# WEBSITE ITOOLS User Guide

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### Document Control

Version	Change description	Changed by	Date	Approved by	Date
1.0		Thuong Nguyen	16-Aug-2018	Thuong Nguyen	16-Aug-2018

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#### a. Login function:

- Input username
- Input password
- Click on Login button and go to Machine Screen.

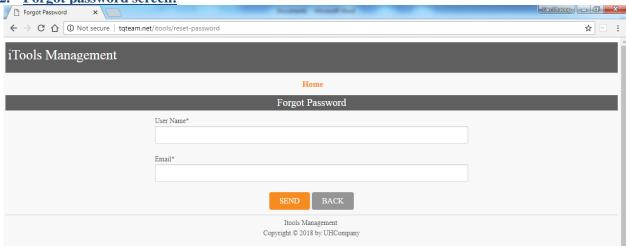
#### b. Reset function:

- Click on reset button and clear all data in username and password.

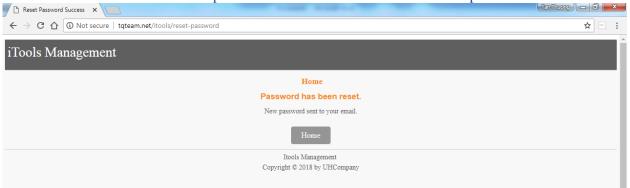
#### c. Forgot password function:

- Click on Forgot password for receive a new password for selected user. ( view Forgot Password Screen)

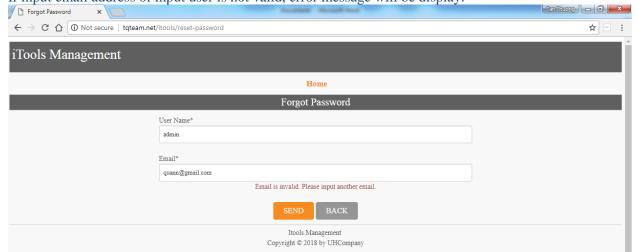
2. Forgot password screen:



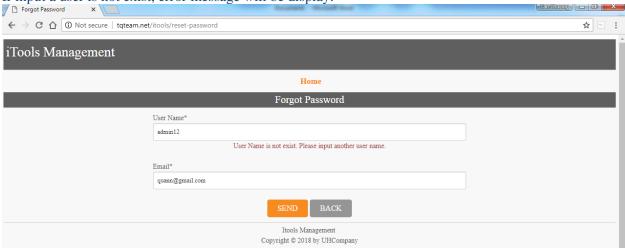
- Input username
- Input email address of this user.
- Click on Send button and a new password will be sent to email address of input user.



- If input email address of input user is not valid, error message will be display.



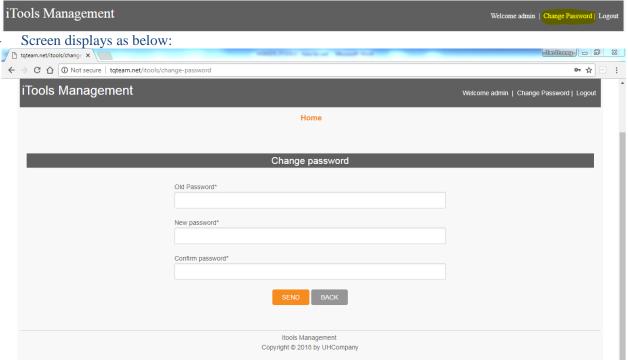
- If input a user is not exist, error message will be display.



- Click Back and return login screen.

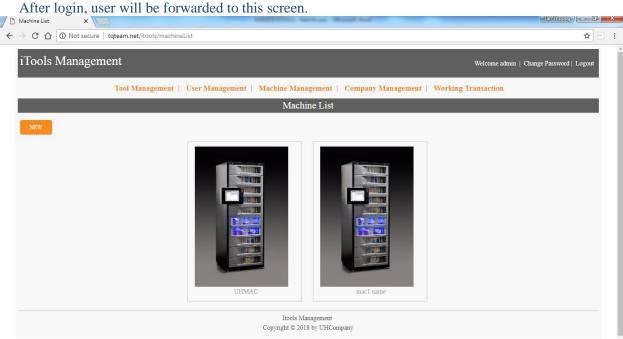
#### 3. Change password screen:

- After reset password, in the first time login, user will be forwarded to this screen.
- User can use this function by clicking on this link



- User must input current password (or password which sent to user's email) and input new password.
- Confirm password must match with new password.
- Click Send button and finish change password.

4. <u>Machine List screen (Main screen):</u>



- Admin can view all machine, sub-admin just see machine of his company.

#### a. Add new machine:

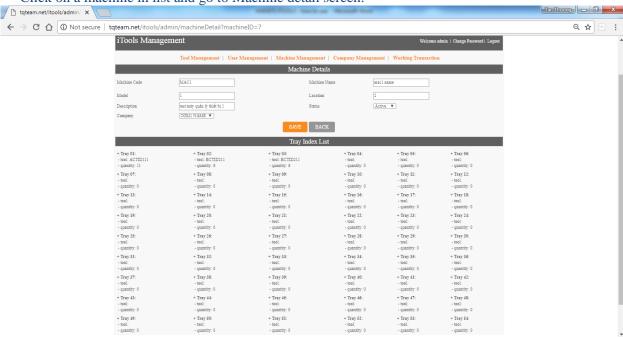
- Input Machine Code and Machine Name. This field cannot null, must input text.



- Input Model, Location, Description. This field is optional, not required to input.
- Choose Active or Disable, default is Active.
- Click on Create to finish creating new Machine or click Back to return Machine List.

#### b. View Machine detail:

- Click on a machine in list and go to Machine detail screen.



- This screen has 2 part, above is detail of machine, below is Tray Index list.
- Detail of Machine:



- Admin, sub-admin, accounting can edit machine code, machine name, model, location and Description
- Admin can change company and status (active, disable). Sub-admin and accouting just view company and status.

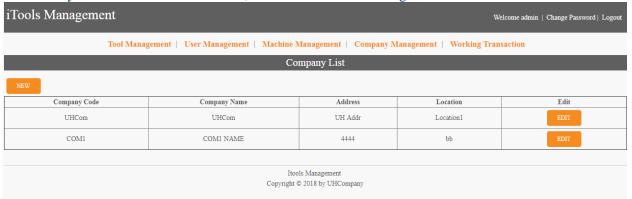


- Tray Index List: displays info of 60 trays in current machine (tool code in tray, quantity of tool)

1001)		m . 1 .	• .					
Tray Index List								
+ Tray 01:	+ Tray 02:	+ Tray 03:	+ Tray 04:	+ Tray 05:	+ Tray 06:			
- tool: ACTID111	- tool: BCTID211	- tool: BCTID211	- tool:	- tool:	- tool:			
- quantity: 11	- quantity: 6	- quantity: 6	- quantity: 0	- quantity: 0	- quantity: 0			
+ <b>Tray 07:</b>	+ Tray 08:	+ Tray 09:	+ Tray 10:	+ Tray 11:	+ Tray 12:			
- too1:	- too1:	- tool:	- tool:	- tool:	- tool:			
- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0			
+ Tray 13:	+ Tray 14:	+ Tray 15:	+ Tray 16:	+ Tray 17:	+ Tray 18:			
- too1:	- tool:	- tool:	- tool:	- tool:	- tool:			
- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0			
Tray 19:	+ Tray 20:	+ Tray 21:	+ Tray 22:	+ Tray 23:	+ Tray 24:			
tool:	- tool:	- tool:	- tool:	- tool:	- tool:			
quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0			
Tray 25:	+ Tray 26:	+ Tray 27:	+ Tray 28:	+ Tray 29:	+ Tray 30:			
- tool:	- tool:	- tool:	- tool:	- tool:	- tool:			
- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0			
+ Tray 31:	+ Tray 32:	+ Tray 33:	+ Tray 34:	+ Tray 35:	+ Tray 36:			
- tool:	- tool:	- tool:	- tool:	- tool:	- tool:			
- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0			
- Tray 37:	+ Tray 38:	+ Tray 39:	+ Tray 40:	+ Tray 41:	+ Tray 42:			
- tool:	- tool:	- tool:	- tool:	- tool:	- tool:			
- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0			
- Tray 43:	+ Tray 44:	+ Tray 45:	+ Tray 46:	+ Tray 47:	+ Tray 48:			
- tool:	- tool:	- tool:	- tool:	- tool:	- tool:			
- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0			
- Tray 49:	+ Tray 50:	+ Tray 51:	+ Tray 52:	+ Tray 53:	+ Tray 54:			
- too1:	- tool:	- tool:	- tool:	- tool:	- tool:			
- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0			
+ Tray 55:	+ Tray 56:	+ Tray 57:	+ Tray 58:	+ Tray 59:	+ Tray 60:			
- tool:	- tool:	- tool:	- tool:	- tool:	- tool:			
- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0	- quantity: 0			

#### 5. Company Management Screen:

- Click on Company Management in menu and go to this screen
- Just only admin can user this function, sub-admin and accounting cannot see this screen.

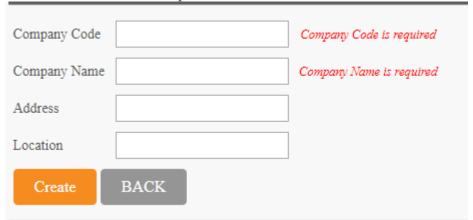


#### a. Create new Company:

Click on new button in list screen and go to Create company screen.



- Company Code and Company Name must be input.
- Address and Location is optional.



- Click on Create button and create new company.
  - b. Edit a company:
- Click on edit button behind a company and go to edit screen.

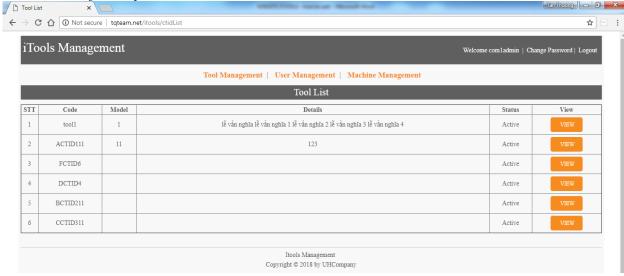


This screen is the same screen with create company function.

#### 6. Tool Management screen:

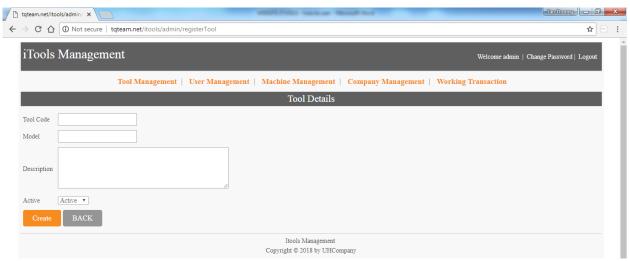
User click on Tool Management link in menu and go to this screen Tan Thuong \_ 🗆 🗊 💌 ← → ♂ ♂ ① Not secure | tqteam.net/itools/ctidList ☆ : iTools Management Welcome admin | Change Password | Logor Tool Management | User Management | Machine Management | Company Management | Working Transaction Tool List STT Code Model View Edit Status lễ vắn nghĩa lễ vắn nghĩa 1 lễ vắn nghĩa 2 lễ vắn nghĩa 3 lễ vắn nghĩa 4 tool1 Active ACTID111 11 123 Active FCTID6 4 DCTID4 Active BCTID211 CCTID311 Active Itools Management Copyright © 2018 by UHCompany

- Sub-admin just only see view button and cannot see edit button.



#### a. Create new tool:

- Click on New button and go to create tool screen.

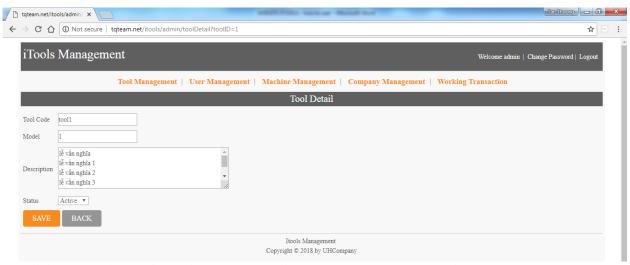


- Tool code is required to input.
- Model and Description is optional.
- Can choose status active or disable.

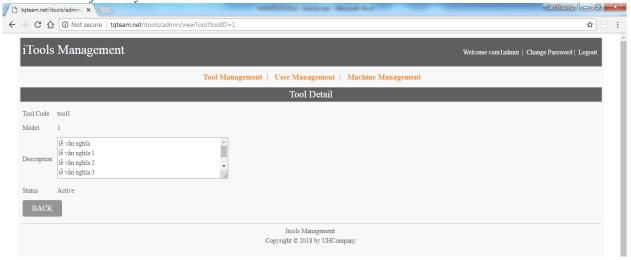


#### b. Edit tool:

- Just only admin can use this function.
- Click on edit button behind tool.



- Click on Save button for saving change or click on back and go to Tool List screen.
  - c. View tool screen:
- Sub-admin just only view tool and cannot edit.



#### 7. <u>User management screen:</u>

- Click on User Management in menu and go to this screen.
- Just only admin and sub-admin use this function.

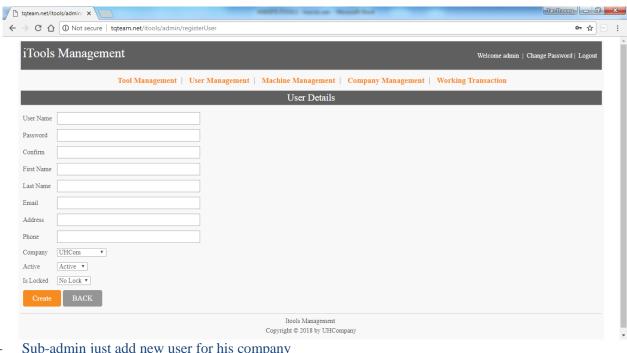


- Sub-admin just only see user of his company.

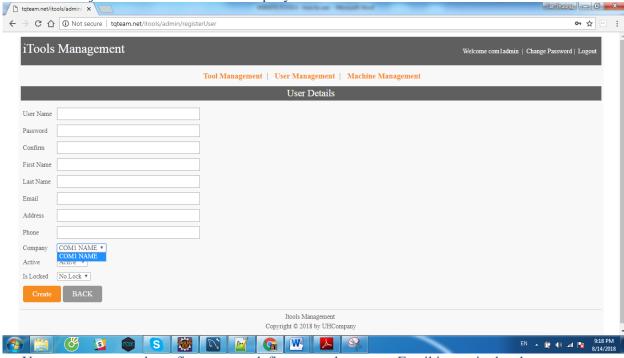


#### a. Create new user:

- Click on new button and go to this screen.

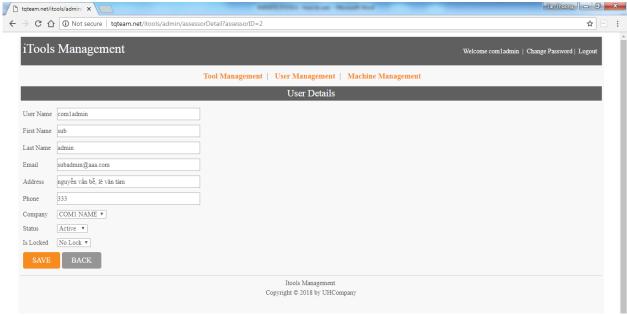


Sub-admin just add new user for his company



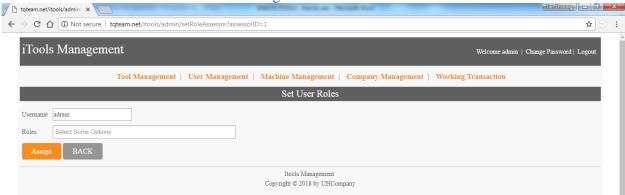
- User name, password, confirm password, first name, last name, Email is required and cannot
- Email must input with valid format, ex: aaa@xxx.com,...
- Address and Phone is optional.
- Admin can choose company for user.
- Status of user is Active or Disable, default is active.
- Is Locked is No Lock or Locked, default is No Lock.
- Click Create button for finishing create user or click back and return user list screen.
  - b. Edit user screen:

Click on Edit button behind user and edit user

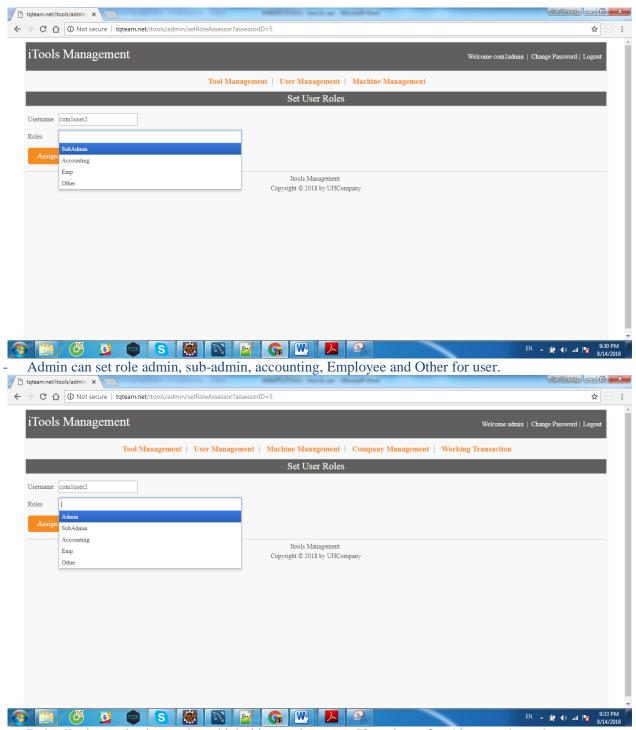


#### c. Add role screen:

Click on Add Role button behind user and go to this screen.

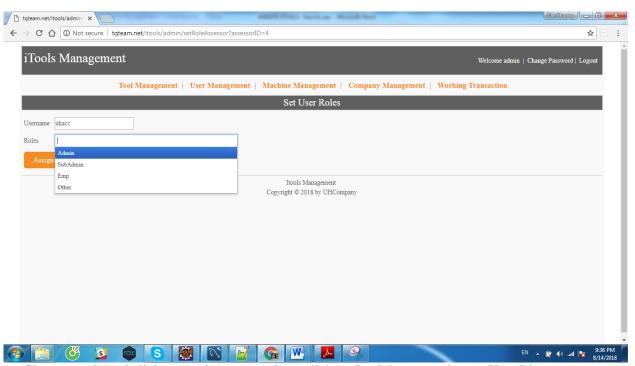


- Sub-admin just only set role sub-admin, accounting, Employee and Other for user.



- Roles list just only show roles which this user have not. If a role set for this user, that role will not show in this list.

Ex: Uhacc have accounting role, so cannot set accounting role again.

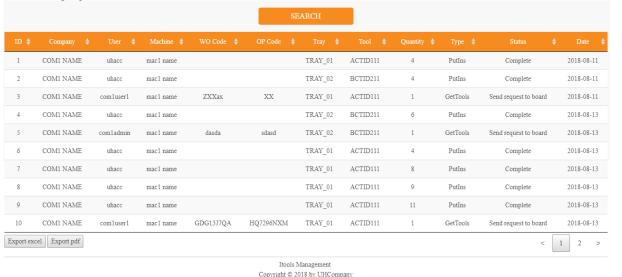


Choose a role and click on Assign to set role or click on Back button and go to User List.

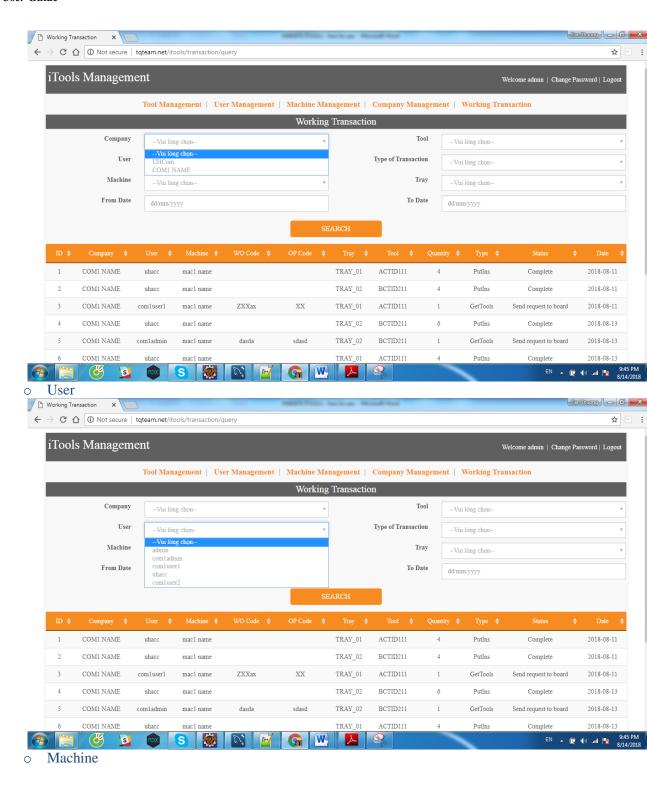
#### 8. Working Transaction screen:

Click on Working Transaction in menu and go to this screen. → C O Not secure | tqteam.net/itools/transaction ☆ iTools Management Welcome admin | Change Password | Logo Tool Management | User Management | Machine Management | Company Management | Working Transaction Working Transaction Company -Vui lòng chọn--Vui lòng chọn User Type of Transaction -Vui lòng chon-Machine -Vui lòng chon--Vui lòng chon-From Date To Date dd/mm/yyyy dd/mm/yyyy No data available in table Export excel Export pdf Itools Management Copyright © 2018 by UHCompany

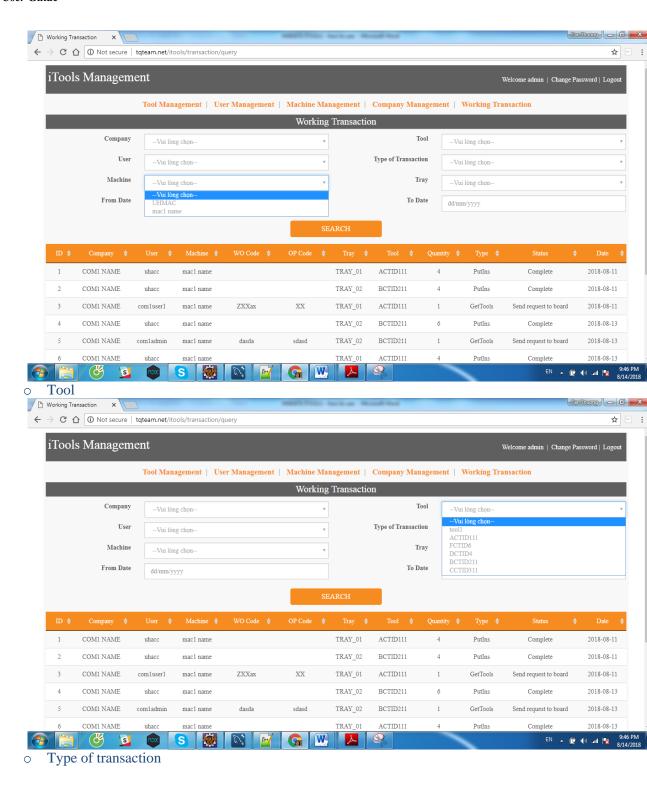
- There are 8 condition value for searching working transaction infomations.
- Default without any condition, will display all working transaction. Click on Search button for display.

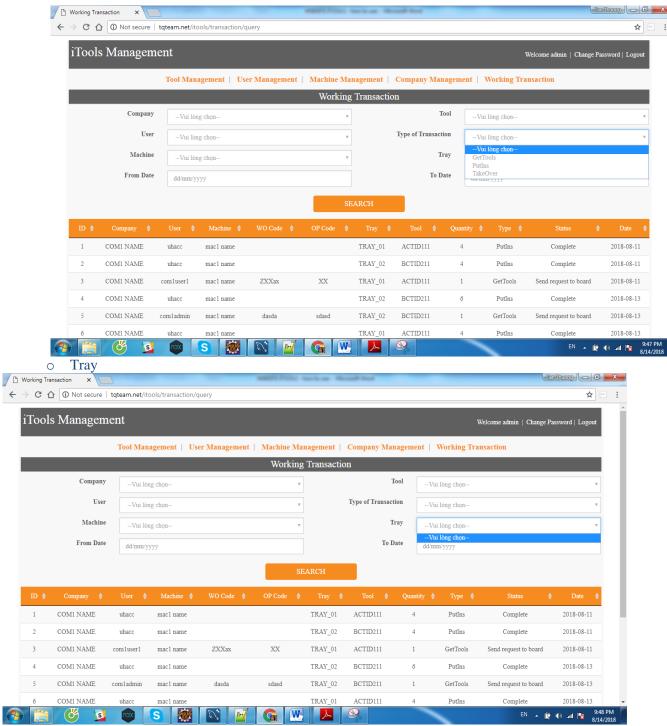


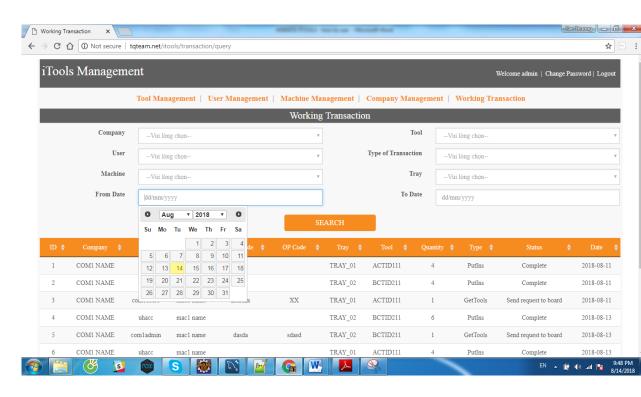
- Click on export excel or export pdf button for exporting to file (excel file or pdf file).
- Condition:
  - Company



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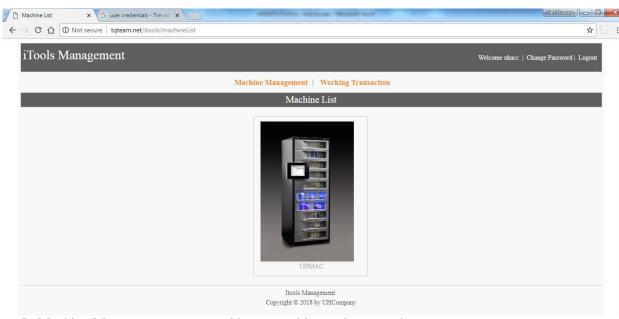




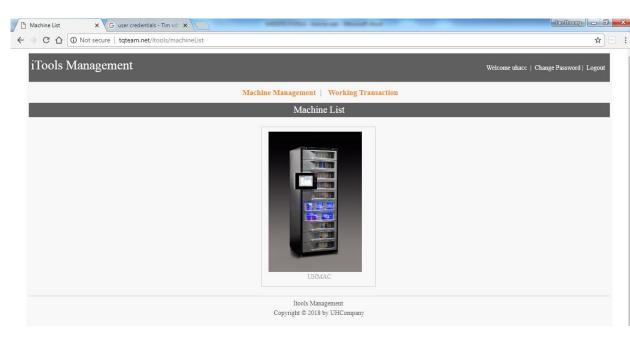
#### 9. User credentials:

- There are 5 role in this website:
  - o Admin
  - o SubAdmin
  - Accounting
  - o Emp (Employee)
  - Other
- Admin can view all screen and do all function
- Emp and Other user cannot use this website, just only Employee user can use App Machine.
- Sub-Admin can:

  - o In Tool Management, just only view tool
  - o In User Management, just only create and set role for his company.
  - In Machine Management, cannot add new machine and cannot change company, status of Machine.
- Accounting:
  - See 2 function Machine Management and Working Transaction



 In Machine Management, cannot add new machine and cannot change company, status of Machine.



END USER GUIDE.