

# User Manual

Ak Maju Resources Sdn. Bhd.

14/1/2024

Faculty of Computing

Ak Maju Resources System Link :

[Ak Maju Resources System](#)

Prepared by:

Unicode

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## 1. Introduction

The purpose of this user manual is to provide guidelines to the employees of Ak Maju Resources to have better understanding on ways to operate this system. This is to ensure that the system can be fully utilized by the workers of Ak Maju, and the employees can acquire the basic skills in order to use the system according to their needs.

The system has multiple modules that can help assist the business of Ak Maju, and users that are allowed on using the system are only the registered users, which are the admin and staff of Ak Maju Resources. This is to ensure data integrity and security within the company remains reliable.

There are a total of 9 main components that form the system, which are the User Authentication module, the Dashboard module, the Employee module, the Category module. the Product module, the Customer module, the Quotation module, the Invoice module and the Payment module.

This system is divided between 2 parts in general, the admin part and the staff part. The admin has more access in terms of modifying stuff in the system, unlike staff that is only allowed to view the displayed information in regards to the system. The only modification allowed to the staff is that the staff is allowed to add new customers, as well as handle the payment made by the customer. Apart from that, most of the system features are in a view-mode only for the staff.

To log into the system,

Admin :

Identity Card Number : 010101010101

Password : @Admin123

Staff :

Identity Card Number : 020202020202

Password : @Staff123

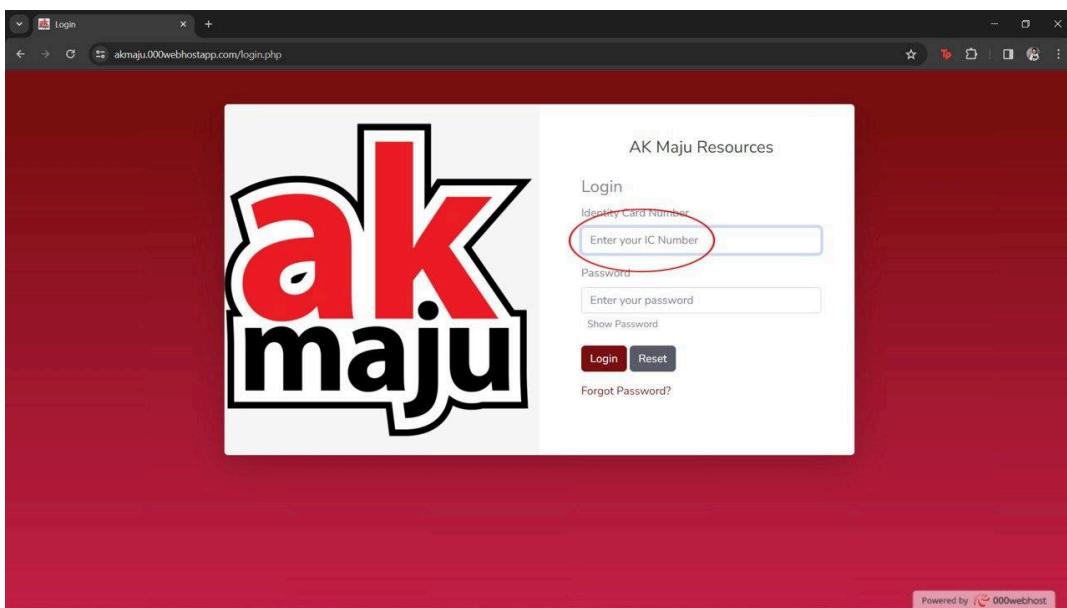
## 2. User Authentication

This User Authentication page is used to allow the employees of Ak Maju to be able to log into their account to have access to the Ak Maju System. In order to have their own account, the employees have to request their account to be registered by the admin. This is to avoid outsiders from gaining access to the system.

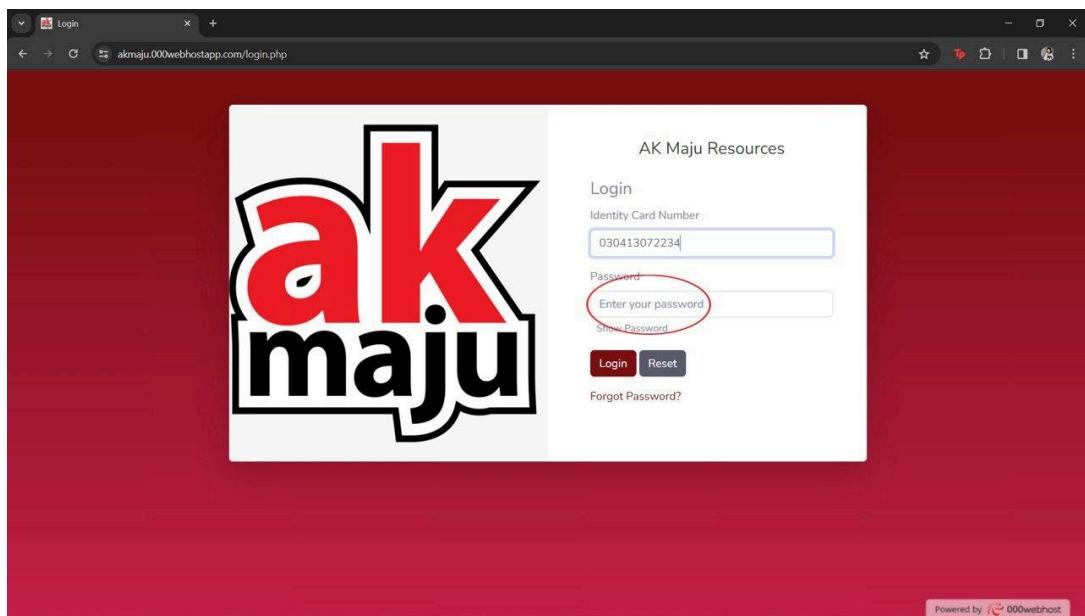
### 2.1. Login

[Video Link : Login](#)

1. Enter your registered identity card number.



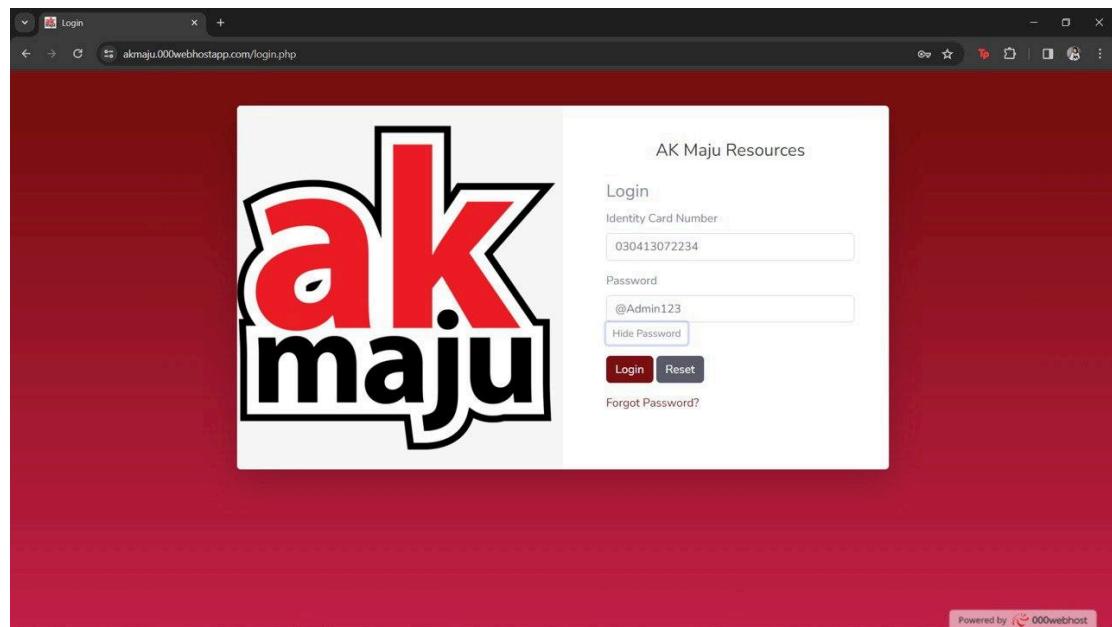
2. Enter your password.



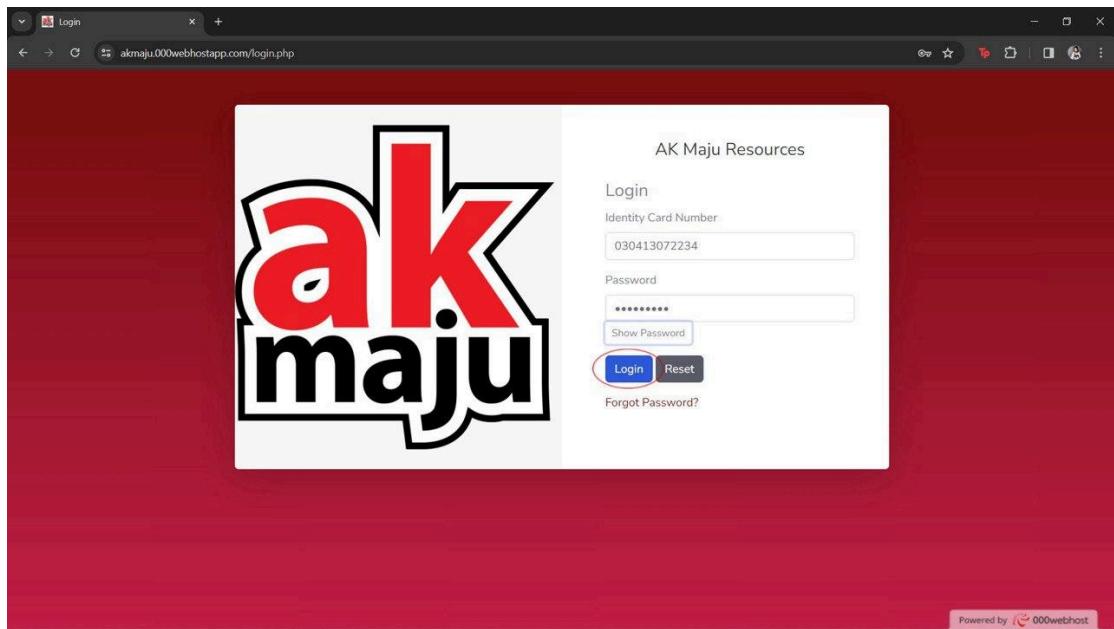
3. You can click on the “Show Password” to show your password.



4. Make sure that the password entered is the correct password.



5. Click the “Log In” button. Now, you are successfully logged into the system.

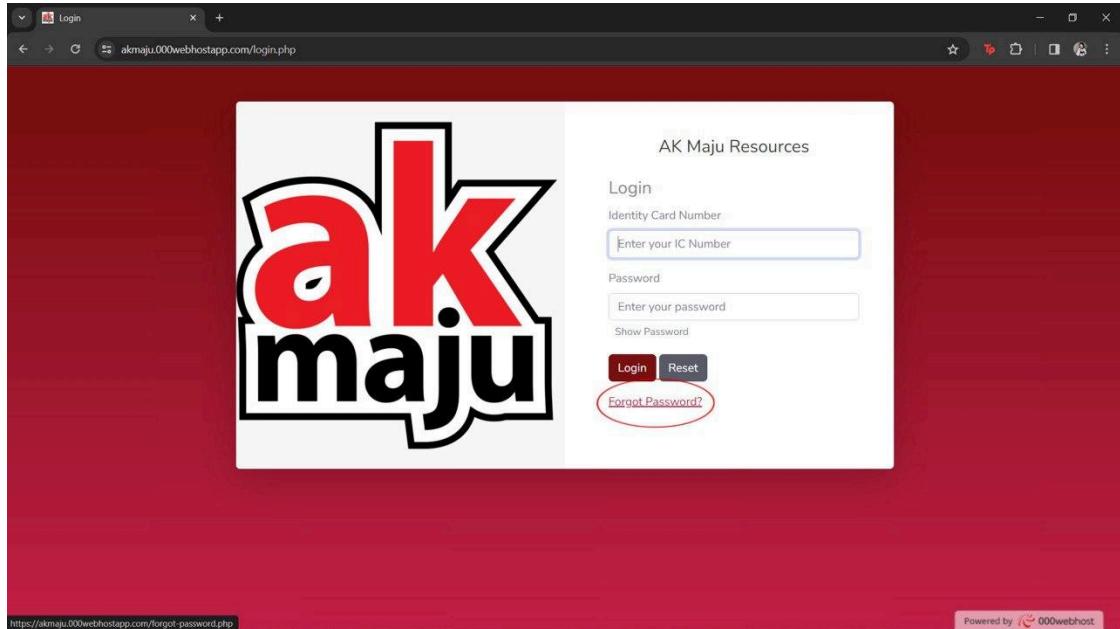


## 2.2. Forget Password

In case you forgot the password used for your registered account, you can reset your password through the Login page. Make sure that you know the email used to register the account.

[Video Link : Forgot Password](#)

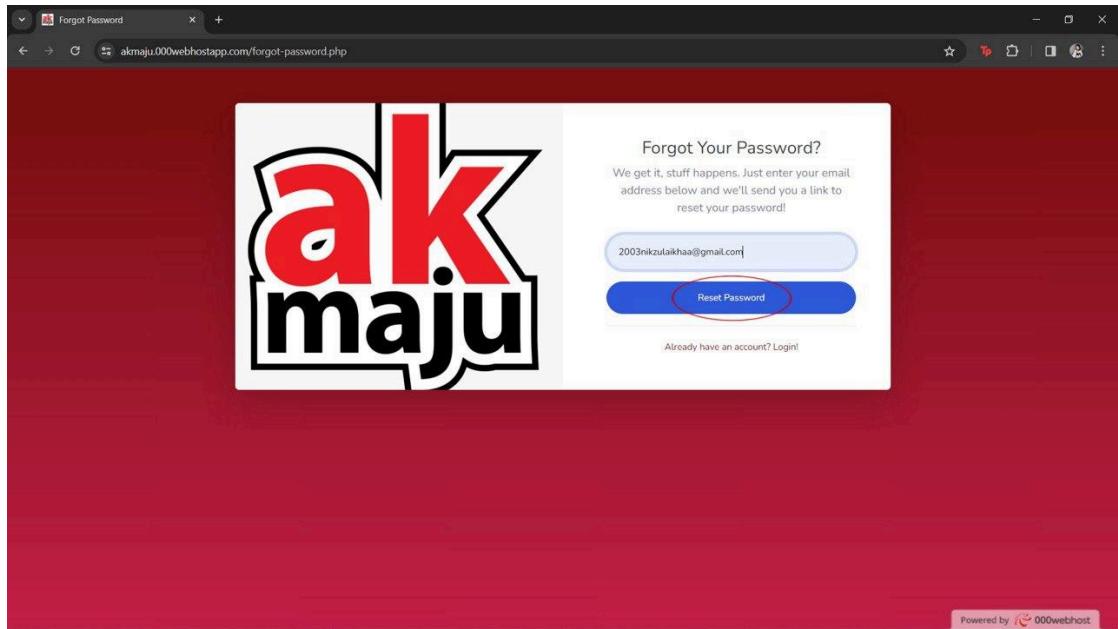
1. Click on the “Forgot Password?” to reset your password.



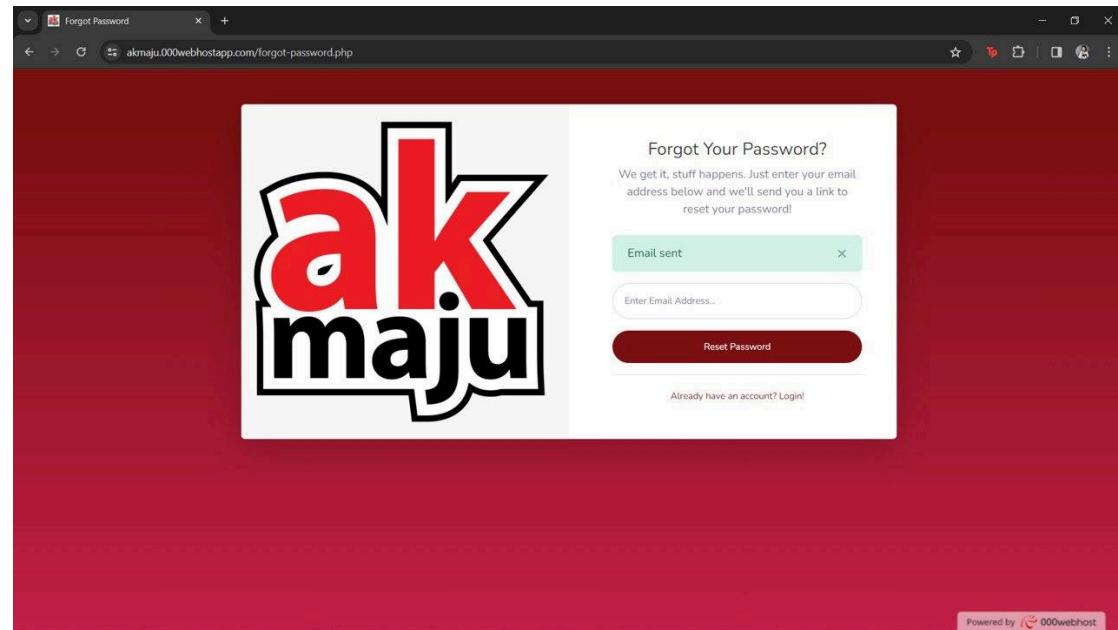
2. Enter the email address registered for the account at the field provided.



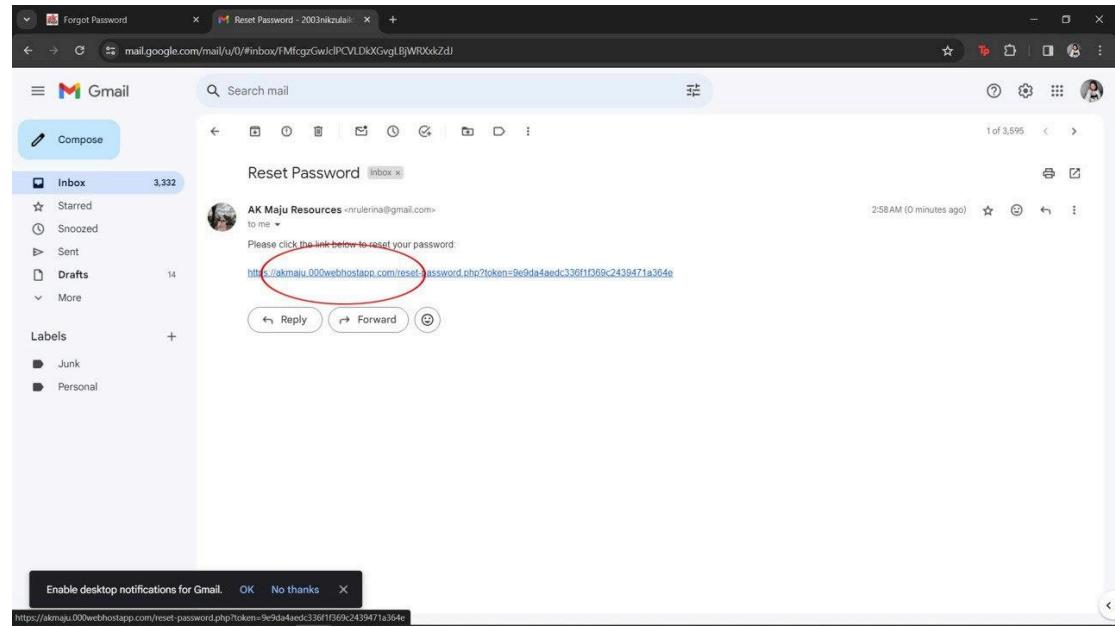
3. Click on the “Reset Password” button.



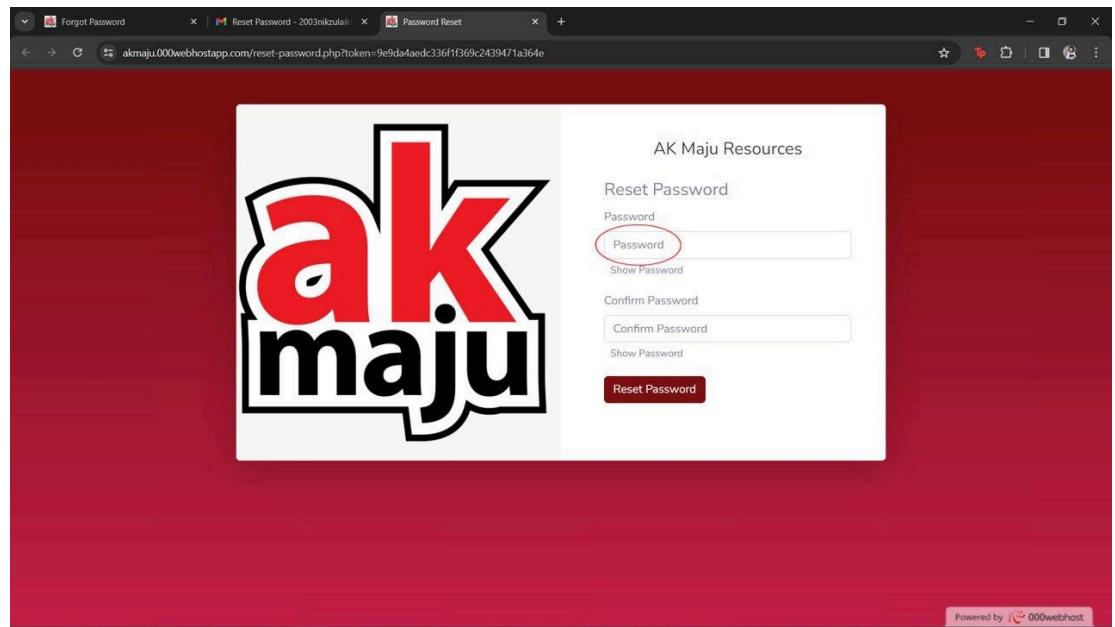
4. Wait till a pop up of “Email Sent” comes out. When it does, you can now check your email for the new link to reset your password.



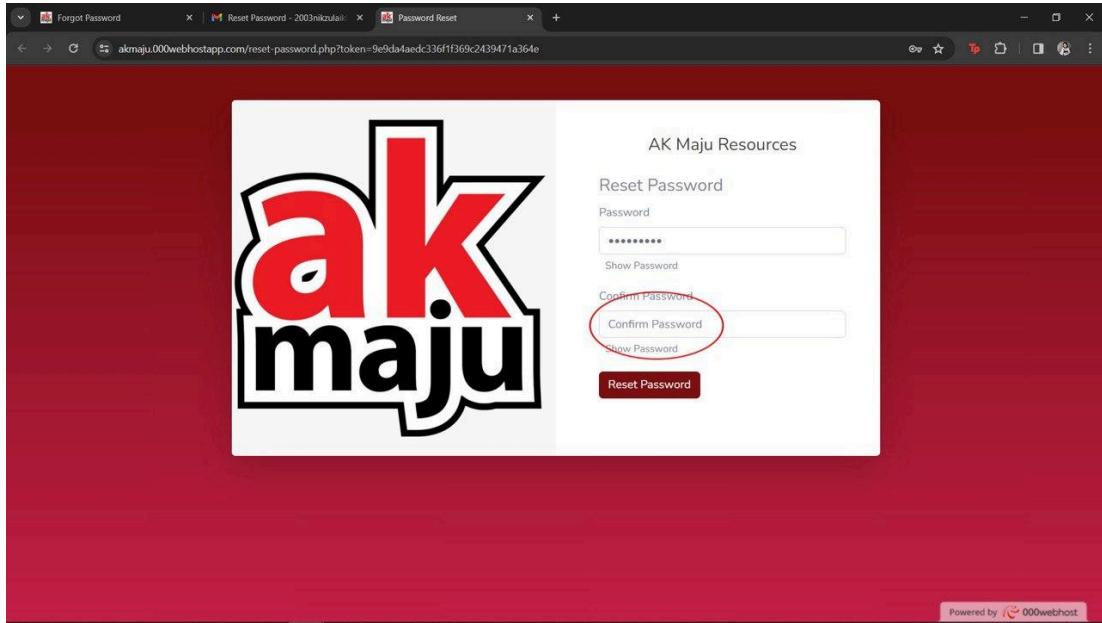
- Now go to your email, and click on the mail sent with the name of Ak Maju Resources. In case the mail does not appear in your inbox, do mind checking the spam folder as well. Click on the link provided in the mail.



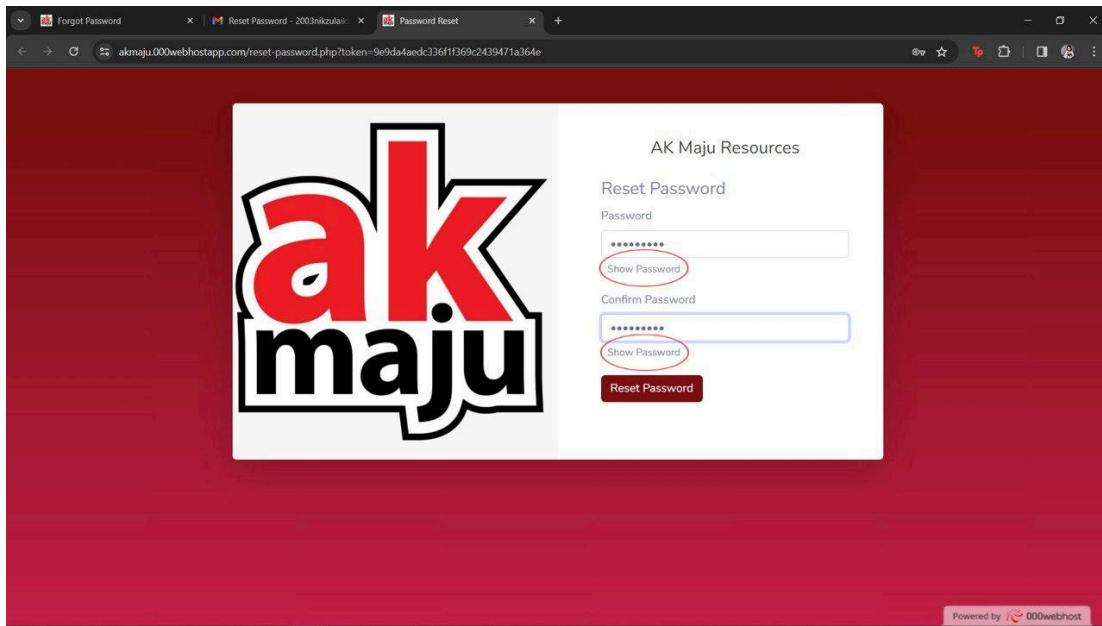
- The link will bring you to the reset password page. Now, fill in the new password desired.



7. Fill in the confirm password field with the same password above.



8. You can click on the "Show Password" to show your password.



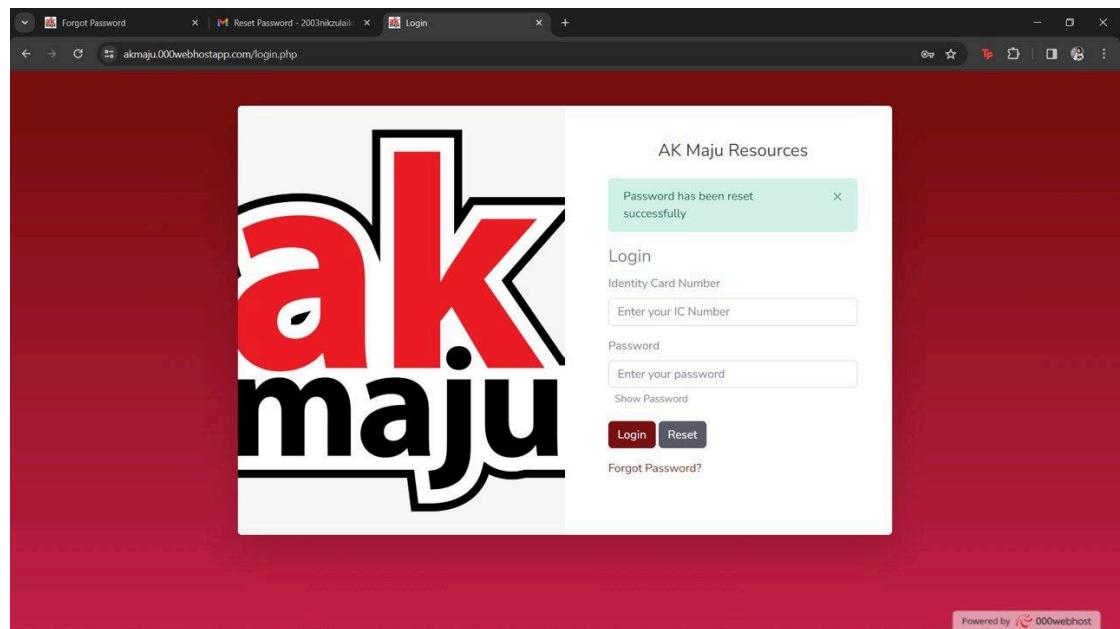
9. Make sure that both the passwords entered for the password and the confirm password filled are the new password.



10. Click the “Reset Password” button.



11. Now, your password has successfully been reset. You can log into your account now with the new password you just set.



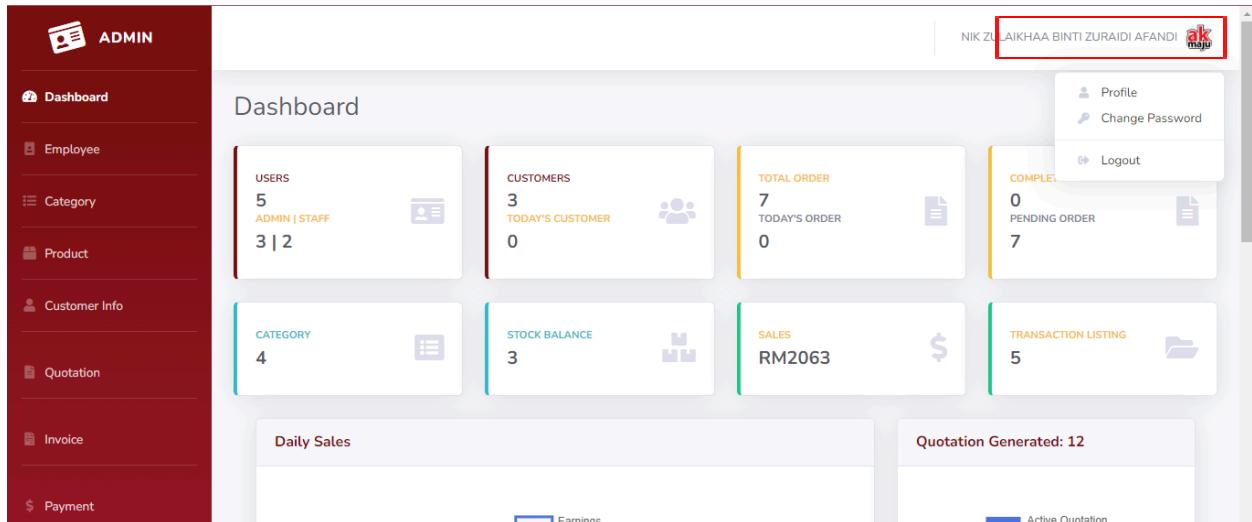
### 3. Dashboard

The Dashboard page is designed to display a summary of Ak Maju's business performance. The summary includes pie charts, area charts, and bar charts. Its purpose is to provide employees with an overview of the overall business performance. The dashboard also provides three important reports: the 'Stock Balance Report,' the 'Profit/Loss Report,' and the 'Transaction Listing Report'. Not necessarily on the dashboard page, employees can access profile settings and change their password using the provided options in the header.

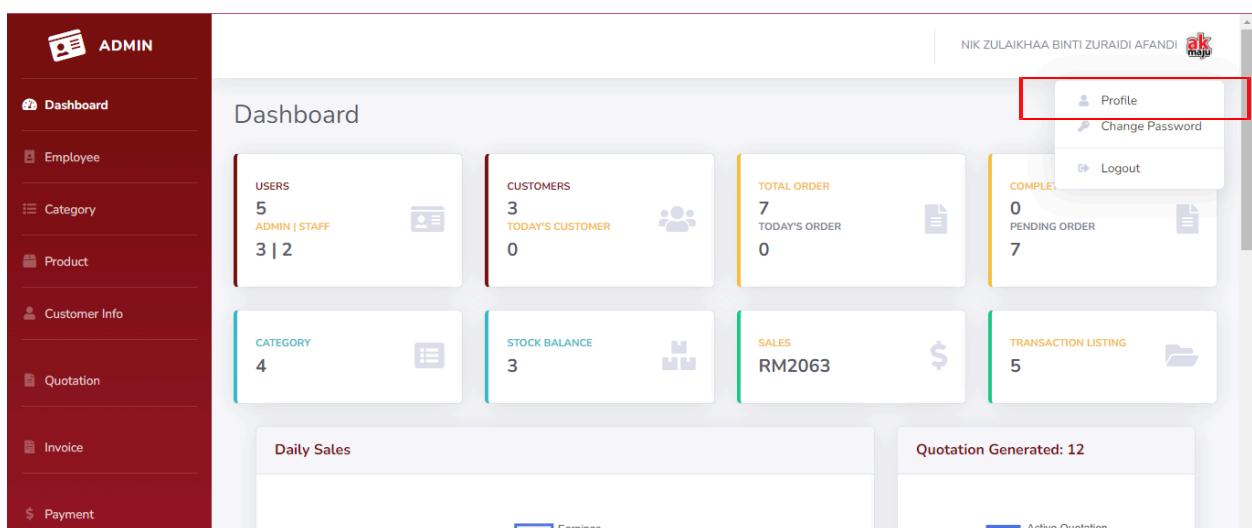
#### 3.1 Change Profile

##### Change Profile.mp4

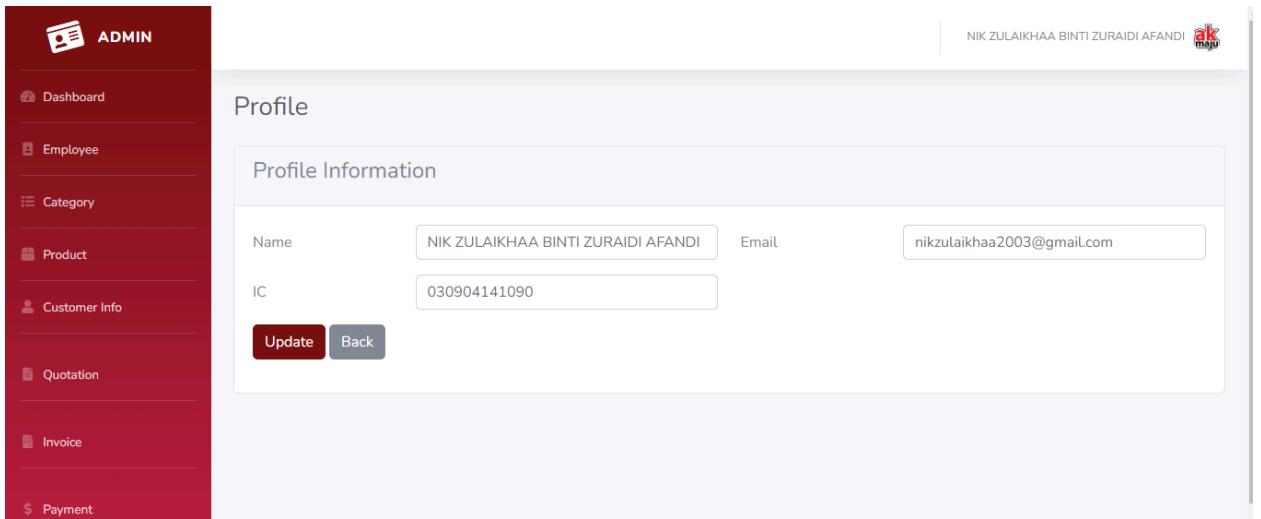
1. Click on the profile name on header



2. Then click 'Profile'



4. Employee will be navigate to profile information



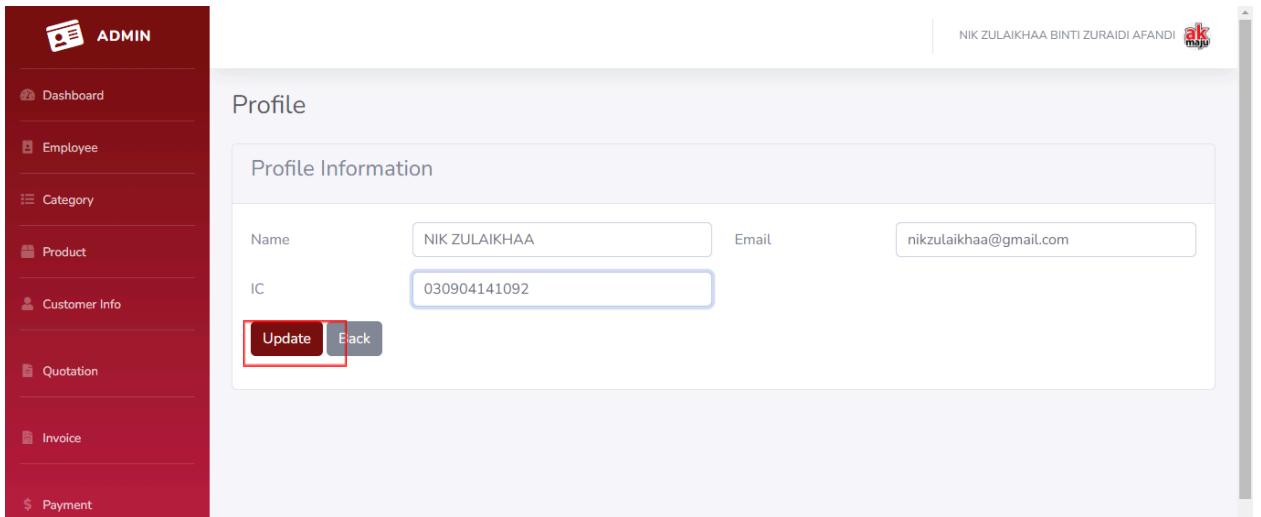
Profile

Profile Information

Name	NIK ZULAIKHA BINTI ZURAIKI AFANDI	Email	nikzulaikha2003@gmail.com
IC	030904141090		

**Update** **Back**

5. Employee can change name, ic and email then click update



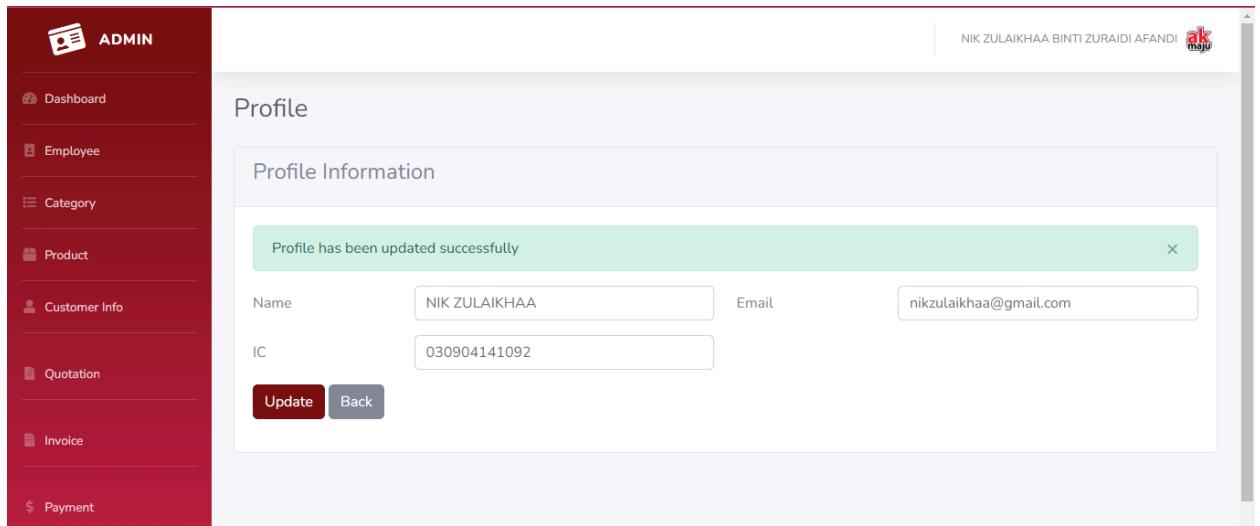
Profile

Profile Information

Name	NIK ZULAIKHA	Email	nikzulaikha@gmail.com
IC	030904141092		

**Update** **Back**

## 6. Now the details have successfully changed

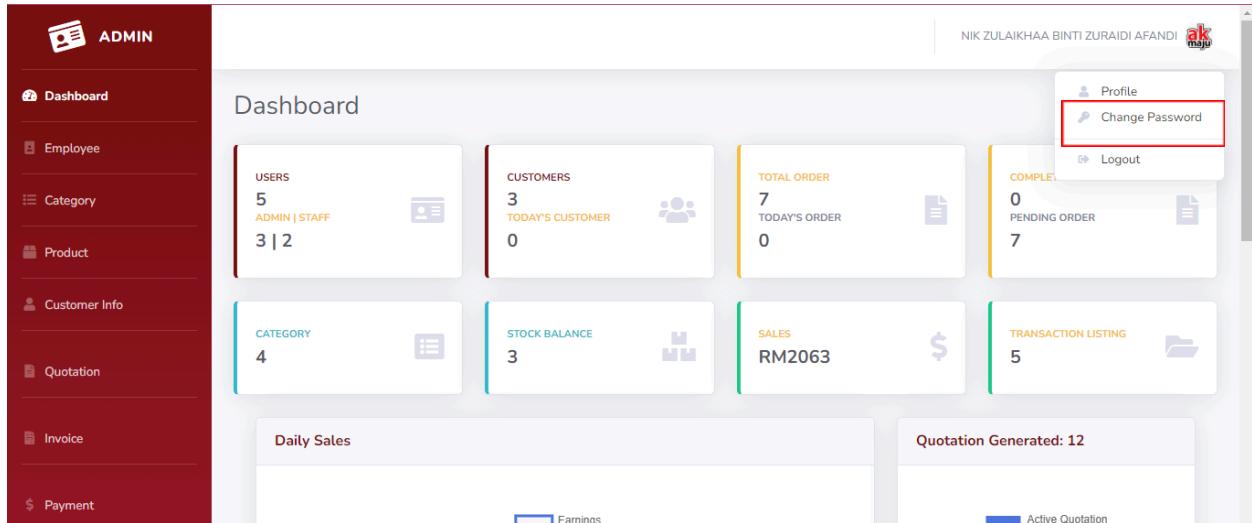


The screenshot shows a user interface for an administration system. On the left, a vertical sidebar titled 'ADMIN' contains a list of menu items: Dashboard, Employee, Category, Product, Customer Info, Quotation, Invoice, and Payment. The 'Employee' item is currently selected. The main content area is titled 'Profile' and contains a sub-section titled 'Profile Information'. A green success message box displays the text 'Profile has been updated successfully'. Below this, there are two input fields: 'Name' (NIK ZULAIKHA) and 'Email' (nikzulaikha@gmail.com). Underneath these fields is another input field labeled 'IC' (030904141092). At the bottom of the form are two buttons: a red 'Update' button and a grey 'Back' button. In the top right corner of the main content area, there is a small logo for 'NIK ZULAIKHA BINTI ZURAI DI AFANDI' and the letters 'ak'.

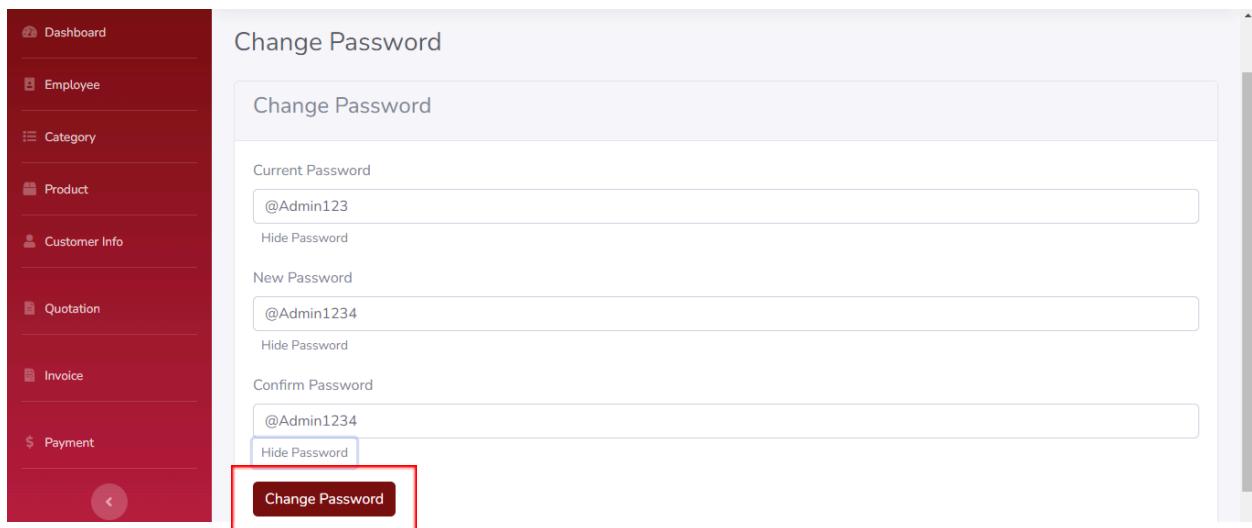
### 3.2 Change Password

#### Change Password.mp4

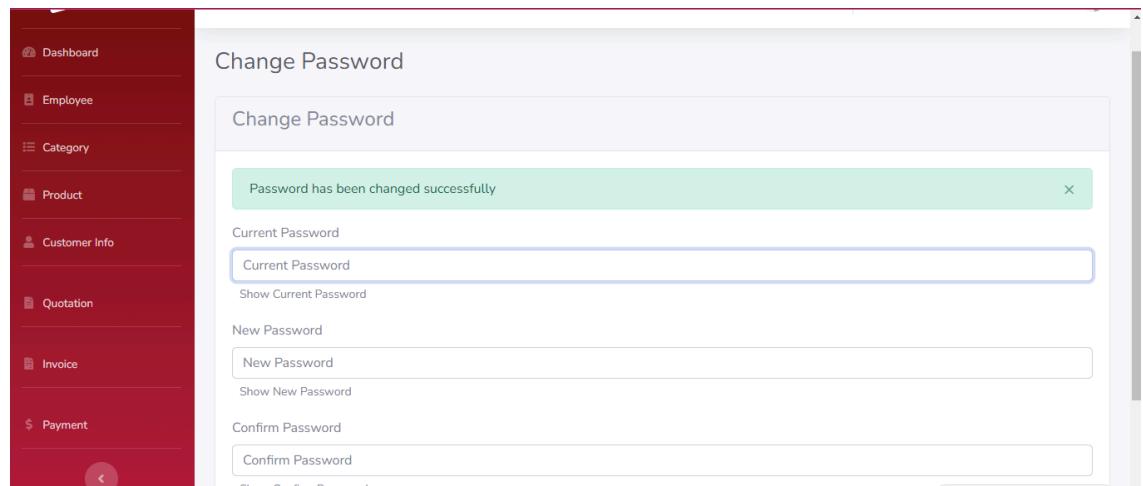
1. Employee can click on 'change password'



2. Employee will be navigated to change password page and will be ask to type the old password before proceed to the new password



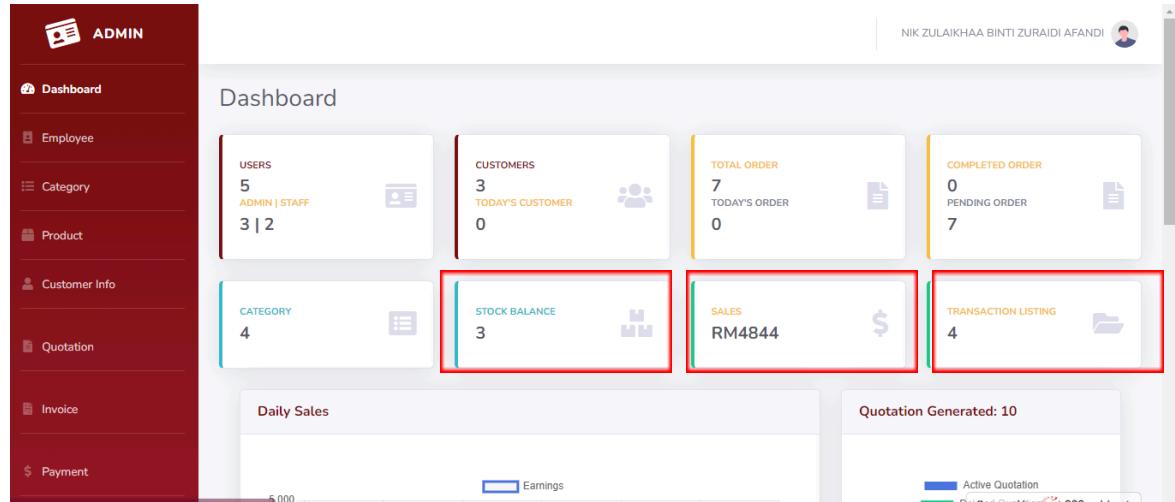
3. User click 'change password' and password should be successfully changed



### 3.3 Report

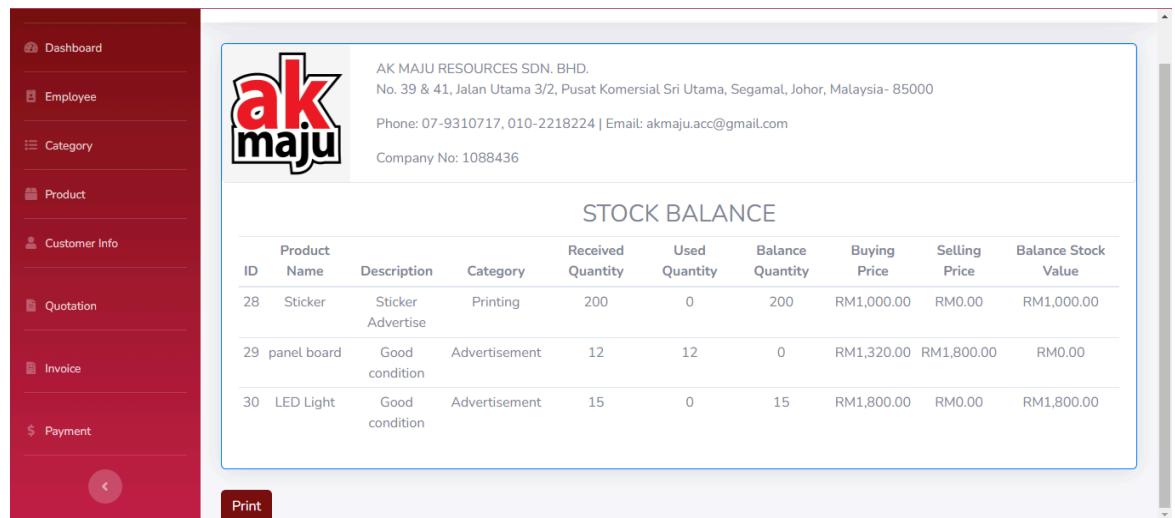
#### [Report.mp4](#)

##### 1. Open dashboard page



The screenshot shows the Admin dashboard with a sidebar on the left containing links for Dashboard, Employee, Category, Product, Customer Info, Quotation, Invoice, and Payment. The main area is titled 'Dashboard' and displays several cards. The 'STOCK BALANCE' card, which shows a value of 3, is highlighted with a red box. Other cards include 'USERS' (5), 'CUSTOMERS' (3), 'TOTAL ORDER' (7), 'COMPLETED ORDER' (0), 'CATEGORY' (4), 'SALES' (RM4844), and 'TRANSACTION LISTING' (4). Below the cards, there are sections for 'Daily Sales' and 'Quotation Generated: 10'.

##### 2. Click 'Stock balance' card for stock balance report

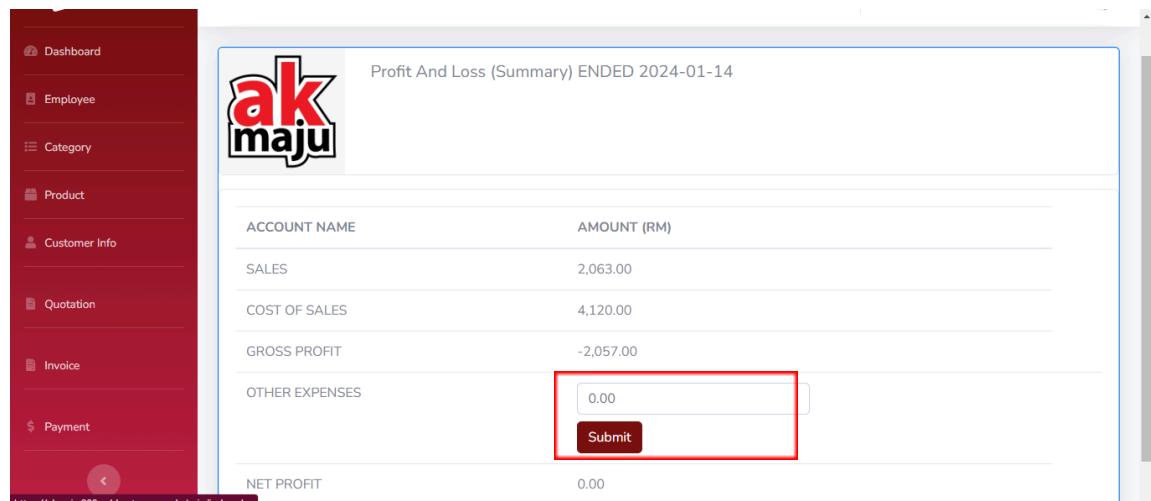


The screenshot shows the 'STOCK BALANCE' report page. The sidebar on the left is identical to the dashboard. The main content area features the company logo and details: AK MAJU RESOURCES SDN. BHD., No. 39 & 41, Jalan Utama 3/2, Pusat Komersial Sri Utama, Segamat, Johor, Malaysia- 85000. Phone: 07-9310717, 010-2218224 | Email: akmaju.acc@gmail.com. Company No: 1088436. The report table is titled 'STOCK BALANCE' and shows the following data:

Product ID	Name	Description	Category	Received Quantity	Used Quantity	Balance Quantity	Buying Price	Selling Price	Balance Stock Value
28	Sticker	Sticker Advertise	Printing	200	0	200	RM1,000.00	RM0.00	RM1,000.00
29	panel board	Good condition	Advertisement	12	12	0	RM1,320.00	RM1,800.00	RM0.00
30	LED Light	Good condition	Advertisement	15	0	15	RM1,800.00	RM0.00	RM1,800.00

[Print](#)

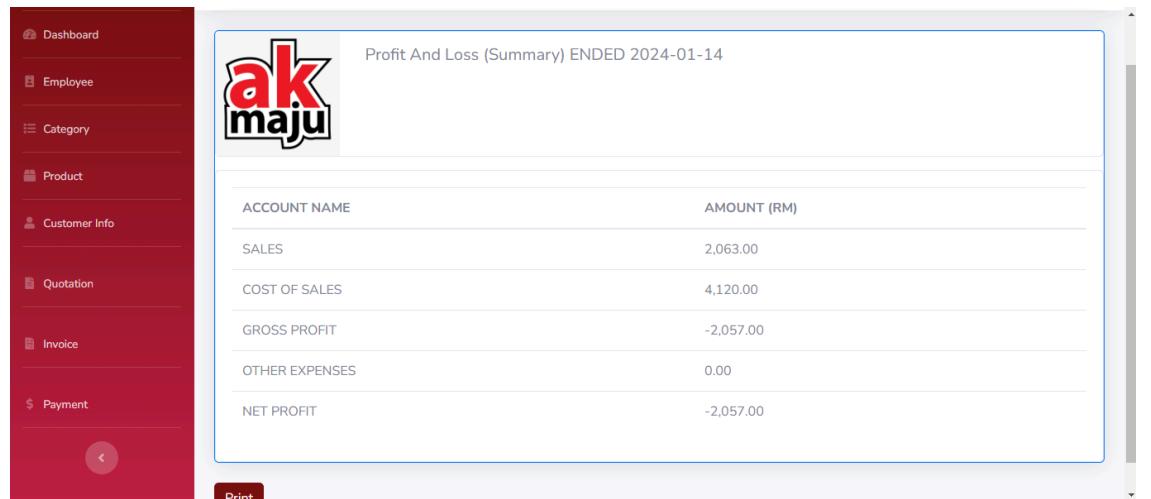
3. Click 'Sales' card for stock profit and loss report, fill in the other expenses total and click submit



Profit And Loss (Summary) ENDED 2024-01-14

ACCOUNT NAME	AMOUNT (RM)
SALES	2,063.00
COST OF SALES	4,120.00
GROSS PROFIT	-2,057.00
OTHER EXPENSES	0.00
NET PROFIT	0.00

4. Complete Profit and Loss report will be shown

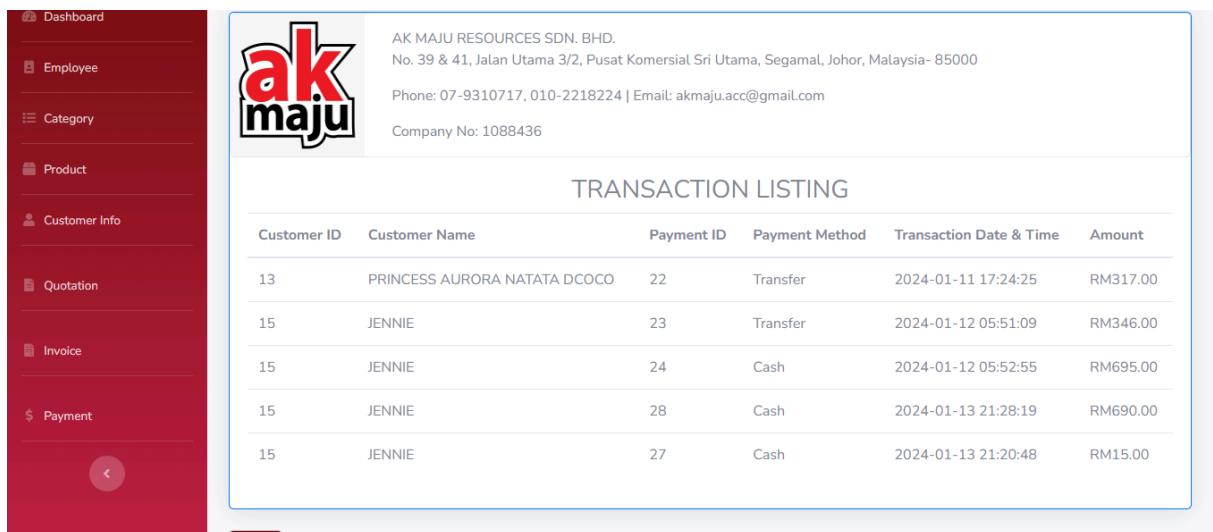


Profit And Loss (Summary) ENDED 2024-01-14

ACCOUNT NAME	AMOUNT (RM)
SALES	2,063.00
COST OF SALES	4,120.00
GROSS PROFIT	-2,057.00
OTHER EXPENSES	0.00
NET PROFIT	-2,057.00

Print

## 5. Click Transaction Listing card for Transaction Listing Report

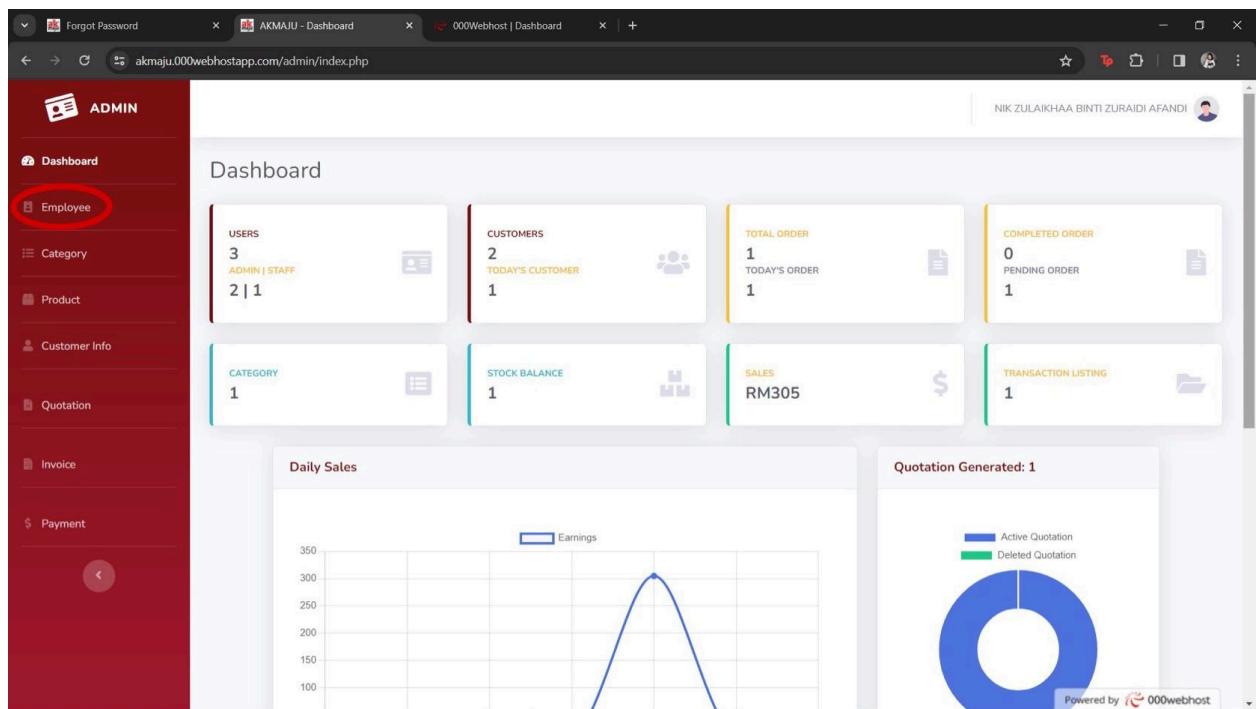


AK MAJU RESOURCES SDN. BHD.  
No. 39 & 41, Jalan Utama 3/2, Pusat Komersial Sri Utama, Segamat, Johor, Malaysia- 85000  
Phone: 07-9310717, 010-2218224 | Email: akmaju.acc@gmail.com  
Company No: 1088436

Customer ID	Customer Name	Payment ID	Payment Method	Transaction Date & Time	Amount
13	PRINCESS AURORA NATATA DCOCO	22	Transfer	2024-01-11 17:24:25	RM317.00
15	JENNIE	23	Transfer	2024-01-12 05:51:09	RM346.00
15	JENNIE	24	Cash	2024-01-12 05:52:55	RM695.00
15	JENNIE	28	Cash	2024-01-13 21:28:19	RM690.00
15	JENNIE	27	Cash	2024-01-13 21:20:48	RM15.00

## 4. Employee

This page is dedicated for the usage of admin to manage the employees of Ak Maju Resources. This page is also where the admin has the power to create a new account for the employees of Ak Maju, and also be able to manage the employees of Ak Maju Resources. Click on the “Employee” section at the sidebar to navigate to the employee page.



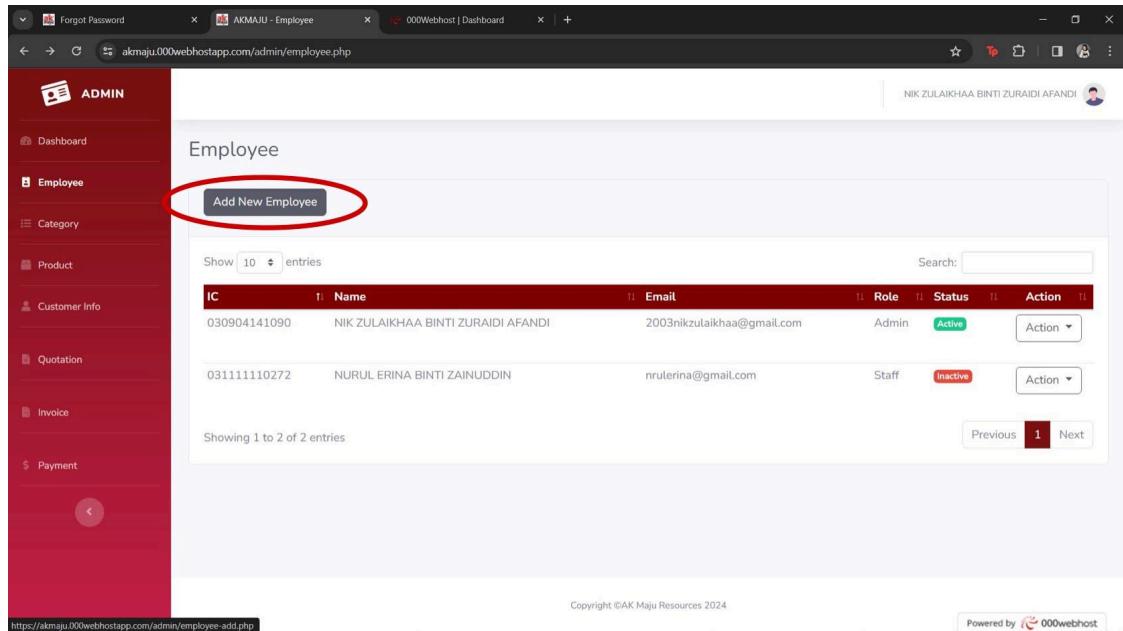
The screenshot shows a web-based dashboard for 'AKMAJU - Dashboard'. The sidebar on the left is titled 'ADMIN' and contains the following menu items: Dashboard, Employee (which is circled in red), Category, Product, Customer Info, Quotation, Invoice, and Payment. The main content area is titled 'Dashboard' and features several data cards and a chart. The data cards include: 'USERS' (3 total, 2 Admin | 1 Staff), 'CUSTOMERS' (2 total, 1 Today's Customer), 'TOTAL ORDER' (1 total, 1 Today's Order), 'COMPLETED ORDER' (0 total, 1 Pending Order); 'CATEGORY' (1 total), 'STOCK BALANCE' (1 total), 'SALES' (RM305), and 'TRANSACTION LISTING' (1 total). Below these cards is a chart titled 'Daily Sales' showing 'Earnings' over a 24-hour period, with a peak around 300. To the right is a donut chart titled 'Quotation Generated: 1' showing 'Active Quotation' (blue) and 'Deleted Quotation' (green). The top of the page shows the URL 'akmaju.000webhostapp.com/admin/index.php' and the status bar indicates '000Webhost | Dashboard'.

Video Link :

- i) [Navigate to Employee page](#)
- ii) [Add New Employee](#)
- iii) [Edit Employee](#)
- iv) [Delete Employee](#)

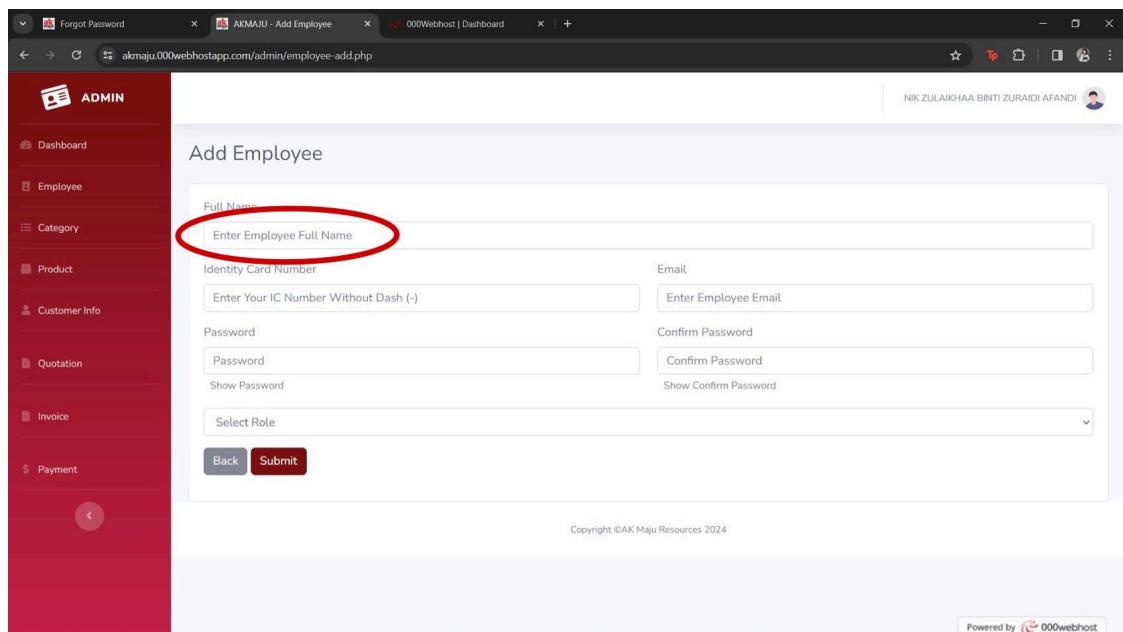
#### 4.1. Add New Employee

1. Click on the “Add New Employee” button.



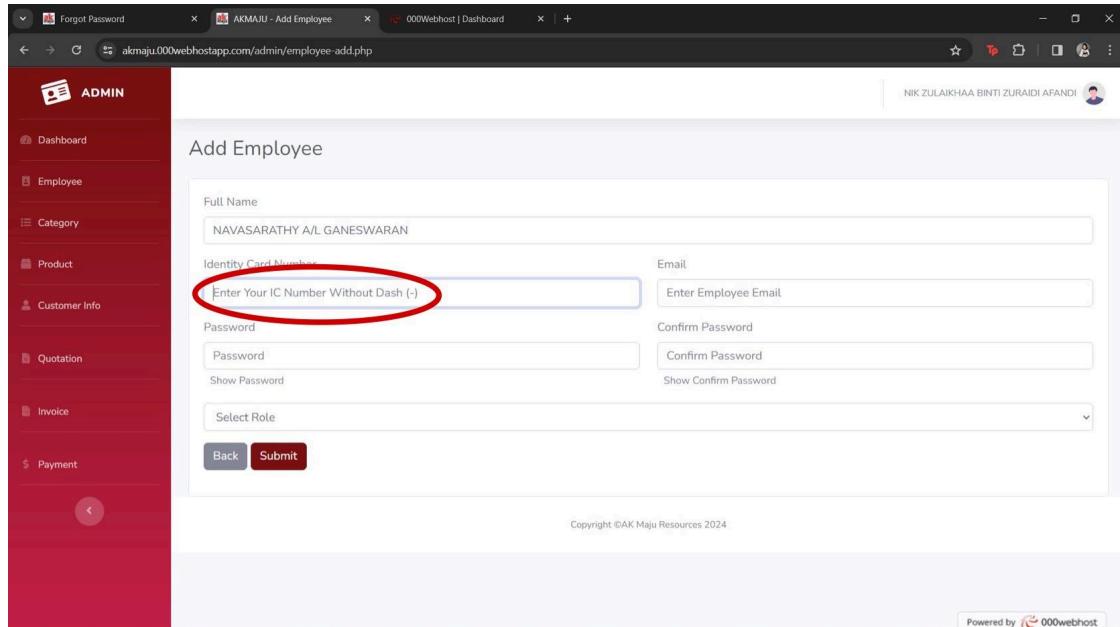
The screenshot shows the AKMaju Employee management interface. On the left, a red sidebar menu includes 'Dashboard', 'Employee' (which is selected and highlighted in blue), 'Category', 'Product', 'Customer Info', 'Quotation', 'Invoice', and 'Payment'. The main content area is titled 'Employee' and shows a table of existing employees. The first employee listed is 'NIK ZULAIKHA BINTI ZURAIDI AFANDI' with IC '030904141090', Email '2003nikzulaikha@gmail.com', Role 'Admin', and Status 'Active'. The second employee listed is 'NURUL ERINA BINTI ZAINUDDIN' with IC '031111110272', Email 'nrulerina@gmail.com', Role 'Staff', and Status 'Inactive'. At the top of the table is a button labeled 'Add New Employee' which is circled in red. Below the table, there are buttons for 'Previous', '1', and 'Next'. The bottom of the page includes copyright information 'Copyright ©AK Maju Resources 2024' and a 'Powered by 000webhost' logo.

2. Fill in the employee's full name at the provided field.



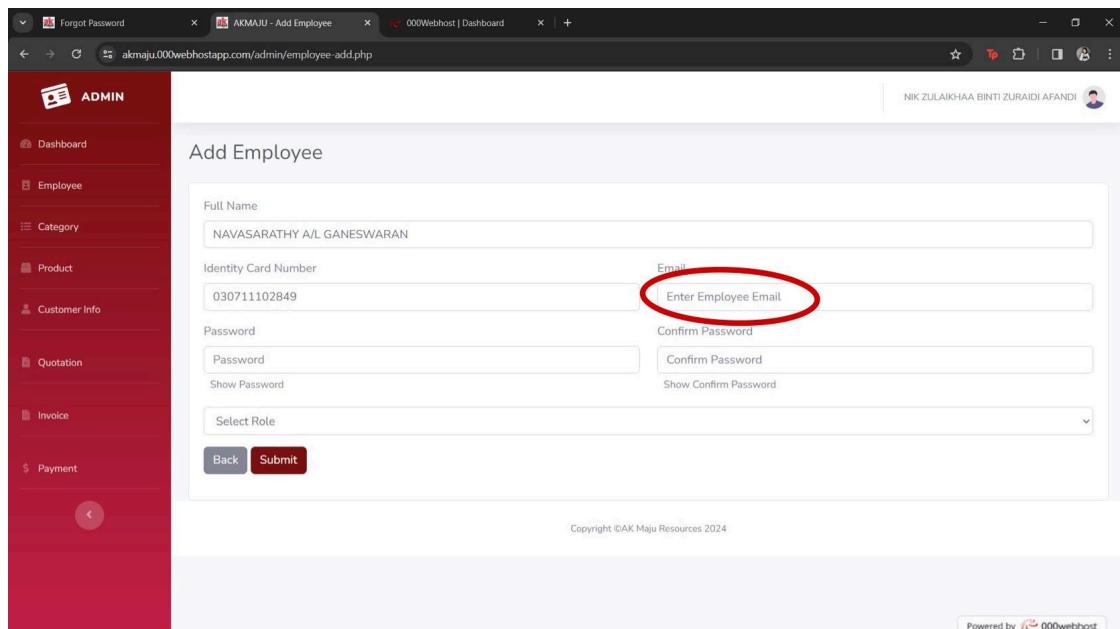
The screenshot shows the 'Add Employee' form. The left sidebar is identical to the previous screenshot. The main form is titled 'Add Employee' and contains several input fields: 'Full Name' (with placeholder 'Enter Employee Full Name' and circled in red), 'Identity Card Number' (placeholder 'Enter Your IC Number Without Dash (-)'), 'Email' (placeholder 'Enter Employee Email'), 'Password' (placeholder 'Password'), 'Confirm Password' (placeholder 'Confirm Password'), 'Show Password' (checkbox), 'Show Confirm Password' (checkbox), 'Select Role' (dropdown menu), and 'Back' and 'Submit' buttons. The bottom of the page includes copyright information 'Copyright ©AK Maju Resources 2024' and a 'Powered by 000webhost' logo.

3. Fill in the employee's identity card number at the provided field. Note that this IC number will be used by the employees to log into their account.



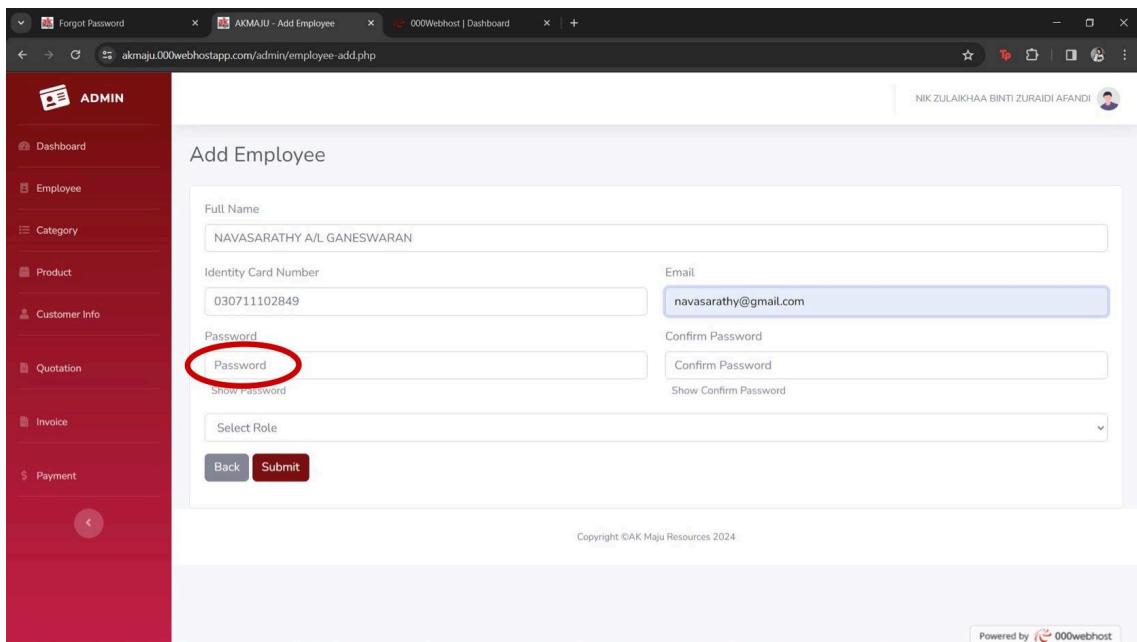
The screenshot shows a web-based administration interface for 'AKMaju'. The left sidebar is red and contains navigation links for Dashboard, Employee, Category, Product, Customer Info, Quotation, Invoice, and Payment. The main content area is titled 'Add Employee'. It includes fields for 'Full Name' (NAVASARATHY A/L GANESWARAN), 'Identity Card Number' (030711102849), 'Email' (highlighted with a red circle), 'Password', 'Confirm Password', 'Select Role', and 'Back/Submit' buttons. The 'Email' field is labeled 'Enter Employee Email'.

4. Fill in the employee's email at the provided field. Note that this email will be used by the employees to reset their password at the login page.



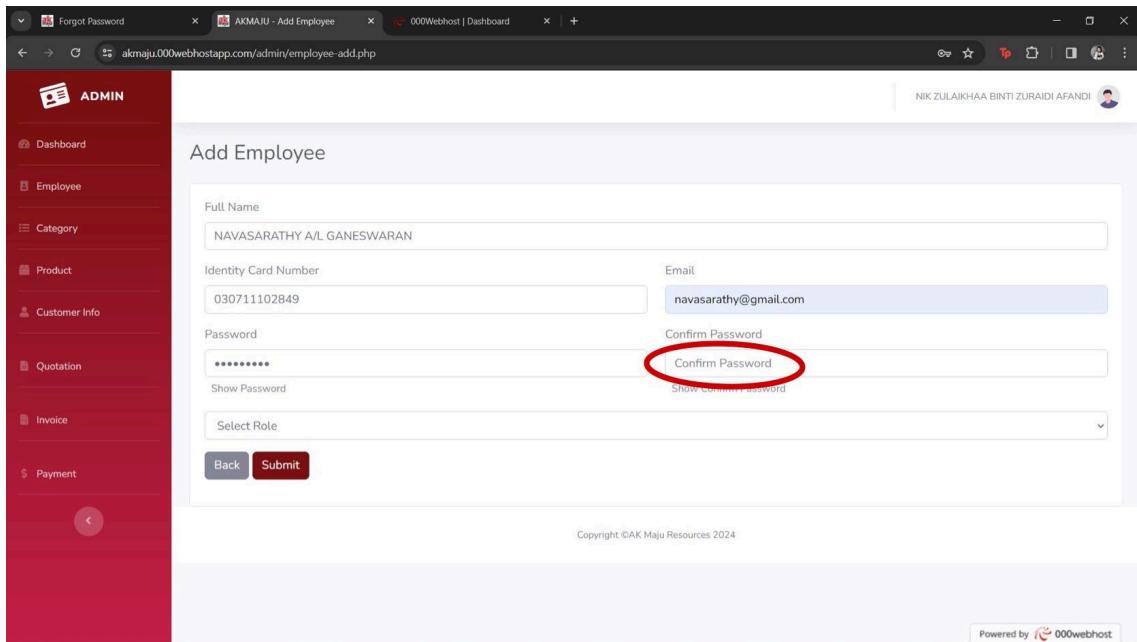
The screenshot shows the same 'Add Employee' form as the previous one, but the 'Email' field is now highlighted with a red circle. The other fields and layout remain the same.

- Fill in the password field. This is just so that the employee can log into their account for the first time, and they are allowed to modify their password later on.



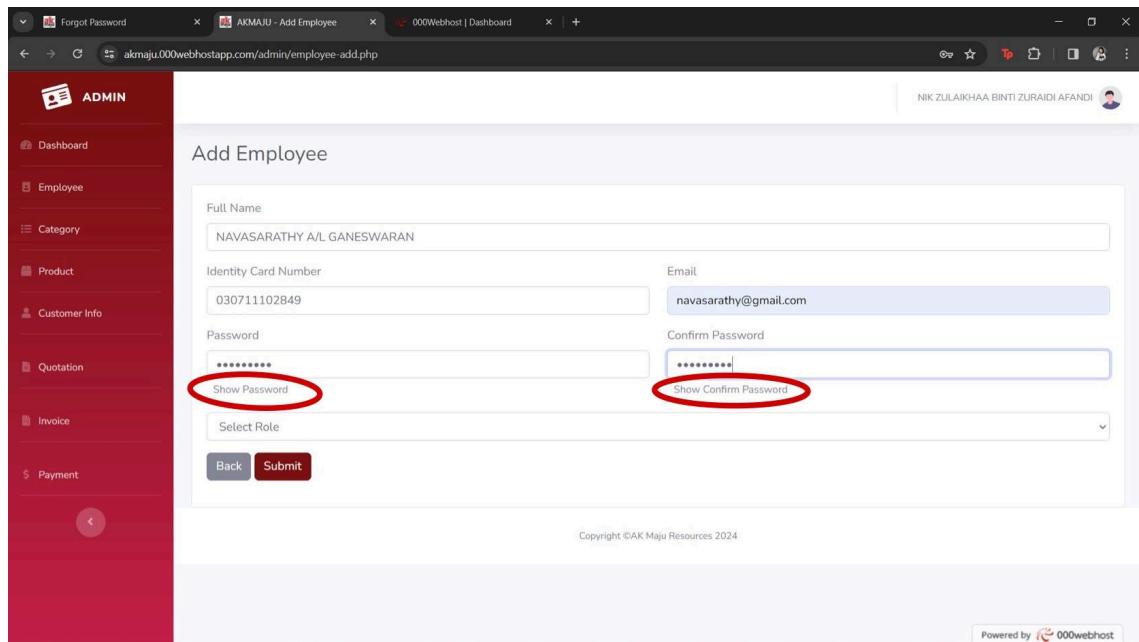
The screenshot shows the 'Add Employee' form on a web application. The left sidebar is red and labeled 'ADMIN' with various menu items: Dashboard, Employee, Category, Product, Customer Info, Quotation, Invoice, and Payment. The main form has a white header 'Add Employee'. It contains fields for 'Full Name' (NAVASARATHY A/L GANESWARAN), 'Identity Card Number' (030711102849), 'Email' (navasarathy@gmail.com), 'Password' (circled in red), 'Confirm Password' (empty), and 'Select Role' (a dropdown menu). Below the form are 'Back' and 'Submit' buttons. The bottom of the page includes copyright information and a 'Powered by 000webhost' logo.

- Fill in the confirm password field.



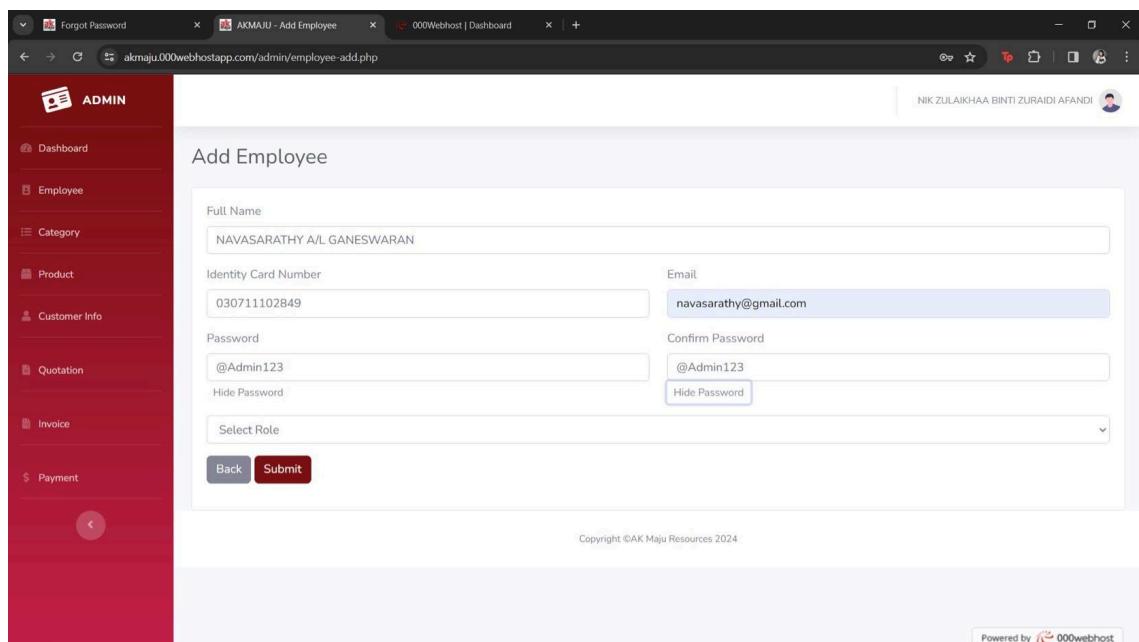
The screenshot shows the 'Add Employee' form on the same web application. The left sidebar is red and labeled 'ADMIN'. The main form has a white header 'Add Employee'. It contains fields for 'Full Name' (NAVASARATHY A/L GANESWARAN), 'Identity Card Number' (030711102849), 'Email' (navasarathy@gmail.com), 'Password' (\*\*\*\*\*), 'Confirm Password' (circled in red), and 'Select Role' (a dropdown menu). Below the form are 'Back' and 'Submit' buttons. The bottom of the page includes copyright information and a 'Powered by 000webhost' logo.

7. Click on the “Show Password” and “Show Confirm Password” button.



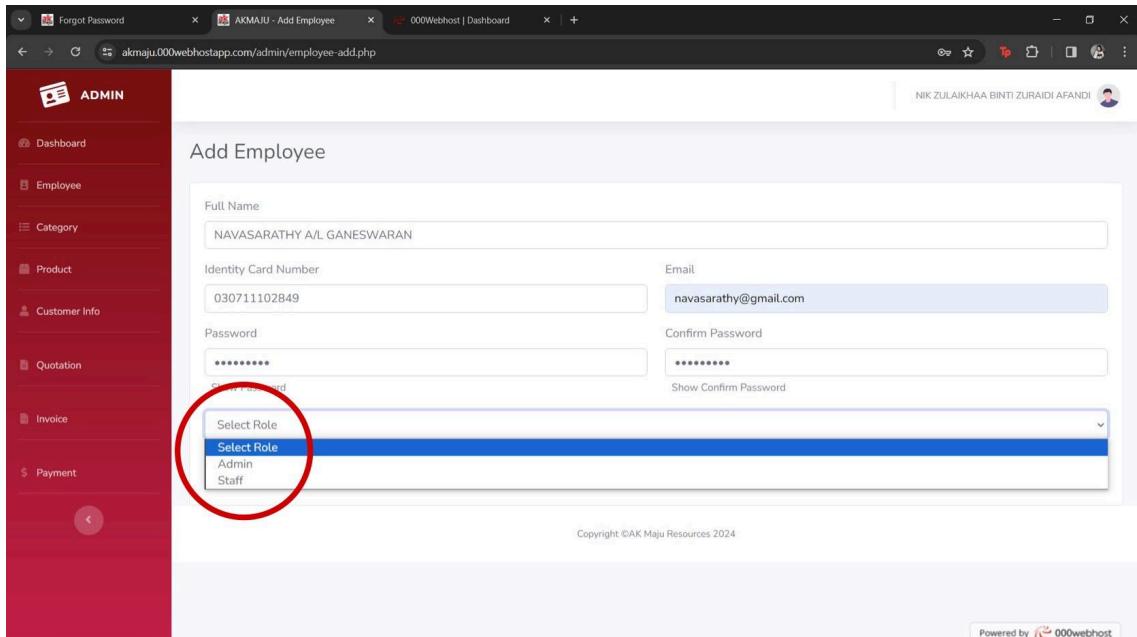
The screenshot shows the 'Add Employee' form on a web browser. The left sidebar is red and labeled 'ADMIN' with various menu items. The main form has fields for 'Full Name' (NAVASARATHY A/L GANESWARAN), 'Identity Card Number' (030711102849), 'Email' (navasarathy@gmail.com), 'Password' (\*\*\*\*\*), and 'Confirm Password' (\*\*\*\*\*). Two buttons, 'Show Password' and 'Show Confirm Password', are located below the respective password fields and are circled in red. Other buttons include 'Select Role', 'Back', and 'Submit'.

8. Check whether both passwords entered are the same.



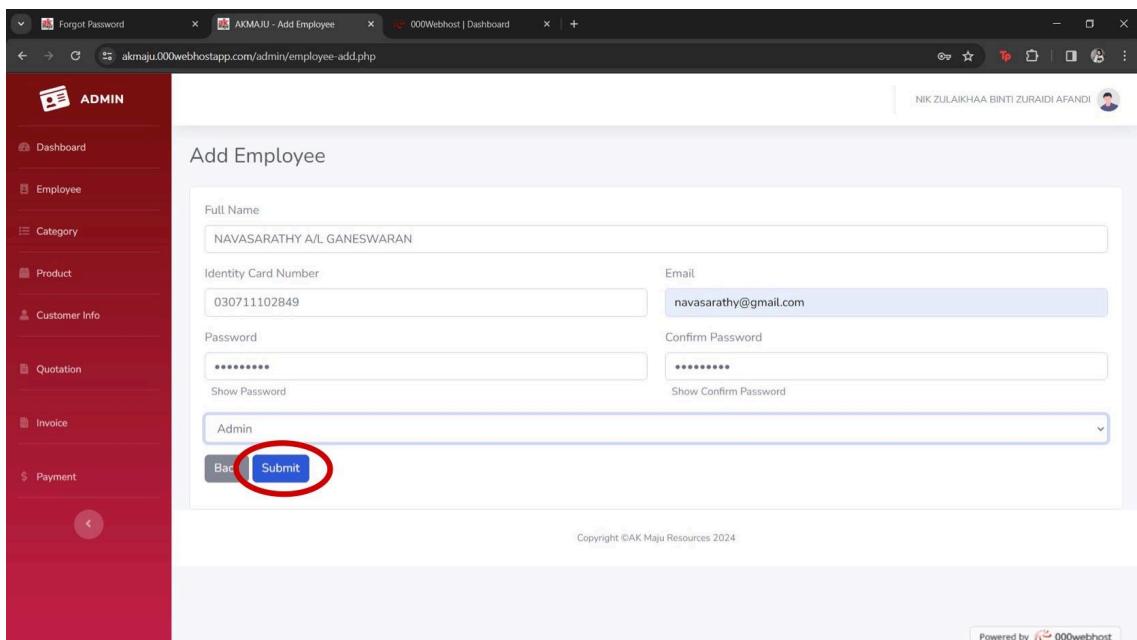
The screenshot shows the 'Add Employee' form after the 'Show Password' and 'Show Confirm Password' buttons were clicked. The 'Password' field now contains '@Admin123' and the 'Confirm Password' field also contains '@Admin123'. The other fields and buttons are the same as in the previous screenshot.

9. Select the role that should be assigned to the employee that is currently being registered, whether the employee is an admin or staff.



The screenshot shows the 'Add Employee' form on a web application. The left sidebar is red and labeled 'ADMIN' with various menu items: Dashboard, Employee, Category, Product, Customer Info, Quotation, Invoice, and Payment. The main form has fields for Full Name (NAVASARATHY A/L GANESWARAN), Identity Card Number (030711102849), Email (navasarathy@gmail.com), Password and Confirm Password (both showing masked input), and a 'Select Role' dropdown. The 'Admin' option is selected and highlighted with a red circle. At the bottom, there is a 'Copyright ©AK Maju Resources 2024' and a 'Powered by 000webhost' logo.

10. Click on the button “Submit” to add the employee’s details into the system.



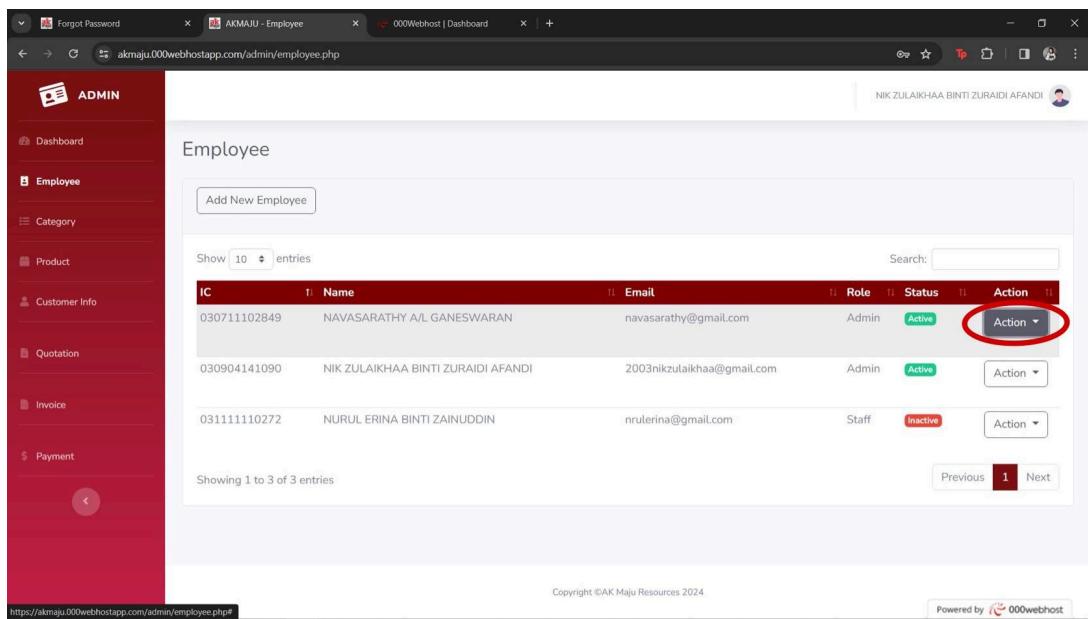
The screenshot shows the 'Add Employee' form with the 'Select Role' dropdown now showing 'Staff' (the previous 'Admin' selection has been removed). The 'Submit' button is highlighted with a red circle. The rest of the form and sidebar are identical to the previous screenshot.

## 4.2. Manage Employee

### Edit Employee

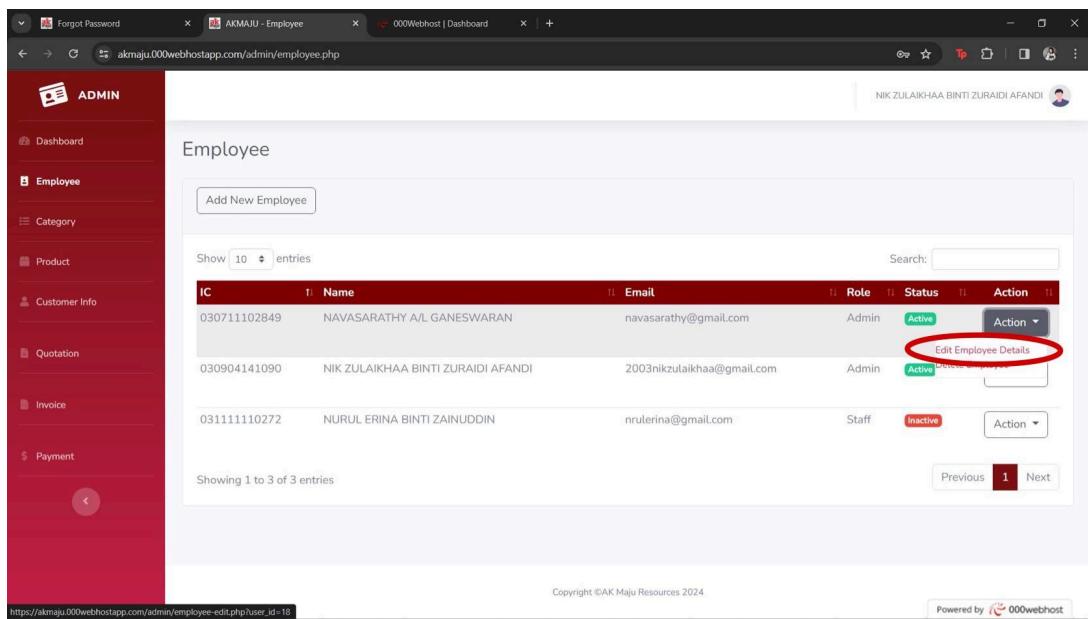
In case of any Ak Maju Resource employee change their email, or they have been raised to the Admin position from the Staff position, modification can be made.

1. Click on the “Action” dropdown button.



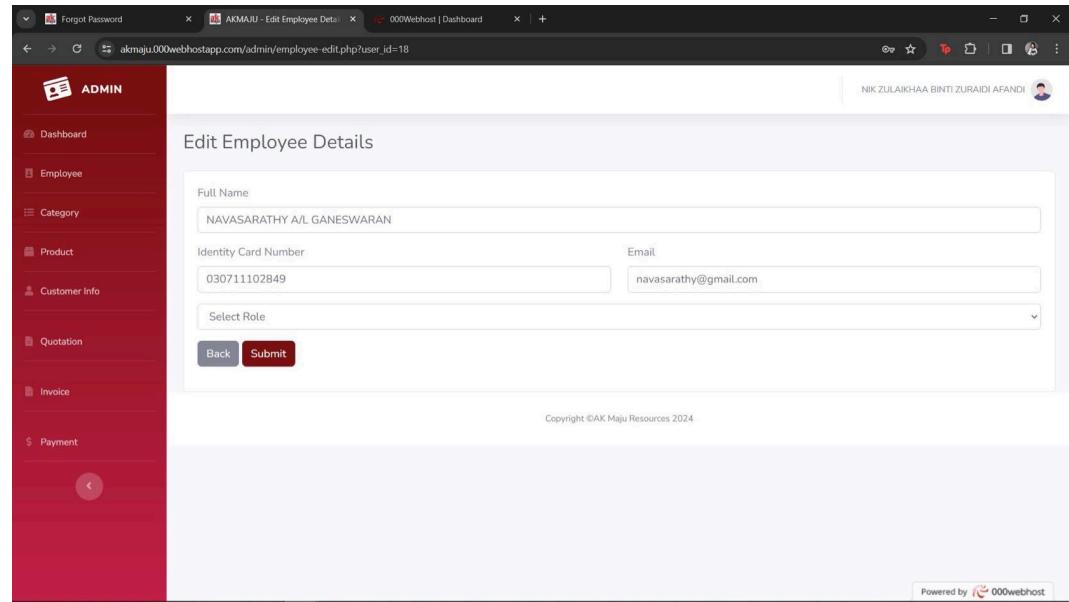
The screenshot shows a web-based administrative interface for managing employees. The left sidebar is a red navigation menu with options like Dashboard, Employee (which is selected and highlighted in blue), Category, Product, Customer Info, Quotation, Invoice, and Payment. The main content area is titled 'Employee' and contains a table with three rows of data. The columns are labeled 'IC', 'Name', 'Email', 'Role', 'Status', and 'Action'. The first employee listed is '030711102849' with the name 'NAVASARATHY A/L GANESWARAN', email 'navasarathy@gmail.com', role 'Admin', status 'Active', and an 'Action' dropdown button. The second employee is '030904141090' with the name 'NIK ZULAIKHAA BINTI ZURAIIDI AFANDI', email '2003nikzulaikha@gmail.com', role 'Admin', status 'Active', and an 'Action' dropdown button. The third employee is '031111110272' with the name 'NURUL ERINA BINTI ZAINUDDIN', email 'nrulerina@gmail.com', role 'Staff', status 'Inactive', and an 'Action' dropdown button. Below the table, a message says 'Showing 1 to 3 of 3 entries'. At the bottom of the page, there are links for 'Previous' and 'Next', and a copyright notice 'Copyright ©AK Maju Resources 2024'. The URL in the address bar is 'https://akmaju.000webhostapp.com/admin/employee.php#'. The 'Action' dropdown button for the first employee is circled in red.

2. Click on the “Edit Employee Details” sentence.



This screenshot is identical to the previous one, showing the employee management page. The 'Action' dropdown button for the first employee is now highlighted with a red circle, indicating the user has clicked on the 'Edit Employee Details' option. The rest of the interface, including the table data and navigation elements, remains the same.

3. The page will display the current employee picked. You can choose to edit the employee's name, identity card number, email, or the role the employee holds. Once you are done modifying, you can click on the "Submit" button. The "Back" button is used in case you do not want to perform any modification to the employee's details.



The screenshot shows a web-based administration interface for managing employee details. The left sidebar, titled 'ADMIN', contains a navigation menu with the following items: Dashboard, Employee (selected), Category, Product, Customer Info, Quotation, Invoice, and Payment. The main content area is titled 'Edit Employee Details' and displays the following form fields:

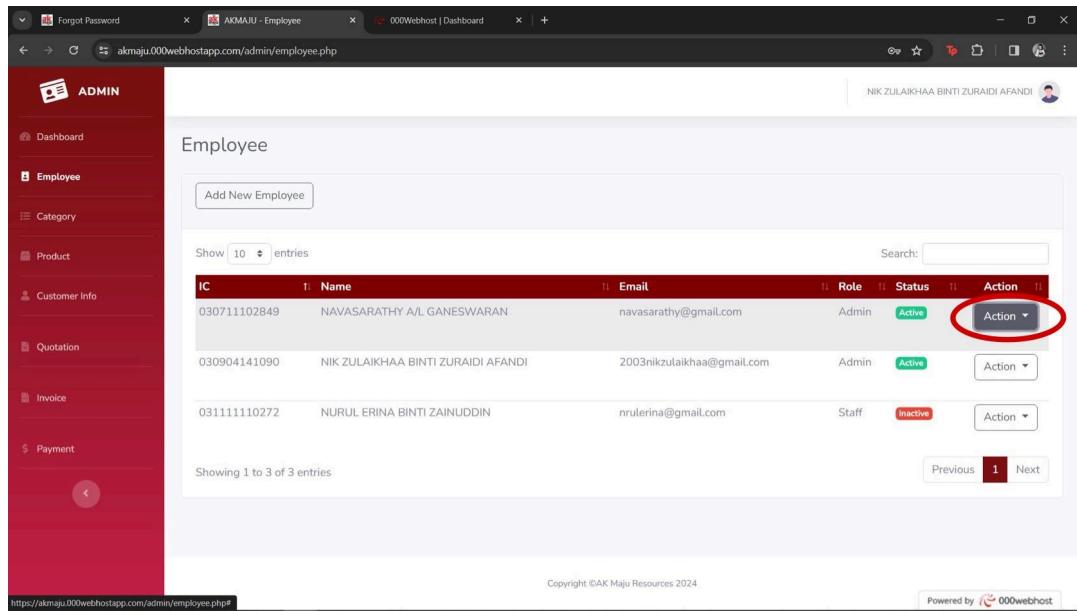
- Full Name: NAVASARATHY A/L GANESWARAN
- Identity Card Number: 030711102849
- Email: navasarathy@gmail.com
- Select Role: A dropdown menu currently showing 'Select Role'.

At the bottom of the form are two buttons: 'Back' and 'Submit'. The 'Submit' button is highlighted in red. The page footer includes the copyright notice 'Copyright ©AK Meju Resources 2024' and a 'Powered by 000webhost' logo.

## Delete Employee

In case of any Ak Maju Resources employee resign, their accounts can be deleted so that they can no longer have access to the system. Note that once the employee has been deleted, it cannot be undone.

1. Click on the “Action” dropdown button.

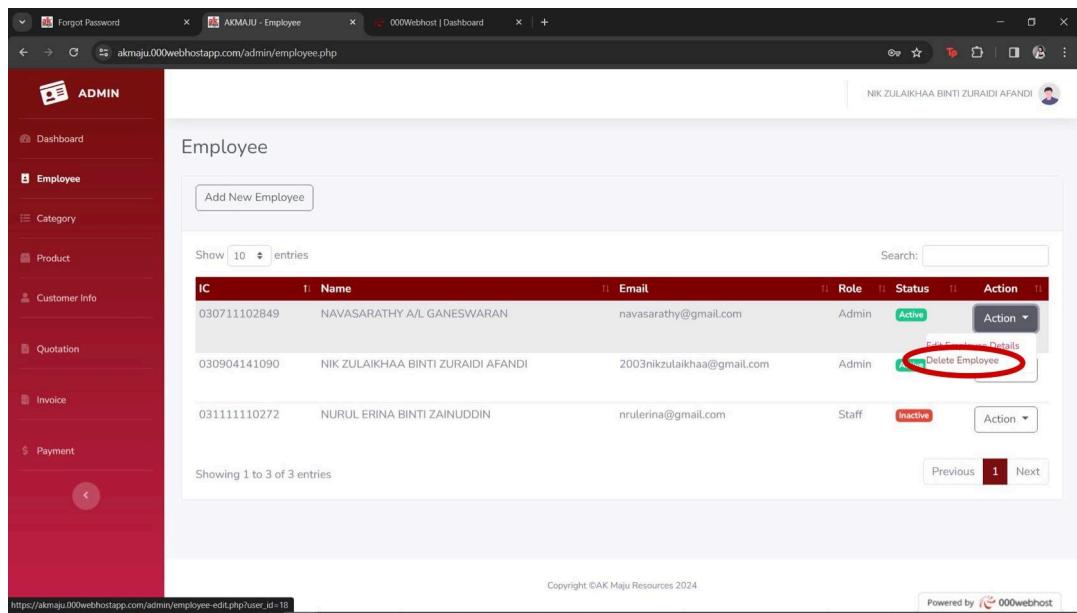


The screenshot shows a web-based application interface for managing employees. On the left is a red sidebar with various menu items: Dashboard, Employee (which is selected and highlighted in blue), Category, Product, Customer Info, Quotation, Invoice, and Payment. The main content area is titled 'Employee' and contains a table with three rows of data. The columns are labeled: IC, Name, Email, Role, Status, and Action. The 'Action' column for the first row is circled in red. The table data is as follows:

IC	Name	Email	Role	Status	Action
030711102849	NAVASARATHY A/L GANESWARAN	navasarathy@gmail.com	Admin	Active	Action
030904141090	NIK ZULAIKHA BINTI ZURAIIDI AFANDI	2003nikzulaikha@gmail.com	Admin	Active	Action
031111110272	NURUL ERINA BINTI ZAINUDDIN	nrulerina@gmail.com	Staff	Inactive	Action

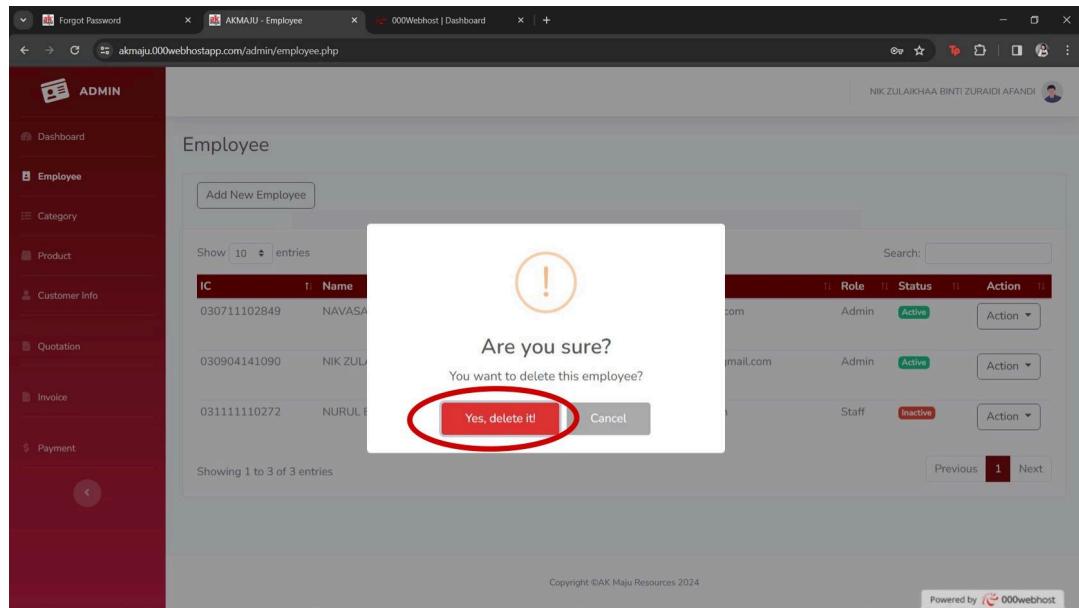
At the bottom of the page, there is a copyright notice: 'Copyright ©AK Maju Resources 2024' and a 'Powered by 000webhost' logo.

2. Click on the “Delete Employee” sentence.

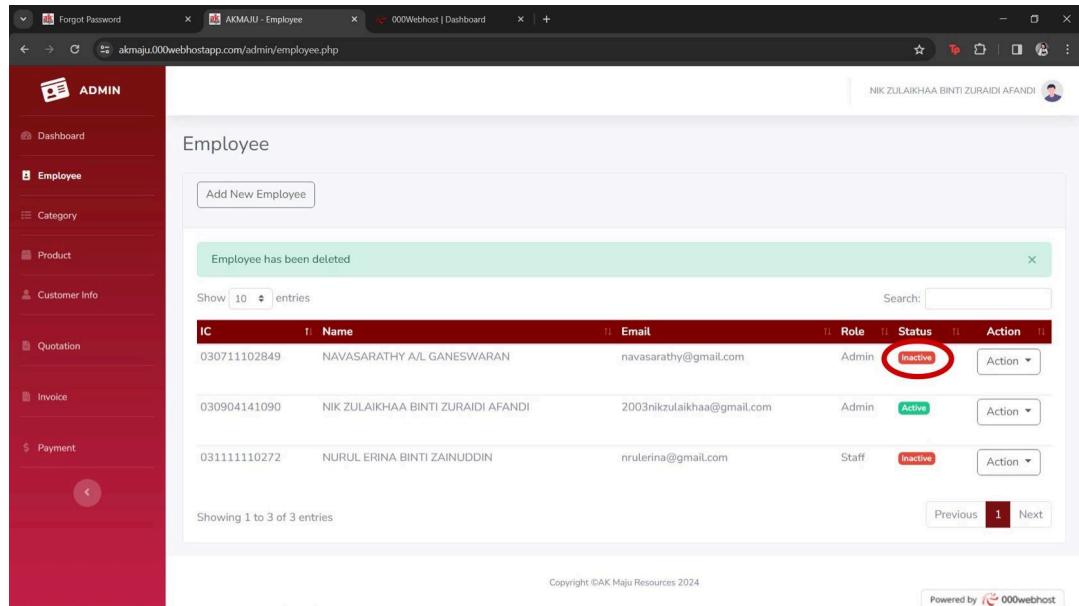


The screenshot shows the same web-based application interface for managing employees. The 'Employee' menu item is still selected in the sidebar. The main content area is titled 'Employee' and contains the same table of data as the previous screenshot. The 'Action' column for the second row (NIK ZULAIKHA BINTI ZURAIIDI AFANDI) is circled in red. A context menu is open over this row, with the 'Delete Employee' option highlighted in red. The table data is the same as in the previous screenshot.

3. A message alert will come out to double confirm the action, click on the “Yes, delete it!” button.

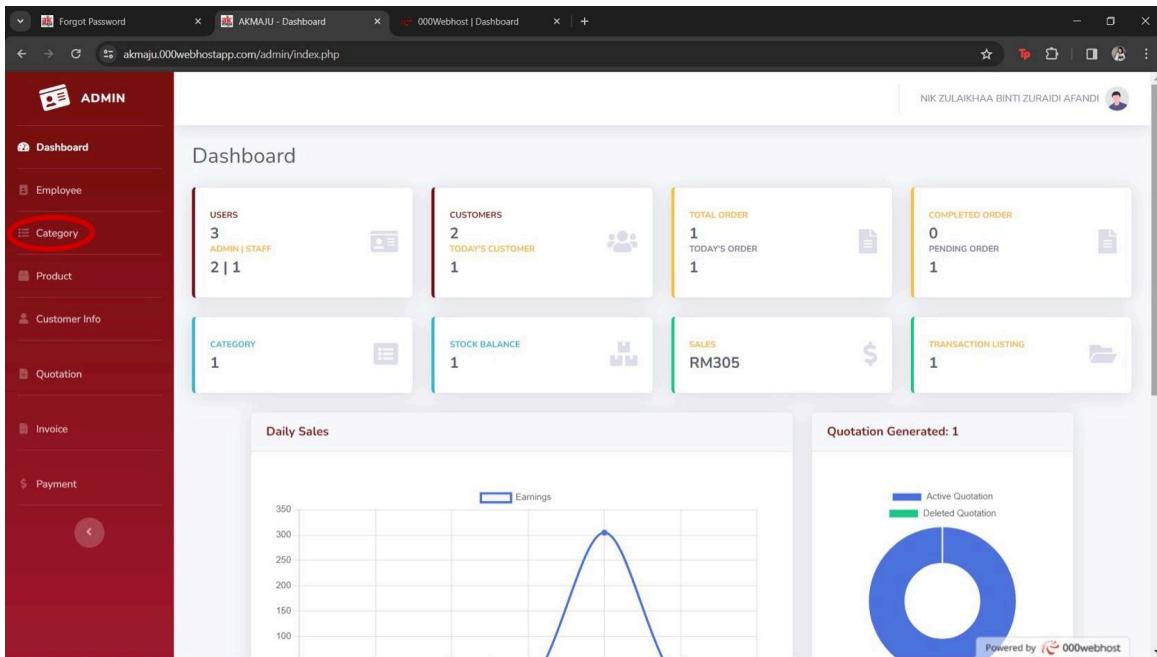


4. A confirmation message will pop out. You can see that the employee's status will now be displayed as “Inactive”. The employee can no longer have access to the system.



## 5. Category

This page is used to indicate which services of Ak Maju are available to the customers. At this page, the Staff of Ak Maju can only view the said category, to check whether the services are available or not. But for the Admin side, the Admin has the authority to add a new category, or manage the category by editing the category's name or delete the category by changing its status. Click on the "Category" section at the sidebar to navigate to the category page.

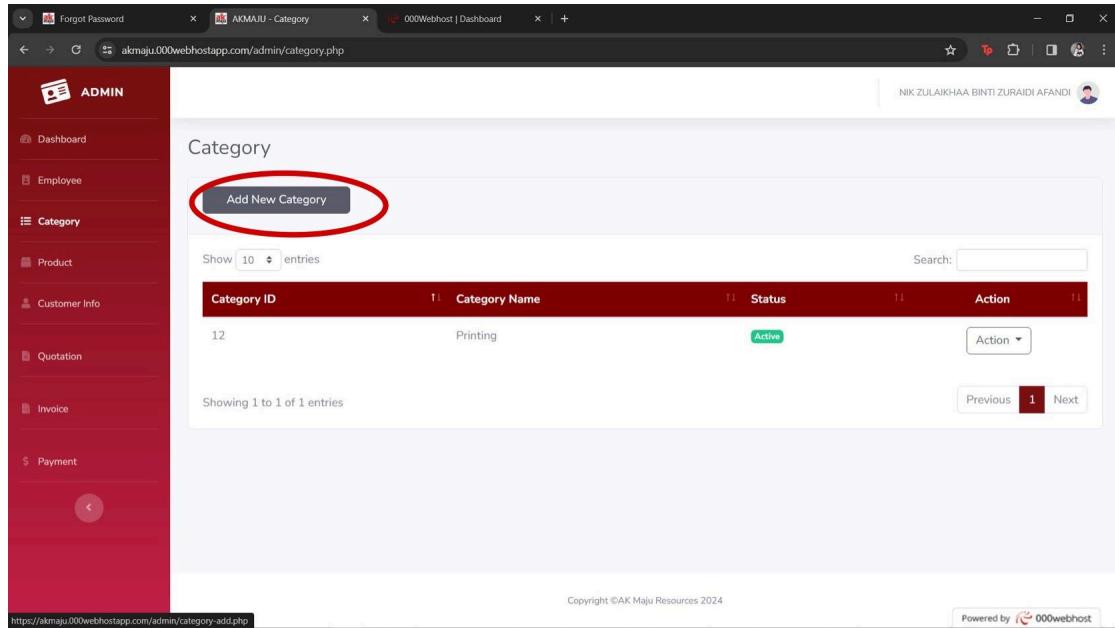


Video Link :

- i) [Navigate to Category page](#)
- ii) [Add New Category](#)
- iii) [Edit Category \(Active to Inactive\)](#)
- iv) [Edit Category \(Inactive to Active\)](#)
- v) [Delete Category](#)

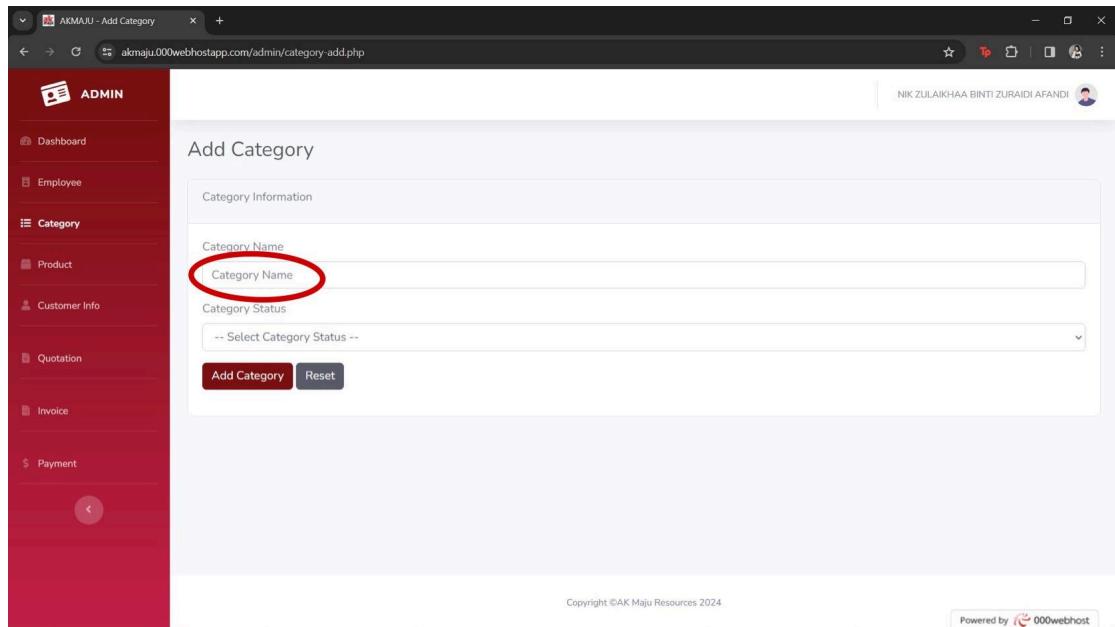
## 5.1. Add New Category

1. Click on the “Add New Category” button.



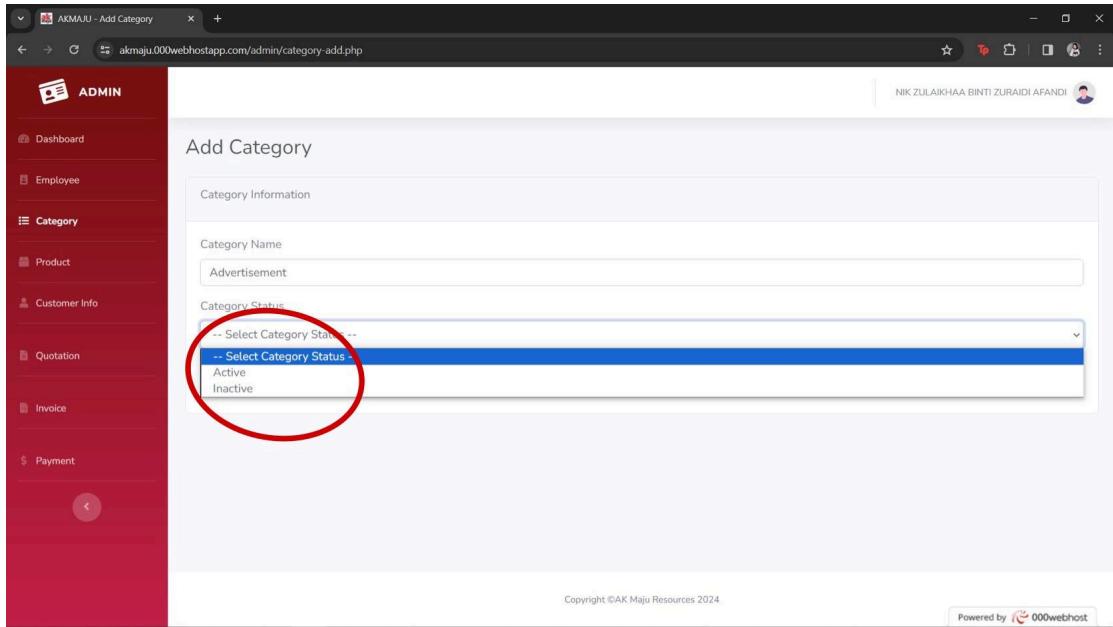
The screenshot shows the AKMAJU - Category page. On the left, a red sidebar menu lists: Dashboard, Employee, Category (which is selected and highlighted in blue), Product, Customer Info, Quotation, Invoice, and Payment. The main content area is titled 'Category' and shows a table with one entry: Category ID 12, Category Name Printing, Status Active, and an Action button. At the top of the content area, there is a 'Category' header and a 'Add New Category' button, which is circled in red. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, it says 'Powered by 000webhost'.

2. Fill in the Category Name at the provided field.

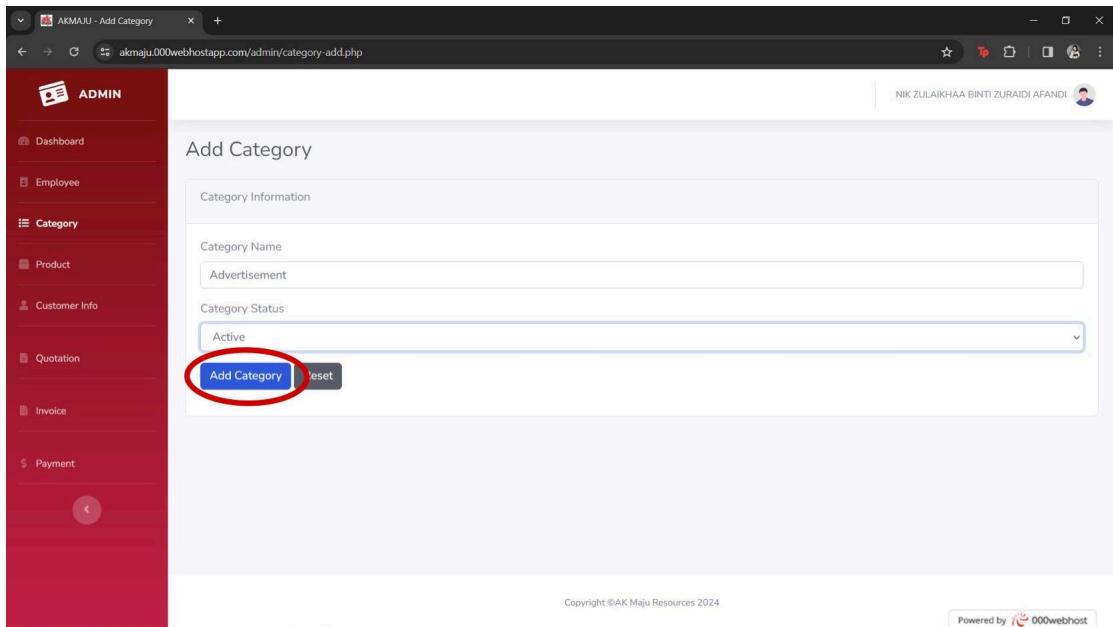


The screenshot shows the AKMAJU - Add Category page. The sidebar menu is identical to the previous screenshot. The main content area is titled 'Add Category' and contains a form for adding a new category. The form has two sections: 'Category Information' and 'Category Status'. The 'Category Name' field is highlighted with a red circle. Below it is a dropdown menu for 'Category Status' with the placeholder '-- Select Category Status --'. At the bottom of the form are 'Add Category' and 'Reset' buttons. At the bottom of the page, it says 'Powered by 000webhost'.

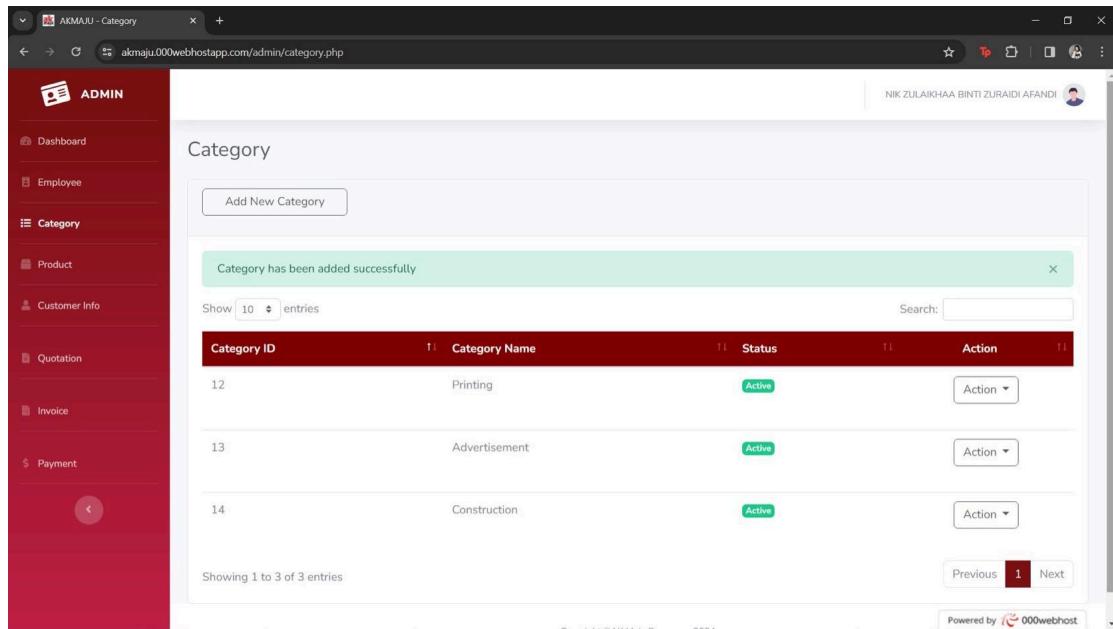
3. Choose the category's status to be either "Active" or "Inactive".



4. Click on the "Add Category" button. The "Reset" button is to reset the whole field to be empty, so be aware of not accidentally clicking the button.



5. A pop out message indicates that the category has been added successfully. You can now use the category to add products accordingly.



The screenshot shows a web-based administration interface for 'AKMAIU - Category'. The left sidebar, titled 'ADMIN', contains links for Dashboard, Employee, Category (which is currently selected and highlighted in red), Product, Customer Info, Quotation, Invoice, and Payment. The main content area is titled 'Category' and features a button to 'Add New Category'. A green success message box displays 'Category has been added successfully'. Below this, a table lists three categories: '12 Printing' (Status: Active), '13 Advertisement' (Status: Active), and '14 Construction' (Status: Active). The table includes columns for Category ID, Category Name, Status, and Action. The bottom of the page shows a footer with navigation links for Previous, 1, and Next, and a note that it is 'Powered by 000webhost'.

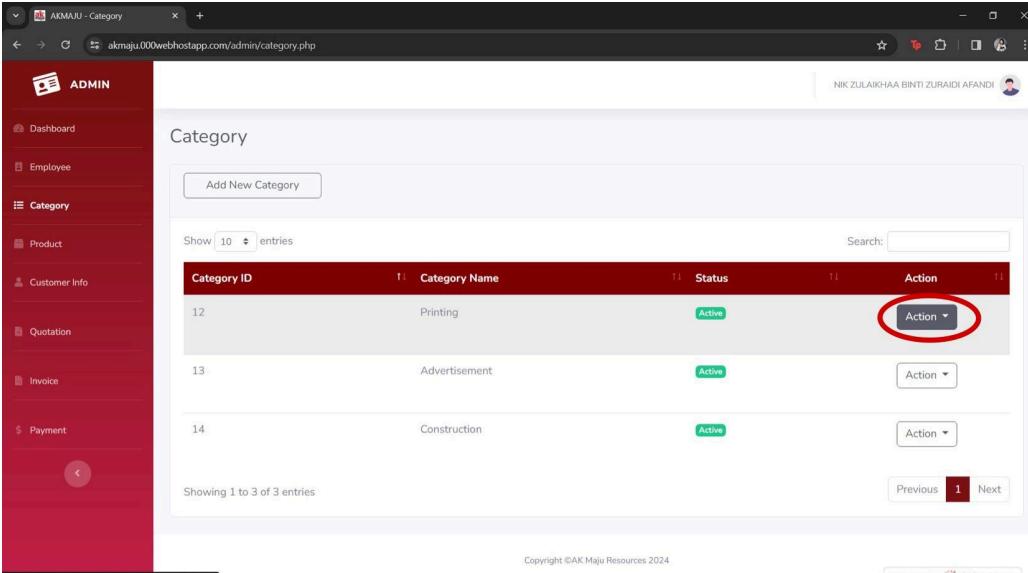
Category ID	Category Name	Status	Action
12	Printing	Active	Action
13	Advertisement	Active	Action
14	Construction	Active	Action

## 5.2. Manage Category

### Edit Category

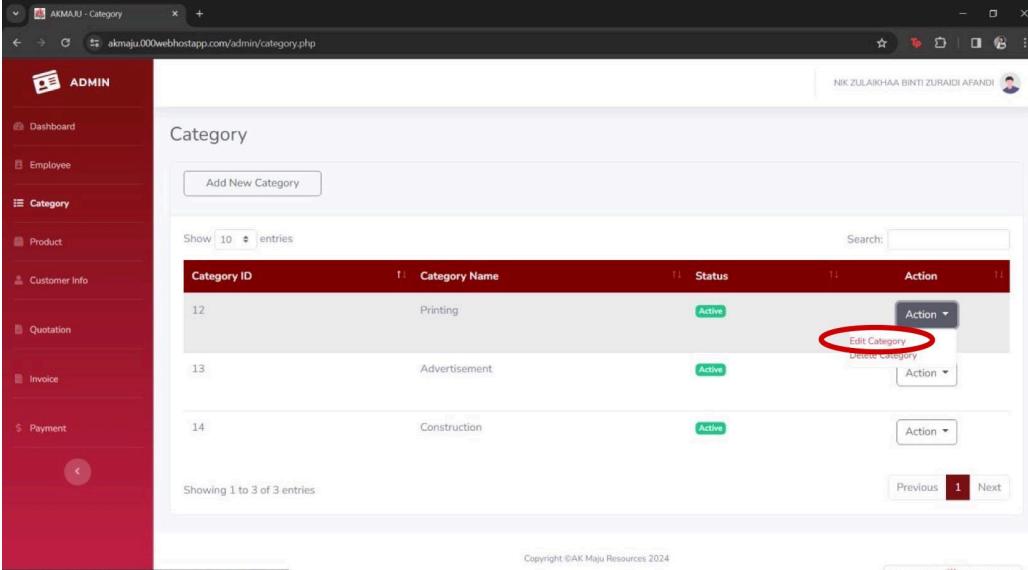
In case of which there should be modifications of the category's name, it can be modified here. The status of the category can also be modified from here, to change the category's status from active to inactive, or vice versa. Once the category has been set to inactive, the category and the product within can't be used in the quotation.

1. Click on the “Action” dropdown button.



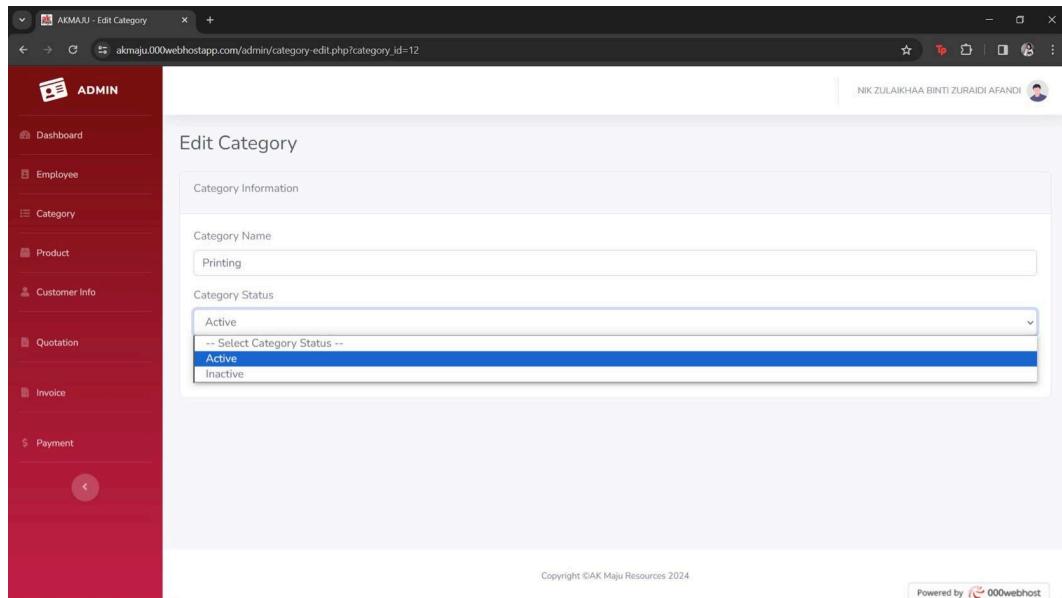
The screenshot shows the AKMaju Admin Category page. The left sidebar has a red background with white text and icons for Dashboard, Employee, Category (which is selected and highlighted in blue), Product, Customer Info, Quotation, Invoice, and Payment. The main content area has a white background with a table titled 'Category'. The table has columns for 'Category ID', 'Category Name', 'Status', and 'Action'. There are three entries: Category ID 12 (Printing, Active, Action dropdown), Category ID 13 (Advertisement, Active, Action dropdown), and Category ID 14 (Construction, Active, Action dropdown). Below the table, it says 'Showing 1 to 3 of 3 entries'. The 'Action' dropdown for the first entry is circled in red.

2. Click on the “Edit Category” sentence.

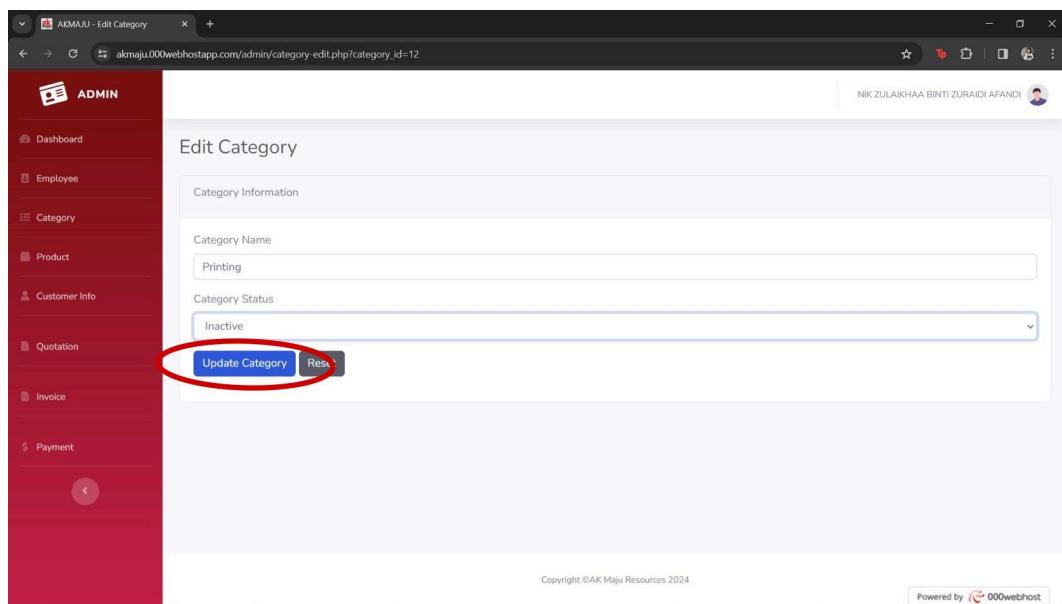


The screenshot shows the same AKMaju Admin Category page as the previous one, but with a mouse cursor hovering over the 'Action' dropdown for the first category (Printing). A context menu is displayed with two options: 'Edit Category' and 'Delete Category'. The 'Edit Category' option is circled in red.

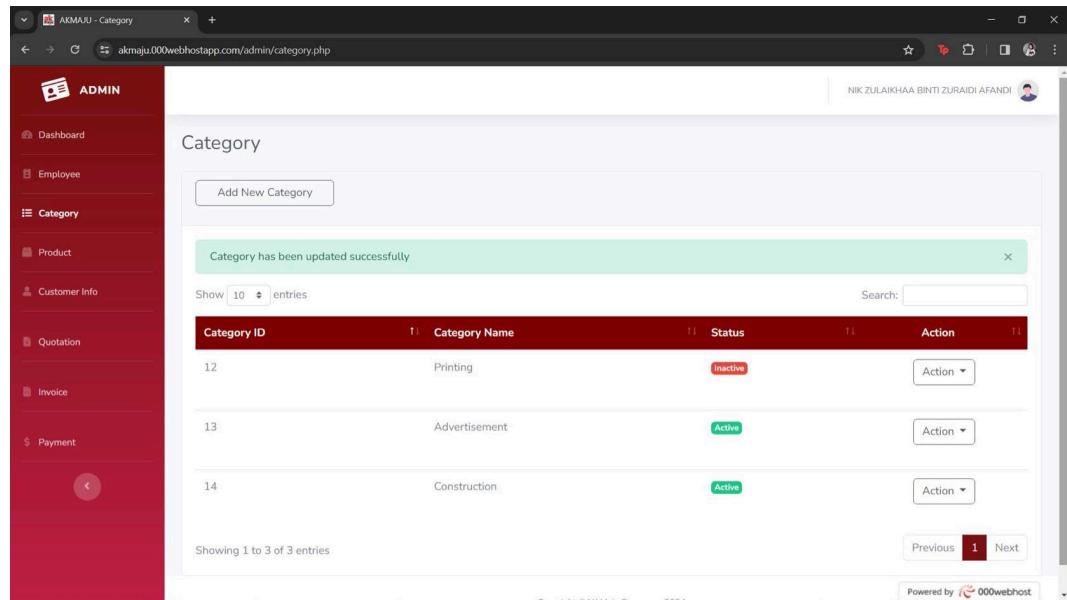
3. There, you can modify the Category Name or the Category status, you can change the category to be either active or inactive.



4. Click on the “Update Category” button.



5. A pop out message indicates that the category has been updated successfully.



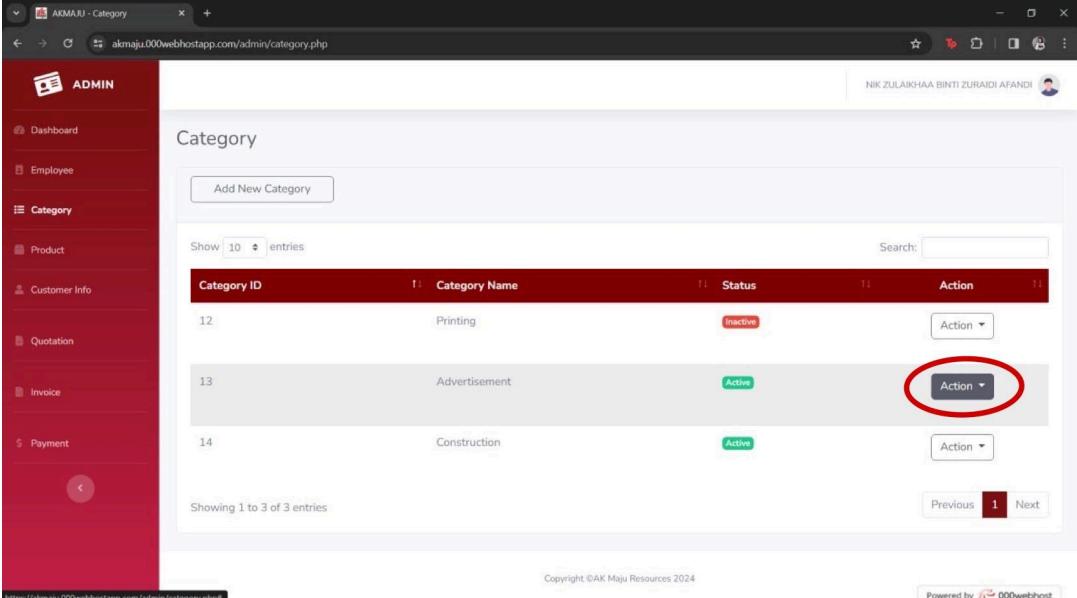
The screenshot shows a web-based administration interface for 'AKMALLI - Category'. The left sidebar, titled 'ADMIN', includes links for Dashboard, Employee, Category (which is selected and highlighted in red), Product, Customer Info, Quotation, Invoice, and Payment. The main content area is titled 'Category' and contains a button 'Add New Category'. A green success message box displays 'Category has been updated successfully'. Below this, a table lists three categories: '12 Printing' (Status: Inactive), '13 Advertisement' (Status: Active), and '14 Construction' (Status: Active). The table has columns for 'Category ID', 'Category Name', 'Status', and 'Action'. At the bottom, it shows 'Showing 1 to 3 of 3 entries' and includes navigation buttons for 'Previous', '1', and 'Next'. The top of the browser window shows the URL 'akmaju.000webhostapp.com/admin/category.php' and the user 'NIK ZULAIKHA BINTI ZURAIIDI AFANDI'.

Category ID	Category Name	Status	Action
12	Printing	Inactive	Action
13	Advertisement	Active	Action
14	Construction	Active	Action

## Delete Category

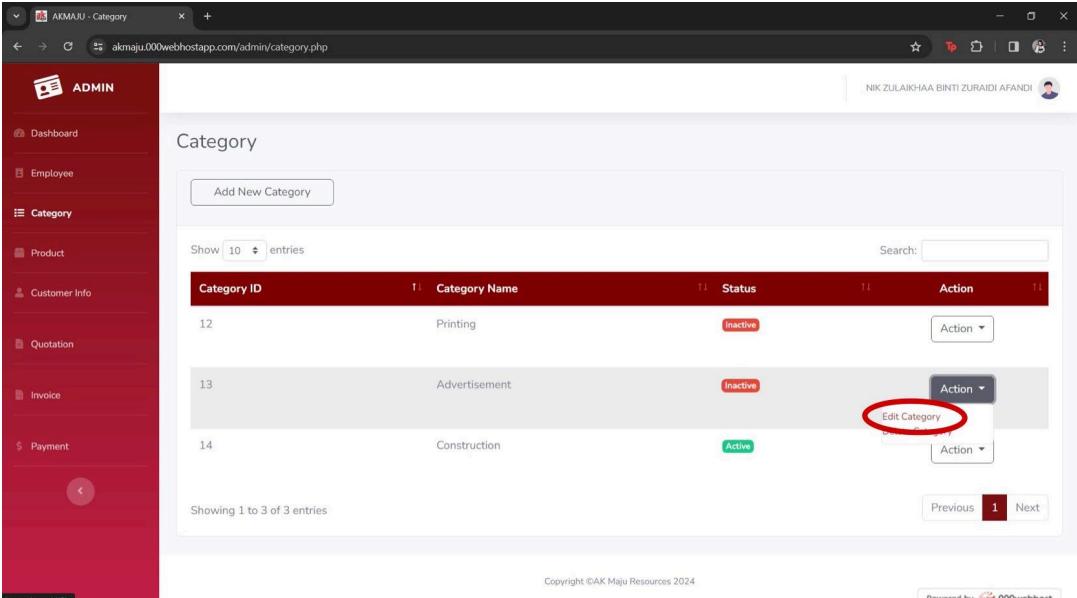
The active category can easily change its status by deleting the category. However, if you desire to re-active the category that has been deleted, you can modify the status at the edit category. Note that you are only allowed to delete categories that do not belong to any product yet.

1. Click on the “Action” dropdown button.



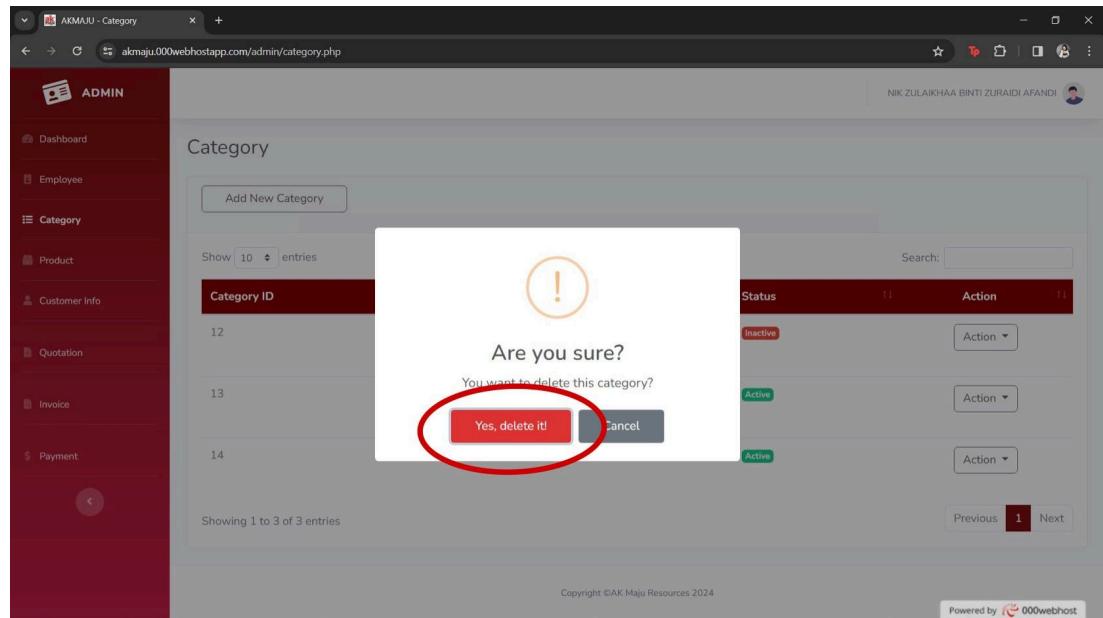
The screenshot shows a web-based administration interface for 'AKMaju - Category'. The left sidebar has a red background with white text and icons for 'Dashboard', 'Employee', 'Category' (which is selected and highlighted in red), 'Product', 'Customer Info', 'Quotation', 'Invoice', and 'Payment'. The main content area is titled 'Category' and contains a table with three entries. The table columns are 'Category ID', 'Category Name', 'Status', and 'Action'. The first entry (Category ID 12) has a 'Status' of 'Inactive' and an 'Action' dropdown button. The second entry (Category ID 13) has a 'Status' of 'Active' and an 'Action' dropdown button, which is circled in red. The third entry (Category ID 14) has a 'Status' of 'Active' and an 'Action' dropdown button. At the bottom of the table, it says 'Showing 1 to 3 of 3 entries'. The footer of the page includes 'Copyright ©AK Maju Resources 2024', 'Powered by 000webhost', and the URL 'https://akmaju.000webhostapp.com/admin/category.php4'.

2. Click on the “Delete Category” sentence.

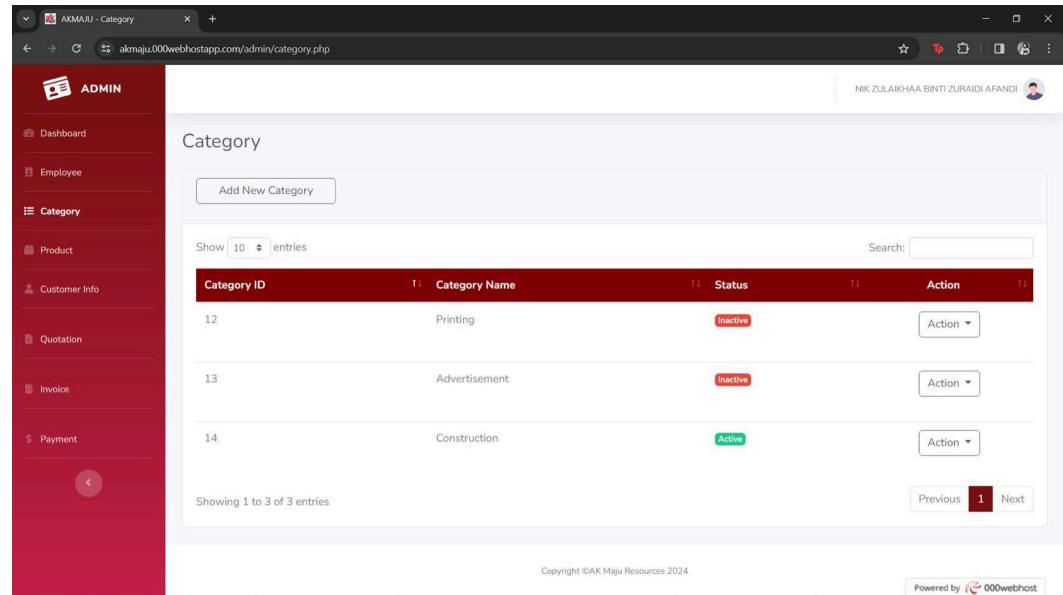


This screenshot shows the same 'Category' management interface as the previous one, but with a different action taken. The 'Action' dropdown button for category ID 13 now has a 'Delete Category' option highlighted and circled in red. The other entries (Category ID 12 and 14) remain in their original states. The rest of the interface, including the sidebar, table layout, and footer, is identical to the first screenshot.

3. A message alert will come out to double confirm the action, click on the “Yes, delete it!” button.

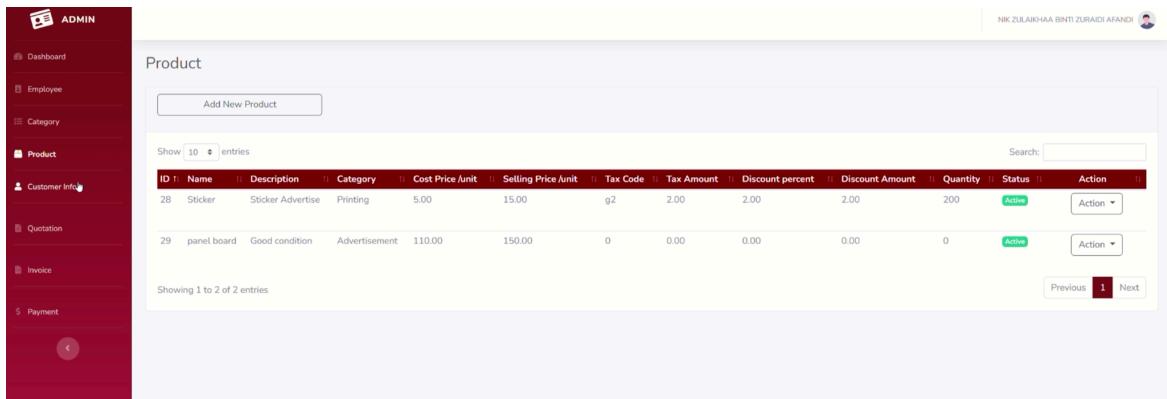


4. The category has been deleted. You can see that the category's status will now be displayed as “Inactive”. The category can no longer be used in adding new products.



## 6. Product

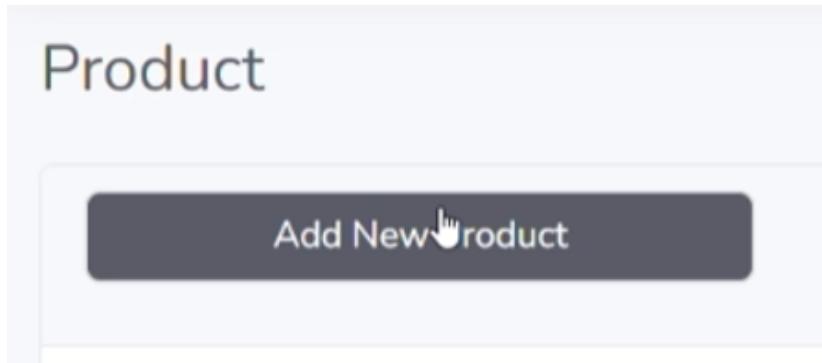
This will be the main page for product, its main function is to manage inventory of company



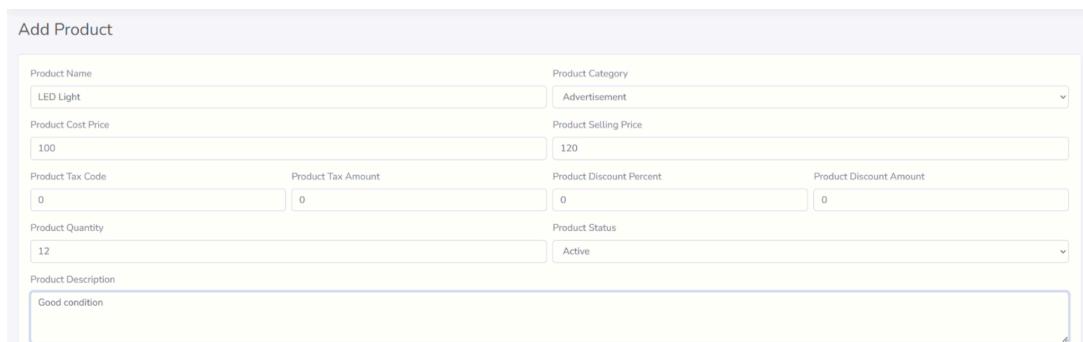
ID	Name	Description	Category	Cost Price/Unit	Selling Price/Unit	Tax Code	Tax Amount	Discount percent	Discount Amount	Quantity	Status	Action
28	Sticker	Sticker Advertise	Printing	5.00	15.00	g2	2.00	2.00	2.00	200	Active	Action
29	panel board	Good condition	Advertisement	110.00	150.00	0	0.00	0.00	0.00	0	Active	Action

### 6.1. Add Product

[Add Product.mp4](#)



1. We have to first press the add new product button to add items into the inventory



Product Name	Product Category		
LED Light	Advertisement		
Product Cost Price	Product Selling Price		
100	120		
Product Tax Code	Product Tax Amount	Product Discount Percent	Product Discount Amount
0	0	0	0
Product Quantity	Product Status		
12	Active		
Product Description	Good condition		

2. Fill in all the details of the product into the table provided.



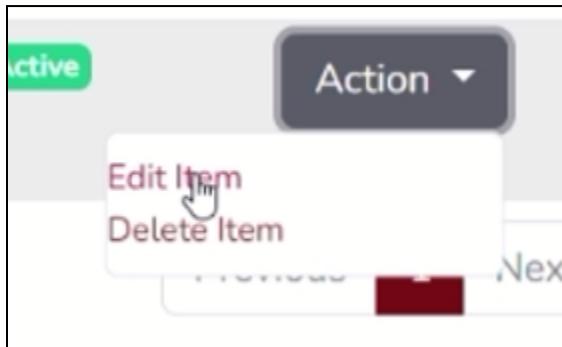
3. Once filled in, press the blue add product button to save the product into inventory



4. The new product will be saved into the product main page

## 6.2. Edit Product

[Edit Product.mp4](#)



1. Press the action button and there will be a dropdown which will be shown, press edit item from that options

Product Quantity		Product Selling Price	
120		140	
Product Tax Code	Product Tax Amount	Product Discount Percent	Product Disc
0	0.00	0.00	0.00
Product Quantity	Product Status		
15	Active		

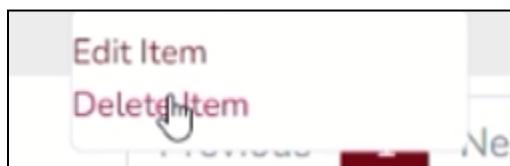
2. Update the new details of the item or product



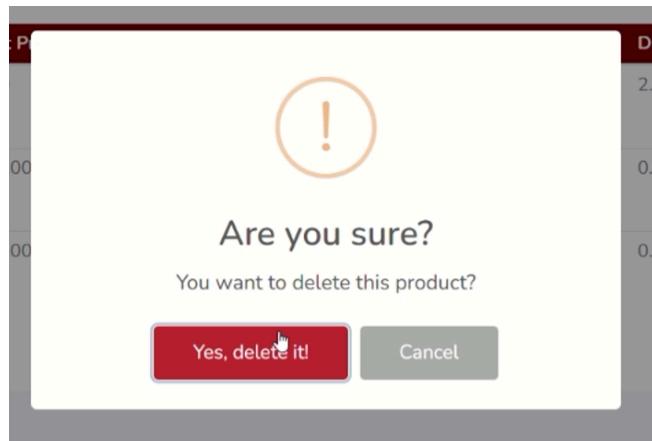
3. Press the update product button as a confirmation for the item to be edited

### 6.3. Delete Product

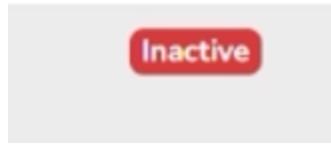
[delete Product.mp4](#)



1. Press the delete item button from the action dropdown



2. There will be a confirmation notification for it to delete the item



3. The status will be changed into inactive.



4. To undo the delete, simply go to action and edit product status to active

## 7. Customer

Customer Info

Add New Customer

Show 10 entries Search:

Customer ID	Customer Name	Customer Address	Customer Phone Number	Customer Email	Customer Type	Customer Order
13	PRINCESS AURORA NATATA DCOCO	Lot 157G Lorong 5 Kampung Tengah	172789819	swayoongmin@gmail.com	Personal	<button>View Order</button>
15	JENNIE	yg	139204698	kimjennie@gmail.com	Personal	<button>View Order</button>

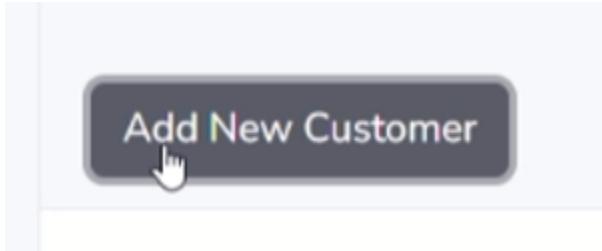
Showing 1 to 2 of 2 entries

Previous 1 Next

This will be the main page for customer info

### 7.1 Add New Customer

[Add Customer.mp4](#)



1. Simply press the add new customer button to generate a new customer

Add Customer

Full Name: RUBILAN

Email: rubilan@gmail.com

Phone Number: 0126765543

Customer Type: Personal

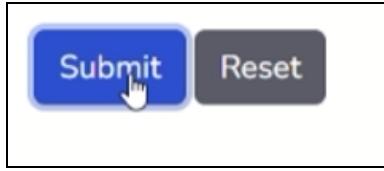
Address: No 49, jalan bidara 3,bandar botanic, 41200 Klang,Selangor

City: Klang

State: Selangor

Postcode: 41200

2. Update the details of the customer into table provided

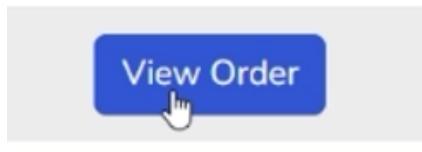


3. Press submit button as a confirmation for registering the new customer



4. The new customer will be shown in the customer main page.

## 7.2. Customer Order



1. Press view order button to navigate the current detail of customer's orders

Quotation ID	Quotation Date	Status	Action
No data available in table			

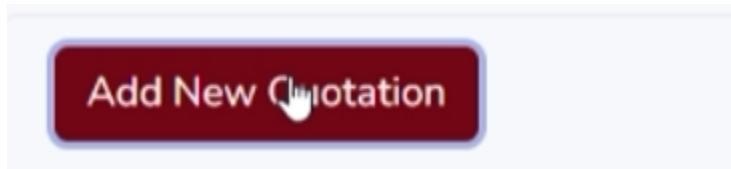
2. You can now view the customer order details

## 8. Quotation

Quotation										
<a href="#">Add New Quotation</a>										
Show 10 entries										
Quotation ID	Quotation Date	Customer Name	Customer Address	Customer Phone Number	Customer Email	Customer Type	Status	Action		
33	12/01/2024 09:25:18 AM	JENNIE	Yg 81900 skudai, Johor	0139204698	kimjennie@gmail.com	Personal	Active	Action ▾		
32	12/01/2024 08:59:00 AM	PRINCESS AURORA NATATA DCOCO	Lot 157G Lorong 5 Kampung Tengah 47150 Puchong, Selangor	0172789819	swayoongmin@gmail.com	Personal	Deleted	Action ▾		
31	12/01/2024 08:58:35 AM	JENNIE	Yg 81900 skudai, Johor	0139204698	kimjennie@gmail.com	Personal	Active	Action ▾		
30	12/01/2024 06:08:41 AM	JENNIE	Yg 81900 skudai, Johor	0139204698	kimjennie@gmail.com	Personal	Active	Action ▾		
29	12/01/2024 05:51:56 AM	JENNIE	Yg 81900 skudai, Johor	0139204698	kimjennie@gmail.com	Personal	Active	Action ▾		
28	12/01/2024 05:25:58 AM	JENNIE	Yg 81900 skudai,	0139204698	kimjennie@gmail.com	Personal	Active	Action ▾		

This will be the main page for quotation, which will be used for managing quotation

### 8.1 Add New Quotation



1. Press the add new quotation button to add a quotation

Generate Quotation

Customer Information

Customer Name	Select Customer						
Product	Select Product	Quantity	Quantity	Add Product			
Product	Quantity	Unit Price	Discount(%)	Discount Amount	Tax Code	Total Price	Action

Total Price 0.00

Back Generate Quotation

2. Fill in the details of the quotation in the table provided

Customer Information	
Customer Name	Select Customer
Product	Select Customer
Product	Quantity
	RUBILAN 

3. Select the customer from the dropdown generated from customer order

Product	Quantity
Product	Quantity
	Back  Generate Quotation 

Select Product

Sticker

panel board

LED Light

4. Next select the product from the dropdown generated by manage inventory

5. Press add product to add material into quotation

Generate Quotation

Customer Information

Customer Name	RUBILAN
---------------	---------

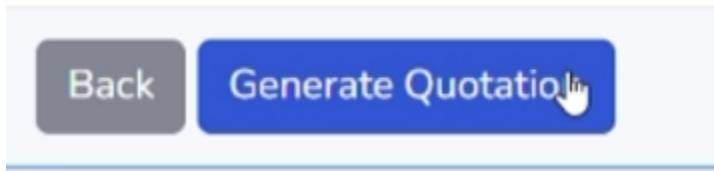
Product LED Light

Product	Quantity	Unit Price	Discount(%)	Discount Amount	Tax Code	Total Price	Action
LED Light	10	140.00	0.00	0.00	0	1400.00	<a href="#">Remove</a>

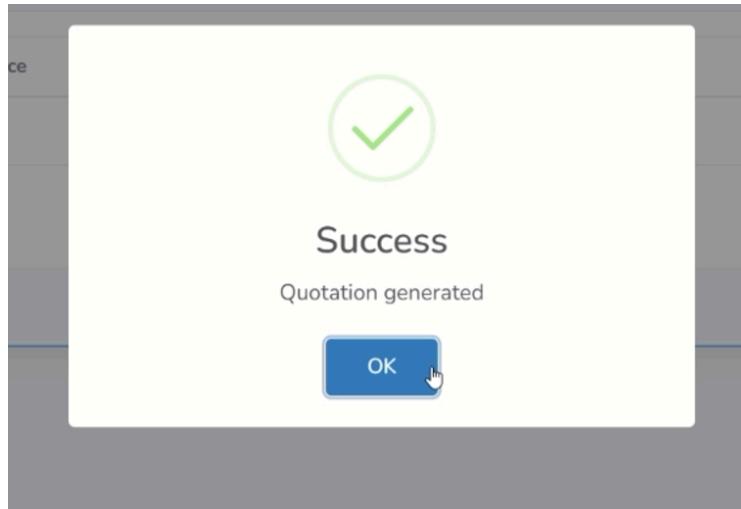
Total Price 1400

[Back](#) [Generate Quotation](#)

6. The page will look like this once done as it shows the quotation details



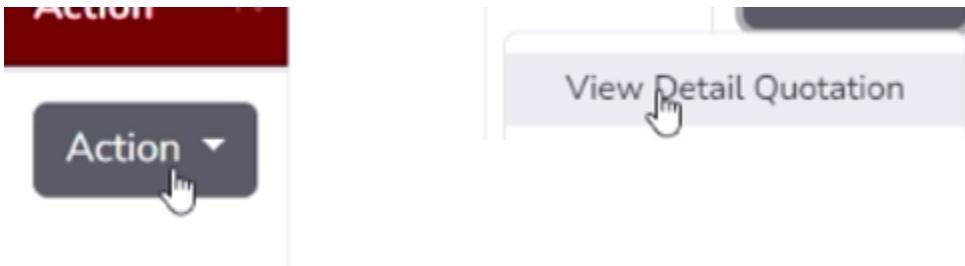
7. Press the generate quotation button as a confirmation to generate the quotation



8. Notification will pop up it is successfully generated

Quotation ID	Quotation Date	Customer Name	Customer Address	Customer Phone Number	Customer Email	Customer Type	Status	Action
34	12/01/2024 09:45:28 AM	RUBILAN	No 49, jalan bidara 3.bandar botanic, 41200 Klang,Selangor 41200 Klang, Selangor	0126765543	rubilan@gmail.com	Personal	<span>Action</span>	<span>Action ▾</span>

9. The quotation will be shown in quotation main page



10. Press view detail quotation from action dropdown

Quotation Generated



AK MAJU RESOURCES SDN. BHD.  
No. 39 & 41, Jalan Utama 3/2, Pusat Komersial Sri Utama, Segamat, Johor, Malaysia- 85000  
Phone: 07-9310717, 010-2218224 | Email: akmaju.acc@gmail.com  
Company No: 1088436

**Customer Information**

Customer Name	: RUBILAN	Date	: 12/01/2024 09:45:28 AM
Customer Phone	: 0126765543	Email	: rubilan@gmail.com
Customer Address	: No 49, jalan bidara 3.bandar botanic, 41200 Klang,Selangor 41200 Klang, Selangor	Quotation No.	: 34

**Product**      **Quantity**      **Unit Price**      **Discount(%)**      **Discount Amount**      **Tax Code**      **Total Price**

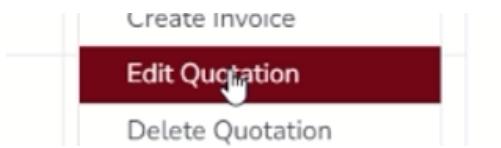
LED Light	10	140.00	0.00	0.00	0	1,400.00
						Total Price 1,400.00

Print Quotation

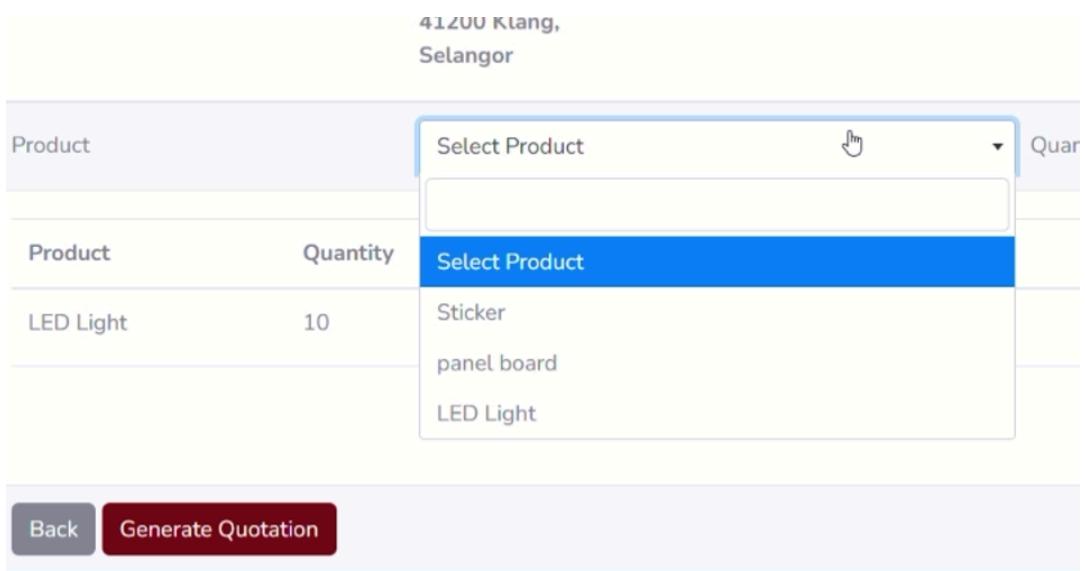
11. The current quotation generated will be shown

## 8.2 Edit Quotation

[Edit Quotation.mp4](#)



1. Press edit quotation button to edit the quotation



2. Fill in details of the edited detail

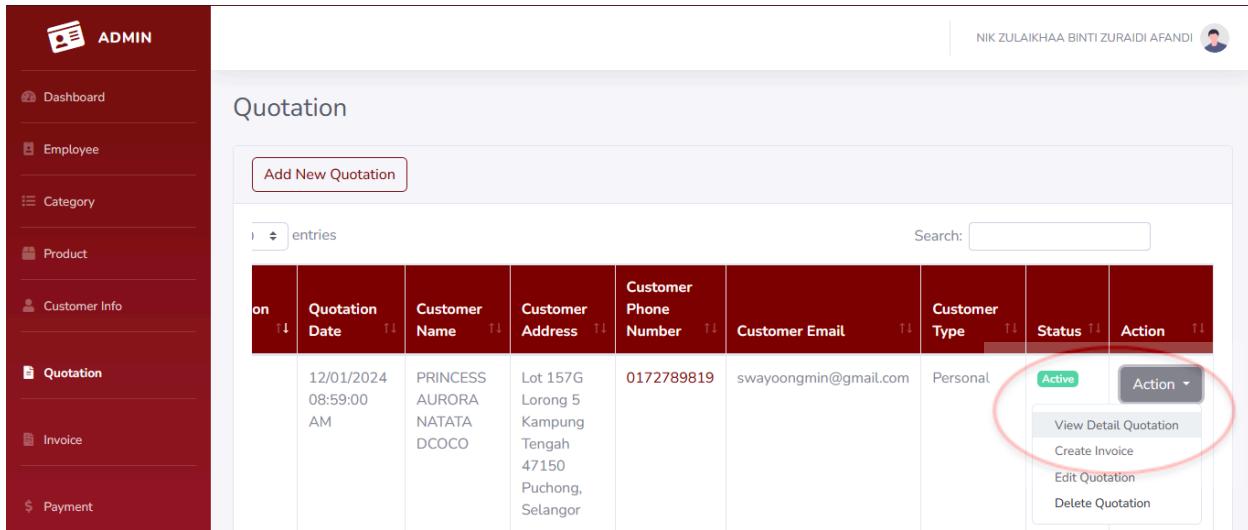
Selangor						
Product	Sticker	Quantity	20	Add Product		
Product	Quantity	Unit Price	Discount(%)	Discount Amount	Tax Code	Total Price
Sticker	20	15.00	2.00	2.00	g2	300.00
LED Light	10	140.00	0.00	0.00	0	1400.00
				Total Price	1700	

3. Update the new quotation which was edited.

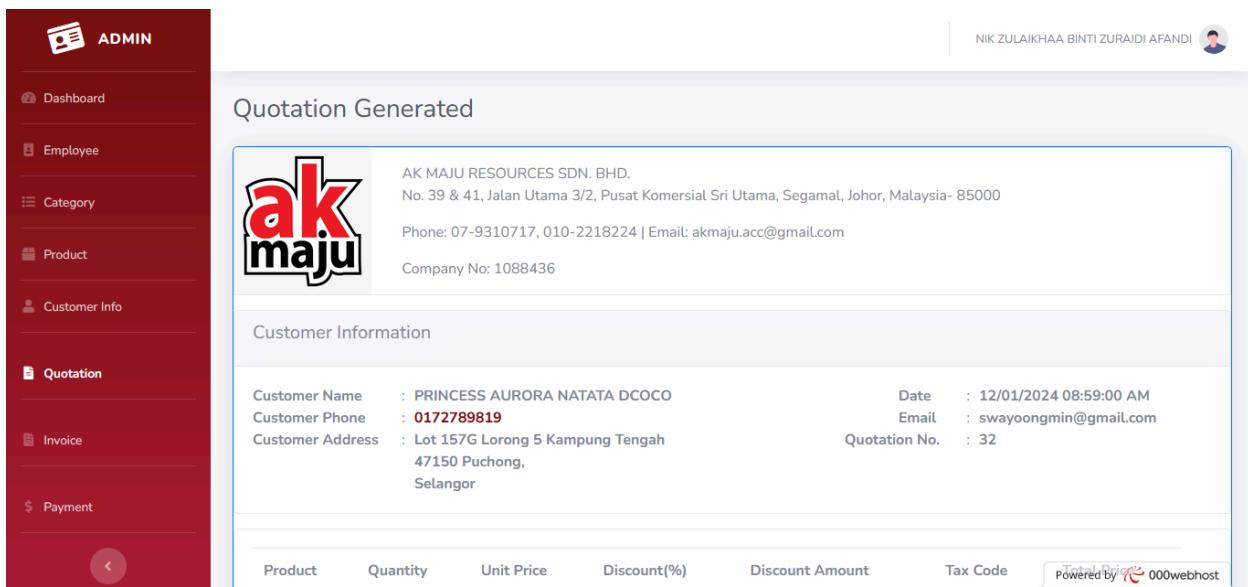
## 8.3 View Detail and Print Quotation

[Video Link : View Detail and Print Quotation](#)

1. Press “view detail quotation” from action dropdown to view detail quotation

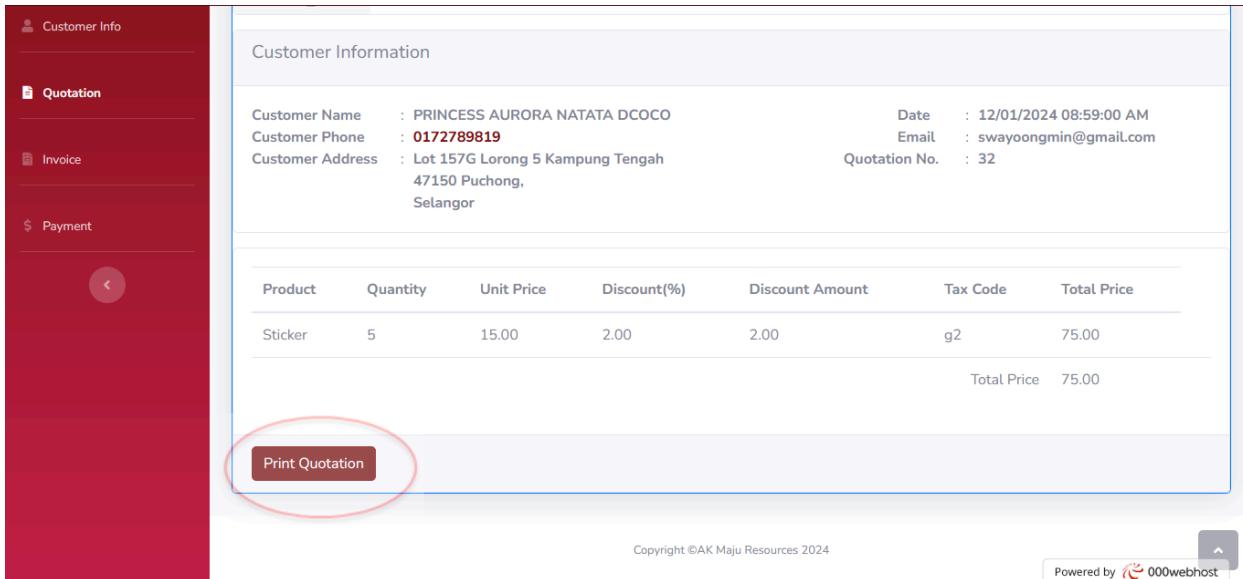


The screenshot shows the 'Quotation' list page. On the left is a sidebar with 'ADMIN' at the top and a navigation menu including 'Dashboard', 'Employee', 'Category', 'Product', 'Customer Info', 'Quotation' (which is selected and highlighted in red), 'Invoice', and 'Payment'. The main area is titled 'Quotation' and contains a table with columns: 'Quotation Date', 'Customer Name', 'Customer Address', 'Customer Phone Number', 'Customer Email', 'Customer Type', 'Status', and 'Action'. A dropdown menu is open over the last row of the table, showing options: 'View Detail Quotation' (highlighted in green), 'Create Invoice', 'Edit Quotation', and 'Delete Quotation'. The 'Action' button in the dropdown is also highlighted in green. The status of the last row is 'Active'.



The screenshot shows the 'Quotation Generated' page. The sidebar is identical to the previous screenshot. The main content area is titled 'Quotation Generated' and displays the following information:  
- Logo: ak maju  
- Company details: AK MAJU RESOURCES SDN. BHD., No. 39 & 41, Jalan Utama 3/2, Pusat Komersial Sri Utama, Segamat, Johor, Malaysia- 85000, Phone: 07-9310717, 010-2218224 | Email: akmaju.acc@gmail.com, Company No: 1088436  
- Customer Information: Customer Name: PRINCESS AURORA NATATA DCOCO, Customer Phone: 0172789819, Customer Address: Lot 157G Lorong 5 Kampung Tengah 47150 Puchong, Selangor  
- Quotation details: Date: 12/01/2024 08:59:00 AM, Email: swayoongmin@gmail.com, Quotation No.: 32  
- Table headers: Product, Quantity, Unit Price, Discount(%), Discount Amount, Tax Code  
- Footer: Powered by 000webhost

2. Press “Print Quotation” to navigate the print page



The screenshot shows a software interface with a red sidebar on the left containing 'Customer Info', 'Quotation' (which is selected), 'Invoice', and 'Payment'. The main area is titled 'Customer Information' and displays the following details:

Customer Name	:	PRINCESS AURORA NATATA DCOCO	Date	:	12/01/2024 08:59:00 AM
Customer Phone	:	0127289819	Email	:	swayoongmin@gmail.com
Customer Address	:	Lot 157G Lorong 5 Kampung Tengah 47150 Puchong, Selangor	Quotation No.	:	32

Below this is a table of products:

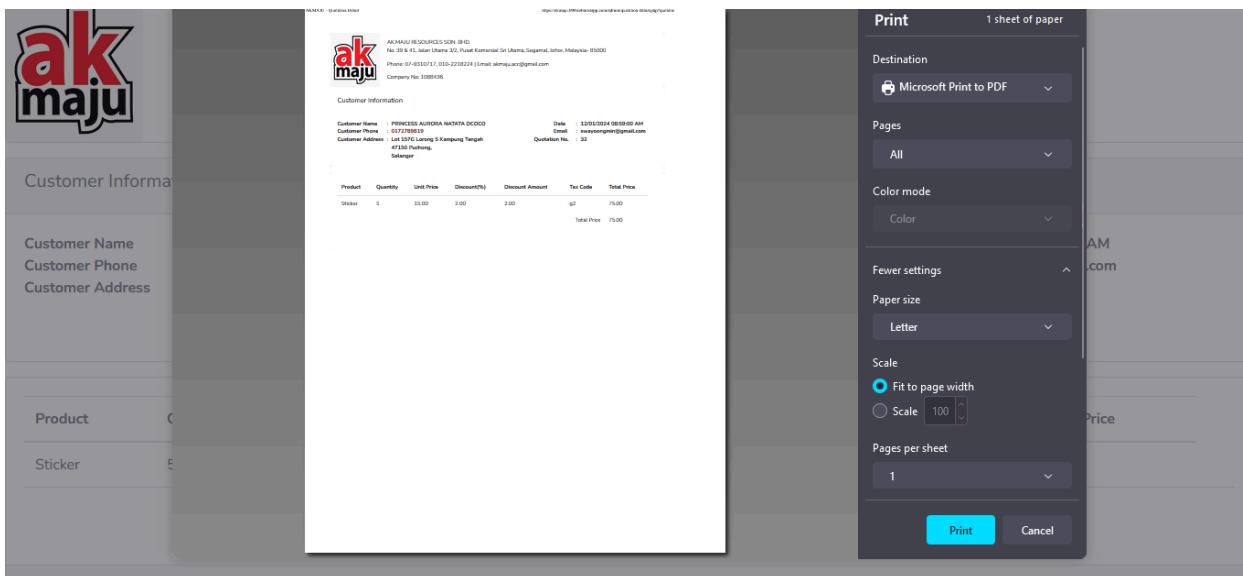
Product	Quantity	Unit Price	Discount(%)	Discount Amount	Tax Code	Total Price
Sticker	5	15.00	2.00	2.00	g2	75.00

At the bottom of the main area is a 'Print Quotation' button, which is circled in red.

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Powered by  000webhost

3. Press “Print” to print the quotation



The screenshot shows the software interface with the 'Print' dialog box open. The dialog box is titled 'Print' and shows the following settings:

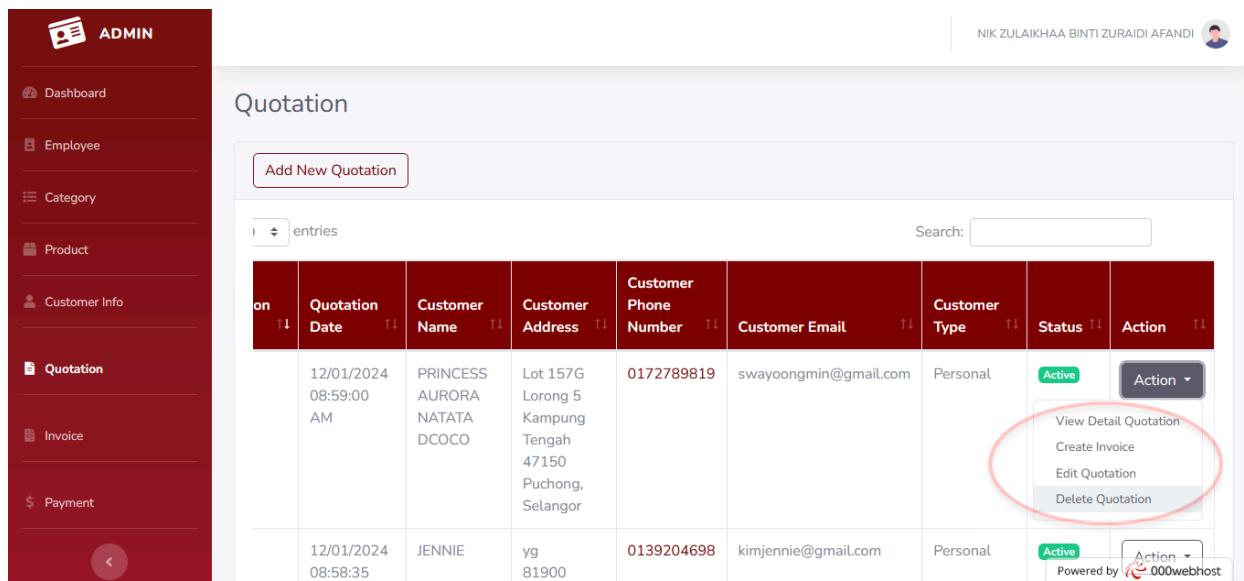
- Destination: Microsoft Print to PDF
- Pages: All
- Color mode: Color
- Paper size: Letter
- Scale: Fit to page width (selected)
- Pages per sheet: 1

At the bottom of the dialog box are 'Print' and 'Cancel' buttons.

## 8.4 Delete Quotation

[Video Link : Delete Quotation](#)

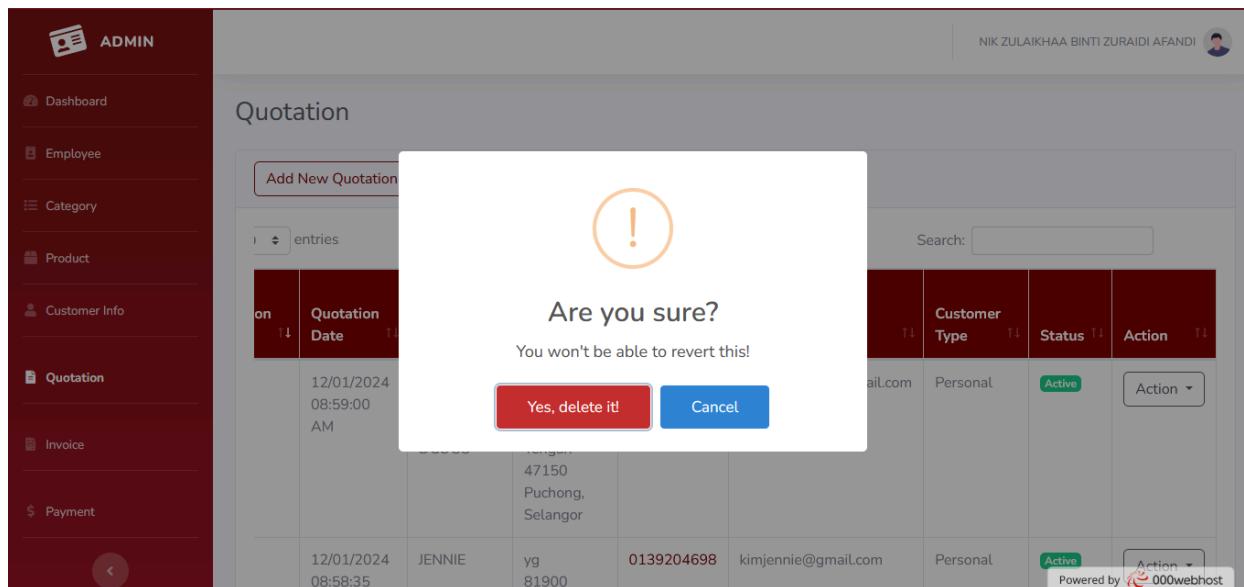
1. Press “Delete Quotation” from action dropdown



The screenshot shows the 'Quotation' list page. On the left is a red sidebar with navigation links. The main area displays a table of quotations. In the 'Action' column for the first row, a dropdown menu is open, with the 'Delete Quotation' option highlighted and circled in red.

on	Quotation Date	Customer Name	Customer Address	Customer Phone Number	Customer Email	Customer Type	Status	Action
	12/01/2024 08:59:00 AM	PRINCESS AURORA NATATA DCOCO	Lot 157G Lorong 5 Kampung Tengah 47150 Puchong, Selangor	0172789819	swayoongmin@gmail.com	Personal	Active	Action
	12/01/2024 08:58:35	JENNIE	yg 81900	0139204698	kimjennie@gmail.com	Personal	Active	Action

2. The confirmation alert will pop out , press “Yes, delete it!” button to proceed delete and “Cancel” to back to previous page



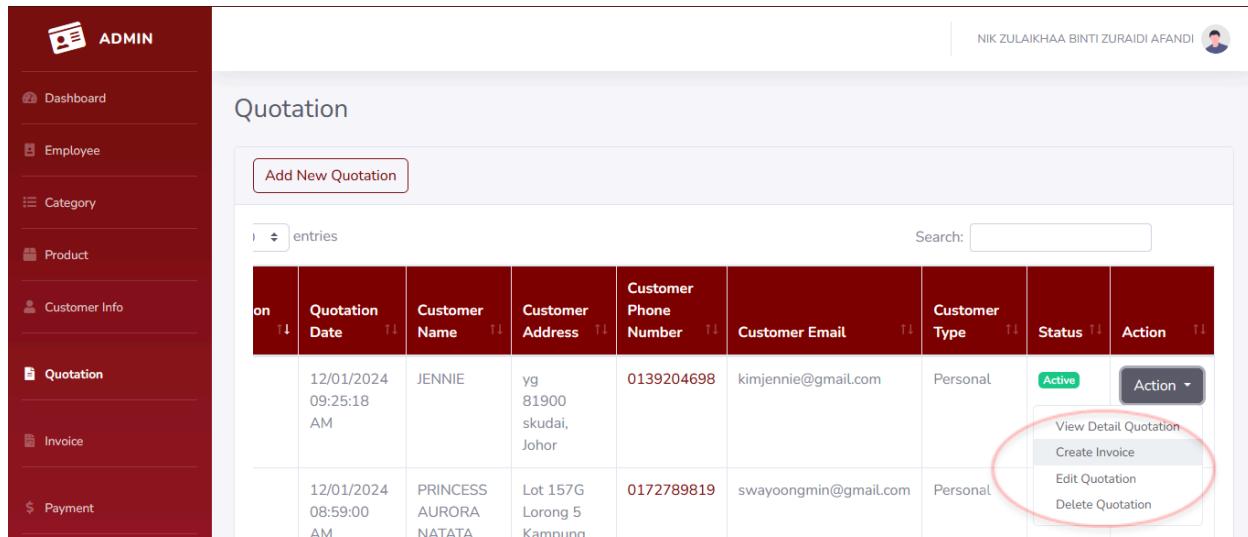
The screenshot shows the 'Quotation' list page with a confirmation dialog box in the foreground. The dialog contains a large exclamation mark icon, the text 'Are you sure?', and the subtext 'You won't be able to revert this!'. It has two buttons: 'Yes, delete it!' in red and 'Cancel' in blue.

## 9. Invoice

### 9.1 Create Invoice

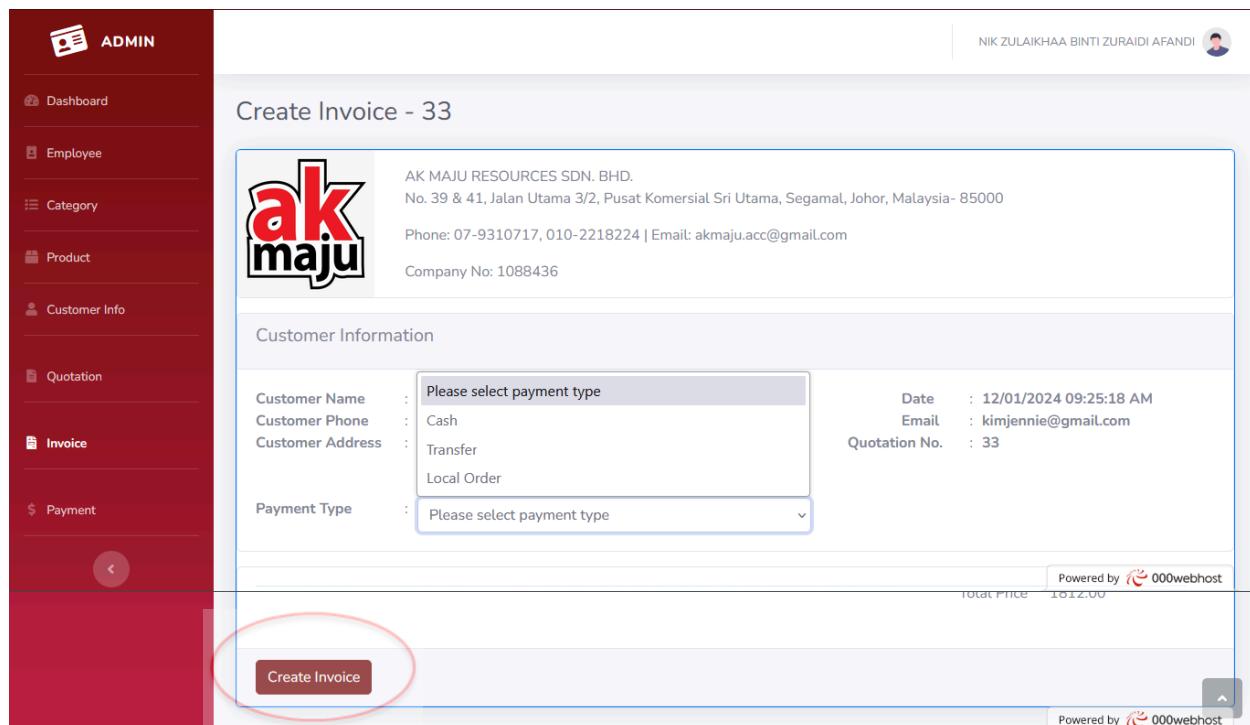
[Video Link : Create Invoice](#)

1. Press “Create Invoice” from action dropdown



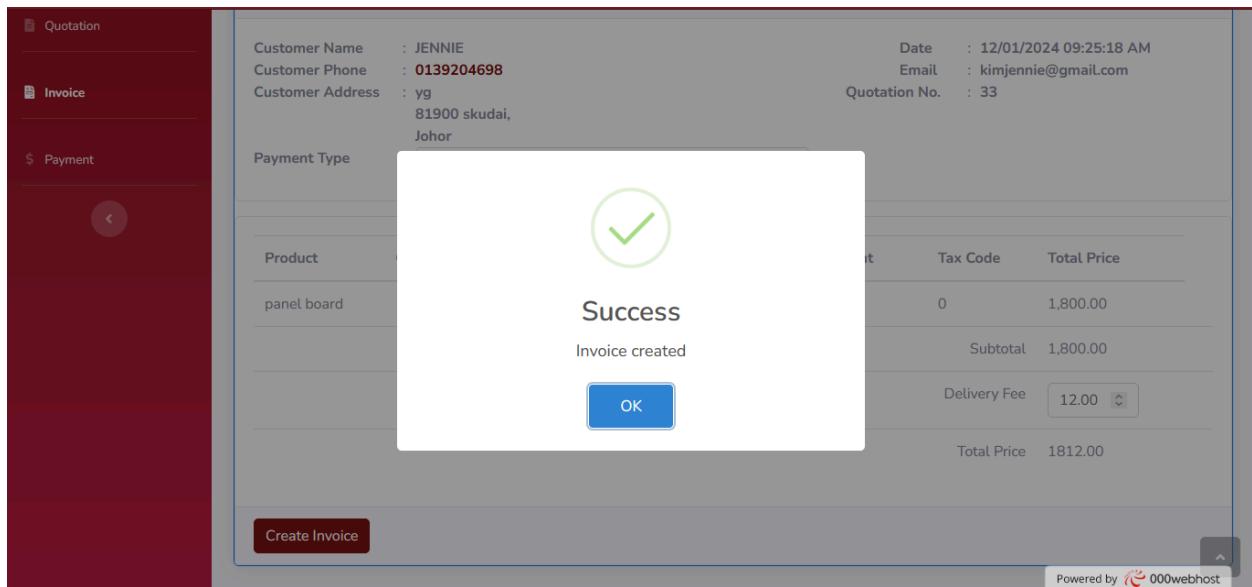
The screenshot shows the 'Quotation' list page. On the left is a dark red sidebar with navigation links: Dashboard, Employee, Category, Product, Customer Info, Quotation (which is highlighted in red), Invoice, and Payment. The main area is titled 'Quotation' and contains a table with two rows of data. The columns are: on, Quotation Date, Customer Name, Customer Address, Customer Phone Number, Customer Email, Customer Type, Status, and Action. The first row has data for 'JENNIE' and the second for 'PRINCESS AURORA NATATA'. The 'Action' column for the first row has a dropdown menu with options: 'View Detail Quotation', 'Create Invoice' (which is highlighted in grey), 'Edit Quotation', and 'Delete Quotation'. A red oval highlights the 'Create Invoice' option.

2. Fill the details of invoice in the table provided



The screenshot shows the 'Create Invoice - 33' page. The left sidebar is identical to the previous screenshot. The main area has a header with the company logo 'ak maju' and details: 'AK MAJU RESOURCES SDN. BHD.', 'No. 39 & 41, Jalan Utama 3/2, Pusat Komersial Sri Utama, Segamat, Johor, Malaysia- 85000', 'Phone: 07-9310717, 010-2218224 | Email: akmaju.acc@gmail.com', and 'Company No: 1088436'. Below this is a 'Customer Information' section with fields for Customer Name, Customer Phone, Customer Address, and Payment Type. The 'Payment Type' dropdown is open, showing options: 'Please select payment type', 'Cash', 'Transfer', and 'Local Order'. To the right of the dropdown are the values: Date: 12/01/2024 09:25:18 AM, Email: kimjennie@gmail.com, and Quotation No.: 33. At the bottom is a large red oval highlighting the 'Create Invoice' button.

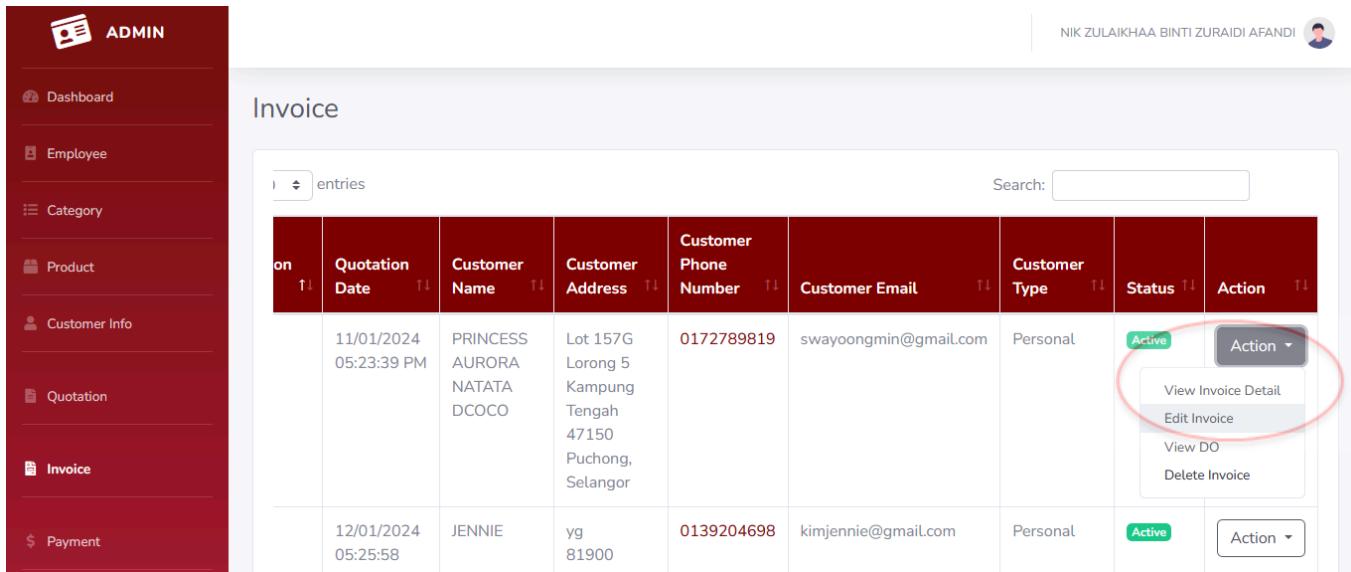
4. Alert will pop out once the invoice is successfully created



## 9.2 Edit Invoice

[Video Link: Edit Invoice](#)

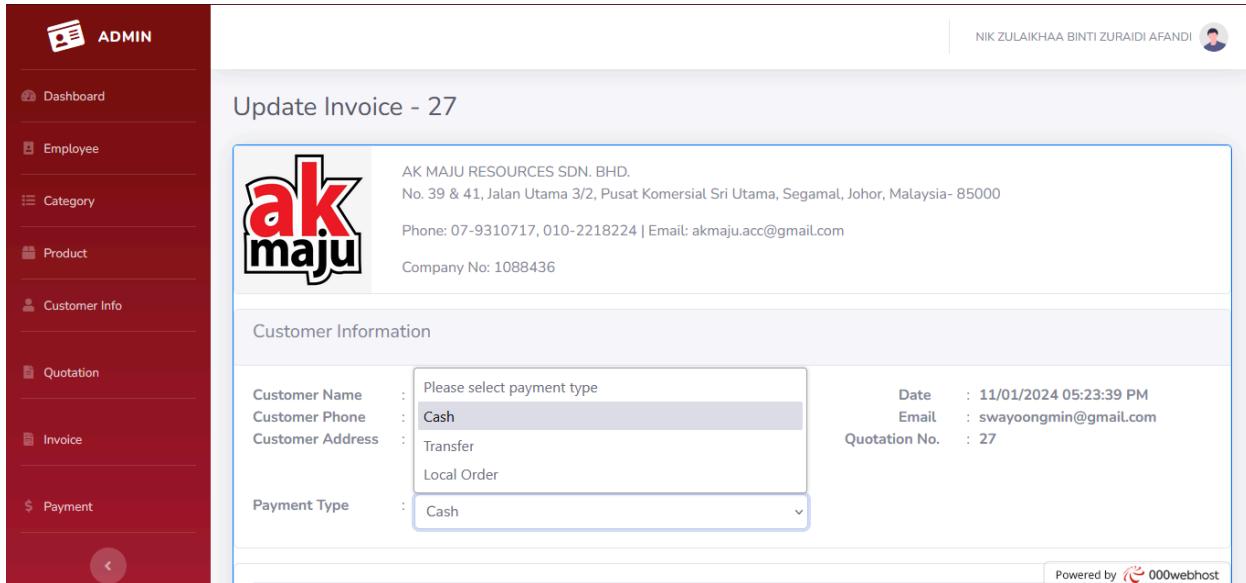
1. Press “Edit Invoice” from action dropdown



The screenshot shows the Admin dashboard with a sidebar on the left containing links for Dashboard, Employee, Category, Product, Customer Info, Quotation, Invoice (which is selected and highlighted in red), and Payment. The main area is titled 'Invoice' and displays a table of invoices. The first invoice in the list has an 'Action' dropdown menu open, showing options: 'View Invoice Detail', 'Edit Invoice' (which is highlighted with a red circle), 'View DO', and 'Delete Invoice'.

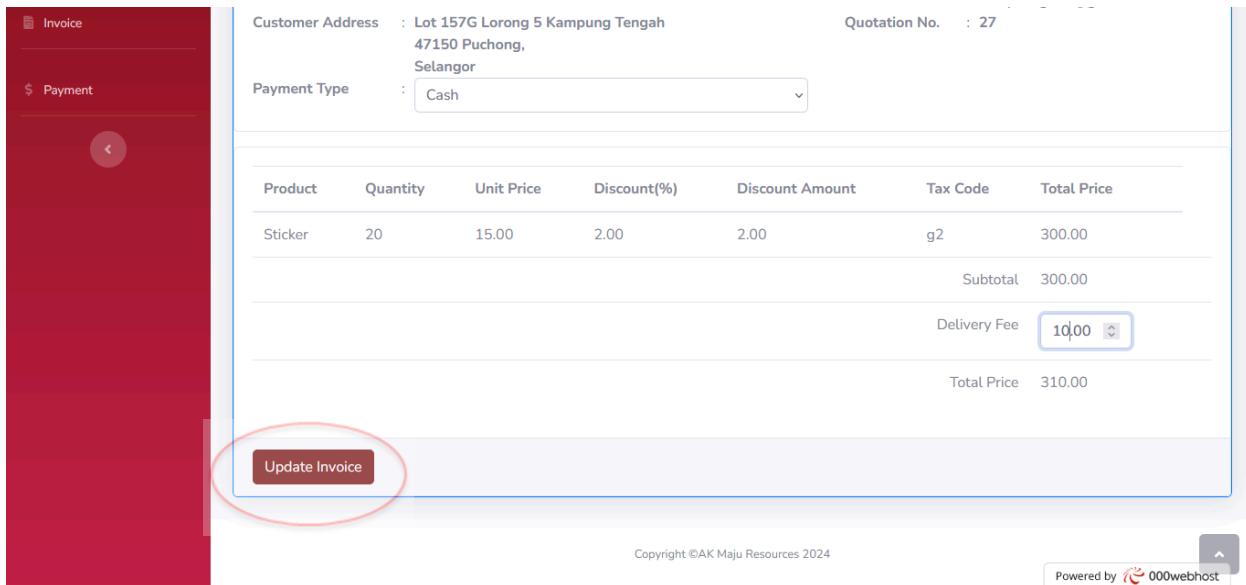
on	Quotation Date	Customer Name	Customer Address	Customer Phone Number	Customer Email	Customer Type	Status	Action
	11/01/2024 05:23:39 PM	PRINCESS AURORA NATATA DCOCO	Lot 157G Lorong 5 Kampung Tengah 47150 Puchong, Selangor	0172789819	swayoongmin@gmail.com	Personal	Active	Action
	12/01/2024 05:25:58	JENNIE	yg 81900	0139204698	kimjennie@gmail.com	Personal	Active	Action

2. Fill in details of the edited detail

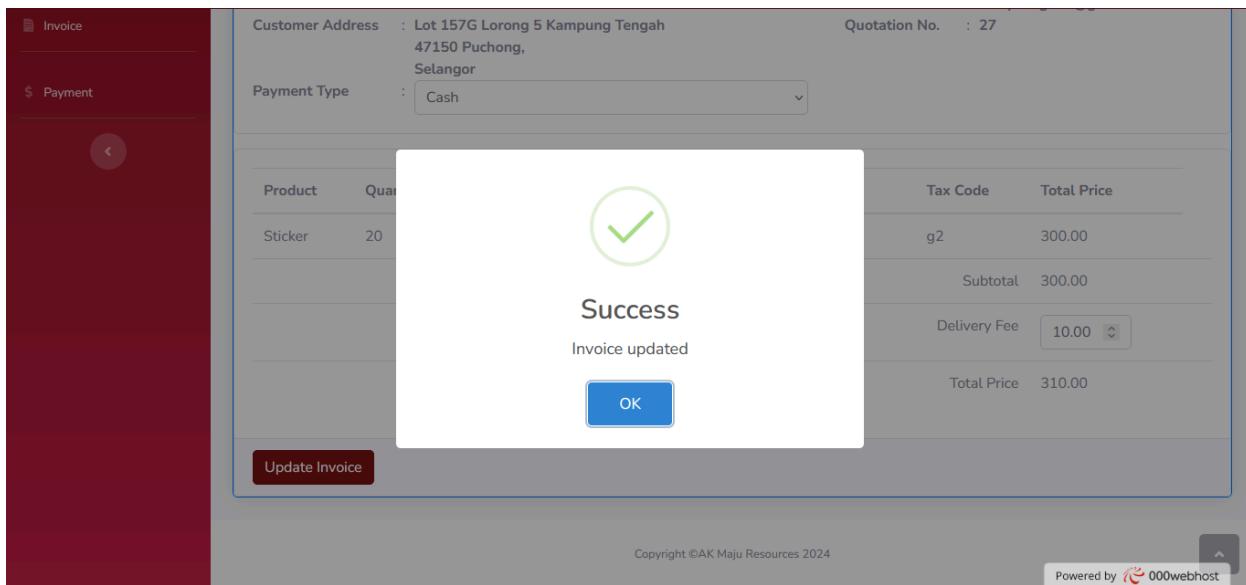


The screenshot shows the 'Update Invoice - 27' page. The sidebar on the left is identical to the previous screenshot. The main form has a logo for 'ak maju' and company details: AK MAJU RESOURCES SDN. BHD., No. 39 & 41, Jalan Utama 3/2, Pusat Komersial Sri Utama, Segamat, Johor, Malaysia- 85000. Phone: 07-9310717, 010-2218224 | Email: akmaju.acc@gmail.com. Company No: 1088436. The 'Customer Information' section contains fields for Customer Name, Customer Phone, Customer Address, and Payment Type. The 'Customer Name' field is empty and highlighted in red, indicating it is required. Other fields in this section include 'Customer Phone' (Cash), 'Customer Address' (Transfer), and 'Payment Type' (Cash). To the right, there are details: Date (11/01/2024 05:23:39 PM), Email (swayoongmin@gmail.com), and Quotation No. (27). The bottom right corner shows 'Powered by 00webhost'.

3. Scroll down and press “Update Invoice” to update invoice



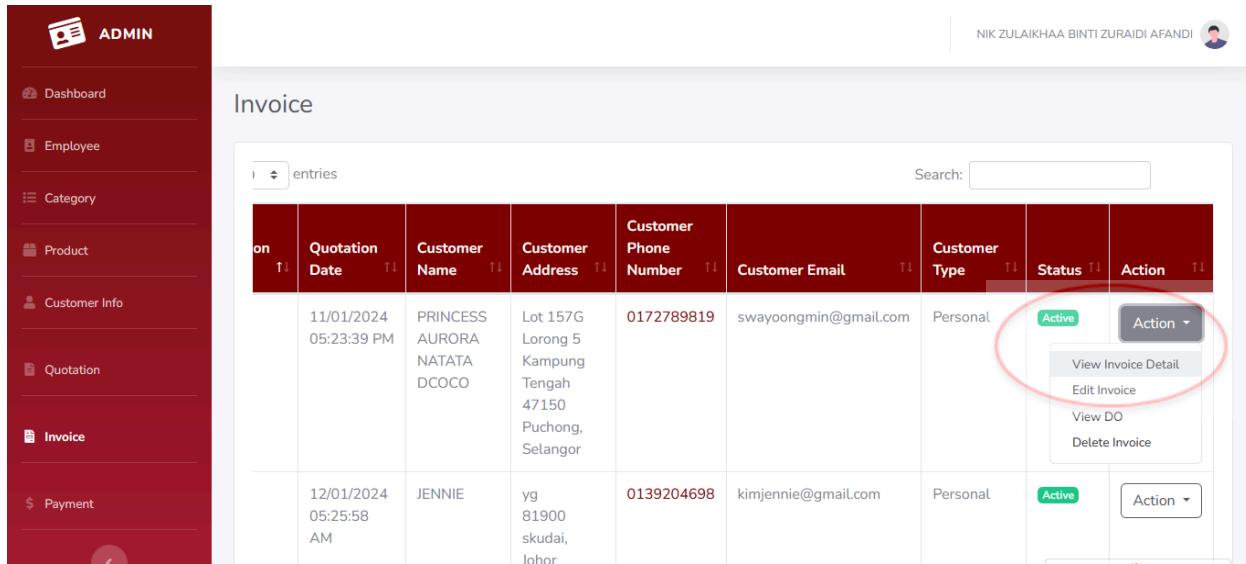
4. Alert will pop out once the invoice is successful updated



## 9.3 View Detail and Print Invoice

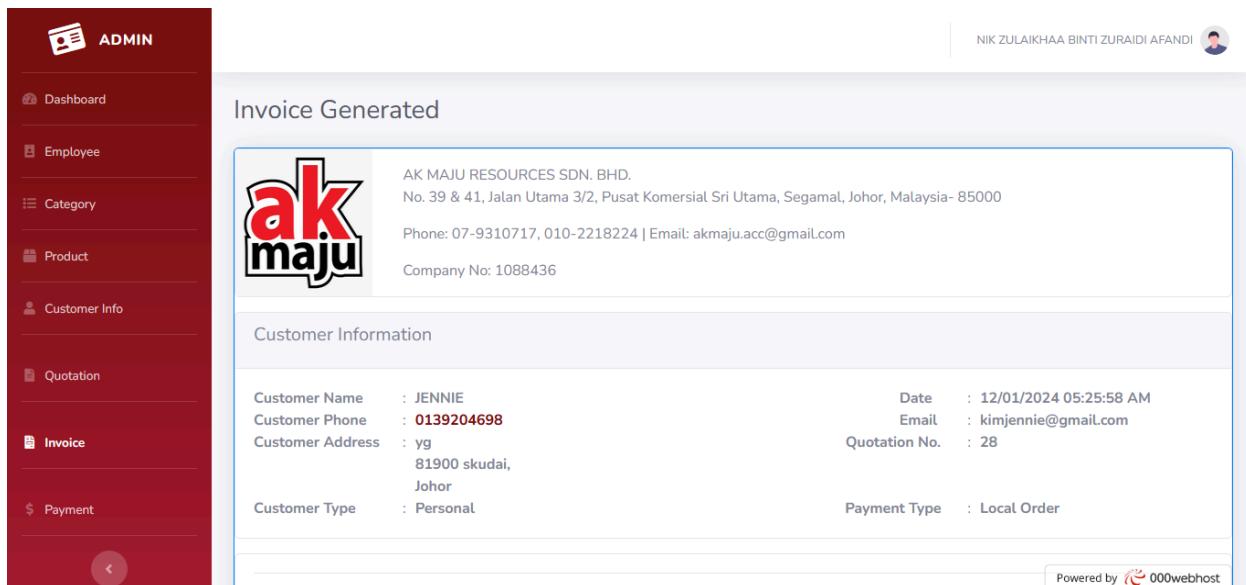
[Video Link : View Detail and Print Invoice](#)

1. Press “ View Invoice Detail “ in action dropdown



The screenshot shows the Admin dashboard with the 'Invoice' module selected. The main area displays a table of invoices. The first row's 'Action' dropdown is open, showing options: 'View Invoice Detail' (highlighted with a red circle), 'Edit Invoice', 'View DO', and 'Delete Invoice'.

on	Quotation Date	Customer Name	Customer Address	Customer Phone Number	Customer Email	Customer Type	Status	Action
	11/01/2024 05:23:39 PM	PRINCESS AURORA NATATA DCOCO	Lot 157G Lorong 5 Kampung Tengah 47150 Puchong, Selangor	0172789819	swayoongmin@gmail.com	Personal	Active	Action
	12/01/2024 05:25:58 AM	JENNIE	yg 81900 skudai, Johor	0139204698	kimjennie@gmail.com	Personal	Active	Action



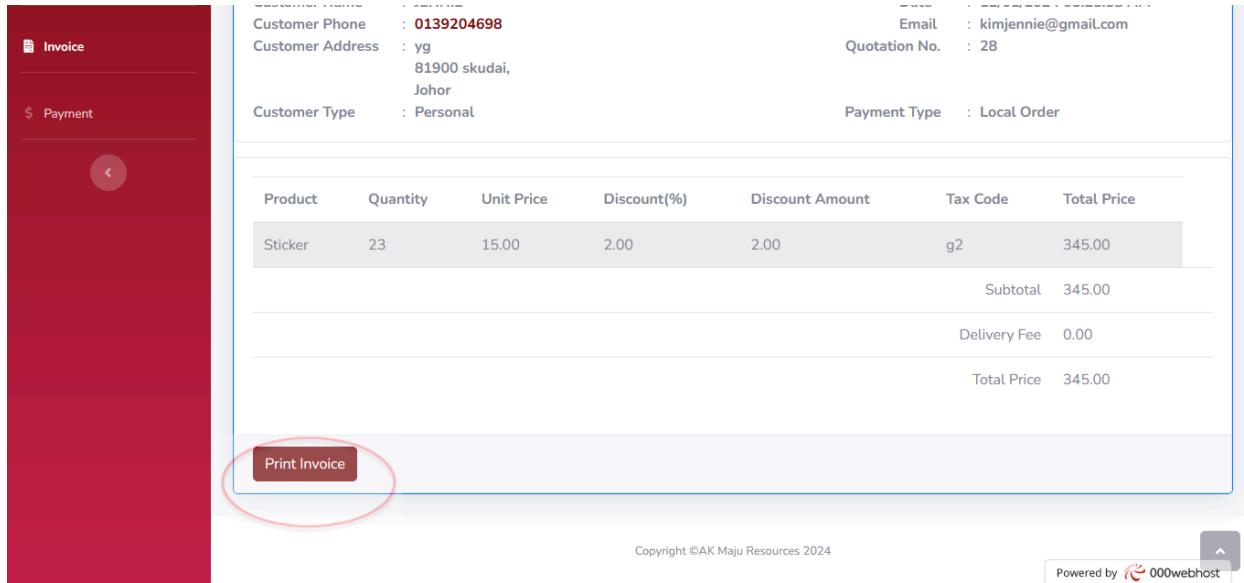
The screenshot shows the 'Invoice Generated' page. It displays the company details of AK MAJU RESOURCES SDN. BHD. and the customer information for JENNIE.

**Customer Information**

Customer Name	:	JENNIE	Date	:	12/01/2024 05:25:58 AM
Customer Phone	:	0139204698	Email	:	kimjennie@gmail.com
Customer Address	:	yg 81900 skudai, Johor	Quotation No.	:	28
Customer Type	:	Personal	Payment Type	:	Local Order

Powered by 

2. Press “Print Invoice” to navigate the print page



Customer Name : JENNIE  
Customer Phone : 0139204698  
Customer Address : yg  
81900 skudai,  
Johor  
Customer Type : Personal  
Email : kimjennie@gmail.com  
Quotation No. : 28  
Payment Type : Local Order

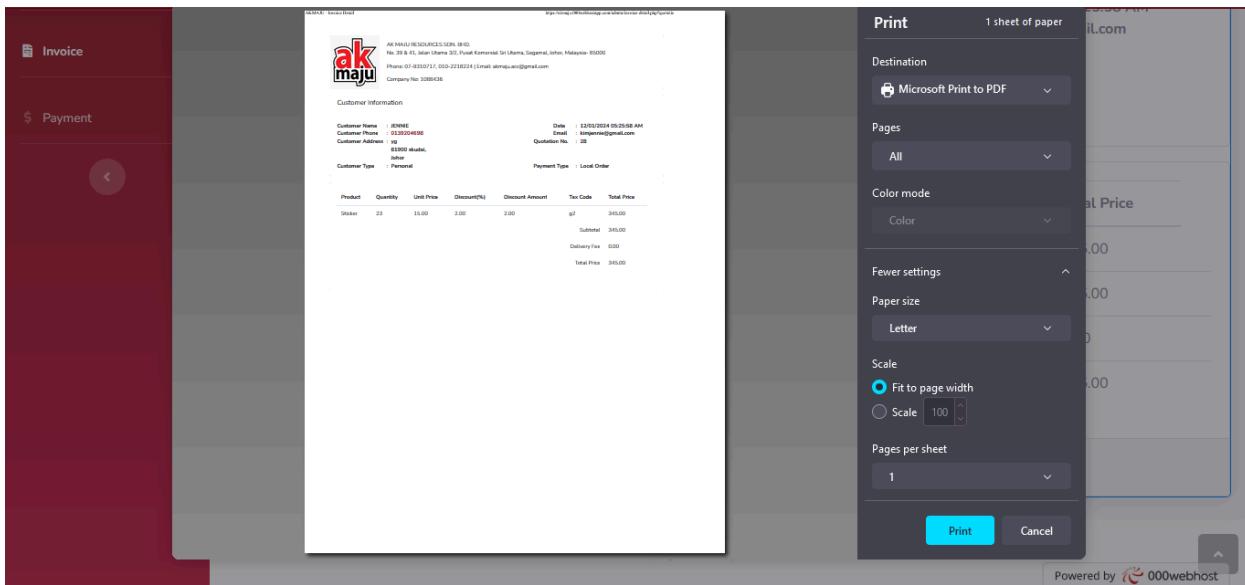
Product	Quantity	Unit Price	Discount(%)	Discount Amount	Tax Code	Total Price
Sticker	23	15.00	2.00	2.00	g2	345.00
					Subtotal	345.00
					Delivery Fee	0.00
					Total Price	345.00

**Print Invoice**

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Powered by 000webhost

3. Press “Print Invoice” to print the invoice



Customer Information

Customer Name	JENNIE	Date	13/05/2024 09:29:08 AM			
Customer Phone	0139204698	Email	kimjennie@gmail.com			
Customer Address	yg	Quotation No.	28			
Customer Type	Personal	Payment Type	Local Order			
Product	Quantity	Unit Price	Discount(%)	Discount Amount	Tax Code	Total Price
Sticker	23	15.00	2.00	2.00	g2	345.00
					Subtotal	345.00
					Delivery Fee	0.00
					Total Price	345.00

Print 1 sheet of paper

Destination : Microsoft Print to PDF

Pages : All

Color mode : Color

Scale : Fit to page width

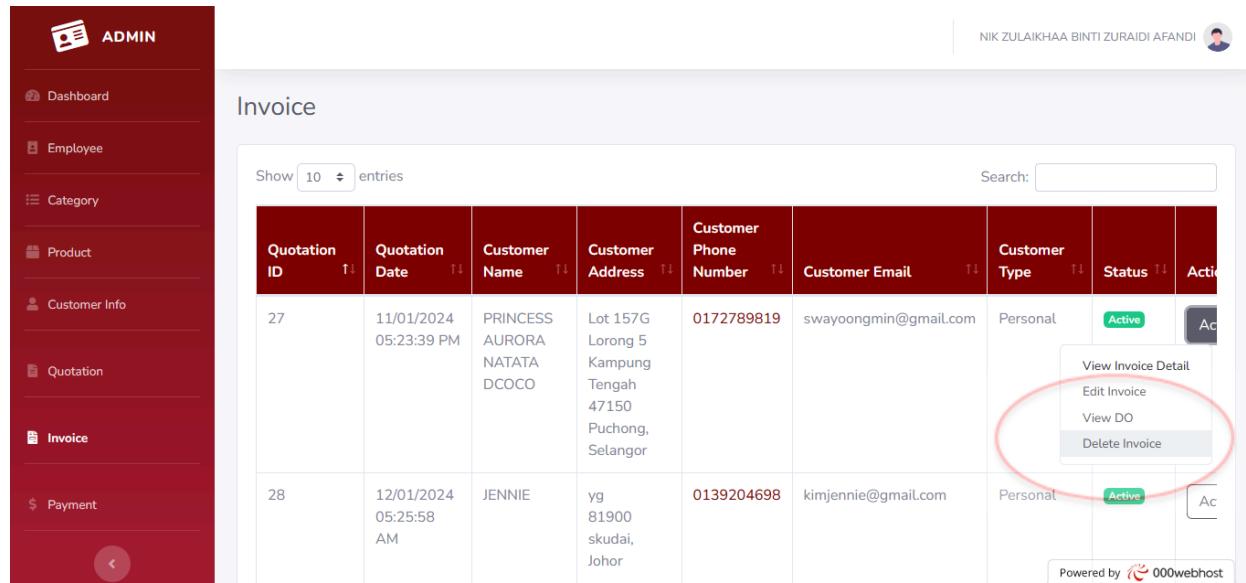
Pages per sheet : 1

Print Cancel

## 9.4 Delete Invoice

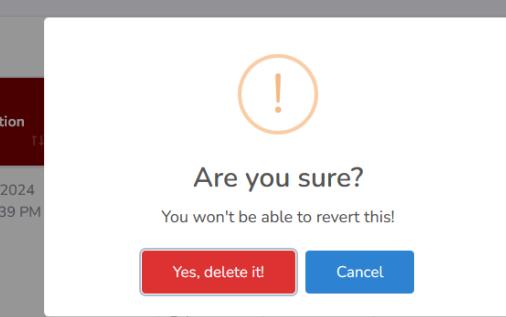
[Video Link : Delete Invoice](#)

1. Press “Delete Invoice” from action dropdown



The screenshot shows the 'Invoice' section of a management system. On the left is a red sidebar with 'ADMIN' at the top and various menu items: Dashboard, Employee, Category, Product, Customer Info, Quotation, Invoice, and Payment. The 'Invoice' menu item is currently selected. The main area is titled 'Invoice' and contains a table with columns: Quotation ID, Quotation Date, Customer Name, Customer Address, Customer Phone Number, Customer Email, Customer Type, Status, and Action. Two rows of data are visible: one for Quotation ID 27 (Princess Aurora) and one for Quotation ID 28 (Jennie). The 'Action' column for Quotation ID 27 shows a dropdown menu with options: View Invoice Detail, Edit Invoice, View DO, Delete Invoice, and another 'Delete Invoice' option which is highlighted with a red oval. The 'Delete Invoice' option is also highlighted with a red oval. The bottom right of the interface says 'Powered by 000webhost'.

2. The confirmation alert will pop out , press “ Yes, delete it!” button to proceed delete and “Cancel” to back to previous page

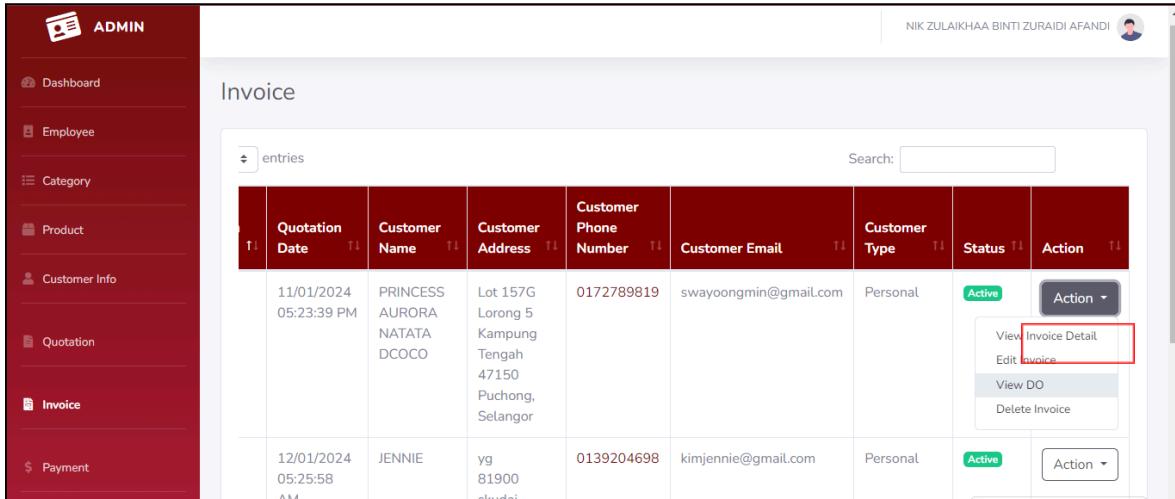


The screenshot shows a confirmation dialog box in the center of the screen. The dialog has a white background with a large orange exclamation mark icon at the top. Below it, the text 'Are you sure?' is displayed in a bold, black font. Underneath that, a smaller note says 'You won't be able to revert this!'. At the bottom of the dialog are two buttons: a red 'Yes, delete it!' button and a blue 'Cancel' button. The background of the main interface is dimmed, showing the 'Invoice' table with data for Quotation ID 27 and 28.

## 9.5 View and print delivery order

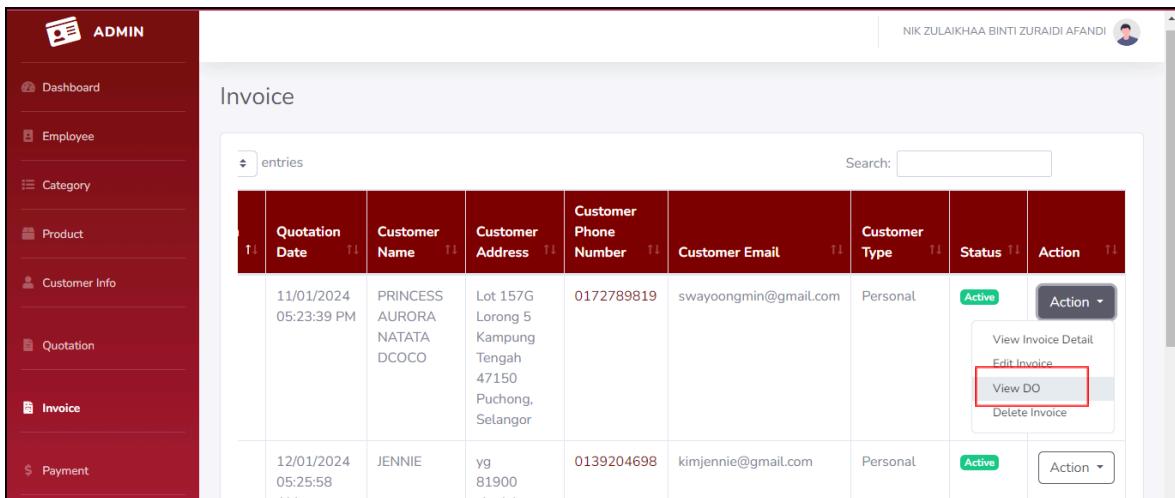
### [View DO.mp4](#)

1. Click on 'Action' Dropdown' from invoice page



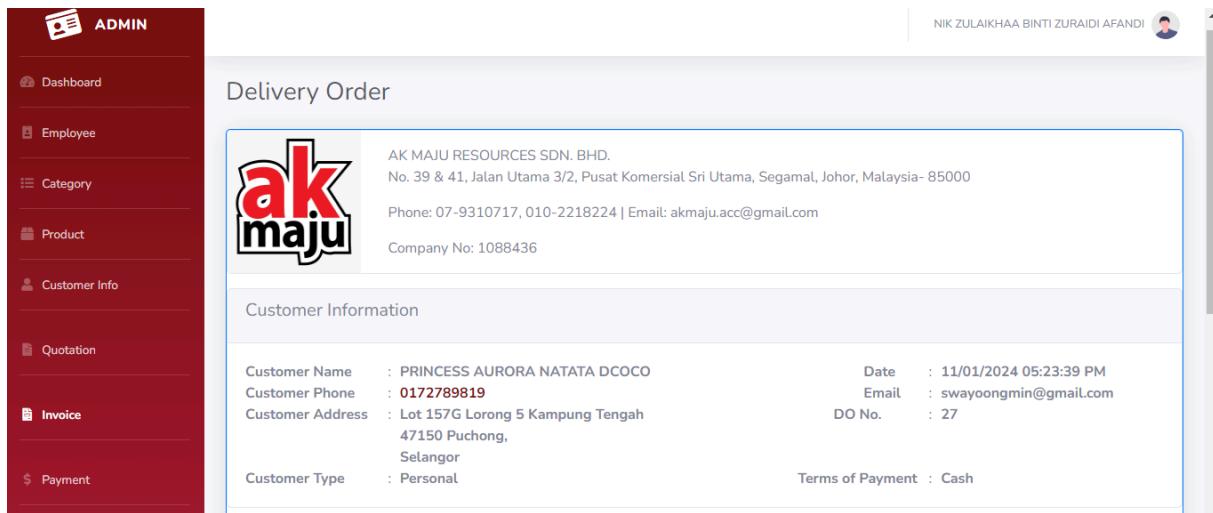
Quotation Date	Customer Name	Customer Address	Customer Phone Number	Customer Email	Customer Type	Status	Action
11/01/2024 05:23:39 PM	PRINCESS AURORA NATATA DCOCO	Lot 157G Lorong 5 Kampung Tengah 47150 Puchong, Selangor	0172789819	swayoongmin@gmail.com	Personal	Active	Action
12/01/2024 05:25:58	JENNIE	yg 81900	0139204698	kimjennie@gmail.com	Personal	Active	Action

2. Click on 'View Do'



Quotation Date	Customer Name	Customer Address	Customer Phone Number	Customer Email	Customer Type	Status	Action
11/01/2024 05:23:39 PM	PRINCESS AURORA NATATA DCOCO	Lot 157G Lorong 5 Kampung Tengah 47150 Puchong, Selangor	0172789819	swayoongmin@gmail.com	Personal	Active	Action
12/01/2024 05:25:58	JENNIE	yg 81900	0139204698	kimjennie@gmail.com	Personal	Active	Action

### 3. Now Employee can view DO detail



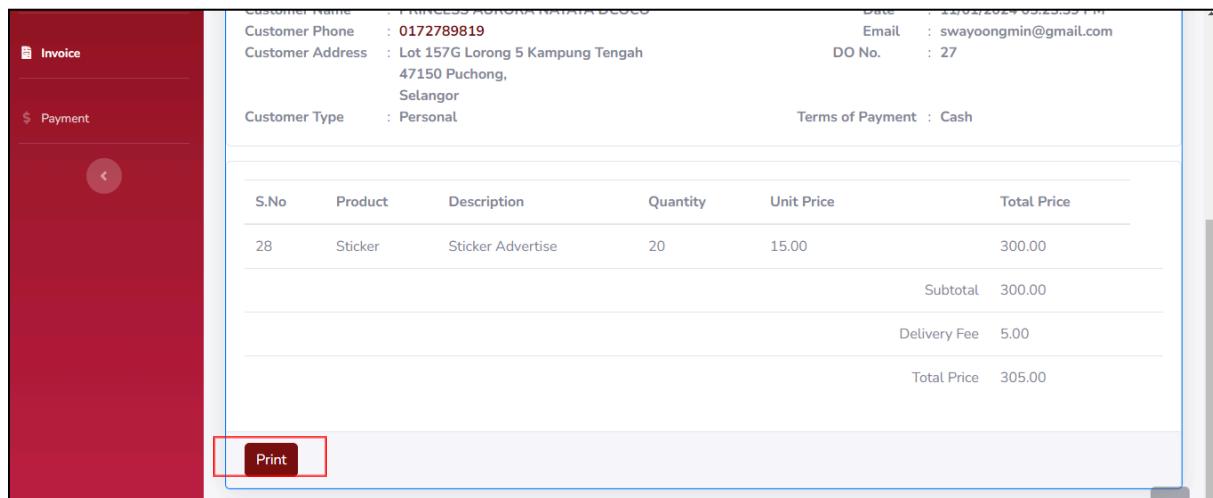
Delivery Order

AK MAJU RESOURCES SDN. BHD.  
No. 39 & 41, Jalan Utama 3/2, Pusat Komersial Sri Utama, Segamat, Johor, Malaysia- 85000  
Phone: 07-9310717, 010-2218224 | Email: akmaju.acc@gmail.com  
Company No: 1088436

Customer Information

Customer Name	: PRINCESS AURORA NATATA DCOCO	Date	: 11/01/2024 05:23:39 PM
Customer Phone	: 0172789819	Email	: swayoongmin@gmail.com
Customer Address	: Lot 157G Lorong 5 Kampung Tengah 47150 Puchong, Selangor	DO No.	: 27
Customer Type	: Personal	Terms of Payment : Cash	

### 4. Employee also can print the DO detail, just click 'Print'

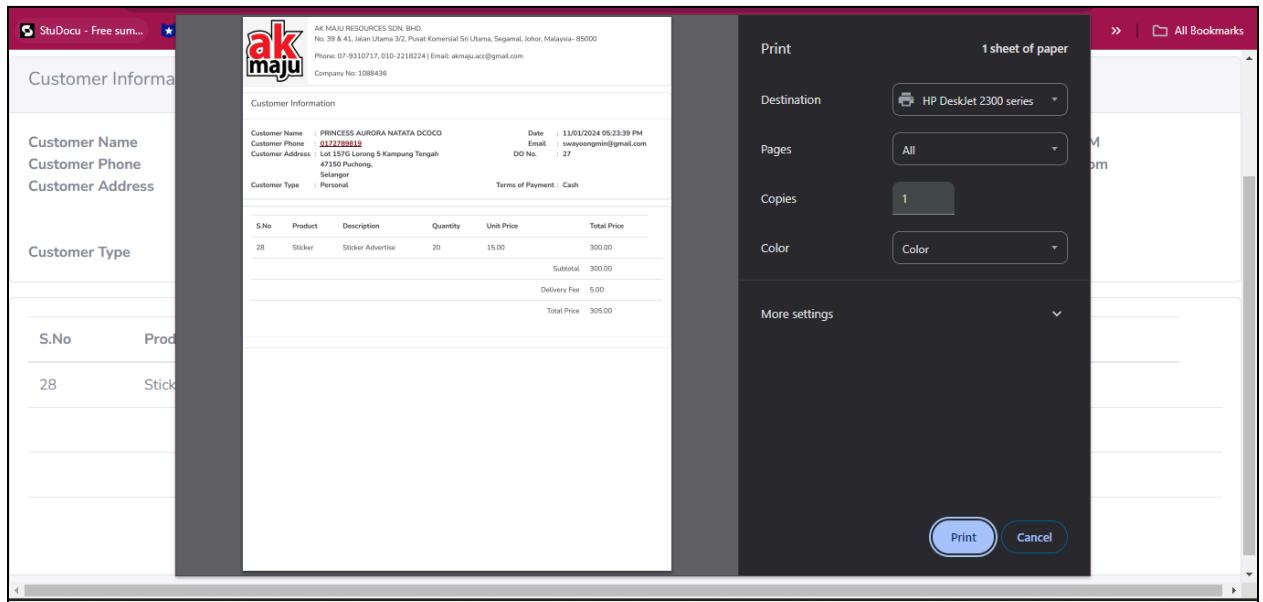


Customer Name : PRINCESS AURORA NATATA DCOCO  
Customer Phone : 0172789819  
Customer Address : Lot 157G Lorong 5 Kampung Tengah  
47150 Puchong,  
Selangor  
Customer Type : Personal  
Date : 11/01/2024 05:23:39 PM  
Email : swayoongmin@gmail.com  
DO No. : 27  
Terms of Payment : Cash

S.No	Product	Description	Quantity	Unit Price	Total Price
28	Sticker	Sticker Advertise	20	15.00	300.00
				Subtotal	300.00
				Delivery Fee	5.00
				Total Price	305.00

Print

## 5. Now Employee can see the Print Detail



AK MAJU RESOURCES SDN. BHD.  
No. 39 & 41, Jalan Utama 3/2, Pusat Komersial Sri Utama, Segamat, Johor, Malaysia- 85000  
Phone: 07-9310717, 010-2218224 | Email: akmaju.acc@gmail.com  
Company No: 1088436

Customer Information

Customer Name: PRINCESS AURORA NATATA DCOCO  
Customer Phone: 0172880818  
Customer Address: Lot 1870 Lorong 5 Kampung Tengah  
47150 Puchong,  
Selangor  
Customer Type: Personal Terms of Payment: Cash

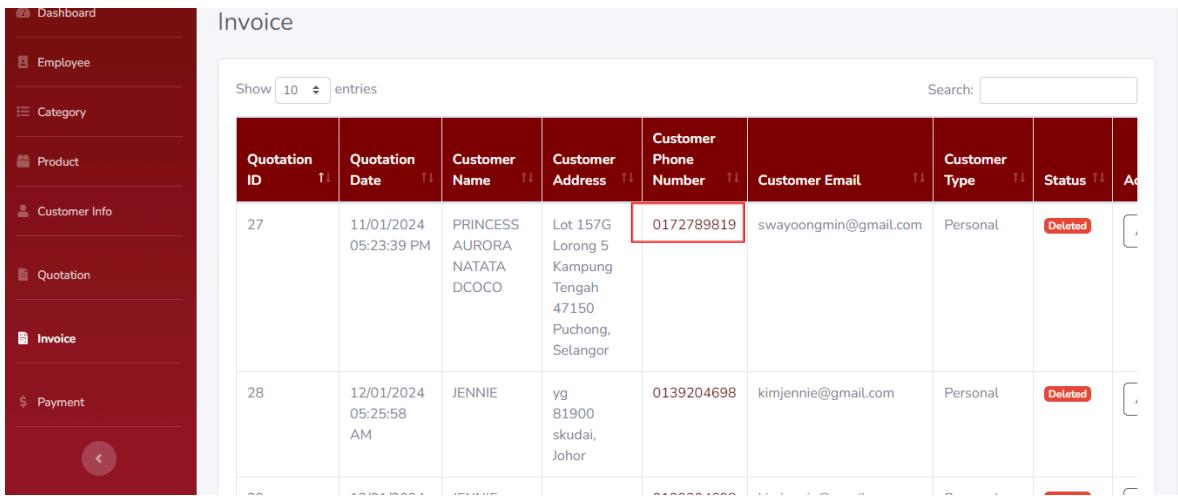
S.No	Product	Description	Quantity	Unit Price	Total Price
28	Sticker	Sticker Advertise	20	15.00	300.00
				Subtotal	300.00
				Delivery Fee	5.00
				Total Price	305.00

Print Cancel

## 9.6 Send Document Through Customer's Whatsapp

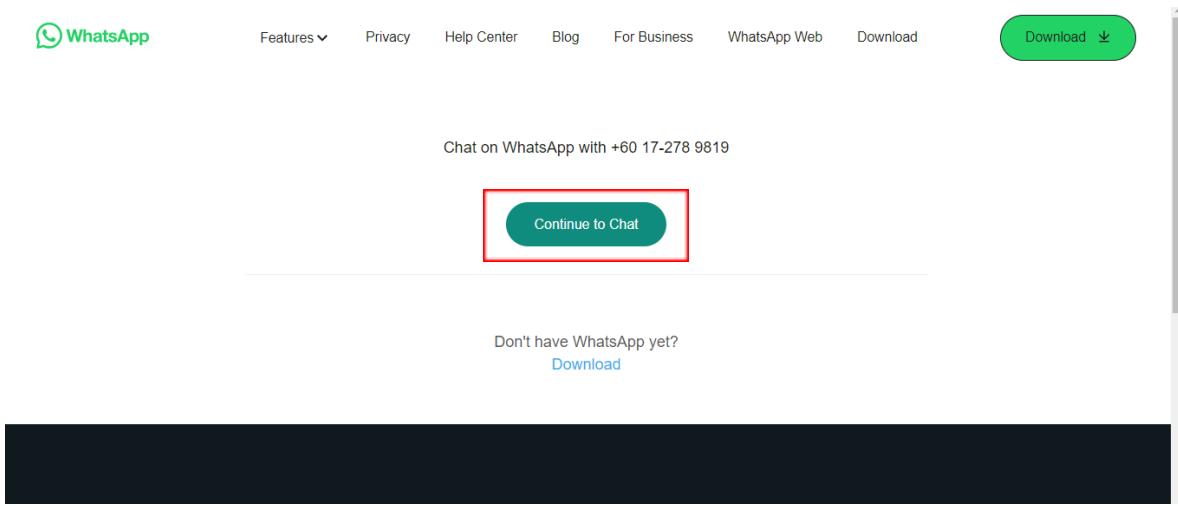
### Send Document to customer Whatsapp.mp4

1. Click on the specific Customer Phone Number



Quotation ID	Quotation Date	Customer Name	Customer Address	Customer Phone Number	Customer Email	Customer Type	Status	Action
27	11/01/2024 05:23:39 PM	PRINCESS AURORA NATATA DCOCO	Lot 157G Lorong 5 Kampung Tengah 47150 Puchong, Selangor	0172789819	swayoongmin@gmail.com	Personal	Deleted	
28	12/01/2024 05:25:58 AM	JENNIE	yg 81900 skudai, Johor	0139204698	kimjennie@gmail.com	Personal	Deleted	

2. Employee will be navigate to whatsapp



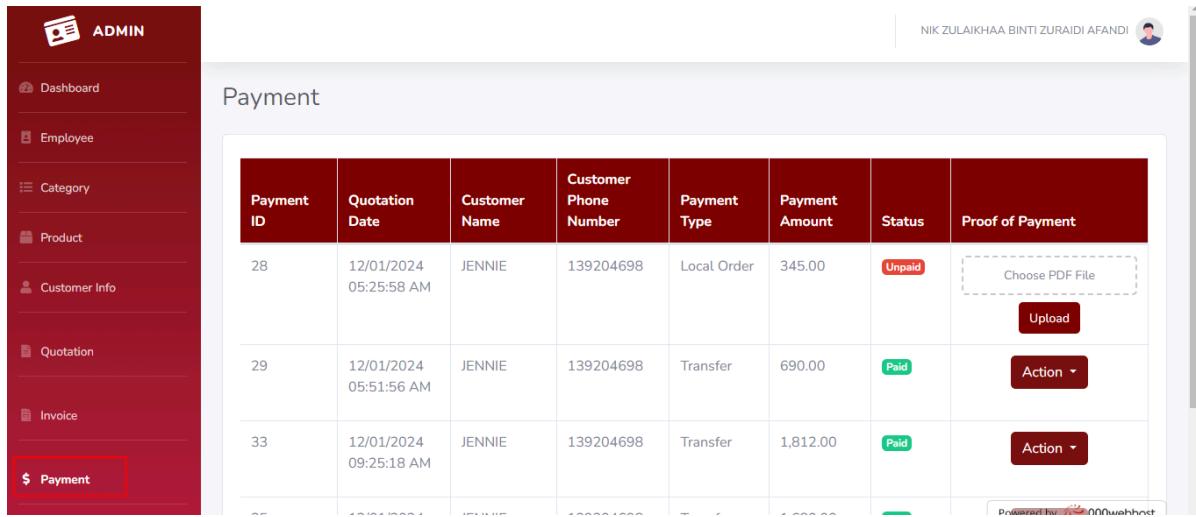
## 10. Payment

This payment page shows the list of customers that have created their invoices. If they made their payment, the employee can attach the proof of payment on this page. The customer status will change from unpaid to paid.

### 10.1 Upload Proof of Payment

[Upload Proof of Payment.mp4](#)

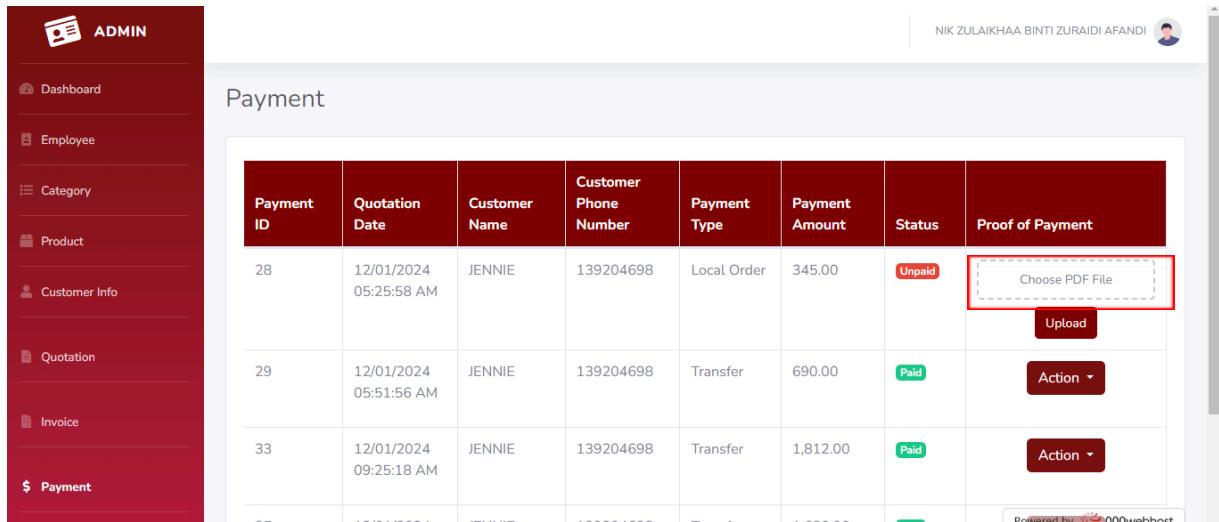
1. Click on 'Payment' from navigation bar.



The screenshot shows the 'Payment' page with a table listing invoices. The columns are: Payment ID, Quotation Date, Customer Name, Customer Phone Number, Payment Type, Payment Amount, Status, and Proof of Payment. The 'Proof of Payment' column contains a 'Choose PDF File' button with a dashed border and an 'Upload' button below it. The 'Status' column shows 'Unpaid' for the first row and 'Paid' for the second and third rows. The 'Action' button in the last row is also highlighted with a dashed border.

Payment ID	Quotation Date	Customer Name	Customer Phone Number	Payment Type	Payment Amount	Status	Proof of Payment
28	12/01/2024 05:25:58 AM	JENNIE	139204698	Local Order	345.00	Unpaid	<input type="button" value="Choose PDF File"/> <input type="button" value="Upload"/>
29	12/01/2024 05:51:56 AM	JENNIE	139204698	Transfer	690.00	Paid	<input type="button" value="Action"/>
33	12/01/2024 09:25:18 AM	JENNIE	139204698	Transfer	1,812.00	Paid	<input type="button" value="Action"/>

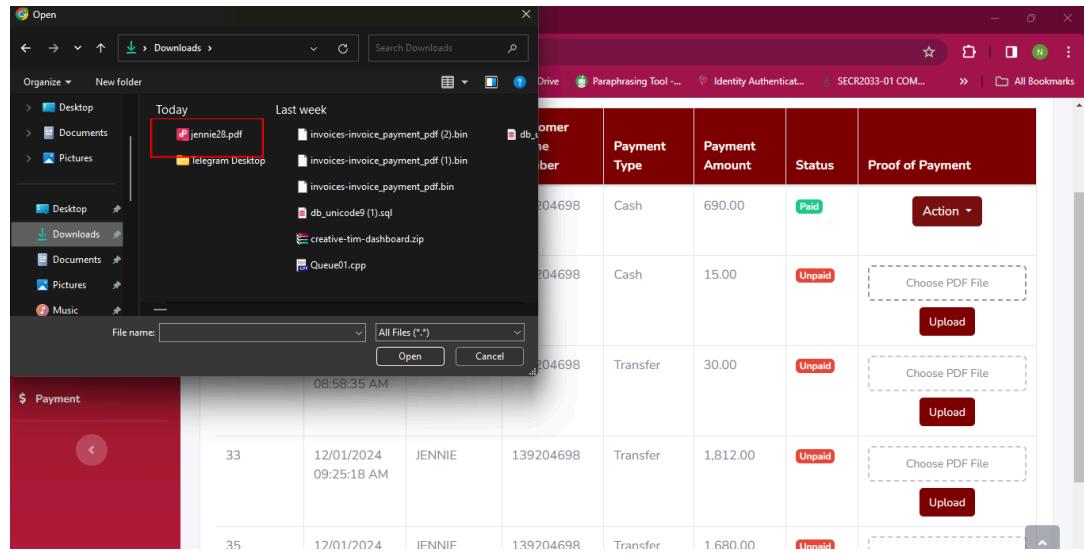
2. Click on 'Choose pdf file'.



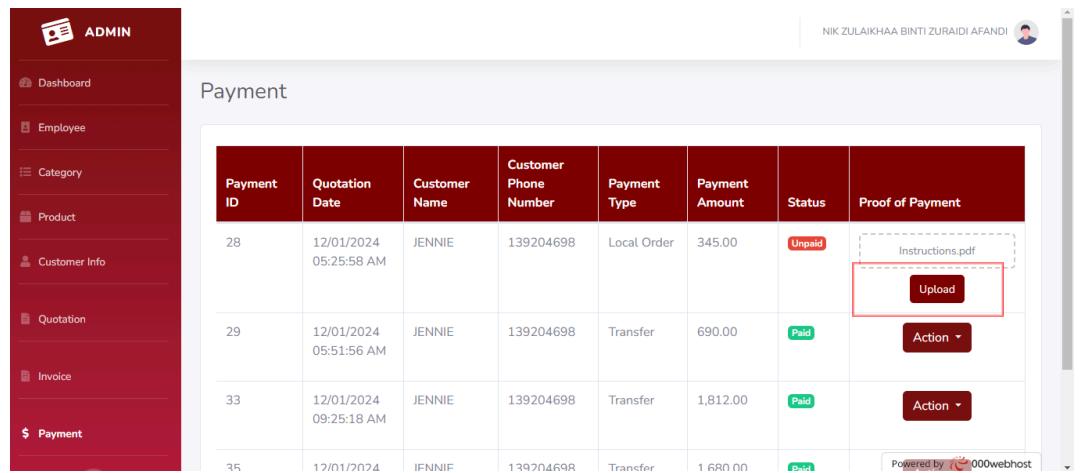
The screenshot shows the same 'Payment' page as the previous one, but the 'Choose PDF File' button in the first row is highlighted with a red box. The rest of the page structure and data are identical to the first screenshot.

Payment ID	Quotation Date	Customer Name	Customer Phone Number	Payment Type	Payment Amount	Status	Proof of Payment
28	12/01/2024 05:25:58 AM	JENNIE	139204698	Local Order	345.00	Unpaid	<input type="button" value="Choose PDF File"/> <input type="button" value="Upload"/>
29	12/01/2024 05:51:56 AM	JENNIE	139204698	Transfer	690.00	Paid	<input type="button" value="Action"/>
33	12/01/2024 09:25:18 AM	JENNIE	139204698	Transfer	1,812.00	Paid	<input type="button" value="Action"/>

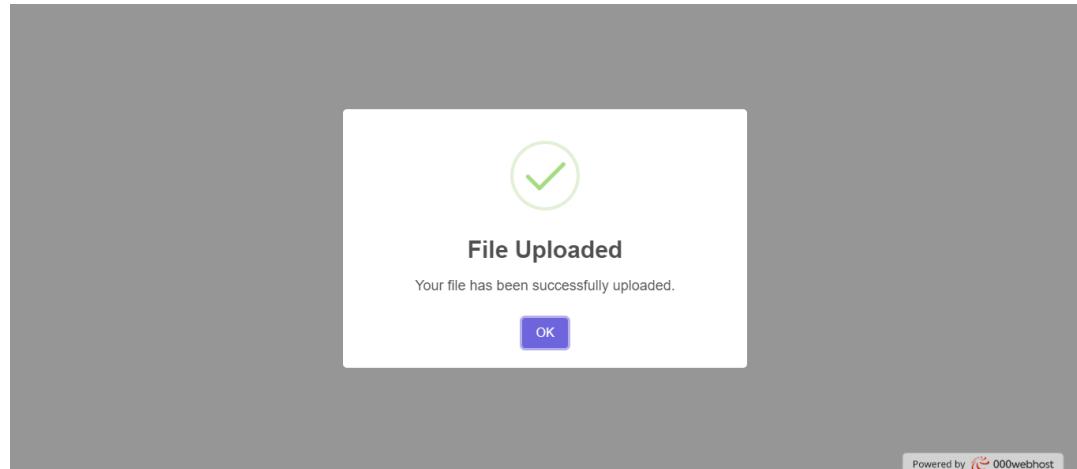
3. Click on the pdf file to upload.



4. Click 'Upload'



5. Alert will appear after file successfully uploaded.



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6. Now the status change from 'unpaid' to 'paid'

## 10.2 View Proof of Payment

### View Payment.mp4

1. Click on 'Action' dropdown'

Payment ID	Quotation Date	Customer Name	Customer Phone Number	Payment Type	Payment Amount	Status	Proof of Payment
28	12/01/2024 05:25:58 AM	JENNIE	139204698	Local Order	345.00	Paid	Action
29	12/01/2024 05:51:56 AM	JENNIE	139204698	Transfer	690.00	Unpaid	<div style="border: 1px dashed #ccc; padding: 5px; display: inline-block;">           Instructions.pdf         </div> <div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">           Upload         </div>
33	12/01/2024 09:25:18 AM	JENNIE	139204698	Transfer	1,812.00	Unpaid	<div style="border: 1px dashed #ccc; padding: 5px; display: inline-block;">           Choose PDF File         </div> <div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">           Upload         </div>

2. Click on 'View Proof Of Payment'

Payment ID	Quotation Date	Customer Name	Customer Phone Number	Payment Type	Payment Amount	Status	Proof of Payment
29	12/01/2024 05:51:56 AM	JENNIE	139204698	Cash	690.00	Paid	<div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">           Action         </div> <div style="display: inline-block; vertical-align: middle;">           View Payment Proof         </div> <div style="display: inline-block; vertical-align: middle;">           Change Payment Proof         </div>
30	12/01/2024 06:08:41 AM	JENNIE	139204698	Cash	15.00	Paid	<div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">           Action         </div>
31	12/01/2024 08:58:35 AM	JENNIE	139204698	Transfer	30.00	Unpaid	<div style="border: 1px dashed #ccc; padding: 5px; display: inline-block;">           Choose PDF File         </div> <div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">           Upload         </div>

3. Now employee can view the file for proof of payment

**DuitNow QR**

**CIMB Clicks**

**Thank You,**  
Here's your transaction details.

**Successful**  
Clicks Ref 625705356  
DuitNow Ref 98518121  
8 November 2023, 10:04:51 PM

Recipient Name <b>NUR AISYAH BI</b>	Amount <b>22.50 (MYR)</b>
Clicks Ref <b>625705356</b>	DuitNow Ref <b>98518121</b>
<b>Total</b> <b>22.50</b>	

**Note:** This is computer generated and no signature is required.

## 10.3 Modify Proof of Payment

### Modify Payment.mp4

1. Click on 'Action' dropdown'

Payment ID	Quotation Date	Customer Name	Customer Phone Number	Payment Type	Payment Amount	Status	Proof of Payment
28	12/01/2024 05:25:58 AM	JENNIE	139204698	Local Order	345.00	Paid	<a href="#">Action</a>
29	12/01/2024 05:51:56 AM	JENNIE	139204698	Transfer	690.00	Unpaid	<a href="#">Action</a>
33	12/01/2024 09:25:18 AM	JENNIE	139204698	Transfer	1,812.00	Unpaid	<a href="#">Action</a>

2. Click on 'Change Payment Proof'

Payment ID	Quotation Date	Customer Name	Customer Phone Number	Payment Type	Payment Amount	Status	Proof of Payment
29	12/01/2024 05:51:56 AM	JENNIE	139204698	Cash	690.00	Paid	<a href="#">Action</a>
30	12/01/2024 06:08:41 AM	JENNIE	139204698	Cash	15.00	Paid	<a href="#">Action</a>
31	12/01/2024 08:58:35 AM	JENNIE	139204698	Transfer	30.00	Unpaid	<a href="#">Action</a>

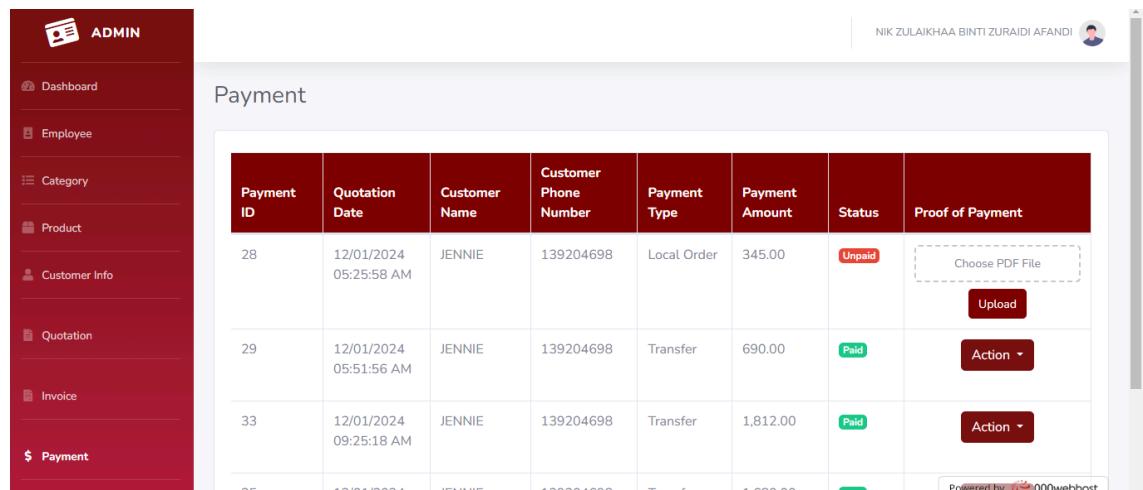
3. Click 'Yes' on the alert

**Confirmation**

Are you sure you want to change the payment proof?

[Yes](#) [No](#)

#### 4. Now Employee can choose new file to upload



The screenshot shows an Admin dashboard with a sidebar on the left containing navigation links: Dashboard, Employee, Category, Product, Customer Info, Quotation, Invoice, and Payment. The Payment link is highlighted with a red background. The main content area is titled 'Payment' and displays a table with the following data:

Payment ID	Quotation Date	Customer Name	Customer Phone Number	Payment Type	Payment Amount	Status	Proof of Payment
28	12/01/2024 05:25:58 AM	JENNIE	139204698	Local Order	345.00	Unpaid	<input type="button" value="Choose PDF File"/> <input type="button" value="Upload"/>
29	12/01/2024 05:51:56 AM	JENNIE	139204698	Transfer	690.00	Paid	<input type="button" value="Action"/>
33	12/01/2024 09:25:18 AM	JENNIE	139204698	Transfer	1,812.00	Paid	<input type="button" value="Action"/>

At the bottom of the table, there are navigation buttons: First, Previous, Next, Last, and a page number indicator (Page 1 of 1). The status bar at the bottom right shows 'Powered by 000webhost'.