**TRACKING SYSTEM**

**Personnel Modules**

*USER MANUAL*

1. Manage User
   1. Create User

|  |  |  |
| --- | --- | --- |
| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | Click on ***‘User’*** under ***‘Personnel’*** menu as shown in the box.  Next, click on ***‘New’*** button to register new user. |  |
| 2. | Fill up the form and click ***‘Save’*** button to create a new user. |  |

* 1. Update User

|  |  |  |
| --- | --- | --- |
| **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 User

|  |  |  |
| --- | --- | --- |
| **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 User

|  |  |  |
| --- | --- | --- |
| **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 Company
   1. Create Company

|  |  |  |
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| **NO** | **PROCESS** | **SCREENSHOT** |
| 1. | Click on ***‘Company*** under ***‘Personnel’*** menu as shown in the box.  Next, click on ***‘New’*** button to register new company. |  |
| 2. | Fill up the form and click ***‘Save’*** button to create a new company. |  |

* 1. Update Company

|  |  |  |
| --- | --- | --- |
| **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 Company

|  |  |  |
| --- | --- | --- |
| **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 Company

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