

General Settings

The general settings page can only be accessed if the user is assigned to an [admin](#) role. Non-admin users will not be able to see the [General Settings](#) in the icon controllers of the dashboard.

Here are the features of the general settings:

- Create and Manage User Accounts - Admin
- Create and Manage Divisions - Admin
- Manage Company Information - Admin

To access the [General Settings](#) page:

1. Log in using your register [email](#) and [password](#).
2. Locate to the icon controllers at the upper right corner of the dashboard.
3. Select the [General Settings](#) icon.

Please enter your user information.

Email

Password

☐ Remember me

[Forgot Password?](#)

Sign me in

2. Locate to the icon controllers at the upper right corner of the dashboard.
3. Select the `General Settings` icon.



The **General Settings** page will appear on the interactive section of the dashboard.

Test Project

General Settings

Home / Pages / Blank Page Header

Company Information

Small description here for this panel.

Company Name

AC Tajanlangit

Complete Address

Unit 1607, 88 Corporate Center Cor. Sedenio-Valero St. Salcedo Village, Makati Cit

Phone

+63-(33)-337-9947

Fax

Email Address

actajanlangit_888@yahoo.com

Save Company Details

Upload Logo

Drop files here to upload

No file chosen

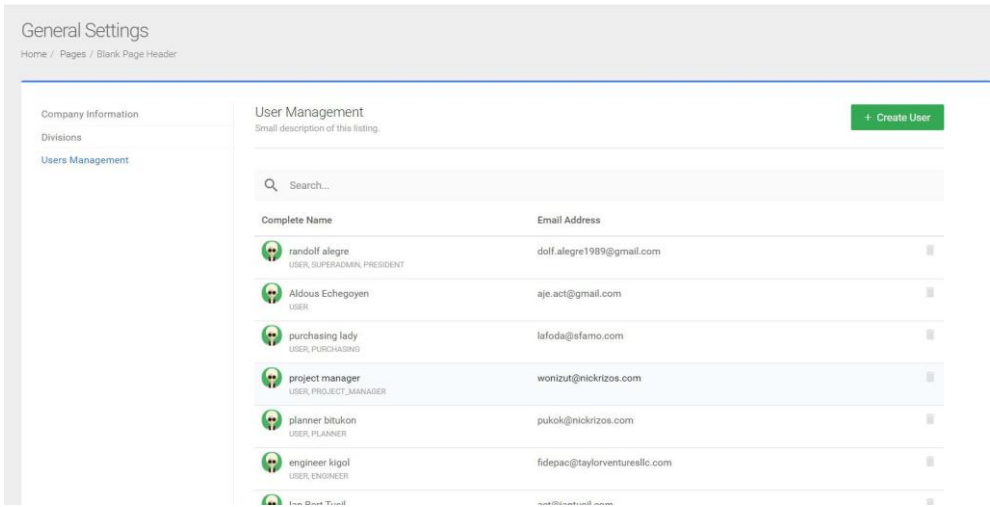
Current Project 60%

The [General Settings](#) is divided to two sections:

- Navigation Links - This section contains the following:
 - Header - The header section is composed of the name of the page [General Settings](#) and the links [Home / Pages / Blank Page Header](#).
 - Left Panel - The left panel comprise the navigation links [Company Information](#), [Divisions](#), and [User Management](#).
- Content Section - This section is the interactive part of the [General Settings](#). It contains the input controls of each navigation links on the left panel section of the page.

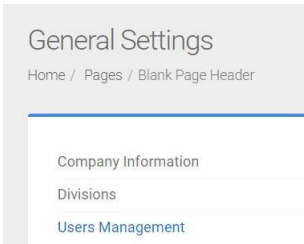
General Settings - Creating and Managing User Accounts (Admin)

Creating and managing user accounts is one of the features in the [General Settings](#) page. This feature allows the user admin to create a new user in the system and edit the user account information in the user's profile page.



Create User

1. Go to the [General Settings](#) page.
2. Select [User Management](#) on the left panel of the [General Settings](#) page. The [User Management](#) page will appear in the content section.
3. Click the [+ Create User](#) button on the upper right corner of the content section. The [New User Form](#) will appear in the User Management page.
4. Enter the required details in each textbox labeled as [First Name](#), [Last Name](#), [Email Address](#), [Position](#), [Password](#), and [Confirm Password](#).
5. Click the [Save User](#) button to save the changes made or click the [Cancel](#) button to disregard changes made.



1. Go to the [General Settings](#) page.
2. Select [User Management](#) on the left panel of the [General Settings](#) page.
The [User Management](#) page will appear in the content section.

-
3. Click the **+ Create User** button on the upper right corner of the content section. The **New User Form** will appear in the User Management page.
-

User Management

Small description of this listing.

+ Create User



Search...

4. Enter the required details in each textbox labeled as First Name, Last Name, Email Address, Position, Password, and Confirm Password.

5. Click the **Save User** button to save the changes made or click the **Cancel** button to disregard changes made.

New User Form
Small description of this form.

First Name	<input type="text"/>	Last Name	<input type="text"/>
Email Address	<input type="text"/>	Position	<input type="text"/>
Password	<input type="text"/>	Confirm Password	<input type="text"/>
<input type="button" value="Save User"/>		<input type="button" value="Cancel"/>	

To check if the user has been successfully added in the system, scroll to the user management or use the search box to locate the new user added.

NOTE: Only an [admin](#) role has access to this feature.

Manage User Account

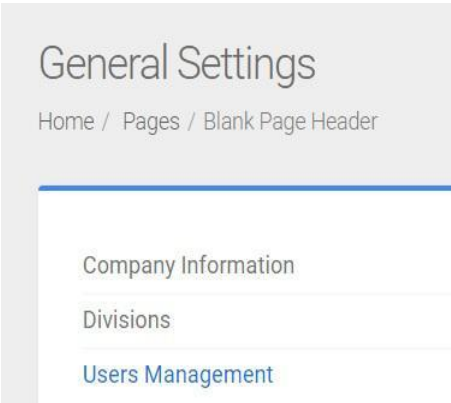
- 1. Go to the [General Settings](#) page.
- 2. Select [User Management](#) on the left panel of the [General Settings](#) page.

The [User Management](#) page will come to view in the content section.

- 3. Select a user to edit in the list of users in the [User management](#).

You may use the scroll bar or use the search box to find the user. The profile page of the user will appear on top of the dashboard.

- 4. Edit the account of the user selected.



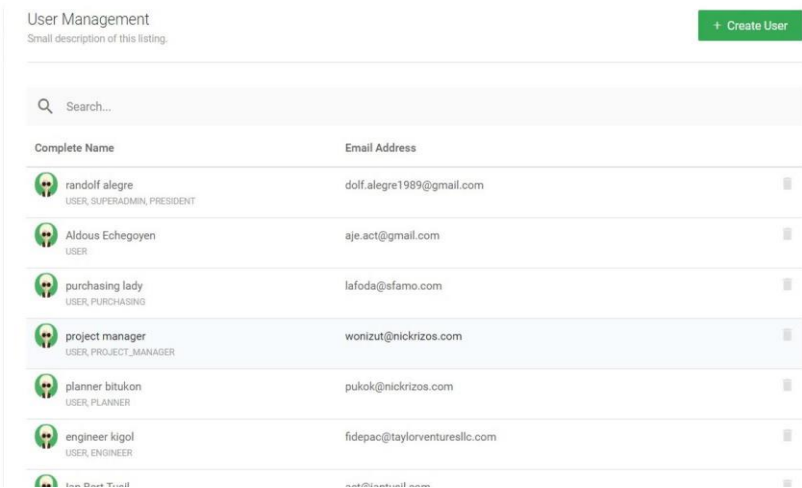
- 1. Go to the [General Settings](#) page.
- 2. Select [User Management](#) on the left panel of the [General Settings](#) page.

The [User Management](#) page will appear in the content section.

- 3. Select a user to edit in the list of users in the [User management](#).

You may use the scroll bar or use the search box to find the user. The profile page of the user will appear on top of the dashboard.

- 4. Edit the account of the user selected in the user's profile page.



For every changes made to the user a pop notification will appear at the right side of the window. The user will receive an email notification for the changes made.

NOTE: Only an **admin** role has access to this feature.

General Settings - Creating and Managing Divisions (Admin)

Creating and Managing Divisions can be accessed in the [General Settings](#) page. This feature allows the user admin to add missed division assigned to a project or create a new division to the system.

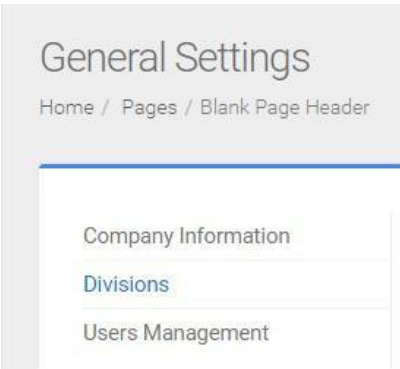
NOTE: Be careful when modifying the divisions. Changes to the divisions will reflect to all of the documents and records.

Create Divisions

- 1. Go to the [General Settings](#) page.
- 2. Select [Divisions](#) on the left panel of the [General Settings](#) page.

The [New Division Form](#) will come to view in the content section of the [General Settings](#) page.

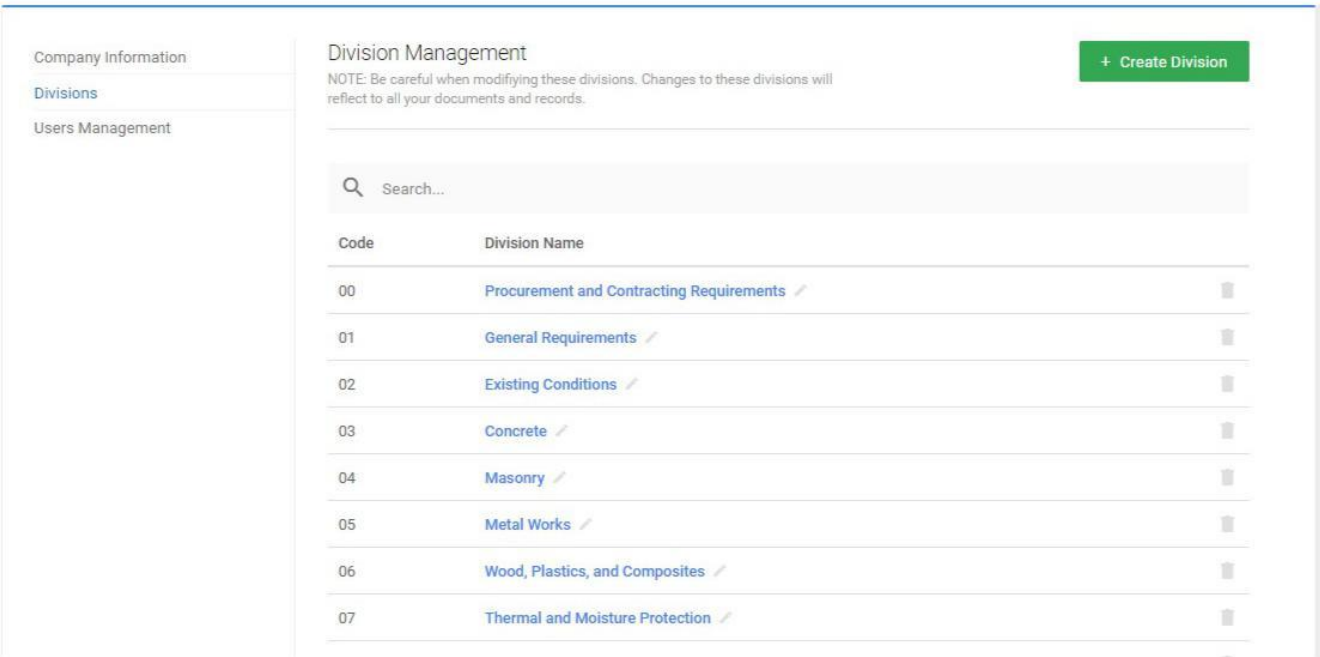
- 3. Click the [+ Create Division](#) button in the content section.
- 4. Fill in the details for the new division inside each textbox with labels [Code](#) and [Division name](#).
- 5. Click the [Save User](#) button to save the changes or click the [Cancel](#) button to disregard changes.



- 1. Go to the [General Settings](#) page.
- 2. Select [Divisions](#) on the left panel of the [General Settings](#) page.

The [New Division Form](#) will come to view in the content section of the [General Settings](#) page.

- 3. Click the [+ Create Division](#) button in the content section.



4. Fill in the details for the new division inside each textbox with labels **Code** and **Division name**.
5. Click the **Save User** button to save the changes or click the **Cancel** button to disregard changes.

New Division
Small description of this form.

Code

Division Name

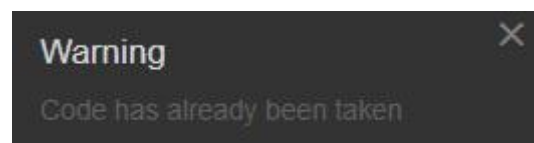
Cancel

Save Division

A pop-up notification will appear at the right side of the page once the changes has been saved.

Check the [Division management](#) page, if the division was successfully added. Scroll to the list of divisions using the scroll bar or use the search box to narrow the search of the division.

NOTE: The **Division Code** is a unique identifier that distinctly identifies a division to other divisions. **Duplicate division code is not allowed.** If the division code has been deleted, **it cannot be reused.** An error message will appear on the upper right corner of the page to notify `Duplicate code error`.



Manage Divisions

Managing divisions lets you do the following:

- Delete a division
- Rename a division.

To delete a division:

1. Go to the [General Settings](#) page.
2. Select [Divisions](#) on the left panel of the [General Settings](#) page.

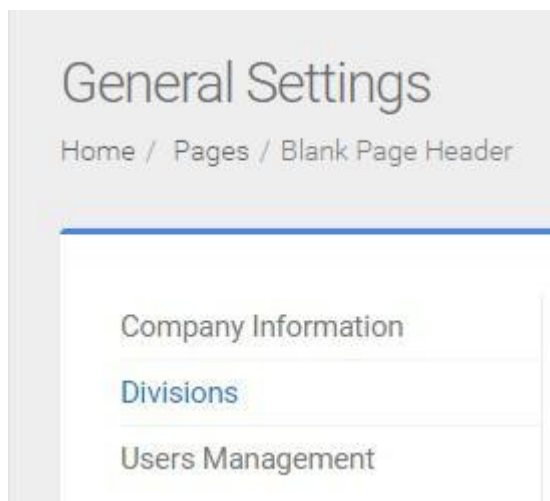
The [Division Management](#) will appear on the content section. Use the scroll bar or use the search box to find the division.

3. Select a division to delete.
4. Click the delete button on the right side beside the [Division Name](#).

A pop-up confirmation message will appear on top of the page.


5. Click the [OK](#) button to delete the division or click the [Nevermind](#) button to cancel the delete action.

A pop-up notification will appear at the right side of the page to indicated that the division has been removed.



1. Go to the **General Settings** page.
2. Select **Divisions** on the left panel of the **General Settings** page.

The **Division Management** will appear on the content section. Use the scroll bar or use the search box to find the division.

3. Select a division to delete.
4. Click the delete button  on the right side beside the **Division Name**.

Division Management

NOTE: Be careful when modifying these divisions. Changes to these divisions will reflect to all your documents and records.

[+ Create Division](#)

Code	Division Name	
00	Procurement and Contracting Requirements /	
01	General Requirements /	
02	Existing Conditions /	
03	Concrete /	
04	Masonry /	

A pop-up confirmation message will appear on top of the page.

Please confirm

5. Click the [OK](#) button to delete the division or click the [Nevermind](#) button to cancel the delete action.

[Nevermind](#)[OK](#)

A pop-up notification will appear at the right side of the page to indicate that the division has been removed.

Success

Division successfully removed

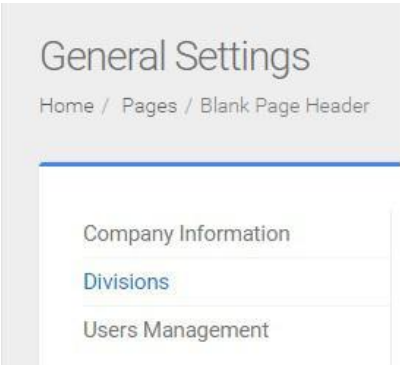
Check the [Division management](#) page, if the division was successfully deleted. Scroll to the list of divisions using the scroll bar or use the search box to narrow the search of the division.

To rename a division:


- 1. Go to the [General Settings](#) page.
- 2. Select [Divisions](#) on the left panel of the [General Settings](#) page.

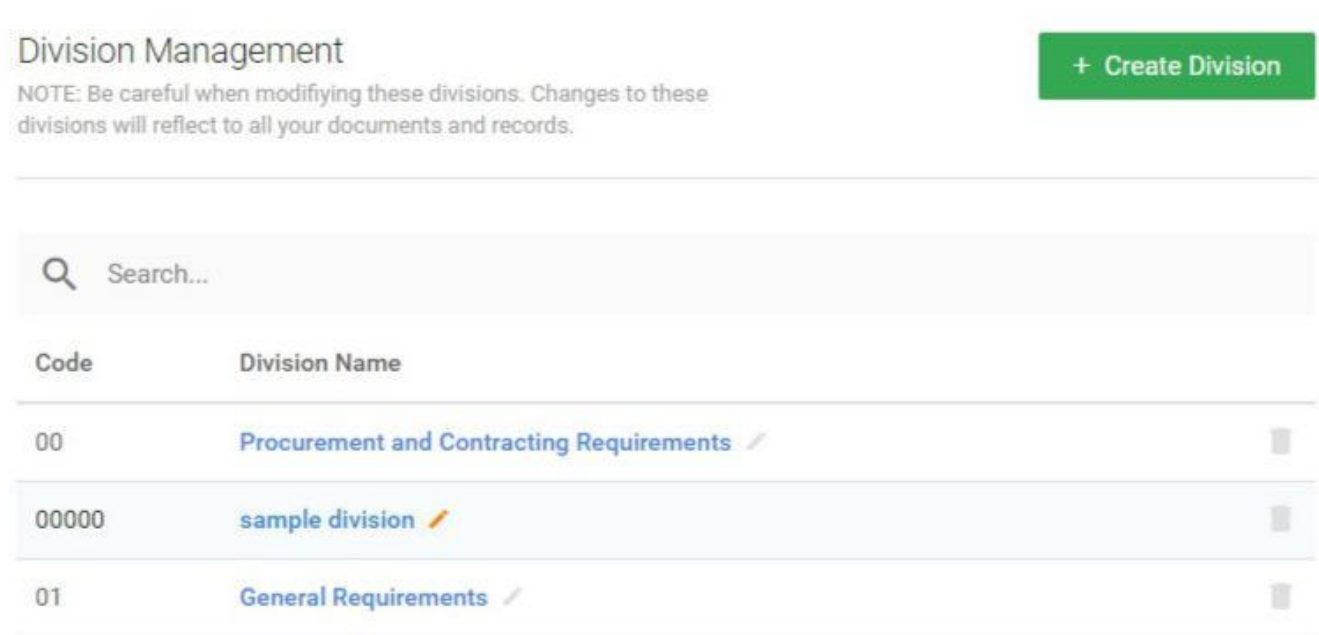
The [Division Management](#) will appear in the content section. Use the scroll bar or use the search box to find the division.

- 3. Select a division to edit by using the search box or use the scroll bar to scroll through the list of divisions.
- 4. Click the pencil icon beside the [Division Name](#).
- 5. Click the textbox labeled as [Division Name](#) to rename.
- 6. Click the [Save](#) button to save changes or click the cancel to disregard changes made.



- 1. Go to the **General Settings** page.
 - 2. Select **Divisions** on the left panel of the **General Settings** page.
- The **Division Management** will appear on the content section. Use the scroll bar or use the search box to find the division.

- 3. Select a division to edit by using the search box or use the scroll bar to scroll through the list of divisions.
- 4. Click the pencil icon  beside the **Division Name**.



- 5. Click the textbox labeled as **Division Name** to rename.

6. Click the `Save` button to save changes or click the cancel to disregard changes made.

00000

Division Name

sample division

Cancel

Save

Check the [Division management](#) page, if the division was successfully edited. Scroll to the list of divisions using the scroll bar or use the search box to narrow the search of the division.

General Settings - Manage Company Information (Admin)

Managing company information is the other feature in the [General Settings](#) page. It lets you edit the details of the company.

Manage company information:

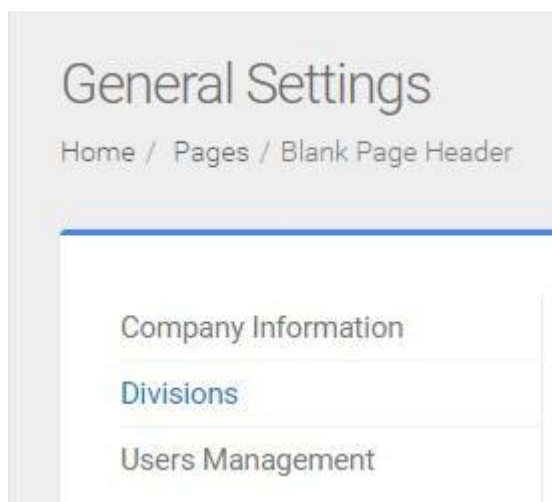
1. Go to the [General Settings](#) page.
2. Select [Company Information](#) inside the [General Settings](#) page.

The Company Information page will appear in the content section of the [General Settings](#) page.

3. Edit the following details:

- Company Name - Click the textbox below the label [Company Name](#) to edit detail.
- Company Logo - Upload a logo by dragging or dropping a logo inside the square box at the right side of the [Company Information](#) page.
- Complete Address - Click the textbox below the label [Complete Address](#) to edit detail.
- Phone - Click the textbox below the label [Phone](#) to edit detail.
- Fax - Click the text textbox below the label [Fax](#) to edit detail.
- Email Address - Click the textbox below the label [Email Address](#) to edit detail.

4. Click the [Save Company Details](#) to save changes.



1. Go to the **General Settings** page.

2. Select **Company Information** inside the **General Settings** page

The **Company Information** page will appear in the content section of the **General Settings** page.

The Company Information page will appear in the content section of the General Settings page.

3. Edit the following details:

- Company Name - Click the textbox below the label **Company Name** to edit detail.
- Phone - Click the textbox below the label `Phone` to edit detail. Fax - Click the text textbox below the label `Fax` to edit detail.

- Company Logo - Upload a logo by dragging or dropping a logo inside the square box at the right side of the `Company Information` page.
- Complete Address - Click the textbox below the label `Complete Address` to edit detail.
- Email Address - Click the textbox below the label `Email Address` to edit detail.

General Settings

Home / Pages / Blank Page Header

Company Information

Divisions

Users Management

Company Information

Small description here for this panel.

Company Name

AC Tajanlangit

Complete Address

Unit 1607, 88 Corporate Center Cor. Sedenio-Valero St. Salcedo Village, Makati Cit

Phone

+63-(33)-337-9947

Fax


Email Address

actajanlangit_888@yahoo.com

Save Company Details

Upload Logo

Drop files here to upload



4. Click the `Save Company Details` to save changes.
