



HELP GUIDE
IT ADMINISTRATOR

Login Page



Please login

	Email address	
	Password	

1.Enter business e-mail address.

2.Enter personal password.

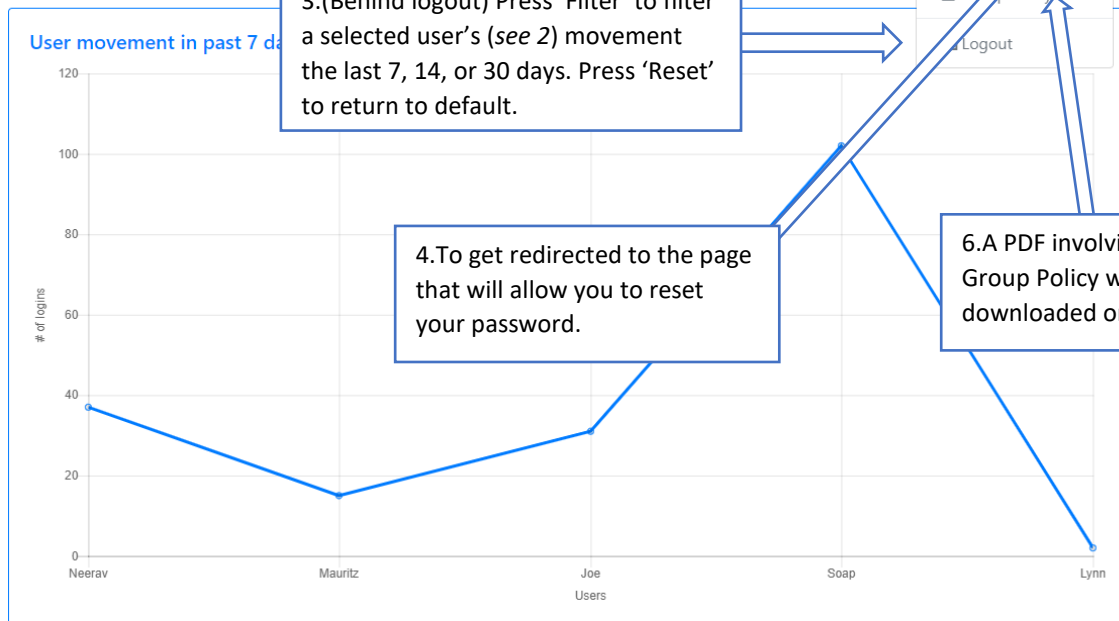
3.Press Login once e-mail, and password has been entered correctly.

Login

Dashboard

5.To get redirected to the page that will allow you to change your personal details.

Dashboard



1.Enter a user's Name and/or surname to filter the grid below.


2.Select a user whose access history you'd want to observe.

List of users

Search Name or Surname

ID	Username	# of Login's	Latest Access
3	Mauritz Langeveld	15	2018-09-08 18:35:37
5	Soap Joe	102	2018-09-07 18:57:59
4	Joe Soap	31	2018-09-07 18:48:39
7	Lynn Fletcher	2	2018-09-07 12:55:46
2	Neerav Panchal	40	2018-09-07 10:09:26

Manage Users

 [Dashboard](#) [Users](#) [Business Settings](#) [Reports](#) Hello, Mauritz Langeveld - (IT Admin)

Manage Users

Full Name	Email	Role	Status	Security
root localhost	1234@ims.com	IT Admin	<input type="checkbox"/>	Reset Password
Rob Boy	r@ims.com	Technical Employee	<input type="checkbox"/>	Reset Password
Neerav Panchal	neerav@ims.com	IT Admin	<input checked="" type="checkbox"/>	Reset Password
Joe Soap	j@ims.com	Technical Employee	<input checked="" type="checkbox"/>	Reset Password
Soap Joe	s@ims.com	Section Head	<input checked="" type="checkbox"/>	Reset Password
Deon Muller		Technical Employee	<input checked="" type="checkbox"/>	Reset Password
Lynn Futchner		Section Head	<input checked="" type="checkbox"/>	Reset Password


1. Enter a user's Name and/or surname to filter the grid below.

2. To change the user's role (privileges) on the system, select a role from the dropdown list.

3. Click on the switch to allow/disallow a user from using the system.

4. Click on 'Reset Password' to get redirected to the Reset Password page.

Password Reset

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Hello, Mauritz Langeveld - (IT Admin)

Reset Password

User

root localhost - (123456789@ims.com)

New Password

New Password

Weak

Save

Clear

?

The user whose password will get a reset.

Enter the user's new password. Mustn't be less and 8 and more than 20 characters.


Show's the strength of the entered password.

Hints on improving the password's strength.

To save the entered password and password conditions have been met.

To clear the password entered.

Creating a User

 [Dashboard](#) [Users](#) [Business Settings](#) [Reports](#) Hello, Mauritz Langeveld - (IT Admin)

Create New User

First Name

First name

Last Name

Last name

Date of Birth

yyyy/mm/dd

Contact Number

Contact Number

Email Address

Email address

Password

Password

Weak

User Type

Choose...

Address

1234 Main St

Address 2

Apartment, studio, or floor

City

Choose...

Suburb

Choose...

Save

Clear


Click 'Save' to create the new user.

To clear all fields and revert all selections to default.

a. Suburb dropdown won't load unless the user has selected a City.

b. If neither the new user's City or their Suburb exist in the dropdown, press the 'Add New City/Suburb' selection located in the respected dropdown.

Update Personal Info

Dashboard Users Business Settings ReportsHello, Mauritz Langeveld - (IT Admin)

Personal Information

First Name

Mauritz

Last Name

Langeveld

Date of Birth

2018/06/21

Contact Number

0123456789

Email Address

m@ims.com

Address

1 mains

Address 2

House 1

City

Port Elizabeth

Suburb

Beachview

Update

Go Back

Click 'Update' to update your personal information.

a. Suburb dropdown won't load unless the user has selected a City.

b. If neither the new user's City or their Suburb exist in the dropdown, press the 'Add New City/Suburb' selection located in the respected dropdown.

Update Business Information



[Dashboard](#) [Users](#) [Business Settings](#) [Reports](#)

Hello, Mauritz Langeveld - (IT Admin)

Business Information

Current Logo



Upload new Logo

Choose File

No file chosen

To select a new logo of the business.

Name

Inventory Management System

Contact Details

0711231234

Email Address

admin@ims.com

Upload new Policy

Choose File

No file chosen


To select a new policy file (PDF) of the business to upload.

Update

Go Back

To update new Business information.

Change Password

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Hello, Mauritz Langeveld - (IT Admin)

Change Password

Enter your current password here...

Old Password

Old Password

New Password

New Password

Confirm New Password

Confirm New Password

Weak

Save

Clear

Press 'Save' to change your password

Press 'Clear' to erase all fields.

Enter your new password here...

Re-enter your new password here...

Generate Reports

Dashboard

Users

Business Settings

Reports

Hello, Mauritz Langeveld - (IT Admin)

Reports

Filter By:

Types

Technical Employee

City

Port Elizabeth

Suburb

Algoa Park

Export the report generated below to PDF.

Export to PDF

Inventory Management System
admin@ims.com
0711231234
Sep 8, 2018, 7:03:07 PM

Select the type of user to filter by.

Select the City to filter by.

Select the Suburb to filter by.

ID	User	Mobile Number	Type	City	Suburb
4	Joe Soap	0711231234	Technical Employee	Port Elizabeth	Algoa Park
6	Deon Muller	0711231234	Technical Employee	Port Elizabeth	Algoa Park

Example report based on what the user filtered by.