

USER'S

MANUAL

SmartComply
Compliance System

**for HOLISTICS Lab Sdn
Bhd**

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USER'S MANUAL

TABLE OF CONTENTS

1.0 GETTING STARTED	1
1.0 Authentication and Role Management	1
1.1 Log In	1
1.2 Create An Account	3
1.3 User Profile	5
1.4 Change Password	7
1.5 Role-Based Access Control	9
2.0 USER AND TEAM MANAGEMENT (SUPERADMIN)	3
2.1 Managing Users	3
2.1.1 Add New User	4
2.1.2 Edit User	6
2.1.3 Deleting and Retrieving an Employee	7
2.2 Roles and Permissions	9
2.2.1 Manage Role	9
2.2.2 Manage Permissions	11
3.0 ADMIN	1
3.1 Admin Dashboard	1
3.2 Manage Compliance Category	2
3.2.1 Creating a new Compliance Category	2
3.2.2 Editing a Compliance Category	4
3.2.3 Archiving a Compliance Category	6
3.2.4 Unarchiving a Compliance Category	8
	9
Figure 3.2.4.3 Compliance Category Unarchive Successful Message	9
3.3 Dynamic Form Builder	10
3.3.1 Create Form	10
3.3.2 Preview Form	14
3.3.4 Restore Form	15
3.4 Filing Repository	17
3.4.1 Create a Folder	17
3.4.2 Edit Folder	19
3.4.3 Archive Folder	20
3.4.4 Activate Folder	22
3.4.5 Upload Documents	23

3.3.6 Download Document	28
3.3.7 Delete file	29
4.0 MANAGER	1
4.1 Manager Dashboard	1
4.2 Filing Repository	2
4.2.1 Upload files	2
4.2.2 Download files	5
4.2.3 Delete files	6
5.0 USER	7
5.1 User Dashboard	7
5.2 Audit	8
5.2.1 Add Audit	8
	10
5.2.2 Add Corrective Action	11
5.3 Filing Repository	15
5.3.1 Upload files	15
5.3.2 Download files	18
5.3.3 Delete files	19
6.0 SIGNING OFF	20
6.1 Logging out	20

1.0 GETTING STARTED

1.0 Authentication and Role Management

1.1 Log In

Step 1: Fill in the forms with the necessary details and click on the “Login” button.

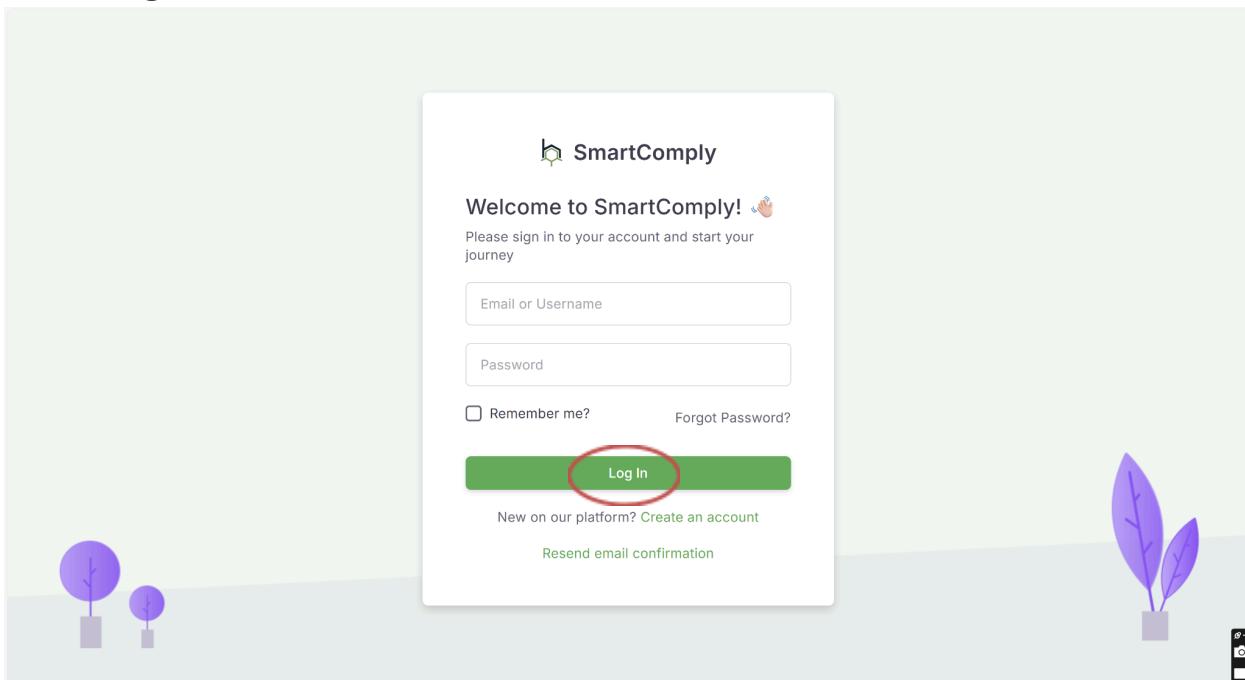


Figure 1.1.1 System Login Page

Error Handling:

- All fields must be filled in.
- If the user enters the wrong Email/Username or Password, an error message will be displayed

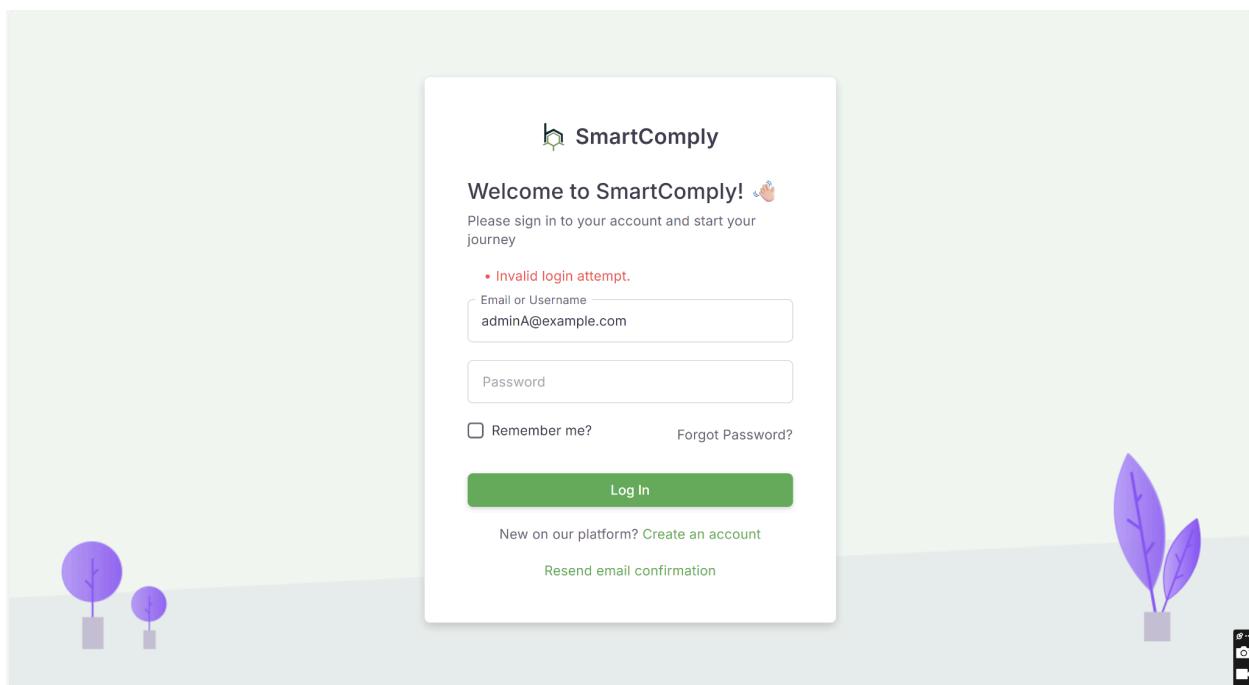


Figure 1.1.2 System Login Page with an error message if entered incorrectly

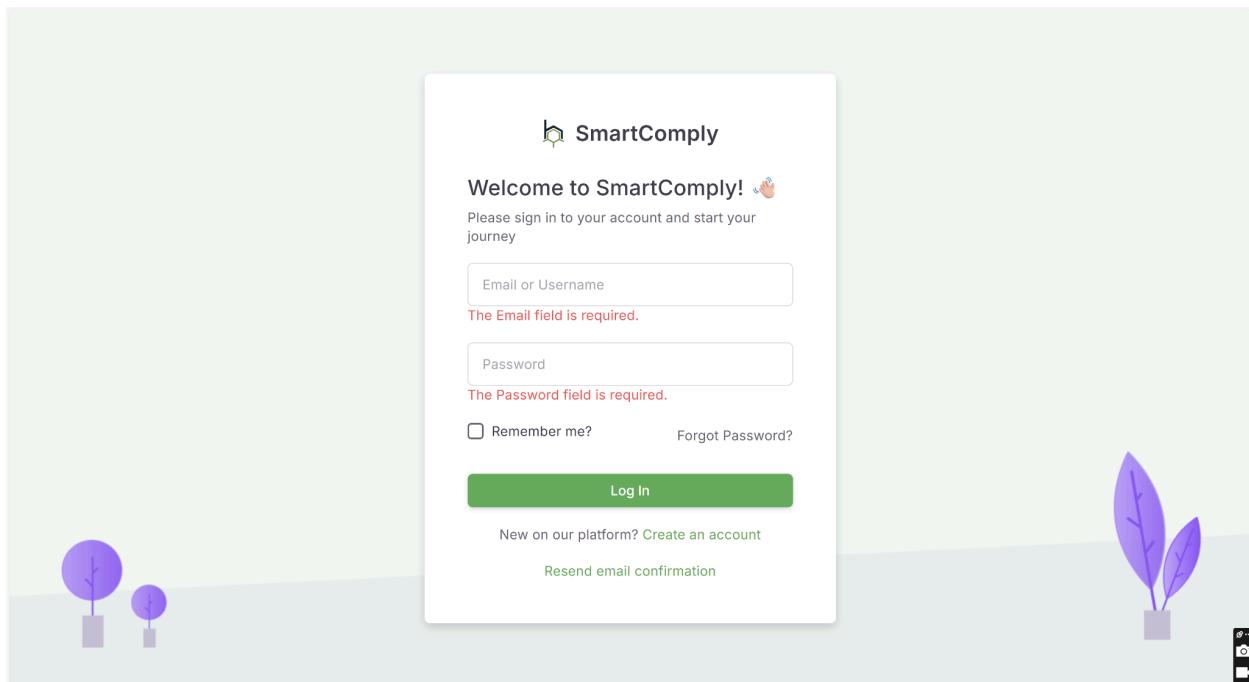


Figure 1.1.3 System Login Page with an error message if fields not filled in

1.2 Create An Account

Step 1: Click on the “Create an account” link.

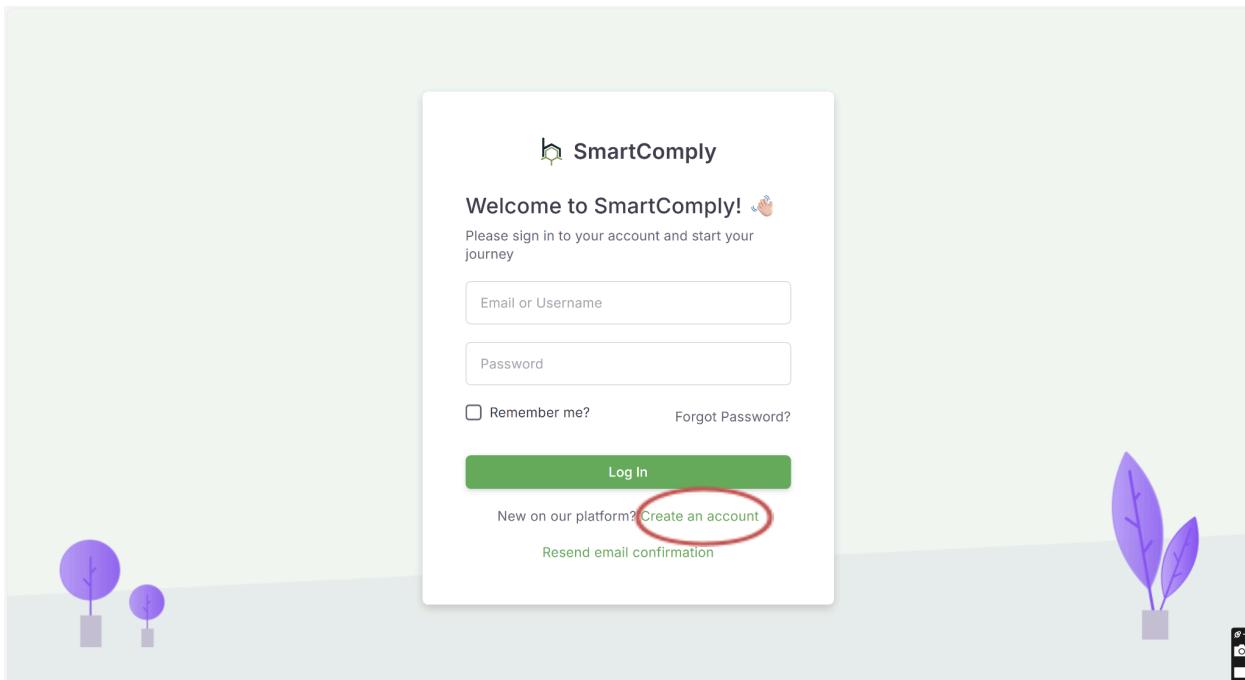


Figure 1.2.1 System Login Page

Step 2: Fill in the forms with the necessary details and click the “Sign Up” button.

New registered users are set as “User” by default.

Error Handling:

- Email: Only accepts valid e-mail format.
- Password: Must consist of minimum 6 characters with at least 1 uppercase, 1 lowercase, 1 non alphanumeric character, and 1 digit.
- All fields must be filled in.

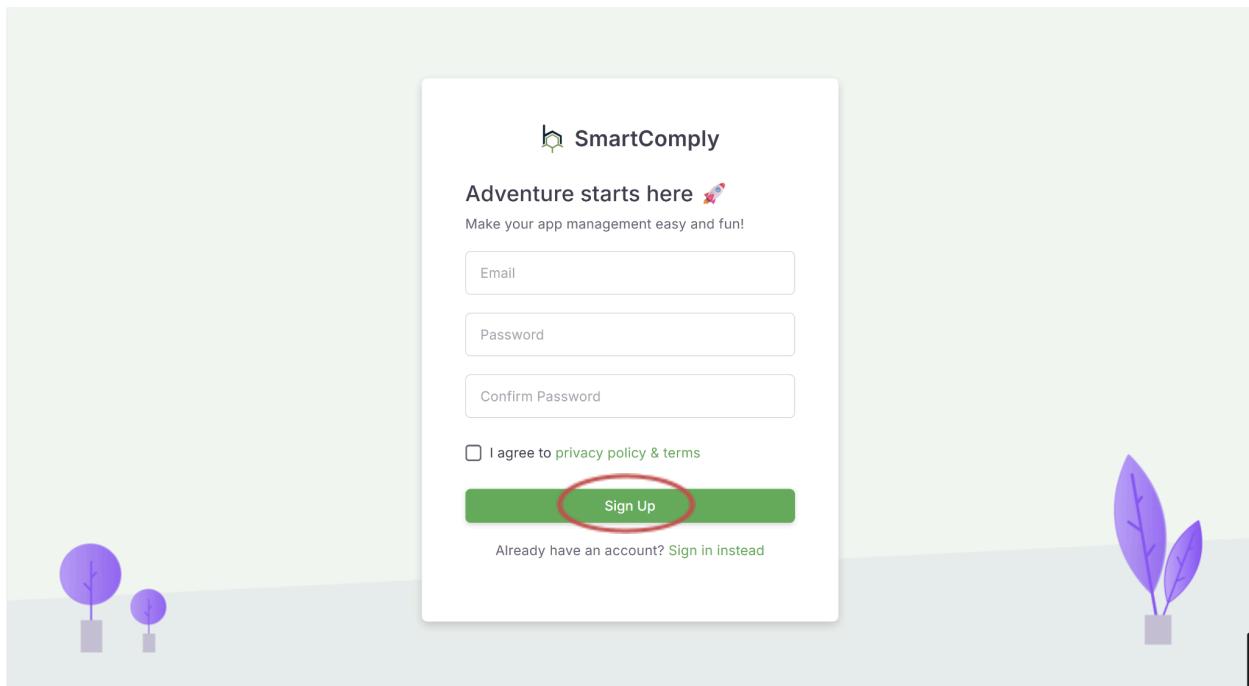


Figure 1.2.2 System Register Page

1.3 User Profile

Each user has a profile, where they can modify their email, telephone number, and change password.

Step 1: Click on your username on the top right of the page.

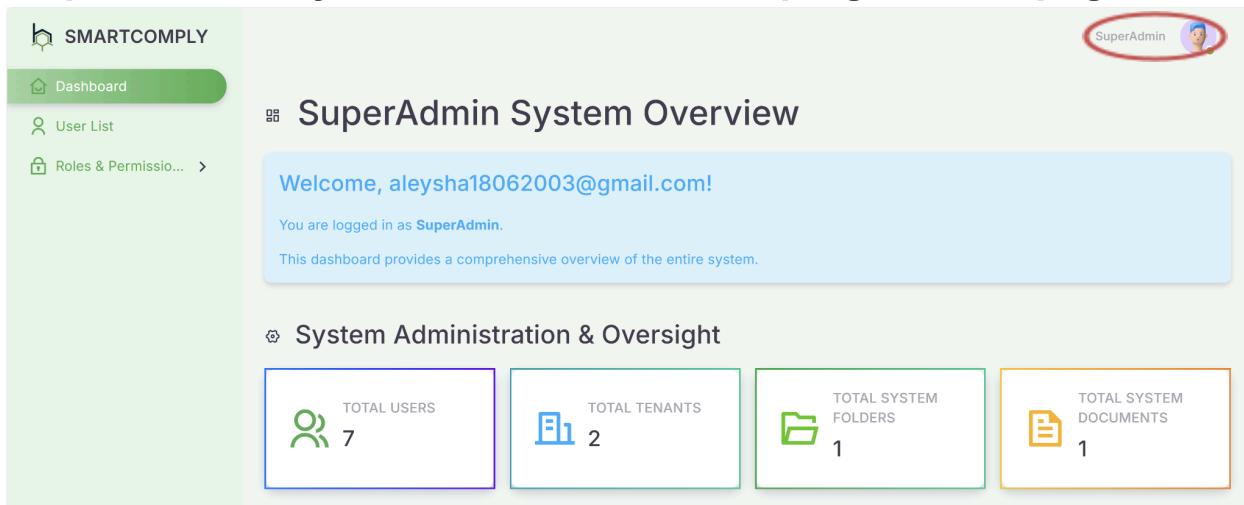


Figure 1.3.1. SuperAdmin Dashboard

Step 2: Click on "My Profile".

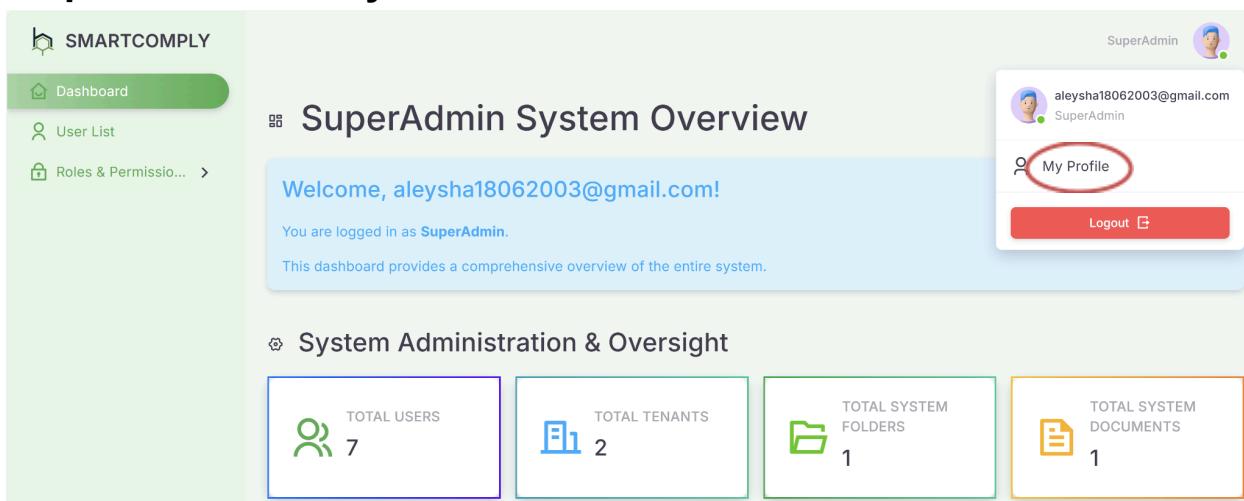


Figure 1.3.2. SuperAdmin Dashboard

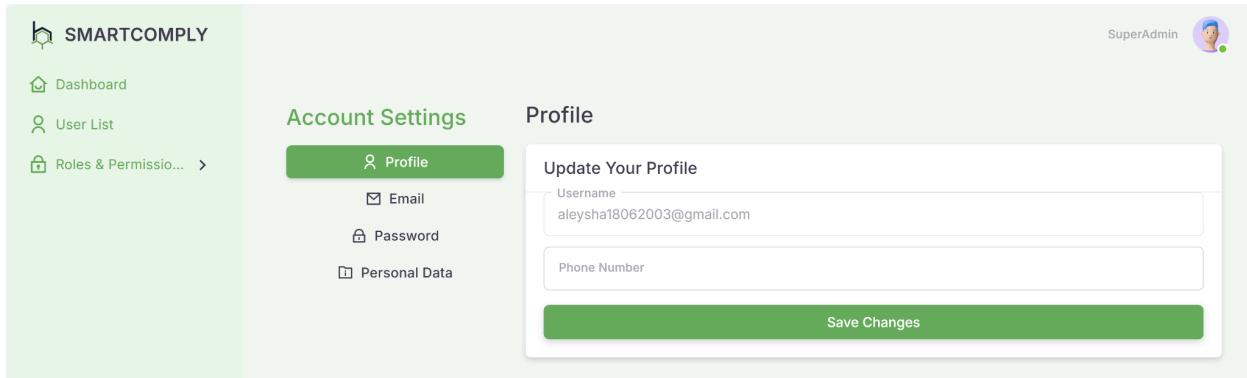
Step 3: Edit any user details and click on the “Save Changes” button.

Figure 1.3.3. SuperAdmin Profile

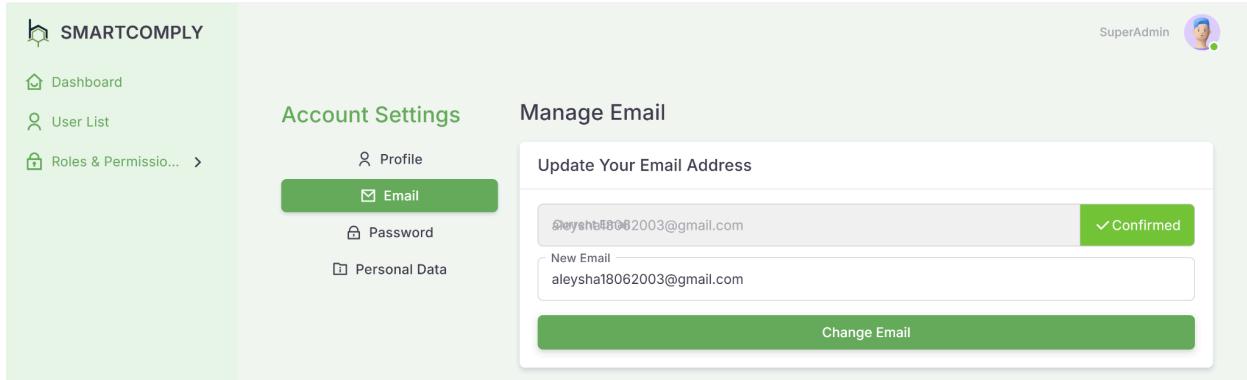
Step 4: Click Email menu and enter New Email to change email then click on the “Change Email” button.

Figure 1.3.4. SuperAdmin Profile

1.4 Change Password

Step 1: Click on the “Password”

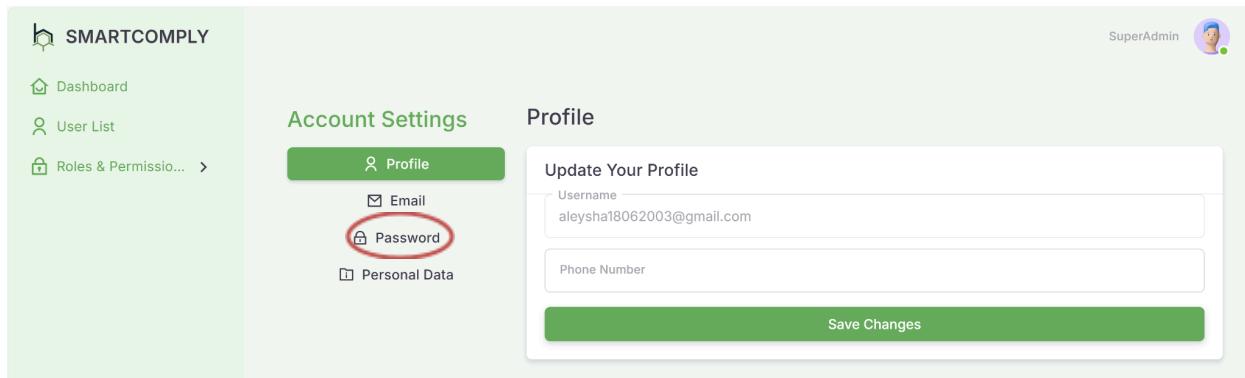


Figure 1.4.1 SuperAdmin Profile

Step 2: Enter the Old Password, New Password and Confirm Password and click the “Update Password” button.

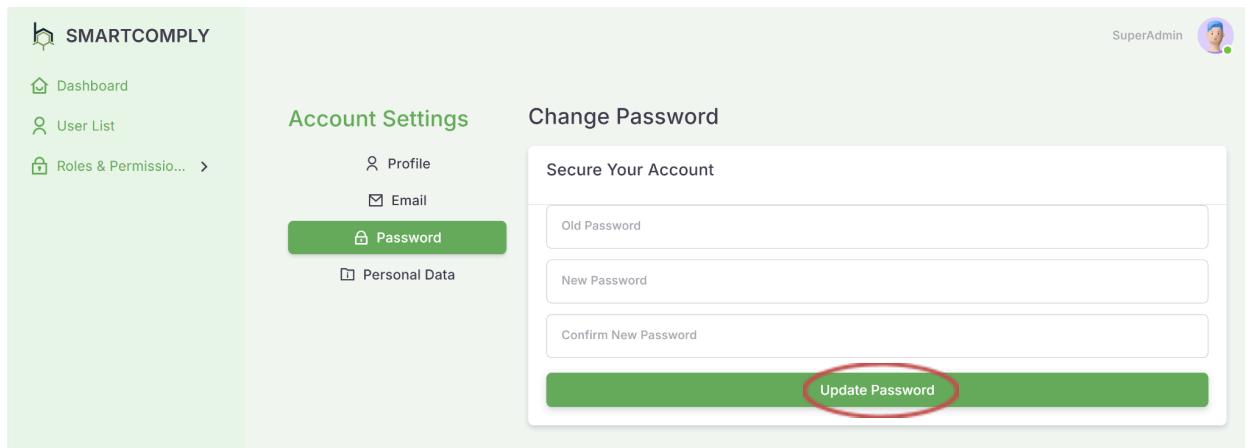


Figure 1.4.2 System Change Password Page

Error Handling:

- Password: Must consist of minimum 6 characters with at least 1 uppercase, 1 lowercase, 1 non alphanumeric character, and 1 digit.
- New Password and Confirm Password should be the same.

Step 3: New password has been successfully updated.

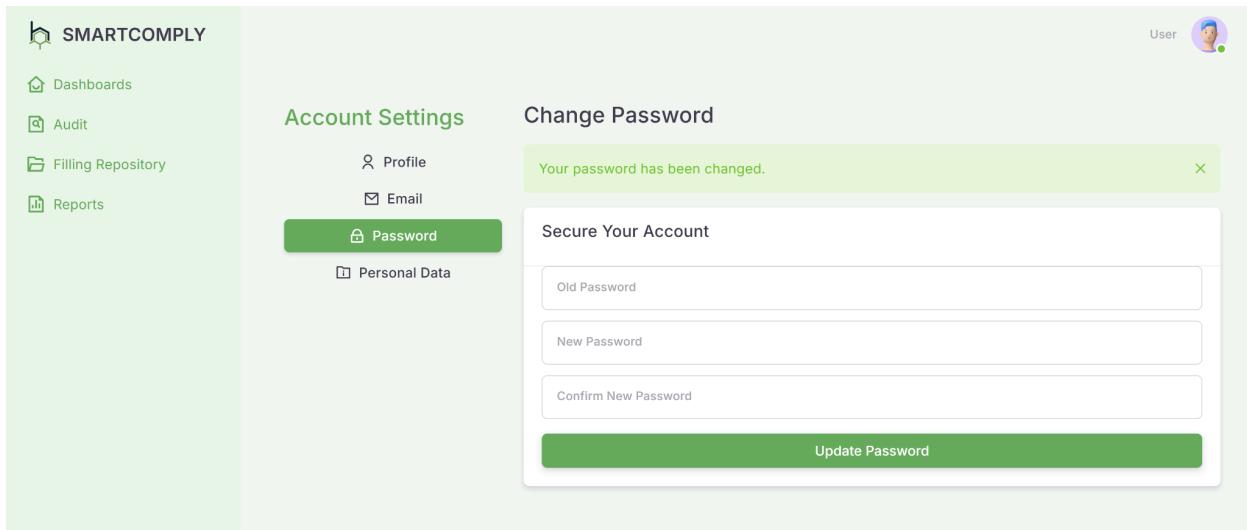


Figure 1.3.3 New Password Successfully Update Page

1.5 Role-Based Access Control

Different roles of users will have different access and dashboards.

Step 1: System page for User.

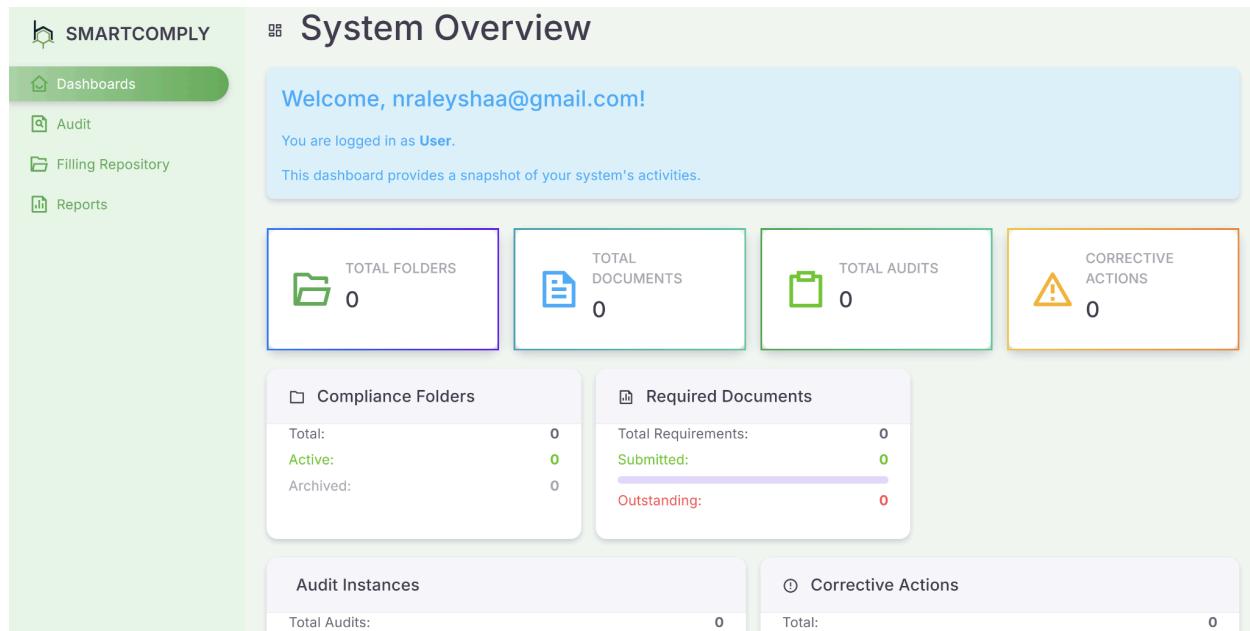


Figure 1.5.1. User Dashboard

Step 2: System page for Admin.

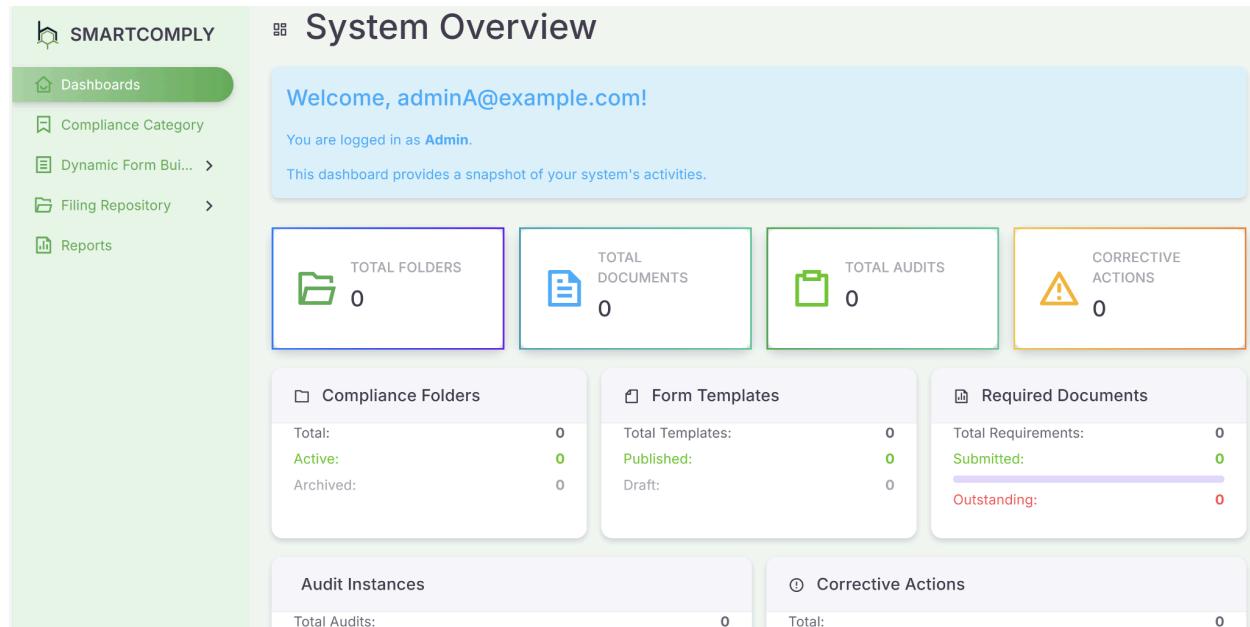


Figure 1.5.2. Admin Dashboard

Step 3: System page for Manager.

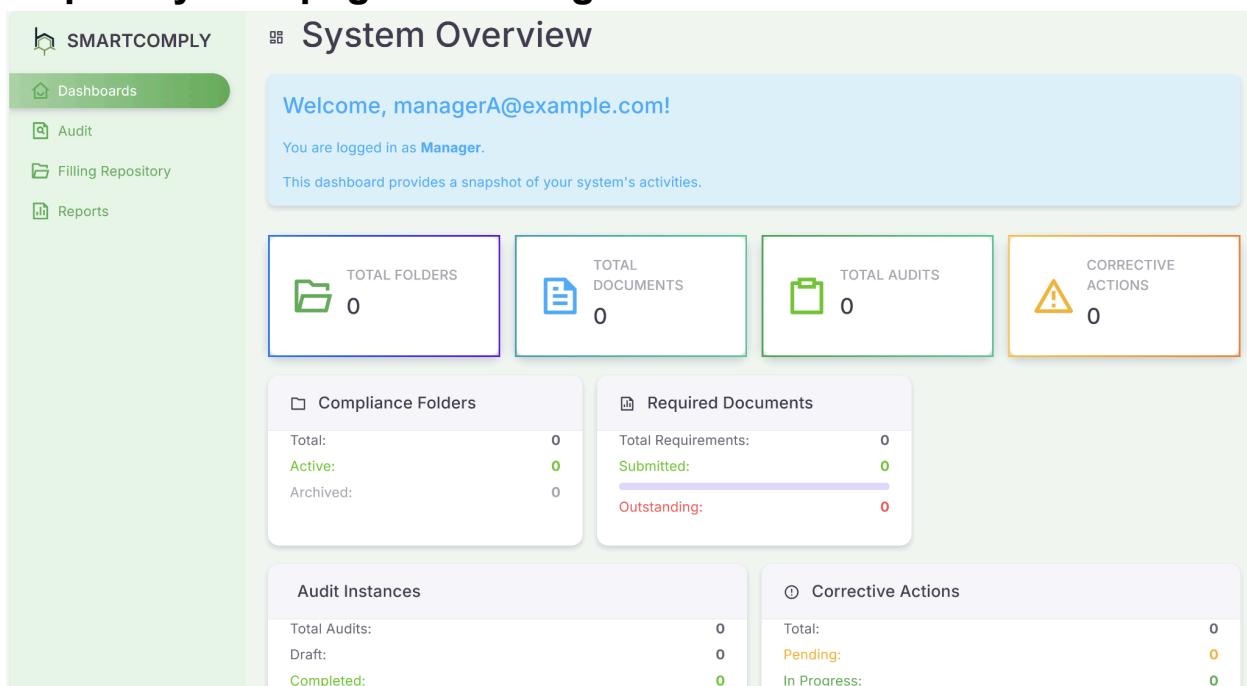


Figure 1.5.3. Manager Dashboard

2.0 SUPERADMIN

2.0 USER AND TEAM MANAGEMENT (SUPERADMIN)

2.1 Managing Users

Step 1: Navigate to “User List” from the side navigation bar.

The screenshot shows the SuperAdmin System Overview dashboard. The left sidebar has links for Dashboard, User List (which is highlighted with a red circle), and Roles & Permissions. The main content area is titled "SuperAdmin System Overview" and includes a welcome message for "aleysha18062003@gmail.com", a status bar indicating "You are logged in as SuperAdmin.", and a summary of system metrics: TOTAL USERS (8), TOTAL TENANTS (2), TOTAL SYSTEM FOLDERS (1), and TOTAL SYSTEM DOCUMENTS (1). A navigation menu at the bottom includes links for System Administration & Oversight, Tenant Management, System Configuration, and Help & Support.

Figure 2.1.1 SuperAdmin Dashboard

Step 2: Existing list of users is displayed.

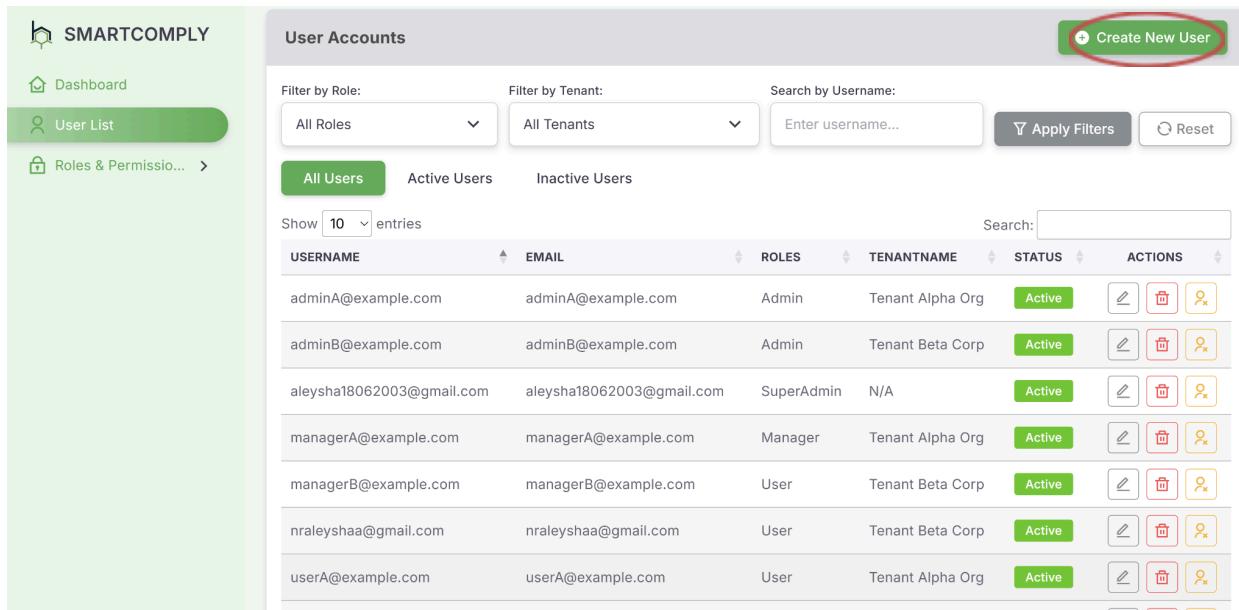
The screenshot shows the User Accounts page. The left sidebar has links for Dashboard, User List (highlighted with a red circle), and Roles & Permissions. The main content area is titled "User Accounts" and includes a "Create New User" button. It features filters for Role (All Roles), Tenant (All Tenants), and Username, along with "Apply Filters" and "Reset" buttons. Below the filters is a table with columns: USERNAME, EMAIL, ROLES, TENANTNAME, STATUS, and ACTIONS. The table lists six user records:

USERNAME	EMAIL	ROLES	TENANTNAME	STATUS	ACTIONS
adminA@example.com	adminA@example.com	Admin	Tenant Alpha Org	Active	
adminB@example.com	adminB@example.com	Admin	Tenant Beta Corp	Active	
aleysha18062003@gmail.com	aleysha18062003@gmail.com	SuperAdmin	N/A	Active	
managerA@example.com	managerA@example.com	Manager	Tenant Alpha Org	Active	
managerB@example.com	managerB@example.com	User	Tenant Beta Corp	Active	
nraleysaa@gmail.com	nraleysaa@gmail.com	User	Tenant Beta Corp	Active	
userA@example.com	userA@example.com	User	Tenant Alpha Org	Active	

Figure 2.1.2 System User Record Page

2.1.1 Add New User

Step 1: Click on the “+ Create New User” button.



The screenshot shows the SMARTCOMPLY User Accounts page. On the left, there's a sidebar with icons for Dashboard, User List (which is selected and highlighted in green), and Roles & Permissions. The main area is titled 'User Accounts' and contains a table of user records. At the top right of the main area is a green button with a white plus sign and the text 'Create New User', which is circled in red. Below this are filter options for Role ('All Roles'), Tenant ('All Tenants'), and Username search, along with 'Apply Filters' and 'Reset' buttons. The table has columns for USERNAME, EMAIL, ROLES, TENANTNAME, STATUS, and ACTIONS. The data in the table is as follows:

USERNAME	EMAIL	ROLES	TENANTNAME	STATUS	ACTIONS
adminA@example.com	adminA@example.com	Admin	Tenant Alpha Org	Active	
adminB@example.com	adminB@example.com	Admin	Tenant Beta Corp	Active	
aleysha18062003@gmail.com	aleysha18062003@gmail.com	SuperAdmin	N/A	Active	
managerA@example.com	managerA@example.com	Manager	Tenant Alpha Org	Active	
managerB@example.com	managerB@example.com	User	Tenant Beta Corp	Active	
nraleysaa@gmail.com	nraleysaa@gmail.com	User	Tenant Beta Corp	Active	
userA@example.com	userA@example.com	User	Tenant Alpha Org	Active	

Figure 2.1.1.1 System User Record Page

Step 2: Fill in the forms with necessary details and click on the “Create” button.

Error Handling:

- Email: Only accepts valid e-mail format.
- Password: Must consist of minimum 6 characters with at least 1 uppercase, 1 lowercase, 1 non alphanumeric character, and 1 digit.
- New Password and Confirm Password should be the same.
- All fields must be filled in.

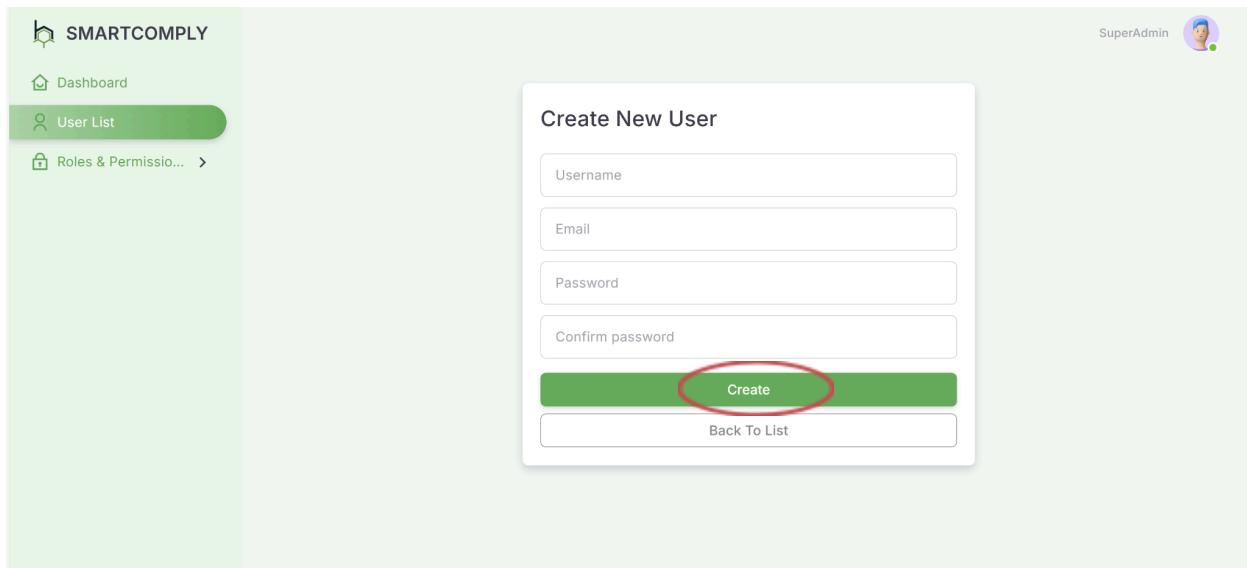


Figure 2.1.1.2 System Create User Page

Step 3: New user information is successfully added.

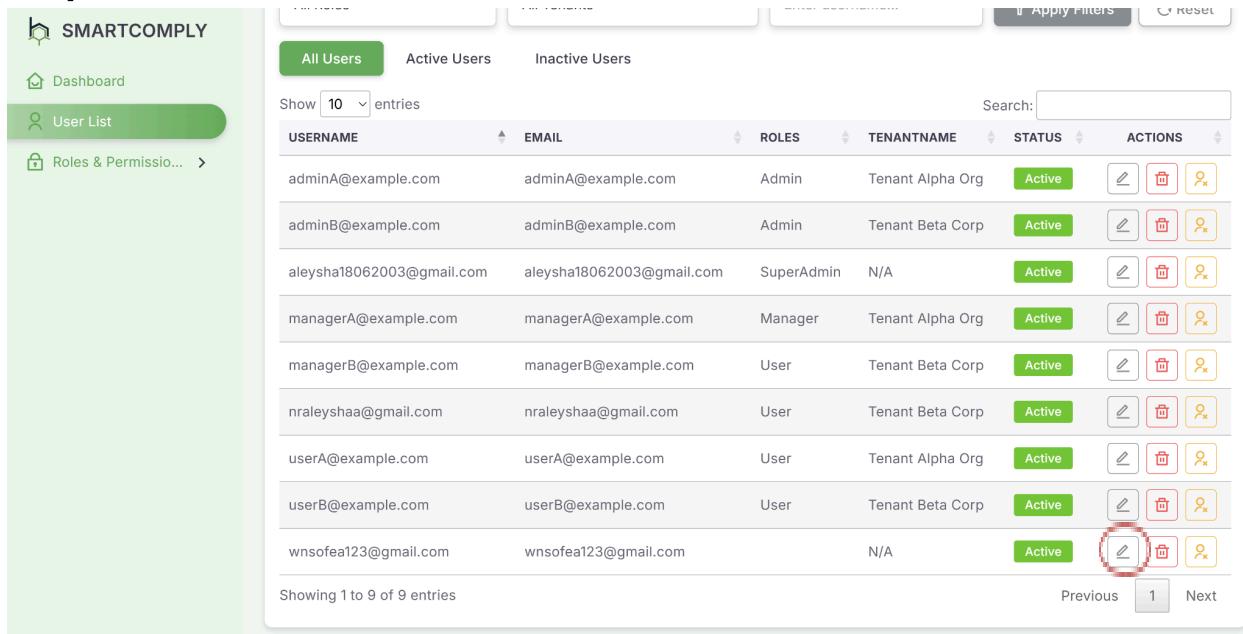
By default, the new employee has an “Active” status.

A screenshot of the SMARTCOMPLY application interface. The sidebar on the left is identical to Figure 2.1.1.2. The main content area is titled 'User Accounts'. At the top right of the content area is a green button labeled 'Create New User', which is circled in red. Below this, a green banner displays the message 'User 'wnsofea123@gmail.com' created successfully!'. The main area contains several filter options: 'Filter by Role' (set to 'All Roles'), 'Filter by Tenant' (set to 'All Tenants'), and a search bar 'Search by Username...' with placeholder text 'Enter username...'. There are also buttons for 'Apply Filters' and 'Reset'. Below these filters is a table header with columns: 'USERNAME', 'EMAIL', 'ROLES', 'TENANTNAME', 'STATUS', and 'ACTIONS'. The table body is currently empty.

Figure 2.1.1.3 System User Record Page

2.1.2 Edit User

Step 1: Click on the edit icon.

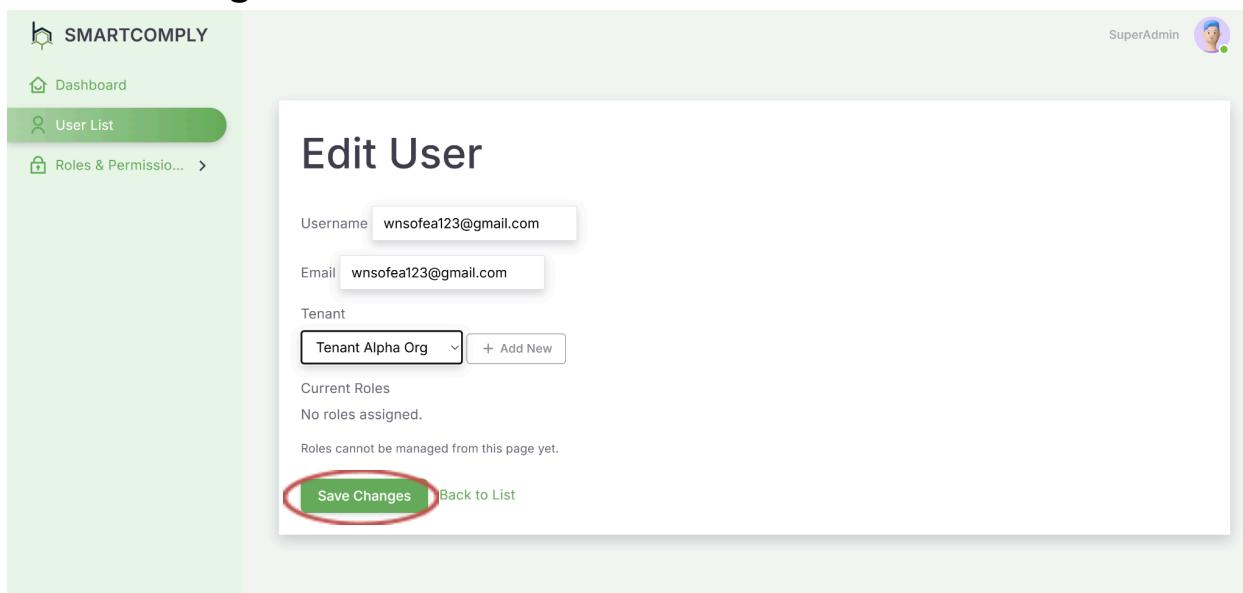


The screenshot shows the SMARTCOMPLY system's User List page. The left sidebar includes links for Dashboard, User List (which is active), and Roles & Permissions. The main area displays a table of users with columns for Username, Email, Roles, TenantName, Status, and Actions. A user named 'wnsofea123@gmail.com' is selected, and the edit icon in the Actions column is circled in red.

USERNAME	EMAIL	ROLES	TENANTNAME	STATUS	ACTIONS
adminA@example.com	adminA@example.com	Admin	Tenant Alpha Org	Active	
adminB@example.com	adminB@example.com	Admin	Tenant Beta Corp	Active	
aleysha18062003@gmail.com	aleysha18062003@gmail.com	SuperAdmin	N/A	Active	
managerA@example.com	managerA@example.com	Manager	Tenant Alpha Org	Active	
managerB@example.com	managerB@example.com	User	Tenant Beta Corp	Active	
nraleysaha@gmail.com	nraleysaha@gmail.com	User	Tenant Beta Corp	Active	
userA@example.com	userA@example.com	User	Tenant Alpha Org	Active	
userB@example.com	userB@example.com	User	Tenant Beta Corp	Active	
wnsofea123@gmail.com	wnsofea123@gmail.com		N/A	Active	

Figure 2.1.2.1 System User Record Page

Step 2: Edit the forms with necessary details and click on the “Save Changes” button.



The screenshot shows the SMARTCOMPLY system's Edit User page. The left sidebar includes links for Dashboard, User List (which is active), and Roles & Permissions. The main area displays a form for editing a user. The user's username and email are pre-filled. The tenant dropdown is set to 'Tenant Alpha Org'. The 'Current Roles' section indicates 'No roles assigned.' and 'Roles cannot be managed from this page yet.' At the bottom, there are 'Save Changes' and 'Back to List' buttons, with the 'Save Changes' button being circled in red.

Figure 2.1.2.2 System Edit User Page

Step 3: Employee information is successfully updated.

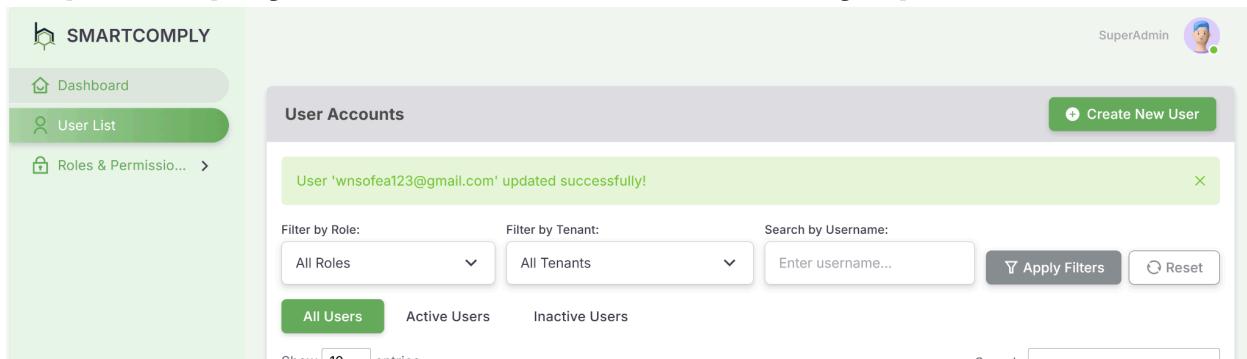


Figure 2.1.2.3 System User Record Page

2.1.3 Deleting and Retrieving an Employee

Step 1: Click on the deactivate user icon.

Deactivate user button:

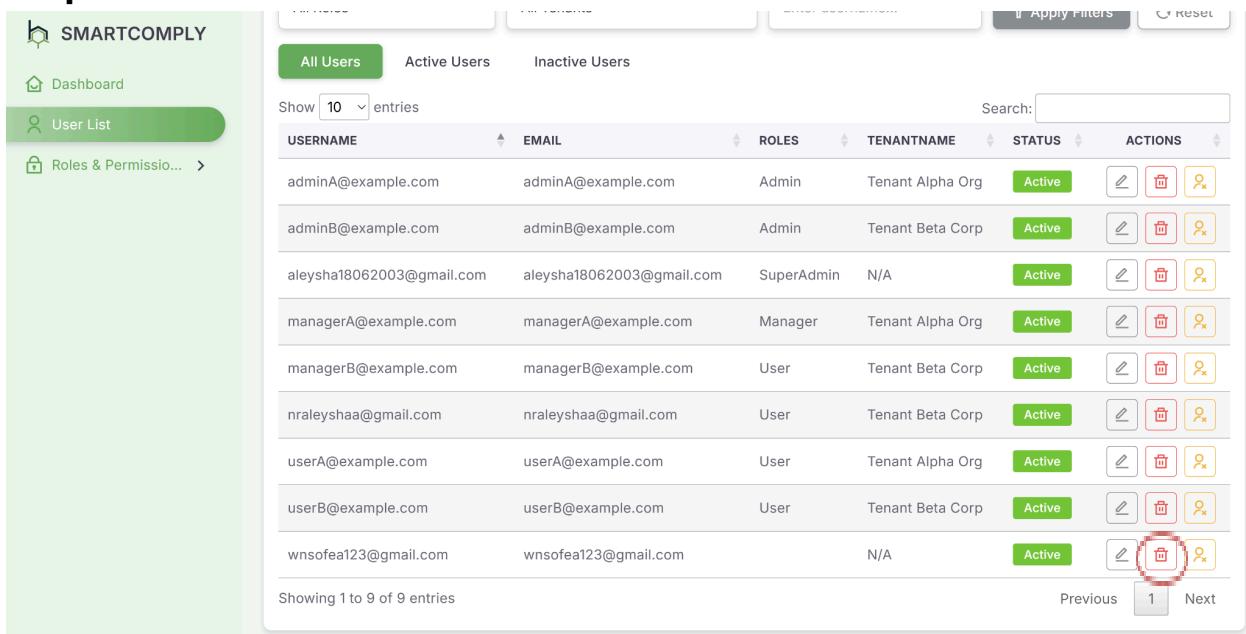
- Green: Active
- Grey: Inactive

If the status is “Inactive”, the employee will not be able to log into the system and their records are not able to be edited.

The screenshot shows the SMARTCOMPLY User Accounts page. The sidebar on the left includes 'Dashboard', 'User List' (highlighted in green), and 'Roles & Permission...'. The main area displays a table of user records with columns: USERNAME, EMAIL, ROLES, TENANTNAME, STATUS, and ACTIONS. The table has 10 entries. The last entry in the table is 'wnsofea123@gmail.com' with an 'Inactive' status. The 'Actions' column for this row contains three icons: edit, delete, and a circled green question mark. The entire row for this user is highlighted with a red circle.

USERNAME	EMAIL	ROLES	TENANTNAME	STATUS	ACTIONS
adminA@example.com	adminA@example.com	Admin	Tenant Alpha Org	Active	
adminB@example.com	adminB@example.com	Admin	Tenant Beta Corp	Active	
aleysha18062003@gmail.com	aleysha18062003@gmail.com	SuperAdmin	N/A	Active	
managerA@example.com	managerA@example.com	Manager	Tenant Alpha Org	Active	
managerB@example.com	managerB@example.com	User	Tenant Beta Corp	Active	
nraleyshaa@gmail.com	nraleyshaa@gmail.com	User	Tenant Beta Corp	Active	
userA@example.com	userA@example.com	User	Tenant Alpha Org	Active	
userB@example.com	userB@example.com	User	Tenant Beta Corp	Active	
wnsofea123@gmail.com	wnsofea123@gmail.com		Tenant Alpha Org	Inactive	

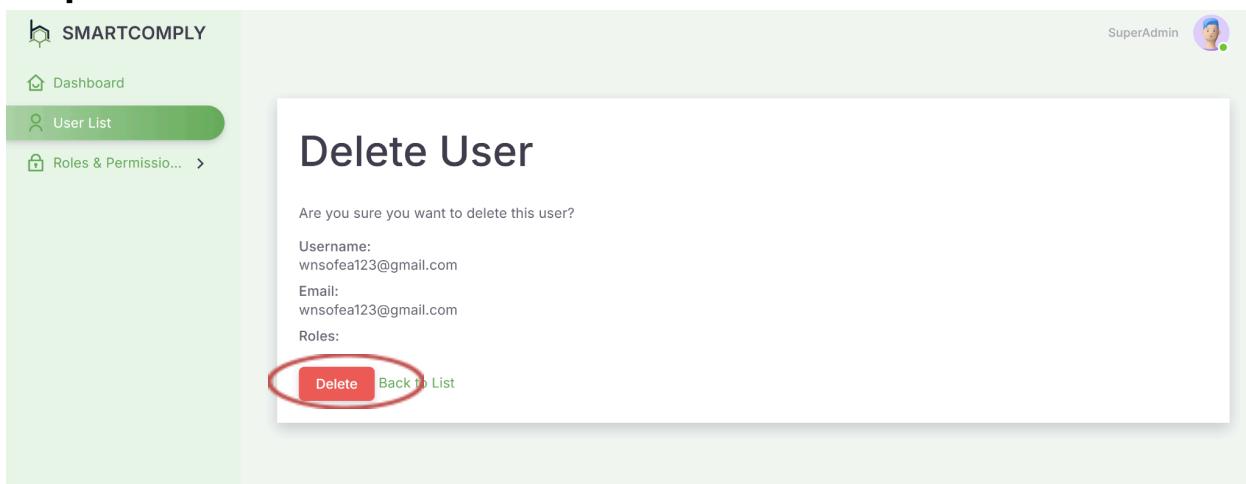
Figure 2.1.3.1 System User Record Page

Step 2: Click on the delete icon.

The screenshot shows the SMARTCOMPLY User List page. On the left is a sidebar with links: Dashboard, User List (which is highlighted in green), and Roles & Permissions. The main area has a header with tabs: All Users (selected), Active Users, and Inactive Users. Below is a table with columns: USERNAME, EMAIL, ROLES, TENANTNAME, STATUS, and ACTIONS. The ACTIONS column contains icons for edit, delete, and search. A red circle highlights the delete icon for the user 'wnsofea123@gmail.com'. The table shows 9 entries, with the last one being 'wnsofea123@gmail.com'.

USERNAME	EMAIL	ROLES	TENANTNAME	STATUS	ACTIONS
adminA@example.com	adminA@example.com	Admin	Tenant Alpha Org	Active	
adminB@example.com	adminB@example.com	Admin	Tenant Beta Corp	Active	
aleysha18062003@gmail.com	aleysha18062003@gmail.com	SuperAdmin	N/A	Active	
managerA@example.com	managerA@example.com	Manager	Tenant Alpha Org	Active	
managerB@example.com	managerB@example.com	User	Tenant Beta Corp	Active	
nraleyshaa@gmail.com	nraleyshaa@gmail.com	User	Tenant Beta Corp	Active	
userA@example.com	userA@example.com	User	Tenant Alpha Org	Active	
userB@example.com	userB@example.com	User	Tenant Beta Corp	Active	
wnsofea123@gmail.com	wnsofea123@gmail.com		N/A	Active	

Figure 2.1.3.2 System User Record Page

Step 3: Click on the “Delete” button.

The screenshot shows the SMARTCOMPLY Delete User page. It features a large title 'Delete User'. Below it is a message: 'Are you sure you want to delete this user?'. Underneath are fields for Username ('wnsofea123@gmail.com'), Email ('wnsofea123@gmail.com'), and Roles. At the bottom are two buttons: 'Delete' (highlighted with a red oval) and 'Back to List'.

Figure 2.1.3.3 System Edit User Page

2.2 Roles and Permissions

Step 1: Navigate to “Roles & Permissions” from the side navigation bar.

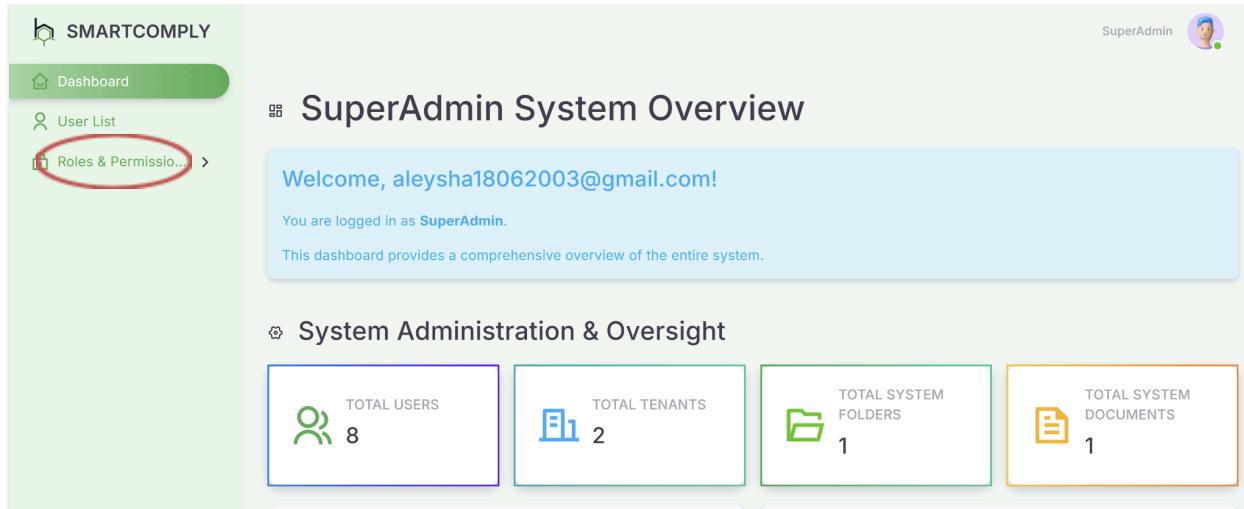


Figure 2.2.1 SuperAdmin Dashboard

2.2.1 Manage Role

Step 1: Navigate to “Roles” from the side navigation bar and a list of total users with their roles is displayed.

The screenshot shows the 'Roles List' page. The sidebar menu includes 'Dashboard', 'User List', 'Roles & Permissions...', and 'Permissions'. The 'Roles & Permissions...' item is circled in red. The main area displays three sections: 'Total 1 users' (SuperAdmin, Edit Role), 'Total 1 users' (Manager, Edit Role), and 'Total 2 users' (Admin, Edit Role). Below this, there is a section titled 'Total users with their roles' which lists 'User' with '+3' additional users, and an 'Edit Role' button. At the bottom, there is a 'Users by Role' summary table with filters for 'Select Role' and 'Search by Username/Email:'.

Figure 2.2.1.1 System User Roles Page

Step 2: Click on the edit icon to edit.

The screenshot shows the 'System User Roles' page. On the left, there's a sidebar with 'SMARTCOMPLY' logo and links for 'Dashboard', 'User List', and 'Roles & Permissions...'. The main area has a header with 'Filter by Role' dropdown ('Select Role'), 'Search by Username/Email...' input, 'Apply Filters' button, and 'Reset' button. Below is a table with columns: USERNAME, EMAIL, ROLES, and ACTIONS (with an edit icon). The table lists 9 entries:

	USERNAME	EMAIL	ROLES	ACTIONS
A	adminA@example.com adminA@example.com	adminA@example.com	Admin	
A	adminB@example.com adminB@example.com	adminB@example.com	Admin	
A	aleysha18062003@gmail.com aleysha18062003@gmail.com	aleysha18062003@gmail.com	SuperAdmin	
M	managerA@example.com managerA@example.com	managerA@example.com	Manager	
M	managerB@example.com managerB@example.com	managerB@example.com	User	
N	nraleyshaa@gmail.com nraleyshaa@gmail.com	nraleyshaa@gmail.com	User	
U	userA@example.com userA@example.com	userA@example.com	User	
U	userB@example.com userB@example.com	userB@example.com	User	
W	wnsofea123@gmail.com wnsofea123@gmail.com	wnsofea123@gmail.com	No Role	

At the bottom, it says 'Showing 1 to 9 of 9 entries' and has navigation buttons.

Figure 2.2.1.2 System User Roles Page

Step 3: Choose the desired role and click on the “Save Changes” button.

The screenshot shows the 'Access Control / User Role Assignment / Manage Roles' page. On the left, there's a sidebar with 'SMARTCOMPLY' logo and links for 'Dashboard', 'User List', and 'Roles & Permissions...'. The main area has a header 'Manage Roles for wnsofea123@gmail.com'. A modal dialog is open with 'Select Roles:' section containing three checkboxes: 'SuperAdmin' (unchecked), 'Manager' (unchecked), and 'User' (checked). At the bottom of the dialog are 'Save Changes' (green button with red circle) and 'Cancel' buttons.

Figure 2.2.1.3 System User Manage Roles Page

2.2.2 Manage Permissions

Step 1: Navigate to “Permissions” from the side navigation bar and a list of permissions with roles assigned is displayed.

NAME	ASSIGNED TO	CREATED DATE	ACTIONS
Admin - Manage Compliance Categories	Admin (1)	27/5/2025	
Admin - Manage Form Templates	Admin (1)	21/12/2024	
Admin - Manage System Settings	Admin (1)	10/3/2025	
Admin - Manage Users & Roles	Admin (1)	26/8/2024	
Admin - View User Activity Logs	Admin (1)	18/10/2024	
Manager - Add Corrective Action	Manager (1)	13/1/2025	
Manager - Verify Audit	Manager (1)	5/11/2024	

Figure 2.2.2.1 System User Permissions Page

Step 2: Click on the “Create New Permission” button to add new permission then click on the “Submit”.

Add New Permission

Enter the name for the new permission.

Submit Cancel

Figure 2.2.2.2 System User Add New Permissions Page

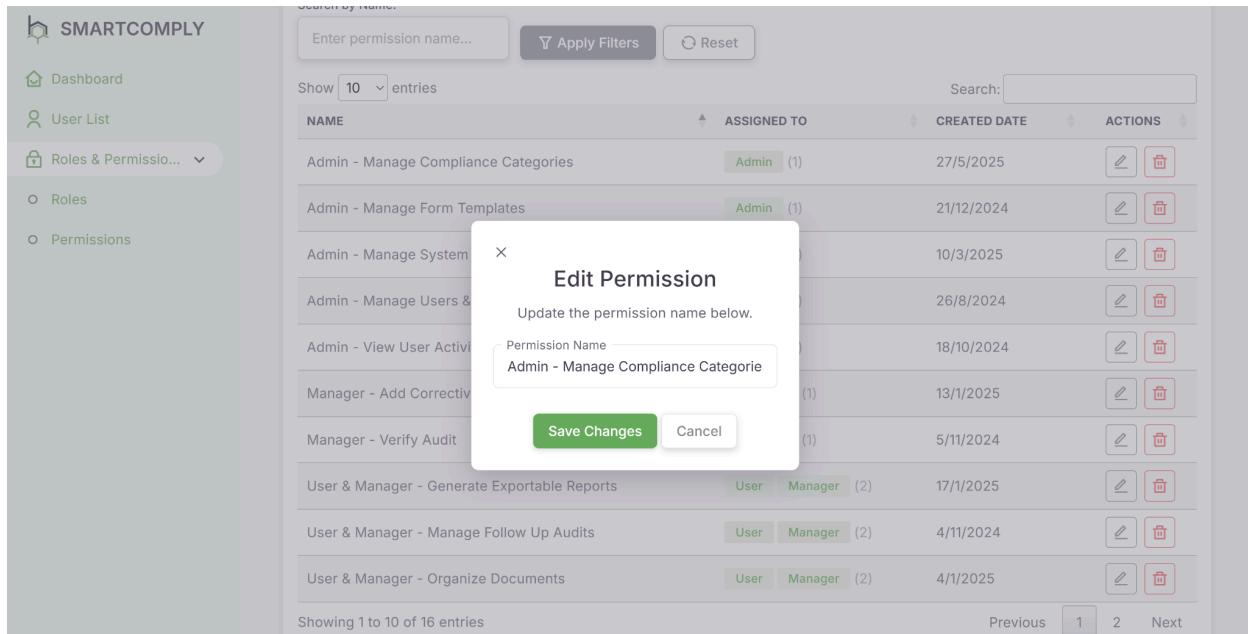
Step 3: Click on the edit icon to edit permission then click on the “Save Changes” button.

Figure 2.2.2.3 System User Edit Permissions Page

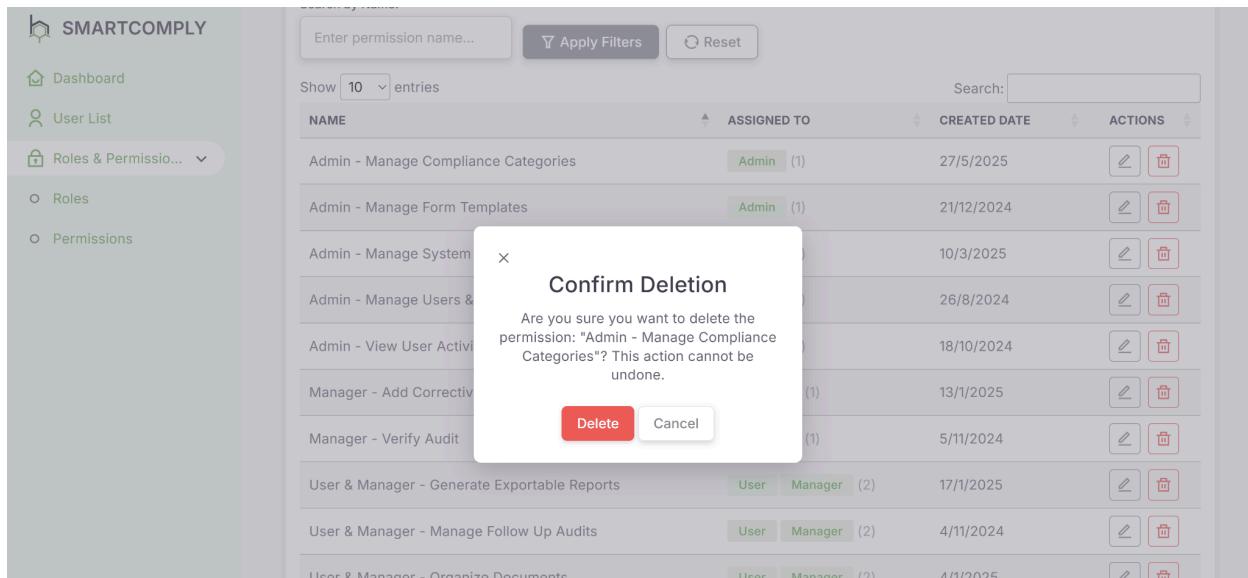
Step 4: Click on the delete icon to delete permission then click on the “Delete” button.

Figure 2.2.2.4 System User Delete Permissions Page

3.0 ADMIN

3.0 ADMIN

3.1 Admin Dashboard

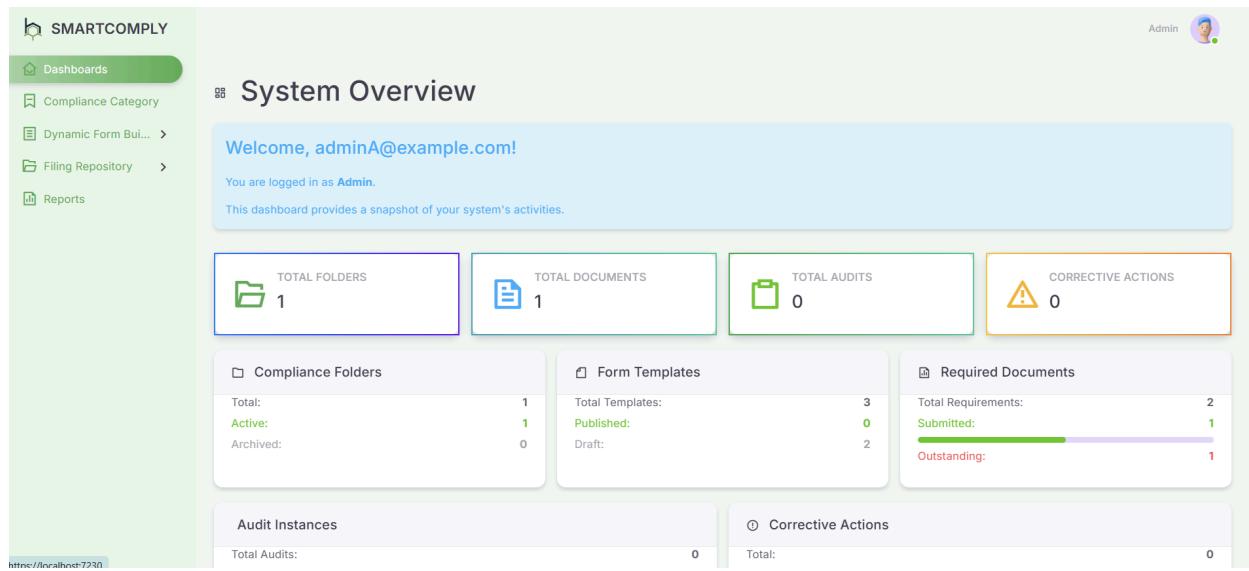


Figure 3.1 Admin Dashboard 1

Explanation:

The Admin Dashboard shows the number of total folders, total documents, total audits and corrective actions in the system.

3.2 Manage Compliance Category

Step 1: Navigate to “Compliance Category” from the side vertical menu.

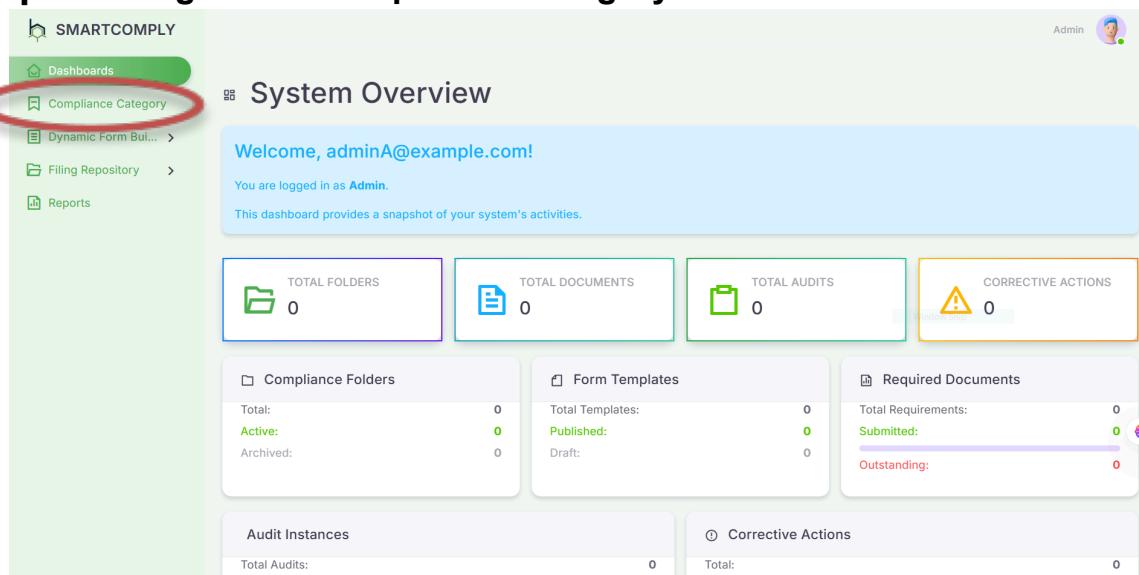


Figure 3.2.1 Dashboard

3.2.1 Creating a new Compliance Category

Step 1: Click on the “Create New Category” button

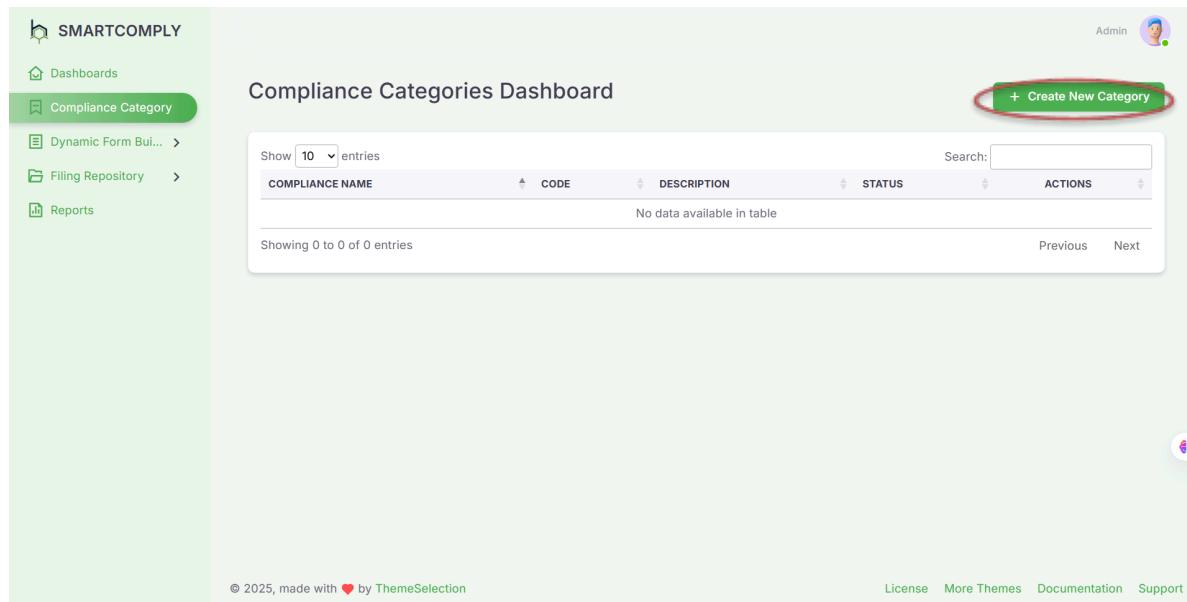


Figure 3.2.1.1 Compliance Category Dashboard

Step 2: Enter all details and click “Create”.

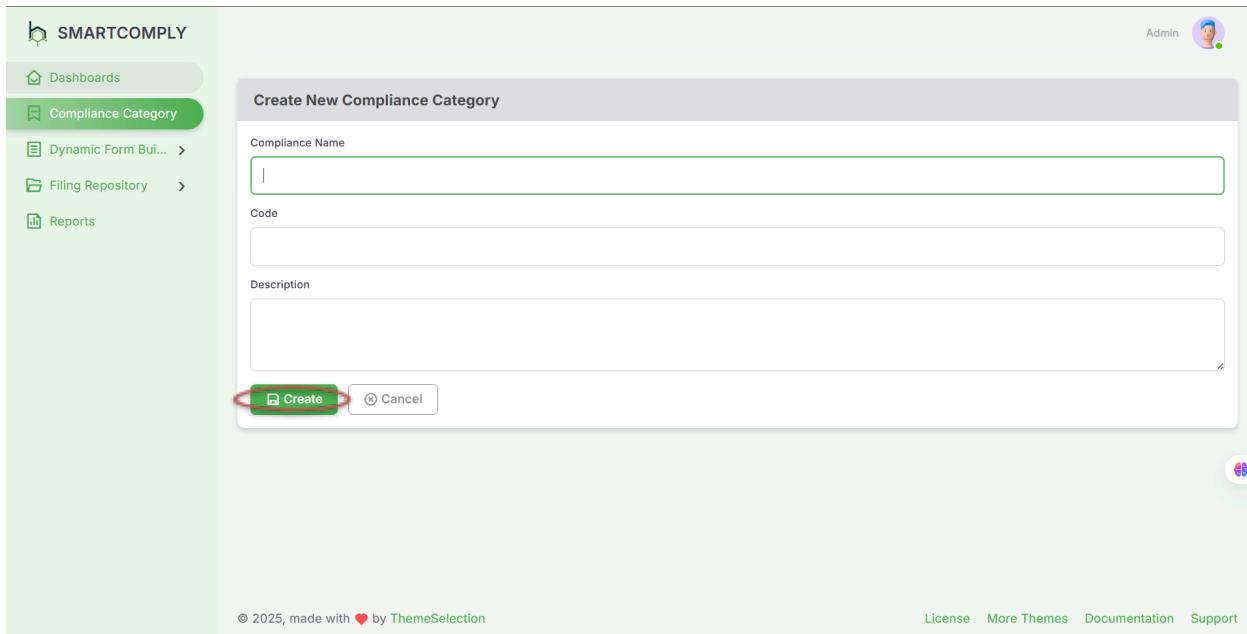


Figure 3.2.1.2 Create Compliance Category

Step 3: Click on the “Confirm Create” button.

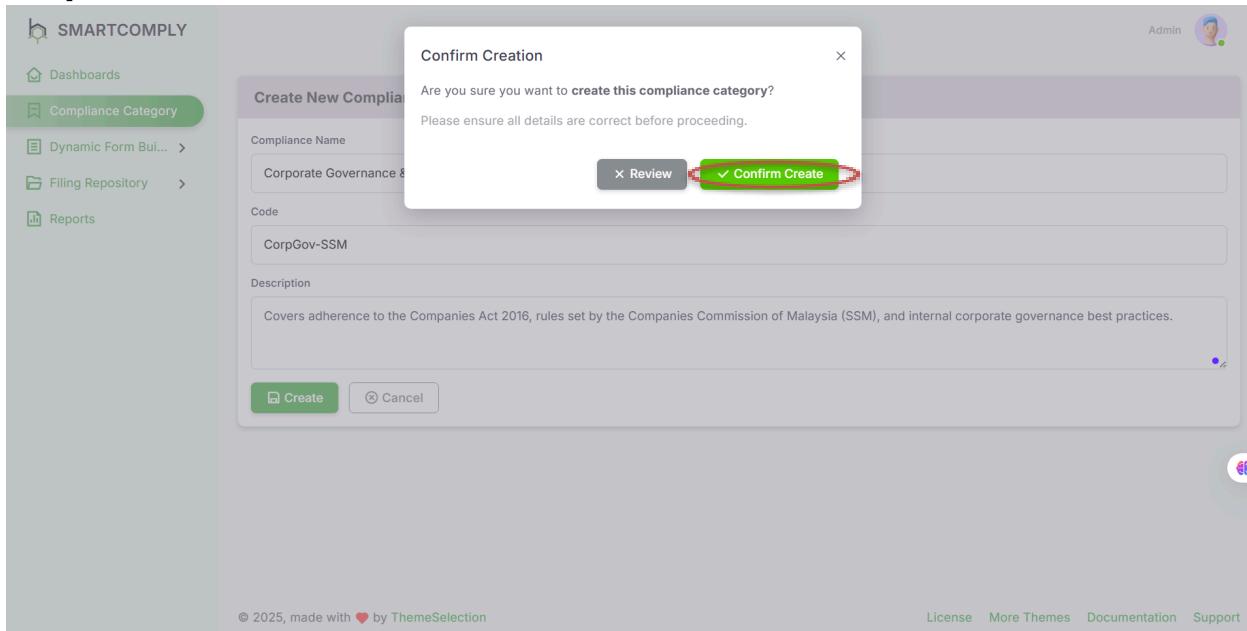
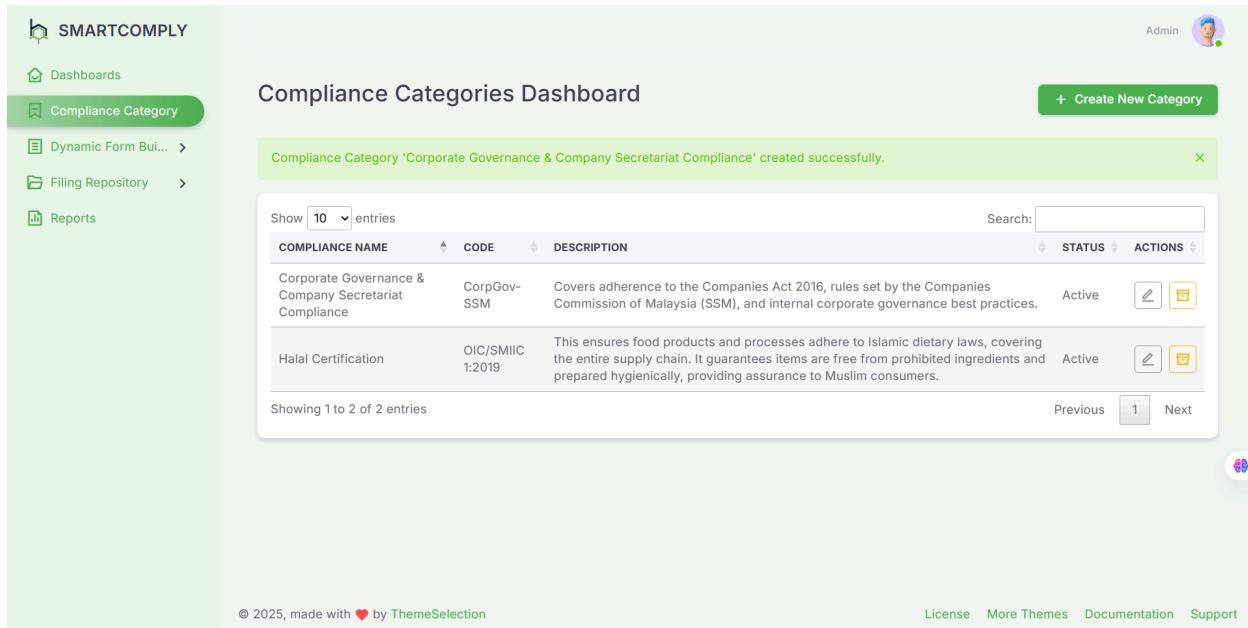


Figure 3.2.1.3 Compliance Category Creation Confirmation Message

Step 4: Compliance Category successfully created.

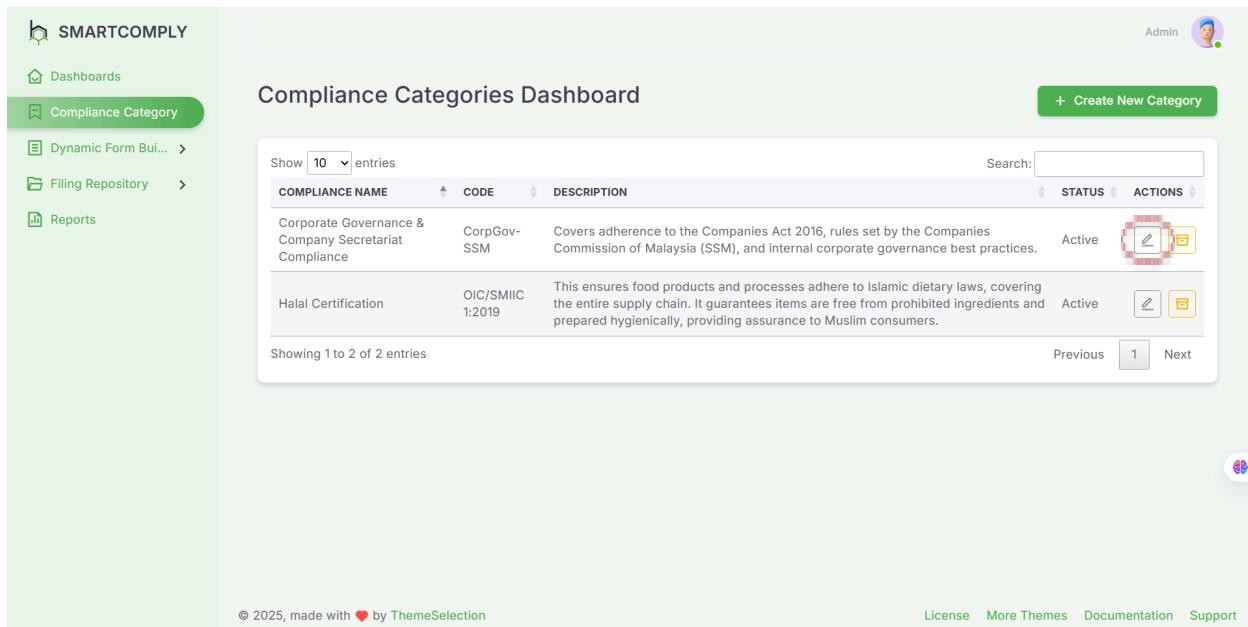


The screenshot shows the SMARTCOMPLY Compliance Categories Dashboard. On the left, there's a sidebar with links: Dashboards, Compliance Category (which is highlighted in green), Dynamic Form Bui..., Filing Repository, and Reports. At the top right, there's a user icon for 'Admin'. A green banner at the top of the main content area says 'Compliance Category 'Corporate Governance & Company Secretariat Compliance' created successfully.' Below this, there's a table with columns: COMPLIANCE NAME, CODE, DESCRIPTION, STATUS, and ACTIONS. Two rows are visible: 'Corporate Governance & Company Secretariat Compliance' (CorpGov-SSM) and 'Halal Certification' (OIC/SMIIC 1:2019). Both rows show 'Active' status and have edit and delete icons in the actions column. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has navigation buttons for Previous, Next, and page number 1.

Figure 3.2.1.4 Compliance Category Creation Successful Message

3.2.2 Editing a Compliance Category

Step 1: Click on the “Edit” icon button.



This screenshot is similar to the previous one, showing the SMARTCOMPLY Compliance Categories Dashboard. The 'Compliance Category' link in the sidebar is still highlighted. The table in the center has the 'Edit' icon for the first row ('Corporate Governance & Company Secretariat Compliance') circled in red. All other elements, including the banner message, table data, and footer, are identical to the previous screenshot.

Figure 3.2.2.1 Compliance Category Dashboard

Step 2: Edit the necessary details and click “Save Changes”.

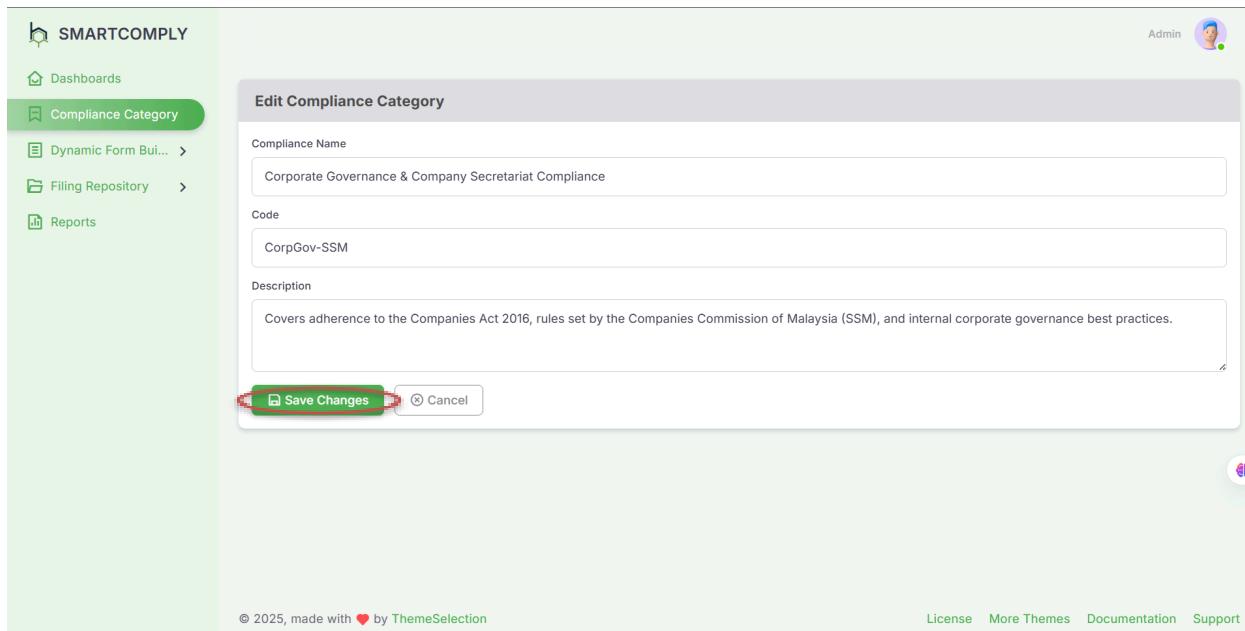


Figure 3.2.2.2 Edit Compliance Category

Step 3: Click on the “Confirm Save” button.

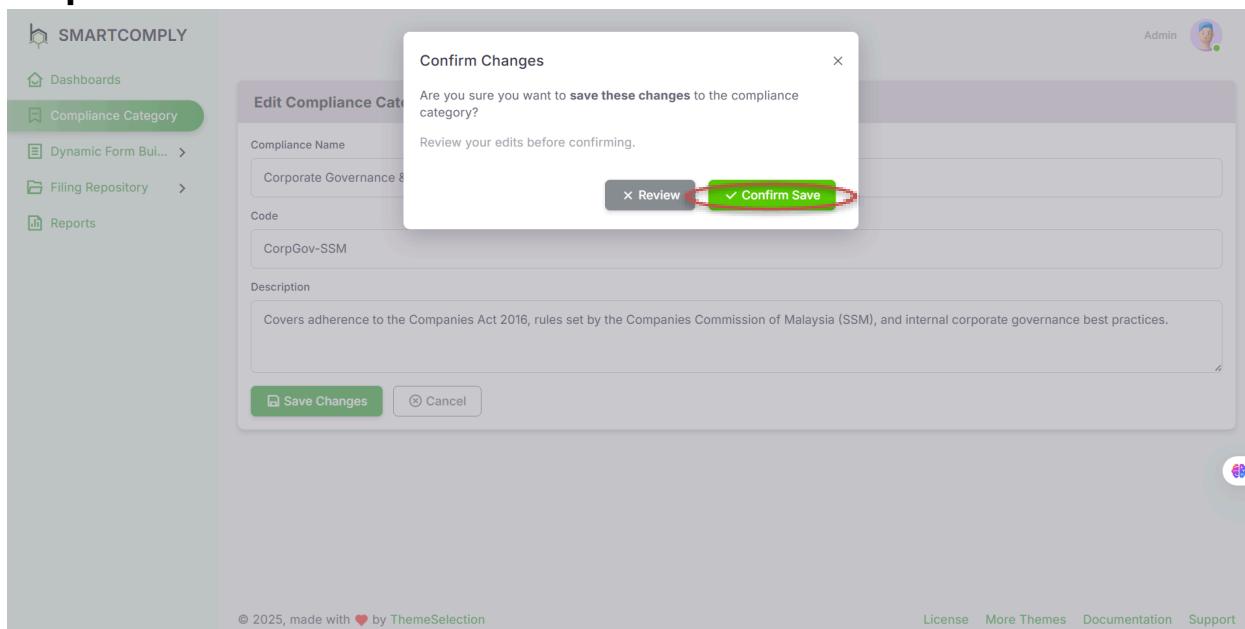
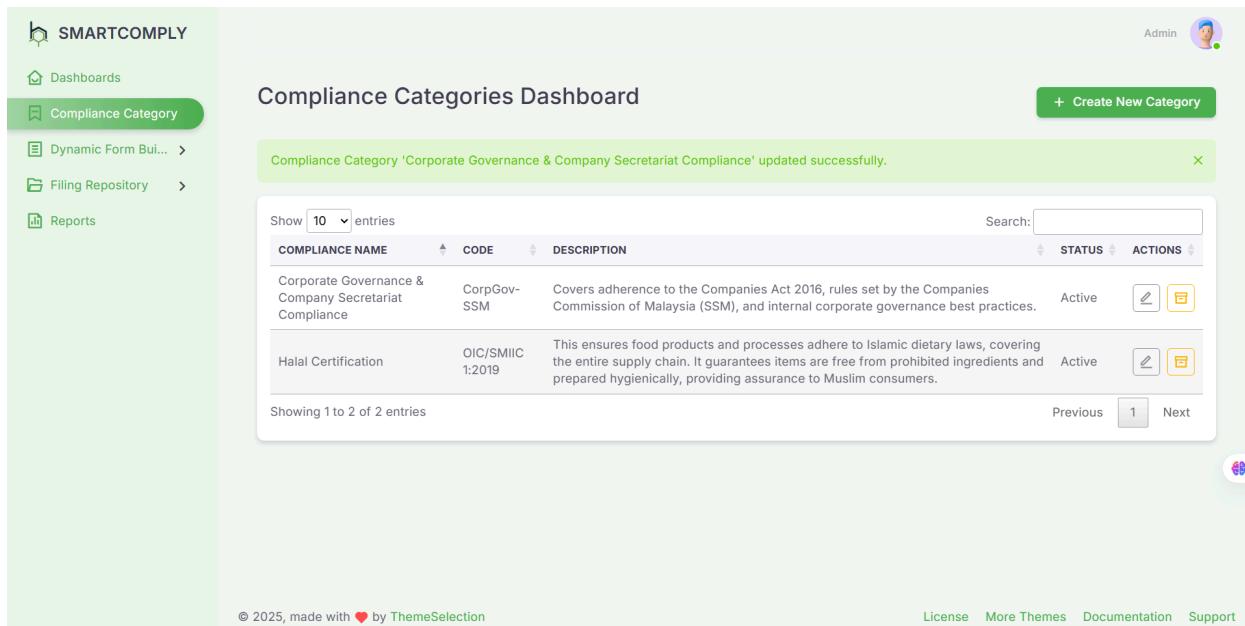


Figure 3.2.2.3 Compliance Category Edit Confirmation Message

Step 4: Compliance Category successfully edited.

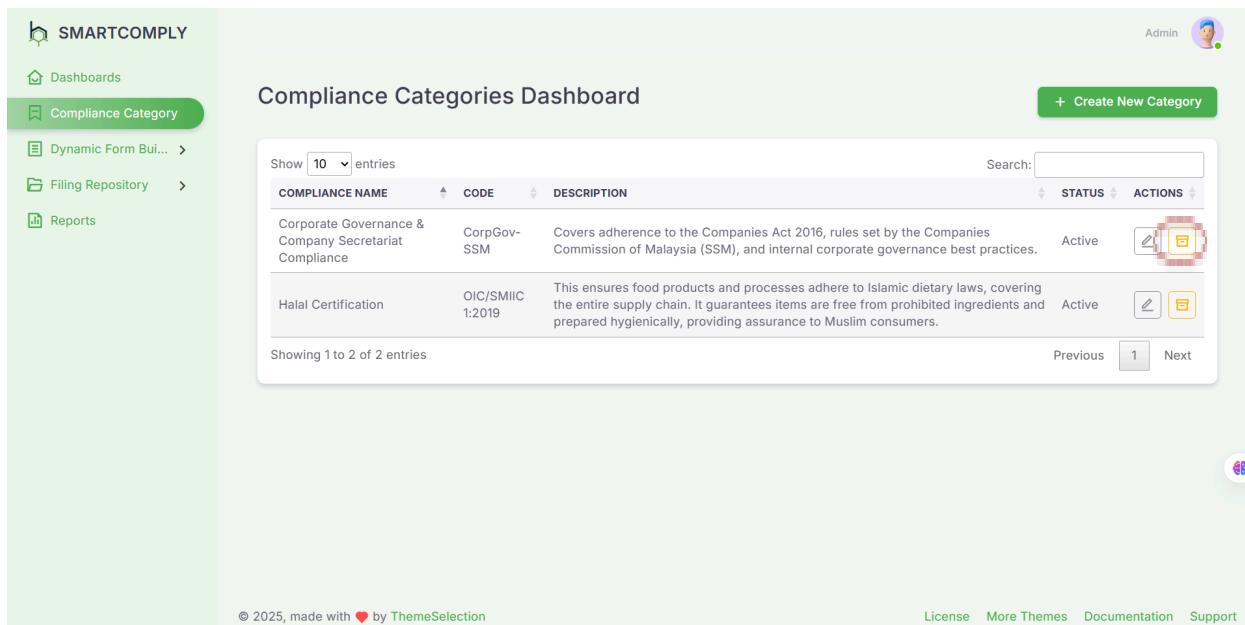


The screenshot shows the SMARTCOMPLY Compliance Categories Dashboard. On the left is a sidebar with links: Dashboards, Compliance Category (which is highlighted in green), Dynamic Form Bui..., Filing Repository, and Reports. The main area is titled "Compliance Categories Dashboard". At the top right is a "Create New Category" button. A green success message box at the top states: "Compliance Category 'Corporate Governance & Company Secretariat Compliance' updated successfully." Below this is a table with two rows of compliance categories. The columns are: COMPLIANCE NAME, CODE, DESCRIPTION, STATUS, and ACTIONS. The first row has a code of "CorpGov-SSM" and a description about adherence to the Companies Act 2016. The second row has a code of "OIC/SMIIC 1:2019" and a description about Halal certification. Both rows show "Active" status. The bottom of the page includes copyright information, a footer navigation bar with links like License, More Themes, Documentation, and Support, and a small user profile icon.

Figure 3.2.2.4 Compliance Category Creation Successful Message

3.2.3 Archiving a Compliance Category

Step 1: Click on the “Archive” icon button.



This screenshot is identical to Figure 3.2.2.4, showing the SMARTCOMPLY Compliance Categories Dashboard. The "Archive" icon (a red square with a white circle) in the "Actions" column for the "Halal Certification" row is highlighted with a red rounded rectangle. The rest of the interface, including the sidebar, table data, and footer, is the same.

Figure 3.2.3.1 Compliance Category Dashboard

Step 2: Click on the “Confirm Archive” button.

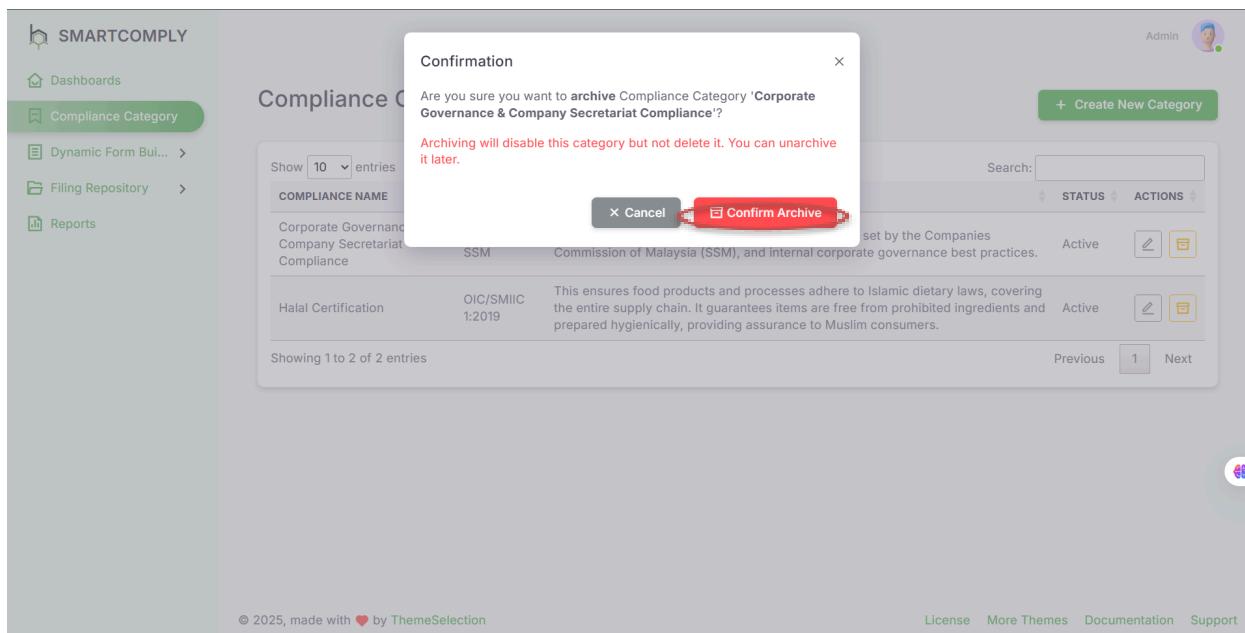


Figure 3.2.3.2 Compliance Category Archive Confirmation Message

Step 3: Compliance Category successfully archived.

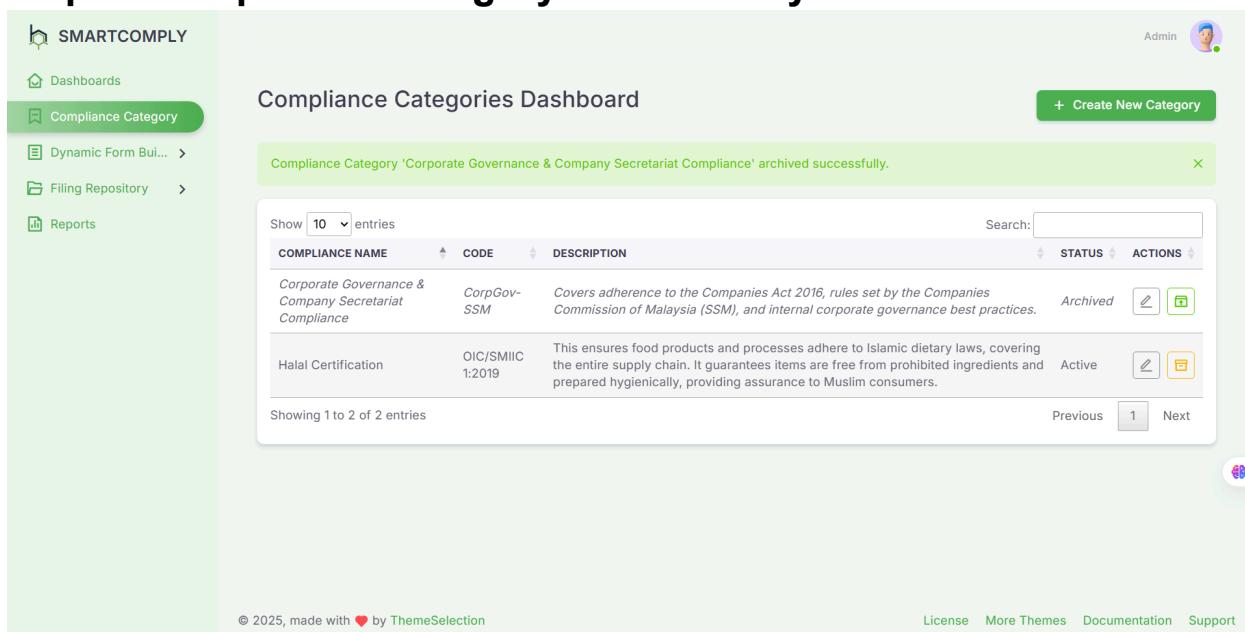


Figure 3.2.3.3 Compliance Category Archive Successful Message

3.2.4 Unarchiving a Compliance Category

Step 1: Click on the “Unarchive” icon button.

The screenshot shows the SMARTCOMPLY Compliance Categories Dashboard. On the left, there's a sidebar with links: Dashboards, Compliance Category (which is highlighted in green), Dynamic Form Bui..., Filing Repository, and Reports. The main area is titled "Compliance Categories Dashboard". It displays a table with two entries:

COMPLIANCE NAME	CODE	DESCRIPTION	STATUS	ACTIONS
Corporate Governance & Company Secretariat Compliance	CorpGov-SSM	Covers adherence to the Companies Act 2016, rules set by the Companies Commission of Malaysia (SSM), and internal corporate governance best practices.	Archived	
Halal Certification	OIC/SMIIC 1:2019	This ensures food products and processes adhere to Islamic dietary laws, covering the entire supply chain. It guarantees items are free from prohibited ingredients and prepared hygienically, providing assurance to Muslim consumers.	Active	

At the bottom, it says "Showing 1 to 2 of 2 entries".

Figure 3.2.4.1 Compliance Category Dashboard

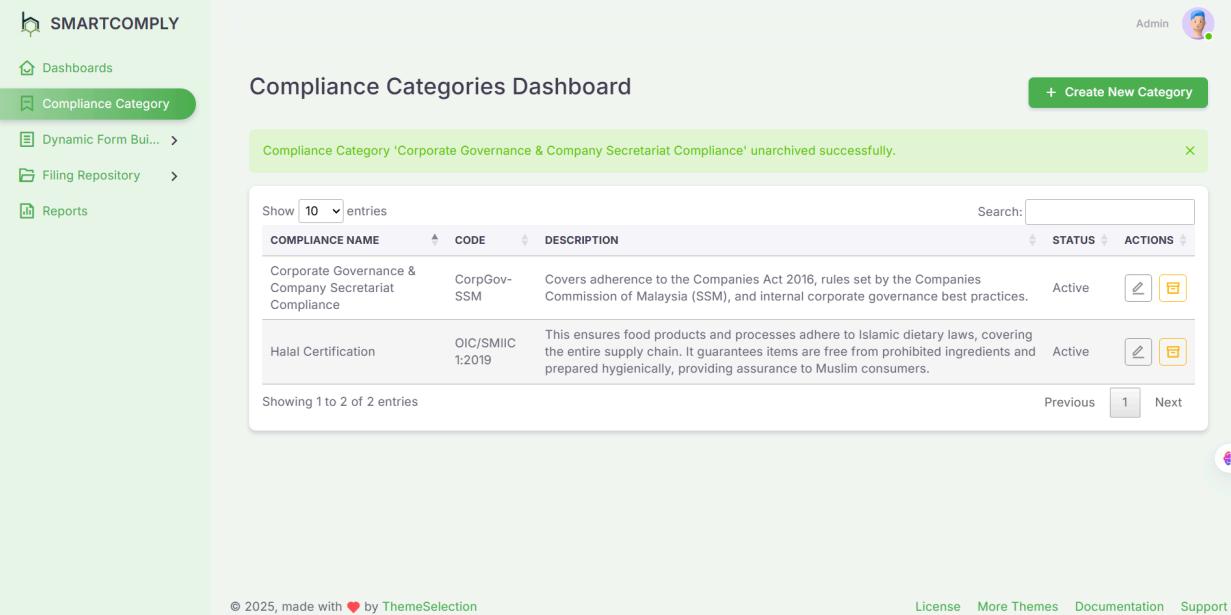
Step 2: Click on the “Confirm Unarchive” button.

The screenshot shows the SMARTCOMPLY Compliance Categories Dashboard with a confirmation dialog box overlaid. The dialog box has a title "Confirmation" and the message: "Are you sure you want to **unarchive** Compliance Category 'Corporate Governance & Company Secretariat Compliance'?". Below the message, it says "Unarchiving will make this category active again." At the bottom of the dialog box are two buttons: "Cancel" and "Confirm Unarchive" (which is highlighted in red).

The background dashboard shows the same table as Figure 3.2.4.1, with the "Corporate Governance & Company Secretariat Compliance" row now showing "Active" under STATUS and the "Unarchive" icon is now grayed out.

Figure 3.2.4.2 Compliance Category Unarchive Confirmation Message

Step 3: Compliance Category successfully unarchived.



The screenshot shows the SMARTCOMPLY Compliance Categories Dashboard. On the left, there's a sidebar with links: Dashboards, Compliance Category (which is highlighted in green), Dynamic Form Bui..., Filing Repository, and Reports. At the top right, there's a user profile for 'Admin' and a 'Create New Category' button. A green success message box at the top center says 'Compliance Category 'Corporate Governance & Company Secretariat Compliance' unarchived successfully.' Below it is a table with two rows of data:

COMPLIANCE NAME	CODE	DESCRIPTION	STATUS	ACTIONS
Corporate Governance & Company Secretariat Compliance	CorpGov-SSM	Covers adherence to the Companies Act 2016, rules set by the Companies Commission of Malaysia (SSM), and internal corporate governance best practices.	Active	
Halal Certification	OIC/SMIIC 1:2019	This ensures food products and processes adhere to Islamic dietary laws, covering the entire supply chain. It guarantees items are free from prohibited ingredients and prepared hygienically, providing assurance to Muslim consumers.	Active	

At the bottom, it says 'Showing 1 to 2 of 2 entries'. The footer includes copyright information: '© 2025, made with ❤️ by ThemeSelection', and links: License, More Themes, Documentation, and Support.

Figure 3.2.4.3 Compliance Category Unarchive Successful Message

3.3 Dynamic Form Builder

3.3.1 Create Form

Step 1: Navigate to “Dynamic Form Builder” from the side vertical menu. Click the “Create New Form” button to create new form.

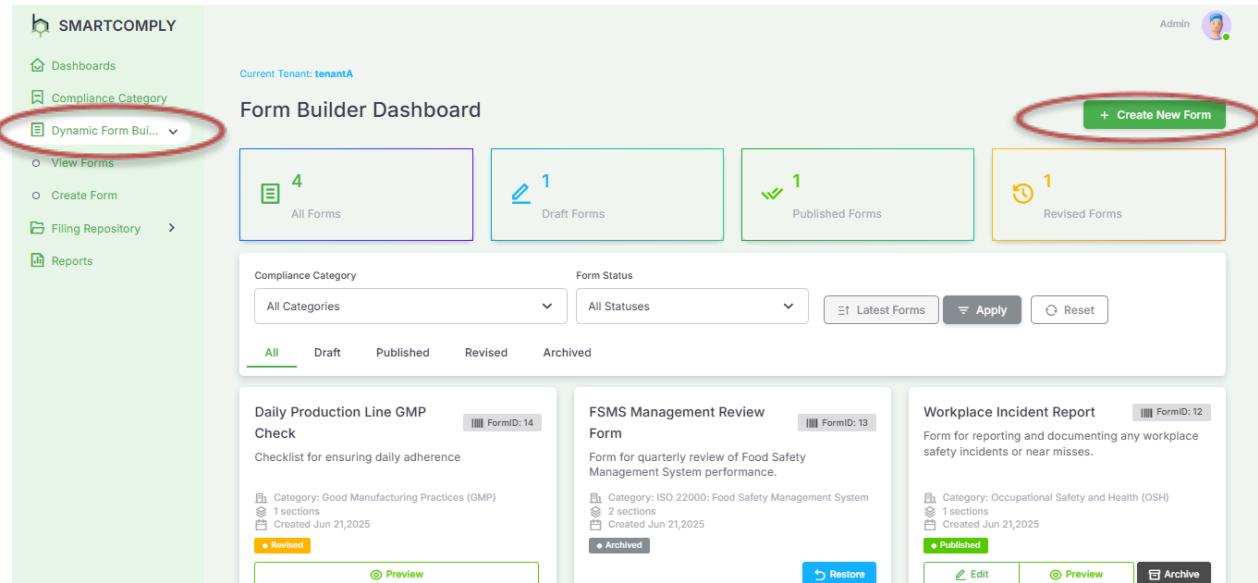


Figure 3.3.1.1 Form Builder Dashboard

Step 2: Fill in the necessary details of the form and click on the “Create Form” button.

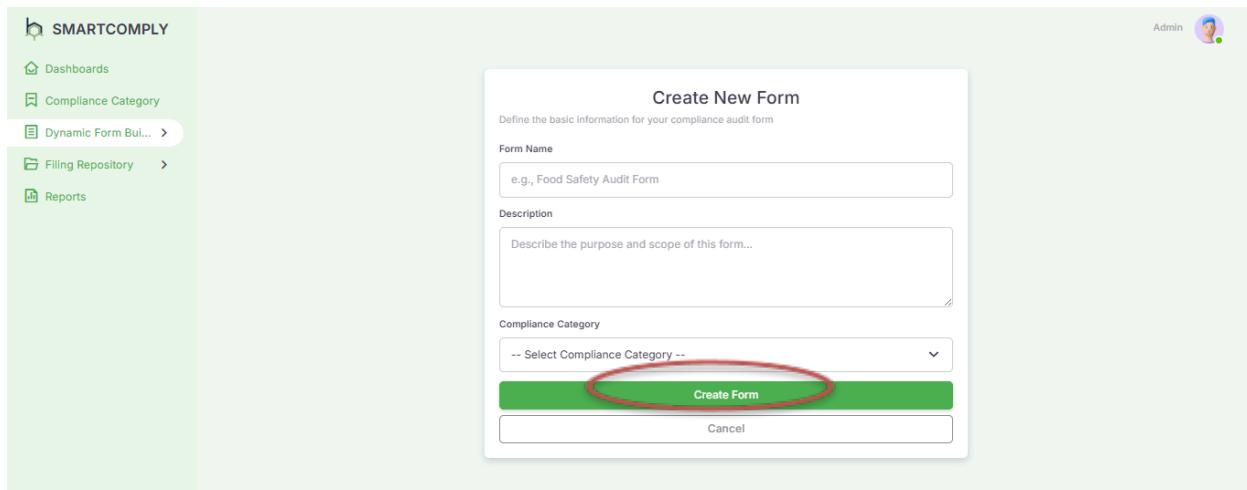


Figure 3.3.1.2 Create New Form

Step 3: Click “Add Section”.

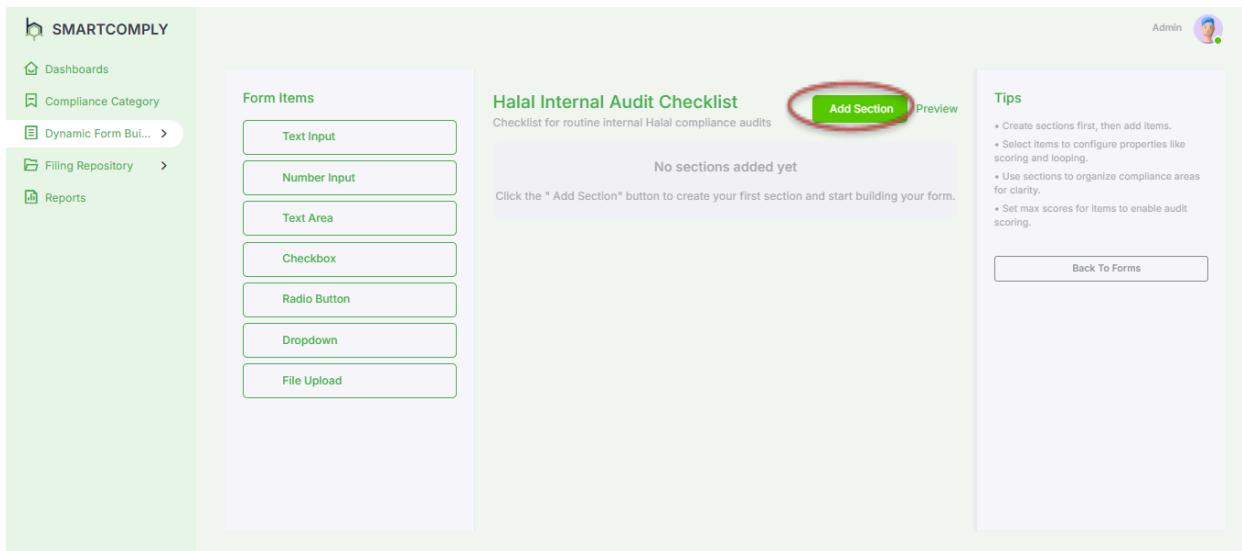


Figure 3.3.1.3 Builder page

Step 4: Fill in the necessary details of the form and click on the “Add Section” button.

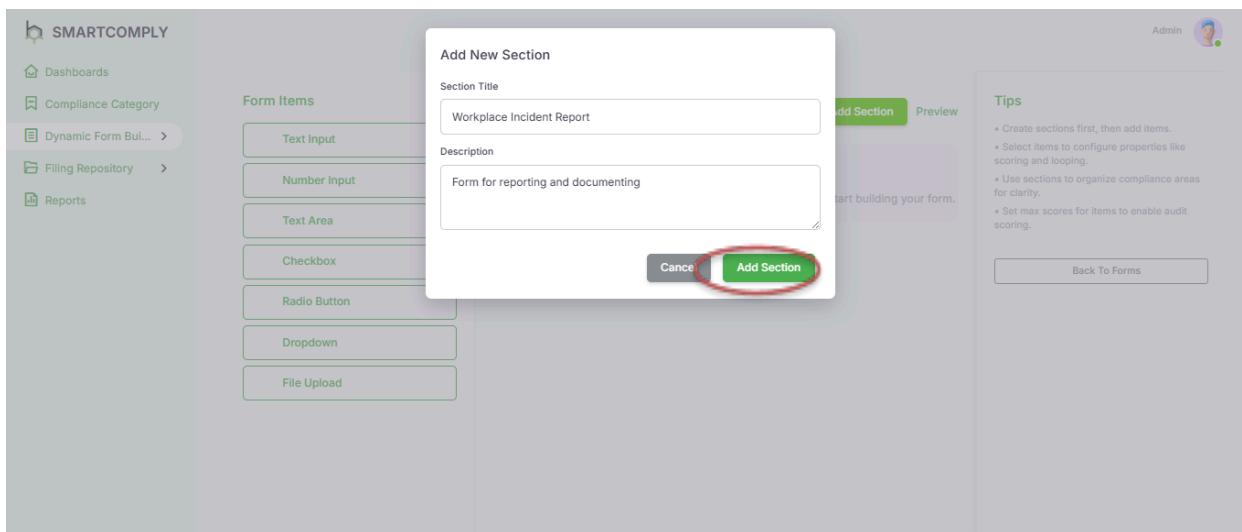


Figure 3.3.1.4 Add Form Section

Step 5: Click the section and choose any items from Form Items. Click the pencil icon button to edit the item.

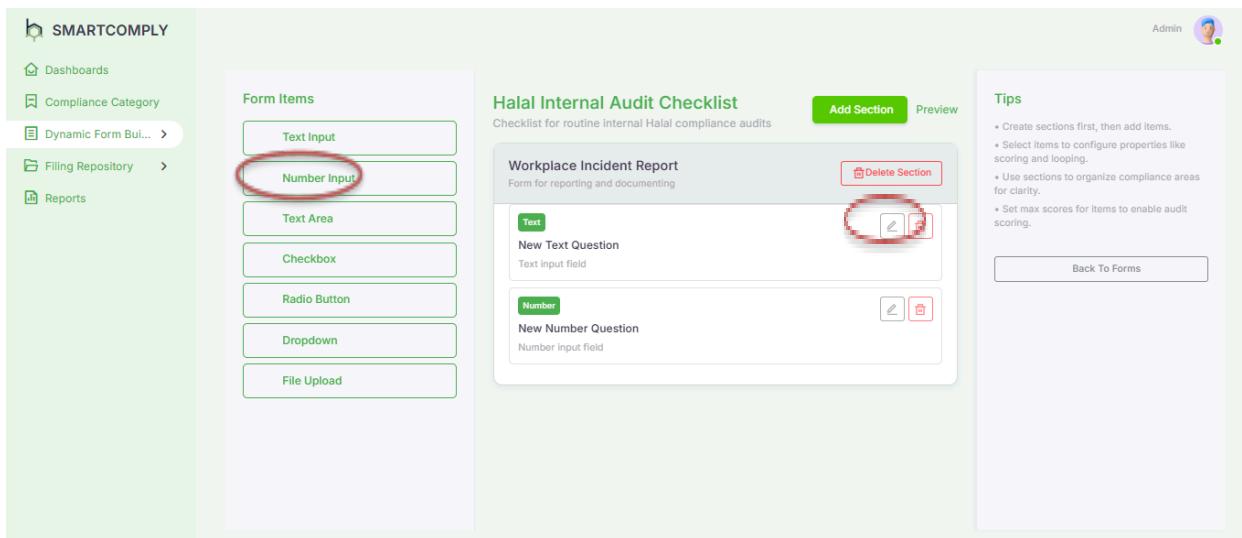


Figure 3.3.1.5 Add Form Items

Step 6: Fill in the necessary details and click the “Save Changes” button.

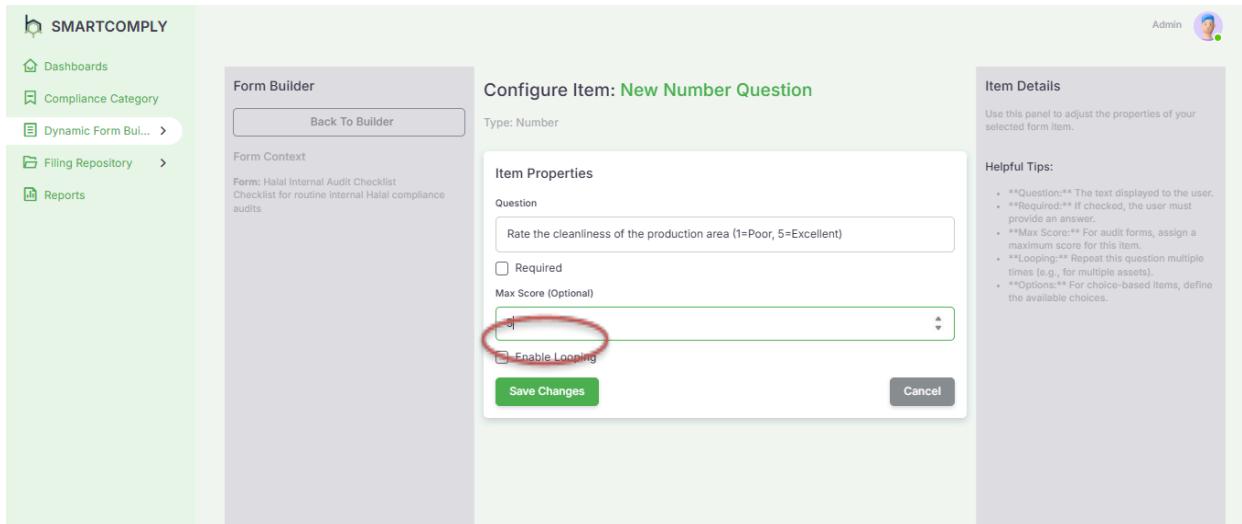


Figure 3.3.1.6 Edit Form Items details

Step 7: Click “Delete Section” to delete the form section.

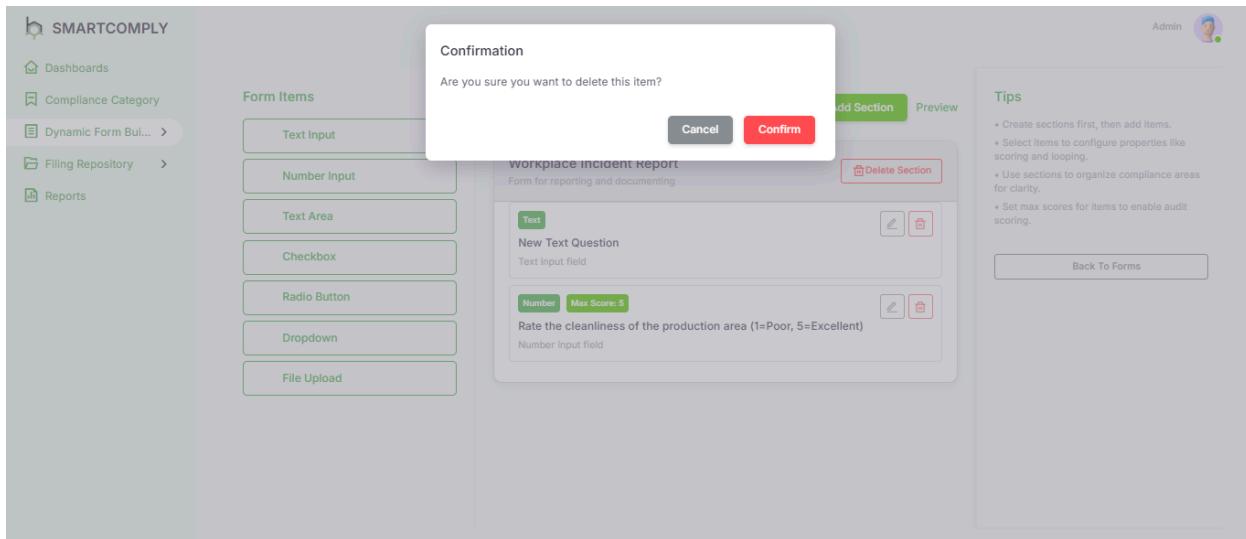


Figure 3.3.1.7 Delete Form Section

Step 8: Click the bin icon button to delete the item.

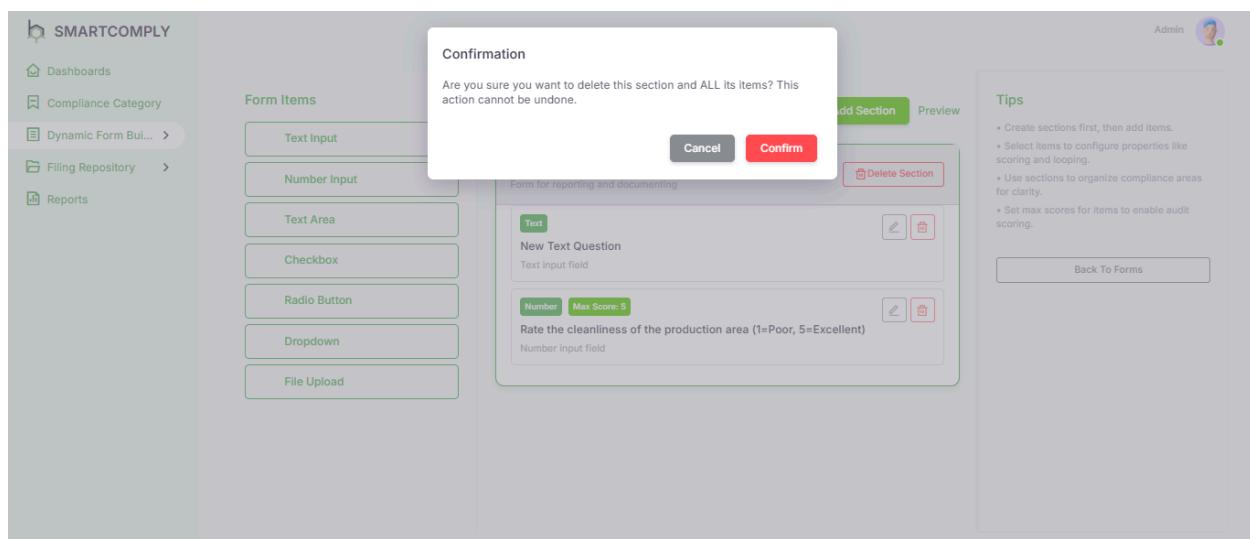
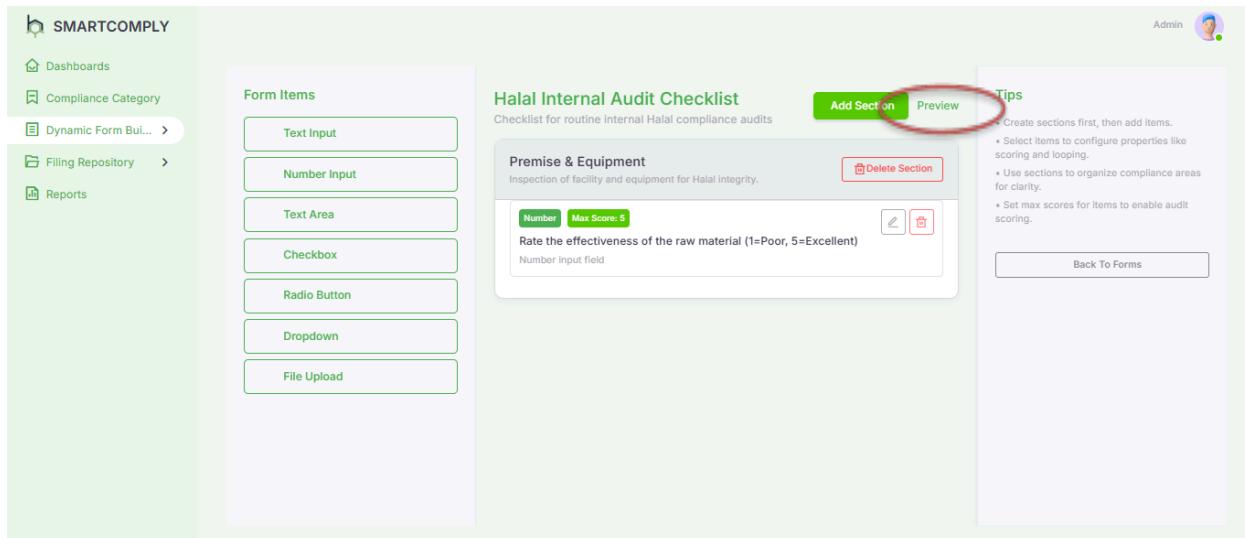


Figure 3.3.1.8 Delete Form Items

3.3.2 Preview Form

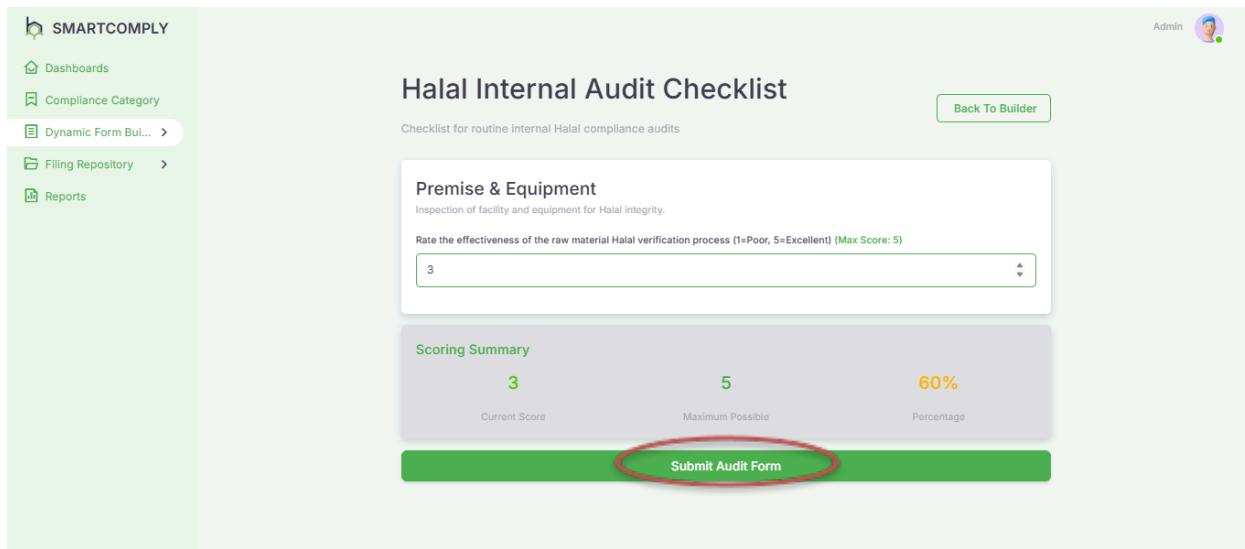
Step 1: Click the “Preview” button to navigate to the Preview page.



The screenshot shows the SMARTCOMPLY Dynamic Form Builder interface. On the left sidebar, under 'Dynamic Form Bu...', there is a red circle around the 'Preview' button in the top right corner of the main preview area. The preview area displays the 'Halal Internal Audit Checklist' form, which includes sections for 'Premise & Equipment' and 'Scoring Summary'. A 'Tips' sidebar on the right provides guidance on creating sections and items.

Figure 3.3.2.1 Builder page

Step 2: Click the “Submit Audit Form” button to change form status to “Published”.



The screenshot shows the SMARTCOMPLY Preview page for the 'Halal Internal Audit Checklist'. In the bottom right corner of the main content area, there is a red circle around the 'Submit Audit Form' button. The preview area displays the 'Halal Internal Audit Checklist' form, including the 'Premise & Equipment' section and the 'Scoring Summary' section, which shows a current score of 3, maximum possible of 5, and a percentage of 60%.

Figure 3.3.2.2 Preview page

3.3.3 Archive Form

Step 1: Click the “Archive” button for a specific form.

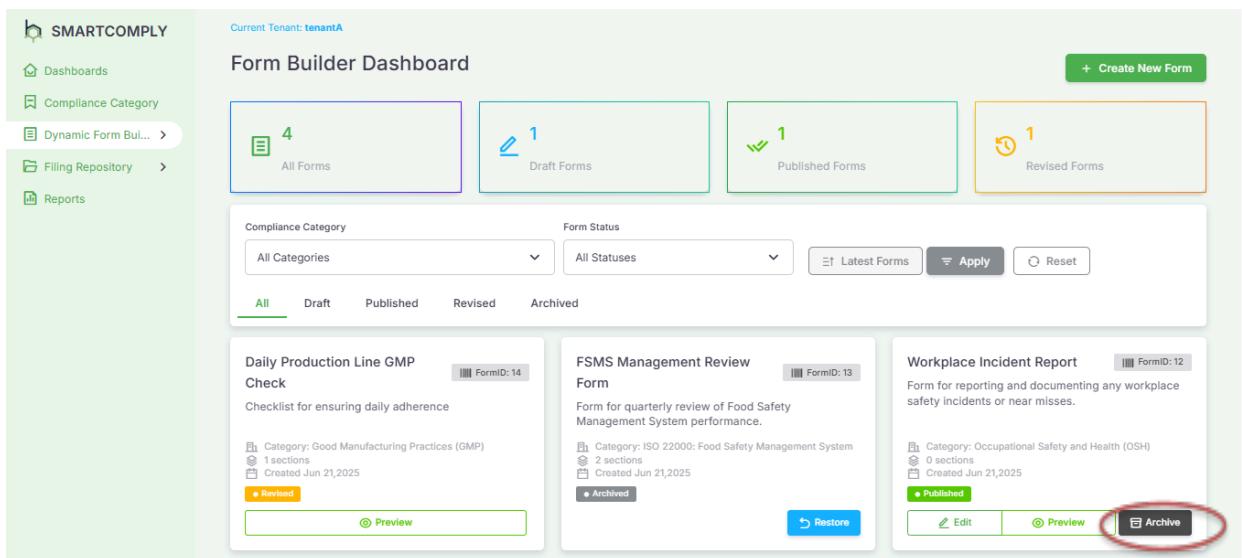


Figure 3.3.3.1 Form Builder

Step 2: Click the “Archive Form” button in the confirmation pop-up.

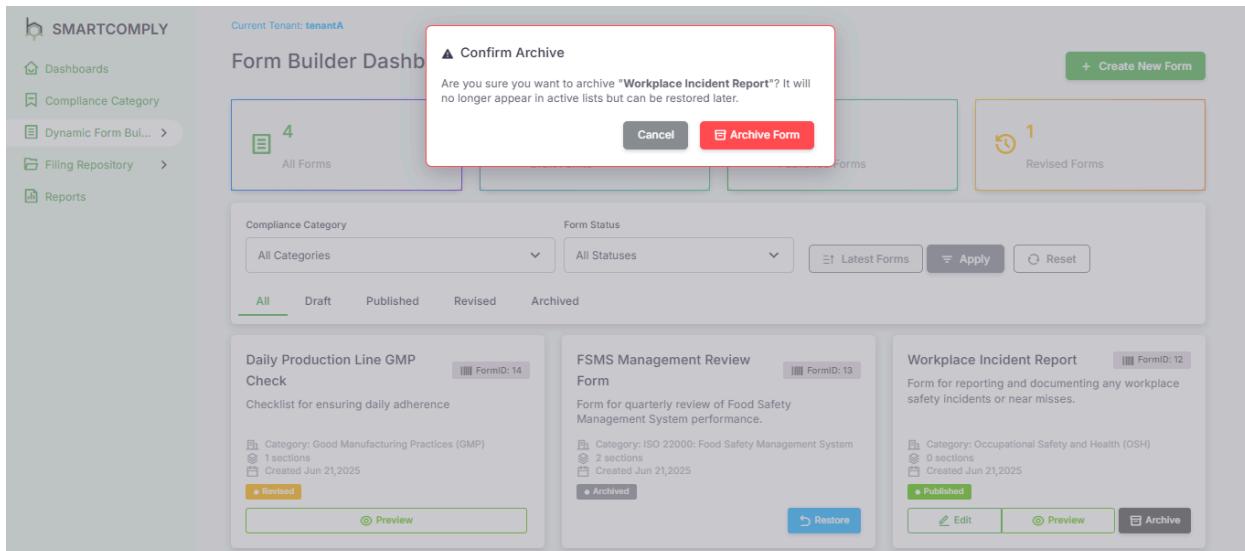


Figure 3.3.3.2 Archive Form Confirmation Popup

3.3.4 Restore Form

Step 1: Click the “Restore” button for a specific form.

The screenshot shows the SMARTCOMPLY Form Builder Dashboard. At the top, there are four boxes: 'All Forms' (4), 'Draft Forms' (1), 'Published Forms' (1), and 'Revised Forms' (1). Below these are filters for 'Compliance Category' (All Categories) and 'Form Status' (All Statuses), with tabs for All, Draft, Published, Revised, and Archived. In the main area, three forms are listed: 'Daily Production Line GMP Check' (FormID: 14, Archived), 'FSMS Management Review Form' (FormID: 13, Archived), and 'Workplace Incident Report' (FormID: 12, Published). The 'FSMS Management Review Form' has a red circle around its 'Restore' button.

Figure 3.3.4.1 Form Builder

Step 2: Click the “Restore Form” button in the confirmation pop-up.

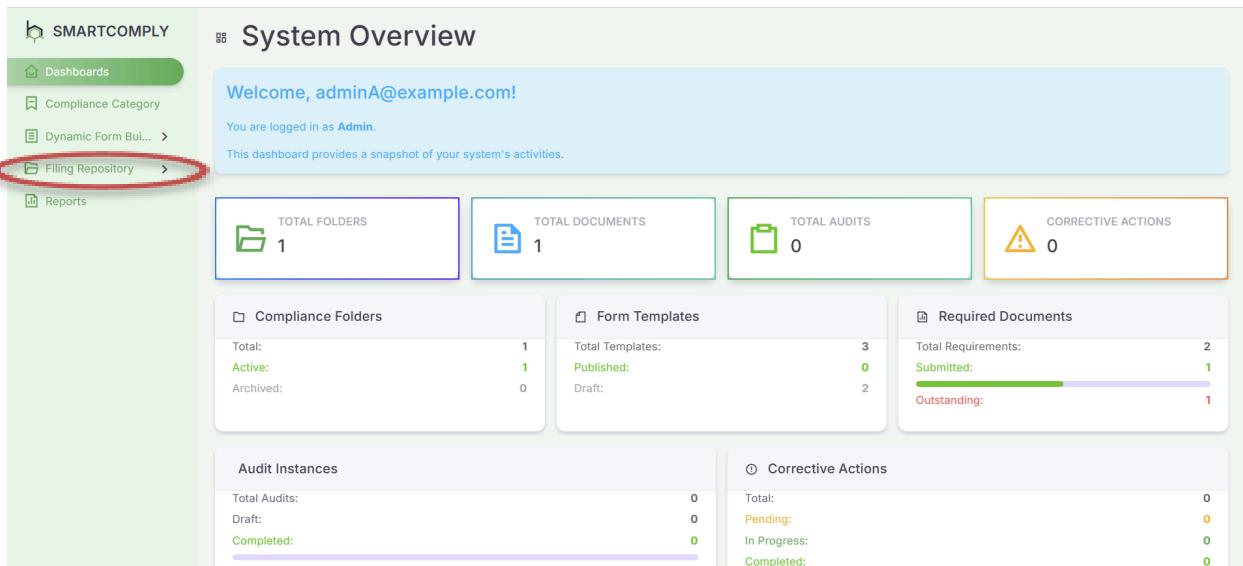
The screenshot shows the SMARTCOMPLY Form Builder Dashboard with a confirmation pop-up titled 'Confirm Restore'. The message asks if the user wants to restore the 'FSMS Management Review Form' to Draft status. There are 'Cancel' and 'Restore Form' buttons. The background shows the same dashboard layout as Figure 3.3.4.1, with the 'FSMS Management Review Form' still in Archived status but the 'Restore' button now highlighted.

Figure 3.3.4.2 Archive Form Confirmation Popup

3.4 Filing Repository

3.4.1 Create a Folder

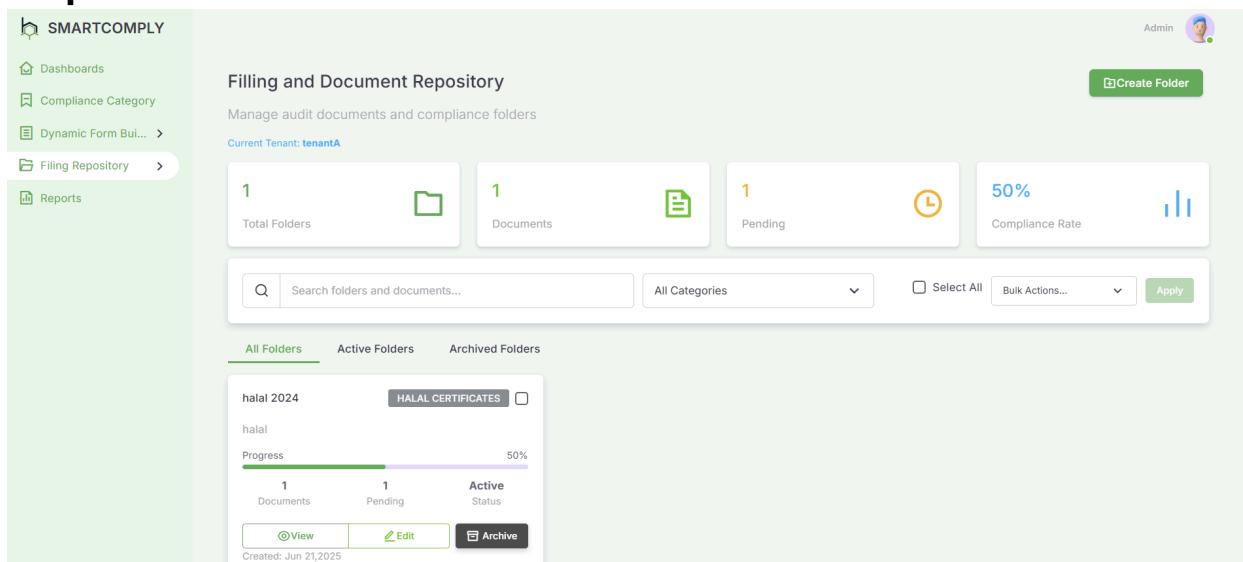
Step 1: Navigate to “Filing Repository” from the side vertical menu



The screenshot shows the SMARTCOMPLY Admin Dashboard. On the left, a sidebar menu lists 'Dashboards', 'Compliance Category', 'Dynamic Form Bu...', 'Filing Repository' (which is circled in red), and 'Reports'. The main area is titled 'System Overview' and displays a welcome message for 'adminA@example.com'. It includes four summary boxes: 'TOTAL FOLDERS' (1), 'TOTAL DOCUMENTS' (1), 'TOTAL AUDITS' (0), and 'CORRECTIVE ACTIONS' (0). Below these are sections for 'Compliance Folders', 'Form Templates', 'Required Documents', 'Audit Instances', and 'Corrective Actions', each with detailed statistics.

Figure 3.4.1.1 Admin Dashboard

Step 2: Click on the “Create Folder” button.



The screenshot shows the 'Filing and Document Repository' page. The sidebar menu is identical to the Admin Dashboard. The main area has a title 'Filing and Document Repository' and a subtitle 'Manage audit documents and compliance folders'. It shows summary statistics: 1 Total Folders, 1 Documents, 1 Pending, and 50% Compliance Rate. Below this is a search bar and a filter dropdown. The main content area shows a list of folders, with one folder named 'halal 2024' selected. This folder details show 1 Document, 1 Pending, and Active Status. Buttons for 'View', 'Edit', and 'Archive' are present.

Figure 3.4.1.2 Filing Repository

Step 3: Fill in the necessary details of the folder and click on the “Create Folder” button.

SMARTCOMPLY

Admin

Create New Compliance Folder

Folder Name: Halal 2025

Compliance Type: HALAL CERTIFICATES

Description: Halal status for 2025

Required Documents

Document Name: list of ingredient	Description: bahan bahan	
Document Name: cleanliness aspect	Description: kebersihan	

Add Required Document

Back To List

Create Folder

Figure 3.4.1.3 Create Folder

Step 4: Folder successfully added to the system.

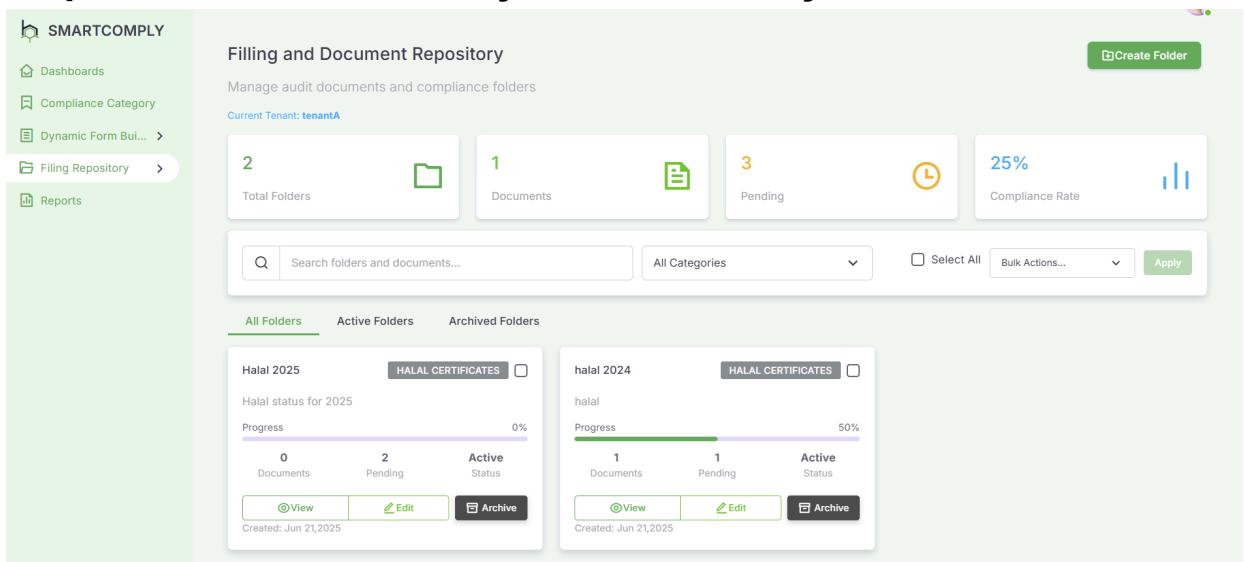


Figure 3.4.1.4 Filing Repository

3.4.2 Edit Folder

Step 1: Select the folder to edit and click on the “Edit” button for the specific folder.

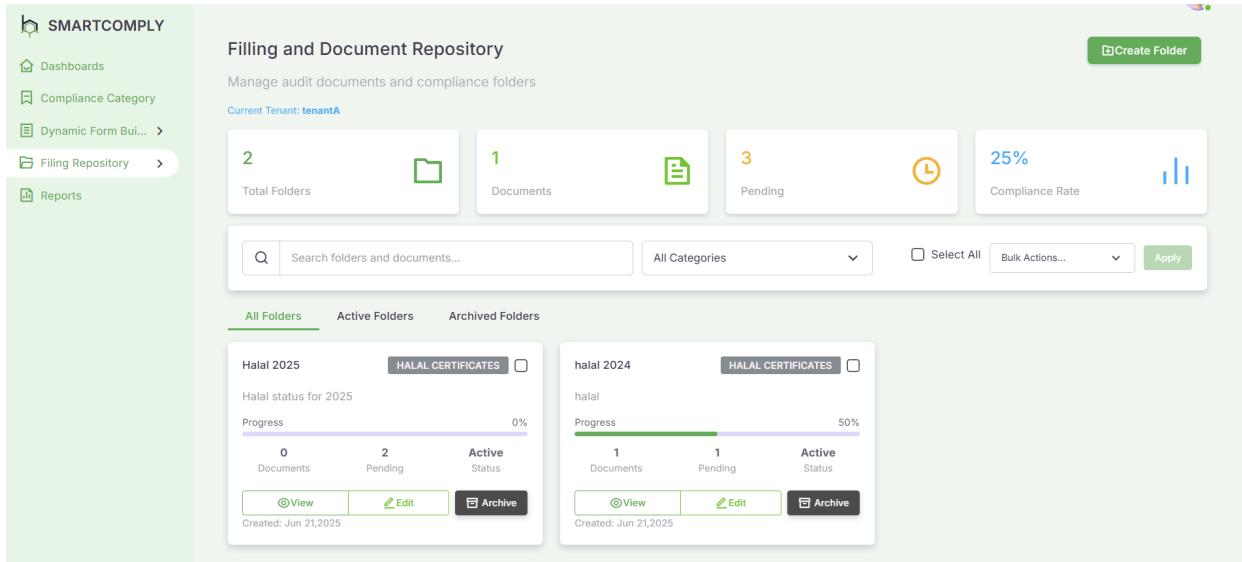


Figure 3.4.2.1 Filing Repository

Step 2: Edit the folder information and save the edit by clicking the “Save Changes” button.

The screenshot shows the "Edit Compliance Folder" dialog box. It contains fields for "Folder Name" (Halal 2025), "Compliance Type" (HALAL CERTIFICATES), and a "Description" field (Halal status for 2025). Below this, there's a section for "Required Documents" with three entries: "list of ingredient" (description: bahan bahan), "cleanliness aspect" (description: kebersihan), and "compliant" (description: -). There are "Add Required Document" and "Save Changes" buttons at the bottom.

Figure 3.4.2.2 Edit Folder

Step 3: Successfully edit the folder.

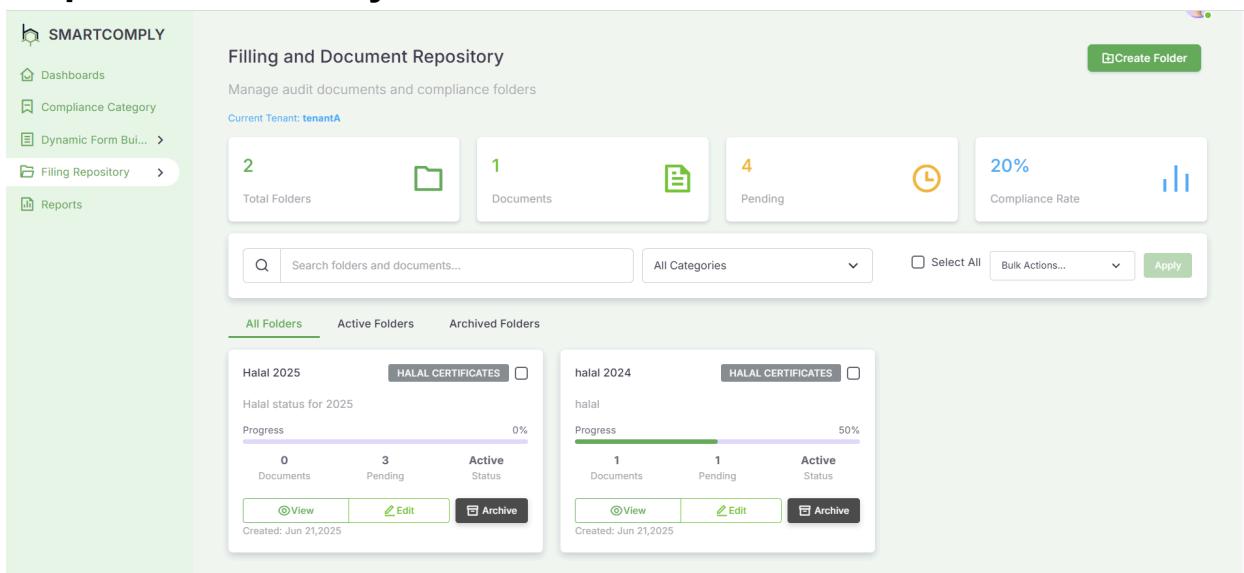


Figure 3.4.2.3 Filing Repository

3.4.3 Archive Folder

Step 1: Click the “Archive” button for a specific folder.

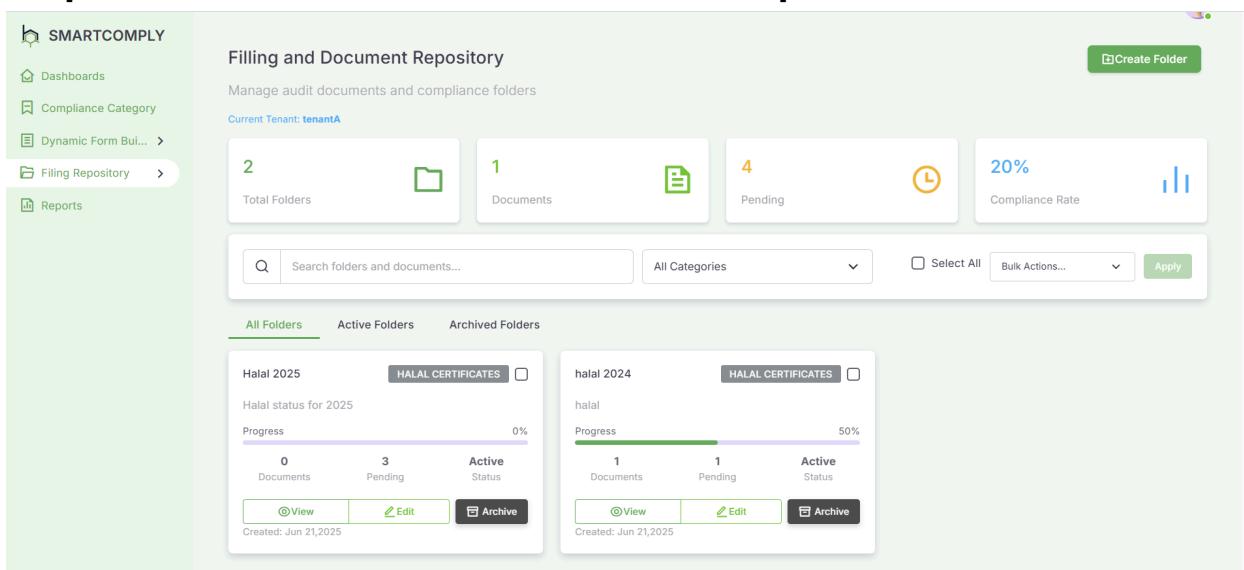


Figure 3.4.3.1 Filing Repository

Step 2: Click the “Archive Folder” button in the confirmation pop-up.

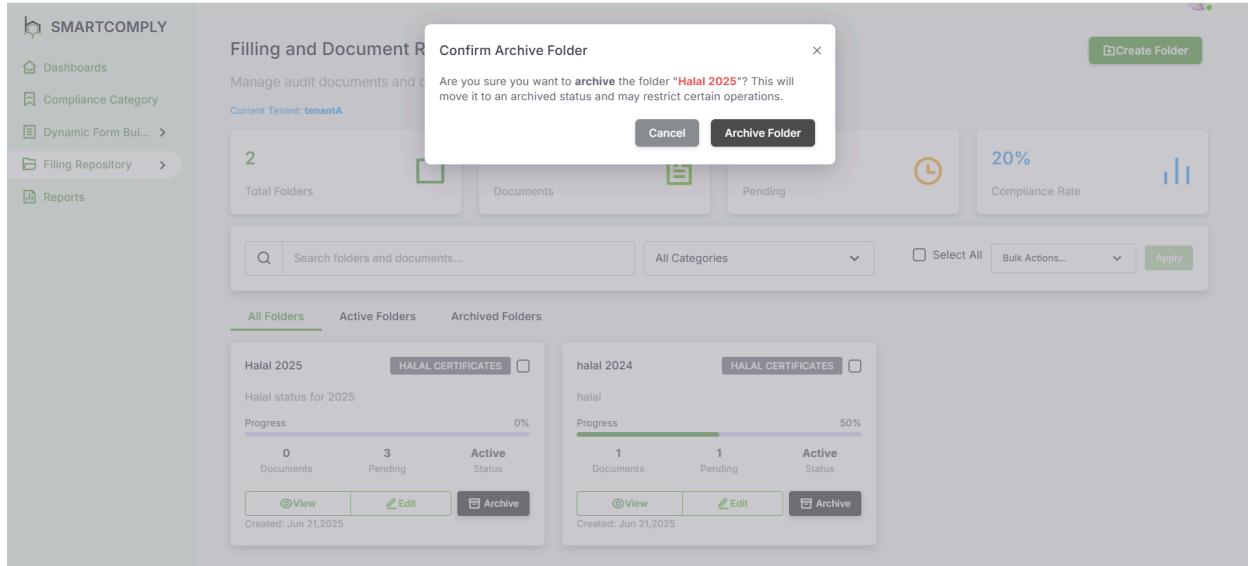


Figure 3.4.3.2 Filing Repository

Step 3: The folder status changes from “Active” to “Archived”

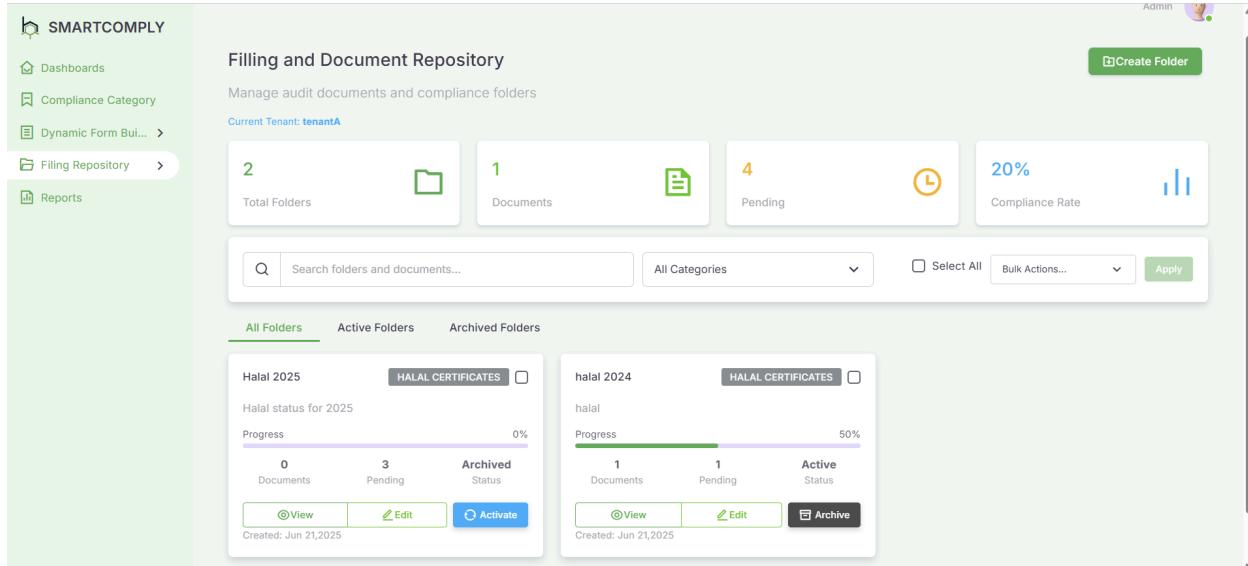


Figure 3.4.3.3 Filing Repository

Additional information:

- The user and manager can only see the active folders.
- Archived folder will not be accessed by them.

3.4.4 Activate Folder

Step 1: Click the “Activate” button for a specific folder.

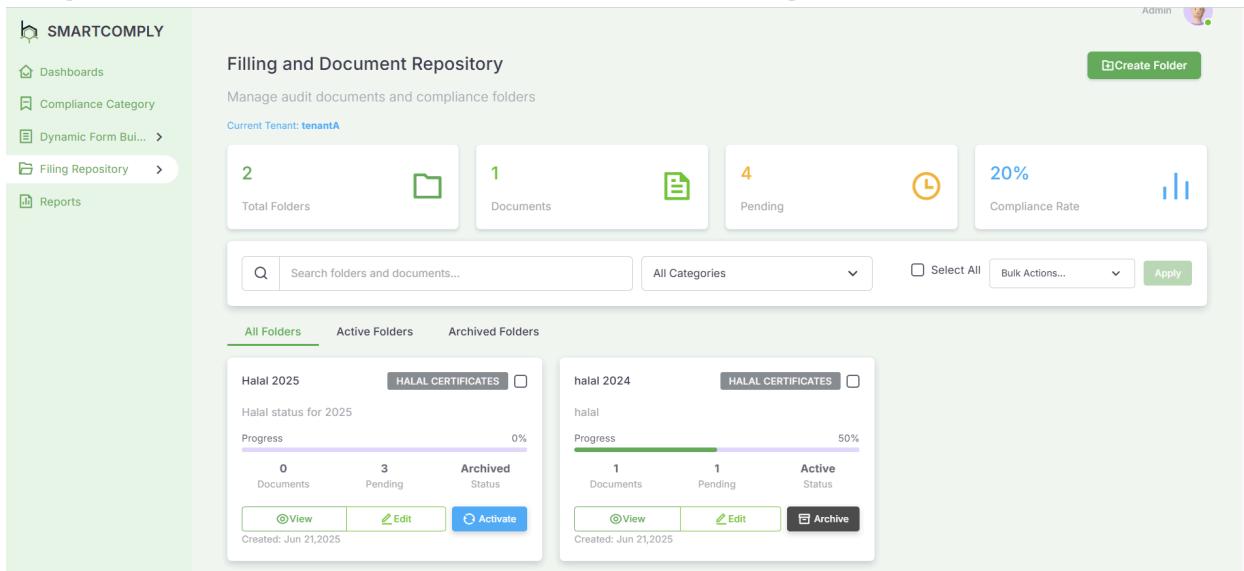


Figure 3.4.4.1 Filing Repository

Step 2: Click the “Activate Folder” button in the confirmation pop-up.

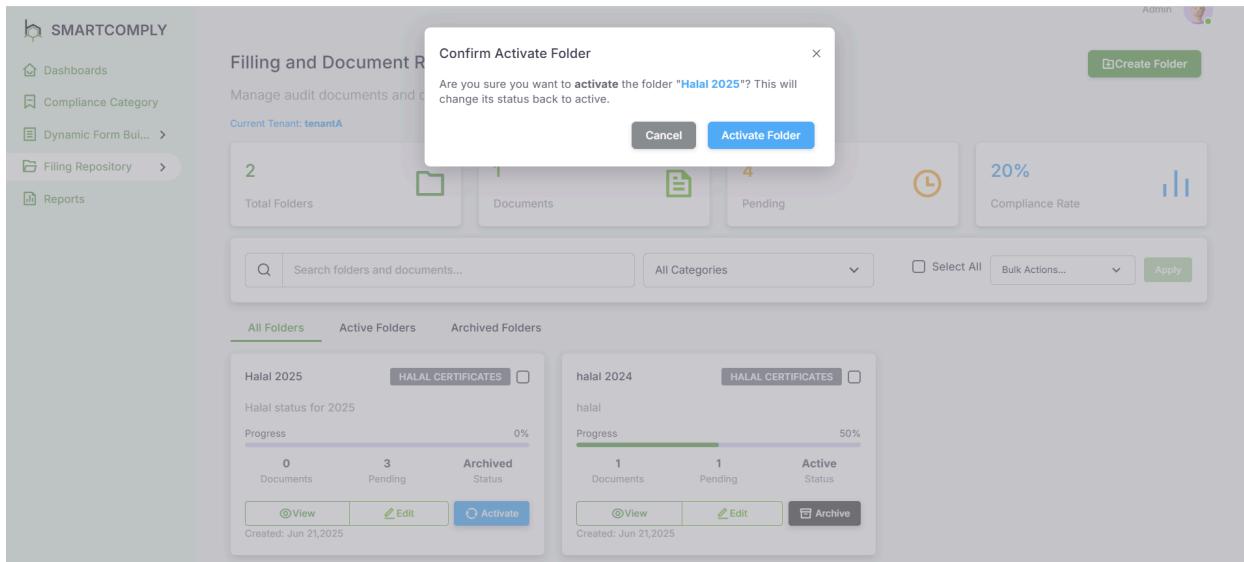


Figure 3.4.4.2 Filing Repository

Step 3: The folder status changes from “Archived” to “Active”

The screenshot shows the 'Filing and Document Repository' section of the SmartComply platform. At the top, there's a header with the title and a 'Create Folder' button. Below the header is a summary card with metrics: 2 Total Folders, 1 Document, 4 Pending, and 20% Compliance Rate. A search bar and filter dropdown are also present. The main area displays two folder details: 'Halal 2025' and 'halal 2024'. Each folder card includes a progress bar, document count, pending status, and action buttons for View, Edit, and Archive.

Figure 3.4.4.3 Filing Repository

3.4.5 Upload Documents

Step 1: Navigate to “Filing Repository” from the side vertical menu

The screenshot shows the 'System Overview' dashboard for an administrator. It features a welcome message for 'adminA@example.com' and a note that the user is logged in as 'Admin'. The dashboard provides a snapshot of system activities through various cards:

- TOTAL FOLDERS:** 1
- TOTAL DOCUMENTS:** 1
- TOTAL AUDITS:** 0
- CORRECTIVE ACTIONS:** 0
- Compliance Folders:** Total: 1, Active: 1, Archived: 0
- Form Templates:** Total Templates: 3, Published: 0, Draft: 2
- Required Documents:** Total Requirements: 2, Submitted: 1, Outstanding: 1
- Audit Instances:** Total Audits: 0, Draft: 0, Completed: 0
- Corrective Actions:** Total: 0, Pending: 0, In Progress: 0, Completed: 0

Figure 3.3.5.1 Admin Dashboard

Step 2: All folders are displayed.

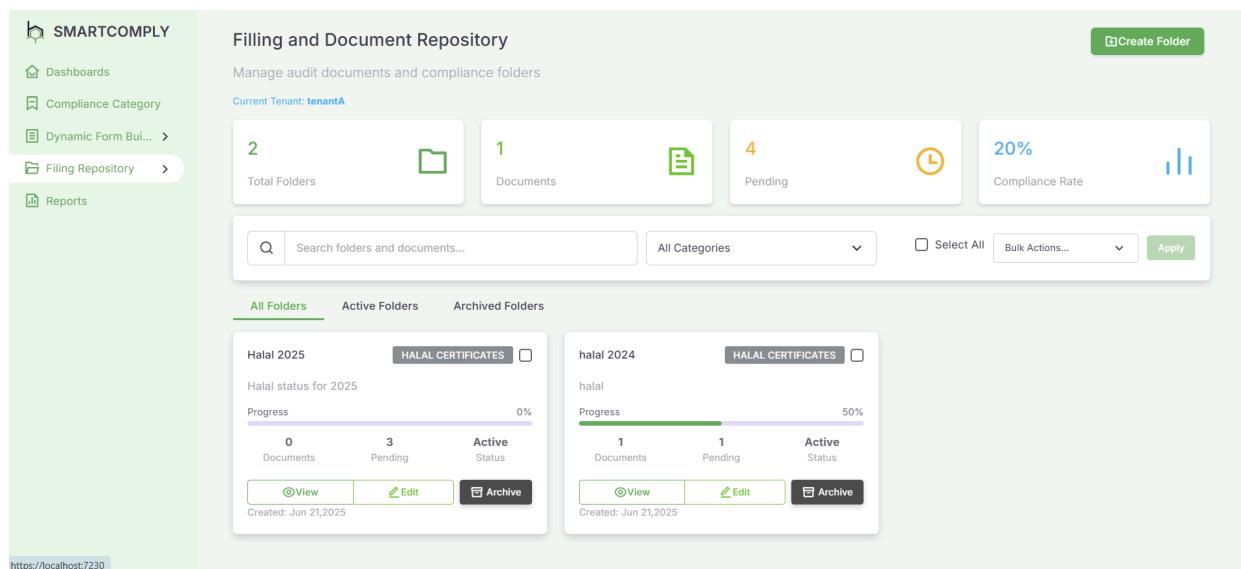


Figure 3.3.5.2 Filing Repository

Step 3: The user clicks on the “View” button for a specific folder.

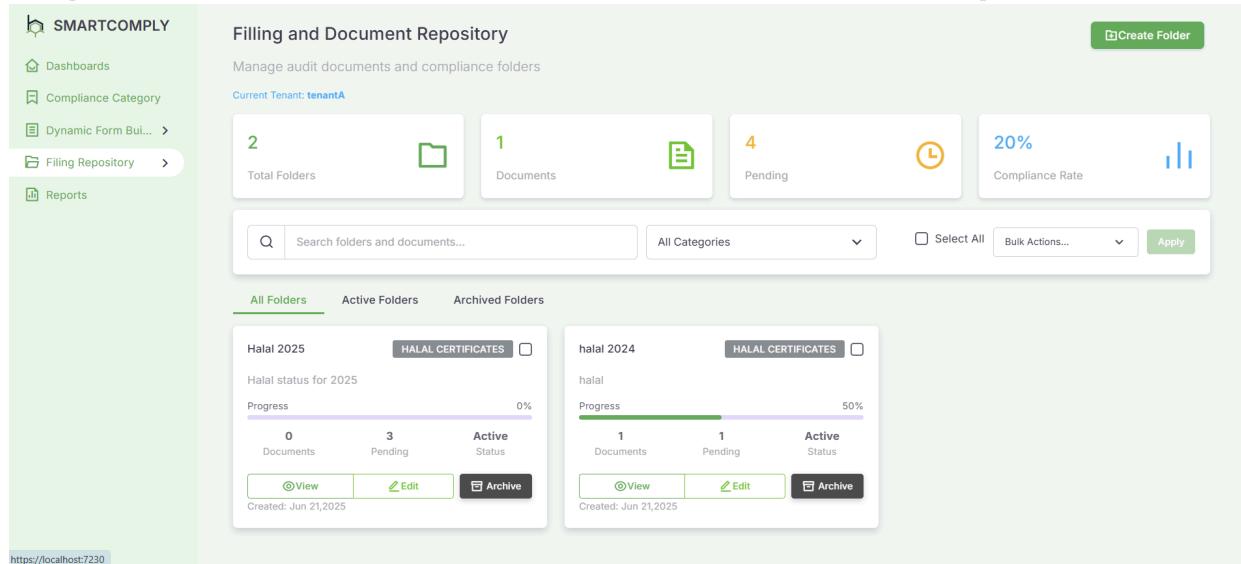


Figure 3.3.5.3 Folder Details

Step 4: Folder details are displayed. Click on the “Upload General Document” button or the “Upload” button to upload a document

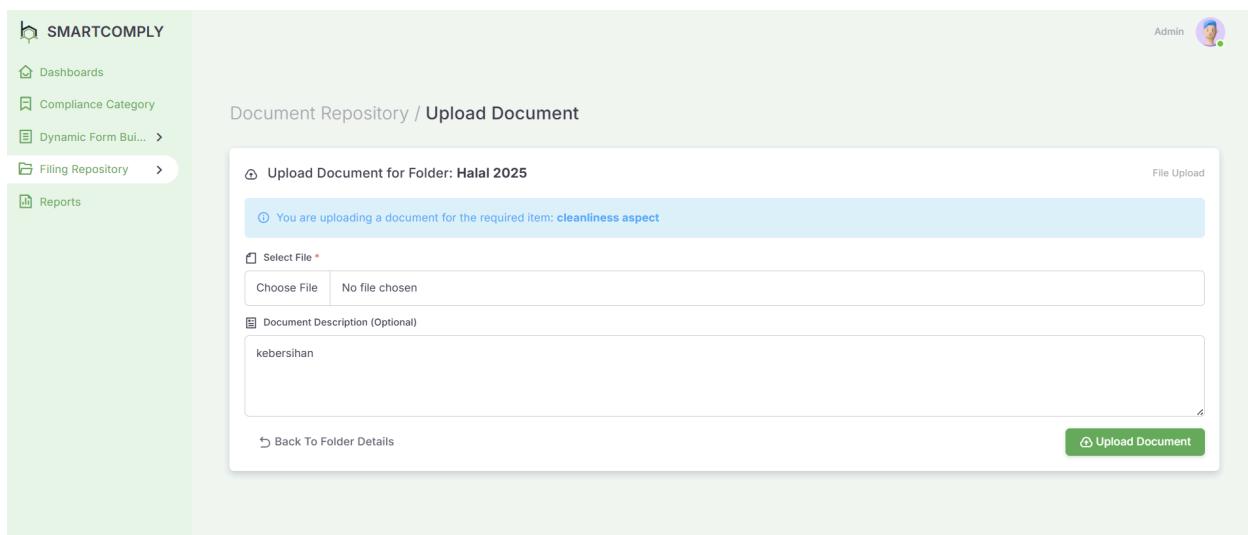
The screenshot shows the SMARTCOMPLY interface. On the left, a sidebar menu includes: SMARTCOMPLY, Dashboards, Compliance Category, Dynamic Form Bui..., Filing Repository (selected), and Reports. The main content area displays a folder named "Halal 2025". Key details shown are: Compliance Type: HALAL CERTIFICATES; Description: Halal status for 2025; Created By: adminA@example.com on Jun 21, 2025 at 05:48 PM; Last Modified By: adminA@example.com on Jun 21, 2025 at 06:08 PM; Status: Active. A "Required Documents Checklist" section lists three items: cleanliness aspect (Required, kebersihan), compliant (Required), and list of ingredient (Required, bahan bahan). A "Uploaded Documents" section indicates no files have been uploaded yet. Top right buttons include: Upload General Document, Edit Folder, and Back To Folders.

Figure 3.3.5.4 Folder Details

Step 5: Choose the file and fill in the necessary information.

The screenshot shows the SMARTCOMPLY interface. On the left, a sidebar menu includes: SMARTCOMPLY, Dashboards, Compliance Category, Dynamic Form Bui..., Filing Repository (selected), and Reports. The main content area displays a "Document Repository / Upload Document" page. It shows a form titled "Upload Document for Folder: Halal 2025" with fields for "Select File" (Choose File, No file chosen) and "Document Description (Optional)" (Enter a brief description for this document (e.g., version, content summary)). Bottom buttons include: Back To Folder Details and Upload Document. The top right corner shows the user profile "Admin" and a small profile picture.

Figure 3.3.5.1 Upload General Document



The screenshot shows the SmartComply application interface. On the left, a sidebar menu includes 'Dashboards', 'Compliance Category', 'Dynamic Form Bu...', 'Filing Repository' (which is currently selected), and 'Reports'. The main content area is titled 'Document Repository / Upload Document' and displays a form for uploading a document to a folder named 'Halal 2025'. A blue header bar indicates that a required item ('cleanliness aspect') is being uploaded. The form fields include a 'Select File' input which shows 'No file chosen', and a 'Document Description (Optional)' input field containing the text 'kebersihan'. At the bottom right is a green 'Upload Document' button.

Figure 3.3.5.5.2 Upload file for a Required Document

Step 6: Upload the files by clicking the “Upload Documents” button

The screenshot shows the SMARTCOMPLY platform's 'Upload Document' interface. On the left, there's a sidebar with navigation links: SMARTCOMPLY, Dashboards, Compliance Category, Dynamic Form Bui..., Filing Repository (which is currently selected), and Reports. The main content area has a title 'Document Repository / Upload Document' and a sub-section 'Upload Document for Folder: Halal 2025'. It displays a message: 'You are uploading a document for the required item: cleanliness aspect'. Below this, there's a 'Select File' input field containing 'aws skillbuilder.jpeg', a 'Document Description (Optional)' text area with 'kebersihan', and a 'Back To Folder Details' link. At the bottom right is a large green 'Upload Document' button.

Figure 3.3.5.6 Upload file

Step 7: View the uploaded files in the Folder Details Page

The screenshot shows the SMARTCOMPLY platform's 'Folder Details' page. The left sidebar shows 'Filing Repository' selected. The main content area includes a 'Required Documents Checklist' section with a status of '2 pending'. It lists items like 'cleanliness aspect' (Status: Submitted) and 'compliant' (Status: Required). Below this is an 'Associated Documents' section with a list of items including 'aws skillbuilder.jpeg'. The 'Uploaded Documents' section contains a table:

FILE NAME	DESCRIPTION	UPLOADED BY	UPLOAD DATE	SIZE	ACTIONS
aws skillbuilder.jpeg	kebersihan	adminA@example.com	Jun 21,2025	0.03 MB	

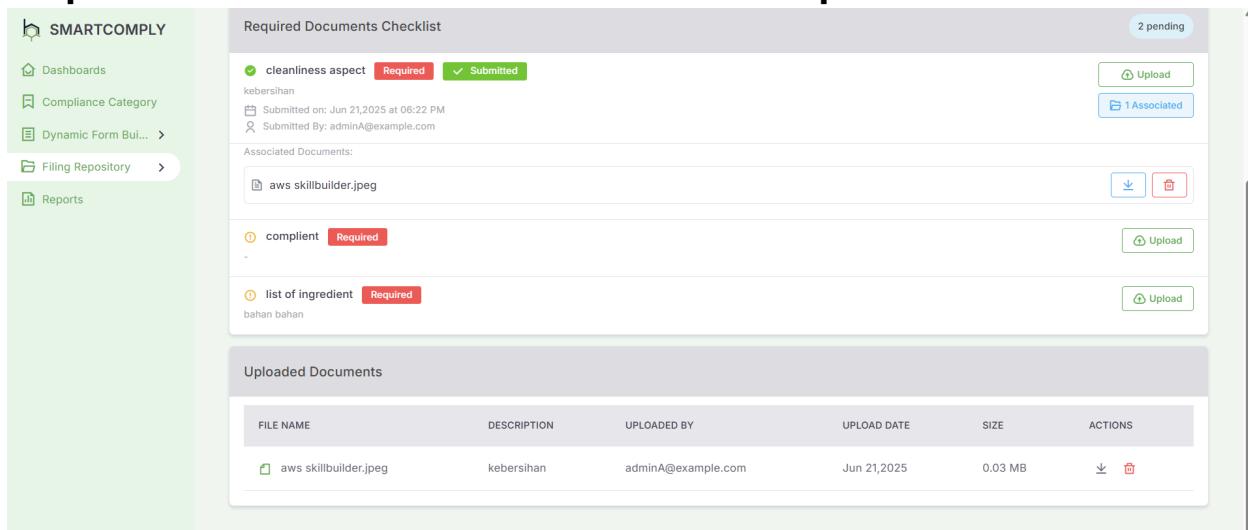
Figure 3.3.5.7 Folder Details

Additional information:

- For each required document, you can upload multiple documents

3.3.6 Download Document

Step 1: Clicks on the download icon for a specific file.



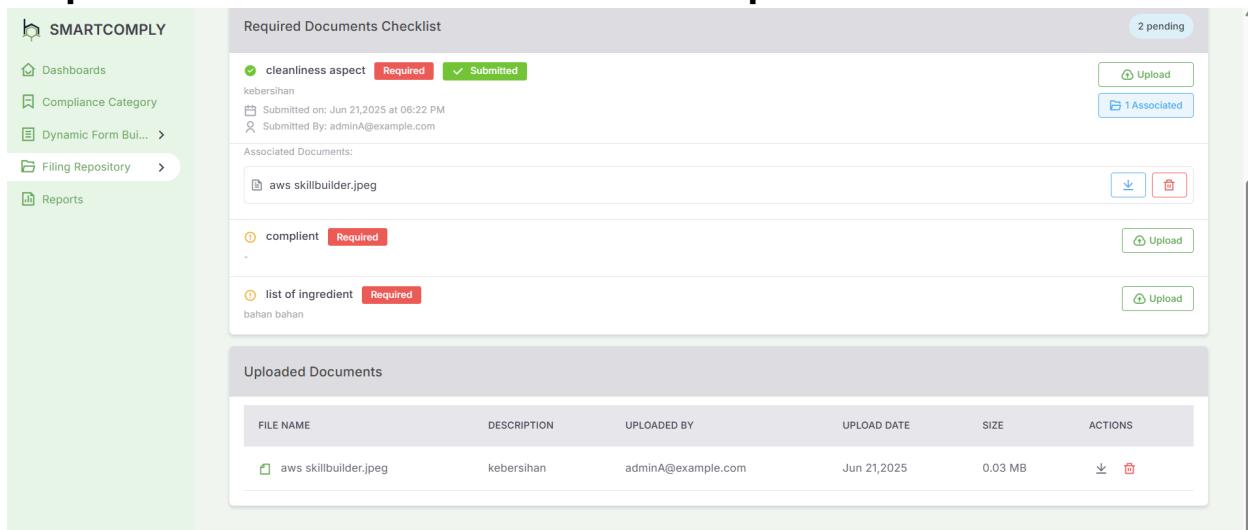
The screenshot shows the SmartComply application interface. On the left, a sidebar menu includes SMARTCOMPLY, Dashboards, Compliance Category, Dynamic Form Bui..., Filing Repository (selected), and Reports. The main content area is titled "Required Documents Checklist". It displays a task named "cleanliness aspect" (Status: Required, Submitted) with a description "kebersihan", submitted on Jun 21, 2025 at 06:22 PM by admin@example.com. There are "Upload" and "1 Associated" buttons. Below this is a section for "Associated Documents" showing "aws skillbuilder.jpeg" with download and delete icons. A second task, "compliant" (Status: Required), is listed with a description "list of ingredient" and a third task, "bahan bahan". The bottom section, "Uploaded Documents", lists "aws skillbuilder.jpeg" with columns: FILE NAME, DESCRIPTION, UPLOADED BY, UPLOAD DATE, SIZE, and ACTIONS (containing download and delete icons). The total size is 0.03 MB.

FILE NAME	DESCRIPTION	UPLOADED BY	UPLOAD DATE	SIZE	ACTIONS
aws skillbuilder.jpeg	kebersihan	adminA@example.com	Jun 21,2025	0.03 MB	

Figure 3.3.6.1 Folder Details

3.3.7 Delete file

Step 1: Clicks on the delete icon for a specific file.



The screenshot shows the SmartComply application interface. On the left, a sidebar menu includes 'Dashboards', 'Compliance Category', 'Dynamic Form Bui...', 'Filing Repository' (which is currently selected), and 'Reports'. The main content area displays the 'Required Documents Checklist' and 'Uploaded Documents' sections.

Required Documents Checklist:

- cleanliness aspect (Required) - Submitted
- kebersihan
- Submitted on: Jun 21,2025 at 06:22 PM
- Submitted By: adminA@example.com
- Associated Documents:
 - aws skillbuilder.jpeg

Uploaded Documents:

FILE NAME	DESCRIPTION	UPLOADED BY	UPLOAD DATE	SIZE	ACTIONS
aws skillbuilder.jpeg	kebersihan	adminA@example.com	Jun 21,2025	0.03 MB	

Figure 3.3.7.1 Folder Details

4.0 MANAGER

4.0 MANAGER

Staff can view the client list, view completed tasks and manage pending tasks assigned by the admin.

4.1 Manager Dashboard

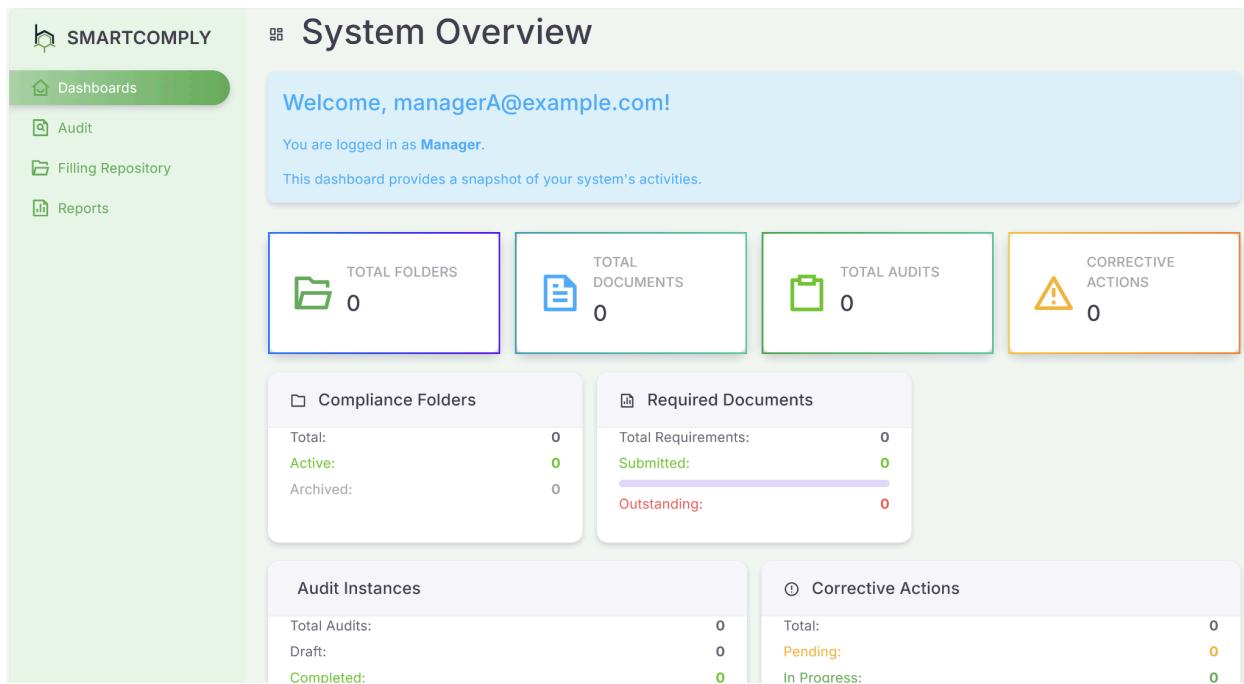


Figure 4.1 Manager Dashboard

4.2 Filing Repository

4.2.1 Upload files

Step 1: Navigate to “Filing Repository” from the side vertical menu

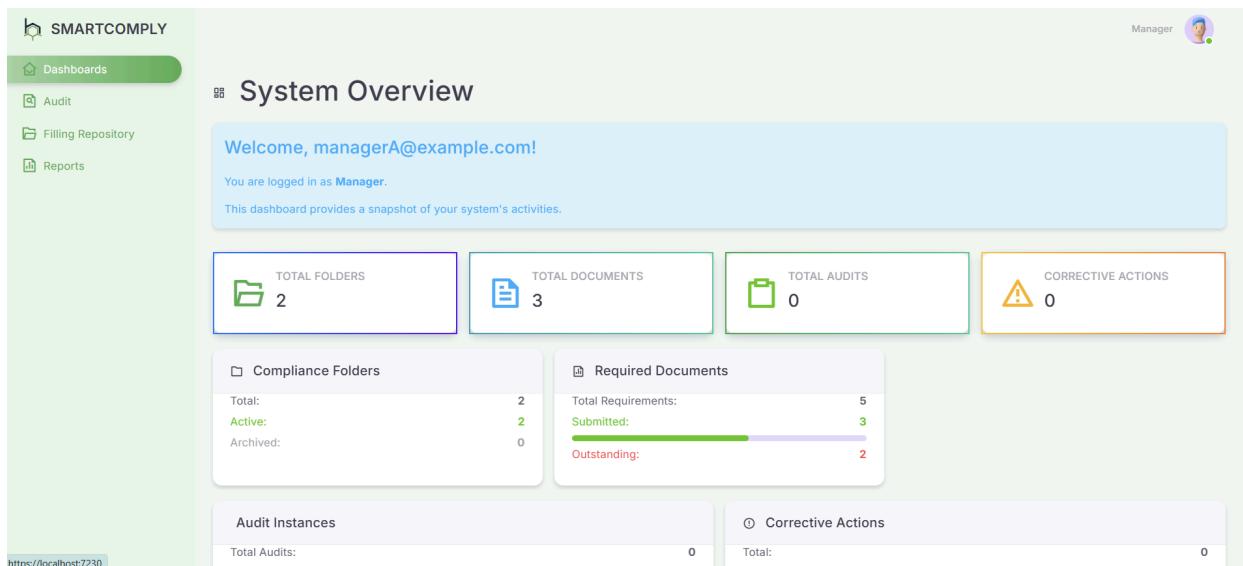


Figure 4.2.1.1 Manager Dashboard

Step 2: All active folders in the user’s tenant are displayed.

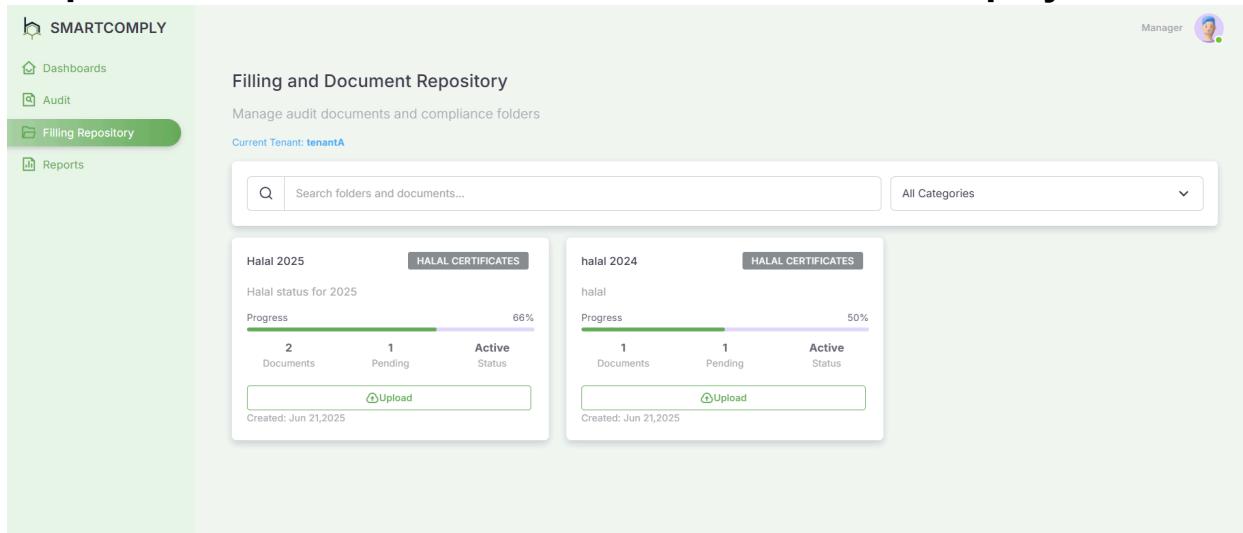
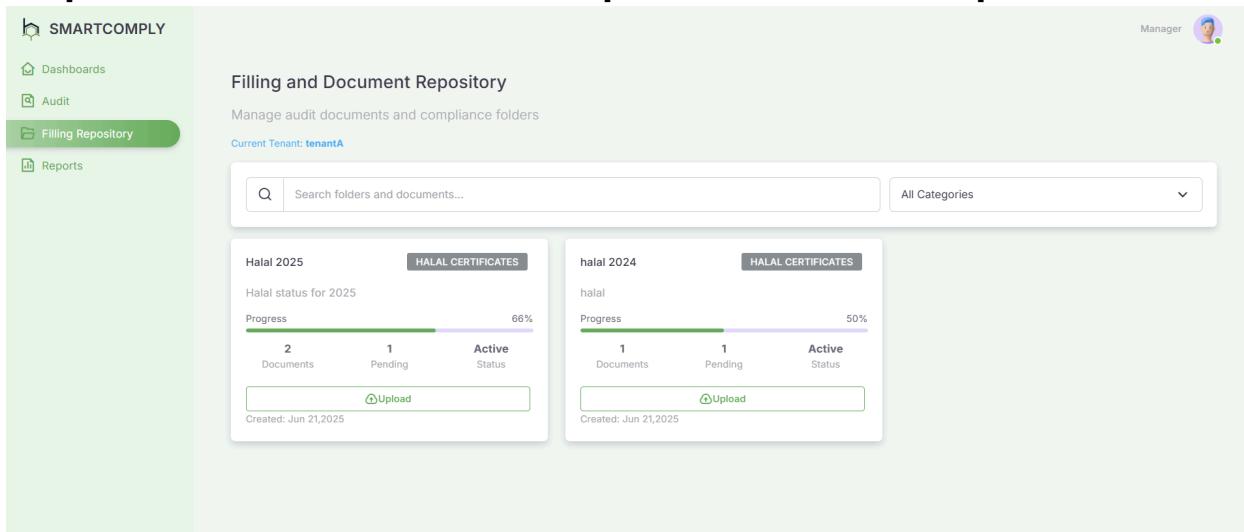


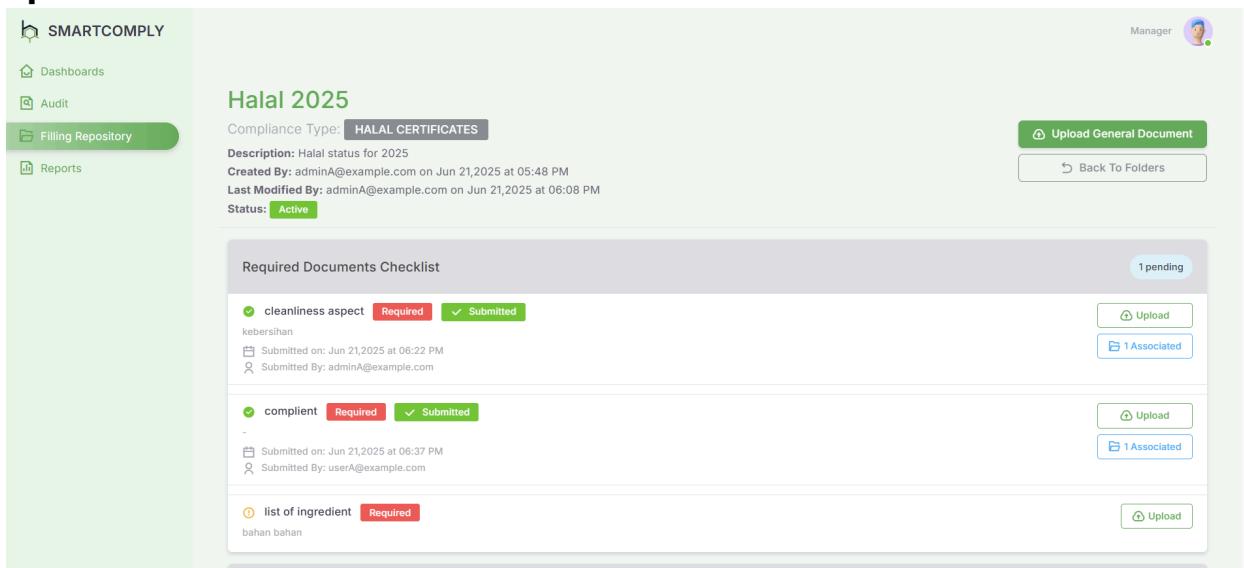
Figure 4.2.1.2 Filing Repository

Step 3: The user clicks on the upload button for a specific folder.

The screenshot shows the SMARTCOMPLY platform's Filing and Document Repository. On the left, a sidebar menu includes Dashboards, Audit, Filing Repository (which is selected and highlighted in green), and Reports. The main area is titled "Filing and Document Repository" and "Manage audit documents and compliance folders". It shows two folder details:

- Halal 2025**: Compliance Type: HALAL CERTIFICATES. Progress: 66% (2 Documents, 1 Pending, Active Status). Created: Jun 21, 2025. An "Upload" button is visible.
- halal 2024**: Compliance Type: HALAL CERTIFICATES. Progress: 50% (1 Documents, 1 Pending, Active Status). Created: Jun 21, 2025. An "Upload" button is visible.

Figure 4.2.1.3 Filing Repository

Step 4: Folder details are displayed. The user can click on the “Upload General Document” button or the “Upload” button to upload a document

The screenshot shows the SMARTCOMPLY platform's folder details for the "Halal 2025" folder. The sidebar menu is identical to Figure 4.2.1.3. The main area displays the folder details:

- Compliance Type:** HALAL CERTIFICATES
- Description:** Halal status for 2025
- Created By:** adminA@example.com on Jun 21, 2025 at 05:48 PM
- Last Modified By:** adminA@example.com on Jun 21, 2025 at 06:08 PM
- Status:** Active

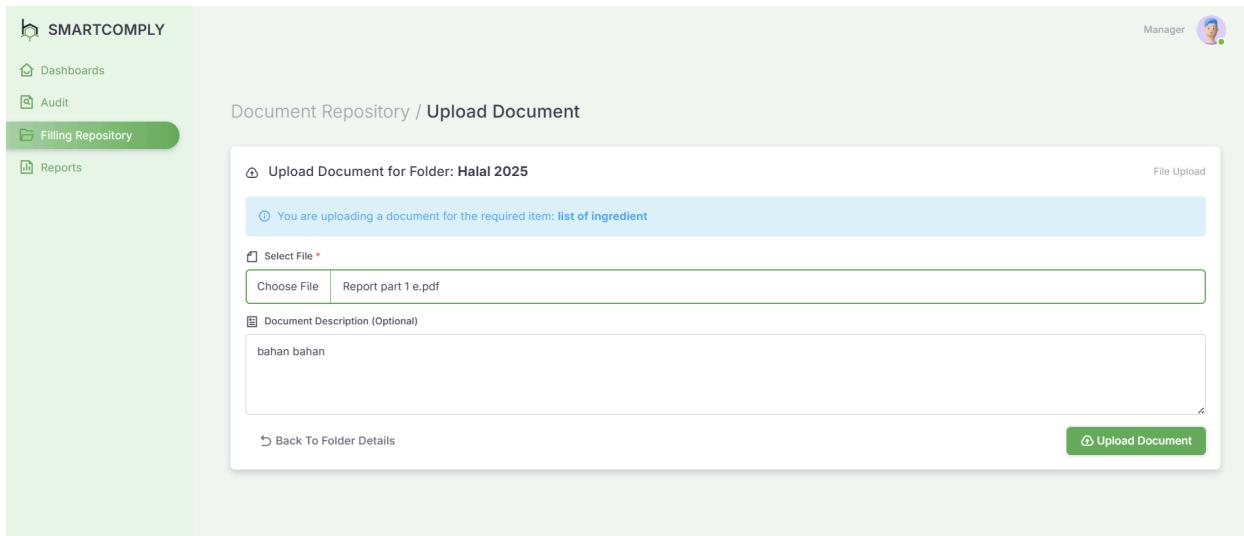
Below this, a "Required Documents Checklist" section lists three items:

- cleanliness aspect (Status: Submitted, Required, kebersihan)
- complaint (Status: Submitted, Required, submitted by userA@example.com)
- list of ingredient (Status: Submitted, Required, bahan bahan)

On the right side of the page are two prominent buttons: "Upload General Document" (green) and "Upload" (blue).

Figure 4.2.1.4 Folder Details

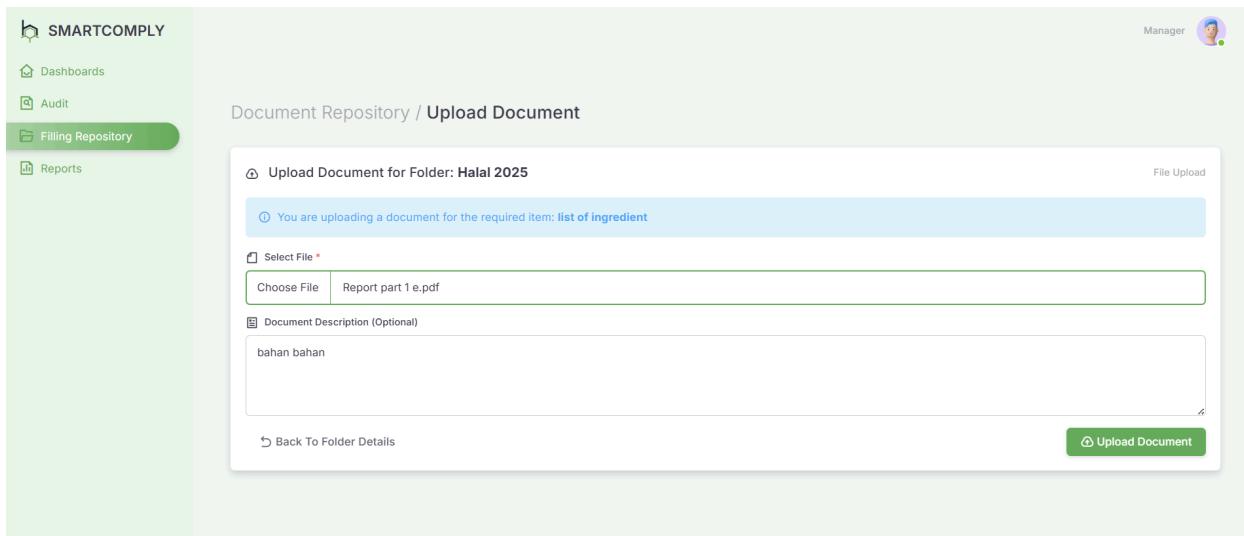
Step 5: Choose the document and fill in the necessary information.



The screenshot shows the SMARTCOMPLY software interface. On the left, there is a sidebar with the following navigation options: SMARTCOMPLY (home icon), Dashboards, Audit, Filing Repository (selected and highlighted in green), and Reports. At the top right, there is a 'Manager' user profile icon. The main content area is titled 'Document Repository / Upload Document'. It displays a form for uploading a document to a folder named 'Halal 2025'. The form includes a 'Select File' button with the path 'Choose File Report part 1 e.pdf' and a 'Document Description (Optional)' field containing the text 'bahan bahan'. A 'File Upload' link is located at the top right of the form area. At the bottom left is a 'Back To Folder Details' link, and at the bottom right is a green 'Upload Document' button.

Figure 4.2.1.5 Upload Document

Step 6: Upload the documents by clicking the “Upload Documents” button



This screenshot is identical to Figure 4.2.1.5, showing the 'Upload Document' screen for the 'Halal 2025' folder. The 'Choose File' button now shows the path 'Report part 1 e.pdf', indicating that a file has been selected for upload. The rest of the interface, including the sidebar, form fields, and buttons, remains the same.

Figure 4.2.1.6 Upload Document

Step 7: You can view the uploaded documents in the Folder Details Page

FILE NAME	DESCRIPTION	UPLOADED BY	UPLOAD DATE	SIZE	ACTIONS
Report part 1 e.pdf	bahan bahan	managerA@example.com	Jun 21,2025	0.14 MB	
HOLI.png	-	userA@example.com	Jun 21,2025	0.01 MB	
aws skillbuilder.jpeg	kebersihan	adminA@example.com	Jun 21,2025	0.03 MB	

Figure 4.2.1.7 Folder Details

Additional information:

- For each required document, you can upload multiple documents

4.2.2 Download files

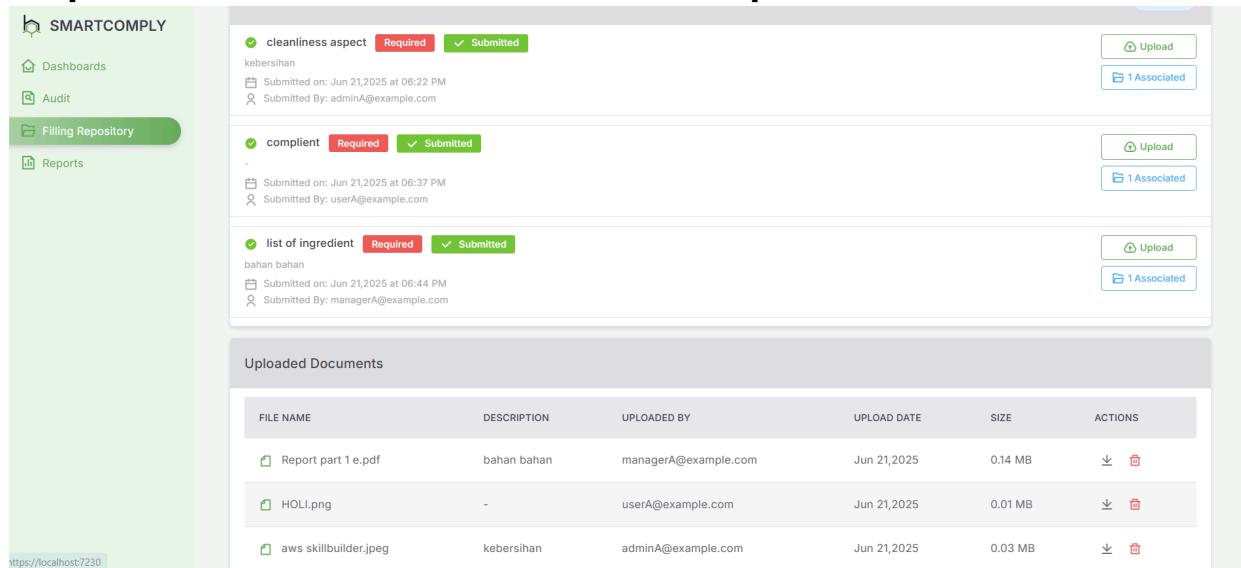
Step 1: The user clicks on the download icon for a specific document.

FILE NAME	DESCRIPTION	UPLOADED BY	UPLOAD DATE	SIZE	ACTIONS
Report part 1 e.pdf	bahan bahan	managerA@example.com	Jun 21,2025	0.14 MB	
HOLI.png	-	userA@example.com	Jun 21,2025	0.01 MB	
aws skillbuilder.jpeg	kebersihan	adminA@example.com	Jun 21,2025	0.03 MB	

Figure 4.2.2.1 Folder Details

4.2.3 Delete files

Step 1: Clicks on the delete icon for a specific document.

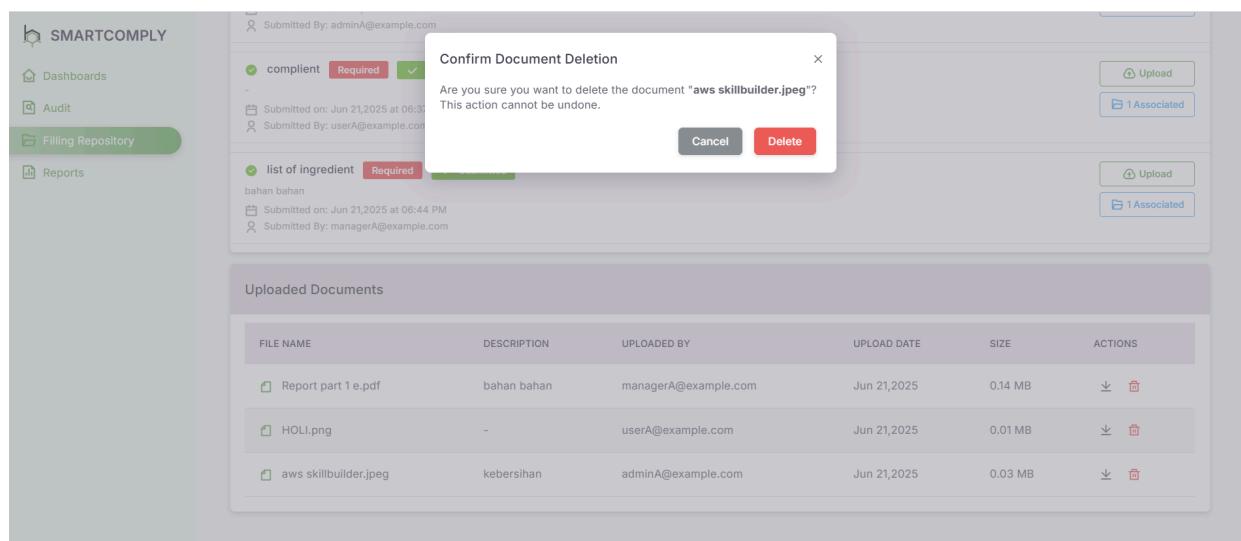


The screenshot shows the SMARTCOMPLY application interface. On the left, there's a sidebar with 'SMARTCOMPLY' logo and navigation links: Dashboards, Audit, Filing Repository (which is highlighted in green), and Reports. The main content area shows a list of documents under 'Filing Repository'. Each document entry includes a status badge (green circle with checkmark), a required badge (red rectangle with 'Required'), and a submitted badge (green checkmark). The document details are: 'cleanliness aspect' (Submitted on Jun 21, 2025 at 06:22 PM, Submitted By: adminA@example.com), 'compliant' (Submitted on Jun 21, 2025 at 06:37 PM, Submitted By: userA@example.com), and 'list of ingredient' (Submitted on Jun 21, 2025 at 06:44 PM, Submitted By: managerA@example.com). Below this is a section titled 'Uploaded Documents' with a table:

FILE NAME	DESCRIPTION	UPLOADED BY	UPLOAD DATE	SIZE	ACTIONS
Report part 1 e.pdf	bahan bahan	managerA@example.com	Jun 21,2025	0.14 MB	
HOLI.png	-	userA@example.com	Jun 21,2025	0.01 MB	
aws skillbuilder.jpeg	kebersihan	adminA@example.com	Jun 21,2025	0.03 MB	

Figure 4.2.3.1 Folder Details

Step 2: Confirm the deletion of the document by clicking the “Delete” button.



The screenshot shows the SMARTCOMPLY application interface, similar to Figure 4.2.3.1. A modal dialog box titled 'Confirm Document Deletion' is overlaid on the document list. The dialog contains the text: 'Are you sure you want to delete the document "aws skillbuilder.jpeg"? This action cannot be undone.' with 'Cancel' and 'Delete' buttons. The background shows the 'Uploaded Documents' table from Figure 4.2.3.1.

Figure 4.2.3.2 Folder Details

5.0 USER

5.1 User Dashboard

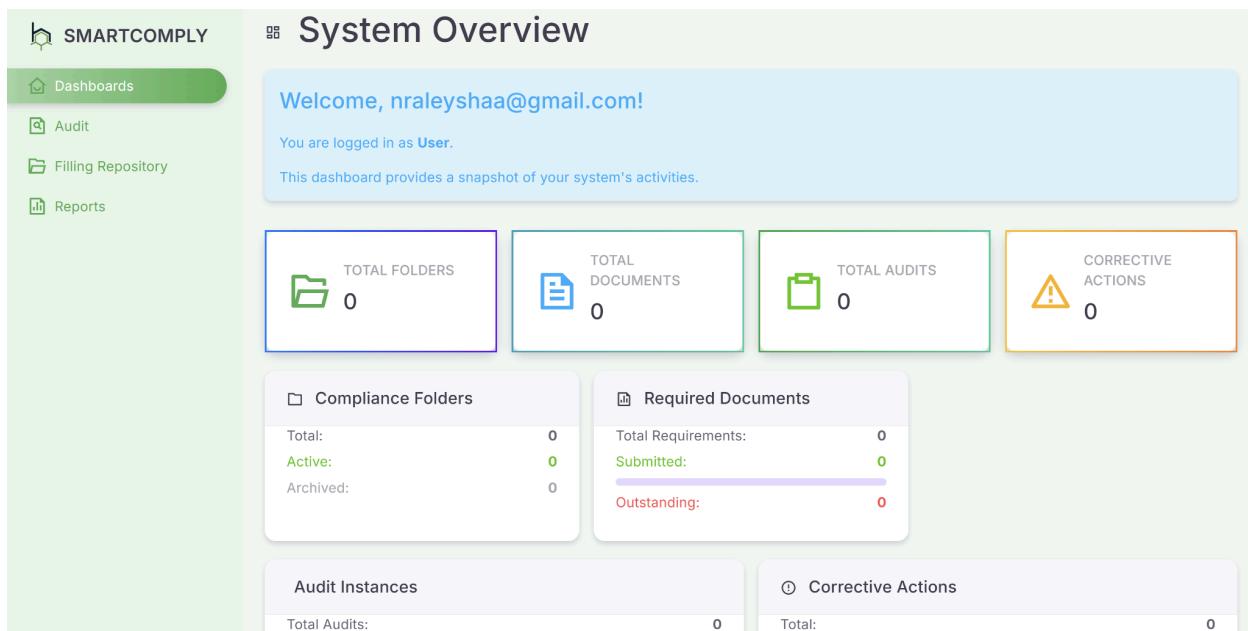
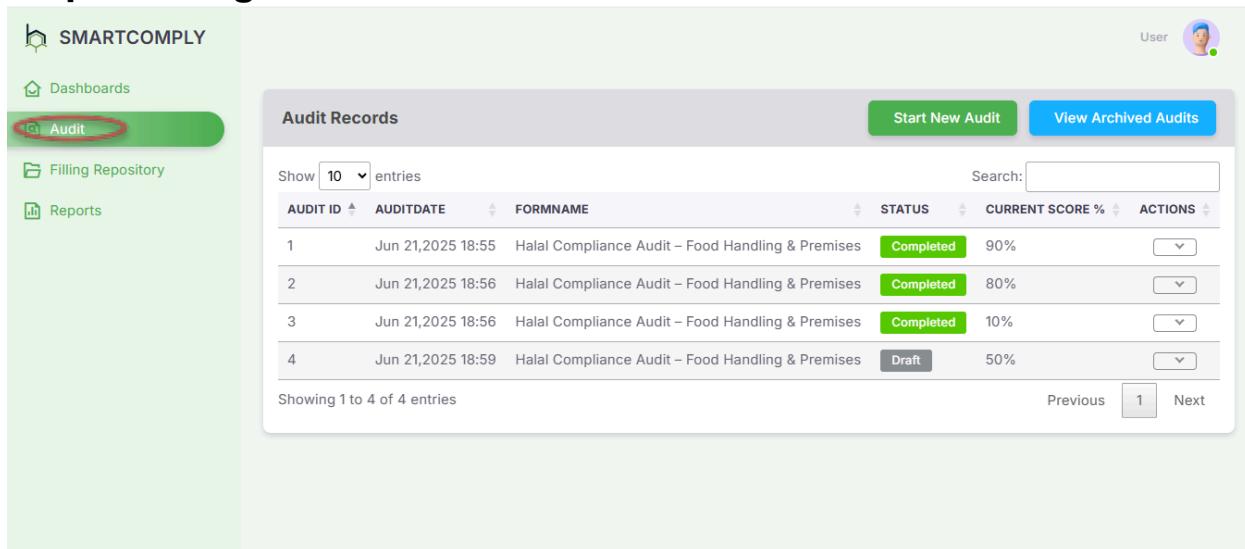


Figure 5.1 User Dashboard

5.2 Audit

5.2.1 Add Audit

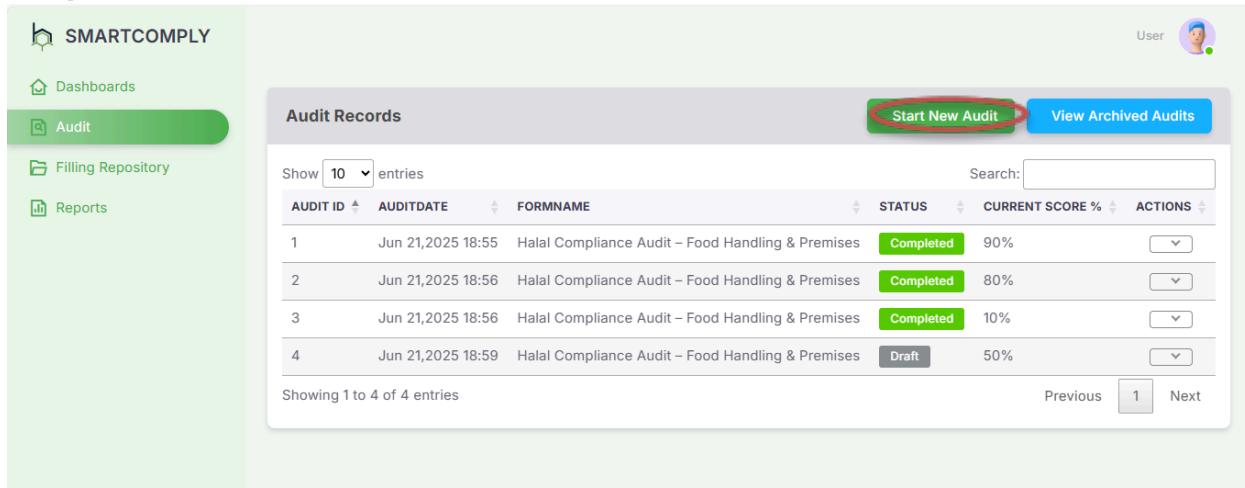
Step 1: Navigate to ‘Audit’ from Sidebar.



The screenshot shows the SMARTCOMPLY application interface. On the left, there is a sidebar with the following menu items: SMARTCOMPLY (home icon), Dashboards, Audit (highlighted with a red oval), Filing Repository, and Reports. The main content area is titled "Audit Records". It features a table with columns: AUDIT ID, AUDIT DATE, FORMNAME, STATUS, CURRENT SCORE %, and ACTIONS. There are four entries in the table, all of which are marked as "Completed". The first entry has a current score of 90%, the second 80%, the third 10%, and the fourth 50%. At the top right of the table are two buttons: "Start New Audit" and "View Archived Audits". Below the table, there is a search bar, a dropdown for "Show 10 entries", and navigation links for "Previous", "1", and "Next".

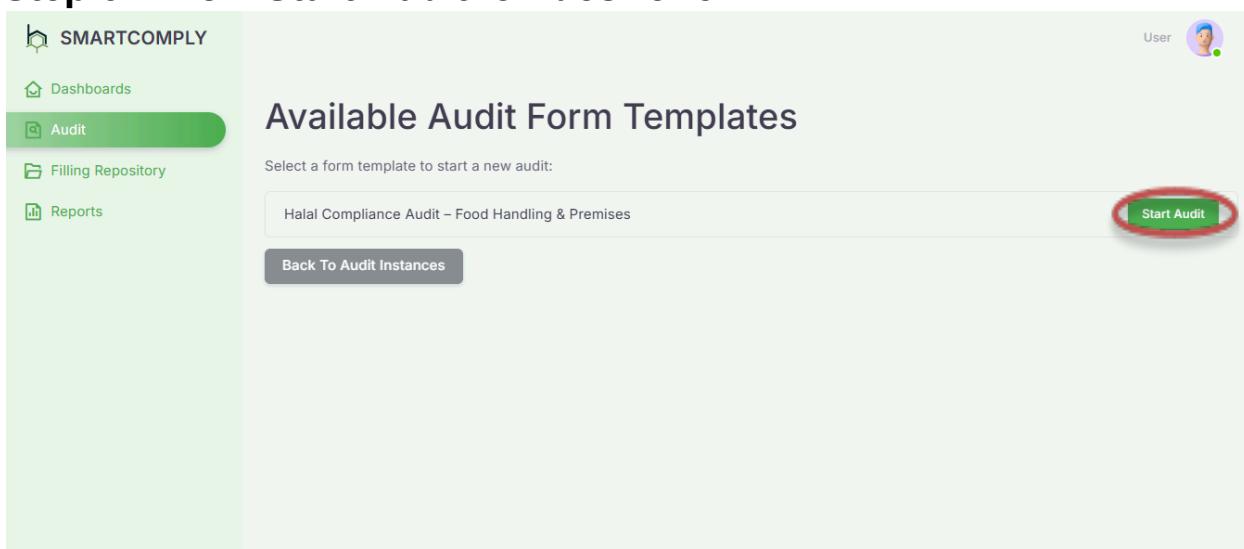
Figure 5.2.1.1 Audit Record List

Step 2: Click ‘Start New Audit’.

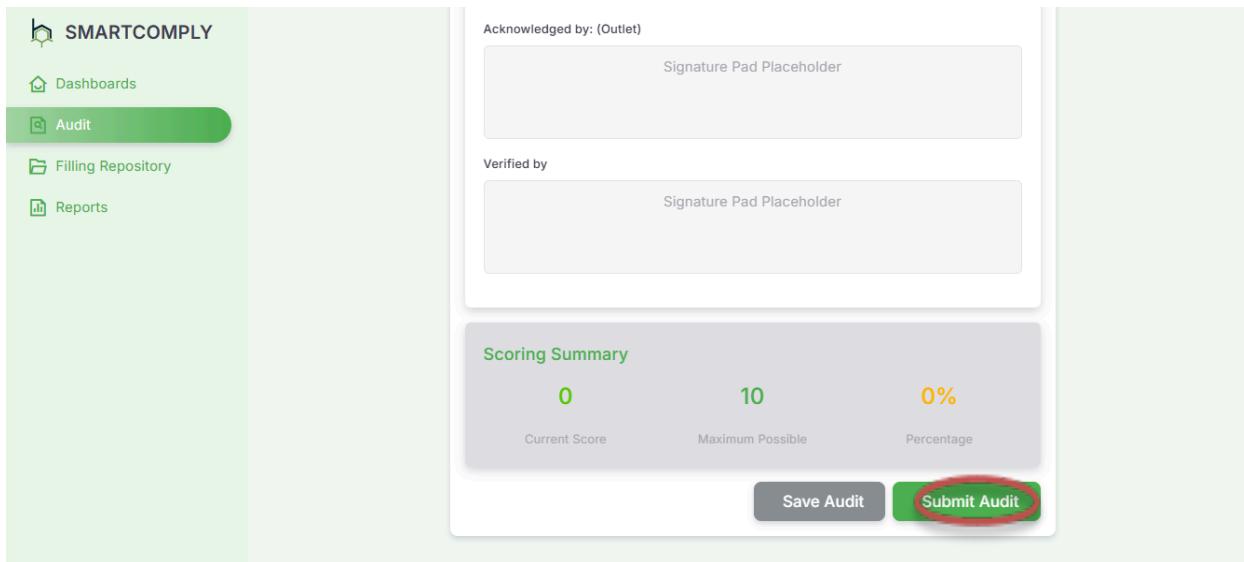


This screenshot is identical to Figure 5.2.1.1, showing the Audit Records list. The "Start New Audit" button at the top right of the table is highlighted with a red oval. The rest of the interface, including the sidebar menu and the table data, remains the same.

Figure 5.2.1.2 Audit Record List

Step 3: Click ‘Start Audit’ on desire form.*Figure 5.2.1.3 List of form***Step 4: Form is displayed to fill.**A screenshot of the SMARTCOMPLY software interface, showing a detailed view of the 'Halal Compliance Audit – Food Handling & Premises' form. The 'Audit' tab is selected in the sidebar. The main content area displays the form fields: 'Premises Cleanliness' (with a sub-section for 'Comments'), a text area for 'Provide comments on the general cleanliness of the premises', and a 'New File Question' section with a file upload input field showing 'Choose File' and 'No file chosen'. A 'Back To Builder' button is visible on the right side of the form area.*Figure 5.2.1.4 Full form*

Step 5: Once complete filling, click ‘Submit Audit’.



The screenshot shows the SMARTCOMPLY audit submission interface. On the left, a sidebar menu includes 'Dashboards', 'Audit' (which is highlighted in green), 'Filing Repository', and 'Reports'. The main content area starts with a section titled 'Acknowledged by: (Outlet)' containing a 'Signature Pad Placeholder'. Below it is a 'Verified by' section with another 'Signature Pad Placeholder'. Underneath these is a 'Scoring Summary' box showing a current score of 0, a maximum possible score of 10, and a percentage of 0%. At the bottom of the summary box are two buttons: 'Save Audit' and 'Submit Audit', with 'Submit Audit' being circled in red to indicate it is the next step. The entire interface has a light green background.

Figure 5.2.1.5 Full form

Step 6: Confirmation message after submit appears.

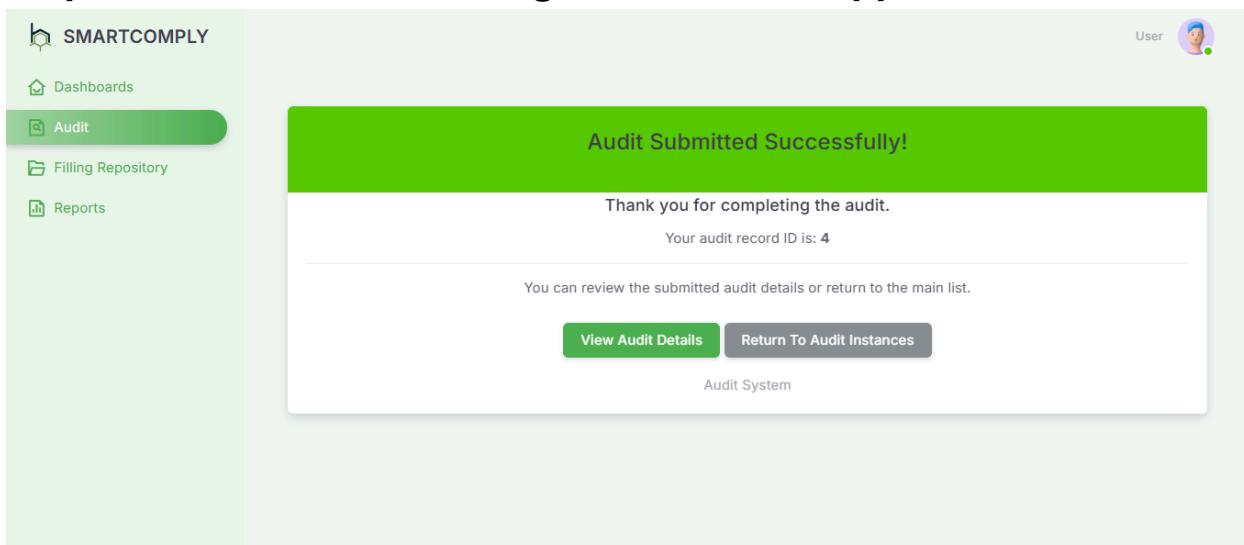


Figure 5.2.1.6 Confirmation message

5.2.2 Add Corrective Action

Step 1: Click ‘Corrective Action’ from the dropdown in the Action column for desired Audit.

AUDIT ID	AUDIT DATE	FORMNAME	STATUS	CURRENT SCORE %	ACTIONS
14	Jun 19,2025 09:19	Halal	Draft	100%	▼
15	Jun 20,2025 21:21	PDPA Compliance Assessment Form	Draft	80%	▼
16	Jun 19,2025 12:23	PDPA Compliance Assessment Form	NeedsCorrectiveAction	93.3333333333333%	▼
17	Jun 19,2025 12:37	PDPA Compliance Assessment Form	NeedsFollowUp	93.3333333333333%	▼
18	Jun 19,2025 16:47	Your Voice	NeedsCorrectiveAction	85%	▼
19	Jun 19,2025 16:56	Your Voice	NeedsCorrectiveAction	68%	▼
20	Jun 20,2025 10:00	Privacy	Completed	100%	▼
21	Jun 20,2025 11:43	Jap	NeedsCorrectiveAction	0%	▼
22	Jun 20,2025 20:47	Jap	Completed	0%	▼

Figure 5.2.2.1 Audit Record List

Step 2: Fill the text input for form item that not receive the fulfilling score.

Audit Instances / Audit Details / Add Corrective Actions

Add Corrective Actions for "PDPA Compliance Assessment Form" (Audit ID: 16)

Below are items that did not achieve a full score. Please add corrective action notes.

Do you provide a privacy notice or policy that is easily accessible?
Score: 4 / 5

Corrective Action Notes:

pro

Follow Up Audit Due Date: 05/07/2025 Save Corrective Actions Cancel

Figure 5.2.2.2 Corrective Action page

Step 3: The audit status will switch from ‘needscorrectiveaction’ to ‘needsfollowupaudit’.

The screenshot shows the SmartComply platform interface. On the left, there's a sidebar with 'SMARTCOMPLY' logo and navigation options: Dashboards, Audit (highlighted in green), Filing Repository, and Reports. The main content area has a header 'Audit Report For: PDPA Compliance Assessment Form'. Below the header, it shows the date as 19/6/2025, day as Thursday, and time as 12:23 PM. The report summary includes:

Audit ID:	16	Total Score:	14 / 15
Auditor:	userB@example.com	Percentage Score:	93.3333333333333%
Form Name:	PDPA Compliance Assessment Form	Tenant ID:	tenantB
Status:	NeedsFollowUp		

Below this, there's a table titled '1. (Shop Details) Important Information' with two rows:

#	QUESTION	SUBMITTED VALUE	SCORE	MAX SCORE	STATUS
1	Name	Amirul Affendi			N/A
2	Branch	Pulai			N/A

Figure 5.2.2.3 Audit details page

5.2.3 Add Follow Up Audit

Step 1: Click ‘Follow Up Audit’ from the dropdown in the Action column for desired Audit.

AUDIT ID	AUDIT DATE	FORMNAME	STATUS	CURRENT SCORE %	ACTIONS
1	Jun 19, 2025 11:56	PDPA Compliance Assessment Form	NeedsFollowUp	73.33333333333333%	<button>View Details</button> <button>Edit</button> Follow Up Audit <button>Archive</button>
3	Jun 13, 2025 02:16	PDPA Compliance Assessment Form	Completed	66.66666666666666%	<button>View Details</button> <button>Edit</button>
4	Jun 13, 2025 05:35	PDPA Compliance Assessment Form	Completed	60%	<button>View Details</button> <button>Edit</button>
5	Jun 13, 2025 09:58	PDPA Compliance Assessment Form	NeedsFollowUp	100%	<button>View Details</button> Follow Up Audit <button>Archive</button>
6	Jun 13, 2025 11:06	PDPA Compliance Assessment Form	Completed	80%	<button>View Details</button> <button>Edit</button>
7	Jun 15, 2025 07:25	Halal	Completed	70%	<button>View Details</button> <button>Edit</button>
8	Jun 15, 2025 07:25	Halal	Completed	66.66666666666666%	<button>View Details</button> <button>Edit</button>

Figure 5.2.3.1 Audit Record List

Step 2: Fill the form questions that not receive the fulfilling score.

Are individuals informed of the purposes for which their data is being collected? **Score: 5**

Previous: Value: "3" Score: 3 / 5

3

Do you provide a privacy notice or policy that is easily accessible? * **(Max Score: 5)**

Previous: Value: "3" Score: 3 / 5

3

Scoring Summary for Follow-up

0 10 0%

Current Follow-up Score Maximum Possible Follow-up Score Follow-up Percentage

Submit Follow Up Audit

5.2.3.2 - Follow Up Audit Page

Step 3: Once submitted, the status will change to ‘Completed if the score is fulfilling, otherwise status will be ‘needs corrective action’.



The screenshot shows the SmartComply platform interface. On the left, a sidebar menu lists 'SMARTCOMPLY' with icons for Dashboards, Audit (highlighted in green), Filing Repository, and Reports. The main content area has a header 'Audit Report For: PDPA Compliance Assessment Form'. Below the header, a timestamp box shows 'Date : 19/6/2025', 'Day : Thursday', and 'Time : 9:18 AM'. A summary table provides audit details: Audit ID: 13, Total Score: 15 / 15, Auditor: userB@example.com, Percentage Score: 100%, Form Name: PDPA Compliance Assessment Form, Tenant ID: tenantB, and Status: Completed. At the bottom, a table titled '1. (Shop Details) Important Information' lists two questions: 'Name' (Amirul Affendi) and 'Branch' (Pulai), both marked as N/A.

#	QUESTION	SUBMITTED VALUE	SCORE	MAX SCORE	STATUS
1	Name	Amirul Affendi			N/A
2	Branch	Pulai			N/A

Figure 3.2.2 Audit Details page

5.3 Filing Repository

5.3.1 Upload files

Step 1: Navigate to “Filing Repository” from the side vertical menu

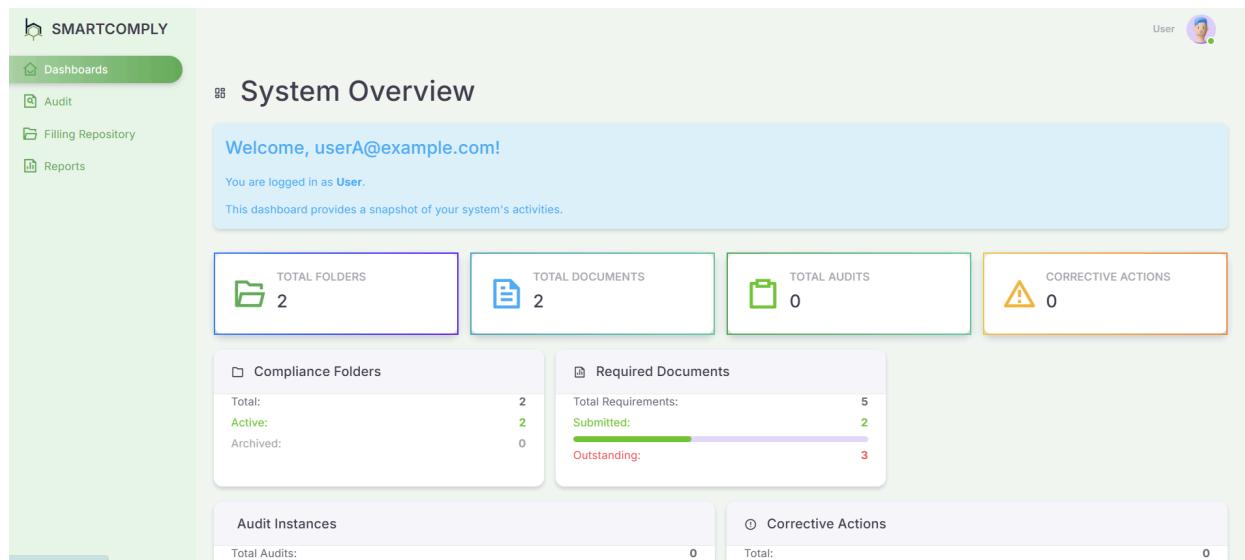


Figure 5.3.1.1 Manager Dashboard

Step 2: All active folders in the user’s tenant are displayed.

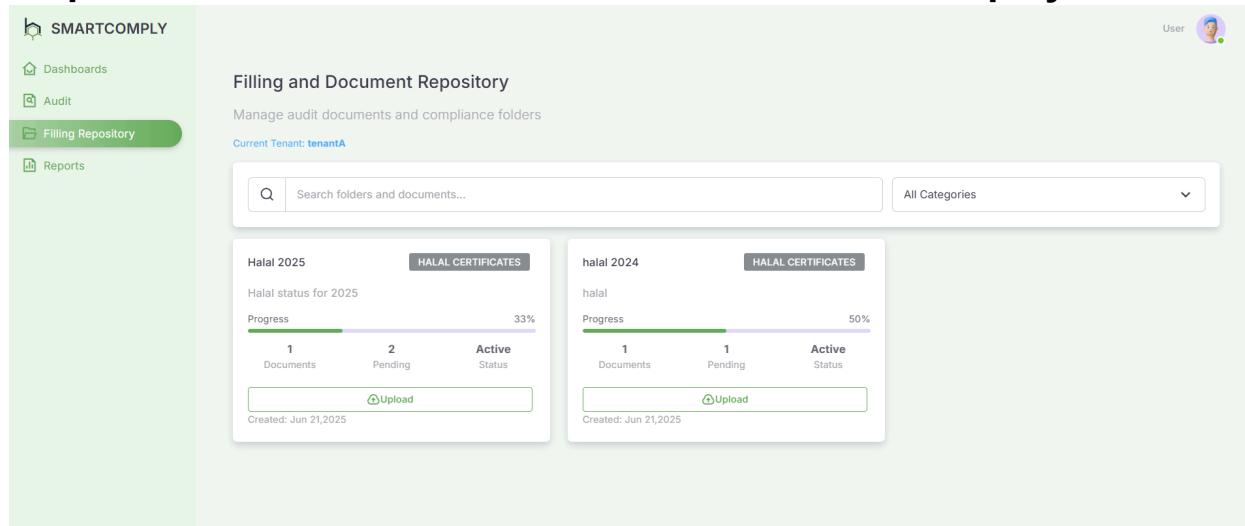


Figure 5.3.1.2 Filing Repository

Step 3: The user clicks on the upload button for a specific folder.

The screenshot shows the SMARTCOMPLY platform's filing repository. On the left, a sidebar menu includes Dashboards, Audit, Filing Repository (which is selected and highlighted in green), and Reports. The main area is titled 'Filing and Document Repository' and 'Manage audit documents and compliance folders'. It displays two folder details:

- Halal 2025:** Compliance Type: HALAL CERTIFICATES. Progress: 33% (1 Document, 2 Pending). Status: Active. Created: Jun 21, 2025. An 'Upload' button is visible.
- halal 2024:** Compliance Type: HALAL CERTIFICATES. Progress: 50% (1 Document, 1 Pending). Status: Active. Created: Jun 21, 2025. An 'Upload' button is visible.

Figure 5.3.1.3 Filing Repository

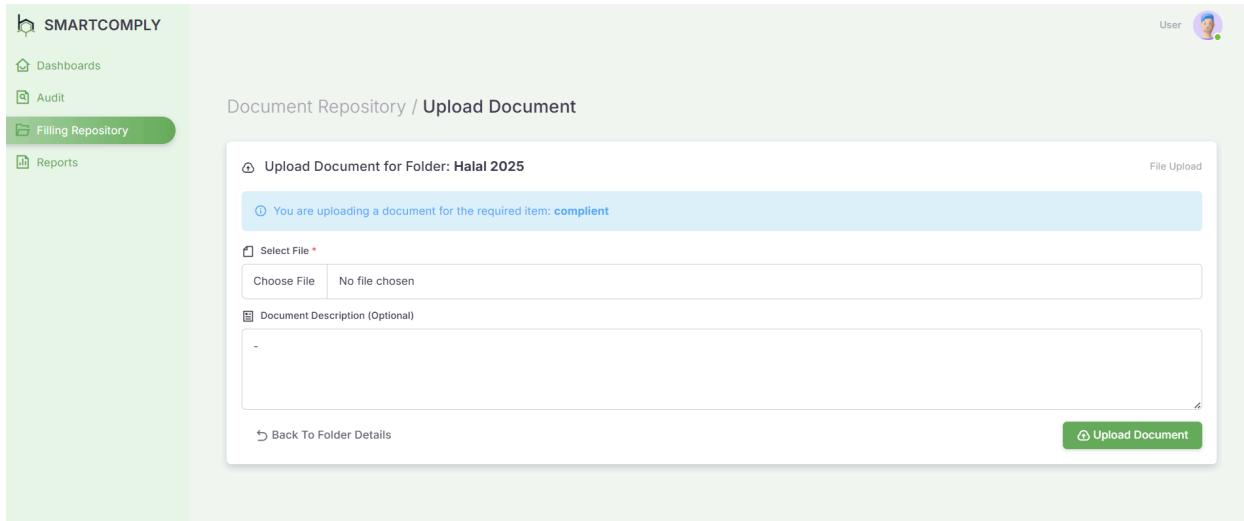
Step 4: Folder details are displayed. The user can click on the “Upload General Document” button or the “Upload” button to upload a document

The screenshot shows the SMARTCOMPLY platform's folder details for 'Halal 2025'. The sidebar menu is identical to Figure 5.3.1.3. The main content area shows:

- Halal 2025:** Compliance Type: HALAL CERTIFICATES. Description: Halal status for 2025. Created By: adminA@example.com on Jun 21, 2025 at 05:48 PM. Last Modified By: adminA@example.com on Jun 21, 2025 at 06:08 PM. Status: Active.
- Required Documents Checklist:**
 - cleanliness aspect (Required, Submitted)
 - compliant (Required)
 - list of ingredient (Required, bahan bahan)
- Uploaded Documents:** A section showing uploaded files with 'Upload' and 'Associated' buttons.

Figure 5.3.1.4 Folder Details

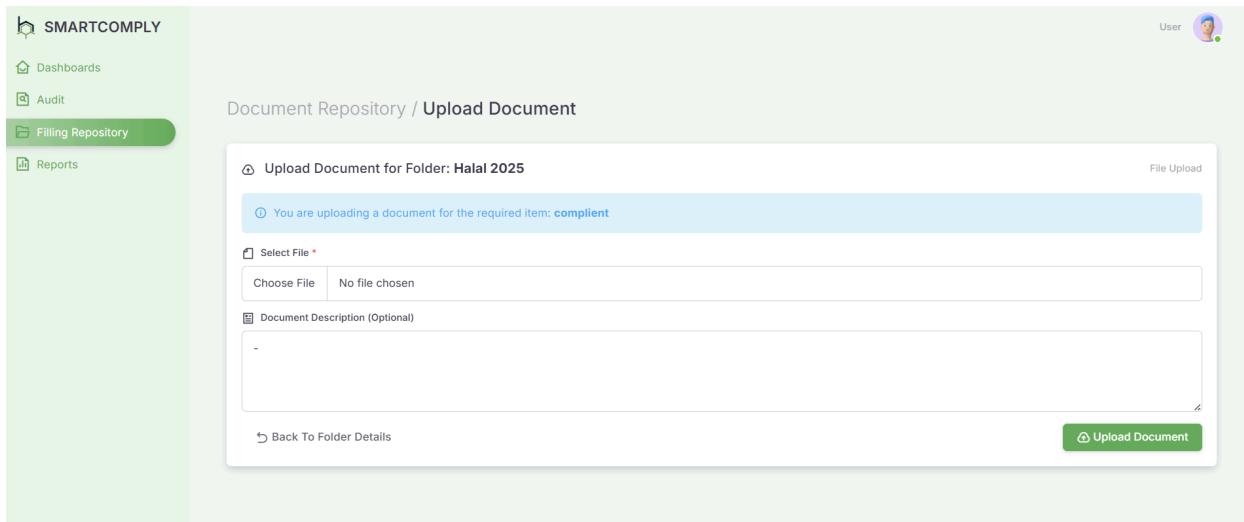
Step 5: Choose the document and fill in the necessary information.



The screenshot shows the SMARTCOMPLY software interface. The left sidebar has a green header 'SMARTCOMPLY' and includes 'Dashboards', 'Audit', 'Filing Repository' (which is highlighted in green), and 'Reports'. The main area is titled 'Document Repository / Upload Document' and shows a sub-section 'Upload Document for Folder: Halal 2025'. A blue info box says 'You are uploading a document for the required item: compliant'. It has a 'Select File' button with 'Choose File' and 'No file chosen' options, and a 'Document Description (Optional)' field containing a single dash. At the bottom are 'Back To Folder Details' and a green 'Upload Document' button.

Figure 5.3.1.5 Upload Document

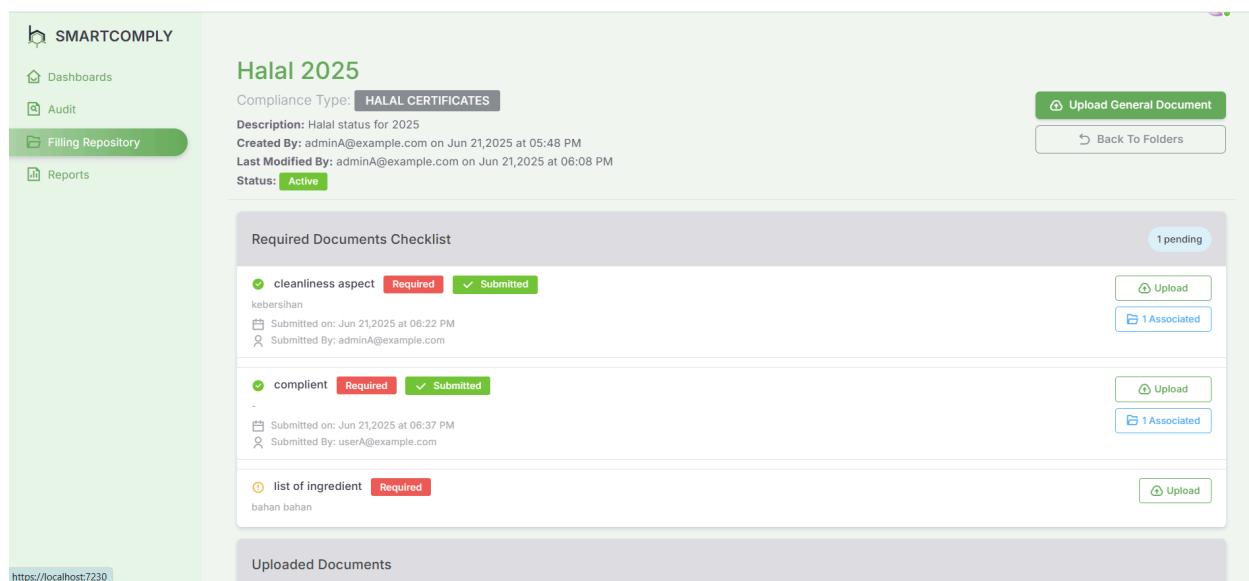
Step 6: Upload the documents by clicking the “Upload Documents” button



This screenshot is identical to Figure 5.3.1.5, showing the 'Upload Document' page for the 'Halal 2025' folder. The 'Upload Document' button at the bottom right is now highlighted in green, indicating it is the next step to be clicked.

Figure 5.3.1.6 Upload Document

Step 7: You can view the uploaded documents in the Folder Details Page



The screenshot shows the SMARTCOMPLY application interface. On the left, there's a sidebar with navigation links: Dashboards, Audit, Filing Repository (which is highlighted in green), and Reports. The main content area is titled 'Halal 2025' and has a 'Compliance Type: HALAL CERTIFICATES'. It displays the following details:
Description: Halal status for 2025
Created By: adminA@example.com on Jun 21,2025 at 05:48 PM
Last Modified By: adminA@example.com on Jun 21,2025 at 06:08 PM
Status: Active

Below this, there's a section titled 'Required Documents Checklist' with three items:

- cleanliness aspect (Required) - Submitted (green checkmark)
- compliant (Required) - Submitted (green checkmark)
- list of ingredient (Required) - Not Submitted (orange circle)

Each item has a 'Upload' button and a '1 Associated' link.

At the bottom, there's a 'Uploaded Documents' section with a table:

FILE NAME	DESCRIPTION	UPLOADED BY	UPLOAD DATE	SIZE	ACTIONS
HOLI.png	-	userA@example.com	Jun 21,2025	0.01 MB	
aws skillbuilder.jpeg	kebersihan	adminA@example.com	Jun 21,2025	0.03 MB	

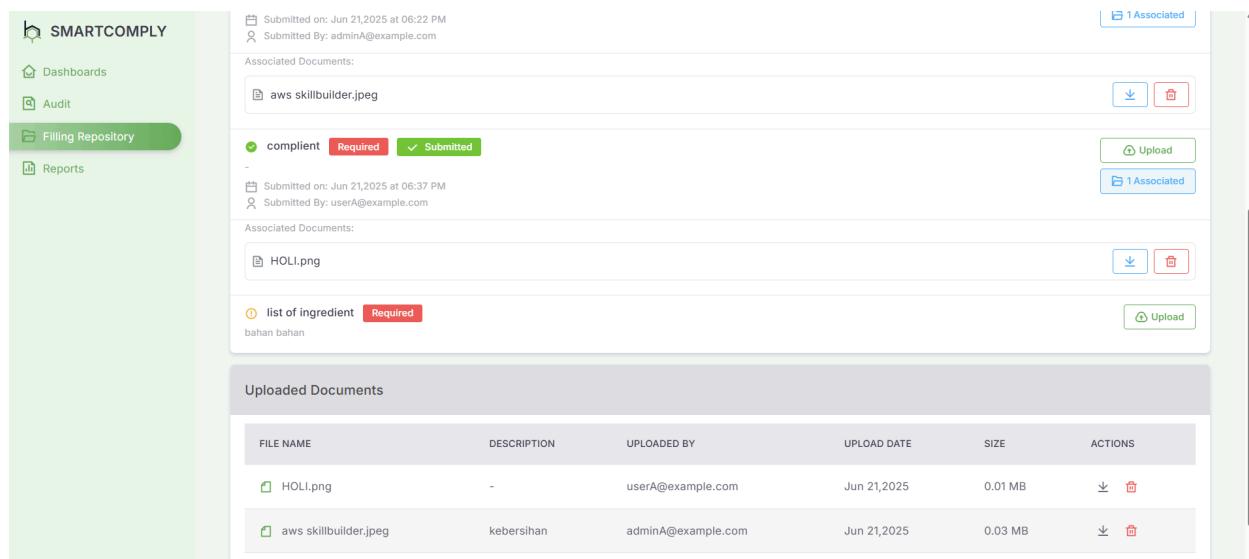
Figure 5.3.1.7 Folder Details

Additional information:

- For each required document, you can upload multiple documents

5.3.2 Download files

Step 1: The user clicks on the download icon for a specific document.



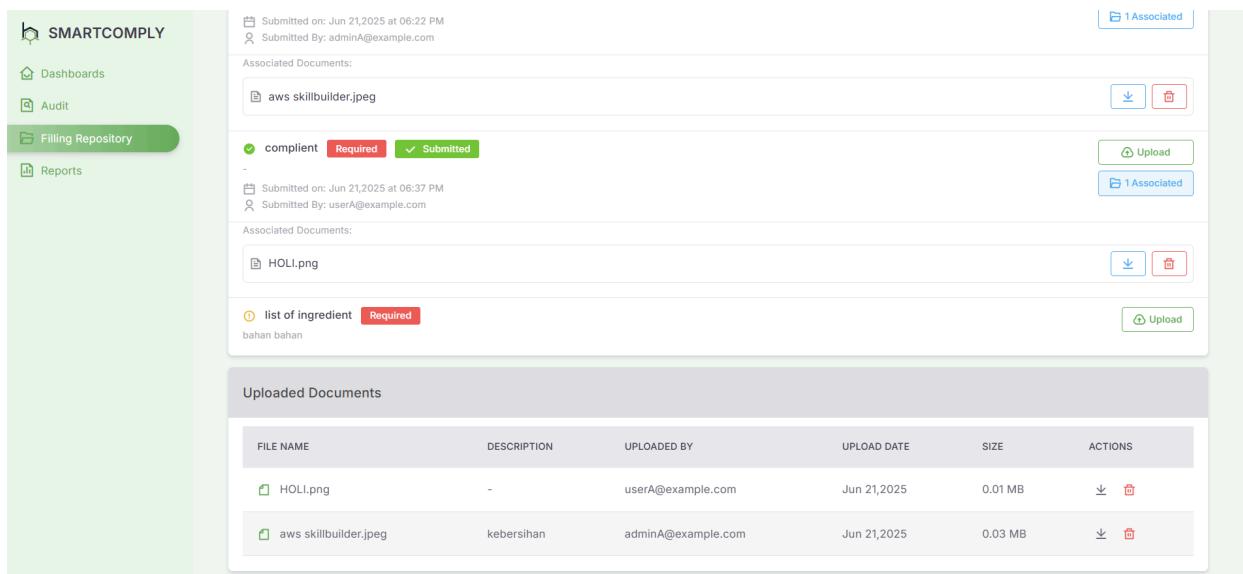
This screenshot is similar to Figure 5.3.1.7, showing the 'Halal 2025' folder details. The 'Associated Documents' section now includes download and delete icons next to the file names: 'aws skillbuilder.jpeg' and 'HOLI.png'.

At the bottom, the 'Uploaded Documents' table is identical to the one in Figure 5.3.1.7.

Figure 5.3.2.1 Folder Details

5.3.3 Delete files

Step 1: The user clicks on the delete icon for a specific document.



The screenshot shows the SmartComply application interface. On the left, a sidebar menu includes SMARTCOMPLY, Dashboards, Audit, Filing Repository (which is highlighted in green), and Reports. The main content area displays a folder's details. At the top, it shows the folder was submitted on Jun 21, 2025 at 06:22 PM by admin@example.com. Below this, under 'Associated Documents', there are two entries: 'aws skillbuilder.jpeg' and 'HOLI.png'. Each document entry includes a status badge ('compliant', 'Required', 'Submitted'), the submitter's name, and download/upload icons. Below these, another section labeled 'Associated Documents' contains a single entry: 'list of ingredient' (status: 'Required') with the description 'bahan bahan'. At the bottom, a table titled 'Uploaded Documents' lists the files: 'HOLI.png' (uploaded by userA@example.com on Jun 21, 2025, size 0.01 MB) and 'aws skillbuilder.jpeg' (uploaded by kebersihan on Jun 21, 2025, size 0.03 MB). Each file row has its own set of download/upload icons.

FILE NAME	DESCRIPTION	UPLOADED BY	UPLOAD DATE	SIZE	ACTIONS
HOLI.png	-	userA@example.com	Jun 21,2025	0.01 MB	
aws skillbuilder.jpeg	kebersihan	adminA@example.com	Jun 21,2025	0.03 MB	

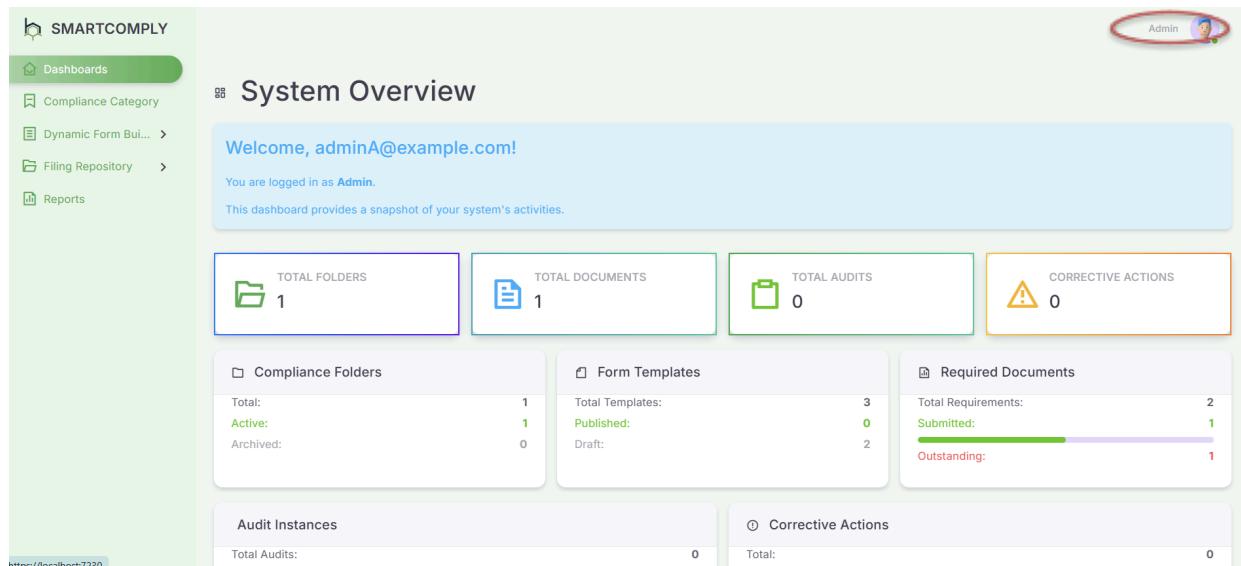
Figure 5.3.2.1 Folder Details

6.0 SIGNING OFF

Once users have completed tasks on the system, they may log out of their account.

6.1 Logging out

Step 1: Click on your avatar or role on the top right of the page.

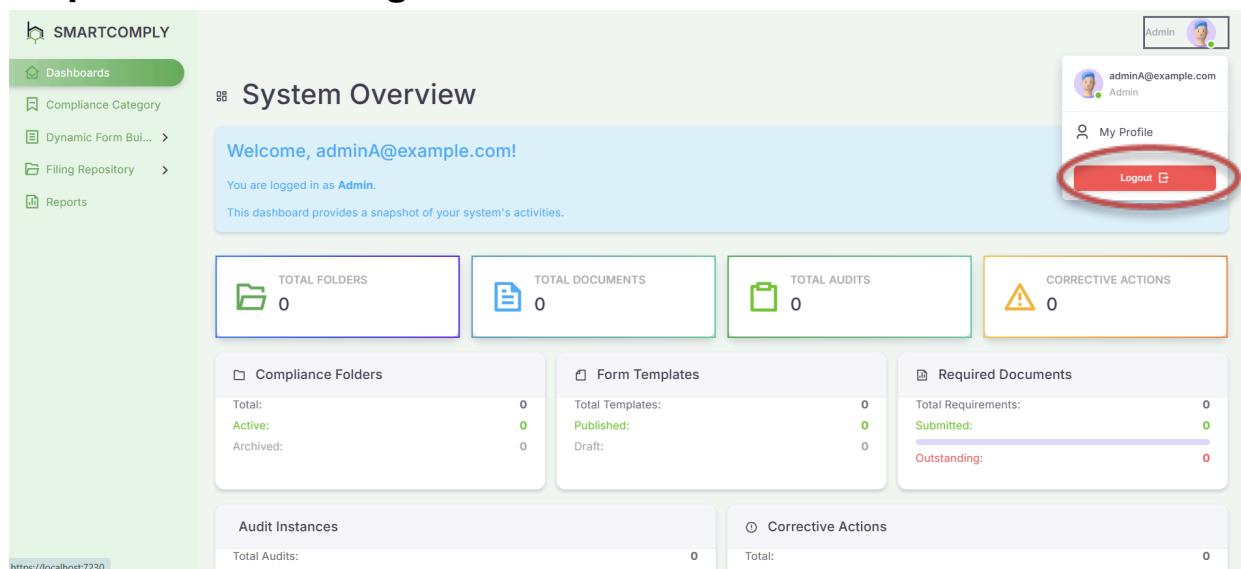


The screenshot shows the SMARTCOMPLY Admin Dashboard. On the far right, there is a user profile icon labeled "Admin". This icon is circled in red in the original image. The dashboard features a "System Overview" section with various metrics:

- TOTAL FOLDERS:** 1
- TOTAL DOCUMENTS:** 1
- TOTAL AUDITS:** 0
- CORRECTIVE ACTIONS:** 0
- Compliance Folders:**
 - Total: 1
 - Active: 1
 - Archived: 0
- Form Templates:**
 - Total Templates: 3
 - Published: 0
 - Draft: 2
- Required Documents:**
 - Total Requirements: 2
 - Submitted: 1
 - Outstanding: 1
- Audit Instances:** Total Audits: 0
- Corrective Actions:** Total: 0

Figure 6.1.1 Admin Dashboard

Step 2: Click on “Log Out”.



This screenshot is identical to Figure 6.1.1, showing the Admin Dashboard. However, the "Logout" button in the top right corner of the user profile area is circled in red. The rest of the dashboard interface and data points are the same as in the previous figure.

Figure 6.1.2 Admin Dashboard