

Admin Tools User Guide

1. Click Admin Tool > Access Control
2. At Approved Column > Select Yes or No for approval

The screenshot shows the 'Access Control' page under the 'Admin' tab. The page has a navigation bar with icons for Home, Admin, and Access Control. On the left, there's a sidebar with icons for Home, Admin, and Access Control. The main content area has tabs for Staff, Assistant Engineer, Contractor, and Access Control Template. The Staff tab is selected. A table lists four entries with columns for Status, Name, Staff_ID, Superior, Country_Base, Home_Base, Access_Control_Template, Active, Admin, and Approved. The 'Approved' column is highlighted with a red box. The table includes edit links and status descriptions like 'Account Detail Approved'. At the bottom, it says 'Showing 1 to 4 of 4 entries' and has previous/next buttons.

	Status	Name	Staff_ID	Superior	Country_Base	Home_Base	Access_Control_Template	Active	Admin	Approved
Edit	Account Detail Approved	JM Admin	admin		Malaysia	Selangor	Admin Template	Yes	Yes	Yes
Edit	New Registered Account	DAVID LIM	david.lim@	DAVID LIM	Malaysia	Selangor	Default Template	Yes	No	Yes
Edit	Pending Account Detail Approval	SAKINAH BINTI ABDUL RAHIM	sakinah@ja		Malaysia		Default Template	Yes	Yes	Yes
Edit	Account Detail Approved	JOHN DOE	john@jmclicks.com		Malaysia		Default Template	Yes	No	Yes

3. Similar steps apply to all the tab above Staff, Assistant Engineer and Contractor

The screenshot shows the 'Access Control' page under the 'Admin' tab. The tabs for Staff, Assistant Engineer, Contractor, and Access Control Template are visible at the top, with the Staff tab selected. The main content area displays the same table as the first screenshot, showing four entries with columns for Status, Name, Staff_ID, Superior, Country_Base, Home_Base, Access_Control_Template, Active, Admin, and Approved. The 'Approved' column is not highlighted in this specific view. The table includes edit links and status descriptions like 'Account Detail Approved'. At the bottom, it says 'Showing 1 to 4 of 4 entries' and has previous/next buttons.

	Status	Name	Staff_ID	Superior	Country_Base	Home_Base	Access_Control_Template	Active	Admin	Approved
Edit	Account Detail Approved	JM Admin	admin		Malaysia	Selangor	Admin Template	Yes	Yes	Yes
Edit	New Registered Account	DAVID LIM	david.lim@	DAVID LIM	Malaysia	Selangor	Default Template	Yes	No	Yes
Edit	Pending Account Detail Approval	SAKINAH BINTI ABDUL RAHIM	sakinah@ja		Malaysia		Default Template	Yes	Yes	Yes
Edit	Account Detail Approved	JOHN DOE	john@jmclicks.com		Malaysia		Default Template	Yes	No	Yes

4. At **Access Control Template**, you may customize your access control's template.

The screenshot shows the 'Access Control' section under 'Admin'. The 'Access Control Template' tab is selected. A dropdown menu shows 'Admin Template'. Below it are 'Update Template' and 'Remove Template' buttons. On the right is a 'Save As Template' button. The main area contains sections for 'Access Control', 'Project Access', and 'View Login Tracking', each with 'Yes' or 'No' radio buttons.

Module	Access Control
Access Control	<input checked="" type="radio"/> Yes <input type="radio"/> No
Project Access	<input checked="" type="radio"/> Yes <input type="radio"/> No
View Login Tracking	<input checked="" type="radio"/> Yes <input type="radio"/> No

➤ ALLOWANCE CONTROL

1. Click Admin Tool > Allowance Control

The screenshot shows the 'Allowance Control' section under 'Admin'. The 'Account' tab is selected. The table lists employees with columns for Name, Department, Position, and Scheme Name. A large black icon with a white upward-pointing arrow is visible in the bottom right corner.

Name	Department	Position	Scheme Name
JM Admin		Engineer	Grade B
DAVID LIM	Admin	Manager	
SAKINAH BINTI ABDUL RAHIM		Engineer	
TEST CONTRACTOR			
JOHN DOE			
SEEM KOK HIN			
SYED ZAFILEN SYED ALWEE			
HUSNA BINTI MOHD YUSOF		HR & Admin Executive	
SOONG NYAI LOONG			
SITI SYAZARINA BINTI USULLUDIN			
KONG KOAN YONG			
KHAIRUL AKMAL BIN ZAKARIA			
MOHD FAISAL BIN ABU			
ABD ZAKI BIN MAT ISA			

2. To change Scheme Name for each account holder, click at **Scheme_Name** column and select any from the dropdown.

The screenshot shows the 'Allowance Control' page under the 'Admin' section. On the left, there's a vertical sidebar with icons for Home, Admin, and Allowance Control. The main area has tabs for 'Account' and 'Allowance Scheme'. A red box highlights the 'Scheme_Name' column in a table where various employees are listed with their names, departments, positions, and current scheme names (e.g., Grade B). At the bottom right of the table is a black icon with a white 'A' and a triangle.

Name	Department	Position	Scheme_Name
JM Admin		Engineer	Grade B
DAVID LIM	Admin	Manager	
SAKINAH BINTI ABDUL RAHIM		Engineer	
TEST CONTRACTOR			
JOHN DOE			
SEEM KOK HIN			
SYED ZAFILEN SYED ALWEE			
HUSNA BINTI MOHD YUSOF		HR & Admin Executive	
SOONG NYAI LOONG			
SITI SYAZARINA BINTI USULLUDIN			
KONG KOAN YONG			
KAIRUL AKMAL BIN ZAKARIA			
MOHD FAISAL BIN ABU			
ABD ZAKI BIN MAT ISA			

3. To change settings of the grade, click **Allowance Scheme Tab** and edit there

The screenshot shows the 'Allowance Control' page under the 'Admin' section, specifically the 'Allowance Scheme' tab. A red box highlights the 'Allowance Scheme' tab. Below it, a dropdown menu shows 'Grade A'. There are buttons for 'Remove Scheme' and 'Create New Scheme'. A table lists allowance details for different day types: Weekday, Saturday, Sunday, and Public Holiday. At the bottom, it says 'Showing 1 to 4 of 4 entries' and has navigation buttons for 'Previous', '1', and 'Next'. A black icon with a white 'A' and triangle is at the bottom right.

Day_Type	Start	End	Minimum_Hour	Currency	Home_Base	Outstation	Subsequent_Home_Base	Subsequent_Outstation	Remarks
Weekday	9:00 AM	6:00 PM	0	RM	0.00	0.00	0.00	0.00	
Saturday	9:00 AM	6:00 PM	0	RM	0.00	0.00	0.00	0.00	
Sunday	9:00 AM	6:00 PM	0	RM	0.00	0.00	0.00	0.00	
Public Holiday	9:00 AM	6:00 PM	0	RM	0.00	0.00	0.00	0.00	

4. To edit according to grade, click at the **dropdown** and choose the desire grade to be change

The screenshot shows the 'Allowance Control' page under the 'Admin' tab. A red box highlights the dropdown menu for 'Grade D'. The table below shows allowance details for Grade D across different day types: Weekday, Saturday, Sunday, and Public Holiday. The table includes columns for Day_Type, Start, End, Minimum_Hour, Currency, Home_Base, Outstation, Subsequent_Home_Base, Subsequent_Outstation, and Remarks.

Day_Type	Start	End	Minimum_Hour	Currency	Home_Base	Outstation	Subsequent_Home_Base	Subsequent_Outstation	Remarks
Weekday	9:00 AM	6:00 PM	0	RM	0.00	0.00	0.00	0.00	
Saturday	9:00 AM	6:00 PM	0	RM	0.00	0.00	0.00	0.00	
Sunday	9:00 AM	6:00 PM	0	RM	0.00	0.00	0.00	0.00	
Public Holiday	9:00 AM	6:00 PM	0	RM	0.00	0.00	0.00	0.00	

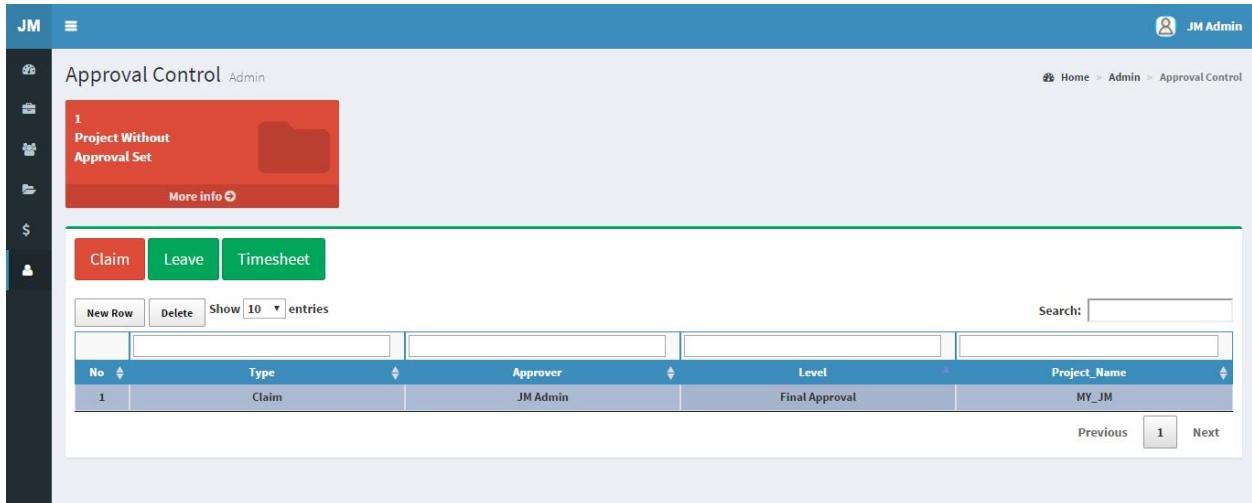
5. To create new scheme click **Create New Scheme** button
 6. To delete any existing scheme click **Remove Scheme** button

The screenshot shows the 'Allowance Control' page under the 'Admin' tab. A red box highlights the 'Remove Scheme' button for Grade A. Another red box highlights the 'Create New Scheme' button. The table below shows allowance details for Grade A across different day types: Weekday, Saturday, Sunday, and Public Holiday. The table includes columns for Day_Type, Start, End, Minimum_Hour, Currency, Home_Base, Outstation, Subsequent_Home_Base, Subsequent_Outstation, and Remarks.

Day_Type	Start	End	Minimum_Hour	Currency	Home_Base	Outstation	Subsequent_Home_Base	Subsequent_Outstation	Remarks
Weekday	9:00 AM	6:00 PM	0	RM	0.00	0.00	0.00	0.00	
Saturday	9:00 AM	6:00 PM	0	RM	0.00	0.00	0.00	0.00	
Sunday	9:00 AM	6:00 PM	0	RM	0.00	0.00	0.00	0.00	
Public Holiday	9:00 AM	6:00 PM	0	RM	0.00	0.00	0.00	0.00	

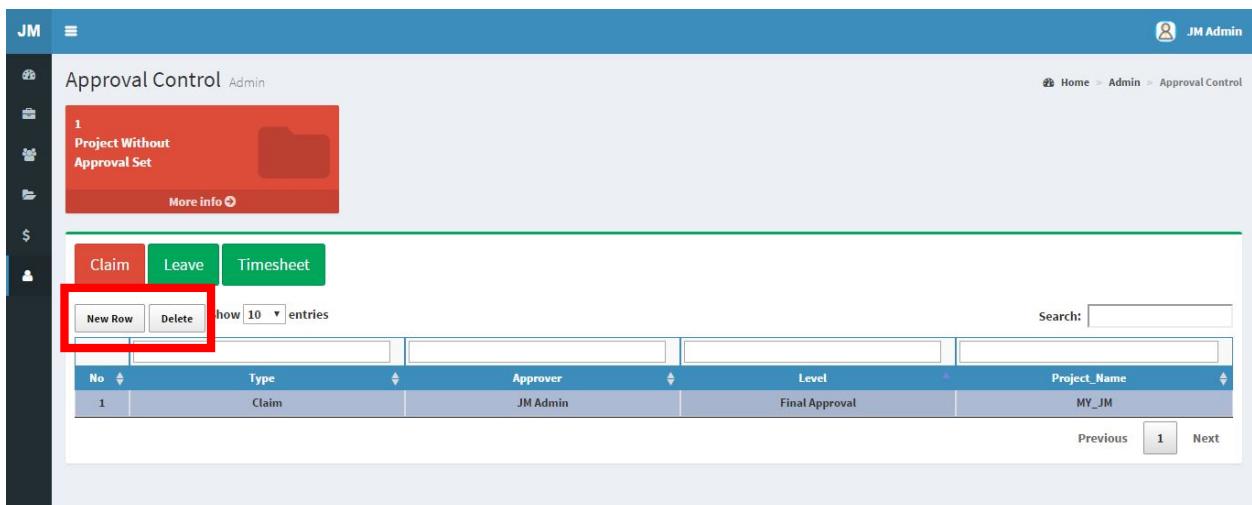
➤ APPROVAL CONTROL

1. Click Admin Tool > Approval Control



The screenshot shows the 'Approval Control' page under the 'Admin' tool. A red box highlights a message: '1 Project Without Approval Set'. Below this is a grid with columns: No, Type, Approver, Level, and Project_Name. One row is visible, showing '1' in the No column, 'Claim' in Type, 'JM Admin' in Approver, 'Final Approval' in Level, and 'MY_JM' in Project_Name. Navigation buttons for 'New Row', 'Delete', 'Show 10 entries', 'Search', 'Previous', '1', and 'Next' are at the top of the grid.

2. Click **New Row** to add new Approver
3. To delete, select any of existing row and click **Delete**



This screenshot is identical to the first one, but the 'New Row' button in the grid header is highlighted with a red box. The rest of the interface and data are the same.

4. Click on the **Approver** column and choose one from the dropdown

The screenshot shows the 'Approval Control' page with a single entry in the table. The 'Approver' column for this entry has a dropdown menu open, displaying three options: 'JM Admin', 'HUSNA BINTI MOHD YUSOF', and 'SAKINAH BINTI ABDUL RAHIM'. The 'JM Admin' option is currently selected. A red box highlights the dropdown menu.

No	Type	Approver	Level	Project_Name
1	Claim	JM Admin HUSNA BINTI MOHD YUSOF SAKINAH BINTI ABDUL RAHIM	Final Approval	MY_JM

5. Click on the **Level** column and choose one from the dropdown to specify the level of approval for the approver

The screenshot shows the 'Approval Control' page with a single entry in the table. The 'Level' column for this entry has a dropdown menu open, displaying several options: 'Final Approval', '1st Approval', '2nd Approval', '3rd Approval', '4th Approval', '5th Approval', and 'Final Approval' again at the bottom. The 'Final Approval' option at the bottom is currently selected. A red box highlights the dropdown menu.

No	Type	Approver	Level	Project_Name
1	Claim	JM Admin	Final Approval 1st Approval 2nd Approval 3rd Approval 4th Approval 5th Approval Final Approval	MY_JM

6. Click on the **Project_Name** and choose one from the dropdown to assign the approver only to certain project

No	Type	Approver	Level	Project_Name
1	Claim	JM Admin	Final Approval	MY_JM MY_Huawei_Celcom_Southern_Refarming

7. Similar steps apply to **Claim**, **Leave**, and **Timesheet**.

No	Type	Approver	Level	Project_Name
1	Claim	JM Admin	Final Approval	MY_JM

➤ ASSET TRACKING

1. Click Admin Tool > Asset Tracking

The screenshot shows the 'Asset Tracking' page under the 'Admin' section. The top navigation bar includes links for Home, Admin, and Asset Tracking. On the left, there's a sidebar with icons for Home, Admin, Assets, Reports, and Users. The main content area has tabs for Car, Data Card, GPS, Handphone, Inverter, Laptop, Scanner, Shell Card, Sim Card, and Users. A search bar at the top right allows users to search for specific entries. Below the search bar is a table displaying asset information. The table columns include: No, Action, Label, Brand, Model_No, Car_No, Replacement_Car_No, Color, Availability, Project_Name, Holder, Transfer_To, Transfer_Date_Time, Acknowledge_Date_Time, and Own. There are three entries listed:

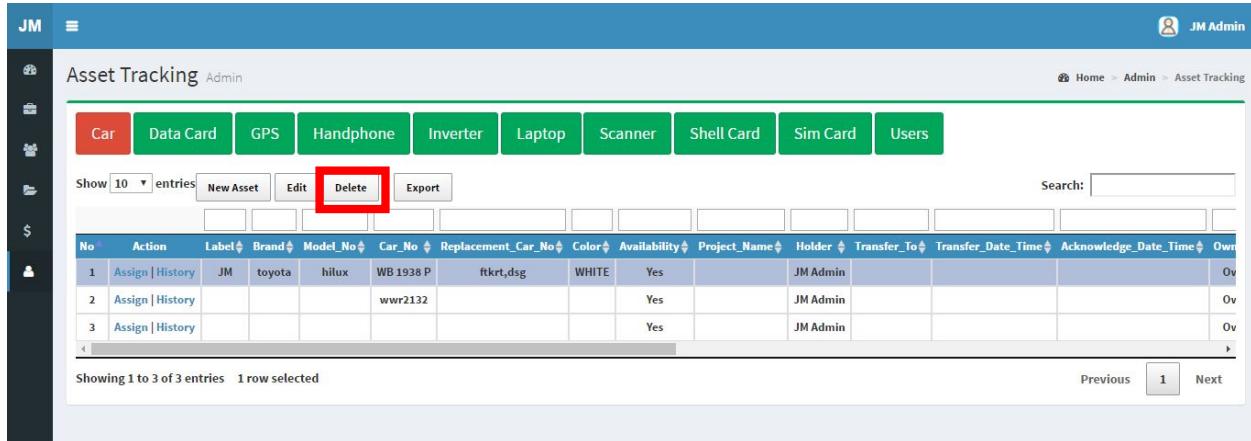
No	Action	Label	Brand	Model_No	Car_No	Replacement_Car_No	Color	Availability	Project_Name	Holder	Transfer_To	Transfer_Date_Time	Acknowledge_Date_Time	Own
1	Assign History	JM	toyota	hilux	WB 1938 P	ftkrt,dsg	WHITE	Yes		JM Admin				Ov
2	Assign History				wwr2132			Yes		JM Admin				Ov
3	Assign History							Yes		JM Admin				Ov

At the bottom, it says 'Showing 1 to 3 of 3 entries' and includes navigation buttons for Previous, Next, and a page number '1'.

2. Click New Asset to add on new asset

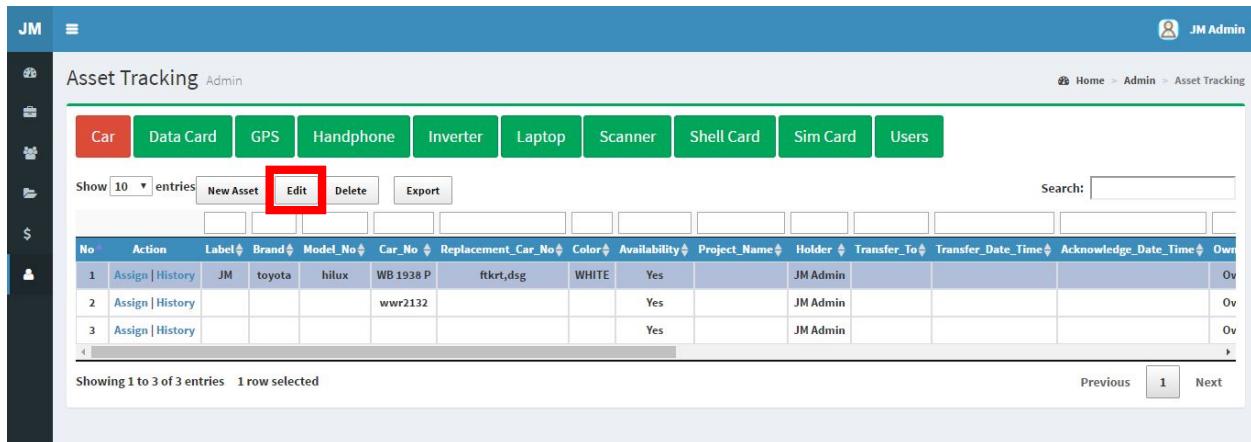
This screenshot is identical to the one above, showing the 'Asset Tracking' page. However, the 'New Asset' button in the top navigation bar has been highlighted with a red box. The rest of the interface, including the table of assets, the sidebar, and the footer, remains the same.

3. To delete any existing asset, select the row to be deleted and click **Delete**



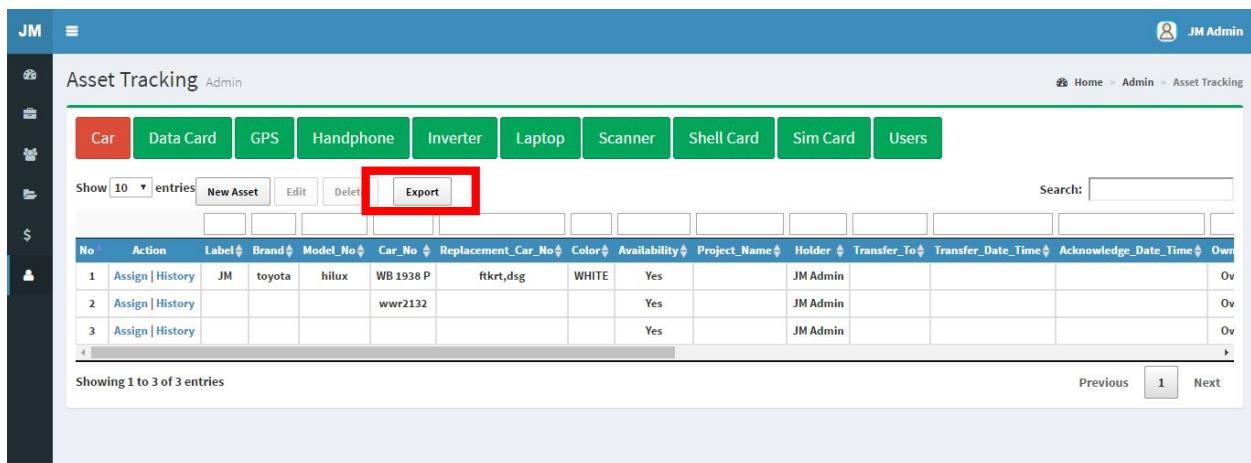
The screenshot shows the 'Asset Tracking Admin' page. At the top, there are tabs for Car, Data Card, GPS, Handphone, Inverter, Laptop, Scanner, Shell Card, Sim Card, and Users. Below the tabs is a toolbar with buttons for New Asset, Edit, Delete (which is highlighted with a red box), and Export. A search bar is also present. The main area displays a table of asset data with columns: No, Action, Label, Brand, Model_No, Car_No, Replacement_Car_No, Color, Availability, Project_Name, Holder, Transfer_To, Transfer_Date_Time, Acknowledge_Date_Time, and Owner. There are three rows of data. At the bottom, it says 'Showing 1 to 3 of 3 entries 1 row selected' and has navigation buttons for Previous, Next, and a page number.

4. To edit any existing asset's information, select the row to be edited and click **Edit**



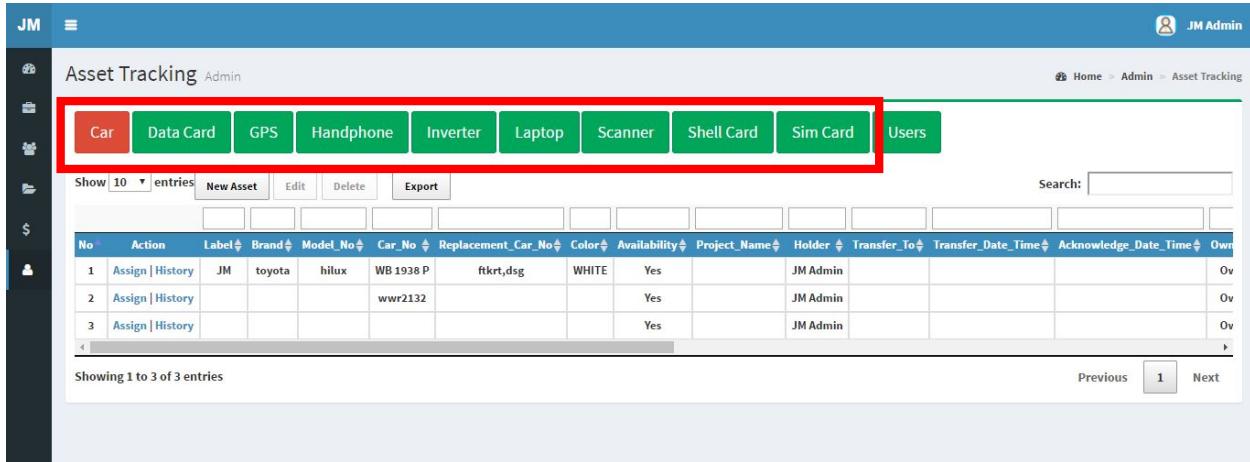
This screenshot is identical to the previous one, showing the 'Asset Tracking Admin' page with the 'Edit' button highlighted for the first row of data.

5. To export all the information, click **Export** and choose the file conversion either PDF or Excel



This screenshot shows the 'Asset Tracking Admin' page with the 'Export' button highlighted with a red box. The rest of the interface is identical to the previous screenshots.

6. Similar steps apply to **Car, Data card, GPS, Handphone, Inverter, Laptop, Scanner, Shell Card and Sim Card**

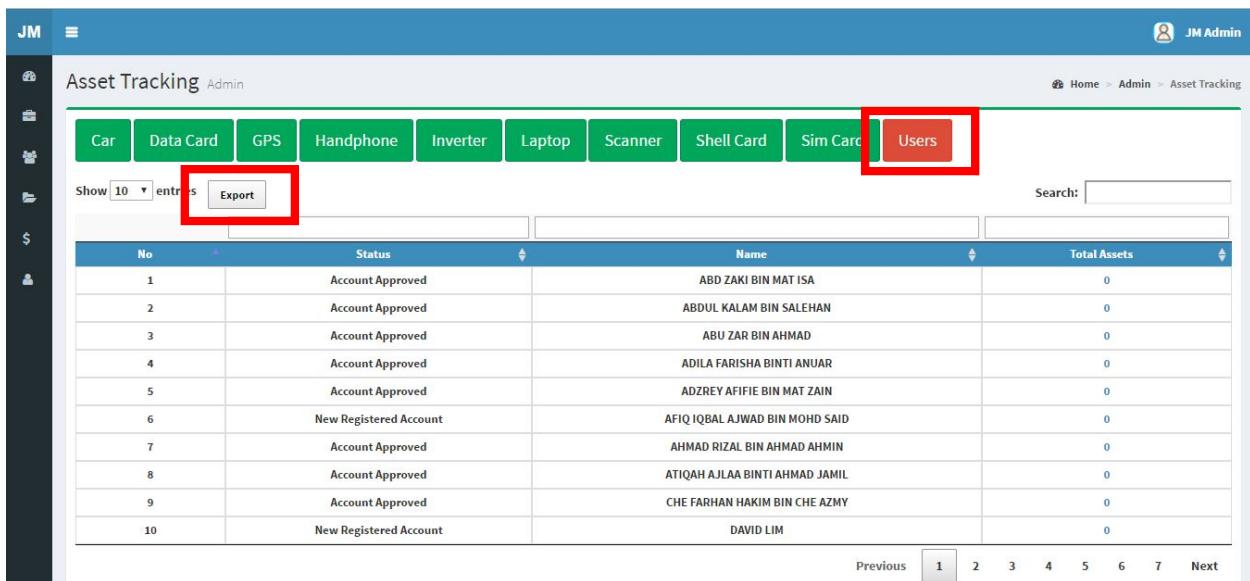


The screenshot shows the 'Asset Tracking Admin' interface. At the top, there is a navigation bar with icons for Home, Admin, and Asset Tracking. Below the navigation bar, there is a horizontal menu with buttons for Car, Data Card, GPS, Handphone, Inverter, Laptop, Scanner, Shell Card, Sim Card, and Users. The 'Car' button is highlighted with a red box. Below the menu, there is a search bar and a table displaying asset information. The table has columns for No, Action, Label, Brand, Model_No, Car_No, Replacement_Car_No, Color, Availability, Project_Name, Holder, Transfer_To, Transfer_Date_Time, Acknowledge_Date_Time, and Own. There are three entries in the table:

No	Action	Label	Brand	Model_No	Car_No	Replacement_Car_No	Color	Availability	Project_Name	Holder	Transfer_To	Transfer_Date_Time	Acknowledge_Date_Time	Own
1	Assign History	JM	toyota	hilux	WB 1938 P	ftkrt,dsg	WHITE	Yes		JM Admin				Ov
2	Assign History				wwr2132			Yes		JM Admin				Ov
3	Assign History							Yes		JM Admin				Ov

At the bottom, it says 'Showing 1 to 3 of 3 entries' and has previous, next, and page number buttons.

7. Click **Users** button to view the existing users for the asset available
 8. Click **Export** to convert the information into PDF or Excel



The screenshot shows the 'Asset Tracking Admin' interface. At the top, there is a navigation bar with icons for Home, Admin, and Asset Tracking. Below the navigation bar, there is a horizontal menu with buttons for Car, Data Card, GPS, Handphone, Inverter, Laptop, Scanner, Shell Card, Sim Card, and Users. The 'Users' button is highlighted with a red box. Below the menu, there is a search bar and a table displaying user information. The table has columns for No, Status, Name, and Total Assets. There are ten entries in the table:

No	Status	Name	Total Assets
1	Account Approved	ABD ZAKI BIN MAT ISA	0
2	Account Approved	ABDUL KALAM BIN SALEHAN	0
3	Account Approved	ABU ZAR BIN AHMAD	0
4	Account Approved	ADILA FARISHA BINTI ANUAR	0
5	Account Approved	ADZREY AFIFIE BIN MAT ZAIN	0
6	New Registered Account	AFIQ IQBAL AJWAD BIN MOHD SAID	0
7	Account Approved	AHMAD RIZAL BIN AHMAD AHMIN	0
8	Account Approved	ATIQAH AJLAA BINTI AHMAD JAMIL	0
9	Account Approved	CHE FARHAN HAKIM BIN CHE AZMY	0
10	New Registered Account	DAVID LIM	0

At the bottom, it says 'Showing 1 to 10 of 10 entries' and has previous, next, and page number buttons. The 'Export' button in the top left of the table area is also highlighted with a red box.

9. Search box is to search specifically by key word

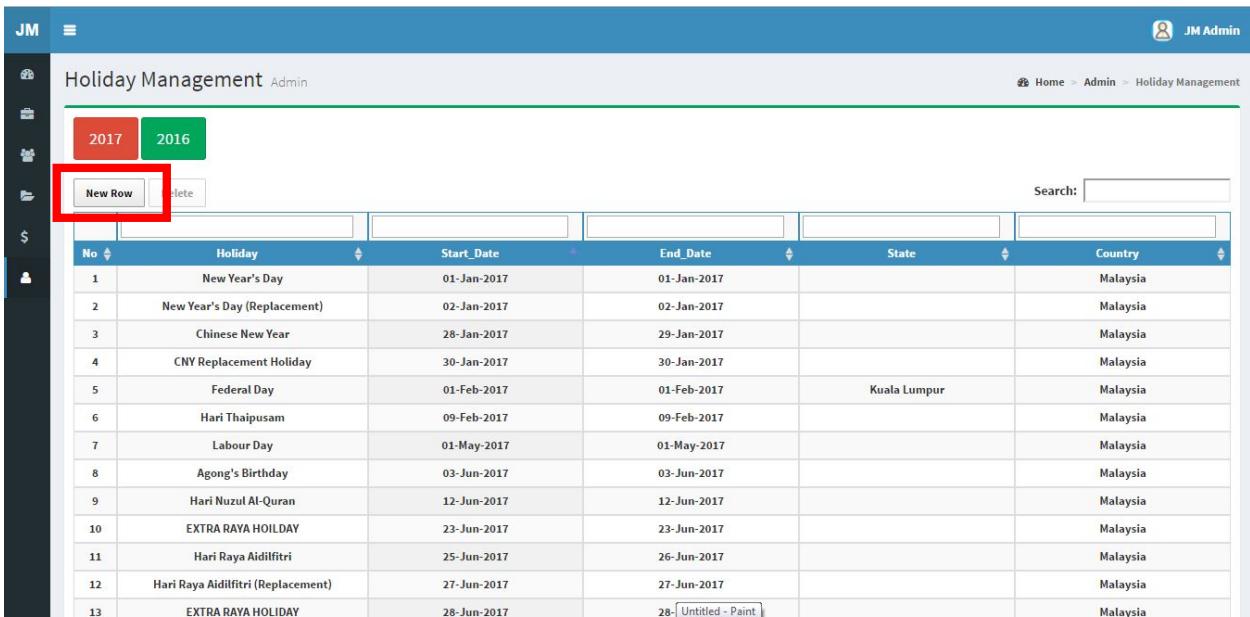
The screenshot shows the 'Asset Tracking Admin' page. At the top, there is a navigation bar with icons for Home, Admin, and Asset Tracking. Below the navigation is a toolbar with buttons for Car, Data Card, GPS, Handphone, Inverter, Laptop, Scanner, Shell Card, Sim Card, and Users. A search bar labeled 'Search:' is located on the right side of the toolbar, enclosed in a red box. Below the toolbar is a table with columns: No, Status, Name, and Total Assets. The table contains 10 rows of data. At the bottom of the table are navigation links for Previous, Next, and page numbers 1 through 7.

➤ HOLIDAY MANAGEMENT

1. Click Admin Tool > Holiday Management
2. Click 2017 or 2016 to edit details

The screenshot shows the 'Holiday Management Admin' page. At the top, there is a navigation bar with icons for Home, Admin, and Holiday Management. Below the navigation is a toolbar with buttons for New Row and Delete. A search bar labeled 'Search:' is located on the right side of the toolbar. Two buttons, '2017' and '2016', are displayed prominently in the center of the screen, both enclosed in a red box. Below the buttons is a table with columns: No, Holiday, Start Date, End Date, State, and Country. The table contains 13 rows of data, all of which are listed under the 'Malaysia' entry in the Country column.

3. Click New Row to add new holiday



The screenshot shows the 'Holiday Management' page with two tabs at the top: '2017' (highlighted in red) and '2016'. Below the tabs is a 'New Row' button with a red box around it. The main area is a table with columns: No, Holiday, Start Date, End Date, State, and Country. The table lists various holidays for Malaysia in 2017, including New Year's Day, Chinese New Year, CNY Replacement Holiday, Federal Day, Hari Thaipusam, Labour Day, Agong's Birthday, Hari Nuzul Al-Quran, EXTRA RAYA HOLIDAY, Hari Raya Aidilfitri, Hari Raya Aidilfitri (Replacement), and EXTRA RAYA HOLIDAY. The last row shows an entry with an empty 'Start Date' field and the value '28-[Untitled - Paint]' in the 'End Date' field.

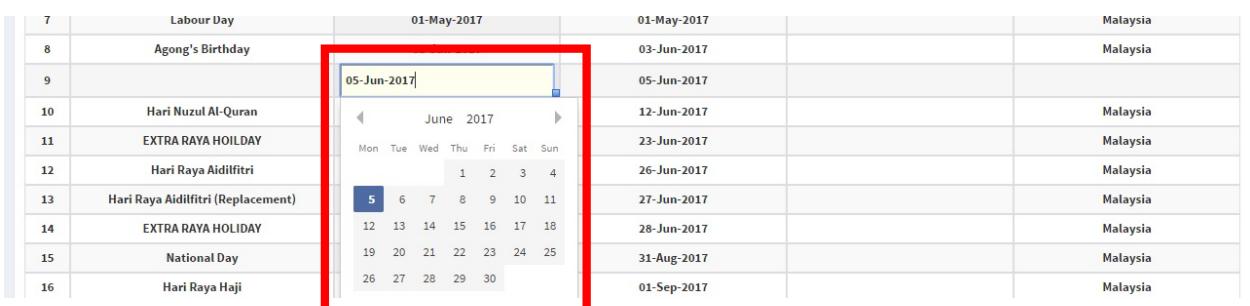
No	Holiday	Start Date	End Date	State	Country
1	New Year's Day	01-Jan-2017	01-Jan-2017		Malaysia
2	New Year's Day (Replacement)	02-Jan-2017	02-Jan-2017		Malaysia
3	Chinese New Year	28-Jan-2017	29-Jan-2017		Malaysia
4	CNY Replacement Holiday	30-Jan-2017	30-Jan-2017		Malaysia
5	Federal Day	01-Feb-2017	01-Feb-2017	Kuala Lumpur	Malaysia
6	Hari Thaipusam	09-Feb-2017	09-Feb-2017		Malaysia
7	Labour Day	01-May-2017	01-May-2017		Malaysia
8	Agong's Birthday	03-Jun-2017	03-Jun-2017		Malaysia
9	Hari Nuzul Al-Quran	12-Jun-2017	12-Jun-2017		Malaysia
10	EXTRA RAYA HOILDAY	23-Jun-2017	23-Jun-2017		Malaysia
11	Hari Raya Aidilfitri	25-Jun-2017	26-Jun-2017		Malaysia
12	Hari Raya Aidilfitri (Replacement)	27-Jun-2017	27-Jun-2017		Malaysia
13	EXTRA RAYA HOLIDAY	28-Jun-2017	28-Jun-2017		Malaysia

4. Insert the details for Holiday, Start_Date, End_Date, State and Country



The screenshot shows the 'Holiday Management' page with the 'New Row' button highlighted with a red box. The 'Start Date' field for the new row is populated with '05-Jun-2017'. The table lists various holidays for Malaysia in 2017, including Labour Day, Agong's Birthday, Hari Nuzul Al-Quran, EXTRA RAYA HOILDAY, Hari Raya Aidilfitri, Hari Raya Aidilfitri (Replacement), EXTRA RAYA HOLIDAY, National Day, and Hari Raya Hajji.

7	Labour Day	01-May-2017	01-May-2017		Malaysia
8	Agong's Birthday	03-Jun-2017	03-Jun-2017		Malaysia
9		05-Jun-2017	05-Jun-2017		
10	Hari Nuzul Al-Quran	12-Jun-2017	12-Jun-2017		Malaysia
11	EXTRA RAYA HOILDAY	23-Jun-2017	23-Jun-2017		Malaysia
12	Hari Raya Aidilfitri	25-Jun-2017	26-Jun-2017		Malaysia
13	Hari Raya Aidilfitri (Replacement)	27-Jun-2017	27-Jun-2017		Malaysia



The screenshot shows the 'Holiday Management' page with the 'New Row' button highlighted with a red box. A date picker calendar is open over the 'Start Date' field, showing the date '05-Jun-2017'. The table lists various holidays for Malaysia in 2017, including Labour Day, Agong's Birthday, Hari Nuzul Al-Quran, EXTRA RAYA HOILDAY, Hari Raya Aidilfitri, Hari Raya Aidilfitri (Replacement), EXTRA RAYA HOLIDAY, National Day, and Hari Raya Hajji.

7	Labour Day	01-May-2017	01-May-2017		Malaysia
8	Agong's Birthday	03-Jun-2017	03-Jun-2017		Malaysia
9		05-Jun-2017	05-Jun-2017		
10	Hari Nuzul Al-Quran	12-Jun-2017	12-Jun-2017		Malaysia
11	EXTRA RAYA HOILDAY	23-Jun-2017	23-Jun-2017		Malaysia
12	Hari Raya Aidilfitri	26-Jun-2017	27-Jun-2017		Malaysia
13	Hari Raya Aidilfitri (Replacement)	28-Jun-2017	28-Jun-2017		Malaysia
14	EXTRA RAYA HOLIDAY	31-Aug-2017	31-Aug-2017		Malaysia
15	National Day	01-Sep-2017	01-Sep-2017		Malaysia
16	Hari Raya Hajji				

7	Labour Day	01-May-2017	01-May-2017		Malaysia
8	Agong's Birthday	03-Jun-2017	03-Jun-2017		Malaysia
9		05-Jun-2017	05-Jun-2017		Malaysia
10	Hari Nuzul Al-Quran	12-Jun-2017	12-Jun-2017		Malaysia
11	EXTRA RAYA HOLIDAY	23-Jun-2017	23-Jun-2017		Malaysia
12	Hari Raya Aidilfitri	25-Jun-2017	26-Jun-2017		Malaysia
13	Hari Raya Aidilfitri (Replacement)	27-Jun-2017	27-Jun-2017		Malaysia
14	EXTRA RAYA HOLIDAY	28-Jun-2017	28-Jun-2017		Malaysia
15	National Day	31-Aug-2017	31-Aug-2017		Malaysia
16	Hari Raya Haji	01-Sep-2017	01-Sep-2017		Malaysia
17	Malaysia Day	16-Sep-2017	16-Sep-2017		Malaysia
18	Awal Muharram	21-Sep-2017	21-Sep-2017		Malaysia
19	Deepavali	18-Oct-2017	18-Oct-2017		Malaysia
20	Dussehra	01-Dec-2017	01-Dec-2017		Malaysia



7	Labour Day	01-May-2017	01-May-2017		Malaysia
8	Agong's Birthday	03-Jun-2017	03-Jun-2017		Malaysia
9		05-Jun-2017	05-Jun-2017		Malaysia
10	Hari Nuzul Al-Quran	12-Jun-2017	12-Jun-2017		Malaysia
11	EXTRA RAYA HOLIDAY	23-Jun-2017	23-Jun-2017		Malaysia
12	Hari Raya Aidilfitri	25-Jun-2017	26-Jun-2017		Malaysia



5. Select the row to be deleted and click delete

NO	HOLIDAY	START_DATE	END_DATE	STATE	COUNTRY
1	New Year's Day	01-Jan-2017	01-Jan-2017		Malaysia
2	New Year's Day Replacement	02-Jan-2017	02-Jan-2017		Malaysia
3	Chinese New Year	28-Jan-2017	29-Jan-2017		Malaysia
4	CNY Replacement Holiday	30-Jan-2017	30-Jan-2017		Malaysia
5	Federal Day	01-Feb-2017	01-Feb-2017	Kuala Lumpur	Malaysia
6	Hari Thaipusam	09-Feb-2017	09-Feb-2017		Malaysia

➤ NOTICE BOARD MANAGEMENT

1. Click Admin Tool > Notice Board Management

The screenshot shows a web-based application interface titled "Notice Board Management". At the top, there are navigation links: "Home", "Admin", and "Notice Board Management". On the left, there is a vertical sidebar with icons for Home, Admin, Notice Board Management, and Help. The main content area has a header with "New Notice" and "Delete" buttons, and a search bar. Below this is a table with columns: No, Title, Content, Start Date, End Date, Created By, and Email Notification. The table contains six rows of notice data.

No	Title	Content	Start Date	End Date	Created By	Email Notification
1	MAJLIS BERBUKA PUASA!	MAJLIS BERBUKA PUASA TARikh :17/6/2017 (SABTU) TEMPAT : BUKIT JALIL GOLF & COUNTRY MASA : 7.00PM - 10.00PM	01-Jun-2017	17-Jun-2017	JM Admin	No
2	BIRTHDAY PARTY ;)	LOCATION : ALAM DAMAI OFFICE BIRTHDAY GIRL : SITI BIRTHDAY BOY ZAKI & SHIVA	28-Apr-2017	28-Apr-2017	JM Admin	No
3	Notice	TESTING 123	04-Apr-2017	04-Apr-2017		No
4	Another Testing	test	21-Mar-2017	21-Mar-2017		Yes
5	testing	test test 123	28-Mar-2017	21-Mar-2017		No
6	startup testing	trust me its testing	20-Mar-2017	23-Mar-2017		No

2. Click New Notice to add new notice in the board

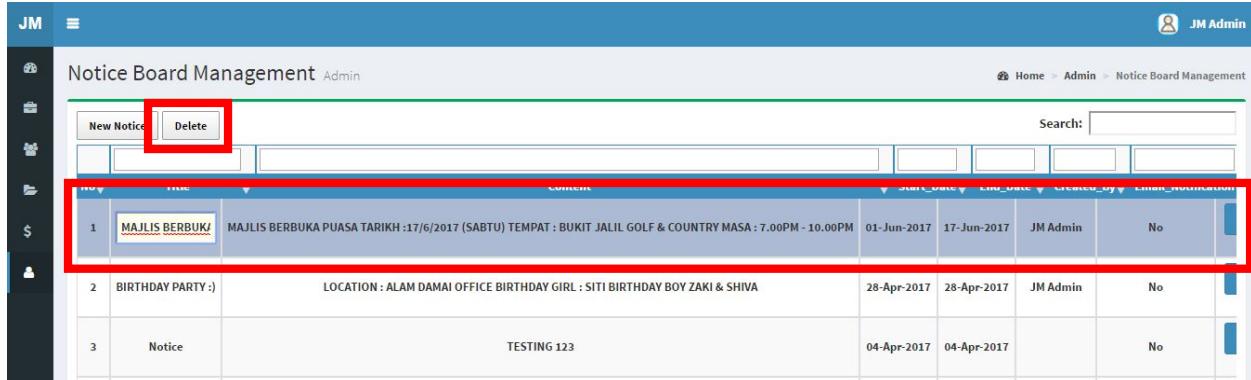
This screenshot is identical to the one above, but the "New Notice" button in the top-left corner of the main content area is highlighted with a red box. All other elements, including the table of existing notices, are the same.

3. Fill in those blank columns (**Title**, **Content**, **Start Date**, **End Date**, **Created By** and **Email Notification**)



1				05-Jun-2017	05-Jun-2017	JM Admin	No
2	MAJLIS BERBUKA PUASA!	MAJLIS BERBUKA PUASA TARikh :17/6/2017 (SABTU) TEMPAT : BUKIT JALIL GOLF & COUNTRY MASA : 7.00PM - 10.00PM	01-Jun-2017	17-Jun-2017	JM Admin	No	
3	BIRTHDAY PARTY :)	LOCATION : ALAM DAMAI OFFICE BIRTHDAY GIRL : SITI BIRTHDAY BOY ZAKI & SHIVA	28-Apr-2017	28-Apr-2017	JM Admin	No	

4. Select any of the row and click **Delete** to delete the notice



1	MAJLIS BERBUKA PUASA TARikh :17/6/2017 (SABTU) TEMPAT : BUKIT JALIL GOLF & COUNTRY MASA : 7.00PM - 10.00PM	01-Jun-2017	17-Jun-2017	JM Admin	No		
2	BIRTHDAY PARTY :)	LOCATION : ALAM DAMAI OFFICE BIRTHDAY GIRL : SITI BIRTHDAY BOY ZAKI & SHIVA	28-Apr-2017	28-Apr-2017	JM Admin	No	
3	Notice	TESTING 123	04-Apr-2017	04-Apr-2017		No	

➤ OPTION CONTROL

1. Click Admin Tool > Option Control

The screenshot shows the JM Admin interface with the 'Option Control' page selected. The 'User Ability' tab is active. A table displays a list of options for different fields:

No	Field	Option
1	Type	Shell Card
2	Type	Scanner
3	Type	Data Card
4	Type	GPS
5	Type	Inverter
6	Type	Sim Card
7	Type	Laptop
8	Type	Car
9	Type	Handphone
10	Ownership	Rent Unit

2. Click New Row to add new dropdown in the option

The screenshot shows the JM Admin interface with the 'Option Control' page selected. The 'User Ability' tab is active. The 'New Row' button is highlighted with a red box. A table displays a list of options for different fields:

No	Field	Option
1	Type	Shell Card
2	Type	Scanner
3	Type	Data Card
4	Type	GPS
5	Type	Inverter
6	Type	Sim Card
7	Type	Laptop
8	Type	Car
9	Type	Handphone
10	Type	

3. Fill in the Field and Option dropdown

No	Field	Option
1	Availability	Shell Card
2	Ownership	Scanner
3	Type	Data Card
4	Type	GDC

No	Field	Option
1	Type	Shell Card
2	Type	Scanner
3	Type	Scanner

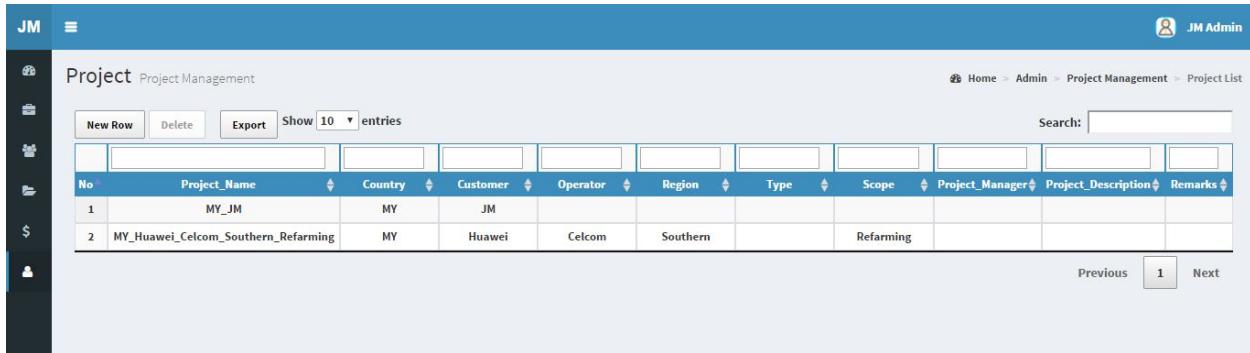
4. Select any row to be deleted and click Delete

No	Field	Option
1	Type	Shell Card
2	Type	Scanner
3	Type	Scanner

5. Similar steps apply to all the option

➤ PROJECT LIST

1. Click Admin Tool > Project List



The screenshot shows a web-based application interface for 'Project Management'. The top navigation bar includes 'JM', a menu icon, and 'JM Admin'. Below the header, the page title is 'Project Management' with a sub-section 'Project List'. A breadcrumb trail indicates the current location: Home > Admin > Project Management > Project List. There is a search bar labeled 'Search:' with a placeholder '(empty)'.

Below the search bar is a toolbar with buttons for 'New Row', 'Delete', 'Export', and a dropdown for 'Show 10 entries'. To the right of the toolbar is a 'Search:' input field with a placeholder '(empty)'.

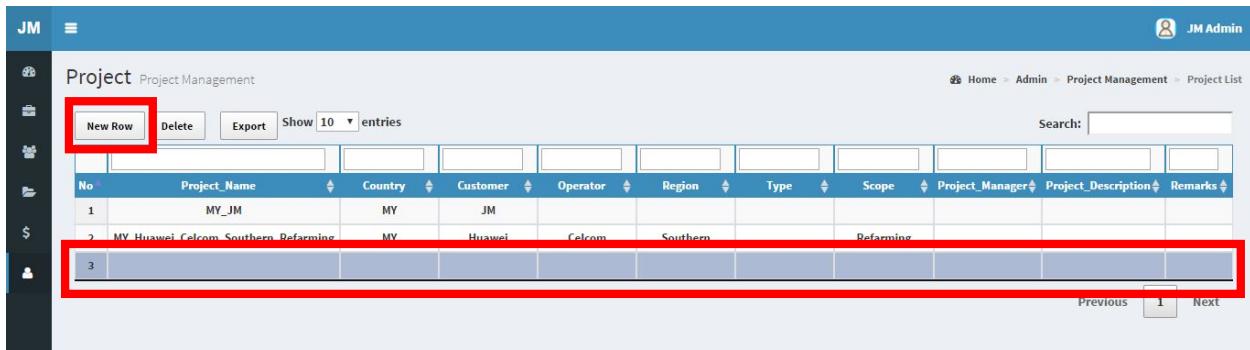
The main content area displays a table titled 'Project List' with the following columns: No, Project Name, Country, Customer, Operator, Region, Type, Scope, Project Manager, Project Description, and Remarks. Two rows of data are visible:

No	Project Name	Country	Customer	Operator	Region	Type	Scope	Project Manager	Project Description	Remarks
1	MY_JM	MY	JM							
2	MY_Huawei_Celcom_Southern_Refarming	MY	Huawei	Celcom	Southern		Refarming			

At the bottom right of the table are 'Previous' and 'Next' navigation buttons. The 'New Row' button in the toolbar is highlighted with a red box.

2. Click New Row to insert new project

3. Fill in all those details

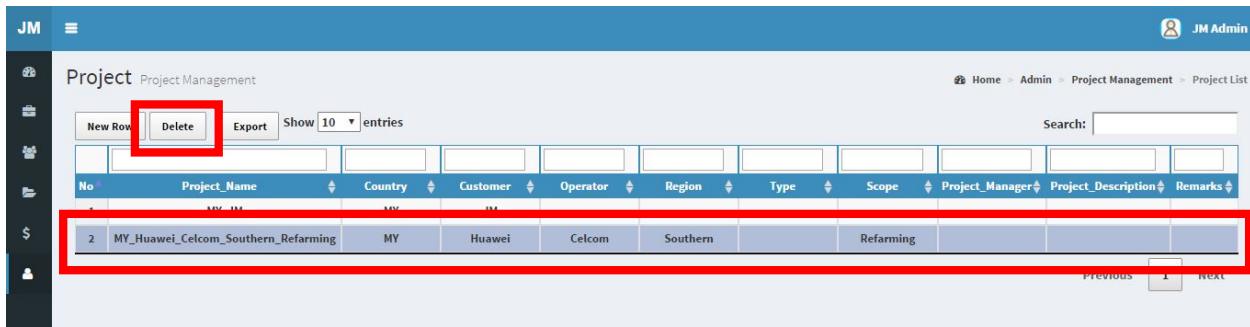


This screenshot shows the same 'Project Management' screen after a new row has been added. The 'New Row' button in the toolbar is highlighted with a red box. The newly added row is highlighted with a red box and contains the following data:

No	Project Name	Country	Customer	Operator	Region	Type	Scope	Project Manager	Project Description	Remarks
1	MY_JM	MY	JM							
2	MY_Huawei_Celcom_Southern_Refarming	MY	Huawei	Celcom	Southern		Refarming			
3										

The 'New Row' button in the toolbar is highlighted with a red box. The newly added row (No. 3) is also highlighted with a red box.

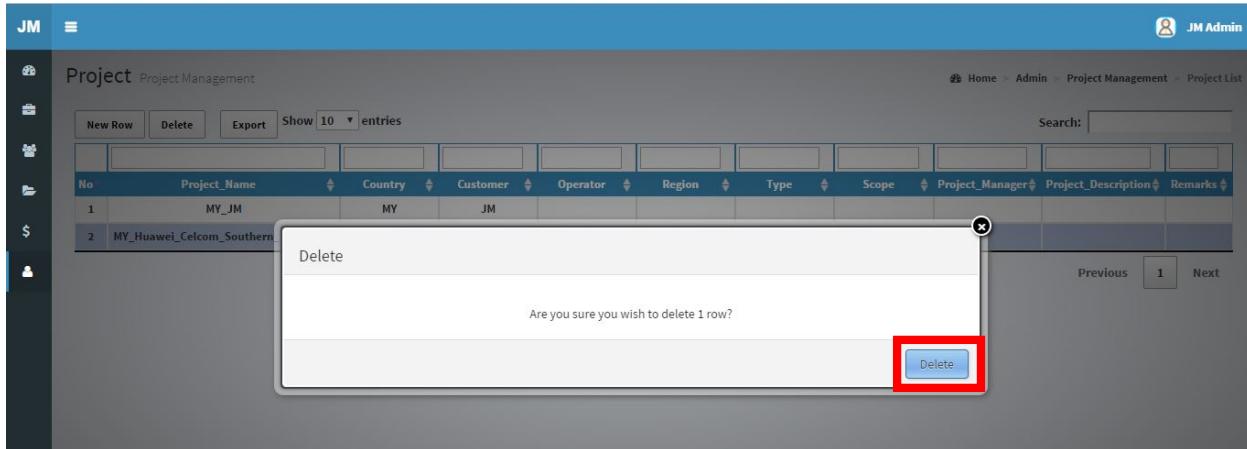
4. To delete, select the row and click Delete. Then click Delete again



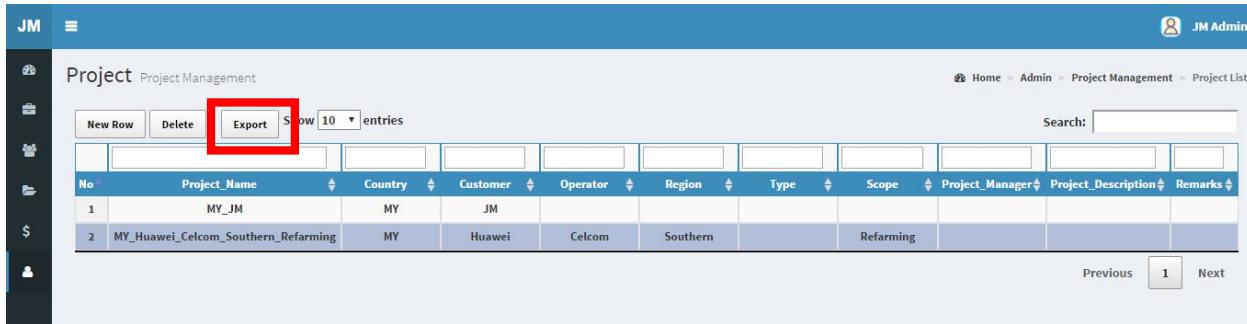
This screenshot shows the 'Project Management' screen with a row selected for deletion. The 'Delete' button in the toolbar is highlighted with a red box. The selected row (No. 2) is highlighted with a red box and contains the following data:

No	Project Name	Country	Customer	Operator	Region	Type	Scope	Project Manager	Project Description	Remarks
1	MY_JM	MY	JM							
2	MY_Huawei_Celcom_Southern_Refarming	MY	Huawei	Celcom	Southern		Refarming			

The 'Delete' button in the toolbar is highlighted with a red box. The selected row (No. 2) is highlighted with a red box.



5. To export all those details click **Export** and choose either PDF, CSV or Excel



➤ PROJECT CODE LIST

1. Click Admin Tool > Project Code List

This screenshot shows the 'Project Code List' page from the JM Admin interface. The page title is 'Project Code List' under 'Project Management'. It features a table with columns: No, Project_Name, Project_Code, Site_ID, Site_Name, Description, and Created_By. The table contains 10 rows of data. At the bottom, there are buttons for 'New Row', 'Delete', 'Export', and 'Show 10 entries', along with a pagination area showing 'Showing 1 to 10 of 1,363 entries' and a page number '1'.

No	Project_Name	Project_Code	Site_ID	Site_Name	Description	Created_By
1	MY_JM	DIG-MY-1-1		Nex Cell Phone Enterprise		JM Admin
2	MY_JM	DIG-MY-1-2		Woodwing Enterprise		JM Admin
3	MY_JM	DIG-MY-1-3		Subang Jaya Hotel Development Sdn Bhd		JM Admin
4	MY_JM	DIG-MY-1-4		GUAN YUEN HARDWARE SDN BHD		JM Admin
5	MY_JM	DIG-MY-1-5		BUGG (M) SB		JM Admin
6	MY_JM	DIG-MY-1-6	1897A	Low Yatt Plaza		JM Admin
7	MY_JM	DIG-MY-1-7	4244C	Axis Complex		JM Admin
8	MY_JM	DIG-MY-1-8	7696B	Hock Wah Auto PR		JM Admin
9	MY_JM	DIG-MY-1-9	3189B	Paysys		JM Admin
10	MY_JM	DIG-MY-1-10	7826A	Hyatt Regency Hotel		JM Admin

2. Click New Row to add new project code

3. Fill in all those details

This screenshot shows the 'Project Code List' page after adding a new row. The 'New Row' button is highlighted with a red box. The table now has 1363 rows. The last three rows are highlighted with a red box and show the newly added data: ID 1361, Project Name MY_JM, Project Code DIG-MY-1-1362, and Created By JM Admin. The rest of the table remains the same as the previous screenshot.

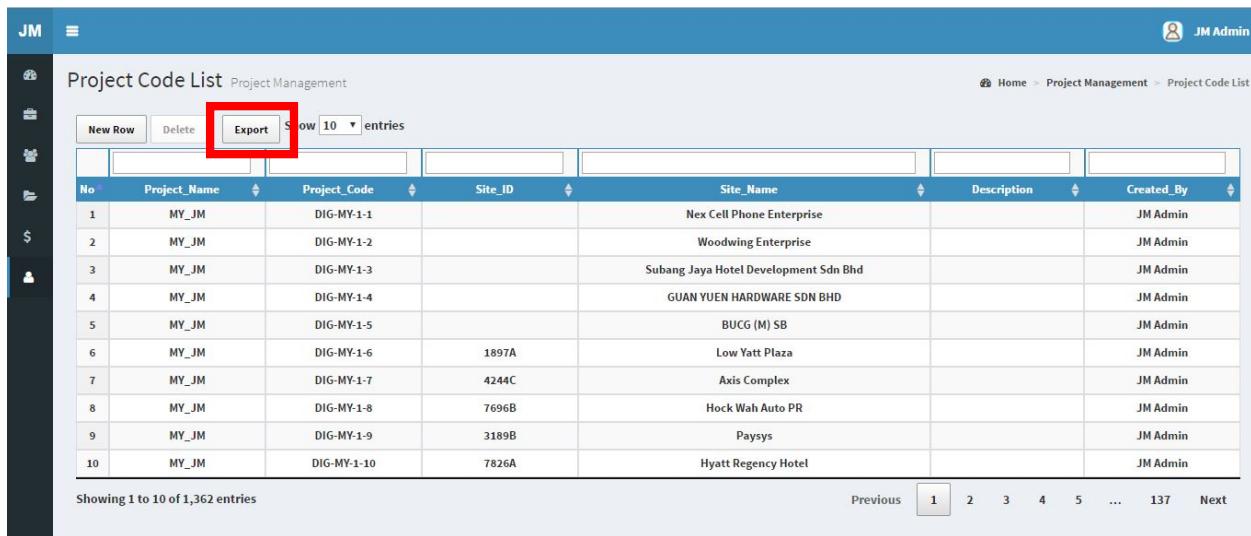
No	Project_Name	Project_Code	Site_ID	Site_Name	Description	Created_By
1361	MY_JM	DIG-MY-1-1362				JM Admin
1362	MY_JM	DIG-MY-1-1363				JM Admin
1363						JM Admin

4. Select a row and click Delete to delete the project code

This screenshot shows the 'Project Code List' page with a specific row selected for deletion. The 'Delete' button in the toolbar is highlighted with a red box. The table shows the same 1363 rows as the previous screenshot. The last row, ID 1362, is highlighted with a red box. The rest of the table remains the same.

No	Project_Name	Project_Code	Site_ID	Site_Name	Description	Created_By
1361	MY_JM	DIG-MY-1-1362				JM Admin
1362	MY_JM	DIG-MY-1-1363				JM Admin

5. Click Export to export the information into PDF ,Excel or CSV



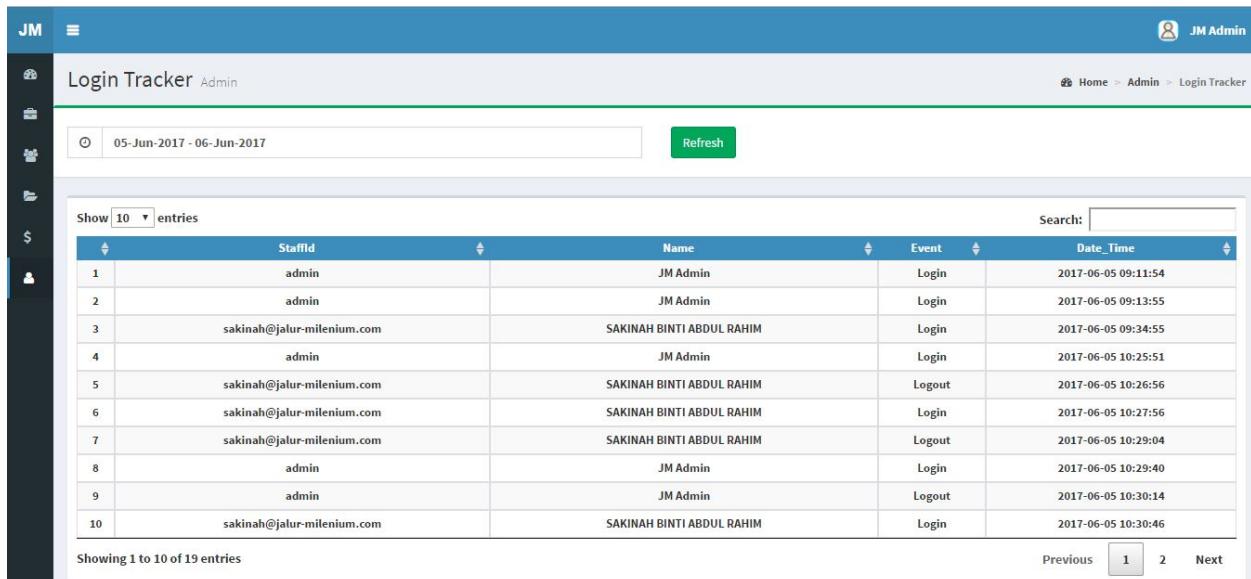
The screenshot shows a table titled "Project Code List" under "Project Management". The table has columns: No, Project_Name, Project_Code, Site_ID, Site_Name, Description, and Created_By. The "Export" button in the top left of the table area is highlighted with a red box.

No	Project_Name	Project_Code	Site_ID	Site_Name	Description	Created_By
1	MY_JM	DIG-MY-1-1		Nex Cell Phone Enterprise		JM Admin
2	MY_JM	DIG-MY-1-2		Woodwing Enterprise		JM Admin
3	MY_JM	DIG-MY-1-3		Subang Jaya Hotel Development Sdn Bhd		JM Admin
4	MY_JM	DIG-MY-1-4		GUAN YUEN HARDWARE SDN BHD		JM Admin
5	MY_JM	DIG-MY-1-5		BUCG (M) SB		JM Admin
6	MY_JM	DIG-MY-1-6	1897A	Low Yatt Plaza		JM Admin
7	MY_JM	DIG-MY-1-7	4244C	Axis Complex		JM Admin
8	MY_JM	DIG-MY-1-8	7696B	Hock Wah Auto PR		JM Admin
9	MY_JM	DIG-MY-1-9	3189B	Paysys		JM Admin
10	MY_JM	DIG-MY-1-10	7826A	Hyatt Regency Hotel		JM Admin

Showing 1 to 10 of 1,362 entries

➤ LOGIN TRACKER

1. Click Admin Tool > Login Tracker



The screenshot shows a table titled "Login Tracker" under "Admin". The table has columns: StaffId, Name, Event, and Date_Time. The search bar and date range input field in the top left are highlighted with a red box.

StaffId	Name	Event	Date_Time
1	JM Admin	Login	2017-06-05 09:11:54
2	JM Admin	Login	2017-06-05 09:13:55
3	SAKINAH BINTI ABDUL RAHIM	Login	2017-06-05 09:34:55
4	JM Admin	Login	2017-06-05 10:25:51
5	SAKINAH BINTI ABDUL RAHIM	Logout	2017-06-05 10:26:56
6	SAKINAH BINTI ABDUL RAHIM	Login	2017-06-05 10:27:56
7	SAKINAH BINTI ABDUL RAHIM	Logout	2017-06-05 10:29:04
8	JM Admin	Login	2017-06-05 10:29:40
9	JM Admin	Logout	2017-06-05 10:30:14
10	SAKINAH BINTI ABDUL RAHIM	Login	2017-06-05 10:30:46

Showing 1 to 10 of 19 entries

2. Filter the date from the Date Range Picker. Click Refresh button to retrieve from the filtered date.

The screenshot shows a table of login logs. At the top, there is a date range picker set to "05-Jun-2017 - 06-Jun-2017" and a green "Refresh" button. Both are highlighted with red boxes. The table below has columns for StaffId, Name, Event, and Date_Time. The data shows multiple logins and logouts for users like JM Admin and SAKINAH BINTI ABDUL RAHIM on June 5th and 6th, 2017.

No	StaffId	Name	Event	Date_Time
1	admin	JM Admin	Login	2017-06-05 09:11:54
2	admin	JM Admin	Login	2017-06-05 09:13:55
3	sakinah@jalur-milenium.com	SAKINAH BINTI ABDUL RAHIM	Login	2017-06-05 09:34:55
4	admin	JM Admin	Login	2017-06-05 10:25:51
5	sakinah@jalur-milenium.com	SAKINAH BINTI ABDUL RAHIM	Logout	2017-06-05 10:26:56
6	sakinah@jalur-milenium.com	SAKINAH BINTI ABDUL RAHIM	Login	2017-06-05 10:27:56
7	sakinah@jalur-milenium.com	SAKINAH BINTI ABDUL RAHIM	Logout	2017-06-05 10:29:04
8	admin	JM Admin	Login	2017-06-05 10:29:40
9	admin	JM Admin	Logout	2017-06-05 10:30:14
10	sakinah@jalur-milenium.com	SAKINAH BINTI ABDUL RAHIM	Login	2017-06-05 10:30:46

➤ PROJECT ACCESS

1. Click Admin Tool > Project Access

The screenshot shows a table of staff members and their assigned projects. The table has columns for No, StaffId, Name, and Project_Name. The "Project" tab is selected. The data shows various staff members like JM Admin, DAVID LIM, and SAKINAH BINTI ABDUL RAHIM assigned to projects such as MY_Huawei_Celcom_Southern_Refarming and MY_JM.

No	StaffId	Name	Project_Name
1	admin	JM Admin	MY_Huawei_Celcom_Southern_Refarming MY_JM
2	david.lim@	DAVID LIM	
3	sakinah@jalur-milenium.com	SAKINAH BINTI ABDUL RAHIM	MY_Huawei_Celcom_Southern_Refarming MY_JM
4	shhau@soft	TEST CONTRACTOR	
5	john@jmclicks.com	JOHN DOE	
6	alex@jalur-milenium.com	SEEM KOK HIN	
7	zafilen@jalur-milenium.com	SYED ZAFILEN SYED ALWEE	
8	husna@jalur-milenium.com	HUSNA BINTI MOHD YUSOF	
9	soong.nl@jalur-milenium.com	SOONG NYAI LOONG	
10	siti@jalur-milenium.com	SITI SYAZARINA BINTI USULLUDIN	

2. Select the any of the row then click Edit

The screenshot shows the 'Project Access Admin' interface with the 'Staff' tab selected. At the top left, there is an 'Edit' button. The first row of the table, corresponding to 'admin', is highlighted with a red box. The table columns are labeled 'No', 'StaffId', 'Name', and 'Project_Name'. The 'Project_Name' column for the first row contains 'MY_Huawei_Celcom_Southern_Refarming' and 'MY_JM'.

No	StaffId	Name	Project_Name
1	admin	JM Admin	MY_Huawei_Celcom_Southern_Refarming MY_JM
2	jalur.milenium.com	DAVID LIM	
3	sakinah@jalur-milenum.com	SAKINAH BINTI ABDUL RAHIM	MY_Huawei_Celcom_Southern_Refarming MY_JM
4	shhau@soft	TEST CONTRACTOR	
5	john@jmclicks.com	JOHN DOE	
6	alex@jalur-milenum.com	SEEM KOK HIN	
7	zafilen@jalur-milenum.com	SYED ZAFILEN SYED ALWEE	
8	husna@jalur-milenum.com	HUSNA BINTI MOHD YUSOF	
9	soong.nl@jalur-milenum.com	SOONG NYAI LOONG	
10	siti@jalur-milenum.com	SITI SYAZARINA BINTI USULLUDIN	

3. Tick or Untick according to project list then click Update

The screenshot shows the 'Project Access Admin' interface with the 'Staff' tab selected. A modal window titled 'Edit entry' is open, showing a 'Project List' section with two checked checkboxes: 'MY_Huawei_Celcom_Southern_Refarming' and 'MY_JM'. At the bottom right of the modal, there is a red box around the 'Update' button.

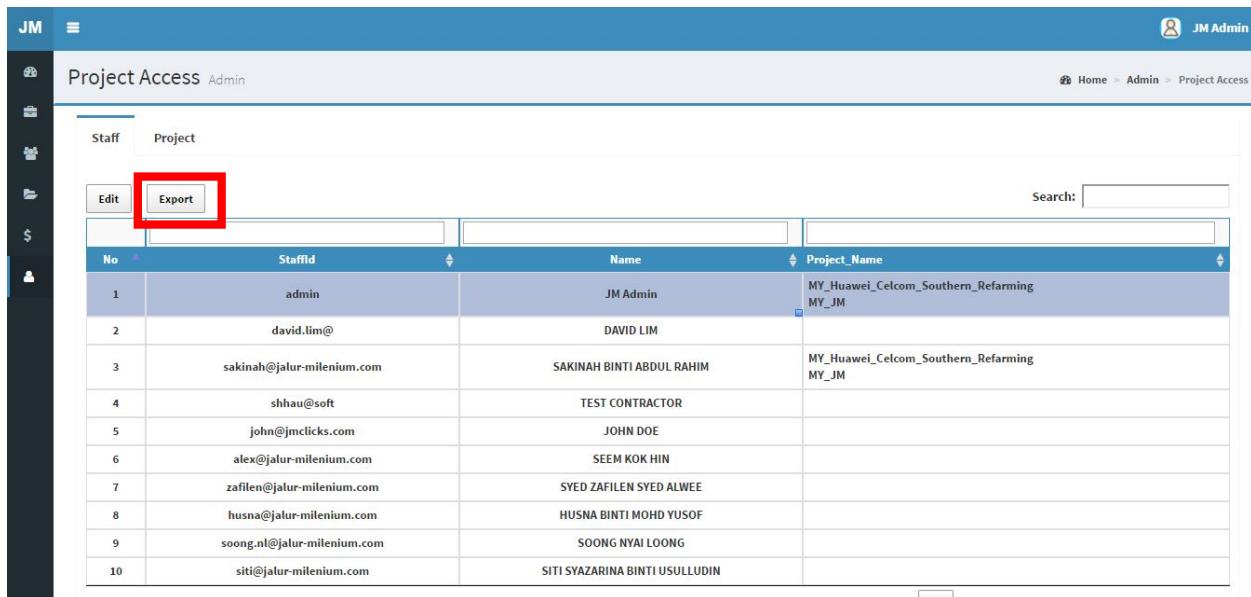
Project List:

- MY_Huawei_Celcom_Southern_Refarming
- MY_JM

Update

No	StaffId	Name	Project_Name
1	admin	JM Admin	MY_Huawei_Celcom_Southern_Refarming MY_JM
2	jalur.milenium.com	DAVID LIM	
3	sakinah@jalur-milenum.com	SAKINAH BINTI ABDUL RAHIM	MY_Huawei_Celcom_Southern_Refarming MY_JM
4	shhau@soft	TEST CONTRACTOR	
5	john@jmclicks.com	JOHN DOE	
6	alex@jalur-milenum.com	SEEM KOK HIN	
7	zafilen@jalur-milenum.com	SYED ZAFILEN SYED ALWEE	
8	husna@jalur-milenum.com	HUSNA BINTI MOHD YUSOF	
9	soong.nl@jalur-milenum.com	SOONG NYAI LOONG	
10	siti@jalur-milenum.com	SITI SYAZARINA BINTI USULLUDIN	

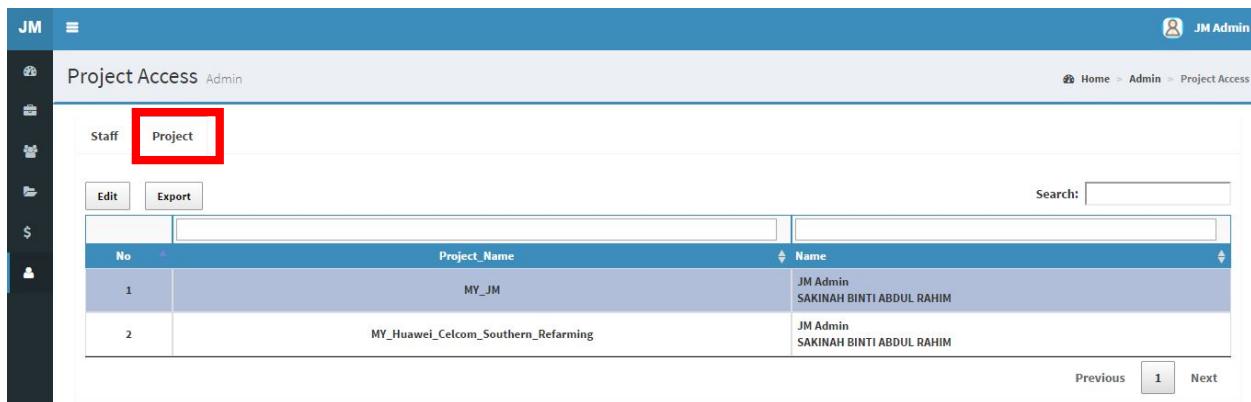
4. Click Export to convert files into PDF, Excel or CSV



The screenshot shows the 'Project Access Admin' interface. On the left is a vertical sidebar with icons for Home, Admin, Project, Staff, and Reports. The main header 'Project Access Admin' is at the top, along with a 'JM Admin' user icon. Below the header, there are two tabs: 'Staff' and 'Project'. The 'Staff' tab is selected, and its sub-tab 'Project' is also selected. Underneath are two buttons: 'Edit' and 'Export', with 'Export' highlighted by a red box. To the right is a search bar labeled 'Search:' followed by a text input field. The main content area is a table with columns: No, StaffId, Name, and Project_Name. The table contains 10 rows of data. Row 1 has StaffId 'admin', Name 'JM Admin', and Project_Name 'MY_Huawei_Celcom_Southern_Refarming' and 'MY_JM'. Rows 2 through 10 have various email addresses and names, with their corresponding Project_Names.

No	StaffId	Name	Project_Name
1	admin	JM Admin	MY_Huawei_Celcom_Southern_Refarming MY_JM
2	david.lim@	DAVID LIM	
3	sakinah@jalur-milenium.com	SAKINAH BINTI ABDUL RAHIM	MY_Huawei_Celcom_Southern_Refarming MY_JM
4	shhau@soft	TEST CONTRACTOR	
5	john@jmclicks.com	JOHN DOE	
6	alex@jalur-milenium.com	SEEM KOK HIN	
7	zafilen@jalur-milenium.com	SYED ZAFILEN SYED ALWEE	
8	husna@jalur-milenium.com	HUSNA BINTI MOHD YUSOF	
9	soong.nl@jalur-milenium.com	SOONG NYAI LOONG	
10	siti@jalur-milenium.com	SITI SYAZARINA BINTI USULLUDIN	

5. Similar steps apply to Project tab



The screenshot shows the 'Project Access Admin' interface. The sidebar and header are identical to the previous screenshot. The 'Project' tab is selected, and its sub-tab 'Project' is also selected. Underneath are two buttons: 'Edit' and 'Export', with 'Export' highlighted by a red box. To the right is a search bar labeled 'Search:' followed by a text input field. The main content area is a table with columns: No, Project_Name, and Name. The table contains 2 rows of data. Row 1 has Project_Name 'MY_JM' and Name 'JM Admin' and 'SAKINAH BINTI ABDUL RAHIM'. Row 2 has Project_Name 'MY_Huawei_Celcom_Southern_Refarming' and Name 'JM Admin' and 'SAKINAH BINTI ABDUL RAHIM'. At the bottom right are navigation buttons: 'Previous', a page number '1', and 'Next'.

No	Project_Name	Name
1	MY_JM	JM Admin SAKINAH BINTI ABDUL RAHIM
2	MY_Huawei_Celcom_Southern_Refarming	JM Admin SAKINAH BINTI ABDUL RAHIM

➤ TEMPLATE ACCESS

1. Click Admin Tool > Template Access

The screenshot shows a web-based application interface titled 'Template Access Admin'. The top navigation bar includes icons for Home, Admin, and Template Access, along with a user profile icon labeled 'JM Admin'. Below the navigation is a toolbar with 'Edit' and 'Export' buttons, and a search bar. The main content area displays a table with columns: No, StaffId, Name, and Tracker_Name. The table lists 10 staff entries, each with a unique ID, email, name, and tracking name. The first row is highlighted in blue. At the bottom of the table is a pagination control with links for Previous, 1, 2, 3, 4, 5, 6, 7, and Next.

No	StaffId	Name	Tracker_Name
1	admin	JM Admin	
2	david.lim@	DAVID LIM	
3	sakinah@jalur-milienium.com	SAKINAH BINTI ABDUL RAHIM	
4	shhau@soft	TEST CONTRACTOR	
5	john@jmclicks.com	JOHN DOE	
6	alex@jalur-milienium.com	SEEM KOK HIN	
7	zafilen@jalur-milienium.com	SYED ZAFILEN SYED ALWEE	
8	husna@jalur-milienium.com	HUSNA BINTI MOHD YUSOF	
9	soong.nl@jalur-milienium.com	SOONG NYAI LOONG	
10	siti@jalur-milienium.com	SITI SYAZARINA BINTI USULLUDIN	

2. Select the any of the row then click Edit

This screenshot is identical to the one above, but it highlights the first row of the table with a red box. Additionally, the 'Edit' button in the toolbar is also highlighted with a red box, indicating the action to be performed.

3. Tick or Untick according to project list then click **Update**

Template Access Admin

Staff Project

Edit Export

Search:

No

1		
2		
3	sakinah@jalur-milenium.com	
4		
5		
6	alex@jalur-milenium.com	
7	zafilen@jalur-milenium.com	SYED ZAFILEN SYED ALWEE
8	husna@jalur-milenium.com	HUSNA BINTI MOHD YUSOF
9	soong.nl@jalur-milenium.com	SOONG NYAI LOONG
10	siti@jalur-milenium.com	SITI SYAZARINA BINTI USULLUDIN

Edit entry

Tracker Template List:

- Celcom Hammer PO Tracker
- Sub Tracker
- huawei celcom refarming southern

Update

4. Click **Export to convert files into PDF, Excel or CSV**

Template Access Admin

Staff Project

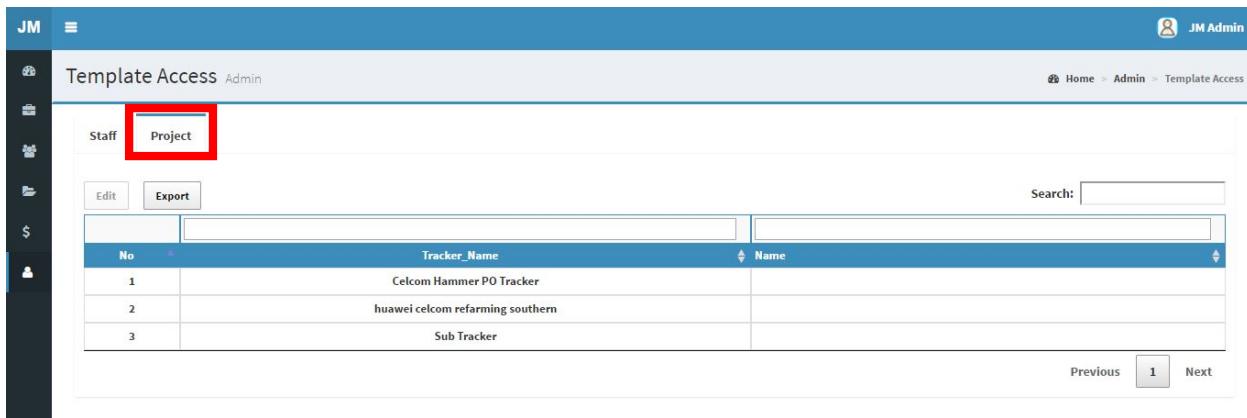
Edit Export

Search:

No	StaffId	Name	Tracker_Name
1	admin	JM Admin	
2	david.lim@	DAVID LIM	
3	sakinah@jalur-milenium.com	SAKINAH BINTI ABDUL RAHIM	
4	shhau@soft	TEST CONTRACTOR	
5	john@jmclicks.com	JOHN DOE	
6	alex@jalur-milenium.com	SEEM KOK HIN	
7	zafilen@jalur-milenium.com	SYED ZAFILEN SYED ALWEE	
8	husna@jalur-milenium.com	HUSNA BINTI MOHD YUSOF	
9	soong.nl@jalur-milenium.com	SOONG NYAI LOONG	
10	siti@jalur-milenium.com	SITI SYAZARINA BINTI USULLUDIN	

Previous 1 2 3 4 5 6 7 Next

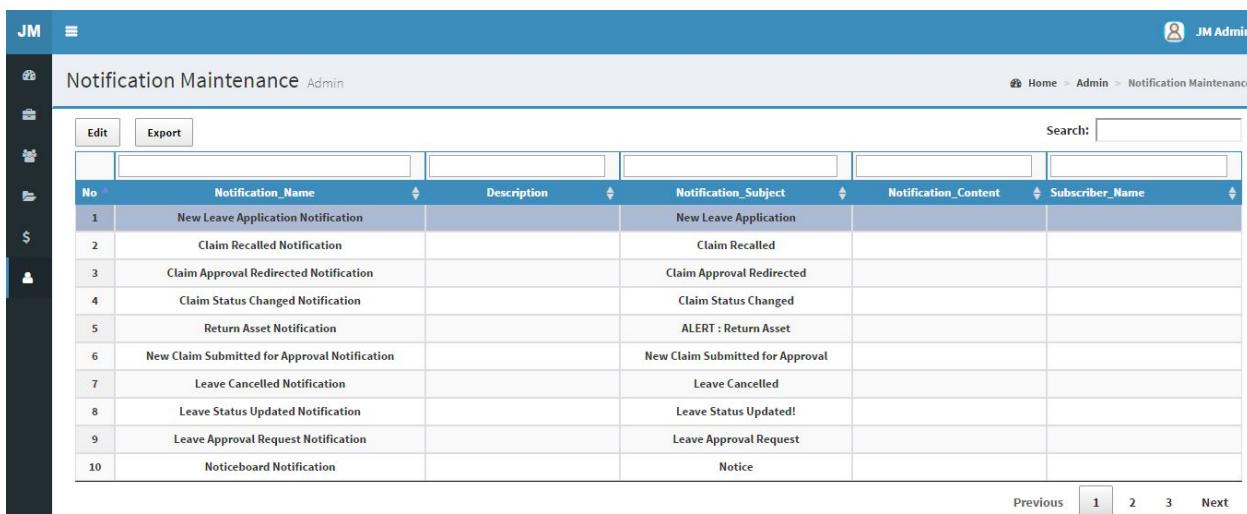
5. Similar steps apply to Project tab



The screenshot shows the 'Template Access Admin' interface. On the left is a vertical sidebar with icons for Staff, Project, Assets, Finance, and HR. The 'Project' icon is highlighted with a red box. The main area has a header 'Template Access Admin' and a breadcrumb 'Home > Admin > Template Access'. Below the header are buttons for 'Edit' and 'Export', and a search bar. A table lists three entries under 'No' (1, 2, 3) and 'Tracker_Name' (Celcom Hammer PO Tracker, huawei celcom refarming southern, Sub Tracker). At the bottom are navigation buttons for 'Previous', page number '1', and 'Next'.

➤ NOTIFICATION MAINTENANCE

1. Click Admin Tool > Notification Maintenance



The screenshot shows the 'Notification Maintenance Admin' interface. The left sidebar includes icons for Staff, Project, Assets, Finance, and HR. The 'Project' icon is highlighted with a red box. The main area has a header 'Notification Maintenance Admin' and a breadcrumb 'Home > Admin > Notification Maintenance'. Below the header are buttons for 'Edit' and 'Export', and a search bar. A table lists ten notification entries from No 1 to 10, with columns for 'Notification_Name', 'Description', 'Notification_Subject', 'Notification_Content', and 'Subscriber_Name'. The 'Notification_Name' column includes entries like 'New Leave Application Notification', 'Claim Recalled Notification', etc. The 'Notification_Content' column includes entries like 'New Leave Application', 'Claim Recalled', etc. Navigation buttons at the bottom include 'Previous', page number '1', '2', '3', and 'Next'.

2. Select any of the row then click Edit

Notification Maintenance Admin

No	Notification Name	Description	Notification Subject	Notification Content	Subscriber Name
1	New Leave Application Notification		New Leave Application		
2	Claim Recalled Notification		Claim Recalled		
3	Claim Approval Redirected Notification		Claim Approval Redirected		
4	Claim Status Changed Notification		Claim Status Changed		
5	Return Asset Notification		ALERT : Return Asset		
6	New Claim Submitted for Approval Notification		New Claim Submitted for Approval		
7	Leave Cancelled Notification		Leave Cancelled		
8	Leave Status Updated Notification		Leave Status Updated!		
9	Leave Approval Request Notification		Leave Approval Request		
10	Noticeboard Notification		Notice		

Search:

Previous 1 2 3 Next

3. Fill in all the blanks then click Update

Edit entry

No	Notification Name
1	New Leave Application Notification
2	Claim Recalled
3	Claim Approval Redirected
4	Claim Status Changed
5	Return Asset
6	New Claim Submitted for Approval
7	Leave Cancelled
8	Leave Status Updated
9	Leave Approval Request
10	Noticeboard

Notification Name :

Notification Description :

Notification Subject :

Notification Content :

Users List:

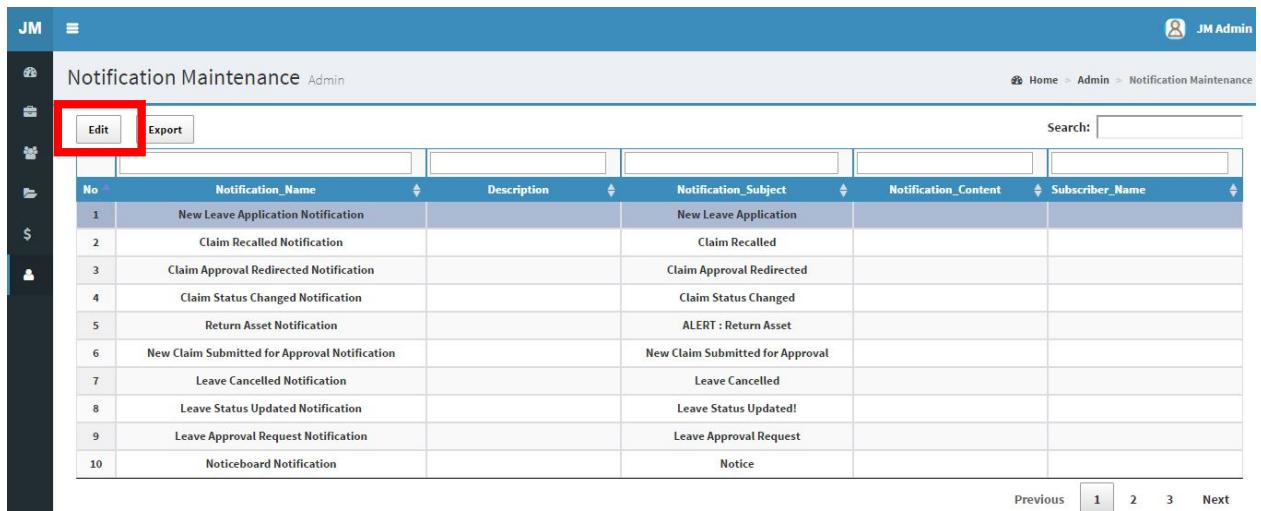
- ABD ZAKI BIN MAT ISA
- ABDUL KALAM BIN SALEHAN
- ABU ZAR BIN AHMAD
- ADILA FARISHA BINTI ANUAR
- ADZREY AFIFIE BIN MAT ZAIN
- AFIQ IQBAL AJWAD BIN MOHD SAID
- AHMAD RIZAL BIN AHMAD AHMIN
- ATIQAH AJLAA BINTI AHMAD JAMIL

Update

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Version 2.0.1

4. To export files into PDF, Excel or CSV click Export

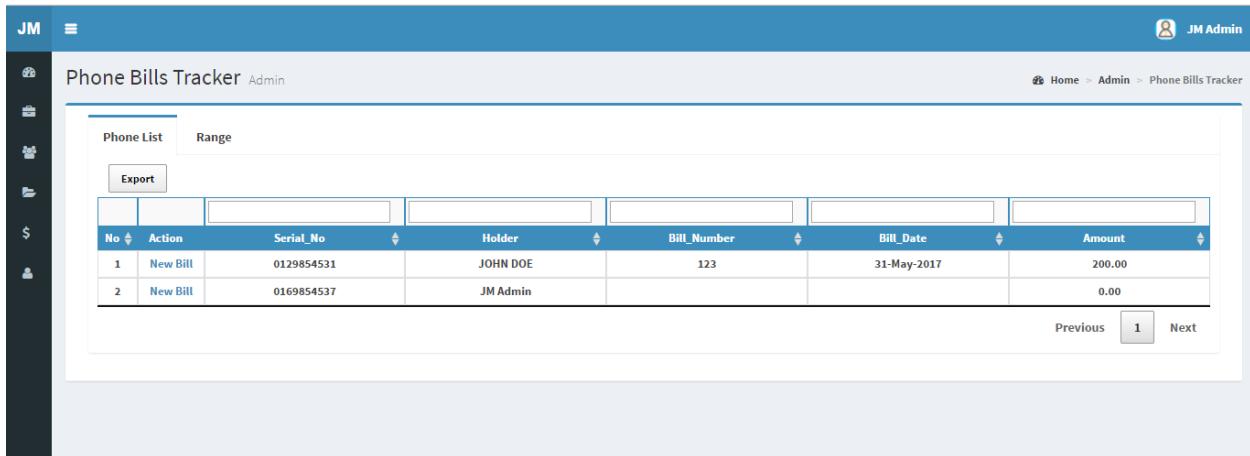


The screenshot shows a web-based application interface for 'Notification Maintenance'. At the top, there's a navigation bar with icons for Home, Admin, and Notification Maintenance. On the left, a sidebar contains icons for Home, Admin, and other system functions. The main content area is titled 'Notification Maintenance Admin'. Below the title, there are two buttons: 'Edit' (highlighted with a red box) and 'Export'. A search bar is also present. The main part of the screen is a table with the following columns: No, Notification_Name, Description, Notification_Subject, Notification_Content, and Subscriber_Name. The table contains 10 rows of notification details. At the bottom right, there are navigation links for 'Previous', '1' (selected), '2', '3', and 'Next'.

No	Notification_Name	Description	Notification_Subject	Notification_Content	Subscriber_Name
1	New Leave Application Notification		New Leave Application		
2	Claim Recalled Notification		Claim Recalled		
3	Claim Approval Redirected Notification		Claim Approval Redirected		
4	Claim Status Changed Notification		Claim Status Changed		
5	Return Asset Notification		ALERT : Return Asset		
6	New Claim Submitted for Approval Notification		New Claim Submitted for Approval		
7	Leave Cancelled Notification		Leave Cancelled		
8	Leave Status Updated Notification		Leave Status Updated!		
9	Leave Approval Request Notification		Leave Approval Request		
10	Noticeboard Notification		Notice		

➤ PHONE BILLS TRACKER

1. Click Admin Tool > Phone Bill Tracker

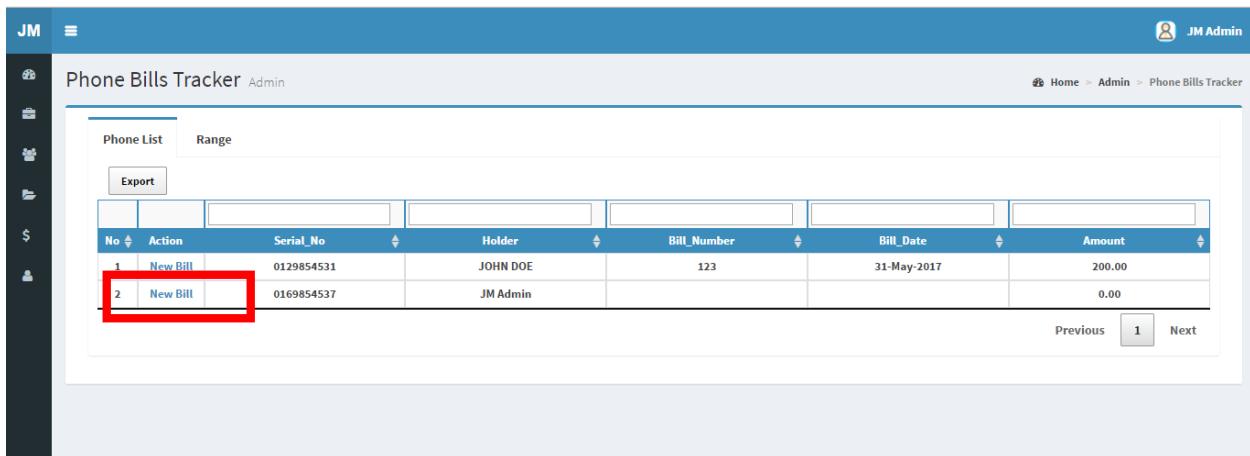


The screenshot shows the 'Phone Bills Tracker' page under the 'Admin' section. The top navigation bar includes icons for Home, Admin, and Phone Bills Tracker, along with a user profile icon labeled 'JM Admin'. On the left, there is a vertical sidebar with icons for Home, Admin, Reports, Settings, and Help. The main content area has tabs for 'Phone List' and 'Range', with 'Phone List' selected. An 'Export' button is available. A table displays bill information with columns: No, Action, Serial_No, Holder, Bill_Number, Bill_Date, and Amount. Two entries are listed:

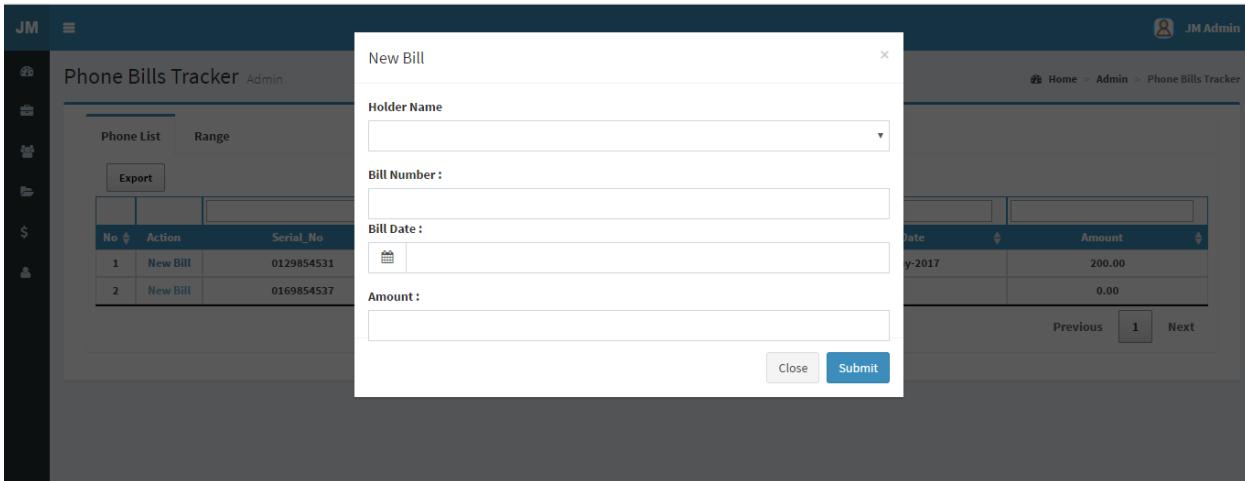
No	Action	Serial_No	Holder	Bill_Number	Bill_Date	Amount
1	New Bill	0129854531	JOHN DOE	123	31-May-2017	200.00
2	New Bill	0169854537	JM Admin			0.00

Navigation buttons for 'Previous', '1', and 'Next' are at the bottom right.

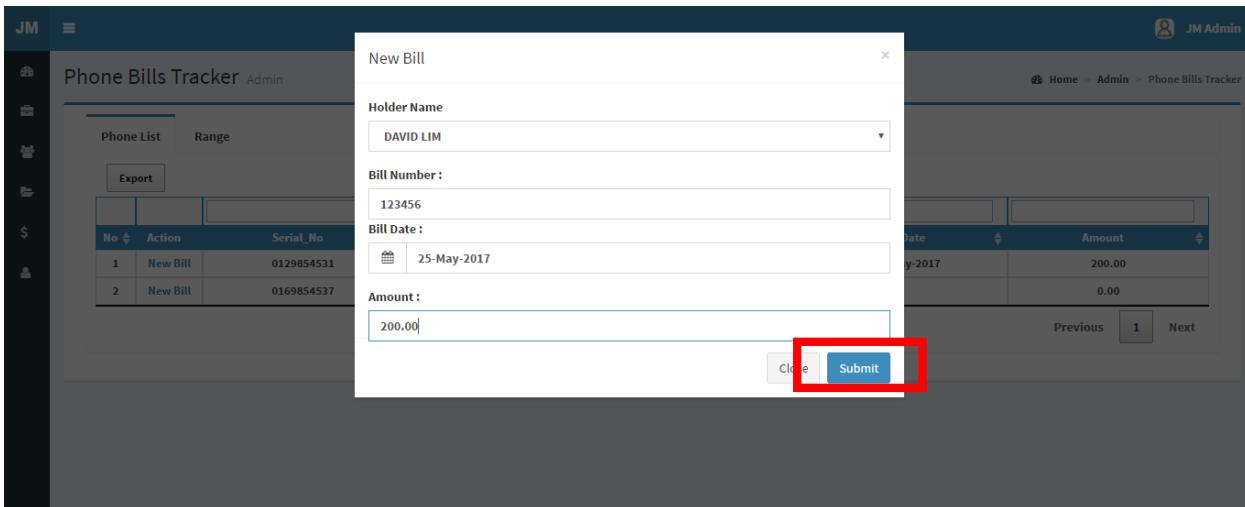
2. Click New Bill base on your selection of the Serial_No



This screenshot is identical to the one above, showing the 'Phone Bills Tracker' page. However, the second row in the table, which contains the bill for 'JM Admin' with Serial_No 0169854537, is highlighted with a red rectangular box.



3. Update those details and click and **Submit**



4. You have successfully updated those details.

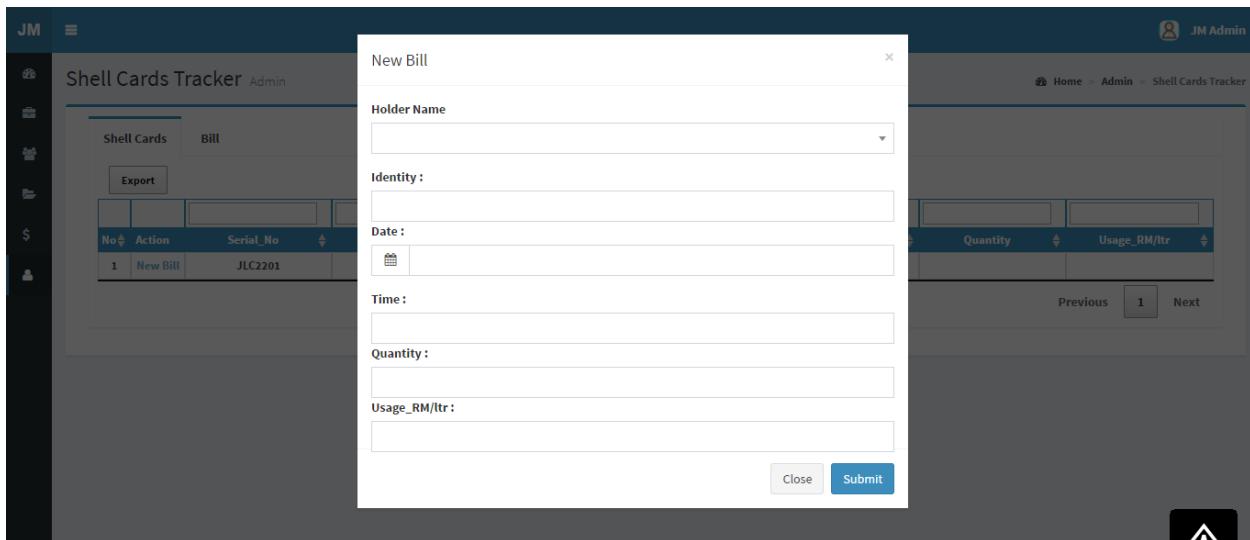
The screenshot shows the 'Phone Bills Tracker' admin interface. At the top, there are navigation links: Home > Admin > Phone Bills Tracker. On the left, there is a vertical sidebar with icons for Home, Admin, Shell Cards, Bills, Reports, and Help. The main content area has tabs for 'Phone List' and 'Range'. An 'Export' button is located above a table. The table has columns: No, Action, Serial_No, Holder, Bill_Number, Bill_Date, and Amount. Two rows are visible: row 1 shows 'New Bill' with serial number 0120854621 and holder JOHN DOE; row 2 shows 'New Bill' with serial number 0169854537 and holder DAVID LIM. Both rows have a value of 123 in the Bill_Number column and 200.00 in the Amount column. The date for both is 25-May-2017. A red box highlights the second row. Navigation buttons at the bottom include 'Previous', a page number '1', and 'Next'.

➤ SHELL CARDS TRACKER

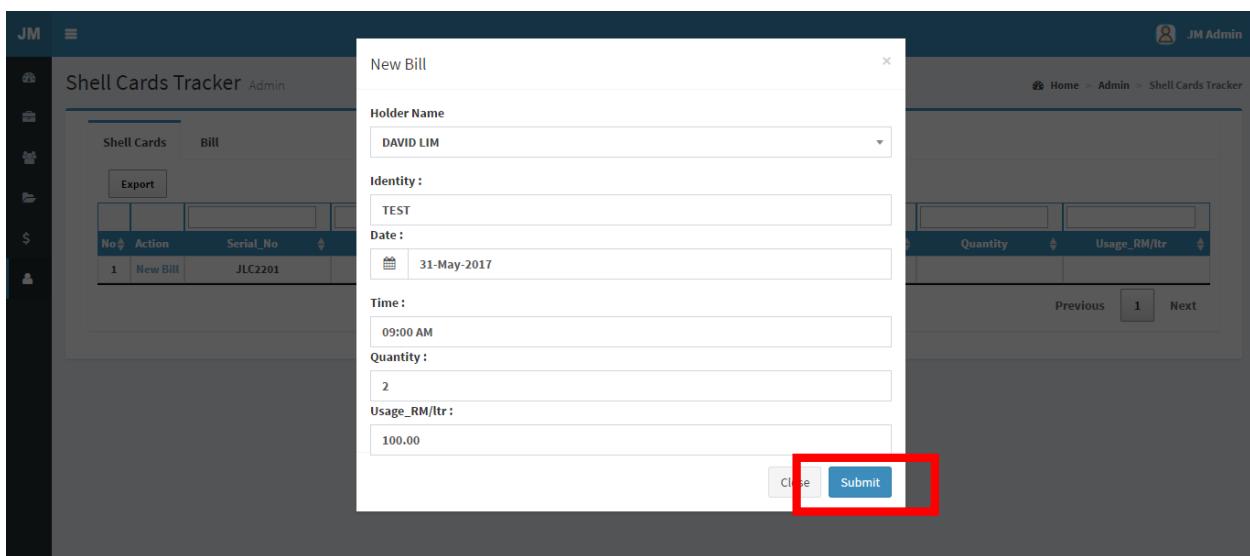
1. Click Admin Tool > Shell Cards Tracker

The screenshot shows the 'Shell Cards Tracker' admin interface. At the top, there are navigation links: Home > Admin > Shell Cards Tracker. On the left, there is a vertical sidebar with icons for Home, Admin, Shell Cards, Bills, Reports, and Help. The main content area has tabs for 'Shell Cards' and 'Bill'. An 'Export' button is located above a table. The table has columns: No, Action, Serial_No, Holder, Identity, Date, Time, Quantity, and Usage_RM/Itr. One row is visible: row 1 shows 'New Bill' with serial number JLC2201 and holder JLC2201. The date is empty, and the time is also empty. The quantity is empty, and the usage is empty. Navigation buttons at the bottom include 'Previous', a page number '1', and 'Next'.

2. Click New Bill base on your selection of the Serial_No



3. Update the details and click Submit



4. Your details been updated successfully!

The screenshot shows the 'Shell Cards Tracker' admin interface. The top navigation bar includes 'JM', a menu icon, and 'JM Admin'. Below the header, the page title is 'Shell Cards Tracker Admin'. A breadcrumb trail indicates the current location: Home > Admin > Shell Cards Tracker. On the left, there is a vertical sidebar with icons for Home, Admin, Shell Cards, Bills, Reports, and Help. The main content area has tabs for 'Shell Cards' and 'Bill'. An 'Export' button is located above a table. The table has columns: No., Action, Serial_No, Holder, Identity, Date, Time, Quantity, and Usage_Rule. A single row is visible, highlighted with a red border, representing a new bill entry: No. 1, Action New Bill, Serial_No JLC2201, Holder DAVID LIM, Identity TEST, Date, Time 09:00am, Quantity 2, and Usage_Rule 100.00. Navigation buttons at the bottom right include 'Previous', a page number '1', and 'Next'.

➤ SUMMONS TRACKER

1. Click Admin Tool > Summons Tracker

The screenshot shows the 'Summons Tracker' admin interface. The top navigation bar includes 'JM', a menu icon, and 'JM Admin'. Below the header, the page title is 'Summons Tracker Admin'. A breadcrumb trail indicates the current location: Home > Admin > Summons Tracker. On the left, there is a vertical sidebar with icons for Home, Admin, Shell Cards, Bills, Reports, and Help. The main content area has tabs for 'Summon List', 'All Summon', 'Paid Summon', and 'Unpaid Summon'. An 'Export' button is located above a table. The table has columns: No., Action, Car_No, Holder, Summon_No, Date, Time, Name, Offense, Amount, Payment_Date, Paid, and Remarks. A single row is visible, representing a new summon entry: No. 1, Action New Summon, Car_No wwr2132, Holder, Summon_No 1732215539, Date 13/4/17, Time 10.37am, Name, Offense speeding, Amount 150.00, Payment_Date, Paid, and Remarks. Navigation buttons at the bottom right include 'Previous', a page number '1', and 'Next'.

2. Click New Summons base on your selection of the Car_No

The screenshot shows a web-based application titled "Summons Tracker Admin". At the top, there are navigation links: "Home", "Admin", and "Summons Tracker". On the left, there's a vertical sidebar with icons for Home, Admin, Reports, Settings, and Help. The main content area has tabs for "Summon List", "All Summon", "Paid Summon", and "Unpaid Summon". Below these tabs is an "Export" button. The main area displays a grid of summonses with columns: No, Action, Car_No, Holder, Summon_No, Date, Time, Name, Offense, Amount, Payment_Date, Paid, and Remarks. A row in the grid is highlighted with a red box, and the "Action" column for that row contains the text "New Summon". At the bottom right of the grid, there are buttons for "Previous", "1", and "Next".

This screenshot shows a modal window titled "New Bill" overlaid on the "Summons Tracker Admin" interface. The modal has a dark background and contains several input fields: "Holder Name" (with "wwr2132" typed in), "Summon No:", "Bill Date:" (set to "30-May-2017"), "Time:", "Offense:", "Amount:", "Payment Date:" (set to "30-May-2017"), and "Remarks:". At the bottom right of the modal are "Close" and "Submit" buttons. The background of the main application shows the same grid of summonses as the previous screenshot, with the "Holder" column showing "wwr2132" for the row highlighted in the grid.

3. Update the details and click **Submit**

New Bill

Holder Name: TEST CONTRACTOR

Summon No.: 123

Bill Date: 30-May-2017

Time: 09:00am

Offense: wrong parking

Amount: 20.00

Payment Date: 30-May-2017

Remarks: asap

Close Submit

4. Your details been updated successfully!

No	Action	Car_No	Holder	Summon_No	Date	Time	Name	Offense	Amount	Payment_Date	Paid	Remarks
1	New Summon	wwr2132	TEST CONTRACTOR	123	30-May-2017	09:00AM		wrong parking	50.00	30-May-2017		asap

➤ UTILITY BILLS TRACKER

1. Click Admin Tool > Utility Bills Tracker

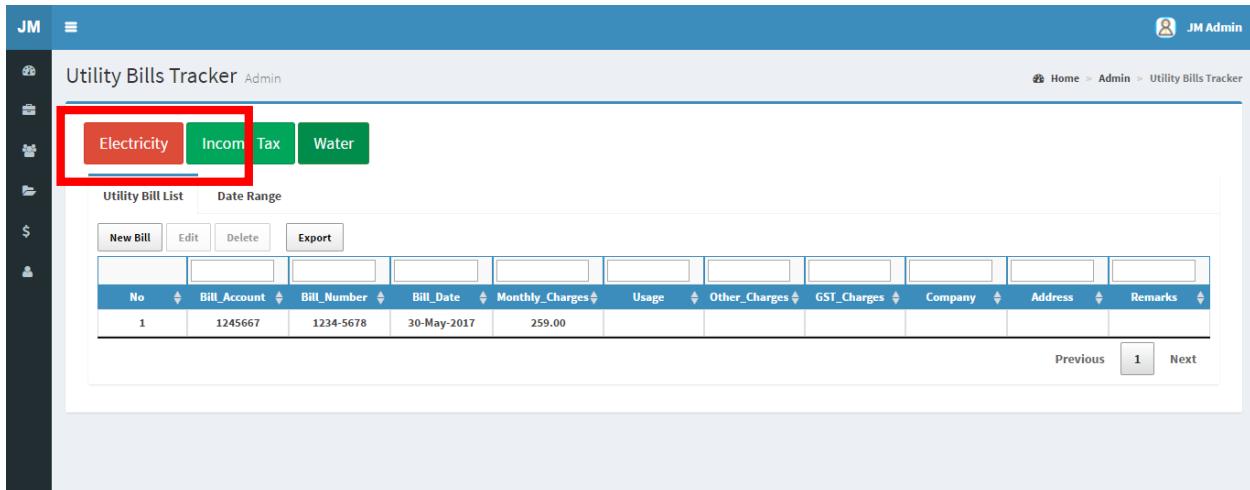
The screenshot shows the 'Utility Bills Tracker' page under the 'Admin' section. At the top, there are three tabs: 'Electricity' (highlighted in green), 'Income Tax', and 'Water'. Below the tabs are buttons for 'Utility Bill List' and 'Date Range', and links for 'New Bill', 'Edit', 'Delete', and 'Export'. A table displays utility bills with columns for No., Bill_Account, Bill_Number, Bill_Date, Monthly_Charges, Usage, Other_Charges, GST_Charges, Company, Address, and Remarks. Two entries are shown: one for bill number 1234 and another for 1234567, both dated 30-May-2017 with charges of 0.00.

No	Bill_Account	Bill_Number	Bill_Date	Monthly_Charges	Usage	Other_Charges	GST_Charges	Company	Address	Remarks
1	1234		30-May-2017	0.00						
2	1234567		30-May-2017	0.00						

2. Button for types of the utilities are at top of the page

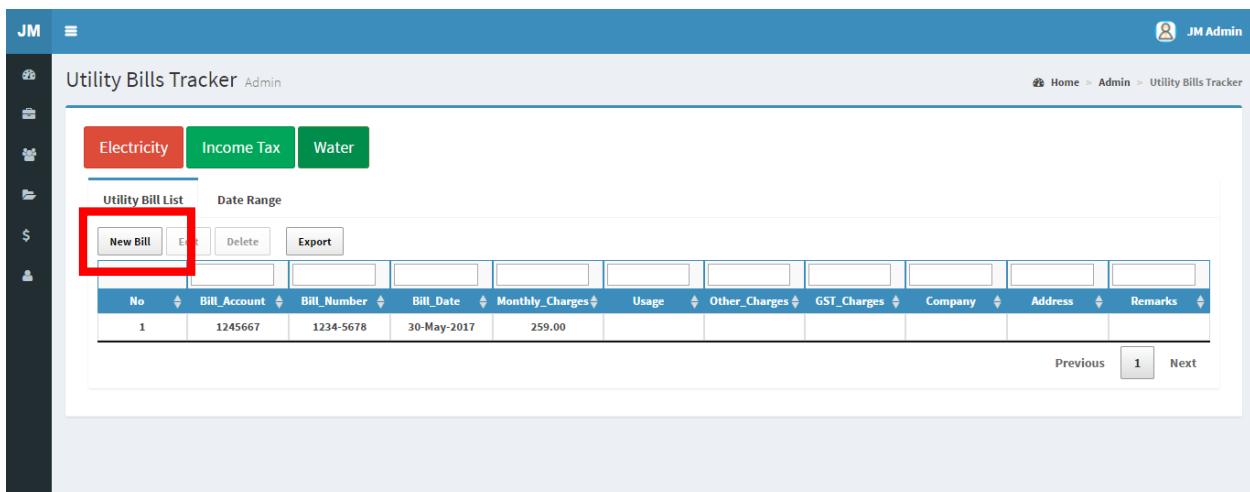
This screenshot is identical to the first one, showing the 'Utility Bills Tracker' page. A red box highlights the 'Electricity', 'Income Tax', and 'Water' tabs at the top. The rest of the interface, including the table of bills, is the same as the first screenshot.

3. Select any type of utility as per selection > **Electricity**



The screenshot shows the 'Utility Bills Tracker' application interface. At the top, there is a navigation bar with icons for Home, Admin, and Utility Bills Tracker. Below the navigation bar, there is a header 'Utility Bills Tracker Admin'. On the left side, there is a sidebar with various icons. In the main content area, there are three tabs: 'Electricity' (highlighted with a red border), 'Income Tax', and 'Water'. Below the tabs, there are buttons for 'Utility Bill List', 'Date Range', 'New Bill', 'Edit', 'Delete', and 'Export'. A table is displayed with columns: No, Bill_Account, Bill_Number, Bill_Date, Monthly_Charges, Usage, Other_Charges, GST_Charges, Company, Address, and Remarks. The first row of the table has data: No=1, Bill_Account=1245667, Bill_Number=1234-5678, Bill_Date=30-May-2017, Monthly_Charges=259.00, and the other columns are empty. At the bottom right, there are buttons for 'Previous', '1', and 'Next'.

a) Click **New Bill**



This screenshot is identical to the one above, showing the 'Utility Bills Tracker' interface. The 'Electricity' tab is selected. The 'New Bill' button in the toolbar is highlighted with a red box. The rest of the interface, including the table data, is the same as the previous screenshot.

b) A new row will be inserted

The screenshot shows the 'Utility Bills Tracker' application interface. At the top, there are three tabs: 'Electricity' (highlighted in red), 'Income Tax', and 'Water'. Below the tabs is a navigation bar with icons for Home, Admin, and Utility Bills Tracker. The main area is titled 'Utility Bill List' and contains a table with columns: No, Bill_Account, Bill_Number, Bill_Date, Monthly_Charges, Usage, Other_Charges, GST_Charges, Company, Address, and Remarks. Two rows of data are visible: Row 1 has values 1, 1245667, 1234-5678, 30-May-2017, 259.00, and empty fields for the rest; Row 2 has values 2, empty, empty, 30-May-2017, and empty fields. A red box highlights the second row, indicating it is selected or about to be edited.

No	Bill_Account	Bill_Number	Bill_Date	Monthly_Charges	Usage	Other_Charges	GST_Charges	Company	Address	Remarks
1	1245667	1234-5678	30-May-2017	259.00						
2			30-May-2017							

c) Update all those details and it will be saved automatically

This screenshot shows the same 'Utility Bills Tracker' application after changes have been made to the second row. The second row now contains placeholder values: 'XXX' for Bill_Account, Bill_Number, Company, Address, and Remarks, and 'xxx' for Bill_Date, Monthly_Charges, Usage, Other_Charges, and GST_Charges. A red box highlights the second row, indicating it is selected or about to be edited. Navigation buttons for 'Previous' and 'Next' are visible at the bottom right of the table area.

No	Bill_Account	Bill_Number	Bill_Date	Monthly_Charges	Usage	Other_Charges	GST_Charges	Company	Address	Remarks
1	1245667	1234-5678	30-May-2017	259.00						
2	XXX	XXX	30-May-2017	xxx	xxx	xxx	xxx	XXX	XXXX	XXXX

4. Similar steps apply to all types of utilities.