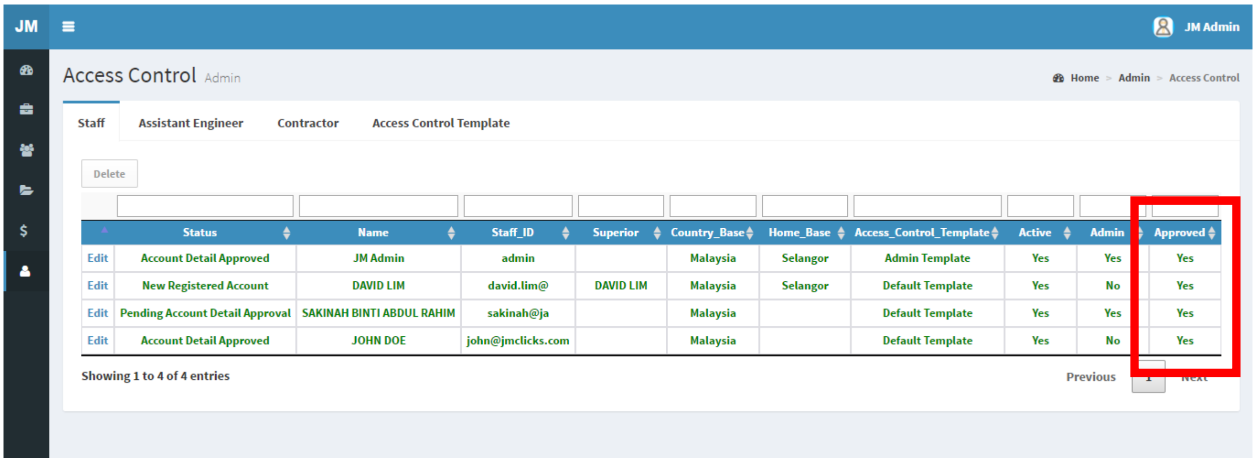
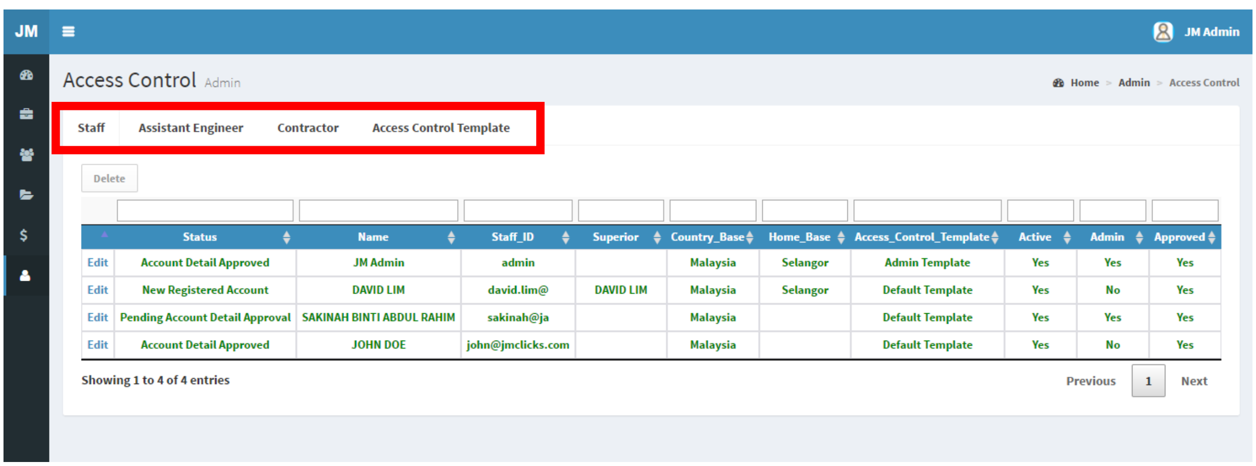
# Admin Tools User Guide

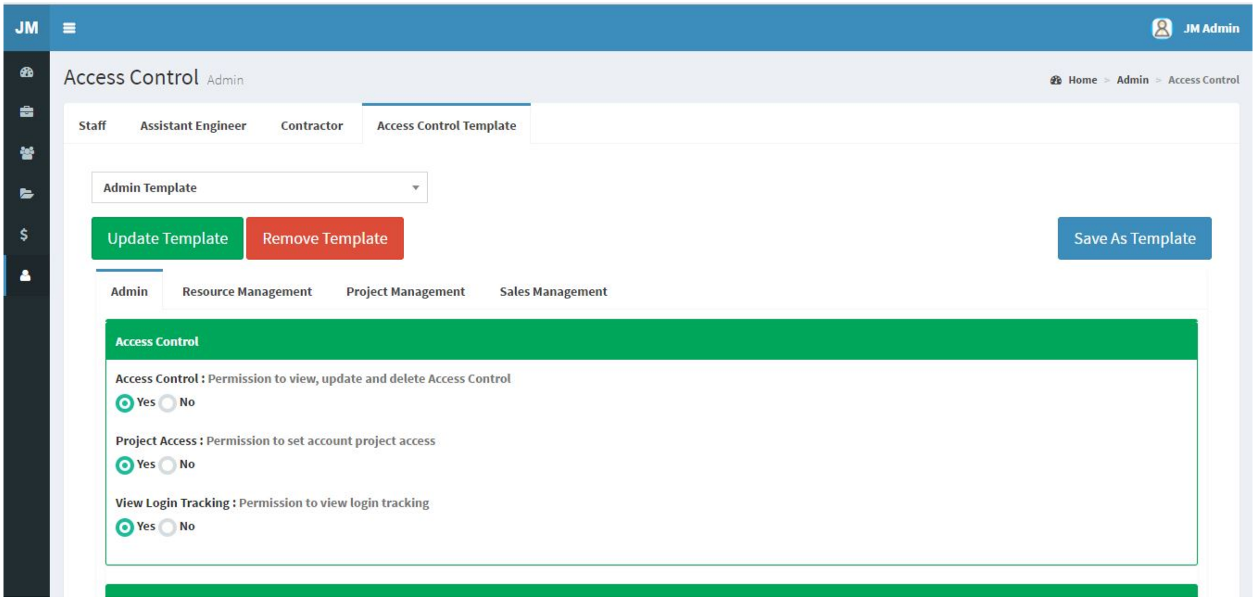
1. Click **Admin Tool** > **Access Control**
2. At **Approved Column** > Select **Yes** or **No** for approval



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

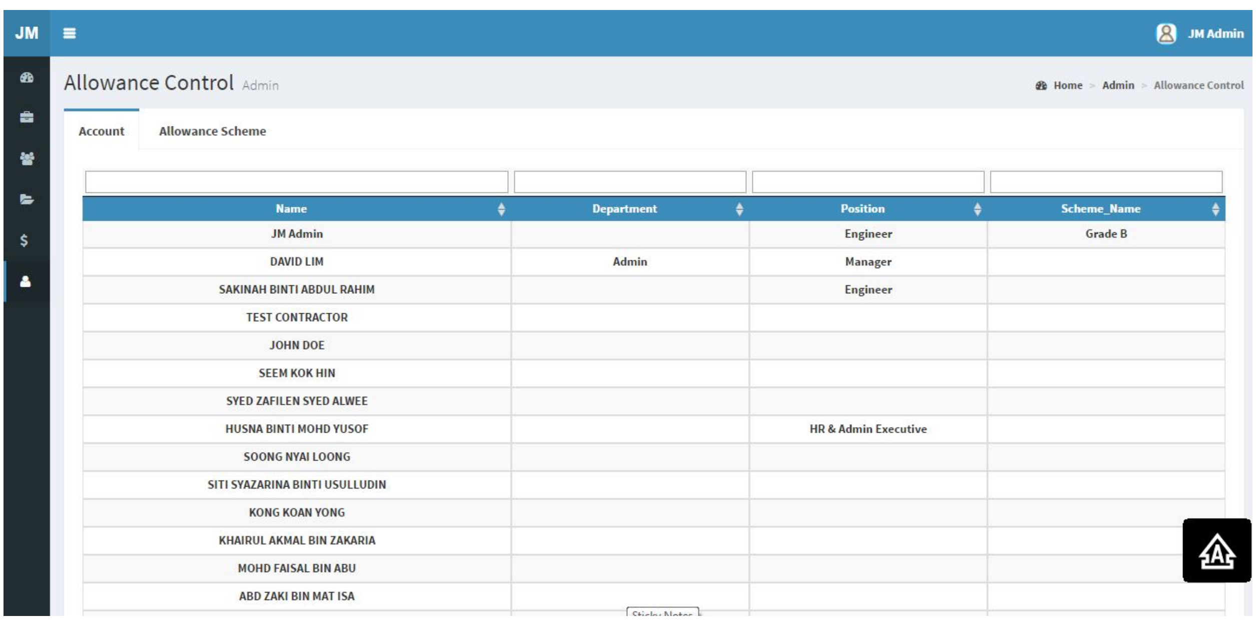


4. At **Access Control Template,** you may customize your access control's template.

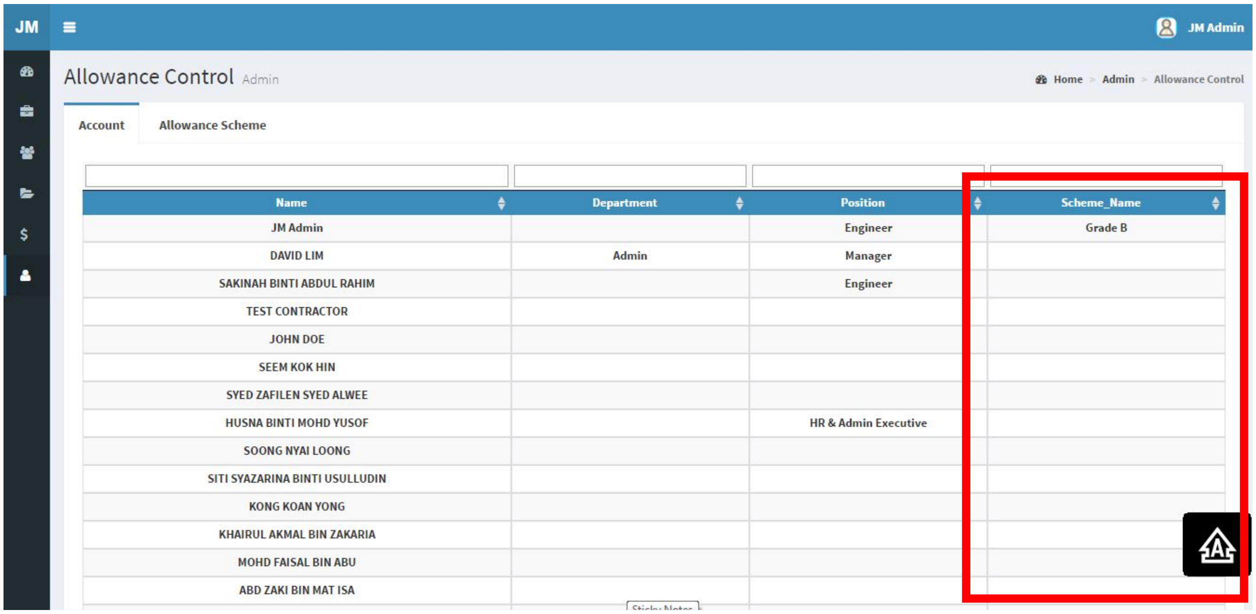



## ➢ ALLOWANCE CONTROL

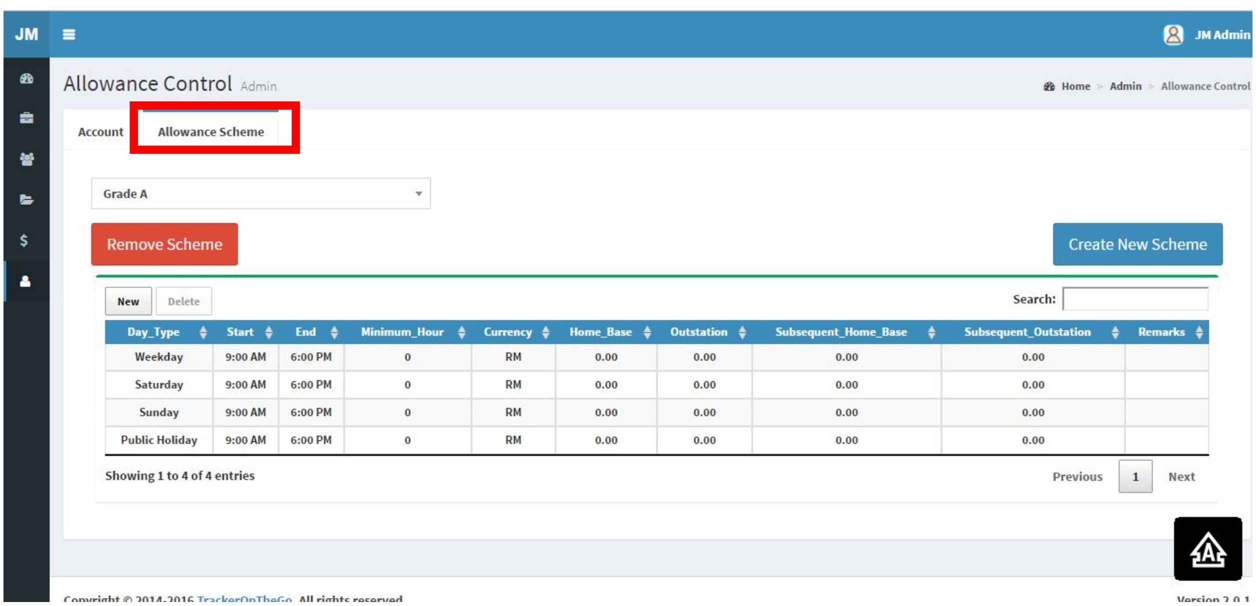
1. Click **Admin Tool** > **Allowance Control**



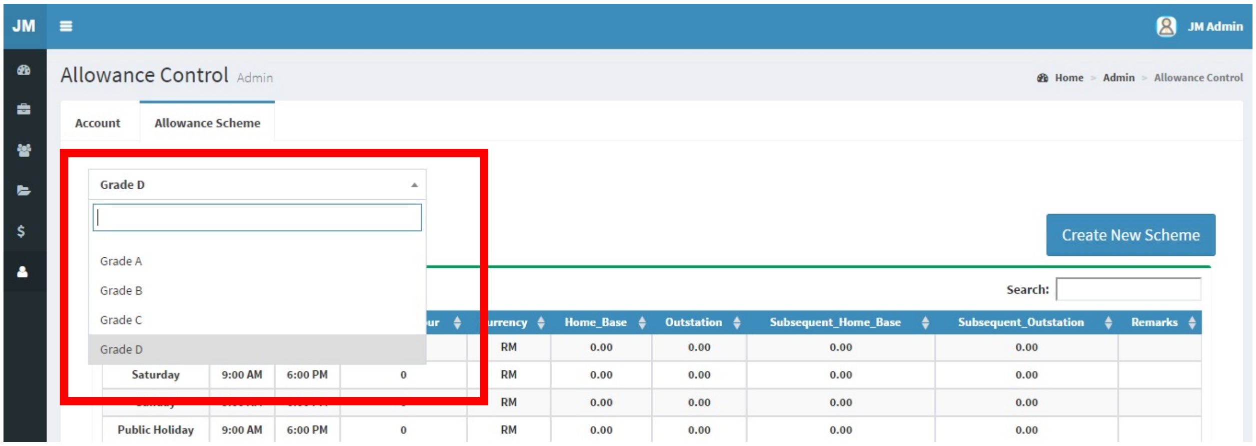
2. To change Scheme Name for each account holder, click at **Scheme_Name** column and select any from the dropdown.



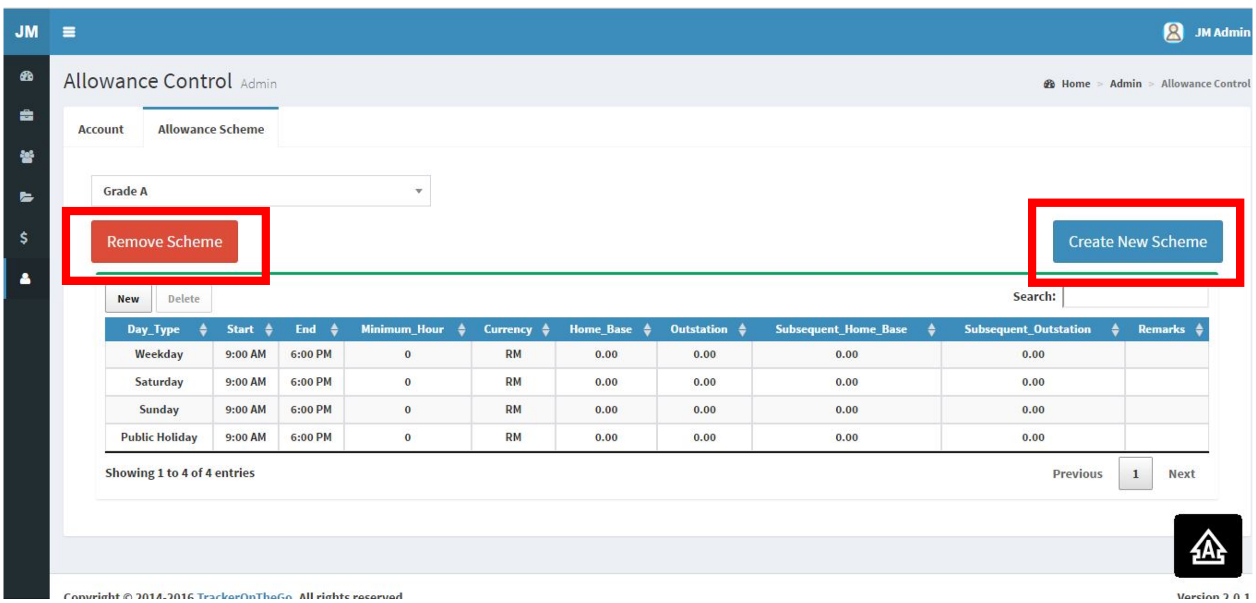

3. To change settings of the grade, click **Allowance Scheme Tab** and edit there



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

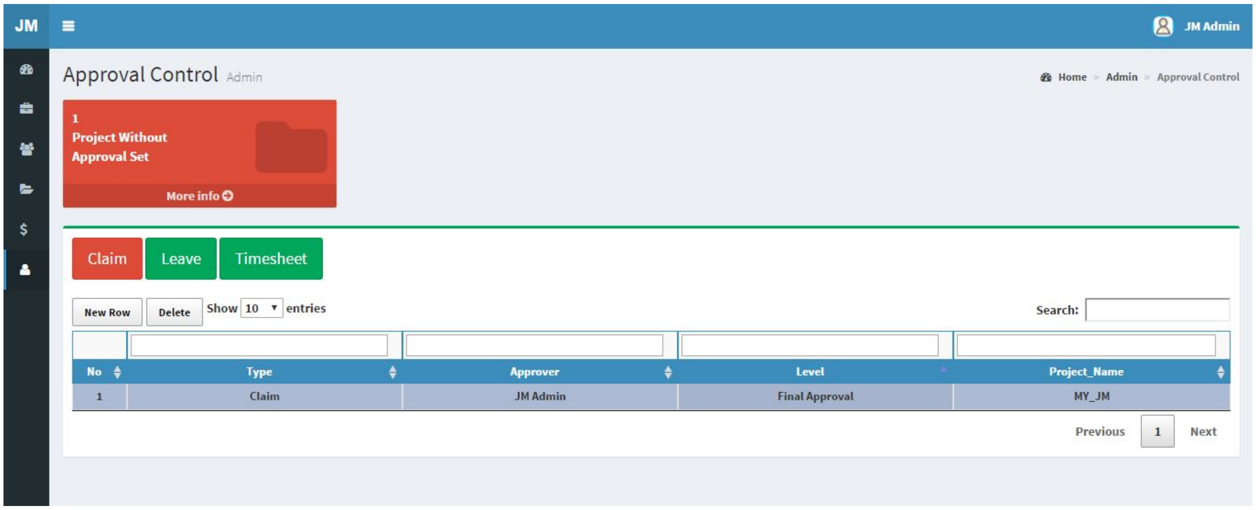


5. To create new scheme click **Create New Scheme** button
6. To delete any existing scheme click **Remove Scheme** button

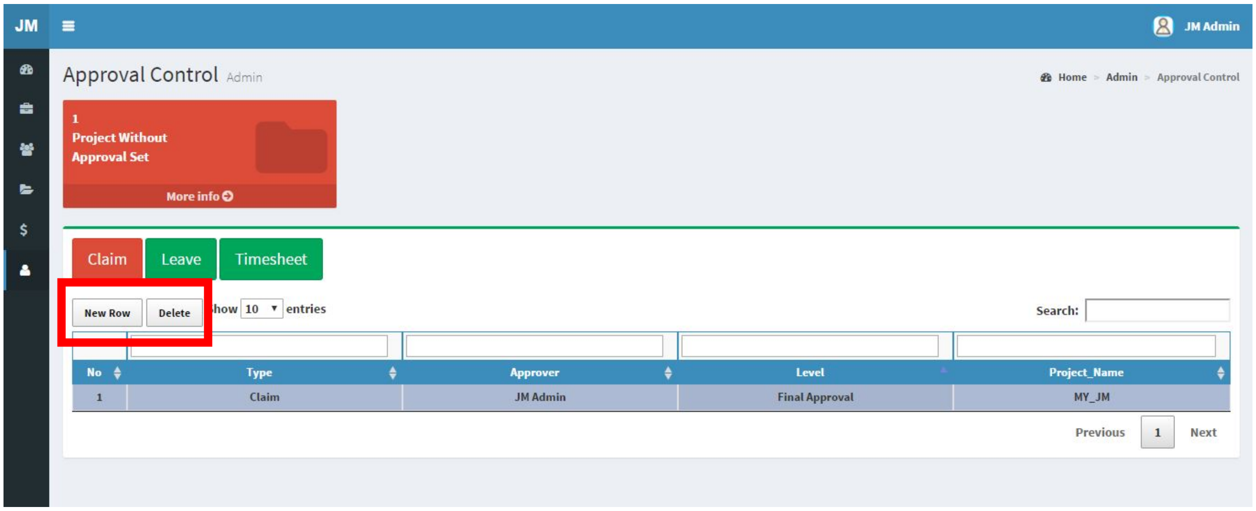


## ➢ APPROVAL CONTROL

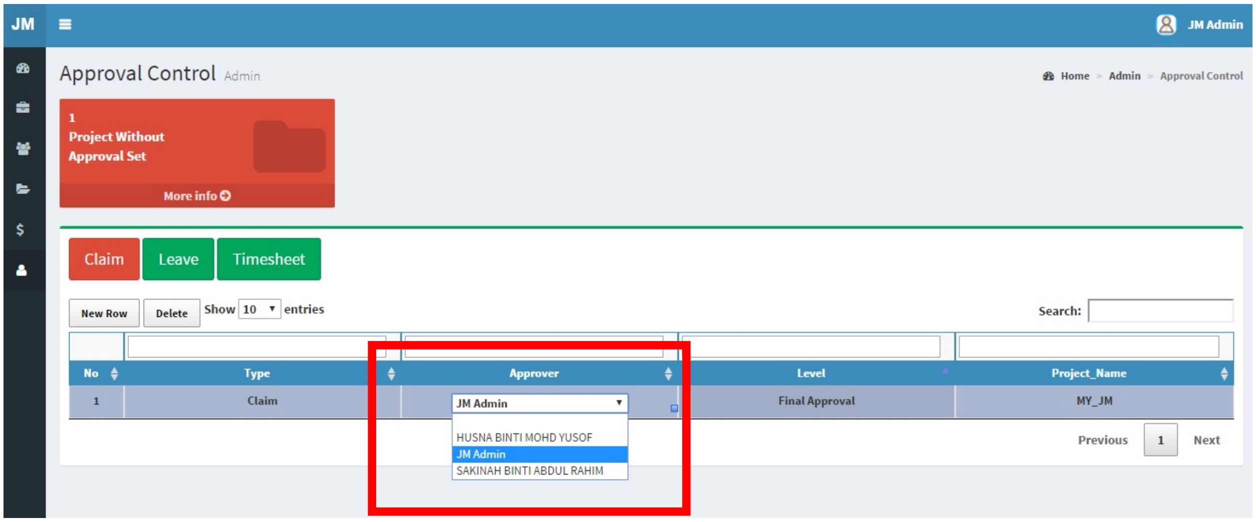
1. Click **Admin Tool** > **Approval Control**



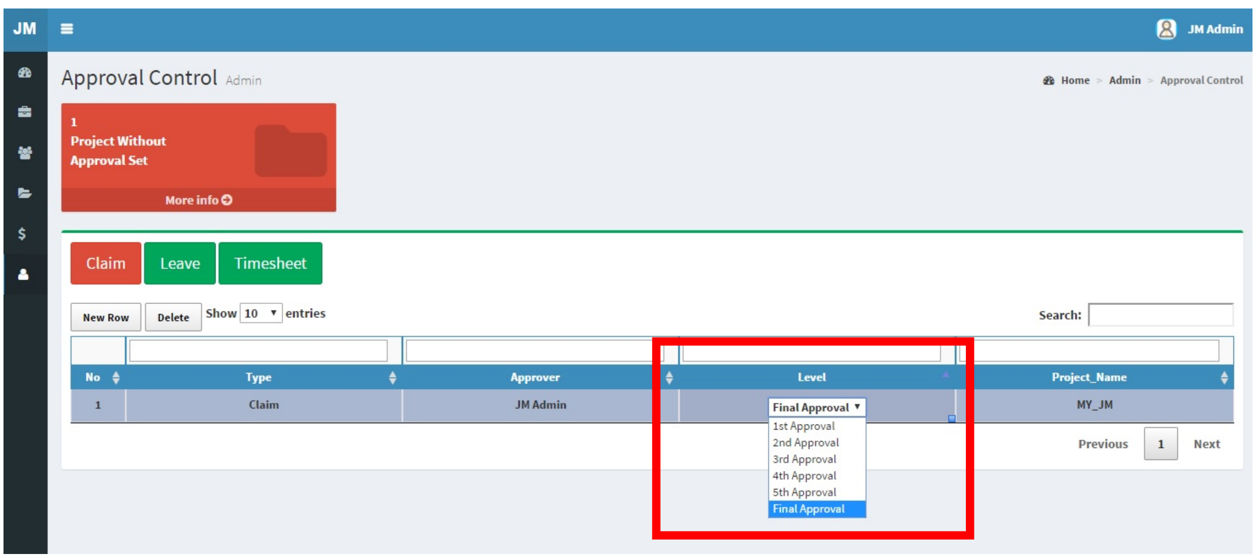

2. Click **New Row** to add new Approver
3. To delete, select any of existing row and click **Delete**



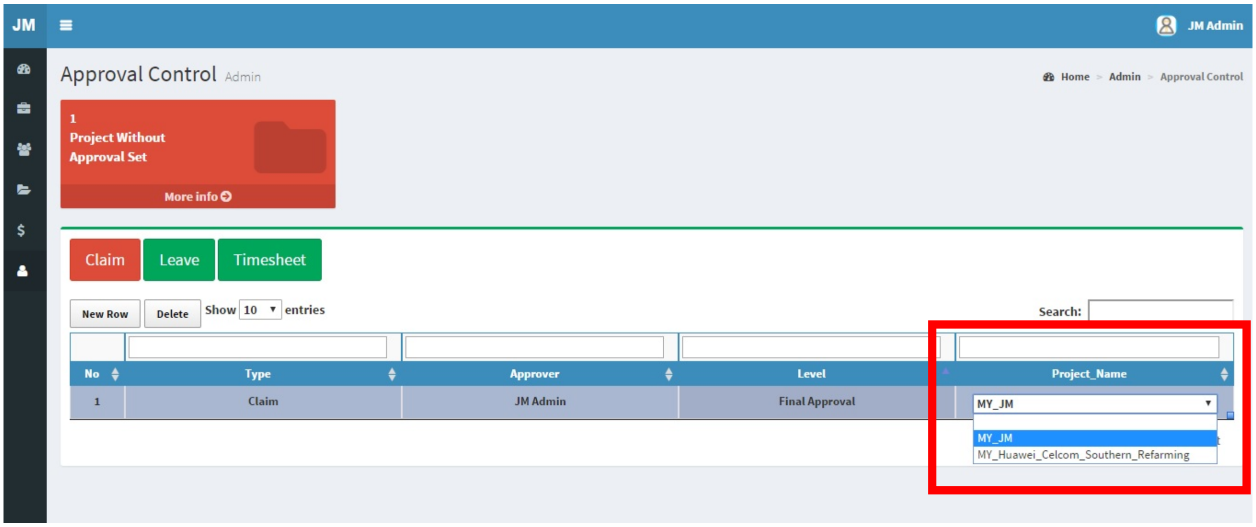
4. Click on the **Approver** column and choose one from the dropdown




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



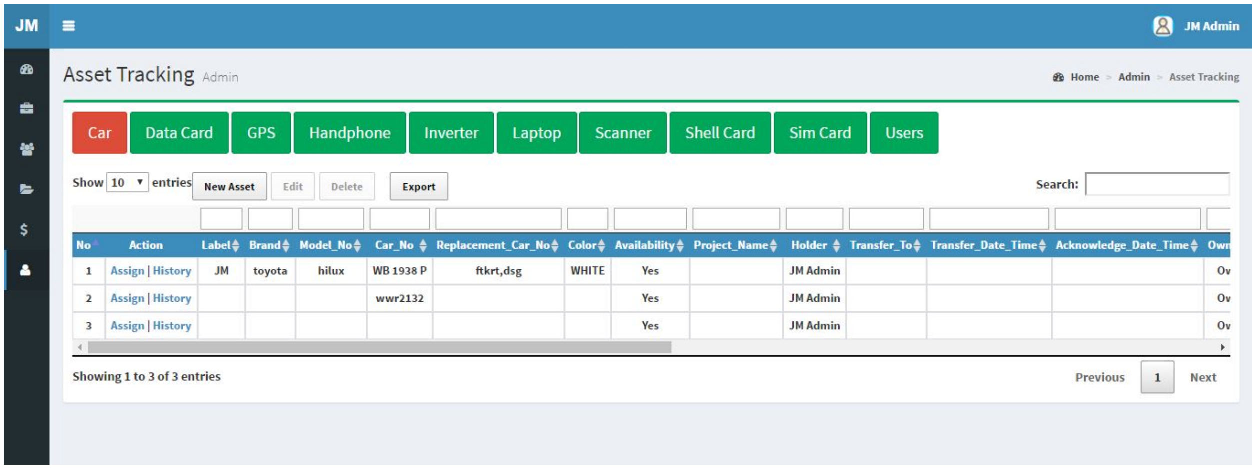
6. Click on the **Project_Name** and choose one from the dropdown to assign the approver only to certain project



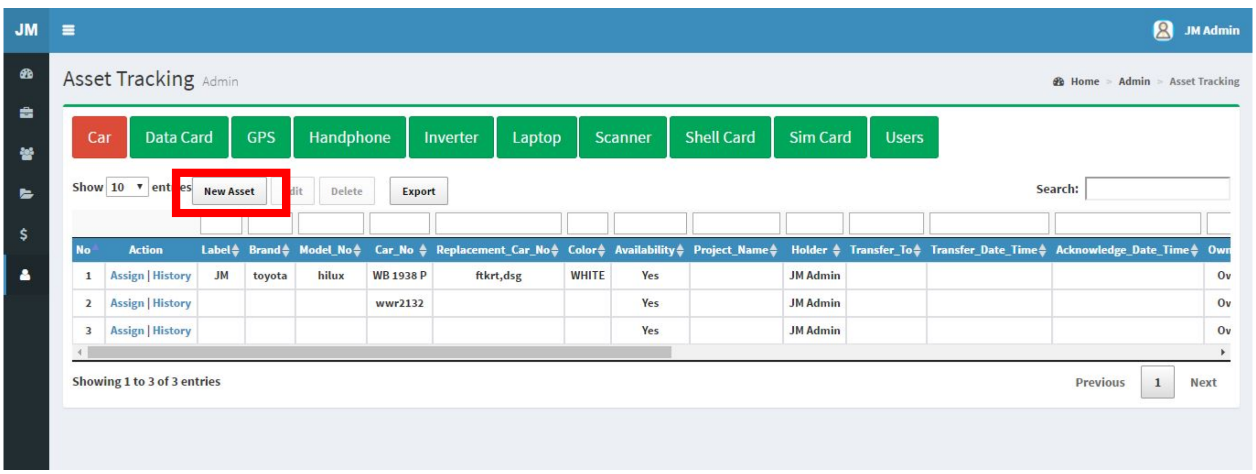

7. Similar steps apply to **Claim**, **Leave**, and **Timesheet.**

# ➢ ASSET TRACKING

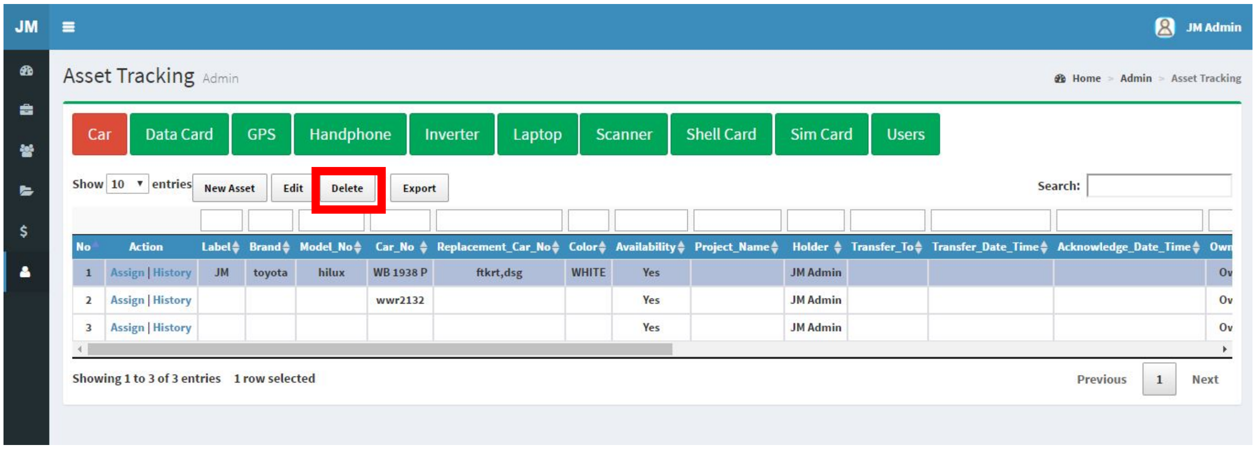
1. Click **Admin Tool** > **Asset Tracking**



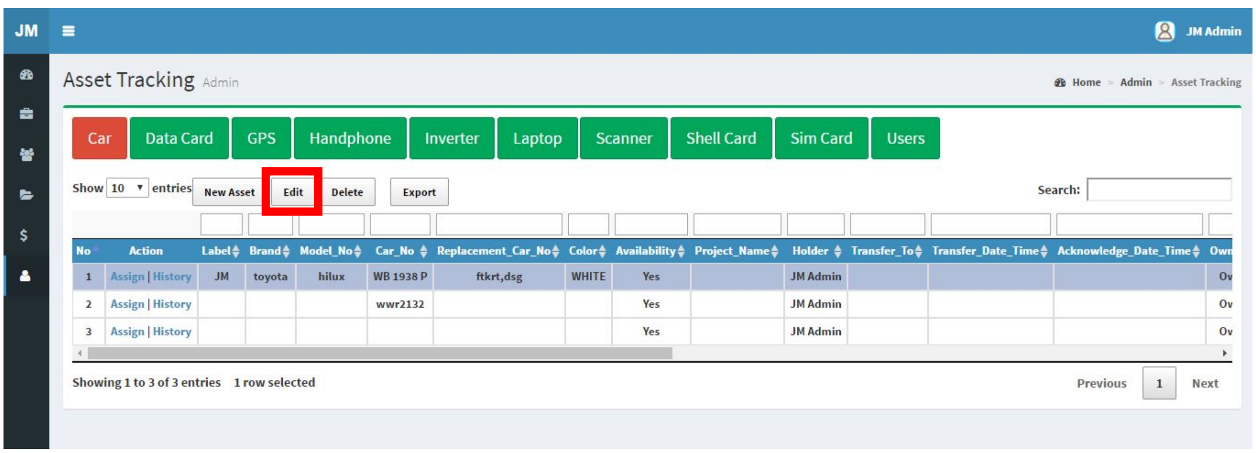

2. Click **New Asset** to add on new asset



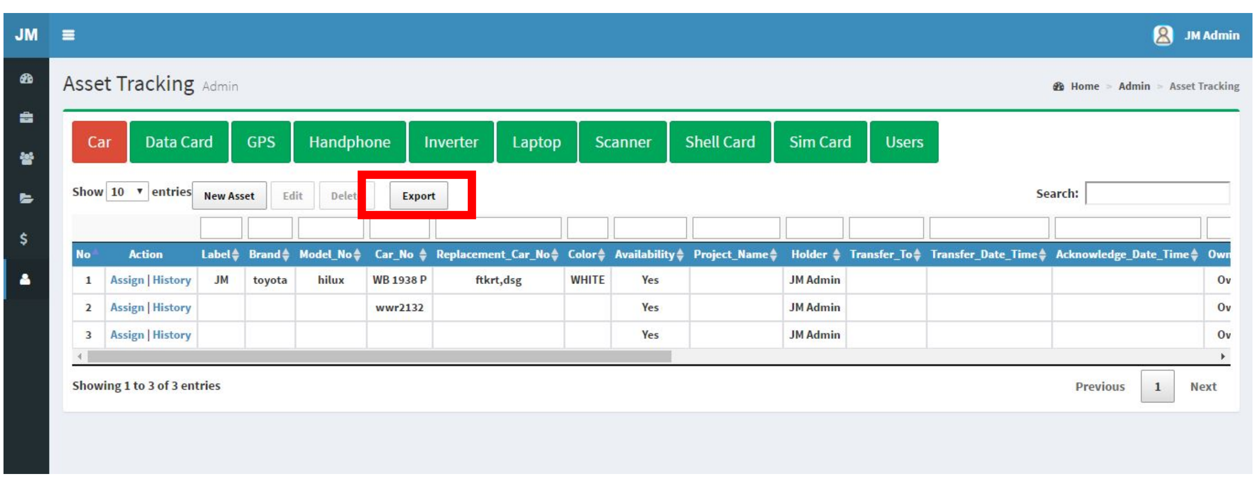
3. To delete any existing asset, select the row to be deleted and click **Delete**



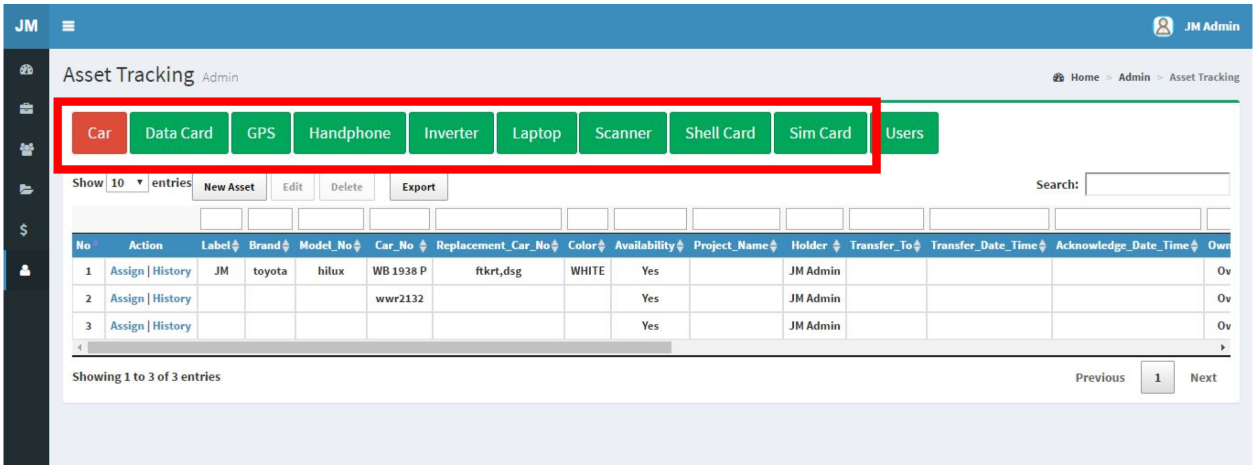

4. To edit any existing asset's information, select the row to be edited and click **Edit**



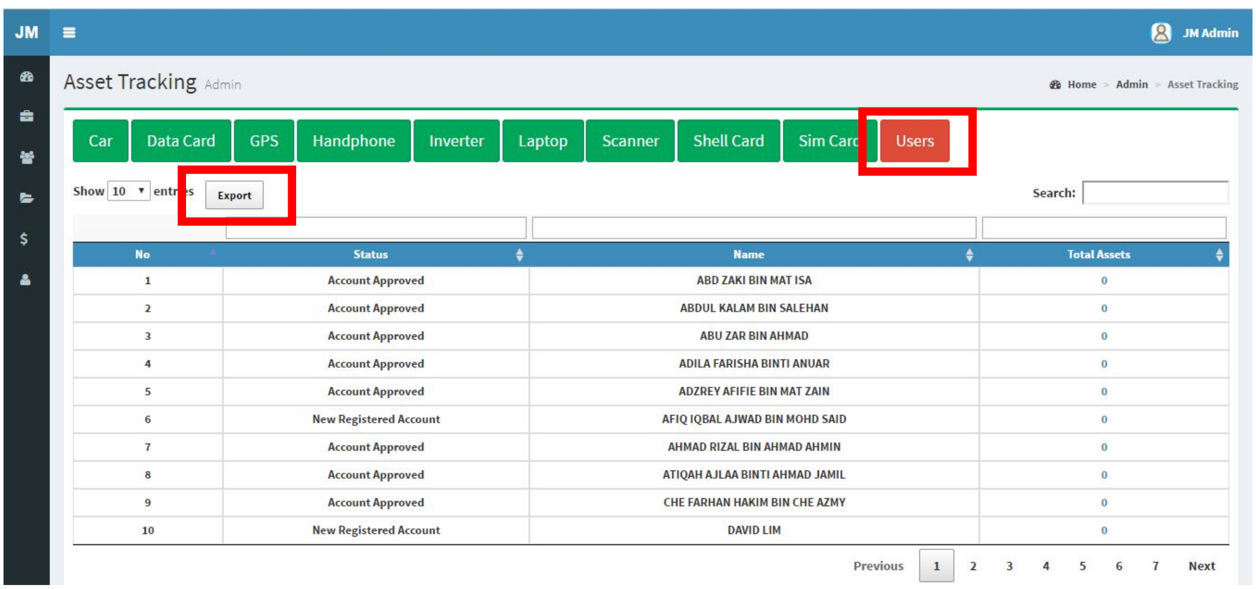

5. To export all the information, click **Export** and choose the file conversion either PDF or Excel



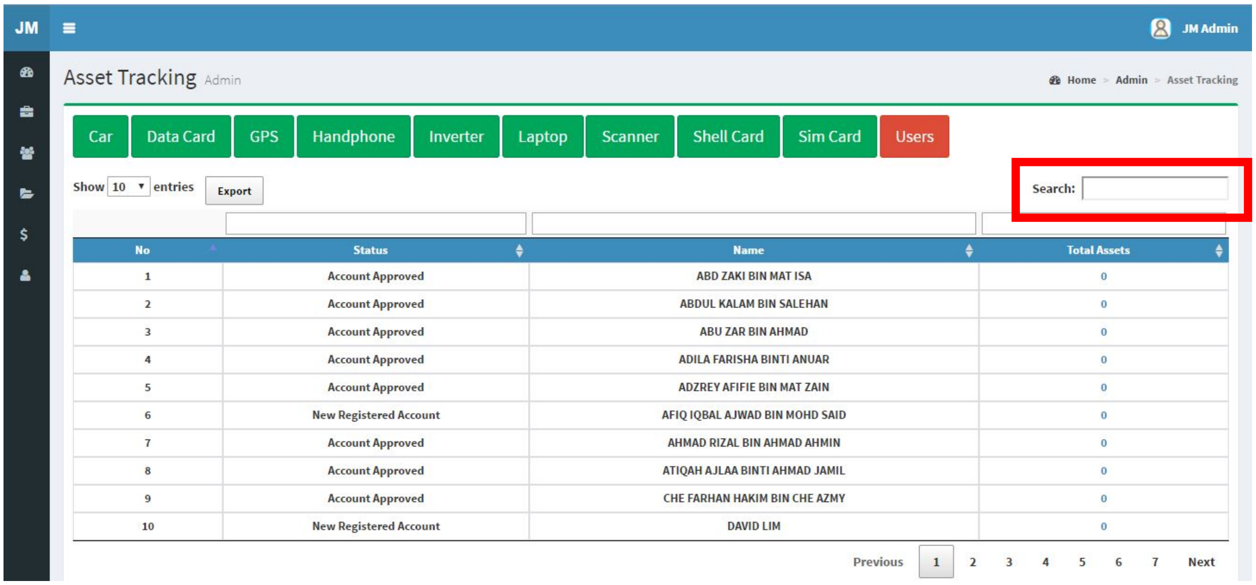
6. Similar steps apply to **Car**, **Data card**, **GPS**, **Handphone**, **Inverter**, **Laptop**, **Scanner**, **Shell Card** and **Sim Card**




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

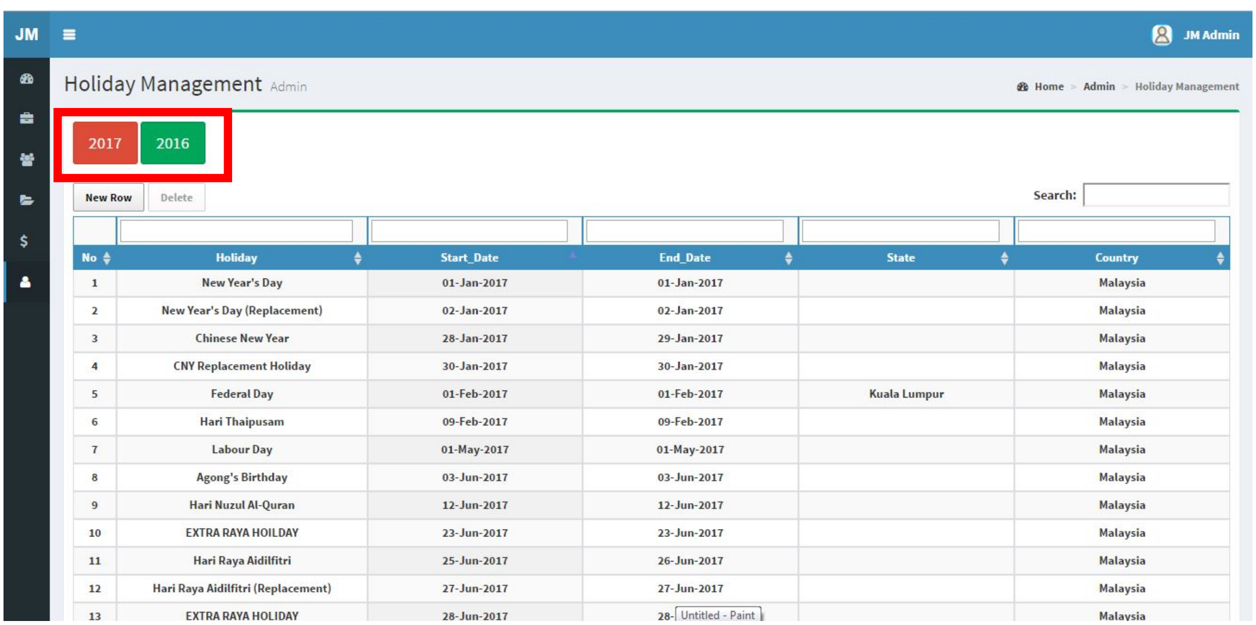


9. **Search** box is to search specifically by key word

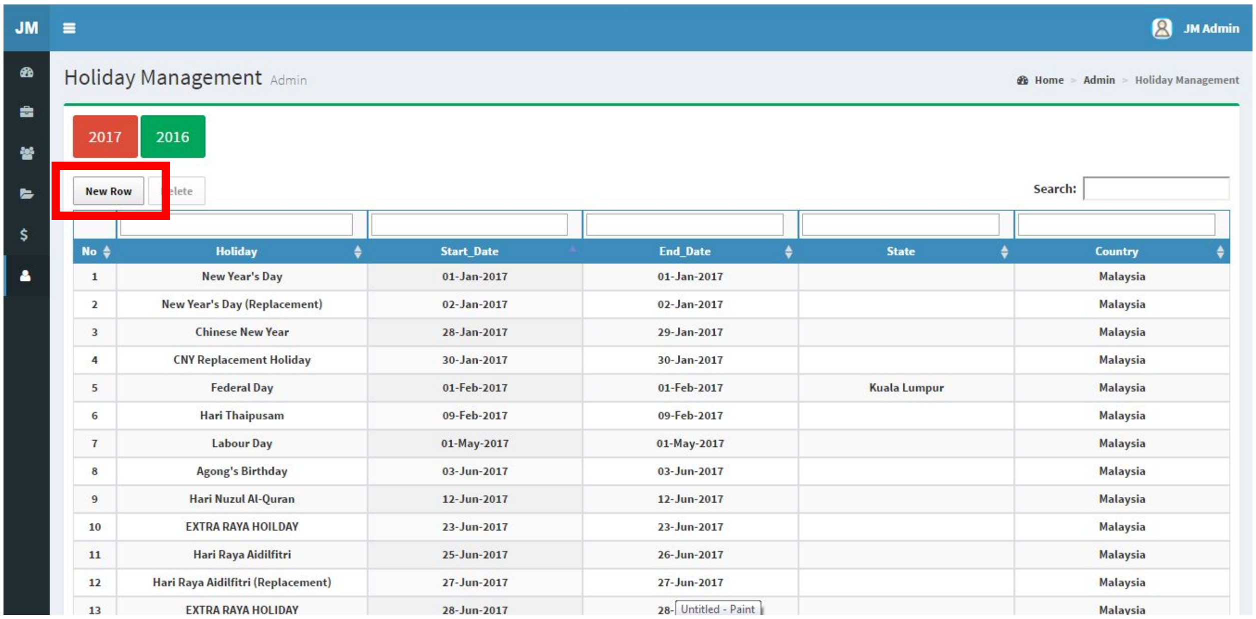



## ➢ HOLIDAY MANAGEMENT

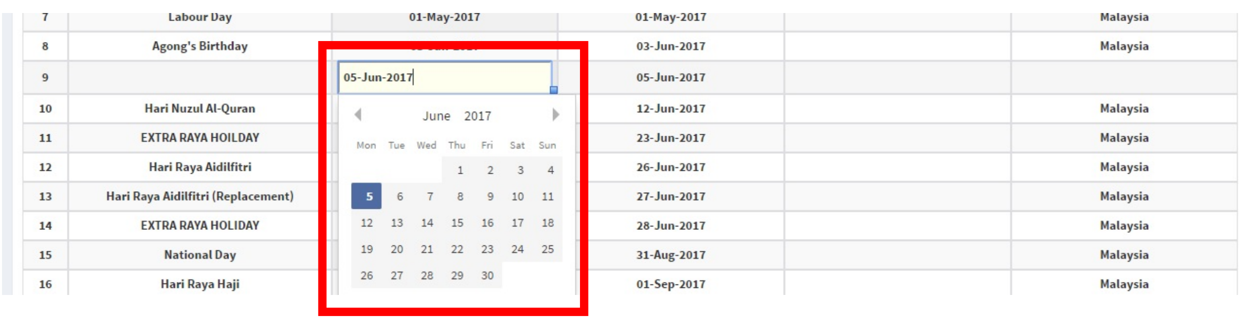
1. Click **Admin Tool** > **Holiday Management**
2. Click **2017** or **2016** to edit details

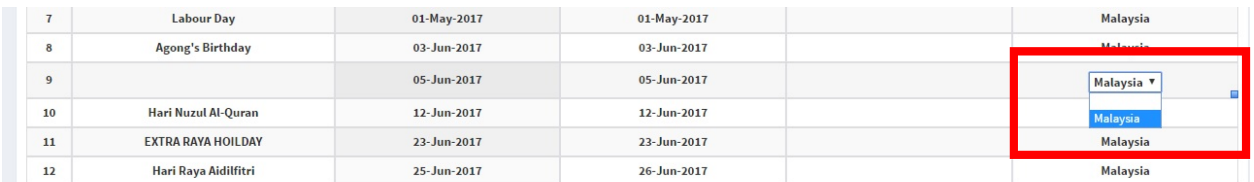


3. Click **New Row** to add new holiday

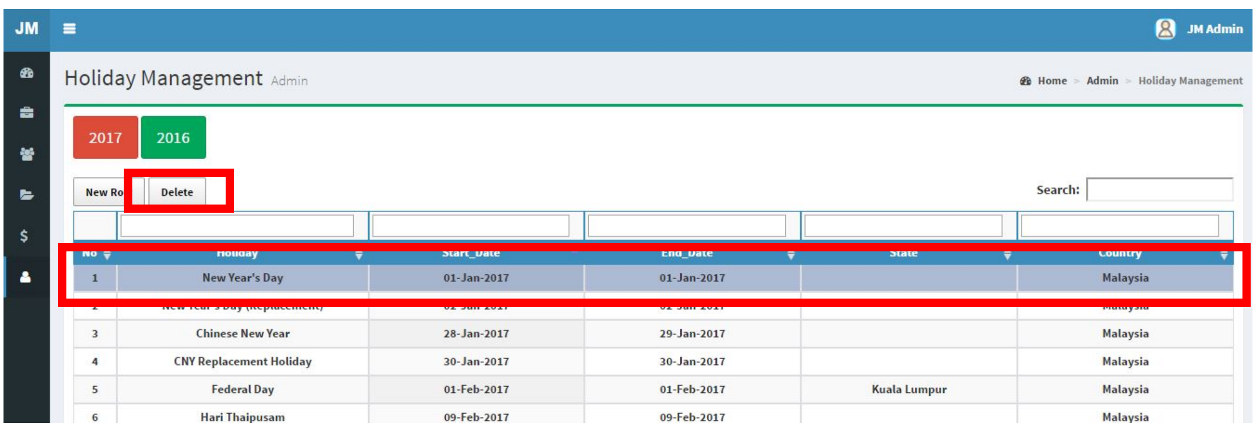



4. Insert the details for **Holiday**, **Start_Date**, **End_Date**, **State** and **Country**

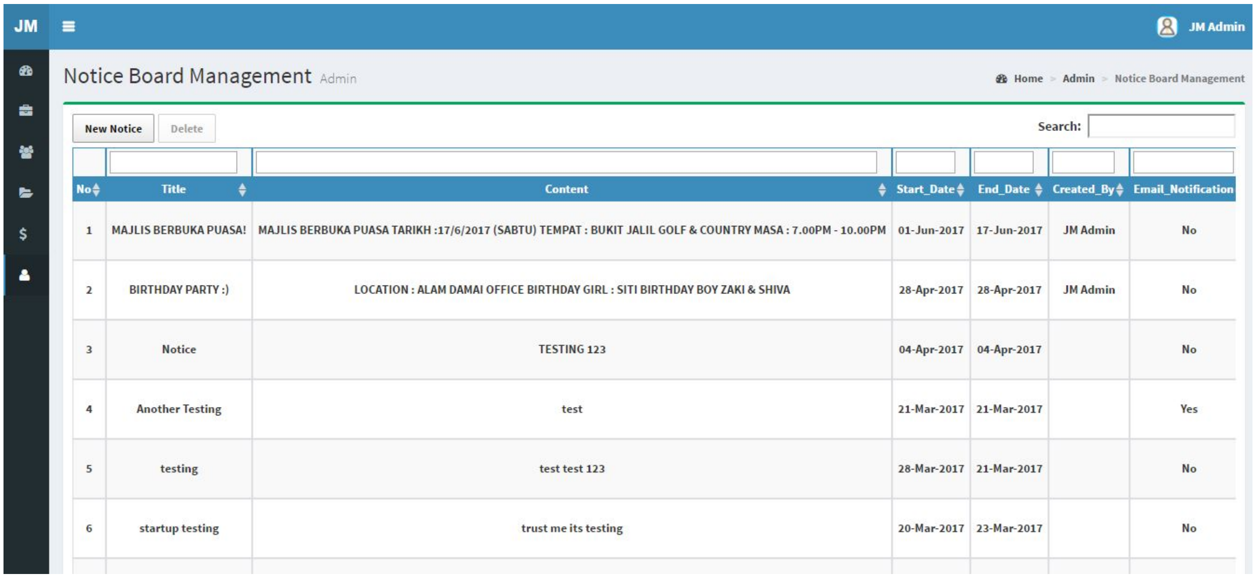




**5.** Select the row to be deleted and click **delete**

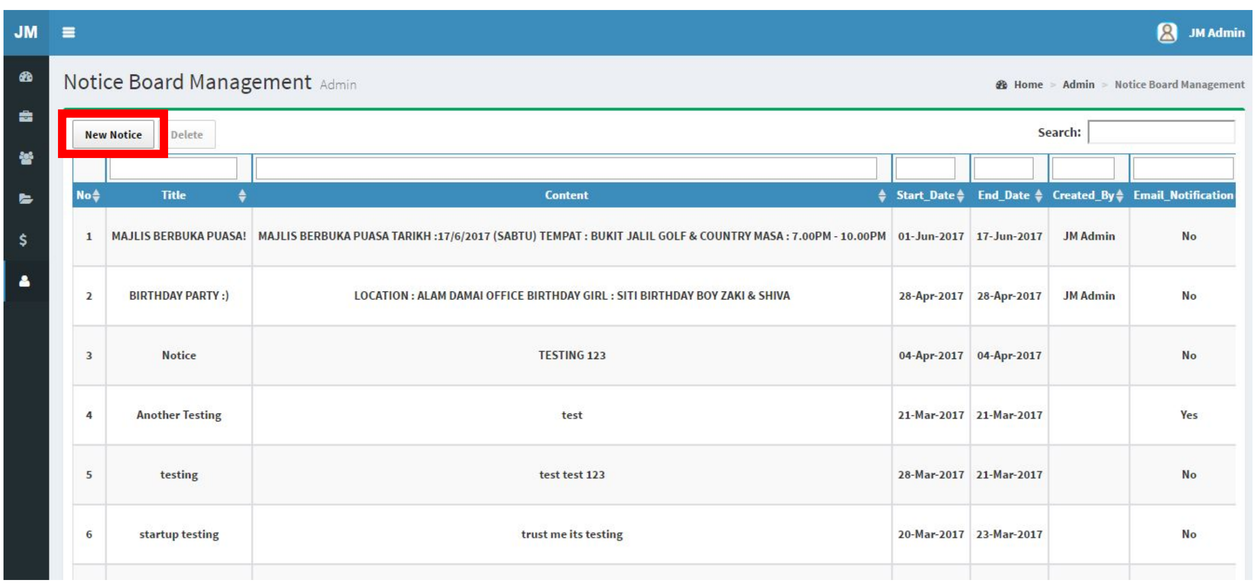


## ➢ NOTICE BOARD MANAGEMENT

1. Click **Admin Tool** > **Notice Board Management**

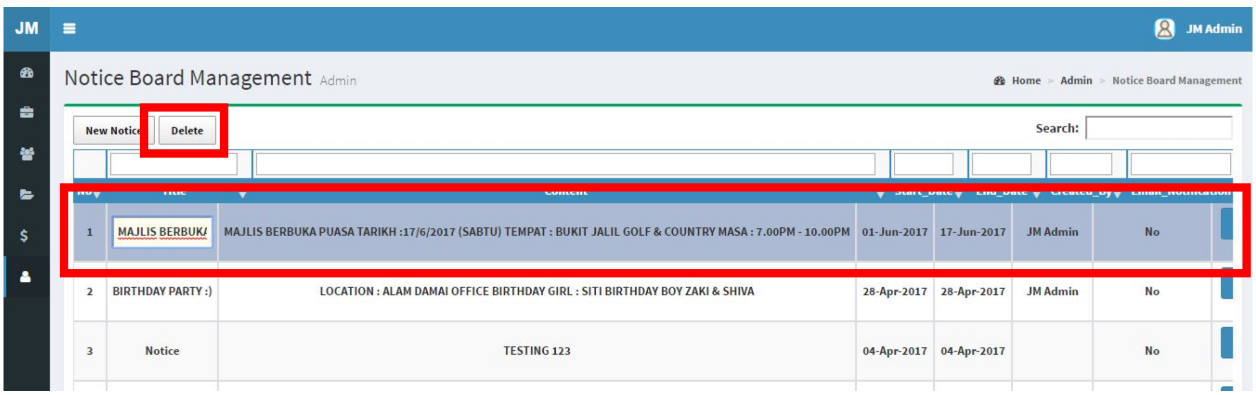



2. Click **New Notice** to add new notice in the board



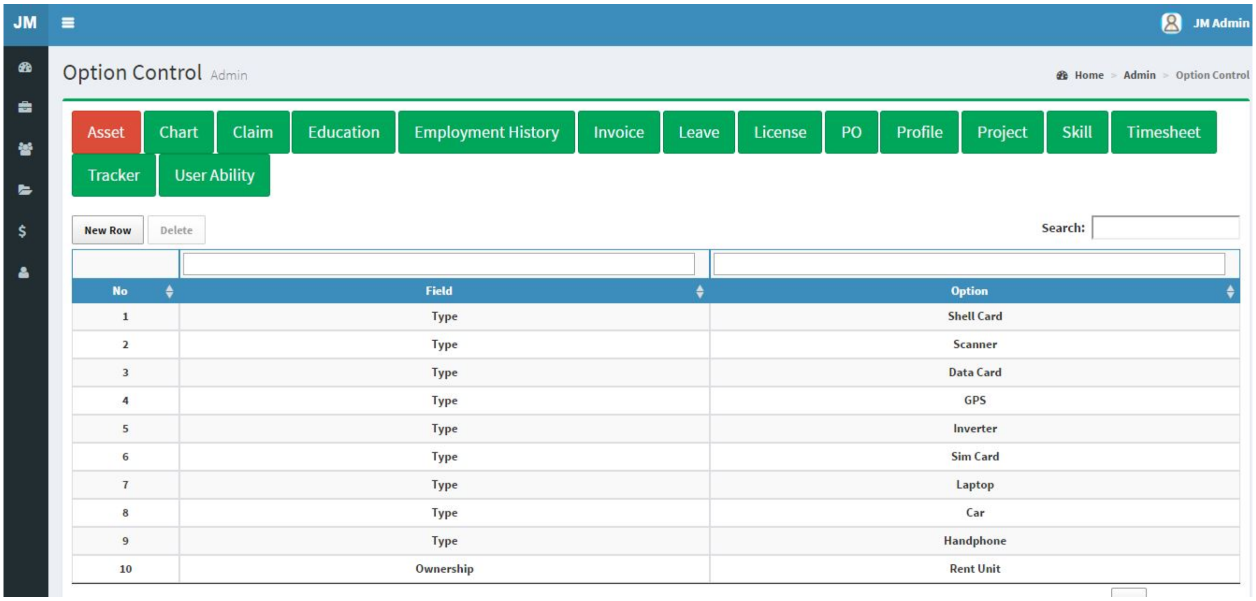
3. Fill in those blank columns (**Title**, **Content**, **Start_Date**, **End_Date**, **Created_By** and **Email Notification**)


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

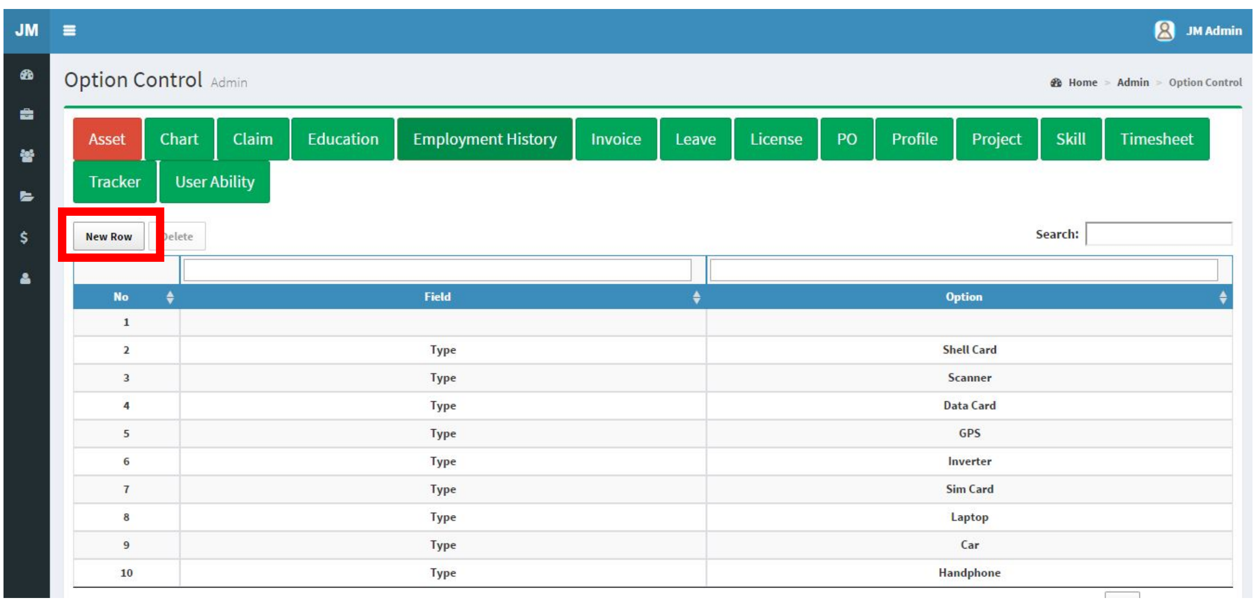


## ➢ OPTION CONTROL

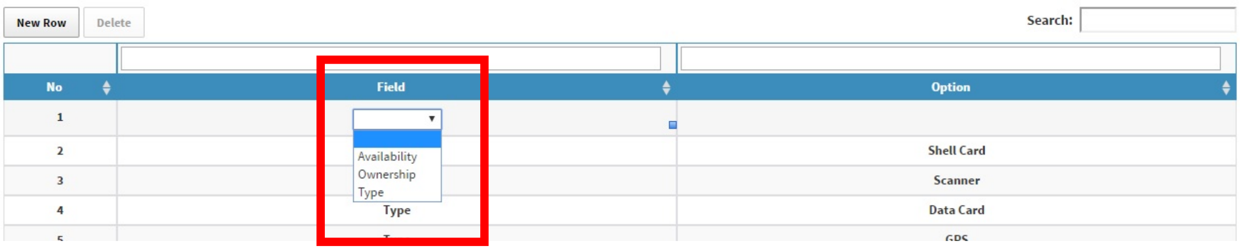
1. Click **Admin Tool** > **Option Control**

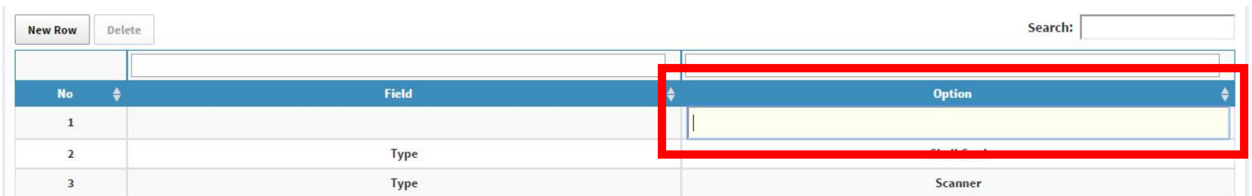



2. Click New Row to add new dropdown in the option

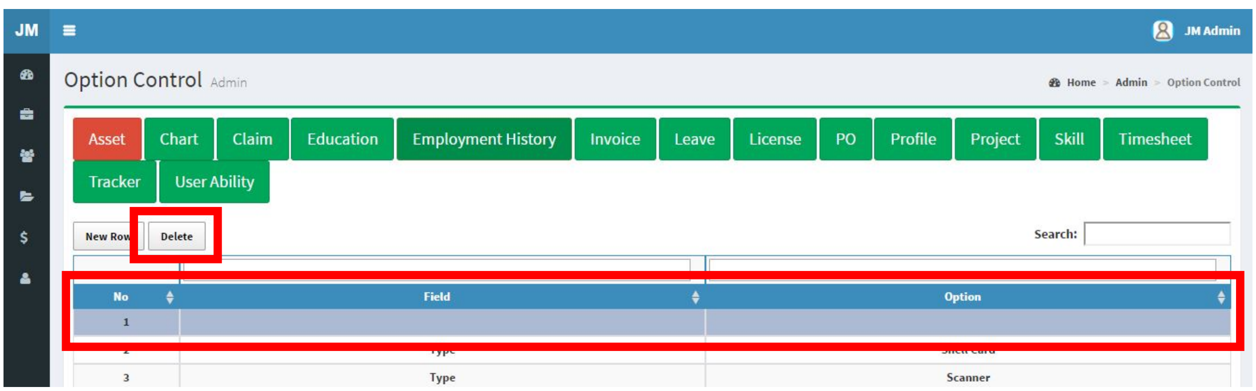


**3.** Fill in the Field and Option dropdown



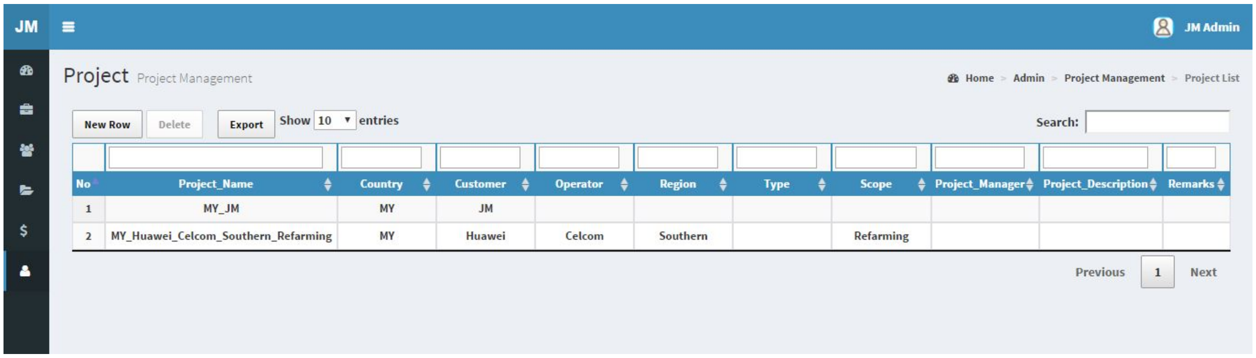

**4.** Select any row to be deleted and click Delete



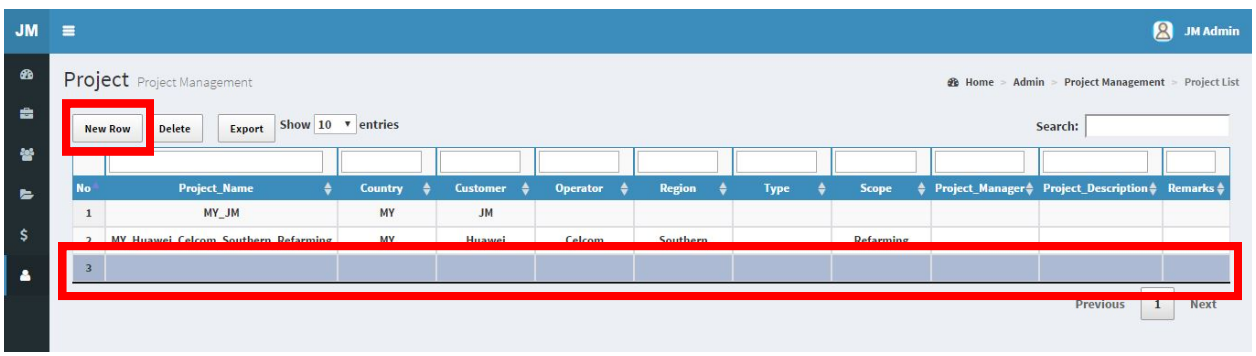

**5.** Similar steps apply to all the option

## ➢ PROJECT LIST

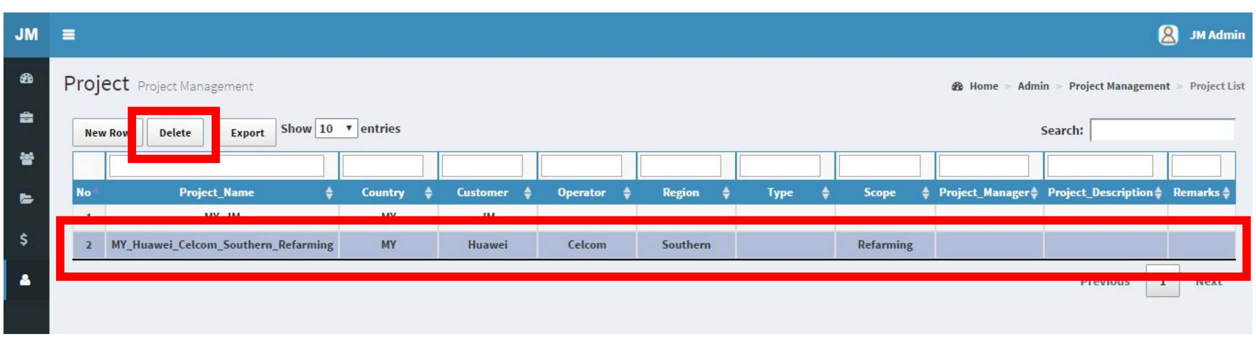
1. Click **Admin Tool** > **Project List**

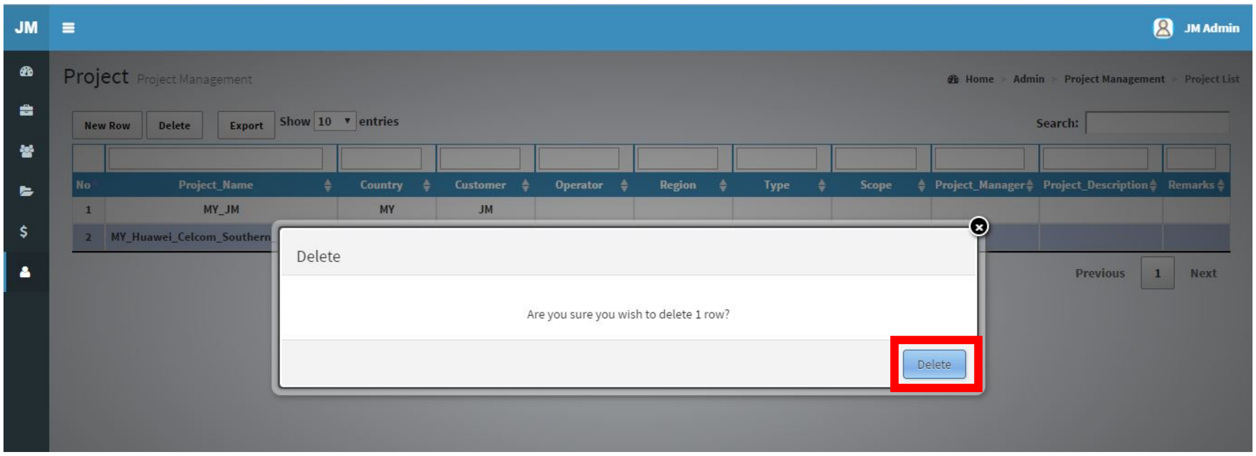



2. Click **New Row** to insert new project
3. Fill in all those details

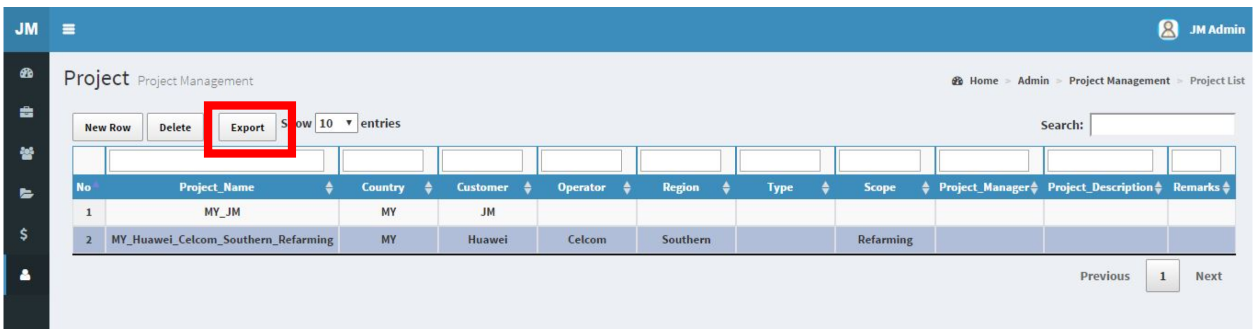



4. To delete, select the row and click **Delete**. Then click **Delete** again



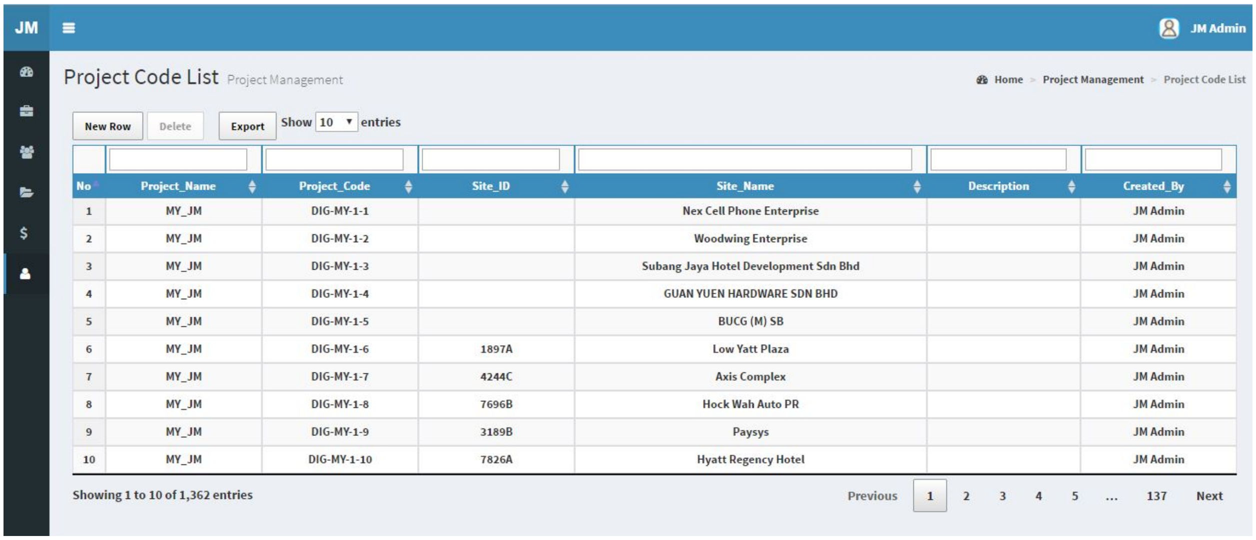


**5.** To export all those details click **Export** and choose either PDF, CSV or Excel



## ➢ PROJECT CODE LIST

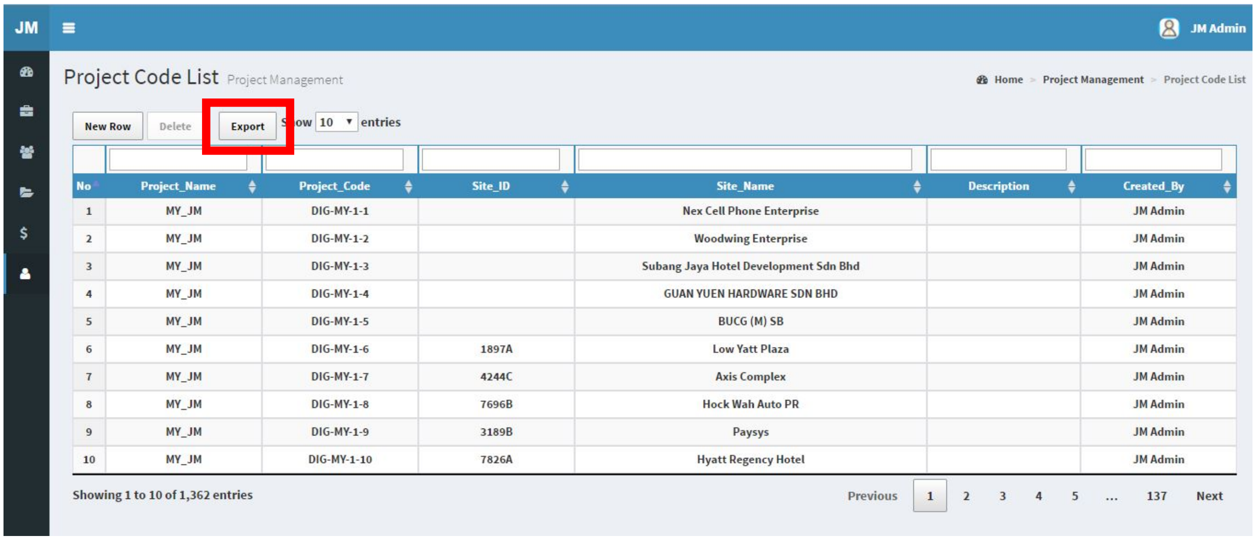
1. Click **Admin Tool** > **Project Code List**




2. Click **New Row** to add new project code
3. Fill in all those details

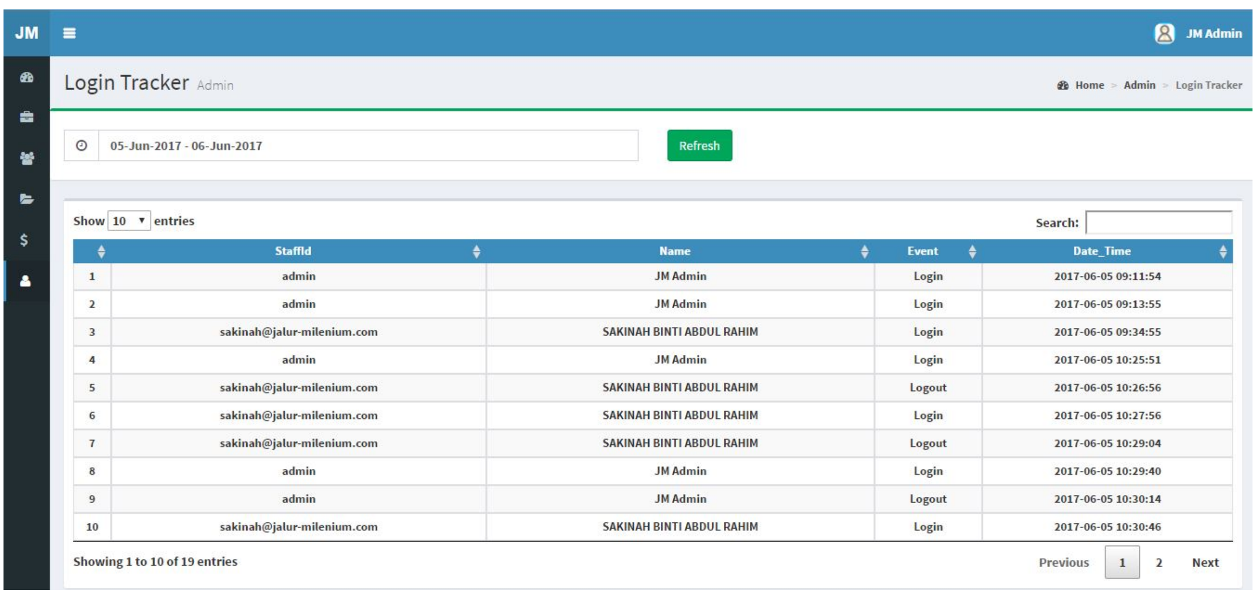

4. Select a row and click **Delete** to delete the project code

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

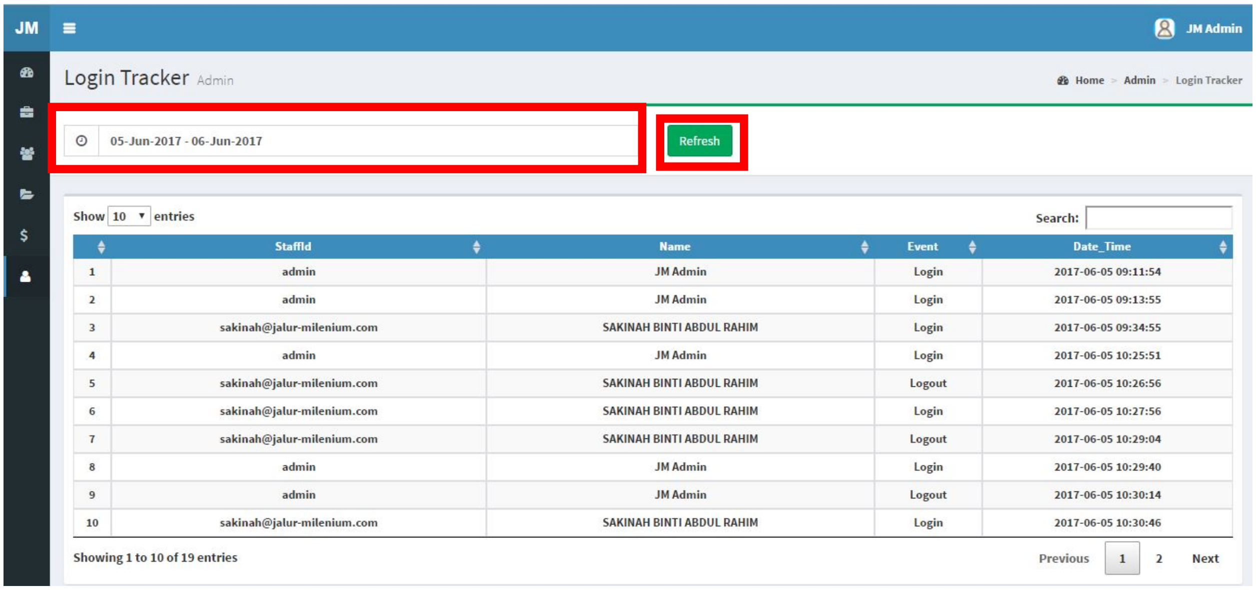



## ➢ LOGIN TRACKER

1. Click **Admin Tool** > **Login Tracker**

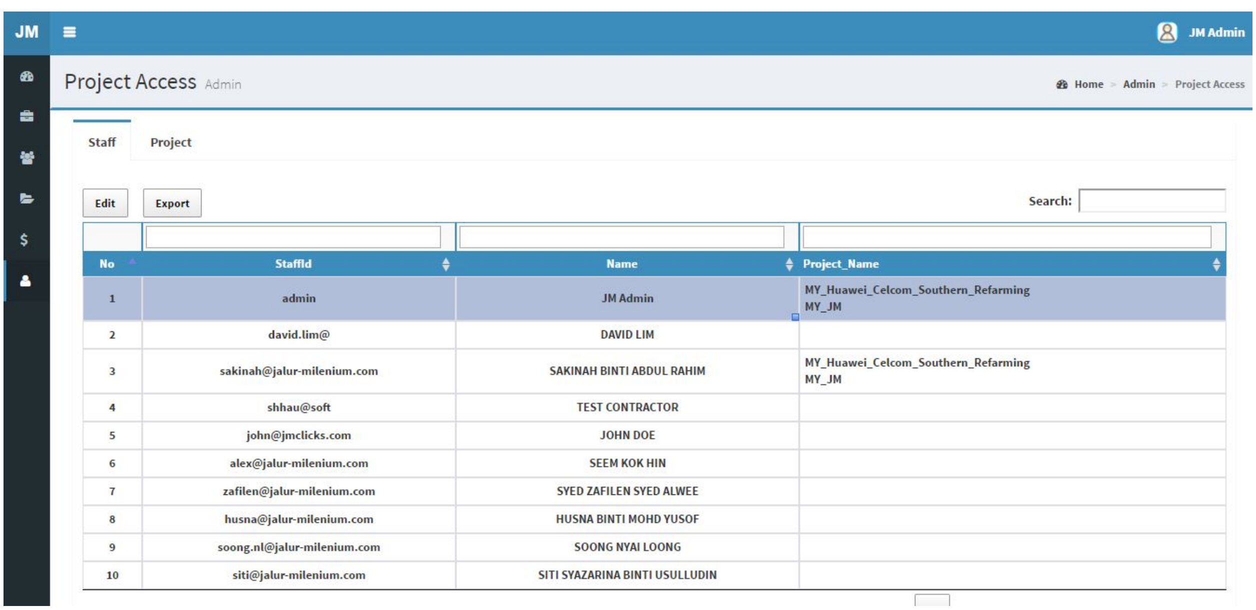


2. Filter the date from the Date Range Picker. Click **Refresh** button to retrieve from the filtered date.

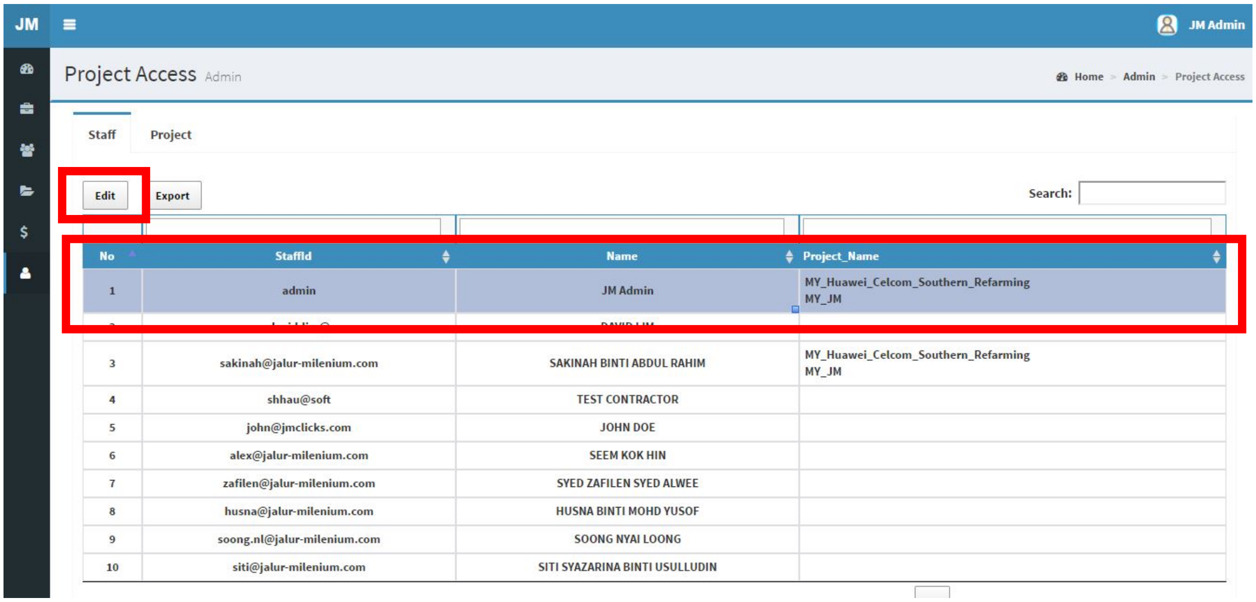



## ➢ PROJECT ACCESS

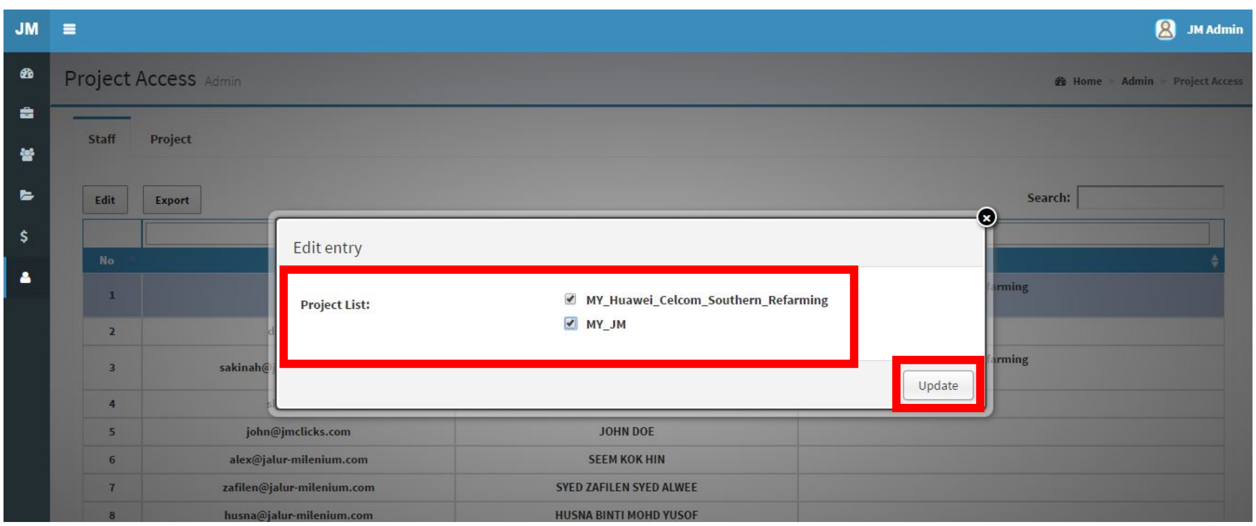
1. Click **Admin Tool** > **Project Access**



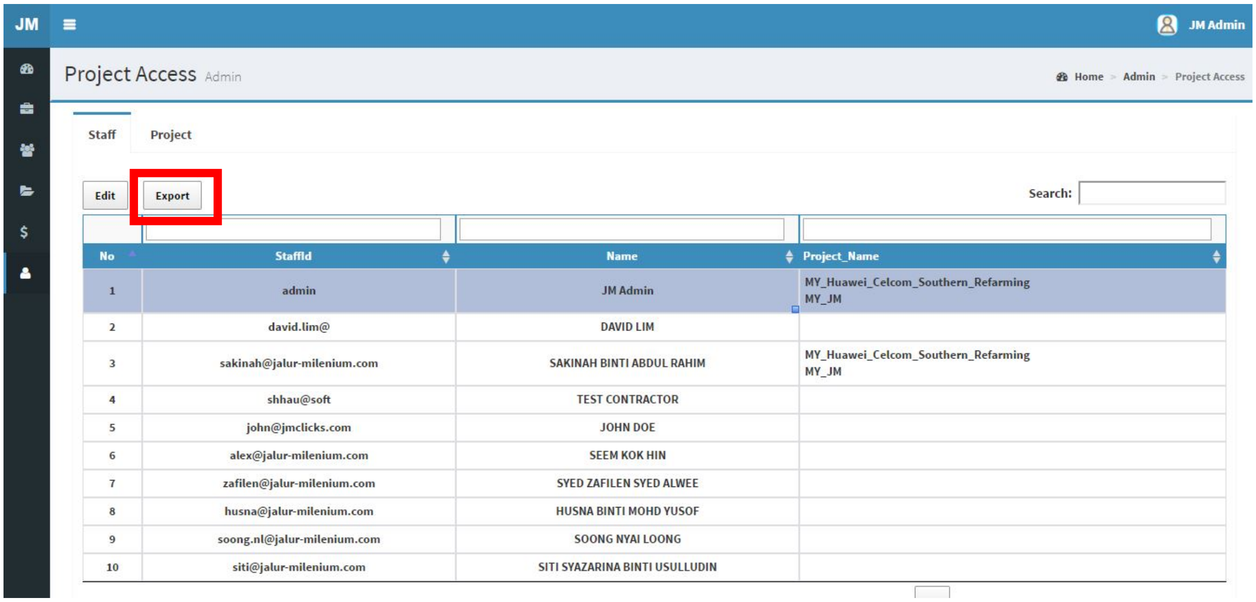
2. Select the any of the row then click **Edit**



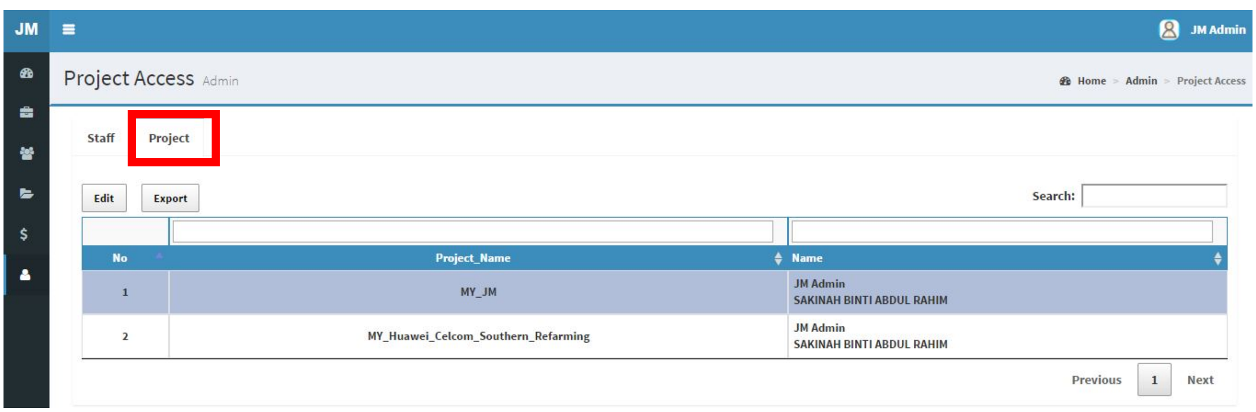

3. **Tick** or **Untick** according to project list then click **Update**



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

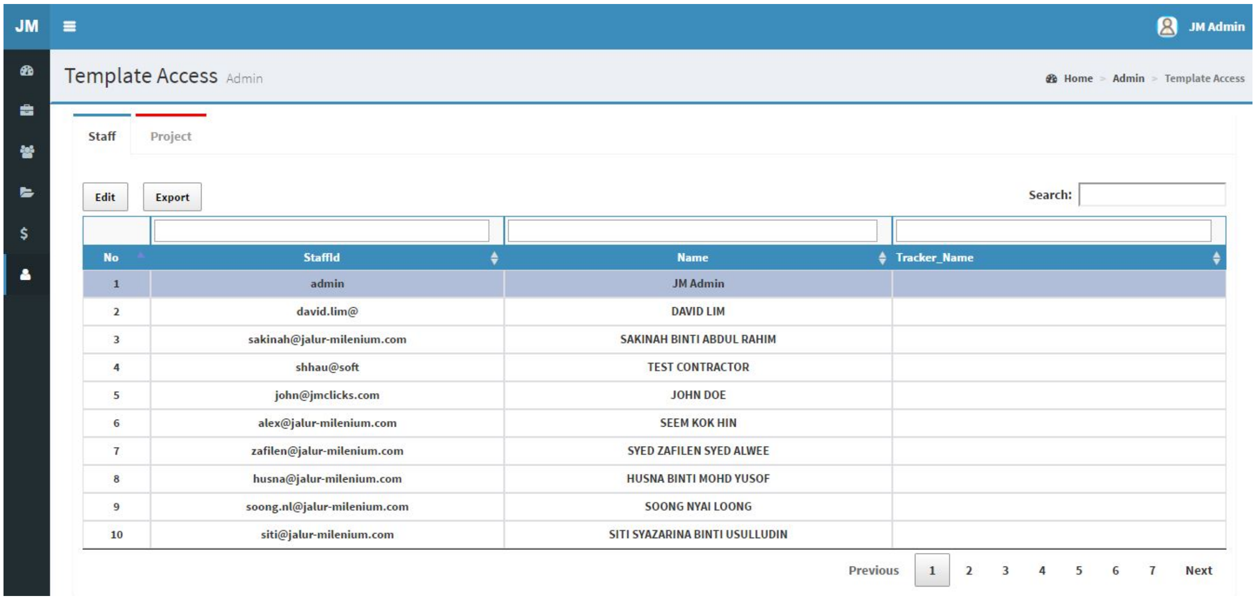



5. Similar steps apply to **Project** tab

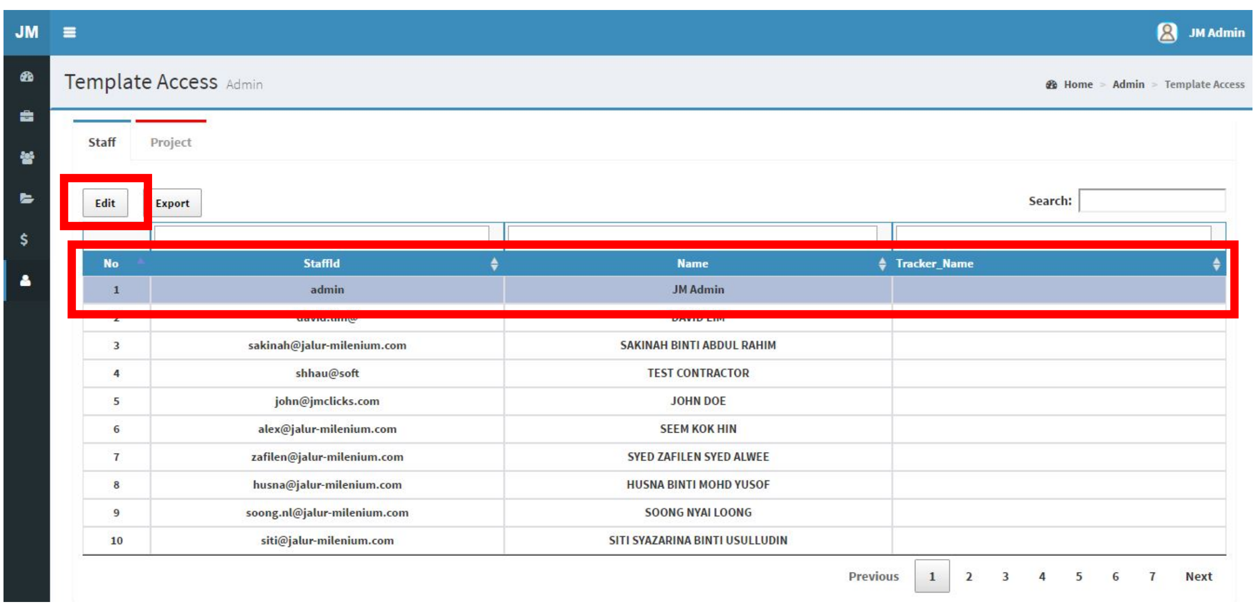


## ➢ TEMPLATE ACCESS

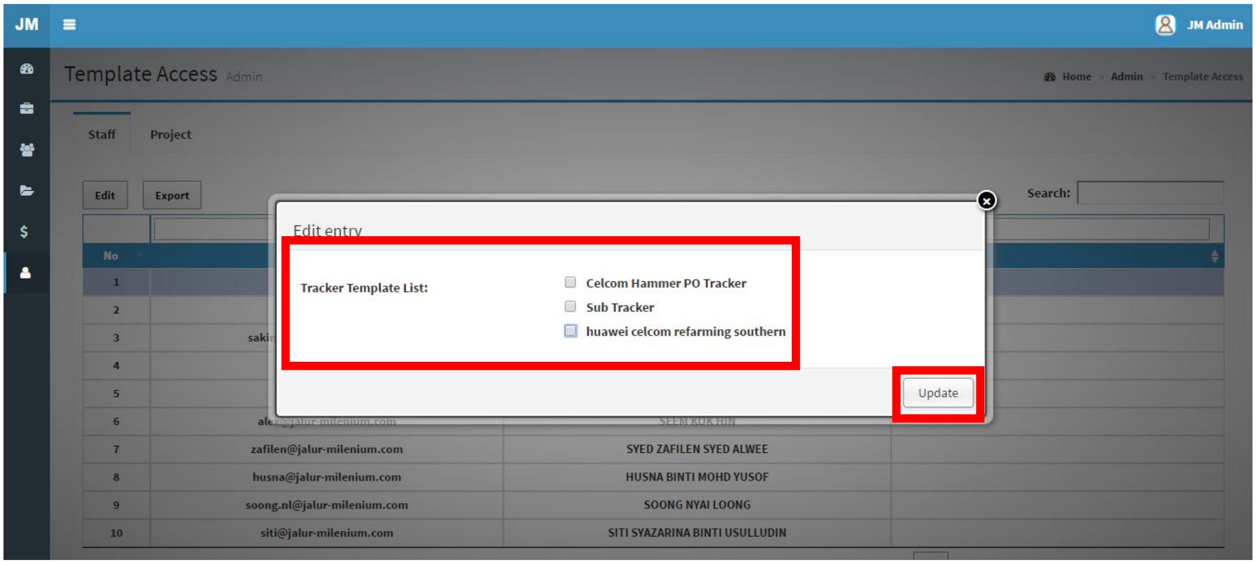
1. Click **Admin Tool** > **Template Access**



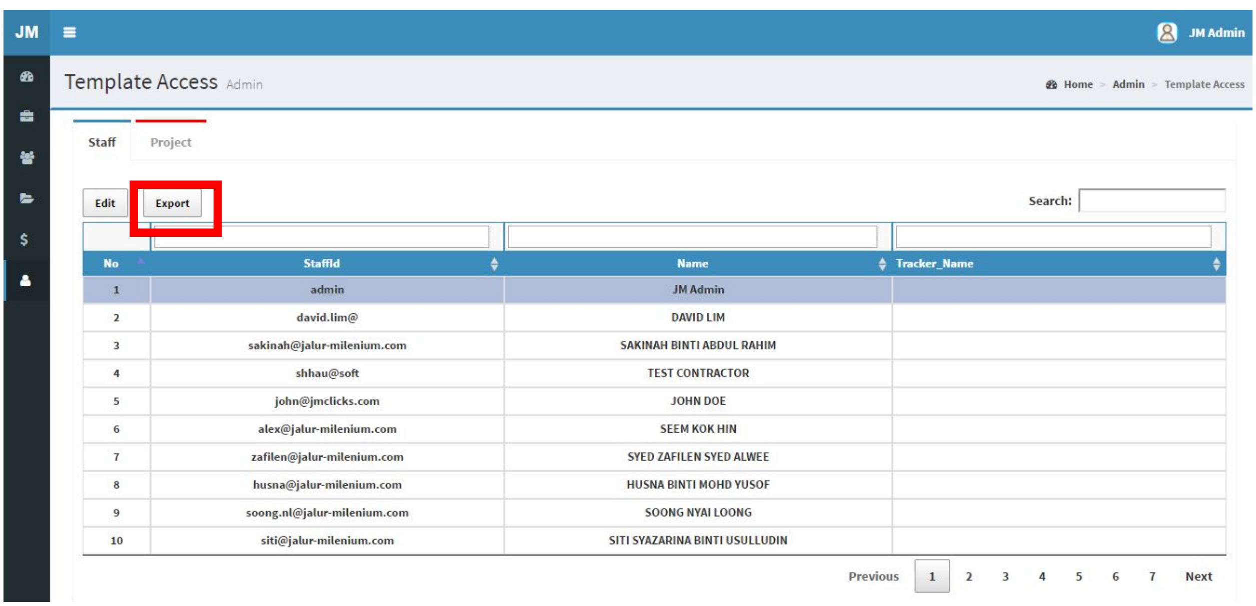

2. Select the any of the row then click **Edit**



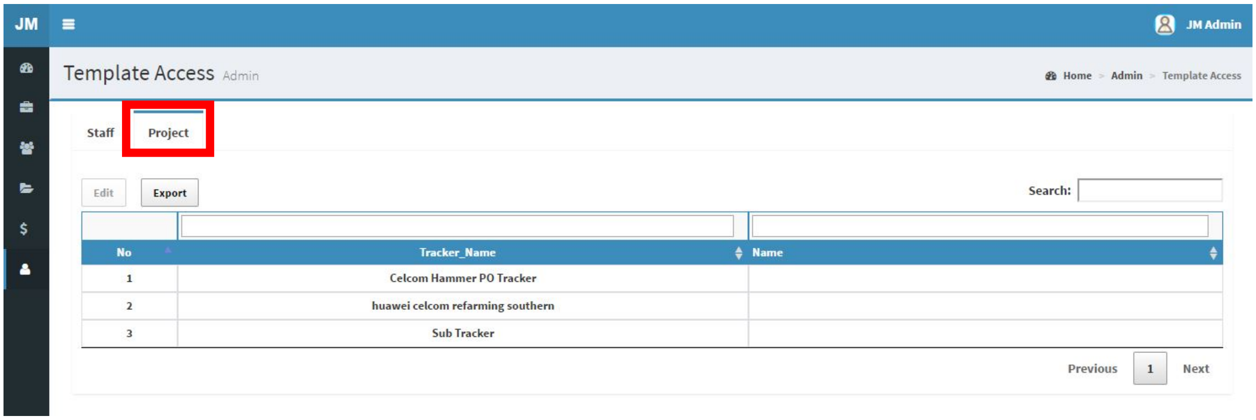
3. **Tick** or **Untick** according to project list then click **Update**




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

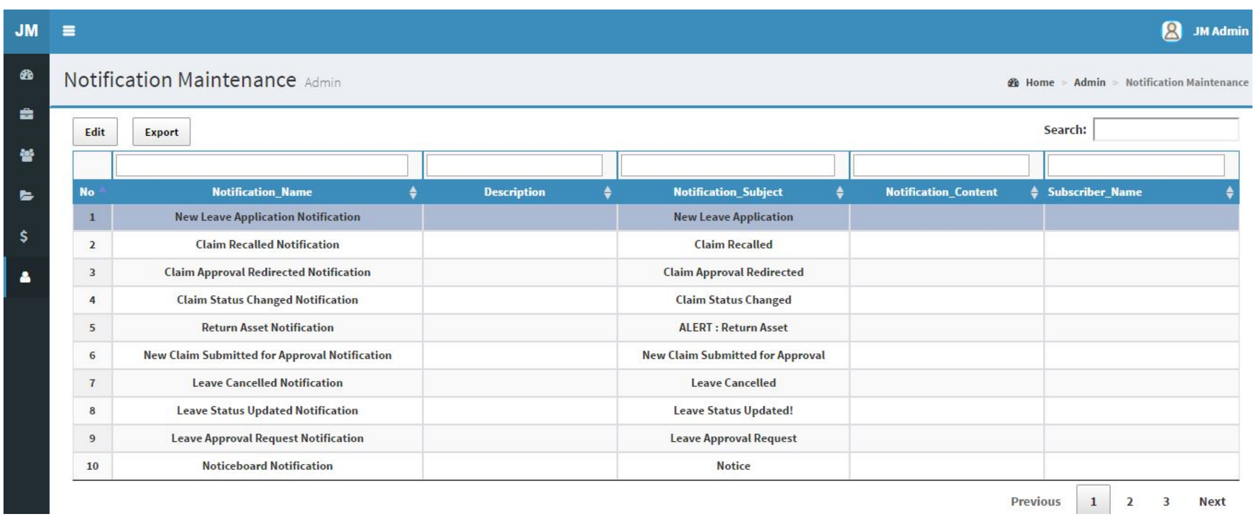


5. Similar steps apply to **Project** tab

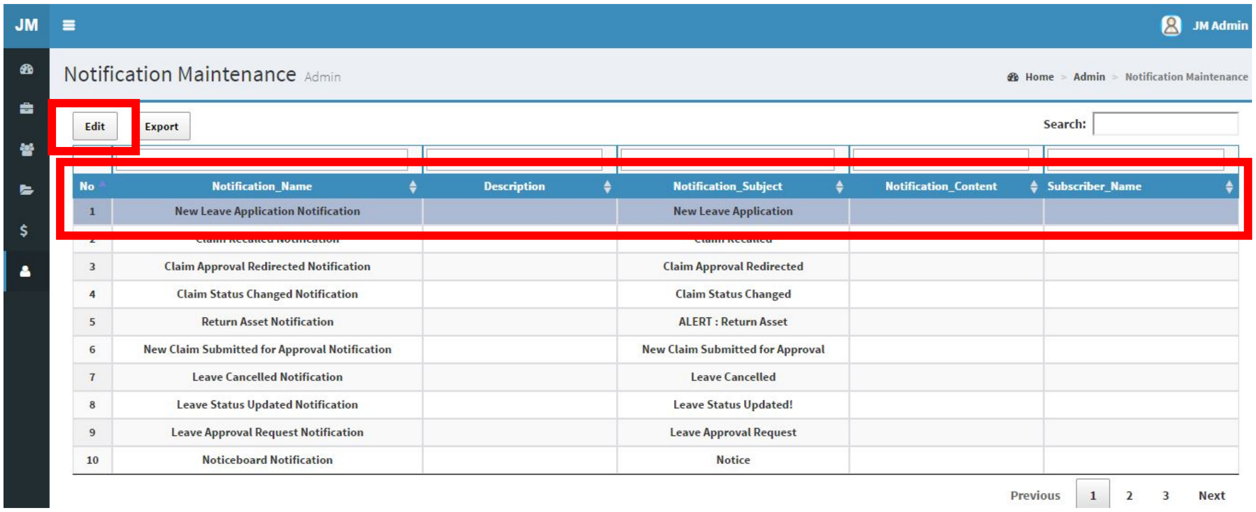



## ➢ NOTIFICATION MAINTENANCE

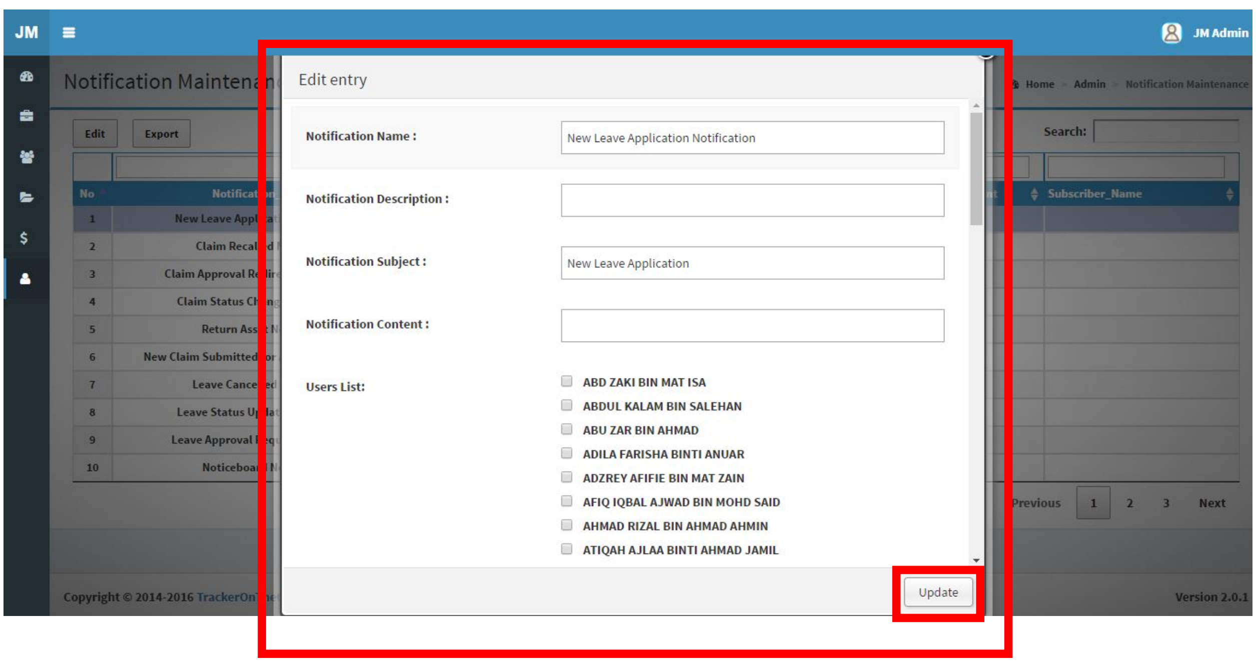
1. Click **Admin Tool** > **Notification Maintenance**



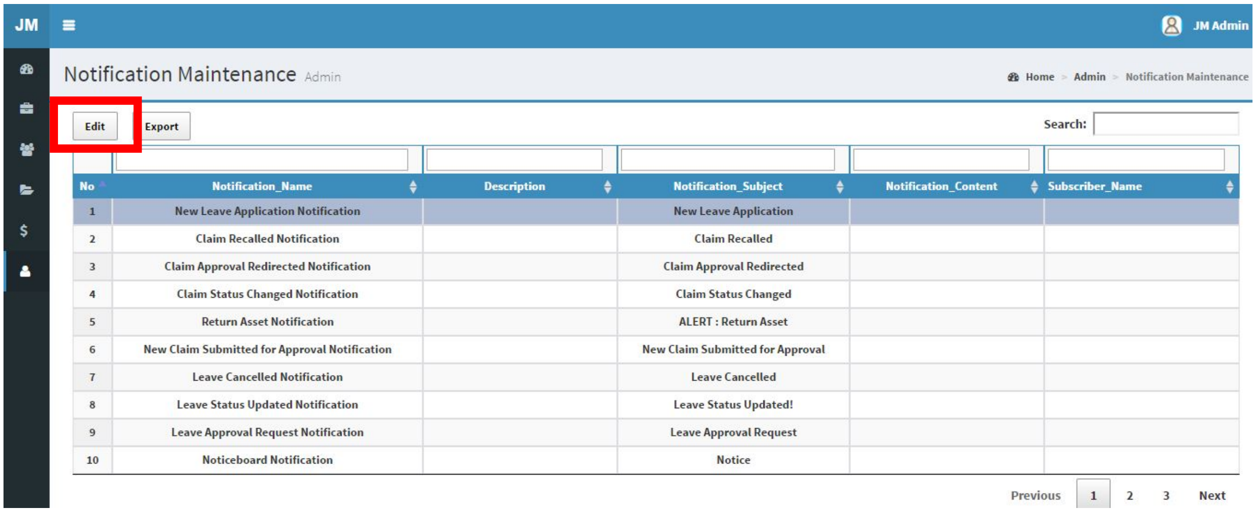
2. Select any of the row then click **Edit**




3. Fill in all the blanks then click **Update**

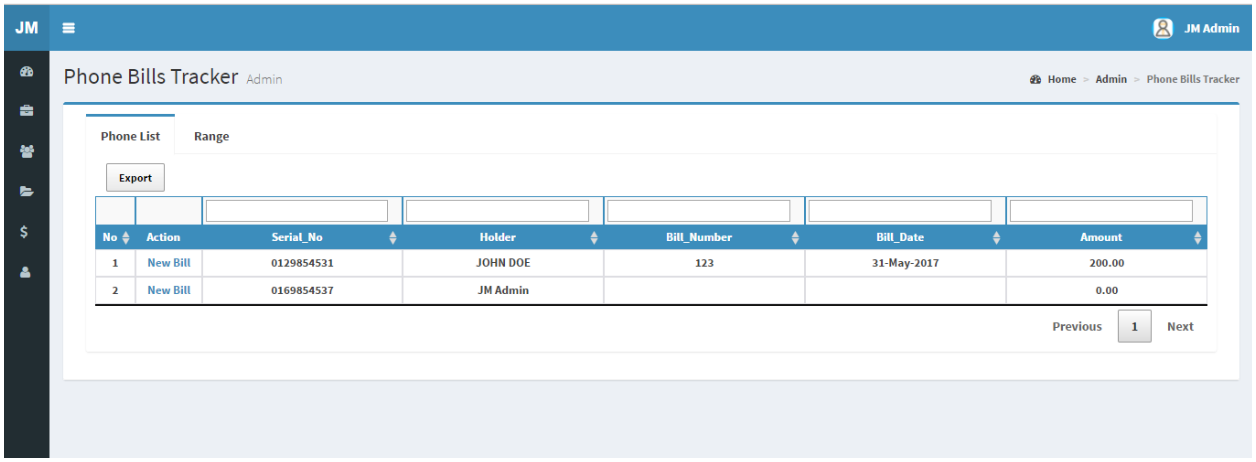


4. To export files into PDF, Excel or CSV click **Export**

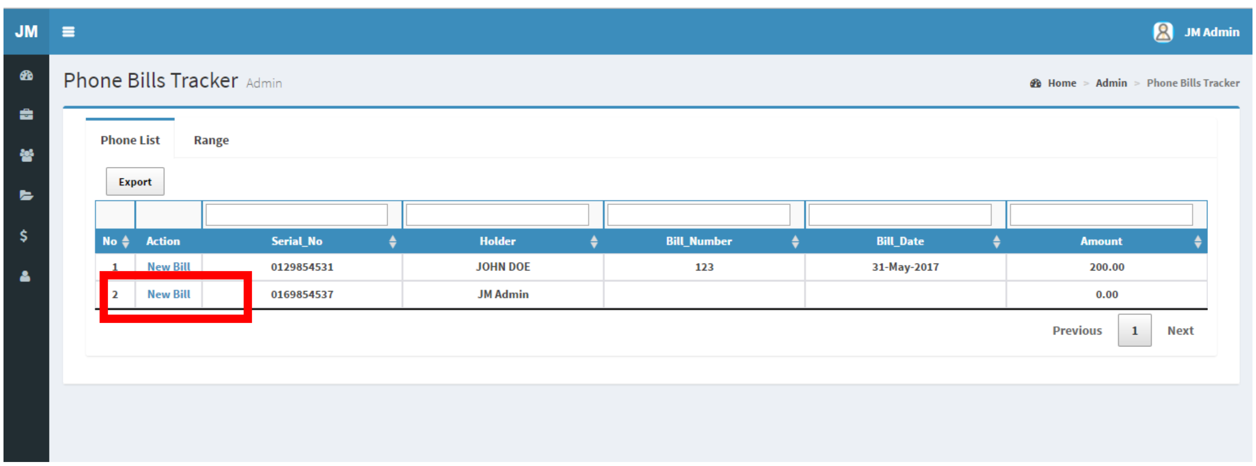


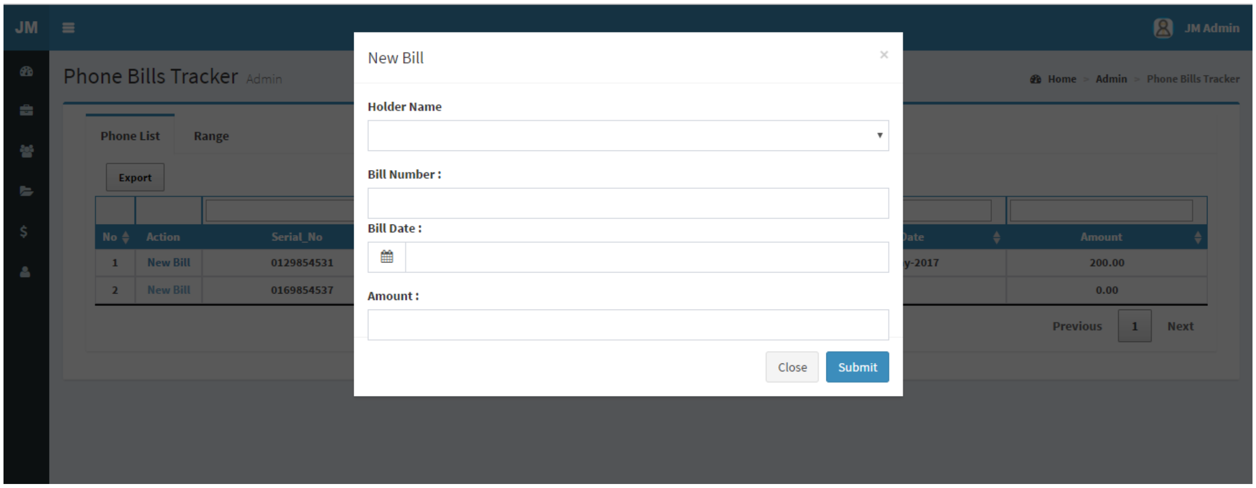
## ➢ PHONE BILLS TRACKER

1. Click **Admin Tool** > **Phone Bill Tracker**

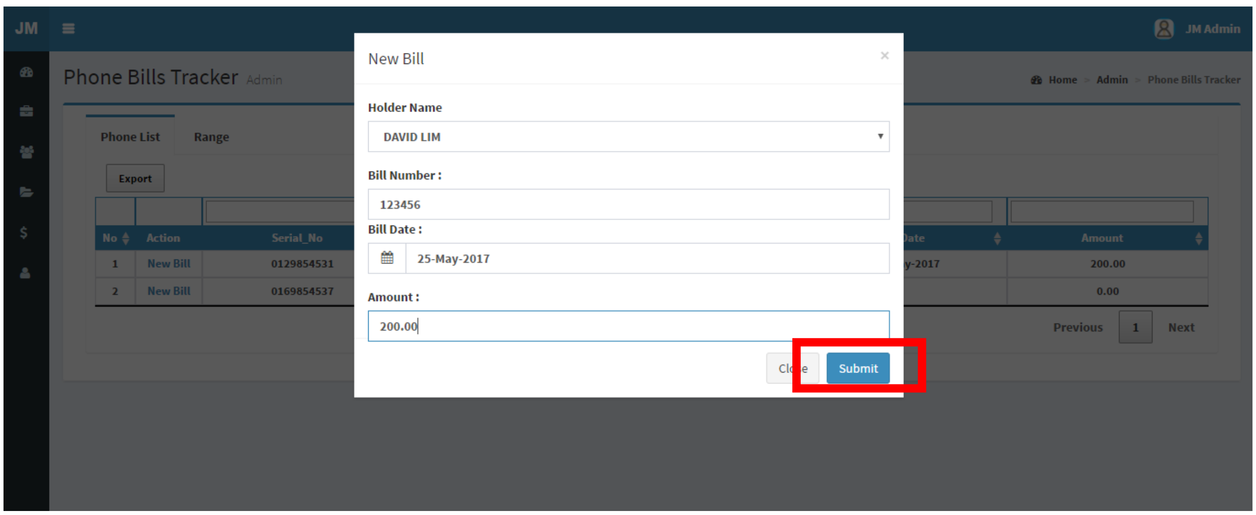



2. Click **New Bill** base on your selection of the **Serial_No**

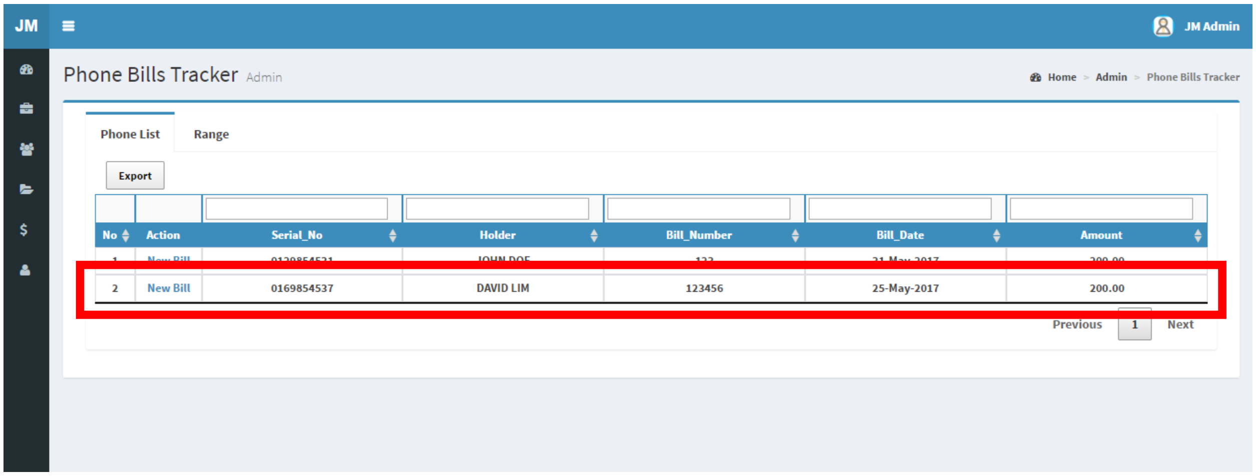





3. Update those details and click and **Submit**

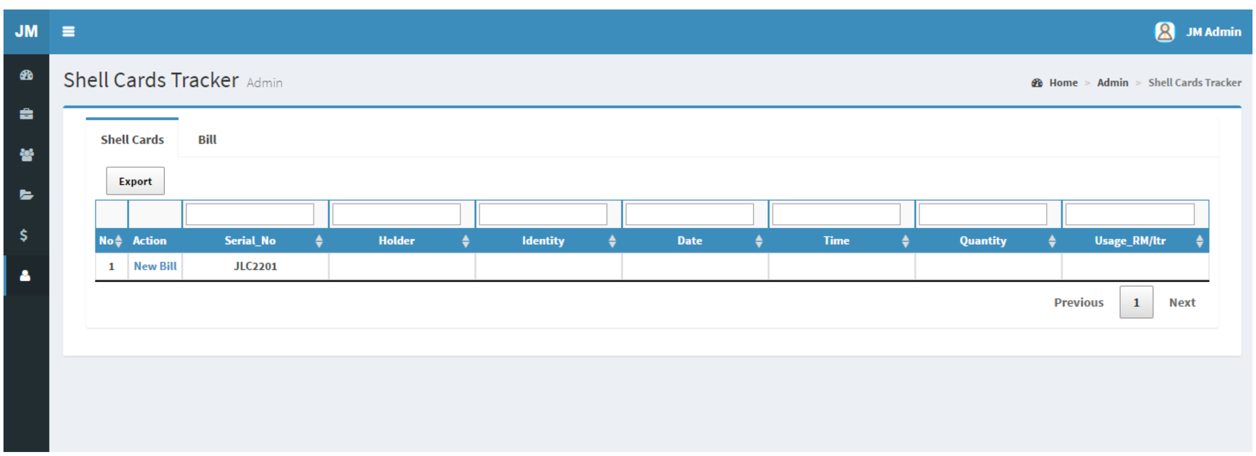


4. You have successfully updated those details.

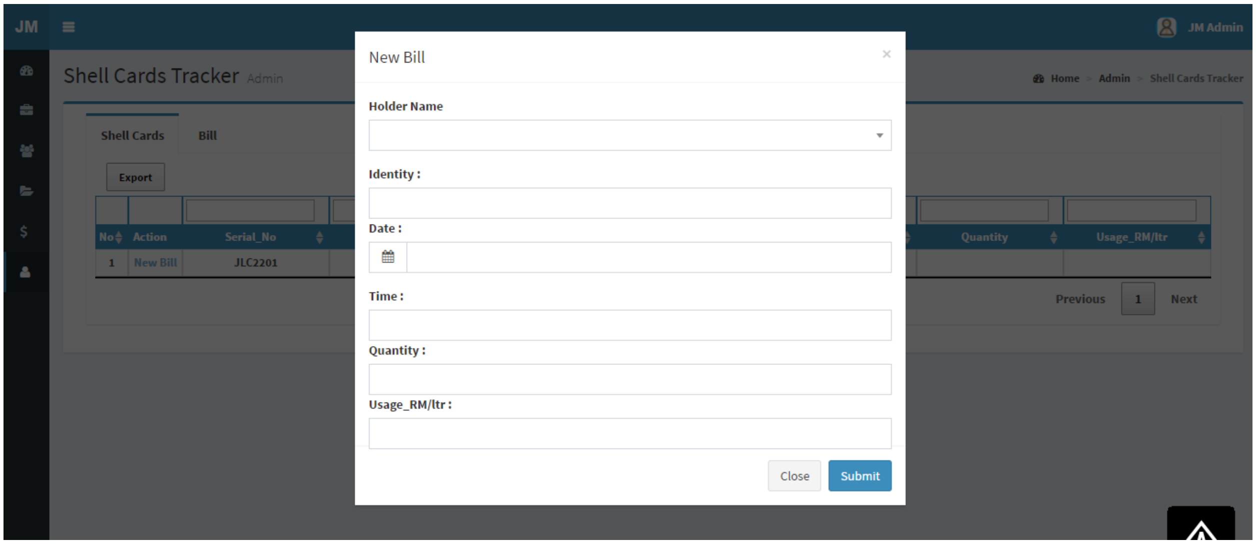



## ➢ SHELL CARDS TRACKER

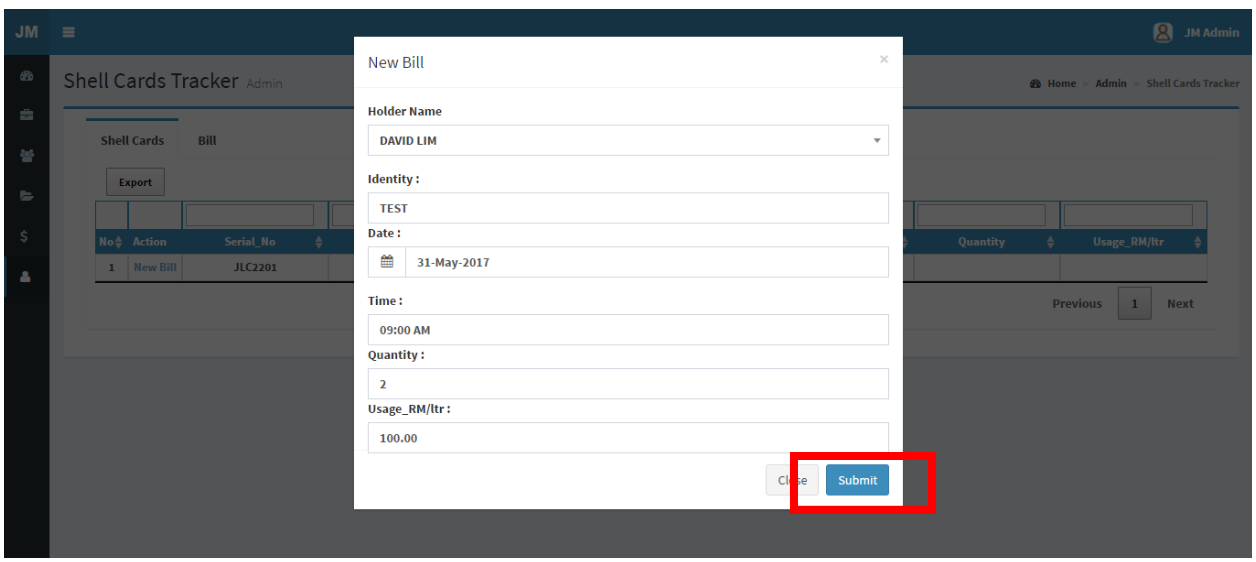
1. Click **Admin Tool** > **Shell Cards Tracker**



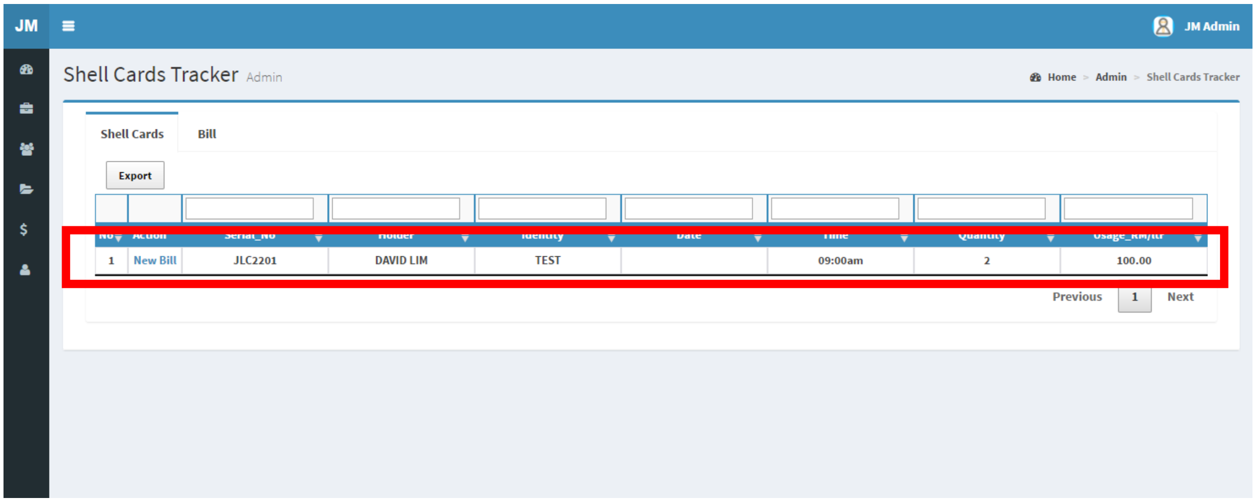
**2.** Click **New Bill** base on your selection of the **Serial_No**




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

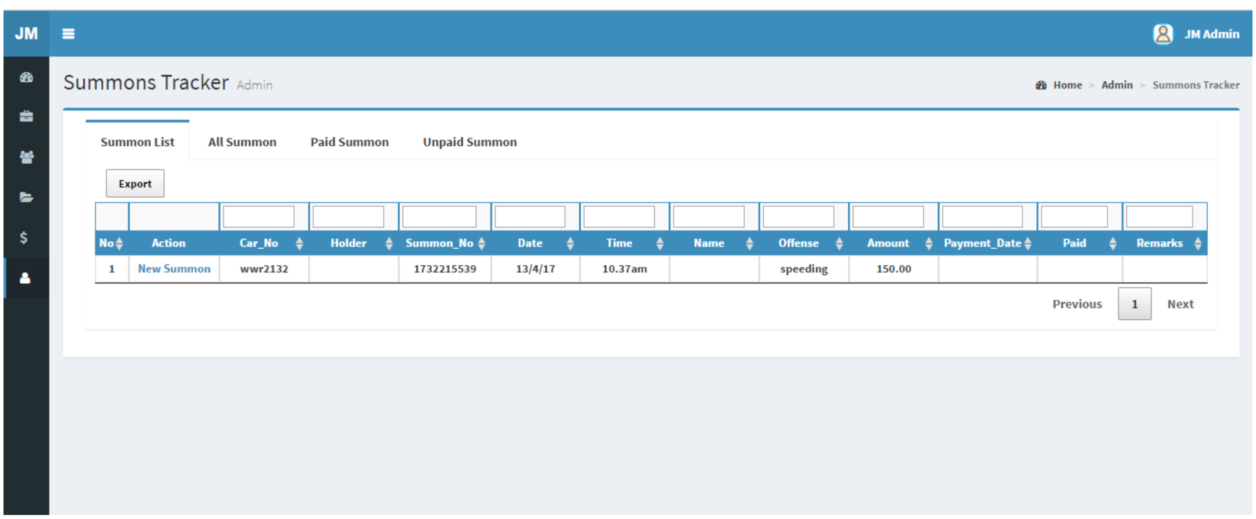


4. Your details been updated successfully!

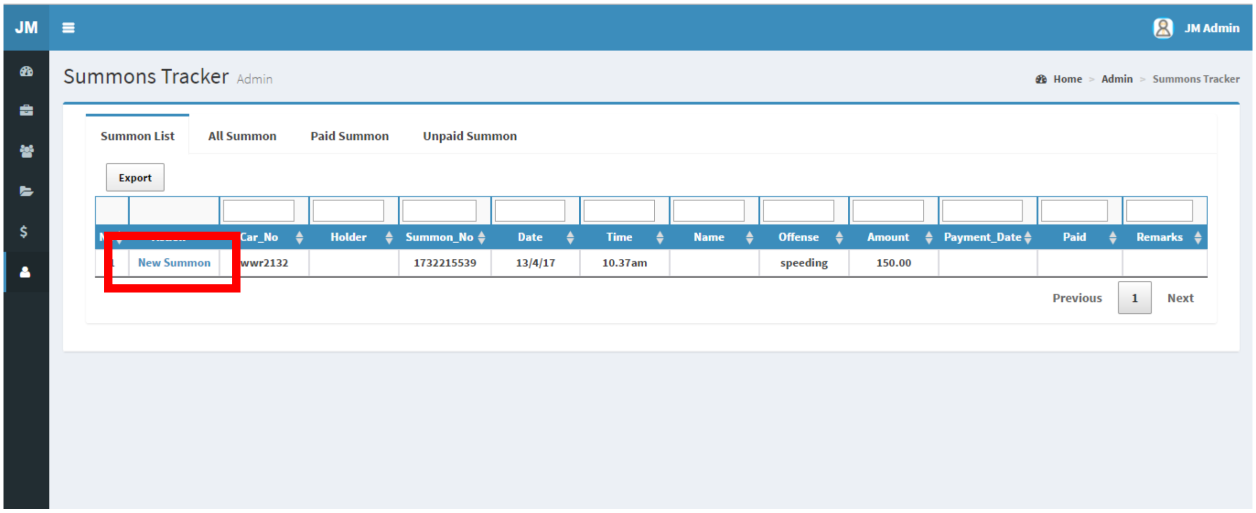


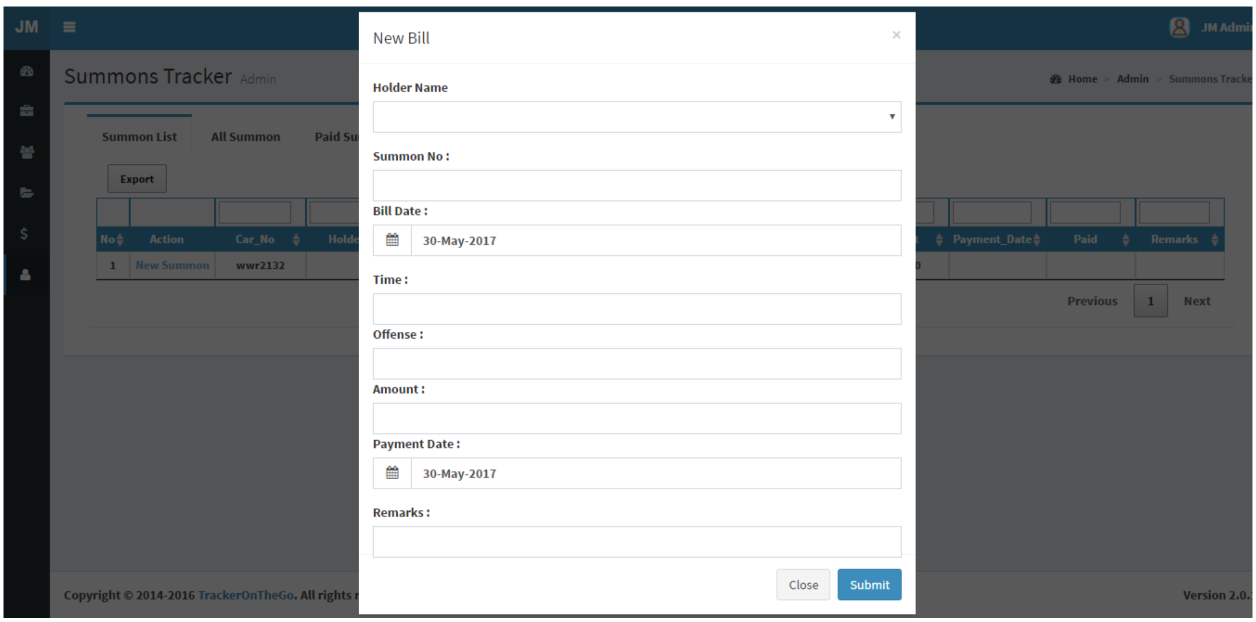

## ➢ SUMMONS TRACKER

1. Click **Admin Tool** > **Summons Tracker**

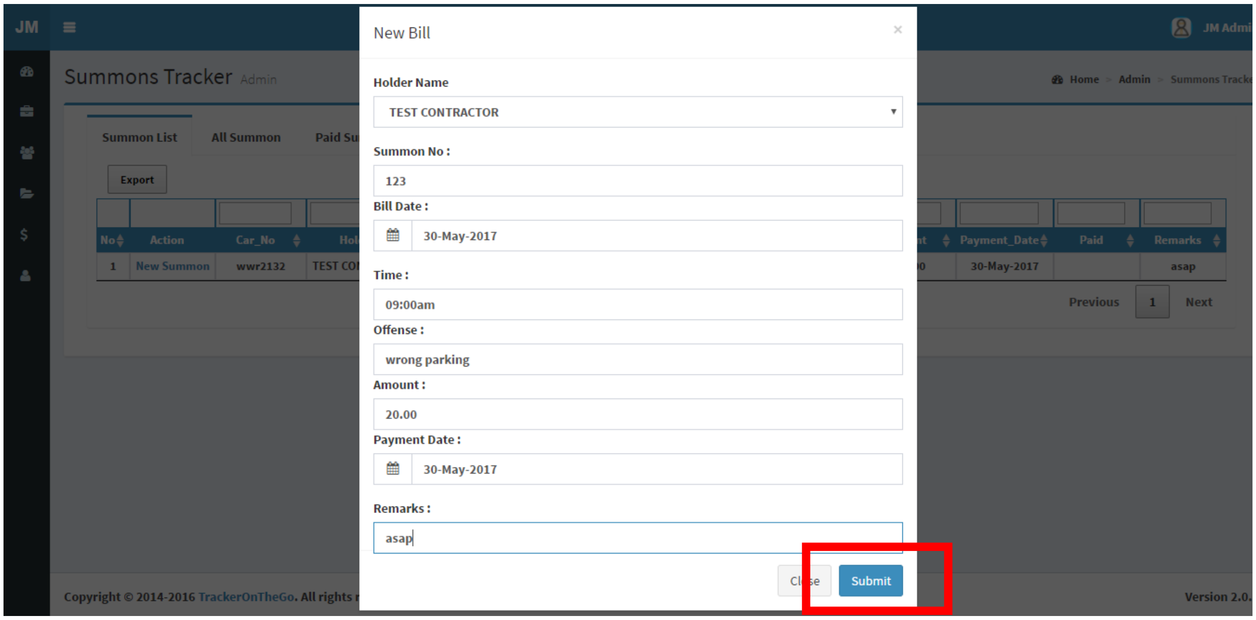


2. Click **New Summons** base on your selection of the **Car_No**

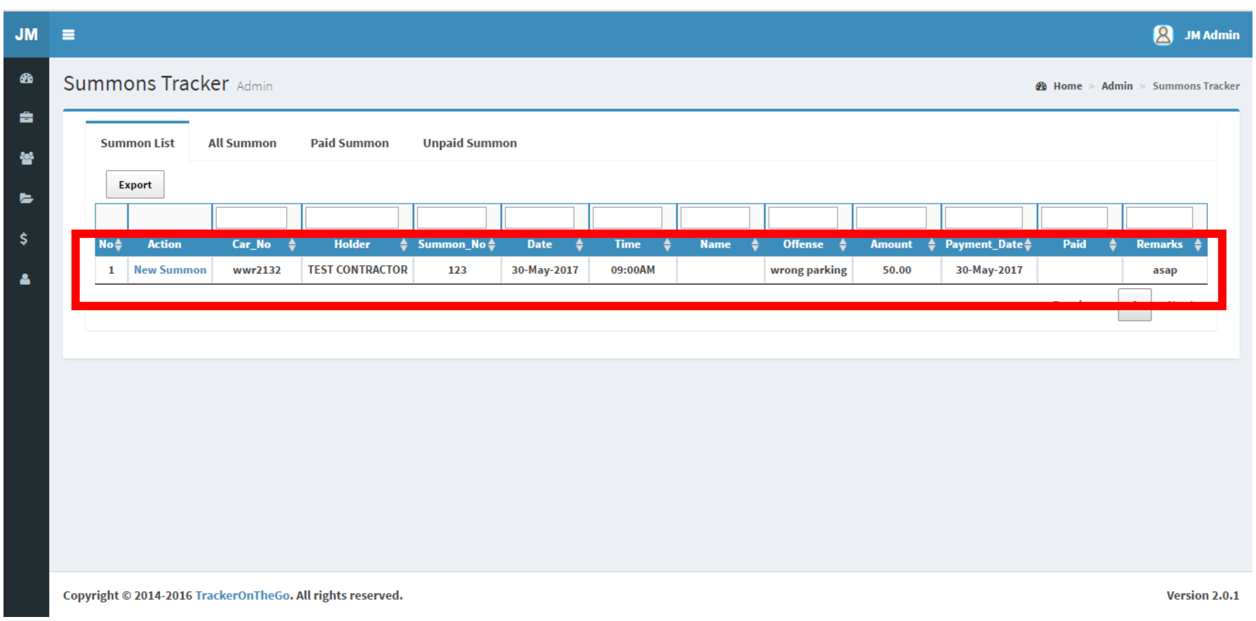




3. Update the details and click **Submit**

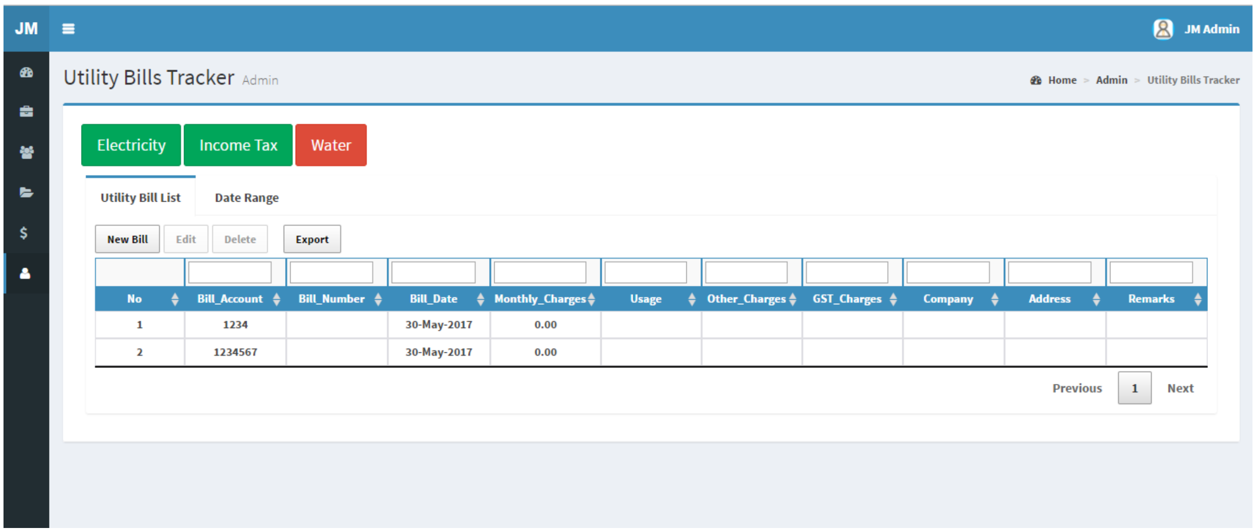



4. Your details been updated successfully!

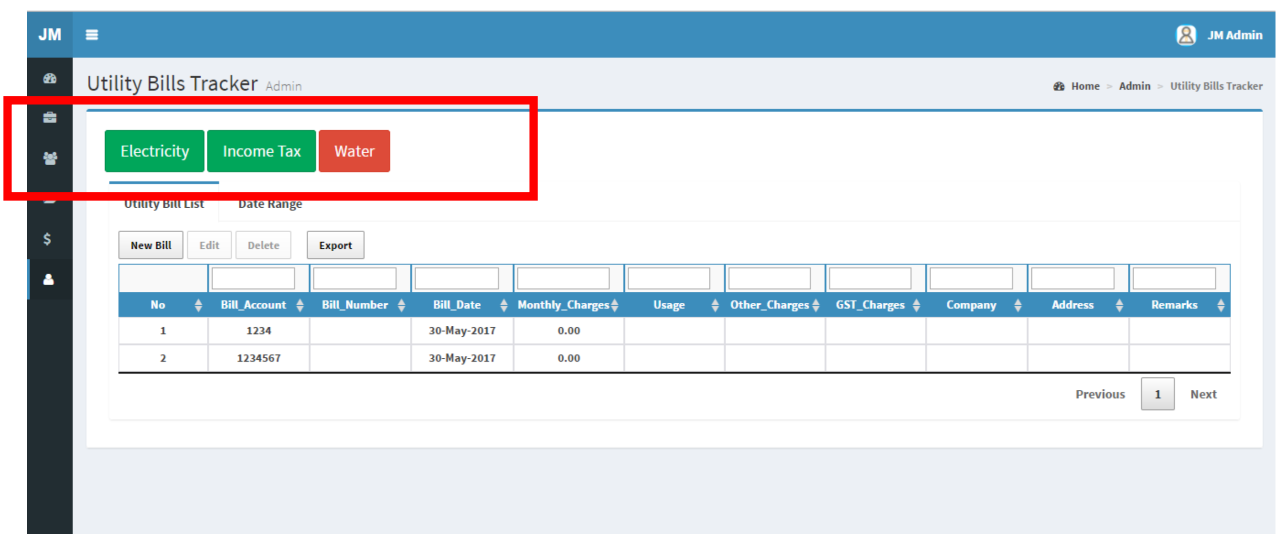


## ➢ UTILITY BILLS TRACKER

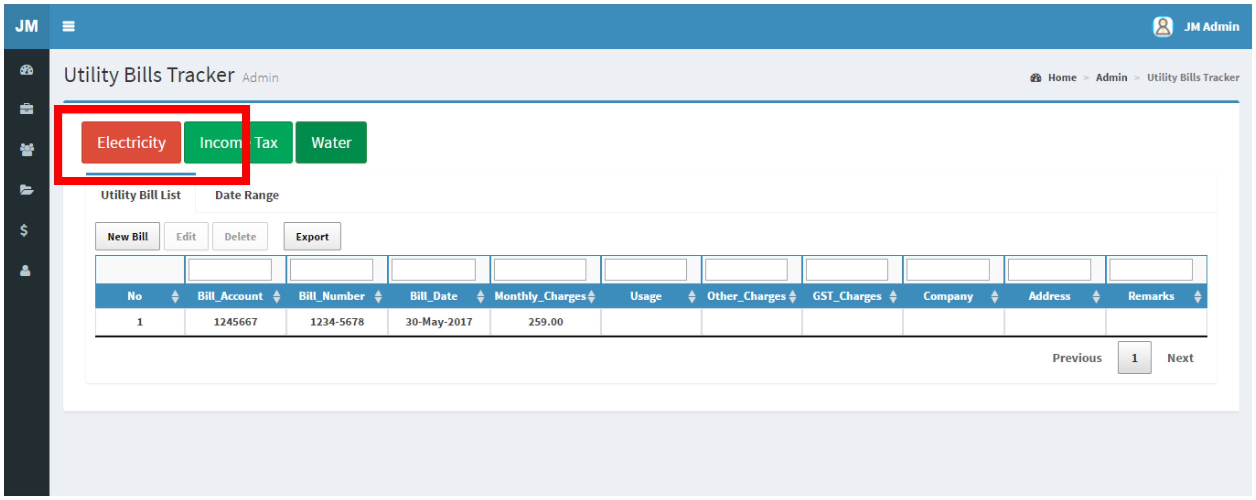
1. Click **Admin Tool** > **Utility Bills Tracker**



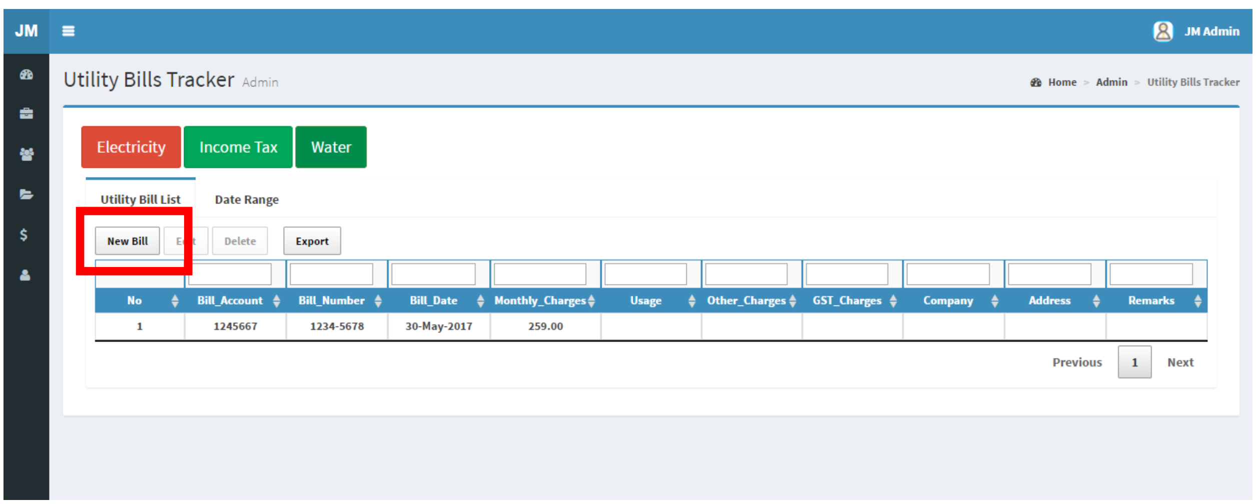

2. Button for types of the utilities are at top of the page



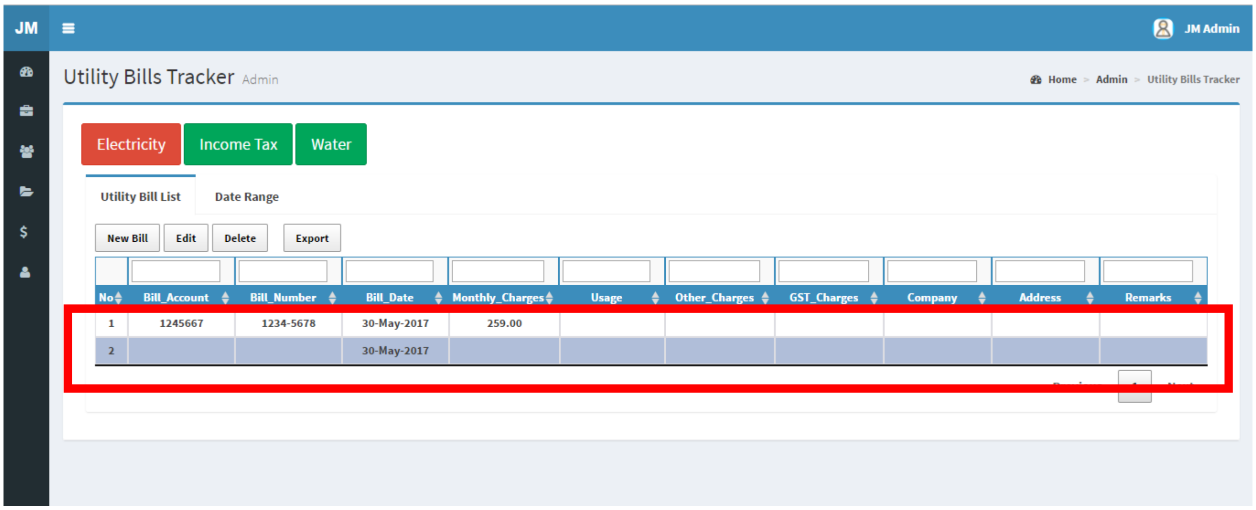
3. Select any type of utility as per selection > **Electricity**



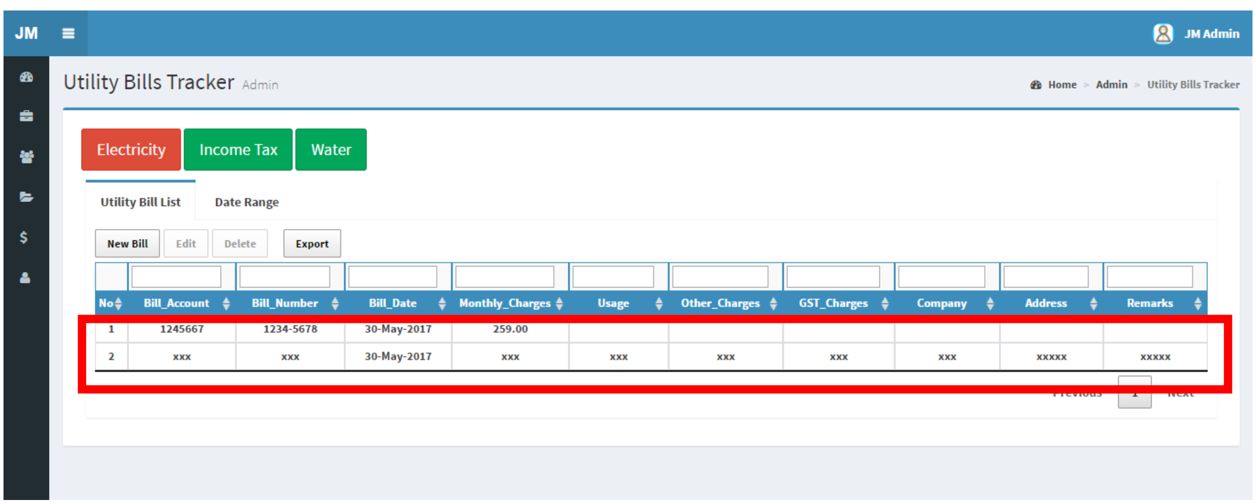

a) Click **New Bill**



b) A new row will be inserted



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



4. Similar steps apply to all types of utilities.