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| User Manual |
| Cylinders & Orders Management System (COMS) Project |
| The user manual provides the information necessary for the user to effectively use the cylinders & orders management system (COMS). |

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**Cylinders & Orders Management System (COMS)  
 Project**

**User Manual**

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Table of Contents

[1. INTRODUCTION 1](#_Toc314010868)

[Purpose 1](#_Toc314010869)

[Audience 1](#_Toc314010870)

[Organisation 1](#_Toc314010871)

[References 2](#_Toc314010872)

[2. USER INSTRUCTIONS 3](#_Toc314010873)

[2.1. Getting Started 3](#_Toc314010874)

[2.2. Manage Employee User Account 4](#_Toc314010875)

[1.1.1 Create Employee User Account 4](#_Toc314010876)

[1.1.2 Edit Employee User Account 4](#_Toc314010877)

[1.1.3 Delete Employee User Account 4](#_Toc314010878)

[2.3. Manage Roles & Rights 5](#_Toc314010879)

[1.1.1 Create New Role 5](#_Toc314010880)

[1.1.2 Edit Role 5](#_Toc314010881)

[2.4. Manage Employee-Role Relationship 5](#_Toc314010882)

[1.1.1 Assign roles for new employees 6](#_Toc314010883)

[1.1.2 Edit roles for existing employees 6](#_Toc314010884)

[1.1.3 Approve submitted role request for existing employees 7](#_Toc314010885)

[1.1.4 Reject submitted role request for existing employees 7](#_Toc314010886)

[2.5. Manage Sales Order 8](#_Toc314010887)

[1.1.1 Create New Sales Order 8](#_Toc314010888)

[1.1.2 Edit Sales Order 8](#_Toc314010889)

[1.1.3 Delete Sales Order 9](#_Toc314010890)

[2.6. Manage Error 9](#_Toc314010891)

[1.1.1 Create Error Code 9](#_Toc314010892)

[1.1.2 Edit Error Code 9](#_Toc314010893)

[1.1.3 Delete Error Code 10](#_Toc314010894)

[2.7. Manage Cylinder Production Process 10](#_Toc314010895)

[1.1.1 Start Cylinder Production Process 10](#_Toc314010896)

[1.1.2 Stop Cylinder Production Process 10](#_Toc314010897)

[2.8. Print Cylinder Information Report 10](#_Toc314010898)

# INTRODUCTION

Hoang Kim Joint Stock Company is one of the leading providers of printing cylinders in Vietnam. They are currently using the latest technologies from Germany and Japan, and their client bases include various Vietnamese corporations as well as across Southeast Asia.

The company would like to have an integrated IT system that can:

* Manage the main manufacturing process, i.e. sales orders and cylinders.
* Benchmark employees’ performance to calculate bonuses.
* Give management reporting tools for daily operations.
* Be easy to maintain and to add new features in the future.

## Purpose

The purpose of this document is to provide the system instructions that will enable the users to use the cylinders and orders management system.

## Audience

The intended readers of this manual are the users, who are responsible for using this system. This document should provide all the necessary instructions.

## Organisation

The cylinders and orders management system is a MS Windows application.

The instructions of how to use the following functions of cylinders and orders management system are described in Section 2:

* User Login / Logout
* Manage Employee User Account
* Manage Roles
* Manage Rights
* Manage Employee-Role Relationship
* Manage Role-Access Rights Relationship
* Manage Sales Order
* Manage Error
* Manage Performance Formula
* Manage Workflows
* Manage Steps
* Manage Workflow-Step Relationship
* Manage Cylinder Production Process
* Manage Cylinder Status
* Change Cylinder Priority
* Print Cylinder Information Report
* View Cylinder Progress Logs
* View Order Progress Logs
* View Workflow Queues
* Export Cylinder Queues

## References

To fully understand the background to this project, the reader should also be familiar with:

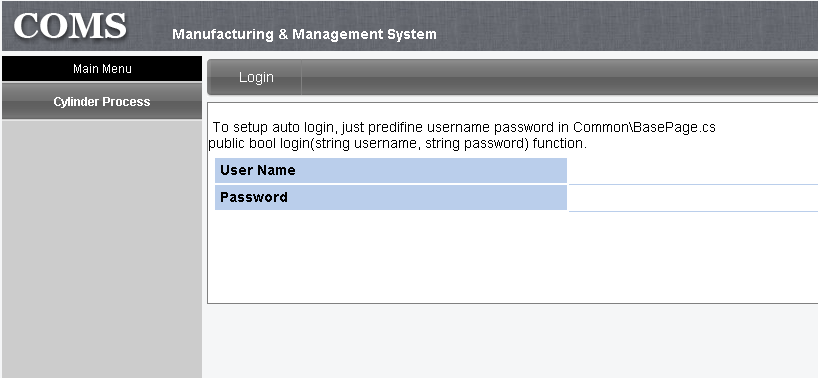
1. COMS Project Plan, reference GG/COMS/MP.1/2, version 2.0, dated 1 February 2011.
2. COMS Quality Plan, reference GG/COMS/MQ.1/3, version 3.0, dated 13 September 2011.
3. COMS User Requirement Specifications, reference GG/COMS/TS.1/1.1, version 1.1, dated 1 February 2011.

# USER INSTRUCTIONS

Cylinder and orders management system (COMS) is designed to run under Windows. This section describes the procedure of executing the functions in Cylinder and orders management system and it presumes that the users know the basics of using Windows.

## Getting Started

1. Double click on the COMS icon. 
2. The COMS application window is displayed



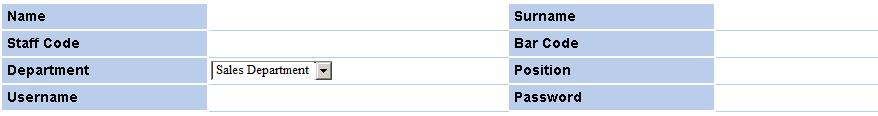
## Manage Employee User Account

The aim of this function is to manage the employee information.

### Create Employee User Account

1. In admin module, select the **Employee Menu**
2. Enter/select the following information in the respective textboxes or drop down list

* Name
* Surname
* Staff code
* Bar code
* Department (drop down)
* Position
* Username
* Password



1. Click on **Save** button
2. A portion of the employee information will be shown in the **employee list table**.



### Edit Employee User Account

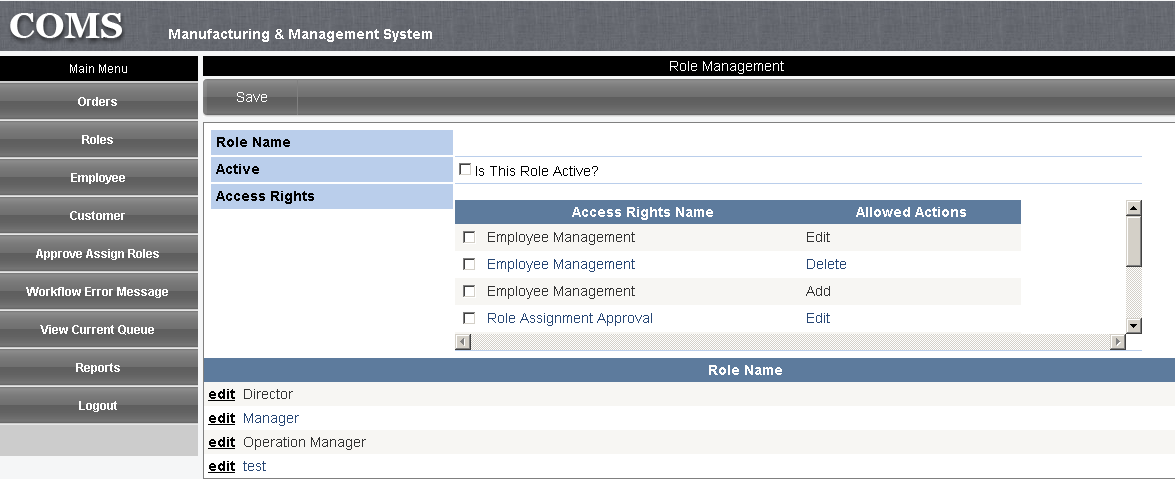
1. In admin module, select the **Employee Menu**
2. Identify the employee information to be edited and click on its **edit link** (left side of the employee information)
3. Enter/select the updated employee information in the respective **text boxes or drop down list**
4. Click on **Save** button
5. A portion of the employee information will be shown in the **employee list table**.

### Delete Employee User Account

1. In admin module, select the **Employee Menu**
2. Identify the employee user account to be deleted and check on its **checkbox** (left side of the employee information)
3. Click on **Delete** button
4. The selected employee user account will be deleted from the **employee list table**.

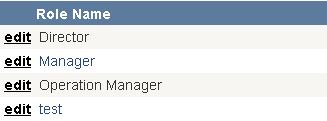
## Manage Roles & Rights

The aim of this function is to manage the role information for the employees



### Create New Role

1. In admin module, select the **Role Menu**
2. Enter the new **Role Name** in the **text box** besides the label “Role Name”
3. Check the checkbox to activate the role name after creation
4. Assign the access rights by checking the various access rights name
5. Click on **Save** button
6. The new role name will be shown in the **role list table**.

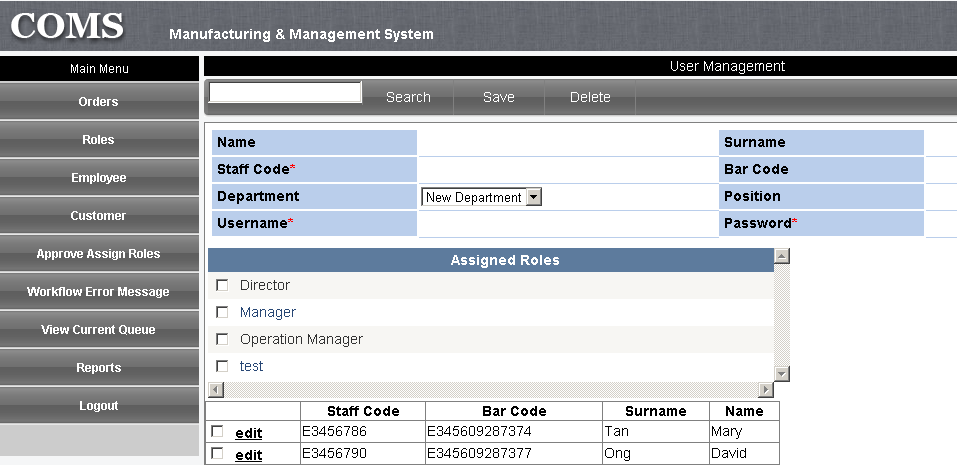


### Edit Role

1. In admin module, select the **Role Menu**
2. In the role list table, identify the error code to be edited and click on the **edit link** (left side of the role name)
3. Enter the updated role information in the respective sections – role name, active and access rights.
4. Click on **Save** button
5. The updated role information will be shown in the role list table.

## Manage Employee-Role Relationship

The aim of this function is to assign the respective roles to the existing/new employees.

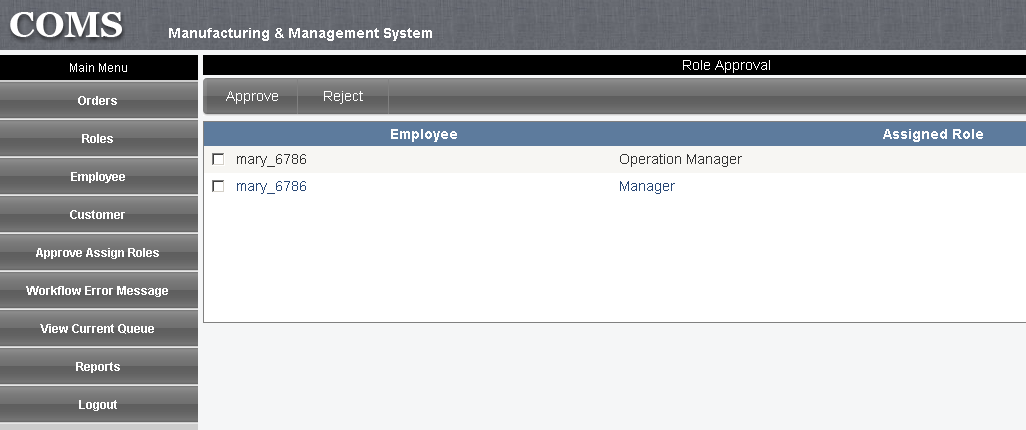


### Assign roles for new employees

1. In admin module, select the **Employee Menu**
2. Enter the employee information in the respective **fields** (refer to create employee user account in the manage employee user account section)
3. In the **Assigned Roles** table, check the respective account(s) to assign the roles to the employee
4. Click on **Save** button
5. The role(s) assigned to the employee will be pending for approval. Once approved, it will be reflected in the employee details.

### Edit roles for existing employees

1. In admin module, select the **Employee Menu**
2. Retrieve the employee information by searching using the staff code or click on the edit link to view the selected employee details
3. In the **Assigned Roles** table, check or uncheck the respective account(s) to assign/remove the roles of the employee
4. Click on **Save** button
5. The role(s) assigned to the employee will be pending for approval. Once approved, it will be reflected in the employee details.



### Approve submitted role request for existing employees

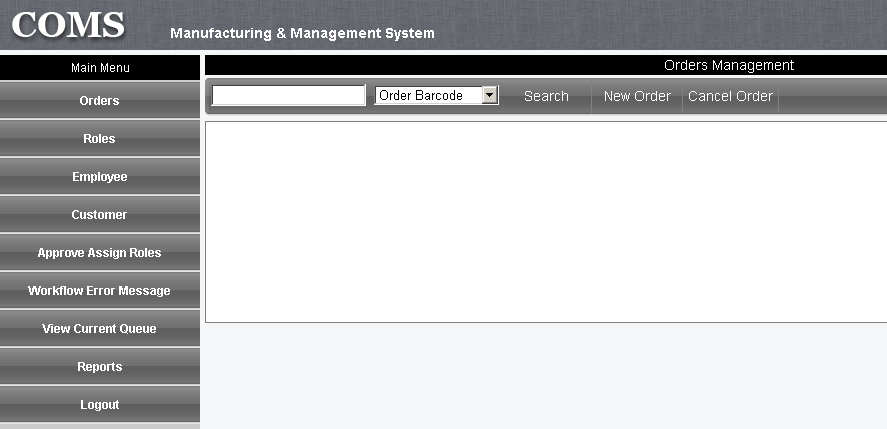
1. In admin module, select the **Approve Assign Roles**
2. The submitted role requests will be listed in a table
3. Check on the checkbox for those roles which the approver would like to approve
4. Click on **Approve** button
5. The role(s) assigned to the employee will be approved and will be reflected in the employee details.

### Reject submitted role request for existing employees

1. In admin module, select the **Approve Assign Roles**
2. The submitted role requests will be listed in a table
3. Check on the checkbox for those roles which the approver would like to reject
4. Click on **Reject** button
5. The role(s) assigned to the employee will be rejected and will not be reflected in the employee details.

## Manage Sales Order

The aim of this function is to manage the sales order information

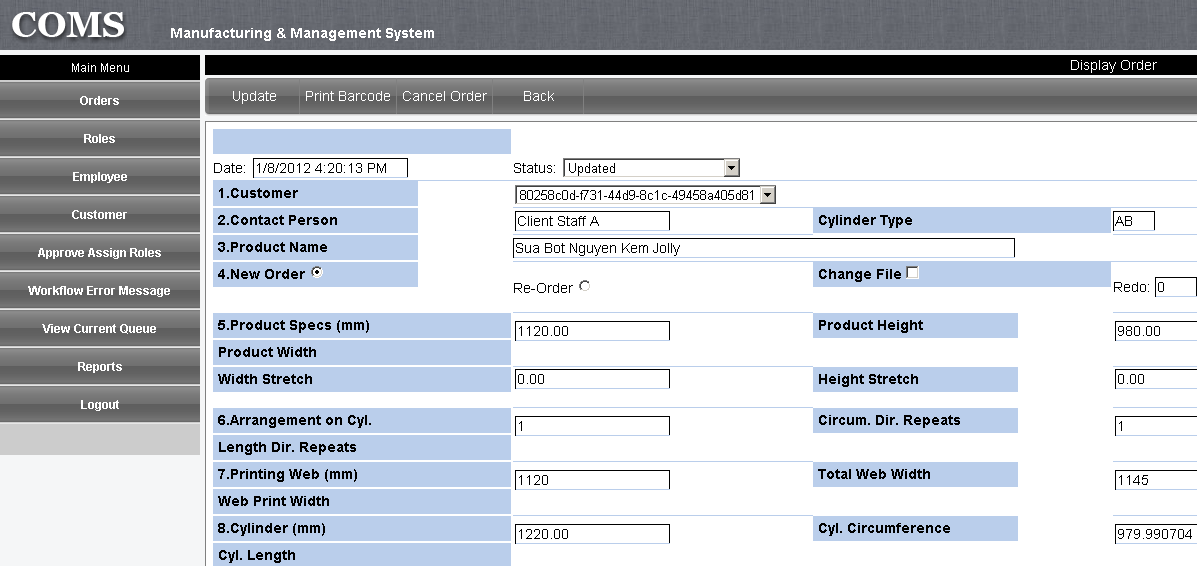


### Create New Sales Order

1. In admin module, select the **Orders Menu**
2. Click on the **New Order** button to create a new order



1. Enter the sales order information.



1. Click on **Save** button
2. The new sales order will be shown in the **sales order list table**.

### Edit Sales Order

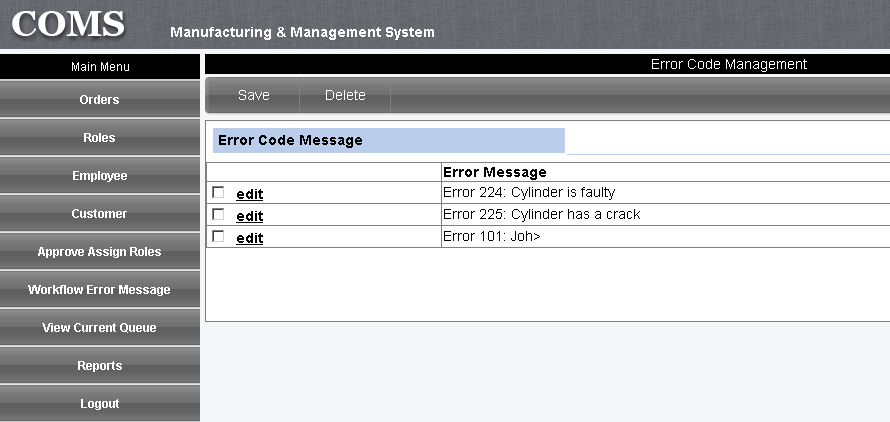
1. In admin module, select the **Orders Menu**
2. Identify the sales order to be edited and click on the **order code**
3. Enter the updated sales order information in the **respective fields**.
4. Click on **Update** button
5. The updated sales order will be shown in the sales order list table.

### Delete Sales Order

1. In admin module, select the **Orders Menu**
2. Identify the sales order to be deleted and click on the order code link
3. The details of the sales order will be shown
4. Click on **Cancel** button
5. The selected sales order code will be deleted from the **sales order list table**.

## Manage Error

The aim of this function is to manage the error codes for the cylinders

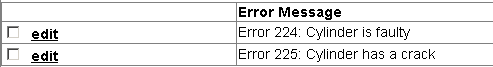


### Create Error Code

1. In admin module, select the **Workflow Error Message Menu**
2. Enter the new error code information in the **text box** besides the label “Error Code Message”



1. Click on **Save** button
2. The new error code will be shown in the **error code table**.



### Edit Error Code

1. In admin module, select the **Workflow Error Message Menu**
2. Identify the error code to be edited and click on its **edit link** (left side of the error code)
3. Enter the updated error code information in the **text box** besides the label “Error Code Message”
4. Click on **Save** button
5. The updated error code will be shown in the error code table.

### Delete Error Code

1. In admin module, select the **Workflow Error Message Menu**
2. Identify the error code to be deleted and check on its **checkbox** (left side of the error code)
3. Click on **Delete** button
4. The selected error code will be deleted from the **error code table**.

## Manage Cylinder Production Process

### Start Cylinder Production Process

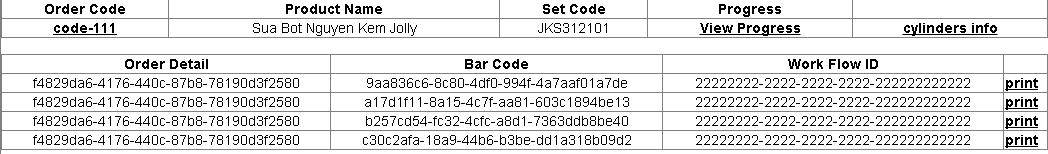
1. In admin module, select the **Order Menu**
2. Select a particular sales order to start the cylinder production process
3. The details of the selected order will be shown on the screen.
4. Click **Start** to initiate the cylinder production process

### Stop Cylinder Production Process

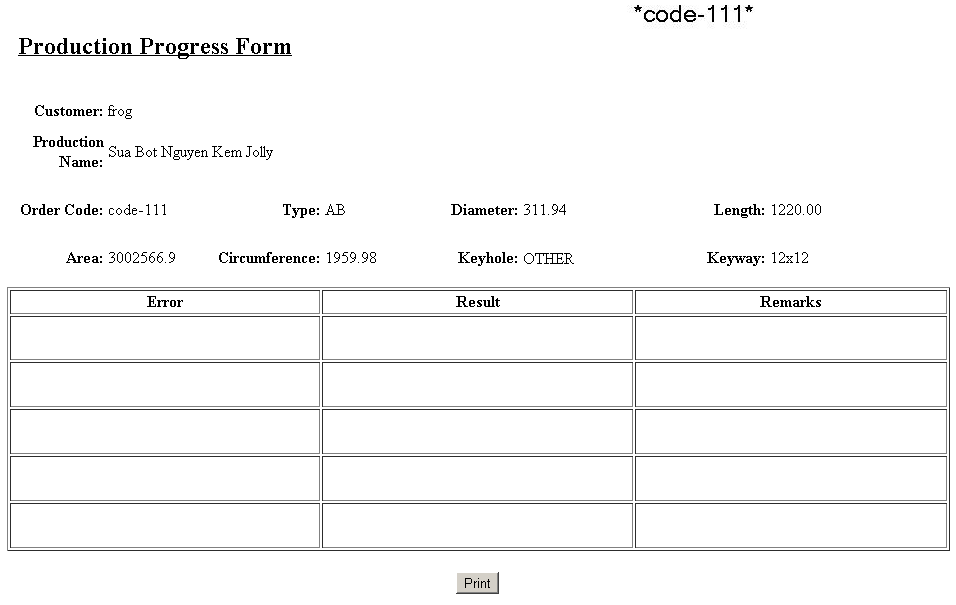
1. In admin module, select the **Order Menu**
2. Select a particular sales order to start the cylinder production process
3. The details of the selected order will be shown on the screen.
4. Click **Stop** to initiate the cylinder production process

## Print Cylinder Information Report

1. In admin module, select the **Order Menu**
2. Click on the **cylinders info** link to view the cylinder information which are related to the selected order
3. The details of the cylinder information will be shown on the screen.



1. Click on the print link to initiate the printing process for a particular cylinder listed in the table



1. Click on print button to print the cylinder information