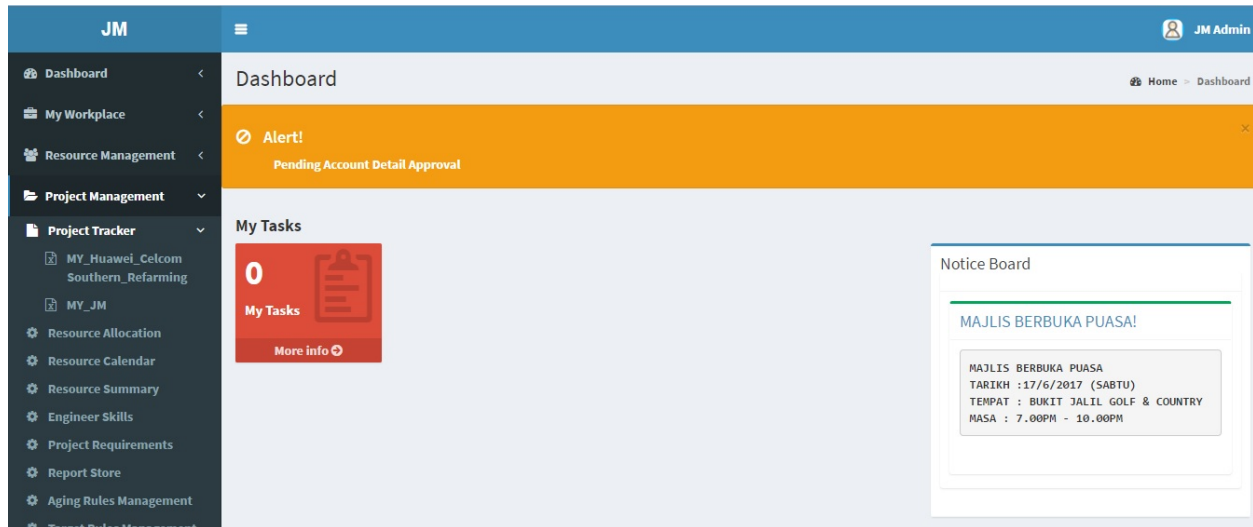
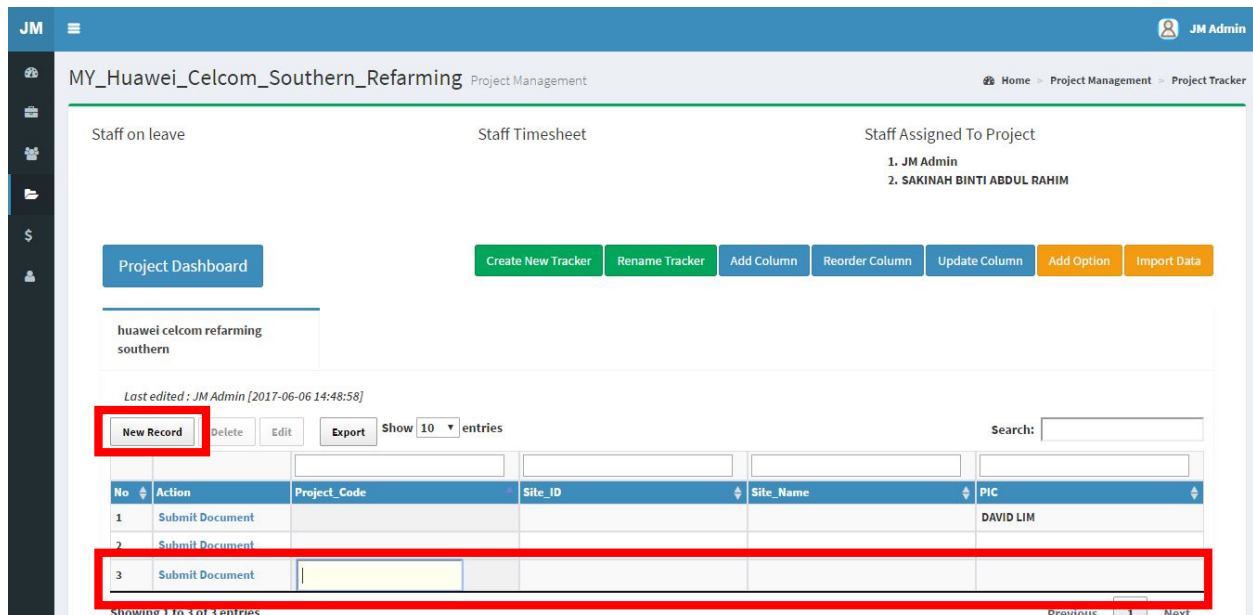


Project Management User Guide

1. Click **Project Management > Project Tracker**
2. Below **Project Tracker** there will be list of the project
3. Click on the **Project Name** to view in detail



4. To insert a new record, click **New Record** and fill in those details



5. To submit a document in the record, click **Submit Document**
6. **Upload** the file and click **Submit**

The screenshot shows the 'Project Tracker' interface for 'MY_Huawei_Celcom_Southern_Reforming'. The top navigation bar includes 'JM Admin' and a breadcrumb trail: 'Home > Project Management > Project Tracker'. The main content area has tabs for 'Staff on leave', 'Staff Timesheet', and 'Staff Assigned To Project'. Below these are buttons for 'Create New Tracker', 'Rename Tracker', 'Add Column', 'Reorder Column', 'Update Column', 'Add Option', and 'Import Data'. A 'Project Dashboard' section shows 'huawei celcom reforming southern' with a 'Last edited' timestamp. A table with 6 columns (No, Project_Code, Site_ID, Site_Name, PIC) and 3 rows is displayed. The 'Action' column for each row contains a 'Submit Document' button, which is highlighted with a red box. The table shows 'Showing 1 to 3 of 3 entries'.

| No | Project_Code | Site_ID | Site_Name | PIC |
|----|--------------|---------|-----------|-----------|
| 1 | | | | DAVID LIM |
| 2 | | | | |
| 3 | | | | |

The screenshot shows the 'Submit Document' modal form. The form has fields for 'Document Type' (a dropdown menu), 'Submitted Date' (a date picker), and a 'Choose File' button. Below the 'Choose File' button, it says 'No file chosen'. The modal has a 'Close' button and a 'Submit' button, which is highlighted with a red box. The background shows the same 'Project Tracker' interface as the previous screenshot, but it is dimmed.

7. To delete existing record, select the row and click **Delete**

Project Dashboard

huawei celcom refarming southern

Last edited : JM Admin [2017-06-06 14:48:58]

New Record **Delete** Edit Export Show 10 entries Search:

| No | Action | Project_Code | Site_ID | Site_Name | PIC |
|----|-----------------|--------------|---------|-----------|-----------|
| 1 | Submit Document | | | | DAVID LIM |
| 2 | Submit Document | | | | |
| 3 | Submit Document | | | | |

Showing 1 to 3 of 3 entries 1 row selected Previous 1 Next

Project Dashboard

huawei celcom refarming southern

Last edited : JM Admin [2017-06-06 14:48:58]

New Record **Delete** Edit Export Show 10 entries Search:

Delete

Are you sure you wish to delete 1 row?

Delete

| No | Action | Project_Code | Site_ID | Site_Name | PIC |
|----|-----------------|--------------|---------|-----------|-----------|
| 1 | Submit Document | | | | DAVID LIM |
| 2 | Submit Document | | | | |
| 3 | Submit Document | | | | |

Showing 1 to 3 of 3 entries 1 row selected Previous 1 Next

8. To edit existing record, select the row and click **Edit**

Project Dashboard

1. JM Admin
2. SAKINAH BINTI ABDUL RAHIM

Create New Tracker Rename Tracker Add Column Reorder Column Update Column Add Option Import Data

huawei celcom refarming southern

Last edited : JM Admin [2017-06-06 14:48:58]

New Record Delete **Edit** Export Show 10 entries Search:

| No | Action | Project_Code | Site_ID | Site_Name | PIC |
|----|-----------------|--------------|---------|-----------|-----------|
| 1 | Submit Document | | | | |
| 2 | Submit Document | | | | |
| 3 | Submit Document | XXXX | 12 | kl | DAVID LIM |

Showing 1 to 3 of 3 entries 1 row selected Previous 1 Next

Project Dashboard

1. JM Admin
2. SAKINAH BINTI ABDUL RAHIM

Create New Tracker Rename Tracker Add Column Reorder Column Update Column Add Option Import Data

huawei celcom refarming southern

Last edited : JM Admin [2017-06-06 14:48:58]

New Record Delete **Edit** Export Show 10 entries Search:

| No | Action | Project_Code | Site_ID | Site_Name | PIC |
|----|-----------------|--------------|---------|-----------|-----------|
| 1 | Submit Document | | | | |
| 2 | Submit Document | | | | |
| 3 | Submit Document | XXXX | 12 | kl | DAVID LIM |

Showing 1 to 3 of 3 entries 1 row selected Previous 1 Next

Edit entry

ProjectId 24

Project_Code

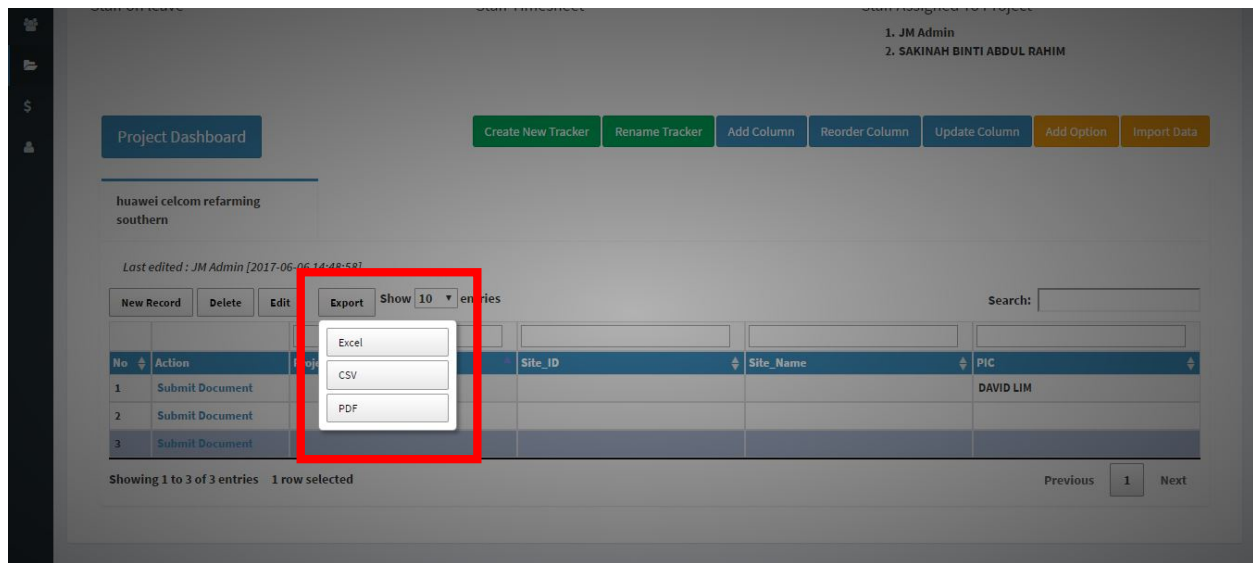
Site_ID

Site_Name

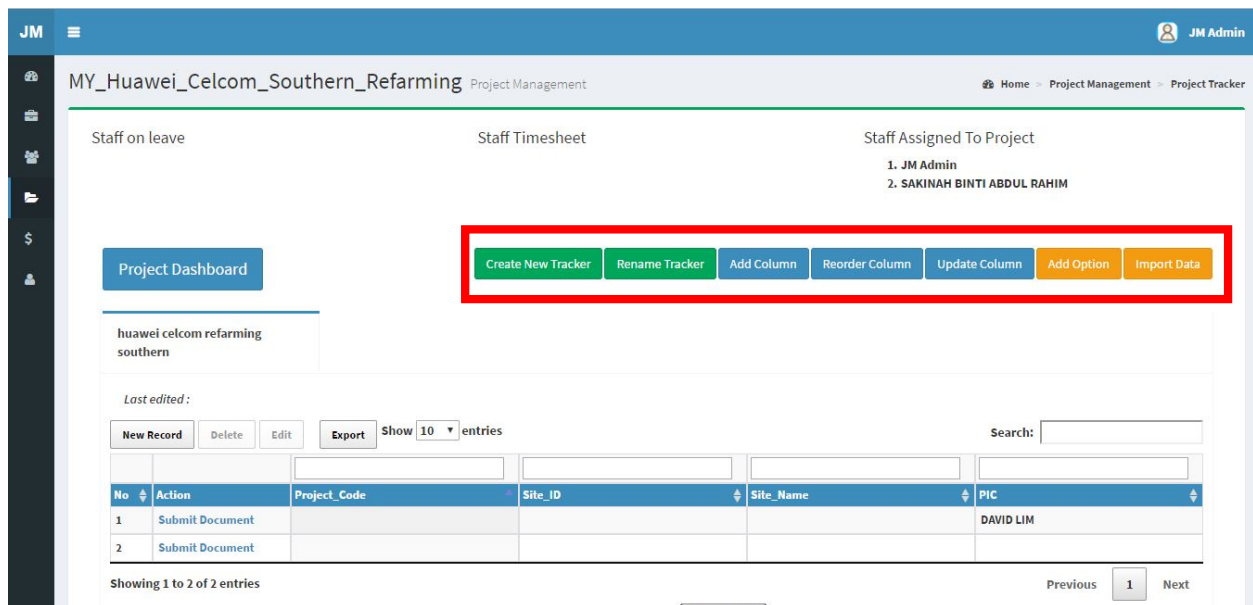
PIC

Update

9. To export details into PDF, Excel or CSV click **Export**

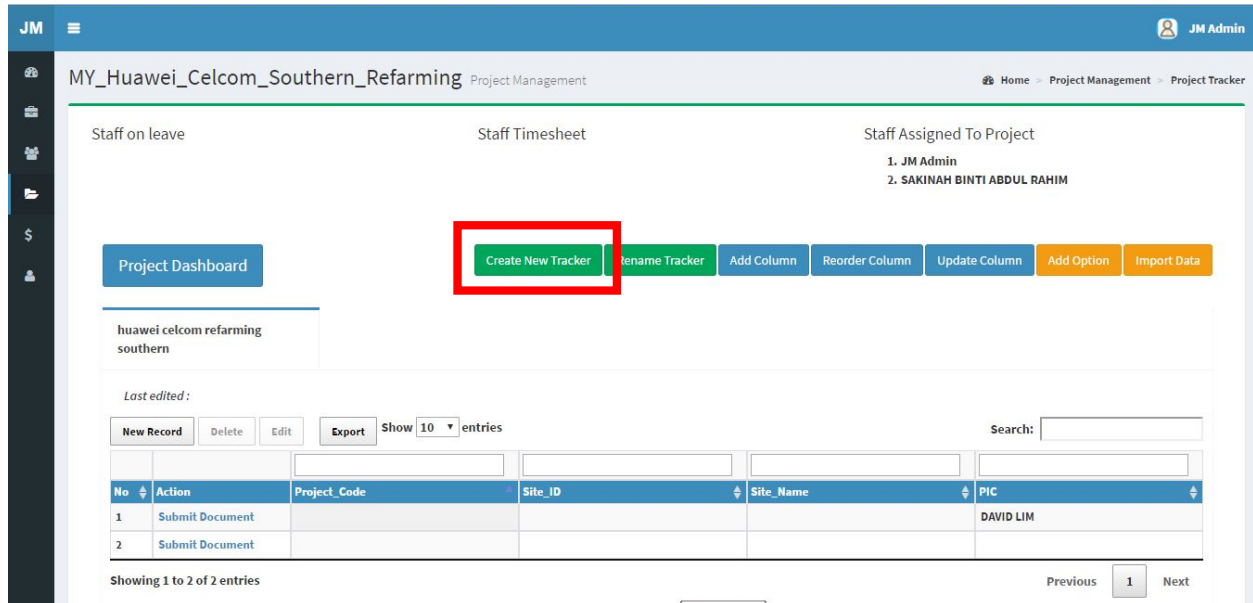


10. There are seven types of button with different function

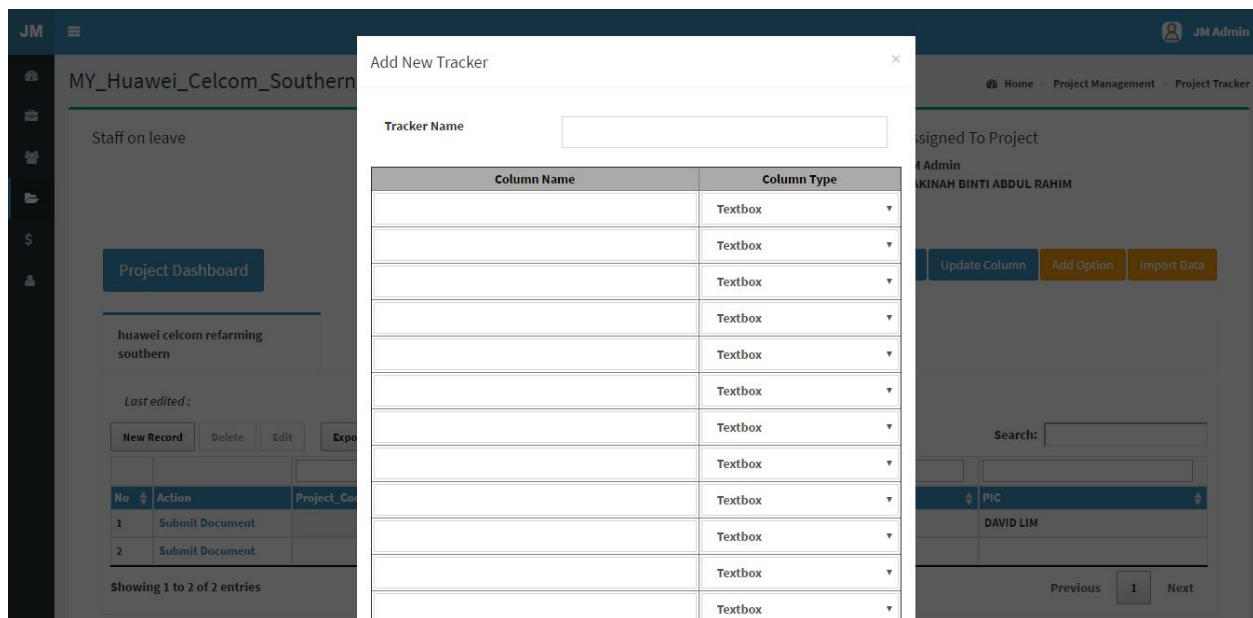


a) Create New Tracker

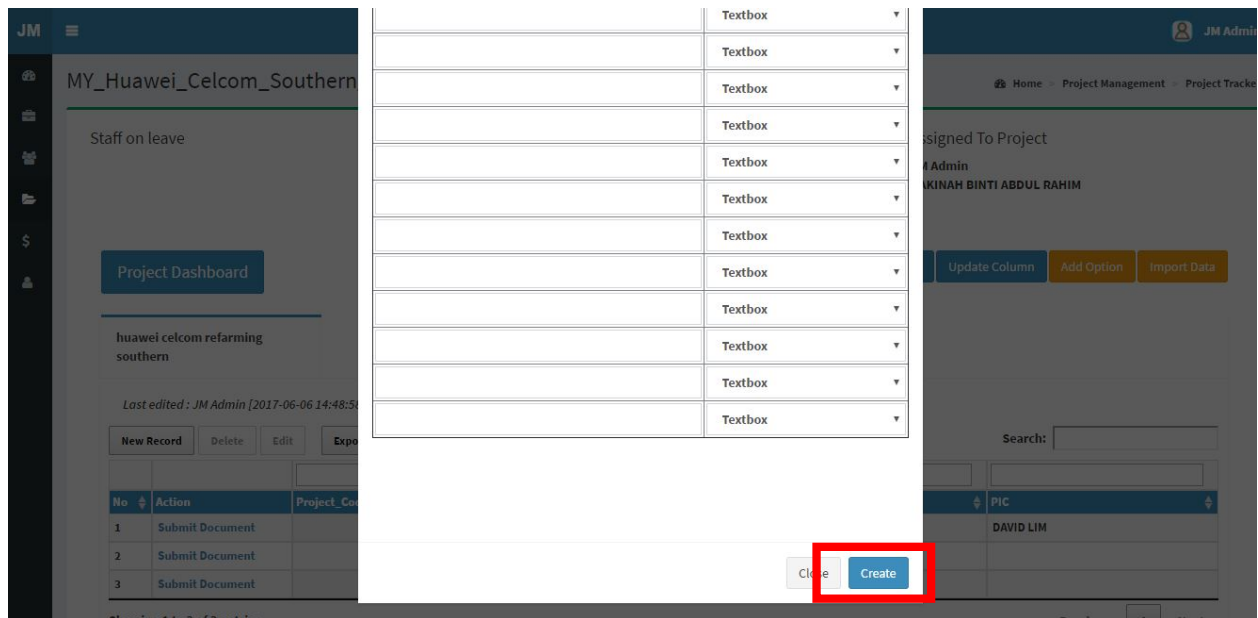
- Click **Create New Tracker** button



- Fill in all those details in pop out

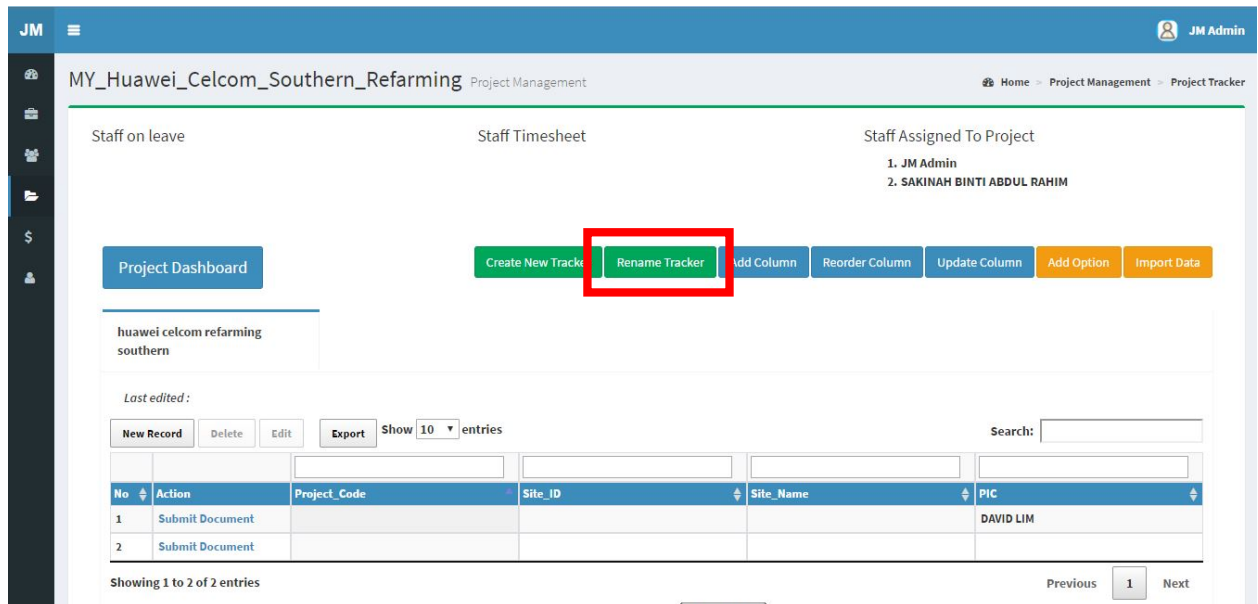


- Then click **Create**

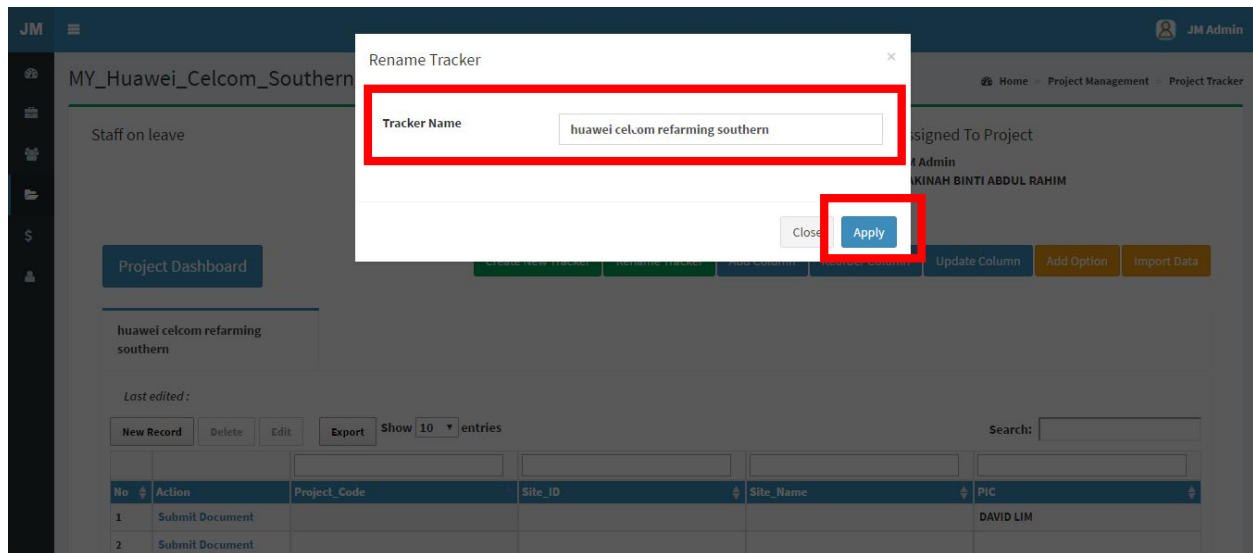


b) Rename Tracker

- Click **Rename Tracker** button

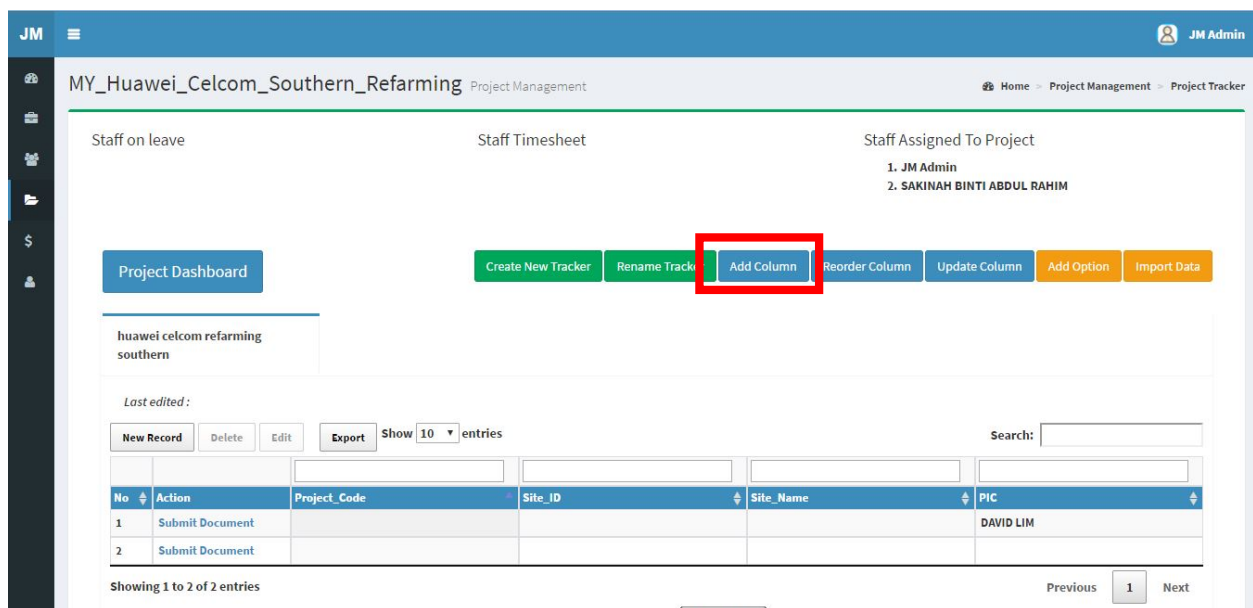


- Fill in those details
- Click **Apply**

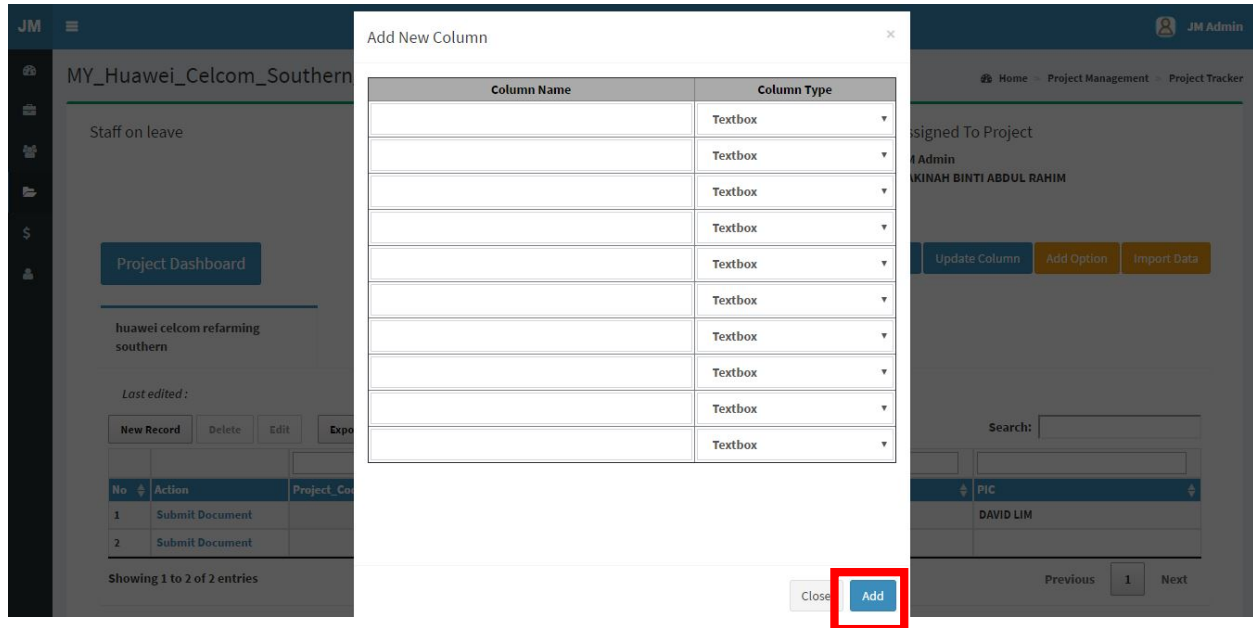


c) Add Column

- Click **Add Column** button

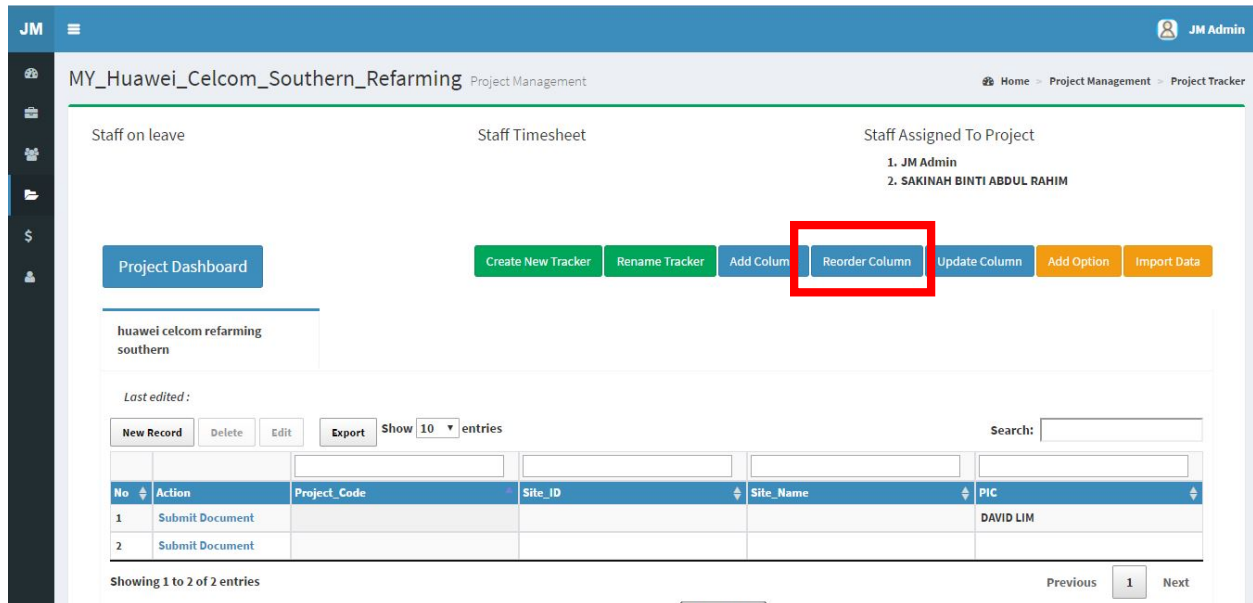


- Fill in those details
- Click **Add**

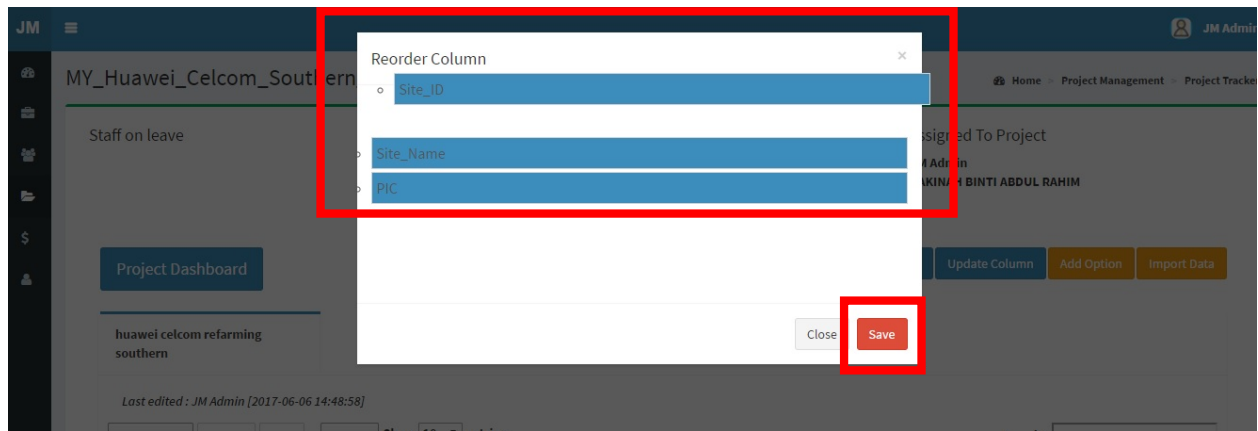


d) Reorder Column

- Click **Reorder Column** button

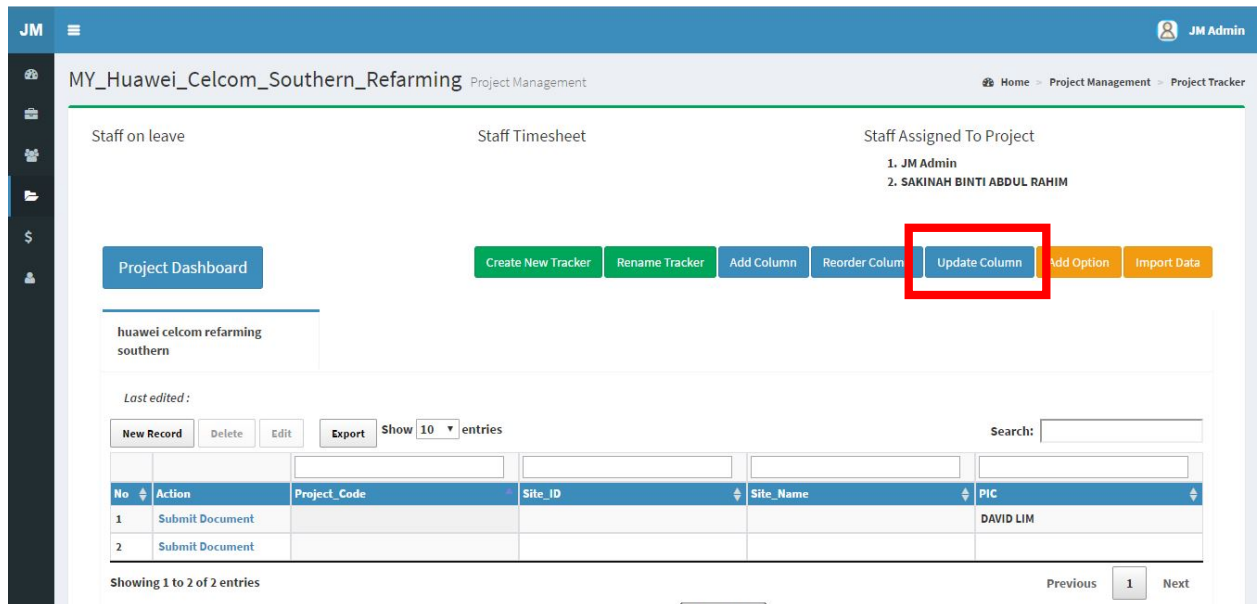


- Drag and reorder the position
- Then click **Save**

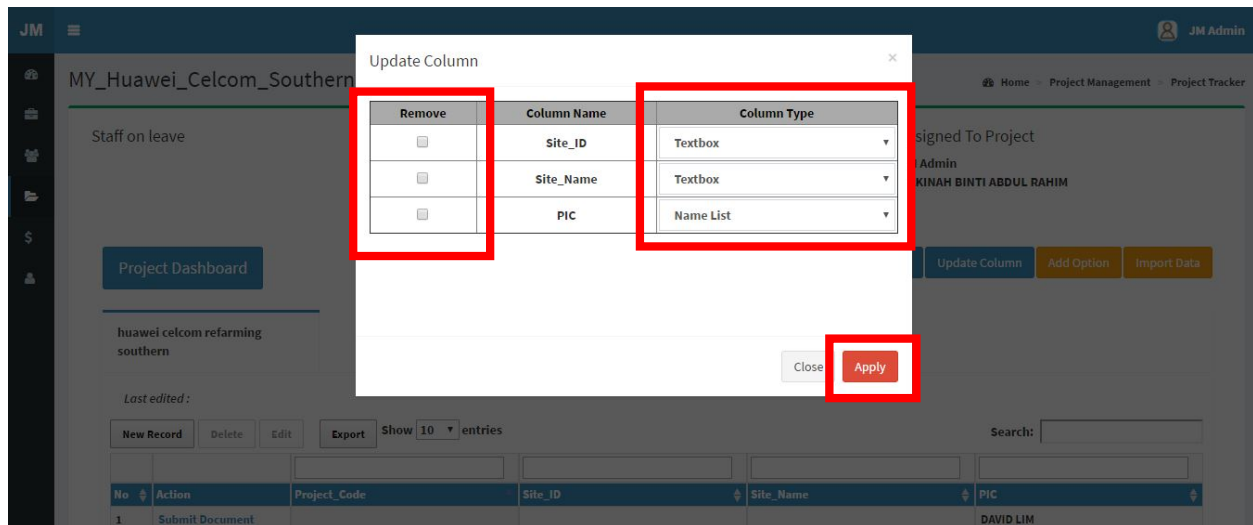


e) Update Column

- Click **Update Column** button

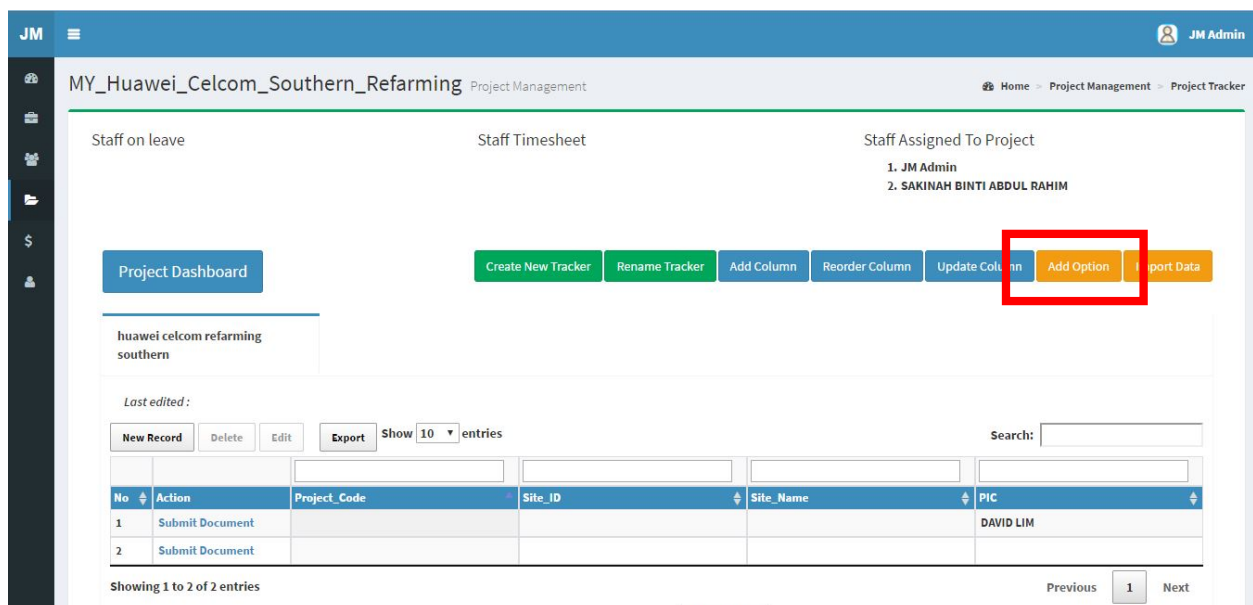


- **Tick** to remove the column
- Click on **Column Type** to change the column type
- Then click **Apply**



f) Add Option

- Click **Add Option** button



- It will redirect to **Option Control** page

Option Control Admin

Home > Admin > Option Control

Asset Bill Chart Claim Education Employment History Invoice Leave License PO Profile Project Skill

Timesheet Tracker User Ability

New Row Delete Search:

| No | Field | Option |
|----|---------------|------------|
| 1 | Document_Type | Site Photo |
| 2 | Document_Type | CSI |
| 3 | Document_Type | TI Report |
| 4 | Document_Type | SSR |
| 5 | Document_Type | TSSR |
| 6 | Status | SARAWAK |
| 7 | Region | Northern |
| 8 | Region | Southern |
| 9 | Region | SABAH |

Previous 1 Next

- Click **New Row** to add new option

Option Control Admin

Home > Admin > Option Control

Asset Bill Chart Claim Education Employment History Invoice Leave License PO Profile Project Skill

Timesheet Tracker User Ability

New Row Delete Search:

| No | Field | Option |
|----|---------------|-----------|
| 1 | | |
| 3 | Document_Type | CSI |
| 4 | Document_Type | TI Report |
| 5 | Document_Type | SSR |
| 6 | Document_Type | TSSR |
| 7 | Status | SARAWAK |
| 8 | Region | Northern |
| 9 | Region | Southern |
| 10 | Region | SABAH |

- To delete, select the row to be deleted then click **Delete**

The screenshot shows the 'Option Control Admin' interface. At the top, there is a navigation bar with 'JM' and 'JM Admin'. Below it, a breadcrumb trail reads 'Home > Admin > Option Control'. A horizontal menu contains buttons for 'Asset', 'Bill', 'Chart', 'Claim', 'Education', 'Employment History', 'Invoice', 'Leave', 'License', 'PO', 'Profile', 'Project', and 'Skill'. Below this, a secondary menu has 'Timesheet', 'Tracker' (highlighted in red), and 'User Ability'. On the left, a sidebar contains icons for 'New Row' and 'Delete' (highlighted in a red box). The main area displays a table with columns 'No', 'Field', and 'Option'. The first row is highlighted in blue. At the bottom right, there are 'Previous', '1', and 'Next' navigation links.

| No | Field | Option |
|----|---------------|---------------|
| 1 | | |
| 2 | Document_Type | Document_Type |
| 3 | Document_Type | Document_Type |
| 4 | Document_Type | Document_Type |
| 5 | Document_Type | Document_Type |
| 6 | Document_Type | Document_Type |
| 7 | Status | SARAWAK |
| 8 | Region | Northern |
| 9 | Region | Southern |
| 10 | Region | SABAH |

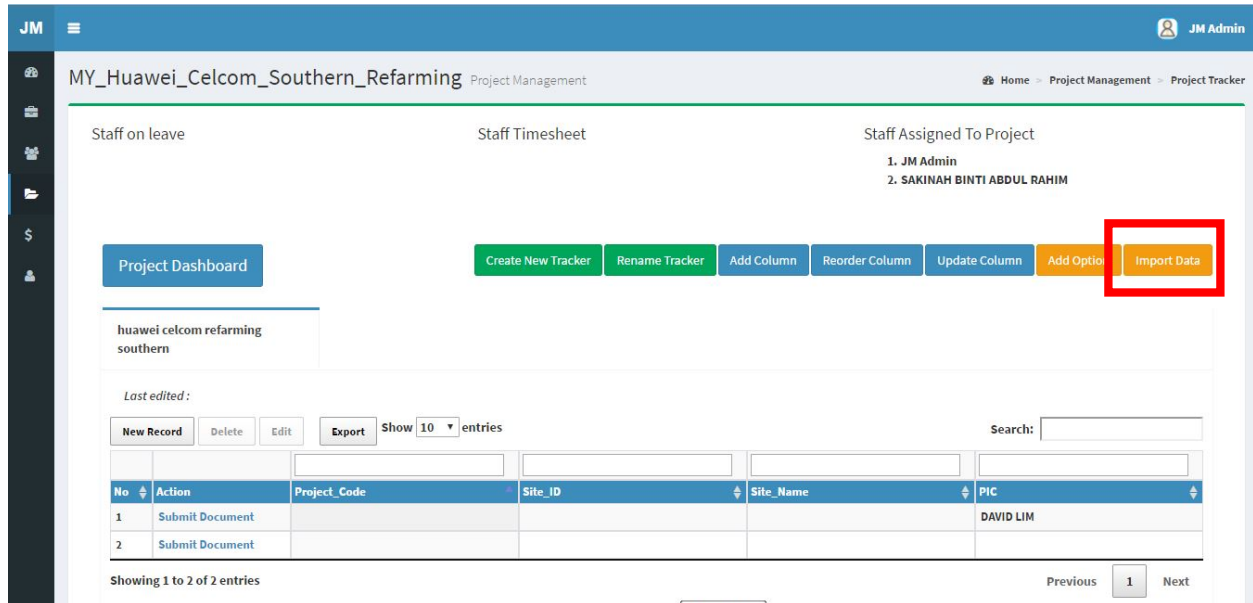
The screenshot shows the same 'Option Control Admin' interface, but with a confirmation dialog box open. The dialog has a title 'Delete' and a message 'Are you sure you wish to delete 1 row?'. A 'Delete' button is highlighted in a red box. The background interface is dimmed.

- Similar steps apply to all the button above

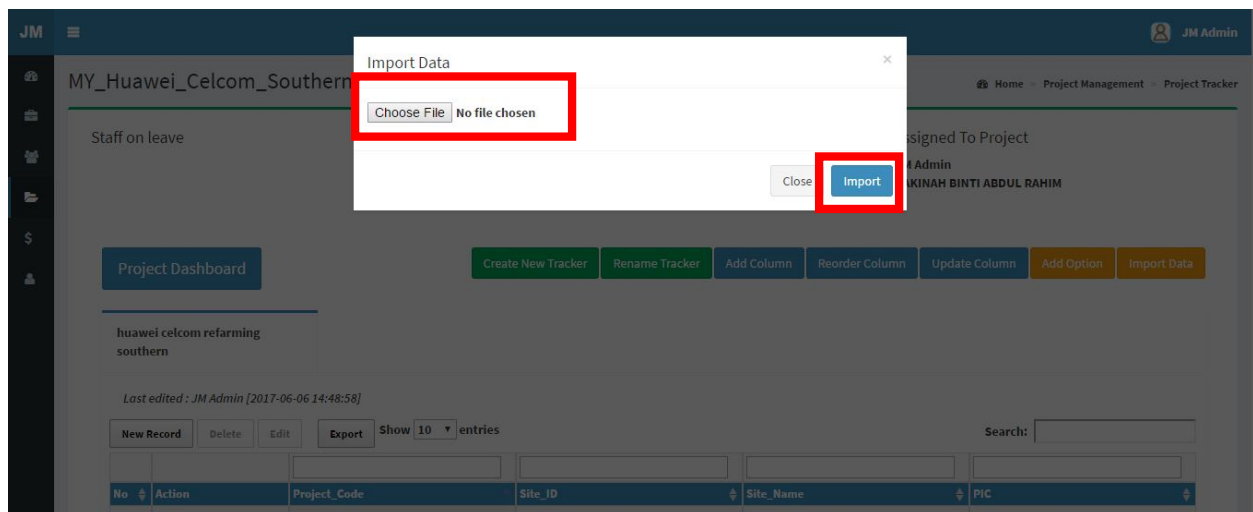
The screenshot shows the 'Option Control Admin' interface with the 'Delete' button in the sidebar highlighted in a red box. The rest of the interface is the same as the first screenshot.

g) Import Data

- Click **Import Data** button



- **Upload** the file
- Then click **Import**



➤ REPORT STORE

1. Click **Project Management > Report Store**
2. List of report can be viewed

The screenshot shows the 'Report Repository' page under 'Project Management'. At the top, there are five buttons: 'CSI' (green), 'Site Photo' (green), 'SSR' (red), 'TI Report' (green), and 'TSSR' (green). Below these is a search bar. A table displays a list of reports with columns: No, Action, Site_ID, Site_Name, Submitter, and Submitted_Date. The table contains four rows of data. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

| No | Action | Site_ID | Site_Name | Submitter | Submitted_Date |
|----|----------|---------|-----------|-----------|---------------------|
| 1 | Download | 12 | kl | JM Admin | 2017-06-07 10:10:17 |
| 2 | Download | Site123 | Site123 | JM Admin | 2017-06-07 10:09:18 |
| 3 | Download | Site456 | Site456 | JM Admin | 2017-06-07 10:09:55 |
| 4 | Download | Site789 | Site789 | JM Admin | 2017-06-07 10:11:34 |

- Five types of report are available with green button option **CSI**, **Site Phot**, **SSR**, **TI Report** and **TSSR**

This is a close-up screenshot of the report filter buttons: 'CSI', 'Site Photo', 'SSR', 'TI Report', and 'TSSR'. The buttons 'CSI', 'Site Photo', 'TI Report', and 'TSSR' are green, while 'SSR' is red. A red rectangular box highlights all five buttons.

- Click **Download** to view the report

JM

\$

Report Repository

Project Management

CSI

Site Photo

SSR

TI Report

TSSR

| No | Action | Site_ID | |
|----|----------|---------|--|
| 1 | Download | 12 | |
| 2 | Download | Site123 | |
| 3 | Download | Site456 | |
| 4 | Download | Site789 | |

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esar example.pdf

5. Similar steps apply to CSI, Site Photo, SSR, TI Report and TSSR

➤ AGING RULES MANAGEMENT

1. Click **Project Management > Aging Rules Management**

Aging Rules Maintenance Project Management

Home > Project Management > Aging Rules Maintenance

New Row Edit Delete Export Search:

| Action | No | Active | Project_Name | Title | Type | Start_Date | End_Date | Threshold(days) | Recurring_Frequency | Frequency_Unit | Creator | Subscriber |
|---------|----|--------|--------------|---------------------|----------------|-------------|---------------|-----------------|---------------------|----------------|----------|------------|
| Preview | 1 | Yes | | New Rules | Between 2 Date | TSSR_Actual | TSSR_Approval | 3 | 0 | Week | JM Admin | |
| Preview | 2 | Yes | | New Rules | Between 2 Date | CME_Plan | CSI_Plan | 5 | 0 | | JM Admin | |
| Preview | 3 | Yes | | by period test rule | By Period | CSI_Plan | | 0 | 6 | Day | JM Admin | |
| Preview | 4 | Yes | | 6 month rental | By Period | TSSR_Actual | | 0 | 6 | Day | JM Admin | |

Previous 1 Next

2. Click **Preview** to view in detail and it will redirect to another page

3. Click **Export** to export information into PDF, Excel or CSV

Aging Rules Maintenance Project Management

Home > Project Management > Aging Rules Maintenance

New Row Edit Delete Export Search:

| Action | No | Active | Project_Name | Title | Type | Start_Date | End_Date | Threshold(days) | Recurring_Frequency | Frequency_Unit | Creator | Subscriber |
|---------|----|--------|--------------|---------------------|----------------|-------------|---------------|-----------------|---------------------|----------------|----------|------------|
| Preview | 1 | Yes | | New Rules | Between 2 Date | TSSR_Actual | TSSR_Approval | 3 | 0 | Week | JM Admin | |
| Preview | 2 | Yes | | New Rules | Between 2 Date | CME_Plan | CSI_Plan | 5 | 0 | | JM Admin | |
| Preview | 3 | Yes | | by period test rule | By Period | CSI_Plan | | 0 | 6 | Day | JM Admin | |
| Preview | 4 | Yes | | 6 month rental | By Period | TSSR_Actual | | 0 | 6 | Day | JM Admin | |

Previous 1 Next

Aging Preview Aging Rules Maintenance

Home > Project Management > Aging Rules Maintenance > Aging Preview

Aging Rule : Swap to Site Folder Report

Start Date : Swap_Date

End Date : Site_Folder_Report

Threshold (days) : 3

Export Search:

| No | Aging (days) | Site_ID | Site_Name | Project_Name | Swap_Date |
|----|--------------|-----------|-----------|--------------|-------------|
| 1 | 37 | test site | test site | MY_JM | 01-May-2017 |

Previous 1 Next

Showing 1 to 1 of 1 entries

4. Click **New Row** to add new row

JM ≡ JM Admin

Aging Rules Maintenance Project Management Home > Project Management > Aging Rules Maintenance

New Row Edit Delete Export Search:

| Action | No | Active | Project_Name | Title | Type | Start_Date | End_Date | Threshold(days) | Recurring_Frequency | Frequency_Unit | Creator | Subscriber |
|---------|----|--------|--------------|---------------------|----------------|-------------|---------------|-----------------|---------------------|----------------|----------|------------|
| Preview | 1 | Yes | | New Rules | Between 2 Date | TSSR_Actual | TSSR_Approval | 3 | 0 | Week | JM Admin | |
| Preview | 2 | Yes | | New Rules | Between 2 Date | CME_Plan | CSI_Plan | 5 | 0 | | JM Admin | |
| Preview | 3 | Yes | | by period test rule | By Period | CSI_Plan | | 0 | 6 | Day | JM Admin | |
| Preview | 5 | Yes | | | Between 2 Date | | | 0 | | | JM Admin | |

Previous 1 Next

5. Select the new row and click **Edit** button

JM ≡ JM Admin

Aging Rules Maintenance Project Management Home > Project Management > Aging Rules Maintenance

New Row Edit Delete Export Search:

| Action | No | Active | Project_Name | Title | Type | Start_Date | End_Date | Thres |
|---------|----|--------|-------------------------------------|----------------------------|----------------|-------------|--------------------|-------|
| Preview | 1 | Yes | MY_Huawei_Celcom_Southern_Reforming | New Rules | Between 2 Date | ATP_Status | End_Date | 3 |
| Preview | 2 | Yes | | New Rules | Between 2 Date | CME_Plan | CSI_Plan | 5 |
| Preview | 3 | Yes | | by period test rule | By Period | CSI_Plan | | 0 |
| Preview | 4 | Yes | | 6 month rental | By Period | TSSR_Actual | | 0 |
| Preview | 5 | Yes | MY Huawei Maxis NR Node B | Swap to Site Folder Report | Between 2 Date | Swap Date | Site Folder Report | 3 |
| Preview | 6 | Yes | | | Between 2 Date | | | 0 |

Previous 1 Next

6. Fill in those details and click **Update**
 a) **Active:** Choose either Yes or No

- b) **Project Name:** Select the project in the given dropdown
- c) **Type:** Choose whether between two dates or by period
- d) **Start Date:** Choose the start date option in the given dropdown
- e) **End date:** This will only appear if you choose the type as between two dates. And choose the selection according to the dropdown.
- f) **Threshold (days):** Choose your duration for threshold
- g) **User List:** Tick on the names that you wished to involve in this aging.

Edit entry

Active :

Yes ▾

Project Name:

Type:

Between 2 Date ▾

Title :

Start Date:

End Date:

Threshold (days):

18

Users List:

☐ ABD ZAKI BIN MAT ISA

☐ ABDUL KALAM BIN SALEHAN

☐ ABU ZAR BIN AHMAD

Update

7. Select a row and click **Edit** to edit the information

JM ☰ JM Admin

Aging Rules Maintenance Project Management Home > Project Management > Aging Rules Maintenance

New Row Edit Delete Export Search:

| Action | No | Active | Project_Name | Title | Type | Start_Date | End_Date | Threshold(days) | Recurring_Frequency | Frequency_Unit | Creator | Subscriber |
|---------|----|--------|--------------|----------------|----------------|-------------|---------------|-----------------|---------------------|----------------|----------|------------|
| Preview | 1 | Yes | | New Rules | Between 2 Date | TSSR_Actual | TSSR_Approval | 3 | 0 | Week | JM Admin | |
| Preview | 2 | Yes | | New Rules | Between 2 Date | CME_Plan | CSI_Plan | 5 | 0 | | JM Admin | |
| Preview | 4 | Yes | | 6 month rental | By Period | TSSR_Actual | | 0 | 6 | Day | JM Admin | |

Previous 1 Next

8. Select a row and click **Delete**

JM ☰ JM Admin

Aging Rules Maintenance Project Management Home > Project Management > Aging Rules Maintenance

New Row Edit Delete Export Search:

| Action | No | Active | Project_Name | Title | Type | Start_Date | End_Date | Threshold(days) | Recurring_Frequency | Frequency_Unit | Creator | Subscriber |
|---------|----|--------|--------------|----------------|----------------|-------------|---------------|-----------------|---------------------|----------------|----------|------------|
| Preview | 1 | Yes | | New Rules | Between 2 Date | TSSR_Actual | TSSR_Approval | 3 | 0 | Week | JM Admin | |
| Preview | 2 | Yes | | New Rules | Between 2 Date | CME_Plan | CSI_Plan | 5 | 0 | | JM Admin | |
| Preview | 4 | Yes | | 6 month rental | By Period | TSSR_Actual | | 0 | 6 | Day | JM Admin | |

Previous 1 Next

9. Then click **Delete**

JM ☰ JM Admin

Aging Rules Maintenance Project Management Home > Project Management > Aging Rules Maintenance

New Row Edit Delete Export Search:

| Action | No | Active | Project_Name | Title | Type | Start_Date | End_Date | Threshold(days) | Recurring_Frequency | Frequency_Unit | Creator | Subscriber |
|---------|----|--------|--------------|-----------|----------------|-------------|---------------|-----------------|---------------------|----------------|----------|------------|
| Preview | 1 | Yes | | New Rules | Between 2 Date | TSSR_Actual | TSSR_Approval | 3 | 0 | Week | JM Admin | |
| Preview | 2 | Yes | | | | | | | | | JM Admin | |
| Preview | 3 | Yes | | | | | | | | Day | JM Admin | |
| Preview | 4 | Yes | | | | | | | | Day | JM Admin | |

Delete


Are you sure you wish to delete 1 row?

Delete

Previous 1 Next

10. Click **Export** to export files into PDF, Excel or CSV

1. Click **Project Management** > **Target Rules Management**

JM  JM Admin

Target Rules Maintenance Project Management [Home](#) > [Project Management](#) > [Target Rules Maintenance](#)


[New Row](#) [Edit](#) [Delete](#) [Export](#) Search:

| Action | No | Active | Project_Name | Title | Target_Field | Target_Date | Target | Creator | Subscriber |
|-------------------------|----|--------|--------------|----------------|---------------|-------------|--------|----------|------------|
| Preview | 1 | Yes | | test | CME_Plan | 16-Mar-2017 | 50 | JM Admin | |
| Preview | 2 | Yes | | | | | 0 | JM Admin | |
| Preview | 3 | Yes | | Total Approval | TSSR_Approval | 30-May-2017 | 20 | JM Admin | |
| Preview | 4 | Yes | | | | | 0 | | |

Previous **1** Next

2. Click **Preview** to view in detail and it will redirect to another page

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

JM  JM Admin

Target Rules Maintenance Project Management [Home](#) > [Project Management](#) > [Target Rules Maintenance](#)

[New Row](#) [Edit](#) [Delete](#) [Export](#) Search:

| Action | No | Active | Project_Name | Title | Target_Field | Target_Date | Target | Creator | Subscriber |
|-------------------------|----|--------|--------------|----------------|---------------|-------------|--------|----------|------------|
| Preview | 1 | Yes | | test | CME_Plan | 16-Mar-2017 | 50 | JM Admin | |
| Preview | 2 | Yes | | | | | 0 | JM Admin | |
| Preview | 3 | Yes | | Total Approval | TSSR_Approval | 30-May-2017 | 20 | JM Admin | |
| Preview | 4 | Yes | | | | | 0 | | |

Previous **1** Next



Export

Search:

| No | SSR Submission | Week 19 | Week 20 | Week 21 | Week 22 | Week 23 | Week 25 |
|----|----------------|---------|---------|---------|---------|---------|---------|
| 1 | SSR Submission | 0 | 0 | 0 | 0 | 4 | |

Previous **1** Next

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4. Click **New Row** to add new row

JM **Target Rules Maintenance** Project Management

Home > Project Management > Target Rules Maintenance

New Row Edit Delete Export

Search:

| Action | No | Active | Project_Name | Title | Target_Field | Target_Date | Target | Creator | Subscriber |
|---------|----|--------|--------------|----------------|---------------|-------------|--------|----------|------------|
| Preview | 1 | Yes | | test | CME_Plan | 16-Mar-2017 | 50 | JM Admin | |
| Preview | 2 | Yes | | | | | 0 | JM Admin | |
| Preview | 3 | Yes | | Total Approval | TSSR_Approval | 30-May-2017 | 20 | JM Admin | |
| Preview | 5 | Yes | | | | | 0 | JM Admin | |

Previous **1** Next

5. Select a row and click **Edit** to edit the information

JM **Target Rules Maintenance** Project Management

Home > Project Management > Target Rules Maintenance

New Row Edit Delete Export

Search:

| Action | No | Active | Project_Name | Title | Target_Field | Target_Date | Target | Creator | Subscriber |
|---------|----|--------|--------------|----------------|---------------|-------------|--------|----------|------------|
| Preview | 1 | Yes | | test | CME_Plan | 16-Mar-2017 | 50 | JM Admin | |
| Preview | 2 | Yes | | | | | 0 | JM Admin | |
| Preview | 3 | Yes | | Total Approval | TSSR_Approval | 30-May-2017 | 20 | JM Admin | |
| Preview | 4 | Yes | | | | | 0 | | |

Previous **1** Next

6. Fill in all those details and click **Update**

- a) **Active:** Choose either Yes or No
- b) **Project Name:** Select the Project Name in the given dropdown list
- c) **Title:** Key in the title
- d) **Target Field:** Choose the Target Field in the given dropdown list
- e) **Target Date:** Choose your target date in the given calendar dropdown
- f) **Users List:** Tick on the name wished to be in this target rules management

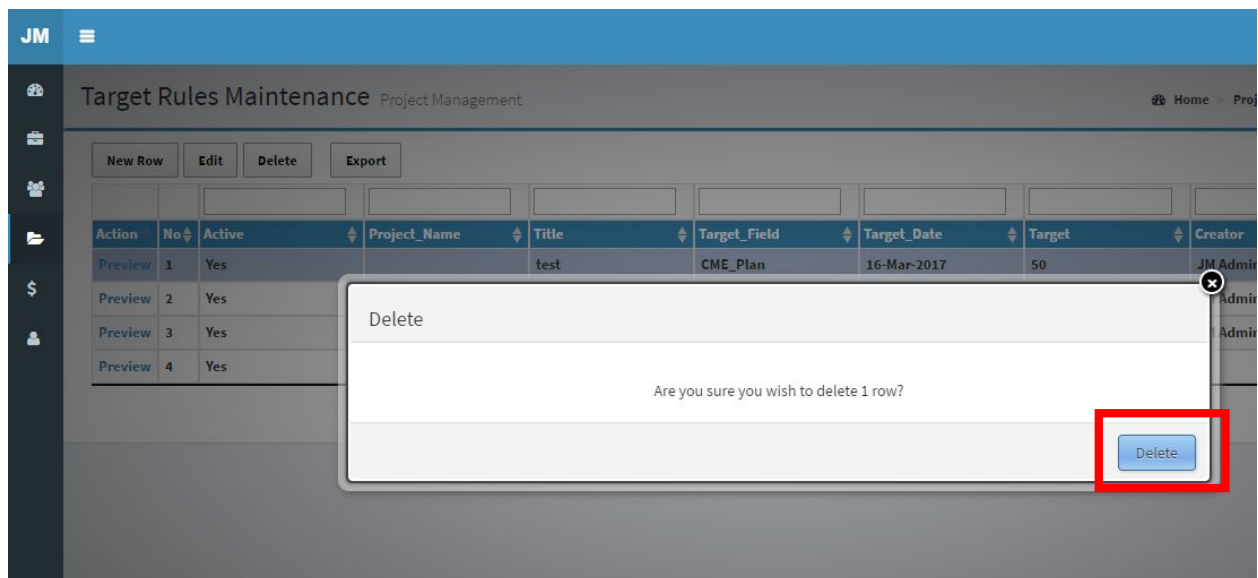
Copyright © 2014-2016 TrackerOnThe

7. Select a row and click **Delete**

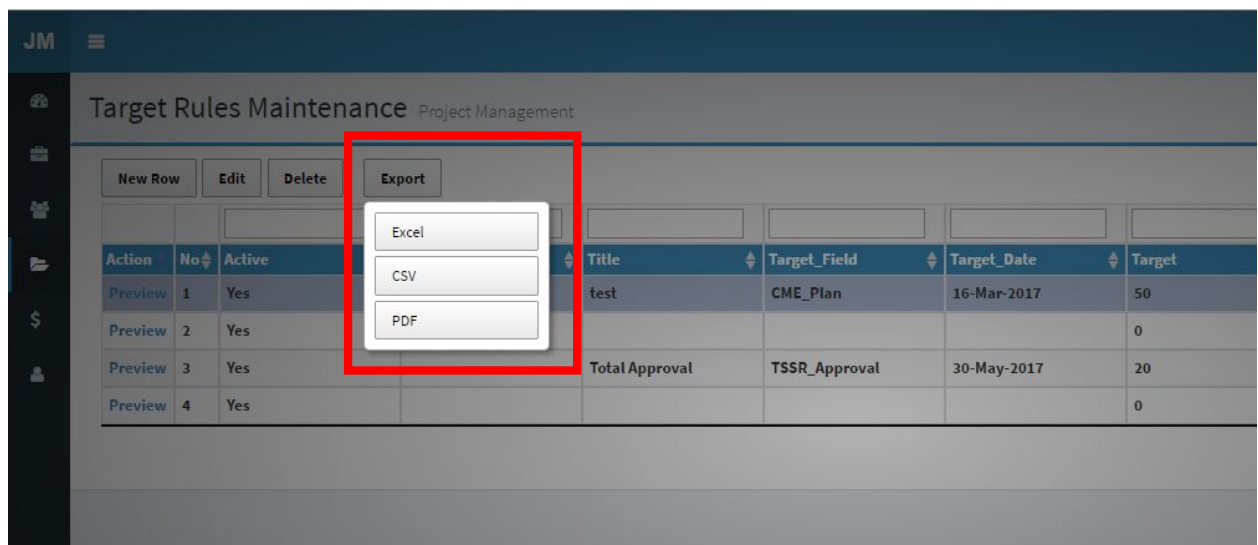
| Action | No | Active | Project_Name | Title | Target_Field | Target_Date | Target | Creator | Subscriber |
|---------|----|--------|--------------|----------------|---------------|-------------|--------|----------|------------|
| Preview | 1 | Yes | | test | CME_Plan | 16-Mar-2017 | 50 | JM Admin | |
| Preview | 3 | Yes | | Total Approval | TSSR_Approval | 30-May-2017 | 20 | JM Admin | |
| Preview | 4 | Yes | | | | | 0 | | |

Previous 1 Next

8. Then click **Delete**



9. Click **Export** to export files into PDF, Excel or CSV



➤ LICENSE CHECKLIST

1. Click **Project Management** > **License Checklist**
2. List of checklist will appear



[illegible]

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

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|  | JM Admin | - | | | | |
|  | JOHN DOE | 90012844283729 | | | | |

