |  |
| --- | --- | --- |
| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | After login, click ‘***D.O Summary’*** under Shipment menu as shown in the box and the **List Shipment** will appear. |  |
| 2. | Choose any D.O number that you want and click on that number or the edit button as shown in the picture. |  |

* 1. Update User

|  |  |  |
| --- | --- | --- |
| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | After login, click ‘***D.O Summary’*** under Shipment menu as shown in the box and the **List Shipment** will appear. |  |
| 2. | Choose any D.O number that you want and click on that number or the edit button as shown in the picture. |  |

* 1. Delete User

|  |  |  |
| --- | --- | --- |
| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | After login, click ‘***D.O Summary’*** under Shipment menu as shown in the box and the **List Shipment** will appear. |  |
| 2. | Choose any D.O number that you want and click on that number or the edit button as shown in the picture. |  |

* 1. Search User

|  |  |  |
| --- | --- | --- |
| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | After login, click ‘***D.O Summary’*** under Shipment menu as shown in the box and the **List Shipment** will appear. |  |
| 2. | Choose any D.O number that you want and click on that number or the edit button as shown in the picture. |  |

1. Manage Company
   1. Create Company

|  |  |  |
| --- | --- | --- |
| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | After login, click ‘***D.O Summary’*** under Shipment menu as shown in the box and the **List Shipment** will appear. |  |
| 2. | Choose any D.O number that you want and click on that number or the edit button as shown in the picture. |  |

* 1. Update Company

|  |  |  |
| --- | --- | --- |
| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | After login, click ‘***D.O Summary’*** under Shipment menu as shown in the box and the **List Shipment** will appear. |  |
| 2. | Choose any D.O number that you want and click on that number or the edit button as shown in the picture. |  |

* 1. Delete Company

|  |  |  |
| --- | --- | --- |
| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | After login, click ‘***D.O Summary’*** under Shipment menu as shown in the box and the **List Shipment** will appear. |  |
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* 1. Search Company

|  |  |  |
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| **NO** | **PROCESS** | **SCREENSHOT** |
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